

How to Create a Table of Contents in Research Notes In Microsoft Word

Adding a Table of Contents (TOC) in your research notes can be extremely helpful when your notes become exceptionally long. The convenience of having a TOC makes jumping to exactly the area you are working on a quick task.

It is all about staying organized that makes the research go faster! [Click here to see the video.](#)

Instructions for adding a TOC in Research Notes

Step 1

Put your cursor where you want the Table of Contents to be located. This is usually at the very top under the title of your research notes.

Go to References Tab and click Table of Contents. Pick a style of TOC. I use an automatic TOC so it will update.

Step 2

Highlight your first text. I use a very bold heading when I am writing them so I can find the date and event easily, however the style will change when you use Style headings.

With the text highlighted, go to the HOME tab, in the Styles menus, click the heading style you want to use. Heading 1 or Heading 2 is best. Heading 2 will indent to the right of Heading 1.

Example of how Headings indent in a TOC.

Heading 1
 Heading 2
 Heading 3

Step 3

Go back to the Reference Tab and click Update Table!

Step 4

SAVE! Update the Table every time you add a new heading.

Step 5

Use CNTL Click over the entry in the TOC to jump to that part of the notes.

