

Chapter 2: Creating a Contents and Index

Preparation

Table of Contents

You must ensure that standard Heading styles have been applied to all the headings you want to include in the table of contents.

Add other hints and tips...

Index

You must ensure that index terms are specified in XE fields, normally in the heading of the section to which they relate.

Even more hints...

Inserting a Table of Contents or Index

To insert a table of contents or index, click where you want it, then either:

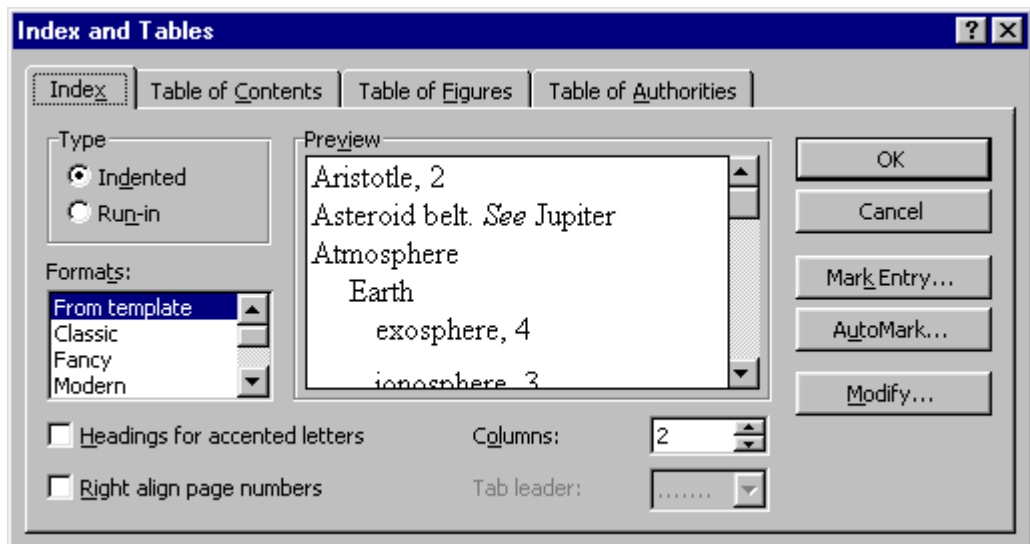


From the Insert menu, choose Index and Tables.



Press Alt + I, then D.

The **Index and Tables** dialog is displayed:

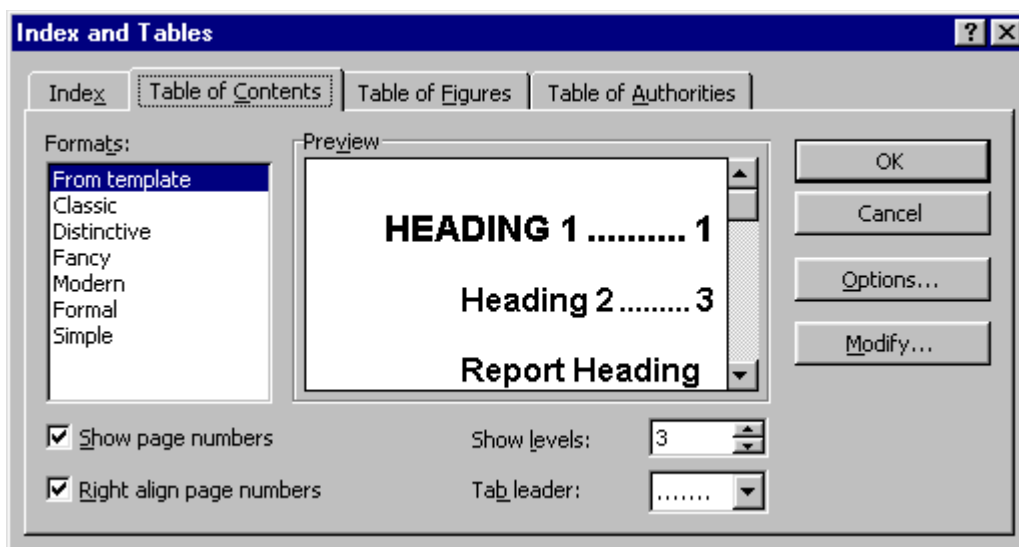


Using the Index and Tables Dialog

Click on the Index tab to create an index. For details, see *Using the Index Tab 2*.

Click on the Table of Contents tab to create a table of contents.

The tab has the following appearance:



For details, see *Using the Table of Contents Tab 2*.

Using the Table of Contents Tab

Use this tab to create a Table of Contents for the document.

Formats

Select the **From template** format.

Show page numbers

Ensure that a cross appears in this check box so that page numbers are included in the table of contents. Otherwise, the converted HTML file will not contain hyperlinks in its table of contents.

Right align page numbers

Put a cross in this check box if you want the page numbers in the table of contents to be aligned to the right margin.

Show levels

Enter or select the number of heading levels you want to appear in the contents. For example, select 3 to including Heading levels 1, 2, and 3.

OK button

Click this button to create the contents as specified.

Using the Index Tab

Use this tab to create an index.

To be continued...