CREATE A TABLE OF CONTENTS

In order to make it easier for readers to find specific stories in a multiple page publication, it is a good idea to use a Table of Contents. A Table of Contents can be created manually or by using Building Blocks. Once a Table of Contents has been added to a publication, it is possible to add descriptive text and correct page numbers.

† Click the Home Tab.
† In the Objects Group, click the Draw Text Box button (see illustration).

† Click in the Publication where the upper left corner of the Table of Contents is to appear.
† Drag diagonally until the box is the desired size.
† Type the title for the Table of Contents into the Text Box.
† Press the Enter key.
† Double-click the Horizontal Ruler at the point where the Page Number is to appear (see illustration below).
† The Paragraph dialog box will display with Tabs selected (see illustration below).

† Under Alignment select Right.
Under **Leader**, click the desired option.

- Click the **Set** button.
- Click **OK**.
- In the **Table of Contents**, input the name for the first entry.
- Press the **Tab** key.
- Input the **Page Number** for the entry.
- Press **Enter**.
- Continue this process until the **Table of Contents** is completed.