

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.

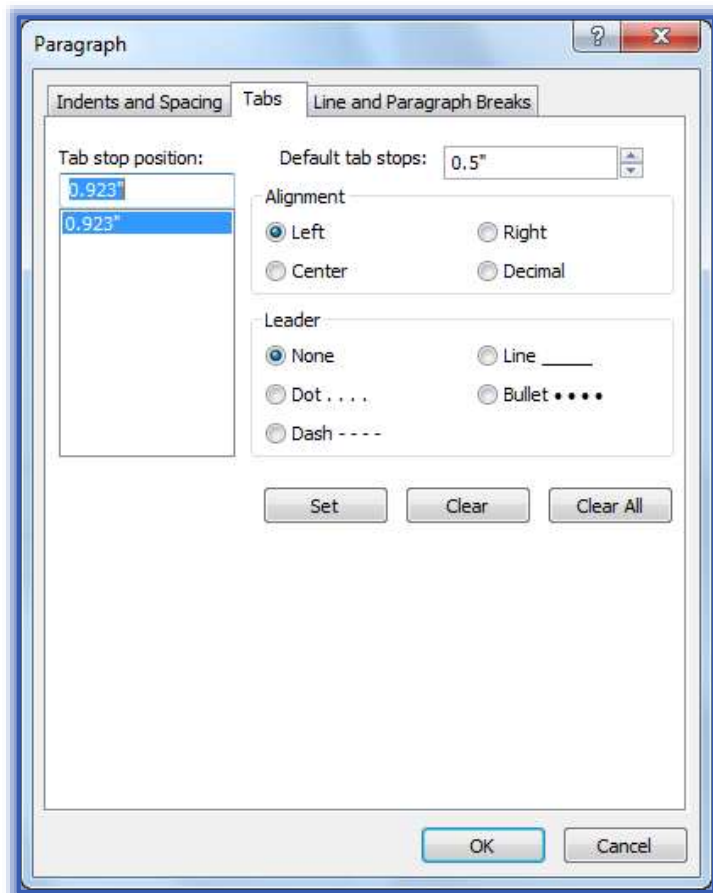
† Drag **diagonally** until the box is the desired size.

† 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.