

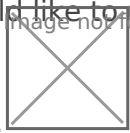
How To Create a Table of Contents in Pages

Difficulty - Medium

Step 1 - Open text format options

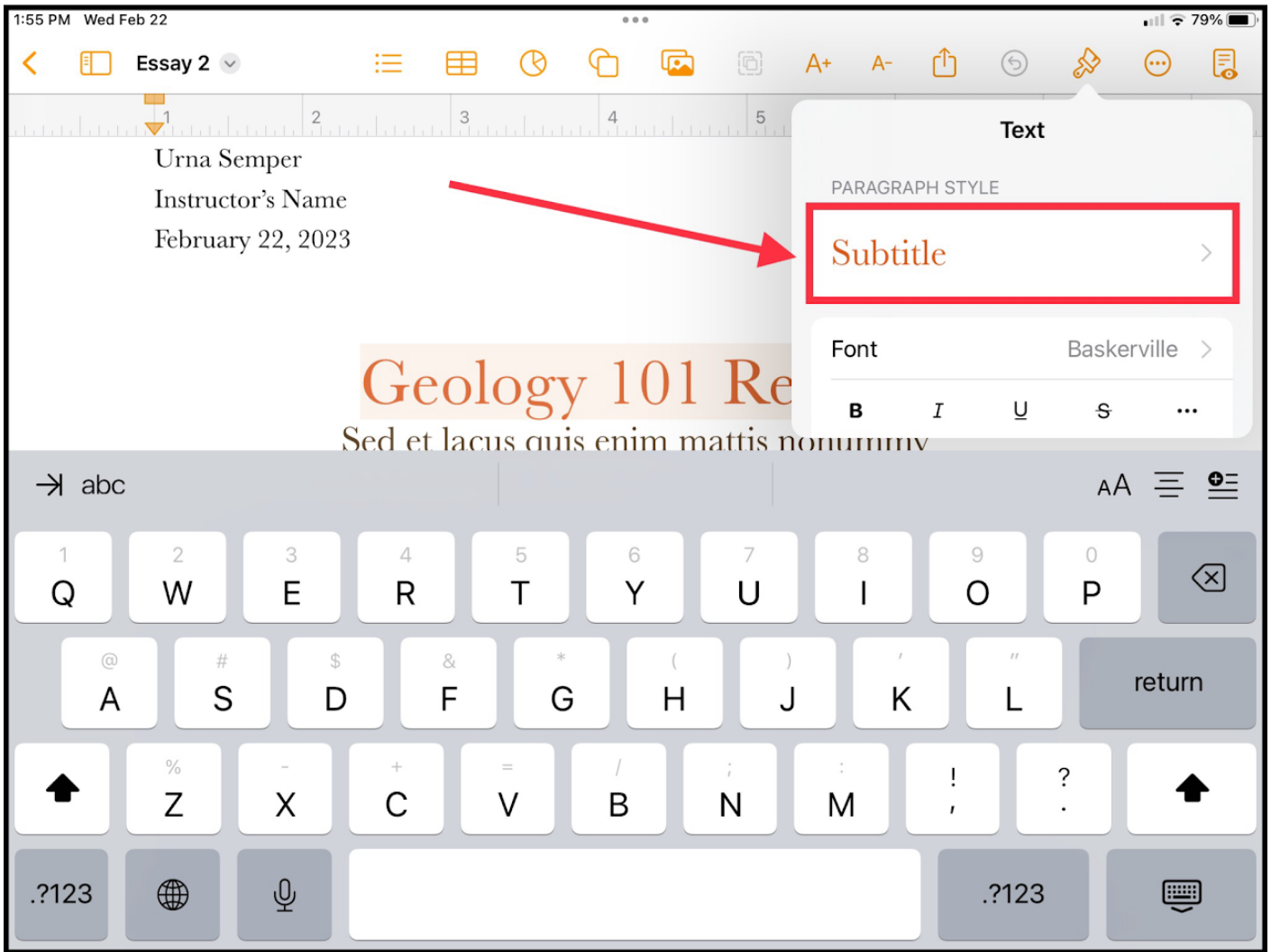
Highlight the text you would like to use as a heading in your table of contents, then tap the

paintbrush in the top right.



Step 2 - Navigate to Paragraph Styles

Enter the "Paragraph Styles" menu.



Step 3 - Change the Paragraph Style

Select a paragraph style that matches what you would like to inputted in the table of contents.

If writing an essay, use the "Subtitle" style.

Step 4 - Navigate to the Table of Contents

Select the table of contents menu on the top of your screen.

The table of contents menu looks like a list.

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If all entries are shown, you're done! If they are missing, open the drop-down menu below.

If entries do not show in table of contents:

Step 5 - Change the Table of Contents Settings

If no entries are shown, select the edit icon.

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Step 6 - Add Paragraph Styles to the Table of Contents

Use the circles to the left of the options to add and remove styles from the table of contents.

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Step 7 - Using the Table of Contents

Tap on any of the newly added entries to easily jump to that section. Enjoy!

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