Task 6.3   Modifying table of contents styles
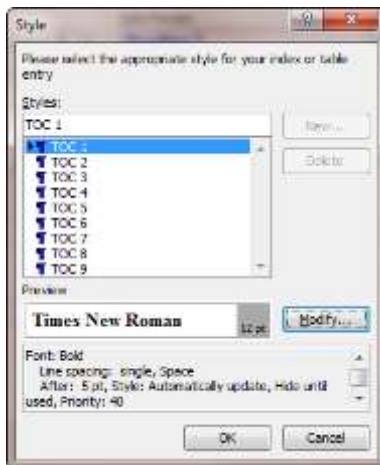
You can change how the table of contents looks by modifying the styles used to format it through the *Style* dialog box.

There are nine TOC styles – one for each level. Choose one and click *Modify* to access the *Modify Style* dialog box.

Try this...

1.   Click anywhere in the table of contents, click on *Table of Contents* and select *Insert Table of Contents* again.

2.   Click on the **[Modify]** button.

The Style dialog shows the entries TOC 1 to TOC 9. These are built-in styles (like the Heading styles) that determine how the table of contents text is formatted.

3.   Click on *TOC 1* then click on **[Modify]** to display the *Modify Style* dialog box.

4.   Click on *Bold* under *Formatting*

5.   Click on **[Format]** and select *Paragraph*.

6.   Under *Spacing*, use the down spinner arrow to set *After* to *0*.

7.   Click **[OK]** and **[OK**] again.

8.   Click on *TOC 2* then click on **[Modify]**.

9.   Repeat steps *5* to *7* to set the *After* spacing to *0*.

10.   Modify *TOC 3* and *TOC 4* in the same way.

11.   Click **[OK]** to exit the *Table of Contents* dialog.

12.   Click **[OK]** to replace the table of contents.

> **Tip:** An alternative way to modify the *TOC* styles is through the *Styles* pane. This avoids having to rebuild the table.