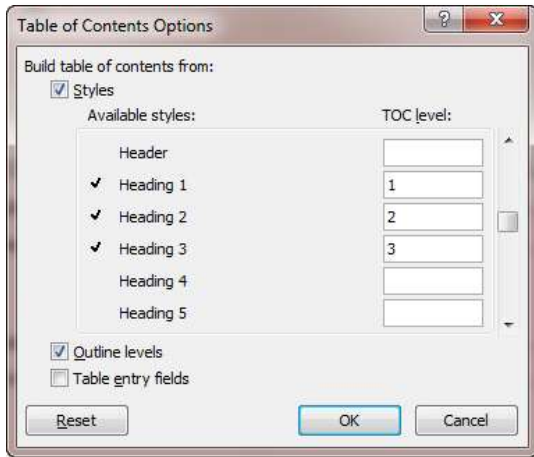# Task 6.4   Adding new styles to the table of contents

By default, Word uses only the text formatted with the built-in styles Heading 1 to Heading 9 to build a table of contents. However, you can include any other styles from your document, including ones you have created yourself, by using the *Table of Contents Options* dialog box.

Word automatically assigns the *TOC level* based on the heading level, i.e. Heading 1 is at level 1 in the table of contents, Heading 2 at level 2, etc. You can assign a different level by typing in the number.

Try this...

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

2.   Click on the **[Options]** button to display the *Table of Contents Options* dialog box.

3.   Scroll through the list of *Available styles*.

Note that the additional heading style you created – PREPAGES – is listed.

4.   At *PREPAGES*, click in the *TOC level* box and type **1**.

Headings formatted with the PREPAGES style will appear at the same level as those formatted as Heading 1.

5.   Click on **[OK]** and **[OK]** to finish.

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

The headings from the introductory section now appear in the table of contents.