Task 6.6   Updating tables of contents and figures

Ideally, you should not have to make any changes to your completed document once you have inserted the chapters. However, if you do, you will have to update your table of contents and table of figures. Note that the tables do NOT update dynamically when you make a change to the document's content.

From the *Update Table of Contents* prompt, you can update the page numbers only, or the entire table. It is always a good idea to always update the entire table.

Try this...

1.   In your table of contents, hold down **Ctrl** and, click anywhere on the entry for *Chapter 1*.

A table of contents can also be useful for navigating around your document!

2.   Click at the beginning of the paragraph *However, Linn and Peterson's…* , press **Return** or **Enter** to create a new line and type **Spatial ability types**.

3.   Apply the *Heading 3* style to the paragraph.

4.   Click at the beginning of the heading *Spatial ability tests* and insert a page break.

5.   Press **Ctrl** and **Home** and page down to your *Contents* page.

6.   Click in the table of contents and on the **References** tab, click on *Update Table* to display the *Update Table of Contents* dialog box.

As a shortcut, you can also click in the table and press F9.

7.   Select *Update entire table* and click **[OK]**.

The new heading appears, and the page numbers have been updated. Note that this only updates the table you are in. To make sure all the tables are accurate, you should update everything.

8.   Click on the *Home* tab, and click *Select* in the *Editing* group, then choose *Select All* to select the entire document. (You can also use **Ctrl** and **A**.)

9.   Press **F9** to display the *Update Table of Contents* dialog box.

The dialog box will display for each table in the document.

10.   Select *Update entire table* and click **[OK]** each time.

11.   Click on *File*, select *Save As* and save the document as *My complete thesis*.

12.   Relax!