Get Fancy!

TOC and Turn Pages

WordStyle

- So you've styled your entire document. You now get the TOC bonus!

- In your templates, TOCs are already set up with instructions just below on how to update them. Update your TOC with your new formatted text now in the document. See the headings get automatically added?

- Let's insert a TOC from scratch. Go to the Reference ribbon, click on "Table of Contents" and select "Insert Table of Contents" – use the Options button to designate which styles become TOC entries and their TOC level.

- Need a landscape page?
- To turn a page landscape, you will use section breaks at the end of the last portrait page before your new landscape section and at the very end of your last landscape page.
- Click in the body of your page that is now between two section breaks. Choose the Page Layout ribbon and select "Orientation" and "Landscape."
- Remember "Link to Previous"? Use it to make a landscape header and footer that does not interfere with your portrait-page header and footer.