

Table of Contents

InDesign allows you to create Tables of Contents based on the headings in a document. These tables can be automatically updated when changes are made to the publication and exported to a PDF document that can be read by other programs such as Acrobat Reader. Interactivity can also be added through bookmark links to the headings.

Table of Contents

If you have used paragraph styles within a document you can automatically create a table of contents from these styles.

A Loading the Sample File

- 1 Load Adobe InDesign or close the current document.
- 2 Display the FILE menu and select OPEN or select OPEN from the START SCREEN.
- 3 Access the IDcs4 SUPPORT FILES, open the CHAPTER 10 folder and load the CHAPTER 10 file.

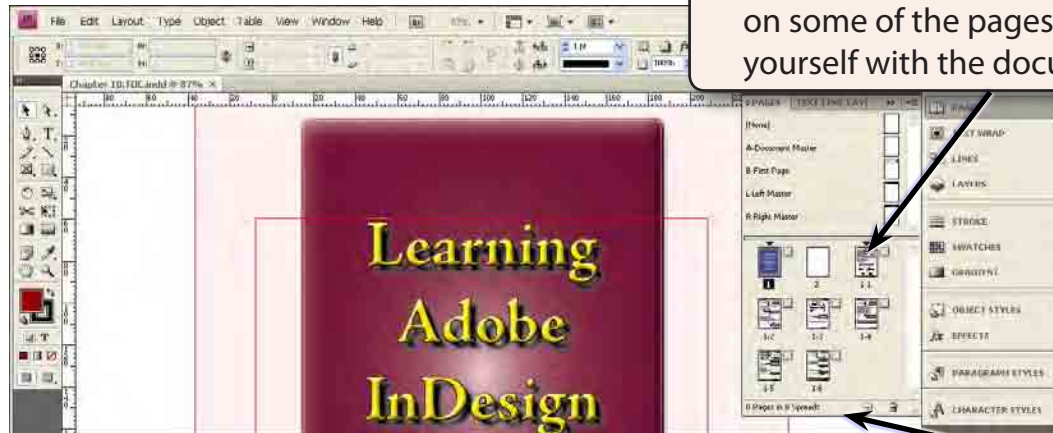
NOTE: If a MISSING FONTS dialogue box is displayed, click on the flagged fonts, set the boxes at the bottom of the dialogue box to ARIAL - REGULAR and click on CHANGE ALL.

- 4 The file contains the first 8 pages of the first chapter of these tutorials.
- 5 Check that the screen is set to the ADVANCED workspace.
- 6 Use SAVE AS from the FILE menu to save the document in your STORAGE folder under the file name:

Chapter 10 TOC

B Looking at the Styles Used

The document consists of an opening page, a blank page where the Table of Contents will be placed and 6 pages of instructions.



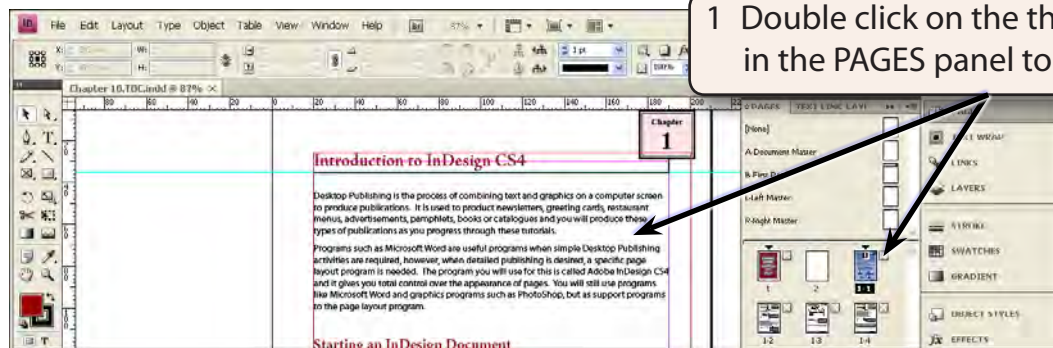
1 Open the PAGES panel and click on some of the pages to familiarise yourself with the document.

2 The height of the PAGES panel can be increased by dragging its bottom border down.

- 3 The first two pages are numbered 1 and 2. The next 6 pages are numbered 1-1 through to 1-6.
- 4 The numbering of pages is set using NUMBERING & SECTION OPTIONS from the LAYOUT menu.

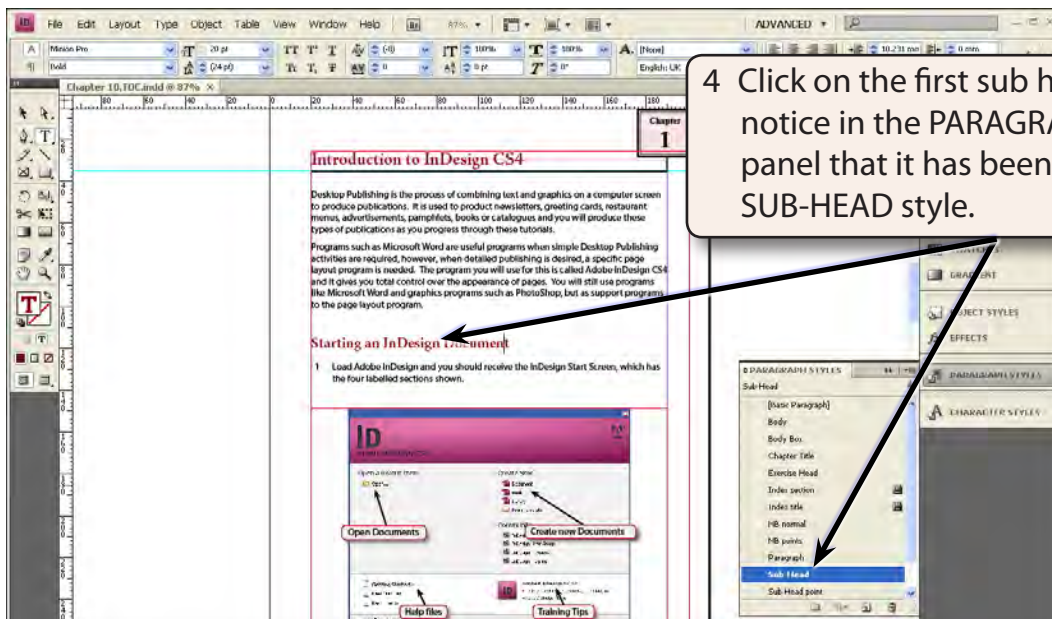
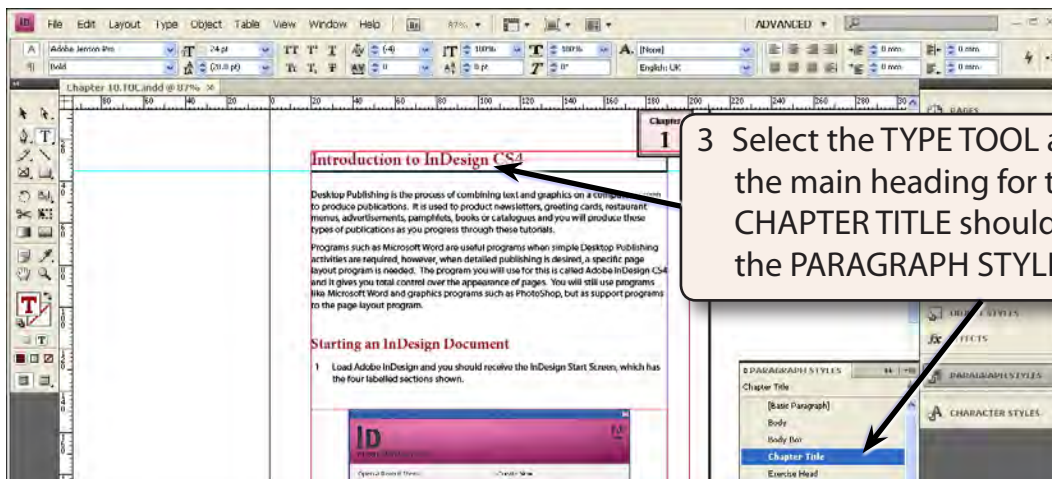
C Looking at the Styles Used

Three paragraph styles have been used for the headings in this document. Chapter Title, Sub-Head and Sub-Head Point.

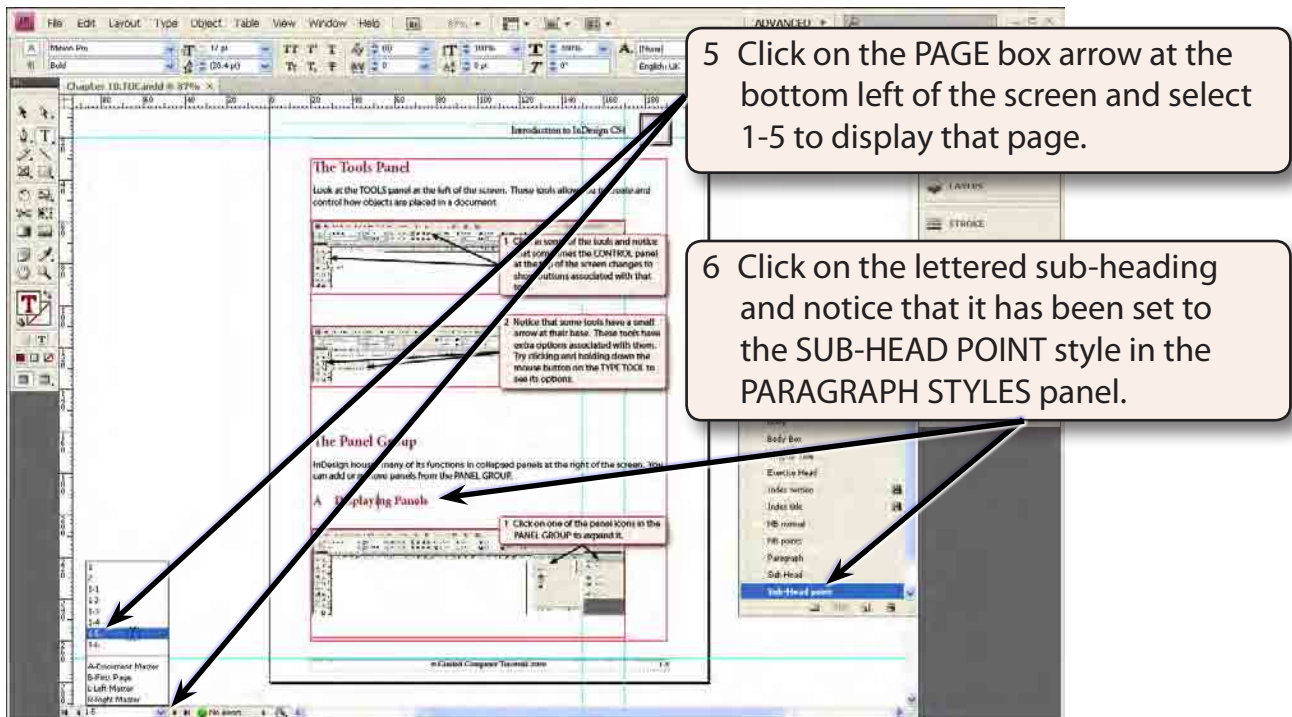


1 Double click on the third page icon in the PAGES panel to open page 1-1.

2 Expand the PARAGRAPH STYLES panel.



NOTE: You may need to scroll through the PARAGRAPH STYLES to display the SUB-HEAD style.

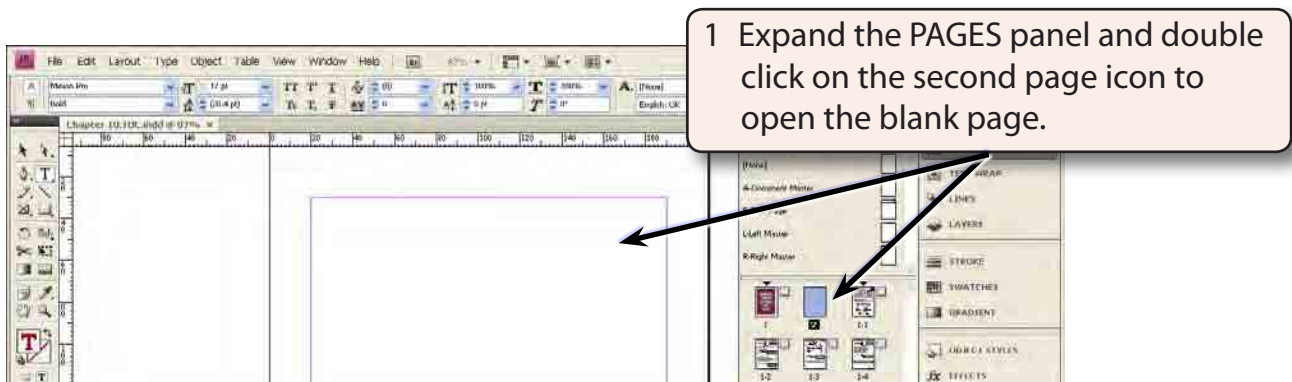


7 The Table of Contents will be created using these three styles.

Creating the Table of Contents

The contents will be placed on the second page of the document, which is blank at the moment.

A Setting the Contents Heading



2 Display the LAYOUT menu and select TABLE OF CONTENTS.