

Transcript

Finish off a Long Document in Word: Inserting a Table of Contents

Another useful way of using section breaks is to put different information in the header. So the page numbers are in the footer and you can put something else in the header. So if you go to Layout again, go down to Section Breaks and put section breaks possibly between chapters or other important groups of pages within your document. Then double click on the header and you want to unlink that header from any previous section. So if I wanted to call this chapter one or Section 1, I wouldn't want that information to appear in my table of contents. So it's unlinked which I do from the header and footer menu at the top. You can see it's not in my previous pages but it does of course bleed into other sections. So again they need to go into unlinking each section I can then type in Section 2 into the header and footer menu.