1. To create a ToC using the tools available in Word, you need to ensure you’ve used the proper styles for the document. The image shows the drop-down menu for ToC and the automatic table options (under References tab).

A screenshot of a computer

Description automatically generated

1. In styles you’ll find the corresponding terms to match the ToC (under Home tab).

A screenshot of a computer

Description automatically generated

1. Check the document to confirm you are using the correct style. Use the Outline or Draft view (under View tab). If a heading you want included in the ToC is labeled ‘Normal’, you’ll need to update the style. It can be updated while in Outline or Draft view by using the styles on the Home tab.

A close-up of a document

Description automatically generated

1. Use the button mentioned above to create the ToC. If you skipped the above steps, you’ll get a message. Then the ToC box will appear without entries.

A screenshot of a computer

Description automatically generated

1. If you used the proper styles, the ToC will appear like this:

A table of contents with black text

Description automatically generated

1. When creating a ToA, you’ll need to mark the citations throughout the document. Under the References tab in the Table of Authorities section you’ll find the Mark Citation button; the dialog box will open as shown.

A screenshot of a computer

Description automatically generated

1. Go to the first citation in the document and mark it for the table. Ensure the category matches the type of document, in this instance ‘Cases’ is the correct category. Click Mark, then Next Citation.

A screenshot of a text field

Description automatically generated

1. For repeat, shorter citations, you’ll do the same process, but you’ll need to match it to the previous full citation, so they all appear correctly in the table of authorities.

A screenshot of a computer

Description automatically generated

1. After you have marked all the necessary citations, you can create the table of authorities.

A screenshot of a computer

Description automatically generated

1. To ensure you have marked all the citations, turn on the Show/Hide (Home tab) and check that all the citations have been marked.



A screenshot of a computer

Description automatically generated

1. Table of Authorities

A document with text and numbers

Description automatically generated

1. To insert bookmarks, put the cursor near the section you want to bookmark (text, picture, location). Click the Bookmark button on the Insert tab.

A screenshot of a bookmark

Description automatically generated

1. Next, enter the name of the bookmark and click add.

A screenshot of a bookmark

Description automatically generated

1. Repeat these steps for all the bookmarks you want to add. Then check to ensure the bookmarks go to the proper location.
   1. One way to do this is to click the Bookmark button and choose the name, then click Go To. It should jump to the place you put the cursor when creating the bookmark. (Shift + Command + F5)

A screenshot of a bookmark

Description automatically generated

* 1. Another way is to go to Preferences, under View click Bookmarks show they show up in the document. A bracket will show up in the areas you bookmarked.

A close up of a paper

Description automatically generated