

Download to Resolve Table of Contents and Bookmark issues

Before you begin you should know it will require administrative access so you may need to request assistance from your IT.

The following Link is a video to walk you through the processes.
<https://drive.google.com/file/d/1hOW7gotqer8fBad65d4oZuJBPP2Erxip/view?usp=sharing>

1. Install the Automatic Table of Contents and Bookmarks Updater Macro (PC Only)

If you're using a PC, the quickest and easiest way to update your Table of Contents is by installing our custom Beyond Counsel Updater Toolbar. This tool is designed to streamline the process with a single click. Once installed, you can simply open your document and use the toolbar to instantly refresh your TOC without any extra steps.

How to Install the Toolbar:

1. [Download the Updater Toolbar](#) from our website.
2. Follow the on-screen installation instructions.
3. Once installed, open your Word document and the table of contents will be automatically updated.

Note: This installation only works on Windows-based PCs.

2. For Mac Users: Install a Word Macro

If you're on a Mac, the Beyond Counsel Updater Toolbar is not available, but you can still easily update your Table of Contents by installing a Word macro. A macro is a small script that automates repetitive tasks, like updating a TOC. If you need help with this please contact support@knackly.io and we will assist you with the installation.

How to Install the Word Macro:

1. [Download this file](#)
2. Open Finder on your MAC
3. Press Cmd-Shift-G
4. Copy and paste the following path: ~/Library/Group Containers/UBF8T346G9.Office/User Content/Startup/Word
5. Copy and paste the downloaded file into the Word folder
6. Restart Word

3. Right-Click to Update Manually (PC or Mac)

The simplest method for updating your Table of Contents, regardless of whether you're on a PC or Mac, is to manually update it through Word. This method works on any system, as long as you have Microsoft Word installed.

How to Manually Update Your TOC:

1. Open your Word document.
2. Right-click anywhere within your Table of Contents.
3. From the context menu, select "Update Field."
4. A prompt will ask if you want to update page numbers only or update the entire table. Select "Update Entire Table."

This option is great when you have changed some paragraphs in your Word document as well.