

Adding a Table of Contents

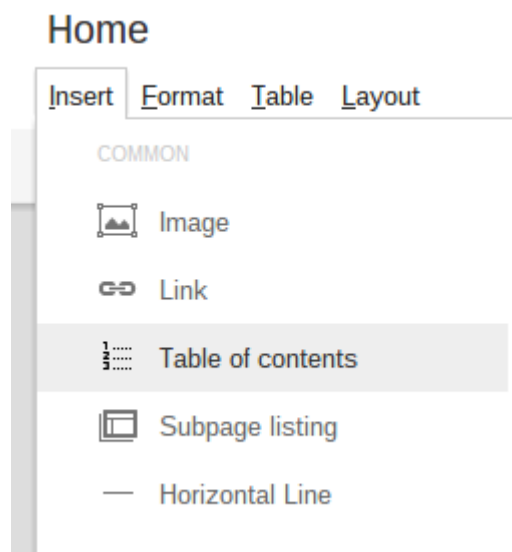
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Inserting the Table

To add a table of contents to your site page (like the one at top of this page), the first thing you need to do is to click on the pencil icon to edit your page.

Then you need to select insert, and then the third one down on the insert menu is "table of contents".



When you have clicked this you get a box that looks like this.

Insert Table of Contents

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Tables of contents are created from text headers on the page. For a basic page index use a narrow width (250px with wrapping text) and for a FAQ-style index try 100% width.

Width: pixels (leave empty for 100% width)

Show Levels:

You don't need to change anything, so just click on the big red "Save".

When you save your site now, your table of contents will look like this, as it has not been given any headings to pick up. This is your next job.

Home

Contents
No headings.

Adding the Headings

Now you need to set up some headings on your site page for the table of contents to pick up.

You will have set up information on your site page, in a variety of formats, (written, images, video etc...)

Make the sections that you want to appear in your table of contents have a title / side heading.

Topic 1

Bla bla bla bla bla bla Bla bla bla bla bla bla Bla bla bla bla bla bla b
bla bla bla bla Bla bla bla bla bla bla Bla bla bla bla bla bla Bla bla b
bla bla Bla bla bla bla bla bla Bla bla bla bla bla bla Bla bla bla bla b
Bla bla bla bla bla bla Bla bla bla bla bla.

Topic 2

Bla bla bla bla bla bla Bla bla bla bla bla bla Bla bla bla bla bla bla Bla b
bla bla bla bla Bla bla bla bla bla bla Bla bla bla bla bla bla Bla bla bla b
bla bla Bla bla bla bla bla bla Bla bla bla bla bla bla Bla bla bla bla bla b
Bla bla bla bla bla bla Bla bla bla bla bla bla.

Topic 3

Bla bla bla bla bla bla Bla bla bla bla bla bla Bla bla bla bla bla bla Bla b
bla bla bla bla Bla bla bla bla bla bla Bla bla bla bla bla bla Bla bla bla b
bla bla Bla bla bla bla bla bla Bla bla bla bla bla bla Bla bla bla bla bla h

Highlight these sections that you want to be in your table of contents.

You can only do this one at a time (I have tried highlighting a few at once and it goes a bit "odd")

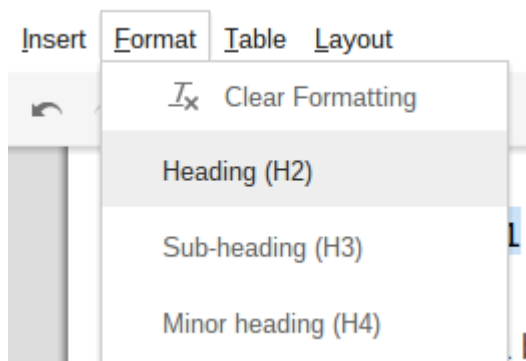
Topic 1

Bla bla bla bla bla bla
bla bla bla bla Bla bla
bla bla Bla bla bla bla
Bla bla bla bla bla bla

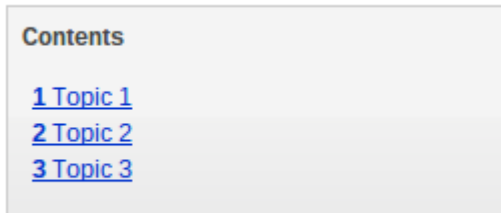
You now need to go to the "format" option at the top of the page.

Click on the the "heading" option.

Do this for all the sections you want to be a heading in your table of contents.



Now, when you save your site, your table of contents will look different as it is picking up all of those parts that you set to be headings.



Contents	
1	Topic 1
2	Topic 2
3	Topic 3

When you click on any of these headings in the table of contents, it will take you straight there on your site page, without having to scroll though.