# Creating a Table of Contents

The Table of Contents, abbreviated as TOC, is created by relying on the text formatted with heading styles. Creating a TOC in SMB can be done in both the print document and the Braille document window. This video will explore its options and how to create a TOC.

On the screen is a pre-formatted print document. At the beginning is the title style, followed by content with the following heading styles: a heading 1, a heading 2, a heading 3, and another heading 1 at the end.

By default, the TOC is created and placed at the beginning of the document. To create a TOC:

1. Go to the Insert menu.

2. Open the "Table of Contents" submenu and select "Generate TOC".

The TOC has just been created and placed at the beginning of the document.

The TOC can also be created in the Braille document window. We will explore the TOC options and recreate the TOC in the Braille document window.

Go back to the Insert menu, open the "Table of Contents" submenu, and select "Update TOC" if you want to update the TOC after any changes in the document. Here, we will select "Delete TOC" to delete the previously created TOC.

Now press Control+t to convert to Braille.

## TOC Options

1. Open the Options dialog from the Tools menu.

2. Open the "Styles" section and select the "TOC" settings page.

Then, press Tab to navigate through the following options and explore:

- Place TOC at: Choose the location to place the TOC in the document. Here, we will select "Current location" instead of "Top of document". SMB will place the TOC at the cursor's position.

- Show levels: Choose the heading style levels to list in the TOC. Here, it is set to 3, meaning all content with heading 1, heading 2, and heading 3 styles will be included in the TOC.

- Show print page number: Choose to display page numbers for each TOC item. Please note: This option only applies to the print document. The Braille document will always display page numbers.

- Print tab leader: Choose the tab symbol to separate the TOC item content and its page number. Please note: This option only applies to the print document.

Options Below Are Only for Braille TOC:

- First-line indent: Specify the number of spaces indented from the left of the first line of the paragraph that is applied with the first-level heading style. Here, it is set to “0”, meaning the heading 1 in our example will not be indented on the first line.

- Child-level indent: Specify the automatic left indent for child-level headings. Here, it is set to 2, meaning as compared to heading 1, heading 2 will be indented by 2 spaces, and heading 3 will be indented by 4 spaces.

- Left indent: Specify the left indent for wrapped lines in a paragraph with the first-level heading.

- Right indent: Specify the right indent for all lines in a paragraph with the first-level heading.

- Centered text: The title content is centered and placed on a separate line at the beginning of the TOC.

- Left column text: The header text for the TOC item's name column. Here, it is "Chapter", which we now change to "Section".

- Guide dot: Braille dot pattern to separate the column of the TOC item name and the page number.

- Right column text: The header text for the page number column.

- Braille page number prefix: Braille symbol to be indicated before the Braille page number in the TOC. Leave blank if not needed.

- Print page number prefix: Braille symbol to be indicated before the print page number in the TOC if the "Add print page number to TOC" option is enabled. Leave blank if not needed.

- Add print page number to TOC: Select this option to add the print page number along with the Braille page number in the TOC.

Click OK to save the changes.

Now, we will create a TOC placed right below the document title in this Braille document by moving the cursor to the desired location, going to the Insert menu, opening the "Table of Contents" submenu, and selecting "Generate TOC".

The TOC has been inserted at the location of the cursor.

Press F8 to view the Braille document in BRF format.