# How to Add a Table of Contents in Google Docs

By Henry T. Casey | April 15, 2016 09:10 am

A [Google Docs](#) table of contents is a useful guide for readers, because it not only shows them a list of topics but also includes jump links to help them navigate. If you create a TOC in Google Docs, it remains in the document, even if you export it as a PDF or Word Doc. Fortunately, it's easy to make your own table of contents, as well as update it if you add or subtract sections. Here are our step-by-step instructions for creating and updating a table of contents in Google Docs.

How to Add a New Table of Contents in Google Docs

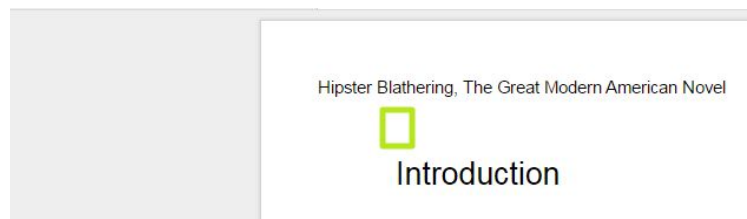**1. Write a section header and click Normal text.**
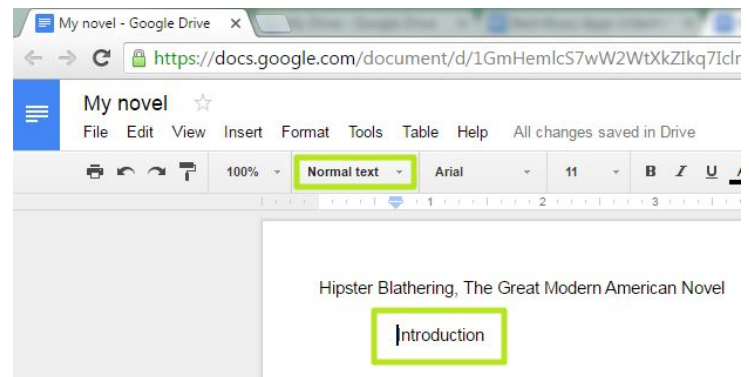
2. Select Heading 1, Heading 2, Heading 3 or Heading 4, depending on your formatting preference.
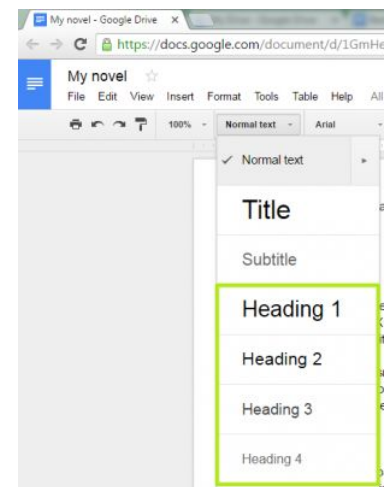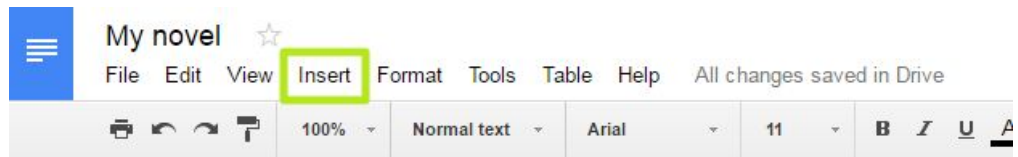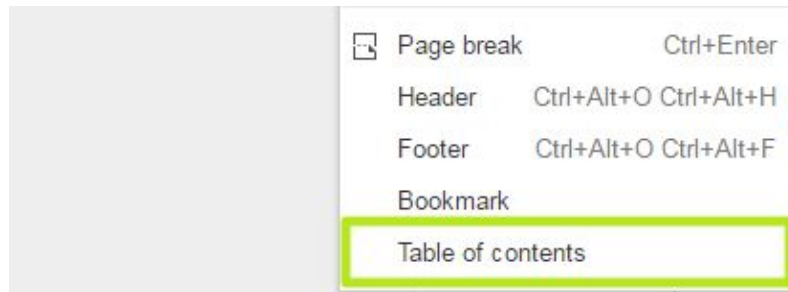
3. Repeat steps 1 and 2 for each section.

4. Click in the document where you want the table of contents to appear.

5. **Click Insert.**

My novel ☆

File Edit View Insert Format Tools Table Help   All changes saved in Drive

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🖹	Page break	Ctrl+Enter
	Header	Ctrl+Alt+O Ctrl+Alt+H
	Footer	Ctrl+Alt+O Ctrl+Alt+F
	Bookmark	
	Table of contents	

6. **Select Table of contents.**

You've created a table of contents.

Hipster Blathering, The Great Modern American Novel

Introduction
Chapter 1: Leviathan
Chapter 2: One Shoe Joe
Chapter 3: Port of Miami
Chapter 4: Gimme Some More
Chapter 5: Are You Ready?

How to Update a Table of Contents in Google Docs

1. After you add more headings, **click inside the Table of Contents box.**

Hipster Blathering, The Great Modern American Novel

Introduction
Chapter 1: Leviathan
Chapter 2: One Shoe Joe
Chapter 3: Port of Miami
Chapter 4: Gimme Some More
Chapter 5: Are You Ready?

2. Click the refresh arrow.

You've made and updated a table of contents in Google Docs.

Hipster Blathering, The Great Modern American Novel

Introduction
Chapter 1: Leviathan
Chapter 2: One Shoe Joe
Chapter 3: Port of Miami
Chapter 4: Gimme Some More
Chapter 5: Are You Ready?

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