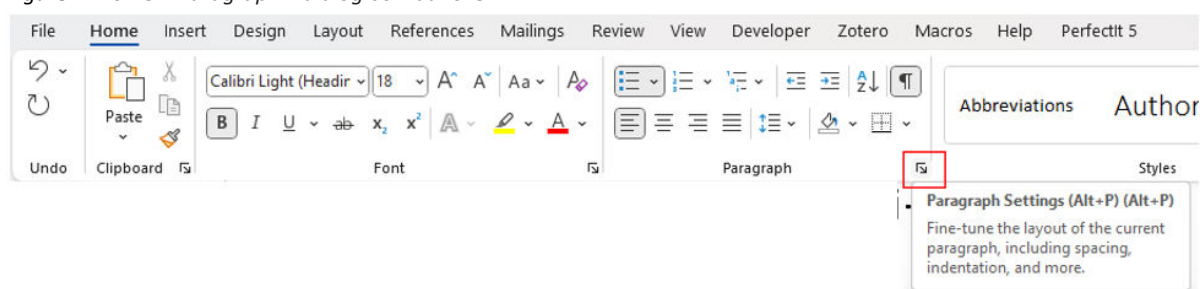


# FAQ – How do I stop a heading appearing in the Table of Contents?

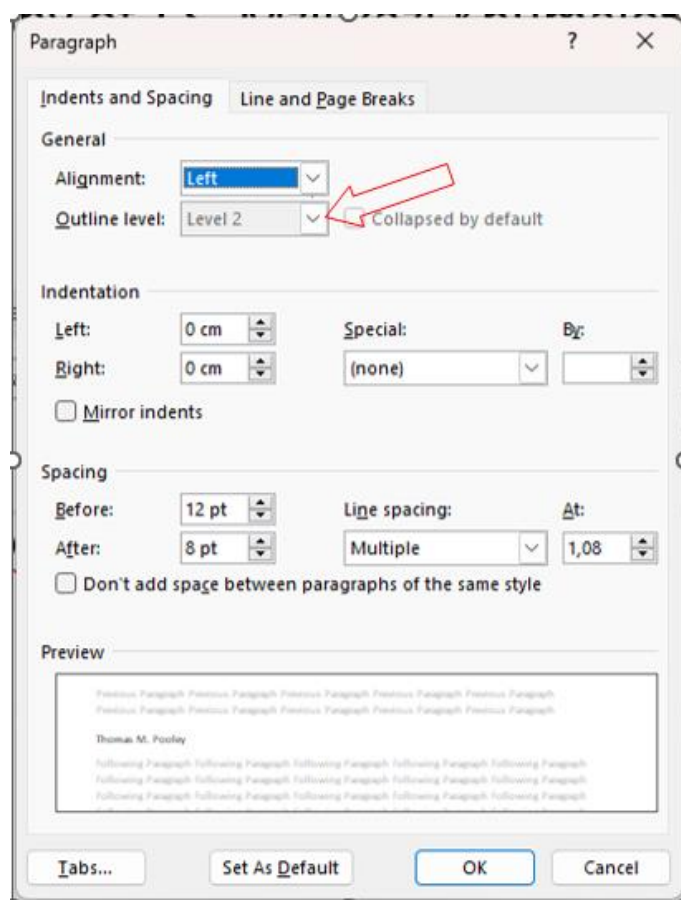
1. Put your cursor anywhere in the text version of the heading you do not want to show in the Table of Contents.
2. Go to Home > Paragraph > dialog box launcher (see Figure 1 below. I have outlined the dialog box launcher with a red box).

Figure 1. Home > Paragraph > dialog box launcher



3. The Paragraph dialog box pops up. Change the Outline Level to Body Text.

Figure 2. Change Level 2 to Body Text.



4. Put your cursor anywhere in the Table of Contents and press F9 to update it.
5. When asked, say you want to update the whole table, not just the page numbers.
6. The unwanted heading will no longer be included.