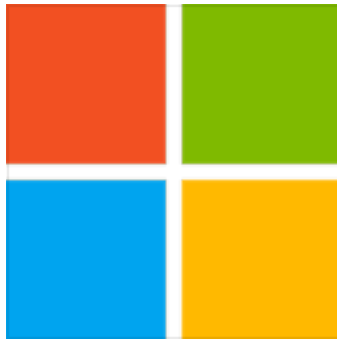


## Verify TOC inside Word for Mac before uploading.


To verify your Table of Contents (TOC) inside Microsoft Word for Mac before uploading, you should use the **Navigation Pane** and an **Automatic TOC** insertion to test that every chapter is correctly linked.

### 1. Use the Navigation Pane (The "Live" Preview)

The [Microsoft Word Navigation Pane](#) is the most reliable way to see what an ePub conversion engine (like Draft2Digital) will see.



Microsoft Support

- **Open it:** Go to the **View** tab and check the box for **Navigation Pane**.
- **Check "Headings":** On the left panel, click the **Document Map** or **Headings** icon.
- **Verify:** Every chapter title you styled as "Heading 1" should appear here in a clean list.
  - **If a chapter is missing:** You forgot to apply the "Heading 1" style to it.
  - **If body text appears:** You accidentally applied "Heading 1" to a normal paragraph. Re-apply the **Normal** style to that text to fix it.
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### 2. Insert a Temporary Automatic TOC

Even if you plan to let the publisher's site generate your TOC, inserting one in Word first lets you test the "clickable" links.



YouTube

- **Insert:** Place your cursor at the beginning of your manuscript, go to the **References** tab, click **Table of Contents**, and choose **Automatic Table 1** or **2**.
- **Test Links:** Hold the **Command (**  
●  
**)** key and click any chapter name in the new TOC. It should jump immediately to that chapter.
- **Verify Page Numbers:** Ensure page numbers appear correctly. While ePubs don't use fixed page numbers, this confirms Word recognizes the document's structure.



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### 3. Update the TOC after Changes

If you add a new chapter or change a title, the TOC doesn't update automatically.



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- **Refresh:** Right-click the Table of Contents and select **Update Field**, then choose **Update entire table**.
- **Shortcut:** On Mac, you can also press **Option + F9** to toggle field codes if you need to troubleshoot the underlying logic, or **F9** (often **Fn + F9**) to update the selection.



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#### 4. Final Polish for Upload

- **Remove Page Numbers (Optional):** Sites like [Amazon KDP](#) suggest for Kindle that you go to **Custom Table of Contents** and uncheck **Show page numbers** to create a clean, link-only list.
- **Export Check:** Before uploading to sites like Draft2Digital, some authors prefer to download their own ePub via tools like Calibre to see how the "Heading 1" tags translated into code.