

VERIFY TOC

Yes. I would like to know how to verify my TOC, Table of Contents inside Word before I hit the upload button!

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.

- **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.



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.

- **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.

3. Update the TOC after Changes

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

- **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.

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.

Would you like to know how to **remove the page numbers** from your TOC specifically so it looks better on mobile eReaders?