

The Lazy Man's Way to a Table of Contents
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WordPerfect's Table of Contents (ToC) feature allows you to create a table of contents as you type a document. This is a three-step process that can be quite time-consuming, depending the size of the document. Here are two macros that will help to speed up the process.

What is a ToC?

A ToC, usually located at the beginning of a book or paper, consists of headings, subheadings and page numbers that let readers know at a glance where they can find a certain subject. A document created with the ToC feature allows you to use text from your document as these headings and subheadings, of which there can be up to five levels.

Macros to the Rescue

The most time-consuming part of creating a ToC is marking the text. You can create a macro to accelerate the process. The included TOC.WPM macro prompts you to block a desired word or phrase, then further prompts you to type the level number of the blocked text. It then marks the blocked text for the ToC.

Once the marking phase is done, the ToC must be defined. This part of the process is only mentioned briefly in this article. Consult your reference manual for detailed instructions about ToC definition.

After the ToC is marked and defined, it must be created (or "generated"). The second macro included here, GENERATE.WPM, does just that.

Using the TOC Macro

To use this macro, press Macro (Alt-F10), type "toc" and press (Enter) . You'll be prompted to "Move cursor to beginning of phrase to mark, then press (Enter)." After doing this, the prompt "Move cursor to end of phrase to mark, then press (Enter)" will appear. Do this and you'll see the prompt "ToC Level:." Type a number from 1 to 5, corresponding to the level you desire.

Use this macro throughout your document to mark text for your ToC.

Defining the ToC

Before using the Generate macro, make sure you have defined your ToC. It must be the first [Def Mark] code in your document. This means it must be before any Indexes, Tables of Authorities or Lists that may be in your document.

To define a ToC, press (Alt-F5), Table of Contents. Then make your selections from the menu and press (Enter) to save the definition.

Warning: When you use the Generate macro discussed below, your ToC must be defined at the top of your document. Otherwise, all attributes before the [Def Mark] code will be deleted.

Using the Generate Macro

Before using the macro, position the cursor at the place in your document that you want the ToC to display. (It's usually at the beginning of the document but after the document title.) It's a good idea to create a page break so that the ToC is on its own page(s). You can always go back after generation and make any desired formatting changes.

To invoke the macro, press Macro (Alt-F10), type "generate," press (Enter) and your ToC is generated. Don't panic if it seems to take a while to run. WordPerfect is removing all attributes so your ToC has a uniform look.