

Understanding the Table of Contents

To populate the table of contents, use Header formatting in the appropriate text boxes. Place your cursor and select Heading from the formatting drop-down.

All text boxes labeled as Headings will now appear in the table of contents. On wider screens, the table of contents will appear next to the contents of your policy. Browser windows smaller than 1200 pixels wide will hide the table behind a tab.

Clicking this tab will allow you to open or collapse the table of contents.

When viewing the active policy, clicking any heading listed will jump you directly to that section.