



Google Sites Add Table of Contents to a Page

Introduction

If you expect one of your pages to be quite long, you may want to distinguish portions of your page's contents by using headers. Google Sites then enables you to embed the Table of Contents gadget in your page. It will automatically create a set of links the organization of which reflects the heading size(s).

To add a Table of contents

1. Edit the page.
2. Click Insert > Table of contents.
(Note: the contents of the table of contents will not display in the Edit view.)
3. Click Save.

Format Text as Headings

1. Edit the page.
2. Highlight the text you wish to make a heading.
3. Click Format and select the desired heading.
4. Be sure to **Save** the page.