

# Table of Contents

**Table of Contents**

Q & A

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# Table of Contents

[French: *Table des Matières*]

1. Retain the Table of Contents and mark the title with a **Heading 1**.
2. Remove any links from the Table of Contents (sometimes they're hard to spot, and are not removed with the [remove all hyperlinks from document shortcut](#)).
3. Remove or keep page numbers, as necessary:
  1. For books in which we have not kept the original page numbers, we delete the page numbers from the Table of Contents.
  2. For books in which we have kept the original page numbers, we keep the page numbers in the Table of Contents.
4. Format the content as a list. The table of contents should be considered a nested list and each item in the table of contents should be marked as a list item using the built-in bulleted list tool. (if, for display purposes, you want to hide the bullets then you can do so by defining a new bullet - that's optional)

In DAISY and EPUB books, a table of contents is automatically generated using all the headings. The readers of the DAISY book always have the option of navigating to any section or sub-section.

## Q & A

**Q: If a book does not already have a Table of Contents, are we to add one and format it as a list?**

A: Nope! You can leave it as-is. One less thing to do. :)

**Q: If we are using multiple levels of headings (three in this case), should this be reflected**

- → Part One
  - → Chapter One
  - → Chapter Two
  - → Chapter Three
- → Part Two
  - → Chapter Four
  - → Chapter Five
  - → Chapter Six

**in the Table of Contents? If so, how?**

A: The Content section of the digital talking book version should be the same as that in the source file. We don't change anything as we're actually not creating a functional table of contents for our readers - that's done upon conversion by using our headings.

If the source file displays multiple levels of headings in their Contents section we do the same by using nested lists. We can use the bulleted list tool to format the Contents section.

Last  
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