

Karlen Communications

Multiple Tables of Content in a Document



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Introduction

This is an advanced topic for working with Tables of Content, Figures, Tables, or Equations in Microsoft Word. This topic starts with the premise that you have created Tables of Content for documents and are familiar with the process and the general keyboard commands for creating a TOC or Table of Contents.

When creating or remediating documents, always ensure your Headings are sequential. This provides consistent navigation for those who use adaptive technology such as screen readers or Text-to-Speech tools (TTS).

Sequential Headings help those of us using adaptive technology understand the structure or flow of the document. We can “hear” a logical structure or reading order in the content. Visually, those not using adaptive technology can see the hierarchy of the content. The sequential use of Headings helps everyone understand the structure of the content.

Part of accessible document design is the word “design.” We need to think about how we will provide a logical roadmap through the content we are creating instead of just flinging content on the page like we used to do and then adding individual attributes such as bold and italics with direct formatting.

Another benefit of using Headings is that they naturally create a generic Table of Contents. You don’t have to create Bookmarks or other mechanisms to generate a Table of Contents. Headings are used by default when you use the Table of Contents tool in the Reference Ribbon. The keyboard command is Alt + S, T, C. Accept the defaults and create the Table of Contents.

However, we will use Bookmarks to create a couple of custom Tables of Content types. As part of the bookmarks exercise, we’ll also be introduced to “field code switches!”

Don’t panic when you read “field codes” and “switches”. You can do this!

One solution to create multiple Tables of Content is to create multiple iterations of Heading Styles with the only change in the Style name indicating the chapter number. For example, Chapter 1 Heading 1, Chapter 1 Heading 2, Chapter 1 Heading 3, Chapter 2 Heading 1 and so forth. This is tedious and can confuse those using the document or template after we’re no longer with the department or organization.

A more effective method of creating multiple Tables of Contents is to use Bookmarks.

Hold on...don’t go off creating a herd of Bookmarks. Read the instructions.

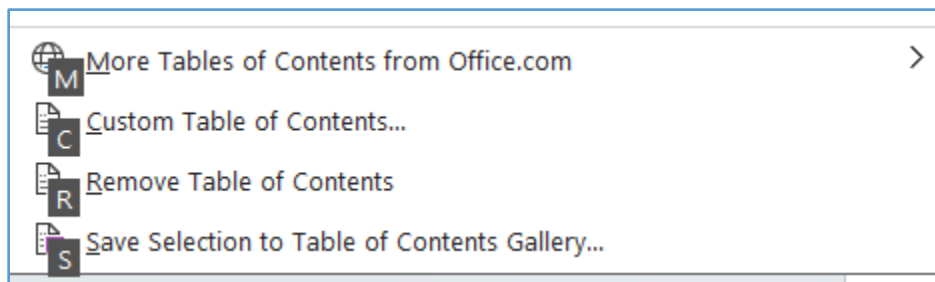
Table of Contents Dialog

This is one of two review topics in this tutorial.

Do not use the formatting from the Table of Contents Gallery in the References Ribbon when creating a Table of Contents. This creates a Table of Contents using “Content Controls”, which are still inaccessible form controls.

To create a Table of Contents, place your cursor where you want the TOC and press Alt + S, T, C for References Ribbon, Table of Contents, Custom Table of Contents. This opens the Table of Contents dialog.

Figure 1 Table of Contents options below the inaccessible Content Control options.



Avoid the Tables of Content Gallery or going online for more TOC templates! These Tables of Content use inaccessible Content Controls to create the TOC! Choose Custom Table of Contents!

Figure 2 Table of Contents Gallery from the Reference Ribbon shows inaccessible Content Control based TOCs.



Automatic Table 1

| | |
|----------------|---|
| Contents | |
| Heading 1..... | 1 |
| Heading 2..... | 1 |
| Heading 3..... | 1 |

Automatic Table 2

| | |
|-------------------|---|
| Table of Contents | |
| Heading 1..... | 1 |
| Heading 2..... | 1 |
| Heading 3..... | 1 |

Manual Table

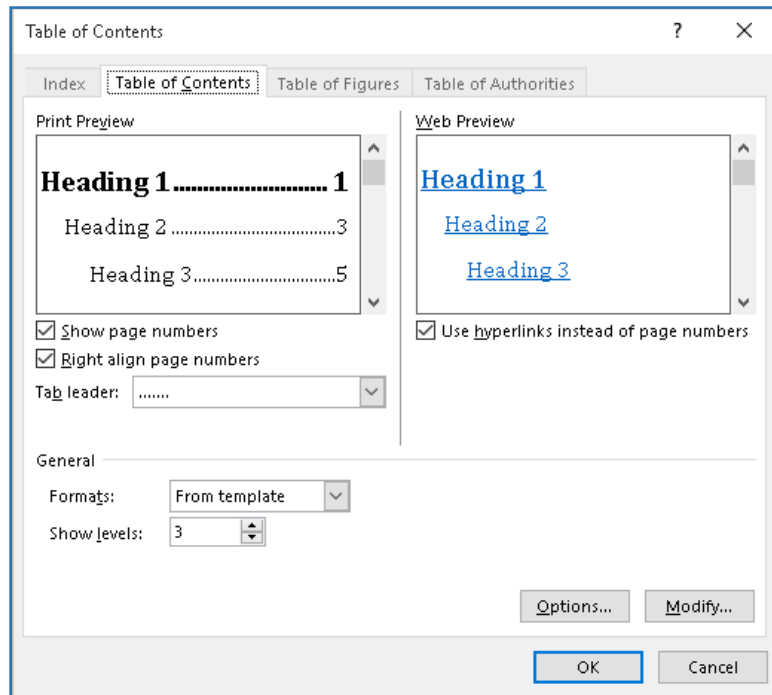
| | |
|--|----------|
| Table of Contents | |
| Type chapter title (level 1)..... | 1 |
| Type chapter title (level 2)..... | 2 |
| Type chapter title (level 3)..... | 3 |
| Type chapter title (level 1)..... | 4 |
| Type chapter title (level 2)..... | 5 |

For the most accessible Table of Contents, keep the default settings and press Enter to generate the Table of Contents.

As with any text in an accessible document, avoid using all capital letters in a Table of Contents (and in your Headings), italics, and underlining.

Keep the “dot leaders” to visually connect the text on the left with its corresponding page number on the right.

Figure 3 Table of Contents dialog.



Options for a Table of Contents

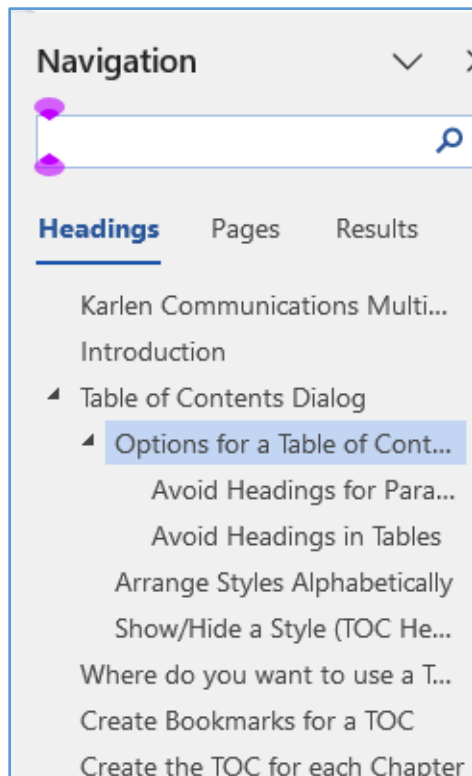
You can choose which Styles appear in a Table of Contents. For example, if you have Heading 1, Heading 1A and Heading 1B, you may only want Heading 1 in the Table of Contents.

The Options button can be activated using the keyboard by pressing Alt + letter O. Once the Table of Contents Options dialog opens, use the Tab key to move through the Styles available, making your choices by adding or removing numbers representing the item's level in the Table of Contents. For example, Heading 1 will have the number 1 associated with it, and Heading 2 will have the number 2 associated with it. This will visually indent the item in the Table of Contents according to the Heading level.

The Heading levels are reflected in the Navigation Pane which will open to the left of the document by pressing Alt + W, K for View Ribbon, Navigation Pane. This is a toggle. If the focus is in the document and Alt + W, K is pressed again, the Navigation Pane will close.

As someone who is creating accessible digital content, always have the Navigation pane open to ensure the hierarchical structure of the document is correct.

Figure 4 Navigation Pane in Word shows the Headings for this document.

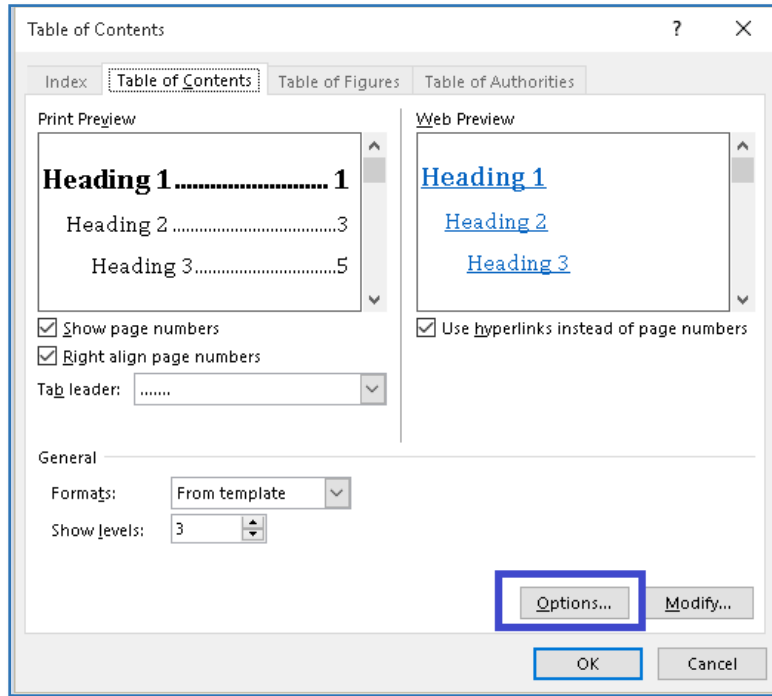


Avoid having all items in a TOC at the same level, for example, at the margin. This creates a visual accessibility barrier because you can't see the hierarchy of the content. If all items in a TOC are shown at the margin or at the same level, sub-topics aren't identifiable. Of course, if the document only contains Heading Level 1's, they should be at the margin as they accurately represent the structure of the content.

Choose your options before you activate the OK button and add the Table of Contents to your document.

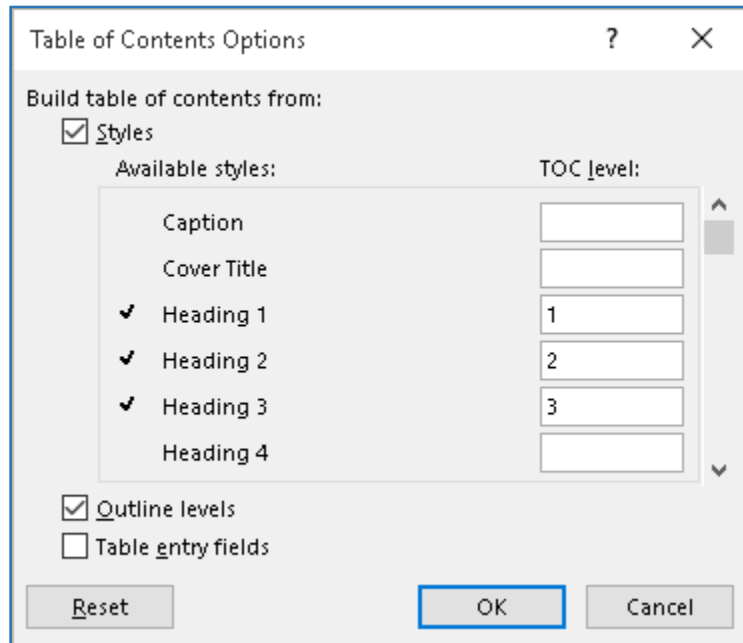
If you forget, you can edit the Table of Contents fields and rebuild it. Alternatively, you can remove the existing Table of Contents by going to the References Ribbon, Table of Contents and choosing Remove Table of Contents (Alt + S, T, R). Make sure your focus is in the Table of Contents when you do this.

Figure 5 Table of Contents dialog showing the Options button.



The following graphic shows the Table of Contents Options dialog with the Heading levels checked and numbered for their position.

Figure 6 Table of Contents Options dialog.

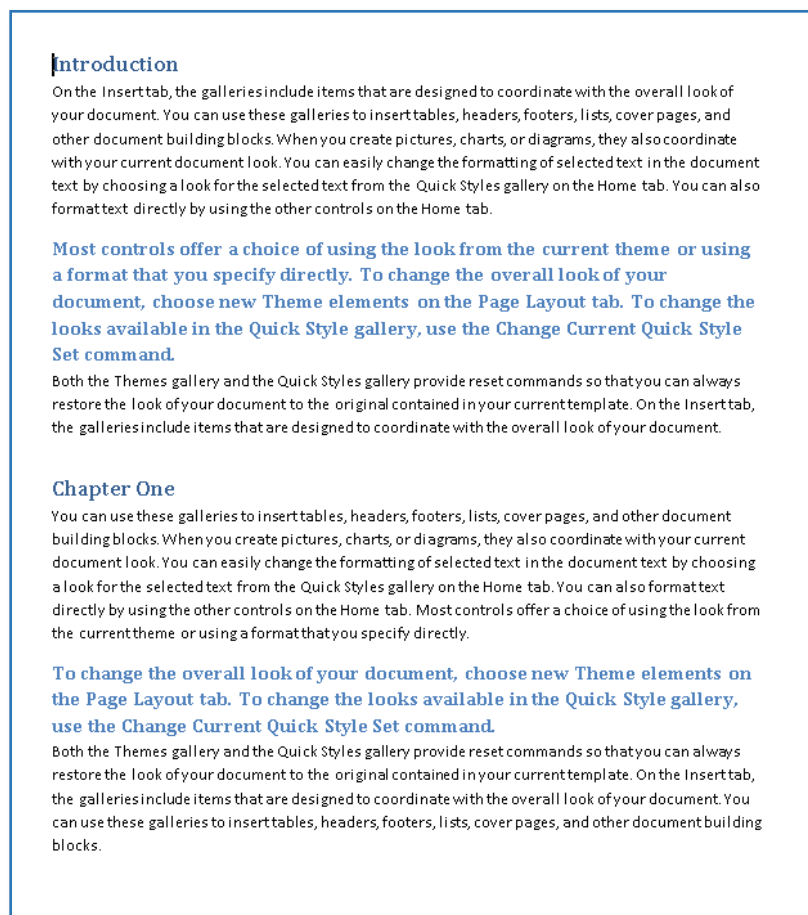


Note: Although you can put many types of Styles into a TOC. You only want the Heading Styles in a TOC because they show the document's content hierarchy and provide a navigational tool for finding content. This is why we don't use a Heading Style for complete paragraphs of content...they will appear in a Table of Contents.

Avoid Headings for Paragraphs of Text

Remember, don't use a Heading Style to call out text. A paragraph is not a navigational point in a document. As a further reminder, don't use Headings in a data table or table used for design layout. Table cells are not navigational points in a document. The following image demonstrates how using a Heading Style for a paragraph can affect your ability to create a Table of Contents. The image shows a paragraph formatted as a heading in a document as it appears in a Table of Contents.

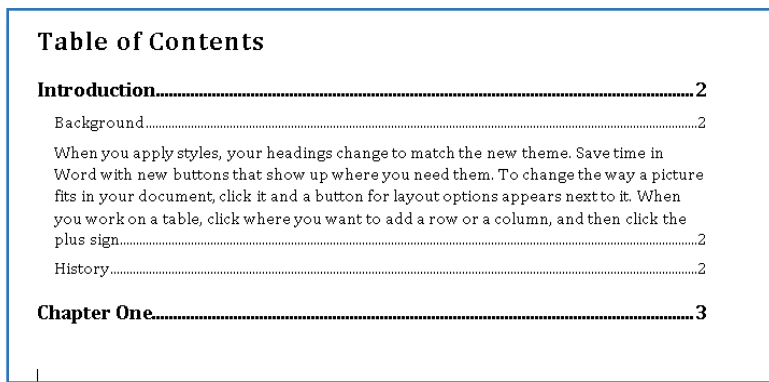
Figure 7 Headings used for a callout.



The following image shows the same document with a generated Table of Contents. The Paragraph formatted as a Heading shows up in the Table of Contents. Even visually, it isn't easy to decode the navigational value of this amount of text in a Table of Contents. For call-out text like this, use a Paragraph Style! A Paragraph Style is flexible and customizable to your document branding.

For my documents, I modify the Quote Style to mimic a call-out or text box, which lets me use an existing Style but format it, so the text is more accessible as attention is drawn to it...and it doesn't appear in a TOC. The "note" text in this document demonstrates this technique.

Figure 8 Paragraph formatted as a Heading appearing in a Table of Contents.

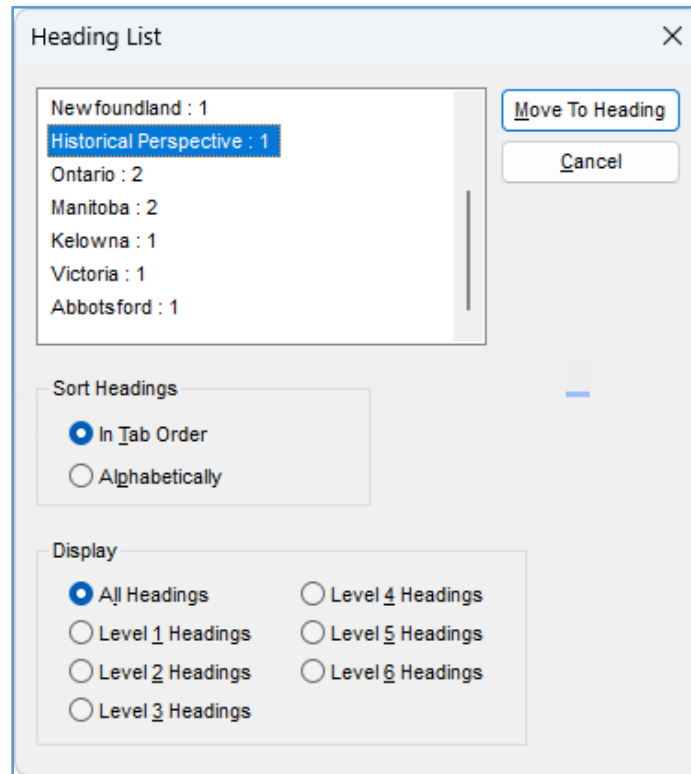


| Table of Contents | |
|---|----------|
| Introduction..... | 2 |
| Background | 2 |
| When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign..... | 2 |
| History..... | 2 |
| Chapter One..... | 3 |

Avoid Headings in Tables

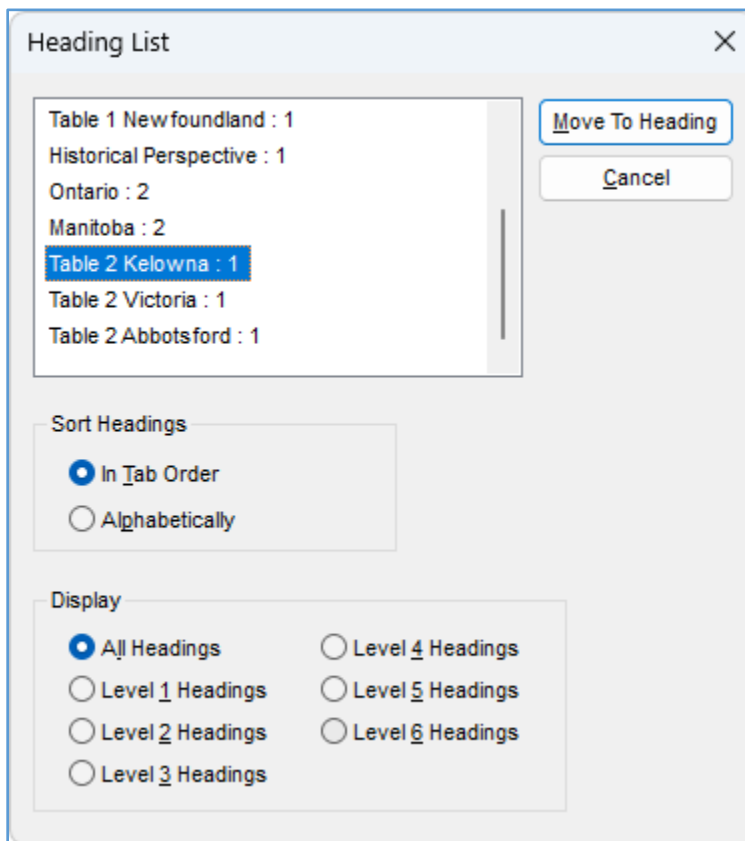
Likewise, using Headings in a table where there are topic changes creates accessibility barriers.

Figure 9 A list of Headings in a fictitious census document showing data for provinces and cities.



The preceding graphics shows the confusion. The table is a fictitious census table for Canada. There is data for provinces and cities. Looking at the list of Headings, which items are in tables? The graphic is a list of Headings from the JAWS screen reader. However, this is what would be seen in the Navigation Pane in Word and in the Bookmarks Panel of an accessible PDF.

Figure 10 Data from a fictitious census showing which Headings are in the main body of the document and which are in tables.



The text “Table 2 Kelowna” must be added to the Heading used in the data table so that those using screen readers know they are going to a table cell instead of a topic in the main body of the document. The preface text “Table 2” would appear in a TOC, in the Navigation Pane in Word, and in the Bookmarks generated for the tagged PDF.

This is why Headings don’t work in Tables!

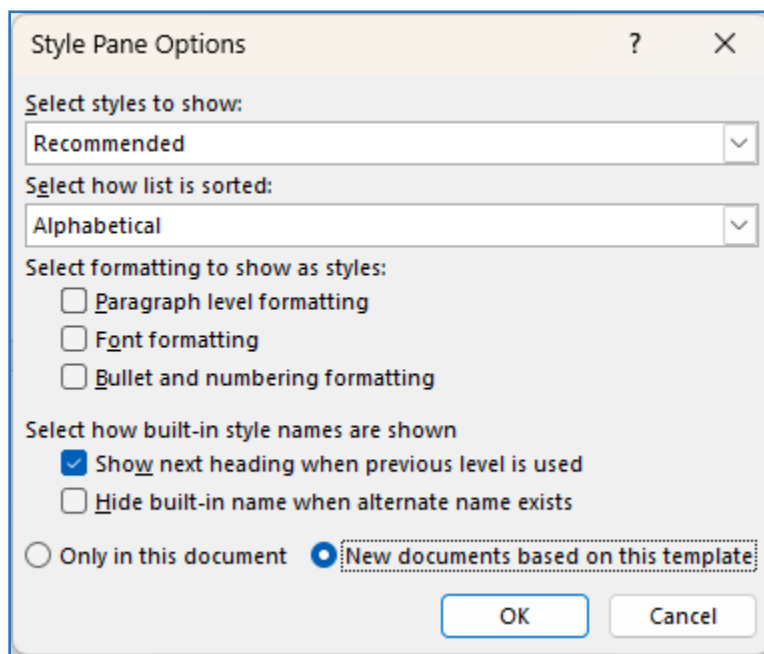
We need standards and software developers to collaborate with us to find a navigation system that identifies topics within data tables without interfering with our understanding of the hierarchy of the document’s main content. We’ve been asking for this for at least a decade.

Arrange Styles Alphabetically

One of the first things to do is ensure that Styles are alphabetically ordered. Styles are arranged in the Styles Pane (Alt + H, F, Y or Home Ribbon, Styles Pane icon in the lower right of the Styles Gallery.) Having Styles arranged alphabetically lets you find the style you need quickly.

1. Press Alt + F, Y to open the Styles Pane. The keyboard command is faster than trying to click on the tiny icon in the lower right of the Styles Gallery in the Home Ribbon.
2. Tab to the Options button at the bottom of the Styles Pane.
3. Press Enter to open the Styles Pane Options dialog.
4. Tab to the “Select how list is sorted”.
5. Choose Alphabetical.
6. Tab to the radio button to choose whether to apply this change to “This document only” or “New documents based on this template.”
7. Choose “New documents based on this template”.
8. Press Tab to move to the OK button and press Enter.

Figure 11 Styles Pane Options to show Styles in alphabetical order.



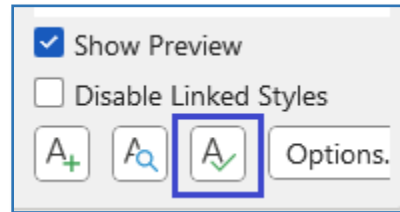
Show/Hide a Style (TOC Heading)

There are about 373 Styles in Word that can be used for various purposes. There are so many that some are hidden until you use them for the first time. How do you know they are there if they are hidden until you use them for the first time?

You could open the Manage Styles dialog and use the Down Arrow to skim through them. You could use the Manage Styles dialog to look for a Style you think is there. There is no list of all Styles available in Word.

Heading 4 is an excellent example of a hidden Style. The TOC Heading Style used in this tutorial is another example of a Style hidden until it is first used.

Figure 12 Styles Pane with the Manage Styles button highlighted at the bottom of the Styles Pane.



To look at hidden Styles or add them to a document/template as a default visible Style:

1. Press Alt + H, F, Y for the Home Ribbon, Styles Pane.
2. In the Styles Pane, press Shift + Tab to go to the bottom of the Styles Pane and work backward.
 - a. The Manage Styles button is at the bottom of the Styles Pane.
3. Press Enter on the Manage Styles button.
 - a. The Options button is the last button. The Manage Styles button is the one just before the Options button.
4. Press Ctrl + Tab to move to the Recommended tab when the Manage Styles dialog opens. The keyboard command is Alt + R.
5. Press Tab until you are in the list of Styles. They are listed numerically, so you may have to press Home and then use Page Down to move to the Style you want to show, in this example, Heading 4.
 - a. It is number 10. There are only a few numbers 10s, and you can press the number 1 until you land on "10 Heading 4 (hide until used)".
6. With "10 Heading 4 (Hide until used)" selected, press Alt + W to activate the Show button.
7. Focus is moved to the Show button. It has been activated but remains in focus.
8. Press Shift + Tab to return to the list of Styles.
9. Confirm that the Style is now visible in the Styles Pane. It will not have the text "(Hide until used)" associated with it.
10. We now need to add the TOC Heading Style to the Styles Pane.
11. Locate the TOC Heading Style in the list of Styles.

- a. It begins with the number 40. Pressing 4 until you land on it will take you to it faster than using the Down Arrow.

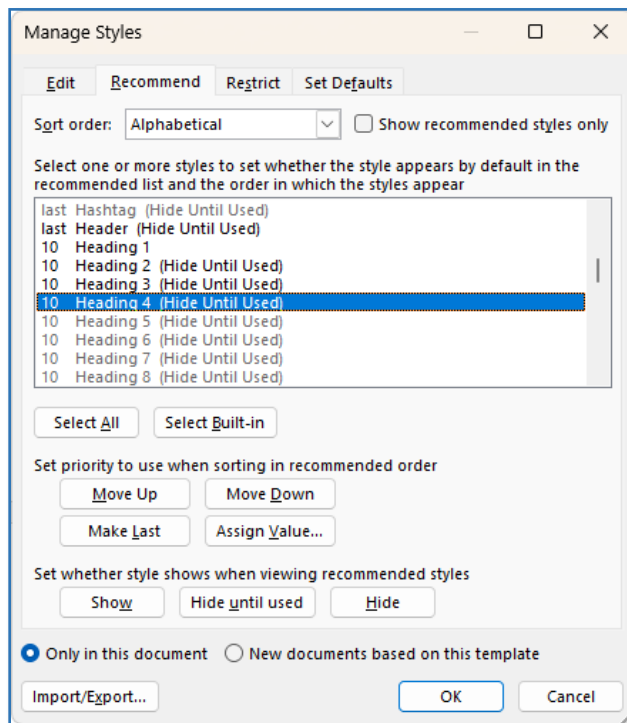
12. Press Alt + W to Show the TOC Heading Style.

13. You can choose to have the Style available only in this document or in new documents based on this template. The keyboard command to move to those radio buttons is Alt + D. “Only in this document” is on the left/default, and “New documents based on this template” is on the right.

14. Tab to and activate the OK button.

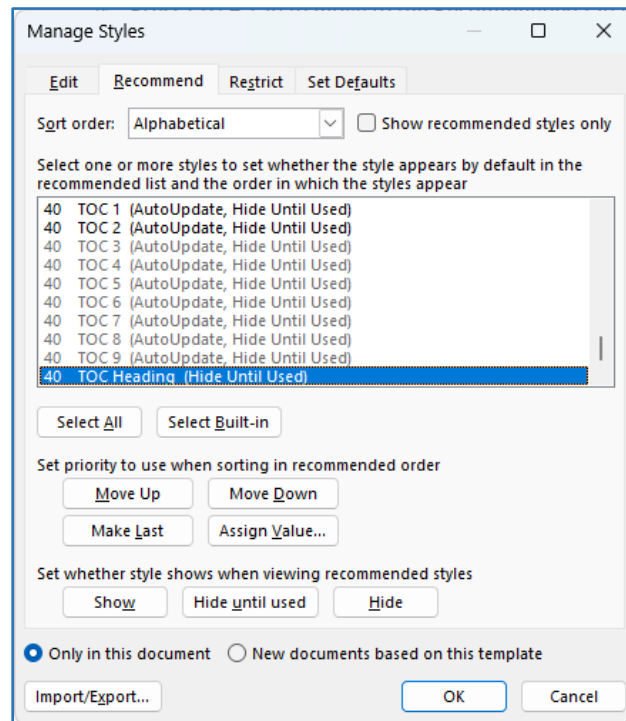
Both Styles will be available for any new documents based on the template you have open.

Figure 13 Manage Styles dialog with "10Heading 4 (Hide Until Used)" selected.



The following graphic shows the “40 TOC Heading (hide until used)” status.

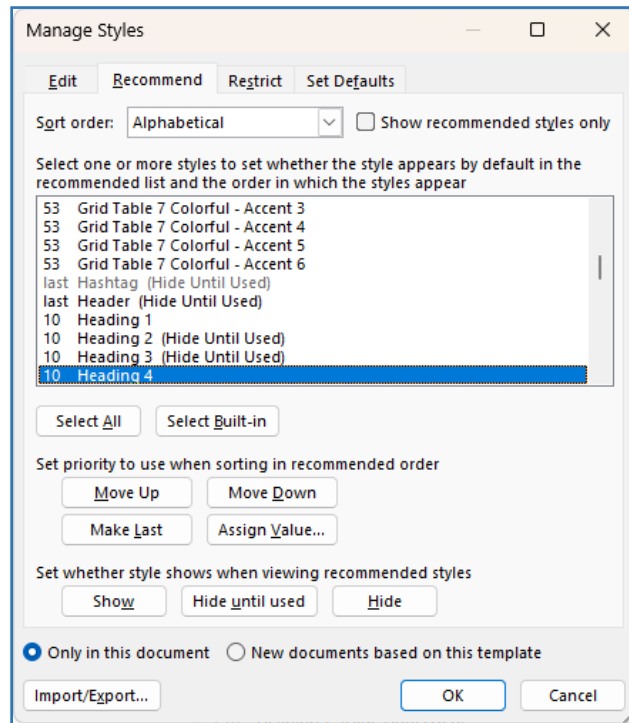
Figure 14 Manage Styles dialog, Recommended Styles tab showing the TOC Heading Style in the list of Styles.



Heading 4, TOC Heading or any other Style you’ve made visible will now appear in the Styles Pane.

Once the “Show” button is activated, the text “(Hide Until Used)” is no longer associated with the Style. You won’t hear it if you use a screen reader and check the list of Styles in the Manage Styles dialog, Recommended tab.

Figure 15 Manage Styles dialog with Heading 4 available for use.



To hide a Style, select it in the list, press Alt + U and select “Hide until Used”.

Where do you want to use a Table of Contents?

There are several ways to create multiple tables of content in Word documents. Several types of formatting require multiple Tables of Content. For example, a book might have a main Table of Contents and a Table of Contents for each chapter. A document might have a Table of Contents formatted with headings.

The first step is to decide how to use a Table of Contents (TOC) in the document.

If you go through the References Ribbon, Table of Contents, Custom Table of Contents, all Headings in the document will be used to generate the Table of Contents.

If, however, you want to create a more custom TOC for the front of the document that includes Headings for each chapter, you’ll want to exclude the first Heading in each chapter, so it isn’t repeated in the TOC

The following graphic shows the set up for a TOC that includes the use of TOC Heading to divide the TOC into chapters.

Figure 16 TOC Heading is used to divide a TOC into chapters.

| | |
|----------------------|--|
| Contents | |
| Chapter One | |
| Chapter Two | |
| Chapter Three | |

When the TOC is generated using Bookmarks, the topics for each chapter appear nested under the chapter's TOC Heading. While it is a Heading Style, the TOC Heading does not appear in a TOC by design.

Figure 17 A TOC with chapter "Headings" and links to topics in the chapter.

| | |
|----------------------------------|---|
| Contents | |
| Chapter One | |
| Background..... | 2 |
| History..... | 2 |
| Summary..... | 2 |
| Chapter Two | |
| Introduction..... | 3 |
| Background..... | 3 |
| Adding Alt Text to Graphics..... | 3 |
| Summary..... | 3 |

For this tutorial, we'll create a custom Table of Contents at the beginning of the document and one for each chapter. We can use the same Bookmarks for both types of TOC.

Create Bookmarks for a TOC

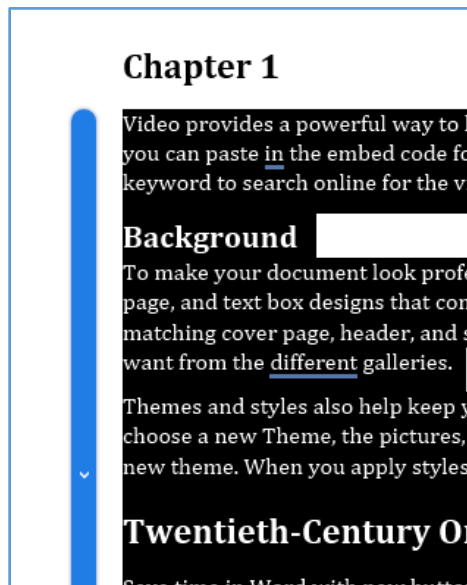
We need to create Bookmarks that contain the contents of each chapter. This will allow us to create individual TOCs for each chapter or use the TOC Heading style to divide the general TOC into chapters.

To create the Bookmarks:

1. Place your cursor at the beginning of the first line of text for Chapter 1 (not the Heading used for the chapter title).

2. Select all the content for Chapter 1.

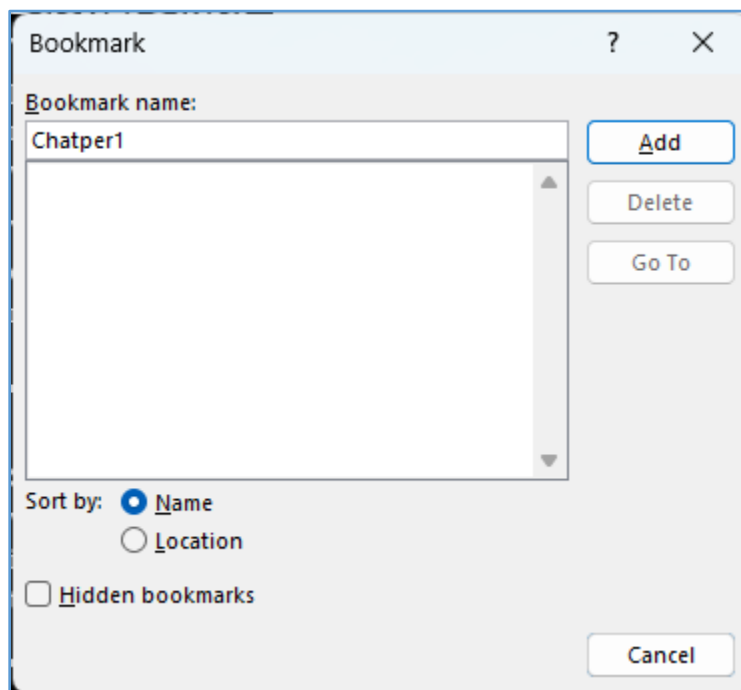
Figure 18 Chapter content selected in a Word document.



The blue line down the margin is from my screen reader. You won't see it in your document unless you use the same JAWS screen reader options. The blue line visually tells someone what my screen reader is seeing or reading.

Press Alt + N, K to open the Bookmarks dialog (Insert Ribbon, Bookmarks).

Figure 19 The Bookmark dialog shows a bookmark created before it is added to the bookmarks list.



Give the Bookmark a meaningful name with no spaces. I keep it simple with Chapter1, Chapter2, Chapter3 and so forth.

Press Alt + A to add the Bookmark to the Bookmark list. Before you do, check your spelling!

Repeat this process for each chapter in the Word document .

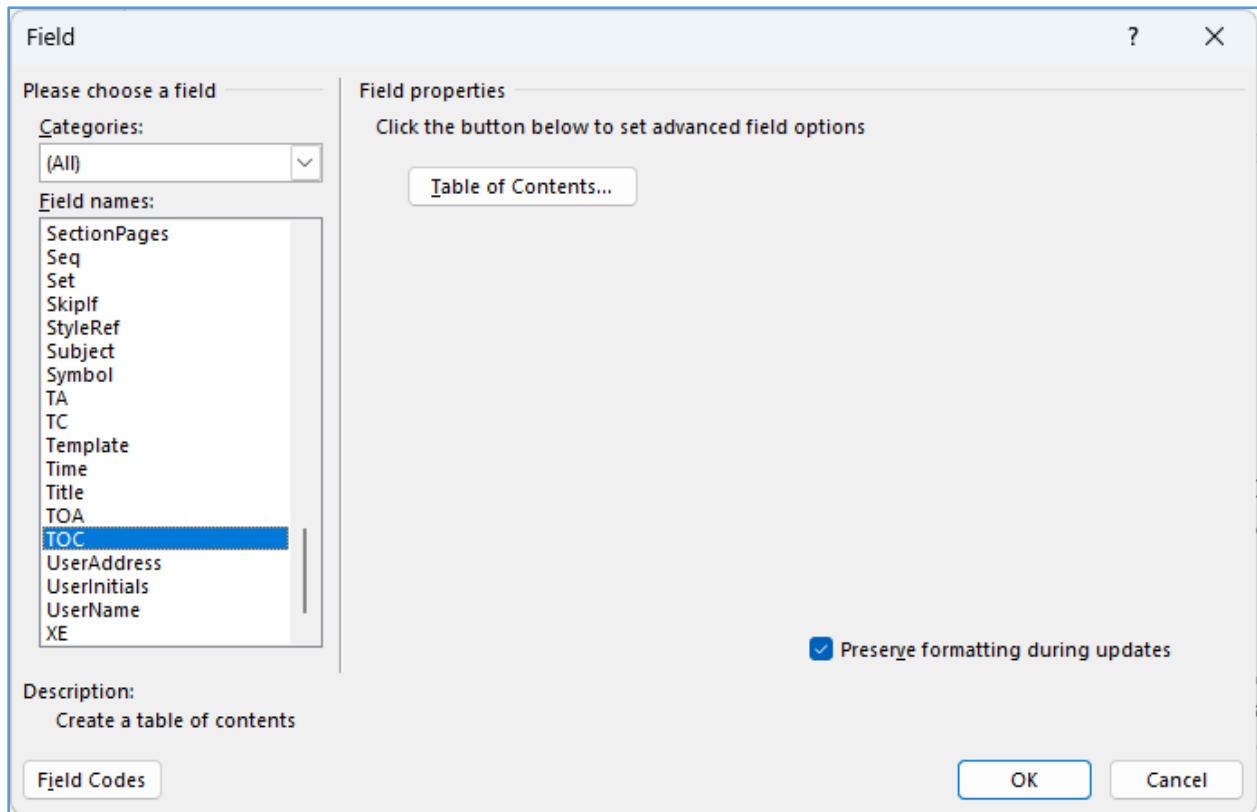
Create the TOC for each Chapter

Press Enter after the Heading used for the chapter title. In our example, I pressed Enter after the text “Chapter 1.

Press Alt + N, Q, F for the Insert Ribbon, Quick Parts, Field.

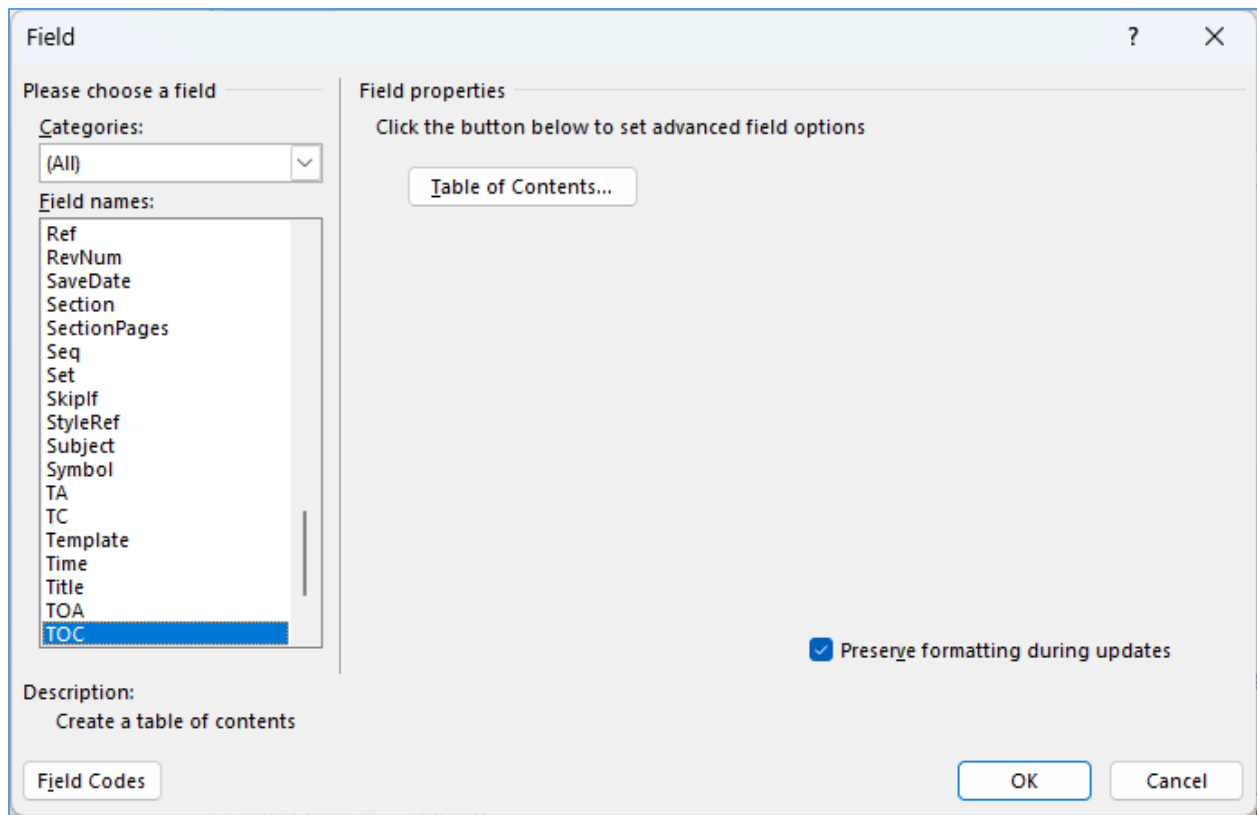
The Field dialog opens.

Figure 20 The Field dialog shows the TOC selected in the field type.



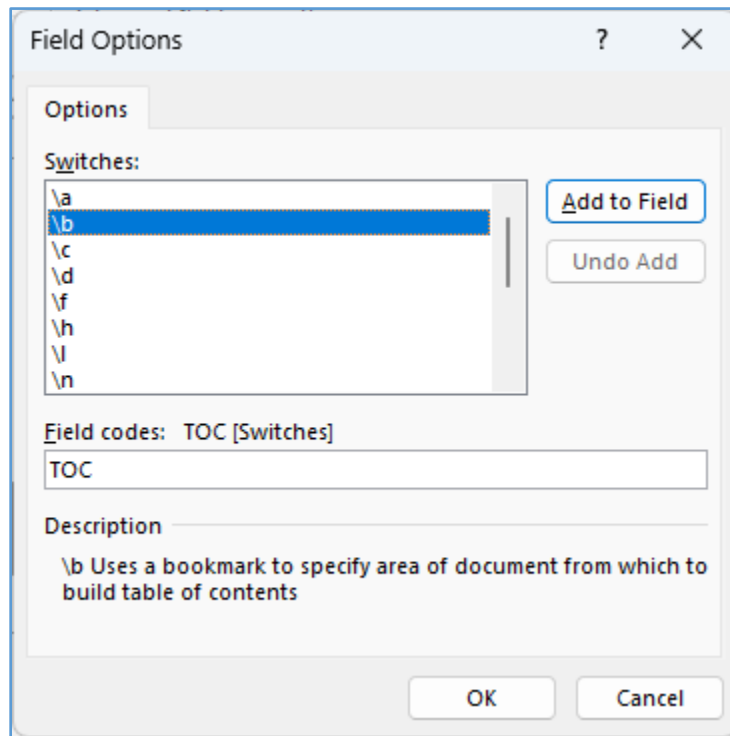
In the list of field types, choose TOC. To the right of the list of field types, the button will show Table of Contents.

Figure 21 The Field dialog shows the TOC field type selected.



Press Alt + letter I to activate the Field Code button. It turns into the Hide Code button.

Figure 22 Field Options dialog with Bookmarks selected.



Press Alt + Letter O to activate the Options button.

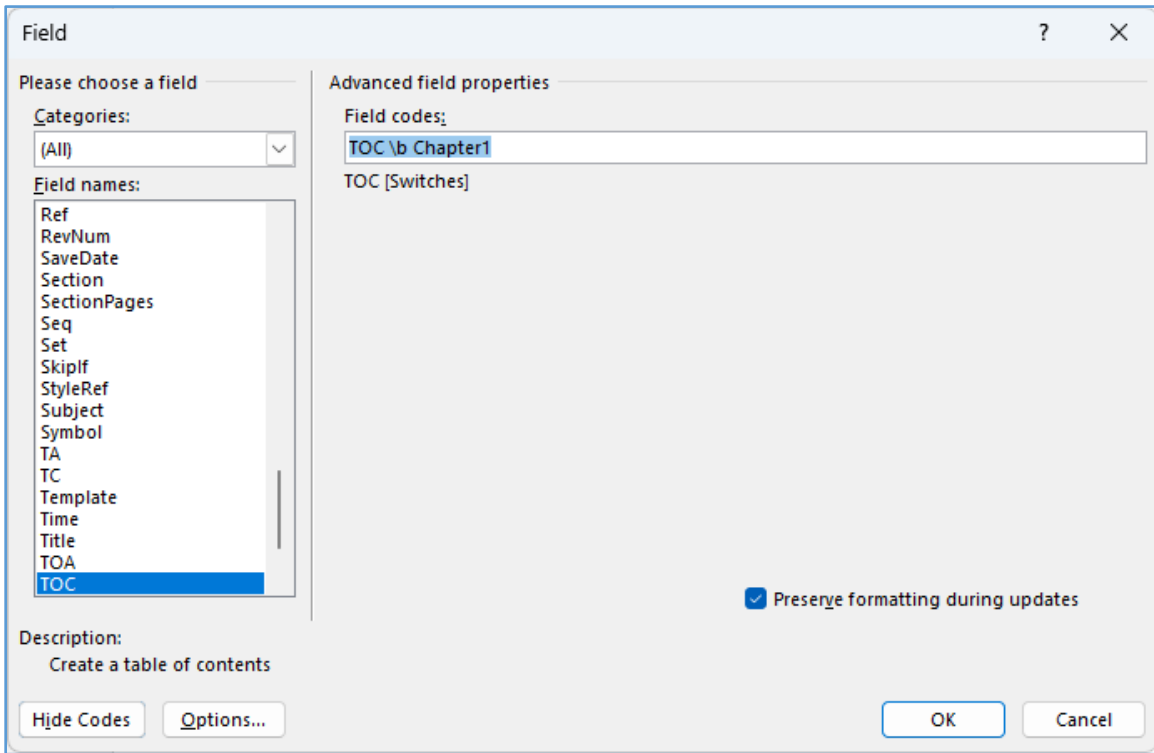
In the Field Options dialog, choose \b. This is the code for Bookmarks.

Press Alt + A to "Add to Field".

Activate the OK button.

Type the name of the Bookmark after the \b. There should be a space inserted automatically after the \b.

Figure 23 The Field dialog showing the completed code for the TOC for Chapter 1.



Review the field code for spelling mistakes. For our example, it should be TOC \b Chapter1.

Activate the OK button.

The TOC for Chapter 1 has been inserted at the cursor point, just after the Heading for Chapter 1.

Figure 24 The Table of Contents (TOC) for Chapter 1 is inserted in Chapter 1.

| |
|---------------------------------|
| Chapter 1 |
| Chapter 1..... |
| Background..... |
| Twentieth-Century Ontario |
| Toronto..... |
| Ottawa..... |
| Kingston |
| Windsor |

Video provides a powerful way to help you... you can paste in the embed code for the video keyword to search online for the video

You can still create a more generic TOC at the beginning of the document by pressing Alt + N, T, C. This method uses Headings instead of Bookmarks.

Creating a Table of Contents Divided by Chapter

The process is the same for creating a custom Table of Contents containing headings at the beginning of a document.

The following graphic illustrates a Table of Contents using the TOC Heading, which won't appear in the Table of Contents but is the correct Heading Style for a Table of Contents.

Type the word " Contents " in the document you want the divided Table of Contents in. You can use Table of Contents.

Make the word(s) Contents or Table of Contents a Subtitle Style.

This is to create a different look and feel for the TOC Heading Style. Of course, you can create a new TOC Heading 2 based on the TOC Heading Style if you want to use the same Style for both the topic "Contents" and the chapter titles in the TOC.

With the cursor at the beginning of the Contents/Table of Contents text, press Alt + H, P, G for the Home Ribbon, Paragraph dialog.

Press Ctrl + Page Down to move to the line and Page Breaks tab.

Press Alt + B to move to and check “Page Break Before”, which puts the text at the top of the next page. This is more efficient than using Ctrl + Enter.

Press Enter after the word(s) Contents or Table of Contents.

For each chapter in the document, add a TOC Heading. For example, Chapter 1, Chapter 2, Chapter 3 and so forth. Use the TOC Heading Style for this text instead of the Heading Styles used in the rest of the document.

Figure 25 A TOC with chapter "Headings" and links to topics in the chapter.

| Contents | |
|----------------------------------|---|
| Chapter One | |
| Background..... | 2 |
| History..... | 2 |
| Summary..... | 2 |
| Chapter Two | |
| Introduction..... | 3 |
| Background..... | 3 |
| Adding Alt Text to Graphics..... | 3 |
| Summary..... | 3 |

Under each chapter Heading, use the Insert, Quick Parts, Field to add the TOC for each chapter.

If you just want a plain TOC at the start of the document, use the References Ribbon, Table of Contents, Custom and accept the defaults. The keyboard command is Alt + S, T, C, Enter. This gives you the traditional TOC. Do not choose one of the TOC formats from the Table of Contents Gallery! They create an inaccessible TOC using Content Controls!

Customizing a Generic Table of Contents

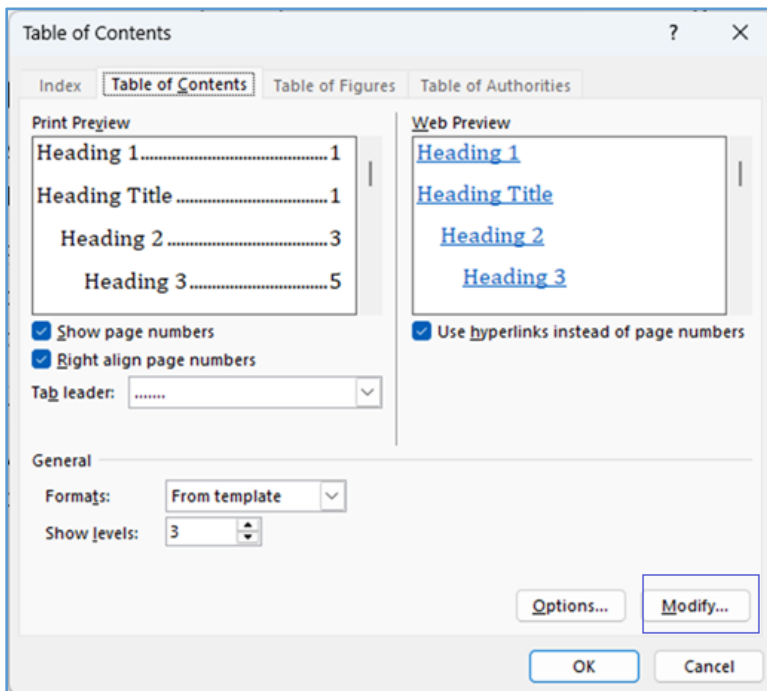
As with everything else in Word, the Table of Contents is created using Styles. The TOC1, TOC2, TOC3, and so forth Styles can be modified for a unique look and feel.

Note: This does not conflict with the Heading Styles used in any Bookmarks created for individual Tables of Contents. The Styles used to create the TOC are unique to the TOC.

Let's get started.

When creating a generic Table of Contents (Alt + N, T, C), instead of immediately activating the OK button, activate the Modify button when the Table of Contents dialog opens.

Figure 26 Table of Contents dialog showing Modify button.



The Styles used to generate the Table of Contents is displayed in the Styles dialog.

The focus is on the Modify button for the TOC1 Style.

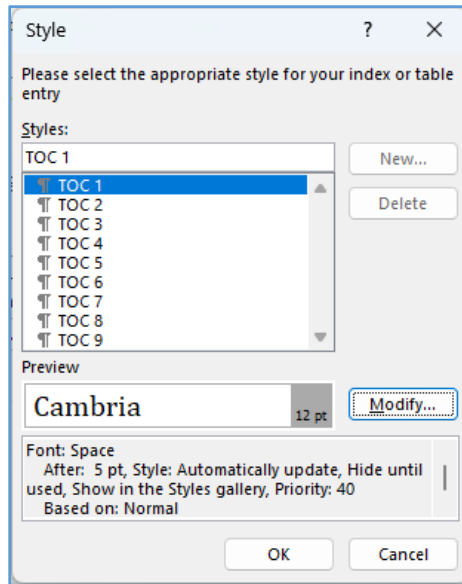
If you use a screen reader and want to verify this, press Shift + Tab to move to the list of Styles used for the TOC.

Press Tab to move to the Modify button again and press Spacebar or Enter to open the Modify Style dialog.

Although you can modify any of the Styles used for a TOC, keep in mind that the document still must look professional!

I recommend only modifying the TOC1 Style.

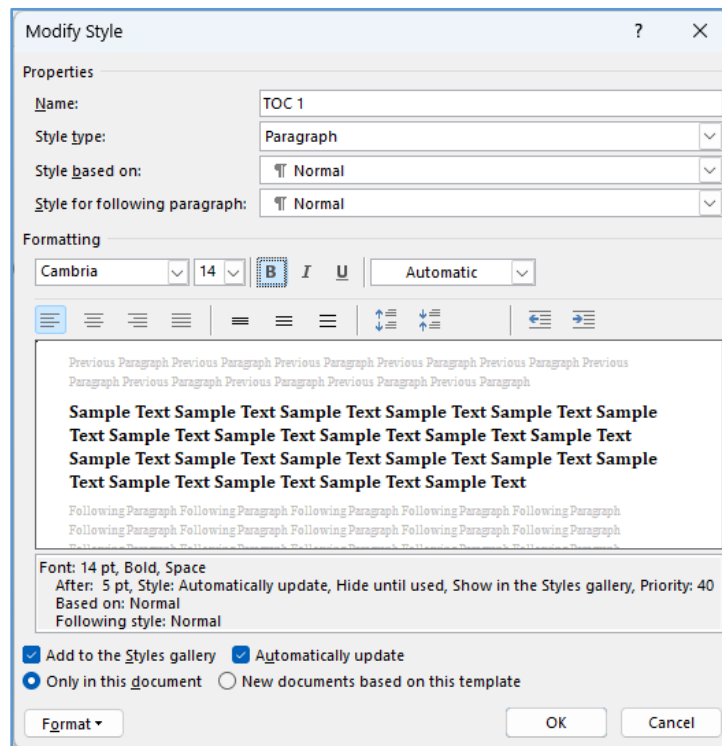
Figure 27 Style dialog for Table of Contents Styles with TOC1 Style selected.



Once the Modify button is activated, the Modify Style dialog opens for the TOC1 Style.

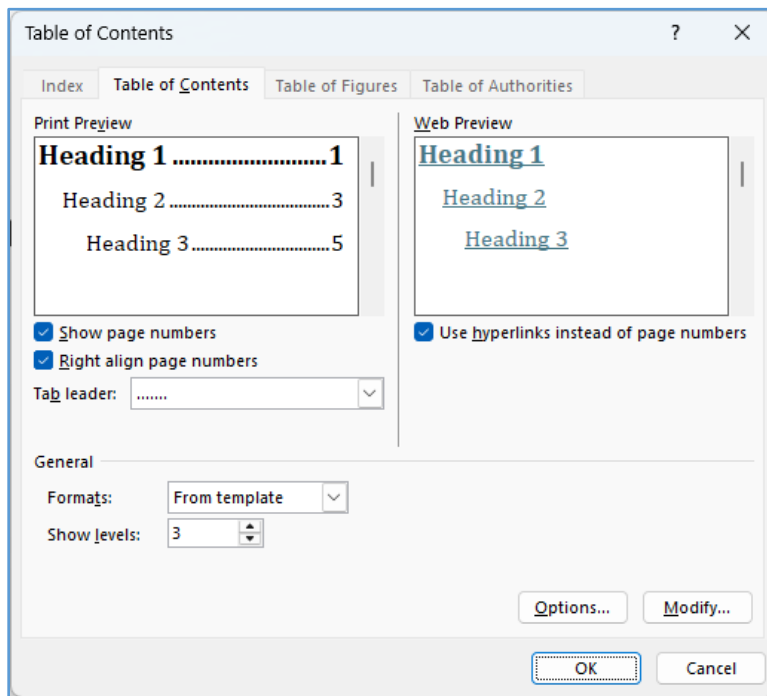
Although you can make any change you want to how the TOC1 Style looks in a document or document template, the goal is to make navigating through a TOC easier and accessible for those not using a screen reader or other adaptive technology.

Figure 28 Modify Style dialog to TOC1 Style with change in font size and Bol added.



The following graphic shows the modified TOC1 Style in the Table of Contents dialog. This is where you can see how the modifications will look once the TOC is generated. If you don't like the look of the TOC, activate the Modify button again and make changes before generating the Table of Contents. This is easier than starting over or editing the existing Table of Contents.

Figure 29 Table of Contents dialog showing modified TOC1 Style.



The following graphic shows the TOC in a Word document with the TOC1 Style modified to be 14 point, Bold instead of 12 point, Normal.

Figure 30 Generic Table of Contents with modified TOC1 Style.

| | |
|---------------------------------------|----------|
| Contents | |
| Twentieth-Century Canada | 2 |
| Ontario | 2 |
| Toronto..... | 2 |
| Ottawa | 2 |
| London..... | 2 |
| Kingston..... | 2 |
| Chapter 1..... | 3 |
| Background..... | 3 |

Updating Content in a Bookmarked Chapter

When content changes within a chapter where Bookmarks are used to create chapter-specific Tables of Content, the TOCs for each chapter can easily be updated.

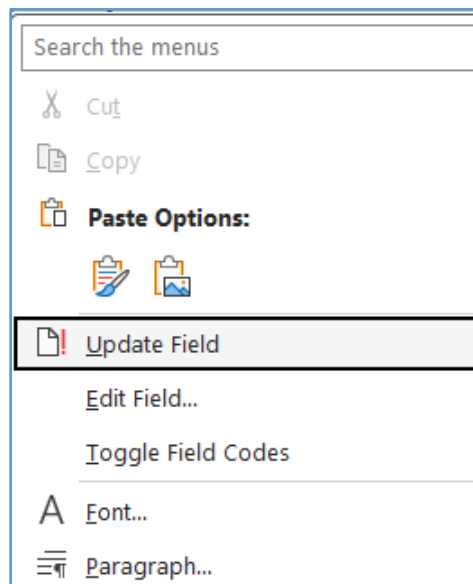
Updating a TOC for a chapter follows the same process as for a generic TOC.

Figure 31 Table of Contents for a chapter in a document.

| Chapter One | |
|----------------------------|---|
| Background..... | 2 |
| History | 2 |
| Importance of Styles | 3 |
| Summary..... | 3 |

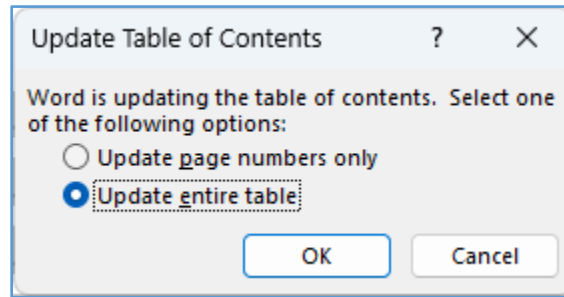
Press the AppKey (right-click) then press U for Update Field. If you've copied anything to the Windows Clipboard, the first "U" will be to paste a picture. Press U again to land on Update Field.

Figure 32 Context menu showing Update Field option selected.



Once the Update Field option has been activated, a dialog may appear asking if you want to update only the page numbers or the entire table. I always choose to update the entire table. If I've made any changes, they will all be updated in the TOC.

Figure 33 Update Table of Contents dialog.



The Table of Contents will be updated to show any changes to any Headings in the content within the Bookmarked area.

Figure 34 An updated TOC for a chapter in a document.

| | |
|---------------------------|---|
| Chapter One | |
| Background..... | 2 |
| Acknowledgements..... | 2 |
| History..... | 2 |
| Importance of Styles..... | 3 |
| Summary..... | 3 |

This is the same process for updating a generic Table of Contents, a Table of Tables or a Table of Figures.

Updating All Fields

There is a keyboard command to update all fields in your document, including Tables of Content, Tables of Figures, or Tables of Tables...or any other field in your document.

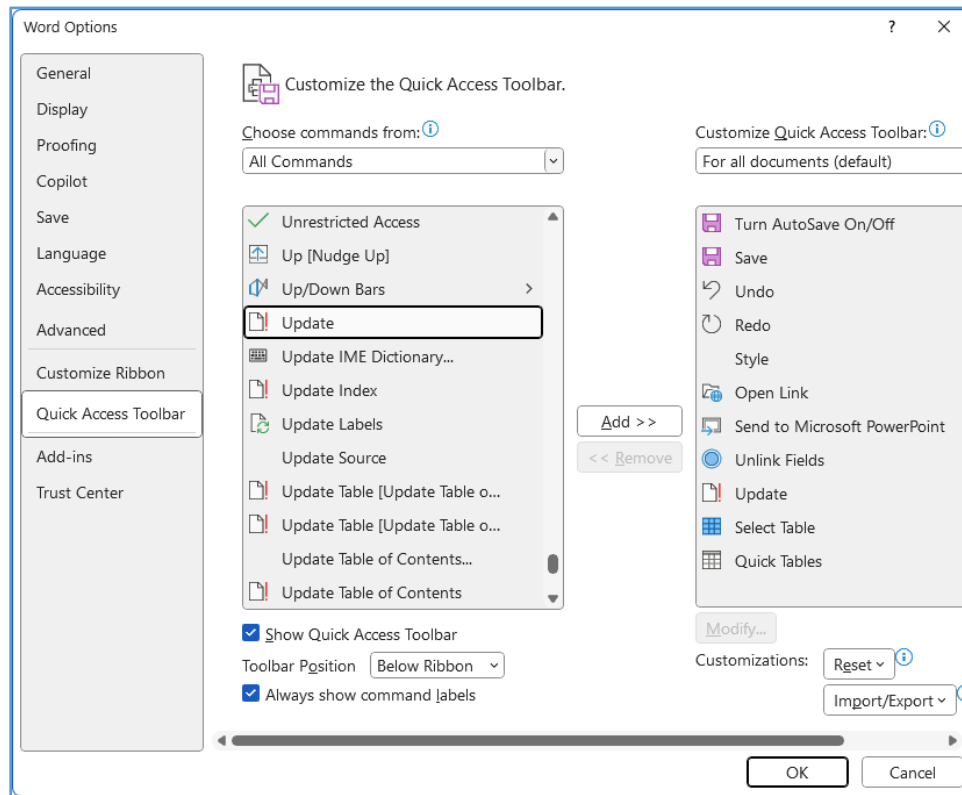
Note: If the Date field has been used, this will update the date information or any other time-sensitive information that uses a field code.

The keyboard command is F9 once you've selected the entire document by pressing Ctrl + A.

You may see a message asking if you want to update all fields. If so, activate the OK button.

You can add an Update Fields button to your Quick Access Toolbar from the list of All Commands in the Word Options dialog, Customize Toolbar category.

Figure 35 Word Options dialog showing the Custom Toolbar settings, Update selected in the list of All Commands.



To add the Update Fields button to your Quick Access Toolbar:

1. Press Alt + F, T for File/Backstage, Word Options.
 - a. If you are working on a laptop, you may have to press Alt + F, number 0, number 0, then use the Down Arrow to find Options. This is due to the smaller screen.
2. The Word Options dialog opens.
3. Press Q for Quick Access Toolbar to move to that category.
4. Press Tab to move to Choose Commands. You can also press Alt + C.
5. Press Alt + Down Arrow to open the list of commands and choose All Commands.
6. Once you locate All Commands, press Enter.
7. Press Tab to move to the list of all commands available in Microsoft Word.
8. Press U for the first command that begins with the letter U.
9. Use the Down Arrow to find Update if it is not the first item.

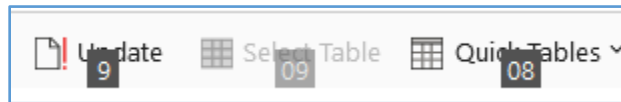
- a. Once added to the Quick Access Toolbar, it will be “Update Fields”.
 - b. You can press Page Down to move through the commands in larger blocks. They are listed alphabetically, so listen to the screen reader so you don’t miss Update.
 - c. You are looking for just the word Update, not any of the other update commands listed.
10. Press Alt + A to Add Update to your Quick Access Toolbar.
11. Update is placed after the last item you added to the Quick Access Toolbar.
12. If you want it in a different position, select it in the list of items on your Quick Access Toolbar. This reveals Up and Down Arrows to the right of your Quick Access Toolbar list items.
- a. Press Tab to move to the buttons between the list of All Commands and the items on your Quick Access Toolbar.
 - b. Press Tab again until you hear the list of items in your Quick Access Toolbar. Microsoft has several items there by default, such as Save, Undo, and Redo.
 - c. Select the item you want to move.
 - d. Press Tab until you land on either the Move Up or Move Down Arrow.
 - e. Press Spacebar to move the item up or down the list of items on your Quick Access Toolbar.
13. Once you’re finished, Tab to the OK button and press Enter.

Each item on the Quick Access Toolbar is assigned a keyboard command. For example, the Update Fields on my Quick Access Toolbar is the number 8. I would press Alt, then the number 8 to update the fields where my cursor is.

Note: This is not “Alt + 8”. Press Alt, then press the number assigned to the item on your Quick Access Toolbar.

If you have more than 9 items on your Quick Access Toolbar, keyboard commands starting with a 0 (zero) will begin counting down. For example, I have Select Table on my Quick Access Toolbar, which has the keyboard assignment 09. Update is assigned 9.

Figure 36 Karen's Quick Access Toolbar shows Update Fields as number 8.



Other tools I have are the ability to Send to Microsoft PowerPoint, which lets me create the content for my slides in Word and then send the content to PowerPoint to add the bling, Open Link, and Unlink Fields.

I have the Apply Styles Pane on my Quick Access Toolbar, which lets me press Alt followed by 5 and type in a Style to apply to the selected text in my documents. This lets me see the Style used at the cursor point without having to open the Styles Pane. If you add this to your Quick Access Toolbar, you are looking for the word Styles in the list of All Commands.

Troubleshooting Update Fields

Sometimes, when you copy an image and its Caption from one document to another, the Caption field does not automatically update.

To update the field, select the field/number. You will hear where the field is using a screen reader like JAWS or NVDA.

Press the AppKey (right-click) and choose "Update Field". The numbering of the Captions/figures will fall into line again.

Of course, you can always select the entire document and use the ability to Update all fields by pressing F9.

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