BIS Help Guides

Creating a Table of Contents in Google Sites

Webpages with large amounts of text are often hard to navigate. Creating a Table of contents page will allow the reader to skip to relevant parts of the page without having to sift through the information.

Written By: Leo

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Sample Page

Title 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc quis ex velit. Etiam porttitor felis at tellus rutrum, sed blandit tellus faucibus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus vitae ante elementum, luctus velit a, gravida lacus. Pellentesque auctor nisi non odio aliquam facilisis tincidunt in risus. Quisque maximus, nibh ac congue tempus, erat augue dictum justo, convallis dictum eros purus a nibh. Nam a hendrerit tellus. Donec quis auctor neque.

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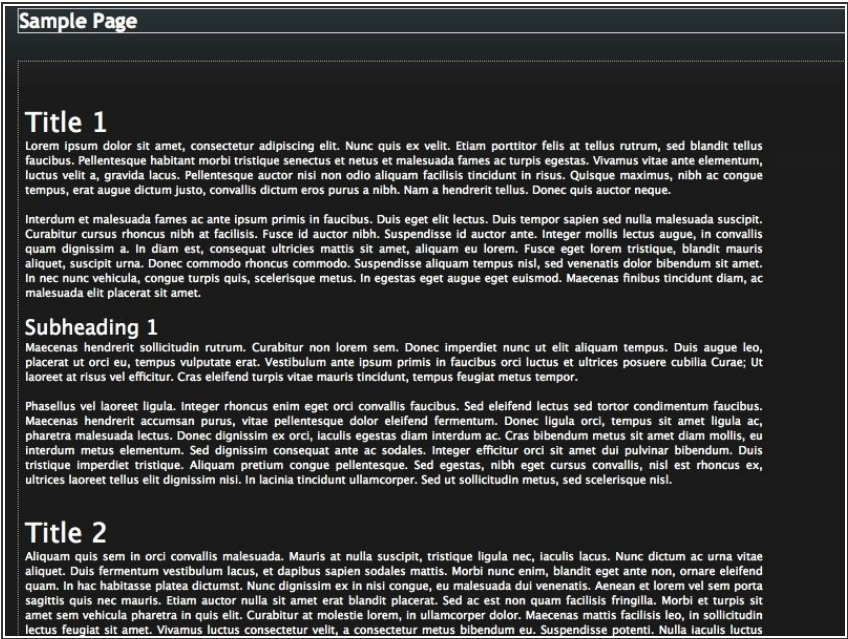
Subheading 1

Maecenas hendrerit sollicitudin rutrum. Curabitur non lorem sem. Donec imperdiet nunc ut elit aliquam tempus. Duis augue leo, placerat ut orci eu, tempus vulputate erat. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Ut laoreet at risus vel efficitur. Cras eleifend turpis vitae mauris tincidunt, tempus feugiat metus tempor.

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Title 2

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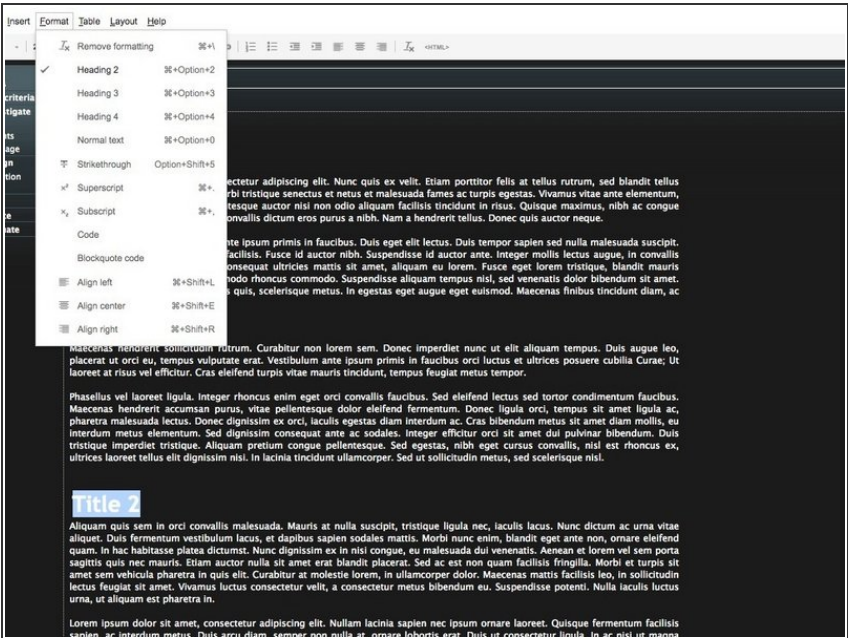
Step 1 — Create your Webpage

- Create a webpage with the relevant content

⚠️ It is important to have clear headings and subheadings to act as anchor points

ⓘ The Table of Contents will link to these headings

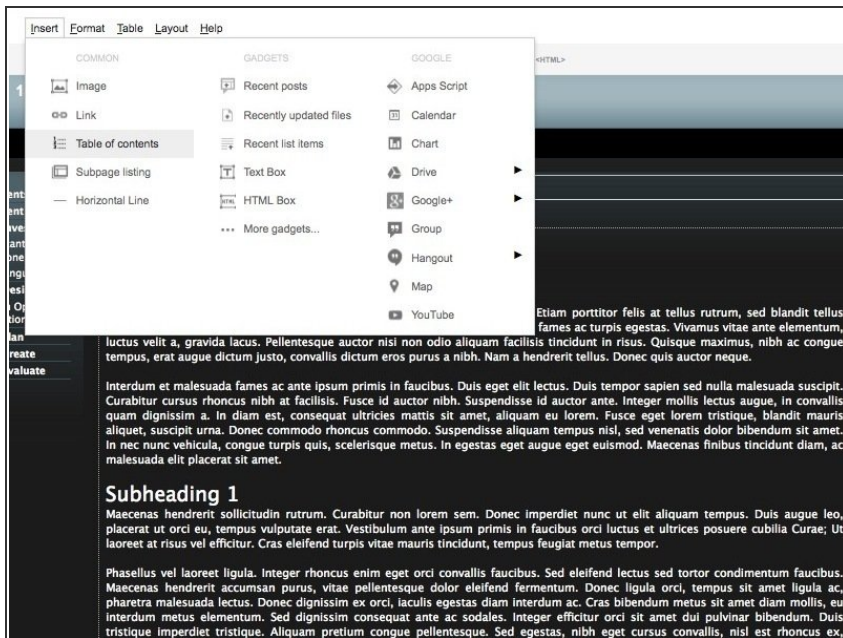## Step 2 — Formatting the Headings into Headings

- Select the headings and go to Format > Heading 2 or press [cmd] + [alt] + [2]

- Use the appropriate heading for the depth of the heading:
  - The main heading is Heading 2 ([cmd] + [alt] + [2])
  - The first subheading is Heading 3 ([cmd] + [alt] + [3])
 - The sub-subheading is Heading 4 ([cmd] + [alt] + [4])

ⓘ Only the formatted headings will register in the Table of Contents

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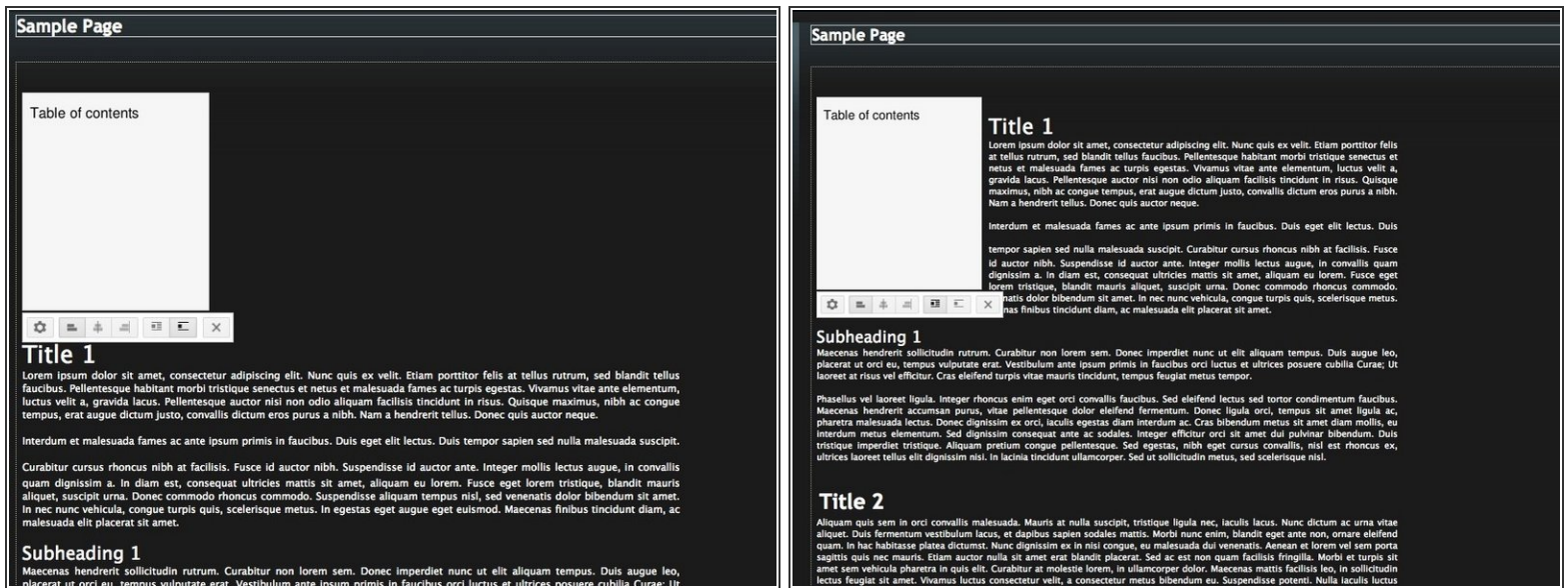
Step 3 — Inserting the Table of Contents

- Create some space at the desired position for the Table of Contents
  - ⓘ The size of the table can be adjusted as well
- Click on the Insert menu and under the "Common" Column, Select Table of Contents
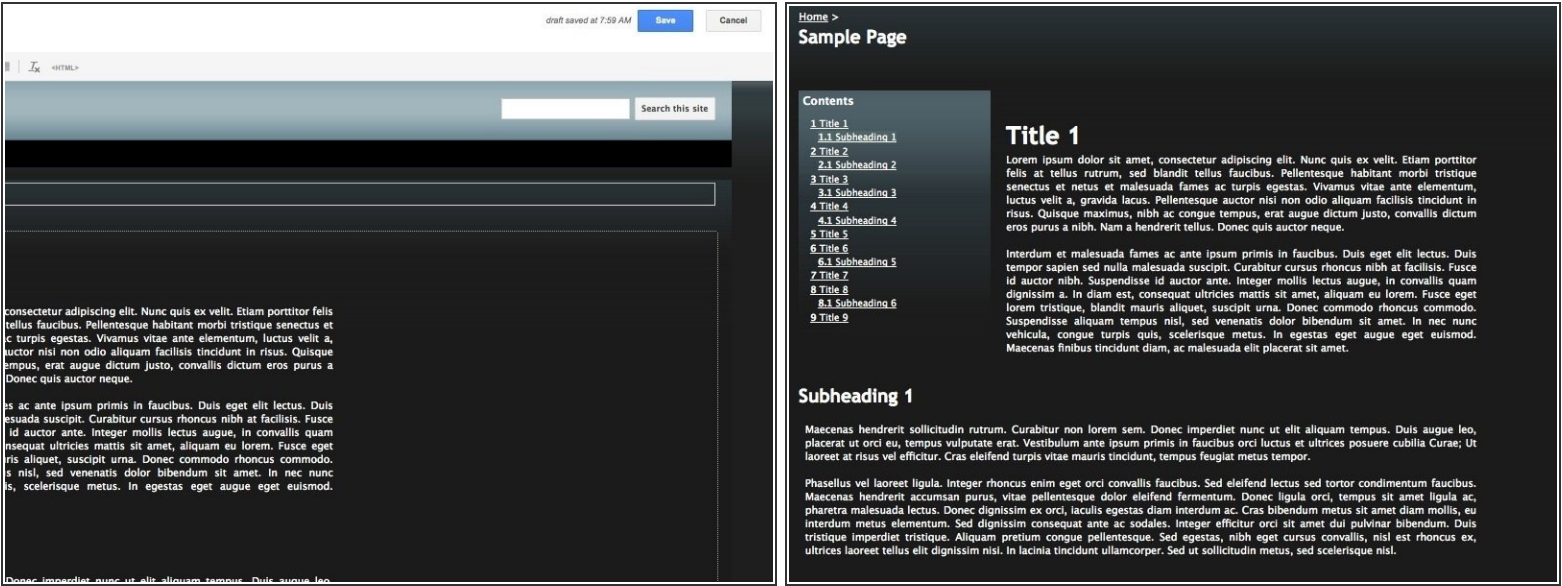
Step 4 — Adjusting the Size
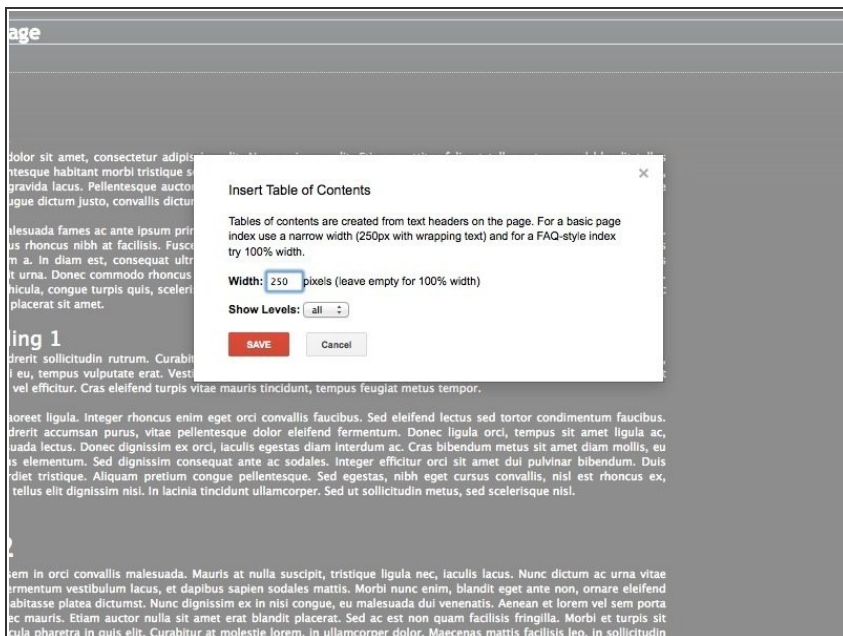
- Enter in the size of the Table of contents
  - 250px makes the table of contents a similar size to that of Wikipedia Page
  - To span the full length, leave the value blank
  - ⓘ The Height of the Table will depend on the number of Headings
- Click [Save] when ready

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Step 5 — Repositioning the Table of Contents

- After the table of contents is created, a blank white box will appear, named Table of contents
  - (i) This is normal as the page won't process it until you save and view the page

- To move the Table of contents, you can drag it up and down the text

- To change the horizontal position, you can choose between Align Left, Align Center and Align Right

- The buttons next to the alignment adjust whether the text can exist next to the table of contents

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Step 6 — Finalise the Page

- Click on the save button at the top right of the page

- The Table of contents will be ready to use

- Click on any part heading to jump to that spot

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