

Title: How to create dynamic tables of contents in a CSR

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1. Introduction

The tables of contents in a Chemical Safety Report (CSR) that is exported from IUCLID 6 in RTF format are static text. This document describes how to convert the tables of contents to dynamic versions in MS Word. These can be updated automatically to reflect changes in the content of the CSR.

These instructions describe how to build a dynamic table of contents that relies on MS Word Styles. Each numbered heading must be placed in a specific MS Word Style for its level in the hierarchy. Once that has been done, a table of contents (TOC) object is inserted in to the Word document where the table of contents is to go.

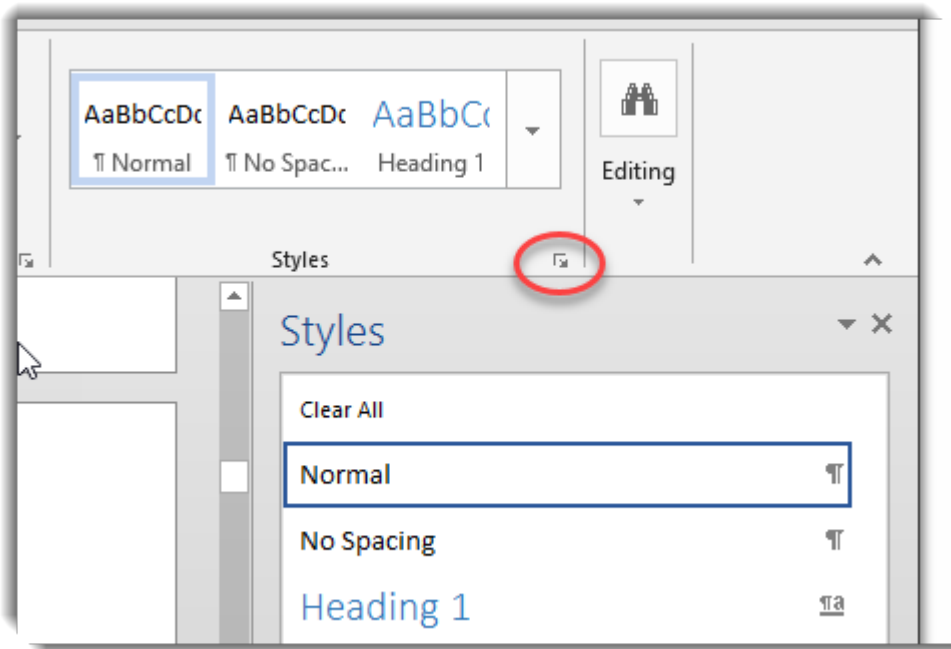
To make the process as simple as possible, only the following built-in styles are used for the tables of content:

- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Caption

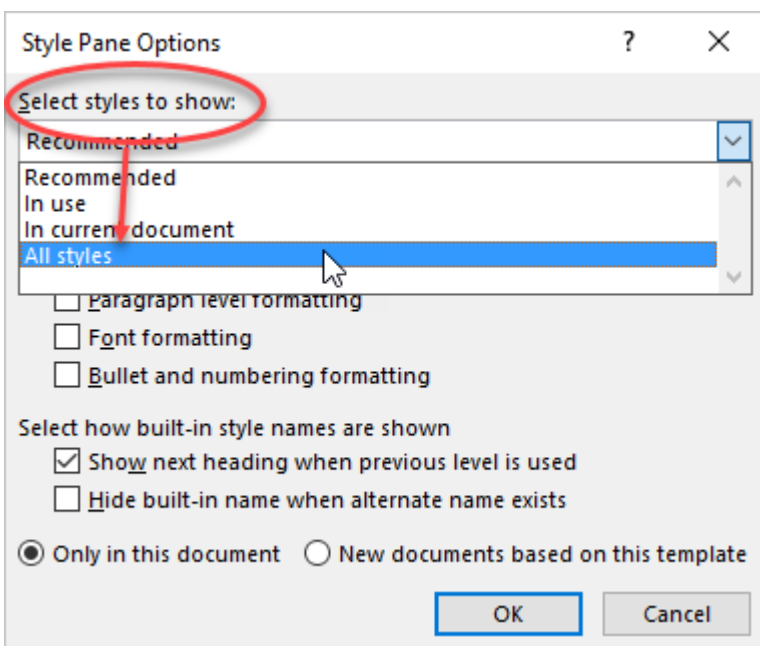
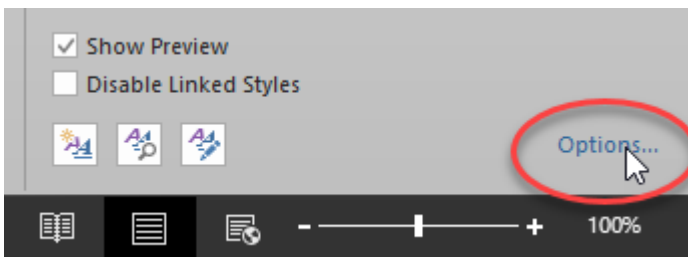
What must be done is to place all the headers that should be in the table of contents in to one of the styles indicated above. After that, the static tables of contents that come with the RTF document can be replaced by dynamic ones. On opening a CSR in RTF format within MS Word, all the text is placed in the default MS Word Style, which is named *Normal*. Any differences in formatting of the text that may be visible are caused by static formatting instructions that have been applied over the default style. These should be ignored.

2. Setting the styles

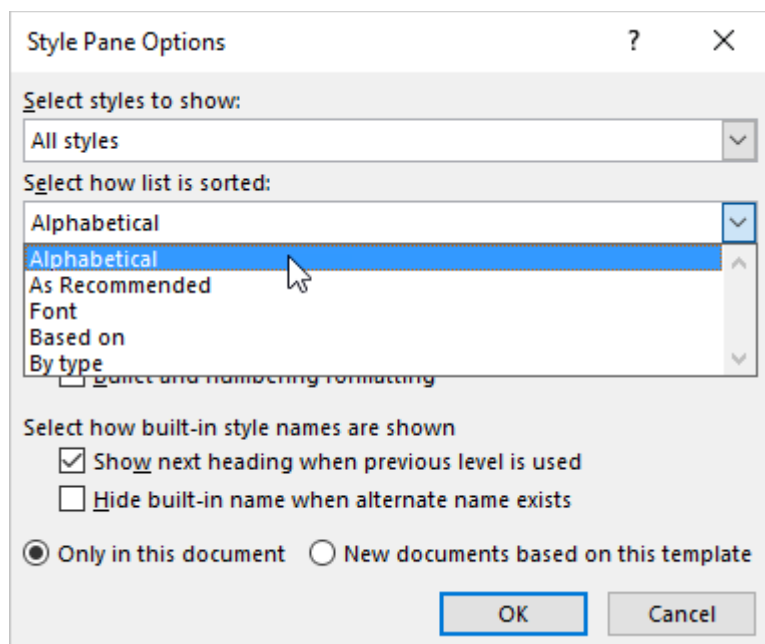
Open the RTF document in MS Word. Save it in docx format. Open the window for styles, by clicking on the icon indicated below:



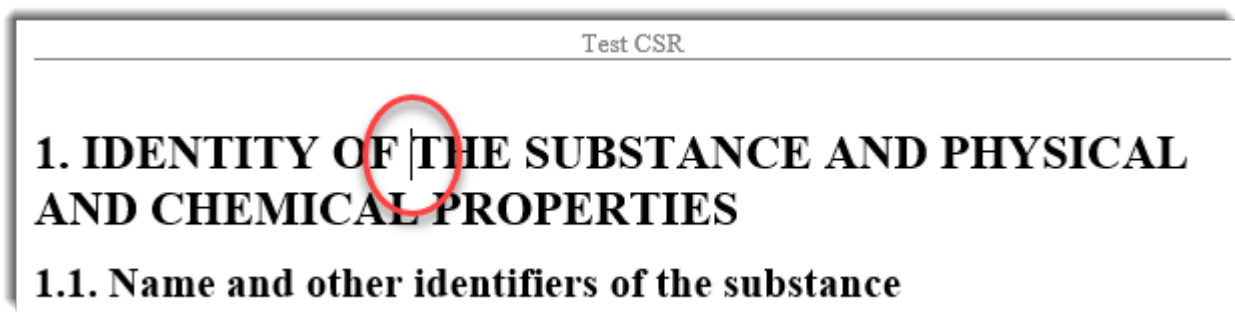
Show all the styles. This is done from *Styles > Options > Select styles to show*, as shown below. The link is at the bottom right of the window.



It is easier to find the required styles, if they are ordered alphabetically. Set the order as shown below. This is the same window as the one shown above:



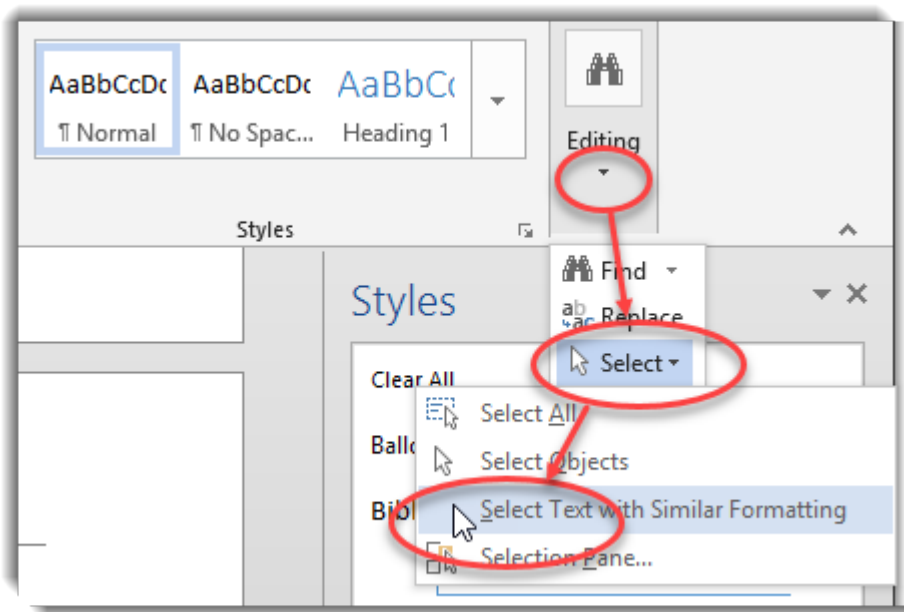
The idea is to select all the headings of a particular level, and to then apply the appropriate MS Word Style to them, in a single action. All the headings at a particular level can be selected at once because they have the same unique formatting. To do this, first place the cursor somewhere in the heading, as shown in the example below for a heading at level one.



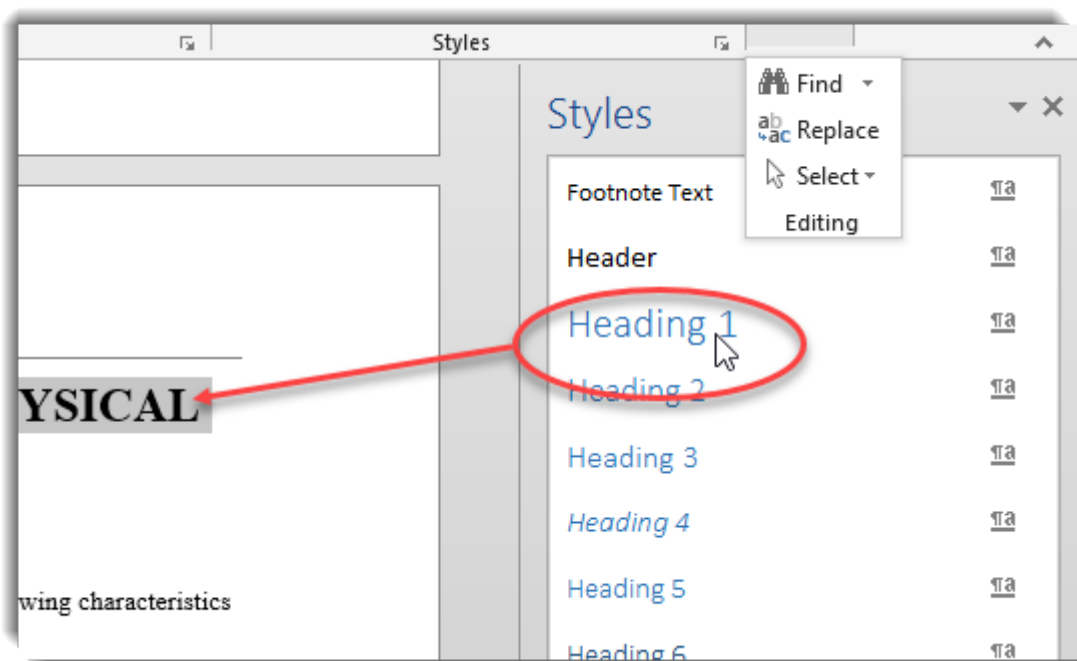
Next, select all the other headings at that level, by using the feature:

Editing > Select > Select all text with similar formatting

An example is shown below.

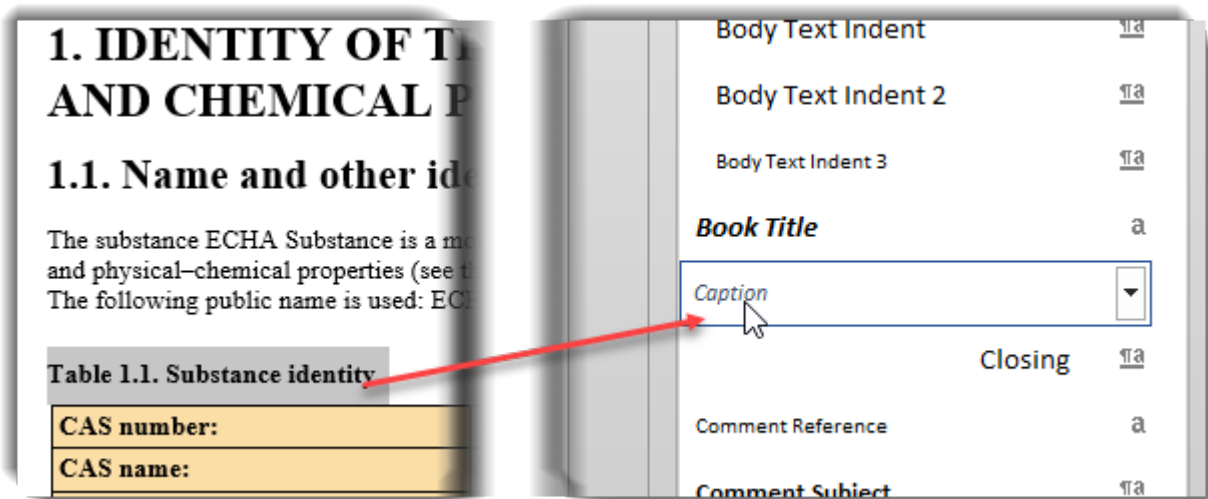


All the level-one headers should have been selected. Put them in the style *Heading 1*, by clicking on the style in the style window, as shown below.



Repeat this process for all the levels of header. In some cases, there are instances of a particular heading level that do not share exactly the same formatting, and so cannot be selected all in one go. In such cases look out for headers that are still in the MS Word Style, *Normal*, and simply repeat the process described above until all the headers are in the appropriate style.

Repeat the process for table headers, placing them in the style *Caption*, as shown below.

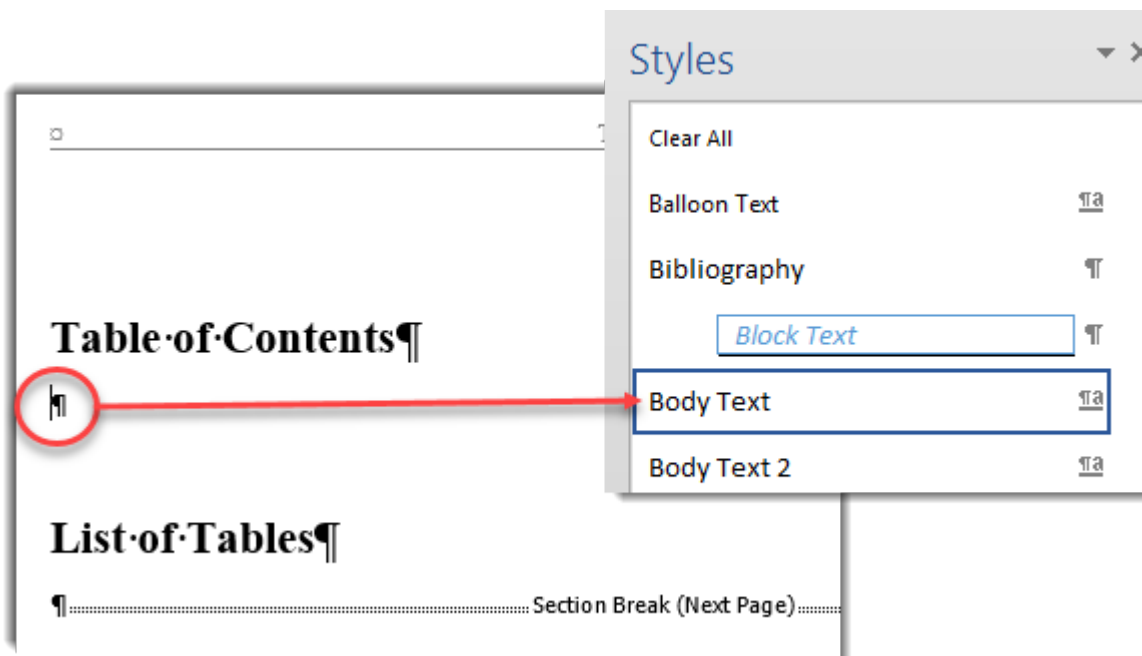


Put the section headers *Part A*, *Part B*, and *Annexes* in to the style *Heading 1*.

When all the items that are to be in the tables of contents are in the appropriate styles, create the tables of contents, as described in the next section.

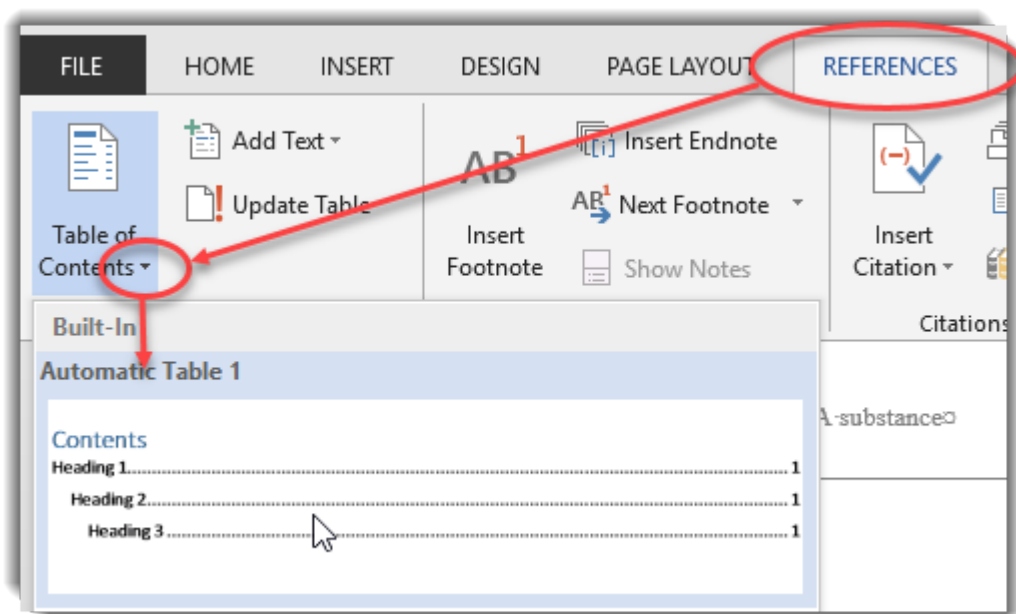
3. Creating tables of contents

Delete the tables of contents that came with the RTF file. Leave the headers of the tables in place, and create a paragraph underneath them in the style *Body Text*, as shown below:



Insert a default automatic table of contents using the feature:

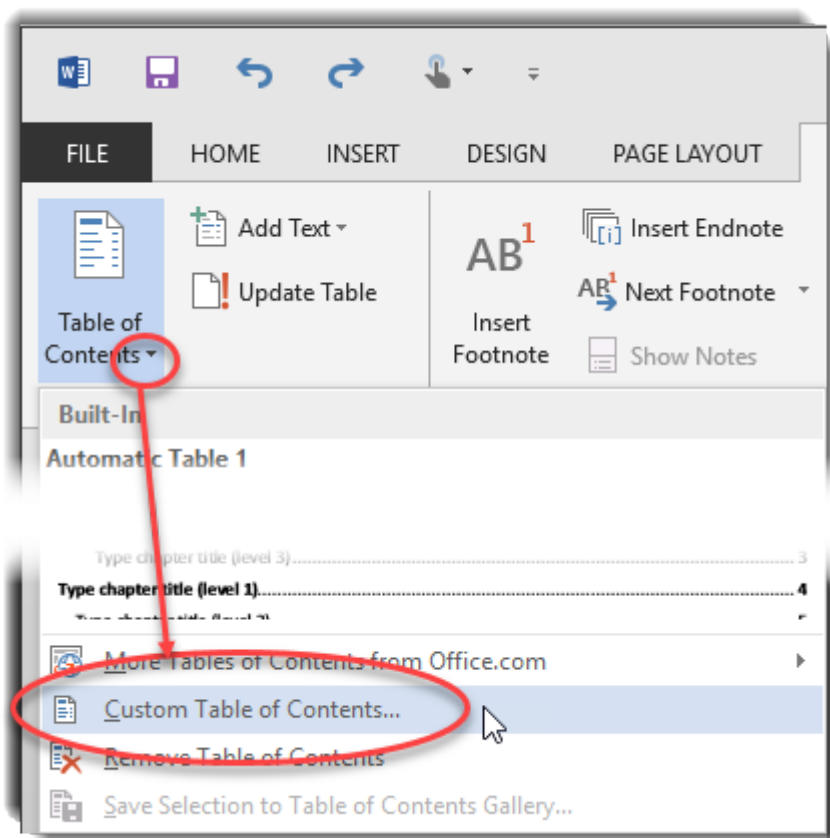
References > Table of Contents > Built-in > Automatic Table 1



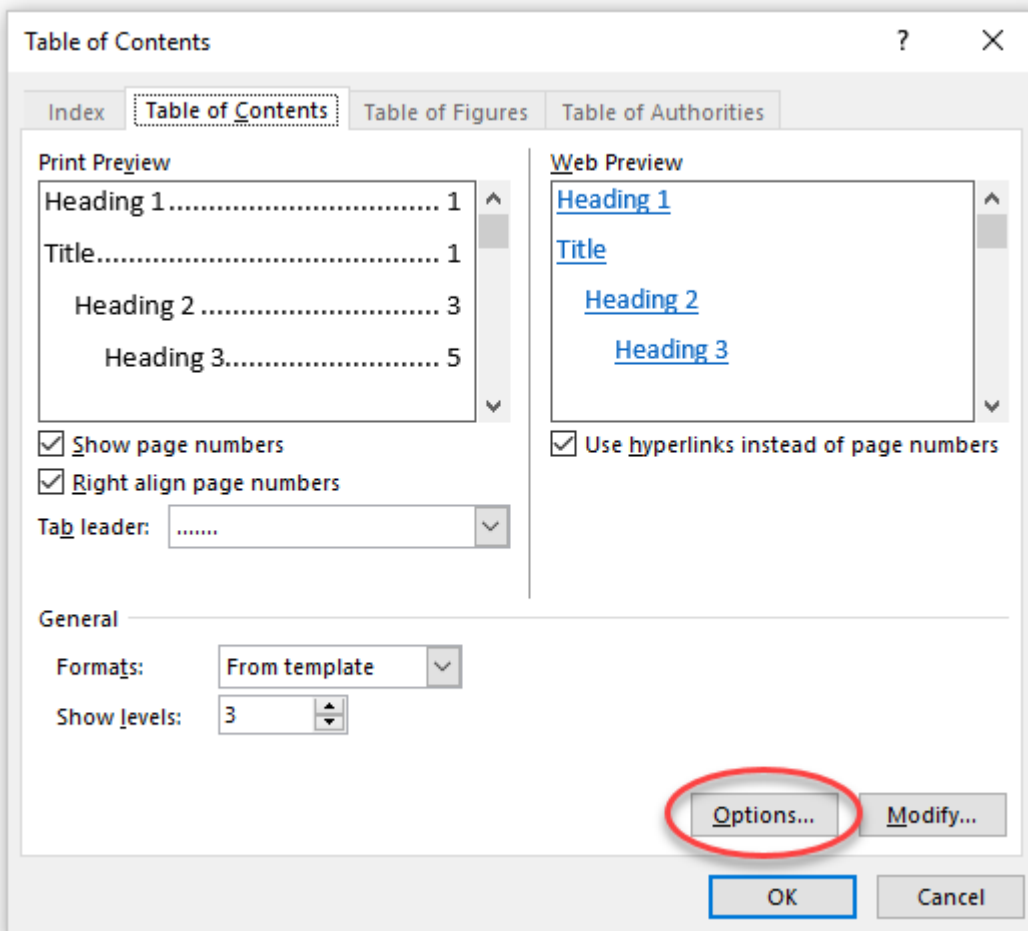
Check the table of contents for completeness, and for accuracy of page numbering. An example is shown below.

Table of Contents	
Contents	
Part A.....	5
1. SUMMARY OF RISK MANAGEMENT MEASURES.....	6
2. DECLARATION THAT RISK MANAGEMENT MEASURES	7
3. DECLARATION THAT RISK MANAGEMENT MEASURES	8
Part B.....	9
1. IDENTITY OF THE SUBSTANCE AND PHYSICAL AND CH	10

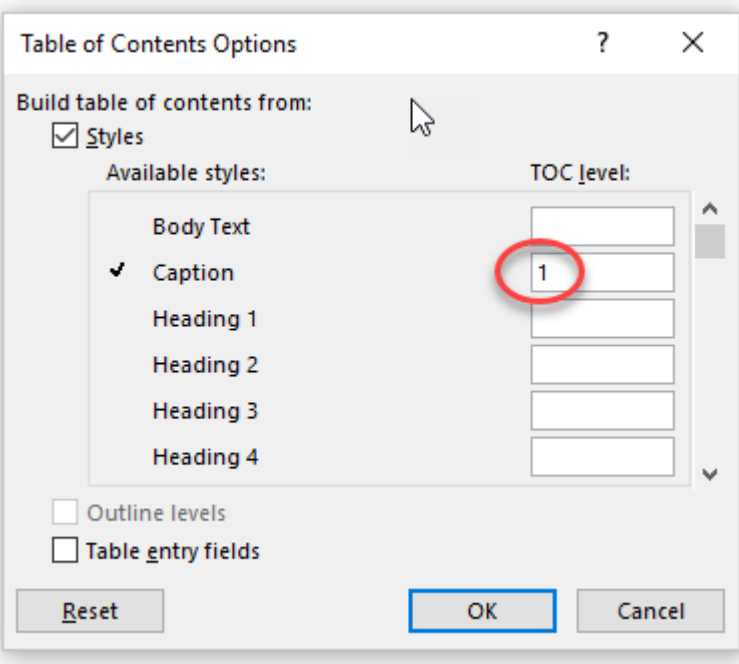
For the list of tables, insert a custom table of contents, as shown below:



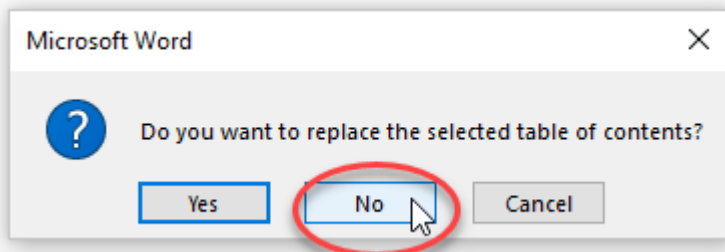
Next, select *Options*, as indicated below.



Remove all the entries in the right-hand column, and then enter “1” in to the box for the style *Caption*.



Click on *OK* for the dialogue boxes for *Options* and the *Table of Contents* window. For the dialogue about replacing the table of contents, click on *No*, as shown below.



Check the *List of tables* for completeness, and for accuracy of page numbering. An example is shown below.

List of Tables	
Table 1.1. Substance identity.....	11
Table 1.2. Constituents.....	11
Table 1.3. Physicochemical properties	13
Table 2.1. Manufacture	14

Please note that the numbering of the headers is static. The numbers are part of the heading. In many cases, the numbering of the heading corresponds to the section numbering in IUCLID 6, and therefore it may be clearer to leave them as they were exported from IUCLID 6.

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