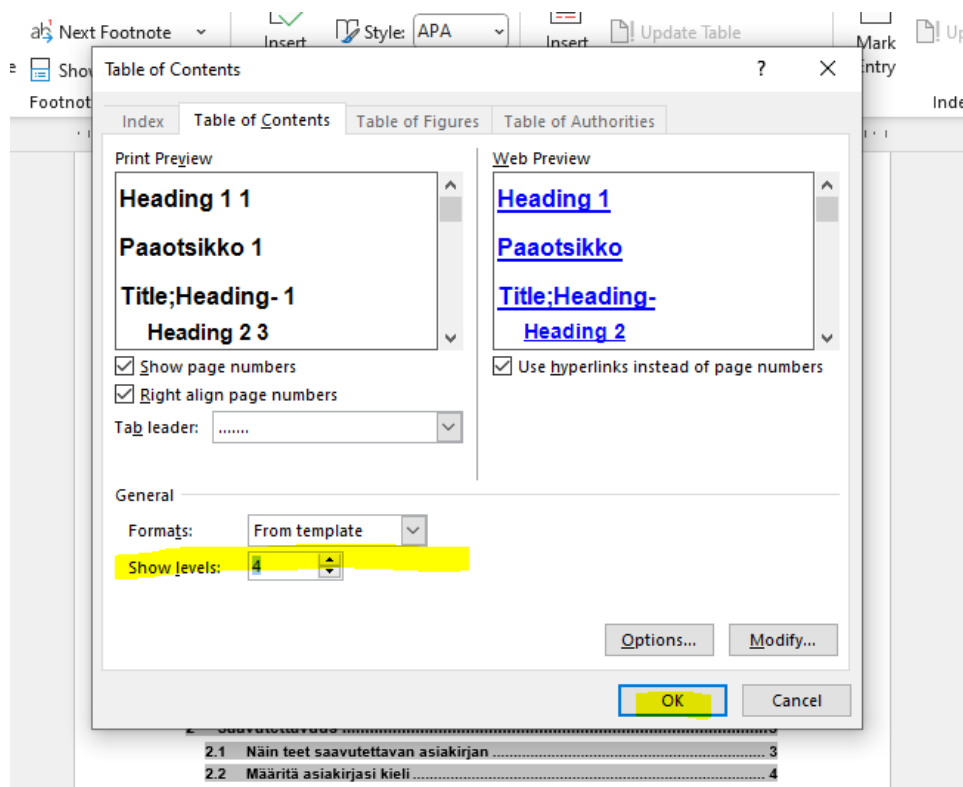


# ADDING HEADING LEVEL TO THE TABLE OF CONTENTS

The writing template created by Unigrafia includes several predefined heading styles. However, only the first three levels are set to appear in the table of contents.

If you want to add a fourth level to the table of contents, follow these steps:

1. Go to **References -> Table of Contents -> Customize Table of Contents**.
2. Change **Show levels** from **3 to 4** (or 5 if you want to include the next level as well).



The program will now ask whether to replace the previous table of contents. Select **Yes**. From now on, all fourth-level headings will appear in your table of contents.