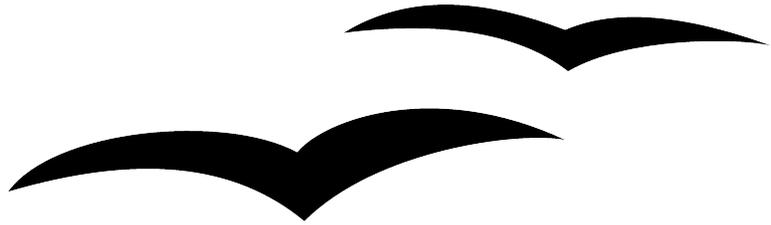


How to Create and Maintain a Table of Contents



How to Create and Maintain a Table of Contents
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Overview

About this guide

How to Create and Maintain a Table of Contents shows you step-by-step how to create and maintain a table of contents for a text document using OpenOffice.org Writer 1.1. To understand the instructions, you need to have a basic familiarity with Writer and styles.

For an introduction to Writer, including its styles feature, see:

- *OpenOffice.org Starter's Guide*, available at <http://www.math.umd.edu/~dcarrera/openoffice/docs>
- *How to Write and Manage OpenOffice.org text documents using Common Features and Styles*, available at http://documentation.openoffice.org/HOW_TO

Conventions used in this guide

This guide uses the following conventions:

- **Bold** indicates menu options, buttons, and other items that you select on the screen.
- Step-by-step directions are numbered to make them easy for you to follow. When you have a choice, the choices are presented in a bulleted list, just like the bulleted list you're reading now.

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Feedback

Please direct any comments or suggestions about this document to dev@documentation.openoffice.org

Acknowledgments

Thanks to Sophie Gautier, author of the French native-language document, *Comment insérer une Table des Matières*, which I used as a reference.

Modifications and updates

Version	Date	Description of Change
0.1	01/19/04	Initial version issued for comment
		<ul style="list-style-type: none"> • Modified chapter “Maintaining a table of contents.” To open the context menu, users must left click before they right click. • In the section “Protecting against manual changes,” added reference to context menu and removed reference to accidental deletions. • Renamed the section “Adjusting the number of levels” to “Changing the number of levels.” • Renamed the section “Removing color or graphics” to “Deleting color or graphics.” • In the section “About this guide,” added reference to <i>OpenOffice.org Starter's Guide</i>.
0.2	03/01/04	<ul style="list-style-type: none"> • Added third level to table of contents.

Creating a table of contents

Writer's table of contents feature lets you build an automated table of contents from the headings in your document. Before you start, make sure that the headings in your document are styled consistently. For example, you can use the Heading 1 style for chapter titles and the Heading 2 and Heading 3 styles for chapter subheadings.

This chapter shows you how to:

- Open Writer's table of contents feature.
- Use Writer's table of contents feature to customize your document's table of contents.
- Save the table of contents.

Opening Writer's table of contents feature

To open Writer's table of contents feature and insert a new table of contents in your document, follow these steps:

- 1) Place your cursor at the point in your document when you want to insert the table of contents.
- 2) From the main menu, choose **Insert > Indexes and Tables > Indexes and Tables...** The Insert Index/Table window opens.
- 3) Click the **Index/Table** tab if it isn't already displayed.

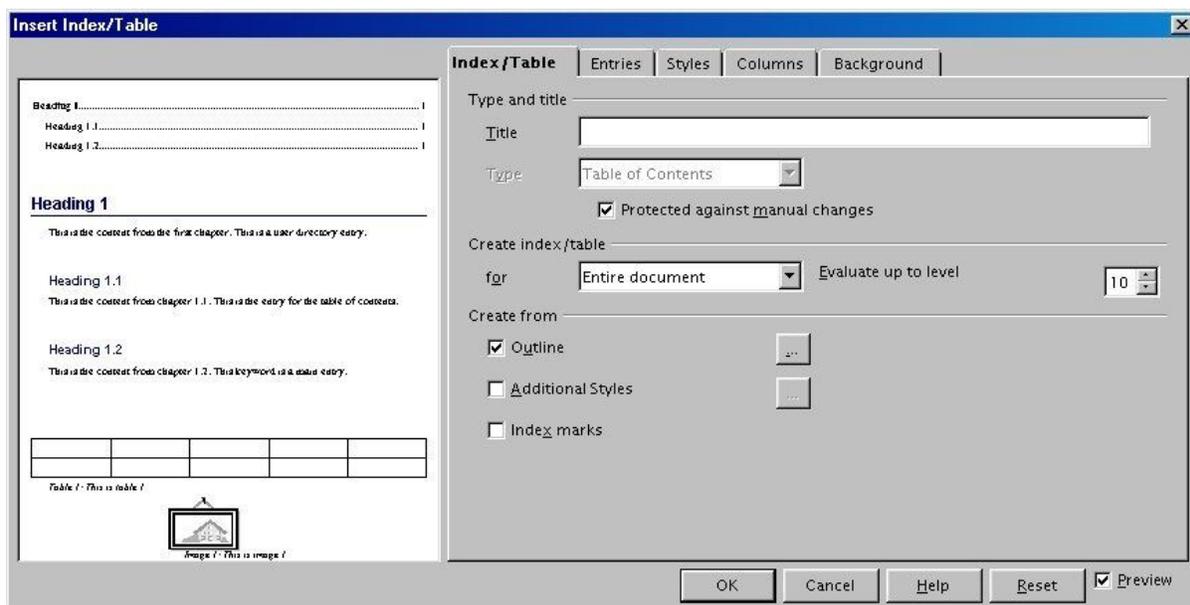


Illustration 1 Index/Table tab

The Insert/Index Table window has five tabs. Four of them are used when creating a table of contents:

- Use the **Index/Table** tab to set the table's attributes.
- Use the **Entries** and **Styles** tabs to format the table entries.
- Use the **Background** tab to add color or a graphic to the table background.

The next four sections of this chapter tell you how to use each of these four tabs.

The preview box, located on the left-hand side of each tab, shows you as you work how the table of contents will look. (If you don't see the preview box, check the **Preview** check box in the lower right-hand corner of the window.)

Using the Index/Table tab

Use the **Index/Table** tab, pictured in Illustration 1 on page 1, to set the table's attributes.

Setting basic attributes

To set the table's basic attributes:

- 1) From the **Type** drop-down list in the Type and title area of the tab, select **Table of Contents** if it isn't already selected.
- 2) From the drop-down list in the Create index/table area, select **Entire document**.
- 3) In the Create from area, check the **Outline** check box.
- 4) In the Create from area, clear the **Index marks** check box.

Adding a title

If you'd like the table of contents to have a title, enter it in the **Title** field. (If Writer entered a title in this field automatically, you can change it by simply typing over the value.) To delete the title, clear the **Title** field.

Protecting against manual changes

To protect the table of contents from being changed accidentally, check the **Protected against manual changes** check box. If this box is checked, the table of contents can only be changed using the context menu or the Insert Table/Index window. If the box isn't checked, the table of contents can be changed directly on the document page, just like other text.

Changing the number of levels

By default, Writer evaluates 10 levels of headings when it builds the table of contents. To change the number of levels evaluated, enter the desired number in the **Evaluate up to level** spin box.

Assigning custom styles

Writer automatically assigns to the table of contents all paragraphs formatted with the default heading styles (Heading 1, Heading 2, and so on). To assign paragraphs formatted with custom styles, follow these steps:

- 1) In the Create from area, check the **Additional Styles** check box.
- 2) Click the (...) button to the right of the check box. The Assign Styles window opens.

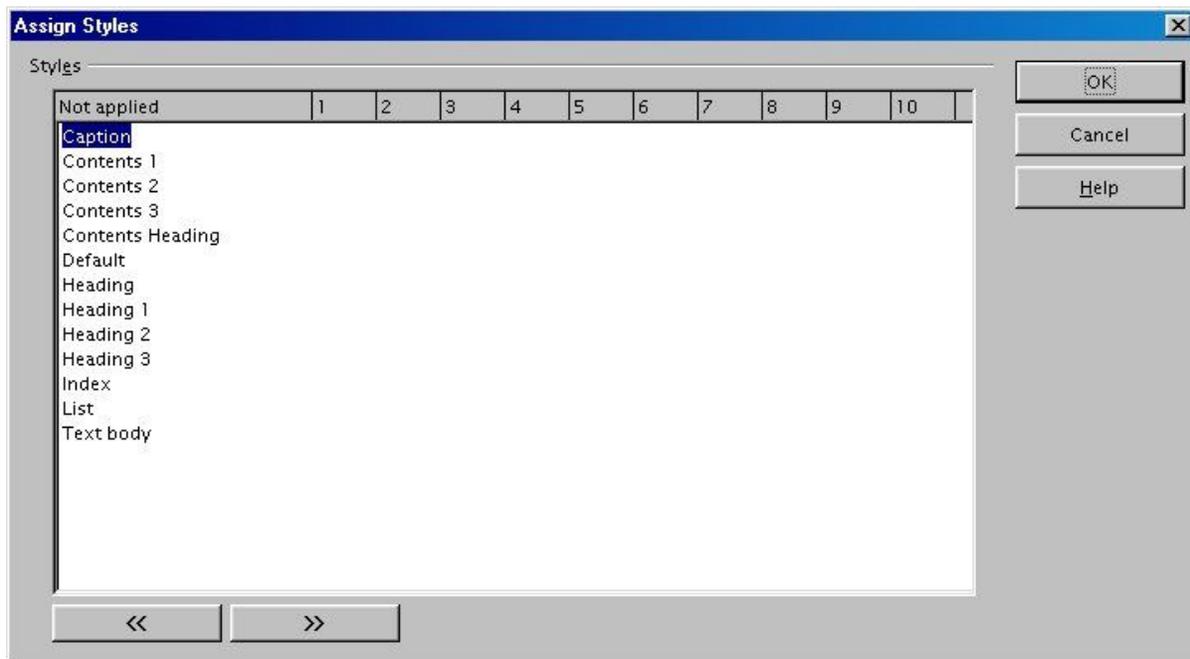


Illustration 2 Assign Styles window

- 3) In the **Not applied** column, click the style that you want to assign to the table of contents.
- 4) Use the >> button to move the selected style to the desired outline level. For example, if you want paragraphs formatted with the selected style to appear as top-level entries in the table of contents, click the >> button once to move the style into the **1** column. To move the style in the opposite direction, use the << button.
- 5) Click **OK** to save your changes and return to the Index/Table tab. Or, click **Cancel** to return without saving your changes.

Using the Entries tab

Use the **Entries** tab, pictured in Illustration 3 on page 4, to format the entries in the table of contents. For each outline level, you can add and delete elements, such as chapter numbers, and you can also apply character styles to individual elements.

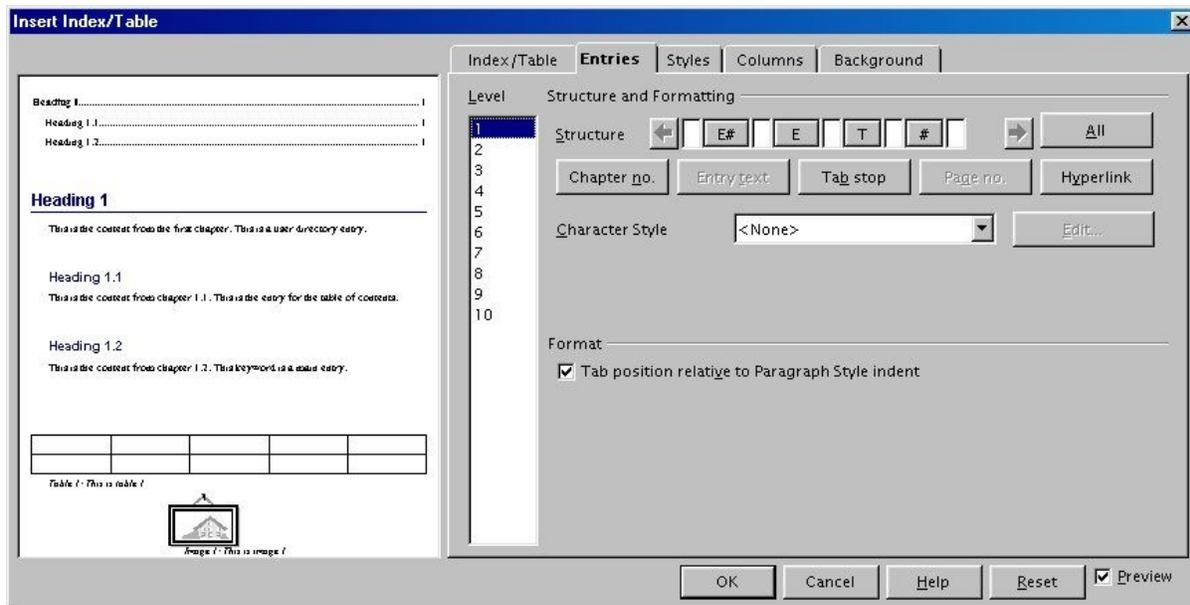


Illustration 3 Entries tab

To begin, click a level number in the **Level** column to select the outline level whose elements you want to format. (You'll be able to apply your changes to all outline levels later.) The Structure line displays the elements for entries in that level. Each button on the Structure line represents one element:

- The **E#** button represents the chapter number.
- The **E** button represents the entry text.
- The **T** button represents a tab stop.
- The **#** button represents the page number.
- The **LS** button represents the start of a hyperlink. (This button doesn't appear on the default Structure line.)
- The **LE** button represents the end of a hyperlink. (This button doesn't appear on the default Structure line.)

Each white field on the Structure line represents a blank space.

Deleting elements

To delete an element from the Structure line, click the button that represents that element and then press the Delete key on your keyboard. For example, to delete a tab stop, click the **T** button and then press the Delete key.

Adding elements

To add an element to the Structure line, follow these steps:

- 1) Place your cursor in the white field to the left of where you want to insert the element.

- 2) Click one of the five buttons that are just below the Structure line. (For example, to add a tab stop, click the **Tab stop** button.) A button representing the new element appears on the Structure line.

Note that if you insert a hyperlink, you must indicate both the beginning and end of the link. For example, to change the default Structure line so that the chapter number and the entry text form a hyperlink, follow these steps:

- 1) On the Structure line, place your cursor in the white field to the left of the **E#** button. (Recall that the **E#** button represents the chapter number.)
- 2) Click the **Hyperlink** button. An **LS** button, representing the start of the hyperlink, appears on the Structure line.
- 3) On the Structure line, place your cursor in the white field to the right of the **E** button. (Recall that the **E** button represents the entry text.)
- 4) Click the **Hyperlink** button again. An **LE** button, representing the end of the hyperlink, appears on the Structure line.

Applying character styles

To apply a character style to an element on the Structure line:

- 1) On the Structure line, click the button that represents the element to which you want to apply a style.
- 2) From the **Character Style** drop-down list, select the desired style. Writer applies the selected style to the selected element.

To view or edit the attributes of a character style, select the style from the **Character Style** drop-down list and then click the **Edit** button.

Applying changes to all outline levels

To apply the displayed structure and formatting to all outline levels, click the **All** button.

Using the Styles tab

Use the **Styles** tab, pictured in Illustration 4 on page 6, to apply paragraph styles to the table of contents. You can apply a different paragraph style to each outline level of the table.

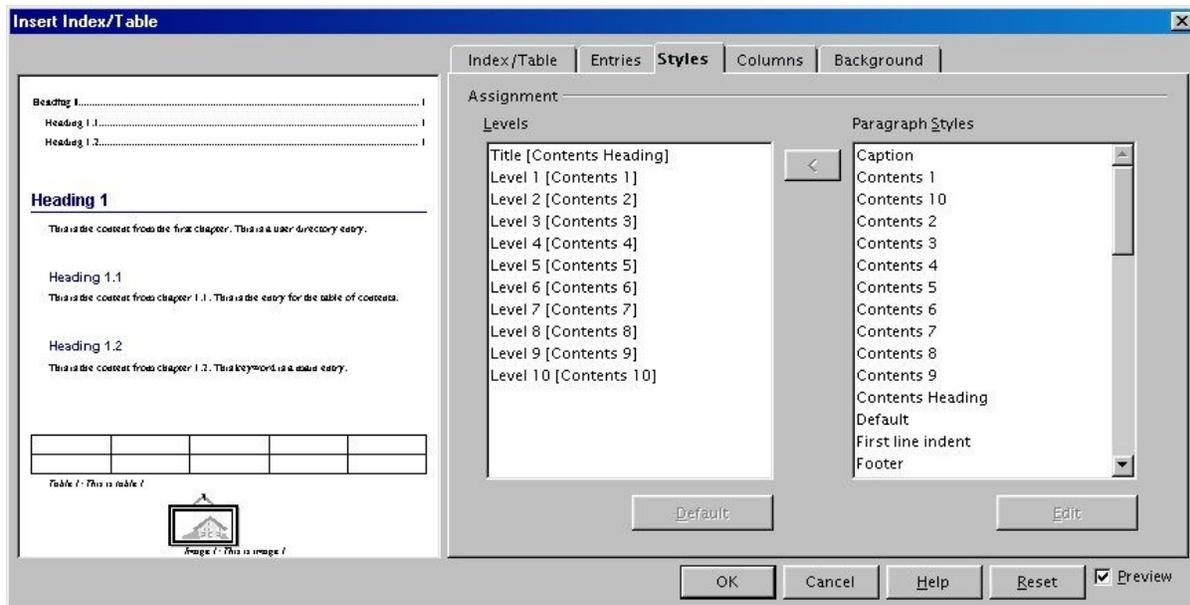


Illustration 4 Styles tab

To apply a paragraph style to an outline level, follow these steps:

- 1) In the **Levels** list box, select the desired outline level by clicking it.
- 2) In the **Paragraph Styles** list box, click the paragraph style that you want to apply.
- 3) Click the < button to apply the selected paragraph style to the selected outline level.

To remove paragraph styling from an outline level:

- 1) In the **Levels** list box, select the desired outline level by clicking it.
- 2) Click the **Default** button.

To view or edit the attributes of a paragraph style, click the style in the **Paragraph Styles** list box and then click the **Edit** button.

Using the Background tab

Use the **Background** tab, pictured in Illustration 5 on page 7, to add color or a graphic to the table background.

Adding color

To add color to the background of the table of contents, simply click the desired color in the color grid.

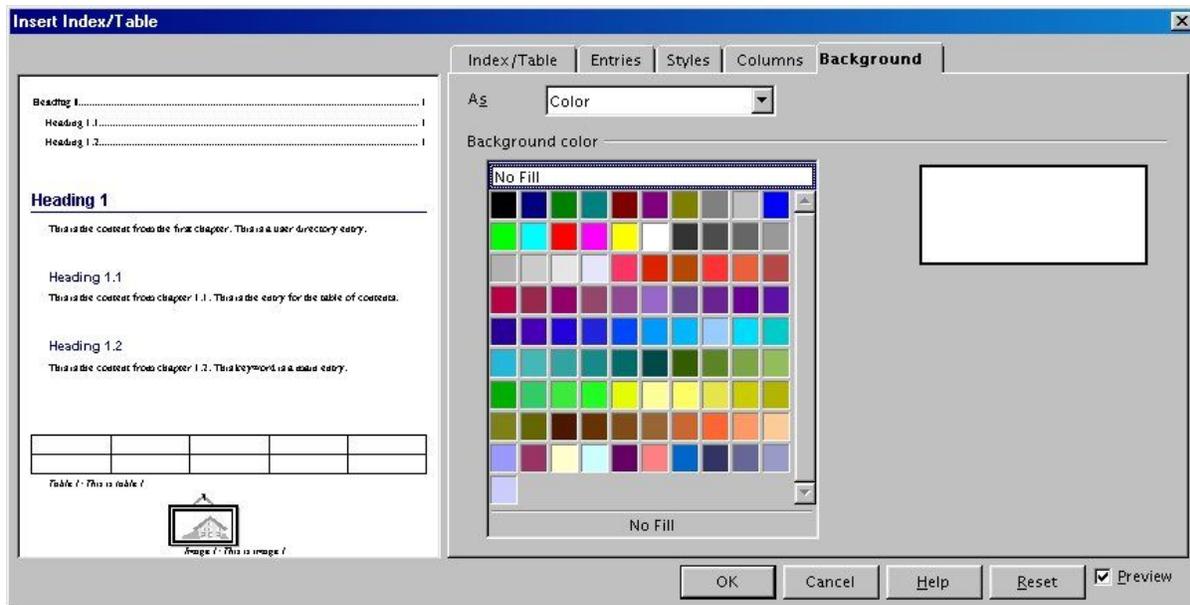


Illustration 5 Background tab

Adding a graphic

To add a graphic to the background of the table of contents, follow these steps:

- 1) From the **As** drop-down list, select **Graphic**. The **Background** tab displays the graphics options.

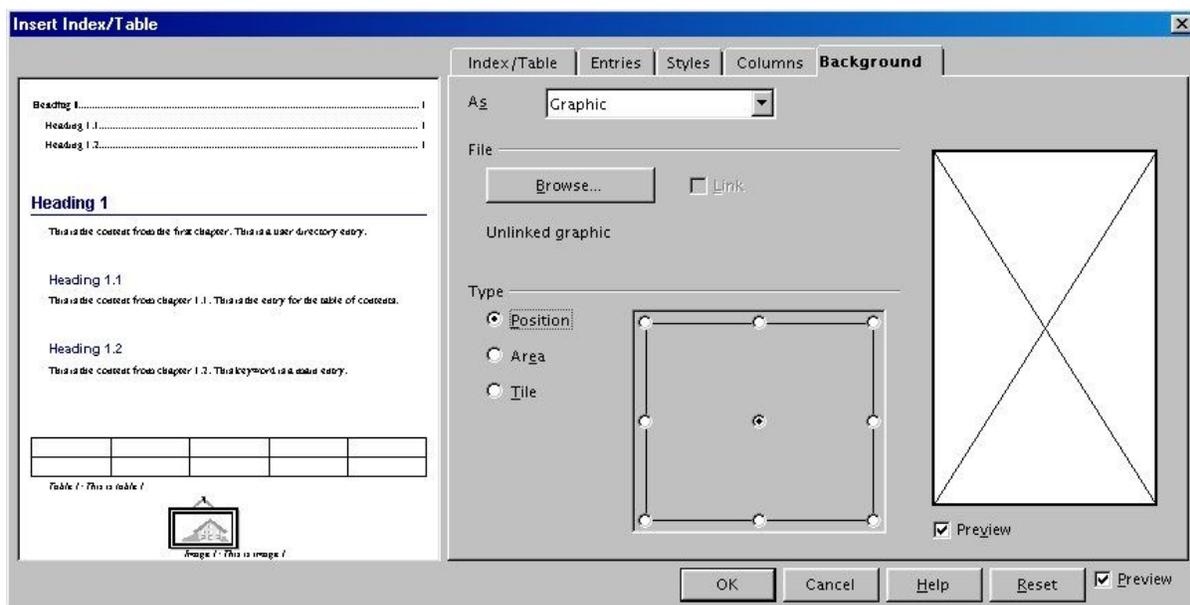


Illustration 6 Graphics options on the Background tab

- 2) Click the **Browse** button. The Find Graphics window opens.
- 3) Find the graphic file that you want to use and then click the **Open** button. The Find Graphics window closes and the selected graphic appears in the graphic preview box on the right-hand side of the **Background** tab. (If you don't see the graphic, check the **Preview** check box underneath the graphic preview box.)
- 4) In the Type area of the **Background** tab, choose how you want the background graphic to appear:
 - To position the graphic in a specific location in the background, select **Position** and then click the desired location in the position grid.
 - To stretch the graphic so that it fills the entire background area, select **Area**.
 - To repeat the graphic across the entire background area, select **Tile**.

Deleting color or graphics

To delete color or graphics from the table background, follow these steps:

- 1) From the **As** drop-down list, select **Color**.
- 2) Click **No Fill** on the color grid.

Saving the table of contents

To save the table of contents so that the table appears in your document, click **OK**. The Insert Index/Table window closes and the table of contents appears in your document.

Maintaining a table of contents

This chapter shows you how to:

- Edit an existing table of contents.
- Update a table of contents when changes are made to the document.
- Delete a table of contents.

Editing a table of contents

To edit an existing table of contents:

- 1) Click anywhere in the table of contents and then right click. The context menu appears.
- 2) From the context menu, choose **Edit Index/Table**. The Insert Index/Table window opens and you can edit and save the table using the four tabs described in the previous chapter.

Updating a table of contents

To update a document's table of contents when changes are made to the document:

- 1) Click anywhere in the table of contents and then right click. The context menu appears.
- 2) From the context menu, choose **Update Index/Table**. Writer updates the table of contents to reflect the changes in the document.

Deleting a table of contents

To delete the table of contents from a document:

- 1) Click anywhere in the table of contents and then right click. The context menu appears.
- 2) From the context menu, choose **Delete Index/Table**. Writer deletes the table of contents.

Note: *Writer won't prompt you to confirm the delete! Use caution when deleting a table of contents.*