This change may leave a gray background showing behind the dots between the headings and the page numbers, because the dots are part of a tab. To turn that shading off, go to **Tools > Options > LibreOffice Writer > Formatting Aids** and deselect the option for Tabs in the *Display formatting* section.

- If you add or delete text (so that headings move to different pages) or you add, delete, or change headings, you need to update the table of contents. To do this: Right-click anywhere in the TOC and select **Update Index** in the context menu.

- If you cannot place the cursor in the TOC, choose **Tools > Options > LibreOffice Writer > Formatting Aids**, and then select **Enable cursor** in the *Protected Areas* section.

> ⚠️ **Caution**
>
> If you have **Edit > Track Changes > Show** enabled when editing a document and you update the TOC, then errors may occur, as the TOC will still include any deleted headings and deleted text may cause page numbering in the TOC to be wrong. To avoid this problem, be sure this option is deselected before updating a TOC.

Customizing a table of contents

Almost every aspect of the table of contents can be customized to suit the style and requirements of your document. However, with this flexibility also comes some complexity, so it is good to have in mind the desired end result.

Start by clicking in the document where you want the table of contents to appear and choose **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography** to open the Table of Contents, Index or Bibliography dialog shown in Figure 338.
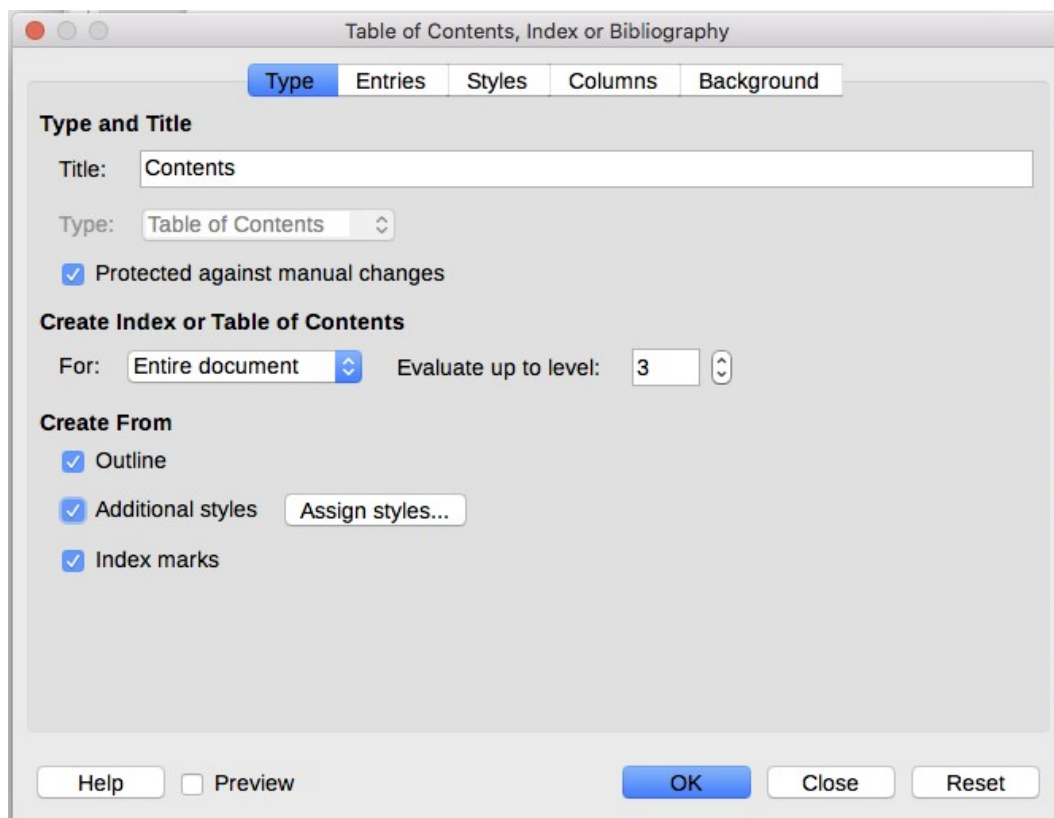

Figure 338: Type tab of Table of Contents, Index or Bibliography dialog

You can also access this dialog at any time by right-clicking anywhere in an existing table of contents and choosing **Edit Index** in the context menu.