

The Table of Contents, Index or Bibliography dialog has five tabs. Each tab covers a different aspect of the TOC structure and appearance:

- Use the *Type* tab to set the attributes of the TOC.
- Use the *Entries* and *Styles* tabs to format the entries in the TOC.
- Use the *Columns* tab to put the TOC into more than one column.
- Use the *Background* tab to add color or an image to the background of the TOC.

You can display a preview box, located on the right-hand side of the dialog, to show as you work how the TOC will look: select the **Preview** option in the lower left of the dialog. The illustrations in this chapter show the dialog as it appears with the preview box hidden.

### Note

The preview box shows the appearance from settings made on the *Type*, *Entries*, and *Styles* tabs. It does not show changes made on the *Columns* and *Background* tabs.

After making all your changes, click **OK** to apply them. To revert to the default settings for the *Columns* and *Background* tabs, select each tab in turn and click the **Reset** button. The settings on the *Type*, *Entries* and *Styles* tabs must be reset manually; the **Reset** button has no effect.

### Type tab

Use the *Type* tab (Figure 338) to set the attributes of the TOC.

#### Title

To give the table of contents a different title, type it in the Title field. To delete the title, clear the Title field.

#### Type

Select a type in the drop-down list. For a TOC, be sure the *Type* is set to Table of Contents. See “Alphabetic indexes” on page 326 and “Other types of indexes” on page 334 for more about creating other types of indexes.

### Caution

You can change the type of index only when you first create it. Once you define an index type (for example, a table of contents) you cannot change it.

#### Protected against manual changes

By default, to prevent the TOC from being changed accidentally, this option is selected; the TOC can only be changed by using the context menu or the dialog. If the option is not selected, the TOC can be changed directly, just like other text. However, any manual changes will be lost when you update the TOC, so they should be avoided.

#### Create Index or Table of Contents

In the **For** drop-down list in this area, you can select whether the TOC will cover all the headings of the document (**Entire document**) or just the headings of the chapter where it is inserted. Writer identifies a “chapter” as all the headings between two first level outline headings (normally Heading 1).

#### Evaluate up to level

Writer can use up to 10 levels of headings when it builds the table of contents (or the number of levels used in the document, whichever is smaller). To specify the number of levels included, enter the required number in the **Evaluate up to level** box. For example, the TOC in this book includes only the first three heading levels.