

Entries tab

Use the *Entries* tab (Figure 340) to define and format the entries in the TOC. Each outline level can be styled independently from the other levels by adding and deleting elements.

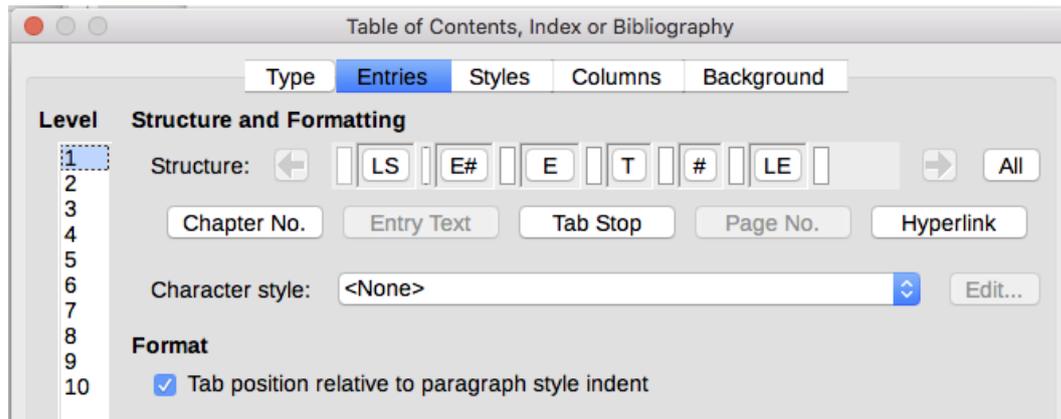


Figure 340: Entries tab of Table of Contents, Index or Bibliography dialog

Click a number in the *Level* column to select the outline level whose elements you want to format. The *Structure* line contains the elements included in the entries for that level. Elements that can be added to the structure line are displayed just below the structure line, and are grayed out if they cannot be included:

- The **LS** icon represents the start of a hyperlink.
- The **E#** icon represents the “chapter number”, which means the heading number value assigned to a heading style in **Tools > Chapter Numbering**, not just for chapters but also for other levels of headings. See “Setting up heading numbering” in Chapter 8, Introduction to Styles.
- The **E** icon represents the chapter (or sub-chapter) text: That is the text formatted with the paragraph style used for each level.
- The **T** icon represents a tab stop.
- The **#** icon represents the page number.
- The **LE** icon represents the end of a hyperlink.
- Each white field on the Structure line represents a blank space where you can add custom text or another element.

Caution

In the Chapter Numbering dialog (covered in Chapter 8), if you have included any text in the **Before** or *After* boxes in the *Separator* section for any given level, then that text will be part of the **E#** field for that level. Take care when building the structure line not to create any unwanted effects in the appearance of the TOC.

Adding elements

To add an element to the Structure line:

- 1) Click in the white field where you want to insert the element.
- 2) Click one of the active buttons just below the Structure line. For example, to add a tab, click the **Tab Stop** button. An icon representing the new element appears on the Structure line.
- 3) To add custom text, such as the word *Chapter*, type the text in the white field. Don't forget a trailing space.