

Styles tab

Use the Styles tab (Figure 341) to change which paragraph style is assigned to display the text of each level in the table of contents. In most cases, the best strategy is to keep the assigned styles but change their settings as needed to make the TOC appear the way you want.

To apply a custom paragraph style to an outline level:

- 1) In the *Levels* list, select the outline level.
- 2) In the *Paragraph Styles* list, click on the desired paragraph style.
- 3) Click the < button to apply the selected paragraph style to the selected outline level.

The style assigned to each level appears in square brackets in the *Levels* list.

To remove paragraph styling from an outline level, select the outline level in the *Levels* list, and then click the **Default** button.

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

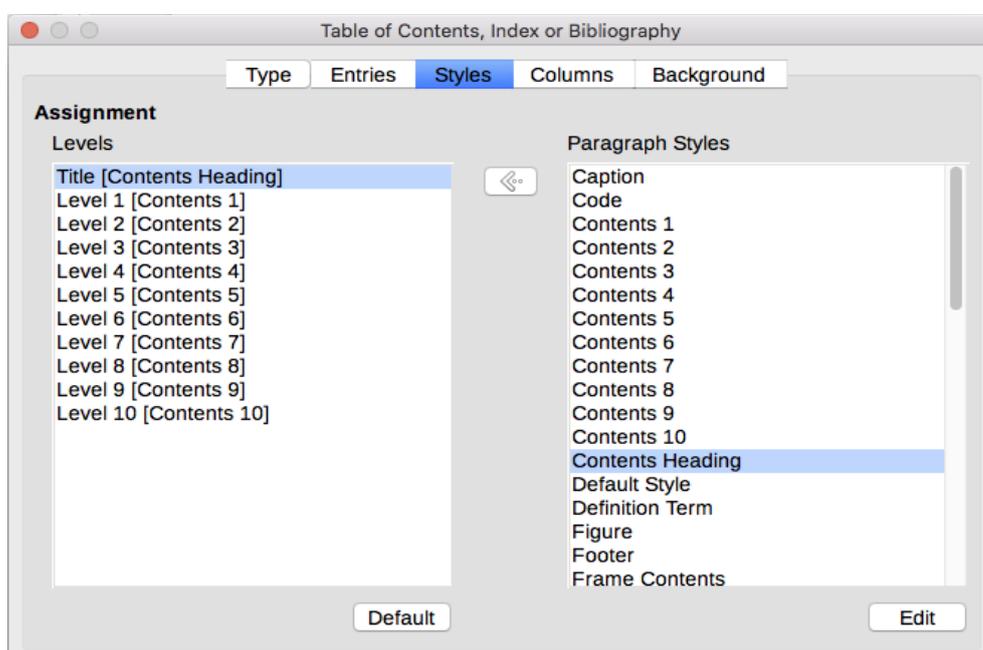


Figure 341: Styles tab of the Table of Contents, Index or Bibliography dialog

Columns tab

Use the *Columns* tab to change the number of columns for the TOC. Multiple columns are more likely to be used in an index than in a TOC, so this tab is described in the section on indexes. See Figure 348.

Background tab

Use the *Background* tab (Figure 342) to add color or a bitmap (image) to the background of the TOC.

Adding color

To add color to the background of the table of contents, select the **Color** button from the row of buttons near the top of the dialog, then select a color and click **OK**.

See “Adding custom colors” in Chapter 20, Customizing Writer, for more about defining and using background colors.