

Introduction

This chapter describes how to create and maintain a table of contents, an index, and a bibliography for a text document using LibreOffice Writer. Other types of index are mentioned briefly. To understand the instructions, you need a basic familiarity with Writer and styles (see Chapter 8, Introduction to Styles, and Chapter 9, Working with Styles).

Tables of contents

Writer's table of contents (TOC) feature lets you build an automated TOC from the headings in a document. Whenever changes are made to the text of a heading in the body of the document or the page on which the heading appears, those changes automatically appear in the table of contents when it is updated.

Before you start, make sure that the headings 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 section shows you how to:

- Create a table of contents quickly, using the defaults.
- Customize a table of contents.

Note

You can use any style you want for the different levels to appear in the TOC; the examples in this chapter uses the default Heading styles. You can specify other paragraph styles to appear in the TOC, as described in “Create From” on page 321.

Creating a table of contents quickly

Most of the time you will find the default table of contents to be all you need, although the formatting may be inelegant. To insert a default TOC:

- 1) Create a document, using the following paragraph styles for different heading levels (such as chapter and section headings): Heading 1, Heading 2, and Heading 3. These are what will appear in your TOC. Writer can evaluate up to ten levels of headings.
- 2) Click in the document where you want the TOC to appear.
- 3) Choose **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography**.
- 4) Click **OK**. The result will be a typical table of contents with the entries generated as hyperlinks.

Tips

- If some of your headings do not show up in the table of contents, check that the headings have been tagged with the correct paragraph style. If a whole level of headings does not show up, check the settings in **Tools > Chapter Numbering**. See “Defining a hierarchy of headings” in Chapter 8, Introduction to Styles, for more information.
- The TOC appears with a gray background. This background is there to remind you that the TOC is a field; the text you see is generated automatically. The background is not printed and does not appear if the document is converted to a PDF. To turn off this gray background, go to **Tools > Options > LibreOffice > Application Colors**, then scroll down to the *Text Document* section and deselect *Index and table shadings*.