

Using paragraph styles to define a hierarchy of headings

Paragraph styles are the key to Writer's table of contents feature. **Tools > Chapter Numbering** defines the hierarchy of headings in a document. The default paragraph styles assigned to heading levels are the heading styles supplied with Writer: *Heading 1*, *Heading 2*, and so on. However, you can substitute any styles you wish, including custom (user-defined) styles.

The headings defined using the chapter numbering feature can be used for more than the table of contents (described in Chapter 15, Tables of Contents, Indexes, Bibliographies). For example, fields are commonly used to display section headings in headers and footers of pages (see Chapter 17, Fields).

Choosing paragraph styles for heading levels

If you are using the default heading styles for the headings in your outline, and you do not want to use heading numbering, you do not need to do anything on the Chapter Numbering dialog. The default outline numbering scheme uses the default heading styles.

To use custom styles in place of one or more of the default heading styles:

- 1) Choose **Tools > Chapter Numbering** to open the Chapter Numbering dialog (Figure 192).

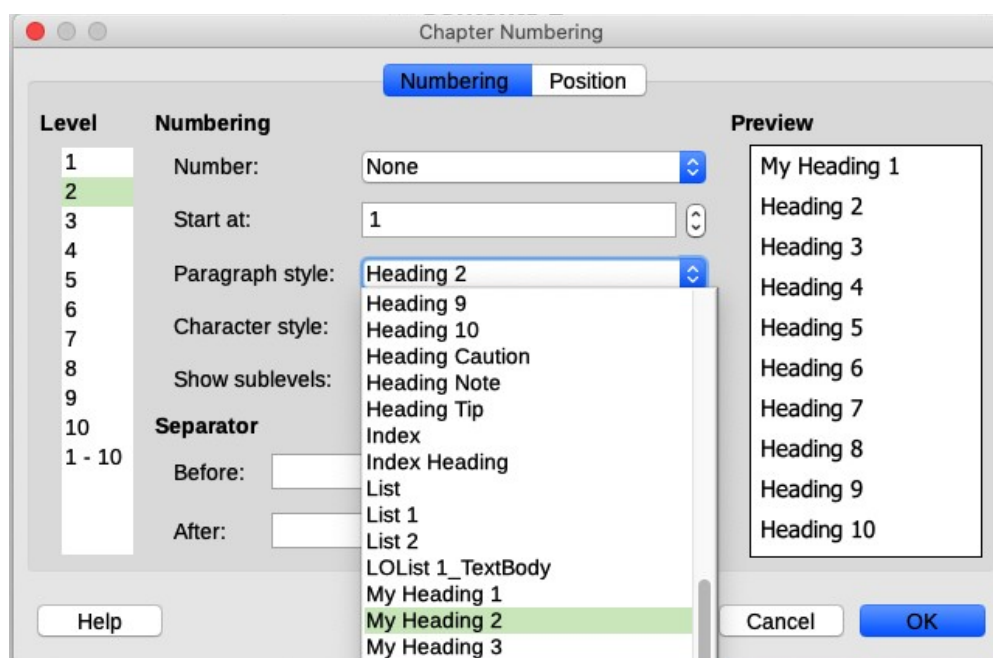


Figure 192: Choosing paragraph styles for numbering levels

- 2) Click the number in the *Level* box corresponding to the heading for which you want to change the paragraph style.
- 3) In the *Numbering: Paragraph Style* section, choose in the drop-down list the paragraph style you want to assign to that heading level. In this example, you might choose *My Heading 1* to replace *Heading 1* and for Level 2, *My Heading 2* to replace *Heading 2*.
- 4) Repeat for each numbering level that you want to change. Click **OK** when done.