2) Select from the given bitmaps or click the **Add/Import** button to select an image from your computer's file system.

3) Under *Options*, select the type of placement for the image.

- **Style** – select custom position/size, tiled, or stretched.
- **Size** – select the required Image aspect ratio or the Scale option.
- **Position** – select where the image is to be displayed.

4) To apply the image, click **OK**.

Deleting a color or an image

To delete a color or an image from the table background, select **None** at the top of the dialog.

Editing a table of contents

To edit an existing TOC, right-click anywhere in the TOC and choose **Edit Index** in the context menu. You can also open the Navigator in the Sidebar, click the expansion symbol (+ sign or triangle) next to Indexes, then double-click on Table of Contents.

The Table of Contents, Index or Bibliography dialog (Figure 338 on page 319) opens. You can edit and save the TOC as described in the previous section.

> **ⓘ Tip**
>
> If you cannot click in the TOC, it is probably protected. To disable this protection, choose **Tools > Options > LibreOffice Writer > Formatting Aids**, and then select **Enable Cursor** in the *Protected areas* section.

Updating a table of contents

Writer does not update the TOC automatically, so after any changes to the headings, you need to update it manually. Right-click anywhere in the TOC; in the context menu, choose **Update Index**.

You can also update the index from the Navigator: expand Indexes, right-click on the name of table of contents you want to update, and choose **Index > Update**.

Deleting a table of contents

To delete the TOC from a document, right-click anywhere in the TOC and choose **Delete Index** in the context menu. You can also delete the index from the Navigator by choosing **Index > Delete** in the menu shown in Figure 344. Writer will not prompt you to confirm the deletion.

Alphabetic indexes

An alphabetical index (referred to as an index) is a list of keywords or phrases used throughout a document that, if listed in order with page numbers, may help the reader find information quickly. Generally an index is found in the back of a book or document.

This section describes how to:

- Add index entries manually.
- Use a concordance file.
- Create an alphabetic index quickly.
- Customize the display of index entries.
- Customize the appearance of the index.
- View and edit existing index entries.