



**LibreOffice**  
The Document Foundation

## Writer Guide

# *Chapter 12*

## *Tables of Contents, Indexes, and Bibliographies*

## Copyright

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## Note for Mac users

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Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

<i>Windows or Linux</i>	<i>Mac equivalent</i>	<i>Effect</i>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
<i>Right-click</i>	<i>Control+click</i>	Opens a context menu
<i>Ctrl (Control)</i>	⌘ ( <i>Command</i> )	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Opens the Navigator
<i>F11</i>	⌘+T	Opens the Styles and Formatting window

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## Introduction

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This chapter describes how to create and maintain a table of contents (TOC), an index, and a bibliography for a text document using LibreOffice Writer. To understand the instructions, you need to have a basic familiarity with Writer and styles (see Chapters 6 and 7).

This chapter does not cover all the possible ways to use the features available through the TOC/Index dialog in Writer. Some common usage examples are given.

## Tables of contents

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Writer's table of contents feature lets you build an automated table of contents from the headings in your document. These entries are automatically generated as hyperlinks in the table. 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 next 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 table of contents; however, for simplicity, most of this chapter uses the default *Heading [x]* styles.

## Creating a table of contents quickly

Most of the time you will probably find the default table of contents (TOC) to be what you need. Inserting a default TOC is simple:

- 1) When you create your document, use 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 > Indexes and Tables > Indexes and Tables**.
- 4) Click **OK**. The result will be a typical table of contents with the entries generated as hyperlinks.

Some tips you may find useful:

- 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 > Outline Numbering**. See “Defining a hierarchy of headings” in Chapter 6, Introduction to Styles, for more information.
- The TOC appears with a gray background. This background is there to remind you that the text is generated automatically. It 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 > Appearance**, then scroll down to the *Text Document* section and deselect the option for **Index and table shadings**.

This change may leave a gray background showing behind the dots between the headings and the page numbers, because the dots are part of a tab. To turn that shading off, go to **Tools > Options > LibreOffice Writer > Formatting Aids** and deselect the option for **Tabs**.

- If you cannot place the cursor in the TOC, choose **Tools > Options > LibreOffice Writer > Formatting Aids**, and then select **Enable** in the *Cursor in protected areas* section.

If you add or delete text (so that headings move to different pages) or you add, delete, or change headings, you need to update the table of contents. To do this: Right-click anywhere in the TOC and select **Update Index/Table** from the pop-up menu.

### Caution



If you have **Edit > Changes > Show** enabled when editing your document and you update the TOC, then errors may occur, as the TOC will still include any deleted headings and you may find that deleted text causes page numbering in the TOC to be wrong too. Simply ensure this option is deselected before updating a TOC.

## Customizing a table of contents

Almost every aspect of the table of contents can be customized to suit the style and requirements of your document. However, with this flexibility also comes some complexity and it is good to have in mind the desired end result.

Start by clicking in the document where you want the table of contents to appear and choose **Insert > Indexes and Tables > Indexes and Tables** to open the Insert Index/Table dialog shown in Figure 1.

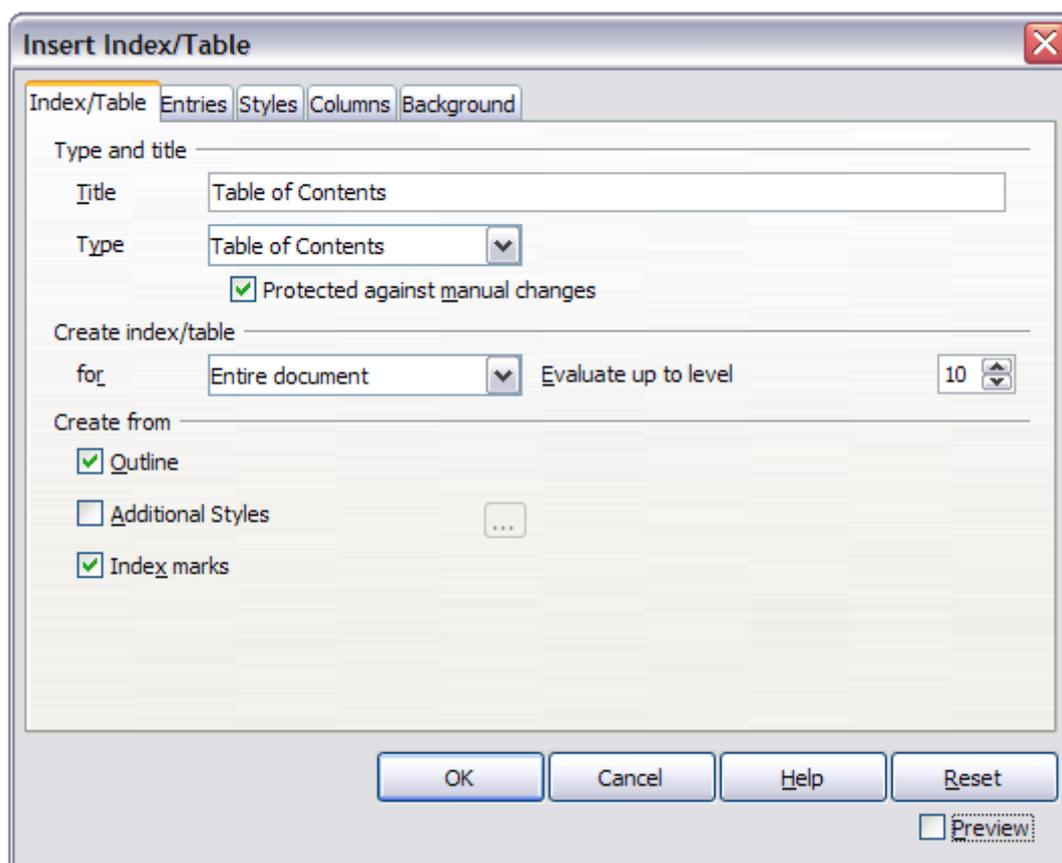


Figure 1: Index/Table page of Insert Index/Table dialog

You can also access this dialog at any time by right-clicking anywhere in an existing table of contents and choosing **Edit Index/Table** from the pop-up menu.

The Insert Index/Table dialog has five pages. Each of them covers a different aspect of the TOC structure and appearance:

- Use the *Index/Table* page to set the attributes of the TOC.
- Use the *Entries* and *Styles* pages to format the entries in the TOC.
- Use the *Columns* page to put the TOC into more than one column.
- Use the *Background* page to add color or a graphic to the background of the TOC.

You can display a preview box, located on the left-hand side of each page, to show as you work how the TOC will look. (If you do not see the preview box, select the **Preview** option in the lower right-hand corner of the dialog). The illustrations in this chapter show the dialog as it appears with the preview box hidden.

### Note

The preview box only shows the appearance from settings made on the *Index/Table*, *Entries* and *Styles* pages. The *Columns* and *Background* pages each have their own preview panes.

After making all your changes, click **OK** to apply them. Before clicking **OK**, if you choose to revert to the default settings for the *Columns* and *Background* pages, select each page in turn and click the **Reset** button. The settings on the *Entries* and *Styles* pages must be reset manually; the **Reset** button has no effect.

## Index/Table page

Use the *Index/Table* page, pictured in Figure 1, to set the attributes of the TOC.

### Changing the title

To give the table of contents a different title, type it in the *Title* field. To delete the title, clear the *Title* field.

### Setting the type of index/table

Be sure the *Type* is set to **Table of Contents**. See “Alphabetic indexes” on page 15 and “Other types of indexes” on page 23 for more about creating other types of indexes.

### Note

You can change the type of index only when you first create it. Once you define an index type (for example, make a table of contents) you cannot change the type.

## Protecting against manual changes

By default, to prevent the TOC from being changed accidentally, the **Protected against manual changes** option is selected, the TOC can only be changed by using the right-click menu or the Insert Table/Index dialog. If the option is not selected, the TOC can be changed directly on the document page, just like other text. However, any manual changes will be lost when you update it.

## Changing the number of levels included

Writer uses 10 levels of headings when it builds the table of contents (or the number of levels used in the document, whichever is smaller). To change the number of levels included, enter the required number in the *Evaluate up to level* box. For example, the TOC in this book includes only the first four heading levels.

## Choosing the scope of the table of contents

The *for* drop-down list in the *Create index/table* area, allows you to select whether the TOC will cover all the headings of the document (**Entire document**) or just the headings of the chapter where it is inserted. Writer identifies a “chapter” as all the headings between two first level outline headings (normally *Heading 1*).

## Creating a table of contents from an outline

The third section of the *Index/Table* page is used to determine what Writer should use to create the TOC. The available choices (not mutually exclusive) are:

- Outline
- Additional styles
- Index marks

By default Writer uses the outline levels; that is, paragraphs formatted with the paragraph styles associated with outline levels in **Tools > Outline Numbering**. In the default document, *Heading 1* has outline level 1, *Heading 2* outline level 2 and so on up to *Heading 10*.

You can change the paragraph styles included in the outline as described in “Defining a hierarchy of headings” in Chapter 6, Introduction to Styles. You can include other paragraph styles in the TOC by assigning an outline level to those styles. To do this, modify the paragraph style definition: go to the Outline & Numbering page for the style, and select the required outline level. Click **OK** to save the change.

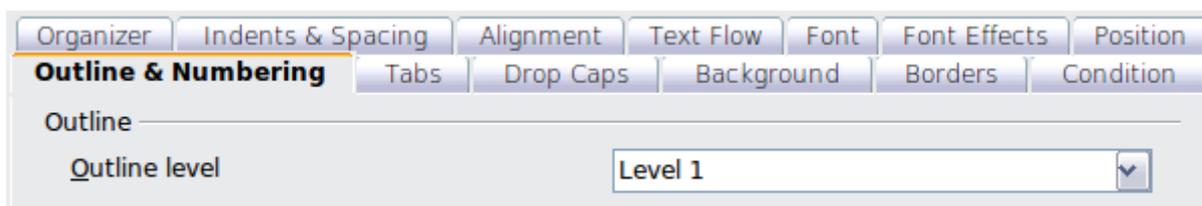


Figure 2: Specifying an outline level on the Outline & Numbering page for a paragraph style

## Creating from additional styles

By selecting the *Additional Styles* option on the *Index/Table* page, you can add more paragraph styles to the TOC. This can be useful when you want to include in the TOC an annex (appendix). If the *Outline* option is also selected, the additional styles will be included in the table of contents together with the ones defined in the outline numbering. However, headings included in the TOC using this feature are **not** hyperlinked to the headings in the document body as are headings assigned to outline levels.

## Creating from index marks

This selection adds any index entries that you have inserted into the document by using **Insert > Indexes and Tables > Entry**. Normally you would not use this selection for a table of contents. However, if you do wish to use it, be sure to select **Table of Contents** from the drop-down list in the Insert Index Entry dialog (see Figure 9) when you are entering the index entries for use in a TOC, so that Writer can distinguish between them and any index entries intended for inclusion in an alphabetic index.

## Entries page

Use the *Entries* page (see Figure 4) to define and format the text of entries in the TOC. The text of each outline level can be styled independently from the other levels by adding and deleting elements.

Click on 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 **E#** button represents the “chapter number”, which means the heading number value assigned in **Tools > Outline Numbering** to a heading style, not just for chapters but also for other levels of headings (Chapter level and level 2 values are illustrated in Figure 3).
- The **E** button represents the chapter (or sub-chapter) text: That is the text formatted with the paragraph style used for each level. In Figure 3, Heading 1 is used for Level 1, Heading 2 for Level 2.
- The **T** button represents a tab stop.
- The **#** button represents the page number.
- The **LS** button represents the start of a hyperlink. (This button appears on the default *Structure* line.)
- The **LE** button represents the end of a hyperlink. (This button appears on the default *Structure* line.)

The **LS** and **LE** buttons are part of the **Hyperlink** button set-up. Each white field on the *Structure* line represents a blank space where you can add custom text.

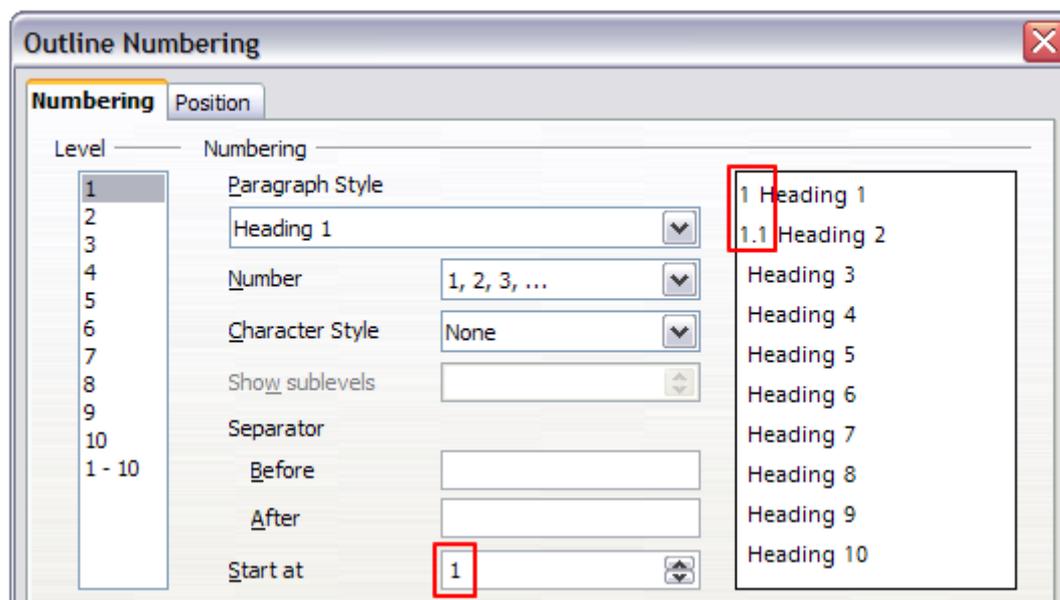


Figure 3: Assigning a chapter number value (the E# value). The assigned Level 2 value also shows in the preview pane.

## Note

In the Outline Numbering dialog, if you have included any text in the *Separator Before* or *After* text input boxes for any given level, then that text will be part of the **E#** field for that level. You should take care when building the structure line not to create any unwanted effects in the appearance of your TOC.

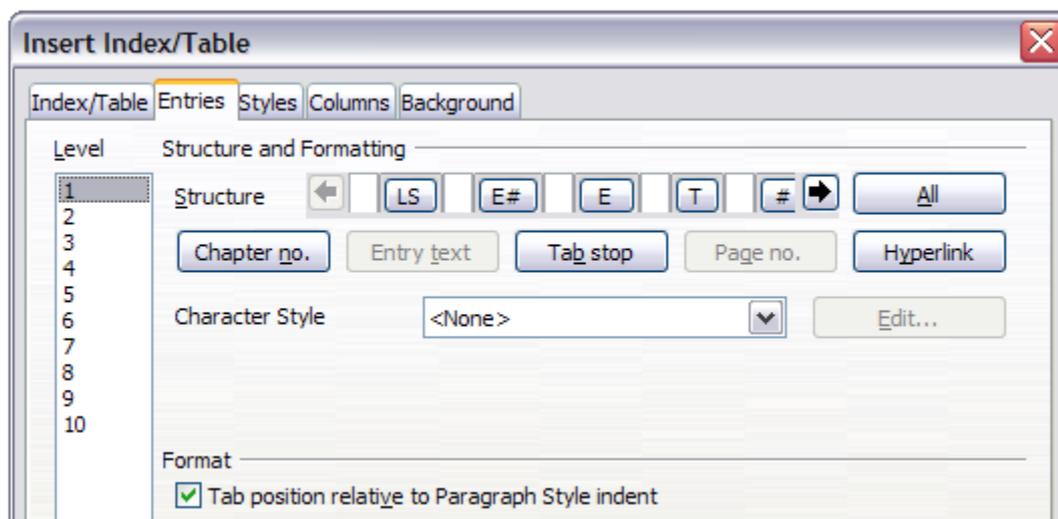


Figure 4: Entries page of Insert Index/Table dialog

### 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. A button 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.

### Changing elements

To change an element in the *Structure* line, click the button representing that element and then click a non-grayed out element that you want to substitute it for, in the row of buttons just below the *Structure* line. For example, to change a chapter number to a tab stop, click the **E#** button on the *Structure* line (it shows then as being pressed) and then click the **Tab stop** button in the row of available elements. To cancel before swapping an element, click in one of the white spaces.

### Applying changes to all outline levels

To apply the displayed structure and formatting to all outline levels, click the **All** button.

### Deleting elements

To delete an element from the *Structure* line, click the button representing that element and then press the *Delete* key on your keyboard. For example, to delete the default hyperlink setting, click the **LS** button and then press the *Delete* key (*Function+Delete* on a Mac). Repeat this for the **LE** button.

### Applying character styles

You might want an element to be a bit different from the rest of the line. For example, you might want the page number to be bold. To apply a character style to an element:

- 1) Be sure you have defined a suitable character style.
- 2) On the *Structure* line, click the button representing the element to which you want to apply a style.
- 3) From the *Character Style* drop-down list, select the desired style.

To view or edit the attributes of a character style, select the style from the *Character Style* drop-down list and then click the **Edit** button.

## Tip

The default character style for hyperlinks is *Internet Link* (such as those inserted by **Insert > Hyperlink**), which by default is underlined and shown in blue. The default hyperlinks of TOC entries are set to the *Index Link* character style.

If you want them to appear underlined and blue, you can select the **LS** button on the Structure line and change the character style selection for TOC entries to *Internet Link*.

You can also change the attributes for *Index Link* to what you want.

## Tab parameters

Clicking on the Tab stop button on the structure line brings up two controls: *Fill character* and *Tab stop position*:

- **Fill character:** select from the three options the tab leader you wish to use.
- **Tab stop position:** Enter the distance to leave between the left page margin and the tab stop.

## Tab position relative to Paragraph Style indent

When this option is selected, entries are indented according to the settings of their individual formats. Where a paragraph style specifies an indent on the left, tab stops are relative to this indent. If this option is not selected, tab stops are relative to the left margin position.

## Styles page

Use the *Styles* page (Error: Reference source not found) 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.

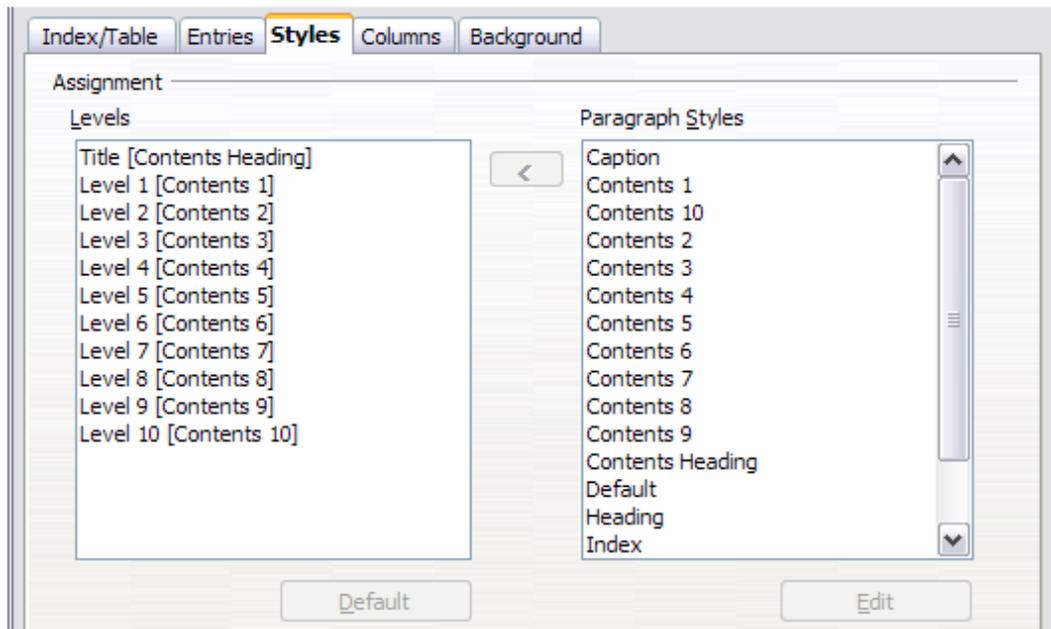


Figure 5: Styles page of Insert Index/Table dialog

To apply a custom paragraph style to an outline level:

- 1) In the *Levels* list box, select the outline level.
- 2) In the *Paragraph Styles* list box, click 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 box, and then click the **Default** button.

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

### Note

Changes to a paragraph style will affect any text in the document that is formatted using this style, not just the format of the table of contents.

## Columns page

Use the *Columns* page 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 page is described in the section on indexes. See Figure 13.

## Background page

Use the *Background* page to add color or a graphic to the background of the TOC.

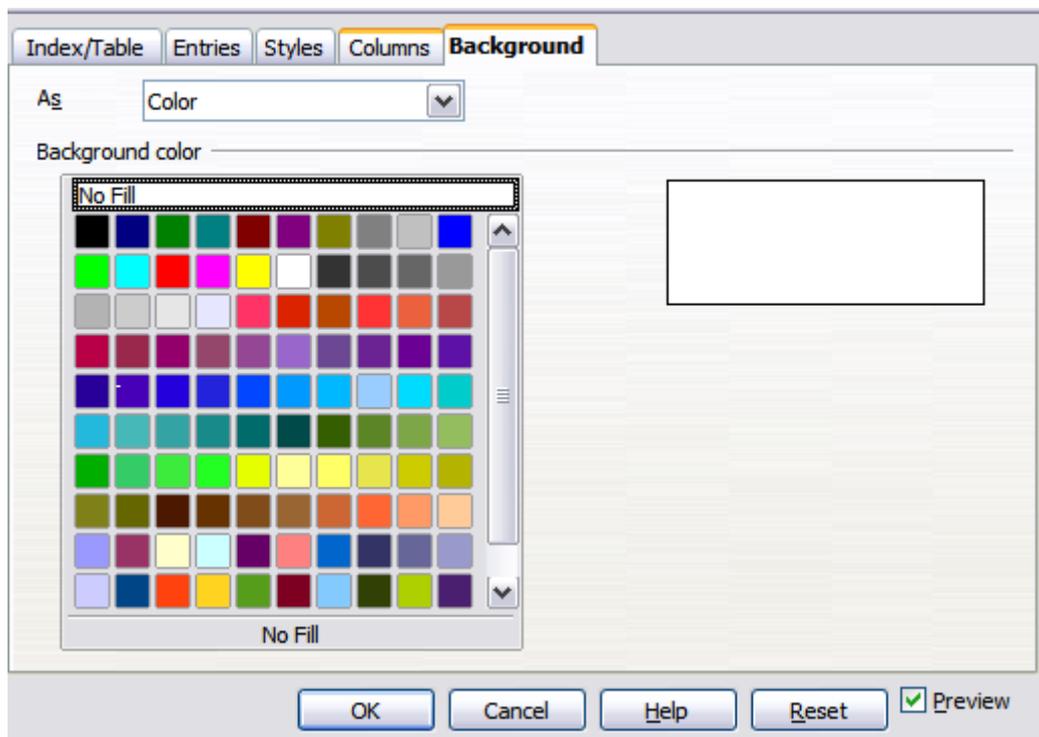


Figure 6: Background page, showing Color choices.

## Adding color

To add color to the background of the table of contents, select from the color grid.

### Note

By default, the background to the TOC is shaded gray. This setting is in **Tools > Options > LibreOffice > Appearance**, then, in the *Text Document* area, **Index and table shadings** is selected.

Deselect this option to remove the gray background. Note that by adding a background color, you overwrite this setting anyway.

## Adding a graphic

To add a graphic to the background of the table of contents:

- 1) From the **As** drop-down list, select **Graphic**. The *Background* tab now displays the graphics options, as shown below.
- 2) Click the **Browse** button. The Find graphics dialog opens.
- 3) Find the graphic file you want and then click the **Open** button. The Find graphics dialog closes and the selected graphic appears in the graphic preview box on the right-hand side of the *Background* tab. (If you do not see the graphic, select the **Preview** checkbox.)
- 4) To embed the graphic in your document, clear the **Link** checkbox. To link the graphic to the document but not embed it, select the **Link** checkbox.
- 5) In the **Type** area of the *Background* tab, choose how you want the background graphic to appear:
  - To position the graphic in a specific location, select **Position** and then click the desired location in the position grid.
  - To stretch the graphic to fill the entire background area, select **Area**.
  - To repeat the graphic across the entire background area, select **Tile**.

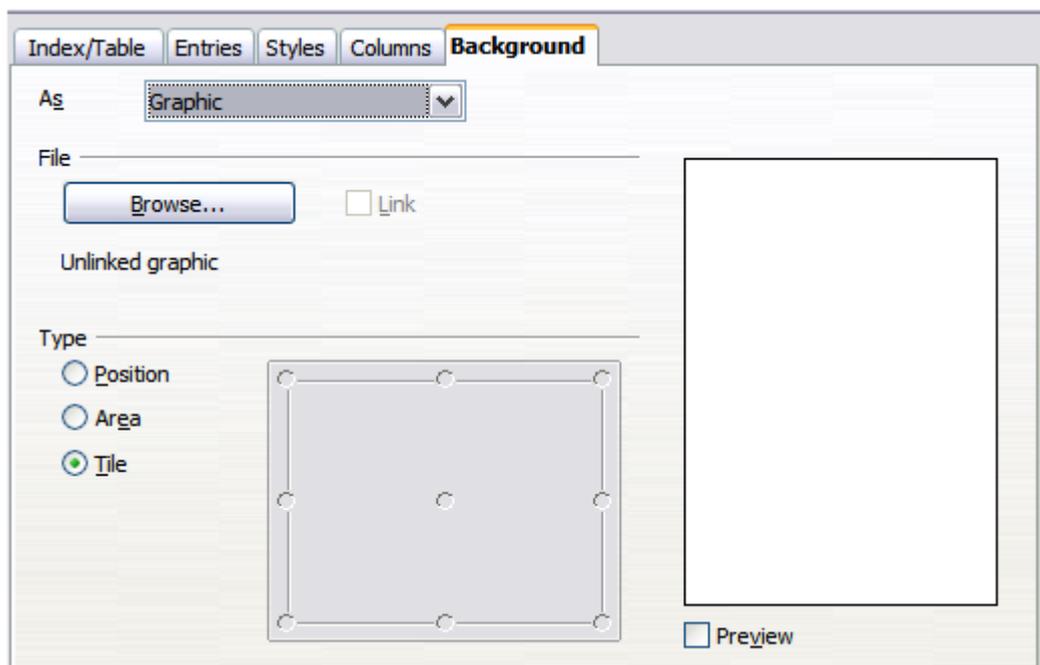


Figure 7: Graphic options on the *Background* page of the *Insert Index/Table* dialog

## Deleting a color or graphic

To delete color or a graphic from the table background:

- 1) From the **As** drop-down list, select **Color**.
- 2) Click **No Fill** on the color grid.

## Maintaining a table of contents

This section shows you how to:

- Edit an existing TOC
- Update a TOC when changes are made to the document
- Delete a TOC

## Editing a table of contents

To edit an existing TOC:

- 1) Right-click anywhere in the TOC.
- 2) From the context menu, choose **Edit Index/Table**. The Insert Index/Table dialog (Figure 1 on page 6) opens and you can edit and save the table as described in the previous section.

### Tip

If you cannot click in the TOC, it is probably because it is protected. To disable this protection, choose **Tools > Options > LibreOffice Writer > Formatting Aids**, and then select **Enable** in the *Cursor in protected areas* section. If you wish to edit the TOC without enabling the cursor, you can access it from the Navigator.

You can also access the *Index/Table* dialog from the Navigator (Figure 8 ).

- 1) Open the Navigator (press *F5*).
- 2) Click the expansion symbol (+ sign or triangle) next to **Indexes**.
- 3) Right-click on **Table of Contents1** and choose **Index > Edit**.

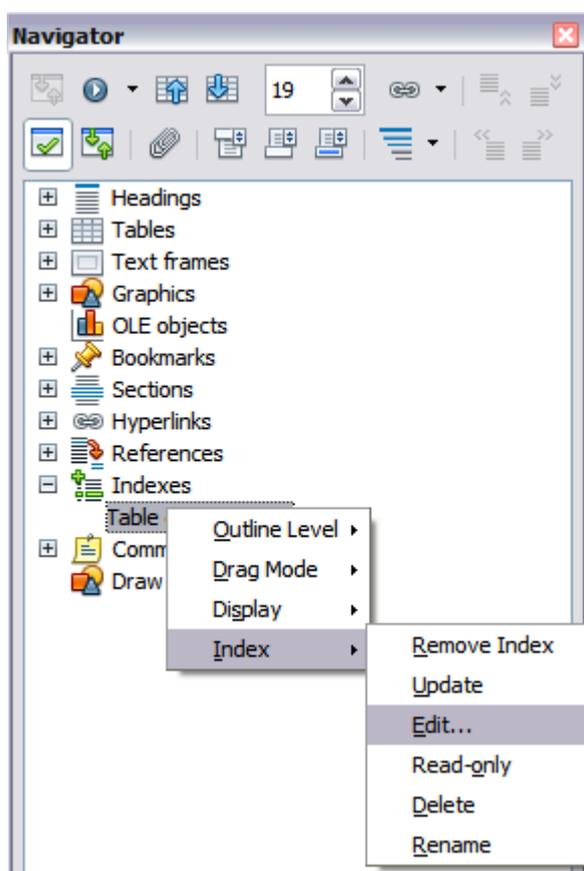


Figure 8: Access an index from the Navigator

## Updating a table of contents

Writer does not update the TOC automatically, so after any changes to the headings, you must update it manually. To update a TOC when changes are made to the document:

- 1) Right-click anywhere in the TOC.
- 2) From the context menu, choose **Update Index/Table**. Writer updates the TOC to reflect the changes in the document.

You can also update the index from the Navigator by expanding **Indexes** and right-clicking on **Table of Contents1** and choosing **Index > Update**.

## Deleting a table of contents

To delete the TOC from a document:

- 1) Right-click anywhere in the TOC.
- 2) From the context menu, choose **Delete Index/Table**. Writer deletes the TOC.

### Note

Writer will not prompt you to confirm the delete! Use caution when deleting a TOC.

You can also delete the index from the Navigator by selecting **Index > Delete** from the menu shown in Figure 8.

## 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.
- Create an alphabetic index quickly.
- Customize the display of index entries.
- Customize the appearance of the index.
- View and edit existing index entries.

## Adding index entries

Before you can create an index, you must create some index entries.

- 1) To add a word to the index, place the cursor anywhere in that word. If you want to add multiple words as one entry, select the entire phrase.
- 2) Choose **Insert > Indexes and Tables > Entry** to display a dialog similar to that shown in Figure 9. When the dialog opens, the selected text appears in the *Entry* text input box. You can accept the word or phrase shown, or change it to whatever you want.
- 3) Click **Insert** to create the entry.

You may of course open the dialog before selecting text, and then select the text required. After selecting the text, click on the dialog to enter the text into the *Entry* text input box.

### Note

A cursor placed immediately before the first character of a word, or immediately after the last character of a word if it's followed by a space, counts as being in that word.

See “Customizing index entries” below for an explanation of the fields on this dialog.

You can create multiple entries without closing the dialog. For each one:

- 1) Click at the location in the document that you want to index.
- 2) Click again on the dialog.
- 3) Change the entry if needed, and click **Insert**.
- 4) Repeat steps 1–3 until you have finished with the entries, then click **Close**.



Figure 9: Inserting an index entry

### Note

If field shading is active (see **Tools > Options > LibreOffice > Appearance > Text Document > Field shadings**), when a selected word or phrase has been added to the index, it is shown in the text with a gray background. If the text of an index entry has been changed from the text of the word selected, the index entry is marked by a small gray rectangle at the start of that word.

### Tip

You can also open the Insert Index Entry dialog by clicking the Entry icon on the Insert toolbar, as shown in Figure 10.



Figure 10: Entry icon on Insert toolbar

## Creating an alphabetic index quickly

Now that you have some index entries, you can create the index.

Although indexes can be customized extensively in Writer, most of the time you need to make only a few choices.

To create an index quickly:

- 1) Click in the document where you want to add the index and click **Insert > Indexes and Tables > Indexes and Tables**.
- 2) In the *Type* box on the *Index/Table* page (Figure 11), select **Alphabetical Index**.
- 3) In the *Options* section, you may want to uncheck **Case sensitive** (so that capitalized and lower-case words are treated as the same word) and uncheck **Combine identical entries with p or pp**.
- 4) Click **OK**. The result will be a typical index.

Writer does not update an index automatically. If you add, delete, or change the text of index entries, you need to update the index. To do this, follow the steps outlined in “Updating a table of contents” on page 14.

## Customizing index entries

Below is a brief explanation of the fields in the Insert Index Entry dialog (**Insert > Indexes and Tables > Entry**) and how to use them.

### Index

The type of index this entry is for. The default is **Alphabetical Index**, but you can use this field to create extra entries for a table of contents or user-defined indexes or lists of almost anything. For example, you might want an index containing only the scientific names of species mentioned in the text, and a separate index containing only the common names of species. See “Other types of indexes” on page 23.

### Entry

The word or phrase to be added to the selected index. This word or phrase does not need to be in the document itself; you can add synonyms and other terms that you want to appear in the index.

### 1st key

An index *key* is an entry that has no associated page number and has several subentries that do have page numbers. Using keys is a useful way of grouping related topics. (See “Example of using an index key” below.)

### 2nd key

You can have a three-level index, where some of the first-level keys have level-2 entries that are also keys (without page numbers). This degree of index complexity is not often necessary.

### Main entry

When the same term is indexed on several pages, often one of those pages has more important or detailed information on that topic, so you want it to be the main entry. To make the page number for the main, or most important, entry stand out, select this option and then define the character style for the page number of a main index entry to be bold, for example.

### Apply to all similar texts

Select this option to have Writer automatically identify and mark any other word or phrase that matches the current selection. The **Match case** and **Whole words only** options become available if this option is selected. Use this option with care, as it may result in many unwanted page numbers (for minor uses of a word) being listed in the index.

## Example of using an index key

An *index key* is a primary entry under which subentries are grouped. For example, you might want to create a grouping similar to this:

```
LibreOffice
  Calc.....10
  Impress.....15
  Writer.....5
```

In this example, *LibreOffice* is the *1st key*. The subentries (with the page numbers showing) are the indexed entries. To insert an index entry for the topic *Writer*, on the Insert Index Entry dialog (Figure 9 on page 16), type *Writer* in the **Entry box** and *LibreOffice* in the *1st key* box.

## Customizing the appearance of an index

To customize an existing index, *right-click* anywhere in the index and choose **Edit Index/Entry** from the context menu.

The *Insert Index/Table* dialog (Figure 11) has five pages. Any or all of them can be used to customize the appearance of an index.

- Use the *Index/Table* page to set the attributes of the index.
- Use the *Entries* and *Styles* pages to format the entries in the index.
- Use the *Columns* tab to put the index into more than one column.
- Use the *Background* tab to add color or a graphic to the background of the index.

The preview box, located on the left-hand side of the dialog, shows as you work how the index will look. (If you do not see the preview box, select **Preview** in the lower right-hand corner of the dialog.)

After making your changes, click **OK** to save the index so it appears in your document.

## Note

The preview box only shows the appearance from settings made on the *Index/Table*, *Entries* and *Styles* pages. The *Columns* and *Background* pages each have their own preview panes.

## Index/Table page

Use the *Index/Table* page to set the basic attributes of the index.

The screenshot shows the 'Index/Table' page of the 'Insert Index/Table' dialog. The dialog has five tabs: 'Index/Table', 'Entries', 'Styles', 'Columns', and 'Background'. The 'Index/Table' tab is selected. The 'Type and title' section has a 'Title' field containing 'Alphabetical Index' and a 'Type' dropdown menu set to 'Alphabetical Index'. There is a checked checkbox for 'Protected against manual changes'. The 'Create index/table for' section has a dropdown menu set to 'Entire document'. The 'Options' section has several checkboxes: 'Combine identical entries' (checked), 'Combine identical entries with p or pp' (checked), 'Combine with -' (unchecked), 'Case sensitive' (checked), 'AutoCapitalize entries' (unchecked), 'Keys as separate entries' (unchecked), and 'Concordance file' (unchecked). There is a 'File' dropdown menu next to 'Concordance file'. The 'Sort' section has a 'Language' dropdown menu set to 'English (USA)' and a 'Key type' dropdown menu set to 'Alphanumeric'. At the bottom, there are buttons for 'OK', 'Cancel', 'Help', 'Reset', and a 'Preview' checkbox.

Figure 11: *Index/Table* page of *Insert Index/Table* dialog

- 1) To give the Index a different title, type it in the **Title** field. To delete the title, clear the **Title** field.
- 2) Be sure the type of index is set to **Alphabetical Index**.
- 3) To prevent the index from being changed accidentally, select **Protected against manual changes**. If this option is selected, the index can only be changed using the right-click menu, or the *Insert Index/Table* dialog. If the option is not selected, the index can be changed directly on the document page, just like other text, but any manual changes to an index are lost when you update it.

- 4) From the drop-down list in the *Create index/table* section, select **Entire document**. You can also choose to create an index for just the current chapter.
- 5) Various other options determine how the index handles entries:
  - **Combine identical entries.** Defines how identical entries are dealt with. Normally each page number of an indexed word or phrase will be shown in the index; however these can be combined using the **Combine identical entries with p or pp**. If you want a page range displayed, select **Combine with –** (which will produce something similar to 23–31). If you want different entries based on what letters are capitalized, select **Case sensitive**.
  - **AutoCapitalize entries.** Automatically capitalizes the first letter of each entry regardless of how they show within the document itself.
  - **Keys as separate entries.** For the keys to have their own page numbers, select this option.
  - **Concordance file.** Enables a list of words in an external file to be imported (select using the **File** button) and then used within the index. The concordance file has a special file format; for further information, refer to **concordance file in Help > LibreOffice Help**. Using a concordance file can speed up production of an index, but unless the words are very carefully selected and you edit the index afterwards, the resulting index can be full of entries for minor mentions of a term, making it less useful than a more selective index.
  - **Sort.** Defines how the entries are sorted when displayed. The only option is alphanumeric, but you can define which language alphabet will be used.

### Entries page

Use the *Entries* page to set exactly how and what will be displayed for each of the entries. The page is similar to Figure 12.

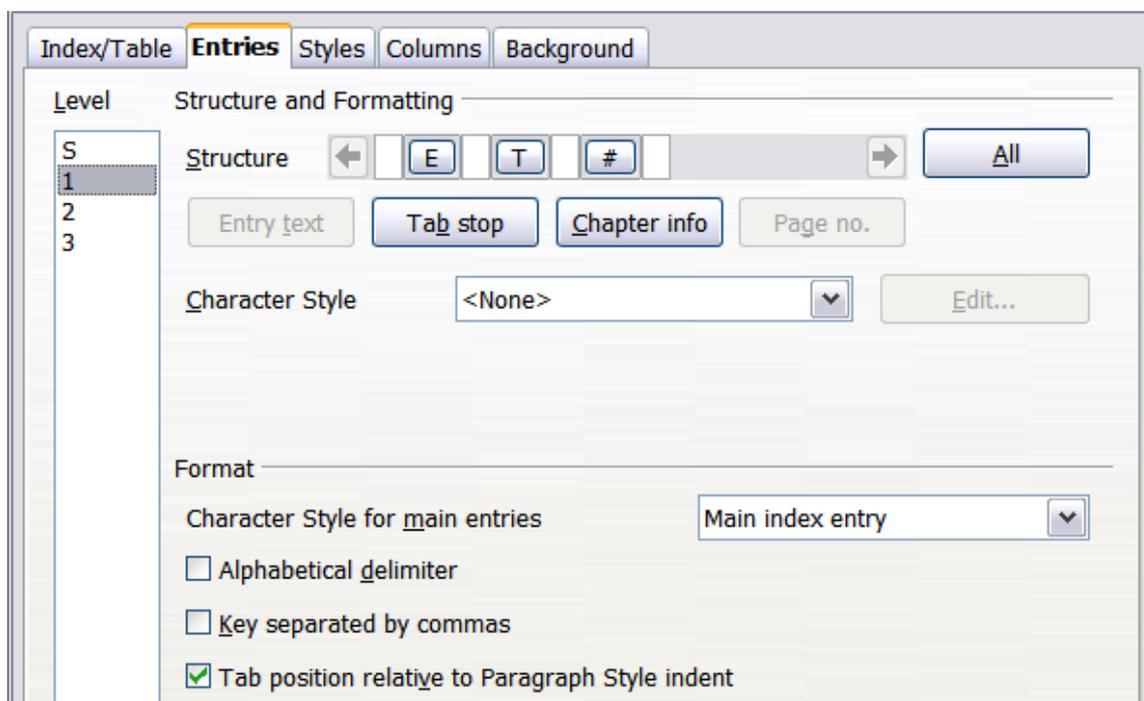


Figure 12: Entries page for creating an alphabetical index

To begin, in the *Level* column select the index level whose elements you want to format. Level “S” refers to the single letter headings that divide the index entries alphabetically when the **Alphabetical delimiter** option is selected in the *Format* section. (You will be able to apply your changes to all index levels later.) The *Structure* line displays the elements for entries in that level. Each button on the *Structure* line represents one element:

- The **E** button represents the entry text.
- The **T** button represents a tab stop.
- The **#** button represents the page number.
- The **CI** button represents chapter information. This is not present by default, but can be added by selecting the **Chapter info** button.

Each white field on the *Structure* line represents a blank space. You can add custom text if you desire.

### Adding elements

To add an element to the *Structure* line:

- 1) Place the cursor in the white field to the left of where you want to insert the element.
- 2) Click one of the active buttons below the *Structure* line. (For example, to add a tab stop, click the **Tab stop** button.) A button representing the new element appears on the *Structure* line.
- 3) To add custom text, click in the white space at the position you want to insert it, and type the text. Don't forget a trailing space.

### Changing elements

To change an element in the *Structure* line, click the button representing that element and then click the element that you want to substitute it for in the row of buttons just below the *Structure* line. For example, to change entry text to a tab stop, click the **E** button on the *Structure* line (it shows then as being pressed) and then click the **Tab stop** button in the row of available elements.

### Deleting elements

To delete an element from the *Structure* line, click the button that represents that element and then press the *Delete* key on your keyboard. For example, to delete a tab stop, click the **T** button and then press the *Delete* key (*Function+Delete* on a Mac).

### Chapter Info

This button inserts chapter information, such as the chapter heading and number. The information to be displayed is selected from the **Chapter entry** box menu. This data is determined in the *Outline Numbering* dialog (**Tools > Outline Numbering**).

### Applying character styles

Each of the items that can be added to the *Structure* line may be given additional formatting. For example, you may want the page number to be a different size from the rest of the index text. To do this, apply a character style to one of the elements in the *Structure* line.

To apply a character style to an element:

- 1) On the *Structure* line, click the button representing the element to which you want to apply a style.
- 2) Select the desired style from the *Character Style* drop-down list. Writer applies the style to the selected element.

To view or edit the attributes of a character style, select the style from the *Character Style* drop-down list and then click the **Edit** button.

## Formatting entries

Apply additional formatting using the options in the *Format* section.

- **Alphabetical delimiter.** This separates the index entries into blocks that start with the same first letter, using that letter as a header. For example, if your index begins:

apple, 4  
author, 10  
break, 2  
bus, 4

then selecting this option will give you:

**A**  
apple, 4  
author, 10

**B**  
break, 2  
bus, 4

- **Key separated by commas.** Arranges the entries in the index on the same line but separated by commas.
- **Tab position relative to Paragraph Style indent.** When checked, entries are indented according to the settings of their individual formats. Where a paragraph style with an indent on the left is in use, tab stops will be relative to this indent. If this option is not selected, tab stops will be relative to the left margin position.

## Styles, Columns and Background pages

Refer to “Styles page” on page 11 and “Background page” on page 12 for detailed information on these pages.

## Columns page

Use the **Columns** page (Figure 13) to change the number of columns for the index.

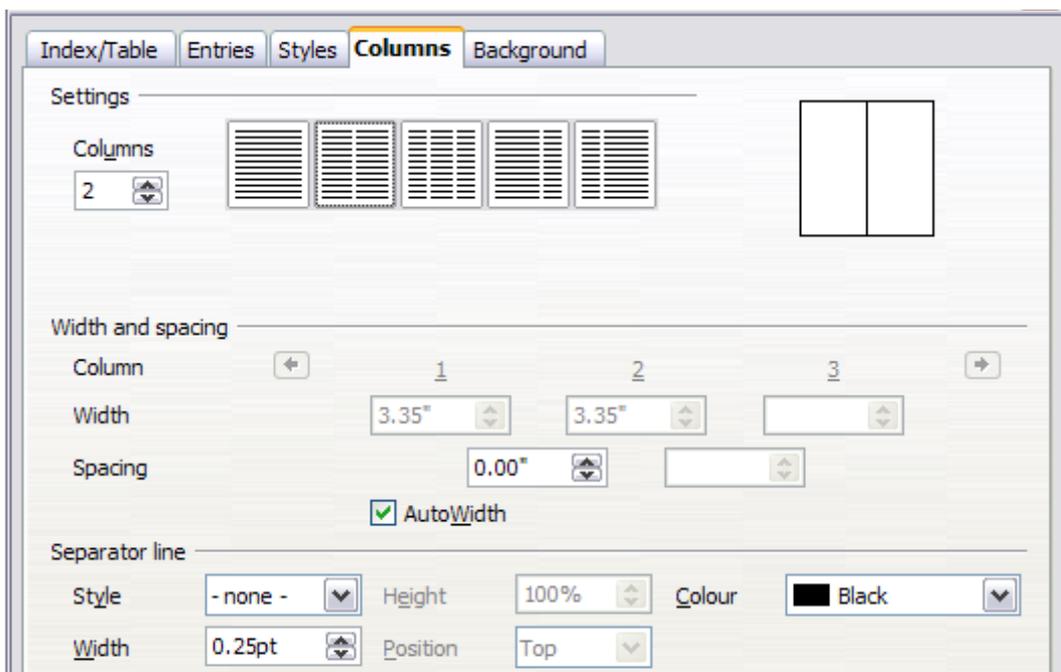


Figure 13: Columns page of the Insert Index/Table dialog

## Adding multiple columns

To display the index in more than one column:

- 1) Either enter the number of columns desired in the box labeled *Columns* or select the icon representing the number of columns.
- 2) To evenly distribute the columns according to the page width, check the **AutoWidth** box. If it is unchecked, you can manually set each of the following:
  - *Width* of each of the columns
  - *Spacing* between the columns
- 3) You can choose to have a separator line between the columns:
  - *Style*: The default is *None*, or select from three choices of line style.
  - *Width*: The width (thickness) of the line. The default is *0.25pt*.
  - *Height*: The height of the line, as a percentage of the full column height. The default is *100%*
  - *Position*: Position of the line relative to the columns (top, centered, or bottom) if the height is less than 100%.
  - *Color*: Allows the color of the separator line to be set.

## Maintaining an index

To modify the appearance of an index:

- 1) *Right-click* anywhere in the index.
- 2) From the context menu, choose **Edit Index/Table**. The *Insert Index/Table dialog* opens and you can edit and save the index using the five tabs described in the previous section.

To update or delete an index, *right-click* anywhere in the index and select **Update Index/Table** or **Delete Index/Table** as required.

## Viewing and editing existing index entries

Once you have added the initial entries, you can make some amendments. You can view and edit these using the following steps:

- 1) Ensure that field shading is active (**View > Field shadings** or *Ctrl+F8*), so you can locate index entries more easily.
- 2) Place the cursor in the field shading of an existing index entry in the body of your document and select **Edit > Index Entry**. In the case of a changed-text entry, the field shading is immediately before the word. Placing the cursor immediately before a word marked as a text entry will satisfy both selection criteria. Alternatively, right-click at those positions and from the context menu select **Index Entry**.
- 3) A dialog similar to Figure 14 appears. You can move through the various index entries using the forward and back arrow buttons. If there is more than one entry for a single word or phrase, a second row of buttons with a vertical bar at the point of the arrow head is displayed allowing you to scroll through each of these entries.
- 4) Make the necessary modifications or additions to the index entries, and then click **OK**.

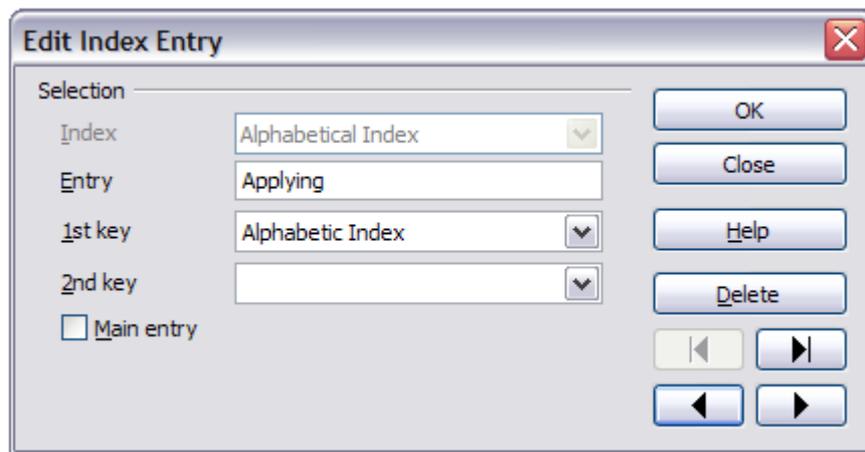


Figure 14: Viewing and editing index entries

## Other types of indexes

An alphabetical index is not the only type of index that you can build with Writer. Other types of indexes supplied with Writer include those for illustrations, tables, and objects, and you can even create a user-defined index. This chapter does not give examples of all the possibilities.

To create other indexes:

- 1) Place the cursor where you want the index created.
- 2) Select **Insert > Indexes and tables > Indexes and tables** from the menu bar.
- 3) On the *Insert Index/Table* dialog, in the **Type** drop-down list, select the index wanted.
- 4) Modify the various pages, which are very similar to those discussed in previous sections.
- 5) Select **OK** when everything has been set.

### Example: Creating an index of figures

Creating an index (list) of figures or tables is easy if the figure captions were created using **Insert > Caption** or manually using a number range variable as described in Chapter 14, Working with Fields.

- 1) On the *Insert Index/Table* dialog, in the **Type** drop-down list, choose **Illustration Index**. You can change the title of the index to something else; we have used **Table of Figures** as our title.
- 2) Be sure **Captions** is selected in the *Create from* section, and choose the category of caption. The default for **Category** is *Illustration*; in our example we have used *Figure* for the figure captions.
- 3) (The category *Figure* is not supplied with LibreOffice; however, if you have defined it when creating a caption in your document, it will appear on this list. See Chapter 8, Working with Graphics, for more about creating captions.)
- 4) Under **Display**, you can choose **References** (to include the category, number, and caption text), **Category and Number**, or **Caption Text**. We have chosen **References**.

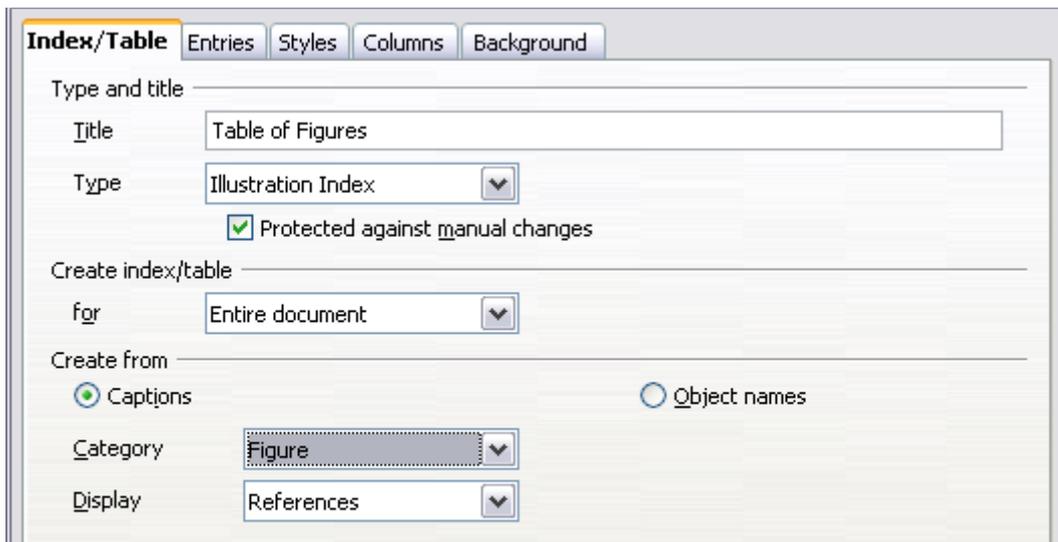


Figure 15: Creating other types of indexes

- 5) On the **Entries** page, notice that hyperlinking from the index to the body of the document is not available, but you can make some other selections.

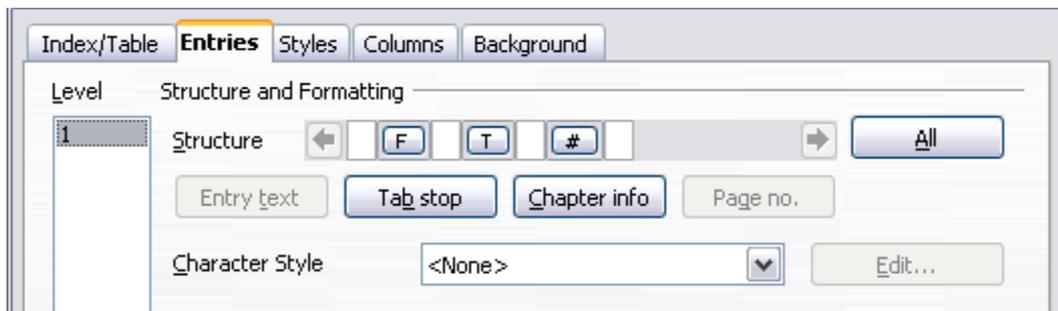


Figure 16: Entries tab for Illustration Index

- 6) Click **OK**. The result is shown below.

<b>Table of Figures¶</b>	
Figure 1. Index/Table page of Insert Index/Table dialog box.....	8¶
Figure 2. Assign Styles dialog box.....	10¶
Figure 3. Entries page of Insert Index/Table dialog box.....	11¶
Figure 4. Hyperlink in table of contents.....	13¶
Figure 5. Styles page of Insert Index/Table dialog box.....	15¶
Figure 6. Access an index from the Navigator.....	17¶
Figure 7. Configuring the Annexes outline numbering.....	18¶
Figure 8. Outline & Numbering page for the level 1 annex headings.....	19¶
Figure 9. A table of contents with main body and annex numbered.....	20¶
Figure 10. Inserting an index entry.....	21¶
Figure 11. Entry icon on Insert toolbar.....	22¶
Figure 12. Index/Table page of Insert Index/Table dialog box.....	24¶
Figure 13. Entries page for creating an alphabetical index.....	26¶

Figure 17: Resulting index of illustrations

## Bibliographies

A bibliography is a list for displaying references used throughout a document. These references are either stored in a bibliographic database or within the document itself.

This section shows you how to:

- Create a bibliographic database; add and maintain entries.
- Add a reference into a document.
- Format the bibliography.
- Update and edit an existing bibliography.

### Creating a bibliographic database

For most of this section, the database table used is the sample one that comes with Writer. For information on creating a new table in the bibliographic database, see Chapter 8, Getting Started with Base, in the *Getting Started* guide.

Although you can create references within the document itself, creating a bibliographic database allows reuse in other documents and saves a lot of time.

Select **Tools > Bibliography Database**. The *Bibliography Database* window similar to that in Figure 18 opens. The upper part of the page shows all of the records, in a table layout similar to that of a spreadsheet. The lower part of the page shows all the fields of the selected record.

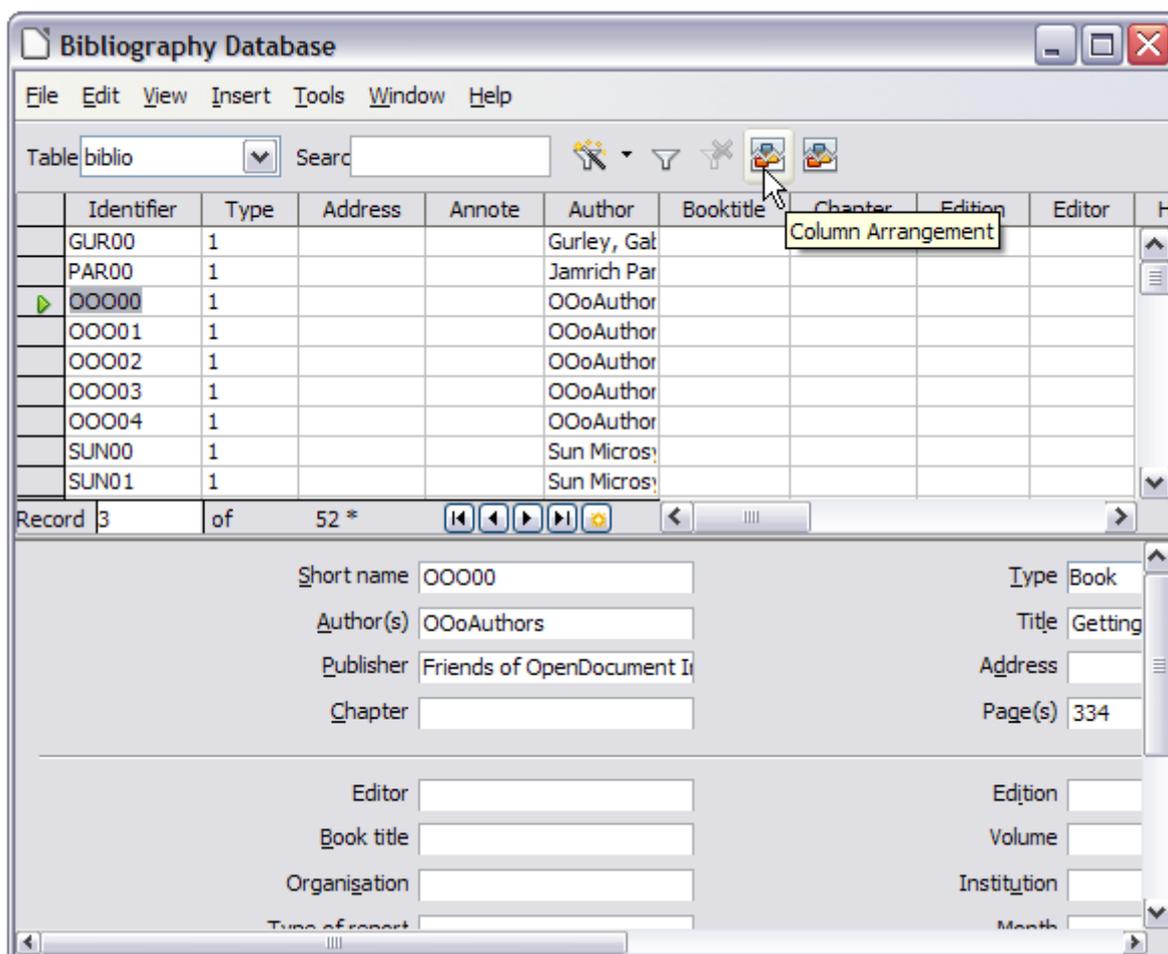


Figure 18: Bibliography Database main window

## Filtering records

To set up a filter for specific records within the bibliographic database, select **Tools > Filter** from the Bibliographic Database menu bar. On the *Standard Filter* dialog (Figure 19), choose the fields, conditions and values for the filter and click **OK**.

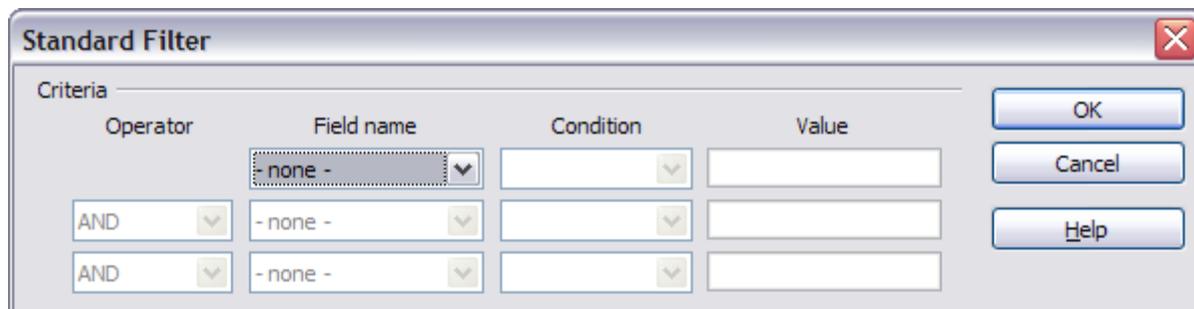


Figure 19: Setting up a filter for the bibliographic database

## Changing column details

To change the details of columns in the bibliographic database, select **Edit > Column Arrangement** from the menu bar, or click the **Column Arrangement** button near the top of the window (see Figure 18). The *Column Layout for Table biblio* dialog (Figure 20) is displayed. This allows you to change which fields are allocated to which columns. As an example, you can select to have *Author* data go into the *Identifier* column, by changing the destination in the drop-down list. The *Short name* data column destination sets to *None* automatically, as you can't set duplicate destinations for data.

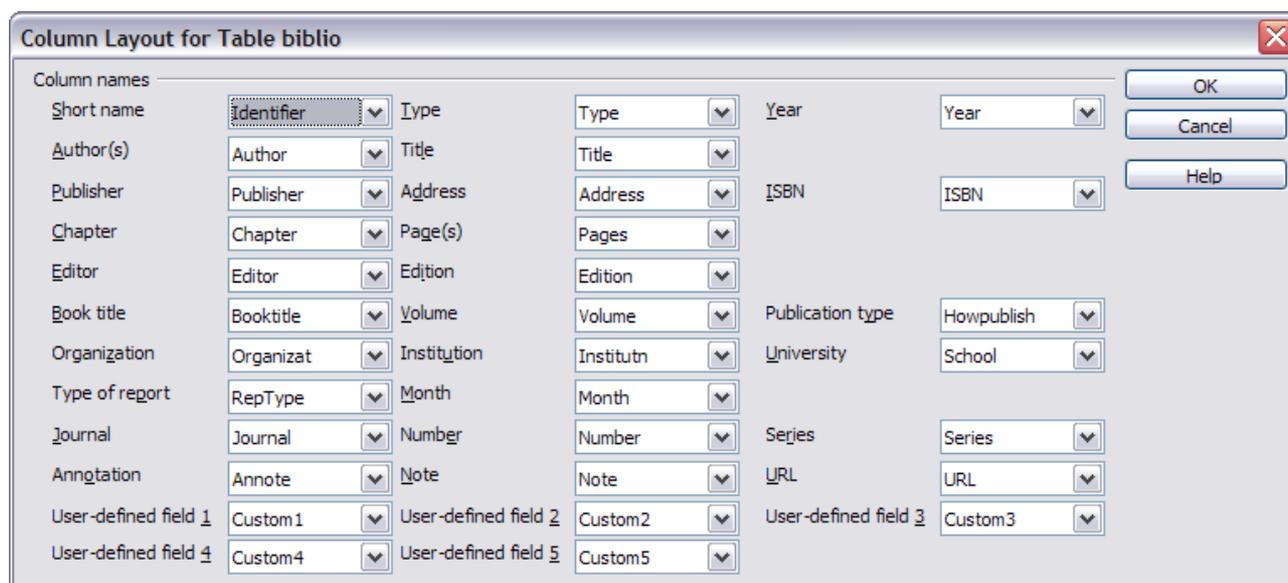


Figure 20: Changing column layout for bibliographic database

## Changing the data source

To change the data source in use (for example, if you have more than one bibliographic database for different purposes), select **Edit > Choose Data Source** from the menu bar, or click the **Data Source** button near the top of the window. The *Choose Data Source* dialog (Figure 21) is displayed.

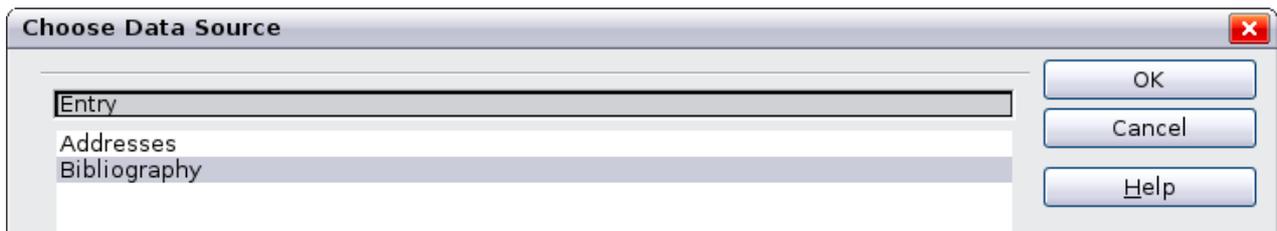


Figure 21: Choosing a different data source for the bibliographic database

### Changing field details

You can make changes to the bibliography database (for example, rename fields or change the length of fields) by doing the following:

- 1) In the main document (not the Bibliography Database window), press **F4** or click **View > Data Sources** to open the data source window, similar to Figure 22.

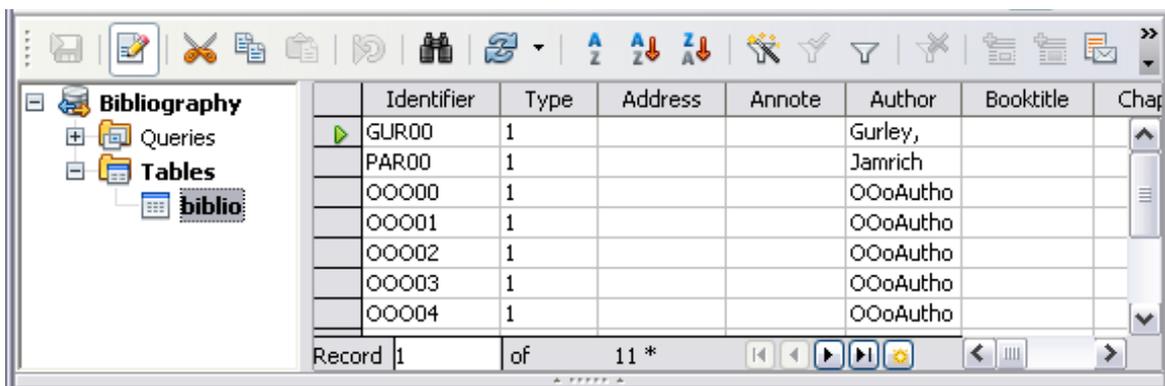


Figure 22: Data Source view of Bibliography database

- 2) Make sure that the Bibliography database is selected as well as the correct table. You may have to expand some levels to be able to select the correct ones.
- 3) **Right-click** on the table entry (**biblio** in the example) and select **Edit Database File** from the context menu. This opens a window similar to Figure 23, which is the main menu for Base, the database component of LibreOffice.

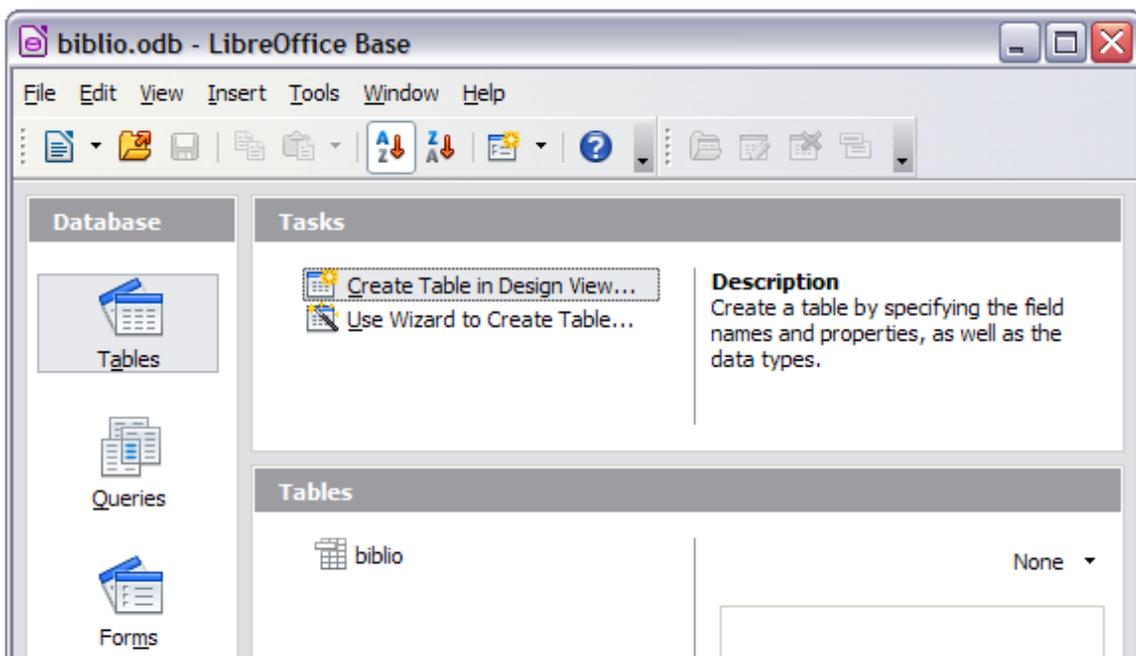


Figure 23: Main window for working with databases

- 4) If **Tables** (in the *Database* section) is not selected, select it now.
- 5) *Right-click* on the **biblio** table name in the *Tables* section and select **Edit** from the context menu to display the *Table Design* window similar to that shown in Figure 24.
- 6) You can now select each of the fields. You can select the text in the **Field Name** cell and change the entry as required. Clicking in the **Field Type** cell, allows you to open a selection menu to change the data type in that cell. In the *Field Properties* section, the data properties can be modified. For each data field selected, an explanation of that field appears in a window to the right of the section.
- 7) When finished, you will be asked to confirm that you want the changes saved.

## Note

For more information on how to use LibreOffice's database features, see Chapter 8, Getting Started with Base, in the *Getting Started* guide.

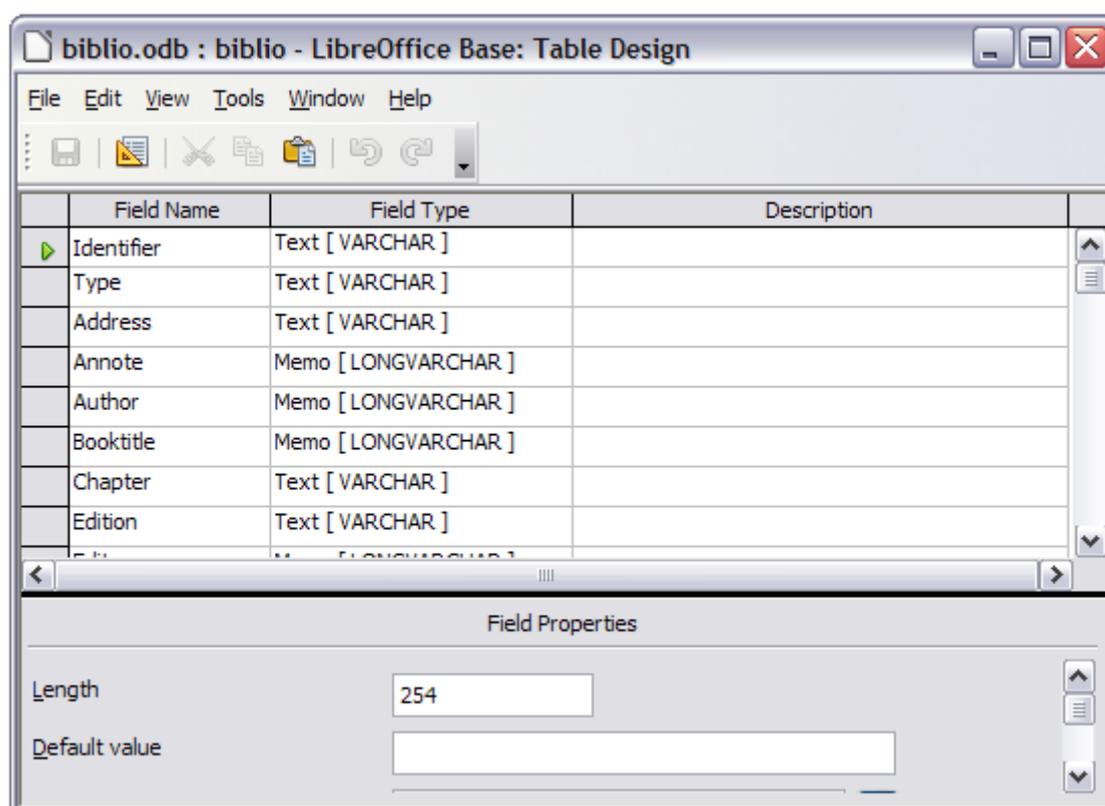


Figure 24: Modify table properties window

## Adding entries to the database

Use the *Bibliography Database* dialog (**Tools > Bibliography Database**) to add entries to the database:

- 1) You can add records directly into the database using the fields in the lower section of the dialog shown in Figure 18 on page 25.
- 2) Select **Insert > Record** from the menu bar of the *Bibliography Database* dialog, or click the **Insert Record**  icon to the left of the horizontal scroll bar.
- 3) Enter a name for the entry in the **Short Name** box. Complete other fields as required. Use the *Tab* key to move between fields.
- 4) It is best to use a unique name in the *Short name* field. This field is used when inserting entries into documents.

- 5) To complete the entry, move to the last field and press *Tab* once more.

If your document requires [Author, date] style citations, use the *Short name* field of the database to record the information in the required format.

## Maintaining entries in the database

To maintain entries in the database, use the *Bibliography Database* dialog (**Tools > Bibliography Database**). Click on the appropriate record and modify the fields as appropriate.

Modified entries are saved automatically to the database when the cursor moves off the record.

## Adding references (citations) into a document

Writer supports two methods of adding references to your document:

- From a bibliography database, such as the one built in to Writer.
- Directly from the keyboard when you may have documents in front of you.

### Entering references from a database

To add references from the bibliographic database into a document:

- 1) Place the cursor where you want the reference to appear.
- 2) From the main menu, choose **Insert > Indexes and Tables > Bibliographic Entry**.
- 3) In the *Insert Bibliographic Entry* dialog, choose **From bibliography database** at the top of the dialog.

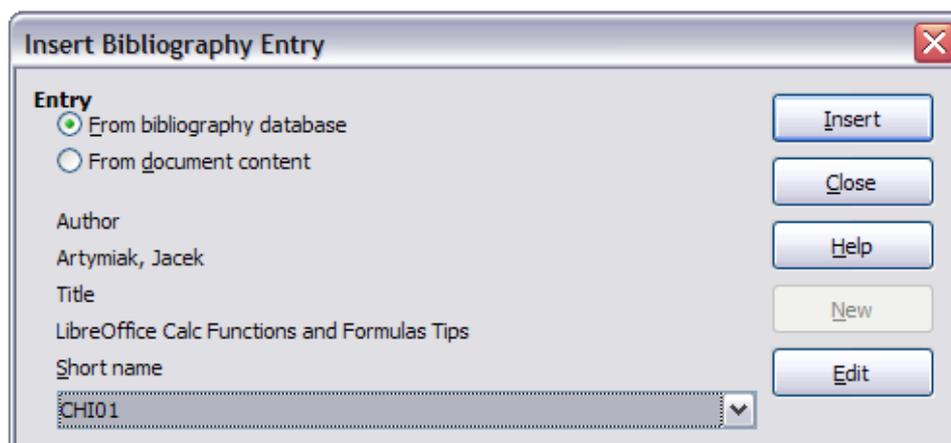


Figure 25: Inserting bibliographic entries into a document

- 4) Select the reference from the *Short name* drop-down list near the bottom of the dialog. The Author and Title of the selected reference are shown in the middle of the dialog, to help you verify that it is the reference you want.
- 5) To insert the reference into the document, click **Insert**.
- 6) You can keep the dialog open and insert another reference into the document; you don't need to close and reopen it.
- 7) When you have finished inserting all the references, select **Close**.

### Entering references from documents

You may choose to enter your bibliographic entries directly into the document, instead of from an external database. For example, you may not be working on your own computer.

Click in the document where you want to add the entry.

- 1) Select **Insert > Indexes and Tables > Bibliography Entry**.
- 2) In the dialog that opens, select the **From document content** option.
  - a) Select **New**.
  - b) In the *Define Bibliography Entry* dialog, complete all the fields which are relevant to your entry. Type a unique name in the *Short name* text entry box, because the *Insert Bibliography Entry* dialog uses this entry for the citation.
  - c) An entry must be selected from the menu in the **Type** input box in order to enable the **OK** button.
  - d) Click **OK** when all the fields wanted are completed.
  - e) Click **Insert** to add the *Short name* field to the document
  - f) Click in each location you wish to add an entry and repeat this sequence
- 3) Click **Close**.

You may of course re-use an entry in your document, by restarting the sequence above, and then selecting the *Short name* required, from the current list of entries, instead of selecting to add a new entry

## Editing a reference

You can edit a reference in the following manner:

- 1) *Right-click* on the entry (the cursor then displays to the left of the entry).
- 2) From the context menu which opens, select **Bibliography Entry**.

The Edit Bibliography Entry dialog opens, similar to below.

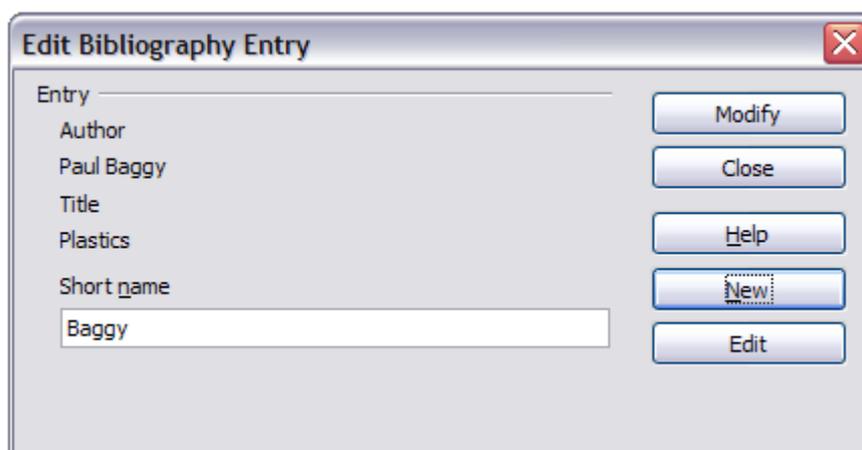


Figure 26: Edit the citation entry

- 3) To quickly edit only the *Short name*, click on the text box, alter the entry and then click **Modify**. The dialog saves the change and closes.
- 4) To edit more of the entry, click on **Edit** to open the *Define Bibliography Entry* dialog similar to the graphic shown below (Figure 27).
- 5) You can change the citation to attribute by choosing a different Short name from the drop-down list.
- 6) Make any changes required and then click **OK** to return to the dialog of Figure 26.
- 7) If you are satisfied with your changes, click **Modify** to accept the changes and exit the dialog.

Whatever the source of the citation, the modified references are stored in the document. If the source was a bibliography database, that database remains unmodified.

Define Bibliography Entry			
Entry data			
Short name	Baggy	Type	Article
Author(s)	Paul Baggy	Title	Plastics
Year	2000	Publisher	
Address		ISBN	
Chapter		Page(s)	
Editor		Edition	
Book title		Volume	
Publication type		Organisation	
Institution		University	
Type of report		Month	
Journal		Number	
Series		Annotation	
Note		URL	
User-defined <sub>1</sub>		User-defined <sub>2</sub>	
User-defined <sub>3</sub>		User-defined <sub>4</sub>	
User-defined <sub>5</sub>			

Figure 27: The editable fields

## Creating the bibliography

To create the bibliography:

- 1) Place the cursor at the point where you wish to insert the bibliography.
- 2) Select **Insert > Indexes and Tables > Indexes and Tables** and change the *Type* to **Bibliography**, to display a dialog similar to that shown in Figure 28.

The *Insert Index/Table* dialog has five pages.

### Index/Table page

Writer supports two ways of displaying references (citations) in the text of a document:

- Using the text recorded in the *Short name* field of each bibliographic entry, for example [GUR00].
- By numbering the referenced documents in the sequence they occur in the text, for example [1].

#### Tip

To specify which citation style is used in the document, use the **Index/Table** page on the *Insert Index/Table* dialog, described on page 32.

Formatting the bibliography involves choices made in two places:

- *Insert Index/table* dialog (covered in this section)
- *Bibliography 1* paragraph style (see page 34)

The basic settings are selected on this page.

- 1) To give the bibliography a title, enter it in the **Title** field. (A title is not required.)
- 2) You can protect the bibliography from being changed accidentally, by checking **Protected against manual changes**. If this option is selected, the bibliography can only be changed

using the right-click menu or the *Insert Table/Index* dialog. If the option is not selected, the bibliography can be changed directly on the document page, just like other text, but any manual changes will be lost when you update the bibliography.

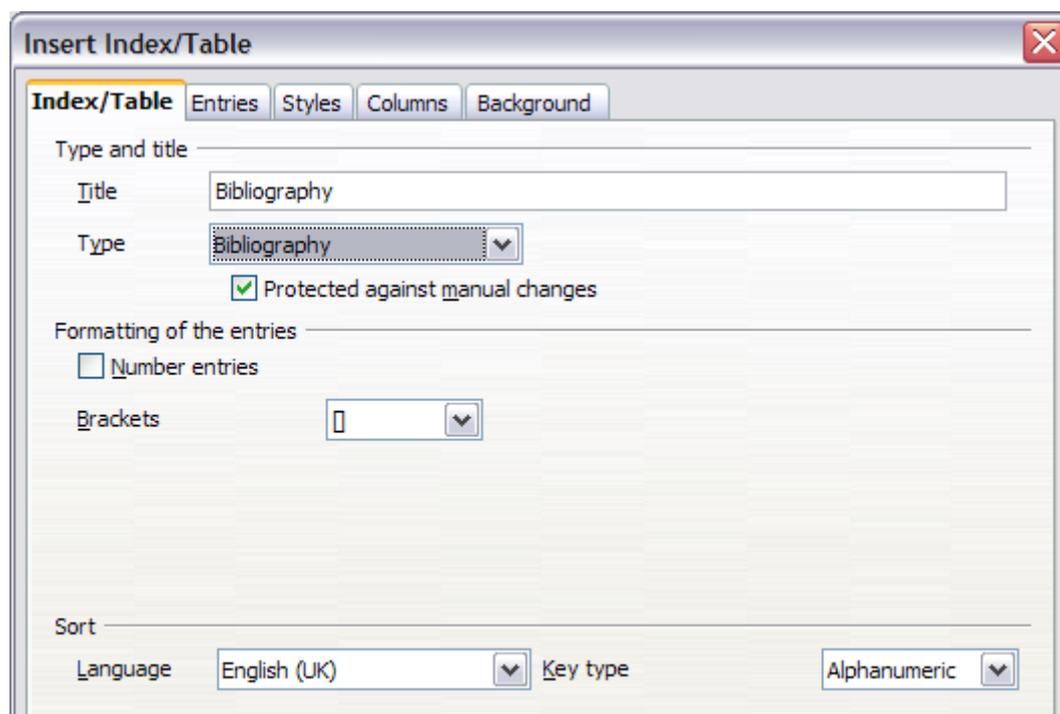


Figure 28: Inserting a bibliography

- 3) To have the bibliographic entries (citations) numbered within the body of the document (for example, [1], [2]...), select **Number entries**. If, however, you wish to have the *Short name* field contents (from the database) appear in the document, deselect this option.
- 4) Select the type of brackets that you want for the referenced entries shown within the body of the document.
- 5) Define the sorting you require. Currently only alphanumeric sorting is supported. Sorting by the sequence that entries appear in the text is done on the *Entries* page.

### Entries page

The structure of this page (see Figure 29), is similar to that for tables of contents and for indexes.

Each type of source that you use when creating your document will have its own unique works cited format. The Modern Language Association (MLA) documentation format sets out the recommended order for these citations. For example, see <http://www.mattawanschools.org/>.

You can define how the entry will appear, based on its source, by selecting from the **Type** list of entries, or simply apply the same format to all entries by selecting the **All** button.

Each entry in the *Type* list has a default structure format.

The *Structure* of the entry is based on the fields available in the bibliographic database. The ones shown by default for *Article* in the **Type** list are:

- Sh** – Short name
- Au** – Author
- Ti** – Title
- Ye** – Year

## Note

In this current release of LibreOffice Writer, version 4.0.2, only **Book** from the **Type** list is editable. Although you can add and remove items from the structure line for other types, as described in the instructions below, it has no effect on the index created. The index will be created with the default entries shown above. Bug 63511.

To remove elements from the *Structure* line, click the element then click the **Remove** button.

To add an element, click in the *Structure* line where it is to be inserted. Select either the **Tab stop**, or an element in the drop-down list to the left of the **Insert** button, and then click **Insert**. The elements in the drop-down list are those fields found in the *Bibliography Database*.

All the elements on the *Structure* line can be formatted using the **Character Style** selection list.

To determine how entries are sorted, modify the *Sort by* options. To sort by the sequence that entries appear in the text, choose **Document position**. To sort alphanumerically, choose **Content**. Use **Sort keys** to group similar references.

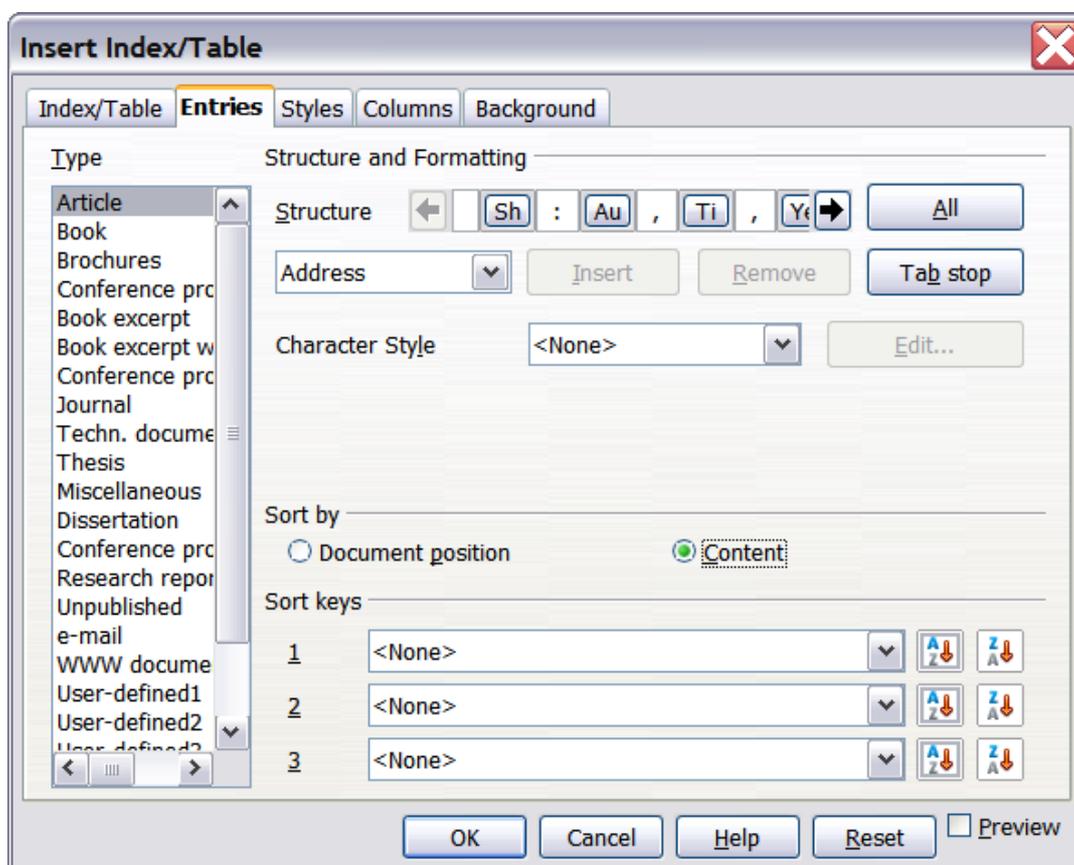


Figure 29: Entries page for bibliographies

## Styles, Columns and Background pages

Refer to “Styles page” on page 11, “Columns page” on page 21 and “Background page” on page 12 for detailed information on these pages.

## Generating the bibliography

To generate the bibliography so that it appears in your document, click **OK**. The *Insert Index/Table* dialog closes and the bibliography appears in your document.

## Defining the paragraph style for the bibliography

You can modify the *Bibliography 1* paragraph style to suit your requirements. For example, to number the entries in the bibliography list, you need to define a numbering style and link that numbering style to the *Bibliography 1* paragraph style. To do this:

- 1) On the *Styles and Formatting* window, click on the **List Styles** icon. You can either define a new list style or modify one of those supplied. In this example, we will modify the *Numbering 1* style. Right-click on *Numbering 1* and choose **Modify** from the context menu.
- 2) On the *Numbering Style* dialog, go to the **Options** page. In our example we want to have the numbers enclosed in square brackets. To do this, type [ in the **Before** box and ] in the **After** box, as shown in Figure 30.

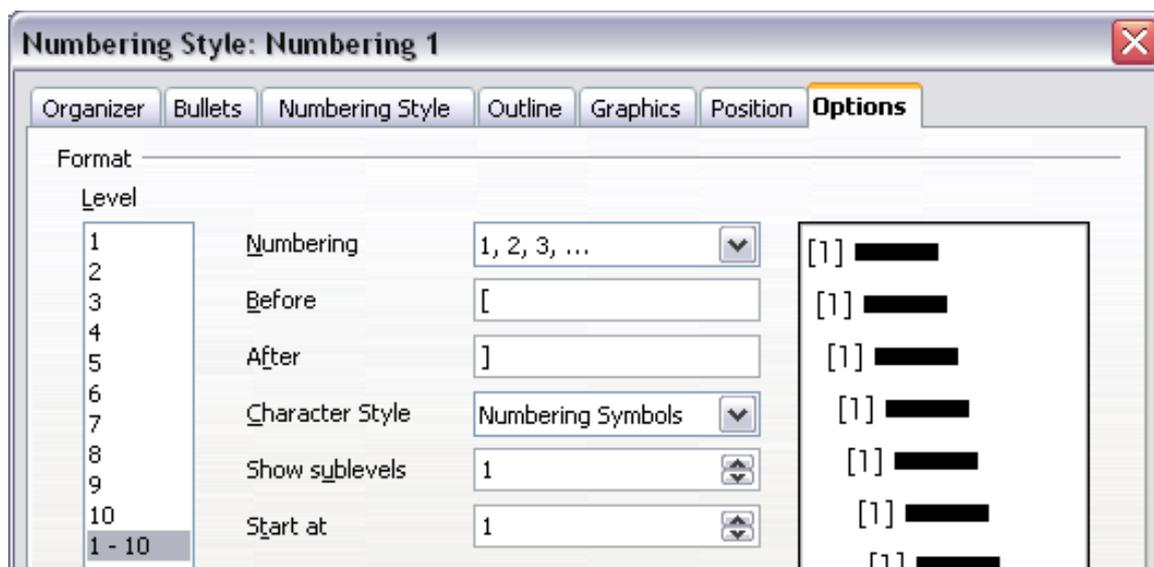


Figure 30: Specifying square brackets before and after the number in a list

- 3) Now go to the **Position** page of the *Numbering style* dialog. In the **Spacing to text** box, specify how much indentation you want for the second and following lines of any item in the bibliography list of your document. Often you will need to experiment a bit to see what is the best setting. In our example (Figure 31), we have chosen **1 cm**.

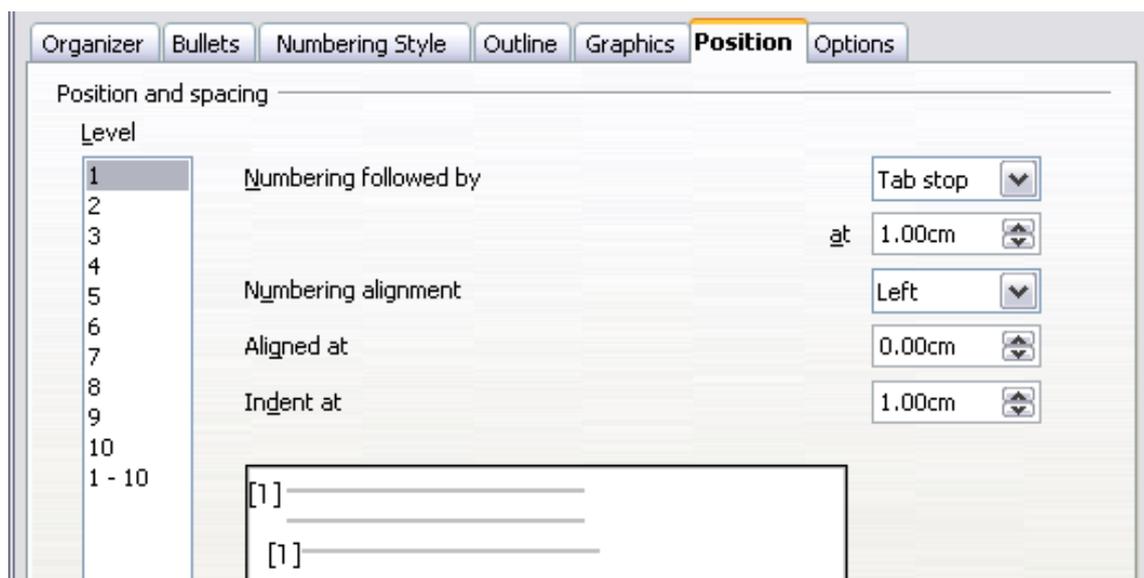


Figure 31: Setting the spacing between the margin and the text

- 4) Click **OK** to save these settings and close the *Numbering Style* dialog. Return to the **Styles and Formatting** window, click on the **Paragraph Styles** icon, choose **All Styles** from the list at the bottom of that window, then *right-click* on **Bibliography 1** and choose **Modify**.
- 5) On the *Paragraph Style* dialog, go to the **Outline & Numbering** tab and select **Numbering 1** from the drop-down list. (See Figure 32.) Click **OK** to save this change to the *Bibliography 1* paragraph style.

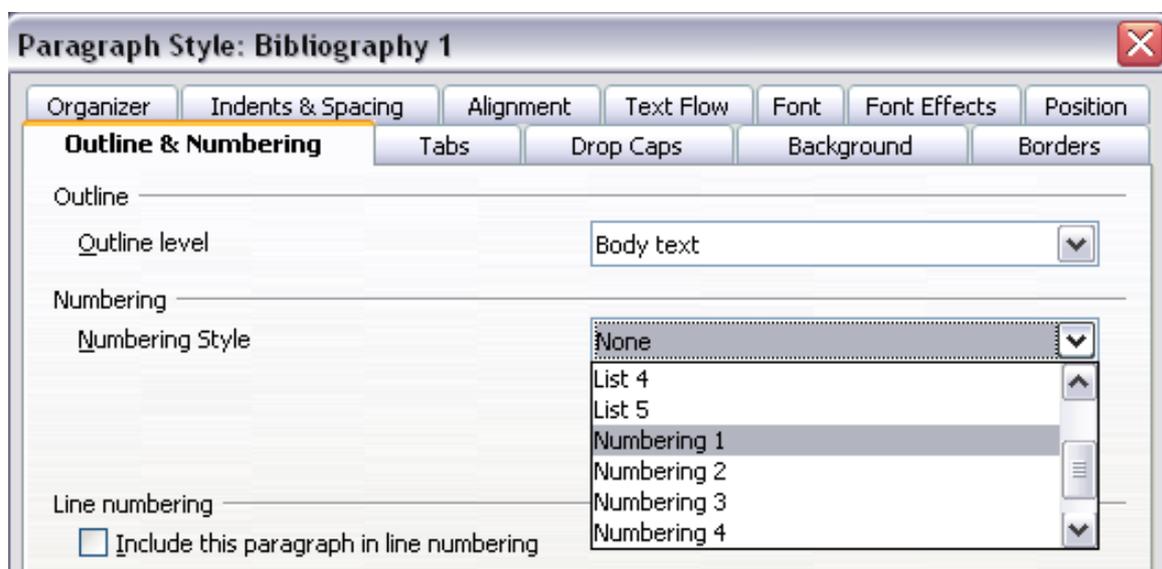


Figure 32: Applying a numbering style to a paragraph style

Now when you generate the bibliography, the list will look something like the one shown below for a book after removing elements from the structure line (the *Short name* and colon, for example).

**Bibliography**

[1] Gurley, Gabriel, *A Conceptual Guide to OpenOffice.org 2 for Windows and Linux*, 2007

[2] OOoAuthors, *Getting Started with OpenOffice.org 2.x*, 2007

[3] Bain, Mark Alexander, *Learn OpenOffice.org Spreadsheet Macro Programming*, 2006

[4] Leete, Gurdy; Finkelstein, Ellen; Leete, Mary, *OpenOffice.org for Dummies*, 2003

Figure 33: Result of changing settings for *Bibliography 1* paragraph style

## Updating, editing and deleting an existing bibliography

Right-click anywhere in the bibliography. Then, in the context menu which opens:

- Select **Update Index/Table** to update the bibliography.
- Select **Edit Index/Table** to open the *Insert Index/Table* dialog so you can edit and save the table.
- Select **Delete Index/Table** to delete the table *without a confirmation request*.

## Tools for working with bibliographies

If you find Writer's bibliography feature too limited, try Bibus ([http://bibus-biblio.sourceforge.net/wiki/index.php/Main\\_Page](http://bibus-biblio.sourceforge.net/wiki/index.php/Main_Page)) or Zotero (<http://www.zotero.org/>). Both programs are free and open source and are reported to work well with Writer.