



Writer Guide

Chapter 12

Tables of Contents, Indexes, and Bibliographies

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Authors

Martin Fox
Sigrid Kronenberger
Paul Miller
Gary Schnabl
Janet Swisher
Jean Hollis Weber

John Kane
Peter Kupfer
Iain Roberts
Rob Scott
Catherine Waterman
Michele Zarri

Feedback

Please direct any comments or suggestions about this document to:
authors@documentation.openoffice.org

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Introduction

This chapter describes how to create and maintain a table of contents (TOC), an index, and a bibliography for a text document using OpenOffice.org 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 boxes in Writer. Some common usage examples are given; others will be made available from the [HowTo section of the Documentation wiki](#).

Tables of contents

Writer's table of contents feature lets you build an automated table of contents from the headings in your 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 which 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 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.

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 > OpenOffice.org > 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 > OpenOffice.org Writer > Formatting Aids** and deselect the option for **Tabs**.

- If you cannot place the cursor in the TOC, choose **Tools > Options > OpenOffice.org 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:

- 1) Click anywhere in the TOC.
- 2) Right-click and select **Update Index/Table** from the pop-up menu.

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 the 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 box shown in Figure 1.

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

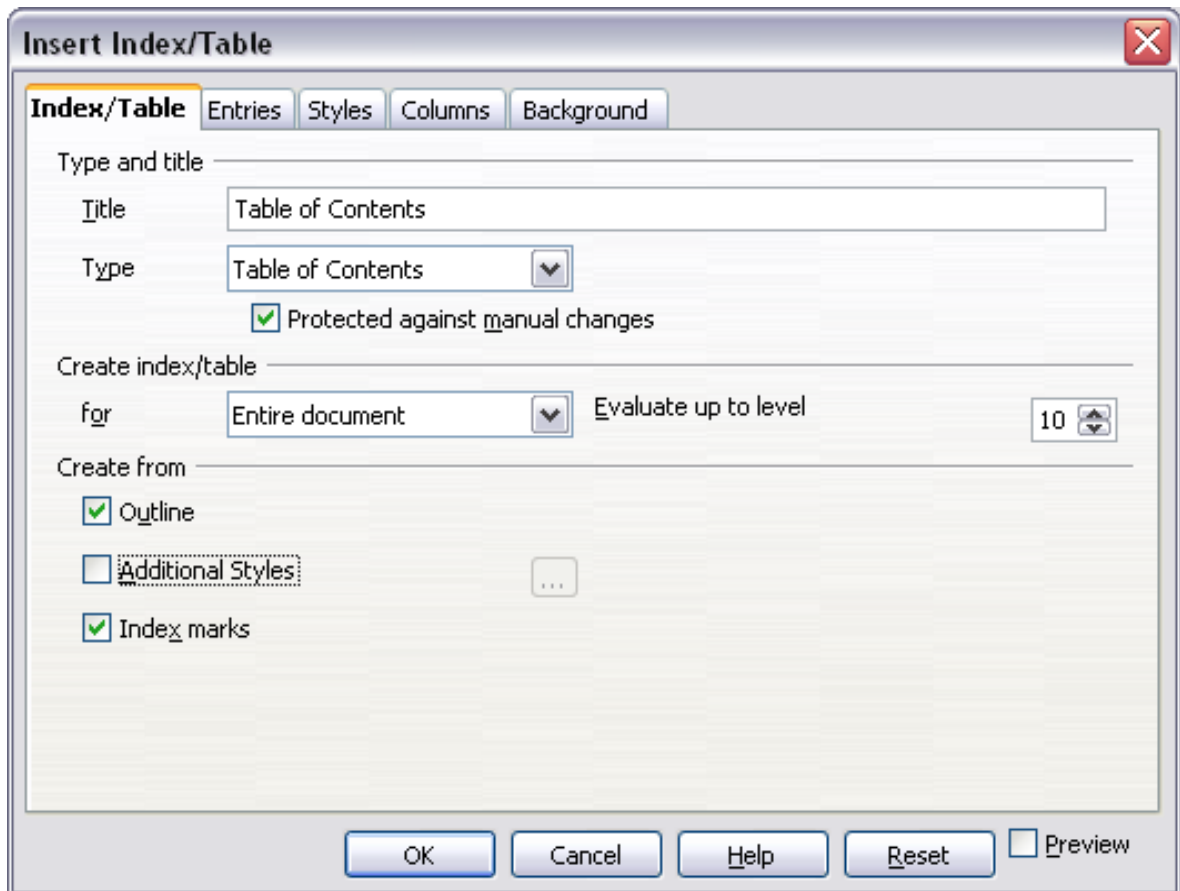


Figure 1. Index/Table page of Insert Index/Table dialog box

The Insert Index/Table dialog box 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, most importantly the type of index.
- 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 box.) The illustrations in this chapter show the dialog box as it appears with the preview box hidden.

After making all your changes, click **OK** to apply them. If you need to revert to the default settings, click the **Reset** button.

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

In computer terminology, a table of contents is one of several types of indexes. Be sure the *Type of Index* is set to **Table of Contents**. See “Alphabetic indexes” on page 18 and “Other types of indexes” on page 28 for more about creating other types of indexes.

Note

You can only change the type of index 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

To prevent the TOC from being changed accidentally, select **Protected against manual changes**. If this option is selected, the TOC can only be changed by using the right-click menu or the Insert Table/Index dialog box. 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 level 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 document's headings (**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 of this guide. 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.

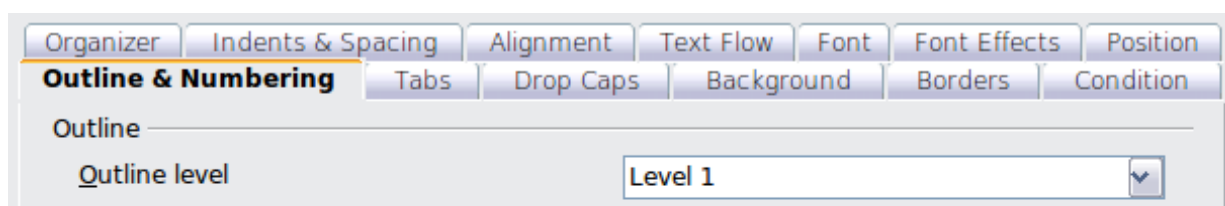


Figure 2: Specifying an outline level on the Outline & Numbering page for a paragraph style

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.

New in 3.1

As described above, you can now assign outline levels to paragraph styles. Styles with outline levels assigned **are** hyperlinked in the TOC.

In versions of Writer before 3.1, here is how to include paragraphs formatted with other styles:

- 1) In the *Create from* area, deselect **Outline** and select instead **Additional Styles** and click the (...) button to the right of Additional Styles. The Assign Styles dialog box opens.
- 2) In the *Not applied* column, click the style that you want to assign to the index.
- 3) Use the >> button to move the selected style to the desired outline level. For example, to have paragraphs formatted with the selected style to appear as top-level entries in the table of contents, click the >> button once to move the style into the 1 column. To move the style in the opposite direction, use the << button.
- 4) Click **OK** to save your changes and return to the *Index/Table* tab or click **Cancel** to return without saving your changes.

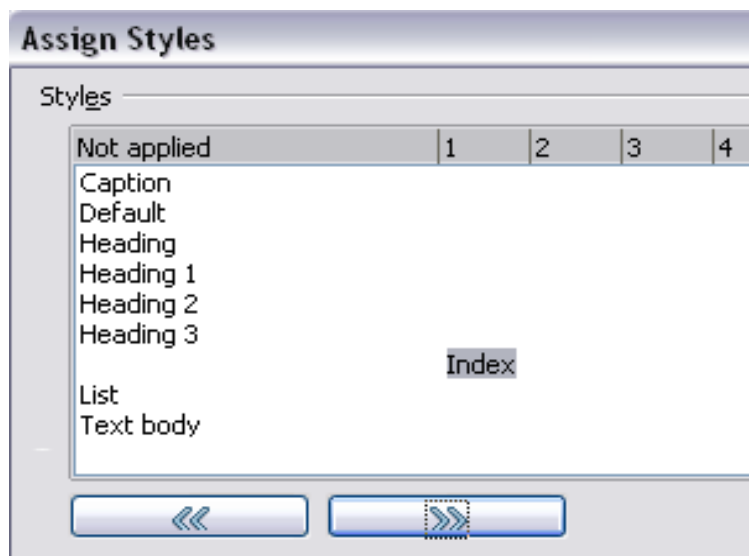


Figure 3. Assign Styles dialog box

Note

You can not change the outline level of a paragraph as defined in **Tools > Outline Numbering** using the Additional Styles page. In fact any change made to the level of these paragraphs will be ignored.

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 box (see Figure 8) 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 to define and format the entries in the TOC. Each outline level can be styled independently from the other levels by adding and deleting elements.

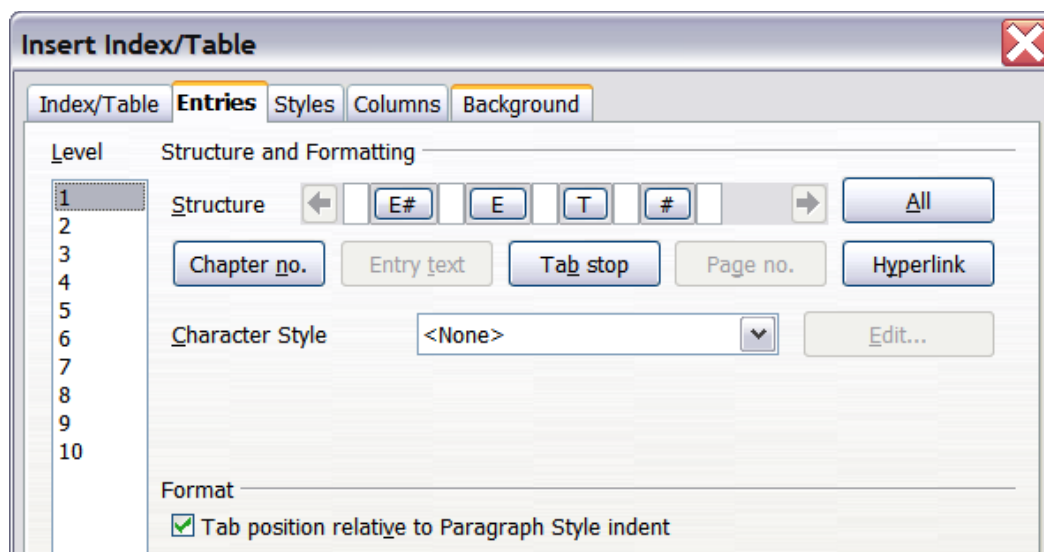


Figure 4. Entries page of Insert Index/Table dialog box

Click on a number in the *Level* column to select the outline level whose elements you want to format. This will display the *Structure* line which contains the elements included in the entries for that level. The available elements are displayed just below the structure line and are grayed out if already included:

- The **E#** button represents the “chapter number”, which means the heading number, not just for chapters but also for other levels of headings.
- The **E** button represents the chapter (or sub-chapter) text.
- The **T** button represents a tab stop.
- The **#** button represents the page number.
- The **LS** button represents the start of a hyperlink. (This button does not appear on the default *Structure* line.)
- The **LE** button represents the end of a hyperlink. (This button does not appear on the default *Structure* line.)

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

Note

If the chapter number defined for your document includes the word “Chapter” before the number itself, then the **E#** field in the TOC will also include the word “Chapter”. If you want to include the chapter number with the page number (for example, in the style “**1-1, 1-2, ...**”), you will find that the page number appears in the TOC as “**Chapter 1-1**”, which is probably not what you want.

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 five 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.

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 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.

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 a tab stop, click the **T** button and then press the *Delete* key.

Hyperlinking an entry

To change the default *Structure* line so that the chapter number and the entry text form a hyperlink, follow these steps:

- 1) On the *Structure* line, place the cursor in the white field to the left of the **E#** button.
- 2) Click the **Hyperlink** button. An **LS** button, representing the start of the hyperlink, appears on the *Structure* line.
- 3) On the *Structure* line, place the cursor in the white field to the right of the **E** button.
- 4) Click the **Hyperlink** button again. An **LE** button, representing the end of the hyperlink, appears on the *Structure* line.

Figure 5 represents the completion of the above steps. The number and the text of the entries on that level will now be hyperlinks.

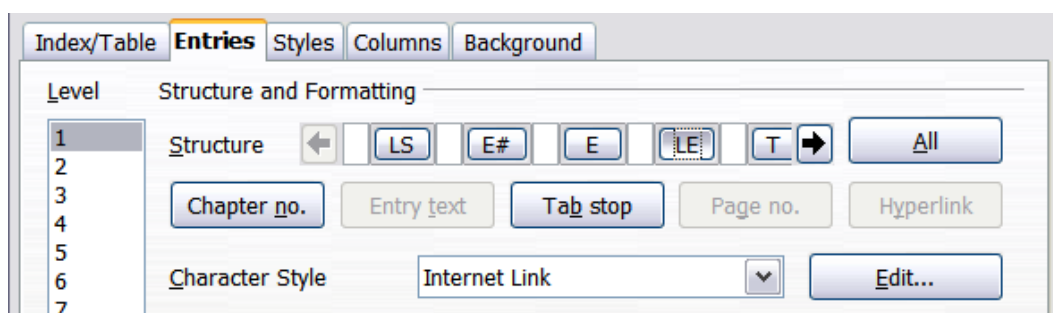


Figure 5: Hyperlink in table of contents

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*, which by default is underlined and shown in blue. If you want the TOC entries to work as hyperlinks, but not appear underlined and blue, you can change the attributes of the *Internet Link* character style. However, this changes the attributes of *all* hyperlinks in the document.

If you want other hyperlinks (for example, website addresses) to remain in the default style, select the **LS** button on the *Structure* line and change the character style selection for TOC entries to *Index Link*. If necessary, change the attributes for *Index Link* to what you want.

Applying changes to all outline levels

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

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, pictured in Figure 6, to change which paragraph style is assigned to 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 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.

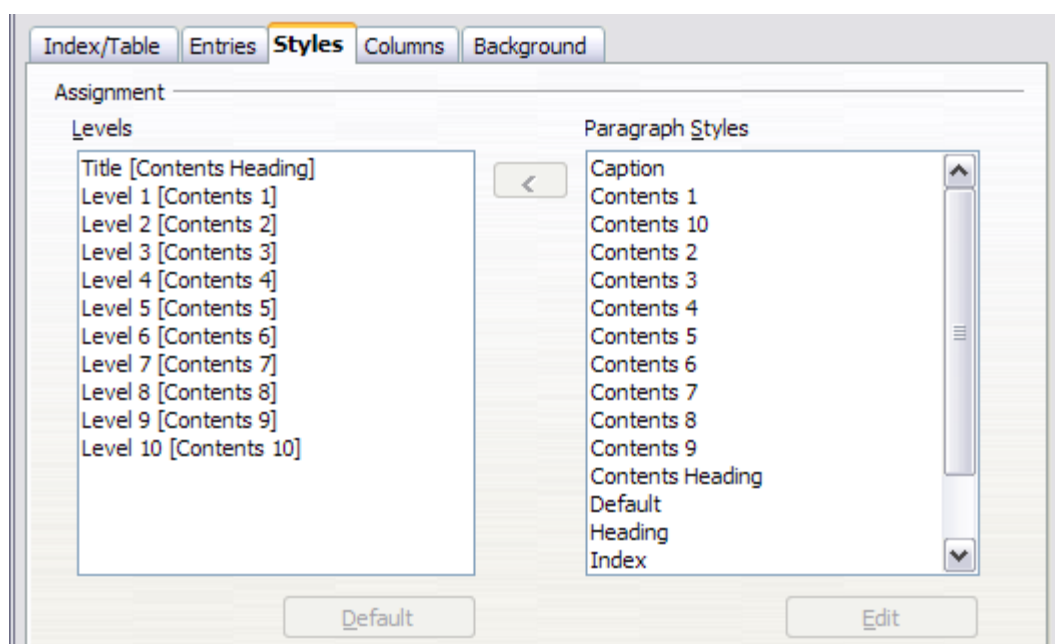


Figure 6. Styles page of Insert Index/Table dialog box

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 indexes than in TOCs, so this page is described in the section on indexes. See Figure 12.

Background page

Use the *Background* page to add color or a graphic to the background of the TOC. Refer to Chapter 4 (Formatting Pages) for details on adding backgrounds to document elements.

Note

Even though the TOC may have a shade behind it while editing, it is actually not shaded by default. It appears shaded because it is a field and will appear to have the same shading all fields have.

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 pop-up menu, choose **Edit Index/Table**. The Insert Index/Table dialog box (Figure 1 on page 8) 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 > OpenOffice.org 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 box from the Navigator (Figure 7).

- 1) Open the Navigator (press *F5*).
- 2) Click the + sign next to Indexes.
- 3) Right-click on the desired index and choose **Index > Edit**.

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 pop-up 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 right-click on **Indexes > Table of Contents1** and choosing **Index > Update** from the pop-up menu.

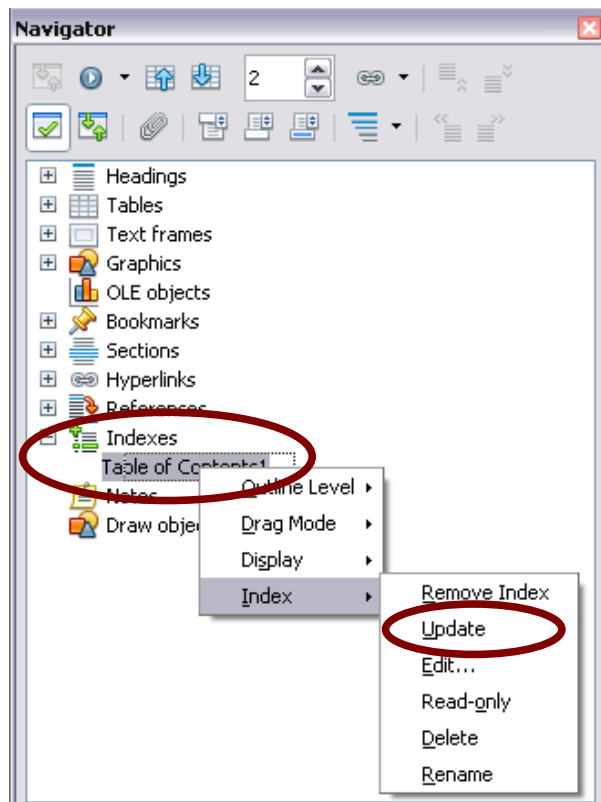


Figure 7: Access an index from the Navigator

Deleting a table of contents

To delete the TOC from a document:

- 1) Right-click anywhere in the TOC.
- 2) From the pop-up 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 7.

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) Either highlight the word or phrase to add to the index or place the cursor at the beginning of the word or phrase. (If you want to add multiple words as one entry it will generally be better to highlight the entire phrase.)
- 2) Choose **Insert > Indexes and Tables > Entry** to display a dialog box similar to that shown in Figure 8. You can accept the word or phrase shown in the *Entry* box or change it to whatever you want. If you placed the cursor at the beginning of a word, clicking on the *Entry* text box inserts the word into the text box.
- 3) Click **Insert** to create the entry.

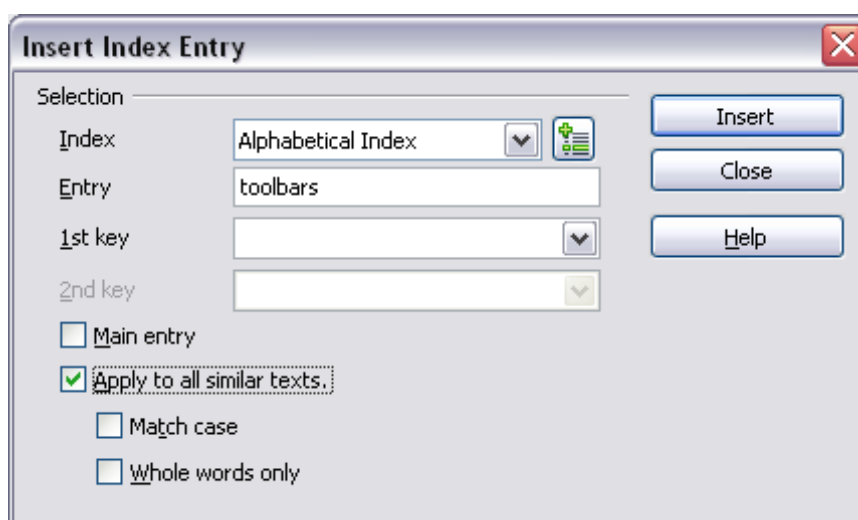


Figure 8. Inserting an index entry

See “Customizing index entries” on page 20 for an explanation of the fields on this dialog box.

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

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

Note

If field shading is active (see **Tools > Options > OpenOffice.org > 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. Index entries whose text is different from the text in the document are marked by a small gray rectangle.

Tip

You can also open the Insert Index Entry dialog box by clicking the **Entry** icon on the Insert toolbar, as shown in Figure 9.

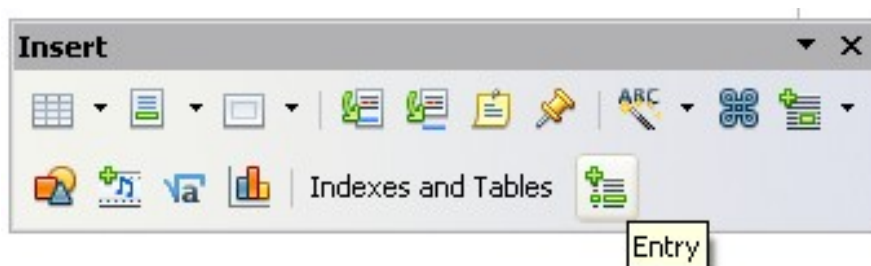


Figure 9. Entry icon on Insert toolbar

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 10), 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 17.

Customizing index entries

Below is a brief explanation of the fields in the Insert Index Entry dialog box 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 28.

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” on page 21.)

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:

```
OpenOffice.org
  Calc...10
  Impress15
  Writer 5
```

In this example, *OpenOffice.org* 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 box (Figure 8 on page 18), type **Writer** in the *Entry* box and **OpenOffice.org** in the *1st key* box.

Customizing the appearance of an index

To customize an existing index, right-click anywhere in the index and choose **Modify** from the pop-up menu.

The Insert Index/Table dialog box (Figure 10) 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 box, 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 box.)

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

Index/Table page

Use the Index/Table page (Figure 10) to set the basic attributes of the index.

- 1) To give the Index a different title, type it in the **Title** field. To delete the title, clear the **Title** field.

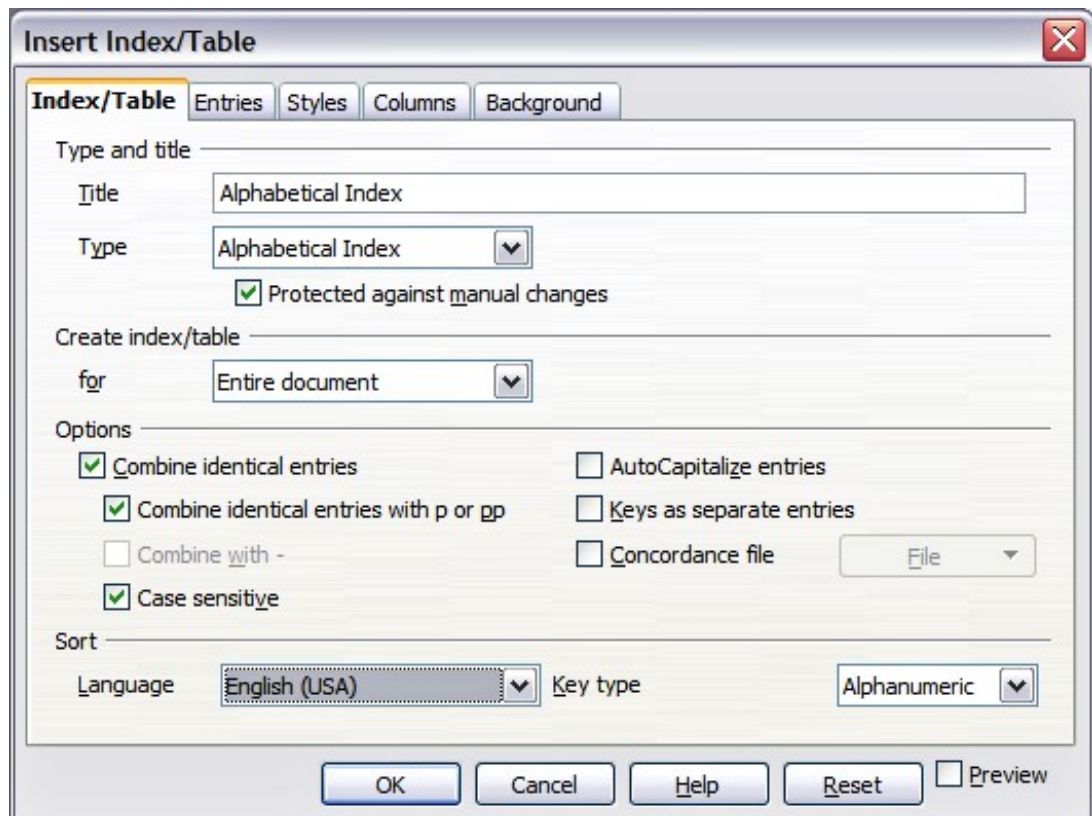


Figure 10. Index/Table page of Insert Index/Table dialog box

- 2) Be sure the *Type of Index* is set to **Alphabetic 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 Table/Index dialog box. 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* area, 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 > OpenOffice.org 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 11.

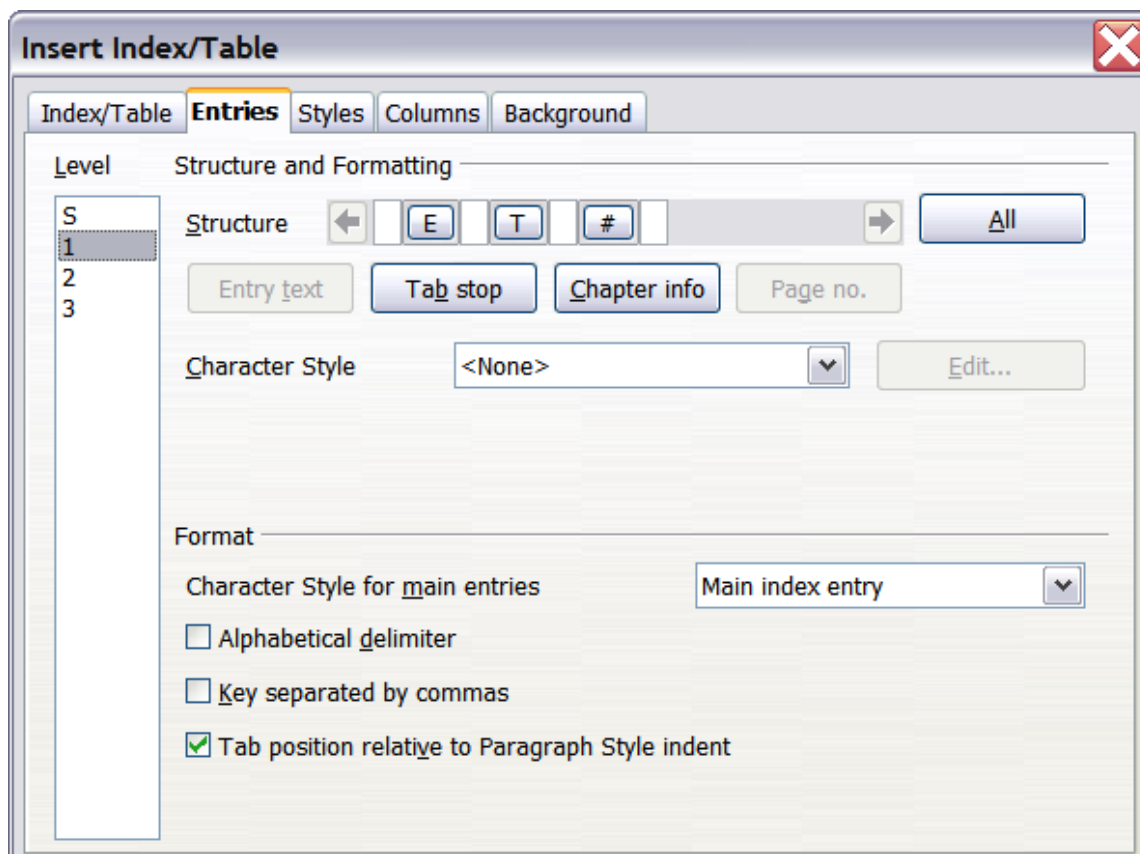


Figure 11. Entries page for creating an alphabetical index

To begin, click a number in the *Level* column to select the index level whose elements you want to format. (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 may not be displayed immediately, but can be added.

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 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.

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 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.

Applying character styles

Each of the items that can be added to the *Structure* line may have 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 will display, as a means of separating index entries, the first letter of all the subsequent index entries. For example:

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 and Background pages

Refer to “Styles page” on page 15 and “Background page” on page 16.

Columns page

Use the *Columns* page (Figure 12) to change the number of columns for the index.

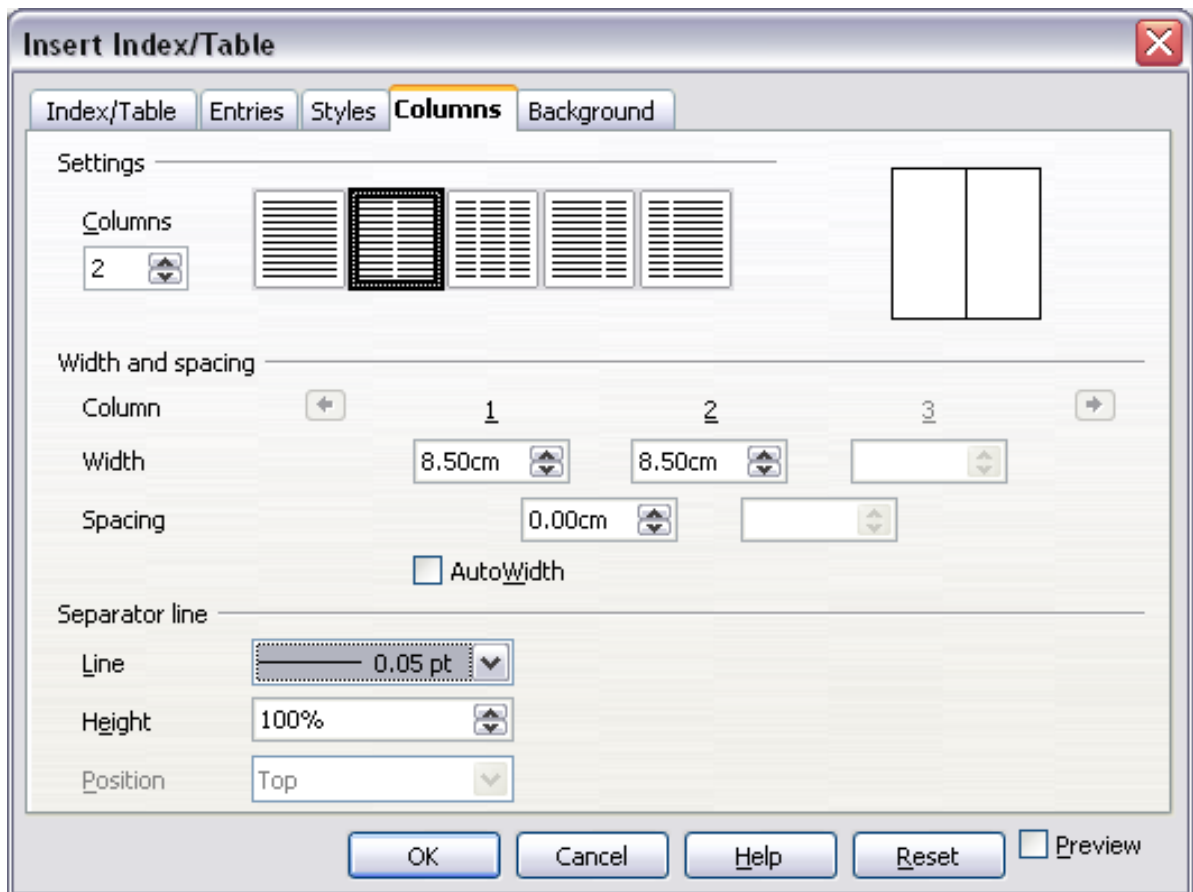


Figure 12. Columns page of the Insert Index/Table dialog box

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* between each of the columns
 - *Spacing* between each of the columns
- 3) You can choose to have a separator line between the columns:
 - *Line*: The width (thickness) of the line.
 - *Height*: The height of the line.
 - *Position*: Position of the line relative to the columns (top, middle, or bottom) if the height is less than 100%.

Maintaining an index

To modify the appearance of an index:

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

To update or delete an index, follow the process described in the sections “Updating a table of contents” and “Deleting a table of contents” on page 17.

Viewing and editing existing index entries

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

- 1) Ensure that field shading is active (**Tools > Options > OpenOffice.org > Appearance > Text Document > Field shadings**), so you can locate index entries more easily.
- 2) Place the cursor immediately to the left of an existing index entry in the body of your document and select **Edit > Index Entry**. Alternatively, right-click on the word or phrase and from the pop-up menu select **Index Entry**.
- 3) A dialog box similar to Figure 13 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, then you can scroll through each of the entries.
- 4) Make the necessary modifications or additions to the index entries and, when finished, click **OK**.

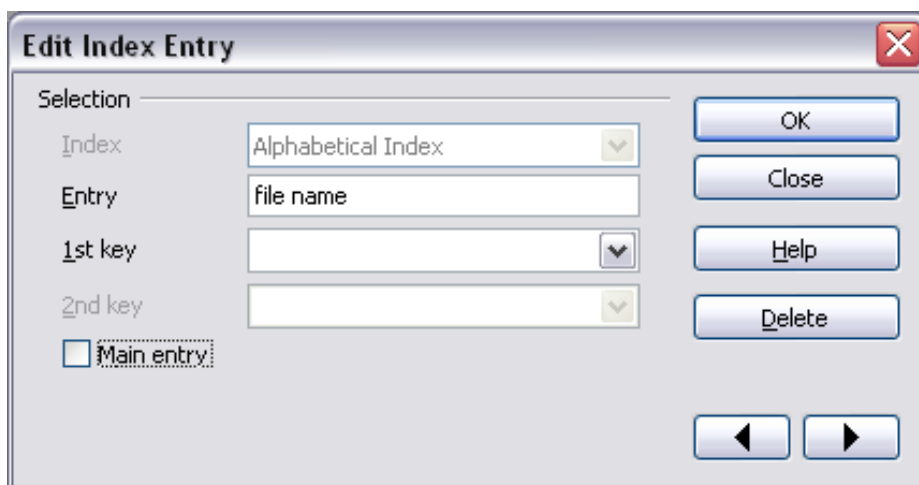


Figure 13. Viewing and editing index entries

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 box, in the **Type** dropdown 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 **Insert > Caption** or manually using a number range variable as described in Chapter 14 (Working with Fields).

- 1) On the Insert Index/Table dialog box, in the **Type** dropdown list, choose *Illustration Index*. You can change the title of the index to something else; we have used Table of Figures as our title.

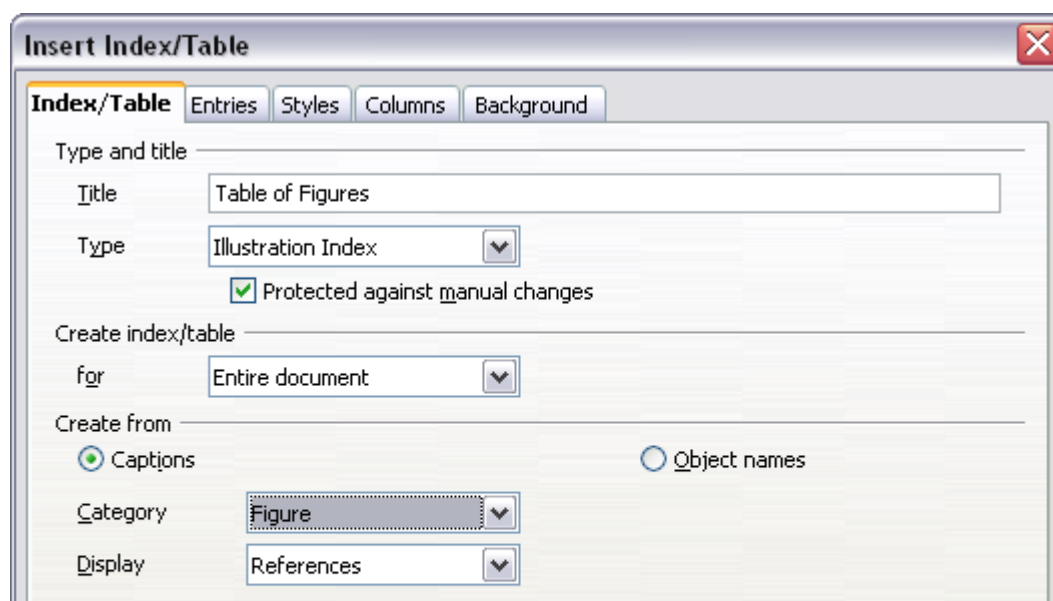


Figure 14. Creating other types of indexes

- 2) Be sure **Captions** is selected in the *Create from* section, and choose the category of caption. The default category is *Illustration*; in our example we have used *Figure* for the figure captions.
- 3) Under *Display*, you can choose References (to include the category, number, and caption text), Category and Number, or Caption Text. We have chosen **References**.
- 4) 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.

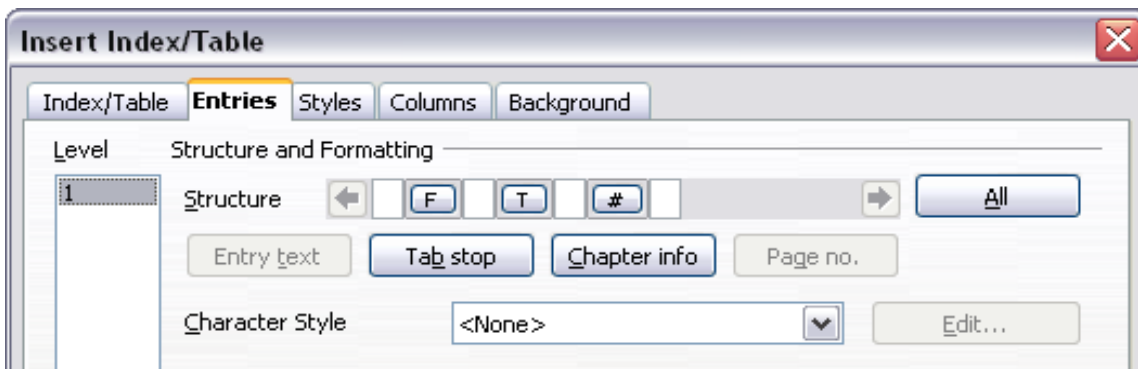


Figure 15: Entries tab for Illustration Index

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

Table of Figures¶	
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 14. Columns page of the Insert Index/Table dialog box.....	29¶
Figure 15. Viewing and editing index entries.....	30¶

Figure 16: Resulting index of illustrations

Bibliographies

A bibliography is useful 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.

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.

Creating a bibliographic database

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**. A window similar to that in Figure 17 is shown.

You can use the top portion of this window to:

- Filter for specific records within the database (see “Filtering records” below).
- Change some details of columns in the database (see “Changing column details”).
- Select an alternative data source (another database or table) or change details of the fields in the database.

The middle portion of the window shows each of the records in a table layout similar to that of a spreadsheet. Additional fields can be viewed by scrolling the table to the right.

The bottom portion of the window shows the contents of the selected record.

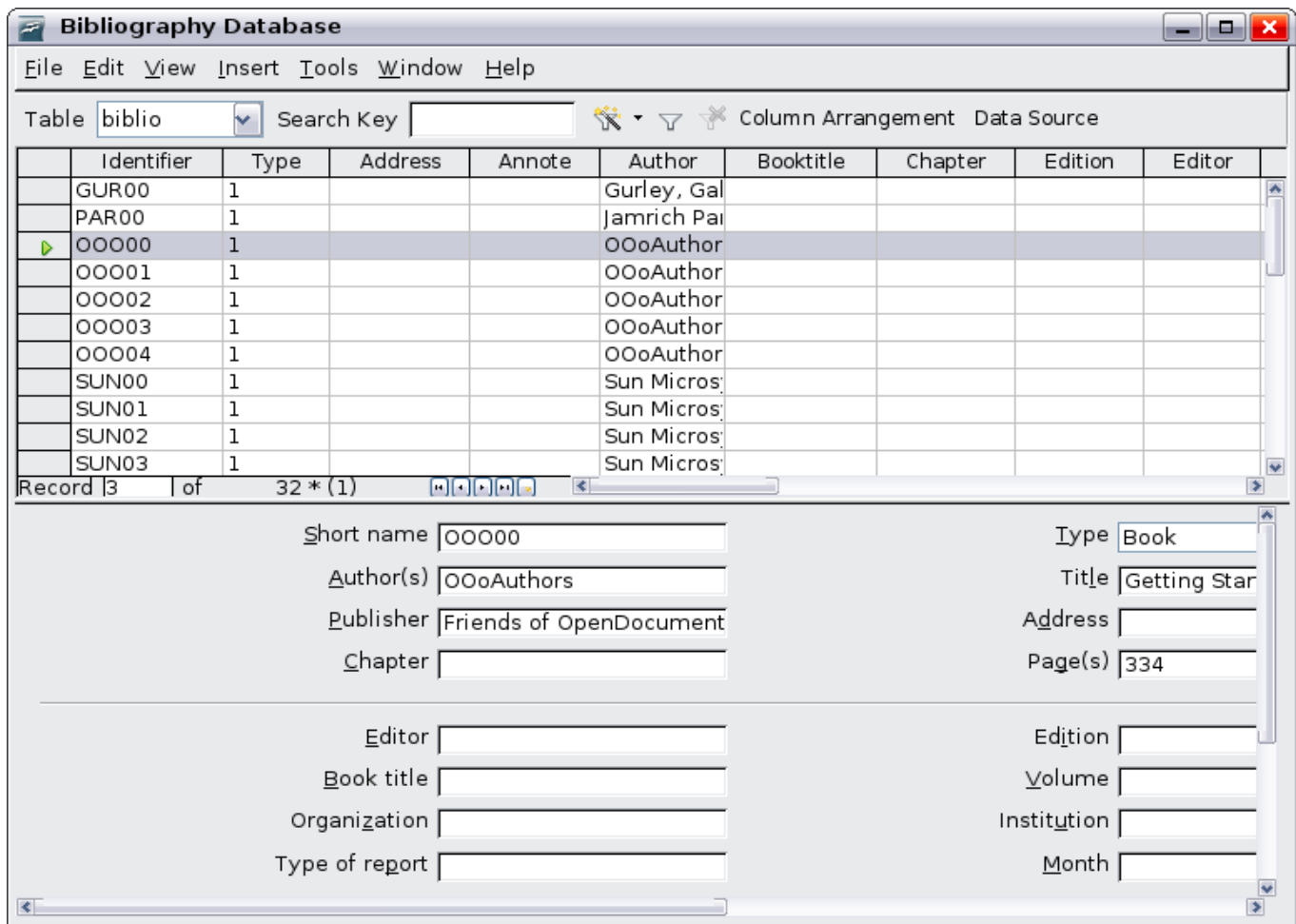


Figure 17. Bibliography Database main window

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 box (Figure 18), choose the fields, conditions and values for the filter and click **OK**.

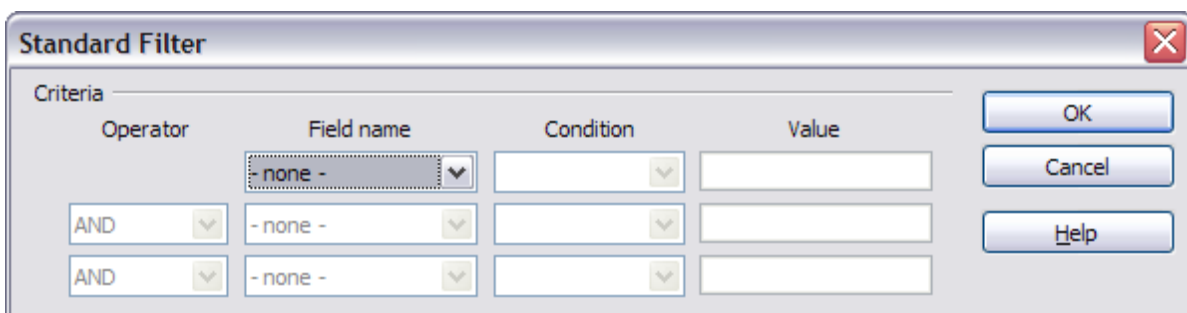


Figure 18. Setting up a filter for the bibliographic database

Changing column details

To change the details of columns in the bibliographic database, click the **Column Arrangement** button near the top of the window. The Column Layout for Table biblio dialog box (Figure 19) is displayed.

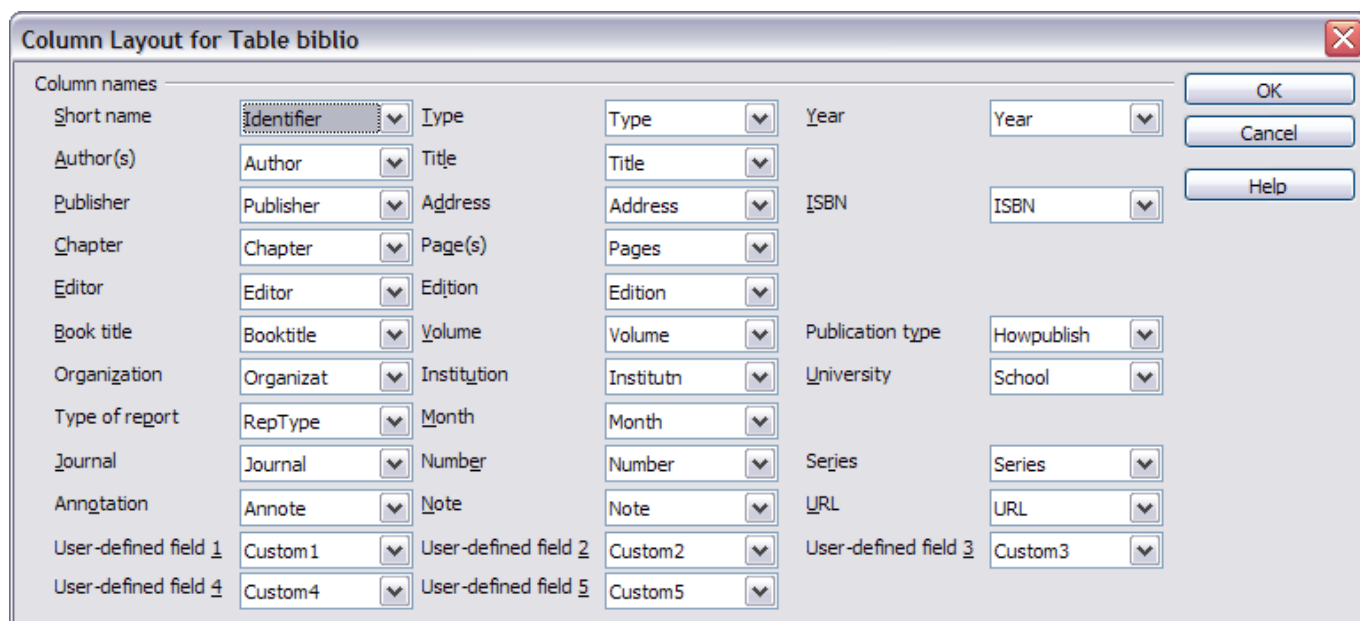


Figure 19. Changing column layout for bibliographic database

Changing the data source

To change the data source in use (for example, if you have more than one bibliographic database for different purposes), click the **Data Source** button near the top of the window. The Choose Data Source dialog box (Figure 20) is displayed.

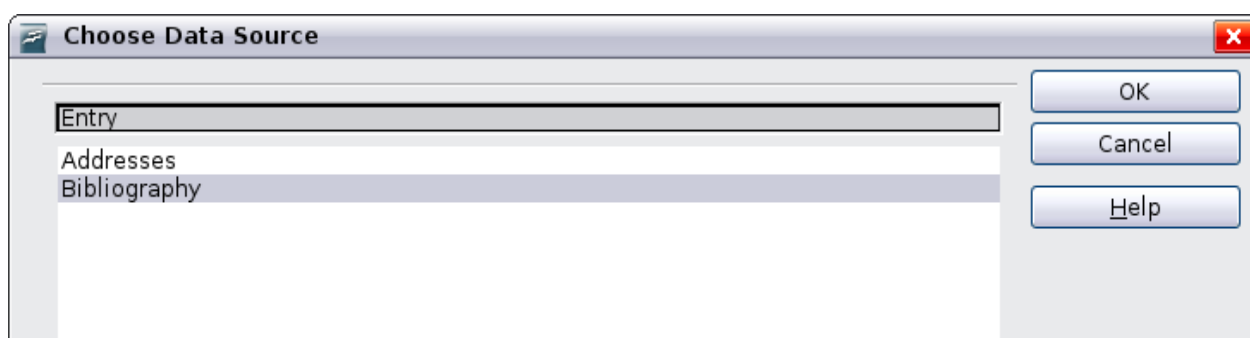


Figure 20: Choosing a different data source for the bibliographic database

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 21.
- 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.

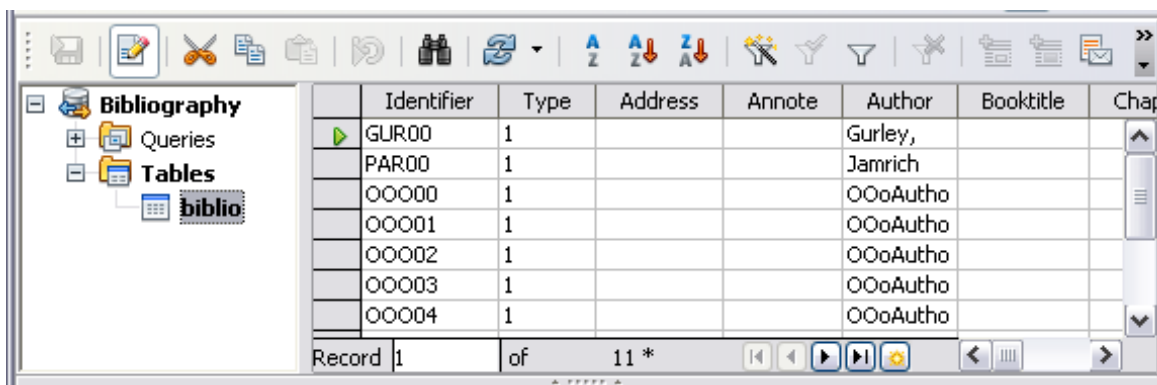


Figure 21. Data Source view of Bibliography database

- 3) Right-click on the table entry (*biblio* in the example) and select **Edit Database File** from the pop-up menu. This opens a window similar to Figure 22, which is the main menu for Base, the database component of OpenOffice.org.

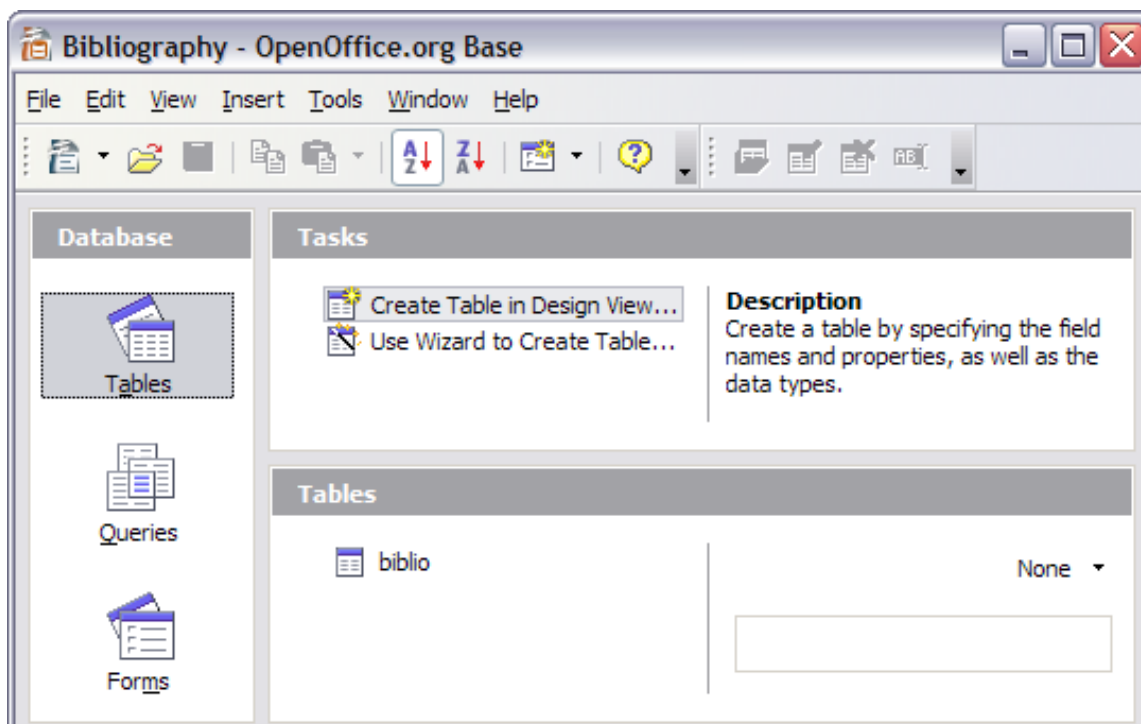


Figure 22. Main window for working with databases

- 4) If **Tables** (under the **Database** view) is not selected, select it now.
- 5) Right-click on the **biblio** table name in the **Tables** section and select **Edit** from the pop-up menu to display a window similar to that shown in Figure 23.
- 6) You can now select each of the rows and modify the Field Properties as required.
- 7) When finished, you will be asked to confirm that you want the changes saved.

Note

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

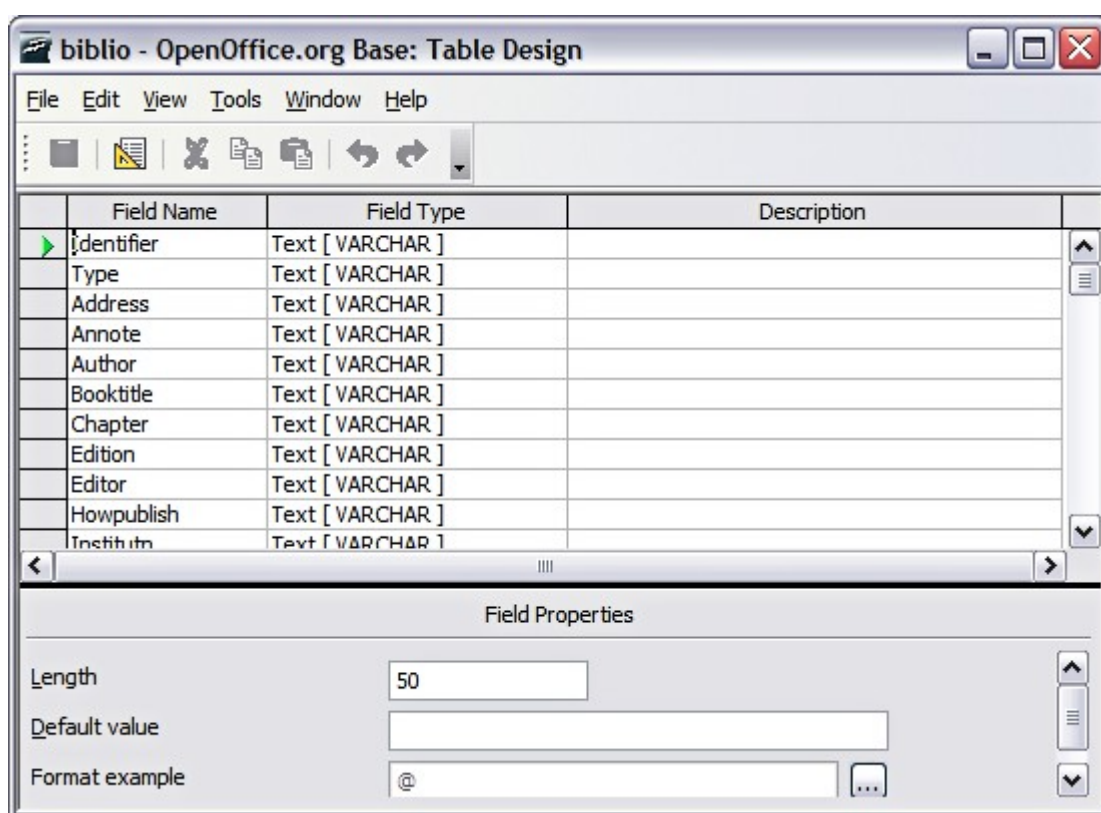


Figure 23. Modify table properties window

Adding entries to the database

To add entries to the database:

- 1) You can add records directly into the database using the lower portion of the window shown in Figure 17 on page 31.
- 2) Complete each of the fields as required. Use the *Tab* key to move between fields.
- 3) It is best to use a unique name in the *Short name* field. This is used when inserting entries into documents.

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

Note The *Identifier* column in the upper portion of the Bibliography Database window is labeled *Short name* in the lower portion of the window.

If your document requires [Author, date] style citations, use the Identifier (Short name) field of the database to record the information in the required format. If you are using a simple citation numbering system (for example, [1],[2],...), use a unique reference of some sort in the Identifier (Short name) field. Writer will auto-number entries based on the position within the document.

Maintaining entries in the database

To maintain entries in the database, use the Bibliography Database window as in the previous section. Click on the appropriate field and modify the text as appropriate.

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

Adding a reference (citation) into a document

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

- Using authors' names and dates of the referenced documents, for example [Smith, 2004], as recorded in the Identifier (Short name) of each bibliographic entry.
- 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 37.

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 box, shown in Figure 24, choose **From bibliography database** at the top of the dialog box. (You can also insert a reference from the document itself by

selecting **From document content**, but that method is not covered in this chapter.)

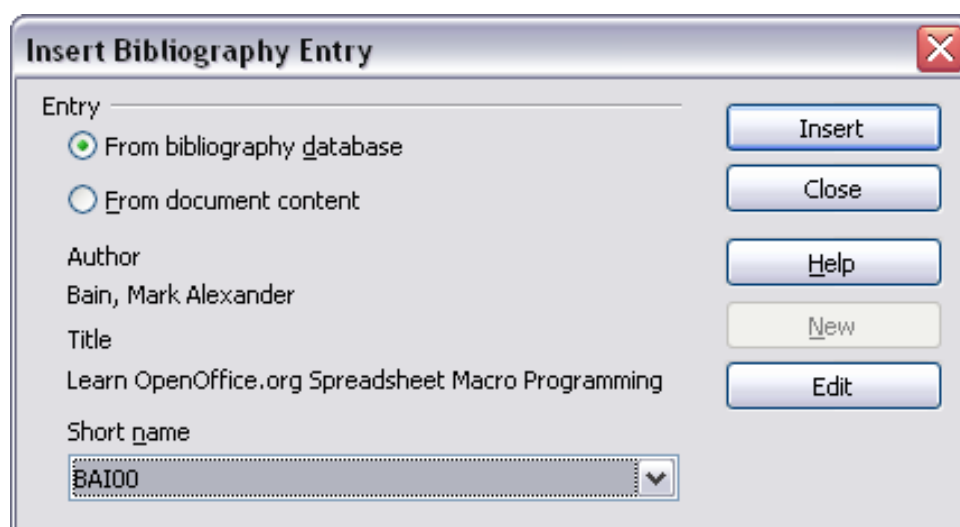


Figure 24. Inserting bibliographic entries into a document

- 4) Select the reference from the **Short name** dropdown list near the bottom of the dialog box. The Author and Title of the selected reference are shown in the middle of the dialog box, 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 box 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**.

Formatting the bibliography

Formatting the bibliography involves choices made in two places:

- Insert Index/table dialog (covered in this section)
- Bibliography 1 paragraph style (see page 39)

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 see a dialog box similar to that shown in Figure 25.

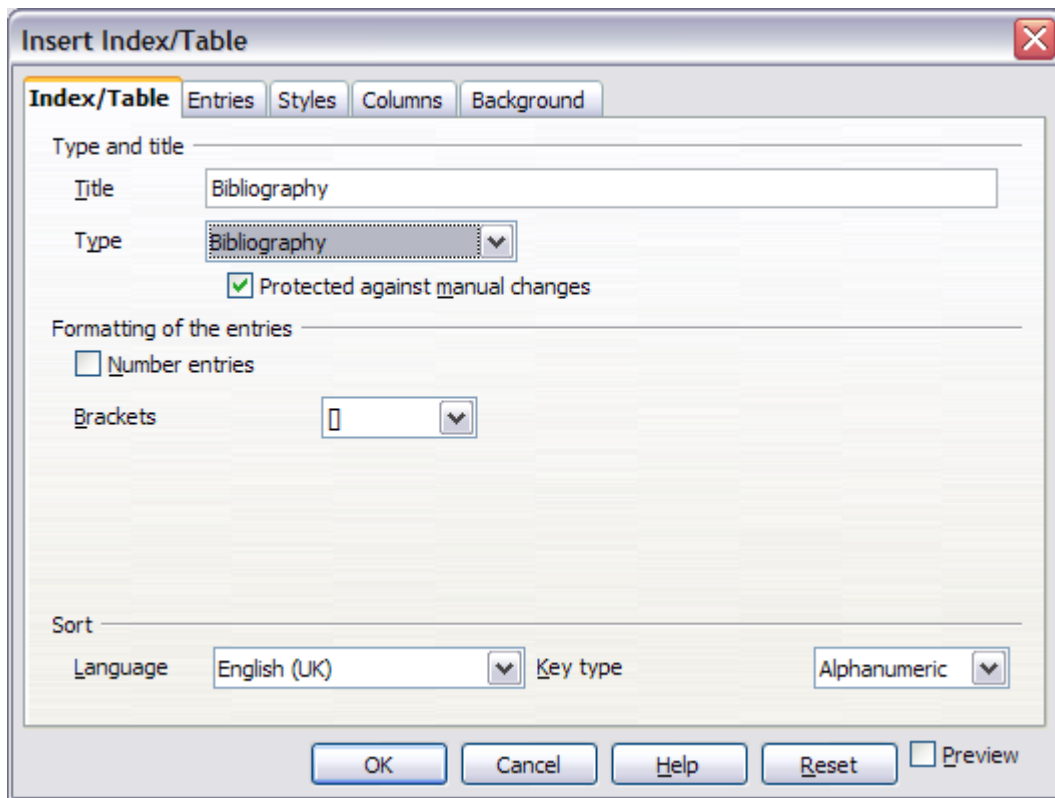


Figure 25. Inserting a bibliography

The Insert Index/Table dialog box has five pages.

Index/Table page

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.
- 3) To have the bibliographic entries numbered within the body of the document (for example, [1], [2], ...), select **Number entries**. If, however, you wish to have the field *Identifier* (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 the sequence that entries appear in the text is done on the *Entries* page.

Entries page

The structure of this page is similar to that for tables of contents and indexes (see Figure 26).

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

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

- **Au** - Author
- **Ti** - Title
- **Ye** - Year

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.

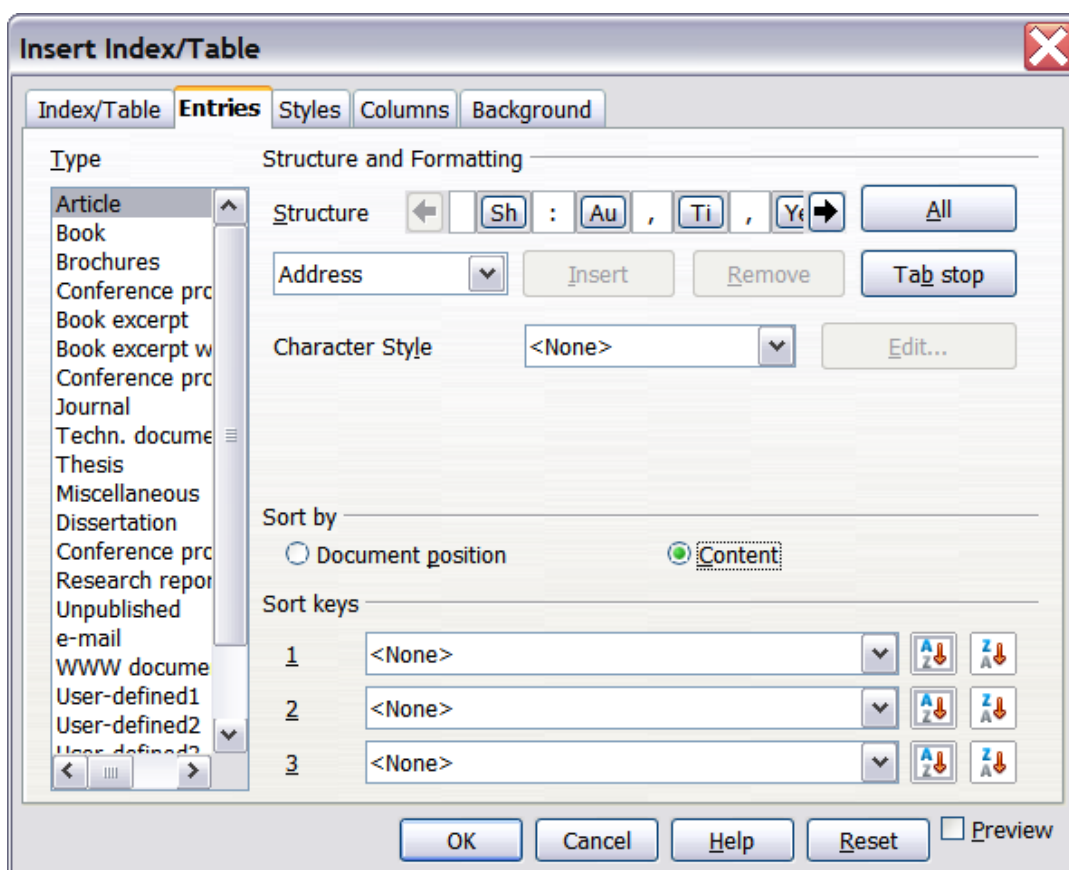


Figure 26. Entries page for bibliographies

Styles, Columns and Background pages

Refer to “Styles page” on page 15 and “Columns page” on page 25. Use of the Background page is in Chapter 4 (Formatting Pages).

Generating the bibliography

To generate the bibliography so that it appears in your document, click **OK**. The Insert Index/Table dialog box 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 pop-up 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 27.

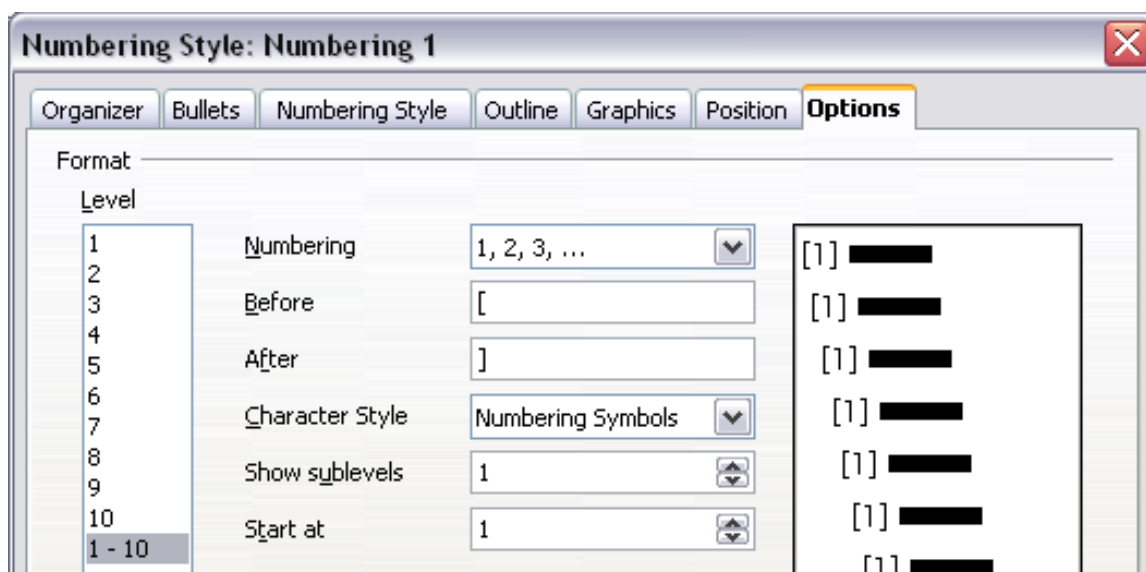


Figure 27: Specifying square brackets before and after the number in a list

- 3) Now go to the *Position* tab 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 28), we have chosen 1 cm.

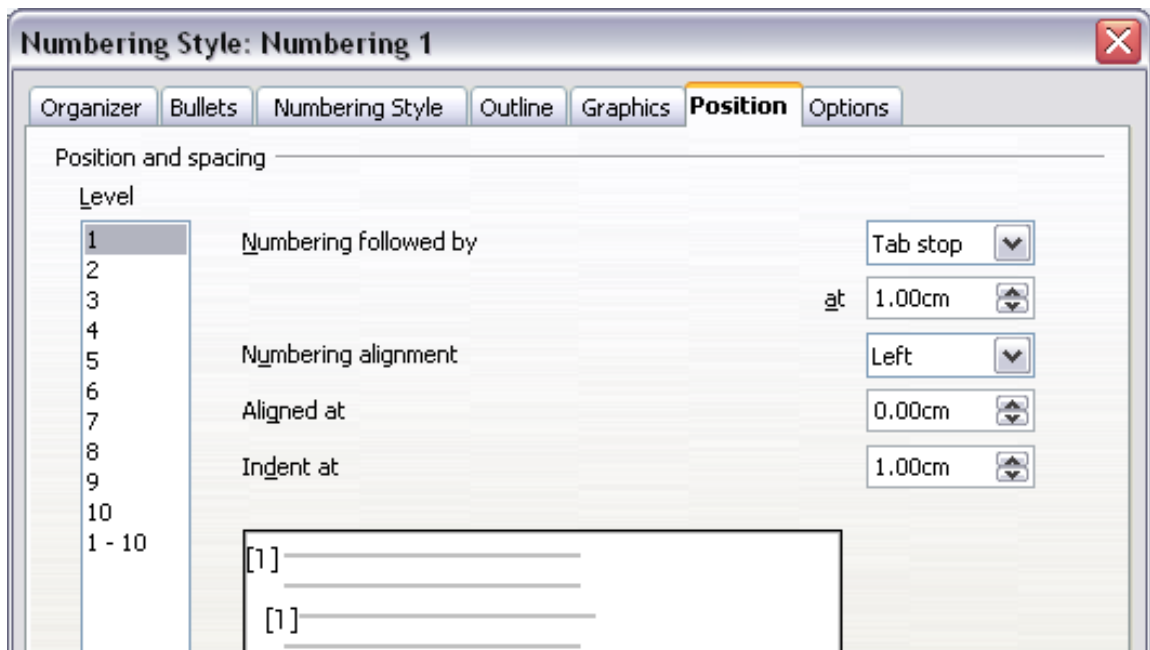


Figure 28: Setting the spacing between the margin and the text

- 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 *Numbering* tab and select *Numbering 1* from the drop-down list. (See Figure 29.) Click **OK** to save this change to the *Bibliography 1* paragraph style.

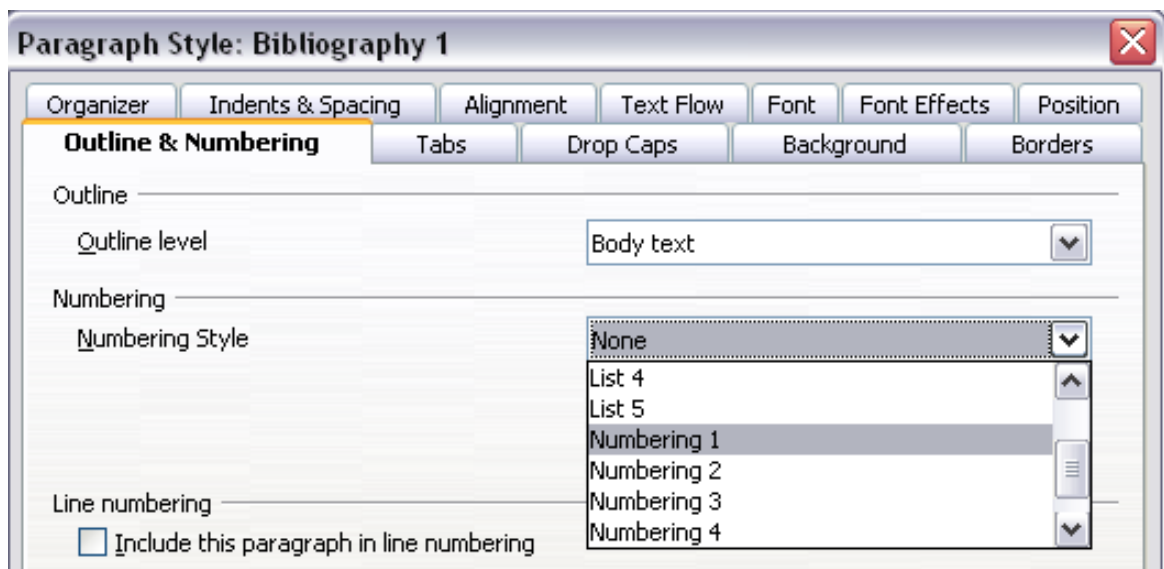


Figure 29: Applying a numbering style to a paragraph style

Now when you generate the bibliography, the list will look something like the one shown in Figure 30.

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 30: Result of settings for Bibliography 1 paragraph style

Updating and editing an existing bibliography

To modify the display of bibliography entries:

- 1) Click anywhere in the bibliography and then right-click.
- 2) From the pop-up menu, choose **Edit Index/Table**. The Insert Index/Table dialog box opens and you can edit and save the table using the five pages described in the previous section.

To update or delete the bibliography, follow the same process as described in the sections “Updating a table of contents” and “Deleting a table of contents” on page 17.

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) or Zotero (<http://www.zotero.org/>). Both programs are free and open source and are reported to work well with Writer.