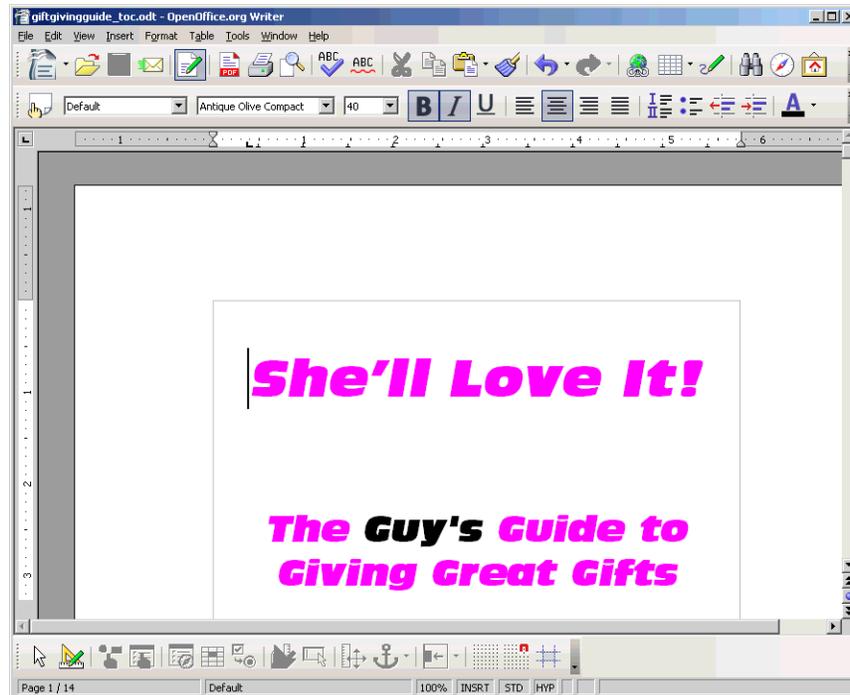# Creating Tables of Contents
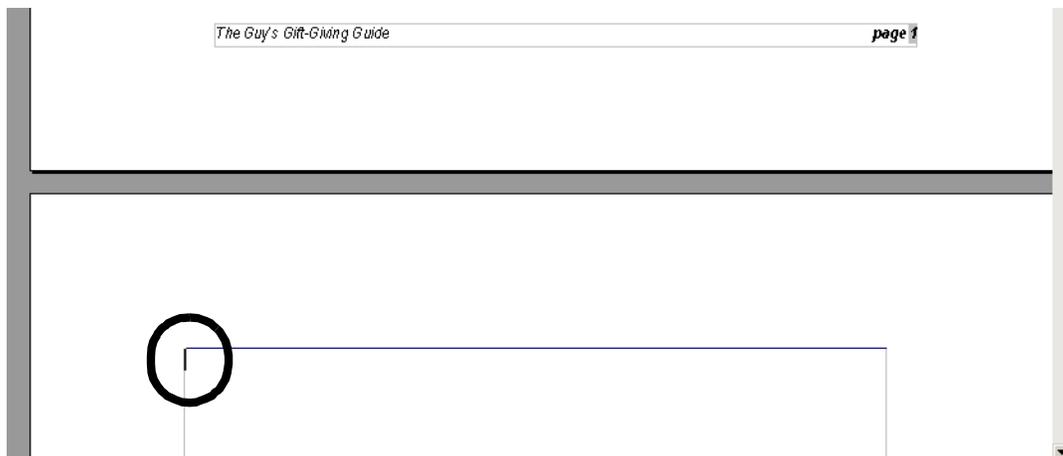
Creating a Simple TOC

You've received a partial submission from a new author. Your boss wants you to create a table of contents for it.
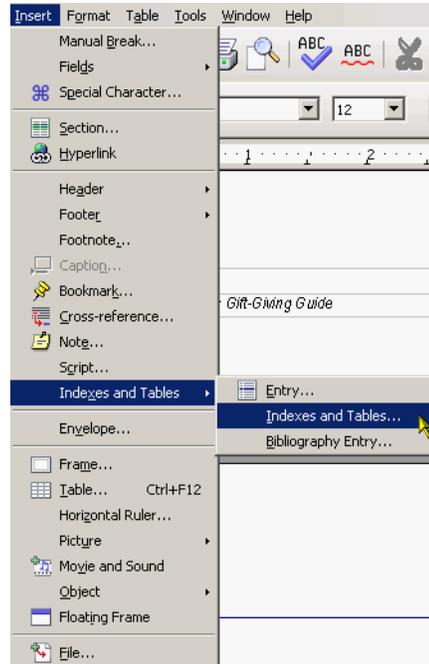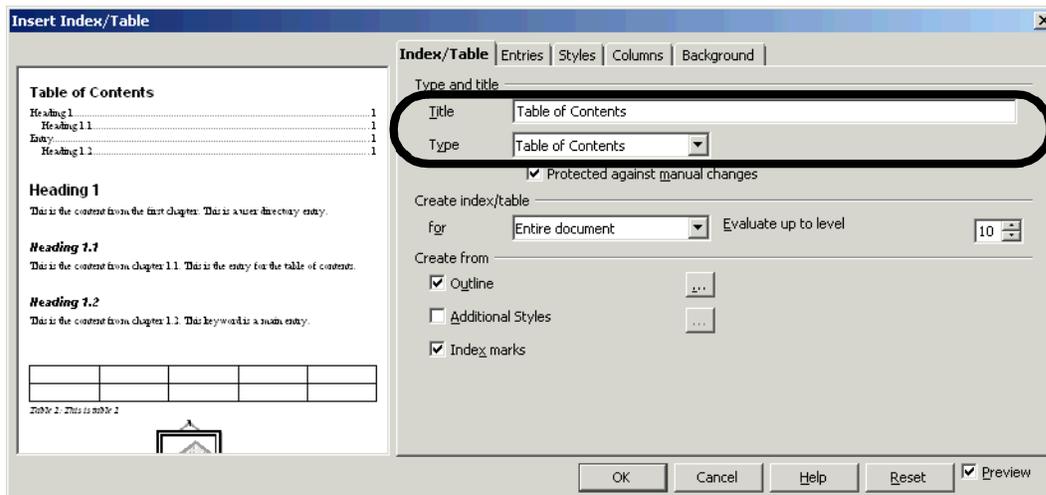
1 Open giftgivingguide_toc.odt.

2 Scroll to the second page and click below the visible page break.

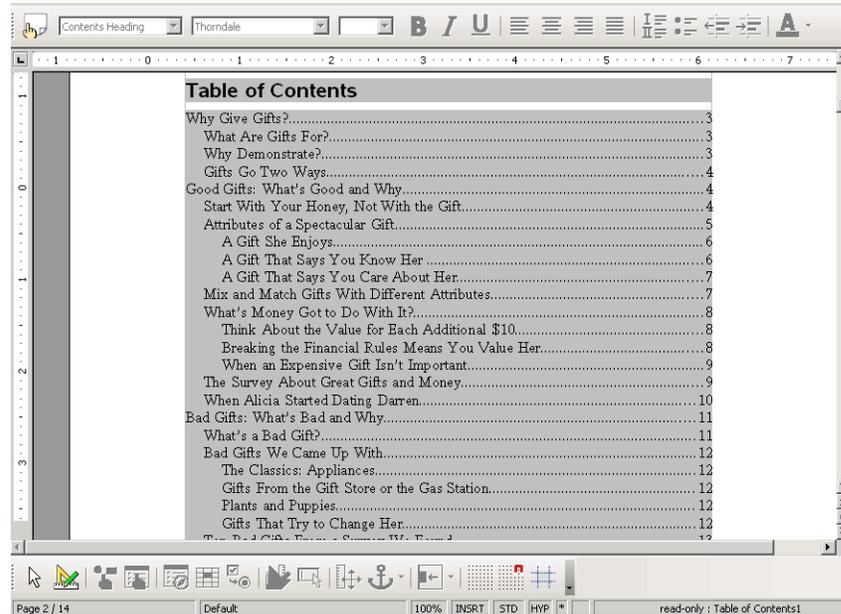**3**   Choose Insert > Indexes and Tables > Indexes and Tables.

4   In the Indexes and Tables window, be sure that a Table of Contents is selected.
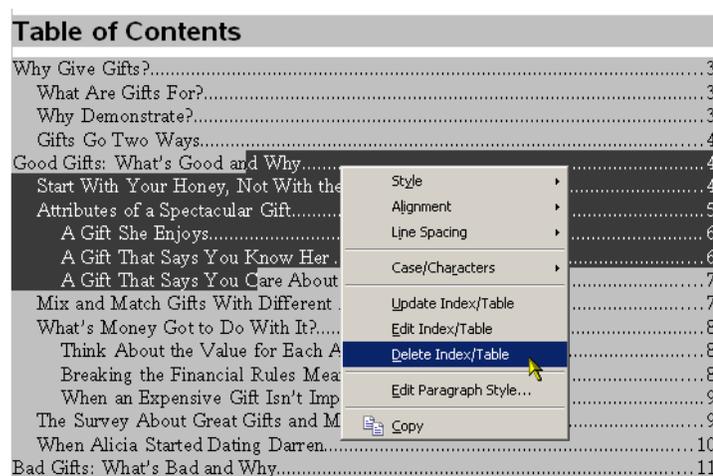
5   Click OK.

6   The TOC will appear.

Deleting a TOC

Most of the TOCs you'll create will be protected from direct editing. To change them, just do one of the following steps.

1   Open giftgivingguide_toc_finished.odt, or keep the document open from your last exercise.

2   Right-click in the TOC and choose Delete Index/Table.

3   The TOC will go away.

4   Close the file **without** saving changes, or press Ctrl Z to bring back the TOC. You'll be working with the TOC in this document again.

Updating a TOC After Changing Headings in the Document

1   Working Knowledge Publications has decided to publish the gift-giving guide, but the editors want to make some changes to the heading titles. You're going to make those changes and update the TOC to reflect the changes.

2   Open giftgivingguide_toc_finished.odt, and look at the TOC. You're going to change a couple of the headings.

Table of Contents

3   Go to page 4. You're going to change the heading **Gifts Go Both Ways**.

Gifts Go Two Ways

Your honey will appreciate thoughtful gifts, both objects and the thoughtful practical actions. That appreciation will come back to you on your birthday, or when you're sick, or you're really tired and just want to stay home instead of going with her to her friend's wedding.

Good Gifts: What's Good and Why

If you want a good gift, it's valuable to know what good is. Here's what we think.

4   Change the heading to **Gifts Give Back to the Giver**.

Gifts Give Back to the Giver

Your honey will appreciate thoughtful gifts, both objects and the thoughtful practical actions. That appreciation will come back to you on your birthday, or when you're sick, or you're really tired and just want to stay home instead of going with her to her friend's wedding.

5   Select the heading **Good Gifts: What's Good and Why** and change it to **What Makes a Wonderful Gift**.

Gifts Give Back to the Giver

Your honey will appreciate thoughtful gifts, both objects and the thoughtful practical actions. That appreciation will come back to you on your birthday, or when you're sick, or you're really tired and just want to stay home instead of going with her to her friend's wedding.

What Makes a Wonderful Gift

If you want a good gift, it's valuable to know what good is. Here's what we think.

6   Scroll back to the TOC and select a few lines.

7   Right-click on it and choose Update Index/Table.

Table of Contents

Menu items shown:
Style
Alignment
Line Spacing
Case/Characters
Update Index/Table
Edit Index/Table
Delete Index/Table
Edit Paragraph Style...
Copy

8   You'll see the TOC change to reflect the heading changes.

Table of Contents

Controlling What Is Listed in a TOC

You can make a good TOC just using the Heading styles. However, you can use other styles. For instance, if you forgot to use Heading styles and used your own Level 1, Level 2, etc styles, you could specify that you want to use Level styles only. Or you could specify that the first level is Heading 1 style, and the second level is your Topic2 style.

In this exercise, the premise is that the crazy desktop publishing person has already been formatting the submitted chapter for the gift-giving guide, creating her own styles instead of Heading1 and Heading2, and now you need to create the TOC for that version of the document too. What you did before won't work, so you'll need to approach it a little differently.

1   Open giftgivingguide_headingstyles.odt.

2   Click in the top heading on the third page and look at the style list. You'll see that instead of Heading1 style as before, the person who worked on this document created and applied different style headings, TopicHeading

for the top level. Click in the What Are Gifts For title and you'll see a different style, SubTopicHeading, in the style list.
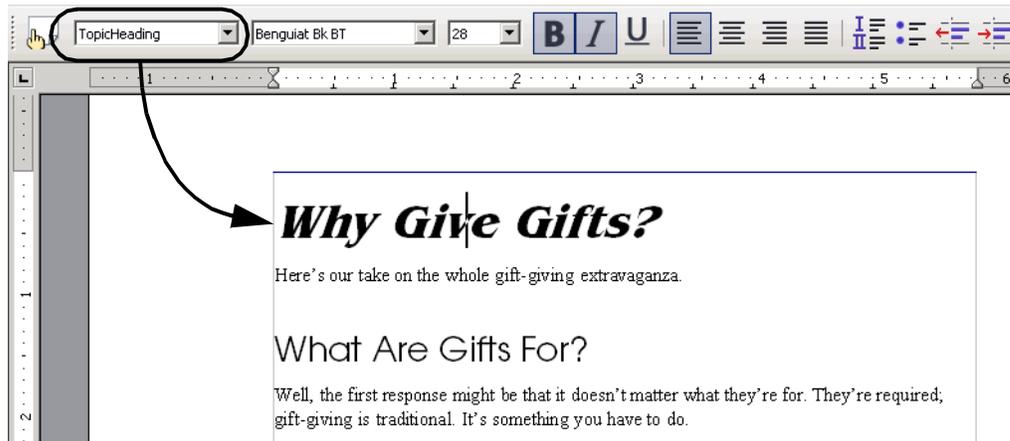
3 Click at the top of the second page of the document.
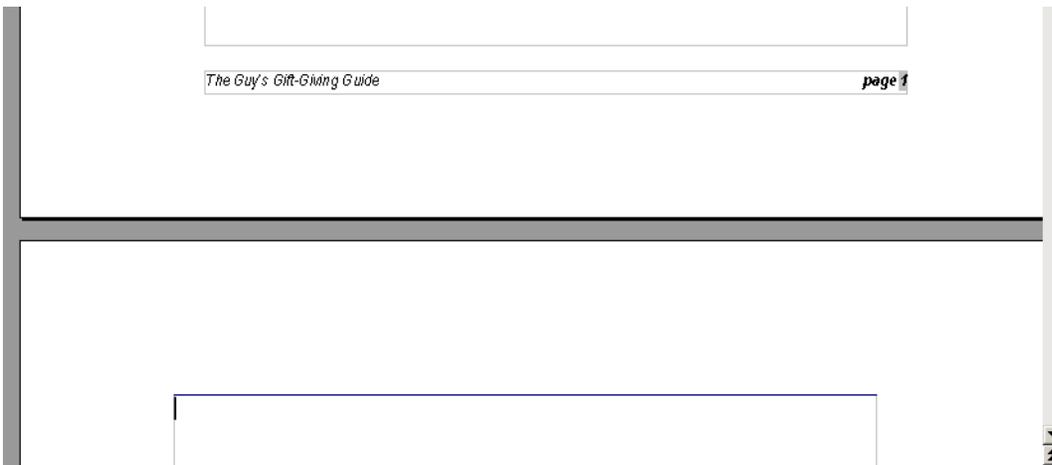
**4** Choose Insert > Indexes and Tables > Indexes and Tables.

5 Click OK.

6 You'll see only a few entries in the generated TOC because only Heading3 style is used for the headings in this document. You'll need to change, in the TOC configuration window, which heading styles the TOC generation process looks for, in order to get a complete TOC.

Table of Contents

A Gift She Enjoys...6
A Gift That Says You Know Her 6
A Gift That Says You Care About Her....................................7
Think About the Value for Each Additional $10.....................8
Breaking the Financial Rules Means You Value Her...............9
When an Expensive Gift Isn't Important................................9
The Classics: Appliances..12
Gifts From the Gift Store or the Gas Station........................13
Plants and Puppies..13
Gifts That Try to Change Her...13
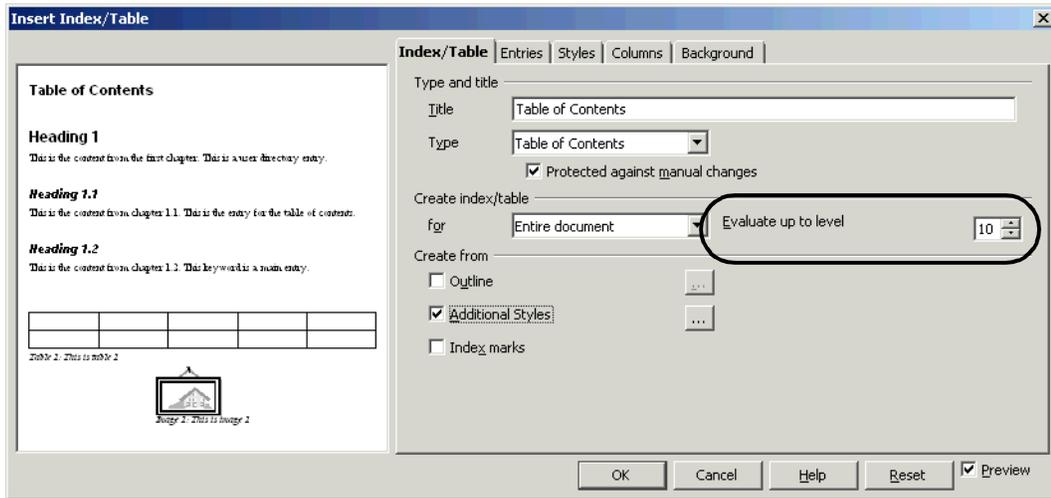
7 Select a few lines of the generated TOC.

8 Right-click on your selection and choose Edit Index/Table.

**9**   Deselect Outline and Indexes, and select Additional Styles, as shown.
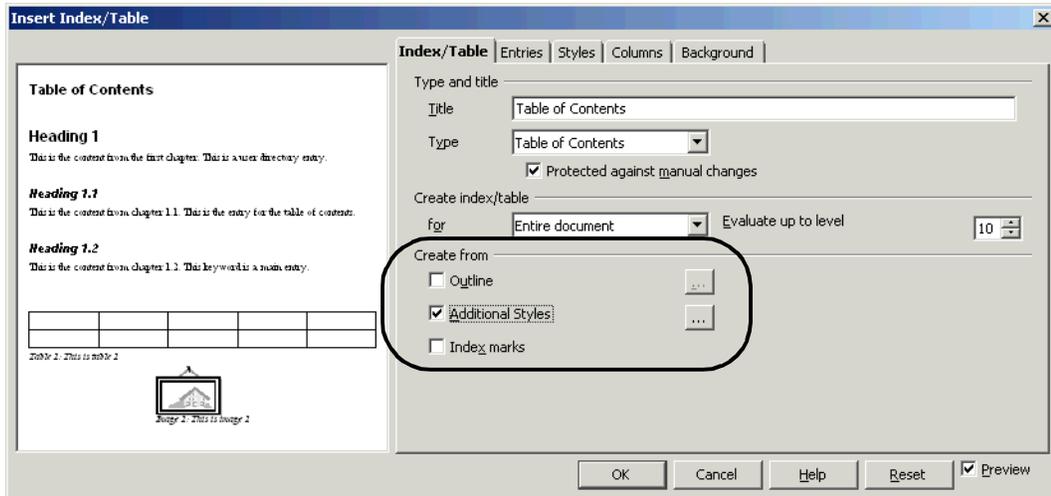
10 *Optional:* Note that the Evaluate Up To Level field shows 10. You can change this to 1 or 2 to restrict the number of levels shown in the TOC.


11 In this document, TopicHeading is the top level, followed by SubTopicHeading, then followed by plain old Heading3. You can specify this in this configuration window. Click the browse icon next to Additional Styles.
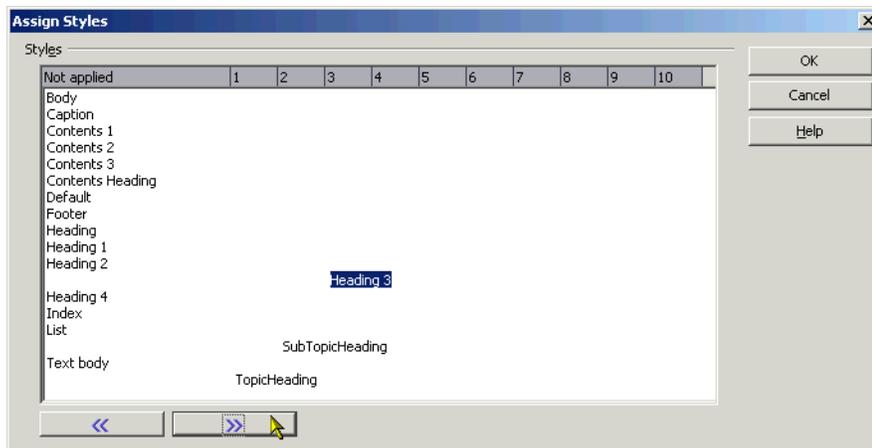
12 Scroll down to the TopicHeading style. Click the right-facing arrow to move it to the 1st space.
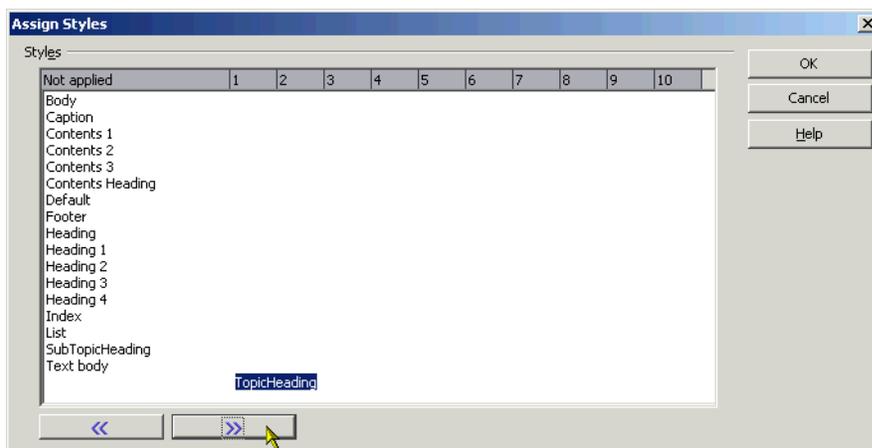
13 Scroll to the SubTopicHeading, select it, and click the right-facing arrow twice to move it to the 2nd space.
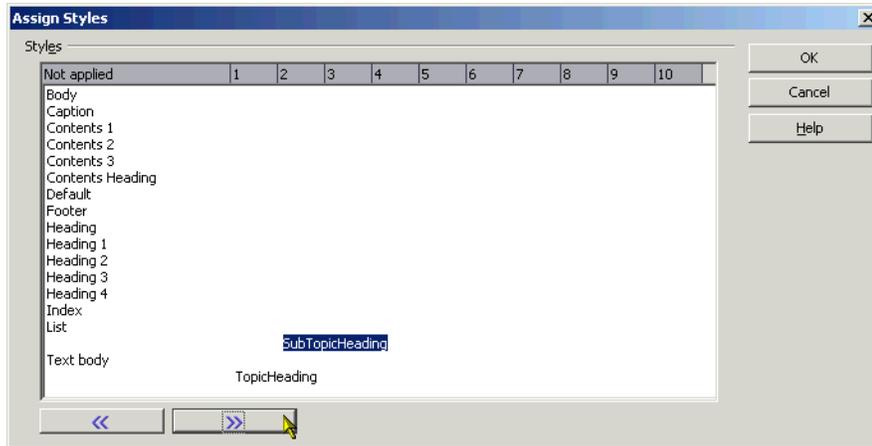
14 Select the Heading3 style and click the right-facing arrow three times to move it to the 3rd space.

**15** Click OK.

16 Click OK in the TOC window.

17 The TOC will appear in the document. It will look the same as the others, but it's generated based on text that has different styles.
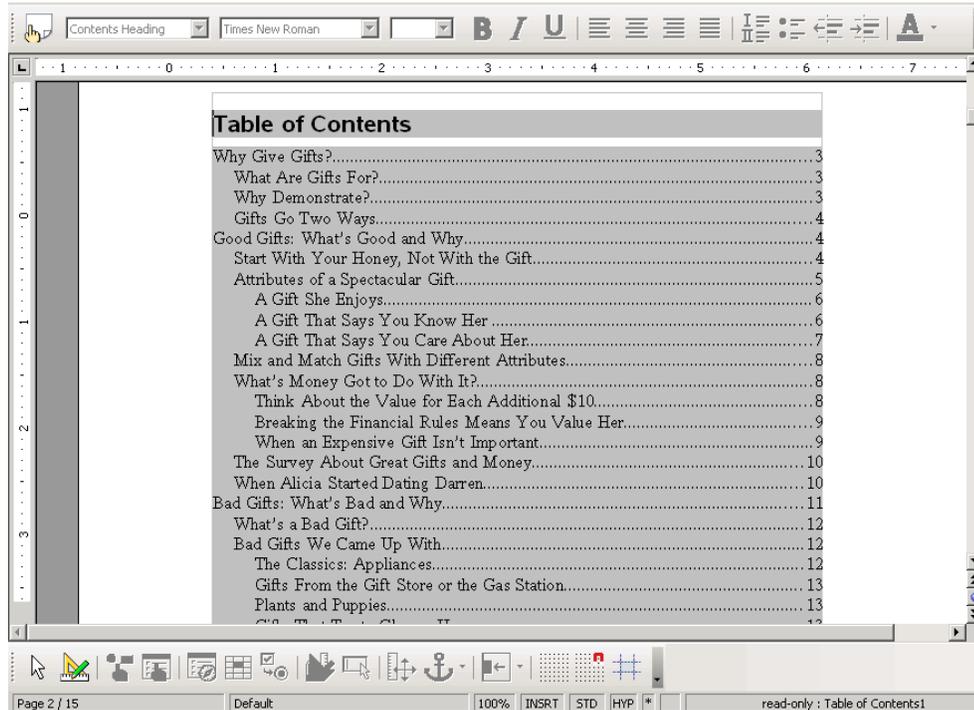

Controlling TOC Setup

The default formatting and indents work pretty well, and if you choose not to have the TOC protected from formatting, you can format it after the fact. However, if you want to build formatting into the TOC, here's how.

1 You want a more dynamic TOC for the giftgivingguide_toc_finished.odt. Open it.

2 Select part of the TOC and right-click on it. Choose Edit Index/Table.
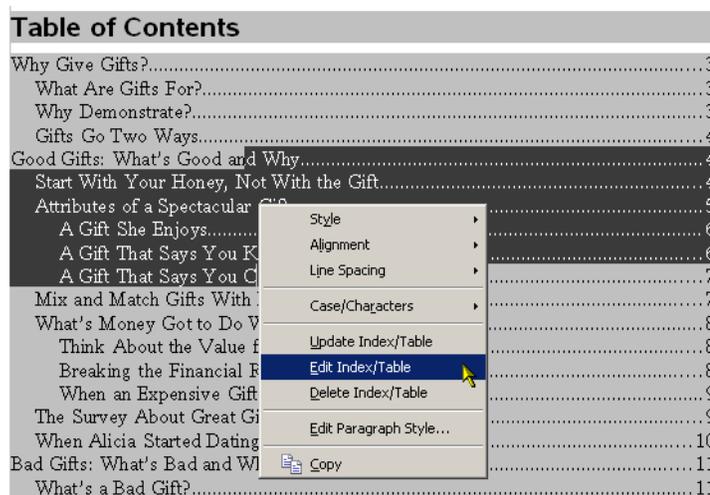
3   In the TOC window, click the Entries tab.
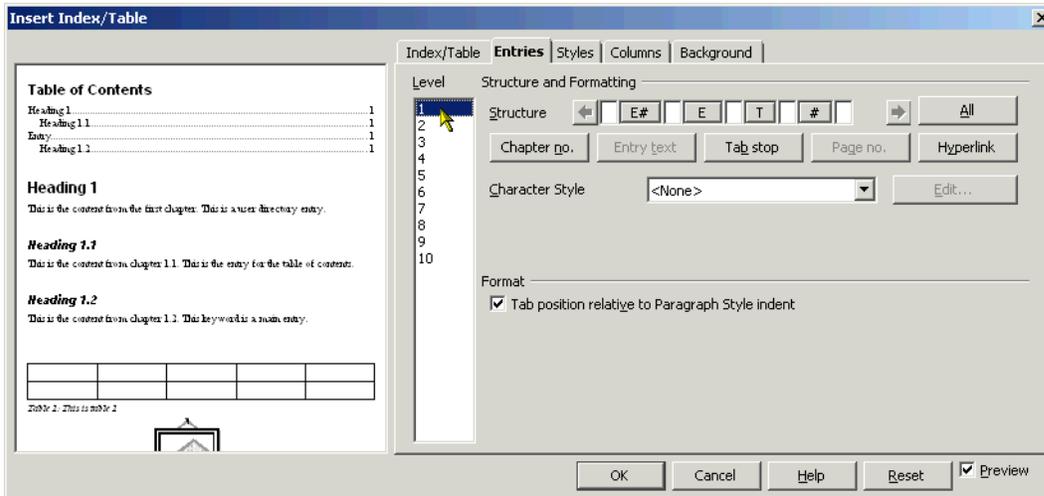
4   Click on the # symbol representing the page number.
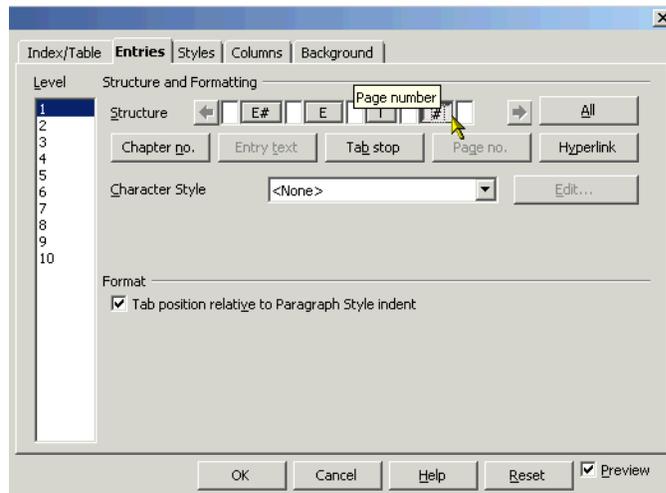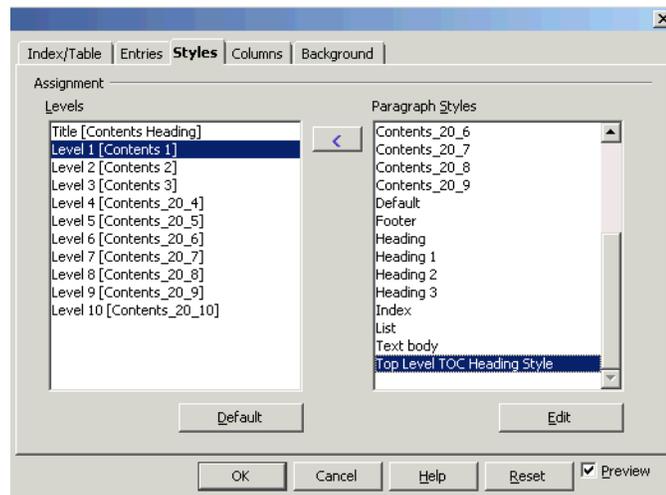

5   From the Character Style list, select Strong Emphasis.
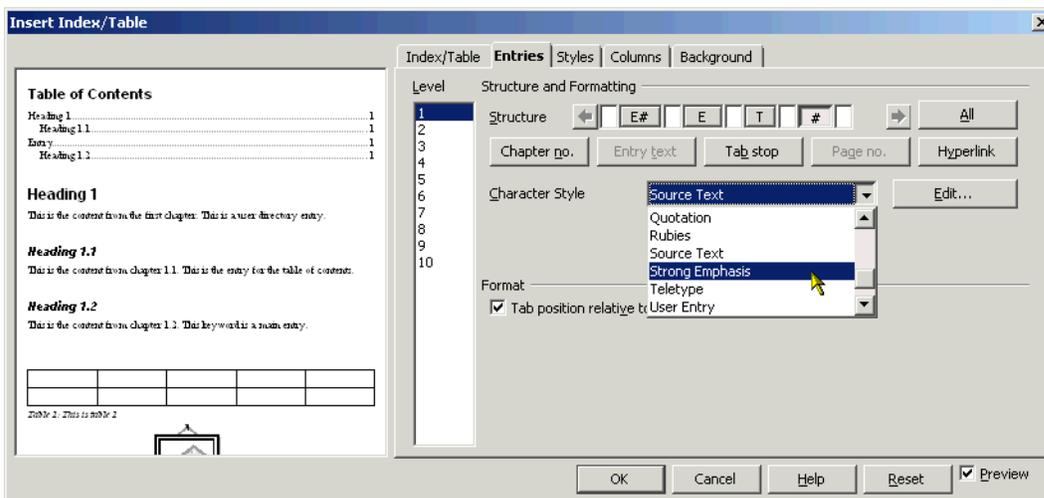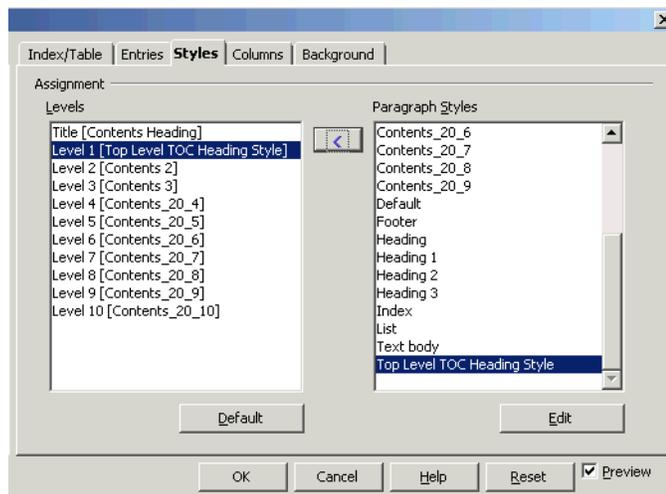
6 Click All to make that formatting apply to page numbers for all levels.
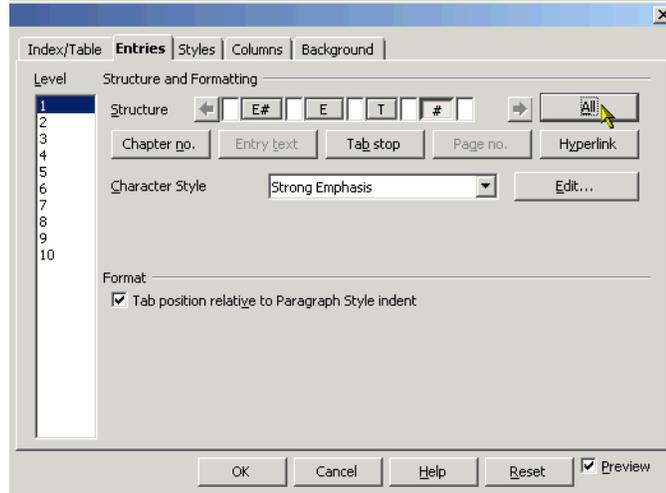
7 Click the Styles tab of the same Insert Index/Table window.

8 Select **Level 1** in the Levels list, and in the Paragraph Styles list, select **Top Level TOC Heading Style** .

9 Click the arrow between the lists to assign the **Top Level TOC Heading Style** style to Level 1.

10 The tocexpanded_toplevel style will be applied to Level 1 of the TOC.

11 Click OK to insert the formatted TOC. It will look something like this.\



Creating a Hyperlinked TOC

When you distribute a copy of a document with a TOC in it, your readers might like to be able to click on one of the items in the TOC and go straight to that part of the document. It's also just a nice navigational device for you. It's also really easy to do.

Note: The hyperlinks don't appear to be transferred when you use the OpenOffice.org Export to PDF feature.
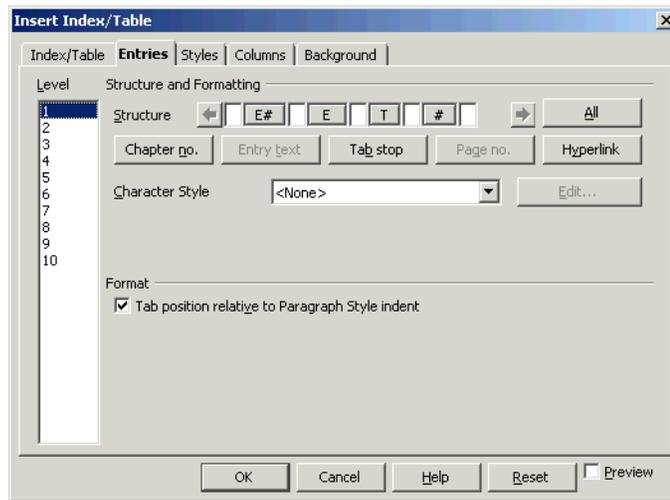
1 Open the giftgivingguide_toc_links.odt document.

**2** Select part of the TOC, right-click, and choose Edit Index/Table.
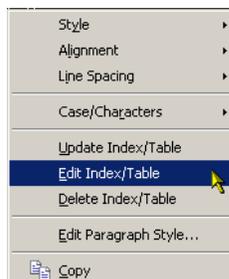
3   To remove the large left-hand preview side of the window, unmark the Preview checkbox in the bottom right corner. (This isn't essential to the procedure; just an option.)
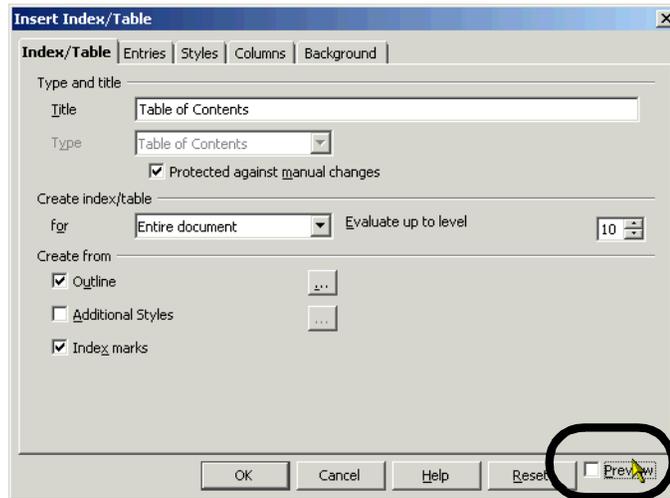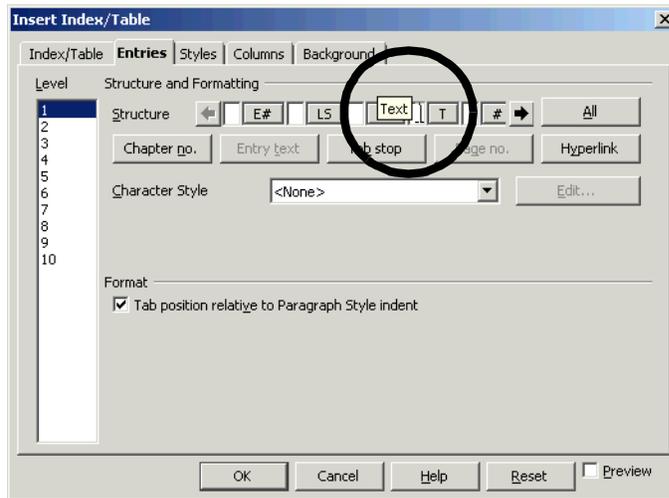

4   Click the Entries tab.

5   Let's say that you want to make every entry in the TOC hotlinked so that clicking on it takes you to the corresponding heading in the document. And you're going to put the hotlink just around the heading part, not the page number. To do this, begin by clicking to the left of the **E** entry, which corresponds to the heading text.
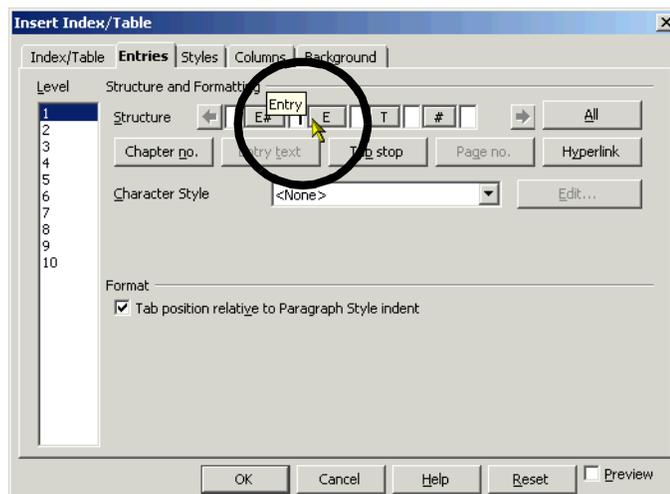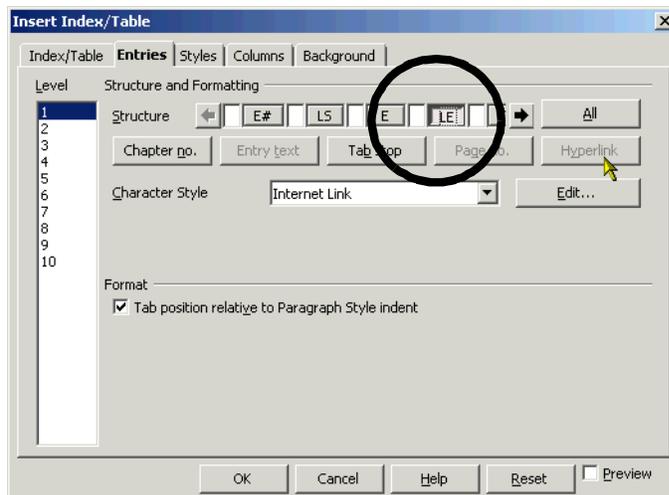
6   Click the Hyperlink button. An **LS** entry will be added where the cursor was, indicating the beginning of the link.
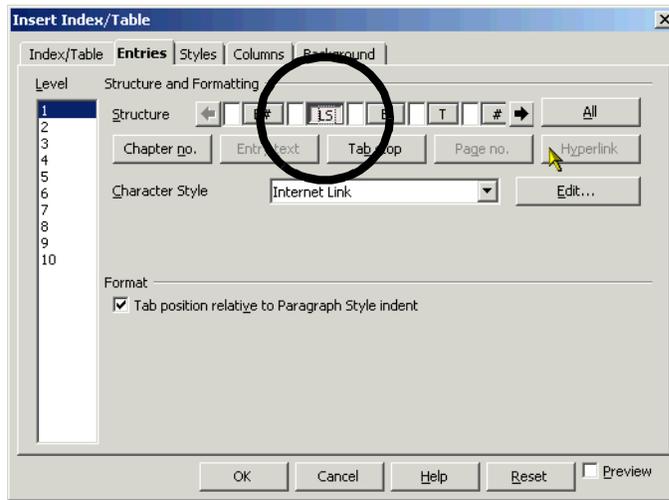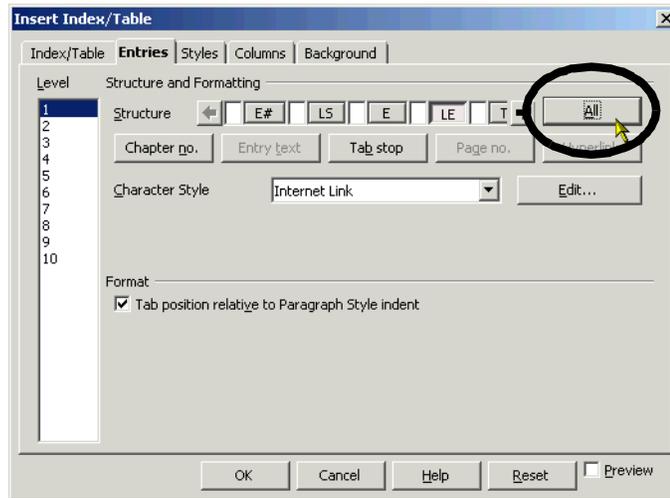

7   Click immediately after the same **E** entry.

8   Click Hyperlink again. An **LE** entry will be added where the cursor was, indicating the end of the link.

9 If you left things as is, the hyperlink would apply only to top-level heading entries. However, you want all entries to be hyperlinked, so click the All button.

10 Click OK. The TOC will look something like this.