Chapter 12
Creating Tables of Contents, Indexes and Bibliographies

OpenOffice.org

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Contents

Introduction

This chapter shows you step-by-step how to create and maintain a table of contents, 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.

Creating a table of contents

Writer's table of contents feature lets you build an automated table of contents from the headings in your document. 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 custom styles for the different levels in the table of contents as well. This document uses the default styles for simplicity.

Creating a table of contents quickly

Although tables of contents can be customized extensively in Writer, most of the time you will probably find the default to be fine. Creating a quick table of contents 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 table of contents. You can use more levels of headings, but the default setting is to use only the first three levels in the table of contents. It could look like Figure 1 if you used the default styles.

2) Place the cursor where you want the table of contents to be inserted.

3) Select **Insert > Indexes and Tables > Indexes and Tables**.
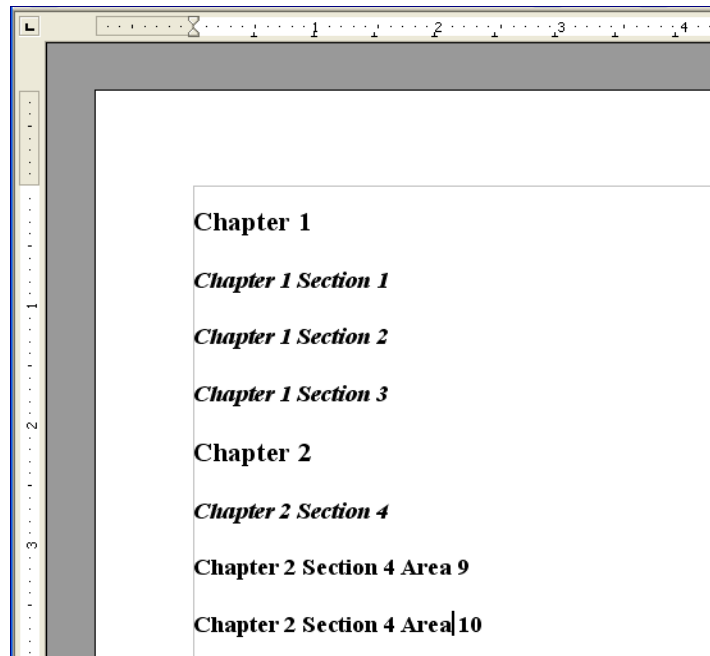
Figure 1: Headings example

4) Change nothing in the Insert Index/Table dialog box (Figure 3). Click **OK**. The result will look like Figure 2.

Figure 2: Table of contents example

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) Place the cursor within the table of contents.

2) Right-click and select **Update Index/Table** from the pop-up menu.

Note	If you cannot place your cursor in the table of contents, choose **Tools > Options > OpenOffice.org Writer > Formatting Aids**, and then select **Enable** in the *Cursor in protected areas* section.

TIP	You can customize an existing table of contents at any time. Right-click anywhere in it and select **Edit Index/Table** from the pop-up menu. Continue as described in the next section, "Customizing a table of contents".

Customizing a table of contents

To insert a customized table of contents into your document:

1) Place the cursor where you want to insert the table of contents.

2) From the main menu, choose **Insert > Indexes and Tables > Indexes and Tables**. The Insert Index/Table dialog box opens.
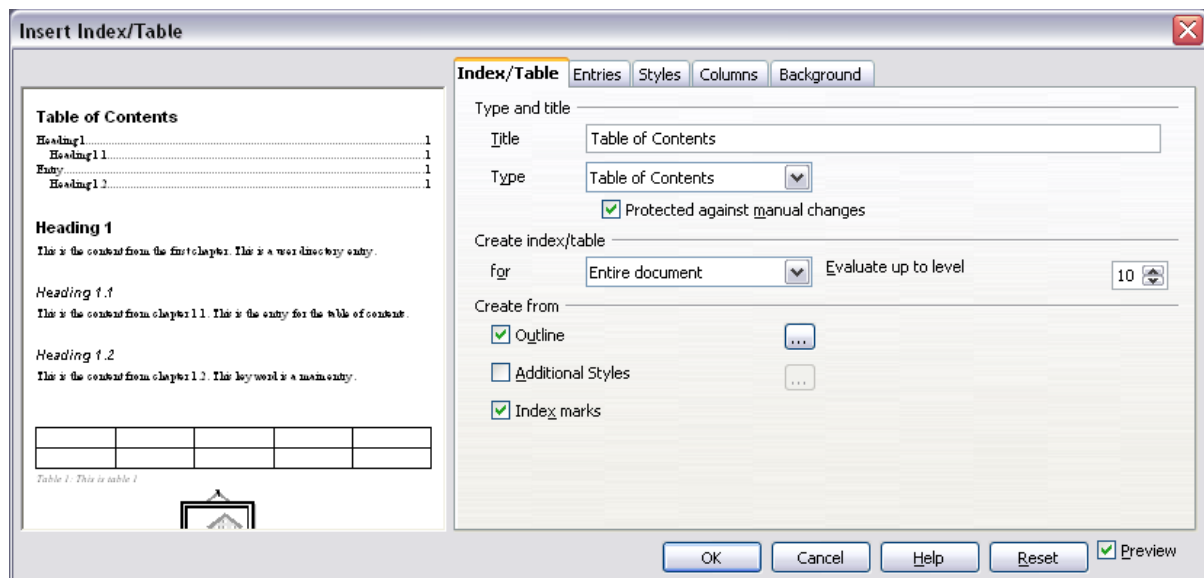
Figure 3. Index/Table page of Insert Index/Table dialog box

The Insert Index/Table dialog box (Figure 3) has five pages. Any or all of them can be used when creating or editing a table of contents:

- Use the *Index/Table* page to set the attributes of the table of contents.

- Use the *Entries* and *Styles* pages to format the entries in the table of contents.

- Use the *Columns* page to put the table of contents into more than one column.

- Use the *Background* page to add color or a graphic to the background of the table of contents.

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

After making all your changes, click **OK** to save the table of contents so it appears in your document**.**

Using the Index/Table page

Use the *Index/Table* page, pictured in Figure 3, to set the attributes of the table of contents.

Adding a title

To give the table of contents a title, type it in the *Title* field. (You can change an existing title by typing over it.) To delete the title, clear the *Title* field.

Setting the type of index

You can create several types of indexes. They include:

- Table of Contents
- Alphabetical Index
- Illustration Index
- Table of Objects
- Bibliography

You can also create user-defined 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.

Choosing the scope of the table of contents

From the *for* drop-down list in the *Create index/table* area, select **Entire document**. There is an additional option to create a table of contents for just the current chapter. For more information, refer to **Help > OpenOffice.org Writer > Contents**.

Creating a table of contents from an outline

This selection creates the table of contents using outline levels; that is, paragraphs formatted with one of the predefined heading styles (*Heading 1-10*) are added to the table of contents in order.

Click on the (...) button next to the checkbox to change the numbering properties of the table of contents. This can be useful if you want to put numbers in front of each level of the contents, as in Figure 4.
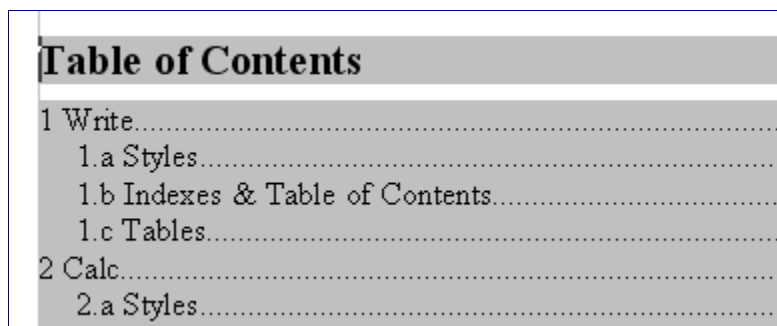
Figure 4: Table of contents with numbers

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.

Protecting against manual changes

To stop the table of contents being changed accidentally, select the **Protected against manual changes** checkbox. If this box is checked, the table of contents can only be changed using the context menu or the Insert Table/Index dialog box. If the box is not checked, the table of contents can be changed directly on the document page, just like other text.

TIP	Any manual changes to a table of contents are lost when you update it.

Changing the number of levels included

Writer displays a default setting of 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, enter the required number in the *Evaluate up to level* box.

Creating from additional styles

Writer automatically assigns to the table of contents all paragraphs formatted with the default heading styles (*Heading 1*, *Heading 2*, and so on). To assign paragraphs formatted with other styles, including custom styles:

1) In the *Create from* area, select the **Additional Styles** checkbox.

2) Click the (**...**) button to the right of the checkbox. The Assign Styles dialog box (Figure 5) opens.
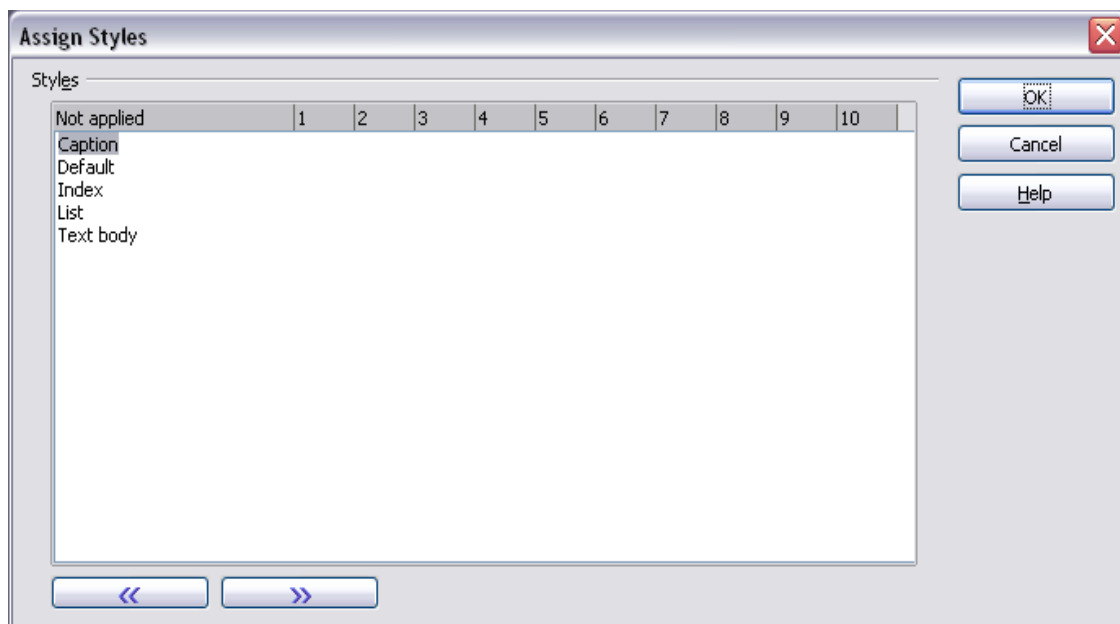
Figure 5. Assign Styles dialog box

3) In the *Not applied* column, click the style that you want to assign to the table of contents.

4) 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.

5) Click **OK** to save your changes and return to the *Index/Table* tab or click **Cancel** to return without saving your changes.

Note	If the outline box is checked, any changes you make to the position of one of the predefined *Heading* styles will be superseded by the default outline structure.

Using the Entries page

Use the *Entries* page, pictured in Figure 6, to define and format the entries in the table of contents. For each outline level, you can add and delete elements such as chapter (heading) numbers, and you can also apply character styles to individual elements.
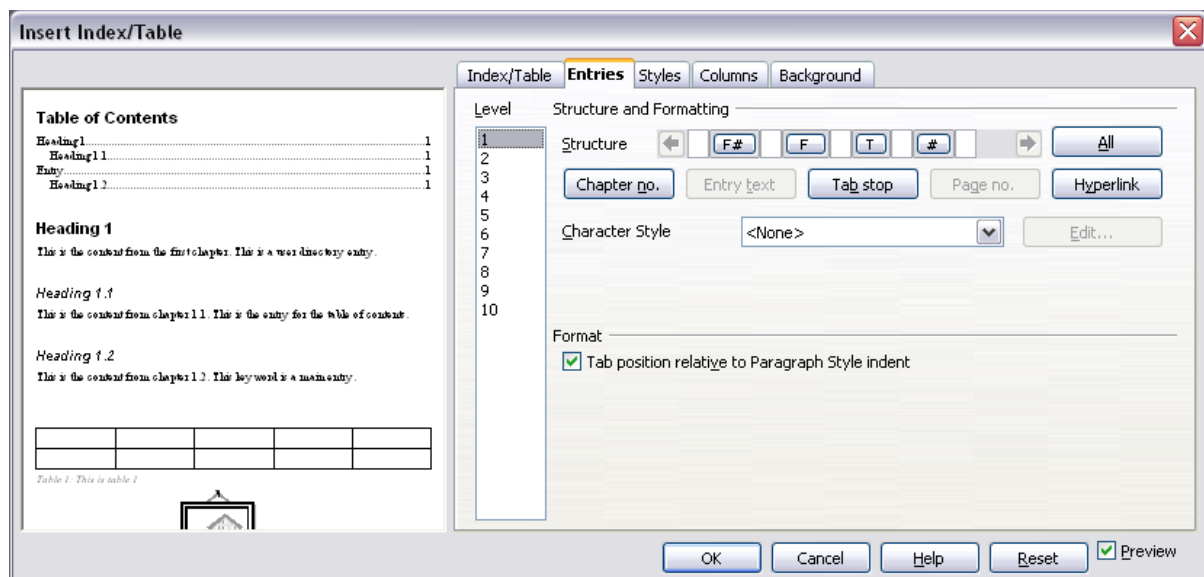
Figure 6. Entries page of Insert Index/Table dialog box

To begin, click a level number in the *Level* column to select the outline level whose elements you want to format. (You will be able to apply changes to all outline 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 "chapter number", which means the heading number, not just for chapters but also for other levels of headings.

- The **E** button represents the entry 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	On some operating systems, such as Windows XP, the **E#** and **E** buttons display as **F#** and **F**, and the **LS** and **LE** buttons display as **IS** and **IF**.

Note	If the chapter number defined for your document includes the word "Chapter" before the number itself, then the **E#** field in the table of contents 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 table of contents as "**Chapter 1-1**", which is probably not what you want.

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.

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 five buttons just 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.

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 7 represents the completion of the above steps. The number and the text of the entries on that level will now be hyperlinks.
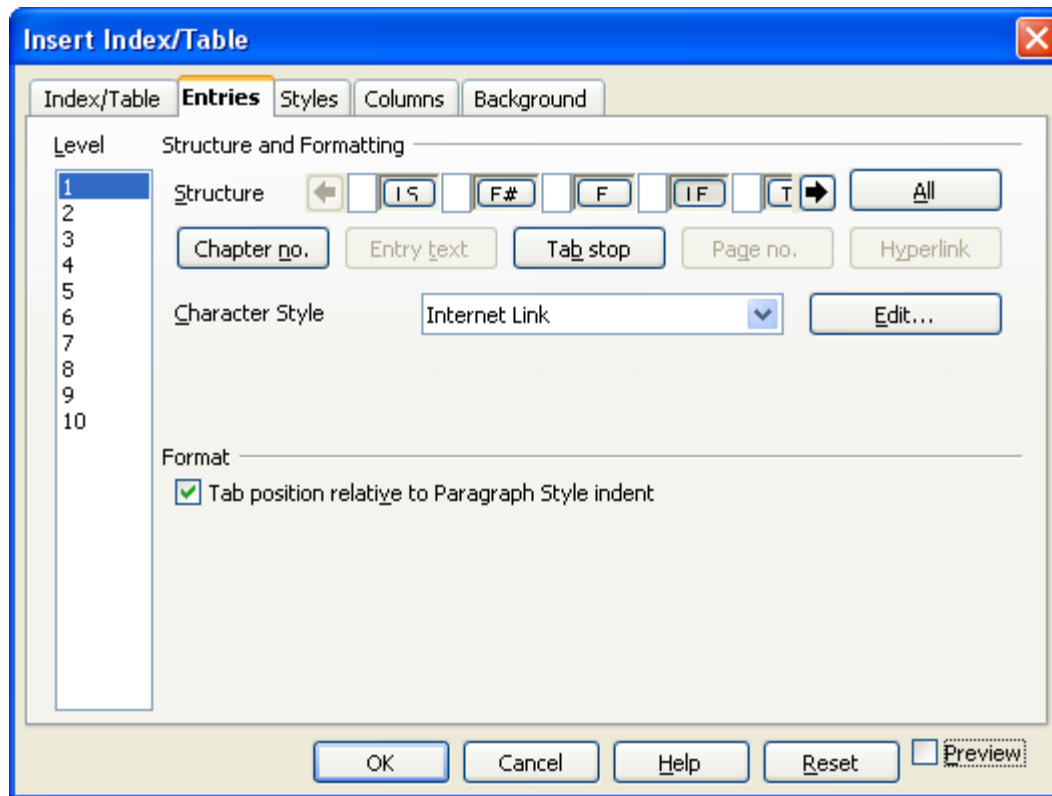
Figure 7: Hyperlink in table of contents

Applying character styles

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) From the *Character Style* drop-down list, select the desired style. Writer applies the selected 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.

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 checkbox is selected, 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 checkbox is not selected, tab stops will be relative to the left margin position.

Using the Styles page

Use the *Styles* page, pictured in Figure 8, to apply paragraph styles to the table of contents. You can apply a different paragraph style to each outline level of the table.
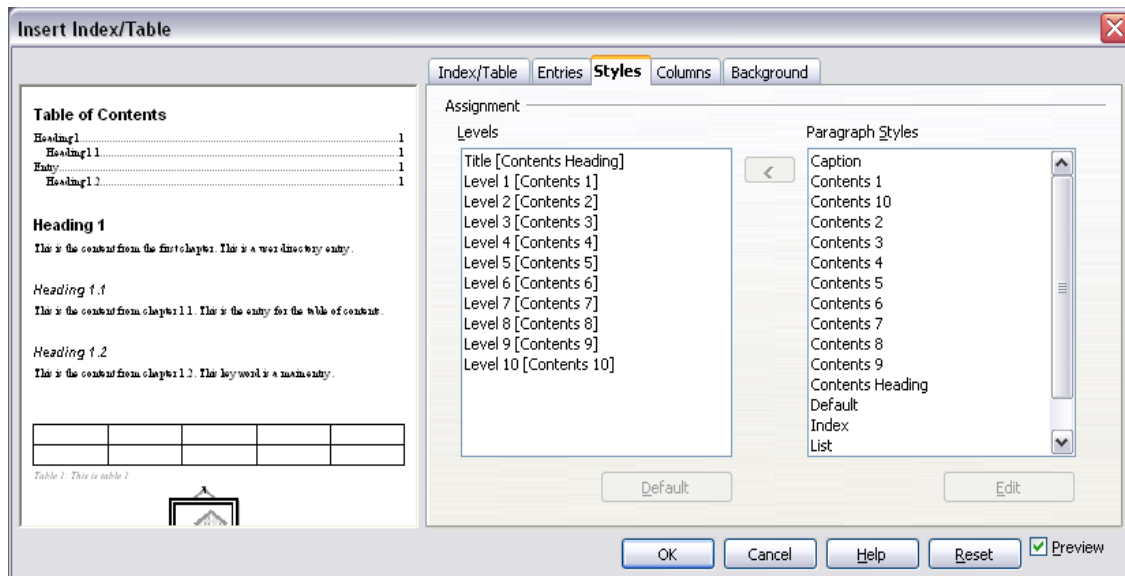
Figure 8. Styles page of Insert Index/Table dialog box

To apply a paragraph style to an outline level:

1) In the *Levels* list box, select the desired outline level by clicking it.

2) In the *Paragraph Styles* list box, click the paragraph style to apply.

3) Click the < button to apply the selected paragraph style to the selected outline level.

The styles of the level appears in the square brackets in the *Levels* list.

To remove paragraph styling from an outline level:

1) In the *Levels* list box, select the desired outline level by clicking it.

2) 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.

Using the Columns page

Use the *Columns* page (Figure 9) to change the number of columns for the table of contents.
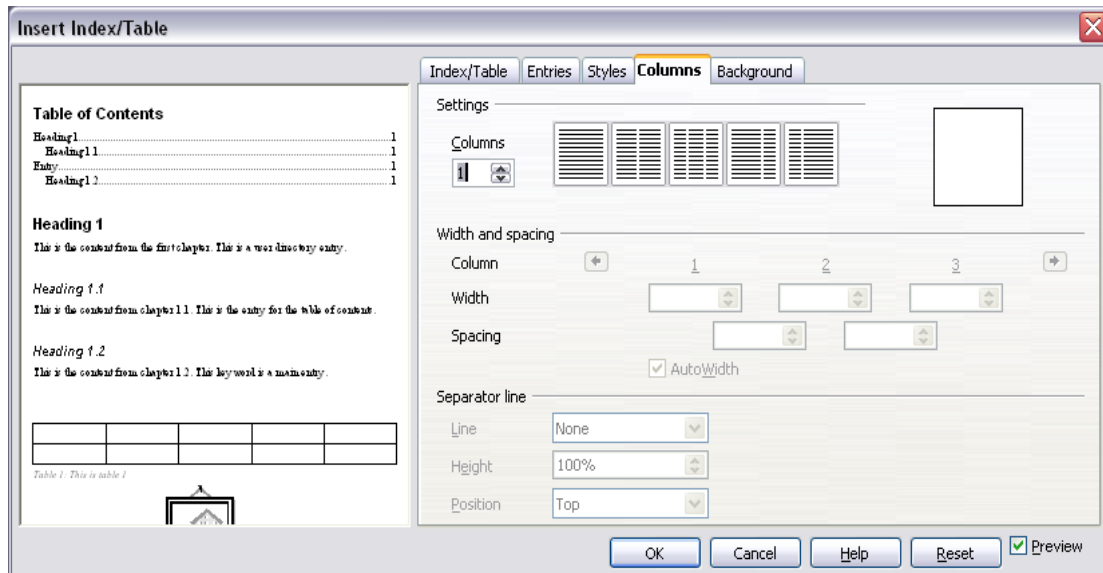
Figure 9. Columns page of the Insert Index/Table dialog box

Adding multiple columns

To display the table of contents 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 by altering the associated spin box:

   - *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 of the line.
   - *Height*: The height of the line.
   - *Position*: Relative position of the line to the table (top, middle, or bottom) if the height is less than 100%.

Using the Background page

Use the *Background* page, pictured in Figure 10, to add color or a graphic to the background of the table of contents.

Adding color

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

Note	Even though the table of contents 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.
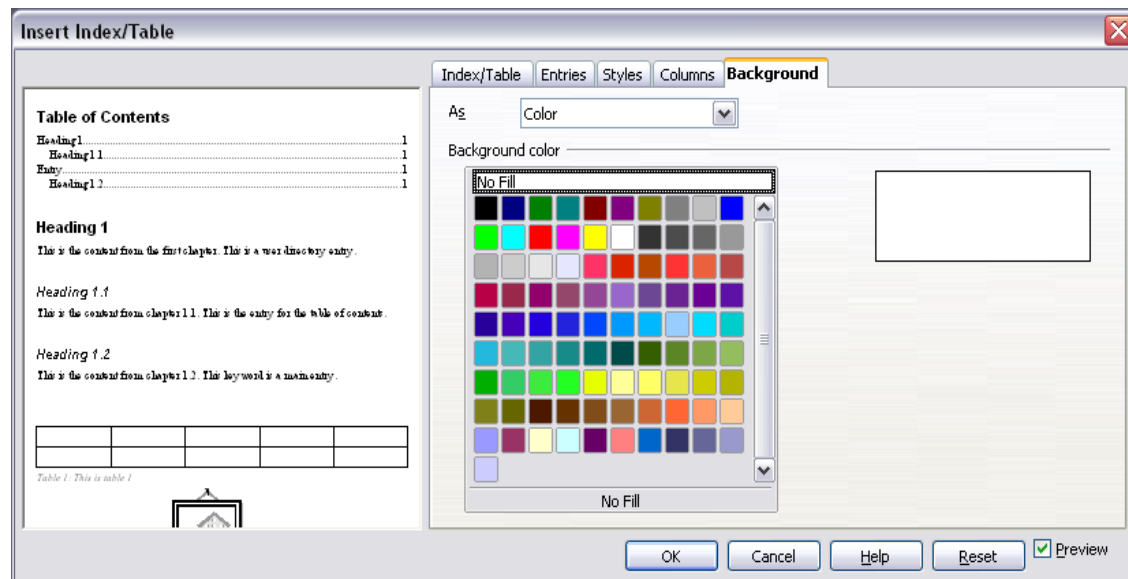
Figure 10. Background page of Insert Index/Table dialog box, showing Color choices

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 in Figure 11.

2) Click the **Browse** button. The Find graphics dialog box opens.

3) Find the graphic file you want and then click the **Open** button. The Find graphics dialog box 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**.
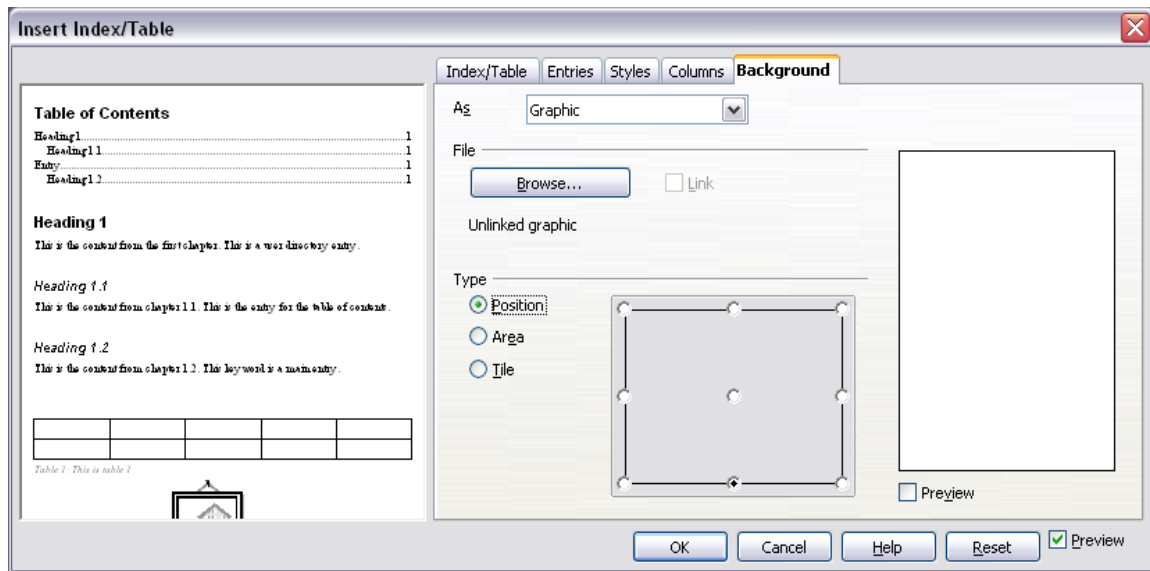
Figure 11. Graphic options on the Background page of the Insert Index/Table dialog box

Deleting color or graphics

To delete color or graphics 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 table of contents.

• Update a table of contents when changes are made to the document.

• Delete a table of contents.

Editing a table of contents

To edit an existing table of contents:

1) Click anywhere in the table of contents and then right-click.

TIP	If you cannot click in the table of contents, 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 table of contents without enabling the cursor, you can access it from the Navigator as explained on page 13.

2) From the pop-up menu, choose **Edit Index/Table**. The Insert Index/Table dialog box (Figure 3 on page 3) opens and you can edit and save the table as described in the previous section.

You can also access the Index/Table dialog box from the Navigator (Figure 12).

    1) Open the Navigator (press *F5*).

    2) Click the + sign next to Indexes.

    3) Right-click on the desired index.

    4) Select **Index > Edit**.
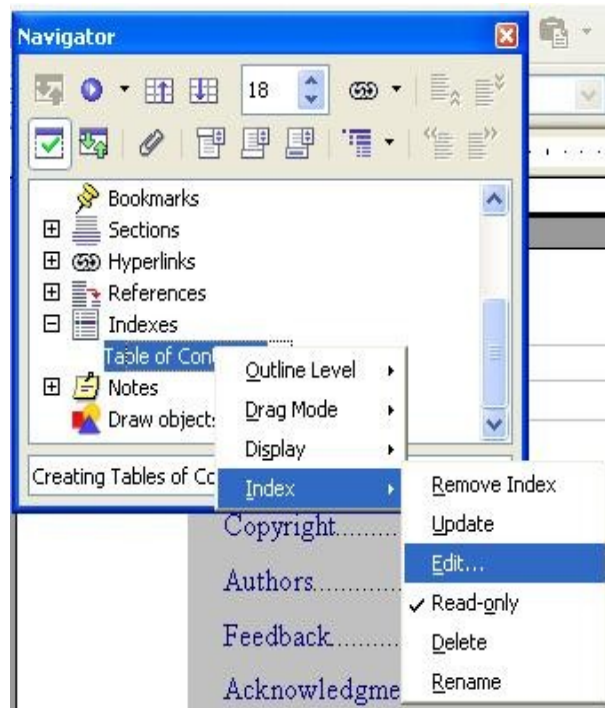
Figure 12: Access an index from the Navigator

Updating a table of contents

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

    1) Click anywhere in the table of contents and then right-click.

    2) From the pop-up menu, choose **Update Index/Table**. Writer updates the table of contents to reflect the changes in the document.

Note	You can also update the index from the Navigator by selecting **Index > Update** from the menu in Figure 12.

Deleting a table of contents

To delete the table of contents from a document:

    1) Click anywhere in the table of contents and then right-click.

2) From the pop-up menu, choose **Delete Index/Table**. Writer deletes the table of contents.

Note	Writer will not prompt you to confirm the delete! Use caution when deleting a table of contents.
	You can also delete the index from the Navigator by selecting **Index > Delete** from the menu shown in Figure 12.

Creating an alphabetic index

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

This section describes how to:

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

Adding index entries

Before you 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) Click **Insert > Indexes and Tables > Entry** to display a dialog box similar to that shown in Figure 13. 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.

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

- Click at the location in the document that you want to index.
- Click again on the dialog box.
- Change the entry if needed, and click **Insert**.

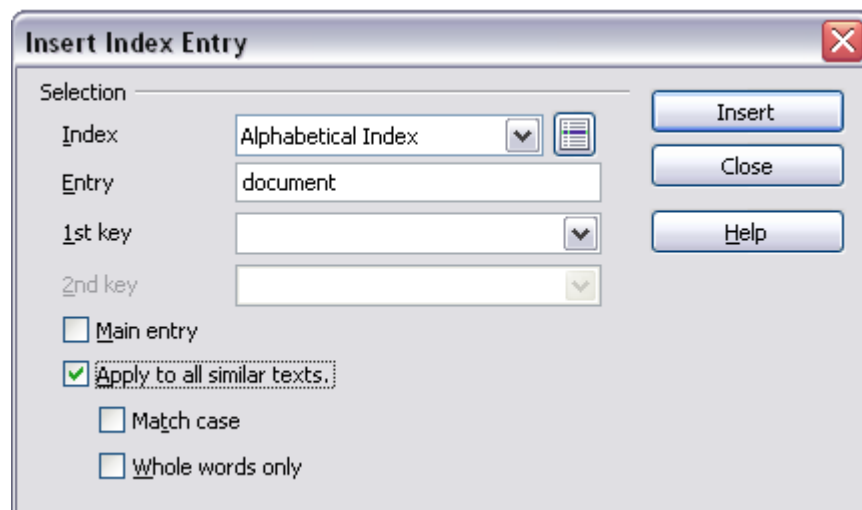5) When you are satisfied with the entries, click **Close**.

Figure 13. Inserting an index entry

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 14.
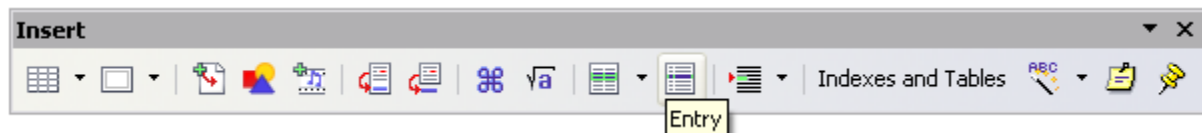
Figure 14. Entry icon on Insert toolbar

Creating an alphabetic index quickly

Now that there are index entries, you can create the index.

Although indexes can be customized extensively in Writer, most of the time you will need to make only a few choices. To create an index quickly:

1) Place the cursor 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 of the Insert Index/Table dialog box (Figure 15 on page 17), select **Alphabetical Index**.

3) In the *Options* section, you may want to uncheck the **Case sensitive** checkbox.

4) Click **OK**.

If you add, delete, or change the text of index entries, you need to update the index. Writer does not update an index automatically. To do this, follow the steps outlined in "Updating a table of contents" on page 13.

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 "Creating and using other types of indexes" on page 21.

- *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 index entry that has no associated page number and has several subentries that do have page numbers. Keys are useful ways of grouping related topics. (See "Example of using an index key" on page 16.)

- *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 it is the main entry. To make the page number for the main, or most important, entry stand out, select this checkbox 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 checkbox if you want Writer to automatically identify and mark any other word or phrase that matches the current selection. The **Match case** and **Whole words only** checkboxes become available if this checkbox is selected.

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
 Writer...........5
 Calc............10
 Impress.......15

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 13 on page 15), type "**Writer**" in the *Entry* box and "**OpenOffice.org**" in the *1st key* box.

Customizing the appearance of an index

The Insert Index/Table dialog box (Figure 15 on page 17) 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 the **Preview** checkbox 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.

Using the Index/Table page
Use the Index/Table page (Figure 15) to set the basic attributes of the index.
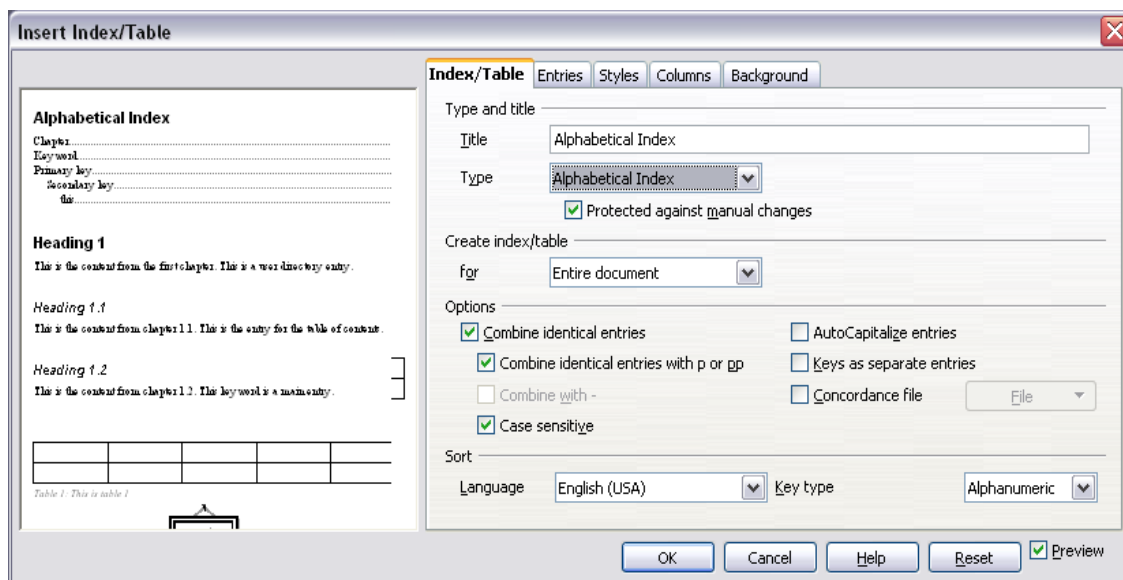

Figure 15. Index/Table page of Insert Index/Table dialog box

1) To give the Index a title, type it in the **Title** field. (You can change an existing title by typing over it.) To delete the title, clear the **Title** field.

2) To prevent the index from being changed accidentally, check the **Protected against manual changes** checkbox. If this box is checked, the index can only be changed using the context menu or the Insert Table/Index dialog box. If the box is not checked, the index can be changed directly on the document page, just like other text.

TIP	Any manual changes to an index are lost when you update it.

3) 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.

4) 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.

Using the Entries page

Use the *Entries* page to set exactly how and what will be displayed for each of the entries. The dialog box is similar to Figure 16.

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.
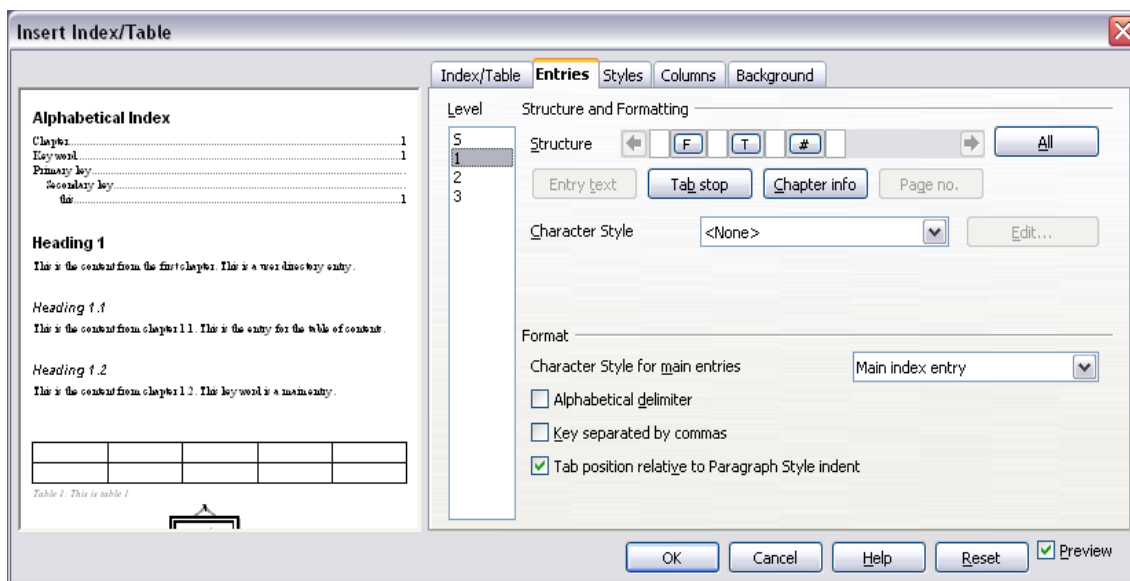
Figure 16. Entries page for creating an alphabetical index

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

Note	On some operating systems, the **E#** and **E** buttons display as **F#** and **F**, and the **LS** and **LE** buttons display as **IS** and **IF**.

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.

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.

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 checkbox is not selected, tab stops will be relative to the left margin position.

Using the Styles, Columns and Background pages

Refer to "Using the Styles page" on page 9, "Using the Columns page" on page 10, and "Using the Background page" on page 10.

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 13.

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 context menu select **Index Entry**.

3) A dialog box similar to Figure 17 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**.
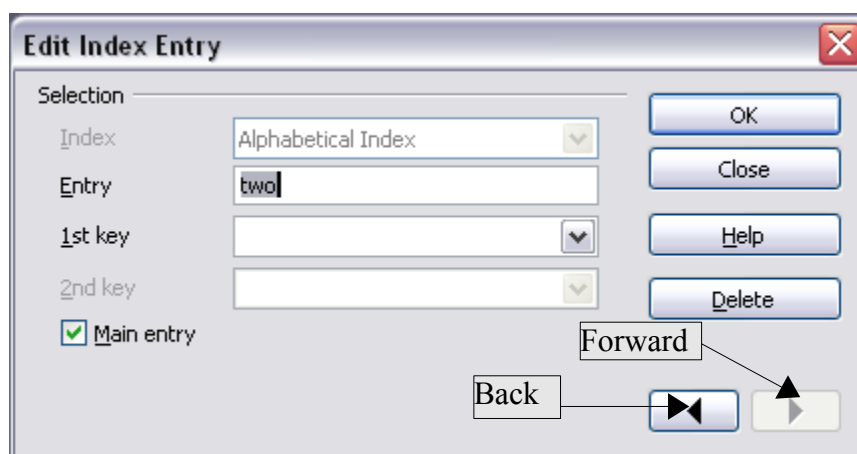

Figure 17. Viewing and editing index entries

Creating and using 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. 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.

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.

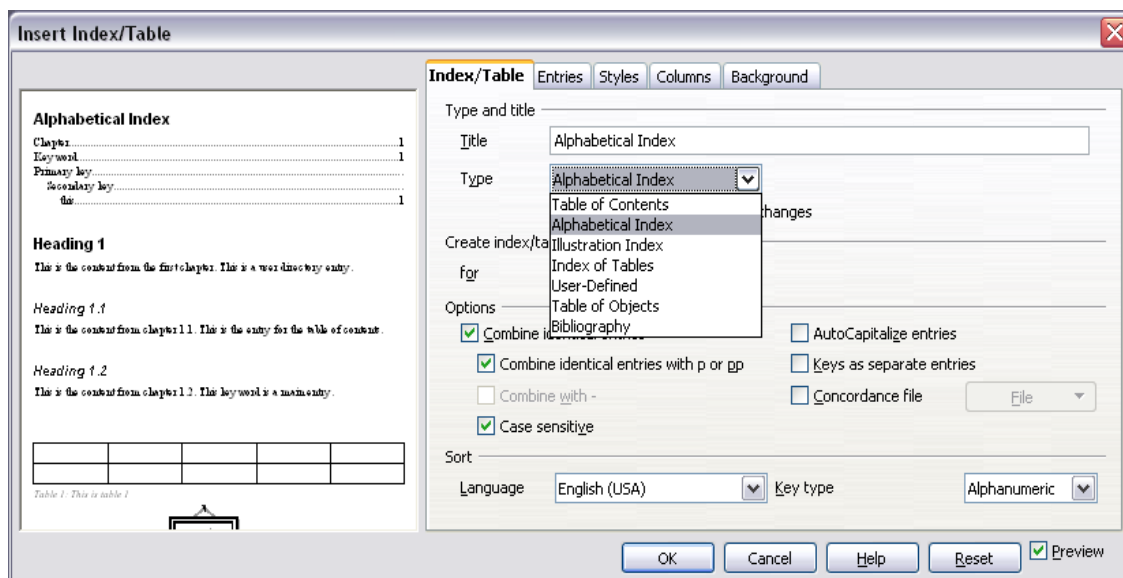3) On the Insert Index/Table dialog box (Figure 18), in the **Type** dropdown list, select the index wanted.

Figure 18. Creating other types of indexes

4) Modify the various pages, which are very similar to those discussed in previous sections.

5) Select **OK** when everything has been set.

Creating a bibliography

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

For most of this section, the database used is the sample one that comes with Writer.

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.

Follow these steps to create a bibliographic database:

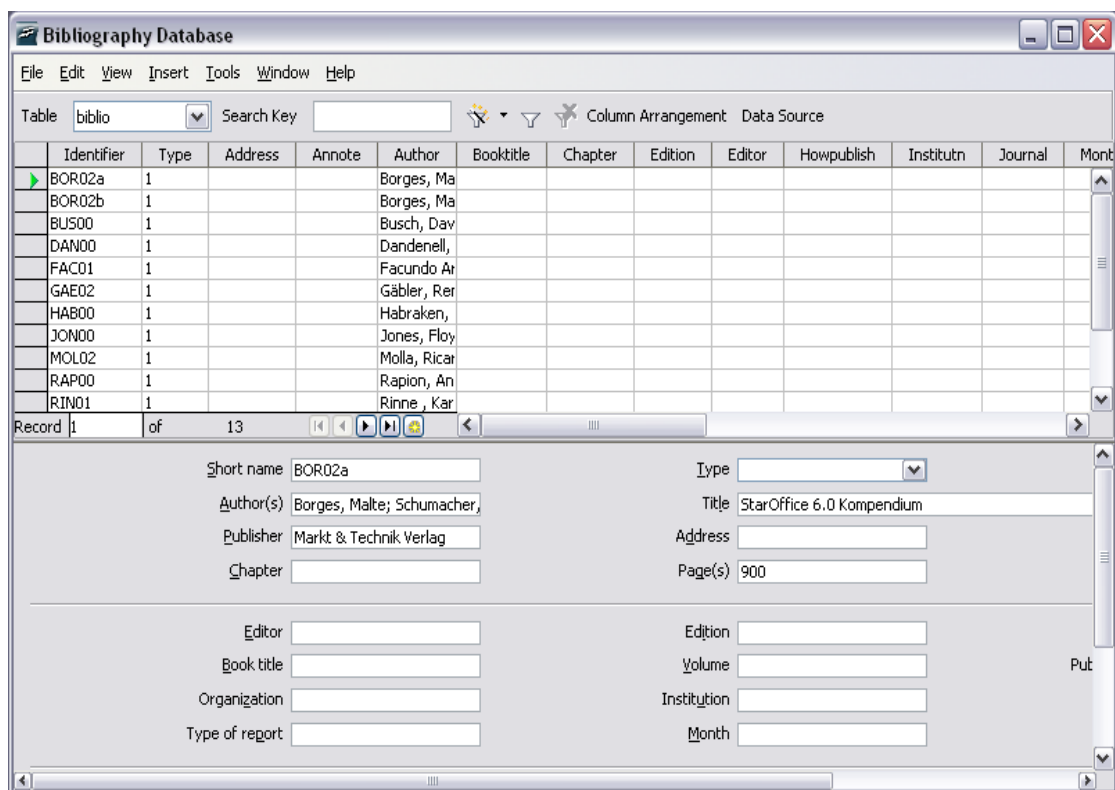1) Select **Tools > Bibliography Database**. A window similar to that in Figure 19 is shown.

Figure 19. Bibliography Database main window

2) 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.

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 20), choose the fields, conditions and values for the filter and click **OK**.
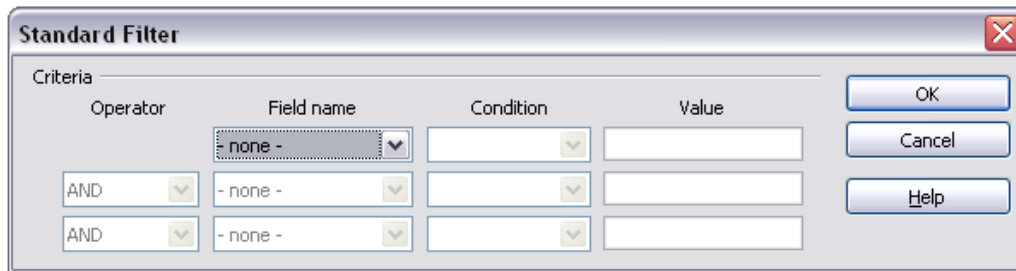
Figure 20. Setting up a filter for the bibliographic database

Changing column details

To change the details of columns in the bibliographic database, select the **Column Arrangement** button near the top of the window. The Column Layout for Table biblio dialog box (Figure 21) is displayed.
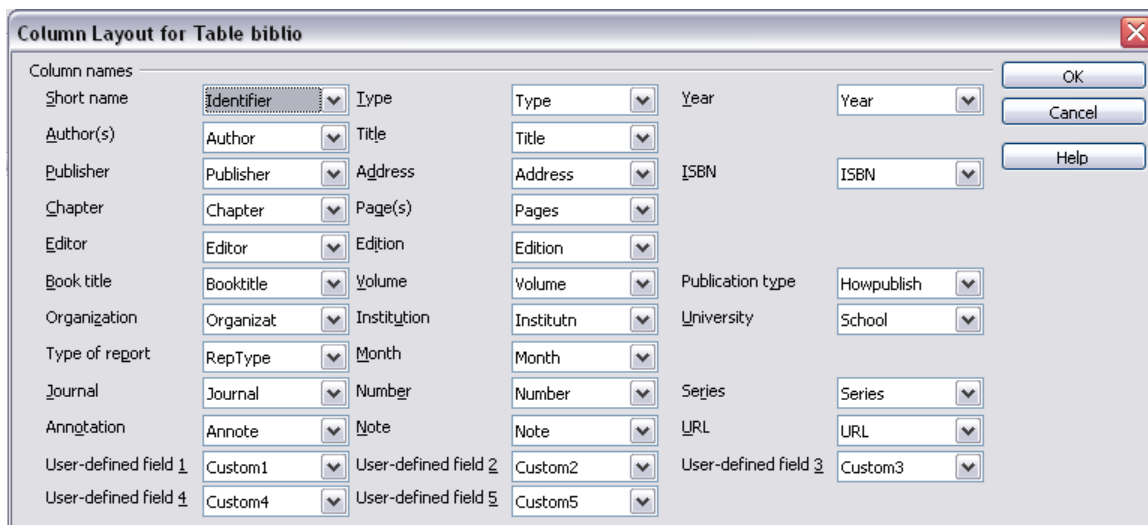

Figure 21. Changing column layout for bibliographic database

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 screen), press *F4* or click **View > Data Sources** to open the data source window, similar to Figure 22.

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.
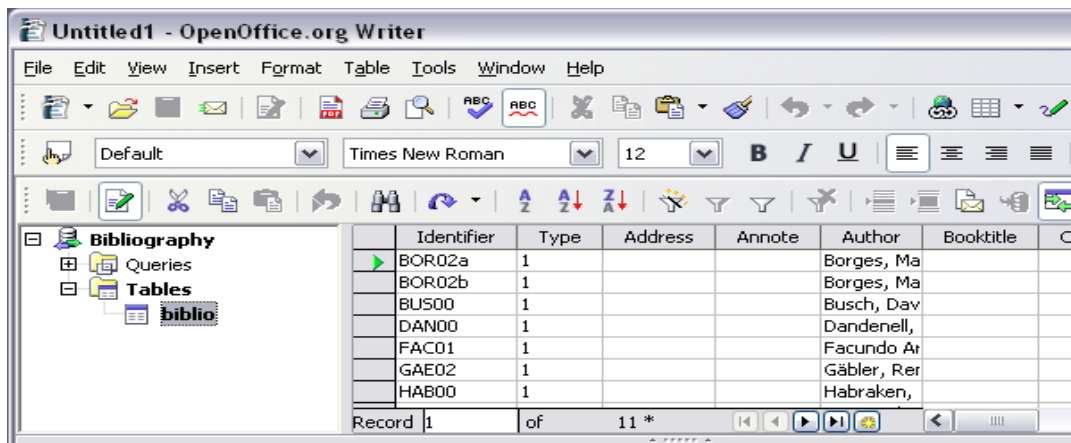
Figure 22. Data Source view of Bibliography database

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 23, which is the main menu for Base, the database component of OpenOffice.org.
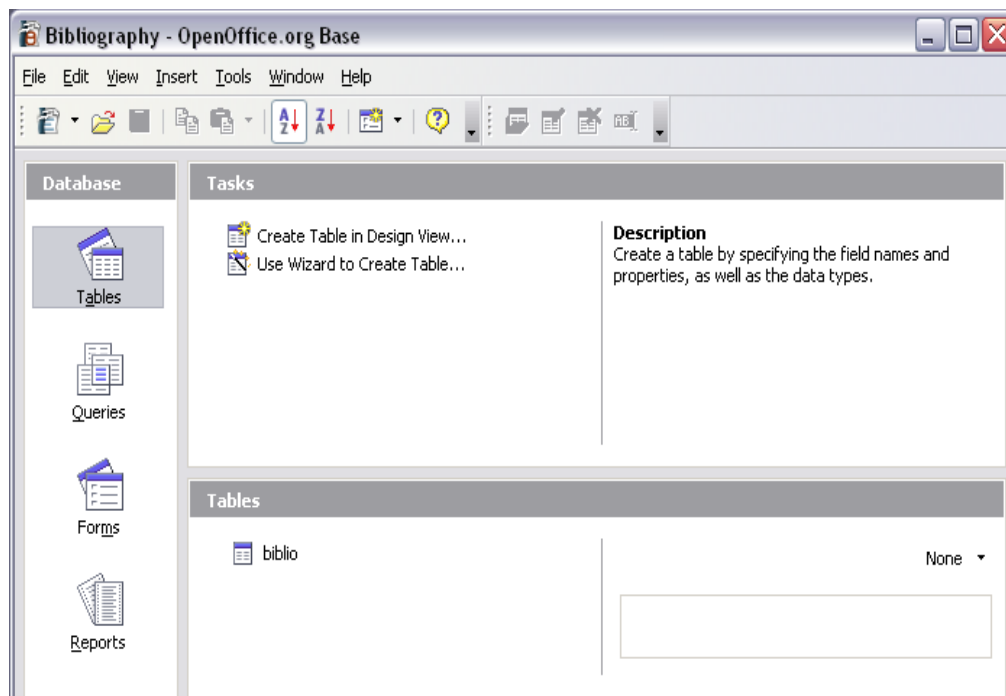

Figure 23. Main window for working with databases

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 context menu to display a window similar to that shown in Figure 24.

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 10, "Getting Started with Base" in the *Getting Started* book.
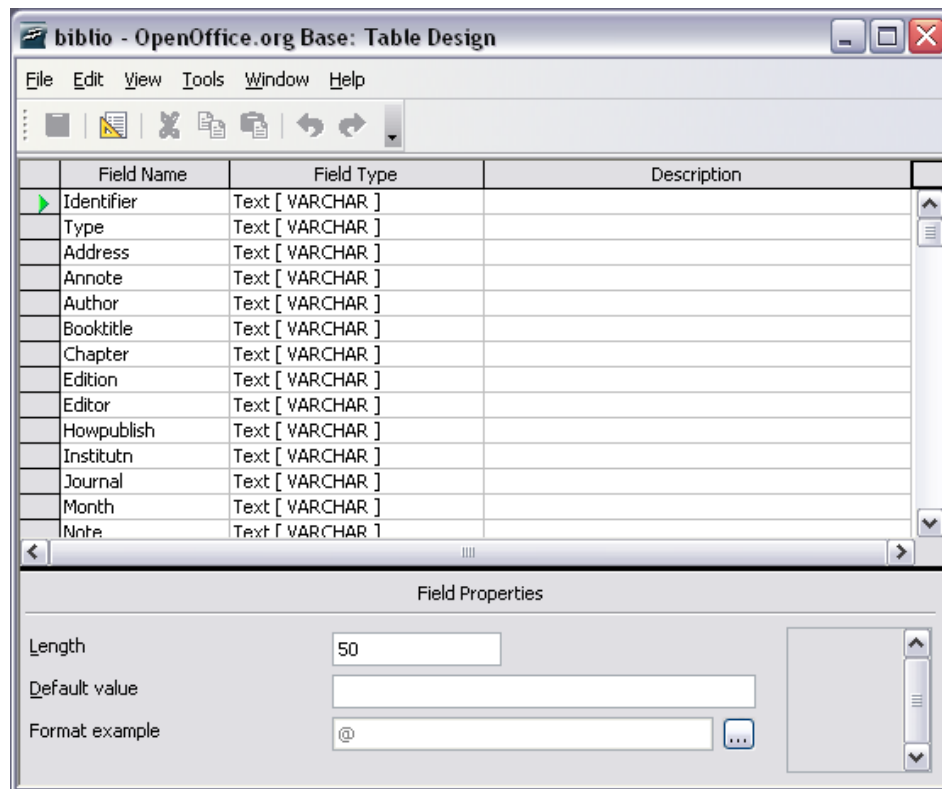

Figure 24. Modify table properties window

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 19 on page 23.

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.

Notes   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 (e.g., [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 will be 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 .

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 25, 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.)

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.

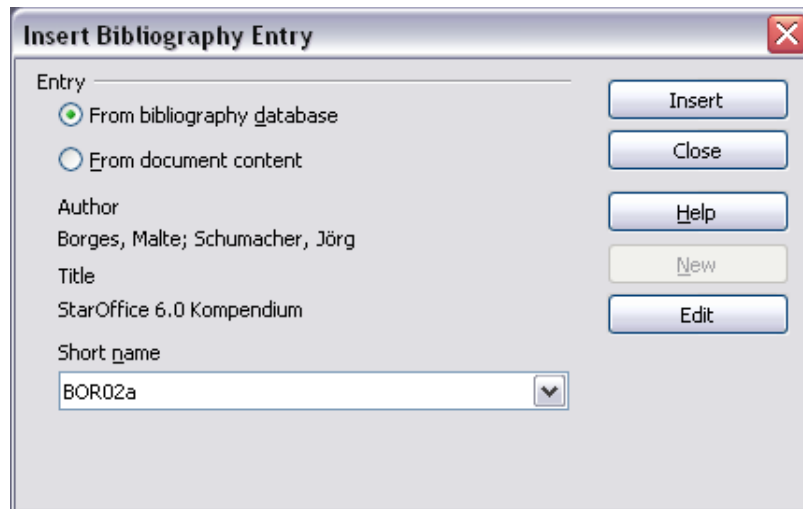7) When you have finished inserting all the references, select **Close**.

Figure 25. Inserting bibliographic entries into a document

Formating 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 30)

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 26.
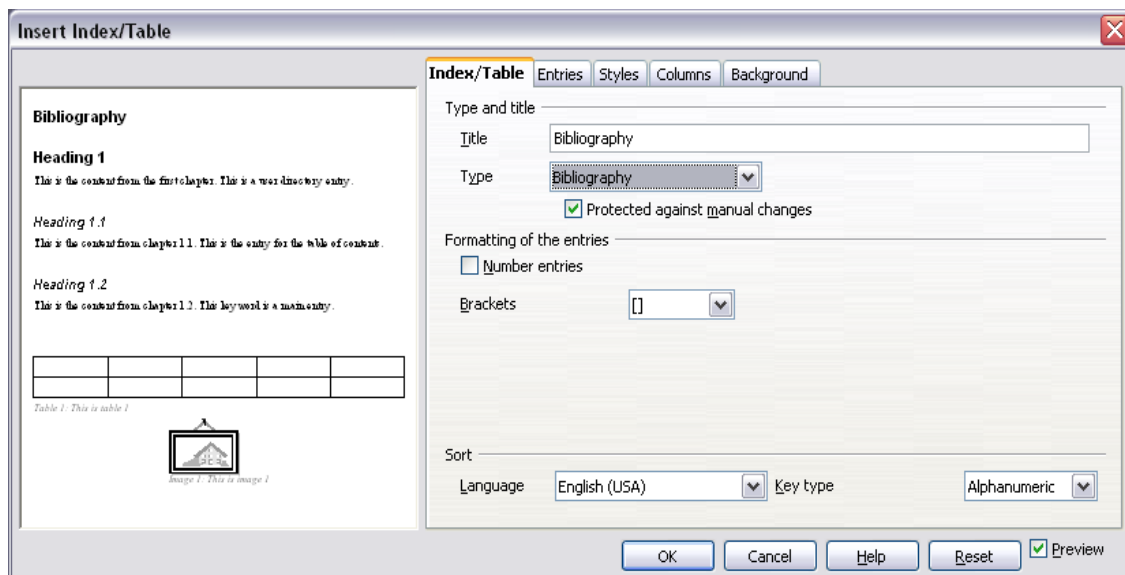

Figure 26. Inserting a bibliography

The Insert Index/Table dialog box has five pages.

Using the 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 the **Protected against manual changes** checkbox. If this box is checked, the bibliography can only be changed using the context menu or the Insert Table/Index dialog. If the box is not checked, the bibliography can be changed directly on the document page, just like other text.

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, clear this checkbox.

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* tab.

Using the Entries page

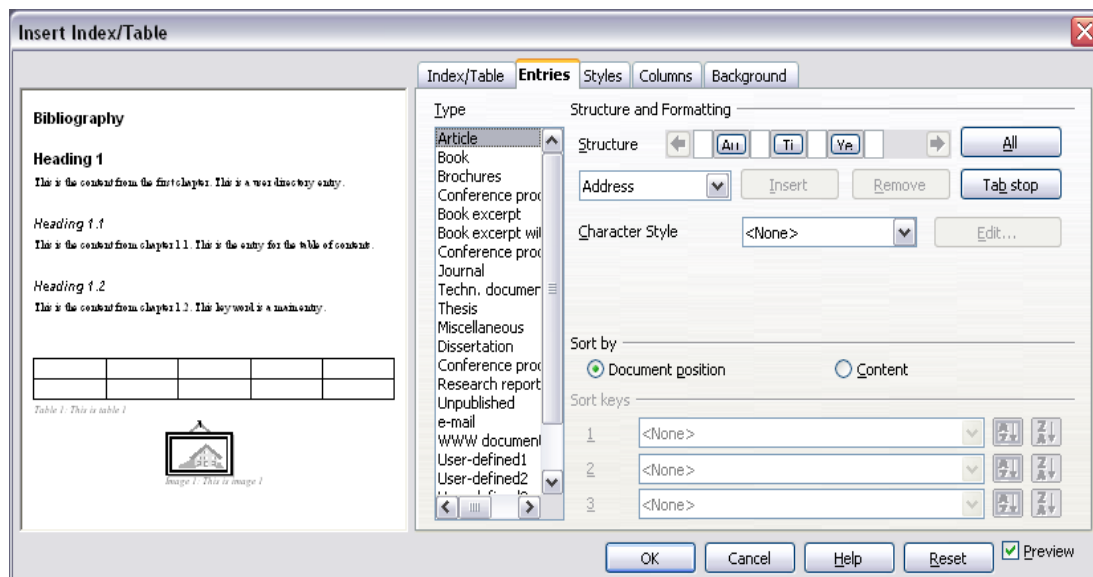The structure of this page is similar to that of the previous sections (see Figure 27).

Figure 27. Entries page for bibliographies

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.

Using the Styles, Columns and Background pages

Refer to "Using the Styles page" on page 9, "Using the Columns page" on page 10, and "Using the Background page" on page 10.

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. (See Figure 28.)
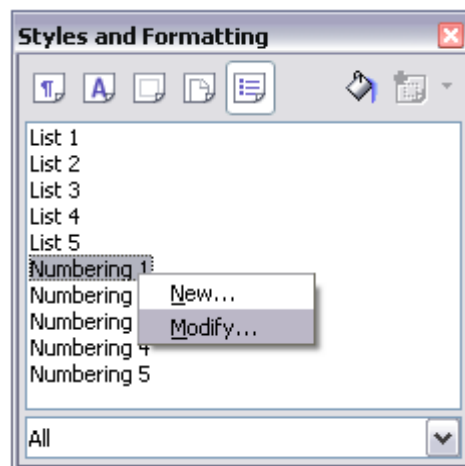

Figure 28: Modify a numbering style

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 29.
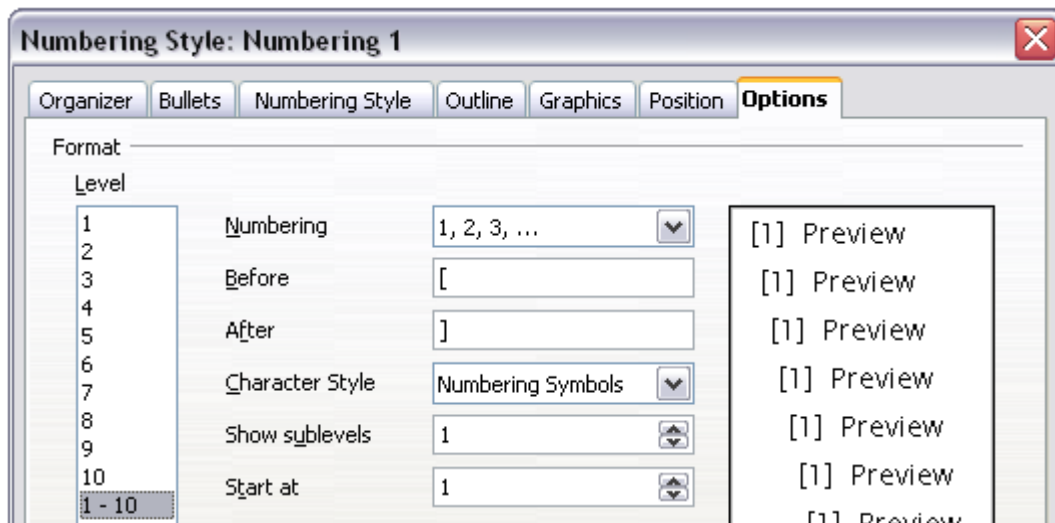
Figure 29: Specifying square brackets before and after the number in a list

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 30), we have chosen 0.80 cm.
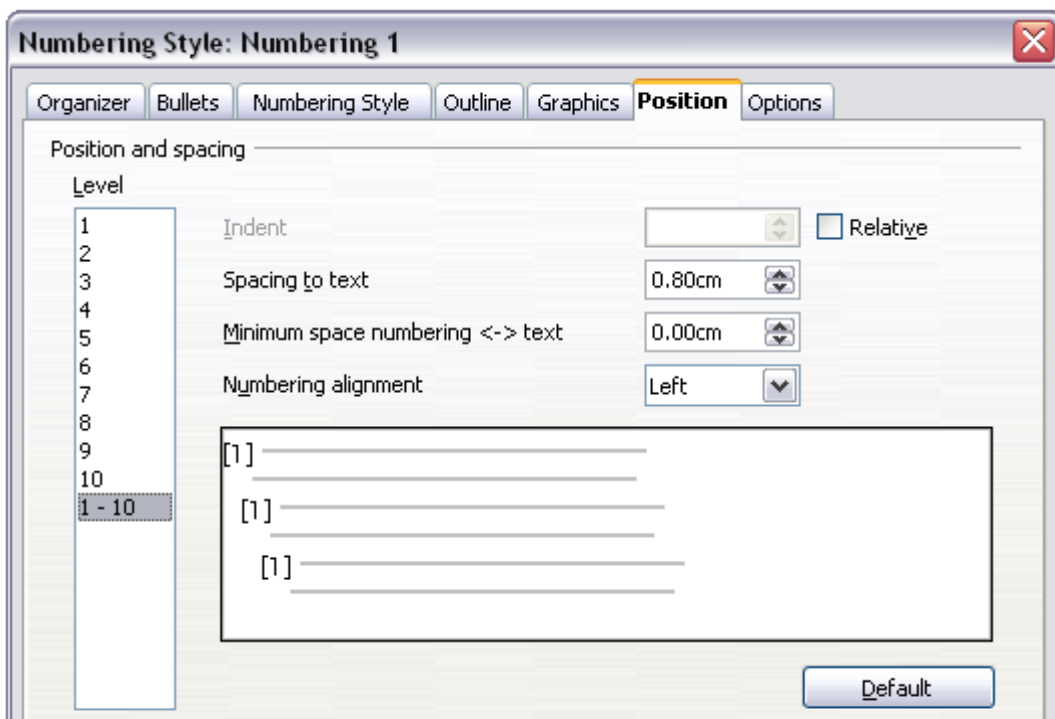

Figure 30: Setting the spacing between the margin and the text

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 31.) Click **OK** to save this change to the *Bibliography 1* paragraph style.
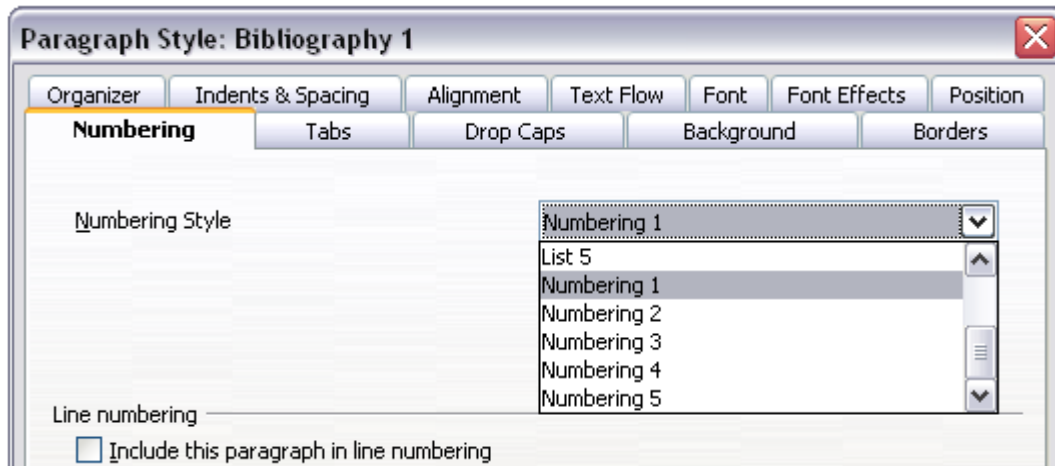

Figure 31: Applying a numbering style to a paragraph style

Now when you generate the bibliography, the list will look something like the one shown in Figure 32.
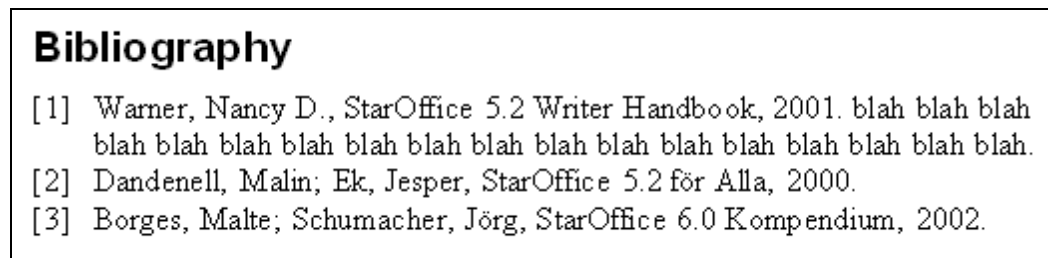

Figure 32: Result of settings for Bibliography 1 paragraph style

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 13.