Creating a Bibliography

A bibliography is a list of works that you reference in a document.

Storing Bibliographic Information

LibreOffice stores bibliographic information in a bibliography database, or in an individual document.

To Store Information in the Bibliography Database

1. Choose Tools - Bibliography Database

2. Choose Data - Record.

3. Type a name for the bibliography entry in the Short name box, and then add additional information to the record in the remaining boxes.

4. Close the Bibliography Database window.

To Store Bibliographic Information in an Individual Document

1. Click in your document where you want to add the bibliography entry.

2. Choose Insert - Table of Contents and Index - Bibliography Entry.

3. Select From document content and click New.

4. Type a name for the bibliography entry in the Short name box.

5. Select the publication source for the record in the Type box, and then add additional information in the remaining boxes.

6. Click OK.

7. In the Insert Bibliography Entry dialog, click Insert, and then Close.

When you save a document that contains bibliography entries, the corresponding records are automatically saved in a hidden field in the document.

Inserting Bibliography Entries From the Bibliography Database

1. Click in your document where you want to add the bibliography entry.

2. Choose Insert - Table of Contents and Index - Bibliography Entry.

3. Select From bibliography database.

4. Select the name of the bibliography entry that you want to insert in the Short name box.

5. Click Insert and then click Close.

Editing or Deleting Index and Table Entries

Index entries are inserted as fields into your document. To view fields in your document, choose View and ensure that Field Shadings is selected.

1. Place the cursor immediately in front of the index entry in your document.

2. Choose Edit - Reference - Index Entry..., and do one of the following:

• To change the entry, enter different text in the Entry box.

• To remove the entry, click Delete.

To cycle through the index entries in your document, click the next or the previous arrows in the [Edit Index Entry dialog](#).

Updating, Editing and Deleting Indexes and Tables of Contents

1. Place the cursor in the index or table of contents.

   If you cannot place your cursor in the index or table of contents, choose Tools - Options - LibreOffice Writer - Formatting Aids, and then select Enable cursor in the Protected Areas section.

2. Right-click and choose an editing option from the menu.

You can also make changes directly to an index or table of contents. Right-click in the index or table of contents, choose Edit Index or Table of Contents, click Type tab, and then clear the Protected against manual changes check box.

Defining Index or Table of Contents Entries

To Define Index Entries

1. Click in a word, or select the words in your document that you want to use as an index entry.

2. Choose Insert - Table of Contents and Index - Index Entry, and do one of the following:

• To change the text that appears in the index, type the text that you want in the Entry box. The text that you type here does not replace the selected text in the document.

- To add an index mark to similar words in your document, select Apply to all similar texts.

- To add the entries to a custom index, click the New User-defined Index icon, enter the name of the index, and then click OK.

To Define Table of Contents Entries

The best way to generate a table of contents is to apply the predefined heading paragraph styles, such as "Heading 1", to the paragraphs that you want to include in your table of contents.

To Use a Custom Paragraph Style as a Table of Contents Entry

1. Choose Tools - Chapter Numbering and click the Numbering tab.

2. Select the paragraph style that you want to include in your table of contents in the Paragraph Style box.

3. In the Level list, click the hierarchical level that you want to apply the paragraph style to.

4. Click OK. You can now apply the style to headings in your document and include them in your table of contents.

LibreOffice creates the table of contents entries based on the outline level of the paragraph style and the paragraph contents. If the paragraph is empty, it will not be included in the table of contents. To force the empty paragraph to be listed in the table of contents, manually add a space or a non breaking space to the paragraph. Spaces added in the After text box of the Numbering tab in the Chapter Numbering dialog will not work for this purpose, since they are part of the paragraph numbering, not the paragraph contents.

Formatting an Index or a Table of Contents

You can apply different paragraph styles, assign hyperlinks to entries, change the layout of indexes, and change the background color of indexes in the Insert Index dialog.

To Apply a Different Paragraph Style to an Index Level

1. Right-click in the index or table of contents, and then choose Edit Index or Table of Contents.

2. Click the Styles tab.

3. Click an index level in the Levels list.

4. Click the style that you want to apply in the Paragraph Style list.

5. Click the assign button <.

6. Click OK.

To Assign Hyperlinks to Entries in a Table of Contents

You can assign a cross-reference as a hyperlink to entries in a table of contents.

1. Right-click in the table of contents, and then choose Edit Index or Table of Contents.

2. Click the Entries tab.

3. In the Level list click the heading level that you want to assign hyperlinks to.

4. In the Structure area, click in the box in front of E#, and then click Hyperlink.

5. Click in the box behind the E, and then click Hyperlink.

6. Repeat for each heading level that you want to create hyperlinks for, or click the All button to apply the formatting to all levels.