

Arranging Chapters in the Navigator

You can move headings and subordinate text up and down in a document text by using the Navigator. You can also promote and demote heading levels. To use this feature, format the headings in your document with one of the predefined heading paragraph styles. To use a custom paragraph style for a heading, choose Tools - Chapter Numbering, select the style in the Paragraph Style box, and then double-click a number in the Levels list.







To quickly move the text cursor to a heading in the document, double-click the heading in the Navigator list.

To dock the Navigator, drag the title bar to the edge of the workspace. To undock the Navigator, double-click its frame while holding the Ctrl key.

To Move a Heading Up or Down in the Document





Ensure that all heading levels are shown in the Navigator. By default all levels are shown. See steps below how to change the heading levels that are shown.

1. On the Standard Bar, click the Navigator icon  to open the Navigator.
2. On the Navigator, click the Content Navigation View icon .
3. Do one of the following:
 1. Drag a heading to a new location in the Navigator list.
 2. Click a heading in the Navigator list, and then click the Promote Chapter  or Demote Chapter icon .



To move the heading without the subordinate text, hold down Ctrl while you drag or click the Promote Chapter or Demote Chapter icons.

To Promote or Demote the Level of a Heading

1. Select the heading in the Navigator list.
2. Click the Promote Level  or Demote Level icon .

To Change the Number of Heading Levels That Are Displayed

Click the Heading Levels Shown icon , and then select a number from the list.

Creating a Table of Contents

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. After you apply these styles, you can then create a table of contents.

To Insert a Table of Contents

1. Click in your document where you want to create the table of contents.
2. Choose Insert - Table of Contents and Index - Table of Contents, Index or Bibliography, and then click the [Type](#) tab.
3. Select "Table of Contents" in the Type box.
4. Select any options that you want.
5. Click OK.

If you want to use a different paragraph style as a table of contents entry, select the Additional Styles check box in the Create from area, and then click the Assign styles button next to the check box. In the Assign Styles dialog, click the style in the list, and then click the >> or the << button to define the outline level for the paragraph style.



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.

To Update a Table of Contents

Do one of the following:

- Right-click in the table of contents and choose Update Index or Table of Contents.

- Choose Tools - Update - All Indexes and Tables.

Creating Alphabetical Indexes

1. Click in your document where you want to insert the index.
2. Choose Insert - Table of Contents and Index - Table of Contents, Index or Bibliography.
3. On the Type tab, select "Alphabetical Index" in the Type box.
4. If you want to use a concordance file, select Concordance file in the Options area, click the File button, and then locate an existing file or create a new concordance file.
5. Set the formatting options for the index, either on the current tab, or on any of the other tabs of this dialog. For example, if you want to use single letter headings in your index, click the Entries tab, and then select Alphabetical delimiter. To change the formatting of levels in the index, click the Styles tab.
6. Click OK.
7. To update the index, right-click in the index, and then choose Update Index or Table of Contents.

Indexes Covering Several Documents

There are several ways to create an index that spans several documents:

- Create an [index in each individual document](#), copy and paste the indexes into a single document, and then edit them.
- Select each index, choose [Insert - Section](#), and then enter a name for the index. In a separate document, choose Insert - Section, select Link, click the Browse button, and then locate and insert a named index section.
- Create a [master document](#), add as subdocuments the files that you want to include in the index, and then choose Insert - Table of Contents and Index - Table of Contents, Index or Bibliography.