

Course Name : O Level(B3,B4-1st sem.)  
Topic : Table of contents and Comments

Subject : ITT&NB  
Date : 01-07-20

## Table of Contents

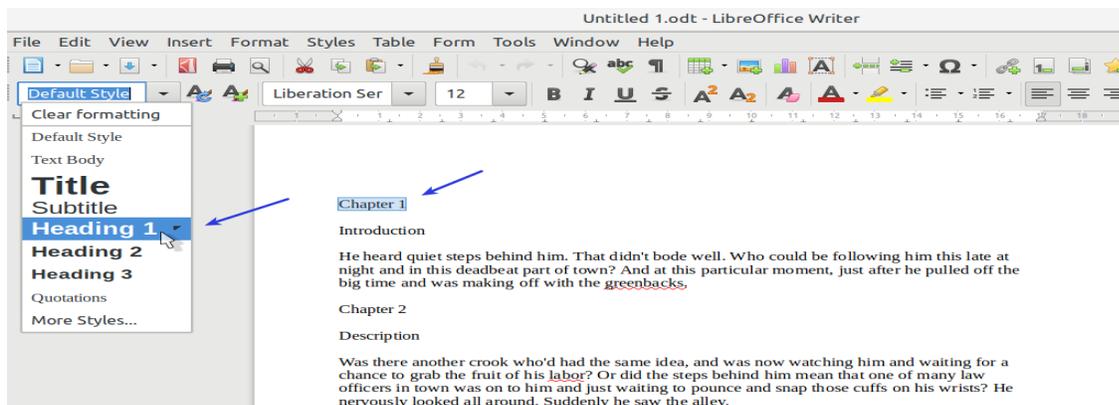
Table of Contents is a necessary index which is needed for every user when dealing with long documents, book drafts etc. Table of content is an index which gives user easy access to any location in the document.

### Steps to Add Table of Contents

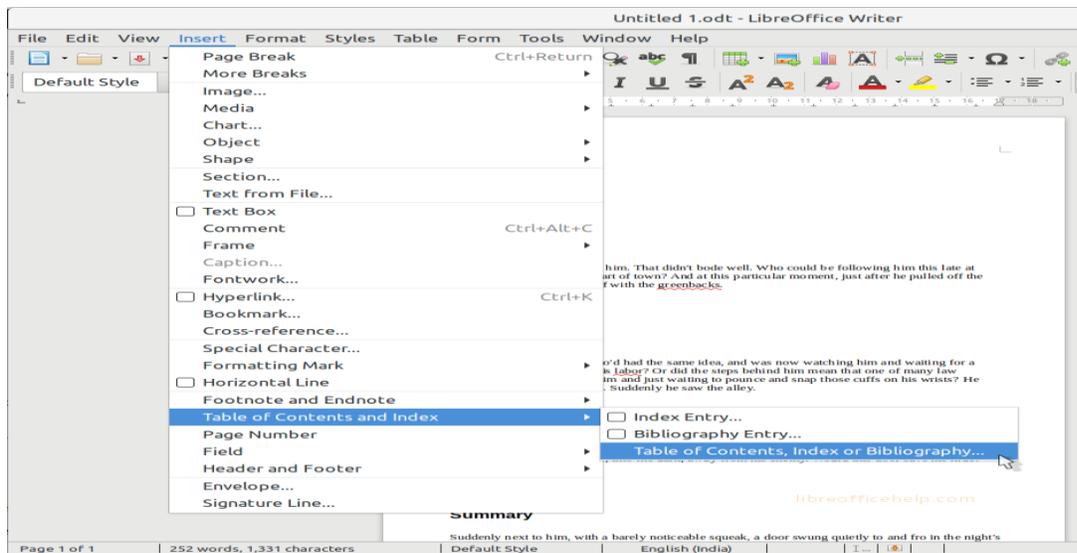
Open the document where you want to add table of contents.

You have to add the headings and subheadings with style to make them appear in the table of contents.

- Select the heading which would be an item in your index content. Then from the toolbar select Heading 1



- Repeat the steps for all top level headings.
- For subheading, select the corresponding text and apply style Heading 2.
- Repeat the steps for all top level headings.
- Once you have applied all the heading styles, put the cursor at the beginning of the document to create table of contents.
- From menu, select **Insert > Table of contents and Index > Table of contents, Index or Bibliography.**



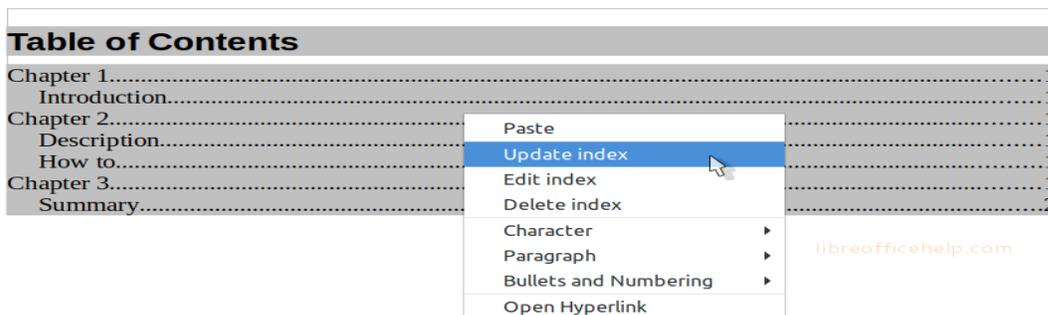
- In the next window, Press OK.
- You can now see the table of contents added in the beginning of your document.
- You can **CTRL+Click** to follow the sections/headings from the table of contents.

Table of Contents	
Chapter 1.....	1
Introduction.....	1
Chapter 2.....	1
Description.....	1
How to.....	1
Chapter 3.....	1
Summary.....	2

### Update or Modify an existing Table of contents

Once new headings are added, to update the table of contents follow below steps.

- **Right click** on top of the table of contents and click **Update Index**.
- The entire table of content would be updated with the headings from the entire document.



## Editing Table of contents

- If you would like to edit the table of contents, its styles, click on the **Edit index** in the right click context menu.

## Deleting Table of contents

- To delete the table of contents, click on the **Delete Index**.

Note: Indexes and bibliographies work in a similar way to tables of contents.

## Adding comments to a document

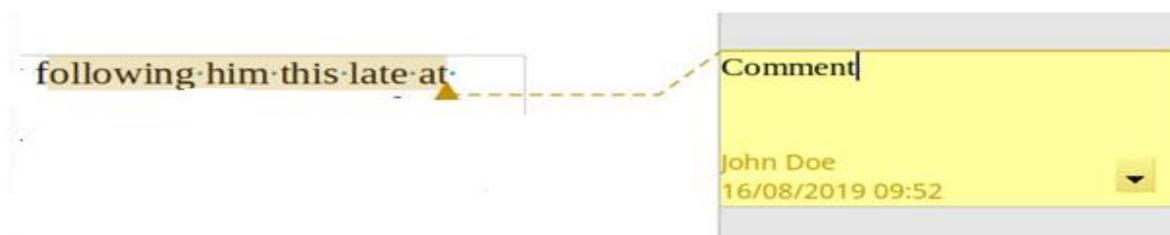
Authors and reviewers often use comments to exchange ideas, ask for suggestions, or mark items needing attention.

We can connect a comment to multiple paragraphs or a single point. To insert a comment, select the text, or place the cursor in the place the comment refers to, and choose Insert > Comment or press Ctrl+Alt+C. The anchor point of the comment is connected by a dotted line to a box on the right-hand side of the page where we can type the text of the comment. A Comments button is also added to the right of the horizontal ruler at the top of the page; we can click this button to toggle the display of the comments.

### To add a comment to a document, follow these steps:

1. Place your cursor where you want the comment to point to (or highlight a section of text).
2. Click Insert -> Comment or press Ctrl-Alt-N and the new comment block will appear to the right margin of the document.
3. Type your comment in the newly created block.

LibreOffice Comments automatically add the comment author and the date for easy tracking of comments.



In the comment block you will notice a drop-down arrow. This arrow allows you to delete comments. When you click the drop-down, you will notice four options:

- Delete Comment.
- Delete all comments by AUTHOR (Where AUTHOR is the name of a specific author).
- Delete all comments.
- Format all comments

### **Formatting comments:**

At the bottom of the comment, Writer automatically adds the author's name and a time stamp indicating when the comment was created. If more than one person edits the document, each author is automatically allocated a different background color. You can format comments by selecting **Format all comments** from context menu of comments.

### **Navigating from comment to comment in text documents**

When the cursor is inside a comment, you can press **Ctrl+Alt+Page Down** to jump to the next comment, or press **Ctrl+Alt+Page Up** to jump to the previous comment.

**Note: You can also open the Navigator to see a list of all comments. Right-click a comment name in the Navigator to edit or delete the comment.**

### **Exercise:**

- 1. Write short notes on followings:**
  - a. Table of Contents**
  - b. Inserting comments in to a document**