Unit 1: Digital Documentation (Advanced)
Chapter 3: Advanced Features of Writer

1. Table of Contents (TOC)

1.1 Defining the Hierarchy of Headings

To create a Table of Contents, Writer must understand which text parts are headings and their levels.

1.1.1 Outline Numbering

Steps to define heading levels:

1. Select the text you want to mark as a heading.
2. Go to **Styles** > **Heading 1**, **Heading 2**, etc.
3. To customize heading levels:
    - Go to **Tools** > **Outline Numbering**.
    - Assign styles to different levels (e.g., Heading 1 for Level 1, Heading 2 for Level 2, etc.).

1.2 Creating a Table of Contents

Steps:

1. Place the cursor where you want the TOC.
2. Go to **Insert** > **Table of Contents and Index** > **Table of Contents, Index or Bibliography**.
3. In the dialog box:
    - Select **Type** as "Table of Contents".
    - Set other options as desired.
4. Click **OK**.

1.3 Updating the Table of Contents

Steps:

1. Right-click anywhere in the TOC.
2. Select **Update Index/Table**.
3. The TOC will refresh to reflect any changes in headings or page numbers.

1.4 Customizing a Table of Contents

Steps:

1. Right-click the TOC.
2. Choose **Edit Index/Table**.
3. Customize fonts, numbering, entries, background, etc., from the tabs in the dialog.
4. Click **OK** to apply.

1.5 Deleting a Table of Contents

Steps:

1. Right-click the Table of Contents.
2. Select **Delete Index/Table**.

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2. Using Templates

2.1 Checking the Template of the Document

Steps:

1. Open the document.
2. Go to **File** > **Properties** > **General**.
3. Check the **Template** section to see which template is used.

2.2 Using Predefined/Existing Templates

Steps:

1. Go to **File** > **New** > **Templates**.

2. Browse through existing templates.
3. Select the one you want and click **Open**.

2.3 Creating a New Template
Steps:
1. Open a new or existing document.
2. Format it as needed.
3. Go to **File** > **Templates** > **Save As Template**.
4. Name the template and select a category.
5. Click **Save**.

2.4 Modifying Default Template
Steps:
1. Open the template to be modified.
2. Make changes.
3. Save it as a template again.
4. Go to **File** > **Templates** > **Manage Templates**.
5. Right-click on the modified template > **Set as Default**.

2.5 Editing/Updating a Document Template
Steps:
1. Go to **File** > **Templates** > **Manage Templates**.
2. Right-click the template > **Edit**.
3. Make the required changes and **Save**.

2.6 Resetting Default Templates
Steps:
1. Go to **File** > **Templates** > **Manage Templates**.
2. Right-click any template > **Reset Default** > choose the category.

2.7 Online Templates
Steps:
1. Go to **File** > **Templates** > **Manage Templates**.
2. Click **Get more templates online**.
3. Download and install templates from LibreOffice's website.

2.8 Importing a Template
Steps:
1. Download the template (.ott file).
2. Go to **File** > **Templates** > **Manage Templates**.
3. Click the **Import** button.
4. Select the file and category, then click **Open**.

2.9 Moving a Template
Steps:
1. Go to **Manage Templates**.
2. Right-click the template > **Move to**.
3. Select the desired category.

2.10 Exporting a Template
Steps:
1. Go to **Manage Templates**.

2. Right-click the template > **Export**.
3. Choose the location to save the file.

2.11 Applying Templates to a Blank Document
Steps:
1. Go to **File** > **New** > **Templates**.
2. Select the template you want.
3. A blank document opens based on that template.

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3. Track Changes Features

3.1 Prepare a Document for Review
Steps:
1. Save a final version before editing.
2. Enable change tracking (see below).
3. Share document with reviewers.

3.2 Record Changes
Steps:
1. Go to **Edit** > **Track Changes** > **Record**.
2. Optionally enable **Edit** > **Track Changes** > **Show** to display changes visually.

3.3 Accepting and Rejecting Changes
Steps:
1. Go to **Edit** > **Track Changes** > **Manage**.
2. A dialog shows all changes.
3. Select each change and click **Accept** or **Reject**.

3.3.a Adding Comment
Steps:
1. Highlight the text.
2. Go to **Insert** > **Comment**.
3. Type your comment.

3.3.b Deleting Comment
Steps:
1. Right-click the comment.
2. Choose **Delete Comment**.

3.3.c Comparing Documents
Steps:
1. Go to **Edit** > **Track Changes** > **Compare Document**.
2. Select the original document.
3. Differences will be shown with markup.
4. Review and accept/reject as needed.