



Elsa Quick Guide: Auto-numbering

In the Table of Contents and in Chapters, Elsa auto-numbers content so you don't have to.



Location: Project > ToC and Project > Write

When adding new Units/Parts, Chapters, and Sections to your ToC, there is no need to number them, Elsa will automatically do that for you. If you reorder your ToC, Elsa renumbers them automatically.

The screenshot shows the Elsa software interface with the following structure in the Table of Contents:

- SECTION 1: Section
- SECTION 2: Another section
 - 1. Mining and Rare Earth Concentrate Production
 - 2. Mining and Rare Earth Concentrate Production
 - 3. Rare Earth Production, Use and Price
 - 4. Extracting Rare Earth Elements from Concentrates

Contributors listed on the right:

- Divers, K.
- *Waters, B.; Zhao, H.
- Reed, L.

In the Write Space, Elsa also auto-numbers elements like Figures, Tables, and Formulas. Just like in the ToC, if you move any of these elements around, Elsa automatically renumbers them for you.

Need help? Visit the Elsa Support Center
service.elsevier.com/app/home/suporthub/elsa/