



Getting Started Guide

Chapter 4 ***Getting Started with*** ***Writer***

Word Processing with OpenOffice.org

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Publication date and software version

Published 29 December 2008. Based on OpenOffice.org 3.2.



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What is Writer?

Writer is the word processor component of OpenOffice.org (OOo). In addition to the usual features of a word processor (spelling check, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of tables of contents and indexes, mail merge and others), Writer provides these important features:

- Templates and styles (see Chapter 3)
- Page layout methods, including frames, columns, and tables
- Embedding or linking of graphics, spreadsheets, and other objects
- Built-in drawing tools
- Master documents—to group a collection of documents into a single document
- Change tracking during revisions
- Database integration, including a bibliography database
- Export to PDF, including bookmarks (see Chapter 10)
- And many more

These features are covered in detail in the *Writer Guide*.

The Writer interface

The main Writer workspace is shown in Figure 1. The menus and toolbars are described in Chapter 1 (Introducing OpenOffice.org).

Some other features of the Writer interface are covered in this chapter.

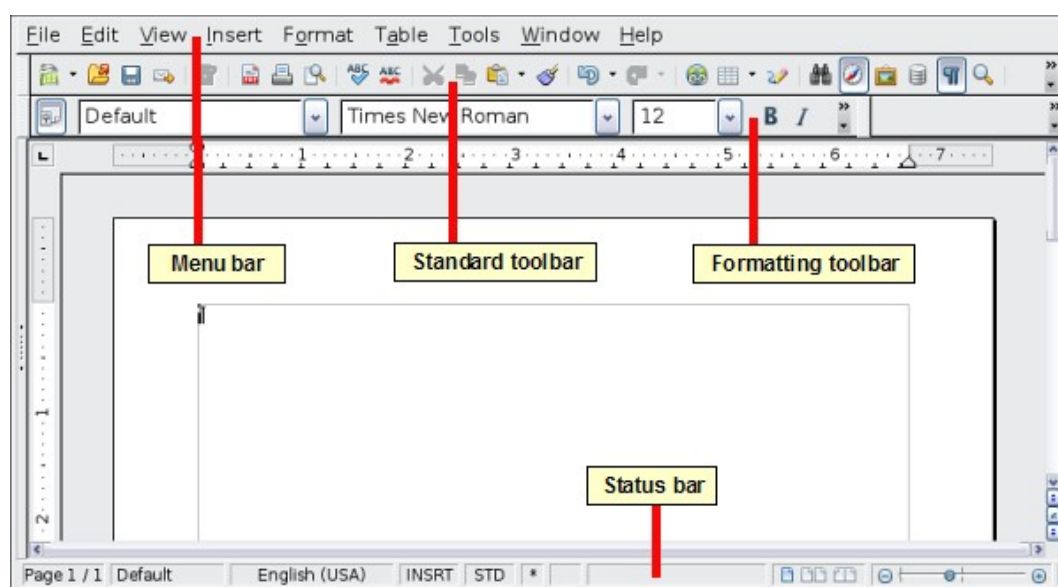


Figure 1: The main Writer workspace in Print Layout view

Status bar

The Writer status bar provides information about the document and convenient ways to quickly change some document features.

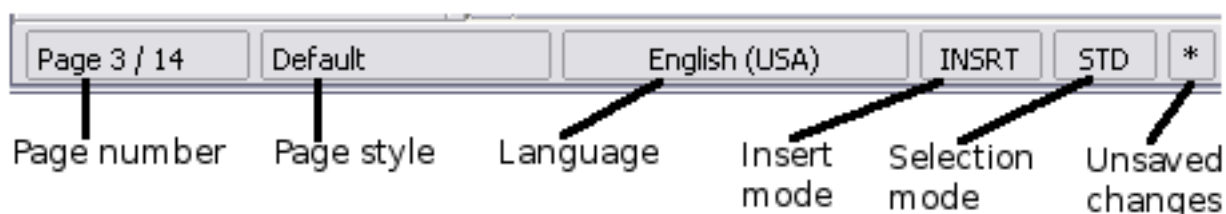


Figure 2: Left end of status bar

Page number

Shows the current page number, the sequence number of the current page (if different), and the total number of pages in the document. For example, if you restarted page numbering at 1 on the third page, its page number is 1 and its sequence number is 3.

If any bookmarks have been defined in the document, a right-click on this field pops up a list of bookmarks; click on the required one.

To jump to a specific page in the document, double-click on this field. The Navigator opens. Click in the Page Number field and type the *sequence* number of the required page. After a brief delay, the display jumps to the selected page.

Page style

Shows the style of the current page. To change the page style, right-click on this field. A list of page styles pops up; choose a different style by clicking on it.

To edit the current page style, double-click on this field. The Page Style dialog opens.

Language

Shows the language for the selected text.

Click to open a menu where you can choose another language for the selected text or for the paragraph where the cursor is located. You can also choose **None (Do not check spelling)** to exclude the text from a spelling check or choose **More...** to open the Character dialog.

Insert mode

Click to toggle between *Insert* and *Overwrite* modes when typing.

Selection mode

Click to toggle between STD (*Standard*), EXT (*Extend*), ADD (*Add*) and BLK (*Block*) selection. EXT is an alternative to *Shift+click* when

selecting text. See “Working with text” on page 11 for more information about ADD and BLK.

Unsaved changes

An asterisk (*) appears here if changes to the document have not been saved.

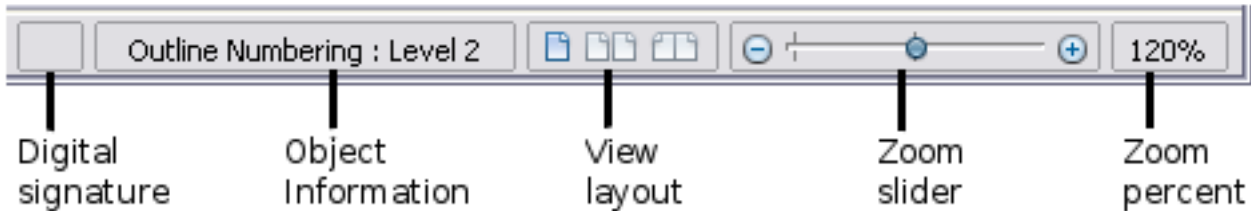



Figure 3: Right end of status bar

Digital signature

If the document has been digitally signed, an icon  shows here. You can double-click the icon to view the certificate.

Section or object information

When the cursor is on a section, heading, or list item, or when an object (such as a picture or table) is selected, information about that item appears in this field. Double-clicking in this area opens a relevant dialog box. For details, consult the Help or the *Writer Guide*.

View layout

Click an icon to change between single page, side-by-side, and book layout views (Figure 4). You can edit the document in any view.

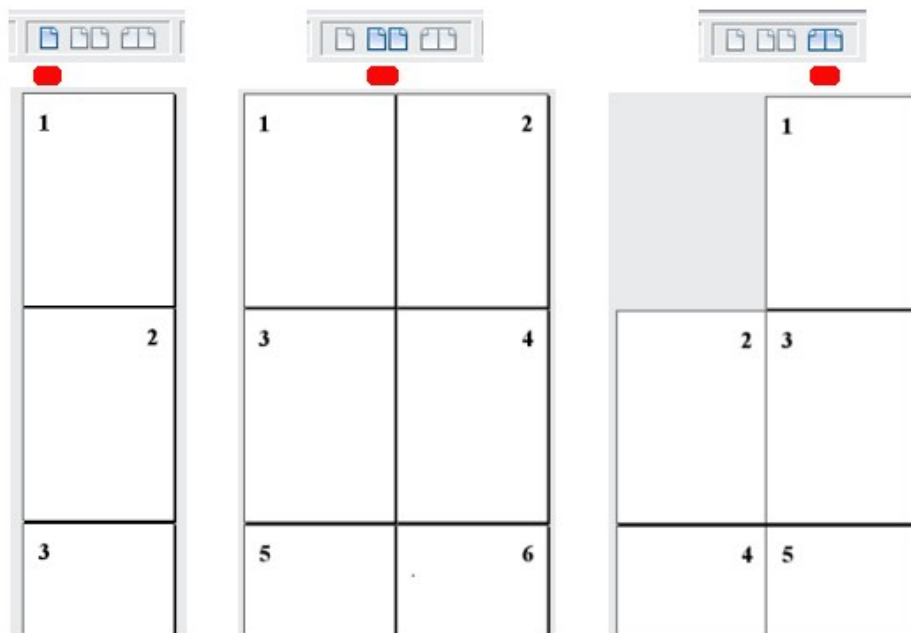
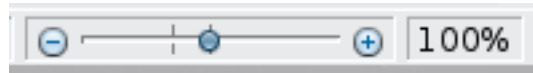


Figure 4: View layouts: single, side-by-side, book.

Zoom

To change the view magnification, drag the Zoom slider, or click on the + and - signs, or right-click on the zoom level percent to pop up a list of magnification values from which to choose. Zoom interacts with the selected view layout to determine how many pages are visible in the document window.



Changing document views

Writer has several ways to view a document: Print Layout, Web Layout, and Full Screen. To access these and other choices, go to the **View** menu and click on the required view. (When in Full Screen view, press the *Esc* key to return to either Print or Web Layout view.)

When in Print Layout, you can use both the Zoom slider and the View Layout icons on the Status bar. In Web Layout, you can use the Zoom slider.

You can also choose **View > Zoom** from the menu bar to display the Zoom & View Layout dialog (Figure 5), where you can set the same options as on the Status bar. In Web Layout view, most of the choices are not available.

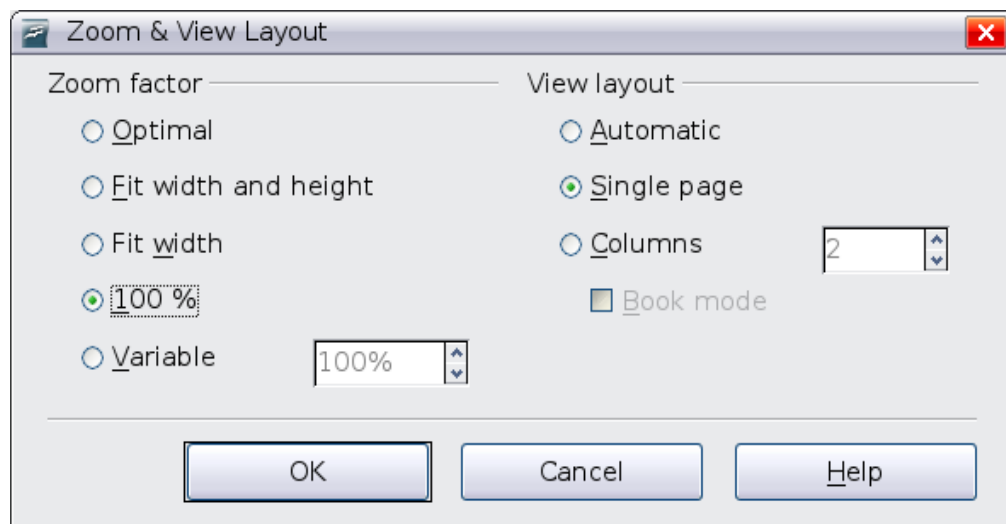


Figure 5: Choosing Zoom and View Layout options.

Moving quickly through a document

In addition to the navigation features of the Status bar (described above), you can use the main Navigator window and the Navigation toolbar as described in Chapter 1 (Introducing OpenOffice.org).

In Writer, you can also display the Navigation toolbar by clicking on the small Navigation icon near the lower right-hand corner of the window below the vertical scroll bar, as shown in Figure 6.

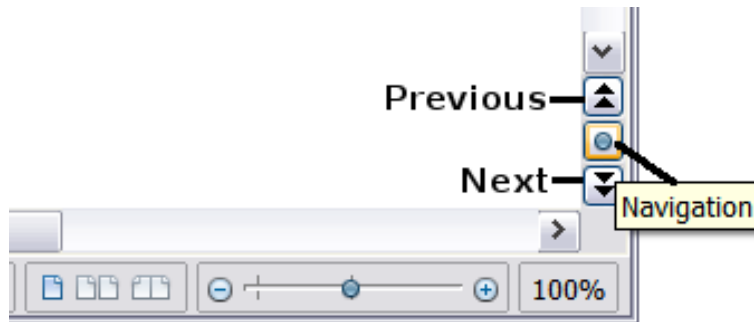


Figure 6: Navigation icons.

The Navigation toolbar (Figure 7) shows icons for all the object types shown in the Navigator, plus some extras (for example, the results of a **Find** command).

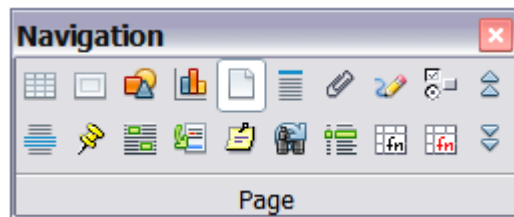


Figure 7: Navigation toolbar

Click an icon to select that object type. Now all the **Previous** and **Next** icons (in the Navigator itself, in the Navigation Toolbar, and on the scroll bar) will jump to the next object of the selected type. This is particularly helpful for finding items like index entries, which can be difficult to see in the text. The names of the icons (shown in the tooltips) change to match the selected category; for example, **Next Graphic**, **Next Bookmark**, or **Continue search forward**.

For more uses of the Navigator in Writer, see the *Writer Guide*.

Working with documents

Chapter 1 (Introducing OpenOffice.org) includes instructions on starting new documents, opening existing documents, and saving documents. Chapter 3 (Using Styles and Templates) covers how to create a document from a template.

Saving as a Microsoft Word file

If you need to exchange files with users of Microsoft Word, they may not know how to open and save .odt files. Microsoft Word 2007 with Service Pack 2 (SP2) can do this. Users of Word 2007, 2003, XP, and 2000 can also download and install a free OpenDocument Format (ODF) plugin from Sun Microsystems.

Some users of Microsoft Word may be unwilling or unable to receive *.odt files. (Perhaps their employer won't allow them to install the plug-in.) In this case, you can save a document as a Microsoft Word file.

- 1) **Important**—First save your document in the file format used by OOo Writer (.odt). If you do not, any changes you made since the last time you saved will appear only in the Microsoft Word version of the document.
- 2) Then choose **File > Save As**.
- 3) On the Save As dialog (Figure 8), in the **File type** (or **Save as type**) drop-down menu, select the type of Word format you need.
- 4) Choose **Save**.

From this point on, *all changes you make to the document will occur only in the Microsoft Word document*. You have changed the name and file type of your document. If you want to go back to working with the .odt version of your document, you must open it again.

Tip

To have OOo save documents by default in the Microsoft Word file format, go to **Tools > Options > Load/Save**. See “Choosing options for loading and saving documents” in Chapter 2 (Setting up OpenOffice.org).

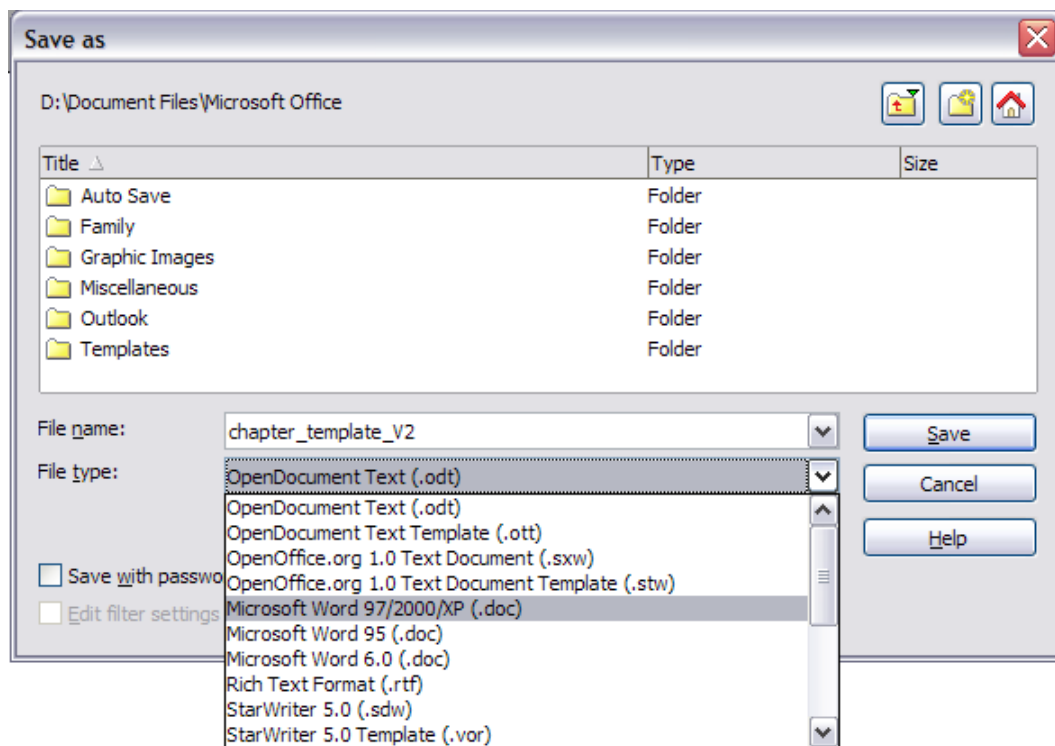


Figure 8. Saving a file in Microsoft Word format

Working with text

Working with text (selecting, copying, pasting, moving) in Writer is similar to working with text in any other program. Oo also has some convenient ways to select items that are not next to each other, select a vertical block of text, and paste unformatted text.

Selecting items that are not consecutive

To select nonconsecutive items (as shown in Figure 9) using the mouse:

- 1) Select the first piece of text.
- 2) Hold down the *Control* key and use the mouse to select the next piece of text.
- 3) Repeat as often as needed.

Now you can work with the selected text (copy it, delete it, change the style, or whatever).

Note

Macintosh users: substitute the *Command* key when instructions in this chapter say to use the *Control* key.

The Country of the Blind

Three hundred miles and more from **Chimborazo**, one hundred from the snows of Cotopaxi, wastes of **Ecuador's Andes**, there lies that mysterious mountain valley, cut off from all the world **Country of the Blind**. Long years ago that valley lay so far open to the world that men might through frightful gorges and over an icy pass into its equable meadows, and thither indeed more or so of Peruvian half-breeds fleeing from the lust and tyranny of an evil **Spanish ruler**. Then stupendous outbreak of Mindobamba, when it was night in **Quito** for seventeen days, and the at Yaguachi and all the fish floating dying even as far as **Guayaquil**; everywhere along the **P** were land-slips and swift thawings and sudden floods, and one whole side of the old **Arauca** came down in thunder, and cut off the **Country of the Blind** for ever from the exploring feet these early settlers had chanced to be on the hither side of the gorges when the world had so itself, and he perforce had to forget his wife and his child and all the friends and possessions

Figure 9: Selecting items that are not next to each other

To select nonconsecutive items using the keyboard:

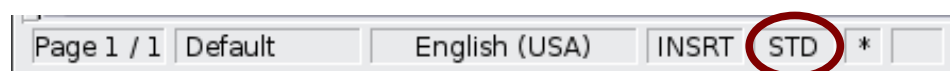
- 1) Select the first piece of text. (For more information about keyboard selection of text, see the topic “Navigating and selecting with the keyboard” in the Help.)
- 2) Press *Shift+F8*. This puts Writer in “Add” mode. The word ADD appears on the status bar.
- 3) Use the arrow keys to move to the start of the next piece of text to be selected. Hold down the *Shift* key and select the next piece of text.
- 4) Repeat as often as needed.

Now you can work with the selected text.

Press *Esc* to exit from this mode.

Selecting a vertical block of text

You can select a vertical block or “column” of text that is separated by spaces or tabs (as you might see in text pasted from e-mails, program listings, or other sources), using OOo’s block selection mode. To change to block selection mode, use **Edit > Selection Mode > Block Area**, or click several times in the status bar on STD until it changes to BLK.



Now highlight the selection, using mouse or keyboard, as shown in Figure 10.

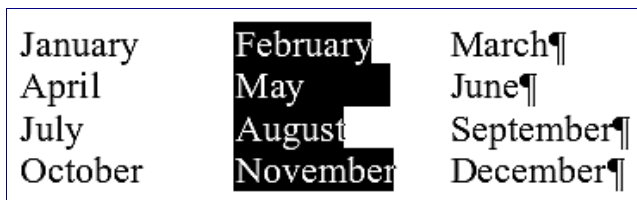


Figure 10: Selecting a vertical block of text

Cutting, copying, and pasting text

Cutting and copying text in Writer is similar to cutting and copying text in other applications. You can use the mouse or the keyboard for these operations. You can copy or move text within a document, or between documents, by dragging or by using menu selections, icons, or keyboard shortcuts. You can also copy text from other sources such as Web pages and paste it into a Writer document.

To *move* (cut and paste) selected text using the mouse, drag it to the new location and release it. To *copy* selected text, hold down the *Control* key while dragging. The text retains the formatting it had before dragging.

When you paste text, the result depends on the source of the text and how you paste it. If you click on the **Paste** icon, any formatting the text has (such as bold or italics) is retained. Text pasted from Web sites and other sources may also be placed into frames or tables. If you do not like the results, click the **Undo** icon or press *Control+Z*.

To make the pasted text take on the formatting of the surrounding text where it is being pasted, choose either:

- **Edit > Paste Special**, or
- Click the triangle to the right of the **Paste** icon, or
- Click the **Paste** icon without releasing the left mouse button.

Then select **Unformatted text** from the resulting menu.

The range of choices on the Paste Special menu varies depending on the origin and formatting of the text (or other object) to be pasted. See (Figure 11) for an example with text on the clipboard.

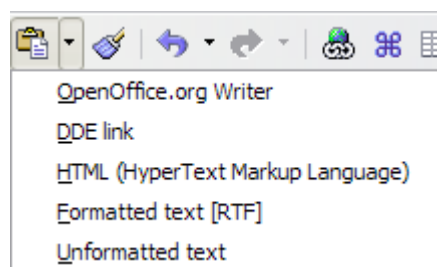


Figure 11: Paste Special menu

Finding and replacing text and formatting

Writer has a Find and Replace feature that automates the process of searching for text inside a document. In addition to finding and replacing words and phrases, you can:

- Use wildcards and regular expressions to fine-tune a search (see the Help for details).
- Find and replace specific formatting (see the *Writer Guide*).
- Find and replace paragraph styles (see the *Writer Guide*).

To display the Find & Replace dialog (Figure 12), use the keyboard shortcut *Control+F* or choose **Edit > Find & Replace** from the menu bar.

- 1) Type the text you want to find in the **Search for** box.
- 2) To replace the text with different text, type the new text in the **Replace with** box.
- 3) You can select various options such as matching the case, matching whole words only, or doing a search for similar words.
- 4) When you have set up your search, click **Find**. To replace text, click **Replace** instead.

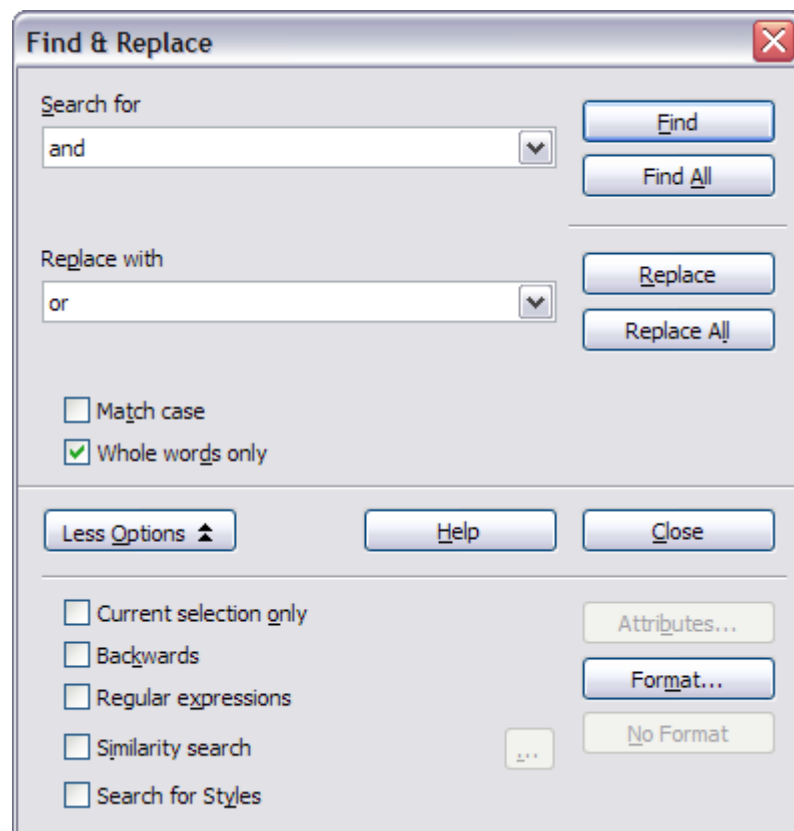


Figure 12: Expanded Find & Replace dialog

Tip

If you click **Find All**, OOo selects all instances of the search text in the document. Similarly, if you click **Replace All**, OOo will replace all matches.

Caution

Use **Replace All** with caution; otherwise, you may end up with some hilarious (and highly embarrassing) mistakes. A mistake with **Replace All** might require a manual, word-by-word, search to fix.

Inserting special characters

A *special character* is one not found on a standard English keyboard. For example, © ¾ æ ç ñ ö ø ø φ are all special characters. To insert a special character:

- 1) Place the cursor where you want the character to appear.
- 2) Choose **Insert > Special Character** to open the Special Characters dialog (Figure 13).
- 3) Select the characters (from any font or mixture of fonts) you wish to insert, in order, then click **OK**. The selected characters are shown in the lower left of the dialog. As you select a character, it is shown on the lower right, along with its numerical code.

Note

Different fonts include different special characters. If you do not find a particular special character, try changing the *Font* selection.

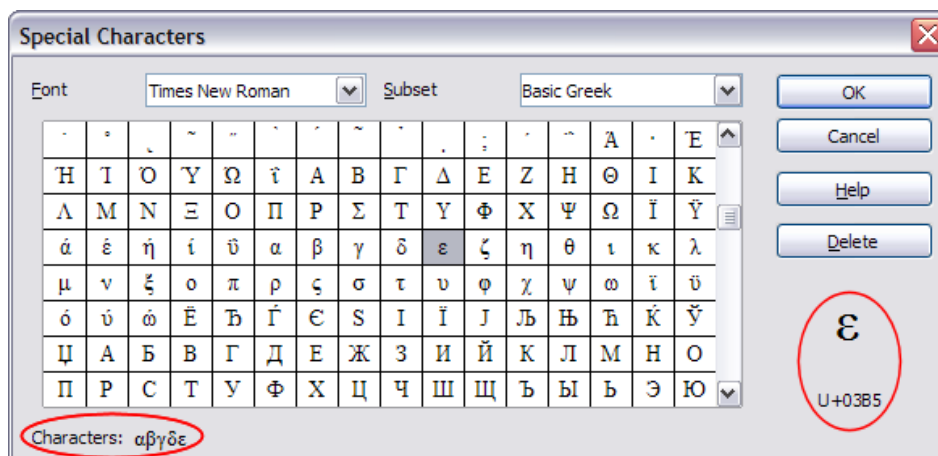


Figure 13: The Special Characters window, where you can insert special characters.

Tip

Notice that the characters selected appear in the bottom-left corner of the window.

Inserting dashes and non-breaking spaces and hyphens

To prevent two words from being separated at the end of a line, press *Control+spacebar* after the first word to insert a non-breaking space.

In cases where you do not want the hyphen to appear at the end of a line, for example in a number such as 123-4567, you can press *Shift+Control+minus sign* to insert a non-breaking hyphen.

To enter en and em dashes, you can use the *Replace dashes* option under **Tools > AutoCorrect > Options** (Figure 21). This option replaces two hyphens, under certain conditions, with the corresponding dash.

- is an en-dash; that is, a dash the width of the letter “n” in the font you are using. Type at least one character, a space, one or two hyphens, another space, and at least one more letter, then a space. The one or two hyphens will be replaced by an en-dash.
- is an em-dash; that is, a dash the width of the letter “m” in the font you are using. Type at least one character, two hyphens, and at least one more character, then a space. The two hyphens will be replaced by an em-dash.

See the Help for more details. For other methods of inserting dashes, see the *Writer Guide*.

Setting tab stops and indents

The horizontal ruler shows both the default tab stops and any tab stops that you have defined. Tab settings affect indentation of full paragraphs (using the Increase Indent and Decrease Indent icons on the Formatting toolbar) as well as indentation of parts of a paragraph (by pressing the *Tab* key on the keyboard).

Using the default tab spacing can cause formatting problems if you share documents with other people. If you use the default tab spacing and then send the document to someone else who has chosen a different default tab spacing, tabbed material will change to use the other person’s settings. This may cause major formatting problems. Instead of using the defaults, define your own tab settings, as described in this section.

To define indents and tab settings for one or more selected paragraphs, double-click on a part of the ruler that is not between the left and right indent icons to open the *Indents & Spacing* page of the Paragraph dialog box. Double-click anywhere between the left and

right indent icons on the ruler to open the *Tabs* page of the Paragraph dialog box (Figure 17).

A better strategy is to define tabs for the paragraph *style*. See Chapters 6 and 7 in the *Writer Guide* for more information.

Tip

Using tabs to space out material on a page is not recommended. Depending on what you are trying to accomplish, a table is usually a better choice.

Changing the default tab stop interval

Note

Any changes to the default tab setting will affect the existing default tab stops in any document you open afterward, as well as tab stops you insert after making the change.

To set the measurement unit and the spacing of default tab stop intervals, go to **Tools > Options > OpenOffice.org Writer > General**.



Figure 14: Selecting a default tab stop interval

You can also set or change the measurement unit for rulers in the current document by right-clicking on the ruler to open a list of units, as shown in Figure 19. Click on one of them to change the ruler to that unit. The selected setting applies only to that ruler.

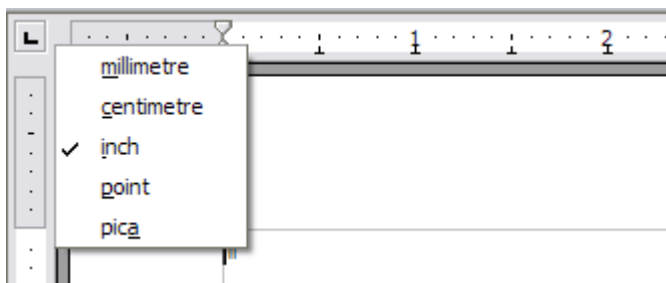




Figure 15: Ruler showing default tab stops

Checking spelling and grammar

Writer provides a spelling checker, which can be used in two ways.

 **AutoSpellcheck** checks each word as it is typed and displays a wavy red line under any misspelled words. When the word is corrected, the line disappears.

 To perform a separate spelling check on the document (or a text selection) click the **Spelling and Grammar** button. This checks the document or selection and opens the Spelling and Grammar dialog if any misspelled words are found.

Here are some more features of the spelling checker:

- You can right-click on a word with a wavy underline to open a context menu. If you select from the suggested words on the menu, the selection will replace the misspelled word in your text. Other menu options are discussed below.
- You can change the dictionary language (for example, Spanish, French or German) on the Spelling and Grammar dialog.
- You can add a word to the dictionary. Click **Add** in the Spelling and Grammar dialog and pick the dictionary to add it to.
- Click the **Options** button on the Spelling and Grammar dialog to open a dialog similar to the one in **Tools > Options > Language Settings > Writing Aids** described in Chapter 2. There you can choose whether to check uppercase words and words with numbers, and you can manage custom dictionaries, that is, add or delete dictionaries and add or delete words in a dictionary.
- On the Font tab of the Paragraph Styles dialog, you can set paragraphs to be checked in a specific language (different from the rest of the document). See Chapter 7 (Working with Styles) in the *Writer Guide* for more information.

Writer does not include a grammar checker, but you can install an extension such as Language Tool and access it from **Tools > Spelling and Grammar**. (See Chapter 14 for more about installing extensions.)

Language Tool adds a new menu item and submenu to the Tools menu, from which you can configure the tool and check or recheck the document.

Using built-in language tools

Writer provides some tools that make your work easier if you mix multiple languages within the same document or if you write documents in various languages.


The main advantage of changing the language is that you can then use the correct dictionaries to check spelling and apply the localized versions of Autocorrect replacement tables, thesaurus, and hyphenation rules.

You can also set the language for a paragraph or a group of characters as **None**. This option is especially useful when you insert text such as web addresses or programming language snippets that you do not want to check for spelling.

Specifying the language in character and paragraph styles is the preferred method, because styles allow a greater level of control and make changing the language much faster. On the Font tab of the Paragraph Styles dialog box, you can specify that certain paragraphs be checked in a language that is different from the language of the rest of the document. See Chapter 7 (Working with Styles) for information on how to manage the language settings of a style.

However, starting with OpenOffice.org 3.0, you can set the language for the whole document, for individual paragraphs, or even for individual words and characters, all from **Tools > Language** on the menu bar.

Another way to change the language of a whole document is to use **Tools > Options > Language Settings > Languages**. In the *Default languages for documents* section of the Options dialog, you can choose a different language for all the text.

The spelling checker works only for those languages in the list that have the symbol  next to them. If you do not see the symbol next to your preferred language, you can install the additional dictionary using **Tools > Languages > More dictionaries online**.

The language used for checking spelling is also shown in the status bar, next to the page style in use.

You can also configure the language for a paragraph or a group of characters as **None**. This option is particularly useful in the case where you insert in the document text that you do not want to spellcheck, such as web addresses or programming language snippets.

Using AutoCorrect

Writer's AutoCorrect function has a long list of common misspellings and typing errors, which it corrects automatically. For example, "hte" will be changed to "the".

Choose **Tools > AutoCorrect Options** to open the AutoCorrect dialog. There you can define which strings of text are corrected and how. In most cases, the defaults are fine.

AutoCorrect is turned on when Writer is installed. To turn it off, uncheck **Format > AutoCorrect > While Typing**.

To stop Writer replacing a specific spelling, go to the **Replace** tab, highlight the word pair, and click **Delete**.

To add a new spelling to the list, type it into the *Replace* and *With* boxes on the Replace tab, and click **New**.

See the different tabs of the dialog for the wide variety of other options available to fine-tune AutoCorrect.

Tip

AutoCorrect can be used as a quick way to insert special characters. For example, (c) will be autocorrected to ©. You can add your own special characters.

Using word completion

If Word Completion is enabled, Writer tries to guess which word you are typing and offers to complete the word for you. To accept the suggestion, press *Enter*. Otherwise continue typing.

To turn off Word Completion, select **Tools > AutoCorrect Options > Word Completion** and deselect **Enable word completion**.

You can customize word completion from the **Word Completion** page of the AutoCorrect dialog:

- Add (append) a space automatically after an accepted word.
- Show the suggested word as a tip (hovering over the word) rather than completing the text as you type.
- Change the maximum number of words remembered for word completion and the length of the smallest words to be remembered.
- Delete specific entries from the word completion list.
- Change the key that accepts a suggested entry—the options are *Right arrow*, *End key*, *Return (Enter)*, and *Space bar*.

Note

Automatic word completion only occurs after you type a word for the second time in a document.

Using AutoText

AutoText allows you to assign text, tables, graphics and other items to a key combination. For example, rather than typing “Senior Management” every time you use that phrase, you can type “sm” and press *F3*. You can also save graphics or tables (such as a formatted Tip like the one on this page) as AutoText.

To assign some text to an AutoText shortcut:

- 1) Type the text into your document.
- 2) Select the text so it is highlighted.
- 3) Choose **Edit > AutoText** (or press *Control+F3*).
- 4) Enter a name for your shortcut. Writer will suggest a one-letter shortcut, which you can change.
- 5) Click the **AutoText** button on the right and select **New (text only)** from the menu.
- 6) Click **Close** to return to your document.

Tip

If the only option under the AutoText button is Import, either you have not entered a name for your AutoText or there is no text selected in the document.

AutoText is especially powerful when assigned to fields. See Chapter 14 (Working with Fields) in the *Writer Guide* for more information.

Formatting text

Using styles is recommended

Styles are central to using Writer. Styles enable you to easily format your document consistently, and to change the format with minimal effort. A style is a named set of formatting options. Writer defines several types of styles, for different types of elements: characters, paragraphs, pages, frames, and lists. See Chapter 3 (Using Styles and Templates) in this book and Chapters 6 and 7 in the *Writer Guide*.

Formatting paragraphs

You can apply many formats to paragraphs using the buttons on the Formatting toolbar. Figure 16 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for paragraph formatting. The appearance of the icons may vary with your operating

system and the selection of icon size and style in **Tools > Options > OpenOffice.org > View**.

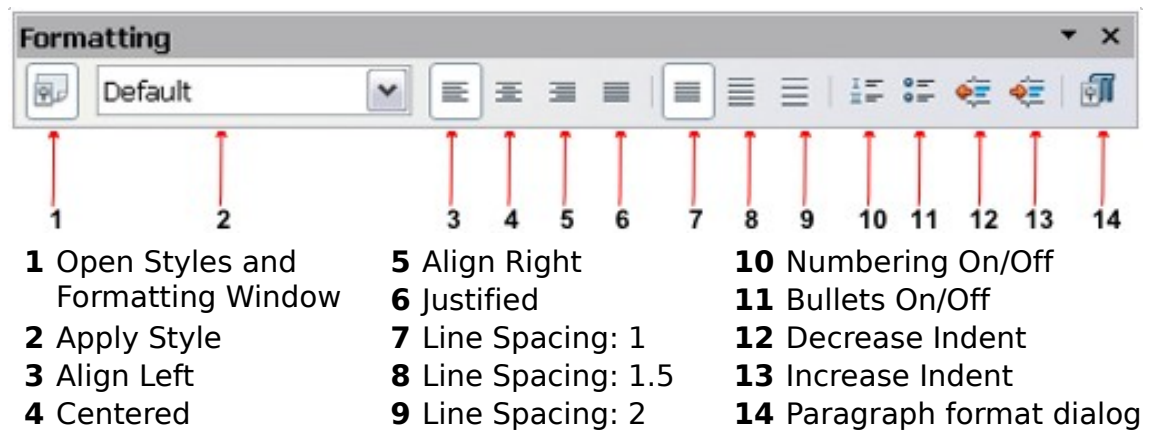


Figure 16: Formatting toolbar, showing icons for paragraph formatting.

Formatting characters

You can apply many formats to characters using the buttons on the Formatting toolbar. Figure 17 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for character formatting.

The appearance of the icons may vary with your operating system and the selection of icon size and style in **Tools > Options > OpenOffice.org > View**.

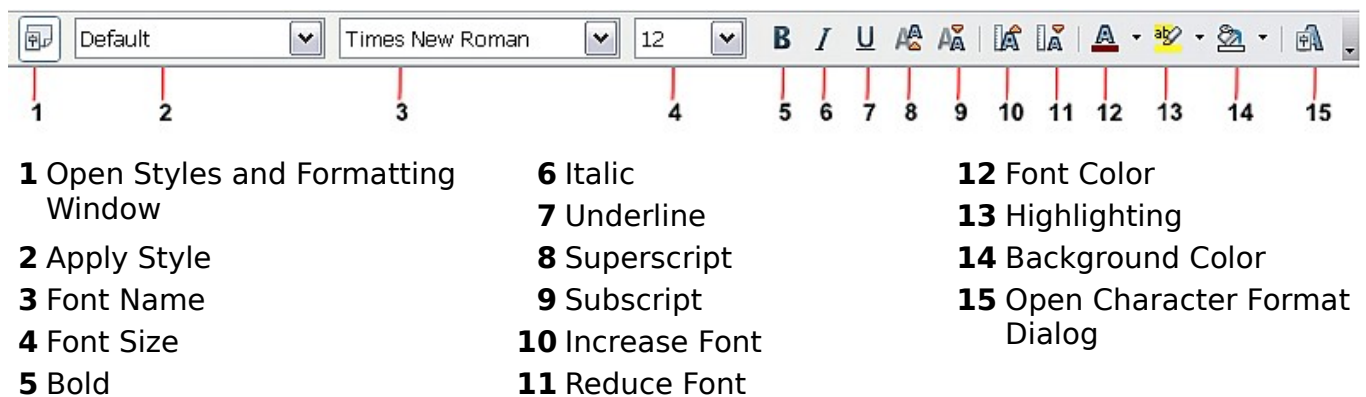


Figure 17: Formatting toolbar, showing icons for character formatting

Tip

To remove manual formatting, select the text and choose **Format > Default Formatting**, or right-click and choose **Default Formatting**.

Autoformatting

You can set Writer to automatically format parts of a document according to the choices made on the Options page of the AutoCorrect dialog (**Tools > AutoCorrect Options**).

Tip

If you notice unexpected formatting changes occurring in your document, this is the first place to look for the cause.

Some common unwanted or unexpected formatting changes include:

- Horizontal lines. If you type three or more hyphens (---), underscores (___) or equal signs (===) on a line and then press *Enter*, the paragraph is replaced by a horizontal line as wide as the page. The line is actually the lower border of the preceding paragraph.
- Bulleted and numbered lists. A bulleted list is created when you type a hyphen (-), star (*), or plus sign (+), followed by a space or tab at the beginning of a paragraph. A numbered list is created when you type a number followed by a period (.), followed by a space or tab at the beginning of a paragraph. Automatic numbering is only applied to paragraphs formatted with the *Default*, *Text body* or *Text body indent* paragraph styles.

To turn autoformatting on or off, choose **Format > AutoFormat** and select or deselect the items on the list.

Creating numbered or bulleted lists

There are several ways to create numbered or bulleted lists:

- Use autoformatting, as described above.
- Use list (numbering) styles, as described in Chapters 6 (Introduction to Styles) and 7 (Working with Styles) in the *Writer Guide*.
- Use the Numbering and Bullets icons on the paragraph formatting toolbar (see Figure 16). This method is described here.

To produce a numbered or bulleted list, select the paragraphs in the list, and then click the appropriate icon on the toolbar.

Note

It is a matter of personal preference whether you type your information first, then apply Numbering/Bullets, or apply them as you type.

Using the Bullets and Numbering toolbar

You can create nested lists (where one or more list items has a sublist under it, as in an outline) by using the buttons on the Bullets and Numbering toolbar (Figure 18). You can move items up or down the list, or create subpoints, and even change the style of bullets. Use **View > Toolbars > Bullets and Numbering** to see the toolbar.

The appearance of the icons may vary with your operating system and the selection of icon size and style in **Tools > Options > OpenOffice.org > View**.



- | | | |
|---------------------------|--|-----------------------------------|
| 1 Bullets On/Off | 6 Move Up (One Level) with Sub-points | 10 Move Down |
| 2 Numbering On/Off | 7 Move Down (One Level) with Sub-points | 11 Move Up in Sub-points |
| 3 Numbering Off | 8 Insert Unnumbered Entry | 12 Move Down in Sub-points |
| 4 Up One Level | 9 Move Up | 13 Restart Numbering |
| 5 Down One Level | | 14 Bullets and Numbering |

Figure 18: Bullets and Numbering toolbar

Hyphenating words

You have several choices regarding hyphenation: let Writer do it automatically (using its hyphenation dictionaries), insert conditional hyphens manually where necessary, or don't hyphenate at all.

Automatic hyphenation

To turn automatic hyphenation of words on or off:

- 1) Press *F11* to open the Styles and Formatting window (Figure 19).

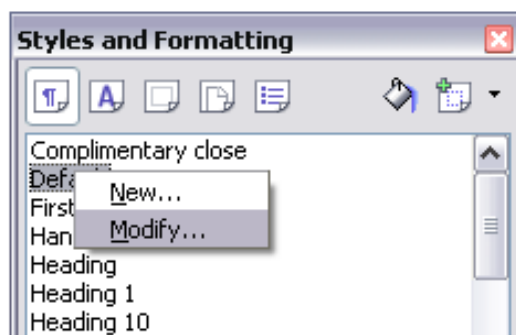


Figure 19: Modifying a style

- 2) On the Paragraph Styles page of the Styles and Formatting window, right-click on **Default** in the list and select **Modify**.
- 3) On the Paragraph Style dialog, go to the **Text Flow** page (see Figure 20).

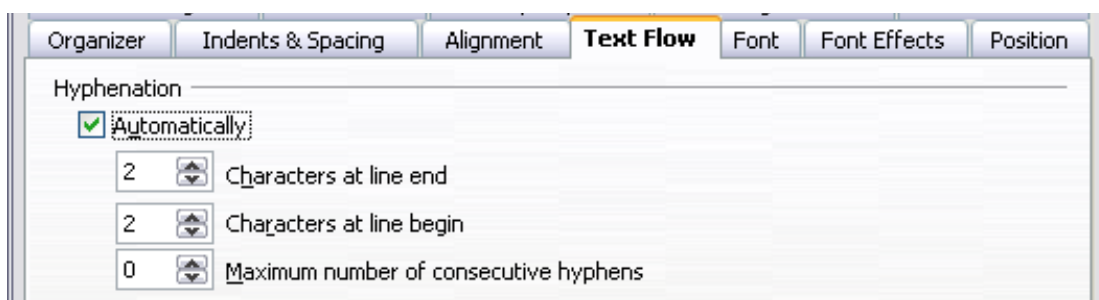


Figure 20: Turning on automatic hyphenation

- 4) Under Hyphenation, select or deselect the **Automatically** option. Click **OK** to save.

Note

Turning on hyphenation for the Default paragraph style affects all other paragraph styles that are based on Default. You can individually change other styles so that hyphenation is not active; for example, you might not want headings to be hyphenated. Any styles that are not based on Default are not affected.

You can also set hyphenation choices through **Tools > Options > Language Settings > Writing Aids**. In Options, near the bottom of the dialog, scroll down to find the hyphenation settings (Figure 21).

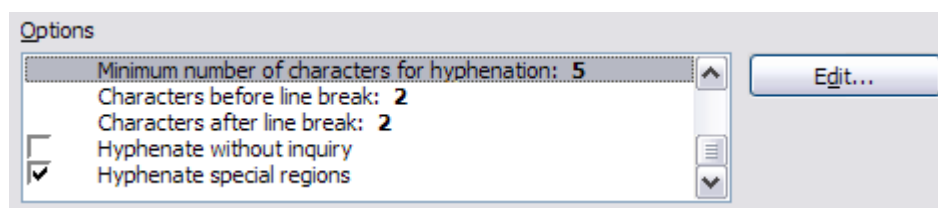


Figure 21: Setting hyphenation options

To change the minimal number of characters for hyphenation, the minimum number of characters before a line break, or the minimum number of characters after a line break, select the item, and then click the **Edit** button in the Options section.

Hyphenation options set on the Writing Aids dialog box are effective only if hyphenation is turned on through paragraph styles.

Manual hyphenation

To manually hyphenate words, *do not* use a normal hyphen, which will remain visible even if the word is no longer at the end of a line when

you add or delete text or change margins or font size. Instead, use a *conditional hyphen*, which is visible only when required.

To insert a conditional hyphen inside a word, click where you want the hyphen to appear and press *Control+hyphen*. The word will be hyphenated at this position when it is at the end of the line, even if automatic hyphenation for this paragraph is switched off.

Formatting pages

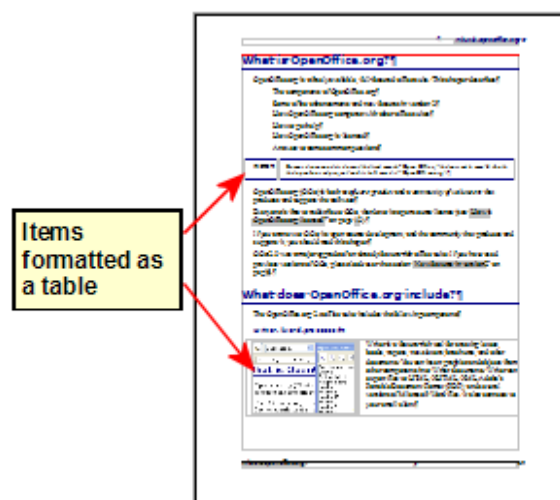
Writer provides several ways for you to control page layouts: page styles, columns, frames, tables, and sections. For more information, see Chapter 4 (Formatting Pages) in the *Writer Guide*.

Tip Page layout is usually easier if you show text, object, table, and section boundaries in **Tools > Options > OpenOffice.org > Appearance**, and paragraph ends, tabs, breaks, and other items in **Tools > Options > OpenOffice.org Writer > Formatting Aids**.

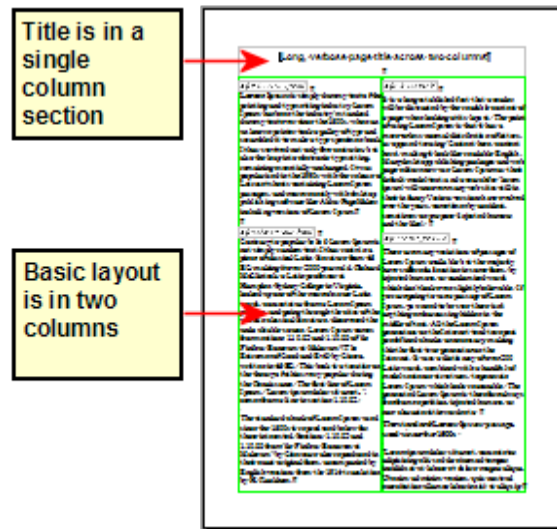
Which layout method to choose?

The best layout method varies depending on what the final document should look like and what sort of information will be in the document. Here are some examples.

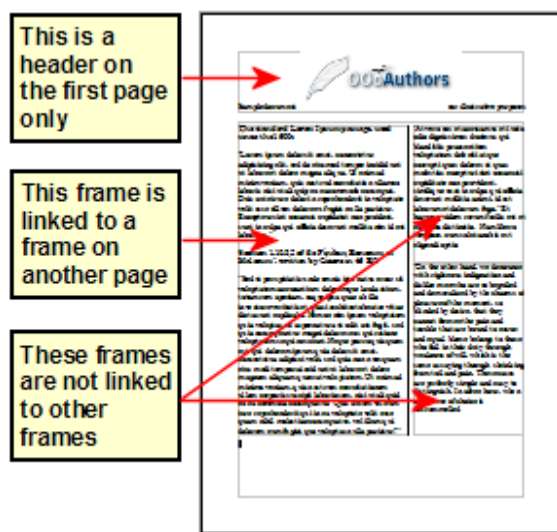
For a book similar to this user guide, with one column of text, some figures without text beside them, and some other figures with descriptive text, use page styles for basic layout, and tables to place figures beside descriptive text when necessary.



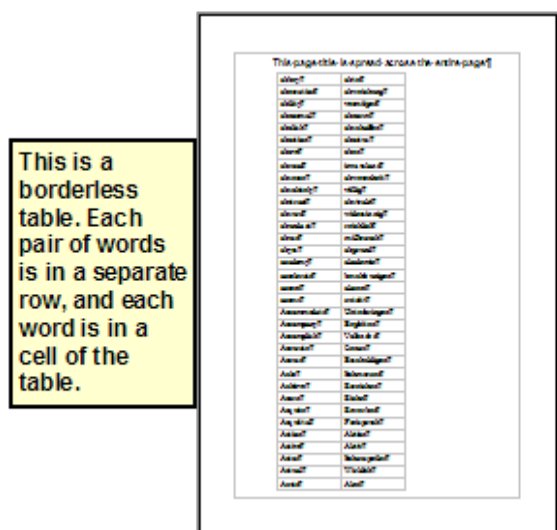
For an index or other document with two columns of text, where the text continues from the left-hand column to the right-hand column and then to the next page, all in sequence (also known as “snaking columns” of text), use page styles (with two columns). If the title of the document (on the first page) is full-page width, put it in a single-column section.



For a newsletter with complex layout, two or three columns on the page, and some articles that continue from one page to some place several pages later, use page styles for basic layout. Place articles in linked frames and anchor graphics to fixed positions on the page if necessary.



For a document with terms and translations to appear side-by-side in what appear to be columns, use a table to keep items lined up, and so you can type in both “columns”.



Creating headers and footers

A header is an area that appears at the top of a page. A footer appears at the bottom of the page. Information, such as page numbers inserted into a header or footer, displays on every page of the document with that page style.

To insert a header, choose **Insert > Header > Default** (or the page style, if not Default).

Other information such as document titles and chapter titles is often put into the header or footer. These items are best added as fields. That way, if something changes, the headers and footers are updated automatically. Here is one common example.

To insert the document title into the header:

- 1) Choose **File > Properties > Description** and type a title for your document.
- 2) Add a header (**Insert > Header > Default**).
- 3) Place the cursor in the header part of the page.
- 4) Choose **Insert > Fields > Title**. The title should appear on a gray background (which does not show when printed and can be turned off).
- 5) To change the title for the whole document, go back to **File > Properties > Description**.

Fields are covered in detail in Chapter 14 (Working with Fields) in the *Writer Guide*.

For more about headers and footers, see Chapter 4 (Formatting Pages) and Chapter 6 (Introduction to Styles) in the *Writer Guide*.

Numbering pages

To automatically number pages:

- 1) Insert a header or footer, as described in “Creating headers and footers” on page 28.
- 2) Place the cursor in the header or footer where you want the page number to appear and choose **Insert > Fields > Page Number**.

Including the total number of pages

To include the total number of pages (as in “page 1 of 12”):

- 1) Type the word “page” and a space, then insert the page number as above.

- 2) Press the spacebar once, type the word “of” and a space, then choose **Insert > Fields > Page Count**.

Note

The Page Count field inserts the total number of pages in the document, as shown on the Statistics tab of the document’s Properties window (**File > Properties**). If you restart page numbering anywhere in the document, then the total page count may not be what you want. See Chapter 4 (Formatting Pages) in the *Writer Guide* for more information.

Restarting page numbering

Often you will want to restart the page numbering at 1, for example on the page following a title page or a table of contents. In addition, many documents have the “front matter” (such as the table of contents) numbered with Roman numerals and the main body of the document numbered in Arabic numerals, starting with 1.

You can restart page numbering in two ways.

Method 1:

- 1) Place the cursor in the first paragraph of the new page.
- 2) Choose **Format > Paragraph**.
- 3) On the Text Flow tab of the Paragraph dialog (Figure 20 on page 25), select **Breaks**.
- 4) Select **Insert** and then **With Page Style** and specify the page style to use.
- 5) Specify the page number to start from, and then click **OK**.

Tip

Method 1 is also useful for numbering the first page of a document with a page number greater than 1. For example, you may be writing a book, with each chapter in a separate file. Chapter 1 may start with page 1, but Chapter 2 could begin with page 25 and Chapter 3 with page 51.

Method 2:

- 1) **Insert > Manual break**.
- 2) By default, **Page break** is selected on the Insert Break dialog (Figure 22).
- 3) Choose the required page **Style**.
- 4) Select **Change page number**.
- 5) Specify the page number to start from, and then click **OK**.

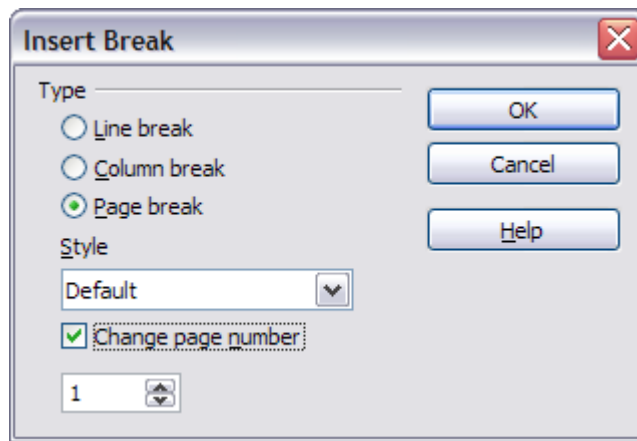


Figure 22: Restarting page numbering after a manual page break

Changing page margins

You can change page margins in two ways:

- Using the page rulers—quick and easy, but does not have fine control.
- Using the Page Style dialog—can specify margins to two decimal places.

Note

If you change the margins using the rulers, the new margins affect the page style and will be shown in the Page Style dialog the next time you open it.

Because the page style is affected, the changed margins apply to **all** pages using that style.

To change margins using the rulers:

- 1) The gray sections of the rulers are the margins (see Figure 23). Put the mouse cursor over the line between the gray and white sections. The pointer turns into a double-headed arrow.
- 2) Hold down the left mouse button and drag the mouse to move the margin.

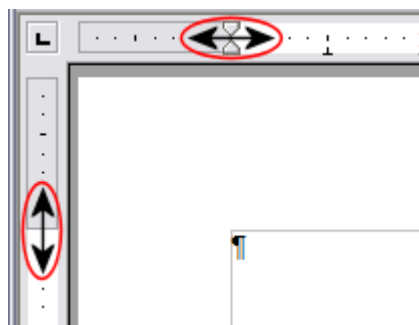


Figure 23: Moving the margins

Tip

The small arrows on the ruler are used for indenting paragraphs. They are often in the same place as the page margins, so you need to be careful to move the margin marker, not the arrows. Place the mouse pointer between the arrows and, when the pointer turns into a double-headed arrow, you can move the margin (the indent arrows will move with it).

To change margins using the Page Style dialog:

- 1) Right-click anywhere on the page and select **Page** from the pop-up menu.
- 2) On the **Page** tab of the dialog, type the required distances in the Margins boxes.

Adding comments to a document

Authors and reviewers often use comments (formerly called “notes”) to exchange ideas, ask for suggestions, or mark items needing attention.

To insert a comment in the text, place the cursor in the place the comment refers to and choose **Insert > comment** or press *Ctrl+Alt+N*. The anchor point of the comment is connected by a dotted line to a box on the right-hand side of the page where you can type the text of the comment. Writer automatically adds at the bottom of the comment the author’s name and a time stamp indicating when the comment was created. Figure 24 shows an example of text with notes from two different authors.

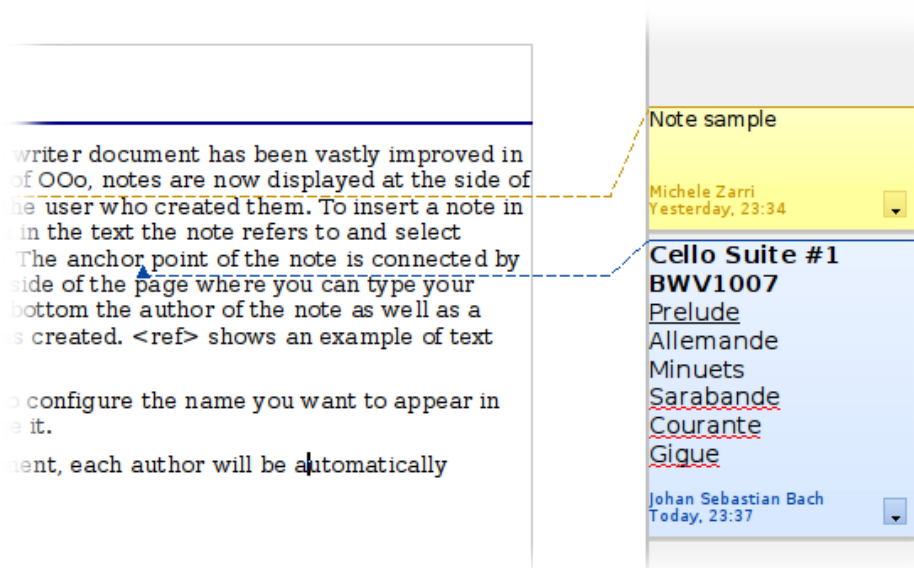


Figure 24: Notes in OOo3

Choose **Tools > Options > User Data** to configure the name you want to appear in the Author field of the note, or to change it.

If more than one person edits the document, each author is automatically allocated a different background color.

Right-clicking on a comment pops up a menu where you can delete the current comment, all the comments from the same author, or all the comments in the document. From this menu, you can also apply some basic formatting to the text of the comment. You can also change the font type, size, and alignment from the main menu.

To navigate from one comment to another, open the Navigator (*F5*), expand the Comments section, and click on the comment text to move the cursor to the anchor point of the comment in the document. Right-click on the comment to quickly edit or delete it.

You can also navigate the comments using the keyboard. Use *Ctrl+Alt+Page Down* to move to the next comment and *Ctrl+Alt+Page Up* to move to the previous comment.

Creating a table of contents

Writer's table of contents feature lets you build an automated table of contents from the headings in your document. Before you start, make sure that the headings are styled consistently. For example, you can use the *Heading 1* style for chapter titles and the *Heading 2* and *Heading 3* styles for chapter subheadings.

Although tables of contents can be customized extensively in Writer, often the default settings are all you need. Creating a quick table of contents is simple:

- 1) When you create your document, use the following paragraph styles for different heading levels (such as chapter and section headings): *Heading 1*, *Heading 2*, and *Heading 3*. These are what will appear in your table of contents. You can use more levels of headings, but the default setting is to use only the first three levels in the table of contents.
- 2) Place the cursor where you want the table of contents to be inserted.
- 3) Choose **Insert > Indexes and Tables > Indexes and Tables**.
- 4) Change nothing in the Insert Index/Table dialog. Click **OK**.

If you add or delete text (so that headings move to different pages) or you add, delete, or change headings, you need to update the table of contents. To do this:

- 1) Place the cursor within the table of contents.
- 2) Right-click and choose **Update Index/Table** from the pop-up menu.

Note

If you cannot place your cursor in the table of contents, choose **Tools > Options > OpenOffice.org Writer > Formatting Aids**, and then select **Enable** in the **Cursor in protected areas** section.

You can customize an existing table of contents at any time. Right-click anywhere in it and choose **Edit Index/Table** from the pop-up menu. Chapter 12 (Creating Tables of Contents, Indexes and Bibliographies) of the *Writer Guide* describes in detail all the customizations you can choose.

Creating indexes and bibliographies

Indexes and bibliographies work in a similar way to tables of contents. Chapter 12 (Creating Tables of Contents, Indexes and Bibliographies) in the *Writer Guide* describes the process in detail.

In addition to alphabetical indexes, other types of indexes supplied with Writer include those for illustrations, tables, and objects, and you can even create a user-defined index. For example, you might want an index containing only the scientific names of species mentioned in the text, and a separate index containing only the common names of species. Before creating some types of indexes, you first need to create index entries embedded in your Writer document.

Working with graphics

Graphics in Writer are of three basic types:

- Image files, including photos, drawings, scanned images, and others
- Diagrams created using OOo's drawing tools
- Charts created using OOo's Chart facility.

See Chapter 11 (Graphics, the Gallery, and Fontwork) in this book and Chapter 8 (Working with Graphics) in the *Writer Guide*.

Printing from Writer

Writer provides a range of choices when printing.

Quick printing

Click the **Print File Directly** icon  to send the entire document to the default printer defined for your computer.

Note

You can change the action of the **Print File Directly** icon to send the document to the printer defined for the document instead of the default printer for the computer. Go to **Tools > Options > Load/Save > General** and select the **Load printer settings with the document** option.

Controlling printing

For more control over printing, use **File > Print** to display the Print dialog (Figure 25).

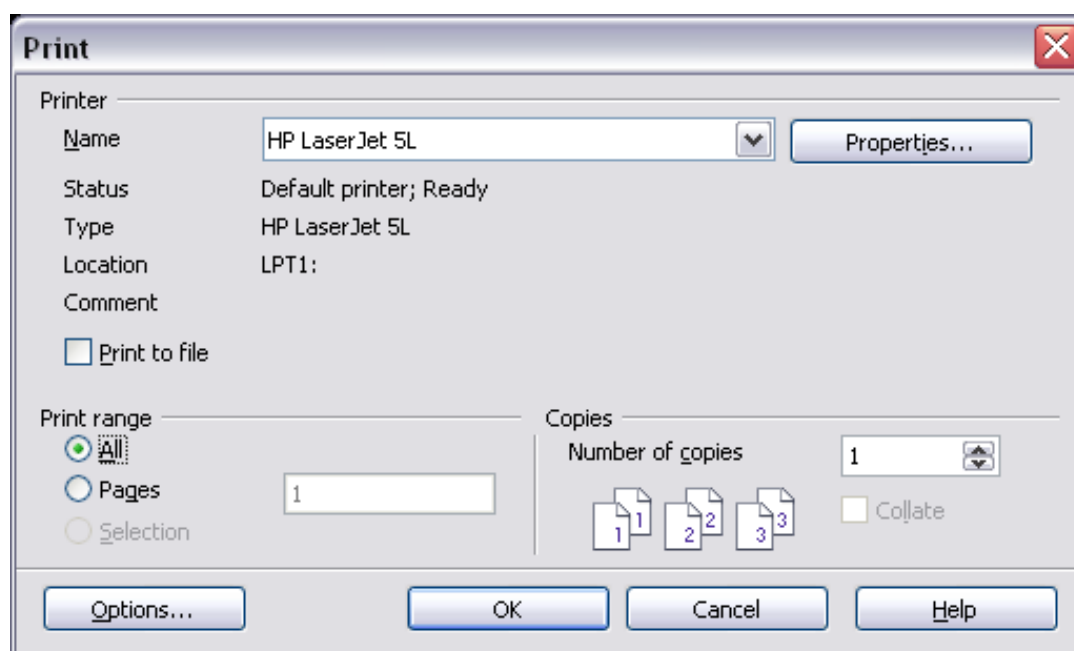


Figure 25. The Print dialog

On the Print dialog, you can choose:

- Which printer to use (if more than one are installed on your system) and the properties of the printer—for example, orientation (portrait or landscape), which paper tray to use, and what paper size to print on. The properties available depend on the selected printer; consult the printer's documentation for details.

- What pages to print, how many copies to print, and in what order to print them. Use dashes to specify page ranges and commas or semicolons to separate ranges; for example: 1, 5, 11-14, 34-40. *Selection* is the highlighted part of a page or pages.
- What items to print. Click the **Options** button to display the Printer Options dialog (Figure 26).

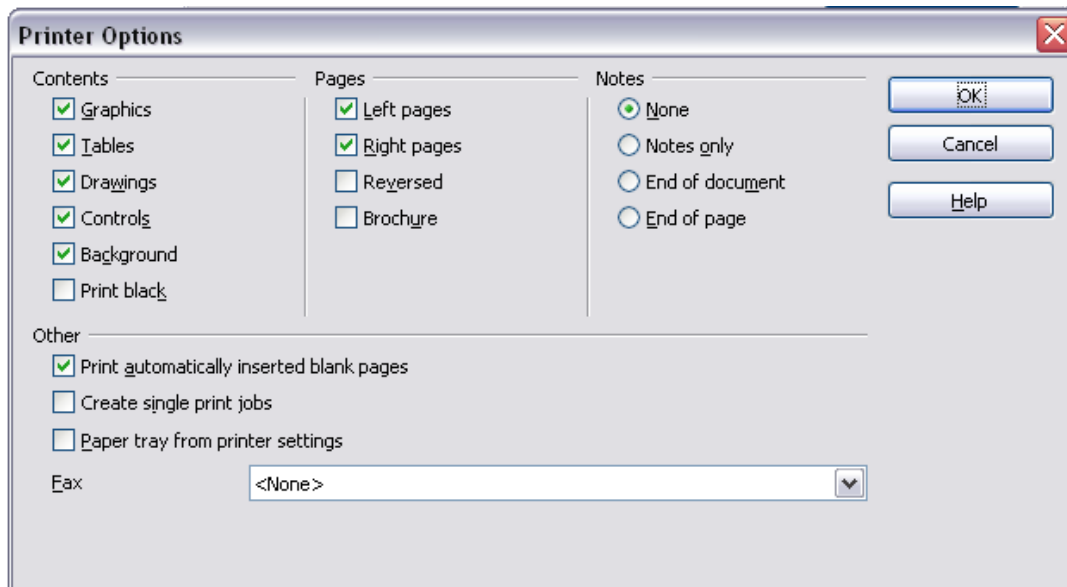


Figure 26. Printer Options dialog for Writer

Selecting print options for a document

Selections on the Printer Options dialog apply to this printing of this document only.

To specify default printing options, you need to use two pages in **Tools > Options > OpenOffice.org - Print** and **Tools > Options > OpenOffice.org Writer - Print** (which looks very similar to the Printer Options dialog). (See Chapter 2.)

Some items of interest on the Printer Options dialog include:

- In the *Contents* section, you might choose not to print graphics or page background in drafts, for example (to save toner or ink).
- In the *Pages* section, you can choose:
 - Print only left (even-numbered) pages or only right (odd-numbered) pages. These settings are useful when you want to print on both sides of the page, but do not have a printer that handles this automatically.
 - Print in reversed page order.
 - *Brochure*—the results of this selection are discussed in “Printing a brochure” on page 37.

- In the Comments section, you can choose whether to print any comments that have been added to your document (using **Insert > Comment**), and where to print the comments.

Printing in black and white on a color printer

You may wish to print documents in black and white on a color printer, to save expensive color ink or toner. Common uses are for drafts or documents to be photocopied in black and white. Several choices are available.

To print the current document in black and white or grayscale:

- 1) Choose **File > Print** to open the Print dialog.
- 2) Click **Properties** to open the properties dialog for the printer. The available choices vary from one printer to another, but you should find an option for Color. See your printer's help or user manual for more information.
- 3) The choices for color may include *black and white* or *grayscale*. Choose one of these. Grayscale is best if you have any graphics in the document. Click **OK** to confirm your choice and return to the Print dialog, then click **OK** again to print the document.

To set up OOO to print all color text and graphics as grayscale:

- 1) Choose **Tools > Options > OpenOffice.org > Print**.
- 2) Select the **Convert colors to grayscale** option. Click **OK** to save the change.

To set up OOO Writer to print all color text as black, and all graphics as grayscale:


- 1) Choose **Tools > Options > OpenOffice.org Writer > Print**.
- 2) Under *Contents*, select the **Print black** option. Click **OK** to save the change.

Previewing pages before printing

The normal page view in Writer shows you what each page will look like when printed, but it shows only one page at a time. If you are designing a document to be printed double-sided, you may want to see what facing pages look like. OOO provides two ways to do this:

- View Layout (editable view) —see “View layout” on page 7.
- Page Preview (read-only view) —from which you can print multiple pages onto one sheet of paper.

To use Page Preview:

- 1) Choose **File > Page Preview**, or click the **Page Preview** button .

The Writer window changes to display the current page and the following page, and shows the **Page Preview** toolbar in place of the Formatting toolbar.

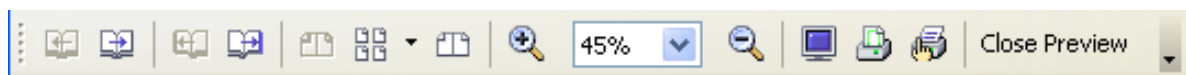





Figure 27. Page Preview toolbar

- 2) Click the **Book Preview** icon  to display left and right pages in their correct orientation.
- 3) To print the document from this page view, click the **Print page view** icon  to open the Print dialog. Choose your options and click **OK** to print as usual.
- 4) To choose margins and other options for the printout, click the **Print options page view** icon  to display the Print Options dialog.

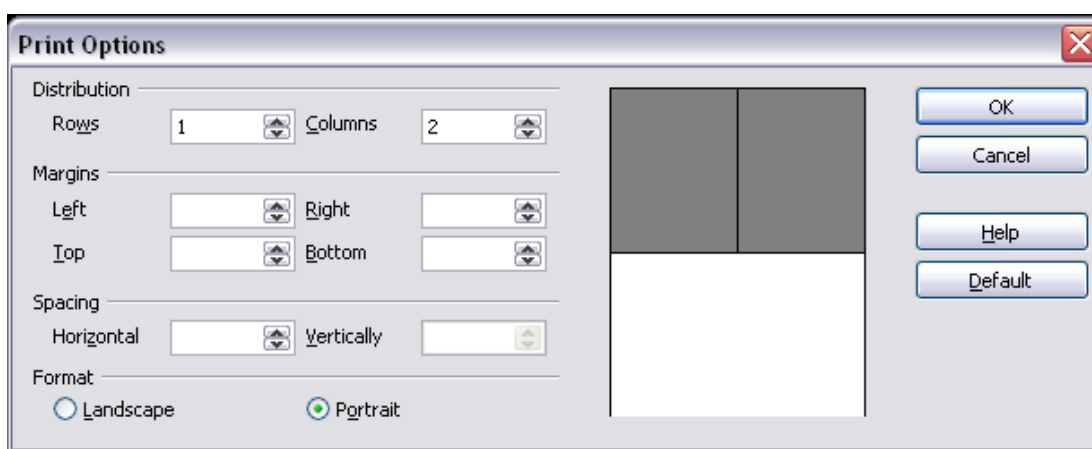


Figure 28. Print Options dialog

Printing a brochure

You can print a document with two pages on each side of a sheet of paper, arranged so that when the printed pages are folded in half, the pages are in the correct order to form a booklet or brochure.

To print a brochure on a single-sided printer:

- 1) Plan your document so it will look good when printed half size (choose appropriate margins, font sizes, and so on). Choose **File**

- > **Print**. In the Print dialog, click **Properties** and be sure the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. (Usually the orientation does not matter, but it does for brochures.)
- 2) Click **Options**. In the Pages section of the Printer Options dialog, choose **Brochure** and **Right pages**. Click **OK** twice to print the first side of each page.
 - 3) Flip the pages and put them back into the printer, in the correct orientation to print on the blank side. You may need to experiment a bit to find out what the correct arrangement is for your printer.
 - 4) Choose **File > Print** and check **Properties** to make sure the printer setup is still correct.
 - 5) Click **Options** again. In the Pages section of the Printer Options dialog, choose **Brochure** and **Left page**. Click **OK** twice to print the second sides.
 - 6) If your printer can do double-sided, then click on the options for **Left pages**, **Right pages**, and **Brochure**, and it should not only do those but collate too.

Printing envelopes

Printing envelopes involves two steps: setup and printing.

To set up an envelope to be printed by itself or with your document:

- 1) Choose **Insert > Envelope** from the menu bar.
- 2) In the Envelope dialog, start with the *Envelope* tab (Figure 29). Verify, add, or edit the information in the Addressee and Sender boxes (the “from” on the envelope).

You can type information directly into the Addressee and Sender boxes, or use the right-hand drop-down lists to select the database or table from which you can draw the envelope information, if desired. See Chapter 11 (Using Mail Merge) in the *Writer Guide* for details on how to print envelopes from a database.

- 3) On the *Format* page (Figure 30), verify or edit the positioning of the addressee and the sender information. The preview area on the lower right shows the effect of your positioning choices. To format the text of these blocks, click the **Edit** buttons to the right. In the drop-down list you have two choices: Character and Paragraph.

- In Character, you can choose Fonts (Sizes...), Fonts Effects (Underlining, Color...), Position (Rotating/scaling...), Hyperlink, Background and more.
- In Paragraph, you can choose Indents & Spacing, Alignment, Text Flow, Tabs, Drop Caps, Borders and Backgrounds.

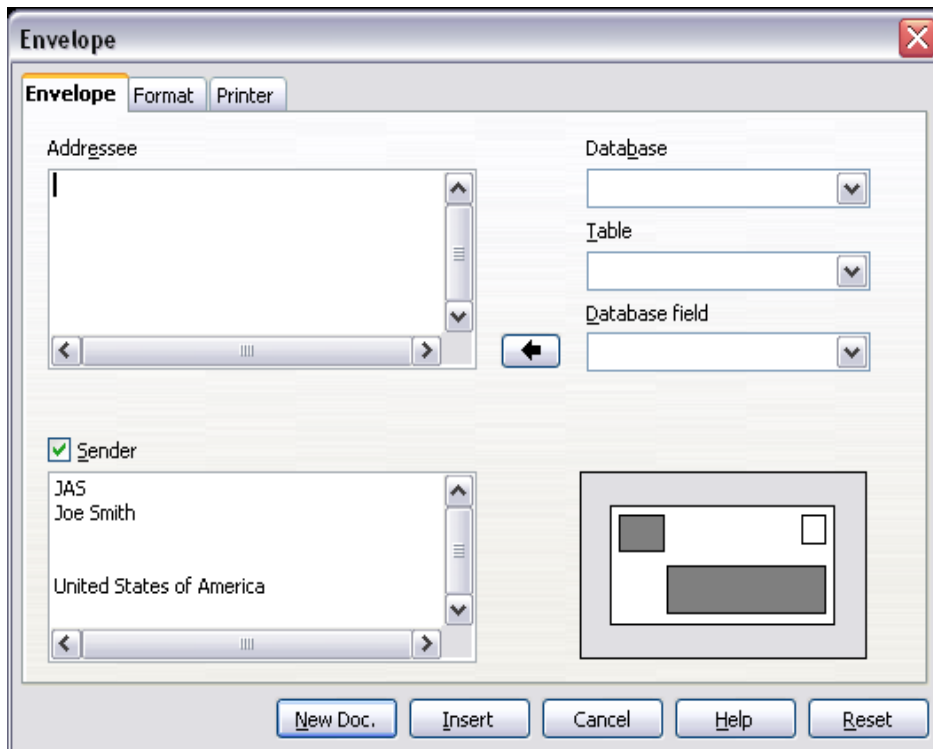


Figure 29. Choosing addressee and sender information

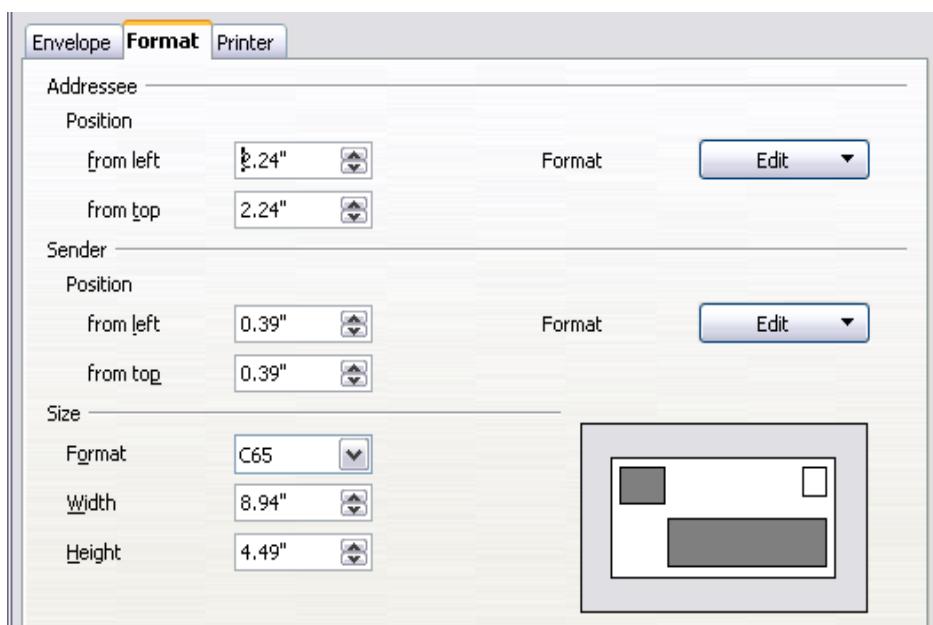


Figure 30. Choosing positioning and size of elements

- 4) In the lower left of this page, choose the envelope format from the drop-down list. The width and height of the selected envelope then show in the boxes below the selected format. If you chose a pre-existing format, just verify these sizes. If you chose *User defined* in the Format list, then you can edit the sizes.
- 5) After formatting, go to the *Printer* page (Figure 31) to choose printer options such as envelope orientation and shifting. You may need to experiment a bit to see what works best for your printer. You can also choose a different printer or alter printer setup (for example, specify the tray that holds envelopes) for this print job.

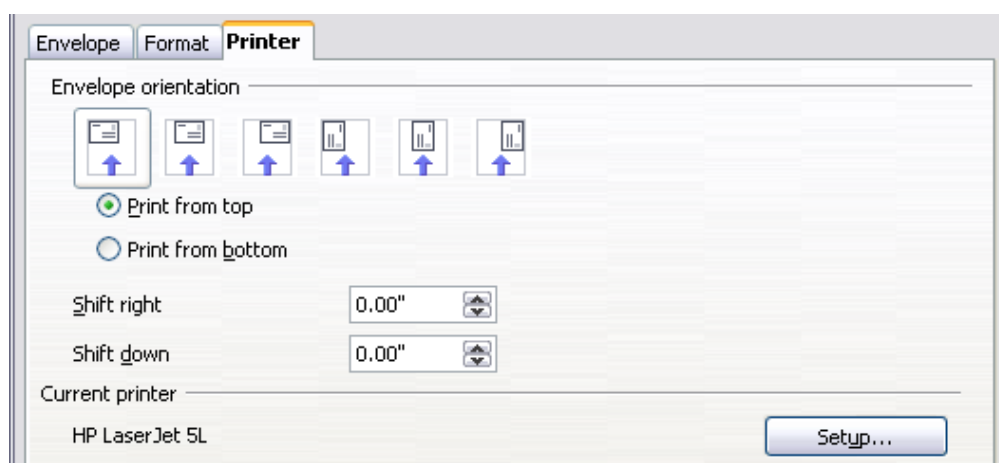


Figure 31. Choosing printer options for an envelope

- 6) When you have finished formatting and are ready to print, click either the **New Doc** or **Insert** button to finish. **New Doc** makes only an envelope or starts a new document with the envelope. **Insert** inserts the envelope into an existing document as page 1. To not proceed with this envelope, click **Cancel** or press the *Esc* key. You can also click **Reset** to remove your changes and return to the original settings when the dialog opened.
- 7) When the Envelope dialog closes, you are returned to your document, which now has the envelope in the same file as the document. Save this file before you do anything else.

To print the envelope:

- 1) Choose **File > Print** from the menu bar.
- 2) On the Print dialog, under *Print range*, choose **Pages** and type **1** in the box. Click **OK** to print.

Printing labels

Labels are commonly used for printing address lists (where each label shows a different address), but they can also be used for making multiple copies of one label only, for example return-address stickers.

To print labels:

- 1) Choose **File > New > Labels** on the menu bar. The Labels dialog opens.
- 2) On the *Labels* page, fill in your own label text in the **Inscription** box, or use the **Database** and **Table** drop-down lists to choose the required information, as described in Chapter 11 (Using Mail Merge) in the *Writer Guide*.

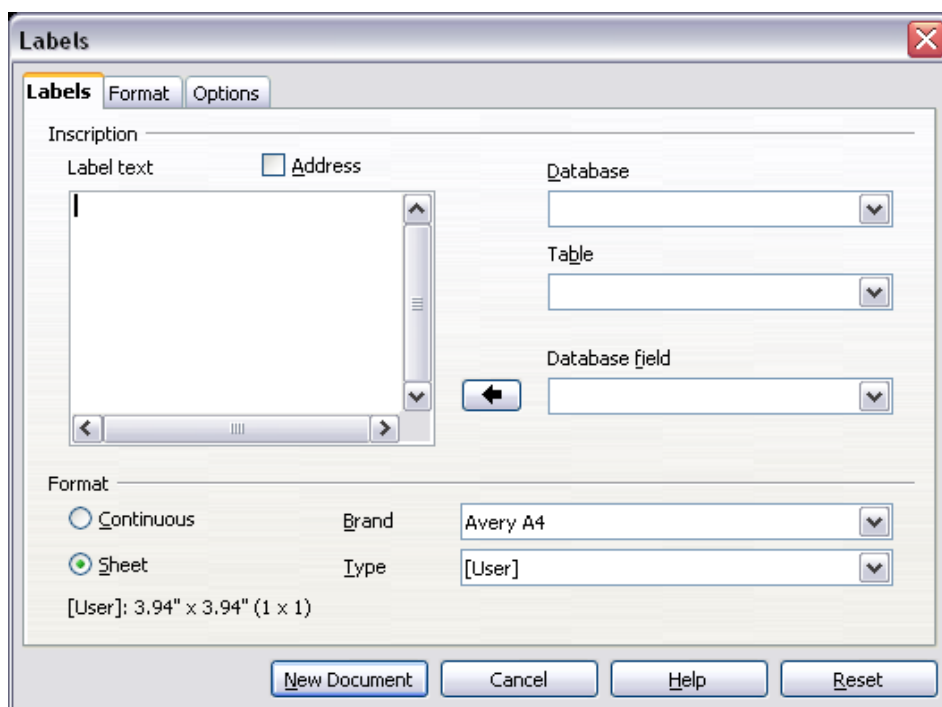


Figure 32. Labels dialog, Labels page

- 3) Select the label stock in the **Brand** drop-down list. The types for that brand then appear in the **Type** drop-down list. Select the size and type of labels required. You can also select User in the **Type** drop-down list and then make specific selections on the *Format* page.
- 4) On the *Format* page (Figure 33), choose the pitch, sizes, margins, columns and rows for user-defined labels, or just verify with a brand of label stock you have loaded into the printer.

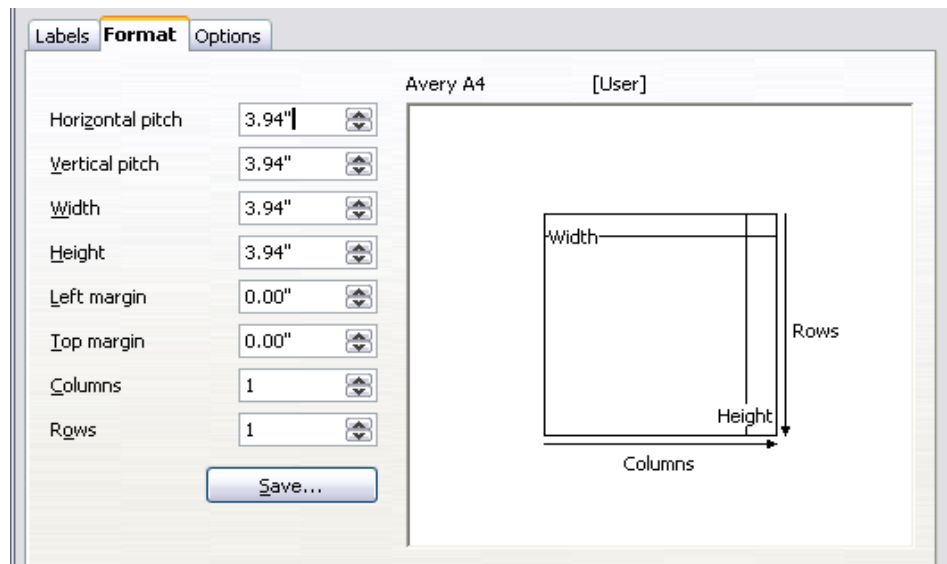


Figure 33. Labels dialog, Format page

- 5) Click **Save** to save your new format.
- 6) When you have finished formatting, click **New Document** to make your sheet of labels or click **Cancel** (or press the *Esc* key). You can also click **Reset** to remove your changes and return to the original settings when the dialog opened. On the *Options* page, choose to print the entire page of labels or one single label, then select which one by the column and row. You can also change printer setup.
- 7) You can print right away using the **Print File Directly** icon on the toolbar or by choosing **File > Print** from the menu bar, or you can save the file to print later.

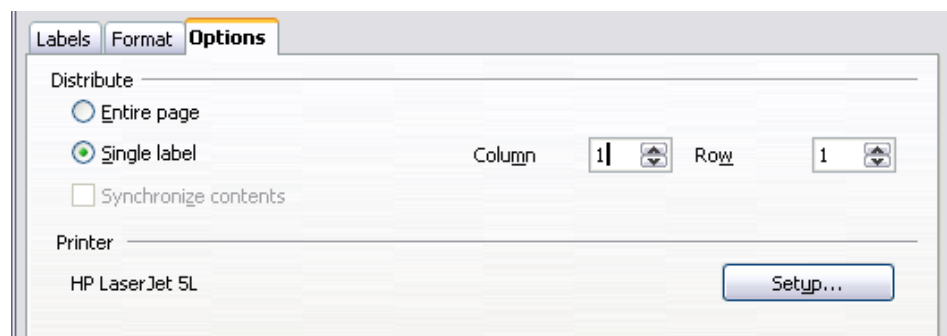


Figure 34. Labels dialog, Options page

Sending a fax using Writer

To send a fax directly from OpenOffice.org, you need a fax modem and a fax driver that allows applications to communicate with the fax modem.

Sending a fax through the Print dialog

- 1) Open the Print dialog by choosing **File > Print** and select the fax driver in the **Name** list.
- 2) Click **OK** to open the dialog for your fax driver, where you can select the fax recipient.

Adding a Fax icon to the toolbar

You can configure OpenOffice.org so that a single click on an icon automatically sends the current document as a fax. See Chapter 14 (Customizing OpenOffice.org) for instructions.

Tracking changes to a document

You can use several methods to keep track of changes made to a document.

- 1) Make your changes to a copy of the document (stored in a different folder, or under a different name, or both), then use Writer to combine the two files and show the differences. Choose **Edit > Compare Document**. This technique is particularly useful if you are the only person working on the document, as it avoids the increase in file size and complexity caused by the other methods.
- 2) Save versions that are stored as part of the original file. However, this method can cause problems with documents of non-trivial size or complexity, especially if you save a lot of versions. Avoid this method if you can.
- 3) Use Writer's change marks (often called "redlines" or "revision marks") to show where you have added or deleted material, or changed formatting. Choose **Edit > Changes > Record**. Later, you or another person can review and accept or reject each change. Right-click on an individual change and choose **Accept Change** or **Reject Change** from the pop-up menu, or choose **Edit > Changes > Accept or Reject** to view the list of changes and accept or reject them. Details are in the *Writer Guide*.

Tip

Not all changes are recorded. For example, changing a tab stop from align left to align right, and changes in formulas (equations) or linked graphics are not recorded.

Using fields

Fields are extremely useful features of Writer. They are used for data that changes in a document (such as the current date or the total number of pages) and for inserting document properties such as name, author, and date of last update. Fields are the basis of cross-referencing (see below); automatic numbering of figures, tables, headings, and other elements; and a wide range of other functions—far too many to describe here. See Chapter 14 (Working with Fields) in the *Writer Guide* for details.

inking to another part of a document

If you type in cross-references to other parts of a document, those references can easily get out of date if you reorganize the order of topics, add or remove material, or reword a heading. Writer provides two ways to ensure that your references are up to date, by inserting links to other parts of the same document or to a different document:

- Hyperlinks
- Cross-references

The two methods have the same result if you *Control+click* the link when the document is open in Writer: you are taken directly to the cross-referenced item. However, they also have major differences:

- The text in a hyperlink does **not** automatically update if you change the text of the linked item (although you can change it manually), but changed text does automatically update in a cross-reference.
- When using a hyperlink, you do not have a choice of the content of the link (for example text or page number), but when using a cross-reference, you have several choices, including bookmarks.
- To hyperlink to an object such as a graphic, and have the hyperlink show useful text such as *Figure 6*, you need to either give such an object a useful name instead of leaving it as the default name (“Graphics6”), or you need to use the Hyperlink dialog to modify the visible text. In contrast, cross-references to figures with captions automatically show useful text, and you have a choice of several variations of the name.
- If you save a Writer document to HTML, hyperlinks remain active but cross-references do not. (Both remain active when the document is exported to PDF.)

Using hyperlinks

The easiest way to insert a hyperlink to another part of the same document is by using the Navigator:

- 1) Open the document containing the items you want to cross-reference.
- 2) Open the Navigator (by clicking its icon, choosing **View > Navigator**, or pressing *F5*).
- 3) Click the arrow next to the **Drag Mode** icon, and choose **Insert as Hyperlink**. (See Figure 35.)
- 4) In the list at the bottom of the Navigator, select the document containing the item that you want to cross-reference.
- 5) In the Navigator list, select the item that you want to insert as a hyperlink.
- 6) Drag the item to where you want to insert the hyperlink in the document. The name of the item is inserted in the document as an active hyperlink.

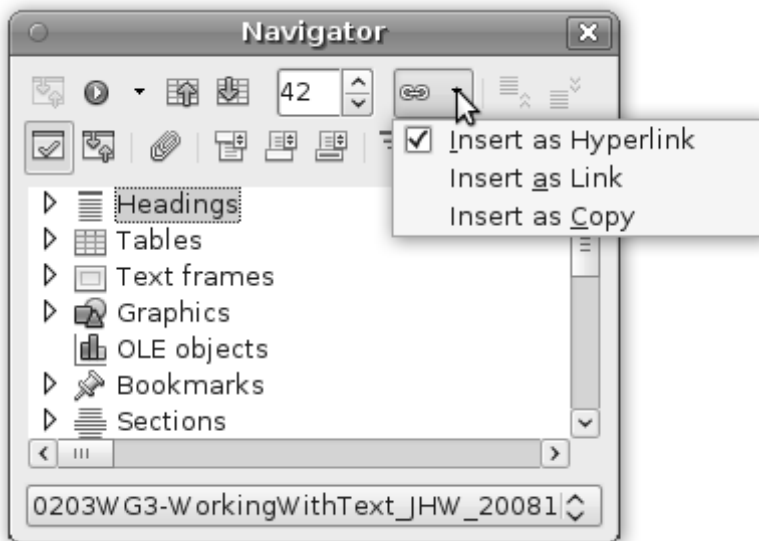


Figure 35: Inserting a hyperlink using the Navigator

You can also use the Hyperlink dialog to insert and modify hyperlinks within and between documents. See Chapter 12 (Creating Web Pages).

Using cross-references

If you type in references to other parts of the document, those references can easily get out of date if you reword a heading, add or remove figures, or reorganize topics. Replace any typed cross-references with automatic ones and, when you update fields, all the references will update automatically to show the current wording or page numbers. The *Cross-references* tab of the Fields dialog lists some

items, such as headings, bookmarks, figures, tables, and numbered items such as steps in a procedure. You can also create your own reference items; see “Setting References” in Chapter 14 (Working with Fields) in the *Writer Guide* for instructions.

To insert a cross-reference to a heading, figure, bookmark, or other item:

- 1) In your document, place the cursor where you want the cross-reference to appear.
- 2) If the Fields dialog is not open, click **Insert > Cross-reference**. On the *Cross-references* tab, in the *Type* list, select the type of item to be referenced (for example, *Heading* or *Figure*).

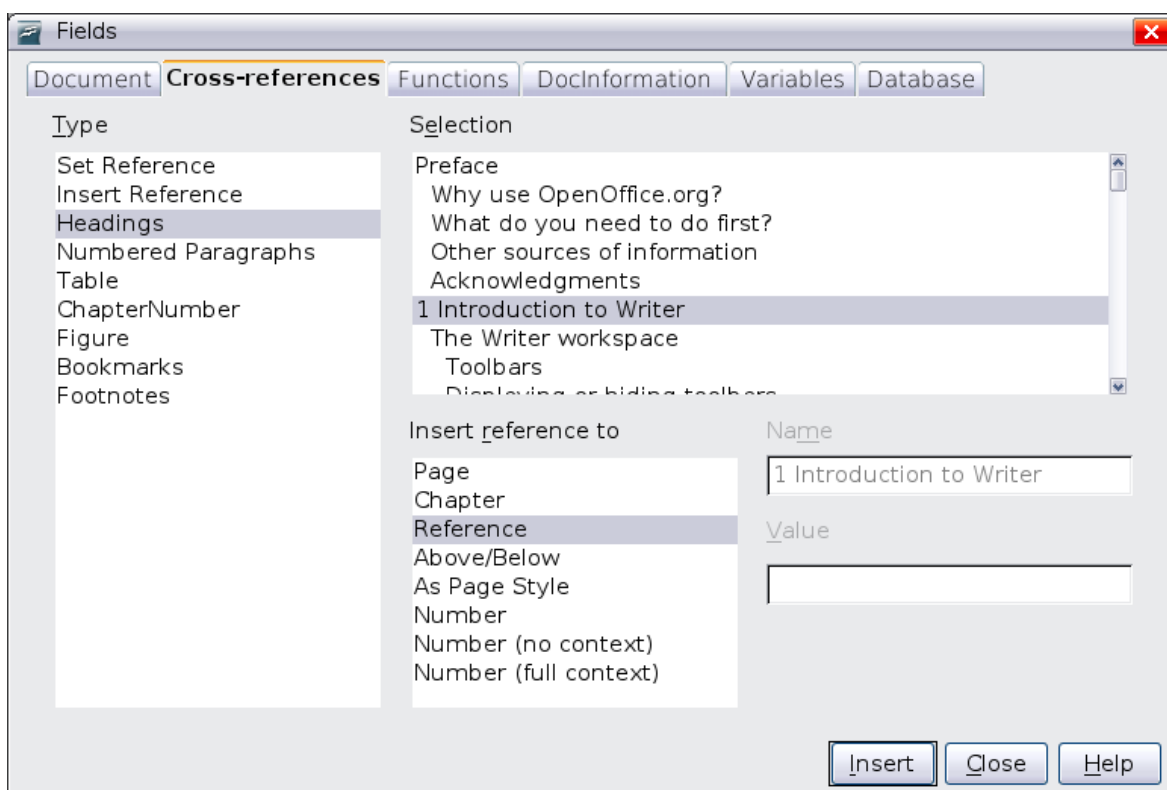


Figure 36: The Cross-references tab of the Fields dialog

You can leave this page open while you insert many cross-references.

- 3) Click on the required item in the *Selection* list, which shows all the items of the selected type. In the *Format* list, choose the format required. Usually this will be **Reference** (to insert the full text of the heading or caption), **Category and Number** (to insert the word “Figure” or “Table” and its number, but without the caption text), **Numbering** (to insert only the figure or table number, without the word “Figure” or “Table”), or **Page** (to insert the number of the page the referenced text is on). Click **Insert**.

Using bookmarks

Bookmarks are listed in the Navigator and can be accessed directly from there with a single mouse click. You can cross-reference to bookmarks and create hyperlinks to bookmarks, as described above.

- 1) Select the text you want to bookmark. Click **Insert > Bookmark**.
- 2) On the Insert Bookmark dialog, the larger box lists any previously defined bookmarks. Type a name for this bookmark in the top box, and then click **OK** to save.

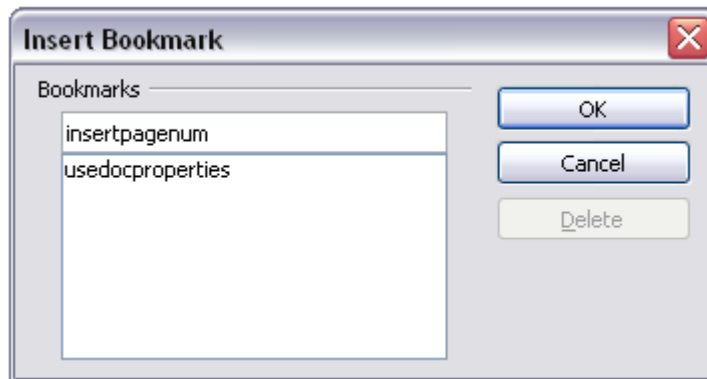


Figure 37: Inserting a bookmark

Using mail merge

Writer provides very useful features to create and print:

- Multiple copies of a document to send to a list of different recipients (form letters)
- Mailing labels
- Envelopes

All these facilities, though different in application, are based around the concept of a registered data source (a spreadsheet or database containing the name and address records and other information), from which is derived the variable information necessary to their function.

Chapter 11 (Using Mail Merge) in the *Writer Guide* describes the process.

Using master documents

Master documents are typically used for producing long documents such as a book, a thesis, or a long report; or when different people are writing different chapters or other parts of the full document, so you don't need to share files. A master document joins separate text

documents into one larger document, and unifies the formatting, table of contents (TOC), bibliography, index, and other tables or lists.

Yes, master documents do work in Writer. However, until you become familiar with them, you may think that master documents are unreliable or difficult to use. See Chapter 13 (Working with Master Documents) in the *Writer Guide*.

Creating fill-in forms

A standard text document displays information: a letter, report, or brochure, for example. Typically the reader may edit everything or nothing in any way. A form has sections that are not to be edited, and other sections that are designed for the reader to make changes. For example, a questionnaire has an introduction and questions (which do not change) and spaces for the reader to enter answers.

Forms are used in three ways:

- To create a simple document for the recipient to complete, such as a questionnaire sent out to a group of people who fill it in and return it.
- To link into a database or data source and allow the user to enter information. Someone taking orders might enter the information for each order into a database using a form.
- To view information held in a database or data source. A librarian might call up information about books.

Writer offers several ways to fill information into a form, including check boxes, option buttons, text boxes, pull-down lists and spinners. See Chapter 15 (Using Forms in Writer) in the *Writer Guide*.