OpenOffice.org 3

Writer Guide

Chapter *5*
Printing, Exporting, Faxing, and E-Mailing

This PDF is designed to be read onscreen, two pages at a time. If you want to print a copy, your PDF viewer should have an option for printing two pages on one sheet of paper, but you may need to start with page 2 to get it to print facing pages correctly. (Print this cover page separately.)

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Feedback

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Introduction

General information about printing and faxing documents from OOo is provided in the *Getting Started* guide. This chapter describes some items of particular interest to users of Writer.

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

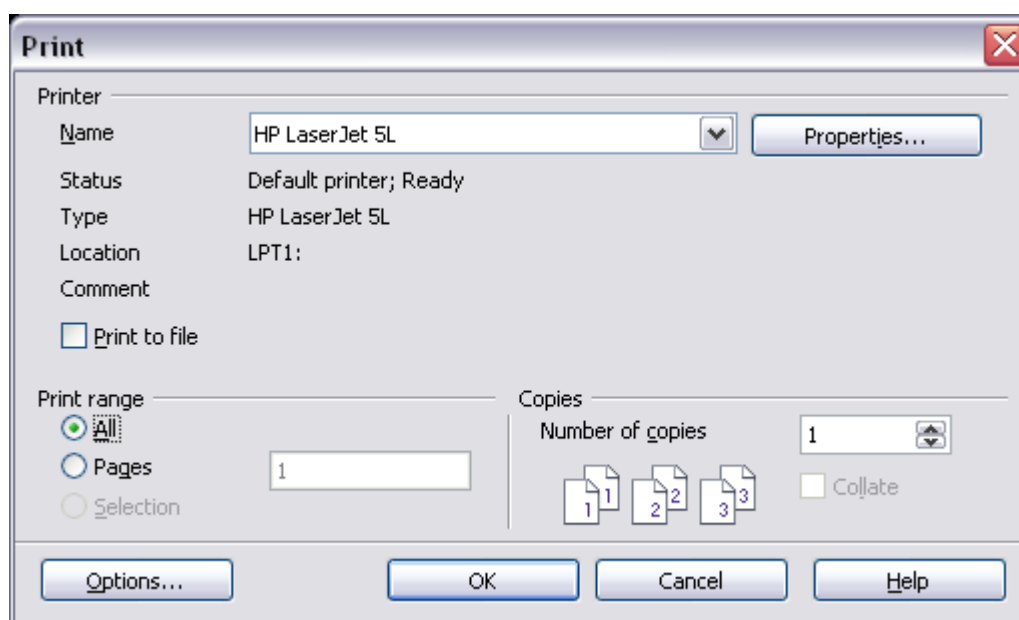For more control over printing, use **File > Print** to display the Print dialog box.

Figure 1: The Print dialog box

On the Print dialog box, 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.
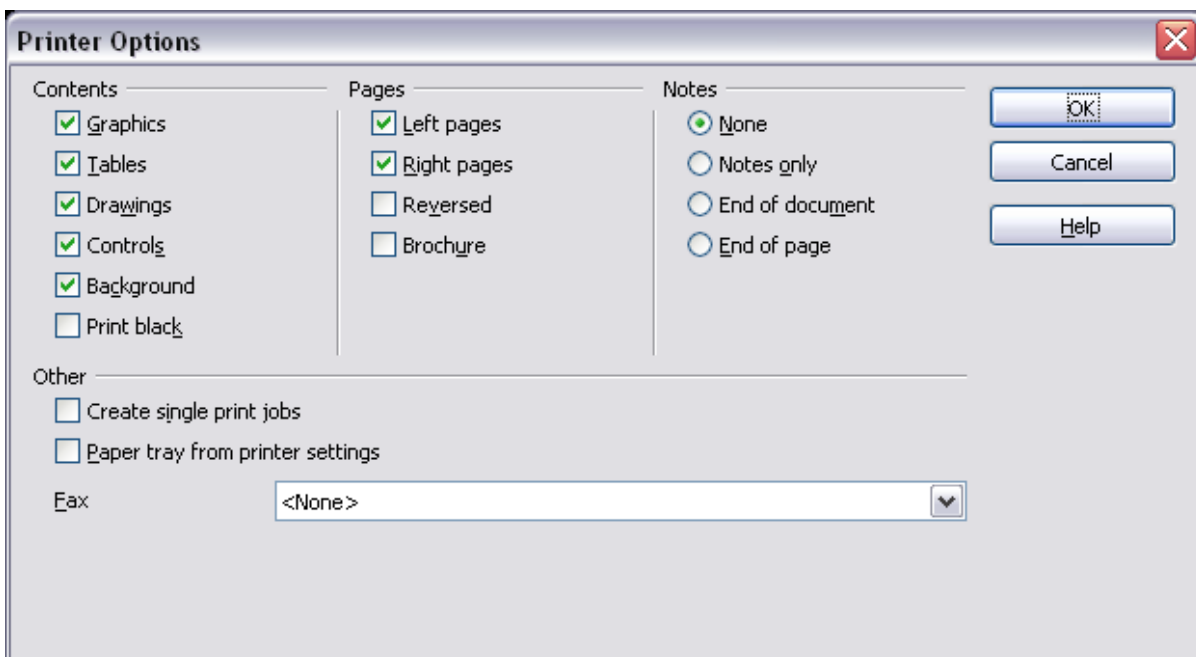- What items to print. Click the **Options** button to display the Printer Options dialog box.

Figure 2: Printer Options dialog box

Selecting print options for a document

Selections on the Printer Options dialog box (Figure 2) apply to this printing of this document only. To specify default printing options for Writer, see "Selecting default print options" on page 6.

Some items of interest on the Printer Options dialog box 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 8.

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

Selecting default print options

Selections on the Printer Options dialog box over-ride any default settings. To specify default settings for printing, use **Tools > Options > OpenOffice.org Writer > Print**. The page displayed contains the same choices as the Printer Options dialog box.

Other printer settings are found in **Tools > Options > OpenOffice.org > Print**, as shown in Figure 3. Use this page to specify quality settings for printing, and whether to have OOo warn you if the paper size or orientation of your document does not match the printer settings.
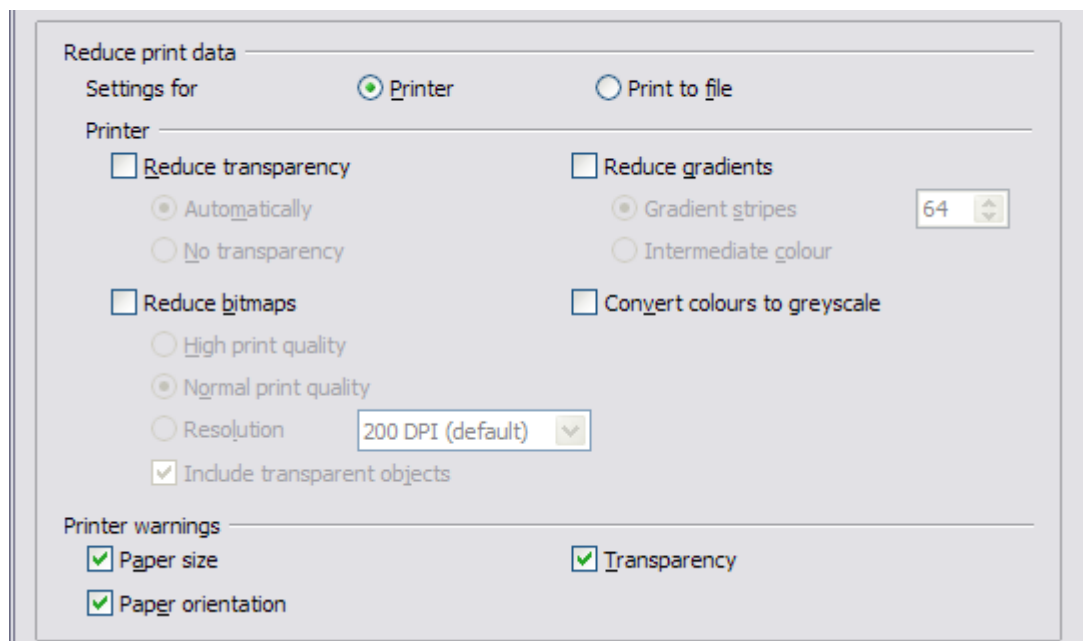
Figure 3. Print options for OpenOffice.org

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) Click **File > Print** to open the Print dialog box (Figure 1).

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2) Click **Properties** to open the properties dialog box 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 box, then click **OK** again to print the document.

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

1) Click **Tools > Options > OpenOffice.org > Print** to display the dialog box shown in Figure 3.

2) Select the **Convert colors to grayscale** checkbox. Click **OK** to save the change.

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

1) Click **Tools > Options > OpenOffice.org Writer > Print**.

2) Under *Contents*, select the **Print black** checkbox. 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. Writer provides two ways to do this:

- View Layout (editable view) —see Chapter 1 (Introducing Writer).
- Page Preview (read-only view) —from which you can also print multiple pages onto one sheet of paper.

To use Page Preview:

1) Click **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.
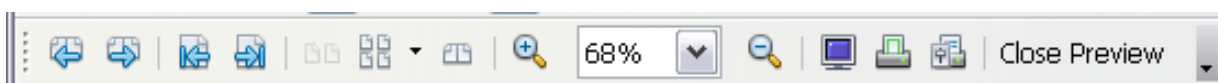

Figure 4. Page Preview toolbar

2) Click the **Book Preview** icon to display left and right pages in their correct orientation.

3) To print the document in this page view, click the **Print page view** icon to open the Print dialog box (Figure 1). 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 box.
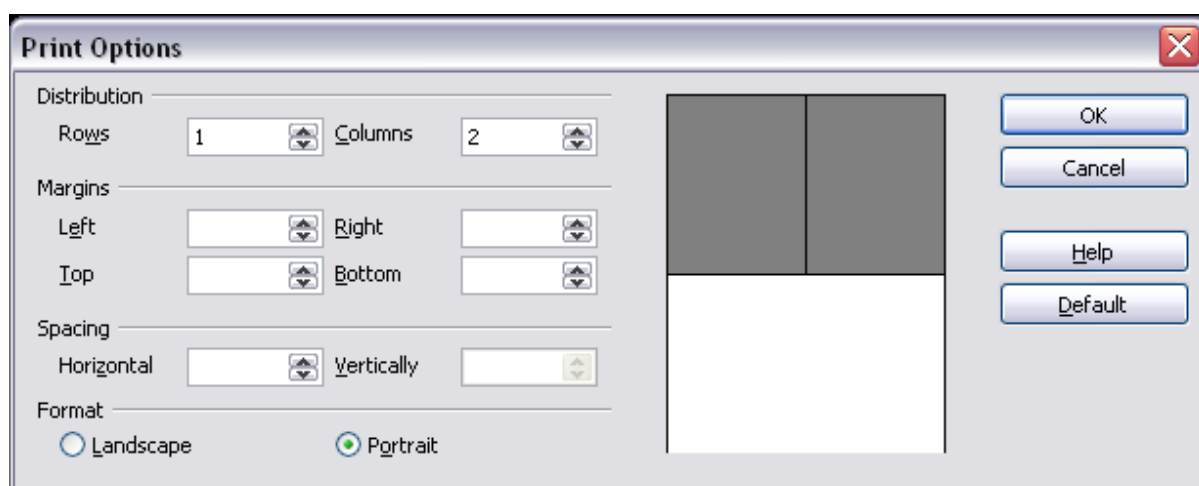

Figure 5. Print Options dialog box

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). Click **File > Print**. In the Print dialog box (Figure 1), 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 box (Figure 2), 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) Click **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 box, 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 checkboxes 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) Click **Insert > Envelope** from the menu bar.

2) In the Envelope dialog box, start with the *Envelope* tab. Verify, add, or edit the information in the Addressee and Sender boxes (the "from" on the envelope).
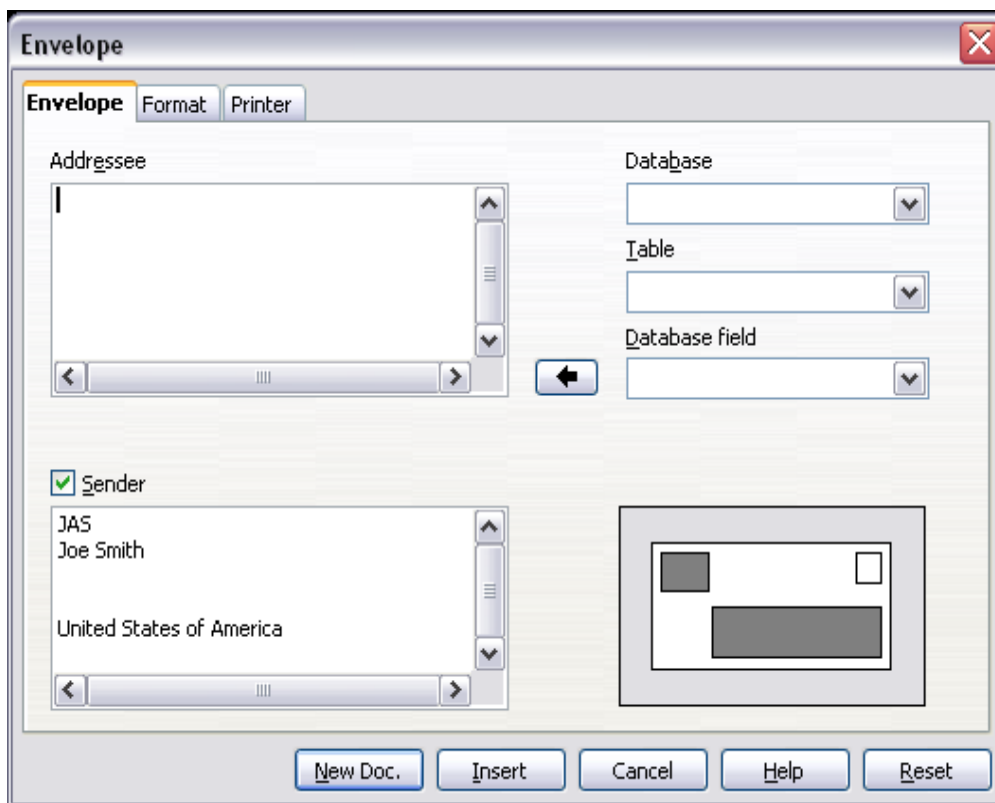

Figure 6. Choosing addressee and sender information for an envelope

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) for details on how to print envelopes from a database.

3) On the *Format* page, 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.
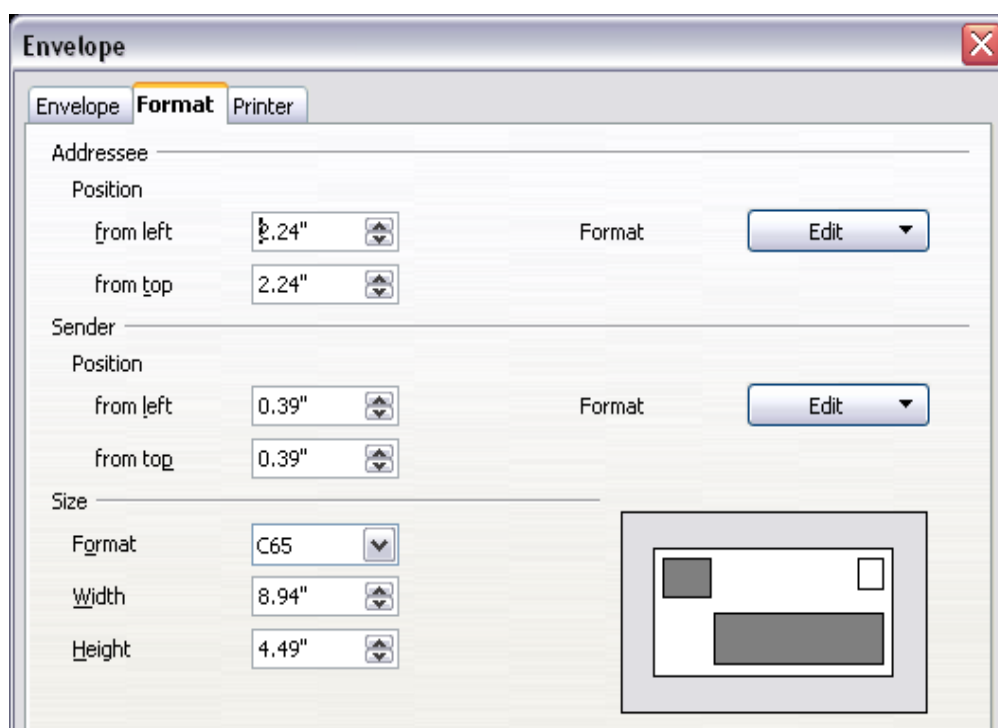

Figure 7. Choosing positioning and size of elements for an envelope

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.

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 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.
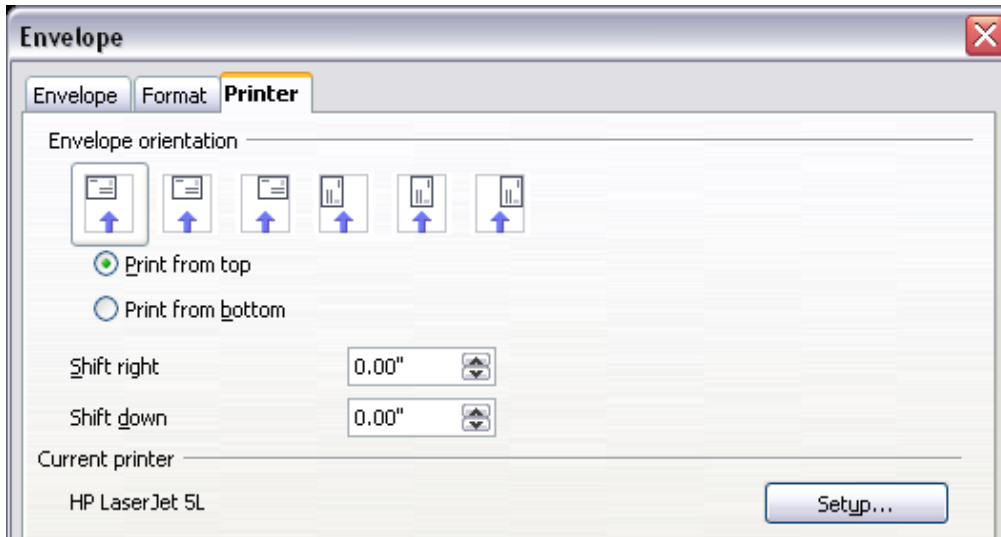

Figure 8. Choosing printer options for an envelope

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** puts the envelope into your 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 box opened.

When the Envelope dialog box 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 box, 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 box 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).
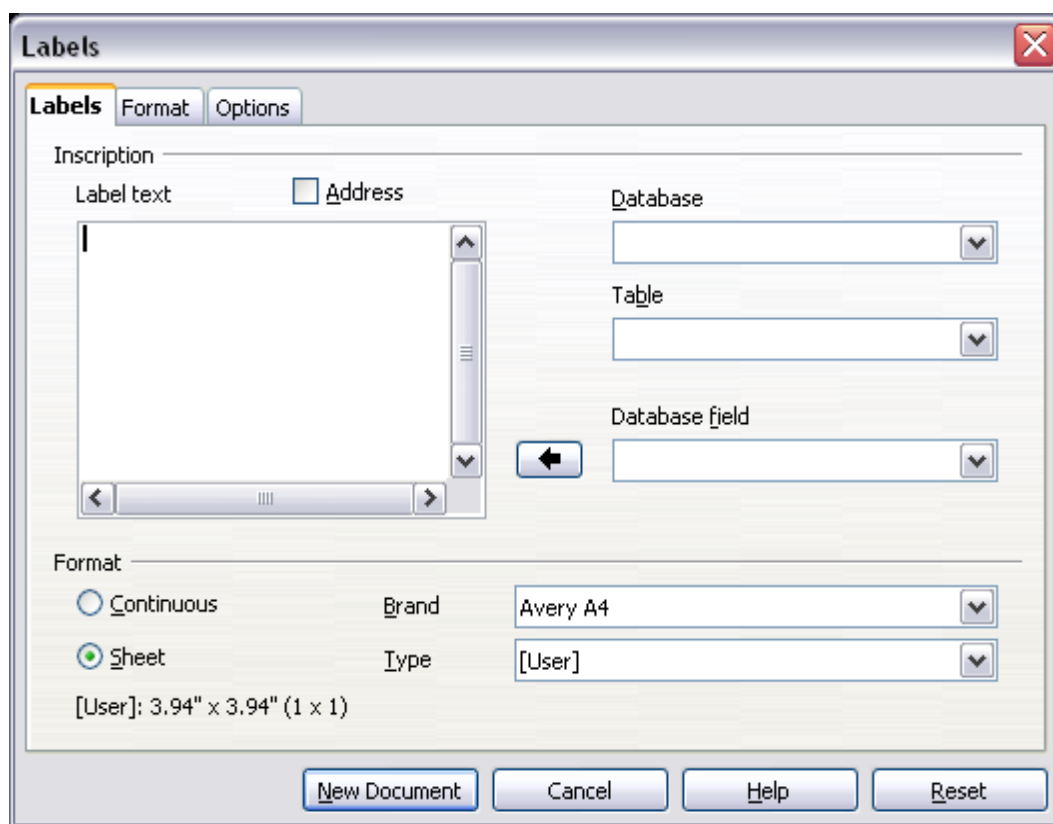

Figure 9. Labels dialog box, Labels page

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, 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.
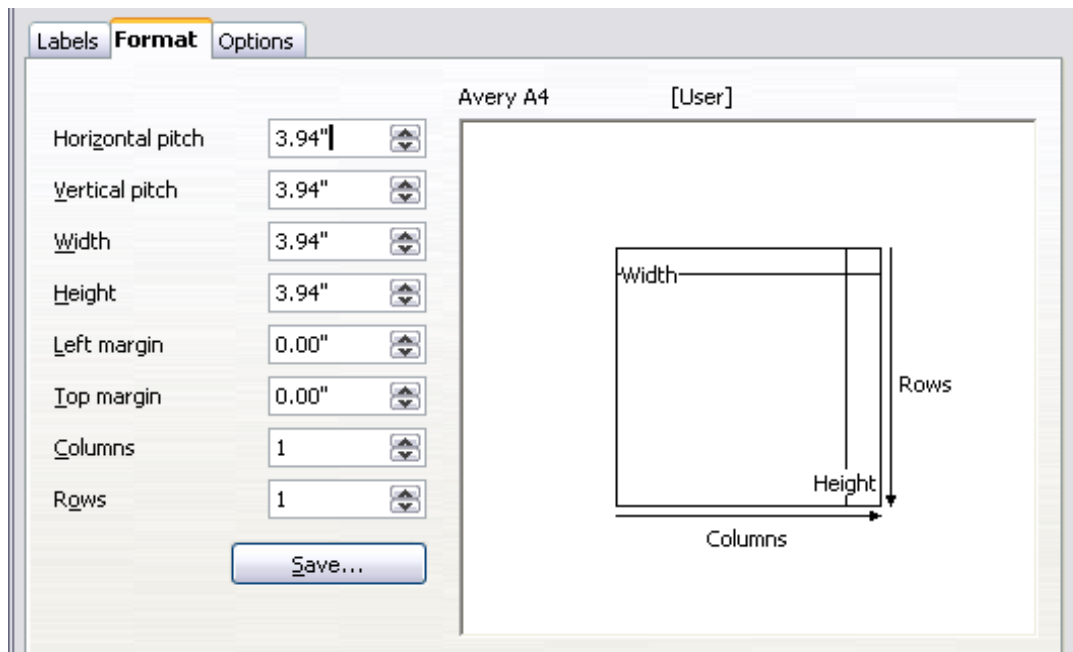
Figure 10. Labels dialog box, Format page

5) Click **Save** to save your new format.

6) 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.
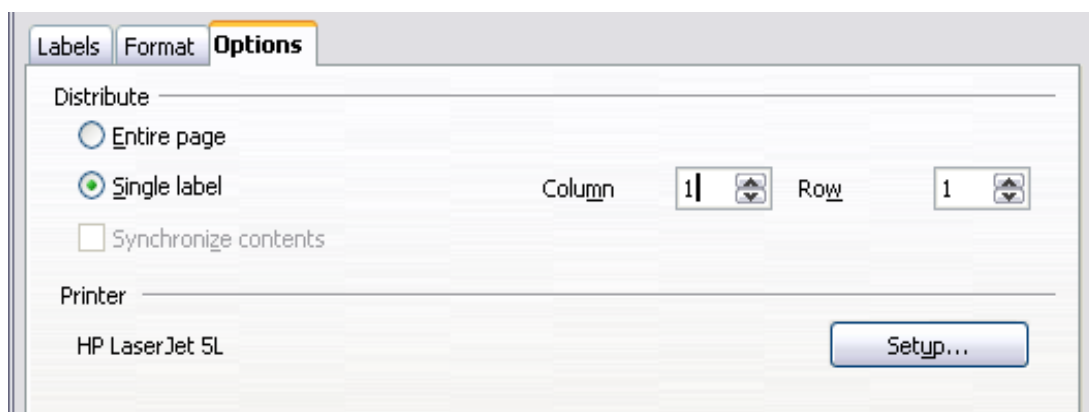
Figure 11. Labels dialog box, Options page

7) 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 box opened.

8) 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.

Sending a fax

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 box

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

Adding a Fax icon to the toolbar (advanced)

You can set up a toolbar icon so that a single click sends the current document as a fax. To add an icon for this purpose to a toolbar, see Chapter 17 (Customizing Writer).

Exporting to PDF

OpenOffice.org can export documents to PDF (Portable Document Format). This industry-standard file format for file viewing is ideal for sending the file to someone else to view using Acrobat Reader or other PDF viewers. Unlike exporting to other formats, PDF documents will look exactly as the document appears on your screen. The only limitation of PDF is that the recipient will not be able to edit the document.

Quick export to PDF

Click the **Export Directly as PDF** icon to export the entire document using the default PDF settings. You are asked to enter the file name and location for the PDF file, but you do not get a chance to choose a page range, the image compression, or other options.

Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use **File > Export as PDF**. The PDF Options dialog box opens. This dialog box has five pages (General, Initial View, User Interface, Links, and Security). Make your selections, and then click **Export**. Then you are

asked to enter the location and file name of the PDF to be created, and click **Save** to export the file.

General page of PDF Options dialog box

On the *General* page (Figure 12), you can choose which document pages to include in the PDF, the type of compression to use for images (which affects the quality of images in the PDF), and other options.

Range section
  • **All**: Exports the entire document.
  • **Pages**: To export a range of pages, use the format **3-6** (pages 3 to 6). To export single pages, use the format **7;9;11** (pages 7, 9, and 11). You can also export a combination of page ranges and single pages, by using a format like **3-6;8;10;12**.
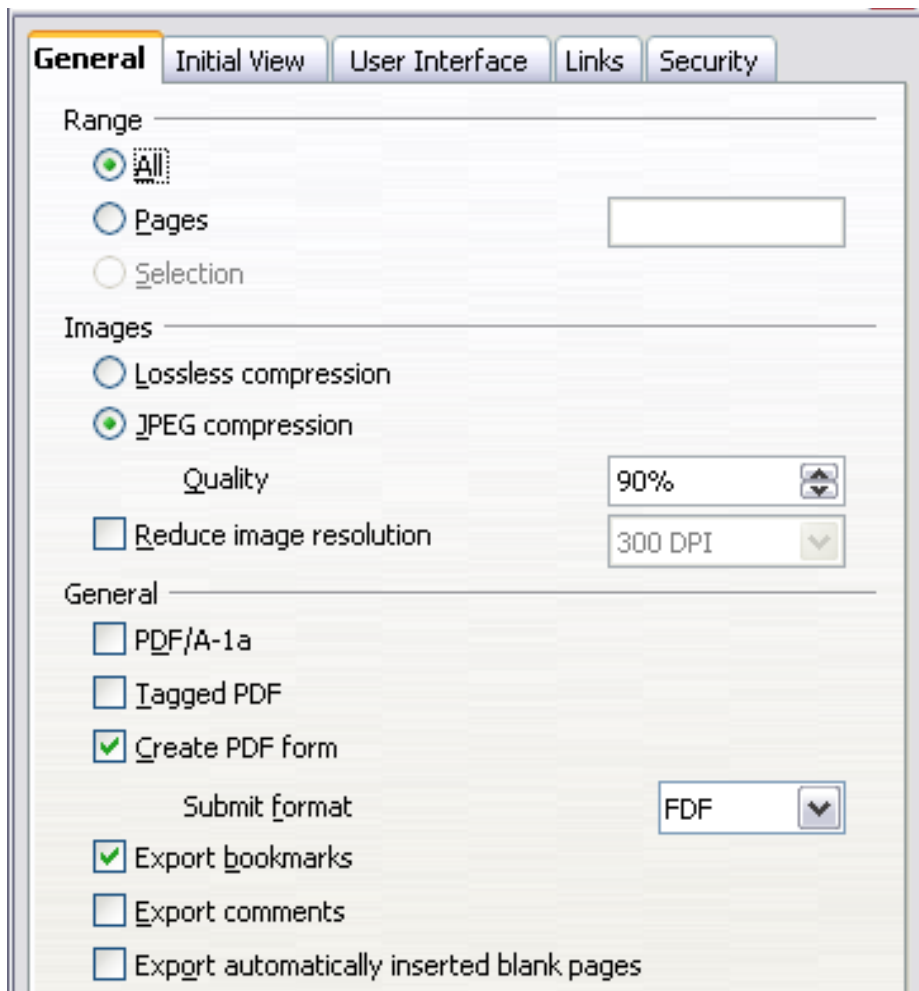 • **Selection**: Exports whatever material is selected.

Figure 12: General page of PDF Options dialog box

Images section

- **Lossless compression**: Images are stored without any loss of quality. Tends to make large files when used with photographs. Recommended for other kinds of images or graphics.
- **JPEG compression**: Allows for varying degrees of quality. A setting of 90% works well with photographs (small file size, little perceptible loss of quality).
- **Reduce image resolution**: Lower-DPI (dots per inch) images have lower quality. For viewing on a computer screen generally a resolution of 72dpi (for Windows) or 96dpi (GNU/Linux) is sufficient, while for printing it is generally preferable to use at least 300 or 600 dpi, depending on the capability of the printer. Higher dpi settings greatly increase the size of the exported file.

Note	EPS images with embedded previews are exported only as previews. EPS images without embedded previews are exported as empty placeholders.

General section

- **PDF/A-1**: PDF/A is an ISO standard established in 2005 for long-term preservation of documents, by embedding all the pieces necessary for faithful reproduction (such as fonts) while forbidding other elements (including forms, security, encryption, and tagged PDF). If you select PDF/A-1, the forbidden elements are greyed-out (not available). Because the fonts are embedded in the PDF file, the document will appear as the author intended even if the machine where it is viewed does not support the chosen font types.
- **Tagged PDF**: Exports special tags into the corresponding PDF tags. Some tags that are exported are table of contents, hyperlinks, and controls. This option can increase file sizes significantly.
- **Create PDF form - Submit format**: Choose the format of submitting forms from within the PDF file. This setting overrides the control's URL property that you set in the document. There is only one common setting valid for the whole PDF document: PDF (sends the whole document), FDF (sends the control contents), HTML, and XML. Most often you will choose the PDF format.
- **Export bookmarks**: Creates PDF bookmarks for all outline paragraphs and for all table of contents entries for which you assigned hyperlinks.

- **Export comments**: Exports comments in Writer and Calc documents as PDF notes. You may not want this!
- **Export automatically inserted blank pages**: If selected, automatically inserted blank pages are exported to the PDF. This is best if you are printing the PDF double-sided. For example, books usually have chapters set to always start on an odd-numbered (right-hand) page. When the previous chapter ends on an odd page, OOo inserts a blank page between the two odd pages. This option controls whether to export that blank page.

Initial View page of PDF Options dialog box

On the *Initial View* page, you can choose how the PDF opens by default in a PDF viewer. The selections should be self-explanatory.
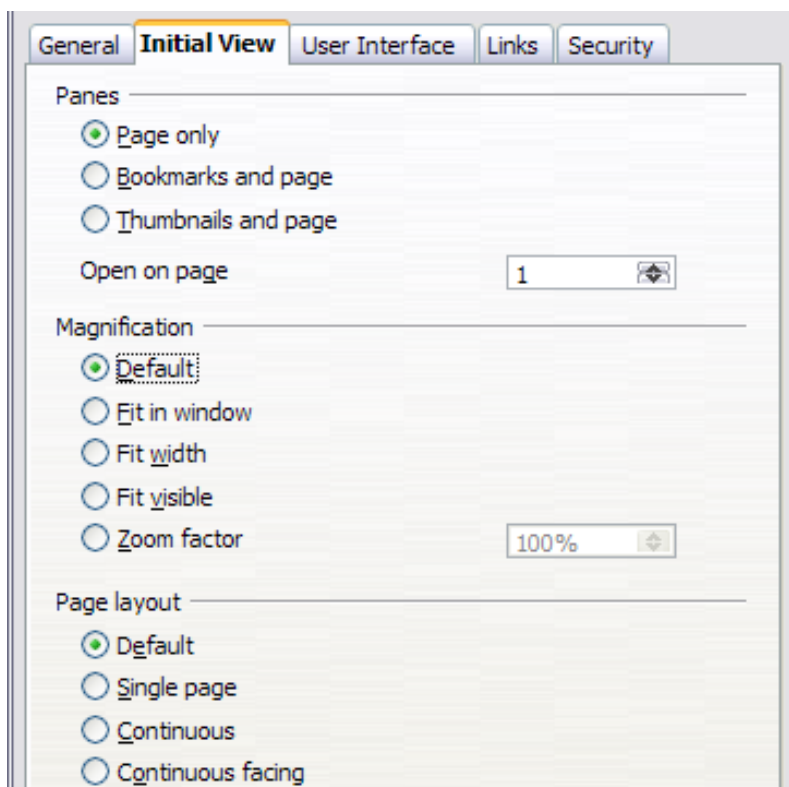

Figure 13: Initial View page of PDF Options dialog box

User Interface page of PDF Options dialog box

On the *User Interface* page (Figure 14), you can choose more settings to control how a PDF viewer displays the file. Some of these choices are particularly useful when you are creating a PDF to be used as a presentation or a kiosk-type display.

Window options section

- **Resize window to initial page.** Causes the PDF viewer window to resize to fit the first page of the PDF.
- **Center window on screen.** Causes the PDF viewer window to be centered on the computer screen.
- **Open in full screen mode.** Causes the PDF viewer to open full-screen instead of in a smaller window.
- **Display document title.** Causes the PDF viewer to display the document's title in the title bar.
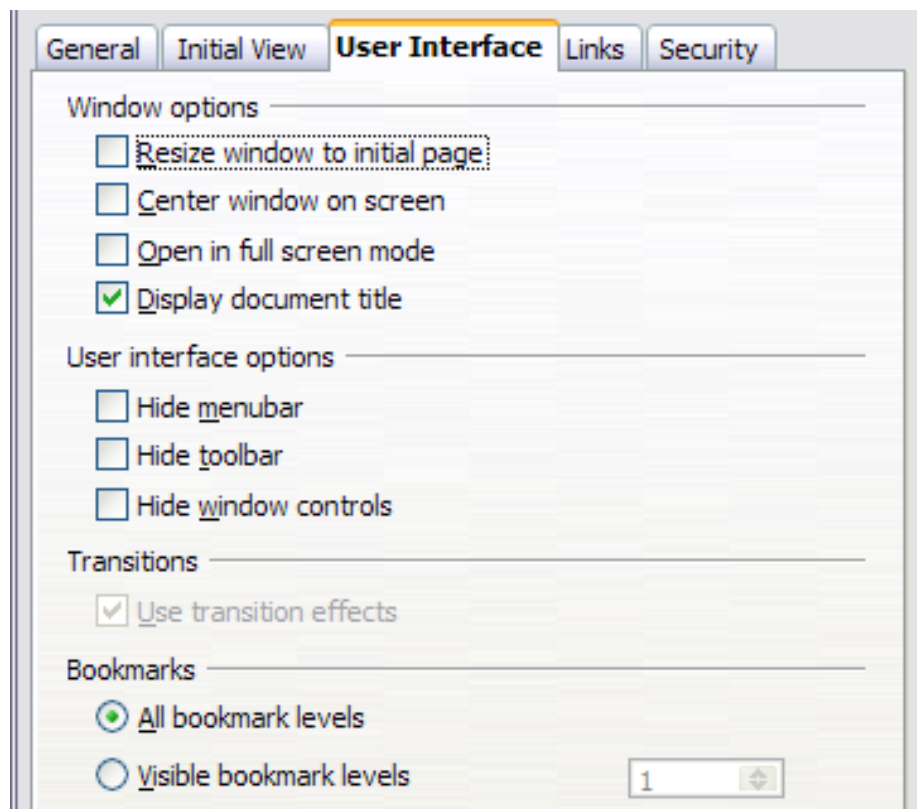

Figure 14: User Interface page of PDF Options dialog box

User interface options section

- **Hide menubar.** Causes the PDF viewer to hide the menu bar.
- **Hide toolbar.** Causes the PDF viewer to hide the toolbar.
- **Hide window controls.** Causes the PDF viewer to hide other window controls.

Bookmarks

Select how many heading levels are displayed as bookmarks, if *Export bookmarks* is selected on the General page.

Links page of PDF Options dialog box

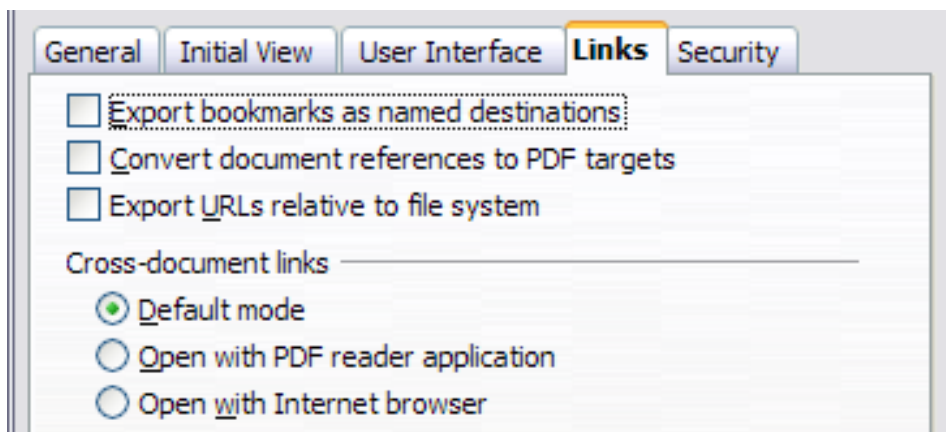On this page you can choose how links in documents are exported to PDF.

Figure 15: Links page of PDF Options dialog box

Export bookmarks as named destinations

If you have defined Writer bookmarks, this option exports them as "named destinations" to which Web pages and PDF documents can link.

Convert document references to PDF targets

If you have defined links to other documents with OpenDocument extensions (such as .ODT, .ODS, and .ODP), this option converts the files names to .PDF in the exported PDF document.

Export URLs relative to the file system

If you have defined relative links in a document, this option exports those links to the PDF.

Cross-document links

Set up the behavior of the PDF links to other files. Select one among the following alternatives:

- **Default mode**: The PDF links will be handled as specified in your operating system.
- **Open with PDF reader application**: Use the same application used to display the PDF document to open linked PDF documents.
- **Open with Internet browser**: Use the default Internet browser to display linked PDF documents.

Security page of PDF Options dialog box

PDF export includes options to encrypt the PDF (so it cannot be opened without a password) and apply some digital rights management (DRM) features.

- With an *open password* set, the PDF can only be opened with the password. Once opened, there are no restrictions on what the user can do with the document (for example, print, copy, or change it).
- With a *permissions password set*, the PDF can be opened by anyone, but its permissions can be restricted. See Figure 16.
- With *both* the *open password* and *permission password* set, the PDF can only be opened with the correct password, and its permissions can be restricted.

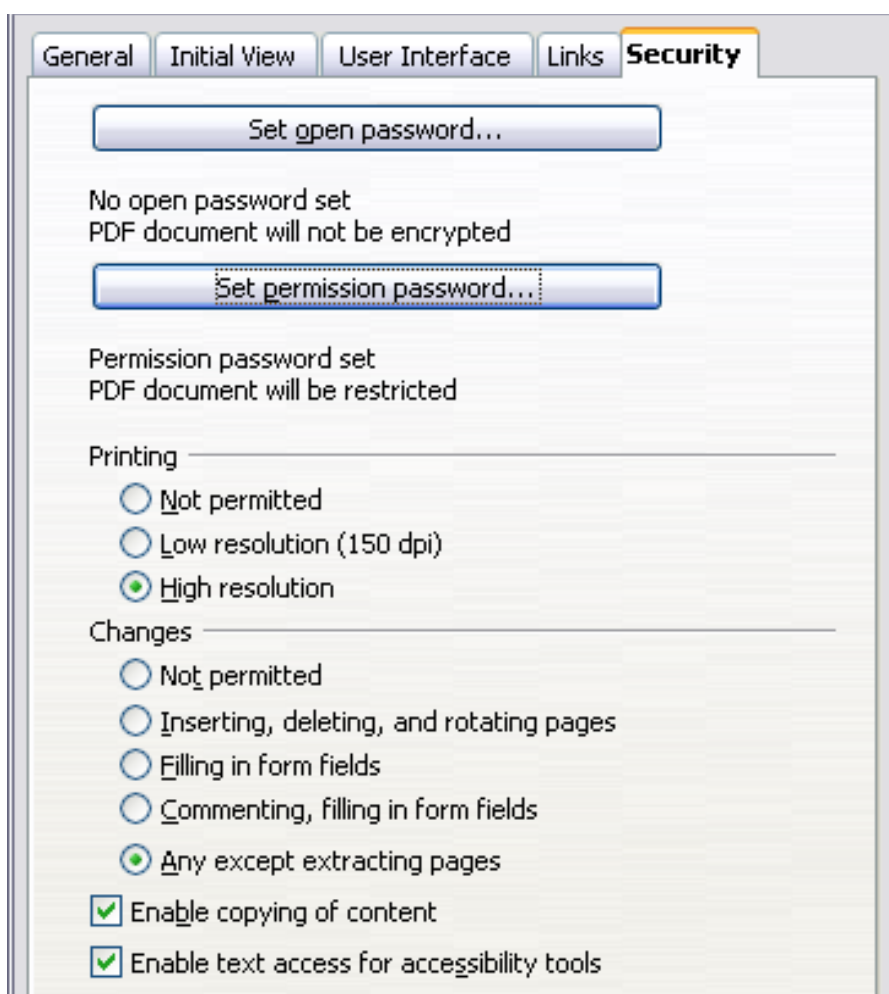| **Note**	Permissions settings are effective only if the user's PDF viewer respects the settings.

Figure 16: Security page of PDF Options dialog box

Figure 17 shows the pop-up dialog box displayed when you click the **Set open password** button on the Security page of the PDF Options dialog box.

After you set a password for permissions, the other choices on the Security page (shown in Figure 16) become available. These selections should be self-explanatory.
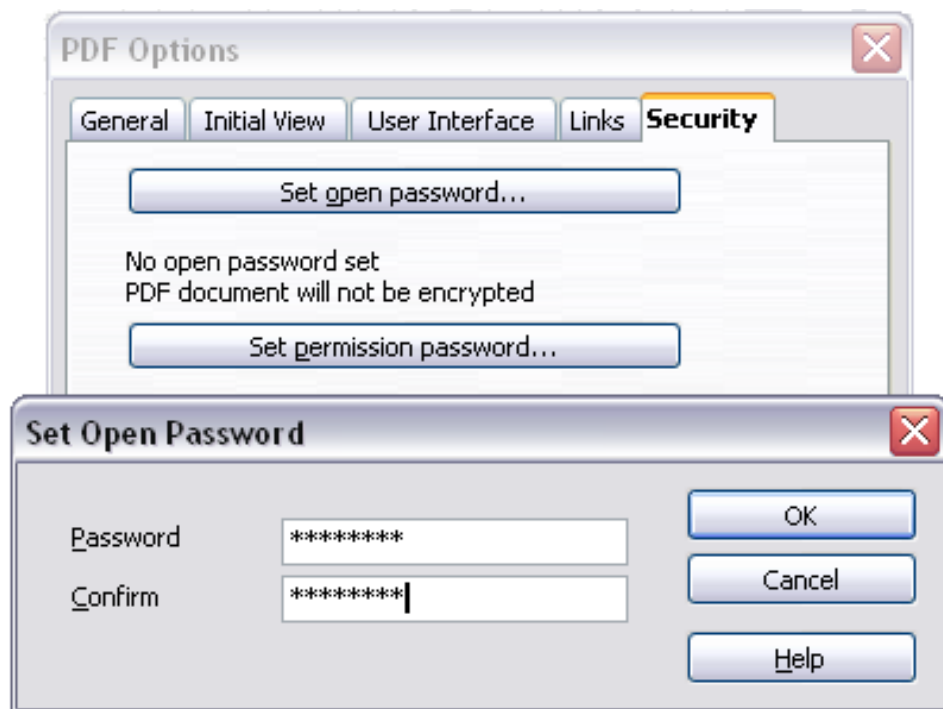

Figure 17: Setting a password to encrypt a PDF

Exporting to XHTML

OOo uses the term "export" for some file operations involving a change of file type. OOo can export files to XHTML. Other formats may be made available through extensions.

To export to XHTML, choose **File > Export**. On the Export dialog, specify a file name for the exported document, then select the XHTML in the *File format* list and click the **Export** button.

E-mailing Writer documents

OOo provides several ways to quickly and easily send a Writer document as an e-mail attachment in one of three formats: .ODT (OpenDocument Text, Writer's default format), .DOC (Microsoft Word format), or PDF.

To send the current document in .ODT format:
1) Choose **File > Send > Document as E-mail**. Writer opens the e-mail program specified in **Tools > Options > Internet > E-mail**. The document is attached.

2) In your e-mail program, enter the recipient, subject, and any text you want to add, then send the e-mail.

File > Send > E-mail as OpenDocument Text has the same effect.

If you choose **E-mail as Microsoft Word**, Writer first creates a .DOC file and then opens your e-mail program with the .DOC file attached. Similarly, if you choose **E-mail as PDF**, Writer first creates a PDF using your default PDF settings (as when using the **Export Directly as PDF** toolbar button) and then opens your email program with the .PDF file attached.

E-mailing a document to several recipients

To e-mail a document to several recipients, you can use the features in your e-mail program or you can use OOo's mail merge facilities to extract email addresses from an address book.

You can use OOo's mail merge to send e-mail in two ways:

- Use the Mail Merge Wizard to create the document and send it. See Chapter 11 (Using Mail Merge) for details.
- Create the document in Writer without using the Wizard, then use the Wizard to send it. This method is described here.

To use the Mail Merge Wizard to send a previously-created Writer document:

1) Open the document in Writer. Click **Tools > Mail Merge Wizard**. On the first page of the wizard, select **Use the current document** and click **Next**.
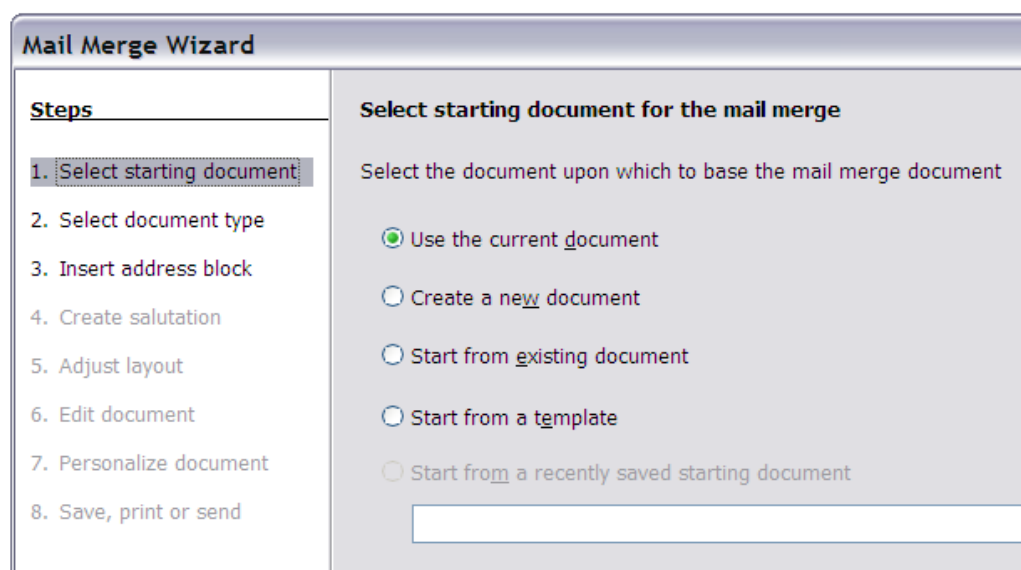

Figure 18: Select starting document

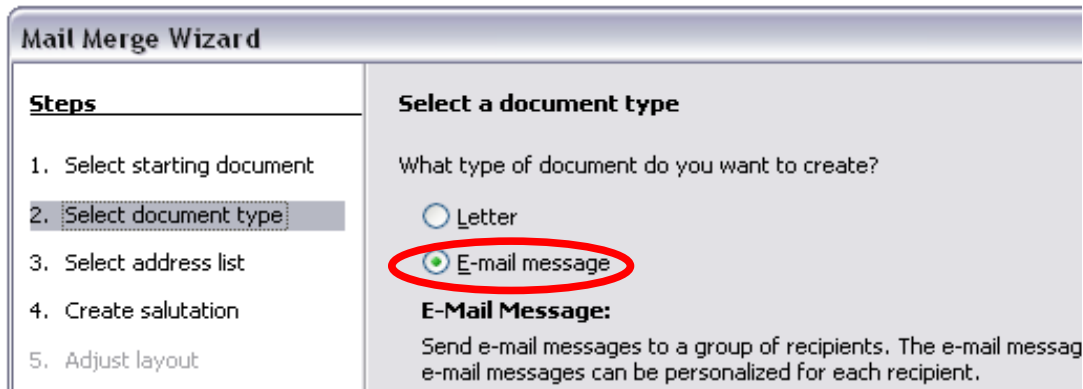2) On the second page, select **E-mail message** and click **Next**.

Figure 19: Select document type

3) On the third page, click the **Select Address List** button. Select the required address list (even if only one is shown) and then click **OK**. (If the address list you need is not shown here, you can click **Add** to find and add it to the list.)
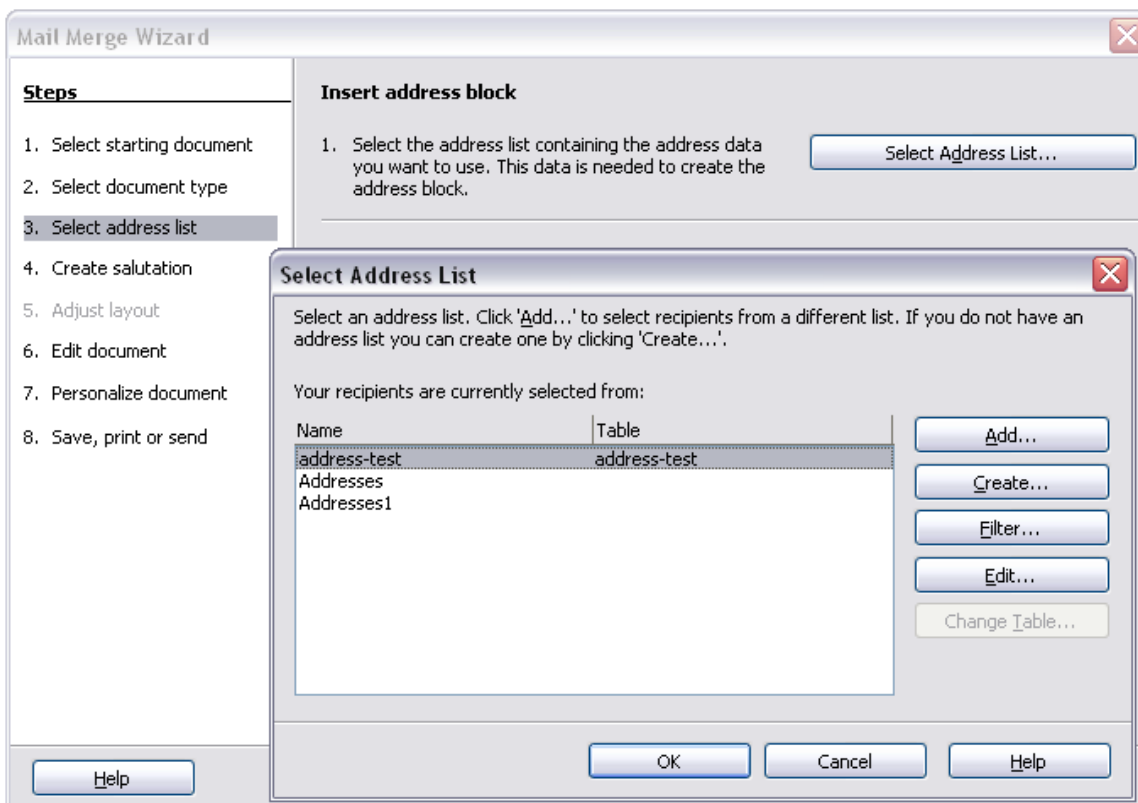

Figure 20: Selecting an address list

4) Back on the *Select address list* page, click **Next**. On the Create salutation page, deselect the checkbox by **This document should contain a salutation**.
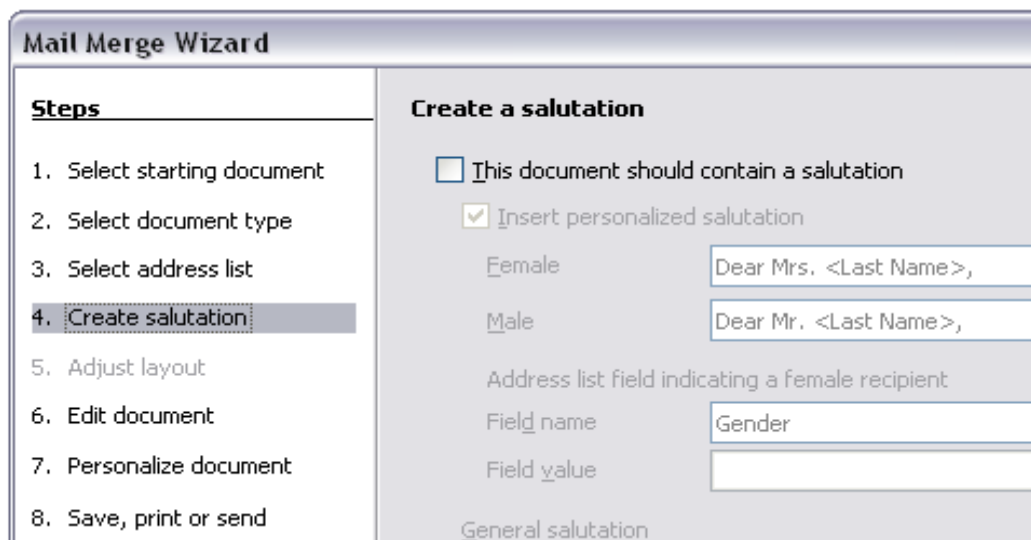
Figure 21: Deselecting a salutation

5) In the left-hand list, click **8. Save, print or send**. OOo displays a "Creating documents" message and then displays the *Save, print or send* page of the Wizard.

6) Select **Send merged document as E-Mail**. The lower part of the page changes to show e-mail settings choices.

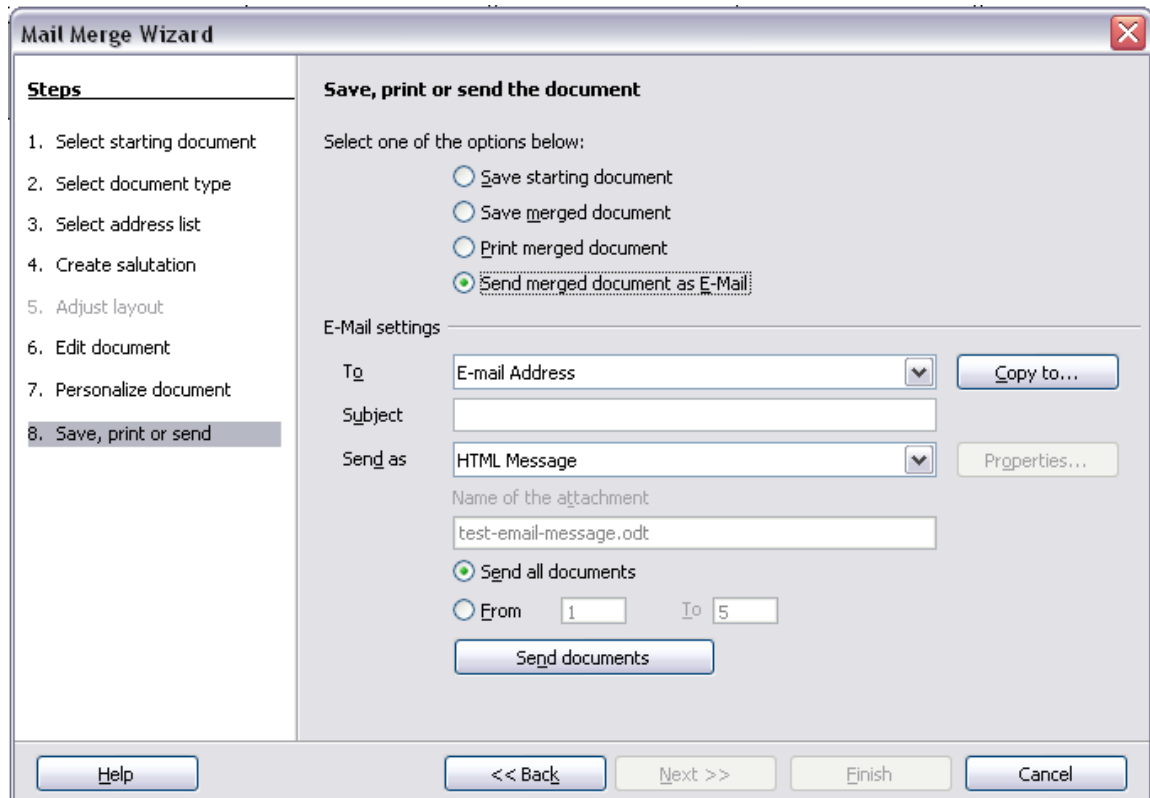7) Type a subject for your email and click **Send documents**. OOo sends the e-mails.

Figure 22: Sending a document as an email message

Digital signing of documents

To sign a document digitally, you need a personal key, the certificate. A personal key is stored on your computer as a combination of a private key, which must be kept secret, and a public key, which you add to your documents when you sign them. You can get a certificate from a certification authority, which may be a private company or a governmental institution.

When you apply a digital signature to a document, a kind of checksum is computed from the document's content plus your personal key. The checksum and your public key are stored together with the document.

When someone later opens the document on any computer with a recent version of OpenOffice.org, the program will compute the checksum again and compare it with the stored checksum. If both are the same, the program will signal that you see the original, unchanged document. In addition, the program can show you the public key information from the certificate. You can compare the public key with the public key that is published on the web site of the certificate authority.

Whenever someone changes something in the document, this change breaks the digital signature.

On Windows operating systems, the Windows features of validating a signature are used. On Solaris and Linux systems, files that are supplied by Thunderbird, Mozilla or Firefox are used. For a more detailed description of how to get and manage a certificate, and signature validation, see "Using Digital Signatures" in the OOo Help.

To sign a document:
1) Choose **File > Digital Signatures**.
2) If you have not saved the document since the last change, a message box appears. Click **Yes** to save the file.
3) After saving, you see the Digital Signatures dialog box. Click **Add** to add a public key to the document.
4) In the Select Certificate dialog box, select your certificate and click **OK**.
5) You see again the Digital Signatures dialog box, where you can add more certificates if you want. Click **OK** to add the public key to the saved file.

A signed document shows an icon in the status bar. You can double-click the icon to view the certificate.