OpenOffice.org 3

Writer Guide

Chapter 1
Introducing Writer

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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Contents

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
- 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
- And many more

Styles are central to using Writer. Using styles, you can easily format your document consistently and 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. Often, you are using styles whether you realize it or not. The use of styles is described in more detail in Chapter 6 (Introduction to Styles) and Chapter 7 (Working with Styles).

The other features of Writer listed above are also covered in detail in other chapters of this guide.

Starting Writer

If you are reading this document in OpenOffice.org, you already know how to start Writer. However, if this is a printed version or a PDF version, you may not know how to start Writer. So let's look at three ways to do that:

- From the system menu
- From an existing document
- From the command line

Starting from the system menu

The most common way to start Writer is by using the system menu, the standard menu from which most applications are started. On Windows, it is called the **Start** menu. On GNOME, it is called the **Applications** menu. On KDE, it is identified by the KDE logo. On Mac OS X, it is the **Applications** menu.

When OpenOffice.org was installed on your computer, in most cases a menu entry for each component was added to your system menu. (If you are using a Mac, see note below.) The exact name and location of these menu entries depends on the operating system and graphical environment.

Note for Mac users

You should see the OpenOffice.org icon in the Applications folder. When you double-click this icon, a text document opens in Writer. To open the other components (Draw, Calc, Impress, Base), go to the File menu of the Writer window and select the component you want.

OOo does not automatically put a shortcut icon on the desktop, but you can add one if you wish. If you don't know how to add shortcut icons for launching programs, please consult the help for your operating system.

Starting from an existing document

All Writer documents are associated with the Writer application. This means that you can start OpenOffice.org automatically, simply by double-clicking a Writer document in a file manager such as Windows Explorer.

You can spot an OpenOffice.org Writer document by its icon: .

Note for Windows users

If you have associated Microsoft Office file types with OOo, then when you double-click on a *.doc (Word) file, it opens in OOo Writer.

If you did not associate the file types, then when you double-click on a Microsoft Word document, it opens in Microsoft Word (if Word is installed on your computer).

You can use another method to open *.doc files in OOo and save in the *.doc format from OOo. See "Opening an existing document" on page 24 for more information.

Using the Quickstarter under Windows

The Quickstarter is an icon that is placed in the Windows system tray during system startup. It indicates that OpenOffice.org has been loaded and is ready to use. (The Quickstarter loads library *.DLL files required by OOo, thus shortening the startup time for OOo components by about half.) If the Quickstarter is disabled, see "Reactivating the Quickstarter" on page 8 if you want to enable it.

Using the Quickstarter icon

Right-click the **Quickstarter** icon in the system tray to open a pop-up menu from which you can open a new document, open the Templates and Documents dialog box, or choose an existing document to open. You can also double-click the **Quickstarter** icon to display the Templates and Documents dialog box.
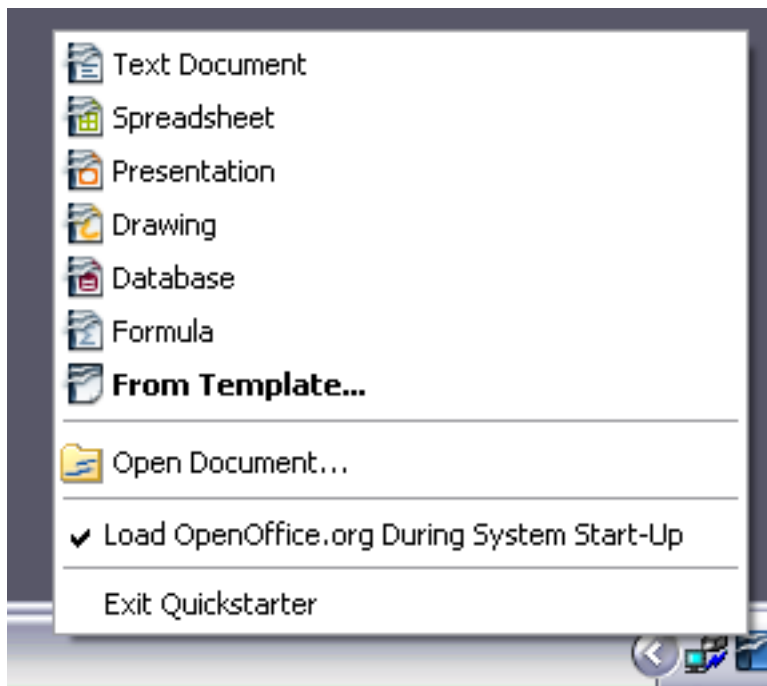
Figure 1: Quickstarter pop-up menu

Disabling the Quickstarter

To close the Quickstarter, right-click on the icon in the system tray and then click **Exit Quickstarter** on the pop-up menu. The next time the computer is restarted, the Quickstarter will be loaded again.

To prevent OpenOffice.org from loading during system startup, deselect the **Load OpenOffice.org During System Start-Up** item on the pop-up menu. You might want to do this if your computer has insufficient memory, for example.

Reactivating the Quickstarter

If the Quickstarter has been disabled, you can reactivate it by selecting the **Load OpenOffice.org during system start-up** option in **Tools > Options > OpenOffice.org > Memory**.

Using the Quickstarter under Linux

Some installations of OpenOffice.org under Linux have a Quickstarter that looks and acts like the one described above for Windows (the option on the Memory page is labeled **Enable systray quickstarter**).

Preloading OOo under Linux/KDE

In Linux/KDE, you can use KDocker to have OOo loaded and ready for use at startup. KDocker is not part of OOo; it is a generic "systray app docker" that is helpful if you open OOo often.

Starting from the command line

You may want to start Writer from the command line (using the keyboard instead of the mouse). Why? Well, by using the command line, you have more control over what happens when Writer is started. For example, using the command line, you can tell Writer to load a document and print it immediately, or to start without showing the splash screen.

Note   Most users will never need to do this.

There is more than one way to start Writer from the command line, depending on whether you have installed a customized version or the standard download from the OOo web site.

If you installed using the download on the OOo web site, you can start Writer by typing at the command line:

```
soffice -writer
```
or
```
swriter
```

Writer will start and create a new document.

To see a list of options you can use when starting Writer at the command line, type:

```
soffice -?
```

Below is a list of some of the more popular options.

Option	Description
`-help`	Get a complete list of options.
`-nologo`	Do not show the startup screen.
`-show <odp-file>`	Start presentation immediately.
`-view <documents ...>`	Open documents in viewer (read-only) mode.
`-minimized`	Start OOo minimized.
`-norestore`	Suppress restart/restore after fatal errors.
`-invisible`	No startup screen, no default document and no UI. This is useful for third-party applications that use functionality provided by OOo.

If you have a customized version of OOo (such as the one provided by Linux Mandrake or Gentoo), you can start Writer by typing at the command line:

        oowriter

Note	Although the command syntax differs, the effect is identical: it starts OOo with an empty Writer document.

The Writer interface

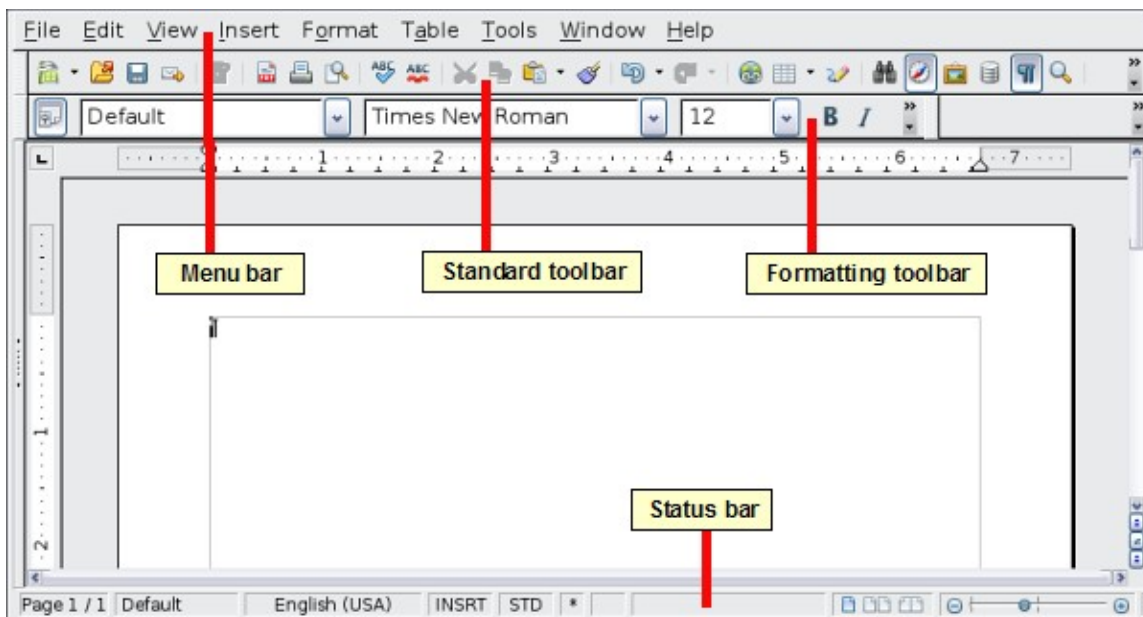The main Writer workspace is shown in Figure 2.

Figure 2: The main Writer workspace in Print Layout view

Menus

The *Menu bar* is located across the top of the Writer window, just below the Title bar. When you choose one of the menus listed below, a submenu drops down to show commands.

- **File** contains commands that apply to the entire document such as **Open...**, **Save**, and **Export as PDF...**.
- **Edit** contains commands for editing the document such as **Undo: xxx (where xxx is the command to undo)** and **Find & Replace...**. It also contains commands to cut, copy, and paste selected parts of your document.
- **View** contains commands for controlling the display of the document such as **Zoom...** and **Web Layout**.
- **Insert** contains commands for inserting elements into your document such as headers, footers, and pictures.
- **Format** contains commands for formatting the layout of your document, such as **Styles and Formatting**, **Paragraph**, and **Bullets and Numbering**.
- **Table** shows all commands to insert and edit a table in a text document.
- **Tools** contains functions such as **Spelling and Grammar**, **Customize...**, and **Options...**.
- **Window** contains commands for the display window.
- **Help** contains links to the OpenOffice.org Help file, What's This?, and information about the program. See "Getting help" on page 27.

Toolbars

Writer has several types of toolbars: docked, floating, and tear-off. Docked toolbars can be moved to different locations or made to float, and floating toolbars can be docked.

The top docked toolbar (default position) is called the *Standard* toolbar. The Standard toolbar is consistent across the OpenOffice.org applications (Writer, Calc, Draw, Impress, Base).

The second toolbar across the top (default location) is the *Formatting* toolbar. It is a context-sensitive bar that shows the relevant tools in response to the cursor's current position or selection. For example, when the cursor is on a graphic, the Formatting bar provides tools for formatting graphics; when the cursor is in text, the tools are for formatting text.

Displaying or hiding toolbars

To display or hide toolbars, choose **View > Toolbars**, then click on the name of a toolbar in the list. An active toolbar shows a check mark beside its name. Tear-off toolbars are not listed in the View menu.

Submenus and tear-off toolbars

Toolbar icons with a small triangle to the right will display *submenus*, *tear-off toolbars*, and other ways of selecting things, depending on the icon. Figure 3 shows a tear-off toolbar from the Drawing toolbar.

Tear-off toolbars can be floating or docked along an edge of the screen or in one of the existing toolbar areas. To move a floating tear-off toolbar, drag it by the title bar. See "Moving toolbars" below.
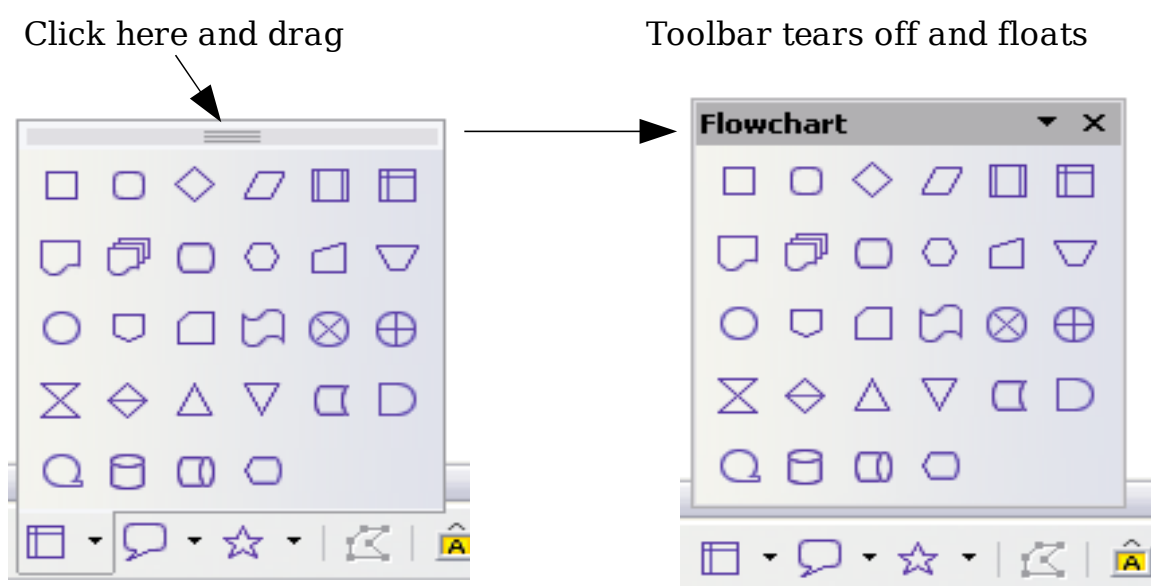
Figure 3: Example of a tear-off toolbar

Moving toolbars

To move a docked toolbar, place the mouse pointer over the toolbar handle, hold down the left mouse button, drag the toolbar to the new location, and then release the mouse button (Figure 4).

To move a floating toolbar, click on its title bar and drag it to a new location (Figure 5).
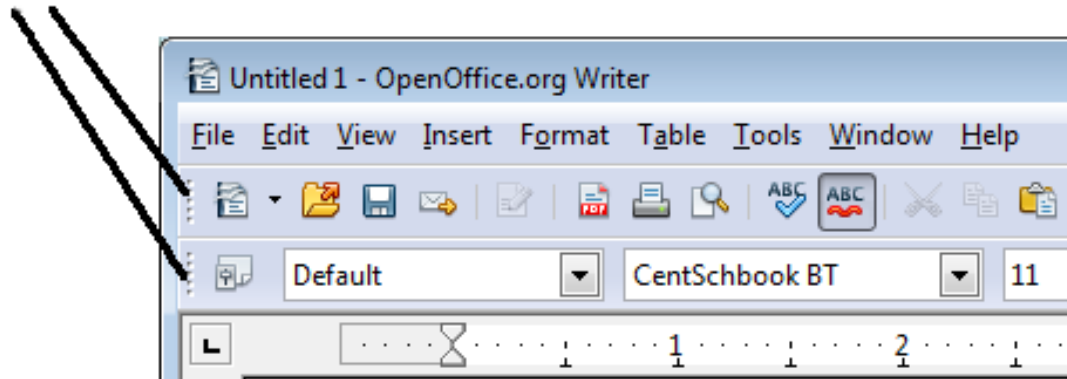
Handles of docked toolbars

Figure 4: Moving a docked toolbar
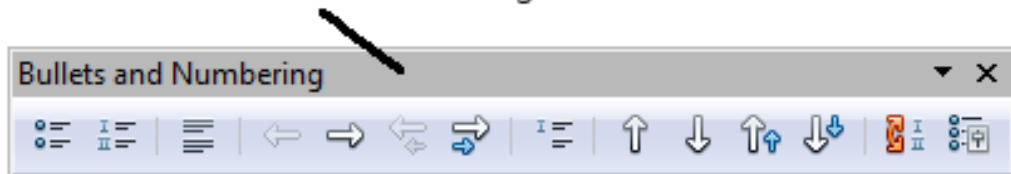
Title bar of floating toolbar

Figure 5: Moving a floating toolbar

Floating toolbars

Writer includes several additional context-sensitive toolbars, whose defaults appear as floating toolbars in response to the cursor's current position or selection. For example, when the cursor is in a table, a floating *Table* toolbar appears, and when the cursor is in a numbered or bullet list, the *Bullets and Numbering* toolbar appears. You can dock these toolbars to the top, bottom, or side of the window, if you wish (see "Moving toolbars" on page 11).

Docking/floating windows and toolbars

Toolbars and some windows, such as the Navigator and the Styles and Formatting window, are dockable. You can move, resize, or dock them to an edge.

To dock a window, do one of the following:

- Click on the title bar of the floating window and drag it to the side until you see the outline of a box appear in the main window (see Figure 6) and then release the window. This method depends on your system's window manager settings, so it may not work for you.

- Hold down the *Control* key and double-click on a vacant part of the floating window to dock it in its last position. If that does not work, try double-clicking without using the *Control* key.
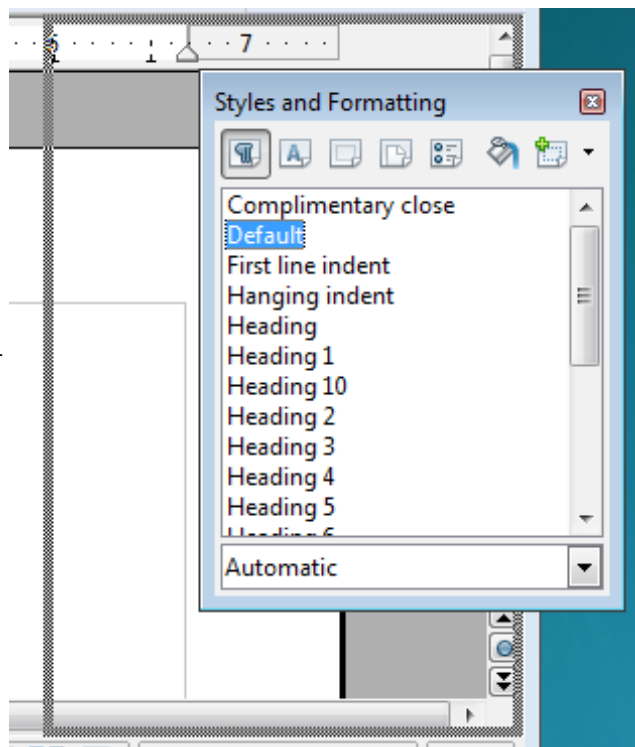

Figure 6: Docking a window

To undock a window, hold down the *Control* key and double-click on a vacant part of the docked window.

Note	The Styles and Formatting window can also be docked or undocked by using *Control+double-click* on the gray area next to the icons at the top of the window.

Customizing toolbars

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar. You can also add icons and create new toolbars, as described in Appendix B.

To access a toolbar's customization options, use the down-arrow at the end of the toolbar or on its title bar (see Figure 7).
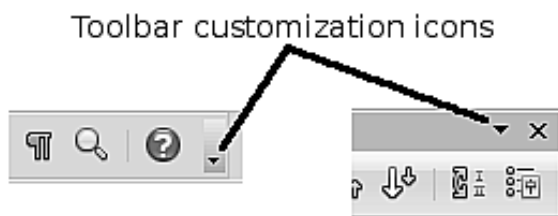

Figure 7: Customizing toolbars

To show or hide icons defined for the selected toolbar, choose **Visible Buttons** from the drop-down menu. Visible icons have a checkmark next to them. Click on icons to select or deselect them.

Right-click (context) menus

You can quickly access many menu functions by right-clicking on a paragraph, graphic, or other object. A context menu will pop up. Often the context menu is the fastest and easiest way to reach a function. If you're not sure where in the menus or toolbars a function is located, you can often find it by right-clicking.

Rulers

To show or hide rulers, choose **View > Ruler**. To enable the vertical ruler, choose **Tools > Options > OpenOffice.org Writer > View** and select **Vertical ruler**.
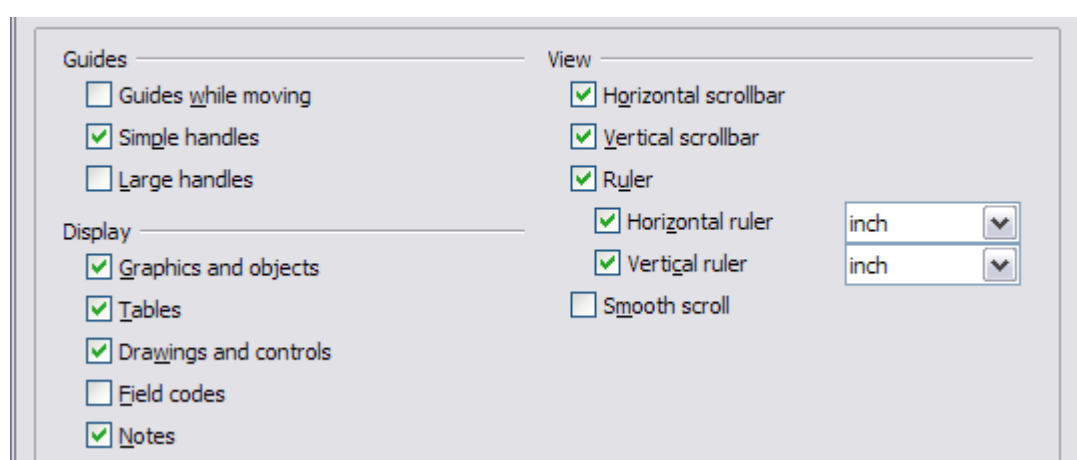

Figure 8. Turning on the vertical ruler

Status bar

The Writer status bar provides information about the document and convenient ways to quickly change some document features. From left to right, the fields are as follows.
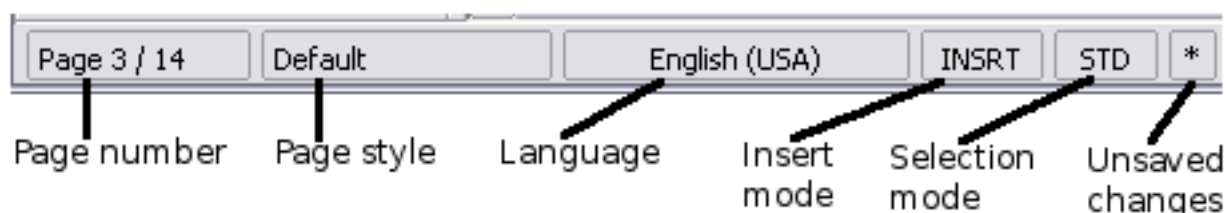

Figure 9: Left end of status bar

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 (see page 17). 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 box 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 box.

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 Chapter 3 (Working with Text) for more information about ADD and BLK.

Unsaved changes

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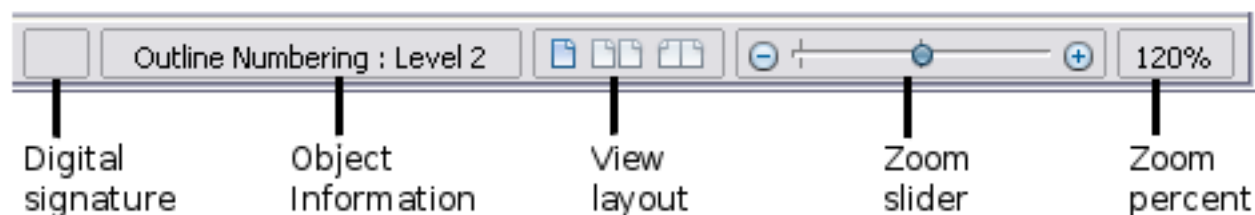

Figure 10: Right end of status bar

Digital signature

If the document has been digitally signed, an icon [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.

Object	Information shown	Dialog box opened
Picture	Size and position	Format Picture
List item	Level and list style	Bullets and Numbering[1]
Heading	Outline numbering level	Bullets and Numbering[1]
Table	Name or number and cell reference of cursor	Table Format
Section	Name of section	Edit Sections
Other	(Blank)	Fields (Cross References page)

View layout

Click an icon to change between single page, side-by-side, and book layout views (Figure 11). You can edit the document in any view.
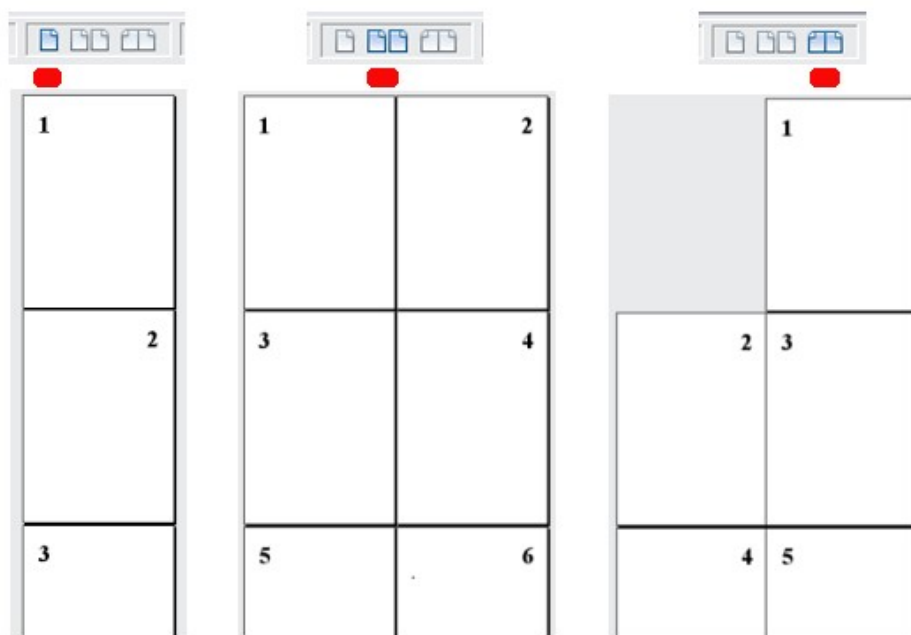

Figure 11. View layouts: single, side-by-side, book

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

---

1 If a *list style* was used with a list item or heading, no dialog box appears.

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.
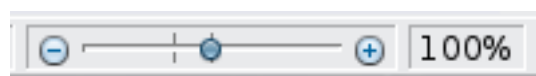
Changing document views

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 box (see Figure 12), where you can set the same options as on the Status bar. In Web Layout view, most of the choices are not available.
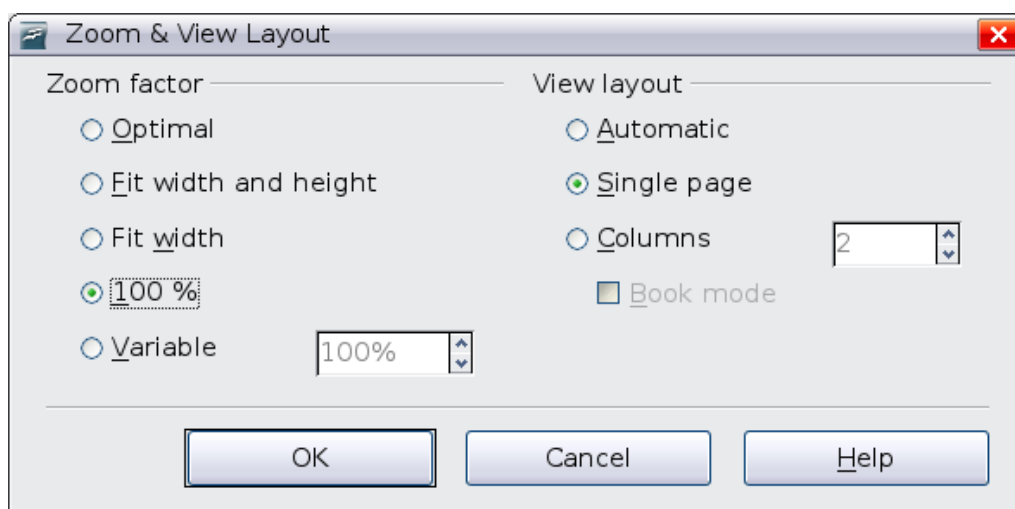
Figure 12. Choosing Zoom and View Layout options

Using the Navigator

In addition to the Page Number field on the Status bar (described on page 14), Writer provides other ways to move quickly through a document and find specific items by using the many features of the Navigator, the Navigation toolbar, and related icons.

The Navigator lists all of the headings, tables, text frames, graphics, bookmarks, and other objects contained in a document.

To open the Navigator, click its icon on the Standard toolbar, or press *F5*, or choose **View > Navigator** on the menu bar, or double-click on the Page number field on the status bar. You can dock the Navigator to either side of the main Writer window or leave it floating (see "Docking/floating windows and toolbars" on page 12).

To hide the list of categories and show only the icons at the top, click

the **List Box On/Off** icon . Click this icon again to show the list. Click the + sign by any of the lists to display the contents of the list.

Table 1 summarizes the functions of the icons at the top of the Navigator.

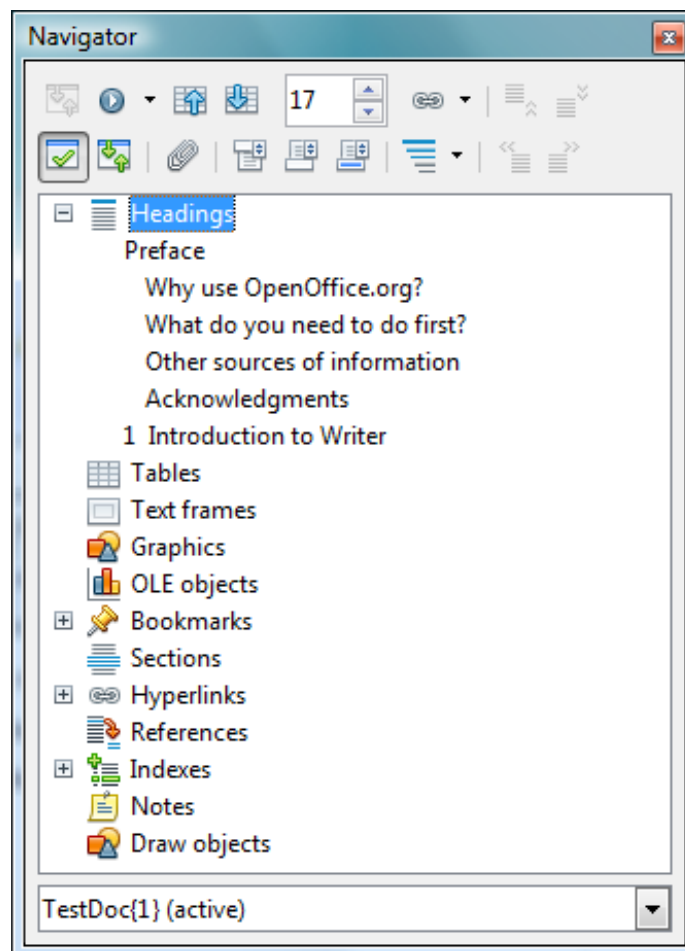| **Note** | The Navigator has different functions in a master document. See Chapter 13 (Working with Master Documents). |
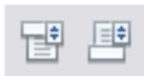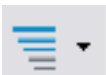
Figure 13. The Navigator

Table 1: Function of icons in the Navigator

	Not active in ordinary documents. In a master document, switches between the master document file and its subdocuments.
	Opens the Navigation toolbar (see page 20).
	Jumps to the previous or next item in the document. To select the category of items, see "Using the Navigation toolbar" on page 20.
	Jumps to the page number in the box. Type the page number or select it using the up and down arrows.
	Drag Mode. Select hyperlink, link, or copy. See "Choosing drag mode" on page 22 for details.
	List Box On/Off. Shows or hides the list of categories.
	Content View. Switches between showing all categories and showing only the selected category.
	Inserts a reminder (see page 21).
	Jumps between the text area and the header or footer area (if the page has them).
	Jumps between a footnote anchor and the corresponding footnote text.
	Choose the number of heading levels to be shown.

Moving quickly through a document

The Navigator provides several convenient ways to move around a document and find items in it:

- To jump to a specific page in the document, type its *sequence* number in the box at the top of the Navigator.
- When a category is showing the list of objects in it, double-click on an object to jump directly to that object's location in the document.

    To see the content in only one category, highlight that category and click the **Content View** icon. Click the icon again to display all the categories. You can also change the number of heading levels shown when viewing Headings.

- Use the **Previous** and **Next** icons to jump to other objects of the type selected in the Navigation toolbar. (See below for details.)

Tip	Objects are much easier to find if you have given them names when creating them, instead of keeping OOo's default names of graphics1, graphics2, Table1, Table2, and so on—which may not correspond to the position of the object in the document.

Note	A hidden section (or other hidden object) in a document appears gray in the Navigator, and displays the word "hidden" as a tooltip.

Using the Navigation toolbar

To display the Navigation toolbar, click the Navigation icon (second icon from the left at the top of the Navigator. Figure 13) or the small Navigation icon near the lower right-hand corner of the window below the vertical scroll bar (Figure 14).
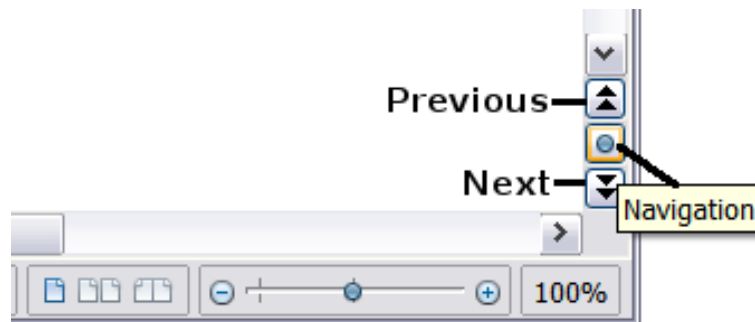
Figure 14: Previous, Navigation, and Next icons
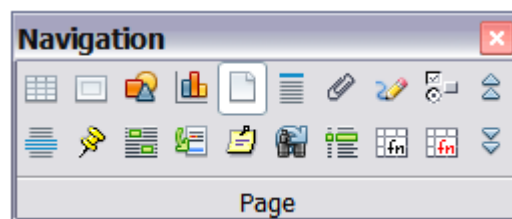
Figure 15: Navigation toolbar

The Navigation toolbar (Figure 15) shows icons for all the object types shown in the Navigator, plus some extras (for example, the results of a **Find** command).

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** or **Next Bookmark**.

Rearranging chapters using the Navigator

You can arrange chapters and move headings in the document by using the Navigator.

1) Click the **Content View** icon to expand the headings, if necessary.

2) (Optional) If you have several subheading levels, you can more easily find the headings you want, by changing the Heading Levels Shown selection to show only 1 or 2 levels of headings.

3) Click on the heading of the block of text that you want to move and drag the heading to a new location on the Navigator, or click the heading in the Navigator list, and then click either the **Promote Chapte**r or **Demote Chapter** icon. All of the text and subsections under the selected heading move with it.

   To move only the selected heading and not the text associated with the heading, hold down *Control*, and then click the icon.

Tip	The tooltips (Promote Chapter and Demote Chapter) are misleading; all headings defined in **Tools > Outline Numbering** can be rearranged using this function.

4) To quickly change the outline level of a heading and its associated subheadings, select the heading in the Navigator, and then click either the **Promote Level** or **Demote Level** icon. This action does not change the location of the heading, only its level.

   To increase the outline level of only the selected heading, but not its associated subheadings, hold down *Control*, and then click the icon.
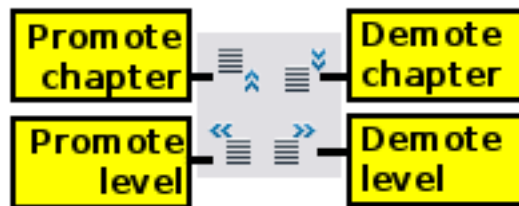
Figure 16. Reorganizing with the Navigator

Note	Users of MS Office Word will note the similarity between this functionality and Word's Outline View.

Setting reminders

One of the little known features of Writer which you may find quite useful is the possibility of jumping between reminders. *Reminders* let you mark places in your document that you want to return to later on,

to add or correct information, make some other change, or simply mark where you finished editing. The possible uses of reminders are limited only by your imagination.

To set a reminder at the cursor's current location, click on the icon in the Navigator. You can set up to 5 reminders in a document (setting another causes the first to be deleted).

Reminders are not highlighted in any way in the document, so you cannot see where they are, except when you jump from one to the next —the location of the cursor then shows the location of the reminder.

To jump between reminders, first select the **Reminder** icon on the Navigation toolbar. Then click the **Previous** and **Next** icons.

Choosing drag mode

Sets the drag and drop options for inserting items into a document using the Navigator.

Insert As Hyperlink

Creates a hyperlink when you drag and drop an item into the current document.

Insert As Link

Inserts the selected item as a link where you drag and drop in the current document. Text is inserted as protected sections. However, you cannot create links for graphics, OLE objects, references, or indexes using this method.

Insert As Copy

Inserts a copy of the selected item where you drag and drop in the current document. You cannot drag and drop copies of graphics, OLE objects, or indexes.

Starting a new document

Creating a blank document

You can create a new, blank document in Writer in several ways.

When OOo is open but no document is open (for example, if you close all the open documents but leave the program running), a Welcome screen is shown. Click one of the icons to open a new document of that

type, or click the Templates icon to start a new document using a template.

You can also start a new document in one of the following ways. If a document is already open in OOo, the new document opens in a new window.

- Press the *Control+N* keys. A new empty document opens. If you already have a document open, the new document appears in a new window.
- Use **File > New > Text Document**. The result is the same as pressing the *Control+N* keys.
- Click the **New** button on the main toolbar .

Creating a document from a template

You can use templates to create new documents in Writer. Templates serve as the foundation of a set of documents, to make sure they all have a similar layout. For example, all the documents of the *Writer Guide* are based on the same template. As a result, all the documents look alike; they have the same headers and footers, use the same fonts, and so on.

A new OpenOffice.org installation does not contain many templates. It is possible for you to add new templates to your installation and use them for new documents. This is explained in Chapter 10 (Working with Templates). Many more templates can be downloaded from http://extensions.services.openoffice.org/ and other websites.

Once you do have templates on your system, you can create new documents based on them by using **File > New > Templates and Documents**. This opens a window where you can choose the template you want to use for your document.

The example shown in Figure 17 uses a template called "Book" in the My Templates folder. Select it, then click the **Open** button. A new document is created based on the formats defined in the template.
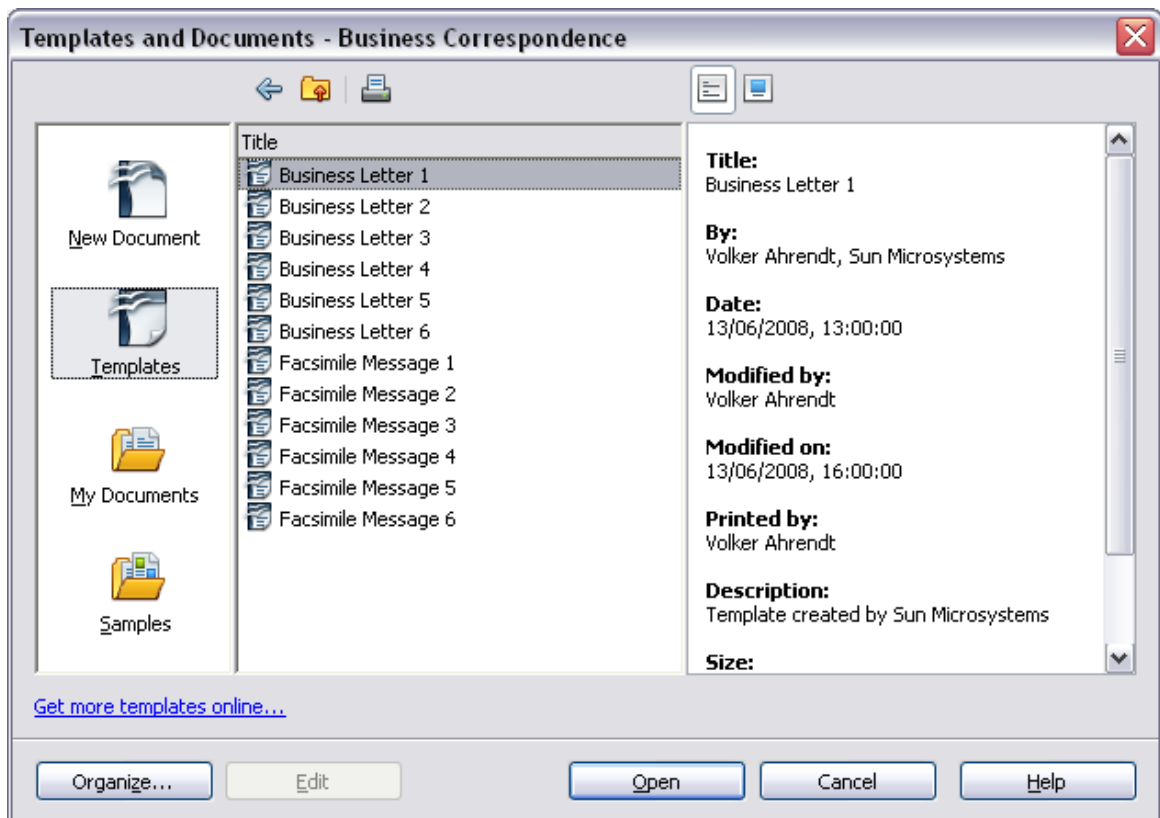
Figure 17. Creating a document from a template

Opening an existing document

When no document is open, the Welcome screen provides an icon for opening an existing document.

You can also open an existing document in one of the following ways. If a document is already open in OOo, the second document opens in a new window.

- Click **File > Open...**.
- Click the **Open** button on the main toolbar.
- Press *Control+O* on the keyboard.

In each case, the Open dialog box appears. Select the file you want, and then click **Open**.

In the Open dialog box, you can reduce the list of files by selecting the type of file you are looking for. For example, if you choose **Text documents** as the file type, you will only see documents Writer can open (including *.odt, *.doc, *.txt). This method opens Word (*.doc) files, as well as OOo files and other formats.

You can also open an existing OOo Writer document using the same methods you would use to open any document in your operating system.

If you have associated Microsoft Office file formats with OpenOffice.org, you can also open these files by double-clicking on them.

Saving a document

To save a new document in Writer, do one of the following:
- Press *Control+S*.
- Select **File > Save**.
- Click the **Save** button on the main toolbar.

When the Save As dialog box appears, enter the file name and verify the file type (if applicable).

To save an open document with the current file name, choose **File > Save**. This will overwrite the last saved state of the file.

Password protection

To protect an entire document from being viewable without a password, use the option on the Save As dialog box to enter a password. This option is only available for files saved in OpenDocument formats or the older OpenOffice.org 1.x formats.

1) On the Save As dialog box, select the **Save with password** option, and then click **Save.** You will receive a prompt:

2) Type the same password in the two fields, and then click **OK**. If the passwords match, the document is saved password protected. If the passwords do not match, you receive the prompt to enter the password again.

Note	Passwords must contain a minimum of 5 characters. Until you have entered 5 characters, the **OK** button remains inactive.

OOo uses a very strong encryption mechanism that makes it almost impossible to recover the contents of a document in case you lose the password.

Saving a document automatically

You can choose to have Writer save your document automatically at regular intervals. Automatic saving, like manual saving, overwrites the last saved state of the file. To set up automatic file saving:

1) Select **Tools > Options > Load/Save > General**.
2) Click on **Save AutoRecovery information every** and set the time interval. The default value is 15 minutes. Enter the value you want by typing it or by pressing the up or down arrow keys.

Saving as a Microsoft Word document

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 only appear in the Microsoft Word version of the document.
2) Then click **File > Save As**.
3) On the Save As dialog box (Figure 18), in the **File type** (or **Save as type**) drop-down menu, select the type of Word format you need.
4) Click **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.

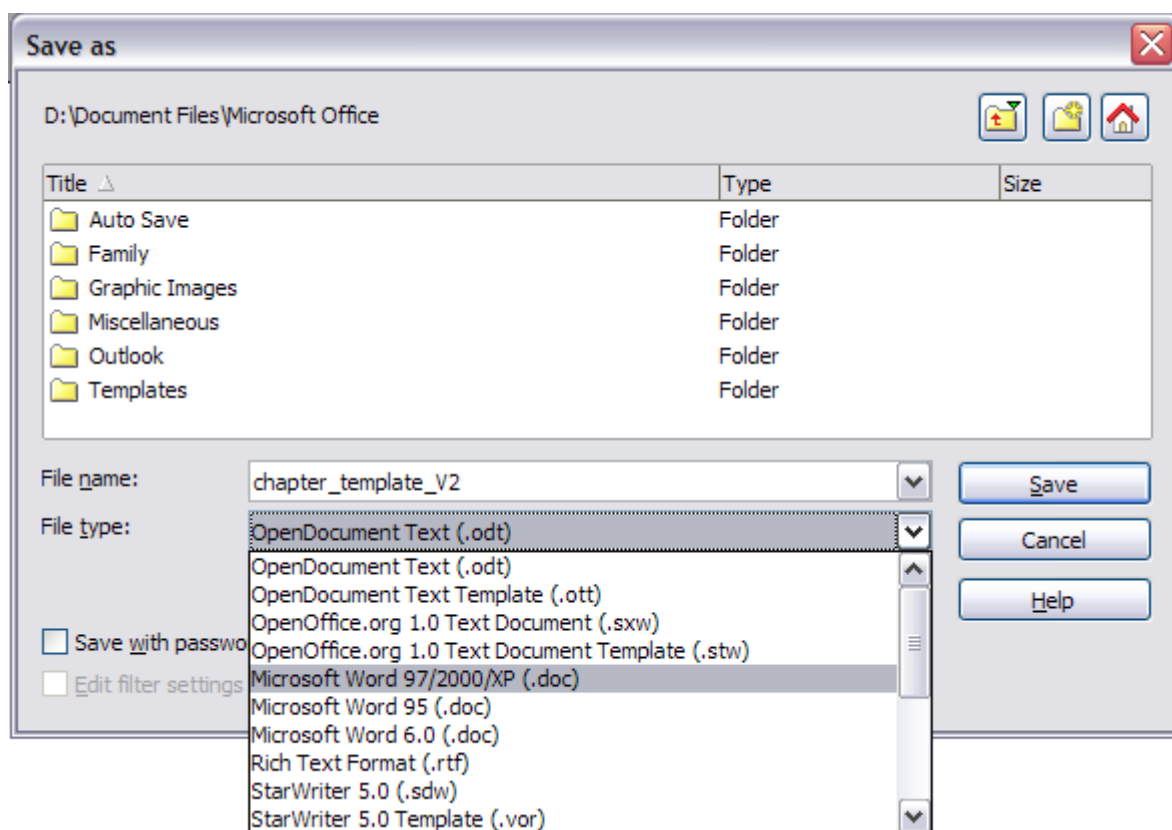| **Tip**	To have Writer save documents by default in the Microsoft Word file format, go to **Tools > Options > Load/Save > General**. In the section named *Default file format*, under *Document type*, select **Text document**, then under *Always save as*, select your preferred file format.

Figure 18. Saving a file in Microsoft Word format

Getting help

Writer provides several forms of help. In addition to a full Help file (reached by pressing *F1* or choosing **Help > OpenOffice.org Help** from the menu bar), you can choose whether to activate tooltips, extended tips, and the Help Agent from **Tools > Options > OpenOffice.org > General**.

Placing the mouse pointer over any of the icons displays a small box, called a *tooltip*. It gives a brief explanation of the icon's function. For a more detailed explanation, select **Help > What's This?** and hold the mouse pointer over the icon you need more help with.

Undoing and redoing changes

When a document is open, you can undo the most recent change by pressing *Control+Z*, or clicking the **Undo** icon 🔄 on the Standard toolbar, or choosing **Edit > Undo** from the menu bar.

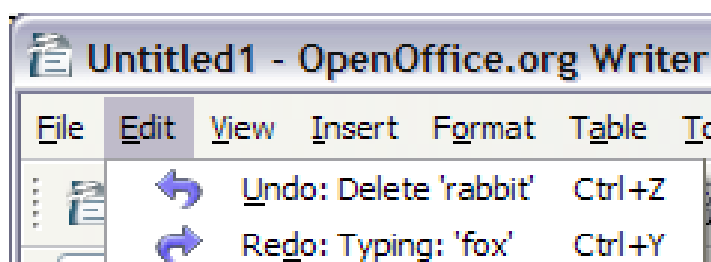The Edit menu shows the latest change that can be undone, as shown in Figure 19.

Figure 19: Edit > Undo last action

Click the small triangle to the right of the **Undo** icon to get a list of all the changes that can be undone (Figure 20). You can select multiple changes and undo them at the same time.
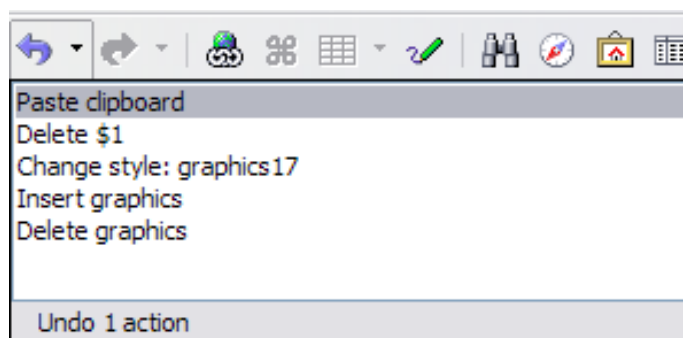

Figure 20: List of actions that can be undone

After changes have been undone, **Redo** becomes active. To redo a change, select **Edit > Redo**, or press *Control+Y* or click on the Redo icon ➡️. As with Undo, click on the triangle to the right of the arrow to get a list of the changes that can be reapplied.

Closing a document

To close a document, click **File > Close**.

You can also close a document by clicking on the **Close** icon on the document window. In Windows XP, this button looks like the X in the red box shown in Figure 21.

If more than one OOo window is open, each window looks like the sample shown on the left in Figure 21. Closing this window leaves the other OOo windows open.

If only one OOo window is open, it looks like the sample shown on the right in Figure 21. Notice the small black X below the larger X in the red box. Clicking the small black X closes the document but leaves OOo open. Clicking the larger X closes OOo completely.

Figure 21. Close icons

If the document has not been saved since the last change, a message box is displayed. Choose whether to save or discard your changes.

- **Save**: The document is saved and then closed.
- **Discard**: The document is closed, and all modifications since the last save are lost.
- **Cancel**: Nothing happens, and you return to the document.

Caution	Not saving your document could result in the loss of recently made changes, or worse still, your entire file.

Closing Writer

To close Writer completely, click **File > Exit,** or close the last open document as described in "Closing a document" on page 28.

If all the documents have been saved, Writer closes immediately. If any documents have been modified but not saved, a warning message appears. Follow the procedure in "Closing a document" to save or discard your changes.