

# Apache Open Office

*Version 4.1*

## Writer Guide

AOO Documentation Team

### Chapter **5**

### **Printing, Exporting, Faxing, and E-Mailing**

## Copyright

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## Note for Mac Users

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Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

<b>Windows/Linux</b>	<b>Mac equivalent</b>	<b>Effect</b>
<b>Tools &gt; Options</b> menu selection	<b>OpenOffice &gt; Preferences</b>	Access setup options
Right-click	Control+click	Open context menu
Ctrl (Control)	⌘ ( <i>Command</i> )	Used with other keys
F5	Shift+⌘+F5	Open the Navigator
F11	⌘+T	Open Styles & Formatting window

# Contents

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## Chapter 5

<b>Printing, Exporting, Faxing, and E-Mailing</b> .....	<b>1</b>
Copyright.....	2
Note for Mac Users.....	2
Introduction.....	4
Quick Printing.....	4
Controlling Printing.....	4
Selecting General Printing Options for a Document.....	5
Printing Multiple Pages on a Single Sheet of Paper.....	5
Selecting What to Print.....	7
Printing a brochure.....	8
Printing in Black and White (on a Color Printer).....	9
Previewing Pages Before Printing.....	10
Printing Envelopes.....	11
Printing Labels.....	13
Exporting to PDF.....	15
Quick Export to PDF.....	16
Controlling PDF Content and Quality.....	16
Exporting to XHTML.....	22
E-mailing Writer Documents.....	22
E-mailing a Document to Several Recipients.....	23
Digital Signing of Documents.....	26
Removing personal data.....	26

## Introduction

General information about printing and faxing documents from AOO 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 the Print dialog box (**File > Print** or *Ctrl+P*).

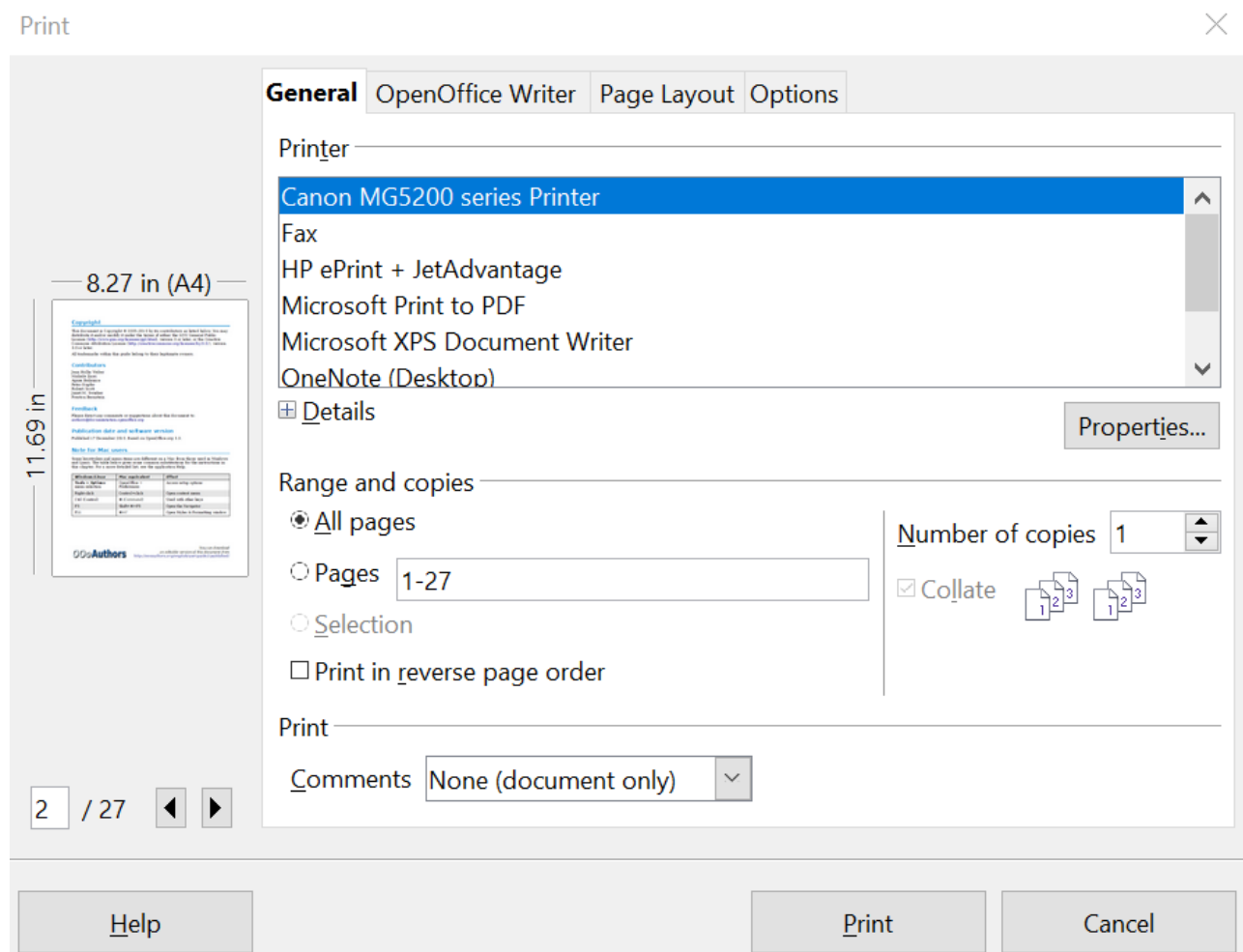


Figure 1: The Print dialog General page

The Print dialog box has four tabs, from which you can choose a range of options, as described in the following sections.

## Note

The options selected on the Print dialog box apply to this printing of this document only.

To specify default printing settings for AOO, go to **Tools > Options > OpenOffice - Print** and **Tools > Options > OpenOffice Writer - Print**. See Chapter 2 (Setting Up Writer) for more details.

## Selecting General Printing Options for a Document

On the *General* tab of the Print dialog box, you can choose:

- The **printer** (from the printers available)
- Which **pages** to print, the number of copies to print, and whether to collate multiple copies (*Range and copies* section)
- Whether to print any **comments** that are in the document, and where to print the comments.

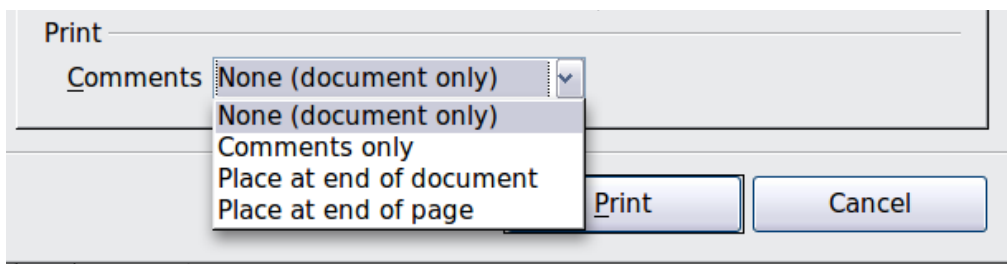


Figure 2: Choosing whether and where to print comments

Select the **Properties** button to display a dialog box where you can choose portrait or landscape orientation, which paper tray to use, and the paper size to print on.

On the *Options* tab of the Print dialog box, you can choose various other options for printing.

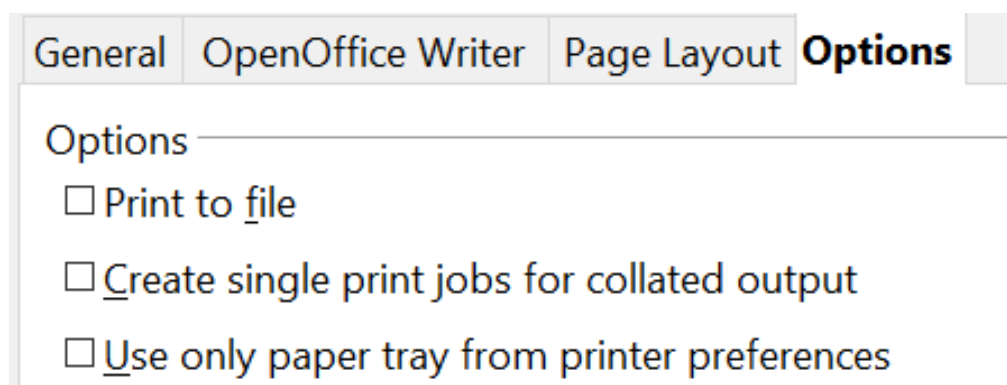


Figure 3: General print options

## Printing Multiple Pages on a Single Sheet of Paper

You can print multiple pages of a document on one sheet of paper. To do this:

- 1) In the Print dialog box, select the *Page Layout* tab (Figure 4).

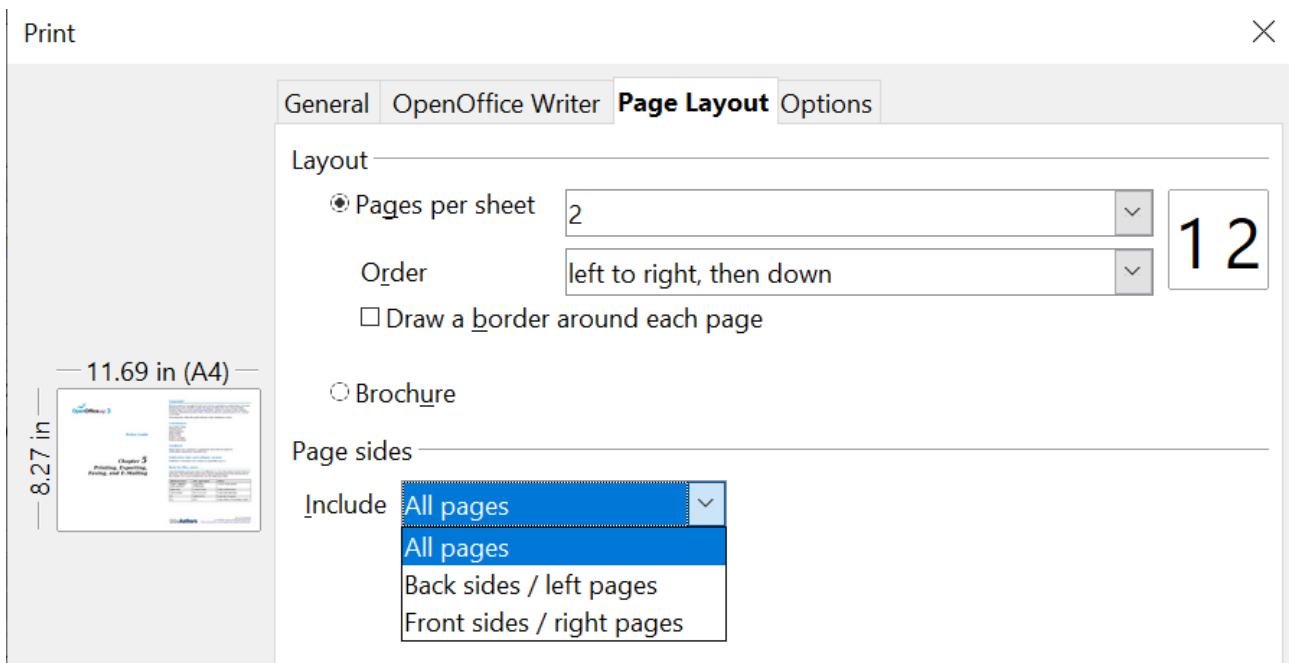
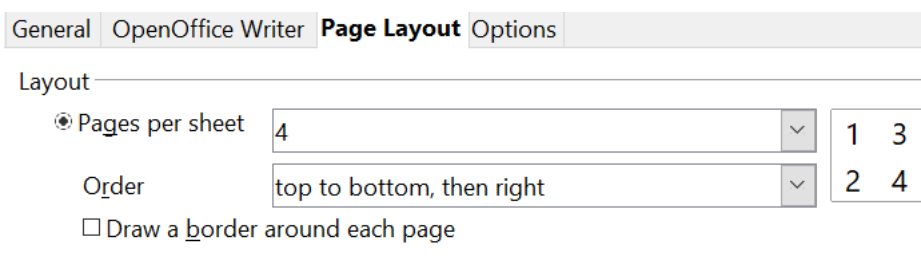
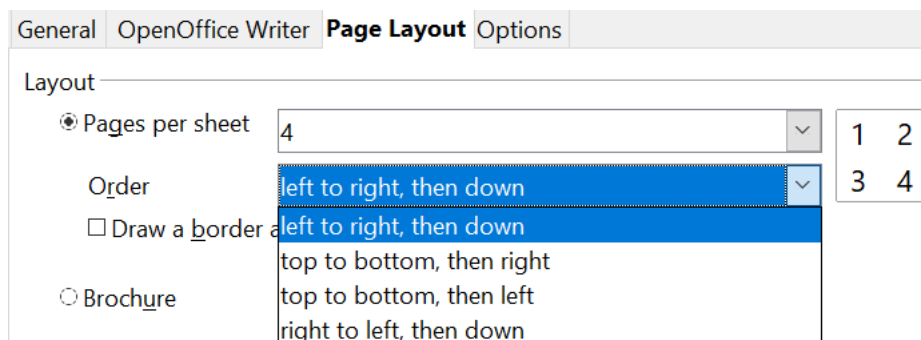


Figure 4: Printing multiple page per sheet of paper

- 2) In the *Layout* section, select from the drop-down list the number of pages to print per sheet. The preview panel on the left of the Print dialog box shows how the printed document will look.

When printing more than 2 pages per sheet, you can choose the order in which they are printed across and down the paper. The two pictures below show the difference.



- 3) In the *Page sides* section, select whether to print all pages or only some pages.
- 4) Click the **Print** button.

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**Tip** To print two pages per sheet in “facing pages” (book layout) style, print from Print Preview instead. See page 10.

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## Selecting What to Print

In addition to printing a full document, you can choose to print individual pages, ranges of pages, or a selection of a document, as described in this section.

Printing an individual page:

- 1) Choose **File > Print** from the menu bar.
- 2) On the Print dialog box, select the page to print.
  - a) In the *Ranges and copies* section of the General page, select the *Pages* option.
  - b) Enter the *sequence number* of the page you want to print. The preview box changes to show the selected page.

If you have restarted page numbering within the document, the sequence number is not the same as the page number.

- 3) Click the **Print** button.

Printing a range of pages:

- 1) Choose **File > Print** from the menu bar.
- 2) On the Print dialog box, select the range of pages to print.
  - a) In the *Ranges and copies* section of the General page, select the *Pages* option.
  - b) Enter the sequence numbers of the pages to print (for example, 1-4 or 1,3,7,11).
- 3) Click the **Print** button.

Printing a selection of text:

- 1) In the document, select the material (text and / or graphics) to print.
- 2) Choose **File > Print** from the menu bar.
- 3) The *Ranges and copies* section of the Print dialog box now includes a *Selection* option and the preview box shows the selected material. See Figure 5.
- 4) Click the **Print** button.

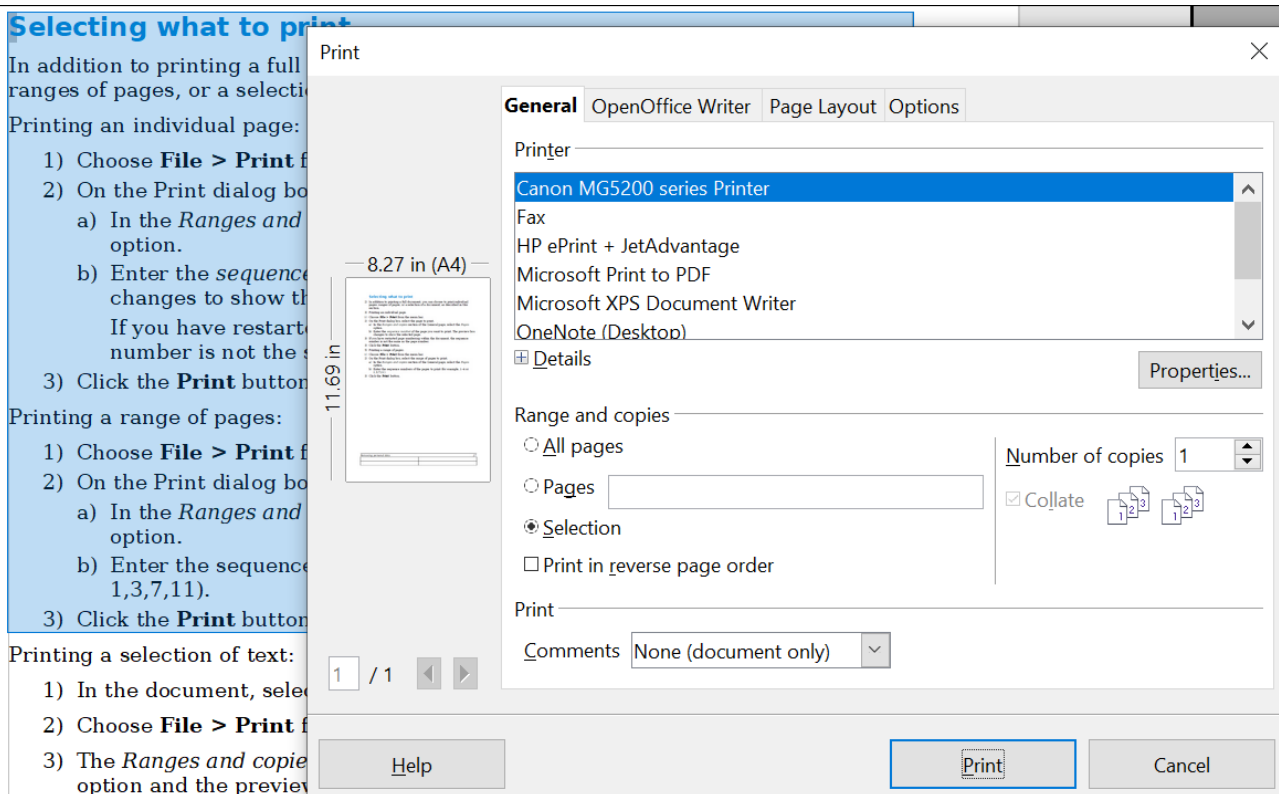


Figure 5: Printing a selection of text

## Printing a brochure

In Writer, Impress, and Draw, 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.

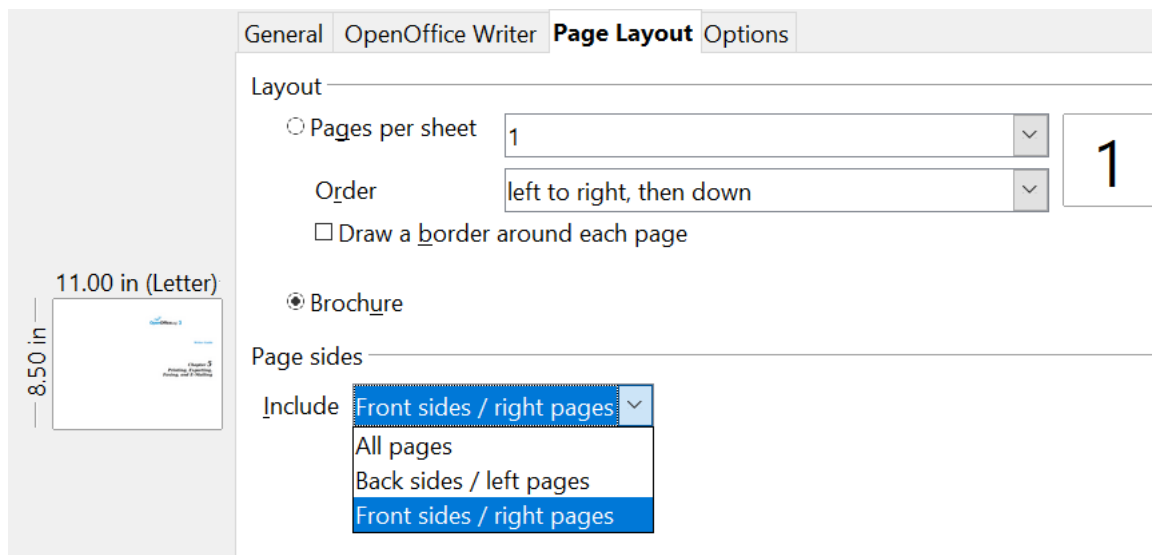
### Tip

Plan your document so that it will look good printed half size; choose appropriate margins, font sizes, and so on. You may need to experiment.

To print a brochure on a single-sided printer:

- 1) Choose **File > Print**.
- 2) In the Print dialog box, click **Properties**.
- 3) Check if the printer is set to the same orientation, that is, portrait or landscape, as specified in the page setup for your document. Usually orientation doesn't matter, but it can for brochures. Click **OK** to return to the Print dialog box.
- 4) Select the *Page layout* tab in the Print dialog box.
- 5) Select the **Brochure** option.
- 6) In the *Page sides* section, select *Back sides / left pages* option from the *Include* drop-down list.





- 7) Click the **Print** button.
- 8) Take the printed pages out of the printer, turn the pages over, and put them back into the printer, making sure they're oriented so as to print on the blank side of the bundle of pages.

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**Tip** You may need to experiment a bit to find the correct arrangement for your printer.

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- 9) On the Print dialog box, in the *Page sides* section, select *Front sides / right pages* option from the *Include* drop down box.
- 10) Click the **Print** button.

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**Tip** If your printer can print double-sided automatically, choose **All pages**.

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## Printing in Black and White (on a Color Printer)

You may wish to print documents in black and white on a color printer. Several choices are available. Please **note** that some color printers may print in color regardless of the settings you choose.

Change the printer settings to print in black and white or gray scale:

- 1) Choose **File > Print** to open the Print dialog box.
- 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 options for the Color settings. See your printer's help or user manual for more detailed information.
- 3) The choices for color might include *black and white* or *grayscale*. Choose the required setting.
- 4) Click **OK** to confirm your choice and return to the Print dialog box,
- 5) Click the **Print** button to print the document.

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**Tip**

Gray scale is best if you have any graphics in the document. Grey scale, made up of several discrete shades of gray, is a range of shades used to calibrate a display or printer.

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Change the AOO settings to print all color text and graphics as grayscale:

- 1) Choose **Tools > Options > OpenOffice > Print**.
- 2) Select the **Convert colors to grayscale** option. Click **OK** to save the change.
- 3) Open the Print dialog box (**File > Print**).
- 4) Click the **Print** button to print the document.

Change the AOO Writer settings to print all color text as black, and all graphics as gray scale:

- 1) Choose **Tools > Options > OpenOffice Writer > Print**.
- 2) Under *Contents*, select the **Print text in black** option. Click **OK** to save the change.
- 3) Open the Print dialog box (**File > Print**).
- 4) Click the **Print** button to print the document.

## Previewing Pages Before Printing

The normal page view in Writer shows you what each page will look like when printed. You can edit those pages in that view. 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): use the Facing Pages (Book Preview) button on the status bar.



- Page Preview (read-only view).

To use Page Preview:






- 1) Choose **File > Page Preview** (or click the **Page Preview** button  on the Standard toolbar). Writer now displays the **Page Preview** toolbar instead of the Formatting toolbar.



Figure 6. Page Preview toolbar (Writer)

- 2) Select the required preview icon: **Two Pages** () , **Multiple Pages** () or **Book Preview** () .
- 3) To print the document from this view, click the **Print document** icon() to open the Print dialog box.
- 4) Choose the print options and click the **Print** button.

## 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).

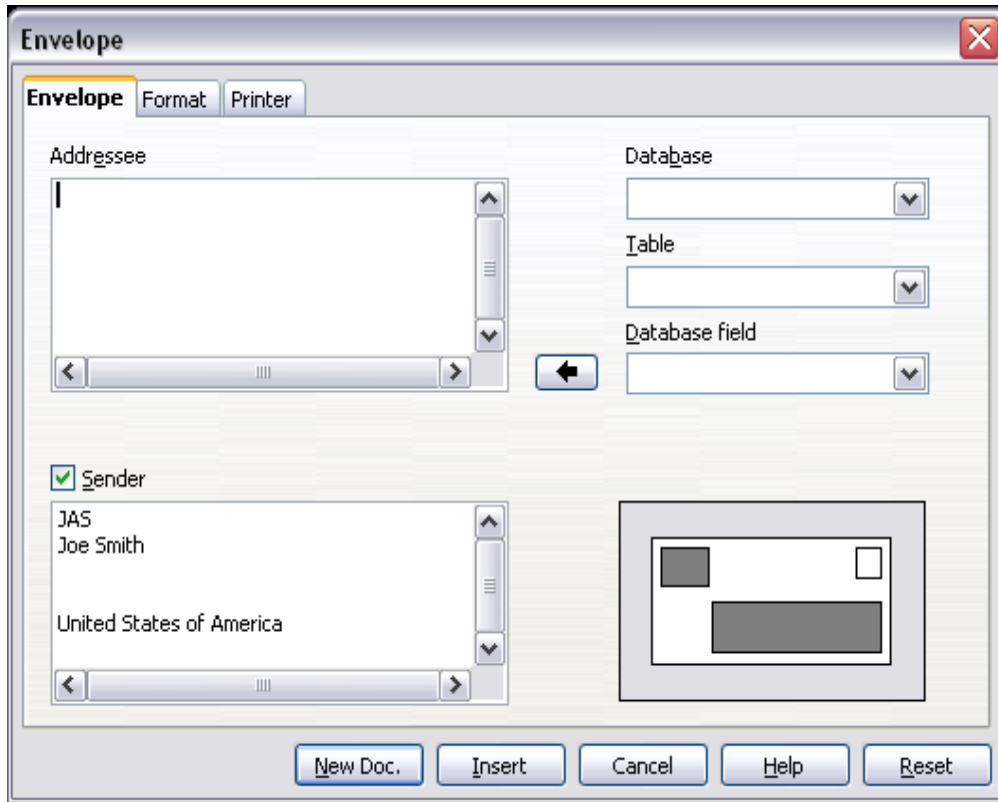


Figure 7. Choosing addressee and sender information for an envelope

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.
- 4) 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.

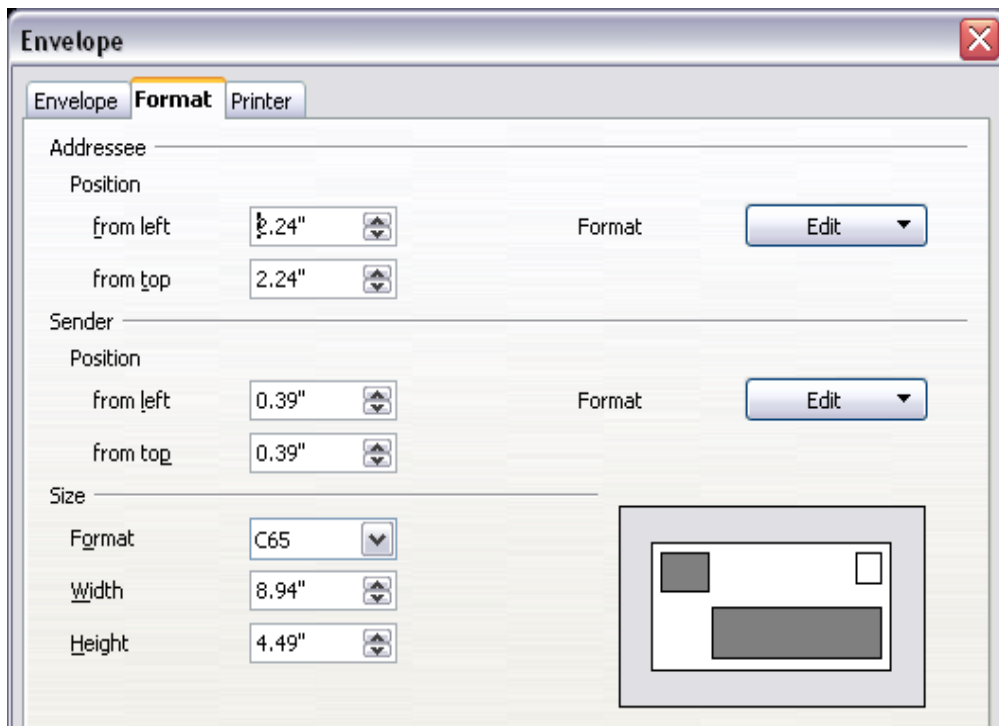


Figure 8. Choosing positioning and size of elements for an envelope

- 5) 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 selected a pre-existing format, just verify these sizes. If you picked *User defined* in the Format list, then you can edit the sizes.
- 6) 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 select a different printer or alter the printer setup, for example specifying the tray that holds envelopes. for this print job.

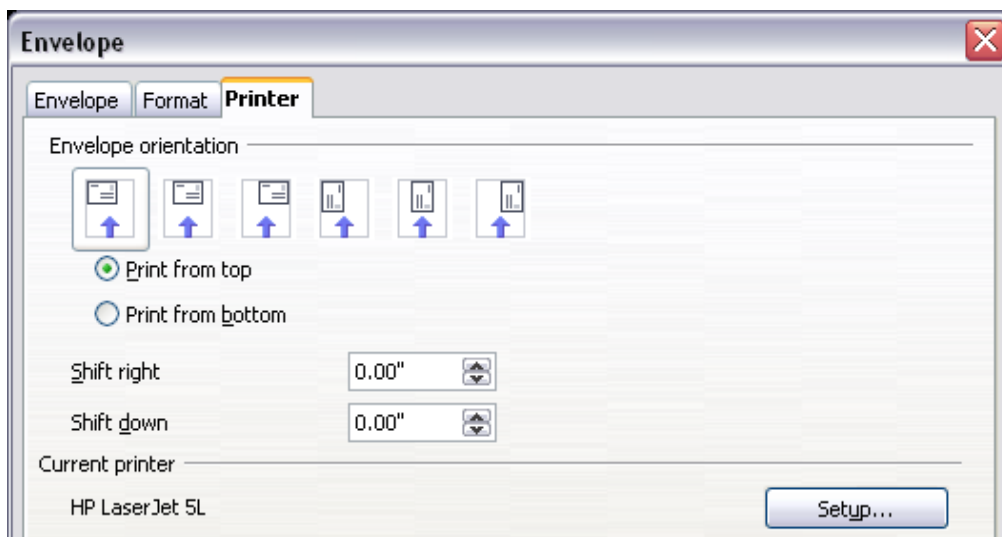


Figure 9. Choosing printer options for an envelope

- 7) 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 reject this particular envelope, click **Cancel**, or press the *Esc* key. You can also click **Reset** to remove your changes, and to return to the settings that were in force when the dialog box opened.

When the Envelope dialog box closes, you're returned to your document, which now stores the envelope in the same file as the document.

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**Tip**

Since it contains both document and envelope, save this file before doing anything else.

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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

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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).

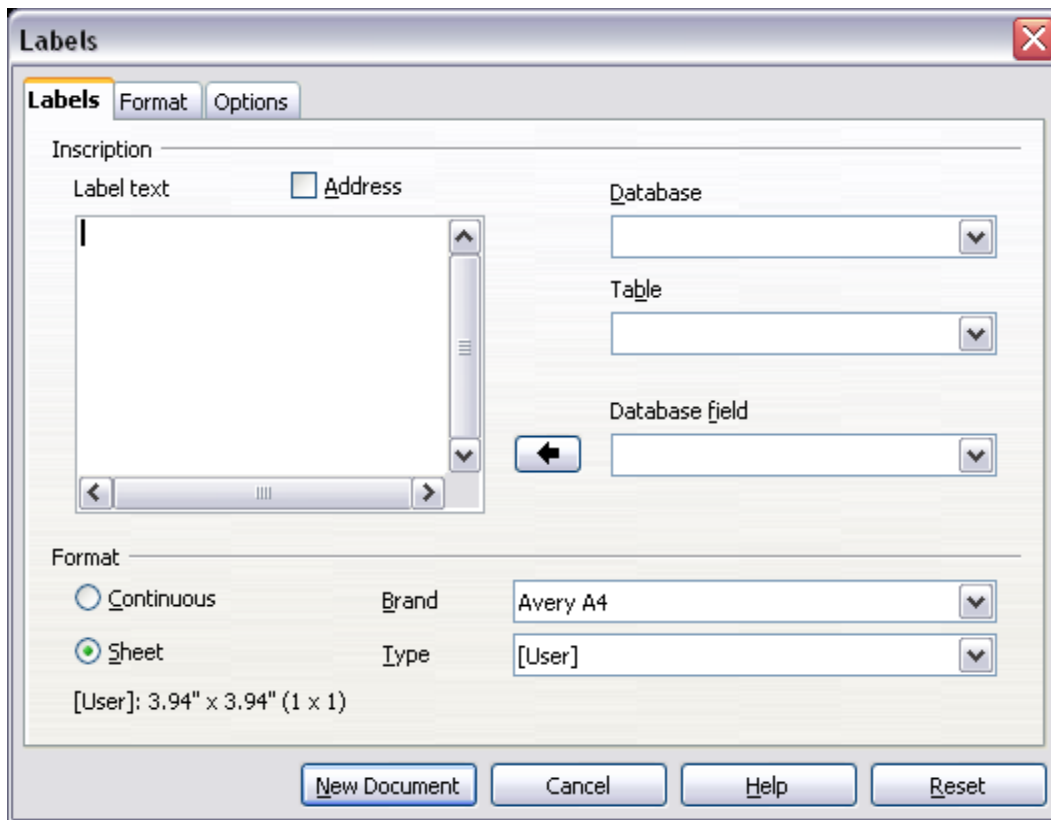


Figure 10. Labels dialog box, Labels page

- 3) Select the type of label stock from the **Brand** drop-down list. The types for that brand then appear in the **Type** drop-down. Select the size and type of labels required.

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**Tip**

You can also select User in the **Type** drop-down list and then make specific selections on the *Format* page.

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- 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.

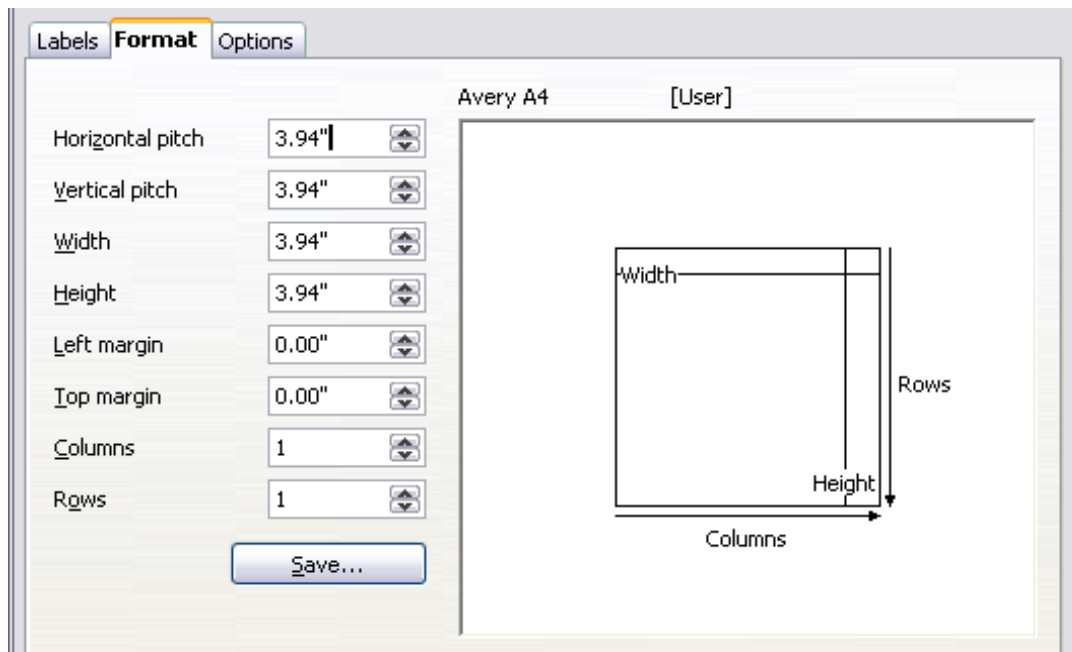


Figure 11. Labels dialog box, Format page

- 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 column and row. (From this dialog, you can also change printer setup.)




Figure 12. Labels dialog box, Options page

- 7) When you have finished formatting, click **New Document** to produce your sheet of labels, or bail out by clicking **Cancel** or pressing the Esc key. You can also click **Reset** to remove your changes and return the system to the settings in effect when the dialog box opened.
- 8) You can print 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.

## Exporting to PDF

OpenOffice can export documents to PDF (Portable Document Format). This industry-standard file format for file viewing is ideal for sending the file to someone who may not have access to AOO, but who can use a PDF viewer such as Acrobat Reader. Unlike those in other formats, PDF documents will look exactly as the document appears on your screen, even if opened in a browser such as Firefox or Edge. But be aware that recipients 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**. Finally, you'll be asked to enter the location and file name of the PDF to be created, and instructed to click **Save** to export the file.

### *General Page of PDF Options dialog Box*

On the *General* page (Figure 13), 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;12**.
- **Selection:** Exports whatever material is selected.

#### **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.



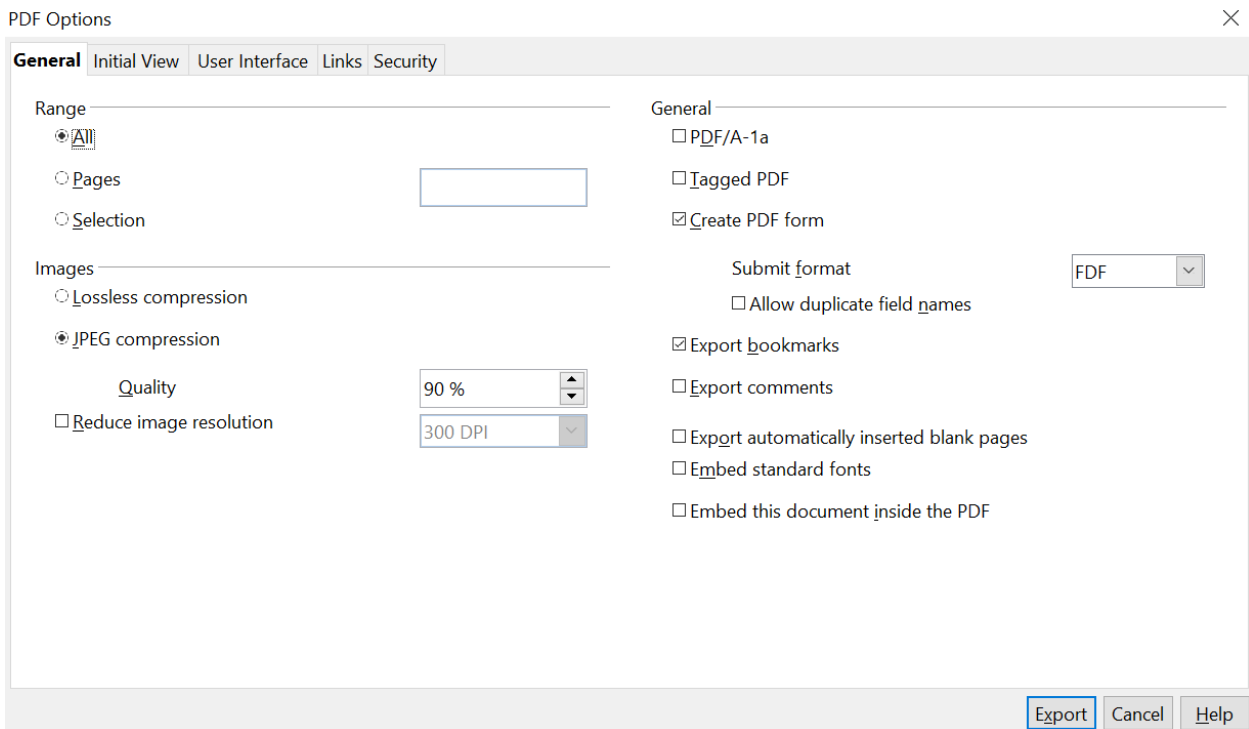


Figure 13: General page of PDF Options dialog box

- **JPEG compression:** Allows for varying degrees of quality. A setting of 90% works well with photographs; it offers a small file size and little perceptible loss of quality.
- **Reduce image resolution:** Lower-DPI (dots per inch) images have lower quality. For viewing on a computer screen, a resolution of 72dpi (for Windows or 96dpi for GNU/Linux) is generally sufficient. For printing it's usually 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.

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

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### General section

- **PDF/A-1:** PDF/A is an ISO (International Standards Organization) model for long-term preservation of documents which operates by embedding all the information necessary for faithful reproduction, such as fonts, while forbidding other elements such as forms, security, and encryption. If you select PDF/A-1a, the forbidden elements are grayed-out, indicating they're unavailable.
- **Tagged PDF:** Tagged PDF contains information about the structure of the document's contents. This can help display the document on devices with different screens, and when using screen reader software. Some tags that are exported are the 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. These settings are valid for a whole PDF document and most often you will choose the PDF format:

- PDF (sends the whole document)
- FDF sends the control contents
- HTML
- XML.
- **Export bookmarks:** Creates PDF bookmarks, a table of contents list that can be displayed by most PDF viewers, listing all outline paragraphs and for all table of contents entries for which you assigned hyperlinks.
- **Export comments:** Exports comments as PDF **notes**.
- **Export automatically inserted blank pages:** If selected, automatically inserted blank pages are exported to the PDF. This works well if you're 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, AOO inserts a blank page between the two odd pages. This option controls whether to export that blank page.
- **Embed standard fonts:** You can choose to embed the standard fonts (Times, Helvetica, Courier, Symbol, and ZapfDingbats) in all PDF documents created by AOO to enhance display accuracy in PDF viewers.

### *Initial View Page of PDF Options Dialog Box*

On the *Initial View* page (Figure 14), you can choose how the PDF opens by default in a PDF viewer. The selections should be self-explanatory.

### *User Interface Page of PDF Options Dialog Box*

On the *User Interface* page (Figure 15), you can choose more settings to control how a PDF viewer displays the file. Some of these choices are particularly useful when you're 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.

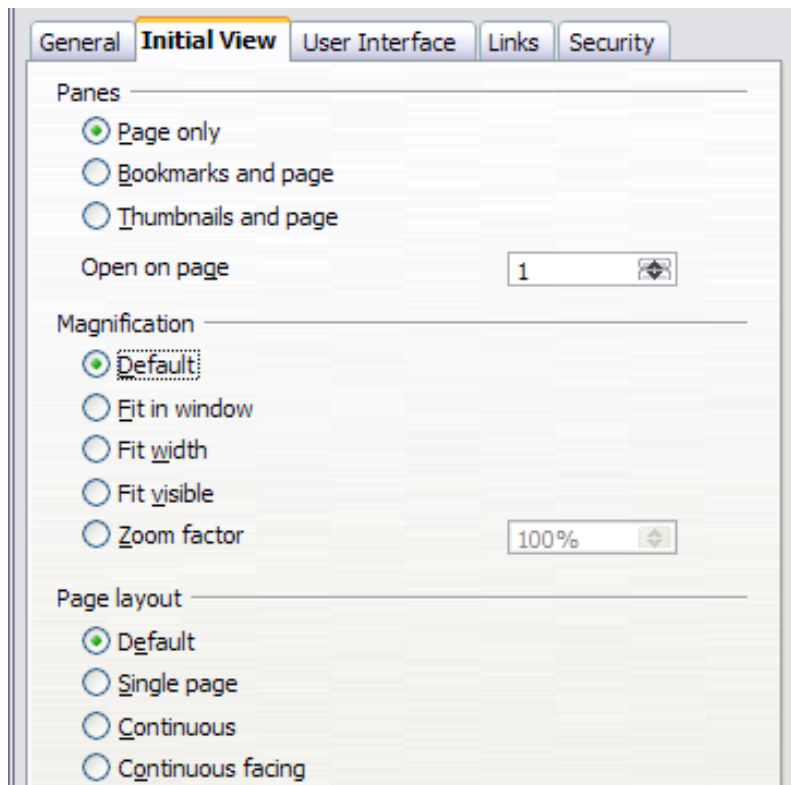


Figure 14: Initial View page of PDF Options dialog box

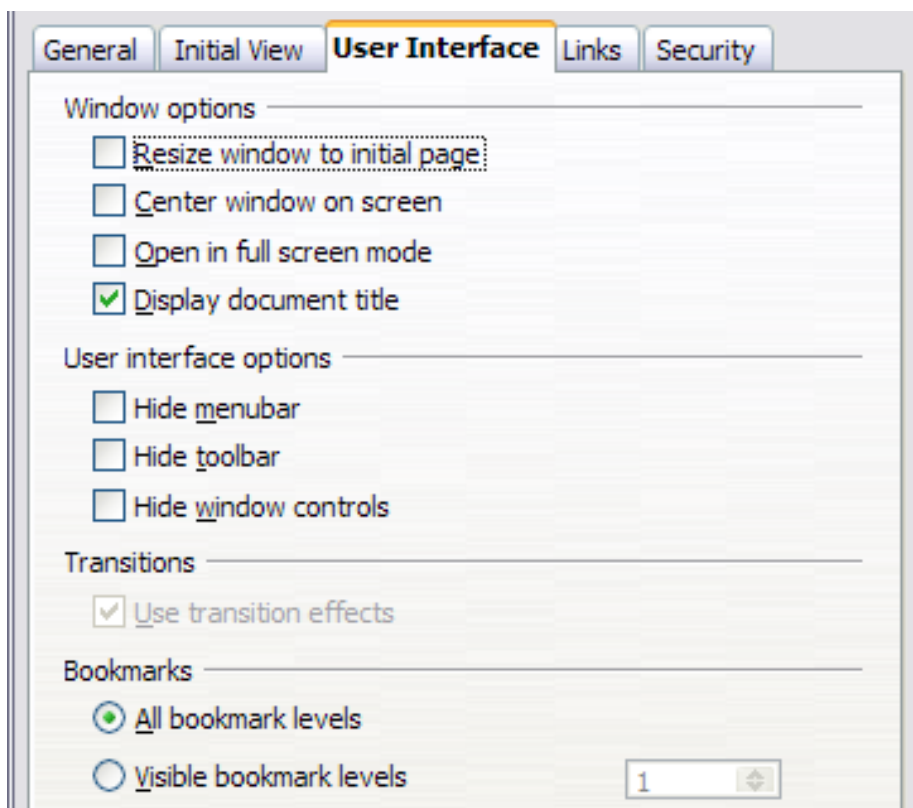


Figure 15: User Interface page of PDF Options dialog box

## 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.

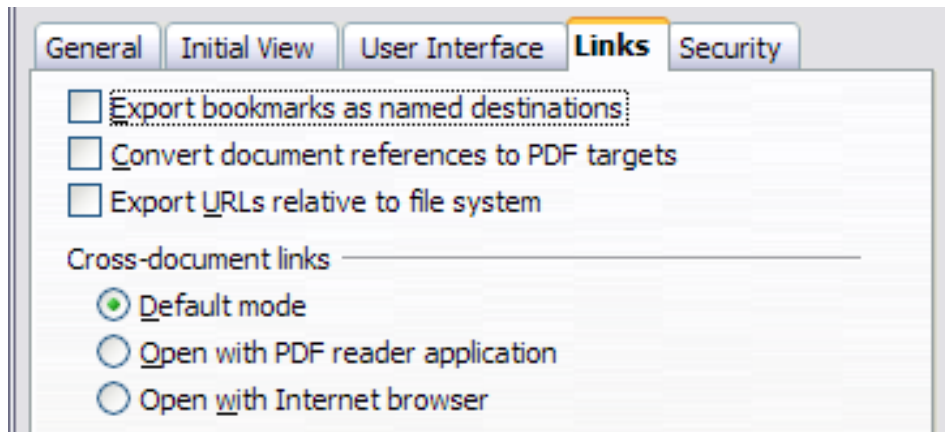


Figure 16: Links page of PDF Options dialog box

### 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 can't 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; in these circumstances, he or she can do any or all of printing, copying, or changing it.
- With a *permissions password set*, the PDF can be opened by anyone, but its permissions can be restricted. See Figure 17.
- With *both the open password and permission password set*, the PDF can only be opened with the correct password, and with its permissions restricted.

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

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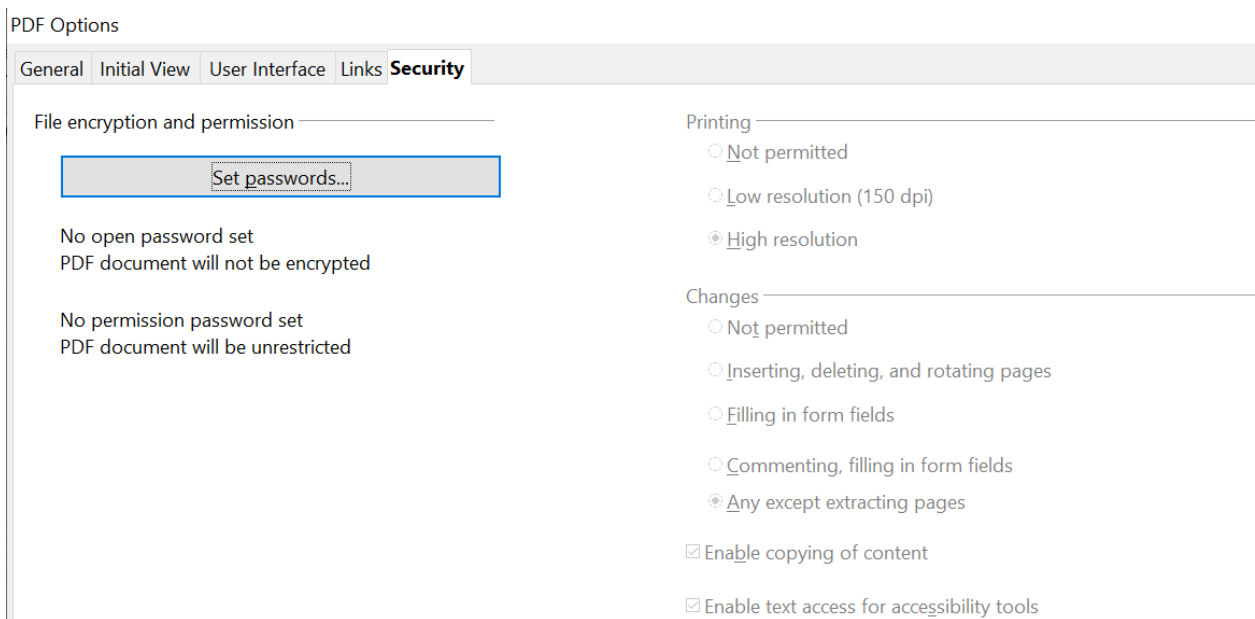


Figure 17: Security page of PDF Options dialog box

Figure 18 shows the pop-up dialog box displayed when you click the **Set passwords** 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 17) become available. These selections should be self-explanatory.

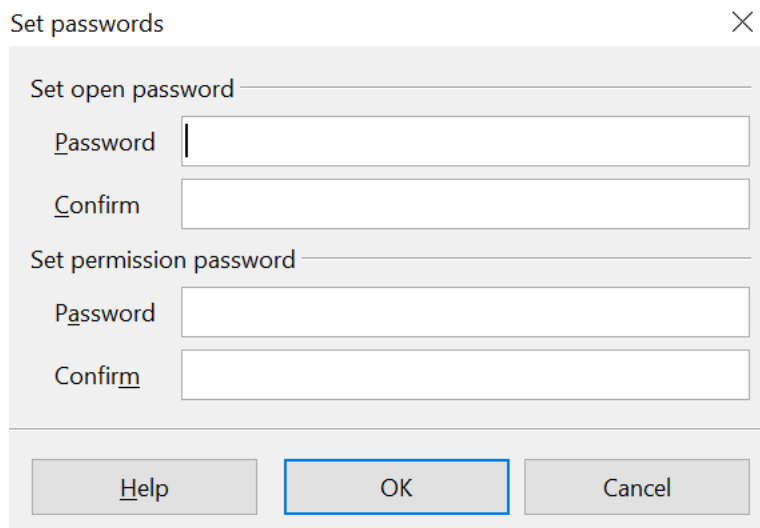


Figure 18: Setting a password to encrypt a PDF

## Exporting to XHTML

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

To export to XHTML, choose **File > Export**. On the Export dialog box, 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

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AOO 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. These options are available if you have an email program installed on your computer. If you only use an internet service accessed through a browser, you must go to that service and simply attached your saved document to a message.

To send the current document in .ODT format:

- 1) Choose **File > Send > Document as E-mail**. Writer opens your default e-mail program. 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.

**Tip** **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 select **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 AOO's mail merge facilities to extract email addresses from an address book.

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**Note** Documents can only be sent from the AOO mail merge wizard if a mail profile has been set up in **Tools > Options > OpenOffice Writer > Mail Merge E-mail**.

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You can use AOO'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**.

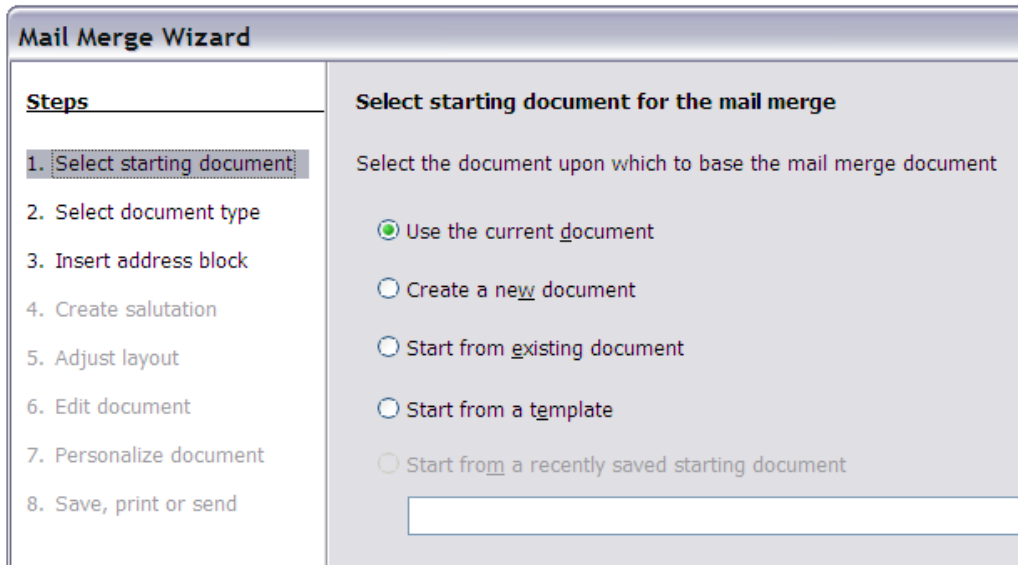


Figure 19: Select starting document

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

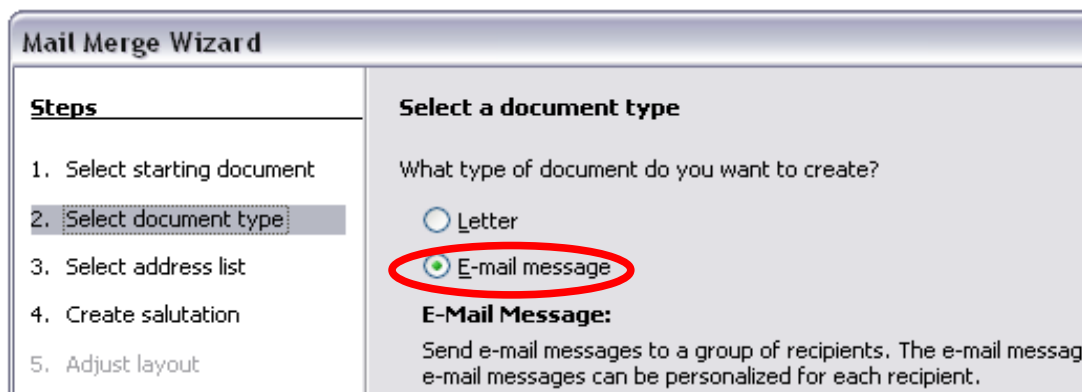


Figure 20: Select document type

- 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.)

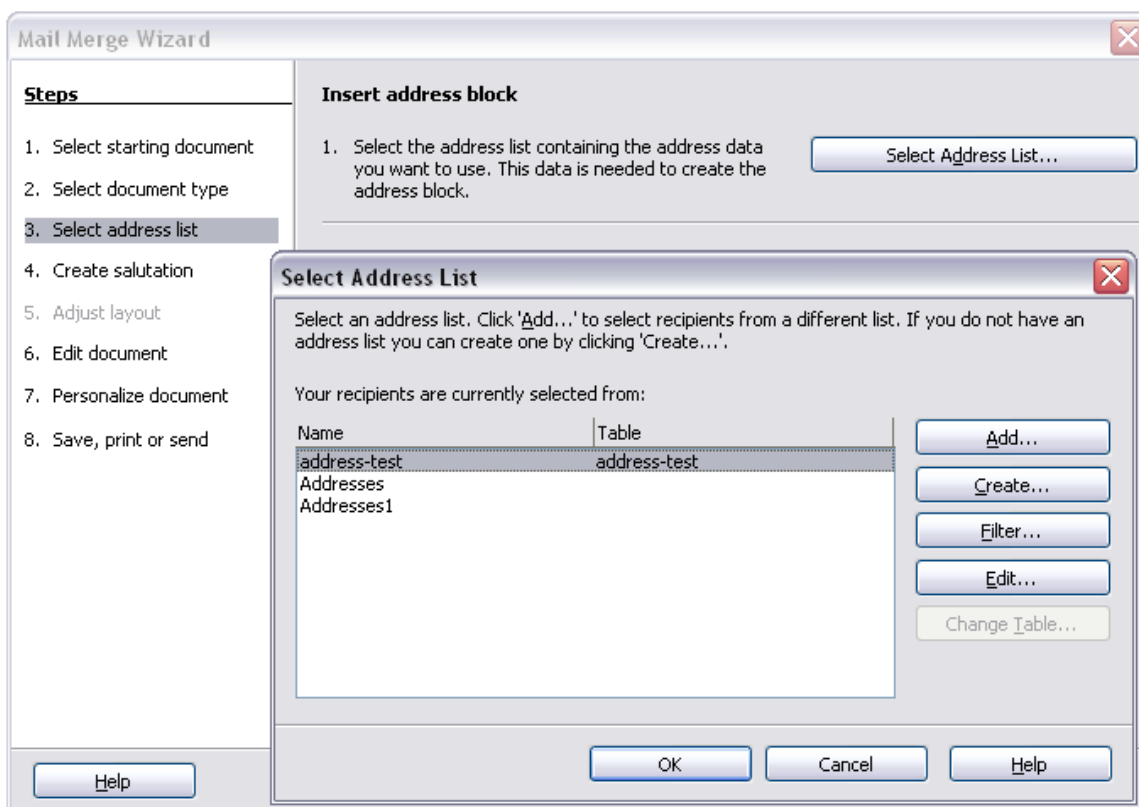


Figure 21: Selecting an address list

- 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**.



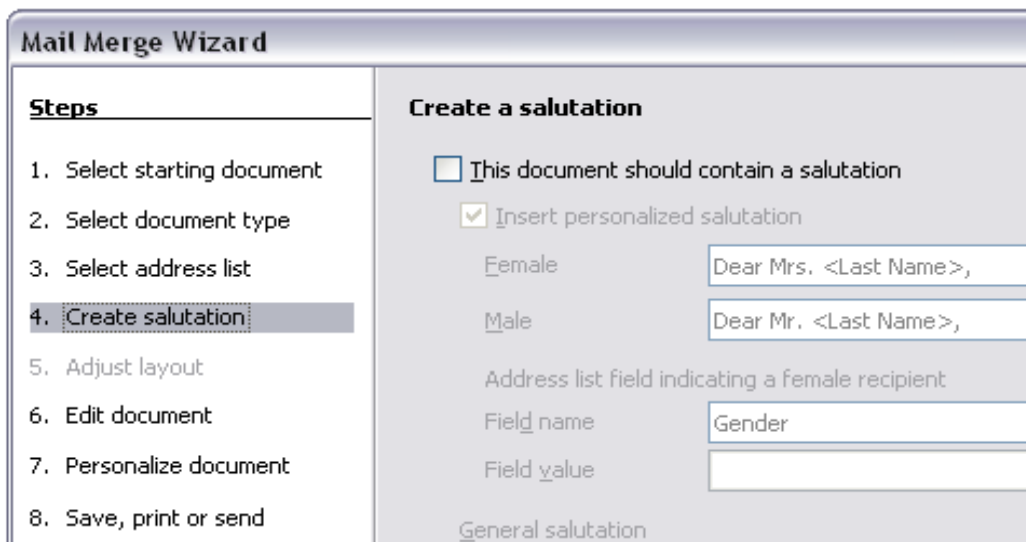


Figure 22: Deselecting a salutation

- 5) In the left-hand list, click **8. Save, print or send**. AOO 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**. AOO sends the e-mails.

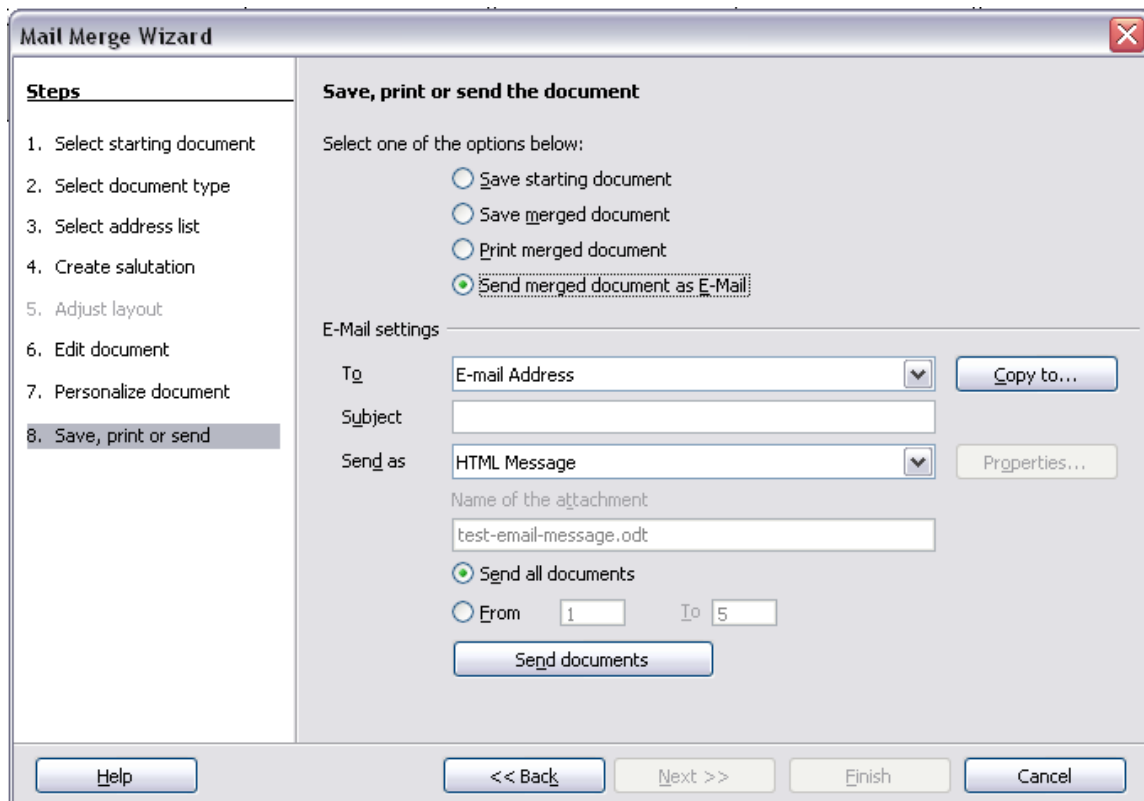


Figure 23: Sending a document as an email message

## Digital Signing of Documents

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To sign a document digitally, you need a personal key, also known as a 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.

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### Tip

A checksum is a small block of data derived from another block of data, for the purpose of detecting errors that may have been introduced during transmission or storage. Checksums are often used to verify data integrity but are not relied upon to verify data authenticity.

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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 OpenOffice, 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 have 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 website of the certificate authority.

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

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 return to 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.

## Removing personal data

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You may wish to ensure that personal data, versions, notes, hidden information, or recorded changes are removed from files before you send them to other people or create PDFs from them.

In **Tools > Options > OpenOffice > Security > Options**, you can set AOO to remind (warn) you when files contain certain information, and will remove personal information automatically on saving.

To remove personal and some other data from a file, go to **File > Properties**. On the *General* tab, uncheck **Apply user data** and then click the **Reset** button. This removes any names in the created and modified fields, deletes the modification and printing dates, and resets the editing time to zero, the creation date to the current date and time, and the version number to 1.

To remove version information, either go to **File > Versions**, select the versions from the list and click **Delete**, or use **Save As** and save the file with a different name.