

# Writer Online Tips & Tricks ..

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Business Development

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Collabora  
Online



Technical Day  
COOL  
days

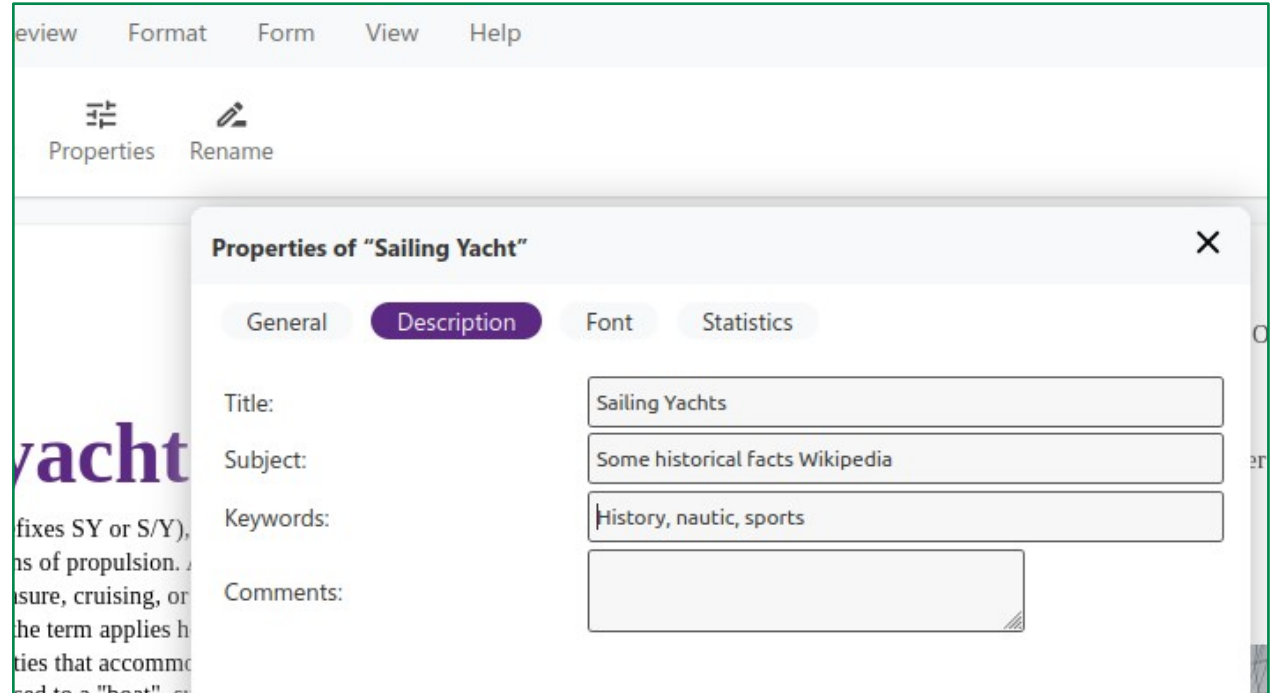




# Useful Meta Data

## File > Properties

- Export as PDF
- To Reference
- Accessibility
- File management systems

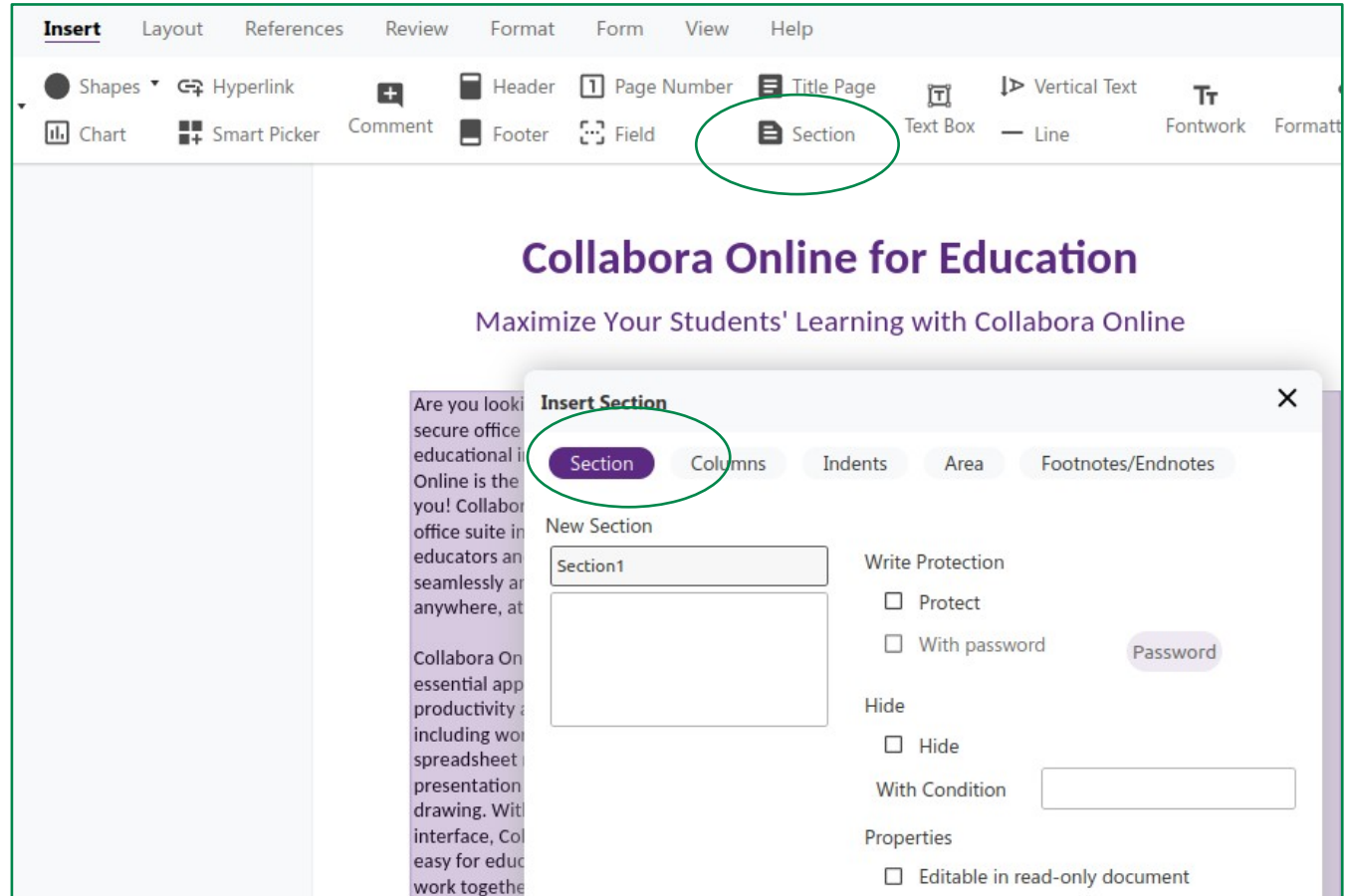




# Sections.. but not pages

## Great options

- Columns
- Area
- Read only
- Hiding
- Conditional..





# Pages.. not sections

## Styles in ODF

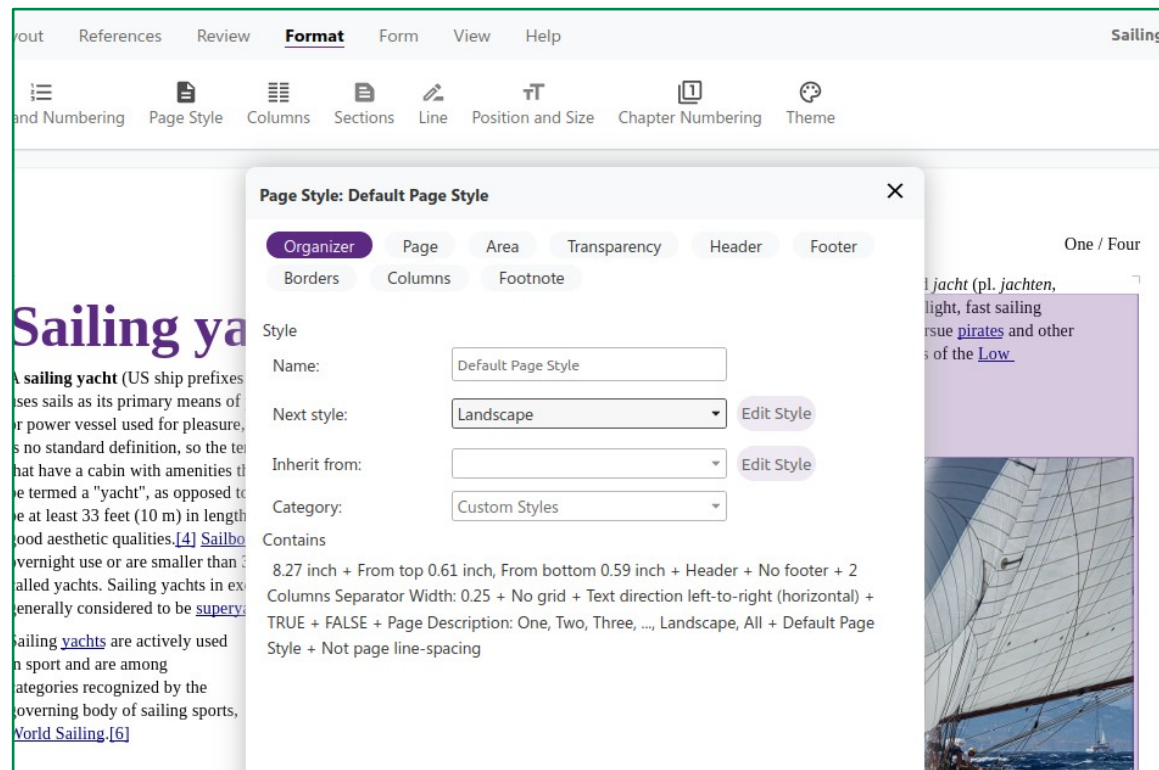
- Pre-defined
- Next Style..
- Columns, Margins, Footers, ..

## Interop DOCX

- Great & ..
- even improved:
  - *'1st page header and footer interoperability'*

Presentation 1.11

Tomaž (Quikee) Vajngerl





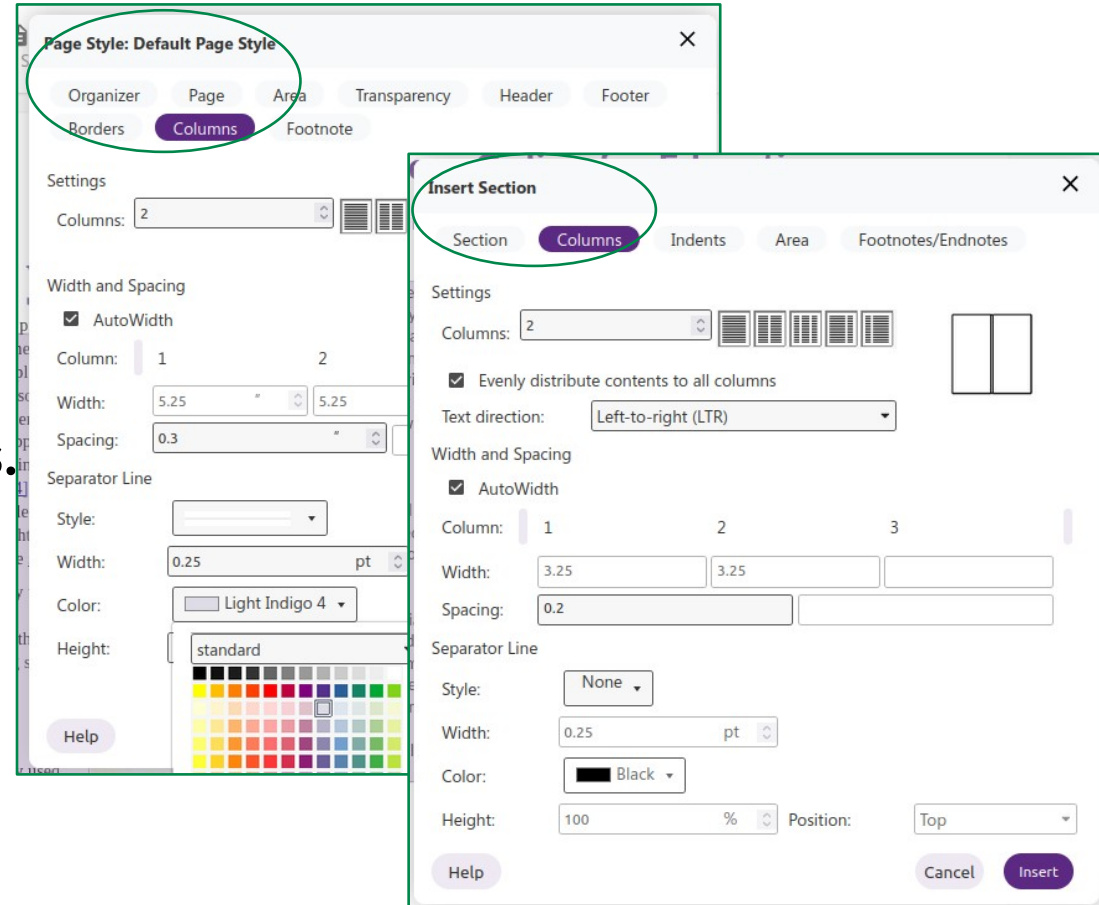
# Columns by Choice

## Two places

- Page Style
- Sections

## Insert Columns: 2 results.

- No selection in doc  
=> Page Style
- Selection in doc  
=> Section

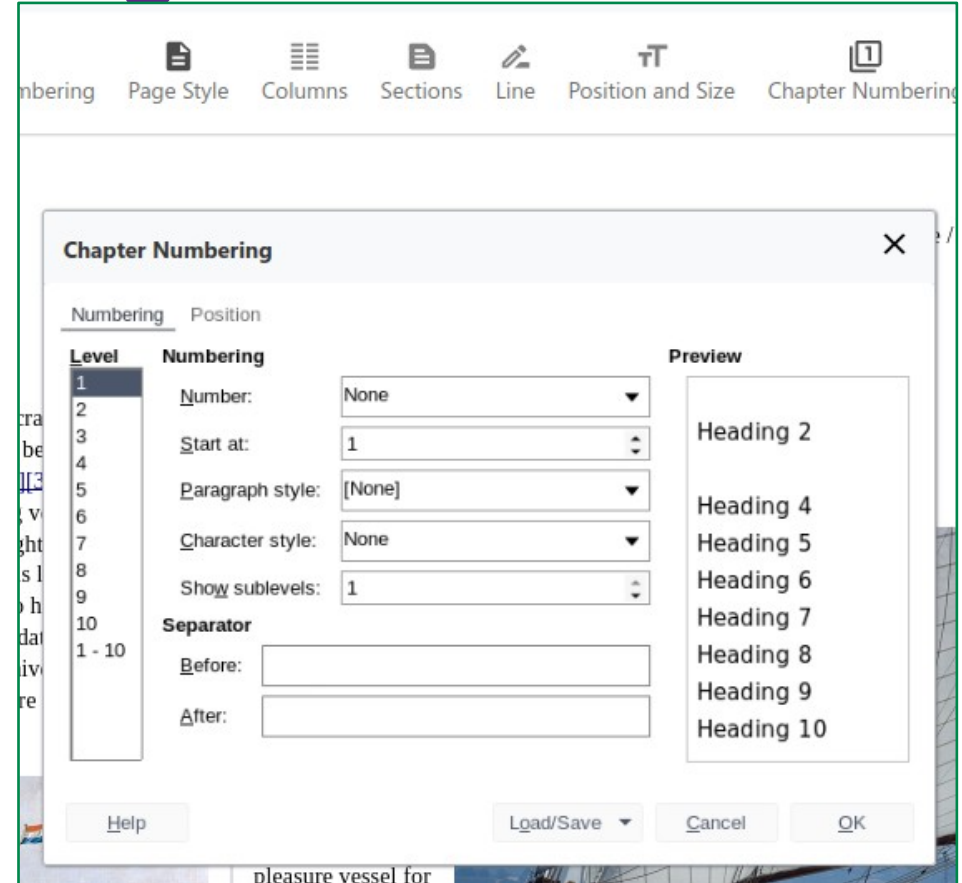




# Chapter Numbering

## Consistent

- All just there
- Depending on heading styles
- So do use headings







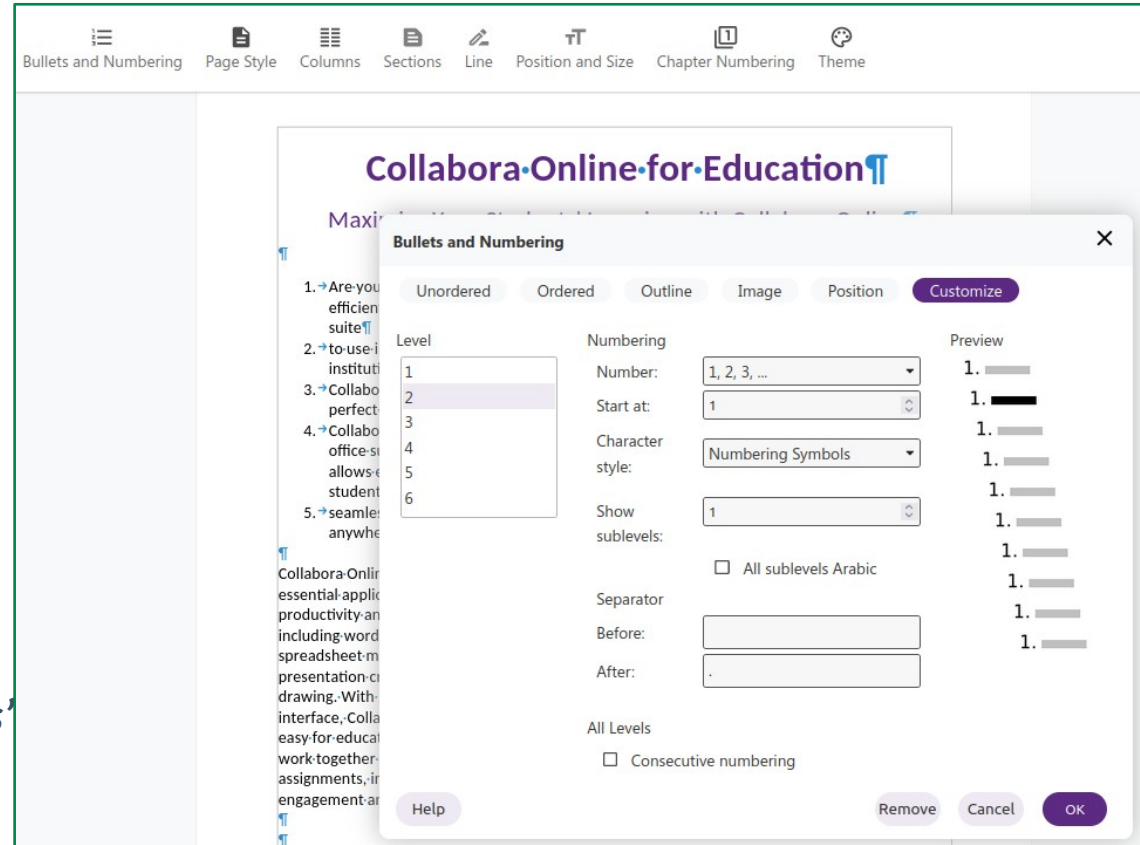
# Lists, Numbering

## Formatting

- Rich choices

## Reuse settings?

- No styles-pane..  
= > Copy – Paste
- Improvement
  - *'Numbering for lawyers'*  
*Presentation 4.7*  
*Mikahail Kaganskiy*





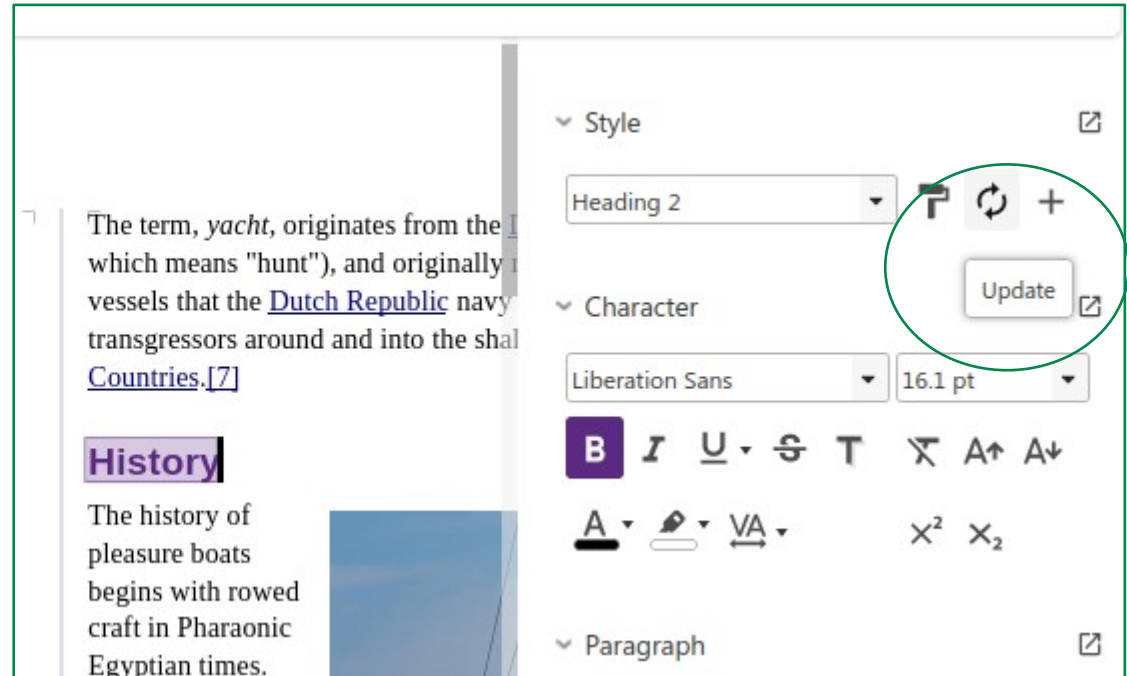
# Format, Easy & Reliable

## Styles for

- Pages
- Paragraphs
- ..

## Manage

- Edit paragraph styles?
- Trick:
  - change one paragraph
  - Choose Update



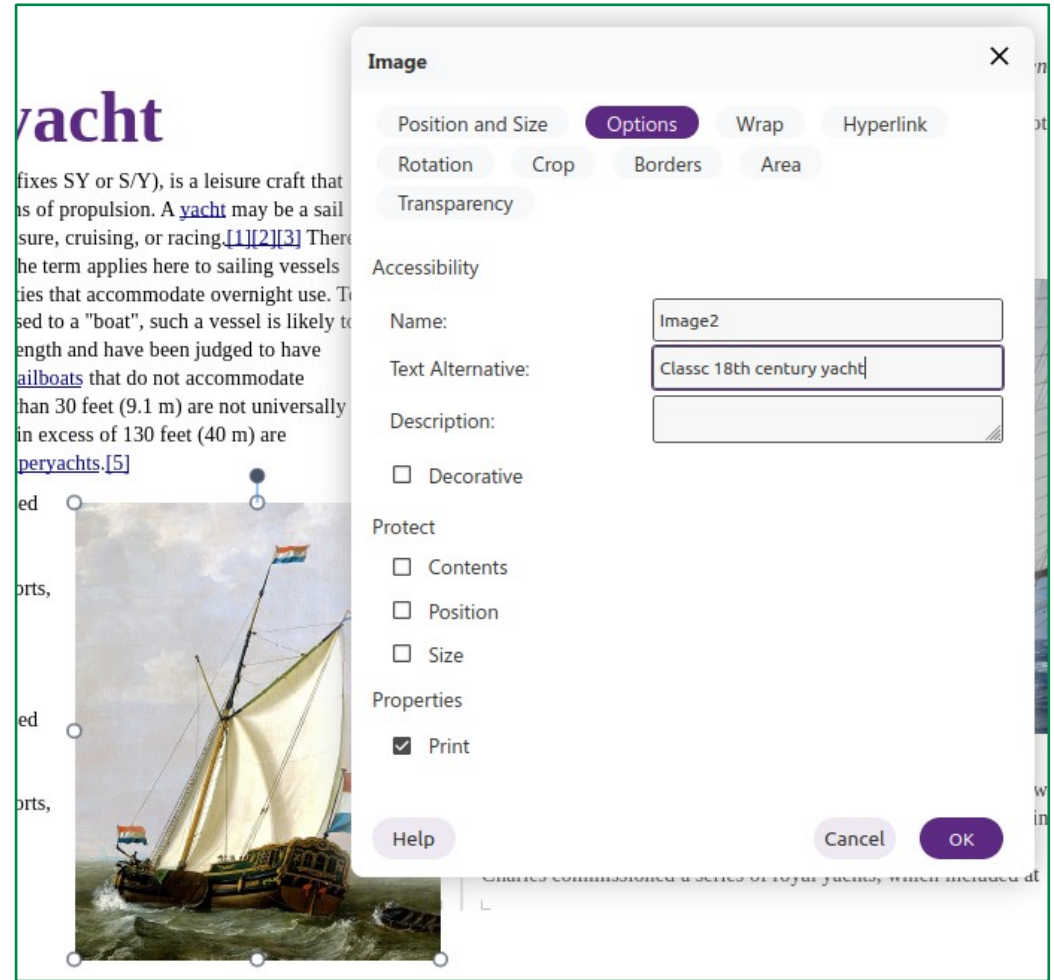




# Images

## Formatting

- Easy
- Move, rotate
- Side bar
- Dialog
  - => Context menu!
- Do use 'alternate text'
  - => Accessibility

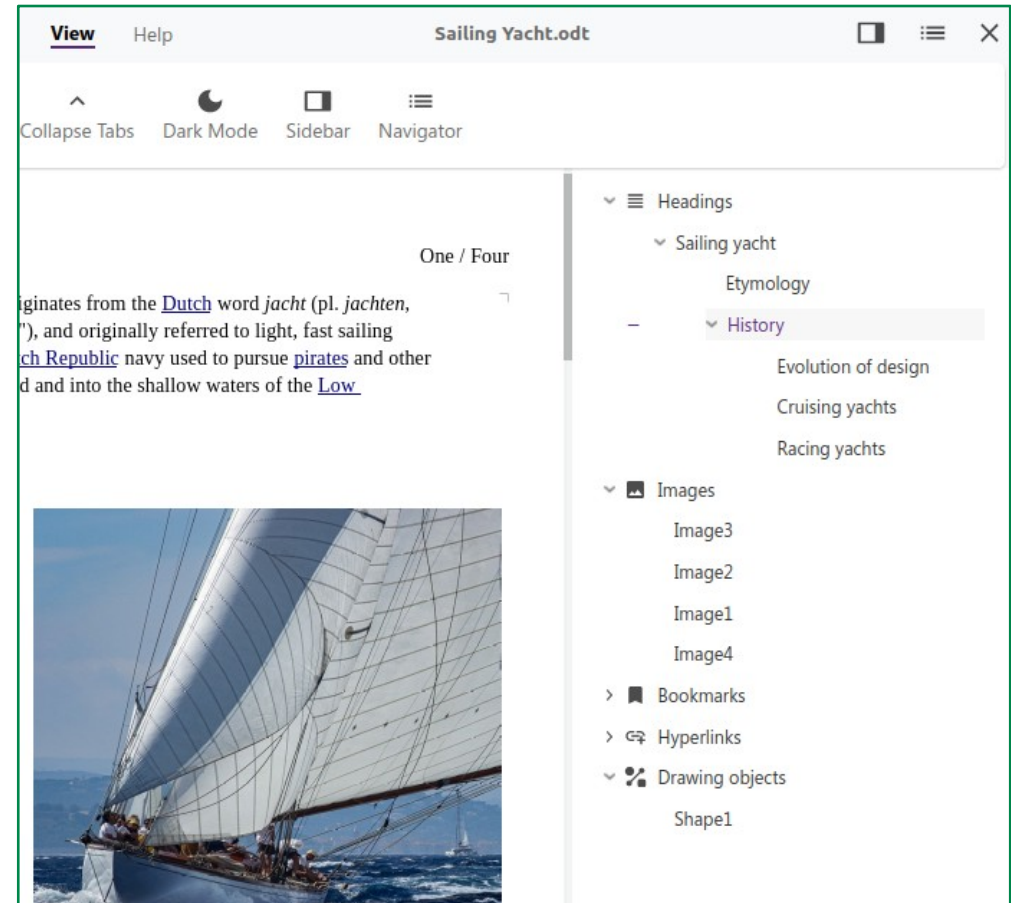




# Work, Easy & Reliable

## Navigator

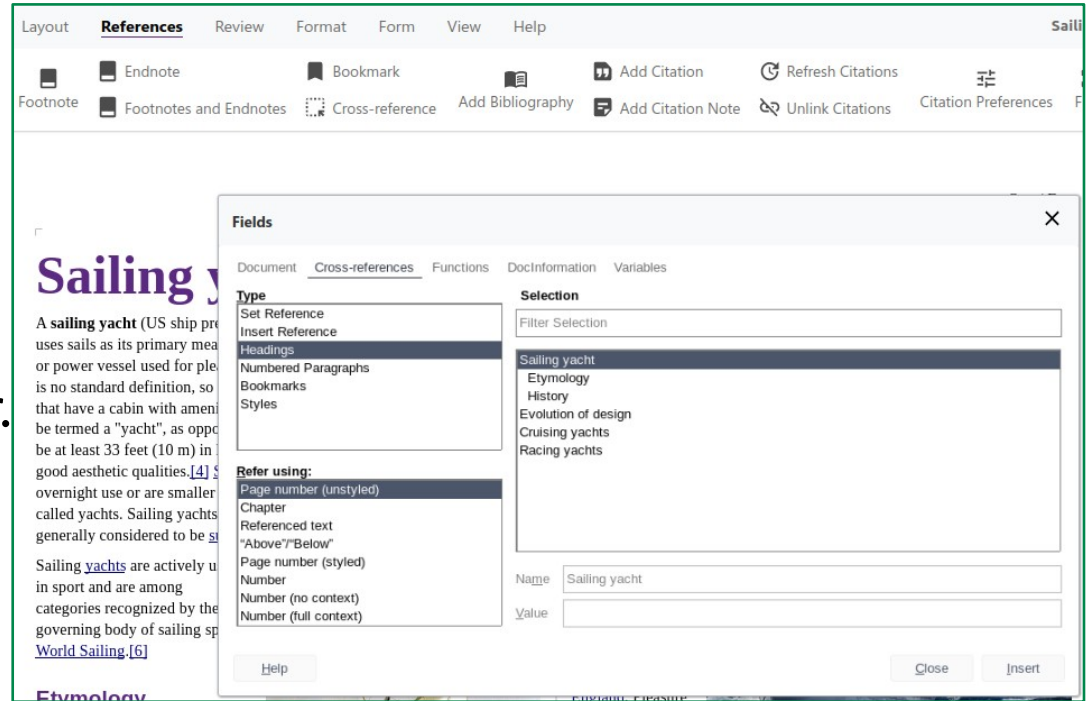
- Find all sorts of content
- Increasing possibilities
  - **'Page Navigator'**  
*Presentation 5.9, Attila Szücs*





# References & Fields

- Doc properties
- Images
- Headings
- ...
- Insert > Field or
- References > Cross-refer.
- Recently improved
  - *'STYLEREF update'*  
Presentation 5.12  
Skyler Grey





# Table of Content

## Rich choices

- Click links
- Styles
- Background
- Levels
- ...

## Sailing yacht

A **sailing yacht** (US ship prefixes SY or S/Y), is a leisure craft that

which means "hunt"), and originally referred to light, fast sailing vessels that the [Dutch Republic](#) navy used to pursue [pirates](#) and other transgressors around and into the shallow waters of the [Low Countries](#).<sup>[7]</sup>

### Table of Contents, Index or Bibliography

Type
**Entries**
Styles
Columns
Background

Level
1
2
3
4
5
6

Structure and Formatting
Structure:
Chapter No.
Entry Text
Tab Stop
Page No.
Hyperlink
Character style: <None>
Edit
Format
Character style for main entries:
☒ Tab position relative to paragraph style indent

#### Table of Contents

Heading 1.1.....One  
Entry.....One  
Heading 1.2.....One

#### Heading 1

This is the content from the first chapter. This is a user directory entry.

#### Heading 1.1

This is the content from subchapter 1.1. This is the entry for the table of contents.

#### Heading 1.2

This is the content from subchapter 1.2. This keyword is a main entry.


Table 1: This is table 1




Image 1: This is image 1

☒ Preview
Cancel
OK



xiled in Europe and  
chten were already well  
es since the beginning  
ie English crown,  
s, which included at



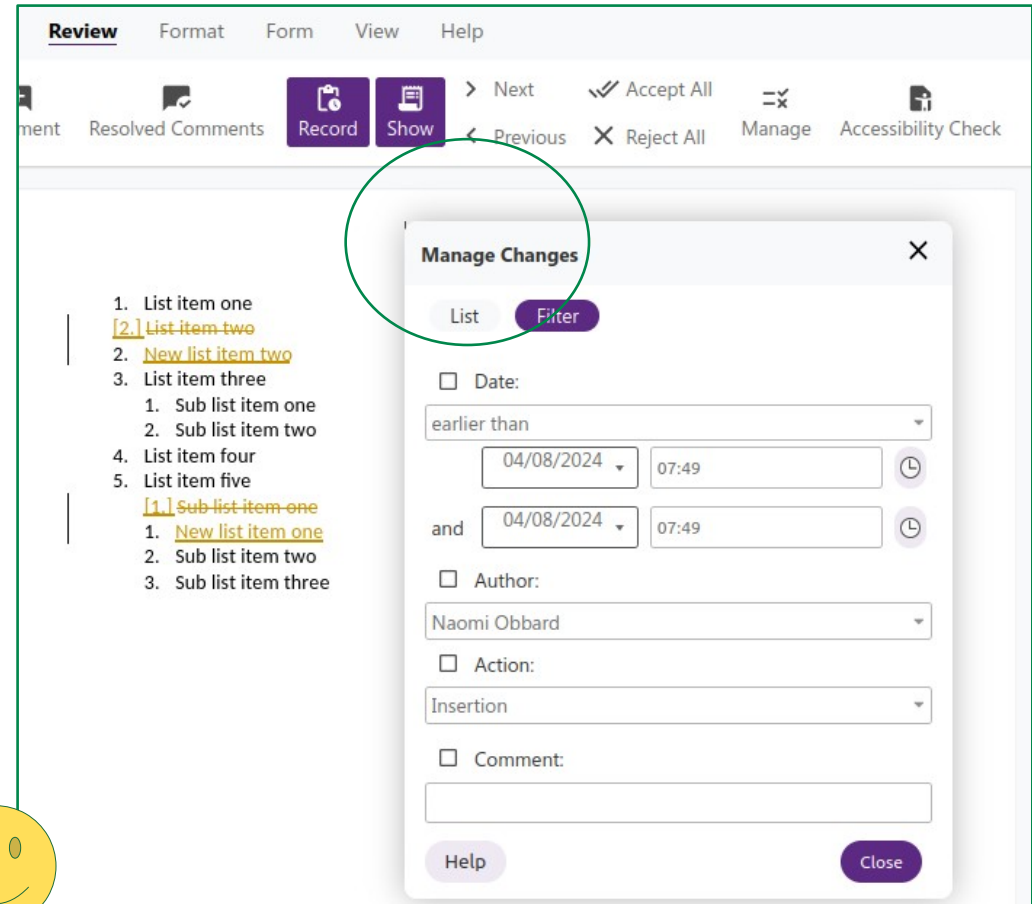
# Cooperating

## Track Changes

- Manage dialog
- Rich options
- Even easier recently
- *'Smarter Ways to Track Document Changes'*  
presentation 4.6, Attila Szücs

## Comments

- Think before writing
- Then join the thread..





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*Technical Day*  
**COOL**  
*days*



# Thank you!

*By Cor Nouws*



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