Practical Sheet 02
Libre Office
Introduction to Writer

Writer is the word processor component of LibreOffice. 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 shorter documents into a single long document Change tracking during revisions
- Database integration, including a bibliography database
- Export to PDF, including bookmarks

Parts of the main Writer Window

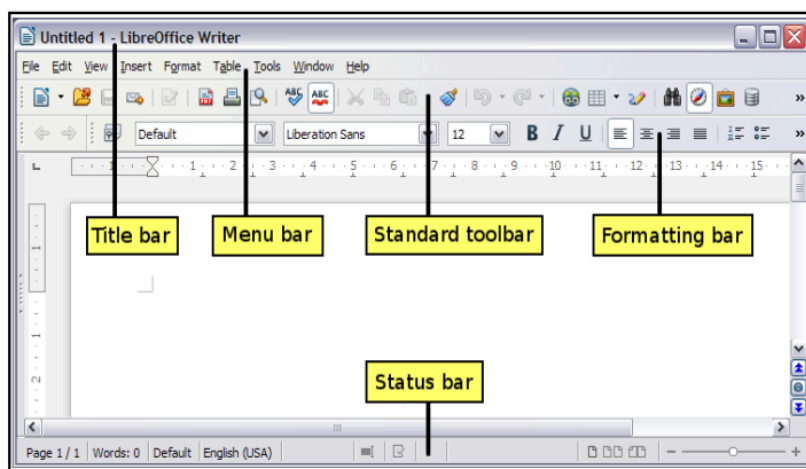The main Writer workspace is shown in Figure below. Its features are described in this section.

Fig.1 Parts of main Writer Window

Title bar

The Title bar is located at the top of the Writer window, and shows the file name of the current document. When the document is newly created, the document name will appear as Untitled X, where X is a number.

Menus

The *Menu bar* is located just below the Title bar. When you select one of the menus, a submenu drops down to show further options such as:
- Executable commands, such as **Close** or **Save**, found in the **File** menu.
- Commands to open dialogs, indicated by the command being followed by an ellipsis (…), such as **Find** or **Paste Special** found in the **Edit** menu.

Further submenus, indicated by a right-pointing black arrow, such as **Toolbars** and **Zoom** found in the **View** menu. Moving the cursor onto these causes them to open.

Toolbars

Writer displays toolbars in different ways: docked (fixed in place), or floating. Some toolbars have sections which you can tear-off. Docked toolbars can be moved to different locations or made to float, and floating toolbars can be docked. The top docked toolbar, just under the Menu bar, is called the *Standard* toolbar. It is consistent across all the LibreOffice applications (Writer, Calc, Draw, Impress). The second toolbar at the top is context sensitive. For example, when working with text, the Formatting toolbar is displayed. When the cursor is on a graphic (image type), the Graphics toolbar is displayed, and the Pictures toolbar is displayed docked at the bottom of the screen. An additional toolbar (Bullets and Numbering) is displayed next to the Formatting toolbar, when for example, the cursor is in a numbered/bulleted list.

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 toolbar. 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, as shown in Figure 3.

Moving toolbars

To move a docked toolbar, place the mouse pointer over the toolbar handle (the small vertical bar to the left of the toolbar), hold down the left mouse button, drag the toolbar to the new location, and then release the mouse button.
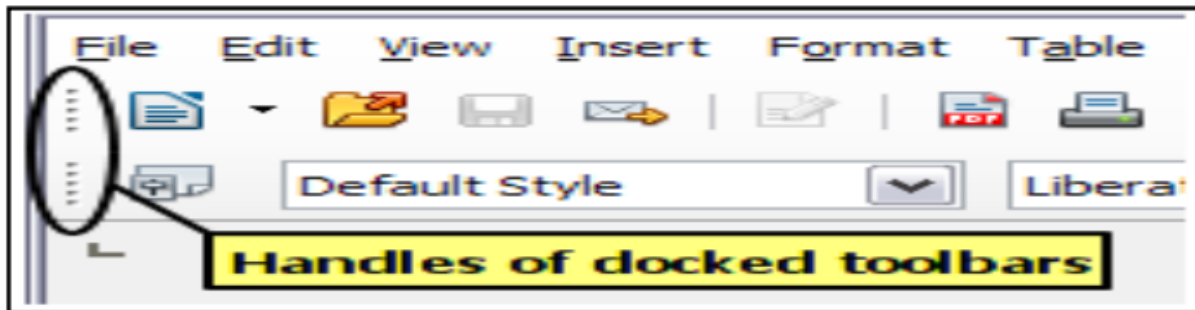
Fig. 2 Moving a docked toolbar

To move a floating toolbar, click on its title bar and drag it to a new location.

Fig. 3 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. You can dock these toolbars to the top, bottom, or side of the window, if you wish (see "Moving toolbars" above). The default position is the bottom of the screen.

Customizing toolbars

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar. To access a toolbar's customization options, right-click between the icons on the toolbar to open a context menu.

To show or hide icons defined for the selected toolbar, choose **Visible Buttons** from the context menu. Visible icons are indicated by a border around the icon or by a check mark beside the icon, depending on your operating system. Click on icons to hide or show them on the toolbar.
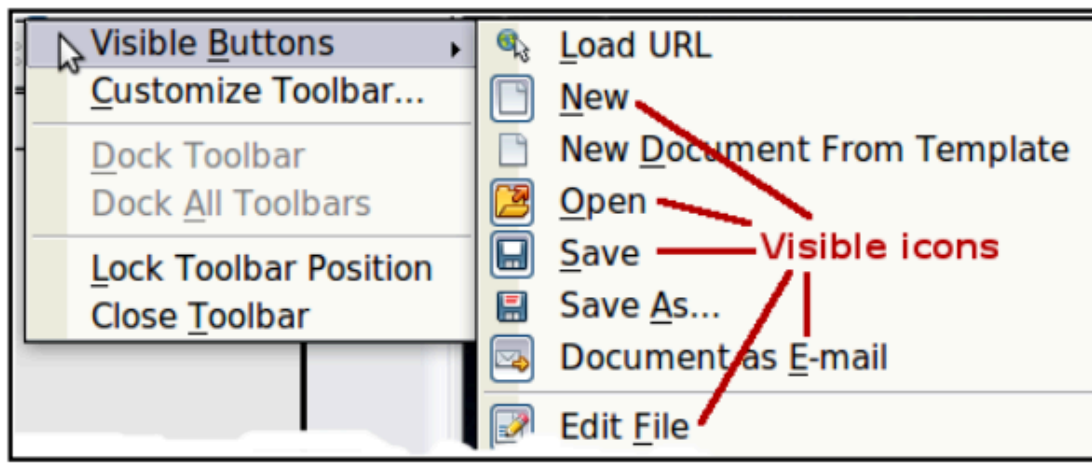
Fig. 4 Selection of visible toolbar icons

Rulers

Rulers are enabled by default. To show or hide the rulers, choose **View > Ruler**. To disable the rulers, choose **Tools > Options > LibreOffice Writer > View** and deselect either or both rulers.
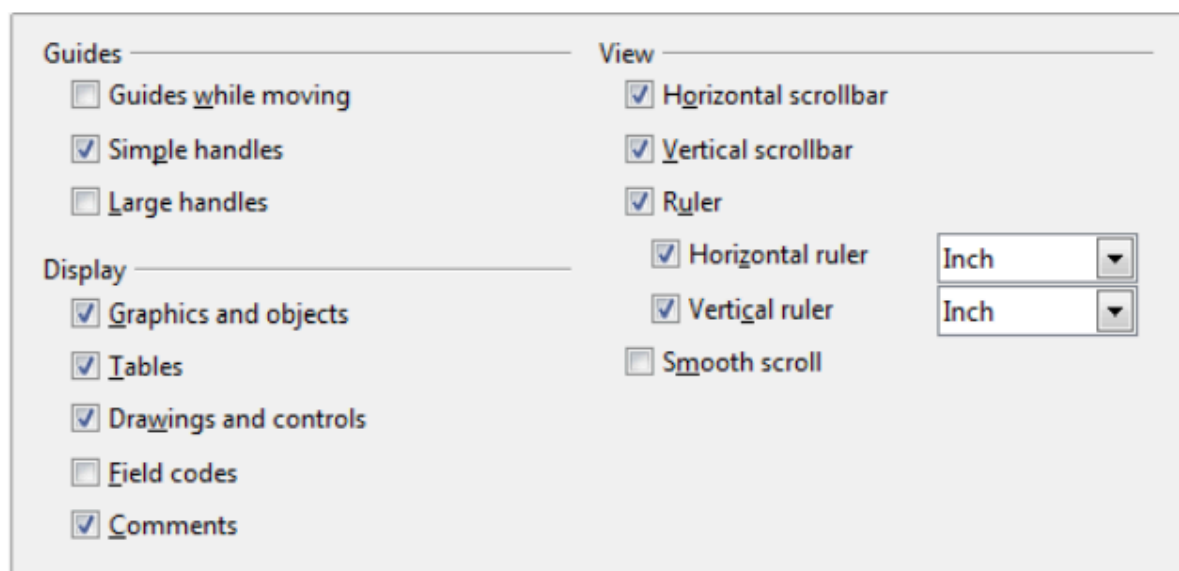

Fig. 5 Accessing the ruler settings

Status bar

The Writer status bar is located at the bottom of the workspace. It provides information about the document and convenient ways to quickly change some document features. It can be hidden by deselecting it in the View menu.
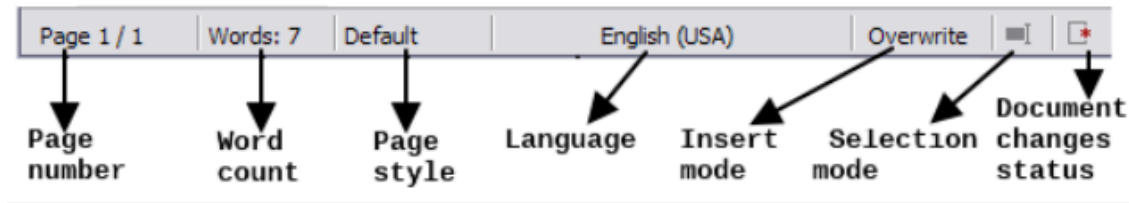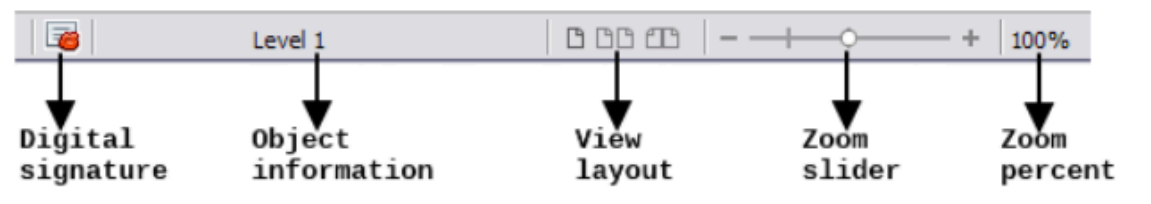

Fig. 6 Left end of Status bar

Fig. 7 Right end of Status bar

Headers and Footers

Headers and footers are areas in the top and the bottom page margins, where you can add text or graphics. Headers and footers are added to the current page style. Any page that uses the same style automatically receives the header or footer that you add. You can insert Fields, such as page numbers and chapter headings, in headers and footers in a text document.

To add a header to a page, choose Insert - Header, and then select the page style for the current page from the submenu.

To add a footer to a page, choose Insert - Footer, and then select the page style for the current page from the submenu.

You can also choose Format - Page, click the Header or Footer tab, and then select Header on or Footer on. Clear the Same content left/right check box if you want to define different headers and footers for even and odd pages.

To use different headers or footers in your document, you must add them to different Page Styles, and then apply the styles to the pages where you want the headers or footer to appear.

Formatting Headers or Footers

You can apply direct formatting to the text in a header or footer. You can also adjust the spacing of the text relative to the header or footer frame or apply a border to the header or footer.

- Choose Format - Page and select the Header or Footer tab.
  Set the spacing options that you want to use.
- To add a border or a shadow to the header or the footer, click More.
  The Border/Background dialog opens.
- To add a separator line between the header or the footer and the content of the page, click the bottom edge of the square in the Line arrangement area. Click a line style in the Stylebox.
- To adjust the spacing between the content of the header or footer and the line, clear the Synchronize box, and then enter a value in the Bottom box.

Defining Different Headers and Footers

You can use different headers and footers on different pages in your document, so long as the pages use different page styles. LibreOffice provides several predefined page styles, such as First page, Left page and Right page, or you can create a custom page style.
You can also use the mirrored page layout if you want to add a header to a page style that has different inner and outer page margins. To apply this option to a page style, choose Format Page, click the Page tab, and in the Layout settings area, choose "Mirrored" in the Page layout box. For example, you can use page styles to define different headers for even and odd pages in a document.

Open a new text document.

- Choose Format - Styles and Formatting and click the Page Styles icon in the Styles and Formatting window.
- Right-click "Right Page" in the list of page styles and choose Modify.
- In the Page Styles dialog, click the Header tab.
- Select Header on and click the Organizer tab.
- In the Next Style box, select "Left Page".
- Click OK.

(or)

- In the Styles and Formatting window, right-click "Left Page" in the list of page styles and choose Modify.
- In the Page Styles dialog, click the Header tab.

- Select Header on and click the Organizer tab.
- In the Next Style box, select "Right Page".
- Click OK.
- Double-click "Right Page" in the list of page styles to apply the style to the current page.   Enter text or graphics in the header for the Left Page style. After the next page is added   to your document, enter text or graphics in the header for the Right Page style.

PROCEDURE:

1. **Formatting Fonts:**
   a. Heading 5 +20pt, Bold, Green.
      i. select the text you want to change.
      ii. In style menu select styles and formatting , in styles Select Heading 5.   Click Font , and then click Font tab and modify the Font Size , Style and color.
   b. Strong Emphasis + Georgia, 12 pt, Bold, Italic, Dark Blue.
      i. select the text you want to change.
      ii. In style menu , select styles and formatting,in styles select Strong Emphasis.
      iii. Click Font , and then click Font tab and modify the font , Size , Style and color .
   c. Superscript
      i. select the text you want to change .
      ii. In Format Menu , select Text and then click the Superscript.

2. **Drop Cap:**

   a. Click the paragraph that you want to begin with a "drop cap" a large dropped initial Capital letter
   b. Go to Format-Paragraph, click Drop Caps.

3. **Bullets and Numbering:**

   a. Select the Styles and Formatting window and click the List Styles icon at the top   Specify All in the drop-down list at the bottom of the window.
   b. Right-click on the Numbering 1 style and choose Modify from the pop-up menu.
   c. On the Numbering Style dialog, go to the Outline page, where you will find that one style matches our requirements. Click once on that style.

4. **Text effects**

   a. Over line to the text

        i.   Select the text you want to change.
       ii.   Click Format menu , and then click the Text option and then select the Overline Effect

b. Strikethrough
        i.   Select the text you want to change.
       ii.   Click Format menu, and then click the Text option and then select the Strikethrough Effect

c. Text Shading.
        i.   Select the text you want to change.
       ii.   Click Format menu, and then click the Text option and then select the Shadow Effect

5. Character Spacing.

a. Select the text you want to change.
b. Click Format menu , and Select the Character and then Select the Position tab and then specify how much Space you want in the By box.

6. Borders :

a. Select the text you want to change.
b. Click Format menu, and click the Paragraph then select Borders tab.
c. Now specify the border Color , Style and width.

7. Shading :

a. Select the text you want to change.
b. Click Font, and then Click the Font tab and select the shading or text highlight color

8. Tables:

a. Click Table menu and then click Insert table
b. Enter the Name , Number of Rows , Columns.
c. You can also select various table options like Heading, Borders etc.

9. Text Direction:

a. Select the text you want to change.
b. Click Format menu and then select Character.
c. Now select the Position tab and specify the rotation/scaling you want.

10. Hyperlink:

a. Select the Text you want to change
b. Click Format menu and then select the character.

c. Now select the Hyperlink tab and specify the URL,Name,Target_frame.
d. You can also specify Character styles for visited and unvisited links.

(OR)

e. Select the text you want to change
f. Click Insert menu and select Hyperlink.
g. Now Select the type of Hyperlink and specify the path, target and name of hyperlink
.

11. Headers and Footers

a. Inserting Header

  i. Click the Insert menu and select header and footer
  ii. Then Click header and Select Style of the header.
  iii. Now type the text in the header

b. Inserting Footer

  i. Click the Insert menu and select header and footer
  ii. Then Click Footer and Select Style of the Footer. iii. Now type the text in the Footer.

12. Insert Date and Time :

a. Click insert menu
b. Select field and then select Date and time.

13. Picture effects:

a. Click insert menu
b. Select Image from file and then click OK.
c. Now right click on the image , you can get align, rotate ,crop options.

14. Clipart

a. Click Insert-Media -> Clipart.
b. Choose your desired Clipart.
c. To insert into the document: Right click on the clipart image and choose insert.

15. Auto shapes and Grouping:

a. Click on insert Menu.
b. Select Shape

c. And then choose appropriate object shape you need.
d. If you want to group the shapes, let us draw the shapes and then select all
Now right click the mouse you can get the Group option select it.

16. Page setup:

a. Goto format menu
b. Select page option
c. After that you can get page style window.
d. In the page style window click on page tab.
e. Now you can set the margins and choose the setup options and then select apply.

17. Wrap Text:

a. Select Format menu.
b. And then choose Wrap option
c. And then select Page wrap.

18. Footnote :

a. choose Format - Page,
b. click the Header or Footer tab,
c. and then select Header on or Footer on

19. Equation:

a. choose INSERT
b. click the Object
c. and then select Formula