

❖ View in Writer

A view refers to the way you can visually interact with your document. There are three main views available:

1. Normal View:

This is the default view and is used for general document editing. It displays the document as a continuous flow of text, allowing you to edit and format the content.

2. Print Layout View:

This view shows your document as it would appear when printed. It includes features like margins, headers, footers, and page breaks. It's useful for fine-tuning the formatting of your document.

3. Web Layout View:

This view is optimized for on-screen reading and is similar to how a web page would be displayed. It's typically used when you want to create content for online consumption.

❖ Page Layout in Writer

Page layout refers to the arrangement and formatting of content on a page. It involves setting various parameters and options to control how the document looks when printed or displayed.

1. Page Size:

You can specify the size of the paper you intend to use, such as A4, Letter, Legal, etc. This determines the dimensions of the printed page.

2. Orientation:

You can choose between portrait or landscape orientation for your pages.

3. Margins:

You can set the margins for the top, bottom, left, and right sides of the page. Margins control the white space around the content.

4. Column:

Open Office Writer allows you to divide your page into multiple columns, which can be useful for creating newsletters, brochures, or other multi-column layouts.

5. Page Breaks:

You can insert manual page breaks to control where a new page starts in your document.

6. Headers and Footers:

You can add headers and footers to your pages, which often contain information like page numbers, document titles, or other recurring elements.

7. Page Styles:

Writer provides pre-defined page styles (e.g., Default, First Page, Left Page, Right Page) that you can apply to different parts of your document. Each page style can have its own unique page layout settings.

8. Backgrounds:

You can add background colors or images to your pages for visual appeal.

9. Footnotes & Endnotes:

A footnote is a note placed at the bottom of a page, typically just below the main text where it's referenced. An endnote is similar to a footnote but is placed at the end of a document or a section, rather than at the bottom of a page.

❖ Advance Features:

➤ Working With Tables:

1. Inserting a Table:

- Click where you want to insert the table in your document.
- Go to the table menu and choose insert-> table
- Specify the number of rows and columns for your table in the dialog box that appears and click ok.

2. Entering Data:

- Click into a cell to start typing your content.
- You can also use the table toolbar to format and edit cells, rows, and columns.

3. Formatting a Table:

- To format table, right-click on it and choose “ Table Properties.” Here, you can adjust the table's appearance, including borders, spacing, and alignment.

4. Adding Rows and Columns:

- Right click on a row or column and select “Insert” to add a new row or column.

5. Merging and Splitting cells:

- Select the cells you want to merge or split, right-click, and choose the appropriate option.

➤ Working with Graphics:

1. Inserting Graphics:

- To insert an image or other graphics, click where you want to place it in your document.
- Go to the “Insert” menu and choose “Picture” to insert an image from your computer or “From File” to insert a picture from the internet.

2. Resizing and Moving Graphics:

- Click on the inserted graphic to select it. You can resize it by dragging the corner handles or move it by dragging it to a new location.

3. Formatting Graphics:

- Right click on the graphic and choose “Picture” to access formatting options. You can adjust properties like size, position, text wrapping and more.

4. Adding Captions:

- To add a caption to a graphic, right-click on the graphic, choose “caption”, and enter your caption text.

5. Grouping Graphics:

- You can group multiple graphics together by selecting them, right-clicking, and choosing “Group”. This allows you to move and format them as a single unit.

6. Text Wrapping:

- You can control how text flows around graphics by right-clicking on the graphic, selecting “Wrap”, and choosing the desired wrapping style.

➤ Macro in Writer:

A macro is a set of recorded or manually written instructions that automate repetitive or complex tasks. Creating a macro typically involves writing code in the openoffice basic scripting language. You can access the built-in macro editor within openoffice writer to write, edit, and manage your macros. Once created, you can run macros to execute the defined tasks, which can save you time and improve the efficiency of your document related workflows.

1.Automation:

Macros can be used to automate repetitive tasks. For example, you create a macro to apply a specific formatting style, insert common text, or perform complex calculations.

2.Customization:

Macros allow you to customize openoffice writer to better suit workflow. You can create macros to add custom menu items, toolbar buttons, or keyboard shortcuts.

3.Data Manipulation:

Macros can process and manipulate data within your documents. For Instance, you can create a macro to extract information from a document and generate reports.

4. Interactivity:

Macros can add interactivity to your documents. You can create forms, buttons, and dialogs that allow users to interact with the document in a dynamic way.

5. Error Handling:

Macros can include error-handling routines to handle unexpected situations and provide meaningful feedback to users.

➤ Mail Merge in Writer:

Mail merge in Openoffice Writer is a powerful feature that allows you to create personalized documents, such as letters, envelopes, labels, or email messages, by merging a template document with a data source. This data source can be a spreadsheet, a database, or any other structured list of information. Mail merge is particularly useful when you need to send customized documents to a large number of recipients, like personalized letters to a mailing list.

Here's how to perform a mail merge in openoffice writer:

1.Create a Document Template:

Start by creating a document in openoffice writer, which will serve as your template. Insert placeholders for the variable information you want to merge. These placeholders are usually called "fields".

2. Prepare Your Data Source:

Organize your recipient data in a spreadsheet or database. Each column should correspond to a field in your template, and each row represents a recipient's information(e.g., name, address, etc.)

3. Initiate the Mail Merge:

In openoffice writer, go to the “Tools” menu and select “Mail Merge Wizard”. The mail merge wizard will guide you through the process step by step.

4. Select Document Type:

Choose the type of document you're creating (e.g., letter, envelope, email).

5. Select Data Source:

Specify the data source (e.g., your spreadsheet or database) and configure the settings for data retrieval.

6. Insert Fields:

Place the cursor in your template document where you want the data to appear. Use the “insert fields” button in the mail merge wizard to insert the corresponding fields from your data source.

7. Preview and Complete:

Review the merged document to ensure that the data appears correctly. Complete the merge process, which will generate individual documents for each recipient in your data source.

8. Save or Print:

You can choose to save the merged documents or print them directly.

Mail merge in openoffice writer is a time-saving feature for generating customized documents in bulk, whether it's for business letters, personalized invitations, or any situation where you need to send tailored information to a group of recipients.

➤ **Auto Text:**

Auto Text is a feature that allows you to save and reuse frequently used or predefined text snippets, such as paragraphs, phrases, or even entire documents. Auto text can significantly streamline your document creation process by eliminating the need to retype or copy-paste the same content repeatedly.

Here's how Auto Text works in OpenOffice Writer:

1. Create an Auto Text Entry:

Select the text or content that you want to save as an Auto Text entry. Go to the "Insert" menu and choose "AutoText" > "New".

2. Define a name and category:

In the "create auto text" dialog box, give your Auto Text entry a unique name. Optionally, you can assign it to a specific category for better organization.

3. Save the entry:

Click "OK" to save the Auto Text entry.

4. Insert Auto Text:

To insert the saved Auto Text in your document, place the cursor where you want it to appear. Go to the "Insert" menu, choose "AutoText", and select the entry you want it to appear. Go to the "insert" menu, choose "Auto Text", and select the entry you want to insert. The saved text will be inserted at the cursor location.

5. Manage Auto Text Entries:

You can manage your Auto Text entries by going to the "Insert" menu, selecting "AutoText", and then choosing "Organize". Here, you can edit, delete, or create new AutoText entries.

Auto text is particularly useful for standardizing content in your documents, such as legal disclaimers, company addresses, or frequently used paragraphs. By saving and reusing these snippets as auto text entries, you can ensure consistency and reduce the risk of errors in your documents. It's a time-saving feature that enhances productivity when working with openoffice writer.

➤ **Auto Correct:**

Auto correct in openoffice writer is a feature that automatically corrects common spelling and typing errors as you type, helping you maintain correct and consistent text in your documents. It works by comparing what you've typed with a list of predefined corrections and replacements.

Auto correct is a helpful feature that not only saves time but also helps maintain the accuracy and consistency of your documents by automatically correcting common typing errors and enforcing standardized text.

➤ **Protecting Document:**

In openoffice writer protecting a document typically refers to the process of adding security measures to restrict access or editing rights to a document. Protecting a document can help safeguard its contents and control who can make changes. Like a password protection, read only mode, protect section, digital signatures.