

## 2:-Introduction to Accessories and Control Panel



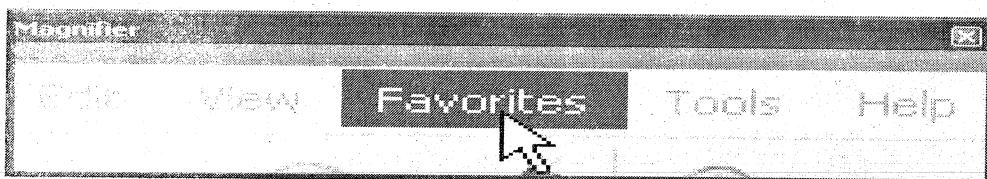
### Accessories & Tools:-

When you install Windows, it includes a variety of small programs that can be very helpful in performing a number of different tasks.

Windows operating system ships with some handy applications known as Windows accessories. Calculator, Notepad, Paint, Explorer, WordPad are some of the most frequently used accessories.

MS Windows has many accessories for day to day use and tools for maintaining computer in good shape. Some important accessories and tools available in Windows XP are :

### Important Accessories



#### 1. Magnifier:

( Start button >> Programs >> Accessories >> Accessibility >> Magnifier )

A click on Magnifier opens a window on top or bottom of the screen in which the contents of the screen around the mouse pointer are magnified. User can set magnification level or invert colors. This utility is useful for reading small prints in some portion of a page comfortably for normal users and for working in general for users with poor eye sight.

#### 2. Narrator : Text to speech program

( Start button >> Programs >> Accessories >> Accessibility >> Narrator )

It reads out the on screen text. This utility is useful if you prefer to listen than to read a long text from the screen.

#### 3. Network Connections :

( Start button >> Programs >> Accessories >> Communication >> Network Connections )

Displays available Network and Internet Connections available on the computer. You can change settings of available connections by right click on a connection and selecting properties. You can also open wizard to create a new dial up or other connection by a click on 'Create a new connection'. The new connection wizard can also be opened directly by

Start button >> Programs >> Accessories >> Communication >> New Connection Wizard

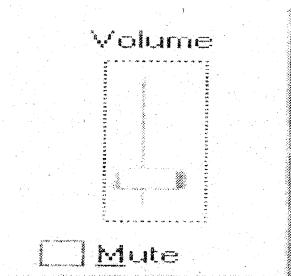
#### 4. Windows Media Player :



( Start button >> Programs >> Accessories >> Entertainment >> Windows Media Player )

You can play audio and video files by using Windows Media Player. You can choose different skins for the player from the available list or download more skins from Microsoft Windows site.

#### 5. Volume Control :

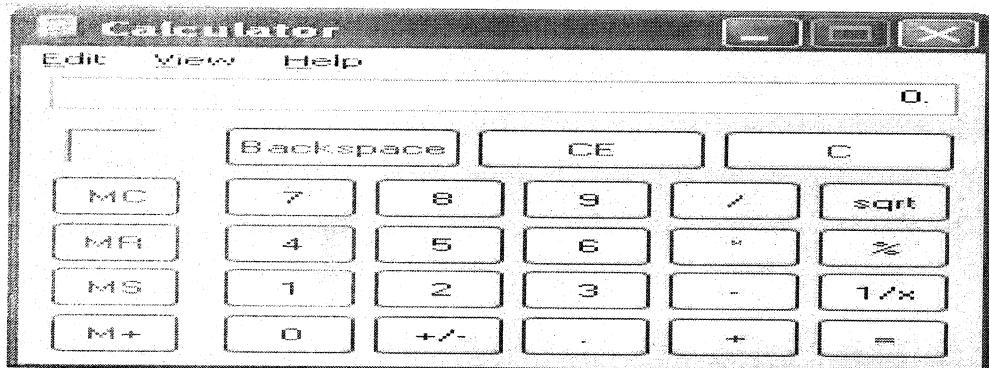


( Start button >> Programs >> Accessories >> Entertainment >> Volume Control )

Enables to adjust master volume and balance of your audio speakers. You can set different volumes for different file formats wave and midi and also for music played from CD Rom. By default an icon of 'Volume Control' is also placed in 'System Tray' for easy access. Right click on the icon in Notification Area opens full volume control window and a left click opens a small volume controller from which you can control the master volume of audio speakers. The volume can also be controlled by the software of your sound card installed.

### Windows Calculator

#### 6. Calculator :



( Start button >> Programs >> Accessories >> Entertainment >> Volume Control )

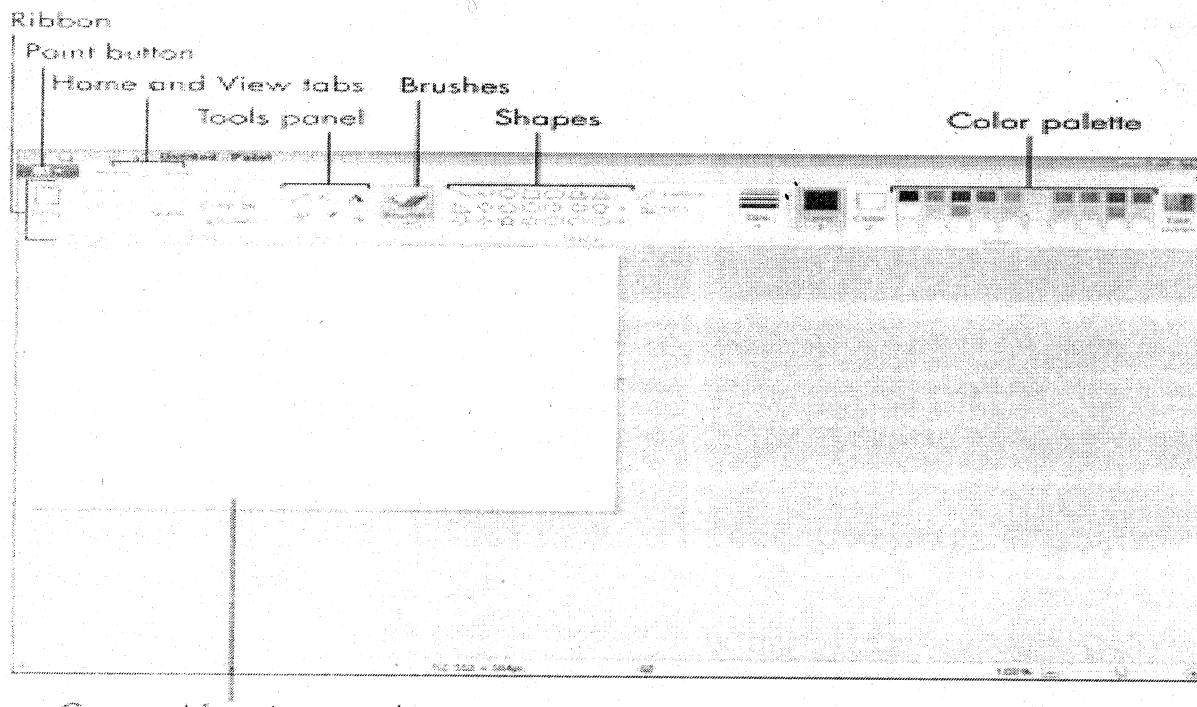
Window provides a simple calculator for doing arithmetic calculations. If you are required to use calculator frequently, you can create its icon on your desktop or in Quick Launch area by dragging the icon by holding the mouse on it from above location to your desired location for prompt and convenient access to this tool.

#### 7. Command Prompt :

( Start button >> Programs >> Accessories >> Calculator )

Enables use of DOS commands required for a program/application.

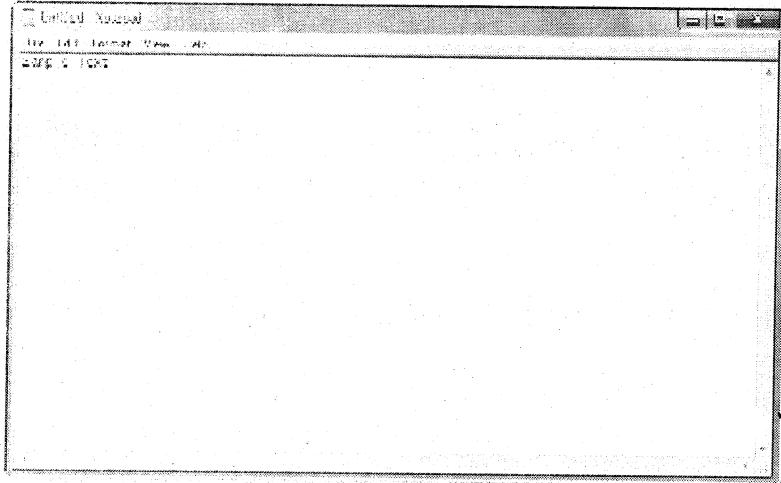
#### 8. Paint :



( Start button >> Programs >> Accessories >> Paint )

Paint is a simple drawing tool and can be used for simple drawings using Lines, Curves, Rectangles, Circles etc. It can also be used to add text to images. It is not a very effective tool for editing pictures.

#### 9. Notepad :



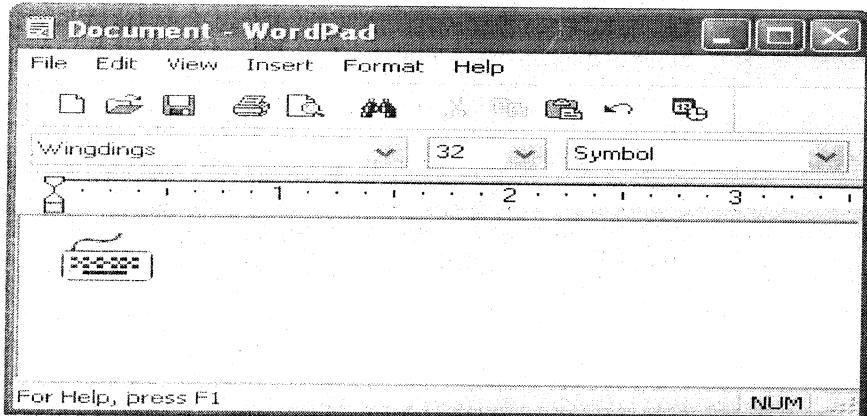
( Start button >> Programs >> Accessories >> Notepad )

Notepad creates and edits text and performs basic functions of a text editor without much formatting options.

Notepad is a common text-only (plain text) editor. The resulting files—typically saved with the .txt extension—have no format tags or styles, making the program suitable for editing system files that are to be used in a DOS environment.

Notepad supports both left-to-right and right-to-left based languages, and one can alternate between these viewing formats by using the right or left Ctrl+Shift keys to go to right-to-left format or left-to-right format, respectively.

#### 10. Wordpad :

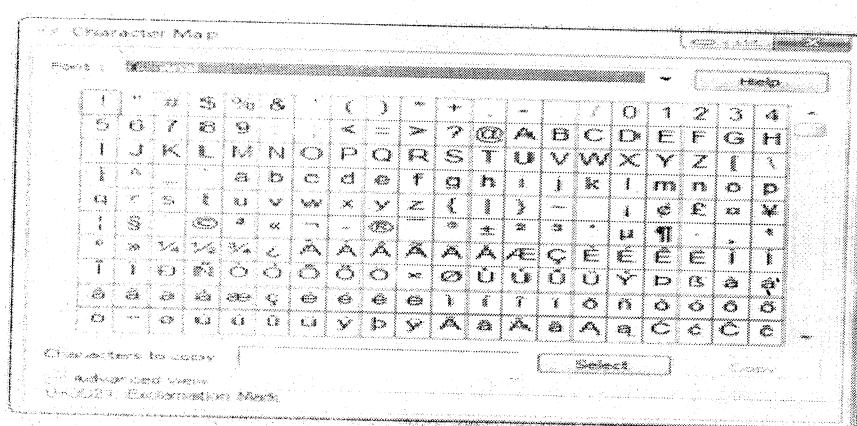


( Start button >> Programs >> Accessories >> Wordpad )

Wordpad is better text editor than Notepad as it provides more formatting options.

WordPad can format and print text, but lacks intermediate features such as a spell checker, thesaurus, and support for tables. As such, it is suitable for writing letters or short pieces, but underpowered for work that relies heavily on graphics or typesetting.

## 11. Character Map



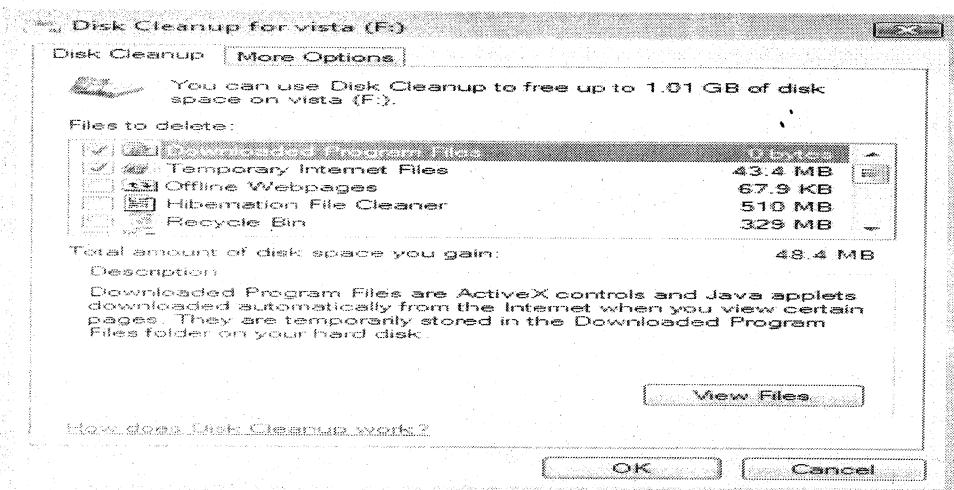
Character Map is a utility included with Microsoft Windows operating systems and is used to view the characters in any installed font, to check what keyboard input (Alt code) is used to enter those characters, and to copy characters to the clipboard in lieu of typing them.

The tool is usually useful for entering special characters. It can be opened via the command line or Run Command dialog using the 'charmap' command.

## 12. System Tools

For a smooth performance of a system, periodic maintenance is necessary. Tools like Disk Check, Disk Derangement, etc., helps in system maintenance. Windows includes some of the system utilities such as Disk Cleanup, Disk Defragment, System Restore, Control Panel and so on.

### 13. Disk Cleanup



In Windows 7, Vista, and XP, Disk Cleanup frees disk space by cleaning areas that gather unneeded files. Using Disk Cleanup regularly, along with ScanDisk, DEFrag, and up-to-date virus patterns, will help keep your computer running smoothly.

#### To run Disk Cleanup:

- From the Start menu, select Programs or All Programs, then Accessories, then System Tools, and then Disk Cleanup.
- Select the drive on which you would like to clear disk space (usually your C: drive), and click OK.
- Select from the four areas that Disk Cleanup will check and clean up:

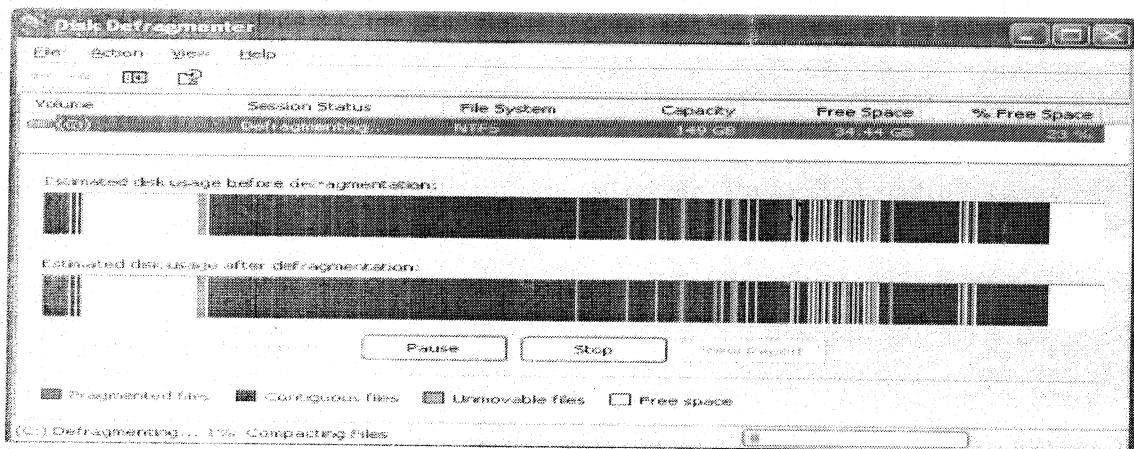
**Temporary Internet Files:** Files stored on your local drive that allow web pages to load more quickly

**Downloaded Program Files:** A storage location for programs downloaded when you visit specific web sites that use ActiveX and Java applets

**Recycle Bin:** Files that have been marked as deleted

**Temporary Files:** Items in the TEMP folder

## 14. Disk Defragmentation



Disk Defragmenter consolidates files so that each is saved in contiguous physical space on the hard drive. When your computer crashes or freezes, the drive becomes fragmented. This means the files may be broken up and stored in different locations in your computer. This causes programs and files to run more slowly.

### To run Disk Defragmenter:

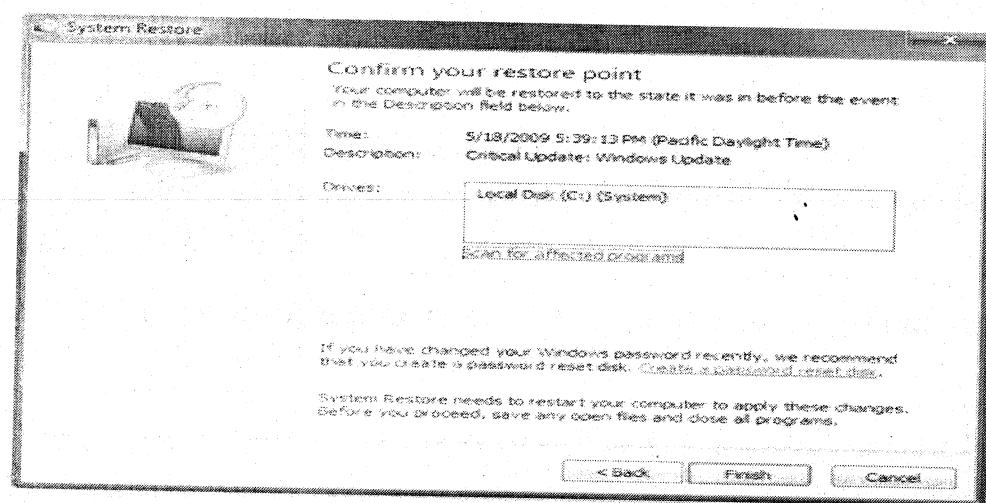
- Close all programs.
- Choose Start menu | All Programs | Accessories | System Tools | Disk Defragmenter.
- Select the drive you want to clean and click OK.
- Click Analyze. This may take several minutes.
- Click Close or Defragment. If the drive needs defragmented and you choose Defragment, this may take several minutes to several hours, depending on the number of files to consolidate.

## 15. System Restore

System restore is a feature of Windows that allows you to roll back the system to the same configuration it had at an earlier time. If this feature is turned on (which it is by default) Windows will take periodic snapshots (called restore points) of your installation. It can use the information gathered in these snapshots to restore your system to a previous configuration. It is a good idea to create a restore point before

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you make major changes to your system, such as before installing new hardware or doing any major updates.



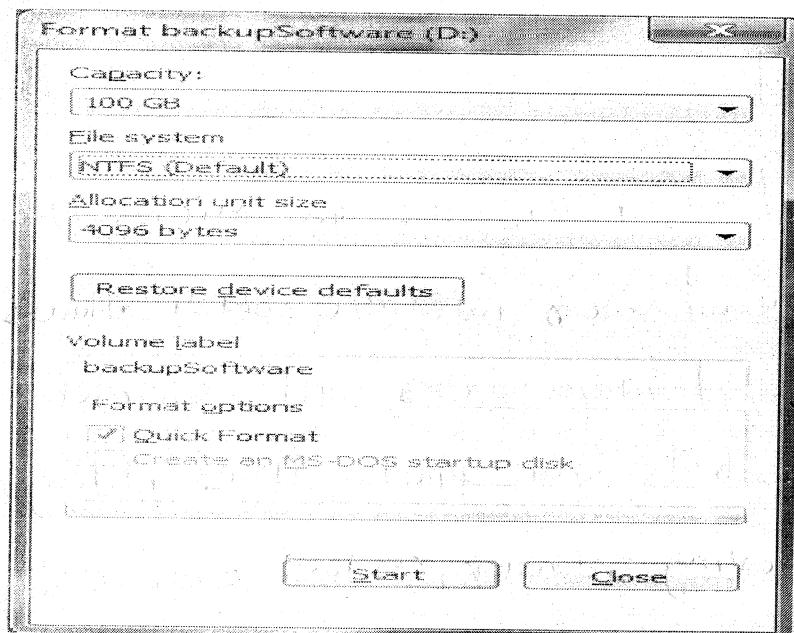
### To run System Restore:

- Go to Start > Programs > Accessories > System Tools > System Restore.
- The System Restore screen will come up.
- Follow the on screen instructions

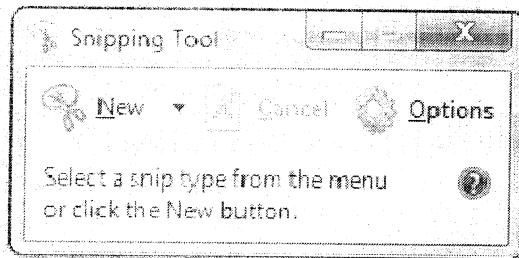
### 16. Format

There are times when Windows becomes so damaged or so compromised by hackers and Trojan programs that the only thorough solution is to essentially start all over. This is accomplished by formatting your hard drive, which means erasing all of the programs and the data on your machine, and re-installing Windows.

The format creates a new root directory and file system for the disk. It can also check for bad areas on the disk, and it can delete all data on the disk. To be able to use a new disk, you must first use this command to format the disk.



### 17. Snipping Tool



Snipping Tool is another useful of Windows accessories included in Windows 7, Windows Vista, and Experience Pack for Windows XP Tablet PC Edition 2005. It was originally released as a powertoy for the Tablet PC. The program is a screen-capture tool that allows taking screenshots (called snips) of an open window, rectangular areas, a free-form area, or the entire screen. Snips can then be annotated using a mouse or a tablet, saved as an image file (PNG, GIF, or JPEG file) or an HTML page, or e-mailed.

The Snipping Tool captures all or part of the computer display screen as a picture. You can save the picture and attach it to an e-mail or paste the picture into a document. Click the Start button, type snip, and click the Snipping Tool from the search results. The screen fades slightly, and the Snipping Tool toolbar appears.

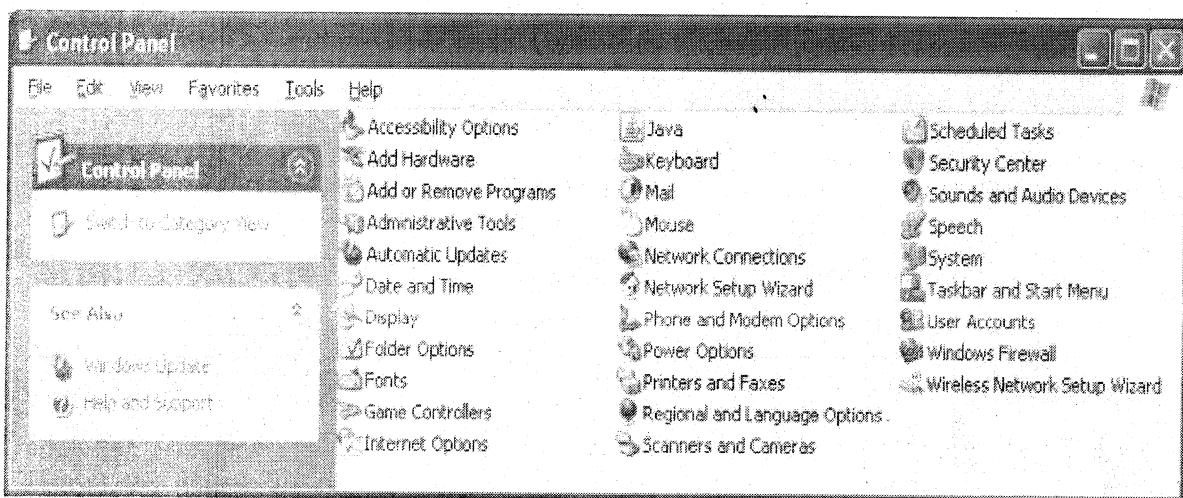
Snipping tool can be used to PrintScreen, annotate and use in other applications.

## \* Control Panel & Settings :-

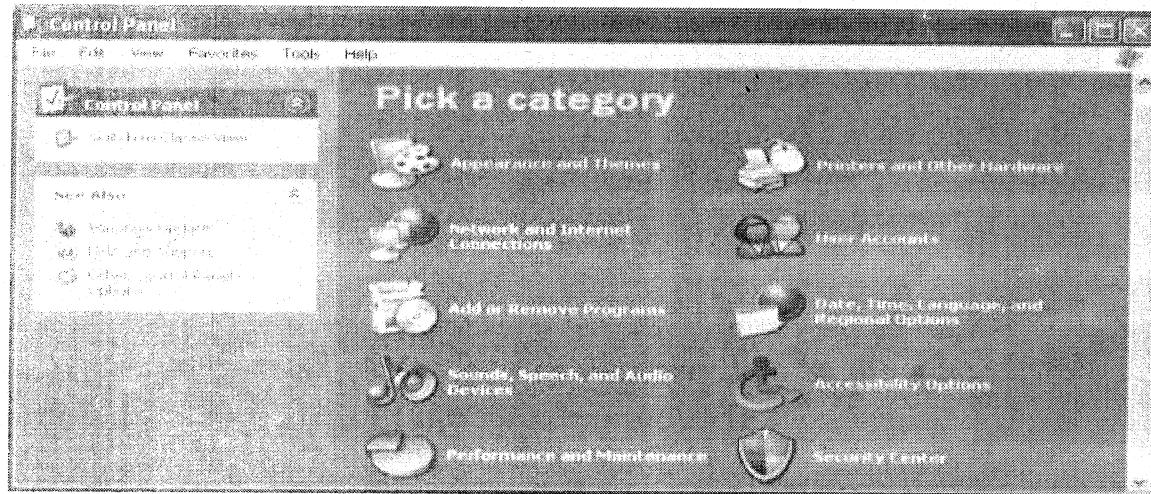
### Control Panel

Control panel provides options to customize the appearance and functionality of computer, add hardware, add or remove programs/ applications, set up user accounts, set up network connections, set properties of hardware devices etc. The Control Panel window can be opened by

(Click 'Start' button >> Hover mouse on 'Settings' >> Click on 'Control Panel')



**Control Panel (Classic View)**



**Control Panel (Category View)**

In Windows XP, user can select 'Classic View' or 'Category View' of the Control Panel and can switch from one view to another by selecting the desired view from left panel. In 'Classic View' all control items are displayed in a single window. The 'Category View' (Windows XP default) displays icons for making various settings. On

this page, we have shown access to various control panel menu items from 'Classic View'.

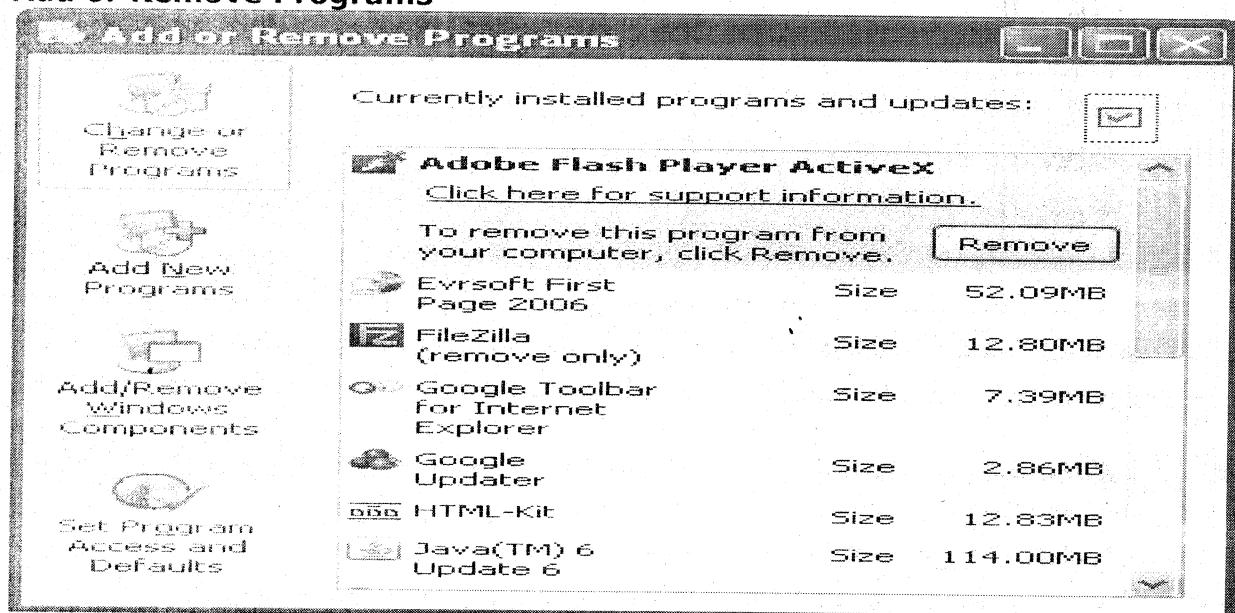
Some important menu items of Control Panel and settings that can be made from them are discussed below:

**Accessibility Options :** This provides options for changing settings of computer for vision (high contrast for users with poor eye sight), hearing (sound for visual warnings by the system), and other keyboard and mouse settings for users who find it difficult to use the computer in normal way.

### 1. Add Hardware

This opens 'Add Hardware Wizard' to detect and install software/drivers for the hardware added to the computer. The wizard installs software/drivers for hardware items added to the computer from its driver database or prompts the user to insert the software/driver disk provided by the hardware manufacturer or to download the software/drivers for the new hardware. This menu item is not required to be used in Windows XP as the system automatically detects new hardware added to the computer and starts the wizard to install software/drivers for the new hardware. It is recommended to install software/drivers provided by the manufacturer and follow his instructions to install the hardware.

### Add or Remove Programs



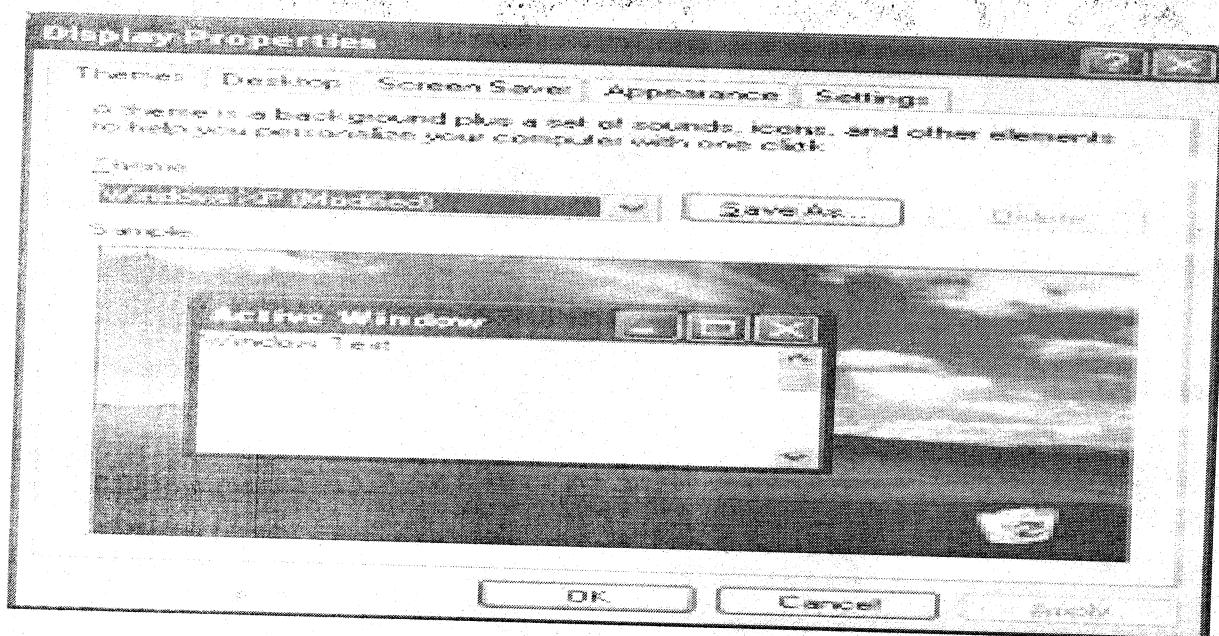
A click on this icon opens a window from where you can

- **Change or Remove Programs :** A click on this icon opens a list of all programs/applications installed is displayed in the right panel. On selecting any program/application a dialogue box asking for your confirmation to remove/change the program is displayed. If accepted, Windows deletes directories and files created by the program, removes its icons or shortcuts from desktop,

Program Menu, Quick Launch bar, Notification area and also deletes/ amends entries made by the program in Windows' files. Please note that deleting directories or files of a program or application neither removes shortcuts created by the program nor it deletes/amends entries in Windows' files. This may result in improper functioning of the computer. Therefore, if a program/application is not required any more, it should be removed/uninstalled by using this menu or by using 'Uninstall' application, if available with the program to be removed.

- **Add New Programs :** You can install new programs/ applications by using this icon from any drive/disk. This item is not required to used much as most programs come in auto run CDs or they can be installed by executing the Setup or Install file of the program from Windows Explorer or from 'Run' in 'Start' button menu.
- **Add/ Remove Window Components:** A click on this icon opens a window displaying list of Window components installed (Checkbox ticked), partly installed (Checkbox ticked but grey) and not installed (Checkbox unticked). The list also display the data storage space occupied by the component. To remove a component tick on its name and it will be removed by Windows. To add a component, Windows may prompt you to insert the Windows Setup Disk. If you have Setup program copied on your disk, browse and point to the setup files.
- **Set Program Access and Defaults :** Enable user to set default programs for web browsing, email and set accessible programs from the Start Menu. This menu item can also be directly accessed from Start button menu.

## 2. Display



A click on this menu item or a right click anywhere in the blank area of the desktop opens a window from where you can change display settings of your computer.

- **Theme :**

Theme refers to a unified look for computer desktop. A theme determines the look of various graphic elements of the desktop, such as the windows, icons, fonts, colors, and the background and screen saver pictures. It can also define sounds associated with events such as opening or closing a program. Windows XP and Classic Themes are the two choicesthemes available in Windows XP. You can download and use more themes from Microsoft's site or any other site.

If there are more than one user on a computer, each user with his or her own user account can choose a different theme.

- **Desktop :** This enables you to change the background image called wallpaper of the desktop. You can choose the image from the available wallpapers in Windows or download a wall paper or use an image of your choice as wallpaper by browsing and pointing to the image file.

- **Screen Saver :**

In a CRT monitor if same picture is displayed for long periods of time, the properties of the exposed areas of phosphor coating on the inside of the screen gradually and permanently change, eventually leading to a darkened shadow or ghost image on the screen. Screen saver programs are designed to help avoid these effects by automatically changing the images on the screen during periods of user inactivity.

This menu item enables to install a screen saver from the available screen saver in Windows or use a screen saver of your choice and make setting for idle time for screen saver to start and also settings relating to screen saver software.

- **Appearance :** Enables you to customize style, color and fonts of windows and its components.

- **Settings :** A click on 'Settings' opens a window from where you can select the resolutionand color quality of your monitor screen. Resolution is the number of pixels displayed on the screen. A higher resolution will display larger area of the picture on the screen and therefore the size of picture on screen will become smaller. Higher color quality displays true colors of images.However, the resolution and color quality selection is limited by the capabilities of your monitor and graphic adaptor/ Video card. On changing resolution or color quality, the monitor screen will blink to reconfigure (required restart of computer in earlier Windows versions) and display a dialogue box to accept or decline the change. The settings window also display two buttons 'Troubleshoot' and 'Advanced'. While a click on 'Troubleshoot' button starts interactive trouble shooting application of Windows XP, a click on Advanced button will display settings and properties of your monitor and graphic adaptor/video cards. These settings should not be changed without reference to the settings manual of your monitor and/or graphic adaptor/video card.

## Apache OpenOffice Product Description

Compatible with other major office suites, Apache OpenOffice is free to download, use, and distribute. Download it now, and get:

Apache OpenOffice is the leading **open-source office software suite** for **word processing, spreadsheets, presentations, graphics, databases** and more. It is available in **many languages** and works on all **common computers**. It stores all your data in an **international open standard format** and can also read and write files from other common office software packages. It can be downloaded and used completely **free of charge** for any purpose.

### Components of Apache OpenOffice:-

- Writer a word processor you can use for anything from writing a quick letter to producing an entire book.
- Calc a powerful spreadsheet with all the tools you need to calculate, analyze, and present your data in numerical reports or sizzling graphics.
- Impress the fastest, most powerful way to create effective multimedia presentations.
- Draw lets you produce everything from simple diagrams to dynamic 3D illustrations.
- Base lets you manipulate databases seamlessly. Create and modify tables, forms, queries, and reports, all from within Apache OpenOffice.
- Math lets you create mathematical equations with a graphic user interface or by directly typing your formulas into the equation editor.

### Why Apache OpenOffice?

Apache OpenOffice is synonymous with **quality**:

- The roots of Apache OpenOffice go back twenty years, creating a mature and powerful product
- Many millions of users
- Independent reviewers around the world have recommended the product
- With a fully open development process, Apache OpenOffice has nothing to hide - the product stands or falls on its reputation

### Apache OpenOffice is **easy to use**:

- The software looks and feels familiar and is instantly usable by anyone who has used a competitive product
- It's easy to change to Apache OpenOffice - the software reads all major competitors' files
- Few language barriers - if it's not yet available in your language, the chances are it will be soon
- Apache OpenOffice is supported by a global community of friendly volunteers, happy to provide assistance to newcomers and advanced users alike

### Apache OpenOffice is **free software**:

- You may download Apache OpenOffice completely free of any license fees
- Install it on as many PCs as you like
- Use it for any purpose - private, educational, government and public administration, commercial...
- Pass on copies free of charge to family, friends, students, employees, etc.

### Apache OpenOffice is **standards compliant**:

- The first software package in the world to use OASIS OpenDocument Format (ISO/IEC 26300) as its native file format.

## What is LibreOffice?

LibreOffice is a freely available, fully-featured office productivity suite. Its native file format is OpenDocument, an open standard format that is being adopted by governments worldwide as a required file format for publishing and accepting documents. LibreOffice can also open and save documents in many other formats, including those used by several versions of Microsoft Office.

LibreOffice includes the following components.

### Writer (word processor)

Writer is a feature-rich tool for creating letters, books, reports, newsletters, brochures, and other documents. You can insert graphics and objects from other components into Writer documents. Writer can export files to HTML, XHTML, XML, Adobe's Portable Document Format (PDF), and several versions of Microsoft Word files. It also connects to your email client.

### Calc (spreadsheet)

Calc has all of the advanced analysis, charting, and decision-making features expected from a high-end spreadsheet. It includes over 300 functions for financial, statistical, and mathematical operations, among others. The Scenario Manager provides "what if" analysis. Calc generates 2-D and 3-D charts, which can be integrated into other LibreOffice documents. You can also open and work with Microsoft Excel workbooks and save them in Excel format. Calc can export spreadsheets to Adobe's PDF and to HTML.

### Impress (presentations)

Impress provides all the common multimedia presentation tools, such as special effects, animation, and drawing tools. It is integrated with the advanced graphics capabilities of LibreOffice's Draw and Math components. Slide shows can be further enhanced with Fontwork's special effects text, as well as sound and video clips. Impress is compatible with Microsoft's PowerPoint file format and can also save your work in numerous graphics formats, including Macromedia Flash (SWF).

### Draw (vector graphics)

Draw is a vector drawing tool that can produce everything from simple diagrams or flowcharts to 3-D artwork. Its Smart Connectors feature allows you to define your own connection points. You can use Draw to create drawings for use in any of LibreOffice's other components, and you can create your own clip art and add it to the Gallery. Draw can import graphics from many common formats and save them in over 20 formats, including PNG, HTML, PDF, and Flash.

### Base (database)

Base provides tools for day-to-day database work within a simple interface. It can create and edit forms, reports, queries, tables, views, and relations, so that managing a relational database is much the same as in other popular database applications. Base provides many new features, such as the ability to analyze and edit relationships from a diagram view. Base incorporates HSQLDB as its default relational database engine. It can also use dBASE, Microsoft Access, MySQL, or Oracle, or any ODBC-compliant or JDBC-compliant database. Base also provides support for a subset of ANSI-92 SQL.

## Math (formula editor)

Math is LibreOffice's formula or equation editor. You can use it to create complex equations that include symbols or characters not available in standard font sets. While it is most commonly used to create formulas in other documents, such as Writer and Impress files, Math can also work as a standalone tool. You can save formulas in the standard Mathematical Markup Language (MathML) format for inclusion in web pages and other documents not created by LibreOffice.

## The advantages of LibreOffice

Here are some of the advantages of LibreOffice over other office suites:

- **No licensing fees.** LibreOffice is free for anyone to use and distribute at no cost. Many features that are available as extra cost add-ins in other office suites (like PDF export) are free with LibreOffice. There are no hidden charges now or in the future.
- **Open source.** You can distribute, copy, and modify the software as much as you wish, in accordance with either of LibreOffice's Open Source licenses.
- **Cross-platform.** LibreOffice runs on several hardware architectures and under multiple operating systems, such as Microsoft Windows, Mac OS X and Linux,.
- **Extensive language support.** LibreOffice's user interface is available in over 40 languages, and the LibreOffice project provides spelling, hyphenation, and thesaurus dictionaries in over 70 languages and dialects. LibreOffice also provides support for both Complex Text Layout (CTL) and Right to Left (RTL) layout languages (such as Urdu, Hebrew, and Arabic).
- **Consistent user interface.** All the components have a similar "look and feel," making them easy to use and master.
- **Integration.** The components of LibreOffice are well integrated with one another.
  - All the components share a common spelling checker and other tools, which are used consistently across the suite. For example, the drawing tools available in Writer are also found in Calc, with similar but enhanced versions in Impress and Draw.
  - You do not need to know which application was used to create a particular file. For example, you can open a Draw file from Writer.
- **Granularity.** Usually, if you change an option, it affects all components. However, LibreOffice options can be set at a component level or even at document level.
- **File compatibility.** In addition to its native OpenDocument formats, LibreOffice includes PDF and Flash export capabilities, as well as support for opening and saving files in many common formats including Microsoft Office, HTML, XML, WordPerfect, and Lotus 1-2-3 formats. An extension (included) provides the ability to import and edit some PDF files.
- **No vendor lock-in.** LibreOffice uses OpenDocument, an XML (eXtensible Markup Language) file format developed as an industry standard by OASIS (Organization for the Advancement of Structured Information Standards). These files can easily be unzipped and read by any text editor, and their framework is open and published.
- **You have a voice.** Enhancements, software fixes, and release dates are community-driven. You can join the community and affect the course of the product you use.

You can read more about LibreOffice and The Document Foundation on their websites at <http://www.libreoffice.org/> and <http://www.documentfoundation.org/>.

## Minimum requirements

LibreOffice 3.5 requires one of the following operating systems:

- **Microsoft Windows** 2000 (Service Pack 4 or higher), XP, Vista, Windows 7, or Windows 8
- **GNU/Linux** Kernel version 2.6.18, glibc2 v2.5 or higher, and gtk v2.10.4 or higher
- **Mac OS X** 10.4 (Tiger) or higher

Administrator rights are needed for the installation process.

Some LibreOffice features (wizards and the HSQLDB database engine) require that the Java Runtime Environment (JRE) be installed on your computer. Although LibreOffice will work without Java support, some features will not be available.

For a more detailed listing of requirements, see the LibreOffice website,  
<http://www.libreoffice.org/get-help/system-requirements/>.

## How to get the software

The software can be downloaded from <http://www.libreoffice.org/>. You can also download the software by using a Peer-to-Peer client, such as BitTorrent, at the same address.

Linux users will find LibreOffice included in many of the latest Linux distributions; Ubuntu is just one example.

## How to install the software

Information on installing and setting up LibreOffice on the various supported operating systems is given here: <http://www.libreoffice.org/get-help/installation/>.

## Extensions and add-ons

Extensions and add-ons are available to enhance LibreOffice. Several extensions are installed with the program and others are available from the official extensions repository, <http://extensions.libreoffice.org/>. See Chapter 14, Customizing LibreOffice, for more information on installing them.

## Starting LibreOffice

The most common way to launch any component of LibreOffice 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 LibreOffice was installed on your computer, in most cases a menu entry for each component was added to your system menu. The exact name and location of these menu entries depend on the operating system and graphical user interface.

## Starting from an existing document

You can start LibreOffice by double-clicking the filename of a ODF (OpenDocument Format) document in a file manager such as Windows Explorer. The appropriate component of LibreOffice will start and the document will be loaded.

## Note for Windows users

If you have associated Microsoft Office file types with LibreOffice, then when you double-click on a \* .doc (Word) file, it opens in Writer; \* .xls (Excel) files open in Calc; and \* .ppt (PowerPoint) files open in Impress.

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), Excel files open in Excel, and PowerPoint files open in PowerPoint.

You can use another method to open Microsoft Office files in LibreOffice and save in those formats from LibreOffice. See "Opening an existing document" on page 12 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 LibreOffice has been loaded and is ready to use. (The Quickstarter loads library \*.DLL files required by LibreOffice, shortening the startup time for LibreOffice components). If the Quickstarter is disabled, see "Reactivating the Quickstarter" to enable it.

### Using the Quickstarter icon

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

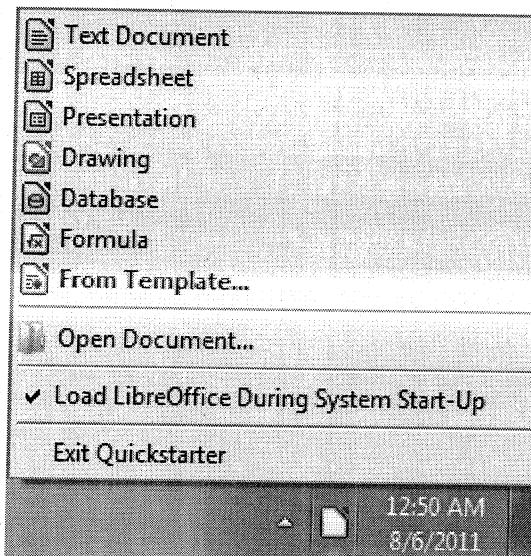


Figure 1: Quickstarter pop-up menu in Windows

### 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 LibreOffice from loading during system startup, deselect the **Load LibreOffice 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 LibreOffice during system start-up** checkbox in **Tools > Options > LibreOffice > Memory**.

## Using the Quickstarter in Linux and Mac OS X

LibreOffice under Linux has a Quickstarter that looks and acts like the one described above for Windows. The checkbox on the Memory page is labeled **Enable systray quickstarter**. If you do not have this checkbox, the Quickstarter module is not installed on your system.

Mac OS X provides similar functionality through a pop-up menu from the dock.

## Parts of the main window

The main window is similar in each component of LibreOffice, although some details vary. See the chapters in this book about Writer, Calc, Draw, and Impress for descriptions of those details.

Common features include the menu bar, the standard toolbar, and the formatting toolbar at the top of the window and the status bar at the bottom.

### Menu bar

The **Menu bar** is located across the top of the LibreOffice 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 Header, Footer, and Picture.
- **Format** contains commands, such as Styles and Formatting and AutoCorrect, for formatting the layout of your document.
- **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 LibreOffice Help file, What's This?, and information about the program.

### Toolbars

LibreOffice has several types of toolbars: docked (fixed in place), 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, just under the Menu bar, is called the *Standard* toolbar. It is consistent across the LibreOffice applications.

The second toolbar at the top is the *Formatting* bar. It is context-sensitive; that is, it shows the tools relevant 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 checkmark 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 2 shows a tear-off toolbar from the Drawing toolbar.

Tear-off toolbars can be floated 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 4.

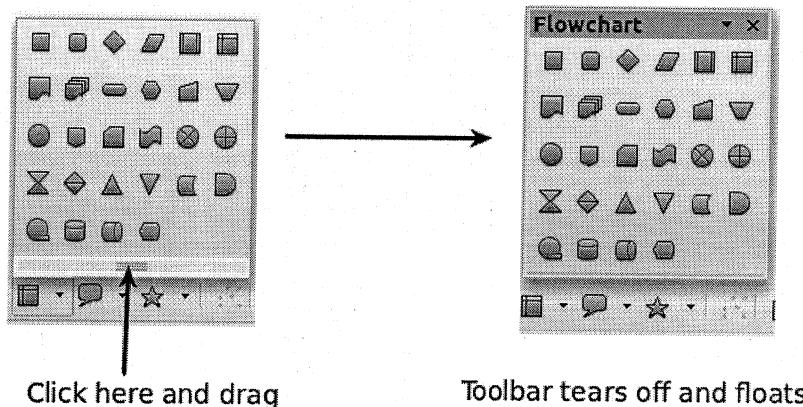


Figure 2: Example of a tear-off toolbar

### 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 (Figure 3). To move a floating toolbar, click on its title bar and drag it to a new location (Figure 4).

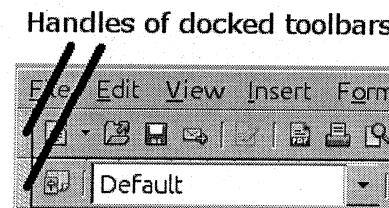


Figure 3: Moving a docked toolbar

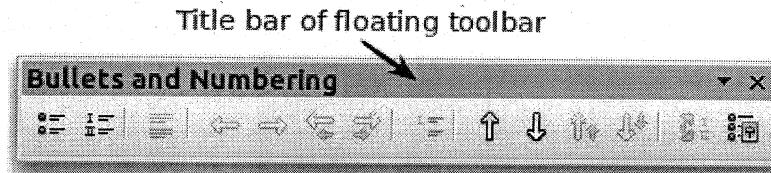


Figure 4: Moving a floating toolbar

LibreOffice 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" above).

### 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 or toolbar, hold down the *Control* key and double-click on the frame of the floating window (or in a vacant area near the icons at the top of the floating window) to dock it in its last position.

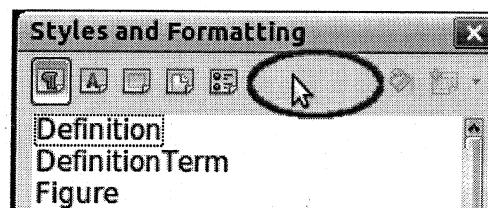


Figure 5: Control+click to dock or undock

To undock a window, hold down the *Control* key and double-click on the frame (or a vacant area near the icons at the top) of the docked 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 Chapter 14.

To access a toolbar's customization options, right-click between the icons on the toolbar. A menu drops down.

To show or hide icons defined for the selected toolbar, choose **Visible Buttons** from the drop-down menu. Visible icons are indicated by an outline around the icon (Figure 6) or by a check mark beside the icon, depending on your operating system. Click on icons to hide or show them on the toolbar.

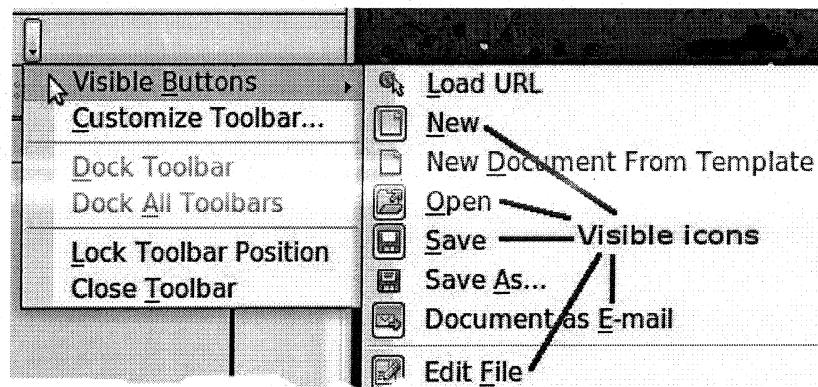


Figure 6: Selection of visible toolbar icons

## Right-click (context) menus

You can quickly access many menu functions by right-clicking on a paragraph, graphics, 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 are not sure where a function is located in the menus or toolbars, you can often find it by right-clicking.

## Status bar

The status bar is located at the bottom of the workspace. It provides information about the document and convenient ways to quickly change some features. It is similar in Writer, Calc, Impress, and Draw, although each component includes some component-specific items.

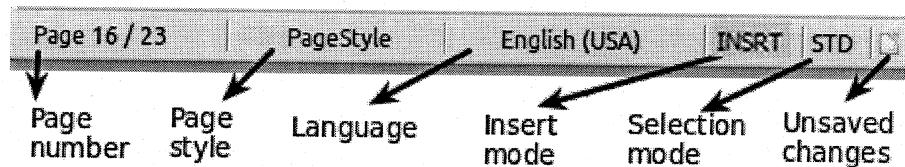


Figure 7: Left end of status bar in Writer

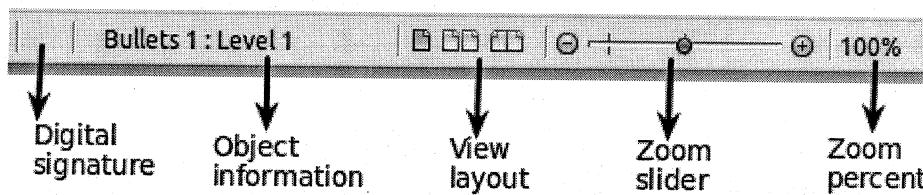


Figure 8: Right end of status bar in Writer

Common status bar items are described below.

### Page, sheet, or slide number

Shows the current page, sheet, or slide number and the total number of pages, sheets, or slides in the document. Double-click on this field to open the Navigator. Other uses of this field depend on the component.

### Page style or slide design

Shows the current page style or slide design. To edit the current page style or slide design, double-click on this field.

### Unsaved changes

An icon appears here if changes to the document have not been saved.

### Digital signature

If the document has been digitally signed, an icon shows here. You can double-click the icon to view the certificate.

### Object information

Displays information relevant to the cursor's position or the selected element of the document. Double-clicking in this area usually opens a relevant dialog.

### Zoom slider and percent

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 a list of magnification values from which to choose.

Double-clicking on the zoom level percent opens the **Zoom & View Layout** dialog.

## Starting a new document

You can start a new, blank document in LibreOffice in several ways.

When LibreOffice is open but no document is open (for example if you close all the open documents but leave the program running), the Start Center (Figure 9) 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:

- Use **File > New** and choose the type of document.
- Use the arrow next to the **New** button on the main toolbar. From the drop-down menu, select the type of document to be created.
- Press **Control+N** on the keyboard.
- Use **File > Wizards** for some special types of documents.

If a document is already open in LibreOffice, the new document opens in a new window.

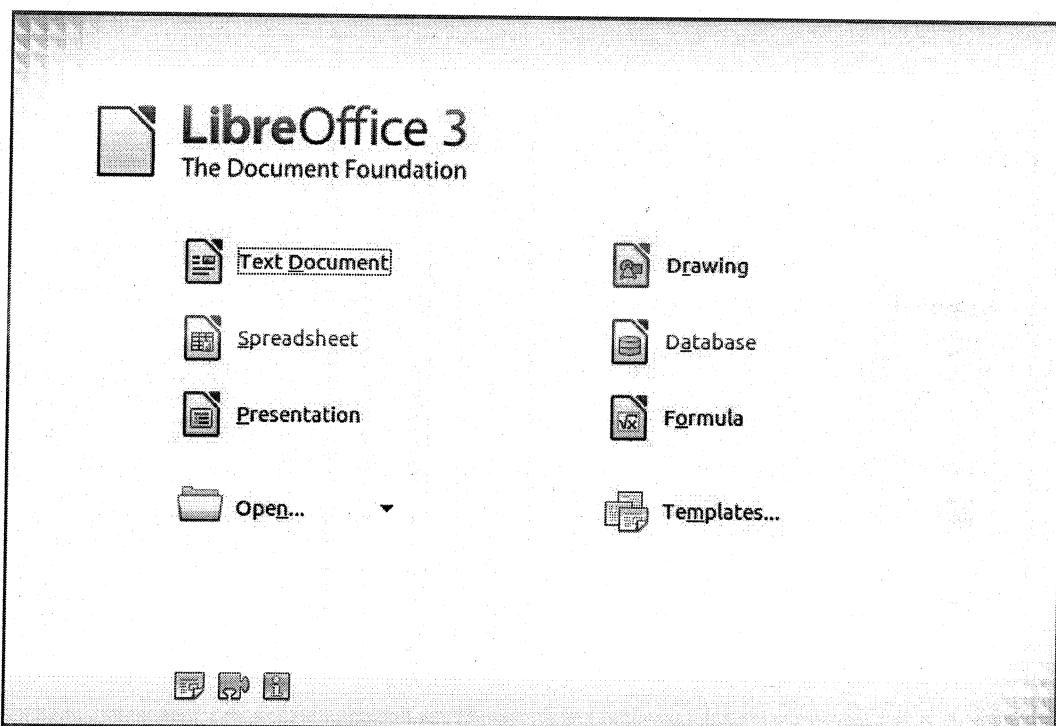
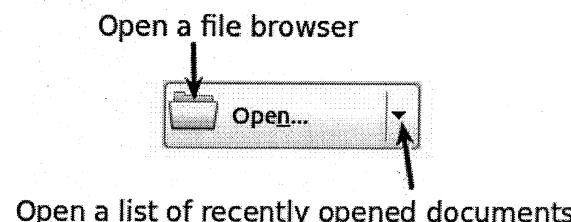


Figure 9: LibreOffice Start Center

## Opening an existing document

When no document is open, the Start Center provides an icon for opening an existing document or choosing from a list of recently-edited documents.



You can also open an existing document in one of the following ways:

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

In each case, the Open dialog appears. Select the file you want, and then click **Open**. If a document is already open in LibreOffice, the second document opens in a new window.

In the Open dialog, 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); if you choose **Spreadsheets**, you will see .ods, .xls, and other files that Calc opens.

You can also open an existing document that is in an OpenDocument format by double-clicking on the file's icon on the desktop or in a file manager such as Windows Explorer.

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

**Note**

Under Microsoft Windows you can use either the LibreOffice Open and Save As dialogs or the ones provided by Microsoft Windows. See "Using the Open and Save As dialogs" on page 14.

## Saving a document

To save a new document, do one of the following:

- Press **Control+S**.
- Choose **File > Save** from the menu bar.
- Click the **Save** button on the main toolbar.

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

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 a document from being viewable without a password, use the option on the Save As dialog to enter a password.

- 1) On the Save As dialog, select the **Save with password** option, and then click **Save**. You will receive a prompt (Figure 10).
- 2) Type the same password in both fields, and then click **OK**. If the passwords match, the document is saved password protected. If the passwords do not match, you receive an error message. Close the message box to return to the Set Password dialog and enter the password again.

**Caution**



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

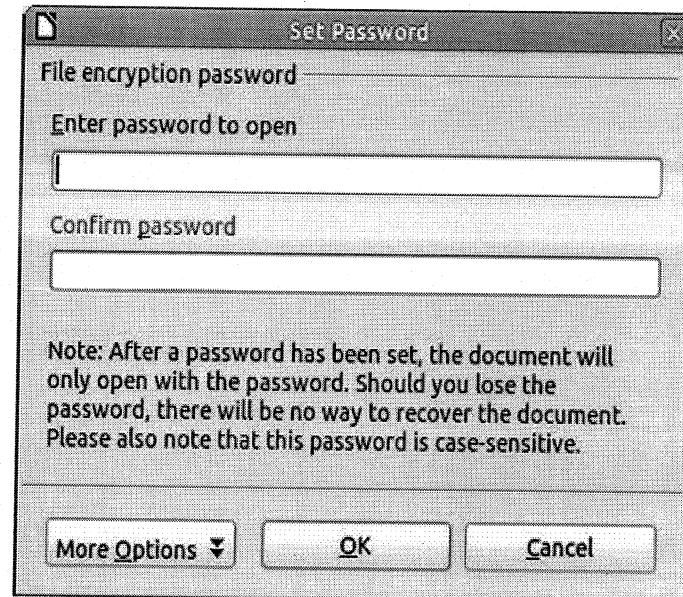


Figure 10: Entering a password for a document

Writer and Calc provide a second level of protection, which allows a file to be viewed but not changed without a password; that is, the file opens in read-only mode.

To protect a document from being changed:

- 1) Choose **More Options** from the Set Password dialog.
- 2) Enter the password in the *Enter password to allow editing* field. Repeat the password in the *Confirm password* field. Click **OK**.

## Changing the password for a document

When a document is password-protected, you can change the password while the document is open. Choose **File > Properties > General** and click the **Change Password** button.

## Saving a document automatically

You can choose to have LibreOffice save files for you automatically. Automatic saving, like manual saving, overwrites the last saved state of the file. To set up automatic file saving:

- 1) Choose **Tools > Options > Load/Save > General**.
- 2) Mark **Save AutoRecovery information every**, and set the time interval.

## Renaming and deleting files

You can rename or delete files within the LibreOffice dialogs, just as you can in your usual file manager. However, you cannot copy or paste files within the dialogs.

## Using the Open and Save As dialogs

You can choose whether to use the LibreOffice Open and Save As dialogs or the ones provided by your operating system.

To view or change which type of dialog LibreOffice uses:

- 1) Choose **Tools > Options > LibreOffice > General**.
- 2) Select the **Use LibreOffice dialogs** option.

### \* Main Features of OpenOffice Writer :-

- Create documents fast, using built-in and custom templates and styles.
- Manage large documents using various features like the ability to create table of contents, index, and cross references.;
- With the help of mail merge, quickly create and merge documents for mass mailings or create mailing labels;
- Easily create and format tables using the features like AutoFormat.
- Auto-Correct and Auto-Format features rectify typo-graphical errors automatically and allows to use predefined shortcuts and typing patterns to quickly format the documents.
- It allows embedding or linking of graphics, spreadsheets, and other objects.
- The print zoom facility scales a document on different paper sizes, and allows to print out multiple pages on a single sheet of paper.
- The nested tables feature supports putting one table inside another table.
- The picture bullets make it easy to insert tiny pictures before each item in a list.
- Collect and paste lets copy more than one item to the clipboard at a time. One can collect information from many sources and paste it into one place.
- By putting Writer documents on the Web server, one can share information with other people.
- The multilingual features of Writer allows to type different languages in the same document.
- Save documents in HTML format. Also create Web Pages using Web Page Wizard.
- Writer has a powerful feature of built-in drawing tools which allows to create various drawings and graphics.
- Export your Writer document to PDF including bookmarks.

### \* Starting OpenOffice Writer :-

You can start your OpenOffice.org Writer in may ways. The most common way of starting any program is by using System Menu through Start button:

1. Click on the Start button.
2. Start menu->All Programmes->OpenOffice->OpenOffice.org Writer.

In few seconds you will see OpenOffice.org Writer screen on the monitor.

You can also start your OpenOffice.org Writer program by simply clicking on OpenOffice.org Shortcut on your desktop and then click the Text Document.

#### Starting from an existing document

You can start OpenOffice.org by double-clicking the filename of an OpenOffice.org document in a file manager such as Windows Explorer. The appropriate component of OpenOffice.org will start and the document will be loaded.



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

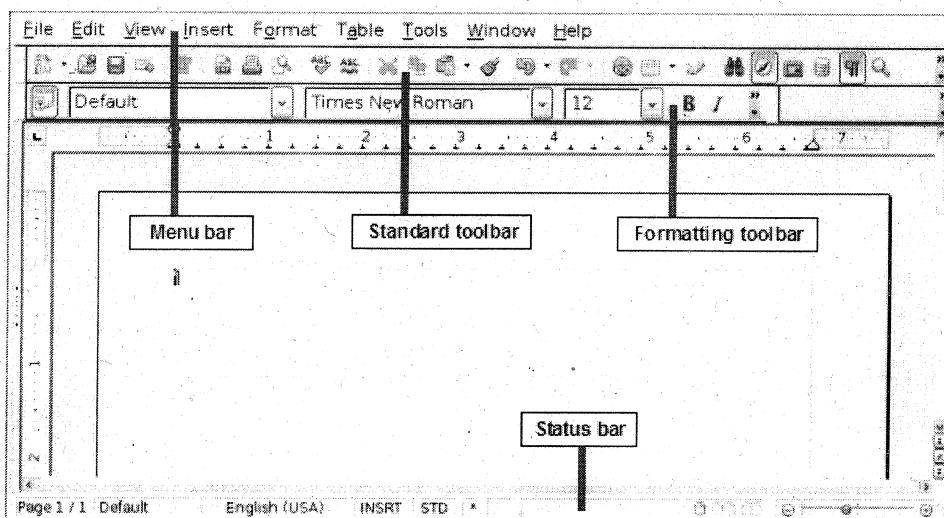
#### Note for Windows users

## Unit-4 Word Processor Writer

If you have associated Microsoft Office file types with OpenOffice.org, then when you double-click on a \*.doc (Word) file, it opens in Writer; \*.xls (Excel) files open in Calc, and \*.ppt (PowerPoint) files open in Impress.

### \* OpenOffice Writer Interface :-

The main screen of OpenOffice Writer workspace contains a number of menu objects. We will discuss the main Writer workspace in Print Layout here.



The main screen of openoffice writer

### → 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 sub-menu drops down to show the commands for that sub-menu.

- File menu contains commands that apply to the entire document such as **Open...**, **Save**, and **Export as PDF....**
- Edit menu 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 menu contains commands for controlling the display of the document such as **Zoom...** and **Web Layout.**
- Insert menu contains commands for inserting elements into your document such as **headers**, **footers**, and **pictures**.
- Format menu contains commands for formatting the layout of your document, such as **Styles and Formatting**, **Paragraph**, and **Bullets and Numbering**.
- Table menu shows all commands to insert and edit a table in a text document.

## Unit-4 Word Processor Writer

- Tools menu contains functions such as Spelling and Grammar, Customize..., and Options....
- Window menu contains commands for the display window.
- Help menu contains links to the OpenOffice Help file, What's This?, and information about the program. One can use Help to learn about Writer.
- **Toolbars**

Many toolbars displaying shortcut buttons are available to make editing and formatting quicker and easier. Writer has several types of toolbars. The toolbar displayed on top position is called the Standard toolbar. The Standard toolbar is consistent across the OpenOffice applications (Writer, Calc, Draw, Impress, Base).

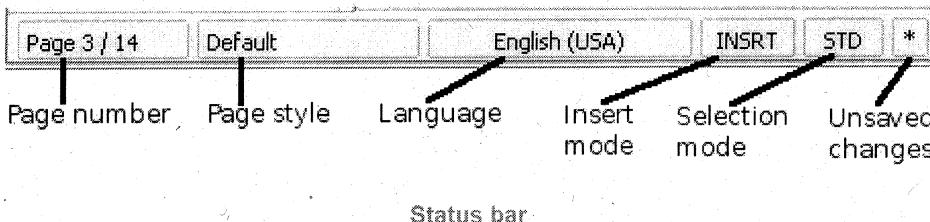
The second toolbar across the top is the Formatting toolbar. It is a context-sensitive bar that shows the relevant tools in response to the cursor's current position or selection. For example, when the cursor is on a graphic, the Formatting bar provides tools for formatting graphics; when the cursor is in text, the tools are for formatting text. The formatting toolbars are floating means you can display or hide these toolbars.

- **Displaying or hiding toolbars**

To display or hide toolbars, select View > Toolbars, then click on the name of a toolbar in the list. An active toolbar shows a check mark beside its name.

- **Status bar**

The Writer Status bar provides information about the document and convenient ways to quickly change some document features.



- **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 such bookmarks; now click on the required one.

To jump to a specific page in the document, double-click on this field. The Navigator opens. 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.

## Unit-4 Word Processor Writer

- **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.

- **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.

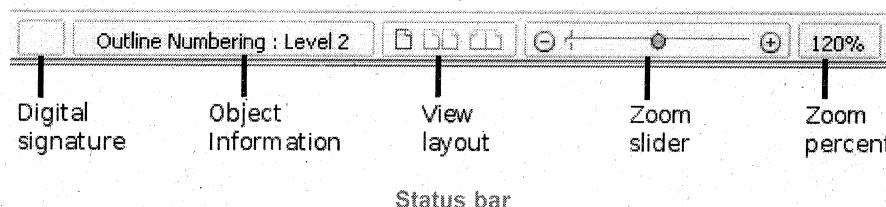
**Insert mode**

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.

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

**Digital signature**

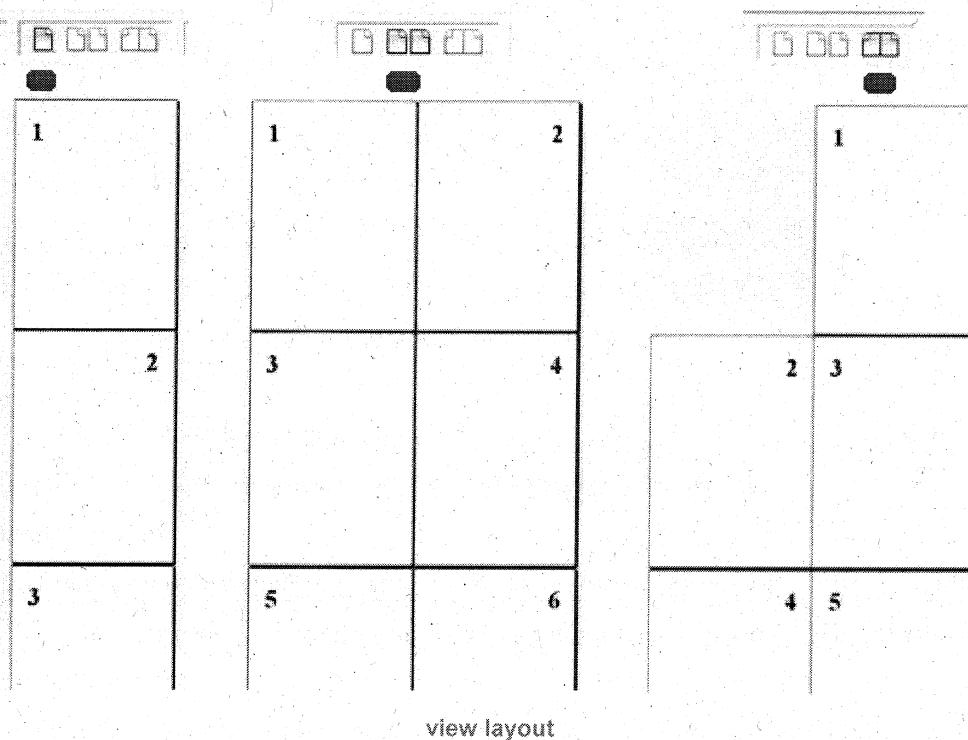
If the document has been digitally signed, an icon  shows here. You can double-click the icon to view the certificate.

**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.

**View layout**

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



### 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 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.



Zoom Slider

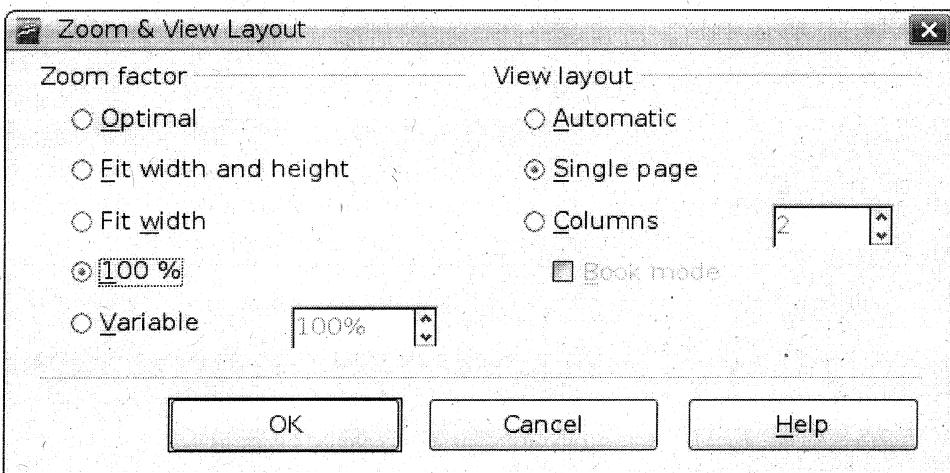
### Document View

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, where you can set the same options as on the Status bar. In Web Layout view, most of the choices are not available

## Unit-4 Word Processor Writer



### Starting a new document

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

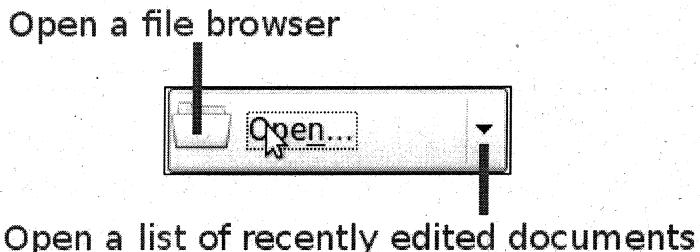
One way is to start OpenOffice and click on the Text Document icon of the Start Center as shown in the figure starting OpenOffice Suite. You can also click the Templates icon to start a new document using a template.

You can also start a new document in one of the following ways. 1. Use **File > New** and choose the type of document. 2. Use the **arrow next to the New button** on the main toolbar. From the drop-down menu, select the type of document to be created. 3. Press **Control+N** on the keyboard. 4. Use **File > Wizards** for some special types of documents.

If a document is already open in OpenOffice Writer, the new document opens in a new window.

### Opening an existing document

When no document is open, the Start Center provides an icon for opening an existing document or choosing from a list of recently-edited documents.



Opening the file

You can also open an existing document in one of the following ways.

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

In each case, the Open dialog appears. Select the file you want, and then click Open. If a document is already open in OpenOffice Writer, the second document opens in a new window.

## Unit-4 Word Processor Writer

You can also open an existing document that is in an OpenDocument format by double-clicking on the file's icon on the desktop or in a file manager such as Windows Explorer.

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

### Saving a document

To save a new document, you can do one of the following:

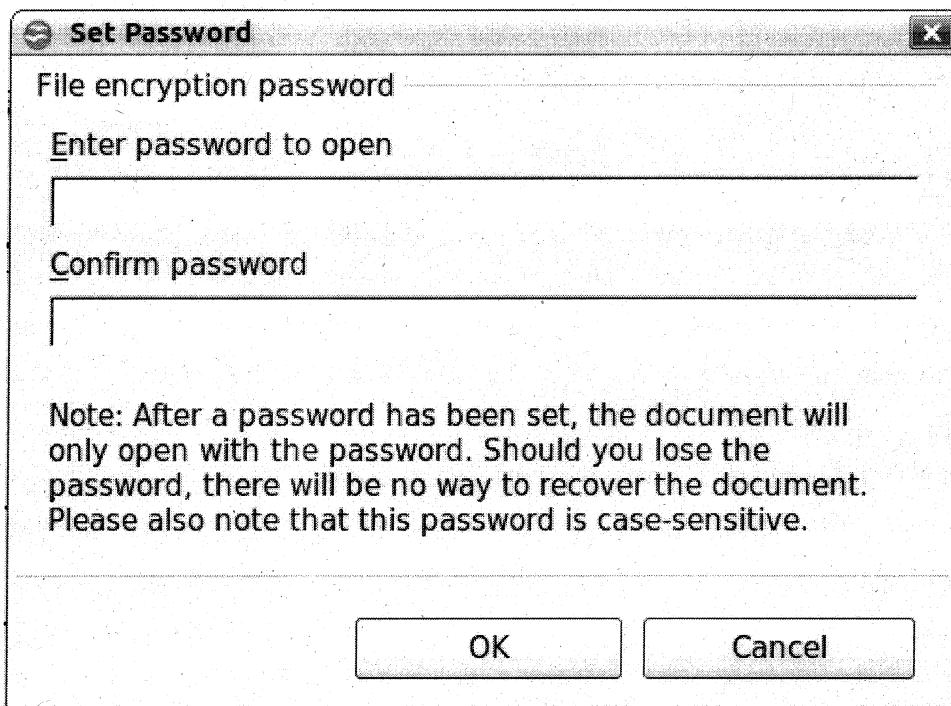
- Press **Control+S**.
  - Choose **File > Save** from the menu bar.
  - Click the **Save** button on the main toolbar.
- When the **Save As** dialog appears, enter the file name, verify the file type (if applicable), and click **Save**.

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 :-

You can protect your entire document with a password. For this use the option on the **Save As** dialog to enter a password.

- On the **Save As** dialog, select the **Save with password** option, and then click **Save**. You will receive a Set Password window.



To protect document using password

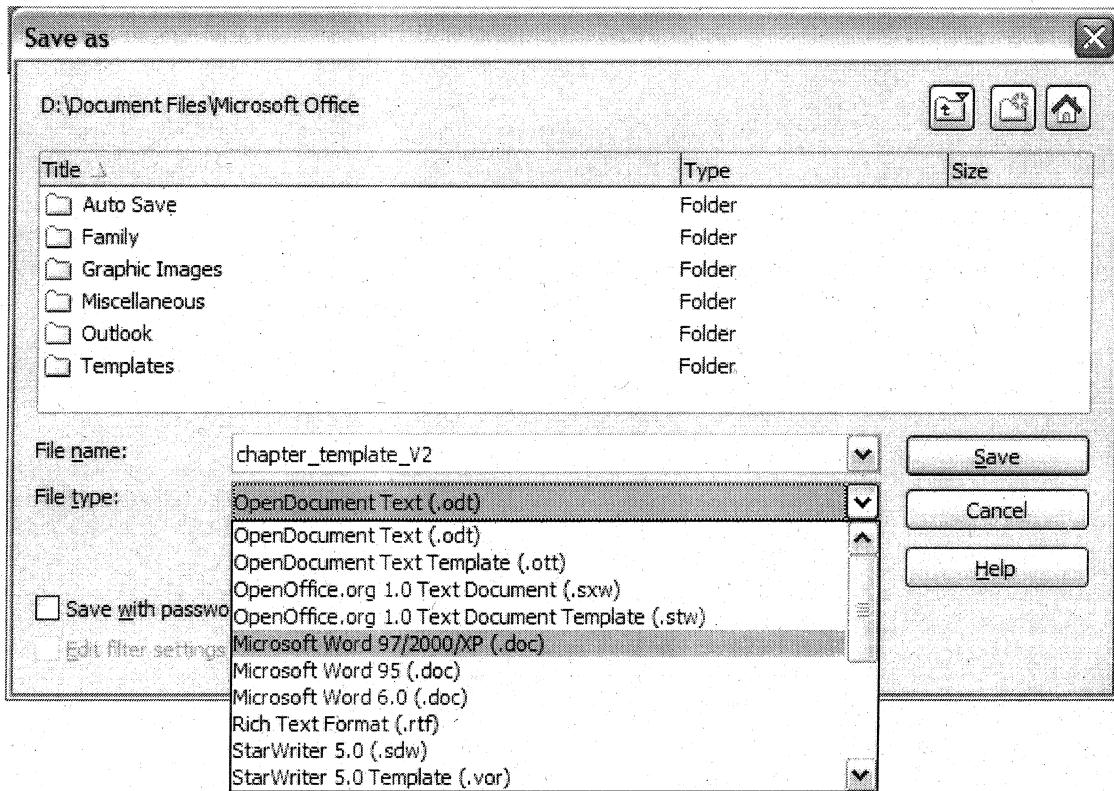
- Enter a password in the field **Enter password to open** and then enter the same password in the second field **Confirm password** and then click **OK**. If the passwords match, the document is saved as password protected. If the passwords do not match, you receive an error message. Close the message box to return to the Set Password dialog box and enter the password again.

## Unit-4 Word Processor Writer

### Saving as a Microsoft Word file:-

You can share OpenOffice document files with users of Microsoft Word by saving the file selecting Word format under File type or Save as type. You can save a document as a Microsoft Word file in the following manner:

- Select File > Save As. On the Save As dialog, in the File type (or Save as type) drop-down menu, select the type of Word format you need. Click Save.



Saving as a MS word file

It is important to note that after saving the file as Word format, 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.

You can also change the default setting of your document to save in the Microsoft Word file. For this go to Tools > Options > Load/Save.

Select the option of Microsoft office from its "Choosing options for loading and saving documents". This will set your document to be saved in Microsoft Word format by default.

## Working with text

In this chapter we will be discussing very important part of the OpenOffice writer document regarding working with text such as selecting, copying, pasting, moving text. These functions in Writer are similar to working with text in any other program. OpenOffice writer has some convenient ways to select items that are not next to each other, select a vertical block of text, and paste unformatted text.

### Contents

[\[hide\]](#)

1 Cutting, copying, and pasting text

2 Find and Replace Text

3 Tab Setting and indents

### Cutting, copying, and pasting text

**Cutting and copying** text in Writer is similar to cutting and copying text in other word processing applications such as MS-Word. You can use the mouse or the keyboard for these operations. You can copy or move text within a document, or between documents, by dragging or by using menu selections, icons, or keyboard shortcuts. You can also copy text from other sources such as Web pages and paste it into a Writer document.

To move - **cut and paste** selected text using the mouse, drag it to the new location and release it. To copy selected text, hold down the Control key while dragging. The text retains the formatting it had before dragging.

When you paste text, the result depends on the source of the text and how you paste it. If you click on the Paste icon, any formatting the text has (such as bold or italics) is retained. Text pasted from Web sites and other sources may also be placed into frames or tables. If you do not like the results, click the Undo icon or press Control+Z.

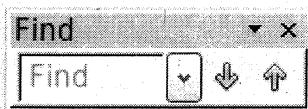
To make the pasted text take on the formatting of the surrounding text where it is being pasted, choose either:

- Edit > Paste Special, or - Click the triangle to the right of the Paste icon, or - Click the Paste icon without releasing the left mouse button.

Then select Unformatted text from the resulting menu.

### Find and Replace Text

Writer has two ways to find text within a document. You can use either the **Find toolbar** for fast searching and the **Find & Replace dialog**. In the dialog, you can: - **Find and replace** words and phrases - You can use wildcards and regular expressions to fine-tune a search - Find and replace specific formatting - Find and replace paragraph styles

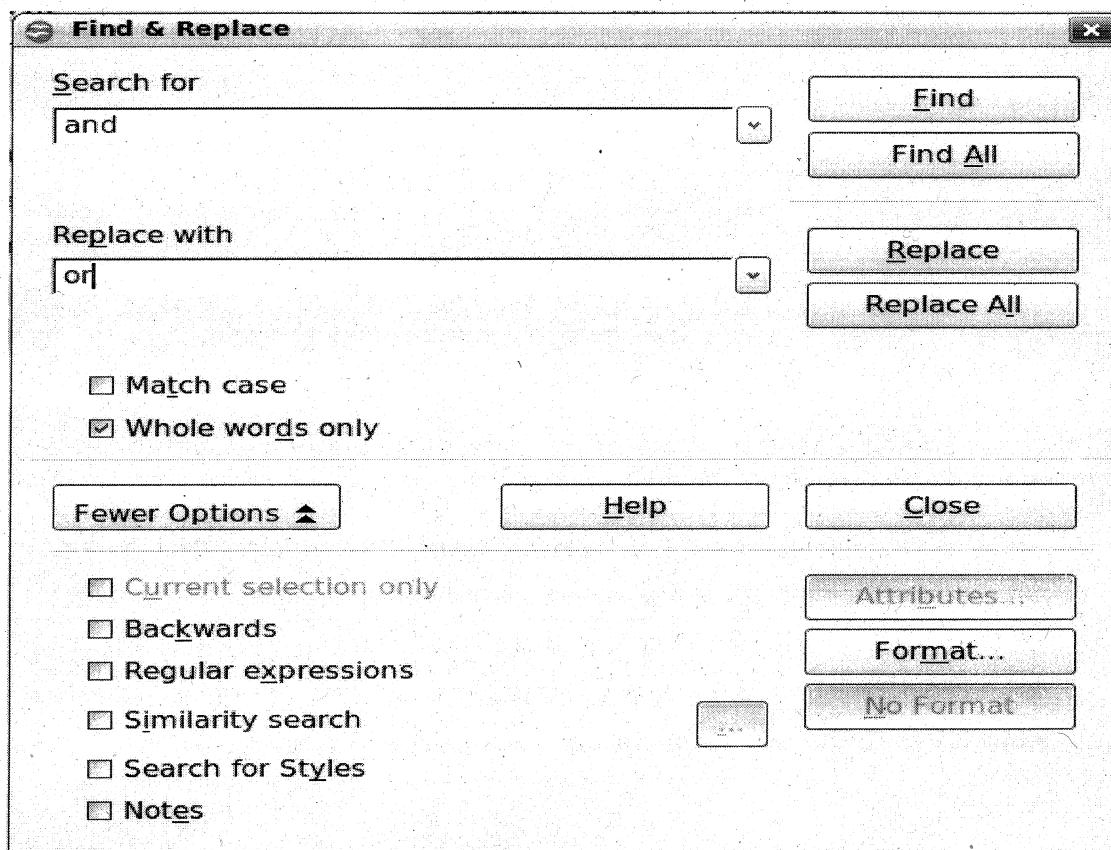


If the **Find toolbar** is not visible, you can display it using **View > Toolbars > Find**

## Unit-4 Word Processor Writer

### Find

To display the Find & Replace dialog, use the keyboard shortcut **Control+F** or choose **Edit > Find & Replace** from the menu bar.



### Find and Replace

- Type the text you want to find in the **Search for** box.
- To replace the text with different text, type the new text in the **Replace with** box.
- You can select various options such as **matching the case**, **matching whole words only**, or doing a search for **similar words**.
- After you have set up your search, click **Find**. To replace text, click **Replace** instead.

Kindly note that, if you click **Find All**, OpenOffice Writer selects all instances of the search text in the document. Similarly, if you click **Replace All**, OpenOffice writer replaces all matches.

### Tab Setting and indents

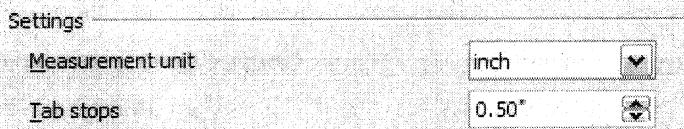
Tab settings affect indentation of full paragraphs using the Increase Indent and Decrease Indent icons on the Formatting toolbar. It also affects parts of a paragraph by pressing the Tab key on the keyboard.

To define indents and tab settings for one or more selected paragraphs, double-click on a part of the ruler that is not between the left and right indent icons to open the **Indents & Spacing** page of the Paragraph dialog.

Double-click anywhere between the left and right indent icons on the ruler to open the **Tabs** page of the Paragraph dialog. You can also do this by clicking **Format > Paragraph > Indent & Spacing**

You can also define tabs for the paragraph style by clicking **Format > Paragraph > Tab**.

In order to set the measurement unit and the spacing of default tab stop intervals, go to **Tools > Options > OpenOffice.org Writer > General**.



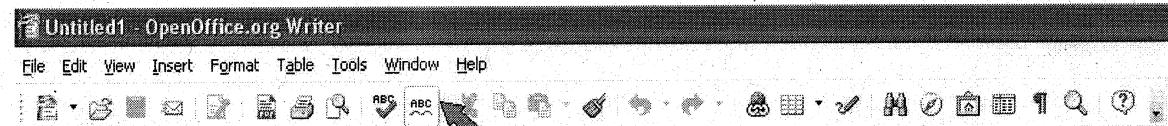
Tab Settings and Indents

# Spellcheck

When AutoSpellcheck is on, it automatically checks spelling as you type and underlines errors with a wavy red line. When the word is corrected, the red wavy line disappears.

## Two Ways To Activate AutoSpellcheck.

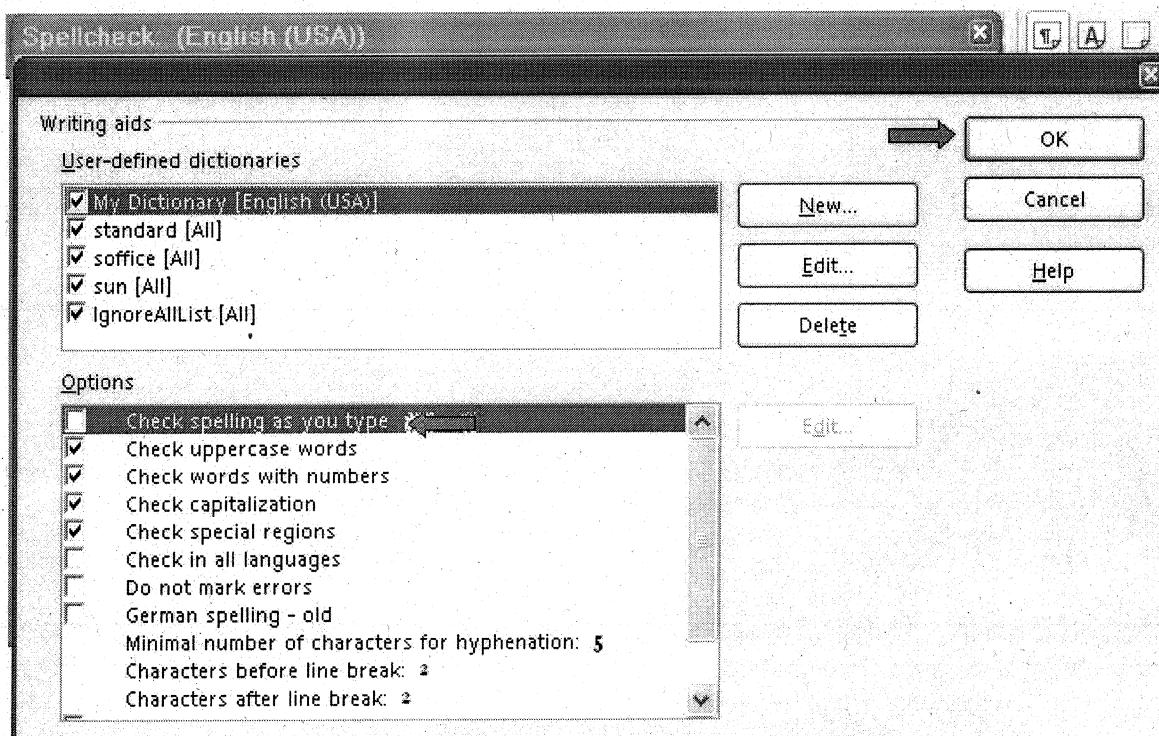
### 1 - Activate AutoSpellcheck from The "Standard Toolbar"



1. Notice how the **AutoSpellcheck** icon looks on your **Standard Toolbar**. Click the **AutoSpellcheck** icon. The 'AutoSpellcheck' is on. (The icon now has a brighter background)
2. Click it again to turn it off. (The brighter background is now gone)

### 2 - Activate AutoSpellcheck in the Spellcheck Window

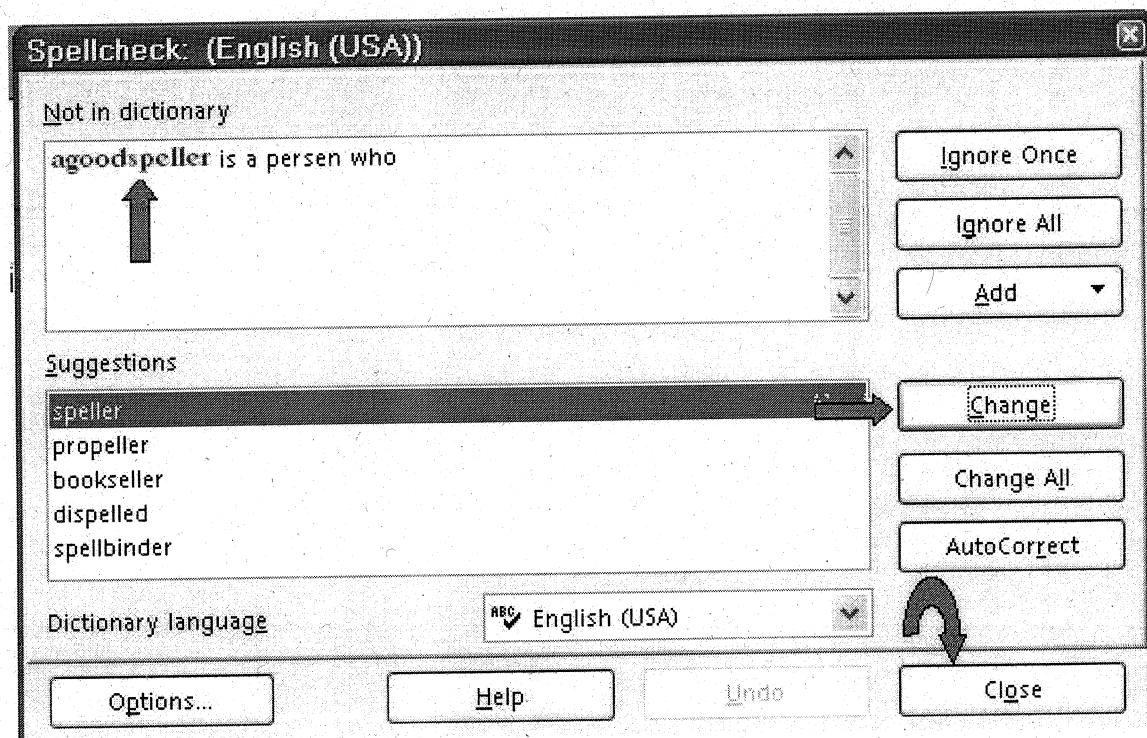
3. Type **derections**. (notice that the word is spelled incorrectly) Press the space bar. A red wavy line does not appear under "derections".
4. Click **Tools > Spellcheck**. The "Spellcheck" window appears.
5. Click **Options**. (The "Writing aids" window appears.) In the menu box under **Options**, click **Check spelling as you type** to put a check mark by it. Click **OK**.



4. Type **behaviour**. Press the space bar. You will see: r "behaveour".

## Using Spellcheck On The Document Or A Text Selection

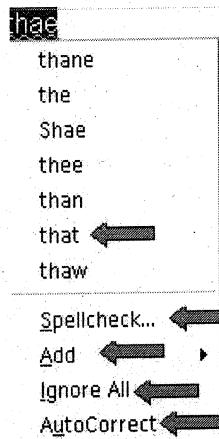
1. Type the words, **Agoodspeller is a persen who**. Press the space bar. You will see **Agoodspeller is a persen who**. (Typing errors and misspelled words are highlighted in the document with a red, wavy, underline.)
2. Click the **Spellcheck**, , icon. The "Spellcheck" window appears. Under **Not in dictionary**, the word(s), "**agoodspeller**" will be in red. Place your cursor between the words, **a good speller**, in **agoodspeller**, and press the **Space bar** to add spaces, "**agoodspeller**" becomes "**a good speller**". Click **Change**. **Persen** will be the next word in red. Under **Suggestions**, **persen** will have two suggestions, **person** and **per sen**, select **person**. Click **Change**. "**persen**" becomes **person**. Other choices are **Ignore Once**, **Ignore All**, **Add**, **Change All**, and **AutoCorrect**.



- Click **Close**.

## Correct Misspelled Words As You Enter Text

- Type the word, **thae**. Press the space bar. A red wavy line appears under the misspelled word, **thae**.
- Right-click on the misspelled word, **thae**. A menu appears.



- The menu will have a list of suggested corrections and a line to separate the suggested words from your choice of the selections. Under the line are the selections:

“Spellcheck” opens the Spellcheck dialog.

“Add” gives you a choice of dictionaries to add the word.

“Ignore All” gives you the choice to ignore that word in the document

“AutoCorrect” gives you a list of suggested corrections.

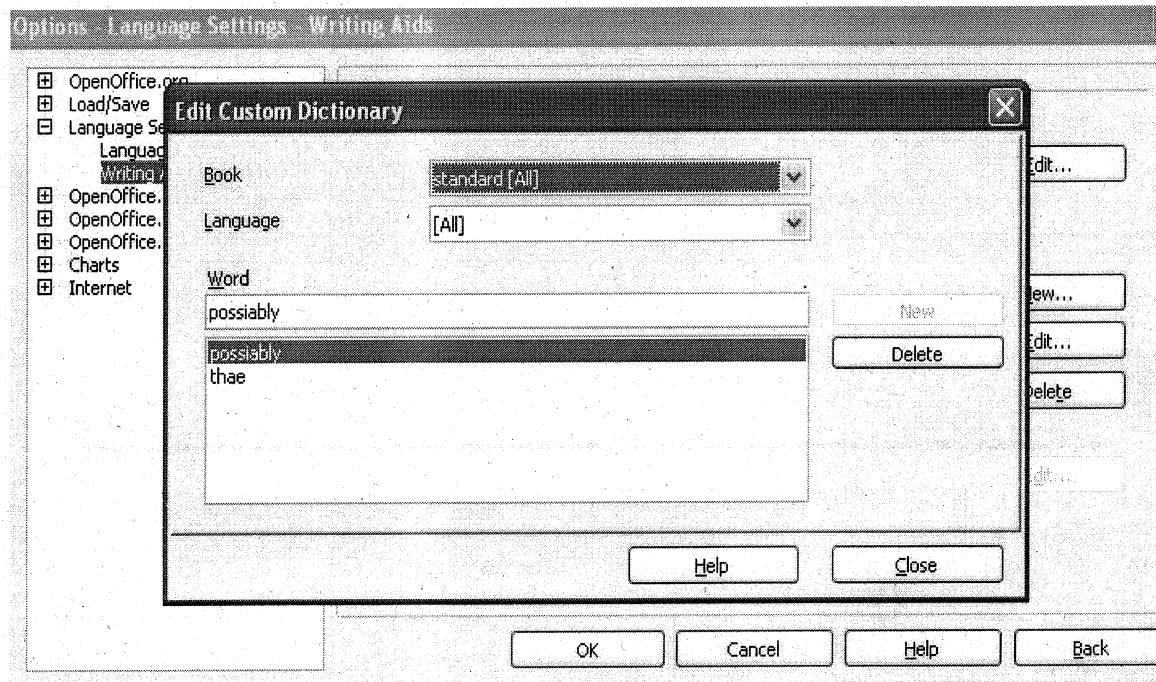
4. Select the suggested correction, **that**.
5. The menu closes and the spelling of the word has been corrected.
6. If you make the same mistake again while typing the document, it will be corrected automatically. (These automatic replacements are only made during the current OpenOffice.org session).

## Add A Word

1. Type the word, **Spellcheck**. (A red, wavy line appears under the word.) This word is spelled correctly and we want to add this word to the dictionary.
2. **Right-click** on the word, **Spellcheck**.
3. Click **Add**. (A list of dictionaries appear.) Click **standard.dic**. (Soffice.dic and sun.dic are two other choices.)
4. " Spellcheck " will not have a red, wavy line under it the next time you type it. The word has been added to the standard.dic.

## Delete A Word

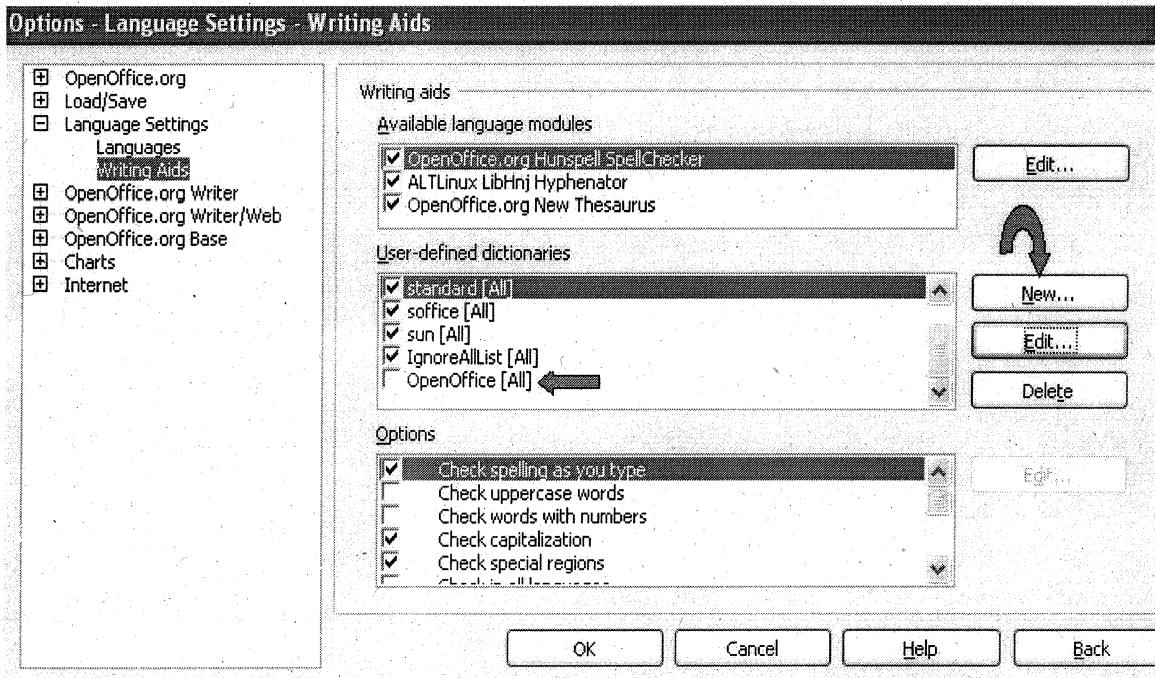
1. Click **Tools > Options > Language Settings > Writing Aids**. (The “Options – Language Settings – Writing Aids” window appears.)
2. Under **User-defined dictionaries**, click **standard [All]**.
3. Click **Edit**. (“Edit” is located on the right side of the “Options-Language Settings-Writing Aids” window. The “Edit Custom Dictionary” window appears.)



4. If the word, **possibly**, is not in the dialog box below **Word**, type **possibly**.
5. Click **Delete** > **Close**. (The “Edit Custom Dictionary” window closes.)
6. Click **OK**. (The “Options > Language Settings > Writing Aids” window closes.)
7. If you happen to type the word, possibly, in your document, there will be a red wavy line under the word.

## Add A Dictionary

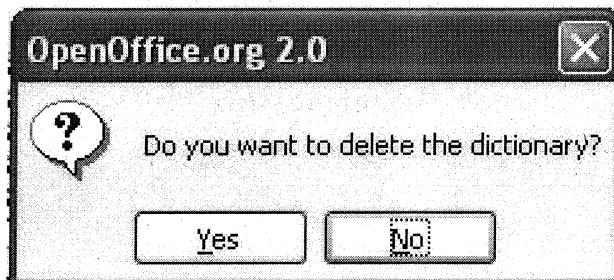
1. Click **Tools > Options > Language Settings > Writing Aids**. (The “Options – Language Settings – Writing Aids” window appears.)
2. Click **New**. (“New” is located on the right side of the “Options-Language Settings-Writing Aids” window.)
3. Type **OpenOffice** as the name of the new dictionary. (**OpenOffice [All]** appears in the list of dictionaries under **User-defined dictionaries**.)



4. Click on **OpenOffice [All]** to put a check mark. Now when you add a word, OpenOffice will appear in the list of dictionaries.
5. Click **OK**. (The “Options – Language Settings – Writing Aids” window closes.)

## Delete A Dictionary

1. Click **Tools > Options > Language Settings > Writing Aids**. (The “Options – Language Settings – Writing Aids” window appears.)
2. Under the User-defined dictionaries, click/select **OpenOffice [All]**.
3. Click **Delete**. (“Delete” is located on the right side of the “Options-Language Settings-Writing Aids” window.) You will see the message below.



4. Click **Yes**. (The “OpenOffice” dictionary will no longer appear in the list of dictionaries.)
5. Click **OK**. (The “Options – Language Settings – Writing Aids” window closes.)

## Finding and replacing text and formatting

Writer has a Find and Replace feature that automates the process of searching for text inside a document. In addition to finding and replacing words and phrases, you can:

- Use wildcards and regular expressions to fine-tune a search.
- Find and replace specific formatting.
- Find and replace paragraph styles.

To display the Find & Replace dialog box, use the keyboard shortcut *Control+F* or select **Edit > Find & Replace**.

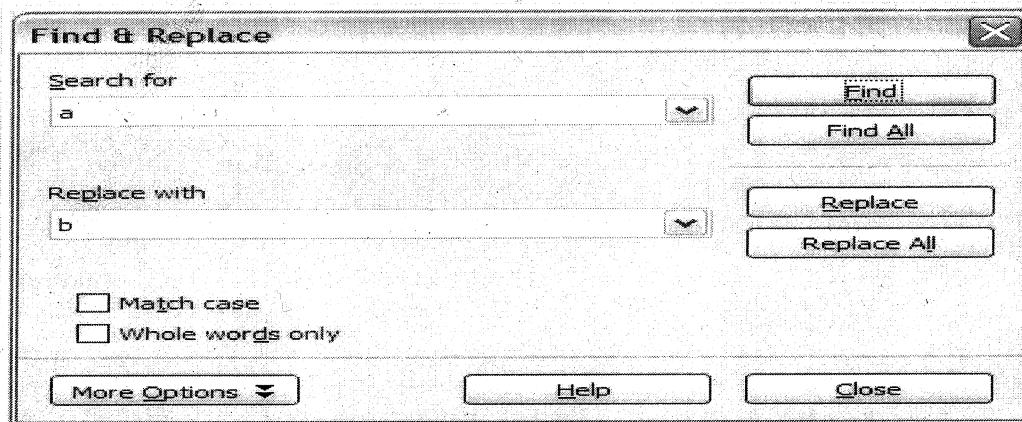
1. Type the text you want to find in the *Search for* box.
2. To replace the text with different text, type the new text in the *Replace with* box.
3. You can select various options such as matching the case, matching whole words only, or doing a search for similar words. (See below for some other choices.)
4. When you have set up your search, click **Find**. To replace text, click **Replace** instead.

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4. When you have set up your search, click **Find**. To replace text, click **Replace** instead.



The Find & Replace dialog box

### The Find & Replace dialog box

If you click **Find All**, Writer selects all instances of the search text in the document.

Similarly, if you click **Replace All**, Writer replaces all matches.

Use **Replace All** with caution; otherwise, you may end up with some hilarious (and highly embarrassing) mistakes. A mistake with **Replace All** might require a manual, word-by-word, search to fix, if mistakes are not discovered in time to undo.

## Find & Replace Specific Text & Formatting

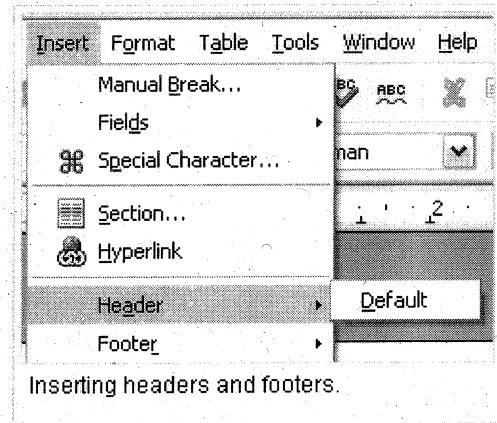
- To search for specific text with specific formatting (for example, the word **hello** in bold), specify the formatting, type the text in the *Search for* box and leave the Replace with box blank.
- To remove specific character formatting, click **Format**, select the *Font* tab, then select the opposite format (for example, No Bold).
- The **No Format** button on the Find & Replace dialog box clears all previously selected formats.
- Click **Find**, **Find All**, **Replace**, or **Replace All**.

Unless you plan to search for other text using those same attributes, click **No Format** to remove the attributes after completing your search. If you forget to do this, you may wonder why your next search fails to find words you know are in the document.

## Creating headers and footers

Headers are portions of a document that always appear at the top of a page; footers appear at the bottom of a page. Typically, headers display the title or chapter name of a document.

To insert a header, click **Insert > Header > Default** (or the page style, if not Default) as shown below.



Inserting headers and footers.

Similarly, to insert a footer, choose **Footer**.

Depending on which option you choose, an area will appear at the top or bottom of the page where you can enter text. This text will appear at the top or bottom of every page.

Items, such as document titles, chapter titles, and page numbers, which often go into headers and footers, are best added as fields. That way, if something changes, the headers and footers are all updated automatically.

Here is one common example. To insert the document title into the header:

1. Select **File > Properties > Description**, enter a title for your document in the *Title* area, and click **OK** to close the dialog box.
2. Add a header (**Insert > Header > Default**).
3. Place the cursor in the header part of the page.
4. Select **Insert > Fields > Title**. The title should appear on a gray background (which does not show when printed and can be turned off).
5. To change the title for the whole document, choose **File > Properties > Description**.

## Portrait headers on landscape pages

When you define a header and footer on a landscape page, they will be aligned with the long side of the page. If your landscape pages are going to be inserted between portrait pages, you might want the headers and footers to be on the short sides of the landscape pages, so the final printed

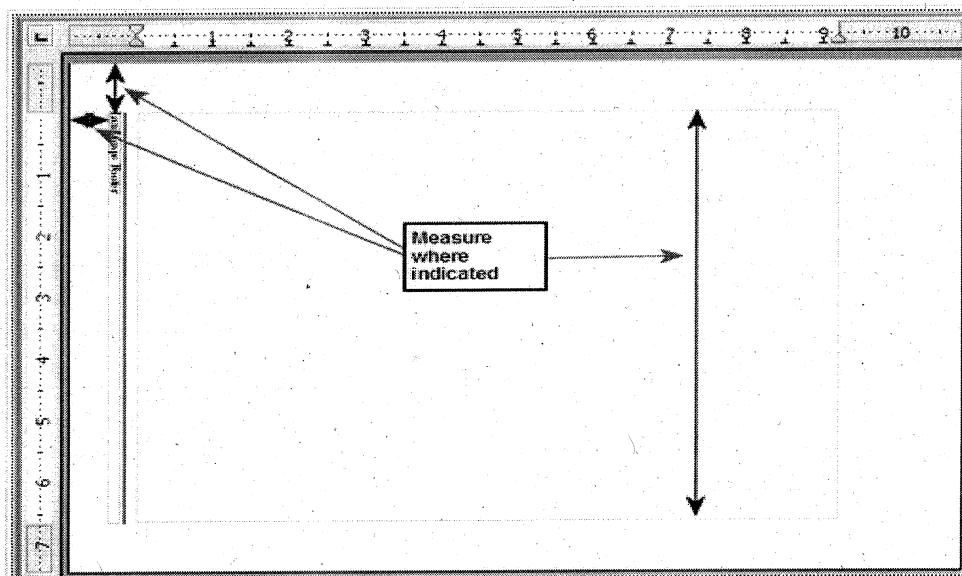
You can set up portrait headers and footers on landscape pages by using a trick involving frames. These are a bit tedious to set up, but once you have done so, you can copy and paste them to other landscape pages. There does not appear to be a way to make this part of the landscape page style.

To set up portrait headers and footers on landscape pages:

1. Calculate the required margins so the text area of the landscape page is the same size as the text area on the portrait pages, taking into account the space for headers and footers on the portrait pages. For example, this book uses the margins shown in the following table. The landscape right and left margins are 1 cm larger than the portrait top and bottom margins, respectively. This difference accounts for the extra space used by the portrait header and footer (0.5 cm for the height of the header or footer and a 0.5 cm gap between the header or footer and the main text).

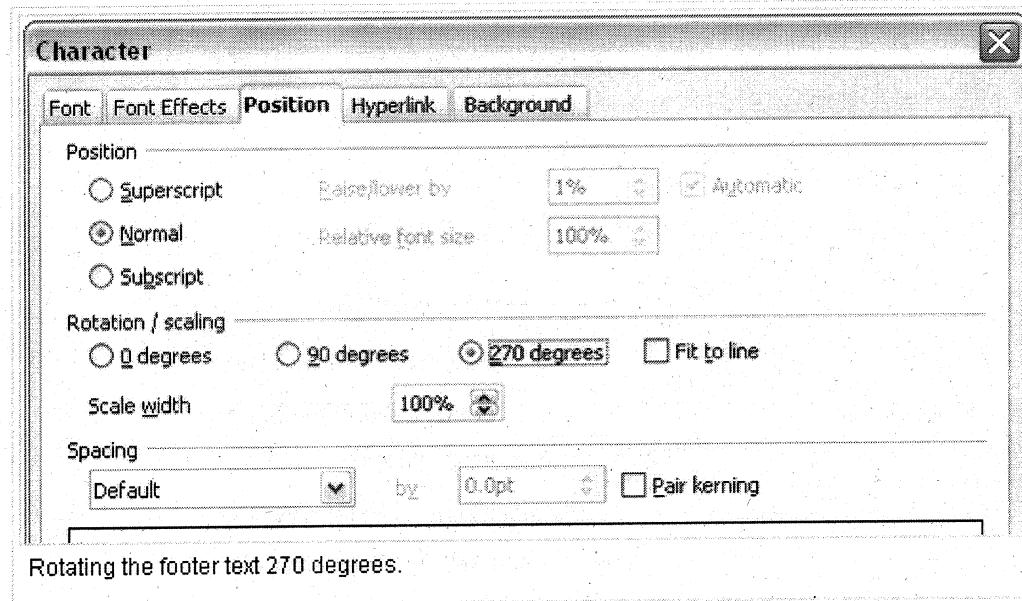
<b>Portrait page (right page)</b>	<b>Landscape page (right page)</b>
Top margin	1.5 cm
Bottom margin	1.5 cm
Left (inner) margin	2.8 cm
Right (outer) margin	1.8 cm

2. Create the landscape page style.
3. Measure the distance from the upper and left edges of the page to the upper left-hand corner of the space where you want the footer to appear. Measure the width and length of the space the footer will occupy (to match footers on portrait pages).



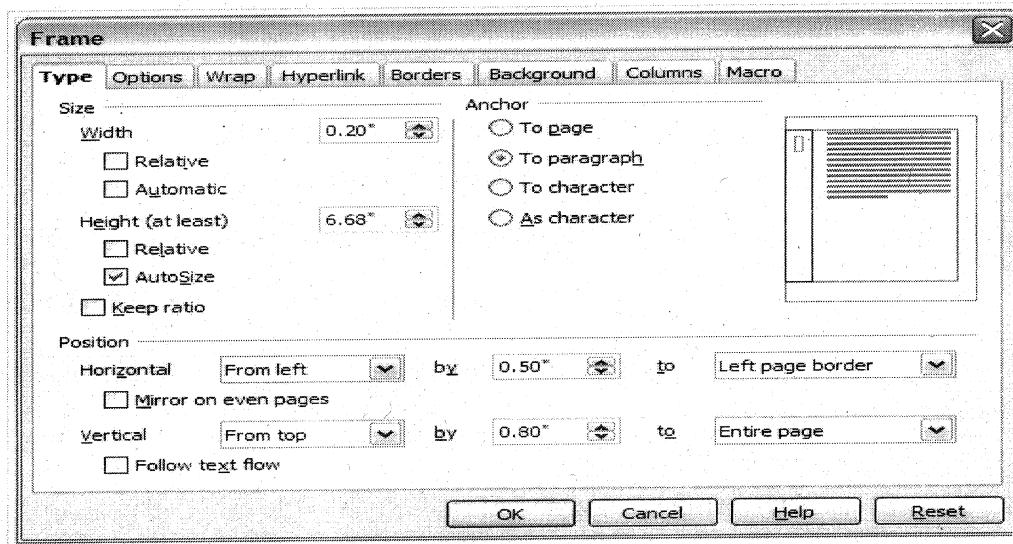
## Measuring the location and size of the footer frame.

- In a blank paragraph in the text, type the footer text or insert fields such as the page number or the chapter number and name—to match the footer text and fields on the portrait pages. Assign the *Footer* style to this paragraph so the typeface, font size, and tab settings match those of the footers on the portrait pages.
- Select the text (including the fields) you just entered. Choose **Format > Character**. On the Character dialog box, choose the *Position* tab and set *Rotation / Scaling* to 270 degrees (counterclockwise). Click **OK**.



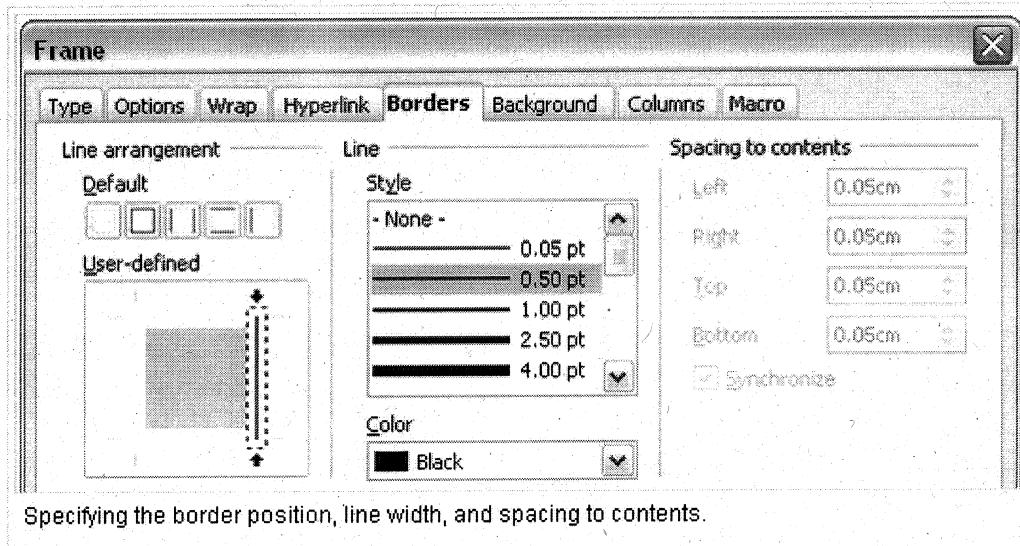
Rotating the footer text 270 degrees.

- With the text still selected, choose **Insert > Frame**. In the Frame dialog box, choose the *Type* tab and enter the width, height, and horizontal and vertical position for the footer.



Defining the size and position of the footer frame.

7 If your footer has a line above the text, on the *Borders* page, select a right border and specify the line width and spacing to the frame's contents.



Specifying the border position, line width, and spacing to contents.

8. Click **OK** to save these settings. The footer should now appear in the required position and orientation. Repeat these steps (using appropriate measurements) to set up a portrait header on the landscape page.

"In"

## \* Numbering pages(Insert Page No):- Writer

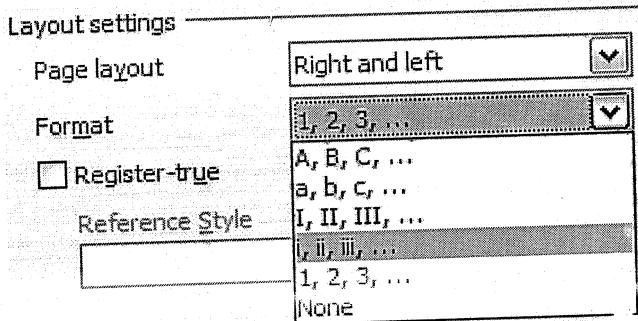
The simplest case is to have the page number at the top or bottom of every page and nothing more. To do this, put the cursor in the header or footer and select **Insert > Fields > Page Number** from the menu bar.

Now the correct page number appears on every page with this page style. If you wish, you can type the word **Page** and a space before the page number field.

You can align the page number to the left or right, or center it on the page, using the Header or Footer paragraph styles.

## \* Changing the format of page numbers :-

To set the page number to display in Roman numerals, you need to specify the format of numbers in the page style. In the Styles and Formatting dialog (press **F11** if not already displayed), select the Page Styles icon and right-click on the highlighted entry for the current style; select **Modify...**, which brings up the Page Style dialog. On the Page tab of the Page Style dialog, in the *Layout settings* section, select **i, ii, iii, ...** from the *Format* drop-down list.



## Combining header text and page number

There are a lot of interesting variations that you can apply without further knowledge of page styles. Here are some suggestions:

- Right-align the header to make the page number appear on the top-right.
- Type the word **page** so the header reads **page 1**, **page 2**, and so on. This also requires using the **Page Number** field.
- Add the document title so the header reads, for example: **Peter's favourite poems**, left justified, and **page x** with right justification, where **x** is the value of the **Page Number** field. Consider using a (right-aligned) tab to separate the title from the page number.
- OOo also has a **Page Count** field (**Insert > Fields > Page Count**). Using it, you could,

*for example:, have a header that reads Page 1 of 12.*

## \* AutoText:-

AutoText allows you to assign text, tables, graphics and other items to a key combination.

For example, rather than typing "Senior Management" every time you use that phrase, you might just type "sm" and press F3. Or you can save a formatted Tip (like the one on this page) as AutoText and then insert a copy by typing "tip" and pressing F3.

To assign some text to an AutoText shortcut:

1. Type the text into your document.
2. Select the text so it is highlighted.
3. Select **Edit > AutoText** (or press **Control+F3**).
4. Enter a name for your shortcut. Writer will suggest a one-letter shortcut, which you can change.
5. Click the **AutoText** button on the right and select **New (text only)** from the menu.
6. Click **Close** to return to your document.

If the only option under the AutoText button is **Import**, either you have not entered a name for your AutoText or there is no text selected in the document.

## \* AutoCorrect options:-

Automatically correct spelling and insert text. AutoCorrect feature to **correct typos and misspelled words**, as well as to insert symbols and other pieces of text. AutoCorrect is set up by default with a list of typical misspellings and symbols, but you can modify the list that AutoCorrect uses.

AutoCorrect can also correct a misspelled word if the word is similar to a word in the main spelling checker dictionary.

1. Type the text into your document.
2. Select the text so it is highlighted.

### Tools → AutoCorrect Options

Almost all Apache OpenOffice components have this "AutoCorrect" capability, which can be configured under **Tools → AutoCorrect Options**

on Writer, **Format → AutoCorrect → AutoCorrect Options** is also available

The AutoCorrect Options Menu is similar on all components:

- **Replace tab:** shows a list of text and character entries that will be automatically replaced. An obvious example is the common mistyping errors which are automatically corrected, like "abotu" will be changed to "about". This also applies to other characters, like (C) will be changed to ©. It also is possible to create new AutoCorrect entries: the AutoCorrect Options Menu must be open for this, once this is done simply type the text or characters that need to be changed in the box labelled "Replace", then type what they need to be changed to in the box labelled "With". Then press **New**.
- **Exceptions tab:** A list of situations in which the user does *not* want some rules to be applied, like caps after a dot and correct two consecutive capitals.
- **Options tab:** Elements on this menu depend on the Apache OpenOffice component used. In general, "Use replacement table" tells Apache OpenOffice to use the list of pre-programmed AutoCorrects on the Replace tab (it is the first tab the user sees in the AutoCorrect Options Menu). Apache Writer has a peculiarity here: two check boxes for each item. The check box to the left ( under the [M] ) means that the selected option will be applied when doing **Format → AutoCorrect → Apply** while the second check box ( under the [T] ) means "apply the option while writing".

Because different users will have different needs it is important for a new user to spend some time carefully looking at what each option does, keeping only those that are useful.

- **Localized Options tab:** here it is possible to change how automatic substitution of quotes are handled; together with options that apply to particular languages like adding non breaking spaces before punctuation marks on French.
- **Word Completion tab:** (only on Apache Writer): Apache Writer collects all long words that are written on the document and suggests them when their first letters are typed. It is recommended to consider this option "Show as tips". On Apache Writer, all AutoCorrect options can be disabled at once by unchecking **Format → AutoCorrect → While Typing**.

## \* **MACRO:-**

A macro is a saved sequence of commands or keystrokes that are stored for later use. An example of a simple macro is one that "types" your address.

To use the Macro dialog to run any subroutine in a module, follow these steps:

- 1) Select Tools > Macros > Macro to open the Macro dialog.
- 2) Find the document that contains the module in the "Macro from" list.
- 3) Double-click a library to toggle the display of the contained modules.
- 4) Select the module to display the contained subroutines and functions in the "Existing macros in:" list.
- 5) Select the desired subroutine or function to run—for example, HelloWorld1.
- 6) Click the Run button to run the subroutine or function.

## Creating columns

Writer allows you to create columns in your text documents. You can apply columns to a page style or to an individual block of text, and you can format the column layout according to your preferences.

This chapter shows you how to:

- Apply columns to a page style.
- Apply columns to an individual block of text.
- Format a column layout.
- Revert to a single-column layout.

### Applying columns to a page style

To apply columns to a page style, click anywhere on the page and then choose

**Format >Columns...** from the main menu. The Columns window opens.

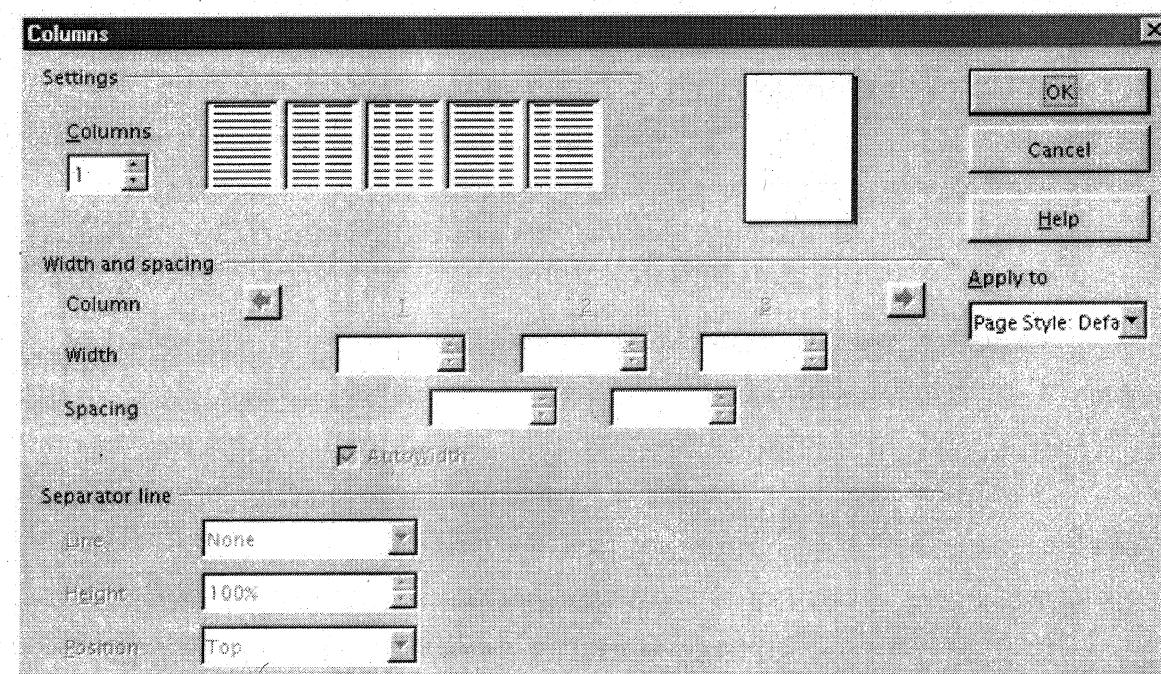


Illustration 1 Columns window for a page style

“Formatting column layouts” on page 3 explains how to use the Columns window to format a column layout.

## Applying columns to a block of text

You can also apply columns to an individual block of text. This is useful if you don't want to change the page style, or if you want to insert columns within columns. Note that Writer will automatically create a section from the selected block of text. (A section is simply a block of text that has special formatting.)

To apply columns to an individual block of text, select the desired text and then choose **Format > Columns...** from the main menu. The Columns window opens.

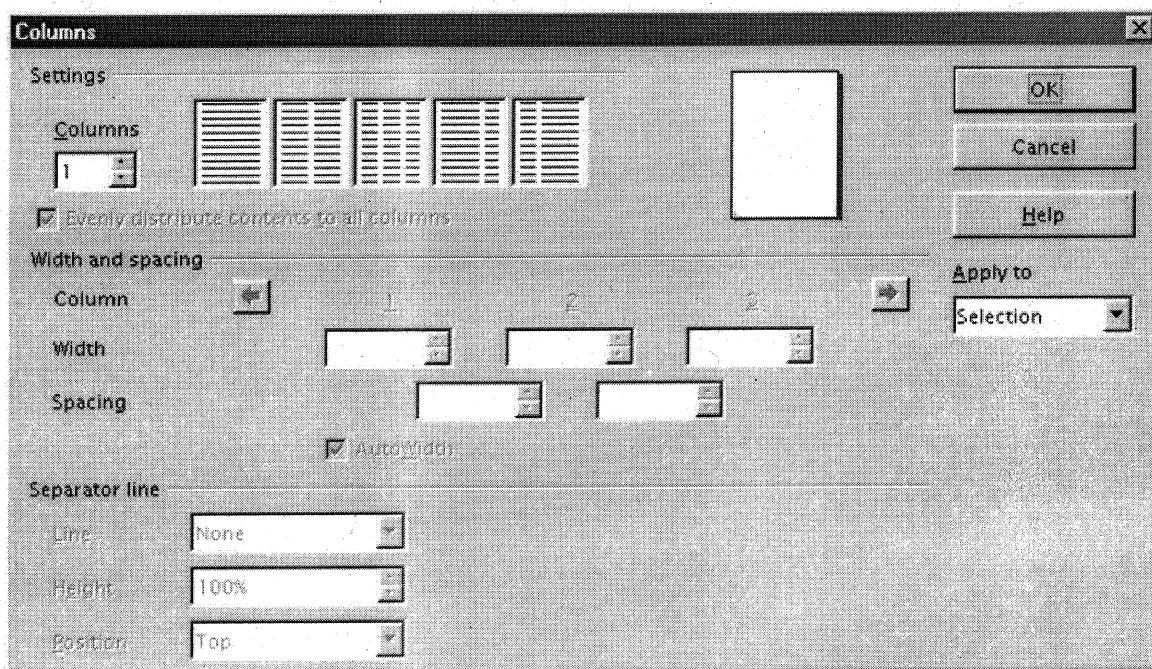


Illustration 2 Columns window for an individual block of text

"Formatting column layouts" on page 3 explains how to use the Columns window to format a column layout.

If you apply columns to a block of text, you can choose how you want to distribute the text across the columns. You can distribute text in one of two ways:

- **Evenly.** If you choose to distribute text evenly, Writer will fill the first line of each column, followed by the second line of each column, and so on.

- **Newspaper-style.** If you choose to distribute text newspaper-style, Writer will fill the columns one at a time, beginning with the first column.

To distribute text evenly, check the Evenly distribute contents to all columns

check box in the Settings area. Clear this check box if you want to distribute text newspaper-style.

## Formatting column layouts

Format column layouts using the Columns window. (See Illustration 1 on page 1 and Illustration 2 on page 2.)

You can use one of Writer's predefined column layouts, or you can create a customized column layout. The window's preview box, located to the right of the Settings area, shows you as you work how the column layout will look.

### Using a predefined column layout

The Settings area displays five predefined column layouts. To use one of them, simply click the desired layout.

### Specifying the number of columns

If you prefer to create a customized column layout, you must specify the number of columns that you want. Enter the desired number in the Columns spin box of the Settings area.

### Formatting column width and spacing

To create evenly-spaced columns that are all the same width, check the AutoWidth checkbox in the Width and spacing area.

To customize the width and spacing of the columns, follow these steps:

- 1) In the Width and spacing area, clear the AutoWidth check box.
- 2) On the Width line, enter a width for each column.
- 3) On the Spacing line, enter the amount of space that you want between each column pair.

Use the arrow keys on the Column line to scroll among the columns.

### Formatting separator lines

To display separator lines between the columns, follow these steps:

- 1) From the Line drop-down list in the Separator line area, select the type of line that you want.
- 2) By default, the separator lines are the same height as the columns. If you want the separator lines to be shorter than the columns, use the Height spin box to enter the height of the separator lines as a percentage of the height of the columns. For example, if you enter 50%, the separator lines will be half as high as the columns.

3) If you entered a height of less than 100%, use the Position drop-down list to select a vertical alignment for the separator lines.

#### Saving a column layout

To save a column layout so that it appears in your document, click OK.

The Columns window closes and the column layout appears in your document.

#### Reverting to a single-column layout

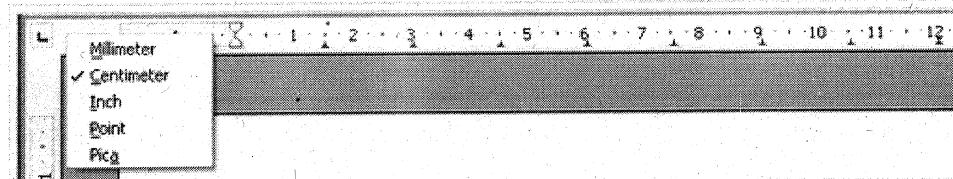
To revert to a single-column layout for a page style or a block of text:

- 1) Click anywhere in the column layout.
- 2) From the main menu, choose Format > Columns... The Columns window opens. (See Illustration 1 on page 1 and Illustration 2 on page 2.)
- 3) In the Settings area, click the single-column layout that's located to the right of the Columns spin box. Or, reset the Columns spin box to 1.
- 4) Click OK. The Columns window closes and the layout reverts to a single column.

## \* Setting tab stops and indents

The horizontal ruler shows both the default tab stops and any that you have defined. To set the measurement unit and the spacing of default tab stops, go to **Tools > Options > OpenOffice.org Writer > General**.

You can also set or change the measurement unit by right-clicking on the ruler to open a list of units, as shown below. Click on one of them to change the ruler to that unit.



Ruler showing default tab stops.

Ruler showing default tab stops.

Double-click on a part of the ruler that is not between the left and right indent icons to open the Indents & Spacing page of the Paragraph dialog. To fine-tune tab stop settings, double-click anywhere between the left and right indent icons on the ruler itself to open the Tabs page of the Paragraph dialog, where you can fine-tune tab stop settings.

19 Changing page margins

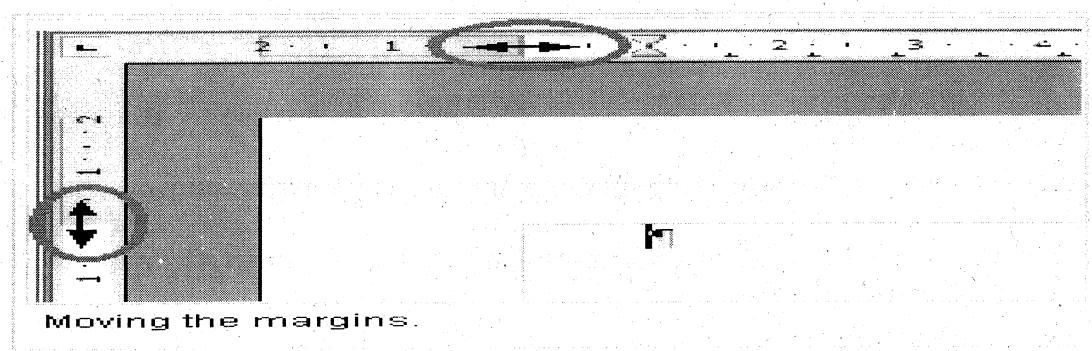
You can change page margins in two ways:

- Using the page rulers—quick and easy, but does not have fine control.
- Using the Page Style dialog—can specify margins to two (fractional) decimal places.

If you change the margins using the rulers, the new margins affect the page style and will be shown in the Page Style dialog the next time you open it.

To change margins using the rulers:

1. The shaded sections of the rulers are the margins. Put the mouse cursor over the line between the gray and white sections. The pointer turns into a double-headed arrow.
2. Hold down the left mouse button and drag the mouse to move the margin.



To change margins using the Page Style dialog:

1. Right-click anywhere on the page and select Page from the pop-up menu.
2. On the Page page of the dialog, type the required distances in the Margins boxes.

How can I change the default Page Style margins, so that when I start a new document the margins will be 1 inch?

⇒ First, create a new template: Page Margins : left, right, top, bottom

- 1. Open a new text document.
- 2. Choose Format > Page and select the Page tab.
- 3. In the dialog box, adjust the margins as desired. Click OK to close the box.
- 4. Choose File > Templates > Save Under Categories, select My Templates.
- 5. In the blank space under the words New Template, type a name for your template.
- 6. Click OK to close the dialog box.

Template

⇒ Then, set your new template as the default template:

1. Choose File > Templates > Organize. Double-click My Templates
2. Right-click on the new template name that you selected in step 4.
3. Select Set as Default Template.
4. Click Close to complete. Close your template file.

In future, when you create a new text document it will have the margins you chose.

# Working With Tables in Writer

## Creating and Customizing Tables

At the beginning of a document or a section in order to introduce content before the table it is necessary to go to the first cell (top left) and press ↵ Enter

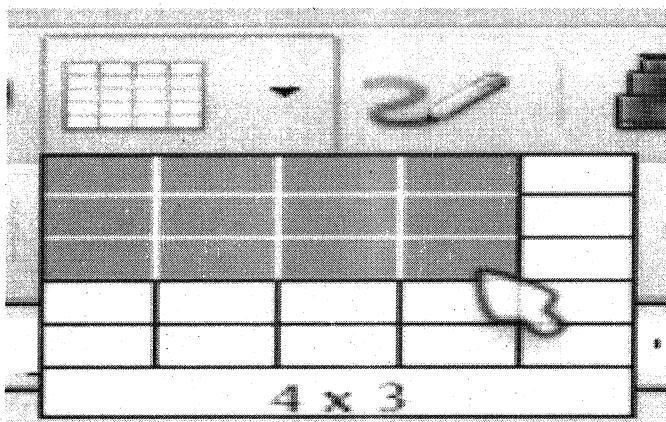
There are two ways to insert a table in a Writer document:

- Click on the Table icon in the Standard toolbar
- Create a table through the Insert Table dialog box

### ⇒ Using the Table icon

To insert a table quickly from the standard tool bar:

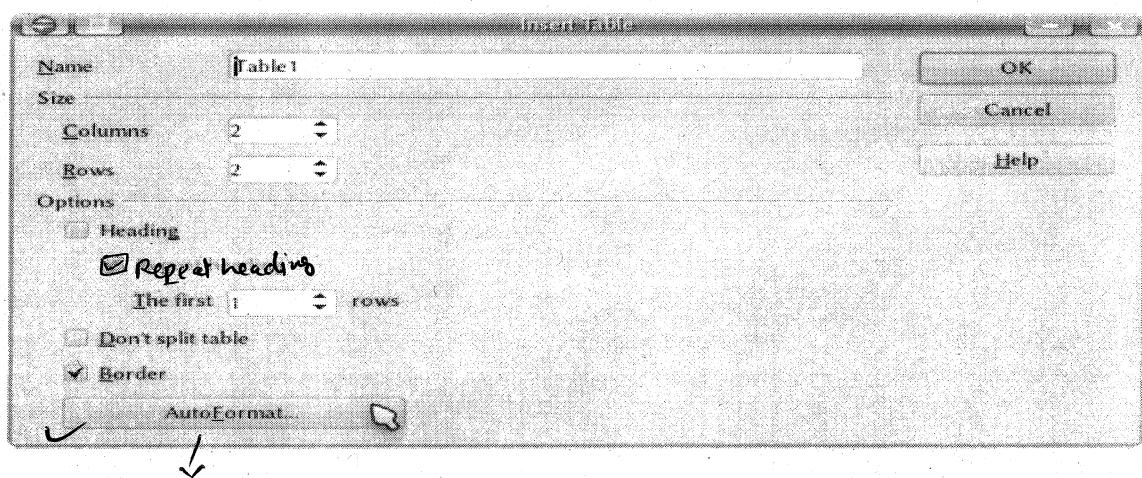
1. Place the cursor where you want the table to appear.
2. Click the arrow to the right side of the Table icon.
3. In the drop down grid, select the number of rows and columns for the table.
4. The table will appear at the location of your cursor.



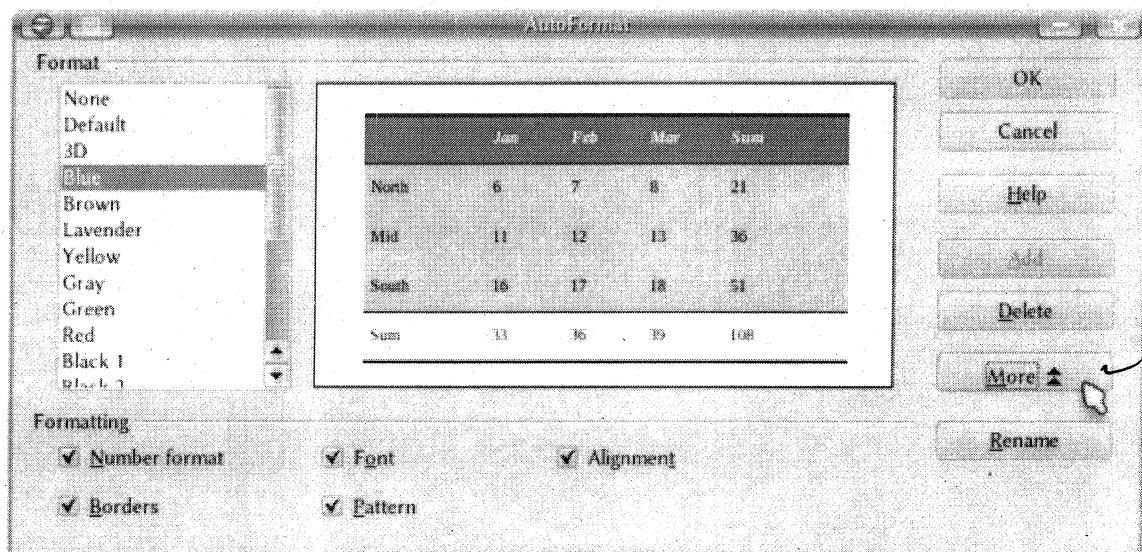
## ⇒ Using the Insert Table dialog box :-

To insert a table with more control over the settings and properties, use the Insert Table dialog box. To open the dialog box, select **Table → Insert → Table** or **Ctrl + F12** or left click the Table icon. From this dialog box you can:

- Select the number of rows and columns of the table
- Give a name to the table to later distinguish it in the Navigator
- Select the **Heading** option to define the first row in the table as the heading
- Select the **Repeat heading** option to repeat the heading row if the table spans more than one page
- Select the **Don't split table** option to prevent the table from spanning more than one page
- Select the **Border** option to surround each cell of the table with a border



⇒ The **AutoFormat** button at the bottom of the dialog box opens the AutoFormat dialog box:-

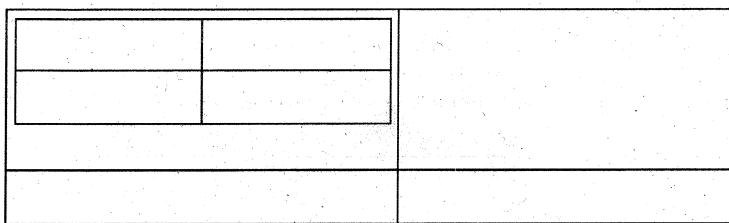


From here it is possible to choose between different predefined formats.

If none of the predefined autoformats have the desired characteristics for your table, you can tune the format of the table or of a particular cell with the contextual Table toolbar. Open the toolbar by placing the cursor inside a table cell or select **View → Toolbars → Table**. If you wish to save the formatting you just created, place your cursor inside the table, and select **Table → AutoFormat** and then press **Add**. Provide a name for the new AutoFormat so you can find it later.

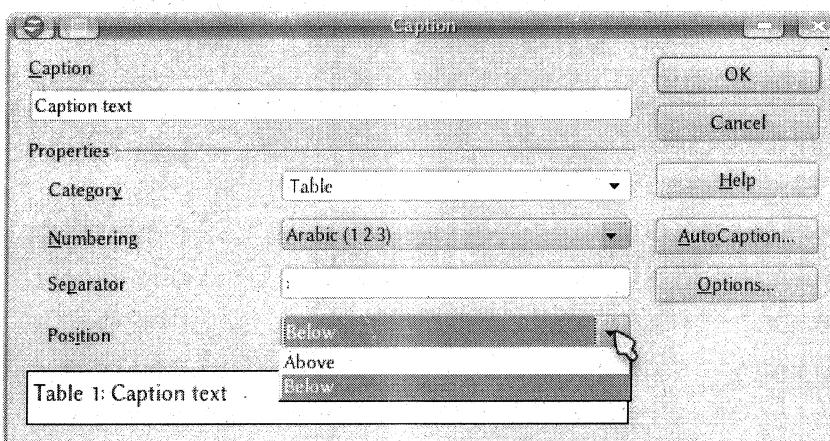
### ⇒ Creating nested tables

You can create tables within tables. To achieve this, click in a cell of an existing table, and follow any method as described above to insert another table.



### → Captioning a table

It is possible to assign a caption (with numbering) to a table. Simply place the cursor inside the table, right click, and choose **Caption**.



As shown in the screenshot you can choose the numbering, the separator between number and text, and the position of the caption. The drop down menu "Category" can be edited. For example, if you want "Data" instead of "Table", you can click over the white box where the word "Table" is, and edit the text in the box to create another category.

By choosing the AutoCaption button you can set that all the inserted tables are automatically associated to a caption, while the Options button gives you the chance to define if the table number needs to reflect the chapter number.

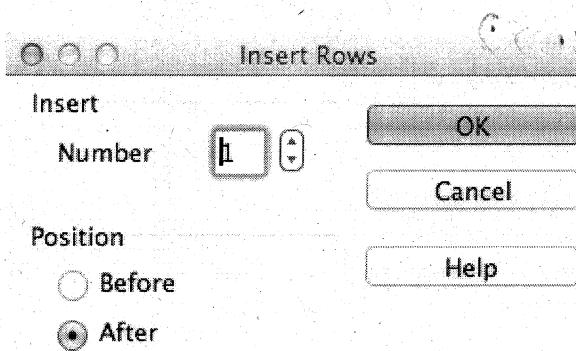
## ⇒ **Formatting a table :-**

Formatting a table involves the formatting of the table layout, and the formatting of the table text. Formatting the layout involves adjusting the size of the table, its position on the page, adding or removing rows or columns, merging and splitting cells, changing borders and the background.

### ⇒ **Inserting rows and columns :- (Inserting rows & Columns)**

To insert rows or columns inside a table:

1. Place the cursor in the row or column where you will add new rows or columns and right click.
2. Choose Row → Insert or Column → Insert. A dialog box will appear, from which you can select the number of rows or columns to insert. You can also set the position of the new rows or columns to Before or After.
3. Click OK to close the dialog box.



### ⇒ **Merging and splitting cells (Merging & Splitting cells) :-**

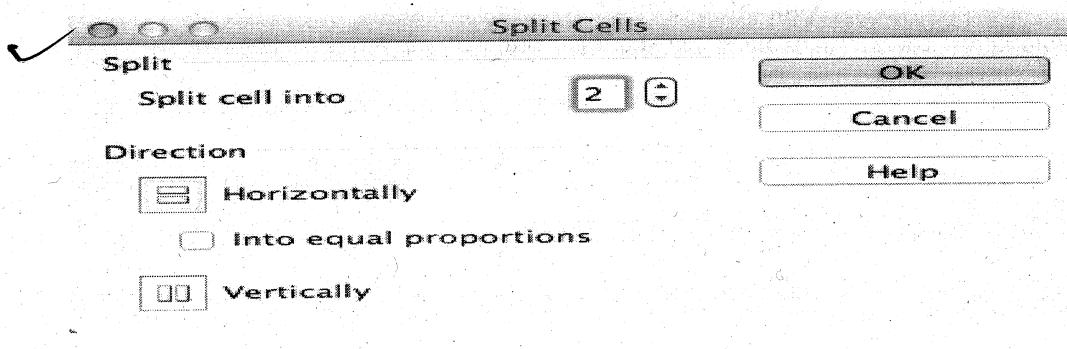
#### → To merge a group of cells:

1. Select the cells to merge.
2. Right click and choose Cell → Merge or choose Table → Merge Cells from the menu bar.

#### → To split a cell:

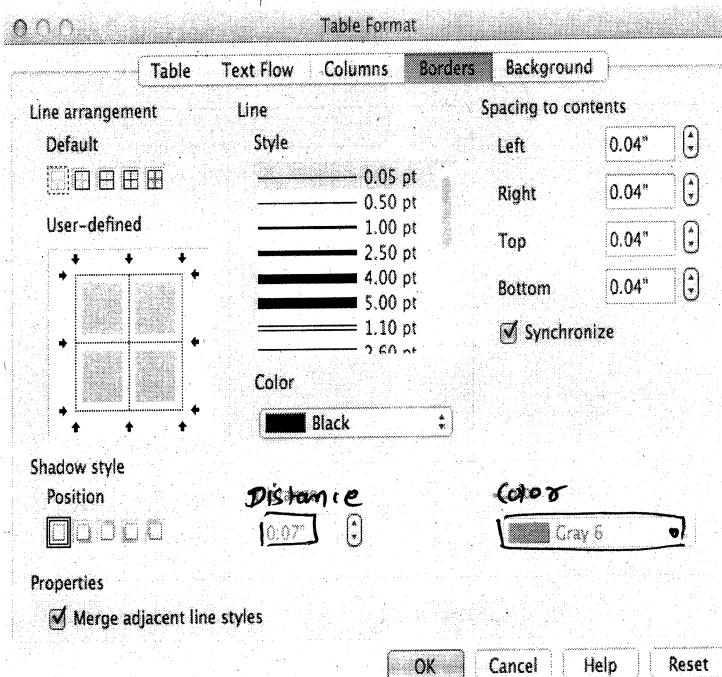
1. Place the cursor inside the cell.

2. Right click and choose **Cell → Split**, or choose **Table → Split Cells** from the menu bar.
3. Select the direction of the split, horizontally (more rows), or vertically (more columns), as well as the total number of cells to create.



### → Table borders :- (Table Borders) :-

Within the Table Format dialog box (from the menu bar select **Table → Table Properties**), you can set the borders for a table or a group of cells and adjust the properties of the borders.



The properties of a border are as follows:

- Line arrangement specifies where the borders go. Writer provides five default arrangements, but you can modify the defaults or create your arrangement by clicking on the line you want to customize in the User-defined area. Clicking on a line area once creates a border and clicking twice creates a bold weight border. Clicking on an intersection modifies multiple borders simultaneously.
- Line specifies what the border will look like in style and color. You can select from a number of different styles and colors. The style and color will be shown on the User-defined area under Line arrangement if any borders are selected.
- Spacing to contents specifies how much space to leave between the border and cell contents. Choose Synchronize to have the same spacing for all four sides. The spacing functions like padding and is factored when calculating text measurements.
- Shadow style applies to the whole table. You can choose from five default positions, how far from the table the shadow is cast, and the color of the shadow.

## ⇒ Resizing and positioning the table (Resizing & Positioning the table):-

A newly created table will occupy the entire width of the text area by default. This may be what you want, but you can resize the table in a few easy steps.


To resize quickly, use the mouse to hover over the table edge until the cursor becomes a double arrow, and drag the border to its new desired position. To resize a row height, place the cursor inside the cell and drag the border to the desired height. This method can change the size of the columns and rows, but not the alignment of the table.

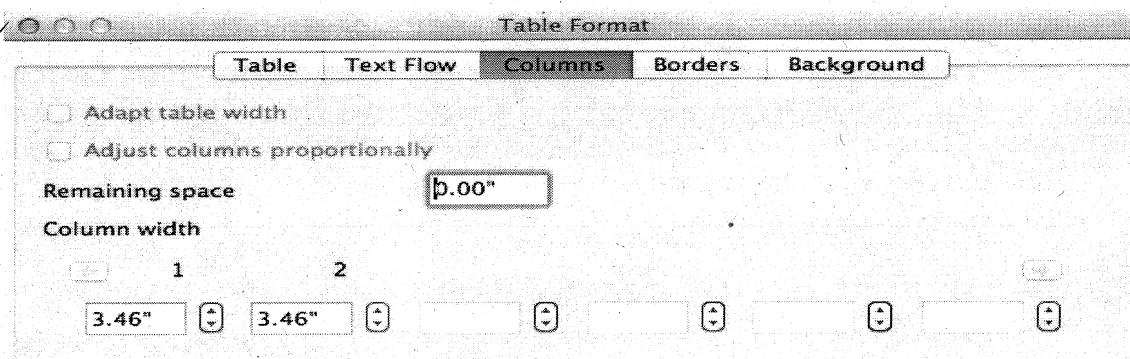
Mouse cursor

For more precise sizing and positioning, open the Table Format dialog box by choosing Table → Table Properties or right clicking inside the table and choosing Table.

For column resizing, choose the Columns tab. Use the column width fields to adjust the individual columns. The remaining space field shows how much further the table can expand before hitting the limits of the margins. This value cannot be edited and will not be negative.

(Right click -> column - width or optimal width)

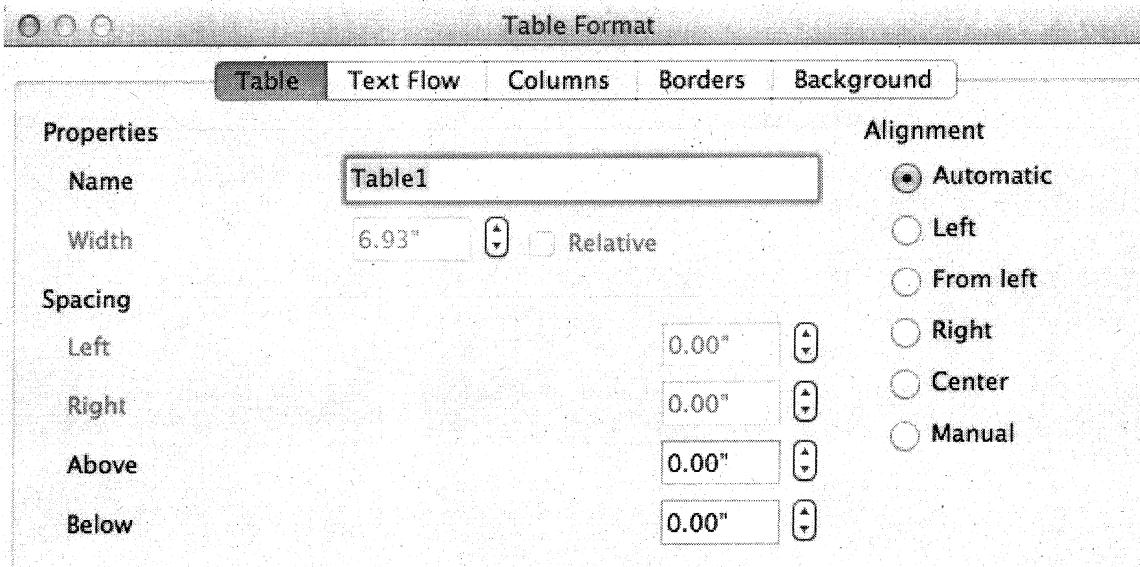
## Table → Table properties → columns Tab



Choosing from the following will change how the columns are sized:

- **Adapt table width:** increasing the width of a column will increase the width of the whole table. If the table already stretches to the page margins, it cannot stretch any wider and this option is not available.
- **Adjust columns proportionally:** all columns change their width by the same percentage when one is changed.

Select the Table tab inside the dialog box for alignment options. From here you can set the alignment of the table with the following:



- **Automatic:** the default setting, the table occupies the width of the text area
- **Left:** aligns with the left margin
- **Right:** aligns with the right margin
- **From Left:** you can specify under Spacing how far from the left margin to place the table

- Center: aligns in the middle between the left and right margins, though if the table width is greater than the margin, the table will extend outside of the margins. Spacing-Right and Spacing-Left have identical values.
- Manual: you can specify the distances from the left and right margins under Spacing

Any alignment option (other than Automatic) activates the Width field in the Properties section, and you can enter the desired size of the table. The relative option shows the width as a percentage of the text area.

In the Spacing section, the Above and Below boxes modify the separation between text and table. The Left and Right boxes modify the separation between the margins on the left and right of the table. You can only change both values if you select Manual alignment, you can change the Left value if you select From Left alignment.

## ⇒ Changing the background (Changing Background) :-

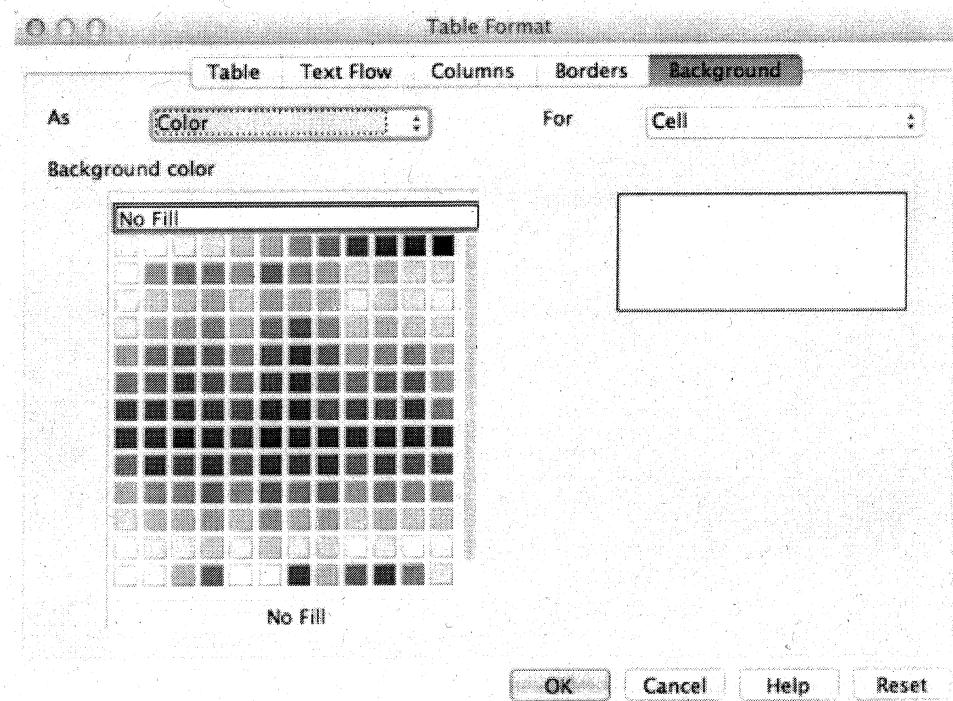
You may want to change the background of a table to highlight a row or bring visual appeal to your document. You can choose to add a color or graphic to individual cells of the table, rows or the entire table. Additionally, you can vary the background within the table, highlighting only one row or using graphics and color within the same table.


To change the background of a table:

1. Place the cursor inside the table.
2. Right click and choose Table or from the menu choose Table → Table Properties.
3. Select the Background tab inside the Table Format dialog box.
4. Inside the For section, choose to apply the background to the cell, row or table.
  - Cell: The background will only apply to the cell selected. If you selected a group of cells, the background will be applied individually to each cell.
  - Row: the background will apply to the entire row where the cursor was placed, or the entire row of any selected cells.
  - Table: The background will apply to the entire table, regardless of which cells were selected.
5. Inside the As section, choose to apply a color or a graphic. (for picture Add)
  - To apply color, select the color from the color table and click **OK**. To add a custom color, leave the Table Format dialog box, navigate to Tools → Options → Color, add a new color and return to the Table Format dialog box to apply.
  - To apply a graphic:

A S  
↳ color  
↳ graphic

- Select the file from the Browse button. Alternatively you can use Link to link a file, changes to the graphic will be reflected in the document. You need to keep the linked graphic with the document file, or the graphic will not be shown.
- Under Type, select the type of placement of the graphic.
  - Position: Select inside the position map where the graphic will be displayed
  - Area: The graphic is stretched to fill the area
  - Tile: The graphic is tiled to fill the area
- Choose OK to apply the changes.



## → Number Recognition and Data Operations

By default, Writer tries to guess which kind of data you insert on a table and format the content accordingly. For example, if you insert "10/2" Writer will interpret it as a date and change it into "10/02/13" (the result may depend on your settings under Tools → Options → Language Settings → Languages → Locale setting). To disable this, go to Tools → Options → OpenOffice Writer → Table and under "Input in tables" disable "Number recognition".  - unchecked

With tables on Writer it is possible to operate with data introduced on cells, for example obtaining the sum over a column.

The operation you can do on a table on Writer are limited. If you need to perform complex calculations you need to use Calc instead. Remember that you can insert a Calc sheet on a Writer document as OLE object

TODO: talking about the Formula toolbar ( F2 ) and how to use it

# Adding images to a document (or Insert Pictures):-

## Inserting an image file

When the image is in a file stored on the computer, you can insert it into an OOo document using either of the following methods.

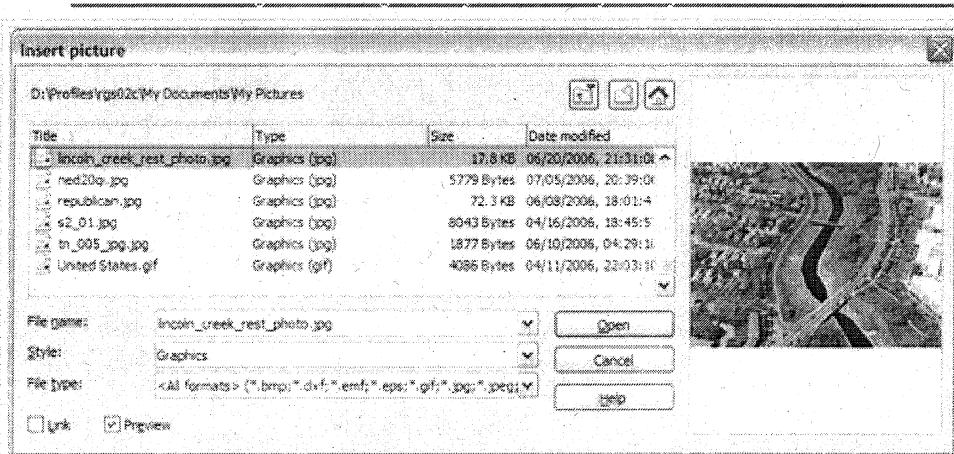
### Drag and drop (Drag & drop) :-

1. Open a file browser window and locate the image you want to insert.
2. Drag the image into the Writer document and drop it where you want it to appear. A faint vertical line marks where the image will be dropped.

This method embeds (saves a copy of) the image file in the Writer document. To link the file instead of embedding it, hold down the Control+Shift keys while dragging the image.

### Insert Picture dialog (Insert Picture):-

1. Click in the OOo document where you want the image to appear.
2. Choose **Insert > Picture > From File** from the menu bar.
3. On the **Insert Picture** dialog, navigate to the file to be inserted, select it, and click **Open**. At the bottom of the dialog are two options, **Preview** and **Link**. Select Preview to view a thumbnail of the selected image on the right, so you can verify that you have the correct file. See below for the use of Link.



Insert Picture Dialog.

Or

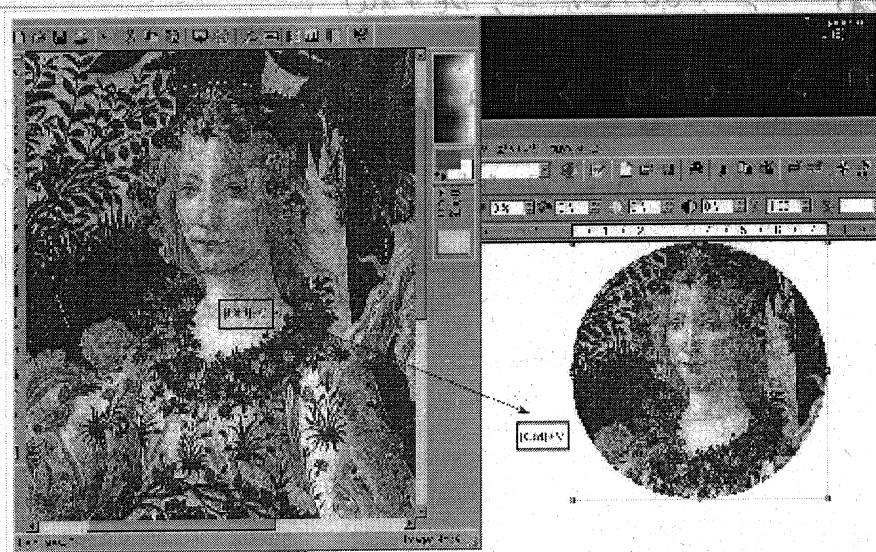
### Inserting an image from the clipboard

### (Inserting an Image/picture from the clip board):-

Using the clipboard, you can copy images into an OOo document from another OOo document and from other programs. To do this:

1. Open both the source document and the target document.
2. In the source document, select the image to be copied.

3. Move the mouse pointer over the selected image and press Control+C to copy the image to the clipboard.
4. Switch to the target document.
5. Click to place the cursor where the graphic is to be inserted.
6. Press Control+V to insert the image.

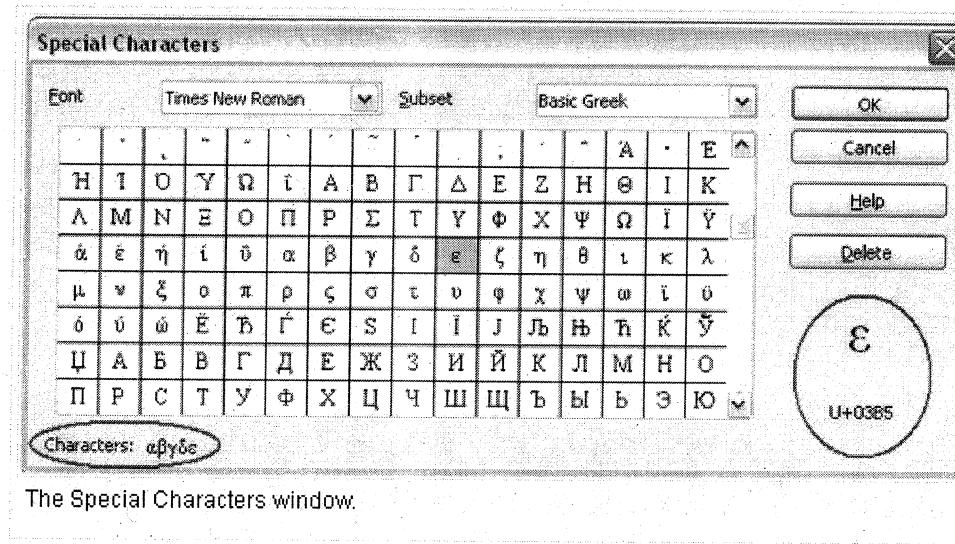


*Using a graphics program.*

## Inserting special characters/Symbol:-

A "special" character is one not found on the keyboard in front of the user. For example, © ¼ æ ç ñ ö ø € are all special characters to those with US or UK keyboards. To insert a special character:

1. Place the cursor where you want the character to appear.
2. Click **Insert > Special Character** to open the Special Characters window (Figure 7).
3. Select the characters you wish to insert, in order, then click **OK**. The selected characters are shown in the lower left of the dialog. As you select a character, it is shown on the lower right, along with its numerical code.



The Special Characters window.

## Inserting dashes and non-breaking spaces

### En and em dashes

You can insert a dash by using the Special Characters window or by using the *Replace dashes* option under **Tools > AutoCorrect > Options**.

— is an en-dash; that is, a dash the width of the letter "n" in the font you are using. It is U+2013 (scroll down to the *General Punctuation* section in the Special Characters window). To enter an en-dash using AutoCorrect, type at least one character, a space, two hyphens, another space, and at least one more letter, then a space. The two hyphens will be replaced by an en-dash.

— is an em-dash; that is, a dash the width of the letter "m" in the font you are using. It is U+2014. To enter it using AutoCorrect, type at least one character, two hyphens, and at least one more character, then a space. The two hyphens will be replaced by an em-dash.

bca\_ \_ bca

**Non-breaking spaces** To insert a non-breaking space (to keep characters together, for example in a telephone number), press *Control+Shift+Space* on the keyboard.

**Non-breaking hyphen** You can use a non-breaking hyphen in cases where you do not want the hyphen to appear at the end of a line. Examples of non-breaking hyphens are: in a range such as A-Z or the hyphens in a telephone number, such as 123-4567. To insert a non-breaking hyphen, press *Shift+Control+minus sign*.