

Apache OpenOffice

Version 4.1

Writer Guide

AOO Documentation Team

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Chapter 1

Introducing Writer

What is Writer?

Writer is the word processor component of Apache OpenOffice (AOO). It provides the usual features of a word processor: enter and edit text, check spelling, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of tables of contents and indexes, mail merge, and others.

In addition, Writer provides these important features:

- Templates and styles
- Page-layout methods, including frames, columns, and tables
- Embedding or linking of graphics, spreadsheets, and other objects
- Built-in drawing tools
- Master documents—to group a collection of documents into a single document
- Change tracking during revisions
- Database integration, including a bibliography database
- Export to PDF, including bookmarks
- And many more

Styles are central to using Writer. Using styles, you can easily format your document consistently and change the format with minimal effort. A style is a named set of formatting options. Writer defines several types of styles, for different types of elements: characters, paragraphs, pages, frames, and lists. Often, you are using styles whether you realize it or not. The use of styles is described in more detail in Chapter 6 (Introduction to Styles) and Chapter 7 (Working with Styles).

The other features of Writer listed above are covered in other chapters of this guide.

Parts of the Main Writer Window

The main Writer workspace is shown in Figure 1. Its features are described in this section.

Title Bar

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

Menus

The *Menu bar* is located just below the Title bar. When you choose one of the menus listed below, a submenu drops to show commands.

- **File** contains commands that apply to the entire document such as **Open**, **Save**, **Print**, 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 headers, footers, and pictures.
- **Format** contains commands, such as **Styles and Formatting**, **Paragraph**, and **Bullets and Numbering**, 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**. (On macOS, **Options** is under **OpenOffice > Preferences**)
- **Window** contains commands for the display window.
- **Help** contains links to the OpenOffice Help file, What's This?, and information about the program. See "Getting Help" on page 25.

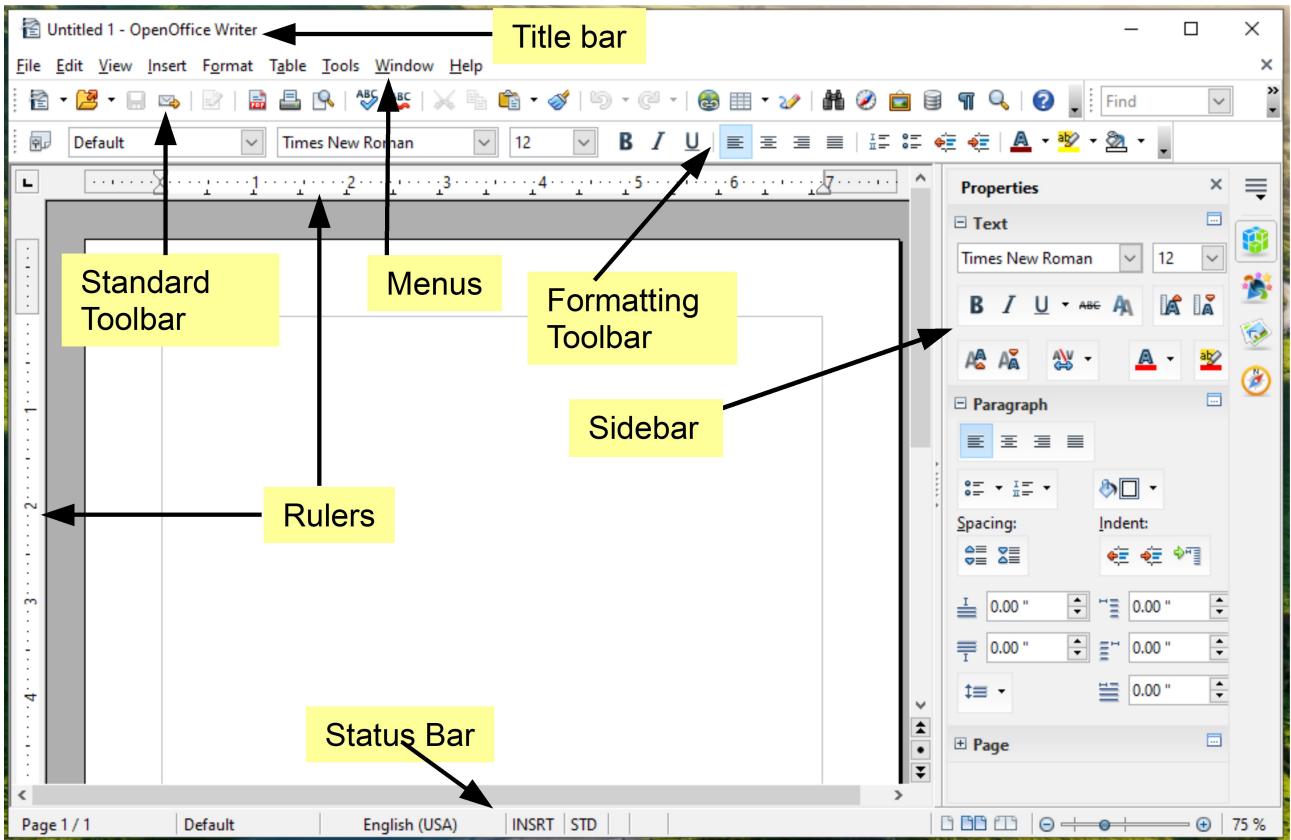


Figure 1: Main Writer workspace in Print view

Toolbars

Writer 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 toolbar, just under the Menu bar, is called the *Standard* toolbar. It is consistent across the OpenOffice applications (Writer, Calc, Draw, Impress).

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 check mark beside its name. Tear-off toolbars are not listed in the View menu.

Submenus and Tear-off Toolbars

Toolbar icons with a small triangle to the right will display *submenus*, *tear-off toolbars*, and other ways of selecting things, depending on the icon.

An example of a *tear-off toolbar* is shown in Figure 2. Tear-off toolbars can be floating or docked along an edge of the screen or in one of the existing toolbar areas. To move a floating tear-off toolbar, drag it by the title bar, as shown in Figure 4.

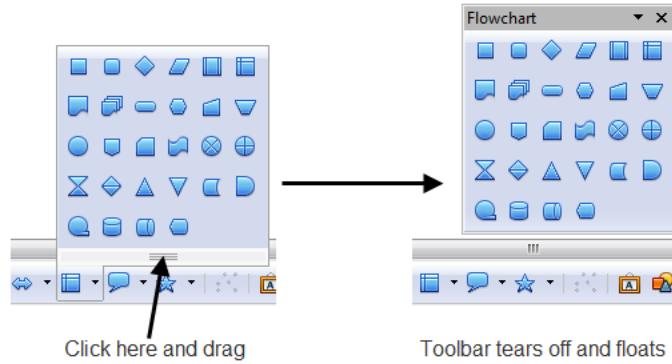


Figure 2: Example of a tear-off toolbar

Moving Toolbars

To move a docked toolbar, place the mouse pointer over the toolbar handle, hold down the left mouse button, drag the toolbar to the new location, and then release the mouse button.

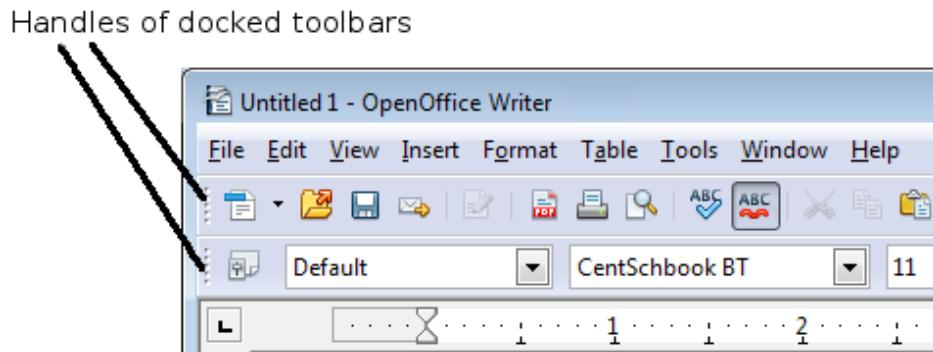


Figure 3: Moving a docked toolbar

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



Figure 4: Moving a floating toolbar

Floating Toolbars

Writer includes several additional context-sensitive toolbars, whose defaults appear as floating toolbars in response to the cursor's current position or selection. For example, when the cursor is in a table, a floating *Table* toolbar appears, 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" on page 7).

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.

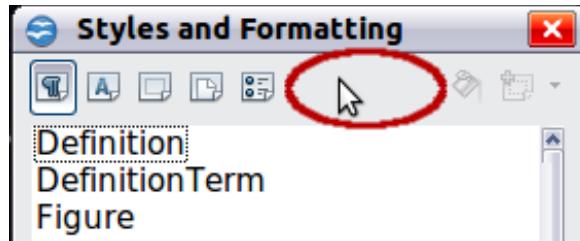


Figure 5: Control+click to dock or undock

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.

To access a toolbar's customization options, use the down-arrow at the end of the toolbar or on its title bar (Figure 6).

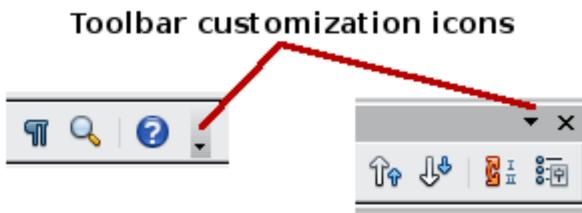


Figure 6: Customizing toolbars

To show or hide icons defined for the selected toolbar, choose **Visible Buttons** from the drop-down menu. Visible icons are indicated by a border around the icon (Figure 7). Click on icons to hide or show them on the toolbar.

You can also add icons and create new toolbars, as described in Chapter 16.

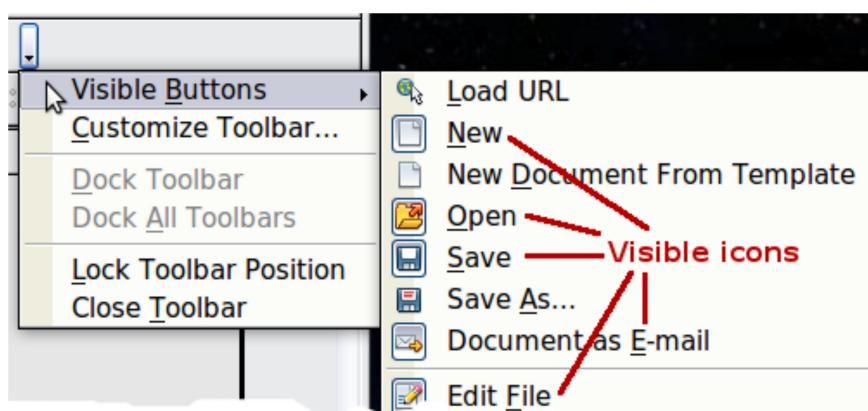


Figure 7: Selection of visible toolbar icons

Right-click (Context) Menus

Right-click on a paragraph, graphic, or other object to open a context menu. Often, the context menu is the fastest and easiest way to reach a function. If you're not sure

where in the menus or toolbars a function is located, you can typically find it by right-clicking.

Rulers

To show or hide rulers, choose **View > Ruler**. To enable the vertical ruler, select **Tools > Options > OpenOffice Writer > View** and select **Vertical ruler**.

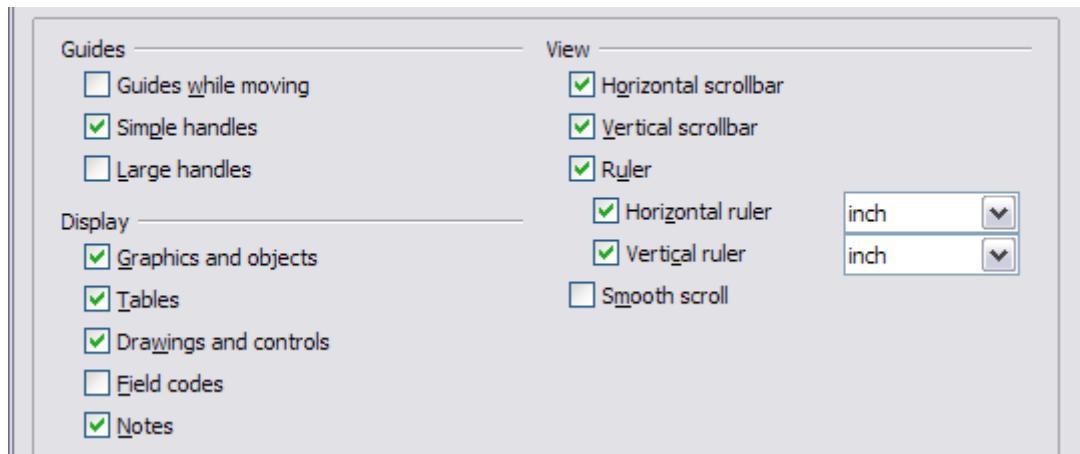


Figure 8. Turning on the vertical ruler

Status Bar

The Writer status bar is located at the bottom of the workspace. It provides information about the document and convenient ways to quickly change some document features.



Figure 9: Left end of status bar

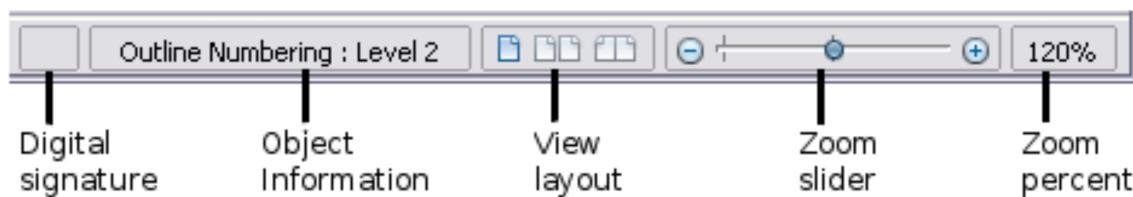


Figure 10: Right end of status bar

Page number

Shows the current page number, the sequence number of the current page (if different from the page number), and the total number of pages in the document. For example, if a document has 14 pages, and you restarted page numbering at 1 on the third page, its page number is **1**, its sequence number is **3**, and the total number of pages is **14**; this field would show **1 3/14**.

If any bookmarks have been defined in the document, a right-click on this field pops up a list of bookmarks; click on the required one to go to the bookmark.

To jump to a specific page in the document, double-click on this field. The Navigator opens (see page 20). Click in the Page Number field in the Navigator and type the *sequence* number of the required page. After a brief delay, the display jumps to the selected page.

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. The Page Style dialog box opens. See Chapter 6 and 7 in this book for more information about styles.

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 select **None (Do not check spelling)** to exclude the text from a spelling check or pick **More** to open the Character dialog box. See Chapter 3 (Working with Text) for more information.

Insert mode

Click to toggle between *Insert* and *Overwrite* modes when typing. In Insert mode, any text after the cursor position moves forward to make room for the text you type; in Overwrite mode, text after the cursor position is replaced by the text you type.

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. See Chapter 3 (Working with Text) for more information about these modes.

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. To view the certificate, double-click the icon.

Section or object information

When the cursor is in 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 box.

Object	Information shown	Dialog box opened
Picture	Size and position	Format Picture
List item	Level and list style	Bullets and Numbering ¹
Heading	Outline numbering level	Bullets and Numbering ¹
Table	Name or number and cell reference of cursor	Table Format
Section	Name of section	Edit Sections

¹ If a *list style* was used with a list item or heading, no dialog box appears.

Object	Information shown	Dialog box opened
Other	(Blank)	Fields (Cross-References page)

View layout

Click an icon to change between single page, side-by-side, and book layout views. (See Figure 11.) You can edit the document in any view. Zoom settings (see below and next page) interact with the selected view layout to determine how many pages are visible in the document window.

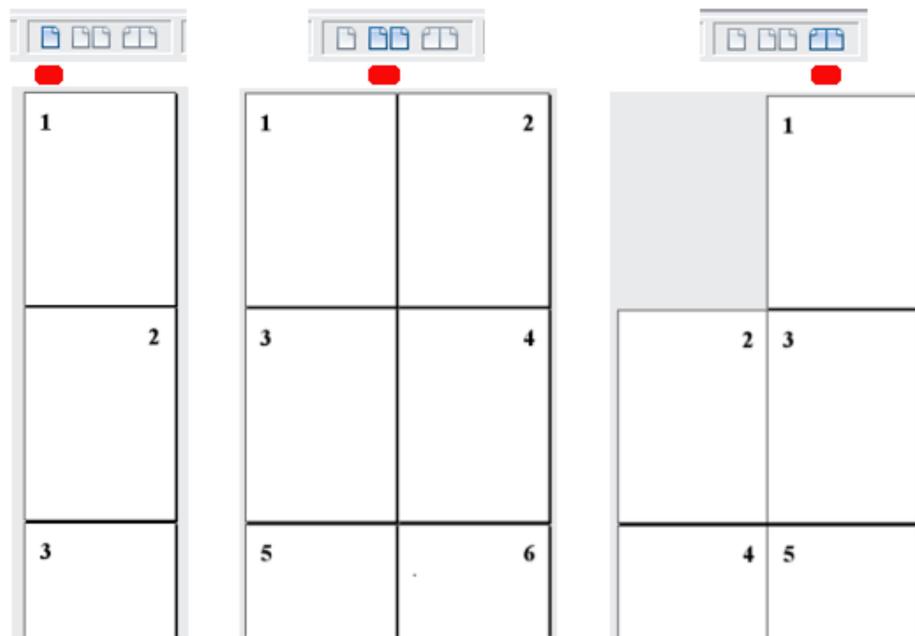
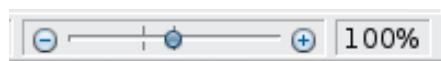


Figure 11. View layouts: single, side-by-side, book

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.



Sidebar

The Sidebar brings together many functions that are otherwise available on several toolbars or menus. Its details are shown in Figure 12. It contains one or more *decks*, based on the current document context. Decks are organized into panels. A tab bar on the right side of the sidebar allows you to switch between different decks. The decks in Writer provide access to Properties, Styles, the Gallery, and the Navigator. More information about using these decks is provided in the appropriate chapters.

A panel is like a combination of a toolbar and a dialog. For example, you can freely mix working on the text in the main edit window and using the panels in the Properties or Styles decks in the Sidebar to change text attributes. The view of the Properties deck shown in Figure 12 is what appears when working with text. If you were to select a figure or a drawing shape, the panels would change to display properties such as position or fill colors that are appropriate for those objects.

Toolbars and Sidebar panels share many functions. For example, the buttons for making text bold or italic are in both the Formatting toolbar and the Properties panel.

If the Sidebar is not visible, you can show it by using **View > Sidebar** on the menu bar. To hide the Sidebar, click on the gray **Hide** button on the left. Click on the same button to show the Sidebar again.

To undock the Sidebar and make it floating, and to dock a floating Sidebar, use the Sidebar settings drop-down list at the top of the tab bar (see Figures 12 and 13). From the same list you can choose which items to show in the Sidebar.

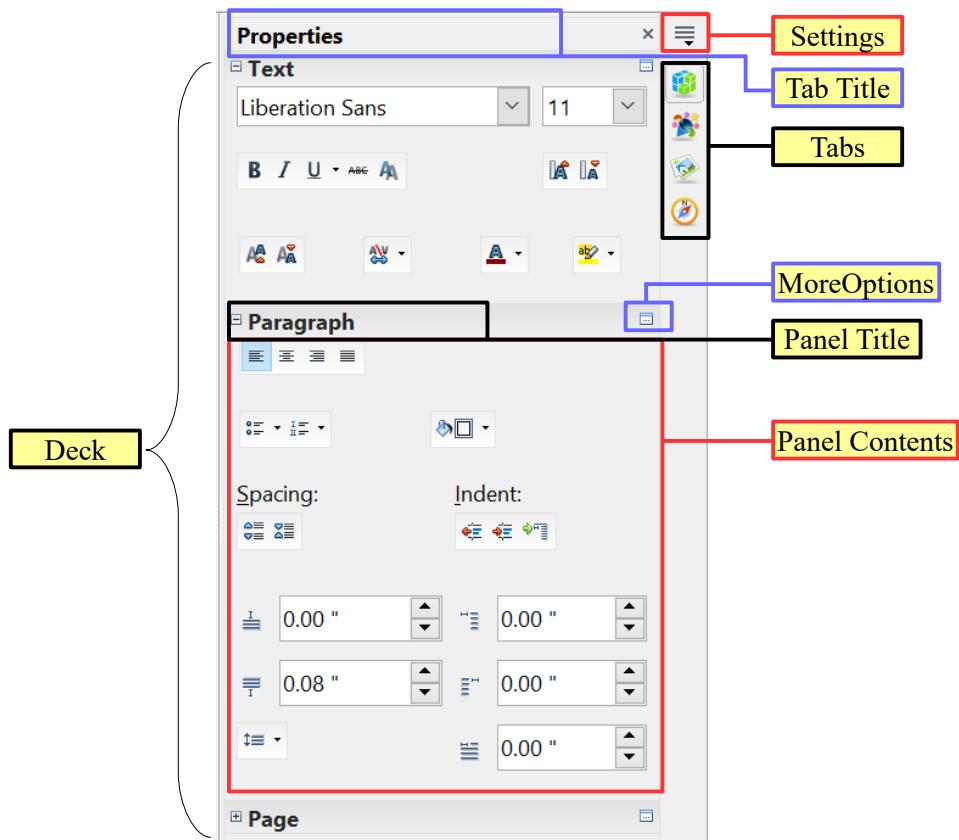


Figure 12: Properties panel of Sidebar in Writer

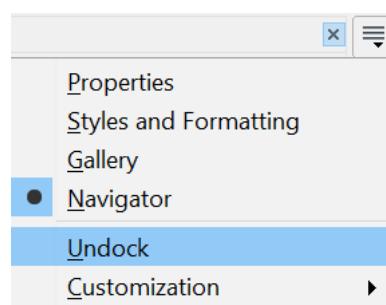


Figure 13: Floating (undocking) or docking the Sidebar

Changing Document Views

Writer has three ways to view a document: *Print Layout*, *Web Layout*, and *Full Screen*. To change the view, go to the **View** menu and click on the required view.

Print Layout is the default view in Writer. In this view, you can use the Zoom slider and the View Layout icons on the Status bar to change the magnification.

You can also choose **View > Zoom** from the menu bar to display the *Zoom & View Layout* dialog box (see Figure 14), where you can set the same options as on the Status bar.

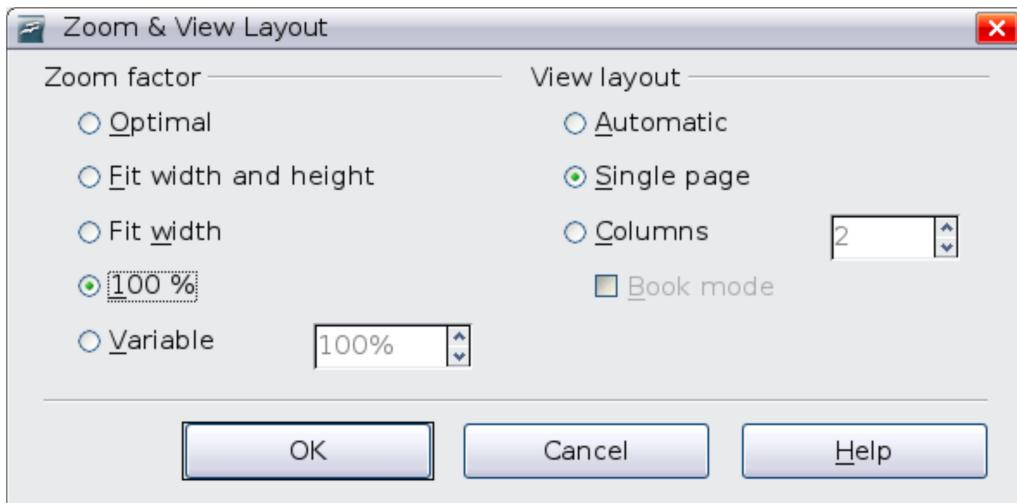


Figure 14. Choosing Zoom and View Layout options

In *Web Layout* view, you can use the Zoom slider; the View Layout buttons on the Status bar are disabled, and most of the choices on the *Zoom & View Layout* dialog box are not available.

In *Full Screen* view, the document is displayed using the zoom and layout settings previously selected. To exit *Full Screen* view and return to either *Print* or *Web Layout* view, press the *Esc* key or click the *Full Screen* icon in the top left-hand corner. You can also use *Ctrl+Shift+J* to enter or exit *Full Screen* view.

Starting a New Document

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

- **From the operating system menu**, in the same way that you start other programs. When AOO was installed on your computer, in most cases a menu entry for each component was added to your system menu. If you are using a Mac, you should see the OpenOffice icon in the Applications folder. When you double-click this icon, AOO opens at the Start Center (Figure 16).
- **From the Quickstarter**, which is found on Windows, some Linux distributions, and (in a slightly different form) in macOS. The Quickstarter is an icon that is placed in the system tray or the dock during system startup. It indicates that OpenOffice has been loaded and is ready to use.

Right-click the **Quickstarter** icon (Figure 15) in the system tray to open a pop-up menu from which you can open a new document, open the Templates and Documents dialog box, or choose an existing document to open. You can also double-click the **Quickstarter** icon to display the Templates and Documents dialog box.

See Chapter 1 (Introducing OpenOffice) in the *Getting Started* guide for more information about starting Writer and using the Quickstarter.

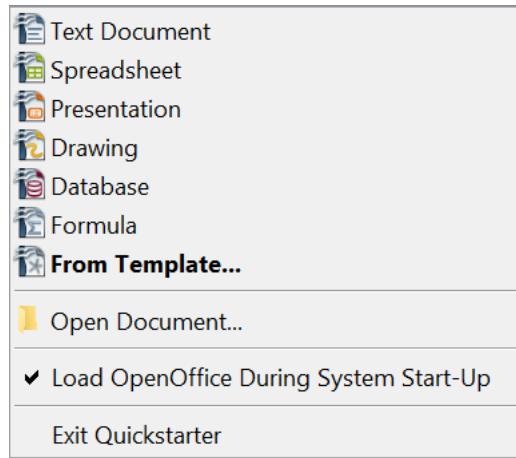


Figure 15: Quickstarter pop-up menu on Windows 10

- **From the Start Center.** When AOO is open, but no document is open (for example, if you close all the open documents but leave the program running), the Start Center 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. If a document is already open in AOO, the new document opens in a new window.

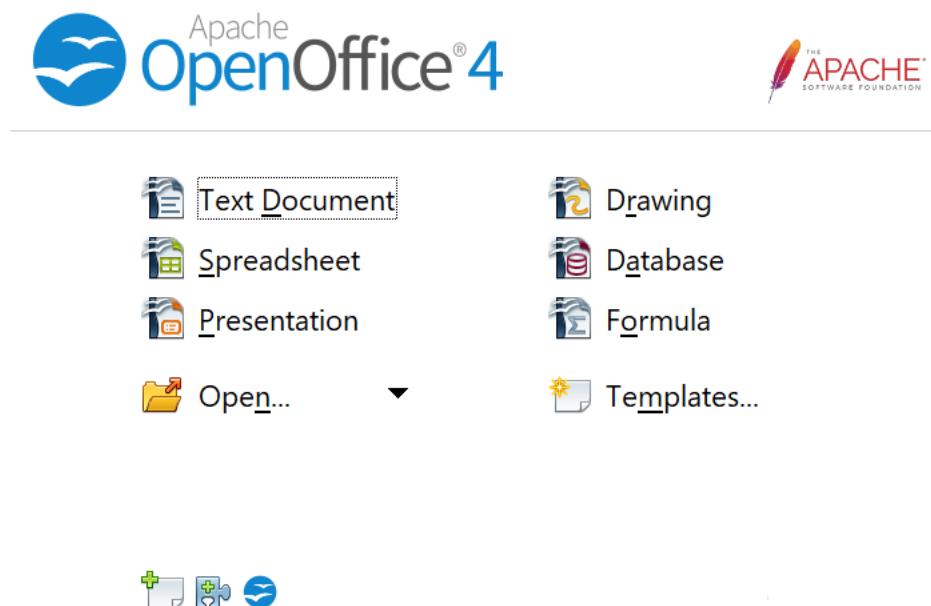


Figure 16: OpenOffice.org Start Center

When AOO is open, you can also start a new document in one of the following ways.

- Press the *Control+N* keys.
- Use **File > New > Text Document**.
- Click the **New** button on the main toolbar.

Starting a New Document from a Template

You can use templates to create new documents in Writer. A template is a set of predefined styles and formatting. Templates serve as the foundation of a set of documents, to make sure they all have a similar layout. For example, all the documents of the *Writer Guide* are based on the same template. As a result, all the documents look alike; they have the same headers and footers, use the same fonts, and so on.

A new OpenOffice installation does not contain many templates. It is possible for you to add new templates to your installation and use them for new documents. This is explained in Chapter 10 (Working with Templates). Many templates can be downloaded from <https://extensions.openoffice.org/>, and you can easily make your own.

Once you have templates on your system, you can create new documents based on them by using **File > New > Templates and Documents**. This opens a window where you can choose the template you want to use for your document.

The example shown in Figure 17 uses a template called “AOO41GS” in the My Templates folder. Select it, then click the **Open** button. A new document is created based on the styles and formats defined in the template.

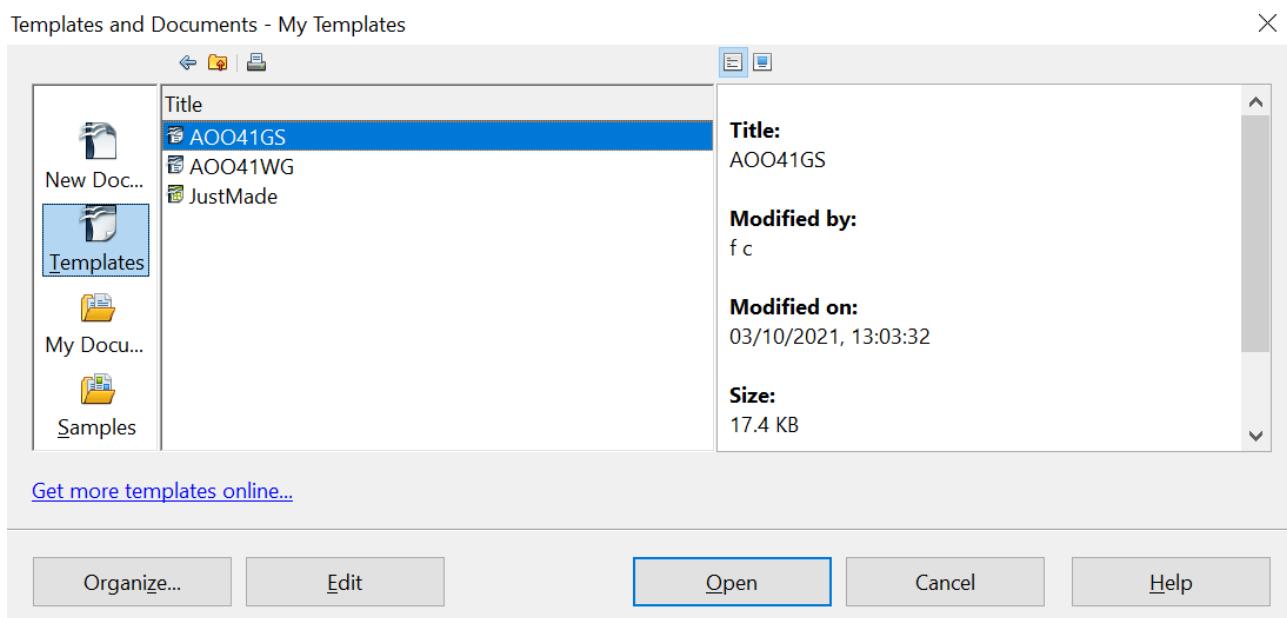


Figure 17. Creating a document from a template

Opening an Existing Document

When no document is open, the Start Center (Figure 16) 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. If a document is already open in AOO, the second document opens in a new window.

- Choose **File > Open....**
- Click the **Open** button on the main toolbar.
- Press *Control+O* on the keyboard.
- Use the **Open Document** or **Recent Documents** selections on the Quickstarter.

In each case, the Open dialog box appears. Select the file you want, and then click **Open**.

In the Open dialog box, 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). This method opens Word (*.doc) files as well as AOO files and other formats.

You can also open an existing Writer document using the same methods you would use to open any document in your operating system.

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

Saving a Document

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

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

When the Save As dialog box 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.

Saving a Document Automatically

You can choose to have Writer save a recovery copy of your document automatically at regular intervals. Automatic saving, unlike manual saving, does not overwrite the last saved state of the file. It saves a temporary version that can be recovered in case of a program crash. Using this feature does not replace periodically saving your work. To set up automatic file saving:

- 1) Select **Tools > Options > Load/Save > General**.
- 2) Click on **Save AutoRecovery information every** and set the time interval. The default value is 15 minutes. Enter the value you want by typing it or by pressing the up or down arrow keys.

Saving as a Microsoft Word Document

If you need to exchange files with users of Microsoft Word, they may not know how to open and save .odt files. Any version of Microsoft Word since Microsoft Office 2007 with Service Pack 2 (SP2) can do this.

Some users of Microsoft Word may be unwilling to work with *.odt files. In this case, you can save a document as a Microsoft Word file.

- 1) **Important**—First save your document in the file format used by AOO Writer, *.odt. If you do not, any changes you made since the last time you saved will only appear in the Microsoft Word version of the document.
- 2) Then click **File > Save As** in the Save As dialog box, in the **File type** (or **Save as type**) drop-down menu, select the type of Word format you need.
- 3) Click **Save**.

From this point on, *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.

Tip

To have Writer save documents by default in the Microsoft Word file format, go to **Tools > Options > Load/Save > General**. In the section named *Default file format and ODF settings*, under *Document type*, select **Text document**, then under *Always save as*, select your preferred file format. Saving in a foreign format may lead to the loss of formatting, particularly with complex documents.

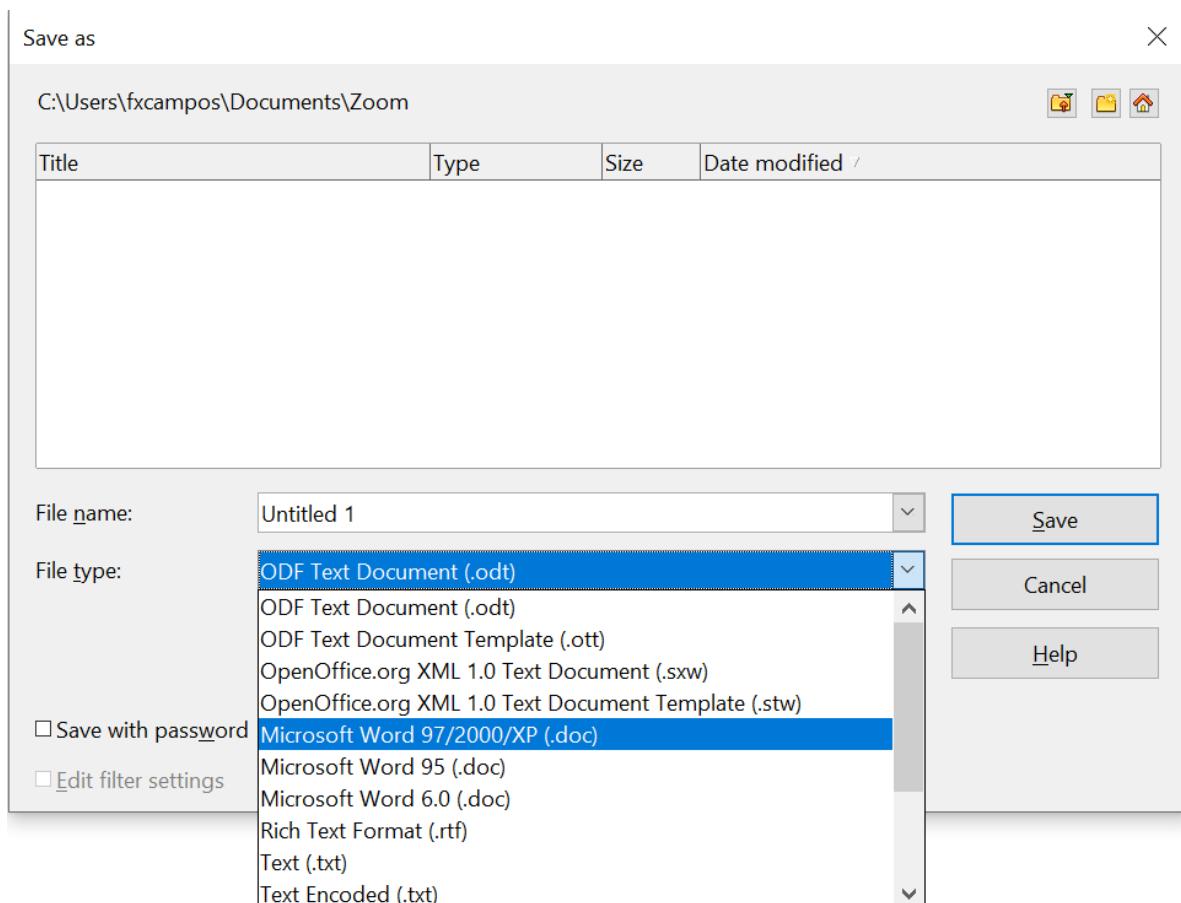
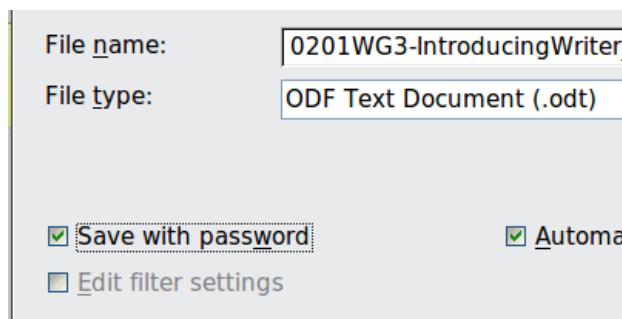


Figure 18. Saving a file in Microsoft Word format

Password Protection

Writer provides two levels of document protection: read-protect (file cannot be viewed without a password) and write-protect (file can be viewed in read-only mode but cannot be changed without a password). Thus, you can make the content available for reading by a selected group of people and for reading and editing by a different group.

- 1) Use **File > Save As** when saving the document. (You can also use **File > Save** the first time you save a new document.)
- 2) On the Save As dialog box, select the **Save with password** option, and then click **Save**.



- 3) The Set Password dialog box opens.



Figure 19: Two levels of password protection

Here you have several choices:

- To read-protect the document, type a password in the two fields at the top of the dialog box.
 - To write-protect the document, click the **More Options** button and select the **Open file read-only** checkbox.
 - To write-protect the document but allow selected people to edit it, select the **Open file read-only** checkbox and type a password in the two boxes at the bottom of the dialog box.
- 1) Click **OK** to save the file. If either pair of 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.

Caution



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

Closing a Document

To close a document, choose **File > Close** or click the **Close** icon on the document window. On Windows, this icon looks like the X in the red box shown in Figure 20.

If more than one AOO window is open, each window looks like the sample shown on the left in Figure 20. Closing this window leaves the other AOO windows open.

If only one AOO window is open, it looks like the sample shown on the right in Figure 20. Notice the small black X below the larger X in the red box. Clicking the small black X closes the document but leaves AOO open. Clicking the larger X closes AOO completely.



Figure 20. Close icons

If the document has not been saved since the last change, a message box is displayed. Choose whether to save or discard your changes.

- **Save:** The document is saved and then closed.
- **Discard:** The document is closed, and all modifications since the last save are lost.
- **Cancel:** Nothing happens, and you return to the document.

Closing OpenOffice

To close AOO completely, click **File > Exit**, or close the last open document as described in “Closing a Document” above.

If all the documents have been saved, Writer closes immediately. If any documents have been modified but not saved, a warning message appears. Follow the procedure in “Closing a Document” to save or discard your changes.

Using the Navigator

In addition to the Page Number field on the Status bar (described on page 9), Writer provides other ways to move quickly through a document and find specific items by using the many features of the Navigator, the Navigation toolbar, and related icons.

The Navigator lists all the headings, tables, text frames, graphics, bookmarks, and other objects contained in a document.



To open the Navigator, click its icon from the Sidebar tabs or on the Standard toolbar, or press *F5*, or choose **View > Navigator** on the menu bar, or double-click on the Page number field on the status bar. If the Navigator is displayed separately from the Sidebar, you can dock the Navigator to either side of the main Writer window or leave it floating (see “Docking/Floating Windows and Toolbars” on page 7).

To hide the list of categories and show only the icons at the top, click the **List Box**



On/Off icon. This icon is not available in the Sidebar display of the Navigator since it is unnecessary. Click this icon again to show the list. Click the + sign by any of the lists to display the contents of the list.

Table 1 summarizes the functions of the icons at the top of the Navigator.

Note

The Navigator has different functions in a master document. See Chapter 13 (Working with Master Documents).

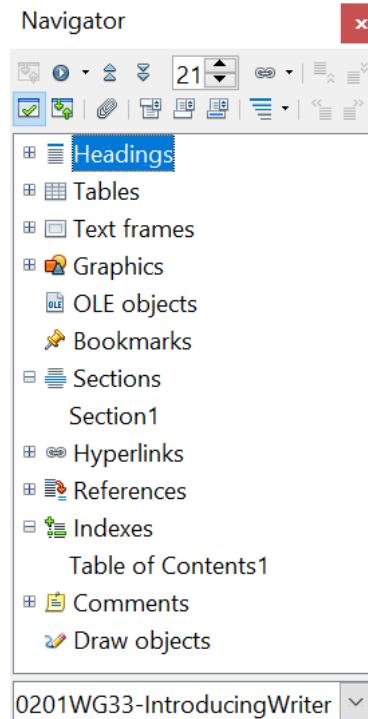


Figure 21. The Navigator

Table 1: Function of icons in the Navigator

	Toggle: Not active in ordinary documents (left image). In a master document (right image), switches between the master document file and its subdocuments.
	Navigation: Opens the Navigation toolbar (see page 22).
	Previous, Next: Jumps to the previous or next item in the selected category (page, graphic, hyperlink, comment, and so on). To select the category of items, see “Using the Navigation Toolbar” on page 22.
	Page number: Jumps to the page sequence number showing in the box. Type the required page number or select it using the up and down arrows.
	Drag Mode: Select Hyperlink, Link, or Copy. See “Choosing Drag Mode” on page 24 for details.
	List Box On/Off: Shows or hides the list of categories.
	Content View: Switches between showing all categories and showing only the selected category.
	Set Reminder: Inserts a reminder (see page 24).
	Header/Footer: Jumps between the text area and the header or footer area (if the page has them).



Anchor <-> Text: Jumps between a footnote anchor and the corresponding footnote text.



Heading Levels Shown: Choose the number of heading levels to be shown.

Moving Quickly through a Document

The Navigator provides several convenient ways to move around a document and find items in it:

- To jump to a specific page in the document, type its *sequence* number in the box at the top of the Navigator.
- When a category is showing the list of items in it, double-click on an item to jump directly to that item's location in the document. For example, you can jump directly to a selected heading, graphic, or comment by using this method. To see the content in only one category, highlight that category and click the **Content View** icon. Click the icon again to display all the categories. You can also change the number of heading levels shown when viewing Headings.
- Use the **Previous** and **Next** icons to jump to other objects of the type selected in the Navigation toolbar. (See below for details.)

Tip

Objects are much easier to find if you have given them names when creating them, instead of keeping AOO's default names of graphics1, graphics2, Table1, Table2, and so on—which may not correspond to the position of the object in the document.

To rename an image, right-click on the image, select **Picture > Options**, and then edit the name in the dialog box. Similarly, to rename a table, right-click on the table, select **Table > Table**, and then edit the name.

Note

A hidden section (or other hidden object) in a document appears gray in the Navigator, and displays the word “hidden” as a tooltip. For more about hidden sections, see Chapter 4 (Formatting Pages).

Using the Navigation Toolbar

To display the Navigation toolbar (Figure 22), click the Navigation icon (second icon from the left at the top of the Navigator, Figure 21) or the small Navigation icon near the lower right-hand corner of the window below the vertical scroll bar (Figure 23).



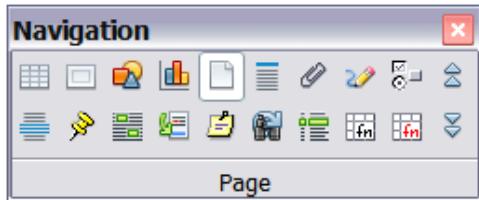


Figure 22: Navigation toolbar

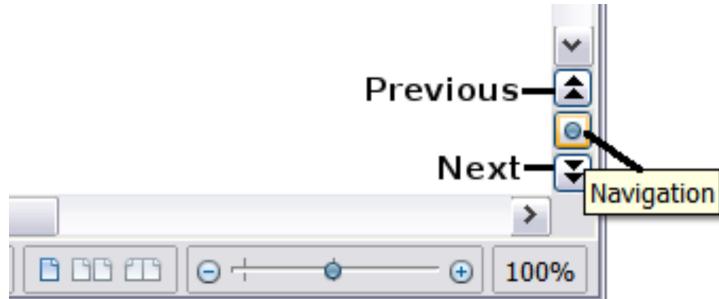


Figure 23: Previous, Navigation, and Next icons

The Navigation toolbar shows icons for all the object types shown in the Navigator, plus some extras (for example, the results of a **Find** command).

Click an icon to select that object type. Now all the **Previous** and **Next** icons (in the Navigator itself, in the Navigation Toolbar, and on the scroll bar) will jump to the previous or next object of the selected type. This is particularly helpful for finding items like index entries, which can be difficult to see in the text. The names of the icons (shown in the tooltips) change to match the selected category; for example, **Next Graphic** or **Next Bookmark**.

Rearranging Chapters Using the Navigator

You can rearrange chapters and move headings in the document by using the Navigator.

- 1) Click the **Content View** icon to expand the headings, if necessary.
- 2) (Optional) If you have several subheading levels, you can more easily find the headings you want, by changing the Heading Levels Shown selection to show only 1 or 2 levels of headings.
- 3) Click on the heading of the block of text that you want to move and drag the heading to a new location on the Navigator, or click the heading in the Navigator list, and then click either the **Promote Chapter** or **Demote Chapter** icon shown in Figure 24. All the text and subsections under the selected heading move with it.

To move only the selected heading and not the text associated with the heading, hold down *Control*, and then click the Promote or Demote icon.

Tip

The tooltips Promote Chapter and Demote Chapter can be misleading; all headings—whether at Level 1 (chapter) or lower—can be rearranged using this function; and the feature might be better described as Move Up or Move Down (within the document, without changing the heading level) to distinguish it more clearly from Promote Level and Demote Level, which change the heading level within the document (see below).

- 4) To quickly change the outline level of a heading and its associated subheadings, select the heading in the Navigator, and then click either the **Promote Level** or **Demote Level** icon. This action does not change the location of the heading, only its level.

To increase the outline level of only the selected heading, but not its associated subheadings, hold down *Control*, and then click the icon.

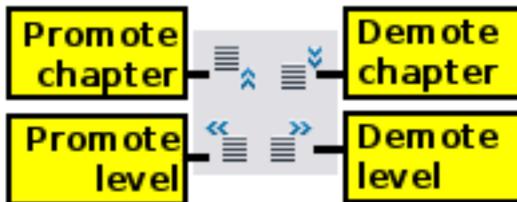


Figure 24. Reorganizing with the Navigator

Setting Reminders

One of the little-known features of Writer that you may find quite useful is the possibility of jumping between reminders. *Reminders* let you mark places in your document that you want to return to later on, to add or correct information, make some other change, or simply mark where you finished editing. The possible uses of reminders are limited only by your imagination.



To set a reminder at the cursor's current location, click on the icon in the Navigator. You can set up to 5 reminders in a document; setting another causes the first to be deleted.

Reminders are not highlighted in any way in the document, so you cannot see where they are, except when you jump from one to the next—the location of the cursor then shows the location of the reminder.

To jump between reminders, first select the **Reminder** icon on the Navigation toolbar. Then click the **Previous** and **Next** icons.

Choosing Drag Mode

To select the drag and drop options for inserting items such as other documents and images, into a document using the Navigator, choose one of the following from the

drop-down menu of the Drag Mode icon .

Insert As Hyperlink

Creates a hyperlink when you drag and drop an item into the current document.

Insert As Link

Inserts the selected item as a link where you drag and drop in the current document. Text is inserted as protected sections. However, you cannot create links for graphics, OLE objects, references, or indexes using this method.

Insert As Copy

Inserts a copy of the selected item where you drag and drop in the current document. You cannot drag and drop copies of graphics, OLE objects, or indexes.

Getting Help

Writer provides several forms of help. In addition to a full Help file (reached by pressing **F1** or choosing **Help > OpenOffice Help** from the menu bar), you can choose whether to activate tooltips, extended tips, and the Help Agent from **Tools > Options > OpenOffice > General**.

Placing the mouse pointer over any of the icons displays a small box, called a *tooltip*. It gives a brief explanation of the icon's function. For a more detailed explanation, select **Help > What's This?** and hold the mouse pointer over the icon you need more help with.

What Are All These Things Called?

The terms used in OpenOffice for most parts of the *user interface* (the parts of the program you see and use, in contrast to the behind-the-scenes code that actually makes it work) are the same as for most other programs.

A *dialog box* is a special type of window. Its purpose is to inform you of something, or request input from you, or both. It provides controls for you to use to specify how to carry out an action. The technical names for common controls are shown in Figure 25; not shown is the list box (from which you select an item). In most cases we do not use the technical terms in this book, but it is useful to know them because the Help and other sources of information often use them.

In most cases, you can interact only with the dialog box (not the document itself) as long as the dialog box remains open. When you close the dialog box after use (usually, clicking **OK** or another button saves your changes and closes the dialog box), then you can again work with your document.

Some dialog boxes can be left open as you work, so you can switch back and forth between the dialog box and your document. An example of this type is the Find & Replace dialog box. The Sidebar also remains visible unless you choose to hide it.

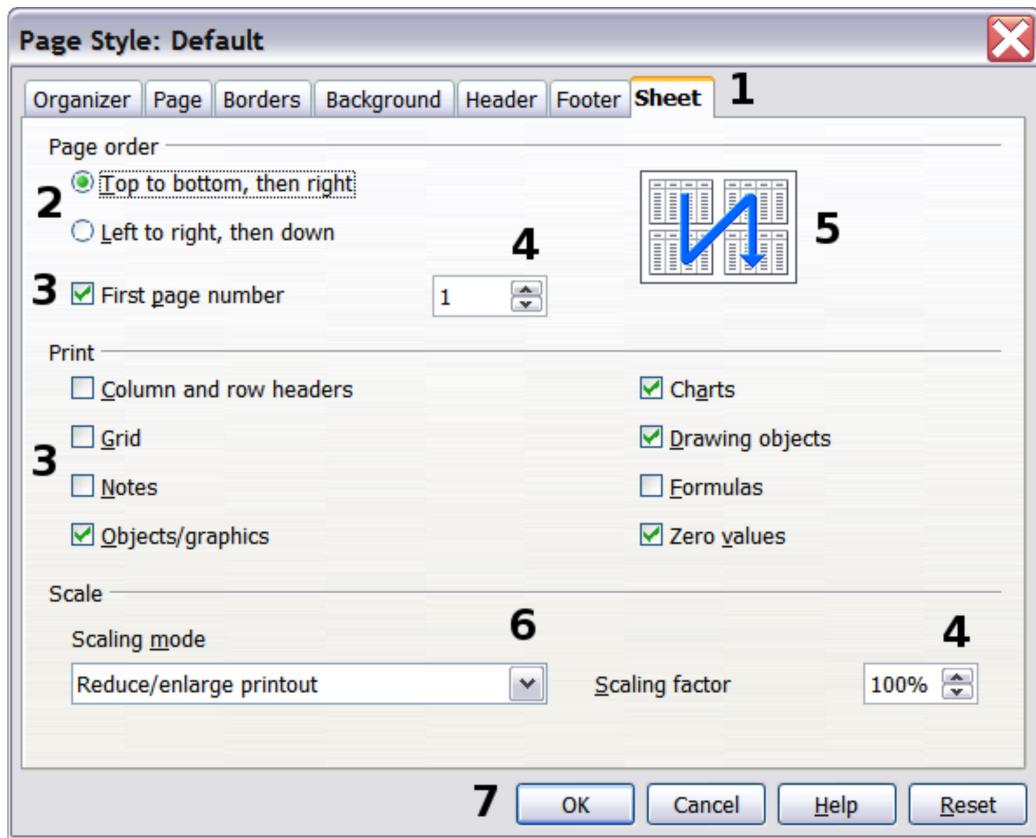


Figure 25: Dialog box (not from Writer) showing common controls:

- 1=Tabbed page (not strictly speaking a control)
- 2=Radio buttons (only one can be selected at a time)
- 3=Checkbox (more than one can be selected at a time)
- 4=Spin box (click the up and down arrows to change the number shown in the text box next to it, or type in the text box)
- 5=Thumbnail or preview
- 6=Drop-down list from which to select an item
- 7=Push buttons

Undoing and Redoing Changes

When a document is open, you can undo the most recent change by pressing

Control+Z, or clicking the **Undo** icon  on the Standard toolbar, or choosing **Edit > Undo** from the menu bar.

The Edit menu shows the latest change that can be undone. Click the small triangle to the right of the **Undo** icon to get a list of all the changes that can be undone. You can select multiple changes and undo them at the same time.

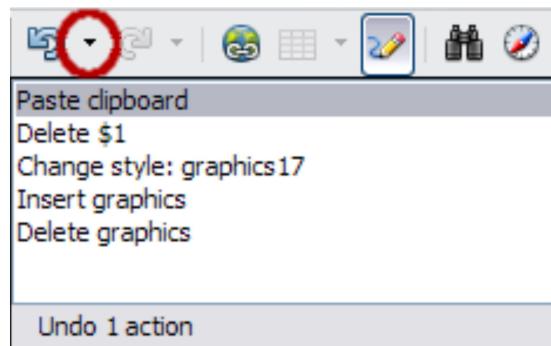


Figure 26: List of actions that can be undone

After changes have been undone, **Redo** becomes active. To redo a change, select **Edit > Redo**, or press *Control+Y* or click on the Redo icon . As with Undo, click on the triangle to the right of the arrow to get a list of the changes that can be reapplied.

Using Writer on a Mac

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

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

Chapter 2

Setting up Writer

Choosing Options to Suit the Way You Work

Choosing Options that Affect all of AOO

This section covers some of the settings that apply to all the components of AOO and are particularly important when using Writer. Other general options are discussed in Chapter 2 (Setting Up OpenOffice) in the *Getting Started* guide.

Click **Tools > Options** (on macOS use **OpenOffice > Preferences**). The list on the left-hand side of the Options—OpenOffice dialog box varies depending on which component of AOO is open. The illustrations in this chapter show the list as it appears when a Writer document is open.

Click the expansion symbol (+ sign or triangle) by OpenOffice on the left-hand side. A list of pages drops. Selecting an item in the list causes the right-hand side of the dialog box to display the relevant page.

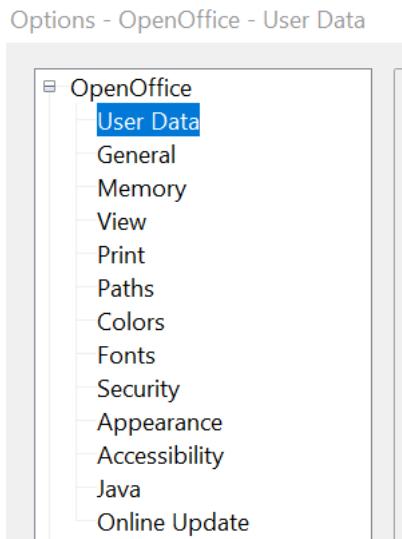


Figure 27: OpenOffice options

Note

The **Back** button has the same effect on all pages of the Options dialog box. It resets options to the values that were in place when you opened AOO.

User Data Options

Because Writer uses the name or initials stored in the OpenOffice—User Data page for several things, including document properties (created by and last edited by information) and the name of the author of notes and changes, you will want to ensure that the correct information appears here.

Fill in the form (shown in Figure 27) or amend or delete any existing incorrect information.

The screenshot shows the 'User Data' dialog box. It has a section labeled 'Address' containing fields for 'Company' (empty), 'First/Last name/Initials' (split into 'Jared' and 'Kobos' with 'JK' in a dropdown), 'Street' (empty), 'City/State/Zip' (empty), 'Country/Region' (empty), 'Title/Position' (empty), 'Tel. (Home/Work)' (empty), and 'Fax / E-mail' (empty).

Figure 28: Filling in user data

General Options

The options on the OpenOffice—General page are described below.

The screenshot shows the 'General' dialog box. Under 'Help', there are checkboxes for 'Tips' (checked), 'Extended tips' (unchecked), and 'Help Agent' (unchecked). A 'Reset Help Agent' button is present. Under 'Help formatting', a dropdown menu is set to 'Default'. In the 'Open/Save dialogs' section, 'Use OpenOffice dialogs' is checked. Under 'Document status', 'Printing sets "document modified" status' is unchecked. In the 'Year (two digits)' section, 'Interpret as years between' is set to '1930' and '2029' with a spin button in between.

Figure 29: Setting general options for OpenOffice

Help—Tips

When *Tips* is active, one or two words will appear when you hold the mouse pointer over an icon or field, without clicking.

Help—Extended tips

When *Extended tips* are active, a brief description of the function of a particular icon or menu command or a field on a dialog box appears when you hold the mouse pointer over that item.

Help—Help Agent

To turn off the *Help Agent*, deselect this option. To restore the default behavior, click **Reset Help Agent**.

Help—Help formatting

High contrast is an operating system setting that changes the system color scheme to improve readability. To display Help in high contrast (if your computer's operating system supports this), choose one of the high-contrast style sheets from the pull-down list.

High-contrast style	Visual effect
Default	Black text on white background
High Contrast #1	Yellow text on black background
High Contrast #2	Green text on black background
High Contrast Black	White text on black background
High Contrast White	Black text on white background

Open/Save dialogs

To use the standard Open and Save dialog boxes for your operating system, deselect the **Use OpenOffice dialogs** option. When this option is selected, the Open and Save dialog boxes supplied with OpenOffice will be used. This book uses the AOO Open and Save dialog boxes in illustrations.

Document status

If this option is selected, then the next time you close the document after printing, the print date is recorded in the document properties as a change, and you will be prompted to save the document again, even if you did not make any other changes.

Year (two digits)

Specifies how two-digit years are interpreted. For example, if the two-digit year is set to 1930, and you enter a date of 1/1/30 or later into your document, the date is interpreted as 1/1/1930 or later. An “earlier” date is interpreted as being in the following century; that is, 1/1/20 is interpreted as 1/1/2020.

Memory Options

In the Options dialog, click **OpenOffice > Memory**. Some considerations:

- More memory can make OpenOffice faster and more convenient (for example, more undo steps require more memory); but the trade-off is less memory available for other applications, and you could run out of memory altogether.
- If your documents contain a lot of objects such as images, or the objects are large, AOO’s performance may improve if you increase the memory for AOO or

the memory per object. If you find that objects seem to disappear from a document that contains a lot of them, increase the number of objects in the cache. (The objects are still in the file even if you cannot see them on screen.)

- To load the Quickstarter (an icon on the desktop or in the system tray) when you start your computer, select the option near the bottom of the dialog. This makes OpenOffice start faster; the trade-off is that AOO uses some memory even when not being used. This option (sometimes called **Enable systray quickstarter**) is not available on all operating systems.



Figure 30: Choosing Memory options for the OpenOffice applications

View Options

The options on the OpenOffice— View page affect the way the document window looks and behaves. Some of these options are described below. Set them to suit your personal preferences.

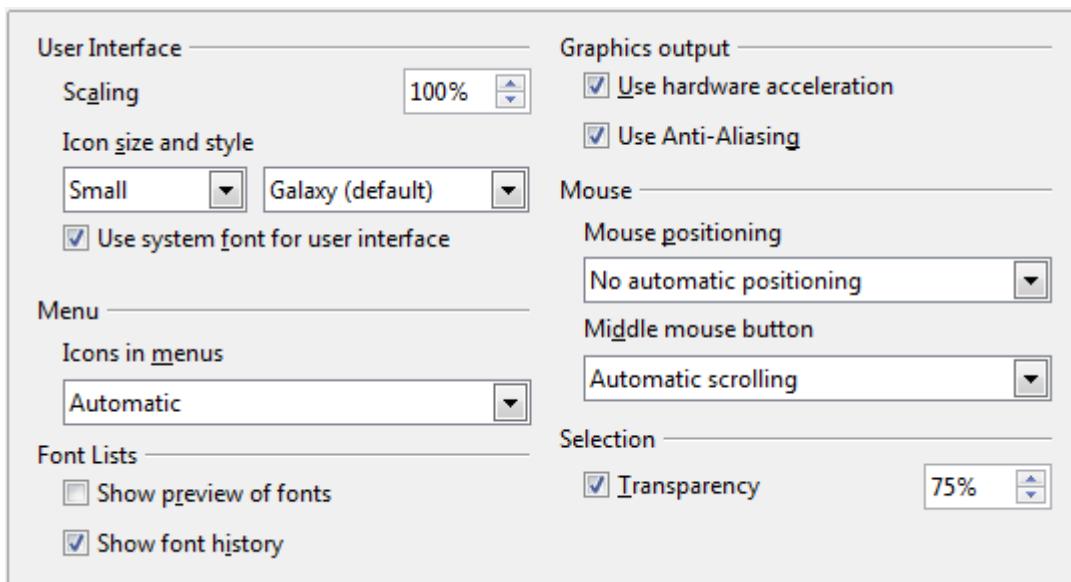


Figure 31: Choosing View options for OpenOffice applications

User Interface—Scaling

If the text in the help files or on the menus of the AOO user interface is too small or too large, you can change it by specifying a scaling factor. Sometimes a change here can have unexpected results, depending on the screen fonts available on your system. However, it does not affect the font size of the text in your documents.

User Interface—Icon size and style

The first box specifies the display size of toolbar icons (**Automatic**, **Small**, or **Large**); the **Automatic** icon size option uses the setting for your operating system. The second box specifies the icon style (theme); here the **Automatic** option uses an icon set compatible with your operating system and choice of desktop: for example, KDE or Gnome on Linux.

User Interface—Use system font for user interface

If you prefer to use the system font (the default font for your computer and operating system) instead of the font provided by AOO for the user interface, select this option.

User interface—Screen font Anti-Aliasing

(Not available in Windows; not shown in Figure 31.) Smooths the screen appearance of text. Enter the smallest font size to apply anti-aliasing.

Menu—Icons in menus

Causes icons as well as words to be visible in menus.

Font Lists—Show preview of fonts

Causes the font list to look like Figure 32, Left, with the font names shown as an example of the font; with the option deselected, the font list shows only the font names, not their formatting (Figure 32, Right). The fonts you will see listed are those that are installed on your system.

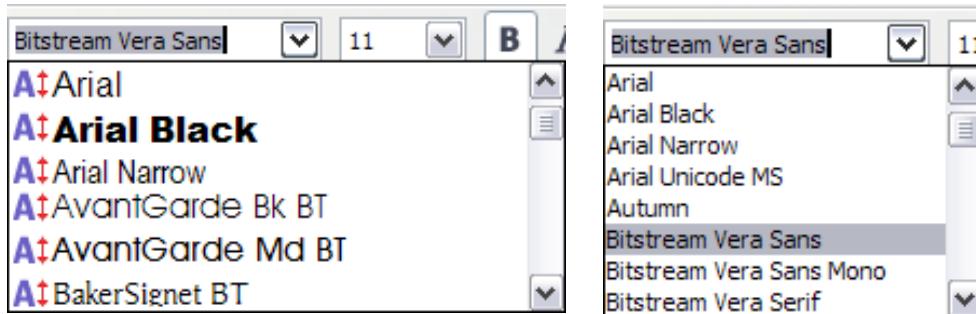


Figure 32: Font list (Left) showing preview; (Right) without preview

Font Lists—Show font history

Causes the last five fonts you have assigned to the current document to be displayed at the top of the font list.

Graphics output—Use hardware acceleration

Directly accesses hardware features of the graphical display adapter to improve the screen display. Not supported on all operating systems and AOO distributions.

Graphics output—Use Anti-Aliasing

Enables and disables anti-aliasing, which makes the display of most graphical objects look smoother and with fewer artifacts. Not supported on all operating systems and AOO distributions.

Tip Press *Shift+Control+R* to restore or refresh the view of the current document.

Mouse positioning

Specifies if and how the mouse pointer will be positioned in newly opened dialog boxes.

Middle mouse button

Defines the function of the middle mouse button.

- **Automatic scrolling** – dragging while pressing the middle mouse button shifts the view.
- **Paste clipboard** – pressing the middle mouse button inserts the contents of the “Selection clipboard” at the cursor position.

The “Selection clipboard” is independent of the normal clipboard that you use by **Edit > Copy/Cut/Paste** or their respective keyboard shortcuts. The clipboard and “Selection clipboard” can contain different contents at the same time.

Function	Clipboard	Selection clipboard
Copy content	Edit > Copy <i>Control+C</i>	Select text, table, or object.
Paste content	Edit > Paste <i>Control+V</i> pastes at the cursor position.	Clicking the middle mouse button pastes at the mouse pointer position.
Pasting into another document	No effect on the clipboard contents.	The last marked selection is the content of the selection clipboard.

Print Options

On the OpenOffice—Print page, set the print options to suit your default printer and your most common printing method.

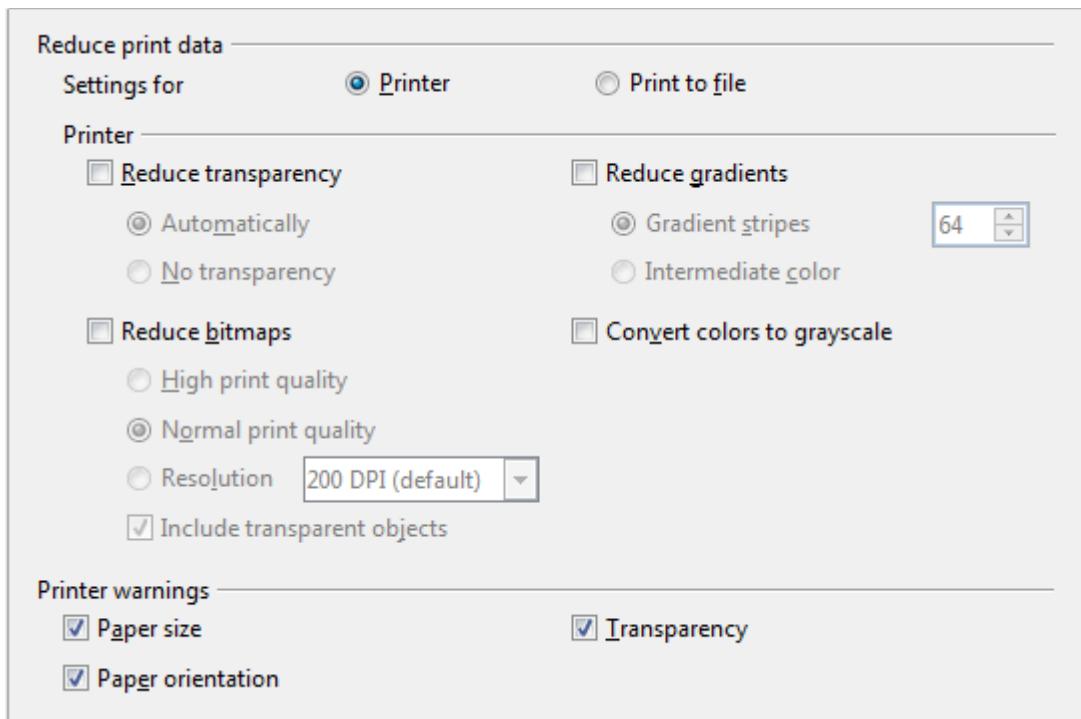


Figure 33: Choosing general printing options to apply to all AOO components

In the *Printer warnings* section near the bottom of the page, you can choose whether to be warned if the paper size or orientation specified in your document does not match the paper size or orientation available for your printer. Having these warnings turned on can be quite helpful, particularly if you work with documents produced by people in other countries where the standard paper size is different from yours.

Tip If your printouts are incorrectly placed on the page or chopped off at the top, bottom, or sides or the printer is refusing to print, the most likely cause is page-size incompatibility.

Path Options

On the OpenOffice—Paths page, you can change the location of files associated with, or used by, AOO to suit your working situation. In a Windows system, for example, you might want to store documents by default somewhere other than Documents.

To make changes, select an item in the list shown in Figure 34 and click **Edit**. On the Select Paths dialog (not shown), add or delete folders as required, and then click **OK** to return to the Options dialog. Note that many items can have at least two paths listed: one to a shared folder (which might be on a network) and one to a user-specific folder (normally on the user's personal computer).

Tip You can use the entries in the OpenOffice—Paths dialog to compile a list of files, such as those containing AutoText, that you need to back up or copy to another computer.

Paths used by OpenOffice	
Type	Path
AutoCorrect	C:\Users\fxcampos\AppData\Roaming\OpenOffice\4\user\autocor
AutoText	C:\Users\fxcampos\AppData\Roaming\OpenOffice\4\user\autotext
Backups	C:\Users\fxcampos\AppData\Roaming\OpenOffice\4\user\backup
Gallery	C:\Users\fxcampos\AppData\Roaming\OpenOffice\4\user\gallery
Graphics	C:\Users\fxcampos\AppData\Roaming\OpenOffice\4\user\gallery
My Documents	C:\Users\fxcampos\Documents
Templates	C:\Users\fxcampos\AppData\Roaming\OpenOffice\4\user\template
Temporary files	C:\Users\fxcampos\AppData\Local\Temp

< >

[Default](#) [Edit...](#)

Figure 34: Viewing the paths of files used by AOO

Color Options

On the OpenOffice—Colors page, you can specify colors to use in AOO documents. You can select a color from a color table, edit an existing color, or define new colors. These colors will then be available in color selection palettes in AOO.

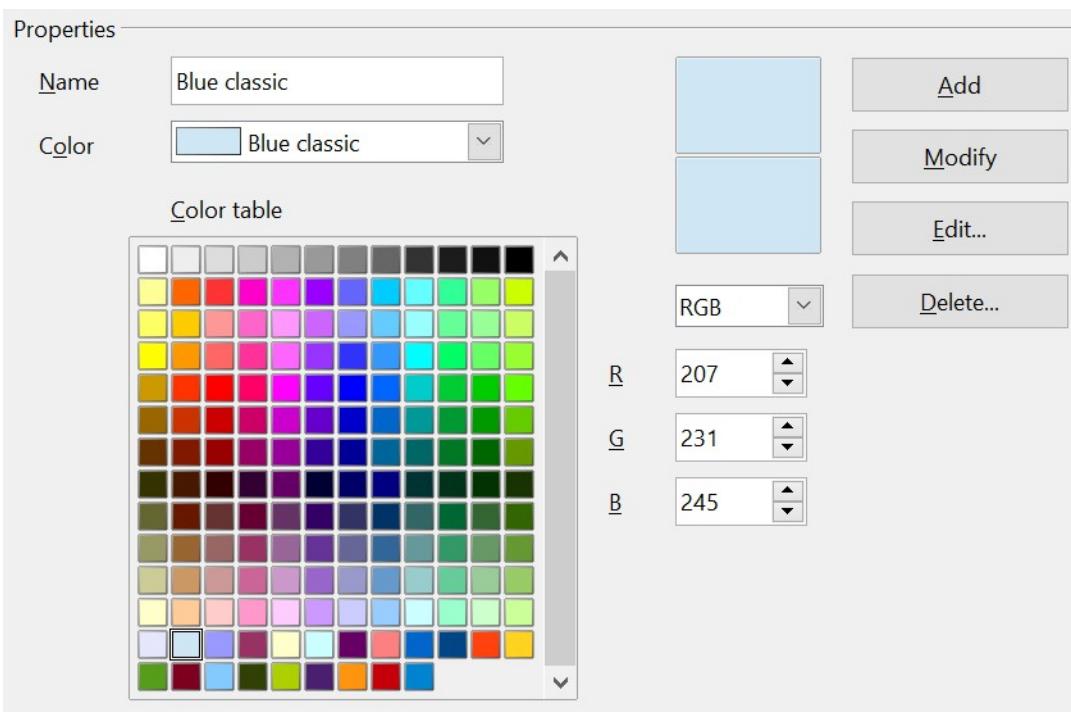


Figure 35: Defining colors to use in color palettes in AOO

To modify a color:

- 1) Select the color to modify from the list or the color table.
- 2) Enter the new values that define the color. If necessary, change the settings from RGB (Red, Green, Blue) to CMYK (Cyan, Magenta, Yellow, Black) or vice

versa. The changed color appears in the lower of the two color preview boxes at the top.

- 3) Modify the *Name* as required.
- 4) Click the **Modify** button. The newly defined color is now listed in the Color table.

Alternatively, click the **Edit** button to open the Color dialog, shown in Figure 36. Here you can select a color from the color window in the upper area, or you can enter values on the right using your choice of RGB, CMYK, or HSB (Hue, Saturation, and Brightness) values.

The upper color window is linked directly with the color input fields; as you choose a color in the upper window, the numbers change accordingly. The two color fields at the bottom show the appearance of the adjusted color on the left and the original color on the right.

Modify the color components as required and click **OK** to exit the dialog. The newly defined color now appears in the lower of the color preview boxes shown in Figure 35. Type a name for this color in the *Name* box, then click the **Add** button. A small box showing the new color is added to the Color table.

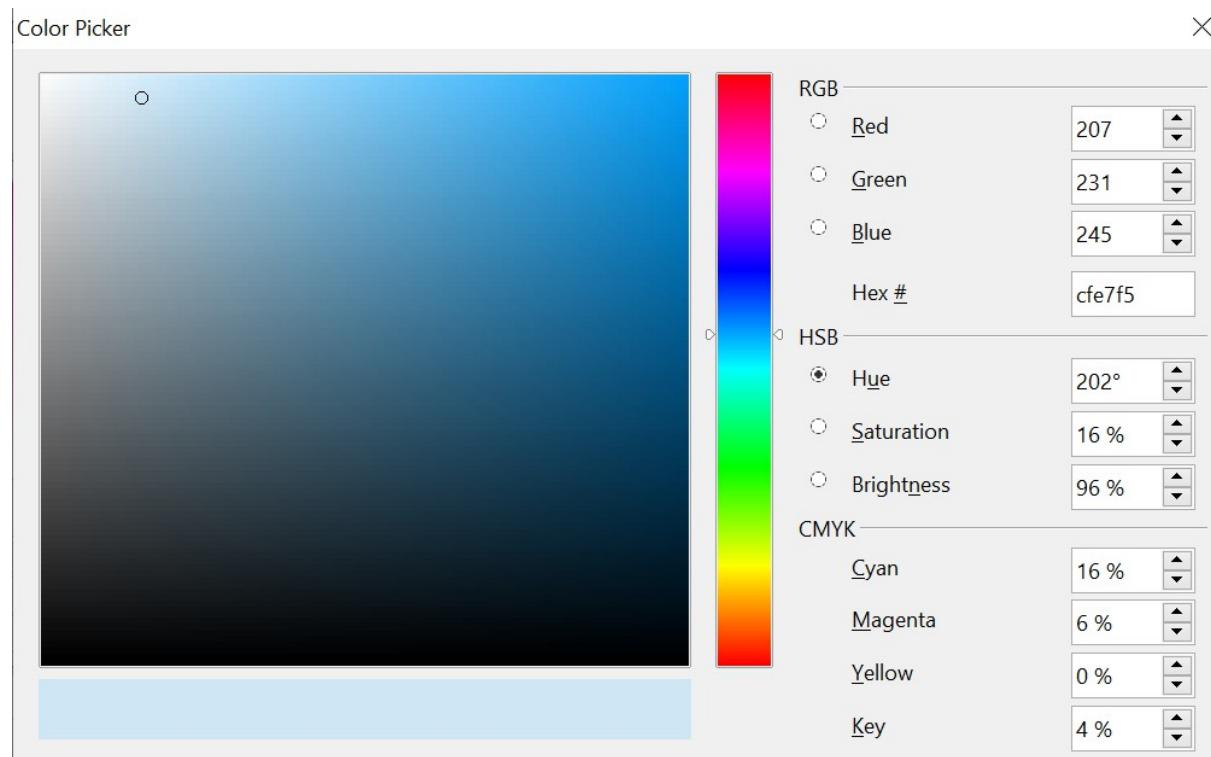


Figure 36: Editing colors

Another way to define or alter colors is through the Colors page of the Area dialog, where you can also save and load palettes, a feature that is not possible here. In Writer, draw a temporary draw object and use the context menu of this object to open the Area dialog.

Font Options

You can define replacements for any fonts that might appear in your documents. If you receive from someone else a document containing fonts that you do not have on your system, AOO will substitute fonts for those it does not find. You might prefer to specify a different font from the one the program chooses.

On the OpenOffice—Fonts page:

- 1) Select **Apply Replacement Table** option.
- 2) Select or type the name of the font to be replaced in the **Font** box. (If you do not have this font on your system, it will not appear in the drop-down list in this box, so you need to type it in.)
- 3) In the **Replace With** box, select a suitable font from the drop-down list of fonts installed on your computer.
- 4) The check mark to the right of the **Replace with** box turns green. Click on this check mark. A row of information now appears in the larger box below the input boxes. Select the boxes under **Always** and **Screen**.
- 5) In the bottom section of the page, you can change the typeface and size of the font used to display source code such as HTML and Basic (in macros).

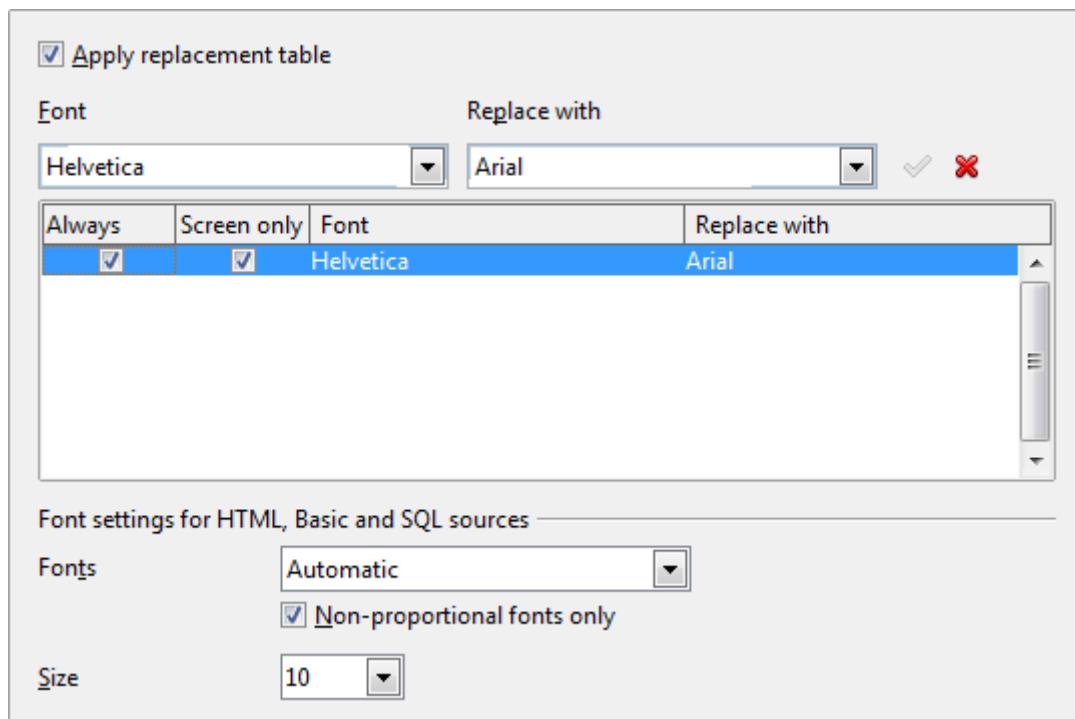


Figure 37: Defining a font to be substituted for another font

Security Options

Use the OpenOffice—Security page to choose security options for saving documents and for opening documents that contain macros.

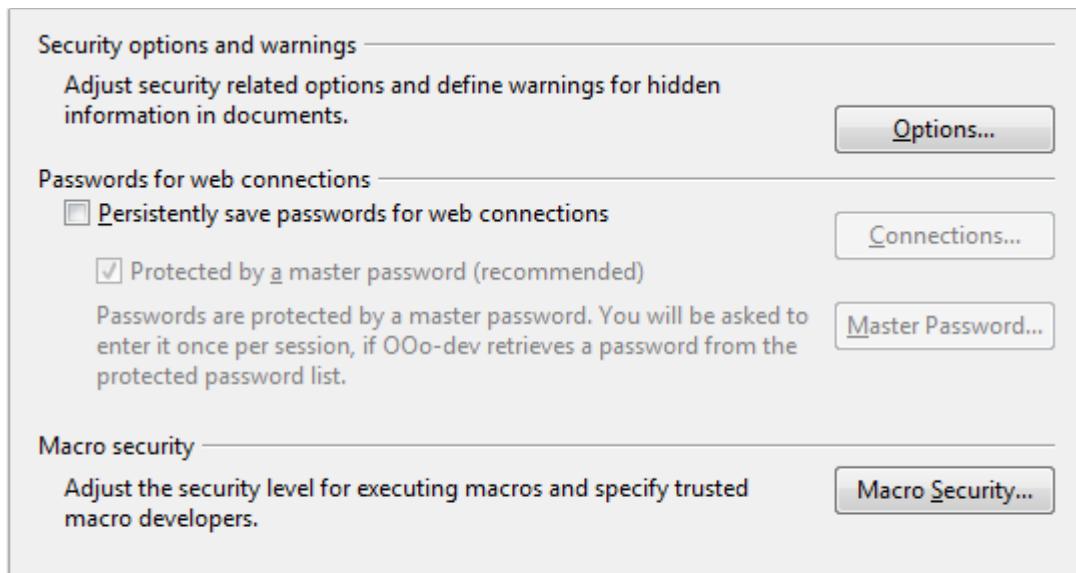


Figure 38: Choosing security options for opening and saving documents

Security Options and warnings

If you record changes, save multiple versions, or include hidden information or notes in your documents, and you do not want some recipients to see that information, you can set warnings to remind you to remove it, or you can have AOO remove some of it automatically. Note that (unless removed) much of this information is retained in a file whether the file is in OpenOffice's default OpenDocument format, or has been saved to other formats, including PDF.

Click the **Options** button to open a separate dialog with specific choices (Figure 38).

Remove personal information on saving. Select this option to always remove user data from the file properties when saving the file. To manually remove personal information from specific documents, deselect this option and then use the **Delete** button under **File > Properties > General**.

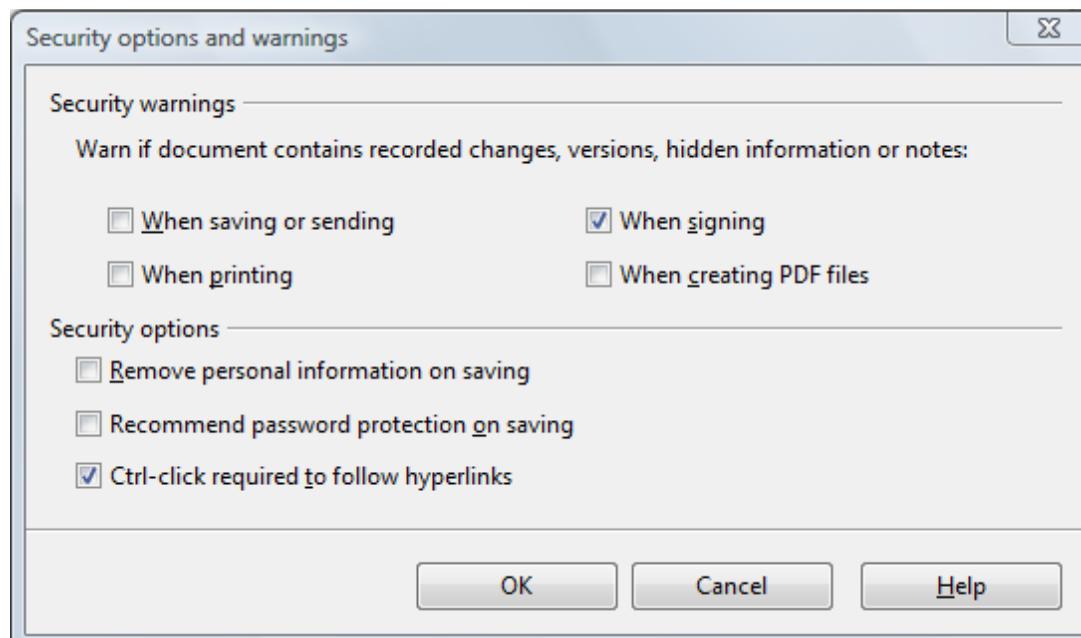


Figure 39: Security options and warnings dialog box

Ctrl-click required to follow hyperlinks. Many people find creating and editing documents easier when accidental clicks on links do not activate the links.

The other options on this dialog should be self-explanatory.

Macro security

Click the **Macro Security** button to open the Macro Security dialog, where you can adjust the security level for executing macros and specify trusted sources.

Appearance Options

Writing, editing, and (especially) page layout are often easier when you can see the page margins (text boundaries), the boundaries of tables and sections, grid lines, and other features. In addition, you might prefer to use colors that are different from AOO's defaults for such items as note indicators or field shadings.

On the OpenOffice—Appearance page, you can specify which items are visible, and the colors used to display various items.

- To show or hide items such as text boundaries, select or deselect them.
- To change the default colors for items, click the down-arrow in the *Color setting* column by the name of the item and select a color from the pop-up box.
- To save your color changes as a color scheme, type a name in the *Scheme* box and click **Save**.

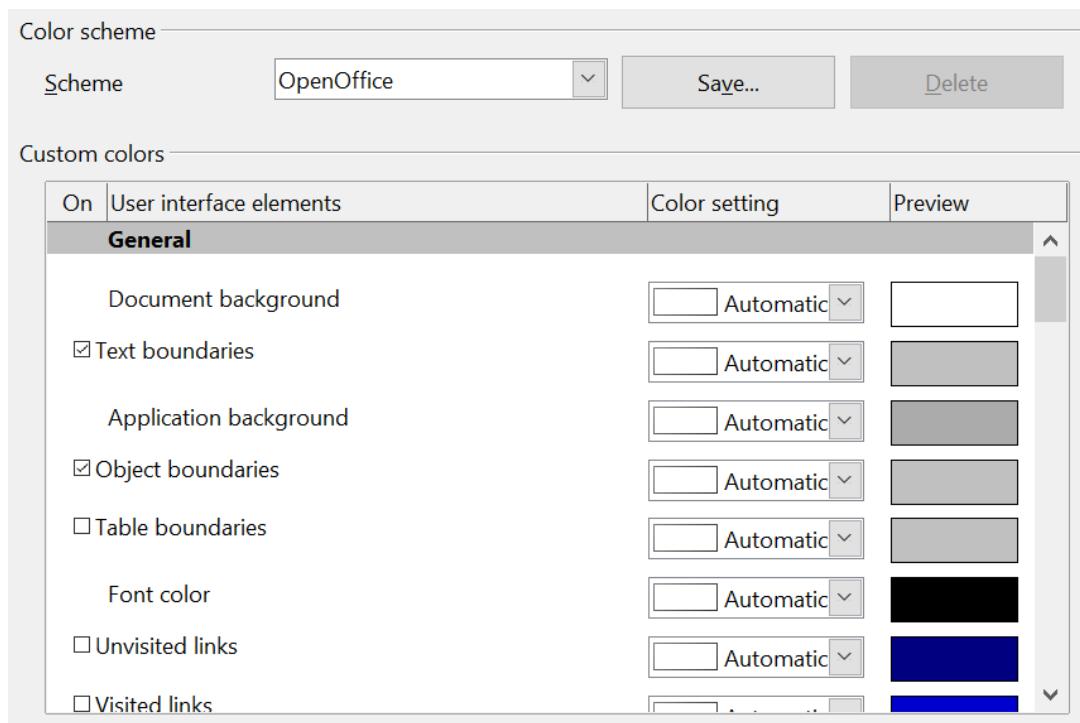


Figure 40: Showing or hiding text, object, and table boundaries

Choosing Options for Loading and Saving Documents

You can set the Load/Save options to suit the way you work.

If the Options dialog is not already open, click **Tools > Options**. Click the expansion symbol (+ sign or triangle) to the left of **Load/Save**.

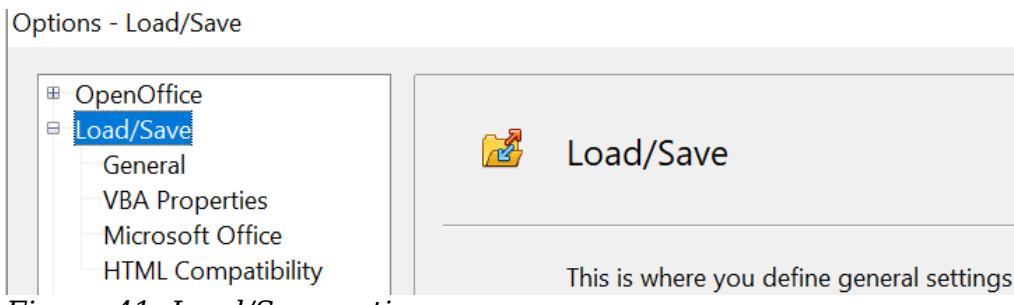


Figure 41: Load/Save options

General Load/Save Options

Most of the choices on the Load/Save—General page (Figure 37) are familiar to users of other office suites. Some items of interest are described below.

Load user-specific settings with the document

When you save a document, certain settings are saved with it. Some settings (printer name, data source linked to the document) are always loaded with a document, whether this option is selected. If you select this option, these document settings are overruled by the user-specific settings of the person who opens it. If you deselect this option, the user's personal settings do not overrule the settings in the document. For example, your choice (in the options for AOO Writer) of how to update links is affected by the **Load user-specific settings** option.

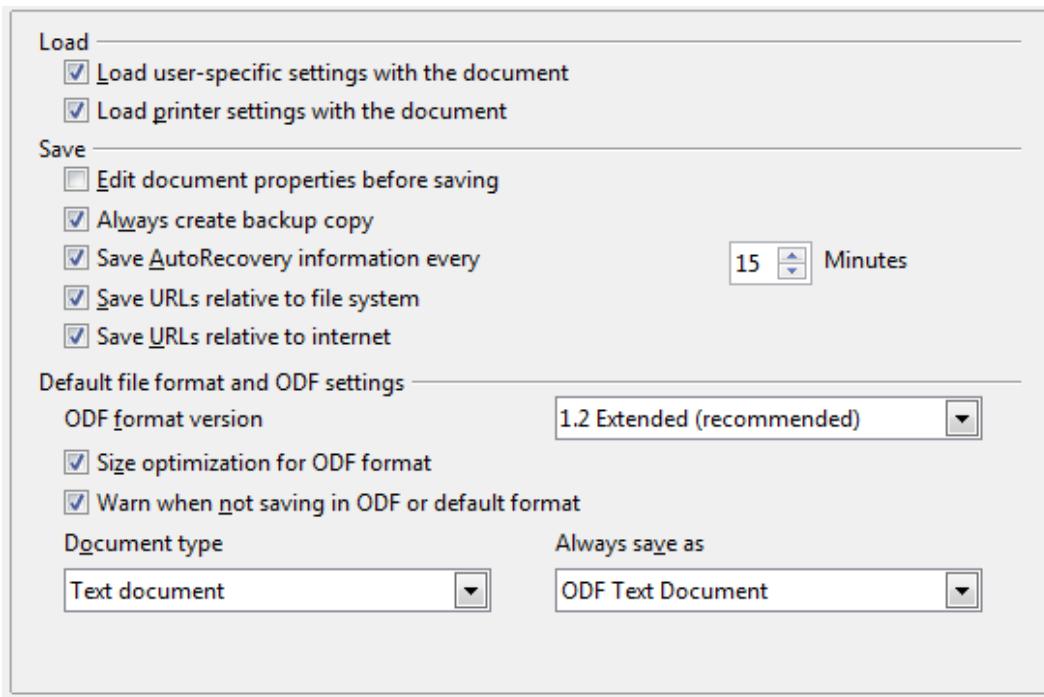


Figure 42: Choosing Load and Save options

Load printer settings with the document

If this option is **not** selected, the printer settings that are stored with the document are ignored when you print it using the **Print File Directly** icon. The default printer in your system is used instead.

Edit document properties before saving

If this option is selected, the Document Properties dialog pops up to prompt you to enter relevant information the first time you save a new document (or whenever you use Save As).

Save AutoRecovery information every _____ Minutes

Choose whether to enable AutoRecovery and how often to save the information used by the AutoRecovery process. AutoRecovery in OpenOffice does not overwrite the original file; it saves a temporary version.

Note

Using this option is not a substitute for regularly saving your work.

Save URLs relative to file system / internet

Relative addressing to a file system is only possible if the source document and the referenced document are both on the same drive. A relative address always starts from the directory in which the current document is located. It is recommended to save relatively if you want to create a directory structure on an Internet server.

Default file format and ODF settings

ODF format version. OpenOffice by default saves documents in Open Document Format (ODF) version 1.2. This format has been the default for many years and only very old versions of OpenOffice or other software would not be able to handle such documents.

Size optimization for ODF format. OpenOffice's documents are XML files. When you select this option, AOO writes the XML data without indents and line breaks. If you want to be able to read the XML files in a text editor in a structured form, deselect this option.

Document type. If you routinely share documents with users of Microsoft Word, you might want to change the **Always save as** attribute for text documents to one of the Word formats.

Note

Although Writer can open files in the .docx format produced by Microsoft Word, it cannot save in .docx format.

VBA Properties Load/Save Options

On the Load/Save—VBA Properties page, you can choose whether to keep any macros in Microsoft Office documents that are opened in OpenOffice. These macros are disabled in AOO.

If you choose **Load Basic code**, you can edit the macros in AOO. The changed code is saved in an AOO document but is not retained if you save into a Microsoft Office format.

If you choose **Save original Basic code**, the macros are retained unchanged if you save the file into Microsoft Office format.

Save original Basic code takes precedence over **Load Basic code**. If both options are selected, and you edit the disabled code in AOO, the original Microsoft Basic code will be saved when saving in a Microsoft Office format.

To remove any possible macro viruses from the Microsoft Office document, deselect **Save original Basic code**. The document will be saved without the Microsoft Basic code.

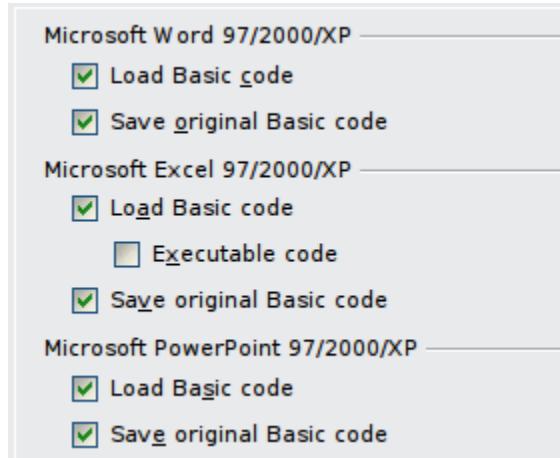


Figure 43: Choosing Load/Save VBA Properties

Microsoft Office Load/Save Options

On the Load/Save—Microsoft Office page, you can choose what to do when importing and exporting Microsoft Office OLE objects (linked or embedded objects or documents such as spreadsheets or equations).

Select the [L] check boxes to convert Microsoft OLE objects into the corresponding OpenOffice OLE objects when a Microsoft document is loaded into AOO (mnemonic: "L" for "load").

Select the [S] check boxes to convert OpenOffice OLE objects into the corresponding Microsoft OLE objects when a document is saved in a Microsoft format (mnemonic: "S" for "save").

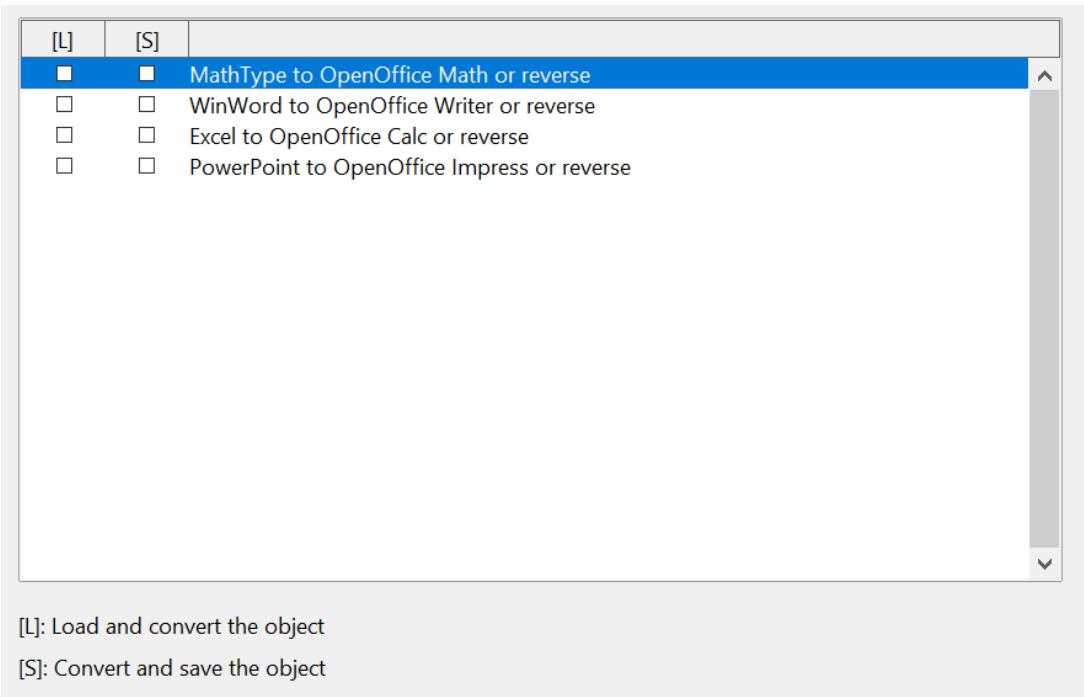


Figure 44: Choosing Load/Save Microsoft Office options

HTML Compatibility Load/Save Options

Choices made on the Load/Save—HTML Compatibility page affect HTML pages imported into OpenOffice and those exported from AOO. See *HTML documents; importing/exporting* in the Help for more information.

Font sizes

Use these fields to define the respective font sizes for the HTML `` to `` tags, if they are used in the HTML pages. (Many pages no longer use these tags.)

Import—Use 'English (USA)' locale for numbers

When importing numbers from an HTML page, the decimal and thousands separator characters differ according to the locale of the HTML page. The clipboard, however, contains no information about the locale. If this option is **not** selected, numbers will be interpreted according to the Language—Locale setting in **Tools > Options > Language Settings > Languages** (see page 56). If this option is selected, numbers will be interpreted as for the English (USA) locale.

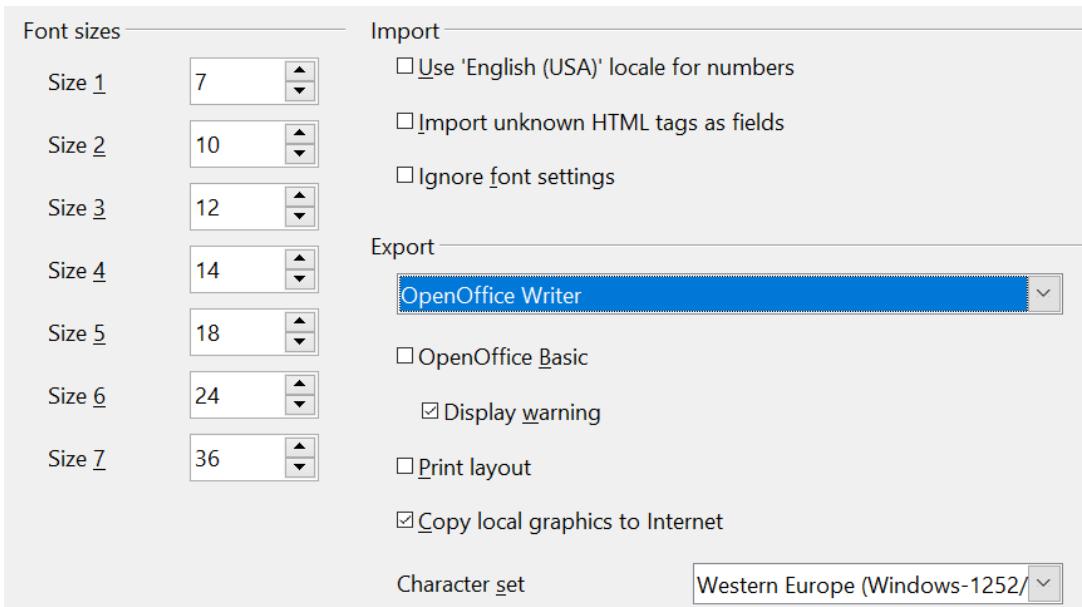


Figure 45: Choosing HTML compatibility options

Import—Import unknown HTML tags as fields

Select this option if you want tags that are not recognized by AOO to be imported as fields. For an opening tag, an HTML-ON field will be created with the value of the tag name. For a closing tag, an HTML-OFF will be created. These fields will be converted to tags in the HTML export.

Import—Ignore font settings

Select this option to have AOO ignore all font settings when importing. The fonts that were defined in the HTML Page Style will be used.

Export

To optimize the HTML export, select a browser or HTML standard from the **Export** box. If OpenOffice Writer is selected, specific OpenOffice Writer instructions are exported.

Export—OpenOffice Basic

Select this option to include AOO Basic macros (scripts) when exporting to HTML format. You must activate this option *before* you create the OpenOffice Basic macro; otherwise the script will not be inserted. OpenOffice Basic macros must be located in the header of the HTML document. Once you have created the macro in the OpenOffice Basic IDE, it appears in the source text of the HTML document in the header.

If you want the macro to run automatically when the HTML document is opened, choose **Tools > Customize > Events**.

Export—Display warning

When the **OpenOffice Basic** option (see above) is *not* selected, the **Display warning** option becomes available. If the **Display warning** option is selected, then when exporting to HTML a warning is shown that OpenOffice Basic macros will be lost.

Export—Print layout

Select this option to export the print layout of the current document as well.

The HTML filter supports CSS2 (Cascading Style Sheets Level 2) for printing documents. These capabilities are only effective if print layout export is activated.

Export—Copy local graphics to Internet

Select this option to automatically upload the embedded pictures to the Internet server when uploading using FTP.

Export—Character set

Select the appropriate character set for the export.

Choosing Options for Writer

Settings chosen on the pages in the OpenOffice Writer section of the Options dialog box determine how your Writer documents look and behave while you are working on them.

If the Options dialog box is not already open, click **Tools > Options**.

Click the expansion symbol (+ sign or triangle) by OpenOffice Writer on the left-hand side of the Options—OpenOffice dialog box. A list of pages appears.

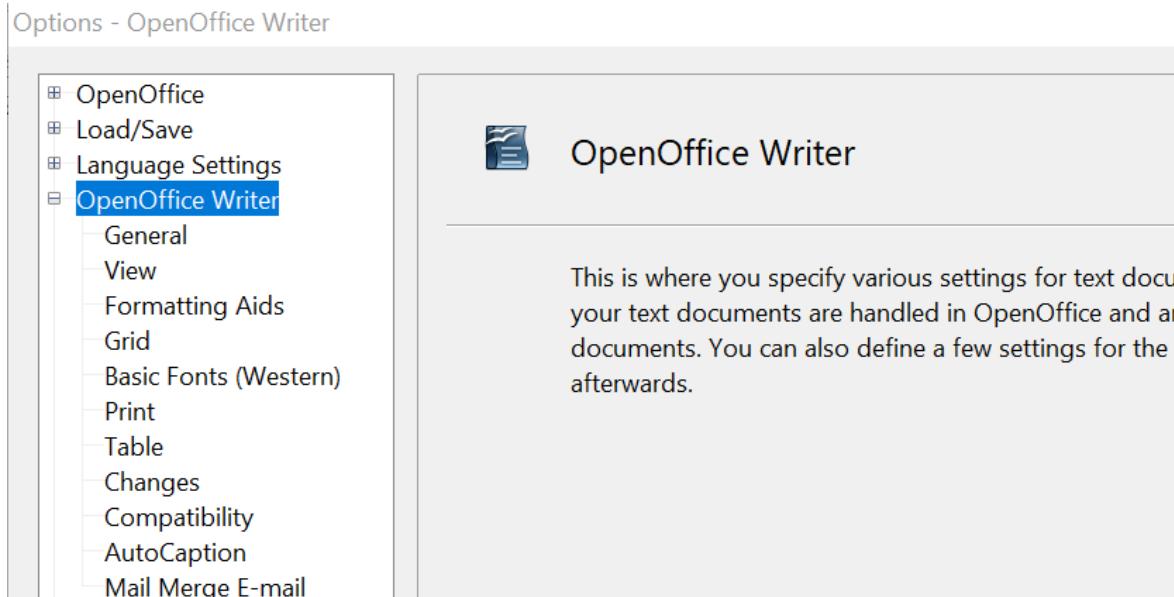


Figure 46: OpenOffice Writer options

General Options

The choices on the OpenOffice Writer—General page affect the updating of links and fields, the units used for rulers and other measurements, and the default tab stop positions.

Update links when loading

Depending on your work patterns, you may not want links to be updated when you load a document. For example, if your file links to other files on a network, you won't want those links to update when you are not connected to the network.

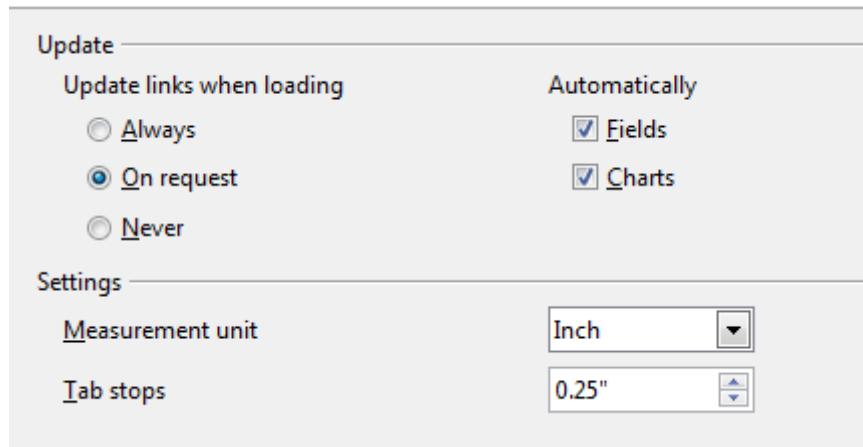


Figure 47: Choosing general options for Writer

Update fields and charts automatically

You may not want fields or charts to update automatically when you are working, because that slows down performance.

Settings—Tab stops

The *Tab stops* setting specifies the distance the cursor travels for each press of the *Tab* key. This setting is also used for the indent distance applied by the

Increase Indent and **Decrease Indent** buttons on the Formatting Bar, which affect the indentation of entire paragraphs.

Using the default tab stops to space out or indent material on a page is not recommended. If you use the default tab interval and then send the document to someone who uses a different default tab interval, then your tabbed material will be displayed using the other person's default tab settings. In addition, any changes to the default tab stops will change the existing default tab stops in any document you open afterward, as well as tab stops you insert after making the change.

To avoid these unwanted changes, define your own tabs in paragraph styles or individual paragraphs (see "Defining your own tab stops and indents" in Chapter 3, Working with Text).

View Options

Two pages of options set the defaults for viewing Writer documents: View (described here) and Formatting Aids (described below).

If the items on the OpenOffice Writer—View page are not self-explanatory, you can easily test their effects in a blank document.

This is a good page to check if, for example, you cannot see graphics on the screen, or you see field codes instead of the text or numbers you are expecting.

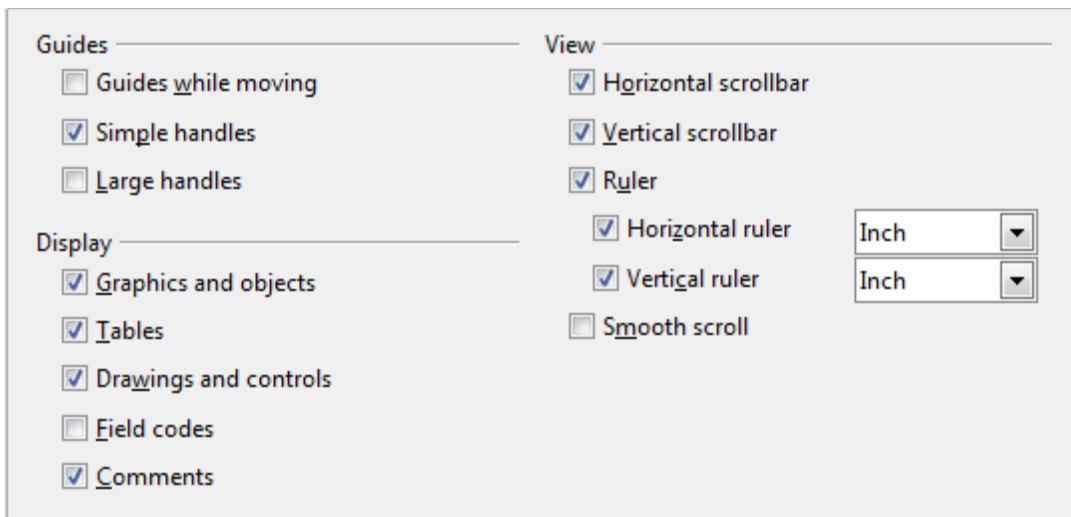


Figure 48: Choosing View options for Writer

Formatting Aids Options

The display of symbols such as paragraph ends and tabs helps you when writing, editing, and doing page layout. For example, you might want to know if any blank paragraphs or tabs are included or if any tables or graphics are too wide and intrude into the margins of the page.

On the OpenOffice Writer—Formatting Aids page, select the required options.

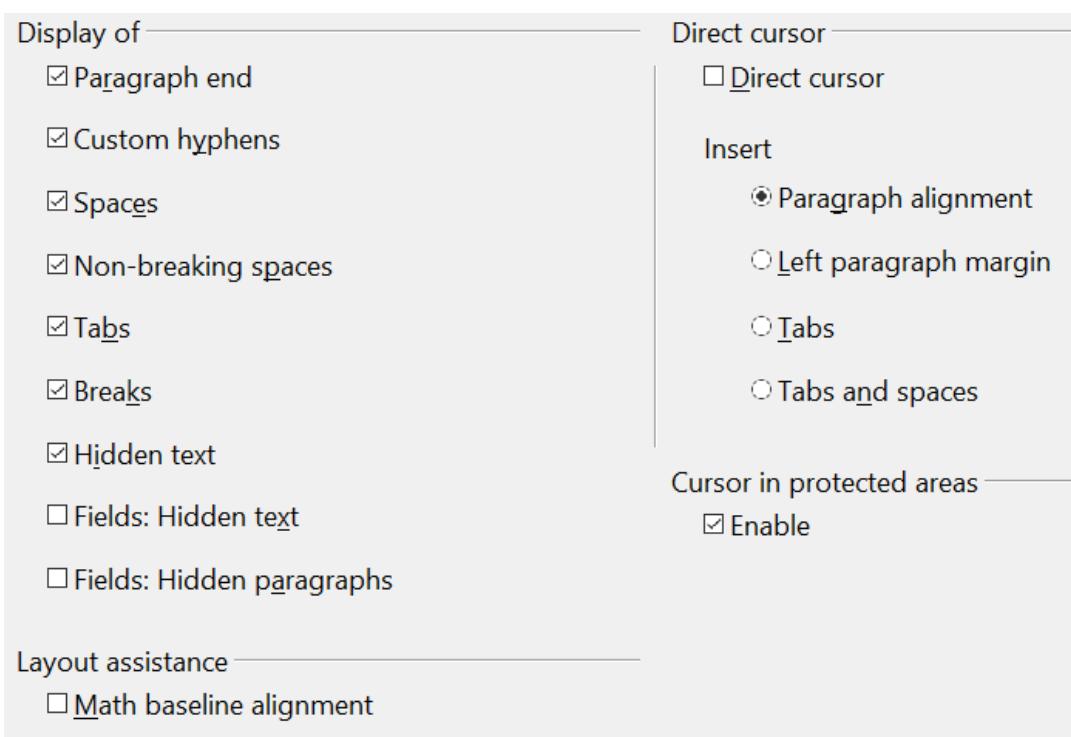


Figure 49: Choosing Formatting Aids options

Note

Direct cursor lets you enter text, images, tables, frames, and other objects in any blank area in your document. Writer inserts blank paragraphs and tabs to position the text or objects.

This feature is incompatible with rigorous use of styles and can lead to many formatting oddities, so it should be avoided by professional writers.

Grid Options

Specifying “snap to grid” can be very helpful when you are trying to align several objects such as graphics or tables.

On the OpenOffice Writer—Grid page, you can choose whether to enable this feature and what grid intervals to use. If the grid intervals (subdivisions) are too large, you may find that you do not have enough control in placing the objects.

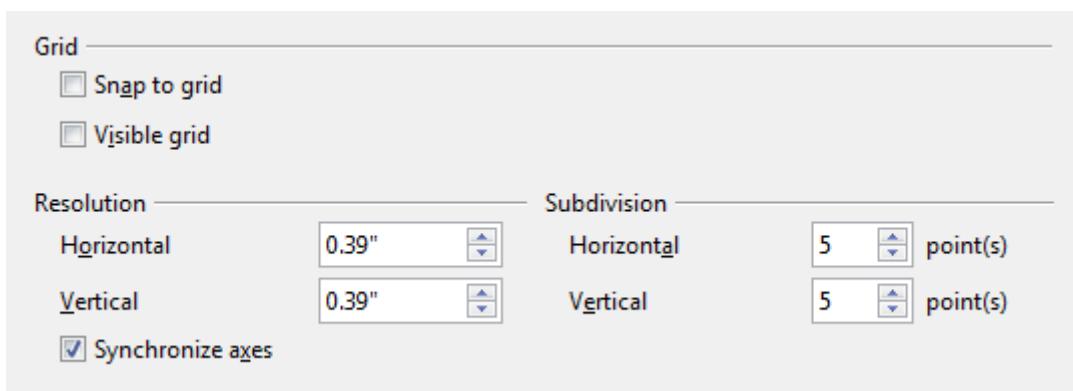


Figure 50: Choosing Grid options

Default Fonts

The default fonts specified on the OpenOffice Writer—Basic Fonts (Western) page apply to both Writer documents and HTML (Web) documents.

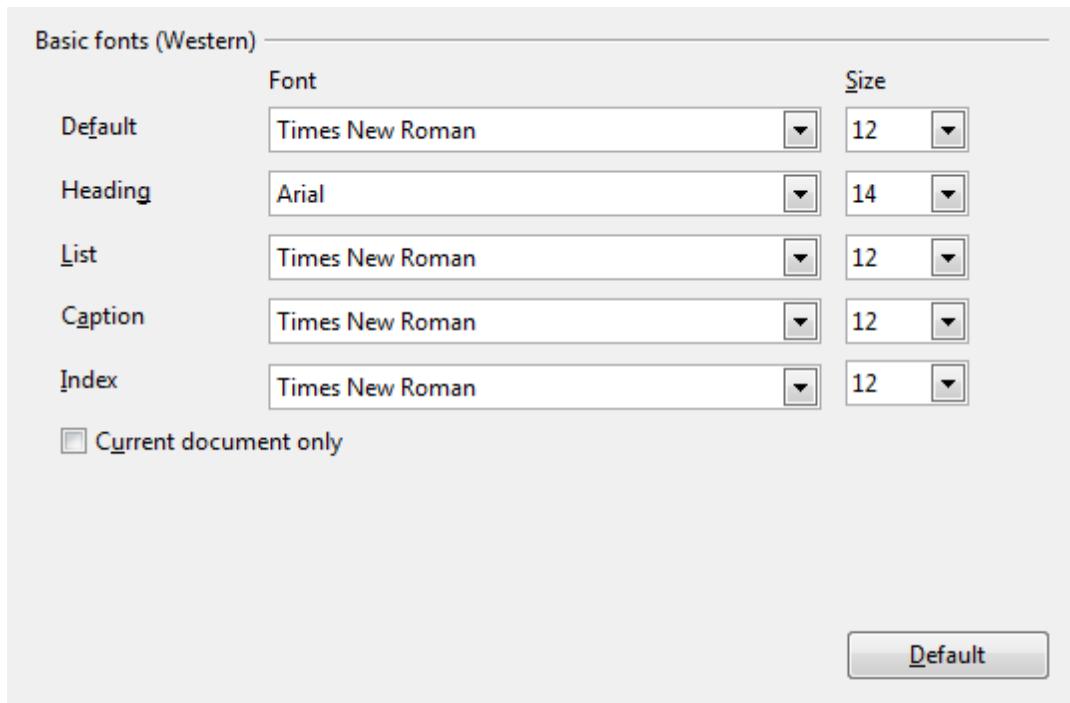


Figure 51: Choosing default fonts

- If you want to change the defaults, do so on this page. You can, of course, choose other fonts for use in specific documents, either by applying direct formatting or by defining and applying styles in those documents.
- When choosing fonts on this page you are not limited to single fonts or to the ones shown in the drop-down list. You can specify a “font family” as a comma separated set of fonts that includes those suitable for Windows, Macintosh, Linux, and other operating systems. These choices are particularly important in HTML documents.
- If the document is viewed on a system that does not have the first font specified, it will use one of the other fonts if that one is available. Otherwise, it will substitute a font that is available on the system.
- Type the list of fonts, separated by commas, in the boxes. If you want these defaults to apply to the current document only, select that option. The **Default** button resets the values on this page to the defaults installed with OpenOffice.

Print Options

On the OpenOffice Writer—Print page (Figure 28), you can choose which items are printed with the document by default. These options are in addition to those on the OpenOffice—Print page (Figure 33).

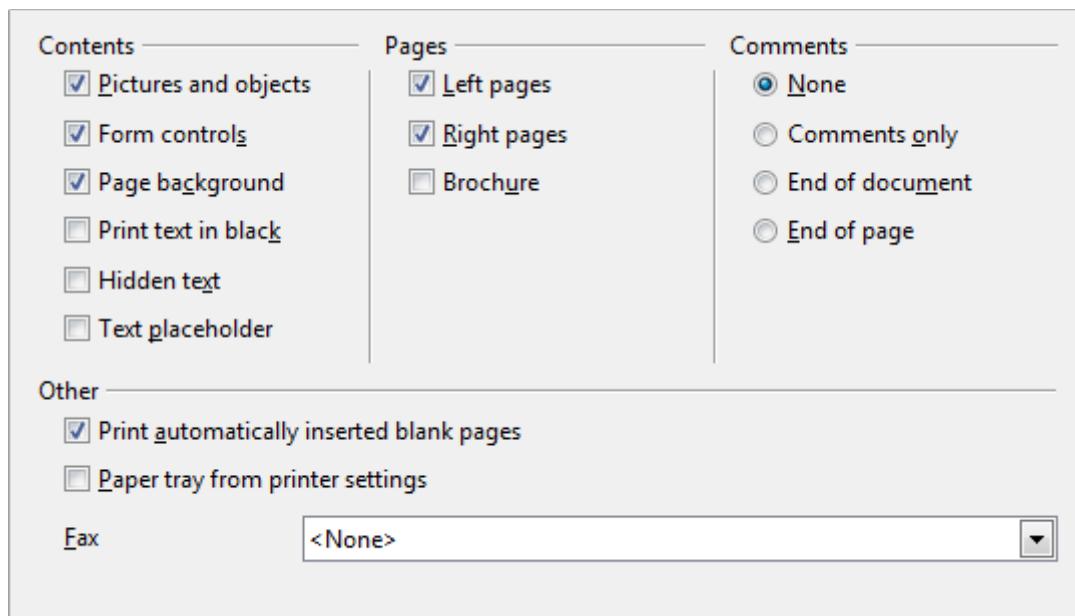


Figure 52: Choosing Print options for Writer

Some considerations:

- When you are working on drafts, and you want to save printer ink or toner, you might want to deselect some items in the *Contents* section.
- The **Print text in black** selection causes colored text (but not graphics) to print as black on a color printer; on a black-and-white printer, this option causes color text to print as solid black instead of shades of gray (dithered).
- The **Print text in black** option has a different effect than the **Convert colors to gray scale** on the Options—OpenOffice—Print page (Figure 29), which prints all graphics as gray scale on color printers. (On black-and-white printers, color in graphics normally prints as gray scale.)
- If you are printing double-sided on a non-duplexing printer, you might choose to print only left or right pages, then turn the stack over and print the other pages.
- Depending on how your printer ejects pages (face up or face down), you might need to print the pages in reverse order, so they stack in the correct order as they are printed.

Tip

You can override any of these defaults when printing a document. Click **File > Print**, then click the **Options** button on the Print dialog box. The Printer Options dialog box that appears is similar to the one shown in Figure 28.

Default Table Options

On the OpenOffice Writer—Table page, you can specify the default behavior of tables.

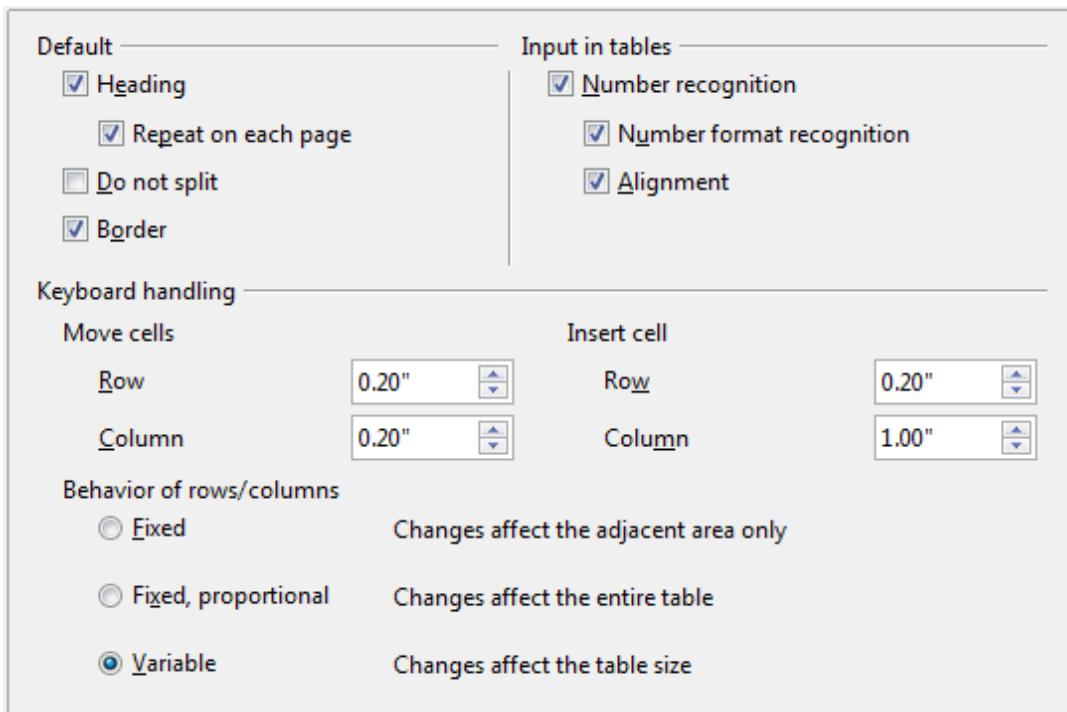


Figure 53: Choosing default Table options

Some considerations:

- If most of your tables will require borders or headings, select those options. If most of your tables are used for page layout, deselect borders and headings.
- *Number recognition* can be very useful if most of your tables contain numerical data; Writer will recognize dates or currency, for example, and format the numbers appropriately. However, if you want the numbers to remain as ordinary text, this feature can be quite irritating, so you will want to deselect it.
- The *Keyboard handling* section specifies the distances that cells move when you use keyboard shortcuts to move them and the size of rows and columns inserted using keyboard shortcuts.
- The choices in the *Behavior of rows/columns* section determine the effects that changes to rows or columns have on adjacent rows or columns and the entire table. You might need to test these selections to fully understand the effects.

Change Tracking Options

If you plan to use the change-tracking feature of Writer, use the OpenOffice Writer—Changes page to choose the way inserted and deleted material is marked, whether and how attribute changes are marked, and whether and how change bars are marked in the margins.

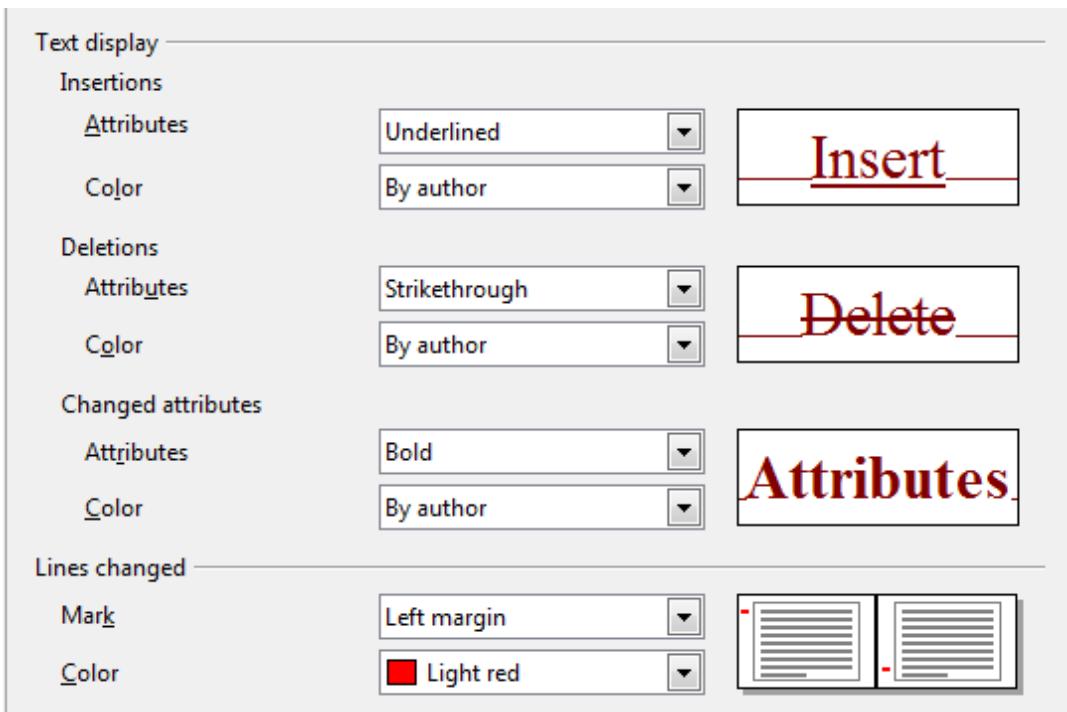


Figure 54: Choosing options for tracking changes

Compatibility Options

Do you need to import Microsoft Word documents into AOO Writer? If so, you might want to select some or all of the settings on the OpenOffice Writer—Compatibility page. If you are not sure about the effects of these settings, leave them as the defaults provided by AOO. For information about the settings not described below, see the Help.

Use printer metrics for document formatting

If this option is selected, the printer specified for the document determines how the document is formatted for viewing on screen. The line breaks and paragraph breaks you see on screen match those that apply when the document is printed on that printer.

This setting can be useful when several people are reviewing a document that will eventually be printed on a specific printer or when the document is exported to PDF (a process that uses “Adobe PDF” as the printer).

If this option is not selected, a printer-independent layout will be used for screen display and printing.

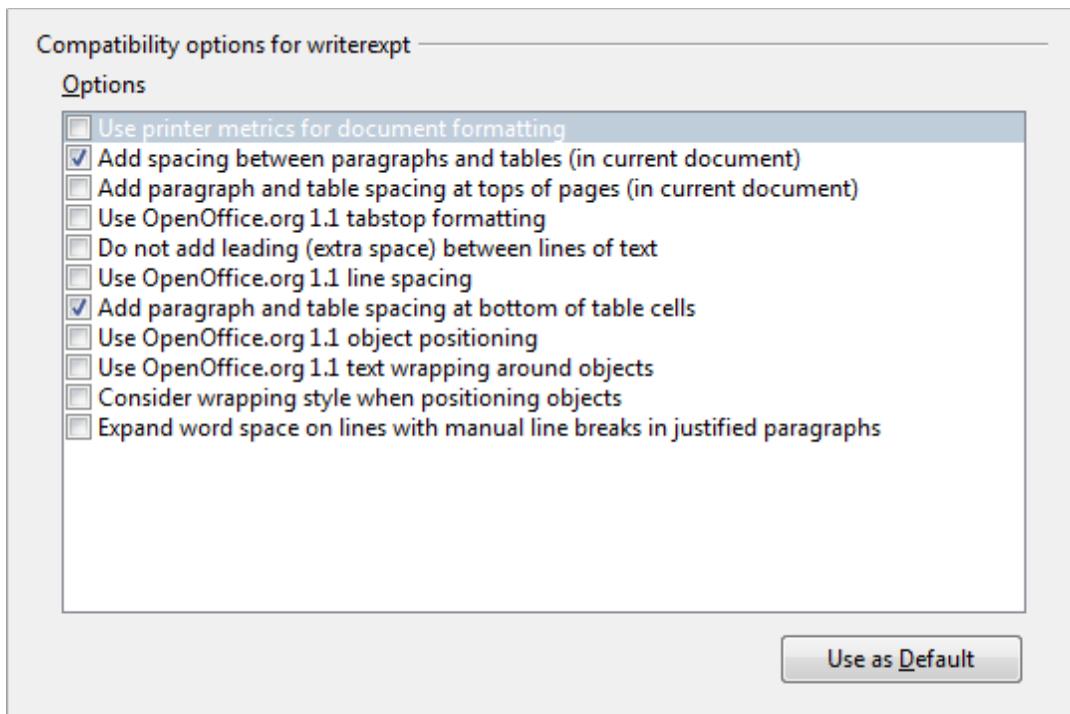


Figure 55: Choosing compatibility options

Add spacing between paragraphs and tables (in current document)

In OpenOffice Writer, paragraph spacing is defined differently than it is in MS Word documents. If you have defined spacing between two paragraphs or tables, spacing is also added in the corresponding MS Word documents.

If this option is selected, MS Word-compatible spacing is added between paragraphs and tables in OpenOffice Writer documents.

Add paragraph and table spacing at tops of pages (in current document)

You can define paragraphs to have space appear before (above) them. If this option is selected, any space above a paragraph will also appear if the paragraph is at the beginning of a page or column, if the paragraph is positioned on the first page of the document, or after a manual page break.

If you import an MS Word document, the spaces are automatically added during the conversion.

Add paragraph and table spacing at bottom of table cells

Specifies that the bottom spacing is added to a paragraph, even when it is the last paragraph in a table cell.

Use as Default

Click this button to use the current settings on this page as the default in OpenOffice.

AutoCaption Options

Do you want AOO to automatically insert captions for tables, pictures, frames, and OLE objects that have been inserted in a Writer document?

Note

You may not always want captions for every table, for example, if you use tables for layout as well as for tables of data. You can always add captions to individual tables, graphics, or other objects (right-click > **Caption**).

If you do want automatic captions on one or more object types:

- 1) Choose **OpenOffice Writer > AutoCaption** on the Options dialog box.
- 2) On the OpenOffice Writer—AutoCaption page (Figure 30), select the checkbox next to an object you want to be automatically captioned (**Picture** in the example shown).
- 3) With the item highlighted, specify the characteristics of the caption. The supplied categories for captions are **Drawing**, **Illustration**, **Table**, and **Text**. However, you are not limited to the supplied categories. If you want to use another name (for example, **Figure**) for the caption label, type the required term in the box. In the example shown, I have added the category “Figure” to the list.

Additional information about numbering captions by chapter, character styles, frame styles, and other items on the AutoCaption page, is given in later chapters in the *Writer Guide*.

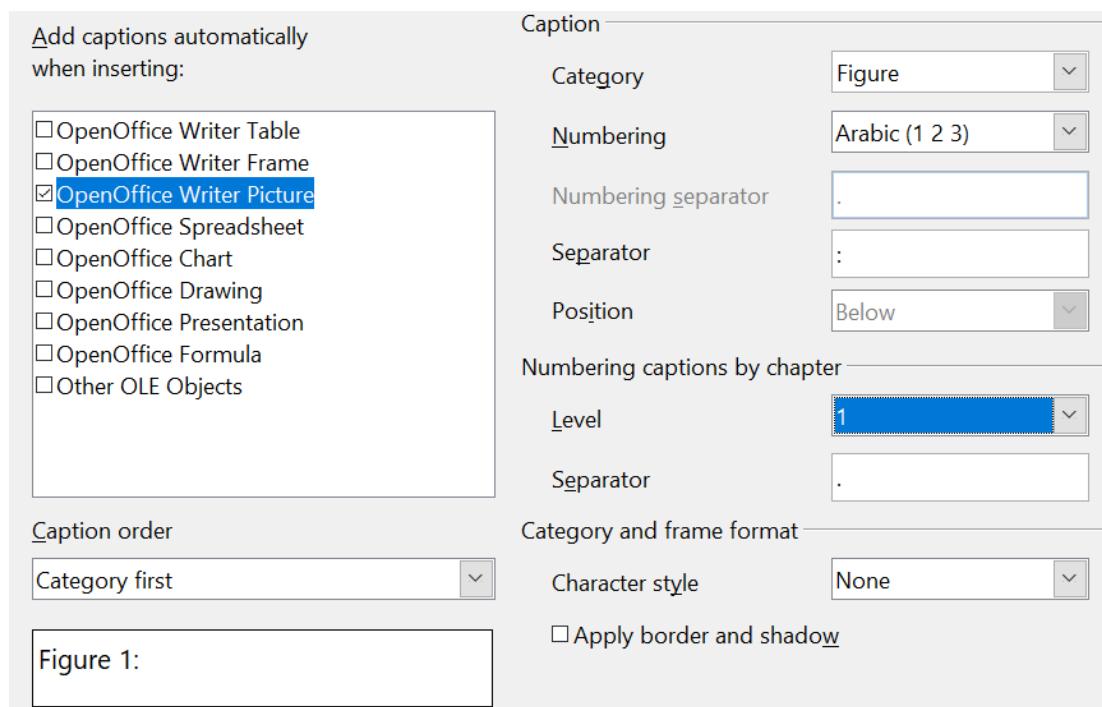


Figure 56: Setting up a new category for automatic captions on graphics

Mail Merge E-mail Options

You can produce form letters using Writer and then use the mail merge function to personalize those letters and send them to a number of addresses taken from a data source, such as an address book. Mail merged documents can be printed and mailed, or sent by e-mail.

Use the OpenOffice Writer—Mail Merge E-mail page to set up the user and server information for sending form letters by e-mail. If you are not sure what information to put in any of the fields, consult your e-mail program or your Internet service provider.

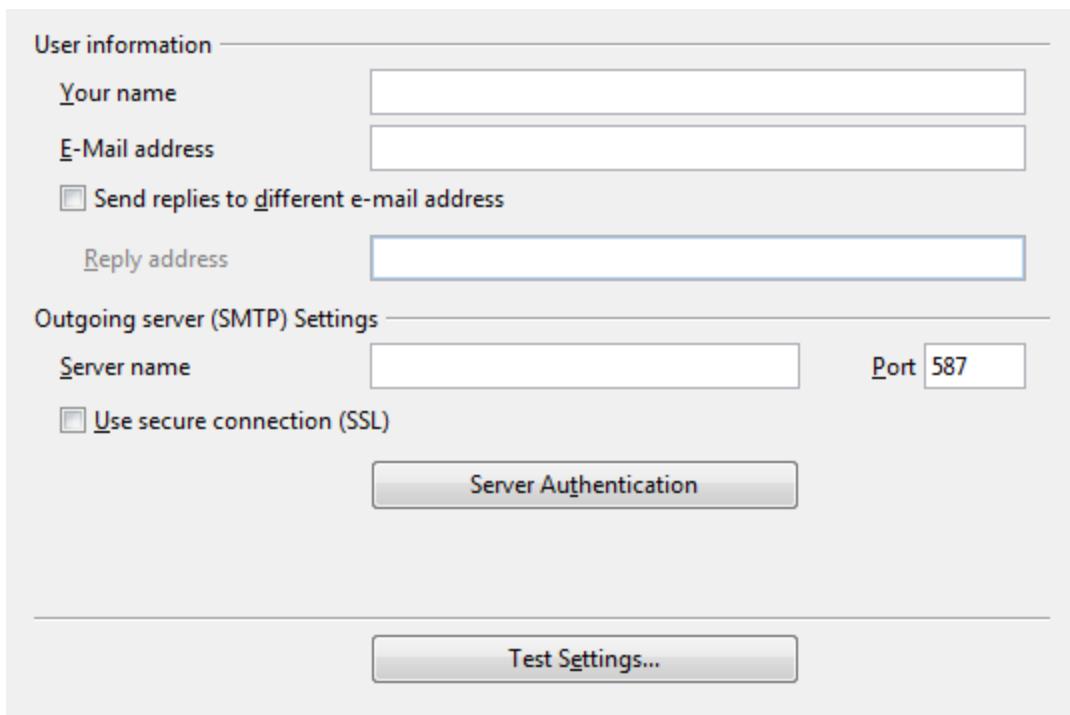


Figure 57: Specifying settings for use when e-mailing mail-merged form letters

Choosing Options for HTML Documents

You can configure OpenOffice to treat HTML documents in Writer differently than regular documents.

- 1) If the Options dialog box is not already open, click **Tools > Options**.
- 2) Click the expansion symbol (+ sign or triangle) by OpenOffice Writer/Web on the left-hand side of the Options—OpenOffice dialog box. A list of pages drops.

Here you can customize settings related to printing, formatting aids, view options, table defaults, the grid, and a default background for HTML documents you're working with in Writer.

Note

Many of the options available under Options—OpenOffice Writer/Web are identical to the settings under Options—OpenOffice Writer but will only affect HTML documents opened in Writer. The previous sections contain detailed discussion on these options.

Choosing Language Settings

You may need to do several things to set the language settings to what you want:

- Install the required Language Pack
- Install the required dictionaries
- Change some locale and language settings
- Choose spelling options

Install the Required Language Pack

If you need to change the language of the user interface so that menus, dialogs, the Help files and so on are in a different language than your current installation, you must download a Language Pack. These are available at the same web page as the full installation of OpenOffice, <https://www.openoffice.org/download/index.html>. Choose your operating system, language, and software version and click the Download **language pack** button. A page at SourceForge will automatically open, and the download will start automatically after a few seconds. Navigate to the folder you saved the download in and install the Language Pack in the same way that you installed OpenOffice. The Language Pack does not include a dictionary.

Install the Required Dictionaries

OpenOffice automatically installs several dictionaries with the program. To add other dictionaries, be sure you are connected to the Internet, and then use **Tools > Language > More Dictionaries Online**.

AOO will open your default web browser to a page containing links to additional dictionaries that you can install. Follow the prompts to select and install the ones you want.

Change Some Locale and Language Settings

You can change some details of the locale and language settings that AOO uses for all documents or for specific documents.

In the Options dialog box, choose **Language Settings > Languages**.

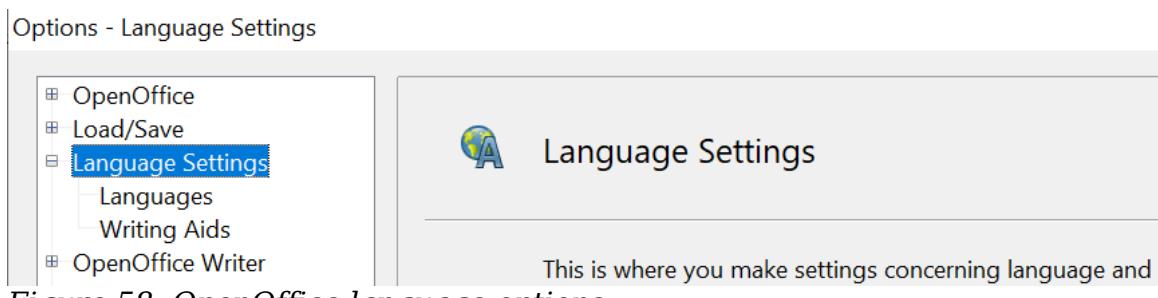


Figure 58: OpenOffice language options

On the right-hand side of the Language Settings—Languages page (Figure 39), change the *User interface*, *Locale setting*, *Default currency*, and *Default languages for documents* as required. In the example, English (USA) has been chosen for all the appropriate settings.

If you want the language (dictionary) setting to apply to the current document only, instead of being the default for all new documents, select **For the current document only**.

If necessary, select the options to enable support for Asian languages (Chinese, Japanese, Korean) and support for CTL (complex text layout) languages such as Hindi, Thai, Hebrew, and Arabic. If you choose either of these options, the next time you open this page, you will see some extra pages under *Language Settings*, as shown in Figure 40. These pages (Searching in Japanese, Asian Layout, and Complex Text Layout) are not discussed here.

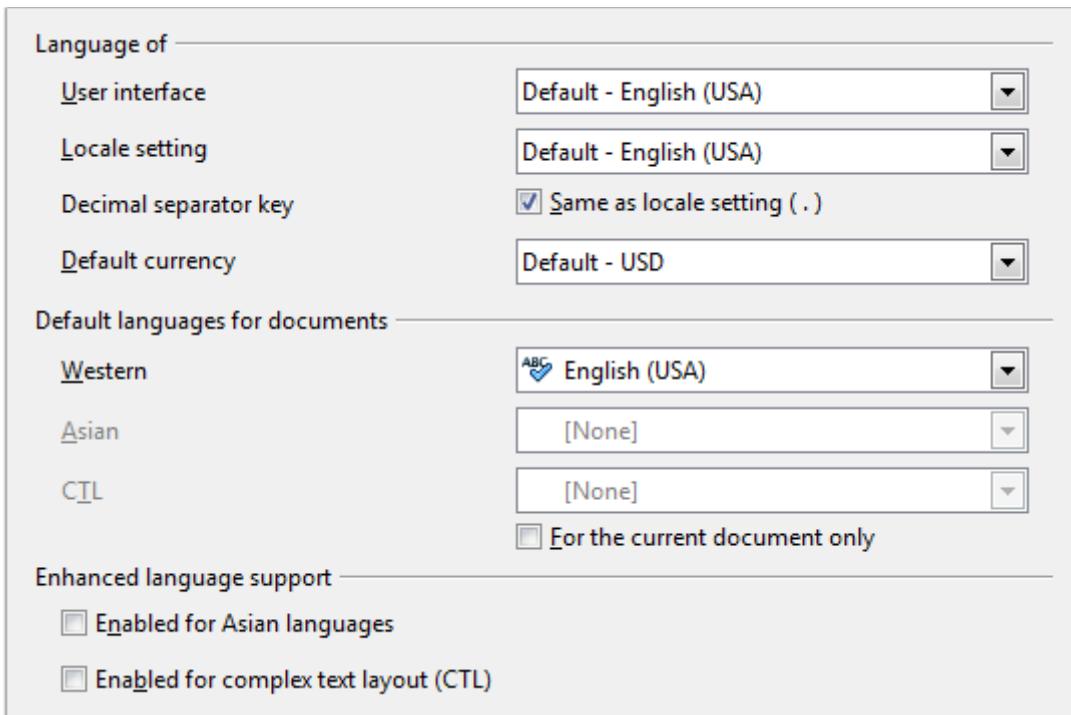


Figure 59: Choosing language options

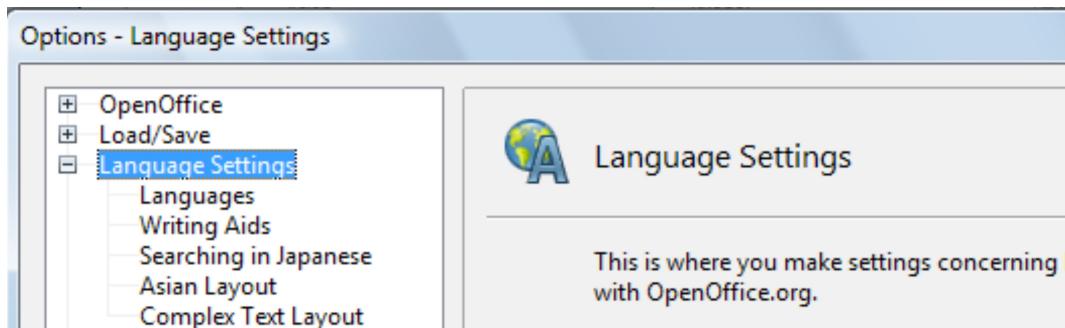


Figure 60: Extra pages available when enhanced language support options are selected

Choose Spelling Options

To choose the options for checking spelling, choose **Language Settings > Writing Aids**. In the *Options* section of the page, select the settings that are useful for you.

Some considerations:

- If you do not want spelling checked while you type, deselect **Check spelling as you type**.
- If you use a custom dictionary that includes words in all uppercase and words with numbers (for example, AS/400), select **Check uppercase words** and **Check words with numbers**.

- **Check special regions** includes headers, footers, frames, and tables when checking spelling.

Here you can also check which of the user-defined (custom) dictionaries are active, or you can add or remove dictionaries by clicking the **New** or **Delete** buttons.

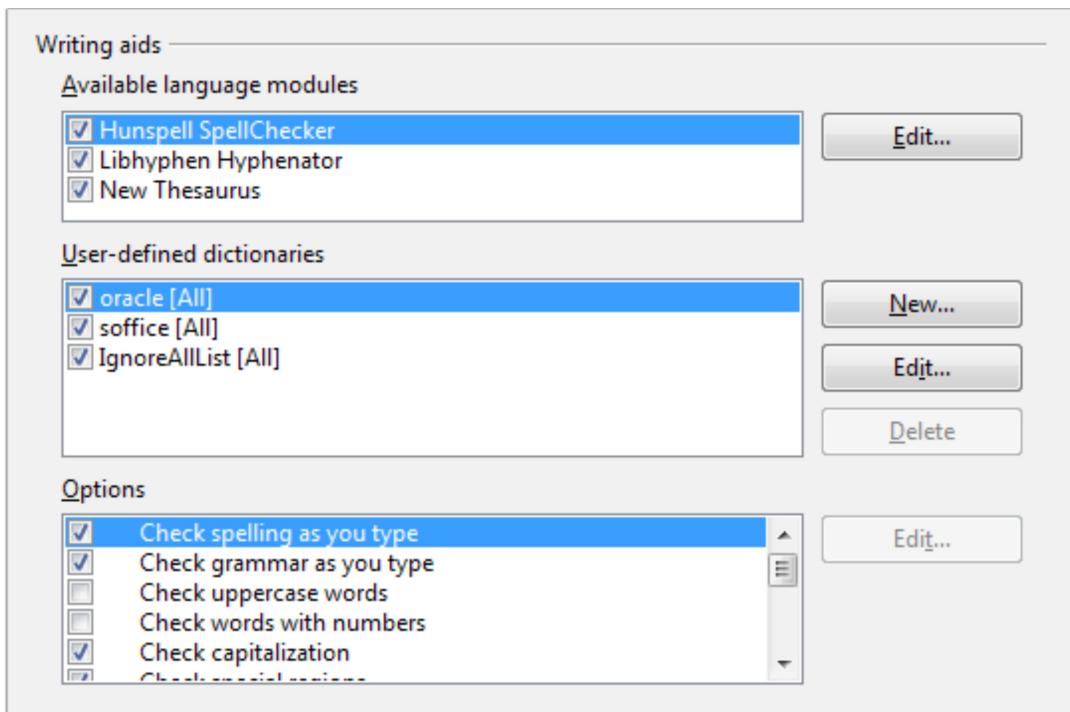


Figure 61: Choosing languages, dictionaries, and options for checking spelling

Note

OpenOffice does not have a grammar checker, but you can install a grammar checker extension such as LanguageTool and access that tool from **Tools > Spelling and Grammar**. See Chapter 14 for more about installing extensions.

Controlling Writer's AutoCorrect Functions

Some people find some or all of the items in Writer's AutoCorrect feature annoying because Writer changes what you type when you do not want it changed. Many people find some AutoCorrect functions quite helpful; if you do, then select the relevant options. But if you find unexplained changes appearing in your document, this is a good place to look to find the cause.

To open the AutoCorrect dialog box, choose **Tools > AutoCorrect Options**. (You need to have a document open for this menu item to appear.) In Writer, this dialog box has five tabs. Many of the options are described in Chapter 3 (Working with Text) in this book.

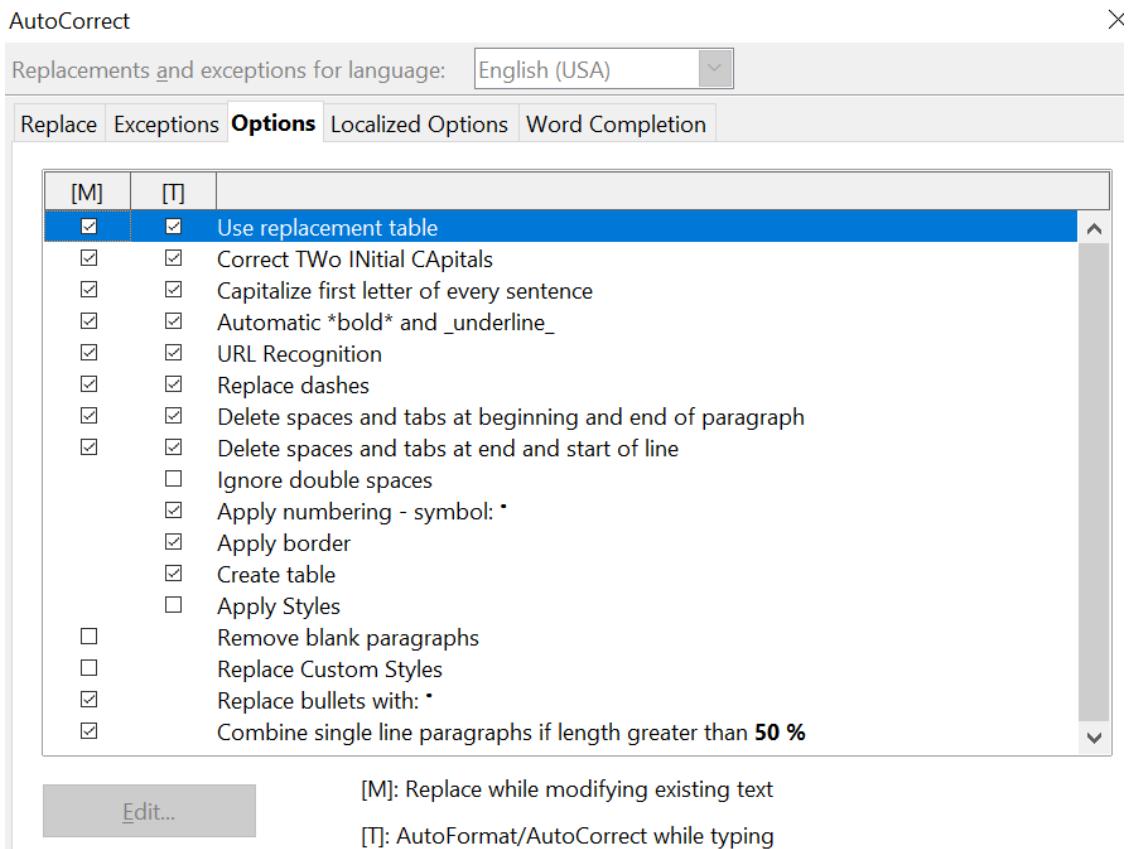


Figure 62: The AutoCorrect dialog box in Writer, showing the five tabs and some of the choices on the Options tab

