



OpenOffice.org 3.3 Writer Guide

Word Processing with OpenOffice.org 3.3

Free eBook Edition

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Note for Mac users

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

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

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Chapter 1

Introducing Writer

What is Writer?

Writer is the word processor component of OpenOffice.org (OOo). It provides the usual features of a word processor: enter and edit text, spelling check, 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 is 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 down 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**.

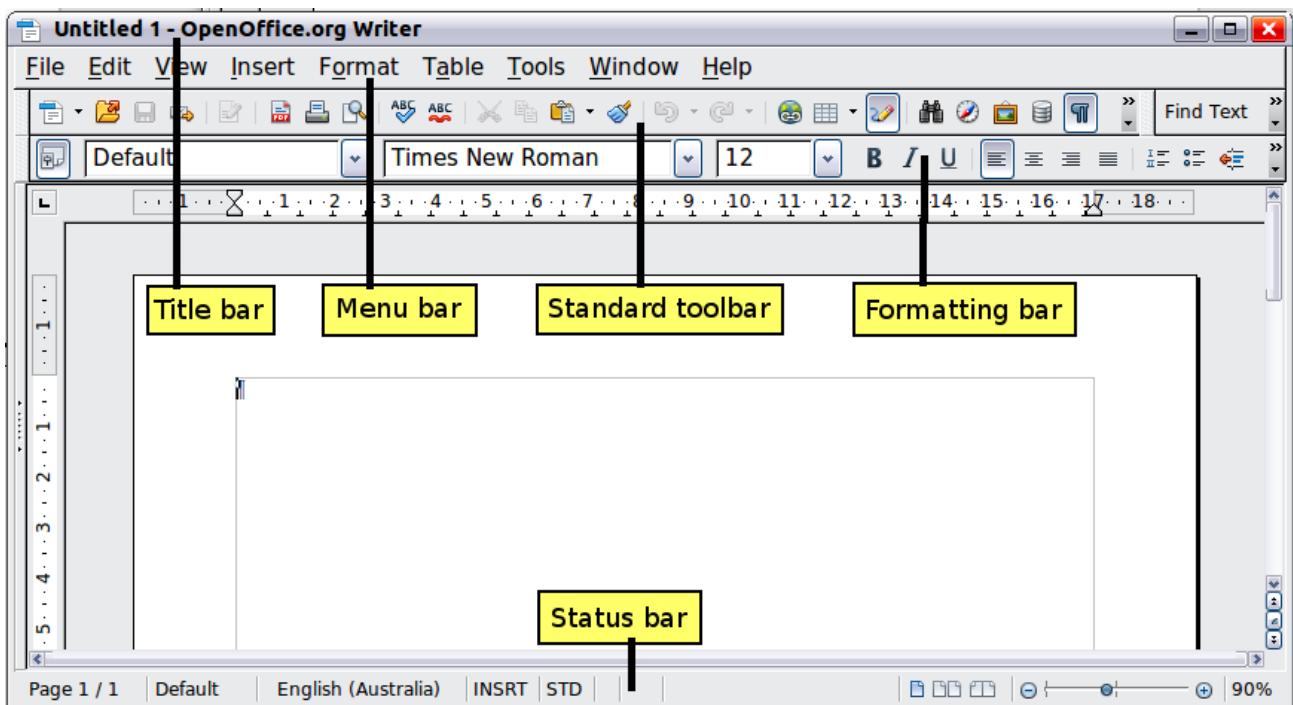


Figure 1: The main Writer workspace in Print Layout view

- **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**.
- **Window** contains commands for the display window.
- **Help** contains links to the OpenOffice.org Help file, What's This?, and information about the program. See “Getting help” on page 28.

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.org applications (Writer, Calc, Draw, Impress).

The second toolbar at the top is the *Formatting bar*. It is a 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.

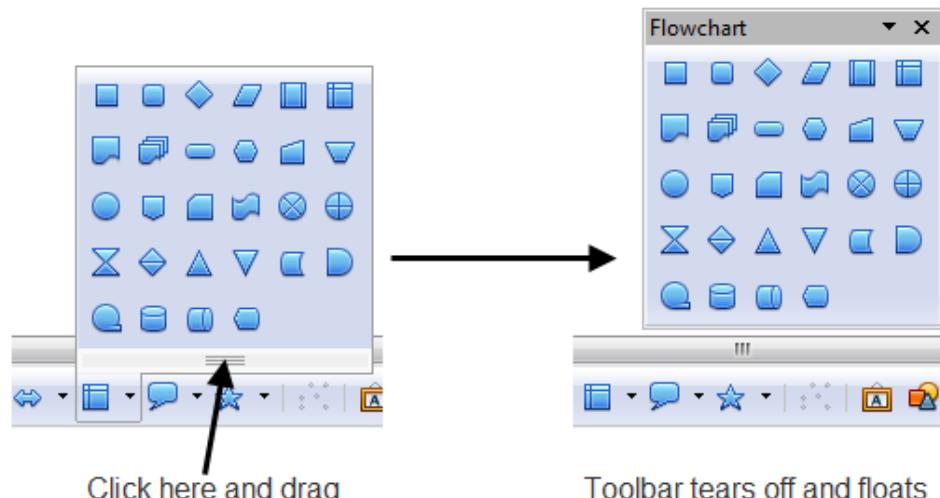


Figure 2: Example of a tear-off toolbar

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.

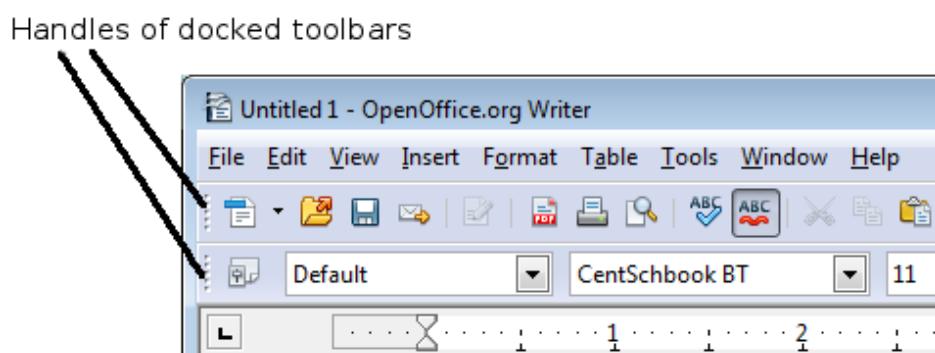


Figure 3: Moving a docked toolbar

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 12).

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.

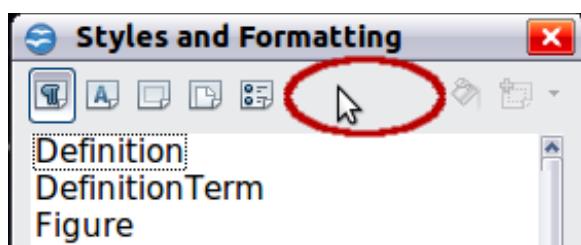


Figure 5: Control+click to dock or undock

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.

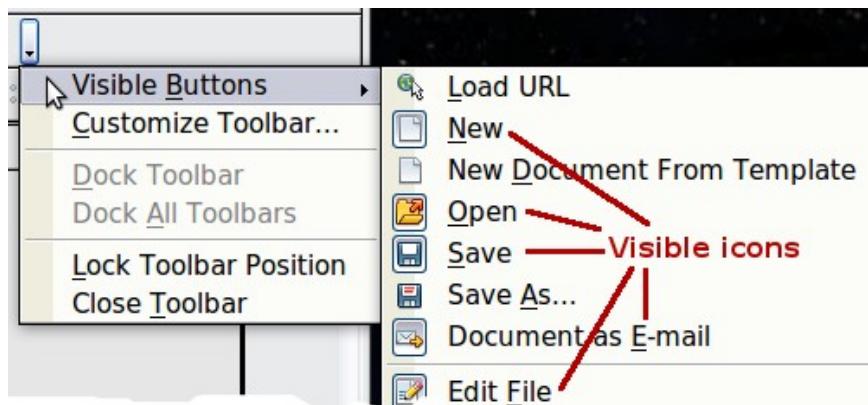


Figure 7: Selection of visible toolbar icons

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 often find it by right-clicking.

Rulers

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

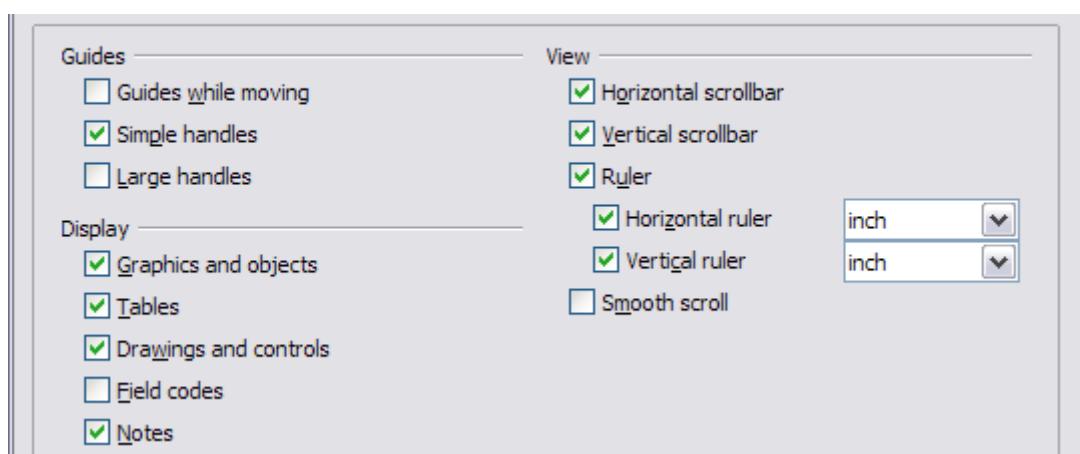


Figure 8. Turning on the vertical ruler

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

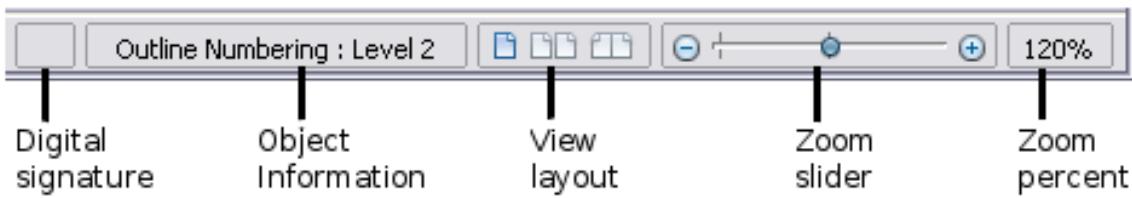


Figure 10: Right end of status bar

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 24). 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 choose **None (Do not check spelling)** to exclude the text from a spelling check or choose **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
Other	(Blank)	Fields (Cross References page)

View layout

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

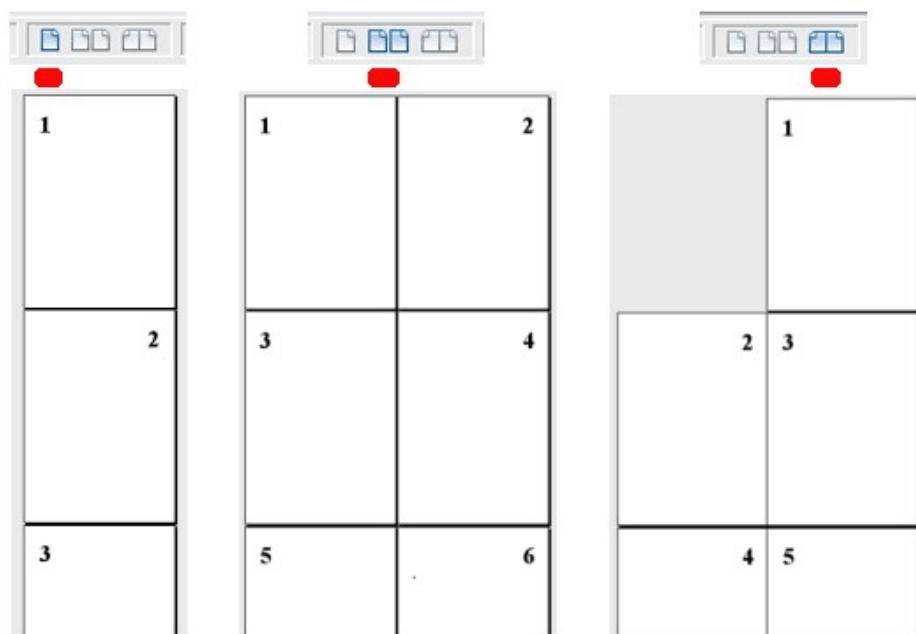
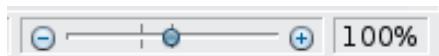


Figure 11. View layouts: single, side-by-side, book

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.



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

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 12), where you can set the same options as on the Status bar.

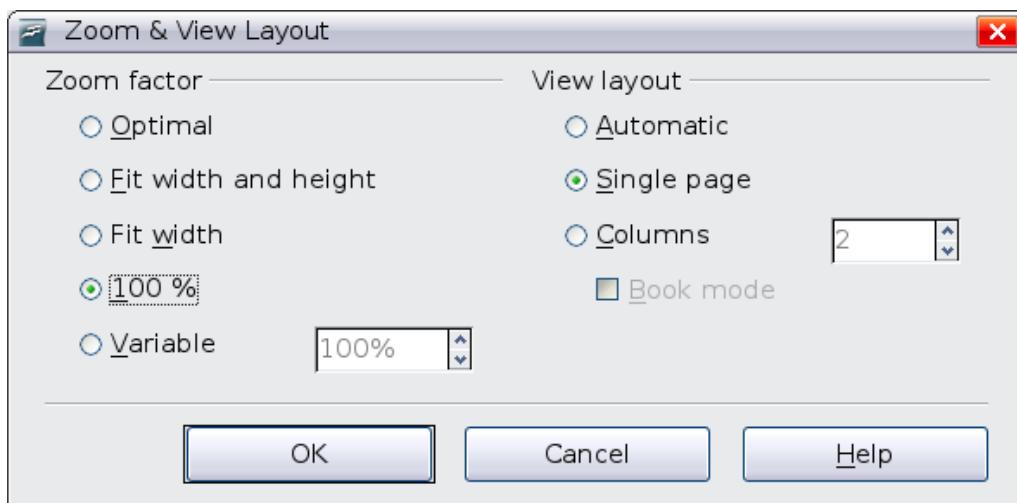


Figure 12. Choosing Zoom and View Layout options

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 OOO 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.org icon in the Applications folder. When you double-click this icon, OOO opens at the Start Center (Figure 14).
- **From the Quickstarter**, which is found in Windows, some Linux distributions, and (in a slightly different form) in Mac OS X. The Quickstarter is an icon that is placed in the system tray or the dock during system startup. It indicates that OpenOffice.org has been loaded and is ready to use.

Right-click the **Quickstarter** icon (Figure 13) 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.org) in the *Getting Started* guide for more information about starting Writer and using the Quickstarter.

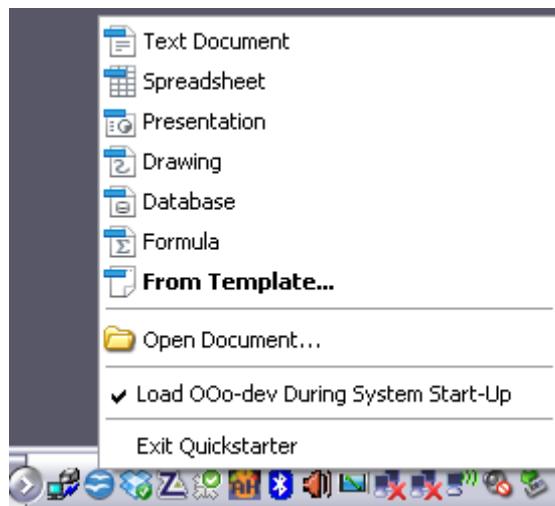


Figure 13: Quickstarter pop-up menu on Windows XP

- **From the Start Center.** When OOO 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 OOO, the new document opens in a new window.

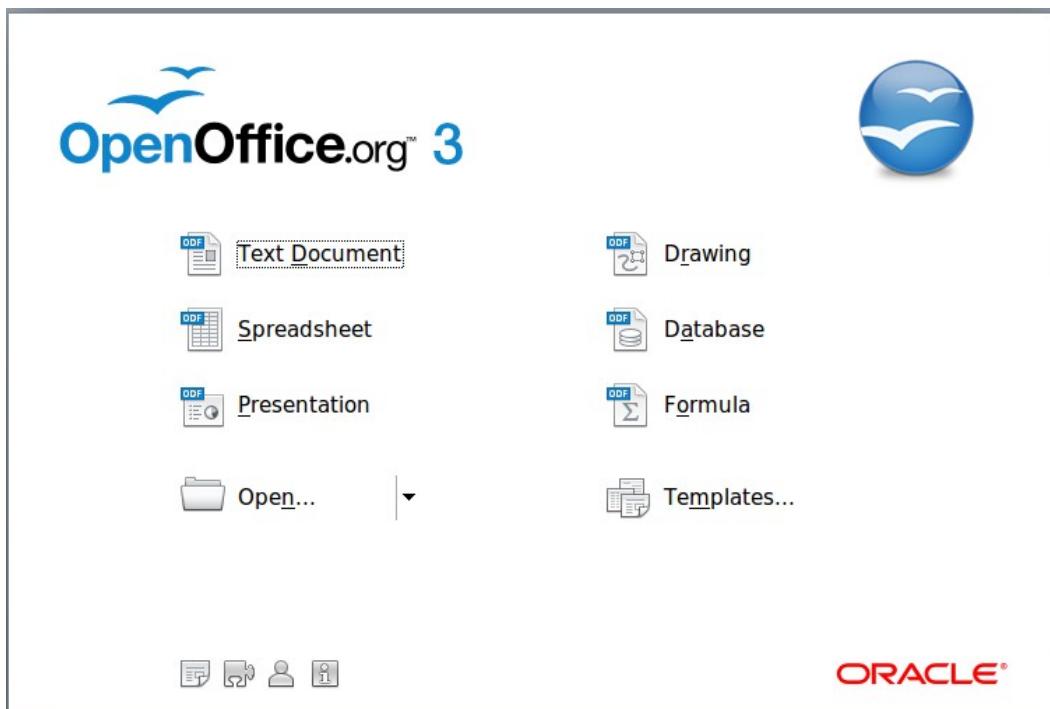


Figure 14: OpenOffice.org Start Center

When OOO 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.org 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 more templates can be downloaded from <http://extensions.services.openoffice.org/> and other websites.

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 15 uses a template called “OOo3_3_chapter_template” 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.

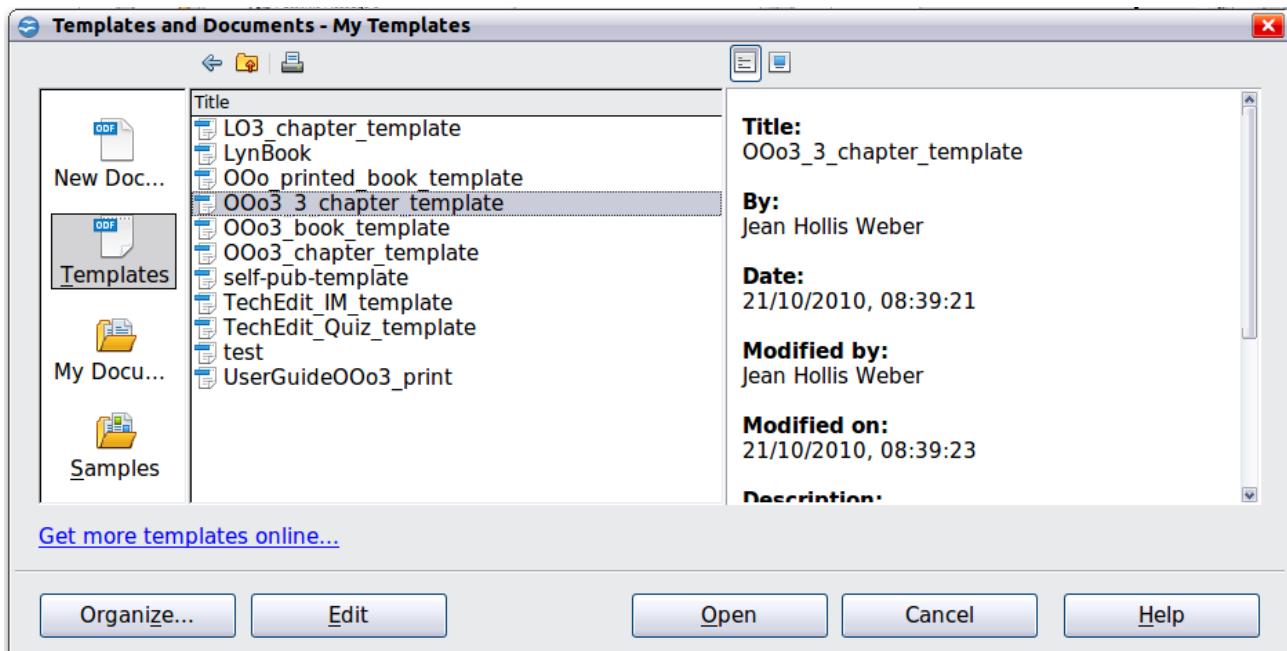
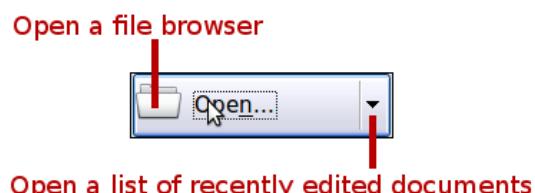


Figure 15. Creating a document from a template

Opening an existing document

When no document is open, the Start Center (Figure 14) 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 OOo, 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**. If a document is already open in OOo, the second document opens in a new window.

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 OOo 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.org, you can also open these files by double-clicking on them. **Recent Documents**

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 your document automatically at regular intervals. Automatic saving, like manual saving, overwrites the last saved state of the file. 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. Microsoft Word 2007 with Service Pack 2 (SP2) can do this. Users of Word 2007, 2003, XP, and 2000 can also download and install a free OpenDocument Format (ODF) plugin from Sun Microsystems, available from

Softpedia, <http://www.softpedia.com/get/Office-tools/Other-Office-Tools/Sun-ODF-Plugin-for-Microsoft-Office.shtml>.

Some users of Microsoft Word may be unwilling or unable to receive *.odt files. (Perhaps their employer won't allow them to install the plug-in.) 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 OOo 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**.
- 3) On the Save As dialog box, in the **File type** (or **Save as type**) drop-down menu, select the type of Word format you need.
- 4) 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*, under *Document type*, select **Text document**, then under *Always save as*, select your preferred file format.

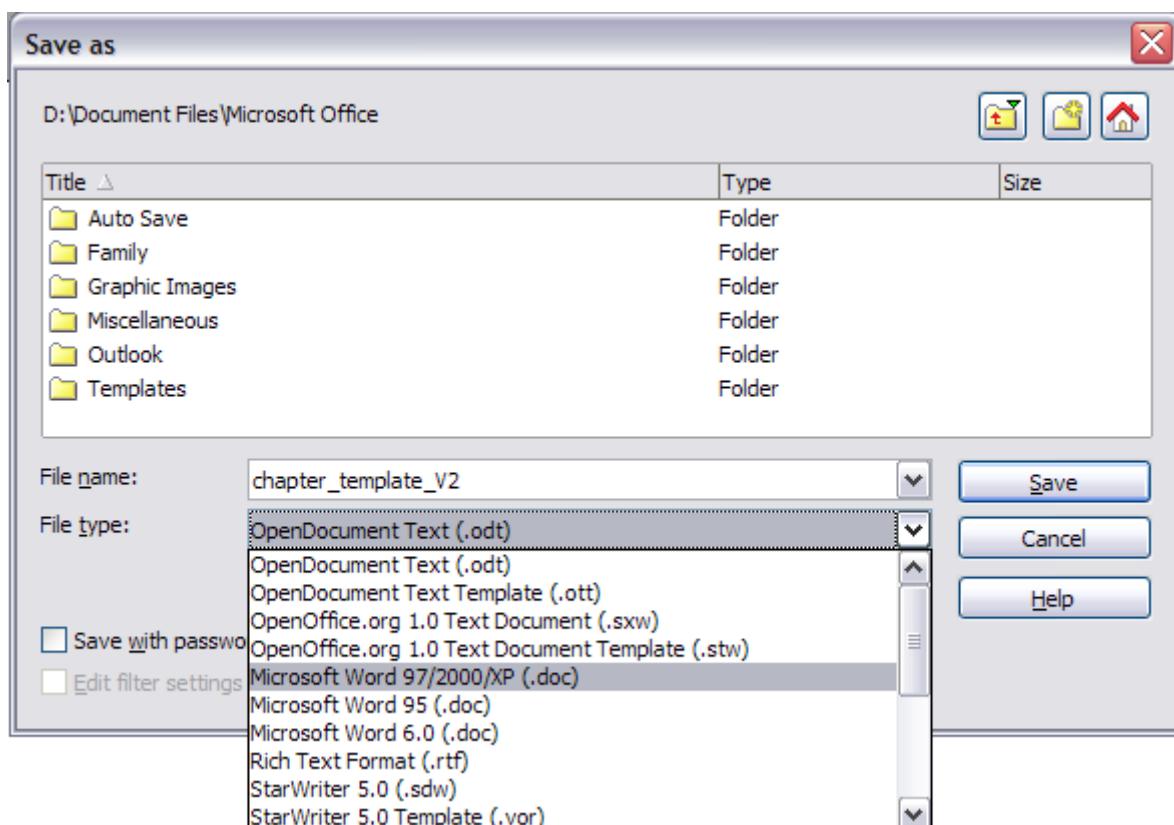
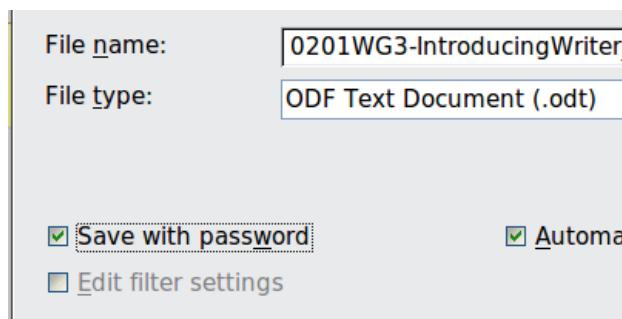


Figure 16. Saving a file in Microsoft Word format

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. This behavior is compatible with Microsoft Word file protection.

- 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.

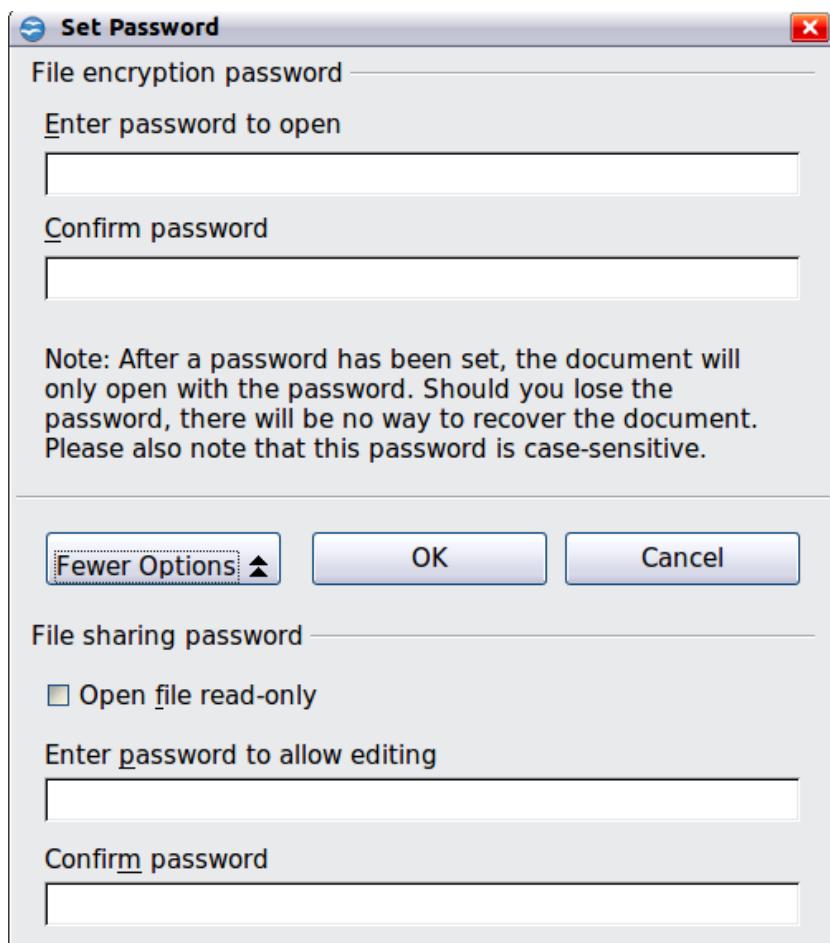


Figure 17: Two levels of password protection

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.
- 4) 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

OOo 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. In Windows XP, this icon looks like the X in the red box shown in Figure 18.

If more than one OOo window is open, each window looks like the sample shown on the left in Figure 18. Closing this window leaves the other OOo windows open.

If only one OOo window is open, it looks like the sample shown on the right in Figure 18. Notice the small black X below the larger X in the red box. Clicking the small black X closes the document but leaves OOo open. Clicking the larger X closes OOo completely.



Figure 18. 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.org

To close OOo 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 14), 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 of the headings, tables, text frames, graphics, bookmarks, and other objects contained in a document.

To open the Navigator, click its icon  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. 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 13).

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



On/Off icon . 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).

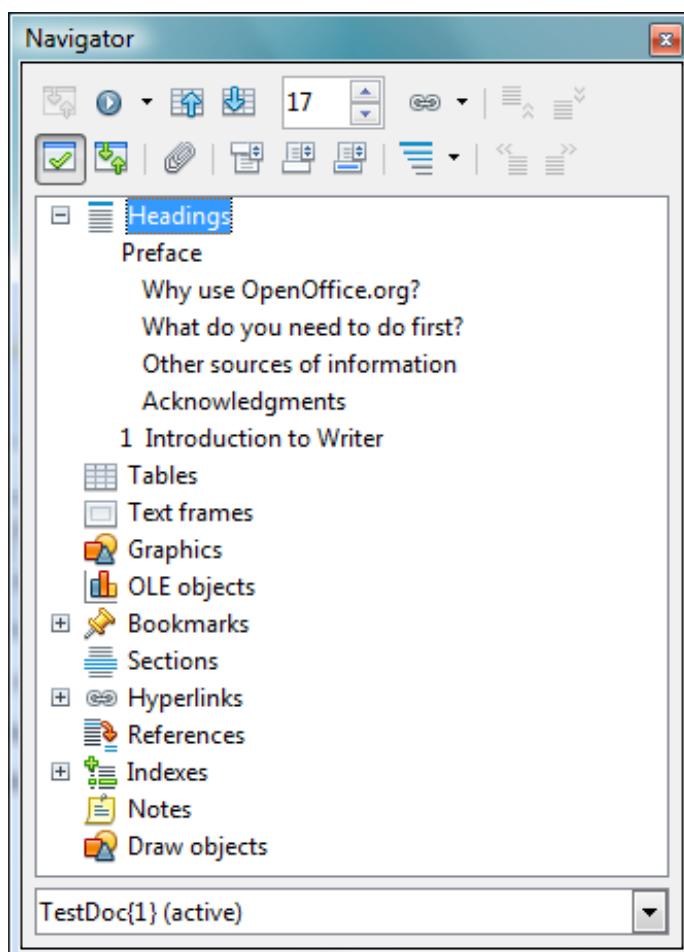


Figure 19. The Navigator

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 26).
	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 26.
	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 28 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 27).
	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 OOO's default names of graphics1, graphics2, Table1, Table2, and so on—which may not correspond to the position of the object in the document.

Note

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 20), click the Navigation icon (second icon from the left at the top of the Navigator, Figure 19) or the small Navigation icon near the lower right-hand corner of the window below the vertical scroll bar (Figure 21).

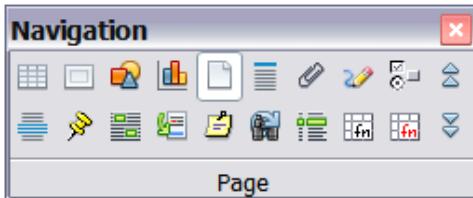


Figure 20: Navigation toolbar



Figure 21: 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. All of 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.

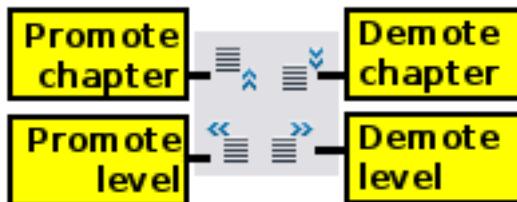


Figure 22. Reorganizing with the Navigator

Note

Users of MS Office Word will note the similarity between this functionality and Word's Outline View.

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.org Help** from the menu bar), you can choose whether to activate tooltips, extended tips, and the Help Agent from **Tools > Options > OpenOffice.org > 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.org 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 23; 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.

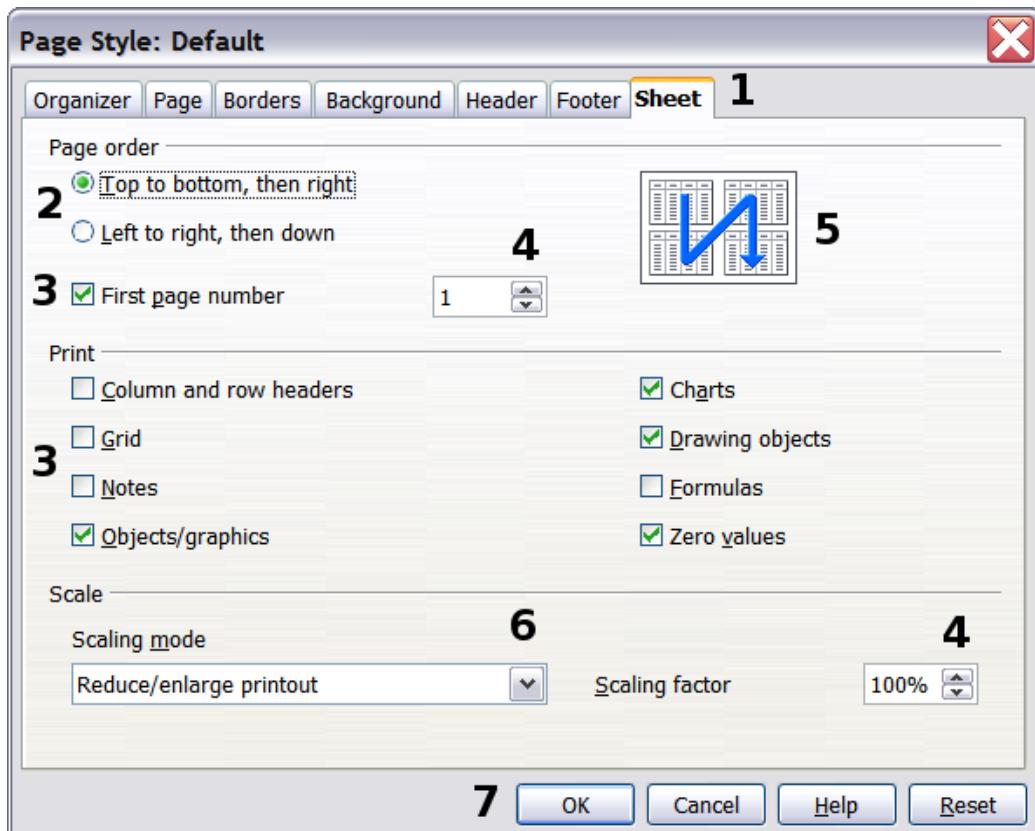


Figure 23: Dialog box (not from Writer) showing common controls:

- 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.

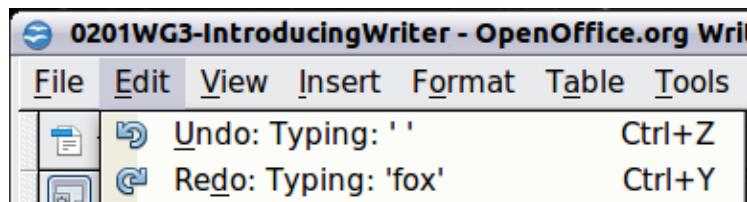


Figure 24: Edit > Undo last action

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.

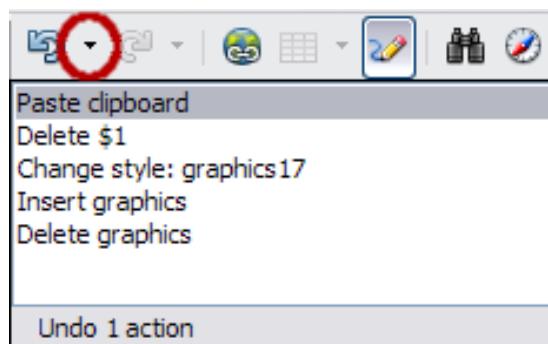


Figure 25: List of actions that can be undone

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. rabbit

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.org > 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 OOo

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

Click **Tools > Options**. The list on the left-hand side of the Options - OpenOffice.org dialog box varies depending on which component of OOo 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.org on the left-hand side. A list of pages drops down. Selecting an item in the list causes the right-hand side of the dialog box to display the relevant page.

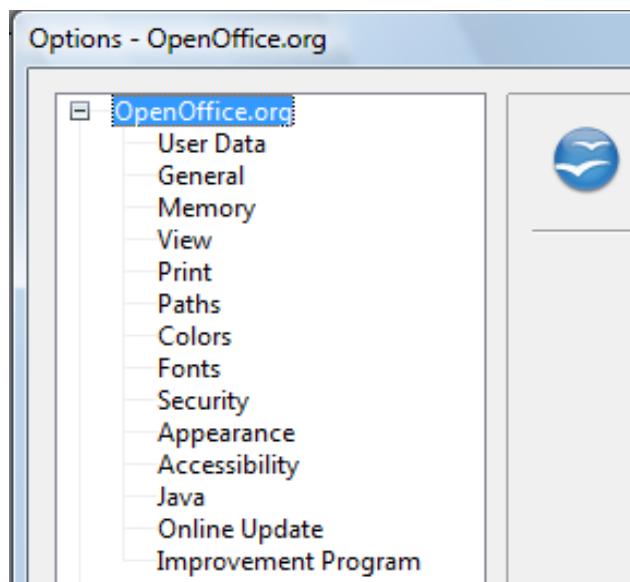


Figure 26: OpenOffice.org options

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 OOo.

User Data options

Because Writer uses the name or initials stored in the OpenOffice.org - 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.

<u>Address</u>			
<u>Company</u>			
<u>First/Last name/Initials</u>	Jared	Kobos	JK
<u>Street</u>			
<u>City/State/Zip</u>			
<u>Country/Region</u>			
<u>Title/Position</u>			
<u>Tel. (Home/Work)</u>			
<u>Fax / E-mail</u>			

Figure 27: Filling in user data

General options

The options on the OpenOffice.org - General page are described below.

<u>Help</u>			
<input checked="" type="checkbox"/> <u>Tips</u>			
<input checked="" type="checkbox"/> <u>Extended tips</u>			
<input checked="" type="checkbox"/> <u>Help Agent</u>			
<input type="button" value="Reset Help Agent"/>			
<u>Help formatting</u>	Default		
<u>Open/Save dialogs</u>			
<input checked="" type="checkbox"/> <u>Use OpenOffice.org dialogs</u>			
<u>Document status</u>			
<input type="checkbox"/> <u>Printing sets "document modified" status</u>			
<u>Year (two digits)</u>			
<u>Interpret as years between</u>	1930	<input type="button" value="▼"/>	and 2029

Figure 28: Setting general options for OpenOffice.org

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* is 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 Agent

To turn off the *Help Agent* (similar to Microsoft's Office Assistant), deselect this option. To restore the default behavior, click **Reset Help Agent**.

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.org dialogs** option. When this option is selected, the Open and Save dialog boxes supplied with OpenOffice.org will be used. This book uses the OOo 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.org > Memory**. Some considerations:

- More memory can make OpenOffice.org 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, OOo's performance may improve if you increase the memory for OOo 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.org start faster; the trade-off is that OOo uses some memory even when not being used. This option (sometimes called **Enable sys tray quickstarter**) is not available on all operating systems.

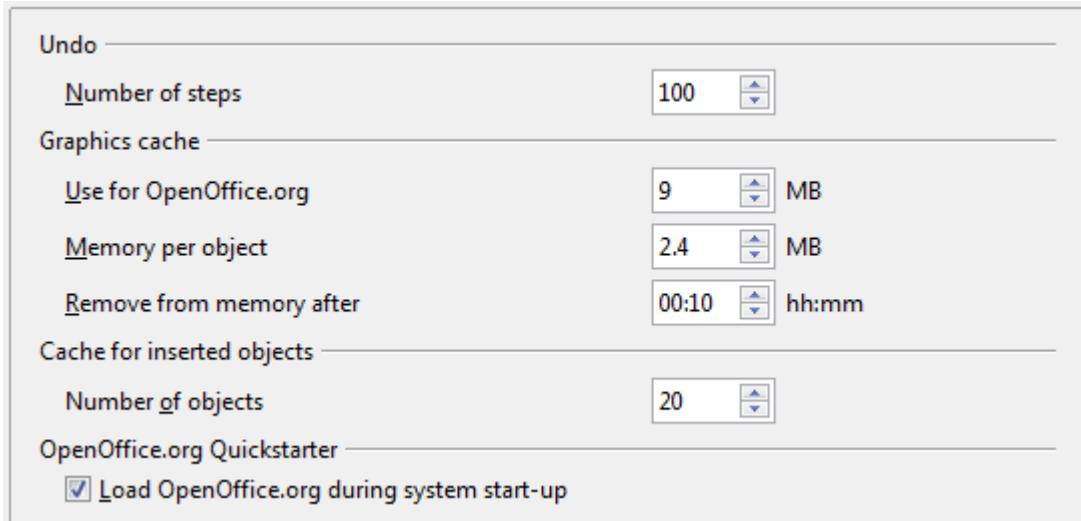


Figure 29: Choosing Memory options for the OpenOffice.org applications

View options

The options on the OpenOffice.org – 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.

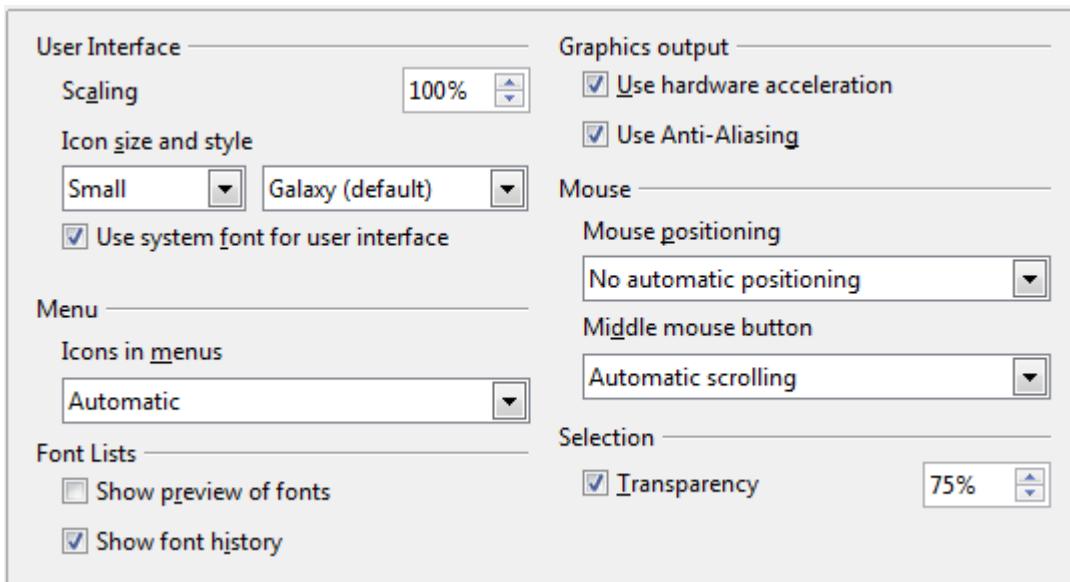


Figure 30: Choosing View options for OpenOffice.org applications

User Interface - Scaling

If the text in the help files or on the menus of the OOO 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 OOo for the user interface, select this option.

User interface - Screen font Anti-Aliasing

(Not available in Windows; not shown in Figure 30.) Smooths the screen appearance of text. Enter the smallest font size to apply anti-aliasing.

Menu - Show 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 31, 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 31, Right). The fonts you will see listed are those that are installed on your system.

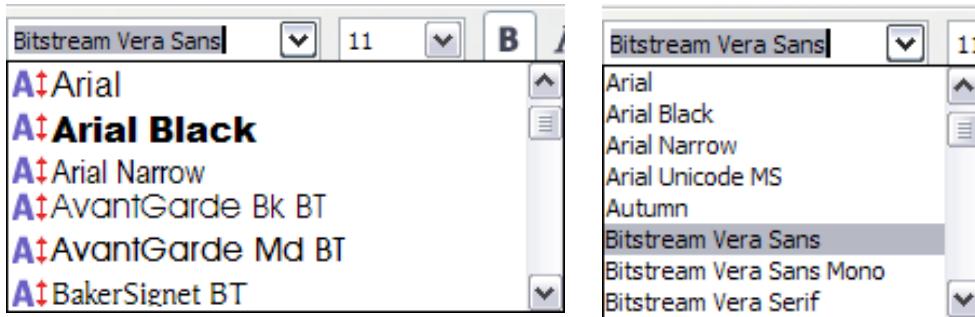


Figure 31: Font list (Left) showing preview; (Right) without preview

Font Lists - Show font history

Causes the last five fonts you have assigned to the current document are 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 OOo 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 OOo 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. 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.org - Print page, set the print options to suit your default printer and your most common printing method.

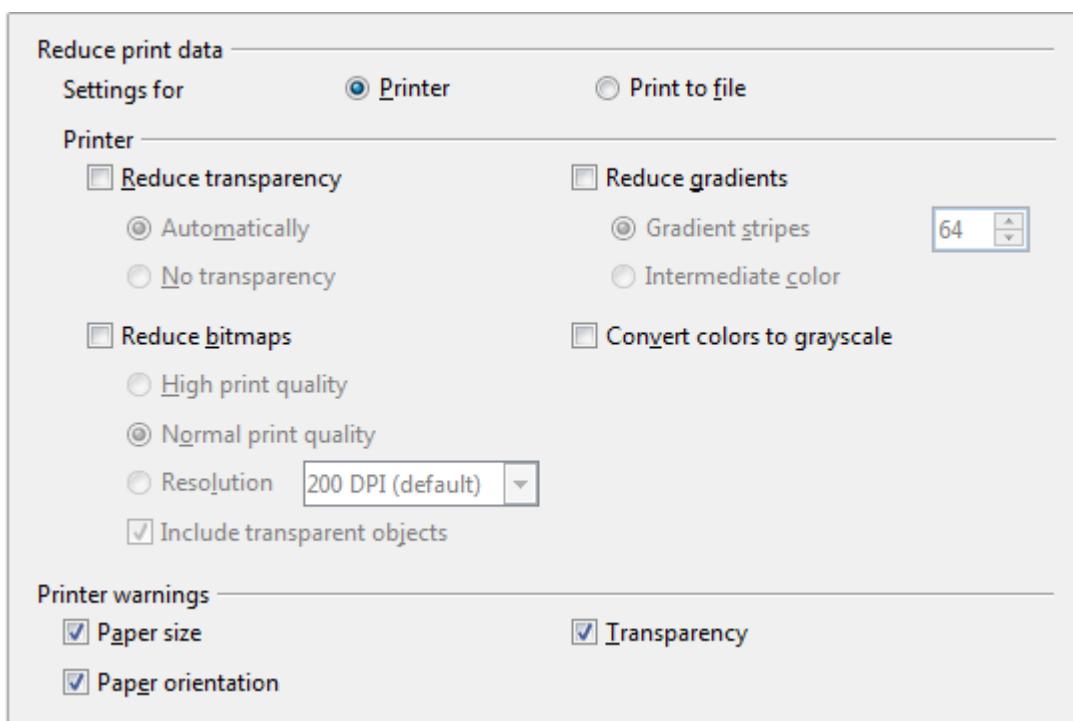


Figure 32: Choosing general printing options to apply to all Oo components

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

To make changes, select an item in the list shown in Figure 33 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.org – 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.org	
Type	Path
AutoCorrect	C:\Users\Jared\AppData\Roaming\OpenOffice.org\3\user\auto
AutoText	C:\Users\Jared\AppData\Roaming\OpenOffice.org\3\user\autot
Backups	C:\Users\Jared\AppData\Roaming\OpenOffice.org\3\user\bac
Gallery	C:\Users\Jared\AppData\Roaming\OpenOffice.org\3\user\gall
Graphics	C:\Users\Jared\AppData\Roaming\OpenOffice.org\3\user\gra
My Documents	C:\Users\Jared\Documents
Templates	C:\Users\Jared\AppData\Roaming\OpenOffice.org\3\user\tmpl
Temporary files	C:\Users\Jared\AppData\Local\Temp

Figure 33: Viewing the paths of files used by OOo

Color options

On the OpenOffice.org – Colors page, you can specify colors to use in OOo 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 OOo.

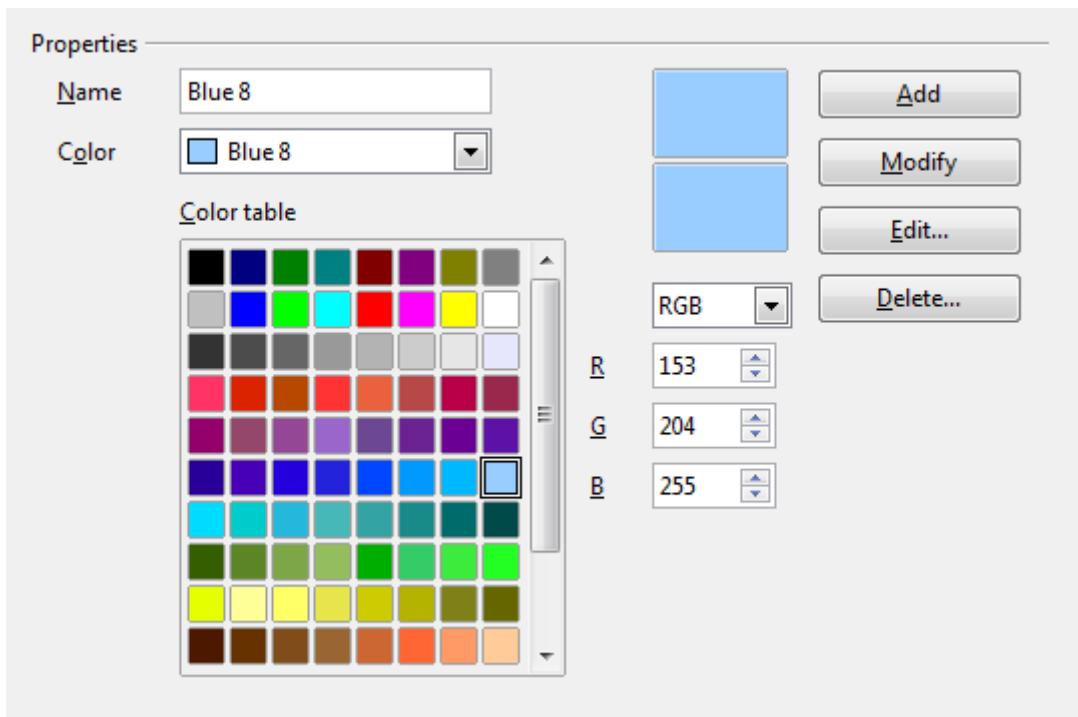


Figure 34: Defining colors to use in color palettes in OOo

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 35. Here you can select a color from one of the color windows in the upper area, or you can enter values in the lower area using your choice of RGB, CMYK, or HSB (Hue, Saturation and Brightness) values.

The upper right color window is linked directly with the color input fields in the lower area; as you choose a color in the upper window, the numbers change accordingly. The two color fields at the lower right show the value of the selected color on the left and the currently set value from the color value fields 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 34. 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.

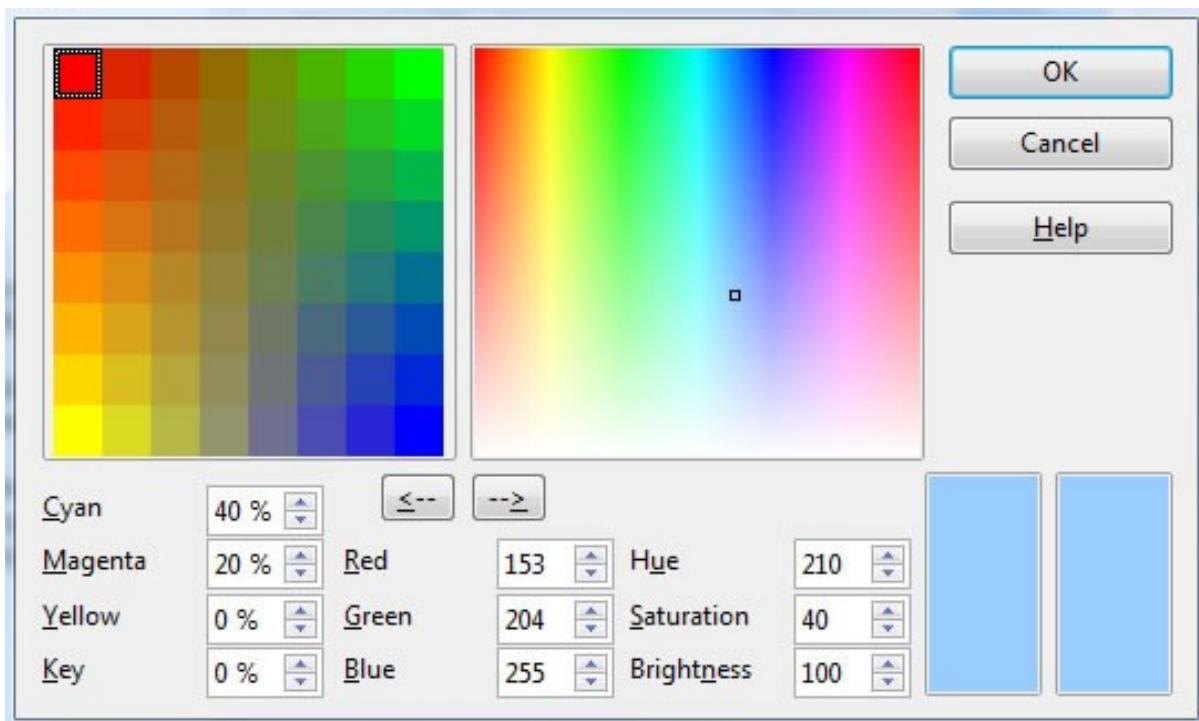


Figure 35: Editing colors

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, OOo 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.org - 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).

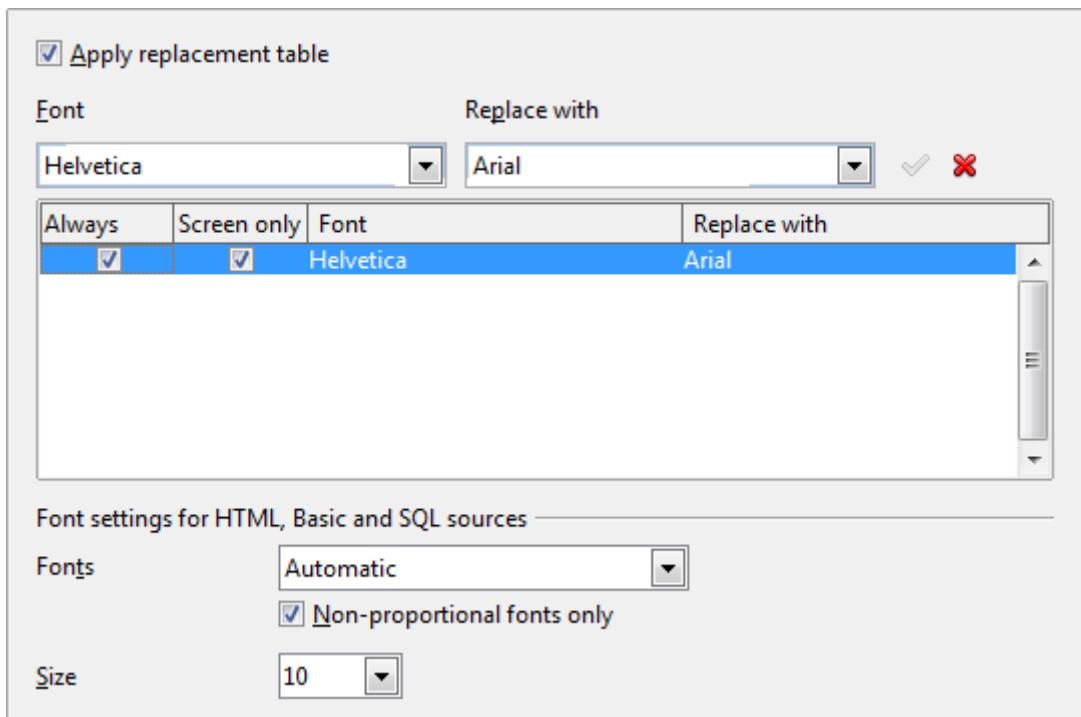


Figure 36: Defining a font to be substituted for another font

Security options

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

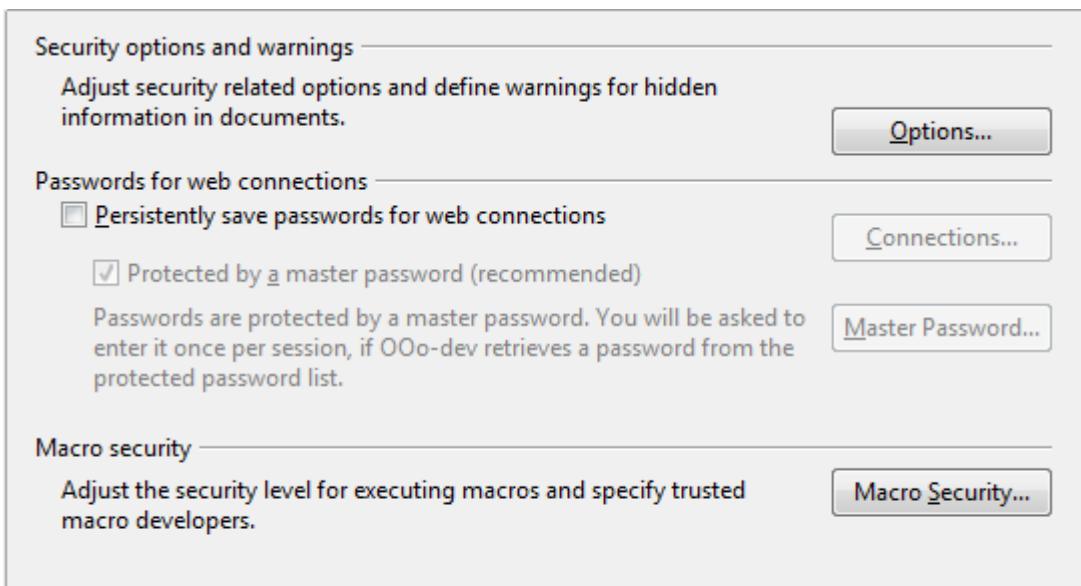


Figure 37: Choosing security options for opening and saving documents

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 of the recipients to see that information, you can set warnings to remind you to remove it, or you can have OOO remove some of it automatically. Note that (unless removed) much of this information is retained in a file whether the file is in OpenOffice.org'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**.

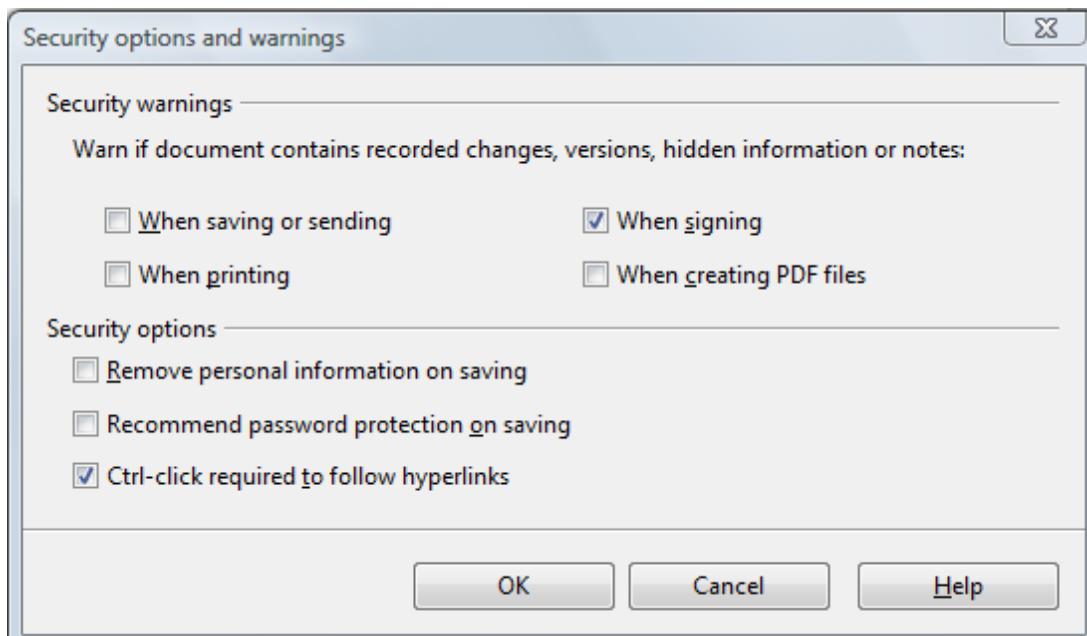


Figure 38: Security options and warnings dialog box

Ctrl-click required to follow hyperlinks. In older versions of OOo, clicking on a hyperlink in a document opened the linked document. Now you can choose whether to keep this behavior (by unchecking this box). Many people find creation and editing of 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 OOo's defaults for such items as note indicators or field shadings.

On the OpenOffice.org – 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**.

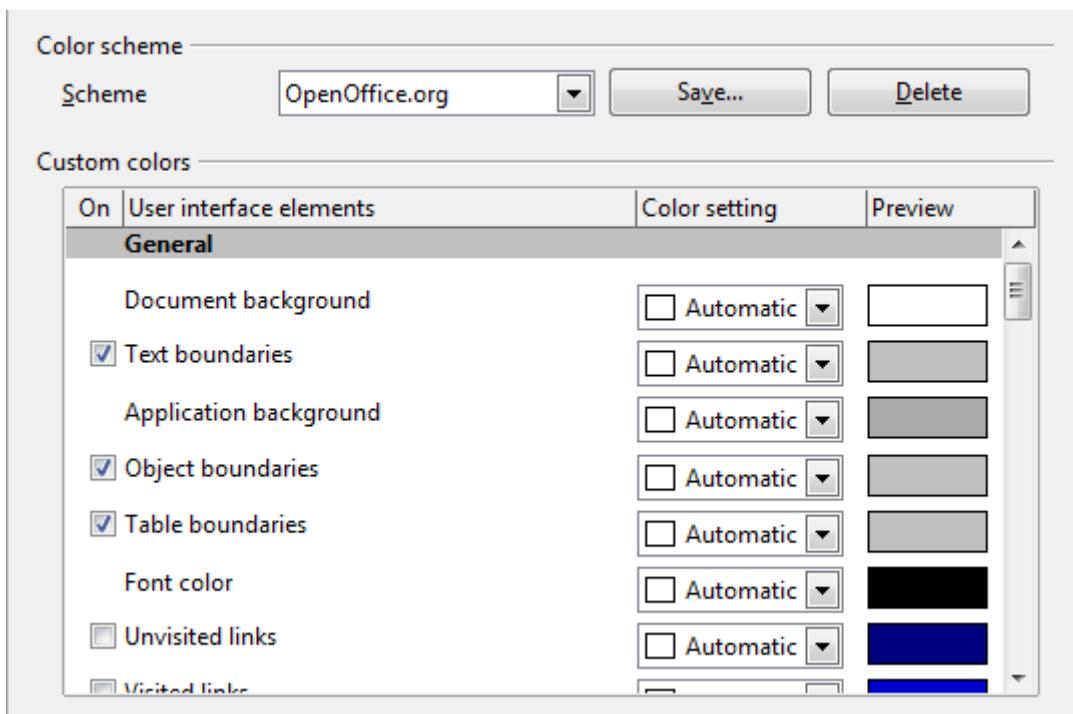


Figure 39: Showing or hiding text, object, and table boundaries

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**.

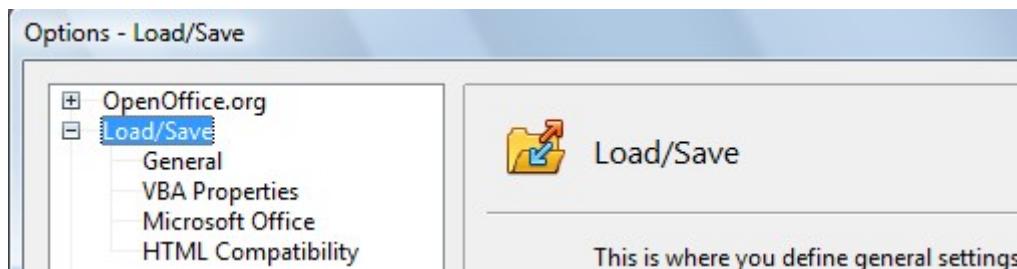


Figure 40: Load/Save options

General Load/Save options

Most of the choices on the Load/Save – General page (Figure 41) 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 or not 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 OO Writer) of how to update links is affected by the **Load user-specific settings** option.

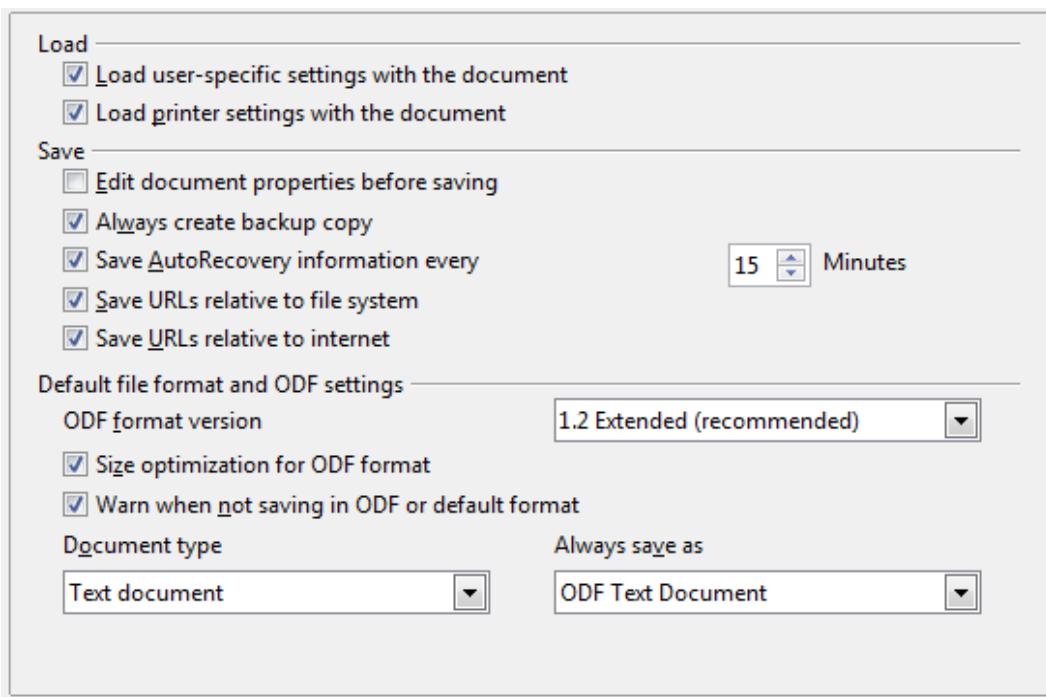


Figure 41: Choosing Load and Save options

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.org overwrites the original file. If you also choose **Always create backup copy**, the original file then overwrites the backup copy. If you have this option set, recovering your document after a system crash will be easier; but recovering an earlier version of the document may be harder.

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.org by default saves documents in Open Document Format (ODF) version 1.2. While this allows for improved functionality, there may be backwards compatibility issues. When a file saved in ODF 1.2 is opened in an earlier version of OpenOffice.org (using ODF 1.0/1.1), some of the advanced features may be lost. Two notable examples are cross-references to

headings and the formatting of numbered lists. If you plan to share documents with people who are still using older versions of OpenOffice.org, save the document using ODF version 1.0/1.1.

Size optimization for ODF format. OpenOffice.org documents are XML files. When you select this option, OOo 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 Word 2007, it cannot save in .docx format. This capability is planned for a future release.

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.org. These macros are disabled in OOo.

If you choose **Load Basic code**, you can edit the macros in OOo. The changed code is saved in an OOo 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 OOo, 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.

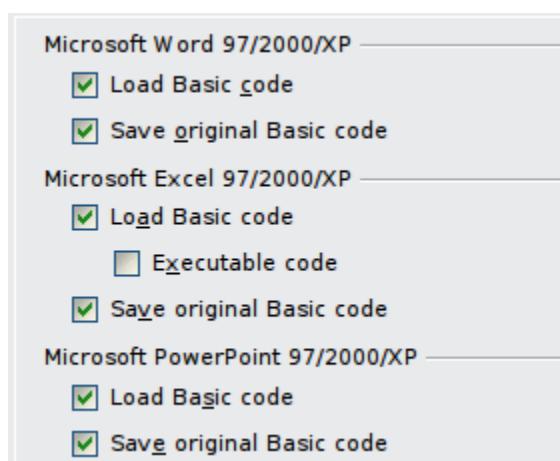


Figure 42: Choosing Load/Save VBA Properties

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.org OLE objects when a Microsoft document is loaded into OOo (mnemonic: "L" for "load").

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

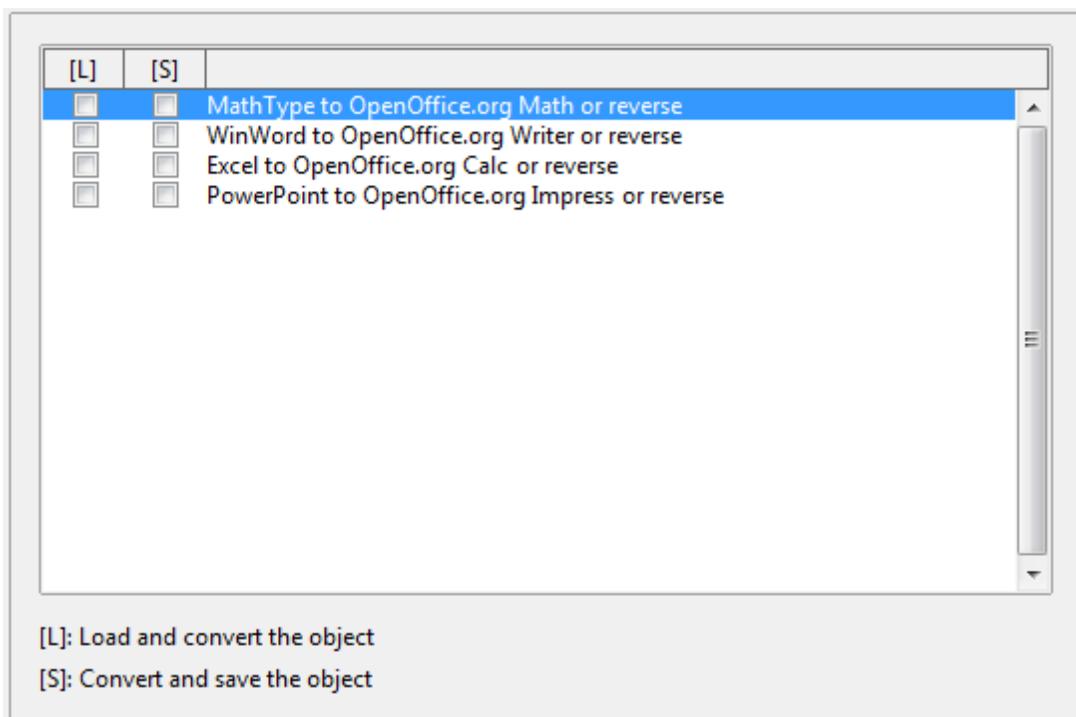


Figure 43: Choosing Load/Save Microsoft Office options

HTML compatibility Load/Save options

Choices made on the Load/Save - HTML Compatibility page affect HTML pages imported into OpenOffice.org and those exported from OOo. 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 58). If this option is selected, numbers will be interpreted as for the English (USA) locale.

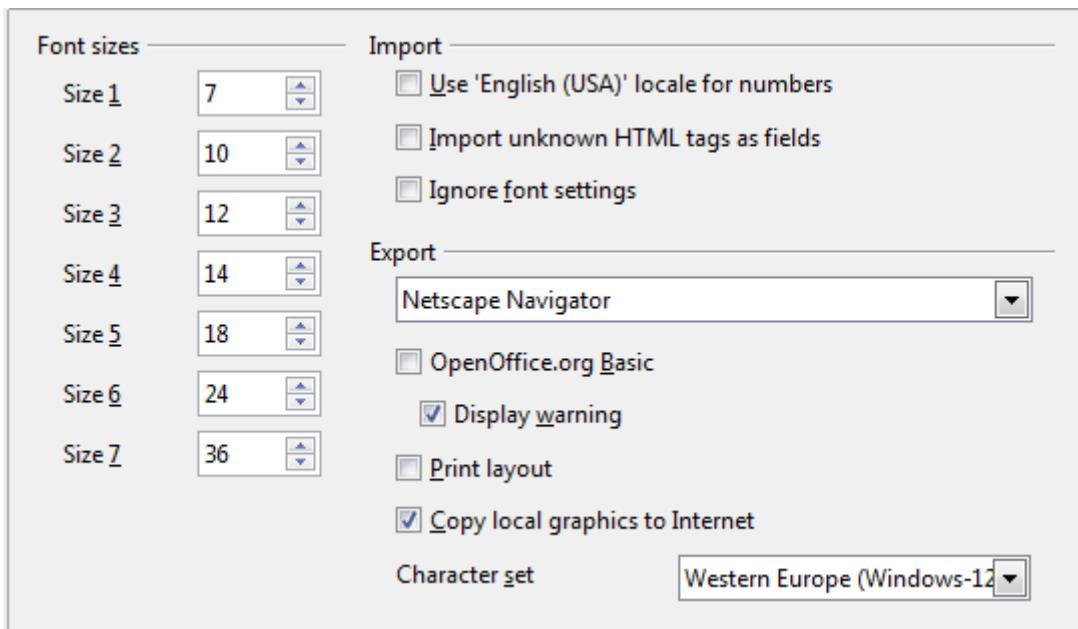


Figure 44: Choosing HTML compatibility options

Import - Import unknown HTML tags as fields

Select this option if you want tags that are not recognized by OOo 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 OOo 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.org Writer is selected, specific OpenOffice.org Writer instructions are exported.

Export - OpenOffice.org Basic

Select this option to include OOo Basic macros (scripts) when exporting to HTML format. You must activate this option *before* you create the OpenOffice.org Basic macro; otherwise the script will not be inserted. OpenOffice.org Basic macros must be located in the header of the HTML document. Once you have created the macro in the OpenOffice.org 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**. See Chapter 13 (Getting Started with Macros) in the *Getting Started* guide for more information.

Export - Display warning

When the **OpenOffice.org 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.org 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.org 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.org Writer on the left-hand side of the Options - OpenOffice.org dialog box. A list of pages drops down.

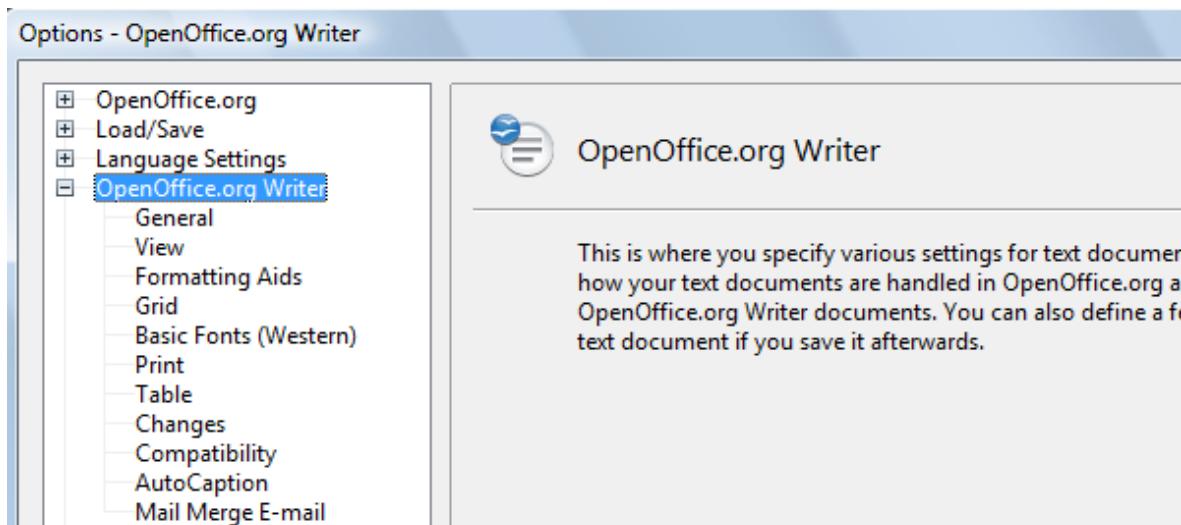


Figure 45: OpenOffice.org Writer options

General options

The choices on the OpenOffice.org 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.

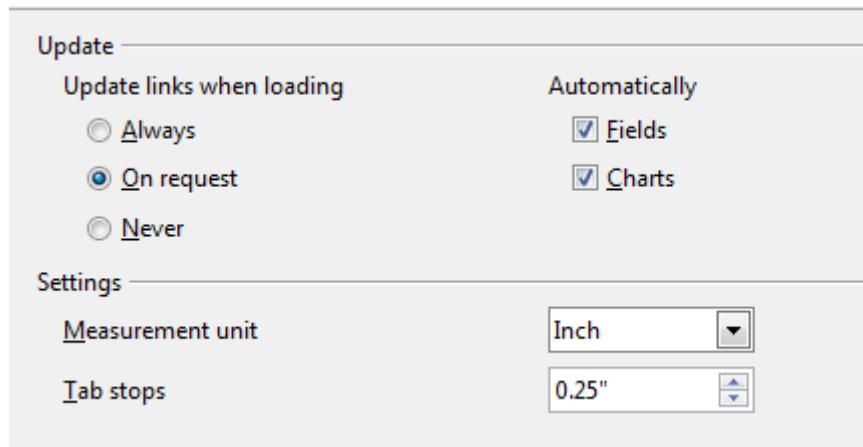


Figure 46: Choosing general options for Writer

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.org 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.

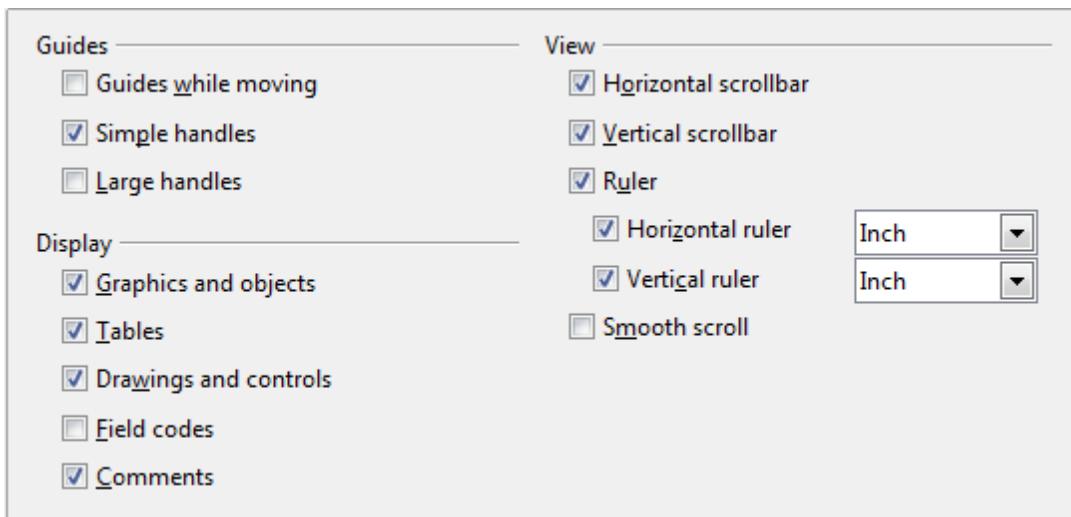


Figure 47: Choosing View options for Writer

Formatting Aids options

The display of symbols such as paragraph ends and tabs help 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.org Writer – Formatting Aids page, select the required options.

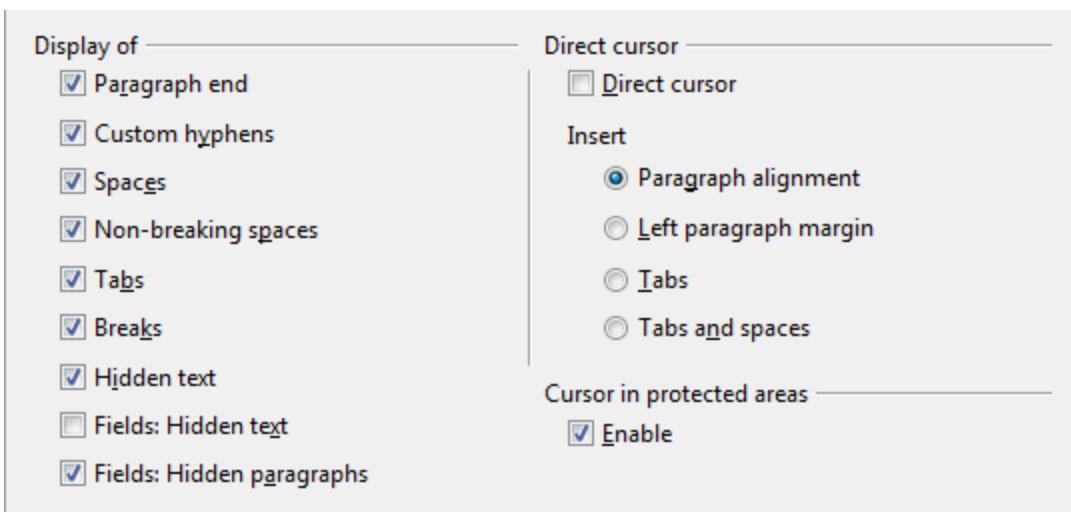


Figure 48: Choosing Formatting Aids options

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.org 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.

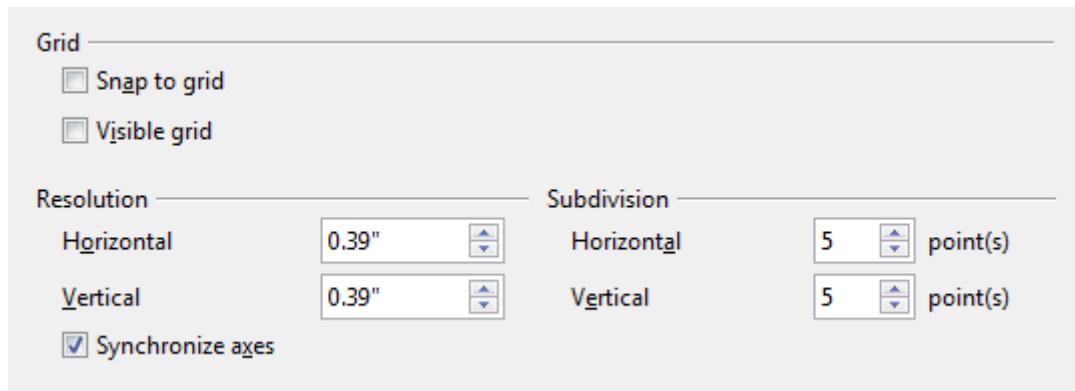


Figure 49: Choosing Grid options

Default fonts

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

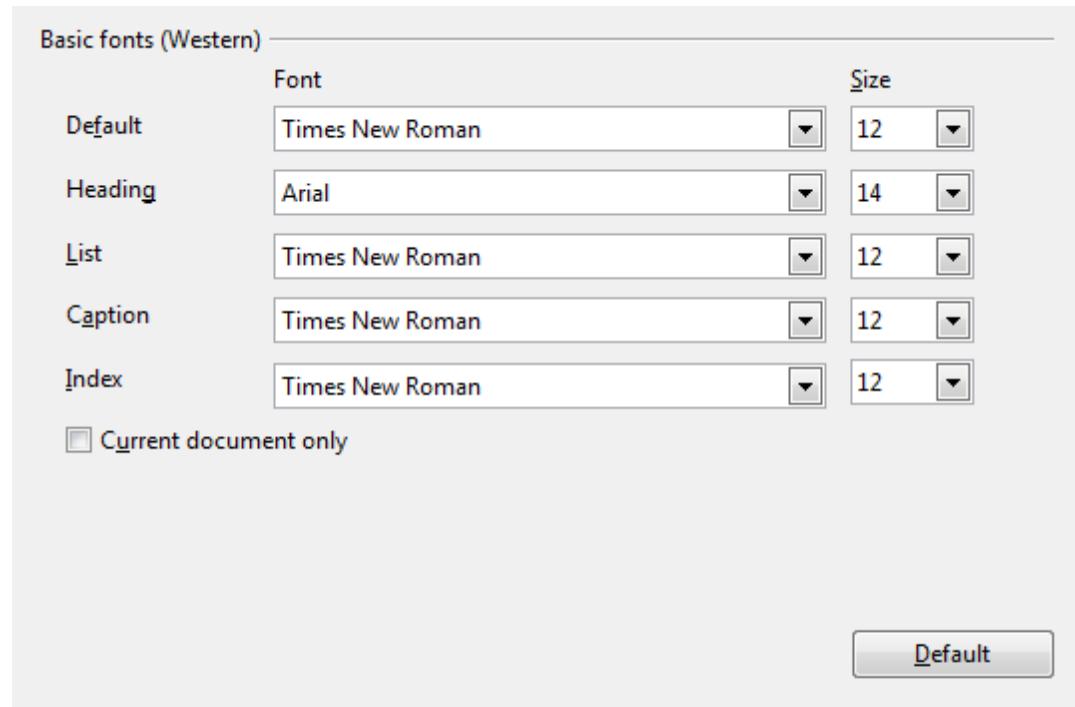


Figure 50: Choosing default fonts

- 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.org.

Print options

On the OpenOffice.org Writer – Print page (Figure 51), you can choose which items are printed with the document by default. These options are in addition to those on the OpenOffice.org – Print page (Figure 32).

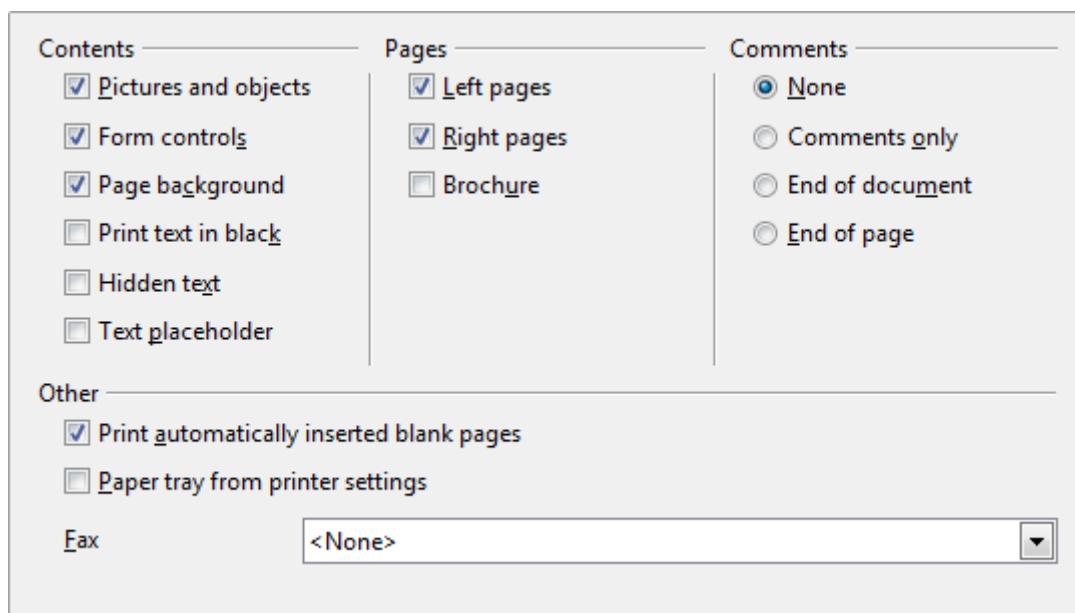


Figure 51: Choosing Print options for Writer

Some considerations:

- When you are working on drafts and you want to save printer ink or toner, you might want to deselect some of the items in the *Contents* section.
- The **Print text in black** selection causes color 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 grey (dithered).
- The **Print text in black** option has a different effect than the **Convert colors to greyscale** on the *Options - OpenOffice.org - Print* page (Figure 32), which prints all graphics as greyscale on color printers. (On black-and-white printers, color in graphics normally prints as greyscale.)
- 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 51.

Default table options

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

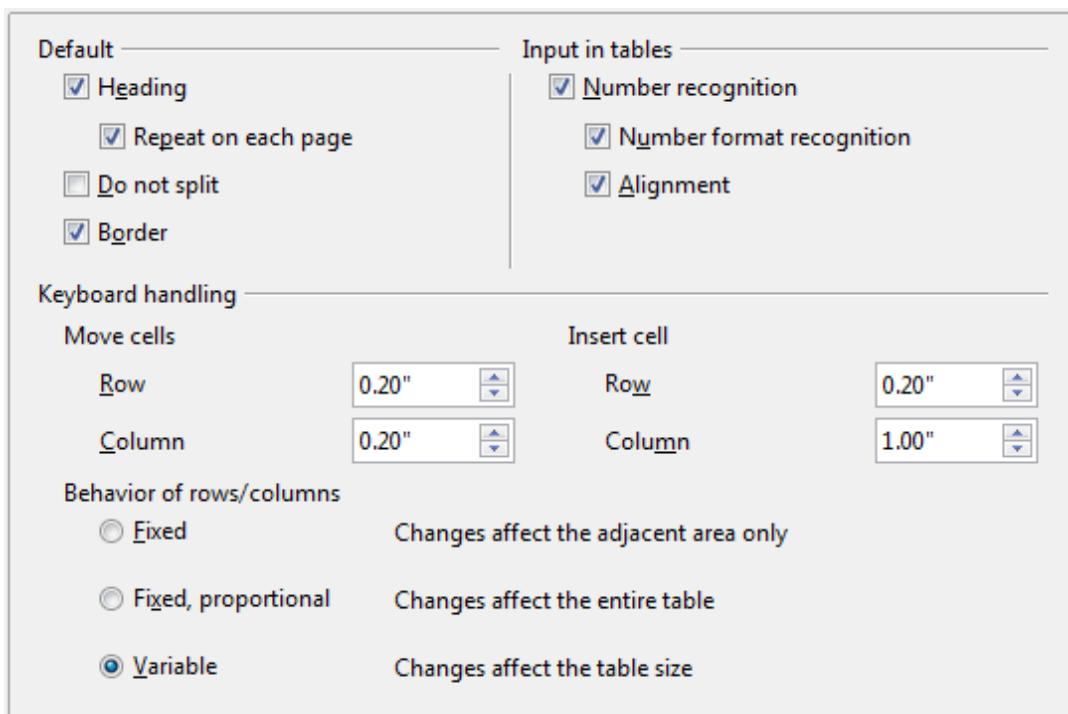


Figure 52: Choosing default Table options

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.org 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.

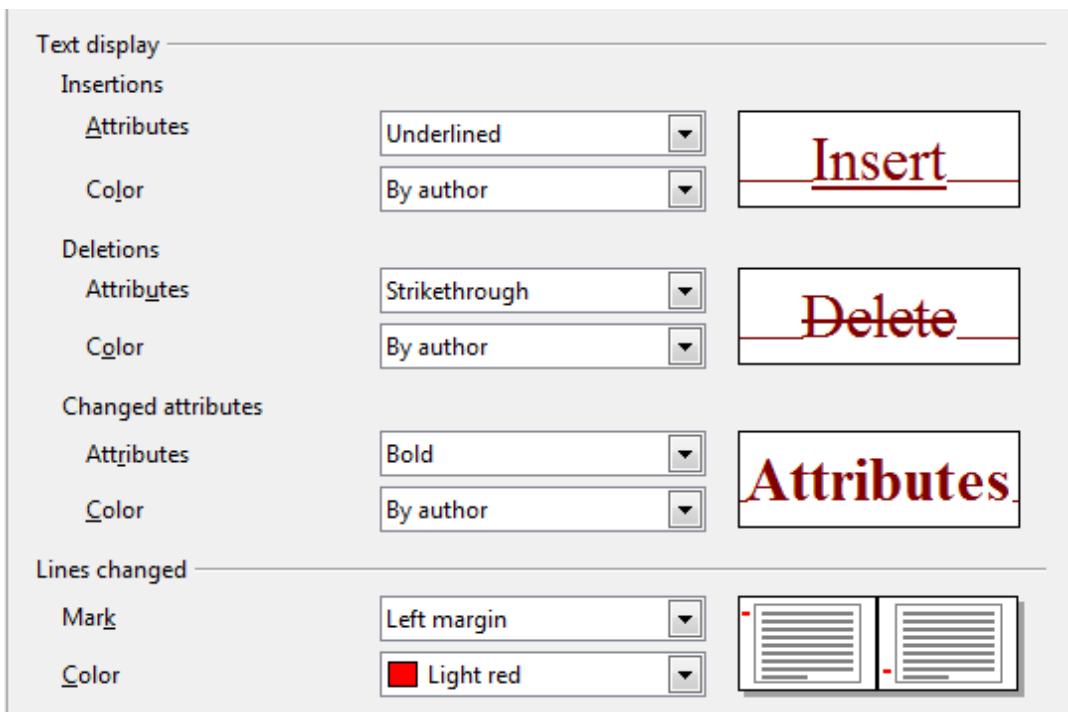


Figure 53: Choosing options for tracking changes

Compatibility options

Do you need to import Microsoft Word documents into OOo Writer? If so, you might want to select some or all of the settings on the OpenOffice.org Writer – Compatibility page. If you are not sure about the effects of these settings, leave them as the defaults provided by OOo. 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.

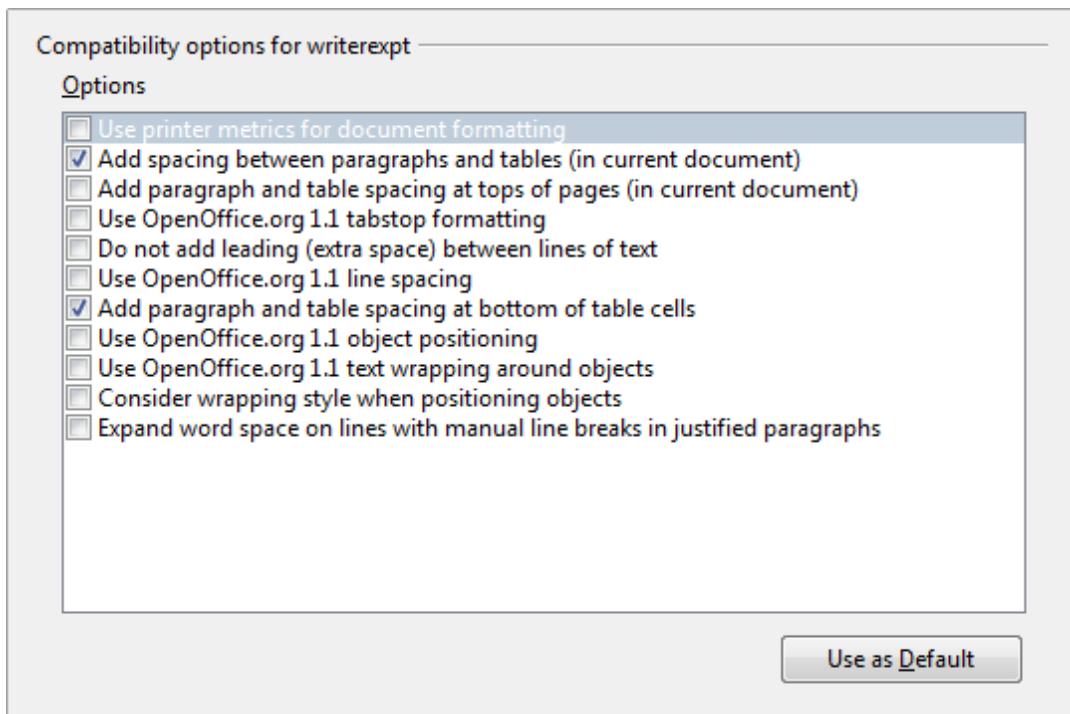


Figure 54: Choosing compatibility options

Add spacing between paragraphs and tables (in current document)

In OpenOffice.org 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.org 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.org.

AutoCaption options

Do you want OOo 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.org Writer > AutoCaption** on the Options dialog box.
- 2) On the OpenOffice.org Writer – AutoCaption page, select the check box 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*.

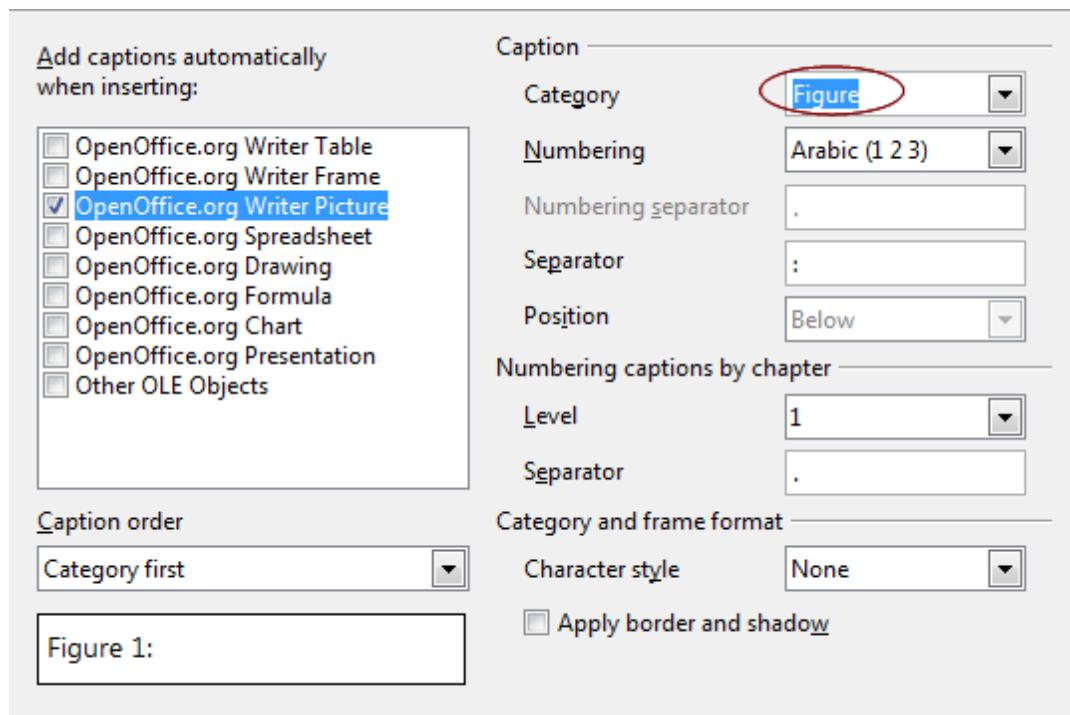


Figure 55: Setting up a new category for automatic captions on graphics

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.org 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.

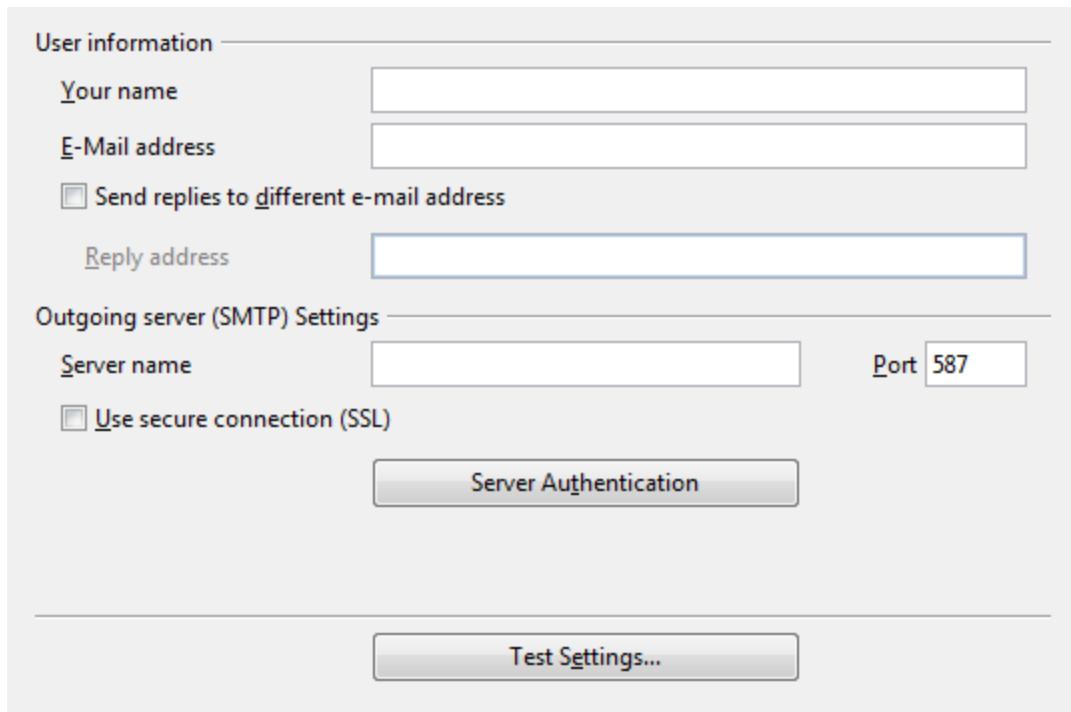


Figure 56: Specifying settings for use when e-mailing mail-merged form letters

Choosing options for HTML documents

You can configure OpenOffice.org 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.org Writer/Web on the left-hand side of the Options – OpenOffice.org dialog box. A list of pages drops down.

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.org Writer/Web are identical to the settings under Options – OpenOffice.org 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 dictionaries
- Change some locale and language settings
- Choose spelling options

Install the required dictionaries

OOo3 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**. OOo 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 OOo uses for all documents or for specific documents.

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

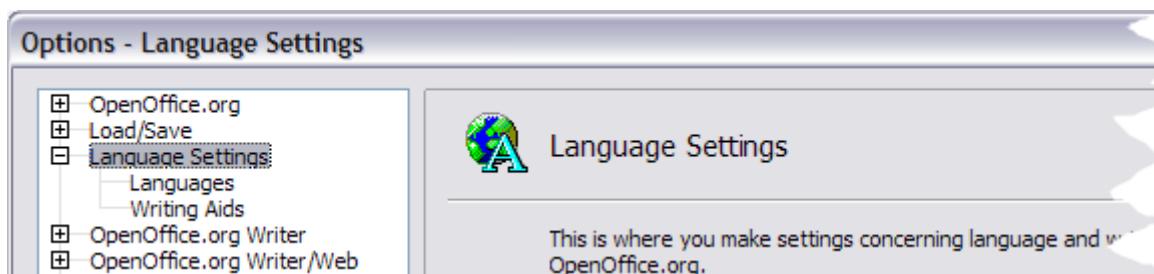


Figure 57: OpenOffice.org language options

On the right-hand side of the Language Settings – Languages page (Figure 58), 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 59. These pages (Searching in Japanese, Asian Layout, and Complex Text Layout) are not discussed here.

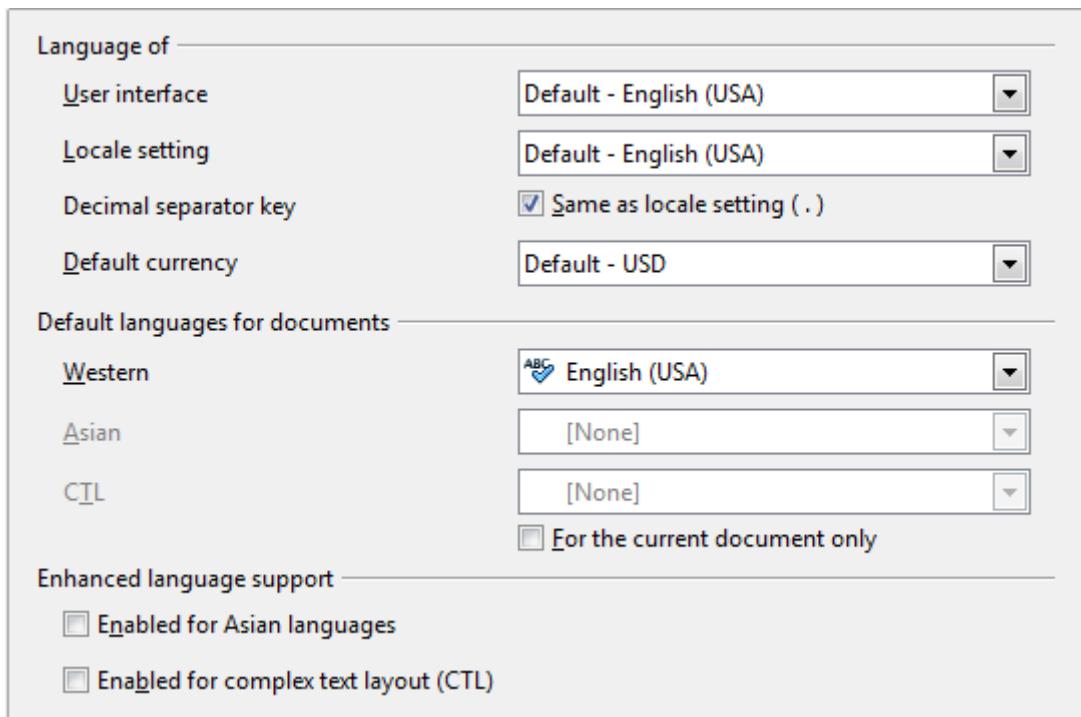


Figure 58: Choosing language options

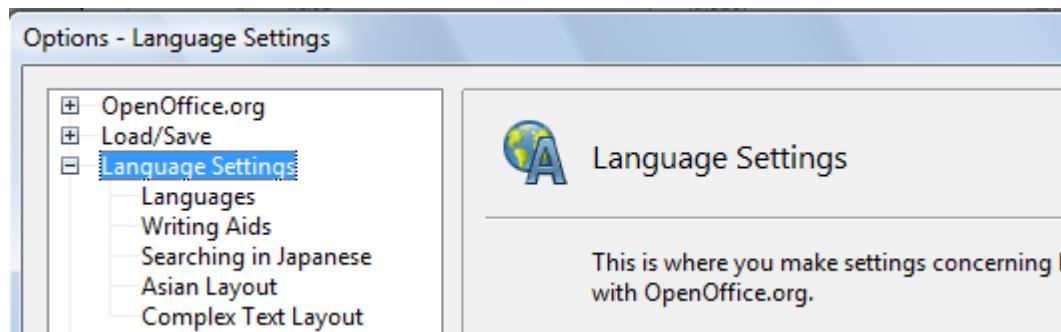


Figure 59: Extra pages available when enhanced language support options are selected

Choose spelling options

To choose the options for checking spelling, choose **Language Settings > Writing Aids**. In the *Options* section of the page, choose 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.

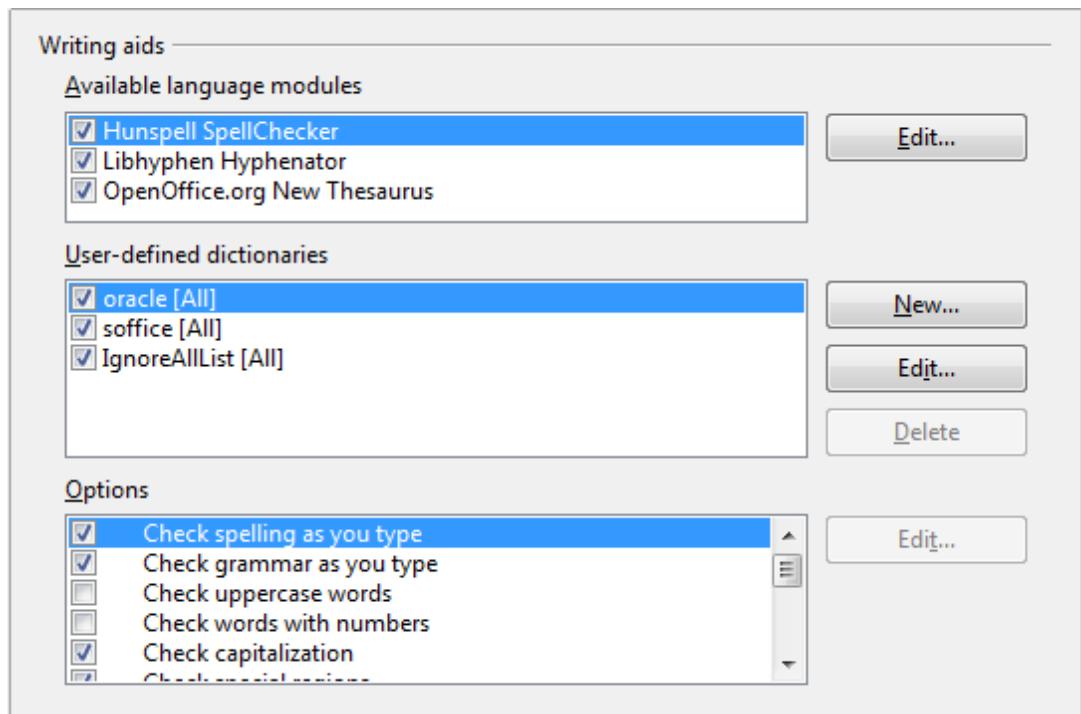


Figure 60: Choosing languages, dictionaries, and options for checking spelling

Note

OpenOffice.org does not have a grammar checker, but you can install a grammar checker extension such as Language Tool 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 of the 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.

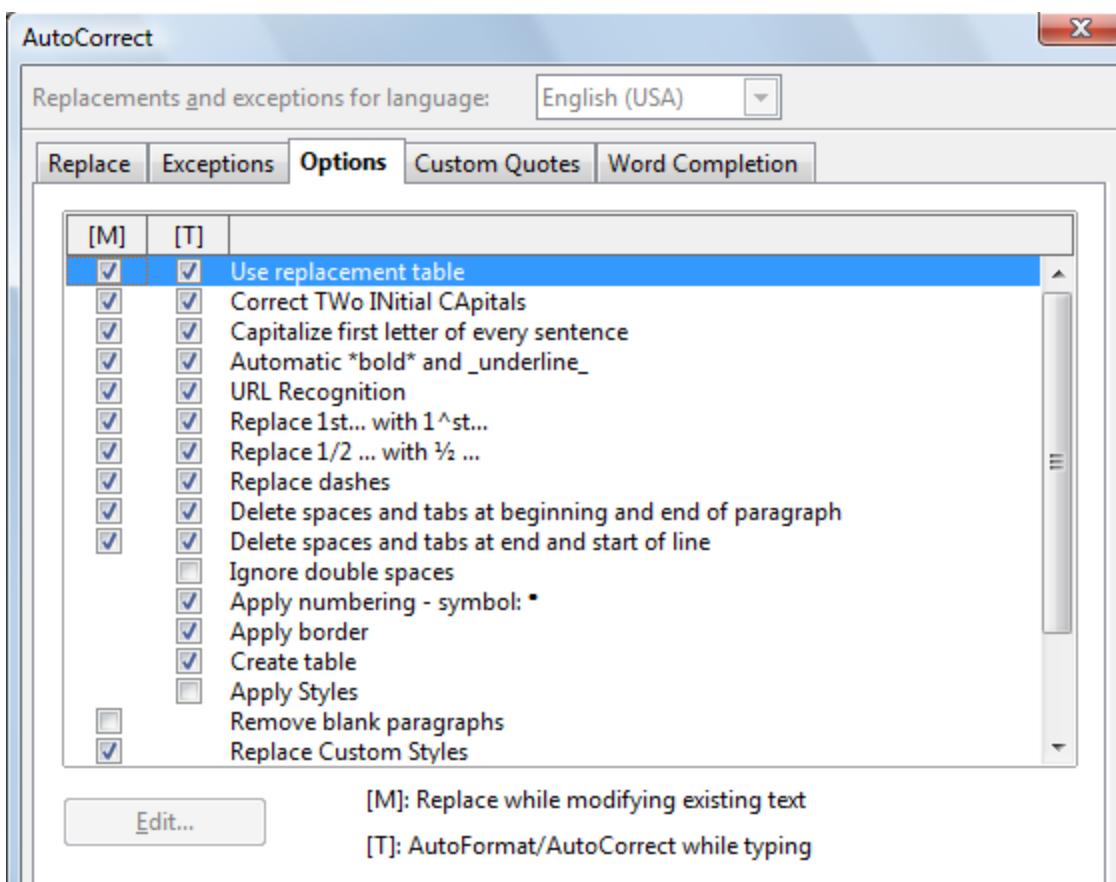


Figure 61: The AutoCorrect dialog box in Writer, showing the five tabs and some of the choices on the Options tab



Chapter 3

Working with Text

Introduction

This chapter covers the basics of working with text in Writer, the word-processing component of OpenOffice.org (OOo). It assumes that you are familiar with the use of a mouse and keyboard and that you have read about Writer's menus and toolbars and other topics covered in Chapter 1 (Introducing Writer).

We recommend that you also follow the suggestions in Chapter 2 (Setting up Writer) about displaying formatting aids, such as end-of-paragraph marks, and selecting other setup options.

When you have read this chapter, you should know how to:

- Select, cut, copy, paste, and move text
- Find and replace text
- Insert special characters
- Format paragraphs and characters
- Create numbered or bulleted lists
- Check spelling, use the thesaurus, and choose hyphenation options
- Use the autocorrection, word completion, autotext, and line numbering features
- Track changes, undo and redo changes, and insert notes
- Link to other parts of a document

Selecting text

Before you can do anything with text, you need to select it. Selecting text in Writer is similar to selecting anything in other applications.

In addition to selecting blocks of text, you can select items that are not consecutive, and columns (vertical blocks) of text.

Selecting items that are not consecutive

To select nonconsecutive items (as shown in Figure 62) using the mouse:

- 1) Select the first piece of text.
- 2) Hold down the *Control (Ctrl)* key and use the mouse to select the next piece of text.
- 3) Repeat as often as needed.

Now you can work with the selected text (copy it, delete it, change the style, and so on).

To select nonconsecutive items using the keyboard:

- 1) Select the first piece of text. (For more information about keyboard selection of text, see the topic "Navigating and Selecting with the Keyboard" in the OpenOffice.org Help (*F1*).)
- 2) Press *Shift+F8*. This puts Writer in "ADD" mode. The word ADD appears on the Status Bar.
- 3) Use the arrow keys to move to the start of the next piece of text to be selected. Hold down the *Shift* key and select the next piece of text.
- 4) Repeat as often as required.

Now you can work with the selected text.

Press *Esc* to exit from this mode.

The Country of the Blind

Three hundred miles and more from Chimborazo, one hundred from the snows of Cotopaxi, in the wildest wastes of Ecuador's Andes, there lies that mysterious mountain valley, cut off from all the world of men, the **Country of the Blind**. Long years ago that valley lay so far open to the world that men might come at last through frightful gorges and over an icy pass into its equable meadows, and thither indeed men came, a family or so of Peruvian half-breeds fleeing from the lust and tyranny of an evil Spanish ruler. Then came the stupendous outbreak of Mindobamba, when it was night in Quito for seventeen days, and the water was boiling at Yaguachi and all the fish floating dying even as far as Guayaquil; everywhere along the Pacific slopes there were land-slips and swift thawings and sudden floods, and one whole side of the old Arauca crest slipped and came down in thunder, and cut off the **Country of the Blind** for ever from the exploring feet of men. But one of these early settlers had chanced to be on the hither side of the gorges when the world had so terribly shaken itself, and he perforce had to forget his wife and his child and all the friends and possessions he had left up

Figure 62: Selecting items that are not next to each other

Selecting a vertical block of text

You can select a vertical block or "column" of text that is separated by spaces or tabs (as you might see in text pasted from e-mails, program listings, or other sources), using OOo's block selection mode. To change to block selection mode, use **Edit > Selection Mode > Block Area**, or click several times in the status bar on STD until it changes to BLK.



Now you can highlight the selection, using mouse or keyboard, as shown in Figure 63.

January	February	March¶
April	May	June¶
July	August	September¶
October	November	December¶

Figure 63: Selecting a vertical block of text

Cutting, copying, and pasting text

Cutting and copying text in Writer is similar to cutting and copying text in other applications. You can copy or move text within a document, or between documents, by dragging or by using menu selections, icons, or keyboard shortcuts. You can also copy text from other sources such as Web pages and paste it into a Writer document.

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

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

To make the pasted text take on the formatting of the text surrounding where it is pasted, you can:

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

Then select **Unformatted text** from the resulting menu.

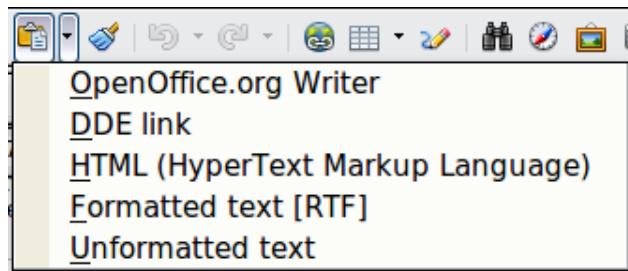


Figure 64: Paste Special menu

The range of choices on the Paste Special menu varies depending on the origin and formatting of the text (or other object) to be pasted. See Figure 64 for an example with text on the clipboard.

This example includes the formatting option *DDE link*. *DDE* is an acronym for Dynamic Data Exchange, a mechanism whereby selected data in document A can be pasted into document B as a linked, 'live' copy of the original. It would be used, for example, in a report written in Writer containing time-varying data, such as sales results sourced from a Calc spreadsheet. The DDE link ensures that, as the source spreadsheet is updated so is the report, thus reducing the scope for error and reducing the work involved in keeping the Writer document up to date.

Finding and replacing text

Writer has two ways to find text within a document: the Find toolbar for fast searching and the Find & Replace dialog box. In the dialog box, you can:

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

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



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

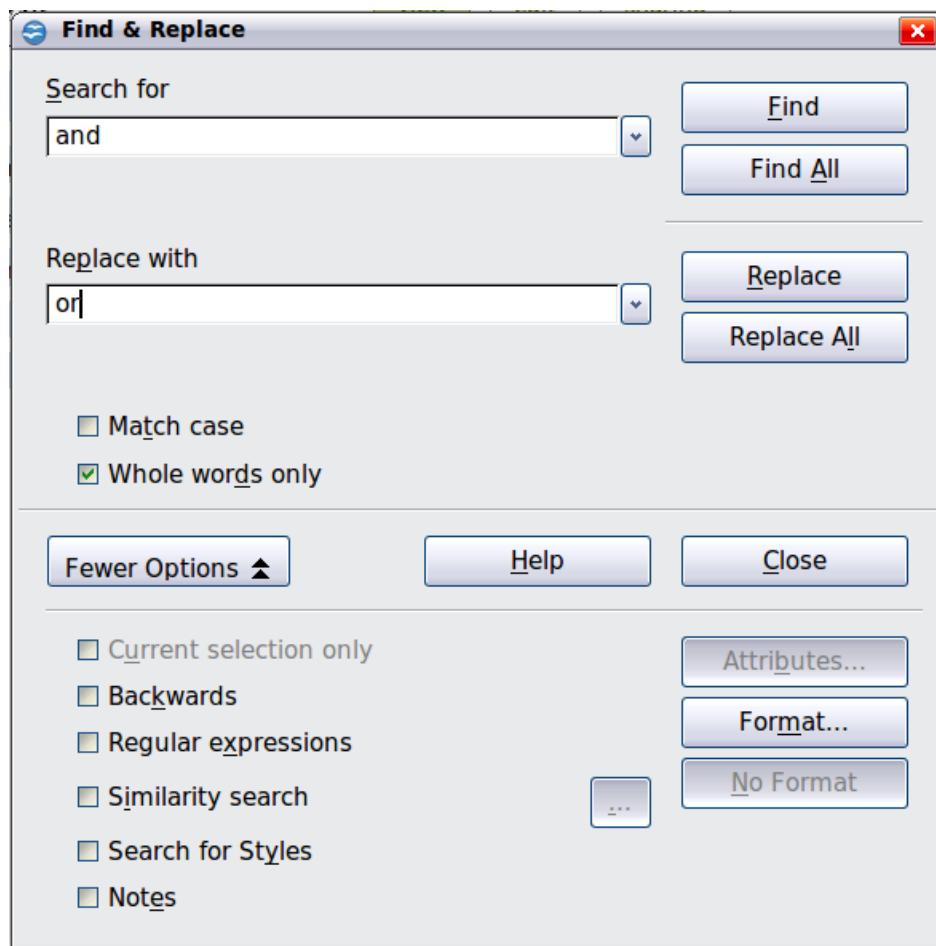


Figure 65: Expanded Find & Replace dialog box

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

Tip

If you click **Find All**, Writer selects all instances of the search text in the document. Similarly, if you click **Replace All** button, Writer replaces all matches.

Caution



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

Find and replace specific formatting

A very powerful use of **Find & Replace** takes advantage of the format option. For example, you might want to replace underlined words with italics.

On the Find & Replace dialog box (with **More Options** displayed, as in Figure 65):

- 1) To search for text with specific formatting, enter the text in the *Search for* box.
To search for specific formatting only, delete any text in the *Search for* box.
- 2) Click **Format** to display the Text Format (Search) dialog box. The tabs on this dialog box are similar to those on the Paragraph format and Paragraph Style dialog boxes.
- 3) Choose the formats you want to search for and then click **OK**. The names of selected formats appear under the *Search for* box. For example, you might search for all text in 14-point bold Times New Roman.
- 4) To replace text as well as formatting, type the replacement text in the *Replace with* box.
To search for specific text with specific formatting (for example, the word **hello** in bold), specify the formatting, type the text in the *Search for* box and leave the *Replace with* box blank.
To remove specific character formatting, click **Format**, select the **Font** tab, then select the opposite format (for example, No Bold). The **No Format** button on the Find & Replace dialog box clears all previously selected formats.
- 5) Click **Find**, **Find All**, **Replace**, or **Replace All**

Tip

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

Find and replace paragraph styles

If you combine material from several sources, you may discover that lots of unwanted paragraph styles have suddenly shown up in your document. To quickly change all the paragraphs from one (unwanted) style to another (preferred) style:

- 1) On the expanded Find & Replace dialog box (Figure 65), select **Search for Styles**. (If you have attributes specified, this **option** is labeled *Including Styles*.) The *Search for* and *Replace with* boxes now contain a list of styles.
- 2) Select the styles you want to search for and replace.
- 3) Click **Find**, **Find All**, **Replace**, or **Replace All**.

Repeat steps 2 and 3 for each style that you want to replace.

Use wildcards (regular expressions)

Wildcards (also known as *regular expressions*) are combinations of characters that instruct OOo how to search for something. Regular expressions are very powerful but not very intuitive. They can save time and effort by combining multiple finds into one.

Table 2 shows a few of the regular expressions used by OOo.

Tip

The online help describes many more regular expressions and their uses.

Note

To search for a character that is defined as a wildcard, type a backslash (\) before the character. For example, to find the text \$5.00, you would conduct a search using \\$5\.00.

To use wildcards and regular expressions when searching and replacing:

- 1) On the Find & Replace dialog box, click **More Options** to see more choices. On this expanded dialog box (Figure 65), select the **Regular expressions** option.
- 2) Type the search text, including the wildcards, in the *Search for* box and the replacement text (if any) in the *Replace with* box. Not all regular expressions work as replacement characters; the line break (\n) is one that does work.
- 3) Click **Find**, **Find All**, **Replace**, or **Replace All** (not recommended).

Table 2. Examples of search wildcards (regular expressions)

To find	Use this expression	Examples and comments
Any single character	.	b.d finds <i>bad</i> , <i>bud</i> , <i>bid</i> , and <i>bed</i> .
One of the specified characters	[xyz]	b[iu]n finds <i>bin</i> and <i>bun</i> .
Any single character in this range	[x-y]	[r-t]eed finds <i>reed</i> , <i>seed</i> , and <i>teed</i> ; ranges must be in alphabetically ascending order.
Any single character except the characters inside the brackets	[^x]	p[^a]st finds <i>post</i> and <i>pest</i> , but not <i>past</i> .
The beginning of a word	\<start	\<log finds <i>logbook</i> and <i>logistics</i> , but not <i>catalog</i> .
The end of a word	end\>	log\> finds <i>catalog</i> , but not <i>logistics</i> .
A paragraph marker	\$	Does not work as a replacement character. Use \n instead.
A line break	\n	Finds a line break that was inserted with <i>Shift+Enter</i> . When used as a replacement character, it inserts a paragraph marker.

Inserting special characters

A “special” character is one not found on a standard English keyboard. For example, © ¾ æ ç ñ ö ø ¢ are all special characters. To insert a special character:

- 1) Place the cursor in your document where you want the character to appear.
- 2) Click **Insert > Special Character** to open the Special Characters dialog box.
- 3) Select the characters (from any font or mixture of fonts) you wish to insert, in order; then click **OK**. The selected characters are shown in the lower left of the dialog box. As you select each character, it is shown on the lower right, along with the numerical code for that character.

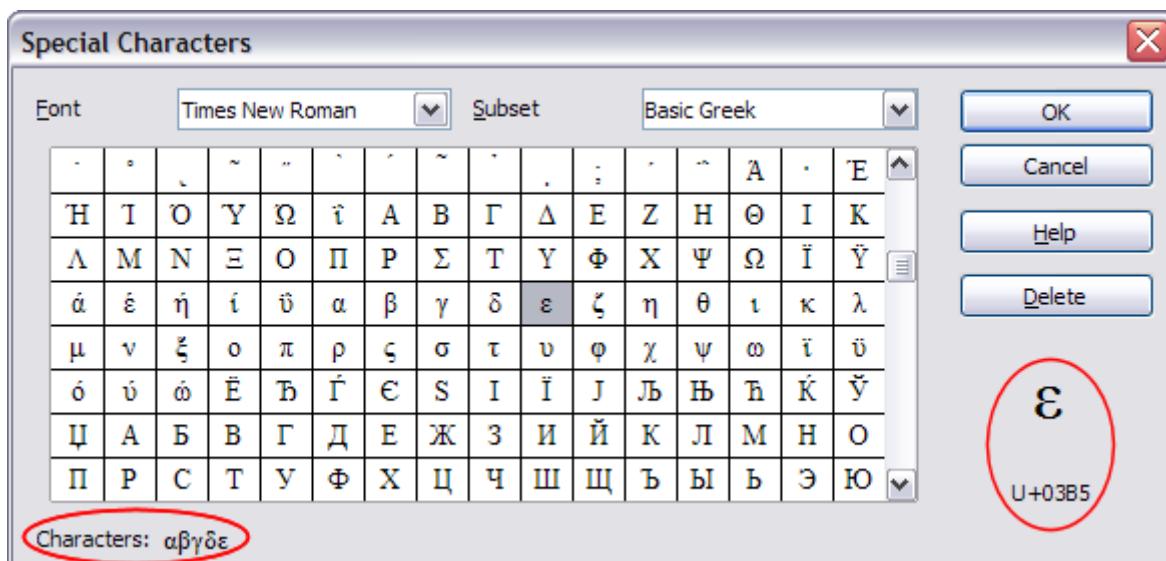


Figure 66: The Special Characters dialog box, where you can insert special characters

Tip

Notice that the characters selected appear in the bottom-left corner of the dialog box.

Note

Different fonts include different special characters. If you do not find a particular special character you want, try changing the *Font* selection.

Inserting non-breaking spaces and hyphens

Non-breaking spaces

To prevent two words from being separated at the end of a line, press *Control+spacebar* after the first word.

Non-breaking hyphen

You can use a non-breaking hyphen in cases where you do not want the hyphen to appear at the end of a line, for example in a number such as 123-4567. To insert a non-breaking hyphen, press *Shift+Control+minus sign*.

Inserting en and em dashes

To enter en and em dashes, you can use the *Replace dashes* option under **Tools > AutoCorrect Options** (Figure 75). This option replaces two hyphens, under certain conditions, with the corresponding dash.

In the following table, the A and B represent text consisting of letters A to z or digits 0 to 9.

Another means of inserting en or em dashes is through the **Insert > Special Characters** menu. Select the **U+2013** or **U+2014** character, respectively.

A third method uses keyboard shortcuts. These shortcuts vary depending on your operating system.

Text that you type:	Result
A - B (A, space, minus, space, B)	A – B (A, space, en-dash, space, B)
A -- B (A, space, minus, minus, space, B)	A – B (A, space, en-dash, space, B)
A--B (A, minus, minus, B)	A—B (A, em-dash, B)
A-B (A, minus, B)	A-B (unchanged)
A -B (A, space, minus, B)	A -B (unchanged)
A --B (A, space, minus, minus, B)	A – B (A, space, en-dash, B)

Tip

You can also record macros to insert en and em dashes and assign those macros to unused key combinations, for example *Ctrl+Shift+N* and *Ctrl+Shift+M*. For more information, see Chapter 17 (Customizing Writer).

Windows

Hold down one of the *Alt* keys and type on the numeric keypad: 0150 for an en dash or 0151 for an em dash. The dash appears when you release the *Alt* key.

Tip

On a keyboard with no numeric keypad, use a *Fn (Function)* key combination to type the numbers. (The *Fn* key is usually to the right of the left-hand *Ctrl* key on the keyboard.)

For example, on a US keyboard layout, the combination for an en dash should be *Alt+Fn+mjim* and for an em dash it should be *Alt+Fn+mjjm*.

Linux

Hold down the *Compose* key and type two hyphens and a period for an en dash, or three hyphens for an em dash. The dash appears when you release the *Compose* key.

Tip

The key that operates as a *Compose* key varies with the Linux distribution. It is usually one of the *Alt* or *Win* keys, but may be another key, and should be user-selectable.

Mac OS X

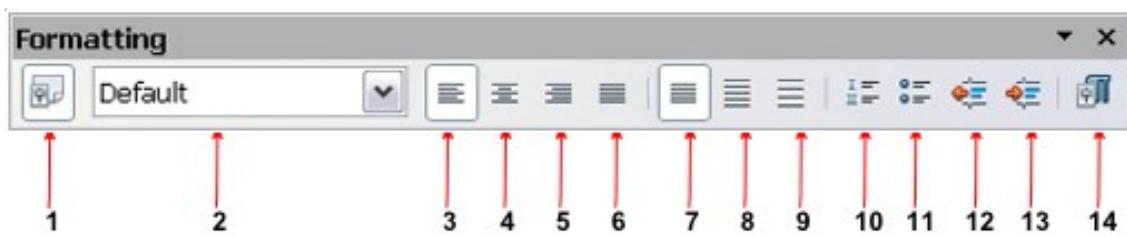
Hold down the *Option (Alt)* key and type a hyphen for an en dash. For an em dash, the combination is *Shift+Option+Hyphen*.

Formatting paragraphs

You can apply many formats to paragraphs using the buttons on the Formatting toolbar. Figure 67 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for paragraph formatting.

Tip

It is highly recommended that you use *paragraph styles* rather than manually formatting paragraphs, especially for long or standardized documents. For information on the advantages of styles and how to use them, see Chapters 6 and 7.



- 1** Open Styles and Formatting Window **5** Align Right **10** Numbering On/Off
2 Apply Style **6** Justified **11** Bullets On/Off
3 Align Left **7** Line Spacing: 1 **12** Decrease Indent
4 Centered **8** Line Spacing: 1.5 **13** Increase Indent
9 Line Spacing: 2 **14** Paragraph format dialog box

Figure 67: Formatting toolbar, showing icons for paragraph formatting

Figure 68 shows examples of the text alignment options.

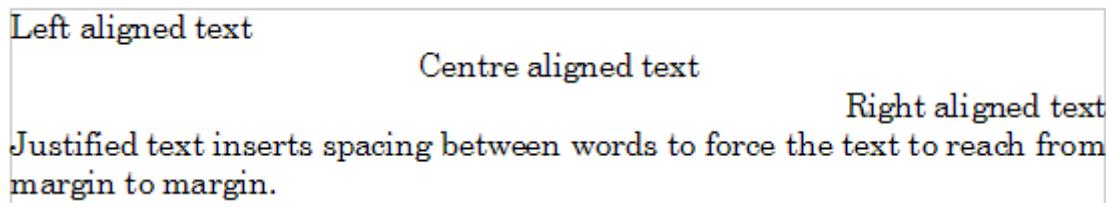


Figure 68: Text alignment options

When using justified text, the last line is by default aligned to the left; however, if so desired, you can also align the last line to the center of the paragraph area or justify it so that spaces are inserted between the words in order to fill the whole line. In the case where the last line consists of a single word, you can also have this word stretched to cover the whole line. Figure 69 shows an example of the effect obtained when setting each of these options.

Three options are available for the alignment of the last line of a justified paragraph. This is an example of a **left-aligned** last line.

Three options are available for the alignment of the last line of a justified paragraph. This is an example of a **centered** last line.

Three options are available for the alignment of the last line of a justified paragraph. This is an example of a **justified** last line.

When the last line of a justified paragraph contains a single word, you can stretch this word to fill the entire line. This is an example with the **Expand single word** option selected.

Figure 69: Four choices for the last line of a justified paragraph

These options are controlled in the **Alignment** page of the **Format > Paragraph** dialog box.

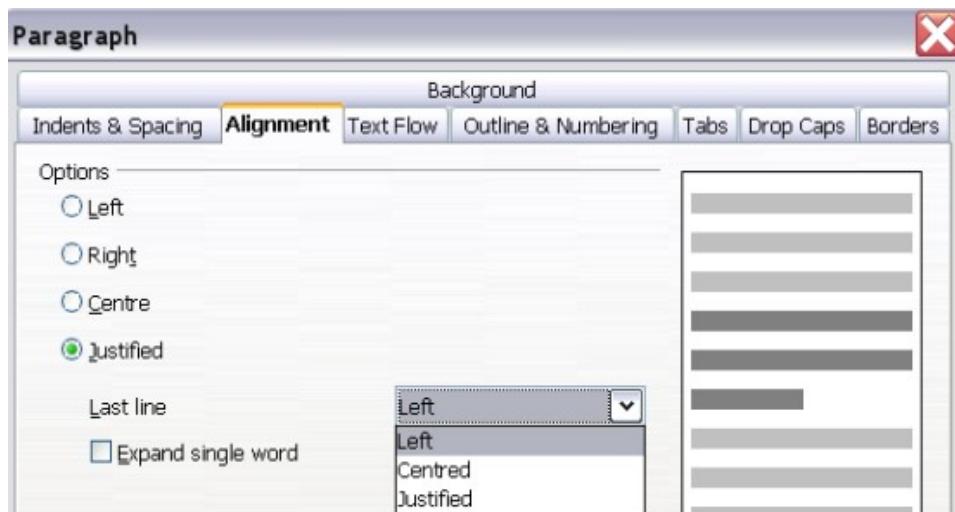


Figure 70: Options for the last line of a justified paragraph

Setting tab stops and indents

The horizontal ruler shows both the default tab stops and any tab stops that you have defined. Tab settings affect indentation of full paragraphs (using the **Increase Indent** and **Decrease Indent** icons on the Formatting toolbar) as well as indentation of parts of a paragraph (by pressing the *Tab* key on the keyboard).

Using the default tab spacing can cause formatting problems if you share documents with other people. If you use the default tab spacing and then send the document to someone else who has chosen a different default tab spacing, tabbed material will change to use the other person's settings. Instead of using the defaults, define your own tab settings, as described in this section.

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

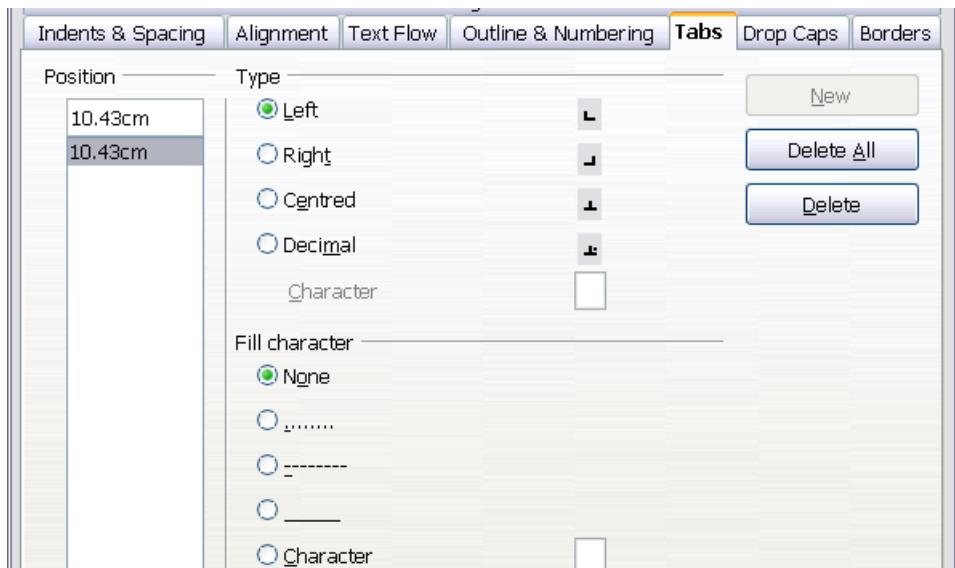


Figure 71: Specifying tab stops and fill characters

A better strategy is to define tabs for the paragraph style. Refer to Chapters 6 and 7 for more about paragraph styles.

Tip Using tabs to space out material on a page is not recommended.
Depending on what you are trying to accomplish, a table is usually a better choice.

Changing the default tab stop interval

Note Any changes to the default tab setting will affect the existing default tab stops in any document you open afterward, as well as tab stops you insert after making the change.

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



Figure 72: Selecting a default tab stop interval

You can also set or change the measurement unit for rulers in the current document by right-clicking on the ruler to open a list of units, as shown in Figure 73. Click on one of them to change the ruler to that unit. The selected setting applies only to that ruler.

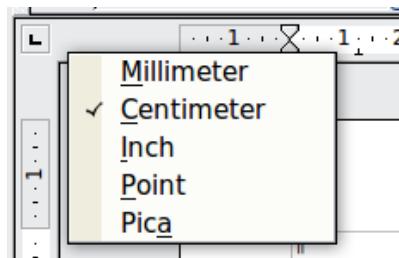
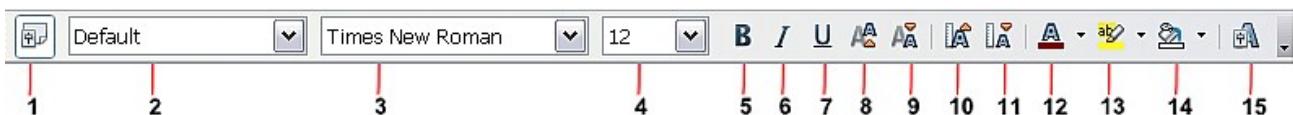


Figure 73: Changing the measurement unit for a ruler

Formatting characters

You can apply many formats to characters using the buttons on the Formatting toolbar. Figure 74 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for character formatting.

It is highly recommended that you use character styles rather than manually formatting characters. For information on styles and how to use them, see Chapters 6 and 7.



- | | | |
|--------------------------------------------|-------------------------|--------------------------------------------|
| 1 Open Styles and Formatting Window | 6 Italic | 12 Font Color |
| 2 Apply Style | 7 Underline | 13 Highlighting |
| 3 Font Name | 8 Superscript | 14 Background Color |
| 4 Font Size | 9 Subscript | 15 Open Character Format dialog box |
| 5 Bold | 10 Increase Font | |
| | 11 Reduce Font | |

Figure 74: Formatting toolbar, showing icons for character formatting

Tip To remove manual formatting, select the text and choose **Format > Default Formatting** from the main menu bar, or right-click and choose **Default Formatting** from the pop-up menu.

Autoformatting

You can set Writer to automatically format parts of a document according to the choices made on the *Options* page of the AutoCorrect dialog box (**Tools > AutoCorrect Options**).

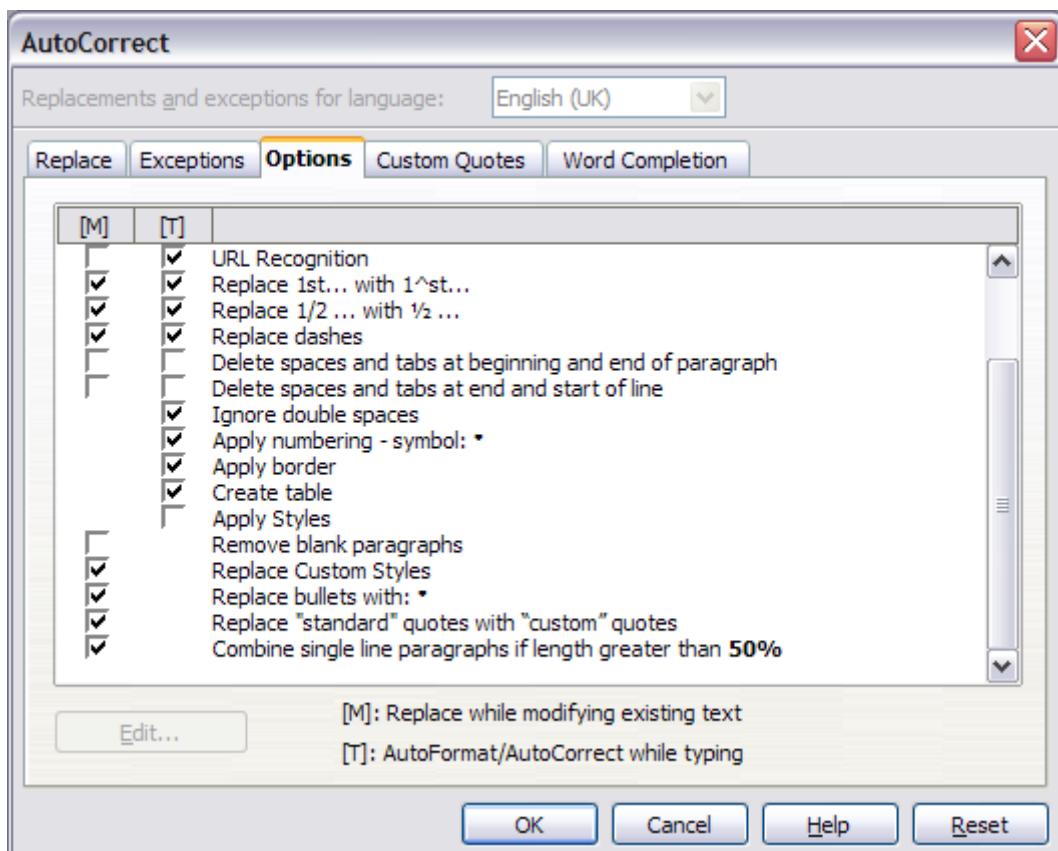


Figure 75: Autoformat choices on the Options page of the AutoCorrect dialog box

The Help describes each of these choices and how to activate the autoformats. Some common unwanted or unexpected formatting changes include:

- Horizontal lines. If you type three or more hyphens (---), underscores (____) or equal signs (====) on a line and then press *Enter* the paragraph is replaced by a horizontal line as wide as the page. The line is actually the lower border of the preceding paragraph.
- Bulleted and numbered lists. A bulleted list is created when you type a hyphen (-), asterisk (*), or plus sign (+), followed by a space or tab at the beginning of a paragraph. A numbered list is created when you type a number followed by a period (.), followed by a space or tab at the beginning of a paragraph. Automatic numbering is only applied to paragraphs formatted with the *Default*, *Text body* or *Text body indent* paragraph styles.

Tip

If you notice unexpected formatting changes occurring in your document, this is the first place to look for the cause.

To automatically format the file according to the options you have set, choose **Format > AutoCorrect** and select or deselect the items on the submenu.

While Typing

Automatically formats the document while you type.

Apply

Automatically formats the document.

Apply and Edit Changes

Automatically formats the file and then opens a dialog box where you can accept or reject the changes.

AutoCorrect Options

Opens the AutoCorrect dialog (Figure 75).

Creating numbered or bulleted lists

There are several ways to create numbered or bulleted lists:

- Use autoformatting, as described above.
- Use list styles, as described in Chapter 7 (Working with Styles).
- Use the **Numbering** and **Bullets** icons on the paragraph formatting toolbar (see Figure 67). This method is described here.

To produce a numbered or bulleted list, select the paragraphs in the list and then click on the appropriate icon on the toolbar.

Note

It is a matter of personal preference whether you type your information first, then apply Numbering/Bullets or apply these as you type.

Using the Bullets and Numbering toolbar

You can create a nested list (where one or more list items has a sublist under it, as in an outline) by using the buttons on the *Bullets and Numbering* toolbar (Figure 76).

You can move items up or down the list, create subpoints, and even change the style of bullets.

Tip

It is possible to move a list entry up, together with all of its sub-entries. Do this by clicking the **Promote One Level With Subpoints** button.



- | | | |
|----------------------------|-------------------------------------------|------------------------------------|
| 1 Bullets On/Off | 6 Promote One Level with Subpoints | 10 Move Down |
| 2 Numbering On/Off | 7 Demote One Level with Subpoints | 11 Move Up with Subpoints |
| 3 Numbering Off | 8 Insert Unnumbered Entry | 12 Move Down with Subpoints |
| 4 Promote One Level | 9 Move Up | 13 Restart Numbering |
| 5 Demote One Level | | 14 Bullets and Numbering |

Figure 76: Bullets and Numbering toolbar

If you create a nested list using the predefined styles, all the levels of the list (up to 10) apply the same numbering (or bullet). However, in many circumstances you will want to use a combination of numbering formats and bullets when creating nested lists. Such lists, with a mixture of numbering formats and bullets, can be easily configured as described in the following example. Additional information on lists, in particular the technique to create your own list style, is described in Chapter 7 (Working with Styles).

Tip

When creating nested lists, one option is to enter all the list paragraphs first and apply the levels afterwards.

You can use keyboard shortcuts to move paragraphs up or down the outline levels. Place the cursor at the beginning of the numbered paragraph and press:

Tab Down a level
Shift+Tab Up a level

To insert a tab stop at the beginning of a numbered paragraph (that is, after the number but before the text), press *Control+Tab*.

Example: configuring a nested list

We will use a numbering style to produce the following effect:

- I. Level-1 list item
 - A. Level-2 list item
 - i. Level-3 list item
 - a) Level-4 list item

This example uses one of the supplied styles, *Numbering 1*, however if you intend to reuse this type of nested list you can also create a new style as illustrated in Chapter 7 (Working with Styles).

- 1) Open the Styles and Formatting window and click the List Styles icon at the top. Right-click on the Numbering 1 style and choose **Modify** from the pop-up menu.

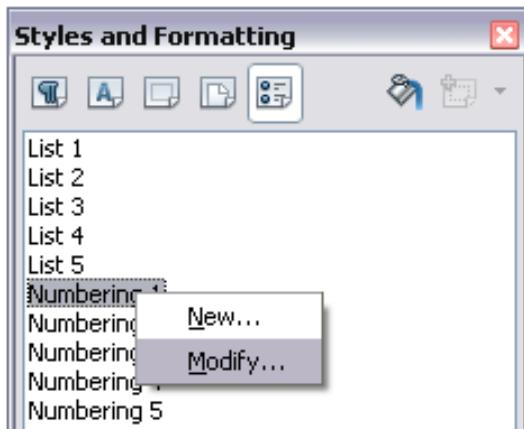


Figure 77: Modifying a list style

- 2) On the Numbering Style dialog box, go to the *Outline* page, where you will find that one style matches our requirements. Click once on that style.

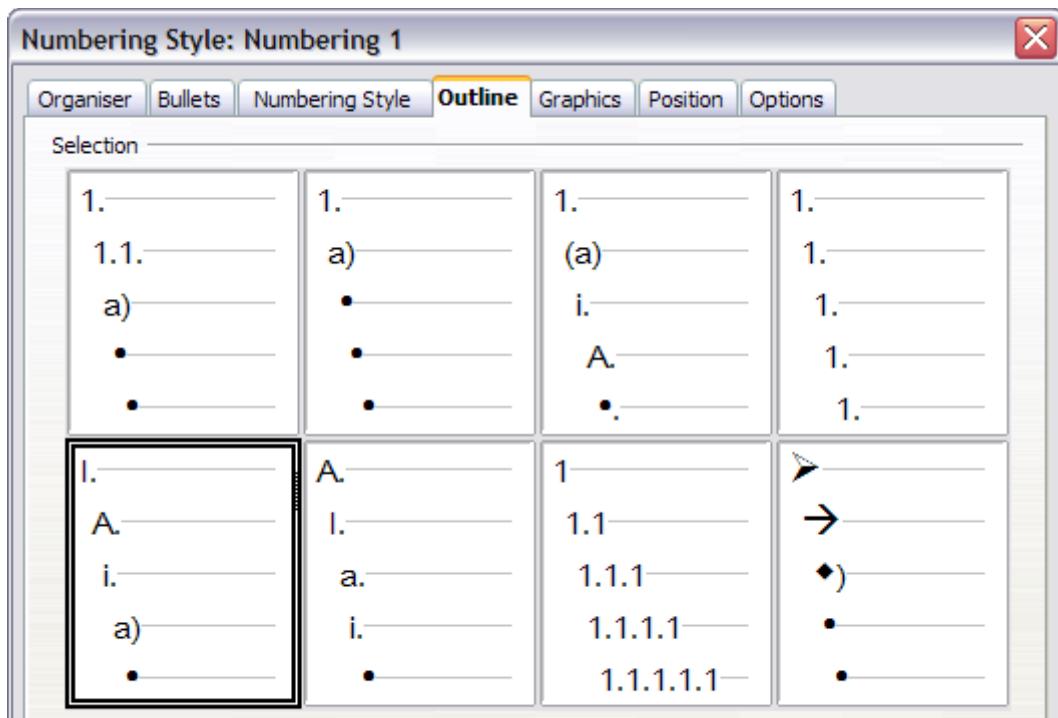


Figure 78: Choosing a predefined outline-numbering style

- 3) To modify the layout of the list, use the *Options* tab (Figures 79 and 80). Notice that the preview on the right shows the outline selected. In the *Level* box on the left, select **1**, then **2**, **3**, and **4** and see how the information in the *Numbering* and *After* boxes changes.

Use the *Options* page to set different punctuation; for example, a period (full stop) after "a" on level 4 instead of a parenthesis.

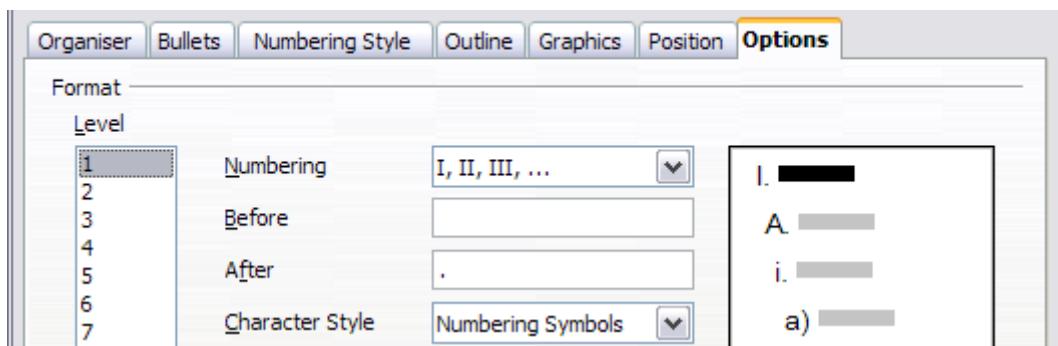


Figure 79: Checking the outline numbering for level-1 list items

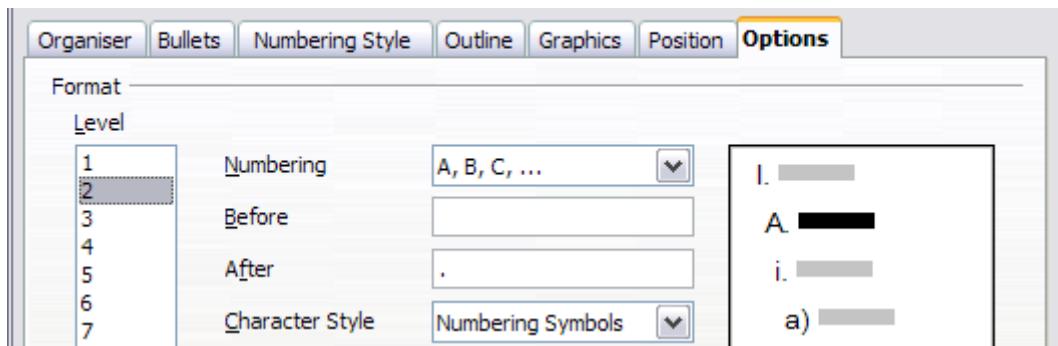


Figure 80: Numbering style for level-2 list items

To make the indentation at each level greater or less than the default, change it on the *Position* page. Select the level, then make any changes in the indentation, spacing, or numbering alignment.

- 4) Repeat for each level as required, then click **OK**.

Tip

With outline numbering you can define different bullet styles for the different levels of a bullet list. Use the *Bullets* tab of the Bullets and Numbering dialog box (not shown) to select the basic style. Return to the *Options* tab to customize the bullet for each indent level. Here you can set bullets to any character. See the *Graphics* tab for more bullets.

Using footnotes and endnotes

Footnotes appear at the bottom of the page on which they are referenced. Endnotes are collected at the end of a document.

To work effectively with footnotes and endnotes, you need to:

- Insert footnotes.
- Define the format of footnotes.
- Define the location of footnotes on the page, as described in Chapter 4 (Formatting Pages).

Inserting footnotes/endnotes

To insert a footnote or an endnote, put the cursor where you want the footnote/endnote marker to appear. Then select **Insert > Footnote/Endnote** from

the menu bar or click the **Insert Footnote/Endnote Directly** or **Insert Endnote Directly** icon on the Insert toolbar.



Figure 81: Using the Insert Footnote Directly icon on the toolbar

A footnote or endnote marker is inserted in the text and, depending on your choice, the cursor is relocated either to the footnote area at the bottom of the page or to the endnote area at the end of the document. Type the footnote or endnote content in this area.

If you use **Insert > Footnote/Endnote**, the Insert Footnote/Endnote dialog box is displayed. Here you can choose whether to use the automatic numbering sequence specified in the footnote settings and whether to insert the item as a footnote or an endnote.

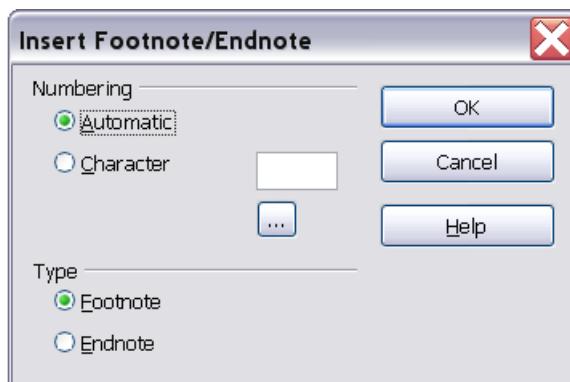


Figure 82: Inserting a footnote/endnote directly

If you use the **Insert Footnote/Endnote Directly** or **Insert Endnote Directly** icon, the footnote or endnote automatically takes on the attributes previously defined in the Footnote Settings dialog box.

You can edit an existing footnote or endnote the same way you edit any other text.

To delete a footnote or endnote, delete the footnote marker. The contents of the footnote or endnote are deleted automatically, and the numbering of other footnotes or endnotes is adjusted automatically.

Defining the format of footnotes/endnotes

To format the footnotes themselves, click **Tools > Footnotes/Endnotes**. On the Footnote Settings dialog box, choose settings as required. The *Endnotes* page has similar choices.

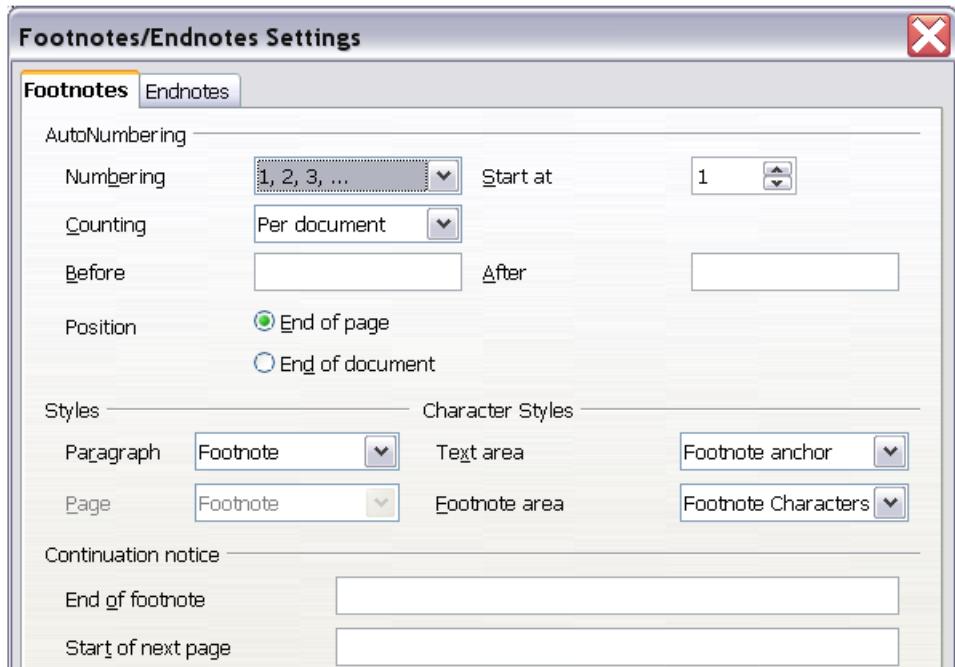


Figure 83: Defining footnote formatting

Checking spelling and grammar

Writer provides a spelling checker, which can be used in two ways.

ABC AutoSpellcheck checks each word as it is typed and displays a wavy red line under any misspelled words. When the word is corrected, the red wavy line disappears.

To perform a separate spelling check on the document (or a text selection) click this button. This checks the document or selection and opens the Spelling and Grammar dialog box (Figure 84) if any misspelled words are found.

Here are some more features of the spelling checker:

- You can right-click on a word with a wavy underline, to open a powerful context menu. If you select from the suggested words on the menu, the selection will replace the misspelled word in your text. Other menu options are discussed below.
- You can change the dictionary language (for example, Spanish, French, or German) on the Spelling and Grammar dialog box.
- You can add a word to a dictionary. Click **Add** in the Spelling and Grammar dialog box and pick the dictionary to add it to.
- Click the **Options** button on the Spelling and Grammar dialog box to open a dialog box similar to the one in **Tools > Options > Language Settings > Writing Aids** described in Chapter 2. There you can choose whether to check uppercase words and words with numbers, and you can manage custom dictionaries, that is, add or delete dictionaries and add or delete words in a dictionary.

Writer does not include a grammar checker, but you can install an extension such as Language Tool and access it from **Tools > Spelling and Grammar**. (See Chapter 17 for more about installing extensions.)

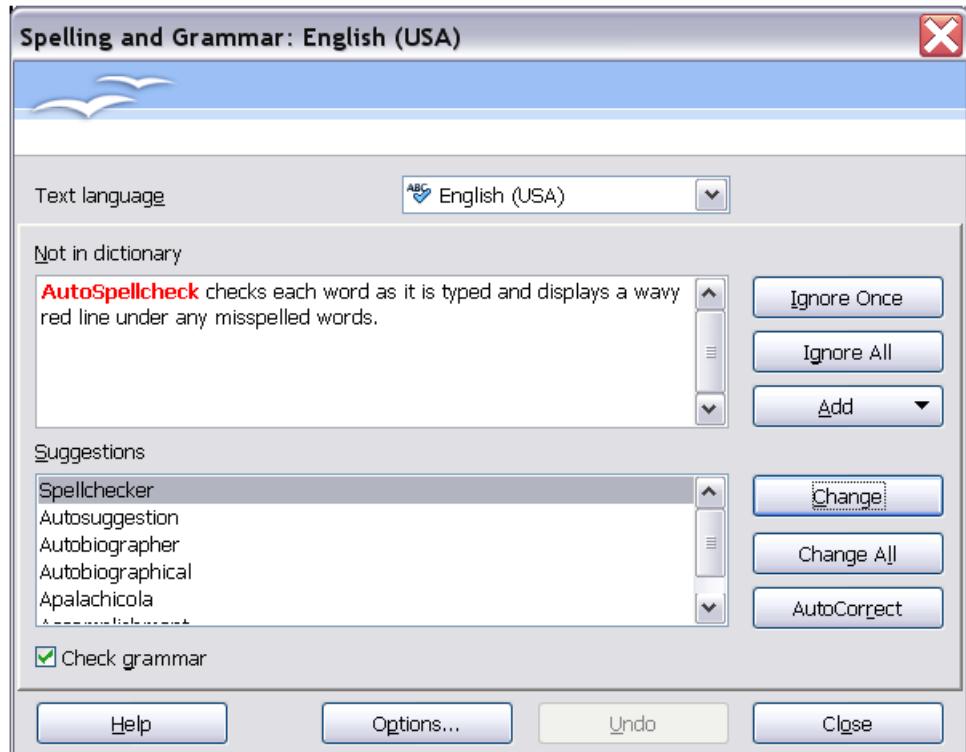


Figure 84: Selecting a word from dictionary using the Spelling and Grammar dialog box

Language Tool adds a new menu item and submenu to the Tools menu, from which you can configure the tool and check or recheck the document. Figure 85 shows an example of the Language Tool extension in use.



Figure 85: The Language Tool extension

Using built-in language tools

Writer provides some tools that make your work easier if you mix multiple languages within the same document or if you write documents in various languages:

- Paragraph and character styles
- Using Tools > Language
- Using language settings in Options
- Using the status bar

The main advantage of changing the language for a text selection is that you can then use the correct dictionaries to check spelling and apply the localized versions of AutoCorrect replacement tables, thesaurus, and hyphenation rules.

You can also set the language for a paragraph or a group of characters as **None (Do not check spelling)**. This option is especially useful when you insert text such as web addresses or programming language snippets that you do not want to check for spelling.

Using paragraph and character styles

Specifying the language in character and paragraph styles is the preferred method, because styles allow a greater level of control and make changing the language much faster. On the Font tab of the Paragraph Styles dialog box, you can specify that certain paragraphs be checked in a language that is different from the language of the rest of the document. See Chapter 7 (Working with Styles) for information on how to manage the language settings of a style.

Using Tools > Language

You can also set the language for the whole document, for individual paragraphs, or even for individual words and characters, all from **Tools > Language** on the menu bar.

For Selection

Applies a specified language to the selected text (the selection can be as short as a few characters or as long as several paragraphs).

For Paragraph

Select this option to apply the specified language to the paragraph where the cursor is located.

For all Text

Select this option to apply the specified language to all the document.

Using language settings in Options

Another way to change the language of a whole document is to use **Tools > Options > Language Settings > Languages**. In the *Default languages for documents* section (Figure 86), you can choose a different language for all the text.

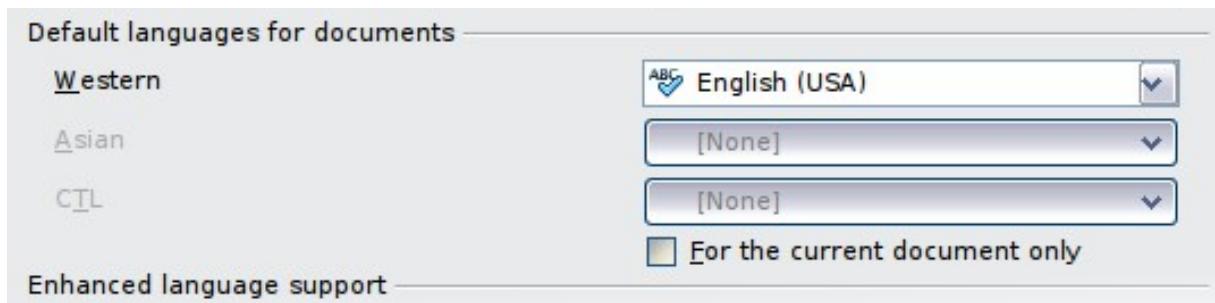


Figure 86: Options available in the Languages settings

Caution



Unlike the menu tool that applies to the individual document, a change in the default language from the **Options** dialog box is a general change of settings of OOo and will therefore apply to all the documents created in the future. If you want to change the language for the current document only, be sure to select the *For the current document only* option.

The spelling checker works only for those languages in the list which have the symbol next to them. If you do not see this symbol next to your preferred language, you can install the dictionary using **Tools > Languages > More dictionaries online**.

Using the status bar

The language used for checking spelling is also shown in the status bar, next to the page style in use. You can change the language for the paragraph or the entire document; click on the language in the status bar to pop up a menu of choices.

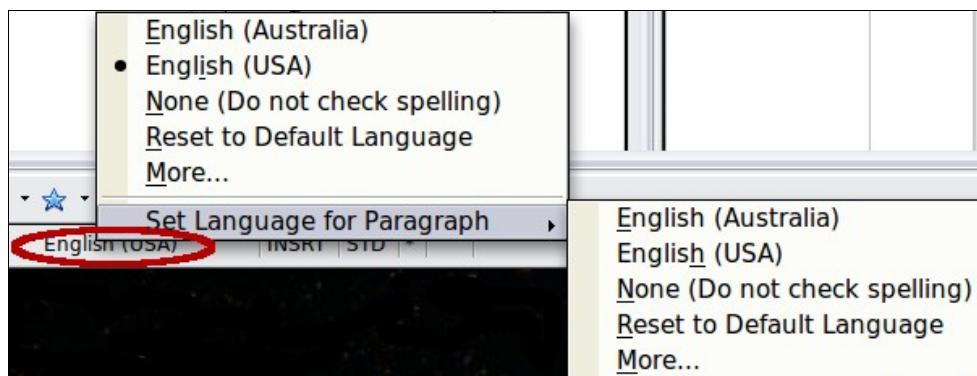


Figure 87: Language choices on the status bar

Notice the *Reset to Default Language* option on the menu and submenu. This is the fastest way to return a paragraph or the entire document to the default language set in **Tool > Options** (described above).

Using synonyms and the thesaurus

You can access a short list of synonyms from the context menu:

- 1) Select a word or phrase, right-click, and point to **Synonyms** on the pop-up menu. A submenu of alternative words and phrases is displayed.

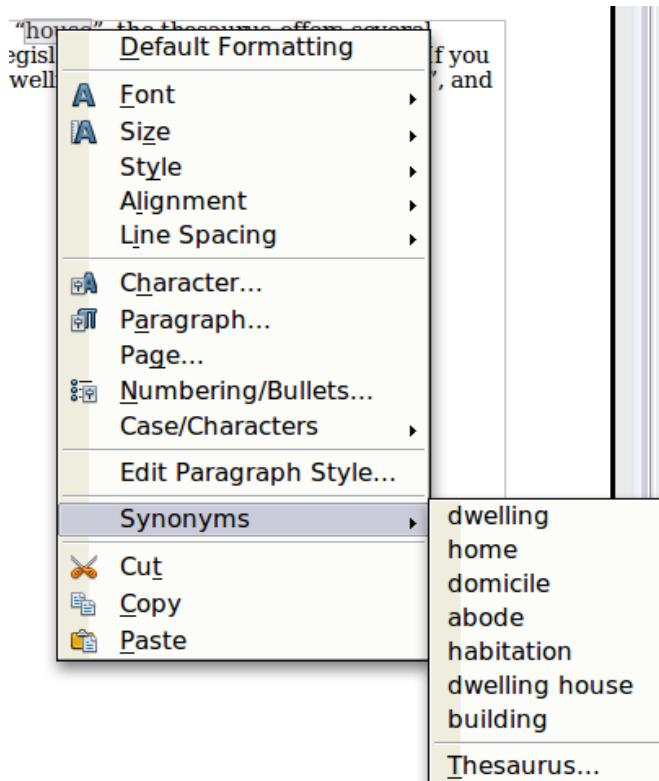


Figure 88: Synonyms on the context menu

- 2) Click on a word or phrase to select it and replace the highlighted word or phrase in the document.

The thesaurus gives a more extensive list of alternative words and phrases. To use the thesaurus:

- 1) Select a word or phrase, and then choose **Tools > Language > Thesaurus**, or press *Control+F7*, or right-click and choose **Thesaurus** from the pop-up menu.
- 2) In the dialog box, click on a meaning to show alternative words and phrases for that meaning of the word.

For example, when given the word *house*, the thesaurus offers several meanings, including *dwelling*, *legislature*, *sign of the zodiac*, and others. If you click on *dwelling*, you will see *dwelling*, *home*, *domicile*, *abode*, and other alternatives, as shown in Figure 89.

Note

If the current language does not have a thesaurus installed, this feature is disabled.

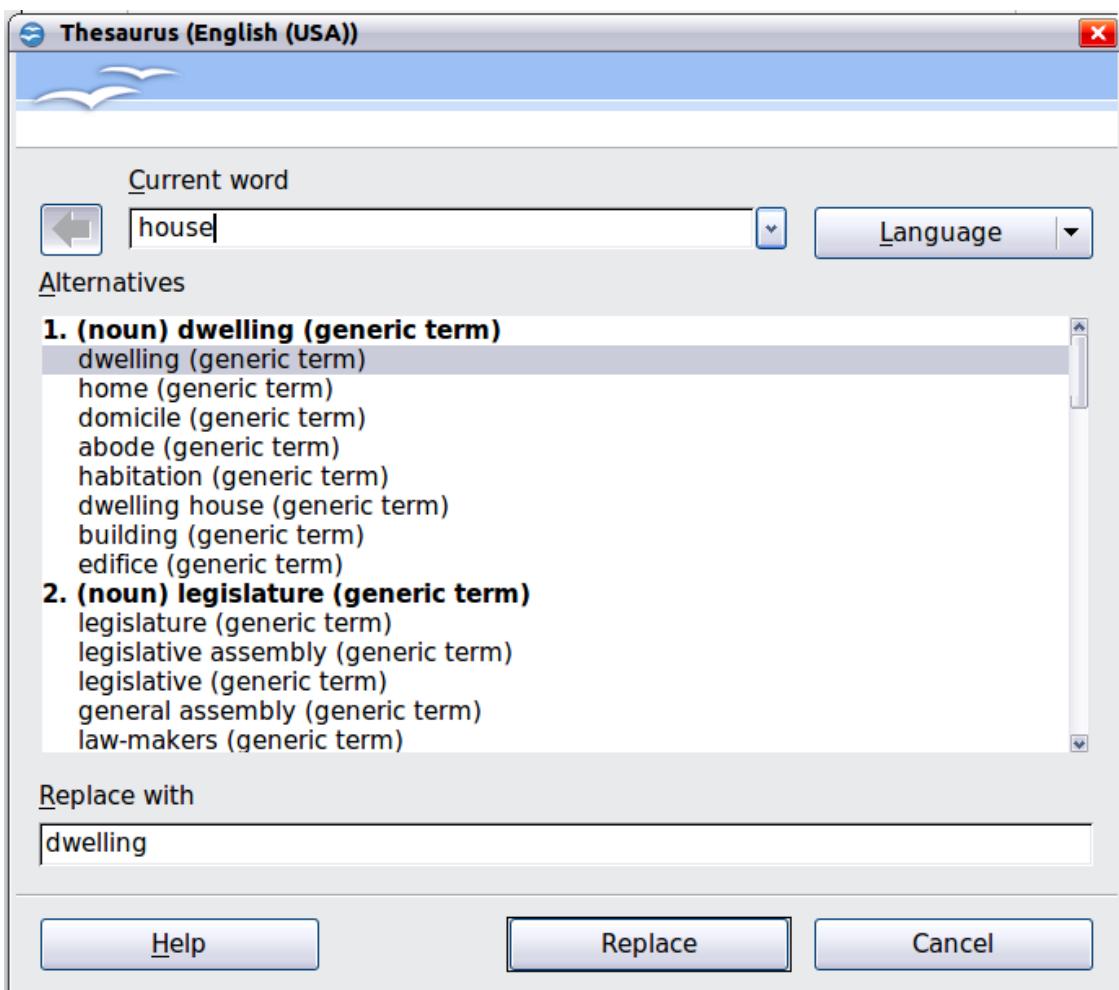


Figure 89: The thesaurus offers alternatives to words

Hyphenating words

You have several choices regarding hyphenation: let Writer do it automatically (using its hyphenation dictionaries), insert conditional hyphens manually where necessary, or don't hyphenate at all. Each choice has its pros and cons.

Automatic hyphenation

To turn automatic hyphenation of words on or off:

- 1) Press **F11** to open the Styles and Formatting window. On the *Paragraph Styles* page, right-click on **Default** and select **Modify**.

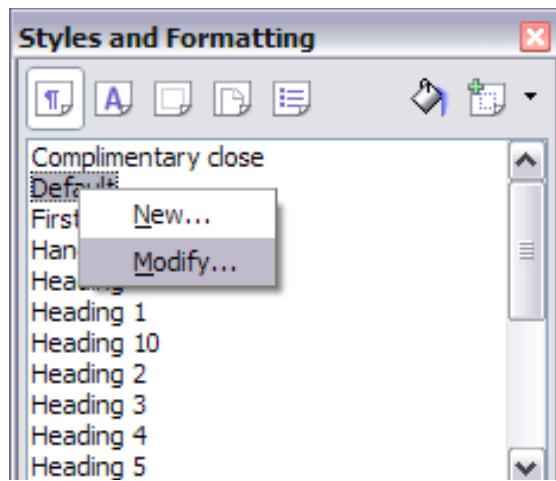


Figure 90: Modifying a paragraph style

- 2) On the Paragraph Style dialog box, select the **Text Flow** tab.

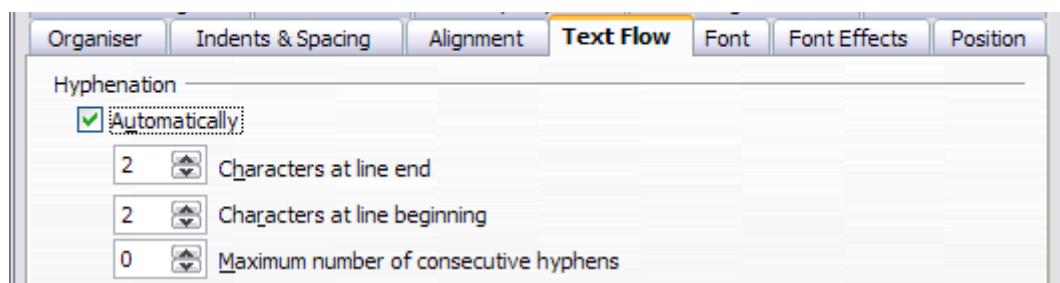


Figure 91: Turning on automatic hyphenation

- 3) Under *Hyphenation*, select or deselect the **Automatically** option.
- 4) Click **OK** to save.

Note

Turning on hyphenation for the *Default* paragraph style affects all other paragraph styles that are based on *Default*. You can individually change other styles so that hyphenation is not active; for example, you might not want headings to be hyphenated. Any styles that are not based on *Default* are not affected. For more on paragraph styles, see Chapter 6 (Introduction to Styles) and Chapter 7 (Working with Styles).

You can also set hyphenation choices through **Tools > Options > Language Settings > Writing Aids**. In *Options*, near the bottom of the dialog box, scroll down to find the hyphenation settings.

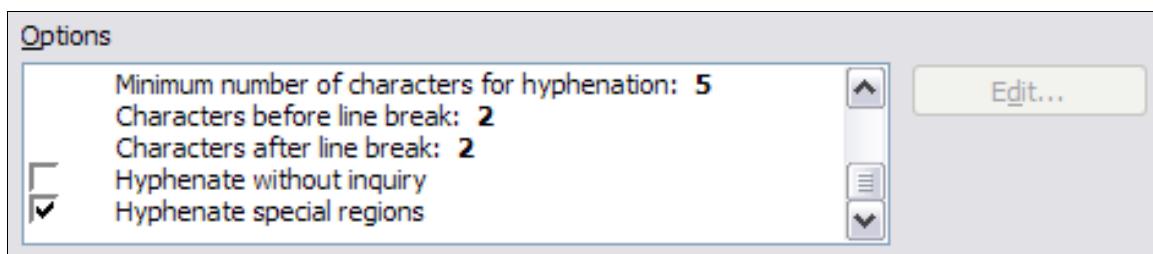


Figure 92: Setting hyphenation options

To change the minimal number of characters for hyphenation, the minimum number of characters before a line break, or the minimum number of characters after a line break, select the item, and then click the **Edit** button in the Options section.

Hyphenate without inquiry

Specifies that you will never be asked to manually hyphenate words that the hyphenation dictionary does not recognize. If this box is not selected, when a word is not recognized, a dialog box will open where you can manually enter hyphens.

Hyphenate special regions

Specifies that hyphenation will also be carried out in footnotes, headers, and footers.

Hyphenation options set on the Writing Aids dialog box are effective only if hyphenation is turned on through paragraph styles.

Choices on the Writing Aids dialog box for *Characters before line break* and *Characters after line break* override settings in paragraph styles for *Characters at line end* and *Characters at line begin*.

Manual hyphenation

To manually hyphenate words, *do not* use a normal hyphen, which will remain visible even if the word is no longer at the end of a line when you add or delete text or change margins or font size. Instead, use a *conditional hyphen*, which is visible only when required.

To insert a conditional hyphen inside a word, click where you want the hyphen to appear and press *Control+hyphen*. The word will be hyphenated at this position when it is at the end of the line, even if automatic hyphenation for this paragraph is switched off.

Using AutoCorrect

Writer's AutoCorrect function has a long list of common misspellings and typing errors, which it corrects automatically. For example, "hte" will be changed to "the".

Select **Tools > AutoCorrect Options** to open the AutoCorrect dialog box. There you can define what strings of text are corrected and how. In most cases, the defaults are fine.

AutoCorrect is turned on when Writer is installed. To turn it off, uncheck **Format > AutoCorrect > While Typing**.

To stop Writer replacing a specific spelling, go to the **Replace** tab, highlight the word pair, and click **Delete**.

To add a new spelling to the list, type it into the *Replace* and *With* boxes on the Replace tab, and click **New**.

See the different pages of the dialog box for the wide variety of other options available to fine-tune AutoCorrect.

Tip AutoCorrect can be used as a quick way to insert special characters. For example, (c) will be autocorrected to ©. You can add your own special characters.

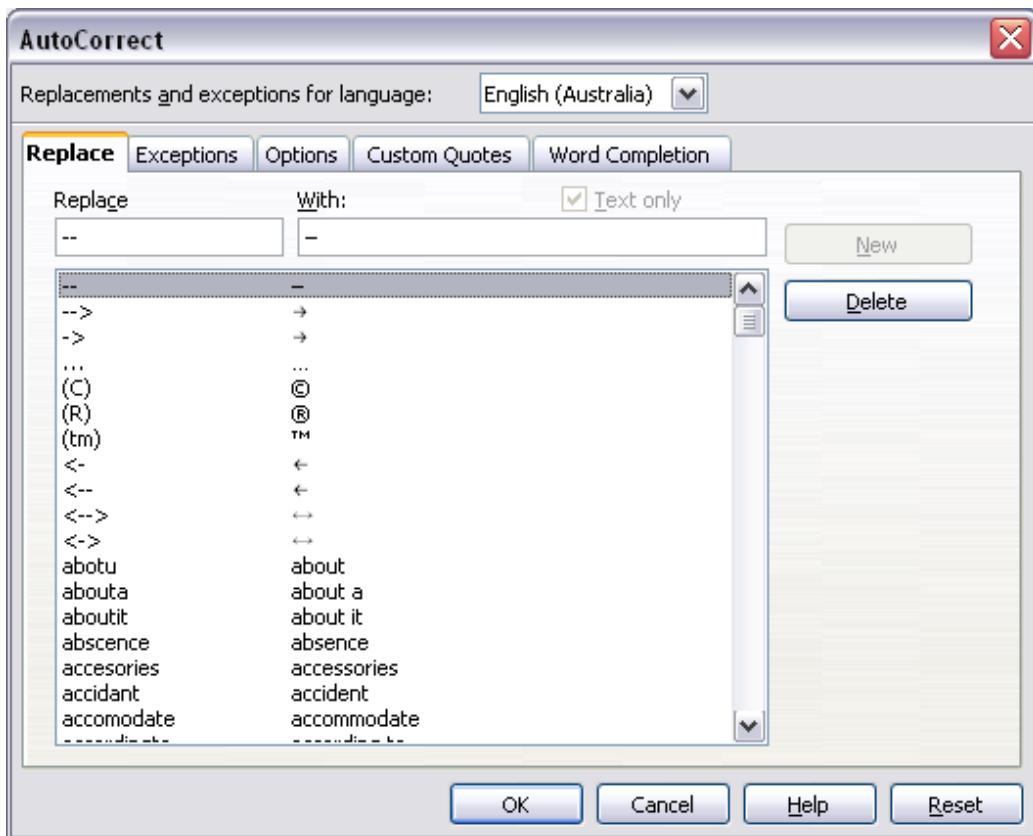


Figure 93: Replace tab of AutoCorrect dialog box

Using word completion

If Word Completion is enabled, Writer tries to guess which word you are typing and offers to complete the word for you. To accept the suggestion, press *Enter*. Otherwise, continue typing.

To turn off Word Completion, select **Tools > AutoCorrect Options > Word Completion** and deselect **Enable word completion**.

You can customize word completion from the **Word Completion** page of the AutoCorrect dialog.

- Add (append) a space automatically after an accepted word.
- Show the suggested word as a tip (hovering over the word) rather than completing the text as you type.
- Collect words when working on a document, and then either save them for later use in other documents or select the option to remove them from the list when closing the document.
- Change the maximum number of words remembered for word completion and the length of the smallest words to be remembered.
- Delete specific entries from the word completion list.
- Change the key that accepts a suggested entry—the options are *right arrow*, *End key*, *Enter (Return)*, *Space bar*, and *Tab*.

Note

Automatic word completion only occurs after you type a word for the second time in a document.

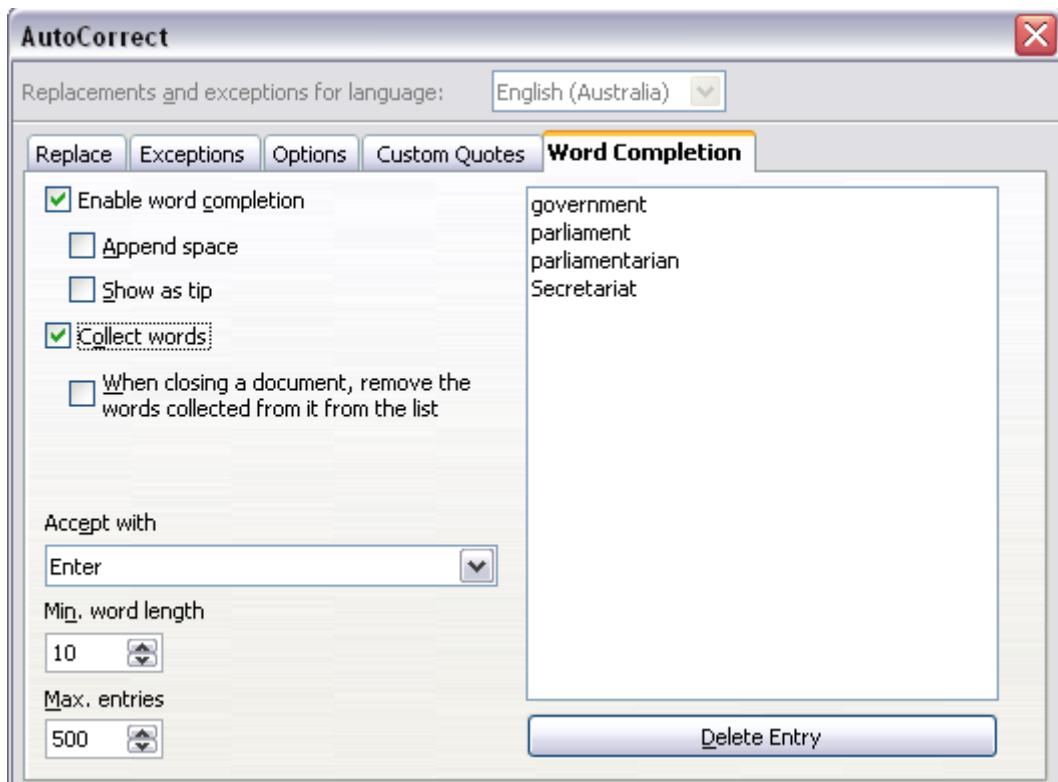


Figure 94: Customizing word completion

Using AutoText

Use AutoText to store text, tables, fields, and other items for reuse and assign them to a key combination for easy retrieval. For example, rather than typing “Senior Management” every time you use that phrase, you can set up an AutoText entry to insert those words when you type “sm” and press *F3*.

AutoText is especially powerful when used with fields. See Chapter 14 (Working with Fields) for more information.

Creating AutoText

To store some text as AutoText:

- 1) Type the text into your document.
- 2) Select the text.
- 3) Go to **Edit > AutoText** (or press *Control+F3*).
- 4) In the AutoText dialog box, type a name for the AutoText in the **Name** box. Writer will suggest a one-letter shortcut, which you can change.
- 5) In the large box to the left, choose the category for the AutoText entry, for example *My AutoText*.
- 6) Click the **AutoText** button on the right of the dialog box and select **New (text only)** from the menu (to have the AutoText take on the formatting where it is inserted into a document) or select **New** (to have the AutoText retain specific formatting no matter where it is inserted).
- 7) Click **Close** to return to your document.

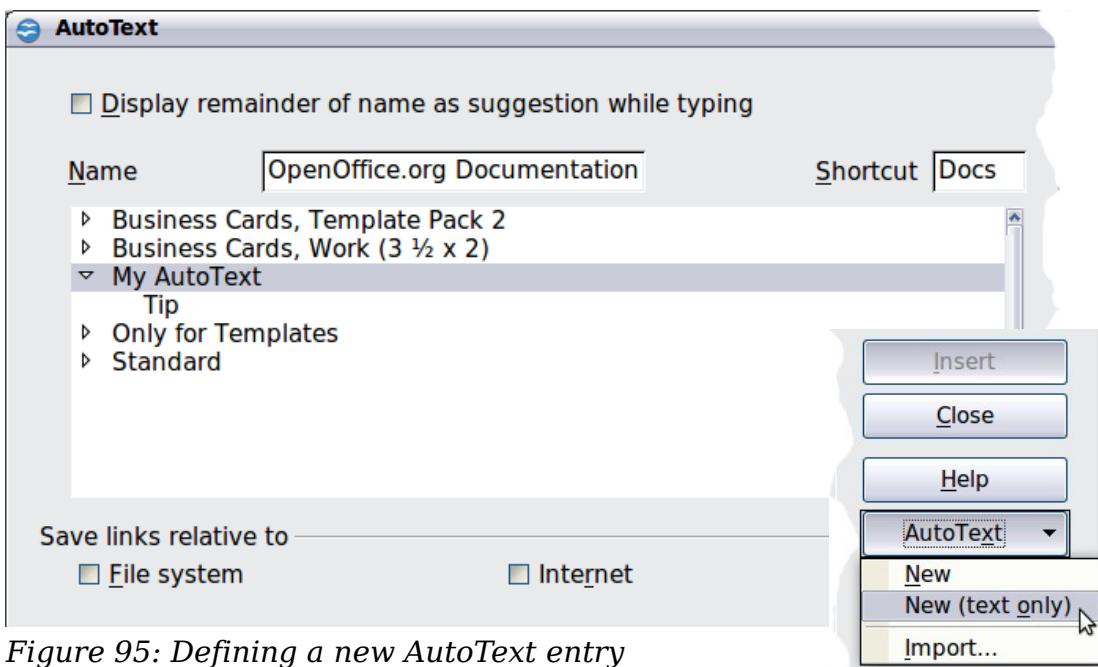


Figure 95: Defining a new AutoText entry

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

To save a table (such as the formatted Tip on this page) as AutoText:

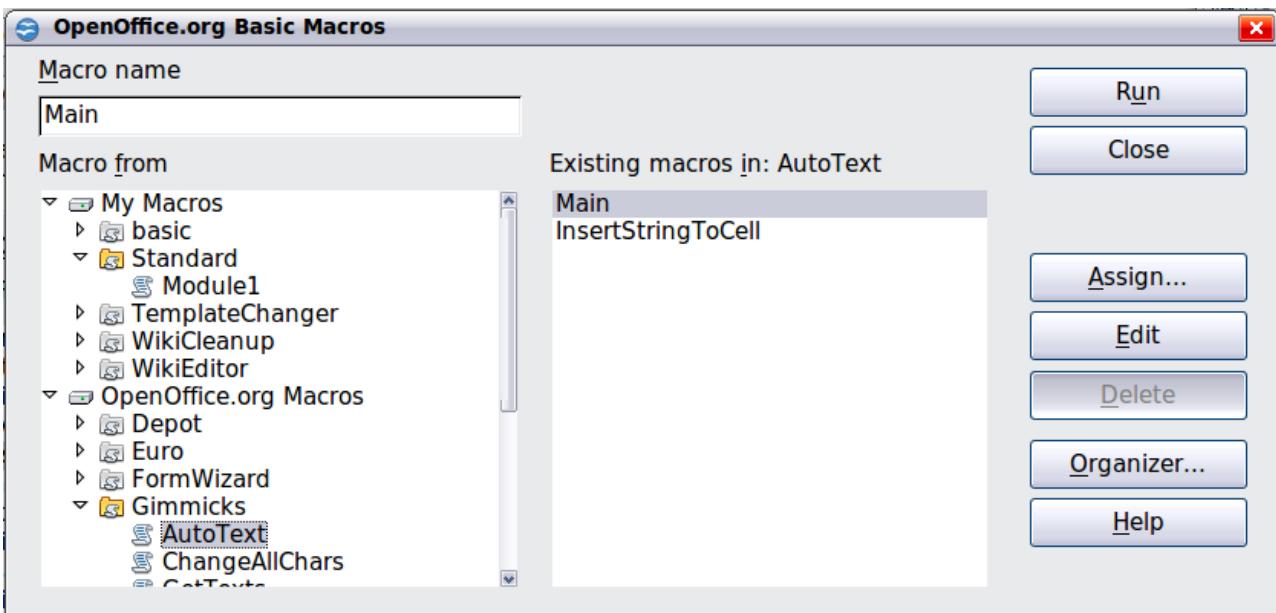
- 1) Create a table and format it the way you want.
- 2) Select the table.
- 3) Go to **Edit > AutoText** (or press *Control+F3*).
- 4) Type a name for the AutoText, optionally amend the suggested shortcut, and choose the category for the AutoText entry.
- 5) Click the **AutoText** button and select **New** (because you want the formatting of the table preserved).
- 6) Click **Close** to return to your document.

Inserting AutoText

To insert AutoText, type the shortcut and press *F3*.

Printing a list of AutoText entries

- 1) Choose **Tools > Macros > Organize Macros > OpenOffice.org Basic**.
- 2) In the *Macro from* list, choose **OpenOffice.org Macros > Gimmicks**.
- 3) Select **AutoText** and then click **Run**. A list of the current AutoText entries is generated in a separate text document. You can then print this document.



Line numbering

Line numbering puts line numbers in the margin. The line numbers are displayed on screen and are printed. Figure 96 shows an example with numbering on every line.

1 Line numbering puts line numbers in the margin and are printed. Figure 1 shows an example with
2 Click Tools > Line Numbering and select the Show numbering option in the top left corner. Then click OK.
3 You can choose how many lines are numbered, the numbering type and whether numbers restart on each page.
4
5
6

Figure 96: Line numbering example

Click **Tools > Line Numbering** and select the **Show numbering** option in the top left corner of the Line Numbering dialog box (Figure 97). Then click **OK**.

You can choose how many lines are numbered (for example, every line or every tenth line), the numbering type and whether numbers restart on each page. In addition, a text separator (any text you choose) can be set on a different numbering scheme (one every 12 lines, for example).

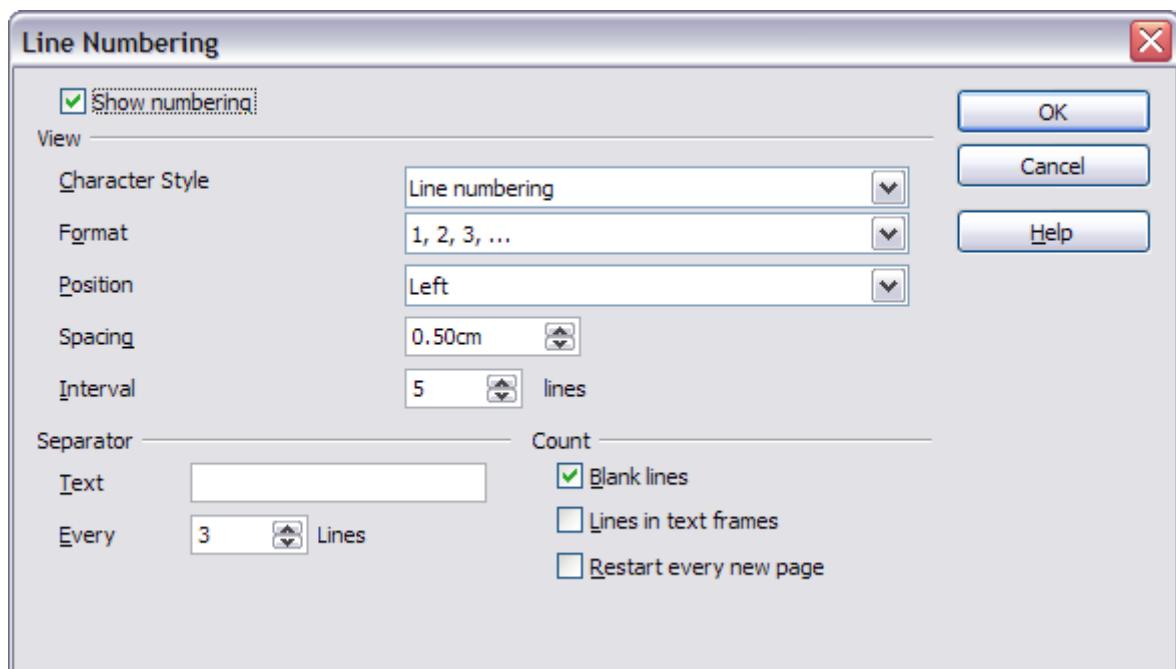


Figure 97: The Line Numbering dialog box

Tracking changes to a document

You can use several methods to keep track of changes made to a document.

- Make your changes to a copy of the document (stored in a different folder, under a different name, or both), then use Writer to combine the two files and show the changes you made. Click **Edit > Compare Document**. This technique is particularly useful if you are the only person working on the document, as it avoids the increase in file size and complexity caused by the other methods.
- Save versions that are stored as part of the original file. However, this method can cause problems with documents of nontrivial size or complexity, especially if you save a lot of versions. Avoid this method if you can.
- Use Writer's change marks (often called "redlines" or "revision marks") to show where you have added or deleted material or changed formatting. Later, you or another person can review and accept or reject each change.

Tip

Not all changes are recorded. For example, changing a tab stop from align left to align right and changes in formulas (equations) or linked graphics are not recorded.

Preparing a document for review

When you send a document to someone else to review or edit, you may want to prepare it first so that the editor or reviewer does not have to remember to turn on the revision marks. After you have protected the document, any user must enter the correct password in order to turn off the function or accept or reject changes.

- 1) Open the document. To check whether it contains multiple versions, click **File > Versions**. If multiple versions are listed, save the current version as a

separate document with a different name and use this new document as the review copy.

- 2) With the review copy open, make sure that change recording is turned on. The **Edit > Changes > Record** menu item has a check mark next to it when recording is turned on.
- 3) Click **Edit > Changes > Protect Records**. On the Enter Password dialog box, type a password (twice) and click **OK**.

Tip

A slightly faster alternative to steps 2 and 3 above is to choose **File > Document Properties > Security** tab, click **Protect**, and enter the password.

Recording changes

See Chapter 2 (Setting up Writer) for instructions on setting up how your changes will be displayed.

- 1) To begin tracking (recording) changes, click **Edit > Changes > Record**. To show or hide the display of changes, click **Edit > Changes > Show**.

Tip

Hold the mouse pointer over a marked change; you will see a *Help Tip* showing the type of change, the author, date, and time of day for the change. If *Extended Tips* are enabled, you will also see any comments recorded for this change.

- 2) To enter a comment on a marked change, place the cursor in the area of the change and then click **Edit > Changes > Comment**. In addition to being displayed as an extended tip, the comment is also displayed in the list in the Accept or Reject Changes dialog box (Figure 99).

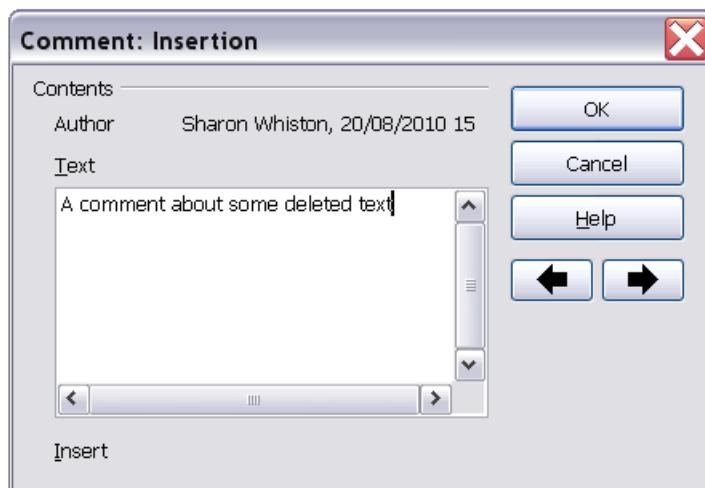


Figure 98: Inserting a comment during change recording

To move from one marked change to the next, use the arrow buttons. If no comment has been recorded for a change, the *Text* field is blank.

Tip

See also “Adding other comments” on page 96 for a way to annotate text that is not associated with a recorded change.

- 3) To stop recording changes, click **Edit > Changes > Record** again.

Accepting or rejecting changes

To accept or reject recorded changes, use either of these methods:

- Right-click (context) menu
- Accept or Reject Changes dialog box

The results of accepting or rejecting a change are as follows:

- Accepting an insertion removes the change indicator (usually a color) from the inserted text.
- Rejecting an insertion removes the text from the document.
- Accepting a deletion removes the text from the document.
- Rejecting a deletion removes the change indicator and restores the text to the document.

Right-click (context) menu

- 1) If recorded changes are not showing, click **Edit > Changes > Show**.
- 2) Hover the mouse pointer over a recorded change. A box appears with information about the type of change, who made it, and the date and time.
- 3) Right-click on the changed text. In the pop-up (context) menu, choose **Accept Change** or **Reject Change**.

Accept or Reject Changes dialog box

- 1) Click **Edit > Changes > Accept or Reject**. The Accept or Reject Changes dialog box opens.
- 2) When you select a change in the dialog box, the actual change is highlighted in the document, so you can see what the editor changed.
- 3) Click **Accept** or **Reject** to accept or reject the selected change. You can also click **Accept All** or **Reject All** if you do not want to review the changes individually.

Changes that have not yet been accepted or rejected are displayed in the list.

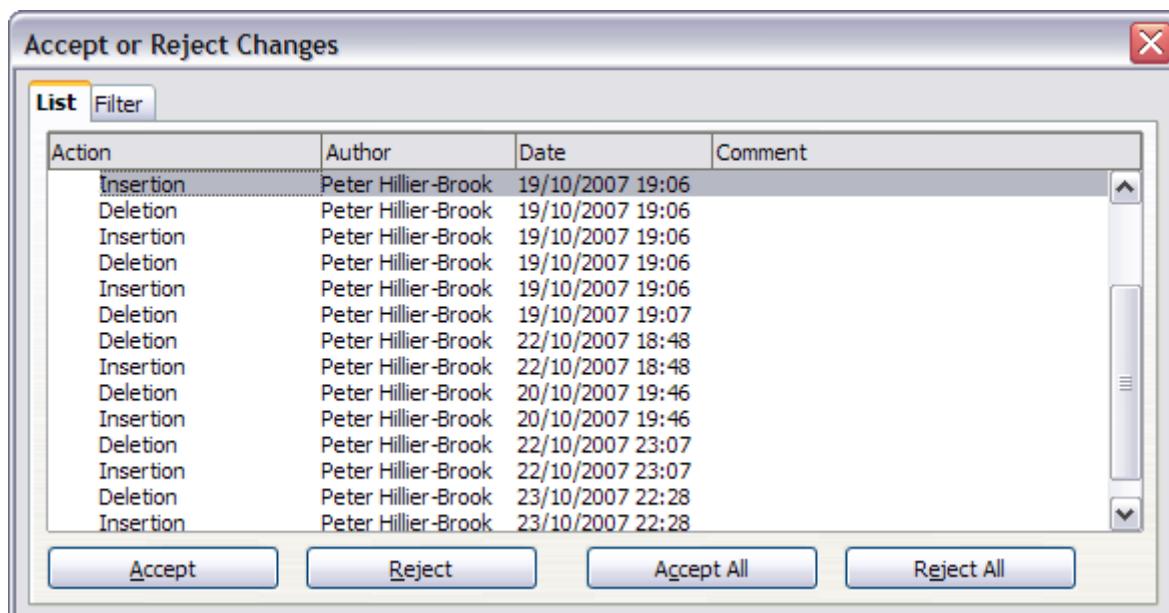


Figure 99: The List tab of the Accept or Reject Changes dialog box

To show only the changes of certain people or only the changes on specific days or various other restrictions, use the *Filter* page on the Accept or Reject Changes dialog box. After specifying the filter criteria, return to the *List* page to see those changes that meet your criteria.

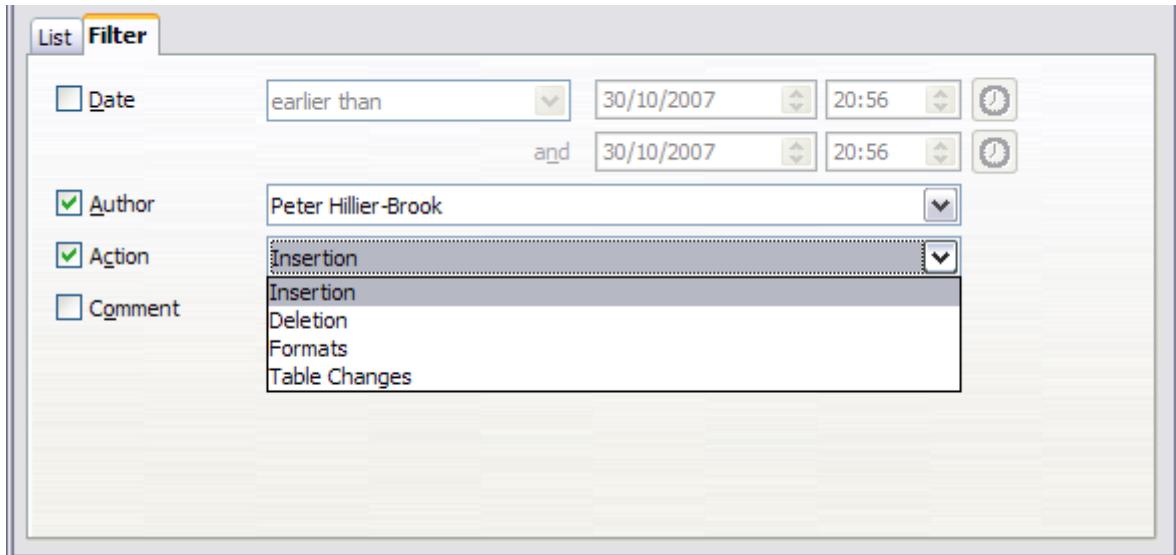


Figure 100: The Filter page of the Accept or Reject Changes dialog box

Merging modified documents

The processes discussed to this point are effective when you have one reviewer at a time. Sometimes, however, multiple reviewers all return edited versions of a document at the same time. In this case, it may be quicker to review all of these changes at once, rather than one review at a time. For this purpose, you can merge documents in Writer.

To merge documents, all of the edited documents need to have recorded changes in them.

- 1) Open one copy.
- 2) Click **Edit > Changes > Merge Document** and select and insert another copy of the document to be merged with the first.
- 3) After the documents merge, the Accept or Reject Changes dialog box opens (Figure 99), showing changes by more than one reviewer. If you want to merge more documents, close the dialog box and then repeat step 2.
- 4) Repeat until all copies are merged.

All recorded changes are now included in the open copy. Save this file under another name.

Comparing documents

Sometimes reviewers may forget to record the changes they make. This is not a problem with Writer because you can find the changes if you compare documents.

In order to compare documents, you need to have the original document and the one that is edited. To compare them:

- 1) Open the edited document. Select **Edit > Compare Document**.
- 2) The Insert dialog box appears. Select the original document and click **Insert**.

Writer finds and marks the changes and displays the Accept or Reject Changes dialog box. From this point, you can go through and accept or reject changes procedure as described earlier.

Adding other comments

Writer provides another type of comments (formerly called “notes”), which authors and reviewers often use to exchange ideas, ask for suggestions, or brainstorm during the review process.

To insert a comment in the text, place the cursor in the place the comment refers to and select **Insert > comment** or press *Ctrl+Alt+N*. The anchor point of the comment is connected by a dotted line to a box on the right-hand side of the page where you can type the text of the comment. Writer automatically adds at the bottom of the comment the author's name and a time stamp indicating when the comment was created. Figure 101 shows an example of text with comments from two different authors.

Select **Tools > Options > User Data** to configure the name you want to appear in the Author field of the comment, or to change it.

If more than one person edits the document, each author is automatically allocated a different background color.

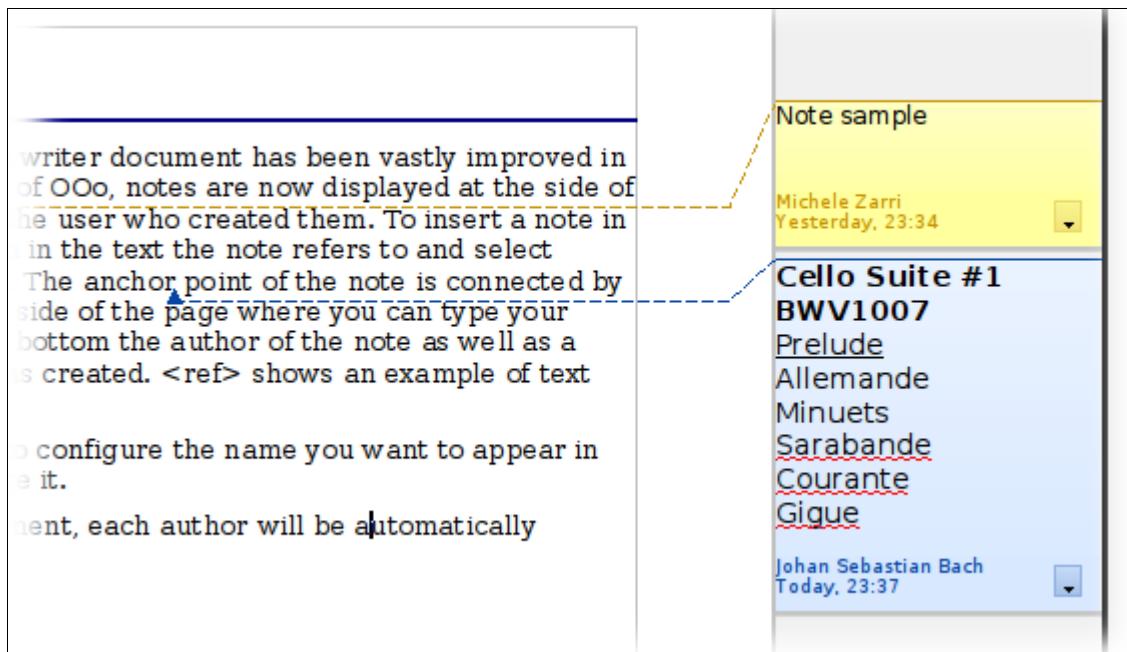


Figure 101: Comments in OOo 3

Right-clicking on a comment pops up a menu where you can delete the current comment, all the comments from the same author, or all the comments in the document. From this menu, you can also apply some basic formatting to the text of the comment. You can also change font type, size, and alignment from the main menu.

To navigate from one comment to another, open the Navigator (*F5*), expand the Comments section, and click on the comment text to move the cursor to the anchor point of the comment in the document. Right-click on the comment to quickly edit or delete it.

You can also navigate the comments using the keyboard. Use *Ctrl+Alt+Page Down* to move to the next comment and *Ctrl+Alt+Page Up* to move to the previous comment.

Linking to another part of a document

If you type in references to other parts of the document, those references can easily get out of date if you reorganize the order of topics, add or remove material, or reword a heading. Writer provides two ways to ensure that your references are up to date, by inserting links to other parts of the same document or to a different document:

- Hyperlinks
- Cross-references

The two methods have the same result if you *Control+click* the link when the document is open in Writer: you are taken directly to the cross-referenced item. However, they also have major differences:

- The text in a hyperlink does **not** automatically update if you change the text of the linked item (although you can change it manually), but changed text does automatically update in a cross-reference.
- When using a hyperlink, you do not have a choice of the content of the link (for example text or page number), but when using a cross-reference, you have several choices, including bookmarks.
- To hyperlink to an object such as a graphic, and have the hyperlink show useful text such as *Figure 6*, you need to either give such an object a useful name instead of leaving it as the default name ("Graphics6"), or you need to use the Hyperlink dialog to modify the visible text. In contrast, cross-references to figures with captions automatically show useful text, and you have a choice of several variations of the name.
- If you save a Writer document to HTML, hyperlinks remain active but cross-references do not. (Both remain active when the document is exported to PDF.)

Using cross-references

To ensure that references update if you reword a heading, caption, or other linked item, use automatic cross-references. See "Using automatic cross-references" in Chapter 14 (Working with Fields) for details.

Using bookmarks

Bookmarks are listed in the Navigator and can be accessed directly from there with a single mouse click. In HTML documents, bookmarks are converted to anchors that you can jump to by hyperlink. For more about bookmarks, see "Using bookmarks" in Chapter 14 (Working with Fields).

Using hyperlinks

When you type text (such as website addresses or URL) that can be used as a hyperlink, and then press the spacebar or the *Enter* key, Writer automatically creates the hyperlink and applies formatting to the text (usually a color and underlining).

If this does not happen, you can enable this feature using **Tools > AutoCorrect > Options** and selecting the **URL Recognition** option.

If you do not want Writer to convert a specific URL to a hyperlink, choose **Edit > Undo Insert** from the menu bar or press *Control+Z* immediately after the formatting has been applied.

You can also insert hyperlinks using the Navigator and the Hyperlink dialog, and you can modify all hyperlinks using the Hyperlink dialog, as described in this section.

Hyperlinks between documents can be set as relative or absolute, using the **Save URLs relative to** option in **Tools > Options > Load/Save > General**.

Note

Relative linking is only possible when the document you are working on and the link destination are on the same drive, and you need to create the same directory structure on your hard disk as will apply on the destination website.

OOo uses absolute path names internally, so when you move your mouse cursor over a hyperlink, the tooltip displays the absolute reference even when it is set to be a relative link.

Inserting hyperlinks using the Navigator

The easiest way to insert a hyperlink to another part of the same document is by using the Navigator:

- 1) Open the document containing the items you want to cross-reference.
- 2) Open the Navigator (by clicking its icon, choosing **View > Navigator**, or pressing *F5*).
- 3) Click the arrow next to the **Drag Mode** icon, and select **Insert as Hyperlink**.

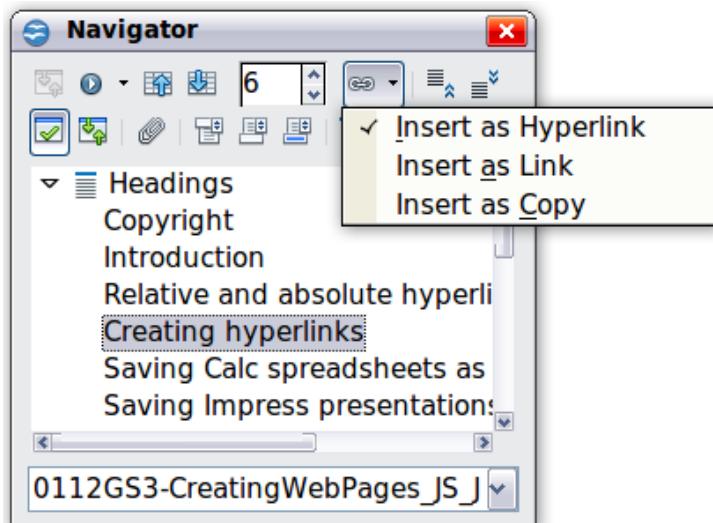


Figure 102: Inserting a hyperlink using the Navigator

- 4) In the list at the bottom of the Navigator, select the document containing the item that you want to cross-reference.
- 5) In the Navigator list, select the item that you want to insert as a hyperlink.
- 6) Drag the item to where you want to insert the hyperlink in the document. The name of the item is inserted in the document as an active hyperlink.

You can also use the Hyperlink dialog to insert and modify hyperlinks within and between documents (see next page).

Inserting hyperlinks using a dialog box

To display the Hyperlink dialog box, click the **Hyperlink** icon  on the Standard toolbar or choose **Insert > Hyperlink** from the menu bar. To turn existing text into a link, highlight it before opening the dialog box.

On the left hand side, select one of the four types of hyperlink:

- **Internet**: a web address, normally starting with http://
- **Mail & News**: for example an email address.
- **Document**: the hyperlink points to another document or to another place in the presentation.
- **New document**: the hyperlink creates a new document.

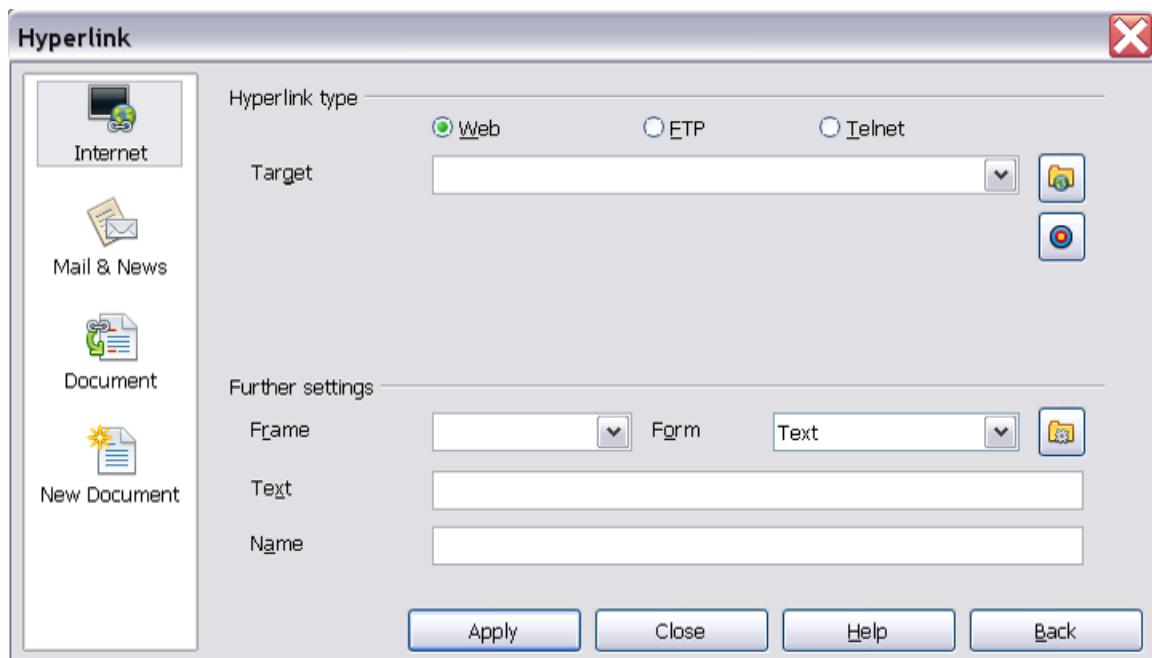


Figure 103. Hyperlink dialog box showing details for Internet links

The top right part of the dialog box changes according to your choice for the hyperlink type. A full description of all the choices, and their interactions, is beyond the scope of this chapter. Here is a summary of the most common choices used in presentations.

For an *Internet* type hyperlink, choose the type of hyperlink (choose between Web, FTP or Telnet), and enter the required web address (URL).

For a *Mail and News* type hyperlink, specify whether it is a mail or news link, the receiver address and for email, also the subject.

For a *Document* type hyperlink, specify the document path (the **Open File** button opens a file browser); leave this blank if you want to link to a target in the same presentation. Optionally specify the target in the document (for example a specific slide). Click on the **Target** icon to open the Navigator where you can select the target, or if you know the name of the target, you can type it into the box.

For a *New Document* type hyperlink, specify whether to edit the newly created document immediately or just create it (**Edit later**) and the type of document to create (text, spreadsheet, etc.). For a presentation, **Edit now** is the more likely choice. The **Select path** button opens a directory picker.

The *Further settings* section in the bottom right part of the dialog box is common to all the hyperlink types, although some choices are more relevant to some types of links.

- Set the value of **Frame** to determine how the hyperlink will open. This applies to documents that open in a Web browser.
- **Form** specifies if the link is to be presented as text or as a button.
- **Text** specifies the text that will be visible to the user.
- **Name** is applicable to HTML documents. It specifies text that will be added as a NAME attribute in the HTML code behind the hyperlink.
- **Event** button: this button will be activated to allow OOo to react to events for which the user has written some code (macro). This function is not covered in this book.

Editing hyperlinks

To edit a hyperlink, click anywhere in the link text and then open the Hyperlink dialog box by clicking the **Hyperlink** icon on the Standard toolbar or choosing **Edit > Hyperlink** from the menu bar. Make your changes and click **Apply**. If you need to edit several hyperlinks, you can leave the Hyperlink dialog box open until you have edited all of them. Be sure to click **Apply** after each one. When you are finished, click **Close**.

The standard (default) behavior for activating hyperlinks within OOo is to use *Ctrl+click*. This behavior can be changed in **Tools > Options > OpenOffice.org > Security > Options**, by deselecting the option **Ctrl-click required to follow hyperlinks**. If clicking in your links activates them, check that page to see if the option has been deselected.

To change the color of hyperlinks, go to **Tools > Options > OpenOffice.org > Appearance**, scroll to *Unvisited links* and/or *Visited links*, select those options, pick the new colors and click **OK**. Caution: this will change the color for *all* hyperlinks in *all* components of OpenOffice.org—this may not be what you want.

In Writer and Calc (but not Draw or Impress), you can also change the *Internet link* character style or define and apply new styles to selected links.

Switching between insert and overwrite mode

With the keyboard, press *Insert* to toggle between overwrite mode and insert mode. 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. The current mode is displayed on the Status Bar.

With the mouse, click in the area on the Status Bar that indicates the current mode in order to switch to the other mode.

Counting the words in a selection

Select a block of text and choose **Tools > Word Count**. OOo displays the number of words and characters in the selection as well as the number of words in the document. You can also see the number of words and characters (and other information) in the entire document in **File > Properties > Statistics**.

Changing the case of selected text

To quickly change the case of text, select it, choose **Format > Change Case** from the menu bar, and then choose one of the following:

- Sentence case, where only the first word (and any proper nouns) is capitalized
- lower case, where no words (except proper nouns) are capitalized
- UPPER CASE, where all letters are capitalized
- Capitalize Every Word, where every word is capitalized
- tOGGLE cASE, which changes every letter to the opposite case

Writer does not have an automated way to do Title Case, where all words are capitalized except for certain subsets defined by rules that are not universally standardized.



Chapter 4

Formatting Pages

*Using Page Styles, Tables, Frames, Columns,
and Sections*

Introduction

Writer provides several ways for you to control page layouts:

- Page styles
- Columns
- Frames
- Tables
- Sections

This chapter describes these methods and some associated things:

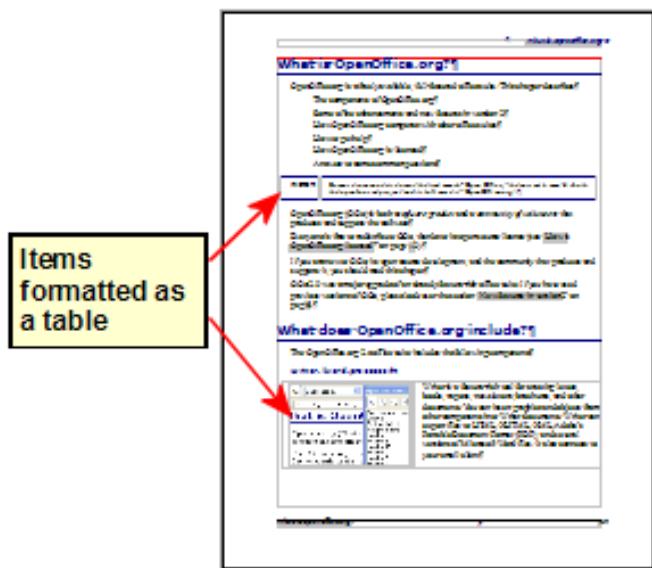
- Headers and footers
- Numbering pages
- Changing page margins

Tip Page layout is usually easier if you select the options to show text, object, table, and section boundaries in **Tools > Options > OpenOffice.org > Appearance** and if you select the options for paragraph ends, tabs, breaks, and other items in **Tools > Options > OpenOffice.org Writer > Formatting Aids**.

Choosing a layout method

The best layout method depends on what the final document should look like and what sort of information will be in the document. Here are some examples. Do not worry if all this does not mean much to you now. The techniques mentioned are all described in this chapter.

For a book similar to this user guide with one column of text, some figures without text beside them, and some other figures with descriptive text, use page styles for basic layout, and use tables to place figures beside descriptive text, where necessary.



Use page styles (with two columns) for an index or other document with two columns of text where the text continues from the left-hand column to the right-hand column and then to the next page, all in sequence (also known as *snaking columns* of text). If the title of the document (on the first page) is full-page width, put it in a single-column section.

Title is in a single column section

Basic layout is in two columns

The screenshot shows a document with a title in a single column section at the top. Below the title, the text continues in two columns across multiple pages. A red arrow points from the text "Basic layout is in two columns" to the two-column area.

For a newsletter with a complex layout, two or three columns on the page, and some articles that continue from one page to some place several pages later, use page styles for basic layout. Place articles in linked frames and anchor graphics to fixed positions on the page, if necessary.

This is a header on the first page only

This frame is linked to a frame on another page

These frames are not linked to other frames

The screenshot shows a newsletter layout with a header on the first page. It includes linked frames for different sections and anchor graphics for fixed positions. A red arrow points from the text "These frames are not linked to other frames" to a specific frame that is not connected to others.

For a document with terms and translations to appear side-by-side in what appear to be columns, use a table to keep items lined up so you can type in both “columns”.

This is a borderless table. Each pair of words is in a separate row, and each word is in a cell of the table.

The screenshot shows a table with no borders, where each row contains a pair of words (term and translation) side-by-side. A red arrow points from the text "This is a borderless table. Each pair of words is in a separate row, and each word is in a cell of the table." to the table structure.

Setting up basic page layout using styles

In Writer, *page styles* define the basic layout of all pages, including page size, margins, the placement of headers and footers, borders and backgrounds, number of columns, and so on.

Writer comes with several page styles, which you can build on or modify, and you can define new (custom) page styles. You can have one or many page styles in a single document.

Note

All pages in a Writer document are based on styles. If you do not specify a page style, Writer uses the *Default* page style.

To change the layout of individual pages, either define a new page style or use one of the techniques (sections, frames, or tables) described later in this chapter.

This chapter describes some uses of page styles. Some other uses are discussed in Chapter 6 (Introduction to Styles). The Page Style dialog box is covered in detail in Chapter 7 (Working with Styles).

Tip

Any modifications of page styles, including the *Default* page style, apply only to the document you are working on. If you want the changes to be the default for all documents, you need to put the changes into a template and make that template the default template. See Chapter 10 (Working with Templates) for details.

Inserting a page break without switching the style

In many documents (for example, a multi-page report), you may want the text to flow from one page to the next as you add or delete information. Writer does this automatically, unless you override the text flow using one of the techniques described earlier.

If you do want a page break in a particular place, for example, to put a heading at the top of a new page, here is how to do it:

- 1) Position the cursor in the paragraph you want to be at the start of the next page. Right-click and choose **Paragraph** in the pop-up menu.
- 2) On the *Text Flow* page of the Paragraph dialog box (Figure 104), in the *Breaks* section, select **Insert**. Do not select **With Page Style**.
- 3) Click **OK** to position the paragraph at the start of the next page.

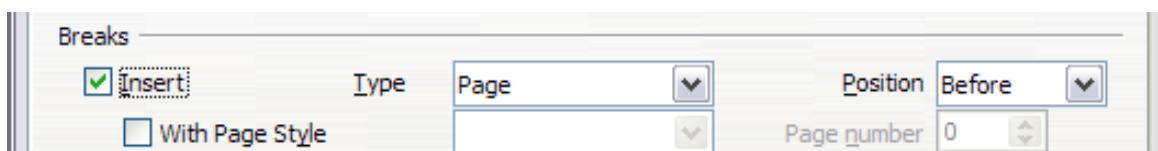


Figure 104: Inserting a manual page break

Defining a different first page for a document

Many documents, such as letters and reports, have a first page that is different from the other pages in the document. For example, the first page of a letterhead typically has a different header, as shown in Figure 105, or the first page of a report might have no header or footer, while the other pages do. With Writer, you can define the

style for the first page and specify the style for the following page to be applied automatically.

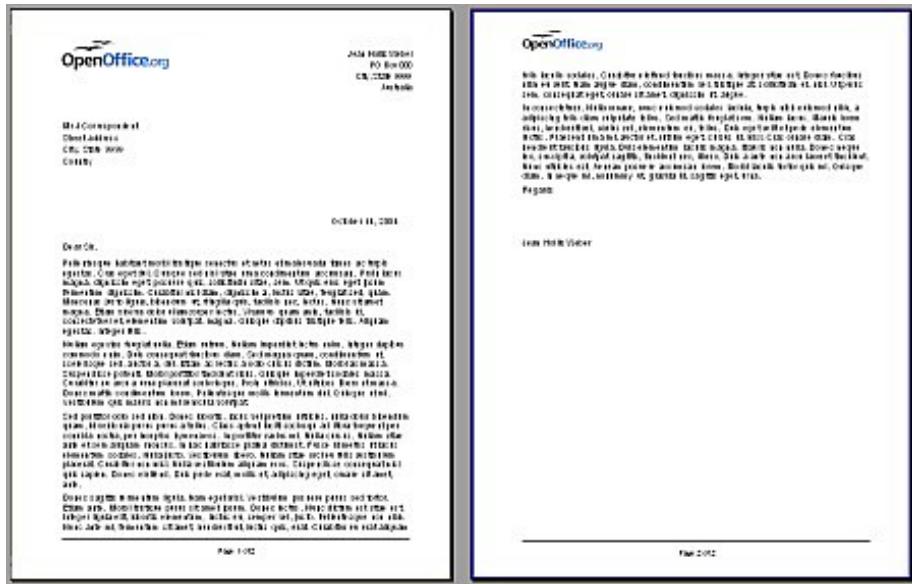


Figure 105: Letterhead with different page styles for first and following pages

As an example, we can use the *First Page* and *Default* page styles that come with Writer. Figure 106 shows what we want to happen: the first page is to be followed by the default page, and all the following pages are to be in the *Default* page style.

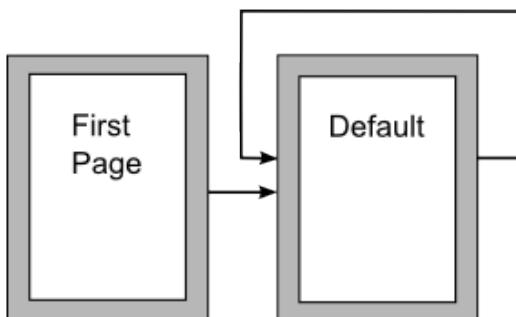


Figure 106: Flow of page styles

To set up this sequence:

- 1) Open the Styles and Formatting window. (Do one of the following: click the **Styles and Formatting** icon located at the left-hand end of the object bar, choose **Format > Styles and Formatting**, or press **F11**.)
- 2) On the Styles and Formatting window, click on the **Page Styles** icon to display a list of page styles.
- 3) Right-click on **First Page** and select **Modify** from the pop-up menu.
- 4) On the *Organizer* page of the Page Style dialog box, look at the *Next Style* property. This property defines what the page style for the next page will be. It should be set to **Default**, but if it is not, you can change the next style by clicking on the drop-down button and choosing **Default** from the list of page styles.

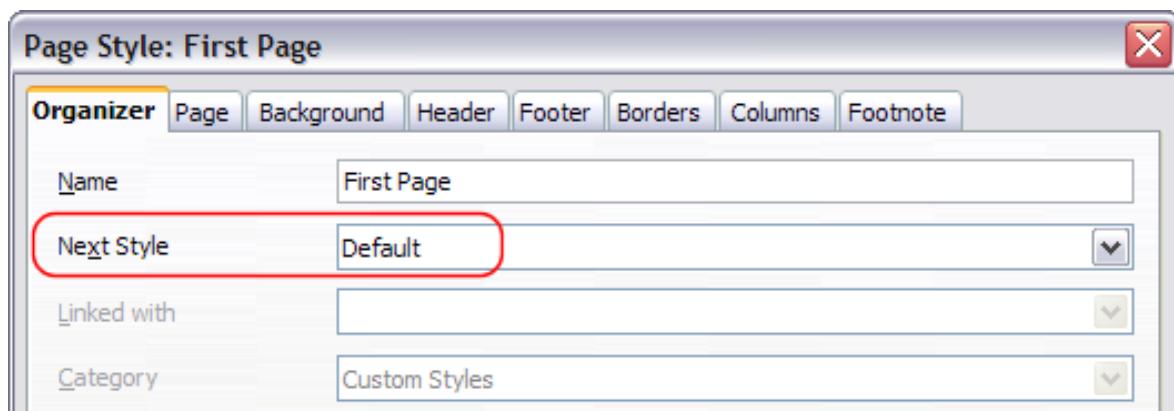


Figure 107: Set the Next Style property for a page style

- 5) On the other pages of this dialog box, you can turn on or off the header and footer for the first page and define other characteristics, such as columns, a page border, or a page background. For more information, see Chapter 7 (Working with Styles).
- 6) Click **OK** to save the changes.

Note

You can override the *Next Style* property by manually inserting a page break and specifying a page style or by starting a page with a paragraph or table that has its own page style property defined. These techniques are described in “Inserting a landscape page into a portrait document” on page 108.

Changing page orientation within a document

A document can contain pages in more than one orientation. A common scenario is to have a landscape page in the middle of a document, whereas the other pages are in a portrait orientation. Here are the steps to achieve it.

Setting up a landscape page style

- 1) Note the page style that is current and the margin settings. (You can find the margin settings on the *Page* page of the Page Style dialog box, as shown in Figure 109.)
- 2) Create a new style. (Right-click on the current page style in the Styles and Formatting window and choose **New** from the pop-up menu)
- 3) On the *Organizer* page of the Page Style dialog box (Figure 108), name (by typing in the *Name* field) this new style **Landscape** and set the *Next Style* property to **Landscape** (to allow for having more than one sequential landscape page).

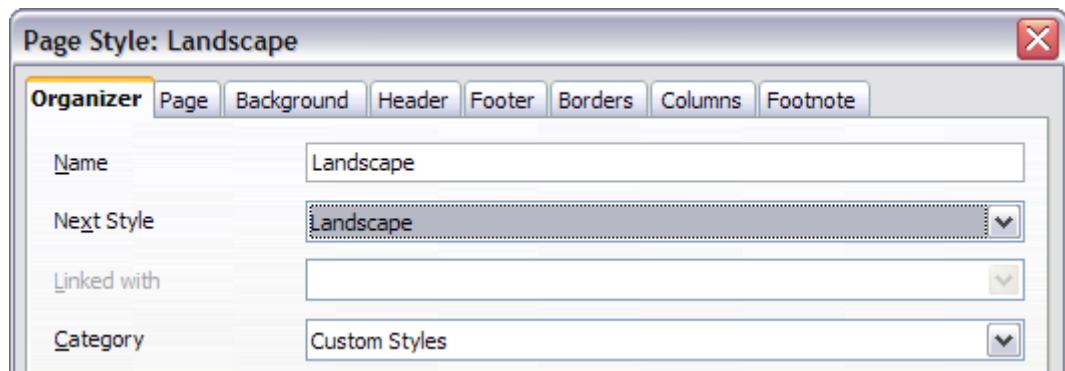


Figure 108: Name the new style and set the next page style to **Landscape**

- 4) On the *Page* page of the Page Style dialog box, set the *Orientation* to **Landscape**. The width and height attributes of the page will automatically change.

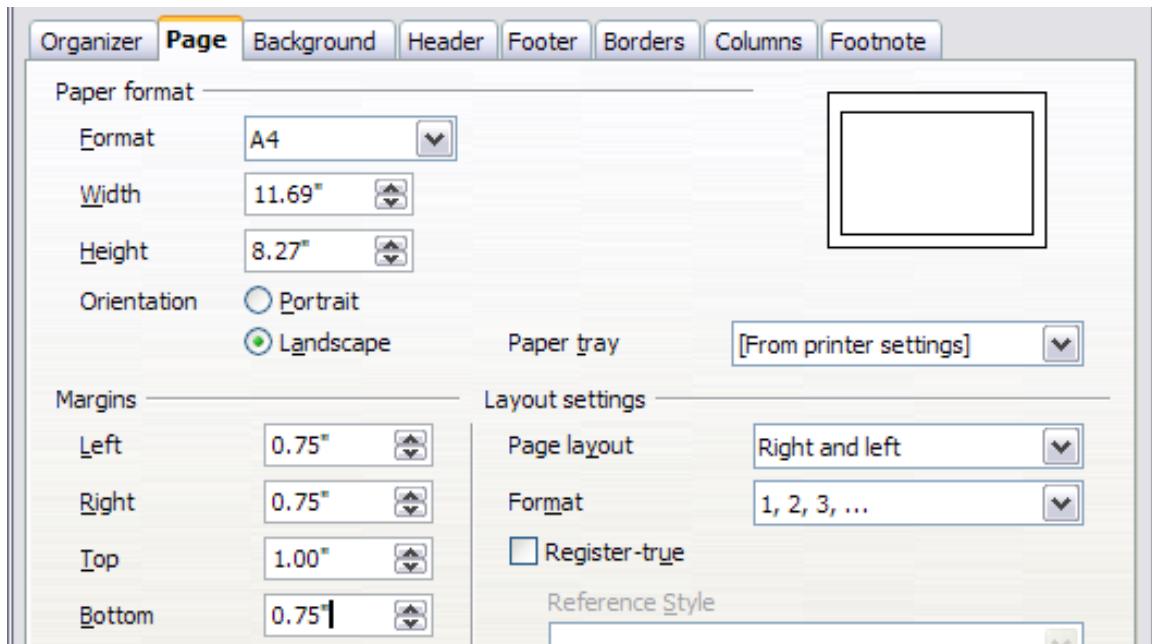


Figure 109: Set orientation and margins for a landscape page

- 5) Change the margins so that they correspond with the margins of the portrait page. That is, the portrait top margin becomes the landscape left margin, and so on. Click **OK** to save the changes.

Inserting a landscape page into a portrait document

Now that you have defined the *Landscape* page style, here is how to apply it.

- 1) Position the cursor in the paragraph or table at the start of the page that is to be set to landscape. Right-click and choose **Paragraph** or **Table**, respectively, in the pop-up menu.
- 2) On the *Text Flow* page of the Paragraph dialog box (Figure 110) or the Table Format dialog box (Figure 111), select **Insert** (or **Break** for a table) and **With Page Style**. Set the *Page Style* property to **Landscape**. Click **OK** to close the dialog box and to apply the new page style.

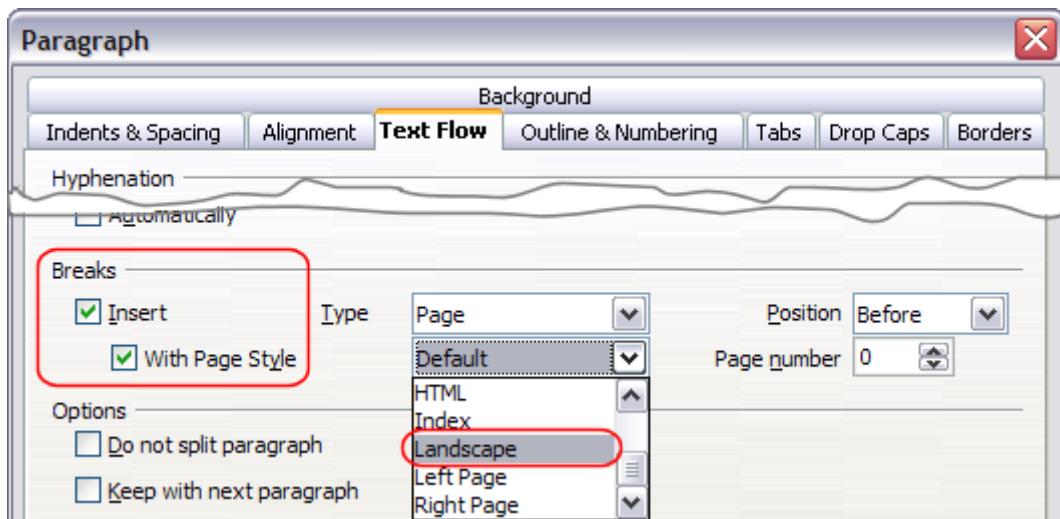


Figure 110: Specifying a page break before a paragraph

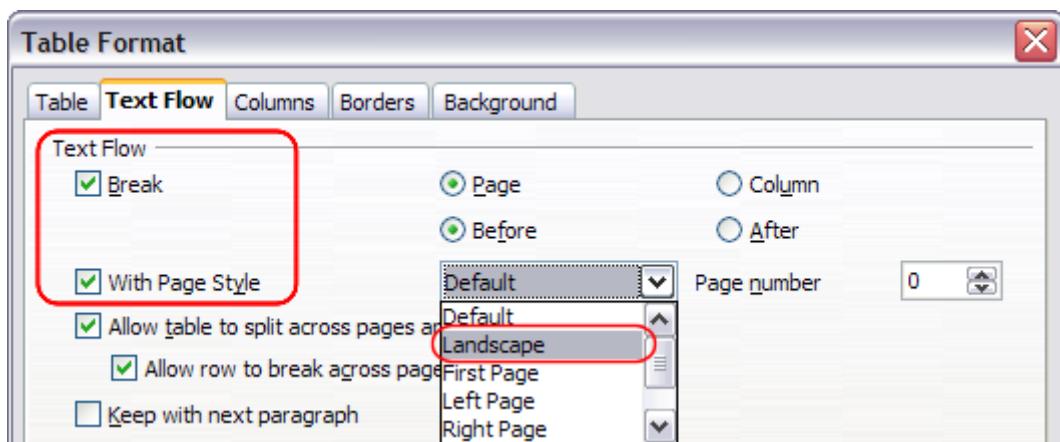


Figure 111: Specifying a page break before a table

- 3) Position the cursor in the paragraph or table where the page is to return to portrait orientation and change the properties of that paragraph or table properties so that *With Page Style* is the portrait page style that was used before the *Landscape* page style.
- 4) Click **OK** to return to the previous portrait page style.

Tip

If you need the headers or footers on the landscape pages to be in portrait orientation, see “Portrait headers on landscape pages” on page 132.

Changing page margins

You can change page margins in two ways:

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

Note

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

To change margins using the rulers:

- 1) The shaded sections of the rulers are the margins (see Figure 112). Put the mouse cursor over the line between the gray and white sections. The pointer turns into a double-headed arrow.
- 2) Hold down the left mouse button and drag the mouse to move the margin.

Tip

The small arrows on the ruler are used for indenting paragraphs. They are often in the same place as the page margins, so you need to be careful to move the margin marker, not the arrows. Place the mouse pointer between the arrows and, when the pointer turns into a double-headed arrow, you can move the margin (the indent arrows will move with it).

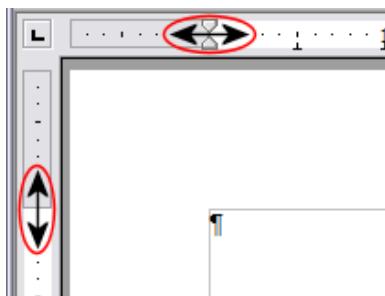


Figure 112: Moving the margins

To change margins using the Page Style dialog box (Figure 109):

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

Using columns to define the page layout

You can use columns for page layout in these ways:

- Define the number of columns and their layout on a page, using page styles.
- Change the number of columns for existing text.

Defining the columns on a page

It is a good idea to define your basic page style (such as *Default*) with the most common layout to be used in your document, either single-column or multiple-column. You can then either define extra page styles for pages with different numbers of columns or use sections (described in “Using sections for page layout” starting on page 122) for pages or parts of pages with different numbers of columns.

To define the number of columns on a page:

- 1) Choose **Format > Columns** or go to the *Columns* page of the Page Style dialog box,

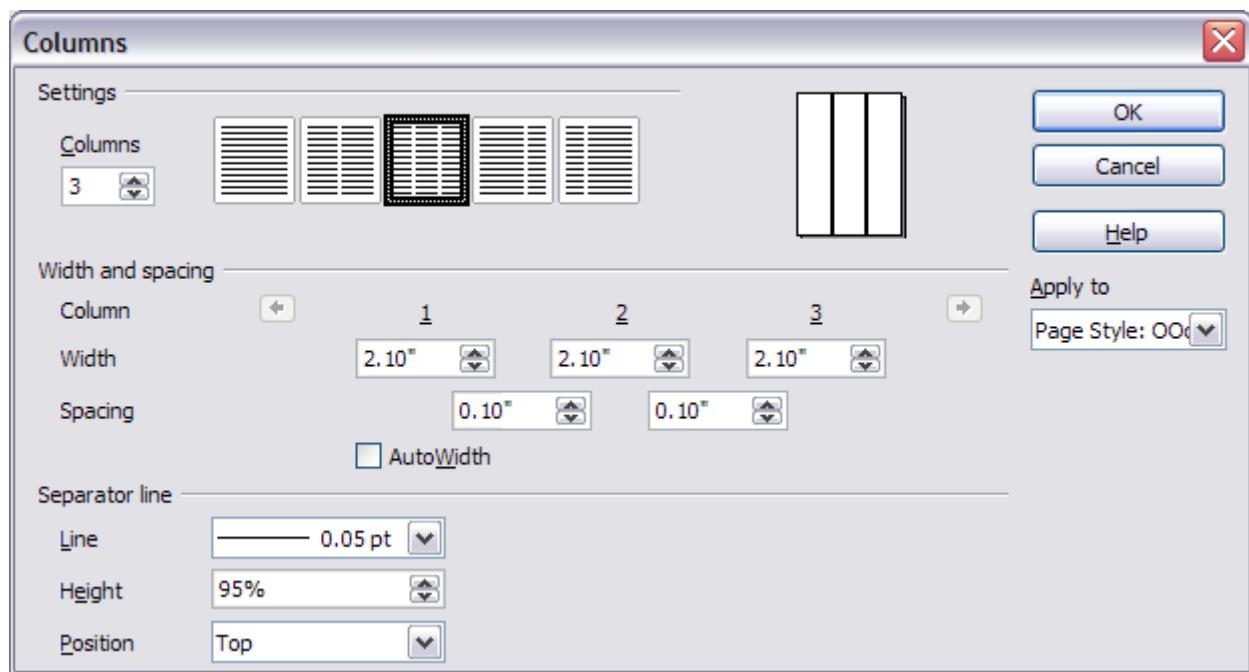


Figure 113: Defining the number of columns on a page

- 2) In the *Settings* area, choose the number of columns and specify any spacing between the columns and whether you want a vertical separator line to appear between the columns. You can use one of Writer's predefined column layouts, or you can create a customized column layout. The preview box, located to the right of the *Settings* area, shows how the column layout will look.
- 3) Notice the *Apply to* box on the right-hand side of the dialog box. In this case, the changes are being applied to the *Default* page style.
- 4) Click **OK** to save the changes.

Specifying the number of columns

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

If you prefer to create a customized column layout, you must specify the number of columns that you want by entering the desired number in the *Columns* box.

Formatting column width and spacing

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

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

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

If you specify more than three columns, use the arrow keys on the *Column* line to scroll among the columns.

Formatting separator lines

To display separator lines between the columns:

- 1) Eighteen separator line options exist: None or various lines of thicknesses ranging from 0.05 to 9 pt. From the *Line* drop-down list in the *Separator line* area, select the type of line that you want. (1 pt = 1 point = 1/12 pica = 1/72 inch = 127/360 mm = 0.3527 mm.)
- 2) The default format is for the separator lines to have the same height as the columns. If you want the separator lines to be shorter than the columns, use the *Height* box to enter the height of the separator lines as a percentage of the height of the columns. For example, if you enter **50%**, the separator lines will be half as high as the columns.
- 3) If you entered a height of less than 100%, use the *Position* drop-down list to select a vertical alignment for the separator lines. The vertical-positioning options are: **Top**, **Centered**, or **Bottom**.

Reverting to a single-column layout

To revert to a single-column layout for the page style, go to the *Settings* area and either reset the number in the *Columns* box to **1** or click the single-column layout icon.

Changing the number of columns for existing text

You might want some parts of a page to have one column and other parts of the page to have two or more columns. For example, you might have a page-width headline over a three-column news story.

You can create columns and then type or paste text into them, or you can select some existing text and change the number of columns for displaying it.

When you select text and change the number of columns for that text, Writer turns the selected text into a *section*, as described in “Using sections for page layout” on page 122.

Figure 114 shows the Columns dialog box for a selection. The *Apply to* box on the right-hand side has **Selection** highlighted and an extra option (**Evenly distribute contents to all columns**) appears in the upper left-hand part of the dialog box.

Tip

You cannot select text on a two-column page and change it to a single column using this method. Instead, you need to define a single-column page and then select the text you want to be in a two-column section.

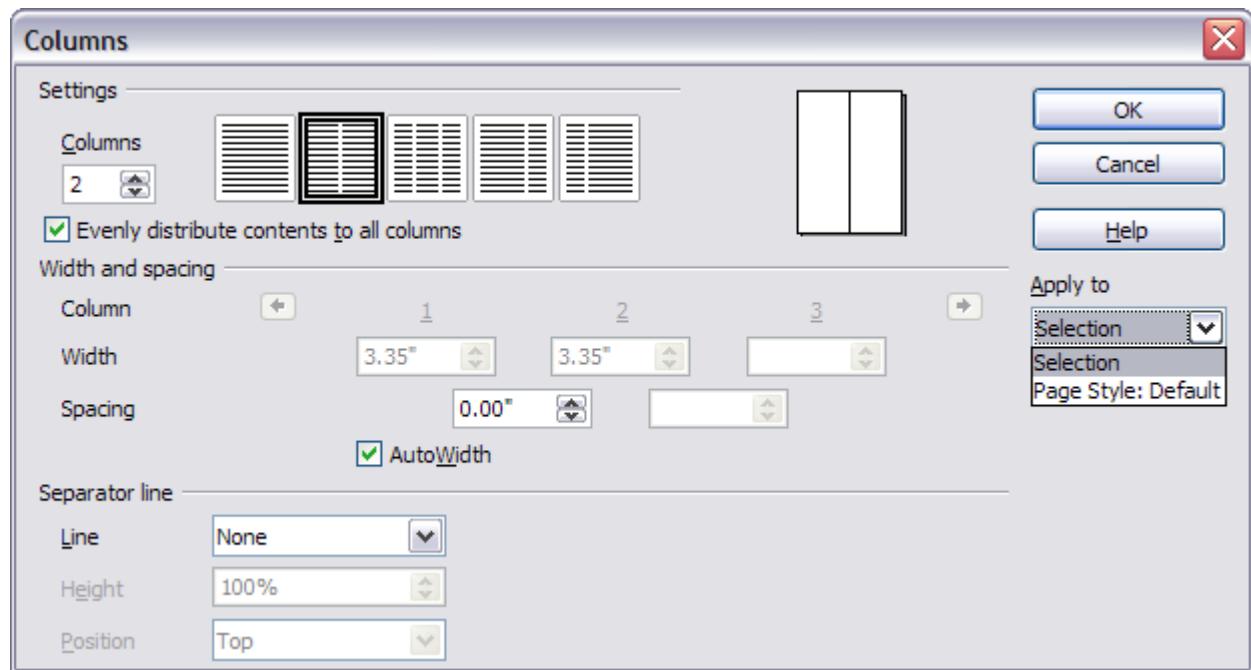


Figure 114: Specifying columns for a selection

Distributing text across columns

As you add text to the section, you will see that the text flows from one column to the next. You can distribute text across the columns in one of two ways:

- **Evenly**—Writer adjusts the length of the columns to the amount of text, so that all the columns are approximately the same height. As you add or delete text, the columns readjust.
- **Newspaper-style**—Writer fills the columns one at a time, beginning with the first column. The last column may be shorter than the others.

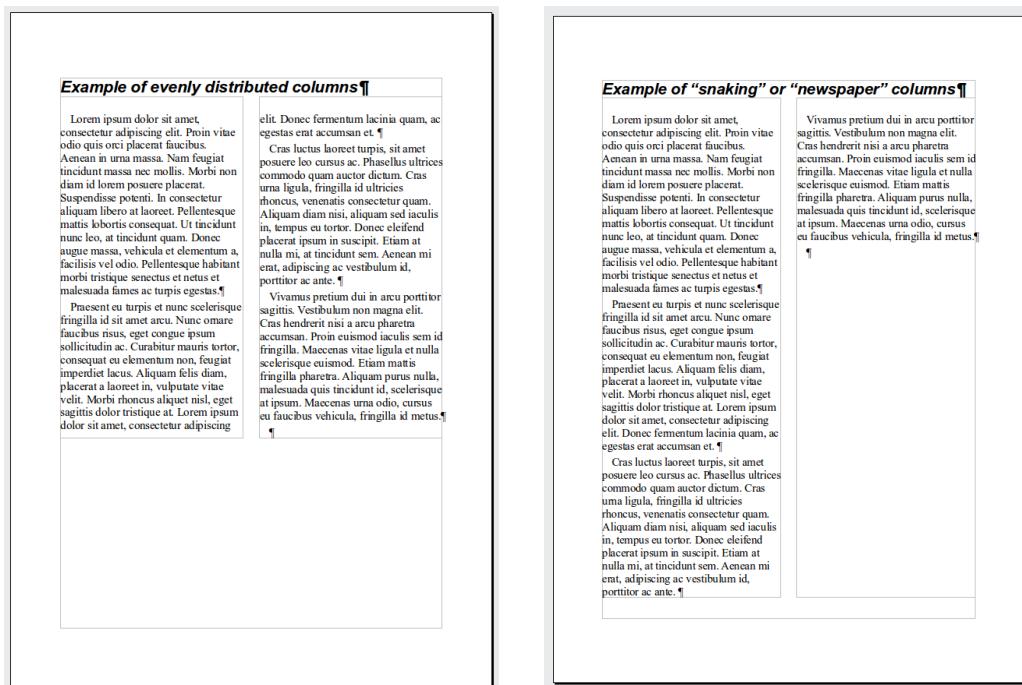


Figure 115: (Left) Evenly distributed columns; (Right) Newspaper-style columns.

To distribute text evenly, select the **Evenly distribute contents to all columns** option in the *Settings* area. Deselect this option if you want to distribute text newspaper-style.

Tip

Choose **View > Nonprinting Characters** (or press *Ctrl+F10*) to display end of paragraph markers (¶). Often, unexpected behavior of columns is due to extra paragraphs that are normally invisible to the user but are taking up space.

Using frames for page layout

Frames can be very useful when producing a newsletter or other layout-intensive documents. Frames can contain text, tables, multiple columns, pictures, and other objects.

Use frames when you need to:

- Position something in a particular place on a page, for example, a logo or a “stop press” news box in one corner of a page.
- Allow text on one page to continue on another page, somewhere more distant than the next one, by linking the content of one frame to another so the contents flow between them as you edit the text.
- Wrap text around an object, such as a photograph.

Because OpenOffice.org does not allow you to define page styles with recurring frames, consider doing some quick sketches of the basic page layouts you need, indicating the approximate positions of different frames and their purposes. Try to keep the number of different page layouts as low as possible in order to avoid chaos in your design.

Pay special attention to the positioning of frames. Many of the predefined styles default to a center alignment. Although centering all frames looks reasonably good in most cases, it is rarely the best choice.

One of the most visually effective ways to position a frame is to align its left margin with that of the paragraph above it. To achieve this effect, insert the frame in a blank paragraph of the same style as the paragraph above. Then, select **Insert > Frame > Type > Position > Horizontal > From Left** to position the frame exactly where you want it.

You also should think about the type of wrap and the spacing between the frame and text. Instead of cramming a frame close to the text, use the *Wrap* tab to place some white space between them.

You can format frames individually or define and apply frame styles—see Chapter 7 (Working with Styles).

Example: Using a frame to center text on a page

Although you can center text horizontally as part of a paragraph style or by using manual formatting, those methods do not work for vertical centering. To center text vertically, you need to place the text in a frame, anchor the frame to a page or a paragraph, and then center the frame vertically on the page. See “Anchoring frames” on page 117.

Creating frames

You can create a frame in several ways, depending on your needs.

- Choose **Insert > Frame**) to create an empty frame. The Frame dialog box (Figure 117) appears. You can click **OK** and come back to customize it later, or you can set the frame's characteristics at this stage.
- Select text or a graphic, choose **Insert > Frame**, and click **OK** to create a frame containing the selection. The selected text is automatically deleted from the normal text flow and inserted into the frame, and the Frame dialog box appears.
- Insert a picture or other object by selecting **Insert > Picture > From file** or **Insert > Object** to start the process to insert a picture or object. The item inserted automatically appears in a frame, but the Frame dialog box does not appear.
- Use the **Insert Frame Manually**  button on the Insert toolbar (go to **View > Toolbars > Insert** to display it), select the number of frames in the drop-down menu, and drag the mouse to draw the frame.

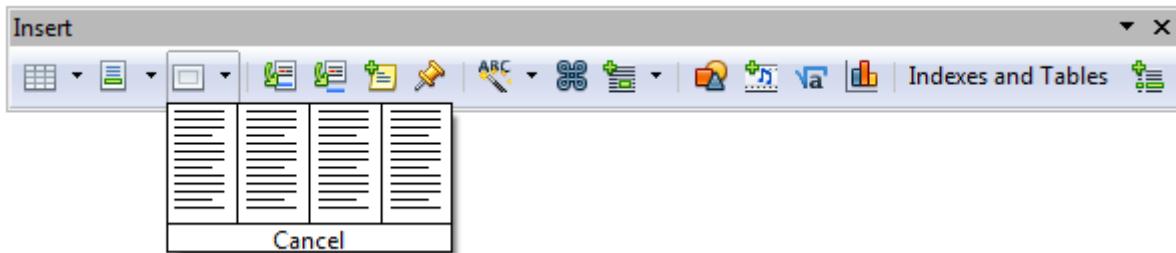


Figure 116: Using an icon on the Insert toolbar to create a frame

When you release the mouse button, a box appears where the cursor is located in the document. This box represents the frame: an area isolated from the main document.

To add content to a frame, first deselect the frame by clicking somewhere else on the page. Then, click inside the frame so that the cursor shifts its focus there. Now add content just like you would on the main page. When you are done, deselect the frame.



Moving, resizing, and changing frame attributes

When an object is added to Writer, it is automatically enclosed in a frame of a predetermined type. The frame sets how the object is placed on the page, as well as how it interacts with other elements in the document. You can edit the frame by modifying the frame style it uses or by using a manual override when a frame is added to the document. Frame styles are discussed in Chapter 7 (Working with Styles).

To change the size or location of a frame, first select the frame, then use either the mouse or the Frame dialog box (Figure 117). Using the mouse is faster but less accurate. You might want to use the mouse for gross layout and the dialog box for fine-tuning.

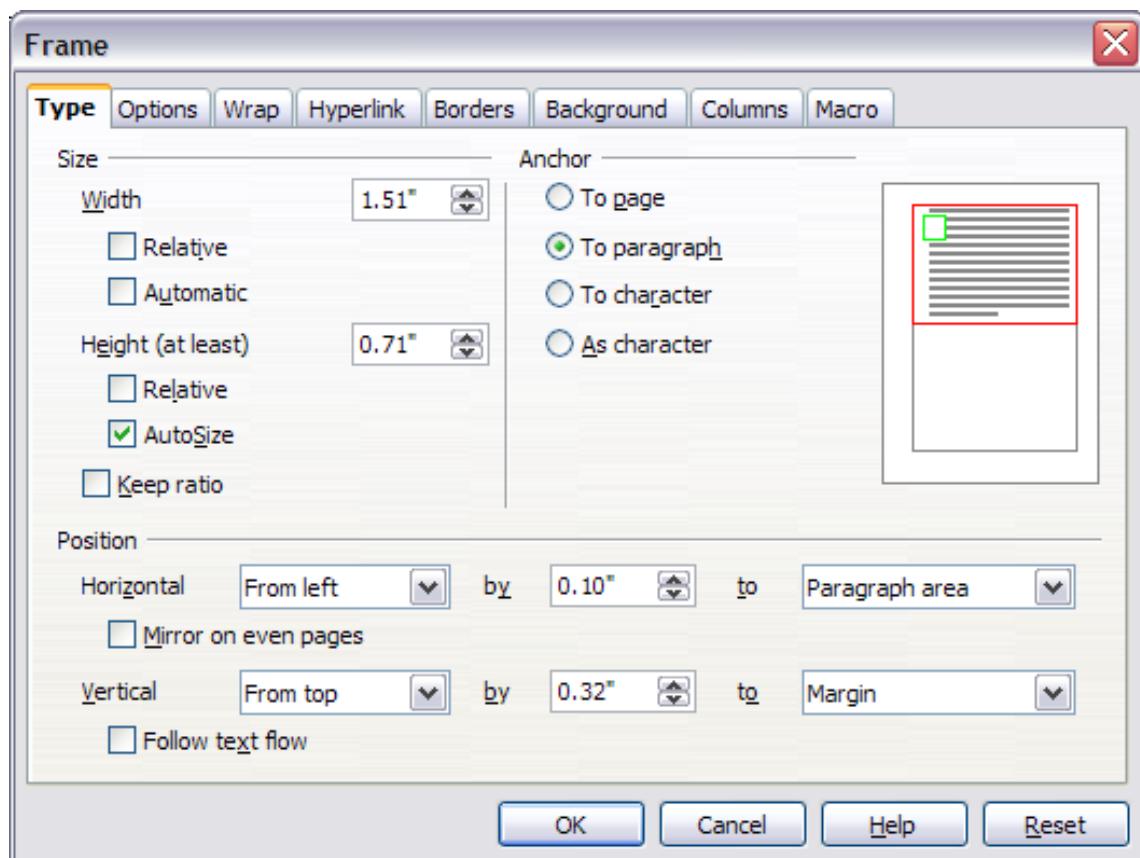


Figure 117: Frame dialog box

You can resize the frame manually (by clicking on the green squares and dragging to the appropriate size) or start adding content to it (the frame will resize automatically if, for example, you add a large picture to it) or go back to the Frame dialog box and set the size and other characteristics.

To change the location of the frame using the mouse, drag and drop one of the edges or put the cursor anywhere within the frame. (The I-bar cursor changes to a four-headed arrow when properly positioned for a drag-and-drop move.)

To change the size of the frame, drag one of the handles. Drag a handle on one of the sides to enlarge or reduce the text frame in one dimension only; drag a corner handle to enlarge or reduce it in both dimensions.

These resizing actions distort the proportions of the frame. Holding down the *Shift* key while dragging one of the handles makes the frame keep the same proportions.

You can open the Frame dialog box at any time by selecting the frame, right-clicking, and choosing **Frame** from the pop-up menu.

To remove the default border on a newly created frame, open the Frame dialog box, go to the *Borders* page, and under *Line Style*, select **None**. Alternatively, you can assign a borderless style to the frame; see the Chapter 7 (Working with Styles) for information on frame styles.

Tip

Do not confuse a frame's border with the text boundaries that are made visible using the View menu (by selecting **View > Text Boundaries**).

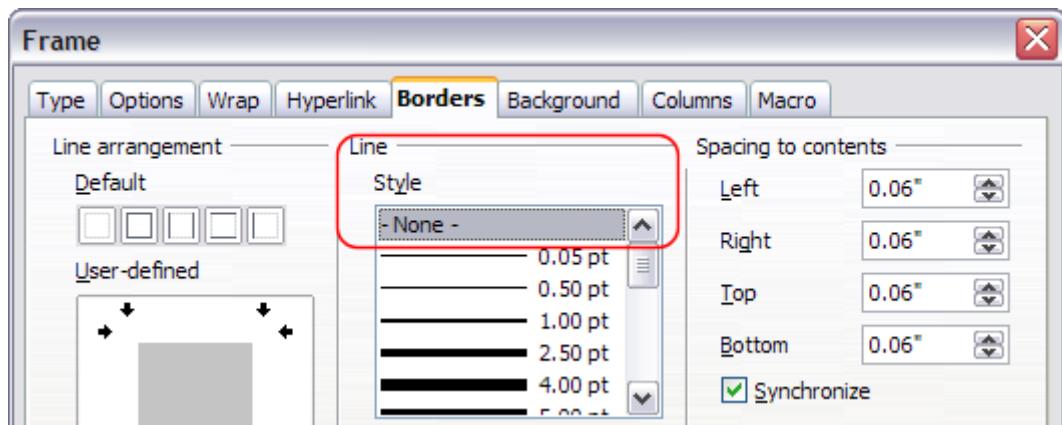


Figure 118: Removing the border from a frame

Anchoring frames

Using the Frame dialog box (or by right-clicking and pointing to **Anchor**), you can anchor a frame to a page, paragraph, or character, or you can anchor it as a character.

To Page

The frame keeps the same position in relation to the page margins. It does not move as you add or delete text. This method is useful when the frame does not need to be visually associated with a particular piece of text. It is often used when producing newsletters or other documents that are very layout-intensive. This method is also used to center text on a page.

To Paragraph

The frame is associated with a paragraph and moves with the paragraph. It may be placed in the margin or another location. This method is useful as an alternative to a table for placing icons beside paragraphs. It is also used to center text on a page in documents which will be used in a master document (frames anchored to pages will disappear from the master document).

To Character

The frame is associated with a character but is not in the text sequence. It moves with the paragraph but may be placed in the margin or another location. This method is similar to anchoring to a paragraph.

As Character

The frame is placed in the document like any other character and, therefore, affects the height of the text line and the line break. The frame moves with the paragraph as you add or delete text before the paragraph. This method is useful for adding a small icon in sequence in a sentence. It is also the best method for anchoring a graphic to an empty paragraph so it does not move around the page in unexpected ways.

Linking frames

You can link frames to each other even when they are on different pages of a document. The contents will automatically flow from one to the next. This technique is very useful when designing newsletters, where articles may need to be continued on a different page.

To link one frame to another:

- 1) Select the frame to be linked from.
- 2) Click the **Link Frames** icon  on the object bar.
- 3) Click the next frame in the series (which must be empty).

When a linked frame is selected, any existing links are indicated by a faint connecting line, as shown in Figure 119. Note that any frame-linking line will not be as clear as illustrated in the figure.

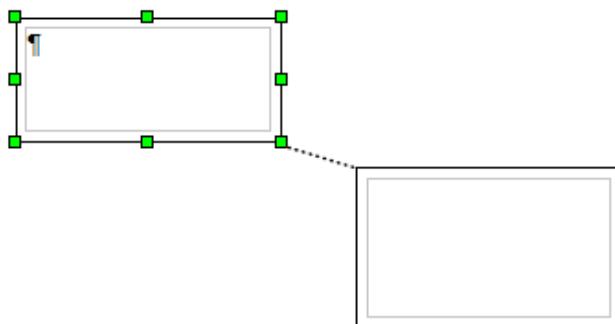


Figure 119: Linked frames

The height of a frame that is being linked from is fixed; you can change this height manually or by using the Frame dialog box, but it does not automatically adjust to the size of the contents (that is, the AutoHeight attribute is disabled). Only the last frame of a chain can adapt its height to the content.

The *Options* page of the Frame dialog box shows the names of the selected frame and any frames it is linked to or from. You can change this information here. On this page, you can also select options to protect the contents, position, and size of the frame.

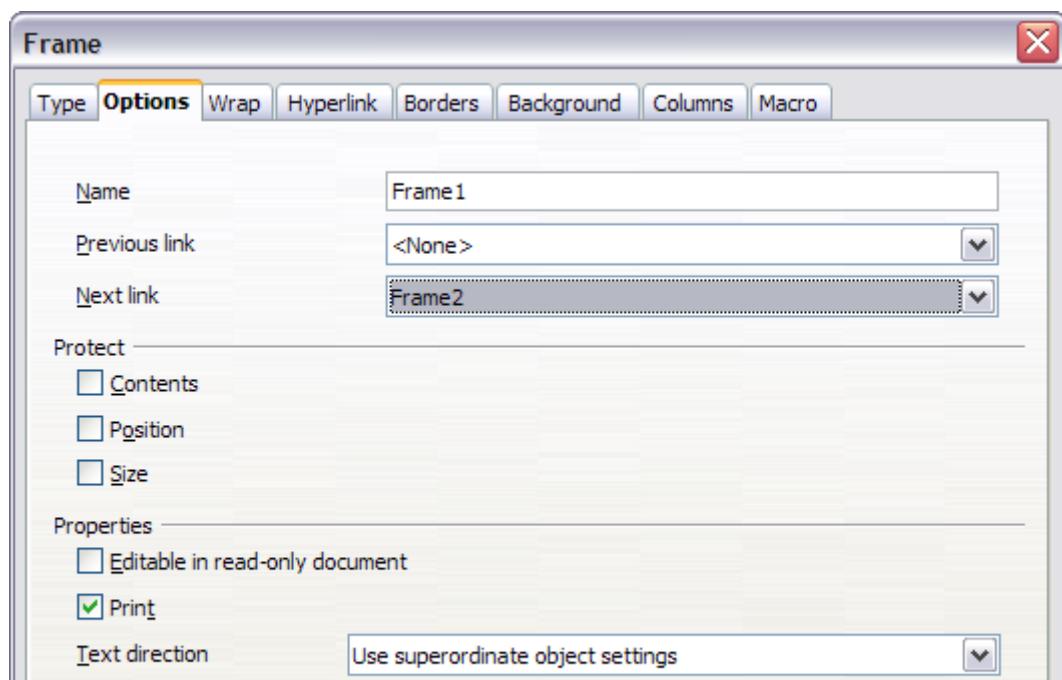


Figure 120: Options page of the Frame dialog box

On the *Hyperlink* page, you can specify the file for the hyperlink to open. This file can be on your machine, a network, or the Internet.

The *Wrap*, *Borders*, *Background*, *Columns*, and *Macro* pages of the Frame dialog box are the same as those for frame styles. Refer to the Chapter 7 (Working with Styles) for details.

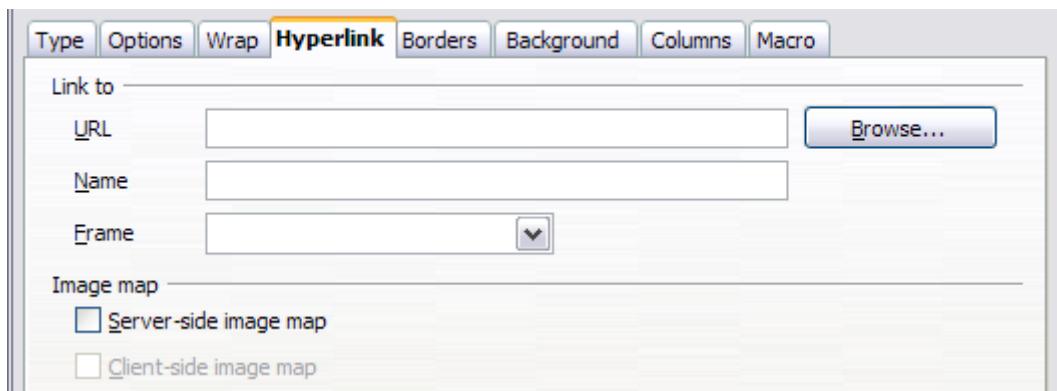


Figure 121: Hyperlink page of the Frame dialog box

Using tables for page layout

Writer's tables can serve several purposes, such as holding data as you might see it in a spreadsheet, lining up material, and creating more complex page layouts. For information about using tables of data, see Chapter 9 (Working with Tables).

This topic describes how to achieve some common layouts by using tables.

Example: Creating sideheads using tables

Sideheads and marginal notes are commonly used in documents from resumes to computer user guides. The main body of the text is offset to leave white space (usually on the left-hand side) in which the sideheads or notes are placed. The first paragraph is aligned beside the sidehead, as in Figure 122.

Example of a sidehead	<p>In some cases you may want to put only one or two paragraphs in the table itself and the rest of the text and graphics in ordinary paragraphs (formatted to line up with the paragraphs in the table) so that text and graphics will flow more easily from one page to another when you add or delete material.</p> <p>In other cases, you might put each paragraph in a separate row of the table and allow the table to break between pages.</p>
------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Figure 122: Example of a sidehead

Note Sideheads can also be created by placing text in a frame using the *Marginalia* frame style, as described in the Chapter 7 (Working with Styles).

To create a table for use with a sidehead:

- 1) Place the cursor where you want the table to appear and choose **Insert > Table** (**Ctrl+F12**).
- 2) In the Insert Table dialog box, define a one-row, two-column table with no border and no heading. Click **OK** to create the table.

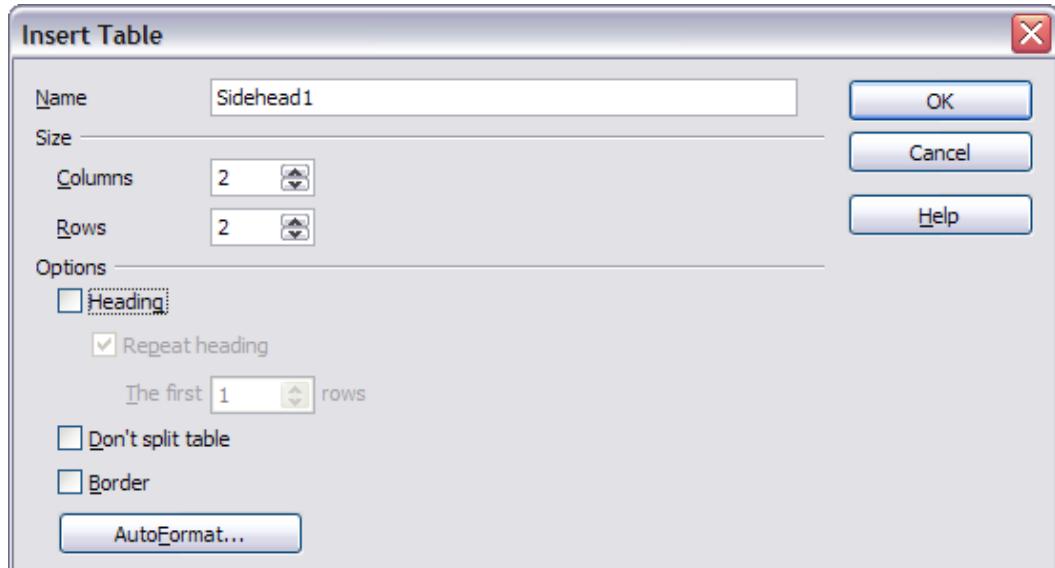


Figure 123: Defining a two-column borderless table with no header

- 3) Right-click on the table and choose **Table** from the pop-up menu. On the *Columns* page of the Table Format dialog box, make the columns the required width.

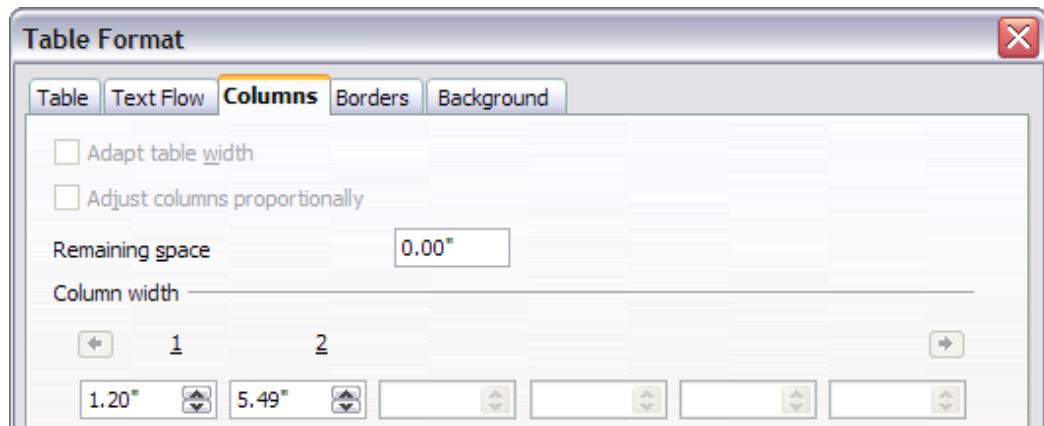


Figure 124: Defining a two-column table to line up with text offset at 1.2 inches

- 4) On the *Table* page of the Table Format dialog box (Figure 125), in the *Spacing* section, make the *Above* and *Below* values the same as the *Top* and *Bottom* spacing you have defined for ordinary paragraphs of text. Click **OK** to save your settings.

To check the top and bottom spacing for ordinary paragraphs:

Tip

- 1) Position the cursor in a paragraph and press *F11* (unless the Styles and Formatting window is already open). Check that the Styles and Formatting window shows paragraph styles (top left button).
 - 2) The current style should be highlighted. If no paragraph style is highlighted, select **All Styles** in the bottom drop-down list. Right-click on it and select **Modify** from the pop-up list.
 - 3) Go to the *Indents & Spacing* page and look in the *Spacing* area for the values in *Above paragraph* and *Below paragraph*.
-

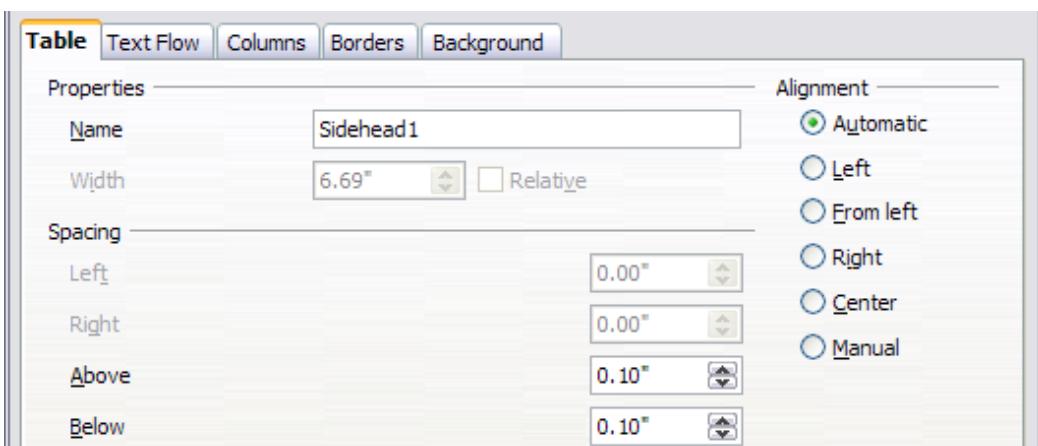


Figure 125: Defining the space above and below a table

You may also want to turn off number recognition so that Writer will not try to format numbers if you want them to be plain text. To turn number recognition off:

- 1) Right-click in the table and then click **Number Format** on the pop-up menu.
- 2) On the Number Format dialog box, make sure the *Category* is set to **Text**. Click **OK**.

Tip

If you use this table format often, you may want to save it as AutoText, as described in Chapter 3 (Working with Text). Select the table (not just the contents) to assign the shortcut.

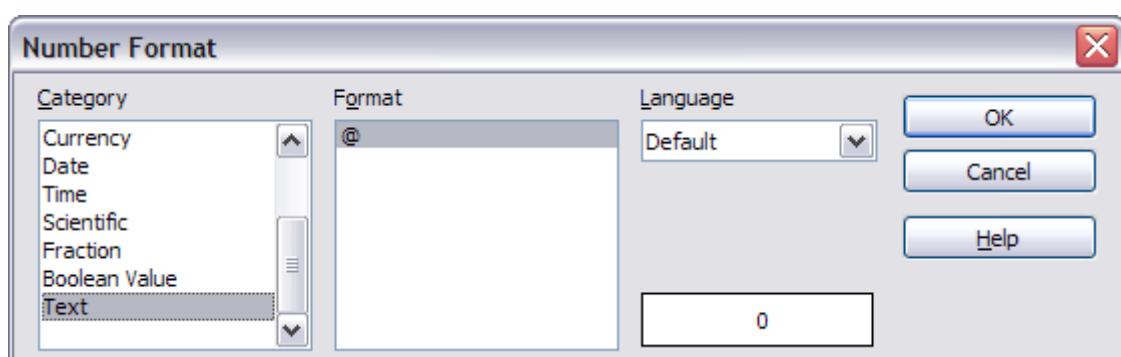


Figure 126: Setting number format to Text

Using sections for page layout

A section is a block of text that has special attributes and formatting. You can use sections to:

- Write-protect text
- Hide text
- Dynamically insert the contents of another document
- Add columns, margin indents, a background color, or a background graphic to a portion of your document
- Customize the footnotes and endnotes for a portion of your document

Creating sections

To create a section:

- 1) Place the cursor at the point in your document where you want to insert the new section. Or, select the text that you want to place in the new section.
- 2) From the main menu, choose **Insert > Section**. The Insert Section dialog box opens.
- 3) Click the **Section** tab, if it is not already displayed.

The Insert Section dialog box has five tabbed pages.

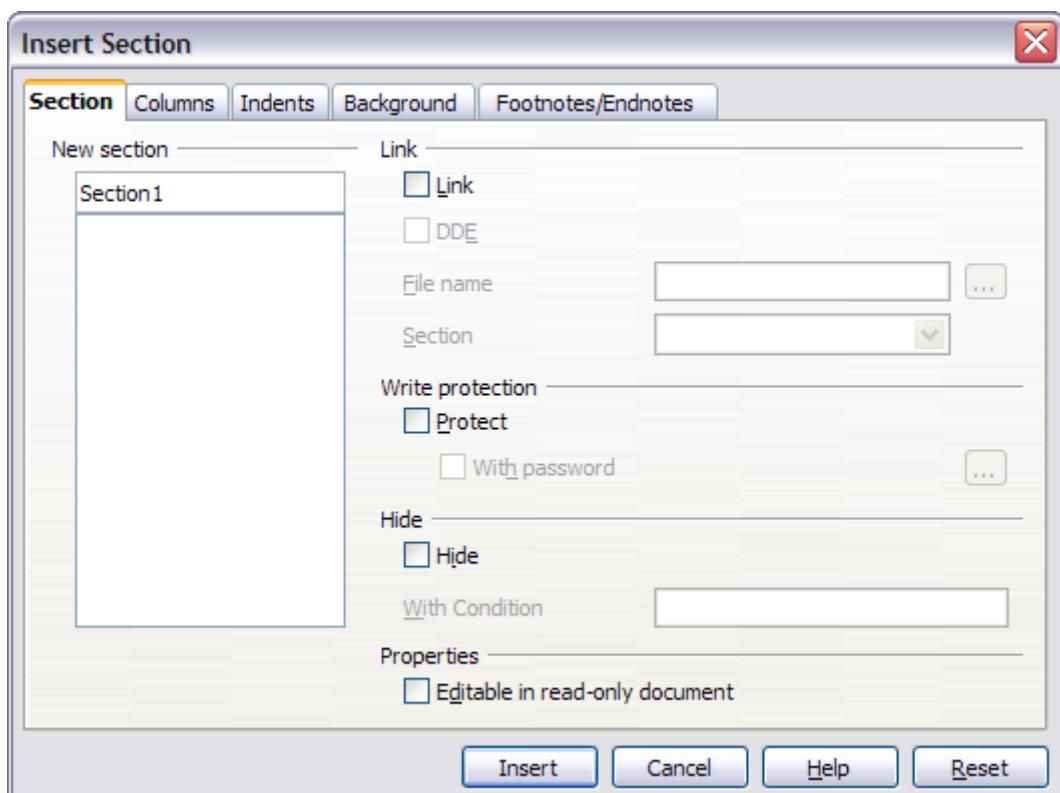


Figure 127: Inserting a section using the Insert Section dialog box

- Use the *Section* page to set the section's attributes.
- Use the *Columns* page to format the section into columns.
- Use the *Indents* page to set indents in the right and left margins of the section.

- Use the *Background* page to add color or a graphic to the section's background.
- Use the *Footnotes/Endnotes* page to customize the section's footnotes and endnotes.

At any time, you can reset a tabbed page to its default settings by clicking the **Reset** button. (Note, however, that you cannot reset the *Section* page. If you wish to undo changes to the *Section* page, you must do so manually.)

Use the *Section* page to set the attributes of the current section.

Naming sections

Writer automatically enters a name for the current section in the top box of the *New section* area. To change the name, select it and type over it. The name is displayed in the *Sections* category of the Navigator window. If you give your sections meaningful names, you can navigate to them more easily.

Linking sections

You can insert the contents of another document into the current section and then have Writer update the section whenever the other document is updated. This is called *linking* the section to the other document.

To link the current section to another document, follow these steps:

- 1) In the *Link* area, select the **Link** option.



Figure 128: Linking sections

- 2) Click the (...) button to the right of the *File name* field. The Insert dialog box opens.
- 3) Find and select the document you want to insert and then click the **Insert** button. The Insert dialog box closes and the name of the selected document appears in the *File name* field.
- 4) If you want to insert only a section of the selected document, select the desired section from the *Section* drop-down list.

Note

The section must already exist in the selected document. You cannot create a section in the selected document at this point.

You can update links automatically or manually. See “Updating links” on page 129.

Write-protecting sections

To write-protect the current section so that its contents cannot be edited, select the **Protect** option in the *Write protection* area.



Figure 129: Write-protecting sections

Note

Write-protection protects only the section's contents, not its attributes or format.

Password-protecting sections

To prevent others from editing the section's attributes or format, protect the section with a password, as follows:

- 1) Select the **With password** option. The Enter Password dialog box opens.
- 2) Type a password in the *Password* field and then confirm the password by typing it again in the *Confirm* field.
- 3) Click **OK**. The Enter Password dialog box closes. Anyone who tries to edit the section's attributes or format will be prompted to enter the password.

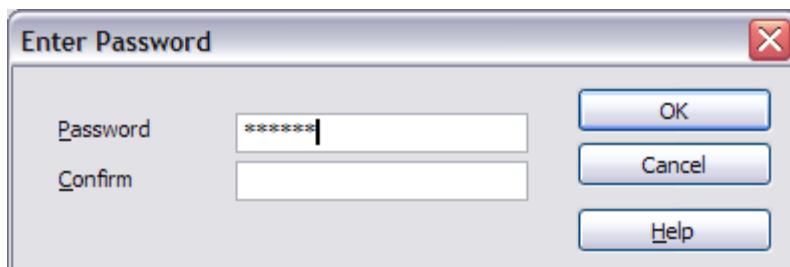


Figure 130: Password-protecting a section

Note

Passwords must contain at least five characters. The **OK** button remains inactive until you have typed five characters.

Hiding sections

You can hide the current section so that it will not be displayed on the screen or printed. You can also specify conditions for hiding the section. For example, you can hide the section only from certain users.

Note

You cannot hide a section if it is the only content on the page or if the section is in a header, footer, footnote, endnote, frame, or table cell.

To hide a section, select the **Hide** option in the *Hide* area.



Figure 131: Hiding sections

To hide the section only under certain conditions, enter the desired conditions in the *With Condition* field. The syntax and operators that you use to enter conditions are the same ones that you use to enter formulas. For syntax and a list of operators, see Writer's online help under **conditions**.

If the section is write-protected with a password, the password must be entered to hide or reveal the text.

Note

Hiding text is not a secure way to stop someone else reading it. It will stop the casual reader but will not prevent someone who actively wants to find out what you have hidden—even if it is password protected.

Formatting a section into columns

Use the *Columns* page of the Insert Section dialog box to format the current section into columns. This page is very similar to the Columns dialog box shown in Figure 114 on page 113. Please refer to that topic for details.

Indenting the section from margins

Use the *Indents* page to set indents in the right and left margins of the current section.



Figure 132: Indenting sections

Enter the desired left-margin indent in the *Before section* box. Enter the desired right-margin indent in the *After section* box. The preview box on the right-hand side of the page shows you how the section will look with the indents applied.

Changing the background of the section

Use the *Background* page to add color or a graphic to the background of the current section. This page is similar to the Background pages for paragraphs, frames, tables, and other objects in OOo. For more information, refer to Chapter 7 (Working with Styles).

Customizing footnotes and endnotes in a section

Use the *Footnotes/Endnotes* page to customize the current section's footnotes and endnotes.

Customizing footnotes

If you want the current section's footnotes to appear separately from the other footnotes in the document, select the **Collect at end of text** option in the *Footnotes* area.

To number the current section's footnotes separately from the other footnotes in the document, follow these steps:

- 1) In the *Footnotes* area, make sure that the **Collect at end of text** option is selected.
- 2) Select the **Restart numbering** option.
- 3) If you want the section's footnotes to start at a number other than 1, enter the desired starting number in the *Start at* spin box.

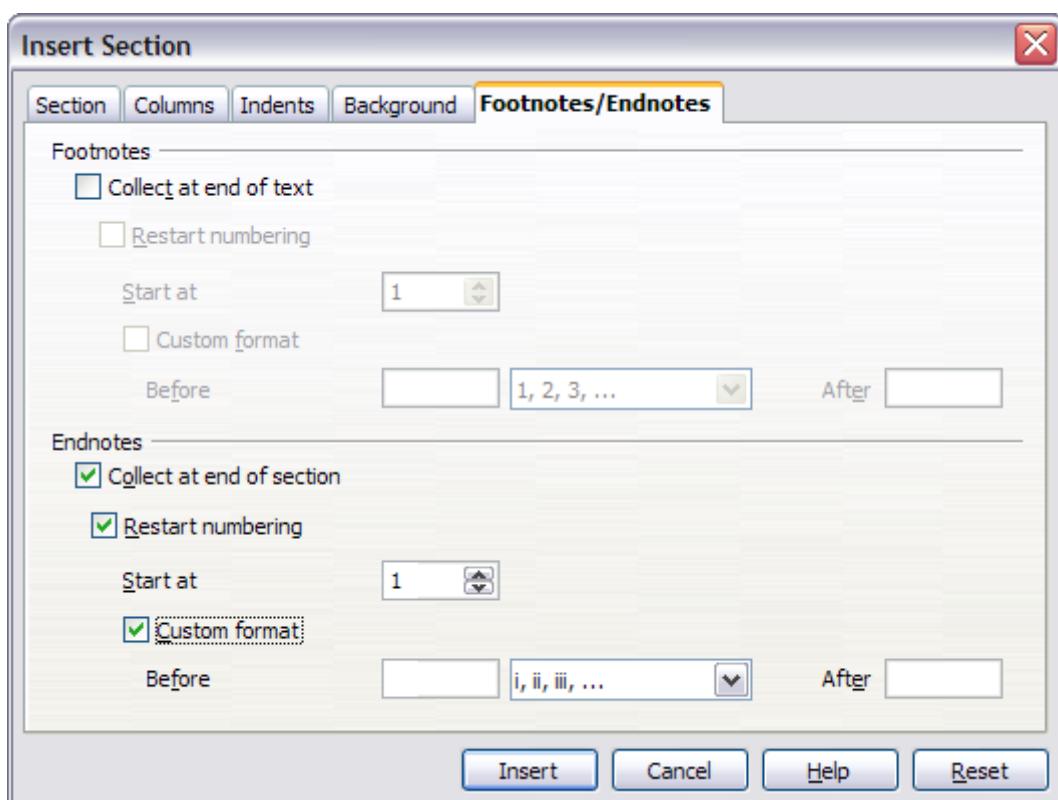


Figure 133: Setting footnotes and endnotes for sections

To edit the format of the section's footnotes, follow these steps:

- 1) In the *Footnotes* area, make sure that the **Collect at end of text** and **Restart numbering** options are selected.
- 2) Select the **Custom format** option.
- 3) From the drop-down list under and to the right of the **Custom format** option, select a numbering format for the footnotes.
- 4) To add text to the selected numbering format, use the *Before* and *After* fields. For example, if you want the footnote numbers to be preceded by the word "Note" and followed by a colon, fill the *Before* and *After* fields like this:

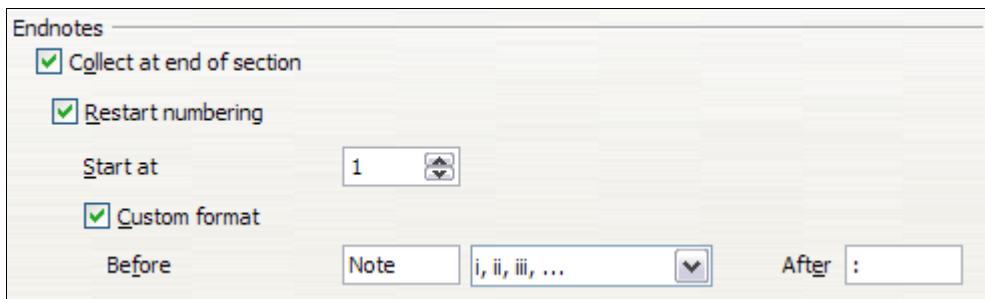


Figure 134: Numbering footnotes for sections

Customizing endnotes

If you want the current section's endnotes to appear at the end of the section rather than at the end of the document, select the **Collect at end of section** option in the *Endnotes* area.

To number the current section's endnotes separately from the other endnotes in the document, follow these steps:

- 1) In the *Endnotes* area, make sure that the **Collect at end of section** option is selected.
- 2) Select the **Restart numbering** option.
- 3) If you want the section's endnotes to start at a number other than 1, enter the desired starting number in the *Start at* spin box.

To edit the format of the section's endnotes, follow these steps:

- 1) In the *Endnotes* area, make sure that the **Collect at end of section** and **Restart numbering** options are selected.
- 2) Select the **Custom format** option.
- 3) From the drop-down list under and to the right of the **Custom format** option, select a numbering format for the endnotes.
- 4) To add text to the selected numbering format, use the *Before* and *After* fields, as shown above for footnotes (Figure 134).

Saving a new section

To save a new section so that it appears in your document, click the **Insert** button. The Insert Section dialog box closes and the new section appears in your document.

Editing and deleting sections

You can edit a section's attributes and formatting, or delete sections, by using **Format > Sections**.

To select the section that you want to edit or delete, follow these steps:

- 1) From the main menu, choose **Format > Sections**. The Edit Sections dialog box opens.
- 2) The name of the current section appears in the *Section* area, in the field above the list box. If you want to edit or delete a different section, click the name of the desired section in the list. The selected section becomes the current section, and its name appears in the field above the list box.

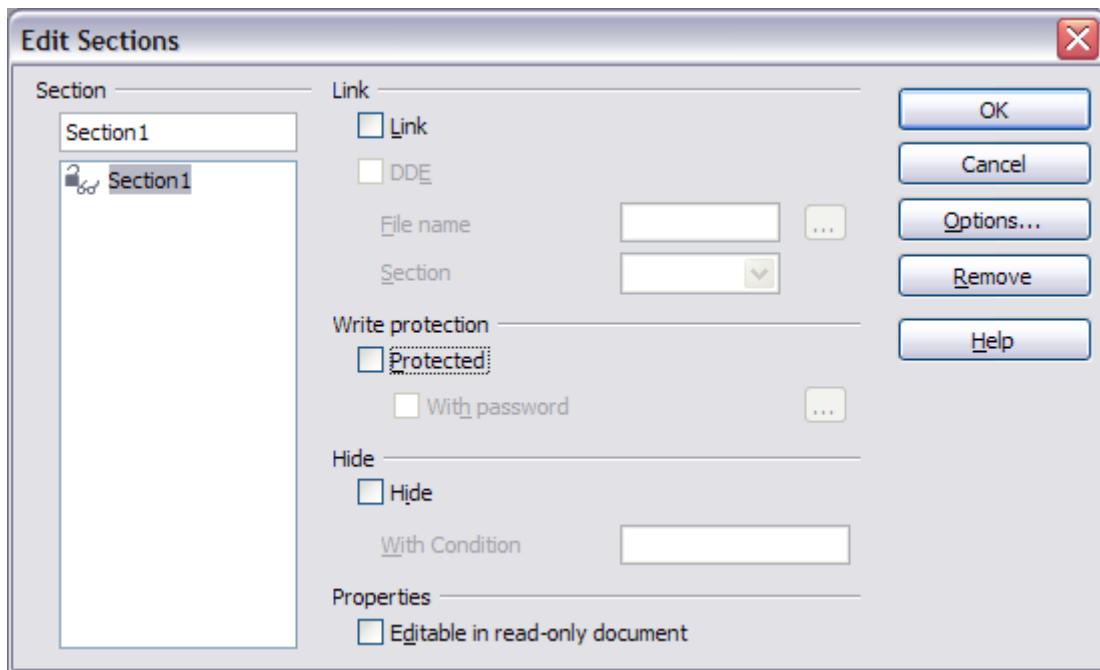


Figure 135: Edit Sections dialog box

Deleting sections

To delete the current section, click the **Remove** button.

Note

Writer will not prompt you to confirm the delete! To undo a delete, click the **Cancel** button.

Editing section attributes

To rename the current section, simply type over its name in the *Section* area.

From the Edit Sections dialog box, you can also edit the current section's link, write-protect, and hide attributes. To learn how to edit these attributes, see:

"Linking sections" on page 123.

"Write-protecting sections" on page 124.

"Hiding sections" on page 124.

Editing the format of a section

To edit the format of the current section, click the **Options** button.

The Options dialog box has four tabbed pages: *Columns*, *Indents*, *Background*, and *Footnotes/Endnotes*. The use of these pages is described earlier in this topic.

To reset a page to its most recently saved settings, click the **Reset** button.

To save your Options settings and return to the Edit Sections dialog box, click **OK**.

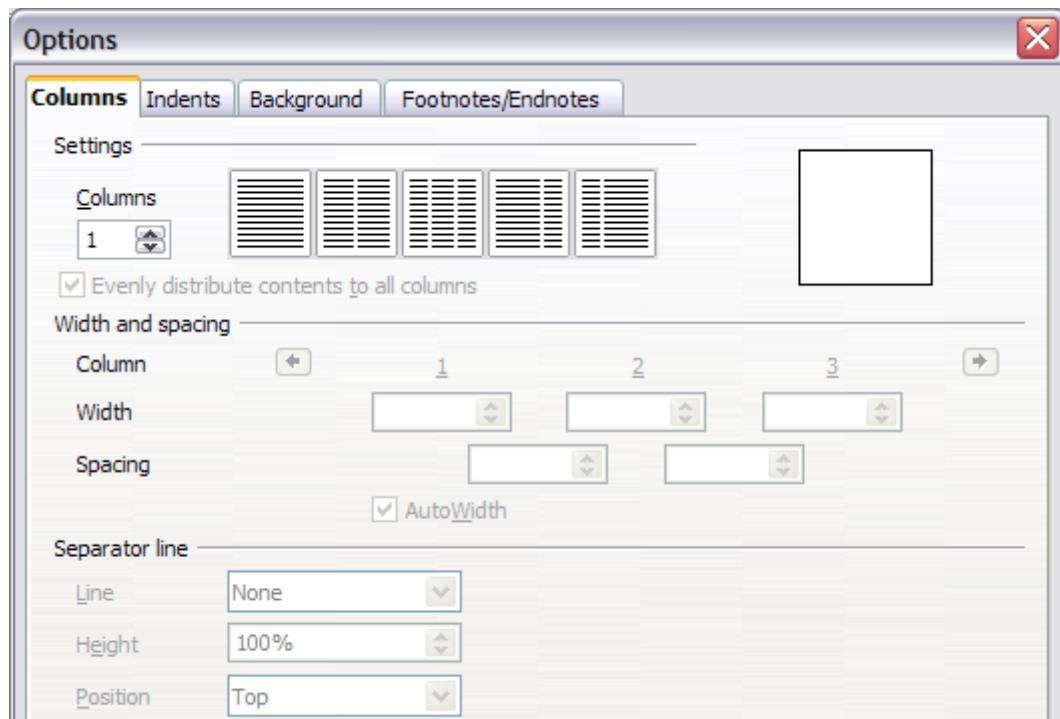


Figure 136: Options dialog box for sections

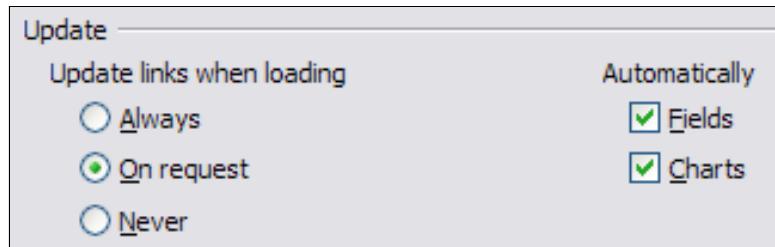
Updating links

You can set Writer to update linked sections automatically, and you can also update links manually.

Updating links automatically

To set Writer to update links without prompting you, or to turn off automatic updating, follow these steps:

- 1) Choose **Tools > Options > OpenOffice.org Writer > General**. The dialog box displays general text document settings.
- 2) In the *Update* area, under *Update links when loading*, select one of the following three options:



- Select **Always** if you want Writer to update links automatically, without prompting you, whenever you open a document that contains links.
 - Select **On request** if you want Writer to prompt you before updating links.
 - Select **Never** if you do not want Writer to update links.
- 3) Click **OK** to save your settings. The Options dialog box closes.

Updating links manually

To update a link manually:

- 1) Open the document that contains the link.
- 2) Choose **Edit > Links**. The Edit Links dialog box opens.
- 3) The list in the Edit Links dialog box displays the names of all the files that are linked to the current document. Click the file that corresponds to the link that you want to update.
- 4) Click the **Update** button. The most recently saved contents of the linked file appear in the current document.
- 5) To close the Edit Links dialog box, click **Close**.

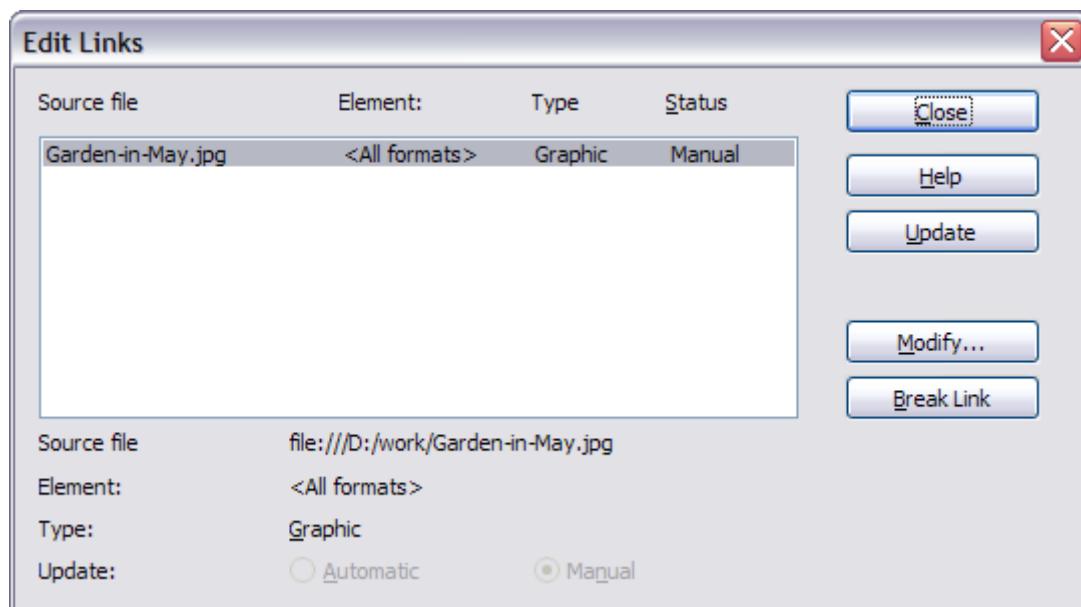


Figure 137: Edit Links dialog box

Creating headers and footers

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

In OOo, headers are specified by page styles; therefore, when inserted, all the pages with the same page style will display the same header. Chapter 7 describes how to format a header as part of the page style formatting. For the purpose of this example, we will insert a header in the Default pages using manual formatting.

Select from the main menu **Insert > Header > [Page Style]**. The submenu lists the page styles used in your document. In addition, the submenu includes the entry **All**, which activates headers on all the pages of the document regardless of their page style.

For our example, select the Default menu item to activate the headers only on the pages that use the Default page style. Similarly, to insert a footer, choose **Insert > Footer**.

Caution

The Insert Menu can also be used for *deleting* a preexisting header or footer for a page style. If that page style has a check mark in front of it, clicking on it opens an OOo dialog box warning about this and asking whether you want to delete the header or footer for that particular page style.

Depending on which option you choose, an area will appear at the top or bottom of the page. In this area you can enter text and graphics that will appear on every page.



Figure 138. A page with a page header

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

Fields are covered in Chapter 14 (Working with Fields), but one example here may be useful. To insert the document title into the header:

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

Formatting headers and footers

In Writer headers and footers are considered paragraphs and therefore you can format the header or footer text using the same techniques you use for formatting text in the main body of the document.

Tip

You can define styles for headers and footers so that you can quickly obtain a consistent formatting in case you use several page styles. Writer includes three predefined header styles and three footer styles: generic ones, for left pages, and for right pages. You can also add custom header and footer styles.

Portrait headers on landscape pages

When you define a header and footer on a landscape page, they will be aligned with the long side of the page. If your landscape pages are going to be inserted between portrait pages, you might want the headers and footers to be on the short sides of the landscape pages, so the final printed product looks like the contents of the landscape pages have been rotated 90 degrees on portrait pages.

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

To set up portrait headers and footers on landscape pages:

- 1) Calculate the required margins so the text area of the landscape page is the same size as the text area on the portrait pages, taking into account the space for headers and footers on the portrait pages.

For example, consider a book which uses the margins shown in the following table. The landscape right and left margins are 1 cm larger than the portrait top and bottom margins, respectively. This difference accounts for the extra space used by the portrait header and footer (0.5 cm for the height of the header or footer and a 0.5 cm gap between the header or footer and the main text).

Portrait page (right page)		Landscape page (right page)	
Top margin	1.5 cm	Right margin	2.5 cm
Bottom margin	1.5 cm	Left margin	2.5 cm
Left (inner) margin	2.8 cm	Top margin	2.8 cm
Right (outer) margin	1.8 cm	Bottom margin	1.8 cm

- 2) Create the Landscape page style.
- 3) Measure the distance from the upper and left edges of the page to the upper left-hand corner of the space where you want the footer to appear. Measure the width and length of the space the footer will occupy (to match footers on portrait pages). (See Figure 139.)
- 4) In a blank paragraph in the text, type the footer text or insert fields such as the page number or the chapter number and name—to match the footer text and fields on the portrait pages. Assign the *Footer* style to this paragraph so the typeface, font size, and tab settings match those of the footers on the portrait pages.

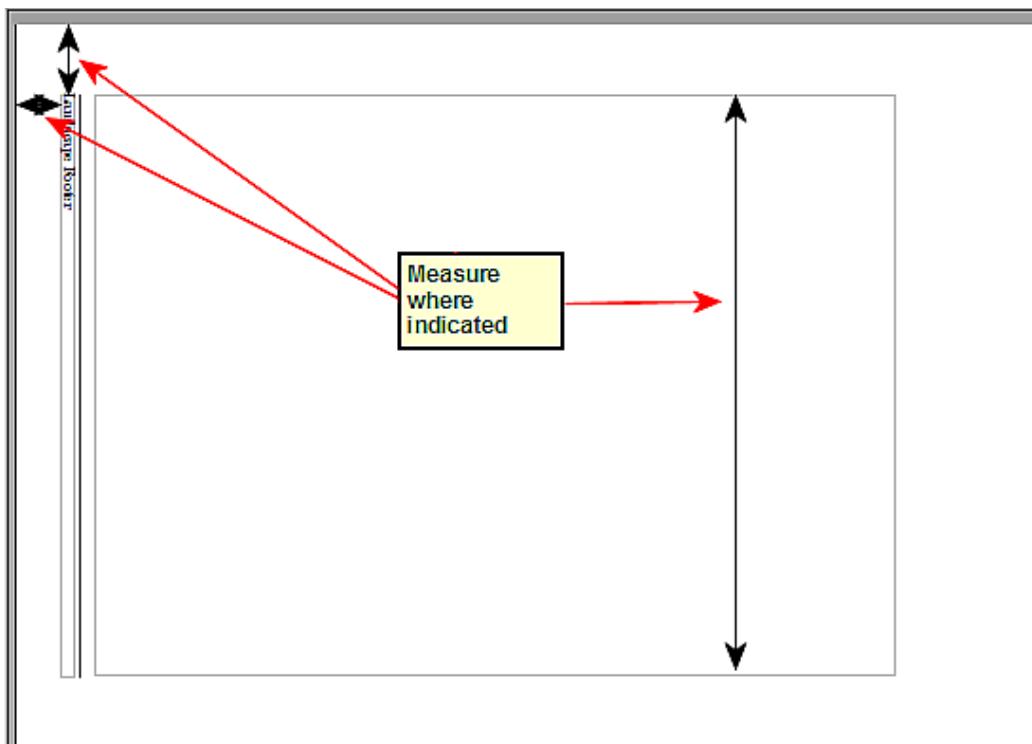


Figure 139: Measuring the location and size of the footer frame

- 5) Select the text (including the fields) you just entered. Choose **Format > Character**. On the Character dialog box, choose the *Position* tab and set *Rotation / scaling* to **270 degrees** (counterclockwise). Click **OK**.

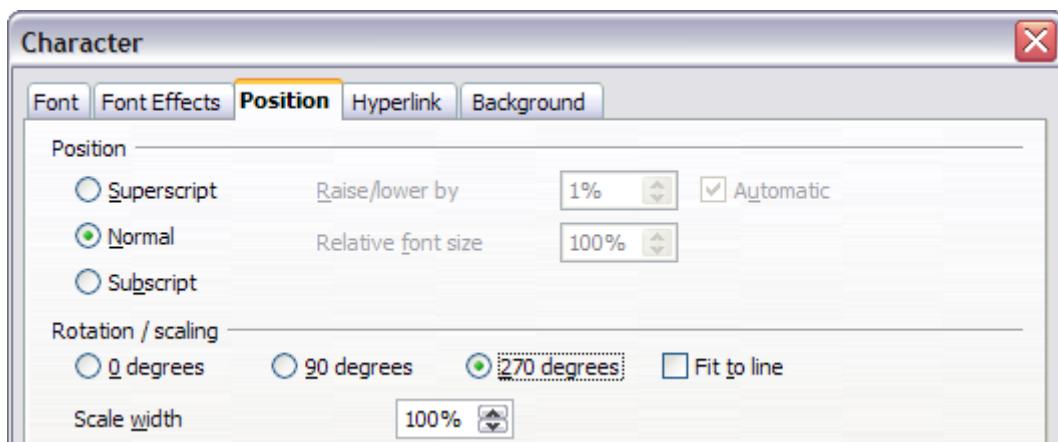


Figure 140: Rotating the footer text 270 degrees

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

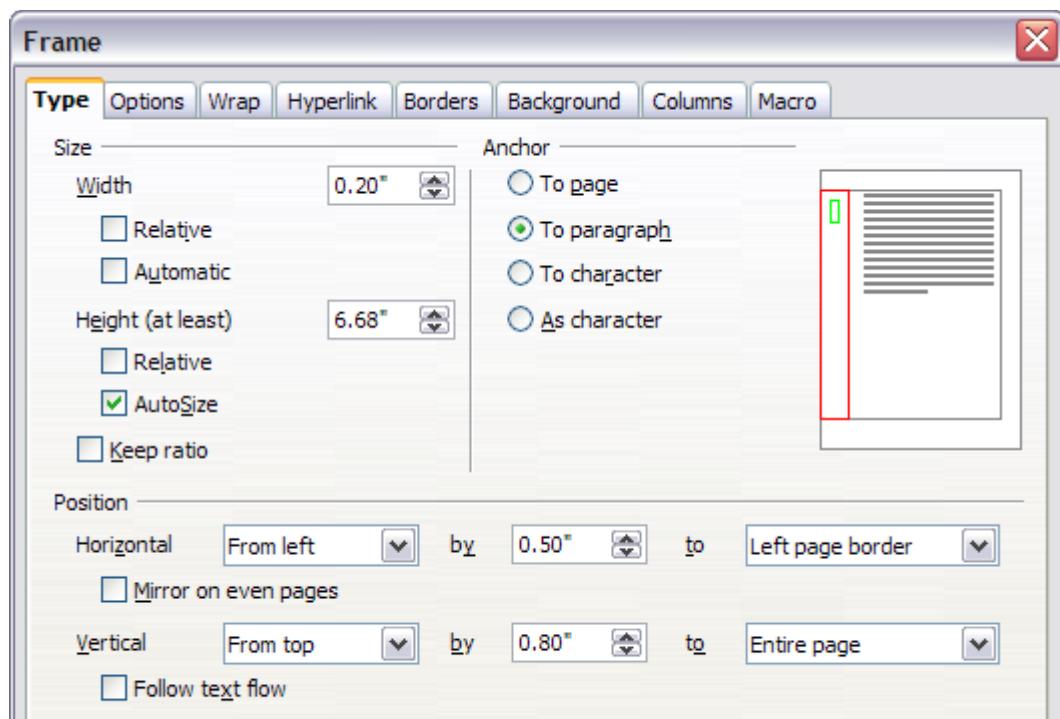


Figure 141: Defining the size and position of the footer frame

- 7) If your footer has a line above the text, as in this book, on the *Borders* page, select a right border and specify the line width and spacing to the frame's contents.
- 8) Click **OK** to save these settings. The footer should now appear in the required position and orientation.

Repeat these steps (using appropriate measurements) to set up a portrait header on the landscape page.

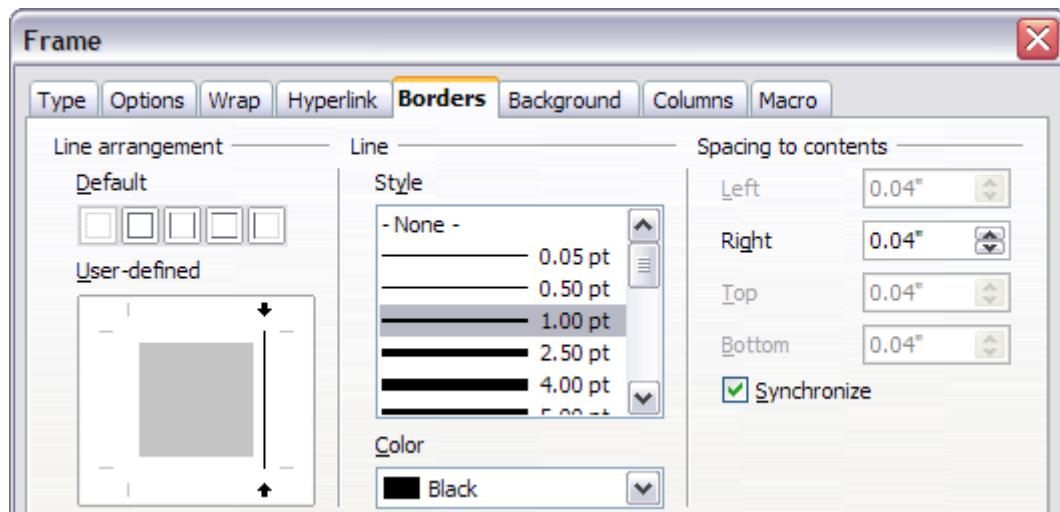


Figure 142: Specifying the border position, line width, and spacing to contents

Numbering pages

This section describes techniques to insert page numbers and related information in a document. Some basic knowledge of page styles, which are fully described in chapters 6 and 7, may be needed to follow some of the examples given.

Preliminaries: fields

OpenOffice.org uses *fields* to manage page numbers. To insert a page number field, position the cursor where you want to insert the number and choose **Insert > Fields > Page Number**. The page number appears with a gray background. The gray background denotes a field.

Note The gray background is simply there to denote a field. This background is not printed. If you wish to turn this feature off, choose **View > Field Shadings** (or press *Ctrl+F8*).

The page number field always displays the page number for the page where it is placed. If you see the words “Page number” instead of a number, press *Ctrl+F9*. This shortcut key toggles OOo between displaying the field’s *contents* (what the field is for) and the field’s *results* (what the field creates).

Note For a full introduction to fields, see Chapter 14 (Working with Fields).

Preliminaries: insert and format a header

For the purpose of this example, we will insert a header in the Default page style pages using manual formatting. See “Creating headers and footers” on page 130.

Simple page numbering

The simplest case is to have the page number at the top of every page and nothing more. To do this, put the cursor on the header and select **Insert > Fields > Page Number**.

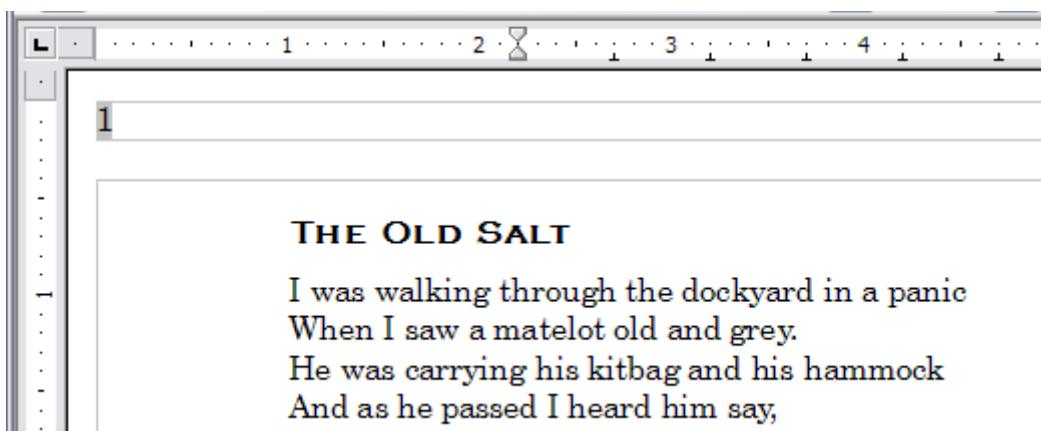


Figure 143: Page number inserted in the header

Now the correct page number appears on every page.

Combining header text and page number

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

- Right-align the header to make the page number appear on the top-right.
- Type the word **page** before the page number field so the header reads **page 1**, **page 2**, and so on. This also requires using the *Page Number* field, discussed earlier (page 135).
- Add the document title so the header reads, for example: **Peter's favourite poems**, left justified, and **page x** with right justification, where x is the value of the *Page Number* field. Consider using a (right-aligned) tab to separate the title from the page number.
- OOo also has a *Page Count* field (**Insert > Fields > Page Count**). Using it, you could, for example, have a header that reads **page 2 of 12**.

These variations are all illustrated in Figure 144.

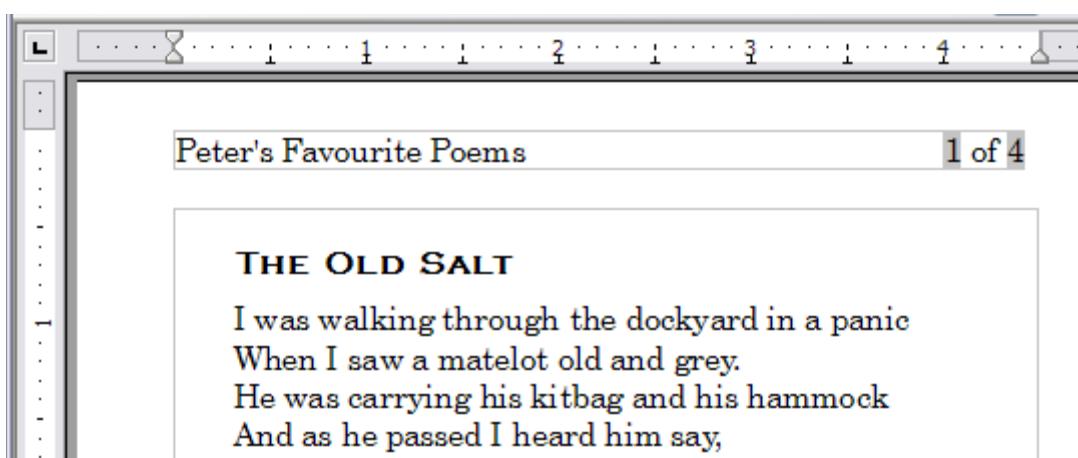


Figure 144: Variations on the simple page numbering method

Changing the number format

Many more variations are possible. For example, you can set the page number to display in Roman numerals. To do that, you could double-click on the page number and select the desired format; however, a better choice is to specify the format of numbers in the page style as explained here.

In the Styles and Formatting window (press *F11* if not already displayed) select the **Page Styles** icon and right-click on the highlighted entry for the current style. Select **Modify**, which opens the Page Style dialog box.

On the Page page of the Page Style dialog box, in the *Layout settings* section, select **i, ii, iii, ...** from the *Format* drop-down list.

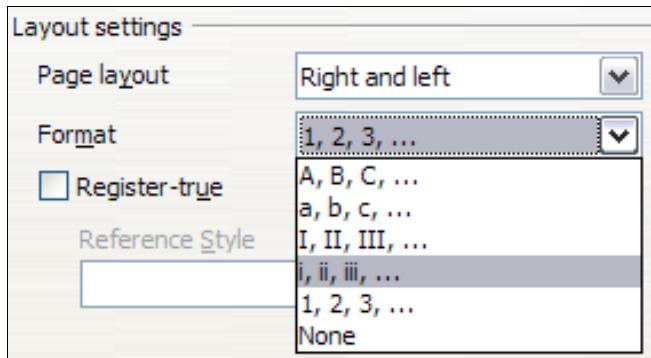


Figure 145: Changing format of page numbers

Numbering the first page something other than 1

Sometimes you may want to start a document with a page number greater than 1. For example, you may be writing a book, with each chapter in a separate file. Chapter 1 may start with page 1, but Chapter 2 could begin with page 25 and Chapter 3 with page 51.

Follow these instructions to start the page numbering in a document at a number greater than 1. (These instructions are for a page number in a footer, but you could use a header instead.)

Tip Do not set a starting page number that is an even number because you will end up with a blank page before the first page when you print the file or export it as a PDF.

- 1) Choose **Insert > Footer > [page style]** to activate the footer. (If the page style is already selected in the Footer menu, point to it and click **OK** in the dialog box that appears. Then point to that page style again to select it.)
- 2) The cursor is now in the footer. To insert the page number, choose **Insert > Fields > Page Number**. The page number will be **1**.
- 3) Click in the first paragraph in the text area or type a paragraph of text.
- 4) Choose **Format > Paragraph** (or right-click and choose **Paragraph** from the pop-up menu) to display the Paragraph dialog box.
- 5) On the *Text Flow* page, in the *Breaks* section, select **Insert** and select **Page** in the *Type* drop-down list. Select **With Page Style** and the page style you are using for the first page of the document.
- 6) The *Page number* field is now active. Type the page number you want to start with. Click **OK** to close the Paragraph dialog box.

Numbering pages by chapter

Technical documents often include the chapter number with the page number in the header or footer. For example, 1-1, 1-2, 1-3, ...; 2-1, 2-2, 2-3, ...

To set up this type of page numbering in OOo, you need to do three things:

- 1) Ensure that your chapter titles are all identified by the same paragraph style, for example, the **Heading1** style.
- 2) Use **Tools > Outline Numbering** to tell OOo what paragraph style you are using for Level 1 in your outline, and specify "1,2,3" in the Number box.



Figure 146: Specifying paragraph style and numbering for chapter titles

- 3) Insert the chapter number in your document. To do this:
 - a) Place the cursor in the header or footer just before the page number you inserted earlier, and choose **Insert > Fields > Other** from the menu bar.
 - b) On the Fields dialog (Figure 147), go to the *Document* page. Select **Chapter** in the *Type* list, **Chapter number** in the *Format* list, and **1** in the *Layer* box. Click **Insert**.
 - c) Type a hyphen or other punctuation between the chapter number and the page number.

For more information, see “Choosing paragraph styles for outline levels” and “Including chapter or section information in page headers” in Chapter 7 (Working with Styles).

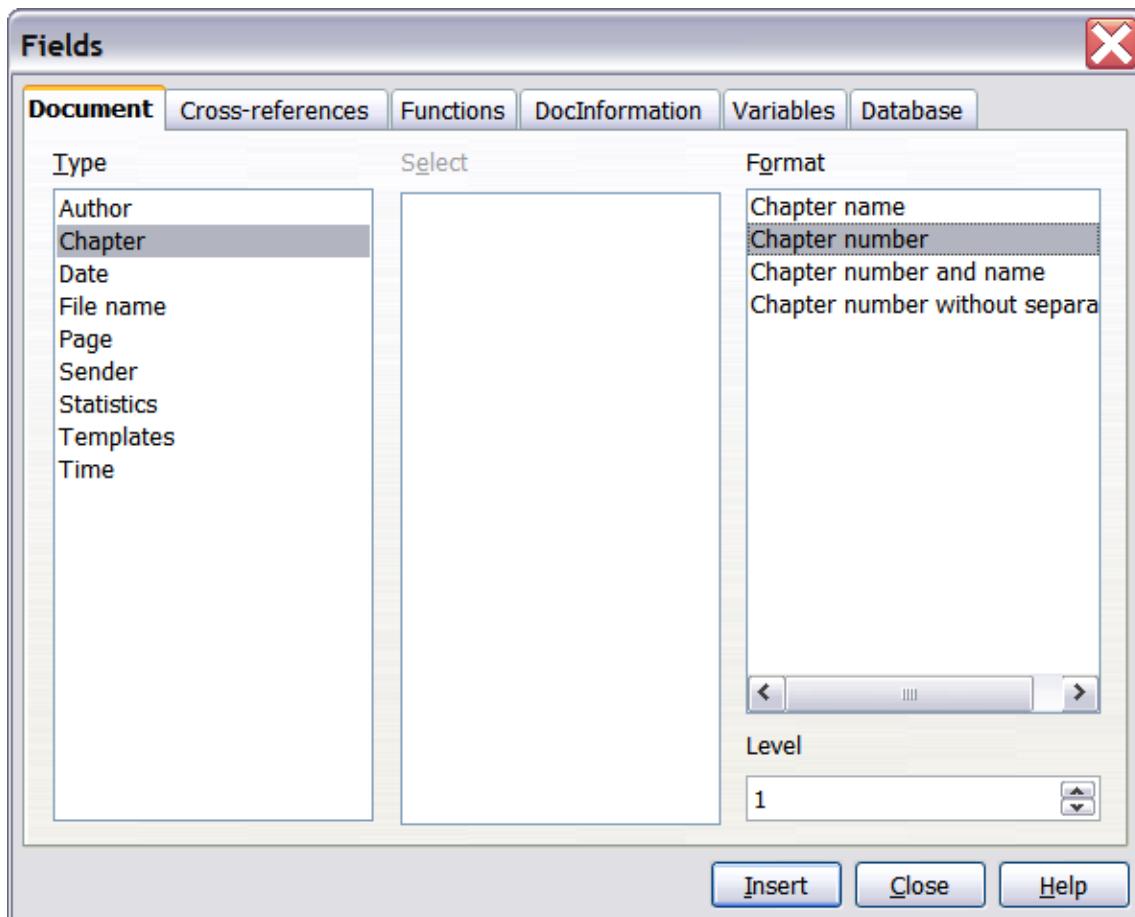


Figure 147: Inserting a chapter number field

Restarting page numbering

Often you will want to restart the page numbering at 1, for example, on the page following a title page or a table of contents. In addition, many documents have the *front matter* (such as the table of contents) numbered with Roman numerals and the main body of the document numbered in Arabic numerals, starting with 1.

You can restart page numbering in two ways.

Method 1:

- 1) Place the cursor in the first paragraph of the new page.
- 2) Choose **Format > Paragraph**.
- 3) On the *Text Flow* page of the Paragraph dialog box (Figure 110 on page 109), select **Insert** in the *Breaks* area.
- 4) In the *Type* drop-down list, select **Page**.
- 5) In the *Position* drop-down list, select **Before** or **After** to position where you want to insert the page break.
- 6) Select **With Page Style** and specify the page style to use.
- 7) Specify the page number to start from and then click **OK**.

Method 2:

- 1) Place the cursor in the first paragraph of the new page.
- 2) Choose **Insert > Manual break**.
- 3) **Page break** is the default selected on the Insert Break dialog box.

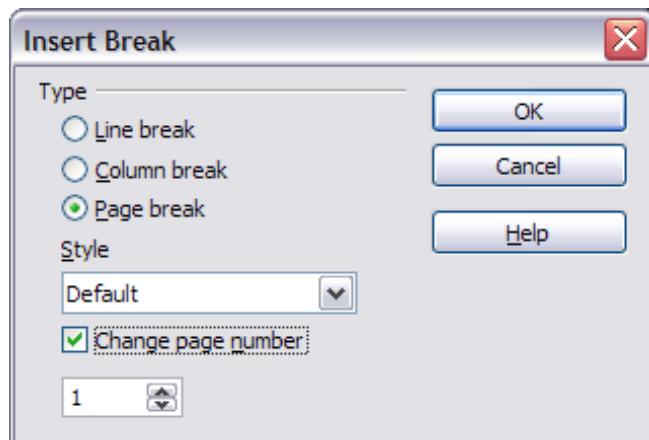


Figure 148: Restarting page numbering after a manual page break

- 4) Choose the required page in the *Style* drop-down list.
- 5) Select **Change page number**.
- 6) Specify the page number to start from and then click **OK**.

Example: Restart page numbering: a preface

A standard preface has the following properties:

- Page numbers are displayed in Roman numerals (i, ii, iii, iv, ...).
- After the preface, the document starts on a *Default* page.
- The page number resets to 1, and the number format becomes Arabic (1, 2, 3, 4, ...).

Resetting the page number requires page breaks.

First, let's get the preliminary work done for the *Preface* style:

- 1) Create a new page style and name it **Preface**.
- 2) Set its *Next Style* to **Preface** because a preface could span multiple pages.
- 3) Add a header to *Preface* and insert the *Page Number* field. Make the page numbers display as Roman numerals (i, ii, iii, iv, ...):
 - a) Open the page style window for *Preface* (if not already open) and click the **Header** tab. Select **Header on** under *Header*.
 - b) Click the **Page** tab. Under *Layout settings*, in the *Format* drop-down list, set the format to **i, ii, iii,** Click **OK** to close the dialog box.

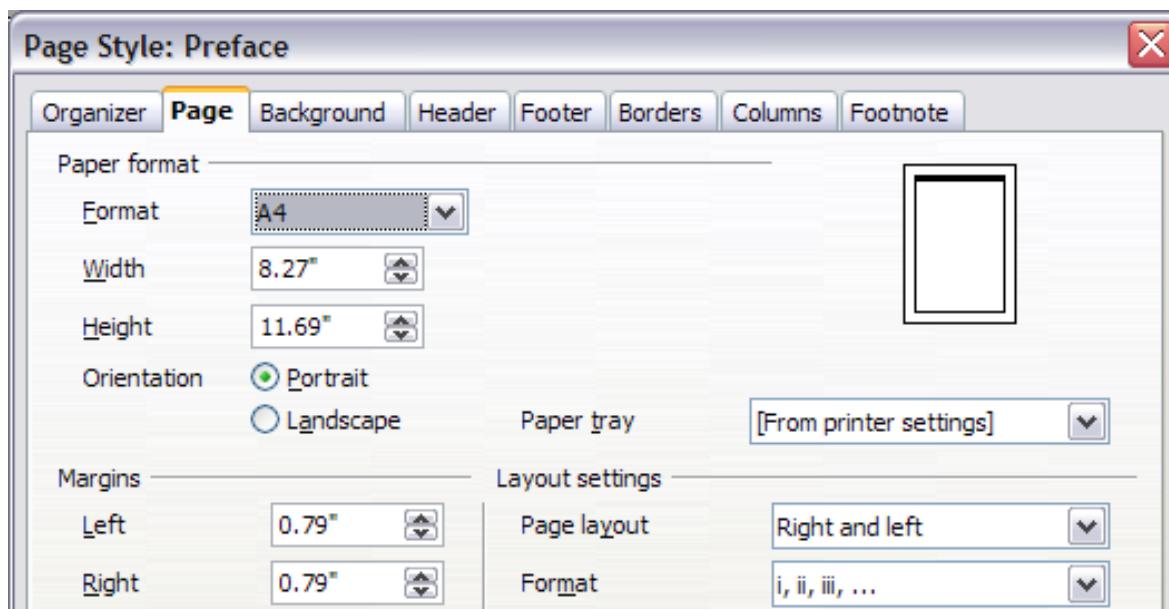


Figure 149. Set page number format to Roman numerals.

After the preface is written, we are ready to restart the page numbering in the main body of the document to Arabic numerals. Follow these steps:

- 1) Make an empty paragraph at the very end of the preface.
- 2) Put the cursor on the blank line.
- 3) Choose **Insert > Manual Break**.
- 4) Select **Page break** and choose the *Default* style.
- 5) Select the **Change page number** option and set the new value to **1**. Click **OK** to close the dialog box.

These settings are shown in Figure 150.

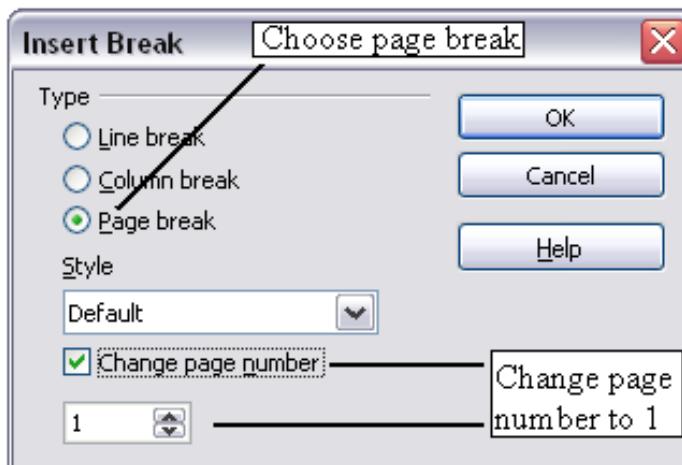


Figure 150: Set the new page number to 1 and the page style to Default.

Note

You cannot assign an odd page number to a left page or an even page number to a right page. OOo strongly adheres to the convention that odd page numbers go on right-hand pages and even page numbers on left-hand pages.

This change is also reflected on the status bar. The *Page* section of the status bar now includes both the total page count and the entry of the page number field.



Figure 151: Page number in the status bar

Problems with restarting page numbering

Restarting page numbering may lead to two problems.

- The *Statistics* page in the document's **Properties** (**File > Properties**) always displays the total number of pages in the document, which may not be what you want to appear in the *Page Count* field.
- When page numbering is restarted, OOo always makes odd-numbered pages to be on the right and even-numbered pages to be on the left. It does this by inserting a blank page, if necessary. Sometimes this blank page is not desired, particularly when creating PDFs or when printing single sided.

Solving the page count problem

Suppose you know exactly how many pages are not to be included in the page count. (You want one page to be excluded in the page count for the following example.)

Instead of inserting a *Page Count* field, you can do the following:

- 1) Position the cursor where you want the page count to appear.
- 2) Press *F2* to open the formula bar, just above the horizontal ruler in the main Writer window (see Figure 152).
- 3) After the equal sign, type *page -1*. If you want to exclude several pages, substitute the number of excluded pages for 1 in the formula.
- 4) Press *Enter* to close the formula bar and insert the resulting field into the document.



Figure 152: Formula bar

If you do not know the total number of pages in advance, then one approach is to create a bookmark on the last page and then insert a cross reference to it.

To create a bookmark on the last page:

- 1) Go to the last page (*Ctrl+End*).
- 2) Choose **Insert > Bookmark**.
- 3) In the Insert Bookmark dialog box, type a name for the bookmark, for example *LastPage*. Click **OK**.

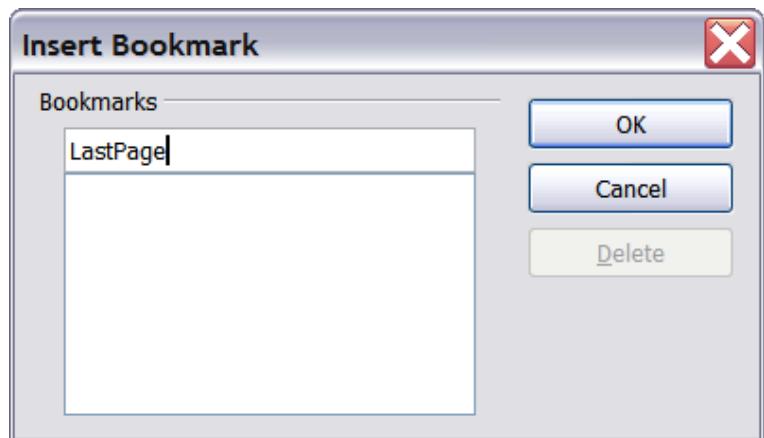


Figure 153: Inserting a bookmark

To insert a cross-reference to the last page in the header or footer where you want to refer to the total number of pages:

- 1) Position the cursor at the desired location—for example after the space added after **of** in the header or footer, as in **page xx of yy**.
- 2) Choose **Insert > Cross-reference**.
- 3) On the *Cross-references* page of the Fields dialog box, select **Bookmarks** in the *Type* column and **LastPage** in the *Selection* column. **LastPage** now appears in the *Name* box.
- 4) In the *Insert Reference to* box, select **As page style**. Click **Insert**.

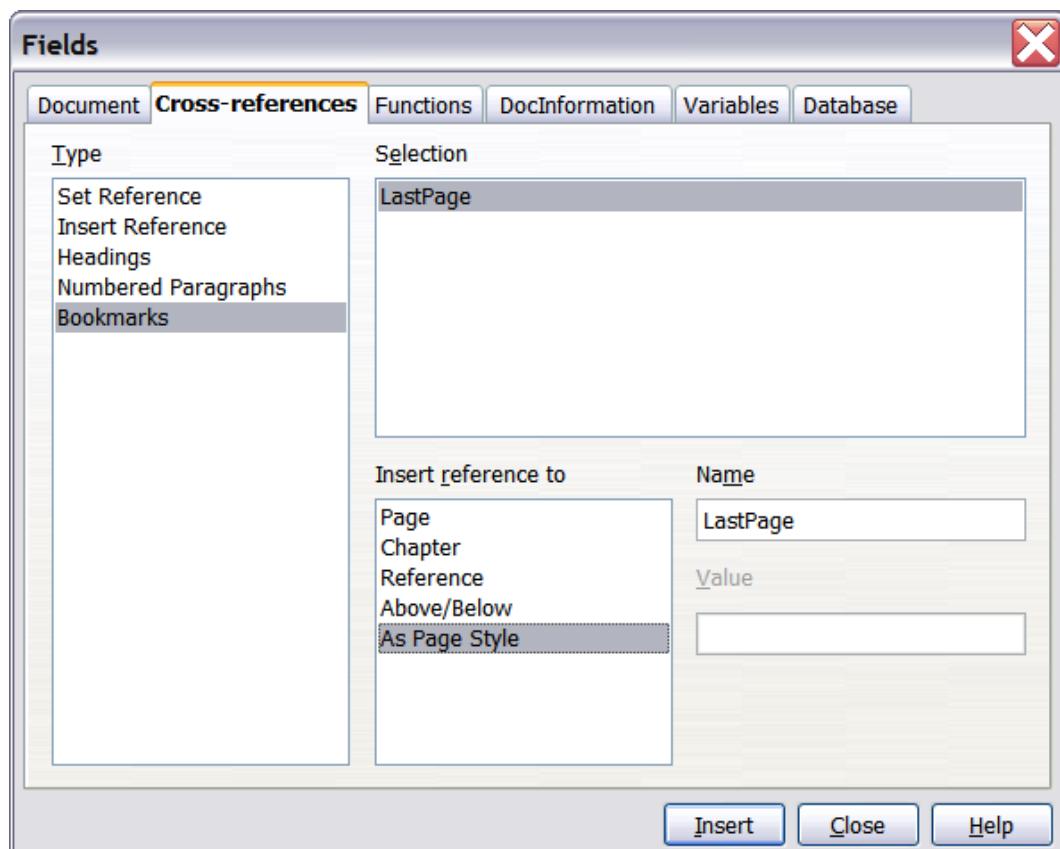


Figure 154: Inserting a cross-reference to a bookmark on the last page of a document

Note

Do not delete the bookmark at the end of the document. If you do, the cross-reference will not work.

If a field, such as a cross-reference, does not automatically update, select the text containing the field and press *F9*.

Numbering portrait and landscape pages

To create page numbers on portrait and landscape pages in the same place and orientation:

- 1) Refer to “Portrait headers on landscape pages” on page 132 to create a landscape page style and landscape header or footer styles. When creating the page style, select the **Use dynamic spacing** option in the *Spacing* area in the *Header or Footer* pages of the Page Style dialog box.
- 2) Insert the page break and choose the landscape page style; do not change the page numbering.
- 3) In the relevant header or footer, insert the page number field (**Insert > Fields > Page Number**).

Defining borders and backgrounds

You can apply borders and backgrounds to many elements in Writer. Paragraphs, pages, frames, sections, page styles, paragraph styles, and frame styles can include both borders and backgrounds; character styles, tables of contents, and indexes can include backgrounds only.

The dialog box pages for borders and backgrounds are similar in each case. To illustrate their use, we will define a border and background for a text frame.

Tip

Page backgrounds fill only the area within the margins, including the header or footer (if any). To extend the background color or graphic into the margins, you need to define a frame of appropriate size and position, anchor it to the page or a paragraph, and send it to the background. For more about anchoring frames, see Chapter 8 (Working with Graphics).

Adding a border

To begin, select the frame, right-click, and choose Frame from the pop-up menu. Choose the Borders tab.

Borders have three components: where they go, what they look like, and how much space is left around them.

- *Line arrangement* specifies where the borders go. Writer provides five default arrangements but you can just as easily click on the line you want to customize in the *User-defined* area to get exactly what you want. Each line can be individually formatted.
- *Line* specifies what the border looks like: the style and color. There are a number of different styles and colors to choose from. The Line Style and Color will apply to those borders highlighted by a pair of black arrows in the User-defined map on the left hand side of the dialog box.

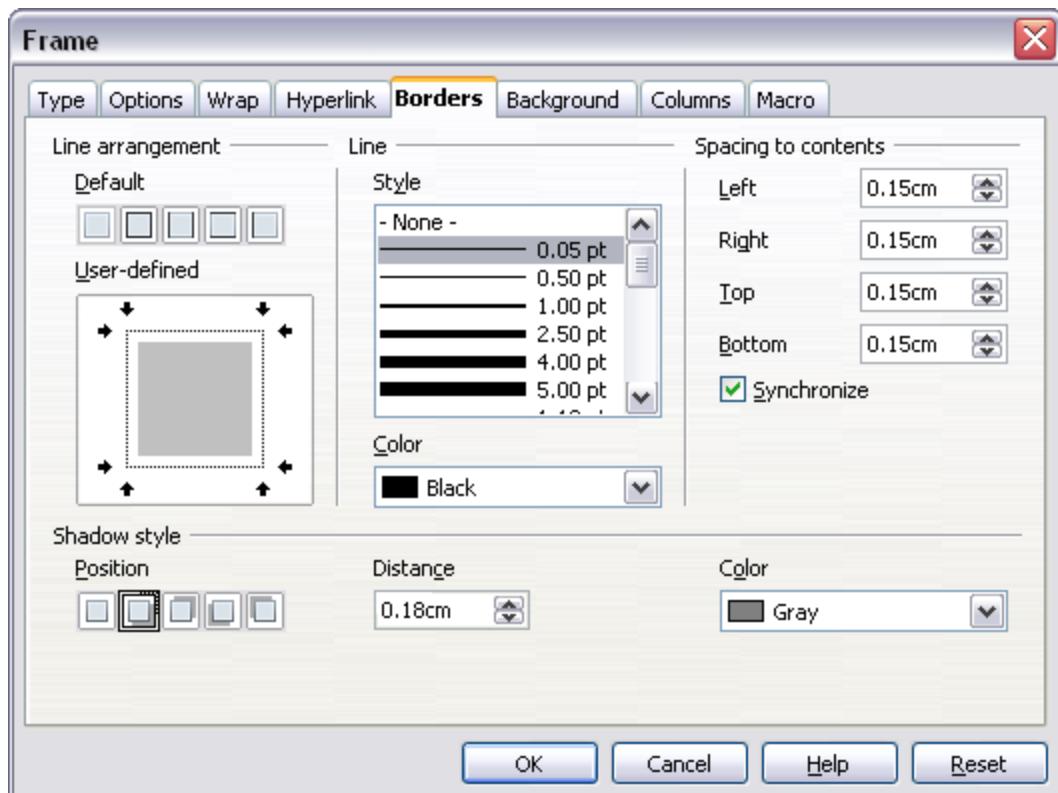


Figure 155: Frame dialog box: Borders page

- *Spacing to contents* specifies how much space to leave between the border and the contents of the element. Spaces can be specified to the left, right, above, and below. Check **Synchronize** to have the same spacing for all four sides. This spacing is like a padding and it is not factored in when calculating the text measurements.
- *Shadow style* properties always apply to the whole element. A shadow has three components: where it is, how far from the element it is cast, and what color it is.

Adding color to the background

In the Frame dialog box, choose the Background page. Here you can add color or a graphic.

To add color to the background, select from the color grid. You can adjust the transparency of the color to make any text easier to read.

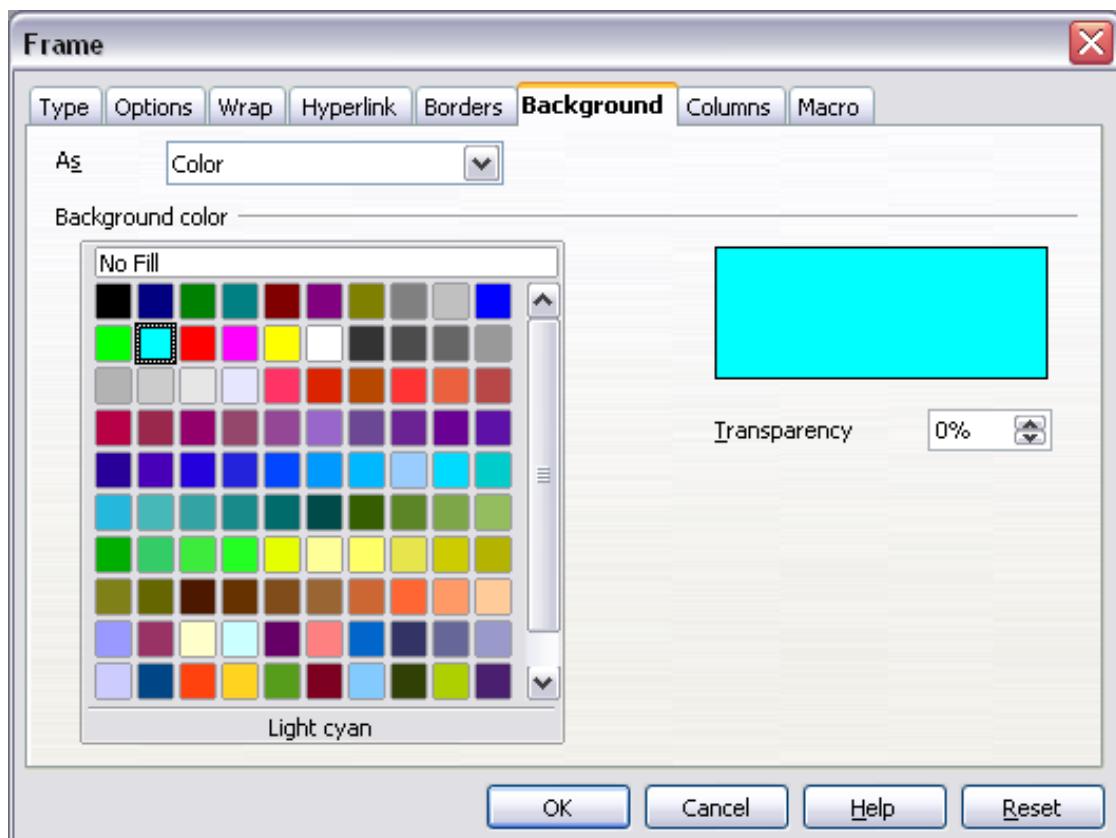


Figure 156: Frame dialog box: Background page showing color choices

Adding a graphic to the background

To add a graphic to the background:

- 1) From the As drop-down list on the Background page, select **Graphic**. The page now displays the graphics options, as shown in Figure 157.
- 2) Click the **Browse** button. The Find Graphics dialog box opens.
- 3) Find the file you want and then click the **Open** button. The Find Graphics dialog box closes and the selected graphic appears in the preview box on the right-hand side of the *Background* tab. (If you do not see the graphic, select the **Preview** option.)
- 4) To embed the graphic in your document, deselect **Link**. To link the graphic to the document but not embed it, select **Link**. For more about linking graphics, see Chapter 8 (Working with Graphics).
- 5) In the *Type* area, choose how you want the background graphic to appear:
 - To position the graphic in a specific location, select **Position** and then click the desired location in the position grid.
 - To stretch the graphic to fill the entire background area, select **Area**.
 - To repeat the graphic across the entire background area, select **Tile**.
- 6) In the *Transparency* area, you can adjust the transparency of the graphic. This adjustment is often necessary to make any text easier to read.

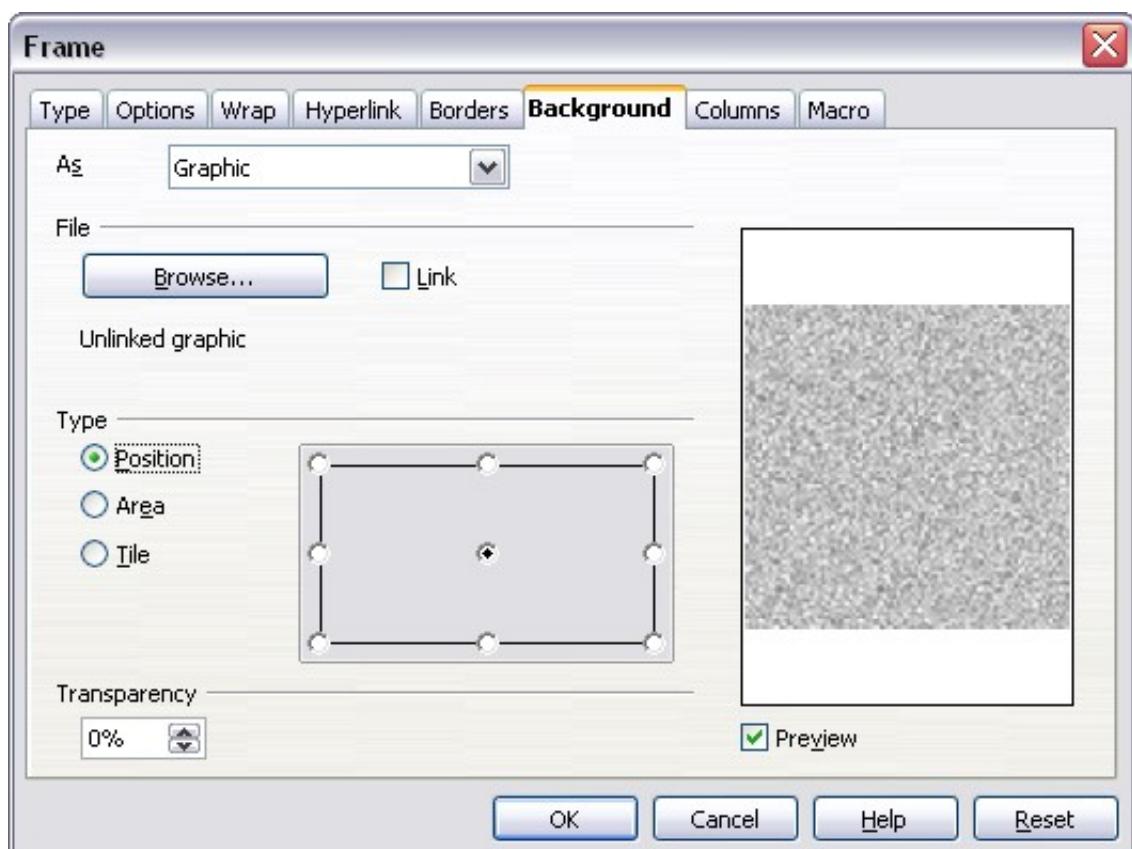


Figure 157: Graphic options on the Background page of the Frame dialog box

Deleting color or graphics from the background

To delete color or graphics from the background:

- 1) From the As drop-down list, select **Color**.
- 2) Click **No Fill** on the color grid.



Chapter 5

Printing, Exporting, Faxing, and E-Mailing

Introduction

General information about printing and faxing documents from OOo is provided in the *Getting Started* guide. This chapter describes some items of particular interest to users of Writer.

Quick printing

Click the **Print File Directly** icon  to send the entire document to the default printer defined for your computer.

Note You can change the action of the **Print File Directly** icon to send the document to the printer defined for the document instead of the default printer for the computer. Go to **Tools > Options > Load/Save > General** and select the **Load printer settings with the document** option.

Controlling printing

For more control over printing, use the Print dialog box (**File > Print** or **Ctrl+P**).

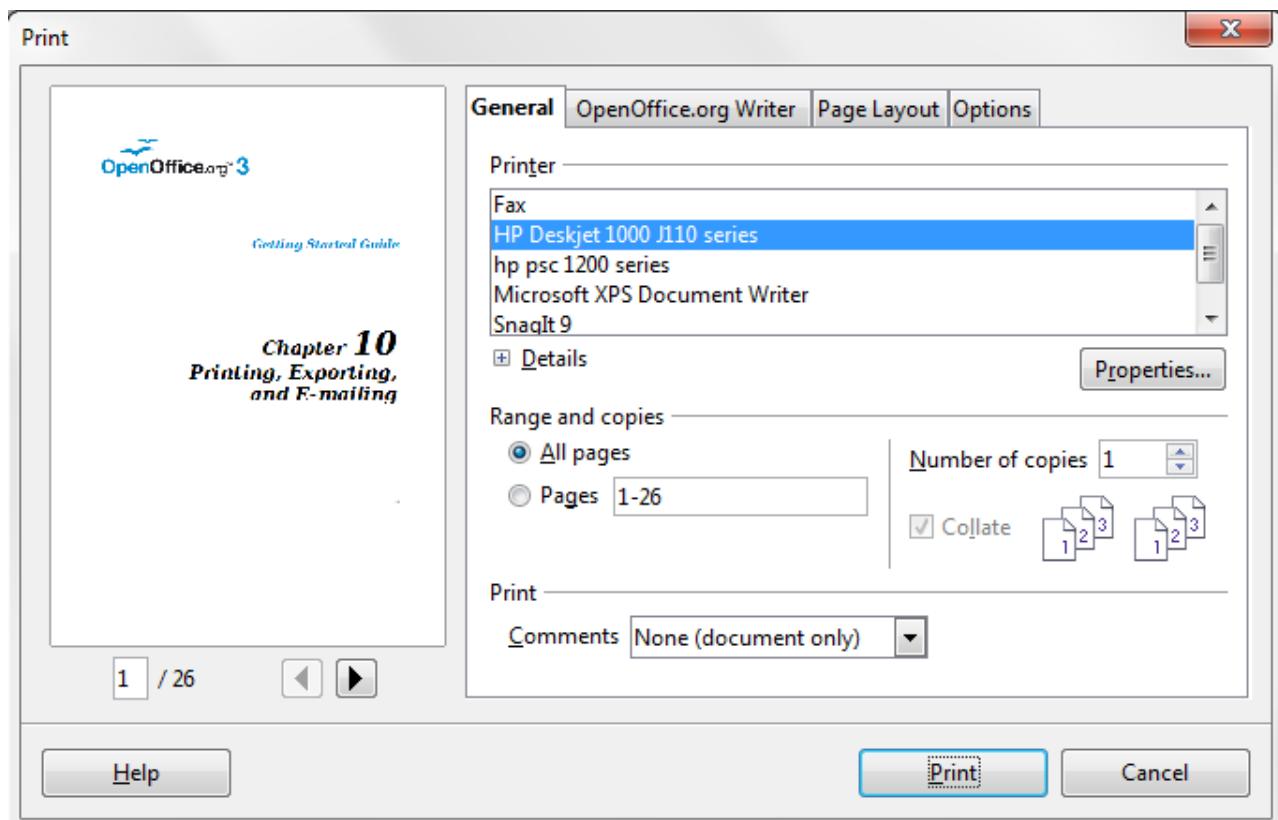


Figure 158: The Print dialog box

The Print dialog box has four tabs, from which you can choose a range of options, as described in the following sections.

The options selected on the Print dialog box apply to this printing of this document only.

Note To specify default printing settings for OOo, go to **Tools > Options > OpenOffice.org - Print** and **Tools > Options > OpenOffice.org Writer - Print**. See Chapter 2 (Setting Up Writer) for more details.

Selecting general printing options for a document

On the *General* tab of the Print dialog box, you can choose:

- The **printer** (from the printers available)
- Which **pages** to print, the number of copies to print, and whether to collate multiple copies (*Range and copies* section)
- Whether to print any **comments** that are in the document, and where to print the comments.

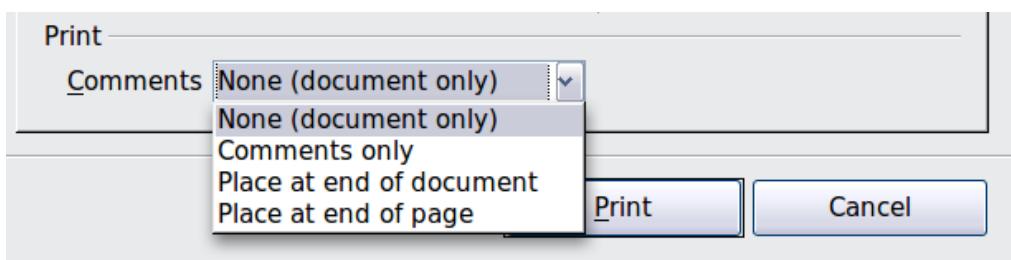


Figure 159: Choosing whether and where to print comments

Select the **Properties** button to display a dialog box where you can choose portrait or landscape orientation, which paper tray to use, and the paper size to print on.

On the *Options* tab of the Print dialog box, you can choose various other options for printing.

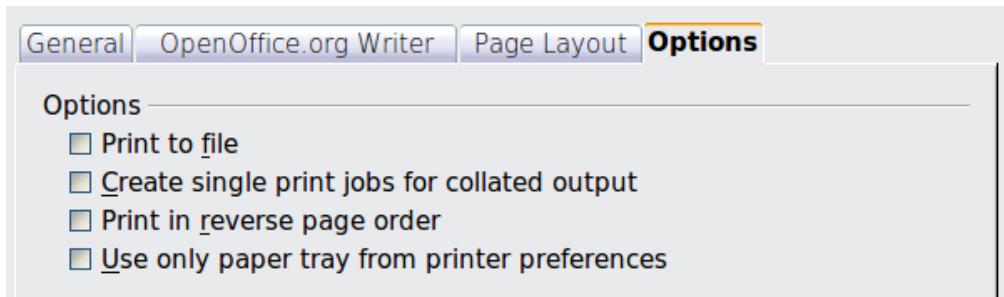


Figure 160: General print options

Printing multiple pages on a single sheet of paper

You can print multiple pages of a document on one sheet of paper. To do this:

- 1) In the Print dialog box, select the *Page Layout* tab (Figure 161).

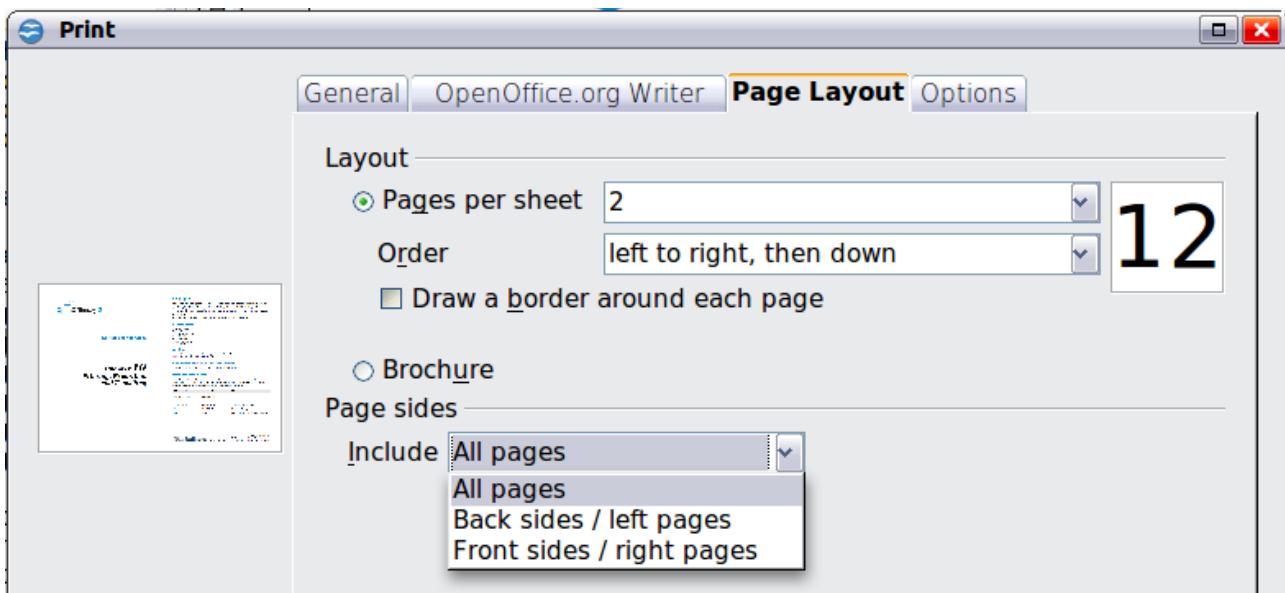
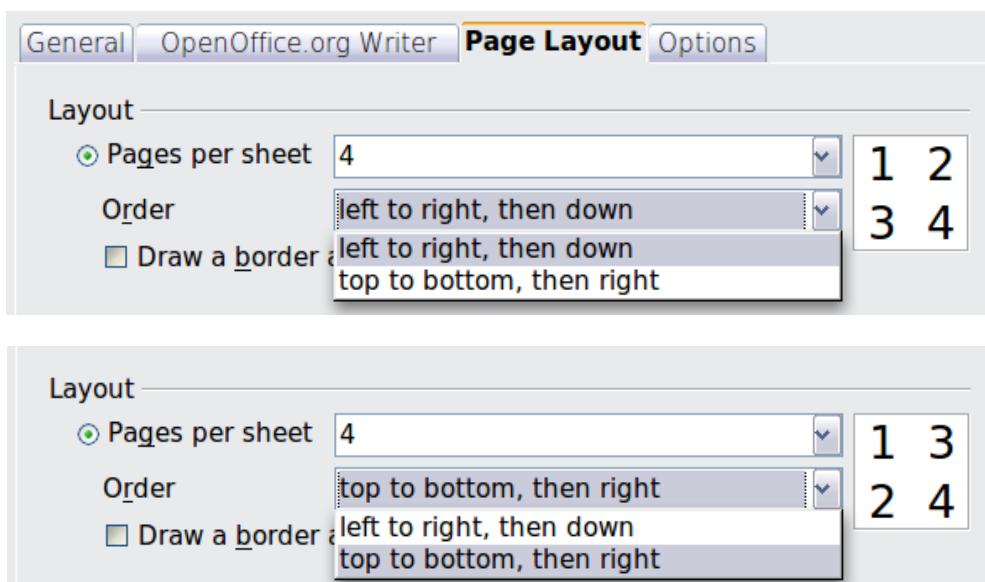


Figure 161: Printing multiple page per sheet of paper

- 2) In the *Layout* section, select from the drop-down list the number of pages to print per sheet. The preview panel on the left of the Print dialog box shows how the printed document will look.

When printing more than 2 pages per sheet, you can choose the order in which they are printing across and down the paper. The two pictures below show the difference.



- 3) In the *Page sides* section, select whether to print all pages or only some pages.
- 4) Click the **Print** button.

Tip

To print two pages per sheet in “facing pages” (book layout) style, print from Print Preview instead. See page 155.

Selecting what to print

In addition to printing a full document, you can choose to print individual pages, ranges of pages, or a selection of a document, as described in this section.

Printing an individual page:

- 1) Choose **File > Print** from the menu bar.
- 2) On the Print dialog box, select the page to print.
 - a) In the *Ranges and copies* section of the General page, select the *Pages* option.
 - b) Enter the *sequence number* of the page you want to print. The preview box changes to show the selected page.
If you have restarted page numbering within the document, the sequence number is not the same as the page number.
- 3) Click the **Print** button.

Printing a range of pages:

- 1) Choose **File > Print** from the menu bar.
- 2) On the Print dialog box, select the range of pages to print.
 - a) In the *Ranges and copies* section of the General page, select the *Pages* option.
 - b) Enter the sequence numbers of the pages to print (for example, 1-4 or 1,3,7,11).
- 3) Click the **Print** button.

Printing a selection of text:

- 1) In the document, select the material (text and graphics) to print.
- 2) Choose **File > Print** from the menu bar.
- 3) The *Ranges and copies* section of the Print dialog box now includes a *Selection* option and the preview box shows the selected material. See Figure 162.
- 4) Click the **Print** button.

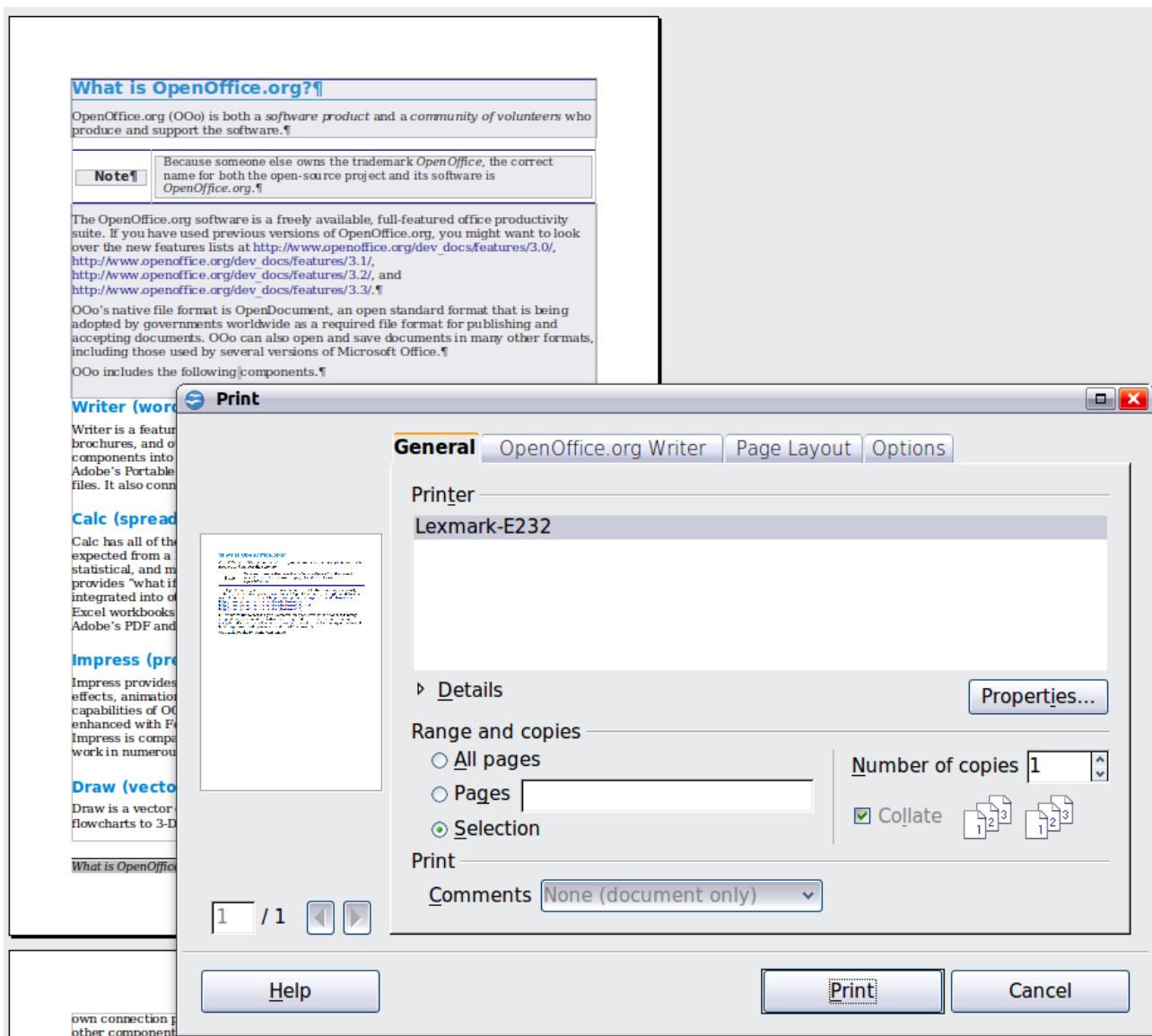


Figure 162: Printing a selection of text

Printing a brochure

In Writer, Impress, and Draw, you can print a document with two pages on each side of a sheet of paper, arranged so that when the printed pages are folded in half, the pages are in the correct order to form a booklet or brochure.

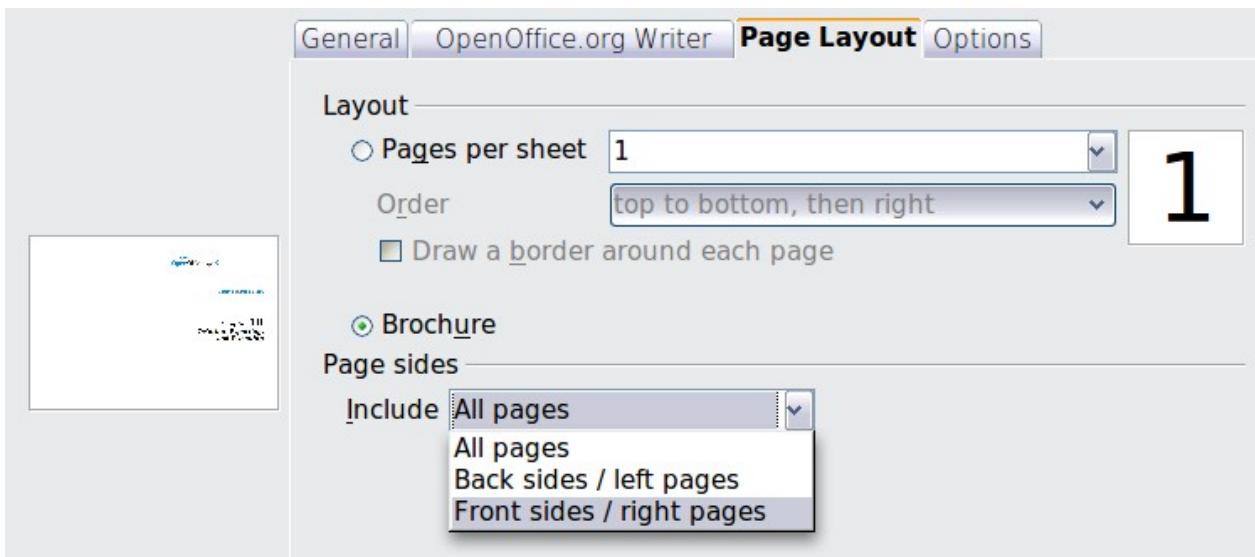
Tip

Plan your document so it will look good when printed half size; choose appropriate margins, font sizes, and so on. You may need to experiment.

To print a brochure on a single-sided printer:

- 1) Choose **File > Print**.
- 2) In the Print dialog box, click **Properties**.
- 3) Check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures. Click **OK** to return to the Print dialog box.
- 4) Select the *Page layout* tab in the Print dialog box.

- 5) Select the **Brochure** option.
- 6) In the *Page sides* section, select *Back sides / left pages* option from the Include drop-down list.



- 7) Click the **Print** button.
- 8) Take the printed pages out of the printer, turn the pages over, and put them back into the printer in the correct orientation to print on the blank side. You may need to experiment a bit to find out what the correct arrangement is for your printer.
- 9) On the Print dialog box, in the *Page sides* section, select *Front sides / right pages* option from the Include drop down box.
- 9) Click the **Print** button.

Tip If your printer can print double-sided automatically, choose **All pages**.

Printing in black and white (on a color printer)

You may wish to print documents in black and white on a color printer. Several choices are available. Please note that some color printers may print in color regardless of the settings you choose.

Change the printer settings to print in black and white or grayscale:

- 1) Choose **File > Print** to open the Print dialog box.
- 2) Click **Properties** to open the Properties dialog box for the printer. The available choices vary from one printer to another, but you should find options for the Color settings. See your printer's help or user manual for more information.
- 3) The choices for color might include *black and white* or *grayscale*. Choose the required setting.
- 4) Click **OK** to confirm your choice and return to the Print dialog box,
- 5) Click the **Print** button to print the document.

Tip Grayscale is best if you have any graphics in the document.

Change the Oo settings to print all color text and graphics as grayscale:

- 1) Choose **Tools > Options > OpenOffice.org > Print**.
- 2) Select the **Convert colors to grayscale** option. Click **OK** to save the change.
- 3) Open the Print dialog box (**File > Print**).
- 4) Click the **Print** button to print the document.

Change the Oo Writer settings to print all color text as black, and all graphics as grayscale:

- 1) Choose **Tools > Options > OpenOffice.org [Component] > Print**.
- 2) Under **Contents**, select the **Print text in black** option. Click **OK** to save the change.
- 3) Open the Print dialog box (**File > Print**).
- 4) Click the **Print** button to print the document.

Previewing pages before printing

The normal page view in Writer shows you what each page will look like when printed and you can edit the pages in that view. If you are designing a document to be printed double-sided, you may want to see what facing pages look like. Writer provides two ways to do this:

- View Layout (editable view): use the Facing Pages (Book Preview) button on the status bar.



- Page Preview (read-only view).

To use Page Preview:

- 1) Choose **File > Page Preview** (or click the **Page Preview** button on the Standard toolbar).

Writer now displays the **Page Preview** toolbar instead of the Formatting toolbar.



Figure 163. Page Preview toolbar (Writer)

- 2) Select the required preview icon: **Two Pages** () or **Multiple Pages** () or **Book Preview** ()
- 3) To print the document from this view, click the **Print document** icon () to open the Print dialog box.
- 4) Choose the print options and click the **Print** button.

Printing envelopes

Printing envelopes involves two steps: setup and printing.

To set up an envelope to be printed by itself or with your document:

- 1) Click **Insert > Envelope** from the menu bar.
- 2) In the Envelope dialog box, start with the *Envelope* tab. Verify, add, or edit the information in the Addressee and Sender boxes (the “from” on the envelope).

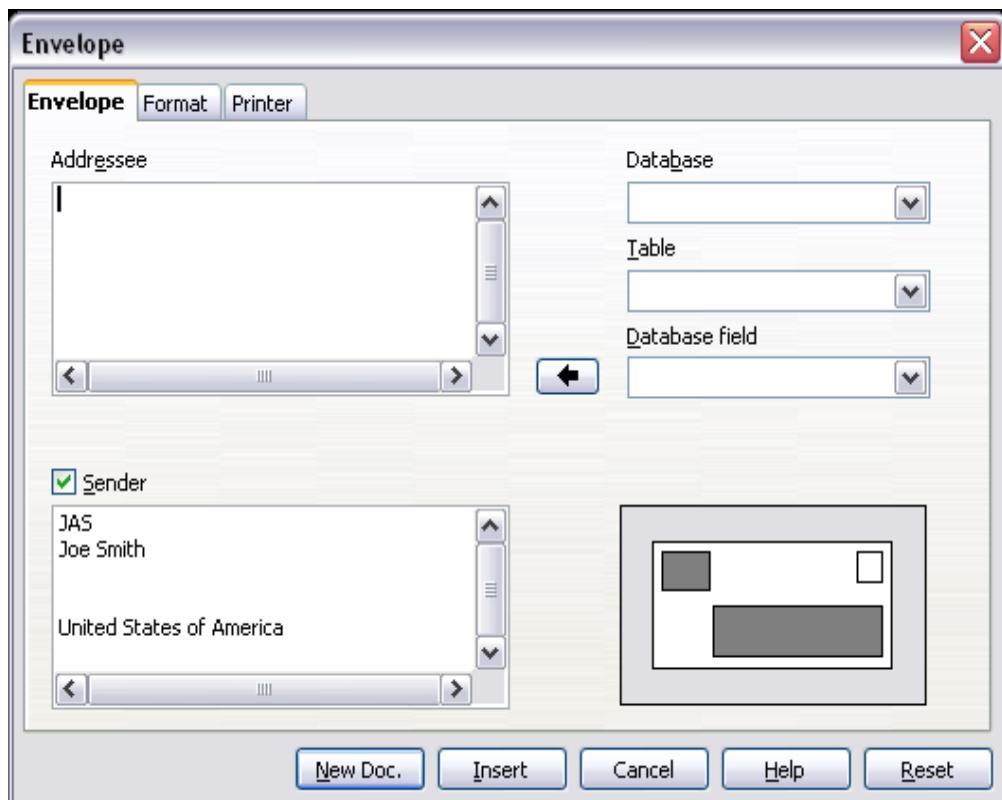


Figure 164. Choosing addressee and sender information for an envelope

You can type information directly into the Addressee and Sender boxes, or use the right-hand drop-down lists to select the database or table from which you can draw the envelope information, if desired. See Chapter 11 (Using Mail Merge) for details on how to print envelopes from a database.

- 3) On the *Format* page, verify or edit the positioning of the addressee and the sender information. The preview area on the lower right shows the effect of your positioning choices.
- 4) To format the text of these blocks, click the **Edit** buttons to the right. In the drop-down list you have two choices: Character and Paragraph.
 - In Character, you can choose Fonts (Sizes...), Fonts Effects (Underlining, Color...), Position (Rotating/scaling...), Hyperlink, Background and more.
 - In Paragraph, you can choose Indents & Spacing, Alignment, Text Flow, Tabs, Drop Caps, Borders and Backgrounds.

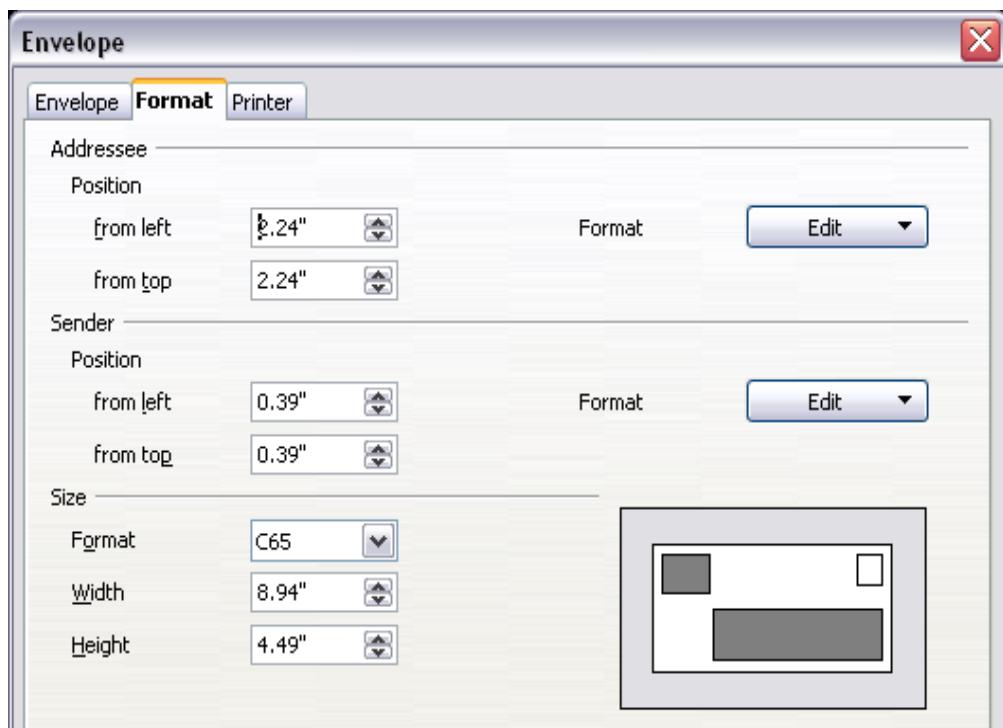


Figure 165. Choosing positioning and size of elements for an envelope

- 5) In the lower left of this page, choose the envelope format from the drop-down list. The width and height of the selected envelope then show in the boxes below the selected format. If you chose a pre-existing format, just verify these sizes. If you chose *User defined* in the Format list, then you can edit the sizes.
- 6) After formatting, go to the *Printer* page to choose printer options such as envelope orientation and shifting. You may need to experiment a bit to see what works best for your printer.

You can also choose a different printer or alter printer setup (for example, specify the tray that holds envelopes) for this print job.

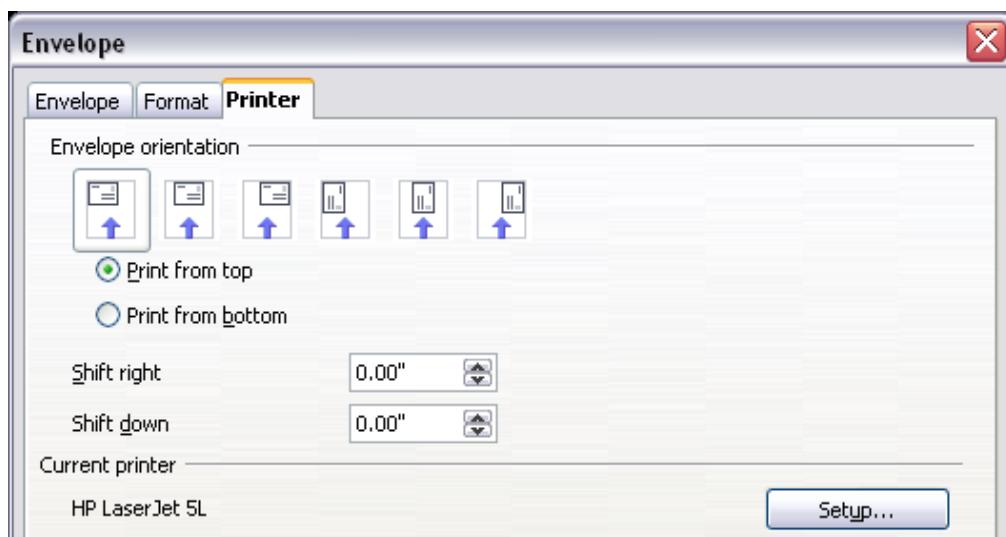


Figure 166. Choosing printer options for an envelope

- 7) When you have finished formatting and are ready to print, click either the **New Doc** or **Insert** button to finish. **New Doc** makes only an envelope or starts a

new document with the envelope. **Insert** puts the envelope into your existing document as page 1.

To not proceed with this envelope, click **Cancel** or press the *Esc* key. You can also click **Reset** to remove your changes and return to the original settings when the dialog box opened.

When the Envelope dialog box closes, you are returned to your document, which now has the envelope in the same file as the document. Save this file before you do anything else.

To print the envelope:

- 1) Choose **File > Print** from the menu bar.
- 2) On the Print dialog box, under **Print range**, choose **Pages** and type **1** in the box. Click **OK** to print.

Printing labels

Labels are commonly used for printing address lists (where each label shows a different address), but they can also be used for making multiple copies of one label only, for example return-address stickers.

To print labels:

- 1) Choose **File > New > Labels** on the menu bar. The Labels dialog box opens.
- 2) On the *Labels* page, fill in your own label text in the **Inscription** box, or use the **Database** and **Table** drop-down lists to choose the required information, as described in Chapter 11 (Using Mail Merge).

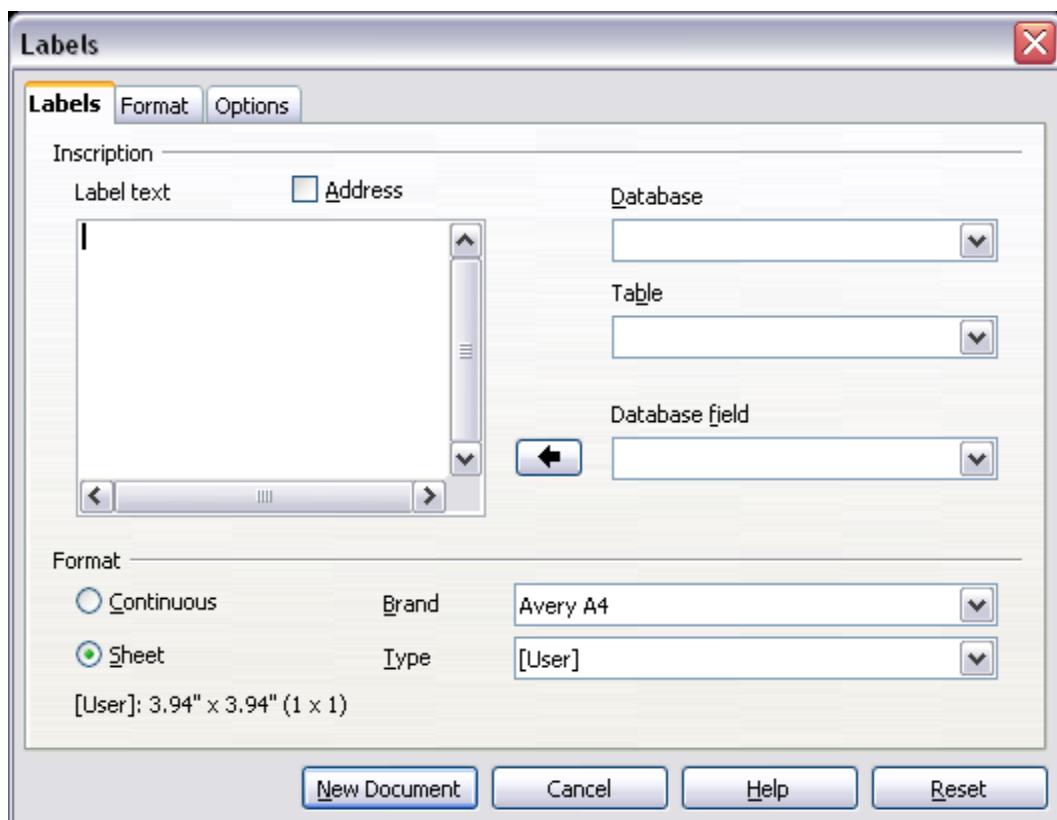


Figure 167. Labels dialog box, Labels page

- 3) Select the label stock in the **Brand** drop-down list. The types for that brand then appear in the **Type** drop-down list. Select the size and type of labels required. You can also select User in the **Type** drop-down list and then make specific selections on the *Format* page.
- 4) On the *Format* page, choose the pitch, sizes, margins, columns and rows for user-defined labels, or just verify with a brand of label stock you have loaded into the printer.

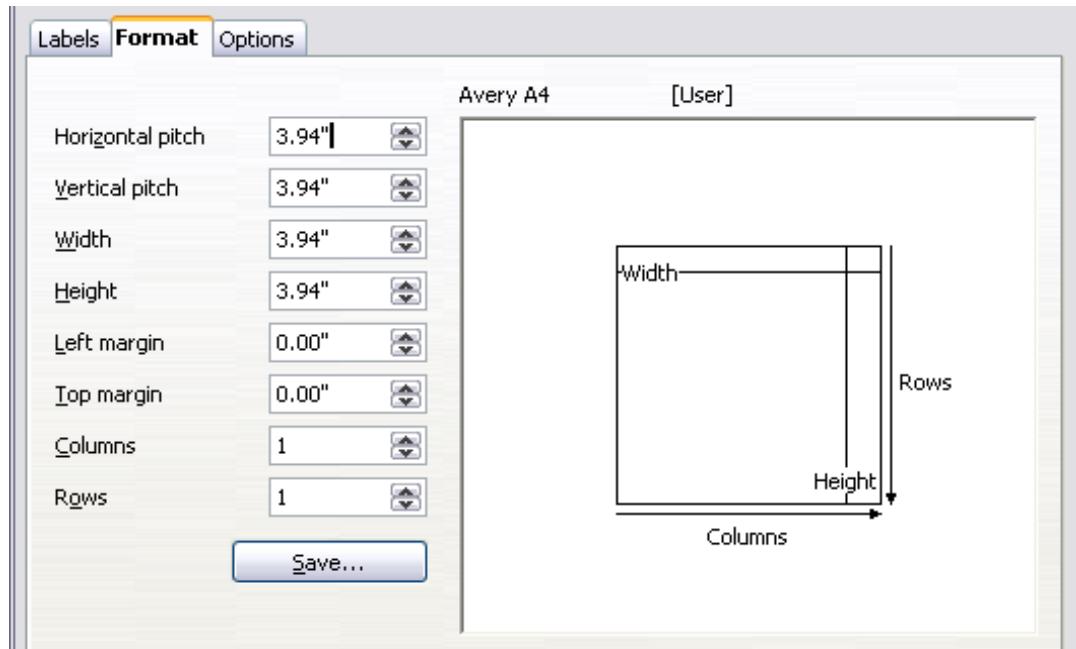


Figure 168. Labels dialog box, Format page

- 5) Click **Save** to save your new format.
- 6) On the *Options* page, choose to print the entire page of labels or one single label, then select which one by the column and row. You can also change printer setup.

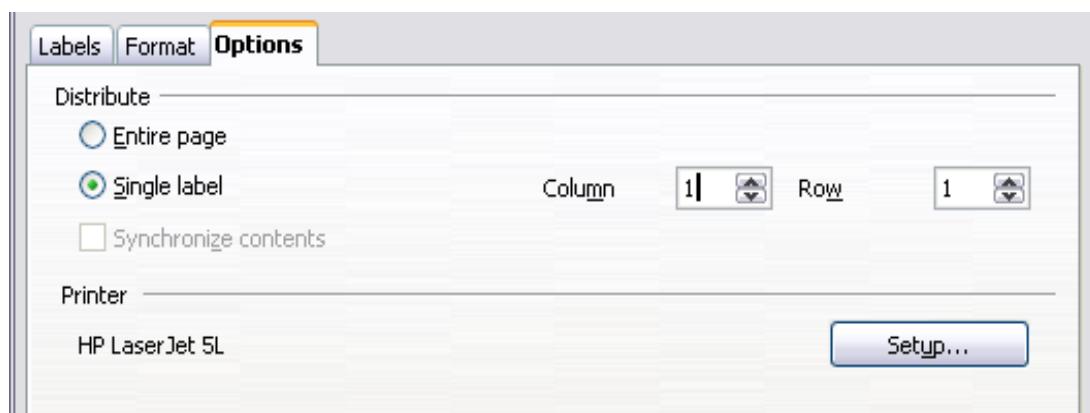


Figure 169. Labels dialog box, Options page

- 7) When you have finished formatting, click **New Document** to make your sheet of labels or click **Cancel** (or press the *Esc* key). You can also click **Reset** to remove your changes and return to the original settings when the dialog box opened.
- 8) You can print using the **Print File Directly** icon on the toolbar or by choosing **File > Print** from the menu bar, or you can save the file to print later.

Sending a fax

To send a fax directly from OpenOffice.org, you need a fax modem and a fax driver that allows applications to communicate with the fax modem.

- 1) Open the Print dialog box (Figure 158) by choosing **File > Print** and select the fax driver in the **Name** list.
- 2) Click **OK** to open the dialog box for your fax driver, where you can select the fax recipient.

You can set up a toolbar icon so that a single click sends the current document as a fax. To add an icon for this purpose to a toolbar, see Chapter 17 (Customizing Writer).

Exporting to PDF

OpenOffice.org can export documents to PDF (Portable Document Format). This industry-standard file format for file viewing is ideal for sending the file to someone else to view using Acrobat Reader or other PDF viewers. Unlike exporting to other formats, PDF documents will look exactly as the document appears on your screen. The only limitation of PDF is that the recipient will not be able to edit the document.

Quick export to PDF

Click the **Export Directly as PDF** icon  to export the entire document using the default PDF settings. You are asked to enter the file name and location for the PDF file, but you do not get a chance to choose a page range, the image compression, or other options.

Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use **File > Export as PDF**. The PDF Options dialog box opens. This dialog box has five pages (General, Initial View, User Interface, Links, and Security). Make your selections, and then click **Export**. Then you are asked to enter the location and file name of the PDF to be created, and click **Save** to export the file.

General page of PDF Options dialog box

On the *General* page (Figure 170), you can choose which document pages to include in the PDF, the type of compression to use for images (which affects the quality of images in the PDF), and other options.

Range section

- **All:** Exports the entire document.
- **Pages:** To export a range of pages, use the format **3-6** (pages 3 to 6). To export single pages, use the format **7;9;11** (pages 7, 9, and 11). You can also export a combination of page ranges and single pages, by using a format like **3-6;8;12**.
- **Selection:** Exports whatever material is selected.

Images section

- **Lossless compression:** Images are stored without any loss of quality. Tends to make large files when used with photographs. Recommended for other kinds of images or graphics.

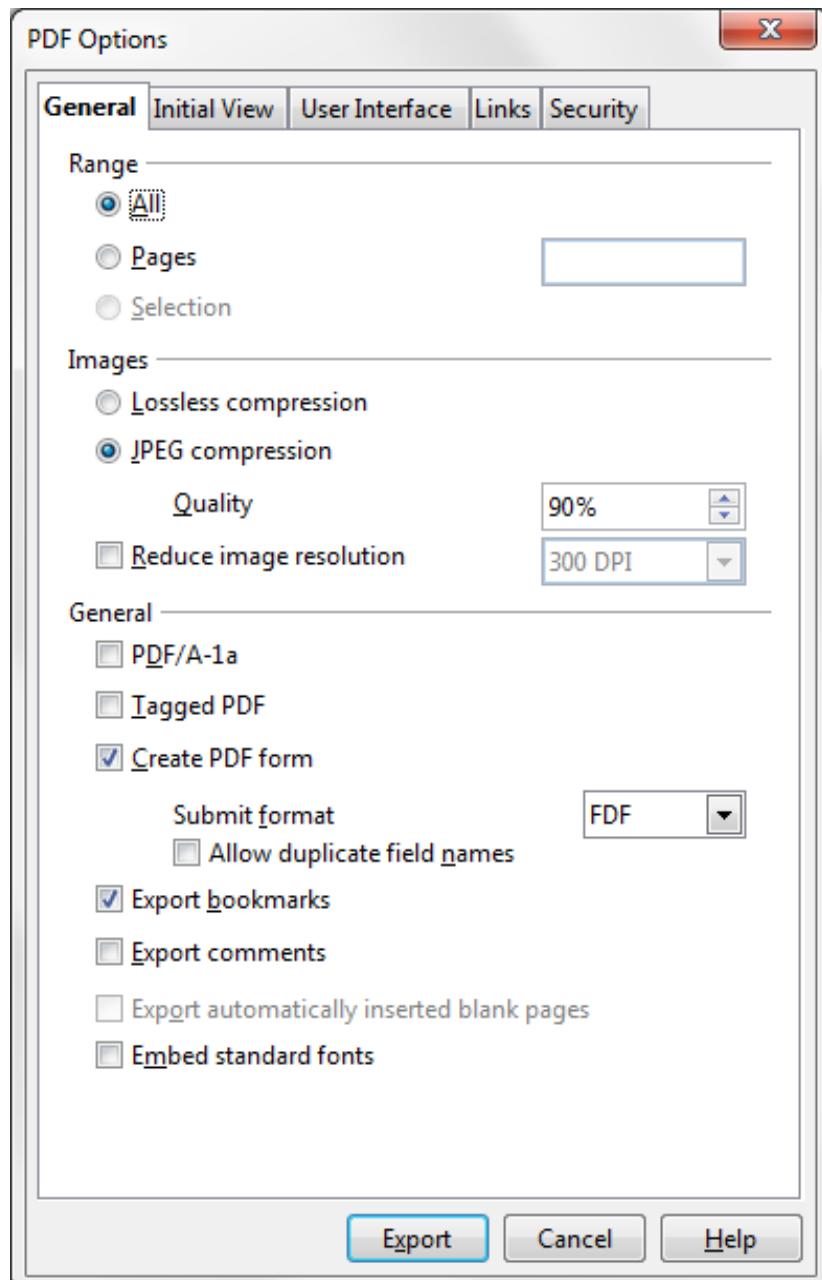


Figure 170: General page of PDF Options dialog box

- **JPEG compression:** Allows for varying degrees of quality. A setting of 90% works well with photographs (small file size, little perceptible loss of quality).
- **Reduce image resolution:** Lower-DPI (dots per inch) images have lower quality. For viewing on a computer screen generally a resolution of 72dpi (for Windows) or 96dpi (GNU/Linux) is sufficient, while for printing it is generally preferable to use at least 300 or 600 dpi, depending on the capability of the printer. Higher dpi settings greatly increase the size of the exported file.

Note

EPS images with embedded previews are exported only as previews.
EPS images without embedded previews are exported as empty placeholders.

General section

- **PDF/A-1:** PDF/A is an ISO standard for long-term preservation of documents, by embedding all the information necessary for faithful reproduction (such as fonts) while forbidding other elements (including forms, security, and encryption). PDF tags are written. If you select PDF/A-1a, the forbidden elements are greyed-out (not available).
- **Tagged PDF:** Tagged PDF contains information about the structure of the document's contents. This can help to display the document on devices with different screens, and when using screen reader software. Some tags that are exported are table of contents, hyperlinks, and controls. This option can increase file sizes significantly.
- **Create PDF form - Submit format:** Choose the format of submitting forms from within the PDF file. This setting overrides the control's URL property that you set in the document. There is only one common setting valid for the whole PDF document: PDF (sends the whole document), FDF (sends the control contents), HTML, and XML. Most often you will choose the PDF format.
- **Export bookmarks:** Creates PDF bookmarks (a table of contents list displayed by most PDF viewers) for all outline paragraphs and for all table of contents entries for which you assigned hyperlinks.
- **Export comments:** Exports comments as PDF notes.
- **Export automatically inserted blank pages:** If selected, automatically inserted blank pages are exported to the PDF. This is best if you are printing the PDF double-sided. For example, books usually have chapters set to always start on an odd-numbered (right-hand) page. When the previous chapter ends on an odd page, OOo inserts a blank page between the two odd pages. This option controls whether to export that blank page.
- **Embed standard fonts:** In previous versions, the standard fonts (Times, Helvetica, Courier, Symbol, and ZapfDingbats) were only embedded into the PDF when the resulting file was of the PDF/A type, since the PDF/A standards requires this. In version 3.3, you can choose to embed these fonts in all PDF documents created by OOo to enhance display accuracy in PDF viewers.

Initial View page of PDF Options dialog box

On the *Initial View* page (Figure 171), you can choose how the PDF opens by default in a PDF viewer. The selections should be self-explanatory.

User Interface page of PDF Options dialog box

On the *User Interface* page (Figure 172), you can choose more settings to control how a PDF viewer displays the file. Some of these choices are particularly useful when you are creating a PDF to be used as a presentation or a kiosk-type display.

Window options section

- **Resize window to initial page.** Causes the PDF viewer window to resize to fit the first page of the PDF.
- **Center window on screen.** Causes the PDF viewer window to be centered on the computer screen.
- **Open in full screen mode.** Causes the PDF viewer to open full-screen instead of in a smaller window.
- **Display document title.** Causes the PDF viewer to display the document's title in the title bar.

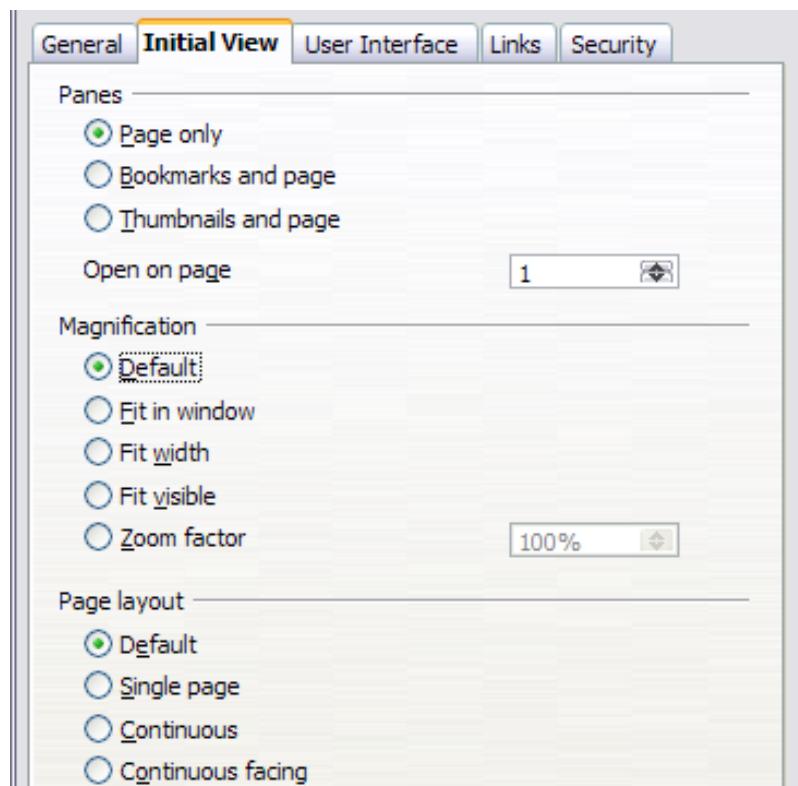


Figure 171: Initial View page of PDF Options dialog box

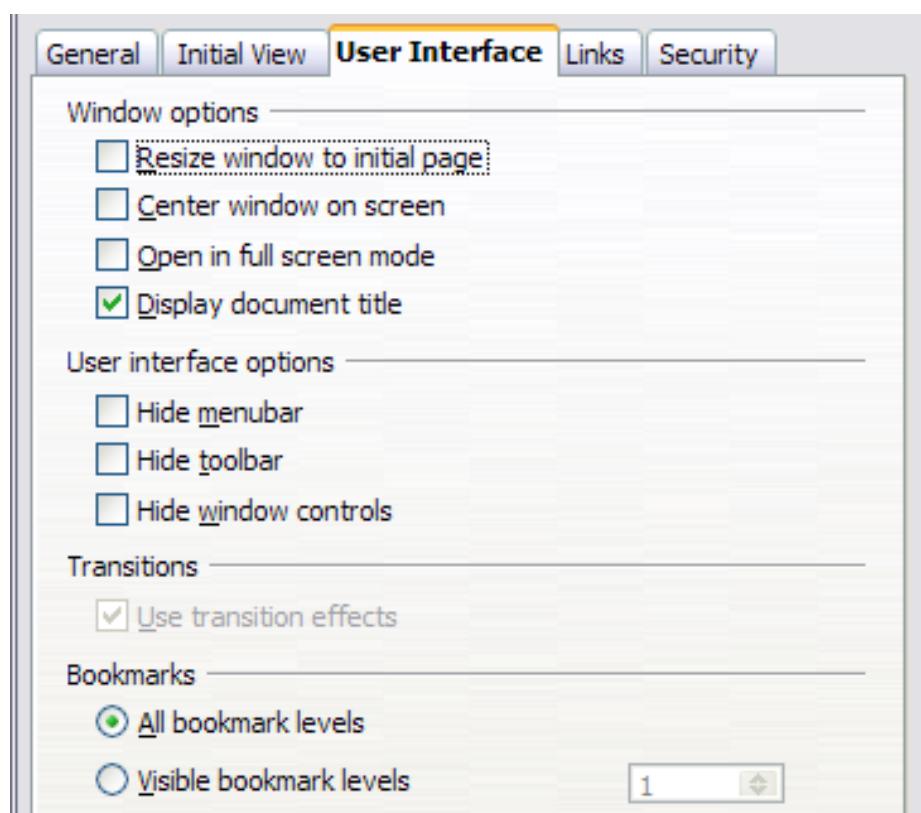


Figure 172: User Interface page of PDF Options dialog box

User interface options section

- **Hide menubar.** Causes the PDF viewer to hide the menu bar.
- **Hide toolbar.** Causes the PDF viewer to hide the toolbar.
- **Hide window controls.** Causes the PDF viewer to hide other window controls.

Bookmarks

Select how many heading levels are displayed as bookmarks, if *Export bookmarks* is selected on the General page.

Links page of PDF Options dialog box

On this page you can choose how links in documents are exported to PDF.

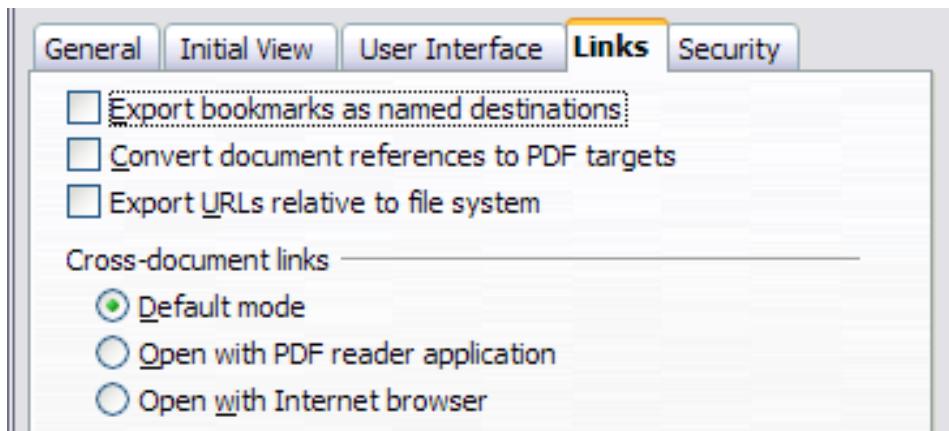


Figure 173: Links page of PDF Options dialog box

Export bookmarks as named destinations

If you have defined Writer bookmarks, this option exports them as “named destinations” to which Web pages and PDF documents can link.

Convert document references to PDF targets

If you have defined links to other documents with OpenDocument extensions (such as .ODT, .ODS, and .ODP), this option converts the files names to .PDF in the exported PDF document.

Export URLs relative to the file system

If you have defined relative links in a document, this option exports those links to the PDF.

Cross-document links

Set up the behavior of the PDF links to other files. Select one among the following alternatives:

- **Default mode:** The PDF links will be handled as specified in your operating system.
- **Open with PDF reader application:** Use the same application used to display the PDF document to open linked PDF documents.
- **Open with Internet browser:** Use the default Internet browser to display linked PDF documents.

Security page of PDF Options dialog box

PDF export includes options to encrypt the PDF (so it cannot be opened without a password) and apply some digital rights management (DRM) features.

- With an *open password* set, the PDF can only be opened with the password. Once opened, there are no restrictions on what the user can do with the document (for example, print, copy, or change it).
- With a *permissions password set*, the PDF can be opened by anyone, but its permissions can be restricted. See Figure 174.
- With *both* the *open password* and *permission password* set, the PDF can only be opened with the correct password, and its permissions can be restricted.

Note

Permissions settings are effective only if the user's PDF viewer respects the settings.

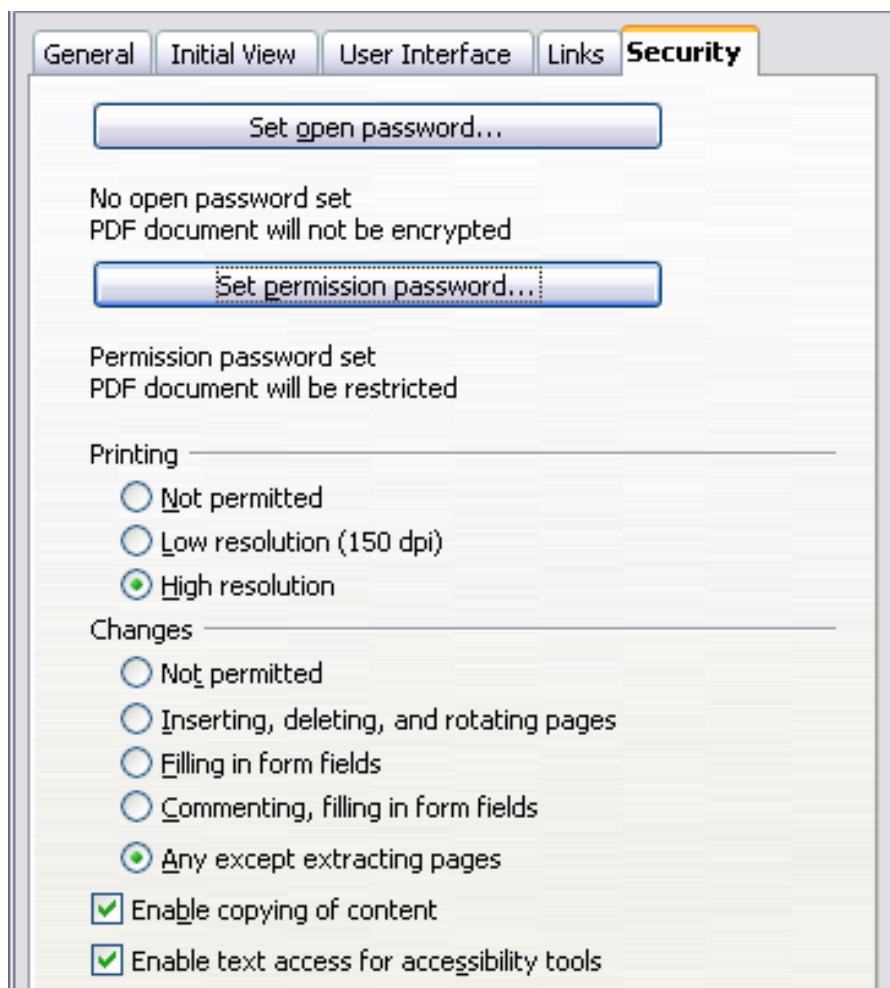


Figure 174: Security page of PDF Options dialog box

Figure 175 shows the pop-up dialog box displayed when you click the **Set open password** button on the Security page of the PDF Options dialog box.

After you set a password for permissions, the other choices on the Security page (shown in Figure 174) become available. These selections should be self-explanatory.



Figure 175: Setting a password to encrypt a PDF

Exporting to XHTML

OOo uses the term “export” for some file operations involving a change of file type. OOo can export files to XHTML. Other formats may be made available through extensions.

To export to XHTML, choose **File > Export**. On the Export dialog box, specify a file name for the exported document, then select the XHTML in the *File format* list and click the **Export** button.

E-mailing Writer documents

OOo provides several ways to quickly and easily send a Writer document as an e-mail attachment in one of three formats: .ODT (OpenDocument Text, Writer’s default format), .DOC (Microsoft Word format), or PDF.

To send the current document in .ODT format:

- 1) Choose **File > Send > Document as E-mail**. Writer opens your default e-mail program. The document is attached.
- 2) In your e-mail program, enter the recipient, subject, and any text you want to add, then send the e-mail.

File > Send > E-mail as OpenDocument Text has the same effect.

If you choose **E-mail as Microsoft Word**, Writer first creates a .DOC file and then opens your e-mail program with the .DOC file attached. Similarly, if you choose **E-mail as PDF**, Writer first creates a PDF using your default PDF settings (as when using the **Export Directly as PDF** toolbar button) and then opens your email program with the .PDF file attached.

E-mailing a document to several recipients

To e-mail a document to several recipients, you can use the features in your e-mail program or you can use OOo's mail merge facilities to extract email addresses from an address book.

Note

Documents can only be sent from the OOo mail merge wizard if a mail profile has been set up in **Tools > Options > OpenOffice.org Writer > Mail Merge E-mail**.

You can use OOo's mail merge to send e-mail in two ways:

- Use the Mail Merge Wizard to create the document and send it. See Chapter 11 (Using Mail Merge) for details.
- Create the document in Writer without using the Wizard, then use the Wizard to send it. This method is described here.

To use the Mail Merge Wizard to send a previously-created Writer document:

- 1) Open the document in Writer. Click **Tools > Mail Merge Wizard**. On the first page of the wizard, select **Use the current document** and click **Next**.

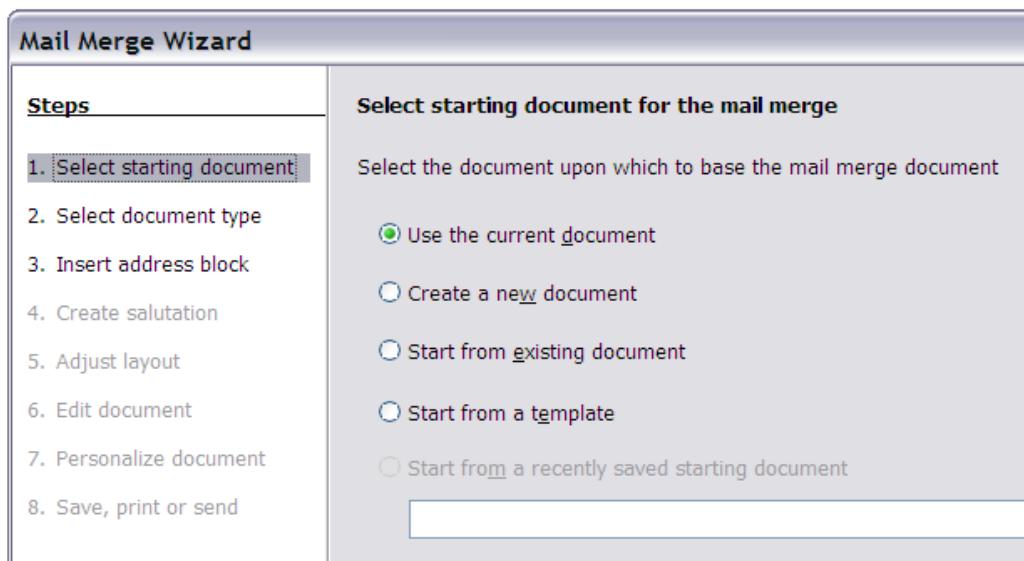


Figure 176: Select starting document

- 2) On the second page, select **E-mail message** and click **Next**.

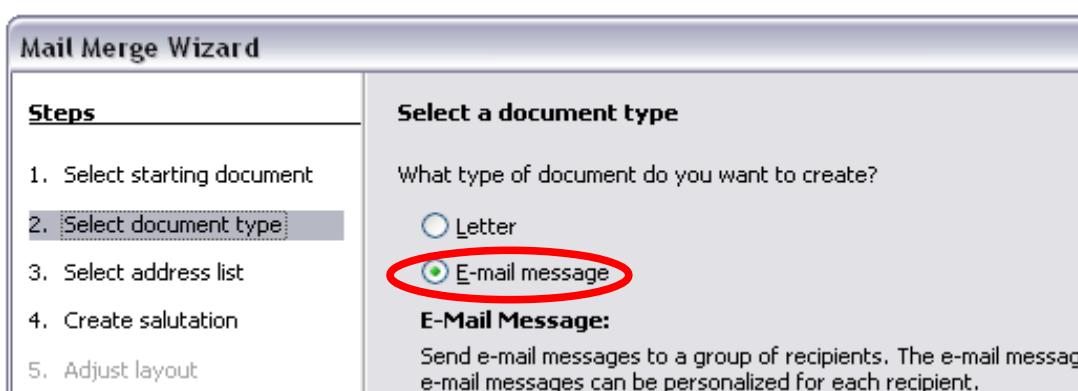


Figure 177: Select document type

- 3) On the third page, click the **Select Address List** button. Select the required address list (even if only one is shown) and then click **OK**. (If the address list you need is not shown here, you can click **Add** to find and add it to the list.)

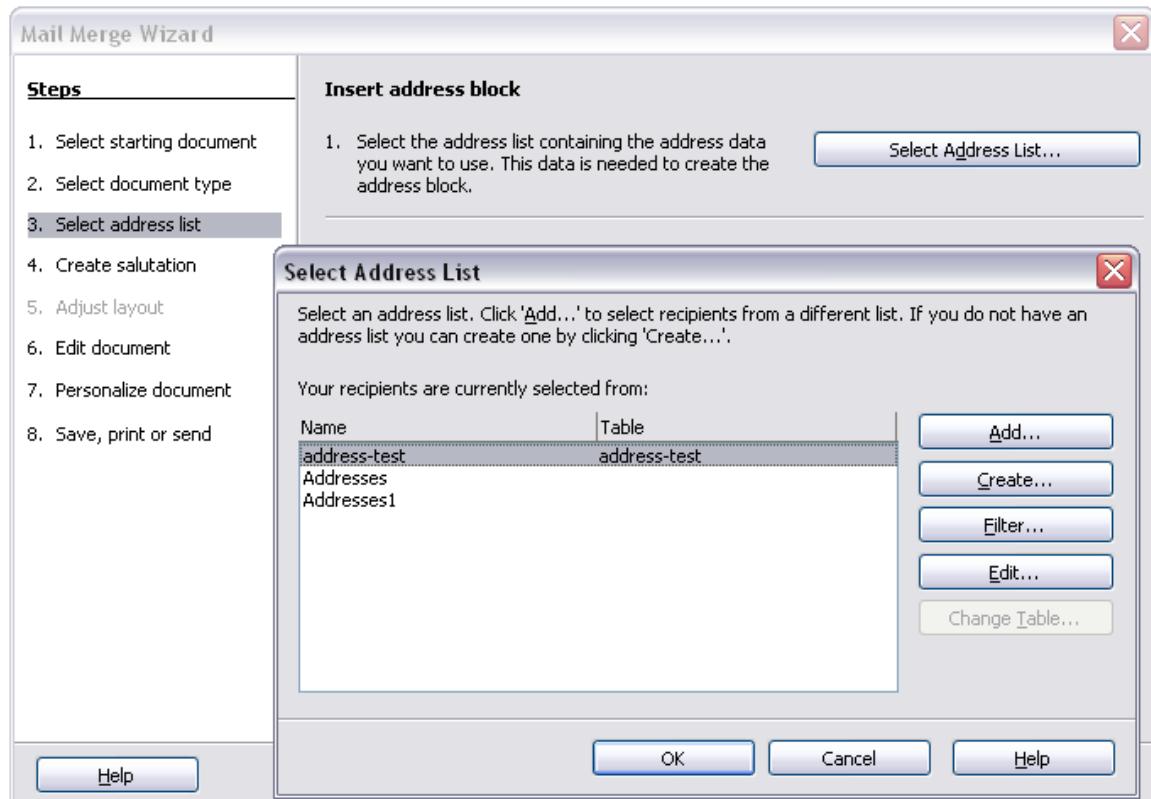


Figure 178: Selecting an address list

- 4) Back on the *Select address list* page, click **Next**. On the *Create salutation* page, deselect the checkbox by **This document should contain a salutation**.

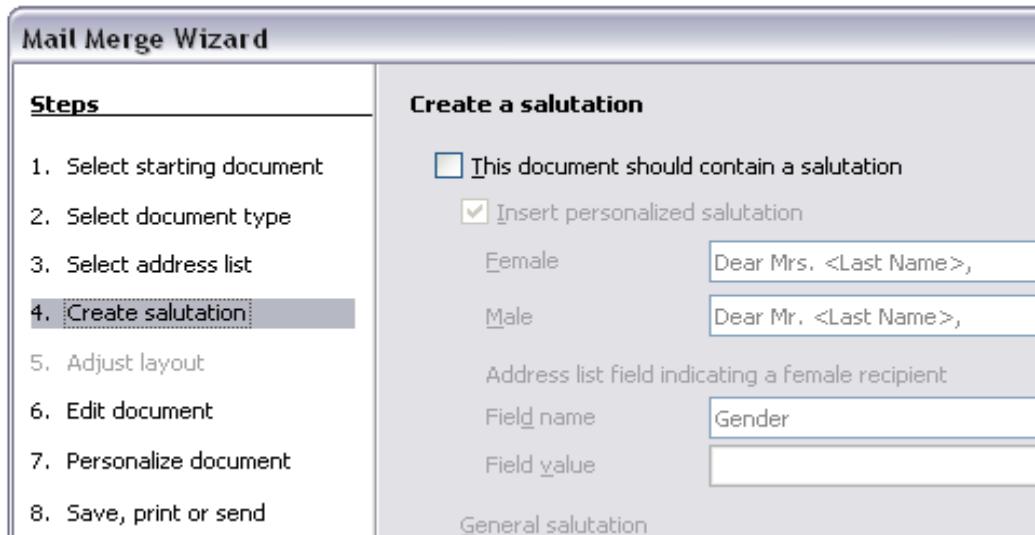


Figure 179: Deselecting a salutation

- 5) In the left-hand list, click **8. Save, print or send**. OOo displays a “Creating documents” message and then displays the *Save, print or send* page of the Wizard.
- 6) Select **Send merged document as E-Mail**. The lower part of the page changes to show e-mail settings choices.
- 7) Type a subject for your email and click **Send documents**. OOo sends the e-mails.

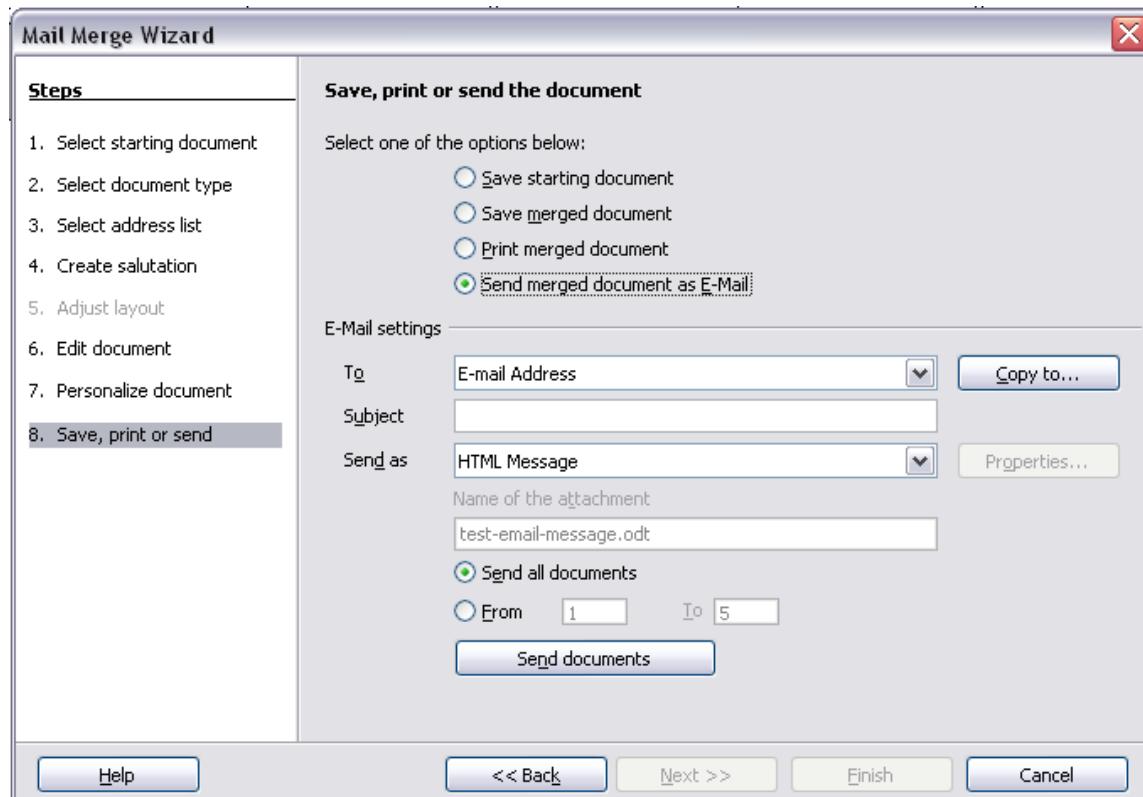


Figure 180: Sending a document as an email message

Digital signing of documents

To sign a document digitally, you need a personal key, also known as a certificate. A personal key is stored on your computer as a combination of a private key, which must be kept secret, and a public key, which you add to your documents when you sign them. You can get a certificate from a certification authority, which may be a private company or a governmental institution.

When you apply a digital signature to a document, a kind of checksum is computed from the document's content plus your personal key. The checksum and your public key are stored together with the document.

When someone later opens the document on any computer with a recent version of OpenOffice.org, the program will compute the checksum again and compare it with the stored checksum. If both are the same, the program will signal that you see the original, unchanged document. In addition, the program can show you the public key information from the certificate. You can compare the public key with the public key that is published on the web site of the certificate authority.

Whenever someone changes something in the document, this change breaks the digital signature.

On Windows operating systems, the Windows features of validating a signature are used. On Solaris and Linux systems, files that are supplied by Thunderbird, Mozilla or Firefox are used. For a more detailed description of how to get and manage a certificate, and signature validation, see “Using Digital Signatures” in the OOo Help.

To sign a document:

- 1) Choose **File > Digital Signatures**.
- 2) If you have not saved the document since the last change, a message box appears. Click **Yes** to save the file.
- 3) After saving, you see the Digital Signatures dialog box. Click **Add** to add a public key to the document.
- 4) In the Select Certificate dialog box, select your certificate and click **OK**.
- 5) You see again the Digital Signatures dialog box, where you can add more certificates if you want. Click **OK** to add the public key to the saved file.

A signed document shows an icon  in the status bar. You can double-click the icon to view the certificate.

Removing personal data

You may wish to ensure that personal data, versions, notes, hidden information, or recorded changes are removed from files before you send them to other people or create PDFs from them.

In **Tools > Options > OpenOffice.org > Security > Options**, you can set OOo to remind (warn) you when files contain certain information and remove personal information automatically on saving.

To remove personal and some other data from a file, go to **File > Properties**. On the *General* tab, uncheck **Apply user data** and then click the **Reset** button. This removes any names in the created and modified fields, deletes the modification and printing dates, and resets the editing time to zero, the creation date to the current date and time, and the version number to 1.

To remove version information, either go to **File > Versions**, select the versions from the list and click **Delete**, or use **Save As** and save the file with a different name.



Chapter 6

Introduction to Styles

Paragraph, Page, Character, and List Styles

What are styles?

Most people are used to writing documents according to *physical* attributes. For example, you might specify the font family, font size, and weight (for example: Helvetica 12pt, bold).

Styles are *logical* attributes. We use styles every day. For example, there are two styles of personal computer: desktop and laptop. Each has its own distinctive set of properties. You never say “my computer is a low-weight, one-piece unit with an LCD screen attached to a rectangular casing containing the computing components and the keyboard”. Instead, you could say that you have a laptop.

OpenOffice.org (OOo) styles are a way to do the same thing for your document. Using styles means that you could stop saying “font size 14pt, Times New Roman, bold, centered” and start saying “title” for describing that particular font usage. In other words, styles mean that you shift the emphasis from what the text *looks like* to what the text *is*.

Why use styles?

Styles help improve consistency in a document. They also make major formatting changes easy. For example, you might decide to change the indentation of all paragraphs or change the font of all titles. For a long document, this simple task could be prohibitive. Styles make the task easy.

The time is 9:50 AM, and Jane is finishing the 30-page paper for school that is due at 10:00 AM. She looks over the assignment one more time, and suddenly she realizes that:

- The text must use Arial font instead of Times New Roman.
- The headings must be dark blue and indented.
- The title must appear at the top-right of every page except the first.
- Even-numbered pages must have a wider right margin, and odd-numbered pages must have a wider left margin.

Thankfully, Jane used OOo Writer and styles. She makes all the changes in only two minutes and hands in the paper on time.

Style categories

OOo Writer has five style categories:

- *Paragraph* styles affect entire paragraphs represented with those styles.
- *Character* styles affect a block of text inside a paragraph.
- *Page* styles affect page formatting (page size, margin, and the like).
- *Frame* styles affect frames and graphics.
- *List* styles affect outlines, numbered lists, and bulleted lists.

In the same way that characters are the building blocks for creating words, paragraphs are the building blocks of every document. Headings (subheads) are paragraphs; headers, footers, and numbered lists are also paragraphs. Paragraph styles are, therefore, the most frequently used styles and are the ones treated in more detail in this and the next chapter.

The Styles and Formatting window

Styles are available through a floating or dockable window called Styles and Formatting, shown in Figure 181. This window is at the center of styles management. Do not worry if, at first, some contents of this section seem obscure while progressing through this or the next chapter. This guide describes how to use all these functions.

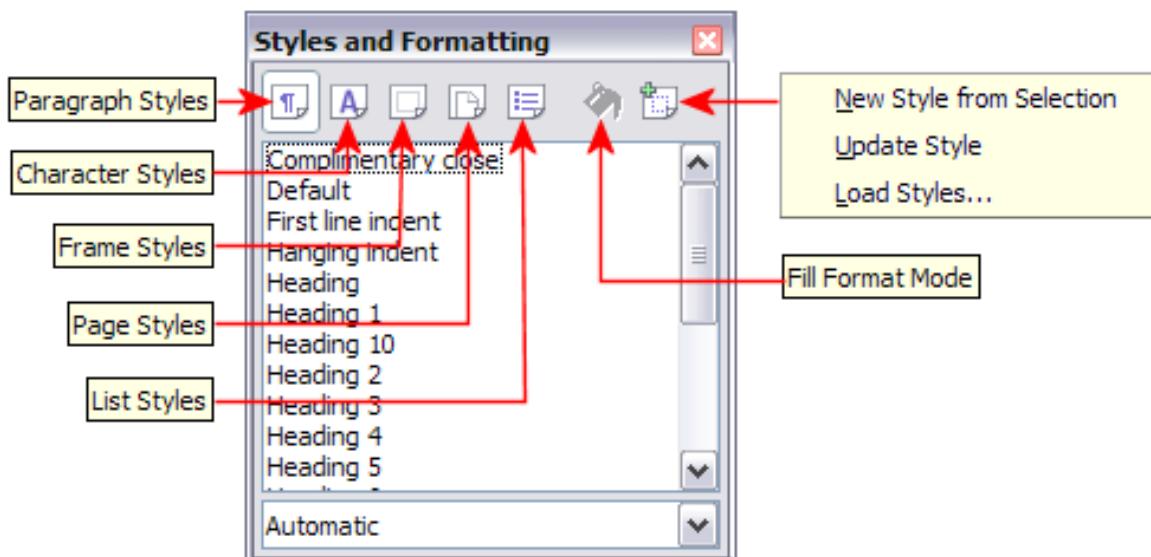


Figure 181: Styles and Formatting window buttons

To open the Styles and Formatting window, do *any one* of the following:

- Click on the
- Select **Format > Styles and Formatting**.
- Press **F11**.

Tip

You can move the Styles and Formatting window to a convenient position on the screen or dock it to an edge.

Style selection basics

The first five icons at the top of the Styles and Formatting window select the category of styles to work on. Click on one of these icons to display a list of styles in that category, such as paragraph or character styles, in the main window.

To apply a character style to existing text, select the text and then double-click on the name of the style in the *Character Styles* list. To apply any other style, put the cursor in the paragraph, frame, or page you want to modify and double-click on the name of the style in the corresponding section. You can select more than one paragraph or frame and apply the same style to all of them at the same time.

Using Fill Format mode

The sixth icon at the top of the Styles and Formatting window activates the *Fill Format* mode. Use Fill Format to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time. This method is useful for formatting many scattered paragraphs, words, or other items with the same style, and it may be easier to use than making multiple selections first and then applying a style to all of them.

- 1) Open the Styles and Formatting window (Figure 181) and select a style.
- 2) Click the **Fill Format Mode** icon .
- 3) To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click. To apply a character style, hold down the mouse button while selecting the characters. Clicking on a word applies the character style for that word.
- 4) Repeat step 3 until you have made all the changes for that style.
- 5) To quit the Fill Format mode, click the icon again or press the *Esc* key.

Caution



When this mode is active, a right-click anywhere in the document undoes the last Fill Format action. Be careful not to accidentally right-click and mistakenly undo actions you want to keep.

New Style from Selection, Update Style, and Load Styles functions

The last button in the toolbar of the Styles and Formatting window is a multipurpose button that gives access to three different functions: New Style from Selection, Update Style, and Load Styles.

Using New Style from Selection

Use the first function of the multipurpose button to create a new style from the formatting of an object in the current document. For instance, you can change the formatting of a paragraph or frame until it appears as you like, and then you can turn that object's formatting into a new style. This procedure can save time because you do not have remember all the formatting settings you want, as is necessary when creating a new style with the Style dialog box. Besides, unlike when setting the formatting parameters in dialog box pages as you will learn to do later, you can immediately see how the objects will look like when formatted with the style you are creating.

Follow these steps to create a new style from a selection:

- 1) Change the formatting of the object (paragraph, frame, etc.) to your liking.
- 2) From the icons at the top of the window, choose the type of style to create (paragraph, character, and so on).
- 3) In the document, select the item to save as a style.
- 4) Go back to the Styles and Formatting window and click the **New Style from Selection** icon.

In the Create Style dialog box, enter a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click **OK** to save the new style.

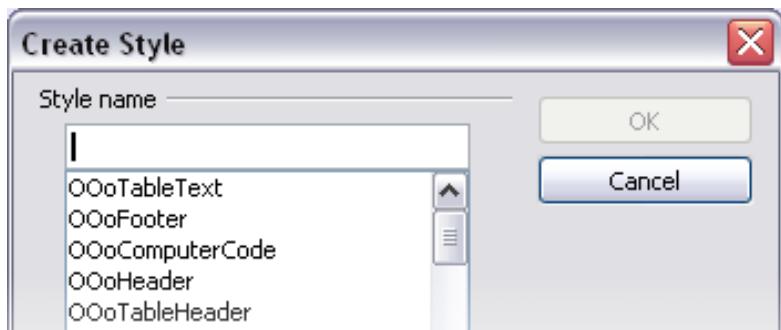


Figure 182: Dialog to name a new style from selection

Update Style (from a selection)

Let's use paragraph styles as an example.

- 1) Create a new paragraph (or modify an existing paragraph) and edit all the properties you want to go into the style (such as indentation, font properties, alignment, among others).

Caution



Make sure that there are unique properties in this paragraph. For example, if there are two different font sizes in the paragraph selected to update the style, that particular property will not be updated.

- 2) Select the paragraph by clicking anywhere in the paragraph.
- 3) In the Styles and Formatting window, select the style you want to update (single-click, not double-click) and then click on the **New Style from Selection** icon and select **Update Style**.

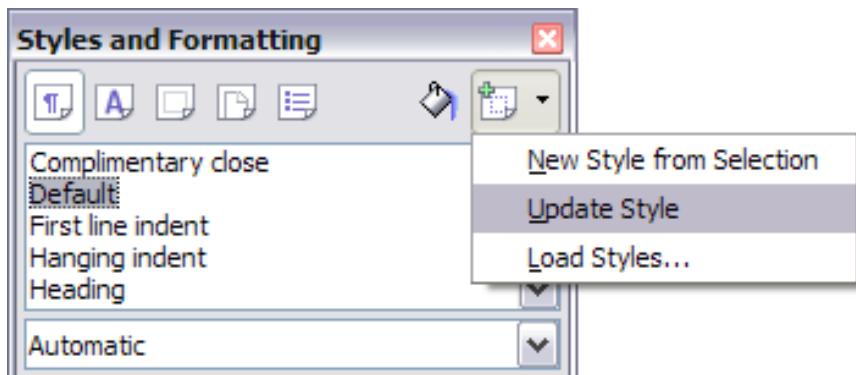


Figure 183: Updating a style from a selection

The procedure to update another type of style (character, page, or frame styles) is the same. Just select the item in question, select the style you want to update, and choose **Update Style**.

Load Styles (from a template or document)

The last option in the **New Style from Selection** icon is used to copy styles into the current document by loading them from a template or another document. This method copies all styles, or groups of styles, at one time.

- 1) Open the document to copy styles into.

- 2) In the Styles and Formatting window, click on the **New Style from Selection icon** and then on **Load Styles** (see Figure 183).
- 3) In the Load Styles dialog box (Figure 184), find and select the template to copy styles from. Click on the **From File** button if the styles you want are contained in a text document rather than a template. In this case, a standard file selection dialog box opens up, allowing you to select the desired document.
- 4) Select the check boxes for the types of styles to be copied. If you select **Overwrite**, the styles being copied will replace any styles of the same names in the target document.
- 5) Click **OK** to copy the styles.

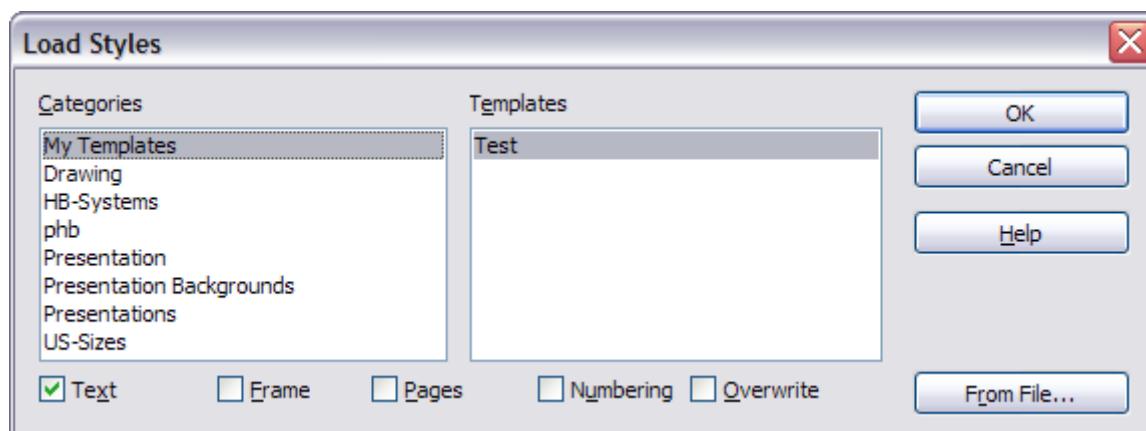


Figure 184: Loading styles from a template

Using the visible styles filters

At the bottom of the Styles and Formatting window, use the drop-down menu to select a filtering criterion for the contents of the main body of the window. Normally, you will find that only a handful of styles are needed in any given document, and it makes sense to have only these styles shown.

So, at the beginning of the writing process, you may want to have access to all the available styles (by selecting **All Styles**). However, as the document develops, it is useful to reduce the size of the list displayed to only the styles already in use (by selecting **Applied Styles**). If you work on a document where you want to apply special-purpose styles only (such as those styles used in writing this user guide), select instead **Custom Styles**. The **Hierarchical Styles** view is most useful when modifying styles as it reveals which styles are linked together. This topic is discussed in more detail in Chapter 7 (Working with Styles).

If you select the **Paragraph Styles** view in the Styles and Formatting window, the drop-down menu contains many more filtering options so you can view, for example, only **Text Styles**, **Special Styles**, and so on.

Drag-and-drop a selection to create a style

Another little known property of the Styles and Formatting window is the capability of creating a new style with a simple drag-and-drop of a text selection into the Styles and Formatting window.

- 1) Open the Styles and Formatting window.
- 2) Select the style category you are going to create (for example a character style) using one of the five icons in the top left part of the window.

- 3) Select the object you want to base the style on and drag it to the Styles and Formatting window. The cursor changes its shape indicating whether the operation is possible or not.
- 4) In the Create Style dialog box (Figure 182), enter a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click **OK** to save the new style.

Note

You cannot use the drag-and-drop method to create a custom page style.

Applying styles

Styles can easily be applied by means of the Styles and Formatting window. However, alternative ways exist to apply certain styles, as explained in this section.

Applying paragraph styles

The most used style when drafting a document is the paragraph style. OOo offers two quick alternatives to the Styles and Formatting window to apply this category of style: the Apply Style menu and the Format Paintbrush icon.

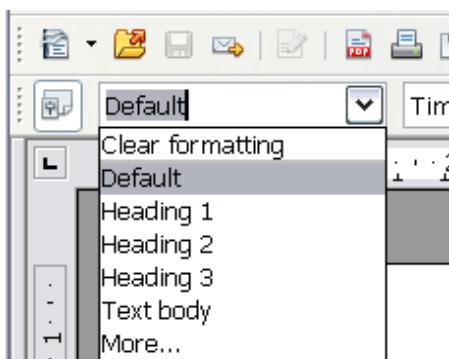


Figure 185: Apply Style menu

When a paragraph style is in use in a document, the style name appears on the *Apply Style* menu near the left end of the formatting bar, to the right of the *Styles and Formatting* icon. You can select styles from this menu, just as you can from the Styles and Formatting window.

To apply a style from this menu, click on the desired style or use the up or down arrow keys to move through the list, then press *Enter* to apply the highlighted style.

Tip

Select **More...** at the bottom of the list to open the Styles and Formatting window.

The format paintbrush can be used to apply a certain paragraph style to another paragraph (or group of paragraphs). Start by placing the cursor inside the paragraph

you want to copy, then press the **Format Paintbrush** icon  in the standard toolbar. The cursor changes into an ink bottle. Select now the paragraphs to which you want to apply the copied style. Note that it is not required to select the whole paragraph.

Example: Applying a paragraph style

Let's see the three methods described above in action with an example.

- 1) Create a new document (choose **File > New > Text Document** or press **Control+N**).
- 2) Type the words **Heading 1** in the new document, but do not press *Enter* so that the cursor remains in that same line where you typed.

- 3) Click the **Styles and Formatting** icon  located on the Formatting Bar or press the *F11* key. This opens the Styles and Formatting window (Figure 186).
- 4) Make sure the window is showing the *Paragraph Styles* section—click on the top-left icon of the Styles and Formatting window.

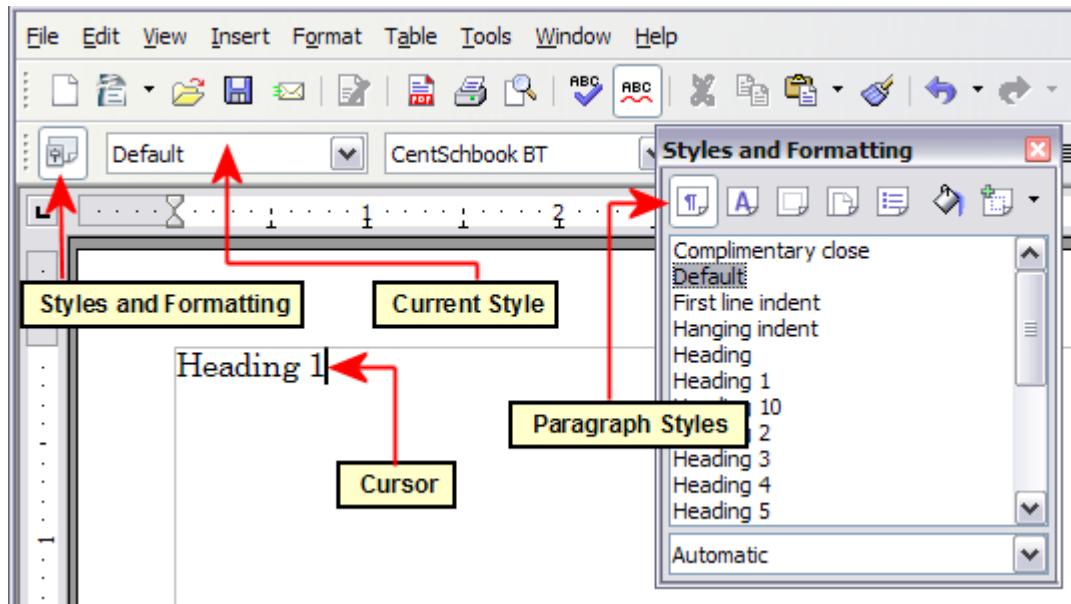


Figure 186: Click on the Styles and Formatting icon to bring up the window

Double-click the **Heading 1** entry of Styles and Formatting (Figure 187). This does two things:

- Gives the line (actually, its entire paragraph) you typed the *Heading 1* style.
- Adds **Heading 1** to the *Apply Style* menu.

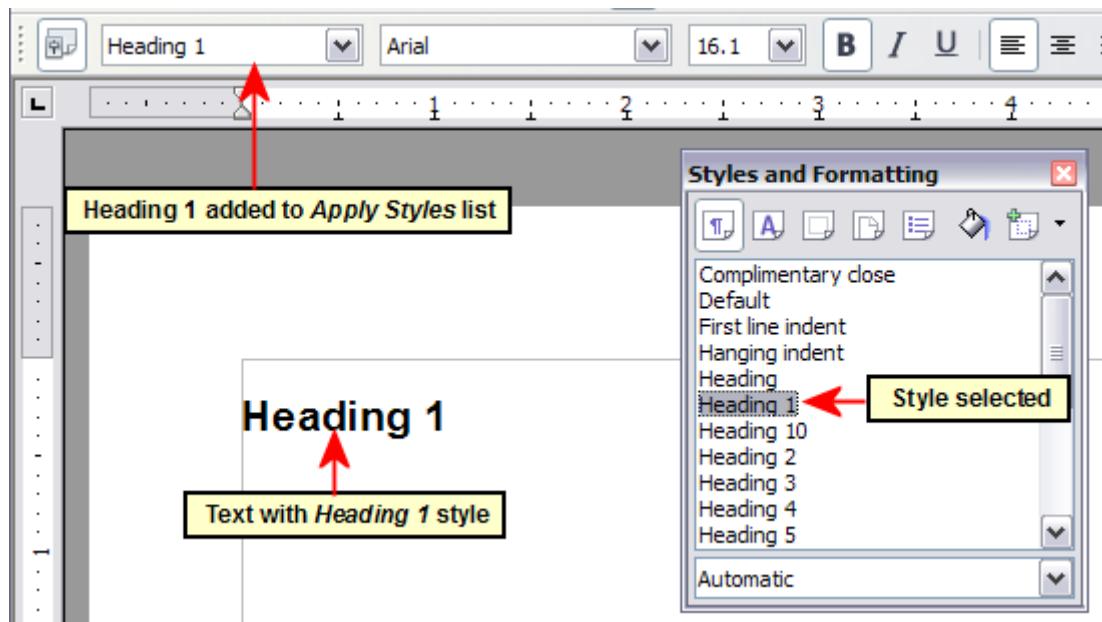


Figure 187: Applying paragraph styles

To use the *Apply Style* drop-down menu (Figure 185):

- 1) Move the cursor to a new line or create a new line by pressing the *Enter* key at the end of the previous line and type some text.
- 2) Keeping the cursor on the same paragraph, select **Heading 1** in the *Apply Styles* list.

The text acquires the properties of the *Heading 1* style. If the paragraph style you want is not in the *Apply Style* list, select **More** to bring up the Styles and Formatting window. If the Styles and Formatting window is still open, you may notice that the *Heading 1* style is also highlighted in the main window, as shown in Figure 187.

Finally, try the Format Paintbrush:

- 1) Move the cursor to a new line or create a new line by pressing the *Enter* key at the end of the previous line and type some text.
- 2) Move the cursor to one of the two paragraphs with style **Heading 1** and select the **Format Paintbrush** icon  to activate it (the cursor changes shape).
- 3) Move the cursor on the paragraph you have created and click the left mouse button.

The cursor shape changes back to the normal one, and the text acquires the properties of the *Heading 1* style.

If the Styles and Formatting window is open, you may notice that the *Heading 1* style is also highlighted in the main window.

Applying character styles

Open the Styles and Formatting window (press *F11*) and click the second button in the top bar. The list of available character styles is displayed. To apply a character style, follow these steps:

- 1) Select the block of text where you wish to apply the style.
- 2) Double-click the appropriate character style in the Styles and Formatting window.

Some examples include:

This example uses the OOo-supplied *Strong Emphasis* character style.

Definition: A statement describing the meaning of a word or phrase.

Note

One difference between character styles and paragraph styles is the need for selecting text (highlighting). Character styles require you to select the text you want to apply them to; paragraph styles do not.

Unset/undo character styles

Sometimes, you will want to remove the formatting from a block of text. You *must resist the temptation to do this manually*. This will only cause trouble down the road. There are three easy ways to remove character formatting:

- Right-click and choose **Default Formatting**.
- Choose *Format > Default Formatting* from the menu bar.

- If you have the Styles and Formatting window open, double-click the *Default* character style.

Note The first two methods also work for removing manual formatting.

Applying frame styles

Whenever you insert an object into a document, it will automatically have a frame around it. Some designers like to add frame styles to introduce variety. For example, you could have two different frame styles for graphics: one that is centered for small graphics and another that is left-aligned for graphics that take up the entire width of the main frame. In such a case, you need to add at least one frame style.

To apply a style to a frame:

- 1) Select the frame.
- 2) Bring up the Styles and Formatting window (for example, by pressing *F11*).
- 3) Click the **Frame Styles** icon (the third one from the left).
- 4) Double-click the frame style you want.

Tip When a frame is selected, the Frame toolbar replaces the Formatting toolbar. Then, the *Apply Style* list at the left of the Frame toolbar displays frame styles. You can use this to change the style of a frame.

Most of a frame's design can be set in a style. However, the following options must be set manually:

- Anchoring: how the frame is positioned in relation to the rest of the page's contents (**Format > Anchor**).
- Arrangement: the frame's position in a stack of objects (**Format > Arrange**).
- Adding a hyperlink: so that a click on the frame opens a Web page or another document in an HTML file (**Insert > Hyperlink**).

The right-click menu also has items for anchoring and arrangement, as well as for wrap and alignment.

Applying page styles

To apply a page style, place the cursor anywhere on the page to which the style should be applied. You can easily check which page style is applied because it is shown on the status bar.

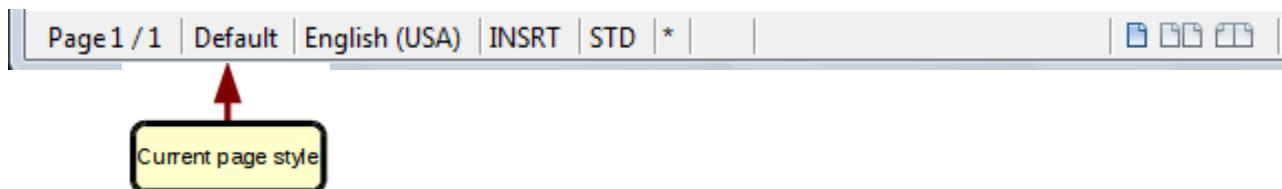


Figure 188: The current page style is displayed on the status bar

If you want to apply a different style, you can either right-click on the style in the status bar and select a new style from the pop-up menu, or you can open the Styles and Formatting window, select the page style icon at the top of the window (fourth icon), and then double click on the desired style.

Caution

Changing a page style may cause the style of subsequent pages to change as well. The results may not be what you want. To change the style of only one page, you may need to insert a manual page break, as described below.

As discussed in Chapter 7 (Working with Styles), a correctly set up page style will, in most cases, contain information on what the page style of the next page should be. For example, when you apply a *Left* page style to a page, you can indicate in the style settings that the next page has to apply a *Right* page style, a *First* page style could be followed by either a *Left* page style or a *Default* page style, and so on.

Another very useful mechanism to change the page style is to insert a manual page break and specify the style of the subsequent page. The idea is simple: you break a sequence of page styles and start a new sequence. To insert a page break, choose **Insert > Manual Break** and choose **Page break**. This section illustrates two common scenarios where page breaks are useful.

Example: Chapters

A possible scenario: You are writing a book that is divided into chapters. Each chapter starts with a page style called *New Chapter*. The following pages use the *Default* page style. At the end of each (except the last) chapter, we return to the *New Chapter* page style for the first page of the next chapter.

Figure 189 illustrates the flow of page styles when using page breaks.

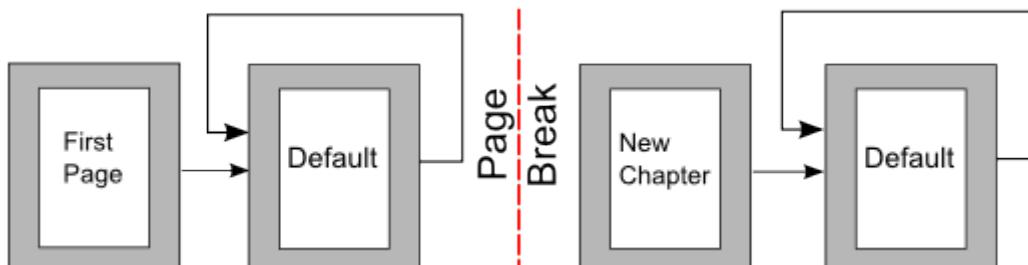


Figure 189: Page style flow using a page break

OOo doesn't have a predefined *New Chapter* style, so you must create a custom style (see Chapter 7). Let's suppose that you already have the page styles with the following properties:

Page style	Next Style
New Chapter	Default
Default	Default

At some point, you will want to start a new chapter. Follow these steps:

- 1) Put the cursor at the end of the chapter, on a blank line (empty paragraph) of its own.
- 2) Choose **Insert > Manual Break**. The Insert Break dialog box (Figure 190) appears.
- 3) Under **Type**, choose **Page break** and under **Style**, select **New Chapter**.

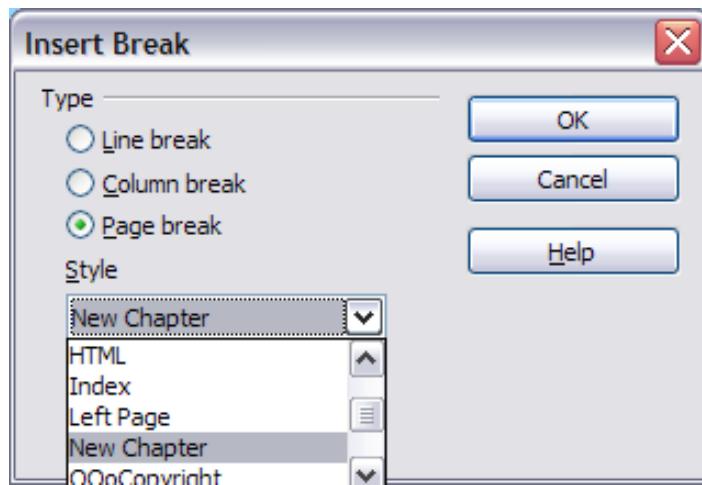


Figure 190: Choose *Page break* and select the *New Chapter* page style

Example: Page with special formatting

Sometimes you may need to insert a page with special formatting, for example a landscape page or a page with more columns. This can also be done with page breaks. Suppose that the current page has the *Default* page style.

- 1) Choose **Insert > Manual Break**.
- 2) Select the desired page style (say, *Special Page*) in the Insert Break dialog box.
- 3) Fill in the contents for this page. Then insert another page break.
- 4) Then select *Default* again. The pagination continues on as normal, except that one page has been replaced by a different page style.

This concept is illustrated in Figure 191.

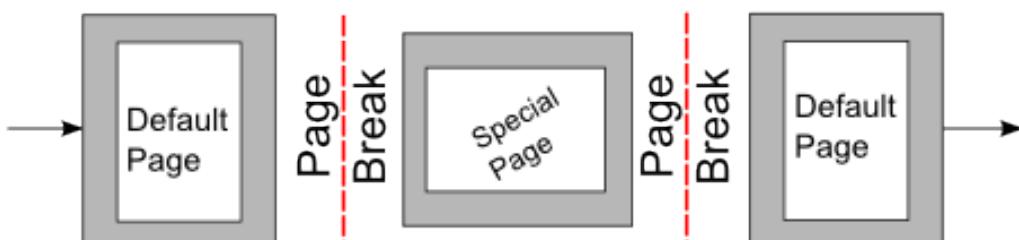


Figure 191: Inserting a page with special formatting

Applying list styles

List styles define properties such as indentation, numbering style (for example, 1,2,3; a,b,c; or bullets), and punctuation after the number, but they do not by themselves define properties such as font, borders, text flow, and so on. The latter are properties of paragraph styles.

If you need your list to have specific paragraph-style properties, you should embed the list style into paragraph styles, as explained in Chapter 7. You can then create a numbered list by applying paragraph styles alone.

Each of the list styles predefined in Writer has four associated paragraph styles. For example, the *Numbering 1 list* style is associated with four **paragraph** styles:

- Numbering 1
- Numbering 1 Cont.

- Numbering 1 End
- Numbering 1 Start

Numbering 1 is a default paragraph style to which you can attach a list style. If you want to make exclusive use of paragraph styles and never use the Formatting toolbar when creating a numbered list, you could use the other three styles. All you need to do is to create a suitable list style and set up the *Next Style* property in the Organizer page of the Paragraph Style dialog box so that the *Numbering 1 Start* paragraph is followed by the *Numbering 1 Cont.* style, while the *Numbering 1 End* paragraph style is followed by a default style paragraph.

If you only want to apply a list style (that is, the numbering or bullet symbol and the indentation) then, when the cursor is on the paragraph to be numbered, double-click on the desired list style.

When creating a list style, you can define up to ten levels of depth for nested lists.

Switch from one level to the other with either the **Promote**  or the **Demote**  buttons on the Bullets and Numbering toolbar or by pressing the *Tab* key (one level down) or *Shift+Tab* key combination (one level up) or by right clicking on the list element and select **Up One Level** or **Down One Level** from the pop up menu.

Restarting the numbering

When creating more than one numbered list of the same type within the same chapter, Writer applies progressive numbering to all the lists. Sometimes this is exactly what you want, while at other times you want to restart the numbering. To do

so, either click on the **Restart numbering** icon  on the Bullets and Numbering toolbar or right-click on the first element of the list and select **Restart numbering**.

Modifying styles

Writer provides several predefined styles, but you may find that they do not fit your preferences. You can build your own library of custom styles to use in place of the predefined ones, or you can modify the existing styles. OOo offers four mechanisms to modify both both predefined and custom (user-created) styles:

- Update a style from a selection.
- Load or copy styles from another document or template.
- Change a style using the Style dialog box.
- Use AutoUpdate (paragraph and frame styles only).

The first two methods are discussed in “Update Style (from a selection)” on page 175 and “Load Styles (from a template or document)” on page 175, while Chapter 7 (Working with Styles) discusses at length the process of creating a new style.

This section shows how you can quickly make simple modifications to existing paragraph styles using the same tools you would use for applying formatting manually.

Tip

Any changes made to a style are effective only in the current document. If you want to reuse modified or new styles in other documents, you need to either save the styles in a template—see Chapter 10 (Working with Templates)—or copy the styles into the other documents, as described in “Copying and moving styles” on page 191.

Changing a style using the Style dialog box

To change an existing style using the Style dialog box, right-click on the style in the Styles and Formatting window and select **Modify** from the pop-up menu.

The dialog box displayed depends on the type of style selected. Figure 192 shows an example of the dialog box for a paragraph style. Each style's dialog box has several tabs. The various properties on these dialog boxes are described in the next chapter.

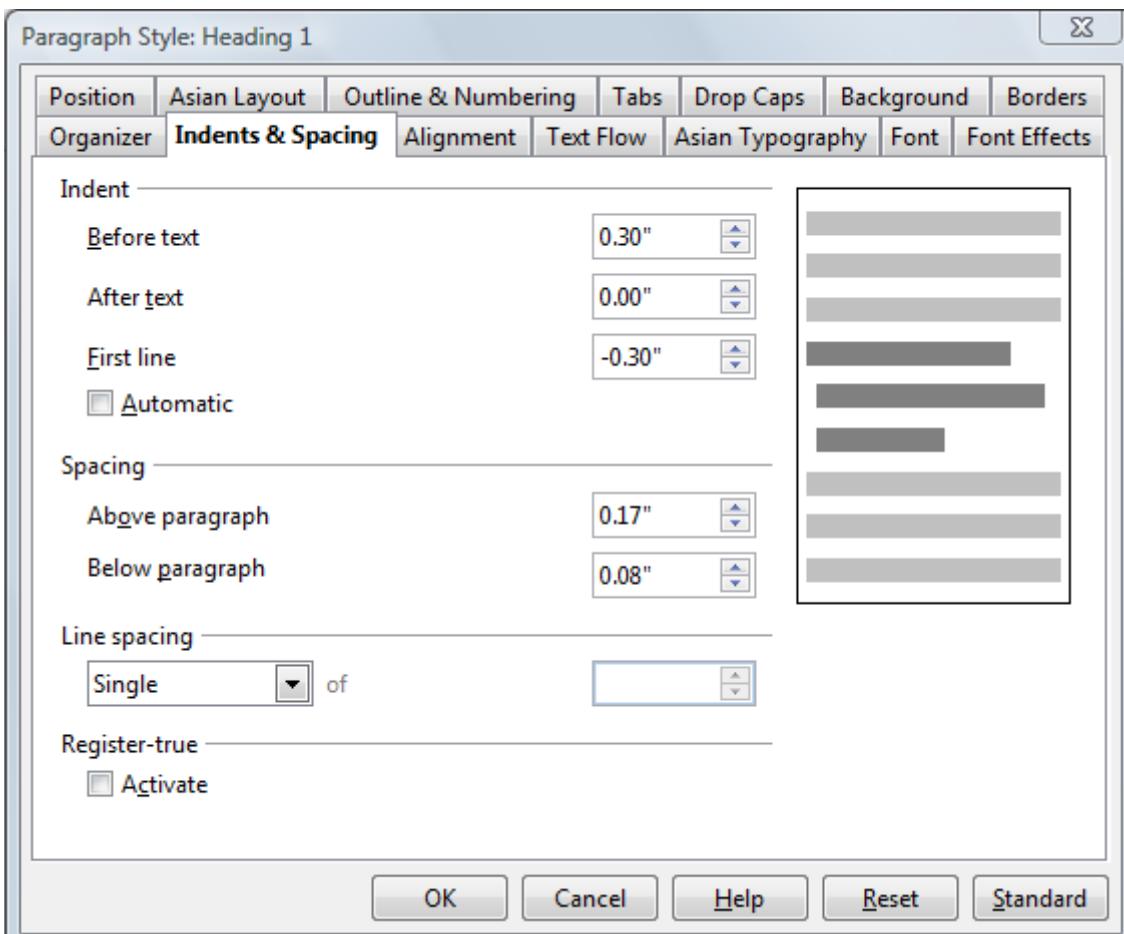


Figure 192: Example of the Paragraph Style dialog box

Move to the page where the setting you want to modify is specified and input the new value. You can click the **Help** button at any time to bring up the online guide where all the options of the current page are briefly described. When you are done, click **OK** to close the dialog box. As discussed above, the great advantage of styles is that all the instances of such style in your document are now modified to your liking.

Examples: Modifying paragraph styles

For this example, we need three lines of text with three OOo-supplied paragraph styles: *Heading 1*, *Heading 2*, and *Heading 3*. These paragraph styles could be used in formatting headings (subheads) in the framework for a document that will be "fleshed out" afterwards.

Open a new text document for this exercise and type **Title** on the first line, click the **Paragraph Styles** icon on the Styles and Formatting window, and double-click **Heading 1** in the drop-down list. Repeat this procedure for the other entries of

Figure 193, using the proper paragraph style for each: the **Heading 1** style for the paragraph containing the word **Title**, **Heading 2** for **Subtitle 1**, and so on.

Your document should resemble Figure 193.

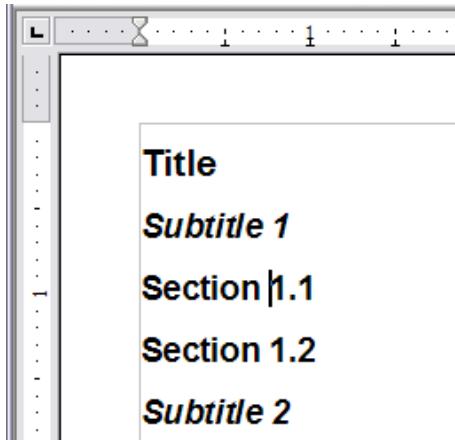


Figure 193: Headings 1–3 with default styles

Suppose you decide to make some changes to these styles, namely:

- *Heading 1* should be centered.
- *Heading 3* should be indented.

Center Heading 1

On the Styles and Formatting window, select the **Paragraph Styles** icon (if it isn't already chosen), right-click on **Heading 1**, and choose **Modify**.

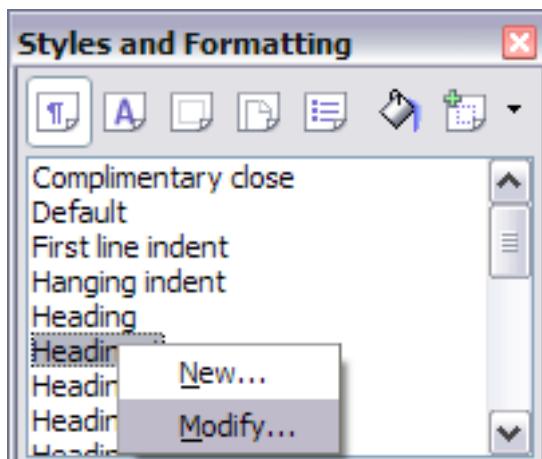


Figure 194: Modifying a style

After the Paragraph Style window opens, choose the **Alignment** tab, select **Center** (as shown in Figure 195), and click **OK**.

Now, every paragraph marked as *Heading 1* will be centered (as shown in Figure 196). If you make another *Heading 1* entry, it will be centered as well.

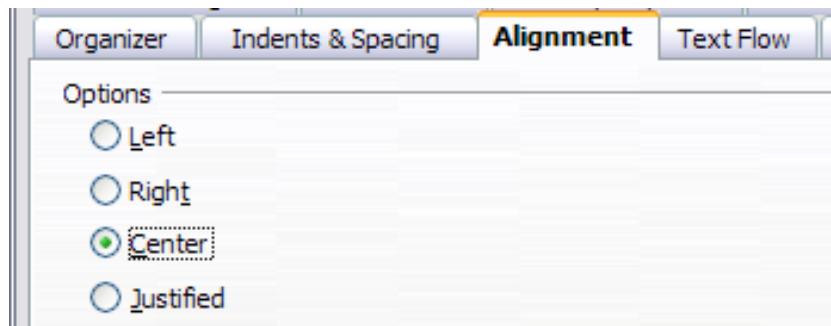


Figure 195: Center Heading 1

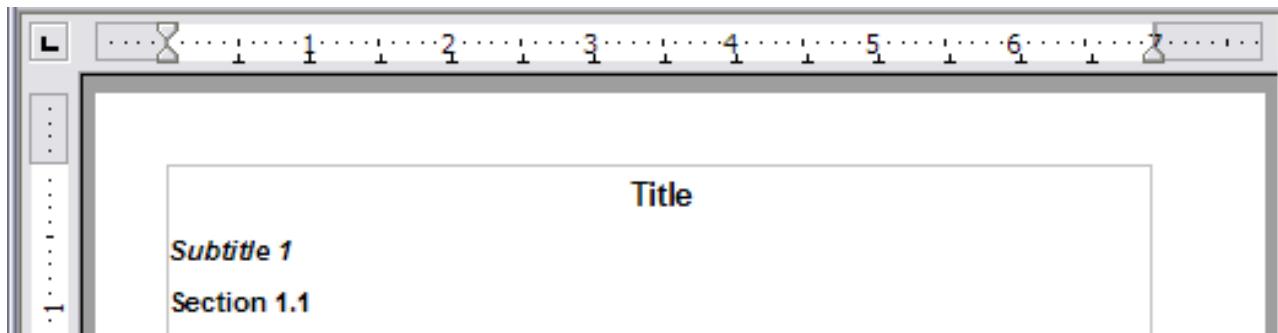


Figure 196: The text Title, which is formatted as a centered Heading 1 style

Indent Heading 3

On the Styles and Formatting window, right-click on the **Heading 3** paragraph style and choose **Modify** (as before). After the Paragraph Style dialog box opens, follow the steps below:

- 1) Click the **Indents & Spacing** tab.
- 2) Under the *Indent* section, set the indentation before the text to **0.60"**, as shown in Figure 197. Your display might be different, depending upon what measurement unit was set in the options (**Tools > OOo Writer > General > Settings**).

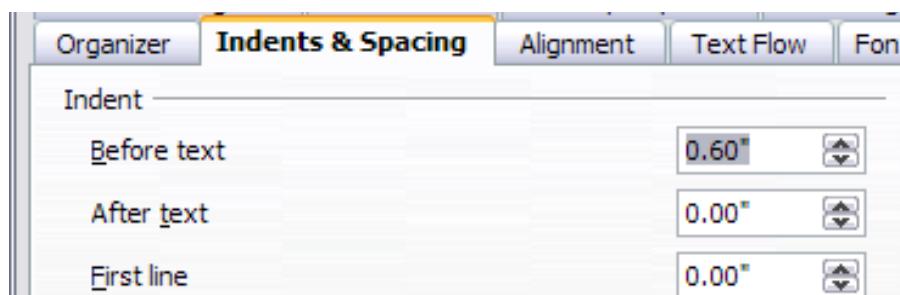


Figure 197: Set indentation

The result should resemble Figure 198.

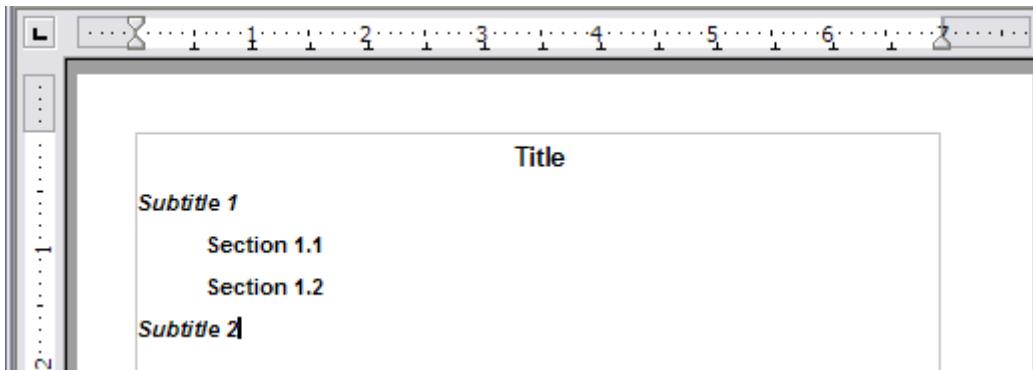


Figure 198: The text formatted as Heading 3 style is now indented

Using AutoUpdate

On the Organizer page of the Paragraph Style dialog box is a check box named AutoUpdate (Figure 199). It is present only for paragraph and frame styles. If this check box is selected, then OOo will apply to the style itself any modification made manually to a paragraph formatted with that style.

Caution



If you are in the habit of manually overriding styles in your document, be sure that AutoUpdate is **not** enabled, or you will suddenly find whole sections of your document reformatting unexpectedly.

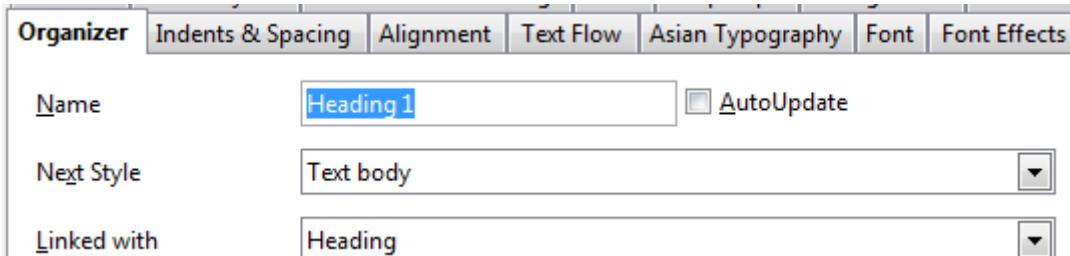


Figure 199: The Organizer page of the Paragraph Style dialog box

Creating custom paragraph styles: examples

You have seen that the Styles and Formatting window provides several predefined styles, such as *Heading 1* and *Text body*. But what if you need something different, like a poem style, that is not in Styles and Formatting? With Writer you can make your own styles to suit your needs.

Chapter 7 (Working with Styles) describes in detail the options on the various pages of the Paragraph Style dialog box. This section provides an example of a typical use of custom paragraph styles.

We create a *Poem* paragraph style and a *Poem Header* paragraph style, with the following properties:

- *Poem*: Centered, with a font size of 10pt.
- *PoemHeader*: Centered, bold, with a 12pt font size.

In addition, a *PoemHeading* style is to be followed by a *Poem* style. In other words, when you press *Enter*, the next paragraph style in the document changes to *Poem*.

Note

You may have noticed this behavior already. After you enter a heading using a *Heading* paragraph style and press *Enter*, the next style switches to *Text body*.

Creating the *Poem* paragraph style

Our next example uses the *Poem* style. We will use the *Default* style as a starting point.

- 1) Click the **Styles and Formatting** icon  or press *F11*.
- 2) Click the **Paragraph Styles** icon (first from the left).
- 3) Right-click **Default** and choose **New**.

This opens the Paragraph Style dialog box, with the **Organizer** page selected. To create a custom style, you have to understand and configure the top three entries.

Style fields	Description
Name	This is the name of the style itself, like <i>Heading 1</i> or <i>Text body</i> . Set (type in the text box) the name to Poem .
Next Style	This is the default style that follows the <i>Poem</i> style. When you press <i>Enter</i> while typing text in the <i>Poem</i> style, this style is used. Set this value to Poem . When you press <i>Enter</i> , the text will remain in the <i>Poem</i> style.
Linked with	If the <i>Poem</i> style is linked with another, say <i>Default</i> , then any change in <i>Default</i> will affect <i>Poem</i> , just as you saw with <i>Heading</i> in the previous section. For our example, this is not the behavior we want. Set this entry to - None - . This means that <i>Poem</i> is not linked with any other style.

After making these changes, your dialog box should look like Figure 200.

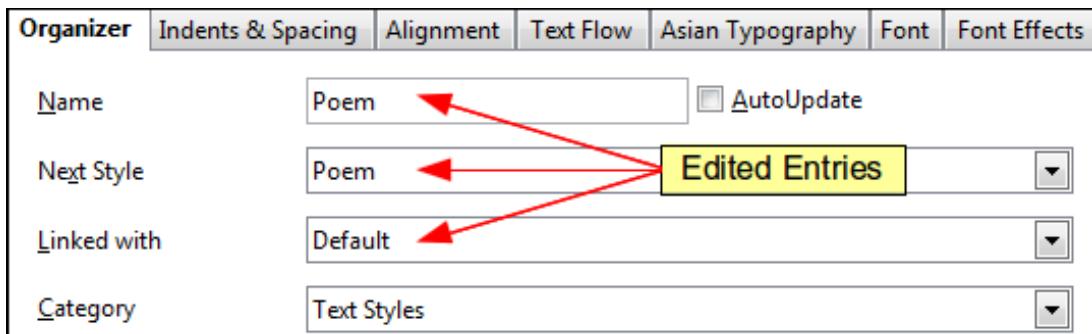


Figure 200: Initial configuration for the *Poem* style. Set the first three entries as shown.

The next step is to configure the alignment and font properties of this style.

- On the *Alignment* page, select the **Center** option.
- On the *Font* page, select the **12pt** font size.

Click **OK** to save the new *Poem* style.

Creating the PoemHeading style

Create a new *PoemHeading* style. Use the same procedure as before, with these changes:

- *Next Style*: Select **Poem**, not **PoemHeading**.
- *Linked with*: **Heading**.

The dialog box should look like Figure 201.

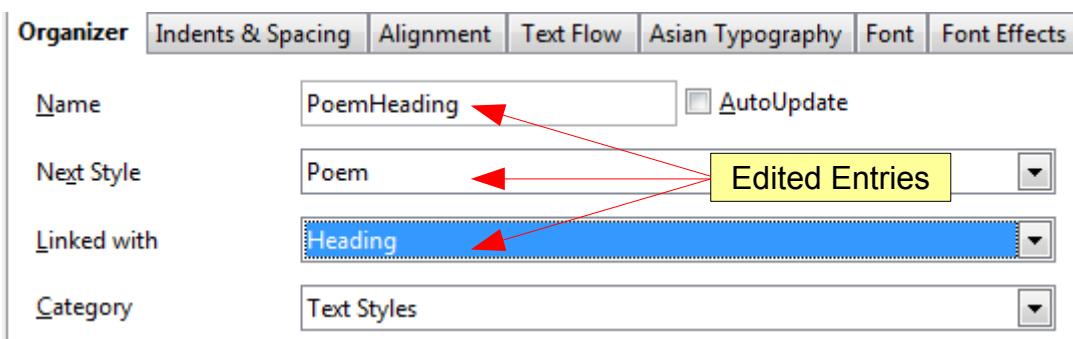


Figure 201: Settings for the *PoemHeading* style

Now set the settings of the new style:

- 1) On the *Alignment* page, select **Center**.
- 2) On the *Font* page, choose **Bold** and size **14pt**.

Click **OK** to save the new *PoemHeading* style.

Sample poem

It is a good idea to test out your new styles and see if you are happy with them. Typing a poem using the styles we have just defined should produce the results in Figure 202.

Changing the formatting of your styles

One of the main advantages of styles is that they allow the document formatting to be changed after the content has been written. For example, suppose you have written a 100-page book of poetry. Then you decide you don't like the way the poems look after all. Or, perhaps, your publisher doesn't like it.

To learn about reconfiguring styles, we add an indentation to the *Poem* style instead of centering it.

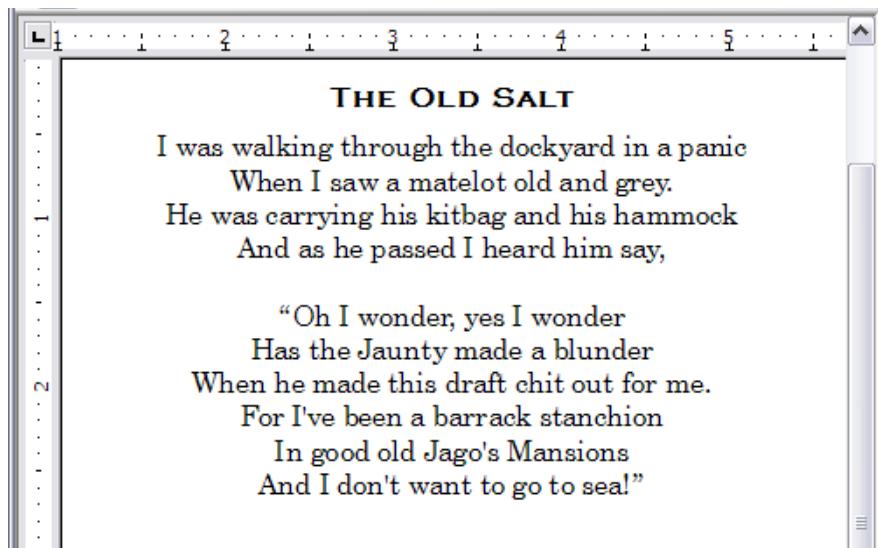


Figure 202: Sample poem

Indent Poem

First, set the *Poem* style to left alignment:

- 1) In the Styles and Formatting window, select **Poem** and right-click and select **Modify**.
- 2) On the *Alignment* page, select **Left**.

Set the indentation:

- 1) Click the **Indents & Spacing** tab.
- 2) Under *Indent*, set the indentation before the text to **5cm** (or about 2in).

Done! Click **OK**, and you should see the text change.

Final result

After all these changes, the poem should look similar to Figure 203. Note in the figure that a third style has been created for the author of the poem.

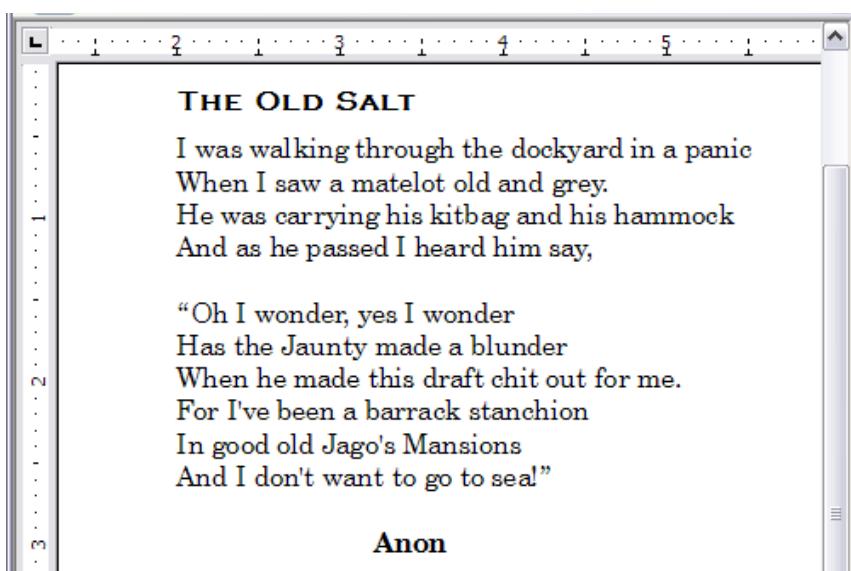


Figure 203: Final result, using three custom styles

Copying and moving styles

Styles are part of the document properties, therefore changes made to a style or new styles you create are only available within the document they belong to. Styles always stay with a document. So, for example, if you e-mail a document to another person, the styles go with it.

If you want to reuse modified or new styles in other documents, you need to either save the styles in a template (see Chapter 10) or copy the styles into the document where you want to use them.

You can copy or move styles from one template or document to another in two ways:

- Using the Template Management dialog box.
- Loading styles from a template or document (see page 175).

To copy or move styles using the Template Management dialog box:

- 1) Click **File > Templates > Organize**.
- 2) At the bottom of the Template Management dialog box, choose either **Templates** or **Documents**, as needed. For example, if you are copying styles between two documents, both entries should say Documents.

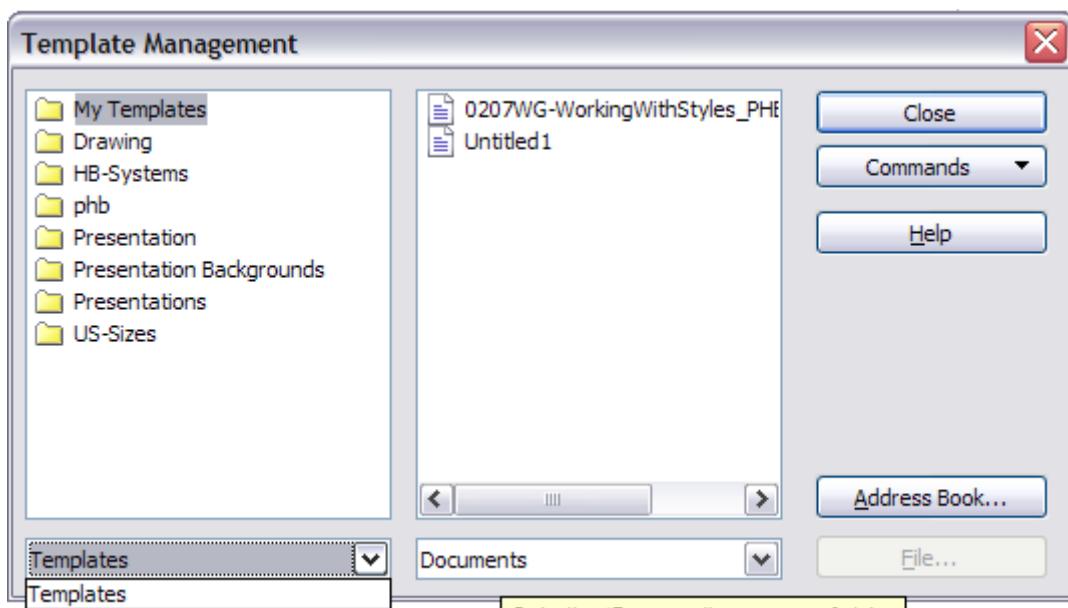


Figure 204: Choosing to copy styles from a document, not a template

- 3) To load styles from a file, click the **File** button. When you return to this window, both lists show the selected file, as well as all the currently open documents.
- 4) Double-click on the name of the template or document and then double-click the **Styles** icon to show the list of individual styles.
- 5) To *copy* a style, hold down the *Control* key and drag the name of the style from one list to the other.
- 6) Repeat for each style you want to copy or move. When you are finished, click **Close**.

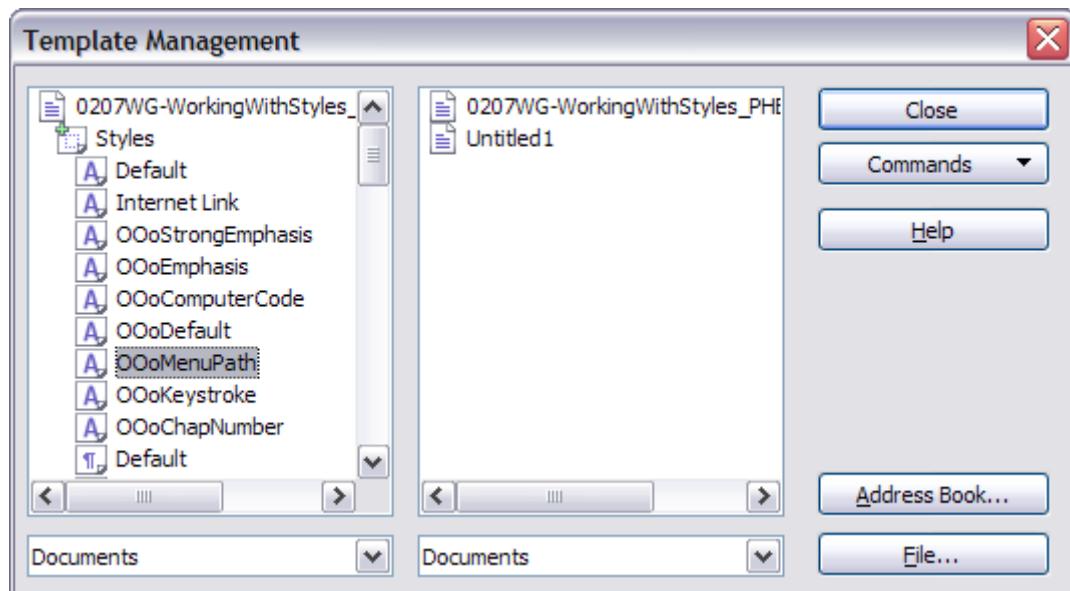


Figure 205: Copying a style from one document to another

Caution



If you do not hold down the *Control* key when dragging, the style will be moved from one list to the other. The style will be deleted from the list you are dragging it from.

Deleting styles

It is not possible to delete OOo's predefined styles from a document or template, even if they are not in use. However, custom styles can be deleted.

To delete an unwanted style, right-click on it in the Styles and Formatting window and choose **Delete**. If the style is in use, the message shown in Figure 206 appears.

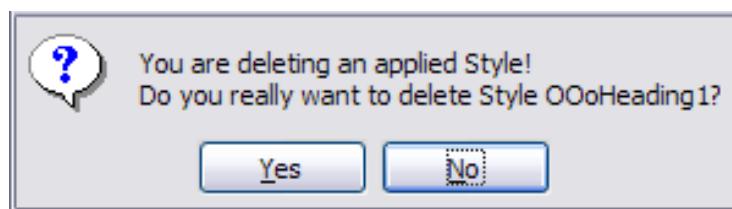


Figure 206: Deleting an applied style

Caution



Make sure the style is not in use before deletion. Otherwise, all objects with that style will return to the Default style and retain their formatting as manual formatting. This can be very problematic in a long document.

Tip

If an unwanted style is in use, use **Find & Replace** to replace it with a substitute style before deleting it.

If the style is not in use, the message shown in Figure 207 appears.

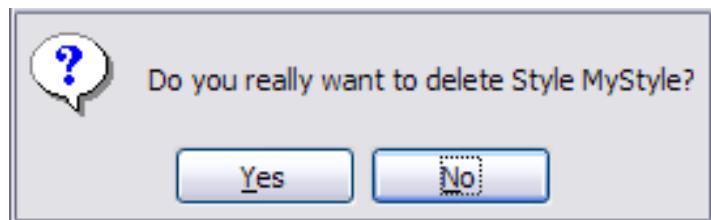


Figure 207: Deleting a style that is not in use

Assigning styles to shortcut keys

You can configure shortcut keys to quickly assign styles in your document. Some shortcuts are predefined, such as *Ctrl+1* for the *Heading 1* paragraph style and *Ctrl+2* for *Heading 2*. You can modify these shortcuts and create your own. See Chapter 17 (Customizing Writer) for details.

Defining a hierarchy of headings

Tools > Outline Numbering defines the hierarchy of headings in a document. Headings can be numbered or not; typically the first-level headings in a book-length document are the next level of headings after the chapter titles, which may be numbered, but lower-level headings are not numbered. Some chapter title and heading styles (such as those commonly used in engineering documents) number each chapter and heading level, for example 1, 1.1, 1.2, 2, 2.1, and so on. When chapters or sections are added or deleted, the numbering is automatically changed.

Paragraph styles are the key to OOo's outline numbering feature. The default paragraph styles assigned to outline levels are the heading styles supplied with OOo: *Heading 1*, *Heading 2*, and so on. However, you can substitute any styles you wish, including custom (user-defined) styles.

The headings defined using the outline numbering feature can be used for more than the table of contents (described in Chapter 12). For example, fields are commonly used to display headings in headers and footers of pages (see Chapter 14, Working with Fields), and Writer can send the outline to Impress to use as the basis for a presentation (see the *Impress Guide* for details).

Choosing paragraph styles for outline levels

If you are using the default heading styles for the headings in your outline, and you do not want to use heading numbering, you do not need to do anything on the Outline Numbering dialog box. The default outline numbering scheme uses the default heading styles (*Heading 1*, *Heading 2*, and so on).

To use custom styles in place of one or more of the default heading styles:

- 1) Choose **Tools > Outline Numbering** to open the Outline Numbering dialog box (Figure 208).
- 2) Click the number in the *Level* box corresponding to the heading for which you want to change the paragraph style.

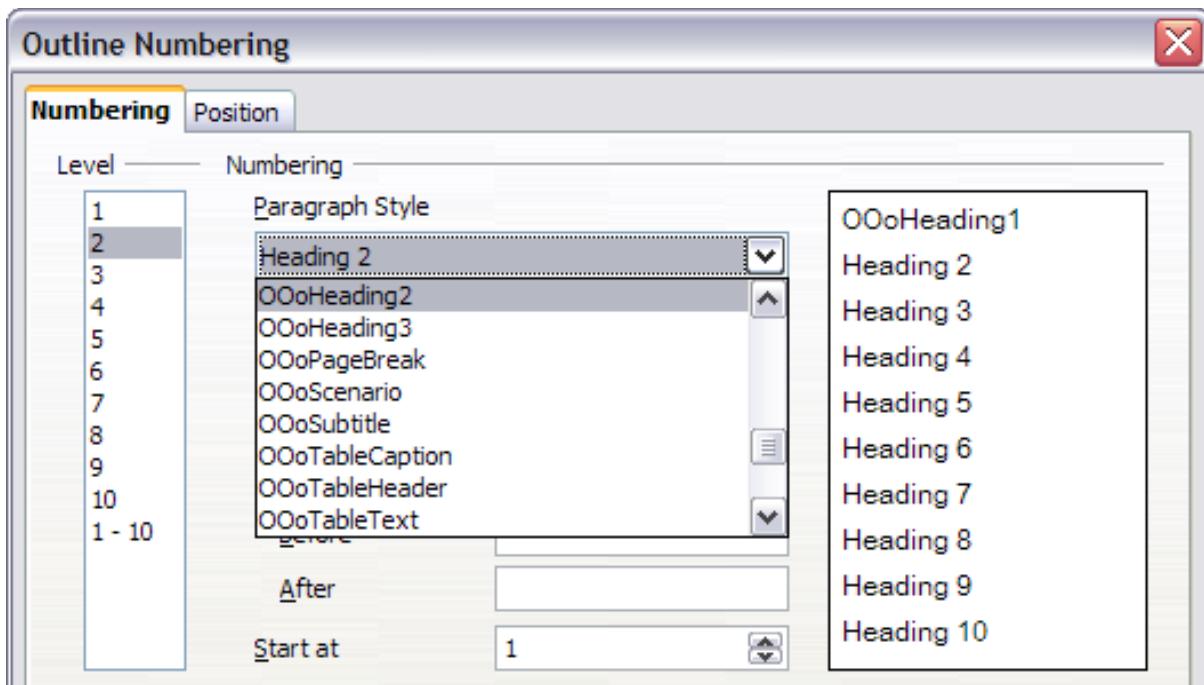


Figure 208: Choosing paragraph styles for outline levels

- 3) In the *Numbering: Paragraph Style* section, choose from the drop-down list the paragraph style you want to assign to that heading level. For example, when setting up a chapter in the *Writer Guide*, you would click **Level 1** and choose **OOoHeading1** (a custom style defined for the OOoAuthors project) to replace **Heading 1** and for **Level 2**, **OOoHeading2** to replace **Heading 2**.
- 4) Repeat for each outline level that you want to change. Click **OK** when done.

Assigning outline levels to other styles

Beginning with OpenOffice.org 3.1, you can assign an outline level to any paragraph style. This feature enables you to create a table of contents that includes those headings along with the headings using styles listed in the Outline Numbering dialog box. For example, you might use a different sequence of styles for annexes (appendices), but you want the annex headings and subheadings to appear in the TOC at the same levels as the chapter headings and subheadings.

To assign an outline level to a paragraph style, go to the Outline & Numbering page for the style, and select the required outline level. Click **OK** to save this change.

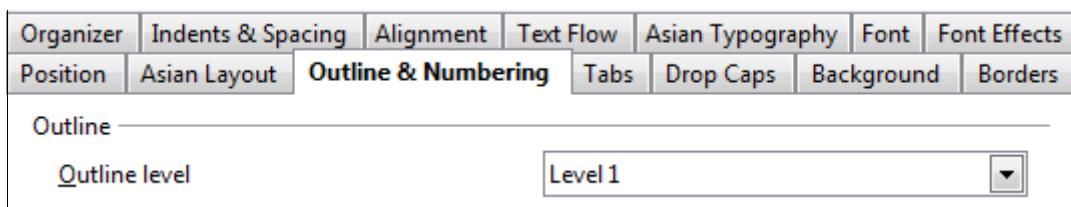


Figure 209: Specifying an outline level on the Outline & Numbering page for a paragraph style

Setting up heading numbering

If you want one or more heading levels to be numbered, many choices are available; this example defines a scheme to create headings that look like those in Figure 210.

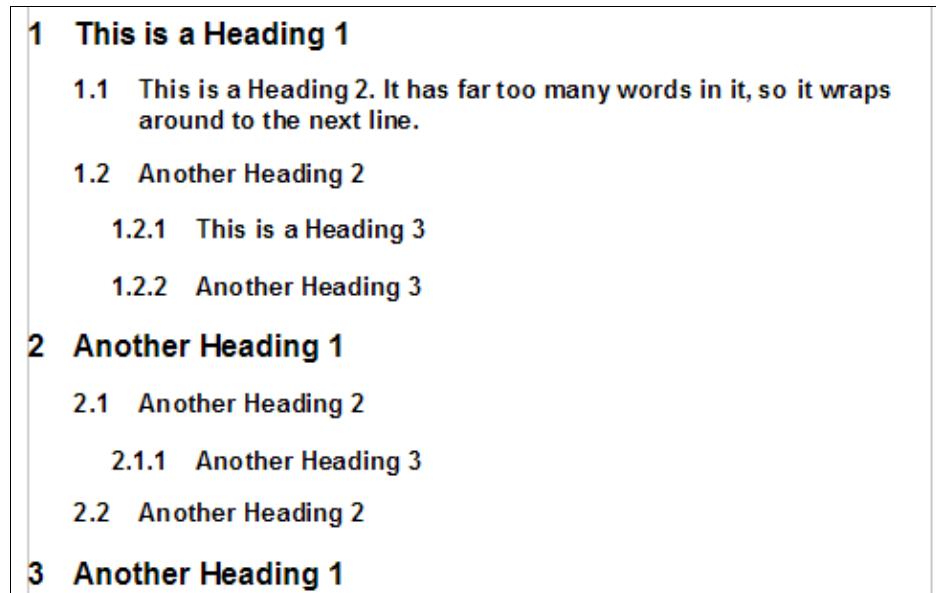


Figure 210: The numbering scheme to be set up.

Use the Numbering page of the Outline Numbering dialog box to define the numbering scheme and its appearance. Figure 211 shows the default settings.

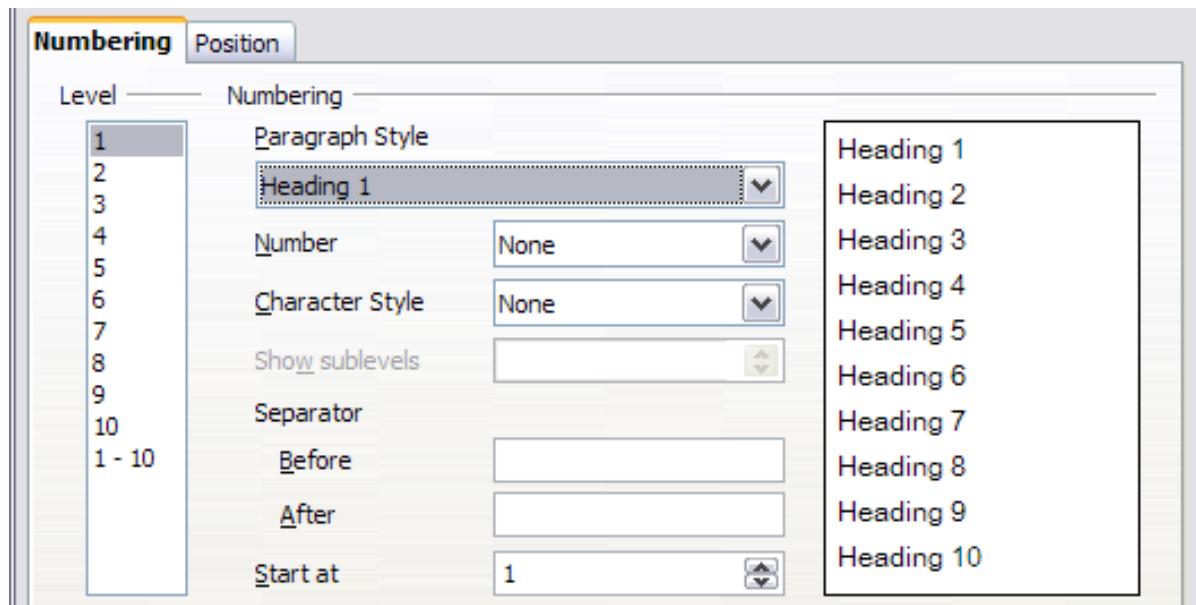


Figure 211: Default settings on the Outline Numbering dialog box.

- 1) In the *Level* list, choose **1**. In the *Number* list, choose **1, 2, 3, ...**. The result is shown in the preview box on the right in Figure 212.
- 2) In the *Level* list, choose **2**. In the *Number* list, choose **1, 2, 3, ...**. The *Show sublevels* list is now active; it should show **2** (if not, choose **2**). The result is shown in Figure 213.

- 3) In the *Level* list, choose 3. In the *Number* list, choose 1, 2, 3, The Show sublevels list should show 3 (if not, choose 3). The result is shown in Figure 214.

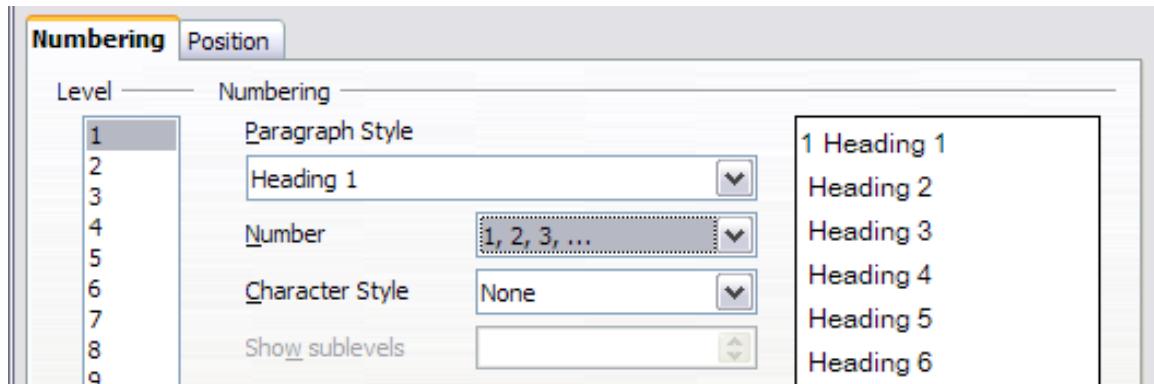


Figure 212: Specifying numbering of Level 1 headings.

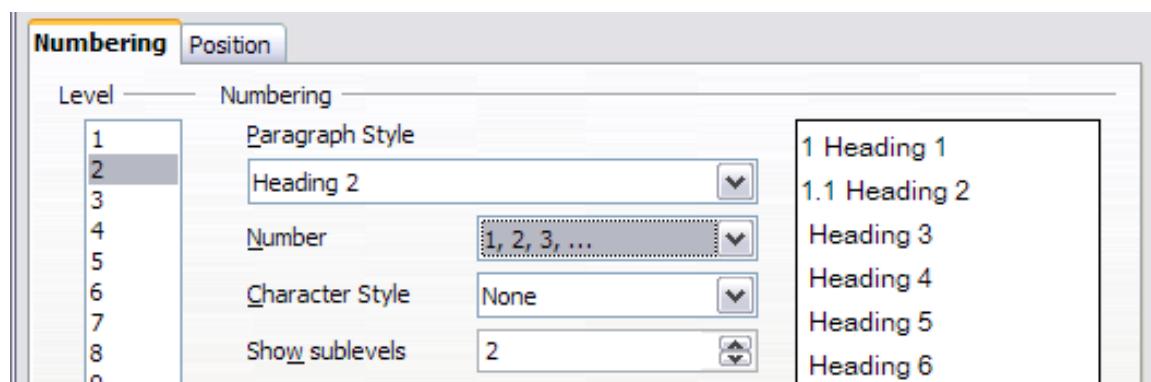


Figure 213: Specifying numbering of Level 2 headings.

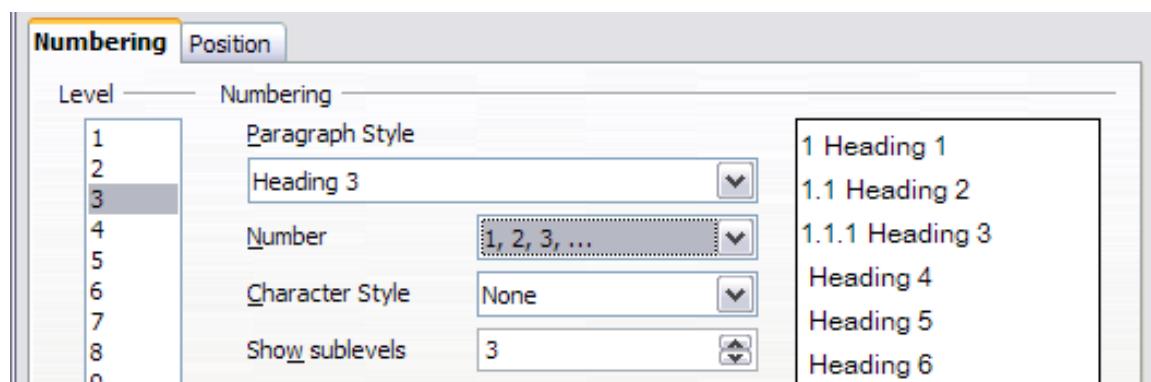


Figure 214: Specifying numbering of Level 3 headings.

These choices produce the layout shown in Figure 215.

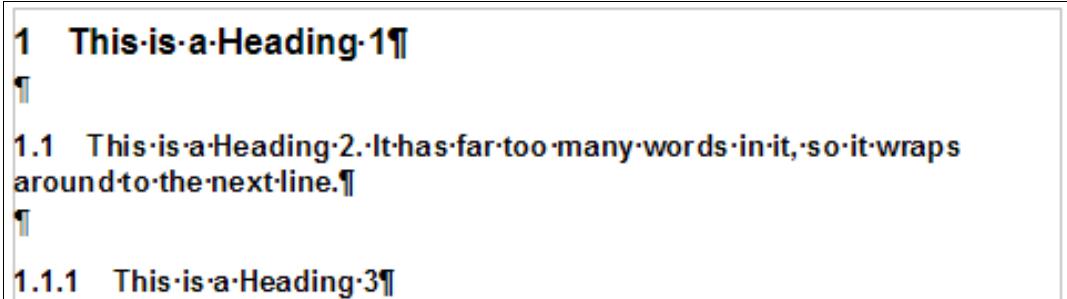


Figure 215: Results of numbering choices for headings

Setting up the indentation of headings

Whether or not the headings are numbered, you may want to change some of their formatting. For example, you may want the second-level and third-level headings to be indented from the margin. For numbered headings, you may also want the second line of long headings to line up with the first word of the heading, not the number. For these changes, use the **Position** page of the Outline Numbering dialog box.

Note The Position page for documents created in OOo3 is slightly different from the Position page for documents created in earlier versions of OOo that are opened in OOo3. This difference is provided for backwards compatibility.

Positioning in new OOo3.x documents

Figure 216 shows the Position page as it appears for documents created in OOo3.x.



Figure 216: Setting up the position of level 1 headings

- 1) In the *Level* list on the left, choose 2. Change the values for *Numbering followed by...* *at* and *Aligned at*, as shown in Figure 217. You may want to use a different value. This indents the entire heading but does not affect the way long headings wrap around (see Figure 218).

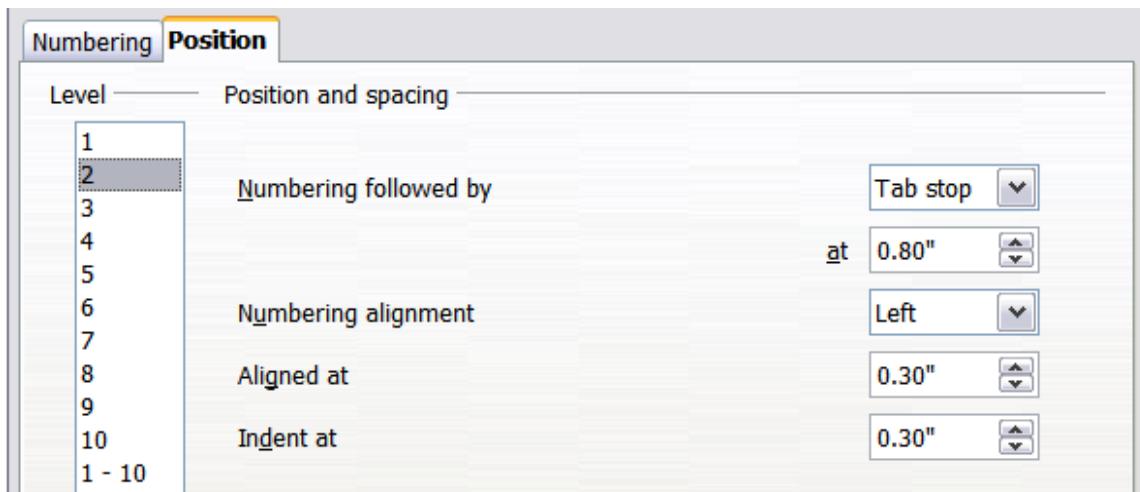


Figure 217: Indenting Level 2 headings

1 This is a Heading 1

1.1 This is a Heading 2. It has far too many words in it, so it wraps around to the next line.

Figure 218: Result of changes to indentation of Level 2 headings

- 2) To change the wrapping behavior of long headings, change *Indent at* to a larger value, as shown in Figure 219. The result is shown in Figure 220.



Figure 219: Wrapping long headings

1 This is a Heading 1

1.1 This is a Heading 2. It has far too many words in it, so it wraps around to the next line.

Figure 220: Result of changing *Indent at* value

- 3) In the *Level* list, choose 3. Change the values for *Numbering followed by...* at, *Aligned at*, and *Indent at*, as shown in Figure 221. The final result is shown in Figure 210.



Figure 221: Indenting level 3 headings

Positioning in older documents opened in OOo3.x

Figures 222, 223, 224, and 225 show the Position page as it appears for documents created in earlier versions of OOo and opened in OOo3.x.

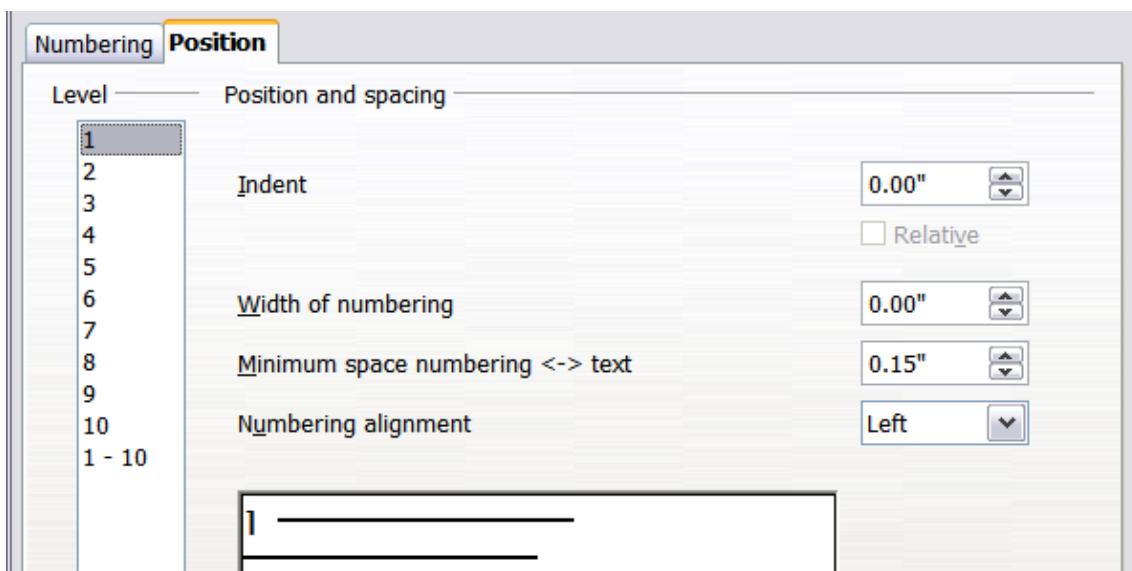


Figure 222: Setting up level 1 headings

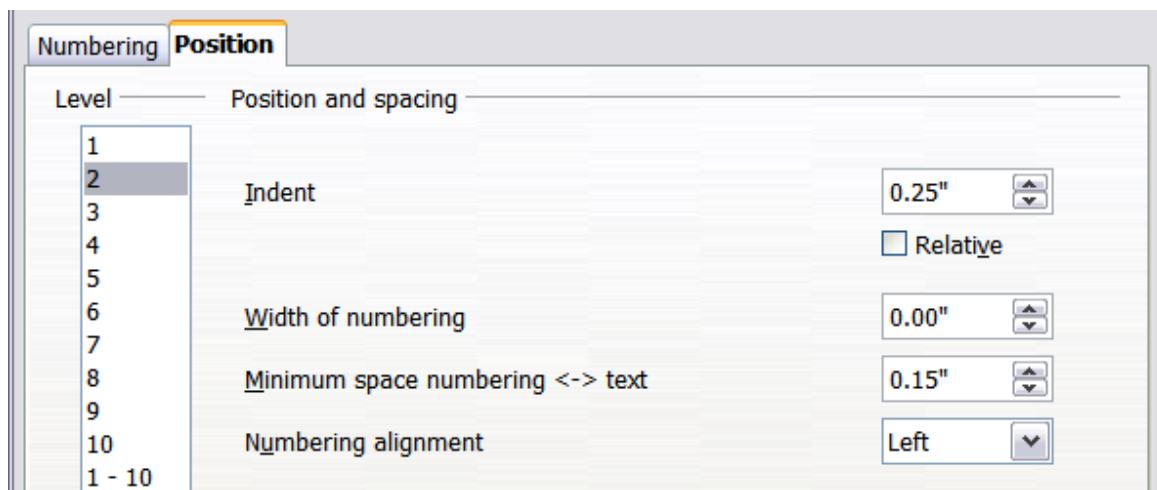


Figure 223: Indenting Level 2 headings

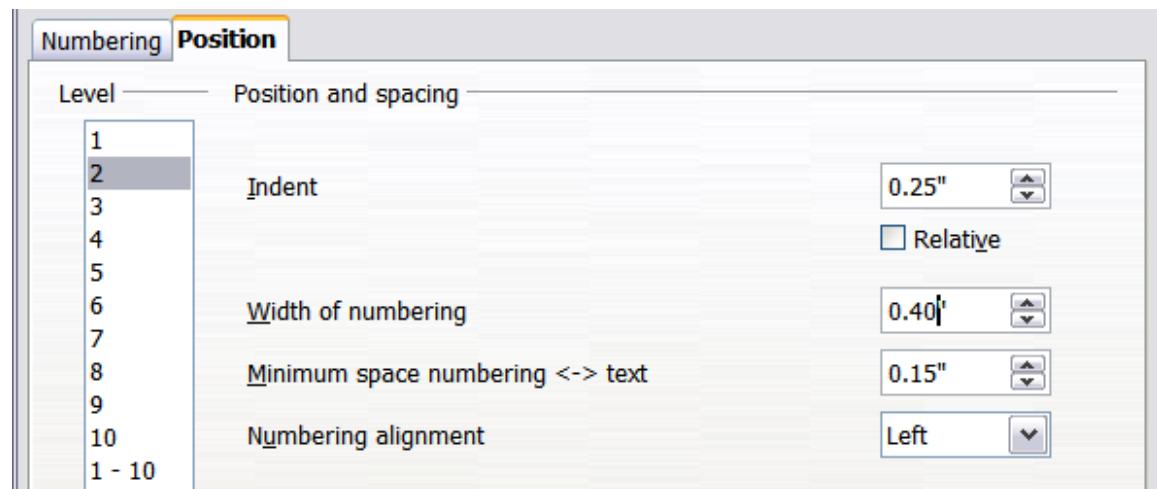


Figure 224: Changing the Width of numbering value to wrap long headings

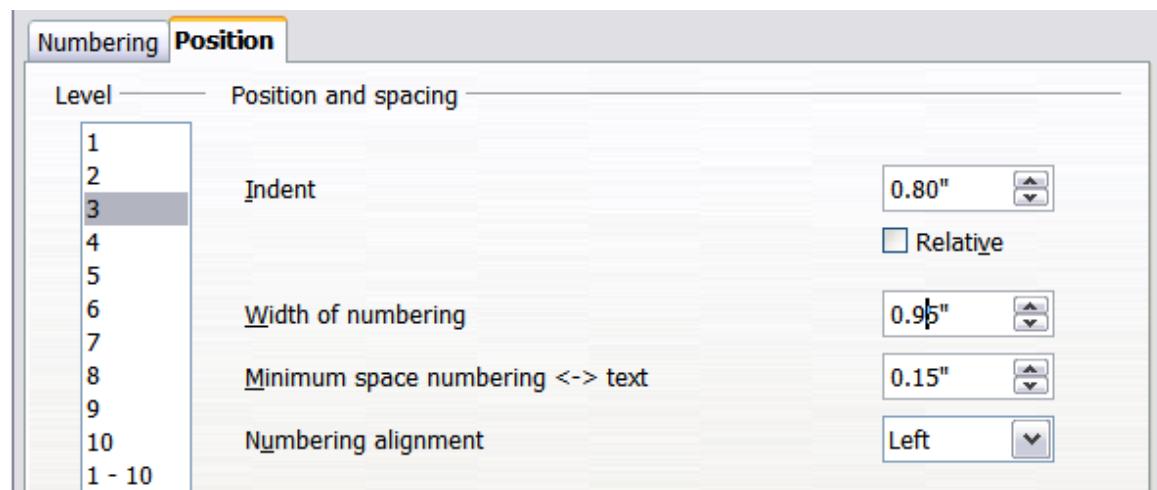


Figure 225: Indenting Level 3 headings



Chapter 7

Working with Styles

Introduction

Chapter 6 (Introduction to Styles) described the basics of how to use, apply, and manage styles. This chapter gives a more detailed description of how to create or modify a style, using the many options available on the various pages of the Style dialog box. You will learn how these options affect the appearance of the style and how to use them efficiently. Examples and hints are also provided.

The Style dialog boxes share many of the same pages as the manual formatting dialog boxes, so you can also use this chapter to help you apply manual formatting (though you do not need that if you use styles).

Creating custom (new) styles

In addition to using the predefined styles provided by OOo, you can add new custom (user-defined) styles. In Chapter 6, two methods were given for creating a new style: the drag-and-drop approach and the **New Style from Selection** icon in the Styles and Formatting window.

These methods are very convenient because it is possible to immediately check the visual effects that the style produces before creating it. However, they may require you to access several different menus, and you have a somewhat reduced amount of control on style (particularly when it comes to organizing them). The method described in this chapter, therefore, concerns only the use of the Style dialog box.

The Style dialog box

Open the Styles and Formatting window. Select first the category of style you want to create by clicking on the appropriate icon in the top part of the Styles and Formatting window. For example, select the third icon from the left if you want to create a new frame style.

Right-click on the main window and select **New** from the pop-up menu. If you right-click on an existing style, the new style will be linked to the style you clicked on. If you right-click on an empty area, then the initial settings of the style are copied from the *Default* style of the corresponding category.

The dialog box that is displayed depends on the type of style you selected. Many of the pages are the same as those that are displayed when manual formatting is applied. Therefore, if you are familiar with manual formatting, you will find that you already know how to use most of the options. The dialog box used to create a new style and to modify an existing one is exactly the same.

Tip An exception to the above rule is conditional styles, which have a different dialog box. See “Working with conditional paragraph styles” on page 215.

The Organizer page

When creating a new style, the first page you need to set up is the *Organizer*, which is shown in Figure 226. This page is common to all style categories. Therefore, it is described only once.

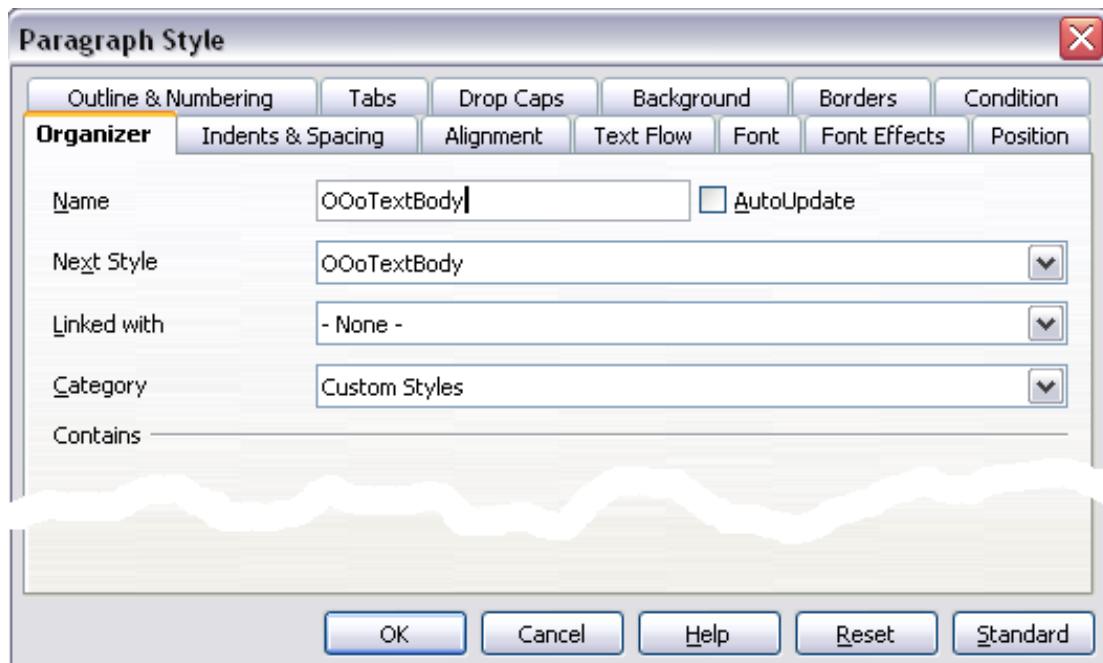


Figure 226: The Organizer page displayed when a new style is created.

Depending on the style you are creating, you will find the following information on this page:

- **Name:** present on all the categories—use this field to give a name to the style you are creating.
- **AutoUpdate:** only present for paragraph and frame styles. If it is checked, then Writer will apply any modification made manually to a paragraph formatted with that style to the style itself.

Caution



If you are in the habit of manually overriding styles in your document, be sure that AutoUpdate is **not** enabled, or you will suddenly find whole sections of your document reformatted unexpectedly.

- **Next Style:** only available for paragraph and page styles. Use it to specify which style will be applied to the next element. It is customary, for example, to have a left page style followed by a right page, a first page followed by a left page, a heading followed by body text, and so on. You will see in the example later how this property is used. Predefined paragraph styles for lists or bullets also make large use of the *Next Style* property.
- **Linked with:** available for paragraph, character, and frame styles; it determines the position of the style in the hierarchy. When creating a new style and linking it to an existing style, all the starting properties of the style are copied from the linked style. Refer to “Understanding linked styles” on page 204 for further information on how linked styles work.
- **Category:** available for all styles; use it to associate the new style with one of the categories. Note that you cannot change the category of the predefined styles. Setting this field is useful when filtering the contents of the Styles and Formatting window.
- **Contains:** shows a summary of the properties of the style.

Understanding linked styles

When creating a new paragraph or a new character style, you may use an existing style as a starting point for its settings. In this sense, Oo links the styles together.

When styles are linked, a change in the *parent* style affects every style linked to it. You can easily visualize the connections between styles by switching to the **Hierarchical** view in the Styles and Formatting window filter.

For example, every *Heading* style (such as *Heading 1*, *Heading 2*) is linked with a style called *Heading*. This relationship is illustrated in Figure 227.

Linking styles is a very powerful method to create “families” of styles and allows you to change their properties simultaneously. For example, if you decide that all the headings should be blue (such as in this guide), you only need to change the font color of the parent style to achieve the desired result. Note however, that changes made to a parameter of the parent style do not override changes previously made to the same parameter in the child styles. For example, if you changed the *Heading 2* font color to green, a change of the font color of the *Heading* style (the parent style) to red will not affect the *Heading 2* font color.

You can easily check which properties are specific to a style by looking at the *Contains* section of the *Organizer* page. In case you want to reset the properties of a child style to that of the parent style, click the **Standard** button located at the bottom of each Paragraph and Character style dialog page.

Note

You cannot define a hierarchical style structure for Page, Frame and List styles.

Creating a linked style

To create a linked style, you can either specify the parent style (the “linked with” style) in the **Organizer** page of the Style dialog box, or you can start creating a new style by right-clicking in the Styles and Formatting window on the style to be linked with and selecting **New** from the drop-down menu.

Example: Changing a property of a parent style

Suppose that you want to change the font of not only *Heading 1* or *Heading 2*, but *all* headings. The easiest way to do that is to take advantage of *linking*.

Open the Styles and Formatting window (press **F11**) and select **Heading**.

Open the Paragraph Style dialog box for the *Heading* style (right-click > **Modify**) and select the **Font** tab. Select a font and click **OK** (Figure 229).

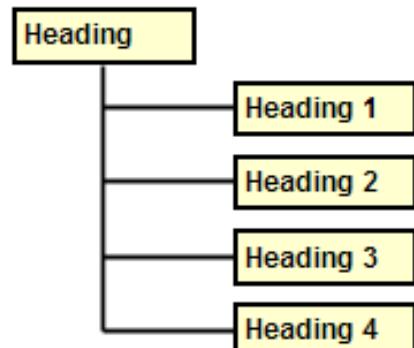


Figure 227: Hierarchical view of linked styles.

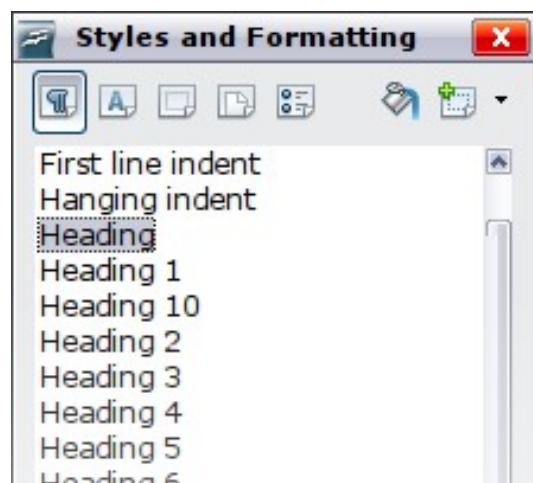


Figure 228: Select Heading style.

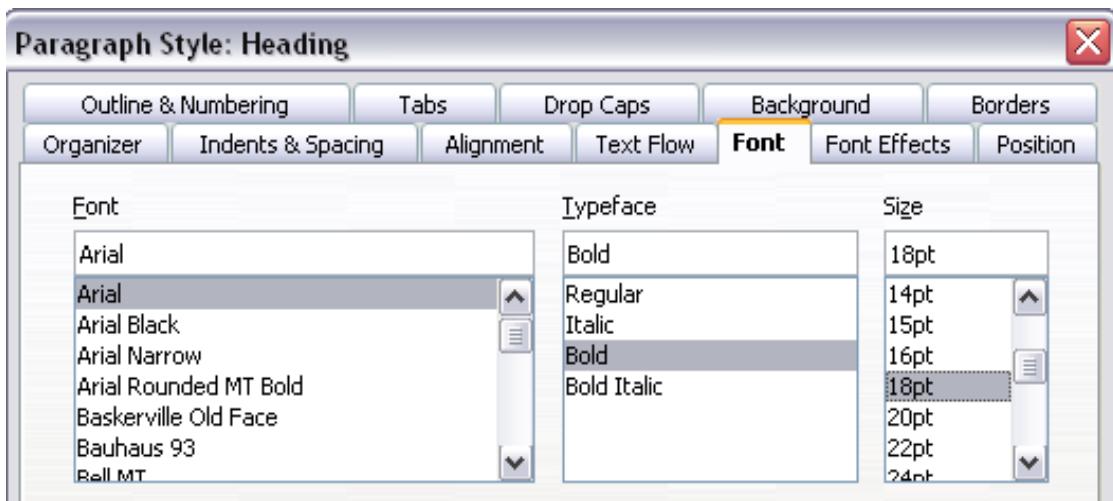


Figure 229: Select the heading font.

Now, the fonts of all the heading styles (*Heading 1* through *Heading 10*) are changed in a single operation. Figure 230 shows on the left a document using the headings 1, 2 and 3 and on the right the same document after changes have been made to the *Heading* style.

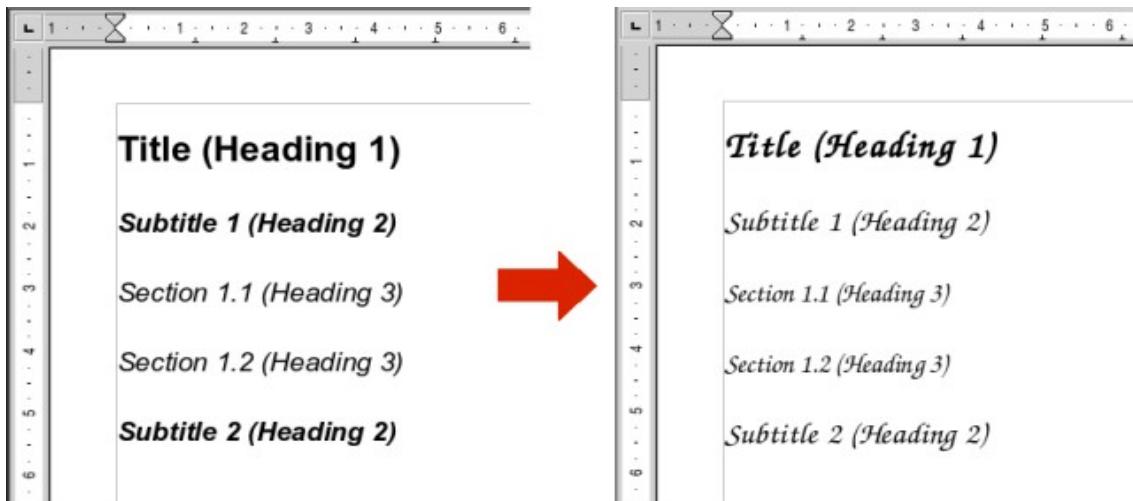


Figure 230: Effects of changing the Heading style font.

Working with paragraph styles

Although this section describes most of the parameters scattered over the twelve tabbed pages shown in Figure 229, you do not need to configure them all. In fact, in the vast majority of cases it is sufficient to modify only a few attributes, particularly if you make use of the linking properties of styles or when basing the new style on one which is already similar.

Settings on the Indents & Spacing page

On the Indents & Spacing page, you can set up the parameters that affect the position of the paragraph on the page and the spacing between lines and between this paragraph and the paragraphs nearby. The right hand side of the page shows a preview of the applied settings.

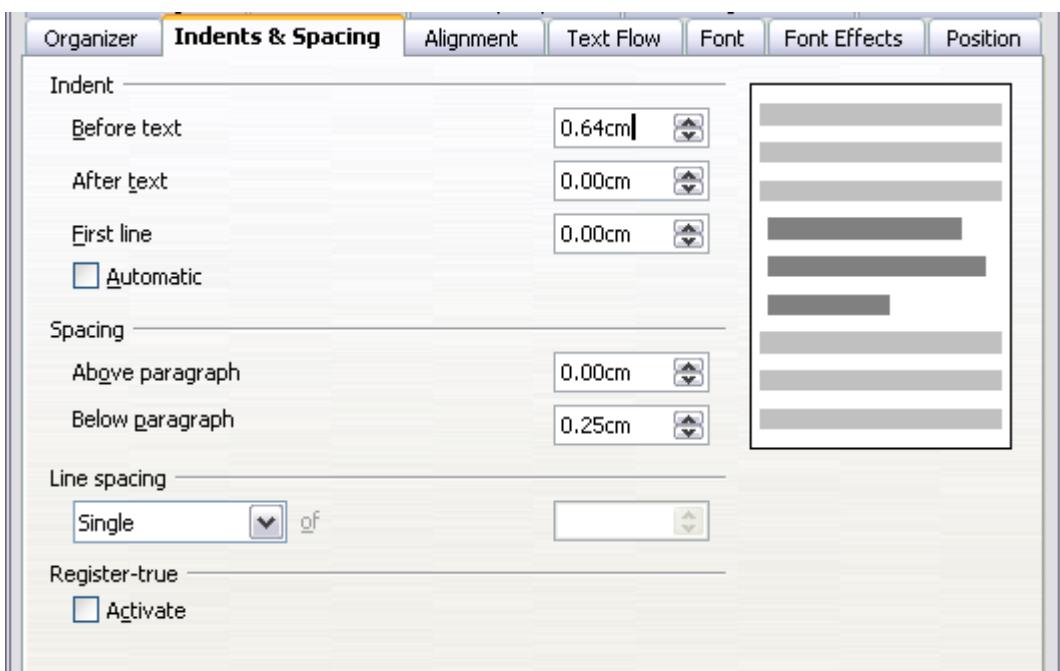


Figure 231: Settings on the Indents and Spacing page of a paragraph style

Use the *Indent* section of the page to set up the indentation, using these parameters:

- **Before text:** controls the space in the selected unit of measurement between the left margin of the page and the leftmost part of the paragraph area. Entering a negative value results in the text starting on the left of the margin. This may be useful in situations where your left margin is quite wide, but you want the headings to be centered in the page.
- **After text:** controls the space in the selected unit of measurement between the right margin of the page and the rightmost part of the paragraph area. Entering a negative value results in the text extending into the right margin of the page.
- **First line:** enter in this box the offset (either positive or negative) of the first line of the paragraph relative to the paragraph area. A positive value increases the indentation of the first line, while a negative value makes the first line start to the left of the paragraph area.
- **Automatic:** check this box to allow Writer to automatically control the indentation of the first line. The value is calculated by Writer on the basis of the font size and other parameters.

Use the *Spacing* section of the page to determine the amount of vertical space above and below the paragraph. It is customary to include some “space above” in heading styles so that they are separated from the text body of the previous section without the need to insert empty paragraphs. Spacing between paragraphs is also normal in certain types of documents. The body text style of this guide is configured to leave some space between consecutive paragraphs.

The spacing between paragraphs does not affect the spacing between lines, which is instead controlled using the drop-down box in the *Line spacing* section. You can select one of the following values:

- **Single:** the default setting—applies a single line spacing to the paragraph. This is calculated automatically based on the font size.
- **1.5 lines:** sets the line spacing to 1.5 lines.
- **Double:** sets the line spacing to 2 lines.

- **Proportional:** this value activates the edit box next to the drop-down list where you can enter a percentage value. 100% means a single line spacing, 200% double line spacing and so on.
- **At least:** this choice activates the edit box next to the drop-down list, where you can enter the minimum value (in your selected unit of measurement) to be used for the line spacing.
- **Leading:** if this value is selected, you can control the height of the vertical space inserted between two lines (from the bottom of the font of the line above to the top of the font of the line below). See Figure 232.
- **Fixed:** this choice activates the edit box next to the drop-down list, where you can enter the exact value of the line spacing.

Tip

When using different font sizes in the same paragraph, the line spacing will be uneven, as Writer automatically calculates the optimal value. To obtain evenly spaced lines, select **Fixed** or **At least** in the drop-down list and a value that is large enough to create a spacing between the lines sufficient to account for the largest font size used.

The last parameter that can be set in this page is *Register-true*. If you have activated the Register-true for the page style in use (refer to “General settings for the page style” on page 222) then the *Reference style* and all the styles hierarchically dependent on it will have the Register-True box selected, you may want however to activate the vertical grid also for other styles (or not apply it to styles dependent on the reference style) and this is where this can be done.

Settings on the Alignment page

Use the Alignment page to modify the horizontal alignment of the text, choosing between **Left**, **Right**, **Center**, and **Justified**. The results of the selection are shown in a preview window on the right-hand side of the page.

When selecting the *Justified* alignment, you can also decide how Writer should treat the last line of the paragraph. By default, Writer aligns the last line to the left, but you can choose to align it to the center or to justify it also (meaning that the words on the last line will be spaced in order to occupy it fully). If you select the **Expand single word** option, then whenever the last line of a justified paragraph consists of a single word, this word is stretched by inserting spaces between characters so that it occupies the full length of the line.

The alignment page is also used to control the *Text to Text* vertical alignment—useful when you have mixed font sizes on the same row. Choose the element of the fonts on the line that will be aligned between *Automatic*, *Baseline*, *Top*, *Middle*, *Bottom*. Refer to Figure 232 for a graphical representation of these reference points.



Figure 232: Typographic measurements (from Wikipedia.org)

Text flow options for paragraph styles

The page of the dialog box controlling the text flow options is shown in Figure 233. This page is divided into three parts: *Hyphenation*, *Breaks*, and *Options*.

In the *Hyphenation* section, you can change three parameters:

- *Characters at line end*: controls the minimum number of characters to be left on a line before inserting a hyphen.
- *Characters at line begin*: controls the minimum number of characters that can be placed at the beginning of a new line following a hyphen.
- *Maximum number of consecutive hyphens*: controls the number of consecutive lines that terminate with a hyphen.

If you prefer Writer to automatically control the hyphenation, select the **Automatically** option.

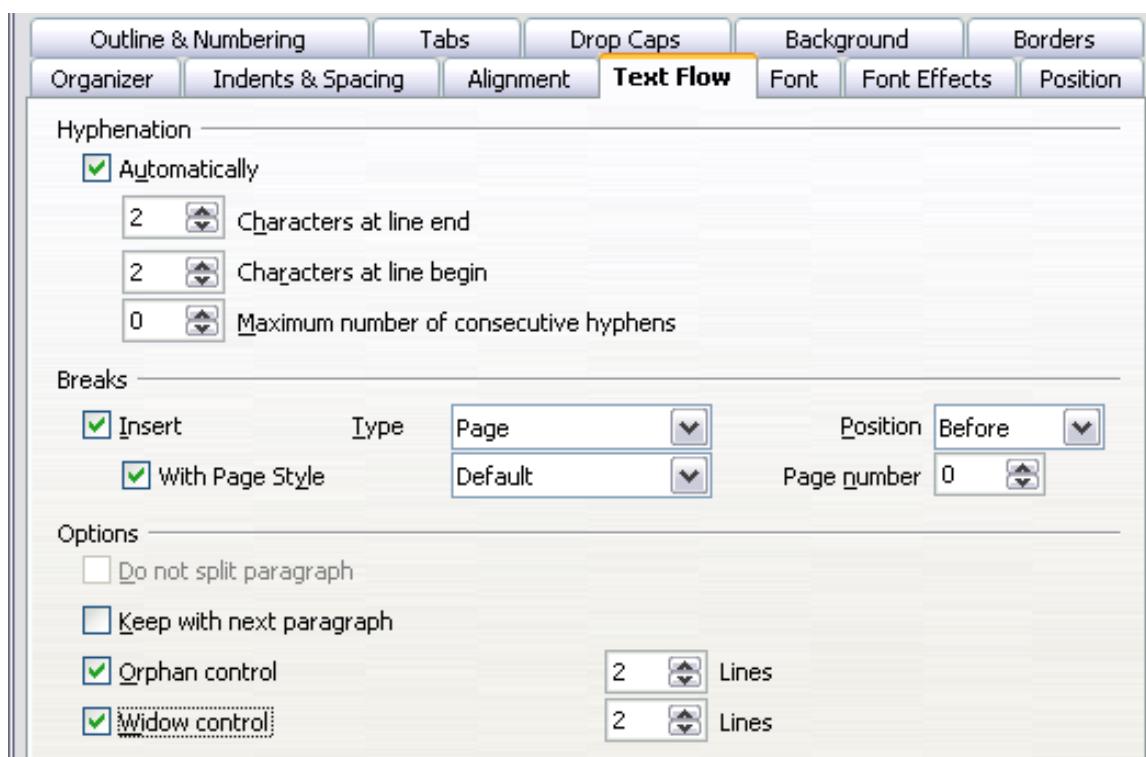


Figure 233: The options on the Text Flow page of the Paragraph dialog box

In the *Breaks* section, you can require a paragraph to start on a new page or column, as well as specify the position of the break, the style of the new page, and the new page number. A typical use for this option is to ensure that the first page of a new chapter always starts on a new (usually right-hand) page.

To always start a style on a new page, choose the following settings on the *Text Flow* page of the Paragraph Style dialog box:

- 1) In the *Breaks* section, select **Insert**. Make sure that *Type* is set to **Page** and *Position* is set to **Before**.
- 2) Select **With Page Style** and choose the page style from the list.
- 3) To continue page numbering from the previous chapter, leave *Page number* set at **0**. To restart each chapter's page numbering at 1, set *Page number* to **1**. Click **OK**.

Note

If you want the first page of a new chapter to always start on a right (recto) page, make sure that the page style for the first chapter page is set for the *right page only* by making this selection in the *Layout settings* field on the **Page** tab of the Page Style dialog box.

The *Options* section of the *Text Flow* page provides settings to control what happens when a paragraph does not fit on the bottom of a page:

- **Do not split paragraph** means that the paragraph is never split across two pages. If it does not fit on the bottom of one page, the entire paragraph moves to the top of the next page.
- **Keep with next paragraph** is appropriate for headings or the lead-in sentence to a list, to ensure that it is not the last paragraph on a page.
- **Orphan control** and **Widow control**. Widows and orphans are typographic terms. An *orphan* is the first line of a paragraph alone at the bottom of a page or column. A *widow* is the last line of a paragraph that appears alone at the top of the next page or column. Use these options to allow paragraphs to split across pages or columns but require at least two or more lines to remain together at the bottom or top of a page or column. You can specify how many lines must remain together.

Font options for the paragraph style

Three pages of the Paragraph Style dialog box are dedicated to settings controlling the appearance of the font, namely, the *Font*, *Font Effects*, and *Position* pages. The use of the first two pages is straightforward. Many of the options used when creating a character style are discussed in “Creating a new character style” on page 218. Options that can be used when creating a paragraph style are described here.

Specifying a relative font size

If you are creating a style based on another style (linked style), you can specify a font size *relative* to that other style—either as a percentage or as a plus or minus point value (-2pt or +5pt). Relative font sizes are commonly used for Web pages.

For example, the paragraph style *Heading 1* is based on the paragraph style *Heading*. The font size of the paragraph style *Heading* is 14pt, and the font size of paragraph style *Heading 1* is specified as 115%. Thus, the resultant font size of text in a paragraph formatted with the *Heading 1* paragraph style is 14pt times 115% = 16.1pt.

To specify a percentage font size: in the Paragraph Style dialog box, select the **Font** tab. In the *Size* box, enter the percentage amount followed by the symbol % (see Figure 234). Similarly, you can enter a plus or minus sign followed by the number of points to be added or subtracted from the base font size.

To change from a relative font size back to an absolute font size, enter the desired font size in points followed by the letters **pt**.

It is also possible to use a Percentage Font size for character styles.

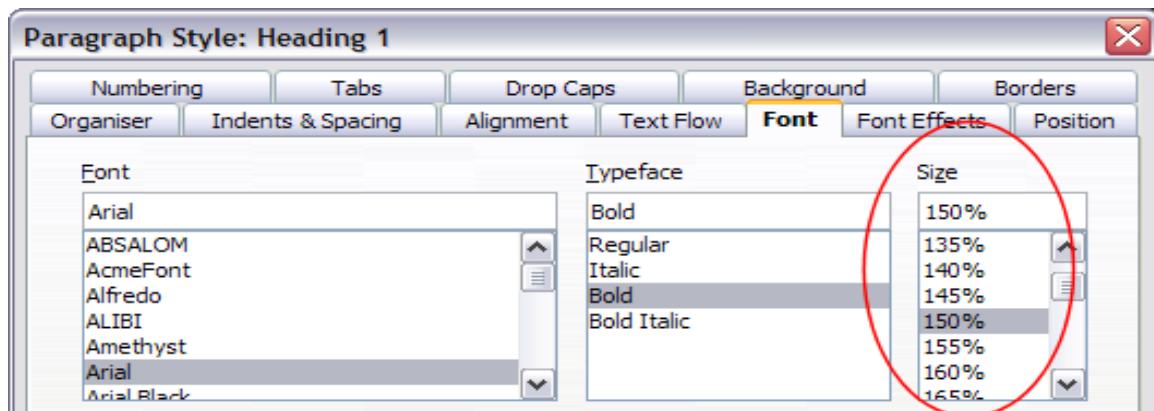


Figure 234: Selecting a type size based on a percentage

Selecting a language for a paragraph style

The language you select for a document (on **Tools > Options > Language Settings > Languages**) determines the dictionary used for spell checking, thesaurus, hyphenation, the decimal and thousands delimiter used, and the default currency format.

Within the document, you can apply a separate language to any paragraph style. This setting has priority over the language of the whole document. On the *Font* page of the Paragraph Style dialog box, languages with installed dictionaries are marked in the *Language* list by a small **ABC** icon (Figure 235). When checking spelling, Writer will use the correct dictionary for paragraphs with this style. If you write documents in multiple languages, you can use the linked styles to create two paragraph styles that differ only in the language option. If you then want to change some of the other properties of the paragraph style, all you need do is to change the parent style.

To insert occasional words in a different language and avoid their being picked by mistake with the check-spelling function, it is more convenient to use a character style, as discussed in “Creating a new character style” on page 218.

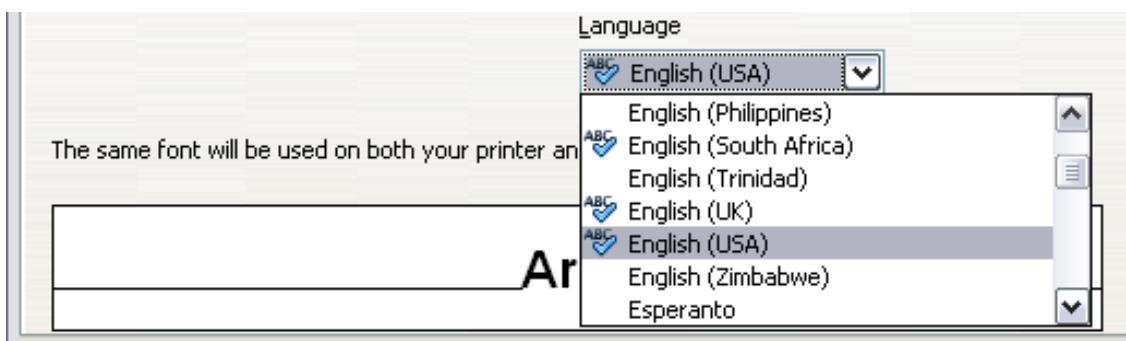


Figure 235: Selecting a language for a paragraph style

Options for positioning text

The Position page of the Paragraph Style dialog box collects all the options that affect the position of the text on the screen or printed page. This page is divided into three sections, plus a preview area. They are: *Position*, *Rotation*, and *Scaling*.

Use the *Position* section to control the appearance of superscripts and subscripts. However, you will normally apply superscript and subscripts to groups of characters rather than to entire paragraphs. Therefore, it is strongly recommended to change these parameters only when defining a character style and, instead, leave the default settings for the paragraph styles.

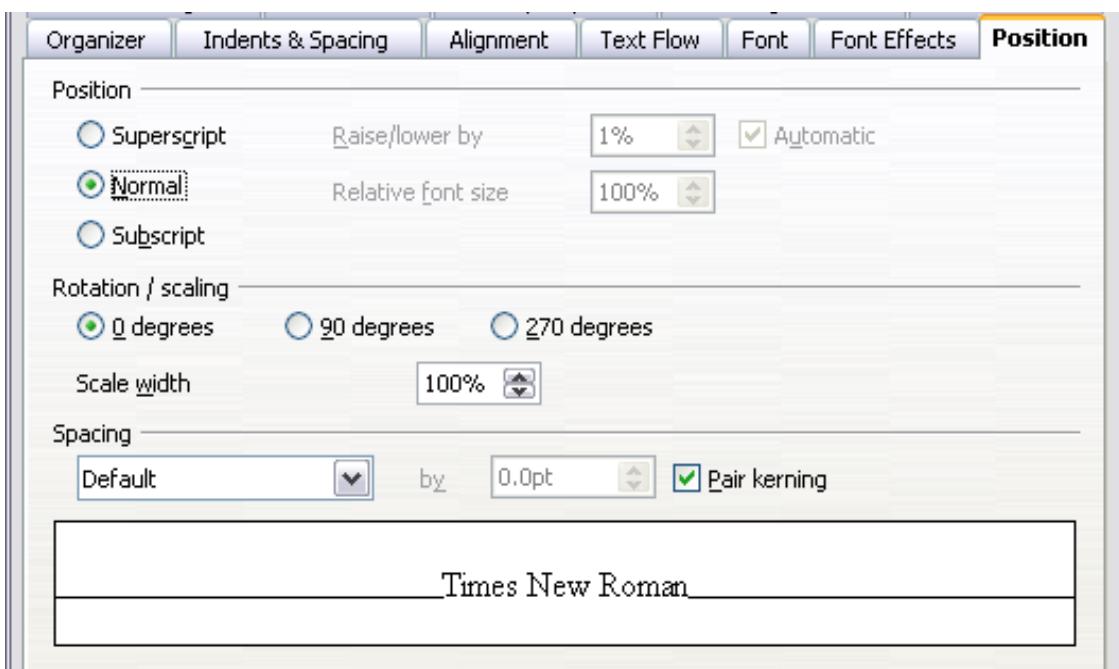


Figure 236: The position page of the Paragraph Style (default options)

The second section of the Position page controls the rotation of the paragraph area. Two common uses for rotated paragraphs are:

- To put portrait headers and footers on a landscape page
- To fit headings above narrow table columns (as shown in Figure 237)

<i>This is long</i>	<i>Another long heading</i>	<i>A rotated heading</i>	<i>Another heading</i>	<i>Another heading</i>	<i>Another heading</i>	<i>Another heading</i>

Figure 237: A table with rotated headings

The **Scale width** box controls the percentage of the font width by which to compress or stretch the rotated text *horizontally*.

Chapter 4 (Formatting Pages) describes how to create portrait headers and footers on landscape pages by rotating *characters*. You can achieve the same effect by defining a separate header or footer paragraph style specifically for landscape pages.

Example: Rotating the text in a paragraph style

As an example, we will apply rotated table headings to a pre-existing table.

- 1) Create a new paragraph style. Name it **Table Heading Rotated**.
- 2) On the *Position* page of the Paragraph Style dialog box, in the *Rotation / scaling* section, select **90 degrees**. Click **OK** to save the new style.

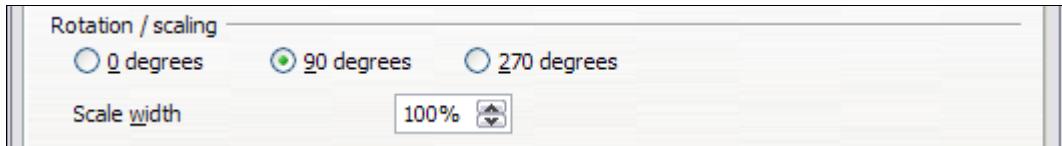


Figure 238: Rotating a paragraph 90 degrees

- 3) Select the heading row of the table and apply the new style. Any text in the cells of the heading row is now rotated.
- 4) If the headings are aligned to the top of the cells, you may want to change the alignment to the bottom of the cells, as shown in Figure 237. To do this, click the **Bottom** button on the Table toolbar or select **Format > Alignment > Bottom** from the main menu.

Spacing options

Use the *Spacing* section of the Position page to control the spacing between individual characters in the paragraph. When selecting an option other than default in the drop-down menu, use the edit box to enter the value in points by which you want to expand or condense the text.

The **Pair Kerning** option (selected by default) increases or decreases the amount of space between certain pairs of letters to improve the overall appearance of the text. Kerning automatically adjusts the character spacing for specific letter combinations.

Kerning is only available for certain font types and, for printed documents, only works if your printer supports it.



Figure 239: Kerning disabled (left) and enabled (right).

Controlling tab stops

Although borderless tables are generally considered a much better solution to space out material across a page, in many situations tabs are sufficient to do what you need, with the added advantages of being simpler to manage and quicker to apply.

Tip

If you need to use tabs, and you will be sending a document to other people, *do not* use the default tab stops. If the recipients of the document have defined default tab stops that are different from the ones you are using, the paragraph may look very different on their machines. Instead, define the tab stops explicitly in the paragraph or the paragraph style; then you can be sure that everyone will see the same layout.

To define tab stops in your paragraph style, use the page shown in Figure 240. Here you can choose the *type* of tab: left, right, centered, or decimal; the character to be used as a decimal point; and the *fill character*—the characters that appear between the end of the text before the tab and the beginning of the text after the tab. You can

also create a custom fill character by entering it in the corresponding box. Common use of a fill character is adding dots between a heading and a page number in a table of contents or underscore character when creating a form to fill in.

Creating a new tab stop, therefore, is just a matter of deciding its position relative to the left margin, the type, the fill character and clicking the **New** button. The tab stop will be entered in the *Position* list on the left hand side. Unfortunately, the only way to modify the position of a tab stop is to create a new one in the desired position and delete the old one using the buttons on the right-hand side of the page.

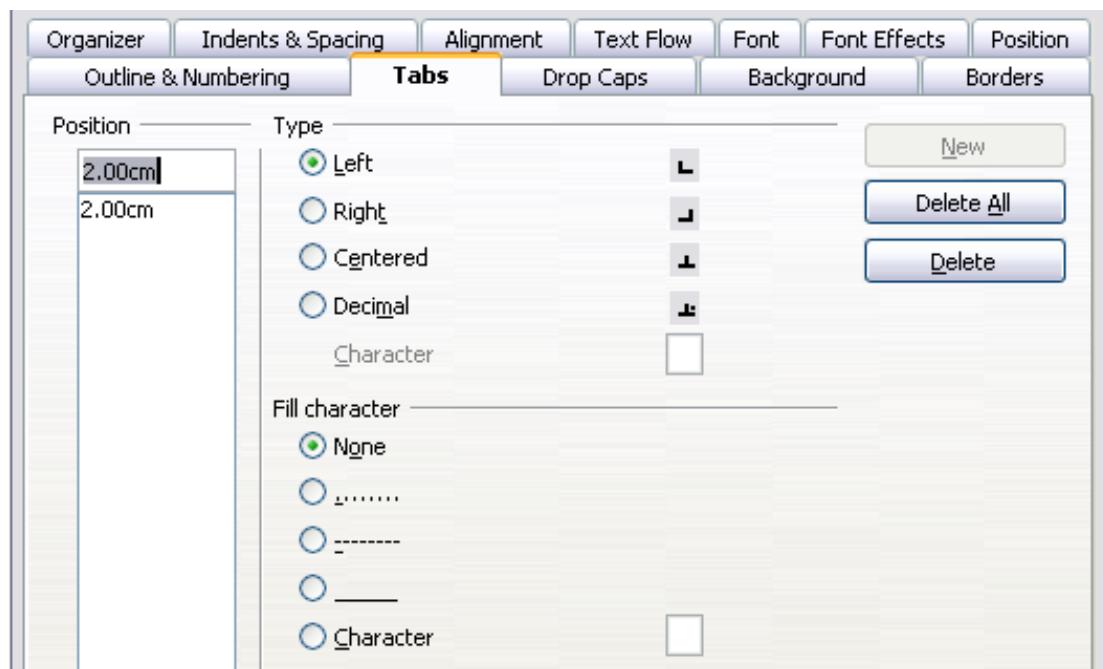


Figure 240: Specifying tab stops for a paragraph style

Note that it is not possible to define tabs that exceed the page margin. In the rare cases where that may be needed, use a borderless table instead.

Using the Outline & Numbering page

Use the Outline & Numbering page if you want to number the paragraph, for example if this style is to be used for a heading or list item.

You can assign an outline level to any paragraph style. This feature enables you to create a table of contents that includes those headings along with the headings using styles listed in Tools > Outline Numbering. For example, you might use a different sequence of styles for annexes (appendices), but you want the annex headings and subheadings to appear in the TOC at the same levels as the chapter headings and subheadings.

To assign an outline level to a paragraph style, go to the Outline & Numbering page for the style, and select the required outline level. Click **OK** to save this change.

This page should be used in combination with list styles when you need to associate a certain paragraph style with a list style. Refer to “Combining list and paragraph styles” on page 233 for additional information on how to use this page, as well as an example.

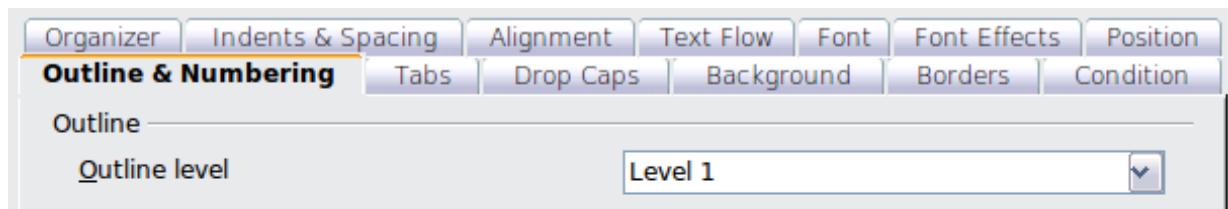


Figure 241: Specifying an outline level on the Outline & Numbering page for a paragraph style

Setting up a drop cap

If you want your paragraph to use drop caps (usually this is suitable for a first paragraph style), then you can predefine the properties in the Drop Caps page of the paragraph style dialog box. Selecting the option to display drop caps enables the subsequent options where you can fine tune the appearance: the number of lines occupied, the number of characters to enlarge (if you want the whole first word, check the corresponding box), and the space between the drop caps and the text.

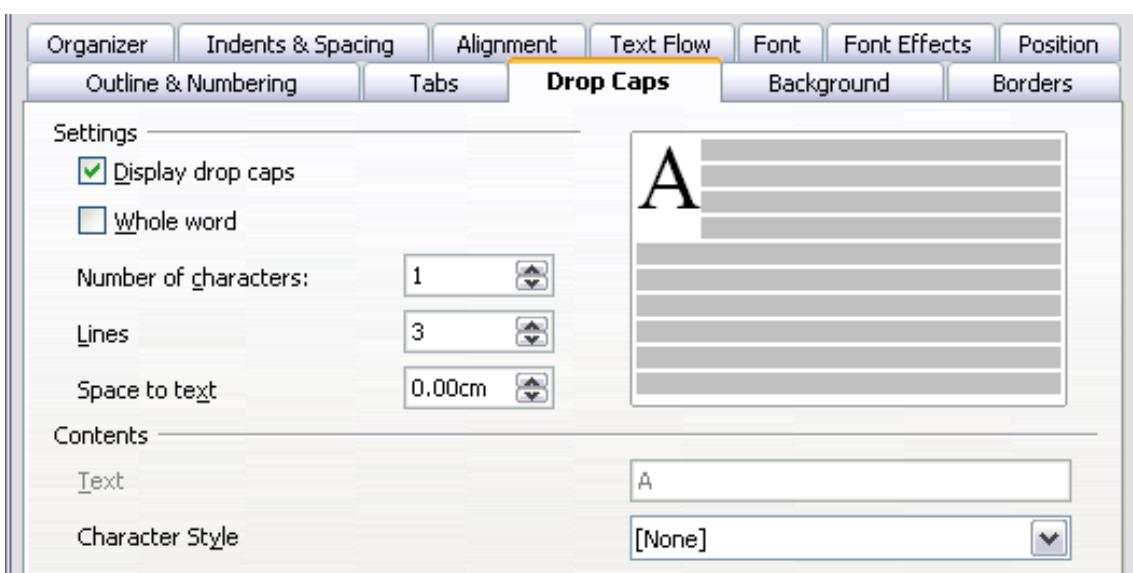


Figure 242: Options for adding a drop cap to the paragraph style

Drop caps use the same font and have the same properties as the rest of the paragraph; however, you can easily modify their appearance by creating a specific character style and using it. For example, you may want the drop caps to be of a different color or apply an outline effect. Select the character style you want to use in the corresponding drop-down menu.

Setting up paragraph background and borders

Adding a background color and a border to a paragraph is a good way to make it stand out without having to insert a frame. You can customize the background and border of the paragraph areas using the corresponding pages of the paragraph style dialog box. In addition to highlighting, borders are also often used to separate header and footer areas from the main text area (such as in this guide) as well as to provide decorative elements in some heading styles.

The two pages are fairly intuitive. You may want to pay attention to the following points when working with the *Background* page:

- In case you do not find the desired color in the list of predefined ones, you can define your own by selecting **Tools > Options > OpenOffice.org > Colors**.
- You can use a graphic instead of a solid color as background. In the **As** drop-down list, select **Graphic**, then select the graphic object you want to use and adjust the parameters, as required. Detailed instructions on working with graphic backgrounds can be found in the *Impress Guide*.
- The background is applied only to the paragraph area. If you have defined an indented paragraph, the space between the paragraph and the margin does not have the paragraph's background color.

On the *Borders* page, the following points are worth considering:

- Watch out for the effects that the spacing between borders and paragraph area produces on indentations and tabulations.
- If you want the border to be drawn around multiple paragraphs, leave the **Merge with next paragraph** option at the bottom of the page marked.

Working with conditional paragraph styles

A conditional paragraph style is another way of formatting text differently in different parts of a document. In some cases, you may find it saves time to use conditional styles rather than switching between styles as you type.

Making a paragraph style conditional means it changes its formatting depending on where it is used. For example, you may want the style *MyTextBody* to be black by default but turn white when inside a frame with a blue background.

Probably the most common use for conditional formatting is with single-style outlining. Single-style outlining is a type of outline numbering designed with a *Numbering* style, rather than with **Tools > Outline Numbering**. Instead of using different styles, it changes the number formatting whenever you press the *Tab* key to create a subordinate heading.

The only trouble with single-style outlining is that all levels look the same. This is where a conditional paragraph style comes in handy. Assign the paragraph style to an outline numbering style in the **Outline & Numbering** page and then open the **Condition** page. There, you can assign the levels of the outline numbering style to other paragraph styles. Then, when you press the *Tab* key while using the paragraph style, each level of the outline takes on different formatting, making single-style outlining even more convenient than it is on its own.

Note

Predefined styles (other than *Text body*) such as *Default*, *Heading 1*, and *Heading 2* cannot be set to be conditional.

Caution

If you want to make a style conditional, you have to do it while the style window is still open for the first time. After the window closes, the *Condition* tab no longer appears in the window.

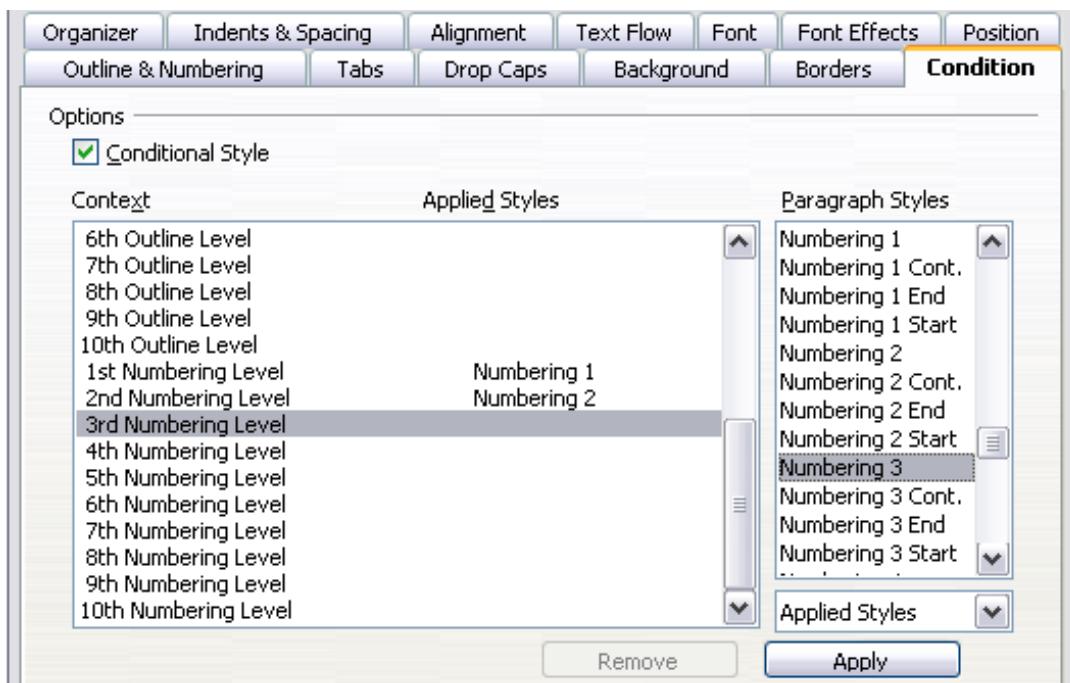


Figure 243: Condition page for paragraph styles

When you create a conditional style, you are saying “in this condition make this style look like that other style”. For example, “When typing into a footer, make this style look like the *my_footer* paragraph style; when typing into a table, make this style look like the *table_text* paragraph style”.

In addition to setting the normal (unconditional) properties of the style, you need to define which other style it will look like in different situations. You do this on the **Condition** tab.

To set up a conditional paragraph style:

- 1) Define a new paragraph style.
- 2) Select all the paragraph properties for the style. **Do not click OK!**
- 3) Click the **Condition** tab.
- 4) Select the **Conditional Style** option.
- 5) Select the first condition in the *Context* list (left side of the dialog box) and select the style you want for this condition in the *Paragraph Styles* list on the right-hand side.
- 6) Click **Apply**. The name of the paragraph style appears in the middle list.
- 7) Repeat steps 5 and 6 for each condition you want to have linked to a different style.
- 8) Click **OK**.

When the style is selected, you will see that the formatting of your text depends on the context.

Working with character styles

Character styles complement paragraph styles and are applied to groups of characters, rather than whole paragraphs. They are mainly used when you want to change the appearance or attributes of parts of a paragraph without affecting other parts. Examples of effects that can be obtained by means of character styles are **bold** or *italic* typeface or **colored** words.

Two of the character styles used in this document are:

- Keystrokes use the custom *OOoKeyStroke* style. For example:
to set Writer to full screen, press *Control+Shift+J*.
- Menu paths use the custom *OOoMenuPath* style. For example:
to turn field shadings on or off, choose **View > Field Shadings**.

Other ways of using character styles are described elsewhere in the *Writer Guide*. These uses include making chapter numbers, page numbers, or list numbers larger than the surrounding text and formatting hyperlinks. When inserting words in different language or words you do not want the spell checker to detect as mistakes (for example procedure names in some programming language), character styles are quite useful because you can define the language to be applied in the character-style properties.

Why use character styles?

Beginning Writer users often wonder, “*Why use character styles?*” or “*How is this different from clicking the bold icon to change the font typeface?*” The following real-life event illustrates the difference.

Jean is a technical writer from Australia. She learned the value of character styles after her publisher told her to unbold menu paths in her 200-page book. Jean had *not* used character styles. She had to edit all 200 pages by hand, with some help from **Find & Replace**. This was the last time Jean failed to use character styles.

Character styles do not have as many options as paragraph styles or page styles. Their benefits are of a different nature:

- **Formatting changes**

As Jean’s story illustrates, the ability to make formatting changes throughout a document can be important. Character styles provide this.

- **Consistency**

Character styles help ensure that typesetting guidelines are applied consistently.

- **Focus on content**

“*Was I supposed to bold keystrokes? How about menus?*”

A writer should not have to remember the answers to these questions.

Typesetting details distract you from the real content of your work. A properly named custom character style (such as *OOoKeyStroke* or *OOoMenuPath*) will remove this burden from you.

Creating a new character style

This section illustrates the use of the style dialog box for creating a new character style.

The pages used to configure the character style have already been seen in the previous section on paragraph styles. Therefore, once you are familiar with creating paragraph styles, it will only take a few minutes to create a character style.

- Use the *Organizer* to set up the hierarchical level of the new character style (if needed) and to give it a name.
- Use the *Font* page to determine the font, typeface, and size for your character style. As with paragraph styles, you can specify the size as a percentage rather than providing the absolute value. For example, 150% means that when the character style is applied to a 10pt font size, the new font size will be 15pt, while if applied to a 14pt font size, the new size will be 21pt. You can also specify the **Language** of the text to which a certain character style is applied, so you can insert words in a different language and have them spell checked using the correct dictionary.
- In the *Font Effects* page, you can set up attributes such as font color, underlining, relief, or other effects. If you frequently use hidden text, for example, it is very convenient to define a character style where the **Hidden** option is marked. This way you only need a few mouse clicks to hide text. **Relief** effects may be appropriate for a drop cap or to give more emphasis to the chapter number or other parts of the title (as it is the case of this guide).
- You can use the **Position** page to create a subscript in case you are not satisfied with the default one or even a sub-subscript which may be useful for certain scientific publications. In the same page, you can create rotated, condensed, or expanded text.

Note

When rotating a group of characters, you also need to specify whether the rotated text should fit in the line or if, instead, it is allowed to expand above and below the line. This property only becomes active for character styles.

- Finish creating a character style by assigning a background, if so desired. Applying a background to a character style yields the same effect as using the highlighting tool on the standard toolbar.

Migrating to character styles

For people accustomed to formatting text manually, character styles can take some getting used to. Here are some suggestions for making the transition easier:

- *Never* mix character styles and manual formatting. Manual formatting supersedes character styles. If you combine them, you may end up wasting hours in frustration trying to figure out why your character styles don't work.
- Right-clicking and choosing **Default Formatting** removes any text formatting (both manual and character styles).
- Realize that clicking the **Bold** icon in the toolbar is not easier than double-clicking on a character style that is preset for bolding the font typeface.
- Leave the Styles and Formatting window open to make character styles easy to access.

Working with frame styles

Frames are often used as containers for text or graphics. To provide consistency in the appearance of frames used for similar purposes, it is a good idea to define styles for frames. For example, you might want photographs to be enclosed in a frame with a drop-shadowed border, line drawings in a frame with a plain border, marginal notes in a frame without a border but with a shaded background, and so on.

Writer provides several predefined frame styles, which you can modify as needed, and you can define new frame styles. The technique for defining and applying frame styles is similar to that for other styles.

Tip

There is considerable overlap between the uses of frames and of sections for some page layout purposes. You may find it useful to take a look at Chapter 4 (Formatting Pages) for information about the use of frames and sections.

How frame styles work

When an object is added to Writer, it is automatically enclosed in a frame of a predetermined type. The frame sets how the object is placed on the page, as well as how it interacts with other elements in the document. You can edit the frame by modifying the frame style it uses or by using a manual override when a frame is added to the document.

Because frames and objects are used together, it sometimes is easy to forget they are separate elements. In some cases, such as charts, you can edit the frame and object separately, so the distinction is worth remembering.

Unlike other elements that use styles, frames can be defined only partly by their style because their use can vary so much. Several elements of frames, such as the anchor and protected elements, need to be defined manually for individual frames.

You can format a frame manually when you select **Insert > Frame**. The dialog box that opens contains all the settings available when frame styles are set up, as well as some only available when the frame is inserted. As with other styles, the most efficient way to format frames is in the Styles and Formatting window.

Planning the styles

If you are using a mix of graphics, you may want to define two related styles, one with a border line for graphics with white backgrounds and one without a border for all other backgrounds. You also may want to design one or more frames for text only.

Otherwise, the default frame styles (listed in Table 3) cover most users' needs. The only significant addition that many users might need is one or more styles for text frames.

Creating new frame styles

You can access frame settings by selecting **New** or **Modify** in the Styles and Formatting window for a frame style.

You can access frame settings by selecting **New** or **Modify** in the Styles and Formatting window for a frame style.

Table 3. Various frame styles and their uses

Style	Comments and Use
Formula	The frame style used for formulas. The default includes AutoSize , which adjusts the size of the frame to the formula.
Frame	The default frame style.
Graphics	The default style for graphics. The defaults include autosizing to fit the graphic, no text wrap, and a thin border around the frame. These are reasonable defaults, except for the border. Unless the background of the graphic is white and the document's background also is white, the border usually is unnecessary.
Labels	The default style for use with File > New > Labels . It seems to be used by OpenOffice.org automatically and is not intended for users at all.
Marginalia	A style for placing a frame beside the left margin. As the name suggests, the <i>Marginalia</i> style is intended for comments added in the margin of text. The style also is useful for creating sideheads—headings against the left margin, which often are used in technical documentation. To set up sideheads, create body-text paragraph styles with two inches or more indentation from the left. Then, place the cursor at the start of a body-text paragraph, add the frame, and apply the <i>Marginalia</i> style.
OLE	The default style for OLE objects and floating frames. The default places the frame at the top and center of a body of text.
Watermark	The default style for a watermark, a graphic placed as the background to a body of text. The default is a Through wrap, with text passing over the frame and anything in it. The graphic should be faint enough that text still is readable over top of it.

Frame settings are available from the following tabbed pages:

- *Type* page: sets the size and position of the frame. One of the most useful options here is **AutoSize**, which automatically adjusts the frame to the object it contains. If the frame style is one used automatically, then this option should be selected.
- *Options* page: sets whether the contents of the frame are printed and able to be edited in a read-only document. This page also sets the text direction, which is useful if you are using the frame for contents in a language that uses right-to-left text direction.
- *Wrap* page: sets how text is positioned in relation to the frame and how close text comes to a frame. If you want the frame contents to stand out from the paragraphs around it, set the wrap to **None**. This probably is the single most important page for frames.
- *Background* page: sets the background color or graphic. This page is useful mostly for text frames in complex page layouts, in which a text frame has an appearance different from the general background of the page.
- *Border* page: sets the line around the frame, if any. Many beginning designers make the mistake of adding a border to every frame. However, when a colored background distinctly marks the division between the frame's contents and the rest of the page, borders are unnecessary.

- *Columns* page: this page can be ignored unless the frame is being used for text. The page is the same as is used to set up a page style, and its parameters are described in the section “*Columns page*” on page 224.
- *Macro* page: sets a macro to use with the frame in order to trigger an action when the user interacts with the frame. These options are useful only in an online Writer or HTML document.

Working with page styles

Page styles control page properties (margins, page size, header and footers, among others). However, unlike paragraphs, which can have directly applied properties, pages only have a page style and no directly applied properties.

Christian is a lawyer from California, USA. For his letters, the first page has his letterhead, and subsequent pages only identify the recipient, the date, and the page number. Christian does this using page styles. He also uses page styles to comply with the spacing requirements (such as margins) for legal briefs in California State courts.

This section describes how to create a new page style, explains the meaning of some of the options in the Page style dialog box, and illustrates their usage.

Creating a new page style

Unlike other styles, page styles can be created or modified only by using the Styles and Formatting window. Open the Styles and Formatting window and click the Page Styles icon . Right-click anywhere in the main window and select **New**.

The Page Style dialog box consists of the eight pages.

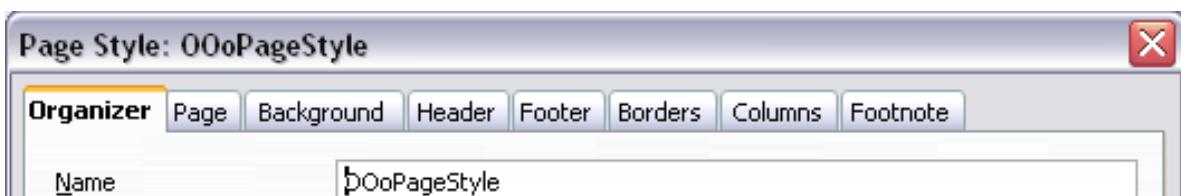


Figure 244: The tabbed pages for the Page Style dialog box

The next style property

As for the other styles, use the **Next style** property (described in “The Organizer page” on page 202) to specify the style for the subsequent element of the category of style you are working on. This property is particularly important for a page style, as the following example demonstrates.

Setting up a title page

Consider a common scenario: you want the document to have a title page that is different from the rest of the document:

- It should not have a header or page number.
- The left and right margins should be the same.

For the title page, we can use the predefined *First Page* page style that comes with OOo, and for the rest of the document, we can use the *Default* page style.

Figure 245 shows the required flow of page styles. On the **Organizer** page of the *Default* page style, leave the *Next Style* property set to **Default**. On the **Organizer** page of the *First Page* style, make sure that the *Next Style* property is set to **Default**.

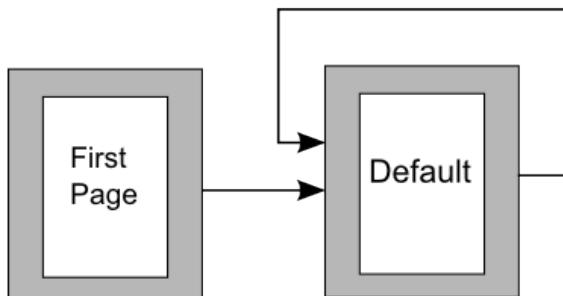


Figure 245: Flow of page styles

General settings for the page style

The **Page** page of the Page Style dialog box is where you can control the general settings of the page. The page consists of three sections, plus a preview area in the top right corner.

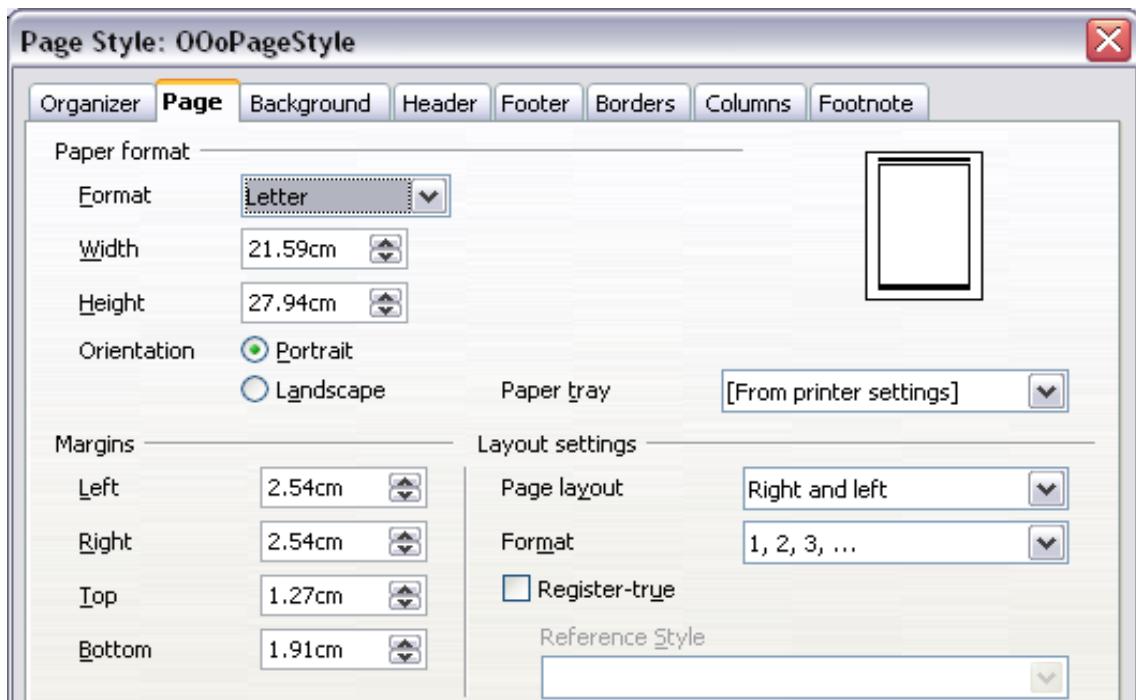


Figure 246: The Page page for the Page Style dialog box

In the *Paper format* section, you can specify the size of the paper choosing from one of the many predefined formats. Selecting “user”, you can use the *Width* and *Height* fields to define your own paper size. If using a predefined format, select the orientation of the paper between portrait and landscape. If your printer has more than one tray, you can specify the tray from which to print pages in the new page style.

In the *Margins* section, specify the size of the margins in your preferred unit of measurement. If you select **Mirrored** margins in the *Page layout* settings, the left margin becomes the **Inner** margin, while the right margin becomes the **Outer** margin.

In the *Layout settings* section, choose the desired *Page layout* from the four available options. Decide whether the page style being defined applies to both left and right pages (default) or if instead it should be applied only to one or the other types. Some considerations:

- If you plan to bind the printed pages using this style like a book, select a mirrored layout. Use the **Format** drop-down menu to determine the page numbering style to apply to this page style.
- A common practice in page layouts is to have asymmetrical page margins—both for left and right margins and for top and bottom margins. There are various schemes for accomplishing this. The most common of them follow these two general rules for printed page layouts: (a) The outer margin (right margin on a right-hand page) would have a wider margin than an inner margin (left margin on a right-hand page); (b) The bottom margin would be larger than a top margin. The rationale for an asymmetrical page layout is allowing more space for readers to place their hands while holding the books or other printed documents. About.com describes some page layouts on their Web site: [Perfect Proportions Using Page Margins in Desktop Publishing](#).
- If you want the first page of a new chapter to always start on a right (recto) page, make sure that the page style for the first chapter page is set for the right page only by making this selection in the *Layout settings* field. The typical procedure for the rest of a chapter is to define a single “mirrored” page style for both left and right pages. A mirrored page can have different headers and footers. If done this way, every chapter will use two page styles.
- You can choose to define separate page styles for left and right pages, if you want the pages to be very different in appearance (for example, different margins or headers and footers only on right pages but not on left pages; imagine a book with a full-page photograph on the left pages and text on the right pages). In that case, make sure that the *Next Style* field for the first page style is then set for a left-only page, which, in turn, is then set to be followed by a right-only page style. If done this way, every chapter will use three page styles. A hypothetical case might have these page-style names: *First page*, *Left*, and *Right*.

If you check the **Register-true** box, Writer will create a vertical grid on the page with a spacing between grid points that depends on the selected **Reference Style**. The vertical grid makes sure that text printed on adjacent columns, opposite pages, or even both sides of the same sheet of paper, is aligned—making it easier to read as well as being more pleasant to see.

Background and Border pages

Use the **Background** page to apply a background or the **Border** page to draw a border around text area of the page. You can choose between a solid color or a graphic image for the background and several styles of line for the borders. Note that the page area affected by these changes does **not** include the area outside the margins. If you plan to print on colored paper and want to have a feel of the final result you will obtain or want to use a light color for the font, rather than changing the background, then go to **Tools > Options > Openoffice.org** and in the *Appearance* section, change the *Document background* color.

Header and Footer pages

You can associate a different header or footer to each page style. This property makes it very easy to have different headers on left and right pages, to avoid headers on pages at the start of a new chapter, and so on.

Setting up the header and footer pages is straightforward. The instructions here refer to the header, but the footer page has the same options. Activate the input boxes by selecting **Header on**, then specify the left margin, right margin, and spacing to the main text area. For the height of the header area, you can either select the **AutoFit height** box, which will make Writer adapt the size to the contents, or specify the height manually. Clicking **More** opens a new dialog box, where you can set the borders and background of the header area.

If you deselect the **Same content left/right** box, you can specify a different header for left or right pages, even if you use a single style for both as shown here.

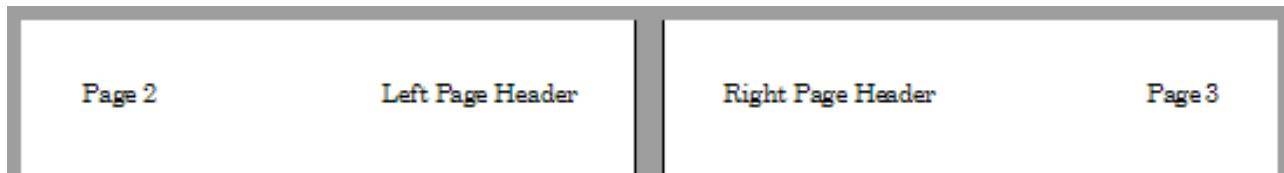


Figure 247: Different content on left and right pages

Columns page

Use this page to create the desired column layout for the page style. The page is subdivided into three sections: *Settings*, *Width and Spacing* and *Separator Line*. The *Settings* section contains thumbnails of predefined columns settings you can select, as well as a text box where you can enter the desired number of columns if you need to create a customized one.

After you select more than one column, the *Width and Spacing* section becomes active. If you are not satisfied with the predefined settings (equally spaced columns), deselect the **AutoWidth** option and enter the parameters manually. When you work with multiple columns per page, you can also fine tune the position and size of a separator line between the columns.

Footnote page

Use this page to adjust the appearance of the footnotes. Keeping the default setting **Not larger than page area**, the footnotes area is calculated automatically on the basis of the number of footnotes. If you prefer to control manually the maximum space that footnotes can take, select the **Maximum footnote height** option and enter the value in the preferred unit of measurement. Use the second section of the page to customize the separator between the footnotes and the main area.

Example: A book chapter sequence of pages

Book chapters typically start on a right-hand page, with the first page of the chapter having a different layout from the rest of the pages. The other pages in the chapter are “mirrored” for double-sided printing. For example, page numbers in the header or footer may be positioned on the outside edge of pages and a wider margin (allowing for binding) may be placed on the inside edge.

Table 4 shows the properties of two page styles (*Right Page* and *Default*) set up for a typical book chapter’s sequence of pages.

Table 4. Properties of customized page styles for book chapter

Page Style	Desired effect	Property: setting
Right Page	First page always on the right (an odd-numbered page) No header or footer Top margin of page larger than on other pages	Page > Page layout > Only right Header > Header > Header on: Not selected Page > Margins > Top: 6.00cm
Default	Mirrored margins Header with page number on the top outside of the page and chapter title in the top middle center of the page	Page > Page layout: Mirrored Header > Header on: Selected Header > Header > Same content left/right: Not selected

Figure 248 illustrates the transitions from the *Right Page* to *Default* page styles, with the change of header between left and right pages shown by the # symbol.

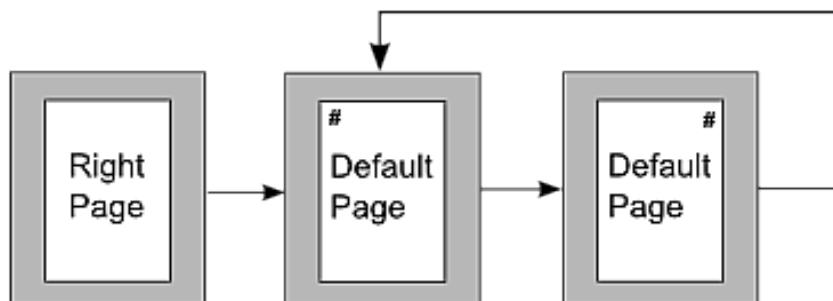


Figure 248: Right Page and then the Default page style with different headers for alternate pages.

Step 1. Set up the Right Page style.

- 1) On the Styles and Formatting window, click the Page Styles icon  to display a list of page styles.
- 2) Right-click on *Right Page* and select **Modify** from the pop-up menu.
- 3) On the *Organizer* page of the Page Style: Right Page dialog box, change *Next Style* to **Default**.

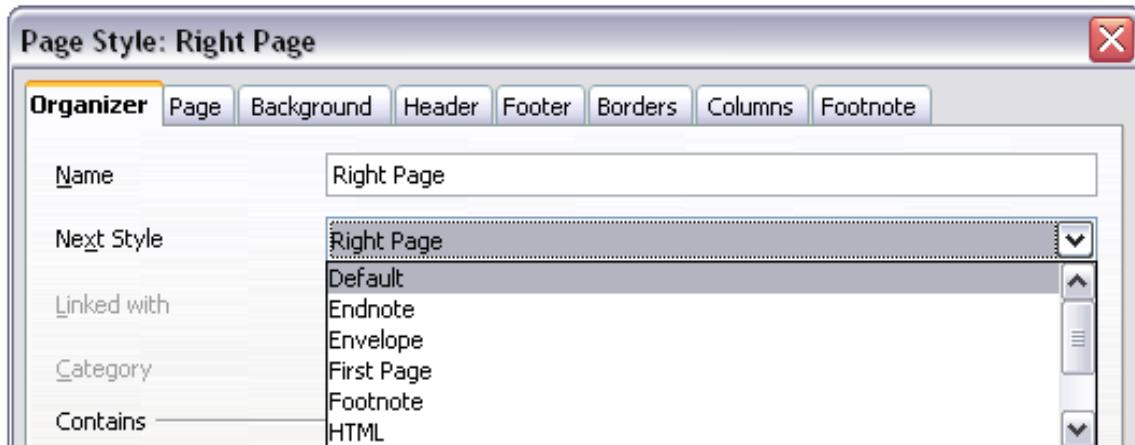


Figure 249: Specifying the next style after the first page of a chapter

- 4) On the *Page* tab, specify a larger left margin for binding, and a larger top margin to move the chapter title down the page.

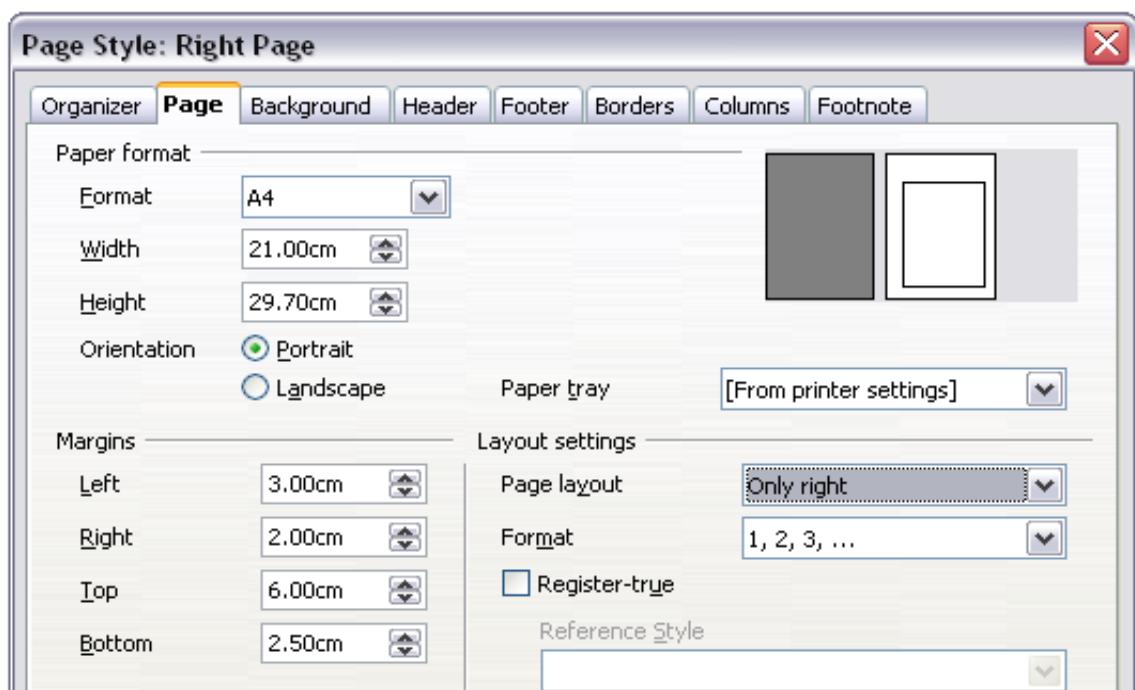


Figure 250: Setting page margins and layout for the Right Page style

- 5) On the *Header* and *Footer* pages, be sure the **Header on** and **Footer on** options are not selected. Click **OK** to save your changes.
- 6) On the Styles and Formatting window, in the list of page styles, right-click on *Default* and select **Modify** from the pop-up menu.
- 7) On the *Organizer* page of the Page Style: Default dialog box, be sure *Next Style* is set to **Default**.

Step 2. Set up the Default page style.

- 1) On the *Page* page of the Page Style: Default dialog box, select **Mirrored** for *Page layout* and set the *Inner* and *Outer* margins to the same width as the *Left* and *Right* margins, respectively, on the *Right Page* style.

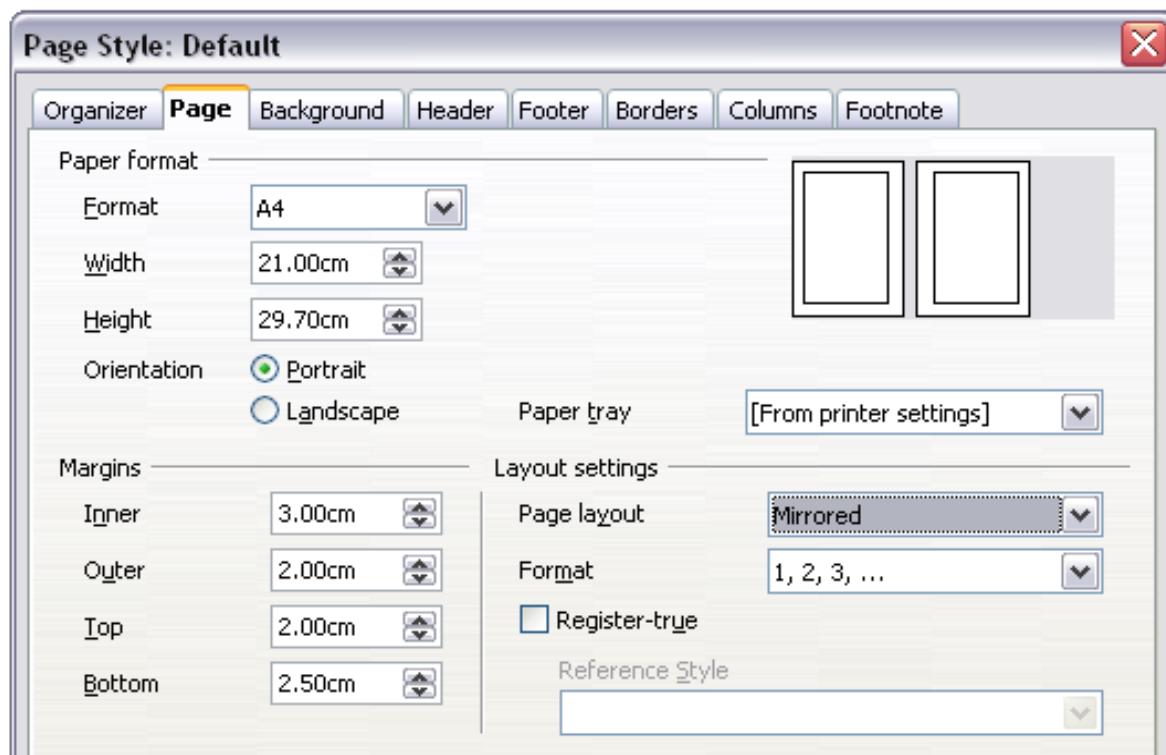


Figure 251: Setting page margins and layout for the Default page style

- 2) On the **Header** page of the Page Style: Default dialog box, select the **Header on** option and deselect the **Same content left/right** option. Click **OK** to save your changes.

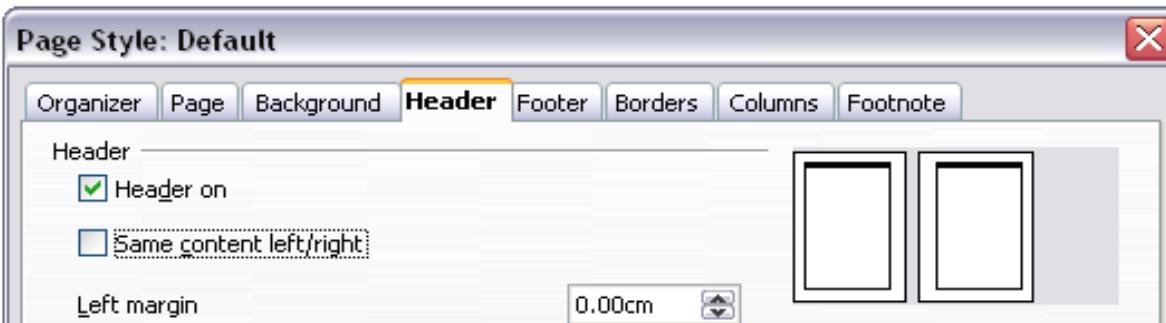


Figure 252: Setting up the header properties for the Default page style

Step 3. Set up the **Heading 1** paragraph style to start on a new right-hand page.

- 1) In the Styles and Formatting window, on the Paragraph Styles page, right-click on **Heading 1** and select **Modify**.
- 2) On the **Text Flow** page of the Paragraph Style dialog box, in the **Breaks** section, select **Insert, With Page Style**, and **Right Page**. Click **OK** to save your changes.

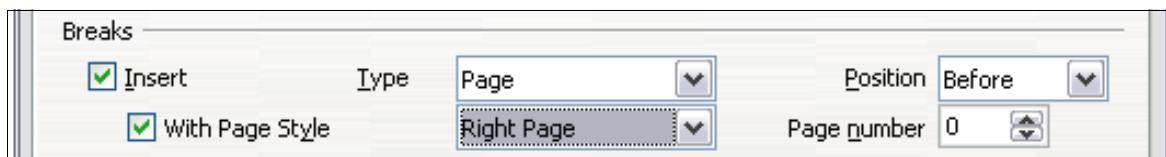


Figure 253: Setting a paragraph style to start on a page of a selected style

Step 4. Start a new chapter.

Apply the *Heading 1* paragraph style to the first paragraph, which is the title of the chapter.

Note

By default, the *Heading 1* paragraph style is assigned to *Outline Level 1*. The assignment of paragraph styles to outline levels is done through **Tools > Outline Numbering**.

Step 5. Set up the page headers.

- 1) On a left page, put the cursor in the header and insert a page number field on the left (**Insert > Fields > Page Number**).
- 2) Press *Tab* to put the cursor in the middle and insert a Chapter reference:
Press *Control+F2* (or choose **Insert > Fields > Other** from the menu bar) to display the Fields dialog box (Figure 254).
On the *Document* page, for *Type*, select **Chapter** and for *Format*, select **Chapter name**. Make sure that *Level* is set to **1** and then click **Insert**.
- 3) On a right page, put the cursor in the header, press the *Tab* key, insert a **Chapter** reference, press *Tab* again, and insert a page number field.
- 4) If you need to adjust the tab stops for the header, modify the *Header* paragraph style. Do not manually adjust the tab stops.

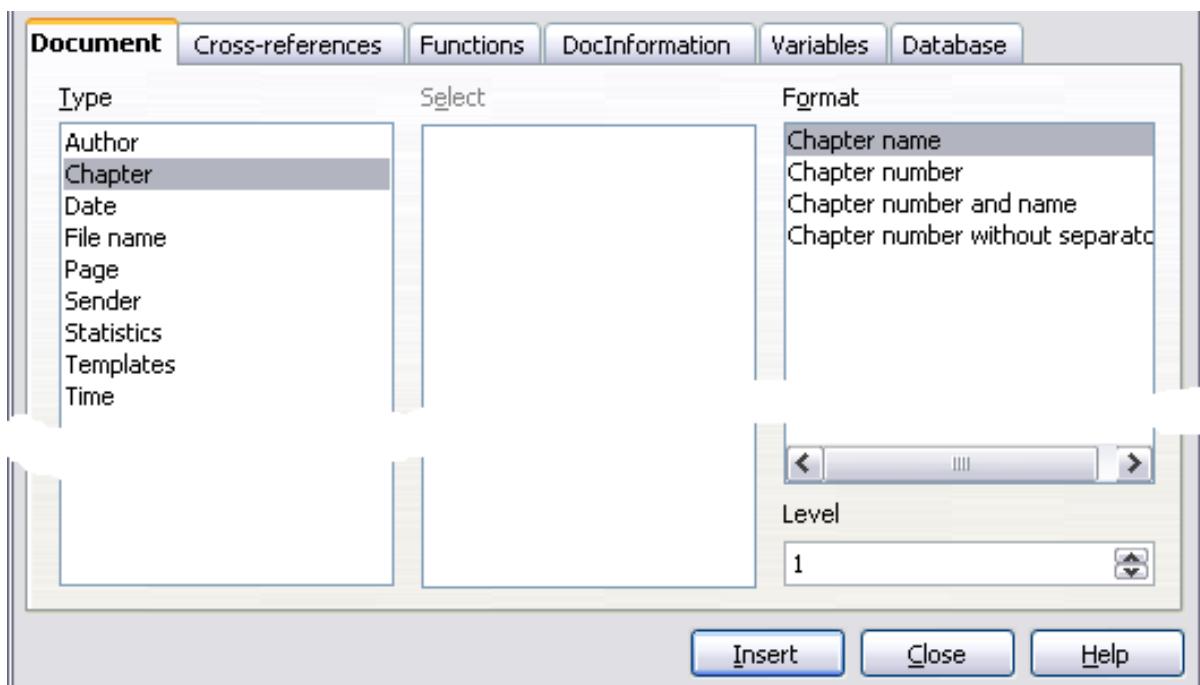


Figure 254: Inserting a chapter title into the header of a page

Working with list styles

List styles (also called numbering styles) work together with paragraph styles. They define indentation, alignment, and the numbering or bullet characters used for list items. You can define many list styles, from simple bulleted lists to complex multi-level (nested) lists.

As with other styles, the main reasons for using list styles are consistency and speeding up your work. Although you can create simple lists quickly by clicking the **Numbering On/Off** or **Bullets On/Off** icons on the Formatting toolbar, and create quite complex nested lists using the icons on the Bullets and Numbering toolbar, the appearance of the resulting lists may not be what you want—and you might want to have more than one style of list. You can use the Bullets and Numbering choice on the Format menu to manually format the appearance of some or all of the lists, but if you later need to change their appearance, you will have a lot of manual work to do.

Note

OOo uses the terms “numbering style” and “list style” inconsistently, but they are the same thing. For example, the tooltip in the Styles and Formatting window says “List Styles”, but its style dialog box says “Numbering Style”.

Defining the appearance of a nested list

A nested list is a numbered or bulleted list with subordinate (usually indented) numbered or bulleted lists. Rather than just a list of numbered items (1,2,3...), a nested list may have item 1, then indented items numbered a,b,c or i,ii,iii or some other numbering method before the main number 2. With numbering styles, you can achieve any combination of numbering formats you want. A nested list may even combine numbered items with bulleted items.

There is no difference between defining a nested list style or a simple list, although nested lists require more work. An example of a nested list is given in Chapter 3 (Working with Text). In that case, the list was built using one of the predefined outline schemes as a starting point, while in this section we follow a more general approach so that the list can more fully suit your needs.

Creating a new list style

The dialog box to create a new list style consists of six pages, in addition to the usual *Organizer* page discussed in “The Organizer page” on page 202.

Bullets, Numbering Styles, and Graphics pages

The *Bullets*, *Numbering Style*, and *Graphics* pages contain predefined formatting for list item symbols (bullets or numbers). To use one of them for your style, click on the image. A thick border indicates the selection. The bullets on the *Bullets* tab are font characters; those on the *Graphics* tab are graphics.

If you choose a graphics bullet, you can select the **Link Graphics** option to create a link to the graphic object rather than embedding it in the document. If you decide to link the graphic, keep in mind that the bullet will not be displayed when the document is opened on a different computer (unless the same graphic file is located in the same location on both computers) or if the graphic file used is moved to a different location on the computer.

Outline page

Use the *Outline* page to select from eight predefined nested lists. You can also select one and use it as a starting point for your own style, customizing the list using the *Position* page and the *Options* page, as described below.

Position page

Use the **Position** page to fine tune the indentation and spacing of the the list item symbol and the text of the list item. This page is particularly effective when used in combination with the *Options* page.

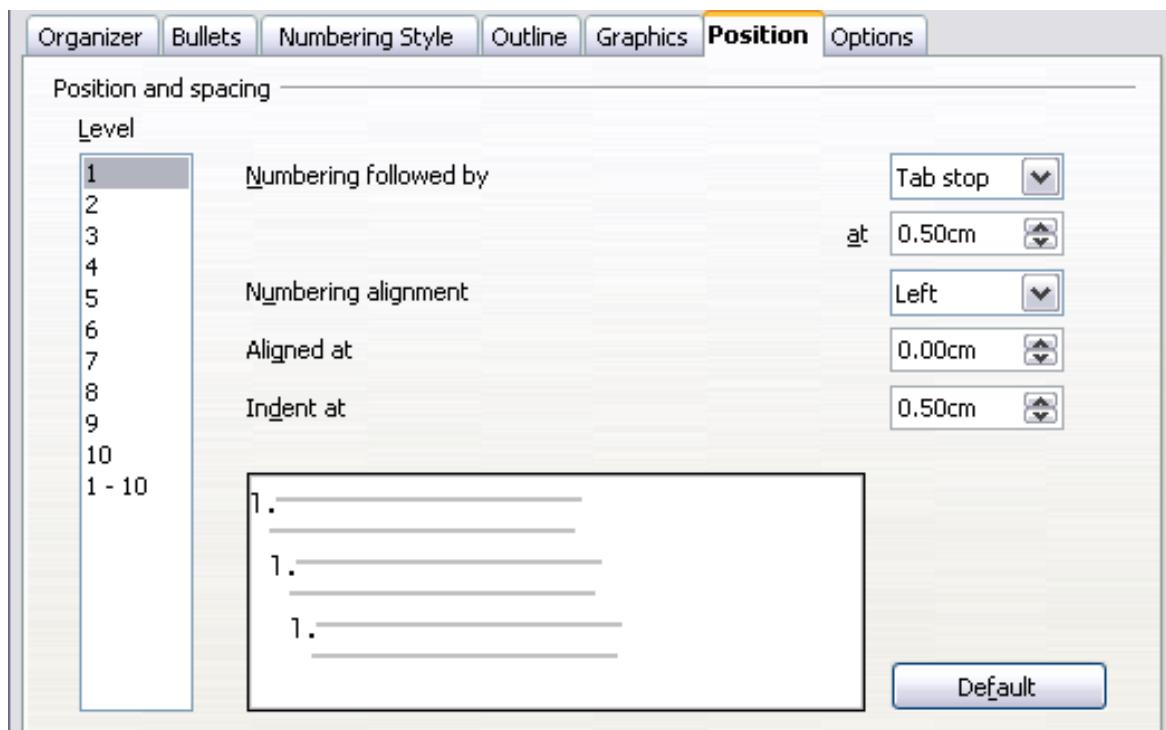


Figure 255: Position settings for a List style

You can adjust the following settings for each individual level or all at once (to make them all the same). It is generally easier to adjust the settings in the order given below, instead of the order on the dialog box. That is, start from the overall indentation for the list elements, then fix the position of the symbols, and finally adjust the alignment of the symbols.

- **Numbering followed by:** the character to follow the numbering symbol (plus any characters—for example a punctuation mark—chosen on the Options page to appear after the number). Choose between a tab stop, a space, or nothing. If you select the tab stop, you can specify the position of the tab.
- **Indent at:** how much space is reserved for the numbering symbol, measured from the left page margin. The alignment of the first line of the list is also affected by any tab you may have set to follow the numbering.
- **Aligned at:** the position of the numbering symbol, measured from the left margin of the page.
- **Numbering alignment:** how the numbering (including any text before or after as set in the *Options* page) will be aligned. The **Aligned at** value determines the symbol alignment.

Note

When defining an indentation different from 0, the position of the tabulation is not considered.
