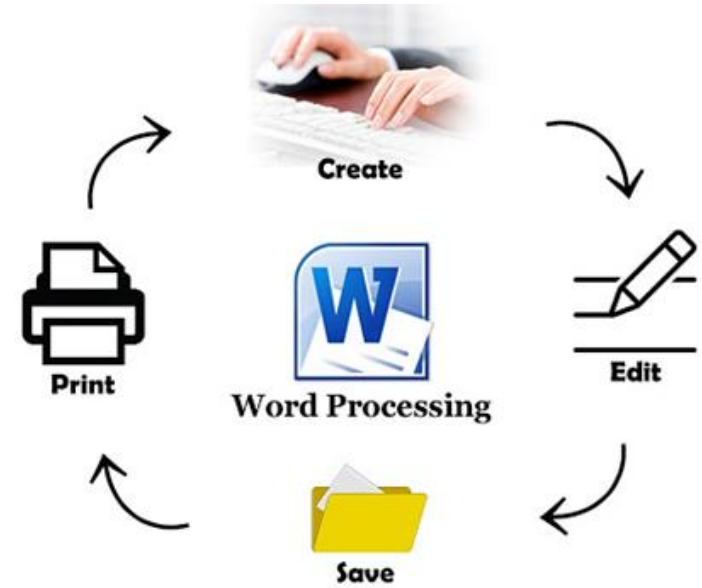




# 03. Word Processing for Electronic documentation

IT1306-Free and Open Source Software for Personal  
Computing

**Level I - Semester 1**



# Word Processing for Electronic Documentation

# Introduction to Word Processing

- What is Word Processing?
  - The process of creating or editing a document using a word processor.
  - Word processor:
    - a device or computer program that provides for input, editing, formatting and output of text, often with some additional features.
    - a software program capable of creating, storing, and printing typed documents.
  - Word processing software
    - Used to manipulate a text documents
      - E.g. Reports, Thesis, Letters etc.
    - Enter text by typing and software provides tools for copying, deleting and various types of formatting.

# Introduction to Word Processing

- Different Word Processing application software
  - There are different types of word processing applications.
  - Software can be categorized under
    - Free and Open Source (FOSS)
    - Proprietary
    - Online / Freeware

Name of the software	Producer
AbiWord	Source Gear Corporation
FrameMaker	Adobe Systems Incorporated
iWork Pages	Apple
Kingsoft Office Writer	King soft
Libre Office Writer	The Document Foundation (Open Source)
LyX	The LyX Project
Microsoft Office Word	Microsoft Corporation
Open Office Writer	Apache Software foundation (Open Source Software)
Word Perfect	Corel

# Introduction to Word Processing

- Examples of word processing applications
  - Abiword
  - Apple iWork Pages
  - Corel WordPerfect
  - Google Docs
  - LibreOffice Writer
  - Microsoft Word
  - OpenOffice Writer



Google docs



Zoho Docs



Office



Microsoft Word



Apple Pages

# Activity 01

- Identify examples for different types of word processing applications.
- Categorize them under "Proprietary", "Free and Open Source" or "Online"



# Getting familiarize with the working environment

## How to Download?



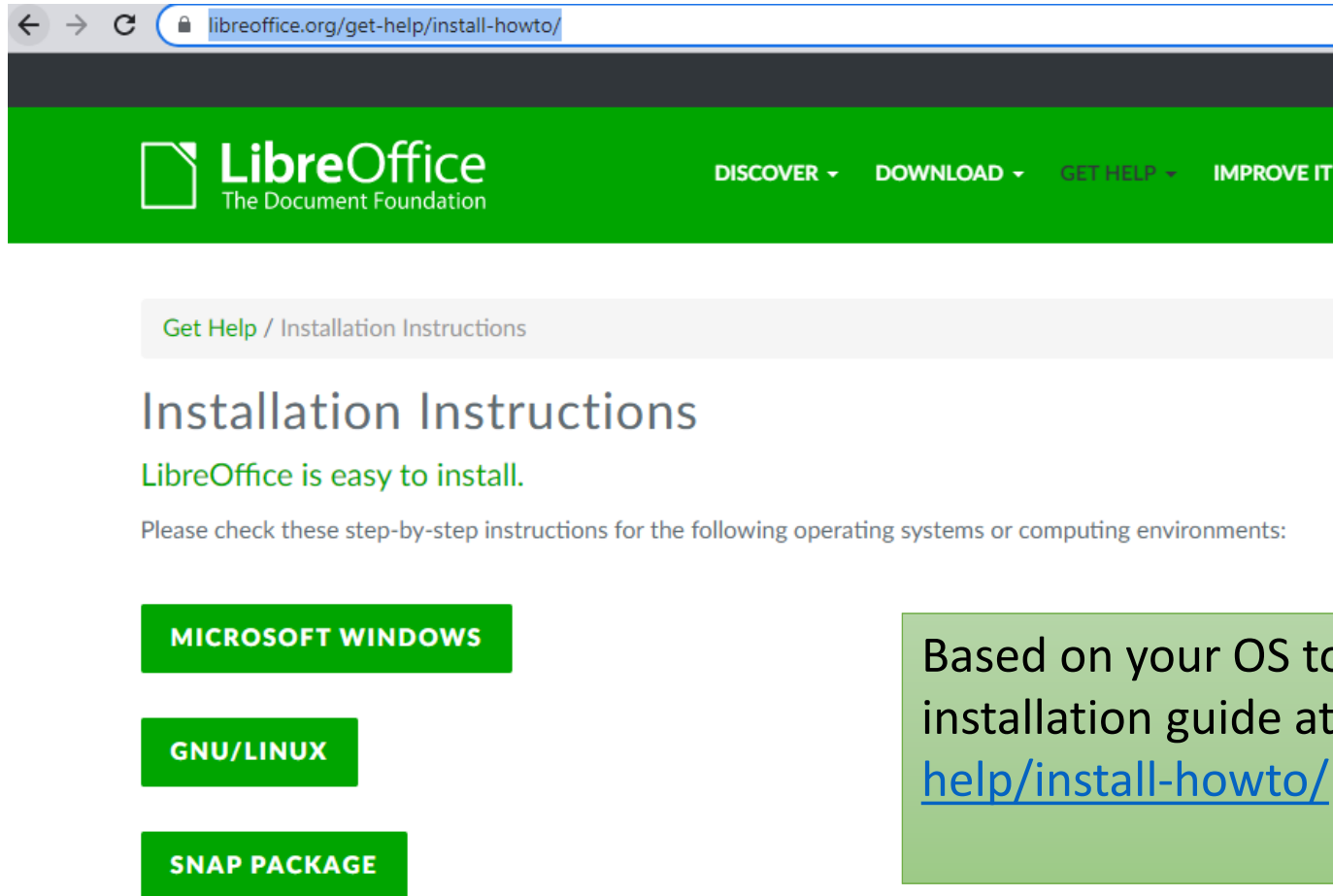
Go to

<https://www.libreoffice.org/download/download/>

Choose your  
Operating System

Select "DOWNLOAD"

# Getting familiarize with the working environment



The screenshot shows a web browser at the URL `libreoffice.org/get-help/install-howto/`. The page features a green header with the LibreOffice logo and navigation links: DISCOVER, DOWNLOAD, GET HELP, and IMPROVE IT. Below the header, a breadcrumb trail reads "Get Help / Installation Instructions". The main heading is "Installation Instructions", followed by the text "LibreOffice is easy to install." and a note to check step-by-step instructions for various operating systems. Three green buttons are listed: MICROSOFT WINDOWS, GNU/LINUX, and SNAP PACKAGE.

libreoffice.org/get-help/install-howto/

**LibreOffice**  
The Document Foundation

DISCOVER ▾ DOWNLOAD ▾ GET HELP ▾ IMPROVE IT

Get Help / Installation Instructions

## Installation Instructions

LibreOffice is easy to install.

Please check these step-by-step instructions for the following operating systems or computing environments:

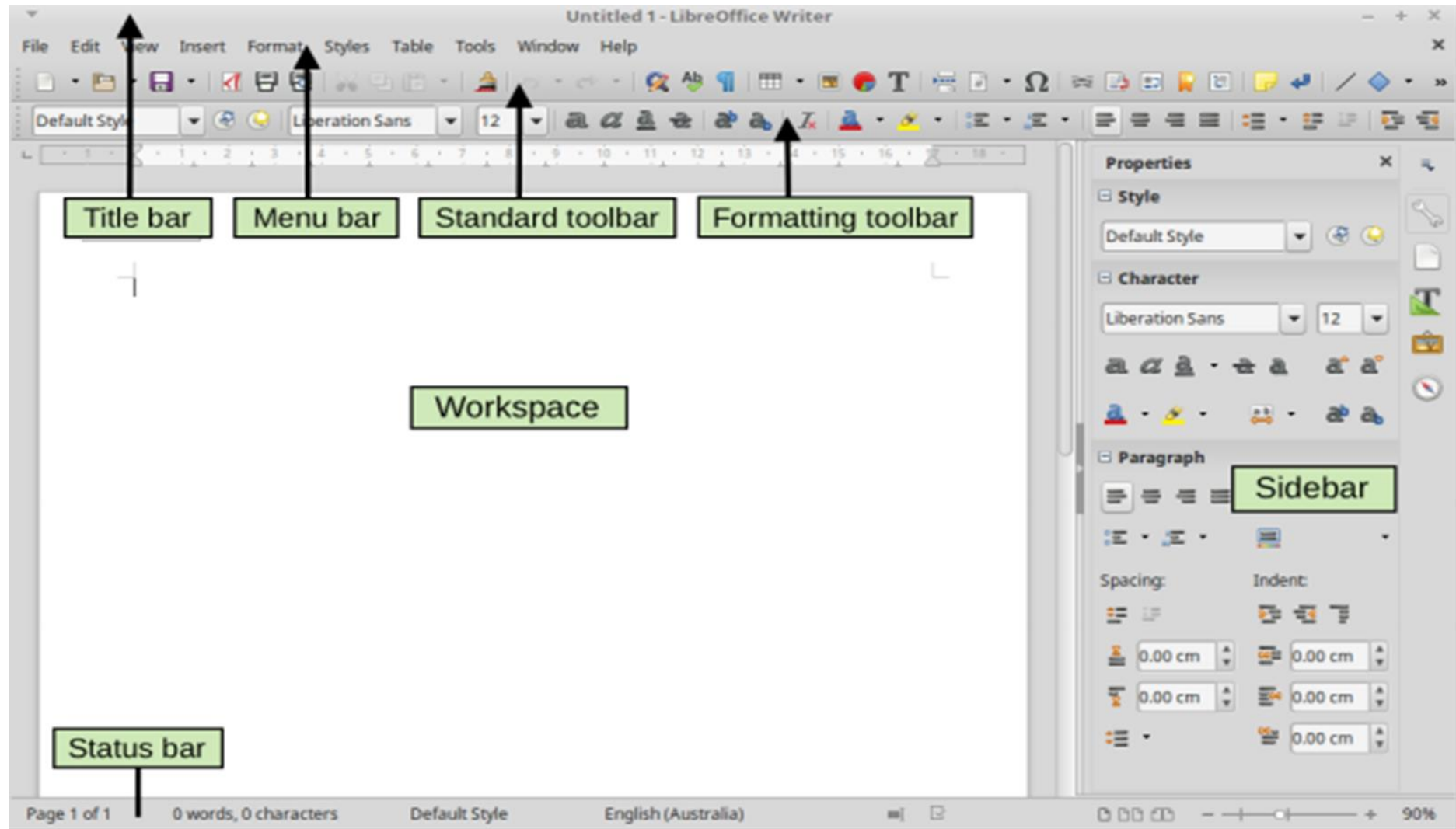
- MICROSOFT WINDOWS
- GNU/LINUX
- SNAP PACKAGE

Based on your OS to install LibreOffice refer to the installation guide at <https://www.libreoffice.org/get-help/install-howto/>

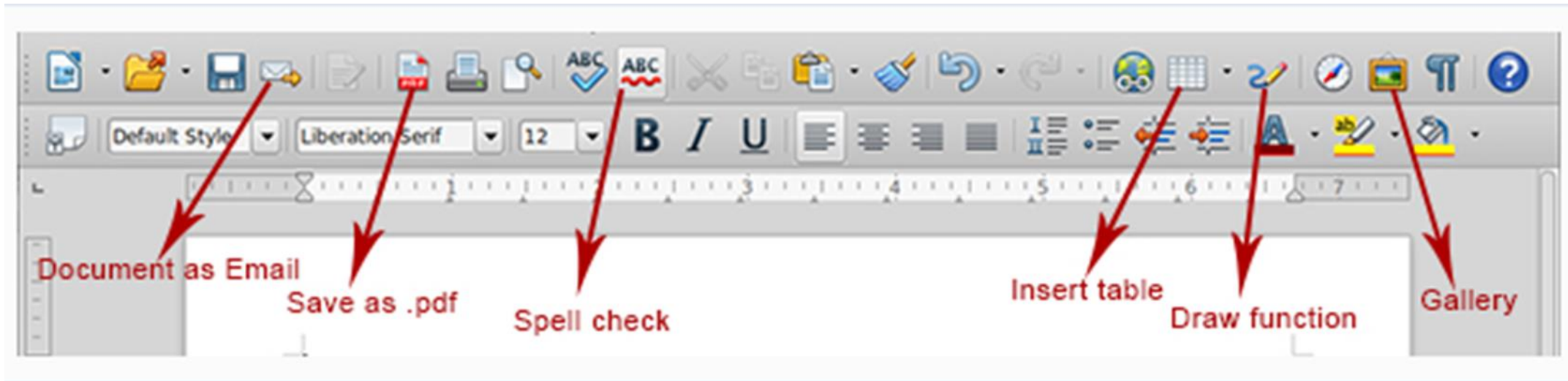


# Getting familiarize with the working environment

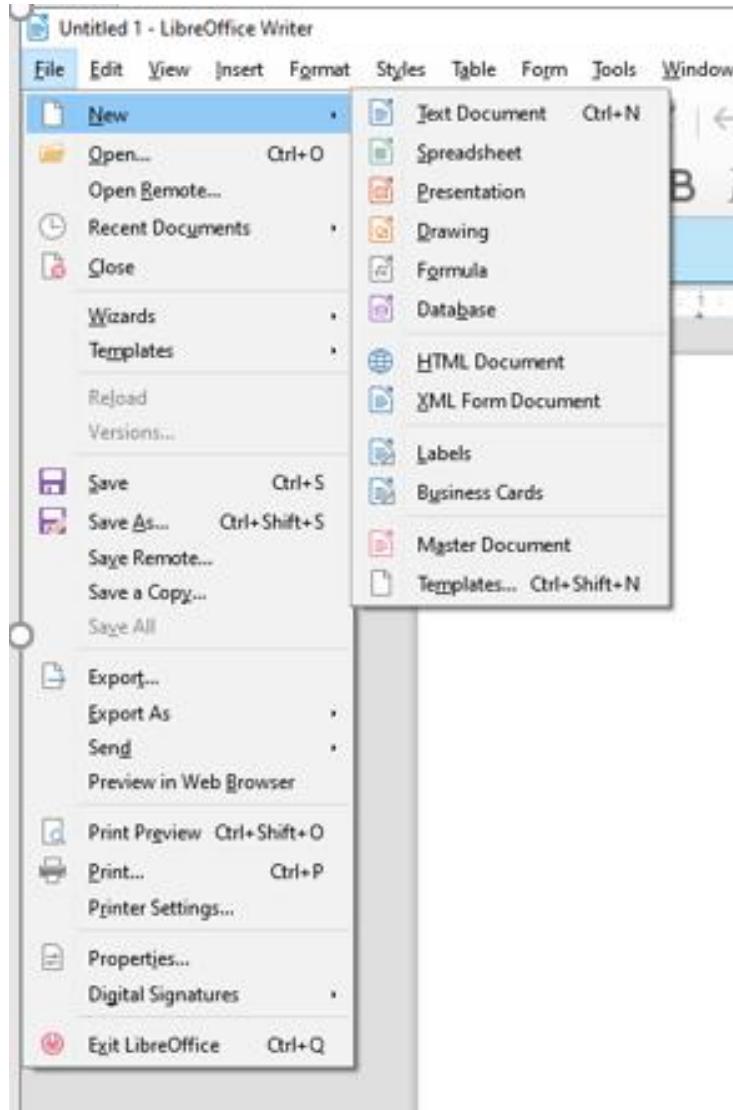
## Parts of the main Writer window



# Getting familiarize with the working environment



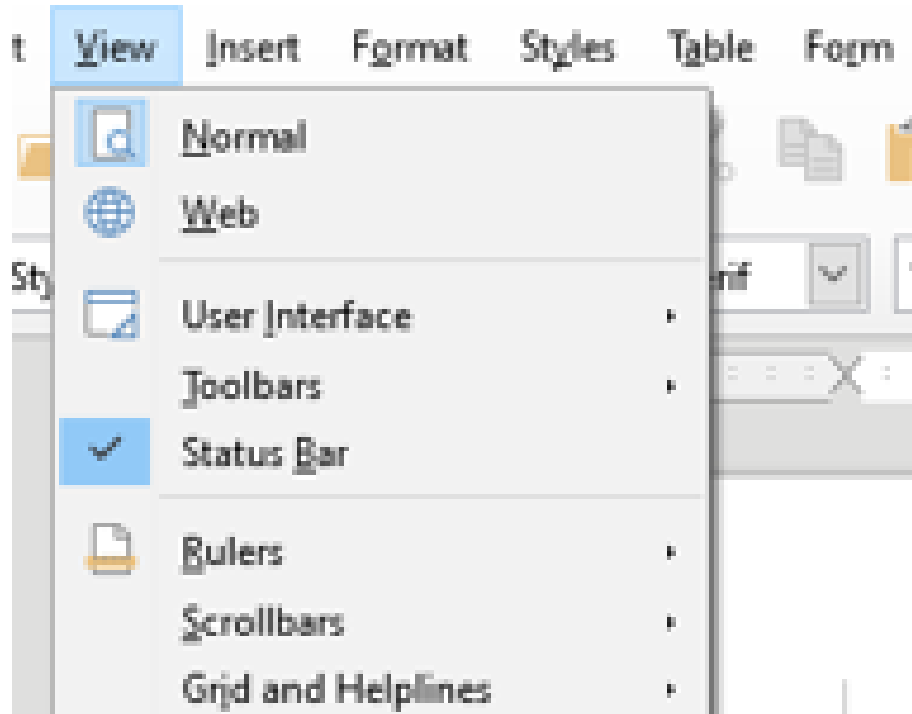
# Getting familiarize with the working environment



- New: Creates a new document
- Open: Open an existing document in many different ways
- Save/ Save As: Save the work
- Close: Closes the active document

# Getting familiarize with the working environment

## Document Views



- **Normal view:** shows how the document will look when you print it or create a PDF
- **Web view:** shows how the document will look if viewed in a Web browser
- **Full Screen view:** no toolbars or sidebar are displayed; the document takes up the full area available

# Getting familiarize with the working environment

- OpenDocument Text (.odt)
- OpenDocument Text Template (.ott)
- OpenDocument Master Document (.odm)
- Rich Text Format (.rtf)
- HTML Document (.html)
- HTML Document Template (.oth)
- LibreOffice and OpenOffice.org Extension (.oxt)

# Getting Familiarize with the working environment

- For more information
  - Please read [**Ref 5: Pg. (22-44)**]

**Typing a simple document**

# Working with Text and Symbols

- Selecting Text
  - Swipe the mouse cursor over text or use multiple clicks to select a word (double-click), sentence (triple-click), or paragraph (quadruple-click).
- Selecting items that are not consecutive
  1. Select the first piece of text.
  2. Hold down the *Ctrl*/key and use the mouse to select the next piece of text.
  3. Repeat as often as needed.



# Activity

- Type the below paragraph and select the text as shown.

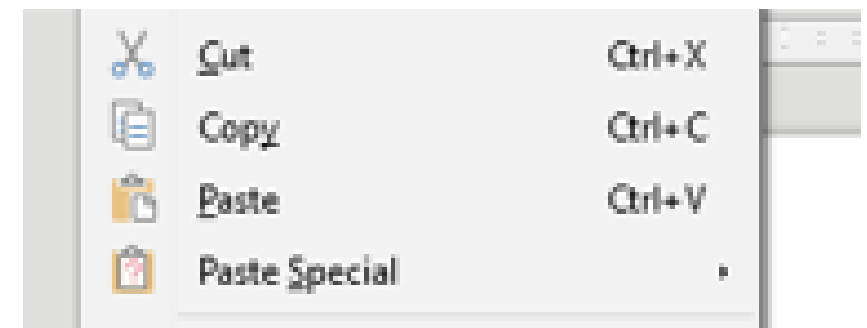
Avocados

Avocados are cultivated in tropical and Mediterranean climates throughout the world. They have a green-skinned, fleshy body that may be pear-shaped, egg-shaped, or spherical. The avocado is a climacteric fruit (the banana is another), which means it matures on the tree, but ripens off the tree. Avocados used in commerce are picked hard and green and kept in coolers at 3.3 to 5.6 °C (38 to 42°F) until they reach their final destination.

- Learn how to select a vertical block or column of text that is separated by spaces or tabs.

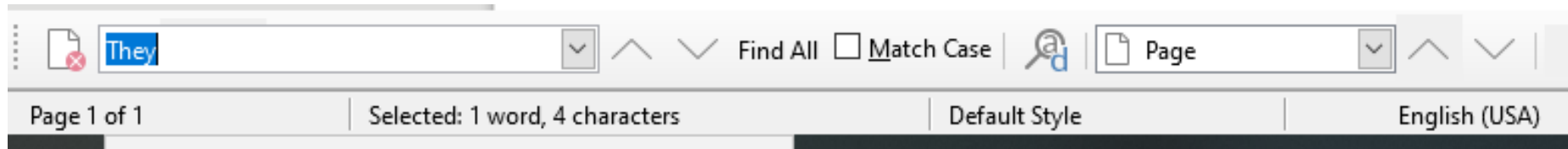
# Cutting, copying, and pasting text

- To move (drag and drop)
  - drag it to the new location and release it;
  - To copy selected text, hold down the *Ctrl* key while dragging.
- To move (cut and paste)
  - use *Ctrl+X* to cut the text, insert the cursor at the paste-in point and use *Ctrl+V* to paste.
  - use the buttons on the Standard toolbar.
- What is special about "Paste Special"?



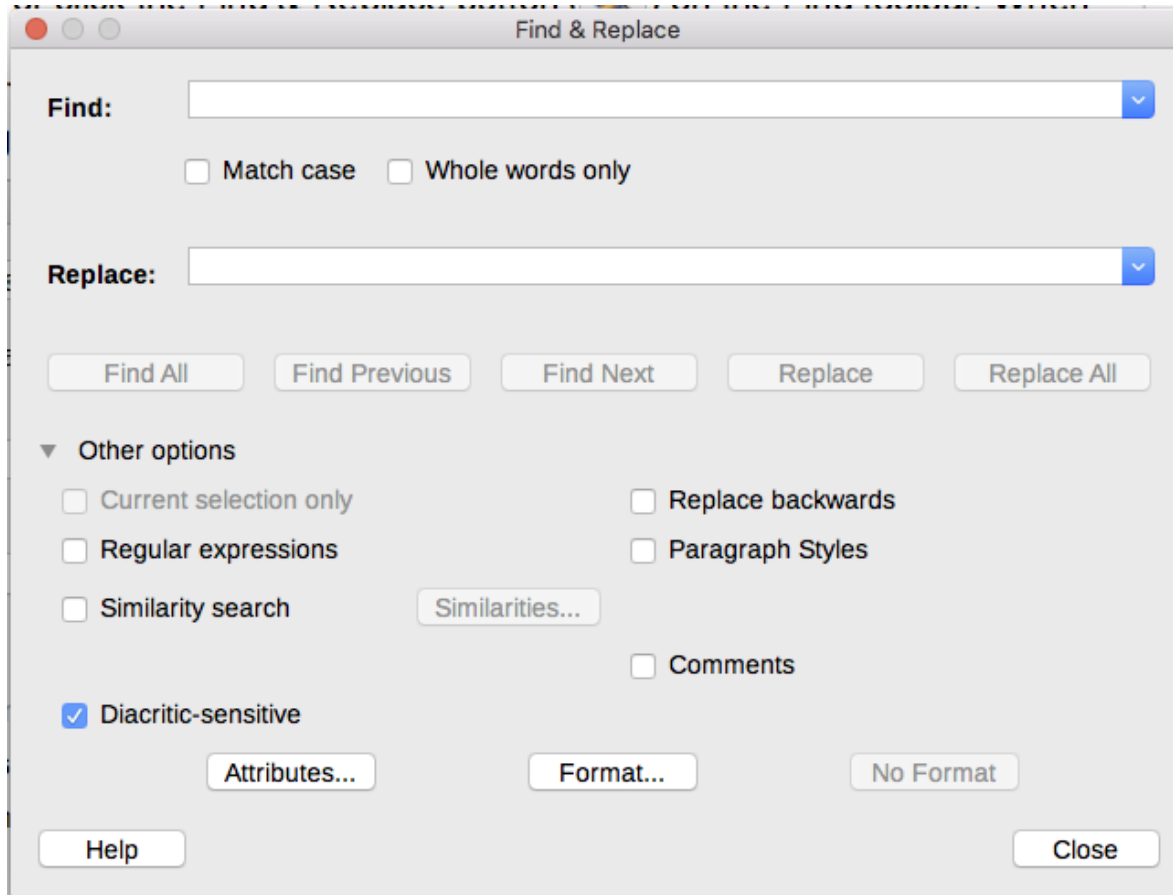
# Finding and replacing text

- One can search for specific words using
  - the Find toolbar (for fast searching) and



- the Find & Replace dialog box
  - Find and replace words and phrases.
  - Use wildcards and regular expressions to fine-tune a search.
  - Find and replace specific attributes or formatting.
  - Find and replace paragraph styles.

# Finding and replacing text



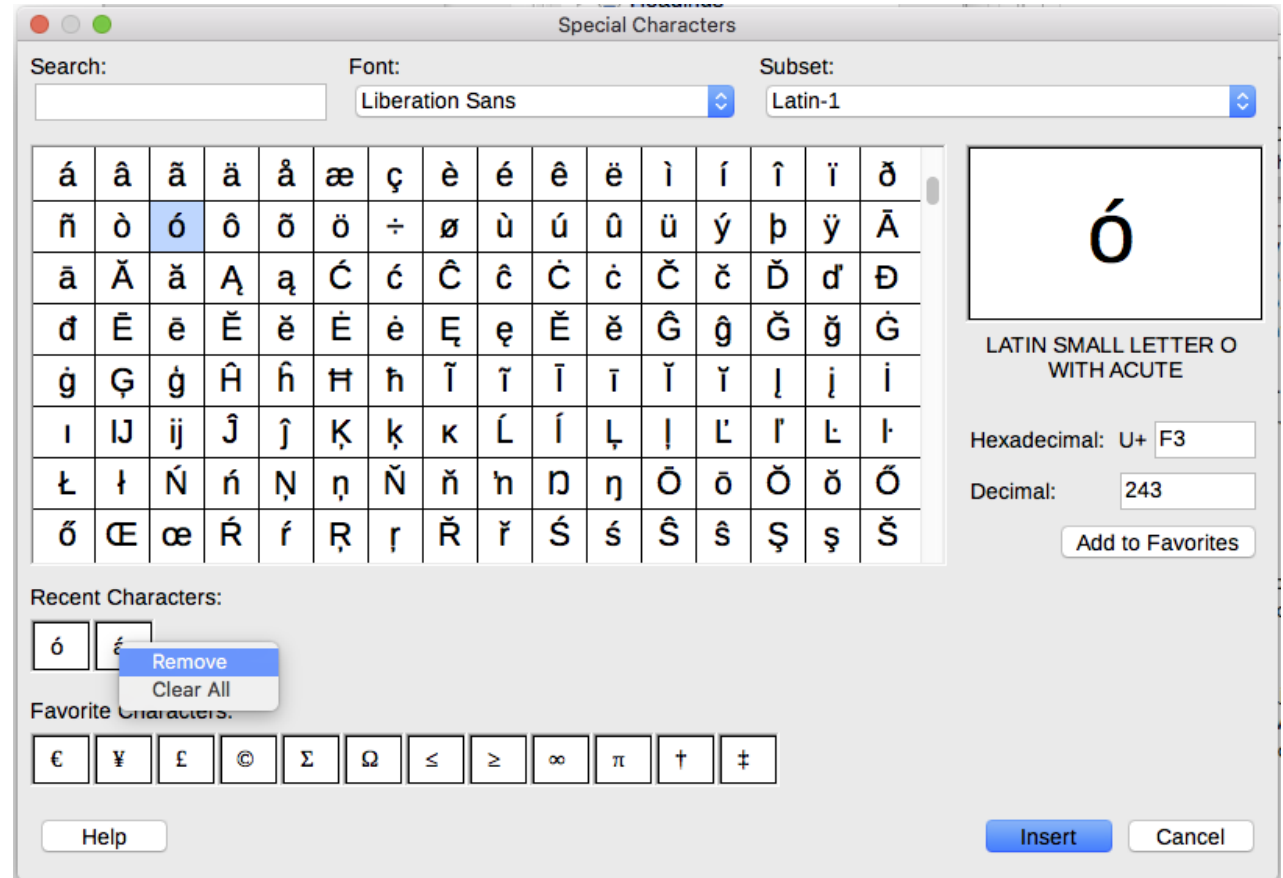
- The Find & Replace dialog box
  - Type the text you want to find in the Find box.
  - To replace the text with different text, type the new text in the Replace box.
  - Select various options, such as matching the case or matching whole words only.
  - Once set up the search, click Find Next / Find All. As the document view moves to each found instance, replace the text by clicking Replace or Replace All

# Inserting special characters

- Special characters are characters not found on a basic English keyboard.

1. Place the cursor where you want the characters to appear.
2. Click Insert > Special Character.
3. Double-click the characters you wish to insert,

The characters will appear in the document as you select them.

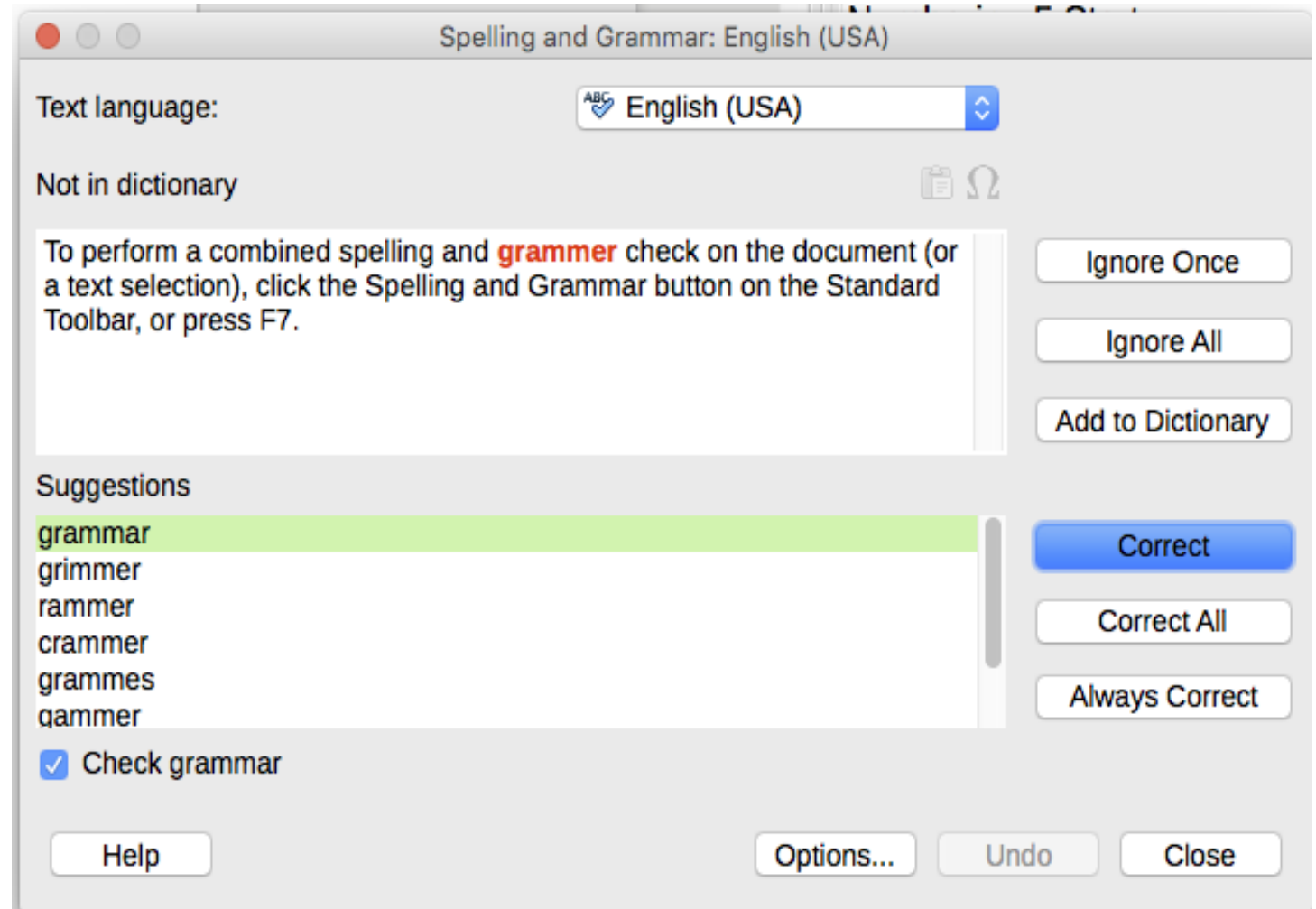


# Checking Spelling and Grammar

- Spelling checker
  - checks to see if each word in the document is in the installed dictionary.
  - **Automatic Spell Checking** checks each word and displays a wavy red line under any unrecognized words.
  - Right-click an unrecognized word to open a context menu. Click one of the suggested words to replace the underlined word with the one selected.
  - When the word is corrected, the line disappears.
- Grammar checker
  - Can be used separately or in combination with the spelling checker
  - Checks whether built-in grammar rules are broken.
  - Displays a wavy green line to highlight grammatical mistakes.

# Checking Spelling and Grammar

- For combined spelling and grammar check select
  - **Tools > Spelling and Grammar**, or
  - click the **Spelling and Grammar** button on the Standard toolbar, or
  - press *F7*



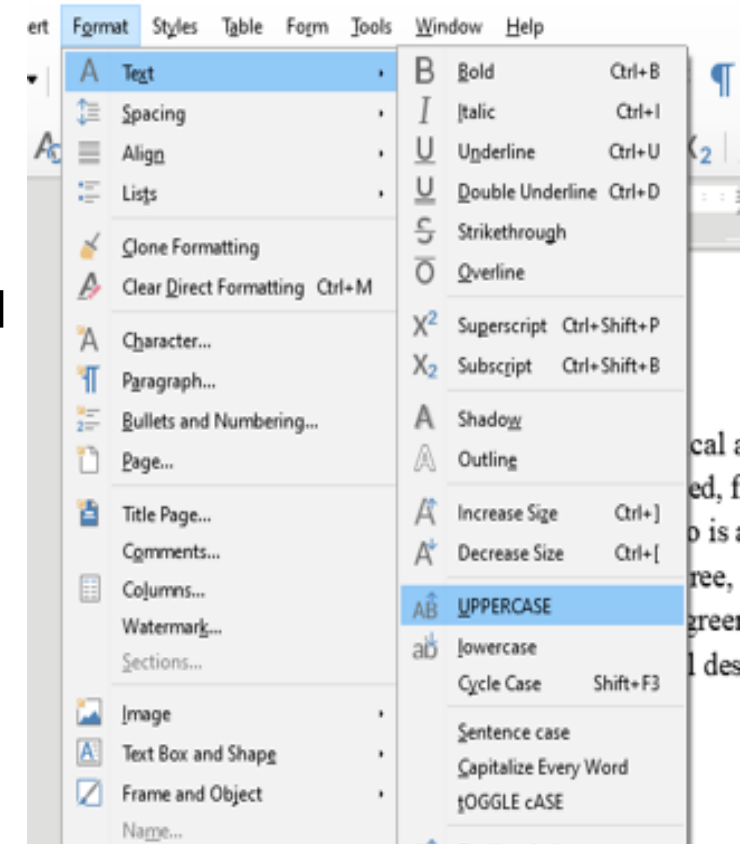
# Using synonyms and the thesaurus

- **Synonyms:** access a short list of synonyms from a context menu.
  - Right-click a word and point to **Synonyms** on the context menu.
  - A submenu of alternative words and phrases is displayed.
  - Click a word or phrase in the submenu to have it replace the highlighted word
- **Thesaurus:** gives a more extensive list of alternative words and phrases.
  - Right-click a word, point to Synonyms in the context menu,
  - then click **Thesaurus** from the Synonyms submenu.
  - In the Thesaurus dialog click a word or phrase in the list of meanings to select it.
  - Click Replace to make the substitution



# Changing the case of selected text

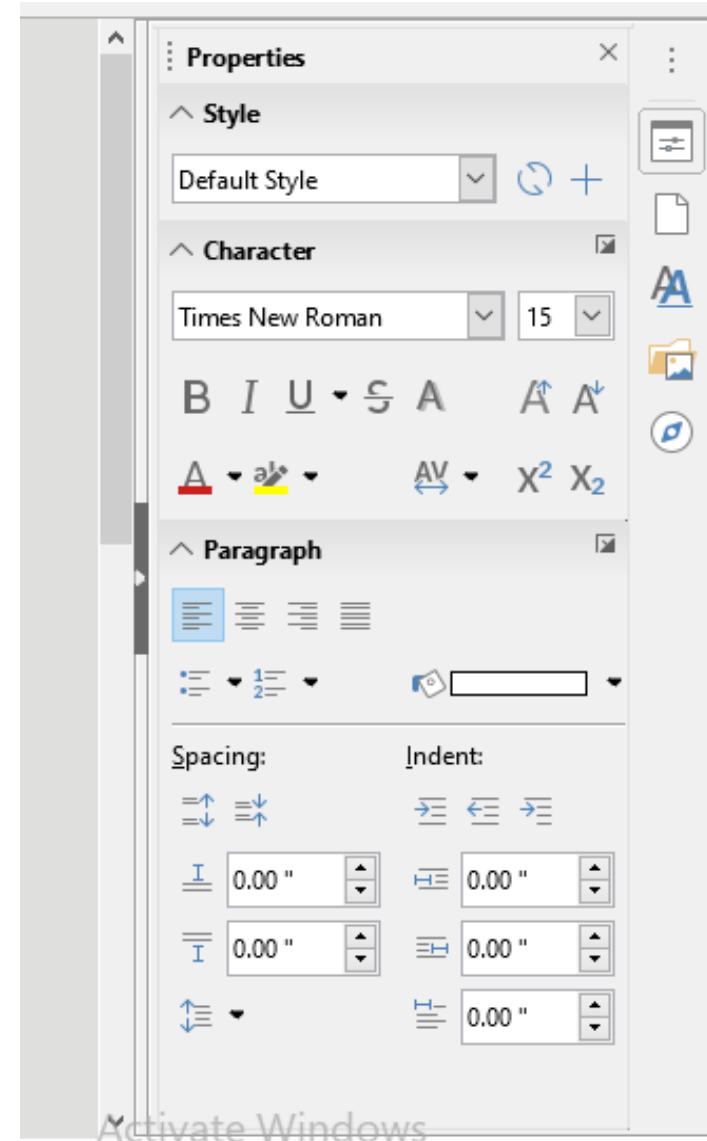
- Change the case of text
  - select it, choose **Format** > **Text** then choose one of the option.
- ❖ **UPPER CASE**
  - ❖ all letters are capitalized.
- ❖ **lower case**
  - ❖ no words (except proper nouns) are capitalized.
- ❖ **Cycle Case**
  - ❖ cycles the selected words through upper case, lower case, and capitalize every word.
- ❖ **Sentence case**
  - ❖ only the first word is capitalized (together with any proper nouns).
- ❖ **Capitalize Every Word**
  - ❖ every word is capitalized.
- ❖ **tOGGLE cASE**
  - ❖ changes every letter to the opposite case.



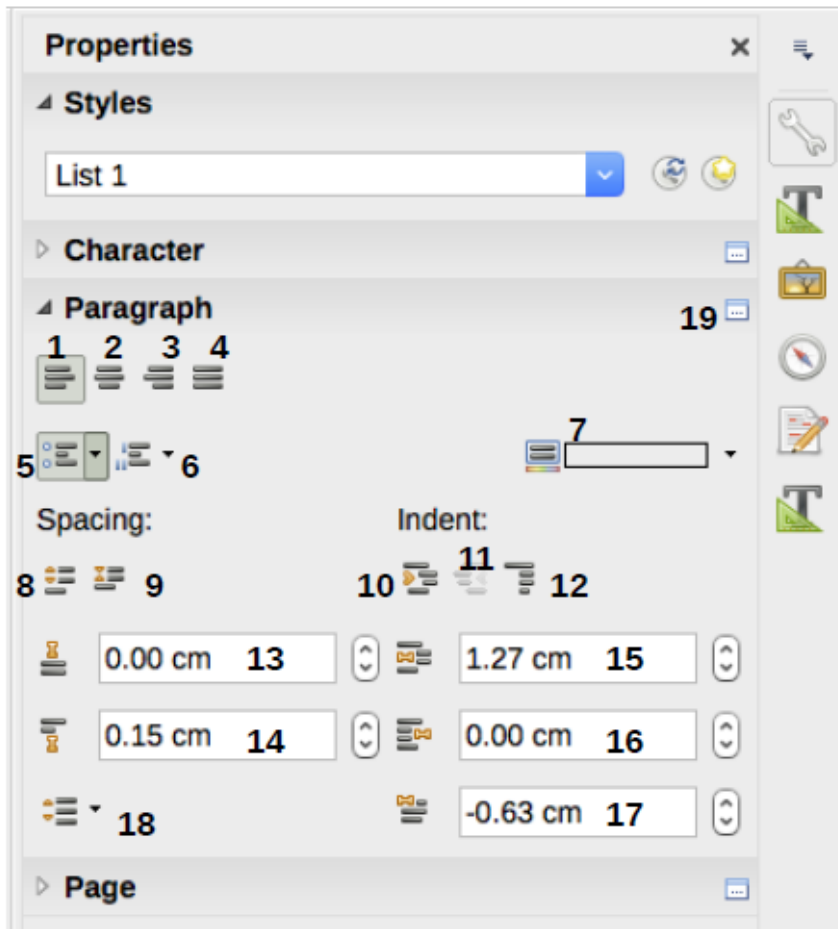
# **Formatting Documents**

# Formatting Paragraphs

- Change the **format** of text that affects an entire **paragraph** or is different from other **paragraphs** in a document.
- Can apply many formats to paragraphs using
  - the icons on the Formatting toolbar (**Format -> Paragraph**) or
  - The Paragraph panel of the Sidebar's Properties deck (**View > Sidebar**).



# Formatting Toolbar: Icons and Formats



1 Align Left

2 Align Center

3 Align Right

4 Align Justified

5 Bullets

6 Numbering

7 Background Color

8 Increase Spacing

9 Decrease Spacing

10 Increase Indent

11 Decrease Indent

12 Hanging Indent

13 Above Paragraph Spacing

14 Below Paragraph Spacing

15 Indent From Left

16 Indent From Right

17 Indent First Line

18 Line Spacing

19 More Options – opens  
Paragraph dialog

# Alignment Options

- Adjust the alignment of a paragraph:

- Left,
- Right,
- Centered, or
- Justified

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 the word to fill the entire line. This is an example with the **Expand single word** option.

Left aligned text.

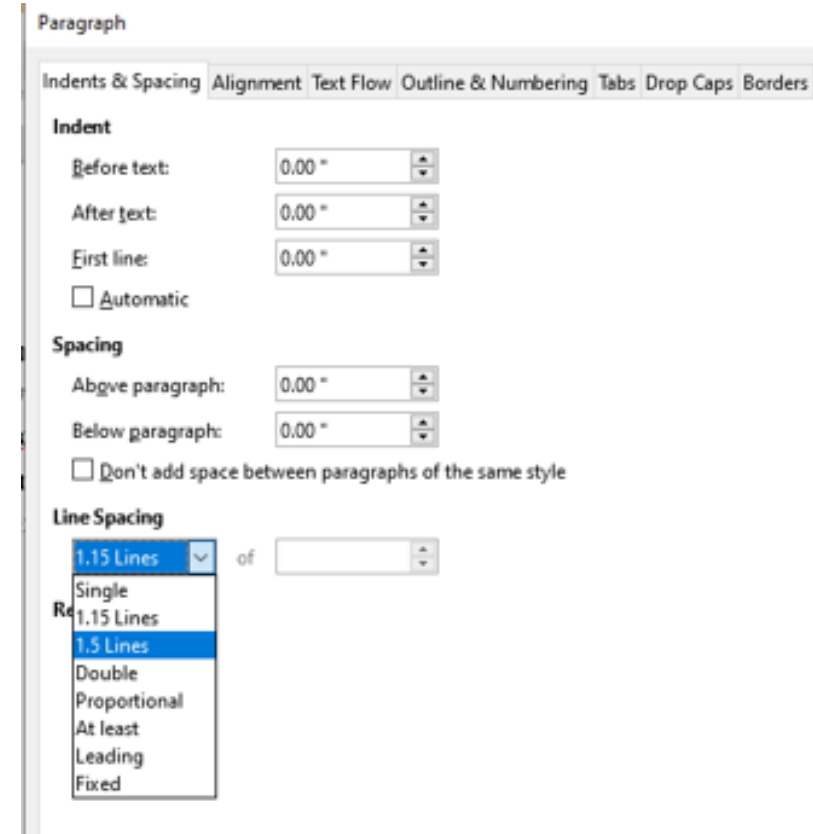
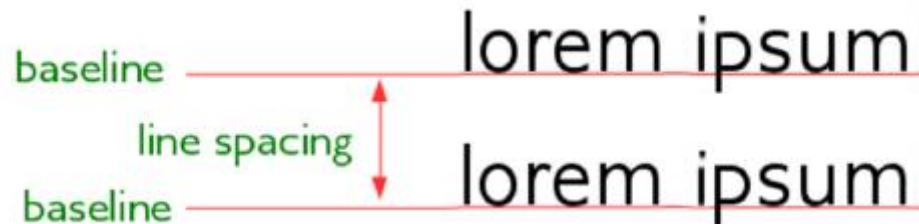
Center aligned text.

Right aligned text.

Justified text inserts spacing between words to force the text to reach from margin to margin, if the text is longer than a single line.

# Line and paragraph spacing

- *Line spacing*
  - the distance from one baseline to the next baseline.
  - determined by the size of the font.



# Paragraph indentation

- Increase the amount of space to leave between the left and right page margins and the paragraph.
- The distances are determined by settings
  - *Before Text Indent*, from the left margin
  - *After Text Indent*, from the right margin
  - *First Line Indent*, indents the first line from the left margin, or from the specified indentation from the margin
- *Switch to Hanging Indent*,
  - Leaves the first line at the left margin and indents all the other lines of the amount specified.

This paragraph is an example of a paragraph with a *first line indent*. It is typical of paragraphs in books.

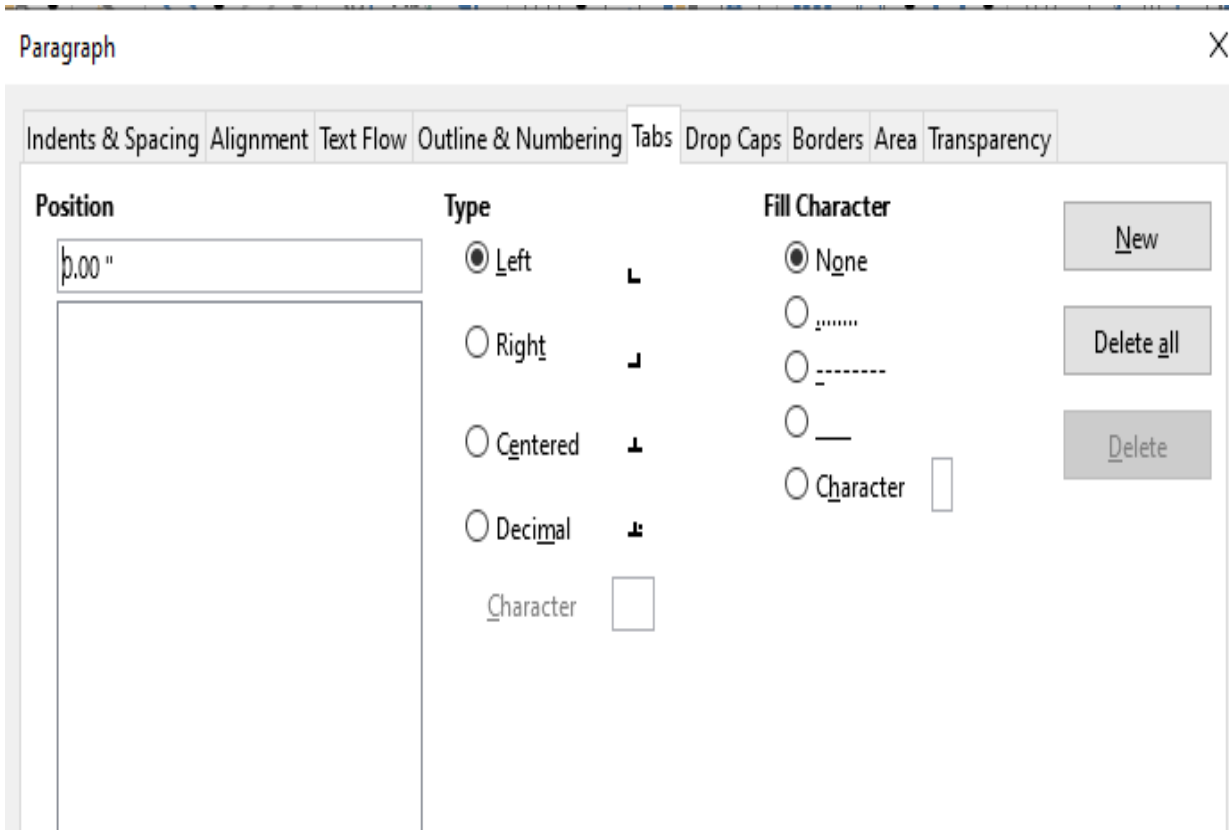
This paragraph is an example of a paragraph with a *hanging indent*. It is often used for numbered paragraphs or those with an icon or other image on the left.

# Paragraph Dialog Formatting Options

- ***Borders***
  - Useful for setting a paragraph off from the surrounding text.
- ***Drop caps***
  - Enlarged letters that mark the start of a new chapter or section.
- ***Area***
  - Includes five types of fill (background): color, gradient, bitmap, pattern, and hatching.
- ***Transparency***
  - Affects the paragraph's background. Useful for creating watermarks and making colors or images more pale.
- ***Outline & Numbering***
  - Provides options for choosing the outline level of the paragraph and its numbering (list) style



# Setting tab positions



- **Left Tab:**

- Left-aligns the text at the tab stop

- **Right Tab:**

- Right-aligns the text at the tab stop

- **Center Tab:**

- Centers the text around the tab stop

- **Decimal Tab:**

- Aligns decimal numbers using the decimal point

# Activity

- Type the below text in Libreoffice writer and format the text using the option "tabs" as shown in the screenshot.

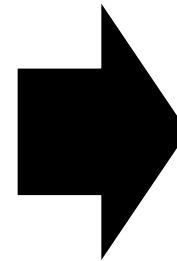
**Name Sub1 Sub2 Sub3 Sub4 Total**

Madavi 23 54 23 43

Ravi 45 34 12 54

Mira 78 34 76 45

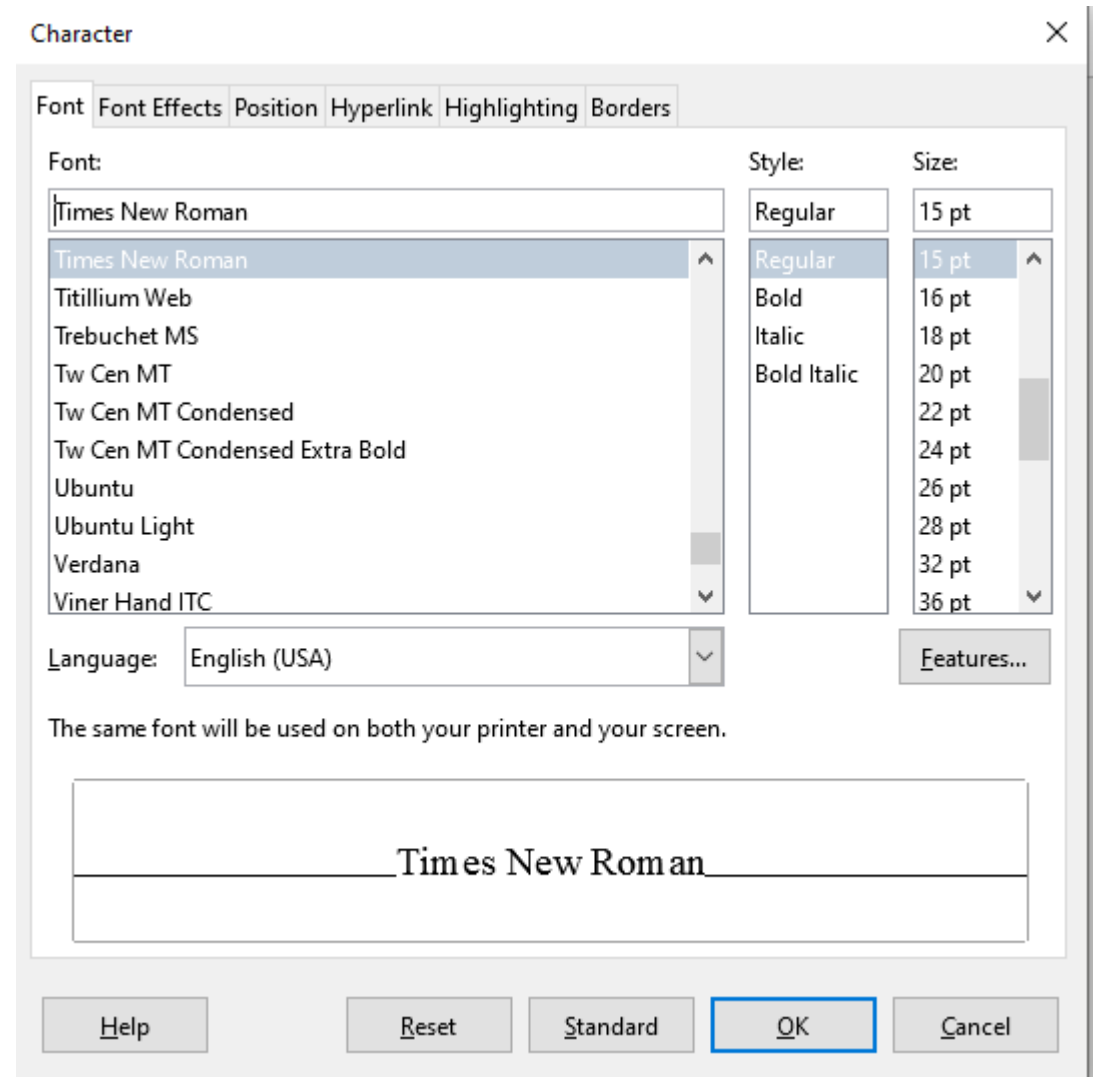
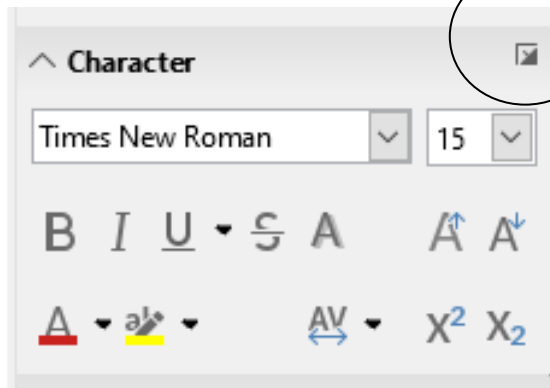
Kosala 56 87 78 90



Name	Sub1	Sub2	Sub3	Sub4 *****Total
<u>Madavi</u>	23	54	23	43*****
<u>Ravi</u>	45	34	12	54*****
Mira	78	34	76	45*****
<u>Kosala</u>	56	87	78	90*****

# Formatting characters

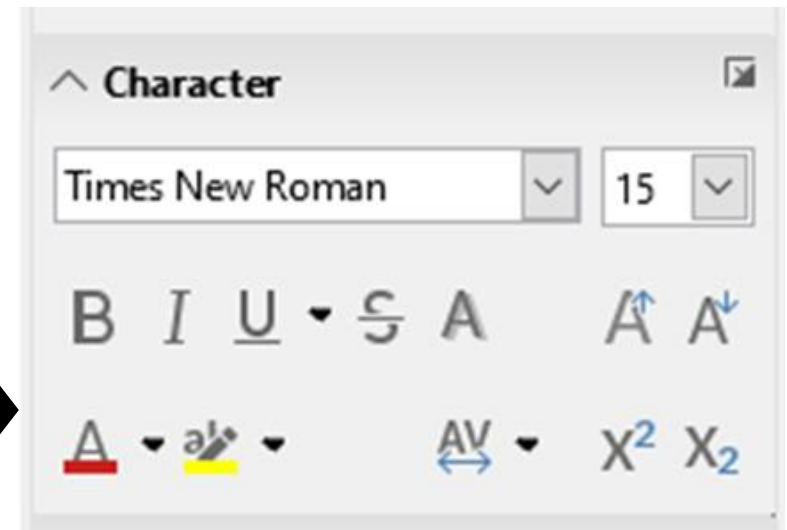
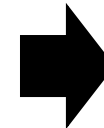
- Apply different formats to characters
  - use the buttons on the Formatting toolbar



# Formatting characters

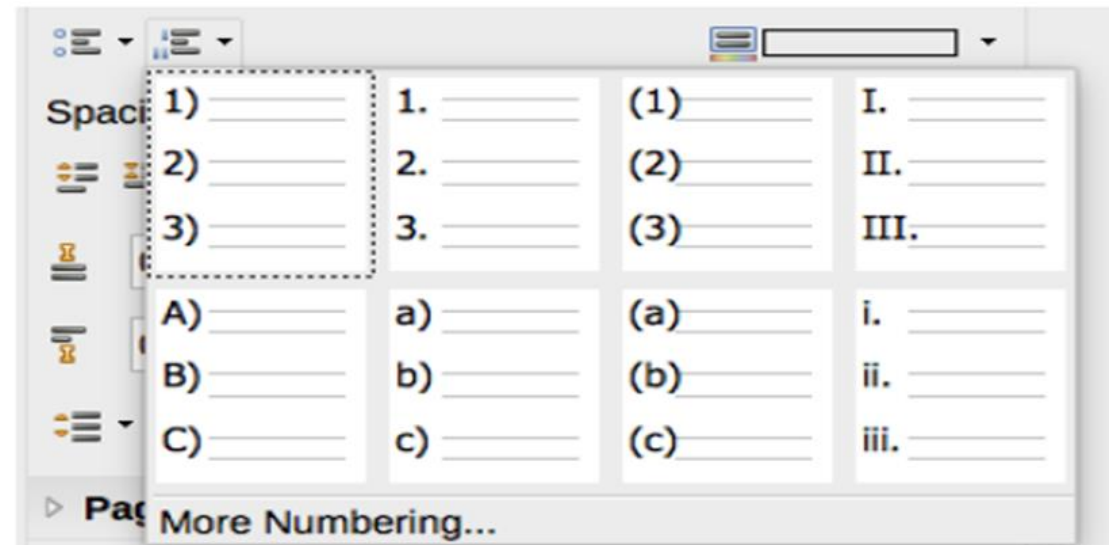
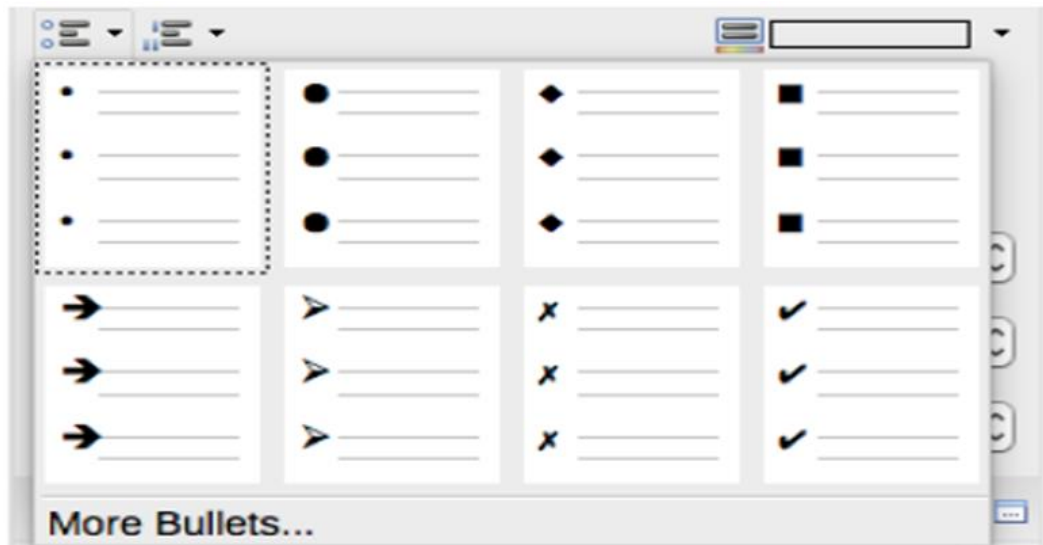
- Character Formatting include,
  - Font Name, Font Size (in points)
  - Bold, Italic, Underline, Double Underline, Overline, Strikethrough, Outline
  - Superscript, Subscript
  - Uppercase, Lowercase
  - Increase Font Size, Decrease Font Size
  - Font Color (with a palette of colors)
  - Background Color (with a palette of colors)
  - Highlighting (with a palette of colors) etc.

**Identify  
and Name  
the Icons**



# Formatting numbered or bulleted lists

- Use the Numbering and Bullets buttons on the Formatting toolbar or on the Paragraph panel of the Properties deck of the Sidebar.
- Choose the suitable bulleted or number format.



# Activity

- Type the text in Libreoffice writer and format the list as shown below.

A 1-oz serving of avocado, contains 50 calories and 4.5 g of fat, including

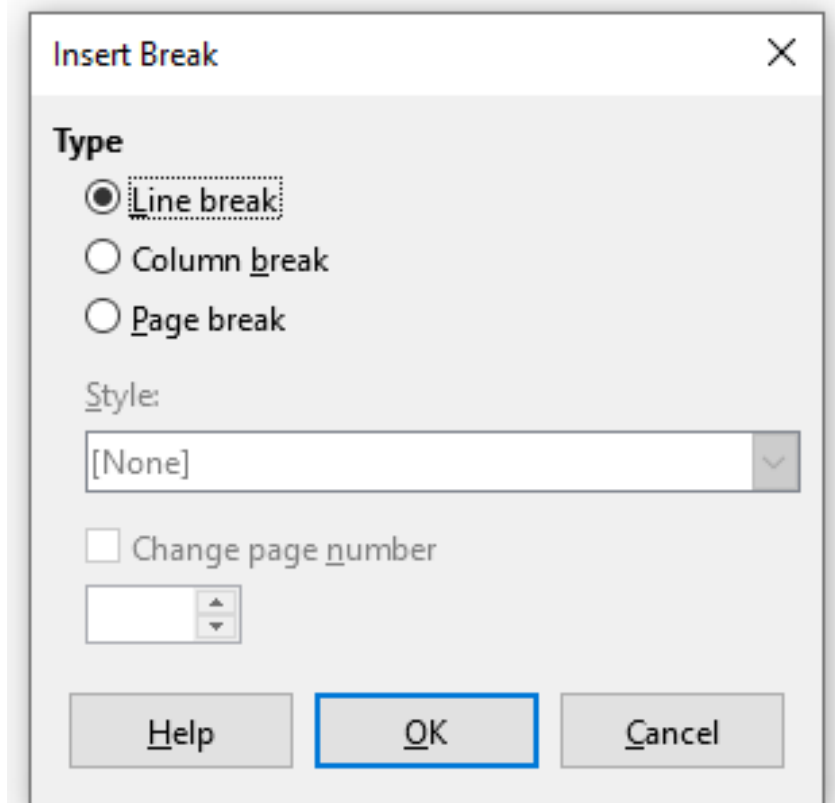
- 0.5 g of saturated fat,
- 0.5 g polyunsaturated fat and
- 3 g of monounsaturated fat.

# Formatting Pages

- A page can be formatted using different page formatting styles and options.
- Some important functions:
  - Headers and footers
  - Page numbering
  - Title pages
  - Footnotes and endnotes
  - Borders and backgrounds

# Formatting pages using basic layout styles

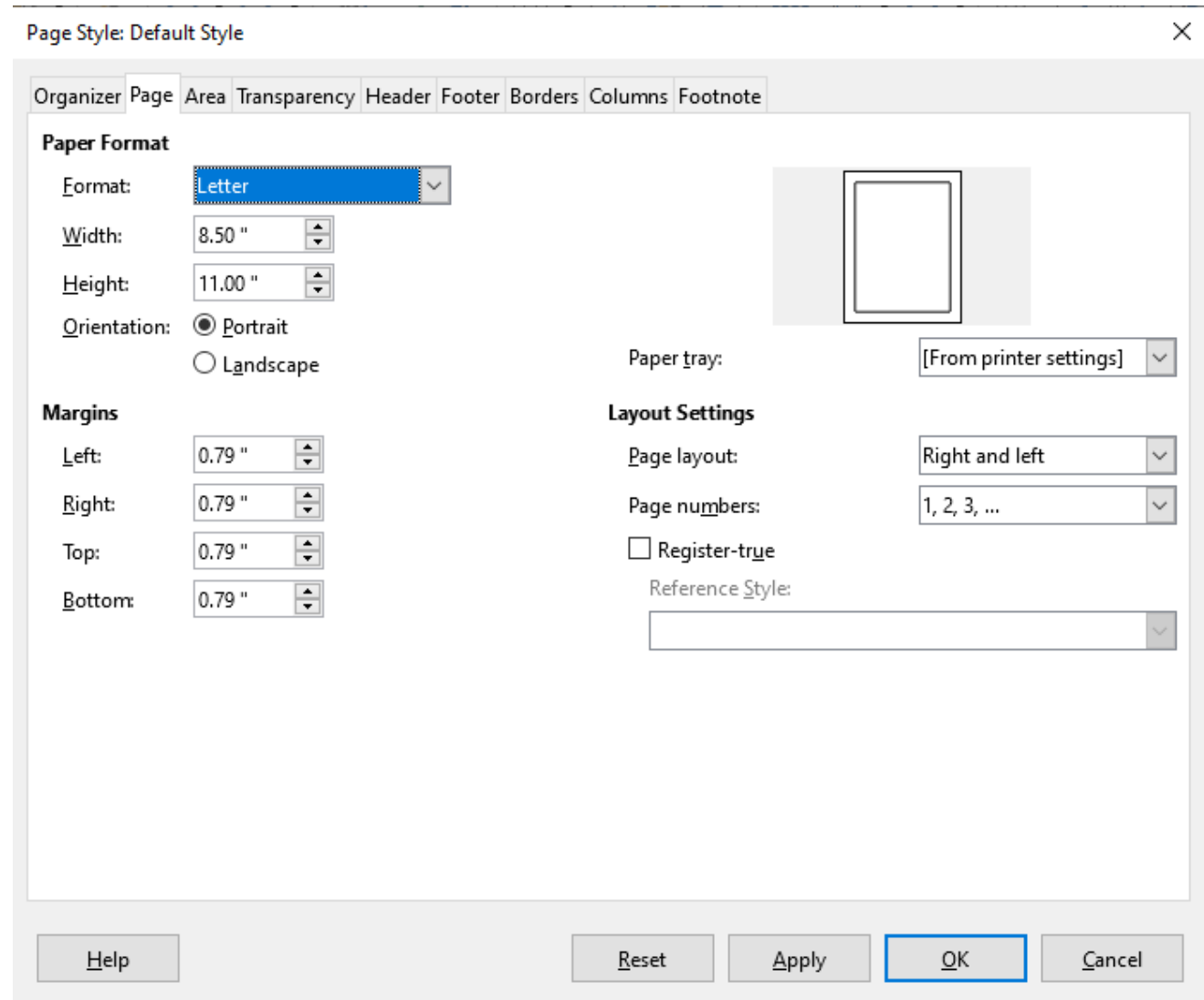
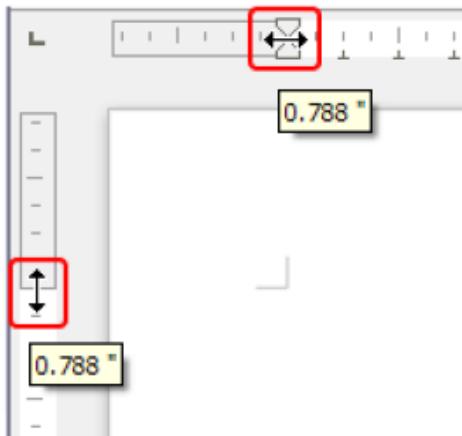
- Page break: Starts a new page
- A page break can be inserted
  - without changing the page style:  
position the cursor at the point where you want to start the new page and select **Insert > Page Break**
  - to change the current page style:  
Position the cursor at the point you want to start the next page. Select **Insert > Manual Break**.





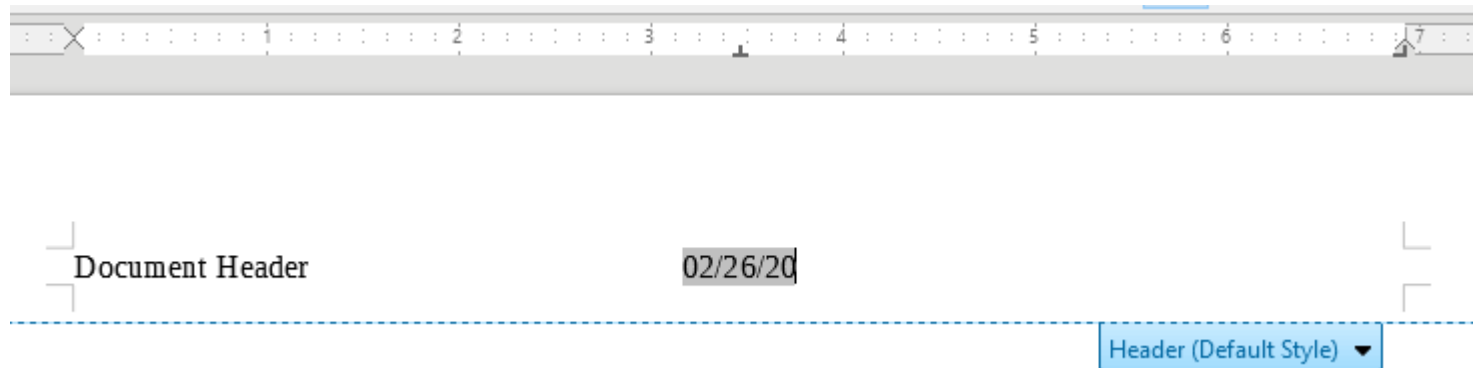
# Changing page margins

- Default page margins can be changed to alter the page style using different ways.



# Creating headers and footers

- Headers are portions of a document that appear at the top of every page;
- Footers appear at the bottom of a page.
- Headers/footers can be used to include page numbers, document information, etc.



# Creating headers and footers

- To insert a header
  - **Insert > Header and Footer > Header > [Page Style]**
- To insert a footer
  - **Insert > Header and Footer > Footer > [Page Style]**
- To insert / Format Header/Footer
  - **Format > Page**
  - **In Page dialog box select the tab Header / Footer.**

Page Style: Default Style

Organizer Page Area Transparency Header Footer Borders Columns Footnote

**Header**

☒ Header on:

☒ Same content on left and right pages

☒ Same content on first page

Left margin: 0.00 "

Right margin: 0.00 "

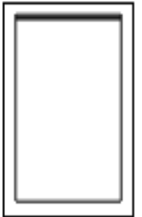
Spacing: 0.20 "

☐ Use dynamic spacing

Height: 0.04 "

☒ AutoFit height

More...



# Numbering pages

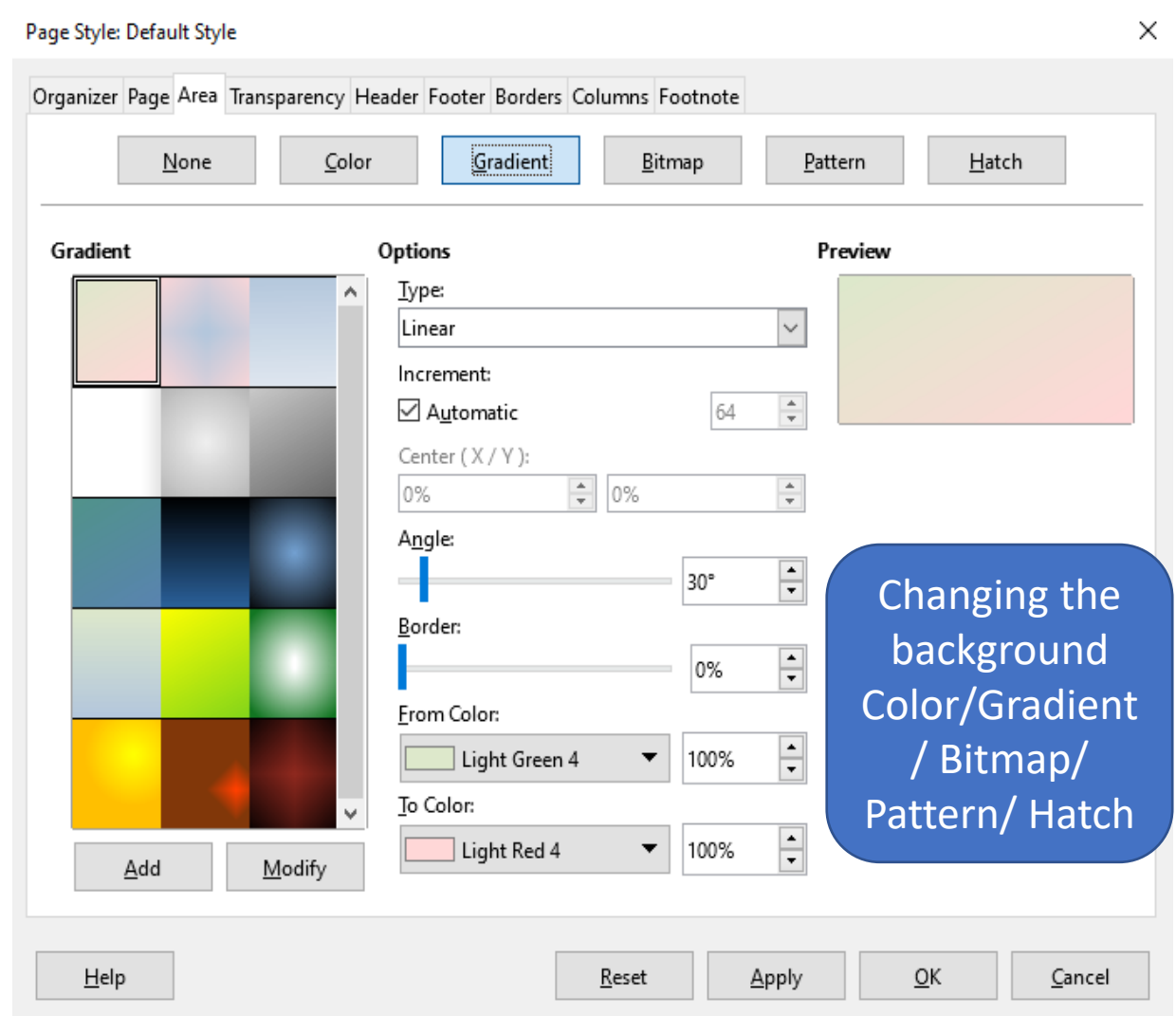
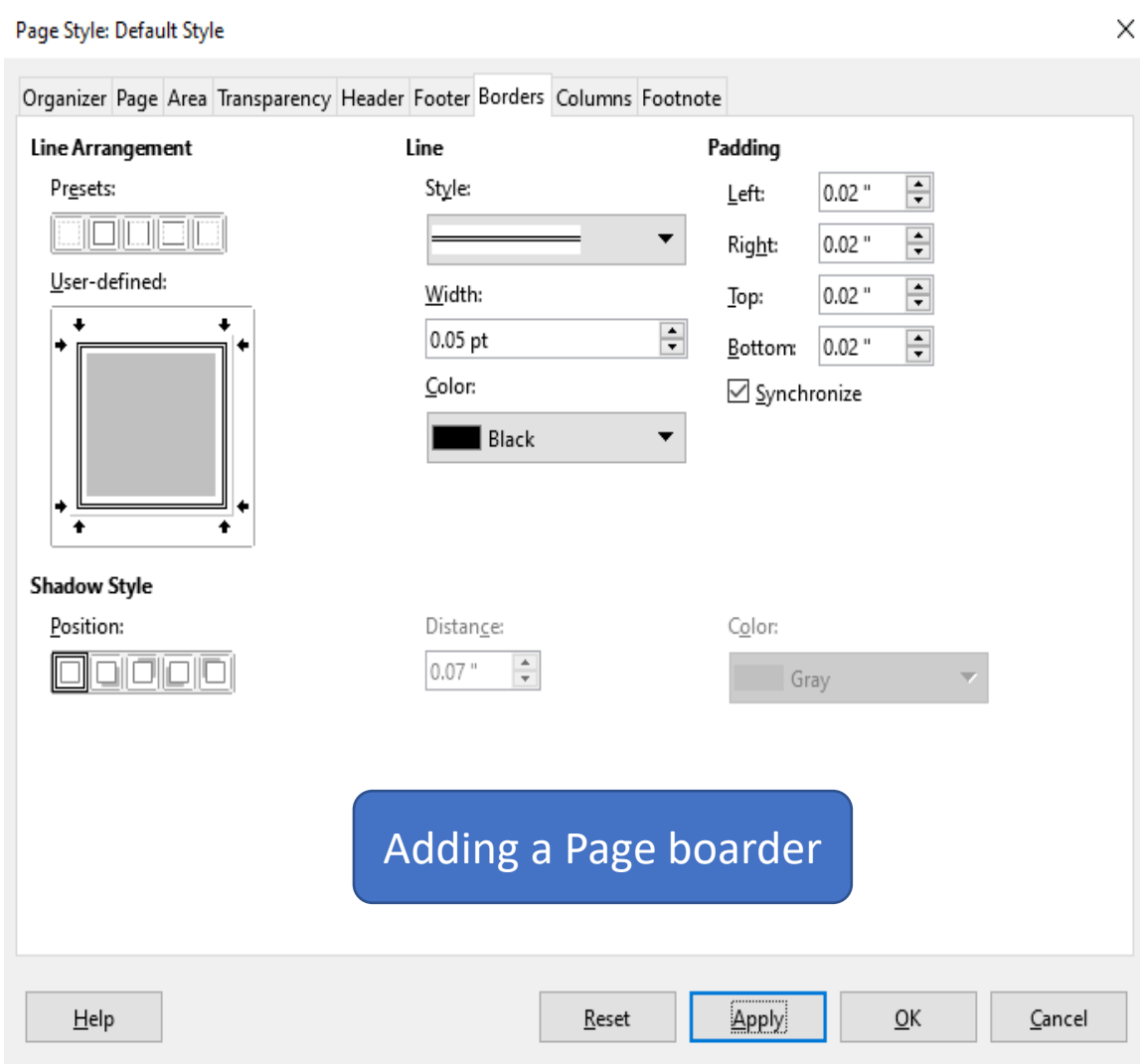
- Insert page numbers to the document
- Place the cursor on the header/footer
  - **Insert > Page Number**
- Pages can be numbered using different ways
- Try out the below.
  - Combining header text and page number
  - Changing the number format
  - Numbering pages by chapter
  - Numbering the first page something other than 1
  - Restarting page numbers

# Formatting 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.

**Activity: Add a footnote and an endnote into a document.  
Identify the difference between a footnote and an endnote.**

# Adding borders and backgrounds



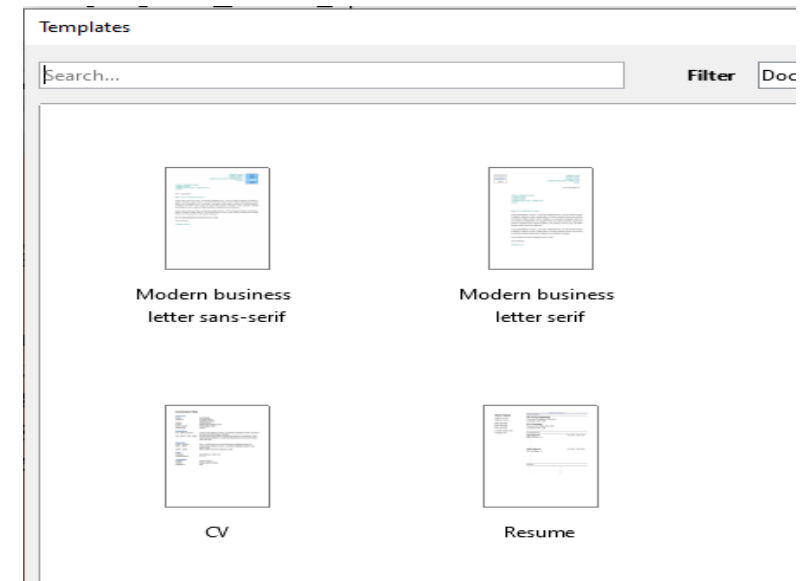
# Working with styles

- Improve consistency in a document.
- Make major formatting changes easy.
- LibreOffice Writer has six style categories:
  - **Paragraph styles** affect entire paragraphs and are also used for purposes such as compiling a table of contents.
  - **Character styles** affect a block of text inside a paragraph; they provide exceptions to paragraph styles.
  - **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.
  - **Table styles** affect the appearance of tables of data.

*For more information refer the relevant sections in Reference 5*

# Working with templates

- A document model that is used to create other document.
- One can
  - Create new templates **[Ref 5: Pg. (217-219)]**
  - Edit existing templates **[Ref 5: Pg. (217-219)]**
  - Add templates from other sources **[Ref 5: Pg. (219-221)]**
  - Organize templates **[Ref 5: Pg. (222-223)]**





# Working with Graphics and Objects

- Add graphic and image files into the document (photos, drawings, and scanned images etc.)
- Images in Writer can be categorized as
  - Image files, such as photos, drawings, and scanned images
  - Diagrams created using LibreOffice's drawing tools
  - Artwork created using clip art or Fontwork
  - Charts created using LibreOffice's Chart facility

# Adding images to a document

- Adding images into a Writer document can be done in several ways.
  - Inserting an image file(*Drag and drop, Insert Image dialog & Copy and paste*)
  - Linking an image file
  - Scanning
  - Inserting an image from the Gallery
  - Inserting an image as a background

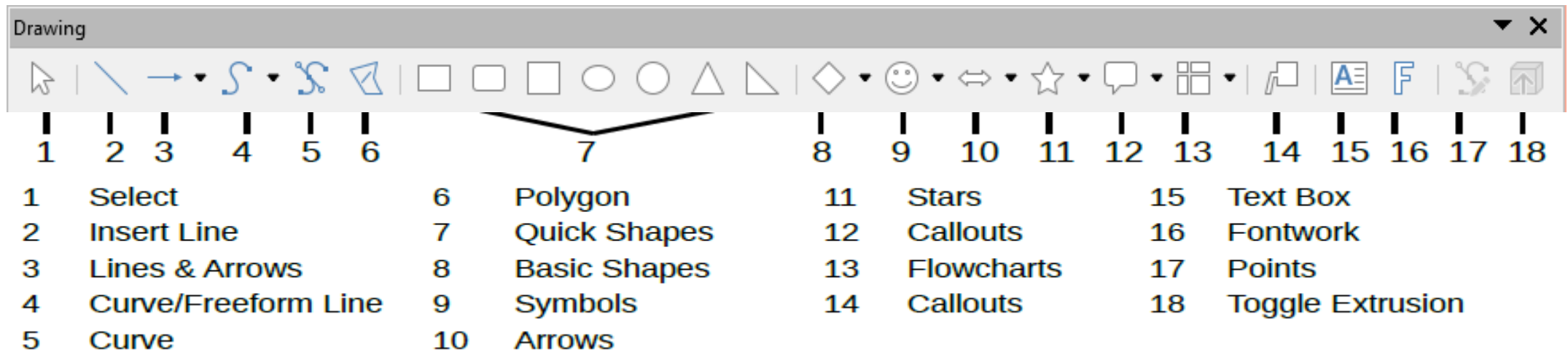
**Activity: Add an image into the document using the above mentioned ways.**

# Working with drawing tools

- Drawing tool in LibreOffice Writer can be used to
  - create simple diagrams using rectangles, circles, lines, text, and other predefined shapes.
  - group several drawing objects to make sure they maintain their relative position and proportion.
  - place the drawing objects directly on a page in the document or insert them into a frame.
  - annotate photographs, screen captures, or other illustrations.

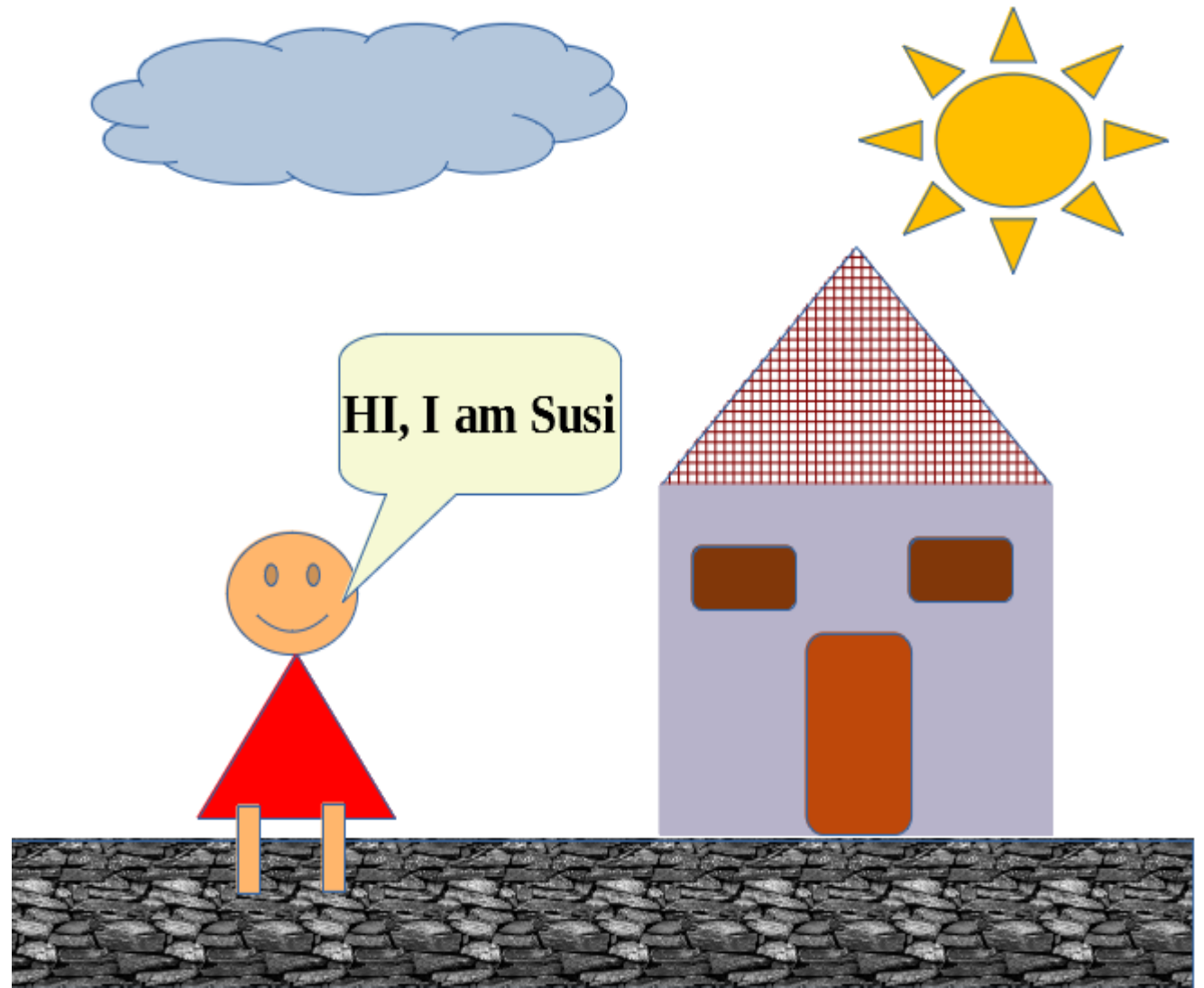


# Working with drawing tools



# Activity

Draw the picture shown below using “Drawing tools” in LibreOffice Writer.



# Delete, export and compressing images

- **Delete**

- Click on the image and press "Delete"

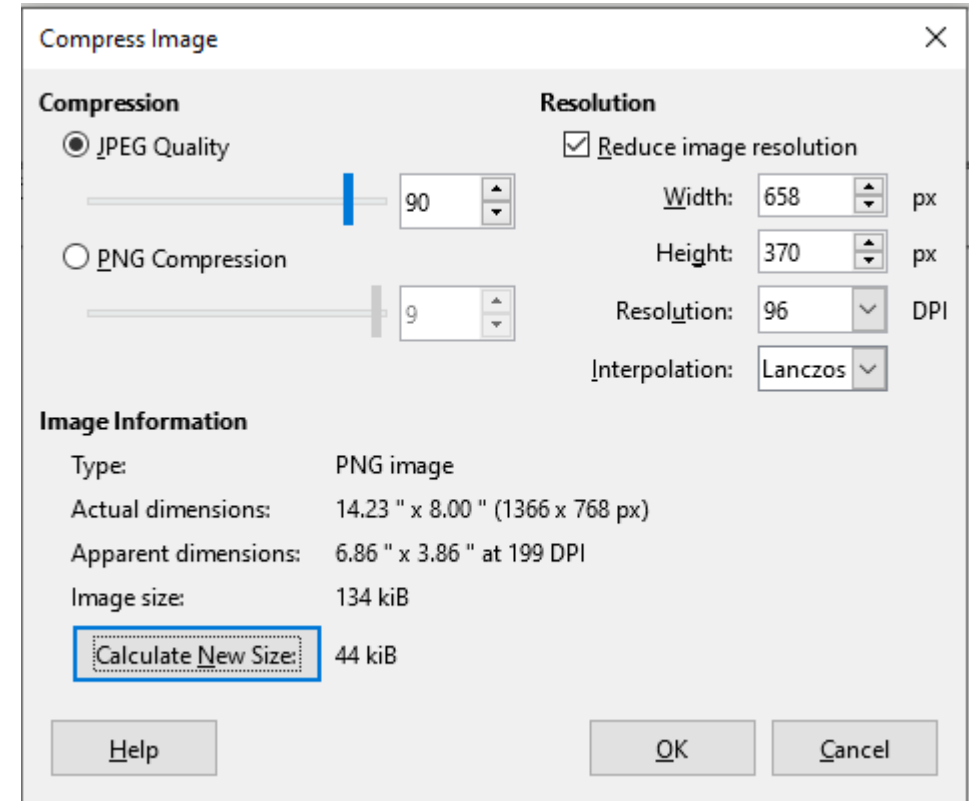
- **Exporting images**

- to make complex adjustments to the image, or
  - to save it for use in another document,
  - to export directly from the document, Right-click on the image. Choose **Save** to open the Image Export dialog.
  - Depending on the original format of the image, Writer will let you save the picture in many different formats.
  - Give a name to the image, select the desired image format in the Filter list, and click **Save**.

# Delete, export and compressing images

- **Compressing images**

- Resize large images to fit into the layout of the page.
- Right-click on the image and choose **Compress**.
- **Calculate** button updates the image information.
- set each parameter as desire and Click **OK** to apply the compression.



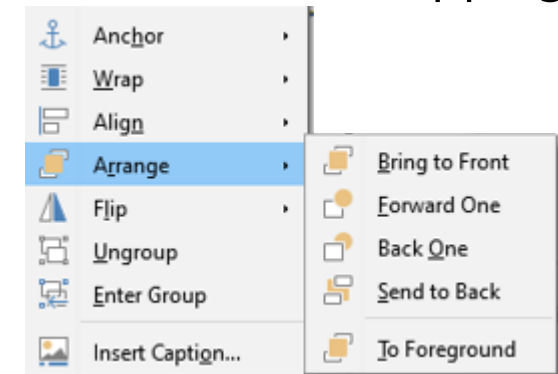
# Positioning images within text

- Position inserted images with respect to the text and other images
- Positioning an image is controlled by four settings:
  - **Arrangement:** the placement of an image on an imaginary vertical axis. Arrangement controls how images are stacked upon each other or relative to the text.
  - **Alignment:** the vertical or horizontal placement of an image in relation to the chosen anchor point.
  - **Anchoring:** the reference point for the images. This point could be the page, or frame where the object is, a paragraph, or even a character. An image always has an anchor point.
  - **Text wrapping:** the relation of images to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character.



# Arranging images

- Determine its position relative to other images or text.
- Relevant only when objects are overlapping.
- **Bring to Front**
  - Places the image on top of any other images or text.
- **Forward One**
  - Brings the image one level up in the stack. Depending on the number of overlapping objects,
- **Back One**
  - Sends the image one level down in the object stack.
- **Send to Back**
  - Sends the image to the bottom of the stack.
- **To Background / To Foreground**
  - Only available for drawing objects; moves the drawing object behind or in front of the text respectively.

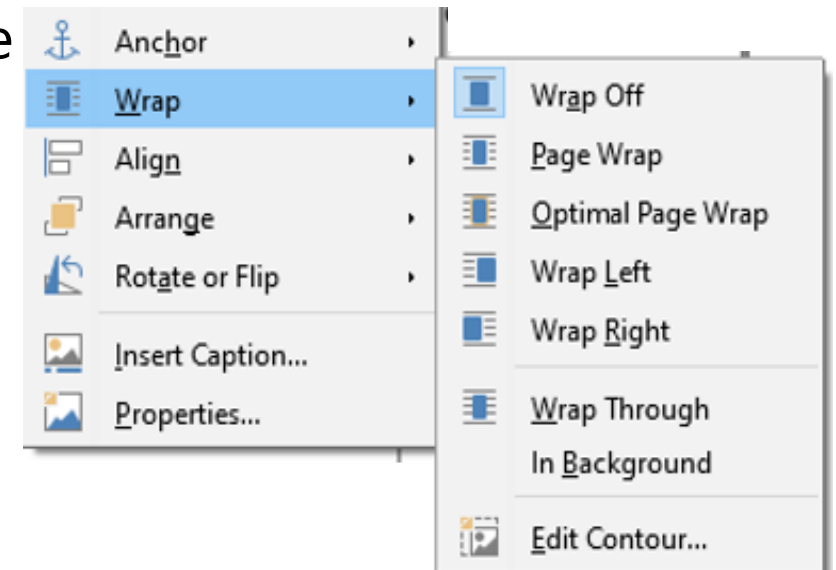


# Anchoring images

- Anchor images as a character or to a page, paragraph, or character / place images in a frame and anchor the frame to a page, paragraph, or character.
  - **To Page:** keeps the same position in relation to the page margins. It does not move as you add or delete text or other images.
  - **To Paragraph:** Associated with a paragraph and moves with the paragraph
  - **To Character:** Associated with a character but is not in the text sequence
  - **As Character:** Placed in the document like any other character and, affects the height of the text line and the line break
  - **To Frame:** Placed in a frame, can anchor the graphic in a fixed position inside the frame.

# Wrapping text around images

- Determines the relation between the text and the graphic.
  - **No Wrap:** The text is placed above and below the image but not to either side of it.
  - **Page Wrap or Optimal Page Wrap:** The text flows around the image. Optimal Page Wrap prevents text from being placed to the side of the image if the spacing between the image and the margin is less than 2 cm.
  - **Wrap Through:** Superimposes the image on the text. That is, the image is in front of the text.
  - **In Background:** The image is placed behind the text.



# Activity

Create a document in LibreOffice Writer to get the below preview.

## Avocados

Avocados are cultivated in climates through out the skinned, fleshy body that shaped, or sperical. The (the banana is another), tree, but ripans off the tree.



tropical and Mediterranean world. They have a green- may be pear-shaped, egg- avocado is a climacteric fruit which means it matures on the Avocados used in commerce

are picked hard and green and kept in coolers at 3.3 to 5.6 °C (38 to 42°F) until they reach their final destination.

A 1-oz serving of avocado, contains 50 calories and 4.5 g of fat, including

- 0.5 g of saturated fat,
- 0.5 g polyunsaturated fat and
- 3 g of monounsaturated fat.

# Captioning images

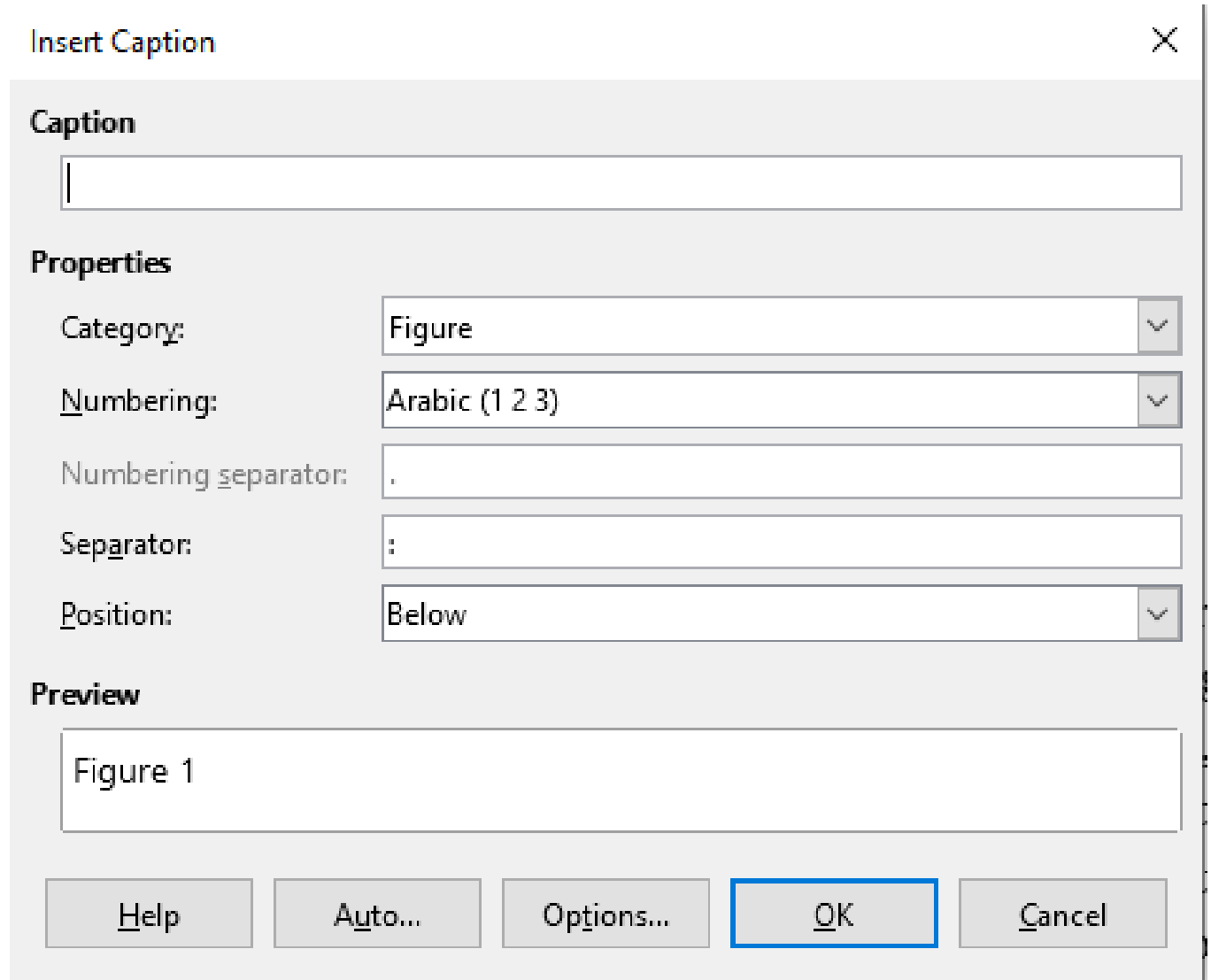
- Add captions to images. One can caption images
  - automatically,
  - by using the Caption dialog, or
  - manually
- To set up automatic captions,
  - choose **Tools > Options > LibreOffice Writer > AutoCaption**



*Figure 1: Avocado*

# Captioning images

- **Adding captions using the Caption dialog**
  - Insert the graphic, right-click on it and select **Insert Caption** or
  - select it and choose **Insert > Caption**.

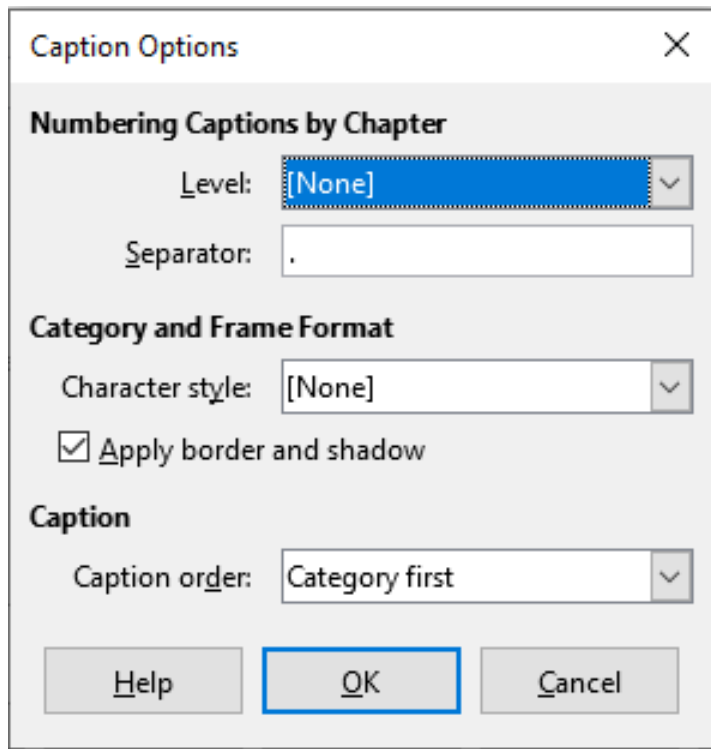


The screenshot shows the 'Insert Caption' dialog box with the following fields and options:

- Caption:** An empty text input field.
- Properties:**
  - Category:** A dropdown menu set to 'Figure'.
  - Numbering:** A dropdown menu set to 'Arabic (1 2 3)'.
  - Numbering separator:** A text input field containing a period '.'.
  - Separator:** A text input field containing a colon ':'.
  - Position:** A dropdown menu set to 'Below'.
- Preview:** A text input field displaying 'Figure 1'.
- Buttons:** 'Help', 'Auto...', 'Options...', 'OK' (highlighted with a blue border), and 'Cancel'.

# Captioning images

## *Numbering images by chapter*



Caption Options

**Numbering Captions by Chapter**

Level: [None]

Separator: .

**Category and Frame Format**

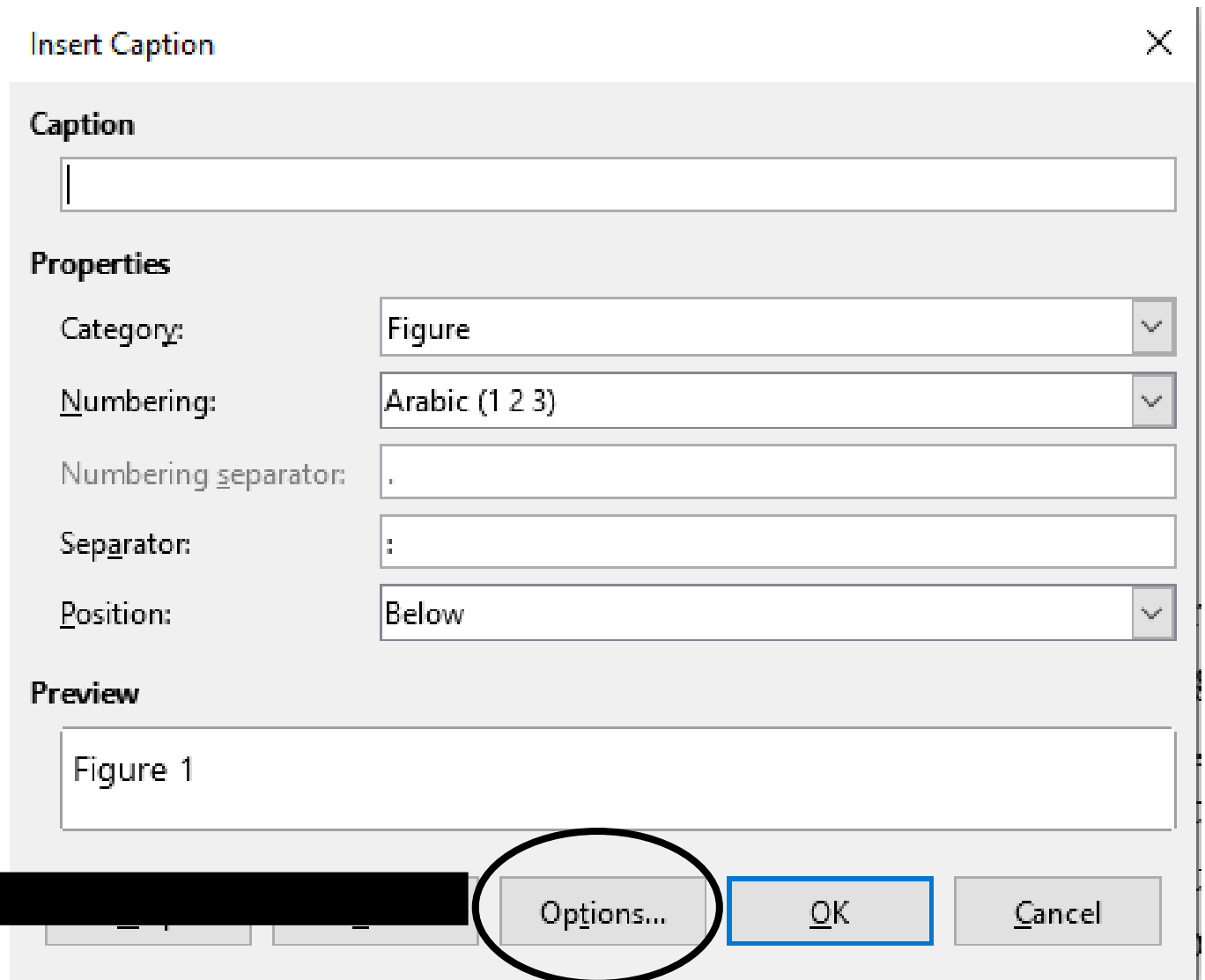
Character style: [None]

☒ Apply border and shadow

**Caption**

Caption order: Category first

Help OK Cancel



Insert Caption

Caption

**Properties**

Category: Figure

Numbering: Arabic (1 2 3)

Numbering separator: .

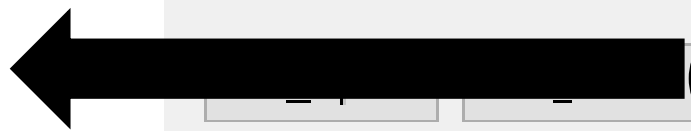
Separator: :

Position: Below

**Preview**

Figure 1

Options... OK Cancel



# Using Fontwork

- Create graphical text art objects to make your work more attractive.
- Creating a Fontwork object
  - **Insert > FontWork** from the Menu bar or,
  - click the Fontwork Gallery icon on the Fontwork toolbar (**View>Toolbars>Fontwork**) or the Drawing toolbar (**View>Toolbars>Drawing**).

**Activity:** Add a Fontwork and apply different formatting options to make it more attractive.



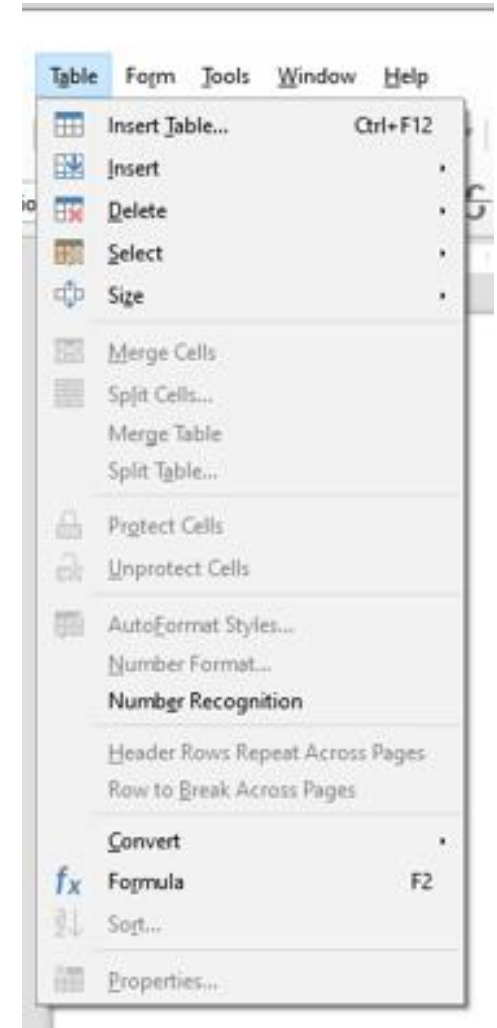


# Working with Tables

- Tables are a useful way to organize and present large amounts of information.

e.g.

- Technical, financial, or statistical reports.
- Product catalogs showing descriptions, prices, characteristics, and photographs of products.
- Bills or invoices.
- Lists of names with address, age, profession, and other information.
- For more information on
  - Basic table operations **[Ref 5: Pg. (278-290),(297-300)]**
  - Formatting tables **[Ref 5: Pg. (291-293)]**
  - Data entry and manipulation in tables **[Ref 5: Pg. (294 – 296)]**



# Activity

- Insert the table shown below.
- Format the table.
- Insert formulae to calculate the “total” and the “average” in each row.

Student Details						
Index No	Name of the Student	Subject 1	Subject 2	Subject 3	Total	Average
S0001	Ms. M. <u>Perera</u>	78	67	98	243	81
S0002	Ms. J. <u>Peris</u>				0	
S0004	Mr. N. Silva					
S0003						
S0005						
S0006						

# **Organizing and Structuring the Document**

# Table of Content (TOC)

- Build an automated table of contents (TOC) from the headings in a document.
- Changes made to the text of a heading in the body of the document or the page on which the heading appears, will change automatically in the table of contents once updated.

For more information: Refer **Ref 5: Pg. (324 - 333)**

## To Insert a Table of Contents

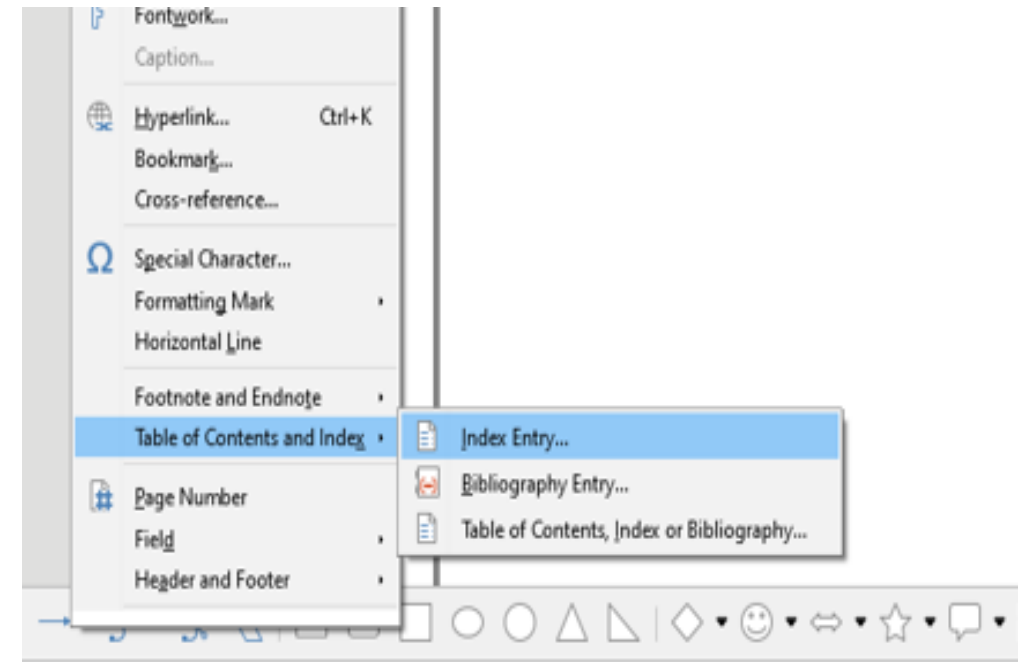
- Click in your document where you want to create the table of contents.
- Choose **Insert - Indexes and Tables - Indexes and Tables**, and then click the Index/Table tab.
- Select "Table of Contents" in the **Type** box.
- Select any options that you want.
- Click **OK**.

## To Update a Table of Contents

- Right-click in the table of contents and choose **Update Index/Table**.
  - OR
- Choose **Tools - Update - All Indexes and Tables**.

# Alphabetical Index

- A list of keywords or phrases used throughout a document.
- Listed in order with page numbers, to help the reader to find information quickly.
- The alphabetical index is found in the back of a book or document.
- You should know how to:
  - Add index entries manually.
  - Use a concordance file.
  - Create an alphabetic index quickly.
  - Customize the display of index entries.
  - Customize the appearance of the index.
  - View and edit existing index entries.

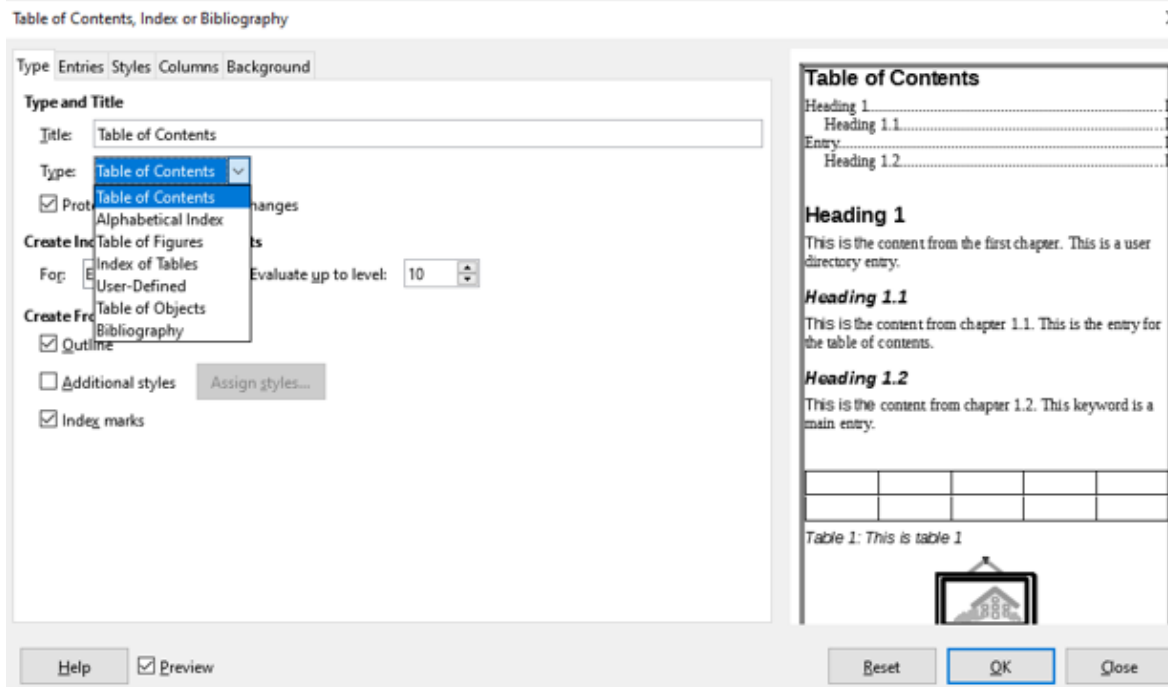


# Other types of indexes

- Other types of indexes include
  - Index of illustrations,
  - Index of tables, and
  - Index of objects, OR
  - user-defined index

## To Insert a Table of Contents

- Place the cursor where you want the index to be created.
- Select Insert > Table of Contents and Index > Table of Contents, Index or Bibliography
- On the Table of Contents, Index or Bibliography dialog, in the Type drop-down list, select the corresponding index.
- Select or modify the appropriate.
- Select OK .



# Bibliographies

- A list of references used in a document.
- The references can be stored in
  - a bibliographic database or
  - within the document.
- Before creating a list of references, determine which citation style you need for a document.
- There are five main references styles
  - **APA** (American Psychological Association): Psychology, education, and other social sciences.
  - **MLA** (Modern Languages Association): Literature, art, and humanities.
  - **Chicago**: History and specific publications.
  - **Turabian**: A variation of the Chicago style for general use by university students.
  - **AMA** (American Medical Association): Medicine, Health, and Biology.

# Columns in Page Layout

- Columns help break up the layout of a page full of text.
- Columns can be formatted using different options.

Columns

Settings

Columns: 

1

2

3

4

5

6

Apply to: Page Style: Default Style

Width and Spacing

Column: 

1

2

3

Width:

Spacing:

☒ AutoWidth

Separator Line

Style: None

Height: 100%

Color: Black

Width: 0.25 pt

Position: Top

Help

OK

Cancel





# Activity

- Format the document to get the following using LibreOffice Writer.



# Sections

- A section is a block of text that has special attributes and formatting.
- Sections can be used 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 the document.
  - Customize the footnotes and endnotes for a portion of the document.

# Sections

- To create sections,
  - Place the cursor at the point in the document where you want to insert the new section Or, select the text that you want to place in the new section.
  - From the Menu bar, choose **Insert > Section**.
  - Choose settings for each page of the dialog as required.
  - Click **Insert**.

The screenshot shows the 'Insert Section' dialog box with the following components:

- Section** tab selected, with other tabs: Columns, Indents, Background, Footnotes/Endnotes.
- New Section** group:
  - Text input field containing 'Section2'.
  - List box containing 'Section1' and 'TextSection'.
- Link** group:
  - ☐ Link
  - ☐ DDE
  - File name: Text input field with a 'Browse...' button.
  - Section: Dropdown menu.
- Write Protection** group:
  - ☐ Protect
  - ☐ With password (with a 'Password...' button).
- Hide** group:
  - ☐ Hide
  - With Condition: Text input field.
- Properties** group:
  - ☐ Editable in read-only document
- Buttons** at the bottom: Help, Reset, Insert (highlighted with a blue border), and Cancel.

# Sections

The Insert Section dialog has five tabs:

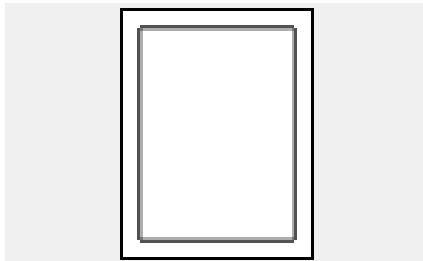
- *Section* tab
  - sets the section's attributes.
- *Columns* tab
  - formats the section into columns.
- *Indents* tab
  - sets indents from the right and left margins of the section.
- *Background* tab
  - adds color or a graphic to the section's background.
- *Footnotes/Endnotes* tab
  - customizes the section's footnotes and endnotes.

- **Reset** button
  - at any time before closing the dialog, resets the settings to its default settings
- Each section can be
  - Given a name using the name box
  - Linked to insert the contents of another document. Whenever the other document is updated the linked section will be updated.

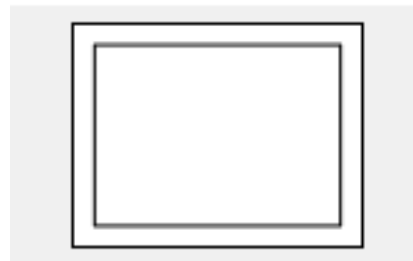
For more information refer to Ref 5: Pg. (132 - 138)

# Page Orientation

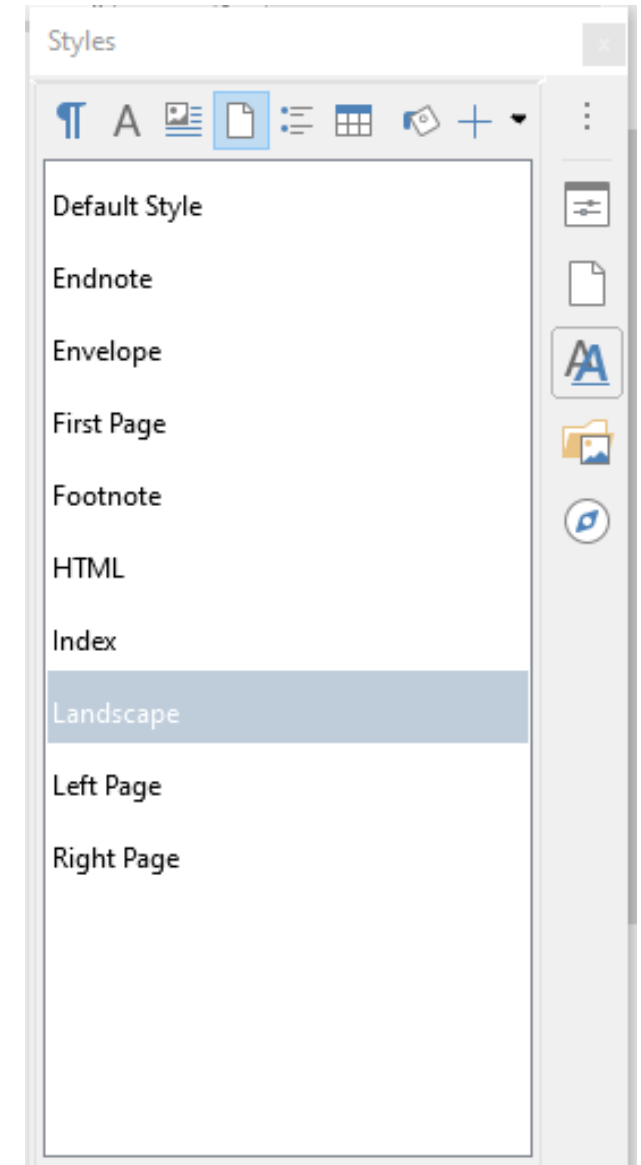
- A document can contain pages in more than one orientation.



Portrait

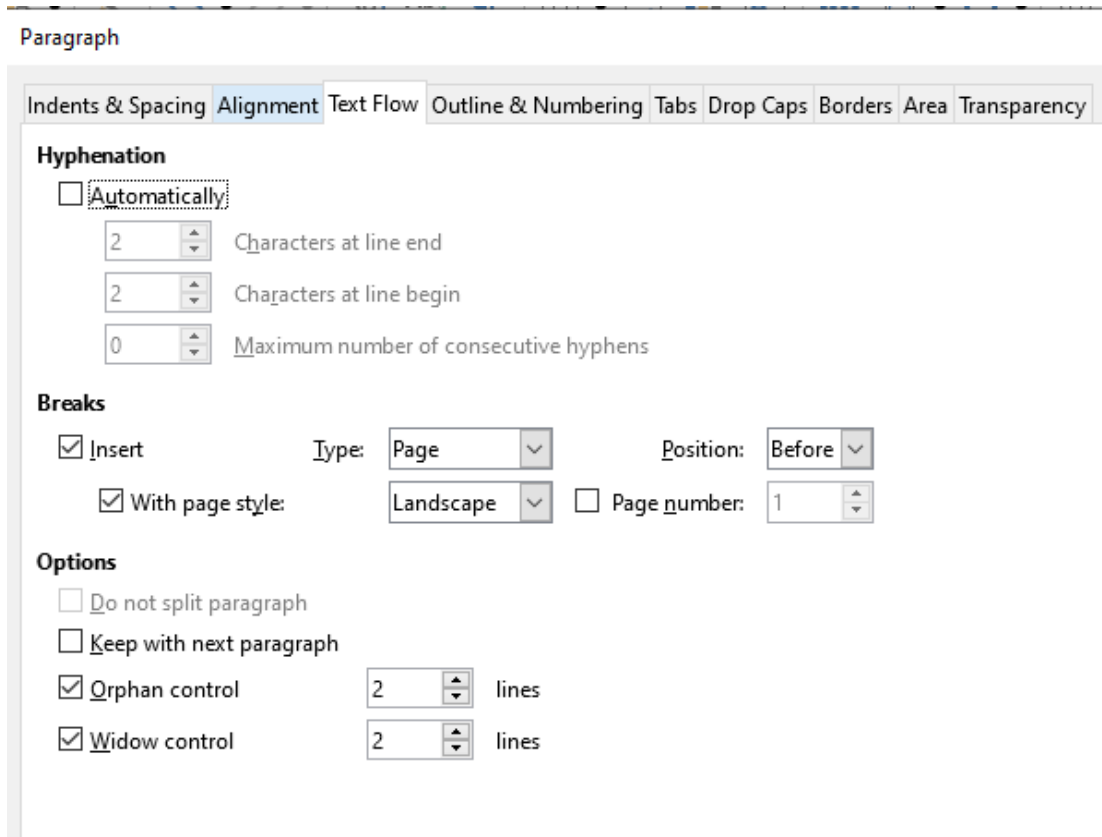


Landscape



# Page Orientation

## Inserting a landscape page into a portrait document



- Position the cursor in the paragraph/table at the start of the page that is to be set to landscape.
- Right-click and choose **Paragraph** or **Table Properties**.
- Select the *Text Flow* tab
- Select **Insert** (or **Break** for a table) and **With Page Style**.
- Set the Page Style property to Landscape.
- Click **OK** to close the dialog and to apply the new page style.

# **Exporting and Emailing**

# Exporting Documents

- LibreOffice can export documents to

- **PDF** (Portable Document Format)

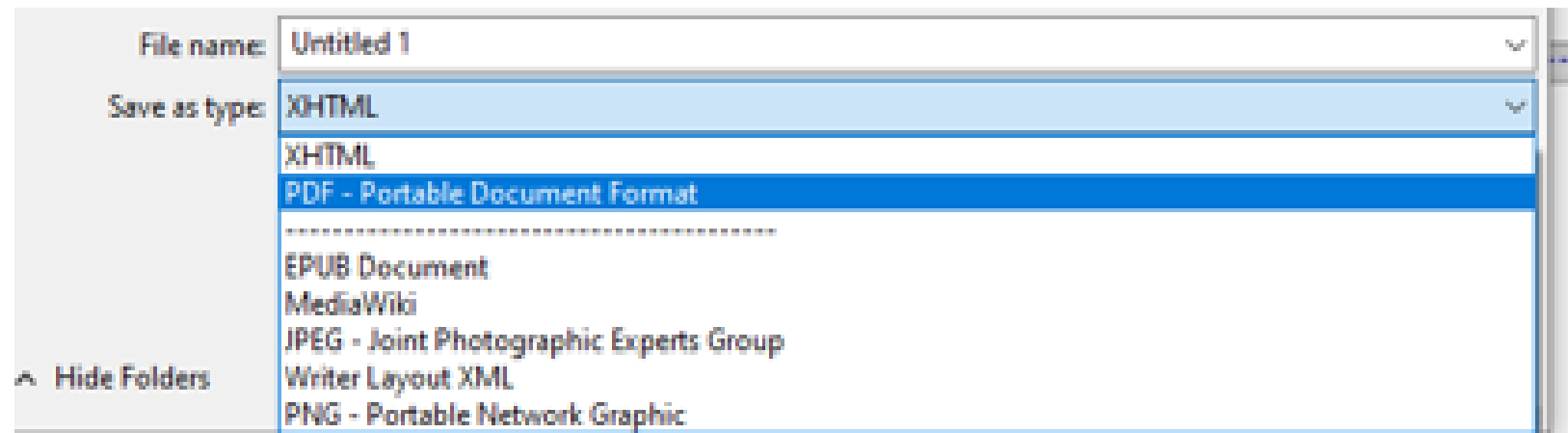
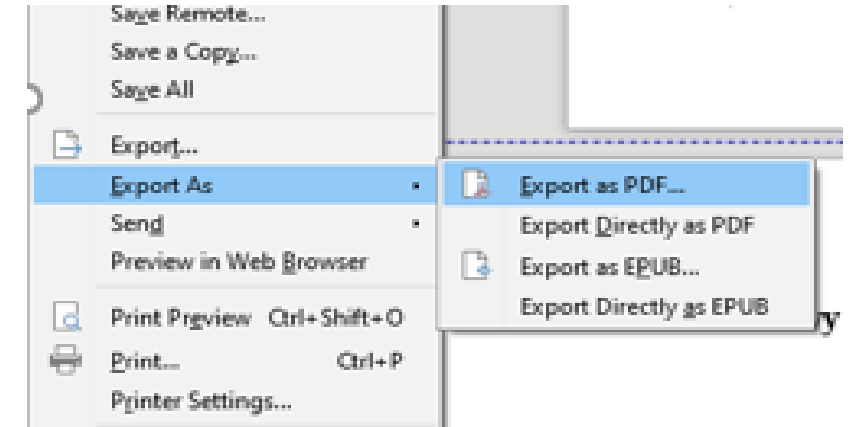
File->Export As-> **Export as PDF**

- **ePub** - an e-book file format that can be downloaded and read on devices like smartphones, tablets, computers, or e-readers

File > Export As > **Export as EPUB**

- **Other Formats**

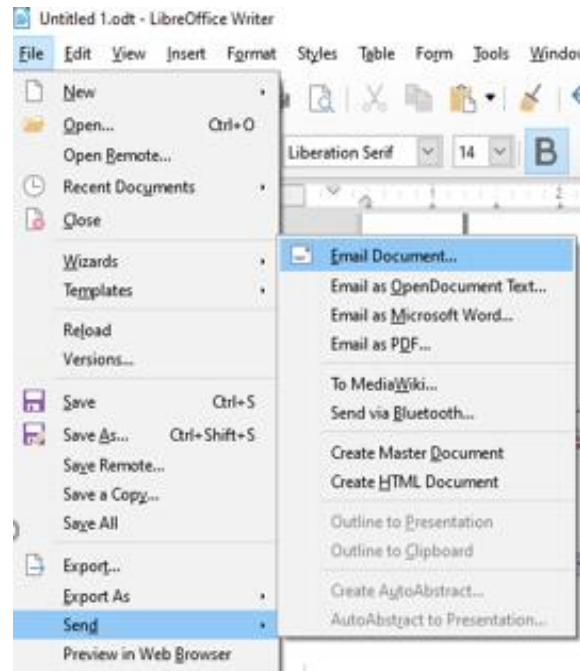
File > Export





# Emailing Documents

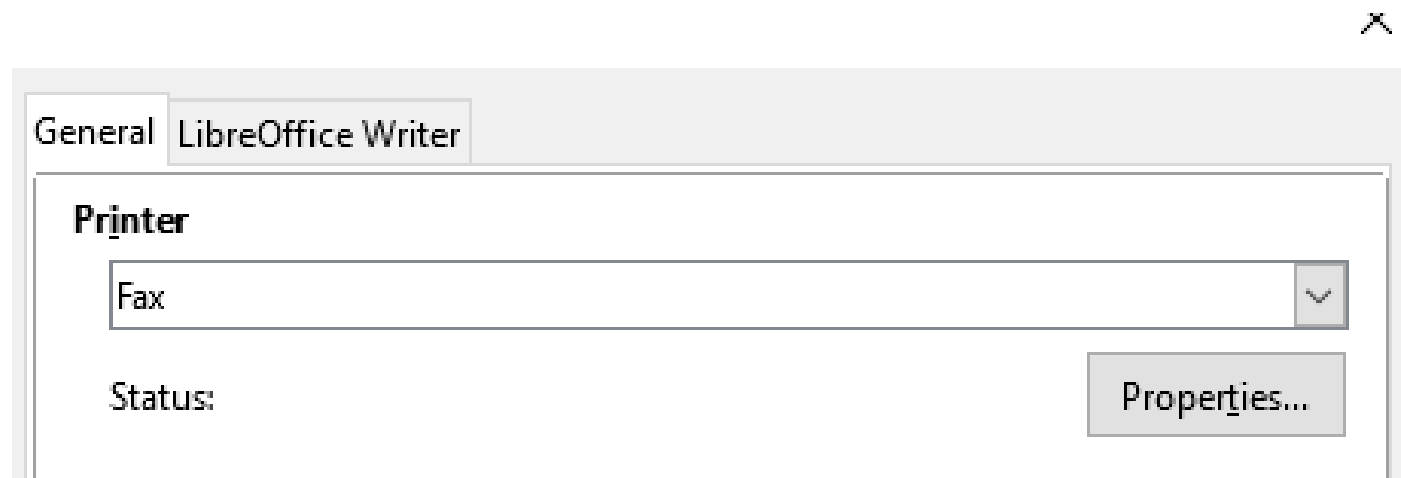
- Writer document can be e-mailed as attachments in
  - .odt (OpenDocument Text, Writer's default format),
  - .doc(Microsoft Word format), or
  - .pdf.



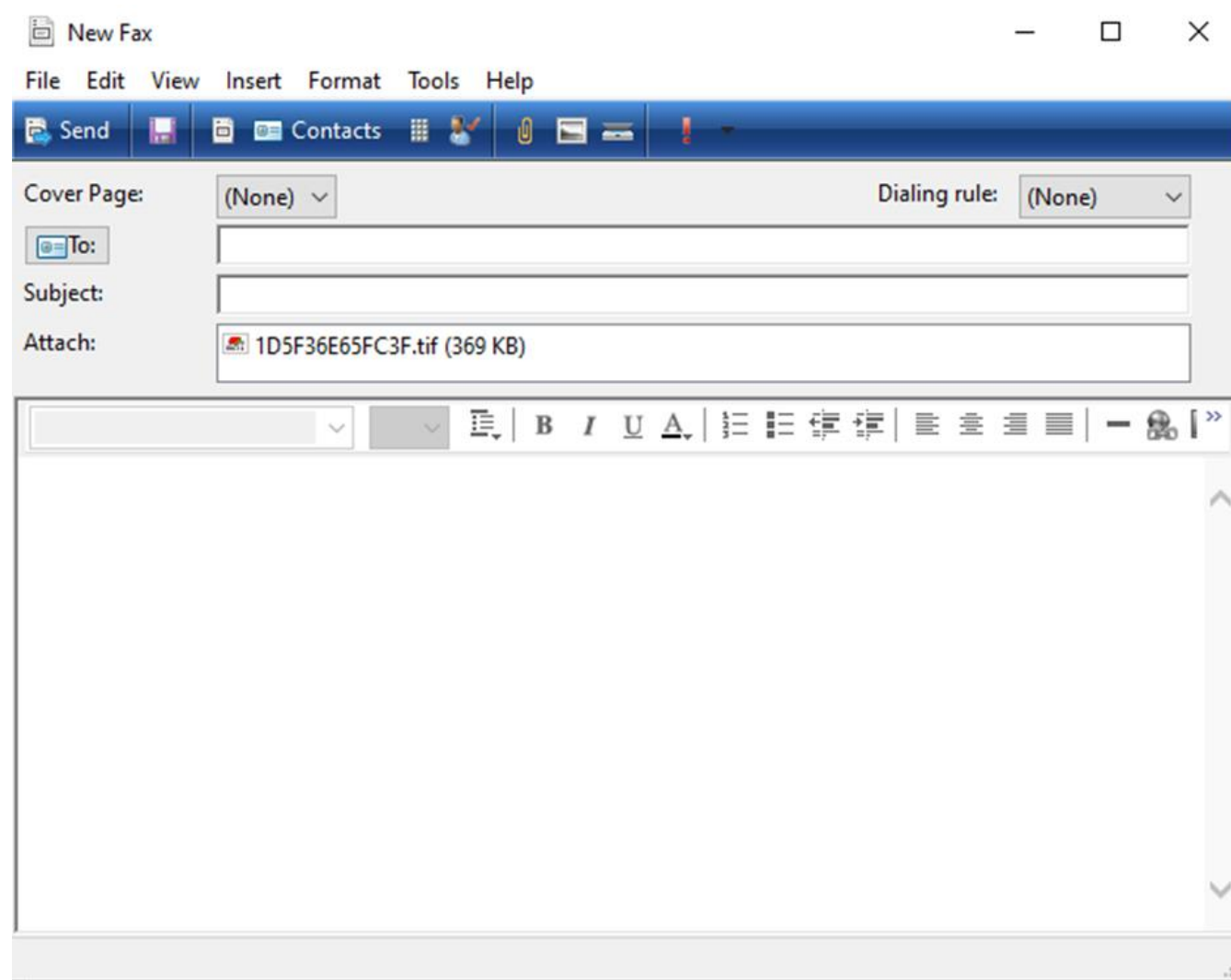
- File > Send
- Select the appropriate
- opens the default e-mail program (the document is attached).
- In the e-mail dialogue box,
  - enter the recipient, subject, and any text you want to add
- Click on send to send the e-mail.

# Faxing Documents

- A fax modem and a fax driver is required to send a fax directly using Writer.
  - Open the Print dialog (**File > Print**) and select the fax driver in the Printer list.
  - Click **OK** to open the dialog for your fax driver, and select the fax recipient.



# Faxing Documents



# Digital Signing

- A digital signature is used to validate the authenticity and integrity of a digital document.
- A personal key, known as a certificate is required to sign a document digitally.
- 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.
- When a digital signature is applied 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 LibreOffice, the program will compute the checksum again and compare it with the stored checksum.
- If both are the same, the program will signal that it is the original, unchanged document.

# Digital Signing

- Choose **File > Digital Signatures > Digital Signatures**.
- If not saved the document, a message box appears. Click **Yes** to save the file.
- Click **Sign Document** to add a public key to the document.
- In the Select Certificate dialog, select the certificate and click **OK**
- The certificate used is displayed in the dialog with an icon (indicates the status of the digital signature) next to its name.
  - An icon with a red seal indicates that the document was signed and the certificate was validated.
  - An icon with a yellow caution triangle overlaying the red seal indicates that the document is signed but that the certificate could not be validated.
  - An icon of a yellow caution triangle indicates an invalid digital signature.
- Click **Close** to apply the digital signature.

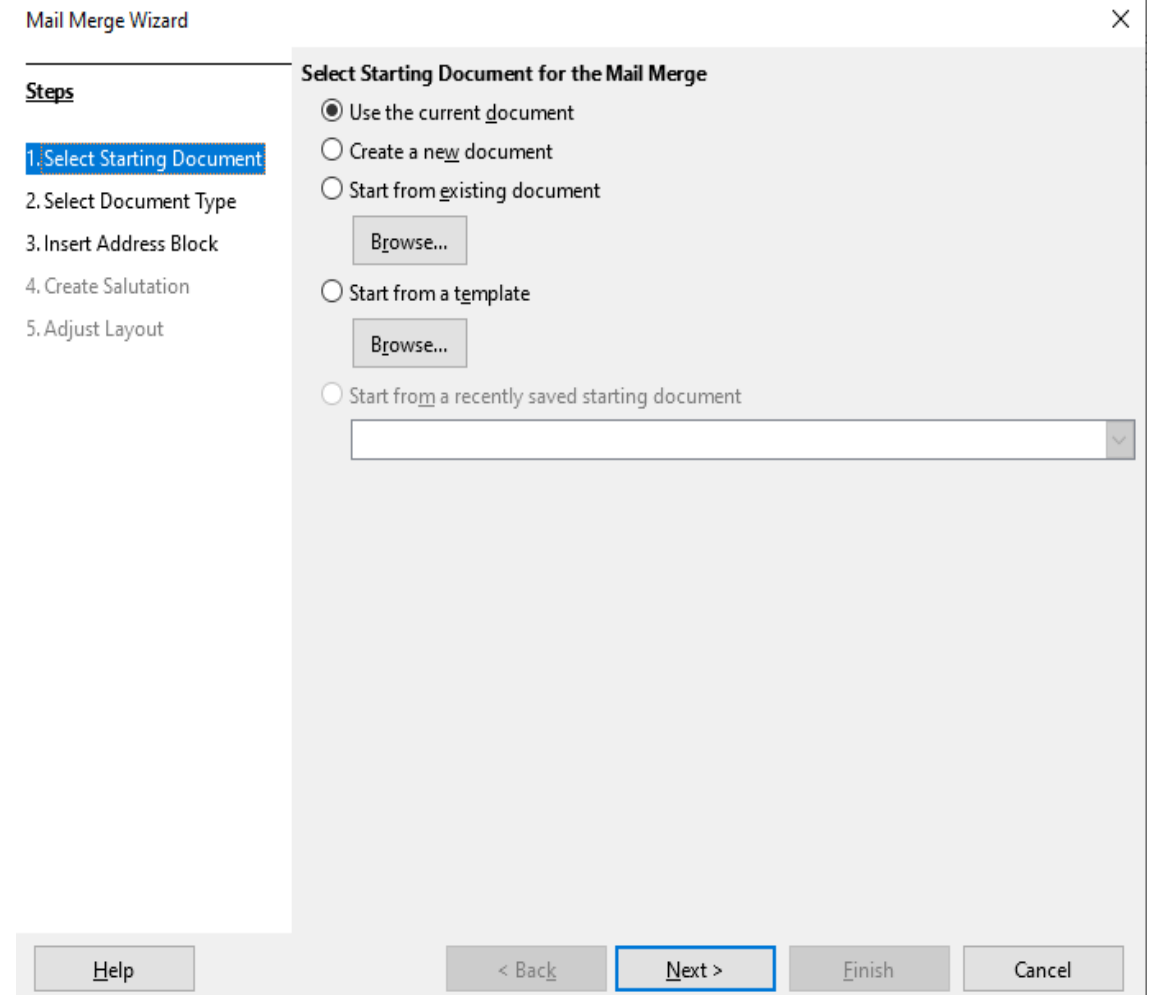
A signed document shows an icon in the status bar. Double-click the icon to view the certificate.

More than one signature can be added to a document.

# Mail merge

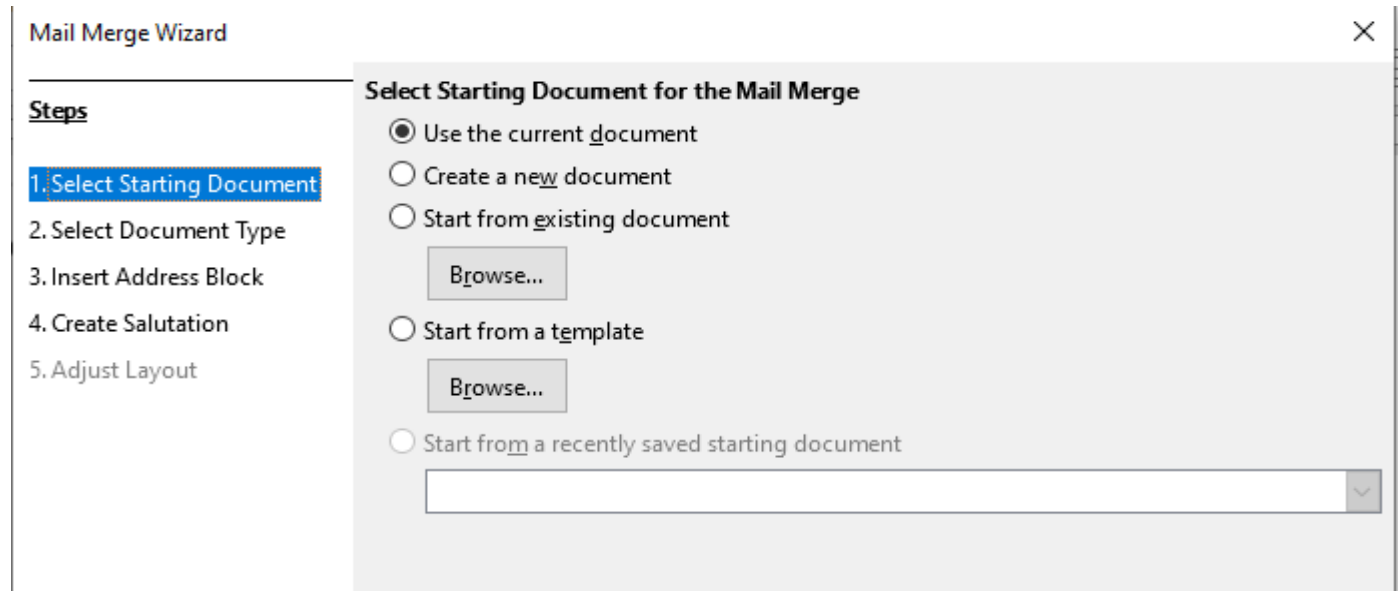
## [Ref 5: Pg. (301-322)]

- Provide features to create and print multiple copies of one item.
- Can be used to
  - form letters (a document to send to a list of recipients),
  - mailing labels, labels for physical file folders, and similar purposes,
  - envelopes,
  - invitation cards, etc.



# Mail Merge: Step 1

- Tools > Mail Merge Wizard
- Select Starting Document
  - Select the appropriate option
  - Click "Next"



# Mail Merge: Step 2

- Select Document Type
  - Letter
  - Email Message
- Click Next

## Mail Merge Wizard

### Steps

1. Select Starting Document
2. Select Document Type
3. Insert Address Block
4. Create Salutation
5. Adjust Layout

### What Type of Document Do You Want to Create?

- ☒ Letter
- ☐ Email message

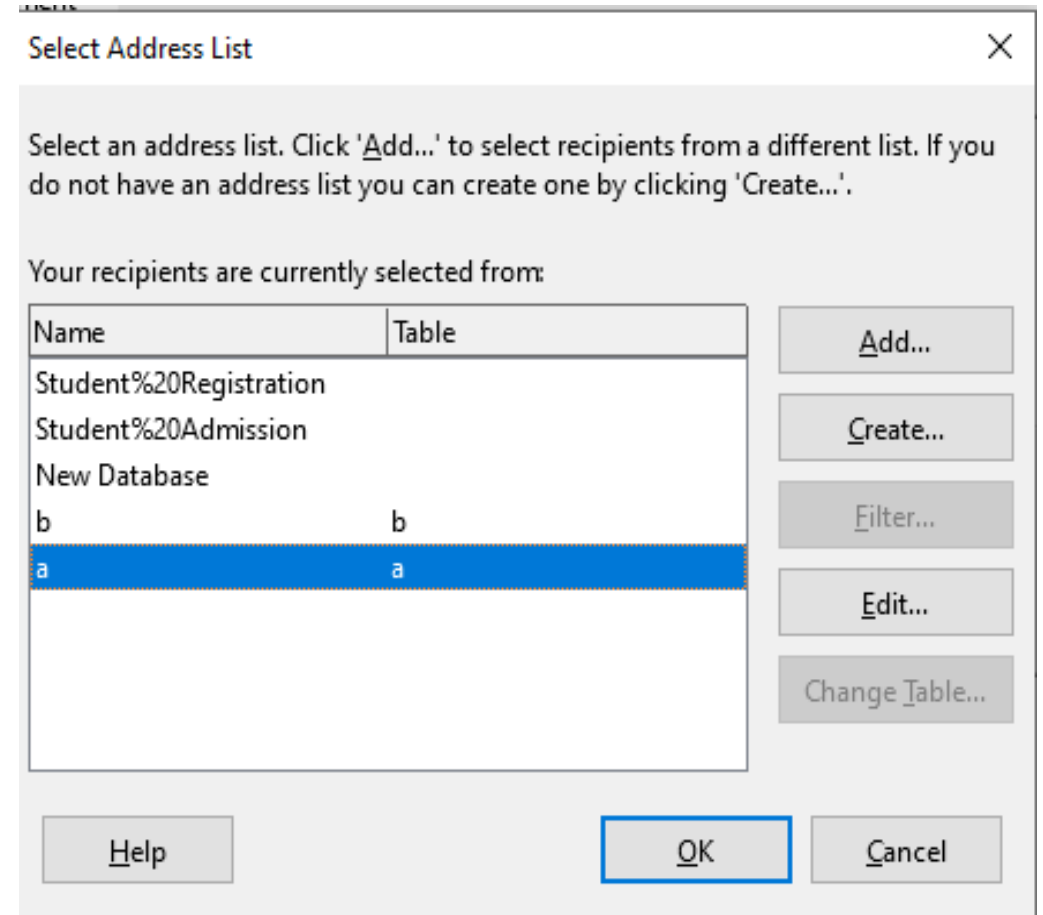
Send letters to a group of recipients. The letters can contain an address block and a salutation. The letters can be personalized for each recipient.



# Mail Merge: Step 3

## Insert Address Block

- Select the Address list from "Select Different Address Link"
  - Can add an existing data source or
  - Can create a new data source
- Select the appropriate and Click OK
- Select the appropriate check boxes and modify as desire.
- Click Next



# Mail Merge: Step 4

## Create Salutation

- Select the appropriate check boxes and modify as desire.
- Click Next

Mail Merge Wizard

**Steps**

1. Select Starting Document
2. Select Document Type
3. Insert Address Block
4. Create Salutation
5. Adjust Layout

**Create a Salutation**

☒ This document should contain a salutation

☒ Insert personalized salutation

Female: Dear Mrs. <Last Name>, [New...](#)

Male: Dear Mr. <Last Name>, [New...](#)

Address list field indicating a female recipient

Field name: Gender

Field value:

General salutation: To whom it may concern,

Preview: Dear Mr. b, [Match fields...](#)

Document: 1

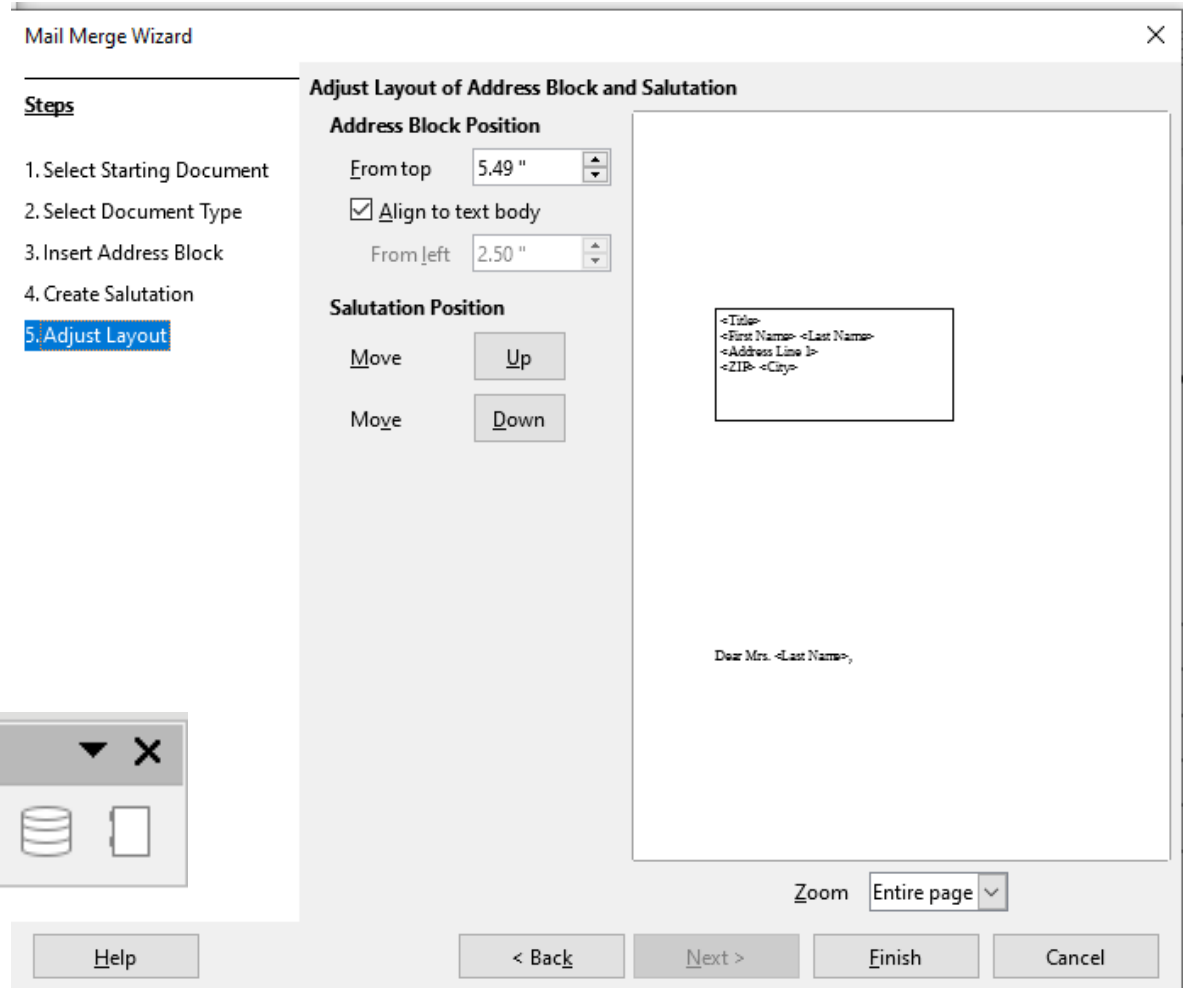
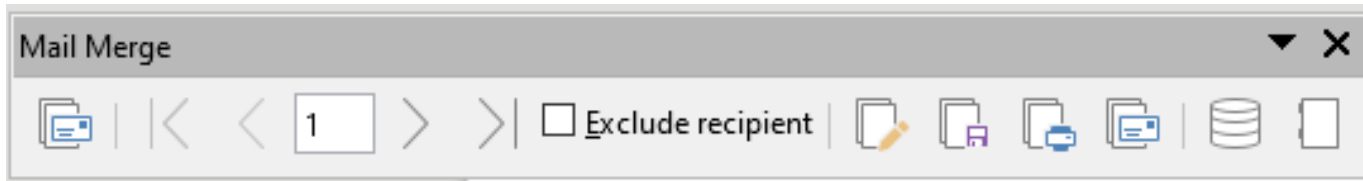
[Help](#) [< Back](#) [Next >](#) [Finish](#) [Cancel](#)

# Mail Merge: Step 5

## Adjust Layout

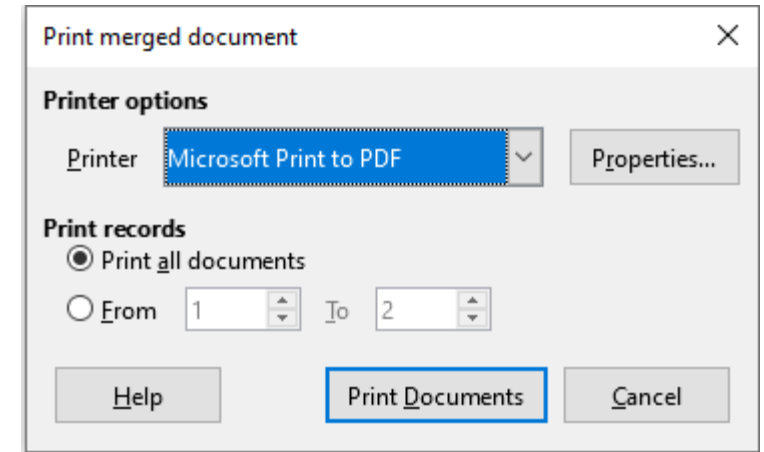
- Adjust the layout as required
- Click Finish

Mail merge tool bar will appear in the document



# Mail Merge: Create the document

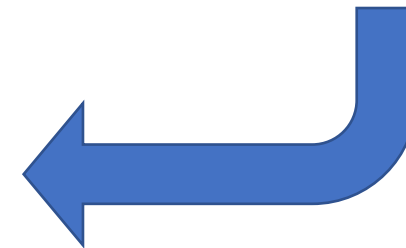
- Display the registered data sources.
  - **View > Data sources**
- Select the Data Source.
- Create or modify the document/letter.
- Add the mail-merge fields where needed.
  - click in the field heading and drag it to the appropriate point in the letter.
- Print the merged document.
  - Click on Print Merged Document in mail merge tool box
  - Select the appropriate and click print documents.
- Individual documents can be edited using
  - Edit Individual Document



# Activity

<b>Bachelor of Information Technology</b>				
<b>University of Colombo School of Computing (UCSC)</b>				
Admission Card				
Student Index No				
Student Name				
Date of Birth				
Semester	Semester 1			
Enrolled Subjects				
Student Signature				
Assistant Registrar External Degree Center				

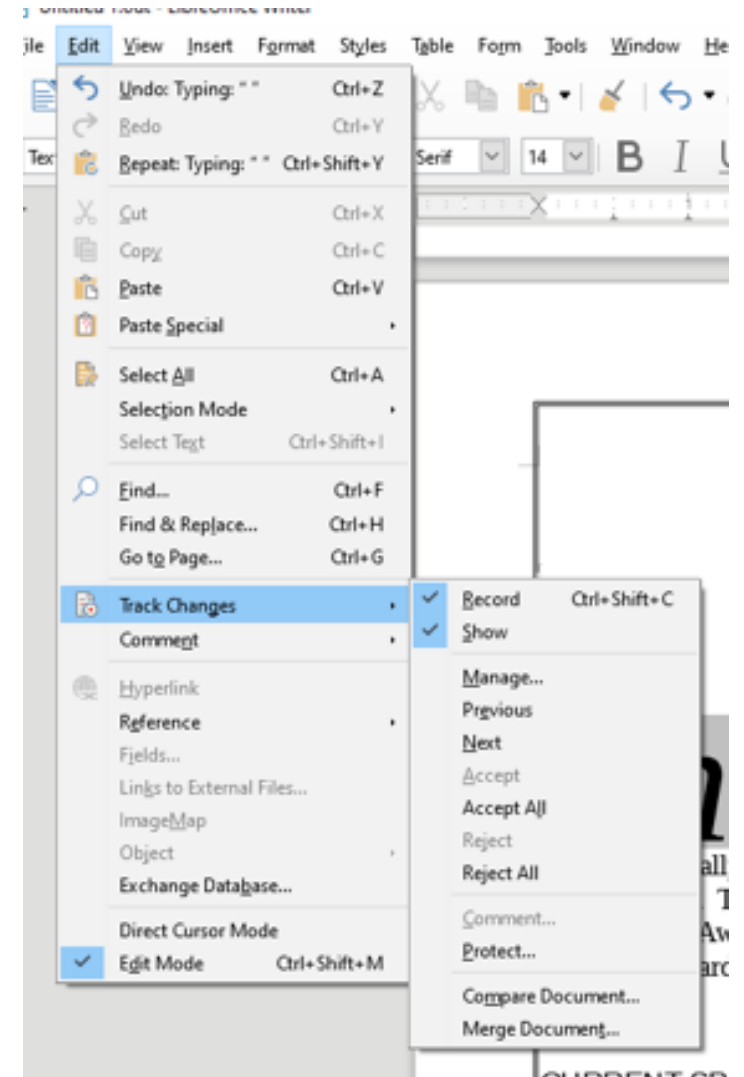
Design this using LibreOffice Writer and customize the admission card to 5 students using mail merge.



# **Advanced Text Options**

# Tracking changes to a document

- Keep track of changes made to a document.
- Open the document.
- Turn on change recording
  - **Edit > Track Changes > Record**
  - **To protect changes using a password,**
    - Click **Edit > Track Changes > Protect Changes**.
    - On the Enter Password dialog, type a password (twice) and click **OK**.



# Tracking changes to a document

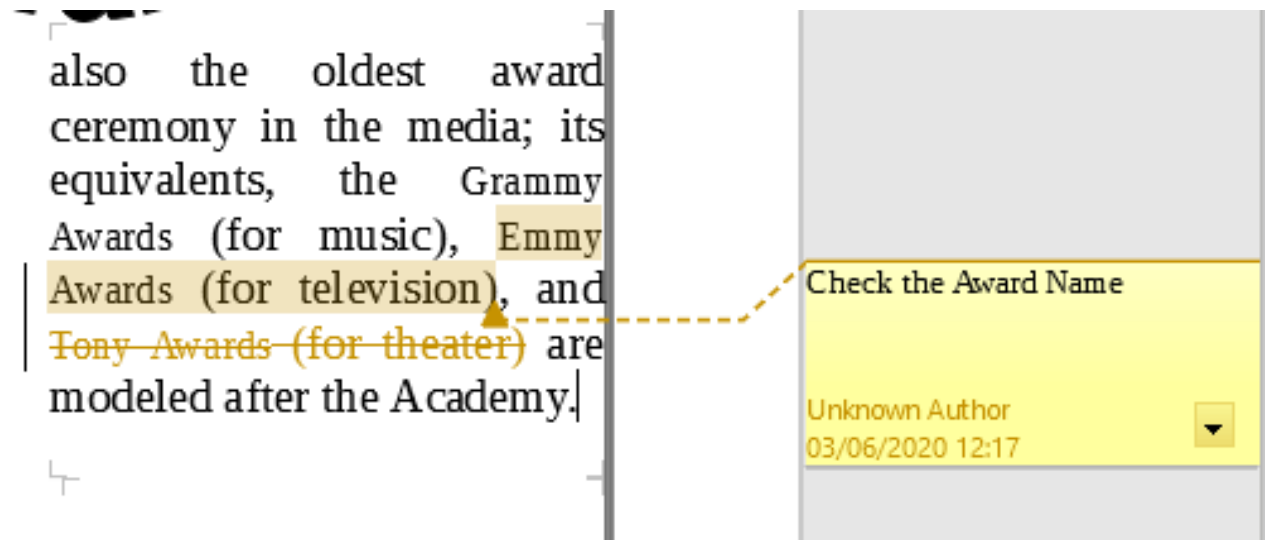
## Accepting or rejecting changes

- To accept or reject recorded changes, you can use:
  - Changes toolbar
  - Right-click (context) menu
  - Manage Changes dialog
  - Manage Changes pane in the Sidebar (experimental)
- Accepting or Rejecting a change
  - **Accept:** incorporates the alteration into the document and removes the change indication marking.
  - **Reject:** reverts the document to its original state and removes the change indication marking.



# Adding Comments

- Using comments
  - authors and reviewers can exchange ideas, ask for suggestions, or mark items needing attention.
- To add comments,
  - select the text, or place the cursor in the place the comment refers to, and choose **Insert > Comment** or press *Ctrl+Alt+C*.



# Using Footnotes and Endnotes

- To insert a footnote or an endnote,
  - Keep the cursor where you want the footnote or endnote marker to appear.
  - Select **Insert > Footnote and Endnote** from the Menu bar and choose **Footnote** or **Endnote**, or
  - click the **Insert Footnote** or **Insert Endnote** button on the Standard toolbar.

**Activity: What is the difference between a Footnote and an EndNote?**

CURRENT SPECIAL CATEGORIES<sup>1</sup>

<sup>1</sup> [https://en.wikipedia.org/wiki/Academy\\_Awards](https://en.wikipedia.org/wiki/Academy_Awards)

# Linking to another part of a document

There are two types of Links

- hyperlinks and
- cross-references

For more information refer to  
Ref 5: Pg. (70 - 80)

Hyperlinks	Cross-references
<i>Ctrl+click</i> on the link will take directly to the cross-referenced item.	
Does <b>not</b> automatically update if you change the text of the linked item.	Changed text will automatically update
Do not have a choice of the content of the link (for example text or page number)	A cross-reference, includes several choices, including bookmarks
Need to use the Hyperlink dialog to modify the visible text	Figures with captions automatically show useful text
Hyperlinks remain active when the document is saved to HTML.	Cross references will get deactivated when it is saved to HTML.
Both remain active when the document is exported to PDF.	

# Summary

Following topics were covered during this lecture,

- Introduction to Word Processing
- Getting Familiarize with the working environment
- Typing a simple document
- Formatting Documents
- Working with styles and templates
- Working with Graphics and objects
- Working with Tables
- Organizing and Structuring the document
- Exporting and Emailing
- Mail Merge
- Advanced Text options

# Next Section

Spreadsheet for Calculations