*Getting Started Guide*

# *Chapter 6*
# *Getting Started with Writer*

*OpenOffice.org's Word Processor*

*OpenOffice.org*

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# Contents

# What is Writer?

Writer is the word processor component of OpenOffice.org (OOo). In addition to the usual features of a word processor (spell checking, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of tables of contents and indexes, mail merge and others), Writer provides these important features:

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

These features are covered in detail in the *Writer Guide*.

# The Writer interface

The main Writer workspace is shown in Figure 1. The menus and toolbars are described in Chapter 4 (Menus and Toolbars).

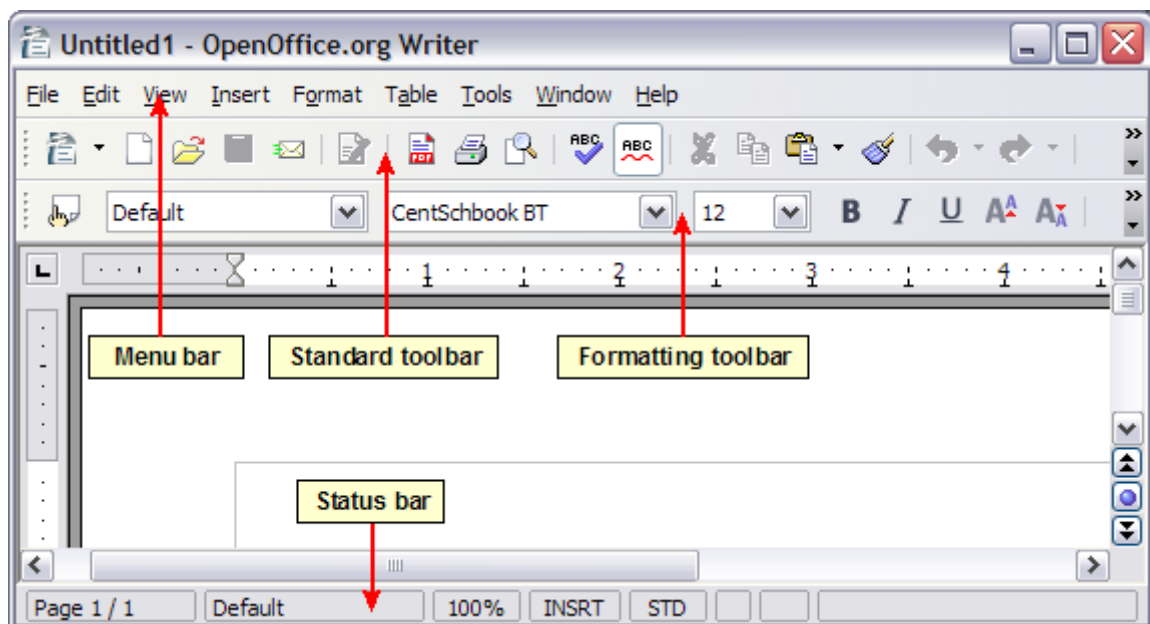Other features of the Writer interface are covered in this chapter.



*Figure 1: The main Writer workspace in Print Layout view*

# Changing document views

Writer has several ways to view a document: Print Layout, Web Layout, Full Screen, and Zoom. To access these choices, go to the **View** menu. The only document view option with a submenu is Zoom.

# Creating a new document

You can create a new, blank document in Writer in several ways:

- Press the *Control+N* keys. A new empty document opens. If you already have a document open, the new document appears in a new window.

- Use **File > New > Text Document**. The result is the same as pressing the *Control+N* keys.

- Click the **New** button on the main toolbar .

## Creating a document from a template

You can use templates to create new documents in Writer. Templates serve as the foundation of a series of documents, making sure they all have a similar layout. For example, all the documents of this User Guide are based on the same template. By doing this, 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, but you can add new templates to your installation and use them for new documents. This is explained in Chapter 12 (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 2 uses a template called "Book" in the My Templates folder. Select it, then click **Open**. A new document is created based on the formats defined in the template.
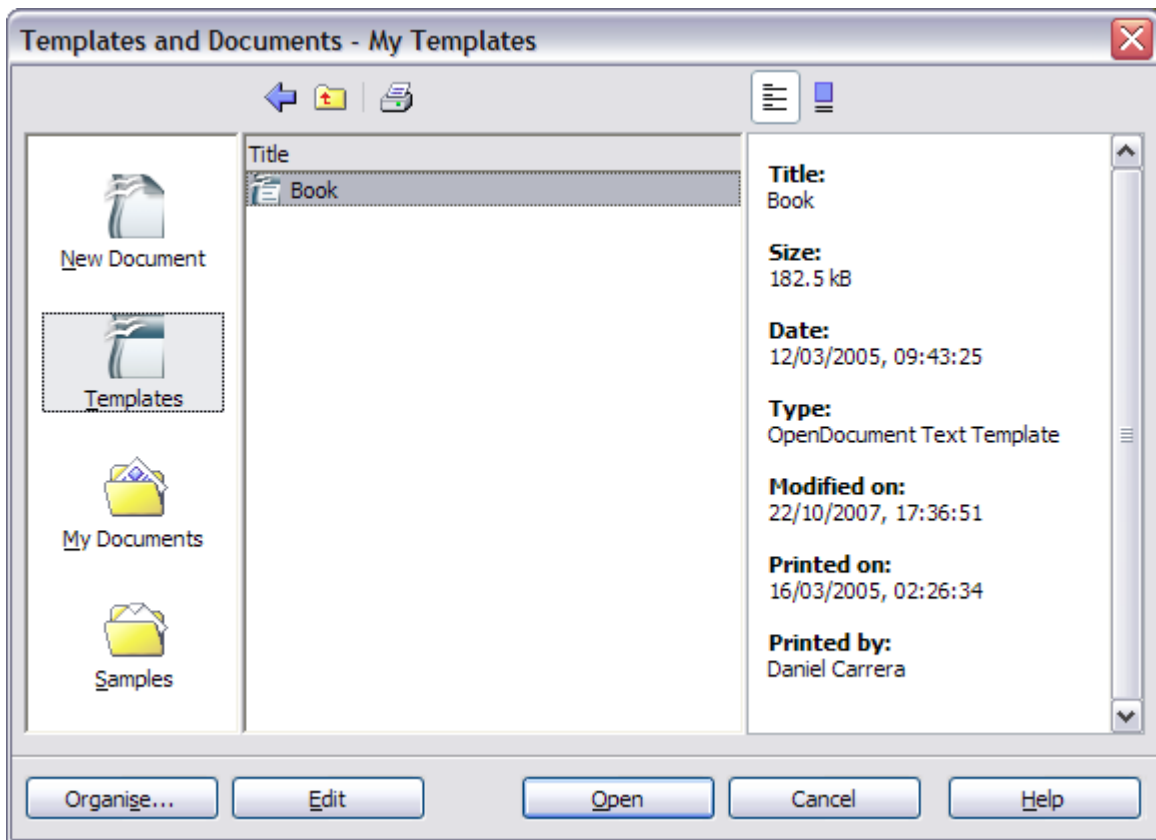
*Figure 2. Creating a document from a template*

# Saving a document

Save Writer documents the same way you save other documents. For more information, see Chapter 3 (File Management in OpenOffice.org).

## Saving as a Microsoft Word document

You may need to share your documents with other people who do not use OOo, but use Microsoft Word instead. Fortunately, OOo can read and write Word files (but not Word 2007; that capability is coming in OOo 3.0). To save a document as a Microsoft Word file:

1) First save your document in OOo's format (.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**. The Save As window (Figure 3) appears.

3) In the **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 actually changed the name of your document. If you want to go back to working with the OOo version of your document, you must open it again.

| Tip | To have OOo save documents by default in the Microsoft Word file format, go to **Tools > Options > Load/Save**. In the section named **Default file format**, under **Document Type**, select *Text Document*, then under **Always save as,** select the preferred file format.  See also "Choosing options for loading and saving documents" in Chapter 5 (Setting up OpenOffice.org). |
|---|---|
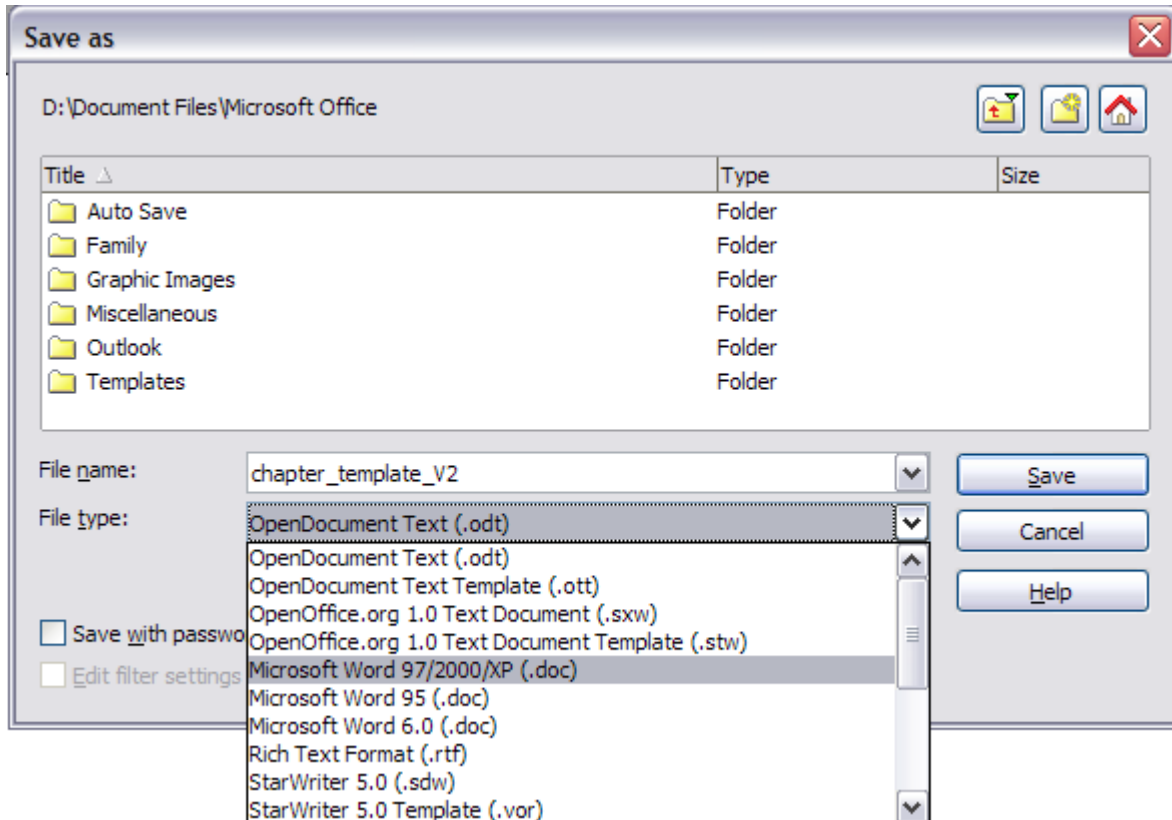


*Figure 3. Saving a file in Microsoft Word format*

# Working with text

Working with text (selecting, copying, pasting, moving) in Writer is similar to working with text in any other program. OOo also has some convenient ways to select items that are not next to each other, select a vertical block of text, move paragraphs quickly, and paste unformatted text.

## Selecting items that are not consecutive

To select nonconsecutive items (as shown in Figure 4) using the mouse:

1) Select the first piece of text.

2) Hold down the *Control* key and use the mouse to select the next piece of text.

3) Repeat as often as needed.

4) Now you can work with the selected text (copy it, delete it, change the style, or whatever).

| **Note** | Macintosh users: substitute the *Command* key when instructions in this chapter say to use the *Control* key. |
|---|---|

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 Help.)

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 needed.

5) Now you can work with the selected text.

6) Press *Esc* to exit from this mode.
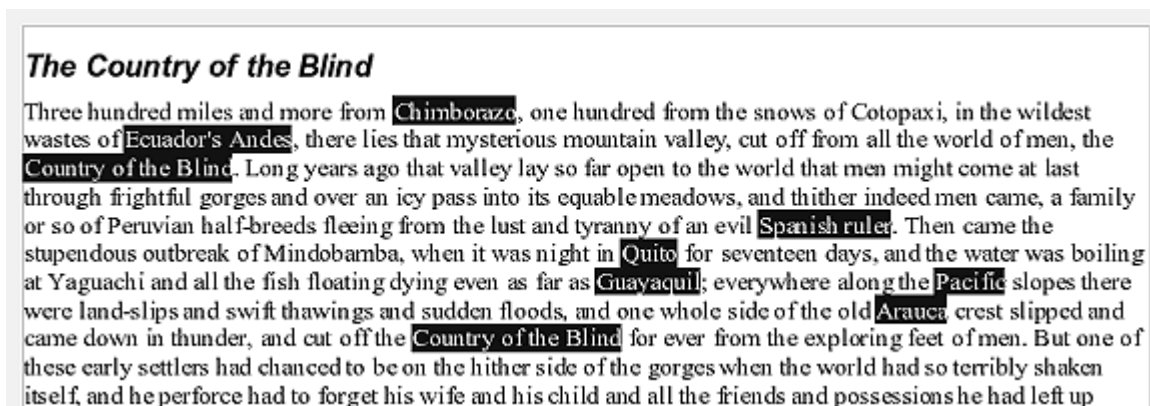


*Figure 4: Selecting items that are not next to each other*

## Selecting a vertical block of text

(New in OOo 2.4) You can now 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 chang 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.
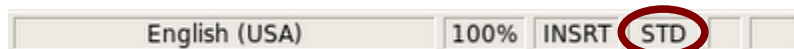


Now highlight the selection, using mouse or keyboard, as shown in Figure 5.



*Figure 5: 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 use the mouse or the keyboard for these operations.

Cut: Use **Edit > Cut** or the keyboard shortcut *Control+X* or the **Cut** icon on the toolbar.

Copy: Use **Edit > Copy** or the keyboard shortcut *Control+C* or the **Copy** icon.

Paste: Use **Edit > Paste** or the keyboard shortcut *Control+V* or the **Paste** icon.

If you simply click on the Paste icon, any formatting the text has (such as bold or italics) is retained. To make the pasted text take on the formatting of the surrounding text where it is being pasted, click the triangle to the right of the **Paste** icon and select **Unformatted text** from the menu (Figure 6).
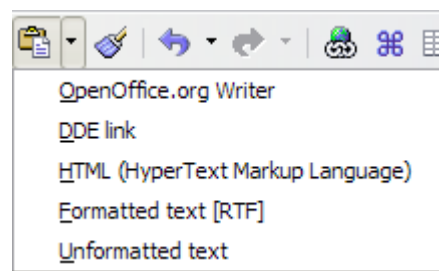
*Figure 6: Paste menu*

# Moving paragraphs quickly

1) Put the cursor anywhere in the paragraph.

2) Press and hold the *Control* key and then press the up-arrow or down-arrow key.

The paragraph will move to before the previous paragraph or after the next paragraph in your document. To move more than one paragraph at a time, select at least part of both paragraphs before pressing the *Control+arrow* keys.

If you are using the Solaris operating system, the key combination is *Control+AltGr+*arrow keys.

| Tip | If your paragraphs suddenly jump from one place to another, the most likely reason is that you have accidentally pressed one of these key combinations. |

# Finding and replacing text and formatting

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

- Use regular expressions (wildcards) to fine-tune a search (see the Help for details).

- Find and replace specific formatting (see the *Writer Guide* for more information).

- Find and replace paragraph styles (see the *Writer Guide* for more information).

To display the Find & Replace dialog (Figure 7), use the keyboard shortcut *Control+F* or select **Edit > Find & Replace**.

1) Type the text you want to find in the **Search for** box.

2) To replace the text with different text, type the new text in the **Replace with** box.

3) You can select various options such as matching the case, matching whole words only, or doing a search for similar words. (See below for some other choices.)

4) When you have set up your search, click **Find**. To replace text, click **Replace** instead.
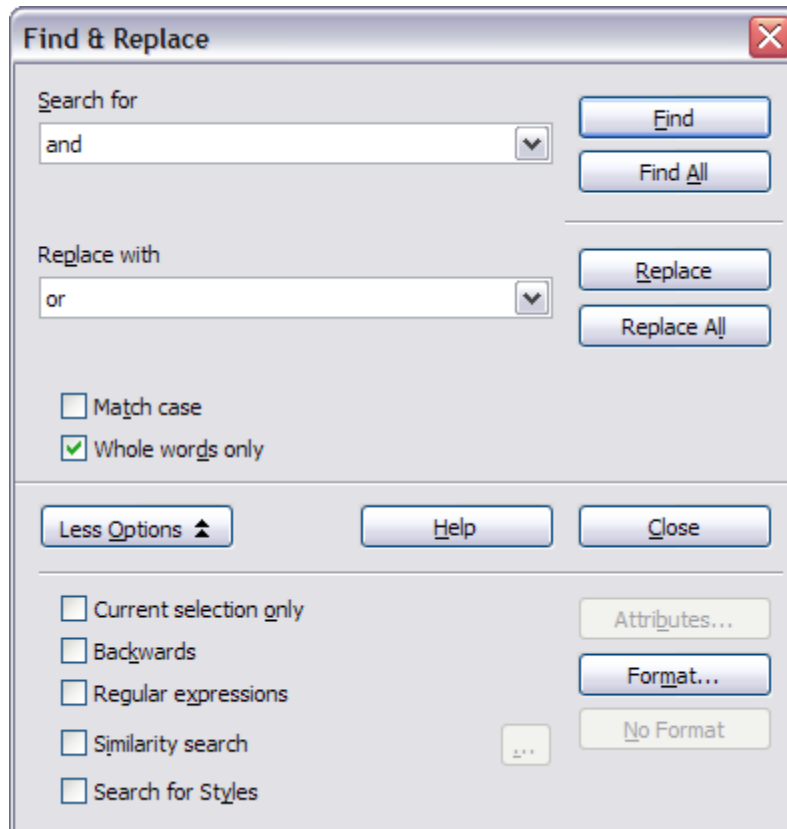
*Figure 7: Expanded Find & Replace dialog*

| Tip | If you click **Find All**, OOo selects all instances of the search text in the document. Similarly, if you click **Replace All** button, OOo will replace 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. |
|---|---|

# 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 where you want the character to appear.

2) Click **Insert > Special Character** to open the Special Characters window (Figure 8).

3) Select the characters you wish to insert, in order, then click **OK**. The selected characters are shown in the lower left of the dialog. As you select a character, it is shown on the lower right, along with its numerical code.

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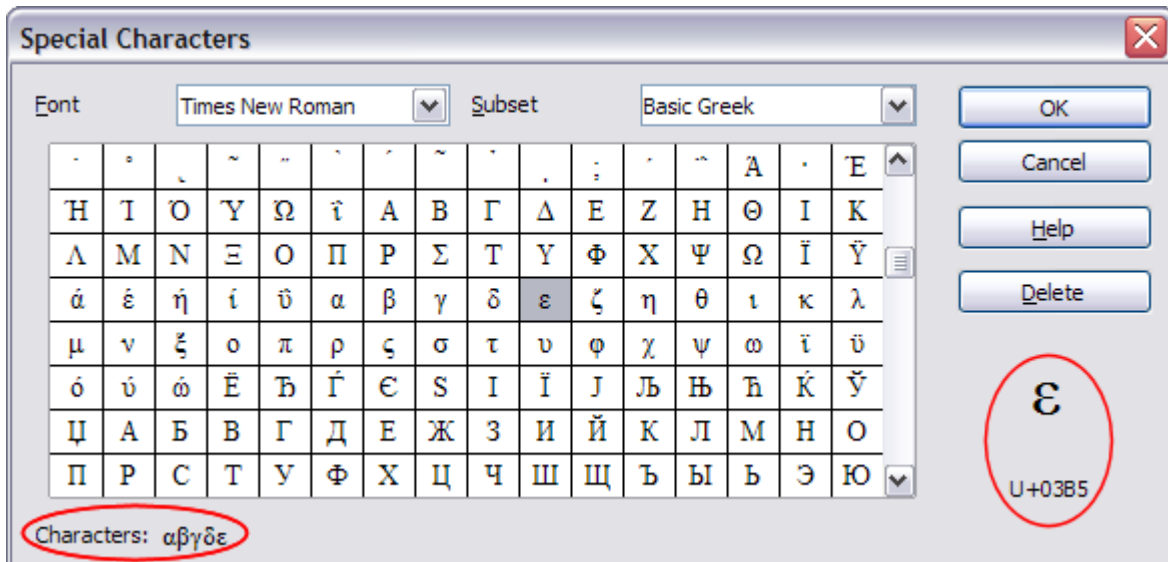


*Figure 8: The Special Characters window, where you can insert special characters.*

| **Tip** | Notice that the characters selected appear in the bottom-left corner of the window. |
|---|---|

# Setting tab stops and indents

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

You can also set or change the measurement unit by right-clicking on the ruler to open a list of units, as shown in Figure 9. Click on one of them to change the ruler to that unit.
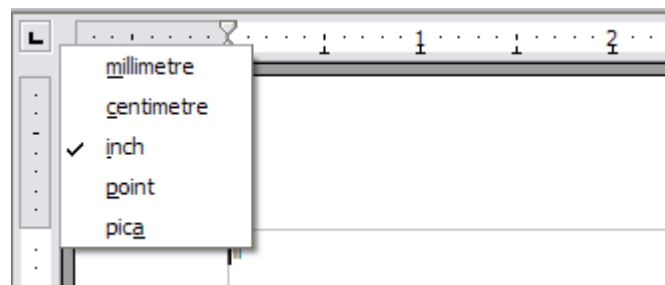


*Figure 9: Ruler showing default tab stops*

Double-click on a blank part of the ruler to open the Indents & Spacing page of the Paragraph dialog. Double-click on the ruler itself to open the Tabs page of the Paragraph dialog (Figure 10) and fine-tune tab stop settings.
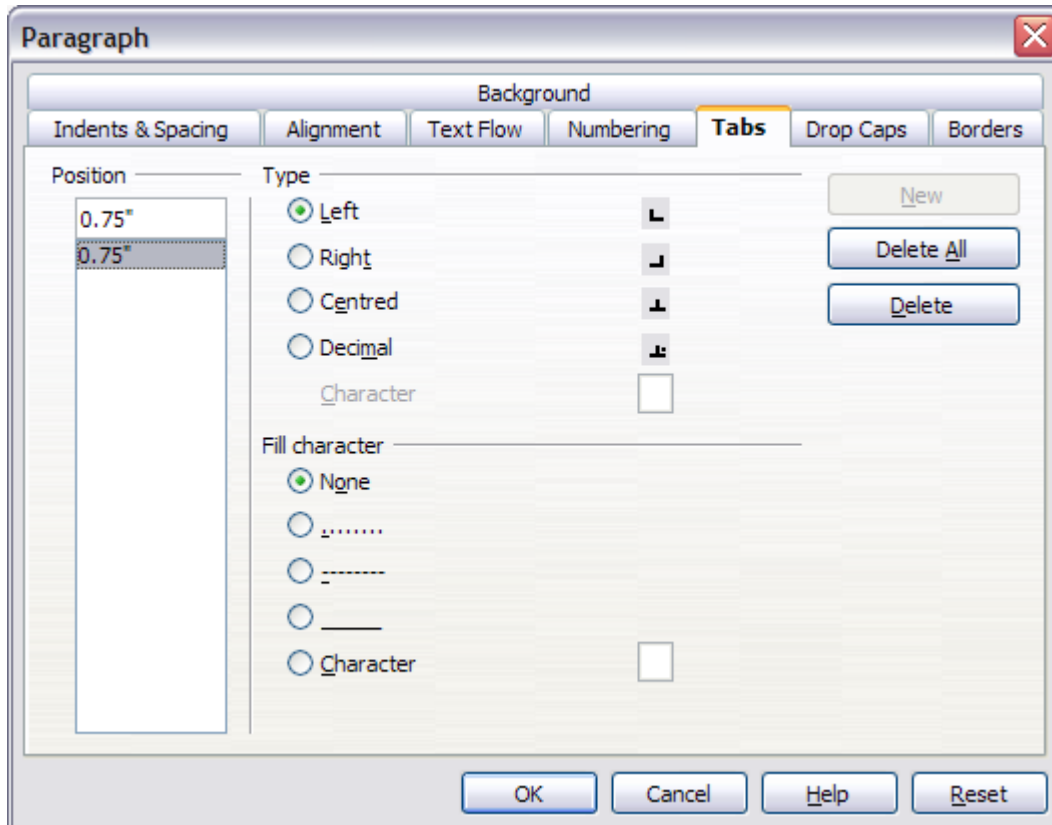


*Figure 10: The Tabs page of the Paragraph dialog, where you can adjust tab settings*

# Checking spelling

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

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

To perform a separate spelling check on the document (or a text selection) click the **Spellcheck** button. This checks the document or selection and opens the Spellcheck dialog if any misspelled words are found.

Here are some more features of the spelling checker:

- You can change the dictionary language (for example, to Spanish, French or German) on the Spellcheck dialog.

- You can add a word to the dictionary. Click **Add** in the Spellcheck dialog and pick the dictionary to add it to.

- The Options dialog of the Spellcheck tool has a number of different options such as whether to check uppercase words and words with numbers. It also allows you to manage custom dictionaries, that is, add or delete dictionaries, and add or delete words in a dictionary.

- On the Font tab of the Paragraph Styles dialog, you can set paragraphs to be checked in a specific language (different from the rest of the document). See Chapter 7 (Working with Styles) in the *Writer Guide* for more information.

## 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** to open the AutoCorrect dialog. There you can define which strings of text are corrected and how. In most cases, the defaults are fine.

| | |
|---|---|
| **Tip** | AutoCorrect is turned on by default. To turn it off, uncheck **Format > AutoFormat > While Typing**. |

- To stop Writer from replacing a specific spelling, use **Tools > AutoCorrect > Replace**, highlight the word pair and click **Delete**.
- To add a new spelling to correct, type it into the *Replace* and *With* boxes and click **New**.
- See the different tabs of the dialog 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. |

## 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.

| | |
|---|---|
| **Tip** | Many people prefer not to use Word Completion. If you do not want to use it, select **Tools > AutoCorrect > Word Completion** and uncheck *Enable Word Completion*. |

You can customize word completion from the **Tools > AutoCorrect > Word Completion** page:

- 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.
- 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, *Return* (*Enter*), and *Space bar*.

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

# Using AutoText

AutoText allows you to assign text, tables, graphics and other items to a key combination. For example, rather than typing "Senior Management" every time you use that phrase, you might just type "sm" and press *F3*. Or you can save a formatted Note (like the one on this page) as AutoText and then insert a copy by typing "note" and pressing *F3*.

To assign some text to an AutoText shortcut:

1) Type the text into your document.

2) Select the text so it is highlighted.

3) Select **Edit > AutoText** (or press *Control+F3*).

4) Enter a name for your shortcut. Writer will suggest a one-letter shortcut, which you can change.

5) Click the **AutoText** button on the right and select **New (text only)** from the menu.

6) Click **Close** to return to your document.

| 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. |
|---|---|

AutoText is especially powerful when assigned to fields. See Chapter 14 (Working with Fields) in the *Writer Guide* for more information.

# Inserting dashes and non-breaking spaces

You can insert a dash by using the Special Characters window or by using AutoCorrect. For more about AutoCorrect, see "Controlling OOO's AutoCorrect functions" in Chapter 5 (Setting up OpenOffice.org) and "Using AutoCorrect" on page 10 in this chapter.

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

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

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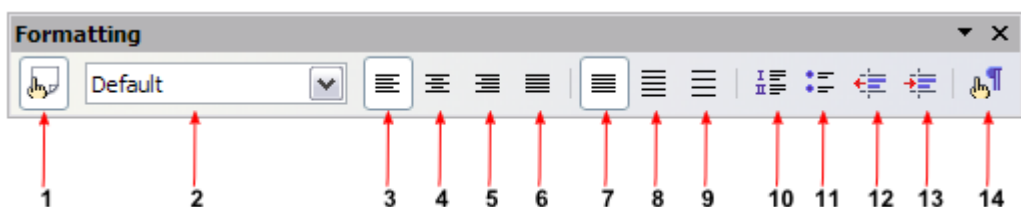
# Formatting text

## Using styles

Styles are central to using Writer. Styles enable you to easily format your document consistently, and to change the format with minimal effort. Often, when you format your document in Writer, you are using styles whether you realize it or not. 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. The use of styles is described in detail in Chapter 6 (Introduction to Styles) and Chapter 7 (Working with Styles) in the *Writer Guide*.

## Formatting paragraphs

You can apply many formats to paragraphs using the buttons on the Formatting toolbar. Figure 11 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 Chapter 13 (Working with Styles) in this book and Chapters 6 and 7 in the *Writer Guide*. |
|---|---|



| | | | | | |
|---|---|---|---|---|---|
| **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** | Centred | **8** | Line Spacing: 1.5 | **13** | Increase Indent |
| | | **9** | Line Spacing: 2 | **14** | Paragraph format dialog |

*Figure 11: The Formatting toolbar, showing buttons for paragraph formatting*

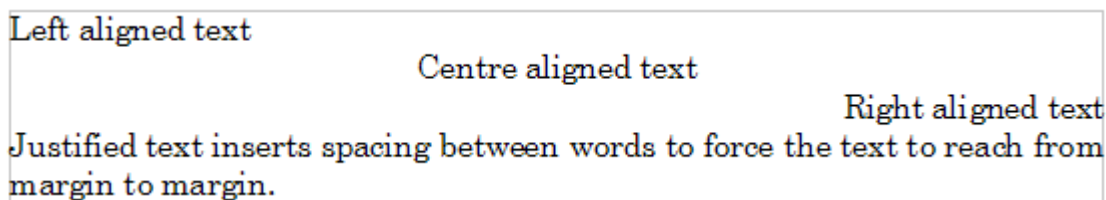Figure 12 shows examples of the different alignment options.



*Figure 12: Different text alignment options*

# Formatting characters

You can apply many formats to characters using the buttons on the Formatting toolbar. Figure 13 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for character formatting.

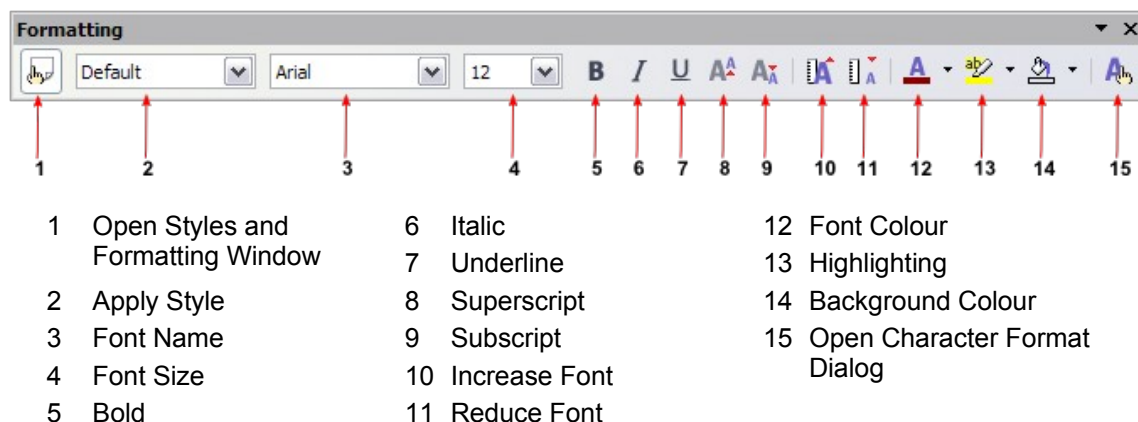| **Tip** | It is highly recommended that you use *character styles* rather than manually formatting characters. For information on the advantages of styles, and how to use them, see Chapter 6 (Introduction to Styles) in the *Writer Guide*. |
|---|---|



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

*Figure 13: The Formatting toolbar, showing buttons for character formatting*

| **Tip** | To remove manual formatting, select the text and click **Format > Default Formatting**, or right-click and select **Default Formatting**. |
|---|---|

# 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 (**Tools > AutoCorrect > Options**).

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

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 (-), star (*), 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.

To turn autoformatting on or off, go to **Format > AutoFormat** and select or delete the items on the sub menu.

# Creating numbered or bulleted lists

There are several ways to create numbered or bulleted lists:

- Use autoformatting, as described above.
- Use list (numbering) styles, as described in Chapter 7 (Working with Styles) in the *Writer Guide*.
- Use the Numbering and Bullets icons on the paragraph formatting toolbar (see Figure 11). This method is described here.

To produce a numbered or bulleted list, select the paragraphs in the list, and then click 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 them as you type. |
|---|---|

## Using the Bullets and Numbering toolbar

You can create nested lists (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 14). You can move items up or down the list, or create subpoints, and even change the style of bullets. Use **View > Toolbars > Bullets and Numbering** to see the toolbar.
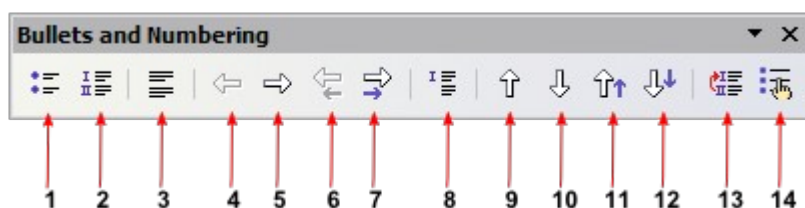


**1** Bullets On/Off
**2** Numbering On/Off
**3** Numbering Off
**4** Up One Level
**5** Up One Level
**6** Move Up (One Level) with Sub-points
**7** Move Down (One Level) with Sub-points
**8** Insert Unnumbered Entry
**9** Move Up
**10** Move Down
**11** Move Up in Sub-points
**12** Move Down in Sub-points
**13** Restart Numbering
**14** Bullets and Numbering

*Figure 14: Bullets and Numbering toolbar*

# Hyphenating words

To turn automatic hyphenation of words on or off:

1) Press *F11* to open the Styles and Formatting window (Figure 15).
2) On the Paragraph Styles page of the Styles and Formatting window, right-click on **Default** in the list and select **Modify**.
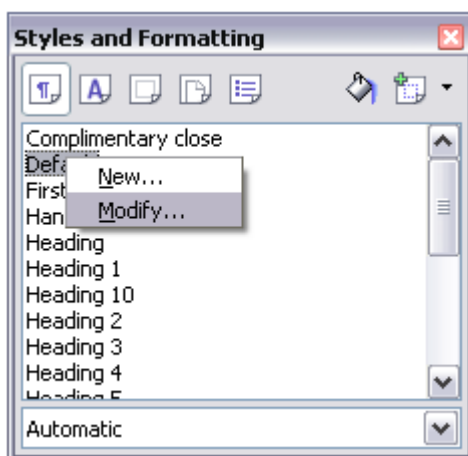
*Figure 15: Modifying a style*

3) On the Paragraph Style dialog, go to the **Text Flow** page (see Figure 16).

4) Under Hyphenation, select or deselect the **Automatically** checkbox. 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) in the *Writer Guide*. |
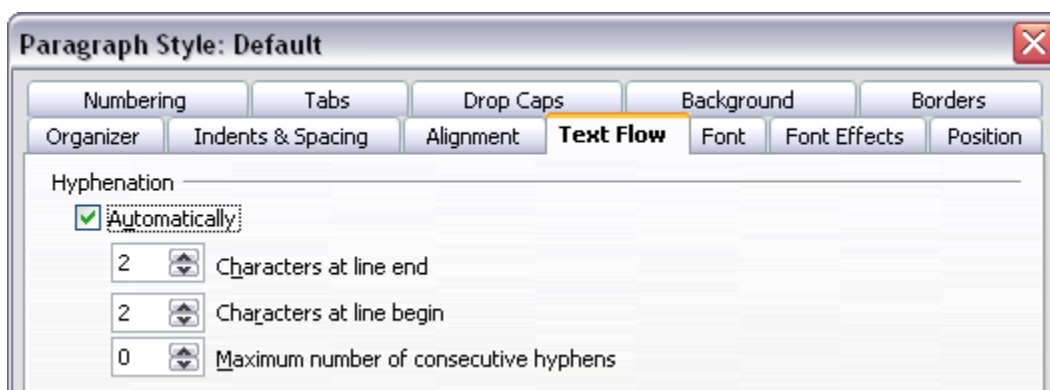

*Figure 16: Turning on automatic hyphenation*

You can also set hyphenation choices through **Tools > Options > Language Settings > Writing Aids**. In Options, near the bottom of the dialog, scroll down to the find the hyphenation settings (see Figure 17).
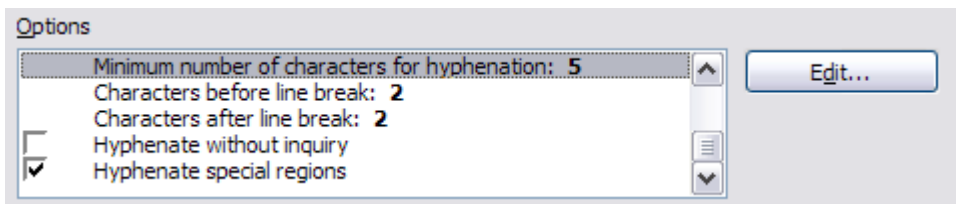

*Figure 17: Setting hyphenation options*

| **Notes** | Hyphenation options set on the Writing Aids dialog are effective only if hyphenation is turned on through paragraph styles. |
|---|---|
| | Choices on the Writing Aids dialog for "characters before line break" and "characters after line break" override settings in paragraphs styles for "characters at line end" and "characters at line begin". This is a bug. |

To enter a conditional hyphen inside a word, press *Control+minus sign*. The word is hyphenated at this position when it is at the end of the line, even if automatic hyphenation for this paragraph is switched off.

To insert non-breaking hyphen, press *Control+Shift+minus sign*.

# Undoing and redoing changes

To undo the most recent change, press *Control+Z*, or click the Undo icon  on the Standard toolbar, or select **Edit > Undo** from the menu bar.

The Edit menu shows the latest change that can be undone, as shown in Figure 18.
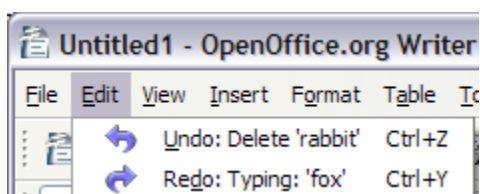

*Figure 18: Edit > Undo last action*

Click the small triangle to the right of the **Undo** icon to get a list of all the changes that can be undone (Figure 19). You can select multiple changes and undo them at the same time.
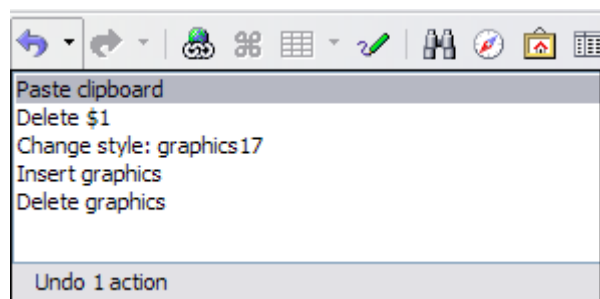

*Figure 19: List of actions that can be undone*

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.

To modify the number of changes OpenOffice.org remembers, select **Tools > Options > OpenOffice.org > Memory** and change **Undo number of steps**. Be aware that asking OOo to remember more changes consumes more computer memory.

# Tracking changes to a document

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

1) Make your changes to a copy of the document (stored in a different folder, or under a different name, or both), then use Writer to combine the two files and show the differences. 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.

2) Save versions that are stored as part of the original file. However, this method can cause problems with documents of non-trivial size or complexity, especially if you save a lot of versions. Avoid this method if you can.

3) 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. |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Recording changes

See Chapter 2 (Setting up Writer) in the *Writer Guide* for instructions on setting up how 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 | Hover 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 entera comment on a marked change , place the cursor in the area of the change and then click **Edit > Changes > Comment**. (See Figure 20.) In addition to being displayed as an extended tip, the comment is also displayed in the list in the Accept or Reject Changes dialog.

   You can move from one marked change to the next by using the arrow buttons.
   If no comment has been recorded for a change, the Text field is blank.

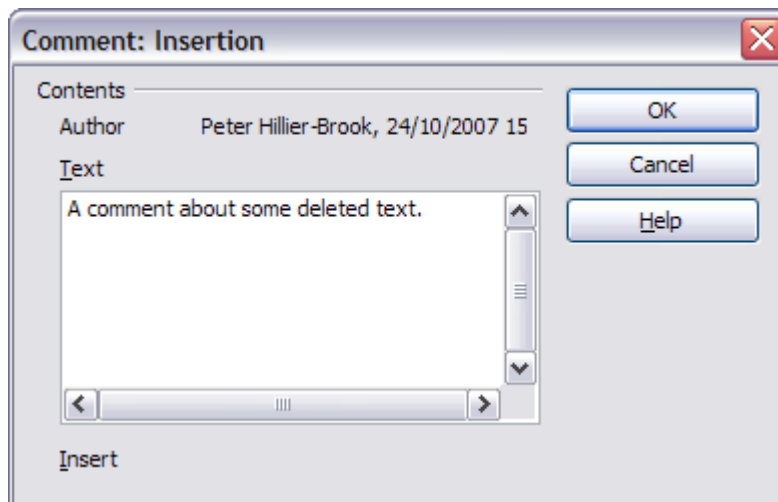3) To stop recording changes, click **Edit > Changes > Record** again.

*Figure 20: Inserting a comment during change recording*

## Inserting notes

To insert a note that is not associated with a recorded change:

1) Place the cursor at the text you want to comment on, then click **Insert > Note**.

2) On the Insert Note dialog (Figure 21), type your note. Click **Author** to insert your initials and the date and time.
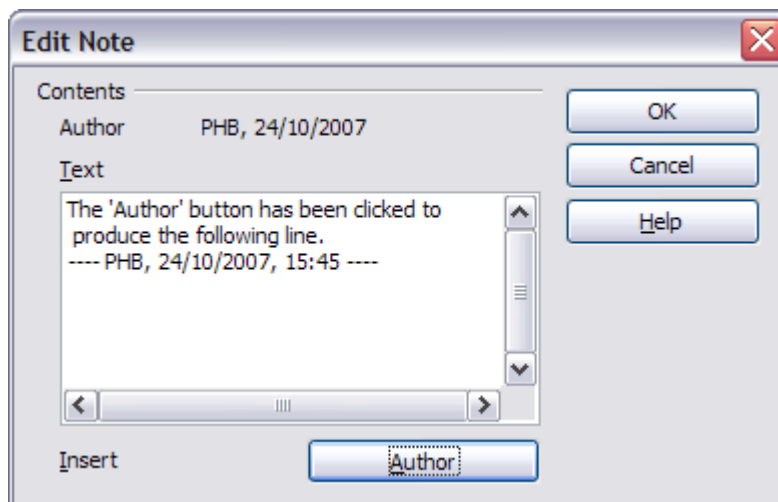


*Figure 21: Inserting a note*

To view a note, move the mouse pointer over the note marker (displayed as a small yellow rectangle). Writer displays the note in a Tip above the text. You can also double-click on the note to see it inside the Edit Note dialog. If you have trouble viewing or selecting notes this way, you can use the Navigator instead: expand the list of notes, select the one you want, right-click on it, and select **Edit** to display the Edit Note dialog.

The Edit Note dialog looks much like the Insert Note dialog, with the addition of forward and back arrow buttons if the document contains more than one note.

| Tip | You can change the color of the note marker using the **Tools > Options > OpenOffice.org > Appearance** dialog. |

# Accepting or rejecting changes and comments

1) Click **Edit > Changes > Accept or Reject**. The Accept or Reject Changes dialog (Figure 22) opens.

2) When you select a change in the dialog, the actual text 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.
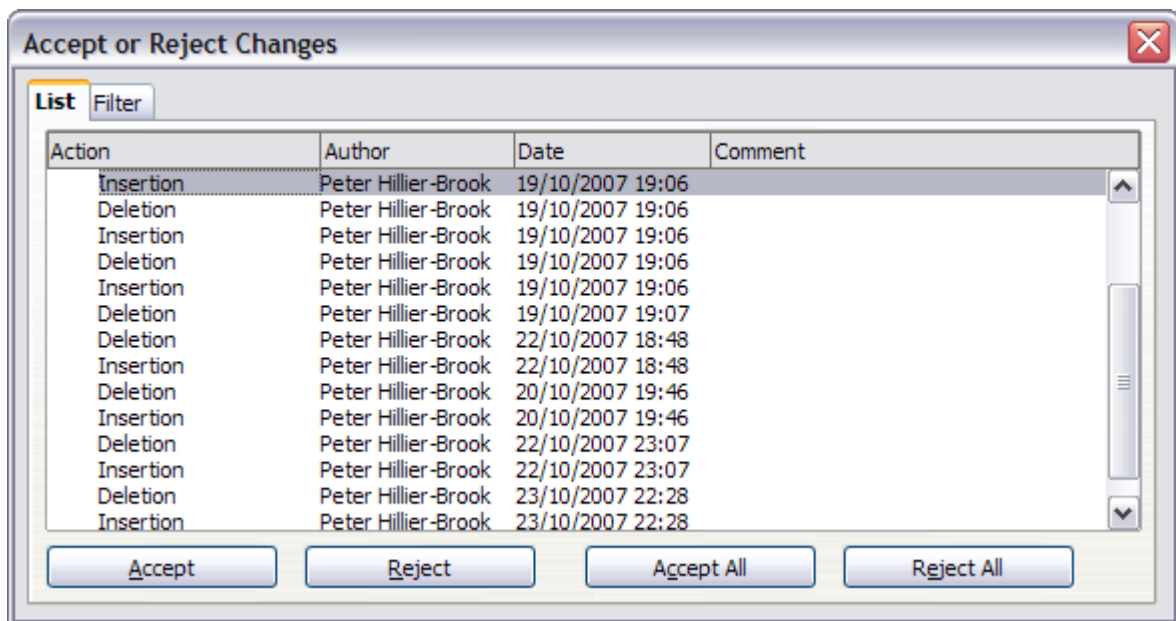


*Figure 22: The List tab of the Accept or Reject Changes dialog*

Changes that have not yet been accepted or rejected are displayed in the list. Accepted changes are removed from the list and appear in the text without any marking.

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

# Formatting pages

Writer provides several ways for you to control page layouts:

- Page styles
- Columns
- Frames
- Tables
- Sections

For more information, see Chapter 4 (Formatting Pages) in the *Writer Guide*.

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

## Which layout method to choose?

The best layout method varies depending on what the final document should look like and what sort of information will be in the document. Here are some examples.

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 tables to place figures beside descriptive text when necessary.

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), use page styles (with two columns). 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

For a newsletter with 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

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, and 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.

# Creating headers and footers

A header is an area that appears at the top of a page. A footer appears at the bottom of the page. Information, such as page numbers inserted into a header or footer, displays on every page of the document with that page style.

To insert a header, click **Insert > Header > Default** (or the page style, if not Default) as shown in Figure 23.
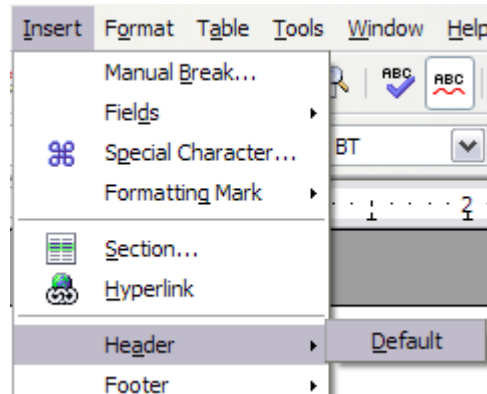


*Figure 23: Inserting headers and footers*

Other information such as document titles and chapter titles is often put into the header or footer. These items are best added as fields. That way, if something changes, the headers and footers are updated automatically. Here is one common example.

To insert the document title into the header:

1) Click **File > Properties > Description** and enter a title for your document.

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, go back to **File > Properties > Description**.

Fields are covered in detail in Chapter 14 (Working with Fields) in the *Writer Guide*.

For more about headers and footers, see Chapter 4 (Formatting Pages) and Chapter 6 (Introduction to Styles) in the *Writer Guide*.

# Numbering pages

To automatically number pages:

1) Insert a header or footer, as described in "Creating headers and footers" on page 22.

2) Place the cursor in the header or footer where you want the page number to appear and click **Insert > Fields > Page Number**.

# Including the total number of pages

To include the total number of pages (as in "page 1 of 12"):

1) Type the word "page" and a space, then insert the page number as above

2) Press the spacebar once, type the word "of" and a space, then click **Insert > Fields > Page Count**.

| | |
|---|---|
| **Note** | The Page Count field inserts the total number of pages in the document, as shown on the Statistics tab of the document's Properties window (**File > Properties**). If you restart page numbering anywhere in the document, then the total page count may not be what you want. See Chapter 4 (Formatting Pages) in the *Writer Guide* for more information. |

# 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) Click **Format > Paragraph**.

3) On the Text Flow tab of the Paragraph dialog (Figure 16 on page 15), select **Breaks**.

4) Select **Insert** and then **With Page Style** and specify the page style to use.

5) Specify the page number to start from, and then click **OK**.

| | |
|---|---|
| **Tip** | Method 1 is also useful for numbering the first page of 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. |

**Method 2:**

1) **Insert > Manual break**.

2) By default, **Page break** is selected on the Insert Break dialog (Figure 24).

3) Choose the required page **Style**.

4) Select **Change page number.**

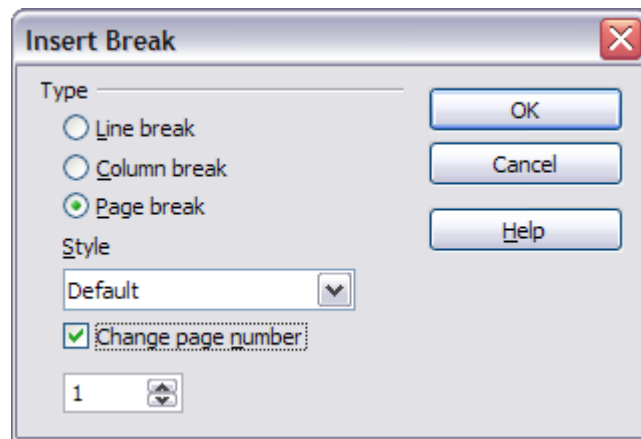5) Specify the page number to start from, and then click **OK**.

*Figure 24: Restarting page numbering after a manual page break*

# Changing page page margins

You can change page margins in two ways:

- Using the page rulers—quick and easy, but does not have fine control.
- Using the Page Style dialog—can specify margins to two 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 the next time you open it. |
|---|---|

To change margins using the rulers:

1) The gray sections of the rulers are the margins (see Figure 25). Put the mouse cursor over the line between the gray and white sections. The pointer turns into a double-headed arrow.

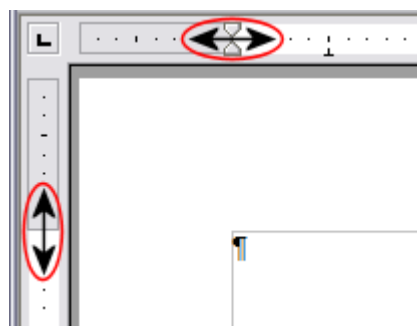2) Hold down the left mouse button and drag the mouse to move the margin.



*Figure 25: Moving the margins*

| 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). |
|---|---|

To change margins using the Page Style dialog:

1) Right-click anywhere on the page and select **Page** from the pop-up menu.

2) On the **Page** tab of the dialog, type the required distances in the Margins boxes.

# Creating a table of contents

Writer's table of contents feature lets you build an automated table of contents from the headings in your document. Before you start, make sure that the headings are styled consistently. For example, you can use the *Heading 1* style for chapter titles and the *Heading 2* and *Heading 3* styles for chapter subheadings.

Although tables of contents can be customized extensively in Writer, often the default settings are all you need. Creating a quick table of contents is simple:

1) When you create your document, use the following paragraph styles for different heading levels (such as chapter and section headings): *Heading 1*, *Heading 2*, and *Heading 3*. These are what will appear in your table of contents. You can use more levels of headings, but the default setting is to use only the first three levels in the table of contents.

2) Place the cursor where you want the table of contents to be inserted.

3) Select **Insert > Indexes and Tables > Indexes and Tables**.

4) Change nothing in the Insert Index/Table dialog. Click **OK**.

If you add or delete text (so that headings move to different pages) or you add, delete, or change headings, you need to update the table of contents. To do this:

1) Place the cursor within the table of contents.

2) Right-click and select **Update Index/Table** from the pop-up menu.

| Note | If you cannot place your cursor in the table of contents, choose **Tools > Options > OpenOffice.org Writer > Formatting Aids**, and then select **Enable** in the **Cursor in protected areas** section. |
|---|---|

You can customize an existing table of contents at any time. Right-click anywhere in it and select **Edit Index/Table** from the pop-up menu. Chapter 12 (Creating Tables of Contents, Indexes and Bibliographies) of the *Writer Guide* describes in detail all the customizations you can choose.

# Creating indexes and bibliographies

Indexes and bibliographies work in a similar way to tables of contents. Chapter 12 (Creating Tables of Contents, Indexes and Bibliographies) of the *Writer Guide* describes the process in detail. In addition to alphabetical indexes, other types of indexes supplied with Writer include those for illustrations, tables, and objects, and you can even create a user-defined index. For example, you might want an index containing only the scientific names of species mentioned in the text, and a separate index containing only the common names of species. Before creating some types of indexes, you first need to create index entries embedded in your Writer document.

# Printing from Writer

This section describe some general features of printing from Writer. For details on printing brochures, envelopes, and mailing labels, see Chapter 5 (Printing, Faxing, Exporting, and E-mailing) in the *Writer Guide*.

For quick printing, click the **Print File Directly** icon to send the entire document to the default printer defined for your computer.

| Note | (New in OOo 2.3) 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** checkbox. |
| --- | --- |

For more control over printing, use **File > Print** to display the Print dialog (Figure 26). On the Print dialog, you can choose:

- Which printer to use (if more than one are installed on your system) and the properties of the printer—for example, orientation (portrait or landscape), which paper tray to use, and what paper size to print on. The properties available depend on the selected printer; consult the printer's documentation for details.

- What pages to print, how many copies to print, and in what order to print them.

  - Use dashes to specify page ranges and commas or semicolons to separate ranges; for example: 1, 5, 11–14, 34–40.

  - *Selection* is the highlighted part of a page or pages.

- What items to print. Click the **Options** button to display the Printer Options dialog (Figure 27).
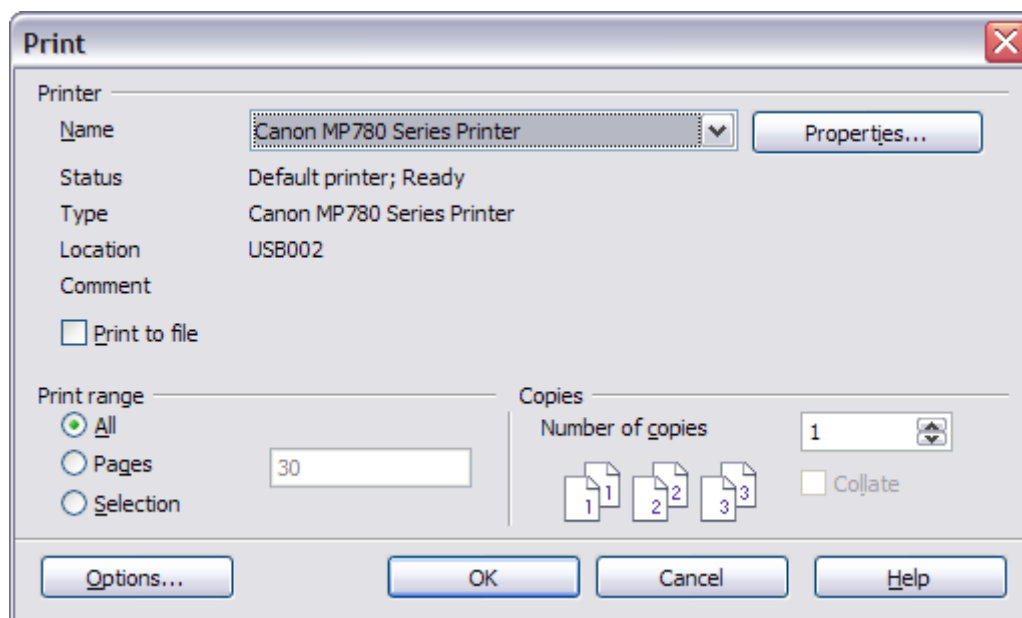
*Figure 26. The Print dialog*

# Selecting print options for a document

Selections on the Printer Options dialog apply to this printing of this document only. To specify default printing options for Writer, see Chapter 5 (Setting up OpenOffice.org).

Some items of interest on the Printer Options dialog (Figure 27) include:

- In the *Contents* section, you might choose not to print graphics or page background in drafts, for example (to save toner or ink).

- In the *Pages* section, you can choose:

  - Print only left (even-numbered) pages or only right (odd-numbered) pages. These settings are useful when you want to print on both sides of the page, but do not have a printer that handles this automatically.

  - Print in reversed page order.

  - *Brochure*—see Chapter 5 (Printing, Faxing, Exporting, and E-mailing) of the *Writer Guide* for details.

- In the *Notes* section, you can choose whether to print any notes that have been added to your document (using **Insert > Note**), and where to print the notes.

# Selecting default print options

Selections on the Printer Options dialog over-ride any default settings. To specify default settings for printing, use **Tools > Options > OpenOffice.org Writer > Print**. The page displayed contains the same choices as the Printer Options dialog. See Chapter 5 in the *Writer Guide* for more about this dialog.
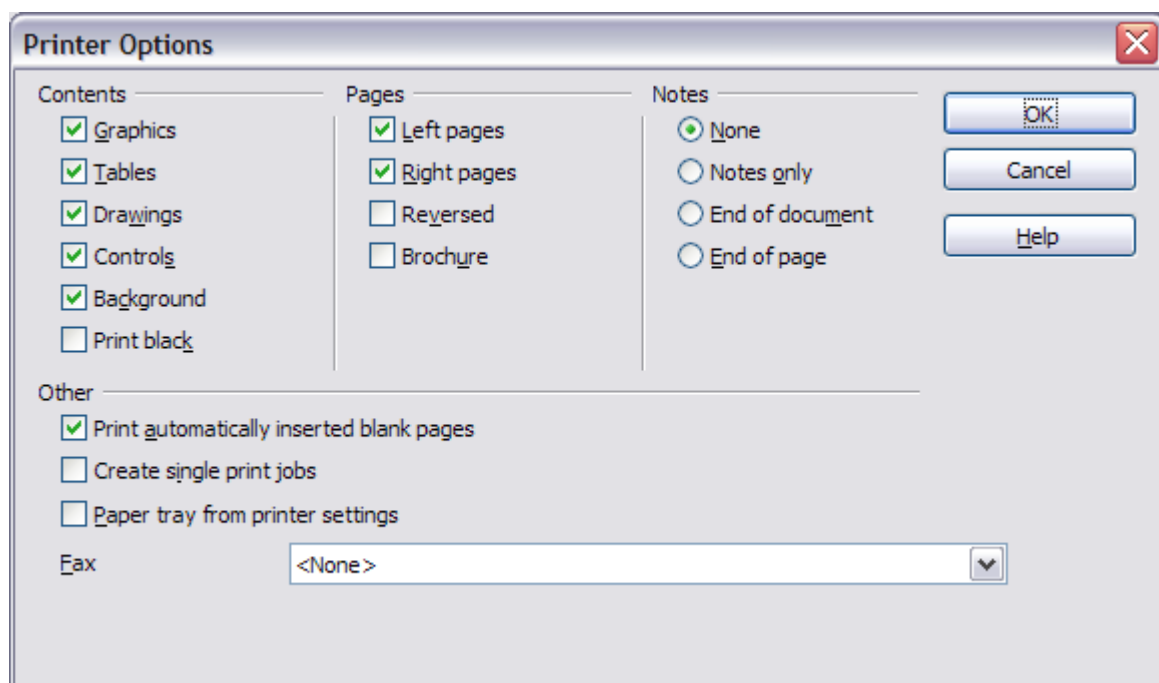


*Figure 27. Printer Options dialog*

Other printer settings are found in **Tools > Options > OpenOffice.org > Print**. See Chapter 5 (Setting up OpenOffice.org) for more about this dialog. Use this page to specify quality settings for printing, and whether to have OOo warn you if the paper size ororientation of your document does not match the printer settings.

# Previewing pages before printing

The normal page view in Writer shows what each page will look like when printed. If you are designing a document to be printed double-sided, you may want to see what facing pages look like. OOo provides a way to do this in Page Preview.

1) Click **File > Page Preview**, or click the **Page Preview** button.

   The Writer window changes to display the current page and the following page, and shows the **Page Preview** toolbar (Figure 28) in place of the Formatting toolbar.
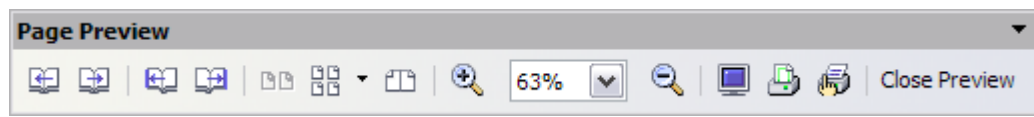
*Figure 28. Page Preview toolbar*

2) Click the **Book Preview** icon to display left and right pages in their correct orientation.

3) To print the document in this page view, click the **Print page view** icon to open the Print dialog (Figure 26). Choose your options and click **OK** to print as usual.

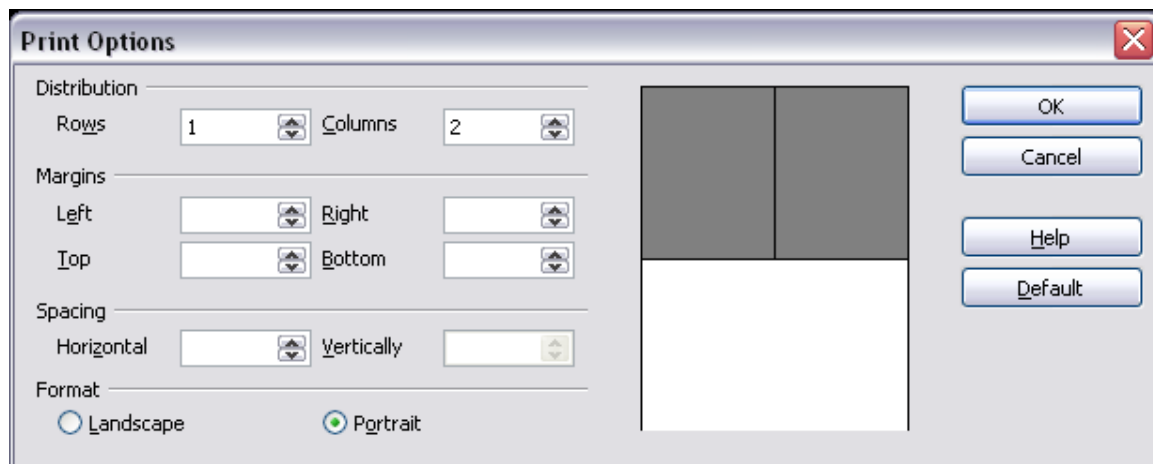4) To choose margins and other options for the printout, click the **Print options page view** icon to display the Print Options dialog (Figure 29).

*Figure 29. Print Options dialog*