Chapter 4
Formatting Pages

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

Copyright

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Introduction

Writer provides several ways for you to control page layouts:

- Page styles
- Columns
- Frames
- Tables
- Sections

This chapter describes these methods and some associated things:

- Headers and footers
- Numbering pages
- Changing page margins

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

Choosing a layout method

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

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

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

Title is in a single column section

Basic layout is in two columns

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

This is a header on the first page only

This frame is linked to a frame on another page

These frames are not linked to other frames

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

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

Setting up basic page layout using styles

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

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

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

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

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

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

Inserting a page break without switching the style

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

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

1) Position the cursor in the paragraph you want to be at the start of the next page. Right-click and choose **Paragraph** in the pop-up menu.

2) On the *Text Flow* page of the Paragraph dialog box (Figure 1), in the *Breaks* section, check **Insert**. Do *not* check **With Page Style**.
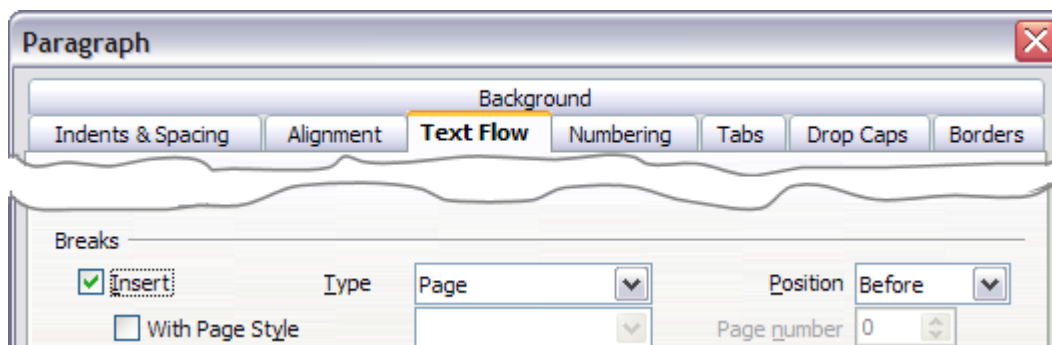
Figure 1: Inserting a manual page break

3) Click **OK** to position the paragraph at the start of the next page.

Defining a different first page for a document

Many documents, such as letters and reports, have a first page that is different from the other pages in the document. For example, the first page of a letterhead typically has a different header, as shown in Figure 2, or the first page of a report might have no header or footer, while the other pages do. With OOo, you can define the style for the first page and specify the style for the following page to be applied automatically.
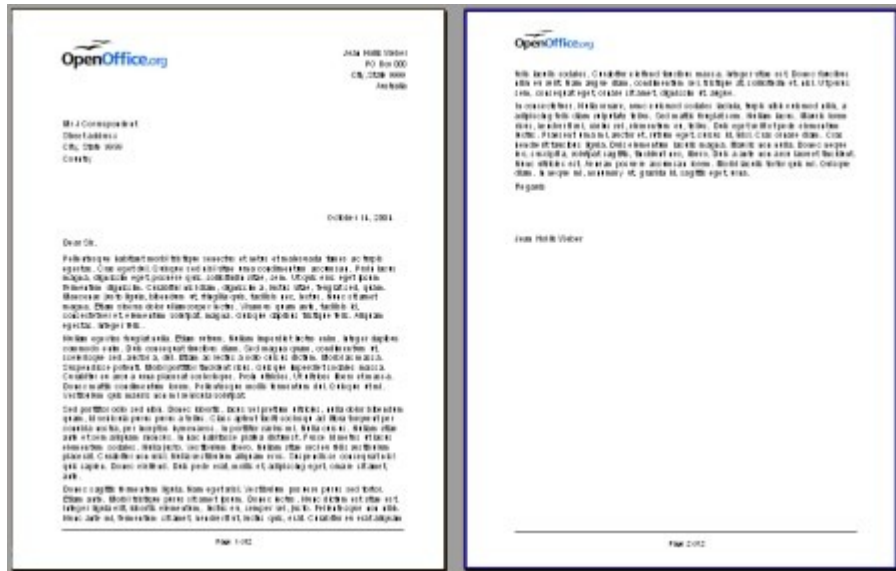
Figure 2: Letterhead with different page styles for first and following pages

As an example, we can use the *First Page* and *Default* page styles that come with OOo. Figure 3 shows what we want to happen: the first page is to be followed by the default page, and all the following pages are to be in the *Default* page style.
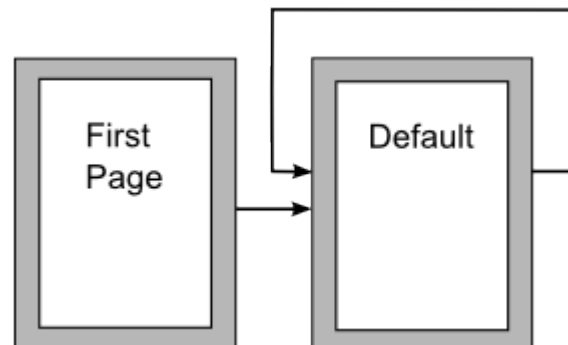
Figure 3: Flow of page styles

To set up this sequence:

1) Open the Styles and Formatting window. (You can choose one of the following: click the

   Styles and Formatting icon located at the left-hand end of the object bar, choose **Format > Styles and Formatting**, or press *F11*.)

2) On the Styles and Formatting window (Figure 4), click on the **Page Styles** icon (fourth from the left) to display a list of page styles.

3) Right-click on **First Page** and select **Modify** from the pop-up menu.
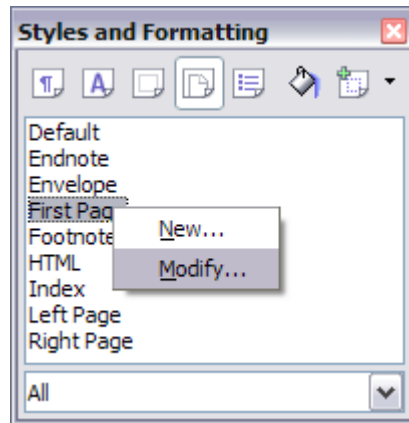
Figure 4: Modifying the First Page style

4) On the *Organizer* page of the Page Style dialog box (Figure 5), look at the *Next Style* property. This property defines what the page style for the next page will be. It should be set to **Default**, but if it is not, you can change the next style by clicking on the drop-down button and choosing **Default** from the list of page styles.
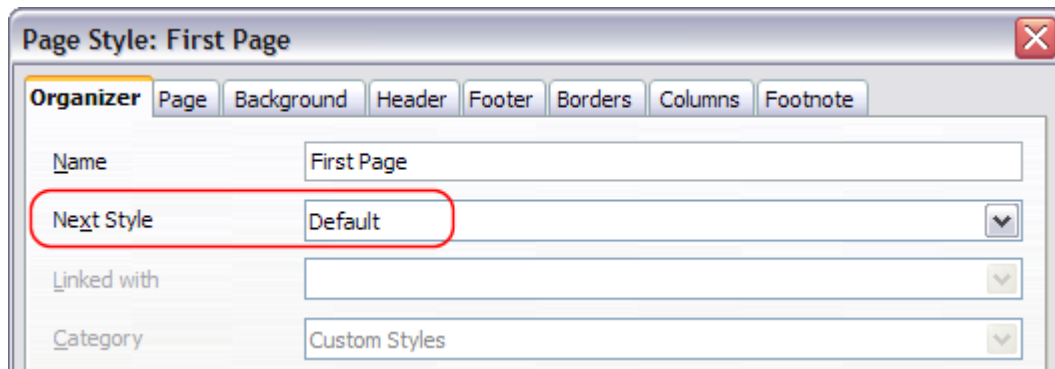
Figure 5: Setting the Next Style property for a page style

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

6) Click **OK** to save the changes.

Note	You can override the *Next Style* property by manually inserting a page break and specifying a page style or by starting a page with a paragraph or table that has its own page style property defined. These techniques are described in "Inserting a landscape page into a portrait document" on page 7.

Changing page orientation within a document

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

Setting up a landscape page style

1) Note the page style that is current and the margin settings. (You can find the margin settings on the *Page* page of the Page Style dialog box, as shown in Figure 8.)

2) Create a new style. (Right-click on the current page style in the Styles and Formatting window and choose **New**, as shown in Figure 6.)
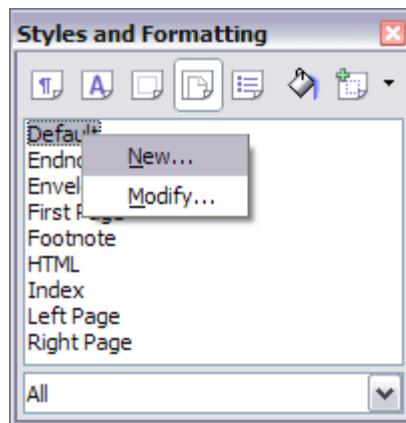
Figure 6: Starting a new page style

3) On the *Organizer* page of the Page Style dialog box (Figure 7), name (by typing in the *Name* field) this new style ***Landscape*** and set the *Next Style* property to **Landscape** (to allow for having more than one sequential landscape page).
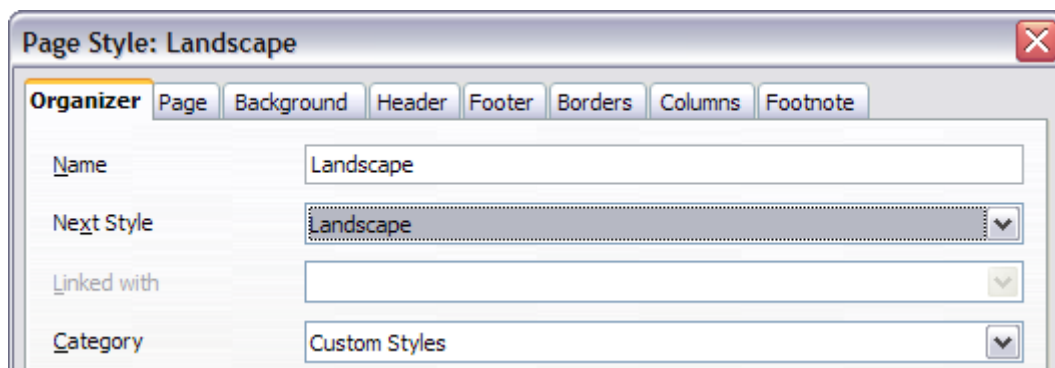
Figure 7: Naming the new style and setting the next page style to Landscape

4) On the *Page* page of the Page Style dialog box (Figure 8), set the *Orientation* to **Landscape**. The width and height attributes of the page will automatically change.

5) Change the margins so that they correspond with the margins of the portrait page. That is, the portrait top margin becomes the landscape left margin, and so on.

6) Click **OK** to save the changes.
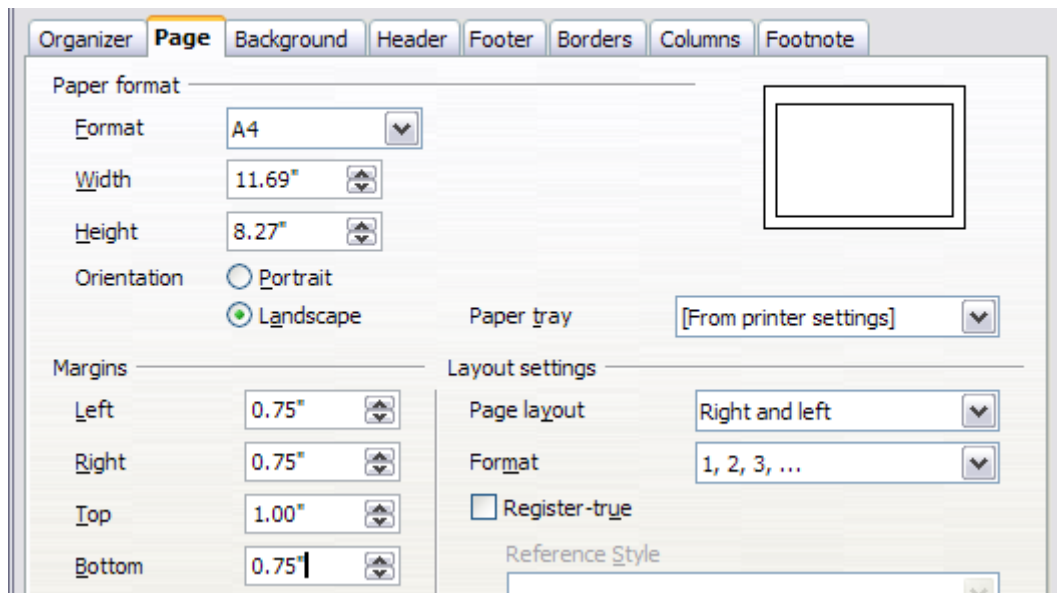
Figure 8: Setting orientation and margins for a landscape page

Inserting a landscape page into a portrait document

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

1) Position the cursor in the paragraph or table at the start of the page that is to be set to landscape. Right-click and choose **Paragraph** or **Table**, respectively, in the pop-up menu.

2) On the *Text Flow* page of the Paragraph dialog box (Figure 9) or the Table Format dialog box (Figure 10), select **Insert** (or **Break** for a table) and **With Page Style**. Set the *Page Style* property to **Landscape**. Click **OK** to close the dialog box and to apply the new page style.

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

4) Click **OK** to return to the previous portrait page style.
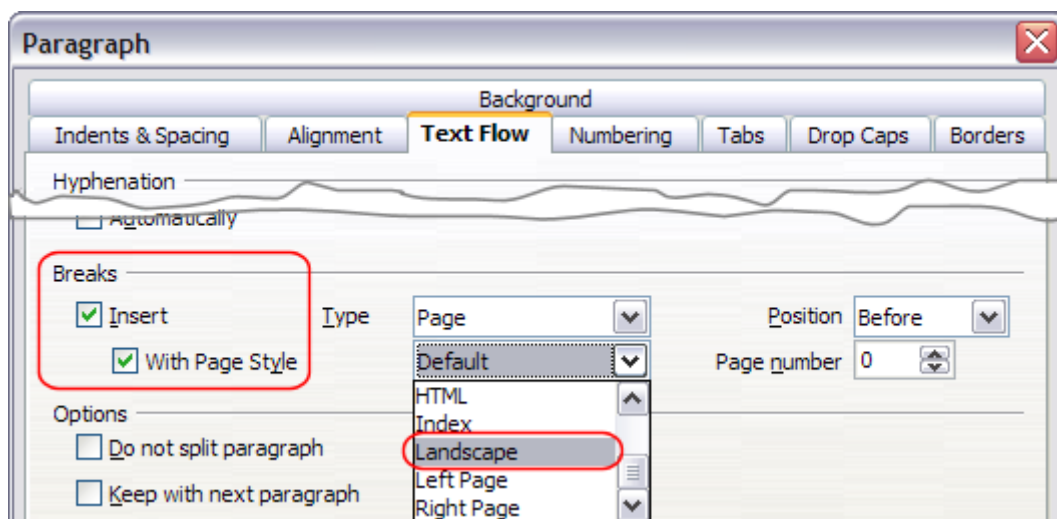
Figure 9: Specifying a page break before a paragraph
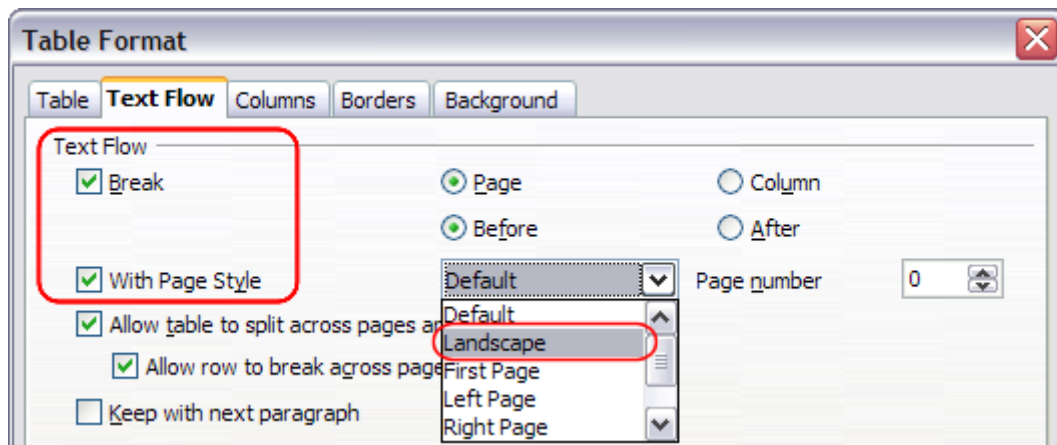
Figure 10: Specifying a page break before a table

Tip	If you need the headers or footers on the landscape pages to be in portrait orientation, see "Portrait headers on landscape pages" on page 30.

Changing page margins

You can change page margins in two ways:

- Using the page rulers—quick and easy, but does not have fine control.

- Using the Page Style dialog box—can specify margins to two (fractional) decimal places.

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

To change margins using the rulers:

1) The shaded sections of the rulers are the margins (see Figure 11). 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.
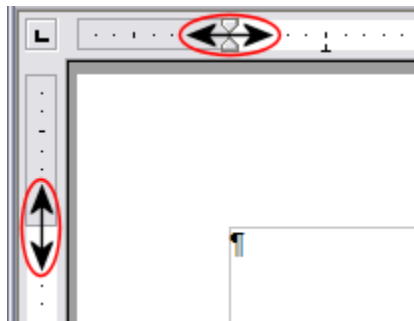
Figure 11: Moving the margins

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 box (Figure 8):

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

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

Using columns to define the page layout

You can use columns for page layout in several ways:

*   Define the number of columns on a page, using page styles.
*   Switch between one-column and multiple-column layouts on the same page.
*   Select existing text and change the number of columns.

Defining the number of columns on a page

It is a good idea to define your basic page style (such as *Default*) with the most common layout to be used in your document, either single-column or multiple-column. You can then either define extra page styles for pages with different numbers of columns or use sections (described in "Using sections for page layout" starting on page 20) for pages or parts of pages with different numbers of columns.

To define the number of columns on a page:

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

2) On the Columns dialog box (Figure 12), choose the number of columns and specify any spacing between the columns and whether you want a vertical separator line to appear between the columns. You can use one of Writer's predefined column layouts, or you can create a customized column layout. The preview box, located to the right of the *Settings* area, shows how the column layout will look.

3) Notice the *Apply to* box on the right-hand side of the dialog box. In this case, the changes are being applied to the *Default* page style.

4) Click **OK** to save the changes.
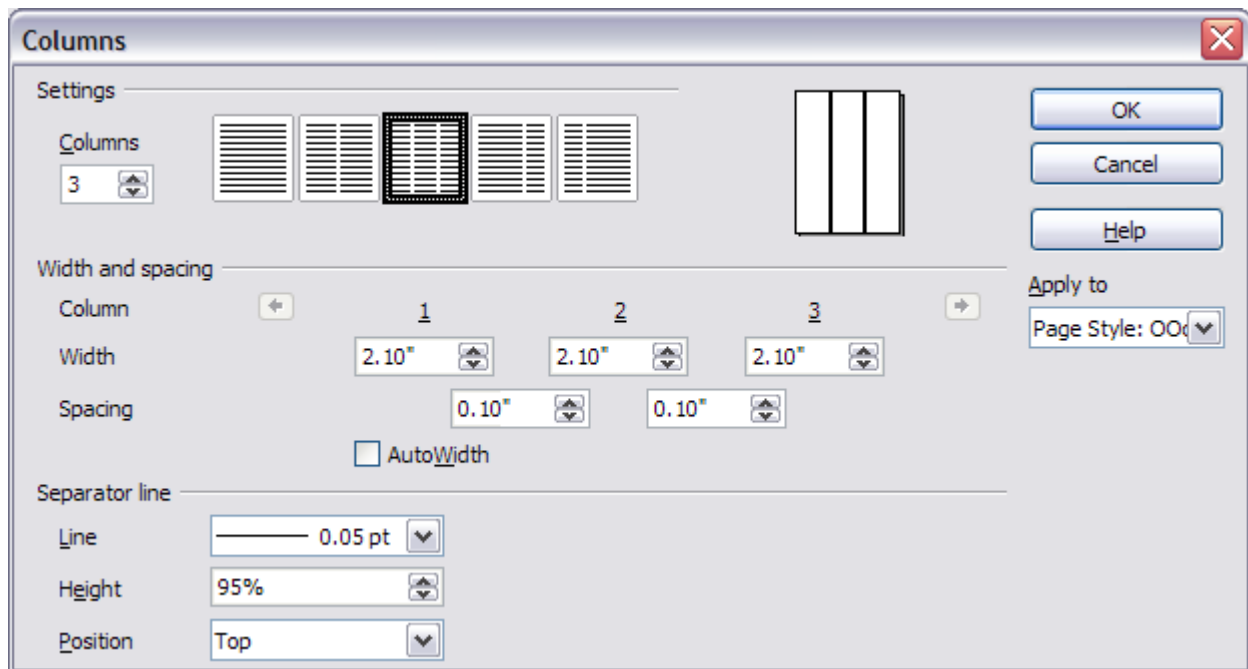
Figure 12: Defining the number of columns on a page

Using a predefined column layout

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

Specifying the number of columns

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

Distributing text across columns

You can distribute text across the columns in one of two ways:

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

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

To distribute text evenly, check the **Evenly distribute contents to all columns** check box in the *Settings* area. Clear this check box if you want to distribute text newspaper-style.

Note	This check box is not always displayed in the *Settings* area. See "Changing the number of columns for existing text" on page 11.

Formatting column width and spacing

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

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

1) In the *Width and spacing* area, clear the **AutoWidth** check box.

2) On the *Width* line, enter a width for each column.

3) On the *Spacing* line, enter the amount of space that you want between each pair of columns.

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

Formatting separator lines

To display separator lines between the columns:

1) Eighteen separator line options exist: None or various lines of thicknesses which range from 0.05 to 9 pt). From the *Line* drop-down list in the *Separator line* area, select the type of line that you want. (1 pt = 1 point = 1/12 pica = $\frac{1}{72}$ inch = $\frac{127}{360}$ mm = 0.3527 mm.)

2) The default format is for the separator lines to have the same height as the columns. If you want the separator lines to be shorter than the columns, use the *Height* box to enter the height of the separator lines as a percentage of the height of the columns. For example, if you enter **50%**, the separator lines will be half as high as the columns.

3) If you entered a height of less than 100%, use the *Position* drop-down list to select a vertical alignment for the separator lines. The vertical-positioning options are: **Top**, **Centered**, or **Bottom**.

Reverting to a single-column layout

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

Changing the number of columns for existing text

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

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

When you select text and change the number of columns for that text, Writer turns the selected text into a *section*, as described in "Using sections for page layout" on page 20.

Figure 13 shows the Columns dialog box for a selection. Notice that the *Apply to* box on the right-hand side has **Selection** highlighted and an extra check box (**Evenly distribute contents to all columns**) appears in the upper left-hand part of the dialog box.

As you add text to the section, you will see that the text flows from one column to the next so that all the columns adjust to the same height. If this is not what you want, click anywhere in the section, then choose **Format > Columns** to reopen the Columns dialog box, deselect the **Evenly distribute contents to all columns** check box, and click **OK** to effect the change.

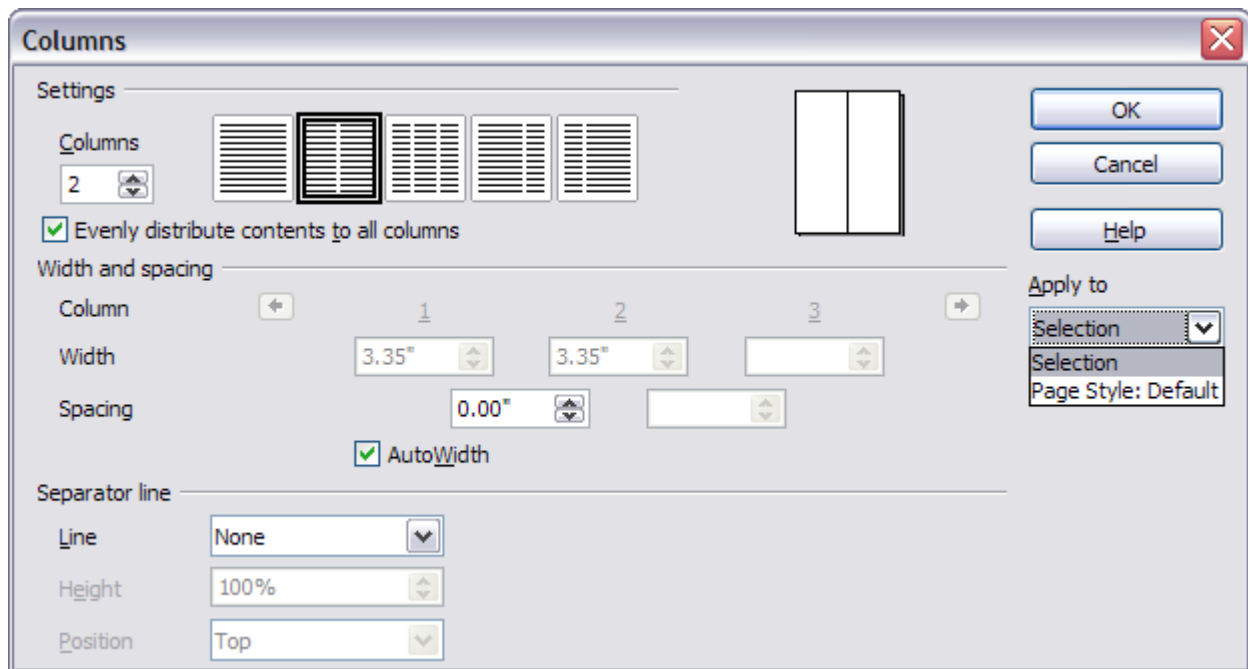| Tip	Choose **View > Nonprinting Characters** (or press *Ctrl+F10*) to display end of paragraph markers (¶). Often, unexpected behavior of columns is due to extra paragraphs that are normally invisible to the user but are taking up space.

Figure 13: Specifying columns for a selection

Using frames for page layout

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

Use frames when you need to:

- Position something in a particular place on a page, for example, a logo or a "stop press" news box in one corner of a page.

- Allow text on one page to continue on another page, somewhere more distant than the next one, by linking the content of one frame to another so the contents flow between them as you edit the text.

- Wrap text around an object, such as a photograph.

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

Pay special attention to the positioning of frames. Many of the predefined styles default to a center alignment. This is the lowest common denominator of design; centering all frames looks reasonably good in most cases but is rarely the best choice.

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

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

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

Tip	The Help uses the phrase "text frame" for two quite different things with very different characteristics: frames (as discussed here) and text objects, which are drawing objects similar to lines and boxes.

Creating frames

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

- Choose **Insert > Frame**) to create an empty frame. The Frame dialog box (Figure 15) appears. You can click **OK** and come back to customize it later, or you can set the frame's characteristics at this stage.

- Select text or a graphic, choose **Insert > Frame**, and click **OK** to create a frame containing the selection. The selected text is automatically deleted from the normal text flow and inserted into the frame, and the Frame dialog box appears.

- Insert a picture or other object by selecting **Insert > Picture > From file** or **Insert > Object** to start the process to insert a picture or object. The item inserted automatically appears in a frame, but the Frame dialog box does not appear.

- Use the **Insert Frame Manually** icon on the Insert toolbar (go to **View > Toolbars** > **Insert** to display it), select the number of frames in the drop-down menu, and drag the mouse to draw the frame.
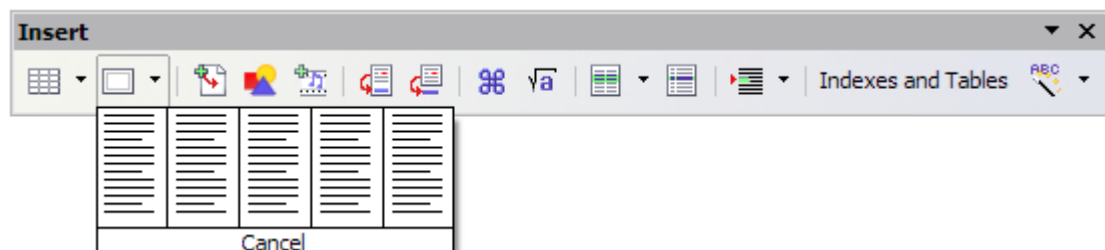
Figure 14: Using an icon on the Insert toolbar to create a frame

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

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

Moving, resizing, and changing frame attributes

When an object is added to Writer, it is automatically enclosed in a frame of a predetermined type. The frame sets how the object is placed on the page, as well as how it interacts with other elements

in the document. You can edit the frame by modifying the frame style it uses or by using a manual override when a frame is added to the document. Frame styles are discussed in Chapter 7 (Working with Styles).

To change the size or location of a frame, first select the frame, then use either the mouse or the Frame dialog box (Figure 15). Using the mouse is faster but less accurate. You might use the mouse for gross layout and the dialog box for fine-tuning.

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

To change the location of the frame using the mouse, drag and drop one of the edges or having the cursor anywhere within the frame. (The I-bar cursor changes to a four-headed arrow when properly positioned for a drag-and-drop move.) To change the size of the frame, drag one of the handles. Drag a handle on one of the sides to enlarge or reduce the text frame in one dimension only; drag a corner handle to enlarge or reduce it in both dimensions.

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

You can open the Frame dialog box (Figure 15) at any time by selecting the frame, right-clicking, and choosing **Frame** from the pop-up menu.
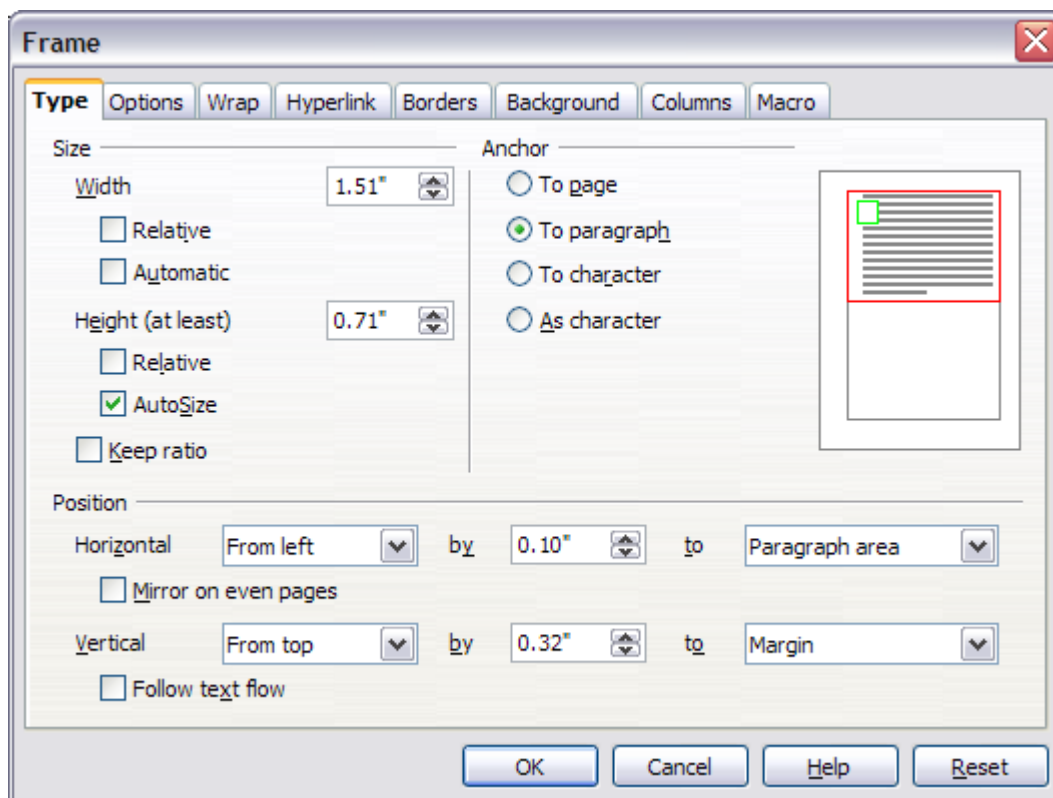

Figure 15: Frame dialog box

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

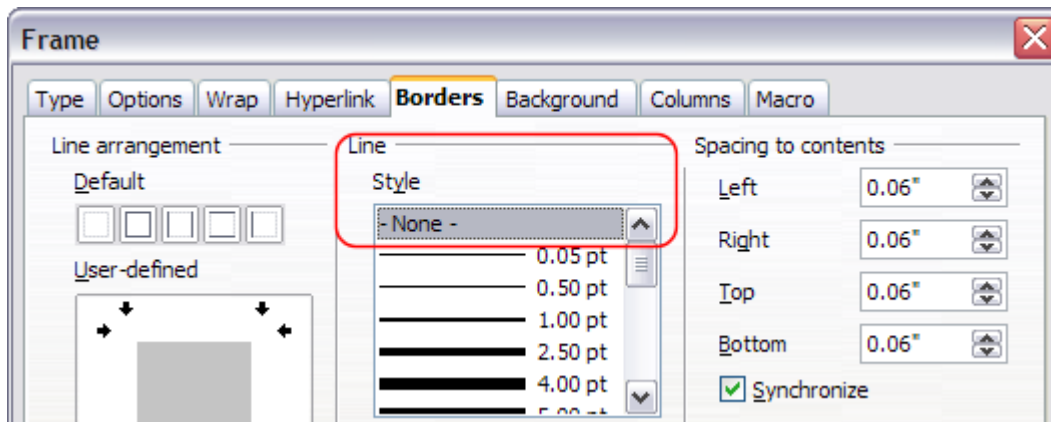| Tip	Do not confuse a frame's border with the text boundaries that are made visible using the View menu (by checking **View > Text Boundaries**).

Figure 16: Removing the border from a frame

Anchoring a frame

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

To Page

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

To Paragraph

The frame is associated with a paragraph and moves with the paragraph. It may be placed in the margin or another location. This method is useful as an alternative to a table for placing icons beside paragraphs.

To Character

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

As Character

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

Linking frames

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

To link one frame to another:

1) Select the frame to be linked from.

2) Click the **Link Frames** icon ⊕ on the object bar.

3) Click the next frame in the series (which must be empty).

When a linked frame is selected, any existing links are indicated by a faint connecting line, as shown in Figure 17. Note that any frame-linking line will not be as clear as illustrated in the figure.
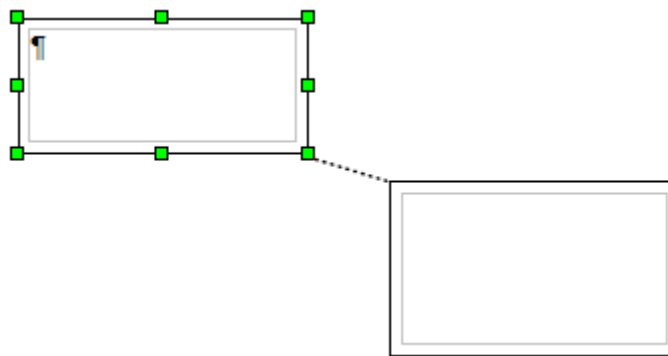
Figure 17: Linked frames

Note	You cannot link from a frame to more than one other frame.

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

The *Options* page of the Frame dialog box (Figure 18) shows the names of the selected frame and any frames it is linked to or from. You can change this information here. On this page, you can also select check boxes to protect the contents, position, and size of the frame.
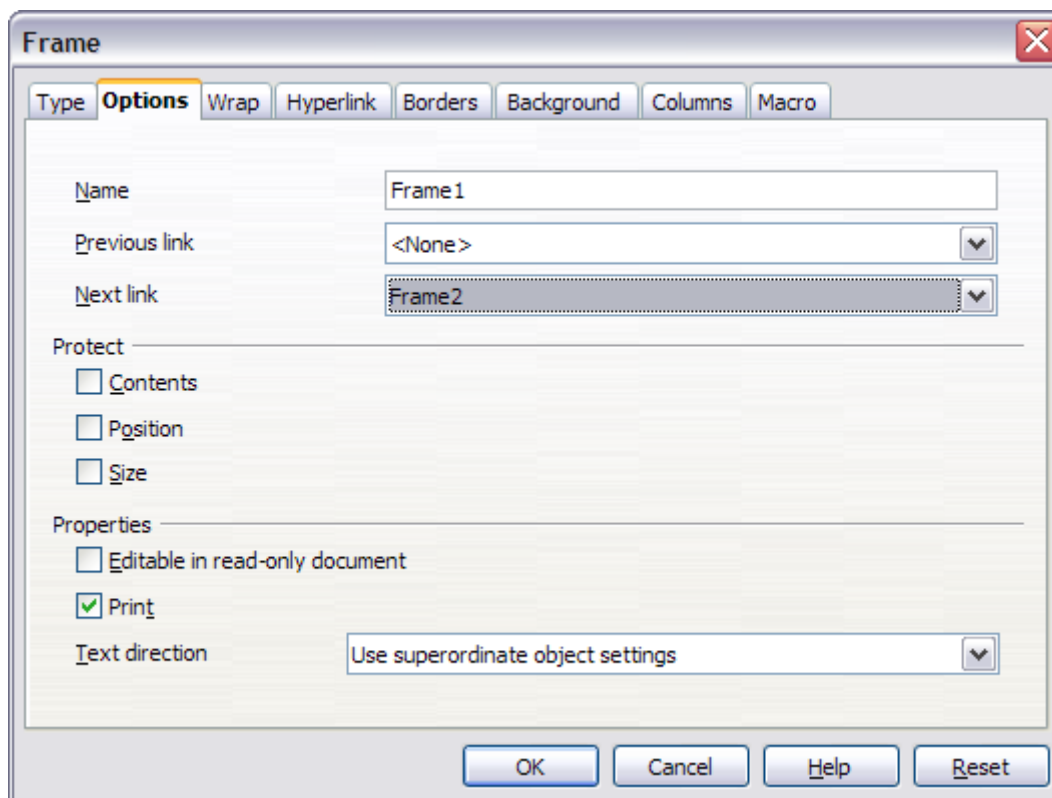
Figure 18: Options page of the Frame dialog box

On the *Hyperlink* page (Figure 19), you can specify the file for the hyperlink to open. This file can be on your machine, a network, or the Internet.
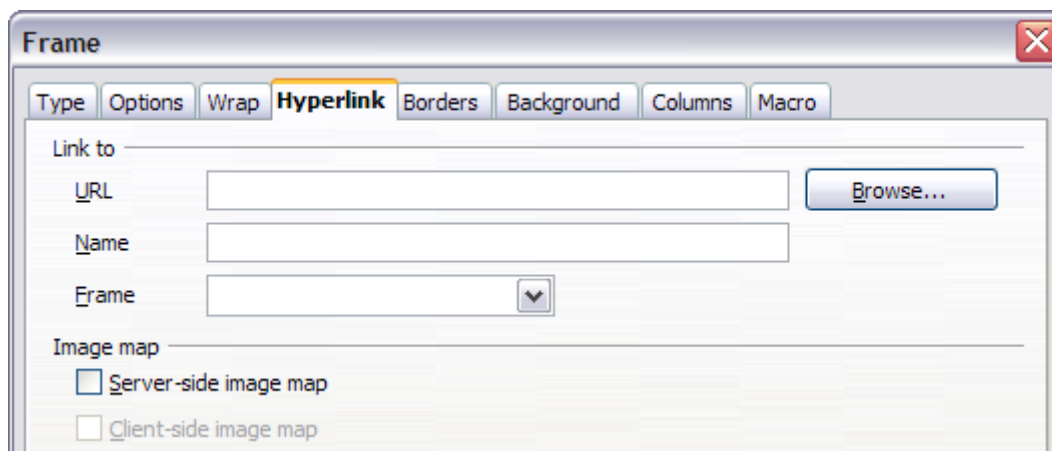

Figure 19: Hyperlink page of the Frame dialog box

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

Using tables for page layout

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

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

Example: Creating sideheads using tables

Sideheads and marginal notes are commonly used in documents from resumes to computer user guides. The main body of the text is offset to leave white space (usually on the left-hand side) in which the sideheads or notes are placed. The first paragraph is aligned beside the sidehead, as in Figure 20.

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

Figure 20: Example of a sidehead

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

To create a table for use with a sidehead:

1) Place the cursor where you want the table to appear and choose **Insert > Table** (*Ctrl+F12*).

2) In the Insert Table dialog box (Figure 21), define a one-row, two-column table with no border and no heading. Click **OK** to create the table.
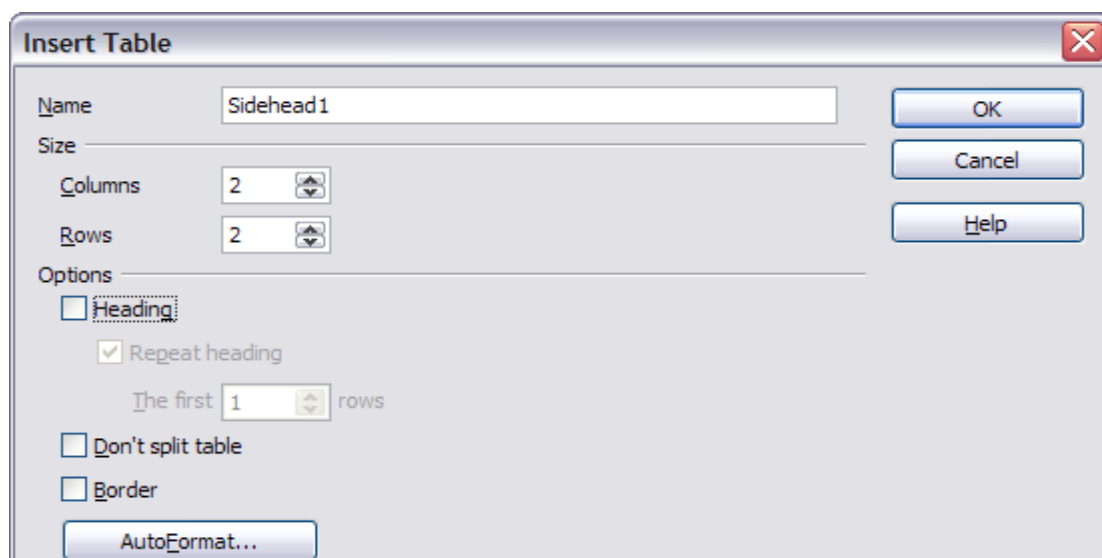
Figure 21: Defining a two-column borderless table with no header

3) Position the cursor over the central dividing line in the table. The cursor turns into a double-headed arrow. Left-click and drag to resize the columns. Alternatively, right-click and choose **Table** from the pop-up menu; on the *Columns* page (Figure 22), make the columns the required width.
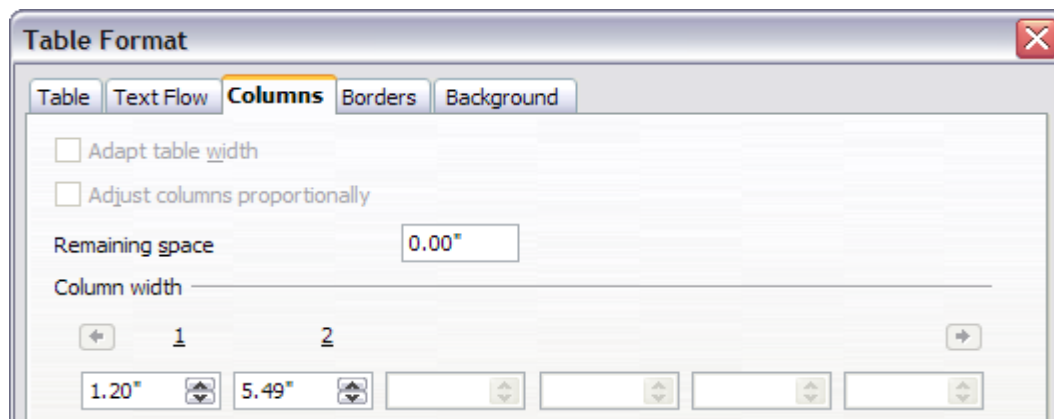
Figure 22: Defining a two-column table to line up with text offset at 1.2 inches

4) On the *Table* page of the Table Format dialog box (Figure 23), in the *Spacing* section, make the *Above* and *Below* values the same as the *Top* and *Bottom* spacing you have defined for ordinary paragraphs of text. Click **OK** to save your settings.
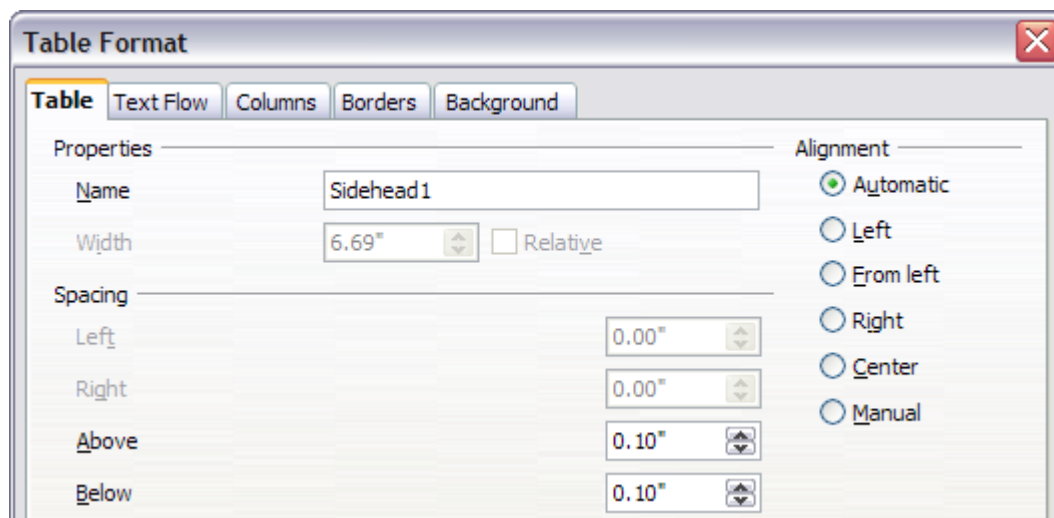
Figure 23: Defining the space above and below a table

Tip　To check the top and bottom spacing for ordinary paragraphs:

1. Position the cursor in a paragraph and press *F11* (unless the Styles and Formatting window is already open). Check that the Styles and Formatting window shows paragraph styles (top left button).

2. The current style should be highlighted. If no paragraph style is highlighted, select **All Styles** in the bottom drop-down list. Right-click on it and select **Modify** from the pop-up list.

3. Go to the *Indents & Spacing* page and look in the *Spacing* area for the values in　*Above paragraph* and *Below paragraph*.

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

1) Right-click in the table and then click **Number Format** on the pop-up menu.

2) On the Number Format dialog box (Figure 24), make sure the *Category* is set to **Text**. Click **OK**.
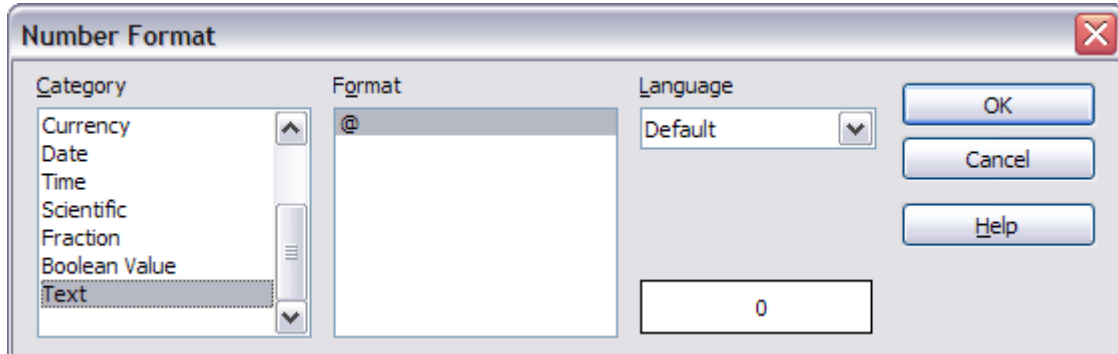
Figure 24: Setting number format to Text

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

Using sections for page layout

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

- Write-protect text

- Hide text

- Dynamically insert the contents of another document

- Add columns, margin indents, a background color, or a background graphic to a portion of your document

- Customize the footnotes and endnotes for a portion of your document

Creating sections

To create a section:

1) Place the cursor at the point in your document where you want to insert the new section. Or, select the text that you want to place in the new section.

2) From the main menu, choose **Insert > Section**. The Insert Section dialog box opens.

3) Click the **Section** tab, if it is not already displayed. (See Figure 25.)

The Insert Section dialog box has five tabbed pages:

- Use the *Section* page to set the section's attributes.
- Use the *Columns* page to format the section into columns.
- Use the *Indents* page to set indents in the right and left margins of the section.
- Use the *Background* page to add color or a graphic to the section's background.
- Use the *Footnotes/Endnotes* page to customize the section's footnotes and endnotes.

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

Using the Section page

Use the *Section* page (Figure 25) to set the attributes of the current section.

Naming sections

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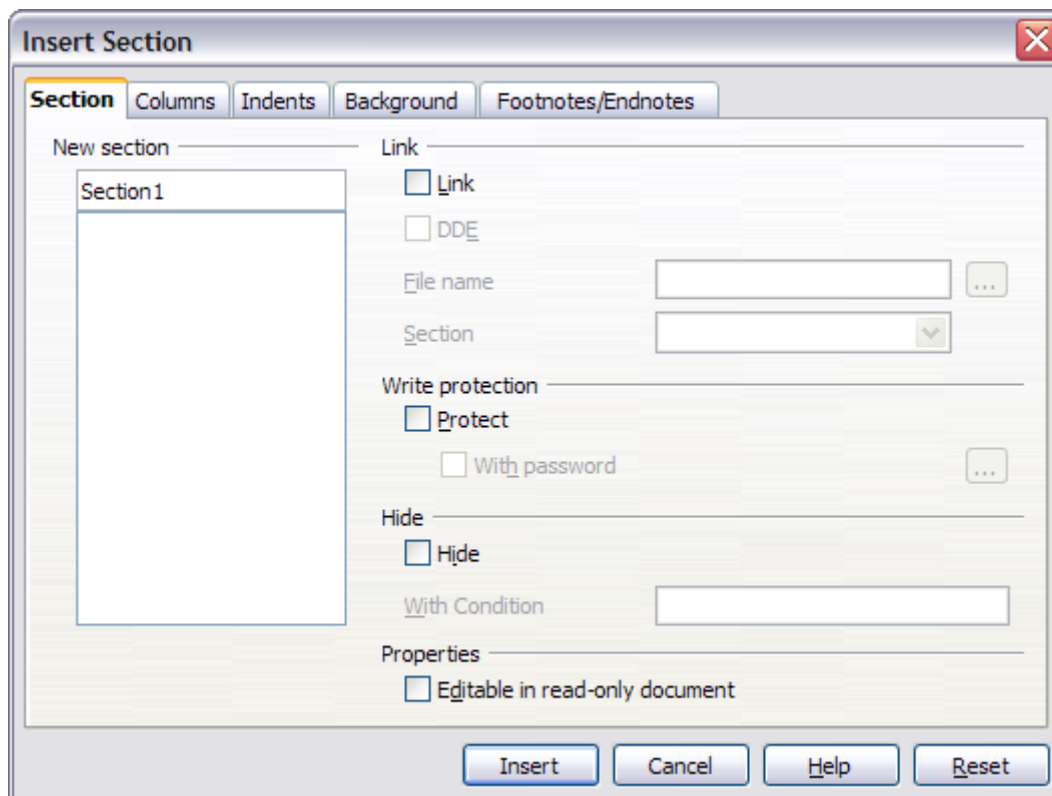

Figure 25: Inserting a section using the Insert Section dialog box

Linking sections

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

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

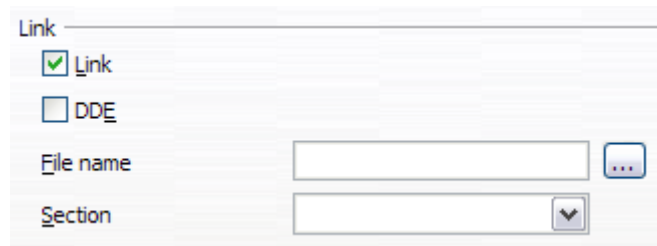1) In the *Link* area (see Figure 26), check the **Link** check box.

Figure 26: Linking sections

2) Click the (**...**) button to the right of the *File name* field. The Insert dialog box opens.

3) Find and select the document you want to insert and then click the **Insert** button. The Insert dialog box closes and the name of the selected document appears in the *File name* field.

4) If you want to insert only a section of the selected document, select the desired section from the *Section* drop-down list.

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

You can update links automatically or manually. See "Updating links" on page 28.

Write-protecting sections

To write-protect the current section so that its contents cannot be edited, check the **Protect** check box in the *Write protection* area (Figure 28).
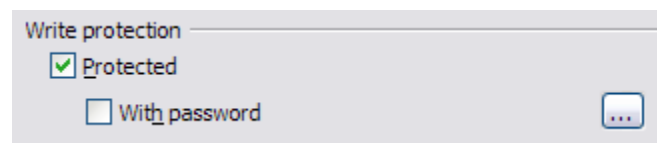
Figure 27: Write-protecting sections

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

Password-protecting sections

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

1) Check the **With password** check box. The Enter Password dialog box (Figure 28) opens.

2) Type a password in the *Password* field and then confirm the password by typing it again in the *Confirm* field.

3) Click **OK**. The Enter Password dialog box closes. Anyone who tries to edit the section's attributes or format will be prompted to enter the password.

Figure 28: Password-protecting a section

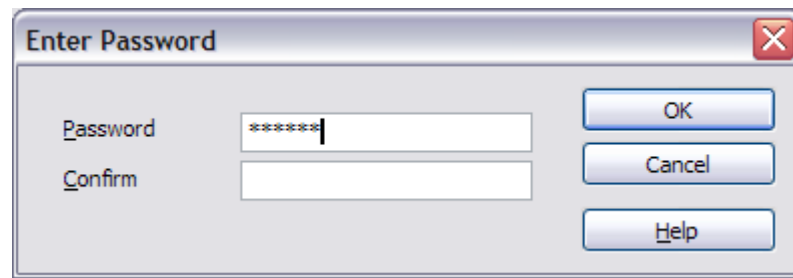| **Note**	Passwords must contain at least five characters. The **OK** button remains inactive until you have typed five characters.

Hiding sections

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

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

To hide a section, check the **Hide** check box in the *Hide* area (Figure 29).
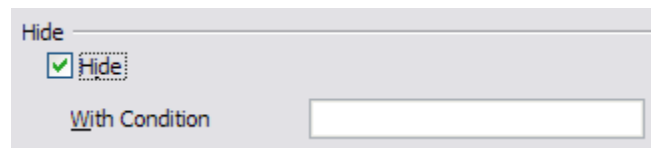

Figure 29: Hiding sections

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

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

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

Using the Columns page

Use the *Columns* page of the Insert Section dialog box to format the current section into columns. This page is very similar to the Columns dialog box shown in Figure 13 on page 12. Please refer to that topic for details.

Using the Indents page

Use the *Indents* page, pictured in Figure 30, to set indents in the right and left margins of the current section. Enter the desired left-margin indent in the *Before section* box. Enter the desired right-margin indent in the *After section* box. The preview box on the right-hand side of the page shows you how the section will look with the indents applied.
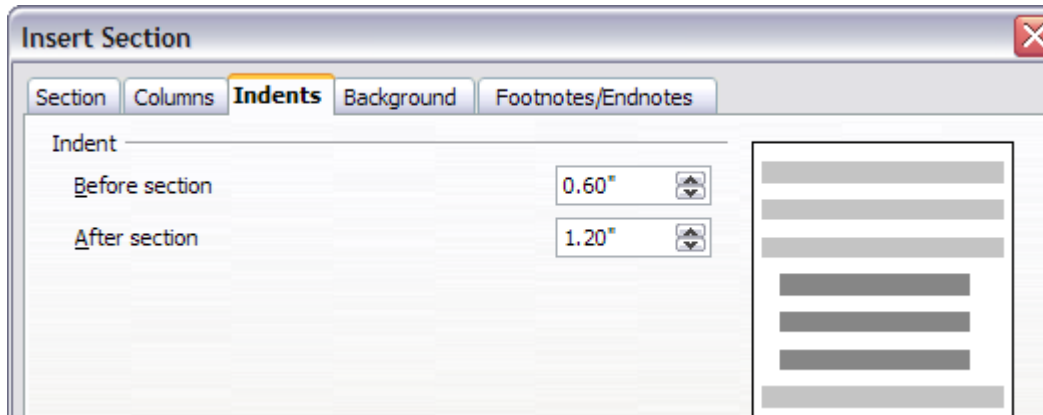

Figure 30: Indenting sections

Using the Footnotes/Endnotes page

Use the *Footnotes/Endnotes* page, pictured in Figure 31, to customize the current section's footnotes and endnotes.

Customizing footnotes

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

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

1) In the *Footnotes* area, make sure that the **Collect at end of text** check box is checked.

2) Check the **Restart numbering** check box.

3) If you want the section's footnotes to start at a number other than 1, enter the desired starting number in the *Start at* spin box.

Figure 31: Setting footnotes and endnotes for sections

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

1) In the *Footnotes* area, make sure that the **Collect at end of text** and **Restart numbering** check boxes are checked.

2) Check the **Custom format** check box.

3) From the drop-down list under and to the right of the **Custom format** check box, select a numbering format for the footnotes.

4) To add text to the selected numbering format, use the *Before* and *After* fields. For example, if you want the footnote numbers to be preceded by the word "Note" and followed by a colon, fill the *Before* and *After* fields like this:

Figure 32: Numbering footnotes for sections

Customizing endnotes

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

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

1) In the *Endnotes* area, make sure that the **Collect at end of section** check box is checked.

2) Check the **Restart numbering** check box.

3) If you want the section's endnotes to start at a number other than 1, enter the desired starting number in the *Start at* spin box.
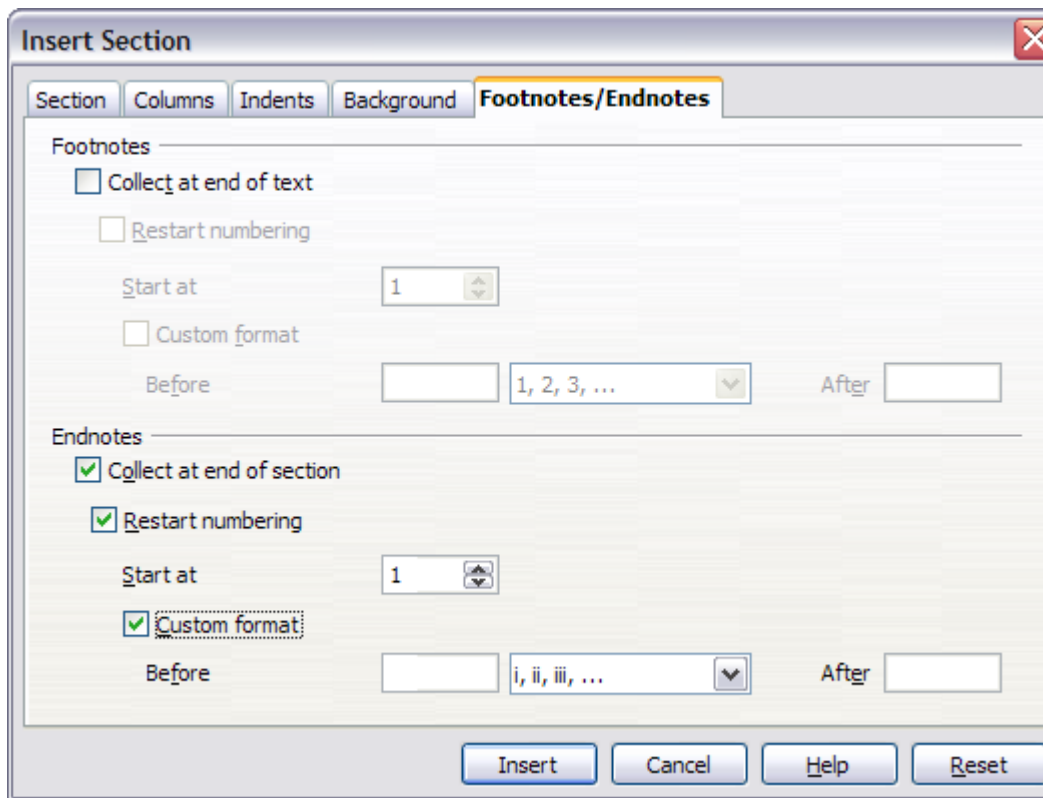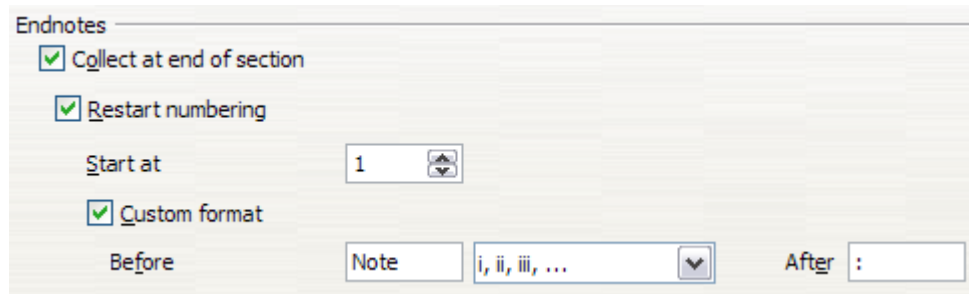
To edit the format of the section's endnotes, follow these steps:

1) In the *Endnotes* area, make sure that the **Collect at end of section** and **Restart numbering** check boxes are checked.

2) Check the **Custom format** check box.

3) From the drop-down list under and to the right of the **Custom format** check box, select a numbering format for the endnotes.

4) To add text to the selected numbering format, use the *Before* and *After* fields, as shown above for footnotes (Figure 32).

Using the Background page

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

Saving a new section

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

Editing and deleting sections

You can edit a section's attributes and formatting, and you can also delete sections.

Selecting a section

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

1) From the main menu, choose **Format > Sections**. The Edit Sections dialog box (Figure 33) opens.

2) The name of the current section appears in the *Section* area, in the field above the list box. If you want to edit or delete a different section, click the name of the desired section in the list. The selected section becomes the current section, and its name appears in the field above the list box.
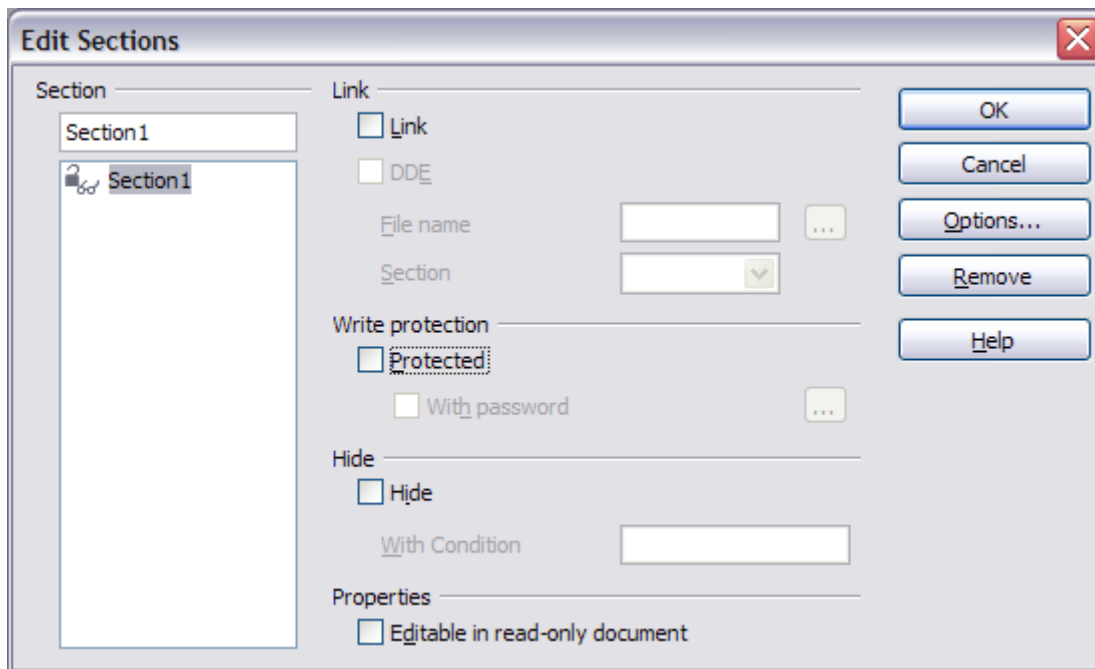
Figure 33: Edit Sections dialog box

Editing section attributes

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

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

> "Linking sections" on page 22.
>
> "Write-protecting sections" on page 22.
>
> "Hiding sections" on page 23.

Deleting sections

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

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

Editing the format of a section

To edit the format of the current section, click the **Options** button. The Options dialog box (Figure 34) opens.

The Options dialog box has four tabbed pages: *Columns*, *Indents*, *Background*, and *Footnotes/Endnotes*. To learn how to use these pages, see:

> "Using the Columns page" on page 23.
>
> "Using the Indents page" on page 24.
>
> "Using the Background page" on page 26.
>
> "Using the Footnotes/Endnotes page" on page 24.

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

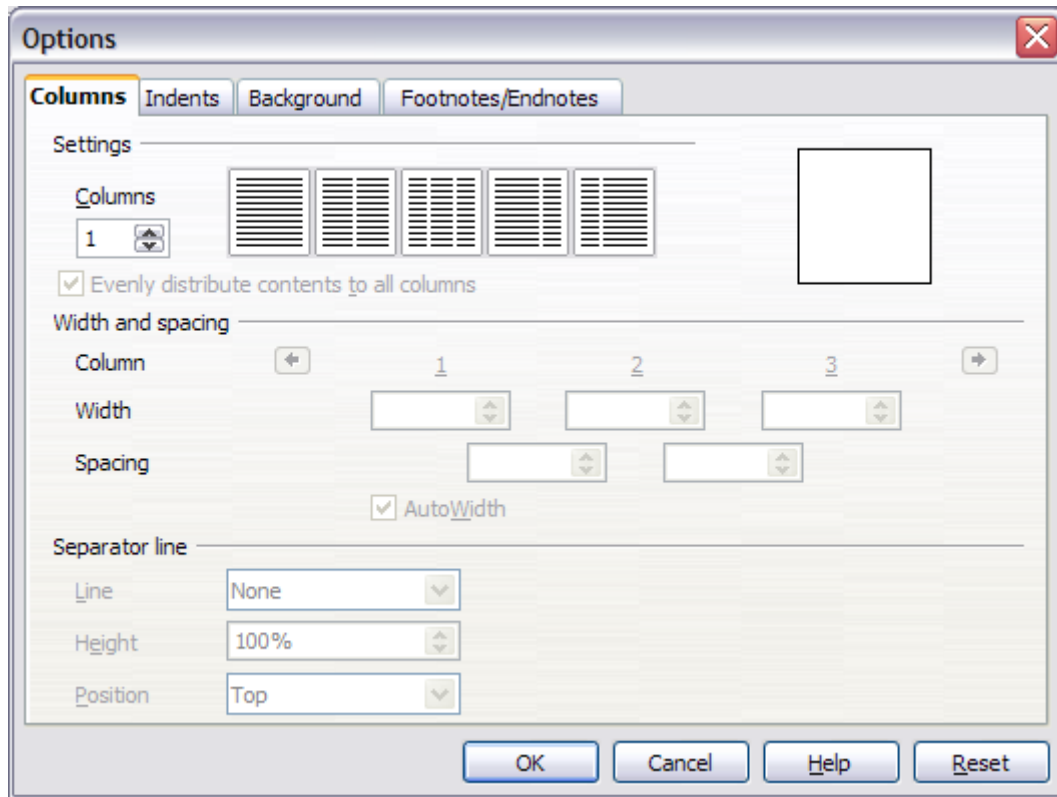To save your Options settings and return to the Edit Sections dialog box, click **OK**.

Figure 34. Options dialog box for sections

Updating links

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

Updating links automatically

The default behavior, whenever you open a document that contains links, is for Writer to prompt you to update the links. To have Writer update links without prompting you or to turn off automatic updating, follow these steps:

1) Choose **Tools > Options > OpenOffice.org Writer > General**. The dialog box displays general text document settings.

2) In the *Update* area (Figure 35), under *Update links when loading*, select one of the following three options:
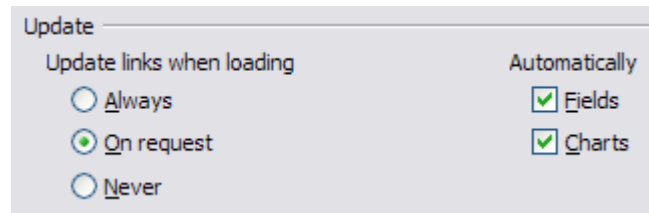
Figure 35: Writer > General options settings

- Select **Always** if you want Writer to update links automatically, without prompting you, whenever you open a document that contains links.

- Select **On request** if you want Writer to prompt you before updating links.

- Select **Never** if you do not want Writer to update links.

3) Click **OK** to save your settings. The Options dialog box closes.

Updating links manually

To update a link manually:

1) Open the document that contains the link.

2) Choose **Edit > Links**. The Edit Links dialog box opens. (See Figure 36.)

3) The list in the Edit Links dialog box displays the names of all the files that are linked to the current document. Click the file that corresponds to the link that you want to update.

4) Click the **Update** button. The most recently saved contents of the linked file appear in the current document.
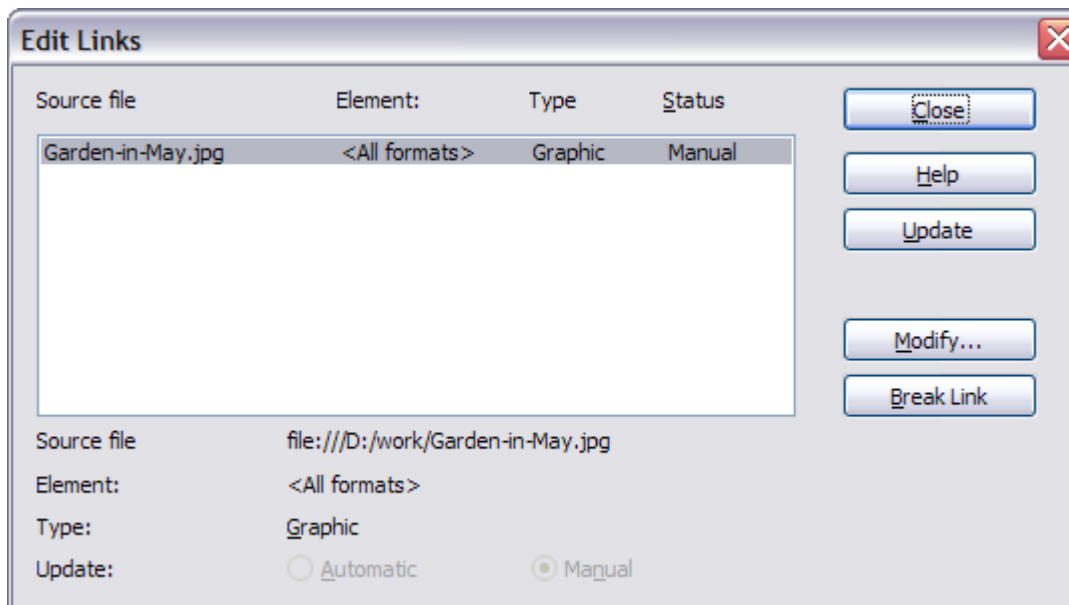
5) To close the Edit Links dialog box, click **Close**.

Figure 36: Edit Links dialog box

Creating headers and footers

Headers are portions of a document that always appear at the top of a page; footers appear at the bottom of a page. Typically, headers display the title or chapter name of a document. To insert a header, choose **Insert > Header**. Similarly, to insert a footer, choose **Footer**.
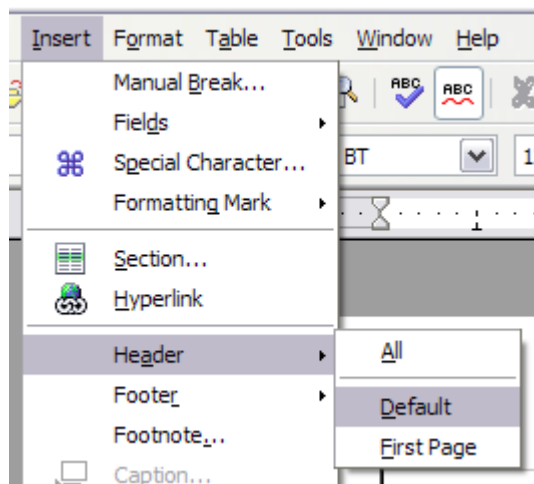

Figure 37: Inserting headers and footers

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

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

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

1) Select **File > Properties > Description,** enter a title for your document in the *Title* area, and click **OK** to close the dialog box.

2) Add a header (**Insert > Header > Default**).

3) Place the cursor in the header part of the page.

4) Select **Insert > Fields > Title**. The title should appear on a gray background (which does not show when printed and can be turned off).

5) To change the title for the whole document, choose **File > Properties > Description**.

Portrait headers on landscape pages

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

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

To set up portrait headers and footers on landscape pages:

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

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

2) Create the landscape page style.

3) Measure the distance from the upper and left edges of the page to the upper left-hand corner of the space where you want the footer to appear. Measure the width and length of the space the footer will occupy (to match footers on portrait pages). See Figure 38.
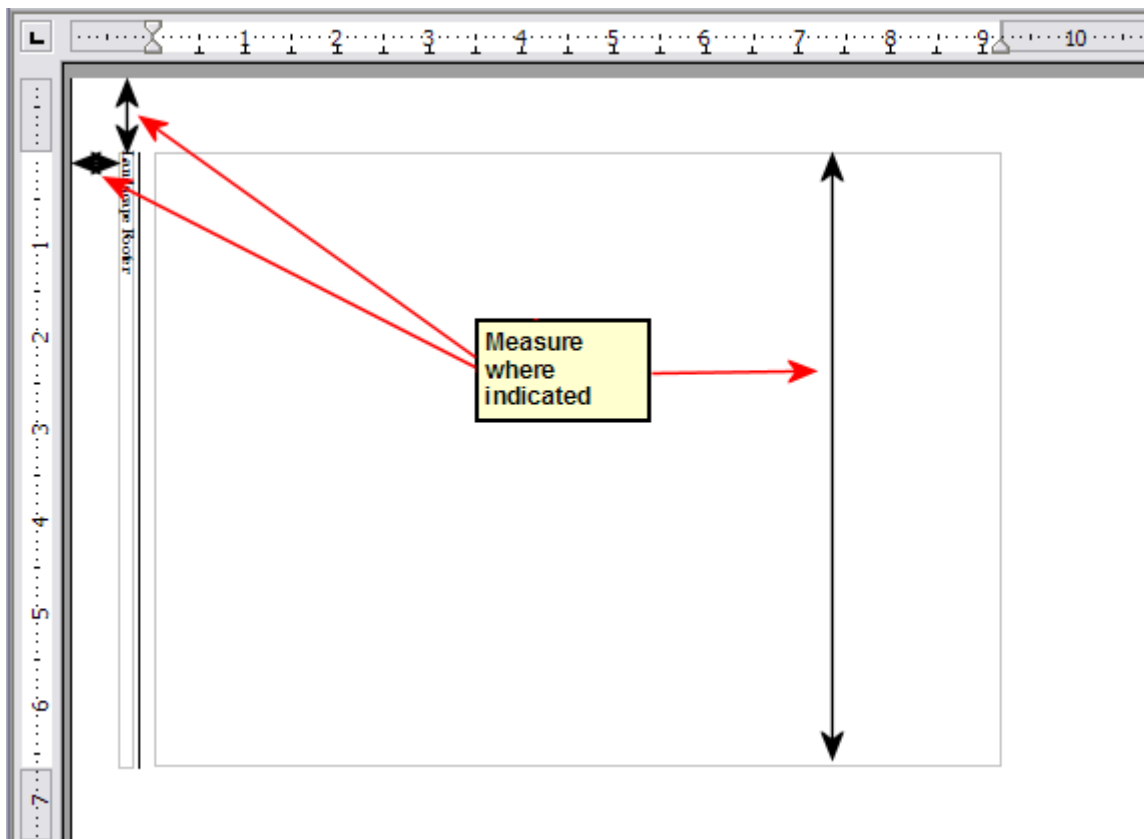

Figure 38: Measuring the location and size of the footer frame

4) In a blank paragraph in the text, type the footer text or insert fields such as the page number or the chapter number and name—to match the footer text and fields on the portrait pages.

Assign the *Footer* style to this paragraph so the typeface, font size, and tab settings match those of the footers on the portrait pages.

5) Select the text (including the fields) you just entered. Choose **Format > Character**. On the Character dialog box, choose the *Position* tab (Figure 39) and set *Rotation / Scaling* to **270 degrees** (counterclockwise). Click **OK**.
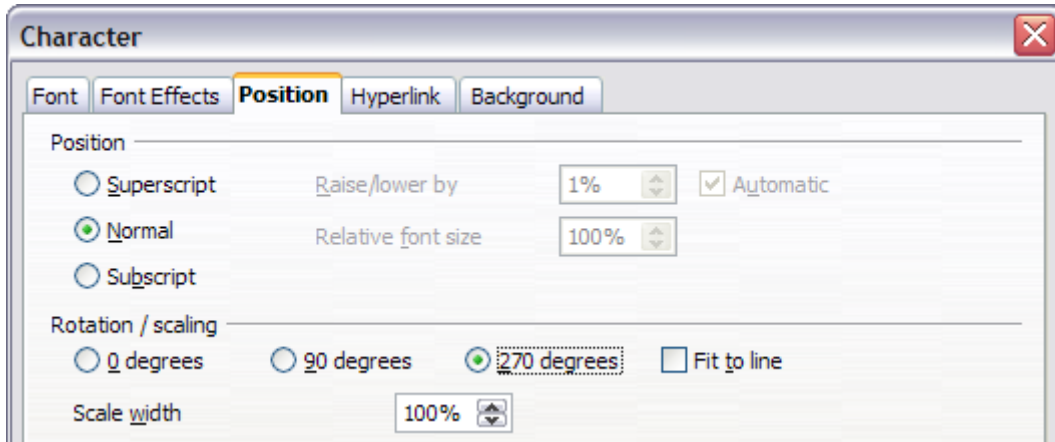
Figure 39: Rotating the footer text 270 degrees counterclockwise

6) With the text still selected, choose **Insert > Frame**. In the Frame dialog box, choose the *Type* tab (Figure 40) and enter the width, height, and horizontal and vertical position for the footer.
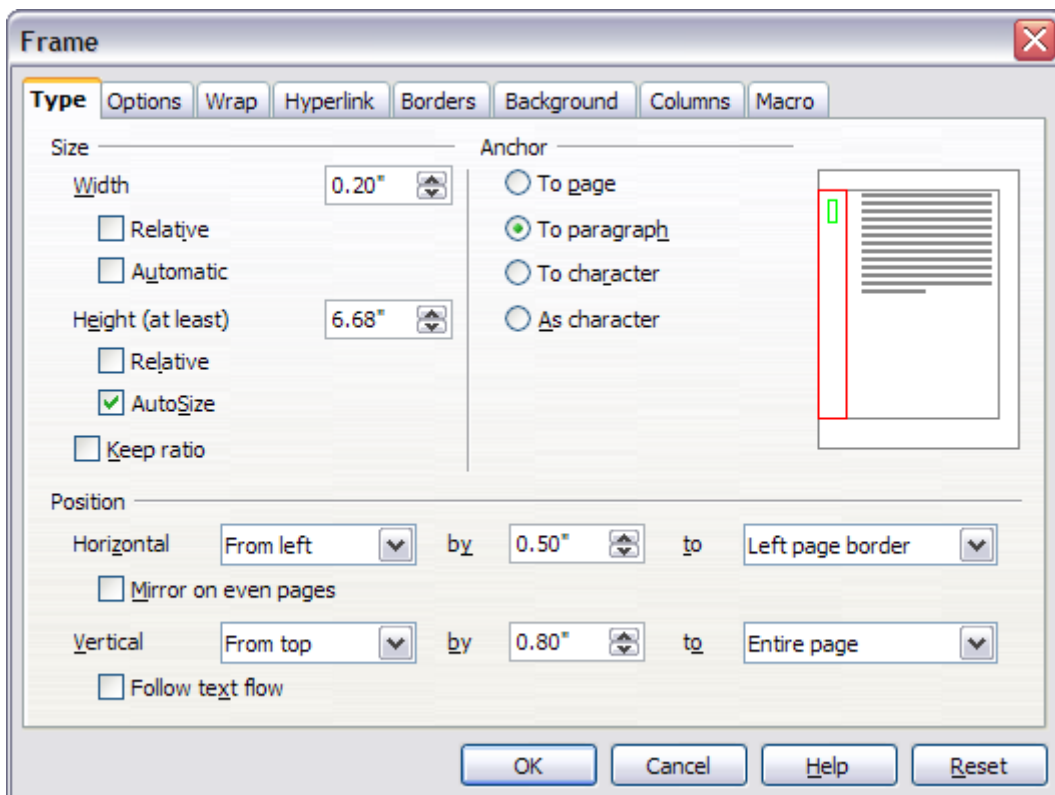
Figure 40: Defining the size and position of the footer frame

7) If your footer has a line above the text, as in this book, on the *Borders* page (Figure 41), select a right border and specify the line width and spacing to the frame's contents.
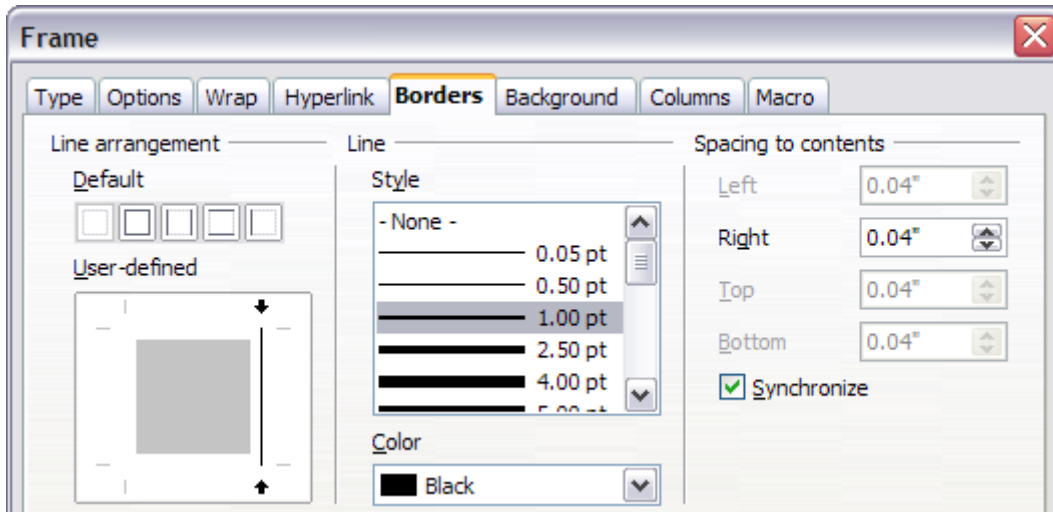

Figure 41: Specifying the border position, line width, and spacing to contents

8) Click **OK** to save these settings. The footer should now appear in the required position and orientation.

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

Numbering pages

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

Preliminaries: fields

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

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

If you have seen lists in OOo, you might have noticed this gray background. OOo lists use fields. The page number field always displays the page number for the page where it is placed. If you see the words "Page number" instead of a number, press *Ctrl+F9*. This shortcut key toggles OOo between displaying the field's *contents* (what the field is for) and the field's *results* (what the field creates).

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

Preliminaries: Inserting a header

As page numbers are usually contained in headers or footers, this section explains how to insert a header on a page. Inserting a footer requires an identical procedure.

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

1) Select from the main menu **Insert > Header > [Page Style]**.

2) The submenu contains as many entries as page styles used in your document. In addition the submenu will include the value *All*. If selected headers will be activated on all the pages of the document.

3) For our example, select the *Default* menu item to activate the headers only on the pages that use the Default page style.

At this point you should see the (empty) header on the current page, as in Figure 42.
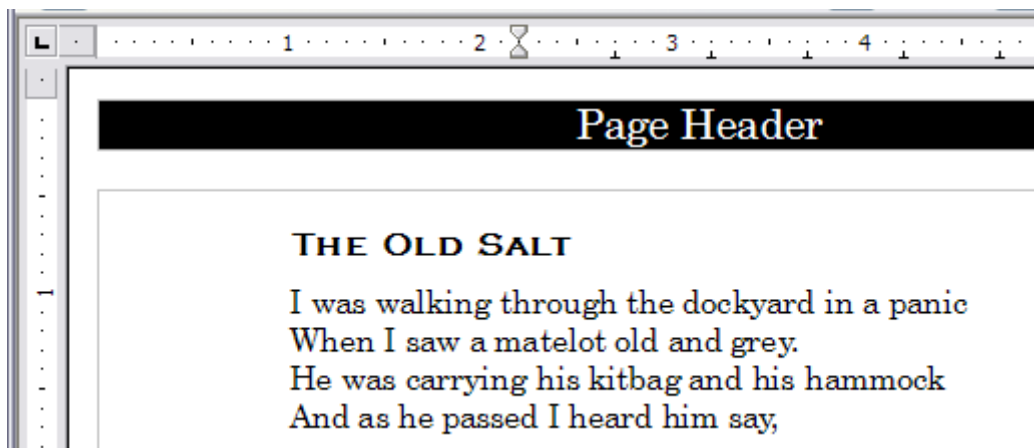

Figure 42. A page with a page header

What's so special about headers? The same text in the header appears on *all* pages with that page style. (You can experience this yourself by entering some text into the header.) This property of headers (or footers), along with fields, forms the basis of OOo page numbering.

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

Formatting the header

In OpenOffice.org a header is considered a paragraph and therefore besides adding any text , fields, cross references you like, you can format the header text using the same techniques you use for formatting text in the main body of the document.

Tip	You can define a style for headers so that you can quickly obtain a consistent formatting in case you use several page styles. OpenOffice.org includes three predefined header styles, a generic one, one for left pages and one for right pages.

Simple page numbering

The simplest case is to have the page number at the top of every page and nothing more. To do this, put the cursor on the header and select **Insert > Fields > Page Number** (Figure 43). Now, the correct page number appears on every page.
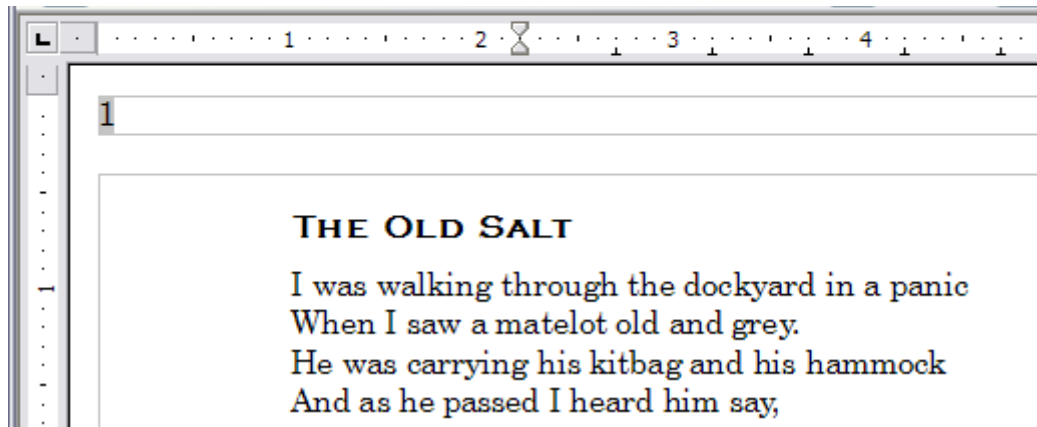

Figure 43. Page number inserted in the header

Combining header text and page number

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

- Right-align the header to make the page number appear on the top-right:

- Add (type) the word *page* so the header reads **page 1, page 2**, and so on. This also requires using the *Page Number* field, discussed earlier (page 33).

- Add the document title so the header reads, for example: **Peter's favourite poems**, left justified, and **page x** with right justification, where x is the value of the *Page Number* field. Consider using a (right aligned) tab to separate the title from the page number.

- OOo also has a *Page Count* field (**Insert > Fields > Page Count**). Using it, you could, for example, have a header that reads **page 2 of 12**.

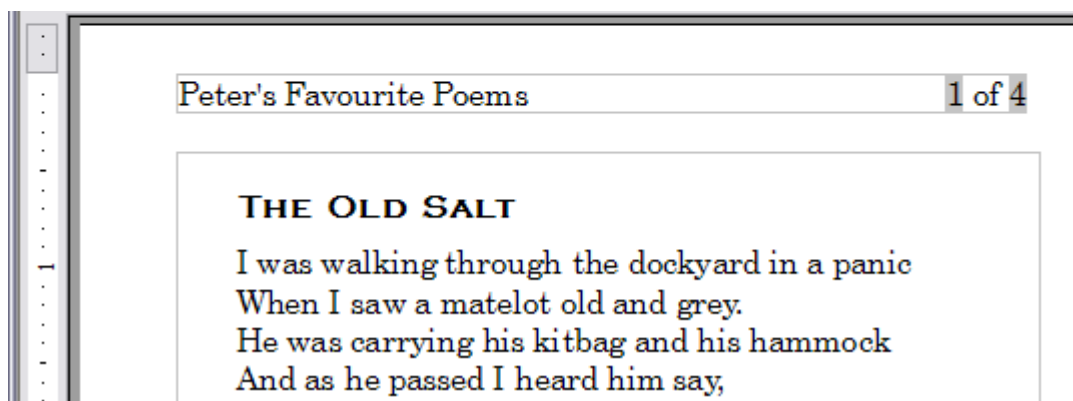These variations are all illustrated in Figure 44.

Figure 44. Variations on the simple page numbering method

Changing the number format

Many more variations are possible. For example, you can set the page number to display in Roman numerals. To do that you could double click on the page number and select the desired format, however it is a better choice to specify the format of numbers in the page style as explained here. In the Styles and Formatting dialog (press *F11* if not already displayed) select the Page Styles icon and right-click on the highlighted entry for the current style: select Modify... which brings up the Page Style dialog.

On the Page page of the Page Style dialog box, in the *Layout settings* section (Figure 45), select **i, ii, iii, ...** from the *Format* drop-down list.
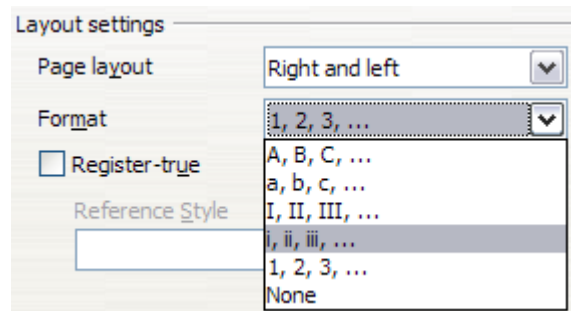

Figure 45: Changing format of page numbers

Numbering the first page something other than 1

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

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

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

1) Choose **Insert > Footer > [page style]** to activate the footer. (If the page style is already checked in the Footer menu, point to it and click **OK** in the OpenOffice.org 2.0 dialog box that appears. Then point to that page style again to select it.)

2) The cursor is now in the footer. To insert the page number, choose **Insert > Fields > Page Number**. The page number will be **1**.

3) Click in the first paragraph in the text area or type a paragraph of text.

4) Choose **Format > Paragraph** (or right-click and choose **Paragraph** from the pop-up menu) to display the Paragraph dialog box.

5) On the *Text Flow* page, in the *Breaks* section, select **Insert** and select **Page** in the *Type* drop-down list. Select **With Page Style** and the page style you are using for the first page of the document.

6) The *Page number* field is now active. Type the page number you want to start with. Click **OK** to close the Paragraph dialog box.

Numbering pages by chapter

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

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

1) Ensure that your chapter titles are all identified by the same paragraph style, for example, the Heading1 style.

2) Use **Tools > Outline Numbering** to tell OOo what paragraph style you are using for Level 1 in your outline, and specify "1,2,3" in the Number box. (See Figure 46.)
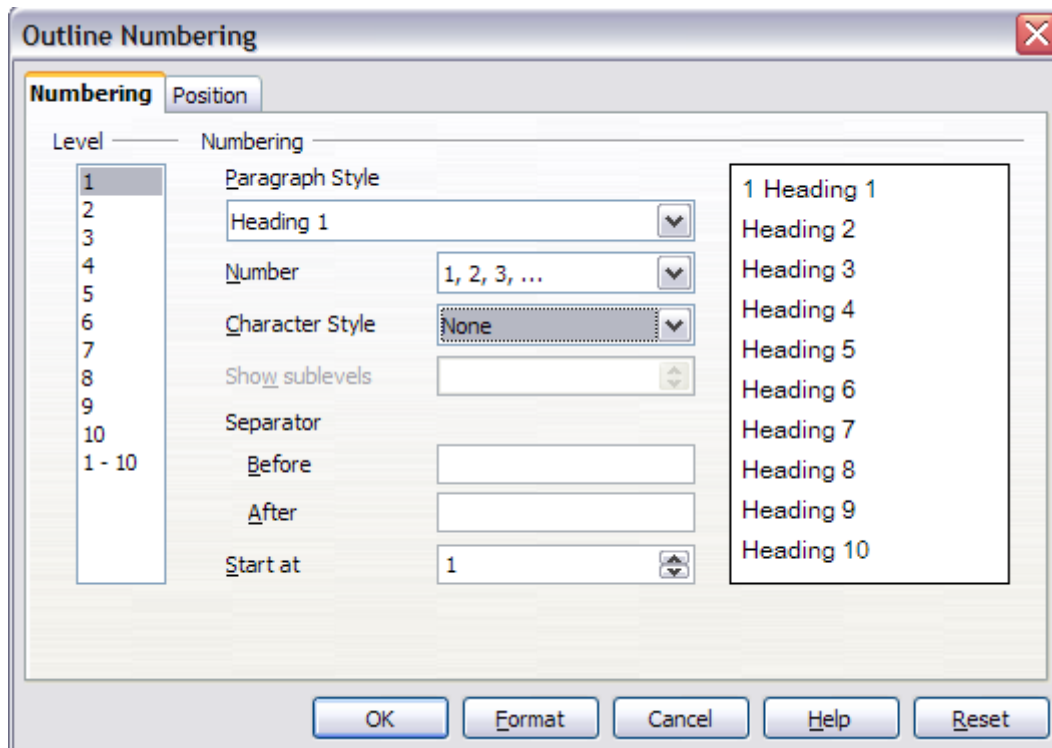

Figure 46: Specifying paragraph style and numbering for chapter titles

3) Insert the chapter number in your document. To do this:

   a) Place the cursor in the header or footer just before the page number you inserted earlier, and choose **Insert > Fields > Other** from the menu bar.

   b) On the Fields dialog (Figure 47), go to the *Document* page. Select **Chapter** in the *Type* list, **Chapter number** in the *Format* list, and **1** in the *Layer* box. Click **Insert**.

   c) Type a hyphen or other punctuation between the chapter number and the page number.

For more information, see "Choosing paragraph styles for outline levels" and "Including chapter or section information in page headers" in Chapter 7 (Working with Styles).
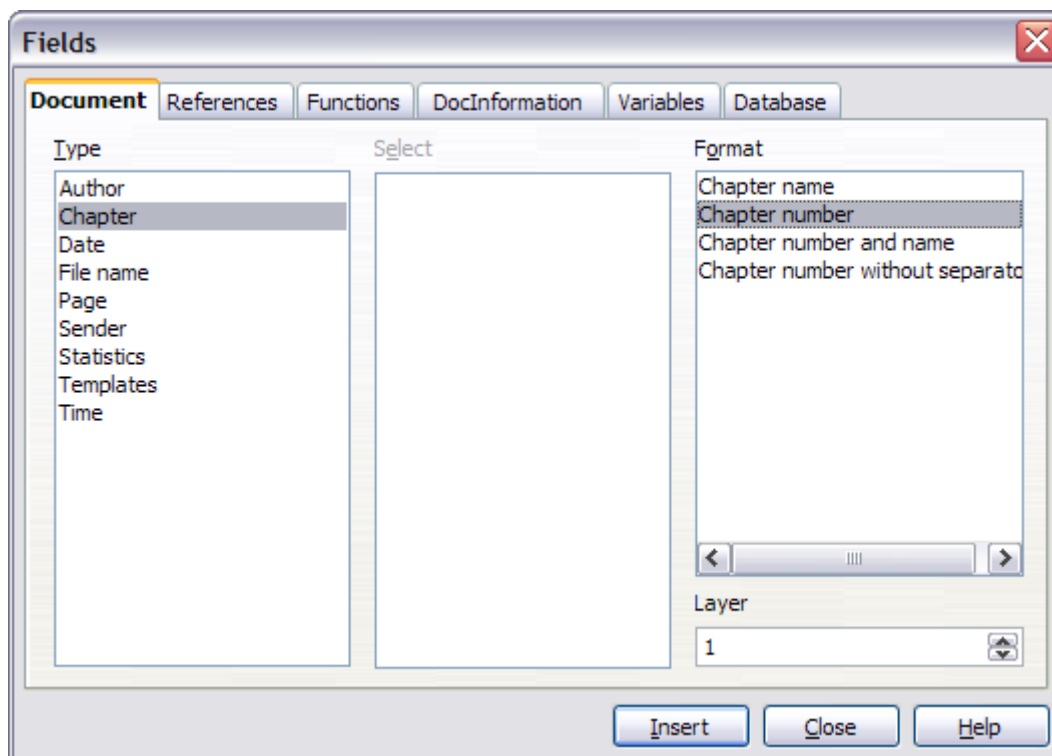
Figure 47: Inserting a chapter number field

Restarting page numbering

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

You can restart page numbering in two ways.

Method 1:

1) Place the cursor in the first paragraph of the new page.

2) Choose **Format > Paragraph**.

3) On the *Text Flow* page of the Paragraph dialog box (on page), check **Insert** in the *Breaks* area.

4) In the *Type* drop-down list, select **Page**.

5) In the *Position* drop-down list, select **Before** or **After** to position where you want to insert the page break.

6) Check **With Page Style** and specify the page style to use.

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

Method 2:

1) Place the cursor in the first paragraph of the new page.

2) Choose **Insert > Manual break**.

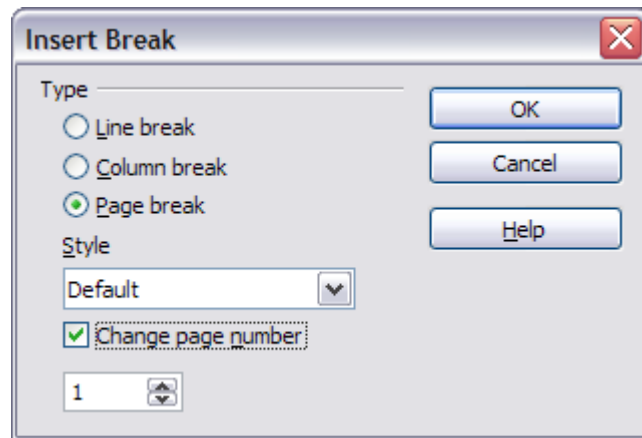3) **Page break** is the default selected on the Insert Break dialog box (Figure 48).

Figure 48: Restarting page numbering after a manual page break

4) Choose the required page in the *Style* drop-down list.

5) Check **Change page number**.

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

Example: Restart page numbering: a preface

A standard preface has the following properties:

- Page numbers are displayed in Roman numerals (i, ii, iii, iv, …).

- After the preface, the document starts on a *Default* page.

- The page number resets to 1, and the number format becomes Arabic (1, 2, 3, 4, …).

Resetting the page number requires page breaks.

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

1) Create a new page style and name it *Preface*.

2) Set its *Next Style* to **Preface** because a preface could span multiple pages.

3) Add a header to *Preface* and insert the *Page Number* field. Make the page numbers display as Roman numerals (i, ii, iii, iv, …):

   a) Open the page style window for *Preface* (if not already open) and click the **Header** tab. Check **Header on** under *Header*.

   b) Click the **Page** tab. Under *Layout settings*, in the *Format* drop-down list, set the format to **i, ii, iii, …**. (See Figure 49.) Click **OK** to close the dialog box.
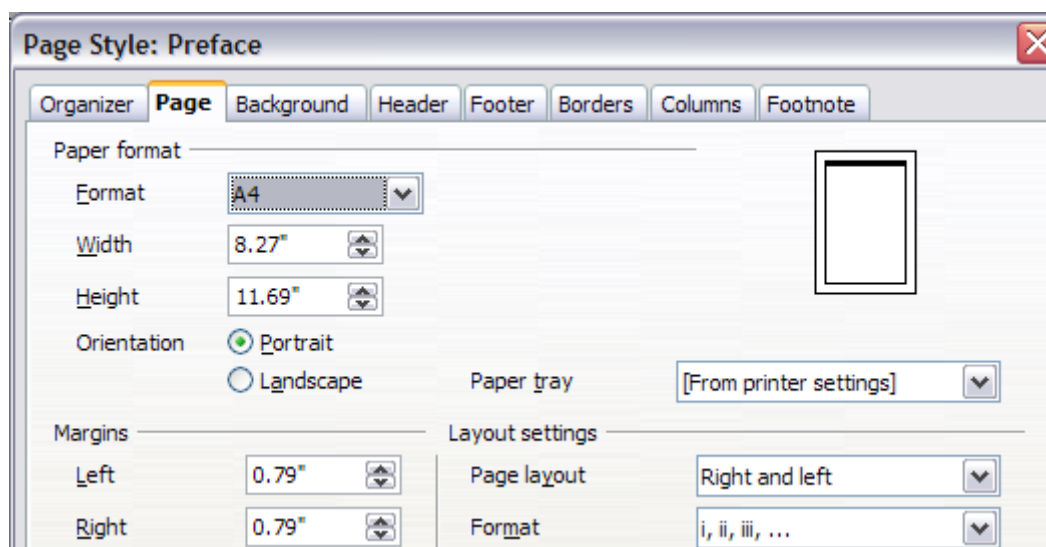
Figure 49. Set page number format to Roman numerals.

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

1) Make an empty paragraph at the very end of the preface.

2) Put the cursor on the blank line.

3) Choose **Insert > Manual Break**.

4) Select **Page break** and choose the *Default* style.

5) Select the **Change page number** check box and set the new value to **1**. Click **OK** to close the dialog box.
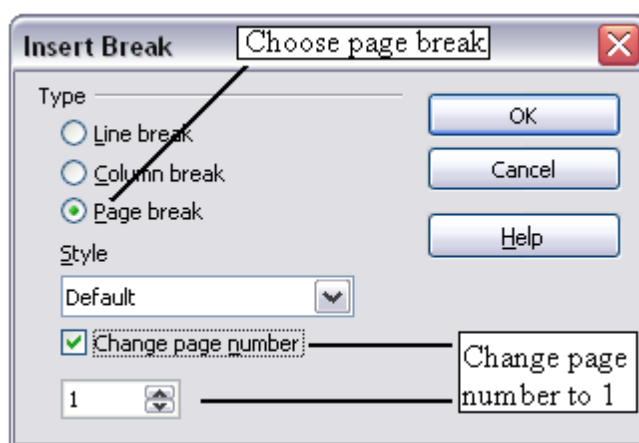
These settings are shown in Figure 50.

Figure 50. Set the new page number to 1 and the page style to Default.

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

This change is also reflected on the status bar. The *Page* section of the status bar now includes both the total page count and the entry of the page number field (Figure 51).
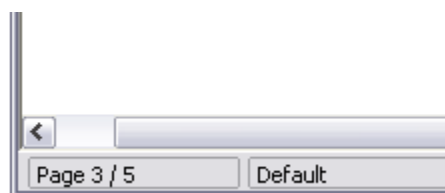

Figure 51. Page number in the status bar

Problems with restarting page numbering

Restarting page numbering may lead to two problems.

- The *Statistics* page in the document's **Properties** (**File > Properties**) always displays the total number of pages in the document, which may not be what you want to appear in the *Page Count* field.

- When page numbering is restarted, OOo always make sure that an odd-numbered page is a right page and an even-numbered page is a left page. It does this by inserting a blank page, if necessary. Sometimes this blank page is not desired, particularly when creating PDFs or when printing single sided.

Solving the page count problem

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

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

1) Position the cursor where you want the page count to appear.

2) Press *F2* to open the formula bar, just above the horizontal ruler in the main Writer window (see Figure 52).

3) After the equal sign, type ***page –1***. If you want to exclude multiple pages, substitute the number of excluded pages for 1 in the formula.

4) Press *Enter* to close the formula bar and insert the resulting field into the document.
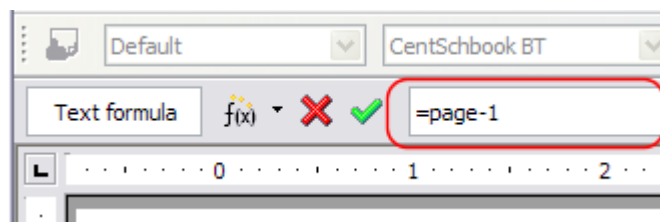

Figure 52: Formula bar

If you do not know the total number of pages in advance, then one approach is to create a set reference on the last page and then insert a cross reference to it. Refer to Chapter 14 (Working with Fields) for more information on setting references and inserting cross references.)

To create a set reference on the last page:

1) Go to the last page (*Ctrl+End*).

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2) Choose **Insert > Cross-reference**.

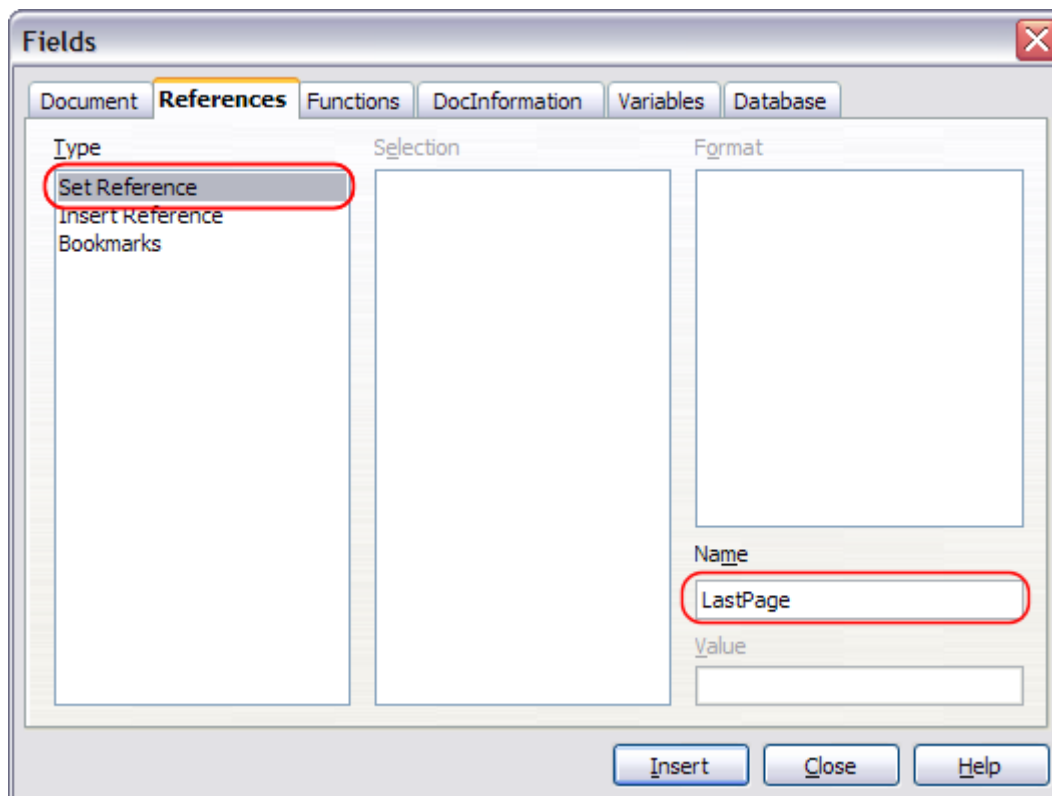3) On the *References* page of the Fields dialog box (Figure 53), select **Set Reference** in the *Type* column.

Figure 53: Setting a reference on the last page of the document

4) In the *Name* box, enter **LastPage**.

5) Click **Insert**. **LastPage** is now listed in the *Selection* column.

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

1) Position the cursor at the desired location—for example after the space added after **of** in the header or footer, as in **page xx of yy**.

2) Choose **Insert > Cross-reference**.

3) On the *References* page of the Fields dialog box (Figure 54), select **Insert Reference** in the *Type* column and **LastPage** in the *Selection* column. **LastPage** now appears in the *Name* box.

4) In the *Format* column, select **As page style**. Click **Insert**.

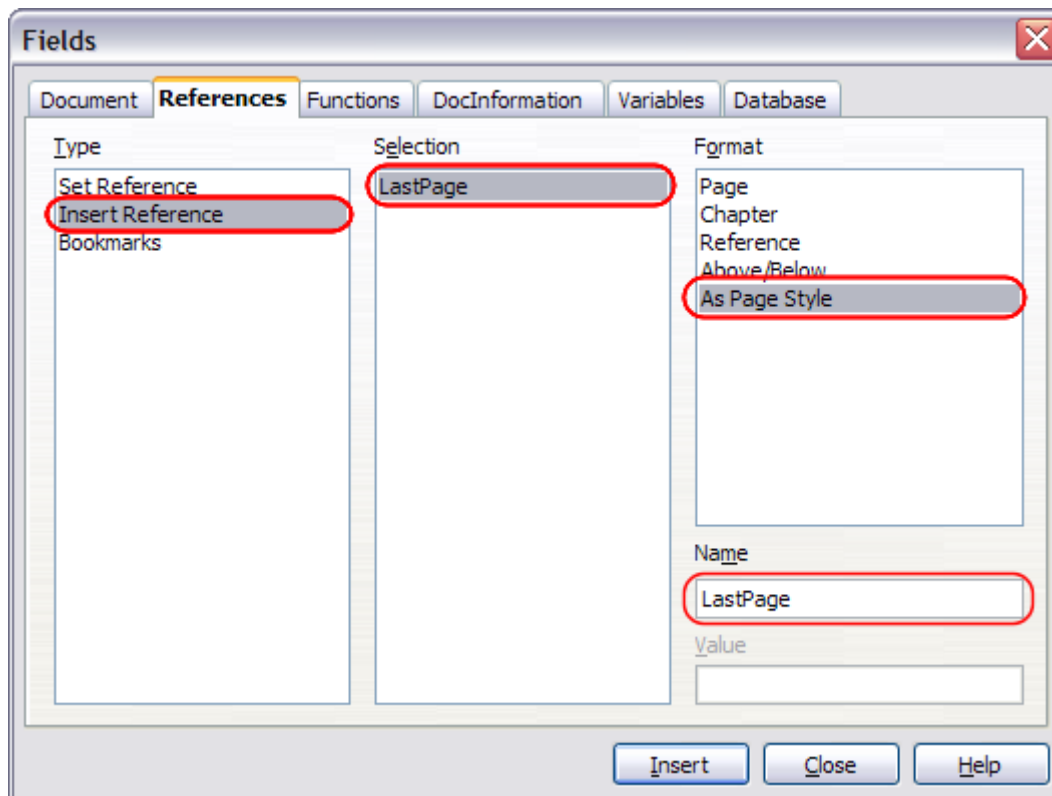| Notes	Do not delete the reference set at the end of the document. If you do, the cross-reference will not work.
	If a field, such as a cross-reference, does not automatically update, select the text containing the field and press *F9*.

Figure 54: Inserting a cross-reference to the last page of a document

Numbering portrait and landscape pages

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

1) Refer to "Portrait headers on landscape pages" on page 30 to create a landscape page style and landscape header or footer styles. When creating the page style, check the **Use dynamic spacing** check box in the *Spacing* area in the *Header* or *Footer* pages of the Page Style dialog box.

2) Insert the page break and choose the landscape page style; do not change the page numbering.

3) In the relevant header or footer, insert the page number field (**Insert > Fields > Page Number**).