

ICDL Module 3: Word Processing

using

OpenOffice.org Ver 2 Writer

David Varley

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Module 3: OpenOffice.org Writer

Section 1: Using the Application

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3.1.1 First Steps with Word Processing

3.1.1.1 Open (and close) a word processing application

For the most part, using Writer in either Windows or Linux is the same. The major difference occurs in open and closing the application. The other variation is in opening and saving files as the file system is quite different in Windows and Linux.

Open Writer in Linux

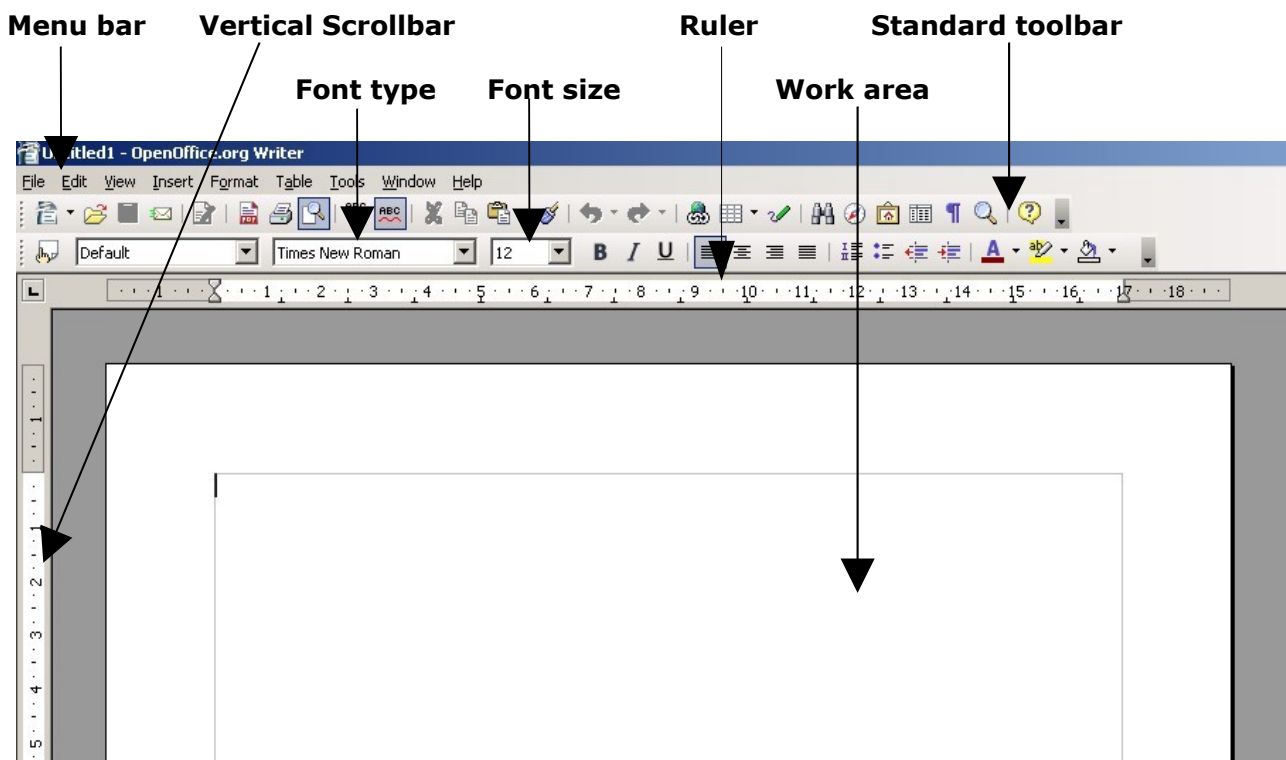
- Click on **Start Applications**
- Click **Office**
- Click **Word processors**
- Click **OpenOffice.org Writer**

As there are many variations in the way Linux may be installed on computers, it is possible that there will be some variation. The above method is the default when OpenOffice.org 1.1.0 is installed as part of the Mandrake 9.2 distribution and KDE 3.1 is used as the desktop. Mandrake 9.2 is in turn based largely on the Red Hat distribution.

Open Writer in Windows

- Click the **Start** button.
- Click **Programs**.
- Click **OpenOffice.org 2.0**
- Click **OpenOffice.org Writer**

The Writer screen will now display. The components of the screen are shown below.



Convention

Because we will be making extensive use of the **Menu bar**, we will make use of the following convention in using the functions of the menu bar.

- **File » Save.**

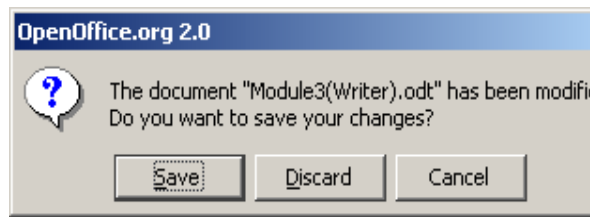
Will mean exactly the same as

- Click **File** on the **Menu bar**.
- Click the **Save** option in the menu.

Close Writer

- **File » Exit.**

This will close all open documents and exit Writer. If you have made any modifications to open documents, Writer will ask you whether you wish to save or discard the changes you have made. It will also give you the option of canceling the **Exit** operation.



3.1.1.2 Open one, several documents

One of the advantages that word processors such as Writer provides for us is the facility to save our work and recall it at a later time. We can then print our work or make further changes (edit). In addition, we are able to create many versions of the same document, each of which can be saved on our hard drive under an appropriate name.

To open a document:

- **File » Open.**

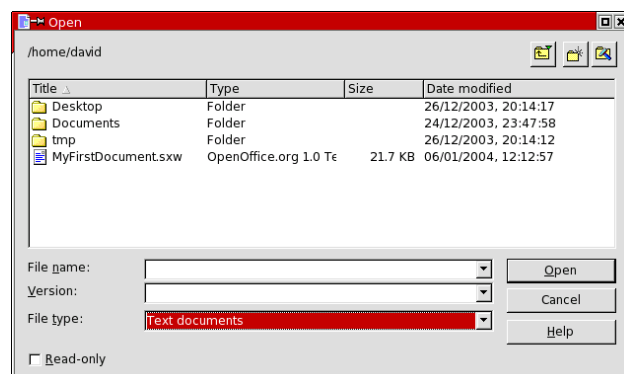
At this stage there is a difference between what will happen in Linux and Windows.

Linux:

The **Open** dialogue will appear. In general, this will point to your home directory.

In this case, the **Open** dialogue is pointing to the directory /home/david.

- If necessary, navigate to the desired directory.
- Highlight the file you wish to open.
- Click **Open**.



If you wish to open a file contained on your floppy, navigate to the directory /mnt/floppy.

On the top right of the **Open** dialogue, there are three important icons:



Up one level: Pressing this icon will move you to the parent of the current directory.



Create new directory: This option allows you to create a new directory in the current directory. In order to be able to do so, you will need the appropriate user rights.



Default directory: Pressing this icon will move you to the default directory. This is useful if you have moved through several directories and wish to return to your starting point in the directory tree. This will be different for each user.

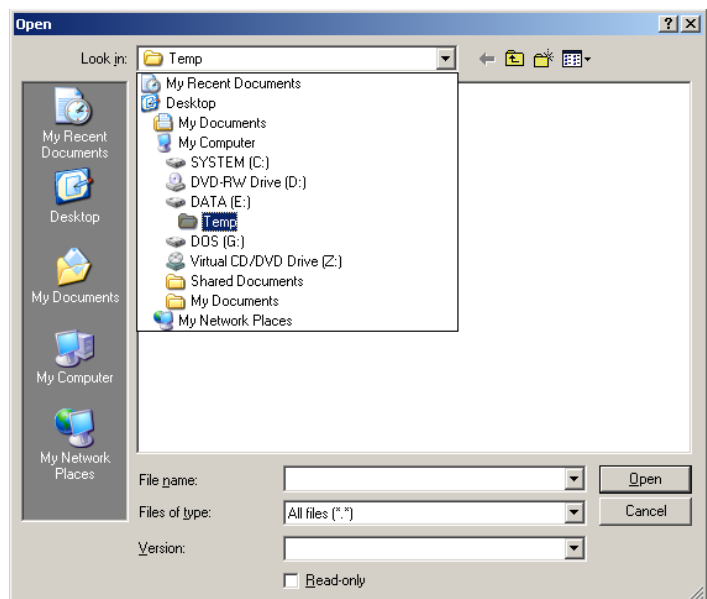
Windows XP:

If you are running Writer under Windows, the Windows **Open** dialogue will be displayed.

If you click in the **Look in** window, a drop down box will display your current directory and available drives. You can switch to another drive by double clicking on it in this window. You can also use the navigation icons to move around your directory structure.

- If necessary, navigate to the desired directory.
- Highlight the file you wish to open.
- Click **Open**.

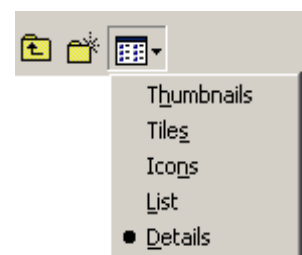
If you wish to open a file on your floppy disk, first double click on **Floppy A:** in the **Look in** window.



The first two icons in the **Open** dialogue are the same as under Linux.

The third icon allows you to display the contents of the **Open** dialogue in a number of ways as shown on the adjacent screen.

The **Details** option displays important information such as file type, size, created or last edited and attributes.



Terminology

We will use the terms document and file interchangeably. Document is the more commonly used term when working with Windows while file tends to be used more commonly when working with Linux.

Open multiple documents

You may open several documents at the same time. Simply repeat the process described above.

Although the files will all be open, only one will be displayed on your screen for editing. We will refer to this as the active document. In section 3.1.1.7, you will learn how to switch between open documents.

3.1.1.3 Create a new document (based on default, other available template)

To create a new document from scratch:

- **File » New » Text document.**

This will display a blank screen in which you can create a document. This document will be based on default settings. Default settings are ones which Writer sets up for you automatically.

Templates

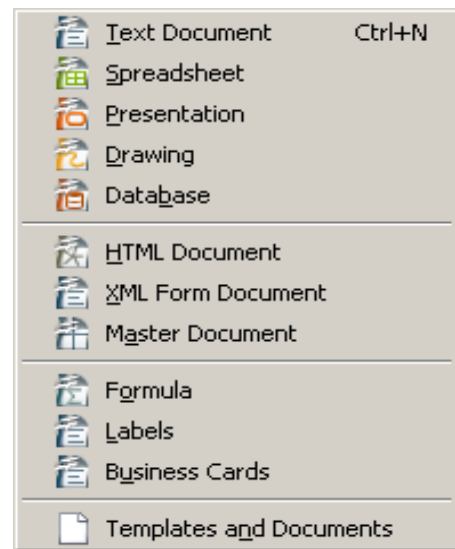
Templates are predefined layouts for creating documents. Writer has a number of templates. It also allows you to create your own templates.

When you select **File » New**, a number of Writer templates are displayed.

For example, to create business cards:

- **File » New » Business cards.**

This will then display a dialogue which will make the process of creating business cards much simpler than it would have been without the use of a template.



To create a document based on a template you have created you would use:

- **File » New » Templates and documents.**

This will bring up a dialogue which will allow you to select either a predefined Writer template or one that you have created. This template will provide you with the basic format of your new document. There is more information on templates in section 3.1.1.6.

3.1.1.4 Save a document to a location on a drive

When you work with a document on your computer, the working form resides in the computer's RAM. This is temporary memory used for your current activities. Since RAM is volatile, when the computer is switched off, everything that is in RAM is automatically lost. In order to keep your work you will need to transfer the contents of RAM to your hard disk. This process is called **saving**.

When you save a document, you give it a name and you specify where it is to be stored.

Save an existing document

If you have opened a document and made some changes, the process of saving it is very simple:

- **File » Save.**

This will change the contents of the stored version so that it is identical to the version that is displayed on your screen. In this case, the previous version on disk is overwritten.

If you use **File » Save** in a newly created document, Writer will automatically assume that you wish to use **File » Save as**.

Save a new document

When you create a document from scratch, there is no version stored on disk. To save the file to disk:

- **File » Save as.**

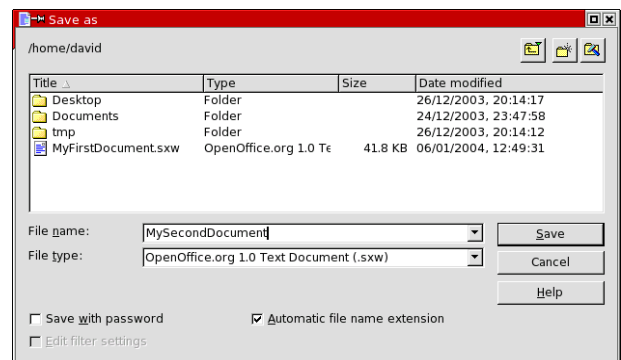
Now depending on whether you are using Linux or Windows, slightly different dialogue windows will be displayed.

Linux:

The **Save as** dialogue will appear. In general, this will point to your home directory. It is very similar in appearance and functionality to the **Open** dialogue.

- If necessary, navigate to the directory in which you wish to save the file.
- Enter a name into the **File name** window.
- Click **Save**.

For the moment we will not be concerned with all the options in the **Save as** dialogue.



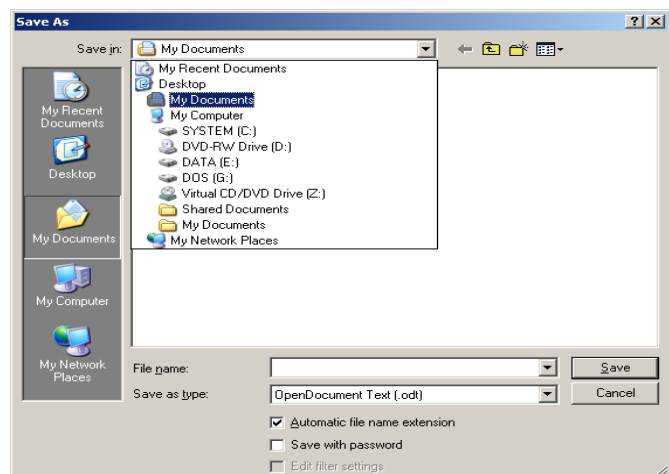
Windows:

The **Save as** dialogue window has a very similar structure to the **Open** window.

If you click the **Save in** window, your position within your drive and directory structure will be displayed.

- If necessary, navigate to the directory in which you wish to save the file.
- Enter a name into the **File name** window.
- Click **Save**.

For the moment we will not be concerned with all the options in the **Save as** dialogue.



3.1.1.5 Save a document under another name

When you use the **File » Save** function, the contents on disk are overwritten by the contents on your screen. It often happens that we don't want to do so. In other words, we might wish to keep copies of different versions of the file under different names.

Another possibility is that we wish to keep copies of the same document, but in different places.

In both cases use the **File » Save as** function.

Suppose, for example, you are writing a difficult letter to someone. Suppose you initially call the letter **LetterToJo**. After having made some changes you could use **Save as**, but this time call the document **LetterToJo1**. The following version could be **LetterToJo2**, and so on.

3.1.1.6 Save a document in another file type such as: text file, Rich Text Format, HTML, template, software specific file extension, version number

File formats

There are many different word processors and applications that can read text documents. One of the very important aspects of working with information technology is the ability to exchange documents between different systems.

Each application has its own way of storing information in electronic form. This is known as the format of the application. For example, Microsoft Word stores documents in a different electronic format to OpenOffice.org Writer.

Another issue we need to contend with is that as software develops in sophistication, the format of the documents will change to cater for the increased sophistication. We also need to be able to store a document in a format that could be read by an earlier version of an application package.

There are also a number of generic formats that can be used. These are formats that are not specific to a particular application but which have been designed by the information technology industry to form a common basis for all documents.

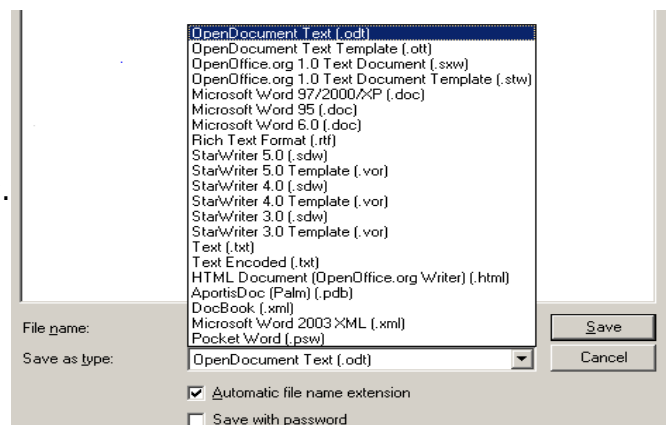
Each format has its own file extension. Sometimes we refer to the format by its extension. For example, Writer 1 creates `sxw` files, Writer 2 creates `odt` while Microsoft Word creates `doc` files. Rich text format, a generic format, uses the `rtf` extension.

Web browsers can only read documents created in Hypertext Markup Language or `html`.

To save a file in a particular format (the method is the same in both Linux and Windows):

- **File » Save as.**
- Click on the **Save as type** drop down window.
- Select the type.
- Click **Save**.

Notice that the **Save as type** window lists both formats and versions of formats.



The following table provides a reference to some common file types.

Format	Extension	Details
Writer version 1	sxw	This is the format in which Writer version 1 saved its documents
Writer version 2	odt	Open Document Text is the new standard format for version 2 of Writer.
MS Word	doc	Writer enables you to save documents in the formats of the different versions of MS Word
HTML	htm html	Documents that are meant to be read by web browsers such as Internet Explorer and Netscape must be saved in HTML format. This is an abbreviation for HyperText Markup Language.
Template	stw	A template is an outline of a document that can be used for future documents. Templates will be covered in more detail in a subsequent chapter.
Rich text format	rtf	This is a format designed for the exchange of formatted text files. The main disadvantage is that the format creates fairly large files.
Text	txt	Text files containing unformatted text
Versions		As applications develop they include new features. Many of these relate to format.
Portable document format	pdf	This is a particularly important format. If you create a file in pdf format, you can send this to other users who can view it with the free Adobe Acrobat Reader. They are, however, unable to edit it.

Save a file in doc format suitable for Microsoft Word

Since MS Word is very widely used, you may regularly need to save documents in doc format. This will allow MS Word users to read your documents.

Create a file in pdf format

- **File » Export as PDF.**
- Select the directory in which you wish to save the file.
- Enter a file name.
- Click **Save**.

Templates

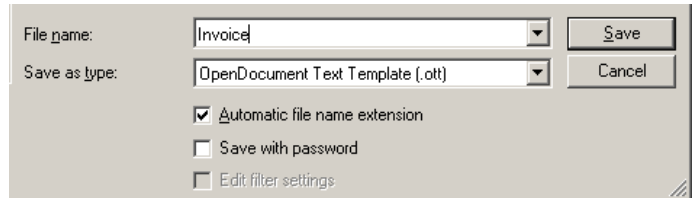
Once you have worked with Writer for a while you will want to create your own templates on which to base your documents. Often these templates only contain formatting features such as margin settings, page orientation, fonts similar features. They can, however, also contain text.

You may for example have to create invoices on a regular basis. Invoices have certain formatting features, but they also contain a lot of text which is the same on each.

Create a template

- Create the document you wish to use as a template. This may consist only of formatting or formatting and text.

- **File » Save as.**
- Enter the name of the template into the **File name** window.
- Click on the **Save as type** window and select **Open Document Text Template** as shown in the adjacent window.



- Select the directory in which you wish to store the template.
- Click **Save**.

This will save the contents of your workspace in template format with an ott extension.

Although the method of creating templates is the same, you need to take care of where you save them so that you can access the templates when you need them. The following are some suggestions.

Saving templates in Linux

In Linux, save your templates in the subdirectory called **Documents** in your home directory.

Saving templates in Windows

A good place to store templates initially is in **My documents**.

If you save templates in these directories, you can access them when you create a new document as follows:

- **File » New » Templates and documents.**
- Click **My documents**.
- Select the template and click **Open**.

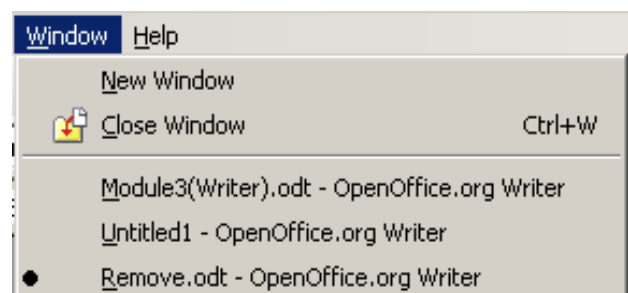
3.1.1.7 Switch between open documents

You may open several documents using the **File » Open** function. You will, however, only be able to edit the active document, the one that is displayed on your screen. To make another document active, you need to switch to that document.

- Click **Window** on the menu bar.

A list of open documents is displayed in the lower half of the window. The active document is marked with a dot.

- Click on the document you wish to switch to.



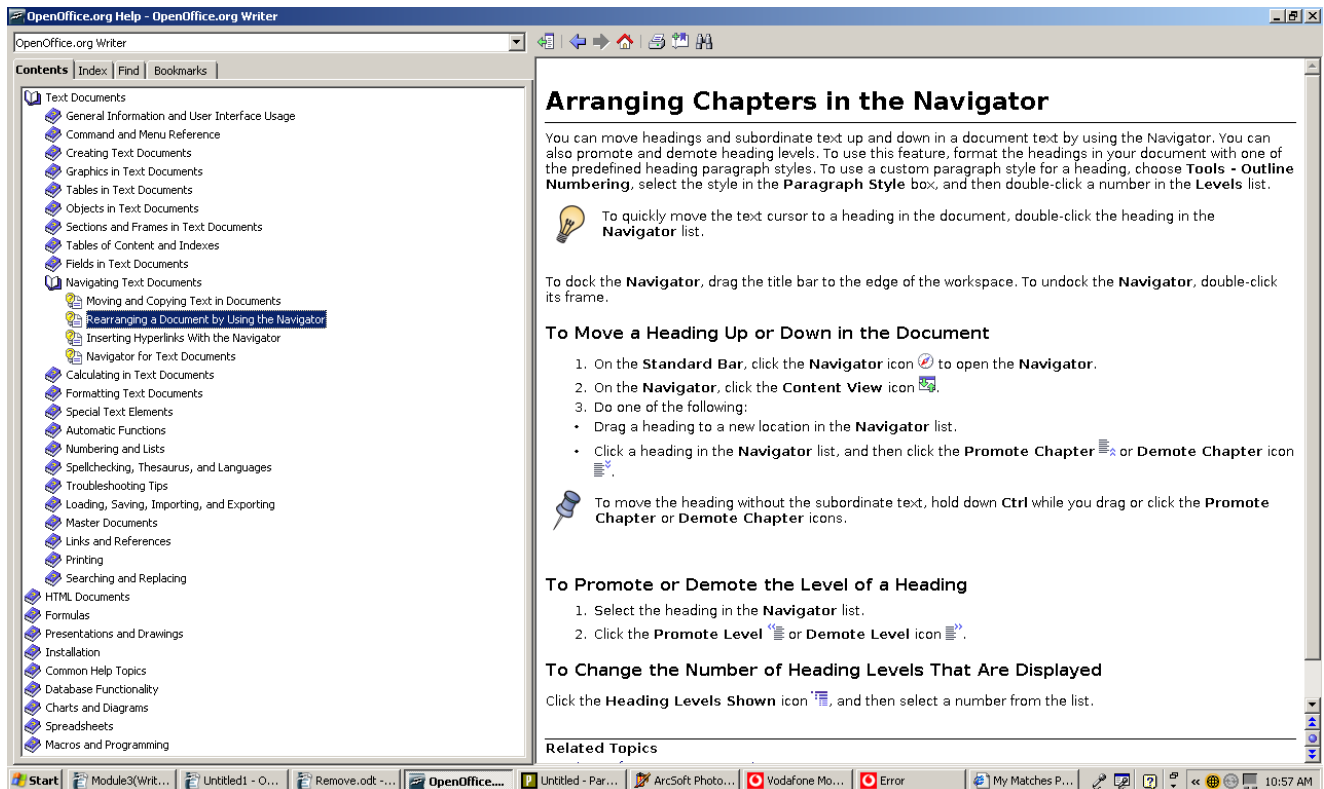
3.1.1.8 Use available Help functions

The help system of OpenOffice.org provides a complete reference to the system.

Contents

- **Help » OpenOffice.org Help.**

This accesses the help system of OpenOffice.org, not just Writer.



- Click on the **Contents** tab.

Each book represents a major section.

- Double click on any book icon, for example **Text documents**. This will display the contents which may be further subsections or actual entries.
- Double click on a subsection, for example **Navigating text documents**.
- Double click on a entry, for example **Rearranging a Document Using the Navigator**. The right hand pane will contain a detailed description of the topic.

Index

The **Contents** tab is the same as the table of contents at the front of the book. This organises entries by function.

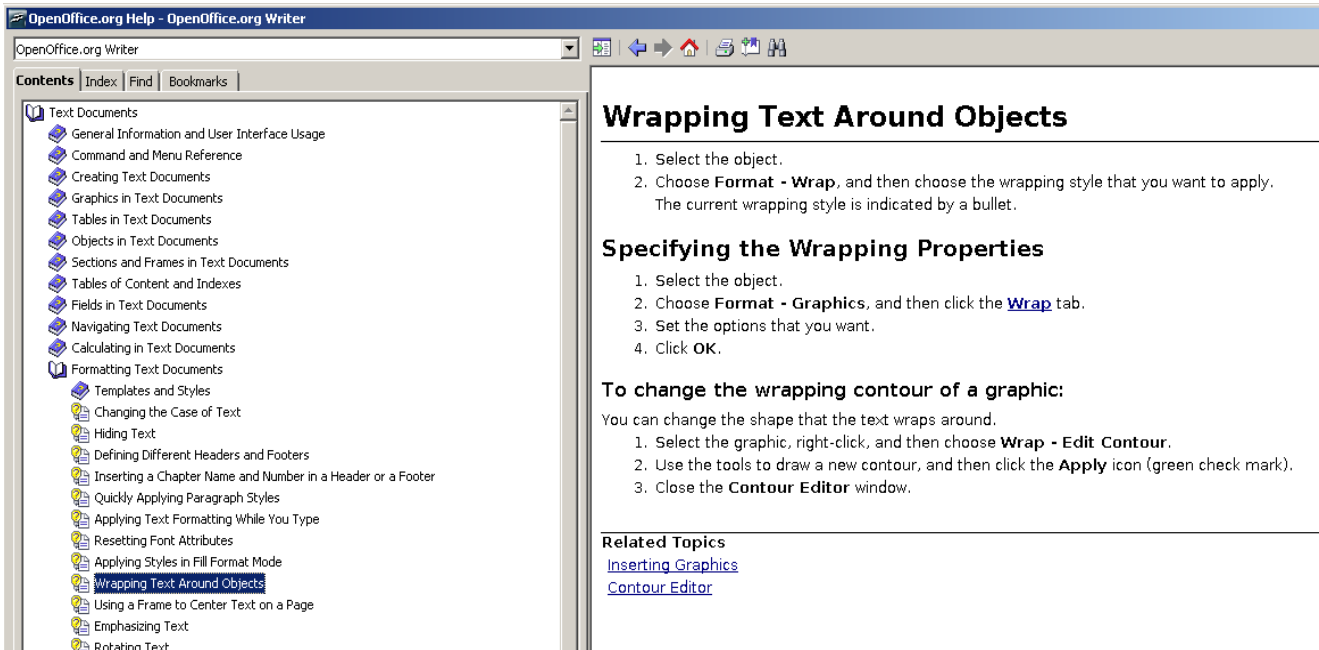
The **Index** tab functions in the same way as the index at the back of the book. This provides an alphabetic listing of topics.

- Click on the **Index** tab.

- Begin typing a term that you are interested in into the **Search term** window. Type for example the word **template**.

OpenOffice.org will attempt to anticipate what you are searching for. As you type in the **Search term** window, the alphabetic listing of topics will change. The entries are divided into headings and actual topics. The headings are flush against the left hand side of the pane while the actual topics are slightly indented.

- Double click on an entry.



The right hand pane contains the details of the topic you have selected.

Within the details of the entry you will also see a number of hyperlinks. These are underlined in blue. These are references to related topics. To jump to one of these entries, double click the hyperlink.

Find

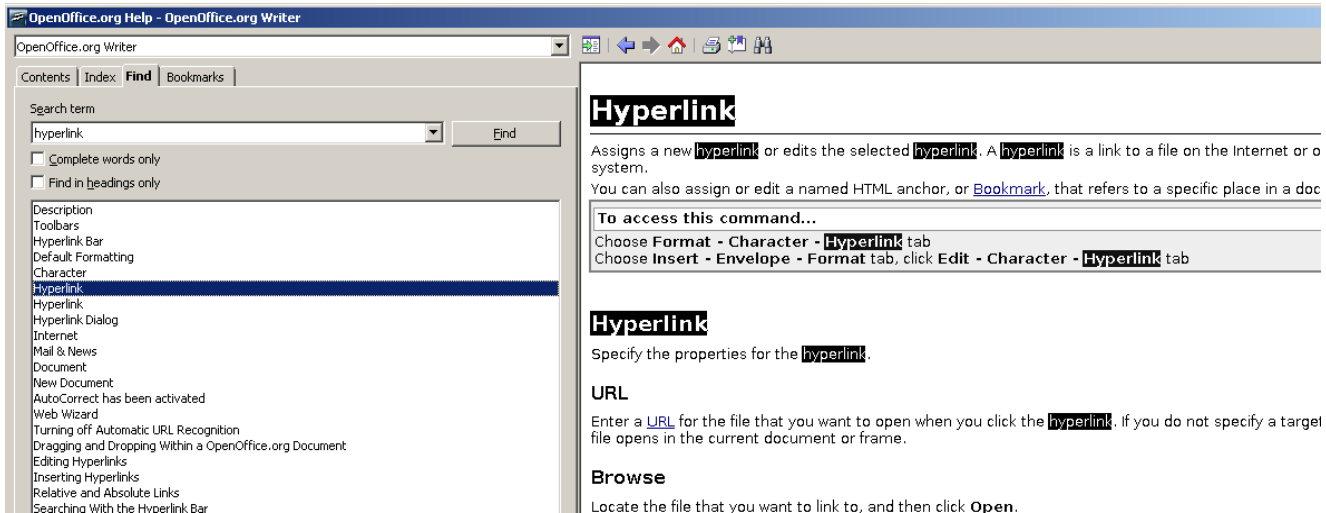
OpenOffice.org provides yet another method of searching for information. Whereas both **Contents** and **Index** are based on an alphabetic listing of topics, **Find** allows you to search within the text of the entries for topics using a keyword.

Suppose you did not find the previous description of the term **hyperlink** adequate and you wish to find all topics in OpenOffice.org that make reference to this term.

- Click on the **Find** tab.
- Type the work **hyperlink** into the **Search term** window.
- Click **Find**.


A list of entries that contain the word **hyperlink** are displayed.

- Double click on the entry that you wish to read.




The occurrences of the search word are highlighted in the details window.

Print entries in Help

- Click the print icon, .

Create bookmarks

When you read a book you may sometimes turn the corner of a page to mark important pages for easy later reference. A bookmark is the electronic equivalent.

- Click the create bookmark icon, , to mark an entry.
- Enter a name for your entry in the **Add to bookmarks** dialogue.
- Click **OK**.

Use bookmarks

- Click on the **Bookmarks** tab.

A list of bookmarks you have created will be displayed.

- Double click on an entry to read the details.

3.1.1.9 Close a document

Although you can have several documents open at a time, it is not a good idea to have unnecessary documents open as these use up system resources and can slow your machine down. Just as important is the fact that it is just simply very confusing to have too many documents open at once. This is similar to working with a cluttered desk and not putting things away when you have finished with them.

To close a document:

- **File » Close.**

If the version in the work area corresponds to what is saved on disk, Writer will close the

document immediately. If you have edited the document since it was last saved, Writer will check whether or not you wish to save or discard the changes before closing.

3.1.2 Adjust Settings

3.1.2.1 Change between page view modes

Full screen

If you wish to work with a document without having the toolbars or scrollbars displayed, use **Full screen** mode. In this mode, the document will be displayed as it will be printed.

- Switch off the ruler using **View » Ruler**. If you wish to see the ruler in full screen mode, leave this step out.
- **View » Full screen** or press **Shift+Ctrl+J** (Hold down both the **Shift** and **Ctrl** keys and press **J**.)

To return to normal viewing:

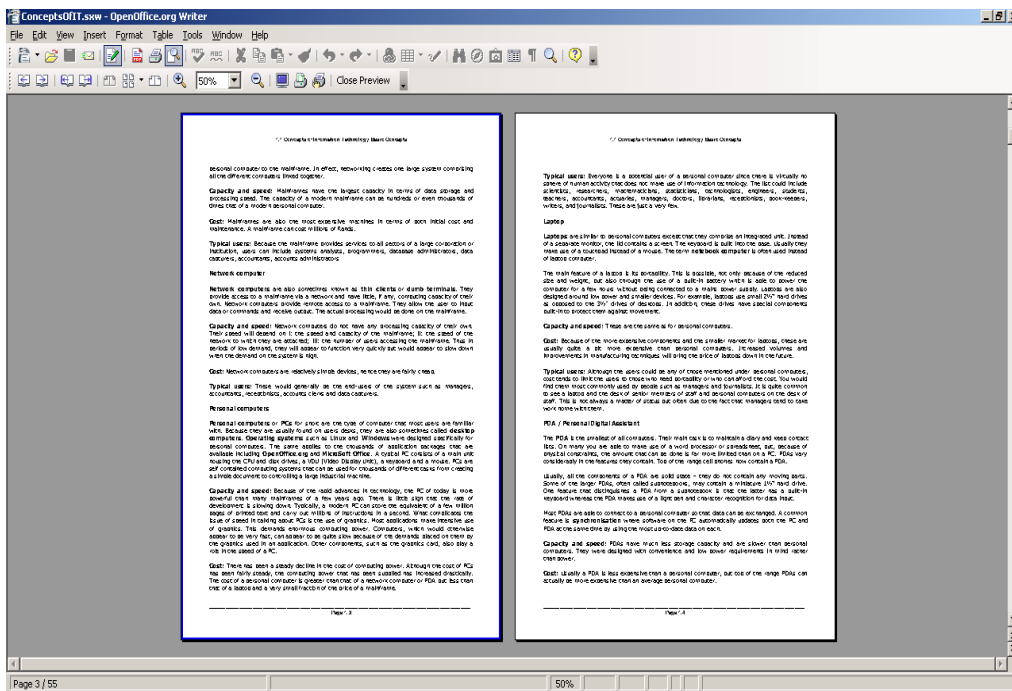
- Press the **Full screen on/off** icon or press **Shift+Ctrl+J**.
- Switch on the ruler using **View » Ruler**, if necessary.

Page preview

An alternative method of viewing the document as it will appear in printed form is to use **Page preview**.

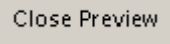
- **File » PagePreview**.

The default display is two pages side by side as on the following screen.





In **Page preview** mode, a context sensitive toolbar is displayed.

If you let the cursor hover over the icons, a bubble will be displayed indicating the function of each.


- Press the  button on the toolbar to return to normal mode.
- To navigate through the document in **Page preview** mode, click one of the navigation icons.



The navigation icons are . These represent previous page, next page, start of document and end of document.

- Select the number of pages you wish to view using .

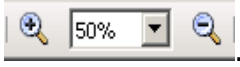
The first icon selects two pages side by side while the second allows the display of multiple pages.

- To enter full screen mode, press .



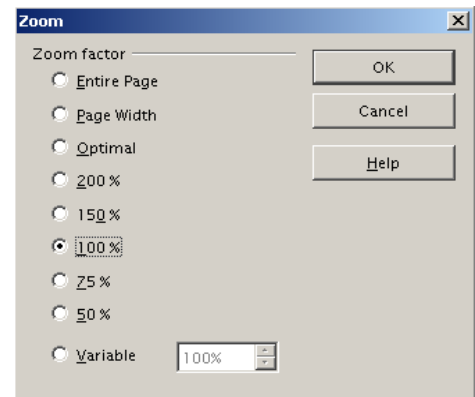
You cannot edit a document in **Page preview** mode, but you can print it by clicking on the print icon, .

3.1.2.2 Use magnification/zoom tools

In **Page preview** mode, you can change the magnification of the display, by clicking on the zoom icons or changing the zoom factor on the toolbar, .

To change the zoom in **Normal mode**:

- **View » Zoom.**
- Set the zoom factor or select **Variable** and enter a % value.
- Click **OK.**

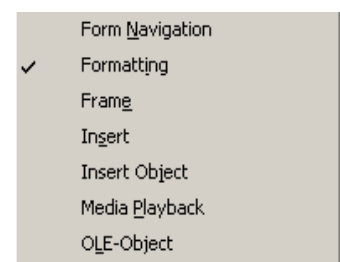


3.1.2.3 Display, hide built-in toolbars

To view or hide toolbars:

- **View » Toolbars.**

This will display a list of toolbars in alphabetic order. The toolbars that are ticked are those that are currently displayed. Each of the options in the submenu functions as a toggle.



- To display a hidden toolbar or hide a displayed toolbar, click the appropriate item.



A toggle is a menu item or icon that reverses the current status. For example, if the **Function bar** is displayed, **View » Toolbars » Function Bar** will hide it. On the other hand, if it is hidden then the same sequence will cause it to be displayed.

3.1.2.4 Display, hide non-printing characters

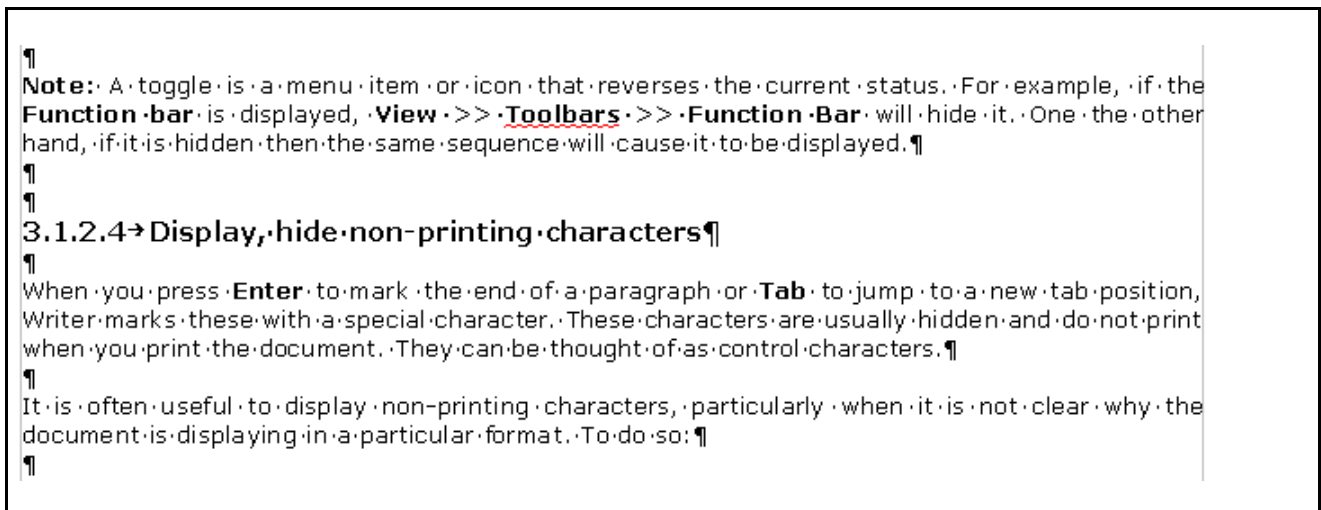
When you press **Enter** to mark the end of a paragraph or **Tab** to jump to a new tab position, Writer marks these with a special character. These characters are usually hidden and do not print when you print the document. They can be thought of as control characters.

It is often useful to display non-printing characters, particularly when it is not clear why the document is displaying in a particular format. To do so:

- **View » Nonprinting Characters** or press **Ctrl+F10**.

This function acts as a toggle, so it is also used to hide the display of non-printing characters.

The following screen shows how the above paragraphs appear on screen when this function is active.



3.1.2.5 Modify basic options/preferences in the application: user name, default directory / folder to open, save documents

When you start Writer, it makes certain assumptions as to who is creating the documents, where you wish to save documents, the language you wish to use. These are the default conditions.

The basic options are set using:

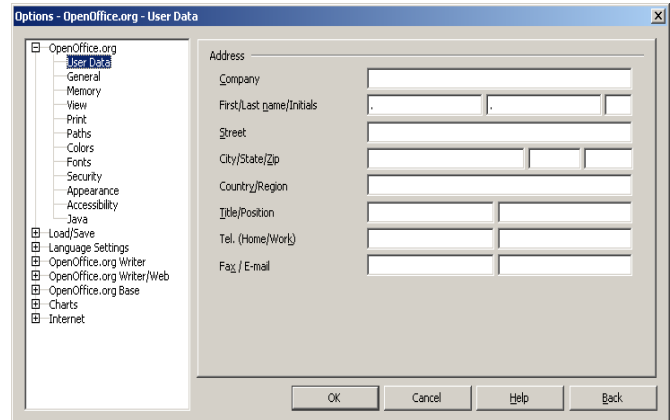
- **Tools » Options**.

This will display the **Options** dialogue. Since OpenOffice.org is a highly integrated application, many of the options will apply to all the programs in the suite while others are more specific. Which type of option is found in which section is clear from their names.

User data

When Writer creates a document, it stores the name of the creator of the document. It also stores other information along with this. To set the default user name:

- **Tools » Options.**
- Click the **+** symbol next to OpenOffice.org to expand the options.
- Click **User data.**
- Fill in which ever options you wish.
- Click **OK.**



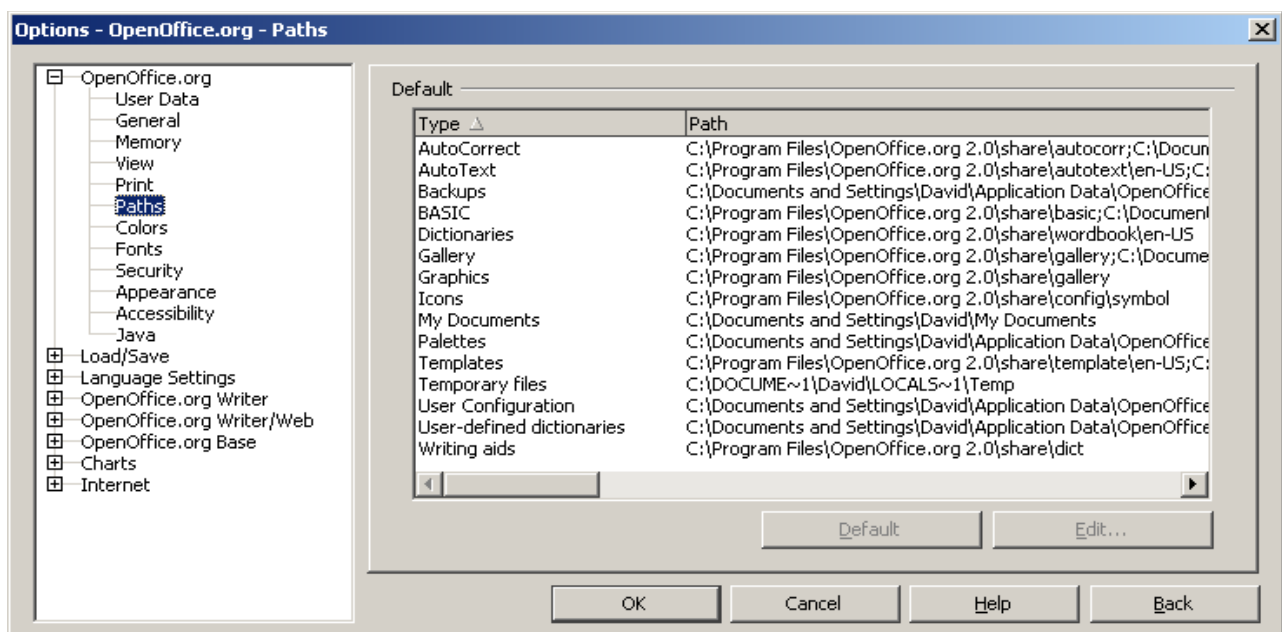
File locations

When you open or save a file, Writer will use the location you set in **Options** as a starting point. This will be the path that will be displayed in the **Open** and **Save as** dialogues.

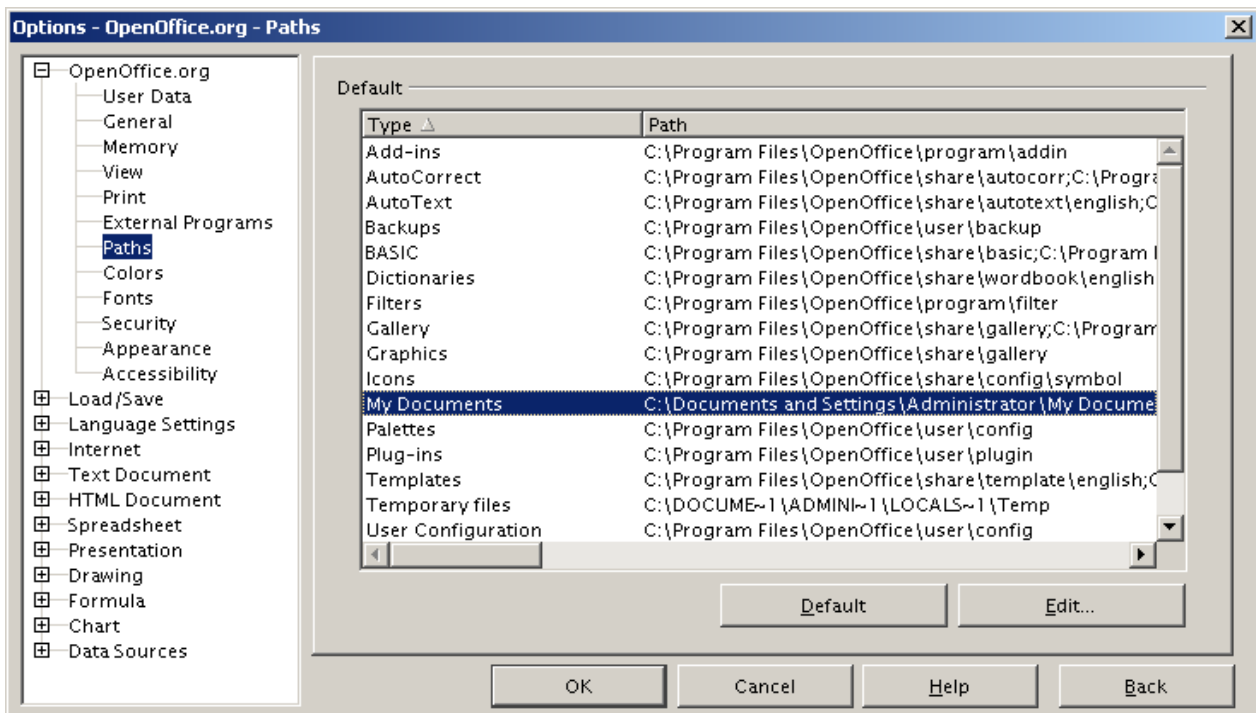
To set the default file locations:

- **Tools » Options.**
- Click the **+** symbol next to OpenOffice.org to expand the options.
- Click **Paths.**

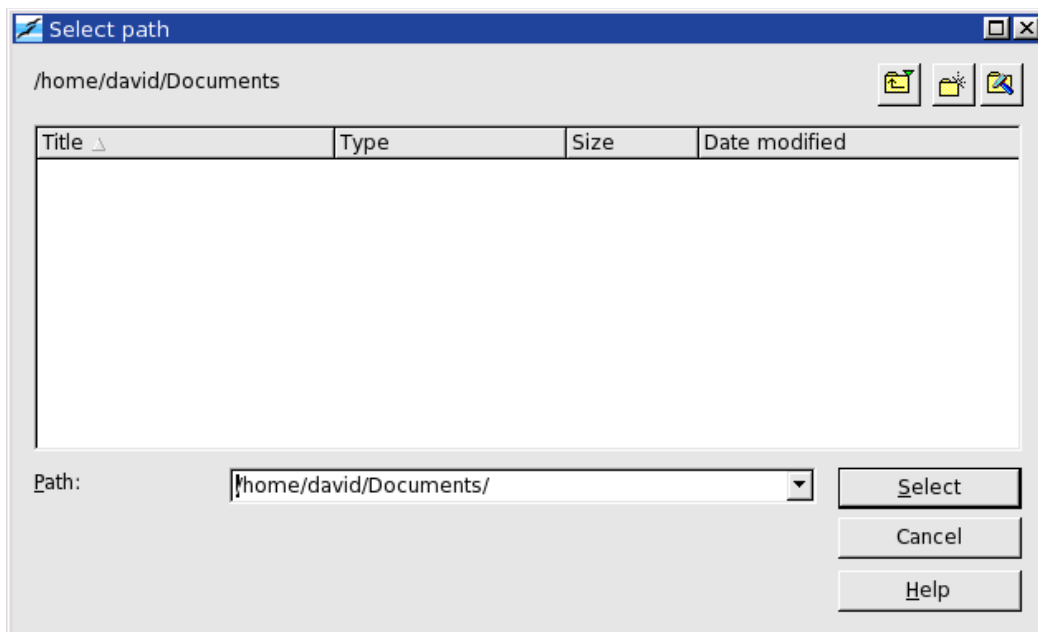
This will display the default paths Writer will use for a wide range of options. The following screen shows the display when you are using Linux.



The following screen shows the display under Windows.



- Double click **My documents**.

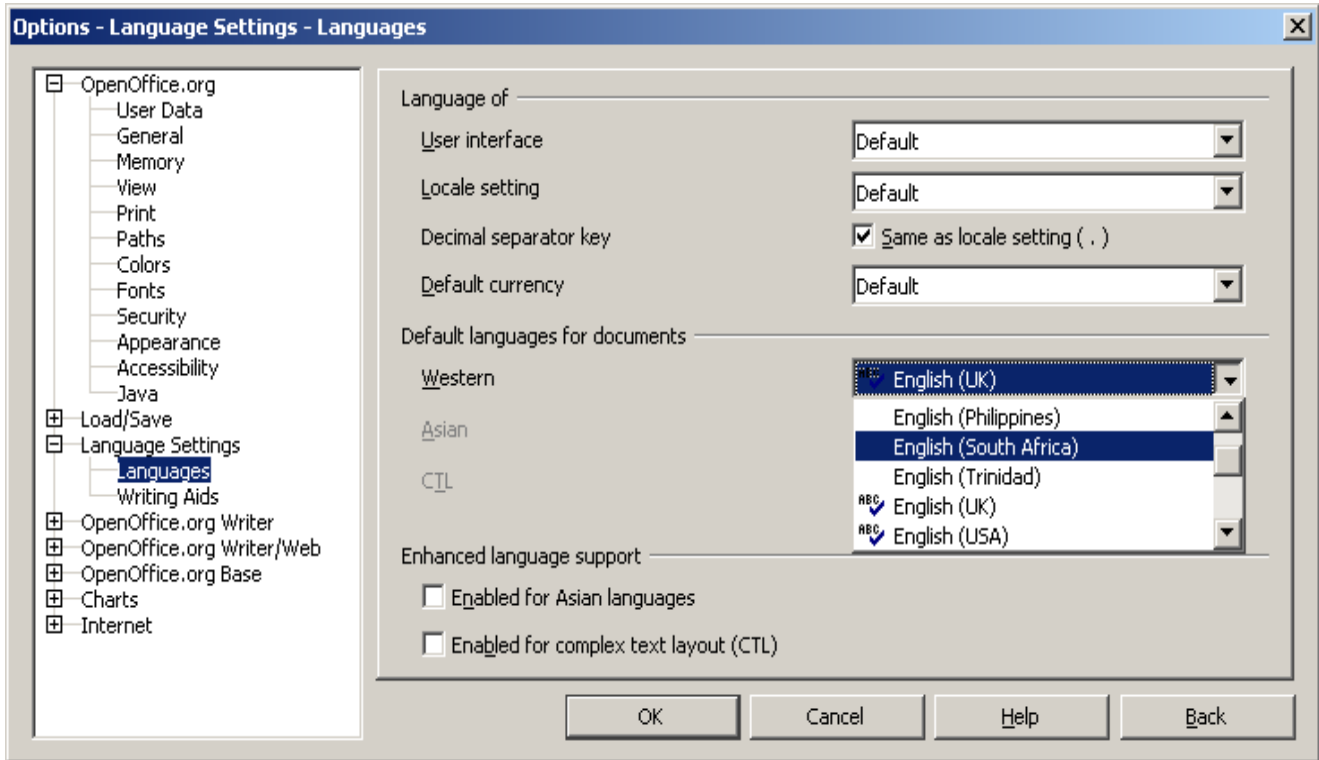


- Navigate to the desired directory / folder in the usual way.
- Click **Select** when done.

Terminology: The terms directory and folder can be used interchangeably. Linux prefers the term directory whereas Windows prefers the term folder.

Customising OpenOffice.org for local conditions

- **Tools » Options**
- Expand language settings and click on **Languages**.



The dialogue allows you to define the **Default currency** and **Default language**.

- Adjust the settings as required and click **OK**.

Module 3: OpenOffice.org Writer

Section 2: Main Operations

3.2.1 Insert Data

3.2.1.1 Insert text

It is assumed that the reader has some basic keyboard skills. The following section summarises some of the important points above enter and editing text via the keyboard. As there is some variation in the position of keys on different keyboards, the position of the keys is not shown.

Paragraphs

To end a paragraph and begin a new line, press the **Enter** key. Pressing the **Enter** key a second time inserts a blank line following the end of the paragraph.

If you press **Shift+Enter**, you will create a new line but not a new paragraph. Sometimes this is referred to as a soft break. The effect appears to be the same as that of pressing **Enter**, but there is a subtle difference. If you were to use the **Format » Paragraph** command, Writer would treat all text on either side of the soft break as part of the same paragraph.

The technical meaning of a paragraph in Writer's terminology is therefore slightly different to that of ordinary usage.

Deleting text

There are two keys on the keyboard that allow you to delete text. The **Del** key deletes text under the cursor while the **Backspace** key deletes text to the left of the cursor.

Using the keyboard to navigate around a document

Key	Function	+Ctrl key
Right/left arrow keys	Moves the cursor one character to the left or to the right.	Moves the cursor one word to the left or to the right.
Up/down arrow keys	Moves the cursor up or down one line.	(Ctrl+Alt) Moves the current paragraph up or down.
Home	Moves the cursor to the beginning of the current line.	Moves the cursor to the beginning of the document.
Home In a table	Moves the cursor to the beginning of the contents in the current cell.	Moves the cursor to the beginning of the contents of the current cell. Press again to move the cursor to the first cell in the table. Press again to move the cursor to the beginning of the document.
End	Moves the cursor to the end of the current line.	Moves the cursor to the end of the document
End In a table	Moves to the end of the contents in the current cell.	Moves the cursor to the end of the contents of the current cell. Press again to move the cursor to the last cell in the table. Press again to move the cursor to the end of the document.
PgUp	Scrolls up one page.	Moves the cursor to the header.
PgDn	Scroll down one page.	Moves the cursor to the footer.

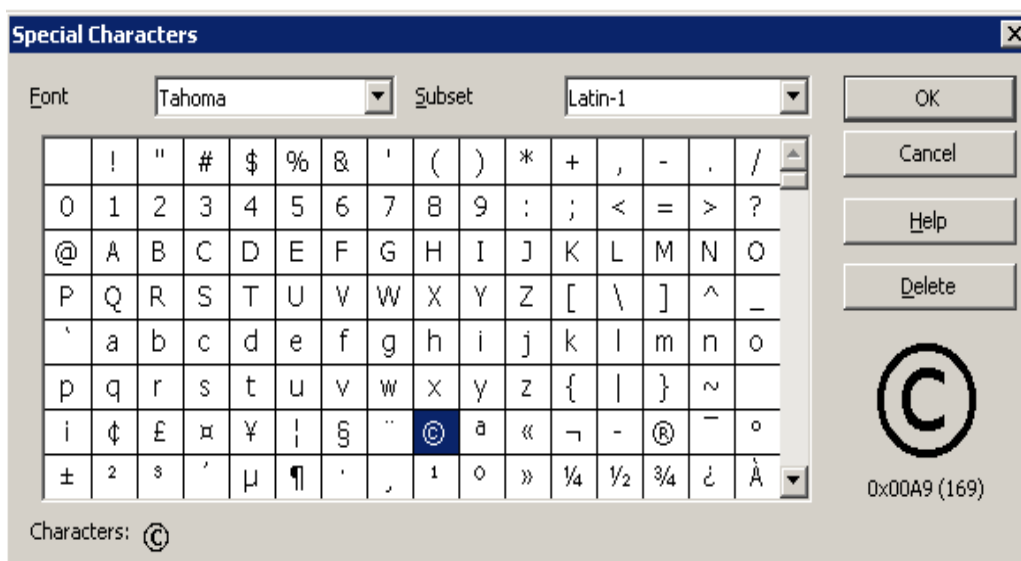
3.2.1.2 Insert special characters, symbols

The keyboard allows you to enter most of the text you require. Further, there are numerous keyboards available for different languages that allow you to enter the characters that are commonly used in those languages. When the operating system is installed, whether Linux or Windows, one of the things that has to be defined is the language of the keyboard.

Whatever keyboard you are using, Writer allows you to enter hundreds of other characters and special symbols not available on the keyboard.

Enter a special character or symbol

- Position the cursor at the point where you wish to insert the special character or symbol.
- **Insert » Special character.**



- Select the **Subset** to locate the character you wish to insert.
- Highlight the character and press **OK**.

3.2.2 Select Data

3.2.2.1 Select character, word, line, sentence, paragraph, entire body text

We are able to perform operations such as copying, deleting and formatting on entire blocks of text. However, before we can do so we need to select the text we wish to operate on. Usually we refer to this as **highlighting** the text.

Shift + direction keys or dragging using the mouse

One way of highlighting text, is to position the cursor at the start or end of the text you wish to highlight and, while holding down the **Shift** key, use the navigation keys to move to the other end of the text you wish to highlight.

Another related method is to position the cursor at the start or end of the text you wish to highlight and, while holding down the left mouse button, use the mouse to position the cursor at the other end of the block of text.

Selecting text with keyboard combinations and mouse actions

Writer uses certain keyboard combinations and mouse actions to select clearly defined blocks of text such as words and paragraphs. These are shown in the following table.

To select	Action
A word	Double click on the word
To the end of the current line	Shift + End
To the start of the current line	Shift + Home
Current line	Triple click on any word in the line
Paragraph	Click at the start of the paragraph, hold down the Shift key and click at the end of the paragraph.
Any block of text	Click at the start of the block, hold down the Shift key and click at the end of the block.
Sentence	Click at the start of the sentence, hold down the Shift key and click at the end of the sentence.
To the end of the document	Shift + Ctrl + End
To the start of the document	Shift + Ctrl + Home
Entire document	Ctrl+A

3.2.3 Edit Data

3.2.3.1 Edit content by inserting new characters, words within existing text, over-typing to replace existing text

Insert and overwrite mode

When working with Writer there are two different modes of text entry, **insert** and **overwrite** mode. When you are in **insert** mode and you begin typing, text is inserted at the current position. All text ahead of the cursor is simply pushed further to the right to make way for the new text. In **overwrite** mode text you type replaces existing text.

The **Insert** key on the keyboard acts as a toggle switching Writer between the two modes. The current mode is indicated on the **status bar** at the bottom of the screen.

The status bar below indicates that Writer is in **Insert** mode.



If we press the **Insert** or **INS** key, the status bar will change to indicate that you are now in **overwrite** mode.



3.2.3.2 Use the undo, redo command

When we execute a command on some text, for example delete the text, we are able to reverse what we have done. This is known as the **undo** function. It is also possible after having undone the change, get it back. This is called the **redo** function.

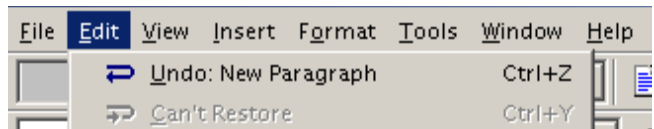
Writer actually keeps a history of recent changes you have made.


Undo

Pressing **Ctrl+Z** undoes the last change you made. Pressing it a second time, undoes the one before that, and so on.

An alternative method is to use **Edit » Undo**. When you use this method, the menu will indicate what type of operation you will be undoing.

For example, the adjacent screen segment shows that the last operation was the creation of a new paragraph. The **undo** will remove this new paragraph.



Yet another way of carrying out undo is to press the undo icon on the function bar,  .

Redo

As mentioned above, **redo** undoes the action of the last **undo**.

To use this function use **Edit » Redo**. As in the case of **undo**, the menu will indicate the action that you will be redoing.

You can also execute the **redo** function by pressing the redo icon on the function bar,  .

3.2.4 Duplicate, Move, Delete

3.2.4.1 Duplicate text within a document, between open documents

To duplicate text either within the same document or between two different documents is a two stage process, **copy** then **paste**. This is accomplished as follows:

Duplicate text within a document

- Highlight the text you wish to duplicate.
- **Edit » Copy**.
- Position the cursor at the point you wish to duplicate the text.
- **Edit » Paste**.

If you wish to make another copy of the text, you only need to perform the last two steps since Writer remembers the text that you copied.

Duplicate text between documents

The process is basically the same when copying between documents.

- Highlight the text you wish to duplicate in the first document.
- **Edit » Copy.**
- Open the second document if it is not yet open or switch to it using the **Window** menu item.
- Position the cursor at the point you wish to duplicate the text in the second.
- **Edit » Paste.**

3.2.4.2 Move text within a document, between open documents

To move text either within the same document or between two different documents is a two stage process, **cut** then **paste**. This is accomplished as follows:

Move text within a document

- Highlight the text you wish to duplicate.
- **Edit » Cut.**
- Position the cursor at the point you wish to insert the text.
- **Edit » Paste.**

Move text between documents

The process is basically the same when moving between documents.

- Highlight the text you wish to duplicate in the first document.
- **Edit » Cut.**
- Open the second document if it is not yet open or switch to it using the **Window** menu item.
- Position the cursor at the point you wish to insert the text in the second.
- **Edit » Paste.**

3.2.4.3 Delete text

One method of deleting a block of text is to use the first two steps of the move operation described above. This will retain a copy of the text that was deleted.

The other method is to highlight the text and press the **Del** key.

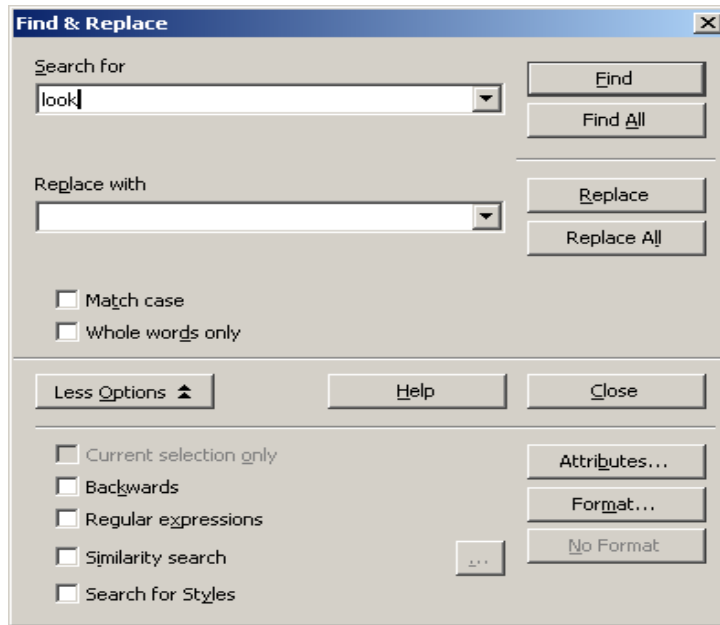
3.2.5 Search and Replace

3.2.5.1 Use the search command for a specific word, phrase

Complex documents can become very large. Often we need to find text within a document but do not know where it is located. Hence the ordinary navigation features are not suitable. Writer provides a very important feature for the purpose, namely the **search** or **find** feature.

- **Edit » Find & Replace** or **Ctrl+F.**
- Click on **More Options.**

This will display the following dialogue window:



- Enter the text you wish to search for in the **Search for** window. This can be a part of a word, a whole word or a phrase.
- If you are looking for this word specifically and not as part of other words, tick the **Whole words only** check box. Otherwise leave it blank.
- If you wish to find only occurrences that are not only the same letters but the same letters and case, tick the **Match case** check box. Otherwise leave it blank.
- You may search backwards from your current cursor position by ticking the **Backwards** check box.

You now have two options.

Find all

- Click **Find all** to highlight all occurrences of the search text.
- Click **Close**. All the occurrences will be highlighted.
- Scroll through the document.
- Press **Esc** when you are done.

Find

- Click **Find** to locate the next occurrence.
- Writer will jump to the next occurrence of the search text.
- Click **Find** again to jump to the next occurrence.
- You may change any **Options** you as work.
- Click **Close** when you are done.
- The last occurrence will remain highlighted.
- Press **Esc** when done to remove the highlighting.

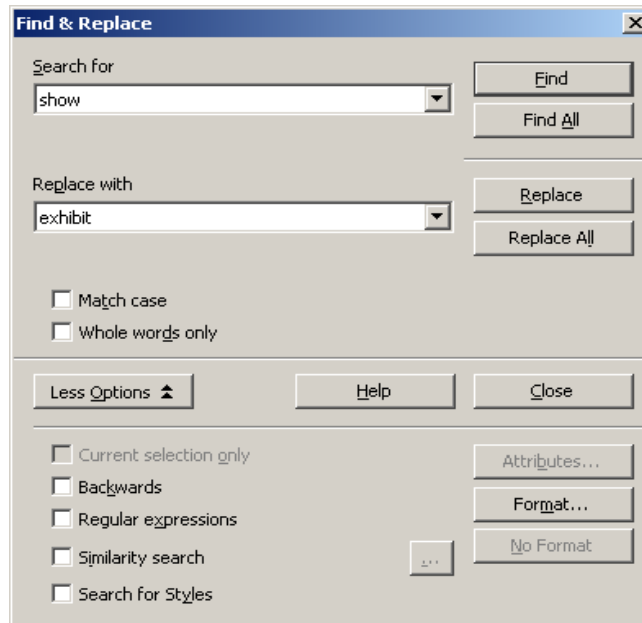
3.2.5.2 Use a simple replace command for a specific word, phrase

The same dialogue allows us to change either all or specific occurrences of a word, phrase or text to something else.

Suppose we have some text in which the word "show" occurs a number of times. We wish to

replace this with the word “exhibit”.

- **Edit » Find and Replace** or **Ctrl+F**.
- Enter the word you wish to replace in the **Search for** window.



- Tick **Backwards** if you wish to replace text from the current position backwards. Leave it blank to replace in a forward direction.

Global replacement

- Click **Replace all**. This will replace all occurrences without any further interaction. A window will be displayed indicating how many changes were made.

Undo the global replacement

- **Edit » Undo**. If you execute this command immediately after the replacement, Writer will indicate that the last operation was a replacement in the menu. The action of the command will be to restore the workspace to its state prior to the replacement.

Selective replacement

- Click **Find**. This will locate the first occurrence.
- If you wish to change this occurrence, click **Replace**. Writer will then jump to the next occurrence. Otherwise, click **Find** to skip without making any change.

Module 3: OpenOffice.org Writer

Section 3: Formatting

3.3.1 Text Formatting

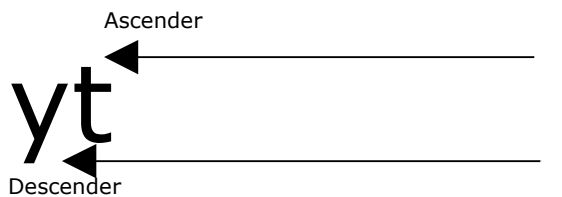
3.3.1.1 Change text appearance: font sizes, font types

Fonts

The term **font** refers to the style of the type face. Here are some examples:

Arial	This is an example of the typeface called Arial.
Verdana	This is an example of the typeface called Verdana.
Tahoma	This is an example of the typeface called Tahoma.
Times New Roman	This is an example of the typeface called Times New Roman.
Comic Sans	This is an example of the typeface called Comic Sans.
Bookman Old Style	This is an example of the typeface called Bookman Old Style.
Franklin Gothic Medium	This is an example of the font called Franklin Gothic Medium.

The size of fonts is measured in **points**. A point is 1/72". The size is determined by the distance from the bottom of the **descender** to the top of the **ascender**.



The central part of the letter is called the **body**. Fonts vary in the relative sizes of their ascenders, descenders and body as well as their thickness.

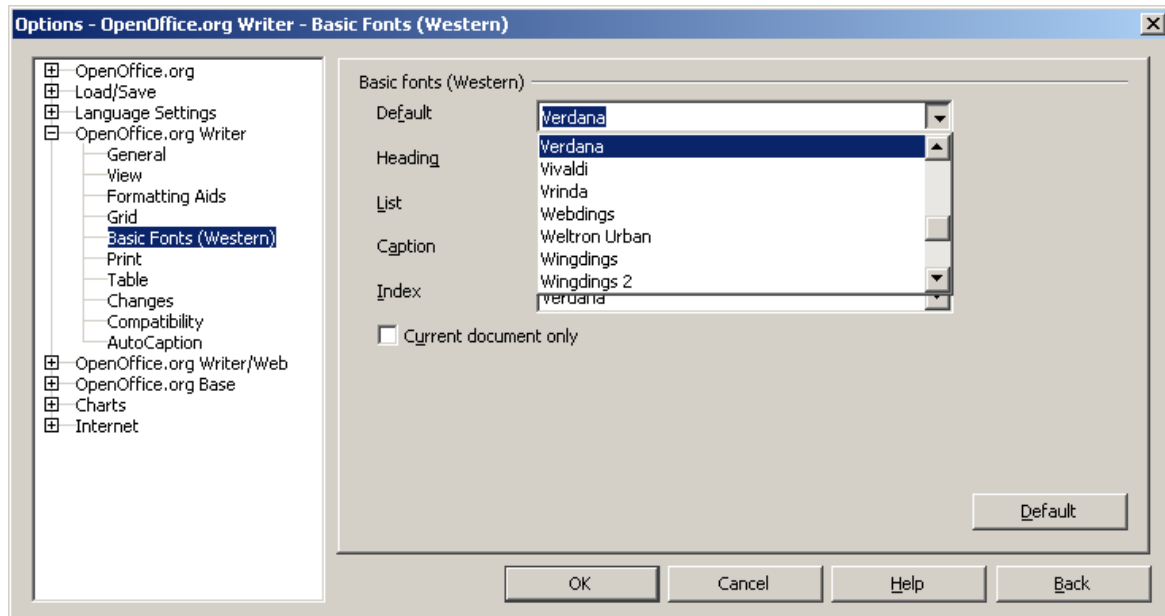
Another difference between fonts are those which have small tails or feet attached to the vertical strokes. These are called **serif** fonts. Examples are Times New Roman and Bookman Old Style. The fonts without these are called **sans serif** fonts. Examples are Arial, Tahoma and Verdana.

Default fonts

The default font is the font that Writer chooses for you unless you specify otherwise. To set the default font:

- **Tools » Options**
- Expand **Text document**
- Double click on **Basic fonts**.
- Click on **Default**.
- Select the font from the drop down window.
- Click **OK**.

This is shown in the following screen. If you click **Default** in this dialogue, the fonts will be set to the original Writer defaults.



Use fonts when typing new text

The current font style and size are shown on the object bar as in the following example where the font is Arial 11 point.



Any text you type will automatically assume this font.

Change fonts of existing text

You may change the font type and size of existing text as follows:

- Highlight the text you wish to change.
- Click on the font drop down window to display the available fonts and select a font.
- Click on the size drop down window to select a font size. As you complete these operations the text in your document will assume the new font immediately.

Undo the changes

- **Edit » Undo** or **Ctrl+Z** will undo the changes you have just made.

Available fonts

The fonts that are displayed could vary from installation to installation. Certain fonts are installed when you install the operating system, whether Linux or Windows. Further fonts can be added at a later stage, but this must be done through the operating system interface.

3.3.1.2 Apply text formatting such as: bold, italic, underline

Attributes

Changes we make to fonts are called **attribute** changes. Examples include bold, underlining and italics. Further, we can add combinations of these as shown in the following table.

This is ordinary text. This is underlined text.
 This is italic text. This is underlined italic text.
This is bold text. *This is bold italic text. This is bold italic underlined text.*

Attributes can be set before new text is typed or they can be added to existing text. The object bar contains icons for setting bold, italic and underlined.



When an attribute is set, the corresponding icon on the object bar will have a border around it. In the above illustration, bold is on but italic and underline are off.

Set attributes for new text

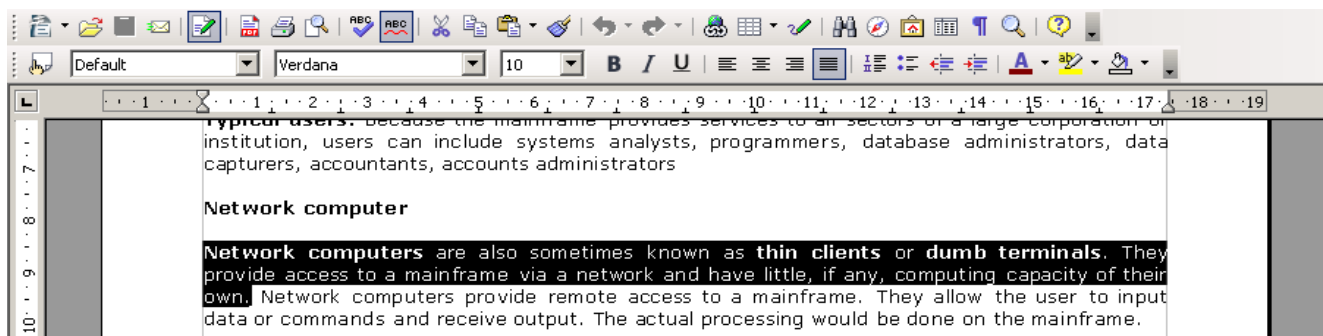
Each of the attribute icons on the object bar acts as a toggle. If the attribute is on, clicking the icon will switch it off. If the attribute is off, clicking the icon will switch it on.

- Before typing new text, set each of the attribute settings using the object bar icons as described above. These settings will hold for further text until you change them.

Note: If you now move to another part of your document where the settings were set previously, the icons on the object bar will change to reflect the settings of this text.

Change attributes of existing text

- Highlight the text whose attributes you wish to change.
- Click on the appropriate icons on the object bar to change the attributes.

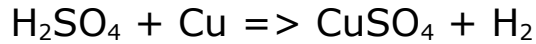


Where you highlight text that contains a mixture of the same attribute, for example, some bold and some unbold text, the situation becomes slightly more complicated. You will need to click the icon two or three times to achieve the desired state.

3.3.1.3 Apply subscript, superscript to text

Superscript and subscript refers to text, usually in a small font, slightly above or below the body of existing text. The following table illustrates superscript and subscript.

$a^2 - 2ab + b^2 = (a - b)^2$
 Area of house is 129 m²



The term **position** is used to describe the three options of subscript, superscript and normal.

Create new text in superscript or subscript

The quick way of creating superscripts or subscripts is to use the keyboard shortcuts:

- Type your normal text.
- When you wish to start text in superscript, press **Shift+Ctrl+P** and type the superscript.
- Press **Shift+Ctrl+P** a second time to revert to normal text.
- Type your normal text, then press **Shift+Ctrl+B** and type the subscript.
- Press **Shift+Ctrl+B** a second time to revert to normal text.

Convert existing text to superscript or subscript

- Highlight the text you wish to convert to superscript or subscript.
- Press **Shift+Ctrl+P** to convert the highlighted text to superscript or **Shift+Ctrl+B** to convert the text to subscript.

Use the Format menu

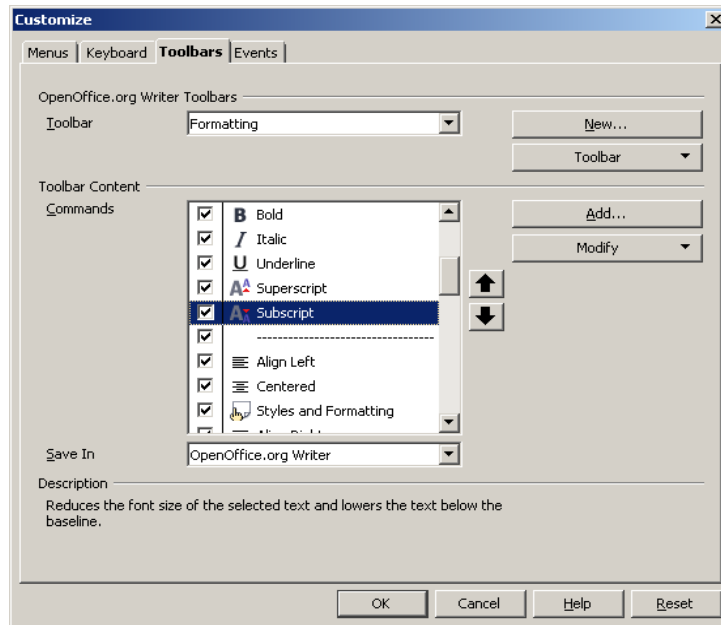
- Highlight the text you wish to convert to superscript or subscript.
- **Format » Character.**
- Click the **Position** tab.
- Under **Position**, select either **Normal**, **Superscript** or **Subscript**.

Use icons

If you use superscript and subscript frequently, you might like to add appropriate icons to the object bar.

The toolbar can be customised as follows:

- **Tools » Customize.**
- Click the **Toolbars** tab.
- Click on the **Toolbar** drop down window and select **Formatting**.
- In the **Toolbar content** window, tick the **Superscript** and **subscript** check boxes as shown on the following screen.



- Press **OK**.

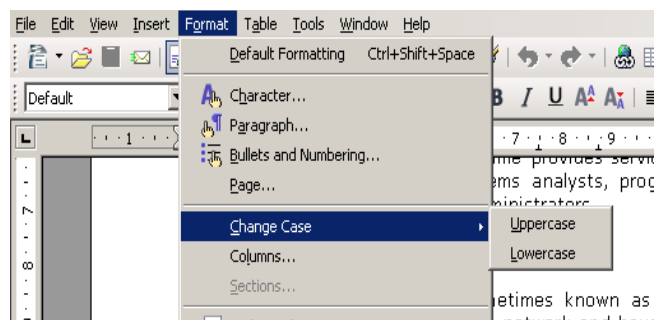
The superscript and subscript icons will be added to the object bar as shown below. Instead of using the keyboard combinations, you can now use these icons in the same way that you use bold, italic and underline icons.



3.3.1.4 Apply case changes to text

Once you have typed a block of text you are able to change its case. You may, for example, wish to convert a block of text to upper case (capital letters).

- Highlight the text you wish to convert.
- **Format » Case / Characters.**
- Select either **Uppercase** or **Lowercase** as needed.



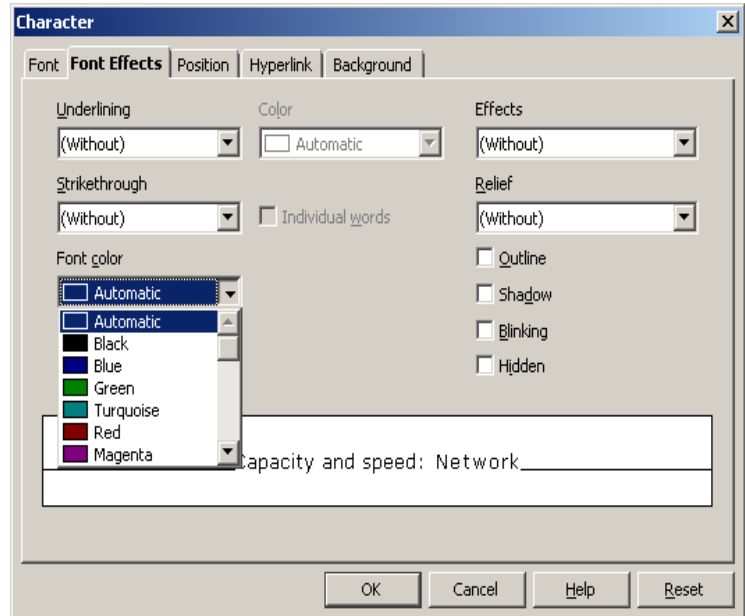
3.3.1.5 Apply different colours to text

The colour of text can be changed just like the other attributes.

- **Format » Character.**
- Click the **Font effects** tab.

- Click on the **Font color** drop down window to display the available colours.
- Select the colour you wish to apply to the text.
- Click **OK**.

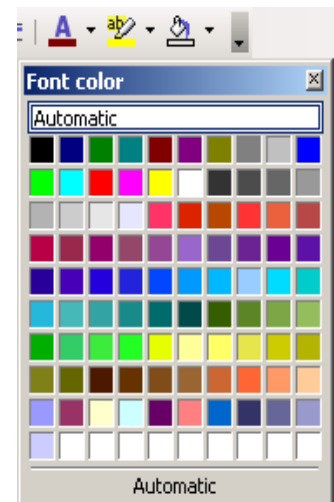
As in the case of the other text attributes, you can set the colour of new text before you type it or change the colour of existing text. In the latter case, first highlight the text and then use this procedure.



You may also change the font colour by using a long click on the **Font colour** icon on the object bar (Hold the left mouse button down until the colour palette is displayed).

3.3.1.6 Copy formatting from a piece of text to another piece of text

Suppose you have written quite a long document. During a final editing you decide to change the formatting of certain key paragraphs. This could involve, font type, size, colour and other attributes. The long method would be to repeat the formatting procedure manually on each paragraph.




Styles

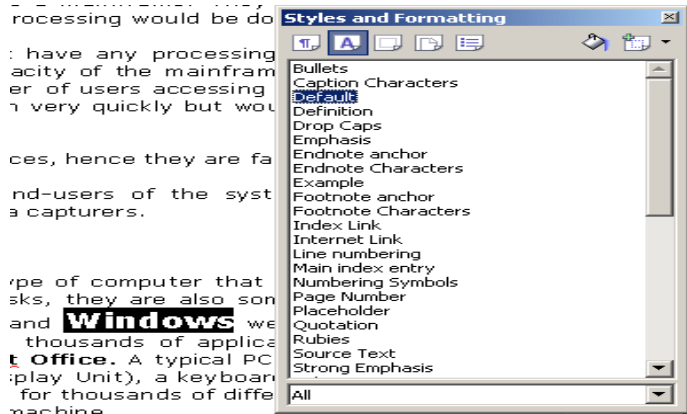
The more elegant and efficient method would be to format one paragraph very carefully and then copy the formatting to other paragraphs. In order to achieve this, Writer makes use of **styles**. A style is a set of attributes that can be applied to characters, paragraphs and pages. Each style is given a name.


Writer has styles for characters, paragraphs or pages. The next section will look at styles in more detail. This section will consider the basic use of the **character style** to copy formatting from one block of text to another.

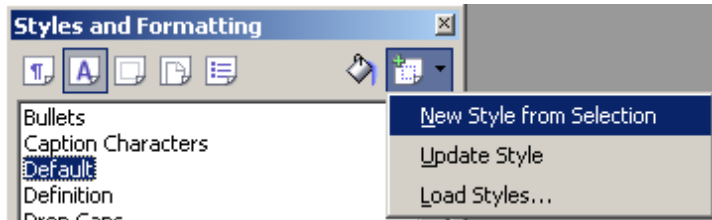
A character style is a set of attributes that can be applied to individual letters, numeric digits and symbols. The attributes could include font style, size and colour, and bold, italic or underlining.

Copy formatting using character styles

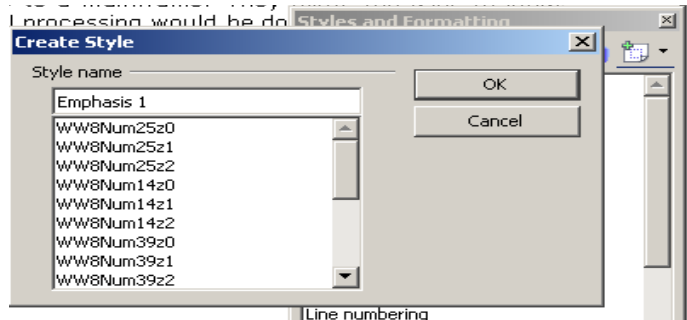
- Format the block of text that will serve as the model.
- Highlight this text.
- **Format » Styles and Formatting** or press **F11**.
- Click the character styles icon (the second icon), .
-
- Click **Default** in the list of styles.



- Click the **New style from selection** icon (at the end), .
- Click **New Style from Selection**.






- Give the new style a name and click **OK**.
- Click **OK**.







- Click on the **Fill format mode** icon (the paint can).
- Drag this over the text whose format you wish to change.
- Click on the **Fill format mode** icon or press **Esc** to stop copying the formatting.



3.3.1.7 Apply an existing style to a word, a line, a paragraph

Writer offers the user a number of different styles. The following table provides a brief description of the different styles and functions associated with the stylist. This summary is derived from the Writer help system.

	Paragraph styles: Displays formatting styles for paragraphs. Use paragraph styles to apply the same formatting, such as font, numbering, and layout to the paragraphs in your document.
	Character styles: Displays formatting styles for characters. Use character styles to apply font styles to selected text in a paragraph.
	Frame styles: Displays formatting styles for frames. Use frame styles to format frame layouts and position.

	Page styles: Displays formatting styles for pages. Use page styles to determine page layouts, including the presence of headers and footers.
	List styles: Displays formatting styles for numbered and bulleted lists. Use numbering styles to format number and bullet characters and to specify indents.
	Fill format mode: Applies the selected style to the object or text that you select in the document. Click this icon, and then drag a selection in the document to apply the style. To exit this mode, click the icon again, or press Esc.
	New style from selection: Creates a new style based on the formatting of the current paragraph, page, or selection.

Once the new style has been created, you can open the **Styles and Formatting** option at any stage use the **Fill format mode** to change the format of text. The following method can be applied to a character, a word, a line of text or a much larger block of text.

- **Format » Styles and Formatting** or **F11**.
- Click the **Character style** icon.
- Click the style you wish to apply.
- Click the **Fill format mode** icon, .
- Move the mouse pointer to the starting point of the text you wish to format. The mouse pointer will have the form of the paint can, .
- Click and drag (hold down the left mouse button) over the text you wish to change.
- Release the left mouse button and repeat on other text you wish to change.
- Press **Esc** when done.

An alternative method is as follows:



- Highlight the text to which you wish to apply the style. You can use the shortcuts described in section 3.2.2.1 to select the text.
- **Format » Styles and Formatting** or **F11**.
- Click the **Character style** icon.
- Double click the style you wish to apply.

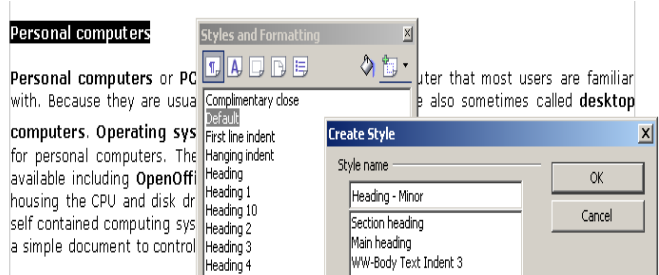
Paragraph styles

Paragraph styles have additional features associated with them. These features, which include margins, justification and line spacing, will be covered in detail in the following sections.

Create a paragraph style


Suppose you regularly create a heading which is centred on the page and uses 14 point bold red Franklin Gothic Medium. The centring on a page is a feature which applies to paragraphs and not to characters. The following example illustrates how to create a paragraph style called **Gothic Heading**.

- Format one of the headings according to your specification.
- Highlight the heading.
- **Format » Styles and Formatting** or **F11**.
- Click **Paragraph styles**, .
- Click **New style from selection**, .
- Click **New Style from Selection**
- Enter a **Style name**.
- Click **OK**.



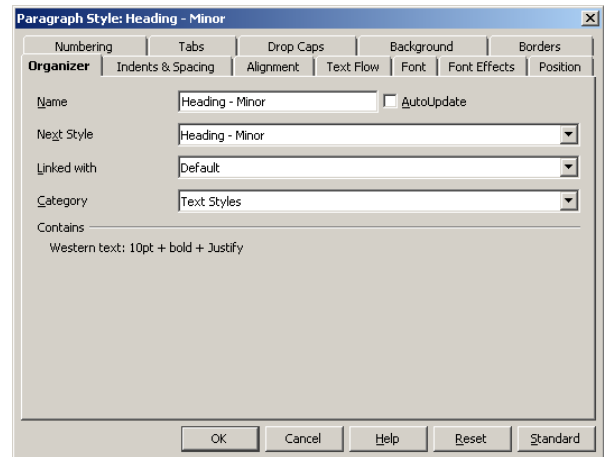
Modify a paragraph style

You can modify the attributes of a paragraph style using the **Paragraph styles** dialogue.

- **Format » Styles and Formatting** or **F11**.
- Click **Paragraph styles**, .
- Right click on the style you wish to modify.
- Select **Modify**.

This will display the dialogue.

- Make the changes.
- Click **OK**.



Use a paragraph style

- Click anywhere in the paragraph you wish to format.
- **Format » Styles and Formatting** or **F11**.
- Select **Paragraph styles**.
- Double click on the style you wish to apply.
- Repeat the process for other paragraphs you wish to format.
- Press **Esc** when you have finished.

3.3.1.8 Use automatic hyphenation

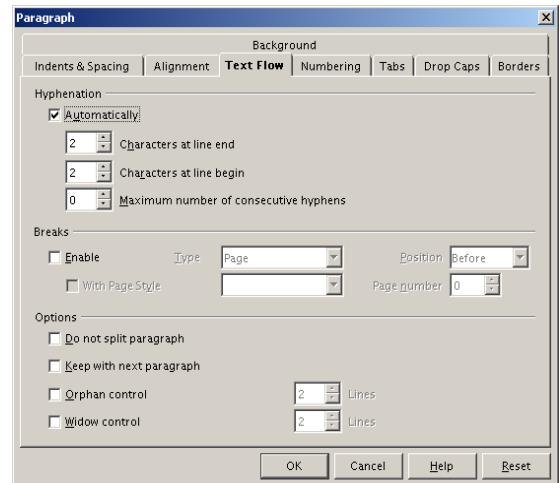
Where a word will not fit at the end of a line, by default it will be moved to the next line. It is possible to break longer words up between lines. This can be done using either automatic or manual **hyphenation**. Hyphenation splits words between syllables based on OpenOffice.org's internal dictionary.

When you make use of **automatic hyphenation**, Writer does all the work for you. This option can be applied to individual paragraphs or to paragraph styles.

Apply automatic hyphenation to an individual paragraph

- Click anywhere in the paragraph.
- **Format » Paragraph.**
- Click on the **Text flow** tab.
- Tick the **Automatically** check box in the **Hyphenation** area.
- Click **OK**.

The current paragraph will be hyphenated automatically by Writer.



Apply hyphenation using styles: Modify the style

- **Format » Styles and Formatting.**
- Select **Paragraph** styles.
- Right click on the paragraph style you wish to modify.
- Select **Modify** in the context sensitive menu that is displayed to display the **Paragraph styles** dialogue.
- Click on the **Text flow** tab. This is the same as in the **Paragraph** dialogue shown above.
- Tick the **Automatically** check box in the **Hyphenation** area.
- Click **OK**.

Apply the style

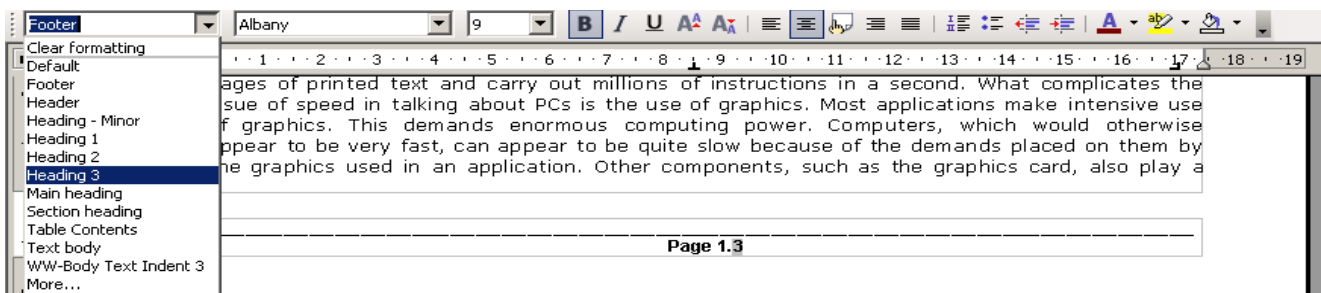
Whenever you apply a style which has been modify to include automatic hyphenation, Writer will automatically hyphenate the paragraph.

As you insert text into or delete text from a paragraph that has automatic hyphenation, Writer will adjust the hyphenation to the changes.

Apply styles using the formatting toolbar

The first window on the formatting toolbar contains a list of available styles.

- Click on the paragraph you wish to change.
- Click on the **styles** window on the **formatting toolbar**.
- Select the style you desire.



The paragraph will be formatted immediately to the new style.

3.3.2 Paragraph Formatting

3.3.2.1 Insert, remove paragraph marks


There is a slight technical distinction between the ordinary use of the term paragraph and the term as is commonly used.

Technically, a paragraph is a block of text that is terminated by a **carriage return**, that is by pressing the **Enter** key. Technically we say that **Enter** inserts a **hard carriage return**.

If you press **Shift+Enter** you can create a new line. This creates a new paragraph in the usual sense it is used in everyday language. Technically we say that **Shift+Enter** inserts a soft carriage return. Writer, however, will treat the new text as part of the existing paragraph. This means that if you apply a paragraph style to the first part of the paragraph, Writer will apply it to the part after the soft return as well.

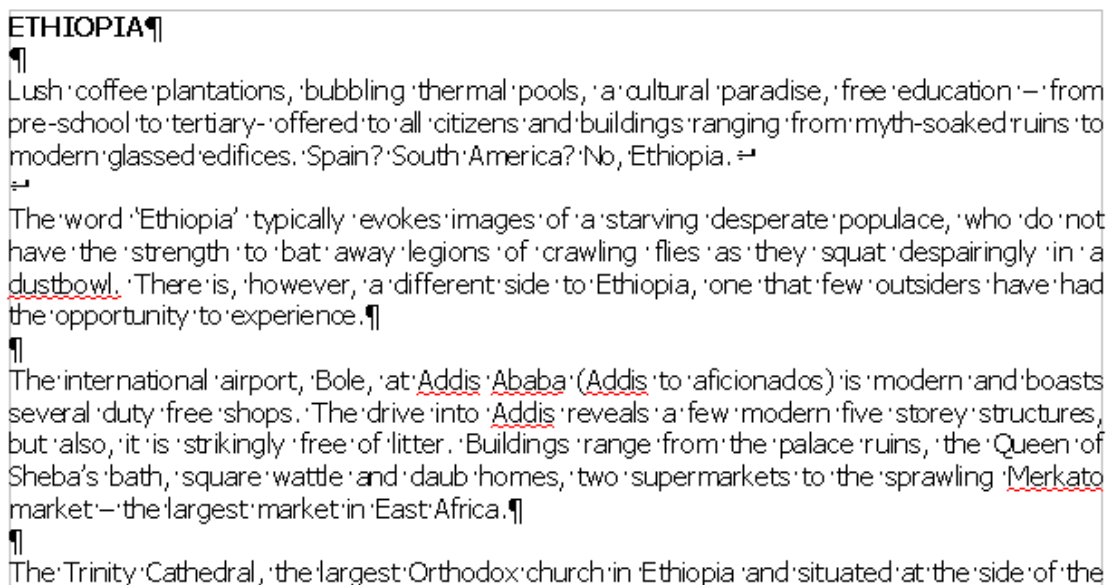
Sometimes the hard carriage return is referred to simply as a **paragraph break** and the soft carriage return as a **line break**.

These two keys insert different hidden control characters into the text.

- Press the **non-printing characters** icon, , on the **standard toolbar** to make these and other hidden characters visible.

Once hidden control characters are visible, they can be edited like any other text.

The following paragraph illustrates some text in which non-printing characters have been made visible.



ETHIOPIA¶
¶
Lush coffee plantations, bubbling thermal pools, a cultural paradise, free education – from pre-school to tertiary- offered to all citizens and buildings ranging from myth-soaked ruins to modern glassed edifices. Spain? South America? No, Ethiopia. ¶
¶
The word 'Ethiopia' typically evokes images of a starving desperate populace, who do not have the strength to bat away legions of crawling flies as they squat despairingly in a dustbowl. There is, however, a different side to Ethiopia, one that few outsiders have had the opportunity to experience. ¶
¶
The international airport, Bole, at Addis Ababa (Addis to aficionados) is modern and boasts several duty free shops. The drive into Addis reveals a few modern five storey structures, but also, it is strikingly free of litter. Buildings range from the palace ruins, the Queen of Sheba's bath, square wattle and daub homes, two supermarkets to the sprawling Merkato market – the largest market in East Africa. ¶
¶
The Trinity Cathedral, the largest Orthodox church in Ethiopia and situated at the side of the

The ¶ symbol indicates a paragraph break while ¶ indicates a line break.



In this example, the heading is separated from the first paragraph by two paragraph breaks. The first and second paragraphs are technically a single paragraph as they are separated by two line

breaks.

Insert a paragraph mark

- Press **Enter**.

Remove paragraph marks

- Display non-printing characters by pressing the non-printing characters icon, , on the **standard toolbar**.
- To delete a paragraph break either position the cursor in front of the paragraph mark break and press **Del** or to the right of the mark and press **Backspace**.
- Press  to hide non-printing characters.



3.3.2.2 Insert, remove soft carriage return (line break) marks

Insert a line break mark

When you press **Enter**, a new paragraph is created beginning with the new line. It can happen that you wish to insert a new line without actually creating a new paragraph. In this case you can insert a line break. This has the same appearance as a new paragraph, but for formatting purposes the text is treated as a single paragraph. To insert a line break:

- Press **Shift+Enter**.
- OR
- **Insert » Manual break ..**
 - Click the **Line break** radio button and click **OK**.

Remove paragraph or line break marks

- Display non-printing characters by pressing the non-printing characters icon , , on the **standard toolbar**.
- To delete a line break either position the cursor in front of the line break mark break and press **Del** or to the right of the mark and press **Backspace**.
- Press  to hide non-printing characters.

Remove line breaks automatically from a paragraph

When copying text from another source, it sometimes happens that line breaks are inserted into a paragraph. This happens in particular when you copy text from an email client into a word processor.

- **Tools » Autocorrect**.
- On the **Options** tab, ensure that **Combine single line paragraphs if length greater than 50%** is selected. (To change the minimum percentage for the line length, double-click the option in the list, and then enter a new percentage.)
- Click **OK**.
- Select the text from which you wish to remove the line breaks.
- **Format » Autoformat » Apply**.

3.3.2.3 Align text left, centre, right, justified

Alignment or justification of text refers to the position of the text with regard to the margins. Centred text lies midway between the margins, whereas right justified text is aligned against the right hand margin but jagged on the left. The following table illustrates the different forms of alignment of text.

Left aligned	The international airport, Bole, at Addis Ababa (Addis to aficionados) is modern and boasts several duty free shops. The drive into Addis reveals a few modern five storey structures, but also, it is strikingly free of litter. Buildings range from the palace ruins, the Queen of Sheba's bath, square wattle and daub homes, two supermarkets to the sprawling Merkato market – the largest market in East Africa.
Right aligned	The international airport, Bole, at Addis Ababa (Addis to aficionados) is modern and boasts several duty free shops. The drive into Addis reveals a few modern five storey structures, but also, it is strikingly free of litter. Buildings range from the palace ruins, the Queen of Sheba's bath, square wattle and daub homes, two supermarkets to the sprawling Merkato market – the largest market in East Africa.
Centre aligned	The international airport, Bole, at Addis Ababa (Addis to aficionados) is modern and boasts several duty free shops. The drive into Addis reveals a few modern five storey structures, but also, it is strikingly free of litter. Buildings range from the palace ruins, the Queen of Sheba's bath, square wattle and daub homes, two supermarkets to the sprawling Merkato market – the largest market in East Africa.
Justified	The international airport, Bole, at Addis Ababa (Addis to aficionados) is modern and boasts several duty free shops. The drive into Addis reveals a few modern five storey structures, but also, it is strikingly free of litter. Buildings range from the palace ruins, the Queen of Sheba's bath, square wattle and daub homes, two supermarkets to the sprawling Merkato market – the largest market in East Africa.

Set paragraph alignment

- Click anywhere in the paragraph.
- Press the appropriate alignment icon on the **object bar**.

The alignment icons are shown in the following table.

	Left		Right		Centre		Justify
---	------	---	-------	---	--------	---	---------

Set alignment in styles

When creating or modifying a paragraph style, you may set a default associated with that style. For example, the **default style** can be set to include **justification** as follows:

- **Format » Styles and Formatting.**
- Select **paragraph** styles.
- Right click on **Default**.
- Click **Modify**.
- Click the **Alignment** tab.
- Click **Justified** in the **Options** area.
- Click **OK**.

All paragraphs that use the **default style** will now automatically be justified.

3.3.2.4 Indent paragraphs: left, right, first line, hanging

Indents refer to the amount of space inserted between the text and the left and right hand margins. In the case of a **first line indent**, the first line is indented but not the subsequent lines. In the case of a **hanging indent**, the first line is not indented while subsequent lines are. Indents may be set up before a paragraph is created or applied to existing paragraphs.

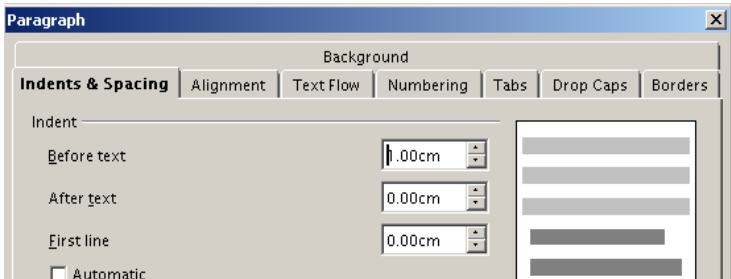
The following table illustrates the different types of indent.

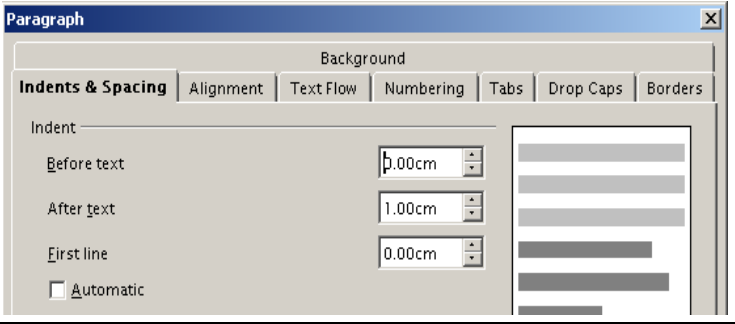
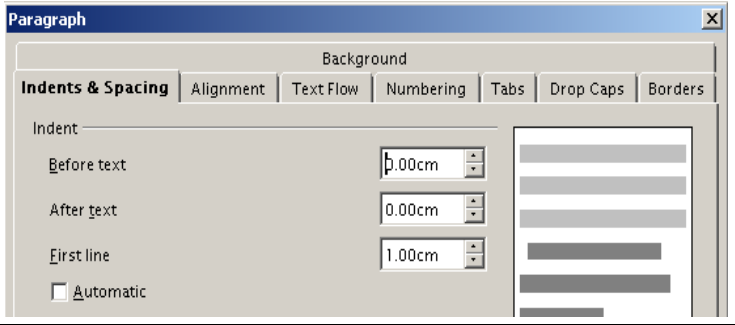
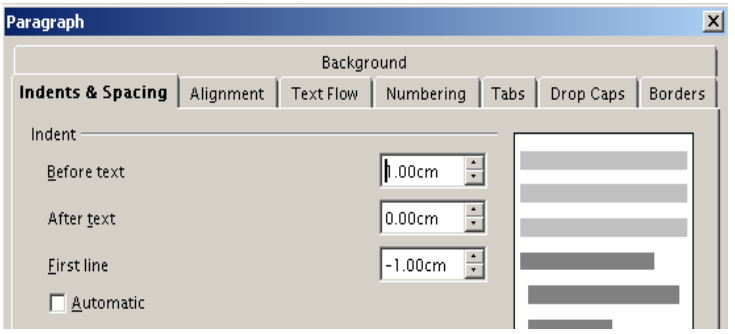
Left indent	The international airport, Bole, at Addis Ababa (Addis to aficionados) is modern and boasts several duty free shops. The drive into Addis reveals a few modern five storey structures, but also, it is strikingly free of litter. Buildings range from the palace ruins, the Queen of Sheba's bath, square wattle and daub homes, two supermarkets to the sprawling Merkato market – the largest market in East Africa.
Right indent	The international airport, Bole, at Addis Ababa (Addis to aficionados) is modern and boasts several duty free shops. The drive into Addis reveals a few modern five storey structures, but also, it is strikingly free of litter. Buildings range from the palace ruins, the Queen of Sheba's bath, square wattle and daub homes, two supermarkets to the sprawling Merkato market – the largest market in East Africa.
First line indent	The international airport, Bole, at Addis Ababa (Addis to aficionados) is modern and boasts several duty free shops. The drive into Addis reveals a few modern five storey structures, but also, it is strikingly free of litter. Buildings range from the palace ruins, the Queen of Sheba's bath, square wattle and daub homes, two supermarkets to the sprawling Merkato market – the largest market in East Africa.
Hanging indent	The international airport, Bole, at Addis Ababa (Addis to aficionados) is modern and boasts several duty free shops. The drive into Addis reveals a few modern five storey structures, but also, it is strikingly free of litter. Buildings range from the palace ruins, the Queen of Sheba's bath, square wattle and daub homes, two supermarkets to the sprawling Merkato market – the largest market in East Africa.

Indents are set as follows:

- **Format » Paragraph.**
- Click the **Indents & Spacing** tab.
- Set the **Before text**, **After text** and **First line** in the **Indent** area to achieve the desired effect.

The following table illustrates how the previous indents were achieved.

Left indent	Settings: Before text = 1.00 cm	
--------------------	---	--

<p>Right indent</p>	<p>Settings: After text = 1.00cm</p>	
<p>First line indent</p>	<p>Settings: First line = 1.00 cm</p>	
<p>Hanging indent</p>	<p>Settings: Before text = 1.00 cm First line = -1.00cm Note: The effect of the negative value is to move the first line back to the margin and so create a hanging indent.</p>	

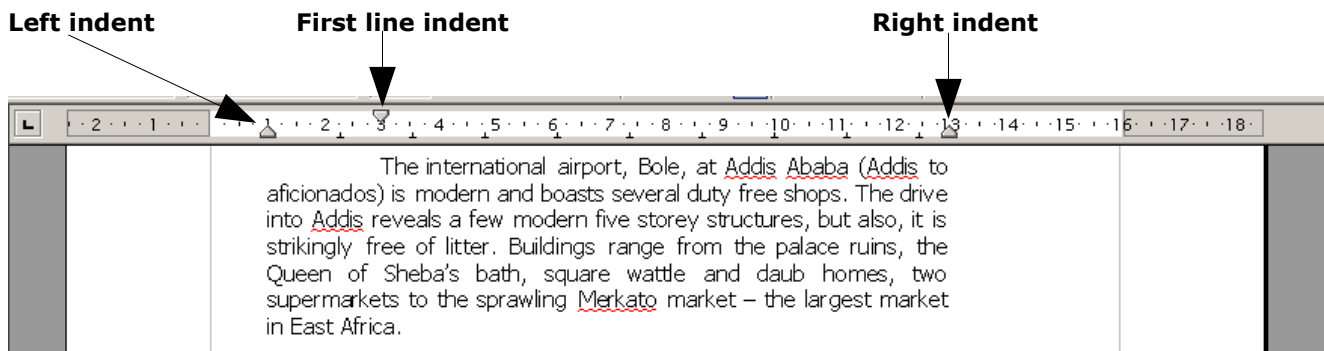
If the **Automatic** check box is ticked, the first line of the paragraph is indented according to the size of the font and the line spacing. The setting in the **First Line** box is ignored.

Set indents in styles

- **Format » Styles and Formatting.**
- Select **Paragraph** styles.
- Right click on the style you wish to modify.
- Click **Modify**.
- Click the **Indents & Spacing** tab.
- Make adjustments as above.
- Click **OK**.

All paragraphs based on the style you have modified will change to reflect the new values.

Indents are indicated on the **ruler** as shown in the next screen.



Change indents using the ruler

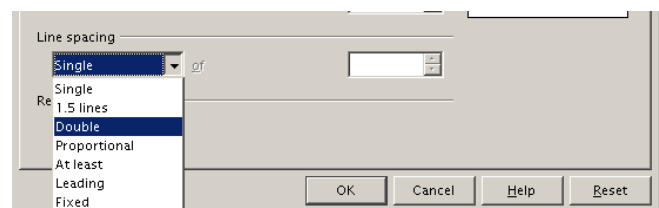
You may change the indenting of a paragraph by clicking and dragging the three indent markers on the ruler.

3.3.2.5 Apply single, double line spacing within paragraphs

The normal spacing between lines of a paragraph is single line. The paragraphs of this book are all in single line spacing. In some cases we need to leave more space between lines. Examples would include contracts and legal documents.

Change the line spacing of a paragraph

- **Format » Paragraph.**
- Click on the **Indents & Spacing** tab.
- Click the **Spacing drop** drop down window.
- Select the line spacing.
- Click **OK**.



Change line spacing in a style

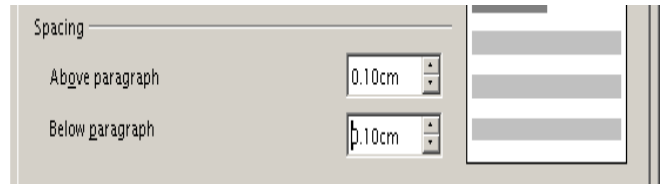
- **Format » Styles and Formatting.**
- Select **Paragraph** styles.
- Right click on the style you wish to modify.
- Click **Modify**.
- Click the **Indents & Spacing** tab.
- Select the line spacing.
- Click **OK**.

3.3.2.6 Apply spacing above, below paragraphs

Usually Writer does not insert a space above or below a paragraph. Usually users insert a blank line at the end of the paragraph to set the paragraph off from other text. This involves pressing the **Enter** key twice. You may, however, let Writer insert this space for you automatically. You could also insert space automatically before a paragraph.

Insert space before or after an existing paragraph

- **Format » Paragraph.**
- Click on the **Indents & Spacing** tab.
- Adjust the values in the **Above paragraph** and **Below paragraph** windows.
- Click **OK**.

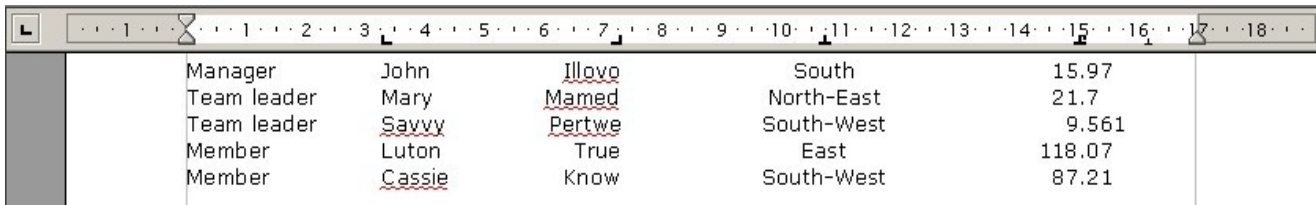


Insert space before or after paragraphs in styles

Paragraph styles can be modified to include space before or after paragraphs using the same method as shown in previous sections.

3.3.2.7 Set, remove and use tabs: left, centre, right, decimal

Tabs are used for aligning columns of text and numbers. Consider the columns shown on the following screen.



The second to fifth columns are left, right, centre and decimal aligned on the tabs respectively.

Notice the different icons on the ruler for the different tab stops.

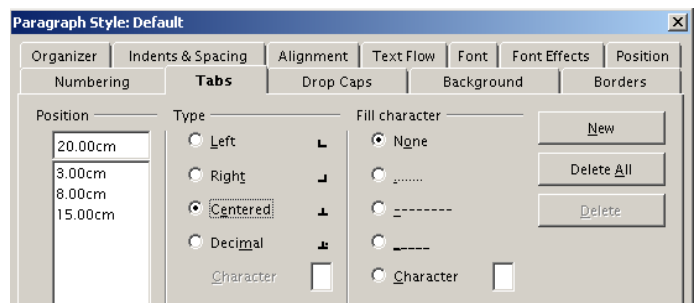


Tab stops are set for a paragraph or group of paragraphs. They may also be set in a style

Set default tab stops

Default tab stops are set in the **Default** paragraph style.

- **Format » Styles and Formatting.**
- Select **Paragraph** styles.
- Right click on **Default**.
- Select **Modify**.
- Click on the **Tabs** tab.
- Click **Delete all** to clear existing tab stops.
- Enter a **Position** and click on a tab **Type**.
- Click **New**.



- Repeat the process for all the default tabs you wish to set.
- Click **OK** when done.

Change tab stops on the ruler

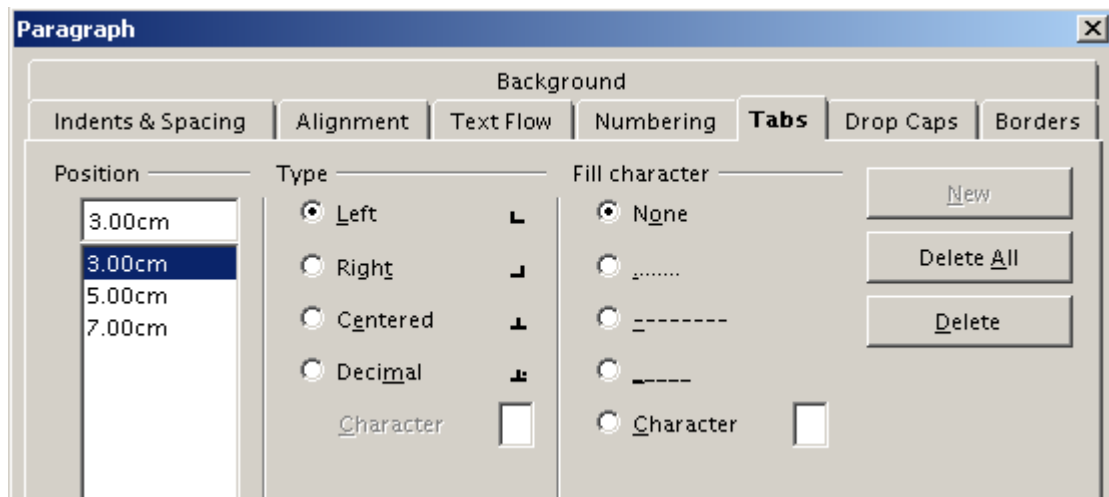
You may change the positions of the tab stops on the ruler by dragging them. The change will, however, only apply to the current paragraph.

When users create columns of data as in the earlier screen, a common mistake is to press the **Enter** key at the end of each line. This means that when you drag a tab stop icon, it will only have an effect on one line. A better idea is to press **Shift+Enter** at the end of each line until all the data has been entered. In this way, Writer can treat the entire block of data as a single paragraph. The tab stop icons can then be dragged and change the positions of entire columns at once.

Change tab stop settings for a paragraph using the dialogue window

- **Format » Paragraph.**
- Click the **Tabs** tab of the dialogue.

If only the default tabs are set, the tab stops will not be shown. If custom tabs have been set, these will be displayed as shown in the screen.



Clear all tab stops

- Press the **Delete all** button. This will clear all default and custom tab stops for the current paragraph.

Clear selected custom tab stops

- Highlighted the tab stop you wish to delete and press the **Delete** button.

Set custom tab stops

- Enter a value into the **Position** window.
- Select **Left**, **Right**, **Centered** or **Justified** under **Type**.
- Press **New**. The new tab stop will be added to the list of existing tab stops.

A quick way of setting tab stops is to right click on the paragraph, select **Paragraph** in the context sensitive menu and then press the **Tabs** tab.

3.3.2.8 Apply bullets, numbers to a single level list. Remove bullets, numbers from a single level list

Bullets are useful in emphasising lists of items. The following two screens illustrate the use of bullets to emphasise points.

No bullets

The following schedule is suggested for the week of your visit.

Monday: Briefings by line managers
 Tuesday: Visit central office
 Wednesday: Visit southern office
 Thursday: Visit northern office
 Friday: Briefings by regional managers
 Saturday: Directors' seminar

We trust that this will meet with your approval.


Bulleted

The following schedule is suggested for the week of your visit.

• Monday: Briefings by line managers
 • Tuesday: Visit central office
 • Wednesday: Visit southern office
 • Thursday: Visit northern office
 • Friday: Briefings by regional managers
 • Saturday: Directors' seminar

We trust that this will meet with your approval.

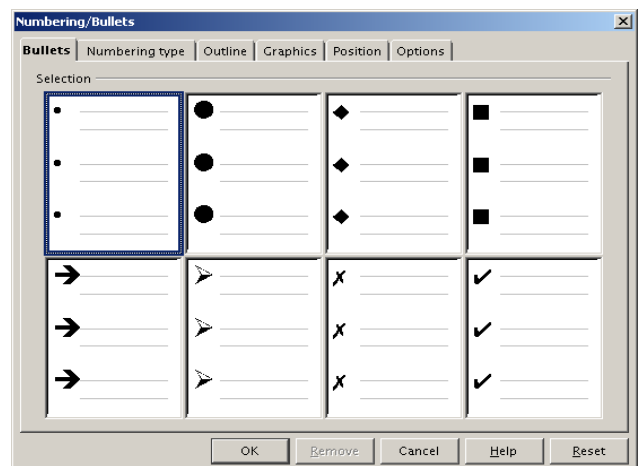
Bullet an existing list: Quick method

- Highlight the list of items to be bulleted.
- Click the **Bullets** icon on the **Formatting toolbar**, . This will bullet the list using the default bullet symbol.

Bullet an existing list using Format

- Highlight the list of items to be bulleted.
- **Format** » **Bullets and Numbering**.
- Click the **Bullets** tab.
- Click on the bullet style you wish to insert and click **OK** or simply double click on the bullet.

If you press **Enter** in a bulleted line, Writer will automatically insert a bullet at the start of the new line.



Bullet a list using Styles

- Highlight the list to be bulleted.
- **Format** » **Styles and Formatting** or press **F11**.
- Click **List styles**.
- Double click on one of **List 1** to **List 5**.


Sometimes clicking on the bullet icon on the **Formatting toolbar** produces an undesired spacing with the bullet. In such a case, use the **Styles and Formatting**.

Create a new bullet list

- Insert a bullet at the start of the first line using any of the methods above.
- Press **Enter** at the end of each line to insert a new bulleted item on the next line.
- Press **Enter** twice at the end of the final item.


Turn bullets off

The bullet icon on the **Object bar** acts as a toggle.

- Select the list from which you wish to remove bullets.
- Click the **Bullet** icon, , on the **Tool bar**.

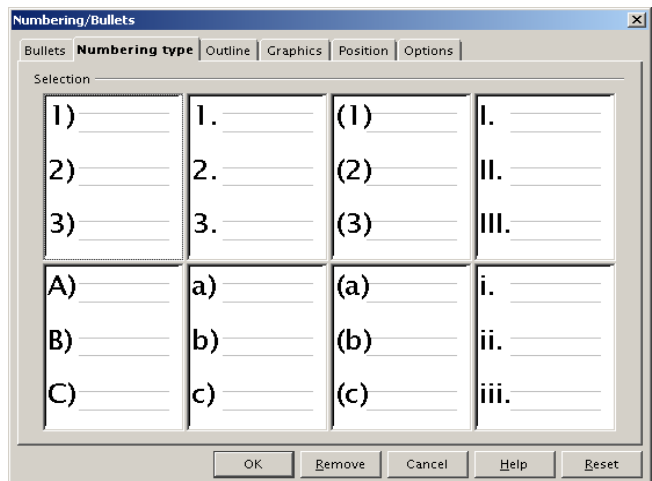
Create a numbered list: Quick method

A numbered list is similar to a bulleted list, except that the items are numbered in sequence. If a new item is inserted within the list or at the list, the numbering adjusts automatically.

- Select the list of items to be numbered.
- Click the **Numbering** icon, , on the **Tool bar**.

Number a list: Format method

- Select the list of items to be numbered.
- **Format » Numbering / Bullets.**
- Click the **Numbering type** tab.
- Double click on the style of numbering you wish to apply.



The next screen illustrates two styles of numbered list.

The following schedule is suggested for the week of your visit.

- i. Monday: Briefings by line managers
- ii. Tuesday: Visit central office
- iii. Wednesday: Visit southern office
- iv. Thursday: Visit northern office
- v. Friday: Briefings by regional managers
- vi. Saturday: Directors' seminar

We trust that this will meet with your approval.

The following schedule is suggested for the week of your visit.

- 1. Monday: Briefings by line managers
- 2. Tuesday: Visit central office
- 3. Wednesday: Visit southern office
- 4. Thursday: Visit northern office
- 5. Friday: Briefings by regional managers
- 6. Saturday: Directors' seminar

We trust that this will meet with your approval.

Number a list using Styles

- Highlight the list to be bulleted.
- **Format » Styles and Formatting** or press **F11**.
- Click **List styles**.
- Double click on one of **Numbering 1** to **Numbering 5**.

Create a numbered list

The method is exactly the same as creating a bulleted list.

Remove numbering

- Select the items from which you wish to remove the numbering.
- Click the numbering icon on the **Formatting toolbar**.

3.3.2.9 Change between the style of bullets, numbers in a single level list from built-in standard options

The style of either numbering or bullets can be changed using the **Format** menu.

- Select the list to be changed.
- **Format » Bullets and Numbering**.
- Click the **Bullets** or **Numbering type** tab.
- Double click on the new style. The selected bullets or numbering will change immediately.

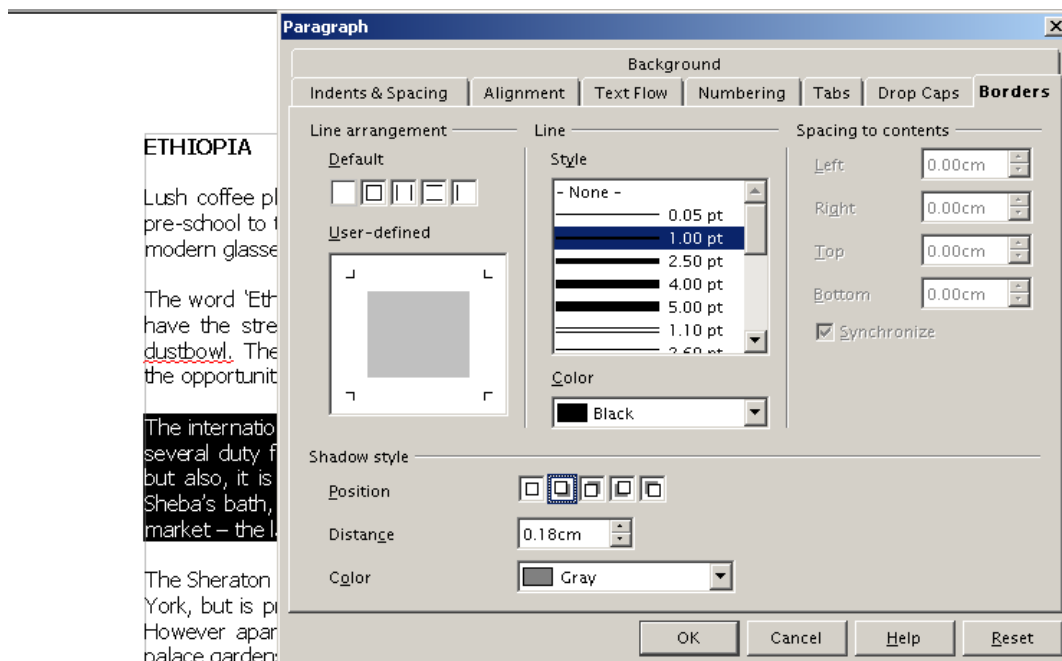
This same method can be used to convert bullets to numbering or numbering to bullets.

3.3.2.10 Add a top and bottom border, box border and shading to a paragraph

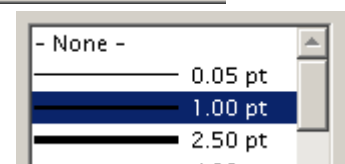
To emphasise points you can add borders to paragraphs. You are able to choose the thickness of the border and whether you wish it to have a shadow or not.

To apply a border to a paragraph:

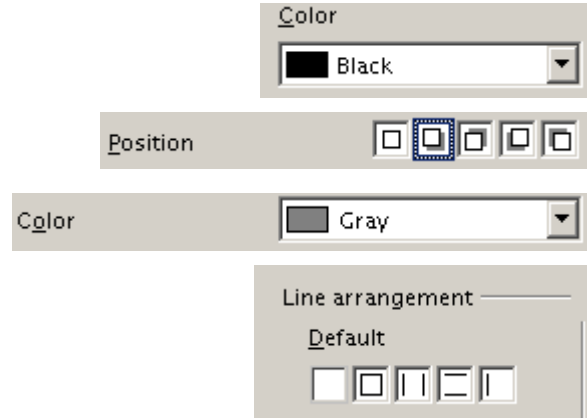
- Highlight the paragraph.
- **Format » Paragraph**.
- Click the **Borders** tab.



- Select a line thickness and border style.



- Select a border colour.
- Select a shadow style. (The first icon is no shadow.)
- Select a shadow colour.
- Select a line arrangement.
- Click **OK**.

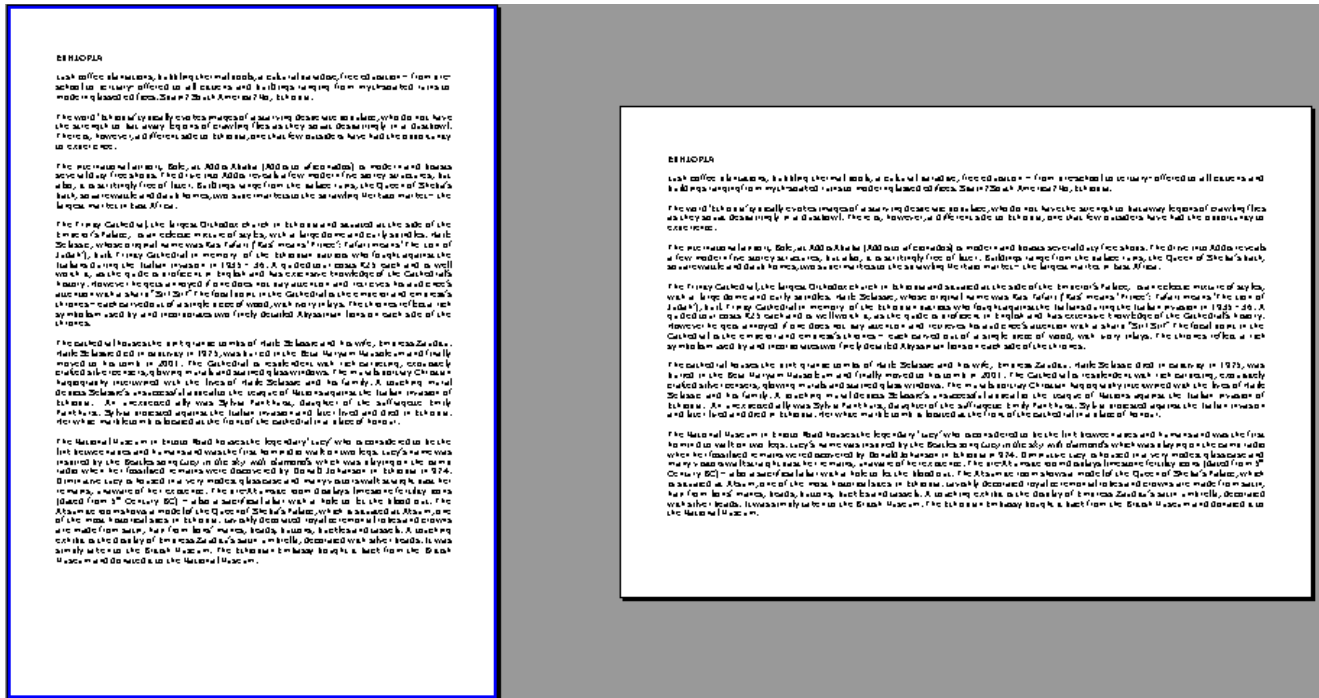


This paragraph has a 1.00 pt black border with a grey shadow to the lower left.

3.3.3 Document Formatting

3.3.3.1 Change document orientation to portrait or landscape. Change paper size.

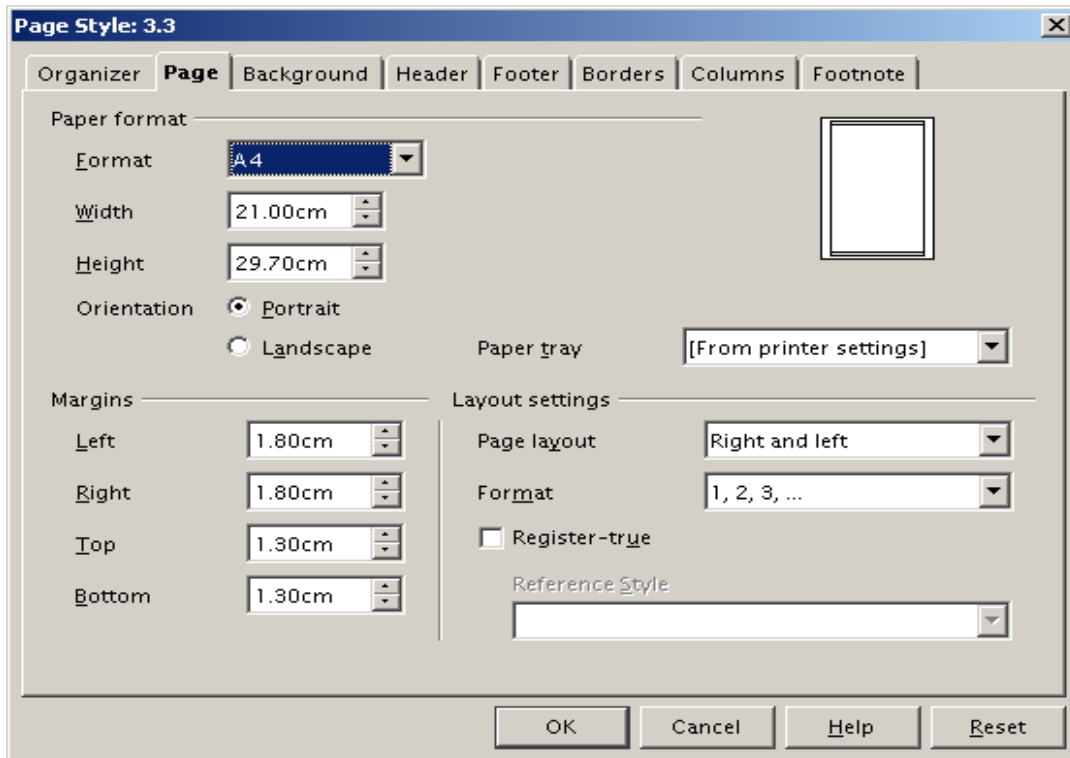
Normally we print across the short side of a page as, for example, on the page you are reading. This orientation of the page is called **portrait**. We can alter the page layout so that we print across the long side of the paper. This is called **landscape**. The next screen illustrates the two orientations.



Writer also has to have information about the size of the paper you will be using for printing in order to be able to format the document correctly. Usually we use A4 size. There might be times when you use smaller paper, such as A5, or larger paper, such as A3. The printer you use will impose restrictions on the size of paper. Paper size can be set at the same time as orientation.

Change orientation and paper size of current page layout

- **Format » Page.**
- Click the **Page** tab.



- Click either the **Portrait** or **Landscape** radio button to set the desired orientation.
- Set the paper size to a standard size by clicking on the **Format** drop down window or enter a custom size using the **Width** and **Height** windows.
- Click **OK**.

This will set all the pages of the document up to the point where a page break with a new style has been inserted. If you wish to use different page orientations within the same document, you will need to make use of page styles.

Change the page orientation and paper size in a style

- **Format » Styles and Formatting.**
- Select **Page styles**.
- Right click on the style you wish to change and click **Modify** in the context menu.
- Click the **Page** tab.
- Set the paper size to a standard size by clicking on the **Format** drop down window or enter a custom size using the **Width** and **Height** windows.
- Click either **Portrait** or **Landscape** and click **OK**.

3.3.3.2 Change margins of entire document, top, bottom, left, right

The margins refer to the space at the top, bottom and sides between the printed area and the edge of the paper. There is actually a small area around the edge of the paper that cannot be printed on. The margins are actually the distance between the printing and the edge of the non-printable area.

The margins can be set at the same time as the paper orientation.

- **Format » Page.**
- Click the **Page** tab.
- Set the **Left, Right, Top** and **Bottom** margins (see the previous screen capture of the dialogue window).
- Click **OK**.

The margins can be set in a style in exactly the same way as the paper orientation.

3.3.3.3 Insert, delete a page break in a document

When you reach the end of a page, Writer automatically inserts a page break and puts additional text on the following page. This is called an **automatic** or **soft page break**. If you insert text on a page, Writer will automatically adjust the position of the soft page break.

Insert page break

You may also insert a **manual** or **hard page break** at any point where you wish to force Writer to end a page. This is done by pressing **Ctrl+Enter**.

When you insert a hard page break using **Ctrl+Enter**, Writer will automatically use the current page style on the next page.

Delete page break

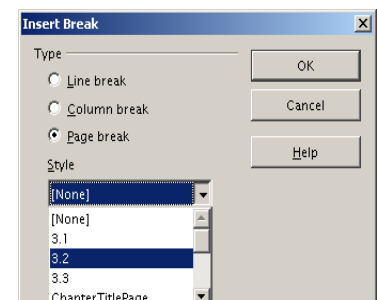
Display hidden characters by pressing  on the **Main toolbar**.

- Delete the page break by deleting the  character at the end of the paragraph.

Insert page break and change style

You will often need to change certain features of new pages such as headers, footers, margins and orientation. In order to do this you need to make use of styles. You will first need to create a style for each set of pages. Once you have your styles defined, you can insert a page break and change to a new page style at the same time.

- **Insert » Manual break.** This will display the adjacent dialogue.
- Click the **Page break** radio button.
- Click on the **Style** drop down window and select a style for the new page.
- Click **OK**.



You will see how to change headers and footers within a document using styles in the next section.

3.3.3.4 Add, modify text in Headers, Footers

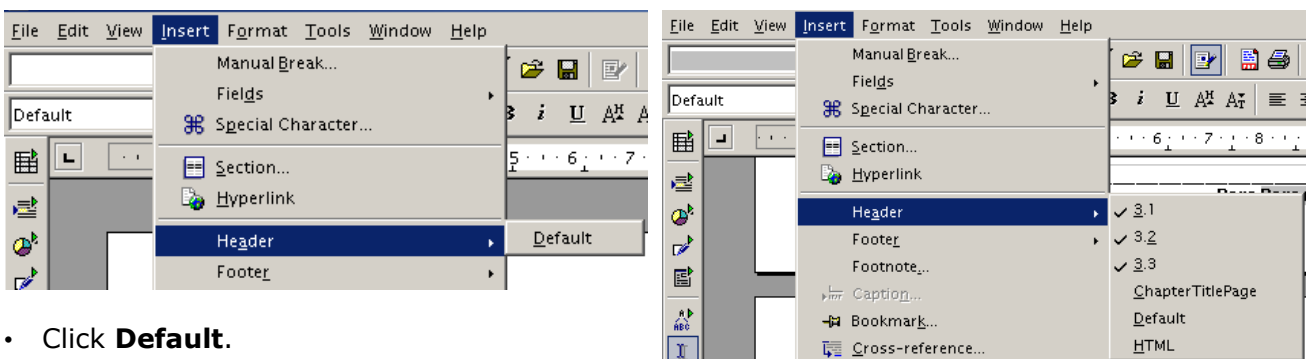
Headers and footers are text that is displayed at the top and bottom of each page. Once the header or footer has been defined, Writer will automatically insert it on every page of the current style.

Insert a header

- **Insert » Header.**

Depending on the existing styles, you will see different menus. The one on the left is what you will see in the case of a simple document where there are no styles. The second will be displayed where the document contains a number of page styles.

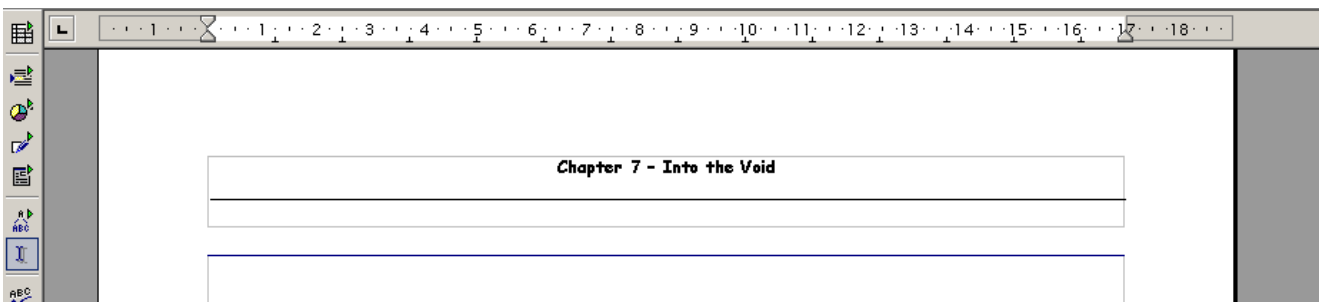
For the time being, we will assume a situation as on the left.



- Click **Default**.

This will display a header region. In this you can type and format your heading. You will only need to do this once. Writer will automatically insert this header at the top of each page.

- Enter and format the text of the header as shown, for example, on the next screen.



- Click on the body of the page when done.

Insert a footer

Footers are inserted in exactly the same way, except to start the process:

- **Insert » Footer.**

Change a header within a document

Suppose you are writing a book. At the top of each page you wish to insert the chapter number and title.

First you need to create a style for chapter 1.

- **Format » Styles and Formatting.**
- Select **Page styles.**
- Click **Default.**
- Click **New from Selection.**
- Call the style **Chapter 1.**
- Double click on the **Chapter 1** style.
- **Insert » Header » Chapter 1.**
- Create your header.
- Click **Update style** and close the **Styles and Formatting** dialogue.

At this point you would type up the text of chapter 1. When you are ready to start the next chapter:

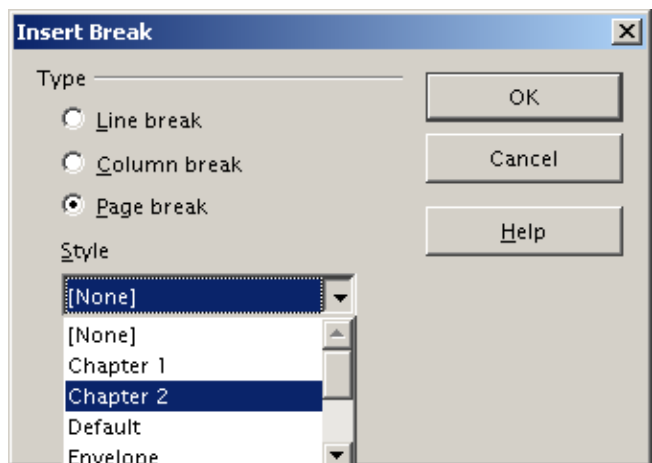
- Make sure the cursor is in Chapter 1. (This will ensure that **Chapter 1** is the current style.)
- **Format » Styles and Formatting.**
- Select **Page styles.**
- Click **New from Selection.**
- Call the style **Chapter 2.**

At this stage you have created a new style called **Chapter 2** which is identical to the **Chapter 1** style.

At the end of chapter 1:

- **Insert » Manual break.**
- Click the **Page** radio button.
- Click the **Style** drop down window and select **Chapter 2.**
- Click **OK.**

This will insert a hard page break with the new page having the **Chapter 2** page style.



- Edit the header in chapter 2. This will automatically change the **Chapter 2 style.**

Change a footer with a document

The process for changing a footer is essentially the same as that for changing the header.

3.3.3.5 Add fields in Headers, Footers: date, page number information, file location

Certain information such as the current page number, date and file information can be added to the headers or footers.

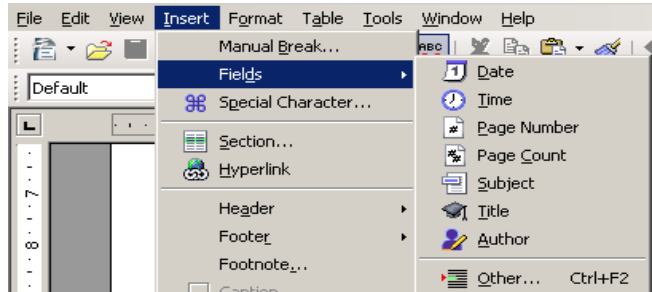
Insert page numbers into headers or footers

- Position the cursor at the point in the header or footer where you wish to insert the page number.
- **Insert » Fields » Page numbers.**

Insert other information into a header or footer

Other information such as date, time and number of pages can be inserted in exactly the same way as shown on the adjacent screen.

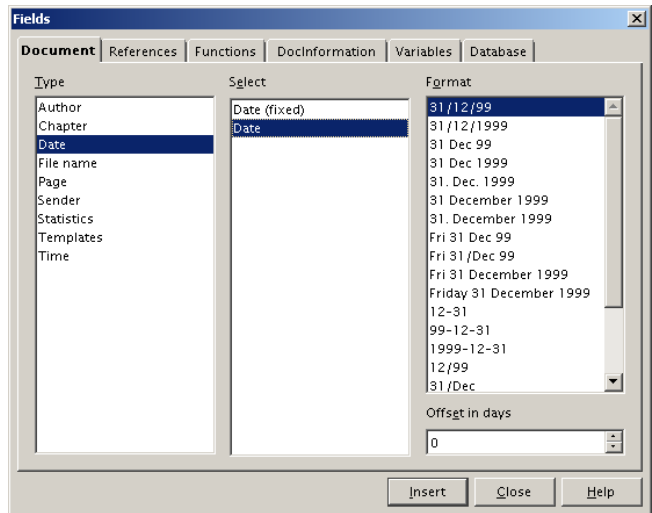
Note that the date and time inserted will be fixed and will reflect the date and time the header or footer was created.



Insert variable date or time into headers and footers

To enter a date or time that will reflect the current date or time in a header, the process is slightly longer.

- Position the cursor at the point in the header or footer where you wish to insert the page number.
- **Insert » Fields » Other.**
- Click the **Document** tab.
- Click **Date** in **Type**.
- Click **Date** in **Format**.
- Select an appropriate date format in **Format**.
- Click **Insert**.

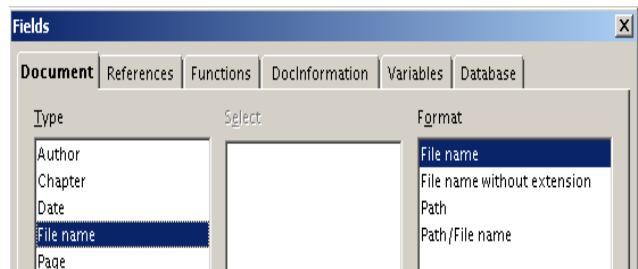


A variable time can be inserted in exactly the same way.

Insert a file name and path into a header or footer

The location of a file can also be added as a **field** to a header or footer. The file location comprises its file name and path. Either or both can be added as shown on the screen below.

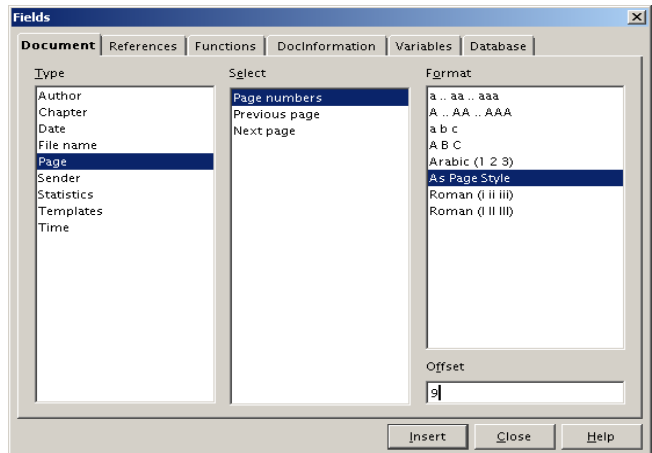
- Position the cursor at the point in the header or footer where you wish to insert the page number.
- **Insert » Fields » Other.**
- Click the **Document** tab.
- Click **File name** under **Type**.
- Select the appropriate **Format**.
- Click **Insert**.



Insert page numbers with an offset

Normally the first page of the current document starts at 1. You can however add to or subtract from this number. The value you add to the page numbering is called the **offset**. Suppose you wish the first page of the current document to start at 10 rather than 1. This means the offset must be 9.

- Position the cursor at the point in the header or footer where you wish to insert the page number.
- **Insert » Fields » Other.**
- Click the **Document** tab.
- Click **Page** under **Type**.
- Click **Page numbers** under **Select**.
- Enter the appropriate value in **Offset** , for example 9.
- Click **Insert**.



3.3.3.6 Apply automatic page numbering to a document

Automatic page numbering is accomplished by inserting the page number field in either a header or footer as described in section 3.3.3.5.

Module 3: OpenOffice.org Writer

Section 4: Objects

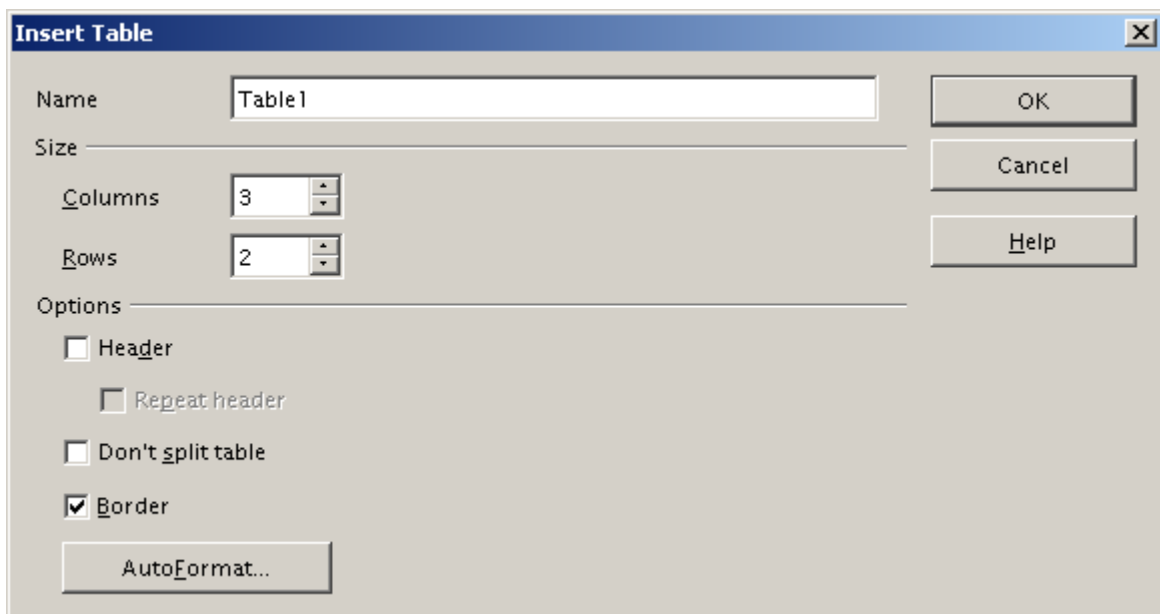
3.4.1 Tables

3.4.1.1 Create a table ready for text insertion

A **table** is a grid comprising a number of rows and columns. These may or may not have borders. Each **cell** of the table may contain text or objects such as graphic images and may be formatted independently of the other cells.

Insert a table

- Click on the position in the document where you wish to insert the table.
- **Insert » Table.**




- Writer will call the tables Table 1, Table 2, and so on. You may give the tables a name of your own choice. Enter this in the **Name** window.
- Adjust the **Columns** spin box to set the number of columns and the **Rows** spin box to set the number of rows.
- Tick the **Border** check box if you wish to include borders around the cells. Otherwise clear this box.
- If you wish to keep the entire table on one page, tick the **Don't split table** check box. Writer will then move the entire table to the following page if it will not fit on the current page.
- Click **OK**.


The following table was created using three columns and two rows.

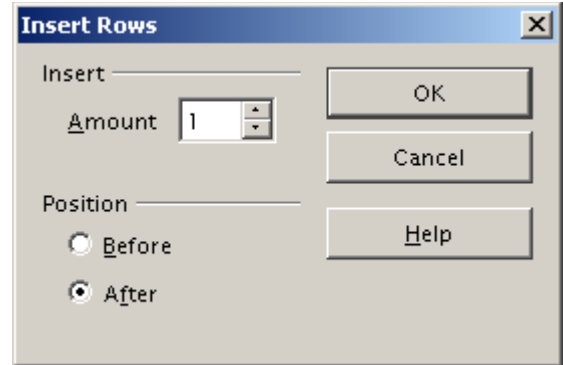
- Click in the cell in which you wish to enter text and enter and format the text as usual.
- Click **Tab** to jump to the next cell or click on another cell to reposition the cursor.

Delete a column


- Position the cursor anywhere in the column to be deleted.
- **Table » Delete » Columns** or press the **Delete column icon**, .

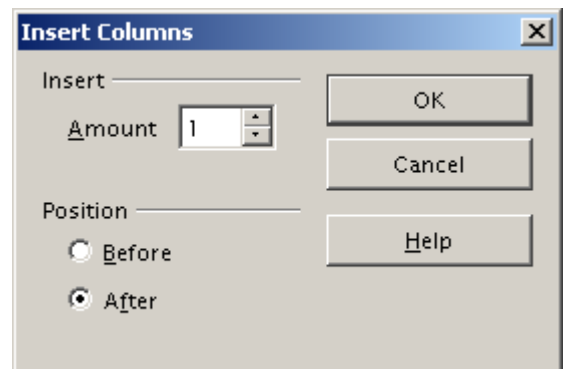
Insert a row

- Position the cursor anywhere in the row adjacent to the new row.
- **Table » Insert » Rows** or press the **Insert row icon**, .
- Adjust the **Amount** spin window to the number of rows you wish to insert.
- Click either the **Before** or **After** radio button to select whether you wish the new rows to be inserted before or after the current row.
- Click **OK**.



Insert a column

- Position the cursor anywhere in the column adjacent to the new column.
- **Table » Insert » Columns** or press the **Insert column icon**, .
- Adjust the **Amount** spin window to the number of columns you wish to insert.
- Click either the **Before** or **After** radio button to select whether you wish the new columns to be inserted before or after the current column.
- Click **OK**.



3.4.1.5 Modify column width, row height

When you create a table, Writer uses the default row heights and column widths. The row height will be based on the default font and the columns widths will be adjusted to fit equally across the page. This is shown on the following screen.

	North	South	East	West
A	14	8	21	7
B	107	23	15	12
C	45	8	19	11

If you change a font, the row height for all the cells will adjust to accommodate the largest font on the row as shown on the next screen.

	North	South	East	West
A	14	8	21	7
B	107	23	15	12
C	45	8	19	11

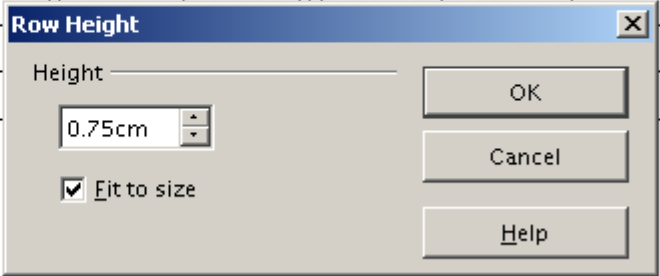
Row heights

Set the height of rows manually

You may set custom row heights manually as follows:

- Select cells in each of the rows you wish to adjust.
- Right click on one of the highlighted rows in the table, then **Row » Height**.
- Adjust the value using the **Height** spin window or typing a value in.

	North	South	East	West
A	14	8	21	7
B	107	23	15	12
C	45	8	19	11



Set optimal row height

Optimal row height is the most appropriate row height based on the size of the fonts used in the row.

- Check the **Fit to size** check box in the **Row Height** dialogue.

Set row height using the keyboard

- Position the cursor in the row whose height you wish to adjust.
- Hold down the **Alt** key and press the **Up** and **Down** arrows to decrease or increase the height.

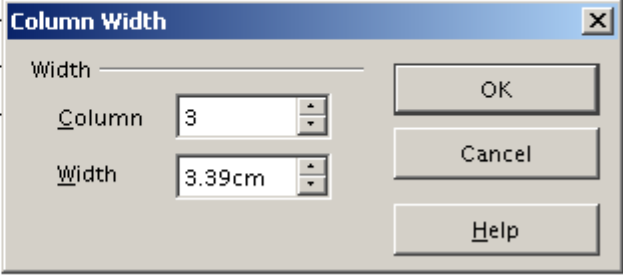
Column widths

Set column widths manually

The **Format** menu option lets you set the width of a single column.

- Select the columns you wish to change.
- Right click in one of the columns, then **Column » Width**.
- Select the column using the **Column** spin window.
- Adjust the width of the column using the **Width** spin window.

	North	South	East	West
A	14	8	21	7
B	107	23	15	12
C	45	8	19	11



- Click **OK**.

Set column widths equally

- Select cells in the columns you wish to change.
- Right click in one of the columns, then **Column** » **Space equally**.

Set column width by dragging the border

- Move the cursor over the border of the cell to display the separator icon.
- Hold down the left mouse button. A dotted vertical line will be displayed.
- Hold down the left mouse button and drag the vertical line.

	North	South	East	West
A	14	8	21	7
B	107	23	15	12
C	45	8	19	11

- Release the left mouse button at the desired position.

Set the column width using the keyboard

- Position the cursor in any cell in the column. Hold down the **Alt** key and press the **Left** or **Right** arrows. This will also adjust the overall width of the table.

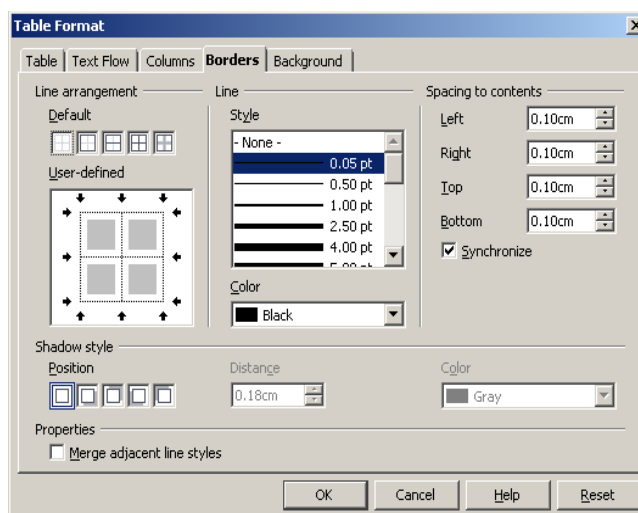
OR

- Position the cursor in any cell in the column. Hold down the **Alt+Ctrl** keys and press the **Left** or **Right** arrows. This will not change the overall width of the table.

3.4.1.6 Modify cell border width, style, colour

By default, Writer will insert and thin, black solid line as the table border. These can be changed as follows:

- Click inside the table.
- **Table » Table Properties**. This will display the **Table format** dialogue.
- Click the **Borders** tab.
- Select a border thickness and style in the **Style** window.
- Click on the **Color** window to display a drop down list of border colours and select a colour.
- You may also select a shadow for the outer border of the table by selecting the appropriate options in the **Shadow style** area of the dialogue. This is covered in the next section.



Set the border of individual cells or blocks of cells

The previous description applied to formatting an entire table. You may use the same method to set the borders of individual cells or blocks of cells.

- Select the cells whose borders you wish to set.
- **Table » Table Properties**.
- Click the **Borders** tab.
- Set the borders as you wish.
- Click **OK**.

In this case the settings will only apply to the cells that were selected. The following screen illustrates the effect.

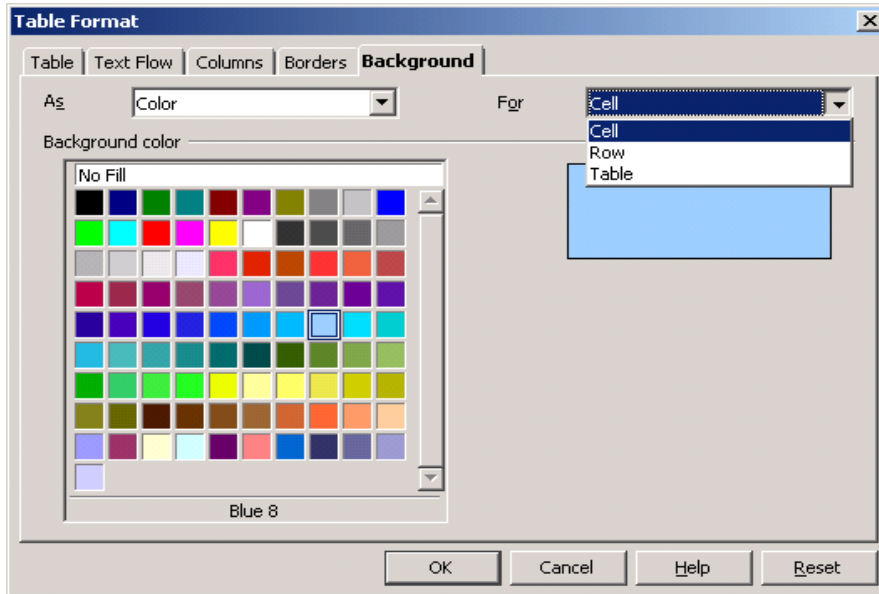
	North	South	East	West
A	14	8	21	7
B	107	23	15	12
C	45	8	19	11

In this case the four cells in the heading were highlighted before the command was executed.

3.4.1.7 Add shading to cells

You may insert shading (background) into some or all the cells of the table.

- Select an entire table or a range of cells.
- **Table » Table Properties**.
- Click the **Background** tab.



- Select the colour of the shading.
- Choose whether the shading must be applied to the current selected cells, the current selected rows or the entire table.
- Click **OK**.

Some other important table functions

Merge cells

Suppose we have a situation such as shown on the next screen.

	TEAM			
	North	South	East	West
A	14	8	21	7
B	107	23	15	12
C	45	8	19	11


We would like the word **TEAM** to be centred across the four headings. The solution is to merge the four cells and then centre the heading within this new cell.

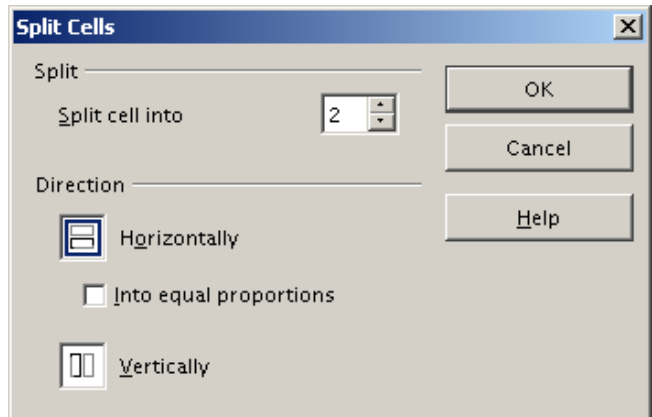
- Highlight the cells to be merged.
- **Table » Merge Cells** or click the **Merge** icon on the **Table object bar**, .
- Click the **Centre** icon on the **Toolbar**.

	TEAM			
	North	South	East	West
A	14	8	21	7
B	107	23	15	12

Split cells

You may split cells horizontally or vertically.

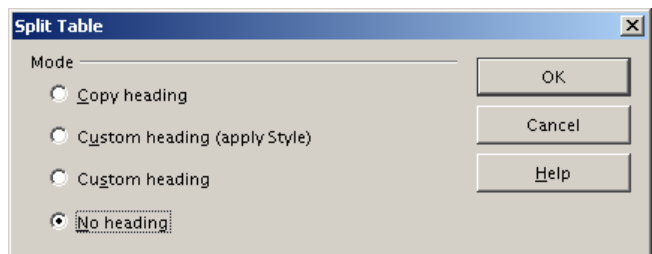
- Select the cells you wish to split.
- **Table » Split cells** or click on the **Split cells** icon .
- Select the number of elements you wish to split the cells into.
- Select either **Horizontally** or **Vertically**.
- Click **OK**.



Split table

You may split a table horizontally at the current cursor position.

- Click in the table at the point where you wish to split it.
- **Table » Split table**.
- Click **No heading**.
- Click **OK**.

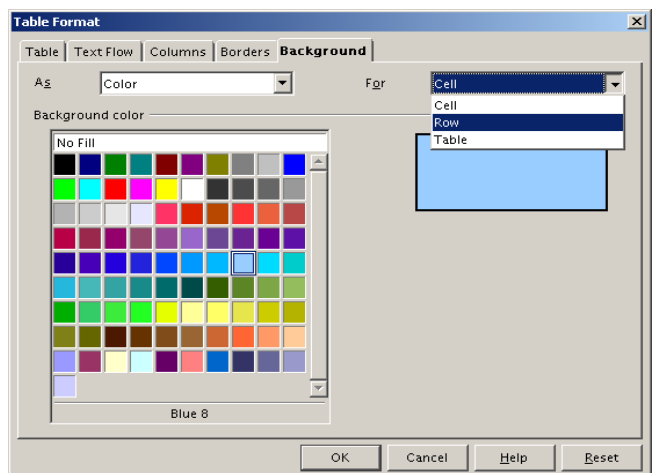


This insert a blank row between the two parts of the table. Each part can now be treated as a separate table

Set background colour

The background colour of a table is referred to as the **fill colour**. By default there is no fill. This can be changed.

- Click inside the table.
- **Table » Table Properties**.
- Click the **Background** tab.
- Select a **Background color** from the colour palette.
- Click on the **For** drop down window and select **Cell** to apply only to the selected cells or **Row** for the currently selected rows or **Table** if you wish to apply this background to the entire table.
- Click **OK**.



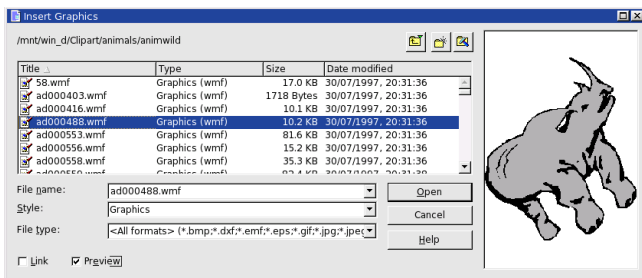
3.4.2 Pictures, Images, Charts

3.4.2.1 Insert a picture, an image, a chart into a document

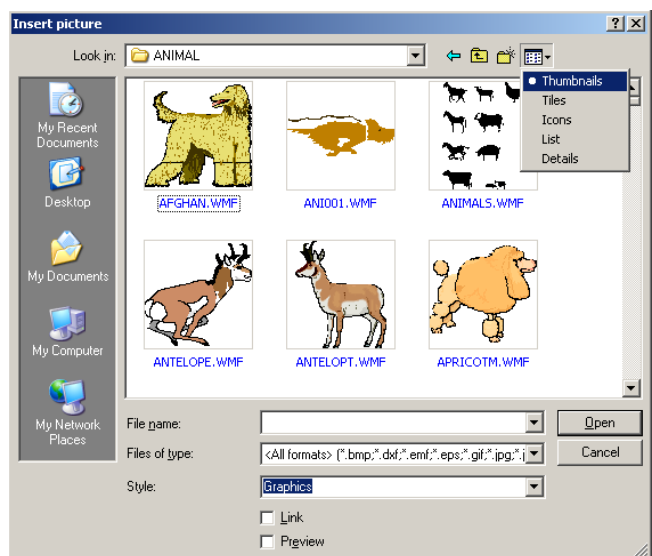
Insert picture or image into a document

Although a document consists mostly of ordinary text, you may insert other objects into the text. The most common sources of pictures and images are clipart galleries.

- **Insert » Picture » From file.**
- Browse to the directory / folder contains the graphics.
- **Linux:** Click the **Preview** check box:
- **Windows:** Switch **Thumbnails** on in the **View** menu.



This is generally a good idea as it helps you select an appropriate graphic. Otherwise you may just view long lists of file names which may not be meaningful.



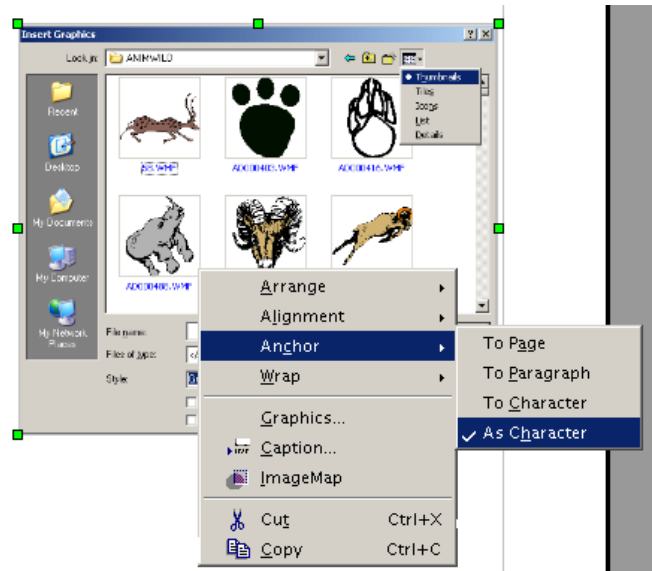
- Click the graphic you wish to insert and click **Open** or simply double click on the graphic.

This will insert the graphic into the document at the current cursor position.

The following step is very important.

Usually the graphic can be treated in exactly the same way as a text character.

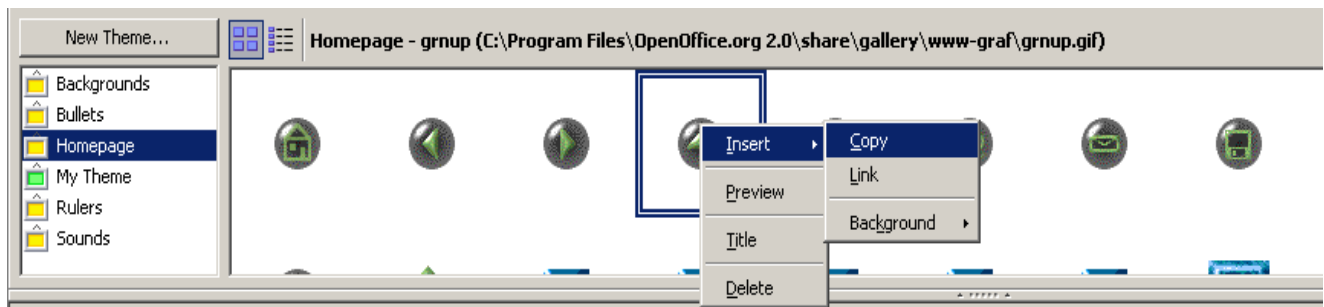
- Click on the graphic to select it. Notice the handles around the borders of the graphic.
- Right click to display the context menu click **Anchor**.
- Click **As Character**.



Insert a graphic from the gallery

OpenOffice.org has a built-in set of graphics called the **gallery**. You may insert images into a document from the gallery.

- Position the cursor at the insertion point.
- **Tools » Gallery**.
- Select a **Theme**.
- Select an item in the theme.
- Right click on the item to display a context menu.
- Click **Insert** then **Copy**.

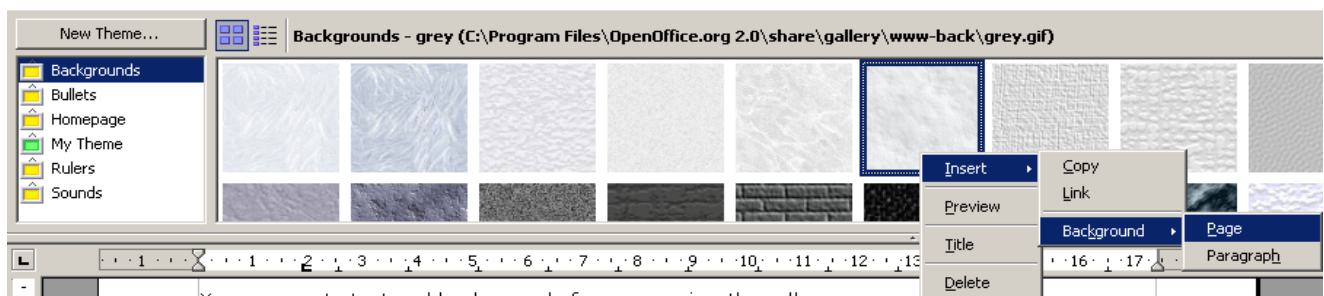


- Resize the image.
- **Tools » Gallery** to close.

Insert a page background from the gallery

You can create textured backgrounds for pages using the gallery.

- Position the cursor at the insertion point.
- **Tools » Gallery**.
- Select a **Backgrounds**.
- Select a background.
- Right click on the item to display a context menu.
- Click **Insert** then **Background**.



- Click **Page** if you wish to use the background for the entire page or **Paragraph** if you wish to use it only for the current paragraph.

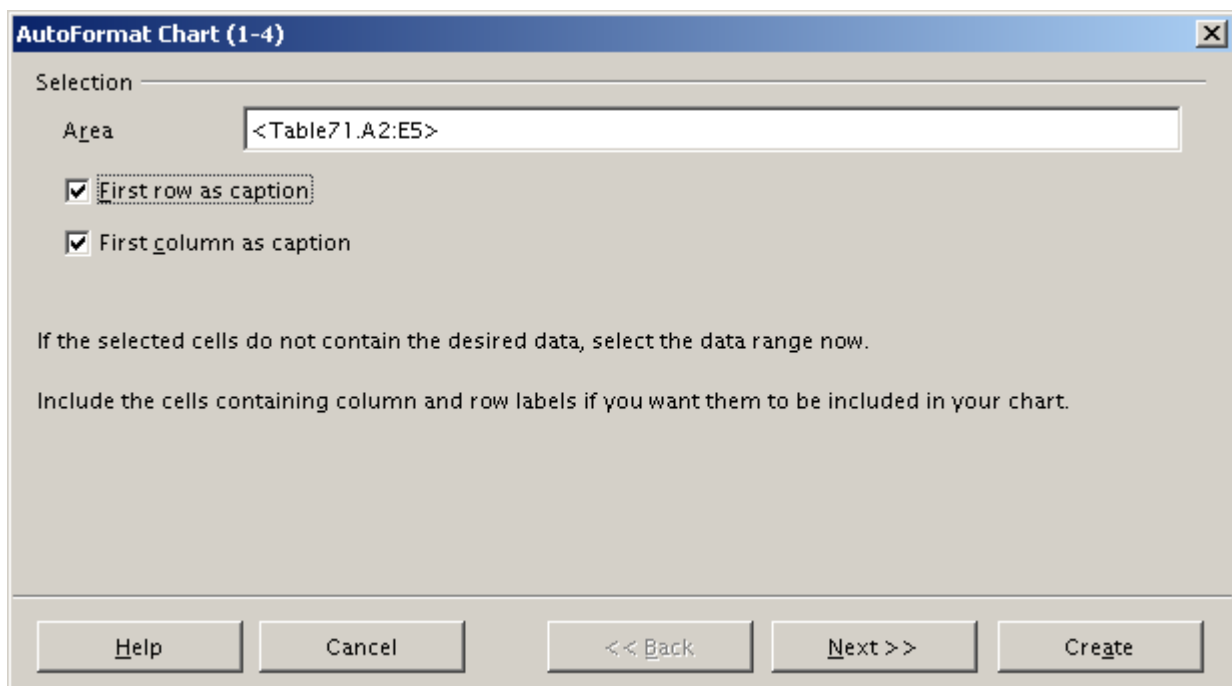
Create a chart based on a table

Charts can be created in Writer in the same way that they are created in Calc. Instead of the data being found in the rows and columns of a spreadsheet, they will now be found in the rows and columns of a table. The following is a detailed example of the creation of a chart in Writer.

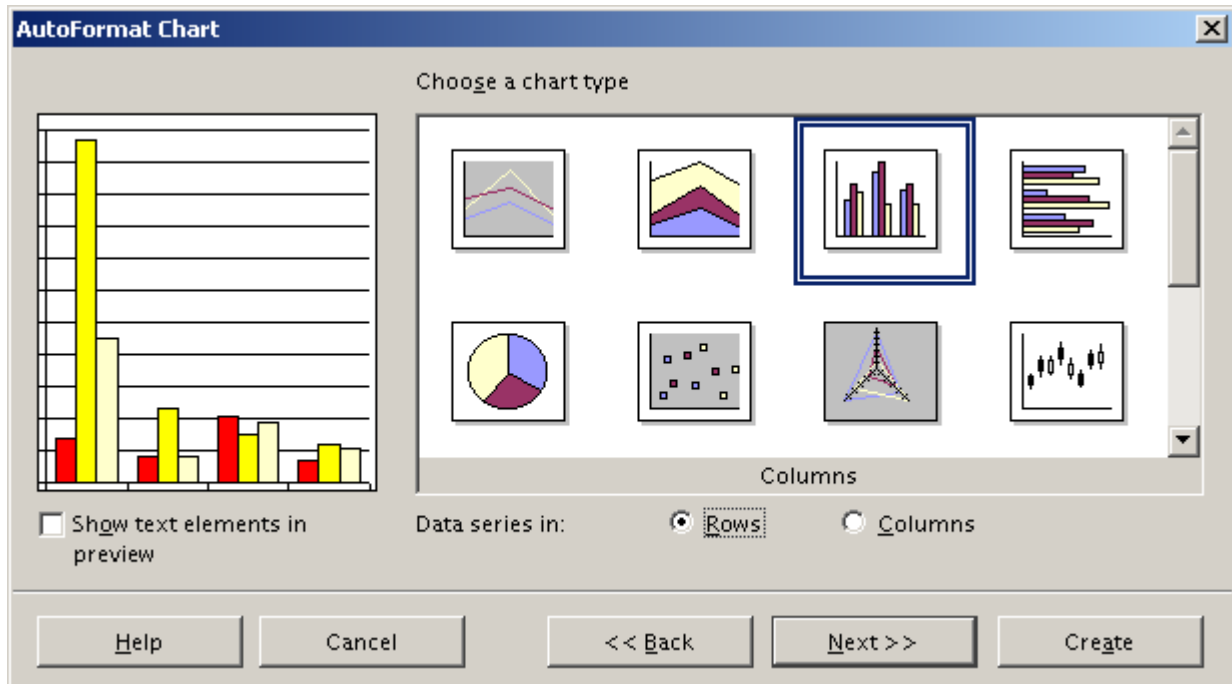
- Select the block of cells containing the data. Check whether the first column and first row contain labels as in the following screen.

	TEAM			
	North	South	East	West
A	14	8	21	7
B	107	23	15	12
C	45	8	19	11

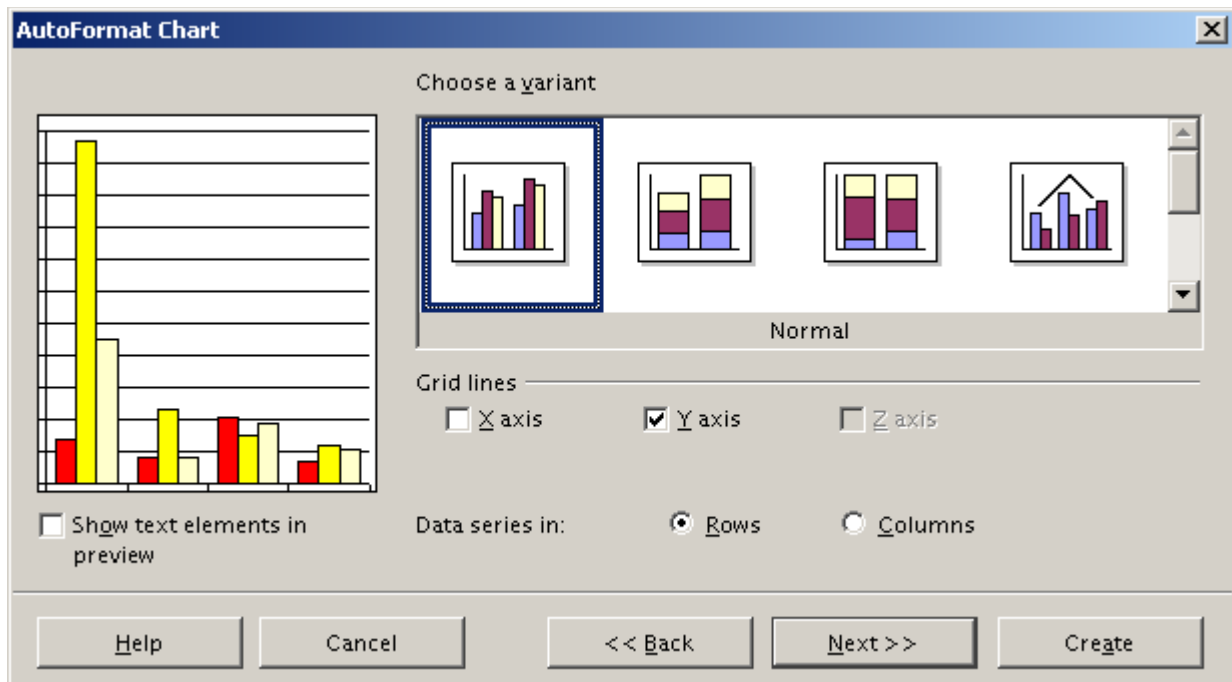
- **Insert » Object » Chart.**
- Check the appropriate **Caption** check boxes.



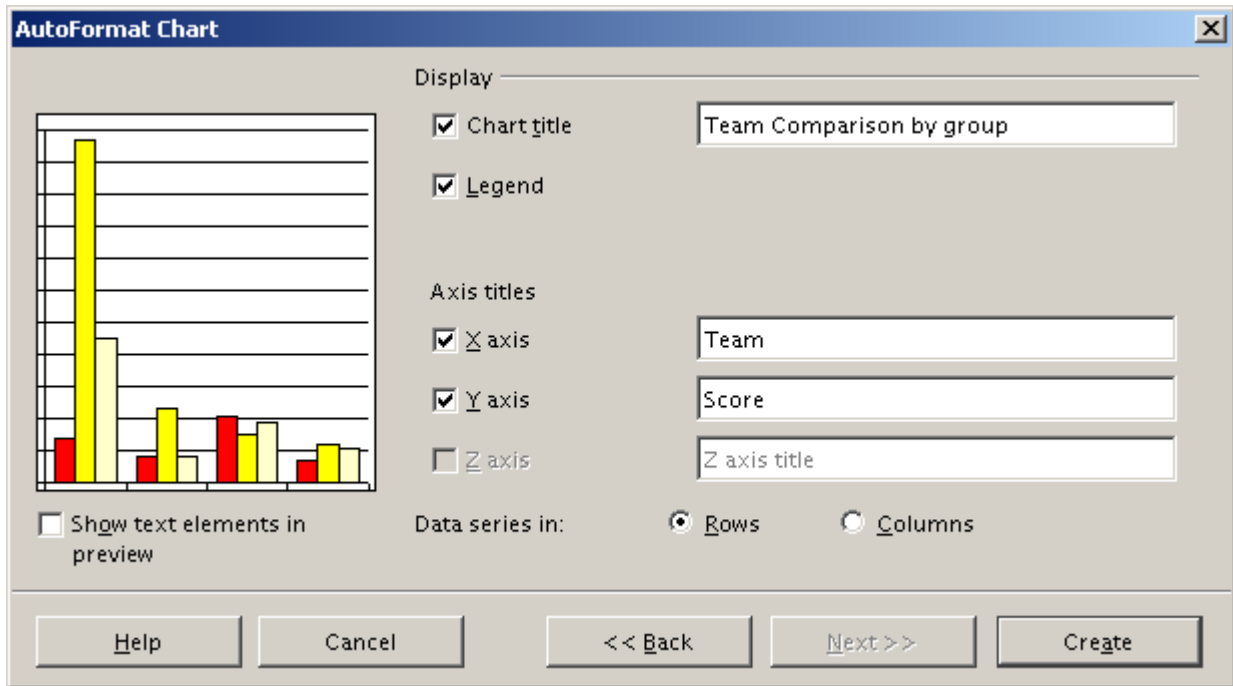
- Click **Next**.
- Select a **Chart type**.
- Select whether the **Data series** is contained in rows or columns. In this case it is in rows.



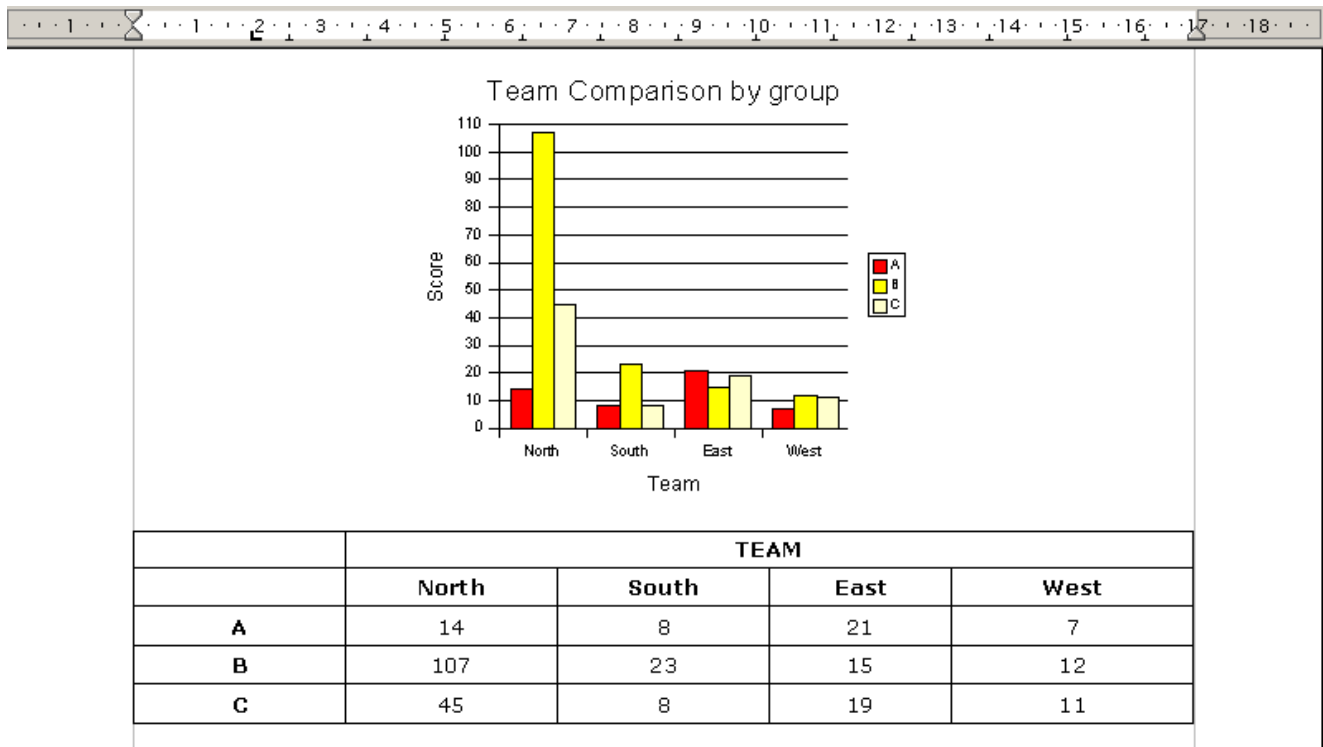
- Click **Next**.
- Choose a **Variant** of the basic chart type.
- Check the **X axis** and **Y axis** check boxes to display grid lines as desired.



- Click **Next**.
- Enter **Titles** for the chart as a whole and for the X and Y axes.
- Tick the **Legend** check box if you wish to display a legend with the chart. This will indicate the meaning of the different colours.



- Click **Create**.



Insert a spreadsheet chart in a document

This is covered in the section on duplicating images and charts.

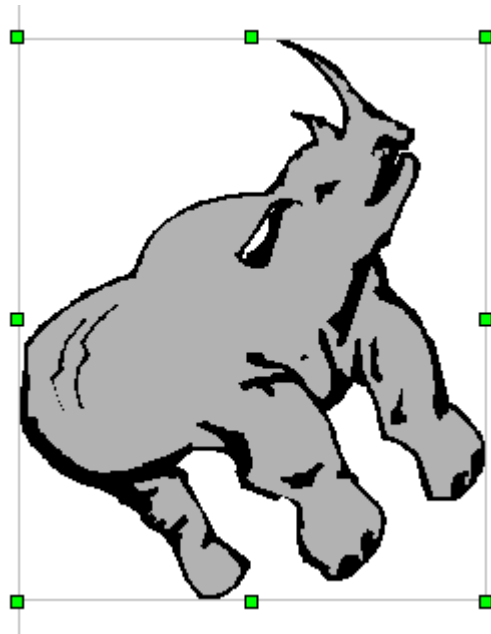
3.4.2.2 Select a picture, image, chart in a document

Just as we select text in order to perform actions on it such as delete or copy, we can do the same thing with graphics.

- Click anywhere in the graphic to select it.

Notice the handles that are displayed around the graphic. These are illustrated in the adjacent image.



Once an image has been selected, we are able to perform various actions on it.



Just as we select text in order to perform actions on it such as delete or copy, we can do the same thing with graphics.

3.4.2.3 Duplicate a picture, image, chart within a document, between open documents



Images, whether clipart or charts, can be manipulated in the same way. Once the image has been selected, it can be duplicated and moved in exactly the same way as ordinary text.

- Select the image or chart that must be copied.
- **Edit » Copy** or click the **Copy icon**, , on the **Toolbar** or press **Ctrl+C**.
- Position the cursor at the point where you wish to insert the duplicate. This can be within the current document or you can switch to another open document.
- **Edit » Paste** or click the **Paste icon**, , on the **Toolbar** or press **Ctrl+V**.

A duplicate of the original image will be inserted.

Copy a spreadsheet chart into a document



This method can be used to copy a chart from a spreadsheet into a document.

- Go to the spreadsheet and select the chart you wish to copy into the document.
- **Edit » Copy** or click the **Copy icon**, , on the **Toolbar** or press **Ctrl+C**.
- Switch to the document.
- Position the cursor at the point where you wish to insert the chart.
- **Edit » Paste** or click the **Paste icon**, , on the **Toolbar** or press **Ctrl+V**.

A duplicate of the original chart will be inserted into the document.

3.4.2.4 Move a picture, image, chart within a document, to another document

Moving an image is a two step process: **Cut** then **Paste**.

- Select the image or chart that must be copied.
- **Edit » Cut** or click the **Cut icon**, , on the **Toolbar** or press **Ctrl+X**.
- Position the cursor at the point where you wish to move the image. This can be within the current document or you can switch to another open document.
- **Edit » Paste** or click the **Paste icon**, , on the **Toolbar** or press **Ctrl+V**.

The image will be deleted in its original position and inserted at the new position.

3.4.2.5 Resize a picture, image, chart

When an image is selected, handles are displayed around the borders. By dragging on these, the image can be resized.

The four corner handles can be dragged in any direction. The handles on the left and right borders can only move horizontally while those on the top and bottom borders can only move vertically.

Narrow or widen an object

- Click on either of the side handles.
- Hold down the left mouse button and drag to the left or right.
- Release the mouse button when done.

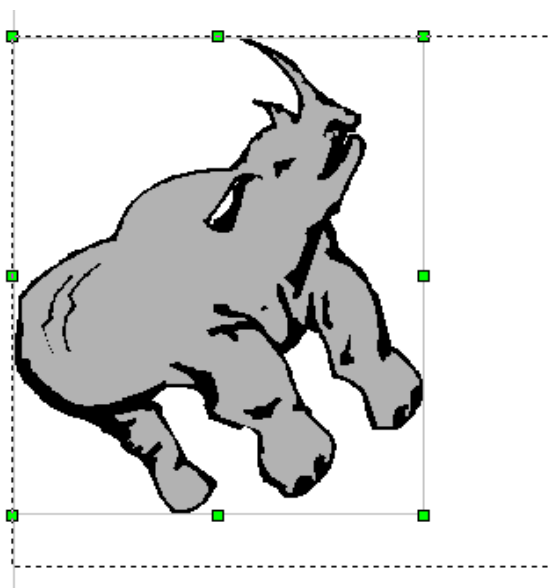
Lengthen or shorten an object

- Click on either the top or bottom handle.
- Hold down the left mouse button and drag up or down.
- Release the mouse button when done.

Change the size in any direction

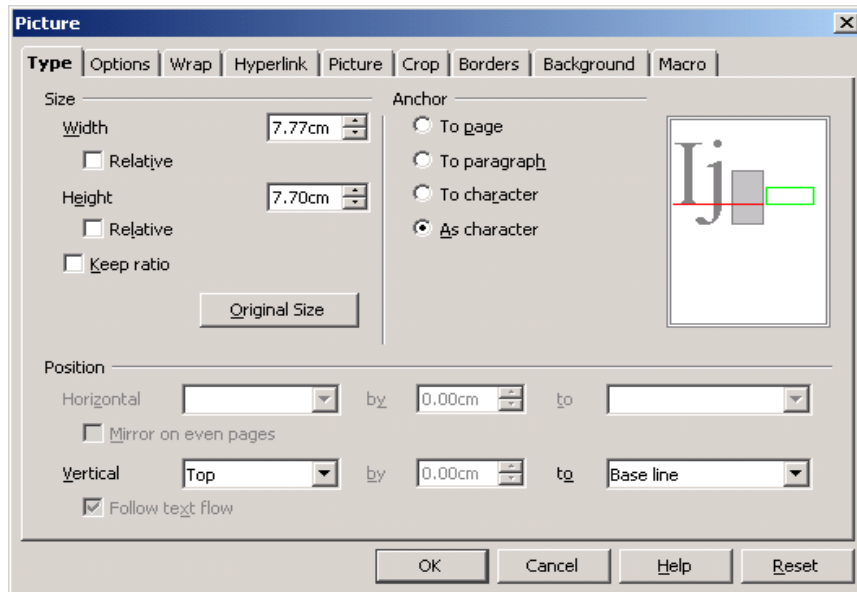
- Click on a corner handle.
- Hold down the left mouse button and drag in any direction.
- Release the mouse button when done.

The adjacent screen shot illustrates dragging the bottom corner handles. The image is only resized once the mouse button is released.



Alternatively, you can set the actual size of the picture in cm.

- Right click on the picture and select the picture option



- Click on the **Type** tab.

This will give you complete control over all the characteristics of the image including its size.

- Check **Anchor as character**.
This will cause Writer to treat the entire image as though it were an ordinary character. This is a very useful setting when inserting images as the image will remain fixed relative to the previous character when moving and inserting text.
- Adjust the physical measurements of the image in the **Size** area of the dialogue.
- Click **OK** when done.

3.4.2.6 Delete a picture, image, chart

- Select the image.
- Press **Del**.

Module 3: OpenOffice.org Writer

Section 5: Mail Merge

3.5.1 Concept and Practice

3.5.1.1 Understand the term mail merge and the concept of merging a data source with a main document such as a letter or a label document

A common situation that arises is that we need to send out the same letter or information to hundreds of people or organisations. While the text of the letter may be the same, each will contain specific references to the organisation in terms of the address and the person to whom it is being addressed.

Another related situation is where we need to print address labels for envelopes to clients. The client list may vary from time to time. However, when we need to print labels, we do not want to have to type up each one anew.

In situations such as these we can make use of the **Mail Merge** feature.

Mail merge involves the following:

- A template.
- A data source.
- Merging the data from the data source into the template to create a set of documents.
- Printing.

Template document

The **template document** is an outline of the document that you wish to produce. It contains the fixed text which will be the same for all the documents. It also contains **place holders** for the information that will change. Sometimes these place holders are also referred to as **fields**. Examples would include, name, first name, title, company and address.

Data source

The data source will contain the data that is inserted into the place holders when the actual merging takes place.

In the data source, the data will be organised into a number of rows and columns. Each row is called a **record** and contains the data that will be inserted to create a single document. For example, each row would contain a name, first name, title and address.

Each **record** is divided up into **fields** corresponding to the columns. These contain the individual items such as name and first name.

Merging

Merging involves creating the link between the fields in the template and the fields in the data source and then the actual creation of the set of documents.

A good way to approach the following sections is to actually create the documents yourself and work through the process step by step.

3.5.1.2 Open, prepare a main document for a mail merge by inserting data fields

Create an example of the letter or document you wish to produce

- The first step is to create the document you wish to create.

BLUE MOUNTAIN CHEESE FARM
Hex River Valley

10 January 2004

Ms Yvonne Chadpuri
13 Sea Glen Road
Cape Town

Dear Ms Chadpuri

You are one of our valued customers. We are having a tasting of our new line of cheeses on Saturday, 14 February. This will take place in the newly refurbished reception area. We would be happy if you could join us on this occasion. You are welcome to bring a partner. RSVP.

Yours sincerely
Jane de Fromage

Create a data source

To illustrate the process you will need to create a simple **data source**.

- **File » New.**
- Create the data source such as the one shown below.
- Ensure there is a comma between each field and a carriage return at the end of the line.

Title,First name,Name,Address 1,Address 2,Code
Ms,Yvonne,Chadpuri,13 Sea Glen Road,Cape Town,8001
Mr,Jacob,de Hague,92 Avon Crescent,Camps bay,8005
Ms,Celia,Ntombi,94 Eastern Road,Tamboerskloof,8001

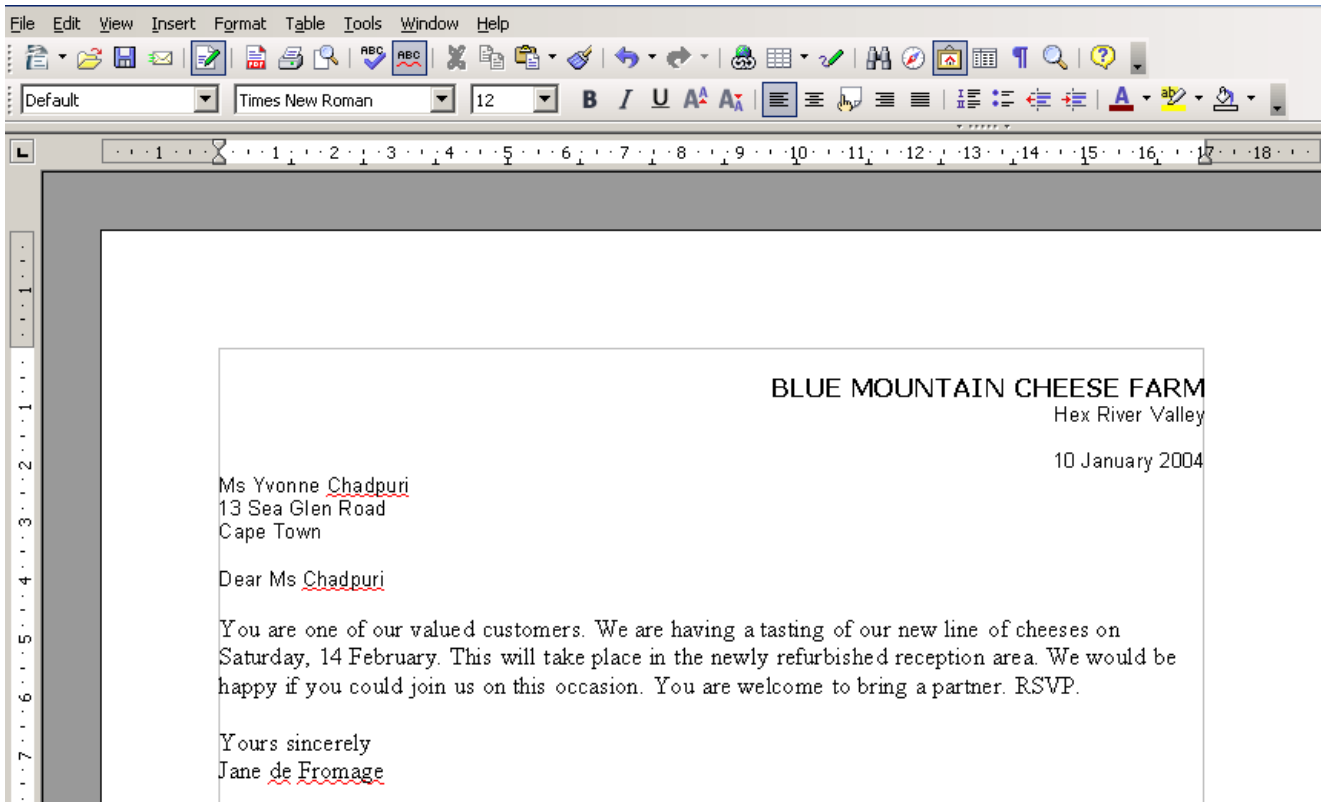
Note also that the **comma** is used in this situation as a **field separator**. Do not be concerned that the data file may be quite difficult to read.

- Save the data as a **text** document. Writer will automatically attach the **.txt** extension.

The first line of the data source contains the **field names**. These will be used as the place holders in the **template document**. A collection of records such as this is called a **table**.

The next stage is to prepare the **document template**. This is the letter or document which will be replicated. For each record in the data source a separate document will be created. The field names will in each case be replaced by the actual field values of each record.

The following screen illustrates an example of a letter which will be used as the basis for the document template.



This letter contains specific information for one person. The next step is to replace this with a set of field names.

- Highlight **Ms** in the letter. We will replace this with the field called **Title**.
- **Insert » Fields » Other**.
- Click the **Database** tab.

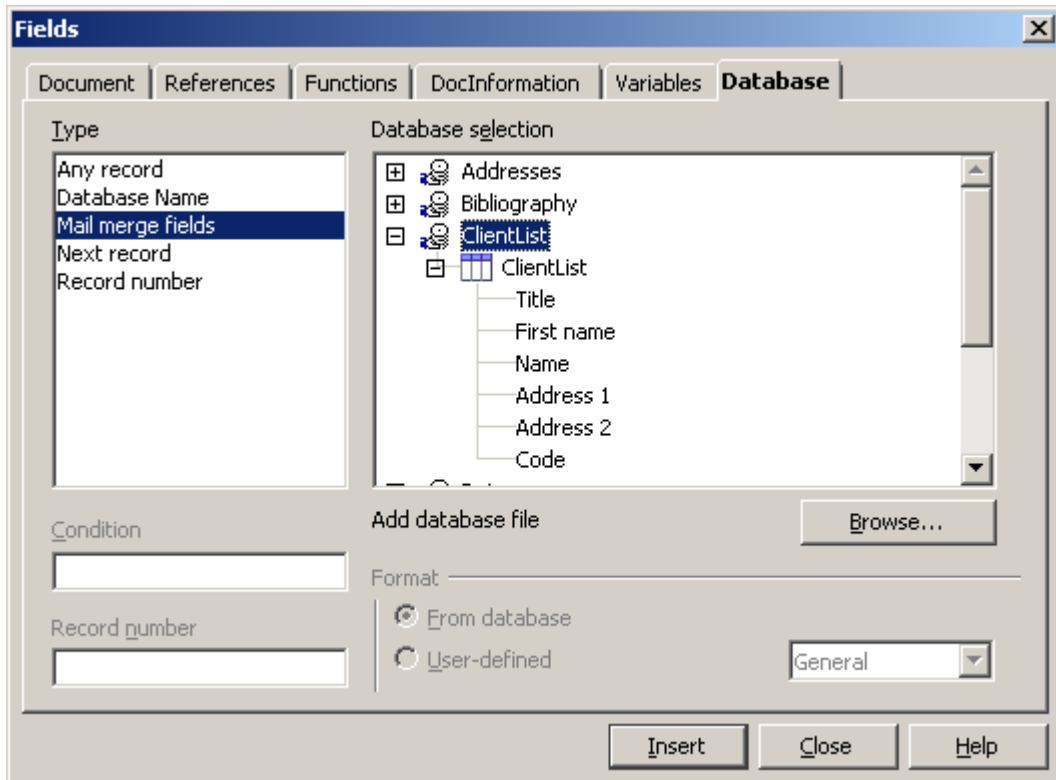
The next step is to point to the data file. Suppose this file is located in **My Documents** and is called **ClientList**.

- Click **Browse** and locate the file.

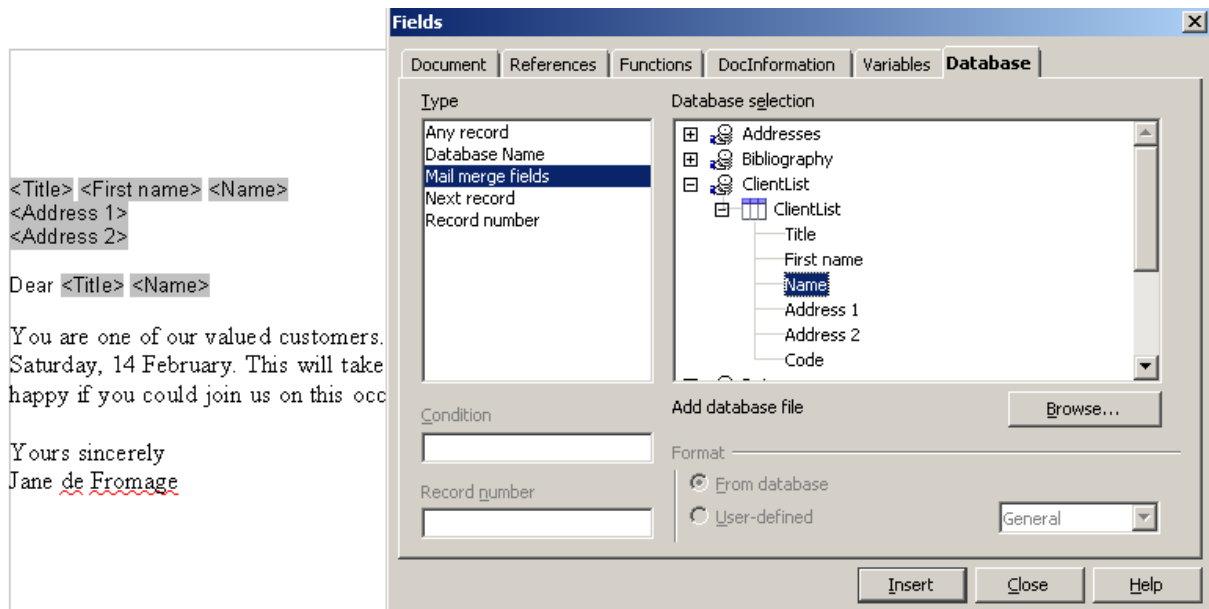
It will now appear in the list of **data sources**.

- Click the plus sign to expand the data source. Click the plus sign at the next node.

This will list the fields as shown below.



- Select **Title** and click **Insert**.
- Insert the same way replace other specific information with field names. Your document template will now appear as on the screen below.



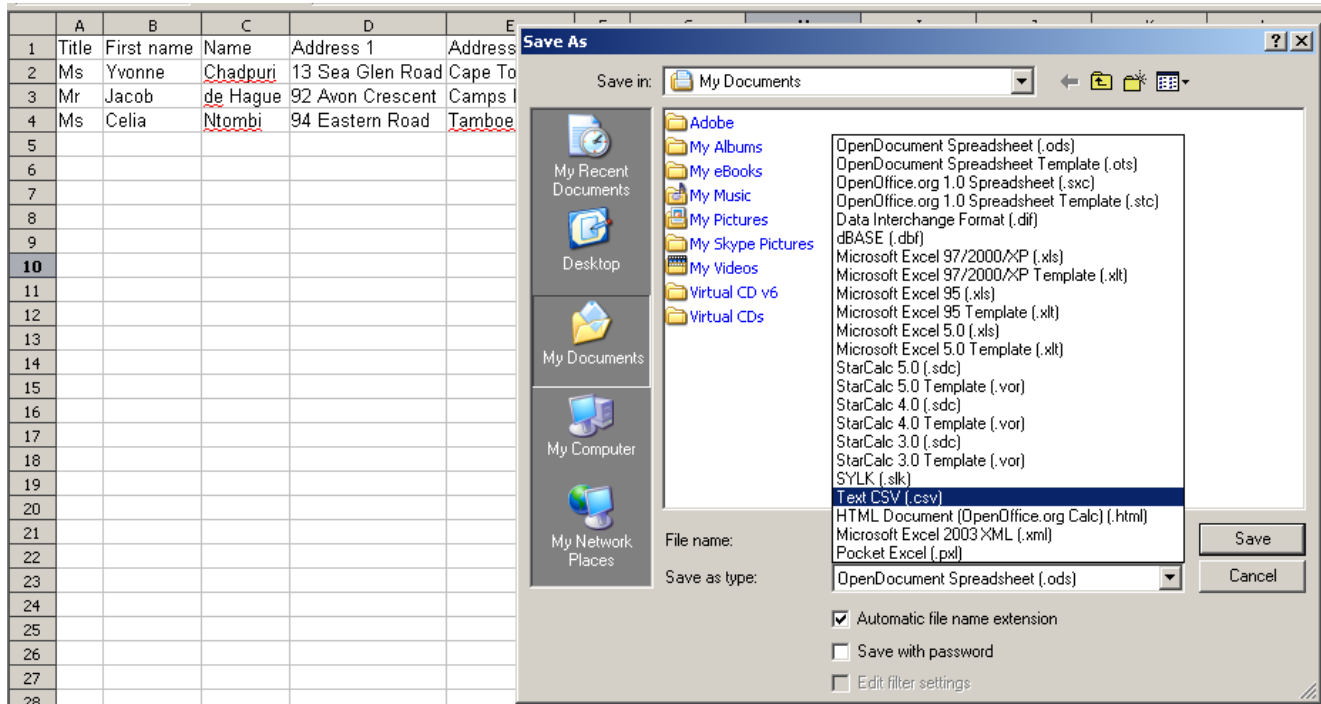
- Click **Close**.
- Save the document template.

3.5.1.3 Open, prepare a mailing list, other data file, for use in a mail merge

Use a spreadsheet as a data source

A spreadsheet is a common and useful way of dealing with data. Suppose you have data in a **Calc** spreadsheet. To convert this into a data source, save the file as a **csv** file. This is illustrated in the following screen which shows saving a **Calc** spreadsheet as a **csv** file in Windows.

- In the **Save as** dialogue, select **Text CSV (csv)**.



Use a table in a document as a data source

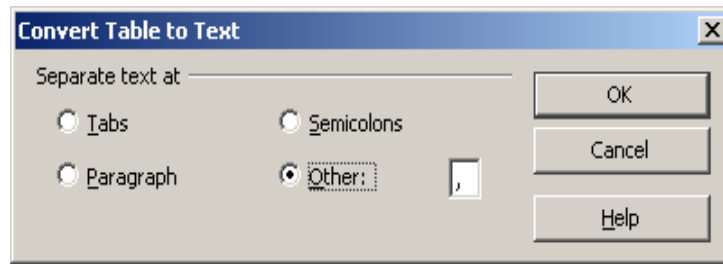
Data is commonly supplied in the form of an ordinary document table as shown in the following screen. Equally, you may find this a convenient way of creating a data source. It cannot, however, be used directly in this format.

Suppose you have a data source such as the following:

Title	First name	Name	Address 1	Address 2	Code
Ms	Yvonne	Chadpuri	13 Sea Glen Road	Cape Town	8001
Mr	Jacob	de Hague	92 Avon Crescent	Camps bay	8005
Ms	Celia	Ntombi	94 Eastern Road	Tamboerskloof	8001

Although this is a very clear way of working with data, you will need to convert it before it can be used as an OpenOffice.org data source.

- Click anywhere in the table.
- **Table » Convert » Table to text.**
- Click the **Separate text Other** radio button and type a comma in as the separator.



- Click **OK**.

This will create a **data source** which is **comma delimited**.

You might find it useful to work with tables when you are creating and editing data. You could keep this in one file, for example **ClientsTable.txt**. When you are ready to use it for merging you could convert it to **comma delimited** form and save this as another file, for example **Clients.txt**.

3.5.1.4 Merge a mailing list with a letter, label document

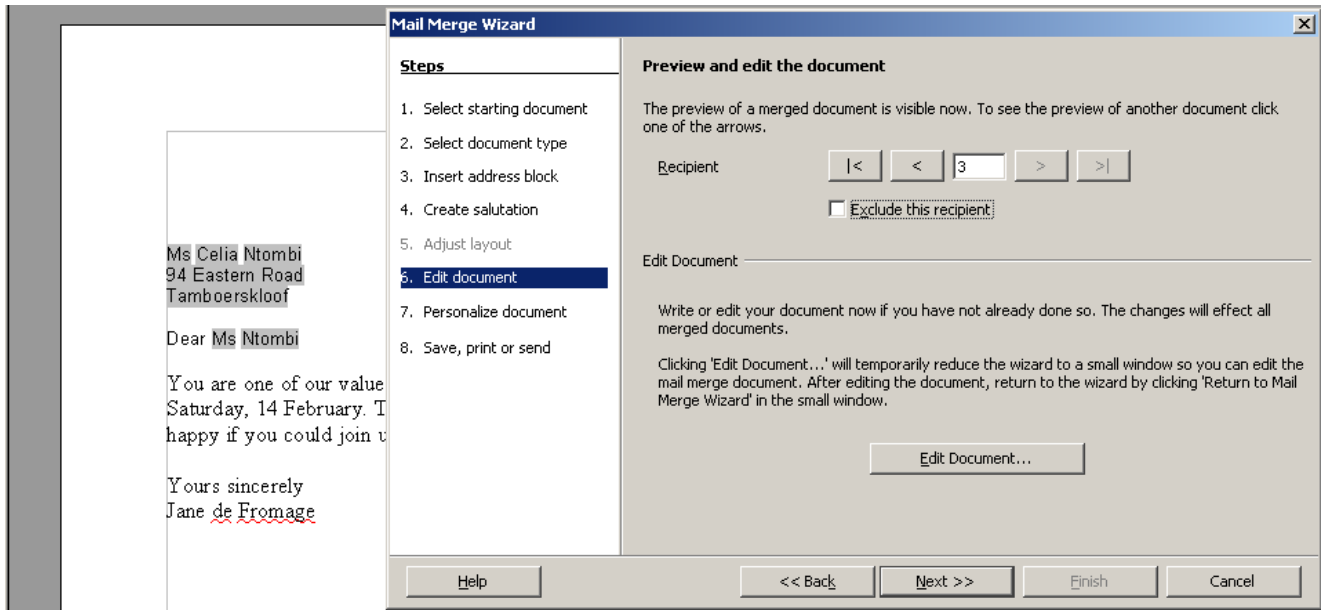
At this stage you should have a document template such as the one shown on the next screen.



- **Tools » Mailmerge Wizard.**
- Click on each of the stages of the mailmerge wizard.

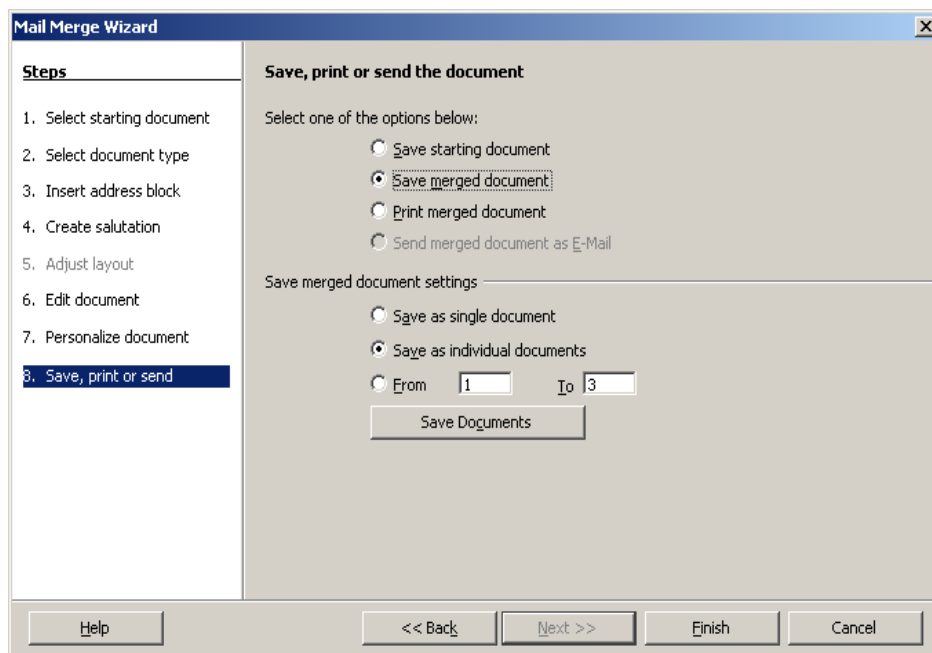
Because everything has already been set up, there is little else to do.

- When you get to **Edit Document**, click the arrows to check that the mailmerge is substituting the data in correctly as you wish.



Save the merged file

- Check the **Saved merged document** radio button.



- Click **Save Documents**.
- Answer the prompts to supply the file names and location in which you wish to store the final product.

Print the merged file

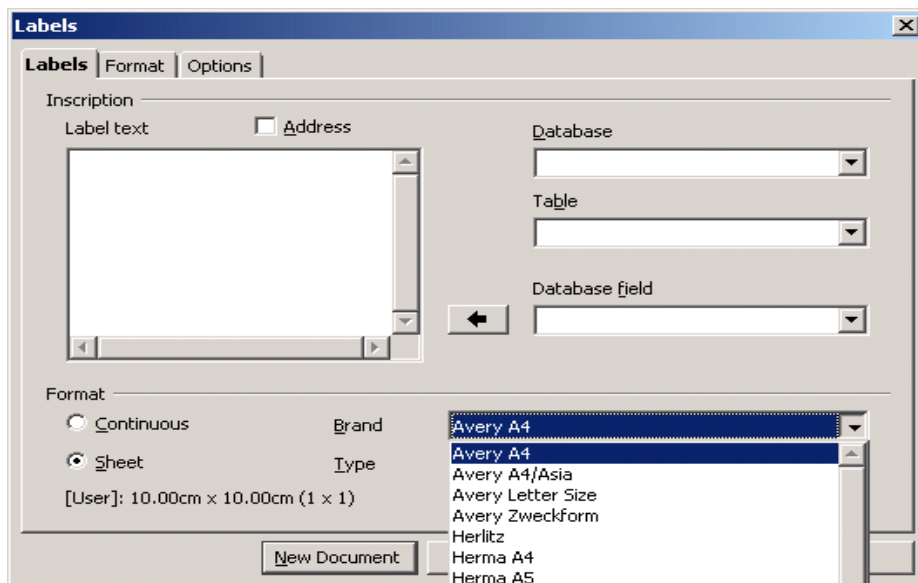
You would use the **Print merge document** option to print without saving a copy of the merged document.

Creating labels

Labels can be created in exactly the same way as letters. The difference between a mailmerge letter and a label is that the label contains only data, such as name and address, and the paper size has to match the size of the label. The following description is based on the Writer Help system.

- **File » New » Labels** to open the **Labels** dialog.
- On the **Labels** tab, under **Format**, define the label format.

OpenOffice.org Writer contains many formats of commercially available sheets for labels, badges, and business cards. You can also add other, user-defined formats.

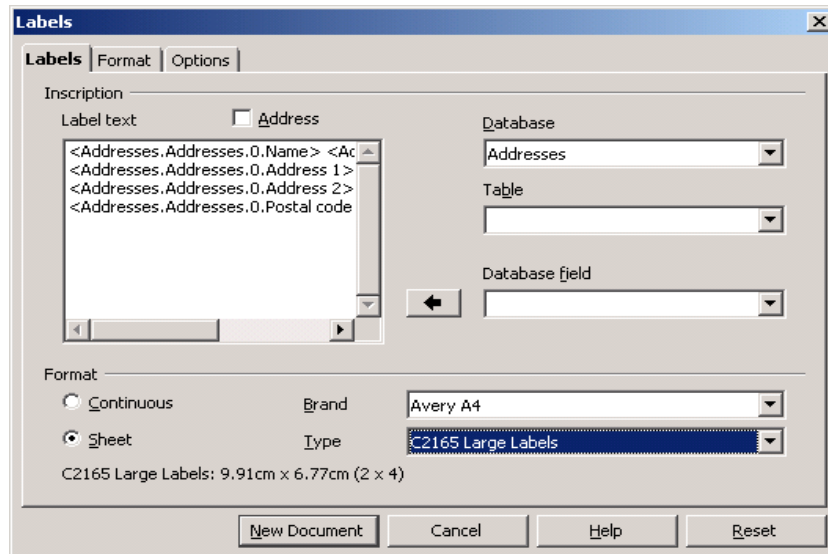


On the **Labels** tab, under **Inscription**, you can choose what you want written on the labels.

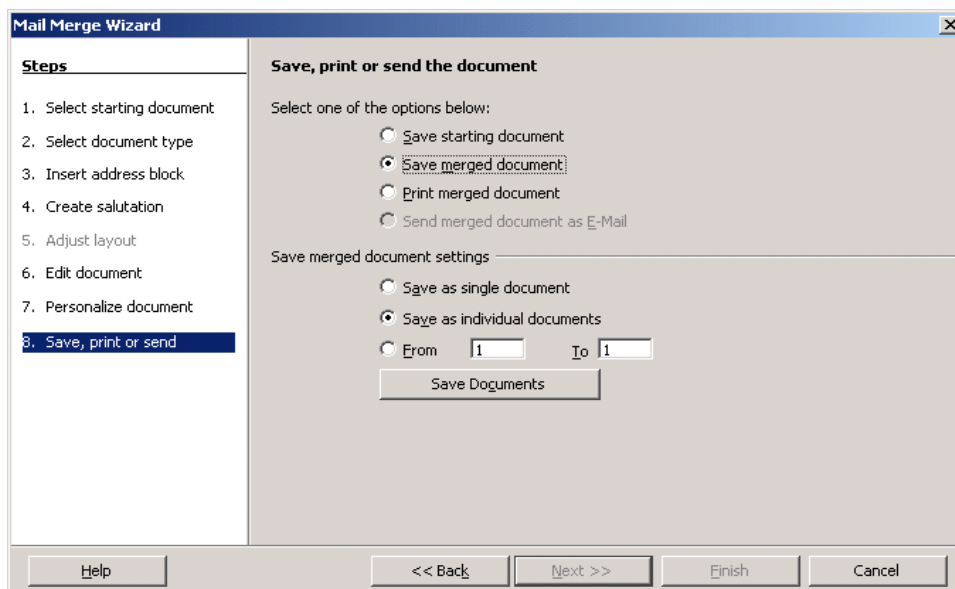
This often involves database fields, so that the labels can be printed with varying content, when sending "Form Letters" for example. It is also possible to have the same text printed on every label. If you have used a spreadsheet or text file for storing the data, the name under which you saved it will be both the database and table name.

Assume that you have a text file called **Addresses.txt** and the first row contained the headings **Title, Name, Surname, Address 1, Address 2, Postal Code**. First of all, we need Writer to see this as a data source.

- **Tools » Mailmerge wizard.**
- **Go to step 3: Insert Address Book**
- Click **Add**.
- Browse to the data source and, when you have highlighted it in the File Explorer window, click **Open**.
This will add the name of the new data source.
- Click **OK** then **Cancel**.
- Click on the **Database** and **Table** drop down windows and select the name of the datasource.
- Click the **Database field** drop down window and select a field.
- Press the **Insert** icon to drop this into the **Label text** window.
- Separate fields with spaces and carriage returns as needed.



- Select a standard format for the labels as shown on the screen above. This will depend on having a format that is supported by Writer. On the **Format** tab you can also define your own label formats, not covered by the predefined formats. To do this, select "User" from the **Type** list box. On the **Options** tab, you can specify whether all labels or only certain ones are to be created.
- Click **New Document**. This will create the **Template document** for the **Mailmerge**.
- **Tools » Mailmerge Wizard**.
- Jump to the finale step: **Save, Print or Send**.
- Select either **Saved merged document** or **Print merged document**.
- Click **Save documents**.
- Click **Finish**.



Module 3: OpenOffice.org Writer

Section 6: Prepare Outputs

3.6.1 Preparation

3.6.1.1 Understand the importance of proofing your document such as: checking the layout, presentation (margins, appropriate font sizes and formats) and spelling

With the large number of features available in Writer, there is no reason all documents should not be finished to a professional standard. In fact, business and industry require all documentation to be of a professional standard. Anything less will usually be viewed as poor and reflect badly on the author.

Here are some of the aspects of documents you should pay attention to.

Fonts

For most writing use a standard font such as Times New Roman, Bookman, Arial, Tahoma or Verdana. In most cases, a 10 or 11 point font is most appropriate. Be wary of using fancy fonts in business writing.

There is considerable debate as to whether it is better to use serif or sans serif fonts. There has been some research that serif fonts such as Times Roman are easier to read. Serif fonts are commonly used in books. However, this is still a matter of personal taste.

Do not mix too many fonts. Generally it is best to stick to three sizes of the same font. The more a font differs from the font of the body of the text, the less frequently it should be used.

Styles

Make a habit of defining and using styles. These can help keep your writing consistent. Inconsistency in style within a document looks unprofessional. An example of where styles are particularly necessary are section headings such as the one at the start of this section. Not only do styles keep your work consistent, they save you the problem of having to define settings from scratch each time.

White space

White space refers to the areas of a document where there is no text. White space is found between paragraphs, after headings and in margins.

For legibility, it is very important to have the correct amount of space. It is impossible to lay down a formula. You will need to develop skill in looking at your finished document and considering a number of points:

- Is it pleasing to the eye?
- Is it easy to pick up the main sections?
- Is the use of white space consistent?

Margins

Margins are an example of white space. But they are not concerned purely with appearance. If you intend binding a document, you will need to ensure that the left hand margin is wide enough. If you print on the reverse of each page (**back to back**), you will need to set wide left and right margins on alternate pages.

If you are submitting a document for a specific purpose, such as an academic paper, you might be required to set margins according to a fixed specification. This might well differ

significantly from the default setting. Check that your margins, and any other aspects, conform to external requirements.

Spelling

Spelling mistakes are one of the most serious problems, especially since they are easy to deal with. Set Writer up so that spelling is checked as you type. Spelling is dealt with in the next section.

Consistency

As mentioned a couple of times above, ensure that your document is consistent in style and layout throughout. As you develop experience, your skill at noticing inconsistencies will develop. If you are vigilant from the start, this skill will develop more quickly. There are unfortunately many very experienced users who are very careless in this regard. Sometimes technology can make us lazy.

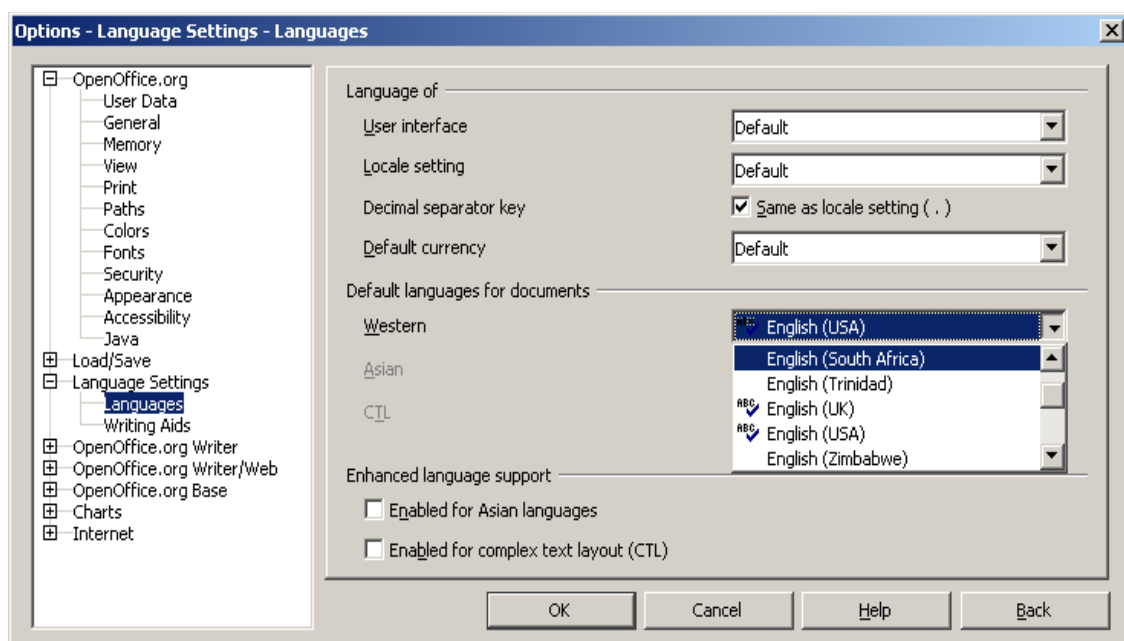
3.6.1.2 Spell-check a document and make changes such as correcting spelling errors, deleting repeated words

Writer checks the spelling of words by consulting its dictionaries for the different languages. By default, OpenOffice.org uses American English. The spelling of American English differs from that of English as used in the United Kingdom or South Africa.

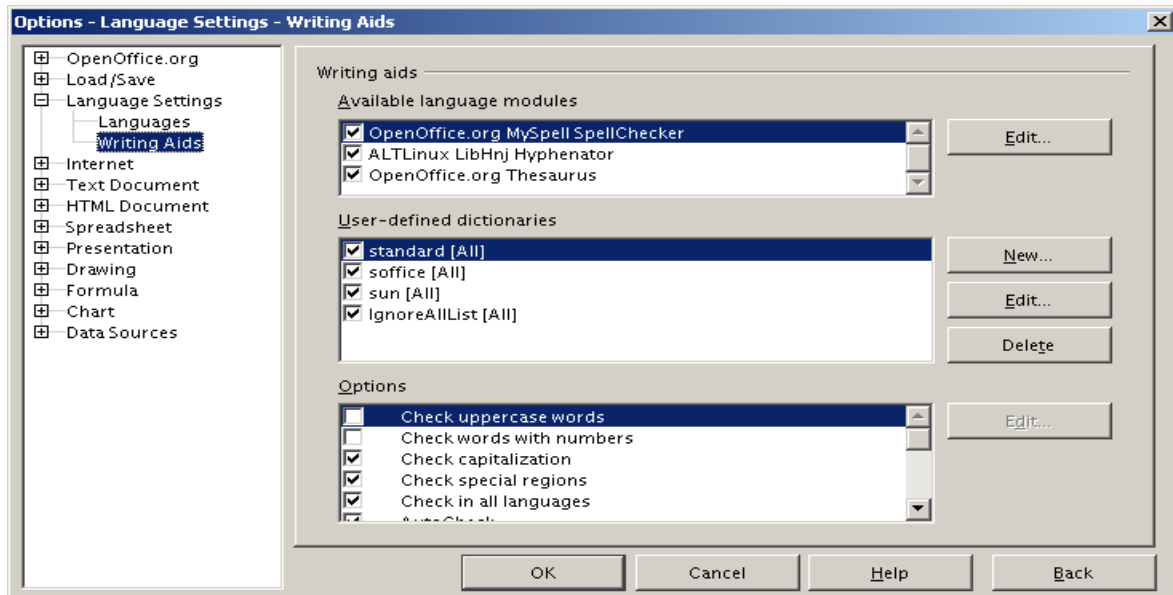
Set languages

You might also create documents in French or German. In all cases you need to be able to set up OpenOffice.org to check spellings in the languages you work with.

- **Tools » Options.**
- Expand **Language settings** and click on **Languages.**
- Click on the **Western** drop down window and select the default languages you wish to use. This will place a tick next to each language you select.



- Now click **Writing Aids**.
- Make sure **Check in all languages** is ticked.

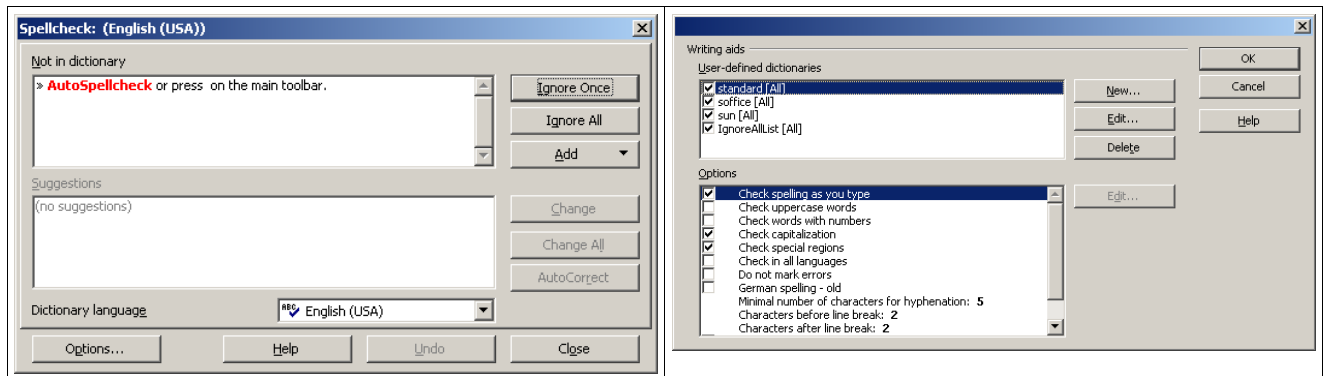


- Click **OK**.

Check spelling as you type

You can get Writer to check spelling as you type.

- **Tools » Spellcheck.**
- Click **Options**.



- Make sure the **Check spelling as you type** box is checked.

Alternatively,

- Press  on the **Standard toolbar**.

This is a toggle function. If the automatic spell check is off, it will switch it on. If it is on, it will switch it off.


As you type, words that Writer cannot find in any of its dictionaries will be underlined with a wavy red line as shown on the next screen

Today we come to the endd of a verry long perido of waiting. If all goes wll we should heer the results by the end of the day.

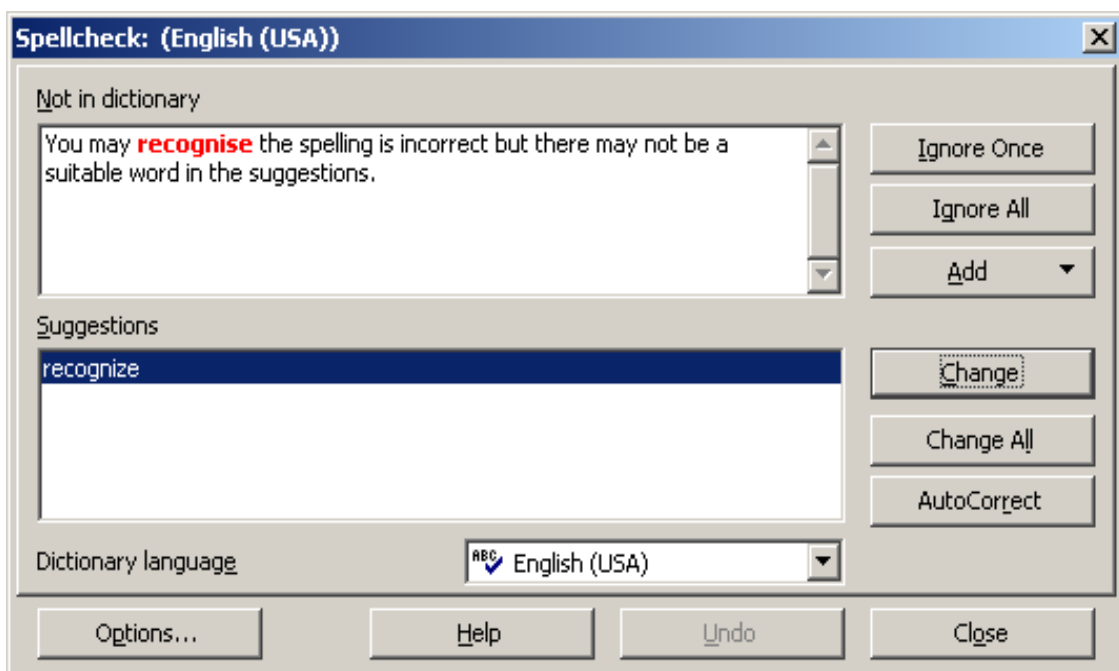
A common comment of users is that words such as colour are shown as incorrectly spelt even though they have selected the **English UK** dictionary. The reason is usually because they have not performed the second step of the previous section, **Check in all languages**.

Check spelling of document

You may also check the spelling of a document at any stage.

- **Tools » AutoSpellcheck** or press  on the **Standard toolbar**.

Spellcheck will start at the current position in the document. When it reaches the end of the document, it will ask you if you wish to continue from the start. When an error is found, the following dialogue is displayed.



You have a number of options

Ignore the error

- Click **Ignore** to ignore only this occurrence or click **Always ignore** to ignore all occurrences of the error.

Correct the error using a suggestion

- Select the alternative in the **Suggestions** window.
- Click **Replace** to replace only this occurrence or press **Always replace** to replace all occurrences of the error.


When you select the latter option, the next time Writer encounters the error, it will not prompt you for a reply, but make the change automatically.

Manually correct the error

You may recognise the spelling is incorrect but there may not be a suitable word in the suggestions.

- Edit the contents of the **Word** window.
- Click **Replace**.

Spellcheck selected text or a single word

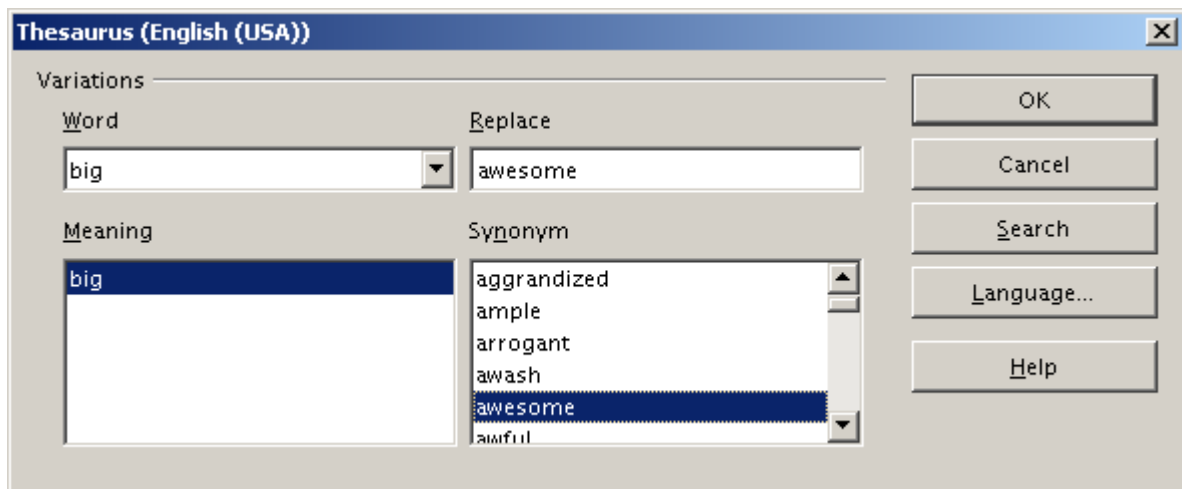
- Highlight the word or block of text.
- Press **F7** or press .

Thesaurus

Another very useful writing aid is the **thesaurus**. This provides you will a list of words related to the current word.

Suppose you have used the word big repeatedly.

- Position the cursor on the word.
- **Tools » Language » Thesaurus** or **Ctrl+F7**.
-

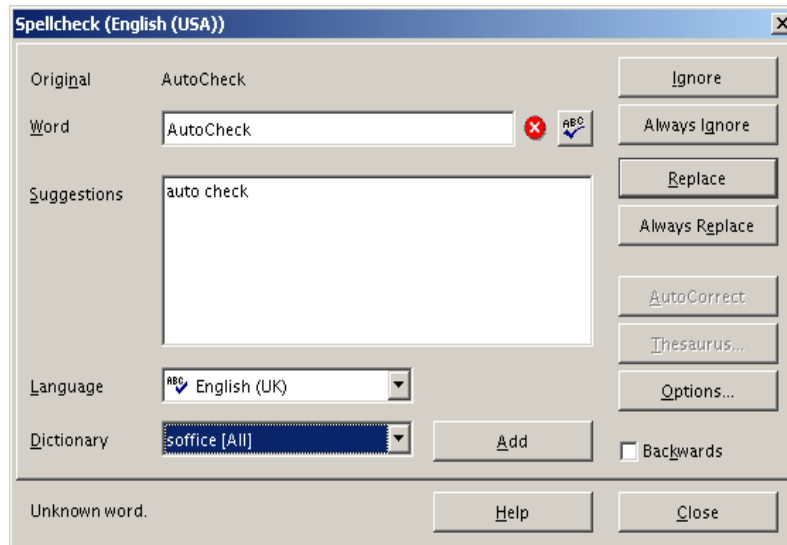


- Select a word from the **synonym** window. The selected word will appear in the **Replace** window.
- Click **OK** to replace the original word in your document.

3.6.1.3 Add words to a built-in custom dictionary

There are limits to the scope of the built-in dictionaries. In particular, if you use technical terms, it is quite likely that OpenOffice.org will identify these as errors. To deal with the specialist needs of users, OpenOffice.org allows you to add words to your the **user-defined dictionaries**.

When OpenOffice.org finds a spelling error, the **Spellcheck** dialogue is displayed.



- Click **Add** if you wish the word to be added to the **user-defined** dictionaries.

The word will be added to all active user-defined dictionaries. In future, if any of these are active, OpenOffice.org will not detect any error when it encounters the word.

3.6.1.4 Preview a document

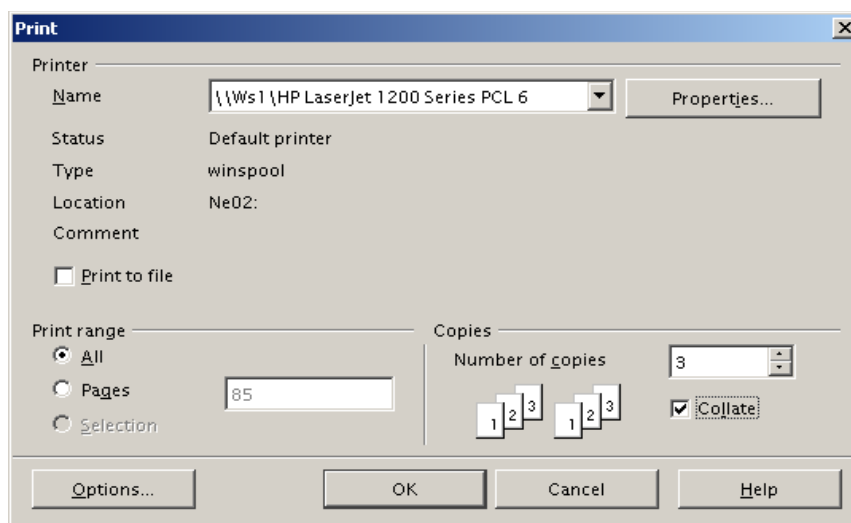
Before printing a document, you can view it on-screen as it will appear on the printed page. This feature was covered under **Page preview** in section 3.1.2.1

3.6.2 PRINTING

3.6.2.1 Choose print output options such as: entire document, specific pages, number of copies

To print a document,

- **File » Print.**



Select print range

- Click the **All** radio button to print the entire document.

OR

- Click the **Pages** radio button and enter the range of pages to be printed in the form 11-24. Alternatively list the pages you wish to print separated by commas.

OR

- Click the **Selection** radio button to print a highlighted block of text.

Select number of copies

- Use the **Number of copies** spin window.
- If you wish the pages to be collated, tick the **Collate** check box.

Print to a file

This feature is not commonly used anymore, but allows you to direct the output of the printer to a file rather than to paper.

- Tick the **Print to file** check box to enable this feature. In order to complete the operation, you will be prompted for a file name. Writer will add a **.prn** extension to the name.

3.6.2.2 Print a document from an installed printer using defined options, default settings

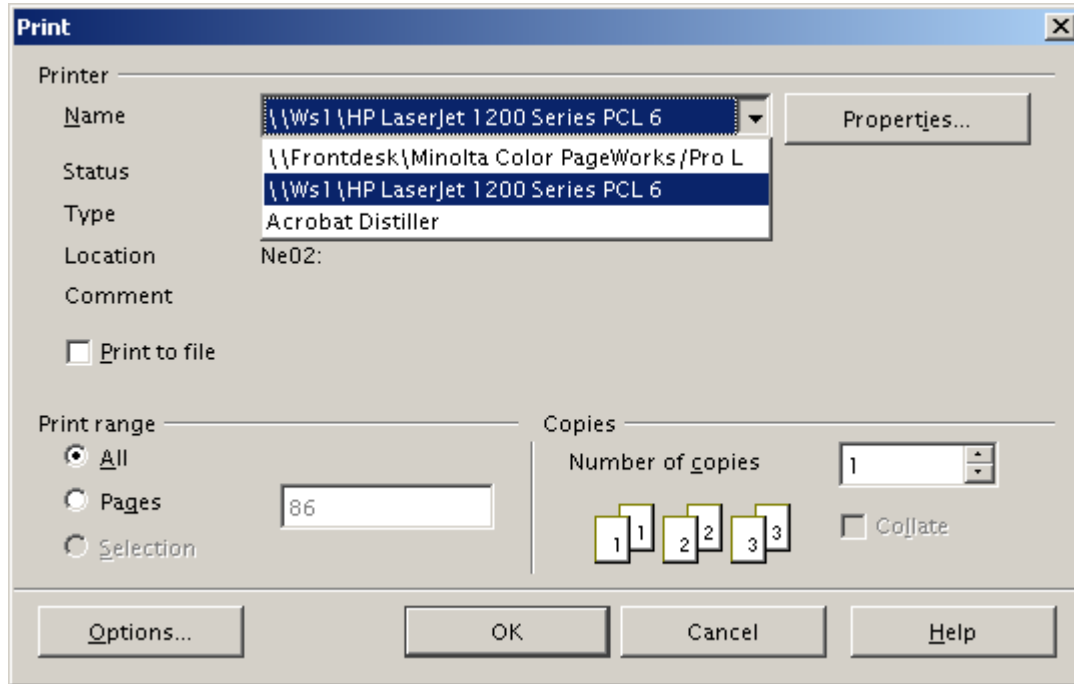
Default conditions are the settings that you are offered by OpenOffice.org. To print a document using default settings, you would simply use the sequence:

- **File » Print.**
- Click **OK.**

Selecting a printer

In many situations, you are able to print your work on various printers. You need to make a selection of the most appropriate printer.

- **File » Print.**



- Select a printer in the **Name** drop down window.
- Adjust **Print range** and **Copies**, if necessary.
- Click **OK**.