

**Advanced text processing –
LibreOffice 4.4.7 Writer
Handbook**

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Today's society is shaped by sudden growth and development of information technology (IT) resulting with its great dependency on the knowledge and competence of individuals from the IT area. Although this dependency is growing day by day, the **human right to education and information** is not extended to the IT area. Problems that are affecting society as a whole are emerging, creating gaps and distancing people from the main reason and motivation for advancement-opportunity. Being a computer illiterate person today means being a person who is unable to participate in modern society, and a person without **opportunity**; and despite the acknowledged necessity and benefits of inclusive computer literacy from institutions like the European Commission, UNESCO, OECD, there are still groups of people having difficulties accessing basic computer education viz. persons with disabilities, persons with learning difficulties, migrant workers, unemployed persons, persons that live in remote (rural) areas where IT education is not accessible.

This handbook, combined with other materials published on ITdesk.info, represent our effort and contribution to the realization and promotion of human rights to education and information considering the IT area. We hope that this education will help you in mastering basic computer skills and with that hope we wish you to learn as much as you can, and therefore become an active member of modern ICT society.

Sincerely yours,

ITdesk.info team



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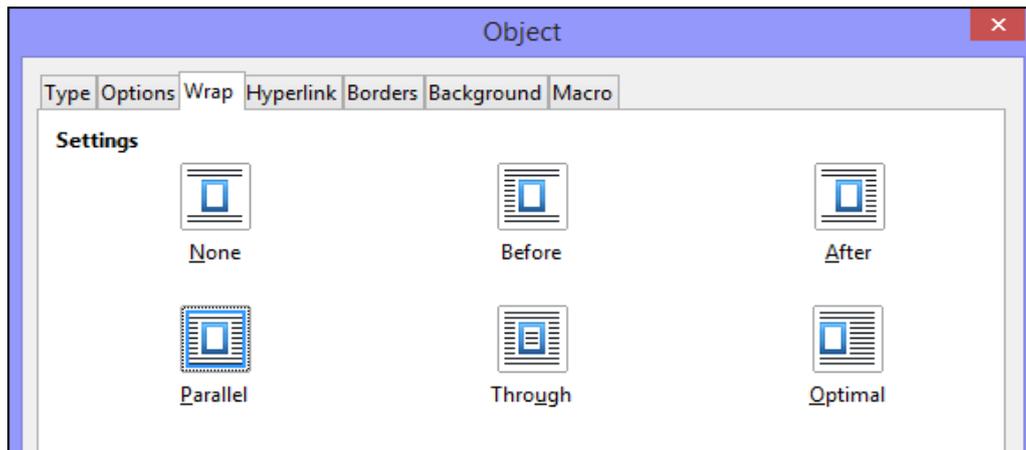


FORMATTING

TEXT

Applying text wrapping options on graphical objects (picture, image, chart, diagram, drawn object) and tables

To wrap images and objects highlight the image/object and then click **Format -> Image/Frame/Object**. When a dialog box opens click the card **Wrap** and select the text wrapping you want.

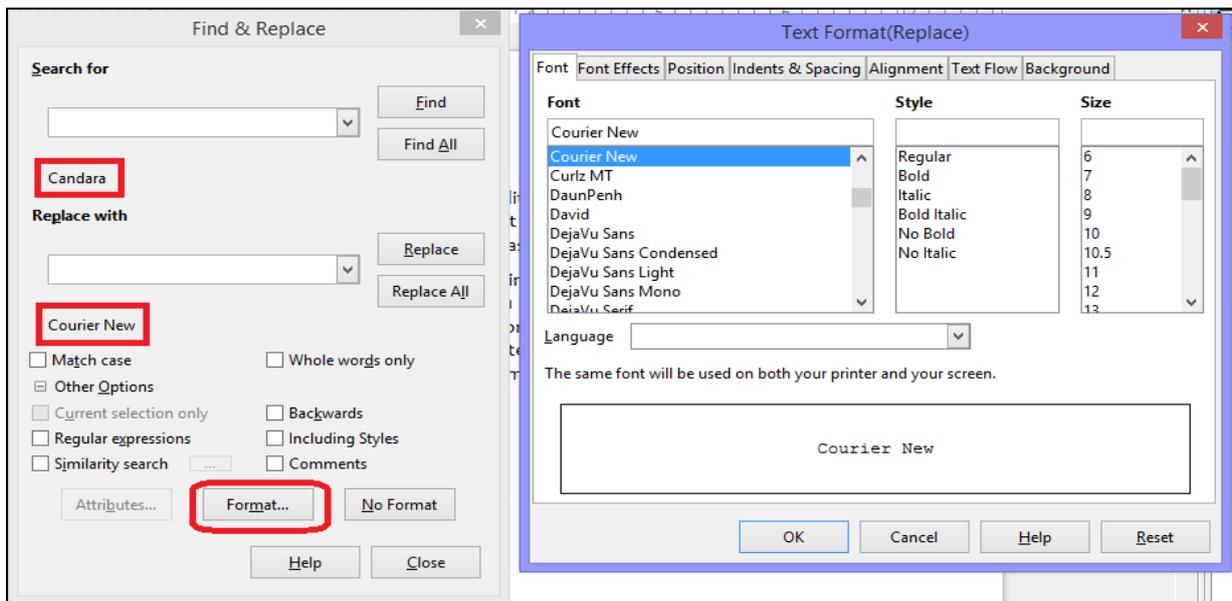


To text wrap around a table, first insert a frame for the table. Highlight the table and click **Insert -> Frame**. Once the table has been framed, click **Format -> Frame/Object** and choose a text wrapping style from the dialog box that opens.

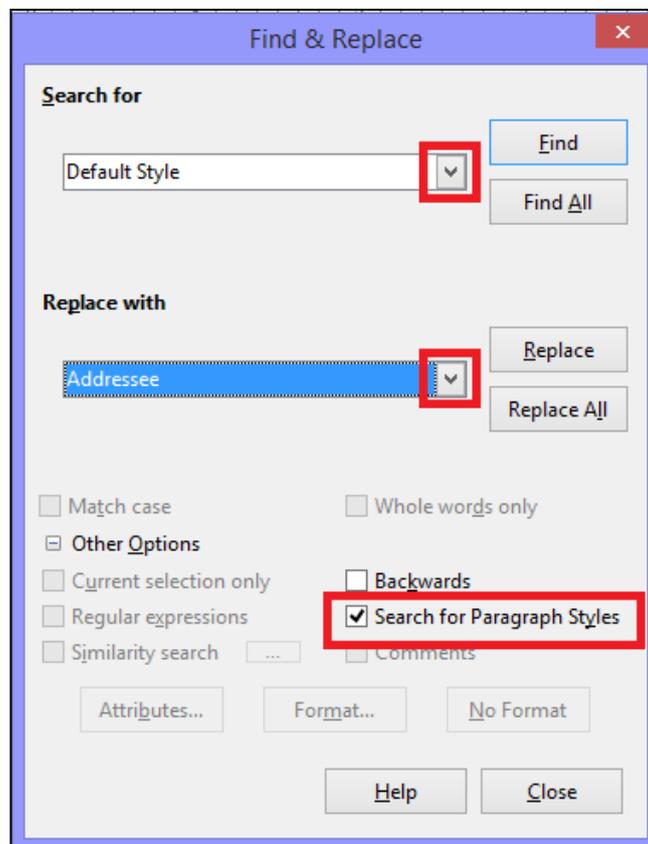
Using find and replace options such as: font formats, paragraph formats, paragraph marks, page breaks

To open the find and replace dialog box, click **Edit -> Find & Replace**.

Font formats: place the cursor into the 'Search for' box and click **Format in the dialog box**, then select the style you wish to find. Repeat the procedure for 'Replace with' (the image below shows how to find all items that have been formatted with the font Candara and how to replace all of them with the font Courier New).



Paragraph format: checking the box in front of 'Search for Paragraph Styles' will turn the text boxes into drop-down menus that contain styles.

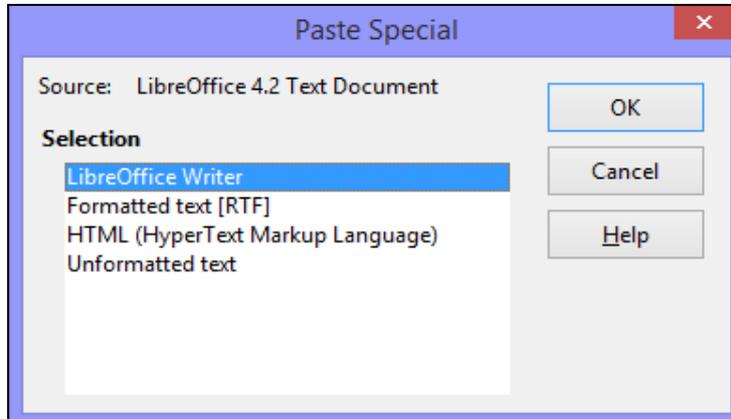


Paragraph mark, page break: in these cases, regular expressions are being used. A list of supported replacement characters maybe found here: https://help.libreoffice.org/Common/List_of_Regular_Expressions.

If, for example, you wished to replace the paragraph marks with dots, you would enter \$ into the "Search for" field and a dot (.) into the "Replace with" field, also you would have to check the box in front of "Regular expressions".

Using paste special option on: formatted text, unformatted text

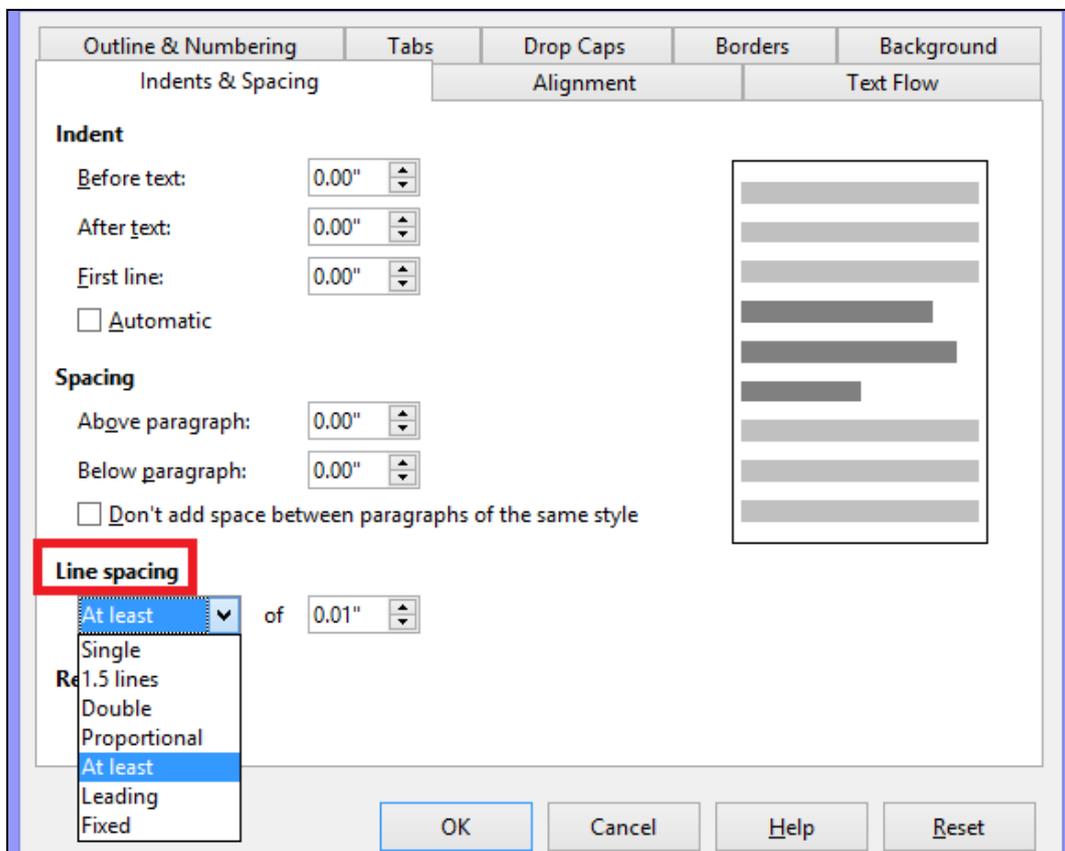
Click on the position where you wish to paste the selected text and click **Edit -> Paste special**. In the dialog box that appears select the copy style you want. If you choose Unformatted text all the formatting of the selected text will be removed. If you choose Formatted text, the original formatting is retained.



PARAGRAPHS

Modifying the spacing in paragraphs: at least, exact/fixed, multiple/proportional

Select the text you wish to apply the spacing format to and click **Format -> Paragraph**, then define the spacing on the **Indents & Spacing** card.



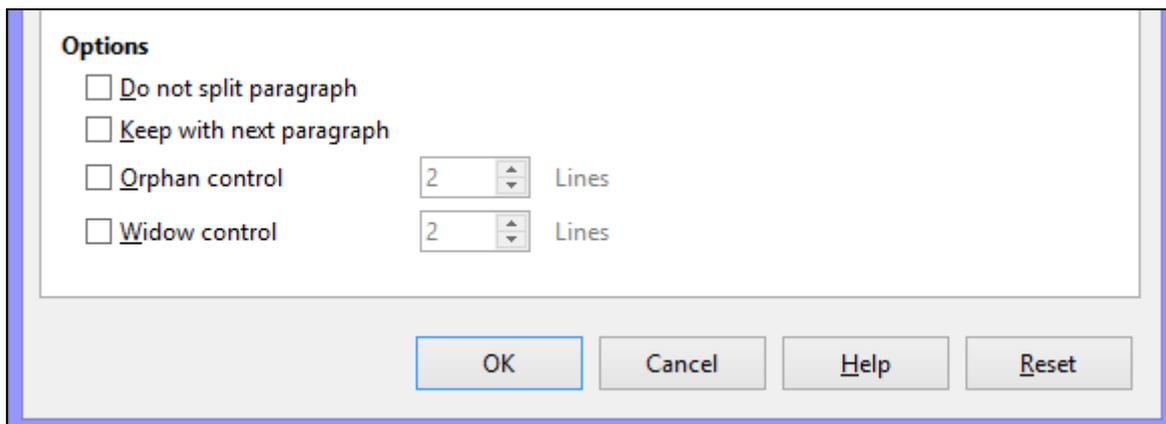
At least -> this option sets the minimal spacing needed for the allocation of the biggest font or graph into the line.

Exact (Fixed) -> sets a specifically defined spacing that Writer doesn't adjust.

Multiple (Proportional) -> sets a spacing that will be increased or decreased by the given percentage. For example, if you set the spacing on 1.3, it will increase by 30%.

Managing paragraph breaks

Go to **Format -> Paragraph** and in the dialog box select the **Text Flow** card.



Do not split paragraph: after entering the page break, it moves the entire paragraph onto the next page.

Keep with next paragraph: prevents a page break between paragraphs.

Orphan control: it defines a minimal number of lines in a paragraph before a page break. After checking this box, enter a number into the Lines box. If the number of lines before the end of a page is less than what you entered, the entire paragraph will be moved onto the next page.

Widow control: it defines a minimal number of lines in a paragraph on the first page after the break. As well as for the previous option, a number must be entered into the Lines box. If the number of lines at the beginning of the page is less than what was entered, the position of the page break gets adjusted.

An example for Orphan Control:

Lets say you have a situation as depicted on the following picture:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam adipiscing tincidunt egestas. Duis pretium lacus a sapien ultricies dapibus vel sit amet enim. Suspendisse accumsan scelerisque

turpis, vitae sollicitudin dolor consequat eget. Maecenas mole stie rhoncus dolor.

Cras vehicula, dui a trisque pellentesque, libero sapien interdum nibh, vel adipiscing quam ante nec lectus. Donec mattis suscipit porta. Suspendisse arcu est ullamcorper blandit posuere sit amet, dapibus non mauris. Maecenas mole stie rhoncus dolor. Cras vehicula, dui a trisque pellentesque, libero sapien interdum nibh, vel adipiscing quam ante nec lectus. Donec mattis suscipit porta. Suspendisse arcu est ullamcorper blandit posuere sit amet, dapibus non mauris.

If you check the Orphan control box and enter number 3 into the Lines box, the entire paragraph will be placed onto the next page.

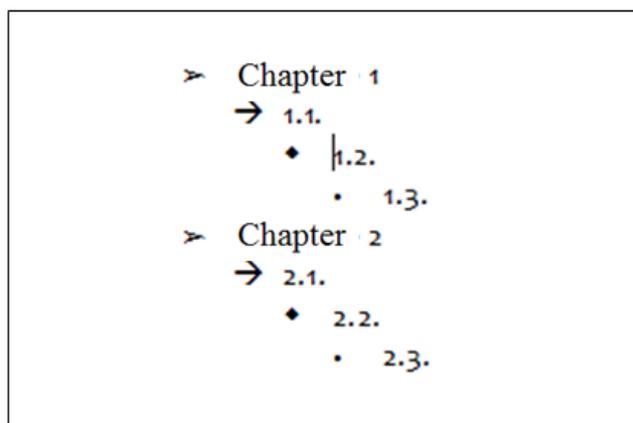
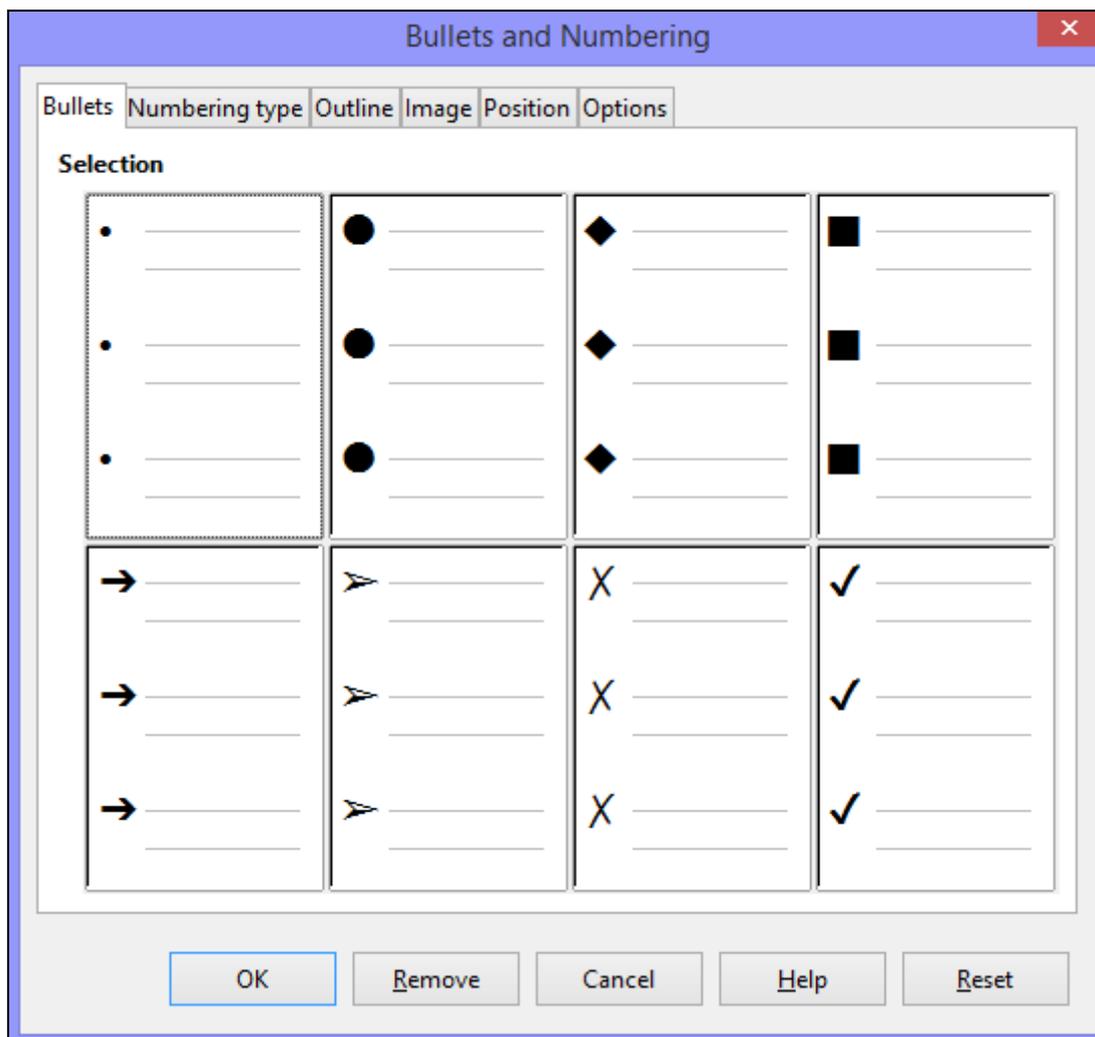
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam adipiscing tincidunt egestas. Duis pretium lacus a sapien ultricies dapibus vel sit amet enim. Suspendisse accumsan scelerisque

turpis, vitae sollicitudin dolor consequat eget. Maecenas mole stie rhoncus dolor.

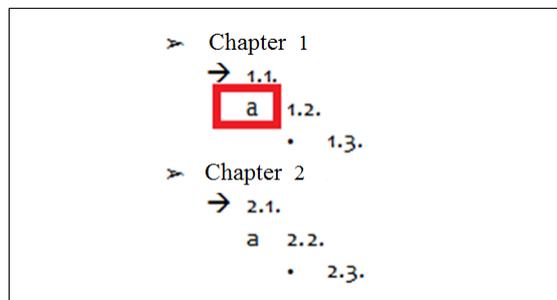
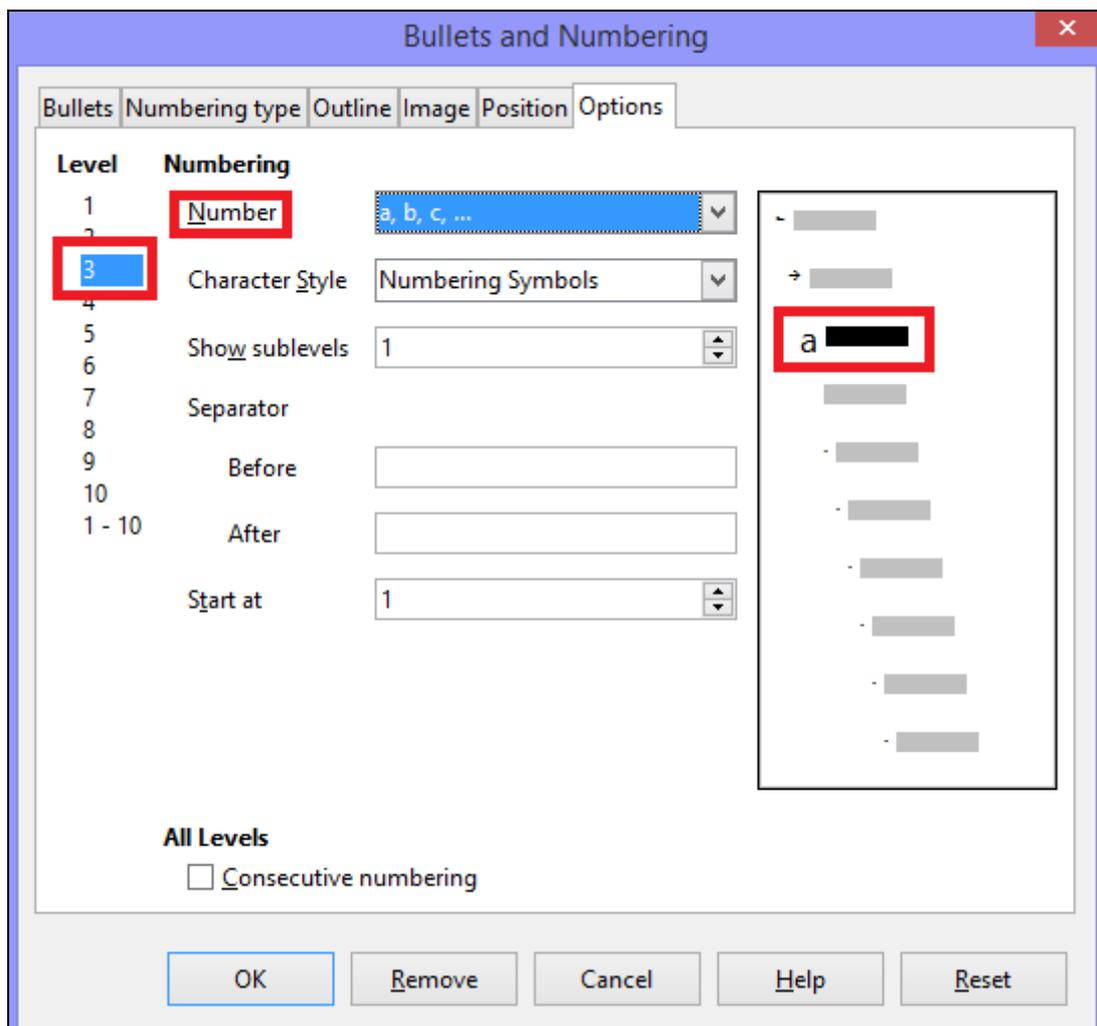
Cras vehicula, dui a trisque pellentesque, libero sapien interdum nibh, vel adipiscing quam ante nec lectus. Donec mattis suscipit porta. Suspendisse arcu est ullamcorper blandit posuere sit amet, dapibus non mauris. Maecenas mole stie rhoncus dolor. Cras vehicula, dui a trisque pellentesque, libero sapien interdum nibh, vel adipiscing quam ante nec lectus. Donec mattis suscipit porta. Suspendisse arcu est ullamcorper blandit posuere sit amet, dapibus non mauris.

Applying and modifying a numbered multi-level list

Place the cursor within the document where you want the list entered and go to **Format -> Bullets and Numbering**. Select the style you want and start writing the list. To move between the levels use TAB or SHIFT + TAB.



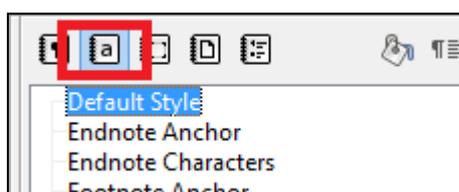
If you wish to modify the list, place the cursor within the list and go to **Format -> Bullets and Formatting** and then to the **Options** card. In a window to your right there will be a mark for each level. Select the level you wish to modify the mark for (Level), under Number select the style you want, and the modification can be seen instantly on the right side. In this case, a black rhombus was turned into the letter a.



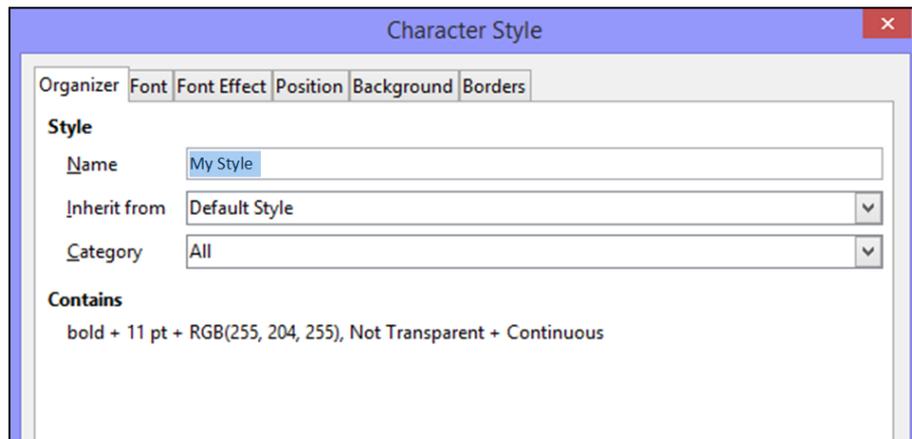
STYLES

Creating, modifying and updating character style

Go to **Format -> Styles and Formatting**. A secondary dialog box will open where you must select **Character Styles**.



There, you can choose one of the predefined styles which may be altered or you can create a brand new one. The new style can adopt the settings of an existing style and then have some new settings added, or it can be entirely independent from the existing styles.



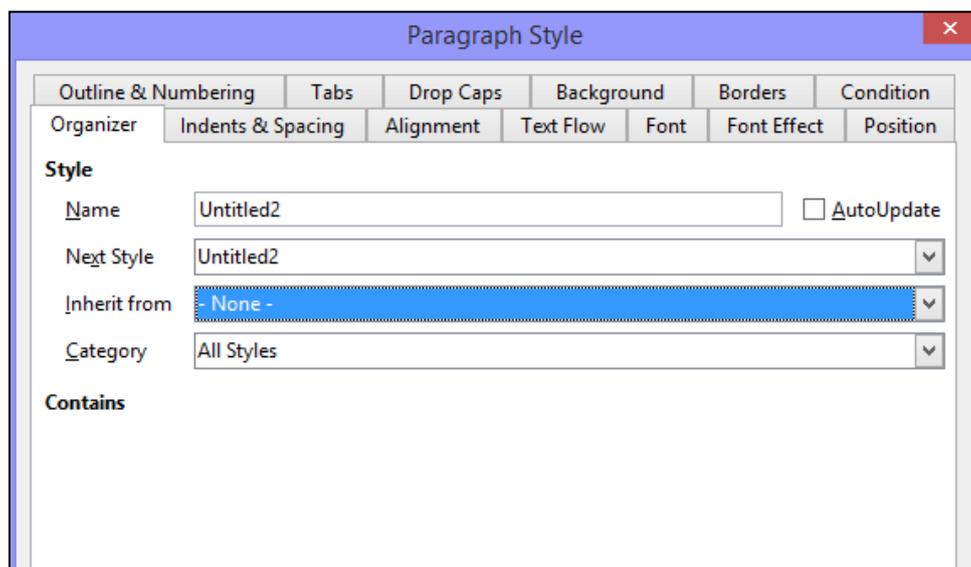
When you wish to format a text with the style you've created, select the text and then select your style from the list. Or you can select your style and just start writing; the text will be formatted in your style.



Creating, modifying and updating paragraph style

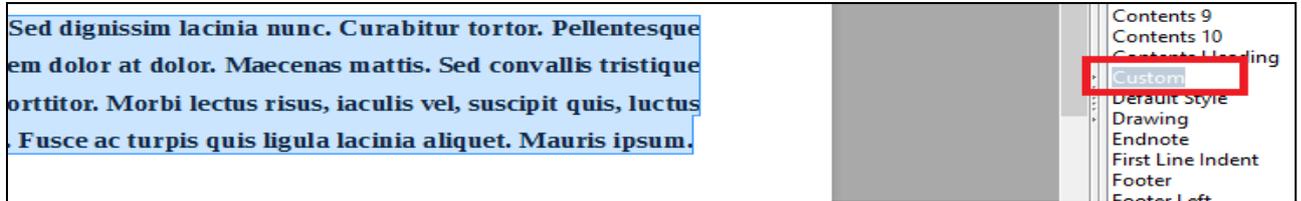
Go to **Format -> Styles and Formatting**. A secondary dialog box will open where you should select Paragraph Styles. A new style can be created by deriving it from an existing style (that way it will adopt its properties and you can supplement them with new ones) or independently from the existing styles. Select any style, right-click it and select **New**.

In the dialog box that will appear define the properties you want.



When you create your own style, it'll appear on the list of styles on the right. To alter a style, select it, right-click it and click **Modify**.

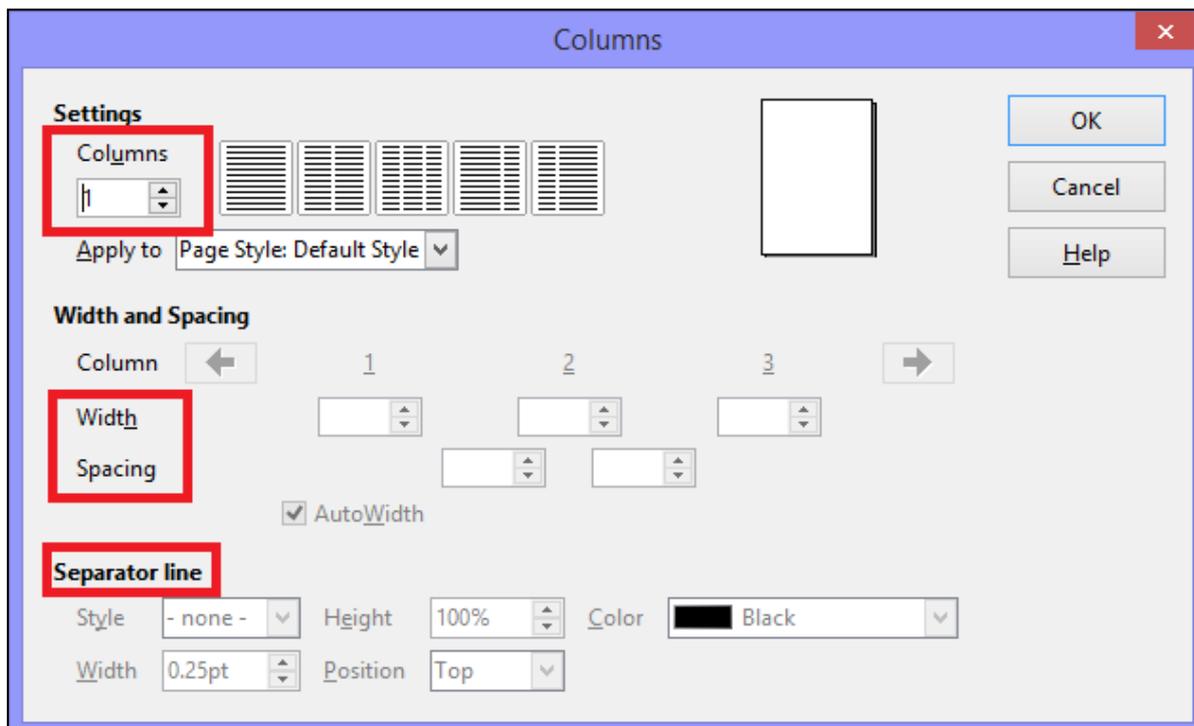
The style may now be used by selecting an existing paragraph and choosing your style, or by placing the cursor within the document where you wish to enter a new paragraph and clicking your style. As soon as you start writing, the text will be formatted in your style.



COLUMNS

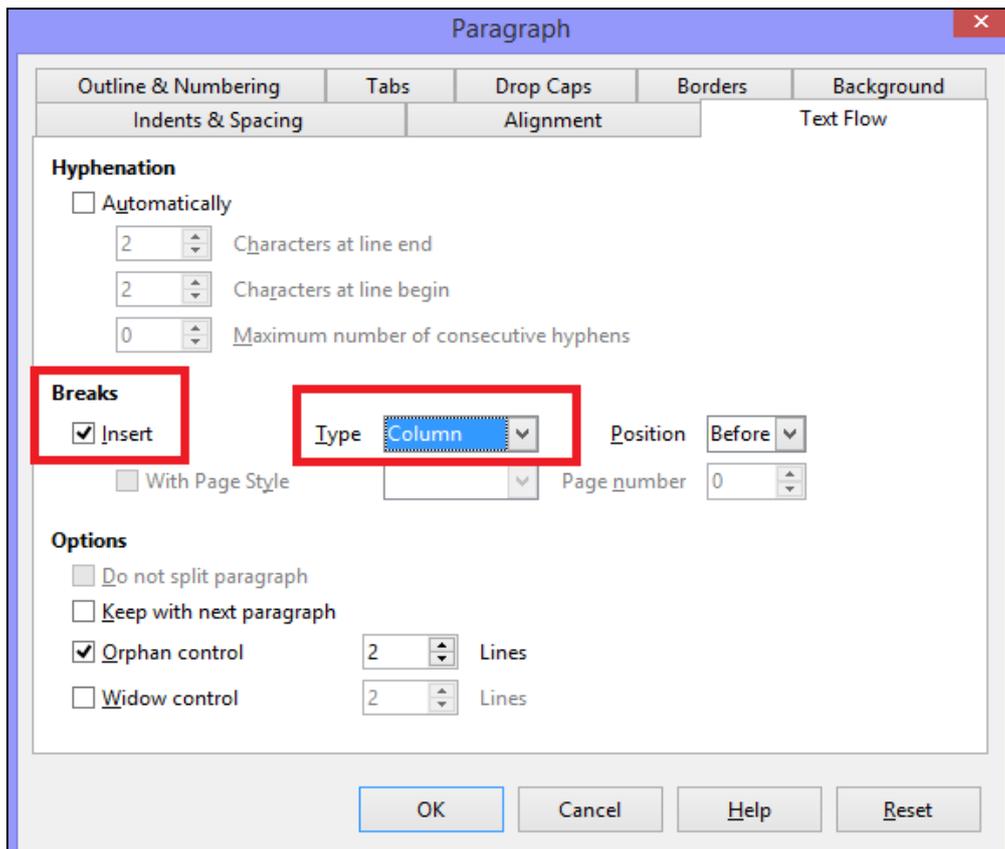
Creating multiple column layouts. Changing the number of columns in a layout. Changing the columns' width and spacing. Inserting and removing lines between columns

Go to **Format -> Columns** and in the dialog box that appears define a number of columns. To alter the number of columns, repeat the procedure and choose a different number of columns. Within the same dialog box, the width of the columns may be defined (**Width**), as well as the spacing between the columns (**Spacing**), and the lines between the columns inserted (**Separator line**).



Inserting and deleting a column break

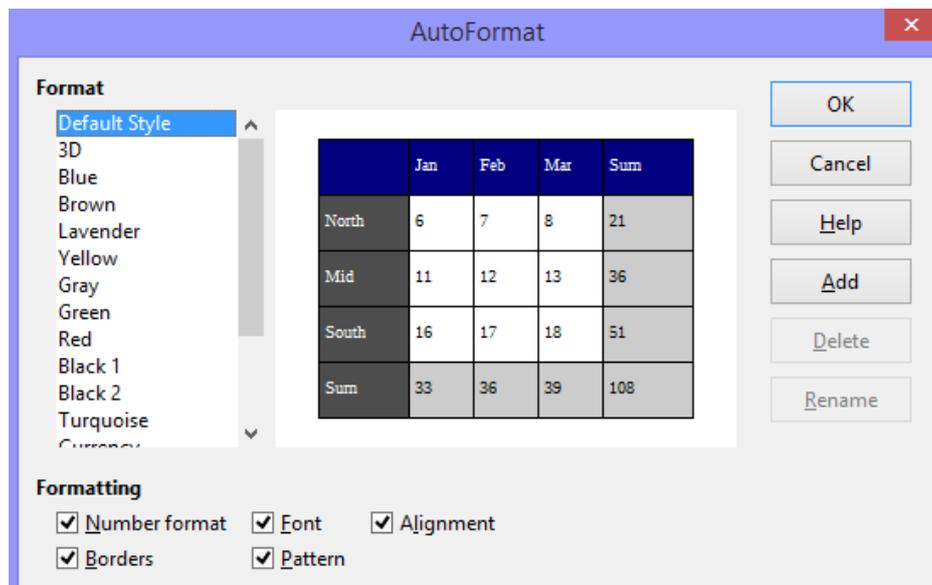
Place the cursor within the column where you wish to insert the break and go to **Format-> Paragraph**, then select the **Text Flow** card. Check the **Insert** box and under **Type** select **Column**. To remove it, uncheck the box **Insert**.



TABLES

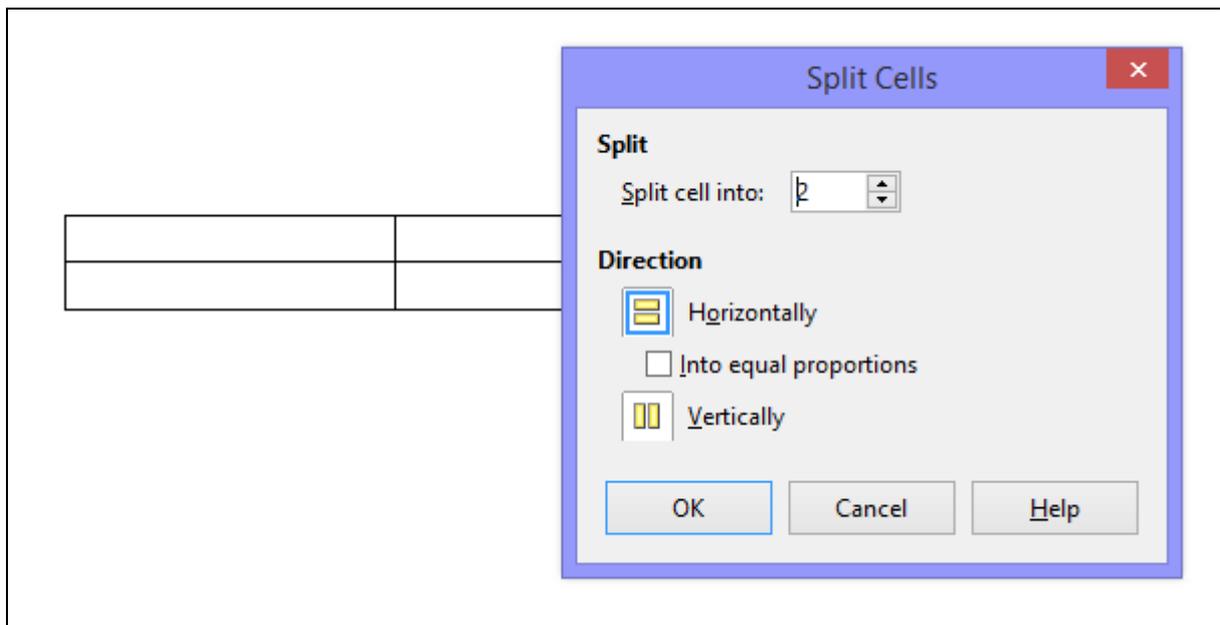
Applying a table autoformat/style

Select a table and go to **Table -> AutoFormat**, choose the style you like from the dialog box .



Merging and splitting cells in a table

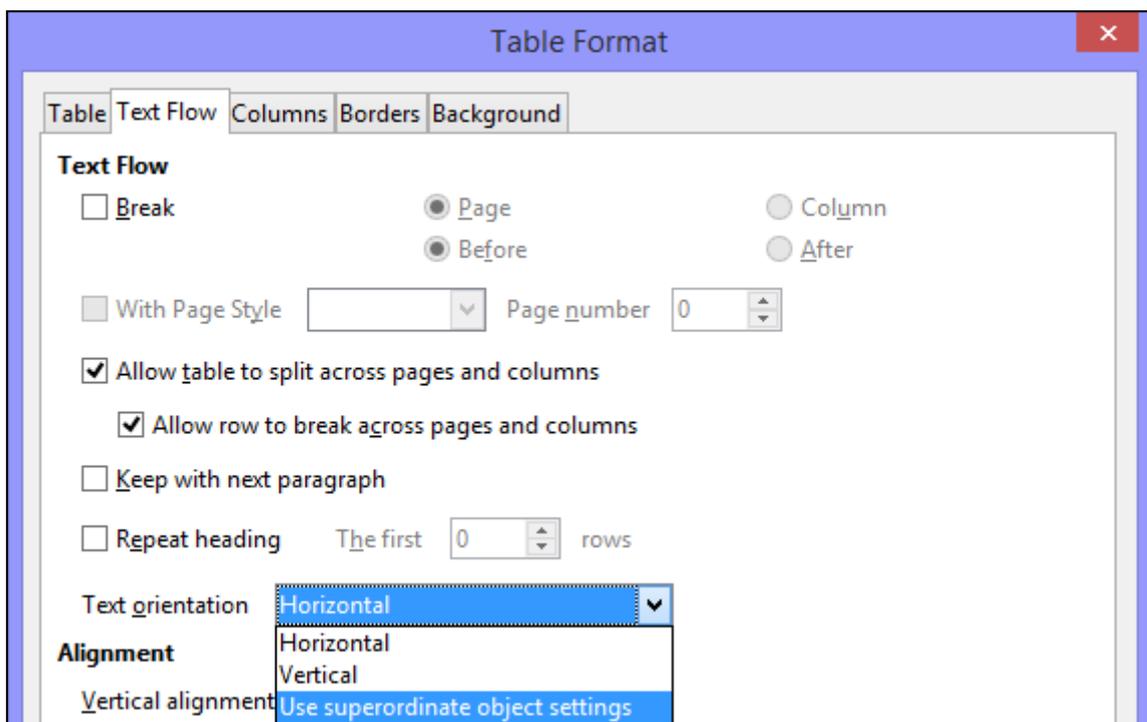
Select the cell(s) that you wish to split and go to **Table -> Split cells**. Afterwards, in the dialog box define how many parts do you want to split the cell(s) to and whether you wish them vertically or horizontally split.



To merge them, select the cells you wish to merge and go to **Table -> Merge cells**.

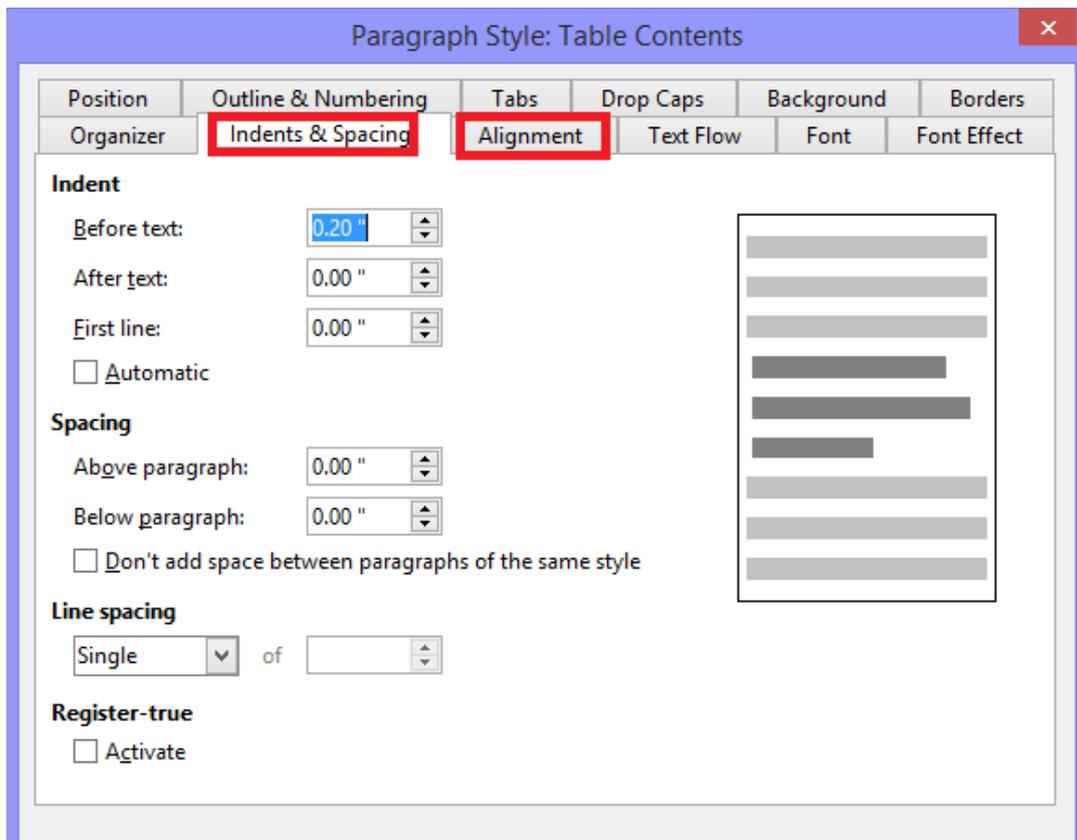
Changing cell margins, alignment and text direction

To set up a text direction, select the cell(s), right-click it and select **Table** Within the dialog box that appears go to the **Text Flow** card and choose which direction you want in **Text Orientation**.



To set the margins and the alignment select the cell(s), right-click it/them and choose **Edit Paragraph Style**.

In the dialog box that appears, the Indents & Spacing card is where you can define the margins, and the Alignment card is where you can define the alignment.



Automatic repeating of the heading row at the top of each page

This option is activated in **Table -> Heading rows repeat**.

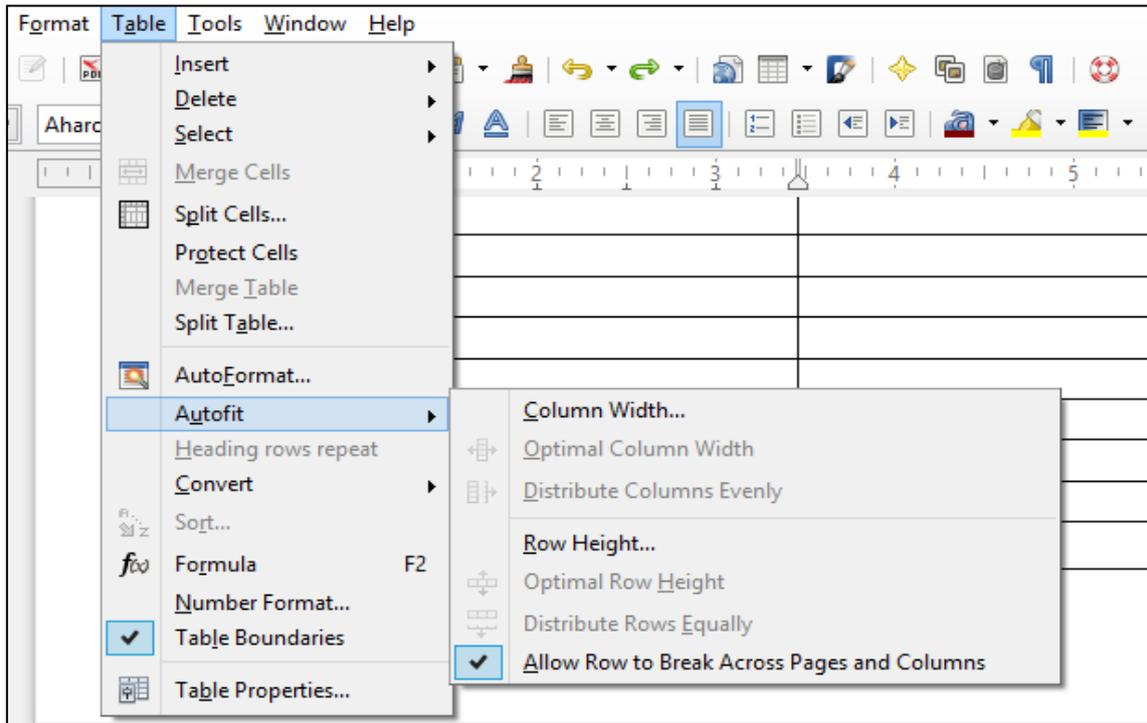
Allowing and not allowing a row break at the end of a page

If a table extends over more than one page, Word will automatically break a row at the end of the page. That makes it possible for one row in your table to begin on one page and end on the next one.

Cras vehicula, dui a trisque pellentesque, libero	

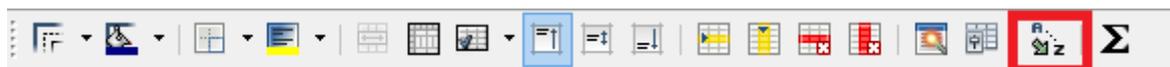
sapien interdum nibh, vel adipiscing quam ante nec lectus. Donec mattis suscipit porta.	

Preventing the break on a certain row may be done by clicking within the table and going to **Table -> Autofit** , and then unchecking the option “Allow Row to Break Across Pages and Columns”.

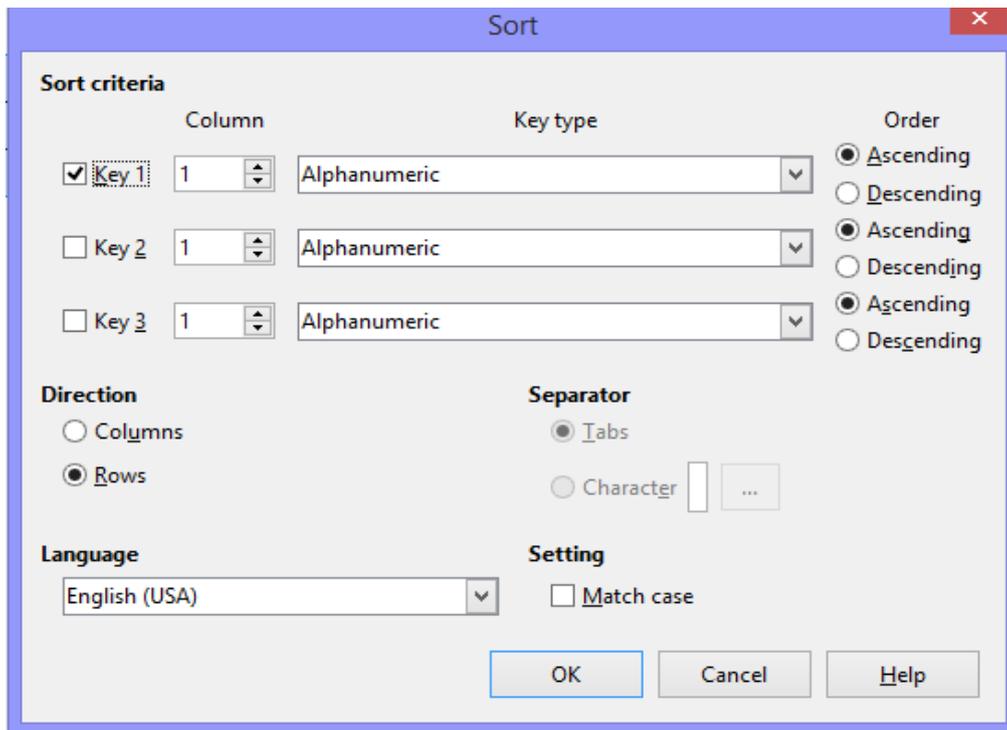


Sorting the data by one column or by multiple columns simultaneously

Turn on the tables toolbar (**View -> Toolbars -> Table**). Select the table and click **Sort**.

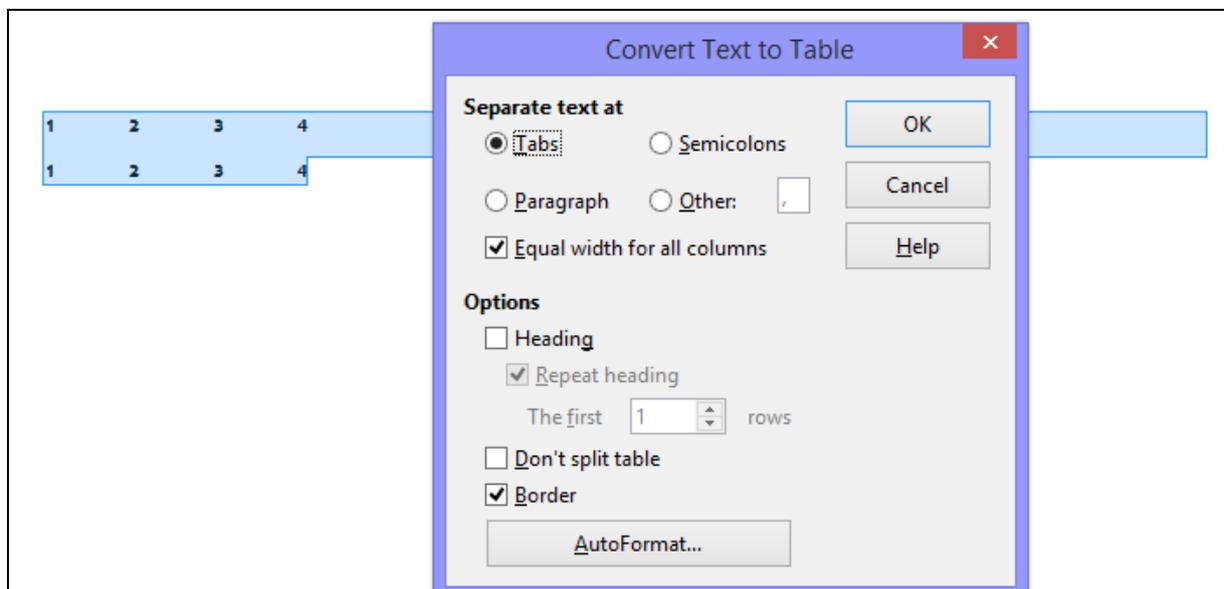


A dialog box will appear where you can then define the criteria of sorting tables by columns.



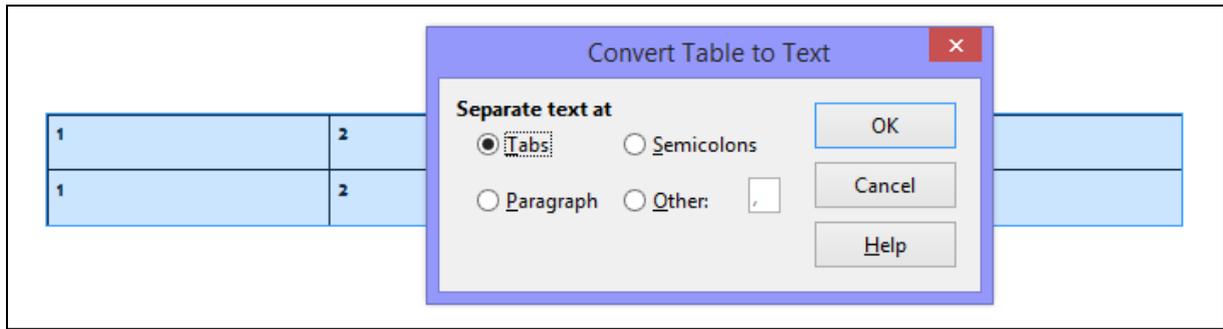
Converting a delimited text to a table

Select the text and go to **Table -> Convert -> Text to Table**. In the dialog box define the separations for the text (tabs, semicolons or something else) and click OK.



Converting a table to text

Select the table and go to **Table -> Convert -> Table to Text**. Then, in the dialog box, define the separations you want for the text.

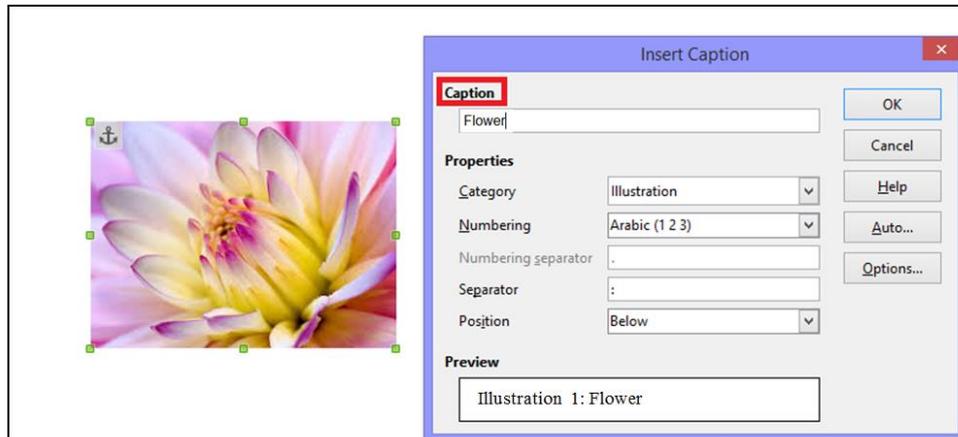


REFERENCING

CAPTIONS, FOOTNOTES AND ENDNOTES

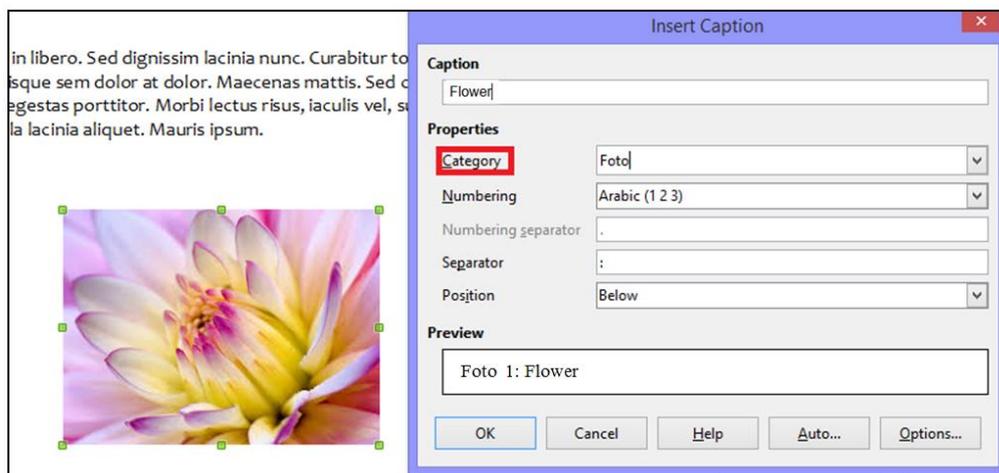
Adding a caption above or below a graphical object or table.

Select a graphical object/table and go to **Insert -> Caption**. Afterwards, in the dialog box, name the caption, choose a category for it and define its position (Position).



Adding a caption

If you would like to create a new caption, delete everything from the Category field and enter a name for the new category.

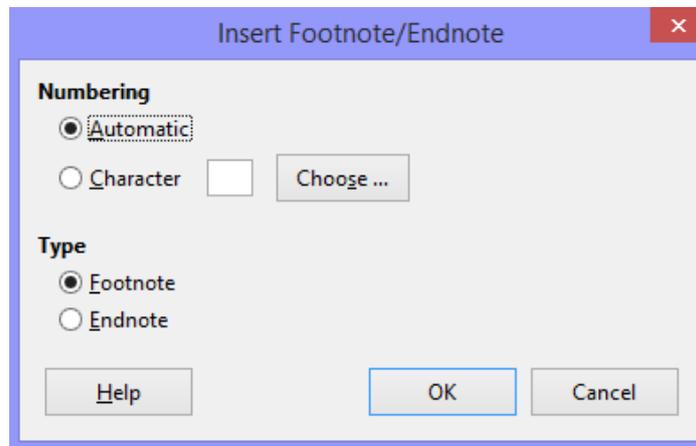


Changing the caption number format

Within the dialog box where you can define the name, category and position of the caption, the option Numbering is also available that allows you to change the caption number format.

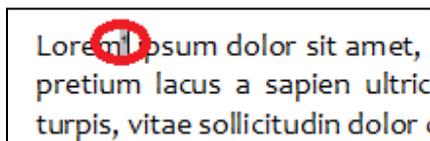
INSERTING AND MODIFYING FOOTNOTES AND ENDNOTES

Footnotes, and endnotes respectively, comprise of two connected parts, a reference mark and a reference text. To insert a footnote/endnote, first place the cursor within the text where you want the reference mark inserted and then click **Insert -> Footnote/Endnote**.

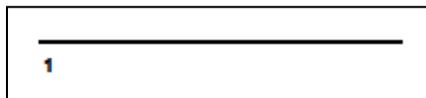


Writer will insert the reference mark and place the cursor into the entry field of the new footnote or endnote. By default, Writer places the footnotes at the end of each page and the endnotes at the end of the document. The following images show examples of a footnote and an endnote.

Reference mark:

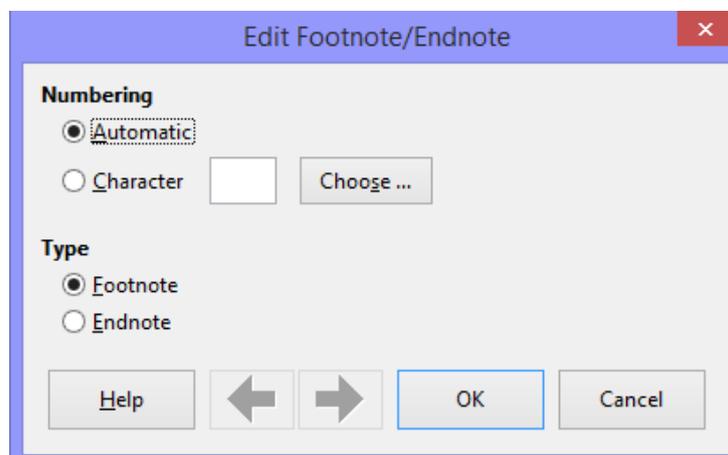


Reference entry field:



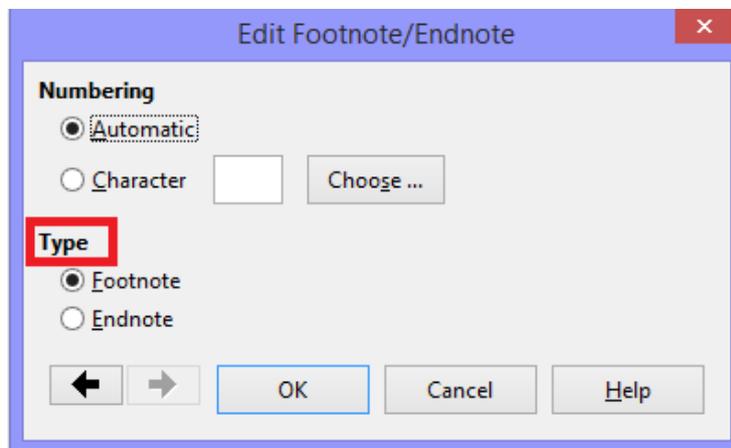
Enter the reference text and click the reference mark to return to the reference within the document.

To modify a footnote/endnote, click the reference mark in the text; that will automatically move the cursor into the footnote/endnote entry field. If you wish to change the formatting (for example, the numbering), double-click the footnote/endnote.



Converting a footnote to an endnote. Converting an endnote to a footnote

The feature to automatically convert all footnotes into endnotes and vice versa is not implemented into Writer. It's possible to convert them individually by selecting the reference mark of the footnote/endnote, right-clicking it and changing the reference type (Type) to **Footnote/Endnote** in the dialog box that appears.



REFERENCE TABLES AND INDEXES

Creating and updating a table of contents based on a specified heading style and format

First, you must format the text within the document that you want placed in the table of contents (chapters, titles and such).

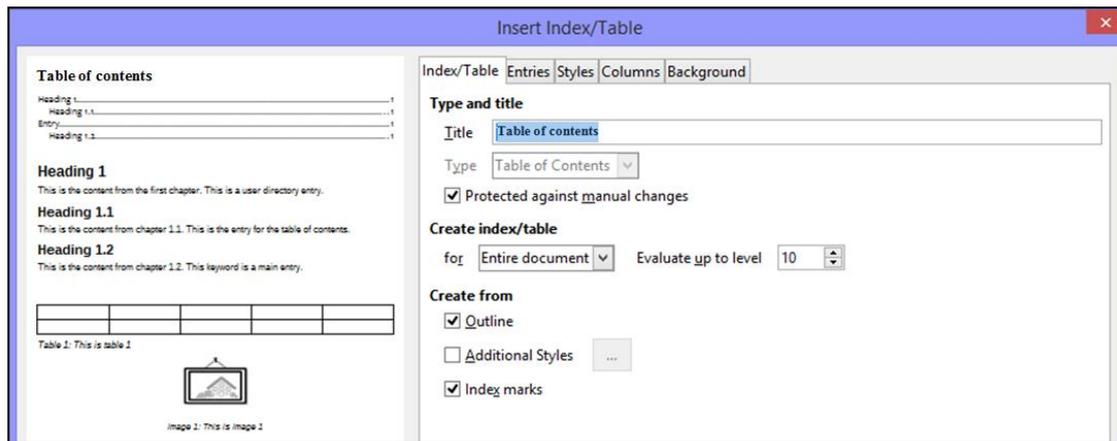
Chapter 1 (Heading 1)

Title (Heading 2)

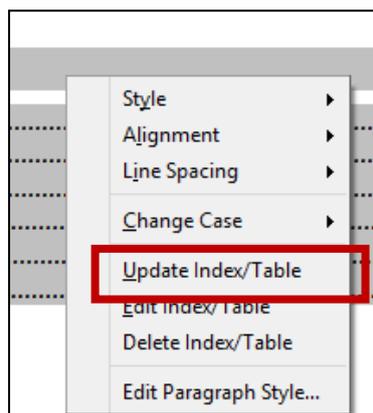
Subtitle (Heading 3)

Once the formatting has been applied (for example, Heading 1 for titles, Heading 2 for subtitles and so on), place the cursor where you want the table of contents inserted and go to **Insert -> Indexes and tables -> Indexes and tables**.

That will open a dialog box where you can define the table of contents title, the part of the document this table refers to, its layout and so on.

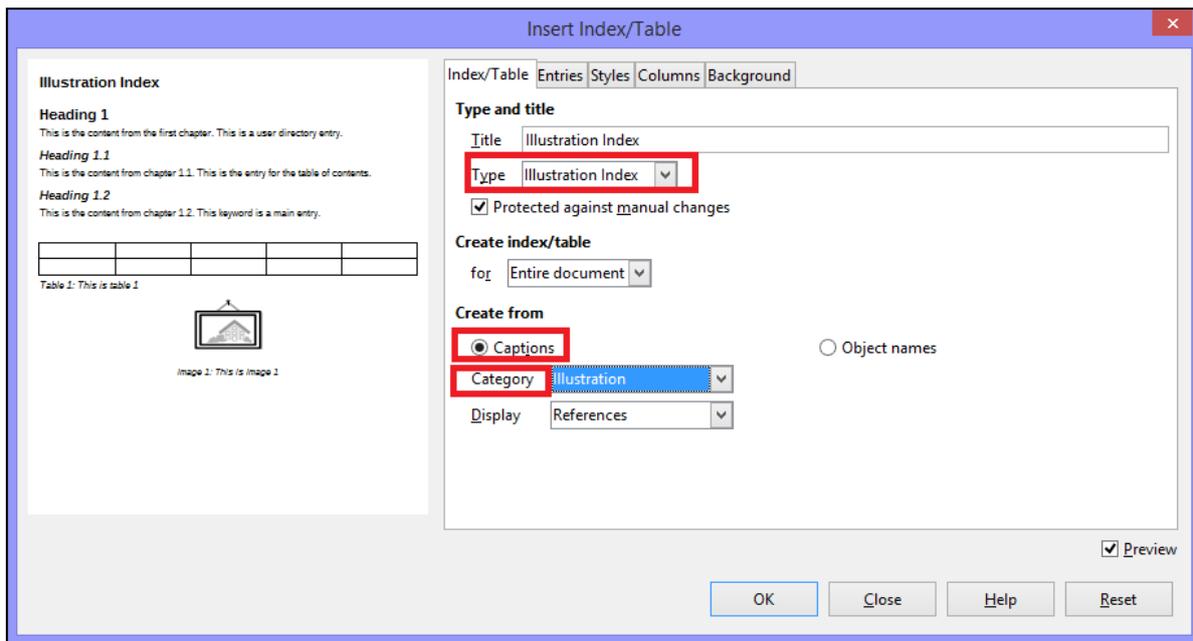


To update a table of contents, click within it, then right-click and select **Update Index/Table**. If, for example, there's been a change in page numbers, those will now be automatically updated in the table of contents.



Creating and updating an illustration index based on specific styles and formats

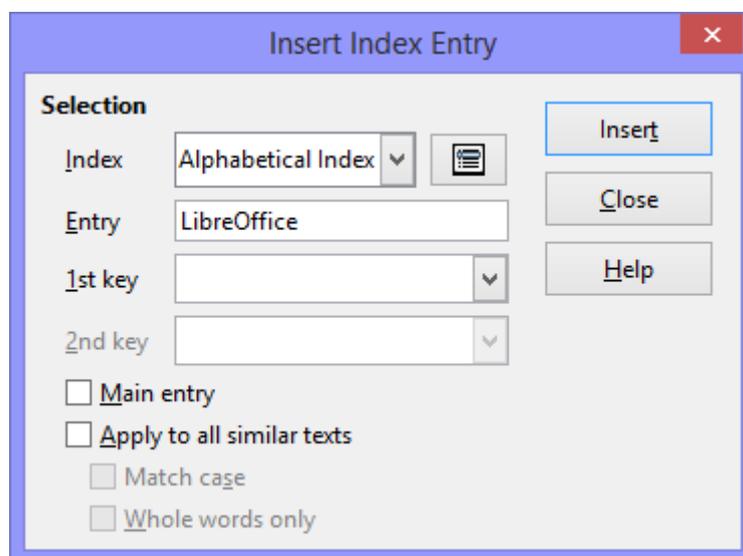
After adding captions to the images as was described earlier, go to **Insert -> Indexes and Tables -> Indexes and Tables**. Under Type select Illustration Index. Make sure that the Captions box has been checked and select a category for this type of index in Category. The styles may be defined in the Styles card.



To update a table of contents click within it, then right-click and select **Update Index/Table**.

Marking an index entry: main entry, subentry. Deleting a marked entry

Select the text that is to be made into an entry and go to **Insert > Indexes and Tables > Entry** to open an entry marking dialog box.



Index -> the index that the entry is being created for. It's alphabetically predefined, but it's possible to customize it if needed.

Entry -> the word or term being added to the index. This word or term doesn't need to appear in the document. Synonyms or other terms may be added..

1st key -> this entry isn't connected to a page, but it's connected to subentries that do have page numbers. It comes in handy while grouping similar subject matters. For example:

LibreOffice

Calc 5,10

Writer 8, 20

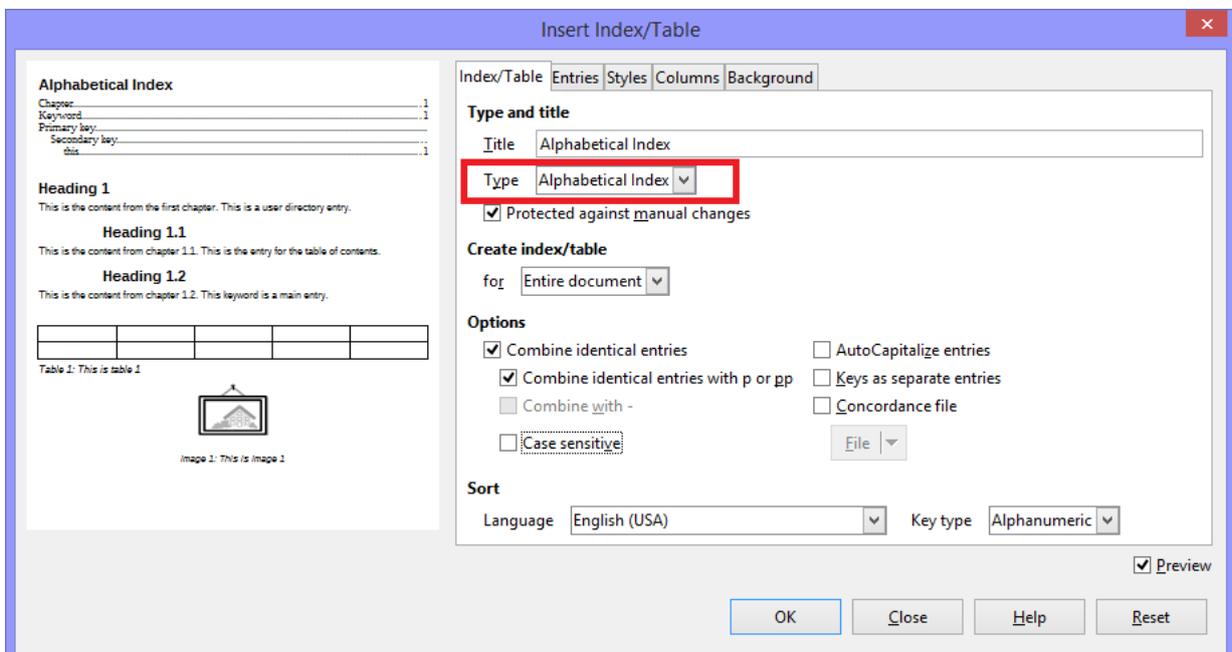
2nd key -> for three-level entries, in which first-level entries have second-level entries that are also keys (no page numbers).

Main entry -> when a term appears on more than one page and the information on some of these pages is more relevant. To make these page numbers more prominent, choose this option and define a character style for them.

Creating and updating an index based on marked index entries

To insert an index go to **Insert -> Indexes and tables -> Indexes and tables**. As its Type choose the Alphabetical index. Pick additional settings as needed.

To update it, place the cursor within the index, right-click it and select **Update Index/Table**.

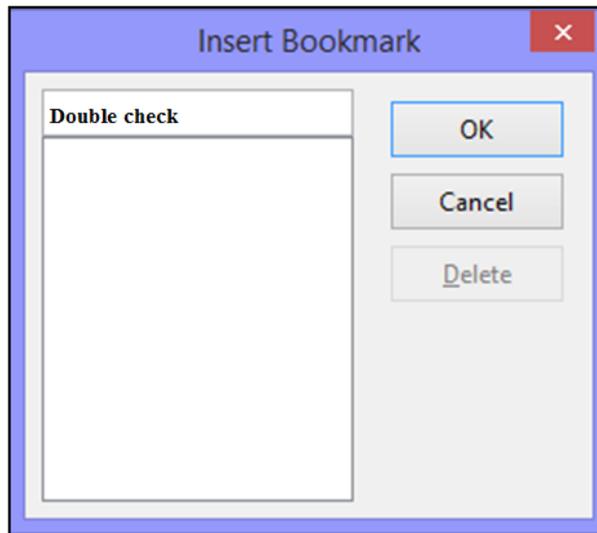


BOOKMARKS AND CROSS-REFERENCES

Adding and deleting a bookmark

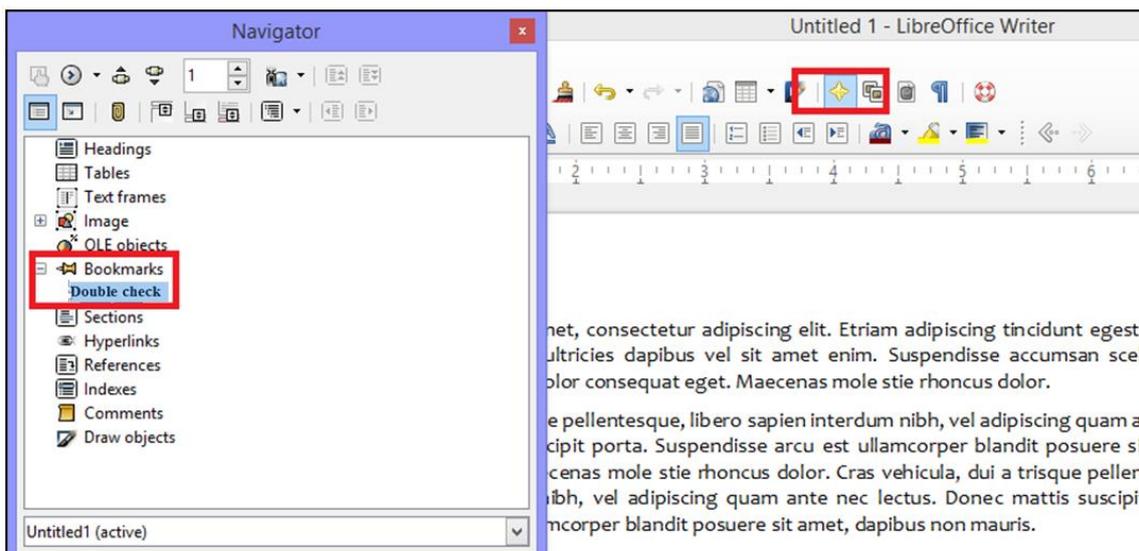
Bookmarks facilitate moving through a document. If, for example, there's part of the document that you want to edit later, you can add a bookmark so that afterwards you can get back to it easily without checking the entire document.

In order to add a bookmark, select the text you want bookmarked and go to **Insert -> Bookmark**. Enter the bookmark's title into the dialog box and click OK.



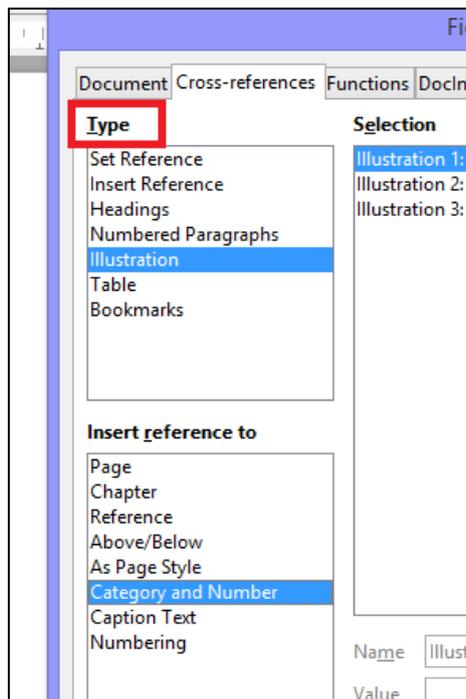
Later, when you wish to return to a certain bookmark, click Navigator, select the bookmark you want and double-click it. The cursor will automatically move to the place where the bookmark was entered.

To delete it, click **Delete** within the same dialog box.



Creating and deleting a cross-reference to: numbered item, heading, bookmark, illustration, table.

Place the cursor within the document where you want the cross-reference inserted and go to **Insert -> Cross reference**. A dialog box will appear where you will choose what kind of cross-reference you want (Type) and the element that it refers to (Selection). The depicted example shows a cross-reference of the Illustration 1 being added .



As a result, a reference to the element of your choosing will be inserted at the specified location.

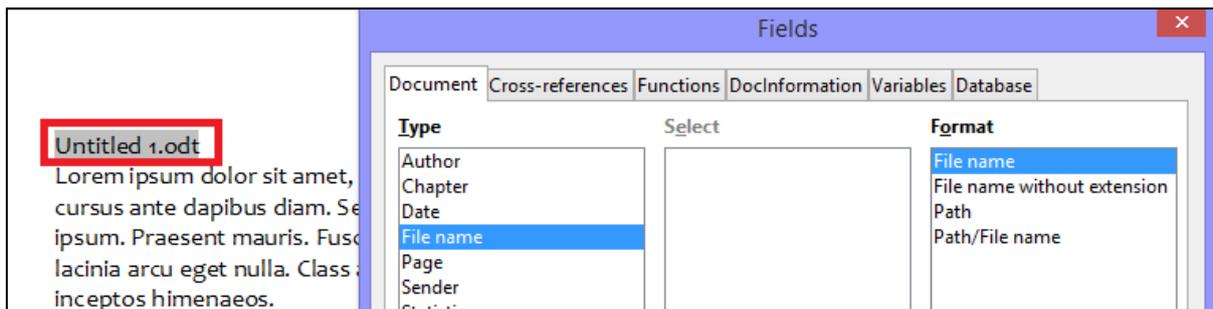
A cross-reference may be easily deleted by selecting it and clicking DELETE.

ENHANCING PRODUCTIVITY

USING FIELDS

Inserting and deleting fields such as: author, file name and path, file size, fill-in/input.

Place the cursor within the text where you wish to insert a field and go to **Insert -> Fields**, then select one of the offered fields or click Others for all fields. Select the field you want inserted and click Insert.

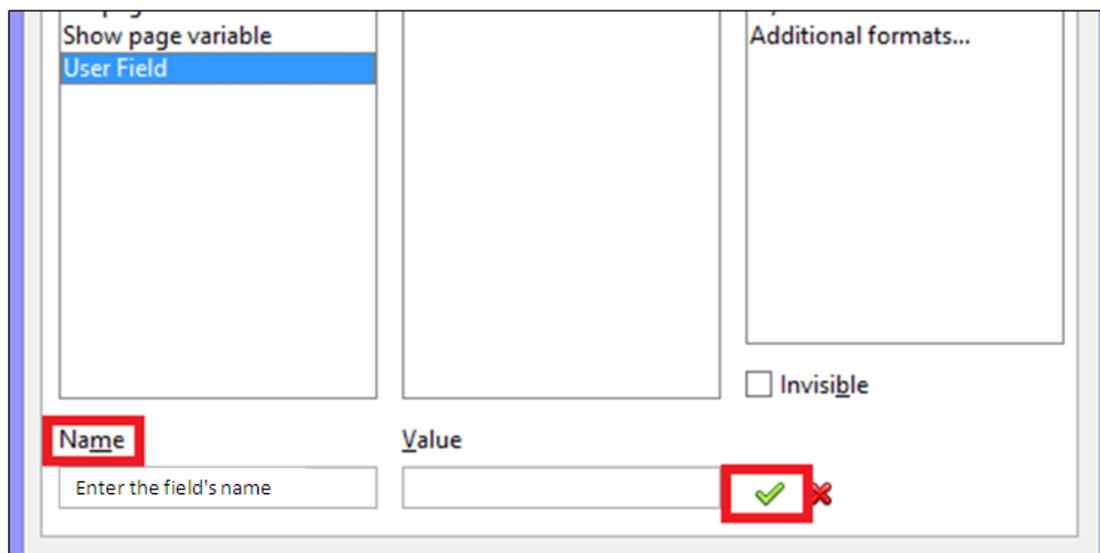


If you don't want all fields to be shaded, go to **View -> Field Shadings** and turn this option off.

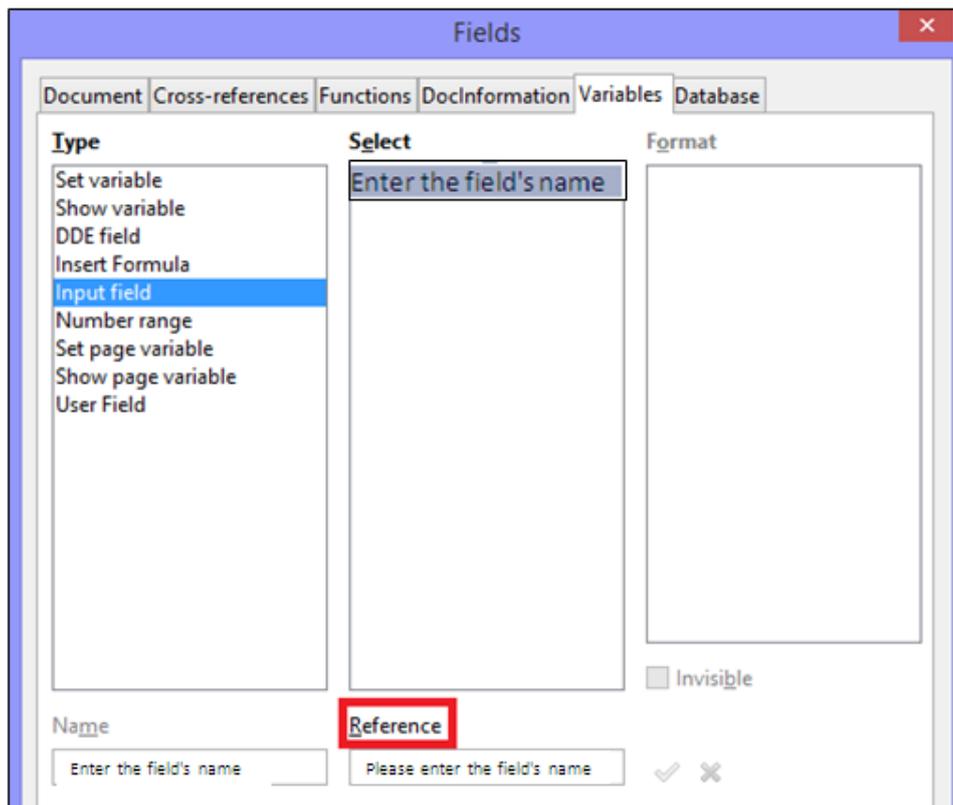
All mentioned fields are inserted the same way (as shown on the image). The fill-in/input fields are somewhat different.

To insert a fill-in/input field go to **Insert -> Fields -> Other**. On the Variables card select User Field

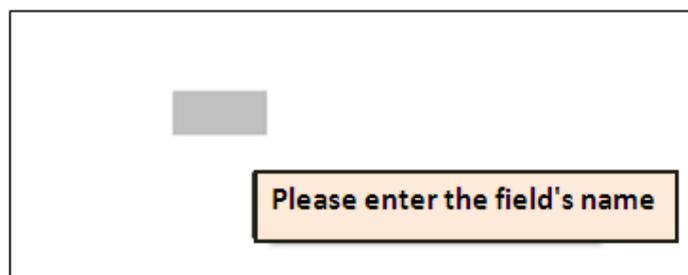
Enter the field's name and click the green check.



After that, click Input Field; under Selection check the User Field that was just now defined. Under Reference enter the text that will be shown to the user. After that, click Insert. You can just hit Space a couple of times in the dialog box that will appear.

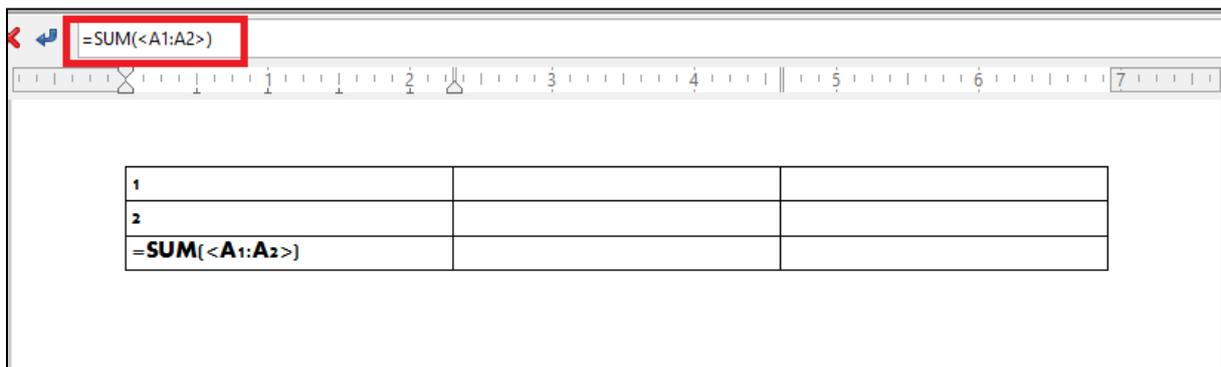


Once you've placed the cursor into the entry field, a text will appear that you've referred to under References as an instruction of what to enter.



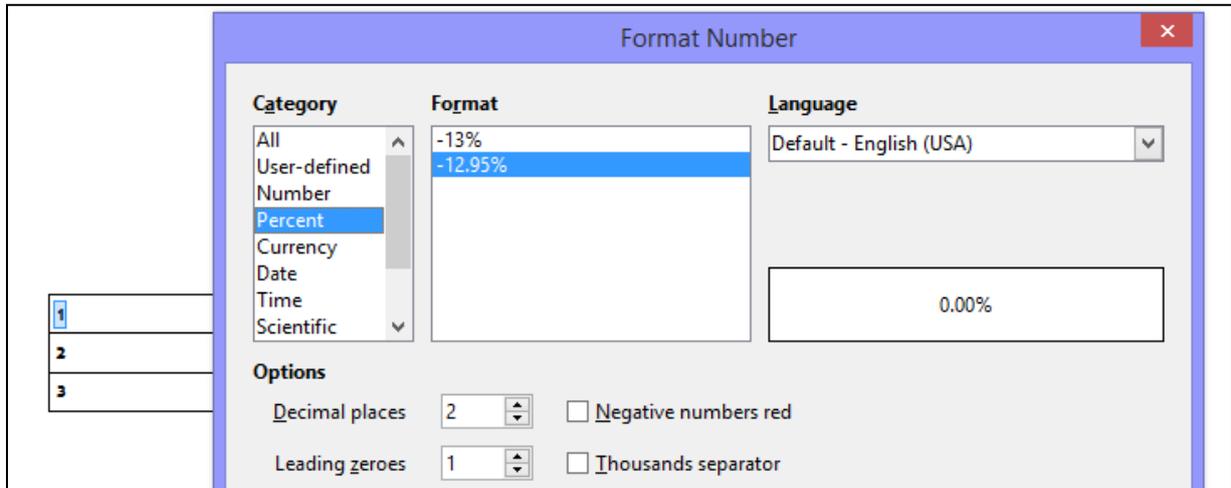
Inserting a sum formula field code in a table

Place the cursor into the cell where you want the sum inserted and go to **Table -> Formula**. A toolbar for inserting formulas will appear and then you can enter a sum formula into it and define which cells you want added up by simply selecting the cells within the table.



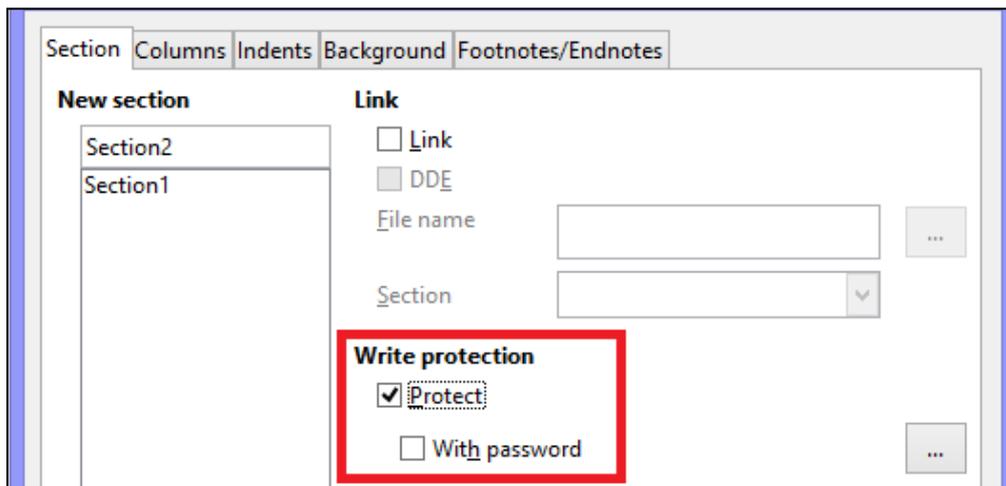
Changing the field number format

If a field contains a number, to change its format you must select it and go to **Table -> Number Format**. Then define the format you want within the dialog box.



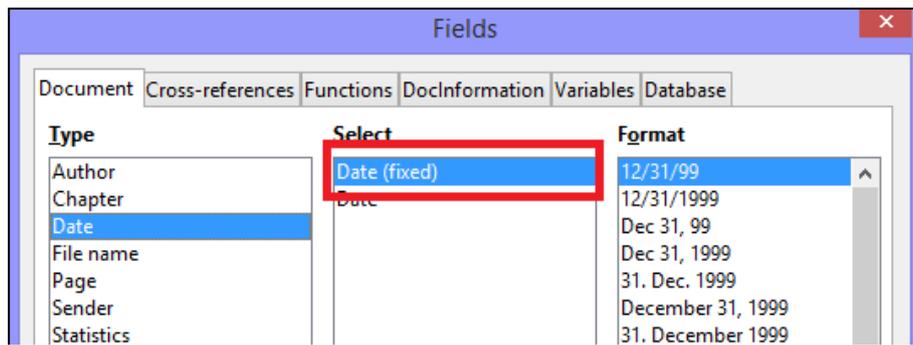
Locking, unlocking and updating fields

Just like most things in Writer, the fields may also be protected by putting them into sections and then protecting the entire section. Select the field and click **Insert -> Section**. In the dialog box check Protected. Additionally, a password may be specified.

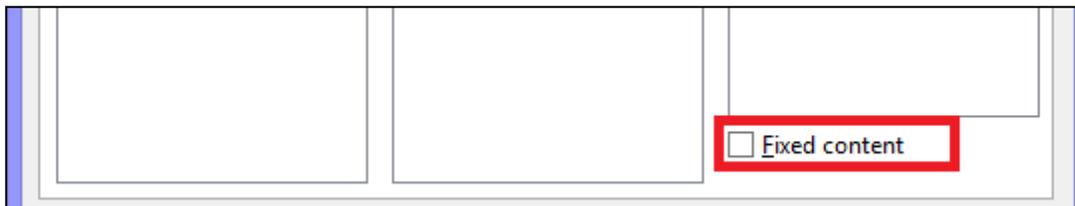


To remove the protection, go to **Format -> Sections** and uncheck Protect. If you've defined a password, you will have to enter it again in order to cancel it.

The fields get updated automatically after each change. If you wish to stop an update, such as one of date or time, while selecting the field, select the version next to which it says "fixed" in the brackets.



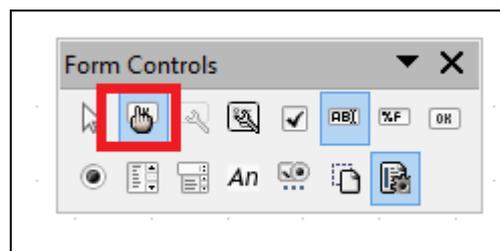
For other types of fields you can check Fixed content.



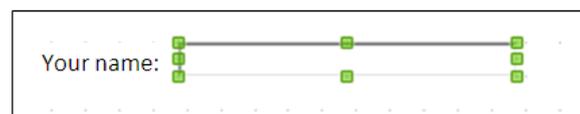
FORMS, TEMPLATES

Creating and modifying a form using available form field options: text field, check box, drop-down menu

In order to add the mentioned options, go to **View -> Toolbars** and select **Form Controls**. A secondary toolbar will appear that allows you to modify text fields, check boxes, drop-down menus and the rest of things that may be seen on a fill-out form. To start editing, click Design mode on/off.

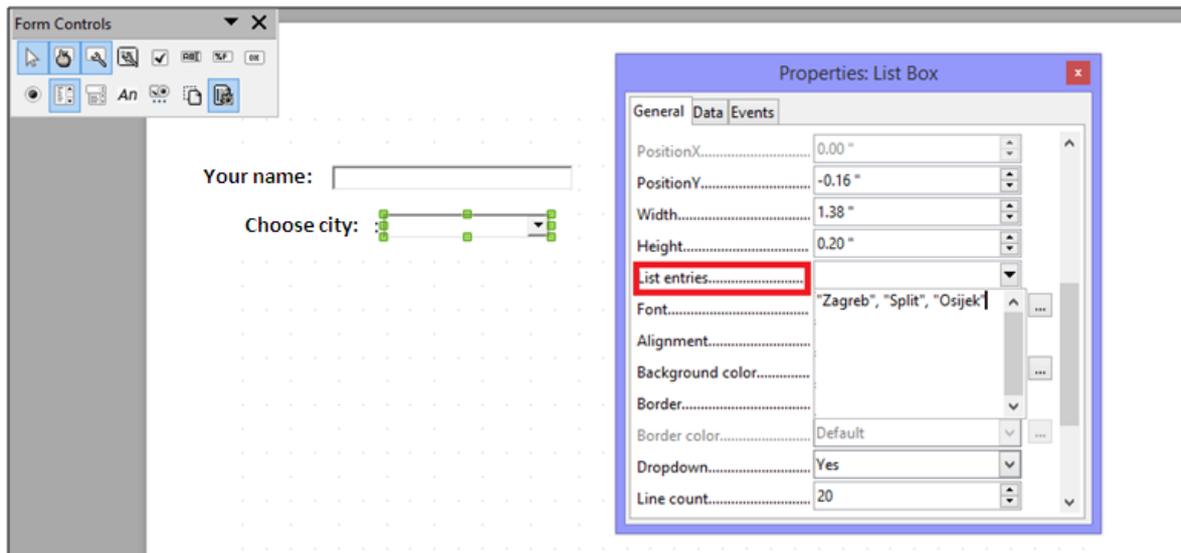


Select the element you wish to add and hold the left mouse key while dragging the element into the document.



When double-clicking the element within the document, a dialog box will appear where you can edit the element.

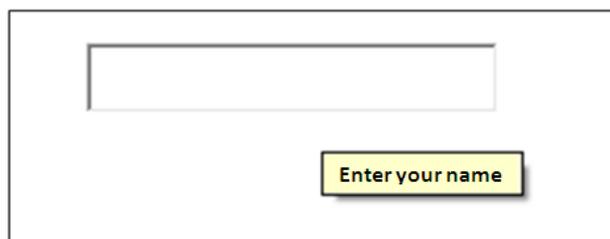
For example, for a drop-down menu, you must define your choices (List entries):



Once you're done editing, click Design mode on/off again.

Adding a help text to a form field

When editing a form field, go to Help text and enter the text you wish shown when the cursor hovers over the field.



Protecting and unprotecting a form

A form can be protected by placing it into a section the same way as it was done for the fields.

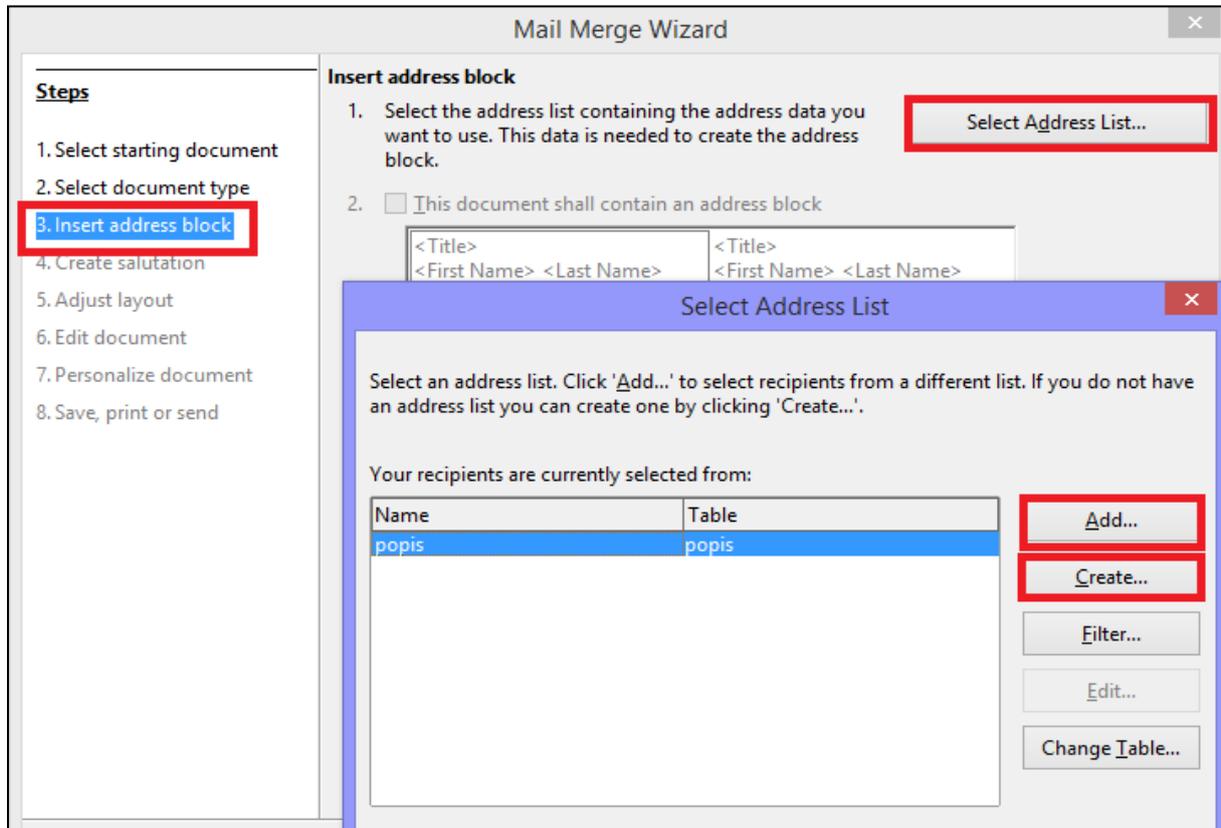
Modifying a template

Go to **File -> Templates -> Manage**. Find the template you like and click **Edit**. Once the changes have been made, click Save, or Save As if you wish to create a new template.

MAIL MERGE

Editing and sorting a mail merge recipient list

Go to **Tools -> Mail merge wizard**. In the third listed step (**Insert address block**) click **Select address list**.



You can add an existing list to the recipient list by clicking Add, or, if you don't have an existing list, you can create one with Create.

By clicking Create a dialog box will appear where you can enter data about the person on the list.

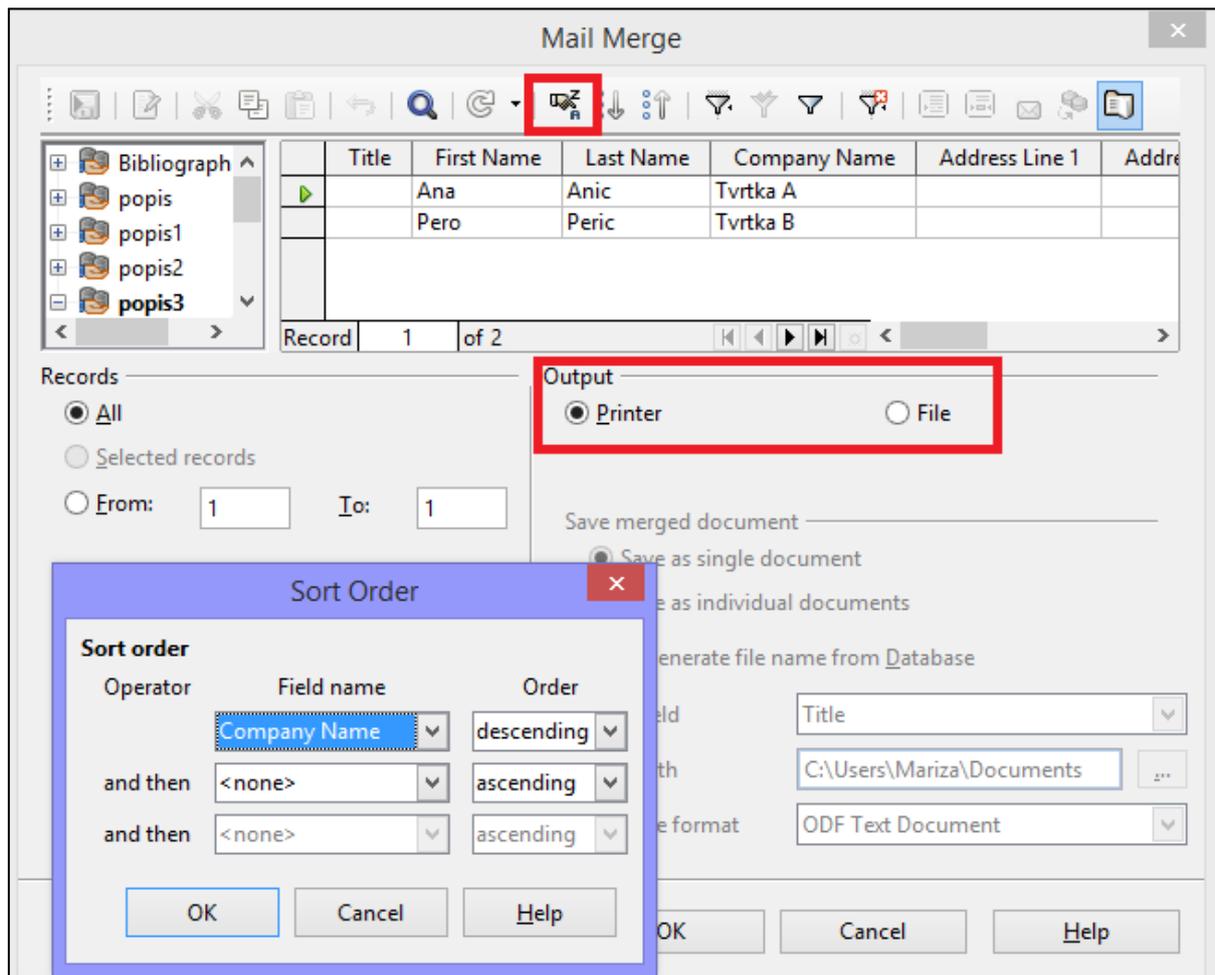
The screenshot shows the 'New Address List' dialog box. It contains a form for entering address information with the following fields:

- Title
- First Name
- Last Name
- Company Name
- Address Line 1
- Address Line 2
- City
- State

On the right side, there are buttons for 'New', 'Delete', 'Find...', and 'Customize...'.

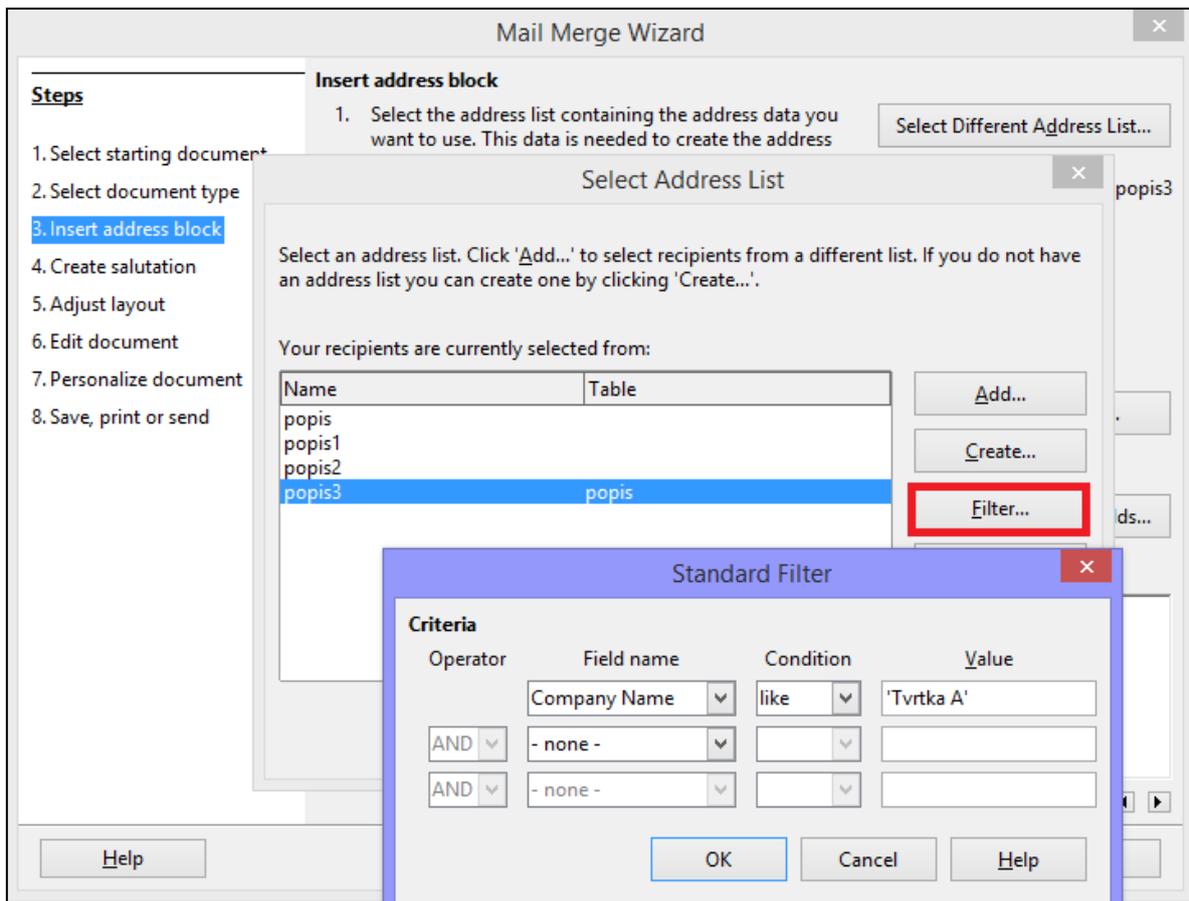
To modify the data on the list, click **Edit**.

Sorting may be done when you want to print/file the document. By clicking **File - > Print** a dialog box will appear where you can define whether you wish to print or file the document, and also, the sorting criteria may be defined here.



Merging a document with a recipient list using the appropriate merge criteria

After selecting a recipient list, click **Filter** and enter the filtering parameters. The image below shows a filtering by company name and it states that only those files are required where selected name of company appears. As a result, the document will merge only with those persons from the list that work for that company.



LINKING, EMBEDDING

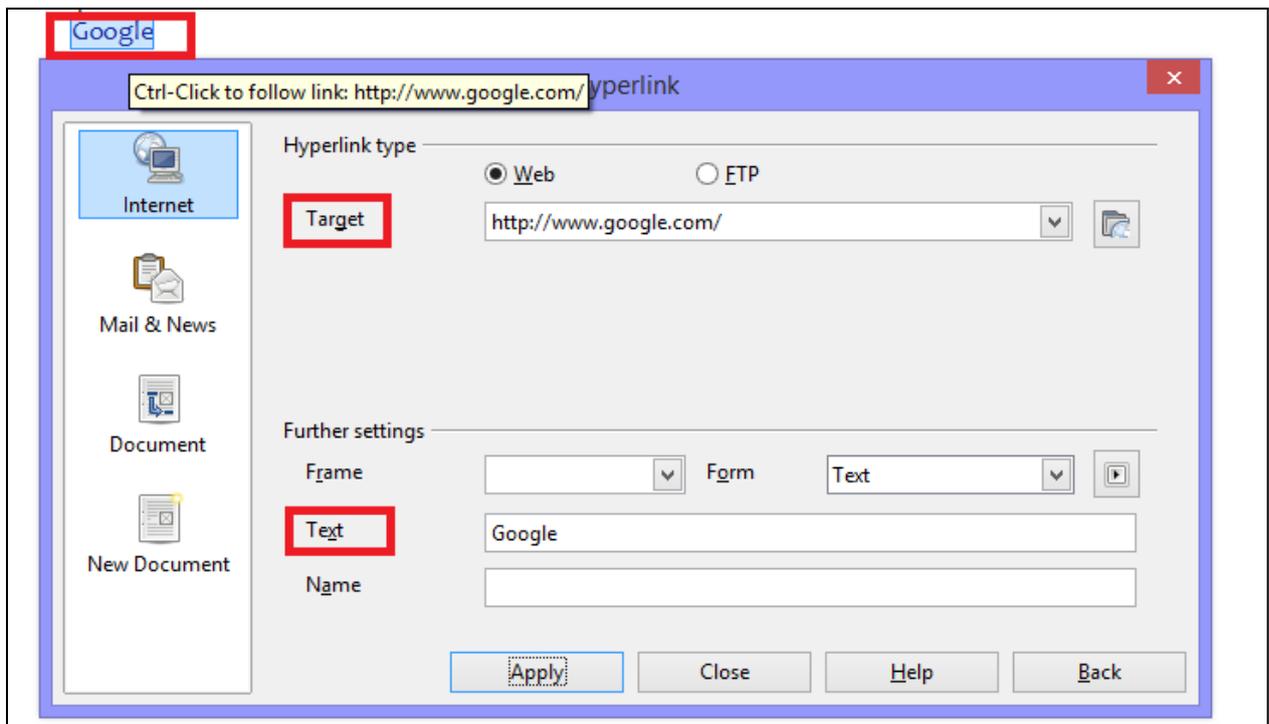
Inserting, editing and removing a hyperlink

When you're entering a text that can be used as a hyperlink (such as a website), Writer automatically formats the text creating a hyperlink (it colors and underlines it). This option may be turned on/off if you go to **Tools -> AutoCorrect Options -> Options**, and choose **URL Recognition**.

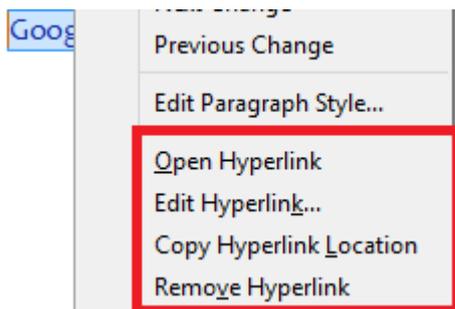


Hyperlinks may be inserted and edited through the Hyperlink dialog box. In order to open it, click the Hyperlink icon on the toolbar or go to **Insert -> Hyperlink**. To convert an already existing text into a hyperlink, select it before opening the Hyperlink dialog box.

An example of creating a hyperlink: on the left side, select what you want made into a hyperlink, then enter the address into the Target field and into the Text field enter the text you want inserted into the document. In this case, the inserted word is Google and if you click on it, the website www.google.com will open.



To edit/delete a hyperlink, select a hyperlink and right-click it.



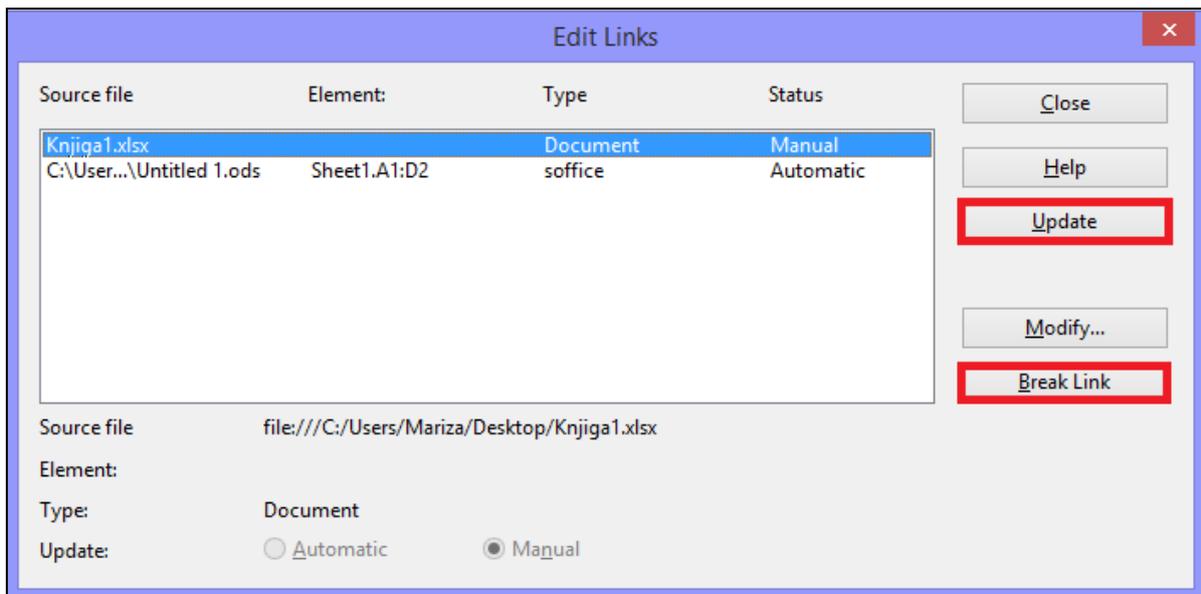
Linking data with a document or an application

DDE (Dynamic Data Exchange) creates a dynamic link. The content gets updated in Writer when the content in the original document/application is updated.

In order to create a link, select the data in the original document, then place the cursor within Writer where you want the data inserted and go to **Edit -> Paste Special**. After a dialog box opens, select the DDE link from the list of formats .

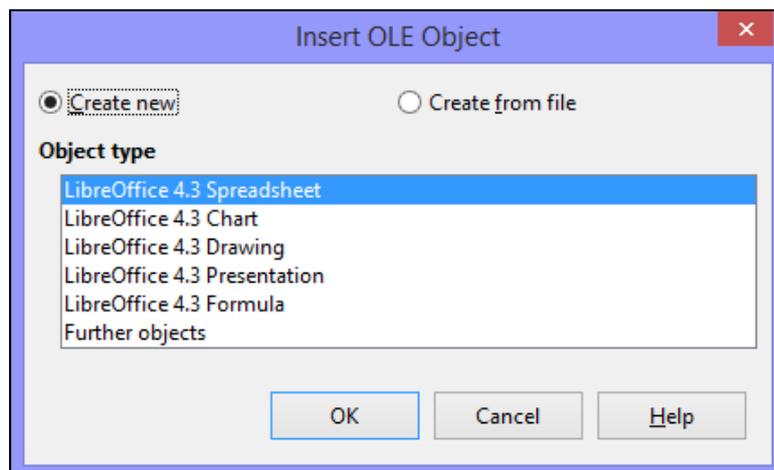
Updating and breaking a hyperlink

These options are available by clicking **Edit -> Links**.

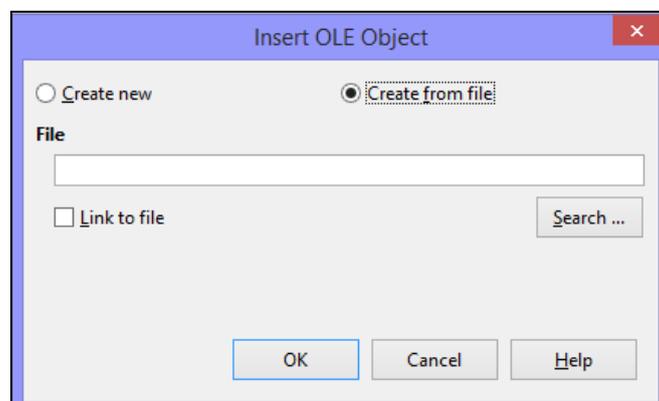


Embedding data into a document as an object

Go to **Insert -> Object -> OLE object**. In the dialog box that appears select the type of object you want embedded and choose whether you want embed a new document or an existing one.



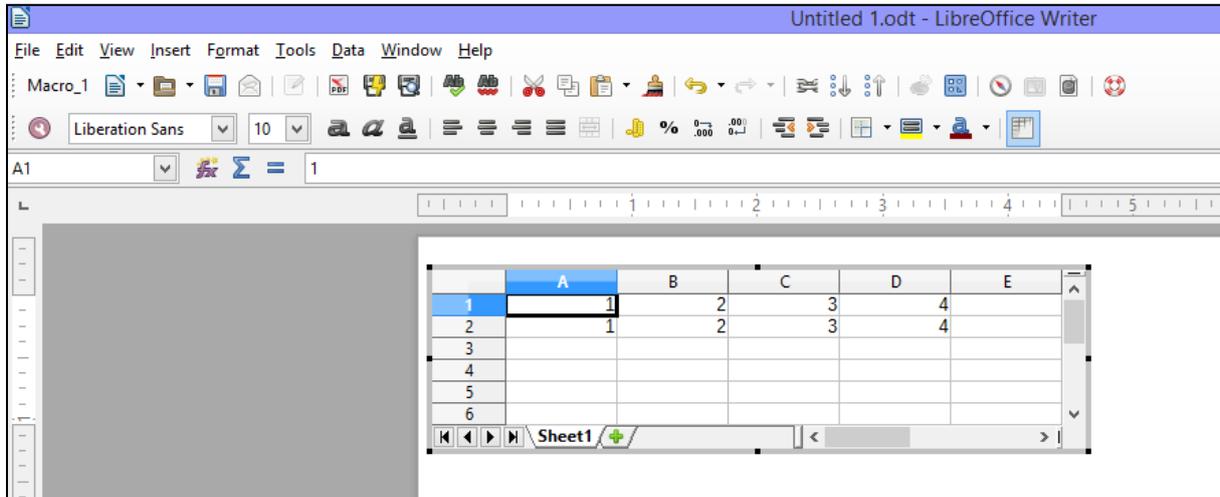
If you select Further objects a dialog box will appear where you can find the object you want.



When embedding an existing object, it gets embedded as a copy. The changes you make in it won't be implemented in the original document. If you do want the changes visible in the original, you must click Link to file.

Editing and deleting the embedded data

Once you've embedded the object into the document, double-clicking it will make the tools for data editing available.

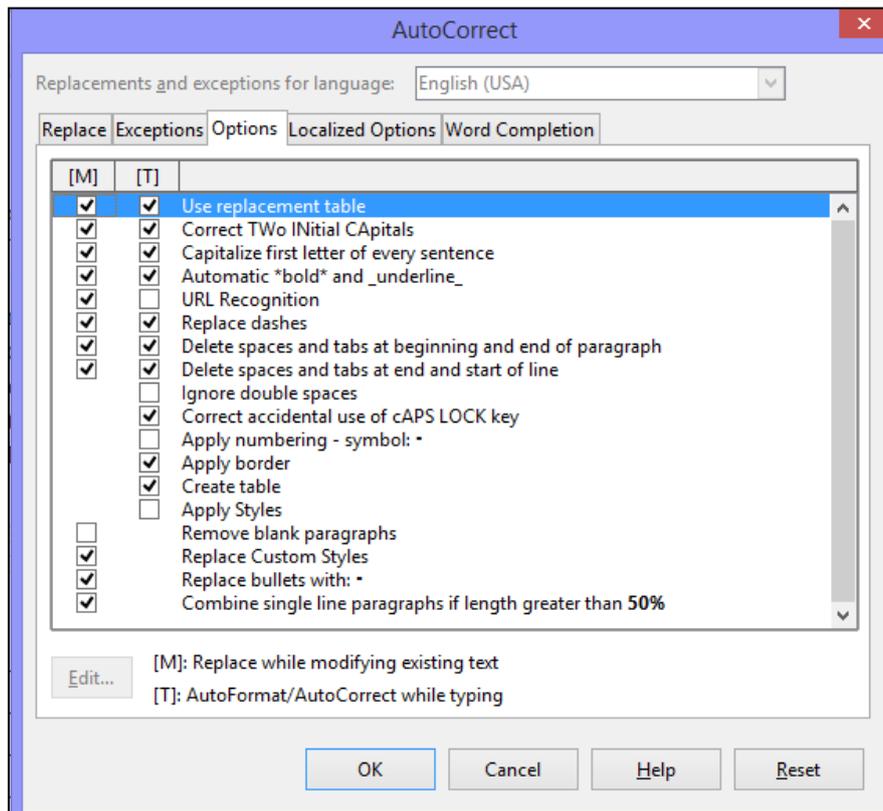


AUTOMATION

Applying automatic text formatting options

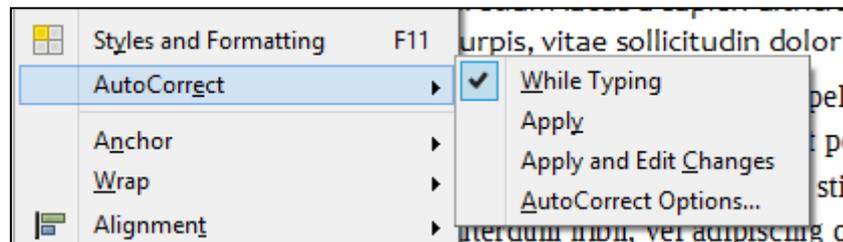
Automatic text formatting is turned on by going to **Format -> AutoCorrect** and clicking **Apply**.

You can get a list of automatic text formatting options that can be turned on/off by going to **Format -> AutoCorrect -> AutoCorrect Options**.



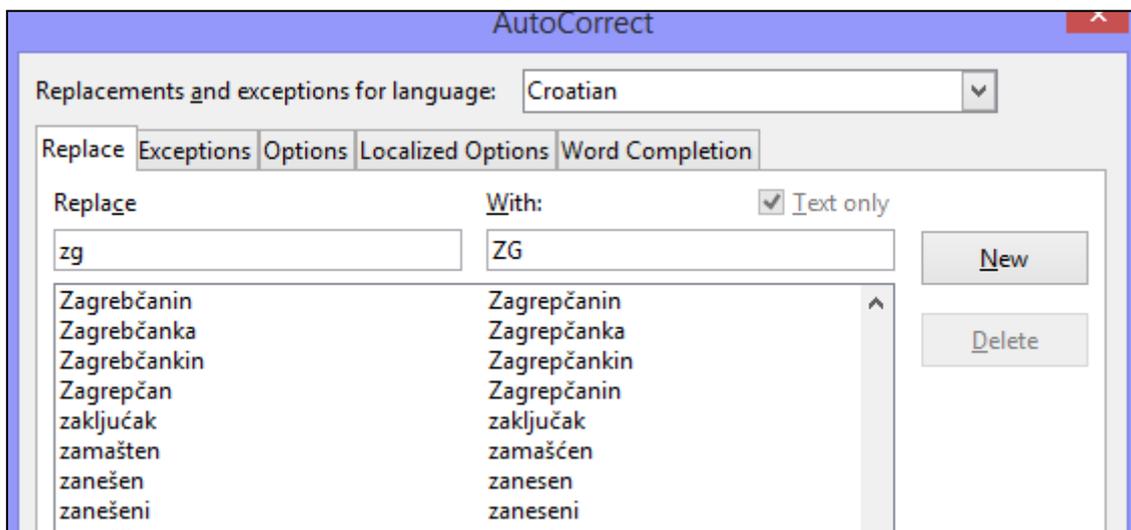
Creating, modifying and deleting automatic text correction entry options

Automatic text correction contains a list of common spelling mistakes that can be extended/modified as needed. In order to turn on the automatic text correction table go to **Tools -> AutoCorrect Options** and on the **Options** card click **Use replacement table**. To implement the automatic text correction click **Format -> AutoCorrect -> While Typing**.



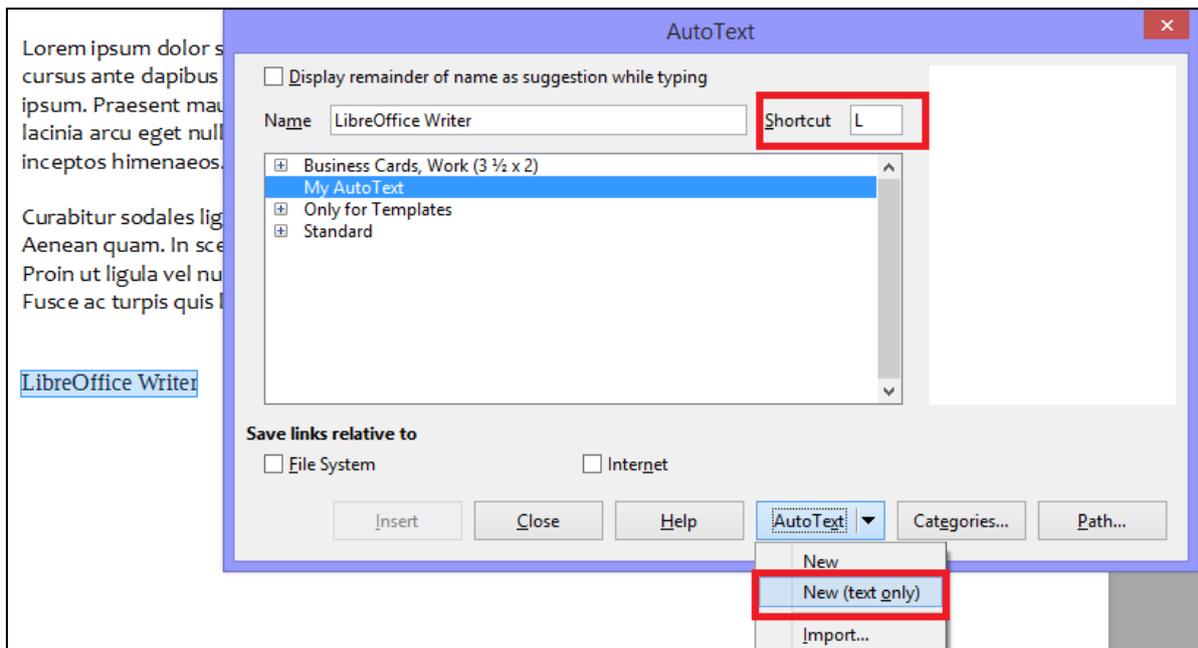
To enter a new rule go to **Format -> AutoCorrect -> AutoCorrect Options** and open the **Replace** card.

Enter what you wish to replace into the field **Replace** and what you wish to replace it with into the field **With** (the image below shows the example of wanting to replace “zg” with “ZG”). After that, click **New** so that the rule is added to the list. To delete it, select the rule and click **Delete**.



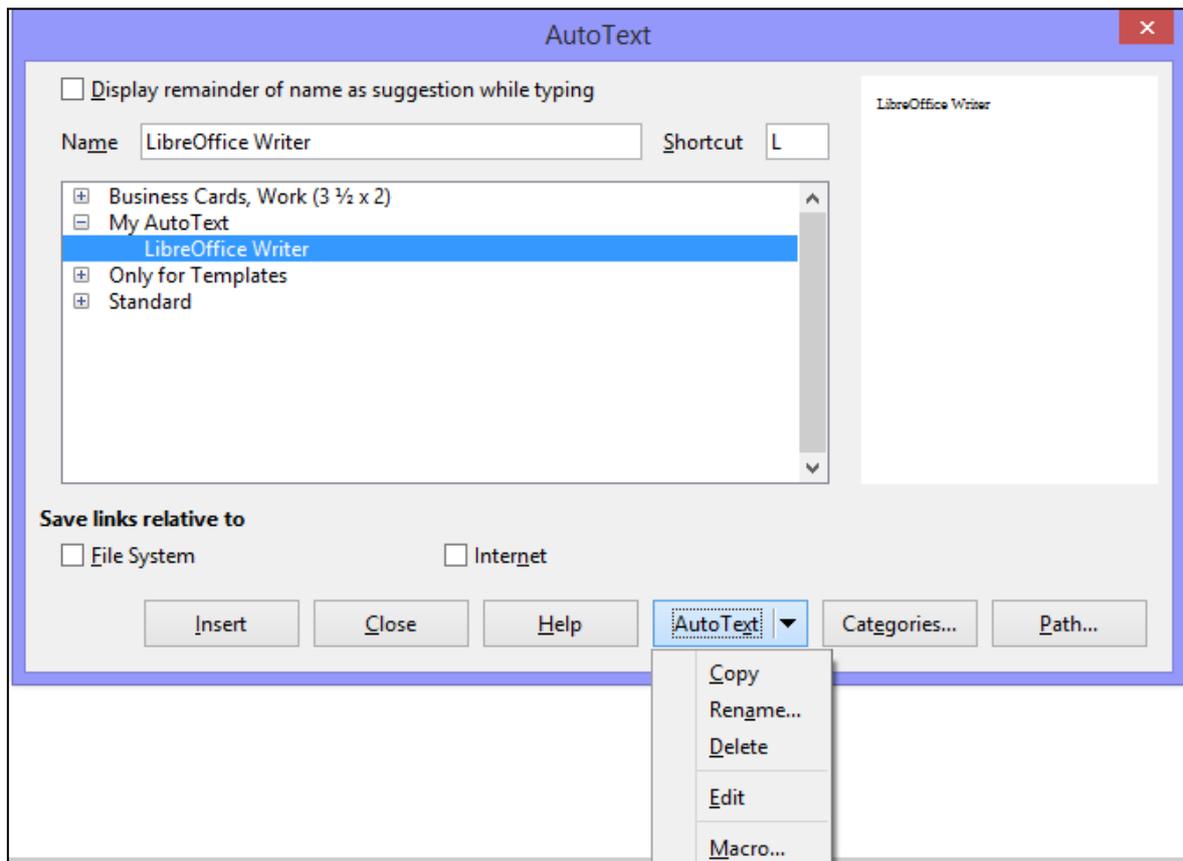
Creating, modifying, inserting and deleting automatic text entries

Select the text you want entered automatically and go to **Edit -> Auto Text**. Define a name for this text in the dialog box and enter a shortcut for it into the **Shortcut** field. Click **AutoText** and select **New (Text only)**, then click **Insert**.



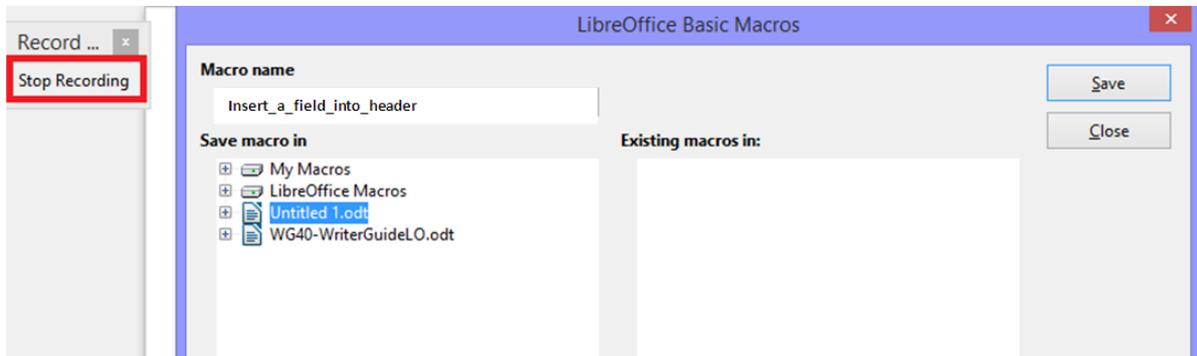
The next time you wish to enter the automatic text it'll be sufficient to enter the shortcut (on the image above it's the letter L) and click **F3**.

Editing/deleting of the automatic text is done by going to **Edit -> AutoText** and clicking Auto Text, and then you select the action you want done.



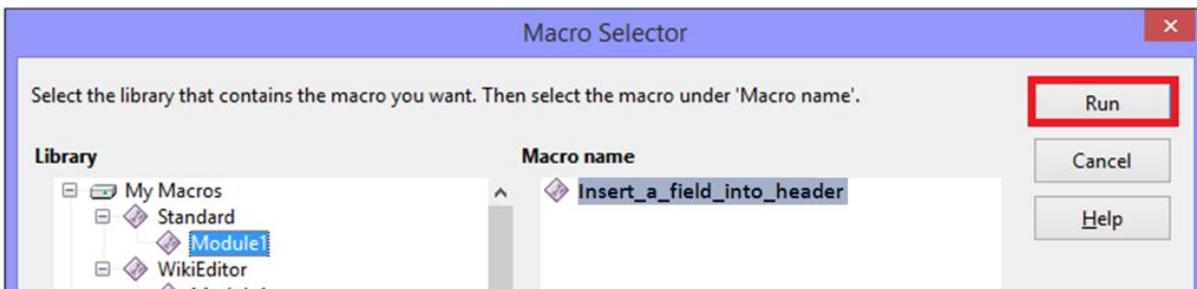
Recording macros such as: page setup change, inserting a table with a repeating heading row, inserting fields in a document header or footer

Go to **Tools -> Macros -> Record Macro**. Once you click Record Macro, all that you do next will be recorded so that later it can be reproduced. When you're finished, click **Stop recording**. That opens a dialog box where you'll enter a name for the macro and click Save.



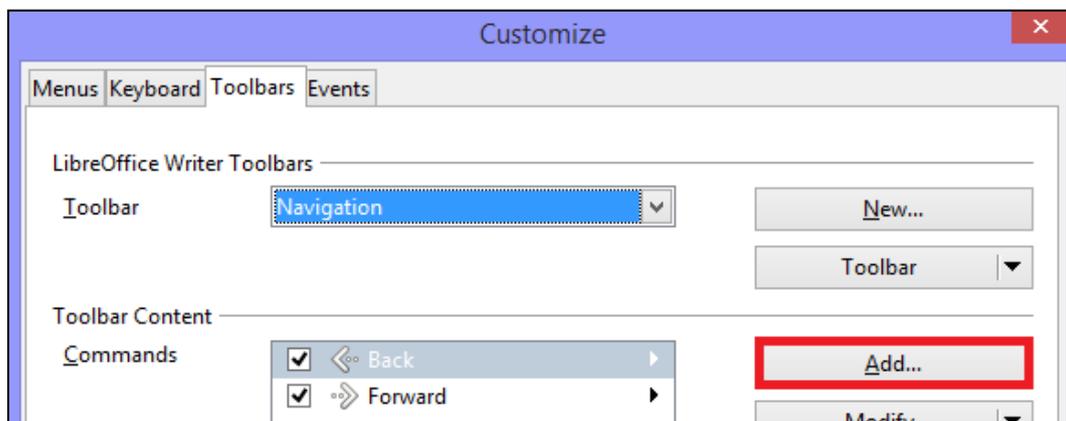
Running a macro

To launch a macro, go to **Tools -> Macros -> Run Macro** and choose the macro you want to launch within the dialog box, then click **Run**. The reproduced material will depend on what you've recorded with the macro (if, for example, you've created a macro that inserts a field into the header of a document, all the action necessary for placing a field into a header will be executed when you run that macro).



Assigning a macro to custom buttons on a toolbar

Click within the toolbar and then right-click **Customize Toolbar**. A dialog box will appear where you should go to the **Toolbars** card and click **Add**.



That will open a new dialog box where you can choose the macro you want and by clicking **Add** it will be added to the toolbar.



COLLABORATIVE EDITING

TRACKING AND REVIEWING

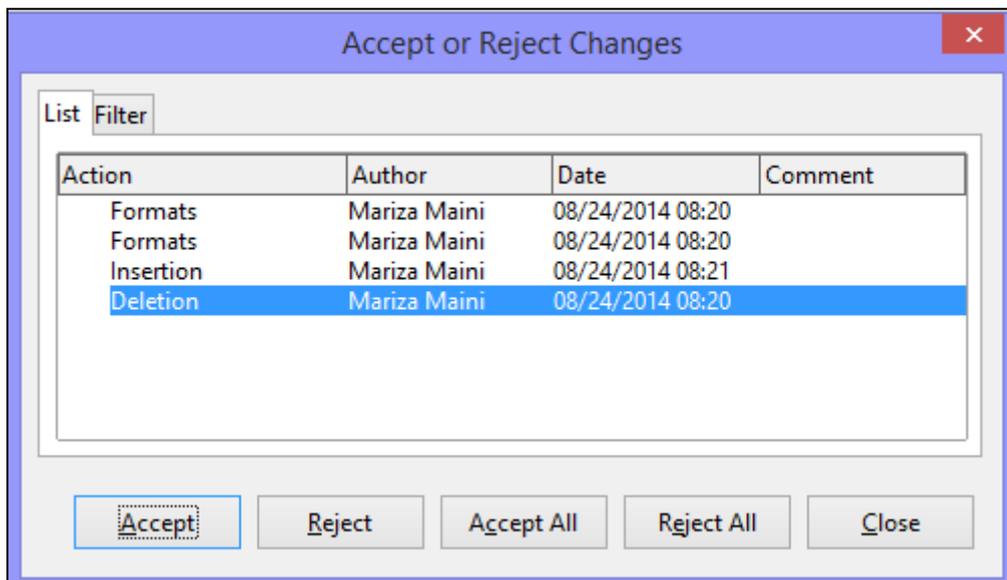
Turning the change tracking on or off

The change tracking is turned on when you go to **Edit -> Changes -> Record**. If you don't want the marked changes to be visible in the text, turn the option off by clicking **Edit -> Changes -> Show**.

Lorem ipsum **dolor** sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent **Formatted: Mariza Maini - 08/24/2014 08:20** semper porta. Mauris massa. Vestibulum lacinia arcu eget **nulla**. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Curabitur sodales ligula in libero. Sed dignissim lacinia nunc. Curabitur tortor. Pellentesque nibh. Aenean quam. In scelerisque sem **dolor** at dolor. Maecenas mattis. Sed convallis tristique **sem**. Proin ut ligula vel nunc egestas porttitor. Morbi lectus risus, iaculis vel, suscipit quis, luctus non, massa. Fusce ac turpis quis ligula lacinia aliquet. Mauris ipsum.

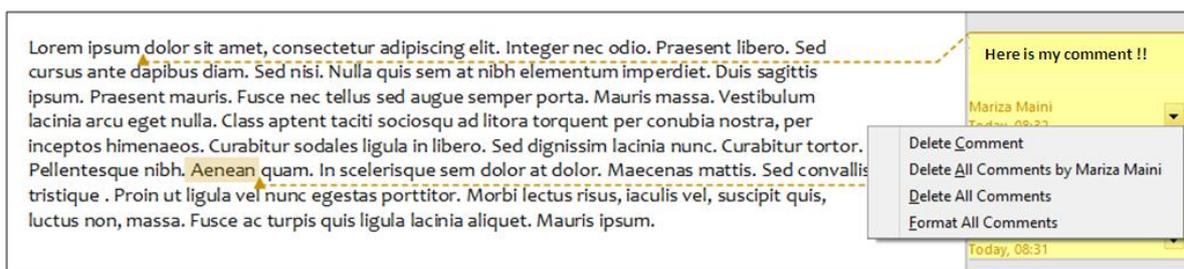
Accepting and rejecting the changes in a document

A list of changes may be seen if you go to **Edit -> Changes -> Accept or Reject**. When you click on one of the changes on the list the cursor will automatically be placed on the location in the text where this change was made. The changes get accepted with Accept and rejected with Reject.



Inserting, editing, deleting, showing and hiding a comment/note

To insert a comment, place the cursor inside the document where you want the comment placed and go to **Insert -> Comment**.



In order to edit a comment, place the cursor into the yellow box that contains the comment and execute the wanted change.

A comment gets deleted by clicking the arrow inside the yellow box of the comment and selecting **Delete Comment**.

To show/hide a comment go to **View -> Comments**.

Comparing and merging documents

Comparing documents is a useful feature when, for example, someone forgets to document the changes. In order to compare documents, it's necessary to have the original and a modified copy. Open the modified document and go to **Edit -> Compare document**. In the dialog box that appears select the original document and click Insert. That will open a Accept or Reject Changes dialog box where you can examine all the changes.

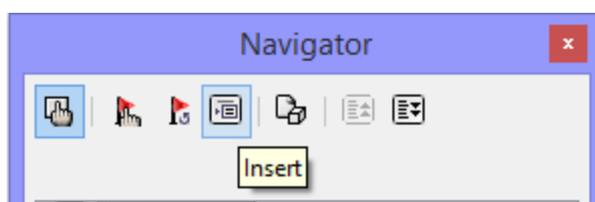
When merging documents, all of the modified documents must have a record of all the changes. Open one of the copies and go to **Edit -> Changes -> Merge Document**, then select a different copy of the document and insert it. When the merge is finished, the Accept or Reject Changes dialog box will open. If you wish to merge more documents click **Edit -> Changes -> Merge Document** again. Repeat this step until all the copies have been merged. In the end, all the changes will be recorded in one document.

MASTER DOCUMENTS

Creating a new master document by creating subdocuments from a heading

Create a new document **File -> New -> Master document**.

Within the navigator, click and hold Insert and select **New document** simultaneously.



That will open a new document that you can name and save. When all the documents have been added, click Save.

All the subdocuments included in your master document are visible in the Navigator.

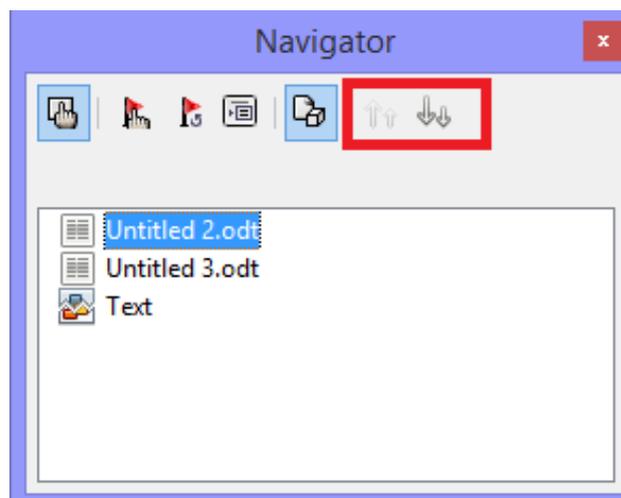
Inserting and removing a subdocument in a master document

To add a document click Insert in the navigator and select **File**.

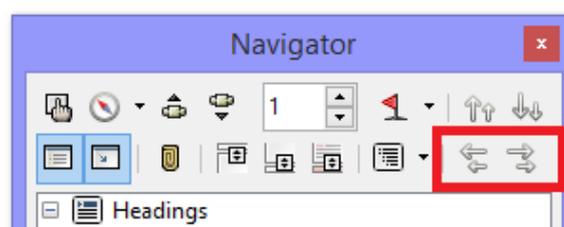
To remove a subdocument, select the document in the navigator, right-click it and select **Delete**.

Using text outline/navigator options: promote, demote, expand, collapse, move up, move down

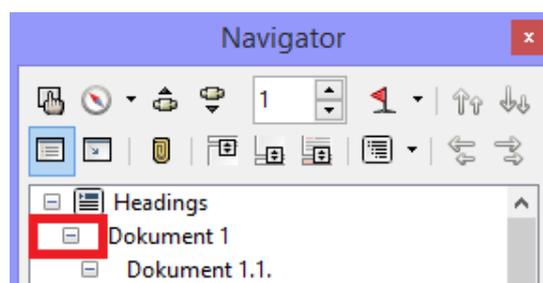
To move it up or down (i.e. change the order of the subdocuments), open the Navigator, select the document and click the arrows in the toolbar as needed.



The promoting/demoting of a document is referred to its level (for example, converting a heading into a subheading and so on). First, select the element within the Navigator. Clicking the arrows that are marked on the image changes the level of the element (Heading 1, Heading 2 etc.). If that the subdocuments were implicitly protected when the Master document was created, you must remove the protection. A specific section is created automatically for each subdocument so you must go to **Format -> Sections** and uncheck Protected.



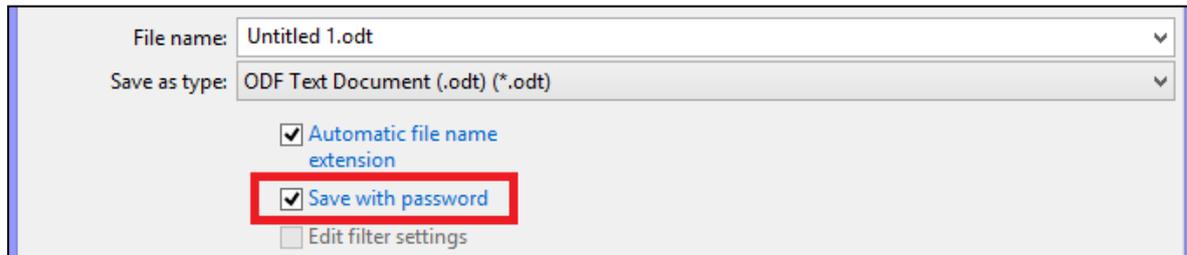
Expanding/collapsing: you can move through the structure of the document via the Navigator. That's where you can define the expanding or collapsing of the structure.



SECURITY

Adding and removing password protection for a document: to open, to modify

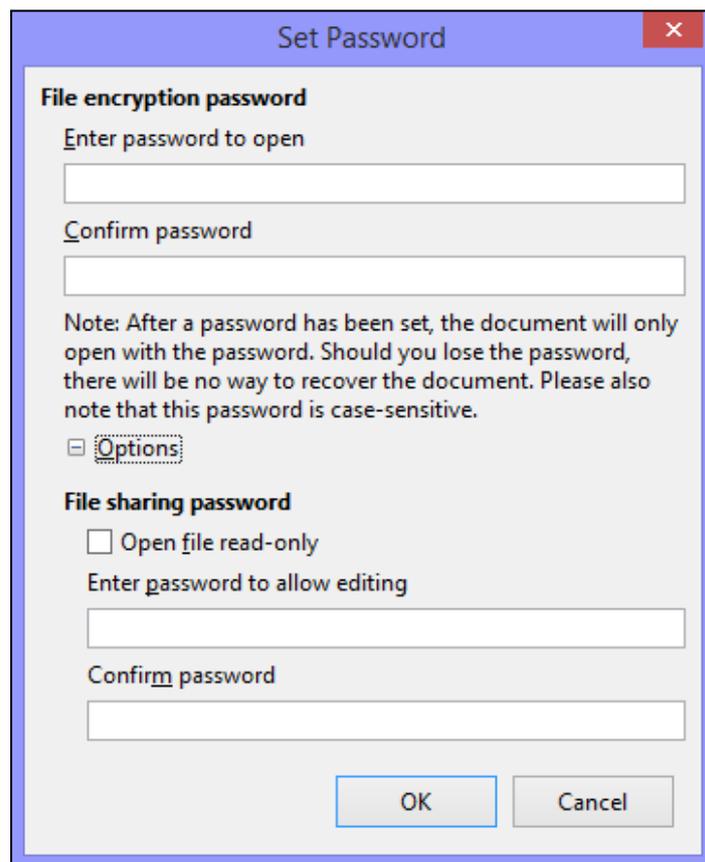
To protect a document by using a password, while saving the document select the option Save with password.



Then define the password in the dialog box that appears.

If you enter the password into the top two fields in the dialog box, whoever has the password will be able to read and change the document. In order to render the document read-only, check Open file read-only.

A password that allows modifications of the document may be defined if you fill in the bottom two fields in the dialog box. This allows only reading for some individuals and both reading and modifying the document for others.



To remove the password, don't check Save with password the next time you save the document.

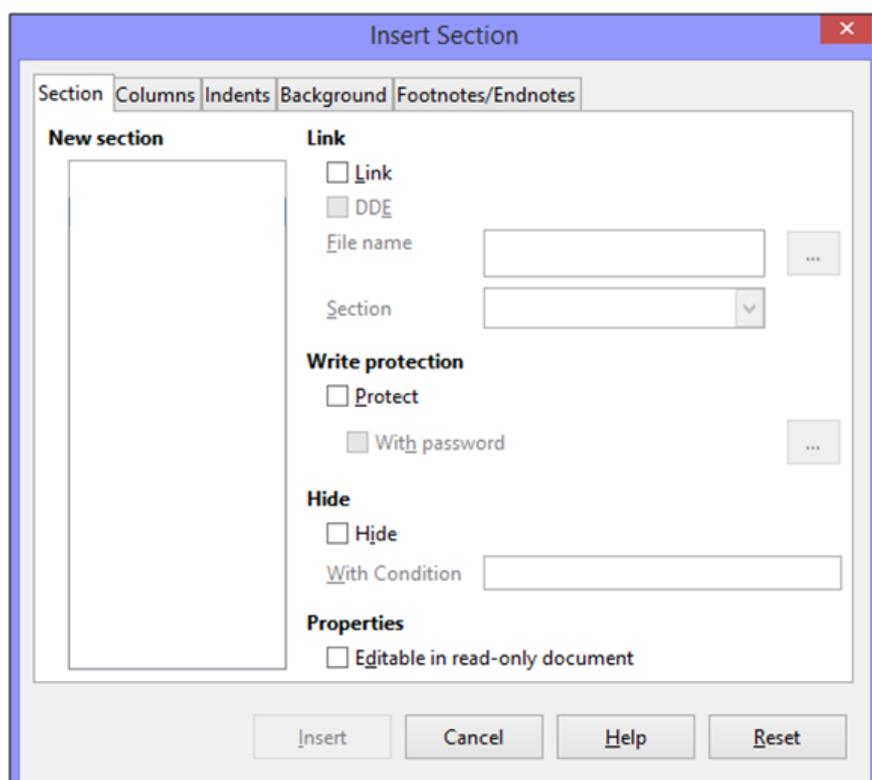
PREPARING OUTPUTS

SECTIONS

Writer doesn't recognize sections the way Word does. In Writer, sections are usually those parts of a document that have some specific formatting. Writer supports line, column and page breaks. That's why section breaks cannot be deleted; if you delete a section, you delete everything that's inside the section.

Creating, modifying and deleting section breaks in a document

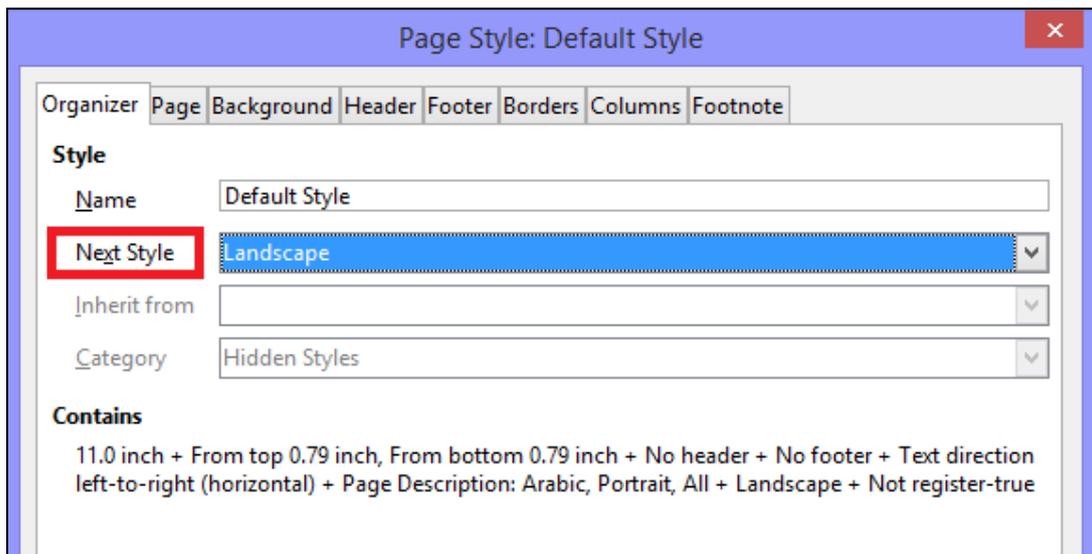
Place the cursor inside the document where you want a new section inserted. You can also select the text you want inserted into the new section. Go to **Insert -> Section**. That will open a dialog box where you can define the section formatting.



To modify a section go to **Format -> Sections**. That will open a dialog box, such as the image above, where you can carry out the wanted changes.

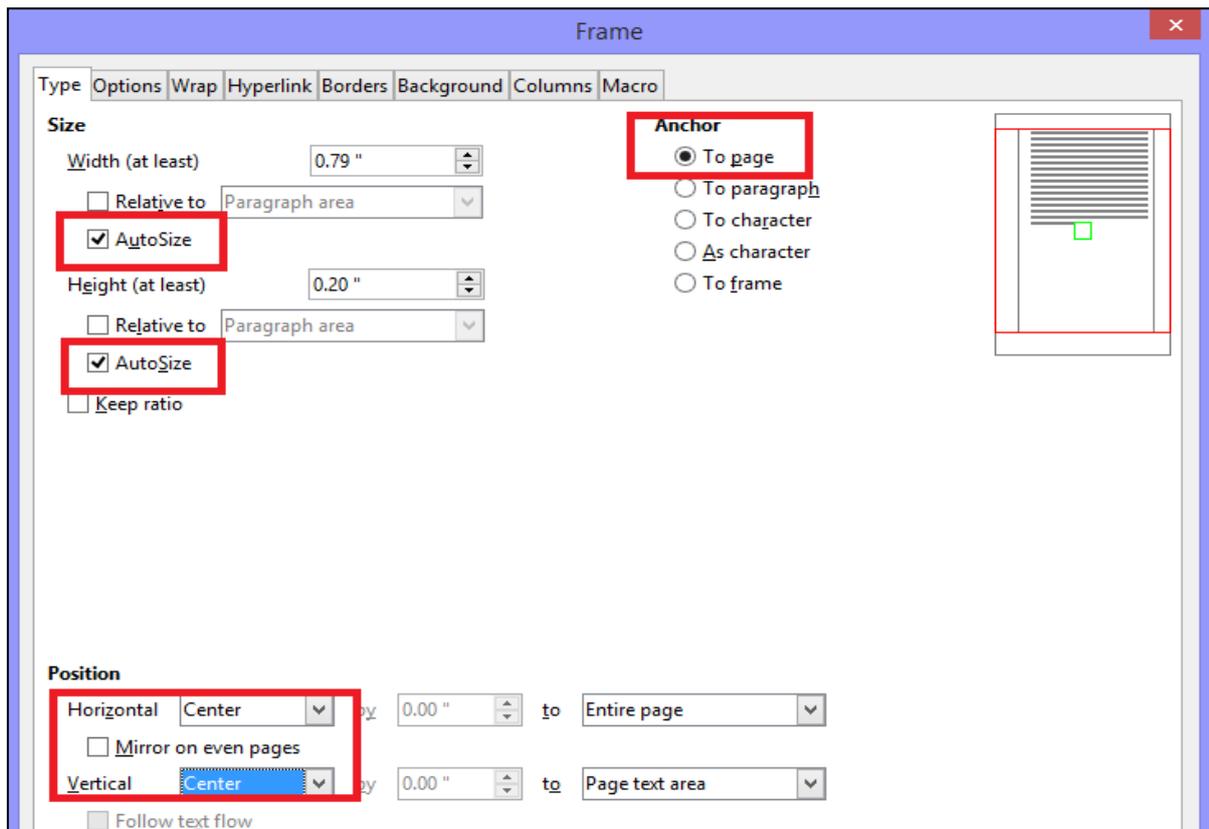
Changing page orientation, page vertical alignment, margins for sections of a document

A page orientation is defined under Page styles. If you want one page to have a vertical orientation and the next one to have a horizontal one, then you should go to **Format -> Styles and Formatting**; while on the first page, select the current page's style and for the next one, select Landscape. In order to change back to the vertical orientation, on the page that has horizontal orientation select its style (Landscape) and under Next Style select Default Style.



Vertical alignment: in order to set it up, enter the text into a frame and then define the alignment over the frame.

Go to **Insert -> Frame** and define the settings in the dialog box that appears. If, for example, you wish to center the text on the page, select the settings as the ones on the image below. If you want a frame without borders, on the Borders card select "Set no borders".



After you've clicked OK, a frame will appear inside the document. In order to start writing in it, first unselect it by clicking anywhere inside the document and then you can start writing in it.

If you already have a text you want aligned, select it and follow the steps for frame insertion; in the end, the selected text will be inside the frame.

Margins: the margins may be defined in Paragraph Styles. Select the style you want and click Modify. When a dialog box appears, choose the Indents & Spacing card and define the formatting you want.

DOCUMENT SETUP

Applying different headers and footers to sections, first page or odd and even pages in a document

Different headers/footers may be used on different pages of a document as long as the pages have different page styles. There are some predefined styles in Writer: First, Left and Right page, or you can make your own page style.

Different headers/footers for odd and even pages :

- Open a new document and go to **Format -> Styles and Formatting ->Page Styles**
- Right-click “Right Page” and select Modify
- In the **Page Styles** dialog box go to the **Header (Footer)** card and check **Header on**, then go to the **Organizer** card and select “Left Page” for the **Next Style**. Click OK
- Repeat the procedure for the “Left Page”, except for the last step where you should click “Right Page” as the **Next Style**.
- Place the cursor into the Header (Footer) of the first page and format as wanted.
- After that, format the Header (Footer) of the second page.

Different headers/footers for the first page:

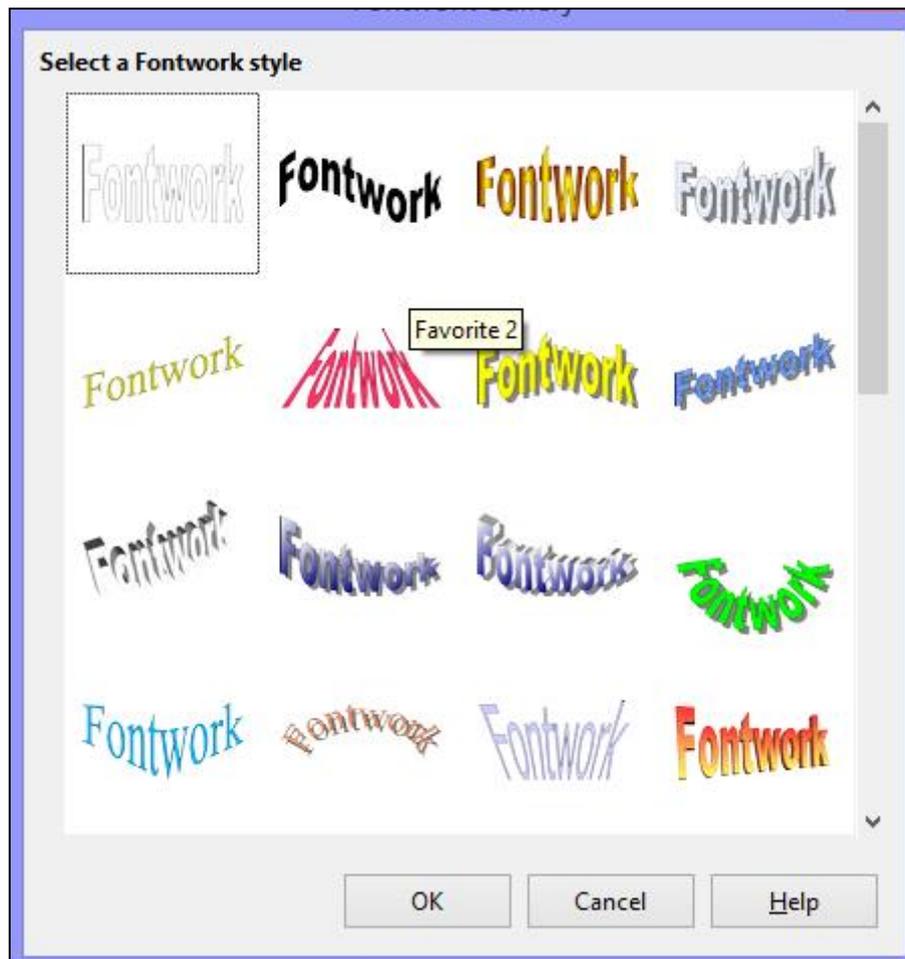
- While on the first page of the document go to **Format -> Styles and Formatting -> Page Styles**
- Select **First Page** as the wanted style and format the Header/Footer.
- Go to the second page to define the header/footer for the remaining pages.

Different headers/footers for sections: Writer doesn't support creating different headers/footers for sections; instead, the headers/footers depend on the page's style. You can use the existing styles as was described for the first page and the odd and even pages, or you can define your own page style and then within it, define the header/footer settings.

Adding, modifying and removing a watermark in a document

One of the ways to add a watermark in a document is by going to **Fontwork Gallery** (if this option isn't available on the toolbar, it can be added by going to **Tools -> Customize** and selecting the location where you want the icon placed).

Click Fontwork gallery and select the style you want.



Once the object's been inserted into the document, it's appearance and position can be defined by right-clicking it and selecting the wanted option.

In order to have the object shown in the background instead of over the text, right-click it and then click **Wrap -> In Background**.

**This handbook is intended for learning with the materials
published on the following links:**

Test your knowledge of advanced text processing in the program Microsoft Word 2010 via the quizzes published on the links below (*prepared and composed by: Gorana Čelebić and Mario Dujlo*):

<p>Apply the following effects on the text: strikethrough, superscript, subscript, shadow, etc.;</p> <p>Use the automatic text correction entries and automatic text formatting options</p>	<p>start the quiz</p>
<p>Use the galleries options for WordArt;</p> <p>Use the options of shading and bordering paragraphs;</p> <p>Apply the separation control of the first/last line of the paragraph</p>	<p>start the quiz</p>
<p>Create, modify, update a style;</p> <p>Use text outline/navigator options;</p> <p>Create and modify a template</p>	<p>start the quiz</p>
<p>Adding, deleting, and editing comments in the text;</p> <p>Track changes in a document using a specified display view, accept or reject changes</p> <p>Insert, edit, delete, show, hide comments</p>	<p>start the quiz</p>
<p>Create a new master document by creating subdocuments from headings</p> <p>Insert, remove a subdocument in a master document;</p> <p>Create, update, modify and format a table of contents</p>	<p>start the quiz</p>
<p>Create, modify, delete section breaks in a document;</p> <p>Apply multiple column layouts. Change number of columns in a column layout.</p> <p>Insert, delete a column break</p>	<p>start the quiz</p>
<p>Insert or delete a bookmark;</p> <p>Create, edit, delete an index and a cross-reference;</p> <p>Insert field like: author, file name and path, file size, fill-in/input;</p> <p>Edit, update, delete the inserted field;</p> <p>Lock or unlock a field</p>	<p>start the quiz</p>
<p>Insert, delete, modify footnotes and endnotes;</p> <p>Convert a footnote to an endnote. Convert an endnote to a footnote.</p> <p>Add password protection for a document: to open, to modify. Remove the password from the document</p>	<p>start the quiz</p>

<p>Use the options of merger and splitting of cells in a table;</p> <p>Convert the text to a table. Convert a table to text.</p> <p>Sort data (textual or numerical) in the table (ascending and descending) by one column, by multiple columns at the same time.</p> <p>Create and modify a form;</p> <p>Use the available form field options: text field, check box, drop-down menu, etc.;</p> <p>Delete fields from the form; Protect, unprotect a form</p>	<p>start the quiz</p>
<p>Insert, delete, move and link the text boxes;</p> <p>Apply border and shading options to a text box;</p> <p>Modify the table inserted in the document;</p> <p>Create a chart within a document from the pasted data from a spreadsheet;</p> <p>Apply text wrapping options for tables and graphical objects (picture, image, chart, diagram, drawn object).</p>	<p>start the quiz</p>
<p>Create a simple drawing using built-in tools for drawing;</p> <p>Use formatting options of shapes;</p> <p>Change the order of shapes;</p> <p>Group or ungroup shapes;</p> <p>Add, modify, remove watermark in a document</p>	<p>start the quiz</p>
<p>Add or update caption of an image or a table;</p> <p>Add numbered captions;</p> <p>Use option of automated captions;</p> <p>Edit a data source or a data file for mail merge;</p> <p>Sort the records in a data source or a data file;</p> <p>Merge a document with a data source or a data file by the specified criteria for the merger</p>	<p>start the quiz</p>
<p>Record a simple macro;</p> <p>Copy and run a macro;</p> <p>Assign a macro to a button on the toolbar;</p> <p>Print only even or odd pages;</p> <p>Print the selected part of the document;</p> <p>Print the default number of pages on a sheet of paper</p>	<p>start the quiz</p>

Translation: Katarina Posilović



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