



OpenOffice.org 3.3 Writer Guide

Index of Figures

| | |
|--|----|
| Figure 1: Main Window..... | 6 |
| Figure 2: Left end of Status bar..... | 7 |
| Figure 3: Right end of Status bar..... | 7 |
| Figure 4: Selecting items that are not next to each other..... | 10 |

Index of Table

| | |
|---|---|
| Table 1: Selection or Object information..... | 8 |
|---|---|

Table of Contents

| | |
|--------------------------------------|---|
| Chapter 1 : Writer basics..... | 5 |
| What is Writer?..... | 5 |
| Parts of the main Writer window..... | 5 |
| Title bar..... | 5 |
| Menus..... | 6 |
| Tool bars..... | 7 |
| Displaying or hiding tool bars..... | 7 |
| Status bar..... | 7 |
| Chapter 2: Working with text..... | 9 |
| Introduction..... | 9 |
| Selecting text..... | 9 |

Chapter 1 : Writer basics

What is Writer?

Writer is the word processor component of OpenOffice.org (OOo). It provides the usual features of a word processor: enter and edit text, spelling check, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of tables of contents and indexes, mail merge, and others.

In addition, Writer provides these important features:

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

Styles are central to using Writer. Using styles, you can easily format your document consistently and change the format with minimal effort. A style is a named set of formatting options. Writer defines several types of styles, for different types of elements: characters, paragraphs, pages, frames, and lists. Often, you are using styles whether you realize it or not. The use of styles is described in more detail in Chapter 6 (Introduction to Styles) and Chapter 7 (Working with Styles).

The other features of Writer listed above are covered in other chapters of this guide.

Parts of the main Writer window

The main Writer workspace is shown in Figure 1. Its features are described in this section.

Title bar

The Title bar is located at the top of the Writer window, shows the file name of the current document. When the document is newly created, the document name will appear as *Untitled X*, where *X* is a number.

Menus

The *Menu bar* is located just below the Title bar. When you choose one of the menus listed below, a submenu drops down to show commands.

- **File** contains commands that apply to the entire document such as **Open**, **Save**, **Print**, and **Export as PDF**.
- **Edit** contains commands for editing the document such as **Undo: xxx (where xxx is the command to undo)** and **& Replace**. It also contains commands to cut, copy, and paste selected parts of your document.
- **View** contains commands for controlling the display of the document such as **Zoom** and **Web Layout**.

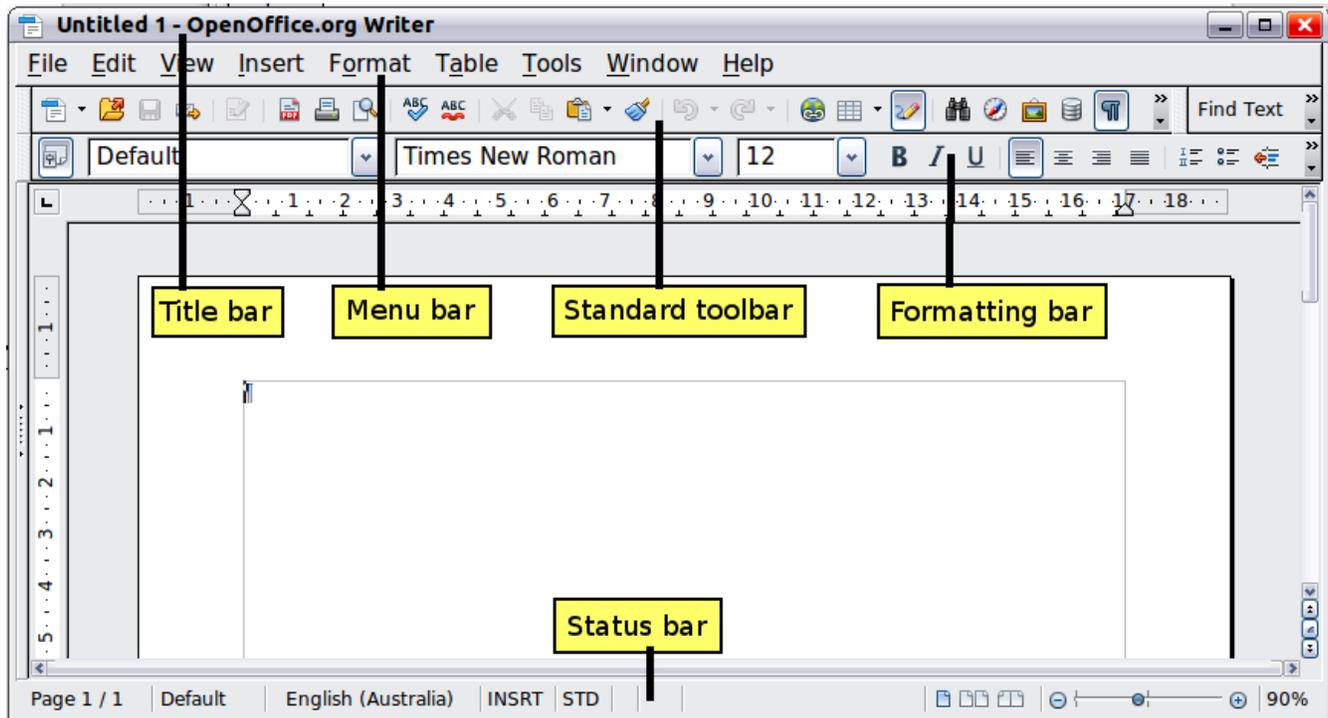


Figure 1: Main Window

- **Insert** contains commands for inserting elements into your document such as headers, footers, and pictures.
- **Format** contains commands, such as **Styles and Formatting**, **Paragraph**, and **Bullets and Numbering**, for formatting the layout of your document
- **Table** shows all commands to insert and edit a table in a text document.
- **Tools** contains functions such as **Spelling and Grammar**, **Customize**, and **Options**.
- **Window** contains commands for the display window.
- **Help** contains links to the OpenOffice.org Help file, What's This?, and information about the program.

Tool bars

Writer has several types of toolbars: docked (fixed in place), floating, and tear-off. Docked toolbars can be moved to different locations or made to float, and floating toolbars can be docked.

The top toolbar, just under the Menu bar, is called the *Standard* toolbar. It is consistent across the OpenOffice.org applications (Writer, Calc, Draw, Impress).

The second toolbar at the top is the *Formatting* bar. It is a context-sensitive; that is, it shows the tools relevant to the cursor's current position or selection. For example, when the cursor is on a graphic, the Formatting bar provides tools for formatting graphics; when the cursor is in text, the tools are for formatting text.

Displaying or hiding tool bars

To display or hide toolbars, choose **View > Toolbars**, then click on the name of a toolbar in the list. An active toolbar shows a check mark beside its name. Tear-off toolbars are not listed in the View menu.

Status bar

The Writer status bar is located at the bottom of the workspace. It provides information about the document and convenient ways to quickly change some document features.



Figure 2: Left end of Status bar

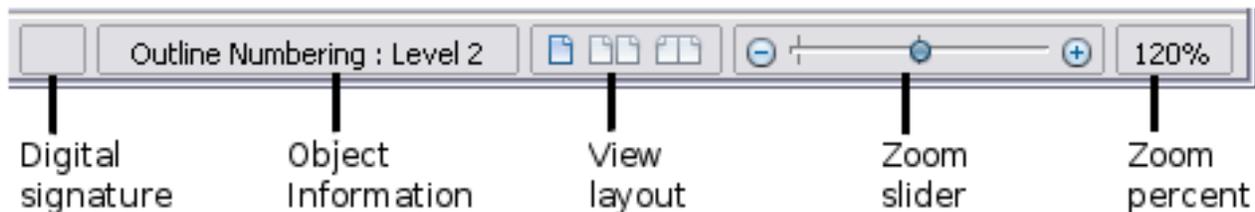


Figure 3: Right end of Status bar

- **Page number** Shows the current page number, the sequence number of the current page (if different from the page number), and the total number of pages in the document. For example, if a document has 14 pages and you restarted page numbering at 1 on the third page, its page number is 1, its sequence number is 3, and the total number of pages is 14; this field would show 1 3/14. If any bookmarks have been defined in the document, a right-click on this field pops up a list of bookmarks; click on the required one to go to the bookmark. To jump to a specific page in the document, double-click on this field.
- **Page style** Shows the style of the current page. To change the page style, right-click on this field. A list

of page styles pops up; choose a different style by clicking on it. To edit the current page style, double-click on this field. The Page Style dialog box opens. See Chapter 6 and 7 in this book for more information about styles.

- **Language** Shows the language for the selected text. Click to open a menu where you can choose another language for the selected text or for the paragraph where the cursor is located. You can also choose **None (Do not check spelling)** to exclude the text from a spelling check or choose **More** to open the Character dialog box. See Chapter 3 (Working with Text) for more information.
- **Section or object information** When the cursor is in a section, heading, or list item, or when an object (such as a picture or table) is selected, information about that item appears in this field. Double-clicking in this area opens a relevant dialog box.

| Object | Information shown | Dialog box opened |
|-----------|---|------------------------------------|
| Picture | Size and position | Format Picture |
| List item | Level and list style | Bullets and Numbering ¹ |
| Heading | Outline numbering level | Bullets and Numbering ¹ |
| Table | Name or number and cell reference of cursor | Table Format |
| Section | Name of section | Edit Sections |
| Other | (Blank) | Fields (Cross References page) |

Table 1: Selection or Object information

¹ If a *list style* was used with a list item or heading, no dialog box appears.

Chapter 2: Working with text

Introduction

This chapter covers the basics of working with text in Writer, the word-processing component of OpenOffice.org (OOo). It assumes that you are familiar with the use of a mouse and keyboard and that you have read about Writer's menus and toolbars and other topics covered in Chapter 1 (Introducing Writer).

We recommend that you also follow the suggestions in Chapter 2 (Setting up Writer) about displaying formatting aids, such as end-of-paragraph marks, and selecting other setup options.

When you have read this chapter, you should know how to:

- Select, cut, copy, paste, and move text
- Find and replace text
- Insert special characters
- Format paragraphs and characters
- Create numbered or bulleted lists
- Check spelling, use the thesaurus, and choose hyphenation options
- Use the autocorrection, word completion, autotext, and line numbering features
- Track changes, undo and redo changes, and insert notes
- Link to other parts of a document

Selecting text

Before you can do anything with text, you need to select it. Selecting text in Writer is similar to selecting anything in other applications. In addition to selecting blocks of text, you can select items that are not consecutive, and columns (vertical blocks) of text. Selecting items that are not consecutive

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

1. Select the first piece of text.
2. Hold down the *Control* (*Ctrl*) key and use the mouse to select the next piece of text.
3. Repeat as often as needed.

Now you can work with the selected text (copy it, delete it, change the style, and so on).

To select nonconsecutive items using the keyboard:

1. Select the first piece of text. (For more information about keyboard selection of text, see the topic “Navigating and Selecting with the Keyboard” in the OpenOffice.org Help (*FI*).)
2. Press *Shift+F8*. This puts Writer in “ADD” mode. The word ADD appears on the Status Bar.
3. Use the arrow keys to move to the start of the next piece of text to be selected. Hold down the *Shift* key and select the next piece of text.
4. Repeat as often as required.

The Country of the Blind

Three hundred miles and more from **Chimborazo**, one hundred from the snows of Cotopaxi, in the wildest wastes of **Ecuador's Andes**, there lies that mysterious mountain valley, cut off from all the world of men, the **Country of the Blind**. Long years ago that valley lay so far open to the world that men might come at last through frightful gorges and over an icy pass into its equable meadows, and thither indeed men came, a family or so of Peruvian half-breeds fleeing from the lust and tyranny of an evil **Spanish ruler**. Then came the stupendous outbreak of Mindobamba, when it was night in **Quito** for seventeen days, and the water was boiling at Yaguachi and all the fish floating dying even as far as **Guayaquil**; everywhere along the **Pacific** slopes there were land-slips and swift thawings and sudden floods, and one whole side of the old **Arauca** crest slipped and came down in thunder, and cut off the **Country of the Blind** for ever from the exploring feet of men. But one of these early settlers had chanced to be on the hither side of the gorges when the world had so terribly shaken itself, and he perforce had to forget his wife and his child and all the friends and possessions he had left up

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