



## Writer 6.4 Guide

# *Chapter 3*

## *Working with Text: Advanced*

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### Note

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## Publication date and software version

Published July 2020. Based on LibreOffice 6.4.

## Note for macOS users

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
<b>Tools &gt; Options</b>	<b>LibreOffice &gt; Preferences</b>	Access setup options
Right-click	Control+click and/or right-click depending on computer setup	Open a context menu
Ctrl (Control)	⌘ (Command)	Used with other keys
F11	⌘+T	Open the Styles deck in the sidebar

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## Introduction

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This chapter covers the more advanced tools for working with text in Writer:

- The built-in language tools
- Advanced find-and-replace techniques, including wildcards
- Track changes and insert comments
- Footnotes and endnotes
- Linking to other parts of a document
- Line numbering

This chapter assumes that you are familiar with the basic text techniques described in Chapter 2, *Working with Text: Basics*. We recommend that you also display formatting aids, such as end-of-paragraph marks, tabs, breaks, and other items in **Tools > Options > LibreOffice Writer > Formatting Aids**.

For information on formatting text (characters, paragraphs, lists), see Chapter 4.

## Using built-in language tools

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Writer provides some tools that make your work easier if you mix multiple languages within the same document or if you write documents in various languages:

- Paragraph and character styles
- The functions in **Tools > Language**
- Language settings in Options
- The functions available on the status bar

The main advantage of changing the language for a text selection is that you can then use the correct dictionaries to check spelling and apply the localized versions of AutoCorrect replacement tables, thesaurus, and hyphenation rules. A grammar checking dictionary may also be available for the selected language.

You can also set the language for a paragraph or a group of characters as **None (Do not check spelling)**. This option is especially useful when you insert text such as web addresses or programming language snippets that you do not want to check for spelling.

## Using paragraph and character styles

Changing the language on the Font tab of the Paragraph Styles dialog (Figure 1) will change the language for all paragraphs that use that paragraph style. If you will have whole paragraphs in different languages in a single document, you can use a different paragraph style for each language. For example, you might define Text Body-EN and Text Body-FR in a document containing paragraphs in both English and French.

You can also set certain paragraphs to be checked in a language that is different from the language of the rest of the document by putting the cursor in the paragraph and changing the language on the Status Bar.

See Chapter 9, *Working with Styles*, for information on how to manage the language settings of a style.

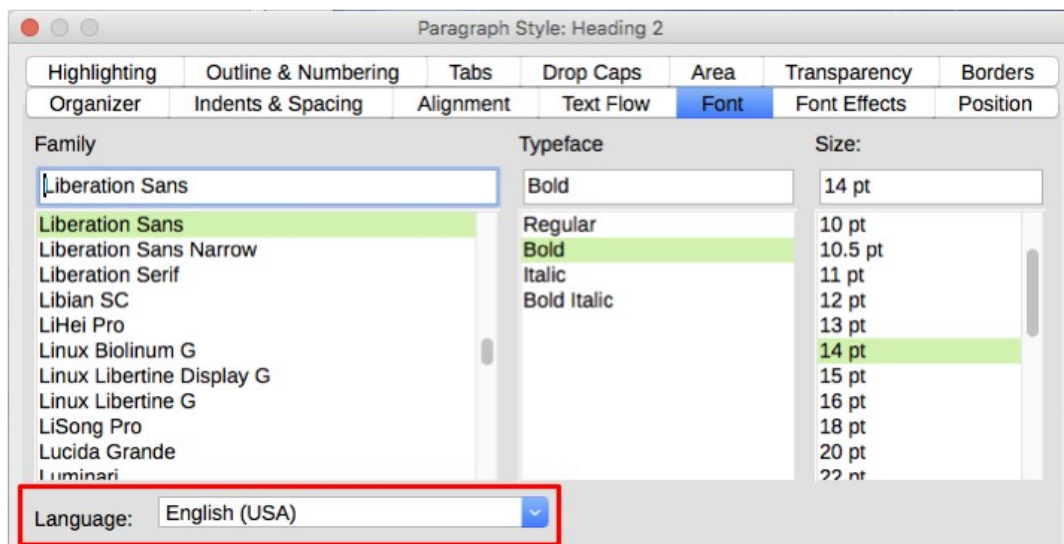
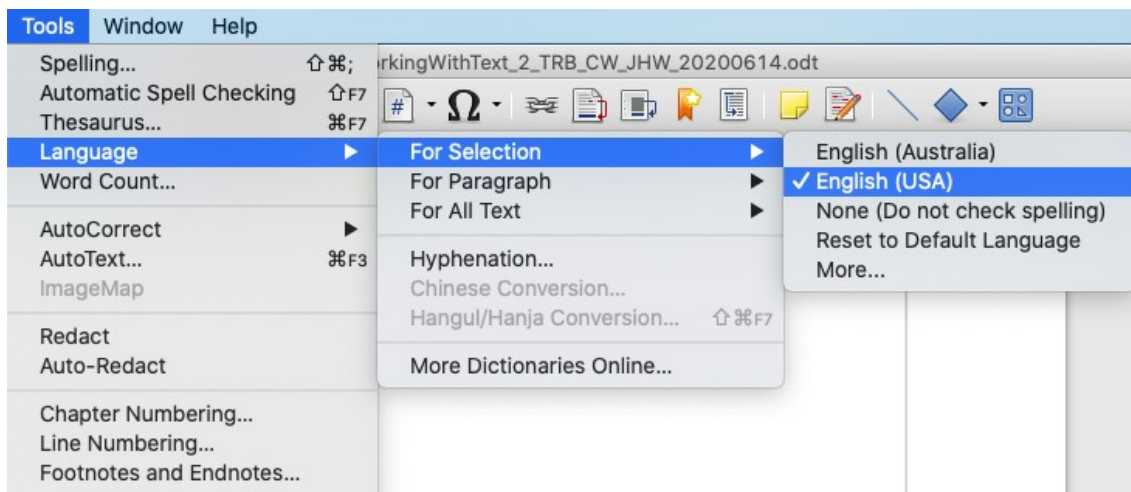


Figure 1: Setting the language for a paragraph style

## Using Tools > Language

You can set the language for the whole document, for individual paragraphs, or even for individual words and characters, from **Tools > Language** on the Menu bar.

- **For Selection** applies a specified language to the selected text. If the language you wish to apply is not listed in the submenu, choose **More...** to open the Character dialog.
- **For Paragraph** applies the specified language to the paragraph where the cursor is located. If the language you wish to apply is not listed in the submenu, choose **More...**
- **For all Text** applies the specified language to all of the document, including text inserted after making the change. If the language you wish to apply is not listed in the submenu, choose **More...**



The *Reset to Default Language* option on the submenu is the fastest way to return a selection, paragraph, or all text to the default language set in **Tools > Options** (described below).

## Using language settings in Options

Another way to change the language of a whole document is to use **Tools > Options > Language Settings > Languages**. In the *Default languages for documents* section (Figure 2), you can choose a different language for all the text that is not explicitly marked as a different language.

## Caution

A change in the default language from the **Options** dialog is a general change of settings of LibreOffice and will therefore apply to all the documents created in the future. If you want to change the language for the current document only, be sure to select the *For the current document only* option (see Figure 2).

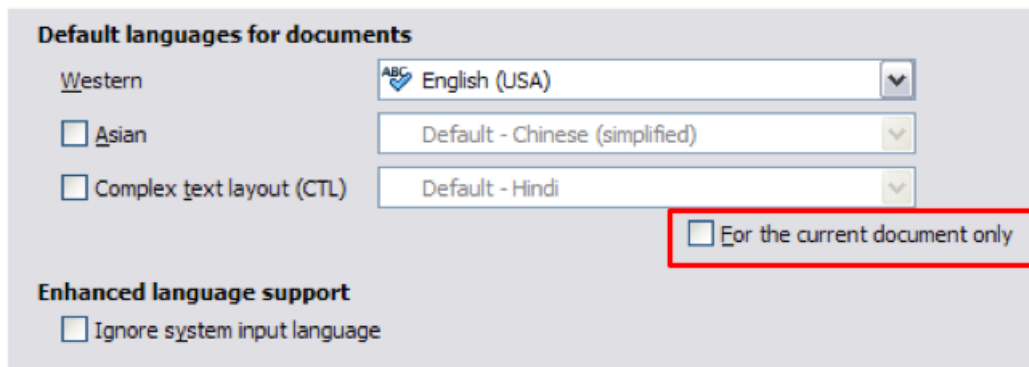


Figure 2: Options available in the Languages settings



## Note

The spelling checker works only for those languages in the list that have a checkmark symbol next to them. If you do not see this symbol next to your preferred language, you can install the dictionary using **Tools > Language > More dictionaries online**.

## Using the status bar

The language used for checking spelling is also shown in the status bar, next to the page style in use. You can change the language for the paragraph or the entire document; click the language in the status bar to pop up a menu of choices.

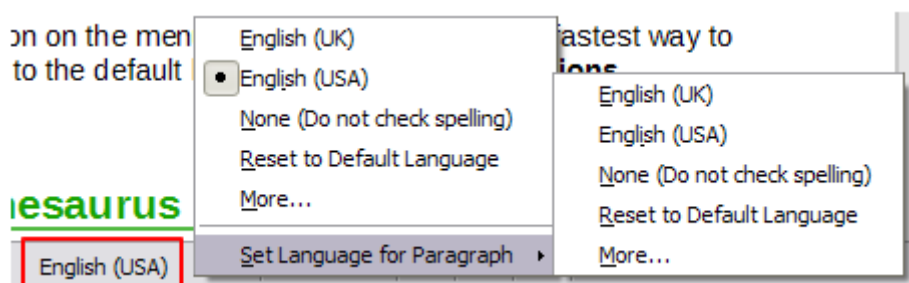


Figure 3: Language choices on the status bar

The *Reset to Default Language* option on the menu and submenu is the fastest way to return a paragraph or the entire document to the default language set in **Tools > Options** (described above).

## Advanced find and replace techniques

In addition to finding and replacing words and phrases (described in Chapter 2), you can use Writer's Find & Replace dialog to find and replace paragraph styles and text formatting..

## Find and replace paragraph styles

Combining material from several sources may result in unwanted paragraph styles in your document. To quickly change all the paragraphs from one (unwanted) style to another (preferred) style:

- 1) On the **Find & Replace** dialog with **Other Options** displayed, select **Paragraph Styles**. (If you have text formats or attributes specified, this option is labeled **Including Styles**. Select **No Format** to remove any attributes and return the option to **Paragraph Styles**.) The **Find** and **Replace** boxes now contain a list of paragraph styles in use in the document.
- 2) Select the styles you want to search for and replace.
- 3) Click **Find**, **Find All**, **Replace**, or **Replace All**.

Repeat steps 2 and 3 for each style that you want to replace.

## Find and replace text formatting

To clear any previous search criteria, place the cursor in the **Find** box and then click the **No Format** button. To clear the selected **Replace** options, place the cursor in the **Replace** box and click the **No Format** button.

Unlike **Find & Replace > Paragraph Styles** described above, the formats or attributes to be searched do not appear inside the **Find** or **Replace** box. The formats or attributes to be found or replaced appear below the **Find** and **Replace** boxes (see Figure 4). Further, clicking on the caret does not bring up options.

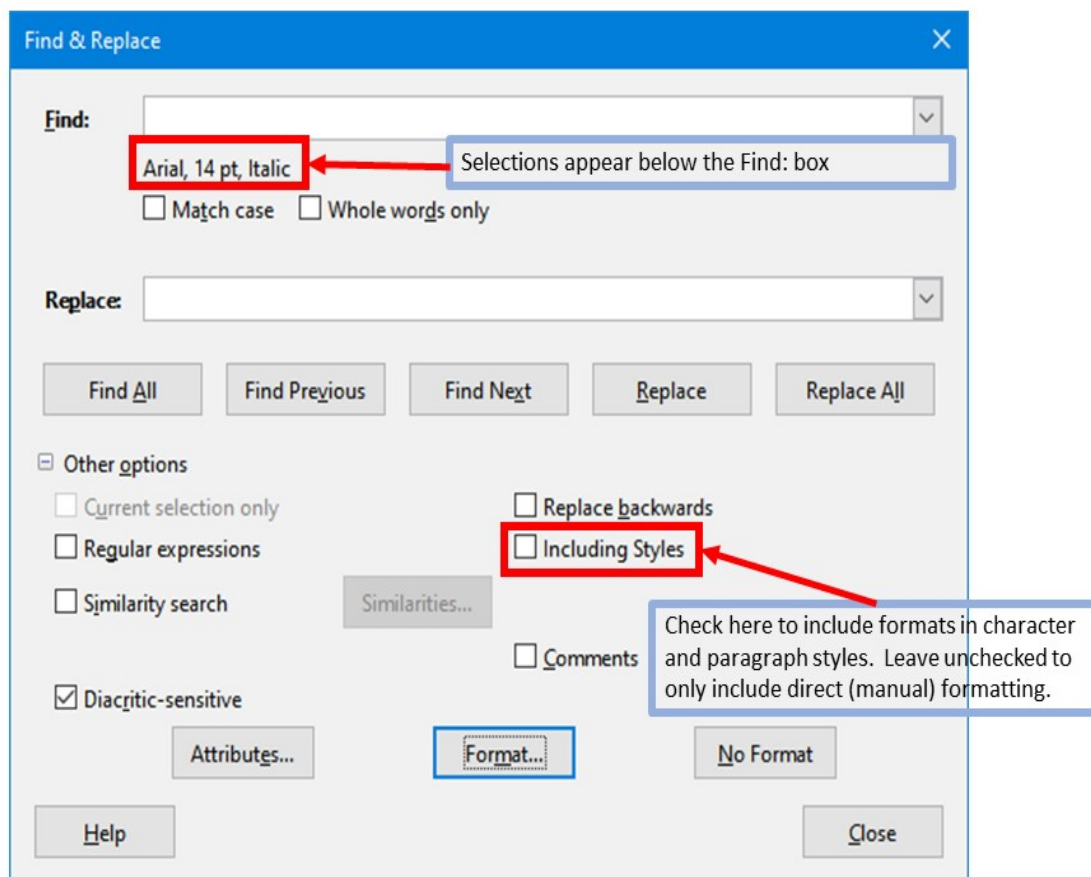


Figure 4: Find & replace format

- 1) To find a type of formatting in the document, ensure **Other options** is selected.
- 2) Click the **Format** button. Select a format from any of the tabs (for example: bold, 14 pt, Spacing above paragraph).

- 3) To find this format that has only been applied by direct formatting, leave the **Including Styles** box unchecked. To find this format also applied inside a character or paragraph style, check the **Including Styles** box.
- 4) Choose **Find All** to have all formats found highlighted. Choose **Find Previous** or **Find Next** to find one format instance at a time.
- 5) To replace the chosen format, click inside the **Replace** box, then choose **Format** and choose a replacement from the tabbed options.
- 6) Replace the formats one at a time using **Find Previous > Replace** or **Find Next > Replace**. Use **Replace All** to change all formats at once.

If you want to change the formatting for a specific word or phrase in a document:

- 1) Type the word or phrase in the **Find** box.
- 2) In the **Replace** box, type in the new text you want to use and choose the formats you would like to change. However, if you want to keep the same word or phrase and only change its format, ensure you also type the word or phrase in the **Replace** box. Otherwise, Writer will remove the word or phrase from the document.
- 3) Replace the words and formats one at a time using **Find Previous > Replace** or **Find Next > Replace**. Use **Replace All** to change all words and formats at once.

## Similarity search

This option finds terms that are similar to the *Find*: text. For example, a similarity search can find words that differ by two characters.

Select *Similarity search* and click the **Similarities** button to open a dialog in which you can modify the text search by length and number of characters different from the search term (see Figure 5).

### Exchange characters

Enter the number of characters in the search term that can be exchanged. For example, if you specify 2 exchanged characters, "black" and "crack" are considered similar.

### Add characters

Enter the maximum number of characters by which a word can exceed the number of characters in the search term.

### Remove characters

Enter the number of characters by which a word can be shorter than the search term.

### Combine

Searches for a term that matches any combination of the similarity search settings.

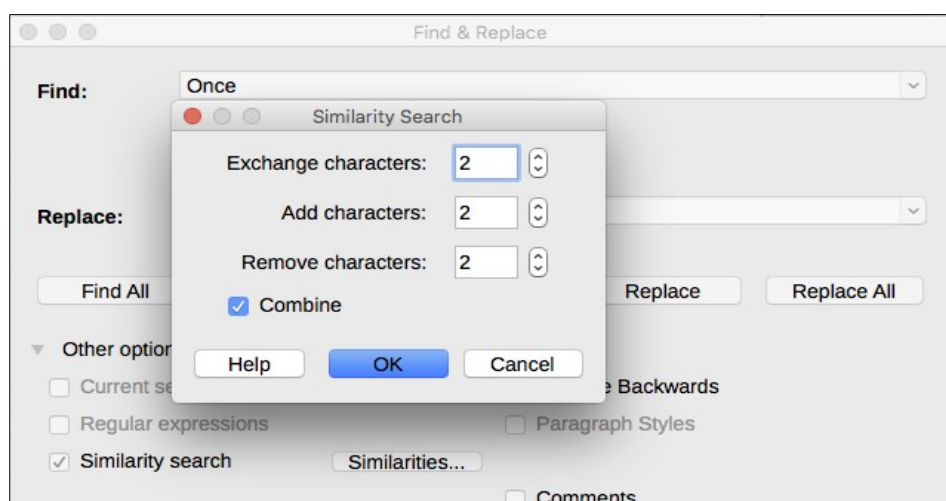


Figure 5: Similarity search dialog



## Search with wildcards and regular expressions

A *wildcard* is a special character that represents one or more unspecified characters. Wildcards make text searches more powerful but often less specific. LibreOffice enables you to use combinations of characters known as *regular expressions* which are more specific than simple wildcards but less so than a literal string. Regular expressions are very powerful but not very intuitive. They can save time and effort by combining multiple finds into one.

Table 1 shows a few of the regular expressions used by LibreOffice.



### Tip

The online help describes many more regular expressions and their uses.

To use wildcards and regular expressions when searching and replacing:

- 1) On the Find & Replace dialog, click **Other Options** to see more choices. On this expanded dialog, select the **Regular expressions** option.
- 2) Type the search text, including the wildcards, in the *Search for* box and the replacement text (if any) in the *Replace with* box. Not all regular expressions work as replacement characters; the line break (`\n`) is one that does work.
- 3) Click **Find**, **Find All**, **Replace**, or **Replace All** (not recommended).



### Note

To search for a character that is defined as a wildcard, type a backslash (`\`) before the character to indicate that you are using it literally. For example, to find the text `$5.00`, you would conduct a search using `\$5\.`

Table 1: Examples of search wildcards (regular expressions)

To find	Use this expression	Examples and comments
Any single character	<code>.</code> (a period or full stop)	<code>b.d</code> finds <i>bad</i> , <i>bud</i> , <i>bid</i> , and <i>bed</i> .
One of the specified characters	<code>[xyz]</code>	<code>b[iu]n</code> finds <i>bin</i> and <i>bun</i> .
Any single character in this range	<code>[x-y]</code>	<code>[r-t]eed</code> finds <i>reed</i> , <i>seed</i> , and <i>teed</i> ; ranges must be in alphabetically ascending order.
Any single character except the characters inside the brackets	<code>[^x]</code>	<code>p[^a]st</code> finds <i>post</i> and <i>pest</i> , but not <i>past</i> .
The beginning of a word	<code>\&lt;start</code>	<code>\&lt;log</code> finds <i>logbook</i> and <i>logistics</i> , but not <i>catalog</i> .
The end of a word	<code>end\&gt;</code>	<code>log\&gt;</code> finds <i>catalog</i> , but not <i>logistics</i> .
A paragraph marker	<code>\$</code>	Does not work as a replacement character. Use <code>\n</code> instead.
A line break	<code>\n</code>	Finds a line break that was inserted with <i>Shift+Enter</i> . When used as a replacement character, it inserts a paragraph marker.

# Tracking changes to a document

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

- Make your changes to a copy of the document (stored in a different folder, under a different name, or both), then use Writer to compare the two files and show the changes you made. This technique is particularly useful if you are the only person working on the document, as it avoids the increase in file size and complexity caused by the other methods.
- Save versions that are stored as part of the original file. However, this method can cause problems with large or complex documents, especially if you save a lot of versions. Avoid this method if you can.
- Use Writer’s change marks (often called “redlines” or “revision marks”) to show added or deleted material or changed formatting. Later, you or another person can review and accept or reject each change.



### Note

Not all changes are recorded. For example, changing a tab stop from align left to align right and changes in formulas (equations) or linked graphics are not recorded.

## Preparing a document for review

When you send a document to someone else to review or edit, you may want to prepare it first so that the editor or reviewer does not have to remember to turn on the revision marks. After you have protected the document, any subsequent user must enter the correct password in order to turn off protection or accept or reject changes.

- 1) Open the document. Check whether it contains multiple versions by clicking **File > Versions**. If multiple versions are listed, save the current version as a separate document with a different name and use this new document as the review copy.
- 2) With the review copy open, make sure that change recording is turned on. The **Edit > Track Changes > Record** menu item is highlighted when recording is turned on.
- 3) Click **Edit > Track Changes > Protect**. On the **Enter Password** dialog, type a password (twice) and click **OK**.



### Tip

An alternative to steps 2 and 3 above is to choose **File > Properties > Security** tab, select the **Record changes** option, then click **Protect** and enter the password.

## Track Changes menu and toolbar

In addition to the Track Changes menu (Figure 7), Writer provides a convenient toolbar (Figure 6) that includes buttons for the same functions.



Figure 6: Track Changes toolbar

- |                         |                       |                         |                                |
|-------------------------|-----------------------|-------------------------|--------------------------------|
| 1 Show Track Changes    | 5 Accept Track Change | 9 Accept & go to Next   | 13 Insert Track Change Comment |
| 2 Record Track Changes  | 6 Reject Track Change | 10 Reject & go to Next  | 14 Protect Track Changes       |
| 3 Previous Track Change | 7 Accept All          | 11 Manage Track Changes | 15 Compare Documents           |
| 4 Next Track Change     | 8 Reject All          | 12 Insert Comment       | 16 Merge Documents             |

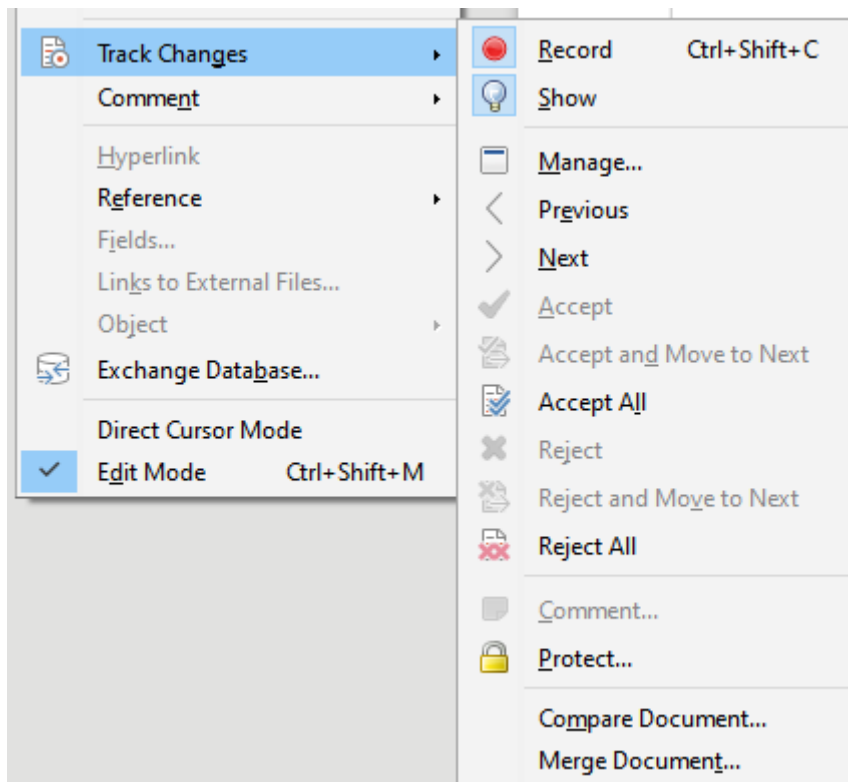


Figure 7: Track Changes menu

## Recording changes

To modify the default settings, see Chapter 20, Setting up Writer, for instructions on setting up how changes will be displayed.

- 1) To begin tracking (recording) changes, click **Edit > Track Changes > Record**. To show or hide the display of changes, click **Edit > Track Changes > Show**.



### Tip

Hold the mouse pointer over a marked change; you will see a *Help Tip* showing the type of change, the author, date, and time of day for the change. If *Extended Tips* are enabled, you will also see any comments recorded for this change.

- 2) To enter a comment on a marked change, place the cursor in the area of the change and then click **Edit > Track Changes > Comment**.

In addition to being displayed as an extended tip, the comment is also shown in the list in the Manage Changes dialog (Figure 9).

To move from one marked change to the next, use the arrow buttons. If no comment has been recorded for a change, the *Text* field is blank.

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



### Tip

See also “Adding other comments” on page 14 for a way to annotate text that is not associated with a recorded change.

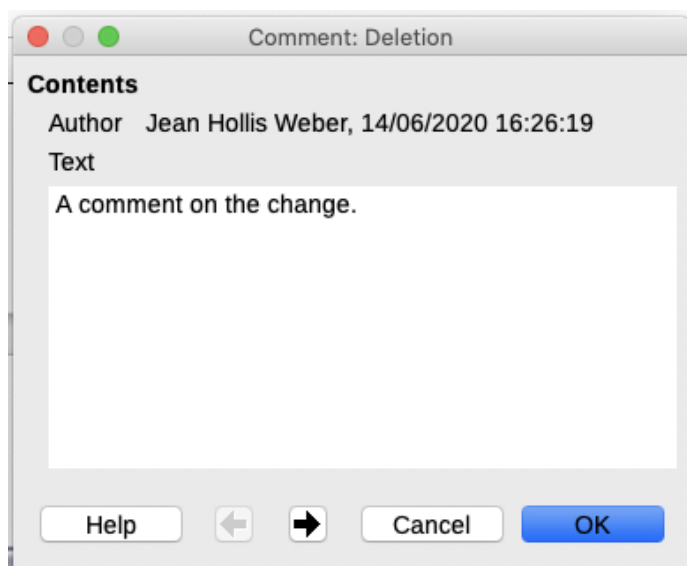


Figure 8: Inserting a comment during change recording

## Accepting or rejecting changes

To accept or reject recorded changes, use any of these tools:

- Track Changes toolbar (Figure 6)
- Items on the Track Changes menu (Figure 7)
- Right-click (context) menu
- Manage Changes dialog

The results of accepting or rejecting a change are as follows:

- Accept: incorporates the alteration into the document and removes the change indication marking.
- Reject: reverts the document to its original state and removes the change indication marking.

### Track Changes menu and toolbar

For quick and easy accepting and rejecting of changes, you can use the Track Changes toolbar (Figure 6), which includes buttons for the same functions as appear on the **Edit > Track Changes** submenu (Figure 7). To enable the Track Changes toolbar, click **View > Toolbars > Track Changes** on the Menu bar. You can dock this toolbar in a convenient place or leave it floating.

### Right-click (context) menu

- 1) If recorded changes are not showing, click **Edit > Track Changes > Show Changes**.
- 2) Hover the mouse pointer over a recorded change. A box appears with information about the type of change, who made it, and the date and time.
- 3) Right-click the changed text. In the context menu, choose **Accept Change** or **Reject Change**.

### Manage Changes dialog

- 1) Click **Edit > Track Changes > Manage**. The Manage Changes dialog (Figure 9) opens, showing changes that have not yet been accepted or rejected.
- 2) When you select a change in the dialog, the change itself is highlighted in the document, so you can see what the editor changed.
- 3) Click **Accept** or **Reject** to accept or reject the selected change. You can also click **Accept All** or **Reject All** if you do not want to review the changes individually.

To show only the changes of certain people or only the changes on specific days or various other restrictions, use the **Filter** tab (Figure 10) on the Manage Changes dialog. After specifying the filter criteria, return to the **List** tab to see those changes that meet your criteria.

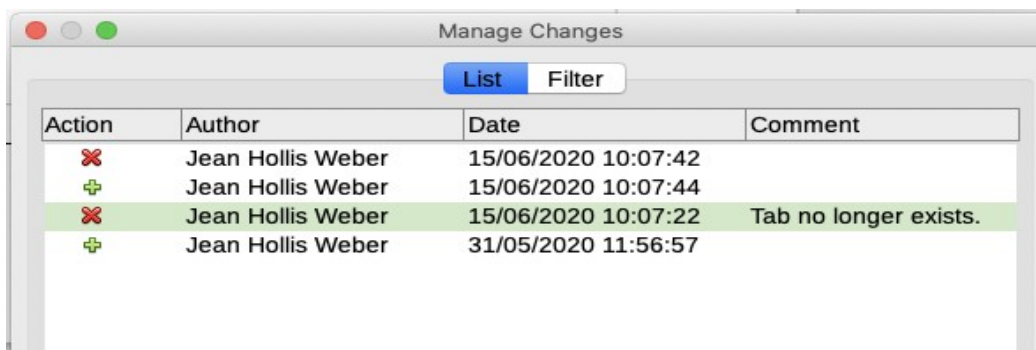


Figure 9: The List tab of the Manage Changes dialog

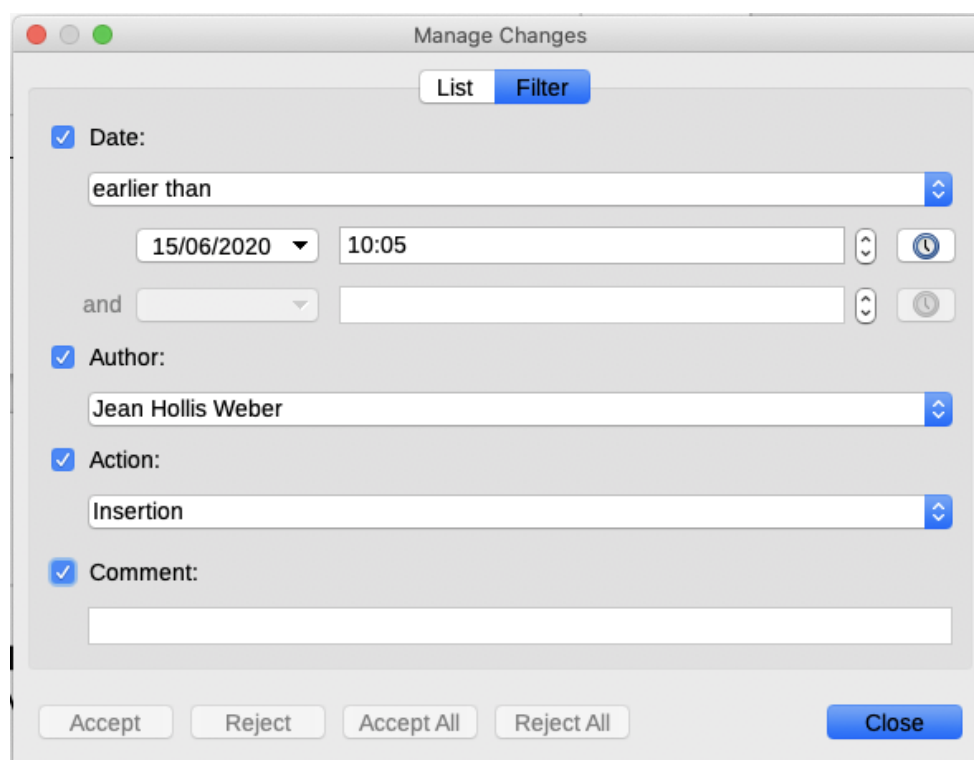


Figure 10: The Filter page of the Manage Changes dialog

## Comparing documents

Sometimes reviewers may forget to record the changes they make. You can find the changes if you compare the original document and the one that is edited. To compare them:

- 1) Open the edited document. Select **Edit > Track Changes > Compare Document**.
- 2) A file browser dialog opens. Select the original document and click **Open**.

Writer finds and marks the changes and displays the Manage Changes dialog. From this point, you can go through and accept or reject changes procedure as described earlier.

## Merging modified documents

The processes discussed to this point are effective when you have one reviewer at a time. Sometimes, however, multiple reviewers all return edited versions of a document. Writer provides a facility to merge documents containing tracked changes into the original document, but the condition for making this work is very specific: the edited documents may differ only and exclusively in the recorded changes – all other original text must be identical.

To merge documents, all of the edited documents (but not the original document) need to have recorded changes in them.

- 1) Open the original document into which you want to merge all copies.
- 2) Click **Edit > Track Changes > Merge Document**. A file selection dialog opens.
- 3) Select the edited copy of the document to be merged with the first. If there have been no subsequent changes to the original document, the copy is merged into the original.  
If any changes have been made to the original document, an error dialog appears that informs you that the merge is unsuccessful.
- 4) After the documents merge, you will see the recorded changes from the copy in the original document.
- 5) Repeat until all copies are merged.

All recorded changes are now included in the open copy. Save this file under another name.

## Adding other comments

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Writer provides another type of comment, which authors and reviewers use to exchange ideas, ask for suggestions, or mark items needing attention.

You can select a block of text, including multiple paragraphs, to be highlighted for a comment, or you can insert a comment at a single point. To insert a comment, select the text, or place the cursor in the place the comment refers to. *Right-click* and choose **Insert > Comment** or press *Ctrl+Alt+C*.

The anchor point of the comment is connected by a dotted line to a box on the right-hand side of the page where you can type the text of the comment. A **Comments** button is also added to the right of the horizontal ruler (see Figure 11); you can click this button to toggle the display of the comments on and off.

Writer automatically adds the author's name and a time stamp indicating when the comment was created. Select **Tools > Options > LibreOffice > User Data** to enter or change the name you want to appear in the Author field of the comment.

When you are finished with your comment, click somewhere else on a page of your document. Otherwise, you will not be able to move away from the comment box.

If more than one person edits the document, each author is automatically allocated a different background color. Figure 11 shows an example of text with comments from two different authors. If an author selects text that overlaps another author's comments, then the comments from the second author are nested with those of the first author.

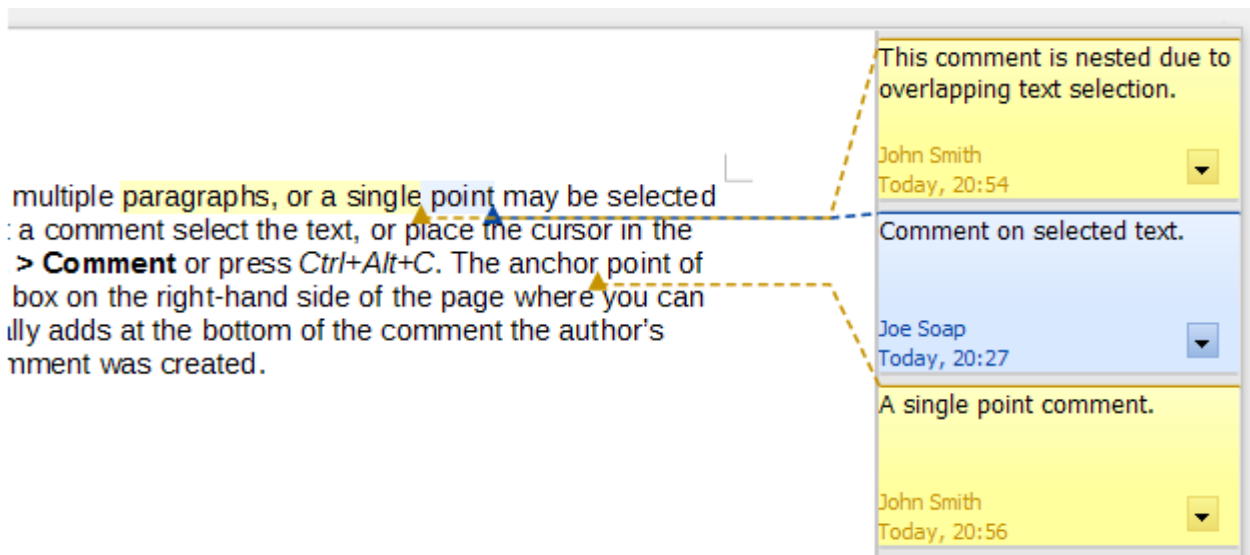


Figure 11: Comments in LibreOffice

Right-click a comment to open a context menu where you can delete the current comment, all the comments from the same author, or all the comments in the document. From this menu, you can also choose **Format all comments** to open a dialog to apply some basic formatting to the text of the comment. You can also change font type, size, and alignment from the Menu bar.

To navigate from one comment to another, open the Navigator (*F5*), scroll to find and expand the **Comments** section. Double-click the comment text to move the cursor to the anchor point of the comment in the document. Right-click the comment to quickly edit or delete it.

You can also navigate the comments using the keyboard. Use *Ctrl+Alt+Page Down* to move to the next comment and *Ctrl+Alt+Page Up* to move to the previous comment.

To print the comments in a document, choose one of the options below from the print dialog (**File > Print > LibreOffice Writer** tab).

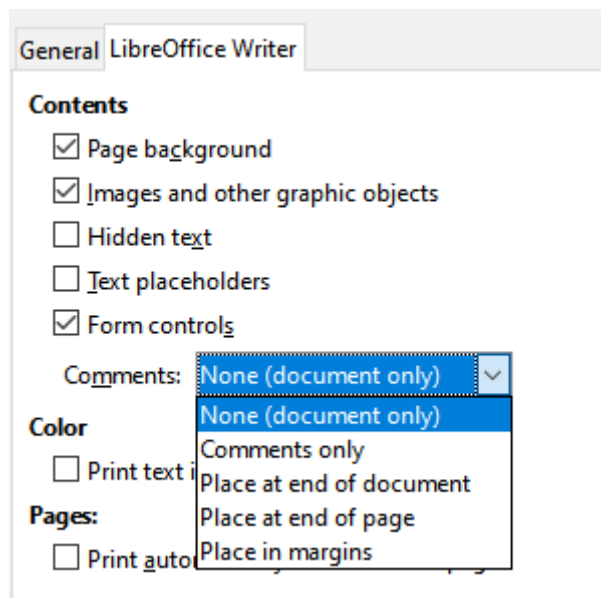


Figure 12: Options for printing comments

## Using footnotes and endnotes

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Footnotes appear at the bottom of the page on which they are referenced. Endnotes are collected at the end of a document.

To work effectively with footnotes and endnotes, you need to:

- Insert footnotes and define their format
- Define the location of footnotes on the page. (To change the default values such as color and line style, see Chapter 5, Formatting Pages: Basics).

## Inserting footnotes and endnotes

To insert a footnote or an endnote, put the cursor where you want the footnote or endnote marker to appear. Then select **Insert > Footnote and Endnote** from the Menu bar and choose **Footnote** or **Endnote**, or click the **Insert Footnote** or **Insert Endnote** button on the Standard toolbar.

A footnote or endnote marker is inserted in the text and, depending on your choice, the cursor is relocated either to the footnote area at the bottom of the page or to the endnote area at the end of the document. Type the footnote or endnote content in this area.

To change the default Footnote/Endnote settings, go to **Tools > Footnotes and Endnotes**.

To bring up the Insert Footnote/Endnote dialog, choose **Insert > Footnote and Endnote > Footnote or Endnote** (Figure 13). Here you can choose whether to use the automatic numbering sequence specified in the footnote settings or choose a custom number.

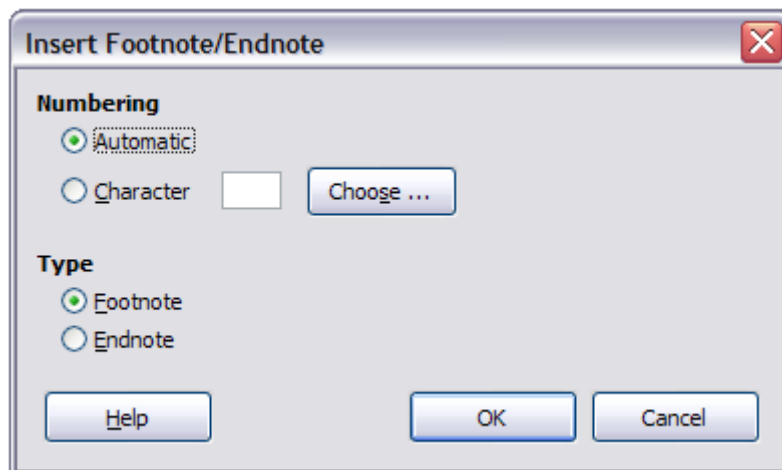


Figure 13: Inserting a footnote/endnote

You can edit an existing footnote or endnote in the same way you edit any other text.

To delete a footnote or endnote, delete the footnote marker. The contents of the footnote or endnote are deleted automatically, and the numbering of other footnotes or endnotes is adjusted automatically.

## Defining the format of footnotes/endnotes

To format the footnotes themselves, click **Tools > Footnotes and Endnotes**. On the Footnotes/Endnotes Settings dialog (Figure 14), choose preferred settings.



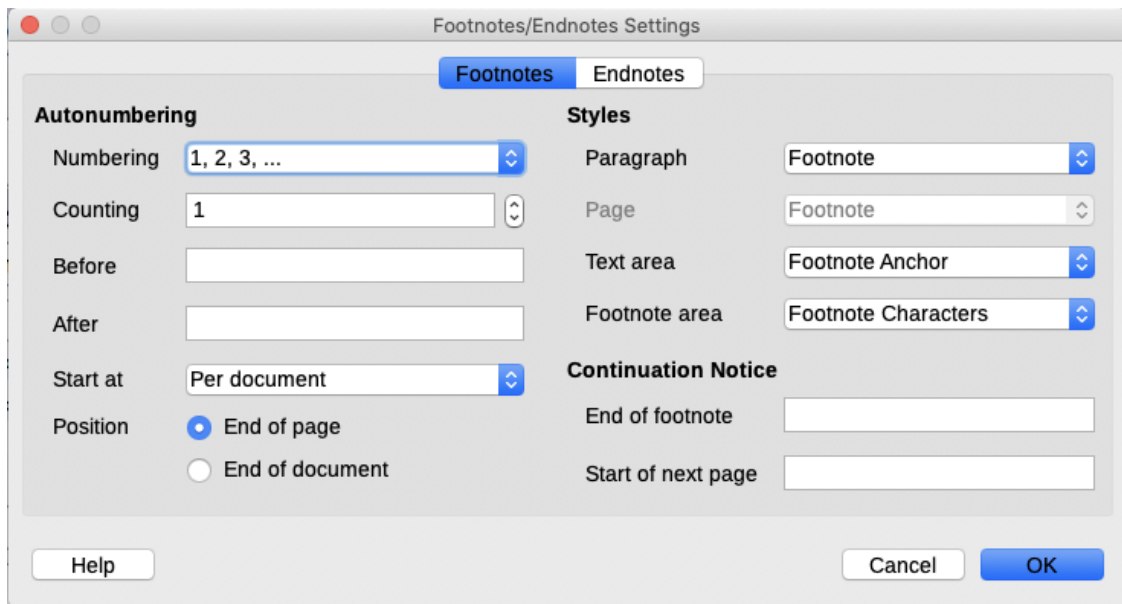


Figure 14: Defining footnote formatting

## Linking to another part of a document

Cross-references to other parts of the document can easily get out of date if you reorganize the order of topics, add or remove material, or reword a heading. Writer provides two ways to ensure that references are up to date:

*Hyperlinks*: a link to another document

*Cross-references*: a link to other parts of the same document

The two methods have the same result: if you *Ctrl+click* the link when the document is open in Writer, you are taken directly to the cross-referenced item. However, they also have major differences:

- The text in a hyperlink does **not** automatically update if you change the text of the linked item (although you can change it manually), but changed text does automatically update in a cross-reference.
- When using a hyperlink, you do not have a choice of the content of the link (for example text or page number), but when using a cross-reference, you have several choices, including bookmarks.
- To hyperlink to an object such as a graphic, and have the hyperlink show useful text such as *Figure 6*, either give such an object a useful name instead of leaving it as the default name (“Graphics6”) or use the Hyperlink dialog to modify the visible text. In contrast, cross-references to figures with captions automatically show useful text, and you have a choice of several variations of the name.
- If you save a Writer document to HTML, hyperlinks remain active but cross-references do not. (Both remain active when the document is exported to PDF.)

## Using cross-references

To ensure that references update if you reword a heading, caption, or other linked item, use automatic cross-references. For details, see “Using automatic cross-references” in Chapter 17, Fields.

## Using bookmarks

Bookmarks are listed in the Navigator and can be accessed directly from there with a single mouse click. In HTML documents, bookmarks are converted to anchors that you can jump to by hyperlink. For more about bookmarks, see “Using bookmarks” in Chapter 17, Fields.

## Using hyperlinks

When you type text (such as website addresses or URL) that can be used as a hyperlink, and then press the spacebar or the *Enter* key, Writer automatically creates the hyperlink and applies formatting to the text (usually a color and underlining).

If this does not happen, you can enable this feature using **Tools > AutoCorrect > AutoCorrect Options**. Select the Options tab and check the **URL Recognition** option.

You can also insert hyperlinks using the Navigator and the Hyperlink dialog, and you can modify all hyperlinks using the Hyperlink dialog, as described in this section.



### Note

Hyperlinks between documents can be set as relative or absolute, using the **Save URLs relative to** option in **Tools > Options > Load/Save > General**.

Relative linking is only possible when the document you are working on and the link destination are on the same drive, and you need to create the same directory structure on your hard disk as will apply on the destination website.

LibreOffice uses absolute path names internally, so when you move your mouse cursor over a hyperlink, the tooltip displays the absolute reference even when it is set to be a relative link.

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## Inserting hyperlinks using the Navigator

The easiest way to insert a hyperlink to another part of the same document is by using the Navigator:

- 1) Open the document containing the items you want to cross-reference.
- 2) Open the Navigator (Figure 15) by clicking its icon in the Standard toolbar, choosing **View > Navigator**, pressing *F5*, or selecting the Navigator Tab on the open Sidebar.
- 3) Click the arrow next to the **Drag Mode** icon, and ensure **Insert as Hyperlink** is chosen.
- 4) In the list at the bottom of the **Navigator**, select the document containing the item that you want to cross-reference.
- 5) In the **Navigator** list, select the item that you want to insert as a hyperlink.
- 6) Drag the item to where you want to insert the hyperlink in the document. The name of the item is inserted in the document as an active hyperlink.

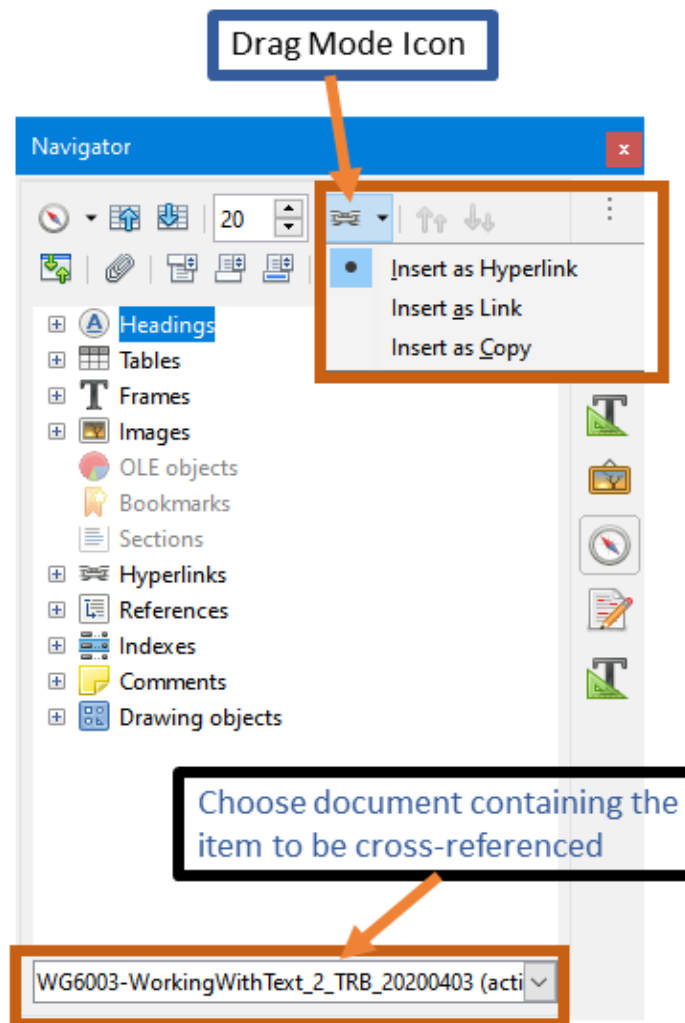


Figure 15: Inserting a hyperlink using the Navigator

### Inserting hyperlinks using a dialog

To display the Hyperlink dialog (Figure 16), click the **Hyperlink** icon on the Standard Toolbar or choose **Insert > Hyperlink** from the Menu bar. To turn existing text into a link, select it before opening the dialog.

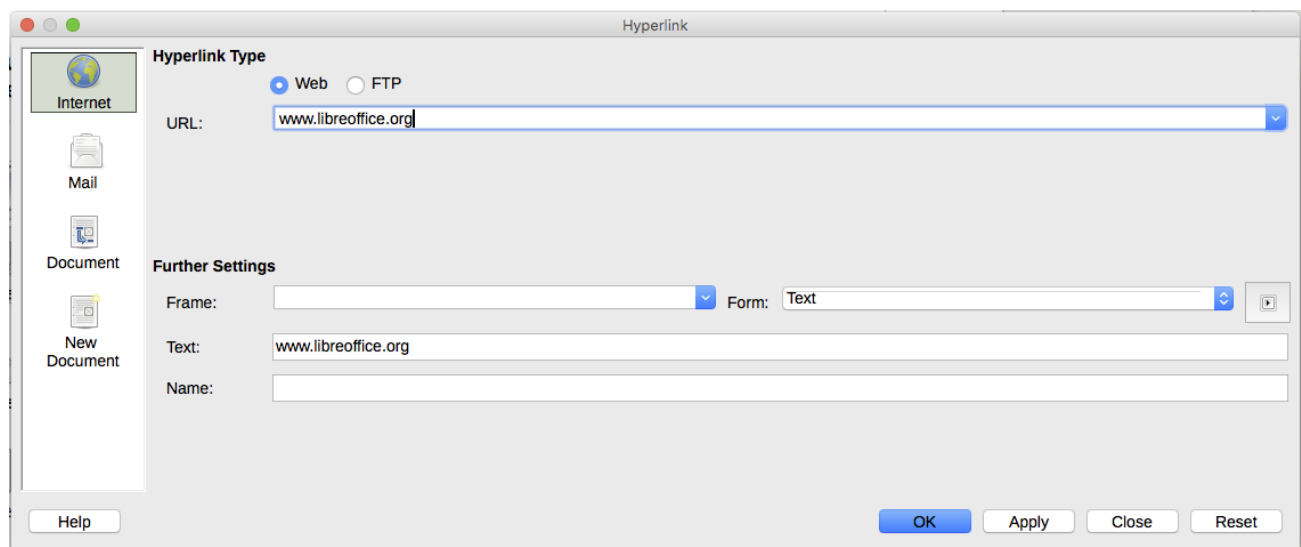


Figure 16: Hyperlink dialog showing details for Internet links

On the left hand side, select one of the four types of hyperlink:

- **Internet:** a web address, normally starting with `http://`
- **Mail:** an email address.
- **Document:** another document or to another place in the presentation.
- **New document:** the hyperlink creates a new document.

The top right part of the dialog changes according to your choice for the hyperlink type. A full description of all the choices, and their interactions, is beyond the scope of this chapter. The most common choices used in Writer documents are as follows.

For an *Internet* hyperlink, choose the type of hyperlink (Web or FTP) and enter the required web address (URL).

For a *Mail* hyperlink, specify the receiver address and the subject.

For a *Document* hyperlink, specify the document path (the **Open File** button opens a file browser); leave this blank if you want to link to a target in the same document. Specify the target in the document (for example a figure or table). Click the **Target** icon to open the Navigator where you can select the target, or if you know the name of the target, you can type it into the box.

For a *New Document* hyperlink, specify whether to edit the newly created document immediately or just create it (**Edit later**) and the type of document to create (text, spreadsheet, and so on). For a text document, **Edit now** is the more likely choice. The **Select Path** button opens a folder picker.

The *Further settings* section in the bottom right part of the dialog is common to all the hyperlink types, although some choices are more relevant to some types of links.

- Set the value of **Frame** to determine how the hyperlink will open. This applies to documents that open in a Web browser.
- **Form** specifies if the link is to be presented as text or as a button.
- **Text** specifies the text that will be visible to the user.
- **Name** is applicable to HTML documents. It specifies text that will be added as a NAME attribute in the HTML code behind the hyperlink.
- **Events** button: this button will be activated to allow LibreOffice to react to events for which the user has written some code (macro). This function is not covered in this book.

## Editing hyperlinks

To edit a hyperlink, click anywhere in the link text and then open the Hyperlink dialog by clicking the **Hyperlink** icon on the Standard Toolbar or choosing **Edit > Hyperlink** from the Menu bar. Make your changes and click **Apply**. If you need to edit several hyperlinks, you can leave the Hyperlink dialog open until you have edited all of them. Be sure to click **Apply** after each one. When you are finished, click **Close**.

The standard (default) behavior for activating hyperlinks within LibreOffice is to use *Ctrl+click*. This behavior can be changed in **Tools > Options > LibreOffice > Security > Options** by deselecting the option **Ctrl-click required to follow hyperlinks**. If clicking in your links activates them, check that page to see if the option has been deselected.

To change the color of hyperlinks, go to **Tools > Options > LibreOffice > Application Colors**, scroll to **Unvisited links** and/or **Visited links**, select those options, pick the new colors and click **OK**. Caution: this will change the color for *all* hyperlinks in *all* components of LibreOffice—this may not be what you want.

The default character style for hyperlinks is *Internet Link*. In Writer and Calc (but not Draw or Impress), you can change the *Internet link* character style or define and apply new styles to selected links.

## Line numbering

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Line numbering puts line numbers in the margin. It is often used in legal documents, poetry, and lists of programming code. Writer can insert line numbers in an entire document or in selected paragraphs. Line numbers are included when you print the document. You can also add a separator between line numbers. Figure 17 shows an example with numbering on every line.

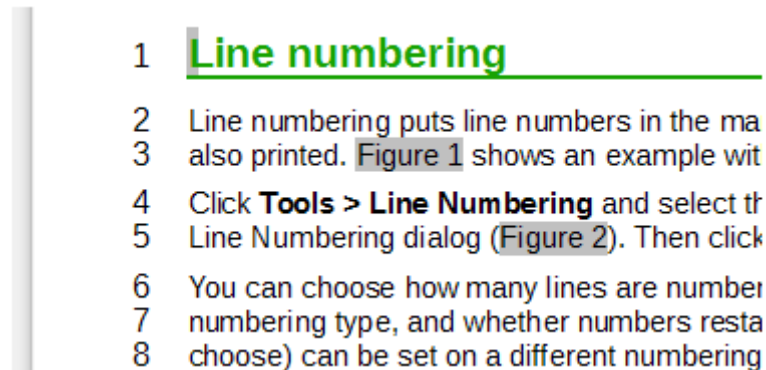


Figure 17: Line numbering example

You can choose how many lines are numbered (for example, every line or every tenth line), the numbering type, and whether numbers restart on each page. In addition, a text separator (any text you choose) can be set on a different numbering scheme (one every 12 lines, for example).

To add line numbers to an entire document:

- 1) Click **Tools > Line Numbering** and select the **Show numbering** option in the top left corner of the Line Numbering dialog (Figure 18).
- 2) Then select any options you want and click **OK**.

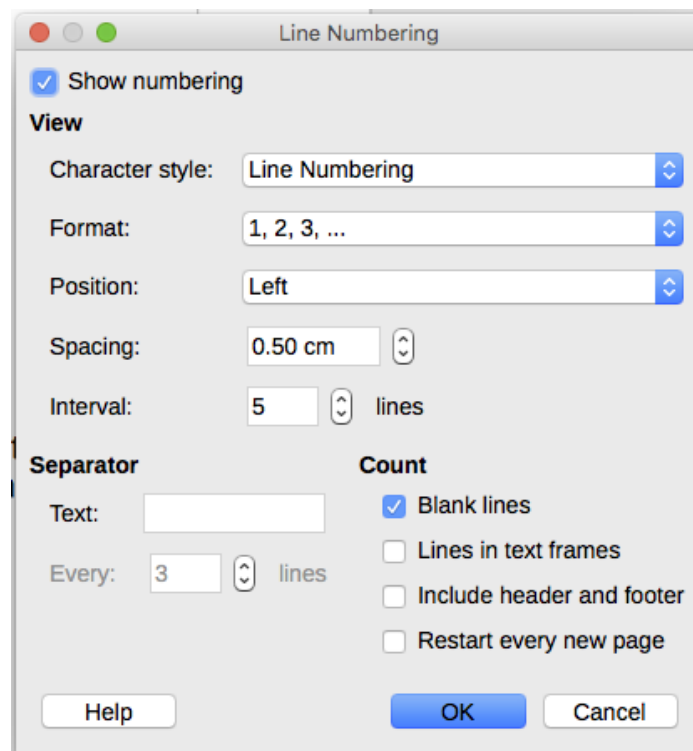


Figure 18: The Line Numbering dialog

To add line numbers to specific paragraphs, first disable the feature for the document and then enable it for specific paragraphs or paragraph styles.

To disable line numbering for the document, edit the *Default Style* paragraph style (because all paragraph styles are based on the Default Style):

- 1) In the Sidebar, go to the **Styles pane** and click the **Paragraph Styles** icon.
- 2) *Right-click* the *Default Style* paragraph style and choose **Modify**.
- 3) Click the Outline & Numbering tab (see Figure 19).
- 4) In the *Line Numbering* area, clear the **Include this paragraph in line numbering** checkbox.
- 5) Click **OK**.

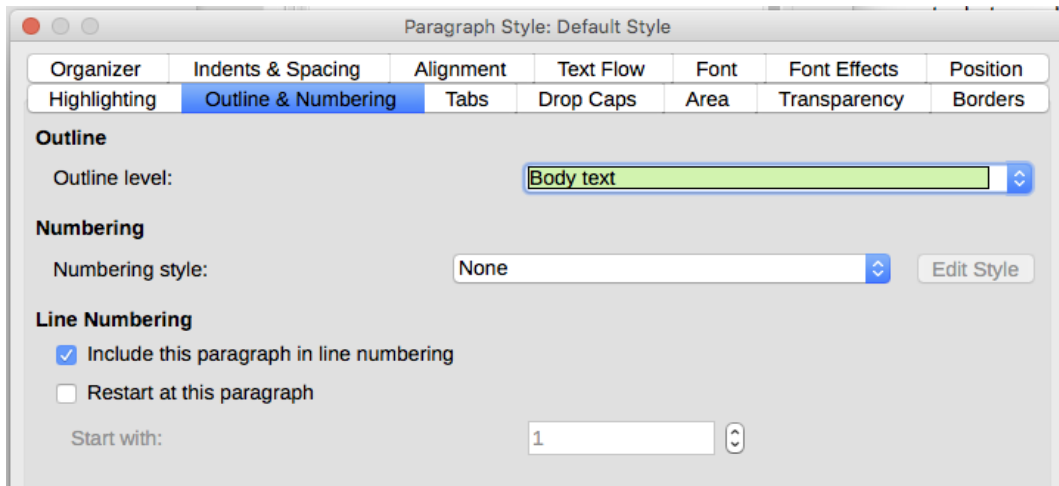


Figure 19: Disabling line numbering for a document

To enable line numbering for specific paragraphs:

- 1) Select the paragraphs where you want to add the line numbers.
- 2) Choose **Format > Paragraph**, and then click the *Outline & Numbering* tab.
- 3) Select **Include this paragraph in line numbering**.
- 4) Click **OK**.

You can also create a paragraph style that includes line numbering, and apply it to the paragraphs that you want to add line numbers to. For example, to number the lines of example code in a document, you will probably want to use a font or indentation that is different from normal text.

To specify the starting line number:

- 1) Click in the paragraph and choose **Format > Paragraph**.
- 2) On the Outline & Numbering tab, make sure **Include this paragraph in line numbering** is selected.
- 3) Select **Restart at this paragraph** and enter a line number in the **Start with** box.
- 4) Click **OK**.