



LibreOffice
Community



Writer Guide 7.3

Chapter 17, Fields

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Contributors

To this edition

Jean Hollis Weber

To previous editions

Jean Hollis Weber

Barbara Duprey

John A Smith

Kees Kriek

Gillian Polack

Bruce Byfield

Ron Faile Jr.

Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: documentation@global.libreoffice.org

Note

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Using LibreOffice on macOS

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 document. For a detailed list, see the application Help.

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
Right-click	<i>Control</i> +click or right-click depending on computer setup	Open a context menu
<i>Ctrl</i> (Control)	⌘ (Command)	Used with other keys
<i>Alt</i>	⌥ (Option) or <i>Alt</i> , depending on keyboard	Used with other keys
<i>F11</i>	⌘+T	Open Styles deck in Sidebar

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Introduction

Fields are used for a variety of purposes: for example, data that changes (such as the current date or the total number of pages) or might change (the name of a product or book under development), user-defined numbering sequences, automatic cross-references, and conditional content (words or paragraphs that are visible or printed in some conditions but not others). Index entries are also fields.

This chapter describes some common uses of fields. A full discussion of fields and their use is beyond the scope of this book. Power users can find more details in the application Help.

Tip

Fields have a gray background when viewed on screen, unless you have deselected **View > Field shadings** on the Menu bar or changed the color of field shadings in **Tools > Options > LibreOffice > Application Colors**. This gray background does not show when you print the file or export to PDF.

Keyboard shortcuts for fields

Here are some handy keyboard shortcuts to use when working with fields:

- `Ctrl+F2` Open the Fields dialog.
- `Ctrl+F8` Turn field shadings on or off.
- `Ctrl+F9` Show or hide field names.
- `F9` Update fields.

Quick and easy field entry

To quickly insert common fields into your document, choose **Insert > Page Number** or **Insert > Field** on the Menu bar and selecting the required field in the submenu.

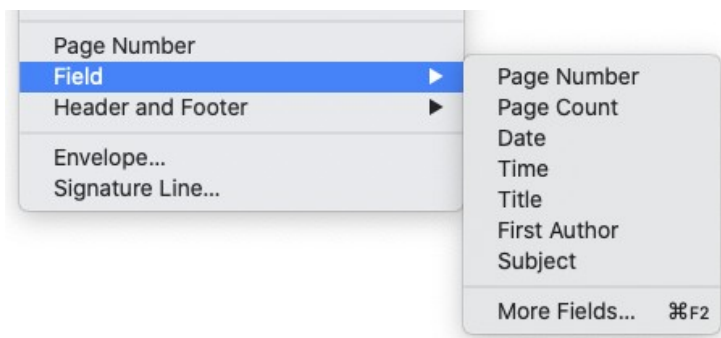


Figure 1: Inserting common fields

Using document properties to hold metadata and information that changes

The Properties dialog (**File > Properties**) for a document has six tabs. The information on the *General* tab and the *Statistics* tab is generated by the program. Some information (the name of the person on the *Created* and *Modified* lines of the *General* tab) is derived from the *User Data* page in **Tools > Options > LibreOffice**. The options on the *Font* and *Security* tabs are discussed elsewhere in this book.

Use the *Description* and *Custom Properties* tabs for:

- Metadata to assist in classifying, sorting, storing, and retrieving documents. Some of this metadata is exported to the closest equivalent in HTML and PDF; some fields have no equivalent and are not exported.
- Information that changes. You can store data for use in fields in your document; for example, the title of the document, contact information for a project participant, or the name of a product might change during the course of a project.

This dialog can be used in a template, where the field names can serve as reminders to writers of information they need to include. (Placeholders can serve a similar function within the text; see page 20.)

You can return to this dialog at any time and change the information you entered. When you do so, all of the references to that information will change wherever they appear in the document. For example, on the *Description* tab (Figure 2) you might need to change the contents of the Title field from the draft title to the production title.

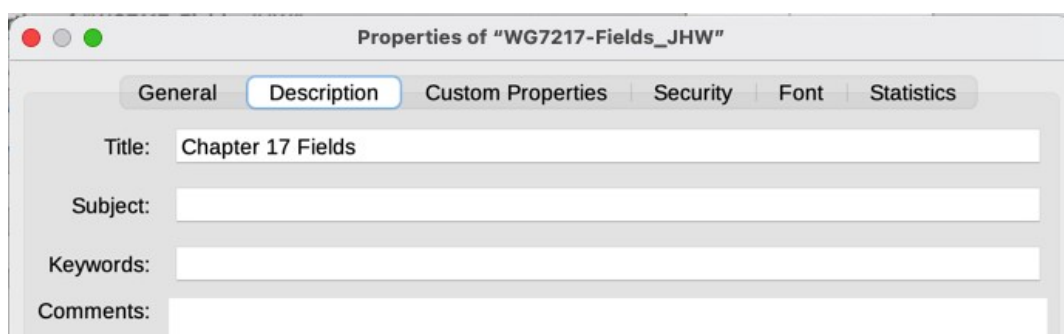


Figure 2: The *Description* tab of the document's *Properties* dialog

Use the *Custom Properties* tab (Figure 3) to store information that does not fit into the fields supplied on the other tabs of this dialog.



Figure 3: *Custom Properties* tab

When the *Custom Properties* tab is first opened in a new document, it may be blank. If the new document is based on a template, this tab may contain fields.

Click the **Add Property** button in the lower right of the tab (not shown in illustration) to insert a row of boxes where you can enter your custom properties.

- The *Name* box includes a drop-down list of typical choices; scroll down to see all the choices. If none of the choices meet your needs, you can type a new name into the box.
- In the *Type* column, you can choose from *Text*, *DateTime*, *Date*, *Duration*, *Number*, or *Yes or no* for each field. You cannot create new types.
- In the *Value* column, type or select what you want to appear in the document where this field is used. Choices may be limited to specific data types depending on the selection in the *Type* column; for example, if the *Type* selection is **Date**, the *Value* for that property is limited to a date.

To remove a custom property, click the button at the right-hand end of the row.

Tip

To change the format of the *Date* value, go to **Tools > Options > Language Settings > Languages** and change the Locale setting.

Using other fields to hold information that changes

One way that people use fields is to hold information that is likely to change during the course of a project. For example, the name of a manager, a product, or even your entire company may change. If you have inserted the changeable information as fields, you can change the information in one place, and it will automatically change in all the places where that field occurs.

Writer provides several places where you can store the information referred to by a field. We will look at some of them here.

Seven document properties (*Page Number*, *Page Count*, *Date*, *Time*, *Title*, *First Author*, and *Subject*) are on the **Insert > Field** menu (Figure 1). To insert one of these fields, click it in the menu. Some of these fields get their information from the Document Properties dialog (Figure 2).

Other document properties are on the *DocInformation* and *Document* tabs of the Fields dialog (Figures 4 and 5), reached by choosing **Insert > Field > More Fields** or pressing *Ctrl+F2*.

The **Custom** item in the *Type* list on the *DocInformation* tab is derived from the *Custom Properties* tab of the Document Properties dialog (Figure 3); it does not appear on the list if no custom properties have been defined.

Some of the field values are picked up from the *User Data* page of the **Tools > Options > LibreOffice** dialog, so make sure the information on that page is correct.

To insert one of these fields, select it in the *Type* list and then select in the *Select* and *Format* lists if choices appear. Finally, click **Insert**.

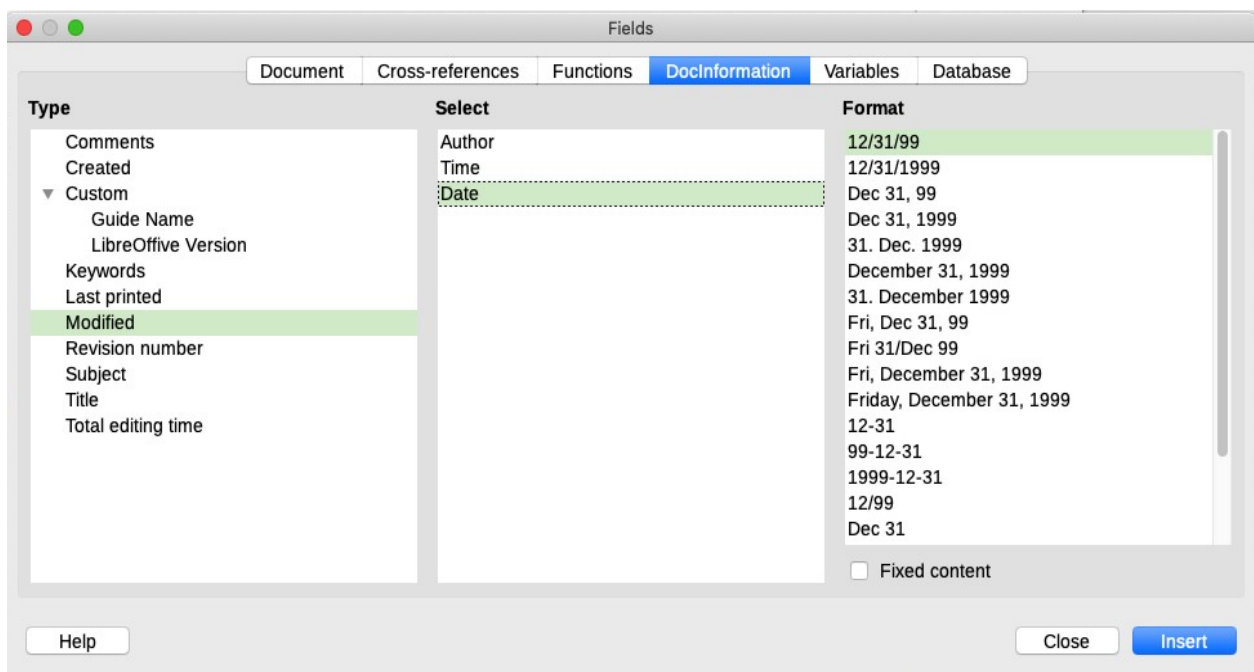


Figure 4: Inserting a Date Modified field using the *DocInformation* tab of the Fields dialog

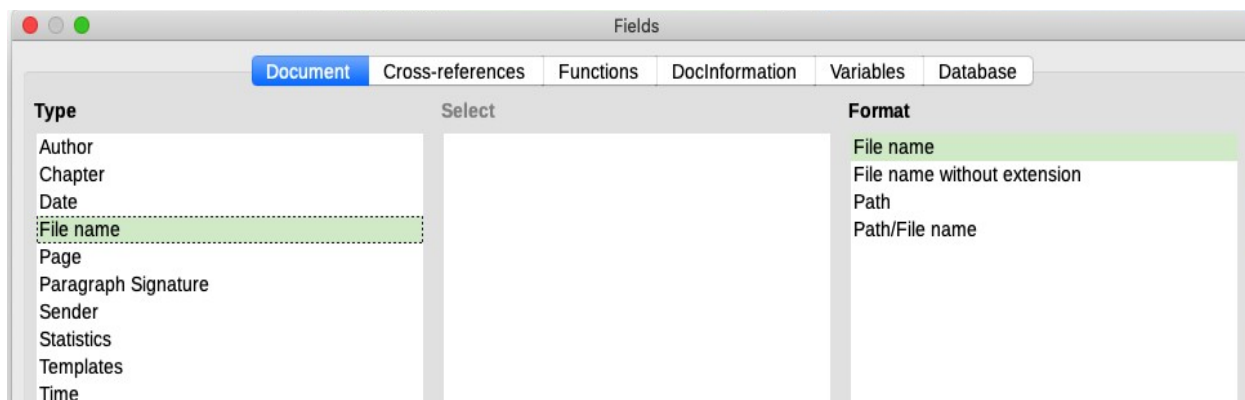


Figure 5: Inserting a File name field using the Document tab of the Fields dialog

i Tip

Although these fields are often used to hold information that changes, you can make the content unchangeable by selecting the **Fixed content** option (visible in Figure 4, lower right) when inserting the field. If necessary, you can come back to this dialog later and deselect this option to make the field variable again. For example, if you use a field to insert the creation date of a document, you do not want that date to change.

Using AutoText to insert often-used fields

If you use the same fields often, you can use AutoText as a quick and easy way to insert them.

To define an AutoText entry for a field:

- 1) Insert a field into your document, as described previously.
- 2) Select the field you inserted, and then choose **Tools > AutoText** (or press *Ctrl+F3*).
- 3) On the AutoText dialog (Figure 6), choose the group where this new entry will be stored (in this example, My AutoText), type a name for the entry, and change the suggested shortcut if you wish.
- 4) Click the **AutoText** button and click **New** to have the entry inserted as a field. Do not choose **New (text only)** because the AutoText entry will be plain text, not a field. (The New selections do not appear until you have selected a group and typed a name for the entry.)
- 5) Click **Close** to close the AutoText dialog.
- 6) To insert this field at the cursor position, type the shortcut and press *F3*.

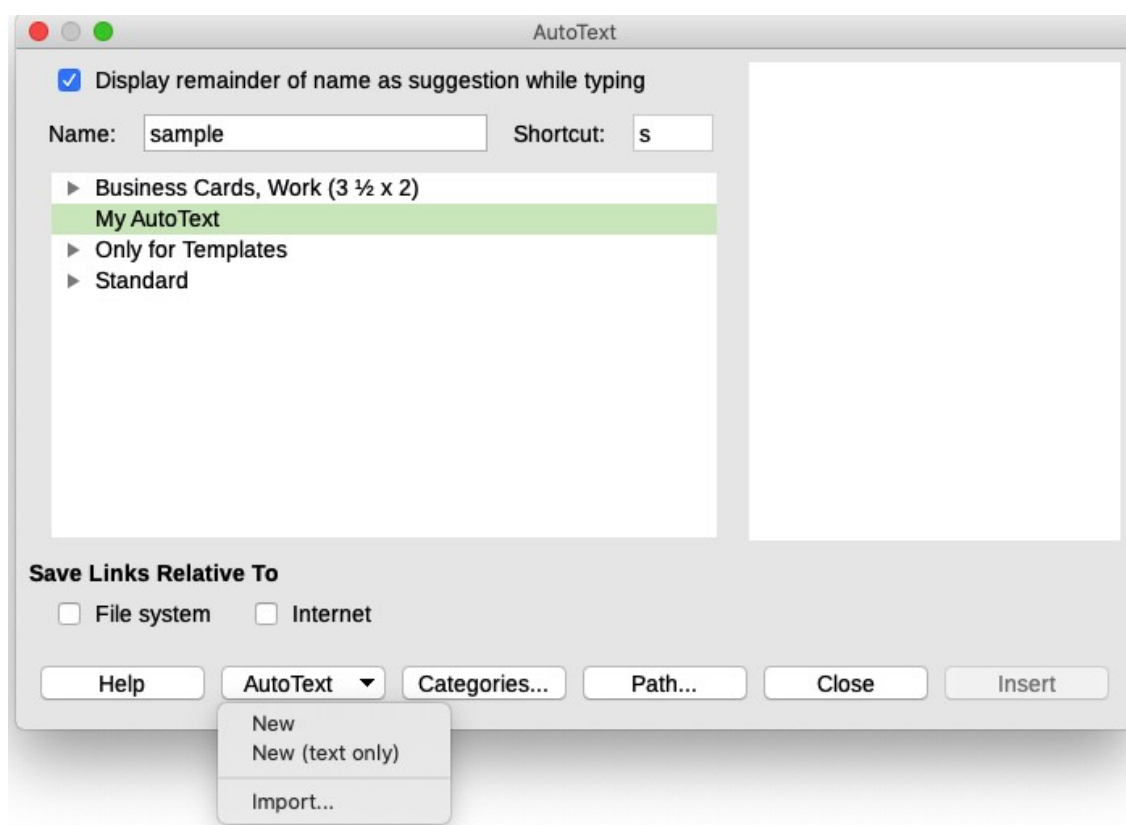


Figure 6: Creating a new AutoText entry

Defining your own numbering sequences

You may want to define your own numbering sequences to use in situations where you do not always want the number at the start of the paragraph, or where you want more control than the built-in numbering choices give you, or where list styles do not do what you want.

This topic describes how to create a numbering sequence, using a number range variable field.

To create a number range variable using Arabic (1 2 3) numbers:

- 1) Position the cursor in a blank paragraph in your document.
- 2) Choose **Insert > Field > More Fields** or press *Ctrl+F2*, then select the *Variables* tab (Figure 7).
- 3) In the *Type* list, select **Number range**. In the *Format* list, select **Arabic (1 2 3)**. Type whatever you want in the *Name* field. (We have used Step in this example.)
- 4) Click **Insert**. The name of the variable (Step) now appears in the *Selection* list, and a number field (showing 1) appears at the insertion point in your document. The Fields dialog remains open.
- 7) If you click several more times on the **Insert** button in the Fields dialog, the numbers 2, 3, 4, and so on will appear in the document.
- 5) You can now delete the fields you inserted; the Step sequence remains in the *Select* box in the Fields dialog (in this document only). You can insert this field at any place in the document.

To avoid doing all of that every time you want to put in a Step number, create an AutoText entry for Step. Then you can insert the field in the same way you would insert any other AutoText. See “Using AutoText to insert often-used fields” on page 7.

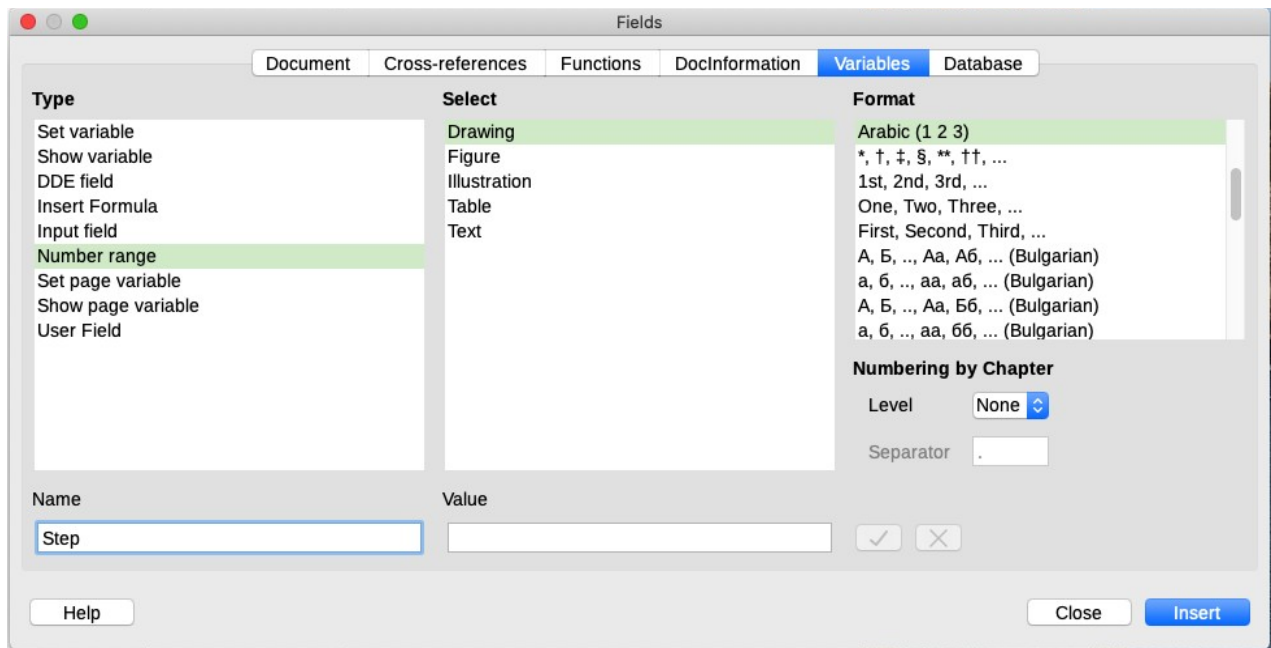


Figure 7: Defining a number range variable

i Tip

If a user-defined variable is not in use in the document, the **X** icon next to the *Value* box is active. You can delete the variable by clicking this icon. To remove a variable that is used in the current document, first delete from the document all fields using that variable, and then remove the variable from the list.

Using automatic cross-references

If you type in cross-references to other parts of the document, those references can easily get out of date if you reword a heading, add or remove figures, or reorganize topics. Replace any typed cross-references with automatic ones and, when you update fields, all the references will update automatically to show the current wording or page numbers.

The *Cross-references* tab of the Fields dialog (Figure 8) lists some items, such as headings, numbered paragraphs, and bookmarks. If figure captions, table captions, user-defined number range variables, and some other items have been defined in a document, that type also appears in the list.

i Tip

Some people use Writer's Hyperlink feature for cross-references. However, the visible text of the hyperlink does not change if you change the text of the item to which it links. For that reason, you are advised to use cross-references in most situations. The exception is when the document is to be saved as HTML; cross-references do not become hyperlinks in an HTML document, so you need to use hyperlinks in the Writer document.

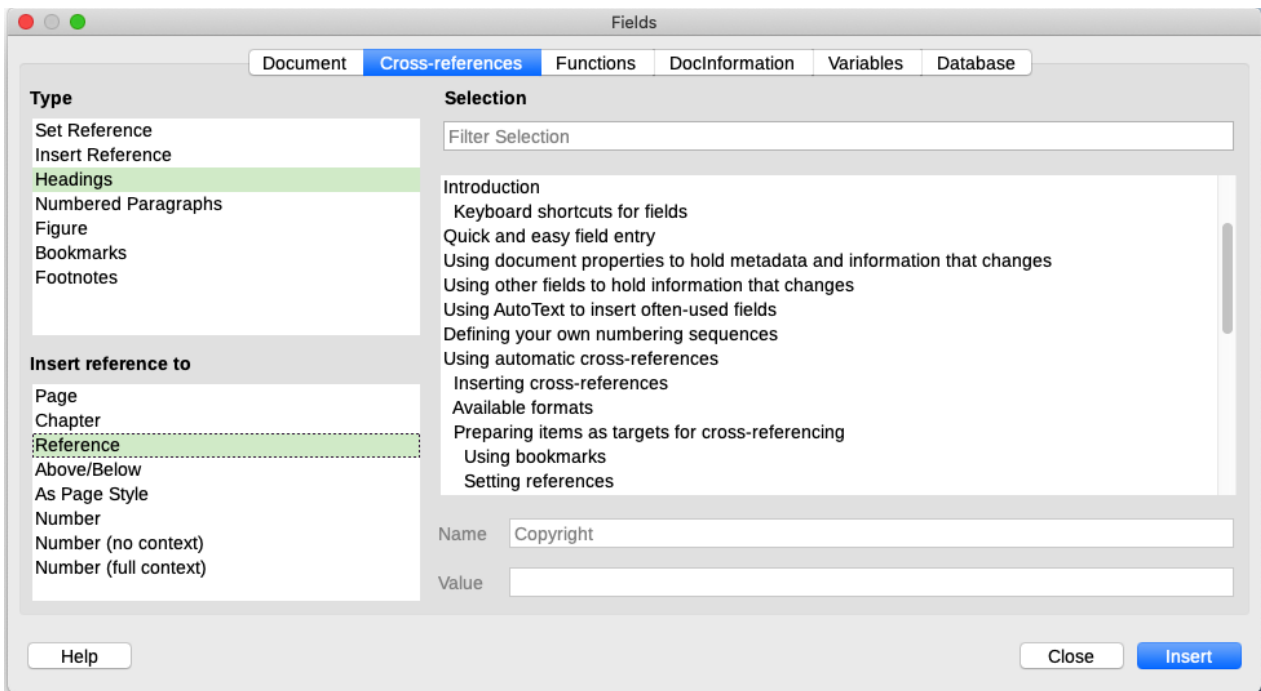


Figure 8: The Cross-references tab of the Fields dialog

Inserting cross-references

To insert a cross-reference to a heading, figure, or other item shown on the *Cross-references* tab:

- 1) Place the cursor where you want the cross-reference to appear in the document.
- 2) If the Fields dialog is not open, choose **Insert > Cross-reference** or press *Ctrl+F2*. On the *Cross-references* tab (Figure 8), in the *Type* list, click the type of item you are referencing (for example, *Headings* or *Figure*).
- 3) Click the required item in the *Selection* list, which shows both automatically created entries (for example, *Headings*) and user-defined references (for example, *bookmarks*).
- 4) In the *Insert reference to* list, choose the type of reference required. The choices vary with the item being referenced (see “Formats for cross-references” below).

For headings, usually you will choose *Reference* (to insert the full text of the heading) or *Page* (to insert the number of the page the heading is on).

For figures, usually you will choose *Numbering* (to insert only the figure number), *Category and Number* (to insert the word “Figure” and its number), *Reference* (to insert the word “Figure” with its number and the full text of the caption), or *Page*.

- 5) Click **Insert**.

For a full list of the reference formats available and their use, consult the Help.

Formats for cross-references

For all types of cross-reference, you can select from the following formats:

- **Page:** the page number of the target.
- **Chapter:** the number of the chapter where the referenced target is located.
- **Reference:** the full text set as reference.
- **Above/Below:** the word *above* or *below* depending on the position of the field relative to the referenced target.

- **As Page Style:** similar to Page, the page number where the reference is, but using the formatting specified in the page style. This is very useful when putting a reference to a page in the front matter where roman numerals are usually employed.

For headings or numbered paragraphs, three additional options are available:

- **Number:** Inserts the number of the heading or numbered paragraph, including superior levels depending on the context.¹
- **Number (no context):** inserts only the number of the heading or of the numbered paragraph. For example, if referencing a numbered item 2.4, it inserts 4.
- **Number (full context):** inserts the full number including higher hierarchical levels. For example, if referencing a numbered item 2.4, the full numbering (2.4) is inserted.

For objects inserted with captions such as a table or a figure, you can choose:

- **Category and Number:** inserts both the category and number of the referenced object (for example, Figure 6). This is the most used formatting for figures and tables.
- **Caption Text:** inserts the full caption of the referenced object. For example, Figure 6: This is an example figure.
- **Numbering:** inserts the sequential number of the referenced object, without the category (for example, if referencing Table 2, the field will contain only the number 2).

Preparing items as targets for cross-referencing

Occasionally you might want to insert a cross-reference to something that is not automatically shown on the *Cross-references* tab: an illustration without a caption or an item in a bullet list, for example. Before you can insert a cross-reference to such an item, you must prepare the item as a target to be referenced. To do this, you can either use bookmarks or set references.

After a target has been defined, you can cross-reference to it as described on page 10.

Using bookmarks

Bookmarks are listed in the Navigator and can be accessed directly from there. They can be used only for location references such as page numbers, not for text references. In HTML documents, bookmarks are converted to anchors that you can jump to using a hyperlink.

- 1) Select the text you want to bookmark, or click in the required place in the text. Choose **Insert > Bookmark**.
- 2) On the Insert Bookmark dialog, the larger box lists any previously defined bookmarks. Type a name for this bookmark in the top box. Click **OK**.

Setting references

Set references can be used for text references (such as headings or figure captions) as well as location references. Be sure to select the entire text you want to use as a text reference.

- 1) Choose **Insert > Cross-reference** or press *Ctrl+F2*.
- 2) On the *Cross-references* tab of the Fields dialog (Figure 9), select **Set Reference** in the *Type* list. The *Selection* list shows any references that have been defined. This dialog can remain open while you set several items as references.

1 For example, when you are in a chapter 1, subchapter 2, subpart 5, this may be numbered as 1.2.5. When you insert here a reference to text in the previous subpart "1.2.4" and you apply the "Number" format, then the reference will be shown as "4". If in this example the numbering is set to show more sublevels, the same reference will be shown as "2.4" or "1.2.4", depending on the setting. If you use the "Number (full context)" format, you will always see "1.2.4", no matter how the numbered paragraph is formatted.

- 3) Click in the document and highlight the text of the first item to set as a target for a cross-reference. Click on the Fields dialog. The text of the item will appear in the *Value* box in the lower right. In the *Name* box, type some text by which you can identify this item.
- 4) Click **Insert**. The text you typed in the Name box now appears in the *Selection* list.

Tip

See Chapter 16, Master Documents, for how to create cross-references to other subdocuments in a master document.

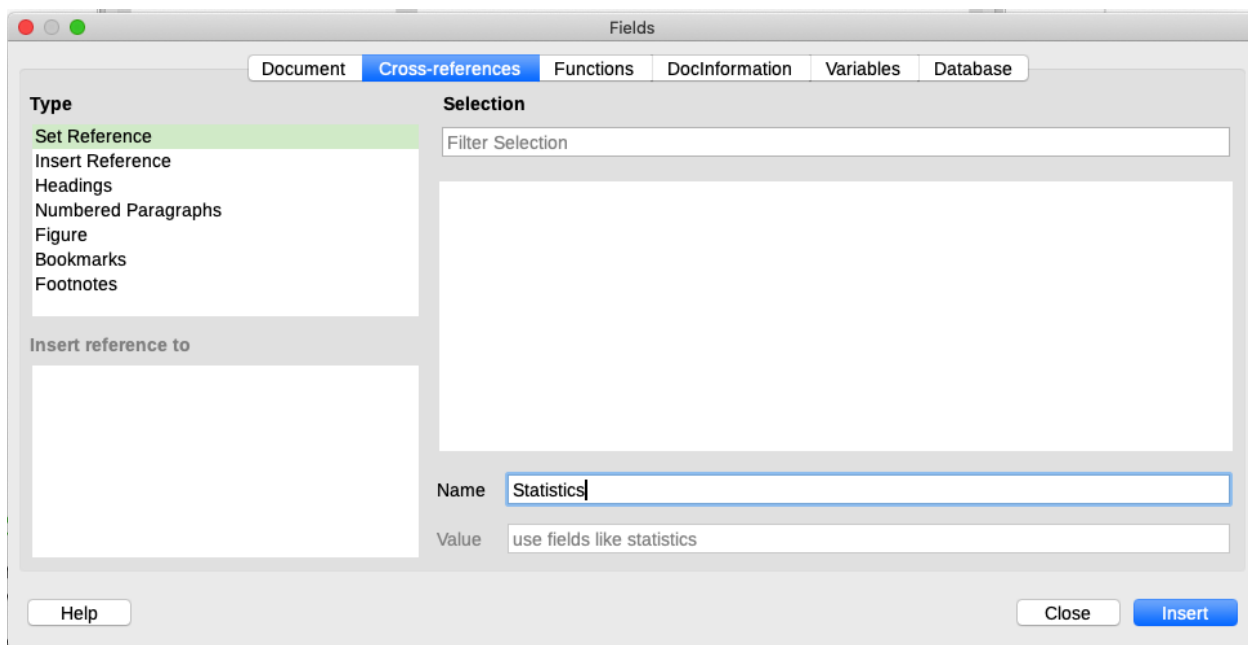


Figure 9: Setting text to be used as a target for a cross-reference

Using fields in headers and footers

You may want to use fields like statistics while writing, and replace them with others, like Chapter, when the document is ready for use.

You can insert fields into headers or footers, using techniques described earlier in this chapter:

- To insert a page number, document title, author, creation date and time, current date and time, or total page count field, use Document Properties (see page 4) or choose **Insert > Field > [item]** on the Menu bar.
- To insert a cross-reference to a bookmark, heading, or other item, you can use **Insert > Cross-reference** or **Insert > Field > More Fields > Cross-references** (tab).
- If you have used Heading 1 for your chapter titles, you can use a Document field to insert the current chapter title, so the header or footer contents change from one chapter to the next. See Figure 10. (Writer calls chapter titles *Chapter names*.) If you have used outline numbering on your Heading 1, you can choose whether to include these numbers in the field (*Chapter number and name*). Use **Insert > Field > More Fields > Document**.
- You can insert cross-references to other heading levels by specifying a value in the Level box in the lower right of the Document tab of the Fields dialog (Figure 10). That is, Level 1 = Heading 1, Level 2 = Heading 2, and so on.

✓ Note

A cross-reference field in the header of a page picks up the first heading of that level on the page, and a field in the footer picks up the last heading of that level on the page.

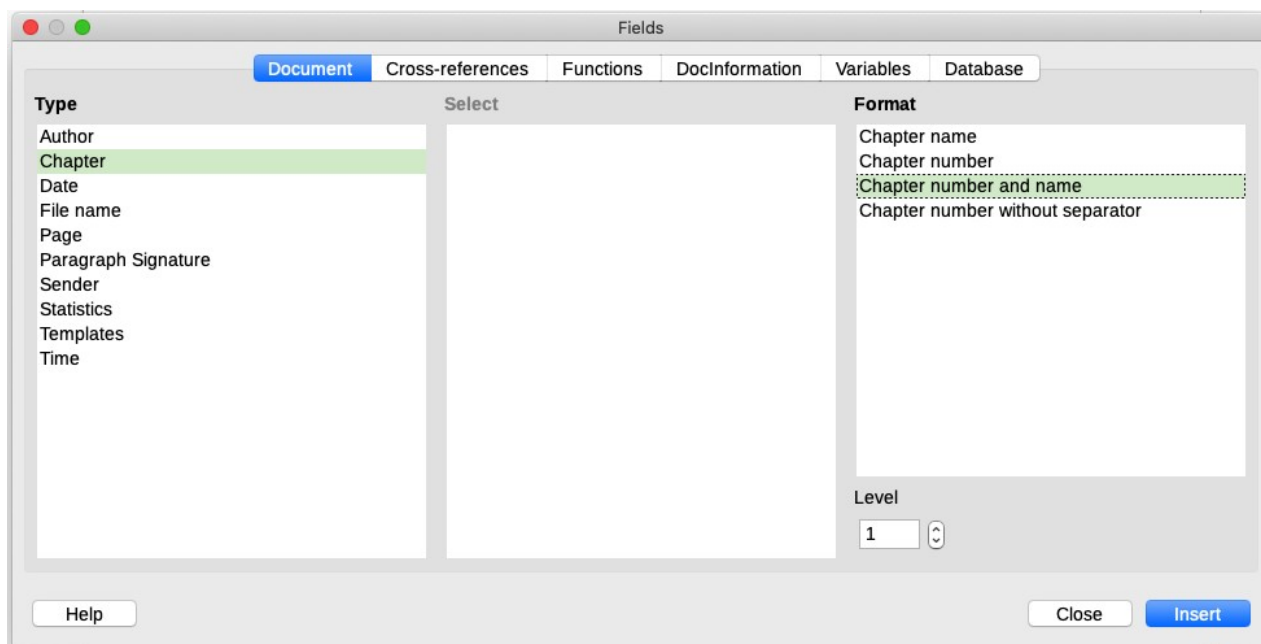


Figure 10: Inserting the current chapter number and name into your document

- To include the chapter number with the page number, position the cursor just before the Page field you inserted. On the *Document* tab of the Fields dialog, select **Chapter** in the *Type* column and **Chapter number without separator** in the *Format* column. Click **Insert**.

Go to the header or footer where you inserted this field and type the character you want to appear between the chapter number and the page number; for example, a hyphen.

The table of contents will not automatically pick up these chapter numbers, so you need to make a change on the Entries tab of the Table of Contents, Index or Bibliography dialog, as described in Chapter 15, Tables of Contents, Indexes, Bibliographies.

- You can add a page count to the footer; for example, *Page 9 of 12*. Type the word Page and a space in front of the Page field. Type a space, the word of, and a space after the Page field. Then choose **Insert > Field > Page Count**.

Developing conditional content

Conditional content is text and graphics that are included or excluded from a document depending on a condition you specify.

A simple example is a reminder letter for an overdue account. The first and second reminders might have a subject line of “Reminder Notice”, but the third reminder letter might have the subject “Final Notice” and a different final paragraph.

A more complex example is a software manual for a product that comes in two versions, Pro and Lite. Both product versions have much in common, but the Pro version includes some features that are not in the Lite version. If you use conditional content, you can maintain one file containing information for both versions and print (or create online help) customized for each

version. You do not have to maintain two sets of the information that is the same for both versions, so you will not forget to update both versions when something changes.

Tip

In some cases, the same effect can be obtained by hiding a paragraph or character style; see Chapter 9, Working with Styles.

Choose the types of conditional content to use

This section describes several Writer features that can help you design and maintain conditional content. You can use one or any combination of these features in the same document.

Conditional text

With conditional text, you can have two alternative texts (a word, phrase, or sentence). One text will be displayed and printed if the condition you specify is met, and the other will be displayed and printed if the condition is not met. You cannot include graphics or edit the text except in the Field dialog (not in the body of the document). You also cannot format part of the text (for example, bold one word but not the others), but you can format the field to affect all of the field contents (for example, making all of the words bold or italic). You cannot include a cross-reference or other field in the text.

Hidden text

With hidden text (a word, phrase, or sentence), you have only two choices: show or hide. If the condition you specify is met, the text is hidden; if the condition is not met, the text is displayed. The disadvantages are the same as for conditional text: you cannot include graphics, edit the text in the body of the document, format part of the text, or include a field.

Hidden paragraphs

Hidden paragraphs are like any other paragraphs, but you can specify a condition under which the paragraph is not displayed or printed. A blank paragraph can also be hidden, for example if a database field has no content for the current record. This is very useful when merging an address into a letter: if you allow two lines for the street address and the database record uses only one line, you can prevent the blank line from appearing in your document. You can include graphics, edit the text in the body of the document, format any part of the text, and include fields.

Hidden sections

Hidden sections are like hidden paragraphs, but they can include more than one paragraph, for example, a heading plus one or more paragraphs. However, a section cannot contain less than a paragraph, so you cannot use this method for single words or phrases. The contents of a hidden section behave just like the contents of any other part of the document, but you can specify a condition under which the section is not displayed or printed. In addition, you can password protect a section.

Plan your conditional content

Conditions are what programmers call logical expressions. You must formulate a logical expression for each condition because a condition is always either true (met) or false (not met). You can use the same condition in many places in your document, for different types of conditional content.

To make conditional content work, you need to:

- 1) Choose or define a variable.
- 2) Define a logical expression (condition) involving the selected variable.

Choose or define a variable

You can use the following variables in your condition:

- User-defined variables
- Predefined LibreOffice variables, which use statistical values from the document properties
- User data
- Database field contents—for example, from your address book

You cannot use internal variables (for example, page number, or chapter name) to formulate conditions.

Define a logical expression (condition) involving the variable

The condition compares a specified fixed value with the contents of a variable or database field.

To formulate a condition, use the same elements as you would to create a formula: operators, mathematical and statistical functions, number formats, variables, and constants. The possible operators, and many examples of use, are given in the Help; look in the index under *Defining Conditions* and *conditional*. You can define quite complex expressions, but in most cases a simple condition will do the job.

Create the variable

To create the variable, you can use choices found on the *DocInformation*, *Variables*, and *Database* tabs of the Fields dialog.

DocInformation fields

“Using document properties to hold metadata and information that changes” on page 4 described how to set up a custom document property. You can use that document property as the variable in your condition statement.

User-defined variable field

To set up a variable or user field:

- 1) Place the cursor where you want the field to be inserted.
- 2) On the Fields dialog, select the *Variables* tab (Figure 13).
- 3) Select **Set variable** in the *Type* list and **Text** in the *Format* list. Type a name for the variable in the *Name* box, and a value in the *Value* box. I have chosen ProLite for the name (to remind me that this variable is related to the two product versions), and I set the value as Lite because I can remember “If it is the Lite version, then this text should be hidden.”
- 4) Select **Invisible** so the field does not show in the document. Click **Insert**, then click **Close**. A small gray mark will appear where you inserted the field.

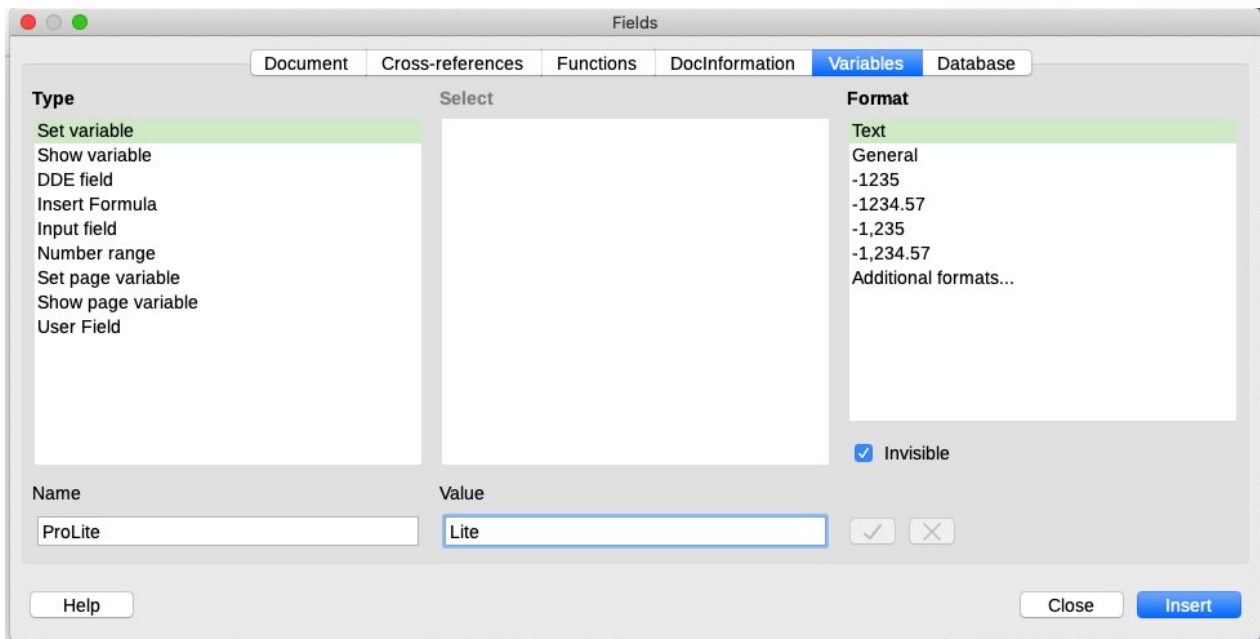


Figure 11: Defining a variable to use with conditional content

Tip

Because the gray mark is so small, you may have trouble finding it again, especially if you have other fields in the document. You may prefer to leave the variable field visible while you work, and change it to invisible just before you create final copy.

At any time, you can place the insertion point just before the field and choose **Edit > Fields** or right-click the field and choose **Fields** in the context menu. On the Edit Fields dialog (Figure 16), select or deselect **Invisible**.

Apply the condition to the content

Now that you have defined the variable, you can use it in a condition statement. This topic describes some of the possibilities.

Conditional text

First, let us set up some conditional text that will insert the words *Great Product Lite* into the Lite version and *Great Product Pro* into the Pro version of the manual. You would use this field whenever you want to mention the name of the product.

- 1) Place the cursor where you want one of these phrases to appear. (You can move or delete it later, if you wish.)
- 2) On the *Functions* tab of the Fields dialog, select **Conditional text** in the *Type* list.
- 3) As shown in Figure 12, type ProLite EQ "Lite" in the *Condition* box, Great Product Lite in the *Then* box, and Great Product Pro in the *Else* box.

Note

These fields are case-sensitive, and quotation marks are required around a text value such as Lite.

- 4) Click **Insert** to insert the field, then click **Close**. You should see *Great Product Lite* in the text.

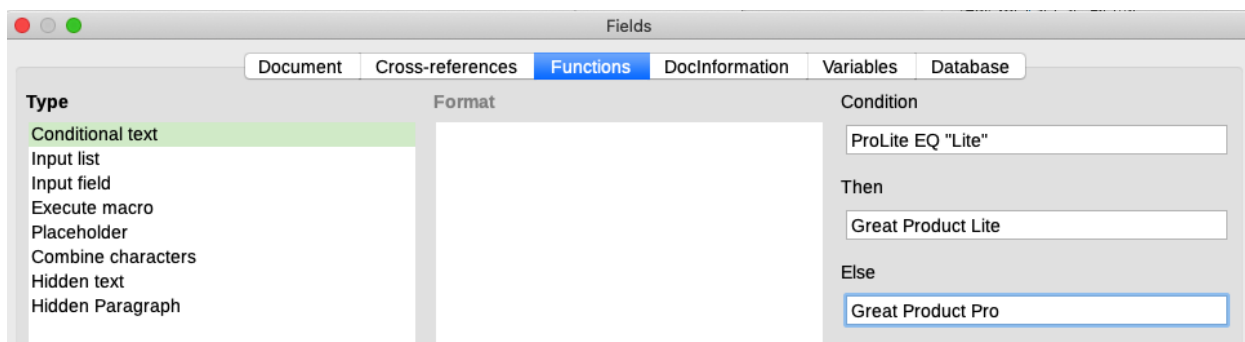


Figure 12: Inserting conditional text

Tip

If you want to insert this field into your text in many places (as you probably would for a product name), create an AutoText entry for it. See “Using AutoText to insert often-used fields” on page 7 for instructions.

Hidden text

You might use hidden text for words or short phrases that describe features of Great Product Pro that are not found in the Lite version. You can reuse the same field in several places in the document—for example, by copying and pasting it. To create a hidden text field:

- 1) On the *Functions* tab of the Fields dialog, select **Hidden text** in the *Type* list (Figure 13).

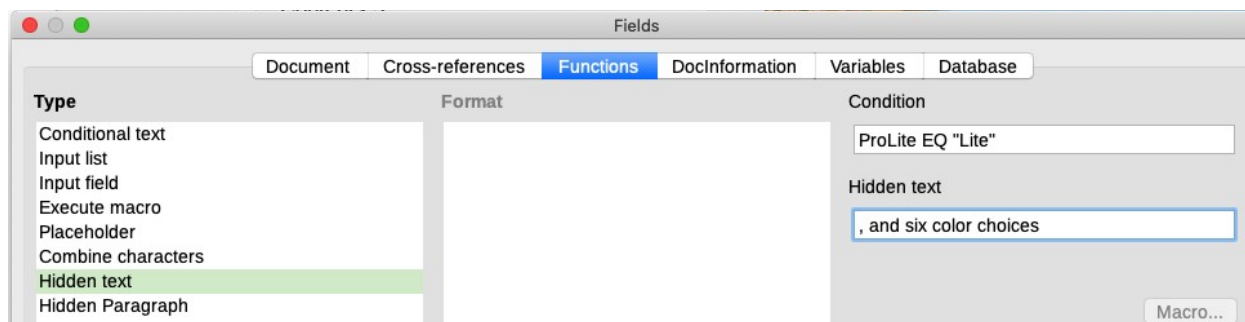


Figure 13: Creating a condition for hidden text

- 2) Type ProLite EQ "Lite" in the Condition box and type the required text in the *Hidden text* box. Remember, this is the text that is hidden if the condition is true.
- 3) Click **Insert** to create and insert the field.

To show all hidden text so you can edit it, do one of the following:

- On the **Tools > Options > LibreOffice Writer > View** page, select the **Display fields: Hidden text** option.
- Double-click in front of the variable that you used to define the condition for hiding the text, and enter a different value for the variable.

Hidden paragraphs

A conditional paragraph is hidden if the condition is true. To hide a paragraph:

- 1) Click in the paragraph to be hidden.
- 2) On the *Functions* tab (Figure 14) of the Fields dialog, select **Hidden Paragraph** in the *Type* list.
- 3) For this example, type ProLite EQ "Lite" in the *Condition* box.

4) Click **Insert** to create and insert the field.

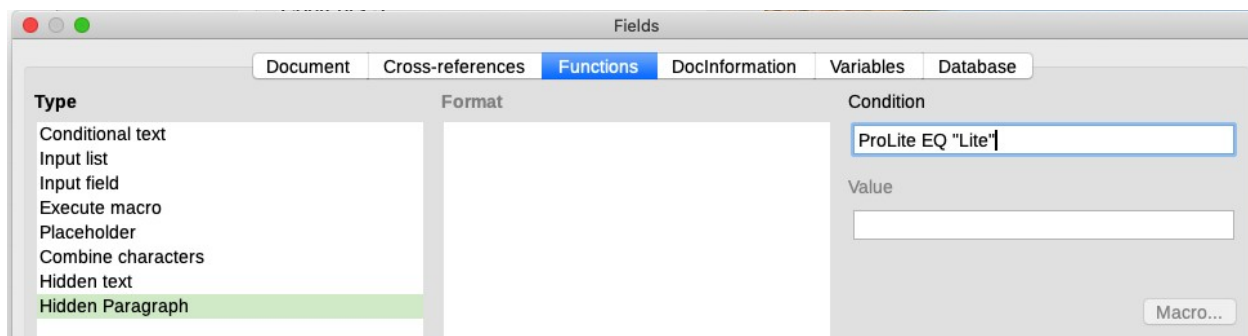


Figure 14: Creating a condition for a hidden paragraph

To show all hidden paragraphs so you can edit them, do one of the following:

- Choose **View > Field Hidden Paragraphs** on the Menu bar.
- On the **Tools > Options > LibreOffice Writer > View** page, select the **Display Fields: Hidden paragraphs** option.
- Double-click in front of the variable that you used to define the condition for hiding the paragraph, and enter a different value for the variable.

Hidden sections

A conditional section is hidden if the condition is true. To create a conditional section:

- 1) Select the text that you want to be included in the conditional section. (You can edit this text later, just as you can edit any other text.)
- 2) Choose **Insert > Section**. On the Insert Section dialog (Figure 15), go to the *Section* tab, then select **Hide** and enter the condition in the **With Condition** box. You can also give the section a name; this is strongly recommended, so you can find it again easily if you have several sections in your document.
- 3) Click **Insert** to insert the section into your document.

To show a hidden section so you can edit it:

- 1) Choose **Format > Sections**.
- 2) On the Edit Sections dialog (similar to the Insert Section dialog), select the section from the list.
- 3) Deselect **Hide** and click **OK**. You can now edit the contents of the section. Afterwards, you can choose **Format > Sections** and select **Hide** to hide the section again.

To make the hidden section a normal part of the document (that is, to remove the section markers, but not the contents of the section):

- 1) Show the hidden section, as described above.
- 2) On the Edit Sections dialog, select the section from the list.
- 3) Click **Remove**. The contents of the section are now a normal part of the document.

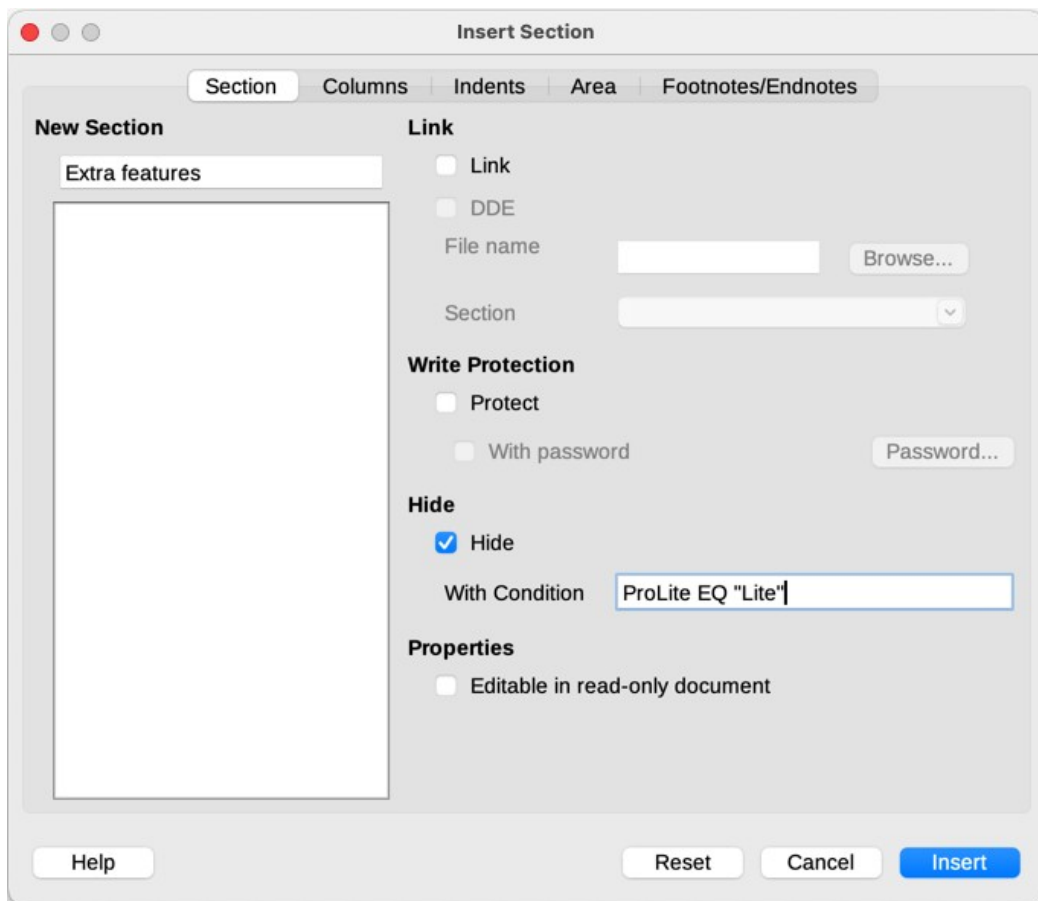


Figure 15: Creating a section to be hidden when a specified condition is met

Change the value of the variable

To change the value of the variable between *Lite* and *Pro*:

- 1) Find the variable field you created in “Choose or define a variable” on page 15.
- 2) Click once just in front of this field, then right-click and click Fields in the context menu.
- 3) On the Edit Fields dialog (Figure 16), change the value of the variable to *Pro*.
- 4) If you have set fields to update automatically, all of the conditional and hidden text that uses this variable as a condition will change.

Note

Conditional text and hidden text can only be edited in the Edit Fields dialog.

Tip

To turn on automatic updating of fields, choose **Tools > Options > LibreOffice Writer > General**, and select **Fields** under **Automatically Update**.

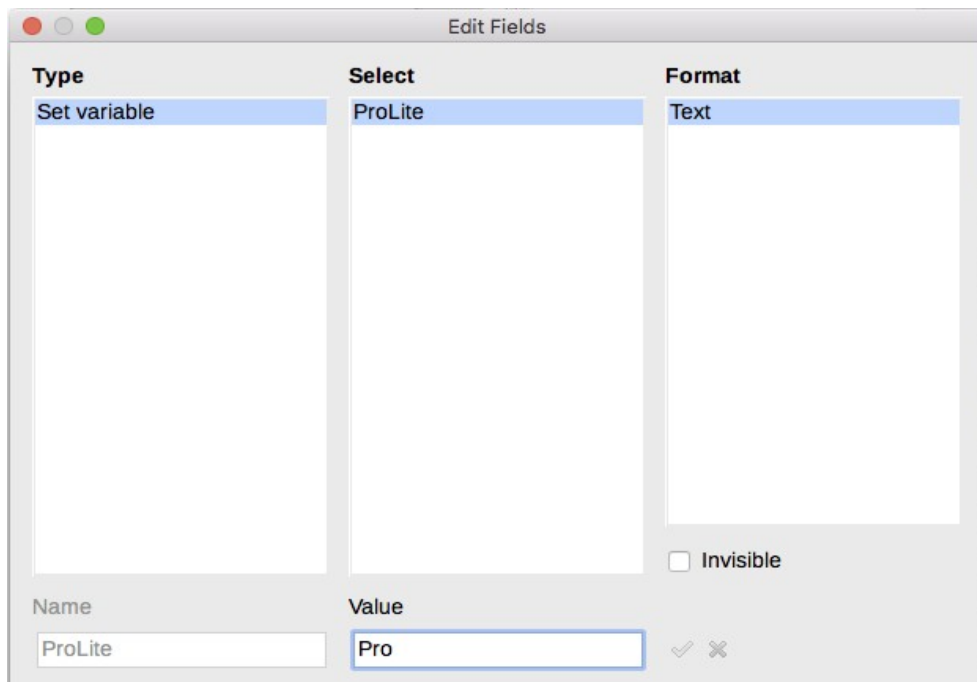


Figure 16: Changing the value of the variable

Using placeholder fields

A placeholder field prompts you to enter something (text, a table, a frame, an image, or an object).

To insert a placeholder field into a document:

- 1) On the *Functions* tab of the Fields dialog, select **Placeholder** in the *Type* column and select what the placeholder is for in the *Format* column.
- 2) In the *Placeholder* box, type the text that you want to appear in the placeholder field.
- 3) In the *Reference* box, type the text that you want to display as a help tip when you rest the mouse pointer over the field.

Figure 17 shows the results of inserting a placeholder field for an image.

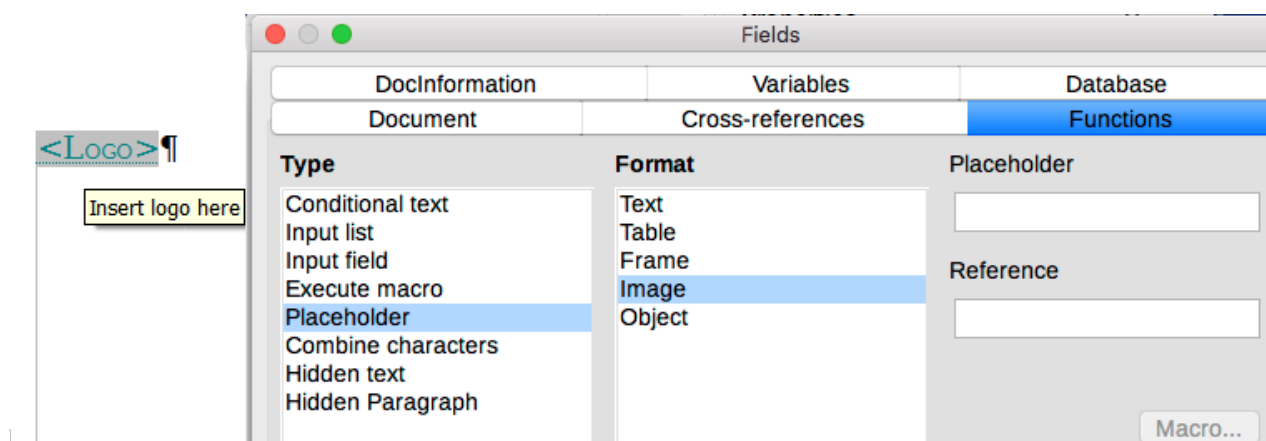


Figure 17: Inserting a placeholder field

Because the `<Logo>` field is an Image placeholder, when you click the field in the document, the Insert Image dialog opens, prompting you to select an image. When you select an image and click **Open**, the image replaces the field in the document.

Similarly, clicking on a Table placeholder field opens the Insert Table dialog, clicking on a Frame placeholder field opens the Frame dialog, and clicking on an Object placeholder field opens the Insert OLE Object dialog. The Text placeholder field is different: you simply click it and type some text in the *Placeholder* box, which replaces the field.

Using other fields

Other uses of fields, including database fields, are described in various chapters of this book.

LibreOffice provides many other fields that you may find useful, but they are too specialized to cover in this book. Please refer to the Help system for details, instructions, and examples.

Classifying document contents

Document classification and security are important for businesses and governments. Where sensitive information is exchanged between users and organizations, the parties agree how such information will be identified and handled. LibreOffice provides standardized means for sensitive information to be identified and protected, using a set of standard fields that can be used to hold sensitive information.

LibreOffice implemented the open standards produced by TSCP (Transglobal Secure Collaboration Participation, Inc.). It contains three BAF (Business Authentication Framework) categories: Intellectual Property, National Security and Export Control. Each category has four BAILS (Business Authorization Identification and Labeling Scheme) levels: Non-Business, General Business, Confidential, and Internal Only.

To enable document classification, open the TSCP bar (**View > Toolbars > TSCP Classification**). This toolbar contains list boxes to help in selecting the security of the document. LibreOffice then adds custom fields in the document properties (**File > Properties, Custom Properties** tab) to store the classification policy as document metadata.

To prevent a breach in security policy, contents with a higher classification level cannot be pasted into documents with a lower classification level.