



**LibreOffice**  
Community



## Writer Guide 7.3

# *Chapter 2, Working with Text: Basics*

## Copyright

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## Publication date and software version

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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>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	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

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This chapter covers the basics of working with text in Writer. 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 display formatting aids, such as end-of-paragraph marks, tabs, breaks, and other items in **Tools > Options > LibreOffice Writer > Formatting Aids**. You can hide or display these markers by going to **View > Formatting Marks**. See Chapter 20, *Setting up Writer*, for more information.

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.
- Check spelling and grammar, use the thesaurus, and choose hyphenation options.
- Use the AutoCorrect, Word Completion, AutoText, and case-changing features.

See also Chapter 3, *Working with Text: Advanced*, and Chapter 4, *Formatting Text*.

## Selecting text

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Selecting text in Writer is similar to selecting text in other applications. You can swipe the mouse cursor over text or use multiple clicks to select a word (double-click), sentence (triple-click), or paragraph (quadruple-click).

You can also click in the text, press *F8* to enter *Extending selection* mode, and then use the arrow keys on your keyboard to select a contiguous block of text. Press *F8* again after you have finished selecting the block of text.

In addition, you can select non-contiguous items and vertical blocks of text.

One way to change the selection mode is to use the icon on the Status bar (see Figure 1). When you right-click the icon, a context menu displays the available options: Standard selection, Extending selection (*F8*), Adding selection (*Shift+F8*), and Block selection (*Ctrl+Shift+F8*). Left-clicking cycles through these selections.

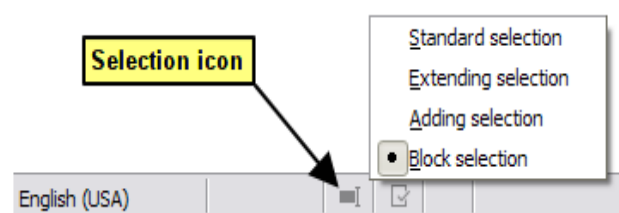


Figure 1: Changing the selection mode using the status bar

## Selecting items that are not consecutive

To select non-consecutive items (Figure 2) using the mouse in *Standard selection* mode:

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

To select non-consecutive items using the keyboard in *Adding selection* mode:

- 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 LibreOffice Help (F1).
- 2) Press *Shift+F8* to enable *Adding selection* mode.
- 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.

Now you can work with the selected text (copy it, delete it, change the style, and so on). After finishing your work with the selected text, press *Esc* to exit *Adding selection* mode.

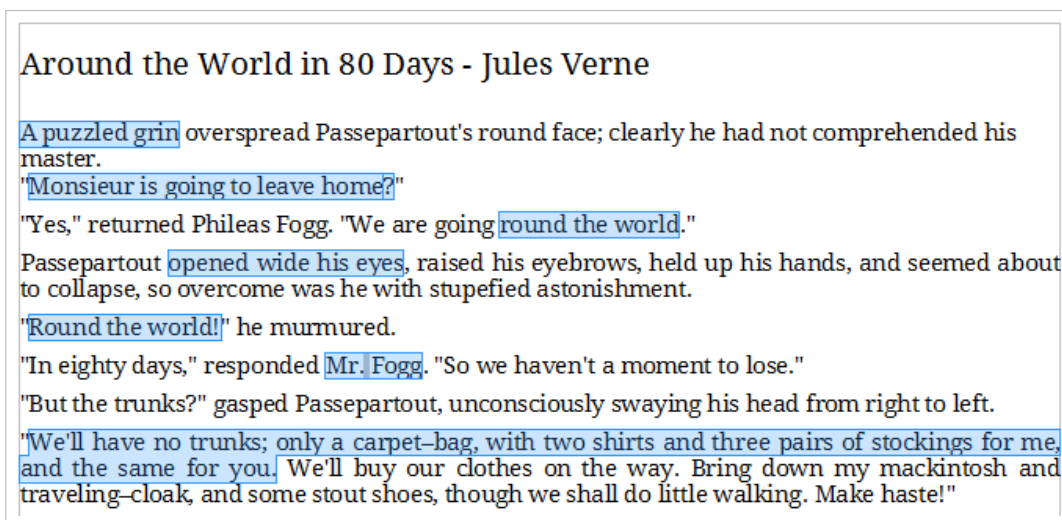


Figure 2: Selecting non-consecutive pieces of text

## Selecting a vertical block of text

You can select a vertical block of text that spans through multiple rows using Writer's *Block selection* mode. Use **Edit > Selection Mode > Block Area**, or press *Ctrl+F8*, or click the **Selection** icon in the status bar and select **Block selection** in the list. Now you can highlight the selection, using mouse or keyboard, as shown in Figure 3.

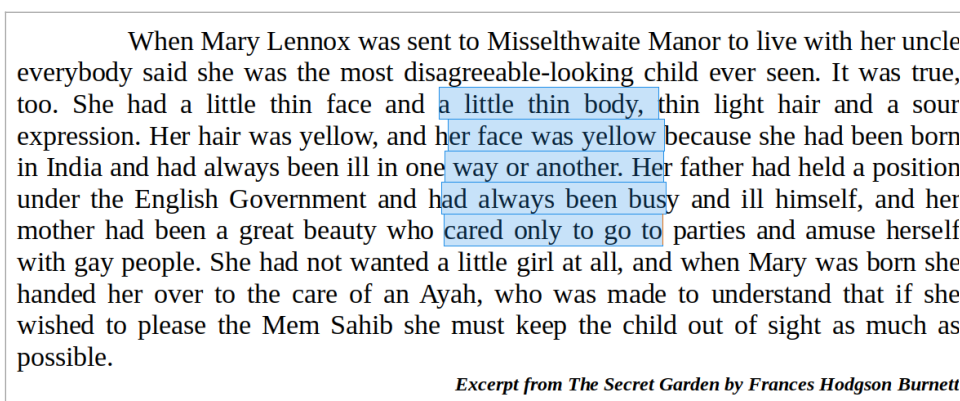


Figure 3: Selecting a block of text

## Cutting, copying, and pasting text

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Cutting and copying text in Writer is similar to cutting and copying text in other applications. You can copy or move text within a document, or between documents, by dragging or by using menu selections, icons, or keyboard shortcuts. You can also copy text from other sources such as Web pages and paste it into a Writer document.

- To move (drag and drop) selected text using the mouse, drag it to the new location and release it; the cursor changes shape while dragging.
- To copy selected text, hold down the *Ctrl* key while dragging. The text retains the formatting it had before dragging.
- To move (cut and paste) selected text, use *Ctrl+X* to cut the text, insert the cursor at the paste-in point and use *Ctrl+V* to paste. Alternatively, use the **Copy / Paste** buttons on the Standard toolbar or the options under **Edit** on the Menu bar.

When you paste text, the result depends on the source of the text and how you paste it. If you click the **Paste** button, then the pasted text keeps its original formatting (such as bold or italics). Text pasted from websites and other sources may be placed automatically into frames or tables as part of the format when you paste. If you do not like the results, click the **Undo** button or press *Ctrl+Z*.

To make the pasted text inherit the paragraph style at the insertion point:

- Choose **Edit > Paste Special**, or
- Click the arrow on the combination **Paste** button, or
- Double-click the **Paste** button without releasing the left mouse button, or
- Press *Ctrl+Shift+V*

Then select **Unformatted text** or **Paste Unformatted text** in the resulting menu.

You can also press *Ctrl+Alt+Shift+V*, which pastes unformatted text directly.

The range of choices on the Paste Special menu varies depending on the origin and formatting of the text (or other object) to be pasted. Figure 4 shows an example with text on the clipboard.

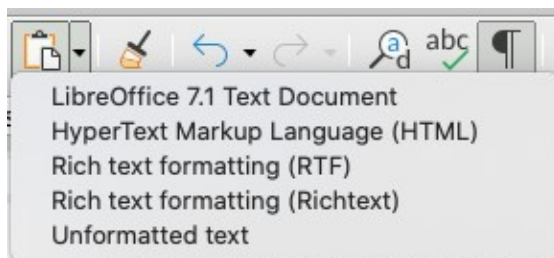


Figure 4: Paste Special menu

## Finding and replacing text

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Writer has two ways to find text within a document: the Find toolbar for fast searching and the Find and Replace dialog. In the dialog, you can:

- Find and replace words and phrases.
- Use wildcards and regular expressions to fine-tune a search (see Chapter 3).
- Find and replace specific attributes or formatting (see Chapter 3).
- Find and replace paragraph styles (see Chapter 3).

## Using the Find toolbar

By default, the Find toolbar is docked at the bottom of the LibreOffice window, just above the Status Bar (Figure 5), but you can float it or dock it in another location. For more information on floating and docking toolbars, see Chapter 1, *Introducing Writer*. If the Find toolbar is not visible, you can display it by choosing **View > Toolbars > Find** or **Edit > Find** on the Menu bar or by pressing *Ctrl+F*.

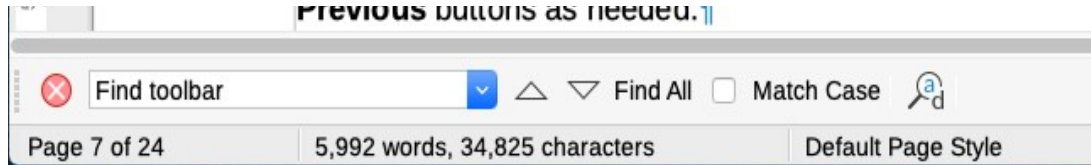


Figure 5: Docked position of Find toolbar

To use the Find toolbar, click in the box and type your search text, then press *Enter* to find the next occurrence of that term. Click the **Find Next** or **Find Previous** (arrow) buttons as needed.

Click the **Find All** button to select all instances of the search term within the document. Select **Match Case** to find only the instances that exactly match the use of upper and lower case letters in the search term. To open the Find and Replace dialog, click the icon next to **Match Case**.

To close the Find toolbar, click the **X** button on the left, or press *Esc* on the keyboard when the cursor is in the search box.

## Using the Find and Replace dialog

To display the Find and Replace dialog (Figure 6), use any of the following methods:

- Use the keyboard shortcut *Ctrl+H*.
- Choose **Edit > Find and Replace** on the Menu bar.
- Click the **Find and Replace** button on the Find toolbar.

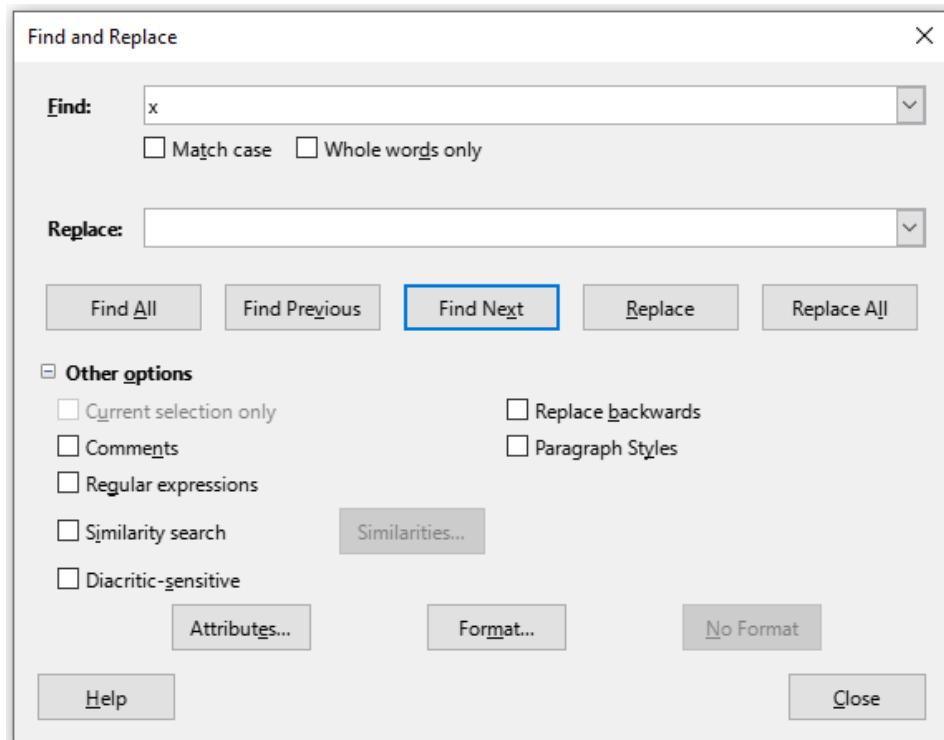


Figure 6: Expanded Find & Replace dialog

When the dialog is open, click **Other options** to expand it.

To use the Find and Replace dialog:

- 1) Type the text you want to find in the **Find** box.
- 2) To replace the text with different text, type the new text in the **Replace** box.
- 3) You can select various options, such as matching the case or matching whole words only.

The other options include searching only in selected text, searching from the current cursor position backwards toward the beginning of the document, searching for similar words, searching in comments, and using regular expressions (wildcards). The use of other options is described in Chapter 3, Working with Text: Advanced.

Additional options are shown when CTL or Asian languages have been selected in **Tools > Options > Language Settings > Languages**.

- 4) When you have set up the search, click **Find Next**. As the document view moves to each found instance, you can replace the text by clicking **Replace** or skip that instance by clicking **Find Next** again.

### Tip

If you click **Find All**, Writer selects all instances of the search text in the document. Similarly, if you click **Replace All**, Writer replaces all matches, without stopping for you to accept each instance.

### Caution

Use **Replace All** with caution; otherwise, you may end up with mistakes that you won't be able to undo later if you save and close the file. (*Ctrl+Z* works only before the file is saved.) A mistake with **Replace All** might require a manual, word-by-word, search to fix.

## Inserting special characters

A special character is one not found on a basic English keyboard. For example, © ¼ æ ç Ł ñ ö ø ¢ are all special characters.

To insert one or more special characters, place the cursor in the position where you want the characters to appear. Then do one of the following:

- Click the **Special Character** icon on the Standard toolbar to open a list of favorite and recently used characters and click on one to insert it (Figure 7). You can also open the Special Characters dialog (Figure 8) by clicking the **More Characters** button in this list.

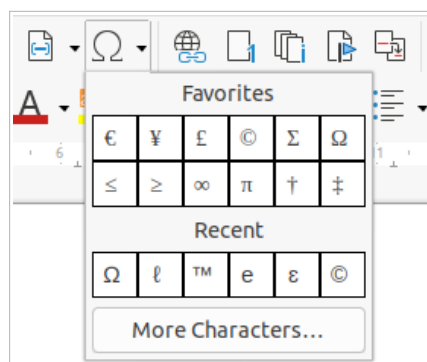


Figure 7: Insert Special Characters icon on the standard toolbar



- Click **Insert > Special Character** to open the Special Characters dialog (Figure 8). Double-click the characters (from any font or mixture of fonts) you wish to insert, in order; they appear in the document as you select them. The selected characters are also added to the Recent Characters list on the lower left of the dialog.

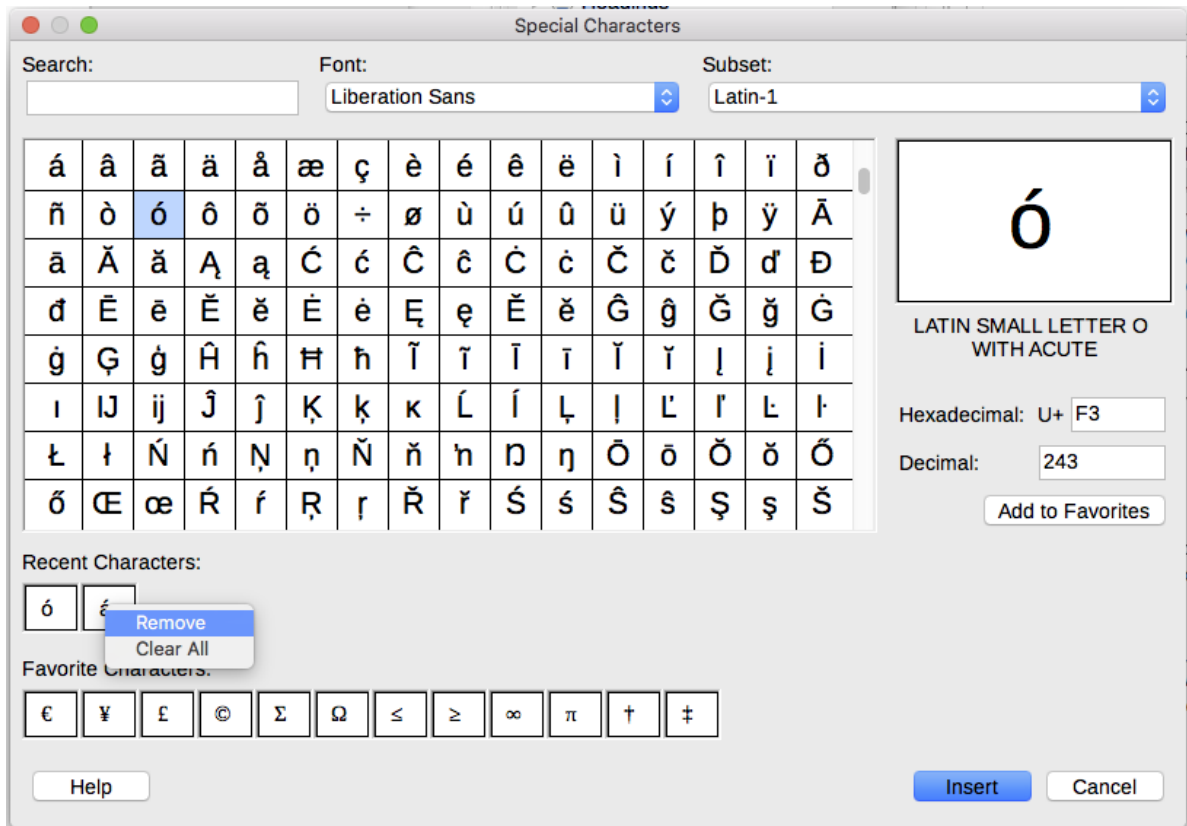


Figure 8: The Special Characters dialog

## Tips

To view details of a character, single-click it; details are shown on the right, along with its numerical code.

To insert a character and leave the dialog open, double-click the character. To insert a character and close the dialog, click it and then click the **Insert** button.

Different fonts include different special characters. If you do not find a particular special character you want, try changing the *Font* selection.

## Inserting non-breaking spaces, hyphens, and more

You can insert a variety of formatting marks while typing or later. Most of these marks can be inserted using a keyboard shortcut; all are available in **Insert > Formatting Mark** on the Menu bar (Figure 9).

### Non-breaking space

To prevent two words from being separated at the end of a line, press *Ctrl+Shift* when you type the space between the two words.

### Non-breaking hyphen

You can use a non-breaking hyphen (also called a hard hyphen) in cases where you do not want the hyphen to appear at the end of a line, for example in the following text “123-4567”. To insert a non-breaking hyphen, press *Shift+Ctrl+hyphen*.

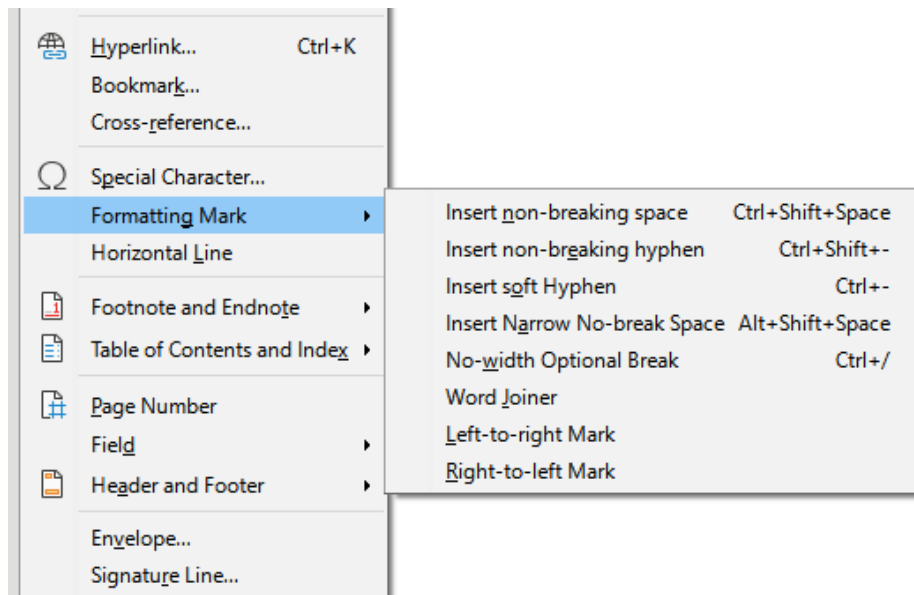


Figure 9: Insert > Formatting Mark submenu

### Soft Hyphen

Soft hyphens (also called custom, discretionary, or optional hyphens) specify where words should be divided at the end of a line. If the word does not occur at the end of a line, the hyphen does not appear. To insert a soft hyphen, press *Ctrl+hyphen*.

### Narrow No-break Space

If you want a non-breaking space that is not as wide as a normal space, press *Alt+Shift* while you type the space.

### No-width Optional Break

Use *Ctrl+/* to insert an invisible space in a word that will cause a line break if it is the last character in the line. Available when complex text layout (CTL) is enabled.

### Word Joiner

Inserts an invisible space in a word that will keep the word together at the end of a line. In earlier versions of Writer, this mark was called *No-width no break*.

When complex text layout (CTL) is enabled, these additional formatting marks are active:

#### Left-to right Mark

Inserts an invisible mark that affects the text direction of any text following the mark.

#### Right-to-Left Mark

Inserts an invisible mark that affects the text direction of any text following the mark.

## Inserting en and em dashes

To enter *en* and *em* dashes as you type, you can use the *Replace dashes* option on the Options tab under **Tools > AutoCorrect > AutoCorrect Options**. This option replaces one or two hyphens, under certain conditions, with the corresponding dash (Table 1).

- An en-dash is a dash the width of the letter “n” in the font you are using. Type at least one character, a space, a hyphen, another space, and at least one more letter. The hyphen will be replaced by an en-dash.
- An em-dash is a dash the width of the letter “m” in the font you are using. Type at least one character, two hyphens, and at least one more character. The two hyphens will be replaced by an em-dash. Exception: if the characters are numbers, as in a date or time range, the two hyphens are replaced by an en-dash.

In Table 1, the A and B represent text consisting of letters A to Z or digits 0 to 9.

Table 1: Inserting dashes

Text that you type	Result
A - B (A, space, hyphen, space, B)	A – B (A, space, en dash, space, B)
A -- B (A, space, hyphen, hyphen, space, B)	A – B (A, space, en dash, space, B)
A--B (A, hyphen, hyphen, B)	A—B (A, em dash, B)
1--2 (number, hyphen, hyphen, number)	1–2 (number, en dash, number)
A-B (A, hyphen, B)	A-B (unchanged)
A -B (A, space, hyphen, B)	A -B (unchanged)
A --B (A, space, hyphen, hyphen, B)	A –B (A, space, en dash, B)

Another means of inserting en and em dashes is through the **Insert > Special Characters** menu. Select the **U+2013** or **U+2014** character (found in the *General punctuation* subset), respectively.

A third method uses keyboard shortcuts. These shortcuts vary depending on your operating system, as described below.

### Tip

You can also record macros to insert en and em dashes and assign those macros to unused key combinations, for example *Ctrl+Shift+N* and *Ctrl+Shift+M*. For more information about key combinations, see Chapter 20, Customizing Writer.

### macOS

For an en dash, hold down the *Option (Alt)* key and type a hyphen. For an em dash, the combination is *Shift+Option+Hyphen*.

### Windows

On most non-Asian installations of Windows, hold down the left *Alt* key and type on the numeric keypad: 0150 for an en dash or 0151 for an em dash. The dash appears when you release the *Alt* key.

### Tip

On a keyboard with no numeric keypad, use a *Fn (Function)* key combination to type the numbers. (The *Fn* key is usually next to the right of the left-hand *Ctrl* key on the keyboard.) For example, on a US keyboard layout, the combination for an en dash should be *Alt+Fn+mjim* and for an em dash it should be *Alt+Fn+mjij*.

### Linux

Hold down the *Compose* key and type two hyphens and a period for an en dash, or three hyphens for an em dash. The dash appears when you release the *Compose* key.

### Tip

The key that operates as a *Compose* key varies with the Linux distribution. It is usually one of the *Alt* or *Win* keys, but may be another key, and should be user-selectable.

## Checking spelling and grammar

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By default, four dictionaries are installed for each language, if they are available for that language: a spelling checker, a grammar checker, a hyphenation dictionary, and a thesaurus. The spelling checker determines if each word in the document is in the installed dictionary. The grammar checker works in combination with the spelling checker. You can enable or disable the grammar checker in the Spelling dialog.

You can choose to check spelling and grammar automatically as you type, or at any other time, or both.

### Spelling

To enable automatic checking of spelling, go to **Tools** on the Menu bar and select **Automatic Spell Checking**, or click the **Automatic Spell Checking** icon (which may not be displayed by default) on the Standard Toolbar, or go to **Tools > Options > Language Settings > Writing Aids** and select **Check spelling as you type** in the *Options* list.

**Automatic Spell Checking** checks each word as it is typed and displays a wavy red line under any unrecognized words. Right-click an unrecognized word to open a context menu (Figure 10). You can click one of the suggested words to replace the underlined word with the one selected. If the list does not contain the word you want, click **Spelling** to open a dialog. When the word is corrected, the line disappears. If the word is correct but not in the dictionary, you can choose **Add to dictionary** to add it.

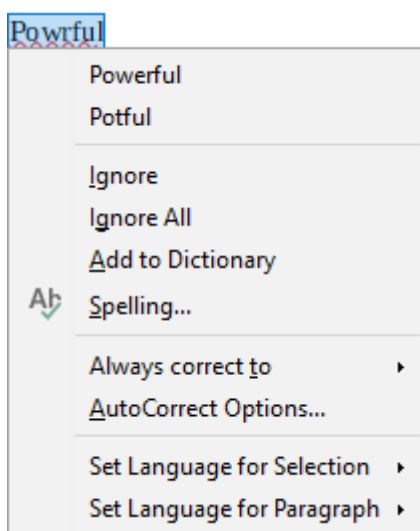


Figure 10: Spelling context menu

If the document has change tracking enabled, then the context menu contains extra options relating to changes in the text.

The choices in the second and third sections of the menu are:

#### Ignore

This one instance of the underlined word will be ignored while the document is open. Other instances, if they exist, will still be underlined. This setting is not stored with the document.

#### Ignore All

All instances of the word in the document will be ignored, and the word will be added to the **IgnoreAllList** user-defined dictionary.

#### Add to Dictionary

The word is added by default to the Standard dictionary.

## Spelling

This choice opens the Spelling dialog, which is explained in the next section.

### Always correct to

Selecting this opens the submenu, which repeats the suggestions for the word from the top section listing. Selecting a replacement word here stores the word pair in the replacement table under **Tools > AutoCorrect > AutoCorrect Options > Replace**. The underlined word is replaced with the selected word.

### AutoCorrect Options

Opens the AutoCorrect Options dialog (see page 20), where you can add your own corrections or change those supplied with LibreOffice.

In the fourth section of the context menu, you can set language settings for the text. These settings can be applied to the selection or to the paragraph containing the selection.

## Spelling and grammar

To perform a combined spelling and grammar check on the document (or a text selection), select **Tools > Spelling** or click the **Spelling** button on the Standard toolbar, or press *F7*. In order to use this feature, the appropriate dictionaries must be installed.

The Spelling tool checks either the document from the cursor point onwards, or the text selection. It opens the Spelling dialog (Figure 11) if any unrecognized words are found or if any of the built-in grammar rules are broken. You can choose to restart from the beginning of the document when the check reaches the end of the document.

If you have selected the **Check grammar** option in the lower left of the dialog, any grammar errors detected will also be shown. See Figure 13 for an example.

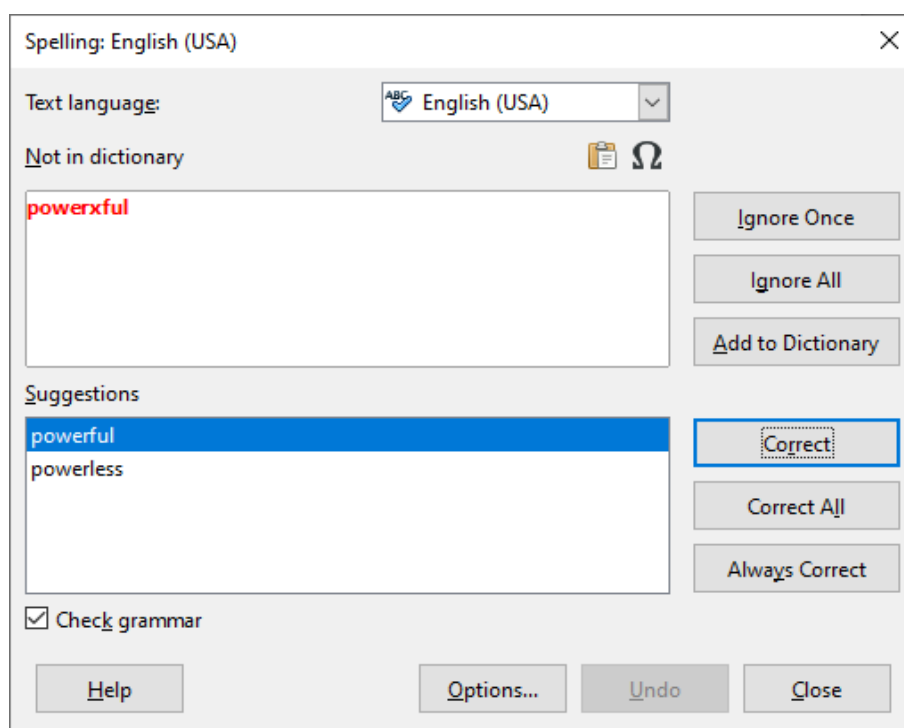


Figure 11: Spelling alert using the Spelling dialog

### Text language

The language to be used for checking spelling can be selected from this drop-down list.

## Not in dictionary

The sentence containing the error is displayed in the pane. If an unrecognized word is found, it is highlighted. If the error is grammatical, it is indicated in a pale colored bar below the Text language setting (Figure 13). The sentence or the word can be edited in the pane.

## Suggestions

The box contains suggested replacements for the highlighted word. Select a word and then select **Correct** or **Correct All** to replace it.

For grammatical errors there is a single choice. Select **Change** to accept the suggestion.

## Ignore Once, Ignore All, Add to Dictionary

Clicking one of these buttons has the same effect as the item in the context menu described above.

## Ignore Rule

When checking grammar, you can choose to ignore the suggested change.

## Correct

Replaces the unknown word with the suggested word. If the sentence was edited, the whole sentence is changed.

For grammar, the suggested replacement is used to correct the text.

## Correct All

This replaces all instances of the word with the selected replacement word. Not available for grammar checking.

## Always Correct

This behaves in a similar fashion to **AutoCorrect**.

## Undo

This button is enabled when a change has been made to the sentence, so you can reverse the change. The button is not available if you use a **Correct** button to replace a word.

## Options

Click this button to open the Options dialog where you can select user-defined dictionaries and set the spell checking rules.

## Grammar

By default, **Check grammar as you type** is enabled in **Tools > Options > Language Settings > Writing Aids > Options**. Automatic Spell Checking must be enabled for this to work. You can also check grammar at any time using the Spelling tool, and you can disable grammar checking as you type.

When grammar checking as you type is enabled, any errors detected are shown underlined by a wavy blue line. Right-clicking on this line opens a context menu (Figure 12).

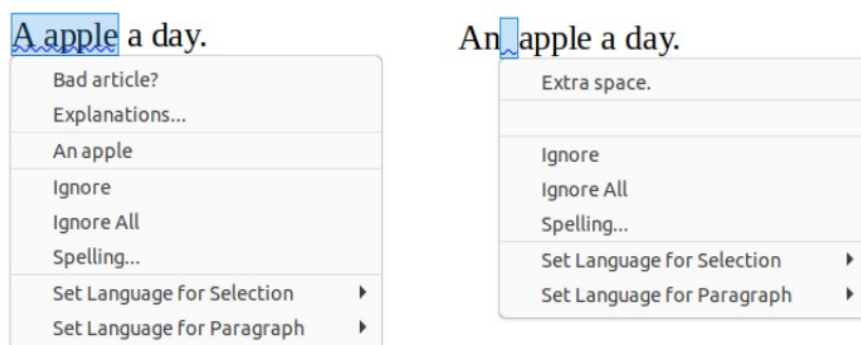


Figure 12: Context menu for grammar errors

- The first entry in the menu describes the suspected broken grammatical rule.
- The second menu item in the left example is **Explanations**, which opens your browser to a web page offering more information about the error. This entry is not always present in the context menu, as seen in the second example in Figure 12.
- In the second section of the menu is the suggested correction. Clicking this changes the text to the suggestion. The example to the right appears blank, but clicking here removes the extra space causing the error.
- In the third section of the menu you can choose to ignore the indicated error, or to open the Spelling dialog, shown in Figure 13.
- In the final section of the menu, you can set the language for the selection or the paragraph.

In the example shown in Figure 13, hovering the mouse pointer over **More...** on the upper right-hand side displays the URL for more information on the error indicated. Clicking on **More...** opens your default browser to that URL.

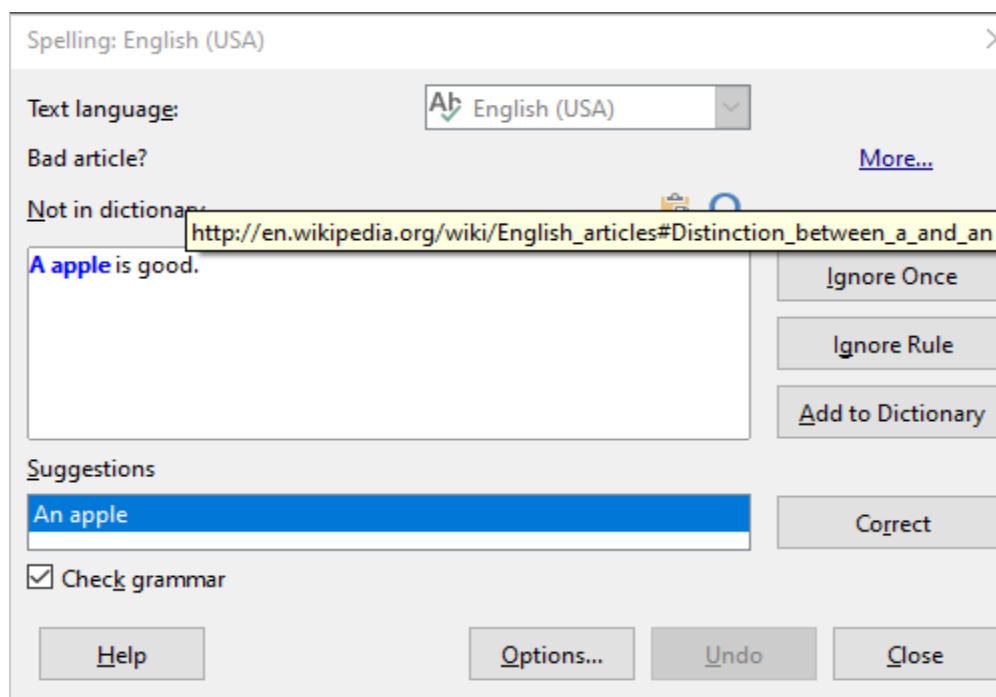


Figure 13: Spelling dialog showing the URL for expanded explanation

### English sentence checking

Additional grammar checking rules can be selected through **Tools > Options > Language Settings > English sentence checking**. You can also go to **Tools > Extension Manager**, select **English spelling dictionaries**, and then click the **Options** button.

On the **English Sentence Checking** page (Figure 14), choose which items are checked for, reported to you, or converted automatically. After selecting the additional grammar checks, you must restart LibreOffice, or reload the document, for them to take effect.

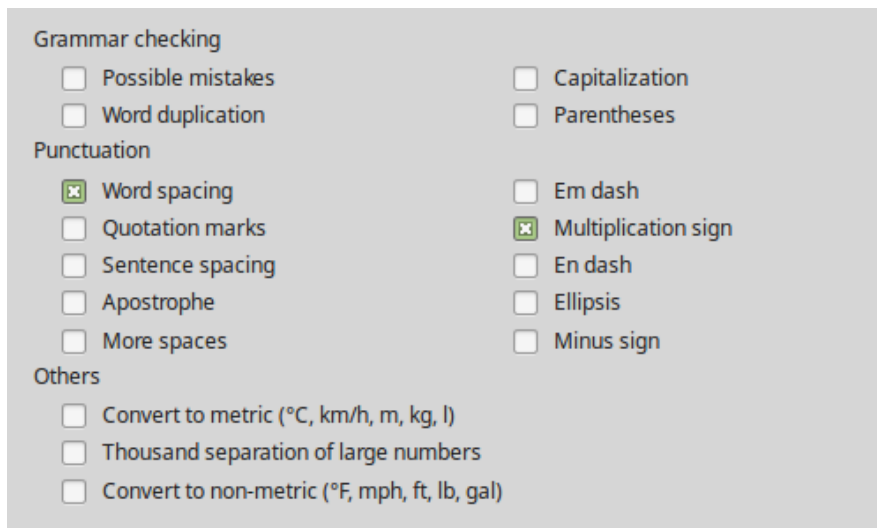


Figure 14: Additional grammar checking options

## Grammar checking

### Possible mistakes

Checks for errors such as *with it's*, *he don't*, *this things* and so on.

### Capitalization

Checks for the capitalization of sentences.

### Word duplication

Checks for all word duplication, rather than just the default words 'and', 'or', 'for' and 'the'.

### Parentheses

Checks for correct pairing of parentheses and quotation marks.

## Punctuation

### Word spacing

This option is selected by default. It checks for single spaces between words, indicating instances of double or triple spaces. To find and correct longer groups of spaces, you need to run the checker more than once.

### Quotation marks

This checks that double quotation marks are typographically correct, that is, beginning [“] and ending [”] quotation marks curve in the correct directions.

### Sentence spacing

Checks for a single space between sentences, indicating when one or two extra spaces are found.

### Apostrophe

Replaces an apostrophe with the correct (curved) typographical character.

### More spaces

Checks word and sentence spacing for more than two extra spaces.

### Em dash; En dash

These options force a non-spaced *em* dash to replace a spaced *en* dash, or force a spaced *en* dash to replace a non-spaced *em* dash, respectively. This feature provides for different punctuation conventions.

### Multiplication sign

This option is selected by default. It replaces an 'x' used as a multiplication symbol with the correct typographical symbol.



## Ellipsis

Replaces three consecutive periods (full stops) with the correct typographical symbol.

## Minus sign

Replaces a hyphen with the correct minus typographical character.

## Others

### Convert to metric; Convert to non-metric

Converts quantities in a given type of unit to quantities in the other type of unit.

### Thousands separation of large numbers

Depending on the locale setting for the document, converts a number with five or more significant digits to either use a comma as a thousands separator or the ISO format, which uses a narrow space as a separator.

## Using synonyms and the thesaurus

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You can access a short list of synonyms from a context menu (Figure 15).

- 1) Right-click a word and point to **Synonyms** on the context menu. A submenu of alternative words and phrases is displayed.
- 2) Click a word or phrase in the submenu to have it replace the highlighted word or phrase in the document.

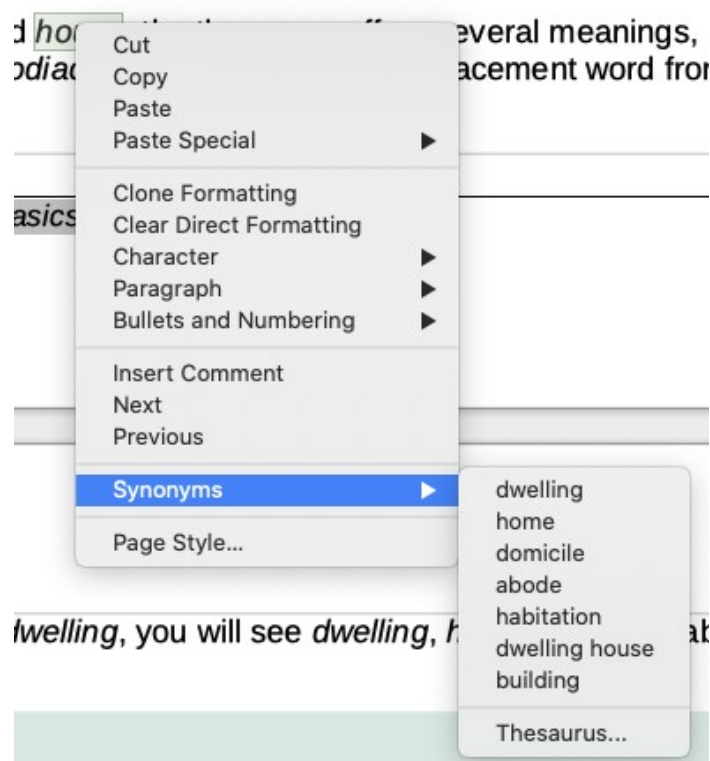


Figure 15: Synonyms on the context menu

The thesaurus gives a more extensive list of alternative words and phrases. To use the thesaurus:

- 1) Right-click on a word, point to **Synonyms** in the context menu, then click **Thesaurus** in the Synonyms submenu. See Figure 15.
- 2) In the Thesaurus dialog (Figure 16), select a word or phrase in the list of meanings.
- 3) Click **Replace** to make the substitution.

For example, when given the word *house*, the thesaurus offers several meanings, including *dwelling*, *legislature*, *sign of the zodiac*, and others. Select a replacement word from the list under the relevant meaning, so for *dwelling*, you will see *dwelling*, *home*, *domicile*, *abode*, and other alternatives.

## ✓ Note

If the current language does not have a thesaurus installed, this feature is disabled.

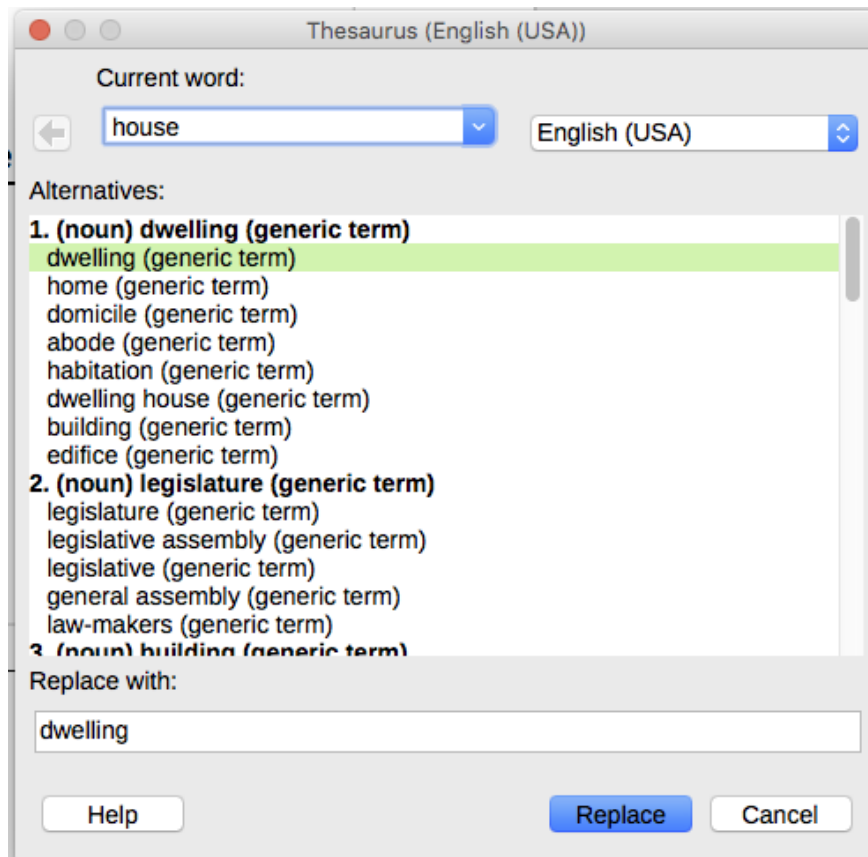


Figure 16: The thesaurus offers alternatives to words

## Hyphenating words

You can hyphenate words at the end of a line in two ways: let Writer do it automatically (using styles and its hyphenation dictionaries), or insert conditional (soft) hyphens manually where needed. Or, you can choose to not hyphenate at all. Each choice has its pros and cons.

### Automatic hyphenation

This option uses styles and over-rides the **Tools > Options** choices described on the next page.

To turn automatic hyphenation of words on or off:

- 1) Click the **Styles** tab on the Sidebar to open the Styles deck. On the *Paragraph Styles* list, right-click **Default Paragraph Style** and select **Modify**.
- 2) On the Paragraph Style dialog (Figure 17), go to the *Text Flow* tab.
- 3) Under *Hyphenation*, select or deselect **Automatically**. When automatic hyphenation is on, you can also set the criteria for when it should occur.
- 4) Click **OK** to save.

## ✓ Note

Turning on hyphenation for the *Default Style* paragraph style affects all other paragraph styles that are based on *Default Style*. You can individually change other styles so that hyphenation is not active; for example, you might not want headings to be hyphenated. Any styles that are not based on *Default Style* are not affected. For more on paragraph styles, see Chapters 8 and 9 in this book.

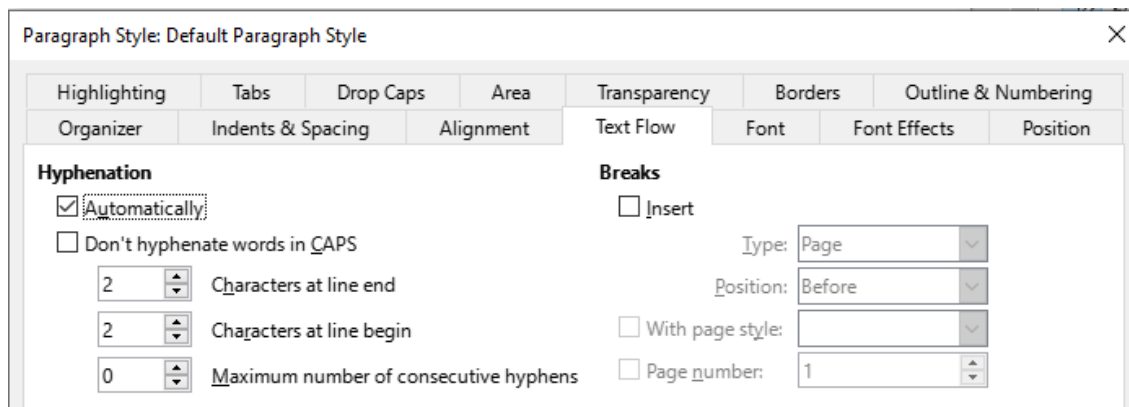


Figure 17: Turning on automatic hyphenation

You can set hyphenation settings in **Tools > Options > Language Settings > Writing Aids**. These choices apply when there is no specific setting in a paragraph style. Hyphenation options set in **Writing Aids** are effective only if hyphenation is turned on through paragraph styles. In *Options*, near the bottom of the dialog, scroll down to find the hyphenation settings.

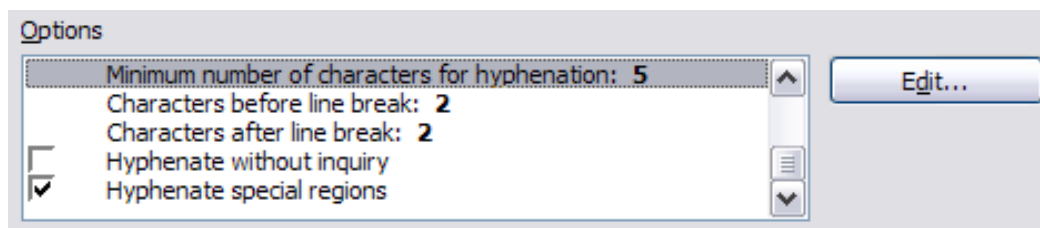


Figure 18: Setting hyphenation options

To change the minimum number of characters for hyphenation, or the minimum number of characters before or after a line break, select the item, and then click the **Edit** button in the *Options* section.

### Hyphenate without inquiry

Specifies that you will never be asked to manually hyphenate words that the hyphenation dictionary does not recognize. If this box is not selected, when a word is not recognized, a dialog will open where you can manually enter hyphens.

### Hyphenate special regions

Specifies that hyphenation will also be carried out in footnotes, headers, and footers.

## Manual hyphenation

To manually hyphenate words, *do not* use a normal hyphen, which will remain visible even if the word is no longer at the end of a line when you add or delete text or change margins or font size. Instead, use a *soft hyphen*, which is visible only when required.

To insert a soft hyphen inside a word, click where you want the hyphen to appear and press **Ctrl+hyphen** (minus sign) or use **Insert > Formatting Mark > Insert soft Hyphen**. The word will be hyphenated at this position when it is at the end of the line, even if automatic hyphenation for this paragraph is switched off.

## Using AutoCorrect

Writer's AutoCorrect function includes a long list of common misspellings and typing errors, which it corrects automatically. It also includes codes for inserting special characters, emojis, and other symbols. You can add your own special characters.

AutoCorrect is turned on by default when Writer is installed. You may wish to disable some of its features, modify others, or turn it off completely. To turn AutoCorrect off, uncheck **Tools > AutoCorrect > While Typing**.

You can add your own corrections or special characters or change those supplied with LibreOffice. Select **Tools > AutoCorrect > AutoCorrect Options** to open the AutoCorrect dialog (Figure 19). On the *Replace* tab, you can define what strings of text are corrected and how.

To stop Writer replacing a specific spelling, go to the *Replace* tab, highlight the word pair, and click **Delete**. To add a new spelling to the list, type it into the *Replace* and *With* boxes on the *Replace* tab, and click **New**.

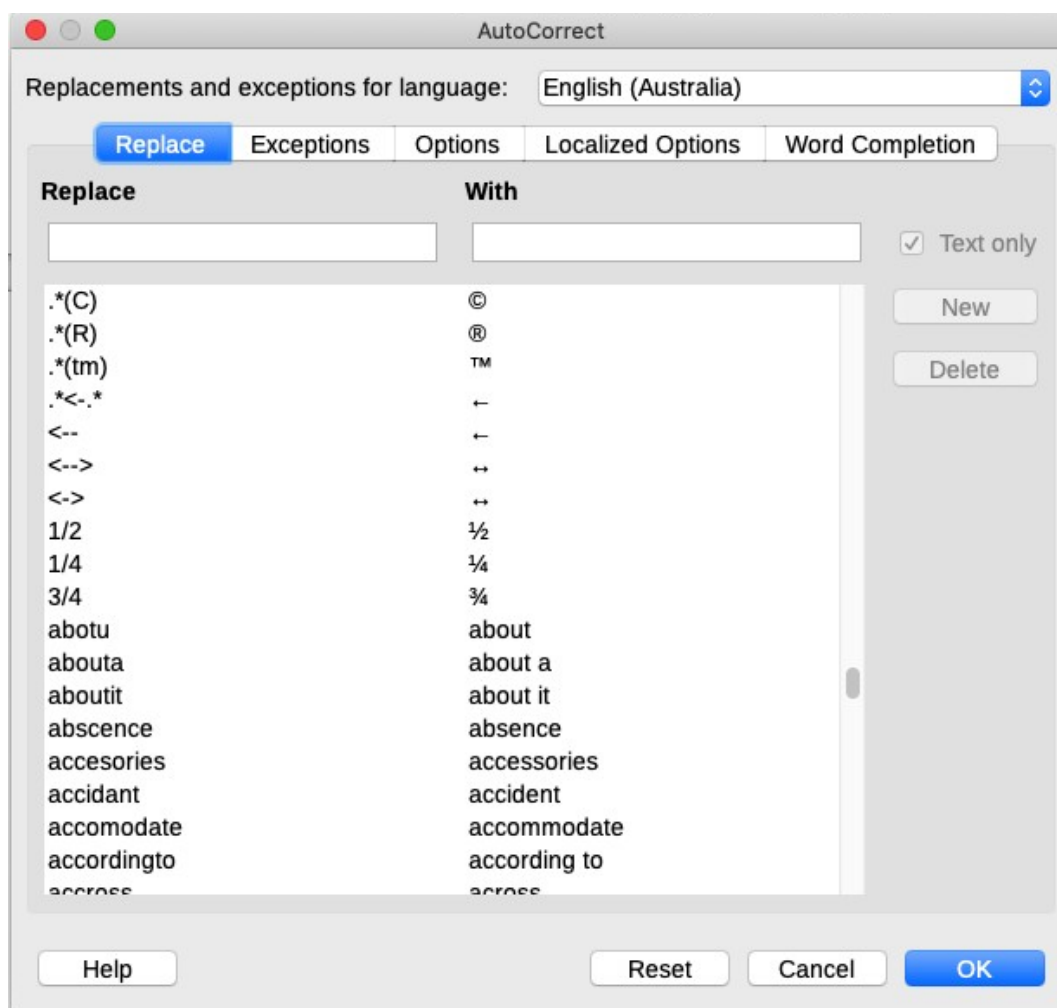


Figure 19: Replace tab of AutoCorrect dialog

### Tip

LibreOffice has an extensive list of special characters accessible with AutoCorrect. For example, type `:smiling:` and AutoCorrect will replace it with ☺. Or, `(c)` will be changed to ©. You also can add your own special characters.

See “AutoFormatting” in Chapter 4, Formatting Text, for discussion of the *Options* and *Localized Options* tabs of the dialog.

## Using Word Completion

If Word Completion is enabled, Writer tries to guess which word you are typing and offers to complete the word for you. To accept the suggestion, press *Enter*. Otherwise, continue typing.

To turn off Word Completion, select **Tools > AutoCorrect > AutoCorrect Options > Word Completion** and deselect **Enable word completion**.

You can customize word completion on the *Word Completion* page of the AutoCorrect dialog (Figure 20):

- Add (append) a space automatically after an accepted word.
- Show the suggested word as a tip (hovering over the word) rather than completing the text as you type.
- Collect words when working on a document, and then either save them for later use in other documents or select the option to remove them from the list when closing the document.
- Change the key that accepts a suggested entry; the options are *right arrow*, *End* key, *Enter (Return)*, *Space bar*, and *Tab*.
- Change the maximum number of words remembered for word completion and the length of the smallest words to be remembered.
- Delete specific entries from the word completion list.

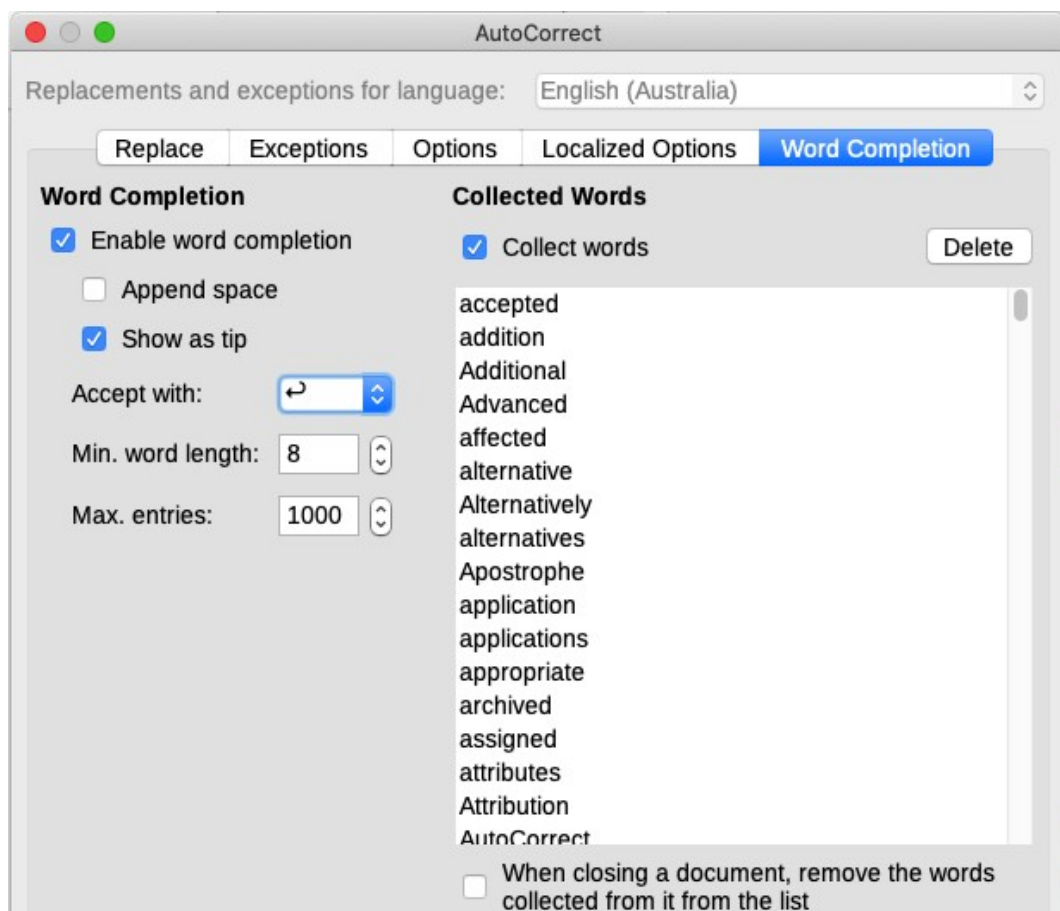


Figure 20: Customizing word completion

## ✓ Note

Automatic word completion occurs only after you type a word for the second time in a document.

## Using AutoText

Use AutoText to store text, tables, fields, graphics, and other items for reuse and assign them to a key combination for easy retrieval. For example, rather than typing “Senior Management” every time you use that phrase, you can set up an AutoText entry to insert those words when you type “sm” and press *F3*.

AutoText is especially powerful when assigned to fields. See Chapter 17, Fields.

## Creating AutoText

To store some text as AutoText:

- 1) Type the text into your document.
- 2) Select the text.
- 3) Go to **Tools > AutoText** (or press *Ctrl+F3*).
- 4) In the AutoText dialog (Figure 21), type a name for the AutoText in the *Name* box. Writer will suggest a one-letter shortcut, which you can change.

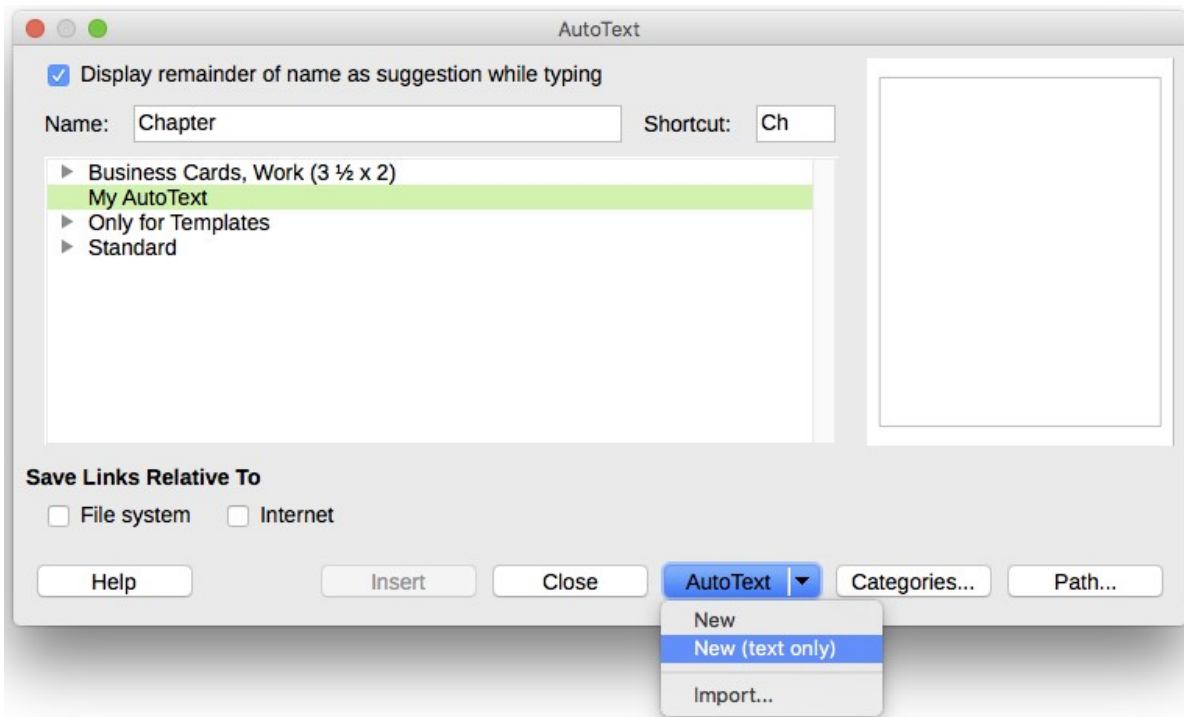


Figure 21: Defining a new AutoText entry

- 5) Choose the category for the AutoText entry, for example *My AutoText*.
- 6) Click the **AutoText** button at the bottom of the dialog and select from the menu either **New** (to have the AutoText retain specific formatting, no matter where it is inserted) or **New (text only)** (to have the AutoText take on the formatting around the insertion point).
- 7) Click **Close** to return to your document.

## Tip

If the only option under the **AutoText** button is **Import**, either you have not entered a name for your AutoText or there is no text selected in the document.

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To save a table as AutoText:

- 1) Create a table and format it the way you want.
- 2) Select the table.
- 3) Go to **Tools > AutoText** (or press *Ctrl+F3*).
- 4) Type a name for the AutoText (or amend the suggested shortcut and choose the category for the AutoText entry).
- 5) Click the **AutoText** button and select **New** (because you want the formatting of the table preserved).
- 6) Click **Close** to return to your document.

## Inserting AutoText

To insert AutoText, type the shortcut and press *F3*.

## Printing a list of AutoText entries

To print a list of AutoText entries:

- 1) Choose **Tools > Macros > Organize Macros > Basic**.
- 2) In the *Macro From* list, find and expand **Gimmicks**.
- 3) Select **AutoText** and then click **Run**. A list of the current AutoText entries is generated in a separate text document. You can then print this document.

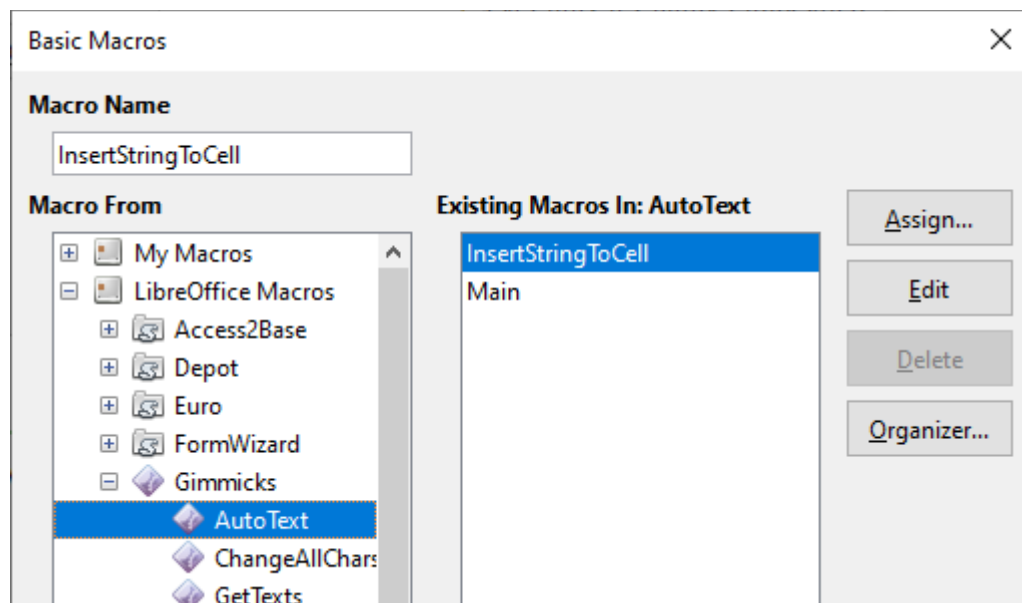


Figure 22: Basic Macros dialog

## Changing the case of selected text

To quickly change the case of text, select it, choose **Format > Text** on the Menu bar, and then choose one of the following:

- **UPPERCASE**, where all letters are capitalized.
- **lowercase**, where no words (except proper nouns) are capitalized.
- **Cycle Case**, which cycles the selected words through uppercase, lowercase, and capitalize every word.
- **Sentence case**, where only the first word is capitalized (together with any proper nouns).
- **Capitalize Every Word**, where every word is capitalized.
- **TOGGLE cASE**, which changes every letter to the opposite case.
- **Small capitals**, which capitalizes all letters in a reduced font size.

Writer does not have an automated way to do Title Case, where all words are capitalized except for certain subsets defined by rules that are not universally standardized. However, you can use *Capitalize Every Word* and then restore those words that you do not want capitalized.

The **Format > Text** menu also includes several manual formatting options, including bold, italic, and superscript. If Asian language support has been enabled, there are also several options that are used with Asian text: half-width, full-width, Hiragana, and Katakana.

You can also change the case of text using the Character dialog or a character style. Choose **Format > Character**, click the *Font Effects* tab (Figure 23), then select the type of capitalization in the Effects – Case: box.

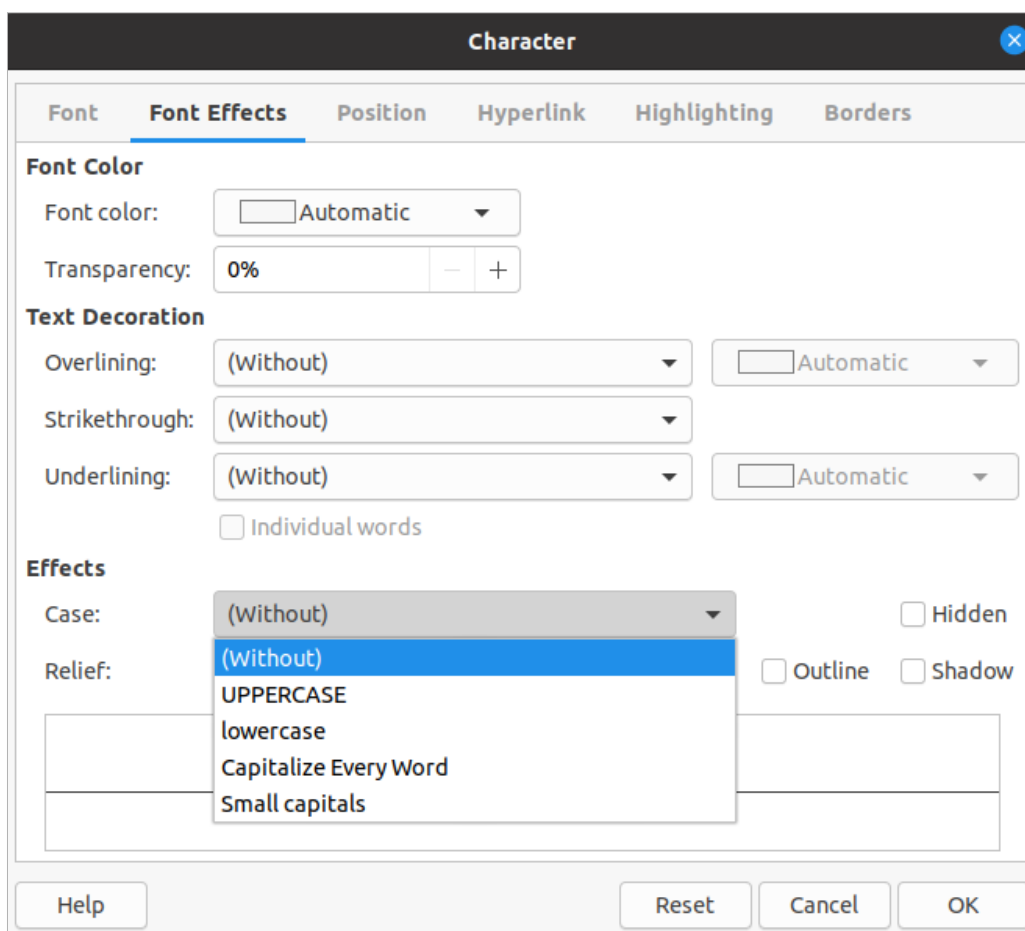


Figure 23: Changing the case using the Character dialog