



Writer 6.4 Guide

Chapter 2

Working with Text: Basics

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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>
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
<i>Right-click</i>	Control+click and/or right-click depending on computer setup	Open a context menu
<i>Ctrl (Control)</i>	⌘ (<i>Command</i>)	Used with other keys
<i>F11</i>	⌘+T	Open the sidebar Styles and Formatting deck

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Introduction

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**. 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 autocorrection, word completion, autotext, and case-changing features.

See Chapter 3 for more tools and techniques for working with text and Chapter 4 for methods of formatting text.

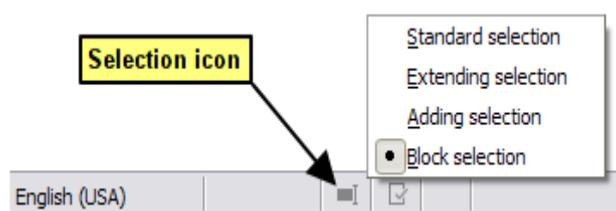
Selecting text

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.

In addition to selecting blocks of text, you can select items that are not consecutive, and columns (vertical blocks) of text.

One way to change selection modes is to use the icon on the Status bar (see Chapter 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.



Selecting items that are not consecutive

To select nonconsecutive items (as shown in Figure 1) 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 nonconsecutive 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*. This puts Writer in “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.

Press *Esc* to exit from this mode.

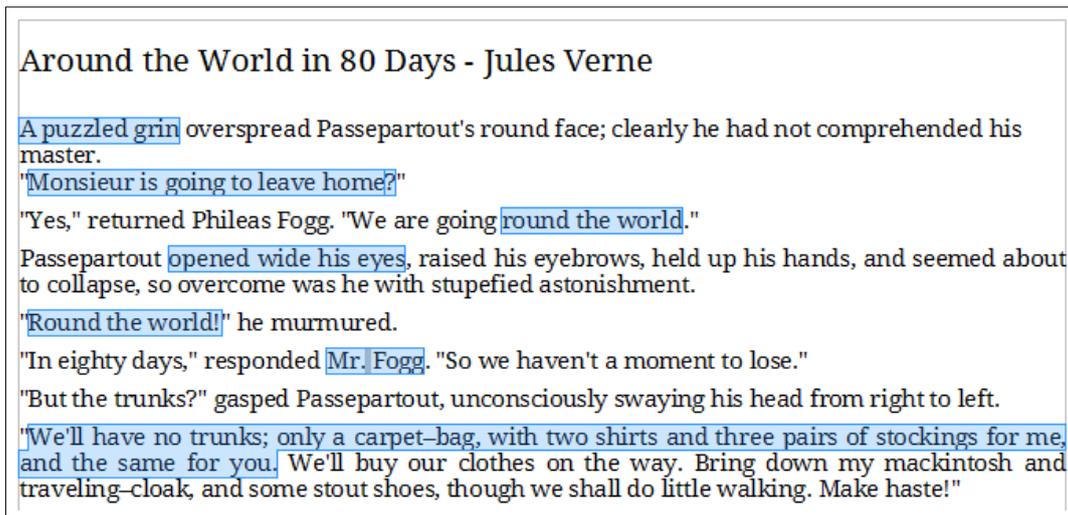


Figure 1: Selecting items that are not next to each other

Selecting a vertical block of text

You can select a vertical block or column of text that is separated by spaces or tabs (as you might see in text pasted from e-mails, program listings, or other sources), using LibreOffice’s block selection mode. To change to 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** from the list.

Now you can highlight the selection, using mouse or keyboard, as shown in Figure 2.



Figure 2: Selecting a vertical block of text

Cutting, copying, and pasting text

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 buttons on the Standard toolbar.

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 Web sites 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
- Click the **Paste** button without releasing the left mouse button.

Then select **Unformatted text** from the resulting menu.

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. See Figure 3 for an example with text on the clipboard.

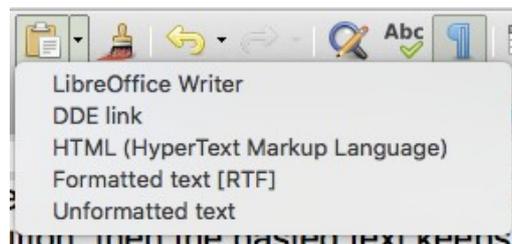


Figure 3: Paste Special menu

Finding and replacing text

Writer has two ways to find text within a document: the Find toolbar for fast searching and the Find & 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 shown docked at the bottom of the LibreOffice window (just above the Status Bar) in Figure 4, 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** on the Menu bar or by pressing *Ctrl+F*.

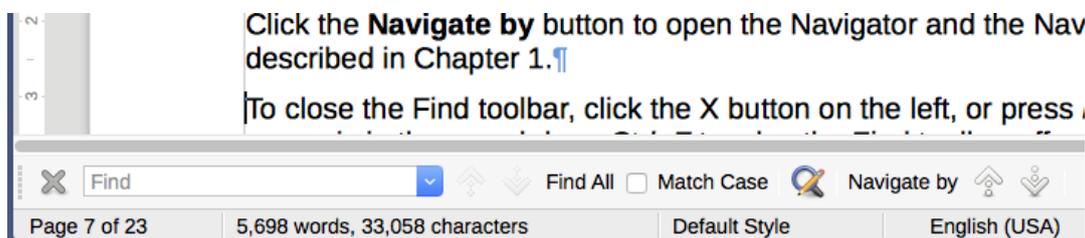


Figure 4: Docked position of Find toolbar

To use the Find toolbar, click in the text input box and type your search text, then press *Enter* to find the next occurrence of that term from the current cursor position. Click the **Find Next** or **Find Previous** 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. Click the icon next to *Match Case* to open the Find & Replace dialog.

Click the **Navigate by** button next to the **Find & Replace** button to open the Navigator and the Navigation toolbar; see Chapter 1.

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

Using the Find & Replace dialog

To display the Find & Replace dialog, use any of the following methods:

- Use the keyboard shortcut *Ctrl+H*,
- Choose **Edit > Find & Replace** from the Menu bar
- Click the **Find & Replace** button on the Find toolbar. When the dialog is open, optionally click **Other Options** to expand it (see Figure 5).
- Extra options are shown automatically when *CTL* or *Asian languages* have been selected in **Tools > Options > Language Settings > Languages**.

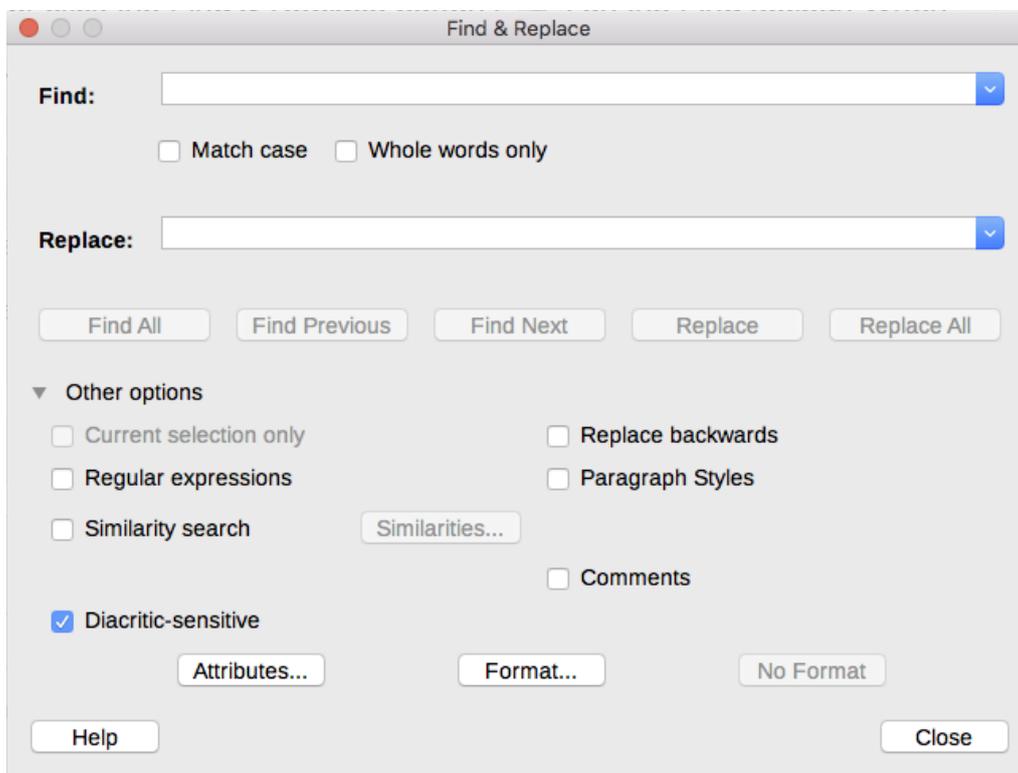


Figure 5: Expanded Find & Replace dialog

To use the Find & 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, and searching in comments. The use of other options is described in Chapter 3.
- 4) When you have set up your search, click **Find Next**. As the document view moves to each found instance, replace the text by clicking **Replace**.



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 some highly embarrassing (and hilarious) mistakes. A mistake with **Replace All** might require a manual, word-by-word, search to fix.

Inserting special characters

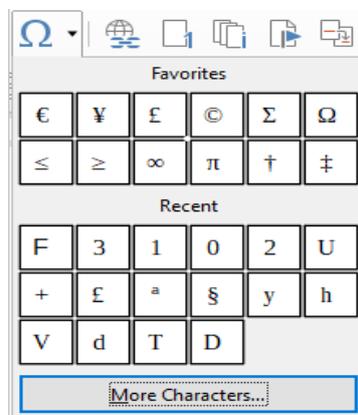
A special character is one not found on a basic English keyboard. For example, © ¼ æ ç Ł ñ ö ø Ç are all special characters. To insert one or more special characters:

Place the cursor in the document where you want the characters to appear. Then do one of the following:

Click **Insert > Special Character** to open the Special Characters dialog (Figure 6). 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.

Or

Click the Special Character icon in the standard toolbar to open a list of favorite and recently used characters and click on the one you wish to insert. You can also open the Special Characters dialog (Figure 6) by clicking the **More Characters** button on this list.



Tips

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

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.

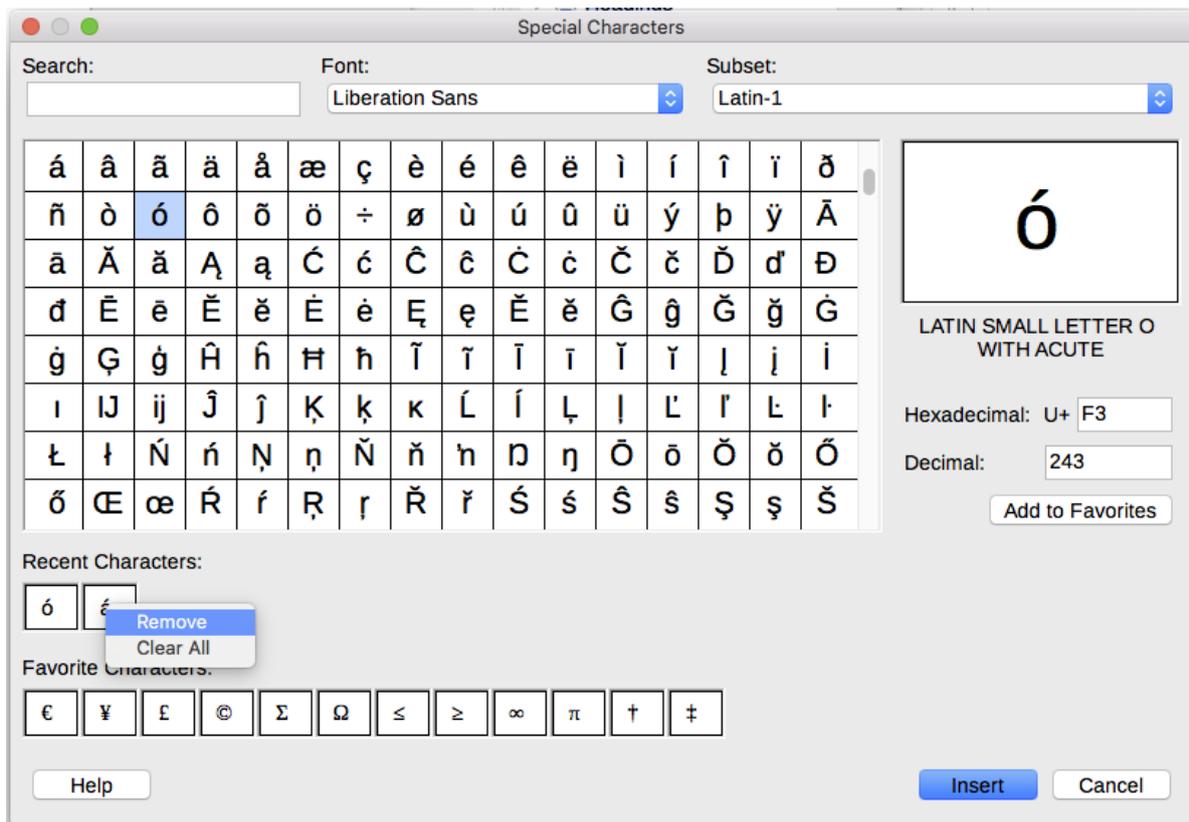


Figure 6: The Special Characters dialog, where you can insert special characters

Inserting non-breaking spaces and hyphens

Non-breaking spaces

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 in cases where you do not want the hyphen to appear at the end of a line, for example in a number such as 123-4567. To insert a non-breaking hyphen, press *Shift+Ctrl+minus sign*.

These are also available through **Insert > Formatting 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 page under **Tools > AutoCorrect > AutoCorrect Options**. This option replaces two hyphens, under certain conditions, with the corresponding dash.

- is an en-dash; that is, a dash the width of the letter “n” in the font you are using. Type at least one character, a space, one or two hyphens, another space, and at least one more letter. The one or two hyphens will be replaced by an en-dash.
- is an em-dash; that 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, see Chapter 21, 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 one of the *Alt* keys 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 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

Spelling

Writer provides a spelling checker, which checks to see if each word in the document is in the installed dictionary. Also provided is a grammar checker, within the Spelling dialogue, which can be enabled or disabled in the Spelling dialog.

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 7). 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.

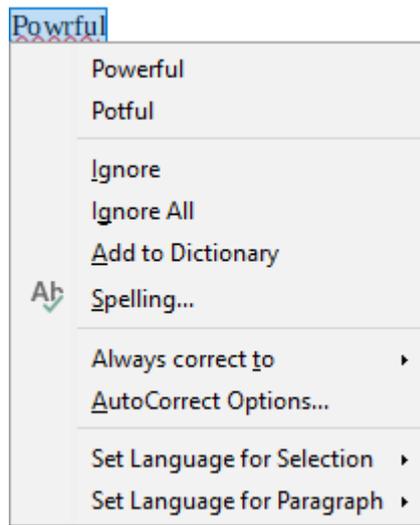


Figure 7: Spelling context menu

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

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 opens the **Spelling** dialog. See the explanations for this below.

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 > Replacement**. The underlined word is replaced with the selected word.

AutoCorrect Options

Opens the AutoCorrect Options dialog (see page 19), 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 box. 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.

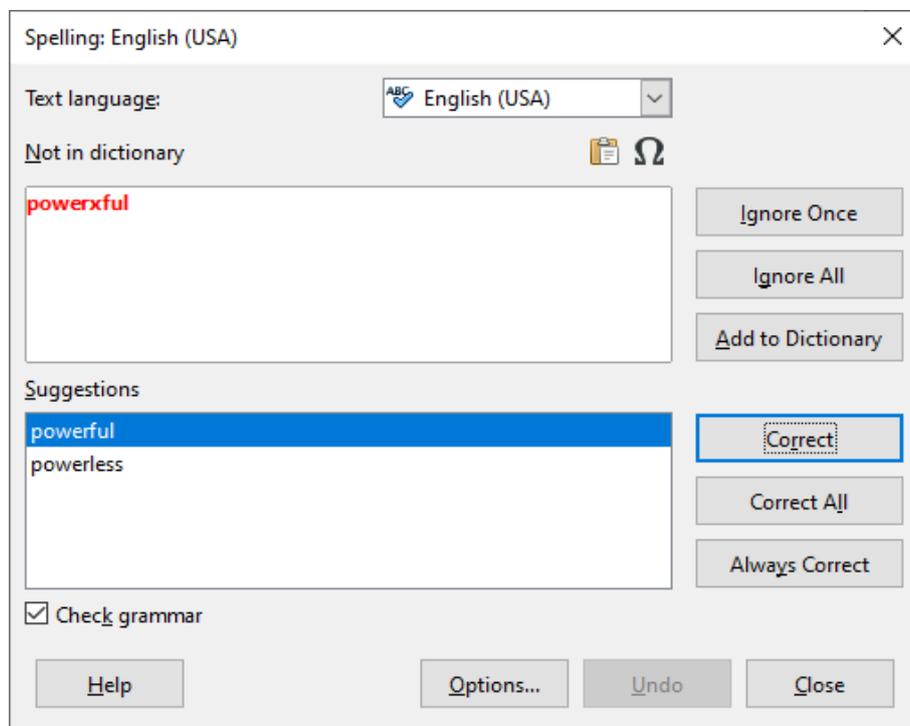


Figure 8: Spelling alert using the Spelling dialog

The elements of the Spelling dialog are as follows.

Text language

The language to be used for the spelling checking can be selected from this list. If the spell check is enabled for this language, a check mark is displayed in front of it.

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, then it is indicated in a pale colored bar below the **Text language** setting (Figure 10). 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 no multiple choice. Select **Change** to accept the suggestion.

Ignore Once, Ignore All, and 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** described above.

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 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.

If any errors are detected, they are shown underlined by a wavy blue line. Right-clicking on this line brings up a context menu which may be similar to one of those shown in Figure 9.

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 right example.

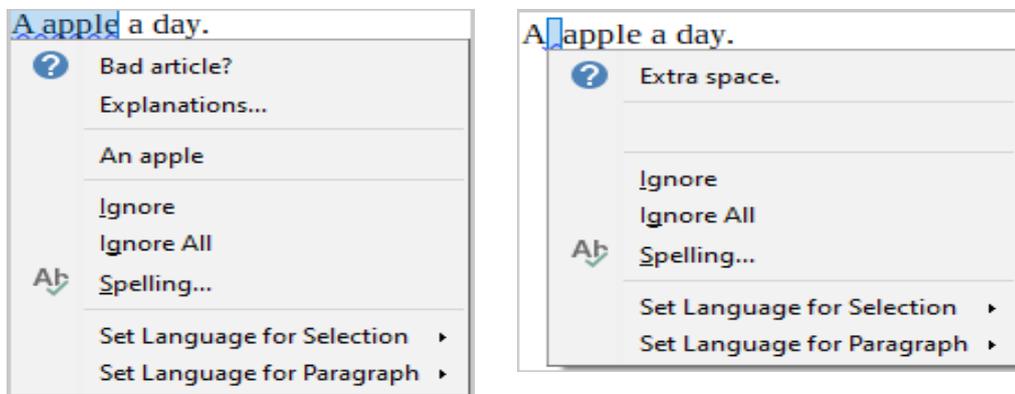


Figure 9: Typical context menus for suspected grammar errors

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 and Grammar checker, shown in Figure 10. The example displays the URL that will take you to more information on the error indicated.

In the final section of the menu, you can set the language for the selection or the paragraph.

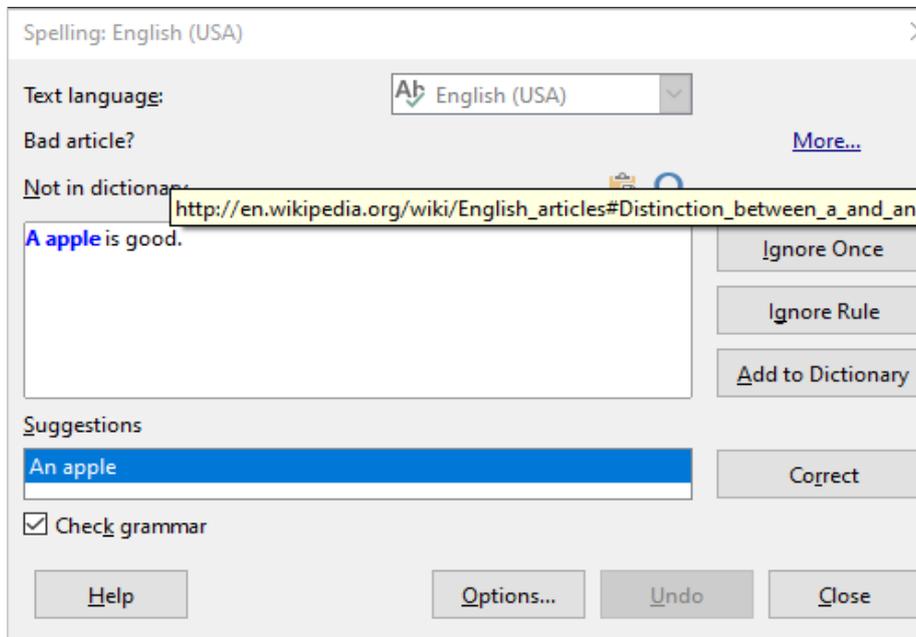


Figure 10: Dialog showing the URL for expanded explanation

English sentence checking

Additional grammar checking rules can be selected through **Tools > Options > Language Settings > English sentence checking**, or through **Tools > Extension Manager > English spelling dictionaries > Options**.

On the **Language Settings > English Sentence Checking** page, you can choose which items are checked for, reported to you, or converted automatically. Select which of the optional features you wish to check.

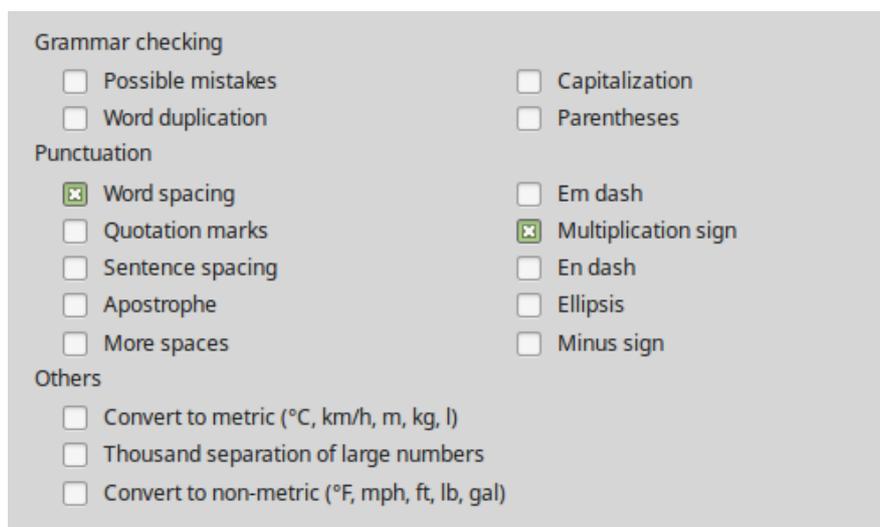


Figure 11: Additional grammar checking options

After selecting the additional grammar checks, you must restart LibreOffice, or reload the document, for them to take effect.

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

You can access a short list of synonyms from a context menu (Figure 12).

- 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.

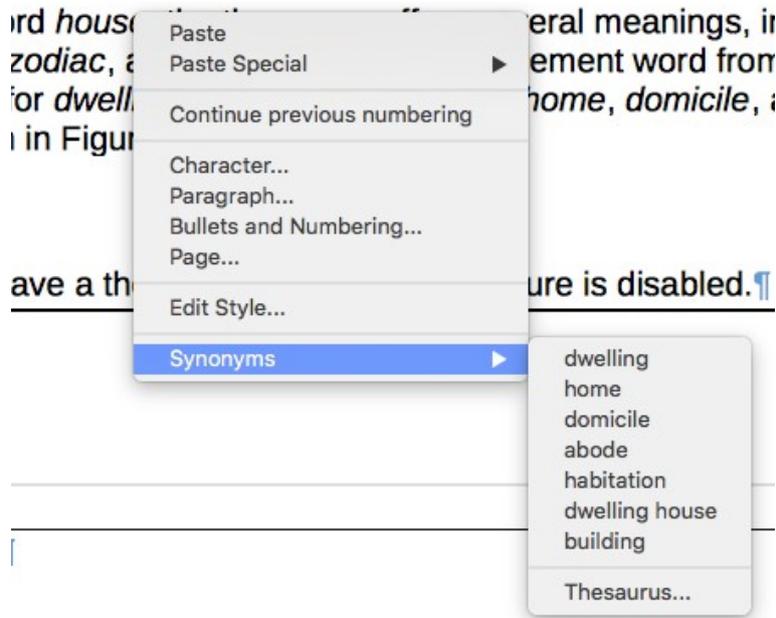


Figure 12: Synonyms on the context menu

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

- 1) Right-click a word, point to **Synonyms** in the content menu, then click **Thesaurus** from the Synonyms submenu.
- 2) In the Thesaurus dialog (shown in Figure 13), click a word or phrase in the list of meanings to select it.
- 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.

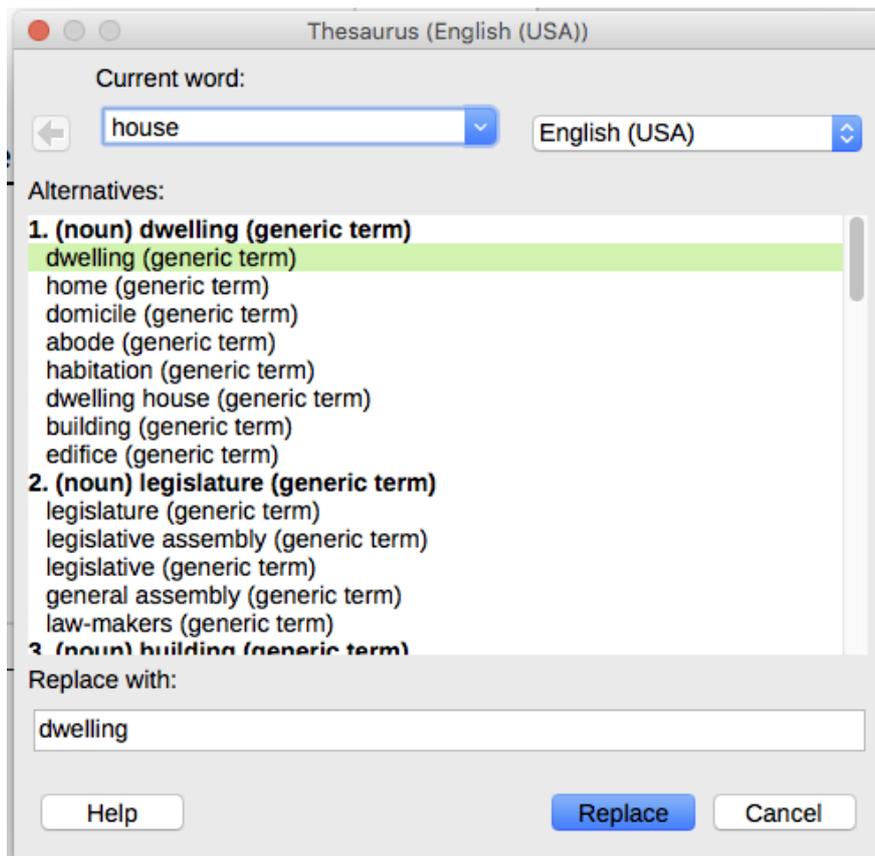


Figure 13: The thesaurus offers alternatives to words

Hyphenating words

You have several choices regarding hyphenation: let Writer do it automatically (using its hyphenation dictionaries), insert conditional (soft) hyphens manually where necessary, or do not hyphenate at all. Each choice has its pros and cons.

Automatic hyphenation

This option 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 in the Sidebar to open the Styles deck. On the *Paragraph Styles* list, right-click **Default Style** and select **Modify**.

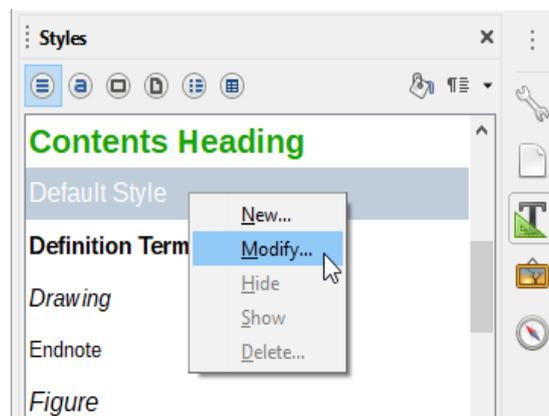


Figure 14: Modifying a paragraph style

- 2) On the Paragraph Style dialog, select the *Text Flow* tab.

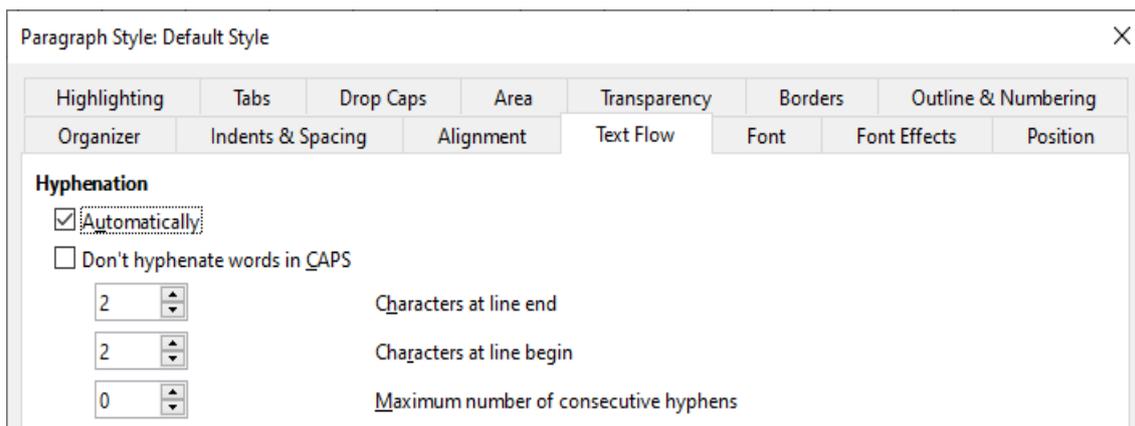


Figure 15: Turning on automatic hyphenation

- 3) Under *Hyphenation*, select or deselect the **Automatically** option.
- 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.

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. In *Options*, near the bottom of the dialog, scroll down to find the hyphenation settings.

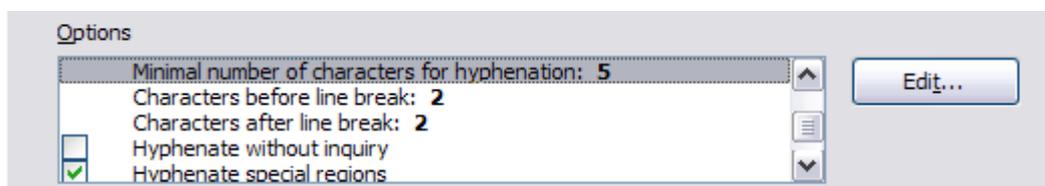


Figure 16: Setting hyphenation options

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.

Hyphenation options set in the **Writing Aids** dialog are effective only if hyphenation is turned on through paragraph styles.

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* 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. For example, "hte" will be changed to "the". It also includes codes for inserting special characters, emoji, and other symbols..

AutoCorrect is turned on when Writer is installed. You may wish to disable some of its features, modify others, or turn it off completely.

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. 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**.

To turn AutoCorrect off, uncheck **Tools > AutoCorrect > While Typing**.

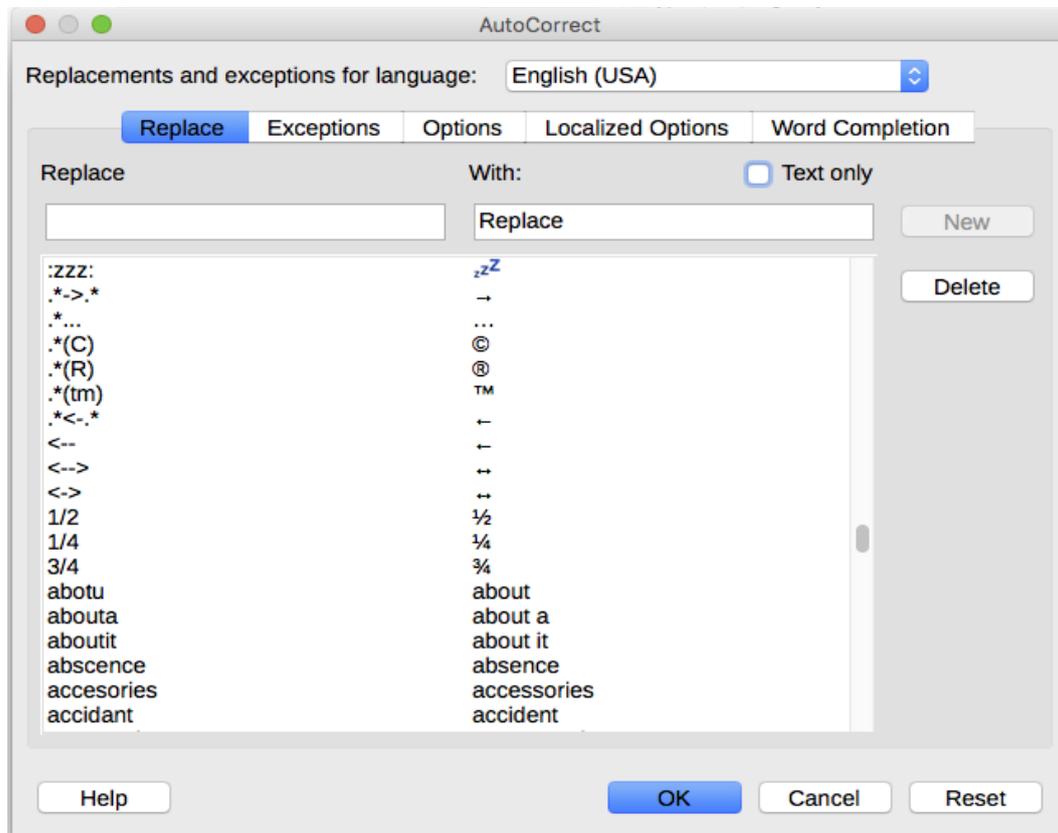


Figure 17: Replace tab of AutoCorrect dialog

See Chapter 4, Formatting Text: Basics, for discussion of the Options and Localized Options pages 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**.

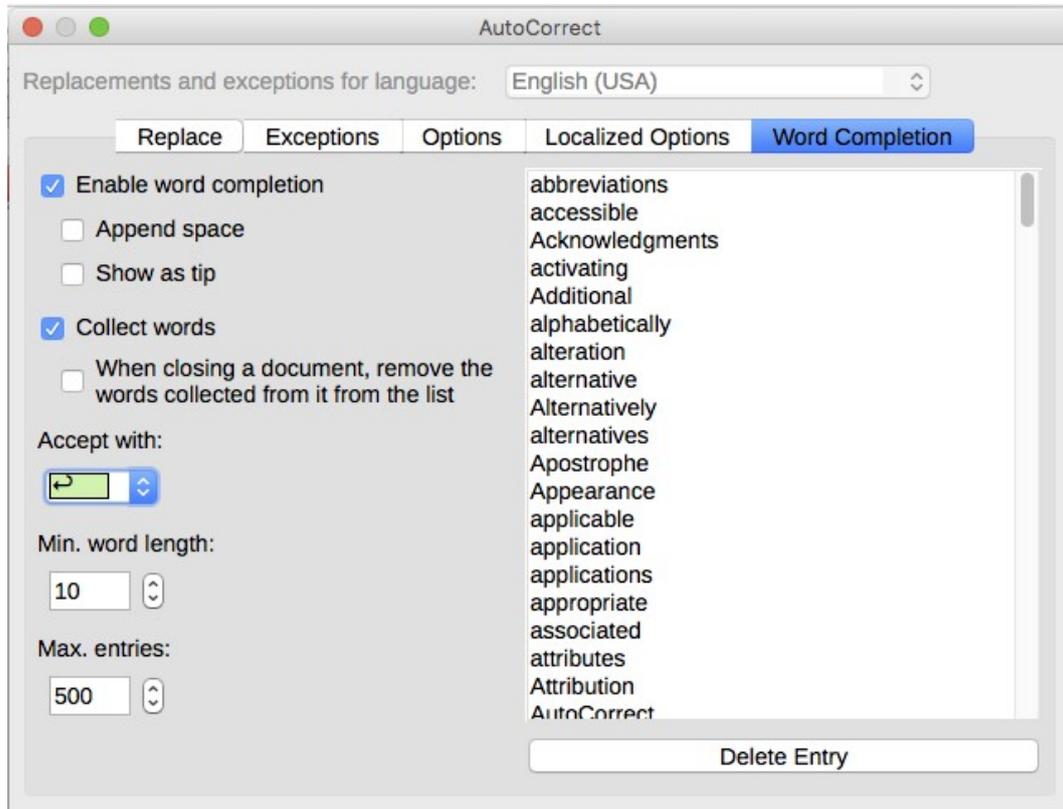


Figure 18: Customizing word completion

You can customize word completion from the *Word Completion* page of the AutoCorrect dialog (Figure 18):

- 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.



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. For more information, 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 19), type a name for the AutoText in the *Name* box. Writer will suggest a one-letter shortcut, which you can change.
- 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 existing 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.

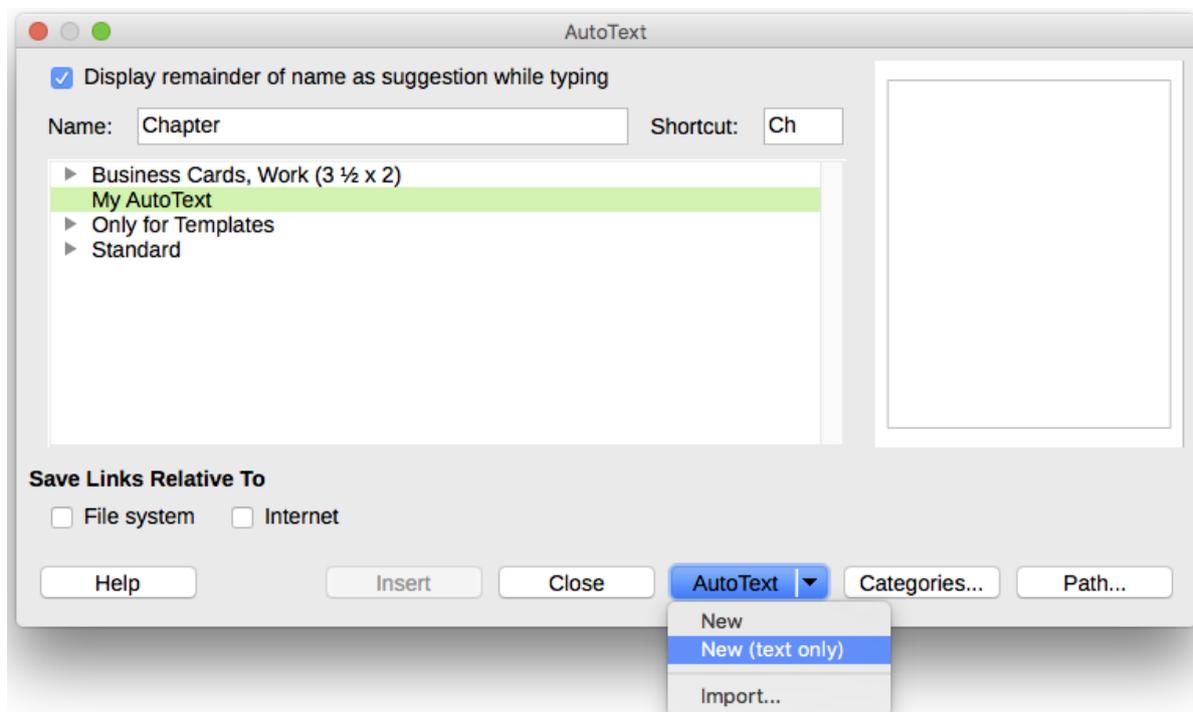


Figure 19: Defining a new AutoText entry

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, optionally 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.

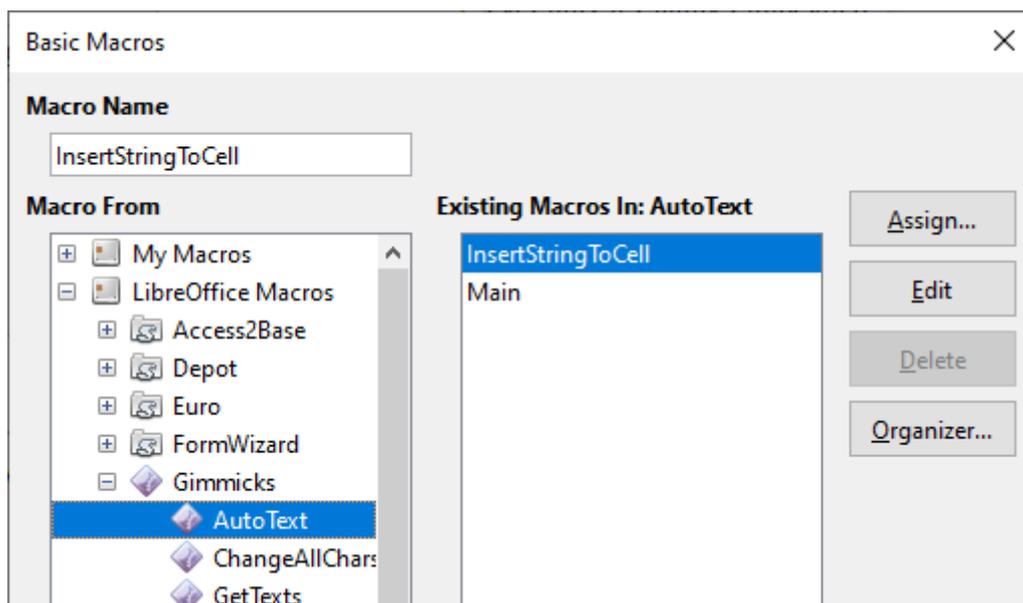


Figure 20: Basic Macros dialog

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:

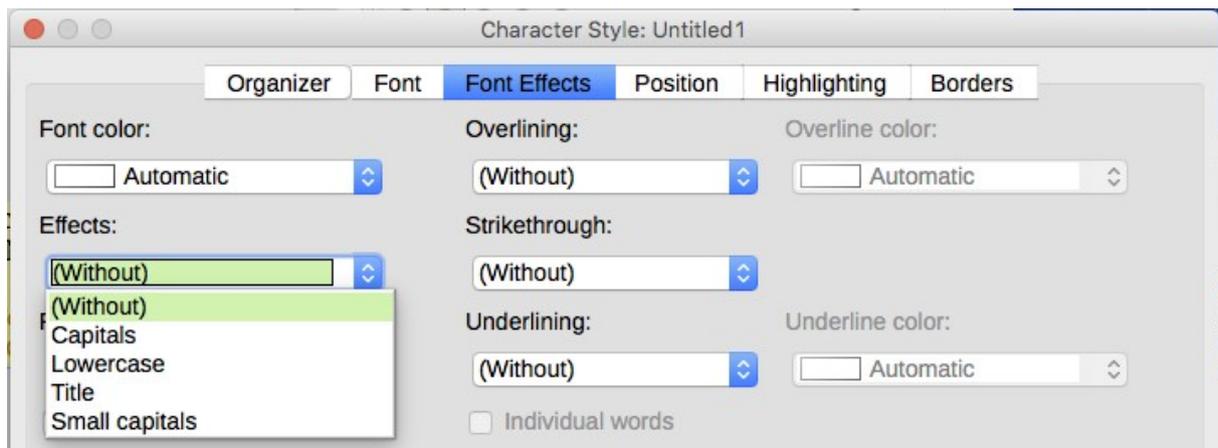
- UPPER CASE, where all letters are capitalized.
- lower case, where no words (except proper nouns) are capitalized.
- Cycle Case, which cycles the selected words through upper case, lower case, and capitalize every word.
- Sentence case, where only the first word is capitalized (together with any proper nouns).

- Capitalize Every Word, where every word is capitalized.
- TOGGLE cASE, which changes every letter to the opposite case.

There are also several options that are used with Asian text. These are not strictly “case” changes, but are lumped together in the broader sense of replacing characters with different forms of the same letter. These options are hidden when Asian language support is not enabled.

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. To achieve this affect, you can use *Capitalize Every Word* and then restore those words that were incorrectly capitalized.

You can also change the case of text using the Character dialog or a character style. Choose **Format > Character**, click the *Font Effects* tab, then select the type of capitalization in the Effects box. **Capitals** capitalizes all letters. **Title** capitalizes the first letter of each word. **Small capitals** capitalizes all letters, but in a reduced font size.



Note

The **Format > Text** menu also includes several manual formatting options, including bold, italics, superscript, and others. These are discussed elsewhere in this book.