

LibreOffice
The Document Foundation

Writer Guide

Chapter 3

Working with Text

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Acknowledgments

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Publication date and software version

Published 15 April 2014. Based on LibreOffice 4.2.

Note for Mac users

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

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
<i>Right-click</i>	<i>Control+click</i> and/or <i>right-click</i> depending on computer system	Opens a context menu
<i>Ctrl (Control)</i>	⌘ (<i>Command</i>)	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Opens the Navigator
<i>F11</i>	⌘+T	Opens the Styles and Formatting window

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Introduction

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

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

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

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

Selecting text

Before you can do anything with text, you need to select it. Selecting text in Writer is similar to selecting text in other applications.

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

Selecting items that are not consecutive

To select nonconsecutive items (as shown in Figure 1) using the mouse:

- 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.

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

To select nonconsecutive items using the keyboard:

- 1) Select the first piece of text. (For more information about keyboard selection of text, see the topic "Navigating and Selecting with the Keyboard" in the 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.

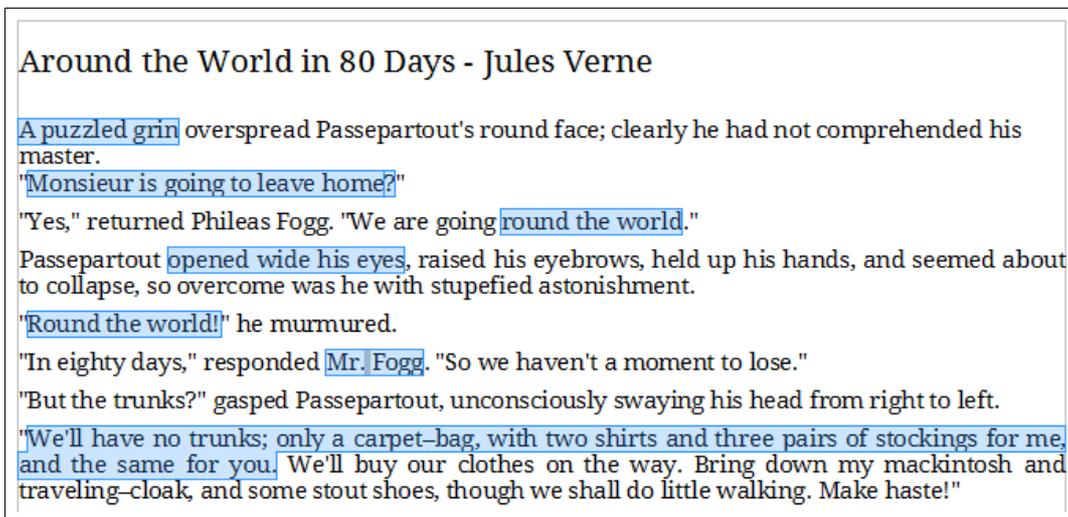
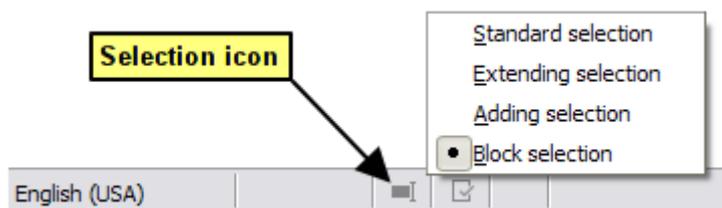


Figure 1: Selecting items that are not next to each other

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 on 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.

January	February	March
April	May	June
July	August	September
October	November	December

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. 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 on 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 also be placed into frames or tables. If you do not like the results, click the **Undo** button or press *Ctrl+Z*.

To make the pasted text take on the formatting of the surrounding text:

- 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.

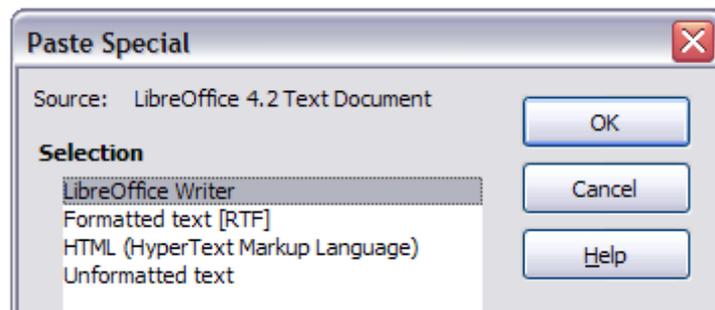


Figure 3: Paste Special menu

Finding and replacing text and formatting

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
- Find and replace specific attributes or formatting
- Find and replace paragraph styles

Using the Find toolbar

If the Find toolbar is not visible, you can display it by choosing **View > Toolbars > Find** from the Menu bar or by pressing *Ctrl+F*. 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.

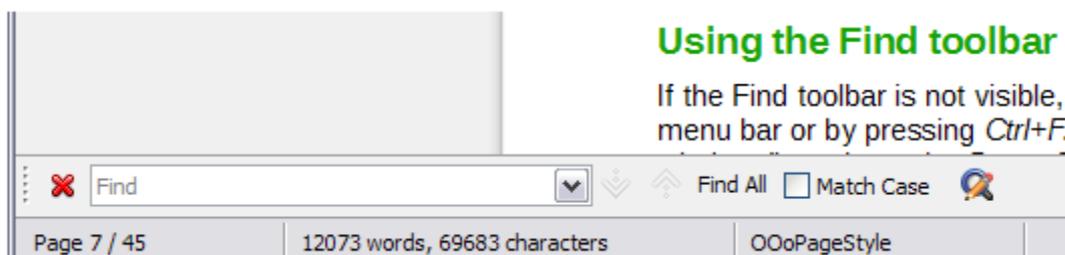


Figure 4: Docked position of Find toolbar

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 search term. Click the button next to Match Case () to open the Find & Replace dialog and still keep the Find toolbar open.

The Find toolbar can be closed by clicking the red X button on the left, or by pressing *Esc* on the keyboard when the text cursor is in the search box. *Ctrl+F* toggles the Find toolbar off and on.

Using the Find & Replace dialog

To display the Find & Replace dialog, use the keyboard shortcut *Ctrl+H*, or choose **Edit > Find & Replace** from the Menu bar, or click the Find and Replace button () on the Find toolbar. Once opened, optionally click the **Other Options** symbol to expand the dialog (see Figure 5). Click the button again to reduce the dialog options.

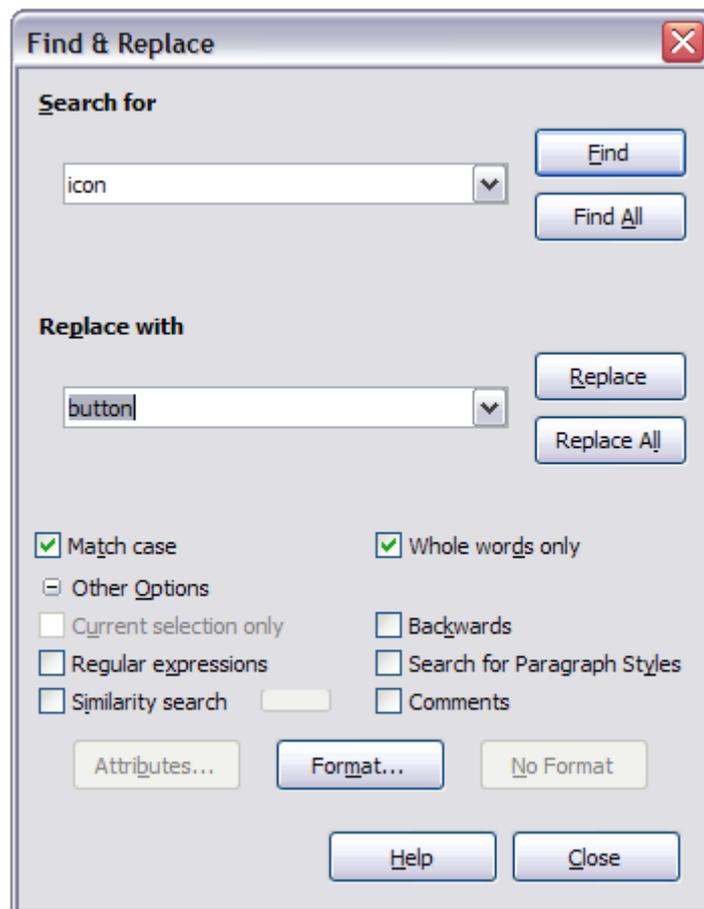


Figure 5: Expanded Find & Replace dialog

To use the Find & Replace dialog:

- 1) Type the text you want to find in the *Search for* box.
- 2) To replace the text with different text, type the new text in the *Replace with* box.
- 3) You can select various options, such as matching the case or matching whole words only. Among the Other Options, choices include searching only in selected text, searching from the current cursor position backwards toward the beginning of the file, or searching for similar words.

- Select **Similarity search** and click the button to the right to open a dialog in which you can modify the text search by length and number of characters different from the search term (see Figure 6).
- Select **Combine** to combine settings to modify the search.
- Select **Comments** to enables searching in comments text.

See the following sections for some other choice options.

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

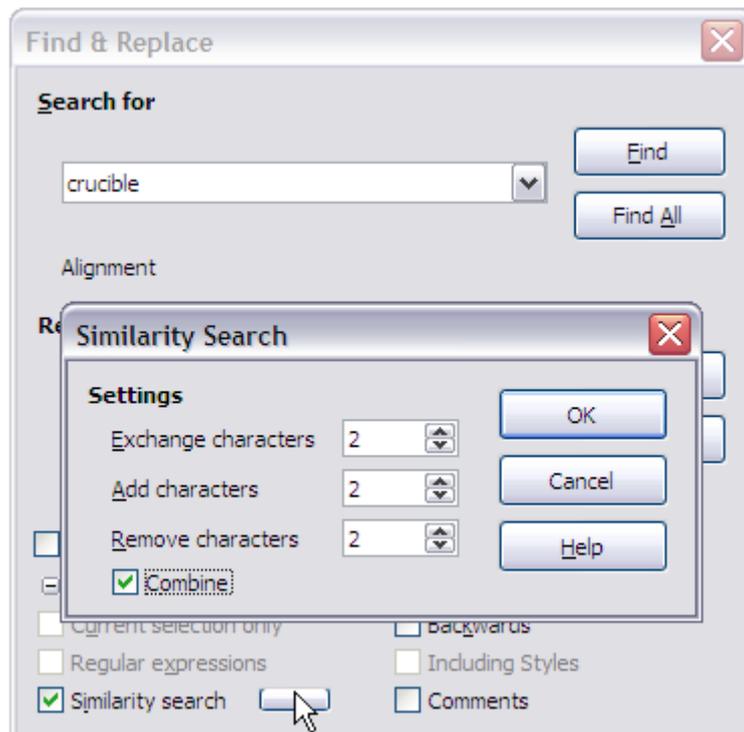


Figure 6: Similarity search dialog

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.

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.

Finding and replacing specific attributes and formatting

A very powerful use of *Find & Replace* takes advantage of the *Attributes* and *Format* options. For example, you might want to replace underlined words with italics.

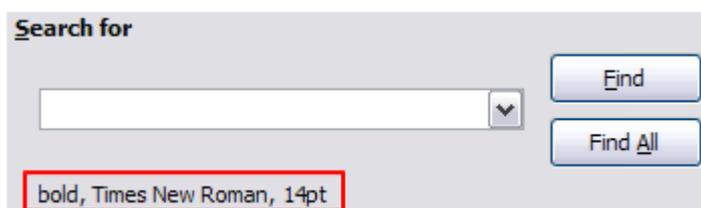
To find document attributes:

- 1) On the *Find & Replace* dialog (with **Other Options** displayed, as in Figure 5), click the **Attributes** button.

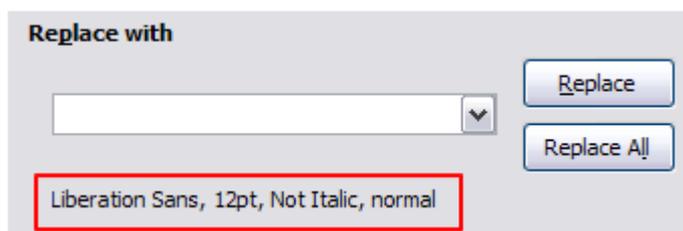
- 2) Select the attribute you wish to search for from the list in the Attributes dialog and click **OK**. The names of the selected attributes appear under the *Search for* box. For example, to search for text that has been changed from the default font color, select the **Font Color** attribute.
- 3) Click **Find** to search the document.

To find specific formatting, open the *Find & Replace* dialog (with **Other Options** displayed, as in Figure 5):

- 1) To search for text with specific formatting, enter the text in the *Search for* box. To search for specific formatting only, delete any text in the *Search for* box.
- 2) Click **Format** to display the *Text Format (Search)* dialog. The tabs on this dialog are similar to those on the Paragraph and Paragraph Style dialogs.
- 3) Choose the formats you want to search for and then click **OK**. The names of the selected formats appear under the *Search for* box. For example, you might search for all text in 14-point bold Times New Roman. The option **Search for Paragraph Styles**, changes to **Including Styles**.



- 4) To replace the format, click in the **Replace with** text box, choose the format to use, and then click **OK**. The format selected will be displayed below this text box. To replace text as well as formatting, type the replacement text in the *Replace with* box.



To search for specific text with specific formatting (for example, the word **hello** in bold), specify the formatting, type the text in the *Search for* box and leave the *Replace with* box blank.

To remove specific character formatting, click **Format**, select the **Font** tab, then select the opposite format (for example, No Bold). The **No Format** button on the Find & Replace dialog clears all previously selected formats.

- 5) Click **Find**, **Find All**, **Replace**, or **Replace All**.

Tip

Unless you plan to search for other text using those same attributes, click **No Format** to remove the attributes after completing your search. If you forget to do this, you may wonder why your next search fails to find words you know are in the document.

Finding and replacing paragraph styles

If you combine material from several sources, you may discover that lots of unwanted paragraph styles have suddenly shown up in your document. To quickly change all the paragraphs from one (unwanted) style to another (preferred) style:

- 1) On the expanded Find & Replace dialog (Figure 5), select **Search for Paragraph Styles**. (If you have attributes specified, this option is labeled *Including Styles*. Select No Format to remove any attributes and return the option to Search for Paragraph Styles.) The *Search for* and *Replace with* boxes now contain a list of styles in use in the document.
- 2) Select the styles you want to search for and replace.
- 3) Click **Find**, **Find All**, **Replace**, or **Replace All**.

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

Finding and replacing special characters

To enter special characters into the *Search for* and *Replace with* text input boxes, select the text box and press *Ctrl+Shift+S*. Select the required character from the Special Characters dialog and click **OK**. This version of the Special Characters dialog only permits a single character to be selected and does not allow the font family to be selected.

Using wildcards and regular expressions

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

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

Tip

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

To use wildcards and regular expressions when searching and replacing:

- 1) On the Find & Replace dialog, click **Other Options** to see more choices. On this expanded dialog (Figure 5), select the **Regular expressions** option.
- 2) Type the search text, including the wildcards, in the *Search for* box and the replacement text (if any) in the *Replace with* box. Not all regular expressions work as replacement characters; the line break (`\n`) is one that does work.
- 3) Click **Find**, **Find All**, **Replace**, or **Replace All** (not recommended).

Note

To search for a character that is defined as a wildcard, type a backslash (`\`) before the character to indicate that you are using it literally. For example, to find the text `$5.00`, you would conduct a search using `\$5\ .00`.

Table 1: Examples of search wildcards (regular expressions)

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

Inserting special characters

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

- 1) Place the cursor in your document where you want the character to appear.
- 2) Click **Insert > Special Character** to open the Special Characters dialog (Figure 7).
- 3) Select the characters (from any font or mixture of fonts) you wish to insert, in order; then click **OK**. The selected characters are shown in the lower left of the dialog. As you select each character, it is shown on the right, along with the numerical code for that character.

Tip

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 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**.

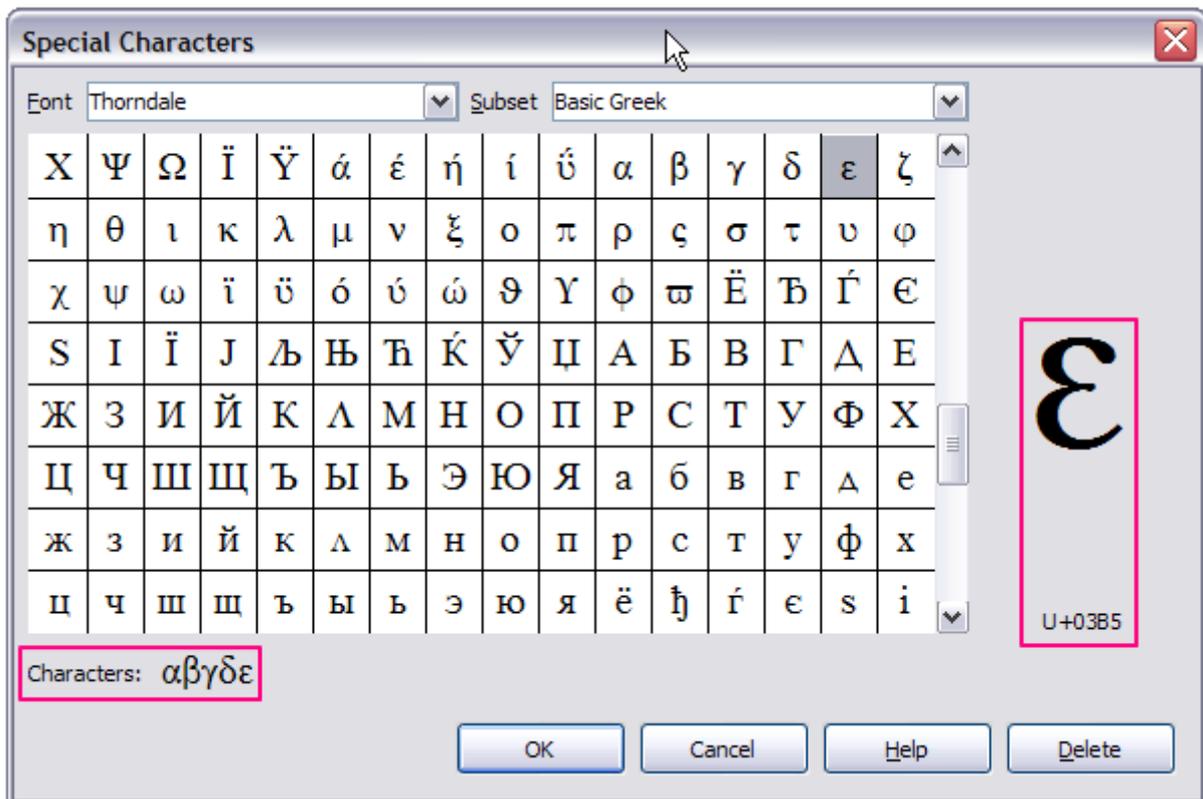


Figure 7: The Special Characters dialog, where you can insert special characters

Inserting en and em dashes

To enter en and em dashes, you can choose the *Replace dashes* option under **Tools > AutoCorrect Options** (Figure 19 on page 20). This option replaces two hyphens, under certain conditions, with the corresponding dash.

In Table 2, the A and B represent text consisting of letters A to z or digits 0 to 9.

Table 2: 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)
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 or 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 on the next page.

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 17, Customizing Writer.

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+mjjj*.

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.

Mac OS X

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

Formatting paragraphs

You can apply many formats to paragraphs using the buttons on the *Formatting* toolbar. Figure 8 shows the *Formatting* toolbar as a floating toolbar, customized to show only the buttons for paragraph formatting. If you have Asian or Complex Text Layout language support enabled, two additional buttons are available: Left-to-Right and Right-to-Left. The appearance of the icons may vary with your operating system and the selection of icon size and style in **Tools > Options > LibreOffice > View**.

Tip

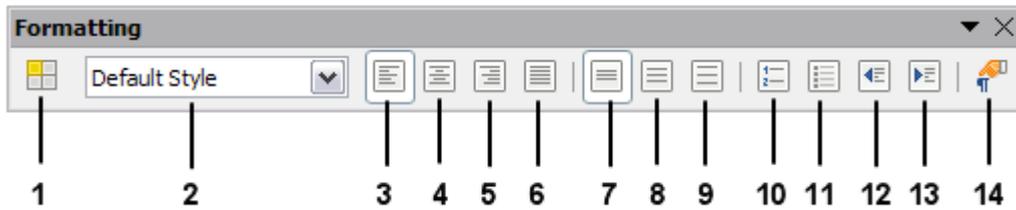
The use of *paragraph styles* is highly recommended as an alternative to manually formatting paragraphs, especially for long or standardized documents. For information on styles and how to use them, see Chapters 6 and 7 in this book.

Caution



Manual formatting (also called *direct formatting*) overrides styles, and you cannot get rid of the manual formatting by applying a style to it.

To remove manual formatting, select the text, right-click, and choose **Clear Direct Formatting** from the context menu. Alternatively, use *Ctrl+M*.



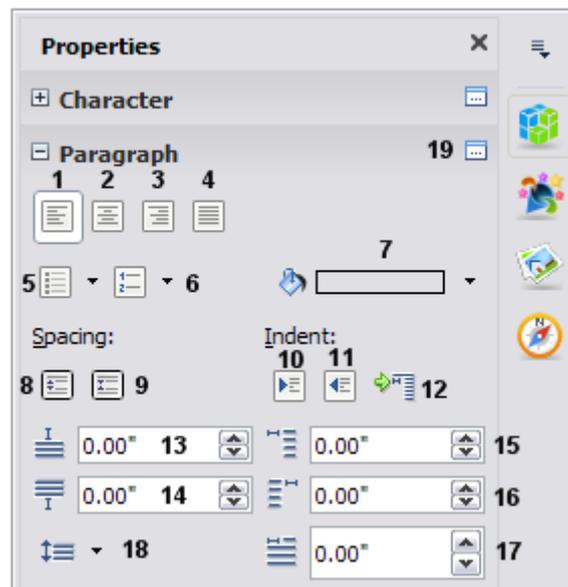
- | | | |
|-------------------------------------|---------------------|----------------------------|
| 1 Open Styles and Formatting Window | 5 Align Right | 10 Numbering On/Off |
| 2 Apply Style | 6 Justified | 11 Bullets On/Off |
| 3 Align Left | 7 Line Spacing: 1 | 12 Decrease Indent |
| 4 Centered | 8 Line Spacing: 1.5 | 13 Increase Indent |
| | 9 Line Spacing: 2 | 14 Paragraph format dialog |

Figure 8: Formatting toolbar, showing icons for paragraph formatting

Formatting can also be carried out using the Sidebar (**View > Sidebar**). The Sidebar opens with the *Properties* deck selected by default. Click the **Panel Open (+)** button to open the panels if necessary.

The Paragraph panel contains most of the controls that are described above for the Formatting toolbar. Figure 9 shows the Paragraph panel on the Properties deck containing those formatting controls. Clicking the down-arrow of a composite button opens the control for further choices, such as fixed line spacing, or color palette. The Line Spacing submenu is shown in Figure 10.

Click the **More Options** button to open the Paragraph Style dialog.



- | | | |
|------------------------------|----------------------------|---|
| 1 Align Left | 8 Increase Spacing | 15 Indent From Left |
| 2 Align Center | 9 Decrease Spacing | 16 Indent From Right |
| 3 Align Right | 10 Increase Indent | 17 Indent First Line |
| 4 Align Justified | 11 Decrease Indent | 18 Line Spacing composite button |
| 5 Bullets composite button | 12 Hanging Indent | 19 More Options button – opens Paragraph dialog |
| 6 Numbering composite button | 13 Above Paragraph Spacing | |
| 7 Paragraph Background Color | 14 Below Paragraph Spacing | |

Figure 9: Paragraph panel of the Properties deck in the Sidebar

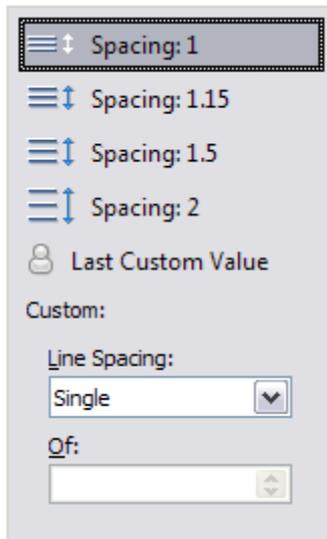


Figure 10: Line spacing submenu

Figure 11 shows examples of the alignment options applied to text.

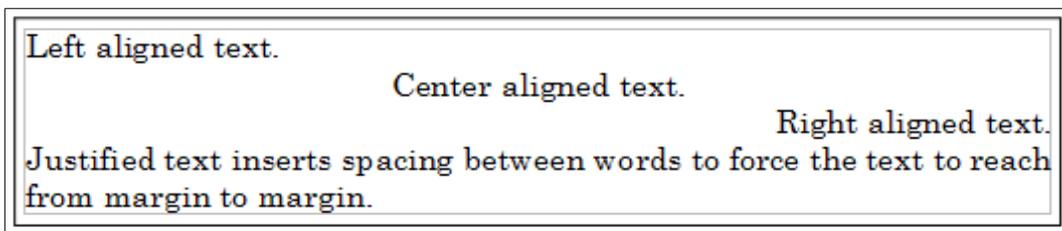


Figure 11: Text alignment options

When using justified text, the last line is by default aligned to the left. However, you can also align the last line to the center of the paragraph area or justify it so that spaces are inserted between the words in order to fill the whole line. If you select the **Expand single word** option, then whenever the last line of a justified paragraph consists of a single word, this word is stretched by inserting spaces between characters so that it occupies the full length of the line. Figure 12 shows an example of the effect obtained when setting each of these options.

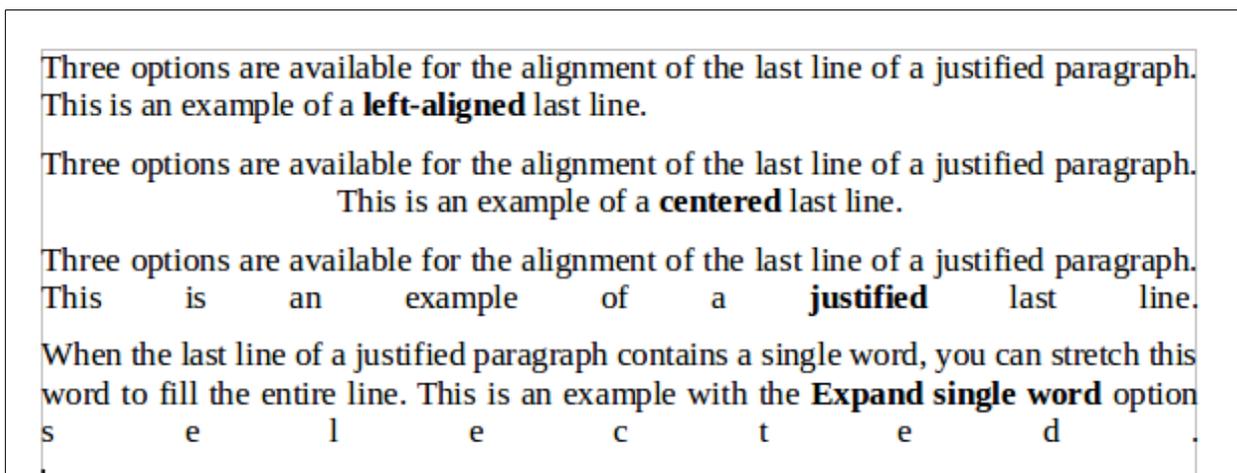


Figure 12: Four choices for the last line of a justified paragraph

These options are controlled in the *Alignment* page of the Paragraph dialog, reached by choosing **Format > Paragraph** from the Menu bar, or by *right-clicking* in the paragraph and selecting **Paragraph** from the context menu, or by clicking the **More Options** button on the Paragraph panel in the Properties deck of the Sidebar.

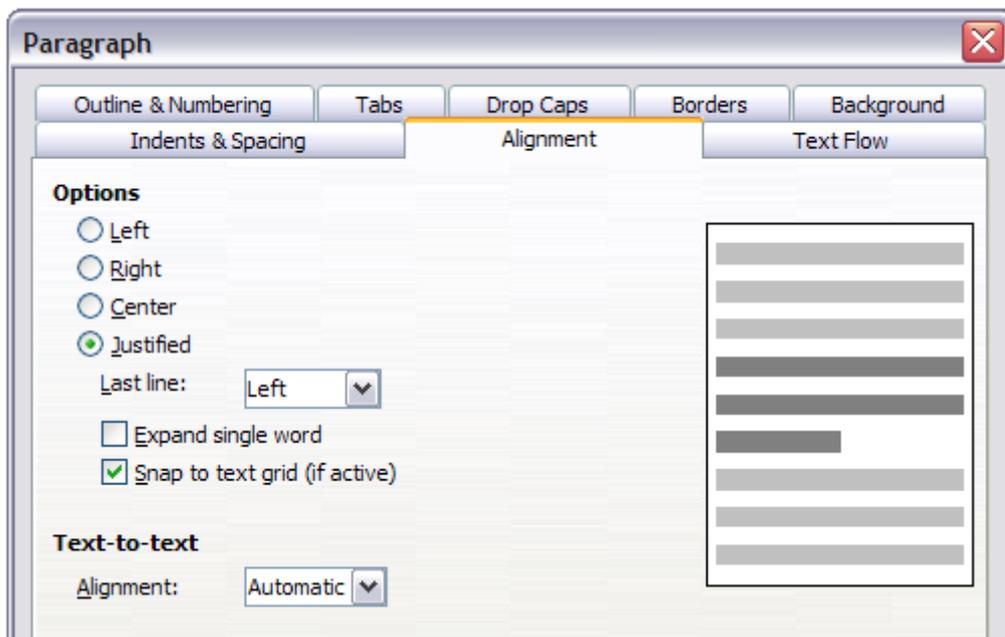


Figure 13: Options for the last line of a justified paragraph

Setting tab stops and indents

The horizontal ruler shows the tab stops. Any tab stops that you have defined will overwrite the default tab stops. Tab settings affect indentation of full paragraphs (using the **Increase Indent** and **Decrease Indent** buttons on the Formatting toolbar) as well as indentation of parts of a paragraph (by pressing the *Tab* key on the keyboard).

Using the default tab spacing can cause formatting problems if you share documents with other people. If you use the default tab spacing and then send the document to someone else who has chosen a different default tab spacing, tabbed material will change to use the other person's settings. Instead of using the defaults, define your own tab settings, as described in this section.

To define indents and tab settings for one or more selected paragraphs, double-click on a part of the ruler that is not between the left and right indent icons to open the *Indents & Spacing* page of the Paragraph dialog. Double-click anywhere between the left and right indent icons on the ruler to open the *Tabs* page of the Paragraph dialog.

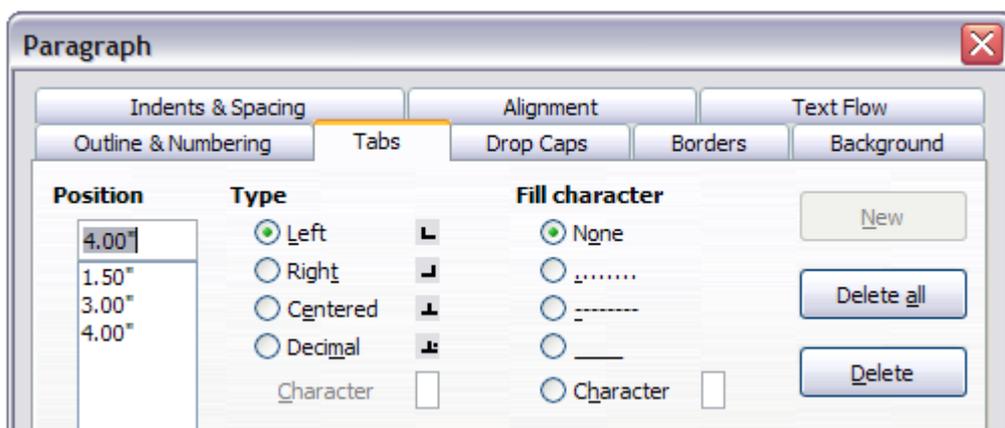


Figure 14: Specifying tab stops and fill characters

A better strategy is to define tabs for the paragraph style. Refer to Chapters 6 and 7 for more about paragraph styles.

Tip

Using tabs to space out material on a page is not recommended. Depending on what you are trying to accomplish, a table is usually a better choice.

Changing the default tab stop interval

Note

Any changes to the default tab setting will affect the existing default tab stops in any document you open afterward, as well as tab stops you insert after making the change.

To set the measurement unit and the spacing of default tab stop intervals, go to **Tools > Options > LibreOffice Writer > General**.



Figure 15: Selecting a default tab stop interval

You can also set or change the measurement unit for rulers in the current document by right-clicking on the ruler to open a list of units, as shown in Figure 16 for the horizontal ruler. Click on one of them to change the ruler to that unit. The selected setting applies only to that ruler.

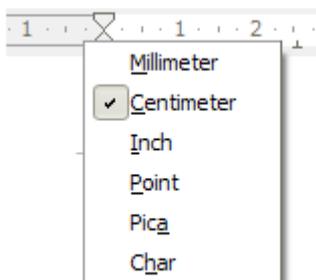


Figure 16: Changing the measurement unit for a ruler

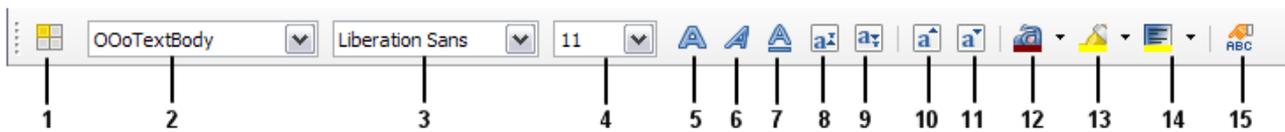
Formatting characters

You can apply many formats to characters using the buttons on the Formatting toolbar, or those in the Characters panel of the Properties deck of the Sidebar. Figure 17 shows the Formatting toolbar customized to show only the buttons for character formatting. Figure 18 Shows the Character panel in the Properties deck of the Sidebar. Clicking the down-arrow of a composite button opens the control for further choices, such as line styles or color palette. The appearance of the buttons may vary with your operating system and the selection of icon size and style in **Tools > Options > LibreOffice > View**.

It is highly recommended that you use character styles rather than manually formatting characters. For information on styles and how to use them, see Chapters 6 and 7.

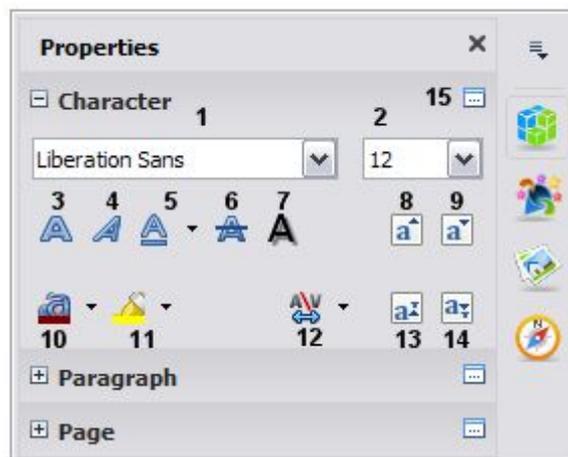
Tip

To remove manual formatting, select the text and choose **Format > Clear Direct Formatting** from the Menu bar, or right-click and choose **Clear Direct Formatting** from the context menu, or use **Ctrl+M** from the keyboard.



- | | | |
|-------------------------------------|------------------|--------------------------------------|
| 1 Open Styles and Formatting Window | 6 Italic | 12 Font Color composite button |
| 2 Apply Style | 7 Underline | 13 Highlighting composite button |
| 3 Font Name | 8 Superscript | 14 Background Color composite button |
| 4 Font Size | 9 Subscript | 15 Open Character Format Dialog |
| 5 Bold | 10 Increase Font | |
| | 11 Reduce Font | |

Figure 17: Formatting toolbar, showing buttons for character formatting



- | | | |
|------------------------------|--------------------------------|--|
| 1 Font name | 6 Strikethrough | 11 Highlight – composite button |
| 2 Font size | 7 Shadow | 12 Character Spacing composite button |
| 3 Bold | 8 Increase Font | 13 Superscript |
| 4 Italic | 9 Reduce Font | 14 Subscript |
| 5 Underline composite button | 10 Font Color composite button | 15 More Options – opens Character dialog |

Figure 18: Character panel in the Properties deck of the Sidebar

Autoformatting

You can set Writer to automatically format parts of a document according to the choices made on the *Options* page of the AutoCorrect dialog (**Tools > AutoCorrect Options**).

The Help describes each of these choices and how to activate the autoformats. Some common unwanted or unexpected formatting changes include:

- Horizontal lines. If you type three or more hyphens (---), underscores (_ _ _) or equal signs (===) on a line and then press *Enter* the paragraph is replaced by a horizontal line as wide as the page. The line is actually the lower border of the preceding paragraph.
- Bulleted and numbered lists. A bulleted list is created when you type a hyphen (-), asterisk (*), or plus sign (+), followed by a space or tab at the beginning of a paragraph. A numbered list is created when you type a number followed by a period (.), followed by a space or tab at the beginning of a paragraph. Automatic numbering is only applied to paragraphs formatted with the *Default*, *Text body* or *Text body indent* paragraph styles.

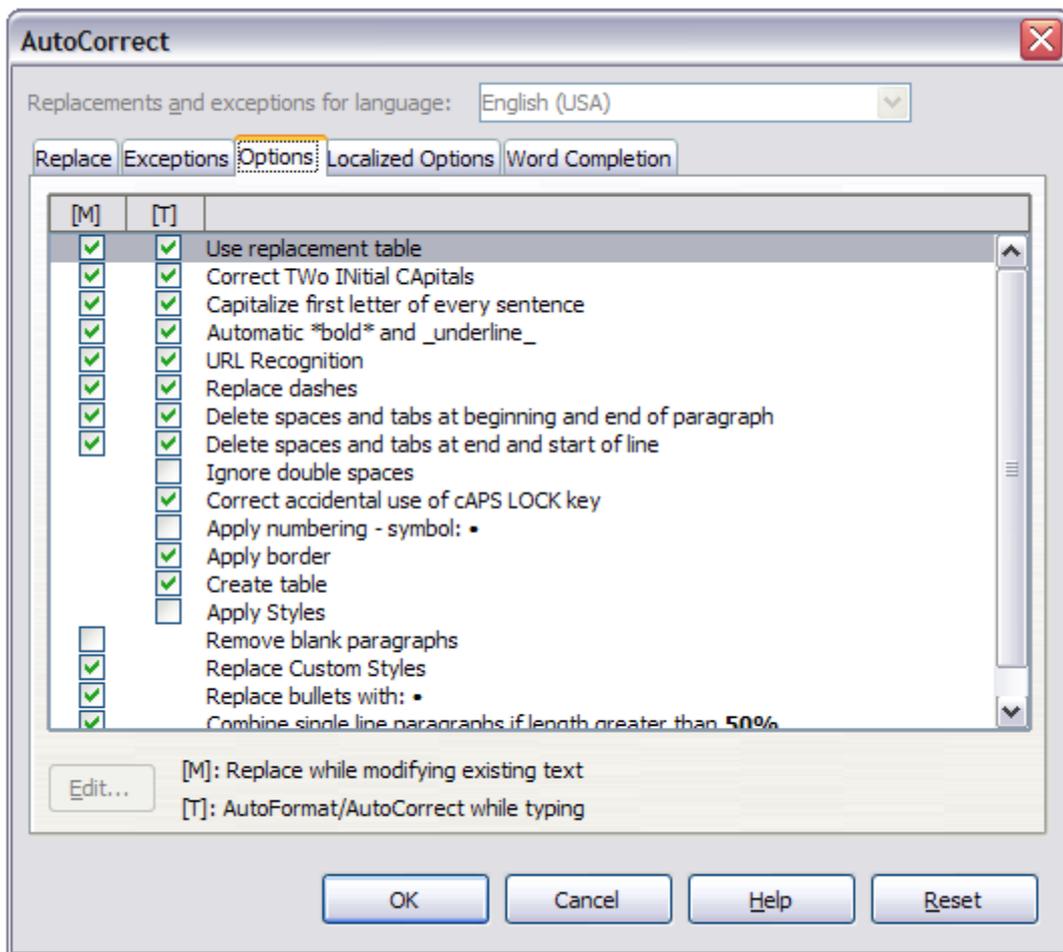


Figure 19: Autoformat choices on the Options page of the AutoCorrect dialog

Tip

If you notice unexpected formatting changes occurring in your document, this is the first place to look for the cause.

To automatically format the file according to the options you have set, choose **Format > AutoCorrect** and select or deselect the items on the submenu.

While Typing

Automatically formats the document while you type.

Apply

Automatically formats the document.

Apply and Edit Changes

Automatically formats the file and then opens a dialog where you can accept or reject the changes.

AutoCorrect Options

Opens the AutoCorrect dialog (Figure 19).

Creating numbered or bulleted lists

There are several ways to create numbered or bulleted lists:

- Use autoformatting, as described above.
- Use list (numbering) styles, as described in Chapters 6 and 7 in this book.
- Use the **Numbering** and **Bullets** buttons on the Formatting toolbar (see Figure 8) or on the Paragraph panel of the Properties deck of the Sidebar (see Figure 9). This method is described here.

To produce a numbered or bulleted list, select the paragraphs in the list and then click on the appropriate button on the Paragraph panel or the toolbar.

Note

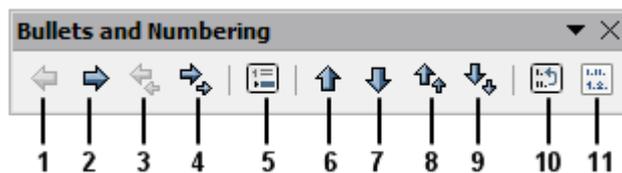
It is a matter of personal preference whether you type your information first, then apply Numbering/Bullets or apply these as you type.

Using the Bullets and Numbering toolbar

You can create a nested list (where one or more list items has a sub-list under it, as in an outline) by using the buttons on the Bullets and Numbering toolbar (Figure 20). You can move items up or down the list, or create subpoints, and even change the style of bullets. Use **View > Toolbars > Bullets and Numbering** to see the toolbar.

Tip

To move a list entry up, together with all of its sub-entries, click the **Promote One Level With Subpoints** button.



- | | | |
|---|----------------------------------|-----------------------------------|
| 1 Promote One Level | 5 Insert Unnumbered Entry | 8 Move Up with Subpoints |
| 2 Demote One Level | | 9 Move Down with Subpoints |
| 3 Promote One Level with Subpoints | 6 Move Up | 10 Restart Numbering |
| 4 Demote One Level with Subpoints | 7 Move Down | 11 Bullets and Numbering |

Figure 20: Bullets and Numbering toolbar

If you create a nested list using the buttons on this toolbar, all the levels of the list (up to 10) apply the same numbering (or bullet). However, in many circumstances you will want to use a combination of numbering formats and bullets when creating nested lists. Such lists, with a mixture of numbering formats and bullets, can be easily configured as described in the following example. Additional information on lists, in particular the technique to create your own list style, is described in Chapter 7, Working with Styles.

Tip

When creating nested lists, one option is to enter all the list paragraphs first and apply the levels afterwards.

You can use keyboard shortcuts to move paragraphs up or down the outline levels. Place the cursor at the beginning of the numbered paragraph and press:

Tab Down a level

Shift+Tab Up a level

To insert a tab stop at the beginning of a numbered paragraph (that is, after the number but before the text), press *Ctrl+Tab*.

Example: configuring a nested list

We will use a numbering style to produce the following effect:

- I. Level-1 list item
 - A. Level-2 list item
 - i. Level-3 list item
 - a) Level-4 list item

This example uses one of the supplied styles, *Numbering 1*. If you intend to reuse this type of nested list, you can also create a new style as illustrated in Chapter 7, Working with Styles.

- 1) Open the Styles and Formatting window (*F11*) and click the *List Styles* button at the top. Specify *All* in the drop-down list at the bottom of the window. Right-click on the *Numbering 1* style and choose **Modify** from the context menu.

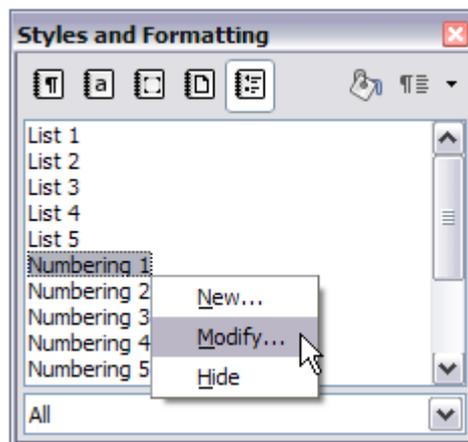


Figure 21: Modifying a list style

- 2) On the Numbering Style dialog, go to the *Outline* page, where you will find that one style matches our requirements. Click once on that style.

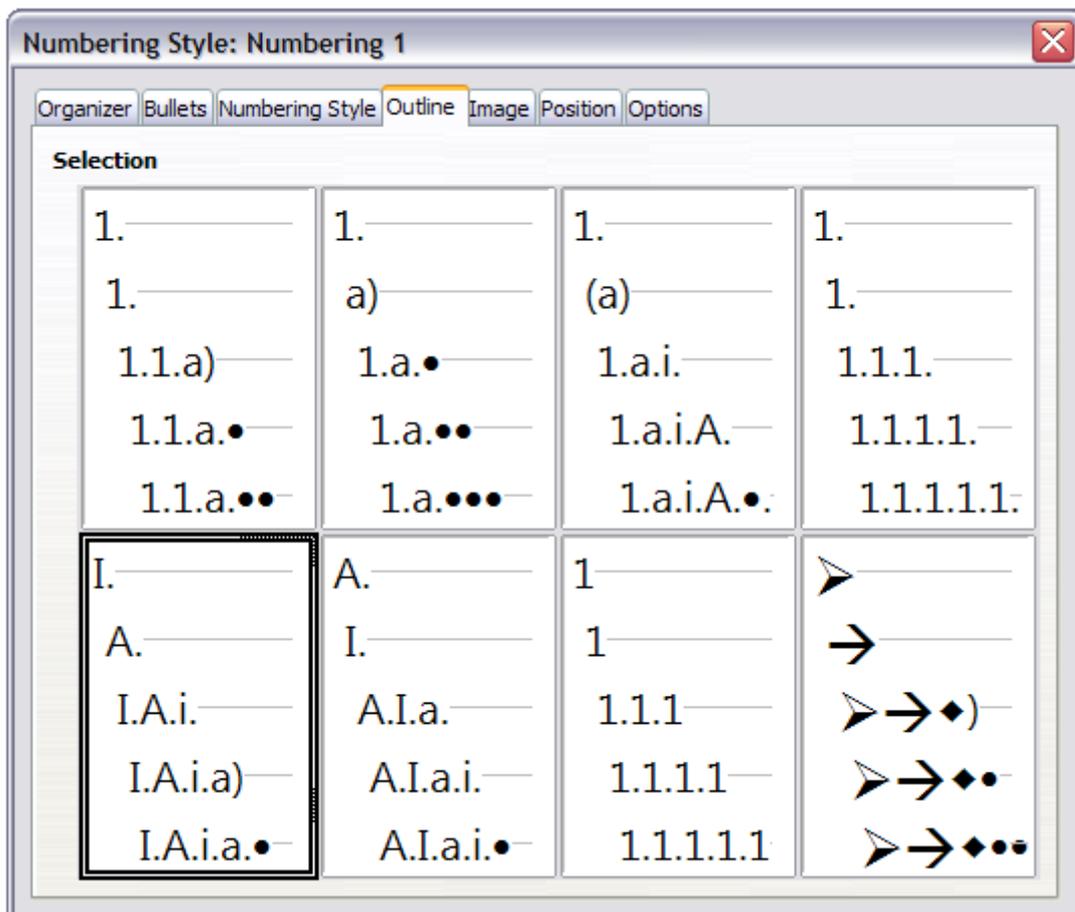


Figure 22: Choosing a predefined outline-numbering style

- 3) To modify the layout of the list, use the *Options* tab (Figures 23 and 24). Notice that the preview on the right shows the outline selected. In the *Level* box on the left, select **1**, then **2**, **3**, and **4** and see how the information in the *Numbering* and *After* boxes changes. Use the *Options* page to set different punctuation; for example, a period (full stop) after “a” on level 4 instead of a parenthesis. To make the indentation at each level greater or less than the default, change it on the *Position* page. Select the level, then make any changes in the indentation, spacing, or numbering alignment.
- 4) Repeat for each level as required, then click **OK**.

Tip

With outline numbering you can define different bullet styles for the different levels of a bullet list. Use the *Bullets* tab of the *Bullets and Numbering* dialog (not shown) to select the basic style. Return to the *Options* tab to customize the bullet for each indent level. Here you can set bullets to any character. See the *Image* tab for more bullets.

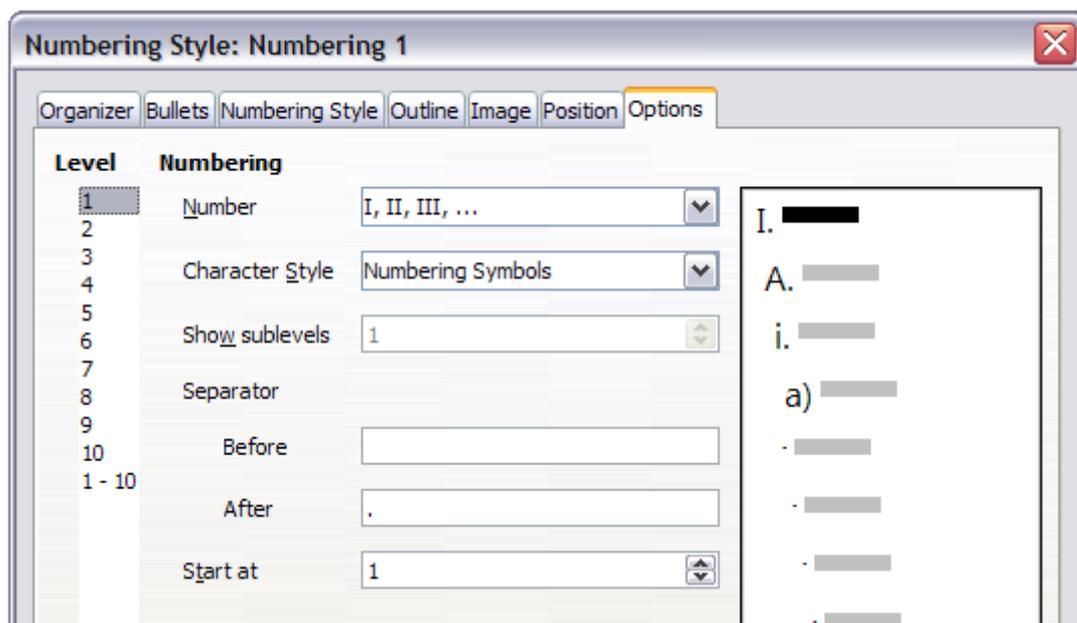


Figure 23: Checking the outline numbering for level-1 list items

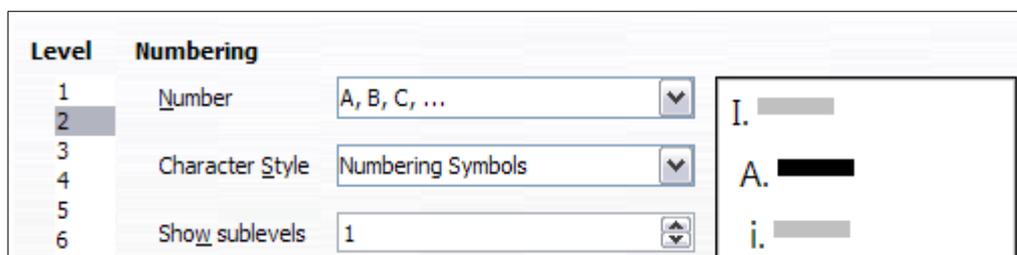


Figure 24: Numbering style for level-2 list items

Using footnotes and endnotes

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

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

- Insert footnotes.
- Define the format of footnotes.
- Define the location of footnotes on the page, and the color and line styles for separator lines.

Inserting footnotes/endnotes

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

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

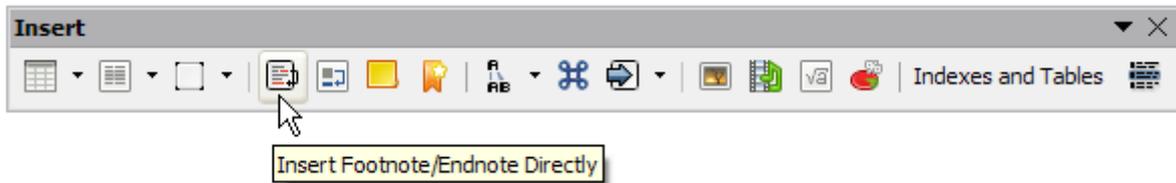


Figure 25: Using the Insert Footnote Directly icon on the toolbar

If you use **Insert > Footnote/Endnote**, the Insert Footnote/Endnote dialog (Figure 26) is displayed. Here you can choose whether to use the automatic numbering sequence specified in the footnote settings and whether to insert the item as a footnote or an endnote.

If you use the **Insert Footnote/Endnote Directly** or **Insert Endnote Directly** icon, the footnote or endnote automatically takes on the attributes previously defined in the Footnote Settings dialog.

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

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

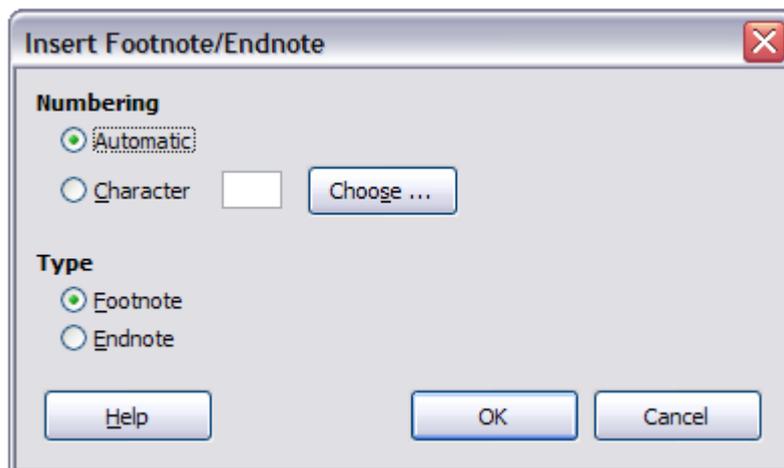


Figure 26: Inserting a footnote/endnote

Defining the format of footnotes/endnotes

To format the footnotes themselves, click **Tools > Footnotes/Endnotes**. On the Footnotes/Endnotes Settings dialog (Figure 27), choose settings as required.

Defining footnote location and separator line

The location of footnotes on the page, and the color and style of the line that separates the footnotes from the text, are defined in the page style. If you are using several page styles, and may have footnotes on any of them, you need to define the footnote location and separator line on each of the page styles.

Choose **Format > Page** from the Menu bar or right-click on a page and choose **Page** from the context menu, to display the **Page Style** dialog. Go to the *Footnote* tab (Figure 28) and make your selections, then click **OK** to save the changes.

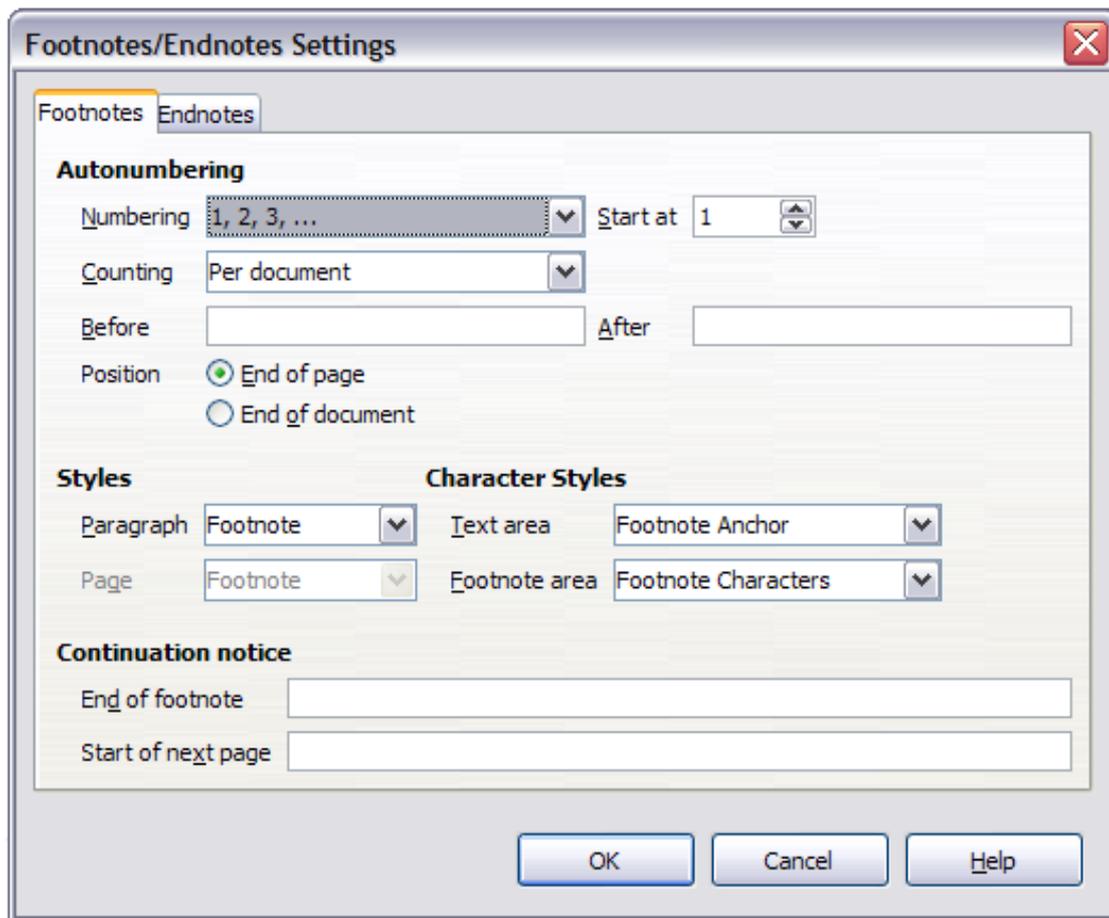


Figure 27: Defining footnote formatting

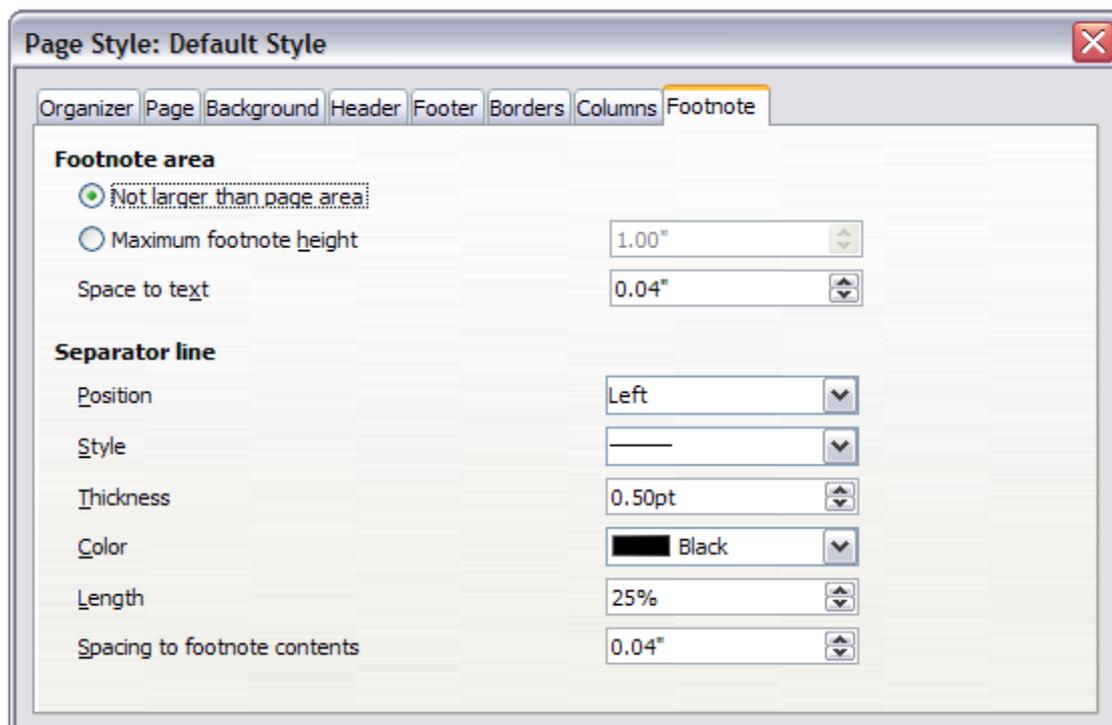


Figure 28: Defining footnote location and separator line

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. This can mean that proper names which are correctly spelled but which do not appear in the dictionary will be flagged as misspelled. Also provided is a grammar checker, which can be used separately or in combination with the spelling checker.

If it is enabled before entering text, **AutoSpellcheck** checks each word as it is typed. If it is enabled after text is inserted it checks the text already in the document. A wavy red line is displayed under any unrecognized words. It can be enabled from the Standard Toolbar by clicking

the AutoSpellcheck button (), or from **Tools > Options > Language Settings > Writing Aids** and selecting it in the **Options** list.

Right-clicking on an unrecognized word brings up the AutoCorrect context menu. If the document has change tracking enabled, then the context menu contains options relating to changes in the text.

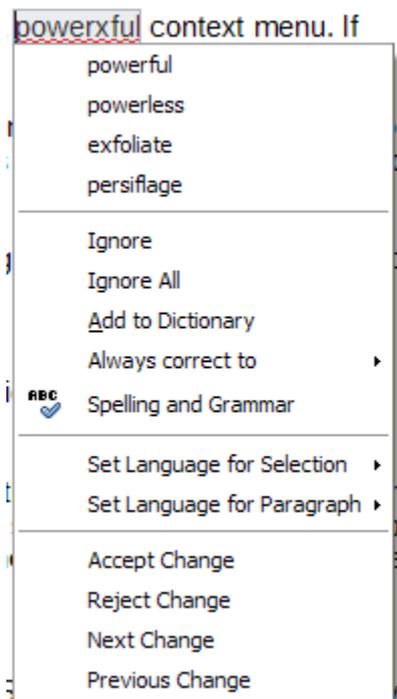


Figure 29: AutoCorrect context menu

Clicking on one of the suggested words in the top section of the menu replaces the underlined word with the one selected.

The choices in the second section 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.

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

Spelling and Grammar

This opens the **Spelling and Grammar** checker. See the explanations for this which follow.

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

The fourth section is only visible when change tracking has been enabled and further edits are carried out after saving the document. If the spelling error was in the saved document, then only **Next** and **Previous Change** are shown. If the spelling error is in the newly added text, then the content shown in Figure 29 is displayed.

Spelling and grammar

To perform a combined spelling and grammar check on the document (or a text selection), click the

Spelling and Grammar button on the Standard Toolbar (), or press *F7*. In order to use this, the appropriate dictionaries must be installed. By default, four dictionaries are installed: a spellchecker, a grammar checker, a hyphenation dictionary, and a thesaurus. In operation the **Spelling and Grammar** tool checks either the document from the cursor point onwards, or the text selection. It opens the **Spelling and Grammar** dialog if any unrecognized words are found, or if any of the built-in grammar rules are broken. The option to restart from the beginning of the document is offered on reaching the end of the document.

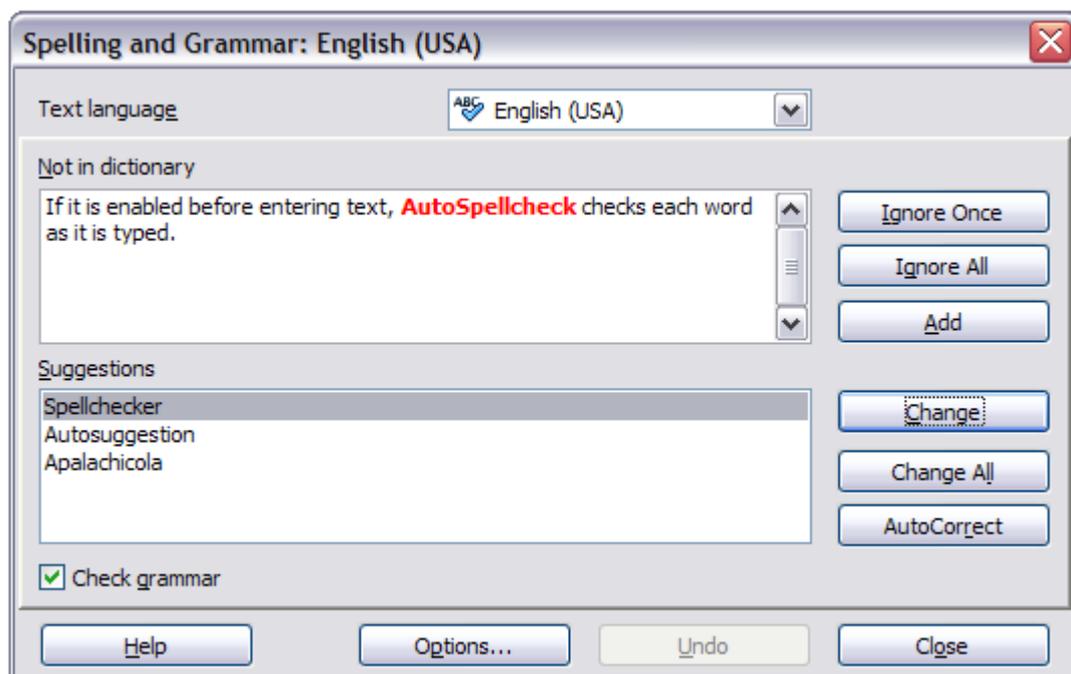


Figure 30: Spelling alert using the Spelling and Grammar dialog

The elements of the Spelling and Grammar dialog are as follows.

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 31). The sentence or the word can be edited in the pane.

Suggestions

The pane contains suggested replacement words for the highlighted word. Select a word and then select **Change** or **Change All** to replace it.

For grammatical errors there is no multiple choice. Select **Change** to accept the suggestion.

Text language

The language to be used for the spell and grammar 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.

Ignore Once, Ignore All, and Add

Selecting one of these buttons has the same effect as the item in the **AutoCorrect** context menu detailed above.

Change

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.

Change All

This replaces all instances of the word with the selected replacement word.

AutoCorrect

This behaves in a similar fashion to **AutoCorrect** described above. *However*, the word is not replaced and you must select one of the Change buttons.

Undo

This button is enabled when a change has been made to the sentence, in case you wish to reverse the change. The button is not accessible if you use a **Change** button to replace a word.

Options

Selecting this opens the **Options** dialogue box where you can select user defined dictionaries and set the spell checking rules.

Note

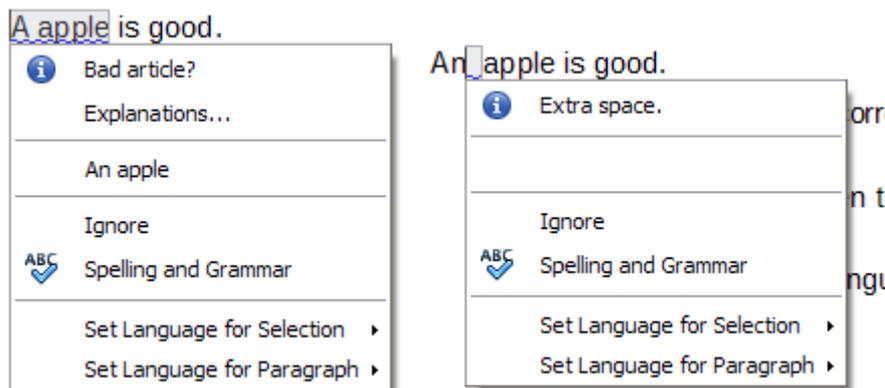
It is recommended you run the Spelling and Grammar checker twice on your document. A minor software problem may prevent it detecting all the grammatical errors in a single pass.

Grammar

By default, **Check grammar as you type** is enabled in **Tools > Options > Language Settings > Writing Aids > Options**.

AutoSpellcheck 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 below.



The first entry in the menu informs you of the suspected broken grammatical rule.

The second menu item in the left example is **Explanations**, which if selected opens your browser and takes you 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.

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 select to ignore the indicated error, or to open the Spelling and Grammar checker. This dialog is shown below. This example displays the URL which will take you to a web site for more information on the error indicated.

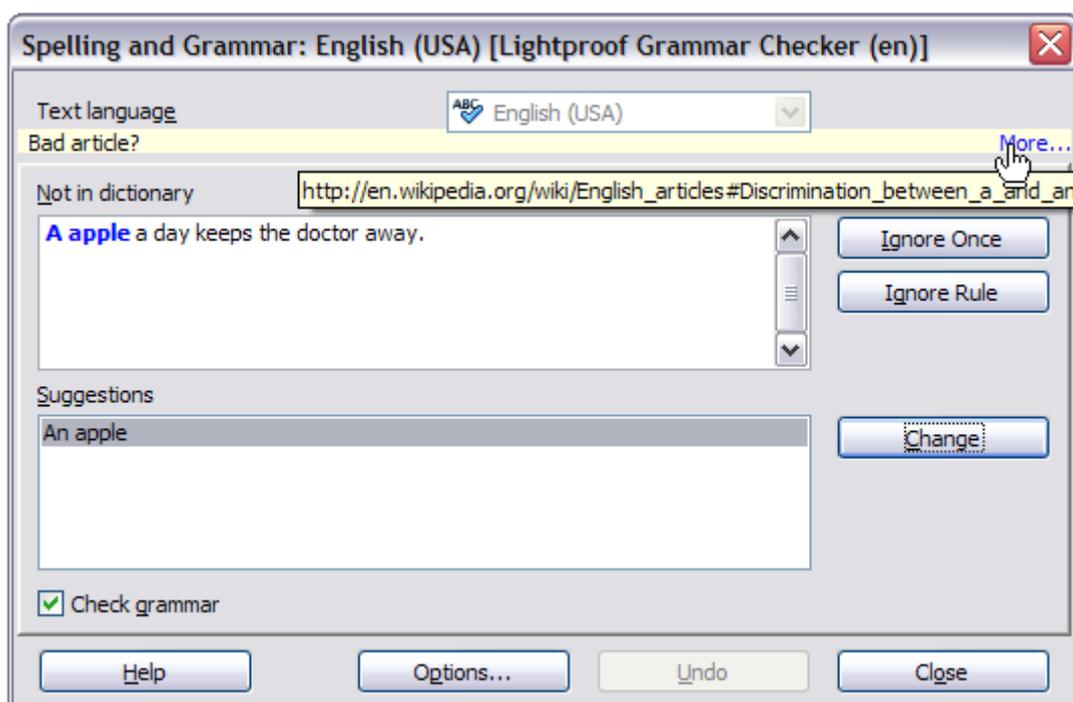


Figure 31: Dialog showing the URL for expanded explanation

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

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**.

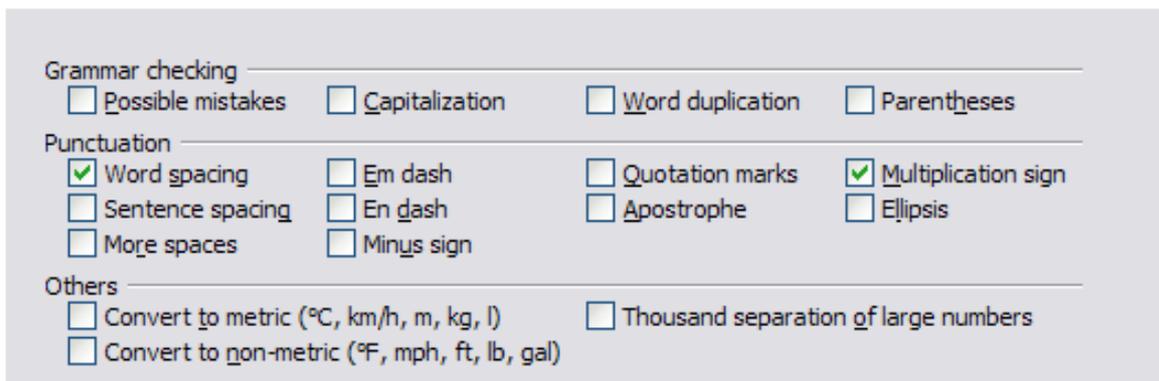


Figure 32: Additional grammar checking options

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.

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

Grammar checking

Possible mistakes

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

Capitalization

Checks for the capitalization of sentences. The sentence boundary detection depends on abbreviations.

Word duplication

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

Parentheses

Checks for pairs 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, but not of more than that.

Sentence spacing

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

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.

Quotation marks

This checks for correct typographical double quotation marks.

Multiplication sign

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

Apostrophe

Replaces an apostrophe with the correct typographical character.

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: metric to imperial or imperial to metric.

Thousands separation of large numbers

Converts a number with five or more significant digits to a common format, that is one which uses the comma as a thousands separator, or to the ISO format which uses a narrow space as a separator.

Using built-in language tools

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

- Selection of paragraph and character styles
- The functions in **Tools > Language**
- The use of language settings in Options
- The functions available on the status bar

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

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

Using paragraph and character styles

Specifying the language in character and paragraph styles can be problematic unless you use a particular style for a different language. Changing the Language on the Font tab of the Paragraph Styles dialog will change the language for all paragraphs that use that paragraph style. You can set

certain paragraphs to be checked in a language that is different from the language of the rest of the document by putting the cursor in the paragraph and changing the language on the Task Bar. See Chapter 7, Working with Styles, for information on how to manage the language settings of a style.

Using Tools > Language

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

For Selection

Applies a specified language to the selected text.

For Paragraph

Applies the specified language to the paragraph where the cursor is located.

For all Text

Applies the specified language to all of the document, including text inserted after making the change.

Using language settings in Options

Another way to change the language of a whole document is to use **Tools > Options > Language Settings > Languages**. In the *Default languages for documents* section (Figure 33), you can choose a different language for all the text that is not explicitly marked as a different language.

Caution



Unlike the menu tool that applies to the individual document, a change in the default language from the **Options** dialog is a general change of settings of LibreOffice and will therefore apply to all the documents created in the future. If you want to change the language for the current document only, be sure to select the *For the current document only* option.

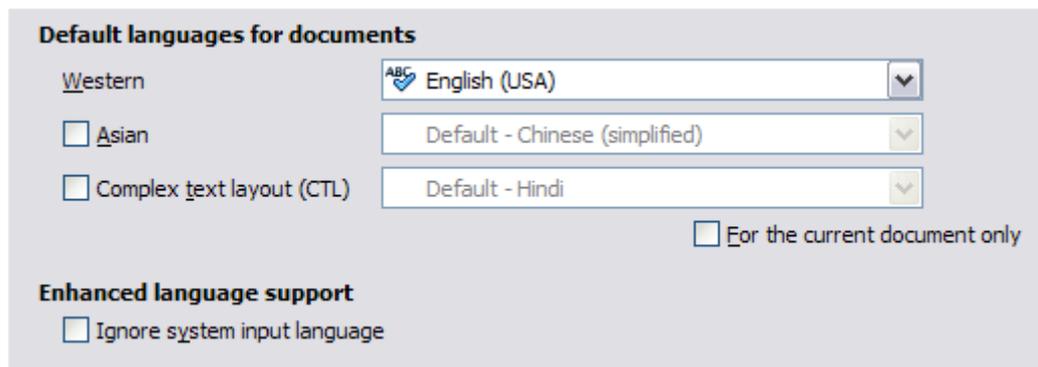


Figure 33: Options available in the Languages settings

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

Using the status bar

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

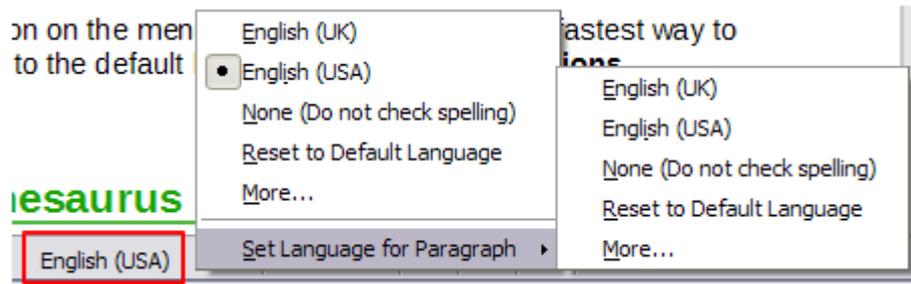


Figure 34: Language choices on the status bar

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

Using synonyms and the thesaurus

You can access a short list of synonyms from the context menu (Figure 35).

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

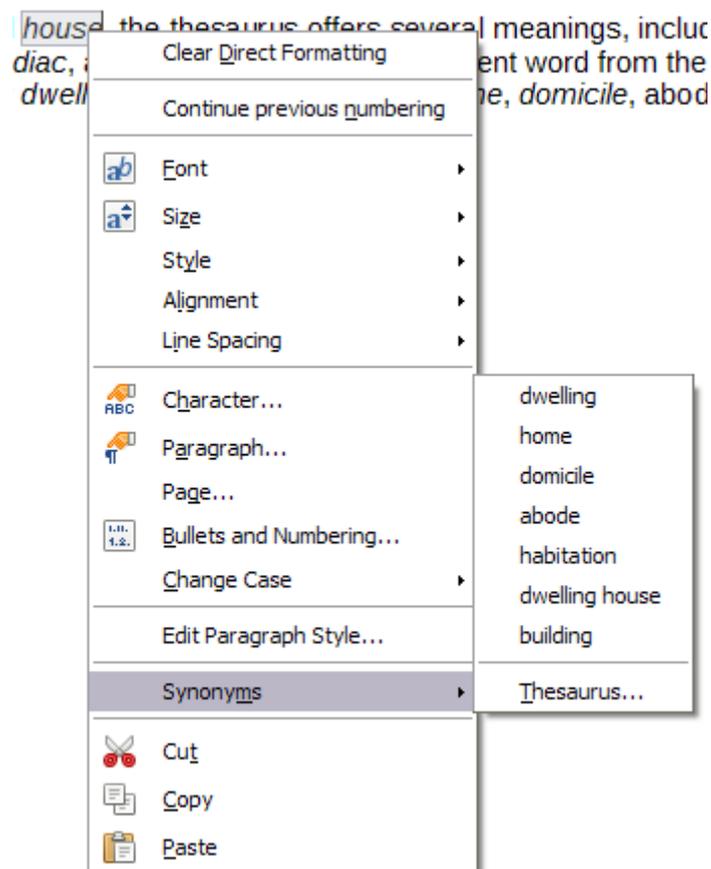


Figure 35: Synonyms on the context menu

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

- 1) Select a word or phrase, and then choose **Tools > Language > Thesaurus**, or press *Ctrl+F7*, or right-click and choose **Thesaurus** from the **Synonyms** submenu.
- 2) In the dialog, click on a word or phrase within the numbered 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, as shown in Figure 36.

Note

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

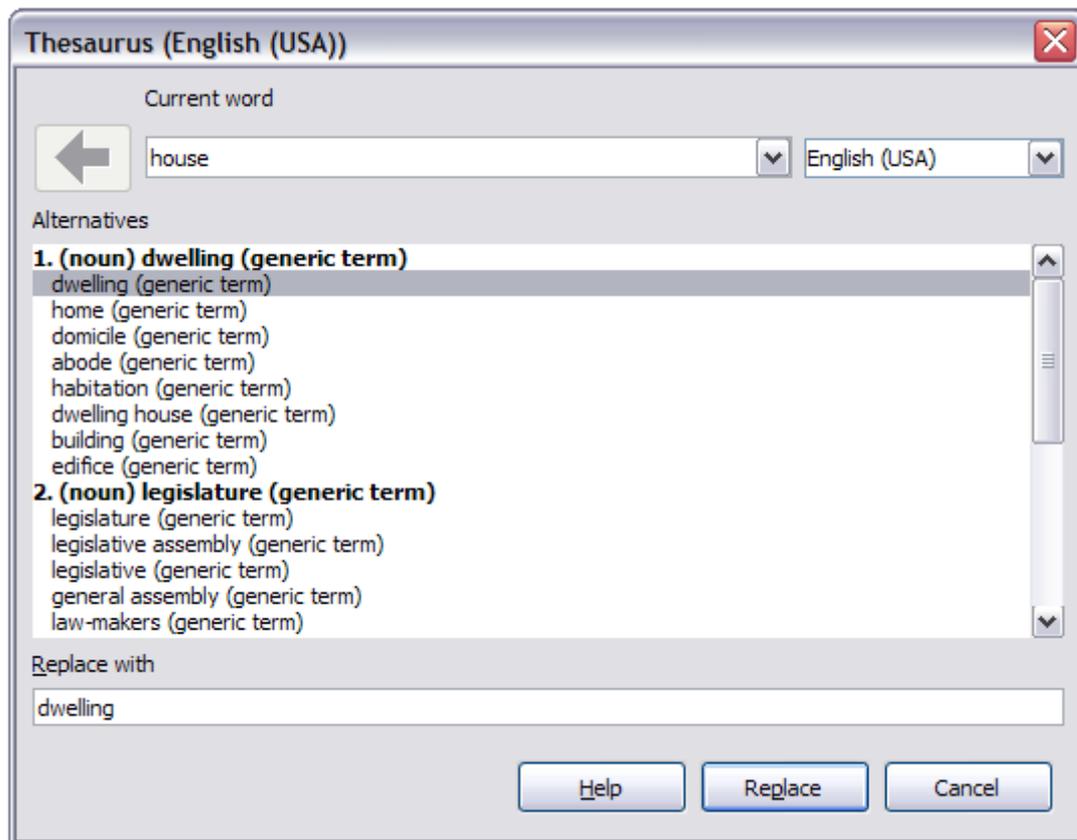


Figure 36: The thesaurus offers alternatives to words

Hyphenating words

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

Automatic hyphenation

To turn automatic hyphenation of words on or off:

- 1) Press *F11* to open the Styles and Formatting window. On the *Paragraph Styles* page, right-click on **Default** and select **Modify**.

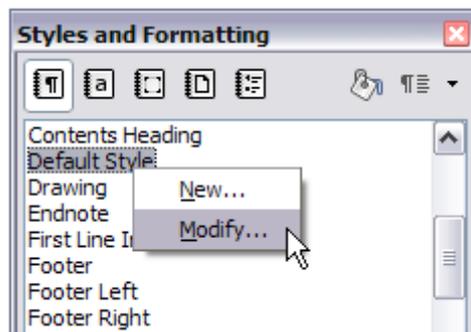


Figure 37: Modifying a paragraph style

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

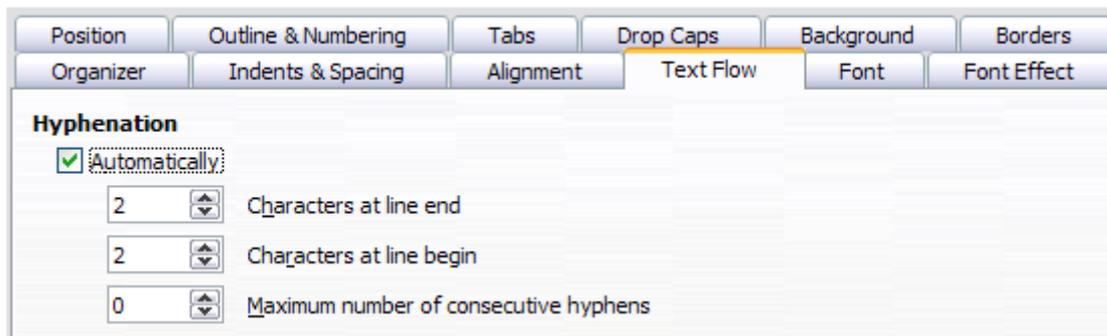


Figure 38: Turning on automatic hyphenation

- 3) Under *Hyphenation*, select or deselect the **Automatically** option.
- 4) Click **OK** to save.

Note

Turning on hyphenation for the *Default* paragraph style affects all other paragraph styles that are based on *Default*. 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* are not affected. For more on paragraph styles, see Chapters 6 and 7 in this book.

You can also set hyphenation choices through **Tools > Options > Language Settings > Writing Aids**. In *Options*, near the bottom of the dialog, scroll down to find the hyphenation settings.

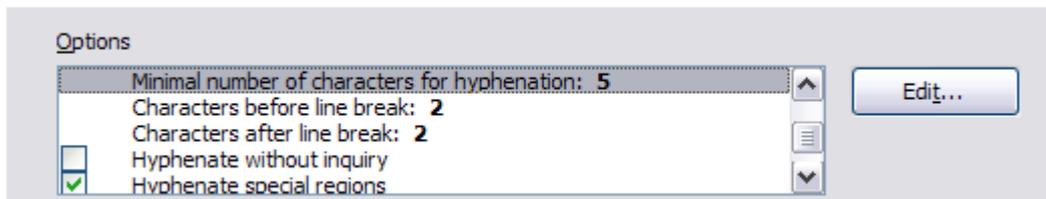


Figure 39: Setting hyphenation options

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 *conditional hyphen*, which is visible only when required.

To insert a conditional hyphen inside a word, click where you want the hyphen to appear and press *Ctrl+hyphen* or use **Insert > Formatting Mark > Optional 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 has a long list of common misspellings and typing errors, which it corrects automatically. For example, "hte" will be changed to "the".

AutoCorrect is turned on when Writer is installed. To turn it off, uncheck **Format > AutoCorrect > While Typing**.

Select **Tools > AutoCorrect Options** to open the AutoCorrect dialog. There you can define what strings of text are corrected and how. In most cases, the defaults are fine.

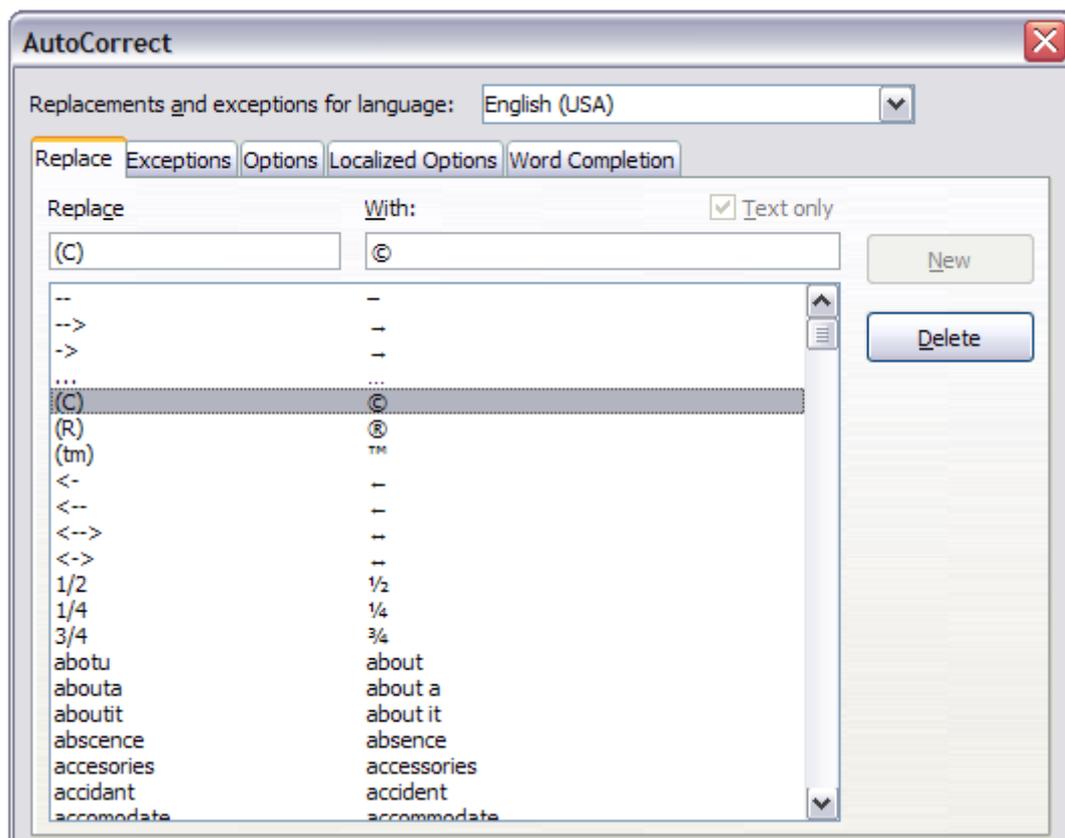


Figure 40: Replace tab of AutoCorrect dialog

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**.

See the different pages of the dialog for the wide variety of other options available to fine-tune AutoCorrect.

Tip

AutoCorrect can be used as a quick way to insert special characters. For example, (c) will be automatically corrected to ©. You can add your own special characters.

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 Options > Word Completion** and deselect **Enable word completion**.

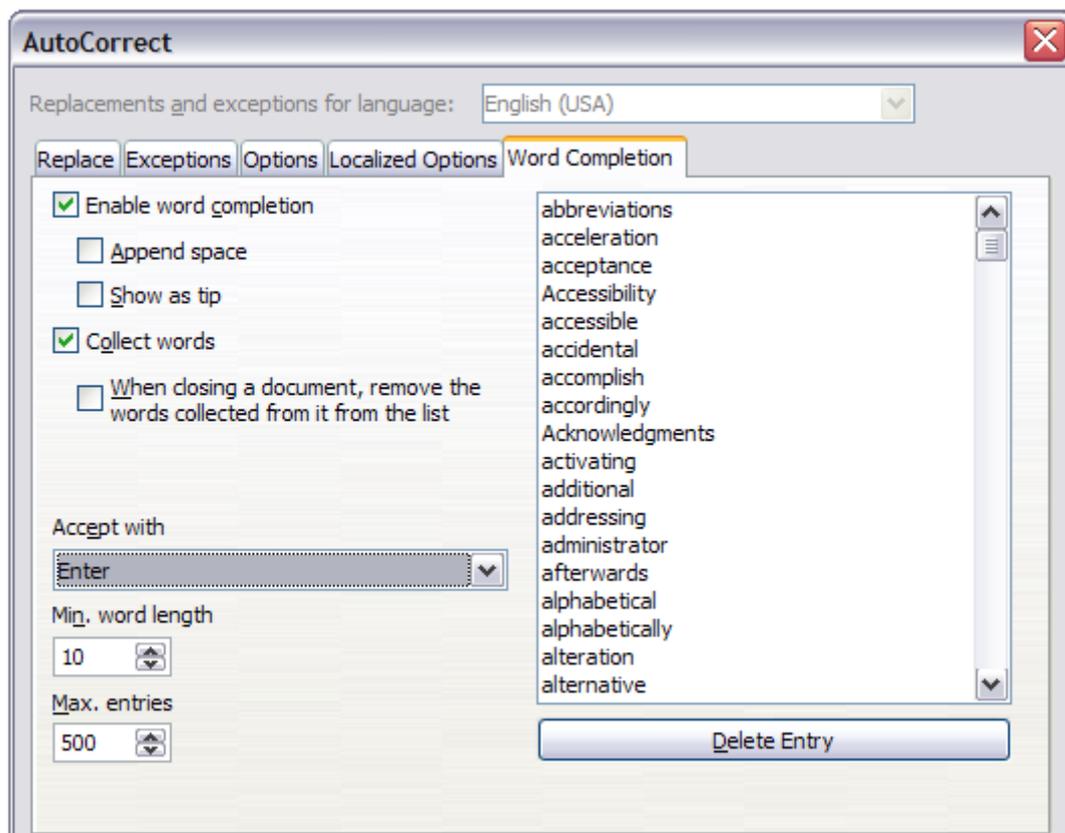


Figure 41: Customizing word completion

You can customize word completion from the *Word Completion* page of the AutoCorrect dialog (Figure 41).

- 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 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.
- Change the key that accepts a suggested entry—the options are *right arrow*, *End* key, *Enter (Return)*, *Space bar*, and *Tab*.

Note

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

Using AutoText

Use AutoText to store text, tables, fields, 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 14, Working with Fields, for more information.

Creating AutoText

To store some text as AutoText:

- 1) Type the text into your document.
- 2) Select the text.
- 3) Go to **Edit > AutoText** (or press *Ctrl+F3*).
- 4) In the AutoText dialog (Figure 42), type a name for the AutoText in the *Name* box. Writer will suggest a one-letter shortcut, which you can change.
- 5) In the large box to the left, choose the category for the AutoText entry, for example *My AutoText*.
- 6) Click the **AutoText** button on the right 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.

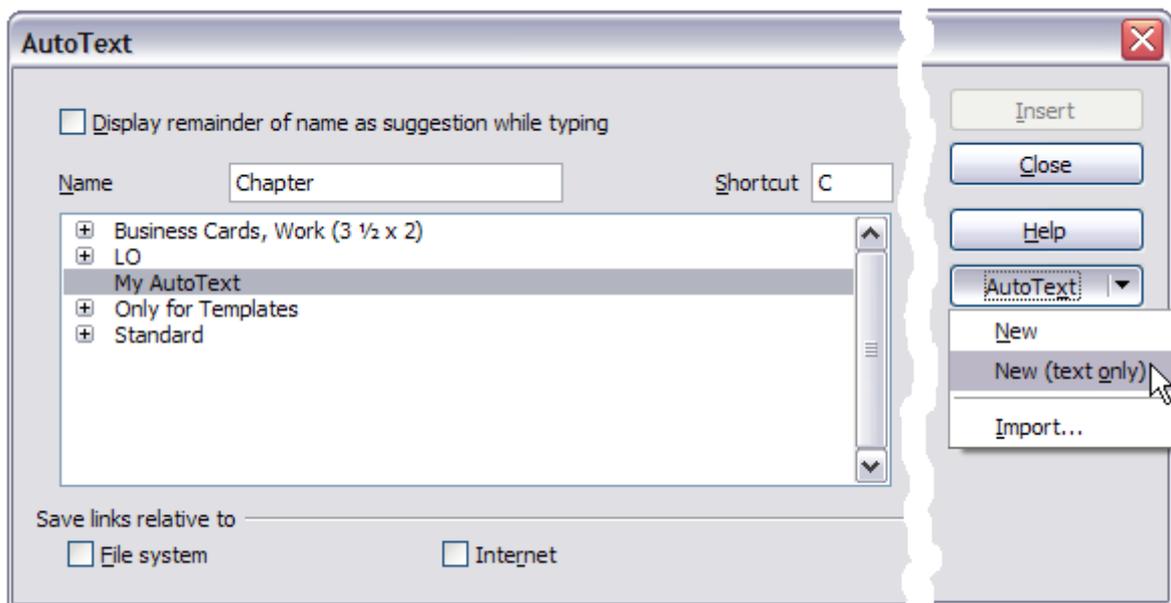


Figure 42: Defining a new AutoText entry

To save a table as AutoText:

- 1) Create a table and format it the way you want.
- 2) Select the table.
- 3) Go to **Edit > 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.

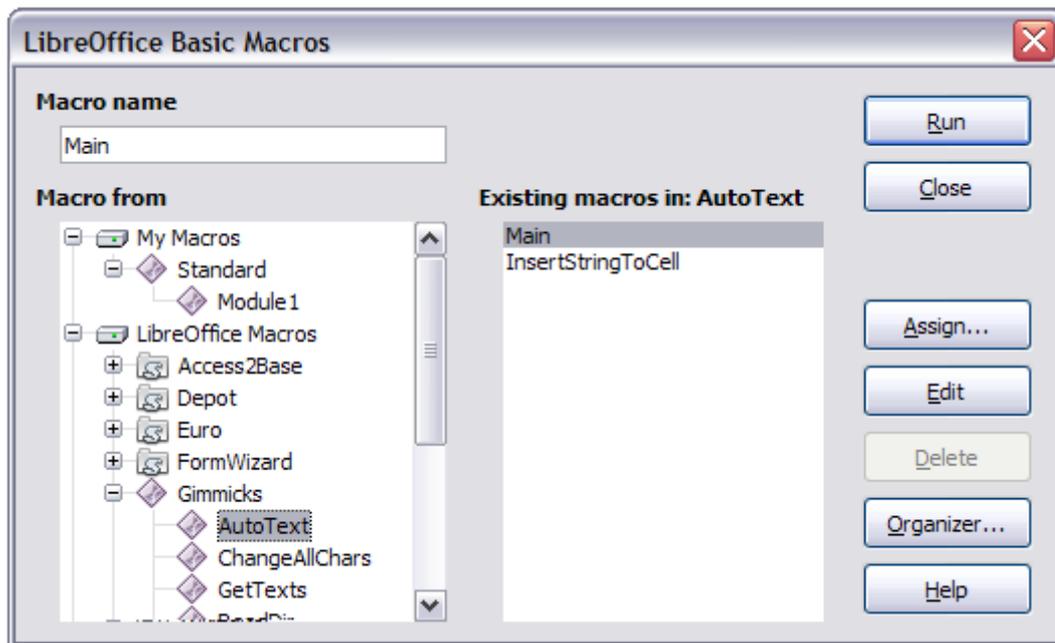
Inserting AutoText

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 > LibreOffice Basic**.
- 2) In the *Macro from* list, expand **LibreOffice Macros > 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.



Line numbering

Line numbering puts line numbers in the margin. The line numbers are displayed on screen and are also printed. Figure 43 shows an example with numbering on every line.

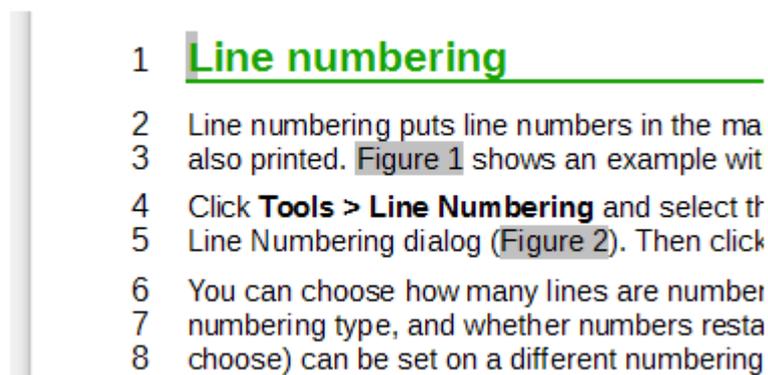


Figure 43: Line numbering example

Click **Tools > Line Numbering** and select the **Show numbering** option in the top left corner of the Line Numbering dialog (Figure 44). Then click **OK**.

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

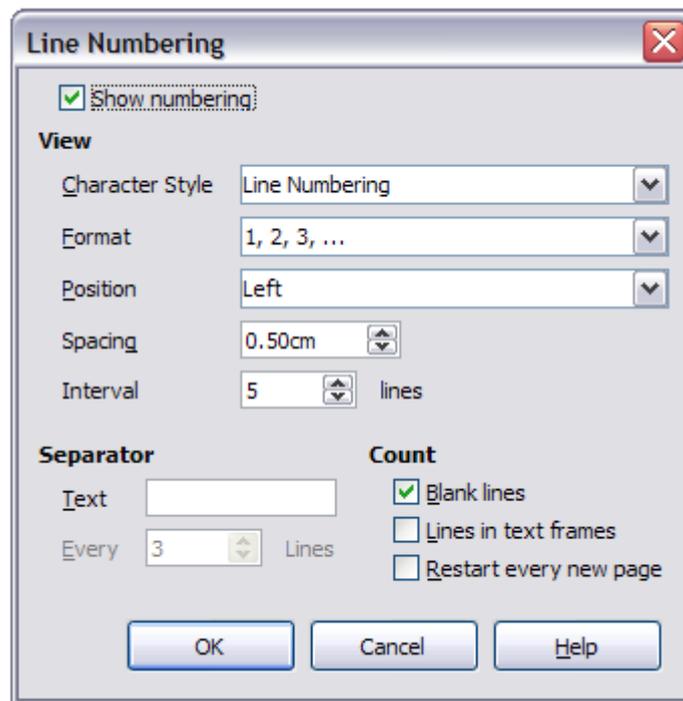


Figure 44: The Line Numbering dialog

Tracking changes to a document

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

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

Note

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

Preparing a document for review

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

- 1) Open the document. To check whether it contains multiple versions, click **File > Versions**. If multiple versions are listed, save the current version as a separate document with a different name and use this new document as the review copy.

- 2) With the review copy open, make sure that change recording is turned on. The **Edit > Changes > Record** menu item has a check mark next to it when recording is turned on.
- 3) Click **Edit > Changes > Protect Records**. On the Enter Password dialog, type a password (twice) and click **OK**.

Tip

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

Recording changes

See Chapter 2, Setting up Writer, for instructions on setting up how your changes will be displayed.

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

Tip

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

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

In addition to being displayed as an extended tip, the comment is also displayed in the list in the Accept or Reject Changes dialog (Figure 46).

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

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

Tip

See also “Adding other comments” on page 46 for a way to annotate text that is not associated with a recorded change.

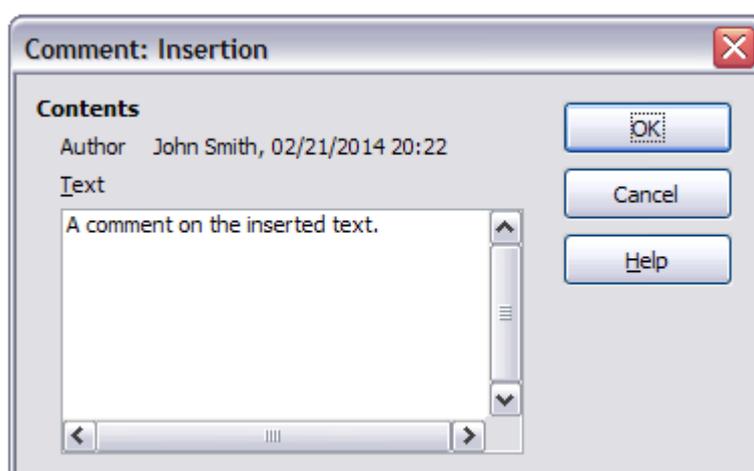


Figure 45: Inserting a comment during change recording

Accepting or rejecting changes

To accept or reject recorded changes, use either of these methods:

- Right-click (context) menu
- Accept or Reject Changes dialog

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

- Accepting a change incorporates the alteration into the document and removes the change indication marking.
- Rejecting a change reverts the document to its original state and removes the change indication marking.

Right-click (context) menu

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

Accept or Reject Changes dialog

- 1) Click **Edit > Changes > Accept or Reject**. The Accept or Reject Changes dialog (Figure 46) opens, showing changes that have not yet been accepted or rejected.
- 2) When you select a change in the dialog, the actual change is highlighted in the document, so you can see what the editor changed.
- 3) Click **Accept** or **Reject** to accept or reject the selected change. You can also click **Accept All** or **Reject All** if you do not want to review the changes individually.

To show only the changes of certain people or only the changes on specific days or various other restrictions, use the *Filter* page (Figure 47) on the Accept or Reject Changes dialog. After specifying the filter criteria, return to the *List* page to see those changes that meet your criteria.

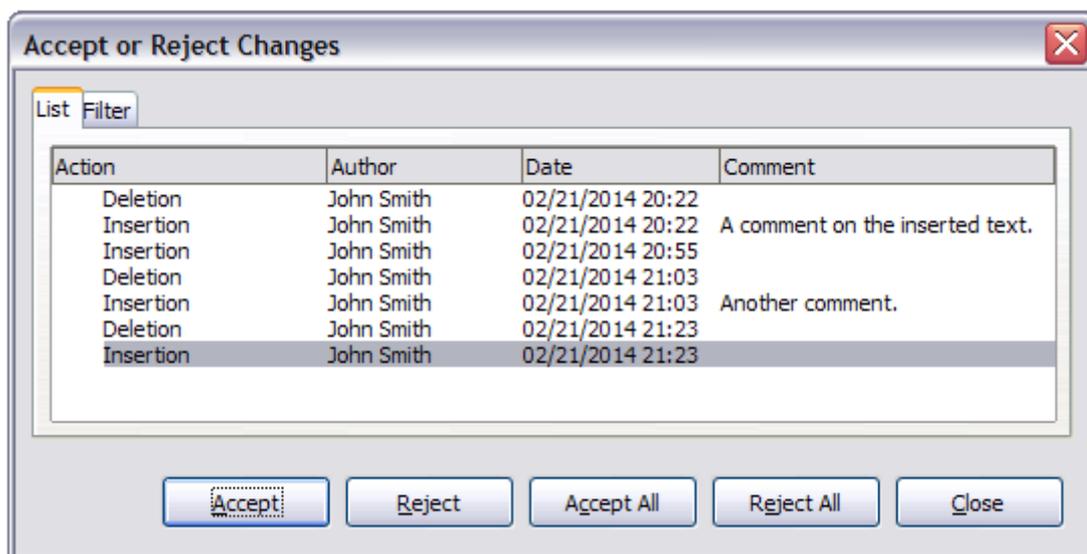


Figure 46: The List tab of the Accept or Reject Changes dialog

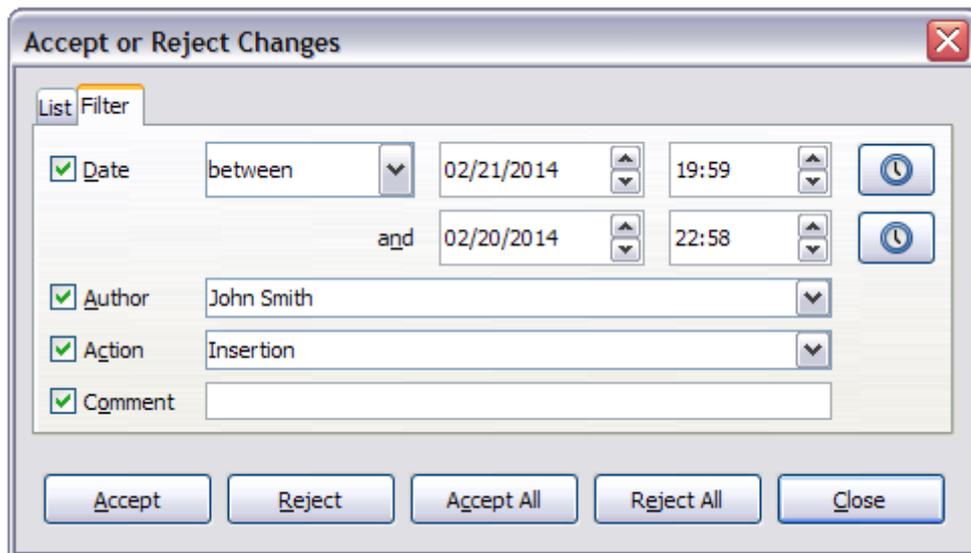


Figure 47: The Filter page of the Accept or Reject Changes dialog

Merging modified documents

The processes discussed to this point are effective when you have one reviewer at a time. Sometimes, however, multiple reviewers all return edited versions of a document at the same time. In this case, it may be quicker to review all of these changes at once, rather than one review at a time. For this purpose, you can merge documents in Writer.

To merge documents, all of the edited documents need to have recorded changes in them.

- 1) Open one copy.
- 2) Click **Edit > Changes > Merge Document** and select and insert another copy of the document to be merged with the first.
- 3) After the documents merge, the Accept or Reject Changes dialog opens, as in Figure 46, showing changes by more than one reviewer. If you want to merge more documents, close the dialog and then repeat step 2.
- 4) Repeat until all copies are merged.

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

Comparing documents

Sometimes reviewers may forget to record the changes they make. This is not a problem with Writer because you can find the changes if you compare documents.

In order to compare documents, you need to have the original document and the one that is edited. To compare them:

- 1) Open the edited document. Select **Edit > Compare Document**.
- 2) The Insert dialog appears. Select the original document and click **Insert**.

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

Adding other comments

Writer provides another type of comments (formerly called “notes”), which authors and reviewers often use to exchange ideas, ask for suggestions, or brainstorm during the review process.

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

The anchor point of the comment is connected by a dotted line to a box on the right-hand side of the page where you can type the text of the comment. Writer automatically adds at the bottom of the comment the author’s name and a time stamp indicating when the comment was created. Select **Tools > Options > LibreOffice > User Data** to configure the name you want to appear in the Author field of the comment, or to change it.

Click somewhere on the page to finish your comment. Otherwise, you will not be able to move away from this location.

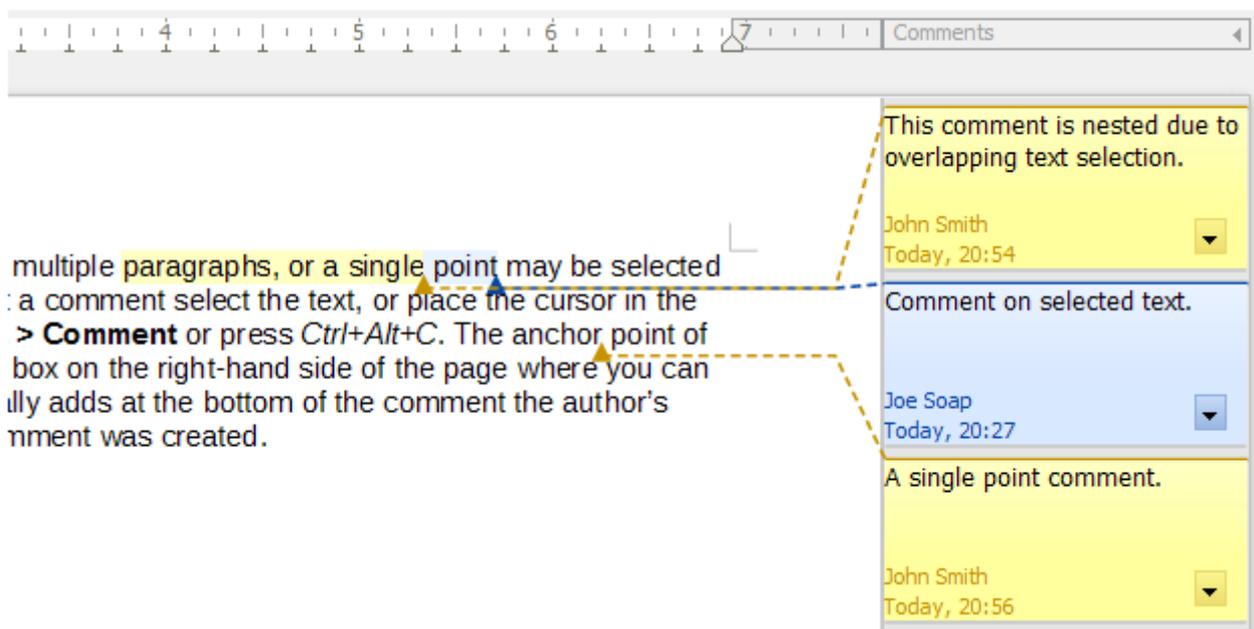


Figure 48: Comments in LibreOffice

If more than one person edits the document, each author is automatically allocated a different background color. Figure 48 shows an example of text with comments from two different authors. If an author selects text that overlaps another author’s comments, then the comments from the second author are nested with those of the first author.

Right-clicking on a comment pops up a menu where you can delete the current comment, all the comments from the same author, or all the comments in the document. This part of the menu is also available by clicking the down-arrow in the comment. From this menu, you can also apply some basic formatting to the text of the comment. You can also change font type, size, and alignment from the Menu bar.

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

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

Inserting a comment causes the Comments button to appear on the right-hand end of the ruler (see Figure 48). Toggling the button hides or shows all the comments.

Linking to another part of a document

If you type in cross-references to other parts of the document, those references can easily get out of date if you reorganize the order of topics, add or remove material, or reword a heading. Writer provides two ways to ensure that your references are up to date, by inserting links to other parts of the same document or to a different document:

- Hyperlinks
- Cross-references

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

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

Using cross-references

To ensure that references update if you reword a heading, caption, or other linked item, use automatic cross-references. See “Using automatic cross-references” in Chapter 14, Working with Fields, for details.

Using bookmarks

Bookmarks are listed in the Navigator and can be accessed directly from there with a single mouse click. In HTML documents, bookmarks are converted to anchors that you can jump to by hyperlink. For more about bookmarks, see “Using bookmarks” in Chapter 14, Working with Fields.

Using hyperlinks

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

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

If you do not want Writer to convert a specific URL to a hyperlink, choose **Edit > Undo Insert** from the Menu bar or press *Ctrl+Z* immediately after the formatting has been applied.

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

Note

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

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

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

Inserting hyperlinks using the Navigator

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

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

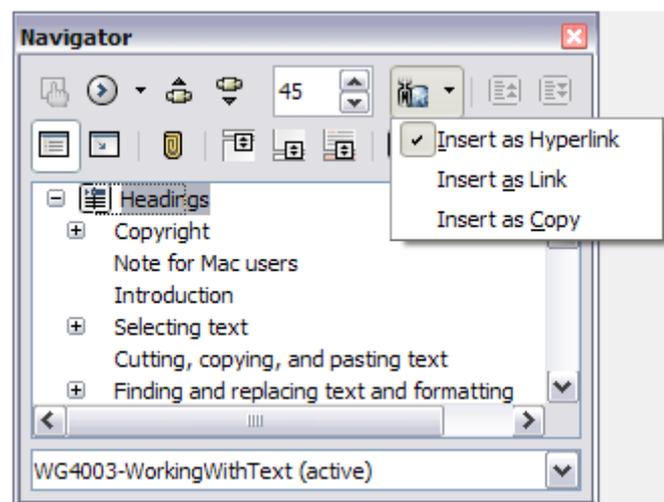


Figure 49: Inserting a hyperlink using the Navigator

Inserting hyperlinks using a dialog

To display the Hyperlink dialog (Figure 50), click the **Hyperlink** icon () on the Standard Toolbar or choose **Insert > Hyperlink** from the Menu bar. To turn existing text into a link, select it before opening the dialog.

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

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

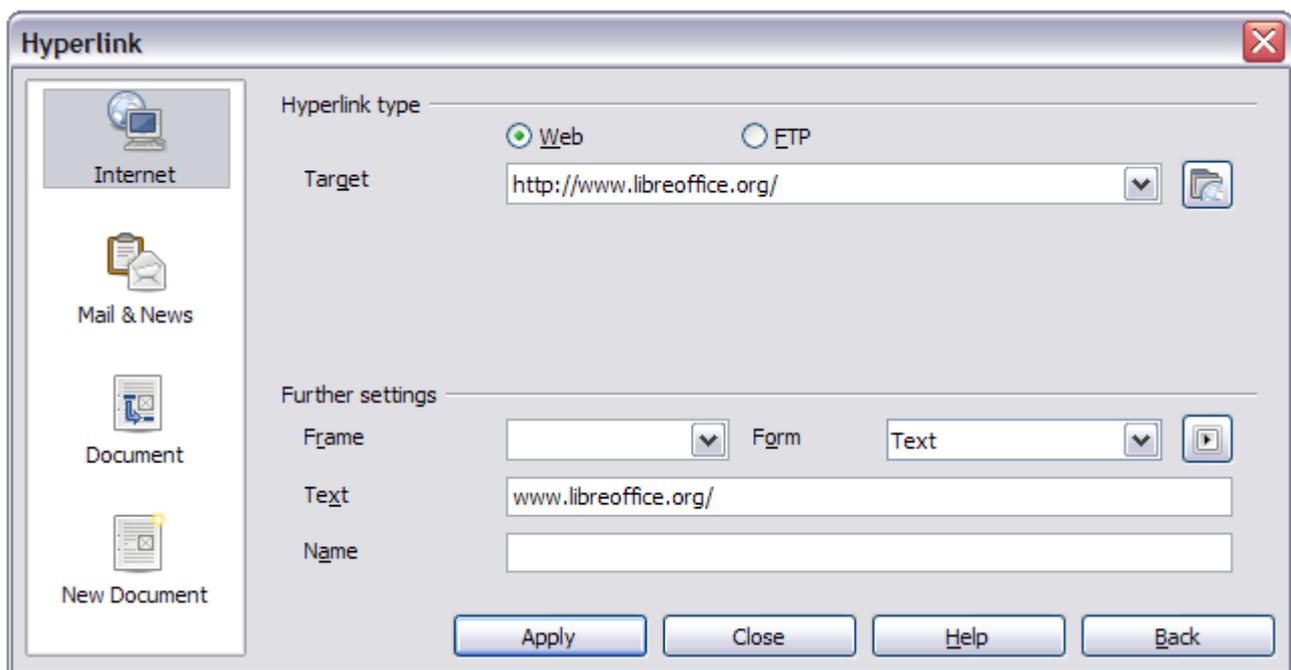


Figure 50: Hyperlink dialog showing details for Internet links

The top right part of the dialog changes according to your choice for the hyperlink type. A full description of all the choices, and their interactions, is beyond the scope of this chapter. Here is a summary of the most common choices used in presentations.

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

For a *Mail and News* type hyperlink, specify whether it is a mail or news link, the receiver address and for email, also the subject.

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

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

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

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

Editing hyperlinks

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

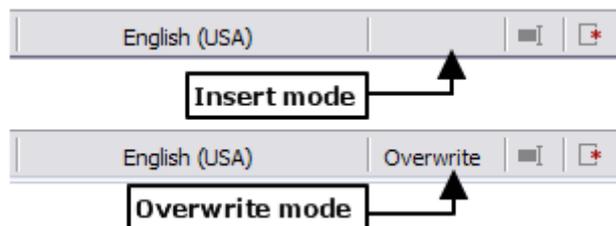
The standard (default) behavior for activating hyperlinks within LibreOffice is to use *Ctrl+click*. This behavior can be changed in **Tools > Options > LibreOffice > Security > Options**, by deselecting the option **Ctrl-click required to follow hyperlinks**. If clicking in your links activates them,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

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

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

Switching between insert and overwrite mode

In insert mode, any text after the cursor position moves forward to make room for the text you type; in overwrite mode, text after the cursor position is replaced by the text you type. Only the Overwrite mode is displayed on the Status Bar. The shape of the cursor does not change.



With the keyboard, press *Insert* to toggle between overwrite mode and insert mode. With the mouse, click in the area on the Status Bar that indicates the current mode in order to switch to the other mode. Overwrite mode cannot be used with **Edit > Changes > Record** enabled.

Counting the words in a selection

Word and character count for the document, or for any selected text, is displayed on the Status bar. Word count and character count can be viewed by choosing **Tools > Word Count** or double-clicking on the word count field in the Status bar; this information updates as you edit the document. See Chapter 2, Setting up Writer, for information on setting word counting boundaries.



You can also see the number of words and characters (and other information including the number of pages, tables, and graphics) in the entire document in **File > Properties > Statistics**.

Changing the case of selected text

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

- Sentence case, where only the first word is capitalized (together with any proper nouns)
- lower case, where no words (except proper nouns) are capitalized
- UPPER CASE, where all letters are capitalized
- 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.