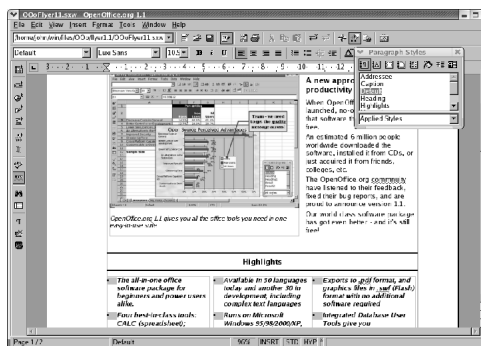


# OpenOffice.org Writer



Prepared by Colin Charles  
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- Screenshot © Erwin Tenhumberg, [erwin.tenhumberg@Sun.COM](mailto:erwin.tenhumberg@Sun.COM)

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## Quick Start

- File -> New -> Text Document
- Tools -> Options
  - configure Text Document & HTML Document options
    - measurement units, formatting aids, fonts, print options, tables, and more
- Tools -> Configure
  - what's viewable on function/status bars

- Writer can be started from most menu-based systems (GNOME/KDE have icons for it).
- A regular word processor starts up, and it is similar to most other existing packages out there.

### Exercise

- Change the default measurement unit from inches to centimeters.

### File-format Compatibility

- Proper interoperability achieved with Rich Text Format (.RTF)
- WordPerfect & Lotus WordPro files are incompatible
- KWriter files can be opened, if they were saved in their new OASIS XML format
- Microsoft Word XP files will import with quite a high success rate
- AppleWorks will work with the XML that Writer can save as

## Creating & Inserting AutoText

- Allows composition of whole texts via pre-defined shortcuts
- Works via typing a shortcut, then hitting the F3 key (eg. “yt”+F3)
- Edit and add new AutoText entries by:
  - Edit -> AutoText
  - Control + F3

- Test the AutoText: type “dt” and then hit the F3 key (dt F3) and see it display some text.
- Typing “yt” then hitting the F3 key gives the “Yours truly” line, with an appropriate name if OpenOffice.org has been set up correctly.

### **Exercise:** Create some AutoText

- Type something into Writer, then select it
- Edit -> AutoText
- Give it (the newly highlighted AutoText) an appropriate name; at this stage you can use the default shortcut given, or give it your own shortcut.
- Click the AutoText tab and select “New”
- Now the AutoText is created properly and in the document, you can use it by typing <shortcut\_name>+F3.
- Now, for *some fun*: Using the AutoText feature that you've just learnt about, type StarWriterTeam and see the output! That's an Easter Egg :)

# Counts

- **Word Counts: File -> Properties**
  - Refer to the **Statistics** tab. Keeps information on page, character, line counts and more
- **Tools -> Line Numbering**
  - Adds visible line numbers to each and every line or at line intervals

- Word counts are limited in the sense that they can't actually be counts made for selections of text – something many writers find very useful. To solve this, a macro has been written (as referenced from the OpenOffice.org Unofficial FAQ: <file:///home/byte/WWW/openoffice/faq.html#Writer1>). Visit [http://www.darwinwars.com/lunatic/bugs/oo\\_macros.html#bwc](http://www.darwinwars.com/lunatic/bugs/oo_macros.html#bwc) to enable such a feature.

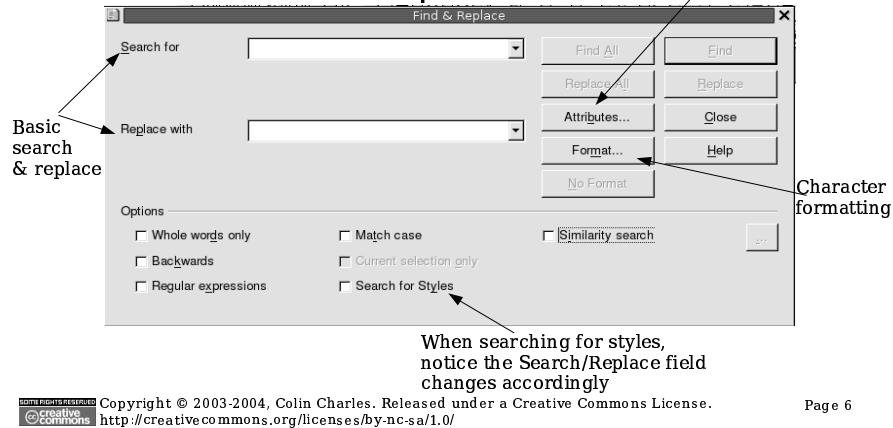
## **Exercise:** Line Numbering

- Get a fairly lengthy document (go surf the Internet, copy and paste some text into your document). Fulfill the requirement where you use uppercase Roman numerals, positioned at the right of the text at every 3 lines.
- Realize that counting blank lines (or not) is also an option

# Search & Replace

Within search text, you can also be specific via attribute of the item you're looking for

- Edit -> Find & Replace (Ctrl+F)

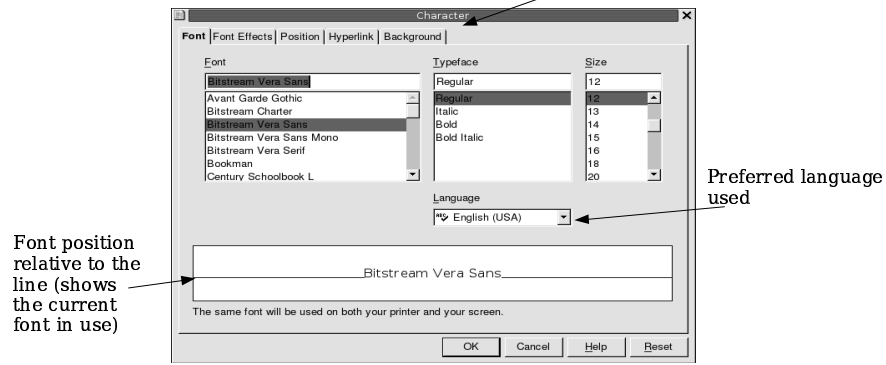


- The Find & Replace feature in OpenOffice.org is rather advanced, allowing searching in styles, changing font attributes, as well as supporting regular expressions.
- Using the “Whole words only” option, searching will make sure the whole word itself matches.
- For an understanding of regular expressions, there are a few examples like ? or \$ that are used. Doing “man 7 regex” will give a lot of examples that you can use (works on Linux or Mac OS X systems; Windows systems can make use of Google help).
- A Similarity Search can add, change or remove sets of characters. It can even combine them.
- Styles can be searched for and replaced with another style – for example, searching for Text Body, you can replace it with Text Body Indent. This saves precious time!

# Character Formatting

- Format -> Character

Change lots of other character properties



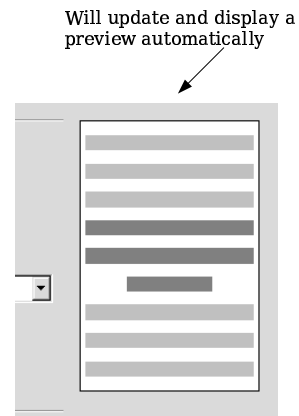
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- Font Effects – allows changing from/to capitals, and so on. Can emboss text, outline or even make text blink.
- Position – Superscripting or subscripting text happens here. It controls relatively where on the line the character sits. Characters can be scaled or even rotated.
- Hyperlink – documents that are linked to other documents.
- Background colors of each character can be changed.

# Paragraph Formatting

- Format -> Paragraph
  - Indents & Spacing (of lines)
  - Text Alignment
  - Text Flow
  - Numbering
  - Tabs
  - Borders & Background



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- Indents & Spacing – spacing above/below paragraph can be controlled here. Some users of word-processors tend to be used to spacings, except when at break. This is turned on by default – and is enabled in Tools -> Options -> Text Document -> General.
- Text Flow controls breaks, as well as options to split paragraphs. Hyphenation of text can be done automatically.



## Page Formatting

- Format -> Page (changes Page Styles)
  - Page – change the paper format (default is Letter); specify page orientation properties
  - Dividing the page into columns
    - Similar to Format -> Columns
  - Backgrounds, page borders and footnote styles are set here
  - Creation of headers & footers

- Note that Format -> Page changes the settings for the default page format.

# Headers (and Footers)

Toggle to turn on/off

Borders & background

Changes margin & spacing

**Note:** Header settings are the same as settings for the Footer

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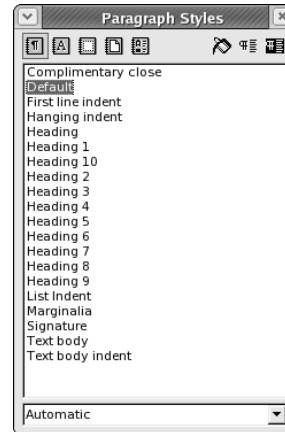
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- Headers are turned on by default – accessing them usually comes from Insert -> Header.
- Clicking the More button allows you to change the background color or even include a graphic.
- Using Dynamic spacing allows it to override the spacing settings (so the header expands to size).

# Styles

Welcome to the Stylist!

- Hit F11 to get the Stylist
- Each style controls every aspect of its flow
- Provides instant formatting, automation, consistency, and provides for table of contents generation



- In Word, this is known as Page Styles – however, OpenOffice.org really does provide more control over it, making it more FrameMaker like.
- Format -> Styles -> Catalog – shows the styles catalog and allows changes to be made here too.
- Conditional paragraph formatting can be created through drag & drop – that means you can configure a certain look and feel, highlight the selected text, and drop it into the Stylist window.
- Control for many types of styles – Character, numbering & bullet styles, including page and frame styles.

# Templates

- Used for documents with a repetitive nature to them (which includes formatting, graphics, etc...)
- File -> Templates -> Save – saves the current document as a template
- Default templates can be set, and organized (File -> Templates -> Organize)

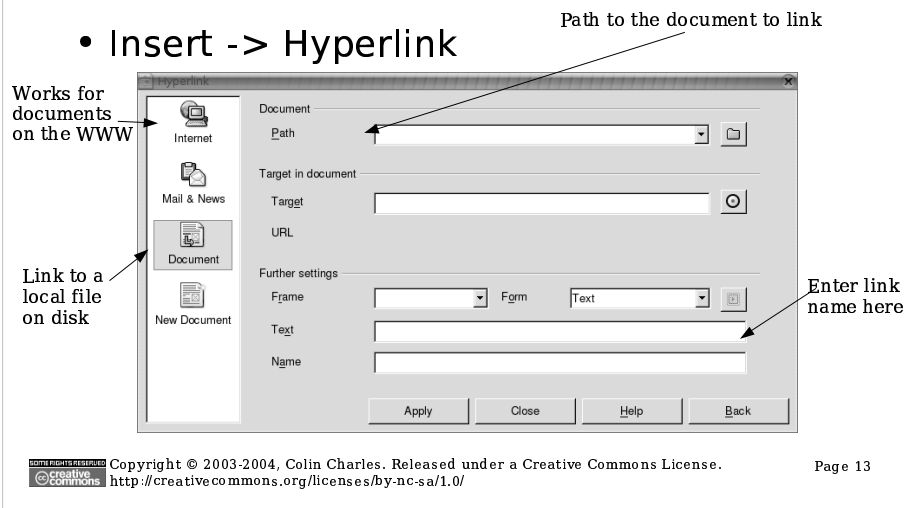
- OOo doesn't come with templates in a default install, but more templates are available online for download and use. Currently, the only known templates are two for Impress presentations.

## **Exercise:** Create a template

- Don't you always create similar documents on a regular basis? Maybe its a standard letter with the company letterhead? Maybe its a standard letter for your child's school with regards to leave of absence. We always have repetitive document creation.
- The task at hand is to create a memo or a fax template that you use often, and the only thing that changes would be the name and the address field from letter to letter. Use all your knowledge about template creation, and organization.
- This is important, as it will be used for a subsequent exercise.

# Hyperlinking

- Insert -> Hyperlink

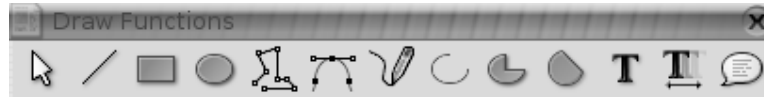


- When a hyperlink is clicked, the document that it is linked to (or the URL of a site), will actually load up in a new window. What this means is that if you click a Calc file, it will open Calc up. Think about how useful this is during presentations – right in the middle of a presentation, loading up a spreadsheet is fine!
- Websites tend to open up in a new Web window (which is basically Writer).

## Drawing in Writer

Draw Functions

- Click the Draw Functions icon
- A pop-up appears:



- Moving the mouse above any of the above will present its tool tip

- Drawing a Line, Rectangle, Ellipse, Polygon, Curve, Freeform Line, Arc, Ellipse Pie, and Circle Segments exist. Inserting Text, animating text, as well as having call-out's (comic-styled) can be performed here.

### **Exercise:** Text Control

- Not quite “drawing”, but notice that advertisements placed at community centers tend to have those vertically aligned tear out phone numbers?
- By visiting Format -> Character -> Position -> Rotation/Scaling this can be achieved.

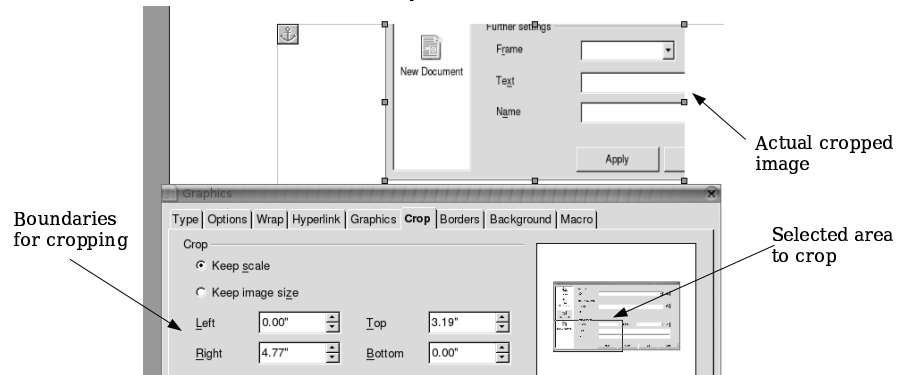
# Inserting Graphics

- Insert -> Graphics
  - From File
    - Imports all the “usual” graphics formats
    - Enable previews by ticking Preview option
  - Scan
    - Can be a front-end to scanners
    - Request an image from the scanner, and as long as the scanner is detected, it will scan

- Scanning in Microsoft Windows platforms will work as long as the TWAIN drivers are installed. Under GNU/Linux, the SANE drivers need to be working – installing a scanner is definitely out of the scope of this course however.

# Cropping & Resizing

- Double-click the picture



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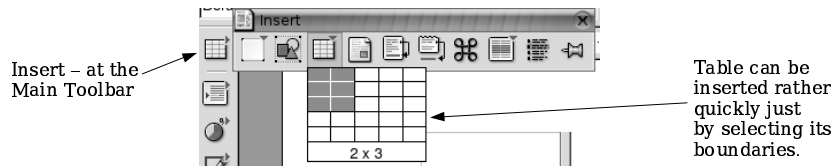
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- Scaling the image can also be performed at this screen.
- Changing the image size (displayed) is also done here.
- While the cropping is rather “primitive”, such a feature does exist – for more control, usage of a graphical manipulation tool like The GIMP (<http://www.gimp.org/>) would be more helpful.



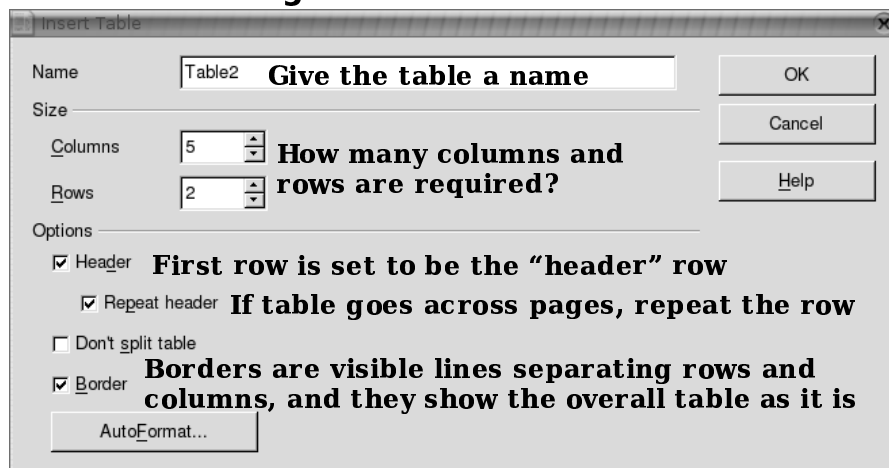
# Tables

- Quick Tables: Using the Insert Main Toolbar



- Insert -> Table (Control+F12)
  - Provides more control initially

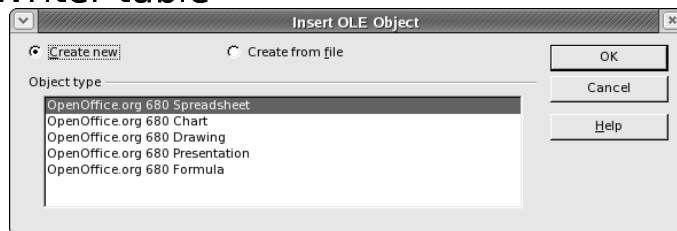
## Table Insertion for Beginners.



- AutoFormat is the option used to give your table a pre-formatted form. Adding colors, changing the style the headers would behave in, and many other options are available.
- To Format a table, right-click in a cell, then click Table. Or while in the table Format -> Table.
- Many options, including that for text flow, column properties, borders and text alignment within a table are set here.

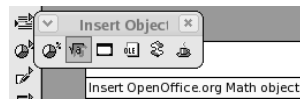
# Spreadsheets

- Insert -> Object -> OLE Object
- Create a new; use existing
- Allows conversion of a spreadsheet to a Writer table

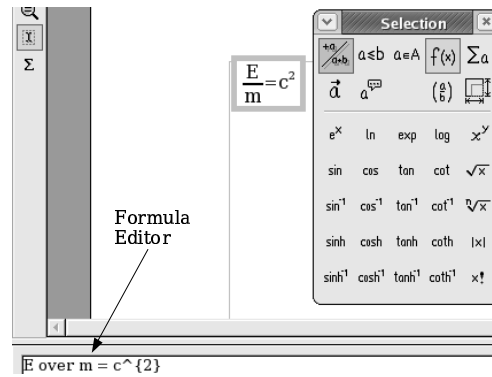


# Getting Math Sorted

- Can insert & build formulas



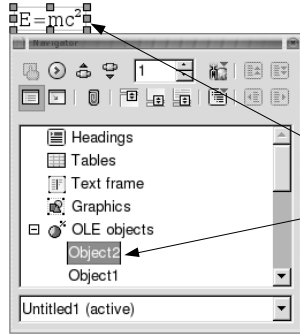
- Using MathML



- The Selection dialog allows the insertion of various mathematical symbols.
- In the Formula Editor, typing in the Math Markup Language (MathML) is fully allowed. To read up more about MathML, visit the W3C Math Home at <http://www.w3.org/Math/>.

# The Navigator

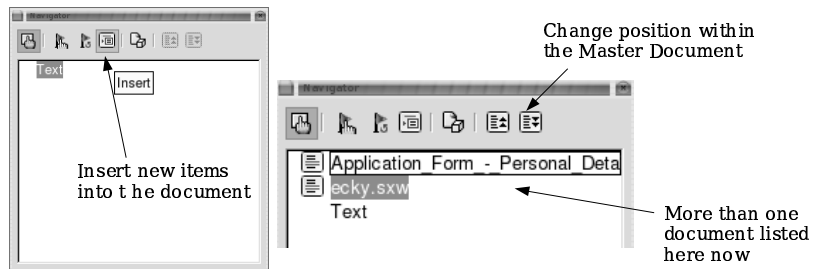
- Good for books and longer documents
- Hit F5 or Edit -> Navigator



Notice the highlighted object? The equation within the document is one of the OLE Objects picked up by the Navigator.

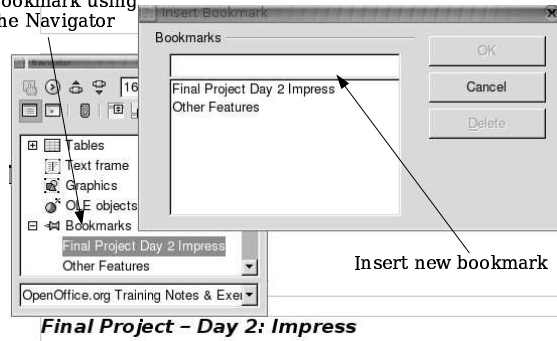
# Master Documents

- Basically any Writer file
  - Made up of several files collated together
- File -> New -> Master Document



# Bookmarks

Jump to a bookmark using the Navigator



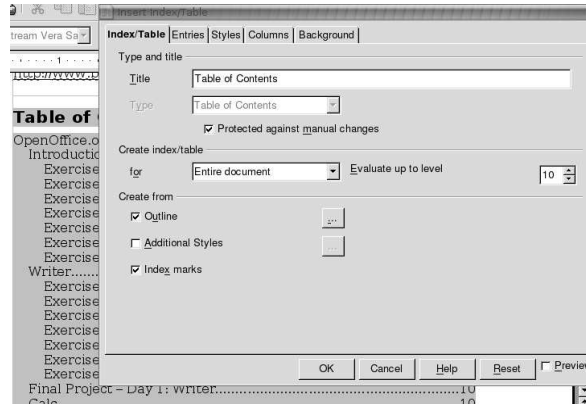
- For larger documents
- ...
- e-book reading
- Insert -> Bookmark

Go to the bookmark created

- In a Master Document, creating bookmarks are mighty handy.

# Table of Contents

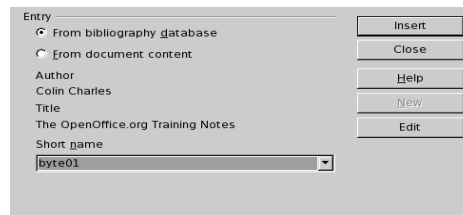
- Insert -> Index and Tables -> Indexes and Tables



- This feature works well, as long as Styles are used throughout the document.
- It should be noted that exporting to Microsoft Word documents might make the formatting run on occasion.
- The Evaluate up to level tells OoO what level styles should be evaluated till.
- The Styles tab contains the Levels that are recognized – this can be changed very easily, by moving over from the Paragraph Styles section to the Levels section, when it comes to the Assignment.
- Enabling a Preview doesn't show the preview relevant to the current document – its just a general preview.

# Bibliographies

- Tools -> Bibliography Database
  - Insert -> Record (create a new entry)
  - Enter to the next blank record and entry is saved
- Insert -> Indexes and Tables -> Bibliographic Entry



Entry

From bibliography database

From document content

Author  
Colin Charles

Title  
The OpenOffice.org Training Notes

Short name  
byte01

Insert

Close

Help

New

Edit

- Read more about the Bibliographic Project at <http://bibliographic.openoffice.org/>



## Mail Merge

- For newsletters, mailing address, etc...
  - Set up the data
  - Create the document to print and bring the data into it
  - Print, then possibly mail it
- File -> AutoPilot -> Letter

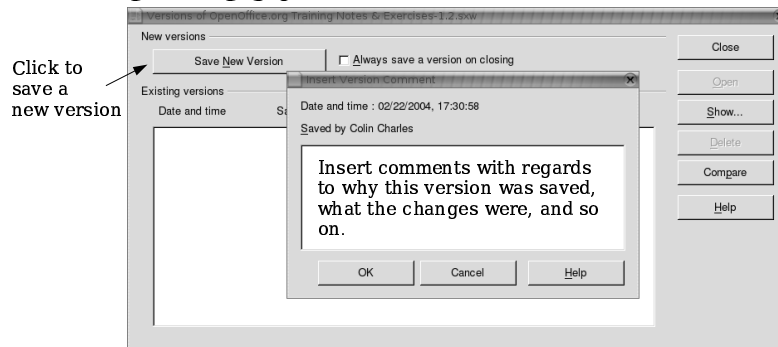
- Keep in mind, there needs to be a “database” for the mail merge to work – you are welcome to extend upon the Bibliography database (which is already pre-installed with OOo), and get more addresses. Creation of databases happens much later into this training course.
- To create Envelope labels, Insert -> Envelope is the way. Portrait is the default setting (and you probably don't want to change it), and your printer itself must be set to print envelopes.
- File -> New -> Business Cards – design your own (simple) business cards from within OOo.
- File -> New -> Labels – great for label printing (has many of the default label brands already available).

### **Exercise:** Practice mail merging

- If you've done mail merges before, the method is similar. Just use the bibliography database, and pull some entries out. Integrate this with the template you made earlier, for example.

# Revision Control

- Save “snapshots” during creation
- File -> Version



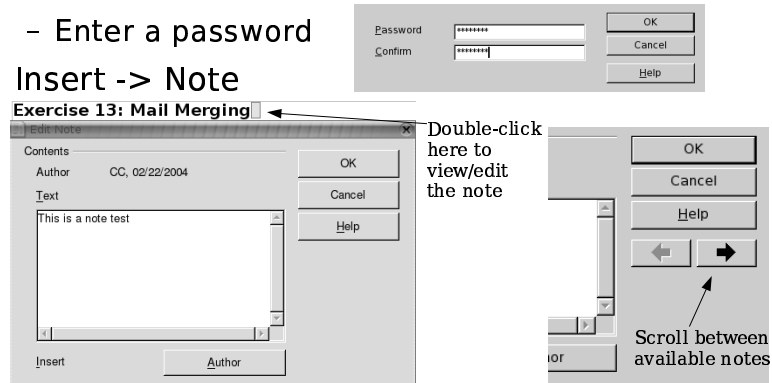
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- To start saving versions, the base case of the file has to be saved first. The File -> Version option will be disabled if the document itself has not been saved.
- Opening up read-only versions of snapshots is one of the features here.
- Comparison – Edit -> Changes -> Show will allow you to compare between two versions.
- Tools -> Options -> Text Document -> Changes will allow you to configure how change management ought to work for your usage (the defaults are fine).
- You can revert to a prior version! Just select the version, click on Compare, in the Accept or Reject Changes window that pop's up, select Reject All.

# Revision Control and others

- Edit -> Changes -> Protect Records
  - Enter a password
- Insert -> Note



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- When communicating with others, turning on the Protect Changes feature is real handy. When changes do get made, you can check them (by doing exactly the same thing you did to protect them).
- To view a Note, double click the little yellow box that is next to a Note. This also allows you to edit a Note.
- Remember that Help -> Tips needs to be turned on as well if you would like the on-mouse-over roll pop-up, i.e. when you move your mouse over the yellow box, a pop-up appears.

# Printing

- Not much different from any other package
- Interesting options are
  - Allowing Notes to be printed
  - Pages option for duplex/single printing
- Printer must be fully configured and spadmin has to recognise it

- Sometimes it's not called spadmin, rather than oopadmin – this is dependent on the distribution you've installed OpenOffice.org from.

# Thank You!

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