Getting Started Guide

Chapter **6**
Getting Started with Writer

OpenOffice.org's Word Processor

OpenOffice.org

Copyright

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What is Writer?

Writer is the word processor component of OpenOffice.org (OOo). In addition to the usual features of a word processor (spell checking, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of tables of contents and indexes, mail merge and others), Writer provides these important features:

- Templates and styles
- Powerful page layout methods, including frames, columns, and tables
- Embedding or linking of graphics, spreadsheets, and other objects
- Built-in drawing tools
- Master documents
- Change tracking during revisions
- Database integration, including a bibliography database
- Export to PDF, including bookmarks
- And many more

These features are covered in detail in the *Writer Guide*.

The Writer interface

The main Writer workspace is shown in Figure 1. The menus and toolbars are described in the chapter titled "Menus and Toolbars" in this book. Other features of the Writer interface are covered in this chapter.
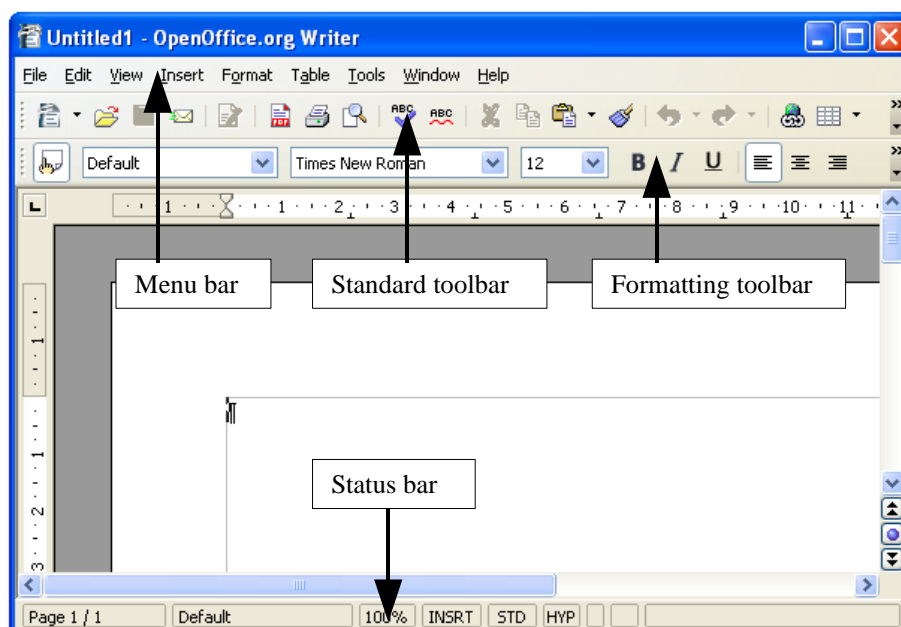
Figure 1: The main Writer workspace in Print Layout view

Changing document views

Writer has several ways to view a document: Print Layout, Web Layout, Full Screen, and Zoom. To access these choices, go to the **View** menu. The only document view option with a submenu is Zoom.

Creating a new document

You can create a new, blank document in Writer in a number of ways:

- Press the *Control+N* keys. When you press *Control+N,* you get a new empty document. If you already have a document open, the new document appears in a new window.

- Use **File > New > Text Document**. The result is similar to using the *Control+N* keystroke.

- Click the **New** button on the main toolbar .

Creating a document from a template

You can use templates to create new documents in Writer. Templates serve as the foundation of a series of documents, making sure they all have a similar layout. For example, all the documents of this User Guide are based on the same template. By doing this, all the documents look alike; they have the same headers and footers, use the same fonts, and so on.

Unfortunately, a brand-new OpenOffice.org installation does not contain many templates. It is possible for you to add new templates to your installation and use them for new documents. This is explained in the chapter titled "Working with Templates". Many more templates can be downloaded from the Internet.

Once you do have templates on your system, you can create new documents based on them by using **File > New > Templates and Documents**. This opens a window where you can choose the template you want to use for your document.

The example shown in Figure 2 uses a template called "book" in the My Templates folder. Select it, then click the **Open** button. A new document is created based on the formats defined in the template.
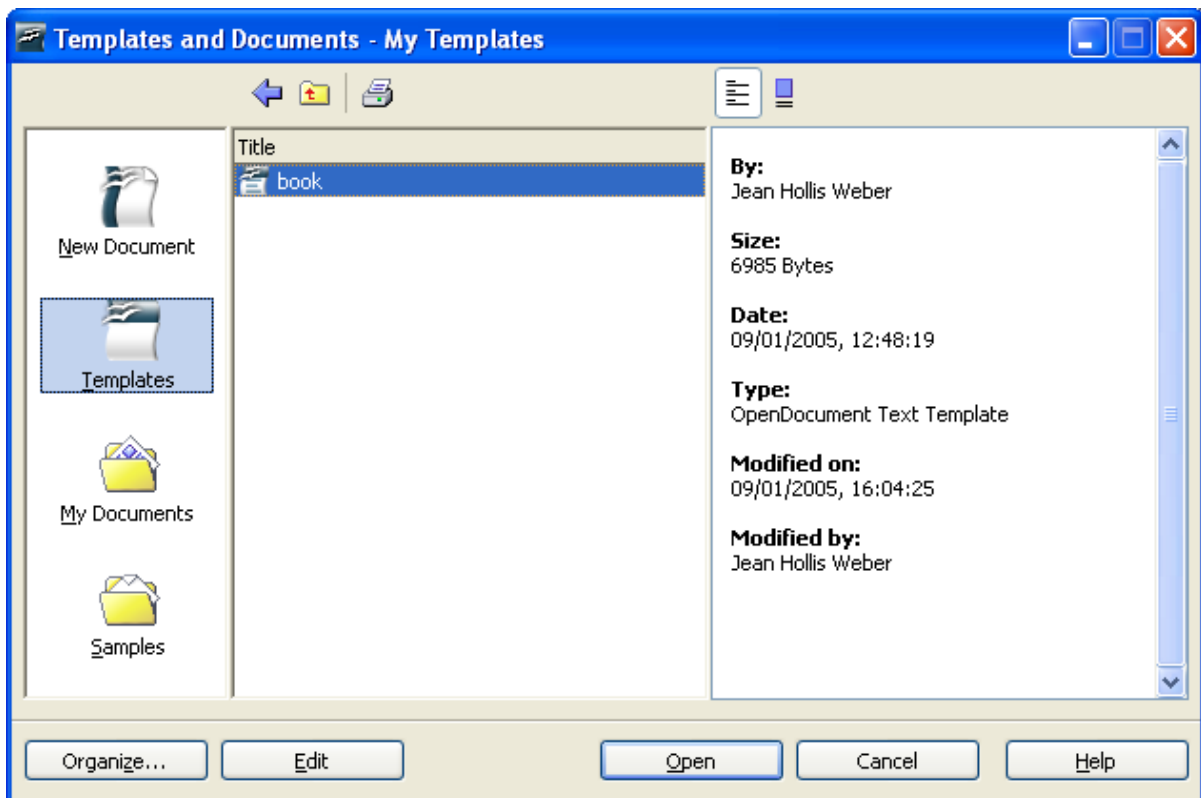
Figure 2. Creating a document from a template

Saving a document

Save Writer documents the same way you save other documents. For more information, see the chapter titled "File Management".

Saving as a Microsoft Word document

You may need to share your documents with other people who do not use OOo, but use Microsoft Word instead. Fortunately, OOo can read and write Word files. To save a document as a Microsoft Word file:

1) First save your document in OOo's format (.ODT). If you do not, any changes you made since the last time you saved will only appear in the Microsoft Word version of the document.

2) Then click **File > Save As**. The Save As window (Figure 3) appears.

3) In the **Save as type** drop-down menu, select the type of Word format you need.

4) Click **Save.**

From this point on, *all changes you make to the document will occur only in the Microsoft Word document*. You have actually changed the name of your document. If you want to go back to working with the OOo version of your document, you must open it again.

TIP	To have OOo save documents by default in the Microsoft Word file format, go to **Tools > Options > Load/Save.** There is a section named "Default file format". Under "Document Type", select "Text Document", then under "Always save as", select the preferred file format.
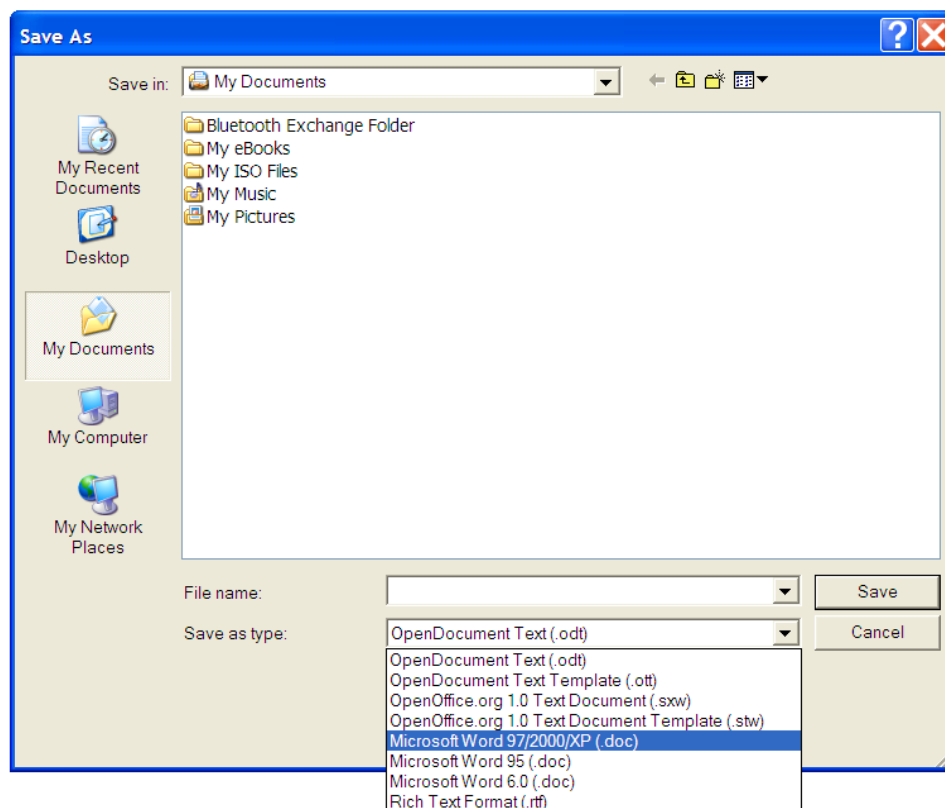
Figure 3. Saving a file in Microsoft Word format

Working with text

Working with text (selecting, copying, pasting, moving) in Writer is similar to working with text in any other program. OOo also has some convenient ways to select items that are not next to each other, move paragraphs quickly, and paste unformatted text.

Selecting items that are not consecutive

To select nonconsecutive items (as shown in Figure 4) using the mouse:

1) Select the first piece of text.

2) Hold down the *Control* key and use the mouse to select the next piece of text.

3) Repeat as often as needed.

4) Now you can work with the selected text (copy it, delete it, change the style, or whatever).

Note	Macintosh users: substitute the *Command* key when instructions in this chapter say to use the *Control* key.

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 Help.)

2) Press *Shift+F8*. This puts Writer in "ADD" mode. The word ADD appears on the status bar.

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 needed.

5) Now you can work with the selected text.

6) Press *Esc* to exit from this mode.

The Country of the Blind

Three hundred miles and more from Chimborazo, one hundred from the snows of Cotopaxi, in the wildes wastes of Ecuador's Andes, there lies that mysterious mountain valley, cut off from all the world of men, Country of the Blind. Long years ago that valley lay so far open to the world that men might come at last through frightful gorges and over an icy pass into its equable meadows, and thither indeed men came, a fa or so of Peruvian half-breeds fleeing from the lust and tyranny of an evil Spanish ruler. Then came the stupendous outbreak of Mindobamba, when it was night in Quito for seventeen days, and the water was b at Yaguachi and all the fish floating dying even as far as Guayaquil; everywhere along the Pacific slopes were land-slips and swift thawings and sudden floods, and one whole side of the old Arauca crest slipped came down in thunder, and cut off the Country of the Blind for ever from the exploring feet of men. But these early settlers had chanced to be on the hither side of the gorges when the world had so terribly shak itself, and he perforce had to forget his wife and his child and all the friends and possessions he had left u
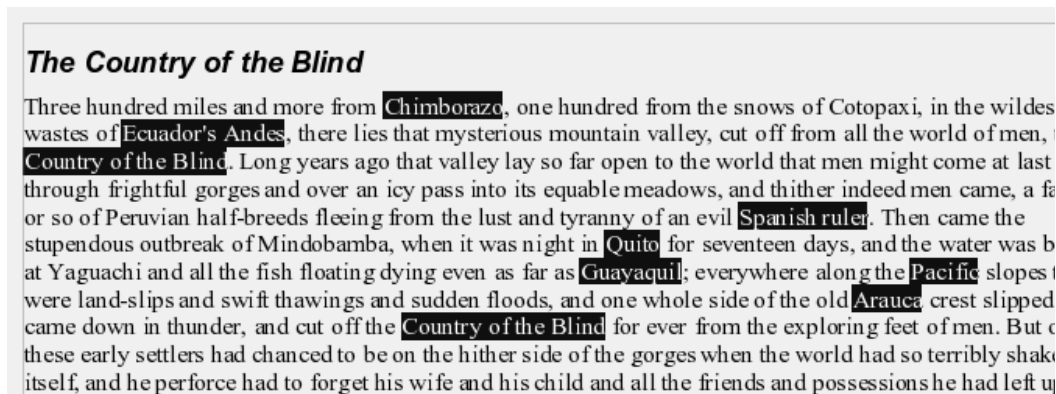
Figure 4: Selecting items that are not next to each other

Cutting, copying, and pasting text

Cutting and copying text in Writer is similar to cutting and copying text in other applications. You can use the mouse or the keyboard for these operations.

Cut: Use **Edit > Cut** or the keyboard shortcut *Control+X* or the Cut icon on the toolbar.

Copy: Use **Edit > Copy** or the keyboard shortcut *Control+C* or the Copy icon.

Paste: Use **Edit > Paste** or the keyboard shortcut *Control+V* or the Paste icon.

If you simply click on the Paste icon, any formatting the text has (such as bold or italics) is retained. To make the pasted text take on the formatting of the surrounding text where it is being pasted, click the triangle to the right of the Paste icon and select **Unformatted text** from the menu (Figure 5).
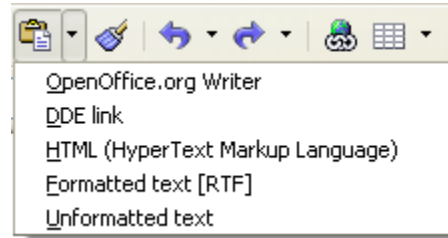
Figure 5: Paste menu

Moving paragraphs quickly

1) Put the cursor anywhere in the paragraph.

2) Press and hold the *Control* key and then press the up-arrow or down-arrow key.

The paragraph will move to before the previous paragraph or after the next paragraph in your document. To move more than one paragraph at a time, select at least part of both paragraphs before pressing the *Control*+arrow keys.

If you are using the Solaris operating system, the key combination is *Control+AltGr*+arrow keys.

TIP	If your paragraphs suddenly jump from one place to another, the most likely reason is that you have accidentally pressed one of these key combinations.

Finding and replacing text and formatting

Writer has a Find and Replace feature that automates the process of searching for text inside a document. In addition to finding and replacing words and phrases, you can:

• Use regular expressions (wildcards) to fine-tune a search (see the Help for details).

• Find and replace specific formatting (see the *Writer Guide* for more information).

• Find and replace paragraph styles (see the *Writer Guide* for more information).

To display the Find & Replace dialog (Figure 6), use the keyboard shortcut *Control+F* or select **Edit > Find & Replace**.

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, matching whole words only, or doing a search for similar words. (See below for some other choices.)

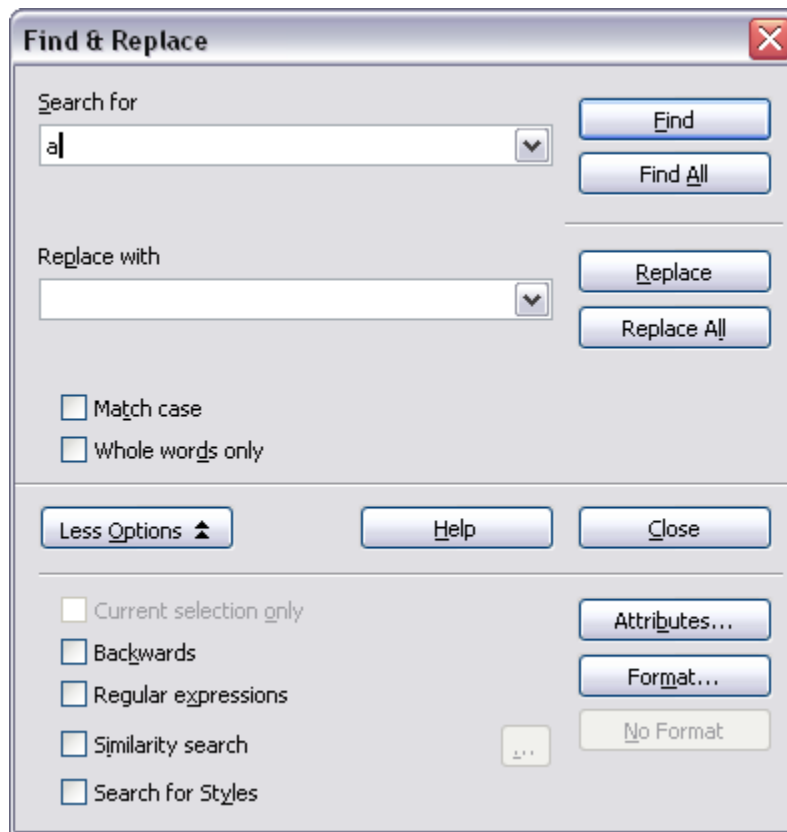4) When you have set up your search, click **Find**. To replace text, click **Replace** instead.

Figure 6: Expanded Find & Replace dialog

TIP	If you click **Find All**, OOo selects all instances of the search text in the document. Similarly, if you click **Replace All** button, OOo will replace all matches.

Caution	Use **Replace All** with caution; otherwise, you may end up with some hilarious (and highly embarrassing) mistakes. A mistake with **Replace All** might require a manual, word by word, search to fix.

Inserting special characters

A "special" character is one not found on a standard English keyboard. For example, © ¾ æ ç ñ ö ø ¢ are all special characters. To insert a special character:

1) Place the cursor where you want the character to appear.

2) Click **Insert > Special Character** to open the Special Characters window (Figure 7).

3) Select the characters you wish to insert, in order, then click **OK**. The selected characters are shown in the lower left of the dialog. As you select a character, it is shown on the lower right, along with its numerical code.

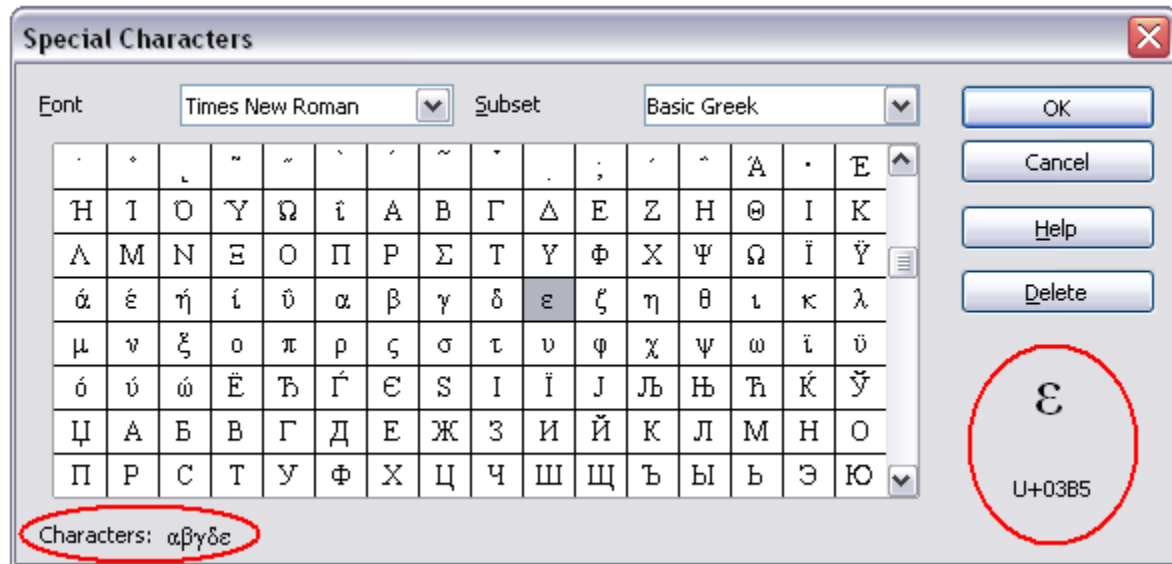| **Note**	Different fonts include different special characters. If you do not find a particular special character, try changing the *Font* selection.

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

TIPS	Notice that the characters selected appear in the bottom-left corner of the window.

Setting tab stops and indents

The horizontal ruler shows both the default tab stops and any that you have defined. To set the measurement unit and the spacing of default tab stops, go to **Tools > Options > OpenOffice.org Writer > General**.

You can also set or change the measurement unit by right-clicking on the ruler to open a list of units, as shown in Figure 8. Click on one of them to change the ruler to that unit.
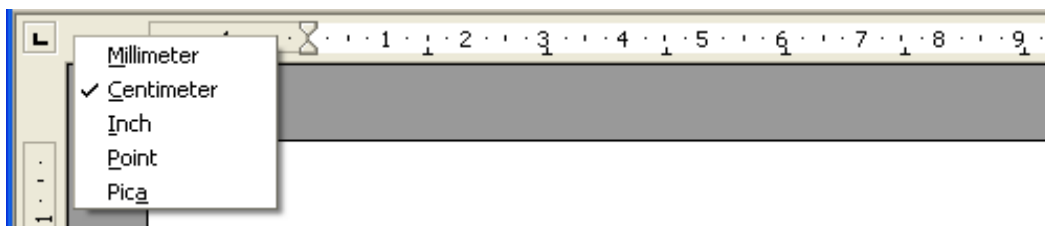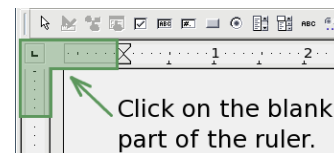

Figure 8: Ruler showing default tab stops

Double-click on a blank part of the ruler to open the Indents & Spacing tab of the Paragraph dialog. Double-click on the ruler itself to open the Tabs tab of the Paragraph dialog (Figure 9) and fine-tune tab stop settings.
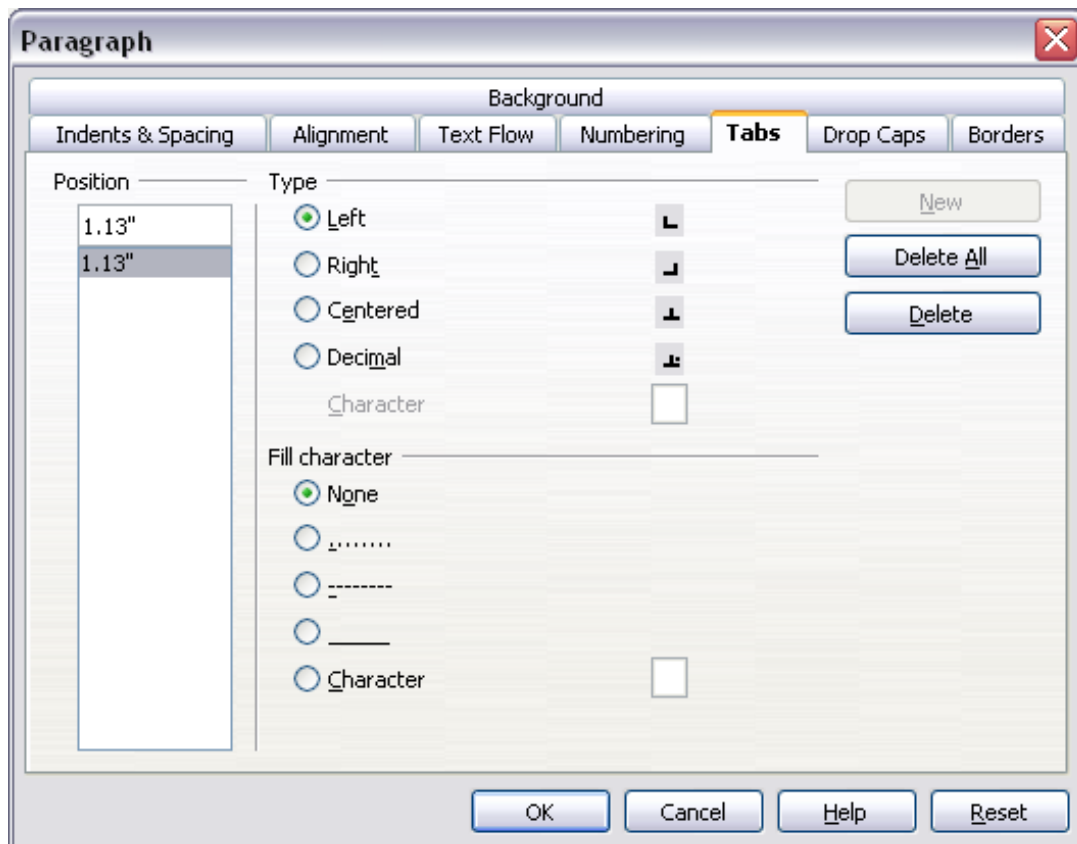

Click on the blank part of the ruler.

Figure 9: The Tabs tab of the Paragraph dialog where you can adjust tab settings

Checking spelling

Writer provides a spelling checker, which can be used in two ways.

AutoSpellcheck checks each word as it is typed and displays a wavy red line under any misspelled words. Once the word is corrected, the line disappears.

To perform a separate spelling check on the document (or a text selection) click the Spellcheck button. This checks the document or selection and opens the Spellcheck dialog if any misspelled words are found.

Here are some more features of the spelling checker:

- You can change the dictionary language (for example, to Spanish, French or German) on the Spellcheck dialog.

- You can add a word to the dictionary. Click **Add** in the Spellcheck dialog and pick the dictionary to add it to.

- The Options dialog of the Spellcheck tool has a number of different options such as whether to check uppercase words and words with numbers. It also allows you to manage custom dictionaries, that is, add or delete dictionaries, and add or delete words in a dictionary.

- On the Font tab of the Paragraph Styles dialog, you can set paragraphs to be checked in a specific language (different from the rest of the document). See the "Working with Styles" chapter in the *Writer Guide* for more information.

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

TIP	AutoCorrect is turned on by default. To turn it off, uncheck **Format > AutoFormat > While Typing**.

- To stop Writer from replacing a specific spelling, use **Tools > AutoCorrect > Replace**, highlight the word pair and click Delete.

- To add a new spelling to correct, type it into the Replace and With boxes and click **New**.

- See the different tabs of the dialog box 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 autocorrected 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.

TIP	Many people prefer not to use Word Completion. If you do not want to use it, select **Tools > AutoCorrect > Word Completion** and uncheck *Enable Word Completion*.

You can customize word completion from the **Tools > AutoCorrect > Word Completion** tab:

- 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.

- 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, *Return* (*Enter*), and *Space bar*.

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

Using AutoText

AutoText allows you to assign text, tables, graphics and other items to a key combination. For example, rather than typing "Senior Management" every time you use that phrase, you might just type "sm" and press *F3*. Or you can save a formatted Note (like the one on this page) as AutoText and then insert a copy by typing "note" and pressing *F3*.

To assign some text to an AutoText shortcut:

1) Type the text into your document.

2) Select the text so it is highlighted.

3) Select **Edit > AutoText** (or press *Control+F3*).

4) Enter a name for your shortcut. Writer will suggest a one-letter shortcut, which you can change.

5) Click the **AutoText** button on the right and select **New (text only)** from the menu.

6) 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.

AutoText is especially powerful when assigned to fields. See the chapter "Working with Fields" in the *Writer Guide* for more information.

Inserting dashes and non-breaking spaces

You can insert a dash by using the Special Characters window or by using AutoCorrect. (For more about AutoCorrect, see "Controlling OOO's AutoCorrect functions" in Chapter 5, "Setting up OpenOffice.org" and "Using AutoCorrect" on page 10 in this chapter).

– is an en-dash; that is, a dash the width of the letter "n" in the font you are using. It is U+2013 (scroll down to the *General Punctuation* section in the Special Characters window). To enter an en-dash using AutoCorrect, type at least one character, a space, two hyphens, another space, and at least one more letter, then a space. The two hyphens will be replaced by an en-dash.

— is an em-dash; that is, a dash the width of the letter "m" in the font you are using. It is U+2014. To enter it using AutoCorrect, type at least one character, two hyphens, and at least one more character, then a space. The two hyphens will be replaced by an em-dash.

To insert a non-breaking space (to keep characters together, for example in a telephone number), press *Control+Space* on the keyboard.

Formatting text

Using styles

Styles are central to using Writer. Styles enable you to easily format your document consistently, and to change the format with minimal effort. Often, when you format your document in Writer, you are using styles whether you realize it or not. A style is a named set of formatting options. Writer defines several types of styles, for different types of elements: characters, paragraphs, pages, frames, and lists. The use of styles is described in detail in the chapters titled "Introduction to Styles" and "Working with Styles" in the *Writer Guide*.

Formatting paragraphs

You can apply many formats to paragraphs using the buttons on the Formatting toolbar. Figure 10 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for paragraph formatting.

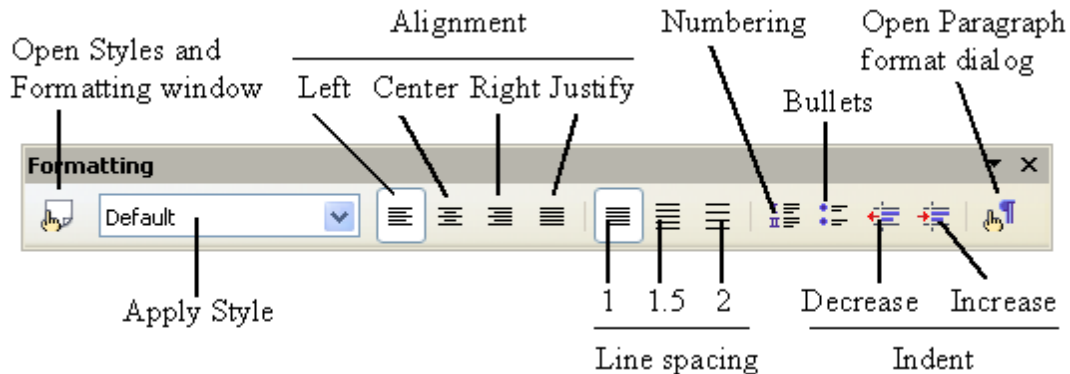| TIP	It is highly recommended that you use *paragraph styles* rather than manually formatting paragraphs, especially for long or standardized documents. For information on the advantages of styles, and how to use them, see the chapter titled "Working with Styles"in this book and the chapters on styles in the *Writer Guide*.

Figure 10: The Formatting toolbar, showing buttons for paragraph formatting

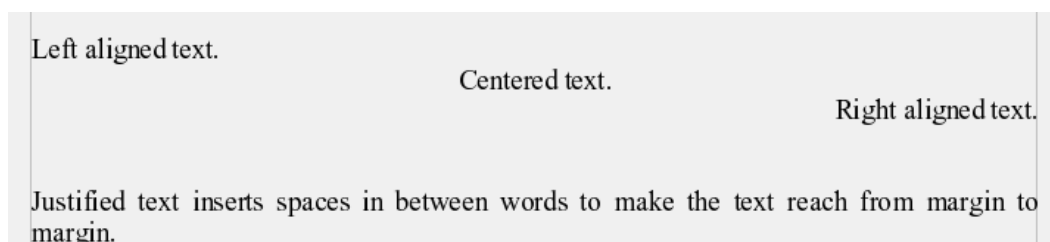Figure 11 shows examples of the different alignment options.

Figure 11: Different text alignment options

Formatting characters

You can apply many formats to characters using the buttons on the Formatting toolbar. Figure 12 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for character formatting.

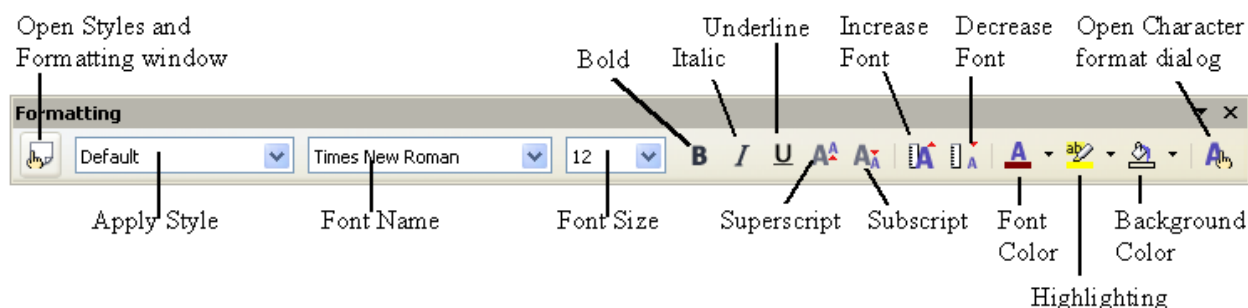| TIP	It is highly recommended that you use *character styles* rather than manually formatting characters. For information on the advantages of styles, and how to use them, see the chapter titled "Introduction to Styles" in the *Writer Guide*.

Figure 12: The Formatting toolbar, showing buttons for character formatting

TIP	To remove manual formatting, select the text and click **Format > Default Formatting**, or right-click and select **Default Formatting** from the pop-up menu.

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**).

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

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 (-), star (*), 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.

To turn autoformatting on or off, go to **Format > AutoFormat** and select or delete the items on the sub menu.

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 the chapter titled "Working with Styles" in the *Writer Guide*.

- Use the Numbering and Bullets icons on the paragraph formatting toolbar (see Figure 10). This method is described here.

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

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

Using the Bullets and Numbering toolbar

You can create nested lists (where one or more list items has a sublist under it, as in an outline) by using the buttons on the Bullets and Numbering toolbar (Figure 13). 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.
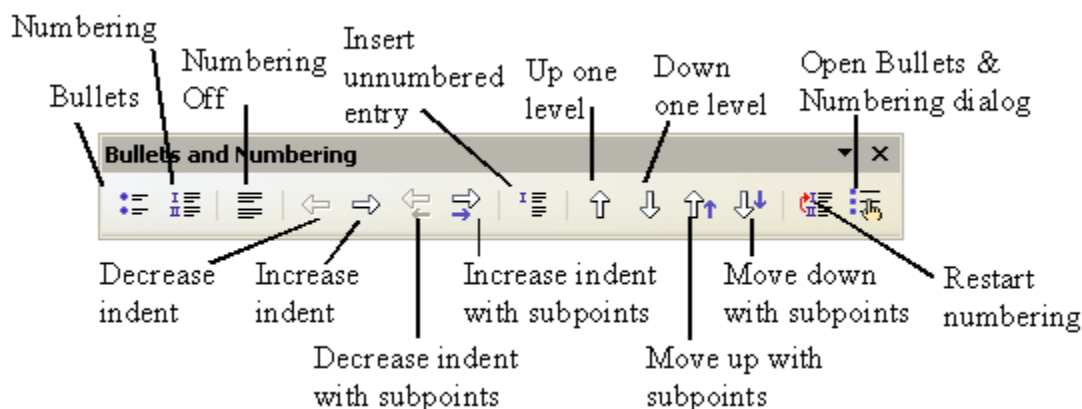

Figure 13: Bullets and Numbering toolbar

Hyphenating words

To turn automatic hyphenation of words on or off:

1) Press *F11* to open the Styles and Formatting window (Figure 14).

2) On the Paragraph Styles page of the Styles and Formatting window, right-click on **Default** in the list and select **Modify**.
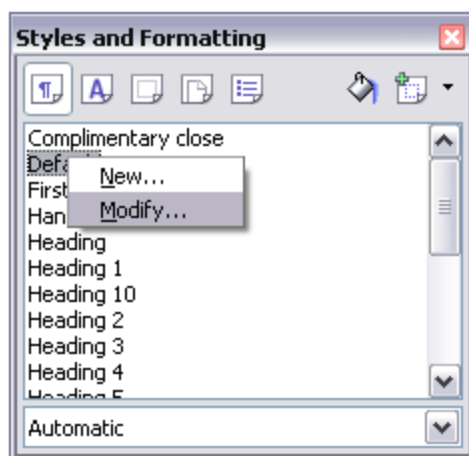
Figure 14: Modifying a style

3) On the Paragraph Style dialog, go to the **Text Flow** tab (see Figure 15).

4) Under Hyphenation, select or deselect the **Automatically** checkbox. 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 the chapters titled "Introduction to Styles" and "Working with Styles" in the *Writer Guide*.
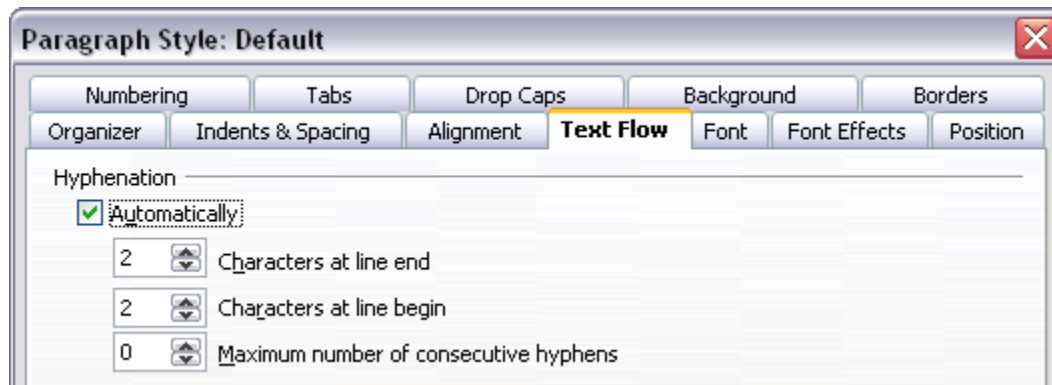
Figure 15: Turning on automatic hyphenation

You can also set hyphenation choices through **Tools > Options > Language Settings > Writing Aids**. In Options, near the bottom of the dialog, scroll down to the find the hyphenation settings (see Figure 16).
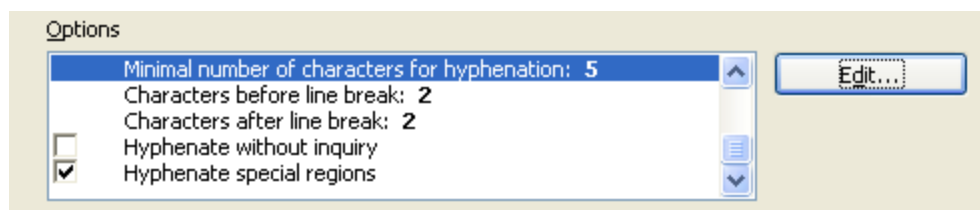

Figure 16: Setting hyphenation options

Notes	Hyphenation options set on the Writing Aids dialog are effective only if hyphenation is turned on through paragraph styles.
	Choices on the Writing Aids dialog for "characters before line break" and "characters after line break" override settings in paragraphs styles for "characters at line end" and "characters at line begin". This is a bug.

To enter a conditional hyphen inside a word, press *Control+minus sign*. The word is hyphenated at this position when it is at the end of the line, even if automatic hyphenation for this paragraph is switched off.

To insert a non-breaking hyphen, press *Control+Shift+minus sign*.

Undoing and redoing changes

To undo the most recent change, press *Control+Z,* or click the Undo icon ↶ ▾ on the Standard toolbar, or select **Edit > Undo** from the menu bar.

The Edit menu shows the latest change that can be undone, as shown in Figure 17.
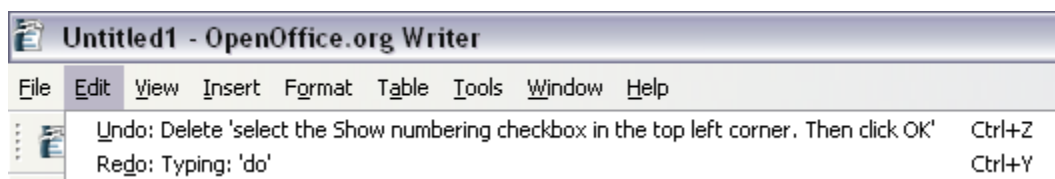

Figure 17: Edit > Undo last action

Click the small triangle to the right of the **Undo** icon to get a list of all the changes that can be undone (Figure 18). You can select multiple changes and undo them at the same time.
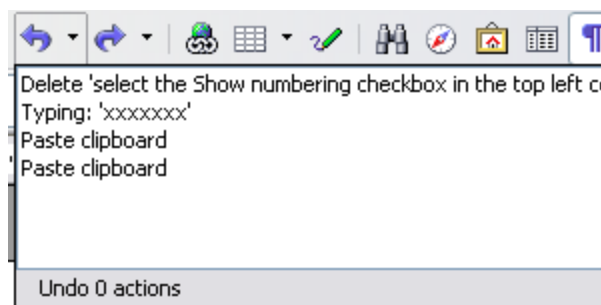

Figure 18: List of actions that can be undone

After changes have been undone, **Redo** becomes active. To redo a change, select **Edit > Redo**, or press *Control+Y* or click on the Redo icon ↷ ▾. As with Undo, click on the triangle to the right of the arrow to get a list of the changes that can be reapplied.

To modify the number of changes OpenOffice.org remembers, select **Tools > Options > OpenOffice.org > Memory** and change **Undo number of steps**. Be aware that asking OOo to remember more changes consumes more computer memory.

Tracking changes to a document

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

1) Make your changes to a copy of the document (stored in a different folder, or under a different name, or both), then use Writer to combine the two files and show the differences. 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.

2) Save versions that are stored as part of the original file. However, this method can cause problems with documents of non-trivial size or complexity, especially if you save a lot of versions. Avoid this method if you can.

3) 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.

TIP	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.

Recording changes

See the chapter titled "Setting up Writer" in the *Writer Guide* for instructions on setting up how changes will be displayed.

1) To begin tracking (recording) changes, click **Edit > Changes > Record**.

   To show or hide the display of changes, click **Edit > Changes > Show**.

TIP	Hover 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**. (See Figure 19.) In addition to being displayed as an extended tip, the comment is also displayed in the list in the Accept or Reject Changes dialog.

   You can move from one marked change to the next by using the arrow buttons. If no comment has been recorded for a change, the Text field is blank.

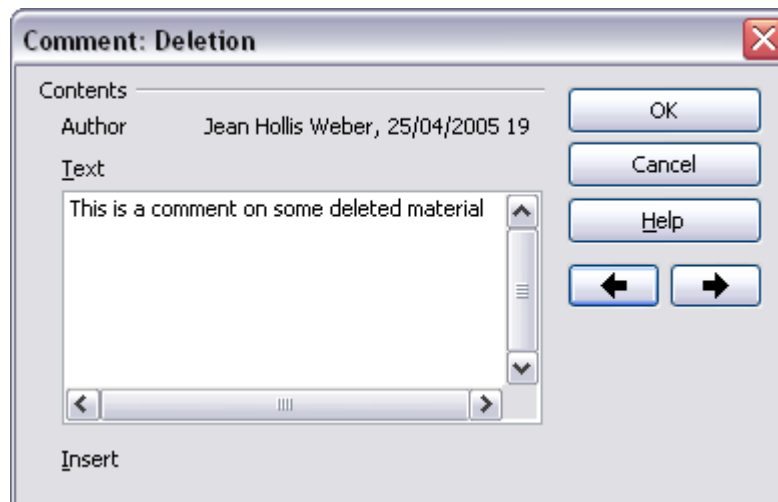3) To stop recording changes, click **Edit > Changes > Record** again.

Figure 19: Inserting a comment during change recording

Inserting notes

To insert a note that is not associated with a recorded change:

1) Place the cursor at the text you want to comment on, then click **Insert > Note**.

2) On the Insert Note dialog (Figure 20), type your note. Click **Author** to insert your initials and the date and time.
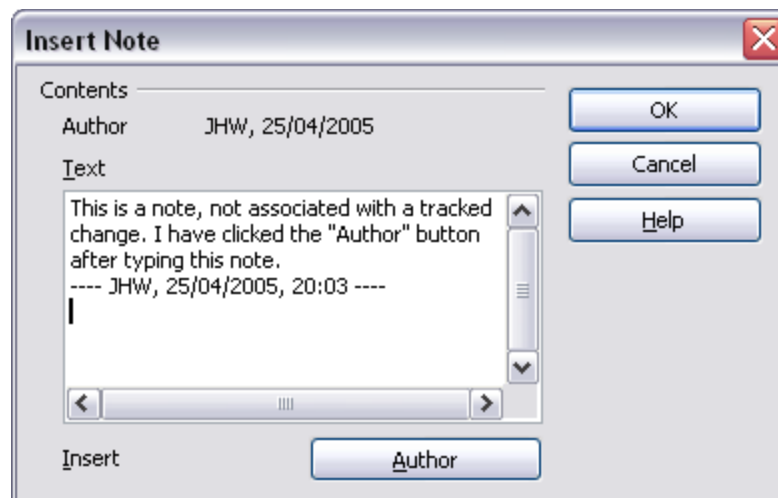

Figure 20: Inserting a note

To view a note, move the mouse pointer over the note marker (displayed as a small yellow rectangle). Writer displays the note in a Tip above the text. You can also double-click on the note to see it inside the Edit Note dialog. If you have trouble viewing or selecting notes this way, you can use the Navigator instead: expand the list of notes, select the one you want, right-click on it, and select **Edit** to display the Edit Note dialog.

The Edit Note dialog looks much like the Insert Note dialog, with the addition of forward and back arrow buttons if the document contains more than one note.

TIP	You can change the color of the note marker using the **Tools > Options > OpenOffice.org > Appearance** dialog.

Accepting or rejecting changes and comments

1) Click **Edit > Changes > Accept or Reject**. The Accept or Reject Changes dialog (Figure 21) opens.

2) When you select a change in the dialog box, the actual text 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.
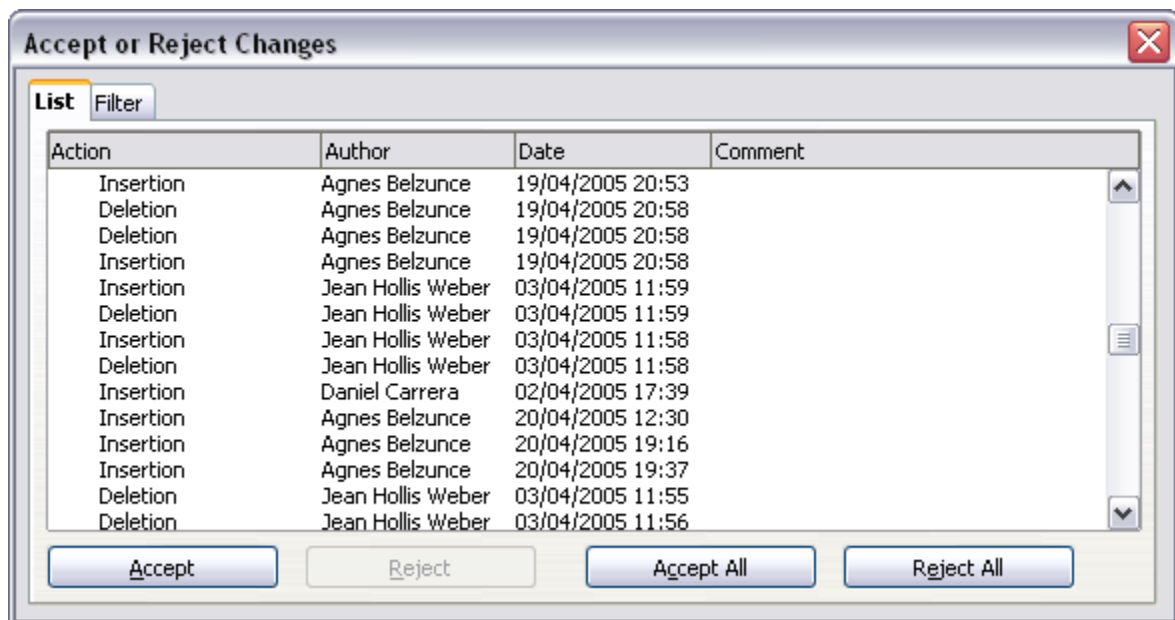

Figure 21: The List tab of the Accept or Reject Changes dialog

Changes that have not yet been accepted or rejected are displayed in the list. Accepted changes are removed from the list and appear in the text without any marking.

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

Formatting pages

Writer provides several ways for you to control page layouts:

· Page styles

· Columns

· Frames

· Tables

· Sections

For more information, see the chapter titled "Formatting Pages" in the *Writer Guide*.

TIP	Page layout is usually easier if you show text, object, table, and section boundaries in **Tools > Options > OpenOffice.org > Appearance**, and paragraph ends, tabs, breaks, and other items in **Tools > Options > OpenOffice.org Writer > Formatting Aids**.

Which layout method to choose?

The best layout method varies depending on what the final document should look like and what sort of information will be in the document. Here are some examples.

For a book similar to this user guide, with one column of text, some figures without text beside them, and some other figures with descriptive text, use page styles for basic layout, and tables to place figures beside descriptive text when necessary.
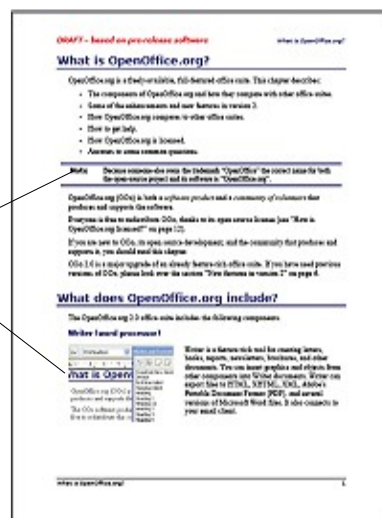
For an index or other document with two columns of text, where the text continues from the left-hand column to the right-hand column and then to the next page, all in sequence (also known as "snaking columns" of text), use page styles (with two columns). If the title of the document (on the first page) is full-page width, put it in a single-column section.

Title is in a single-column section

Basic layout is in two columns
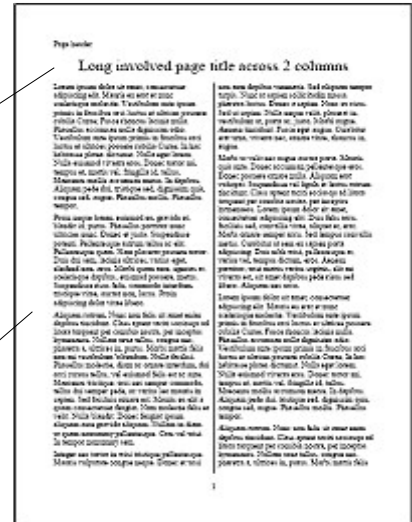
For a newsletter with complex layout, two or three columns on the page, and some articles that continue from one page to some place several pages later, use page styles for basic layout. Place articles in linked frames and anchor graphics to fixed positions on the page if necessary.

This is a header on the first page only

This frame is linked to a frame on another page

These frames are not linked to other frames
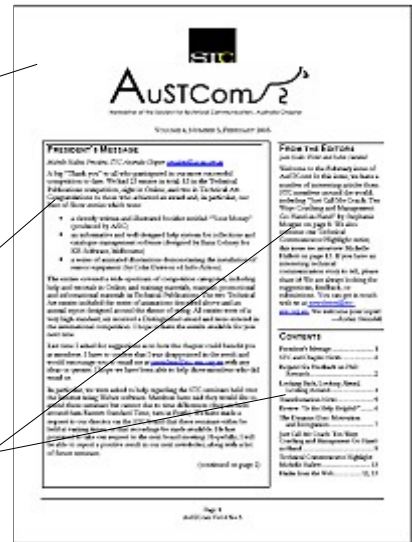
For a document with terms and translations to appear side-by-side in what appear to be columns, use a table to keep items lined up, and so you can type in both "columns".

This is a borderless table. Each pair of words is in a separate row, and each word is in a cell of the table.
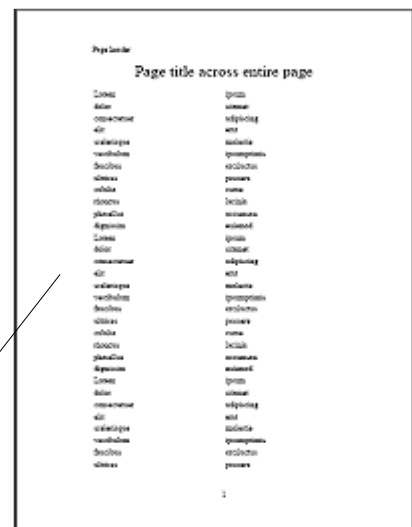
Creating headers and footers

A header is an area that appears at the top of a page. A footer appears at the bottom of the page. Information, such as page numbers inserted into a header or footer, displays on every page of the document with that page style.

To insert a header, click **Insert > Header > Default** (or the page style, if not Default) as shown in Figure 22.
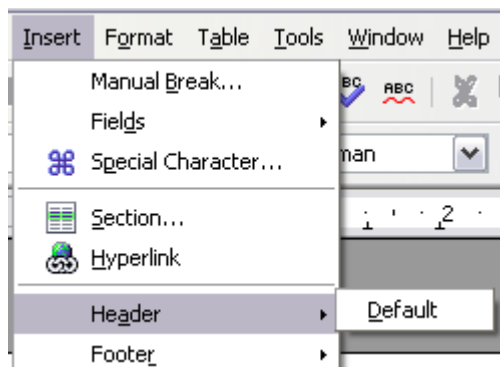

Figure 22: Inserting headers and footers

Other information such as document titles and chapter titles is often put into the header or footer. These items are best added as fields. That way, if something changes, the headers and footers are updated automatically. Here is one common example.

To insert the document title into the header:

1) Click **File > Properties > Description** and enter a title for your document.

2) Add a header (**Insert > Header > Default**).

3) Place the cursor in the header part of the page.

4) Select **Insert > Fields > Title**. The title should appear on a gray background (which does not show when printed and can be turned off).

5) To change the title for the whole document, go back to **File > Properties > Description**.

Fields are covered in detail in the chapter titled "Working with Fields" in the *Writer Guide*.

For more about headers and footers, see the chapters titled "Formatting Pages" and "Introduction to Styles" in the *Writer Guide*.

Numbering pages

To automatically number pages:

1) Insert a header or footer, as described in "Creating headers and footers" on page 22.

2) Place the cursor in the header or footer where you want the page number to appear and click **Insert > Fields > Page Number**.

Including the total number of pages

To include the total number of pages (as in "page 1 of 12"):

1) Type the word "page" and a space, then insert the page number as above

2) Press the spacebar once, type the word "of" and a space, then click **Insert > Fields > Page Count**.

Note	The Page Count field inserts the total number of pages in the document, as shown on the Statistics tab of the document's Properties window (**File > Properties**). If you restart page numbering anywhere in the document, then the total page count may not be what you want. See the chapter titled "Formatting Pages" in the *Writer Guide* for more information.

Restarting page numbering

Often you will want to restart the page numbering at 1, for example on the page following a title page or a table of contents. In addition, many documents have the "front matter" (such as the table of contents) numbered with Roman numerals and the main body of the document numbered in Arabic numerals, starting with 1.

You can restart page numbering in two ways.

Method 1 (recommended):

1) Place the cursor in the first paragraph of the new page.

2) Click **Format > Paragraph**.

3) On the Text Flow tab of the Paragraph dialog (Figure 15 on page 15), select **Breaks**.

4) Select **Insert** and then **With Page Style** and specify the page style to use.

5) Specify the page number to start from, and then click **OK**.

TIP	Method 1 is also useful for numbering the first page of a document with a page number greater than 1. For example, you may be writing a book, with each chapter in a separate file. Chapter 1 may start with page 1, but Chapter 2 could begin with page 25 and Chapter 3 with page 51.

Method 2:

1) **Insert > Manual break**.

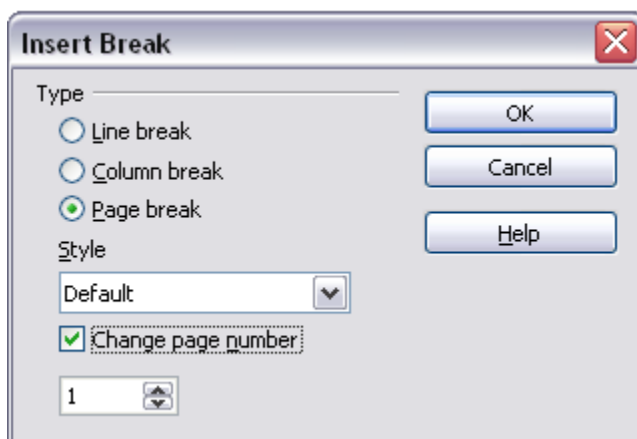2) By default, **Page break** is selected on the Insert Break dialog (Figure 23).

Figure 23: Restarting page numbering after a manual page break

3) Choose the required page **Style**.

4) Select **Change page number.**

5) Specify the page number to start from, and then click **OK**.

Changing page margins

You can change page margins in two ways:

- Using the page rulers—quick and easy, but does not have fine control.

- Using the Page Style dialog—can specify margins to two decimal places.

Note   If you change the margins using the rulers, the new margins affect the page style and will be shown in the Page Style dialog the next time you open it.

To change margins using the rulers:

1) The gray sections of the rulers are the margins (see Figure 24). Put the mouse cursor over the line between the gray and white sections. The pointer turns into a double-headed arrow.

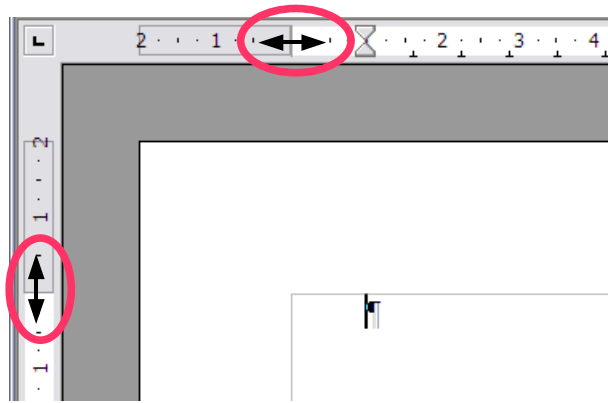2) Hold down the left mouse button and drag the mouse to move the margin.

Figure 24: Moving the margins

TIP	The small arrows on the ruler are used for indenting paragraphs. They are often in the same place as the page margins, so you need to be careful to move the margin marker, not the arrows. Place the mouse pointer between the arrows and, when the pointer turns into a double-headed arrow, you can move the margin (the indent arrows will move with it).

To change margins using the Page Style dialog:

1) Right-click anywhere on the page and select **Page** from the pop-up menu.

2) On the **Page** tab of the dialog, type the required distances in the Margins boxes.