



# GUIDE FOR BEGINNERS

*English*

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# Chapter 1. Main options for Writer

## 1.1 Writer's User interface

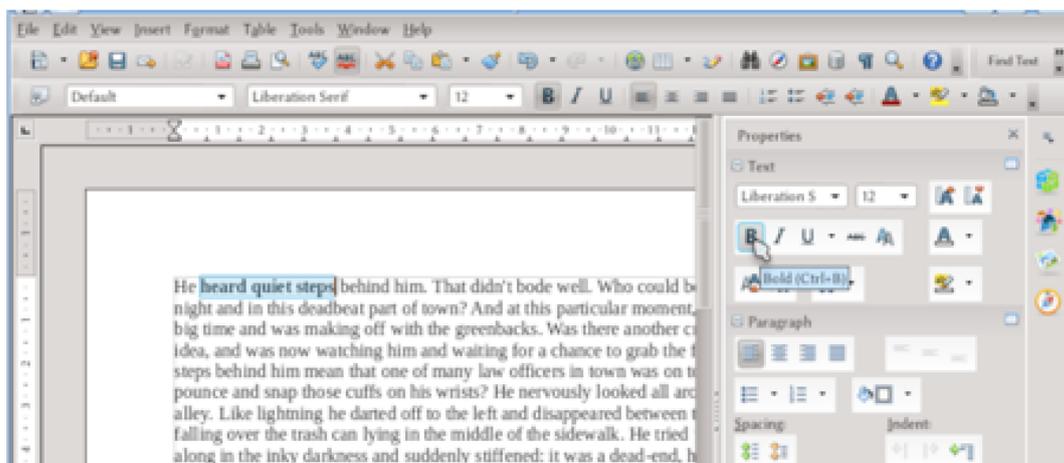
Writer is the word processor of the Apache OpenOffice suite and allows you to create high quality press-ready documents with crisp graphics, convert them effortlessly to PDF as well as other popular formats using built-in components, all from a great variety of platforms.

Writer has a very powerful styles feature that allows you to automate complex tasks and helps you keep consistency throughout your document. We will discuss styles in the next section.

Before discussing how to automate tasks or style your documents we need to learn the different options for inserting content into a Writer document.

### 1.1.1. Introduction

When you open the Writer window, the document will be displayed by default in the view option "Print Layout". This view displays similar to the output of the document. The difference between what is shown on screen and what is printed relates to the borders displayed and objects inserted automatically, as discussed below.



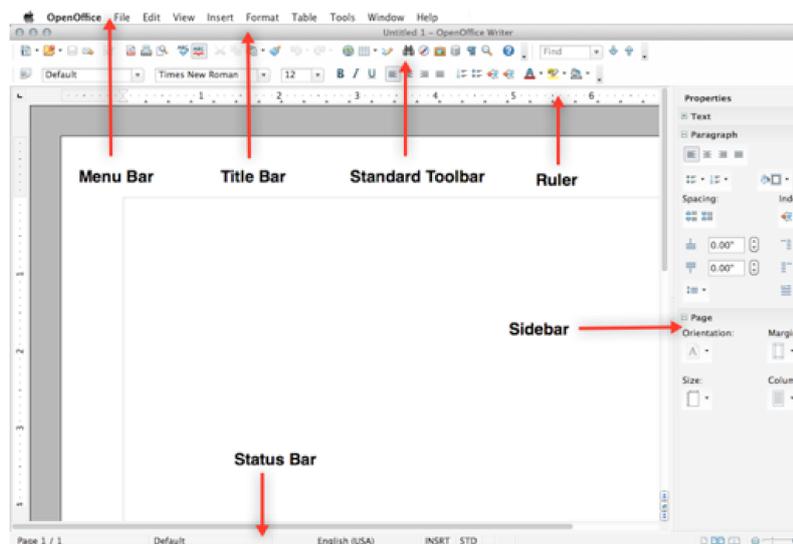
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- Borders:** All borders, such as the text area border, the cell borders on a table, or OLE object borders will show in grey to help the author during editing. Those borders will not be printed nor exported to PDF. It is possible to change the color of those borders (or eliminate them completely). To change border displays, choose **Tools** → **Options** → **OpenOffice** → **Appearance** and adjust settings under "Text boundaries", "Object boundaries" and "Table boundaries".
- Objects inserted automatically:** Objects such as the table of contents and the fields show a grey background. Again, this background is not printed nor exported to PDF and it is there only during editing. To modify that background, in the same Appearance menu there are separate options for "Field shadings" and "Index and table shadings".

As already discussed in the chapter Apache OpenOffice User Interface, there are many menus and toolbars that make up the interface of OpenOffice components. In this section, we will show you the unique aspects of the OpenOffice Writer interface.



### 1.1.2. Title Bar

The title bar is located at the top of the window (below the menu bar on Mac), and displays the file name of the current document. The default file name for a new document is Untitled X, where X is a number dependent on how many documents are open.

### 1.1.3. Menu Bar

The Menu bar is located below the title bar (above the title bar on Mac). The functions of the menu bar were already discussed in Apache OpenOffice User Interface. Each menu contains a drop down submenu with commands specific to the menu title.

### 1.1.4. Toolbars

Writer has two types of toolbars, docked and floating, as explained in Apache OpenOffice User Interface.

Important toolbars to note in Writer are the standard toolbar and the formatting toolbar. Under the menu bar is the standard toolbar, it provides basic operations such as open, save, print, cut, paste, and help, among others. The formatting toolbar is below the standard toolbar, it shows tools based on the cursor's selection. For example, when the cursor is on text the tools are for formatting text, when the cursor is on a graphic the tools are for formatting graphics, and so forth.

To display or hide toolbars, choose View → Toolbars, and click the name of a toolbar. More on moving and editing toolbars in Apache OpenOffice User Interface

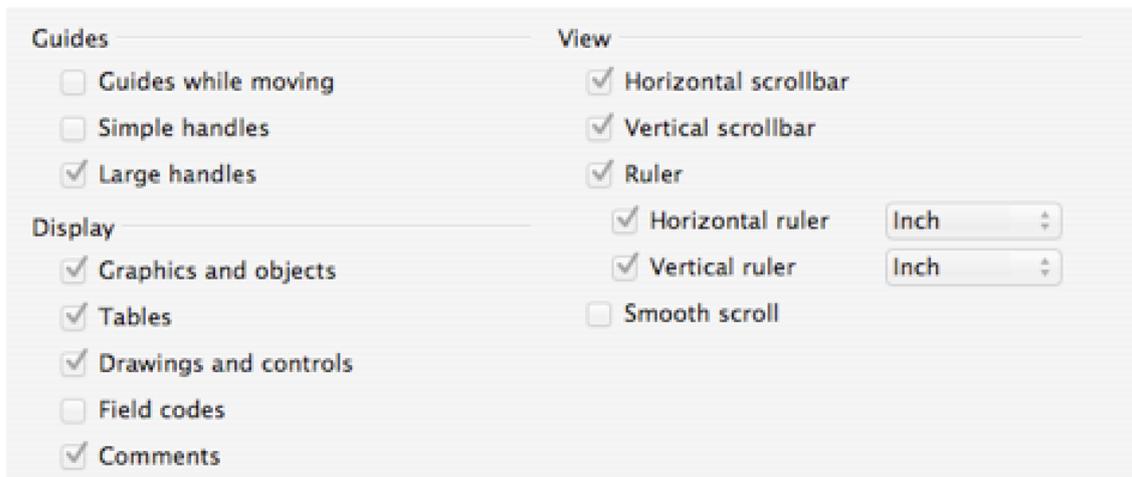
### 1.1.5. Sidebar

The sidebar is a new feature in OpenOffice 4.0, the sidebar provides frequently used tools, grouped in decks. Read more about the sidebar in Apache OpenOffice User Interface.

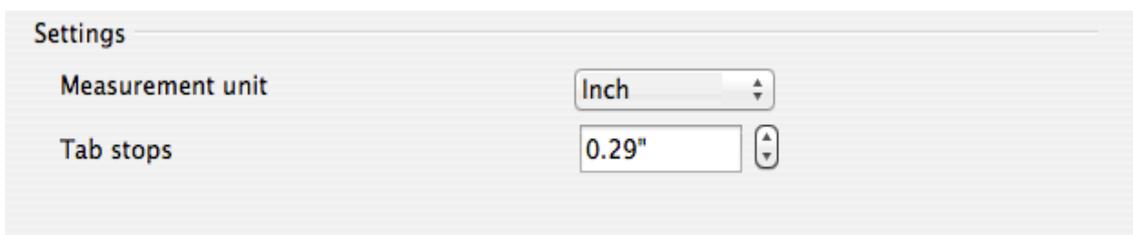
### 1.1.6.Ruler

Writer automatically provides a ruler on the horizontal and vertical axis of the document window. The ruler displays the dimensions of the page, position of tabs, indents, borders and columns.

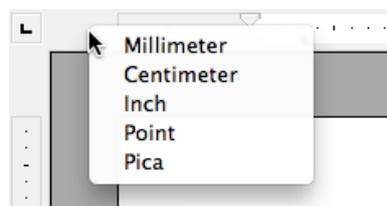
To show or hide the ruler, choose **View** → **Ruler**. For more ruler display options choose **Tools** → **Options** → **OpenOffice** → **View**.



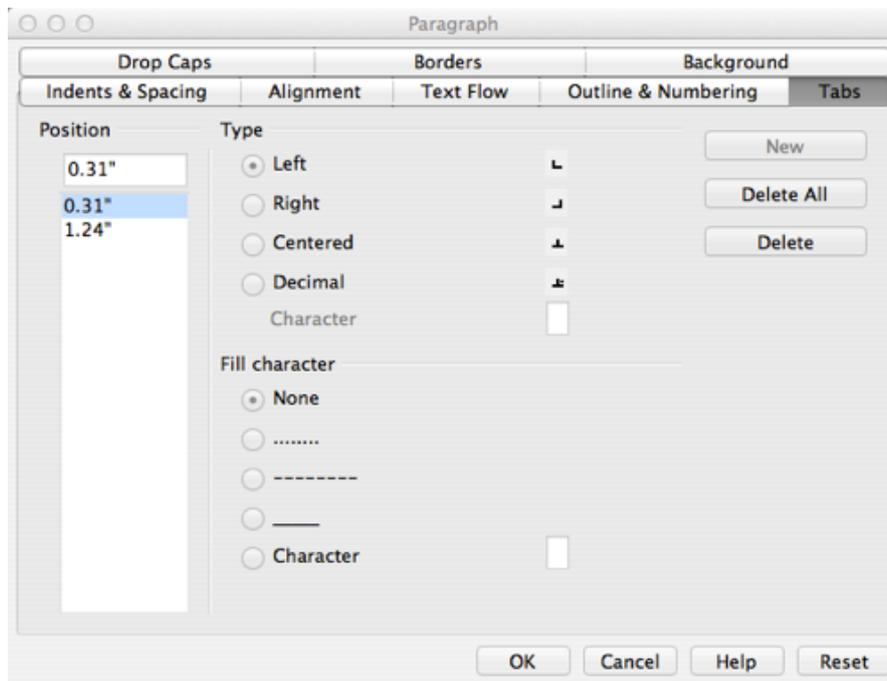
From here, tab over to **General** to set measurement and spacing of default tab stop intervals.



You can also change the measurement unit of the ruler by right clicking on the ruler to open a menu of units.



To define indents and tab settings, choose **Format** → **Paragraph** → **Tabs**. Create a new tab by typing in the position, selecting type and fill, and clicking **New**.



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Please note, defining tabs using paragraph styles may be easier and faster for your needs. Go to Paragraph and character styles to learn more.

### 1.1.7. Status Bar

The status bar is located at the bottom of the window. It displays information about the document and provides an easy way to change some document settings.



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- **Page Number**

Displays the current page number, sequence number of the current page (if different), and the total number of pages in the document.

If any bookmarks are created in the document, a right click on this field will display the list of bookmarks, click on desired one to go to the bookmark.

You can also access the Navigator by double clicking on this field (more on The Navigator).

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- **Page Style**

Displays the current page style. To change, right click and choose preferred style from the menu. Or double click to bring up the page style dialog box.

- **Language**

Displays language for the current document. Click to open a menu for adjusting the language settings of selected text or cursor location. Choosing **None (do not check spelling)** will exclude text from spell check and choosing **More...** will open the character dialog box.

- **Insert mode**

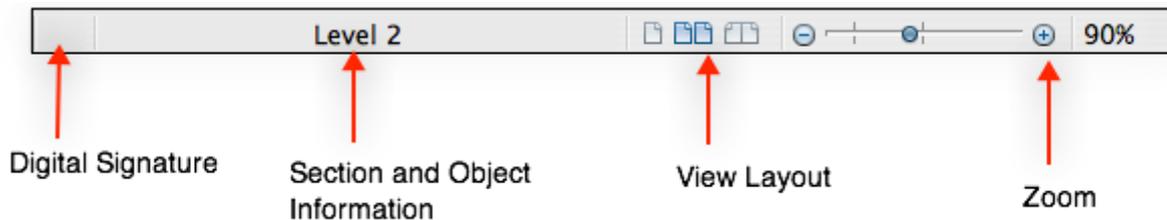
Click to toggle between **INST** (Insert) mode and **OVER** (Overwrite) mode. Insert mode will insert text after the cursor position moves forward. Typing in overwrite mode replaces text after the cursor position.

- **Selection mode**

Click to toggle between **STD** (Standard), **EXT** (Extend), **ADD** (Add), and **BLK** (Block) modes. These selection modes are explained in Working with Text.

- **Unsaved changes**

An asterisk (\*) appears if changes are not saved.



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- **Digital signature**

If document has been digitally signed, an icon  shows here. Double click this field to view the certificate.



**Note:** A document can only be digitally signed after it has been saved.

- **Selection and object information**

When the cursor is in a section, heading, list item, or an object is selected, pertinent information is displayed. Double-clicking opens the relevant dialog box.

- **View**

Click to change between single page, side-by-side and book layout views.

- **Zoom**

Drag the zoom slide to change magnification or click on the  or  buttons to increase or decrease magnification. Right click on the zoom percent level field to change the value.

## 1.2. Writer's Sidebar

We already introduced the Sidebar in the previous section on the new Apache OpenOffice user interface. The Writer sidebar consists of four decks, each with corresponding icons on the panel to the right of the sidebar. The decks are described below:

- **Properties:** Contains tools for direct formatting within the document. The tools are separated into three submenus.
  - **Text:** Modify text by the font type, size, color, weight, style and spacing.
  - **Paragraph:** Style the paragraph by alignment, lists or bullets, background color, indent, and spacing.
  - **Page:** Format the page by orientation, margin, size, and number of columns.



Note that on Writer by changing the options on this panel you'll change the page style in use, modifying not only the current page but all pages using the same page style. Read more about page styles on Writer.

- **Styles and Formatting:** Manage the styles used on the document, applying existing styles, creating new ones or modifying them. This deck is also a floating toolbar that can be accessed from **Format** → **Styles and Formatting**. More about the Styles and Formatting tool in Styles on Apache OpenOffice Writer.
- **Gallery:** This deck allows you to add images and diagrams included on the Apache OpenOffice library. The Gallery displays as two sections, the first lists the images by name (Arrows, Background, Diagrams, etc.) and the second displays the images on the selected category. With the **New Theme** button you can create new categories. To insert an image, or add a new image to the gallery, just drag and drop the selected image. This deck is also a floating toolbar that can be accessed from **Tools** → **Gallery**.
- **Navigator:** Browse the document and reorganize its content by selecting different content categories, such as headings, tables, frames, graphics, etc. This deck is also a floating toolbar that can be accessed from **View** → **Navigator**. Learn more about the Navigator.

## 1.3. Starting a New Document

### 1.3.1. From the Operating System Menu

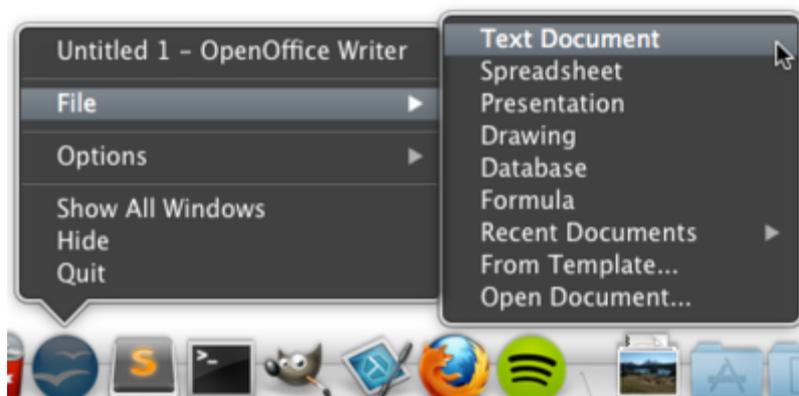
When OpenOffice was installed on your computer, a menu entry for each component was added to the system menu.

Find Writer by going to **Start** → **Programs** → **OpenOffice** → **OpenOffice Writer**. On Mac, the components are accessed through the OpenOffice icon in  the Applications folder. Double click the icon to open the Start Center.

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### 1.3.2. From the Quickstarter

The Quickstarter is an icon placed in the system tray or dock that indicates that OpenOffice has been loaded and is ready to use. You can right click the Quickstarter OpenOffice icon to open a pop-up menu from which you can open a new document, choose from a Template or choose an existing document to open. You can also right click the Quickstarter OpenOffice icon to open the Start Center.



### 1.3.3. From the Start Center

If no document is open on OpenOffice, you can access the Start Center from the operating system menu or  the Quickstarter icon. Open Writer by choosing **Text Document** or click the **Templates** icon to choose a document template.



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### 1.3.4. From a Template

You can use a template to create a new document in Writer. A template is a set of predefined styles and formatting and can serve as a foundation to ensure documents follow a certain layout. The new OpenOffice installation does not contain many templates. Additional templates can be downloaded from <http://templates.openoffice.org/>.

### 1.3.5. Shortcuts

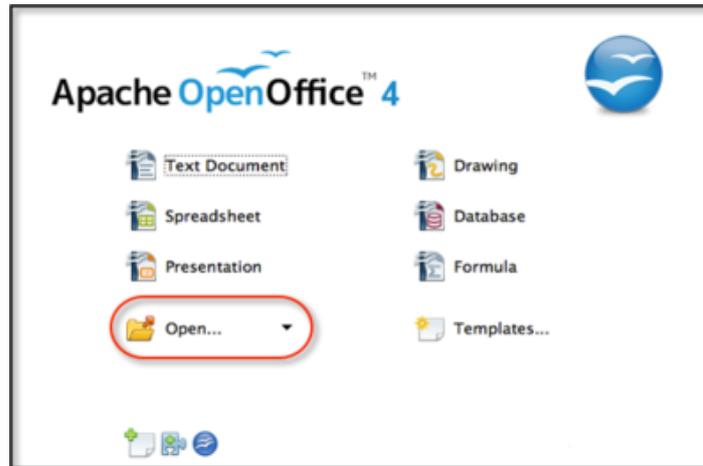
With OpenOffice open, **Control** + **N** brings up the Start Menu.

With Writer open, **Control** + **N** opens a new text document.

## 1.4. Opening a Document

### 1.4.1. From the Start Menu

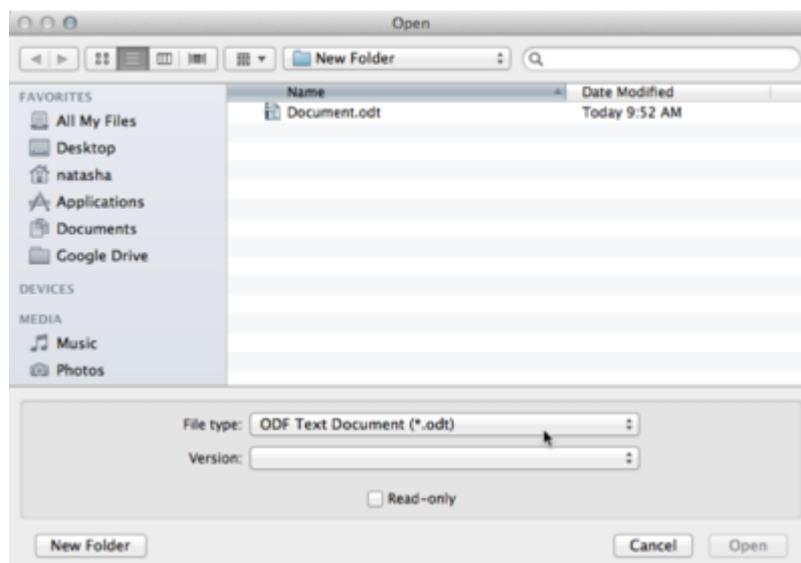
You can open a document from the Start Menu by selecting the **Open** button, which will bring up the open dialog box, from which you can select your document. Alternatively, you can select and hold the **Open** button to choose from a list of recently used documents.



### 1.4.2. From an Open Document

- Choose **File** → **Open**
- Click the **Open**  icon on the standard toolbar.
- Press **Control** + **O**.

The open dialog box will appear. Select the file you wish to open and click **Open**, the file will open in a new window. When choosing files you can filter by filetype such as .odt, .doc, or .txt.



## 1.5. Saving a Document

### 1.5.1. Saving a New Document

To save a new document you can do any of the following:

- Choose **File** → **Save**
- Choose **File** → **Save as**
- Click the **Save**  icon on the standard toolbar
- Press **Control** + **S**

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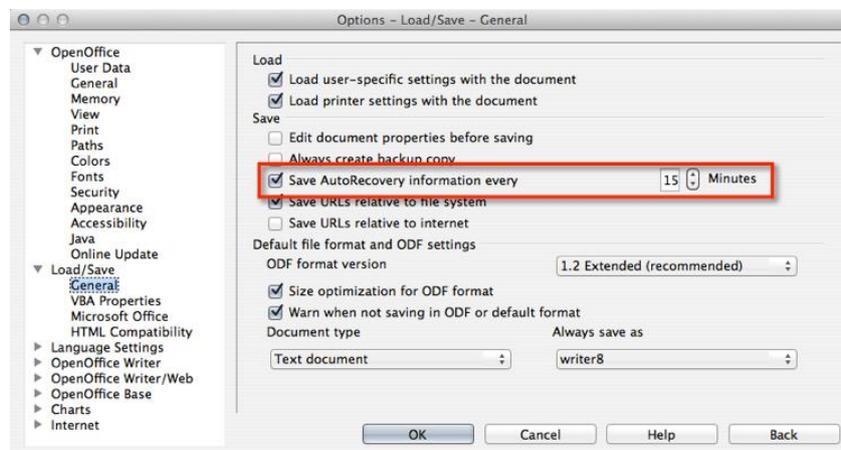
These actions will open the save as dialog box, from which you can enter the filename, verify the filetype and destination location, and click **Save**.

To save a current document with the same filename, choose **File** → **Save**.

### 1.5.2. Saving Automatically

Writer will save the document automatically at default time intervals. Automatically saving will overwrite the last saved state of the file, just like manual saving. To change the settings for autosave:

1. Choose **Tools** → **Options** → **Load/Save** → **General**
2. Choose the time interval under **Save AutoRecovery information every ...**
3. Click **OK** when done.



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### 1.5.3. Saving as a Microsoft Word Document

You have the option to save your OpenOffice ODT document in several other available formats. Exchanging your OpenOffice ODT files with Microsoft Word users is a common issue. The ODT file format is not compatible with Microsoft Word.

Microsoft Word users can install an ODF Add-In for MS Office to allow files to be recognized, but the user may also be unwilling or unable to do so to open the ODT file. It may be easier for you to save your document in a word format instead.

First, save your file as ODT, otherwise all changes will appear on the MS Word version and the ODT version will be lost.

Choose **File** → **Save as**

Choose the Microsoft Word format you wish to save to, and click **Save**.

Changes made to the saved document will be saved in MS Word format. To return to ODT you must open the document again.

To have Writer save documents by default in the Microsoft Word file format, go to **Tools** → **Options** → **Load/Save** → **General**. In the section named **Default file format**, find **Document type** and then select **Text document**. Under **Always save as**, select your preferred file format.

### 1.6. Closing a Document

- Choose **File** → **Close**
- Click the **Close** icon in the top right hand of the document window.

If the document has not been saved since the last change, a dialog box will appear asking if you want to save your changes. Choose **Save** to save the changes, **Discard** to close the document without saving changes, or **Cancel** to abort closing the document.

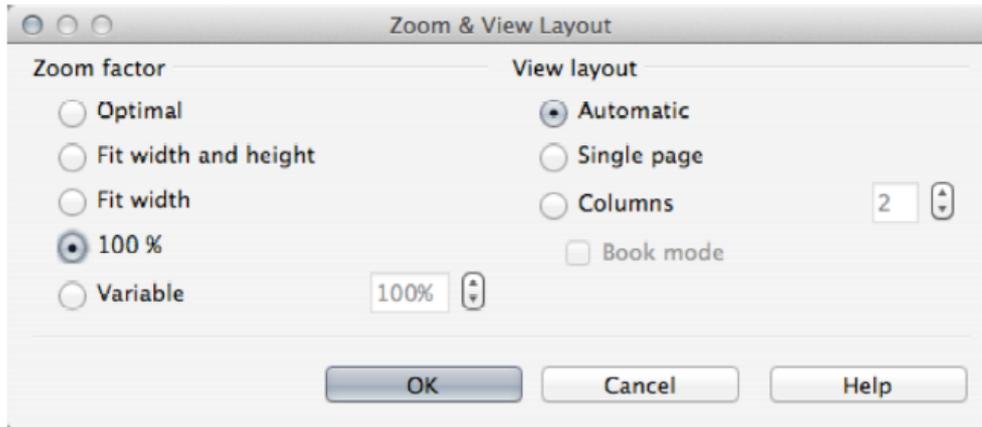
### 1.7. Writer's Document Views

Writer has three document views available: Print Layout, Web Layout, and Full Screen.

To change the document view, select the **View** menu and choose the desired view option.

### 1.7.1. Print Layout

Print Layout is the default view. You can use the zoom slider to adjust magnification and view layout icons in the status bar to change page view. You can also choose **View** → **Zoom** to adjust view and zoom options in the **Zoom & View Layout** dialog box.



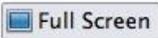
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### 1.7.2. Web Layout

In Web Layout view you can use the zoom slider but the layout icons are disabled. The **Zoom & View Layout** dialog box only allows zoom options.

### 1.7.3. Full Screen

In Full Screen mode the document is displayed in the selected view (Print or Web) but the document fills the entire screen. Toolbars and sidebar are not displayed.

Press **Esc** or the Full Screen icon  to exit Full Screen mode.

## 1.8. Getting Help in Writer

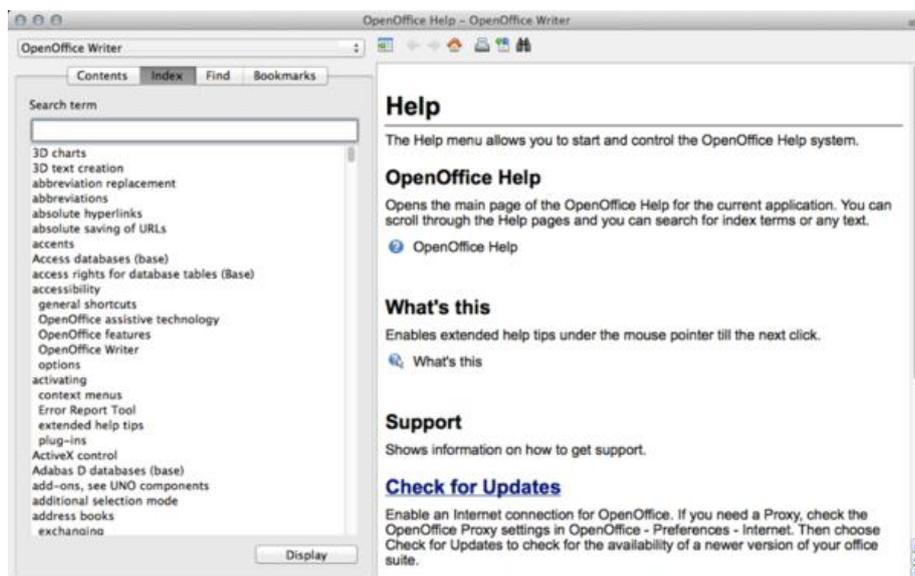
Writer provides several forms of help. You can choose from the full Help File, tool tips, and menu search.

### 1.8.1. Help Files

To access the Help files press **F1** or choose **Help** → **OpenOffice Help** or click the Help icon  in the standard toolbar.

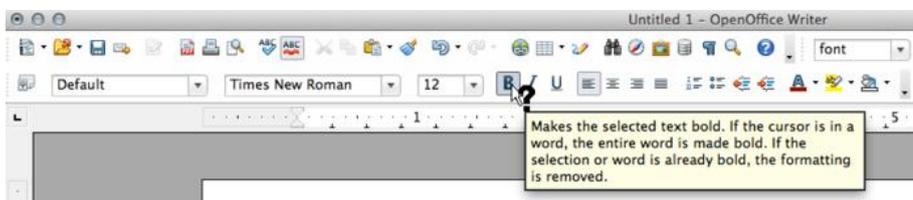
These actions will bring up the OpenOffice Help dialog box. You can search the help file pages and bookmark pages with the Add to Bookmarks icon .

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### 1.8.2. Tool tips

To use tool tips, choose **Help** → **What's This?**. Hover the cursor over any of the icons in Writer, and a tool tip will appear, providing an explanation of the icon's function.



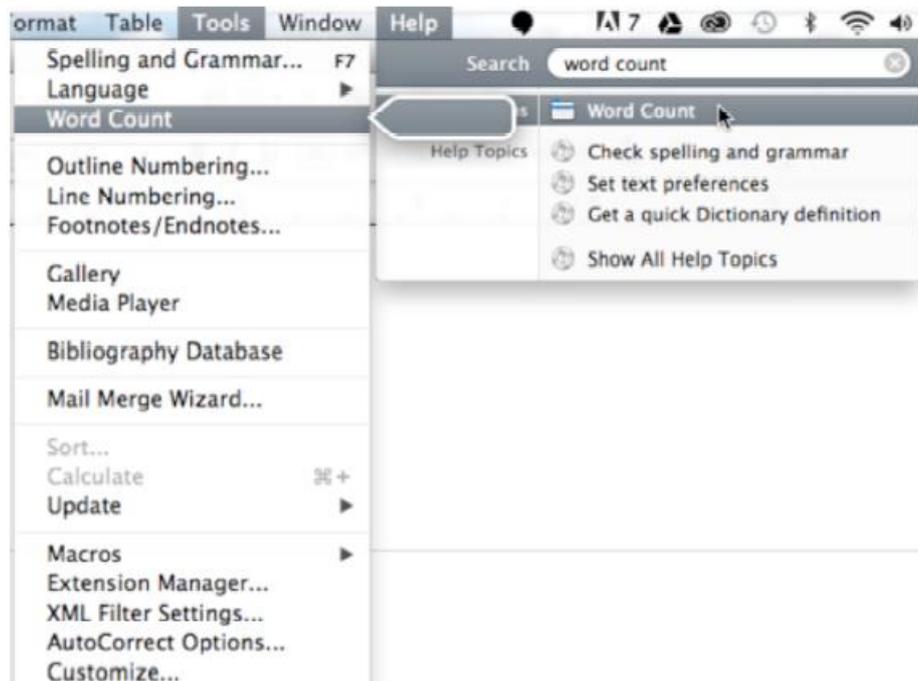
### 1.8.3. Menu Search

To search for a function or see a menu navigation, choose Help → Search and enter your search term. Writer will display menu directions to the tool, and a list of related help files.

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## Chapter 2. Working with text

### 2.1. Selecting text

In Writer, in order to work with text, you need to select it. Selecting a piece of text, or consecutive pieces of text, is relatively simple.

Using the cursor, left click the text, and drag until the desired text is selected. You can also use selection shortcuts by left clicking the text. Single words can be selected with a double left click, a sentence selected with a triple left click, and a paragraph selected with a quadruple left click.

With the keyboard, use the navigation arrows to choose the text, hold down the **⇧ Shift** key and select text area with the arrow keys.

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He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labor?

To quickly select content on the entire page, press **Control** + **A**, or go to **Edit** → **Select All**

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### 2.1.1 Selecting items that are not consecutive

- Using the cursor, select the first piece of text.
- Hold down the **Control** key (continue holding until all selections are complete), and use the cursor to select the next piece of text.
- Repeat until all selections are made.

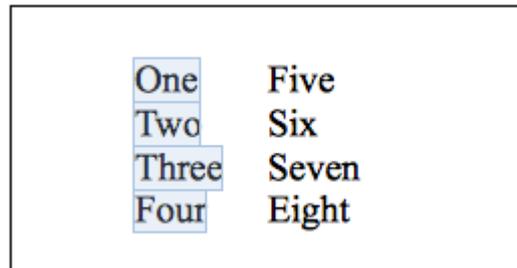
He heard quiet steps behind him. That **didn't** bode well. **Who could** be following him this late at night and in this deadbeat part of town? And **at this particular moment**, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was **now watching him** and waiting for a chance to grab the fruit of his labor?

### 2.1.2 Selecting a vertical block of text

Text may be separated by spaces or tabs in a vertical block. To select text in this form, change the selection mode to block by choosing **Edit** → **Selection Mode** → **Block Area** or left click on STD in the status bar until it changes to BLK.

Page 1 / 1    Default    English (USA)    INSERT    **BLK**

Now you can make your selection as you would with consecutive text selection.



## 2.2. Cutting, copying and pasting text

Text can be moved within a document, or between documents by cutting or copying and subsequently pasting the text.

Cutting text entails removing it entirely and relocating it within the document. Copying text creates a duplicate to be placed within the document.

To cut or copy (with text selected) you can use:

- *Keyboard shortcuts:* **Control** + **X** (cut) or **Control** + **C** (copy)
- *Menu selections:* **Edit** → **Cut** or **Edit** → **Copy**
- *Contextual menus:* Right click text selection and choose **Cut** or **Copy**
- *Icon sources:*  Cut or  Copy

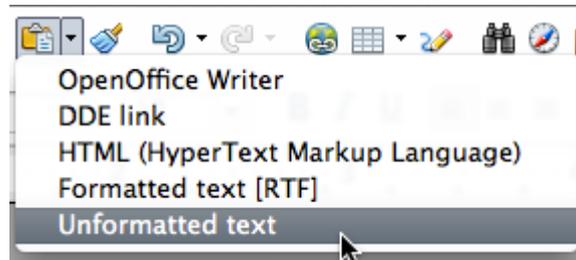
Pasting text places the cut or copied text in the document. When pasting text, the formatting result depends on the source and how you paste it.

To paste and retain original formatting use:

- *Keyboard shortcut:* **Control** + **V**
- *Menu selection:* **Edit** → **Paste**
- *Contextual menu:* Right click and choose **Pas**
- *Icon source:*  Paste

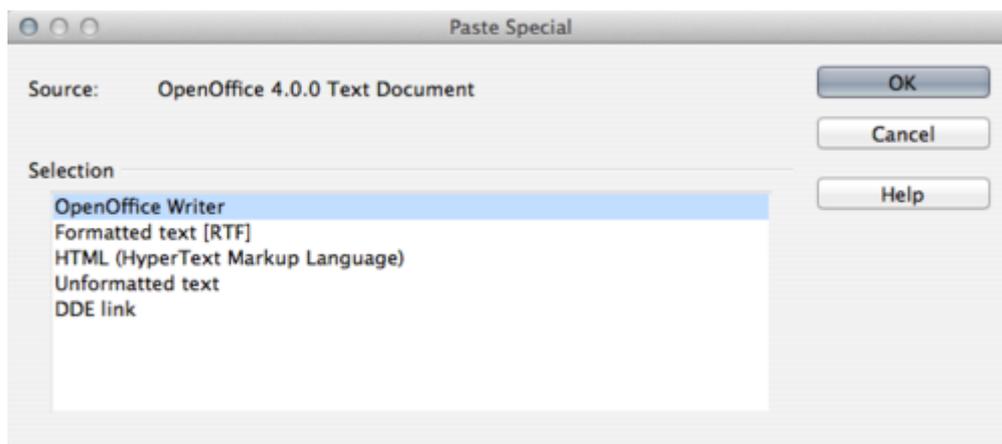
To paste and take on formatting of the surrounding text:

- Choose the arrow to the right of the paste icon, and choose **Unformatted text**



- Select **Edit** → **Paste Special** → **Unformatted text**

For other paste formatting options, choose from the drop down menu of the paste icon or the Paste Special dialog box.



## 2.3. Numbered and bulleted lists

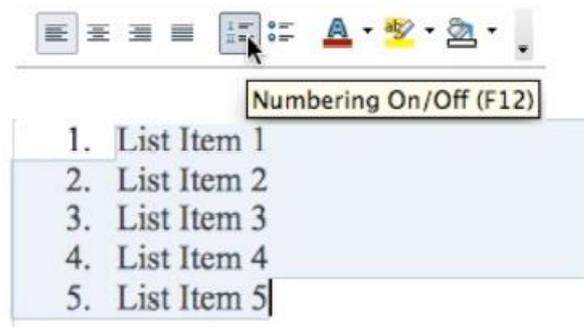
There are several ways to create numbered or bulleted lists:

- Auto-formatting (covered later in this chapter)
- List Styles (covered in the chapter on Styles)
- The Numbering and Bullets icons on the paragraph formatting toolbar. The use of these icons will be described in the section below.



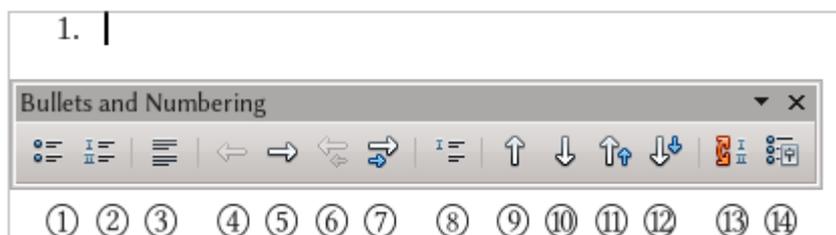
It is important to note that it is better to avoid the use of numbered list in numbered chapters. In another section of this guide we will see how to number chapters and give an outline to a document.

To produce a numbered or bulleted list, select the paragraphs in the list and choose the appropriate icon.



### 2.3.1 Using the Bullets and Numbering Toolbar

With a numbered or bulleted list active, a contextual toolbar will open.



The buttons, numbered on the screenshot, perform the following actions:

1. Bullets ON/OFF
2. Numbering ON/OFF
3. Numbering OFF
4. Promote one level
5. Demote one level
6. Promote one level with sub-points

7. Demote one level with sub-points
8. Insert an unnumbered entry
9. Move line up
10. Move line down
11. Move line up with sub-points
12. Move line down with sub-points
13. Restart numbering
14. Bullets and Numbering dialog box

The options in the Bullets and Numbering dialog box are the same as when editing a list style, so these properties will be covered in the chapter on List Styles.

### 2.3.2 Nested Lists

As mentioned earlier, list sub-points refer to the levels of a numbered list or bullet, see example below:

1. First
  1. Sub First
2. Second
  1. Sub Second
    1. Sub Sub Second

To change the level of one line in the list, either use the **Promote/Demote Level**  icons in the Bullets and Numbering toolbar, or place the cursor at the beginning of the line and press **Tab**  or **↑ Shift** + **Tab** .

## 2.4. Auto Text

Use AutoText to insert text, tables, fields and other items for reuse, by assigning a key combination to the item for retrieval.

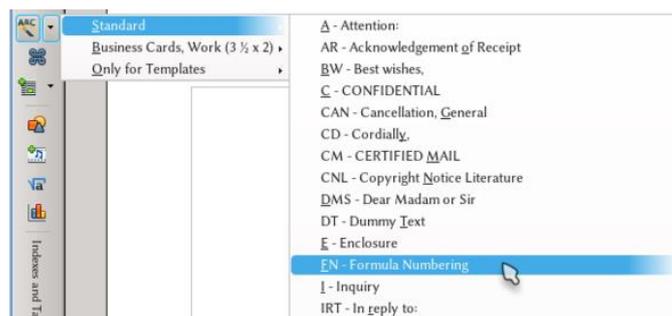
For example, by typing *dt* and **F3**, a long paragraph with a sample text will insert into the document (note: *dt* stands for *dummy text* and different acronyms may apply to non-English versions: use **Edit** → **AutoText** to see the one appropriate for your language). Typing *fn* and **F3** will produce a table with one row and two columns, with a Math object on the left cell and a variable on the other.

Both examples show what AutoText does and its use, which is to introduce a document snippet previously defined in any place using only an abbreviation and a keyboard shortcut.

### 2.4.1 Inserting an Auto Text

Insert an AutoText by typing the abbreviation followed by **F3**.

To view the available abbreviations, you can choose **Edit** → **AutoText** (**Ctrl** + **F3**), but an easier method is activating the Insert toolbar. With the toolbar active choose the AutoText icon . You can now view the AutoText categories and their respective abbreviations.



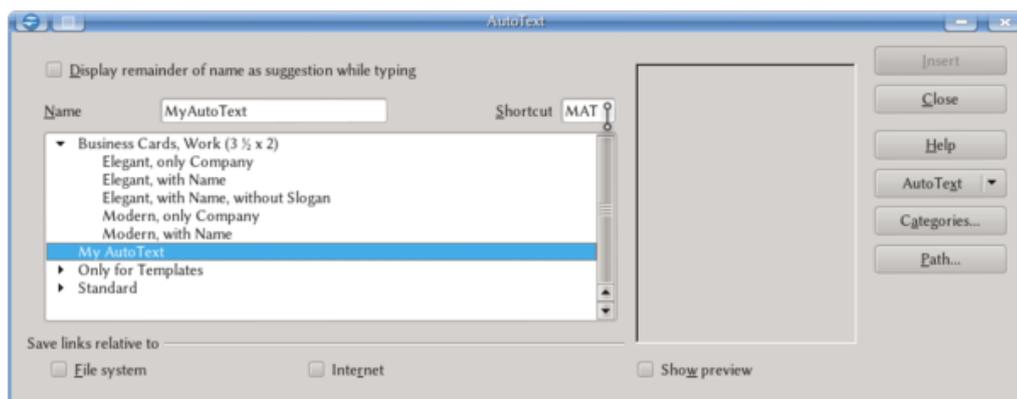
### 2.4.2 Defining an Auto Text

1. Select the content you want to use for an AutoText. The content can be anything: text, tables, pictures, frames, sections, etc.

2. With the content selected, go to **Edit** → **AutoText**.
3. The AutoText dialog box will appear. Provide a name for your entry in the Name box. Writer will suggest a shortcut, which you can change.
4. In the box to the left, choose a category for the entry, where the AutoText will be classified.
5. Select the **AutoText** button to the right, and select either **New (text only)** (for the AutoText to take on formatting where it is inserted into the document) or **New** (for the AutoText to retain its formatting).
6. Select **Close** to return to the document.



If the AutoText contains a table, it is necessary to select at least one line before and one line after the table, otherwise only the content and not the table itself will go into the AutoText.



Inside the AutoText dialog box, note the following features:

- With the option **Display remainder of the name as suggestion while typing** enabled, Writer will suggest an AutoText if you start to type the AutoText name. The suggestion will appear in a pop-up box, and pressing **Enter** will insert the AutoText.
- The **Categories...** button allows you to create new categories to classify your AutoTexts.
- **Path...** defines where to save the AutoTexts.

### 2.4.3 Editing an Auto Text

In the AutoText dialog box (**Edit** → **AutoText**), you can edit your AutoText entries.

Select an existing AutoText, and choose the **AutoText...** button to modify or even eliminate the AutoText.

Selecting **Edit**, a document will open with the AutoText. Simply make the changes and save. The entry will now be available as edited.



The changes will apply only to AutoTexts inserted after the modification, AutoText already inserted will not be changed

### 2.4.4 Print a list of Auto Text

1. Choose **Tools** → **Macros** → **Organize Macros** → **OpenOffice Basics**.
2. In the *Macro from* list, choose **OpenOffice Macros** → **Gimmicks**.
3. Select **AutoText** and click **Run**.
4. A list of the AutoText entries will be generated in a new document. You can print this document.

## 2.5. Find and replace text

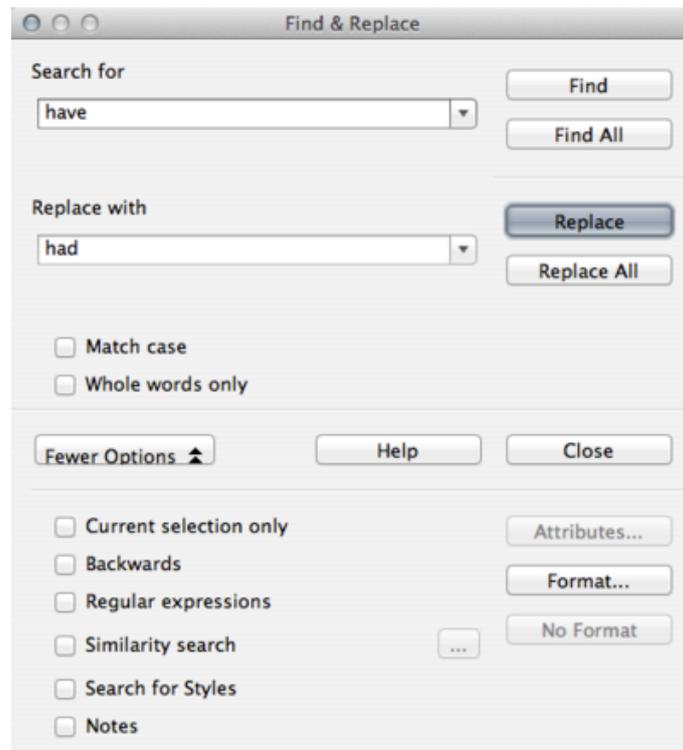
You can find text within a document with the Find toolbar, or the Find & Replace dialog box. In the Find & Replace dialog box, you also have the ability to:

- Find and replace words or phrases
- Find and replace specific formatting
- Find and replace paragraph styles
- Use regular expressions to find and replace text

The Find toolbar  will only allow you to search for and identify specific text or phrases. You can find the toolbar docked in the standard toolbar, or by choosing **View** → **Toolbars** → **Find**.

Display the Find & Replace dialog box by pressing **Control** + **F** or choosing **Edit** → **Find & Replace**.

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1. Type the text you want to search for in the Search for box.
2. To replace the text, type the new text in the Replace with box.
3. To find text, click Find. To replace, click Replace. Choosing Find All will select all instances of the text. Selecting Replace All will replace all matches.
4. You can choose from several search options such as matching case, matching whole words, or searching for similar words.

## 2-5.1 Find an replace specific formatting

To quickly change the format of text from one style to another:

1. Choose the **More Options** button to expand the dialog box and view the formatting options.
2. To search for text with specific formatting, enter the text in the Search for box. To only search for formatting leave the Search for box empty.
3. With the Search for box selected, choose **Format.**
4. Select the formatting options to include and click **OK.**
5. To replace with different text and/or formatting, perform the same actions for the *Replace with* box.
6. Choose **Find, Find All, Replace, or Replace All.**

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## 2.5.2 Find and replace paragraph styles

To quickly change paragraph styles from one style to another:

1. Choose the **More Options** button to expand the dialog box.
2. Select **Search for Styles** (if you have attributes specified this option is labeled as **Including Styles**).
3. Select styles from the *Search for* and *Replace with* drop down menus.
4. Choose **Find, Find All, Replace, or Replace All.**



**Note:** You can only select one style at a time

## 2.5.3 Using regular expressions (wildcards)

Regular expressions (also known as wildcards) are combinations of characters that instruct Writer how to search for something.

1. Choose the **More Options** button to expand the dialog box.

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"Transmedia: a new narrative that involves communication and education towards the future classroom". Code: 2014-1-ES01-KA201-004478

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2. Select the **Regular expressions** option.
3. Type the search text with the regular expression and the replacement text if any.
4. Choose **Find**, **Find All**, **Replace**, or **Replace All**.

Examples of common regular expressions:

To Find	Use	Examples
Any single character	.	b.d finds bad, bud, bid, bed
One of the specified characters	[xyz]	b[iu]n finds bin and bun
Any single character in this range	[x-y]	[r-t]eed finds reed, seed, and teed (range must be in alphabetically ascending order)
Any single character except the characters inside the bracket	[^x]	p[^a]t finds post and pest but not past
The beginning of a word	\<start	\<log finds logbook and logistics but not catalog
The end of a word	end\>	log\> finds catalog but not logistics
A paragraph marker	\$	work as a replacement character, use \n instead
A line break	\n	replacement characters inserts a paragraph marker

To view a full list of regular expressions, select **Help** → **OpenOffice Help** and search for regular expressions, choose **list of** to display the list.

## 2.5.5 Inserting special characters

A special character is one that is not found on the standard keyboard. For example, € ø Σ ã ψ are all special characters.

To insert a special character:

1. Place the cursor in the document where you want the character to appear.
2. Select **Insert** → **Special Character** for the Special Character dialog box.
3. Inside the dialog box, choose the character from the available fonts and click **OK**.

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Note: Different fonts include different special characters. Utilize the font selection to search for specific characters.

## 2.5.6 Non breaking spaces and spaces and hyphens

A non-breaking space (NBSP) or non-breaking hyphen tells Writer to never break lines at that spot. A non-breaking space or hyphen can never end or begin an automatically wrapped line. Use non-breaking spaces to prevent periods at the end of lines that do not terminate sentences, or numbers or bullet-like symbols at the beginning of lines that do not initiate list items. Use a non-breaking hyphen to prevent the hyphen from appearing at the end of a line, such as in a phone number.

### 2.6.1 Insert a non-breaking spaces

Place the cursor between the two words, and press **Control** + **Space**.

### 2.6.1 Insert a non-breaking hyphens

Place the cursor where the hyphen will appear, and press **⇧ Shift** + **Control** + **-**.

## 2.6.2 En and em dashes

To use en and em dashes, the **Replace dashes** option must be checked under **Tools** → **AutoCorrect Options**. With this option enabled, Writer will replace two hyphens, under certain conditions, with the corresponding dash.

In the following table, the A and B represent text consisting of letters A to Z or digits 0 to 9. The table describes the different en and em dash options.

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Text that you type:	Result
A - B (A, space, minus, space, B)	A – B (A, space, en-dash, space, B)
A -- B (A, space, minus, minus, space, B)	A – B (A, space, en-dash, space, B)
A--B (A, minus, minus, B)	A—B (A, em-dash, B)
A-B (A, minus, B)	A-B (unchanged)
A -B (A, space, minus, B)	A -B (unchanged)
A --B (A, space, minus, minus, B)	A –B (A, space, en-dash, B)

En or em dashes can also be inserted manually through **Insert** → **Special Characters**, use characters U+2013 or U+2014.

There are also shortcuts available to insert en or em dashes, that vary per operating system.

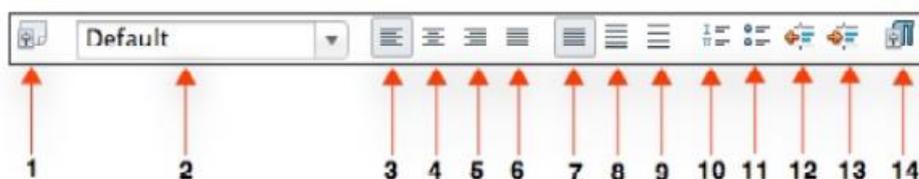
Operating System	En dash shortcut	Em dash shortcut
Windows	<b>Alt</b> + 0150	<b>Alt</b> + 0151
Linux	<i>Compose</i> + two hyphens + a period	<i>Compose</i> + three hyphens + a period
Mac	<b>⌘ Opt</b> + hyphen	<b>⇧ Shift</b> + <b>⌘ Opt</b> + hyphen

## 2.7. Formatting Paragraphs

Formatting paragraphs in Writer can be achieved through alignment, justified text, line spacing, numbering or bullets, and indenting. These actions can be performed using the buttons on the Formatting toolbar. The below image shows the Formatting toolbar with the paragraph specific icons displayed.



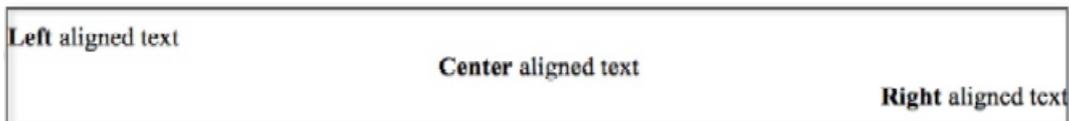
Note: You can use paragraph styles rather than manually formatting paragraphs, especially for long documents.



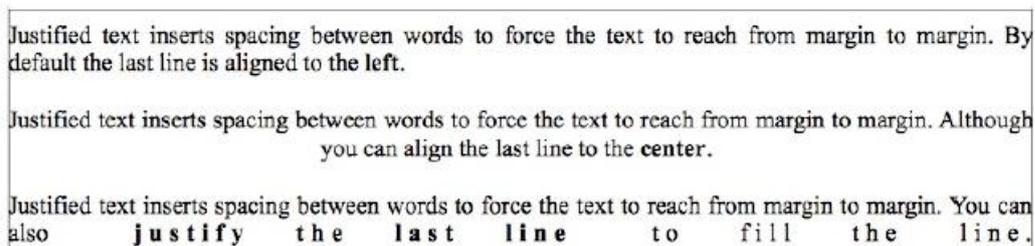
- |   |                     |                     |
|---|---------------------|---------------------|
| 1 Open the Styles and Formatting Window | 5 Align Right       | 10 Numbering On/Off |
| 2 Apply Style                           | 6 Justified         | 11 Bullets On/Off   |
| 3 Align Left        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

### 2.7.1 Aligned and justified text

Text can be aligned to the left, center, or right of the document. The below image shows how text appears with the different alignment options.



When using justified text, the last line by default is aligned to the left. You can also align the last line to the center, or justify the last line. These options are controlled in the Alignment tab from **Format** → **Paragraph**



## 2.7.2 Tab stops and indents

The ruler displays the default and defined tab stops. The tab settings affect the indentation of paragraphs. You can manually change the indentation of paragraphs with the Increase Indent or Decrease Indent icons, or by using the **Tab** key.

Tab and indent settings are discussed in the Ruler section of Writer's User Interface.

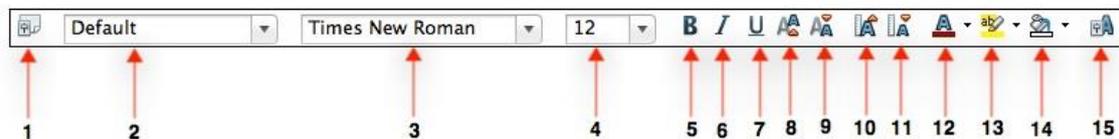
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## 2.8. Formatting characters

Formatting characters in Writer can be achieved through adjustments to the font family, font weight, font size, or font coloring. These actions can be performed using the buttons on the Formatting toolbar. The below image shows the Formatting toolbar with the character specific icons displayed.



Note: You can use character styles rather than manually formatting characters, especially for long documents.



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

## 2.9. Autoformatting text

Writer will automatically format parts of your document, according to the options selected in the AutoCorrect dialog box (**Tools** → **AutoCorrect Options**).



Inside the AutoCorrect Options dialog box, the Help button will open and describe the selected choice and how to activate the autoformats.

To automatically format your document with the selected options, select or deselect from the submenu in **Format** → **AutoCorrect**.

### 2.9.1 While Typing

The default option, automatically formats the document while you type.

## 2.9.2 Apply

After choosing this option, Writer will automatically format the document.

## 2.9.3 Apply and Edit Changes

After choosing this option, Writer will automatically format the document and then open a dialog box where you can accept or reject changes.

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## 2.9.4 AutoCorrect Options

Open the AutoCorrect dialog box.

## 2.10. Using footnotes and endnotes

Footnotes and endnotes are a type of note that comment on or cites a reference for a designed part of the text. Footnotes are printed at the bottom of the page for which they are referenced, and endnotes are printed at the end of the document.

### 2.10.1 Inserting footnotes and endnotes

Place the cursor where you want the footnote or endnote to appear. Select **Insert** → **Footnote/Endnote** or click on the Insert Footnote/Endnote Directly icon  or the Insert Endnote Directly icon  from the Insert toolbar (**View** → **Toolbars** → **Insert**).

If you use **Insert** → **Footnote/Endnote**, the Insert Footnote/Endnote dialog box is displayed. From here you can choose the type of numbering sequence and whether to insert a footnote or an endnote.

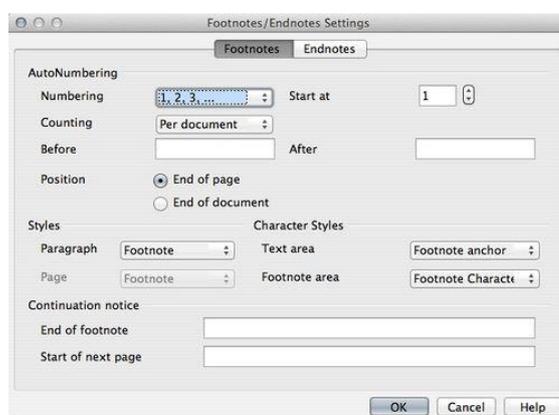


The footnote or endnote will be inserted into the text, and the cursor relocated to the footnote or endnote area at the end of the page/document. You can then type the footnote/endnote content in this area.

To delete a footnote or endnote, simply delete the appropriate marker. The contents of the footnote/endnote will be automatically deleted and the numbering of the other footnotes and endnotes is adjusted automatically.

## 2.10.2 Defining the format of footnotes and endnotes

To format footnotes or endnotes, select **Tools** → **Footnotes/Endnotes**. Choose from numbering and styles settings and click **OK**.



## 2.11. Checking spelling and grammar

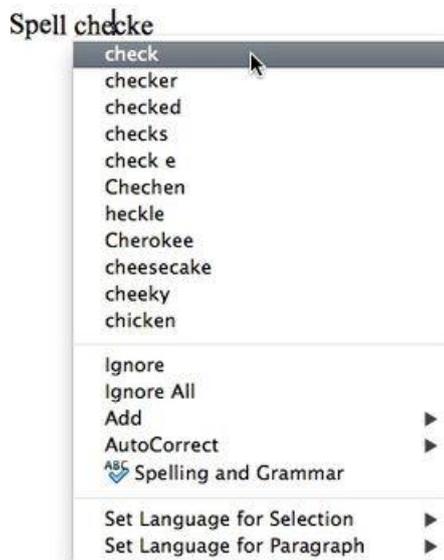
Writer provides a spelling checker that offers two functions:

- The AutoSpellcheck  checks each word as it is typed and displays a wavy red line under misspelled words. When the spelling error is corrected the red wavy line disappears.
- The spelling check  performs a separate spelling check on the document when you click on the icon. The spellcheck reviews the document and opens the Spelling and Grammar dialog box if misspelled words are found. The spelling check starts at the current cursor position and advances to the end of the document. You can choose to continue the spellcheck from the beginning of the document.

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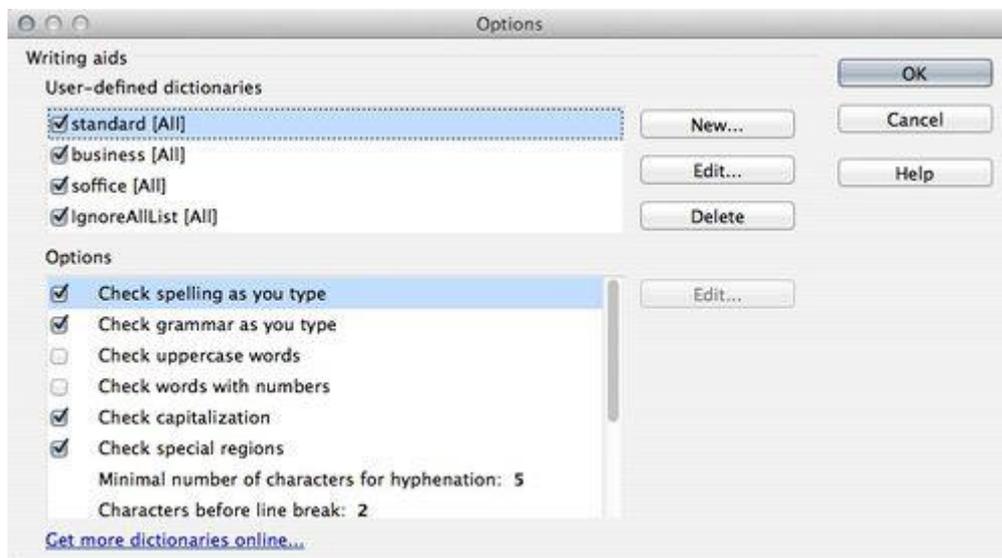
Additional features of the spelling checker:

- Right click on a word with the wavy underline to open a contextual menu. You can select from suggested words and the selection will replace the misspelled word.
- Within the Spelling and Grammar dialog box you can change the dictionary language by choosing from the drop down menu in the **Text Language** field. Add a word to a dictionary by selecting a word, click **Add** and choose the dictionary to add it to.





- For more spelling check options, click **Options** in the Spelling and Grammar dialog box. You can choose from several options including whether to check uppercase words or words with numbers. You can also manage your dictionaries, add or delete dictionaries and add or delete words in your dictionaries.



Writer does not include a grammar checker but you can install an extension such as the LanguageTool.

## 2.12. Using built-in language tools

The document language determines the dictionary used for spellcheck, thesaurus, and hyphenation, as well as the decimal and thousands delimiter and the default currency format. Within the document you can apply a separate language to any paragraph style. This language has priority over the language for the whole document. You can also assign a language to selected pieces of text in a paragraph, by direct formatting or character style. This language has priority over the paragraph style and document language.

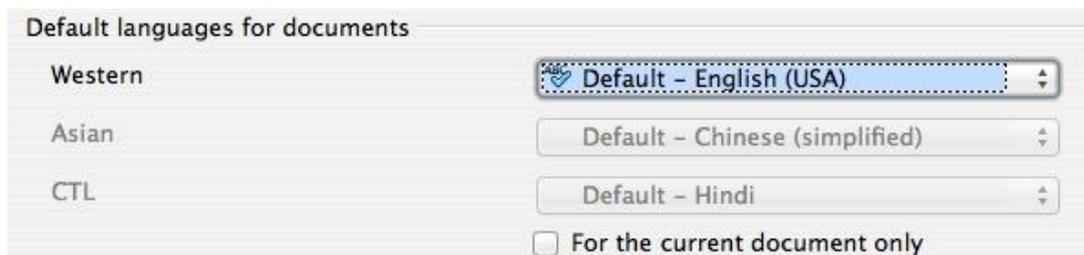
Writer provides some tools that allow you to mix multiple languages within the same document, or easily switch languages for your documents. This can be accomplished through:

- Language settings in Options
- Paragraph and character styles
- Using the **Tools** → **Language** menu
- Using the status bar

### 2.12.1 Using language settings in Options

Using the language settings in Options allows you to set the language of the whole document.

1. Select **Tools** → **Options** and go to **Language Settings** → **Languages**.
2. Under **Default languages for documents**, select the document language (this will be applied to newly created documents).
3. If you want to change the language for the current document only, select the *For the current document only* option.



## 2.12.2 Using paragraph and character styles

Selecting a language for paragraph style:

1. Place the cursor within the paragraph that you want to edit.
2. Right click to open the context menu and select **Edit Paragraph Style.**
3. Inside the Paragraph Style dialog box select the Font tab.
4. Select the language to use and click **OK.**

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Selecting a language for selected text:

1. Place the cursor within the text that you want to edit.
2. Choose **Format** → **Character.**
3. Inside the Character Style dialog box select the Font tab.
4. Select the language to use and click **OK.**

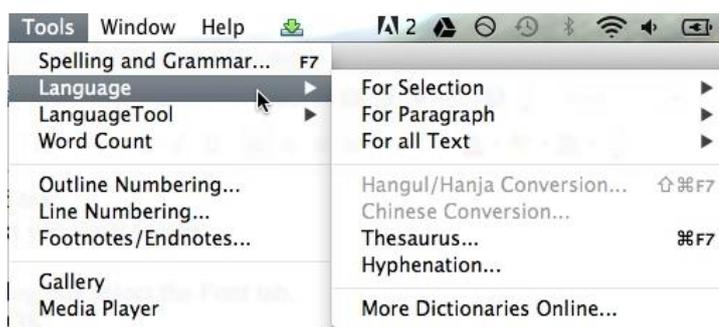
## 2.12.3 Using the **tools** → **Language** menu

You can set the language for the document, paragraph or characters from **Tools** → **Language** on the menu bar.

**For Selection:** Applies language to the selected text.

**For Paragraph:** Applies language to the selected paragraph.

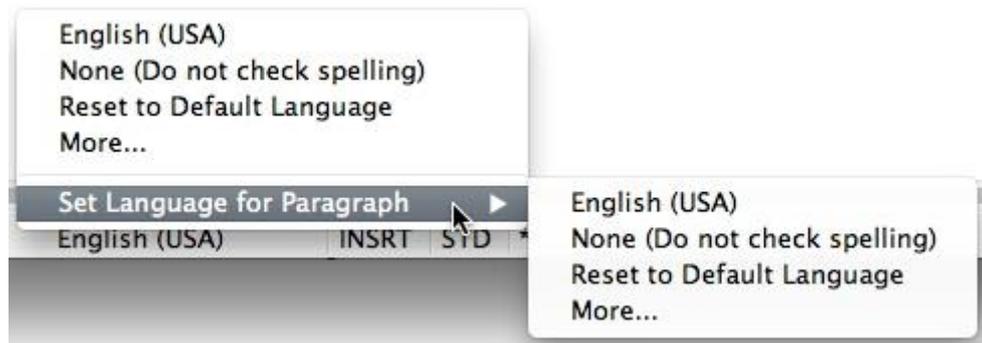
**For all Text:** Applies language to the entire document.



## 2.12.4 Using the status bar

Change the language of the paragraph or the entire document from the status bar.

1. Click on the language in the status bar to pop up a menu of choices.
2. Choosing **Reset to Default Language** will return the paragraph or entire document to the default language set in **Tool** → **Options**.

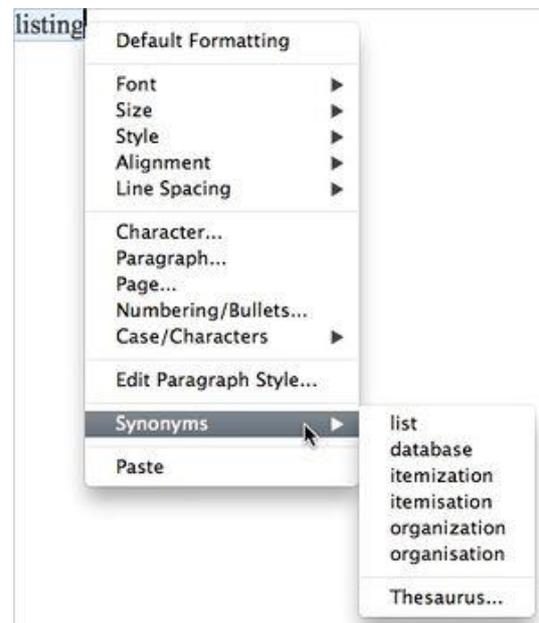


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## 2.13. Using synonyms and the thesaurus

To access a list of synonyms from the context menu:

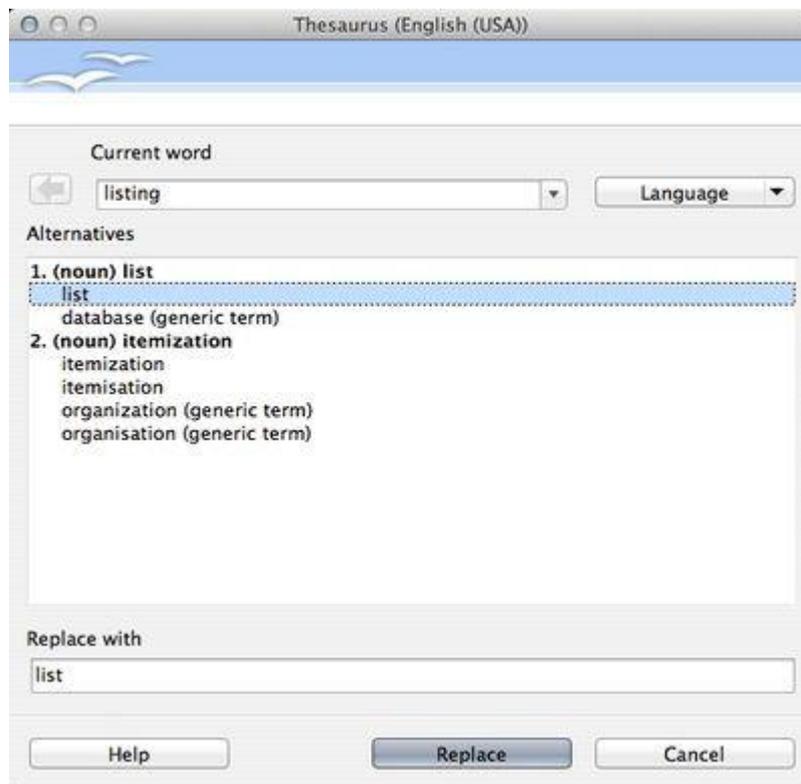
1. Select a word, right click to open the contextual menu.
2. Under **Synonyms** will be a submenu of alternative words.
3. Click on the word to replace it with the selected word in the document.



To access the thesaurus, which contains a more extensive list of synonyms:

1. Select a word or phrase.

2. Choose **Tools** → **Language** → **Thesaurus** or **Control** + **F7** or right click and choose **Synonyms** → **Thesaurus**.
3. Choose from the words in the dialog box to replace.



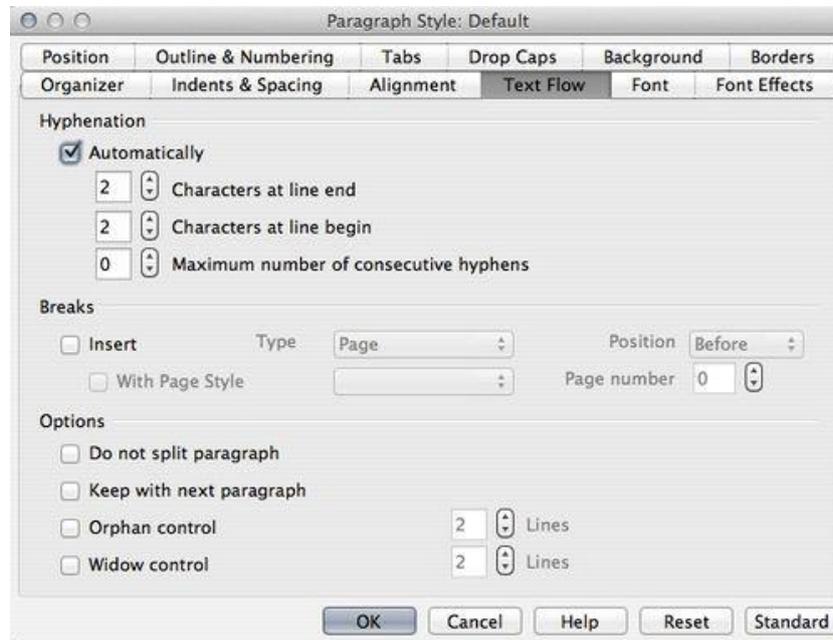
## 2.14. Hyphenating words

You can use hyphenation in Writer automatically (Writer uses hyphenation dictionaries) or manually (inserting conditional hyphens where necessary).

### 2.14.1 Automatic hyphenation

1. Open the **Styles and Formatting** window (click on the Styles and Formatting icon  or press **Control** + **T**).
2. Under the Paragraph Styles page, right click on **Default** and select **Modify**.
3. In the Paragraph Style dialog box, select the **Text Flow** tab.

4. Under **Hyphenation**, select or deselect the **Automatically** option, click OK to save.

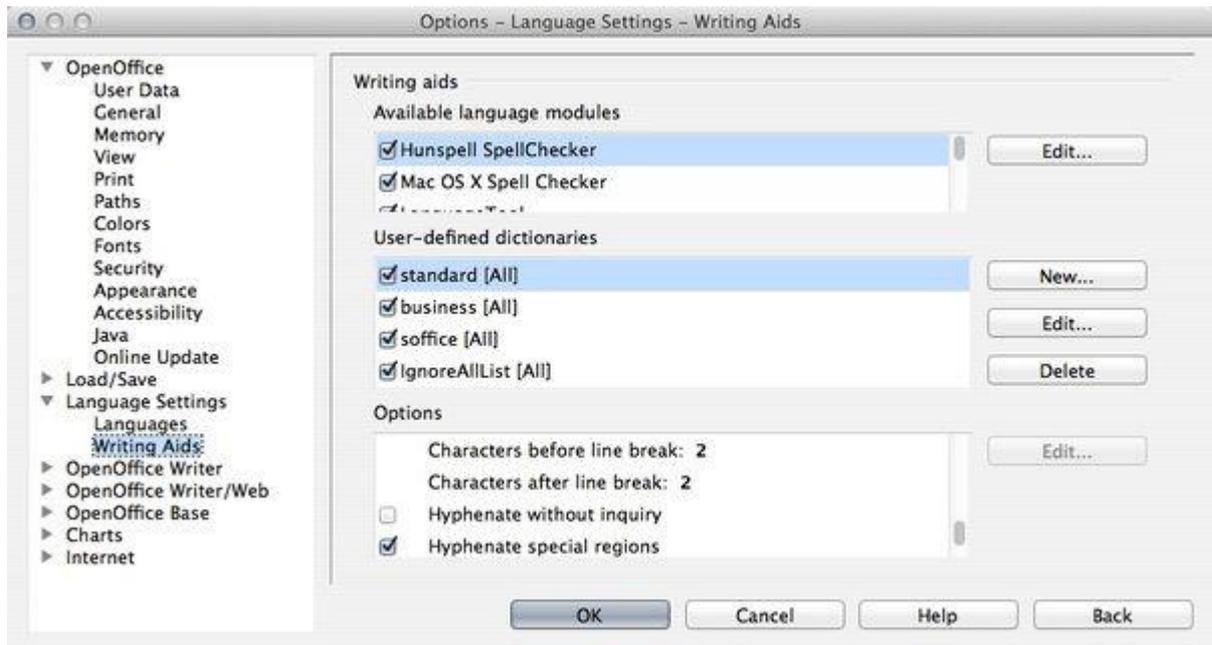


You can set hyphenation choices through **Tools** → **Options** → **Languages** → **Settings** - **Writing Aids** in Options near the bottom of the box, scroll down to find the hyphenation settings.

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

**Hyphenation without inquiry** specifies that you will not 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 box will open where you can manually enter hyphens.

**Hyphenate special regions** specifies that hyphenation will be carried out in footnotes, headers and footers.



## 2.14.2 Manual hyphenation

It is recommended to not use a normal hyphen, which remains visible at all times, even if the word is no longer at the end of a line when you add or delete text or change formatting.

Instead it is recommended to use a conditional hyphen. To insert a conditional hyphen inside a word, click where you want the hyphen to appear and press **Control** + **hyphen**. The hyphen will only appear when it is at the end of the line, even if automatic hyphenation is turned off.

## 2.15 Word completion

The word completion feature in writer tries to guess the word you are typing and offers to complete the word for you. If word completion is enabled, you will see the completed word highlighted as you type. To accept the suggestion, press **↵ Enter**. Otherwise continue typing and the suggestion will disappear.

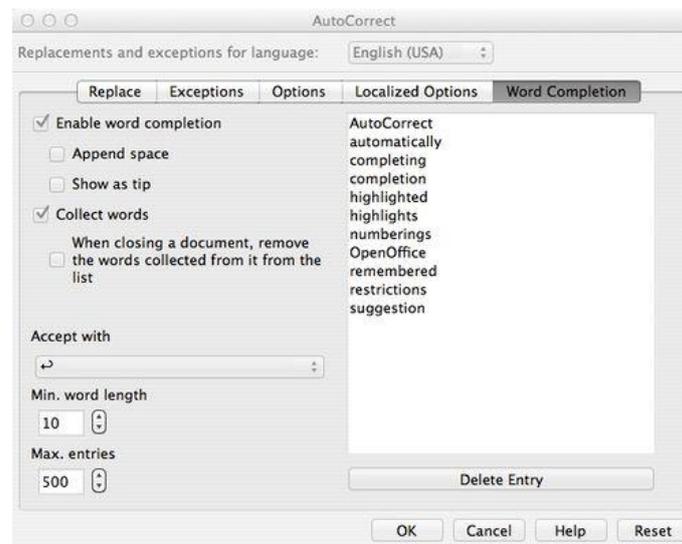
To enable or disabled word completion, select **Tools** → **AutoCorrect Options** → **Word Completion** → **Enable Word Completion**.

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Additionally, you can customize Writer's word completion settings with the following options:

- **Append space:** Adds space automatically after an accepted word.
- **Show as tip:** Shows the suggested word as a tip (hovering over the word in a box) rather than completing the word as you type.
- **Collect words:** Collects the words used in word completion when working on a document to save for later use in other documents.
- **Accept with:** Changes the key that accepts a suggested entry.
- **Min. word length:** Changes the length of the smallest words to be remembered.
- **Max. entries:** Changes the maximum number of words remembered.
- **Delete entry:** Deletes specific entries from the word completion list.



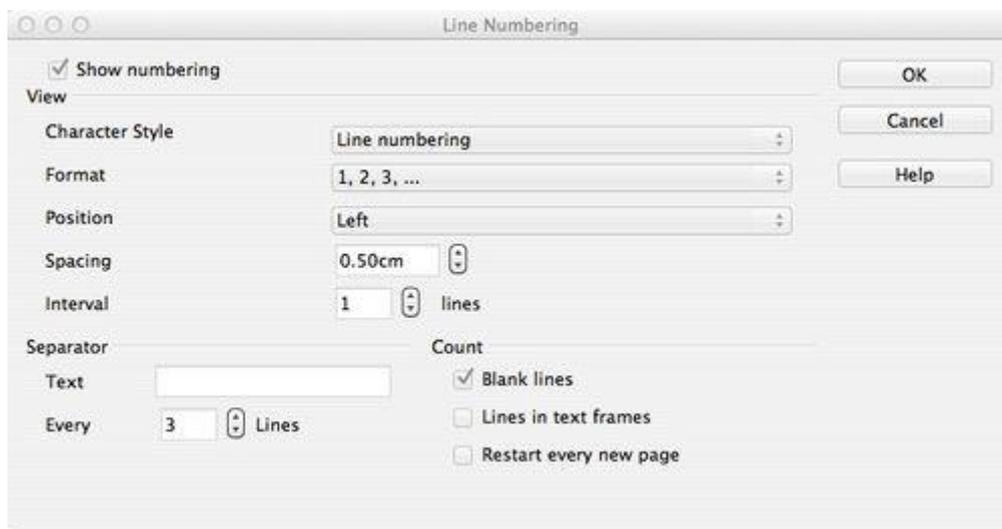
## 2.16 Line numbering

Line numbering adds line numbers in the margin of the document.

- 1 **Line numbering**
- 2
- 3 Line numbering adds line numbers in the margin
- 4
- 5 To enable line numbering, select **Tools -> Line**
- 6 and click OK.
- 7
- 8 You can choose the style, format, and position of
- 9 intervals.

To enable line numbering, choose **Tools** → **Line Numbering** and select the **Show Numbering** option, click OK.

In the Line Numbering dialog box you can choose the style, format, and position of the numbering, as well as the spacing and numbering intervals of the numbering.



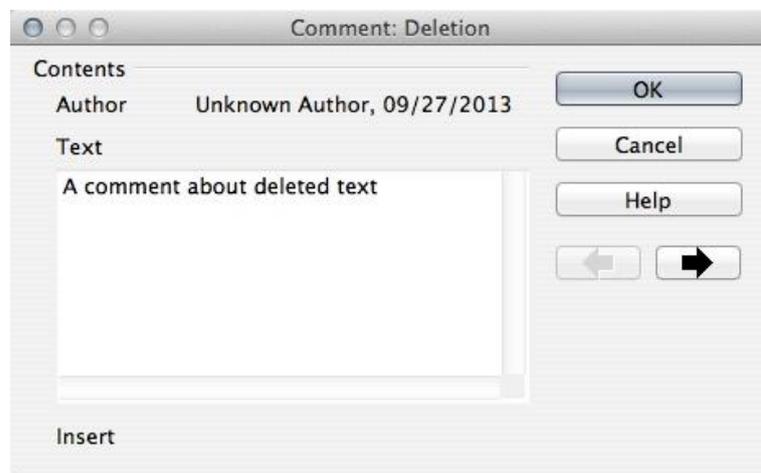
## 2.17. Tracking changes

To keep track of changes made in a document you may:

- Make changes to a copy of the document, and use Writer to compare the changes made between the original and the copy.
- Enable change marks, that show where you have added or deleted material or changed formatting. You can review and accept or reject each of the changes.

## 2.17.1 Recording changes

1. Select **Edit** → **Changes** → **Record**. To show or hide the display of changes select **Edit** → **Changes** → **Show**.
2. To include a comment with the change, place the cursor in the area of the change, and choose **Edit** → **Changes** → **Comment**. When hovering over the change, a *Help Tip* will display the type of change, the author, date and time of the change. If you want a comment to also display in the tip, make sure you have *Extended Tips* enabled (**Tools** → **Options** → **OpenOffice** → **General** and select **Extended tips**).
3. To stop recording changes, select **Edit** → **Changes** → **Record** to deselect the tracking.



## 2.17.2 Accepting or rejecting changes

To accept or reject the recorded changes, you can use the right click context menu, or the Accept or Reject Changes dialog box.

The results of accepting or rejecting changes are:

- Accepting an insertion removes the marked change color from the inserted text.
- Rejecting an insertion removes the text from the document.
- Accepting a deletion removes the text from the document.
- Rejecting a deletion removes the change indicator and restores the text to the document.

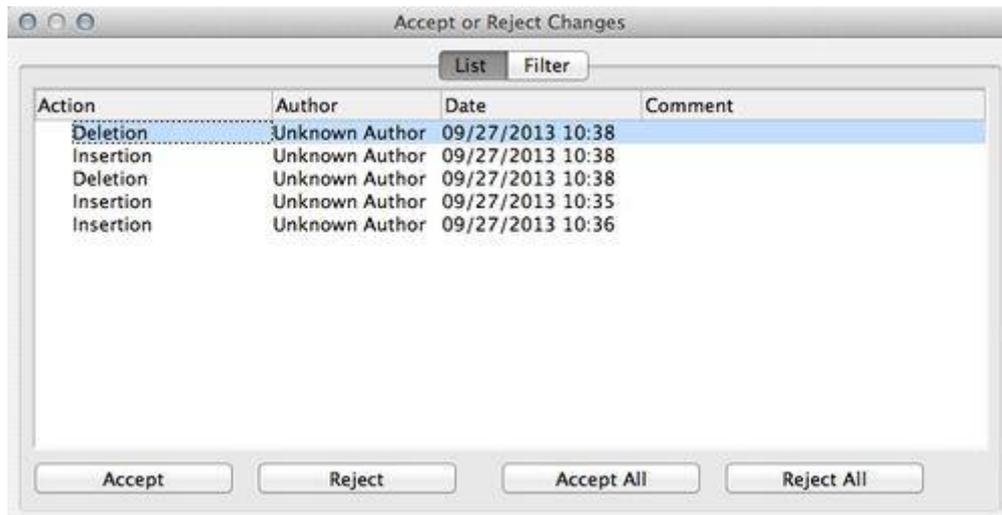
53

### Right click context menu

1. Right click inside a recorded change
2. In the context menu, choose **Accept Change** or **Reject Change**.

### Accept or Reject Changes dialog box

1. Select **Edit** → **Changes** → **Accept or Reject**. This will open the Accept or Reject Changes dialog box.
2. Changes that have not yet been accepted or rejected are displayed. Selecting a change in the dialog box highlights the change in the document, so you can see what the editor changed.
3. Choose **Accept** or **Reject** to accept or reject the selected change. You can choose **Accept All** or **Reject All** to accept or reject all changes without review.
4. To show only the changes made by certain people, or changes made under other restrictions, use the *Filter* tab. Specify filter criteria and return to the *List* tab to view changes.



### 2.17.3 Merging modified documents

Sometimes multiple reviewers will return the edited version of a document at the same time. In this case, you may want to review all changes of the document at once. For this purpose you can merge documents in Writer.

1. Open one of the modified copies.
2. Choose **Edit** → **Changes** → **Merge Document**. Select another copy of the document to merge.
3. The Accept or Reject Changes dialog box will open, showing changes by one than one reviewer. If you want to merge more documents, close the dialog box and repeat step 2.
4. All recorded changes are now included in the open copy. To preserve, save this file under another name.

### 2.17.4 Comparing documents

Sometimes reviewers may not track changes they make in a document. In Writer you can find the changes if you compare the documents. You must have the original document and the edited document.

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1. Open the edited document. Select **Edit** → **Compare Document**.
2. Select the original document and choose **Insert**.
3. Changes will be marked and the Accept or Reject Changes dialog box will be displayed. You can choose to accept or reject changes as described in the above section.

## 2.18. Comments

Writer provides another type of comments, that appear to the side of the document page, and look like "sticky notes". These comments allow authors and reviewers to exchange ideas, ask for suggestions or brainstorm during review.

To insert a comment, place the cursor in the place the comment refers to and select **Insert** → **Comment**, or press **Control** + **Alt** + **N**. The comment will be anchored to the reference point by a dotted line, and displayed in a box to the right hand side of the page where you can type the text of the comment.

The comment box will show the author's name and time stamp indicating when the comment was created. If more than one person edits the document, each author is allocated a different comment background color.

Clicking on the menu arrow icon of the comment displays a drop-down menu where you can delete the current comment, all the comments from the same author, or all the comments in the document. Right clicking on the comment gives further options to apply basic formatting changes to the comment.

You can navigate from one comment to another using the Navigator. With the Navigator open, expand the comments section and select the comment text to move to the anchor point of the comment. You can also edit or delete comments from the Navigator by right clicking on the comment text and selecting **Comment** → **Edit** or **Delete**.

## 2.19. Word Count

Select text and choose **Tools** → **Word Count**. The word count dialog box will display the number of words and characters in the selection, as well as the number of words in the document.

## 2.20. Changing Case

To change the case of a selection, choose **Format** → **Change case** and choose from the following:

- *Sentence case*: only the first word is capitalized (and proper nouns)
- *lower case*: no words are capitalized (except proper nouns)
- *UPPER CASE*: all letters are capitalized
- *Capitalize Every Word*: every word is capitalized
- *tOGGLE cASE*: changes every letter to the opposite case



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Based on <https://wiki.openoffice.org/wiki/Documentation/UserGuide/Writer/Page>

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