LibreOffice Writer

For Mac OS

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We are Michael Holloway and Hal Jewell. We are both retired. Michael lives in Tucson, AZ and Hal lives in Green Valley, AZ. We share a mutual interest in computers. Michael taught a seniors computer class some years ago. Hal enjoys the challenges. We've each taken a liking to LibreOffice and since we use the Mac OS wanted to help the Mac community with LibreOffice Writer. We discovered that many introduction documents and online assistance are based on the Windows OS.

To create this guide, we have modified the many of these LibreOffice Writer lessons, with the focus on those who want to learn the basics of word processing and are using the Mac OS. To that end, we organized this Guide from simple to more complex.

- If all you want to do is to write one or two pages, and save a document for future use, then Lesson 1 will fill that need.
- If you want to learn more about controlling the appearance of a document, known as the Style of a document, then complete Lesson 2.
- To unleash the power of word processing and create professional appearing multi-page, or even multi-chapter documents, Lessons 3, and 4 will help you with that.
- Columns and rows are often handy, as in a financial report or inventory table. These have been addressed in Lesson 5.
- Adding graphics to documents, brings out the artist and adds a professional appearance to any document. We cover this in Lesson 6.
- And finally, Lesson 7 provides information and directions for those who want to create or modify a two-column Newsletter.

We had help

First we want to recognize and thank Arthur Dixon, who volunteered to go through the lessons and check to verify that the steps and language made sense, the pictures appropriate or if any more are needed and checked the spelling and grammar to insure the instructions flow well.

The following guides were used as we developed and learned about LibreOffice Writer. They are available for those who want to work at more depth or seek another approach.

LibreOffice Writer Guide 6.0
https://documentation.libreoffice.org/assets/Uploads/Documentation/en/WG6.0/WG60-WriterGuideLO.pdf

Designing With LibreOffice: http://designingwithlibreoffice.com//

An excellent booklet developed by Mr. Len Nasman uses Microsoft Win-10. It is an ideal reference if you use a Windows computer at work or the office. As a bonus, it has a set of YouTube videos that supports his lessons. http://www.bvres.org/Schoolhouse-web-page/...files/LibreOffice.../LibreWriter_Book.pdf

This guide was created on a Mac, with Mojave OS. The LibreOffice version is 6.2.3.2. We have cross checked the information on a variety of OS's, including Win-7 &10, and Linux Mint with LibreOffice 5. to be sure we covered as many variations as we could find.

Course requirements

To proceed through the lessons in this tutorial you will need the following:

- A Mac computer with the program LibreOffice installed.
- LibreOffice Suite. It is available, free, from: https://www.libreoffice.org/
- Should you wish to print your documents, you will need access to a printer.

Conventions

The following explains the different color codes we used for steps, actions, reminders and cautions as you work through the Guide.

This color, tells you that the information provided is a step, tool or an item needed to accomplish a task.

This color, provides samples of text or dialogue used in the lessons. These are to be entered by typing or Copy/Paste into your documents as you create them.

This color is used to highlight cautions, information, definitions, explanations of terms as you work through the various lessons.

- This is a bulleted paragraph. These are used for lists supporting a general idea.

Get the most out of the lessons

As mentioned earlier, we begin the basics of LibreOffice Writer in Lesson 1 and progress from there to more complex processes. Lesson 1, will show you how the lessons are designed, and provides the basic information you need to move through the following lessons.

As with any new skill, there will be a vocabulary to learn, details to master and the occasional re-read.

After you create a document with LibreOffice Writer, it can be changed, you can start a new one or trash the old one. That is a great benefit of word processing; until you are satisfied, and print it, you don't use paper or ink.

Avoid trying too much to soon - Be patient.

These lessons introduce new skills. Approach them as when learning a game, piano piece or other skill. Learn the basics, practice, ask questions, and keep trying.

It may be that you will need to accomplish some steps or lessons more than once to give yourself a chance to absorb the new vocabulary, awkward steps, key strokes or just the newness of the word processing process.

Above all.... *Have Fun!*

Objectives

- Become familiar with the Apple Desktop and the Dock.
- Find the Icon used to open LibreOffice Writer.
- Open a new Writer Document.
- Introduce and identify some of the icons used to open various word processing tools.
- Introduce some new word processing vocabulary words.
- Create your first document by entering text.
- Save that document to a folder.

You might want to create a list of new words or phrases to help you remember names, menus and icon names as you proceed through these lessons. Some of them may accomplish a step or a task you learned on a Microsoft program, but the menu name or icon may be different in LibreOffice or on a Mac.

The Desktop, Figure 1-1, represents a default display of a Mac screen, yours may differ.

The Dock, usually at the bottom of the screen. Figure 1-2, shows a small part of a Dock with the icons for LibreOffice and Launchpad. If it isn't here, once installed, Click the LibreOffice icon, found in the Launchpad, to open that program.

When you open the LibreOffice program it will place its icon on the Dock, as in Figure 1-2.
You can now use that icon to open LibreOffice until you Quit the program.

Figure 1-2: Dock with LibreOffice icon

Figure 1-1: Mac Mojave Desktop

There are two important icons on the Dock.

The LibreOffice icon will be on your dock, after you open the program the first time.

The LibreOffice program will always be found in your Launchpad.

Starting LibreOffice Writer

✔ Click the LibreOffice icon on your Dock or the Launchpad screen.

Figure 1-3 is the display you will see first. There are no documents yet, but once saved, you will see them, as in Figure 1-4.

Figure 1-4 This is the LibreOffice opening page, after you have created and saved some documents.
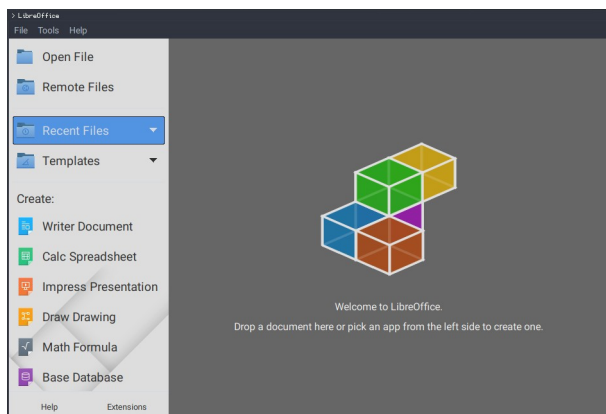
Figure 1 - 3: LibreOffice Writer Opening page
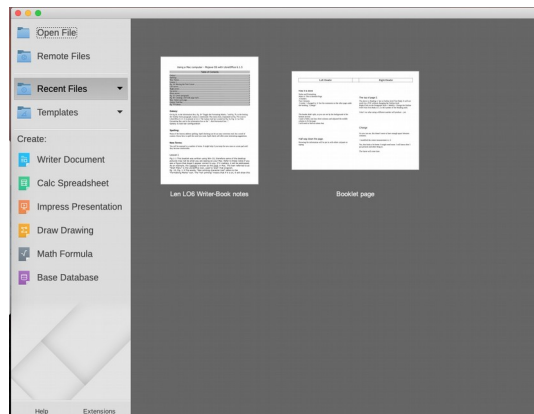
Figure 1 - 4: Writer with document thumb nails

✔ Select **Writer Document** from the LibreOffice opening display menu on the left to start a new LibreOffice Writer document.

LibreOffice contains a number of applications, much as the Microsoft

Suites and others.   We will only be using Writer in these lessons.
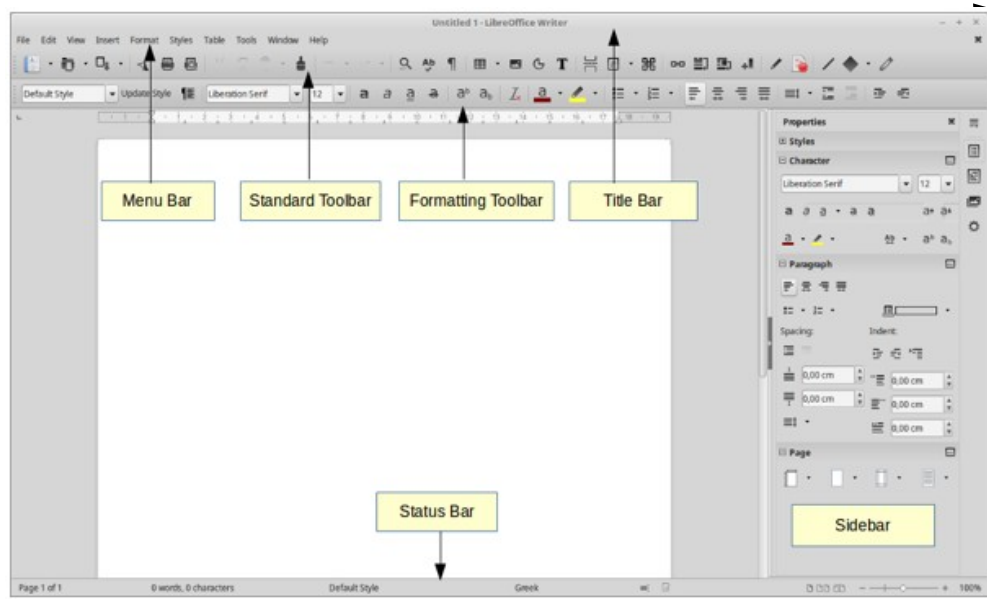
This shows a new Writer Document. Your view may be different, but it should have this general appearance. Included, for introduction, are the names of the major sections.

Introduction to terms

There may be a small paragraph symbol ¶ in the upper left corner of a new document. This tool shows tab, paragraph and spacing marks, used when editing a document.

Formatting Marks: If the paragraph symbol is not there, select the **Toggle Formatting Marks** icon ¶

Toggle: This is used in LibreOffice when speaking of an Icon that will turn the associated Tool on and off. For example, you can turn the Formatting Marks On and Off by clicking the Icon ¶

Hover: To hover means to let your Mouse Pointer rest on an Icon to show a Title and Keyboard clue.

Mouse, Trackpad, Touchpad: These names are used in the lessons, but Mouse is understood as the most commonly understood. Unless there is a need to differentiate Mouse will be the term used.

Entering text

✔ Move the mouse pointer near the **upper left** of the document area, **Click** the left mouse button once.

✔ Type, or Copy/Paste the following paragraph in the LibreOffice Writer window.

This is my first LibreOffice Writer document. I am now typing a new paragraph into the document. I will not press the enter key until I am finished with the first paragraph.

✔ Paste the information, Menu, **Edit > Paste Special > Paste Unformatted Text**.

The Paste > **Unformatted Text** will put only the text, with the paragraph's selected font, and no color.

✔ When you have finished entering your first paragraph, press the **Enter** key to end the paragraph and start a new paragraph.
✔ Continue addding the two new paragraphs below.

I am now typing a second paragraph. It is important to remember that in word processing, paragraphs are ended by pressing the enter key. It is also important to know that a paragraph in word processing may consist of several sentences, one sentence, one word, or even no words at all. I will press the enter key to end this paragraph.

✔ *Tap the Enter key*

This is the start of the third paragraph in the document. The vertical line that moves along as I type is called the text cursor. The text cursor marks the point where new characters will appear as I type. There are a number of ways to move the text cursor around the document. I will learn a number of techniques for moving the text cursor as I go through these tutorials.

✔ *Tap the Enter key*

Your display should now look similar to Figure 1- 5.

Notice that your document, Figure 1-5, has no extra lines or spaces between paragraphs. LibreOffice for Mac
Resist the temptation to manually enter space between paragraphs or sentences. In Lesson 2, you will learn how to automatically create spaces between paragraphs using Paragraph Styles.
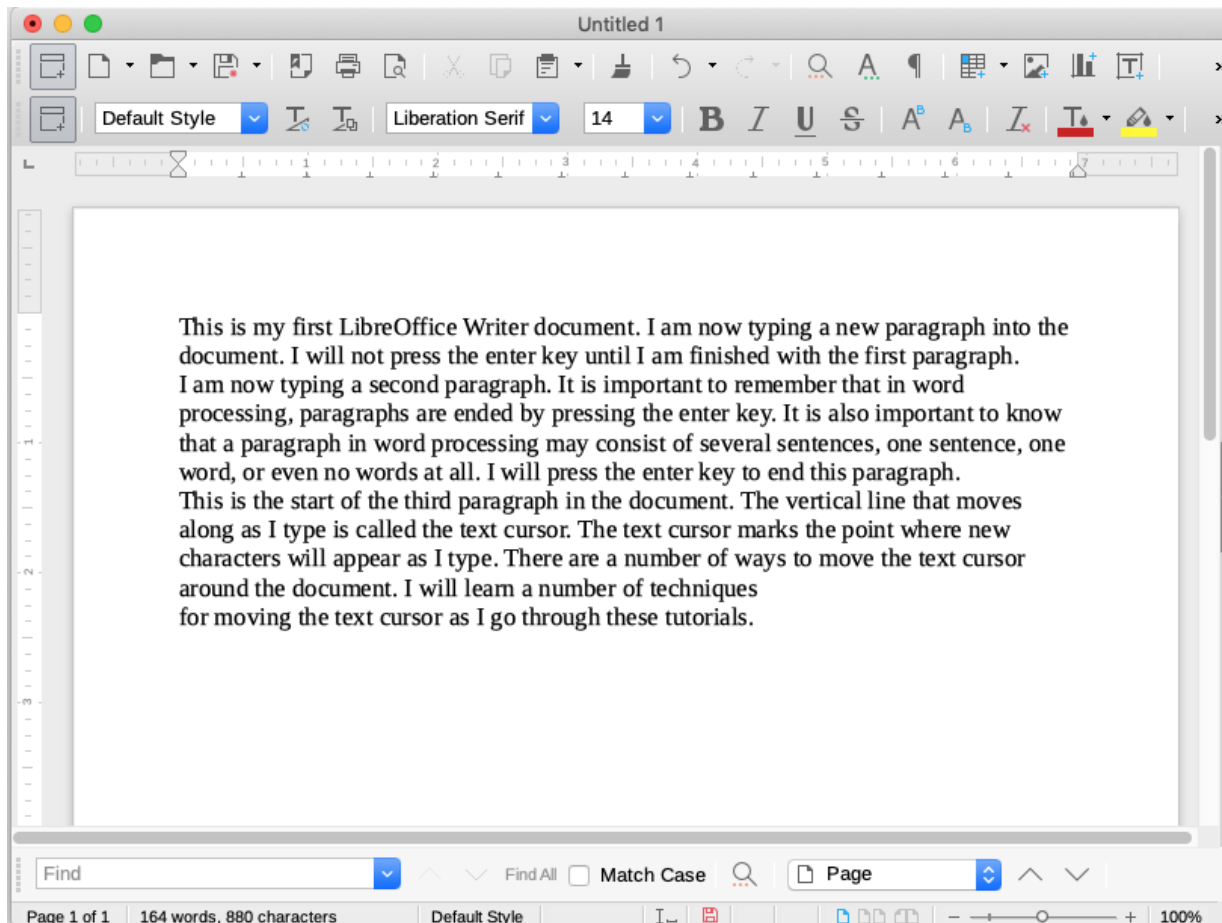
Figure 1-5: Your new document

Saving a document

You should not have to type a document twice when you are using word processing. To insure this, you have to **Save** your document as a **File** and put it in a **Folder** for later retrieval.

✔ Move your mouse pointer to the Menu bar, Select **File** > **Save As...** and **Click**.

This will open the Save As... Dialog box.

✔ Change the document name in Save as: from <u>Untitled 1</u> to My Lesson 1.
✔ Select your location.
✔ Click the **Save** button.

Closing a document

Time to take a break. You have done a lot of work, and have been learning many steps and terms.
To close the document, Click the **Red** Dot in the upper left corner of the display to close the document you are working on. This will not close the LibreOffice Writer program.

Points to remember

- Paragraphs may have several sentences, one word, or no words at all.
- To end a paragraph, press the **Enter** key.
- To save a document's changes or work, select the **Save** tool from the Toolbar.
- Use the **File > Save as...**: menu to name and put your document in its folder.

Vocabulary

- **Desktop**: The Desktop refers to the main display on the computer screen when the operating system opens.
- **Launchpad** is a collection of one-click icons that open programs installed on your computer.
- **Dock** is an area, most often at the bottom of the display, for placing the icons for frequently   used programs.
- **Select**: Select means to move the mouse pointer over an object and click the left mouse button once.
- **Double click**: Double click means to click the left mouse button twice.
- **Document**: A word processing Document is a computer file that contains text and style information.

Practice

As with any skill, practice makes '*comfortable*'.

If you want to review any or all:

✔ Go back to the beginning of this Lesson and go through the steps again. However, this time enter **your own text**, and save the document with **your own file name and location.**

Pay attention to the new vocabulary, the icons and keyboard keys and shortcuts and other tools that you use to create and save your document.
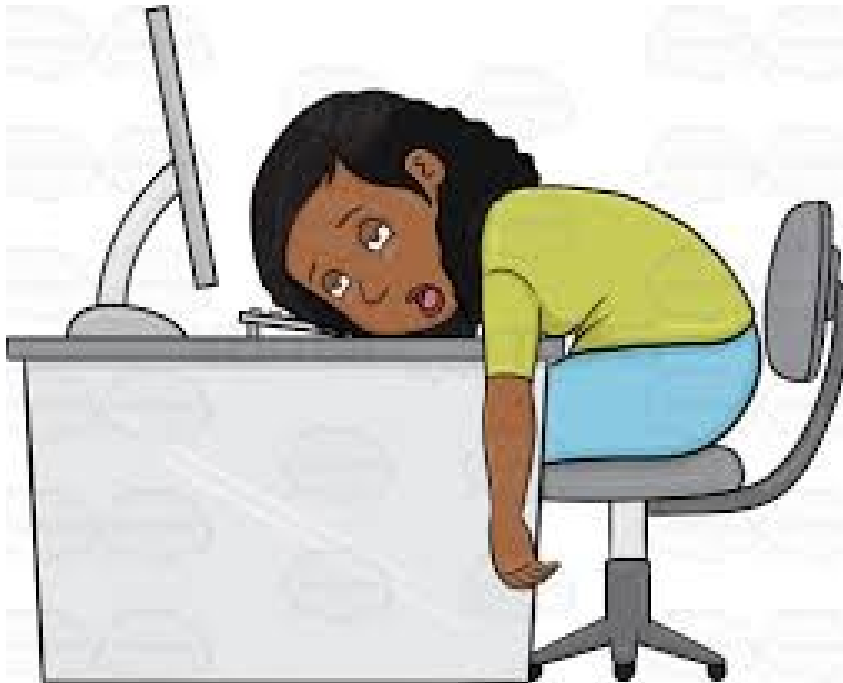
Objectives

- Keyboard control of the cursor
- Selecting text, a word, a sentence or paragraph
- Highlighting and fixing mistakes
- Changing Paragraph Style
- Changing the font in a number of ways
- Creating lists (This is a Bulleted List style)

Review of the Formatting tool locations:
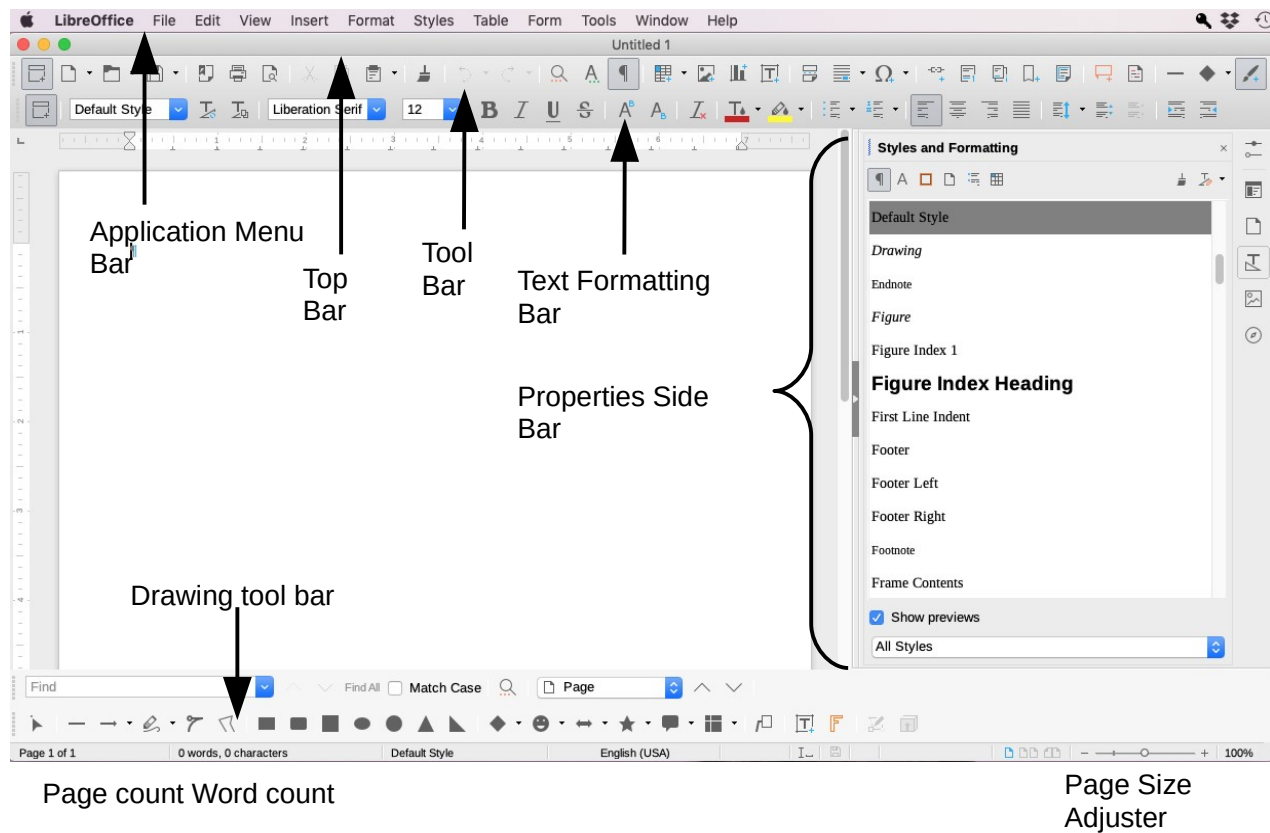
Writer display: Figure 2-1.

Take a moment to review the different parts of the LibreOffice Writer display. These will be referenced in the Vocabulary section on the next page and provide a handy reference.

Writer Page information

LibreOffice Writer display info found at the bottom of the screen.
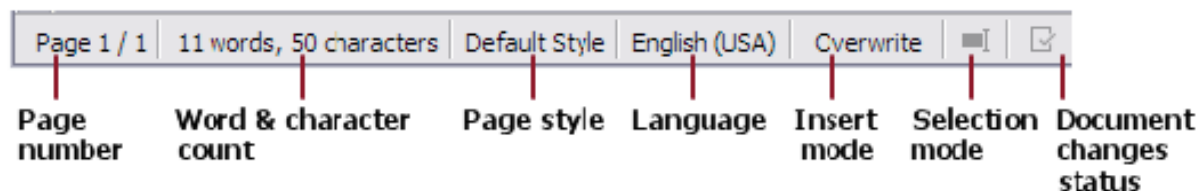
The first item, at the lower left corner of the LibreOffice Writer display has the **Page *number*** "of" *how many* in the document.

Word & Character count. Each word is counted as well as characters, including spaces, tabs etc. You can find these by toggling your Formatting marks ¶

Page Style is a quick-check reminder. The example shows that the Default page style is in use.

Language used is shown, it can be changed. This might be handy for some.

Insert Mode when "Overwrite" shows, it will replace each character as you type. If that happens when opening and typing on a document, Click it to turn it off.

Selection Mode. With the Mouse pointer resting it will show the Mode of the current document. (Standard Mode is default) This is an advanced editing tool mentioned for your information.

Document changes status is a notification icon. It reminds you, by appearing **Red**, that your document has changed. It is the same as the **Save** icon in the Tool bar. Clicking it will result in the Save action.

View layout provides three views of the current document when in the <u>Print Preview</u> mode, and doesn't effect your working document's view.
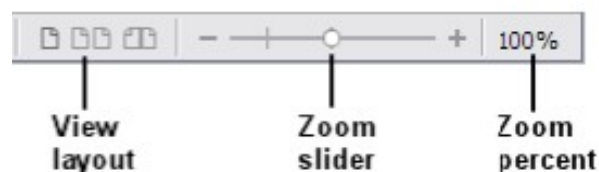
Zoom slider changes the appearance of the document on your screen.

There is a tiny minus [–] on the left side of the slider, a tiny plus [+]on the right end of the slider, and a slider zoom grabber button near the center of the slider line. To the right of the zoom slider is Zoom a number in percent that shows the current display magnification. Display magnification, or zoom, only controls how big the document looks on your computer monitor. It does not have any effect on how the document will look when it is printed.

Open a Document

We are going to use the first document you created, My Lesson 1, for the next Lesson.

✔ Select the word **File** from the **Menu Bar,**
✔ *Hover* over **Recent Documents** to open the pop down menu.
✔ Move the mouse pointer to and Select > **My Lesson 1** document from the pop out menu.

If your <u>My Lesson 1</u> isn't in that menu, use Search, in the   Finder tool to locate and open it.

✔ From the Menu Bar, select File>Save As...
✔ Enter My Lesson 2 in the Save As: box.

These last steps preserves your original document and creates a new document, with a new file name. This is a handy trick when you want to experiment without changing an original document.

We will be using My Lesson 2 for a number of Word Processing skills, but first a review of the vocabulary will help with understanding instructions and results.

Word Processing vocabulary

Word Processor users sometimes get frustrated and lost because of the strange vocabulary used in the various Word Processing programs. The following will help you learn and understand the meanings of the words and their locations (Figure 2-1) as they apply to the **Mac** display while using LibreOffice Writer.

Application Menu Bars:
The top horizontal bar on the **Mac** display is called the **Application Menu Bar.** This is common to all Mac OSs. It contains the Apple Logo, the name of the active program, and menus associated with that program.

Menus: If you Click a menu item with the left mouse button, a list of menu choices will pop down. This provides access to various program tools. These will be discussed as they are used in these lessons.

LibreOffice Writer
When you open LibreOffice Writer, the **Application Window** shows the **Close, Minimize and Full screen** buttons   and the title of the document you are using.

 Tool bars: Under the Title bar, there are several LibreOffice Tool Bars
        Tool Tip: If you position the mouse pointer over a tool's Icon and hover there for a bit, a **Tool Tip** will appear for a short time. The Tool Tip provides the tool's function.

Properties Sidebar: The **Properties Sidebar** has several sections and tools. These will be explored in later lessons.

Drawing Tool Bar: When viewed, the **Drawing Tool Bar** is located at the bottom of the used to add graphics, pictures and drawing objects, to the document. This will be introduced in Lesson 6.

Changing a document's appearance

Before changing the appearance of the document, let's review some of the basic differences between typewriters and word processors.

The characters on most typewriters take exactly the same width on a page. The letter I will use the same space as W. That may create some awkward letter spacing in some words.

Word processors use what are called proportional fonts. This means a W is not the same width as an I.

In word processing, different characters, or letters, have different widths. The set of characters that have different widths are referred to as **Proportional Fonts**.

By using Proportional Fonts, Word processors create a more comfortable reading experience and provide more Style opportunities.

Formatting text with a word processor will give you control over the font shapes, size and other features to make the end result attractive to you and the reader.

Moving the Text Cursor

One editing skill is moving the cursor around the document without using the mouse or pad. The following skill moves the Text Cursor more precisely by using the arrow keys on your keyboard, instead of the mouse.

Text Cursor

The **Text Cursor** is a flashing vertical line placed in a document when the mouse pointer is positioned on the document writing area and the left mouse button or pad is clicked.

Moving the Text Cursor can be done with a Mouse-click, but on occasion it may need to be moved with more precision than the mouse can provide In this next section we are going to introduce using the arrow keys, on the right of the main part of keyboard, as another way to move the Text Cursor.

Two Keyboard Arrow Styles

The **Mac** Arrow keys shown are the standard keyboard, with no 10-Key number pad.

This keyboard might be in used on a Mac or Windows computer., and shows the arrow keys placement.
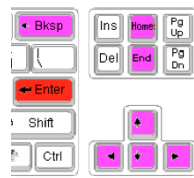
Moving the Text Cursor with the Arrow Keys

✔ Click anywhere in the words of your document to place the Text Cursor on a line of type.
✔ Press one of the arrows < ^ v > on the keyboard and watch how the **Text Cursor** moves around.
✔ Practice using the keyboard keys to move the cursor around.

- One tap of the key will move the Text Cursor one character or space.
- Holding it will move the Text Cursor in the direction the arrow is pointing.
- This Arrow Keys method is more precise and handy for many uses.

Moving the cursor from somewhere in a line of characters to the <u>beginning</u> or <u>end</u> of that <u>line</u>:

✔ Position the Text Cursor on a line of type, somewhere in the middle of the document.
✔ Press the **Command ⌘** key and tap the **Left Arrow** to move the Text Cursor to the beginning of the line of type.
✔ Press the **Command ⌘** key and tap the **Right Arrow** to move the Text Cursor to the end of the line of type.

Moving the Text Cursor to the beginning or end of the <u>document</u>:

✔ To move to the first paragraph of a document, hold the **Command ⌘** key.
✔ While holding it, press the **Up** arrow key.
✔ To jump to the end of a document, press **Command ⌘ + Down** Arrow.

These Cursor controls are especially valuable when working on large documents.

The Mouse Pointer

The mouse pointer changes shape as you move it over different areas of the computer display or the programs being used.

In LibreOffice Writer, when you move the mouse pointer over areas outside of the text area the default is the shape of a pointing arrow, while when over text in a document, it changes to an "I" beam.
This shape shows you where you will put the Text Cursor when you elect that location.

✔ Move the mouse pointer to any location in your text and click the left mouse button to place the Text Cursor at that location.

Before we do any more with this part of the lesson, let me introduce the *Saved-by-the-click* tool.

The Undo tool

The **Undo, Redo** tool icon is found on the **Tool Bar**.
Whenever you do one or more things that you wish you had not done, and this can be any number of things, don't worry! Just Click the **Undo** tool icon one or more times to return to the desired state of your document.

Oops, did you undo a good thing?

Click the **Redo** arrow (just to the right of the Undo arrow in the icon) in case you *Undid* too much.

Selecting Text

When you **Select** text, be it a letter, word, paragraph, the entire document or other, you are doing that to modify or move it in some way. Selected text is shown by being highlighted.

Caution: When words or pictures are selected, they can be erased with the tap of a key! Should that happen while you are working on your document, use the Undo tool.

Double click means to quickly click the left mouse button or tap the pad twice.

We will begin with a word.

✔ Position your Text Cursor in the middle of a word in your document.
✔ Then, **Double click** the to Select that word.

✔ Practice selecting a word here, a word there, until you can do it comfortably.

To **de-select** text with a Mouse Click, move the mouse pointer to an **unselected** location and Click the left mouse button or tap the pad once.

More ways to select text

Triple click means to quickly click the left mouse button or tap the pad three times.

✔ To select a complete sentence, position the Text Cursor somewhere in the sentence and **triple click** the Left Mouse button.

✔ Practice selecting sentences until you can do it easily.

Quadruple click means to quickly click the left mouse button or tap the pad four times.

✔ Position the Text Cursor somewhere in a paragraph
✔ **Quadruple click** the Left Mouse button.

✔ Practice selecting paragraphs until you can do it comfortably.

Shift click is used to make a large text selection. It can cover more than a paragraph and will include figures and pictures. It is also more precise than the popular, but messy, Click/Drag.

✔ **Place** the Text Cursor at the start of the section you want to highlight.
✔ Click the Left Mouse or pad button.
✔ Hold down the **Shift** key.
✔ Move the Mouse Pointer to **Locate** the end part of the page you want to include.
✔ **Click** the Left Mouse button and release the Shift key.

You have selected a large amount of work. It doesn't have to be a paragraph, or page, but can be just the portion you want. This might be useful for copying or moving particular information to another location in your or another document..

To **de-select** text move the mouse pointer to an **unselected** location and click the left mouse or pad button.

✔ Practice using the multi-Clicks above until you are comfortable with these skills.

Here are two other methods, used for selecting and moving large quantities of text.

Click/Drag with a Mouse

Place the cursor at the first part of the section you want to move. Hold down the Left Mouse button and "drag" move it along, up or down, until your section has been highlighted. Let go of the mouse button. Then position the mouse pointer within the word or words you want to move. Click and Hold the Left button, and while holding it, Drag (move) it to the new location.
As you move it, you will see a small dot and/or wavy vertical line telling where it will be placed when you release the Mouse button.

✔ Click and Hold the Left Mouse Button at the head of your selected data.
✔ Drag the Mouse Pointer to the end of the desired section to highlight it.
✔ Release the mouse button.
Move to a portion of the Selected information
Hold the Left Mouse button as you relocate it.
When there, release the Mouse button.

Click/Drag with a Pad

The Touch Pad/Track Pad technique is similar, but you have to consider where on the Pad you are working and where on the document you want the information to be located. With a mouse you have a whole desk to move in.

✔ At the head of your selection, Double tap the touch pad/track pad - holding the second "tap".
✔ Move your finger to highlight the word or words you want to move.
✔ Release your touch.
✔ Move the pointer to the Highlighted section.
✔ Double Tap the pad, holding the second tap.
✔ Move your finger on the pad and you will see a pointer, with a small attachment.
✔ Put the pointer where you want the captured information placed.
✔ Release your touch.

Be cautious with Click and Drag. It is very easy to drag selected text to a new location by mistake, or "over-drag" and Highlight more than you want; even to another page or more.

REMEMBER: The Undo tool!!
NOTE: These two are mentioned as you may encounter each style of these tools in your work.

Formatting Marks

In word processing, characters include letters of the alphabet, numbers, punctuation marks, and spaces. Each will show in the Character count on the bottom of the page. When you press the Enter key, it adds a Paragraph. The **Space Bar**, or the **Tab** key adds characters to the documentF. It is often helpful to be able to see these "invisible" characters. These will not show in Print Preview or when printed.

The **Formatting Marks** tool, ¶ located on the Tool bar will turn this feature on and off, **Toggle**, each time it is selected. When the **Formatting Marks** tool ¶ is on, the Formatting Marks characters appear on the document.

✔ Click to place the Text Cursor anywhere in your document.
✔ Select the **Formatting Marks** tool. ¶

Being able to see your spaces with small dots, tabs with arrows and paragraphs with the ¶ symbol, is a useful tool when editing a document.

Formatting text

When you start a new document in LibreOffice Writer it opens with the **default settings.** There are three basic settings to use when you format text in a document: **Paragraph Style, Font Name,** and **Font Size**.

The settings used in **My Lesson 1** were the **Default** paragraph style. The defaults may vary in different word processors or if the defaults have been changed.
You can see what your paragraph Formats are by putting the Text Cursor in a part of your document. The Text Formatting tool bar and the Properties Side Bar will each show the Style, Font name and size of the text.

Formatting Tool Bar Option boxes

Sidebar Tools

< Font Size

Paragraph Style   Font Name
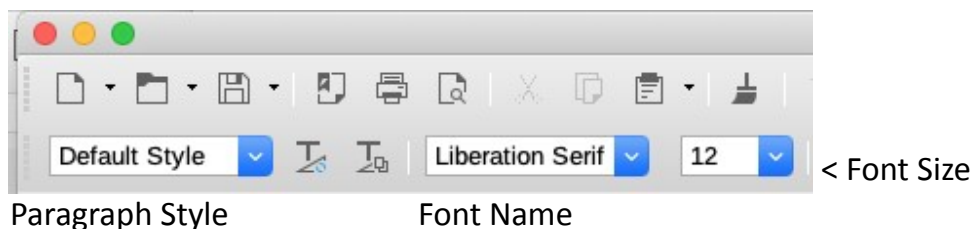
Sidebar-Properties
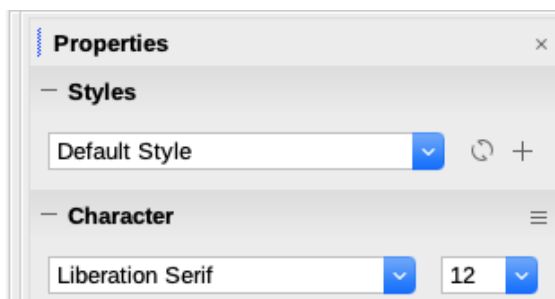
To the right of the three format option boxes there is a down-pointing arrow.
When this arrow is selected, a pop down list will show additional choices.
The Sidebar can be toggled on and off by selecting the Menu; View > Sidebar.

Paragraph Styles

Paragraph: In word processing the term 'paragraph' can be several sentences, a single sentence, a single word, or no words at all. Pressing the Enter key will create a new paragraph.
Every paragraph in a LibreOffice Writer document has a paragraph style.

Changing the Paragraph Style

First, we will change your My Lesson 2 paragraphs.

✔ Open **My Lesson 2** document.
✔ Use the keys, **Command ⌘+A** to select all of the text.
✔ Select the small arrow to the right of the **Paragraph Style** section of the Text Formatting tool bar.
✔ Select **Text Body** from the pop down menu.
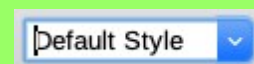
✔ Move the mouse pointer outside the text body and Click to de-select the text.Notice the extra space between the paragraphs.

After you changed from **Default** to **Text Body** Style the document may be more comfortable to read, and the Style Text Formatting tool bar and the Properties Side Bar show the Paragraph style is Text Body. Now we will see how changing the Font appearance and accents can be done.
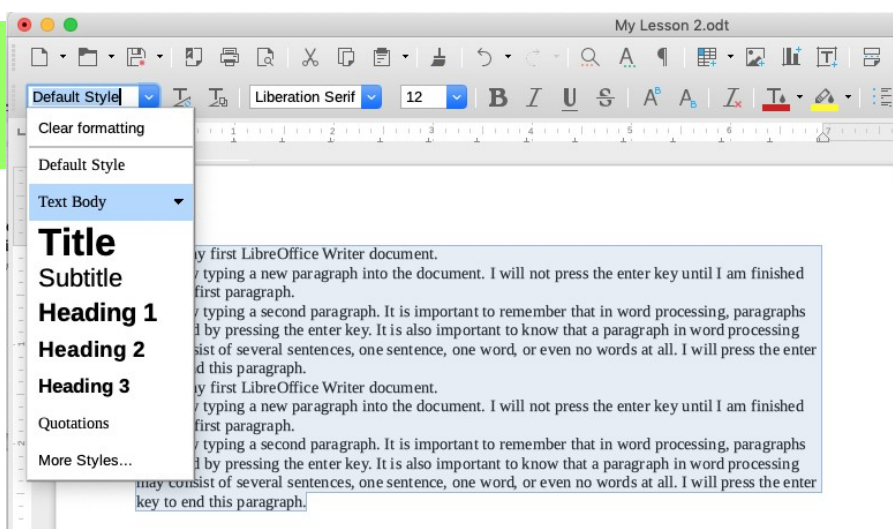
Bold, Italic, and Underline

In this section, you will be modifying text using the four tools here.

Your My Lesson 2 should be open. Check that the Sidebar is showing **Properties.** Click to open that function of the Sidebar.

I✔ In the **first paragraph**, Select to Highlight the words **LibreOffice Writer**.
✔ From the **Formatting Tool Bar** [or in the **Sidebar**], select the **Bold** tool icon. **B**

You should have seen the words LibreOffice Writer change to **LibreOffice Writer**

✔ Click the Bold tool icon **B** again, and the words will change back to their original appearance.

The **Bold**, **Italic**, and **Underline** tool icons are toggles. Each time one is selected, the selected character style will change. These formatting changes are often used in professional writing for accentuating a word, paragraph or page.

Just to the right of the Bold tool B in the Properties Side Bar, you will find the Italic and Underline tools.   NOTE: These tool Icons are also found on the Formatting Tool Bar.

✔ In the first paragraph, select the words **enter key**.
✔ From the Formatting Tool Bar or Sidebar, select the Bold B and Italic *I* tool icons.
✔ With the words **enter key** still selected, use the Menu > **Format > Text > UPPERCASE** as in the figure to the right.

Indenting Paragraphs

Open your My Lesson 2 document.
The Sidebar should show the **Properties** section.   Click the Properties icon if it doesn't.

Hover your mouse pointer on the icons to see their names.

The Properties Sidebar is divided into -- **Styles**, **Character** and -- **Paragraph** sections.
The **Indent:** icon is in the Paragraph section, as show here ----------------------->
The Icon on the <u>left</u> of the Indent: section is the **Increase Indent** tool icon.
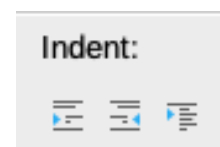
Indent:

Increase Decrease

The third icon is *Switch to Hanging Indent*. Ignore that for now.

✔ Place the Text Cursor anywhere in the second paragraph.
✔ Click the **Increase Indent** icon.

Each time you Select the Increase Indent icon, the paragraph will be indented another step.
The second icon from the left is the **Decrease Indent** tool icon.

✔ Click the **Decrease Indent** icon.

Time to save your document!

Changing font style and size

✔ Position your cursor at the beginning of the first paragraph. **Command ⌘+ up arrow**
✔ Type **My Document Title**.
✔ Press the **Enter** key to add a new paragraph.
✔ Select the **My Document Title** text.
✔ With the **My Document Title** text selected:
✔ Make the text **Bold**.
✔ Change the **font style** to **Ariel**.
✔ Change the font size to **18.**

Aligning paragraphs

✔ Open your My Lesson 2.

The Tools we will be working with are in the Formatting Toolbar and Sidebar-Properties, in the --
Paragraph section.   This figure shows the selection is Align Left.
The Mac keystrokes are for those who would like to use or learn them.

Align: Left   Center   Right Justified

✔ With the Text Cursor at the end of the first sentence, create a new paragraph by tapping the return/enter key.
✔ Place the Text Cursor in the first sentence and select the Align Center tool's icon.

The selected words should now be centered in your document, as these are.

When you Select different parts of the document, the **Paragraph** icon shows the alignment, as this figure shows the words above are Align Center.

Keyboard Copy-Paste Controls

Menu Edit > Copy will copy anything you have Selected to the **Clipboard**.
The Clipboard is the name of the place copied information is kept for use. It will hold one copied event.
The information on the Clipboard is being held to be Pasted to another place.

✔ Click to place your Text Cursor on a word and **Select** it.
✔ Click Menu **Edit > Copy**
✔ Put your cursor where you want to locate the copied word.
✔ Use Menu **Edit > Paste** to place it there.

Remember, that selection is on your Clipboard until you put another item there.

✔ Highlight a **paragraph** on your Lesson 2, and Click the Justified icon.

The Justified Tool puts extra spaces in between words to align both borders of the text.

You have done a lot of work, made many changes and learned a lot.
It would be a shame to loose that work reflected by your Lesson 2.
A power outage would wipe it out unless you have been saving it when closing or as you worked.

Time to save your document!

Saving your document

We are revisiting this topic because of its value to the work you have done and will do.
Regular Saving of the changes to your document prevents loss of your work

In Lesson 1 you Saved your first document, changing its name from **Untitled 1** to **Lesson 1**. will protect your work as you create more documents.

Changing a document's appearance

In this next section the **Font Color, Highlighting**, and **Background Colors, Bullets,** and **Lists** will be covered.
In these Lessons, we used background colors to highlight the, <mark>outline steps</mark>, show the <mark>data to be inserted</mark> and to provide <mark>explanations or cautions</mark> as an easily seen point of focus.

Font color, highlighting and background color

Open your My Lesson 2 document for this part of the lesson.

✔ **Select** the words **My Document Title**
✔ **Select** the arrow to the right of the **Font Color** tool.
✔ Find and **Select** the color **Red**.

Resting your mouse pointer on a color will show the color's name. Names may vary between computers.

✔ Select the last paragraph on the page
✔ **Select** the arrow to the right of the **Highlight color** tool
✔ Find and **Select** a **Yellow** color of your choice**.**

✔ Place the Text Cursor anywhere in the first (**My Document Title**) paragraph
✔ Select the **Paragraph Background Color** tool and choose a light blue color of your choice.
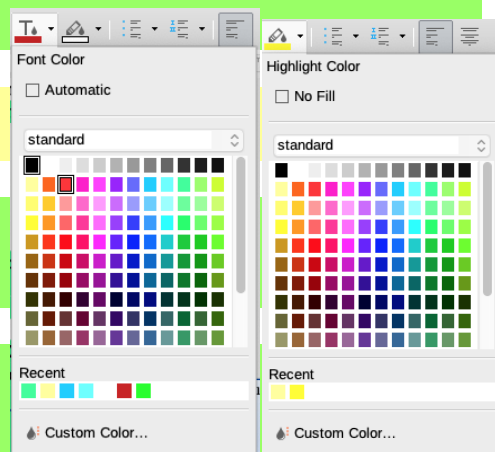
Next, several new paragraphs will be added to demonstrate some more formatting options.

Bullets and lists
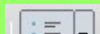
We use these throughout the Guide to accent steps and lists. The item-by-item pattern is often more easily followed than were it a paragraph and they add a professional look to your document.

Additionally, it provides a quick reference list for may items when wanting to refer to some point or instruction. Let's see how it works.

✔ Press **Command ⌘ + Down-Arrow** key to move the Text Cursor to the end of the document.
✔ Press the **Enter** key to start a new paragraph.

✔ Type the words **This paragraph uses bullets.**

Do not press the Enter key.

✔ With the **Text Cursor** at the end of the **This paragraph uses bullets** paragraph, Select the **Toggle Bulleted List** tool's Icon ⠿ on the Tool bar.

The Toggle Bulleted List Icon can also be found in the Side Bar Properties Menu bar.

You have begun your Bulleted List.

✔ Press the **Enter** key to add a new Bulleted List text line.

This puts a Bullet at the head of the line, anticipating that your entry will be another Bulleted statement

✔ Press the **Enter** key
✔ Press the **Enter** key again.

When you pressed the Enter key the first time, it cleared the Bulleted List. The second "Enter", without adding text, changed the document's **Paragraph Style** from **Bulleted List** to **Default Style**.

Reminder: The Bulleted List Icon is a toggle, but there are other forms available from the down arrow.
If you select it with the cursor in a paragraph that has bullets, the bullets will be turned off.
If you select it with the cursor in a paragraph that does not have bullets, the bullets will be added.

Numbered Lists

✔ Verify that your Text Body Paragraph is in the **Default Style.**

The last bit of document formatting will demonstrate creating a Numbered List.

A Numbered List is much like a Bulleted List, but has the advantage of creating a list that can be referred to, item by item, in the accompanying text, such as: "See item 5 of Example List"

✔ Put the **Text Cursor** on the last empty paragraph of your document, or Click the Return key to create one.

✔ Type the word **One**

✔ Select the **Toggle Numbered List** tool Icon from the Text Formatting Tool Bar.

Item one of your list has been created.

✔ Press the Enter key
    ✔ Type the word **List item**
✔ Press the Enter key.
    ✔ Type the words **List item two**
✔ Press the Enter key
    ✔ Type the words **A List paragraph**
✔ Press the Enter Key
    ✔ Type the words **Information about paragraph 4**
✔ Press the Enter Key
    ✔ Type, T**his is in the list**
✔ Press the Enter, key twice

You should now have a list numbered from 1 through 6

1. One
2. List item
3. List item two
4. A list paragraphs
5. Information about paragraph 4
6. This is in the list.

Next, one of the lines will have the list number turned off.

✔ Move the Text Cursor to the line that has the text **Information about Paragraph 4.**
✔ Select the **Toggle Numbered List** tool from the Formatting Tool Bar.

Your list, is now numbered from 1 through 5. with a line of information, concerning item 4, between Item 4 and 5.

Your document should now appear similar to this.

Time to save your document!

✔ From the Tool Bar, select the **Save** tool.
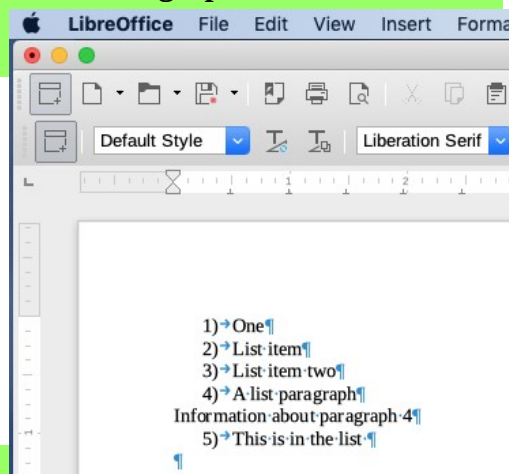
Reminder:
When you Save a document, the Save tool Icon will appear plain 💾 until you make changes to the document.

When a document has been worked on, a **red** spot 💾 will be added to the Save tool Icon.
This provides a visual clue as to whether you have saved the work you have done.

That completes **Lesson 2, Formatting Text**. There have been a lot of concepts covered in this lesson. To get the most out of this lesson, consider starting a new document and repeat this lesson; with your own applications of your new skills.

Points to remember

➢ Enter your text into your documents while the thoughts are fresh. Once done, edit and consider style and appearance.
➢ To help with editing, use the Formatting Marks tool ¶ on the Tool Bar to reveal the location of spaces, tabs, and enter key non-printing characters.
➢ Word processors use proportional fonts. This means that you cannot rely on typing spaces to align things. Use paragraph styles to control text formatting.
➢ Use the Command and Arrow keys to move the text cursor precisely around the document.
➢ Press Command+Right Arrow to jump to the end of a line.
➢ Press Command+Down Arrow to jump to the end of a document.
➢ Press Command+Left Arrow to jump to the beginning of a line.
➢ Press Command+Up Arrow to jump to the beginning of a document.
➢ Double click on a word to select the word.
➢ Triple click to select a complete sentence.
➢ Quadruple click to select a complete paragraph.
➢ Use the Text Formatting Tool Bar [Or the Sidebar] to control font styles and placement, font color, highlighting, and background color.
➢ Use the Undo tool to fix a mistake, and the Redo tool to put it back.

Lesson 3: Document Styles

The Concept Of Styles

To fully enjoy the time savings and creativity available in LibreOffice Writer, learning how to use and control document styles is important. The concept of styles may be new and, at first, confusing, but once mastered you will appreciate your skills with desktop publishing.

Styles defined

In LibreOffice Writer, and other word processing programs, **Styles** refers to the characteristics of the whole or part of a document. For example, a Page Style includes information about page size, layout (portrait or landscape), margins, columns, background color, etc. A Paragraph Style includes information about indents and spacing, alignment, font, borders, etc. Even the style of your font can be *changed*.

✔ Open a **New** document in LibreOffice Writer.
✔ Move your mouse pointer to the **Menu Bar**> **File**>**Save As**
✔ Type: > **My Poem** > in the **Save in:** box
✔ Locate your preferred folder and **Save** your document to that location.
✔ If the Sidebar is not on, move to the **Menu Bar**, select **View** and Toggle the **Sidebar ON**.   (⌘ F5)

Features of the Sidebar

The Sidebar has five Icons that open the tools. From top to bottom: Properties, Page, Styles and Formatting (Some versions have only "Styles"), Gallery and Navigator.
We don't use the bottom two, **Gallery** and **Navigator** tools, in these lessons.

The Sidebar should have opened in the Properties view.
      If not, click the Properties tool Icon.
As you can see, **Properties** features of the Sidebar have much of the same information as the Text Formatting Bar.

✔ Select the **Page** tool Icon.   If there is a plus sign just to the left of the word Format, click it to show the details.

This tool shows that you are designing your document Format using a standard Size: Letter paper, and your Orientation: is Portrait. This is the default for most documents.

✔ Select **Styles (and Formatting)** Icon

NOTE: Some computers will show **Styles** and some **Styles and Formatting.**
In these lessons you will see it parenthesized for clarification: as here, **Styles (and Formatting)**.

This Property has six tools. We will be using these three in this lesson:

Paragraph Styles ¶, Character Styles A, Page Styles.
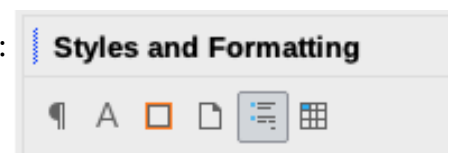
 The others, Frame Styles, List Styles, and Table Styles are used in other Lessons.

It is time to Style your new document, My Poem.

Creating a Paragraph Style

One of the time saving advantages of Word Processing is the ability of the author to develop paragraph styles and use them in their current document or move them to another document.
In Lesson 2 you learned how to change a paragraph style from Default to Text Body. In this Lesson, you will learn how to create your own, unique, paragraph styles.

✔ Move your Mouse to the **Styles (and Formatting)** and **Toggle** the tool **On** if needed.

We will focus on **Paragraph styles,** in this section.
Scroll down the list and you will discover there are many style options available.
To determine the style currently selected on your document, look at the **Set Paragraph Style** box on the Toolbar. It shows the **Style** is in use. This shows it to be Default Style.

We will create two Paragraph Styles. After adding text to your new My Poem document, you will apply the two new styles. One will be used for the title of your poem and the other for the text body.

The **Styles (and Formatting)** Sidebar row of tools
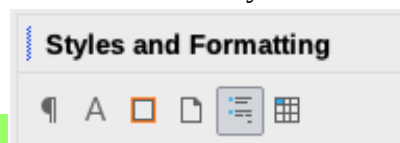
✔ Select the Paragraph ¶ Styles icon

Creating a Text Body Style

The Text Body can include a sentence, a paragraph, a page or the entire document.

A <u>Style In Use</u> box appears at the bottom of the dialog box in the Sidebar. It shows that you are viewing all the available Paragraph Styles in Writer.

✔ Select the arrow pair on the right side of the window to open the menu.
✔ Select **Custom Styles.**
✔ Right-Click in an empty area of the **Styles (and Formatting)** box and Select the **New** pop up button.

This opens the Paragraph Style dialog.

✔ In the Paragraph Style dialog, select the **Organizer** tab.
✔ In the **Name:** dialog box of the Paragraph Style dialog window, enter the name **My Poem Body**.
✔ In the **Next style:** dialog box, Click and select **My Poem Body**.
✔ In the **Inherit from:** dialog box, use the double arrow on the right side of the text box and scroll up the list to find and select **None**.

Do not select the OK button in the dialog box until the rest of the settings are made.
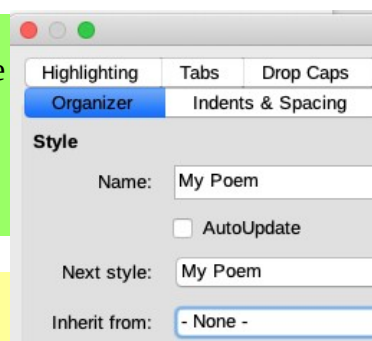
is the next selection.

✔ Select the **Indents & Spacing** *tab*.
✔ Set the **Spacing > Above paragraph** to **0.20**.

You can either type the numbers in or use the Arrows to select the size.

✔ Select the **Alignment** *tab*.
✔ Set the Alignment to **Center**.
✔ Select the **Font** *tab* in the Paragraph Style dialog box.

Note: Some installed programs add fonts, some come with your computer, therefore, all computers won't have the same fonts. That is why the exact list of fonts in your computer cannot be pictured here.

✔ Scroll through the **Family:** list
✔ Select one of the Fonts

The display box at the bottom of the window will show you what that font will look like.

✔ Select a **Font** *This choice is yours*
✔ Select the **Typeface:** *Bold*
✔ Select and **Size** *24 pt*

Check the display box. Some fonts will appear smaller or larger than others at the same font size.

✔ When satisfied with your font and size, Select **OK** to close the Paragraph Style dialog box.

Now that your paragraph style for **My Poem** has been created, a second style will be created for the poem's title.

Creating a Title Style

Your sidebar should still be open.

The process is much as you have done with the Paragraph Style, but there is one important difference.

✔ Right click in an empty area of the **Styles (and Formatting)** Sidebar
✔ Select **New** from the pop up menu.

The **Paragraph style:** box opens with Untitled 1 as the name.

✔ Select the **Organizer** *tab*
✔ *I*n the Name area, type **My Poem Title**.
✔ In the **Next style:** box use the scroll arrow to find and select **My Poem Body**.
✔ In the **Inherit from:** box, use the scroll arrow to open the box.
✔ Scroll to the top of the list and select **None**.

Do not select OK.
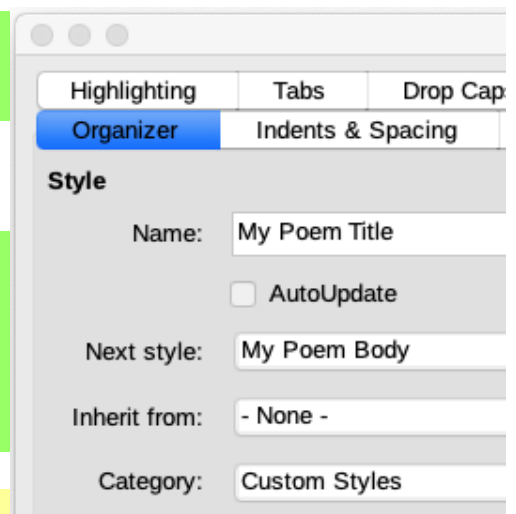
Did you notice that the "Next Style" is My Poem Body? That is the style you just created. You had to create that first so it could be the "next" style after the Title style. This will make more sense in a bit.

✔ Select the **Alignmen**t *tab*
✔ Select the Options **Center**.　　　　　　　　　　　 ⊙ Center
✔ Select the **Font** *tab*
✔ Select a **Font**, **Typeface** and **Size** for the poem text.　　　 Font

Remember, the box at the bottom will show you how the font will look.

✔ Select the **Font Effects** *tab*.
✔ Click the **Shadow** check box.　　　 A check mark　　✔ show it has been selected.

✔ Select **OK** to close the Paragraph Style dialog box.

You can now see the two styles you created in the Styles (and Formatting) Sidebar. A nice feature is that it shows you the font's size and style.
Time to write a poem. Below is a poem for you to add to the document, or your may substitute one of your own.

✔ Place the Text Cursor on the first line of your <u>My Poem</u> document.
✔ Double-click on the **My Poem Title** style in the Styles (and Formatting) Sidebar.
✔ Type My First Poem on the first line of the document
✔ Press the **Enter** key *twice*.
✔ Type or Copy/Paste the following. *You may chose a poem of your own.*

Granddad's got new glasses,
But he still can't see his feet.
His eyes are not the problem.
It's the amount of food he eats.

Thanks to www:familyfriend poems.com

✔ Press the **Enter** key to insert a blank paragraph.

When you inserted a blank paragraph you set the paragraph style to <u>My Poem Title</u> for the first line (the Title) and then entered the title. Then you pressed the Enter key *twice*, to put two new paragraphs in the document. This caused the Paragraph Style to automatically change to your <u>My Poem</u> Body. This is because when you created your My Poem Title you indicated that the next style was to be My Poem Body.

Setting the Title's style to automatically change to the next Style can save a lot of time, as you don't have to remember to manually change to the paragraph style after creating a title.

Next you will see more of the advantages of using Paragraph Styles.

✔ Right-click on the **My Poem Body** style in the Sidebar and select the **Modify** option.

This will open the Paragraph Style dialog box for the My Poem Body style.

✔ Move the Style box away so you can see your poem.

To move a window, Click-hold the Left mouse button on the Title bar, then Drag it to a new location.

✔ Select the **Font** *tab*
✔ Change your original font to a different font and font size.
✔ Select the **Apply** button at the bottom of the Style window.

The **Apply** button lets you see the change immediately, without making that change permanent.

✔ Try another font and size.

When satisfied with your changes, *Save your document!*.

✔ To S**ave** your chosen Body Style font, select the **OK** button.

As you can see, the advantages of word processing are that you can modify any of the Paragraph Style settings and change all of the paragraphs in a document that use this style; with just a few mouse clicks. When you use a word processor you can focus on creating the text for your document. After you have created the text you can then design the appearance of the document.

Now that you have created My poem, it is time to Save it.

✔ Click the **Save** Icon.

Now it is time for you to experiment and have fun!
If you don't have your My Poem document open, open it for the next part of this lesson.

✔ From the Menu Bar, select **File > Save** As and name your new document with a *new file name*, of your creation.

This names your new document but keeps the Paragraph Styles you created in your My Poem document

✔ Select the Title

Remember three clicks of the mouse?

✔ Type a new Title *of your choosing.*
✔ In the **Styles (and Formatting) Sidebar**, **Right-click** on the My Poem Title paragraph style
✔ Select **Modify**,
✔ Change the **Font** and **Font Size**.
✔ Click **Apply** to see if you like the change
✔ Click **OK** to accept the changes
✔ Select the paragraphs of the poem

Remember Click and Drag to select? Four Clicks will work, but might be slower with multi-paragraphs.

✔ Repeat the previous step for the My Poem Body as you did for the Title...

Practicing these techniques will help you develop your word processing skills and creating a different appearance is fun!

The Concept of Styles

In LibreOffice Writer, and other word processing programs, Styles refers to the many characteristics of a document. In Lesson 3 Paragraph Styles you created paragraphs with indents and spacing, alignment, font size and shape.

As you can see, the idea of styles applies to several aspects of documents. In this lesson you will begin to understand how to adjust Paragraph and Page Styles.

An important note about Styles is that they can be easily changed, or moved from one document to another, or by opening a document with the styles you like, use these in a newly named document.

Definitions:

Footer: A Footer is an area at the bottom of a page reserved for material that is not part of the regular document body's text flow.

Header: A Header is an area at the top of a page reserved for material that is not part of the regular document body's text flow.

Look at any book or multi-paged document and you will see that all left side (even numbered) pages have their paragraphs and page numbers left aligned, while the right side page numbers (odd numbered) are right aligned. This alignment has been done, so when the document is printed, the margins, being different on left and right pages, will accommodate binding.

Lesson 4 will show you how to Style your document with one page Style for the first page, with subsequent pages aligned left and right. It will also show how to create different headers and footers for each page. When you create special styles for left and right pages, the formatting for new pages created in the document will be automatically taken care of by your instructions, as you did with the Poem Title and body in Lesson 3.

The advantage of this is that if you want to change the appearance of all pages in a document, simply change the page style definition and the entire document will be updated with the new style.

Formatting page styles

Document formats, as discussed in these lessons, have margins of a specific size, and may or may not include headers or footers. It is not unusual to have different formats for the first page of a document, or for left and right pages.

✔ Open your **My Lesson 1**.
✔ From the Menu Bar, select **File, Save As**.
✔ Locate the folder to store this document.
✔ Enter the name My Lesson 4 in the **File Name:** text box.
✔ Select the **Save** button.

This creates a new document with the Title Bar displaying My Lesson 4. Your Lesson 1's Styles have become part of this document, but Lesson 1 is still located in the folder you put it in.

If the Sidebar sidebar is **not** open, use the menu, View>Sidebar.

✔ From the Sidebar, select the Styles (and Formatting) icon
✔ From the Top bar,, select the Page icon

There is a box at the bottom of the Sidebar showing All Styles. If not, Click the double arrow to locate it.

All Styles

✔ Select the small double-arrow on the right side of the text box and select **Custom Styles** from the list.

Creating New Page Styles

To see the different styles, you will need to have enough text to fill three pages.
Copy and Paste will be used to add duplicate text to the My Lesson 4 Document file.

✔ Place your text cursor in the My Lesson 4 Document,
✔ Press **Command ⌘ + Down Arrow** to jump to the end of the document.
✔ Press the Enter key a couple of times to add blank paragraphs to the end of the document.
✔ Press **Command ⌘ + A** to select all the text in the document.
✔ In the sidebar, Styles, Select **Paragraph Style** [¶] scroll to **Text Body**. and Double-click.

Notice the lines and paragraphs are spaced differently.

✔ Press **Command ⌘ + C** to **copy** the selected text to the clipboard.
✔ Press **Command ⌘ + Down Arrow** to put your cursor at the end of the paragraph.
✔ Press **Command ⌘ + V** to **Paste** a copy from the clipboard to the document.

This will paste a copy of the text to the end of your document.

✔ Repeat the **Command ⌘ + V** step until the **Page Count** shows *Page 3 of 3*.
✔ Select the **Save** tool Icon from the Tool Bar to update your document.

You have added pages to your document, using the Copy-Paste process to add to the document. This saves a lot of typing for the lesson.
Now, three new styles will be created.

One style will be for the first or cover page of a document and be a right page. The second page will be for left side (or even numbered) page, and the third will be for right side (or odd numbered) pages.

Creating a Left Page Style

If the **Styles (and Formatting)** tools are not showing on the Sidebar
✔ Select the **Styles (and Formatting)** tool Icon from the Sidebar options.
✔ Select the **Page Styles** tool <u>at the top</u> of the Styles (and Formatting) Sidebar.
✔ Select the small **Double-Arrow** at the lower right corner of the Sidebar.
✔ Select **Custom Styles** from the scroll list.

There are no Page Styles shown in this section until some are created.

✔ **Right-click** in an empty area of the **Styles (and Formatting) Sidebar** and Select **New** from the pop up.

New...

This will open the Page Style dialog box with the tabs across the top that provide access to style settings.

✔ With the **Organizer** *tab* selected, enter My Left Pages in the *Name*: text box.
✔ Select the **Double-Arrow** on the right side of the **Next style:** text box and select **My Left Pages** from the scroll list.
✔ With the **Page** *tab* selected, enter **0.75** for the **Right** margins.

Quick Tool: If you press the TAB key when the text cursor is in an entry box, the system will move it to the next box and highlight the contents. Then, type a new value in the entry box and tab to the next.

✔ With the **Page** *tab* selected, enter **0.5** for the **Left, Top, and Bottom** margins.
✔ With the **Header** *tab* selected, toggle the **Header** option **ON**.
✔ With the **Footer** *tab* selected, toggle the **Footer** option **ON**.
✔ Select **OK** to finish your Left Page.

This defines the Style for the Left pages of your document.
The process will be similar for the Right and Title pages. Since these formats are being designed for two-sided printing, a larger space for the binding is created on the left side of the first and right pages, and on the right side of left side pages will have some minor variations.

Creating a Right Page Style

✔ **Right-click** in an empty area of the **Styles (and Formatting) Sidebar** and select **New** from the menu.
✔ With the **Organizer** *tab* selected in the Page Style dialog box, enter My Right Pages as the Name:.
✔ Select the small double-arrow on the right side of the **Next style:** text box and select **My Left Pages** from the scroll list.
✔ With the **Page** *tab* selected, enter **0.75** for the **Left** margins and **0.5** for the **Right**, **Top**, and **Bottom** margins.
✔ With the **Header** *tab* selected, toggle the **Header** option **ON**.
✔ With the **Footer** *tab* selected, toggle the **Footer** option **ON**.
✔ Select **OK** to finish your Right Page style.

New...

Note: You have designated the Next Style as Left Page. Later, you will change the Left page to use "Right" as the next style. This action will automatically change all pages in the document.

Creating a First Page Style

This style will be used for the First Page of the document.

✔ **Right-click** in an empty area of the **Styles (and Formatting) Sidebar** and select **New** from the pop up menu.
✔ With the **Organizer** *tab* selected in the Page Style dialog box, enter **My First Page** as the Name:.
✔ Select the small double-arrow on the right side of the Next style text box and select **My Left Pages** from the scroll list.
✔ With the **Page** *tab* selected, enter **0.75** for the **Left** margins. then enter **0.5** for the **Right**, **Top**, and **Bottom** margins.
✔ With the **Header** *tab* selected, toggle the Header option **ON**.
✔ Select **OK** to finish your <u>First Page</u>.

Now we have to go to the Left Page and change one of the settings to balance the pages.

✔ In the **Styles (and Formatting) Sidebar**, Right-Click on **My Left Pages**
✔ Select **Modify** from the pop-up.
✔ Select the **Organizer** tab in the **Page Style** dialog box,
✔ Select the small double-arrow on the **Next style:** text box then Select **My Right Pages** from the list.
✔ Select **OK** in the Page Style dialog box.

You have designed three custom Page Styles; My First Page, My Right Pages, and My Left Pages.
The Right and Left pages have headers and footers, and the first page has only a Footer.

Next, let's apply the page styles to the My Lesson 4 Document.

✔ Press **Command ⌘ + Up Arrow** to move the text cursor to the beginning of the document.
✔ Position the Text Cursor anywhere on page one.
✔ Double click on the **My First Page** entry in the **Page Styles** list.
✔ Select the **Save** button on the Tool Bar to update your document.

Notice that the whole document has changed. This is because when you designed your My First Page, you had the Next style designated as My Left Pages. Then, when designing your My Left Pages, you had the Next style designated as My Right pages. Back and forth. The My Right Pages didn't need a Next style.
By defining Page Styles you have a quick reference to the page you have selected with your Cursor, and you can easily change the page styles for an entire document.

For example, if you wanted different margins on a page or pages, all you have to do is modify the Page Style you created and with a Double-click, the pages of your document using that style will be instantly reformatted.

Defining headers and footers

Let's put some text in the headers and footers.

✔ Position the text cursor in the first page header.
✔ Enter My Lesson Four Title
✔ Position the text cursor in the header of the second page.
✔ Enter the text This is a left page header.
✔ Position the text cursor in the header of the third page.
✔ Enter the text This is a right page header.

Inserting Fields

Next, we will add page numbers to the footers.

✔ Scroll so you can see page 2 footer.
✔ Click the Mouse to place the Cursor in the footer box.
✔ Type the word Page followed by a space.
✔ From the **Menu Bar**, select **Insert>Field>Page Number**.
✔ Use the space bar to enter a space followed by the word "**of**" followed by another space.
✔ From the **Menu Bar**, select **Insert>Field>Page Count**.

The page number and style for the page is shown where you place your text cursor.
Note: Fields that are inserted may have a gray background and cannot be edited. The gray will not show in a printed copy.

✔ Select all of the text you just put in the Page 2 footer
✔ Press **Command ⌘ + C** (or select Edit > Copy from the Menu bar)
✔ Adjust your display so that the page 3 footer is in view.
✔ Click the mouse cursor in the footer box, then press **Command ⌘ + V**
  (or select Edit > Paste from the Menu bar).
✔ Select the **Save** button on the Tool Bar to update your document file.

Now it's time to review the process of creating custom paragraph styles and creating styles for the title, body, headers and footers.

Creating a Custom Title Paragraph style

✔ From the **Styles (and Formatting)** Sidebar, **Select** the **Paragraph Style** tool - ¶.
✔ At the bottom of the Sidebar, Click the double-arrow and select Custom Styles
✔ Right-click in an empty area select **New** from the pop up.

New...
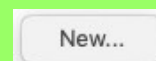
This will open the Paragraph Style: dialog box.

✔ Select the **Organizer** *tab*.
✔ In the **Name:** area, enter My Title Paragraph.
✔ Click the **Next style:** double-arrow, scroll to the top and *Click* **My Title Paragraph**.
✔ Click the **Inherit from:** text box's Double-arrow
✔Scroll to the top of the list and select **None**.

Do not select the OK button in the dialog box until all desired settings are made.

✔ Select the **Alignment** *tab*.
✔ From the **Options** list, Click the **Center** button.
✔ Select the **Font** tab.
✔ Select a **Font, Typeface and Size** of your choic for your title.

You can see how your font will look in the box at the bottom of the Dialog box.

✔ Select the **Font Effects** tab.
✔ Check the box next to **Shadow effect**.   When selected it will show a ✔
✔ Select the **Area** tab
✔Select the **Color** option then
✔Select the **Yellow** color.
✔ Select the **Borders** tab
✔ In **Line Arrangement - Presets:** Select **Set Top and Bottom Borders Only.**
✔Set the Width: to **1.25**
✔ Select the **OK** button to close the Paragraph Style dialog box.

Now let's apply this paragraph style to the Title Page Header.

✔ Press **Command ⌘ + Up Arrow** to move to the top of the document.
✔ Place the text cursor anywhere in the first page header.
✔ **Double-click** on the **My Title Paragraph** style in the Sidebar.   (It is listed alphabetically)

Creating a custom Text Body paragraph style

✔ From the **Styles (and Formatting)** Sidebar, **Select** the **Paragraph Style** tool Icon - ¶.
✔ Right-click in an empty area of the Sidebar and **Select > New...** from the pop up menu.
✔ Select the **Organizer** *tab*.
✔ In the **Name:** box of the Paragraph Style dialog window, type the name **My Text Body Paragraph**.
✔ In the **Next style:** area use the Double-arrow to Select **My Text Body Paragraph**.
✔ In the **Inherit from:** text box use the Double-arrow and scroll to find and select **None**.

Do not select the OK button in the dialog box until all desired settings are made.

✔ Select the **Indents & Spacing** tab.
✔ Set the **Indent > First Line:** spacing to **0.50**.   Type it in or use the Double-arrow
✔ Set the S**pacing > Below paragraph:** to **0.10.**
✔ Select the **Alignment** *tab*.
✔ Set the **Options** to **Left**.   Use the   Left button.
✔ Select the **Font** *tab*.
✔ Select a **Font**, **Typeface** and **Size** for your Paragraph.
✔ Select the **OK** button to close the Paragraph Style dialog box.

You have created a Text Body Paragraph Style that can be used for any of the paragraphs in your document.

✔ Place the Text Cursor in the body of a page.
✔ Press **Command ⌘ + A** to select all of the text.

Scroll through the Styles (and Formatting) part of the Sidebar to locate **My Text Body Paragraph.**

✔ Double-click on your **My Text Body Paragraph** style.

That changed all the paragraphs in your document to Text Body Paragraph Style.
Next, you will create a paragraph style for the Headers and Footers.

Creating custom paragraph Header styles

✔ Right-click in an empty area of the S**tyles (and Formatting)** Sidebar and select **New...** from the pop up menu.
✔ Select the **Organizer** *tab*.
✔ In the **Name:** area enter **My Left Header Paragraph.**
✔ Click the Double-arrow to the right of **Next style:** area and Select **My Left Header Paragraph**.
✔ In **Inherit from:** use the small Double-arrow and select **None**.

Do not select the OK button in the dialog box until all desired settings are made.

✔ Select the **Alignment** tab.
✔ Set the **Options** to **Left.**   ◉ Left

The default is Left, but it is always good to check.

✔ Select the **Font** tab.
✔ Select a *Font, Typeface and Size* of your choice.
✔ Select the **OK** button to close the Paragraph Style dialog box.
✔ Place your text cursor in the header of **page 2** [a left page].

The Styles (and Formatting) list will have moved to "Header Left" as that is the default header setting. You will need to scroll the list to find My Left Header Paragraph.

✔ Double-click on the **My Left Header Paragraph** style.

Next, you will create your right header style.

✔ Right-click in an empty area of the **Styles (and Formatting) Sidebar**
✔ Select **New...** from the pop up menu.
✔ Select the **Organizer** tab.
✔ In the **Name:** area enter **My Right Header Paragraph**.
✔ In the **Next style:** area use the Double-arrow to find and Select **My Right Header Paragraph**.
✔ In the **Inherit from:** text box use the Double-arrow to find and select **None**.

Do not select the OK button in the dialog box until all desired settings are made.

✔ Select the **Alignment** tab.
✔ Set the **Options** to **Right** by clicking the 🔘 Right button Icon.
✔ Select the **Font** *tab*.
✔ Select a **Font**, **Typeface** *and* **Size** of your choice.
✔ Select the **OK** button to close the Paragraph Style dialog box.
✔ Place the text cursor in a Right page header.

The Styles (and Formatting) list will show "Header Right" as that is the default header setting. You will need to scroll the list to find My Left Header Paragraph..

✔ Double click on your **My Right Header Paragraph** style.

Headers done, footers are next. The steps are virtually the same, but the practice will be of value.

Creating custom Footer paragraph styles

✔ From the Sidebar, select the Paragraph Style tool - ¶.
✔ Right-click in an empty area and select **New** from the pop up menu.
✔ Select the **Organizer** tab.
✔ In the **Name:** area enter **My Left Footer Paragraph**.
✔ In the **Next style:** area use the Double-arrows to find and Select **My Left Footer Paragraph**.
✔ In the **Inherit from:** text box use the small Double-arrows to find and select **None**.

Do not select the OK button in the dialog box, there are more settings to be made.

✔ Select the **Alignment** *tab*.
✔ Set the Alignment to **Left**.
✔ Select the **Font** *tab*.
✔ Select a **Font**, **Typeface** *and* **Size** of your choice for your left footer.
✔ Select the **OK** button to close the Paragraph Style dialog box.
✔ Place the Text Cursor in the footer of page 2 [A left page}.

The Styles (and Formatting) list will show "Header Left" as that is the default header setting. You will need to scroll the list to find My Left Header Paragraph.

✔ Double-click on the **My Left Footer Paragraph** style.
✔ From the Sidebar, select the **Paragraph Style** tool icon - ¶.
✔ Right-click in an empty area and select **New…** from the pop up menu.
✔ Select the **Organizer** *tab*.
✔ In the **Name:** area enter **My Right Footer Paragraph**.
✔ In the **Next style:** area use the Double-arrows to find and Select **My Right Footer Paragraph**.
✔ In the **Inherit from:** text box use the small Double-arrows to find and select **None.**

Do not select the OK button in the dialog box until all desired settings are made.

✔ Select the **Alignment** *tab.*
✔ Set the Alignment to **Right**.
✔ Select the **Font** tab.
✔ Select a **Font**, **Typeface** *and* **Size** of your choice for your left footer.
✔ Select the **OK** button to close the Paragraph Style dialog box.
✔ Place the Text Cursor in the footer of page 3 [A right page}.

The Styles (and Formatting) list will have moved to "Footer Right" as that is the default footer setting. You will need to scroll the list to find My Right Header Paragraph.

✔ Double click on the **My Right Footer Paragraph** style.
✔ **Save** your document.

This was a lot of work, but you should be comfortable with the Paragraph Style process, and to create this unique Style, you will not need to go through this process again.

Time to save your document!

Points to remember

➢ Use the Styles (and Formatting) Sidebar to select or modify the styles of Paragraphs, Characters, Frames, Pages, and Lists.
➢ Set each page to be followed by a page that has a style defined as Next Page in the Page Style dialog box.
➢ A page may or may not have either a Header or a Footer.
➢ Fields can be inserted that contain page numbers or a page count, time, date, and other functions.

In this lesson you will learn how to create a new document and import the custom page and paragraph styles created in earlier lessons. You will also see how to add tables to your documents.

✔ Open LibreOffice Writer
✔ Open a new Text Document.
✔ From the Menu Bar, Select **File > Save As**
✔ Enter Lesson 5 Class News as the file name
✔ **Locate** and **Select** the folder you want to use for storing it.
✔ Click the **Save** button.
✔ From the Menu Bar, select **File > Properties**.
✔ With the **Description** *tab* selected, enter Title: Lesson 5 Class News.
✔ Click **OK**
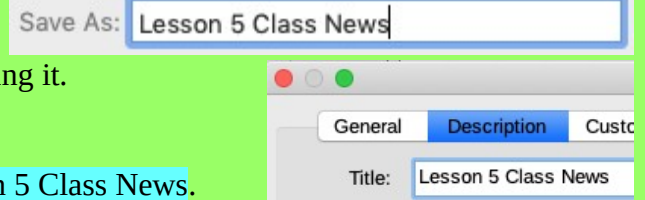
Importing custom styles

Next, the custom formats you created will be imported from your My Lesson 4 Document file.

✔ Open the Sidebar and select the **Styles (and Formatting)** tool icon.
✔ At the top-right, Select the**New Style from Selection** tool icon for the drop-down menu.
Select **Load Styles...** from the menu.

Observe that the Load Styles dialog box provides options for loading styles from Templates.
You can create different templates and store them for future use.
There are also standard templates available on the LibreOffice web site. In the next steps, you will load the Styles you created in your <u>Lesson 4</u> document.

✔ Click to Select, the **Text**, **Frame**, **Pages**, **Numbering**, and **Overwrite** check boxes, along the bottom of the <u>Load Styles</u> dialog box.
✔ Select the **From File** button,
✔ Locate and Select your **My Lesson 4** Document from your files.
✔ **Highlight** the document and Click the **Open** button.
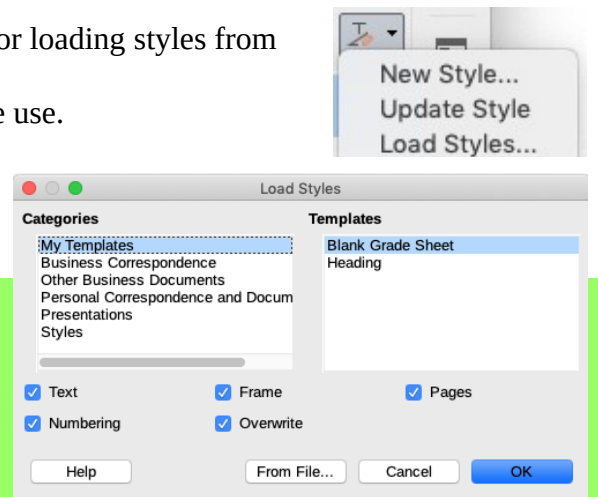
Figure 5-1: Load Styles dialog box

This procedure imported the custom styles and formats you created in your <u>My Lesson 4</u> Document, file and made them part of the Class News document.
Scroll through the Styles (and Formatting) Paragraph Styles (¶)to see the Custom Styles you loaded.
You have loaded your custom styles from another document and are available for you to use in your new document.

✔ Place your text cursor in the body of the <u>Class News</u> document
✔ Click the **Page Styles** tool icon.
✔ Double-click the **My First Page** format.
✔ Place the text cursor in the First page Header,
✔ From the Menu Bar Select **Insert > Field Title**.

The preceding step inserted the title you created in document Properties, as in this figure.

Figure 5- 2: Imported Styles

Inserting and editing date fields

On the first line of the text body of the Class News document
✔ Type the following Class News
✔ Tap the Space Bar to insert a space.

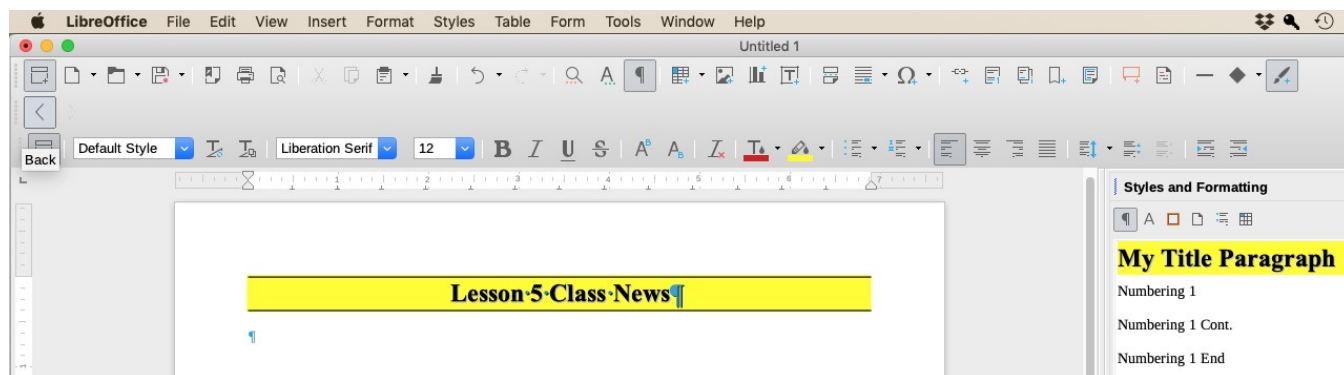**Do not** press the enter key
The current date will now be added by inserting a date field.

✔ From the Menu Bar, Select **Insert > Field > Date** to insert the current date in place of the word date.

Note: The date may have a light-gray background. This is known as Shading. This is to remind you that it is an inserted field and not regular text. The shading will not appear when the document is printed. Turn it On or Off, go to the View menu > Field Shadings.

Change the date

You can change the format of the date, make it a fixed date, or have it change every time this document is opened and saved.

✔ Double-click the date to open the **Edit Fields** dialog box.

In this dialogue box you can choose either a Date (fixed) or use Date to have the date change each time the document is open. That application can be handy for some occasions.
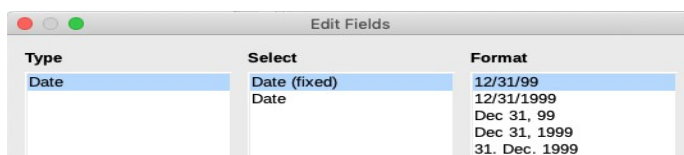
We will use the Date (fixed).
In the Format section, you can choose which date Style you wish to present.

✔ Select your preferences from the **Edit Fields** dialog box
✔ When done, Select **OK**.

Using standard paragraph styles

You imported Paragraph Styles from the <u>Lesson 4 </u>document, but no style was created for headings. In this example, one of the standard paragraph styles will be used.

✔ Click the Paragraph Style tool icon [¶].
✔ Put your Text Cursor in the <u>Date</u>
✔ **Select** and **Double-Click** the **Heading 1** style.
✔ Move the cursor to the end of the date paragraph and press the **Enter** key to add a new blank paragraph.
✔ With the Text Cursor in the blank paragraph, Double-Click on the **My Text Body** Paragraph style in the Sidebar.
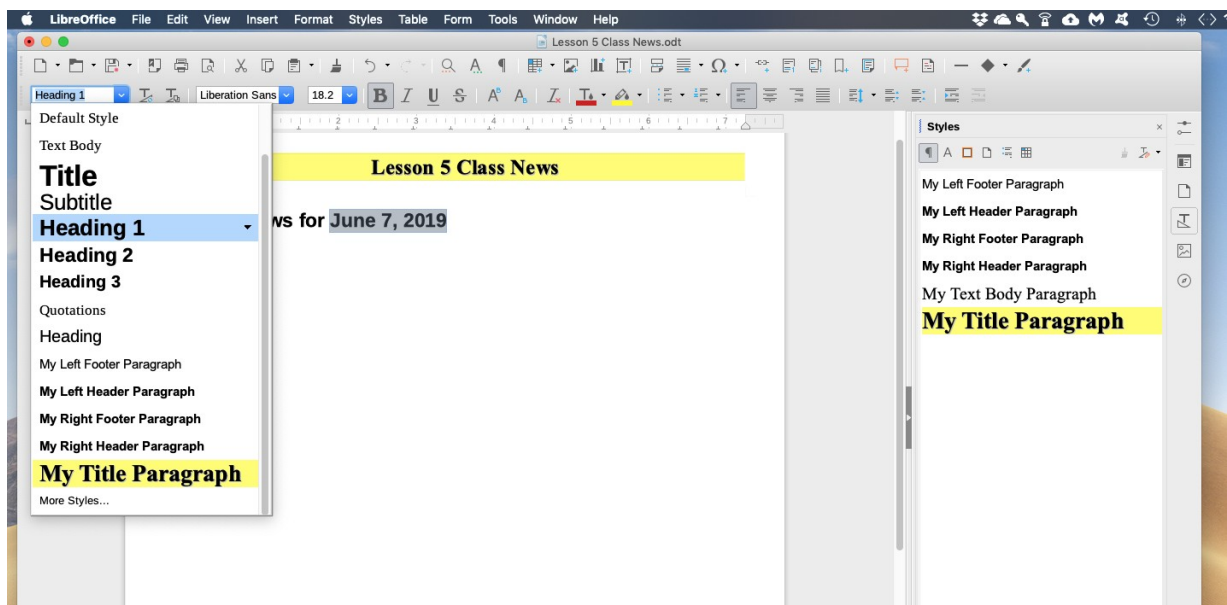
Some text paragraphs will now be added to the Class News document.

✔ Enter or Copy/Paste, the following paragraphs in the Class News document.

Welcome to the latest edition of LibreOffice Writer Class News. This edition has already helped you see how to import custom page and paragraph formats from other documents. Custom formats can save a lot of time when you are creating different documents that share the same styles.
In this edition you have learned how to insert a date field into a document. You can also change between a fixed date or the current date.
An Introduction to Word Processing class will be offered soon. The date and time for the class will be posted on the bulletin board. Following is a tentative listing of topics to be covered.
Introduction to Word Processing

✔ Press the **Enter** key several times to add some blank paragraphs.

✔ Highlight the second paragraph, <u>Introduction to Word Processing</u>.
✔ From the Paragraph Styles [¶] drop down list, select the **Title** paragraph style.
✔ Click the **Align Center** tool icon.
✔ Position the text cursor in the paragraph below the Introduction to Word Processing title.

Adding tables

Next, a Table will be inserted into the document.
Tables are very useful when you want to align sections of associated data horizontally and vertically.

✔ From the Menu Bar, Select **Table >Insert Table**.
✔ In the Insert Table dialog box (see Figure) enter the
Name: Schedule.
✔ Enter **2 Columns:** and **4 Rows:**.
✔ Toggle the Heading option **ON**
✔ Select **Insert**.
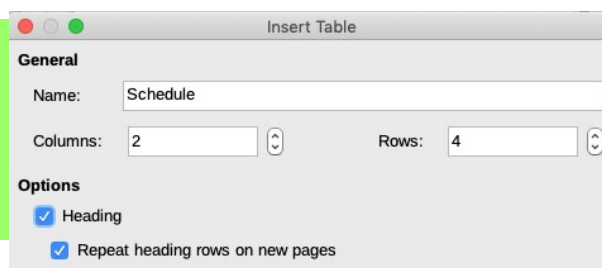
If the lines are faint use the following steps.

✔ **Right-Click** on the table > **Table Propertie**s > **Borders tab** > **Width** >**1.25** pts.

Your table should now look similar to this Figure

✔ Place the cursor in the first cell and Enter Lesson.
✔ Select the **Align Center** tool icon.

Do not press the enter key.
Pressing the enter key will add another paragraph to a cell. Depending on the information you want to put in a cell, multiple paragraphs may be appropriate, however, all adjacent cells will also be enlarged. You can move the cursor from cell to cell with the **arrow keys.**

Notice: When you placed the text cursor in a table cell, the <u>Table Tool Bar</u> opened at the bottom of your screen. There is more to tables than can be covered here, but if you Hover the cursor on the different tools of the <u>Table Tool Bar</u> you will get an idea of the different functions available.

✔ Press the **Tab** key to move to the next cell in the table.
✔ Enter Topic
✔ Select the **Align Center** tool icon

Caution: If you press the Tab key with the text cursor in the last Table cell, the system will automatically add a new row of cells to the table.

✔ Fill your table with information similar to that shown on the next page.

You can press the TAB key after each cell entry to move the cursor through the table's cells.

Lesson	Topic
1	Entering text, saving and printing documents with Libreoffice Writer
2	Formatting Text
3	Reviewing the LibreOffice Writer display Features.

Note: In the above Table, the numbers and the words Lesson and Topic are Aligned Center.

The first Topic paragraph didn't fit on one line in the cell. The program used Word Wrap to increase the row size as needed. The Lesson column is much wider than required. As you can see above, the column widths have been adjusted to make the Table more balanced.

✔ Move the cursor over the vertical line between Lesson and Topic in the table until the cursor changes to a **double arrow**.

✔ When the cursor changes to a double arrow, **drag** the vertical line to change the Topic cell width.

✔ Click the cell with 1 in it, and Drag to the cell with 3.

You have highlighted these cells, just as you have done with words and paragraphs.

✔ Click the menu **Format > Align > Center**

✔ When you are through, Select **OK**.

Tables or Columns

A little discussion on which to use when.

Some use page columns as tables. This means that one has to keep adding and deleting empty paragraphs to keep things aligned between adjacent columns. Columns are designed as newspaper style documents to have the text flow from one column to another. Each has their advantages, but one is rarely a good substitute for the other.

Inserting Frames

Frames are like a little document, or a sticky note, inserted into a document. Frames can contain many of the same Styles the main document contains, such as text, graphic images, or tables. The main document body text flows around a frame. They are sometimes used as side-bars to provide separate but related text or illustrations.
Frames are typically Anchored to a paragraph in the document, so they can stay with the paragraph.

You may be familiar with the **Text** Box**.** It is not the same as a Frame. A Text Box, from the Drawing toolbar, or from the Insert menu, can only contain text, with minor font editing. It will not allow named Styles, graphical objects or tables to be inserted.

Time to enter some information in support of the Table and its content.

✔ Place your cursor below the Frame and press the Enter key to create a new paragraph.
✔ Enter or Copy/Paste the following paragraphs after the table in the <u>Class News</u> document.

Frames added to list of useful tools.
Frames are like little documents that are inserted into a main document. They can contain the same things the main document contains. They are sometimes used as side-bars to provide separate but related text.
Frames can also contain graphics images or tables. Frames are typically anchored to a paragraph in the main document. They float with the paragraph. That means that if the text before a frame is edited, and this causes the anchor paragraph to move, the frame will move with it. The wrap function can be used to make text flow around a frame.

✔ Place the text cursor in the **Frames added to list of useful tools** paragraph.
✔ Click the **Styles (and Formatting) > Paragraph Style**.
✔ Double-Click **Heading 1**.

Next, a Frame will be added to the document.
✔ Place the text cursor in the <u>first</u> paragraph., "**Frames are like...**"
✔ From the Menu Bar, select **Insert > Frame > Frame**.

This opens the Frame dialog box.
✔ In the Type *tab* set the **Size** - **Width** to **2.50**, and the **Height** to **1.5**
✔ Toggle **Anchor > To paragraph.**
✔ Set **Position** - **Horizontal** position to **Right.**
✔ Set **Position** - **Vertical** to **Top**.
✔ With the Wrap *tab* selected, **Settings** to **Before**.
✔ With the Borders *tab*, Select **Presents: - Set All Four Borders**
✔ Set the **Width:** to **0.35**pt.
✔ In **Shadow Style - Position:**, Select **Cast Shadow to Bottom Right**.
✔ With the Area *tab* selected Click the **Color** *button* and Click **Yellow**
✔ Select **OK** to create your frame.
✔ Click away from the Frame to De-select it. (It will turn off the Grab Points)

The results of your hard work should look similar to this example.

Frames·added·to·list·of·useful·tools.¶

Frames·are·like·little·documents·that·are·inserted·into·a·main document.·They·can·contain·the·same·things·the·main·document contains.·They·are·sometimes·used·as·side-bars·to·provide separate·but·related·text.¶
Frames·can·also·contain·graphics·images·or·tables.·Frames·are typically·anchored·to·a·paragraph·in·the·main·document.·They float·with·the·paragraph.·That·means·that·if·the·text·before·a frame·is·edited,·and·this·causes·the·anchor·paragraph·to·move, the·frame·will·move·with·it.·The·wrap·function·is·used·to·make text·flow·around·a·frame.¶

Now you will add text to the frame.

✔ Place the text cursor inside the Frame and enter the following text.

This text is inside a Frame. Text in a Frame can use any paragraph, font or many other Styles.

✔ When you are finished entering text, Click the text cursor outside of the Frame.

Notice: The Default Style for frames is **Frame Contents**, however, any Paragraph (¶)p, Font size and Style, picture, Figure or anything that can go on a page, can be put in a Frame.
Click the Frame border, to open the grab points. By using these grab points you can move or resize it.
Double-click the Frame border to open the Frame dialog box.

✔ When you are through modifying your Class News document, Save your document!

Points to remember

➢ Page, paragraph and other styles can be imported into a new document from existing documents.
➢ Tables provide an easy way to format rows and columns for many kinds of entries.
➢ Tables in LibreOffice Writer provide a number of functions found in spreadsheet software including formatting cells to display currency or dates and inserting calculation formulas in cells.
➢ Columns are awkward in documents where side by side alignment of text is required. Tables will work better for these application.
➢ Frames can be inserted into the body of a document and can contain their own text, graphics or other.
➢ Frames can be set to make the text wrap around the frame.
➢ Frames can have border lines, background fills, and shadows.

This is fun!

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Inserting Graphics Images

Graphics files are pictures, drawings, and other images that are inserted into documents, or into frames within documents to make a point, amplify the content or add a professional touch.
They can either be embedded or linked. It is not possible to tell the difference between embedded and linked graphics by simply looking at a document.

Embedded graphics become an integral part of the document and increase the size of the file.

Linked graphics are not added directly to a document. Instead, the document contains a pointer, or file address that the system uses to fetch the file from the internet, whenever it is needed.

In these Lessons we will embed all graphics.\

✔ If your **Lesson 5 Class News** document is not on the display, **Open** it.
✔ Select **File, Save As...**
✔ Enter the name **Lesson 6 Graphics** in the Save as: box.
✔ Locate the File you want to save it in.
✔ Click **Save**

✔ Select **File > Properties... > Description** *tab* and type the **Title, Lesson 6 Graphics**.
✔ From the **Menu Bar**, select **Tools >Update > Update All**.
✔ Click **OK**

The last step will update the title of the document in the header.
The process of saving a document file with a new name is a good trick to keep in mind. There will be many times when you want to create a new variation of a document while preserving the original version.

✔ Type or Copy/Paste the following paragraphs at the end of the Lesson 6 Graphics document.

Graphics can enhance documents.
Including graphic images in documents can improve the appearance and clarity of the document text message. Most people believe that a picture is worth a thousand words. Many times a picture can improve the reader's understanding of the document content.
Graphic images that are inserted in a document can be anchored to a paragraph, or can be anchored to the page itself. Images anchored to a paragraph will float with the paragraph, or follow the location of the paragraph when editing changes the location of the paragraph. However, there may be times when it is desirable to have a graphic image maintain a constant location on a page.

✔ Place the text cursor somewhere in the last paragraph and from the **Menu Bar** select **Insert > Image**.

This will open the **Finder** dialog box.

From the left panel, locate the folder where your desired picture is located.
Any picture will work in the next step. Different versions of Mac OS have one or more sample pictures in the My Pictures, Pictures or similarly titled folder.

✔ **Find** the folder containing your desired picture.
✔ **Select** the desired picture file and Click **Open**.

Once a graphic is inserted you have to decide how and where it should appear. If you have inserted a large picture, you might want to re-size it for this exercise.

Resizing pictures

✔ Left-click on the picture to Select it.

When a picture is Selected, grab points will appear at the corners and mid points of the picture edge. These grab points can be used to re-size the picture. A double-arrow is the resize pointer.
To move the picture area, the cursor will change to an open hand icon. Left-Click to "grab" and then you can drag the picture to a new location.

✔ **Double-click** on the image to open the **Image** dialogue box.
✔ With the **Type** tab selected in the Image dialog box, set the **Width** to **1.50**
✔ Click the **Anchor > To Paragraph**
✔ Click the **Keep ratio** Check box **ON**.
✔ Set the **Position > Horizontal** to **Right**.
✔ Select the **Wrap** *tab* and Click **Settings > Before**.
✔ Select the **Borders** *tab*
✔ Click **Line Arrangement > Presets: > Set All Four Borders**.
✔ In **Padding**, Verify the **Synchronize** Check box is **ON**.
✔ Enter **0.12** in the **Left:** box.   The others will change automatically.
✔ With the **Area** tab selected in **Color** dialog box, select your choice background color for the picture.
✔ Select **OK** to close the dialog box.

This screen capture is from the document after an image has been inserted. The grab points at the corners and mid points show that the image is selected. This example has the **Wrap** set to Before and the Position to **Right**.

Graphics can enhance documents.

Including graphic images in documents can improve the appearance and clarity of the document text message. Most people believe that a picture is worth a thousand words. Many times a picture can improve the reader's understanding of the document content.
Graphic images that are inserted in a document can be anchored to a paragraph, or can be anchored to the page itself. Images anchored to a paragraph will float with the paragraph, or follow the location of the paragraph when editing changes the location of the paragraph. However, there may be times when it is desirable to have a graphic image maintain a constant location on a page.

Inserting drawn graphics

LibreOffice Writer includes a set of drawing tools that can be used to enhance your documents. A complete book could be written about the LibreOffice Writer drawing functions, In this exercise, a brief sample will be provided to get you started.

✔ Use **Command + Down Arrow** to position the text cursor at the end of your document.
✔ Press the **Enter** key a couple of times to add some blank paragraphs at the end of the text.
✔ From the **Menu Bar,** Select **View > Toolbars > Click > Drawing**

The Drawing toolbar will appear along the bottom of the display.

✔ Take a minute to hover the cursor over the drawing format tools to discover their name.

Each tool has a unique name. Note that some of the tools have a little arrow on the right side of the tool icon. If you click on these arrows, additional shapes and names of that tool will appear.

✔ Position the cursor over the **Symbol** tool icon - it has a Smile.
✔ Click the arrow to show the available shapes.
✔ Click the **Smiley Face**.

Your Cursor will change to a Cross Hairs (Plus sign +)

Note: If you select another symbol, that symbol or shape will be the icon showing until you select another or close and open the document, at which time the Smiley will be there.
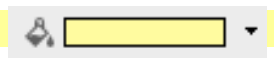
✔ Move the cursor to an empty area of your document and **Click and drag** to make a smiley face.

When a graphic is selected the Graphics Formatting Toolbar will open at the top of the screen.

✔ Select the **Sidebar-Properties** tool to see many of the same Tools.

You may use either the tool bar or the Sidebar.

✔ Click the Down-Arrow to open the pallet and change the Smiley Face to **Yellow**.
✔ **Right click** on the smiley face and select **Wrap, Optimal Page Wrap** from the pop up context menu.
✔ **Drag** the smiley face to near the **lower right corner** of the page.

When you add text, the text will wrap itself around the smiley face graphic. But first, a Smile on Smiley.

✔ **Select** Smiley
✔ **Right-Click** and Select **Line...** from the menu.
✔ When the Line tool opens, Select the **Line** *tab*
✔ In the **Line Properties, Style: > Continuous**
✔ Leave the Start style: and End Style: as **-none-**
✔ Change the Color: to **Black**
✔ Change the **Width:** to **0.04**
✔ Click **OK** to see how happy Smiley is.

There is a small 'dot' under the Smile. You can click-drag it up to make him pout!
Let's discover another Drawing tool.

✔ From the **Drawing** toolbar, select **Callout > down-arrow** ▼ > **Cloud** tool   icon.

Remember, the Mouse Pointer will change to a Cross-hair.

✔ Position and size the **Cloud Callout** graphic on your page.
✔ **Right click** on the Cloud Callout and select **Wrap > Optimal Page Wrap** from the menu.
✔ **Double-click** on the **Cloud Callout** and enter some text.

The Callout will not contain text. If your text is overflowing, use the Grab Points to enlarge it to fit.

✔ **Click** on an empty part of the page and **Enter** or Copy/Paste (Unformatted Text) the following.

> LibreOffice Writer includes a set of drawing tools that can be used to enhance your documents without having to buy, and learn how to use, a paint program. A complete book could be written about the LibreOffice Writer drawing functions, In this exercise, a brief sample will be provided.

✔ Copy and paste the text several times to provide example text to demonstrate the Wrap function.

This Figure shows text wrapped around the Drawing Objects, with some words typed in it.
Double-clicking in a Callout allows you to enter text into the text into the graphics object. The text will not stay inside the boundaries of the shape. These are most often used for comments or short notes.

✔ **Save** your Lesson 6 Class News document.

✔ Press **Command + Down Arrow** to jump to the end of your document.
✔ Press **Command + return** key to move the Text Cursor to the next page
✔ Move your mouse pointer to find the Ellipse tool.
✔ Create an Ellipse, as you did the Smiley Face.
✔ When done, **Right-Click > Area** to open the Area dialogue.
✔ Click the **Gradient** tab and Select a Gradient of your choice..
✔ Click the **Bitmap Pattern** and **Hatch** tabs to see what else is available.
✔ **Hover** the cursor over the other Drawing tools to get an idea of what they do. *Click the small arrows.*
✔ Click **OK**

# Lesson 7 – Creating A Two Column Newsletter

Introduction

This lesson is a catch-all for many of the skills you have learned in the previous lessons, as you create a simple newsletter. This is a familiar two column document used for this and many other uses.

Most newsletters use a standard format; repeated in each issue. This is a natural application for LibreOffice Writer since once the page and paragraph styles have been established, the editor need only worry about content.

We will introduce Table of Contents and Justified paragraph alignment. These two paragraphs are Justified. Notice the spacing between words and the even left and right margins. This Style is often used in newspapers and books. We will introduce another feature, Widows and Orphans, that will automatically hyphenate or arrange words to fit Justified paragraphs, and to make your Newsletter more interesting we will be importing, framing and adding captions to pictures. Lots to do, so let's get started.

Importing Styles

✔ Open LibreOffice Writer
✔ From the Menu Bar, Select **File > New > Text Document**.
✔ Next, Select **File**, **Save As...** and enter Lesson 7 Newsletter in the **Save As:** box.
✔ Locate the folder you want to save it in, then Click **Save**.
✔ In the Styles (and Formatting) Sidebar, select **Load Styles**.
✔ In the Load Styles dialog box, **Toggle** all of the check boxes **ON**
✔ Select **From File**.
✔ In the Open dialog box, select **My Lesson 4** and Click **Open**.
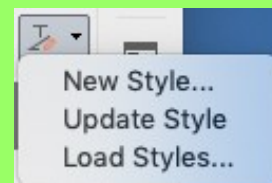
This last step put the page and paragraph Styles you created with your Lesson 4 into this document's Styles. There will be a few modifications to make for the newsletter format, but starting with the styles you created in an earlier lesson has given you a head start.

✔ Place the Text Cursor in the first page.
✔ From the Side bar, Select **Styles and Formatting**, then **Page Styles** tool icon.
✔ **Double-Click** on **My First Page** Style.
✔ From the Menu Bar, select **File** > **Properties** > **Description** *tab* and enter the **Title**: Sonoran Desert
✔ Click **OK**

Inserting a Date Field

✔ Place the text cursor in the Header
✔ **Triple** Click Lesson 4 My Lesson Four Title
✔ From the Menu Bar select **Insert > Field > Title**.

The title should read Sonoran Desert.

✔ Move the text cursor to the end of the title Sonoran Desert.
✔ Press the **Enter** key to create another paragraph.
✔ From the Menu Bar, select **Insert > Field** > **Date**.
✔ Double-Click the **date** and in the Edit Fields dialog box, Select your preferred date **Format**.
✔ When happy with your selection, Click **OK**.

Modifying a Paragraph Style

Next, we will modify the Paragraph Style for the first page header.

✔ Put your Cursor in the document area.

Lots of steps, wait until the end before you Select OK

✔ Open the **Styles (and Formatting) Sidebar**
✔ Select the **Paragraph** tool icon   ¶
✔ **Right-click** on **My Title Paragraph** style and Select **Modify**.

This will open the Paragraph Style: dialog box.   Move it so the heading is visible.

✔ Select the **Borders** *tab*.
✔ In the **Line Arrangement > Presets**: Select **Top and Bottom Borders Only**
✔ Hover your mouse to see the names.
✔ Set the **Line Width** to **1.50**.
✔ Set theLeft **Padding** to **0.12**. The rest will Synchronize
✔ Select **Apply** to view the result..
✔ Select the **Area** *tab*.
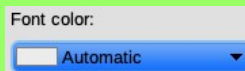✔ Select the **Bitmap** option,
✔ Select the **Sky** bitmap.   Hover your mouse to see the names.
✔ Select **Apply** to view the result.
✔ Select the **Font Effects** *tab*.
✔ Use the **Font Color:** Down Arrow to open the color pallet.
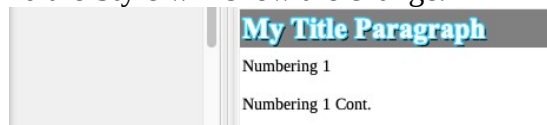✔ Select a Blue (or other color of your choice).
✔ Click the Check Boxes to turn **Outline** and **Shadow** options **ON**.
✔ Verify your Font appearance in the pane at the bottom of the dialog box.
✔ Select **Apply** to view the result.

Your My Title Paragraph should look similar to this heading and the Style will show the change.

Feel free to explore the different Paragraph Style settings and options, and do a bit of experimenting.

✔ *When you are satisfied* with your My Title Paragraph style modifications, select **OK**.

As you can see, it is easy to create a custom newsletter masthead by using a custom Paragraph style for the page Header text.

Have you saved your document lately?

Modifying Page Styles

It is common for newsletters to use the Two-column style for reading comfort. Therefore, we will modify the newsletter page styles to have 2 columns.

✔ Open the Styles (and Formatting) Sidebar.
✔ Select the Page Styles tool icon, from the top of the section
✔ Right click on the **My First Page** Style
✔ Select **Modify**.
✔ Select the **Columns** *tab*.
✔ In the **Settings: Columns > Select** the **2 Columns with equal size.**
     The **AutoWidth** box will check **On** automatically.
✔ In the **Width and Spacing** section, verify the **Spacing:** is **0.20**
✔ Select **OK.**
✔ Repeat the above steps for the **My Left Page** and M**y Right Page** styles.
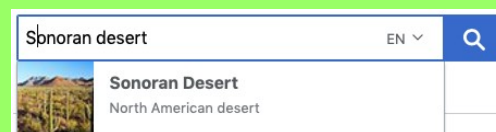
Keep in mind that these changes only effect your Newsletter, and just as you brought the Style from Lesson 4 to begin this document, you can bring these to another document.

Importing Text

Next, we need some text for our newsletter. For this we will copy and paste text from the Internet.

✔ Open your web browser and type wikipedia.org in address box.
✔ In the Wikipedia **Search** box, type SonoranDesert.
✔ **Select** the first two paragraphs in the article
    (See Figure below)
✔ Press **Command+C** to copy the text to the clipboard.

You will be using your browser again, don't close it.

When we paste the text into the newsletter, we do not want to use the web page's text formatting.

LibreOffice Writer has a tool for pasting text that will use your current paragraph style. It is called "Unformatted Text" and found in the Menu "Paste Special"

✔ Place the Text Cursor in the first paragraph of your newsletter Column 1.
✔ In the Styles (and Formatting) Sidebar, select the **Paragraph** tool ¶
✔ Double click on the **My Text Body** Paragraph style.
✔ From the **Menu Bar**, select **Edit** > **Paste Special** > **Paste Unformatted Text**.

Those steps will add the text you copied from the web page to your document using the Paragraph Style you chose before pasting the Clipboard content, and not the Style from the web page.

✔ Place the Text Cursor in the blank paragraph ¶ and press the **Del** key to get rid of the extra space.

Have you saved your document lately?

To put a heading in your newsletter article, we will Copy-Paste the words <u>Sonoran Desert</u> to another location.

✔ Press **Command + Up Arrow** to move the text cursor to the top of the document.
✔ Press the **Enter** key to add a new paragraph for the Heading.
✔ Select the words **Sonoran Desert** and use the Menu Edit > Copy.
✔ Press **Command + Up Arrow** placing your Text Cursor in that paragraph.
✔ Press **Command + V** to paste the text.
✔ From the Set Paragraph Style drop down, (top left of page) Click **Heading 1**.

Default Style

This Tool is an alternative to the Sidebar's Properties Styles
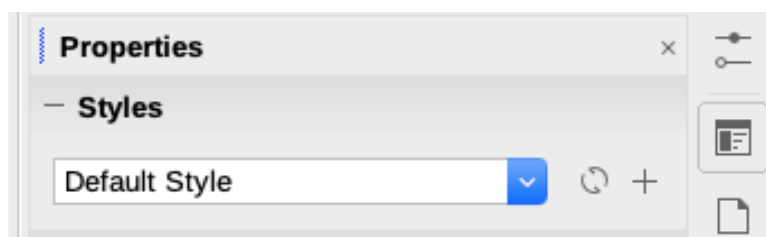
The next steps are going to get a picture that supports the information in our newsletter. You will be going back to the Wikipedia site to get a picture for your Newsletter.

Importing Pictures

Go to your web browser.

> ✔ **Right-click** the Picture on the page, <u>Saguaro National Park, Arizona</u>.
> ✔ Select **Copy Image**.

Go back to your document, Lesson 7.

> ✔ Put your Text Cursor in the first paragraph of Sonoran Desert.
> ✔ Right-click > **Paste**.

We used that picture because the Saguaro is what most people associate with the Sonoran Desert.

> ✔ **Double-click** on the Sonoran Desert picture.
> ✔ Select the **Type** *tab* in the <u>Image</u> dialog box.
> ✔ Set the **Size > Width** to **2.0**
> ✔ Check **Anchor > To paragraph**
> ✔ Toggle the **Keep ratio > ON** with the Check box
> ✔ In the **Position > Horizontal**, use the arrows to choose **Right**.
> ✔ Select the **Wrap** *tab*
> ✔ Select Settings **Before**
> ✔ Set **Spacing** to **0.04** for **Left:, Right:, Top:, and Bottom:**.
> ✔ Select the **Borders** *tab*.
> ✔ Set **Presets: > Set All Four Borders**
> ✔ Select **Shadow Style > Position: > Top Left**
> ✔ Right-click the picture and A**nchor > To Paragraph**
> ✔ **Right-click the picture and Wrap > Optimal Page Wrap**
> ✔ Select **OK.**

The first part of your Newsletter should look like this example.

Doing these steps resulted in the appearance in this example. To create a learning experience,

After you Save your document, go back over the steps and change some of the sizes or Presets to see how each modifies the picture. This can be an enjoyable learning process. If you don't like the result, re-set as above.

The Sonoran Desert ¶

The Sonoran Desert (Spanish: Desierto de Sonora) is a North American desert which covers large parts of the Southwestern United States in Arizona and California and of Northwestern Mexico in Sonora, Baja California, and Baja California Sur. It is the hottest desert in Mexico. It has an area of 260,000 square kilometers (100,000 sq mi). The western portion of the United States–Mexico border passes through the Sonoran Desert. ¶

Next step is to add more information about some other features of the Sonoran Desert.

More information for the Newsletter

✔ Press **Command+ Down arrow** to move the text cursor to the end of the document
✔ Press **Enter** *twice* to add two paragraphs.
✔ Set the paragraph style to **Heading 1**
vEnter **Organ Pipe Cactus National Monument**
✔ Press **Enter** to add a new paragraph after the heading.

At the left of your Text formatting bar is the Set Paragraph Style tool.

✔ Use the down arrow to change the new paragraph to **My Text Body Paragraph** Style.

Because you have designated this paragraph to My Text Body Paragraph Style, when you follow the next steps, the pasted content from the Clipboard will be in that style.

✔ Open your Browser. It should still be on the Sonoran Desert page.
✔ Scroll down the web page to the paragraph: **Sonoran Desert protected areas include**
✔ Select the Organ Pipe Cactus National Monument Hotlink.

Hotlinks are in **blue** and take you to the URL attached.
Clicking the Hotlink took you to a new page in Wikipedia.

✔ Highlight the five paragraphs of text, from "Organ Pipe Cactus National Monument is a U. S... down to...from 2003 to 2014."
✔ Click the menu **Edit > Copy**
✔ From My Lesson 7 Newsletter **Menu Bar**, select **Edit** > **Paste Special** > **Unformatted Text**.
✔ Delete the blank paragraphs.

Note: We introduced the <u>Set Paragraph Style</u> too as an alternate to using the Sidebar. These tools are handy when you do some minor editing and don't want to use the Side bar.

Have you saved your document lately?

Inserting a picture

A picture provides a professional look to any document.

Go back to your Browser

Note: We are going to used the **Right-Click** menu to capture and paste a picture. We don't do this to confuse, but to show all the various tools available for you to experience and decide which you will use.

✔ From your Browser, **Right-Click** on the image of the **Organ Pipe Cactus.** Scroll down to the Gallery
✔ Select **Copy Image** from the context menu.
✔ Place the text cursor in the first paragraph of the Organ Pipe Cactus National Monument paragraph.
✔ Right-click and Select **Paste.**

The picture may need a bit of formatting; but you knew that was coming.

Formatting Pictures

✔ **Double-Click** the Organ Pipe picture to open the Image tool,
✔ Select the **Type** *tab*
✔ Set the **Size** > **Width** to **1.5** inch.
✔ Check **Anchor > To paragraph**
✔ Toggle the **Keep ratio > ON** with the Check box
✔ In the **Position > Horizontal**, use the arrows to choose **Right**.
✔ Select the **Wrap** *tab*
✔ Select Settings **Before**
✔ Set **Spacing** to **0.04** for **Left:, Right:, Top:, and Bottom:**
✔ Select the **Borders** *tab*
✔ Set **Line arrangement** Presets: to **Set all four borders**
✔ Change **Shadow Style,** Position: > **Cast Shadow to Bottom Left**
✔ Right-click the picture and A**nchor > To Paragraph**
✔ Right-click the picture and **Wrap > Optimal Page Wrap**
✔ Click **OK**.

Again, a picture supports the content of the section and accentuates your Newsletter's information and features.

Another excellent way to accentuate bits of information is to choose words or phrases that either make a point or you want your reader to focus upon.
Consider using the **Bold**, <u>Underline</u> and *Italic* Font Styles you learned in Lesson 2, to bring attention to these.

Organ Pipe Cactus National Monument is a U.S. National Monument and UNESCO biosphere reserve located in extreme southern Arizona that shares a border with the Mexican state of Sonora. The park is the only place in the United States where the organ pipe cactus grows wild.

Also, coloring is always <u>noticed</u> by the reader, and can be used with the **font** or the *paragraph*.

Additionally, as you learned in Lesson 5, Tables and Frames can be put in to your document. It all depends on the content and purpose of your document.

Have you saved your document lately?

Adding Captions

Captions are used in larger documents, to provide an easy way for the reader to locate information. You might have seen something like, "See Chart 2: Monthly Cost Analysis on page 4." to take the reader to a picture or chart in an other area of the document, to support of the current information.

Captions are not often used in Newsletters, but are done here for your information, should you want to create a more professional document.

Captions have a default style, however, as with any character, you can select it and using the Text Formatting tools change the Font, Paragraph or other Styles.

We will use the picture of the Organ Pipe Cactus for this step, but first a bit of page editing.
The picture seem crowded s a bit at the bottom of the first paragraph.

✔ **Command + Up Arrow** to place your Text Cursor at the head of the document.
✔ Press the **Enter** key _four_ times to add paragraphs.

That should have moved the text at the end of the Column 2 to Column 1 on Page 2.
This editing has made the appearance of your document a bit less crowded, and provided the room we will need for a Table of Contents to be inserted at the top of Column 1, later in this lesson.

Add a Caption to the picture.

✔ Right click on the <u>Organ Pipe Cactus National Monument</u> picture.
✔ Select **Insert Caption** from the context menu.

The Caption dialog box provides several Category text options to precede your caption. They are designed to put a heading on the Caption; such as Figure 1, Table 1, etc.

✔ Enter Organ Pipe Cactus. as the <u>Caption</u>.
✔ Select Category: **None**
✔ Select **OK**

Inserting a Table of Contents

Tables of contents are based on paragraph styles. The default styles of Heading 1 through 10 are used to create a Table of Contents in your document.

Press **Command** + **Up Arrow** to move the text cursor to the head of the document
✔ From the Menu Bar, select **Insert > Table of Contents and Index > Table of Contents Index or Bibliography**.
✔ Select the **Type** _tab_ in the and check to verify the Type: is Table of Contents.
✔ Select the **Background** _tab_.
✔ Select the **Color** option.
✔ Select a light color of your choice, as the Background Color.
✔ Select OK to close the Table of Contents dialog box.

Table of Contents

The Sonoran Desert...1
Organ Pipe Cactus National Monument.................1

Looks good!

Inserting the Table of Contents moved the paragraphs in the document. This is easy to fix.

✔ Move the Text Cursor to the paragraph before the Heading for The Sonoran Desert.
✔ Tap the **Delete** key *twice*.

This editing moved the paragraphs back to where they fit the page.

✔ Place the Text Cursor on the Table of Contents heading..
✔ From the Menu bar, select **Styles > Edit Style...**
✔ In the Paragraph Style: dialog box, select the **Alignment** *tab*
✔ Select the **Center** Option
✔ Select **OK** to close the dialog box.
✔ Click on one of the **Contents listings**.
✔ From the menu bar, select **Styles > Edit Style...**
✔ Select the **Indents & Spacing** *tab*.
✔ Set the Indent, **Before** text to **0.24**.
✔ Set the Indent, **After** text to **0.24.**
✔ Select the **Font** *tab* and set to **Ariel > Bold > 11pt**.
✔ Select **OK** to close the dialog.

 Your Table of Contents should look similar to this illustration.

Table of Contents

The Sonoran Desert................................1
Organ Pipe Cactus National Monument . 1

Notice the difference between this and the one above.

This exercise was to show you that Style is in the eye of the person doing the work.
There are many more ways to make your document stand out; it is up to you to "play" with Styles.

Have you updated your Table of Contents lately?

√ **Right-click** on the **Table of Contents** and select **Update i**n**dex**.

You may not have any action, if there were no changes since creating it. Any new paragraphs or relocated paragraphs will show the ew page number or title change when you Updated the TOC.

✔ Open your Newsletter
✔ **Command + Down-Arrow** to get the Text Cursor to the end of the Newsletter.
✔ **Enter** to create a new paragraph.
✔ Type Last Paragraph Heading
✔ Open the Side Bar to **Styles (and Formatting) > Paragraph Styles ¶**
✔ With the Text Cursor in the new heading **Double-Click > Heading 1**
✔ **Command + Up-Arrow** to go to the head of the document
✔ **Right-Click** on the Table of Contents > **Update index**

If you use other Heading levels, they may not be in the same font or Style as Heading 1. You can either modify it to match Heading 1, allowed to be default or create something unique.

Modifying Paragraph Styles

In earlier lessons, you learned how to modify a paragraph style by using the Sidebar tools. As you have seen in the Table of Contents modifications, a Right-click will bring a context menu. Let's use this next quick trick to modify the header and footer paragraphs of the Newsletter.

✔ Put the Text Cursor the Header on Page 2
✔ In the Side bar, Paragraph Styles, **Right-Click** My Left Header Paragraph
✔ Select **Modify** to open the Paragraph Style: dialog
✔ Select the **Indents & Spacing** *tab*.
✔ Set the **Indent: > Before text to 0.24**
✔ Select the **Borders** *tab*
✔ Click the **Presets: Top and Bottom Borders Only**.
✔ Set the **Padding to 0.12.**
✔ Select the **Area** tab
✔ Choose the **Bitmap** option
✔ Set the Bitmap to **Sky**
✔ Select **OK**.
✔ Repeat these settings for the **My Right Header** Paragraph Style.

Having done this, as you add information to your Newsletter, creating more pages, the headers and footers, as well as page numbers and count will change automatically.

Have you saved your document lately?

Widows and Orphans

In typesetting, widows and orphans are lines at the beginning or end of a paragraph, which are left dangling at the top or bottom of a column, separated from the rest of the paragraph. Most document designers do not like to see a page or column begin or end with a single line of text. LibreOffice Writer provides a way of controlling widows and orphans. There is also a way to control Hyphenation of words.

✔ Put your text Cursor in a Sonoran Desert paragraph.

The Sidebar-Properties will show My Text Body in Styles (and Formatting)

✔ **Right Click** My Text Body and **Select > Modify**
✔ In the Paragraph Style: dialog, select the **Text Flow** tab.
✔ **Click** the Check box to turn the **Hyphenation > Automatically** option **ON**
✔ In Options, Click the **Orphan control**, and **Widow control** options **ON**.
✔ Select the **Indents & Spacing** *tab*, and change **Indent > First line: to 0.24.**
✔ Select **OK**.

Notice the whole Newsletter changed. Each paragraph has an indented first line and the edging is smoother as long words were hyphenated. All with the click of a mouse; after you modified the Style.

One more trick concerning appearance.
Have you noticed how newspapers and books have both sides of the column even? That is called Justified alignment. A couple of quick steps will show you how this is done.

✔ **Highlight** the paragraphs of The Sonoran Desert.
✔ On the Text Formatting bar, locate and Click the **Justified** tool.

That was easy, and provided a different appearance than Column 2.
To put things back as they were

✔ Highlight the paragraphs of The Sonoran Desert.
✔ On the Text Formatting bar, locate and click the Align Left tool.

Changing The Document Title

The title of this Newsletter is "The Sonoran Desert".
Sometimes, a new title might be called for. This is how that is done.

✔ From the Menu Bar, select **File > Properties.**
✔ Change the title to Sonoran Desert News.

We can use the Insert > Field tool to add this to the page headers.

✔ Place the text cursor in the Header on Pg. 2.
✔ Select the text, **Left Page Header**
✔ From the Menu Bar, select **Insert > Field > Title**.
✔ Place the text cursor after the title in the header, Press the space key
✔ Select the **Menu > Insert > Field > Date**.
✔ Double click on the date and select your preferred date format.
✔ Repeat this process for the **Right Page Header**.

By using the Insert Fields steps, you can change all of the headers and footer texts by changing the Properties Title.

Have you saved your document lately?

Changing A Page Background

One last experiment is to mess with the first page background. It isn't something everyone will use, but we include it for your information and to gain another skill.

NOTE: If your computer does not have enough processor speed or RAM, adding a background graphic to a page may slow it down.

✔ Open the Newsletter document.
✔ Press **Command + Up Arrow.**
✔ From the menu bar Select **Format > Page...** to open the Page Style: dialog.
✔ Select the **Area** *tab*

There are six categories to choose from. None, Color, Gradient, Bitmap, Pattern and Hatch.

✔ Click each to see it in the <u>Preview</u> window
✔ Select Bitmap > Sky
✔ To see it in your Newsletter, Click **Apply**
✔ If you don't like what you see, Select another and Click **Apply** again.
✔ Once you are satisfied, Click **OK**
✔ To remove the background: Go over the instructions and click the Category, **None** then **OK**

When you add a background to a page, it will look better if some space is added between the margin and the text. This can be done by modifying the paragraph styles.

Modifying Paragraph Styles

✔ Open the Styles (and Formatting) Sidebar > Paragraph Style ¶
✔ Click on the first paragraph of your document. Its Style will be highlighted in the Sidebar-Properties
✔ **Right-click** the highlighted style **> Modify...** to open the Paragraph Style: dialog
✔ Select the **Indents & Spacing** tab
✔ Change the **Indent > Before text** and **After text** to **0.08**.
✔ Then select OK.

If all the paragraphs in your document didn't change, click on the ones that didn't to see if they are of a different Style. You can either update those styles, or change them to the Paragraph Style of the one you have Modified.

When making a paragraph style change, it can move sentences or pictures or other to different the next page or column. You might need to move some of the pictures or other inserts after changing the paragraph style. If a heading has been moved, the Table of Contents needs to be updated.

 When you move a captioned picture be sure to select the frame, not the image. In some cases you might have to add blank paragraphs to force picture frames to stay within the margins.

Entering an Activity Date

With some documents, especially those being worked on by more than one person, it may be important to know when the last activity was done.
If you use a form letter it will automatically update to the current date each time you open it. You may find other occasions that you want the date to be updated, without having to remember it.

The following steps will put the current date in your document, rather than the fixed date, each time the document is opened.

✔ Press **Command+End** to place the text cursor at the end of the document.
✔ Enter This document was last edited
✔ From the Menu Bar select Insert > Field > Date.
✔ Double click on the date and **Select > Date** [rather than Date (fixed)].
✔ Then select your preferred date **Format**.
✔ Click **OK**

An active date might be used in a form letter or document that you use often. The active date will change each time you open the these to insure the current date is entered.

Review of your work

To get an idea of how an entire document will appear, you can use the Multiple Page view and Zoom tools to see an overall appearance of the document.

✔ Select the Multiple Page View option, located the bottom of the Writer window

Hover to find Multiple-page View

✔ Adjust the zoom down (-) until you can see more pages of the document.

This view will give you an overall look at the pages to see if they might need some adjusting for balance or to put pictures, diagrams or other inserts in a different location.

Some last thoughts:

Updates, new versions, different computer settings and a myriad of other influences can change the response you get when working with any computer program. Adapt, adjust and learn.

If you enjoyed this series of lessons, share them.
If you found mistakes or thing things might have been done differently, change them to your liking. There is no ego attached to this project it was done for the learning experience and the 'fun' of it.

Have you saved your document lately?