



# OpenOffice Writer

## Beyond the Single Page

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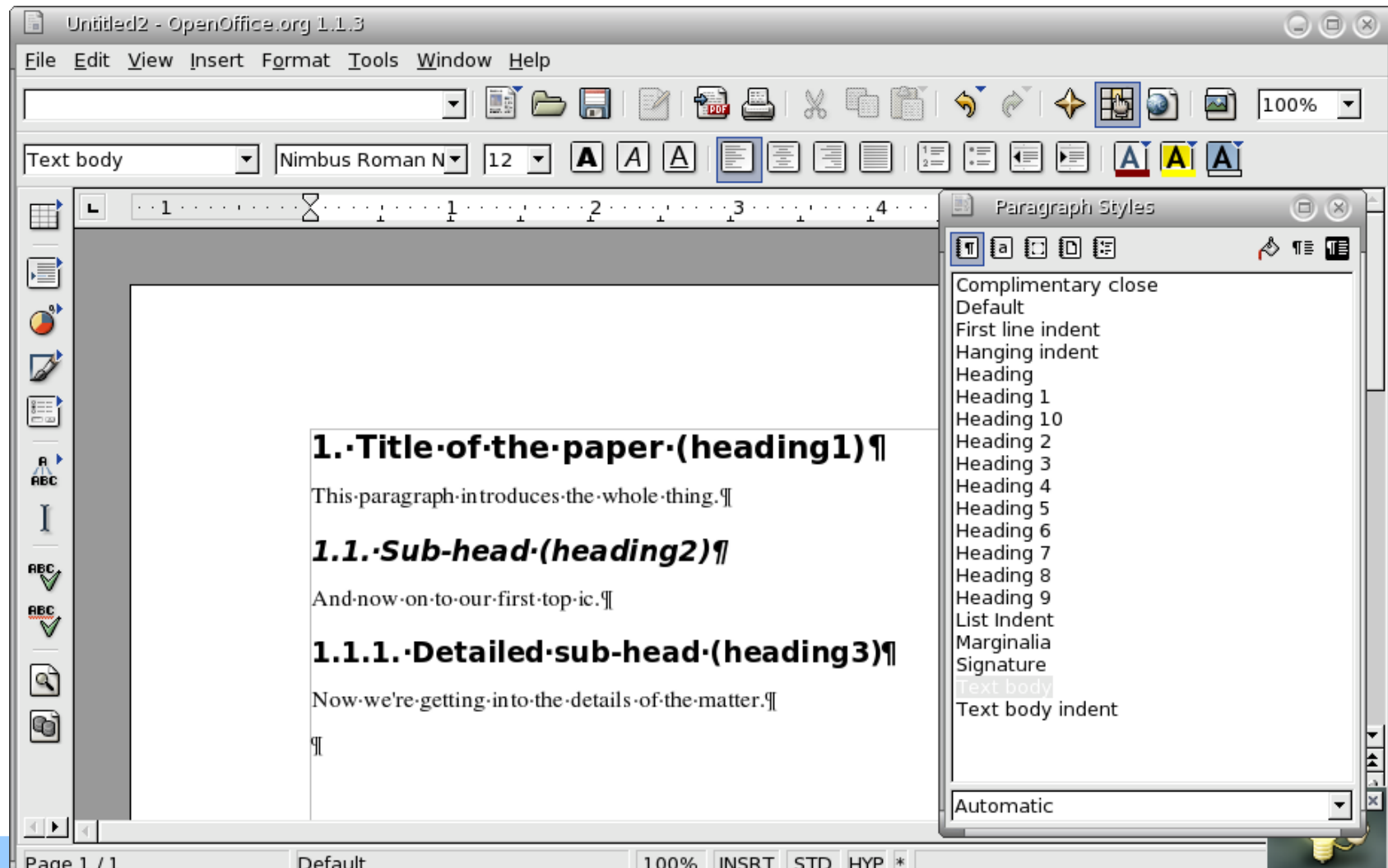
# Outline Numbering

- ▶ Numbering system – lots of them
  1. Number styles
  2. User Defined Number Ranges
  3. Outline Numbering
- ▶ Use “Outline Numbering” for your headings (anything else is just too hard to deal with)



# The Basic Document

- ▶ Use styles Heading1 – Heading10 for heads
- ▶ Enter some text, watch the numbers.



The screenshot shows the OpenOffice.org 1.1.3 interface. The main document window displays a document with the following content:

**1. Title of the paper (heading1)**  
This paragraph introduces the whole thing.

**1.1. Sub-head (heading2)**  
And now on to our first top ic.

**1.1.1. Detailed sub-head (heading3)**  
Now we're getting into the details of the matter.

The Paragraph Styles sidebar on the right lists various styles, including Complimentary close, Default, First line indent, Hanging indent, Heading, Heading 1, Heading 10, Heading 2, Heading 3, Heading 4, Heading 5, Heading 6, Heading 7, Heading 8, Heading 9, List Indent, Marginalia, Signature, Text body, and Text body indent. The 'Text body' style is currently selected in the sidebar.

The status bar at the bottom indicates 'Page 1 / 1', 'Default', '100%', 'INSRT', 'STD', 'HYP \*', and a battery icon.



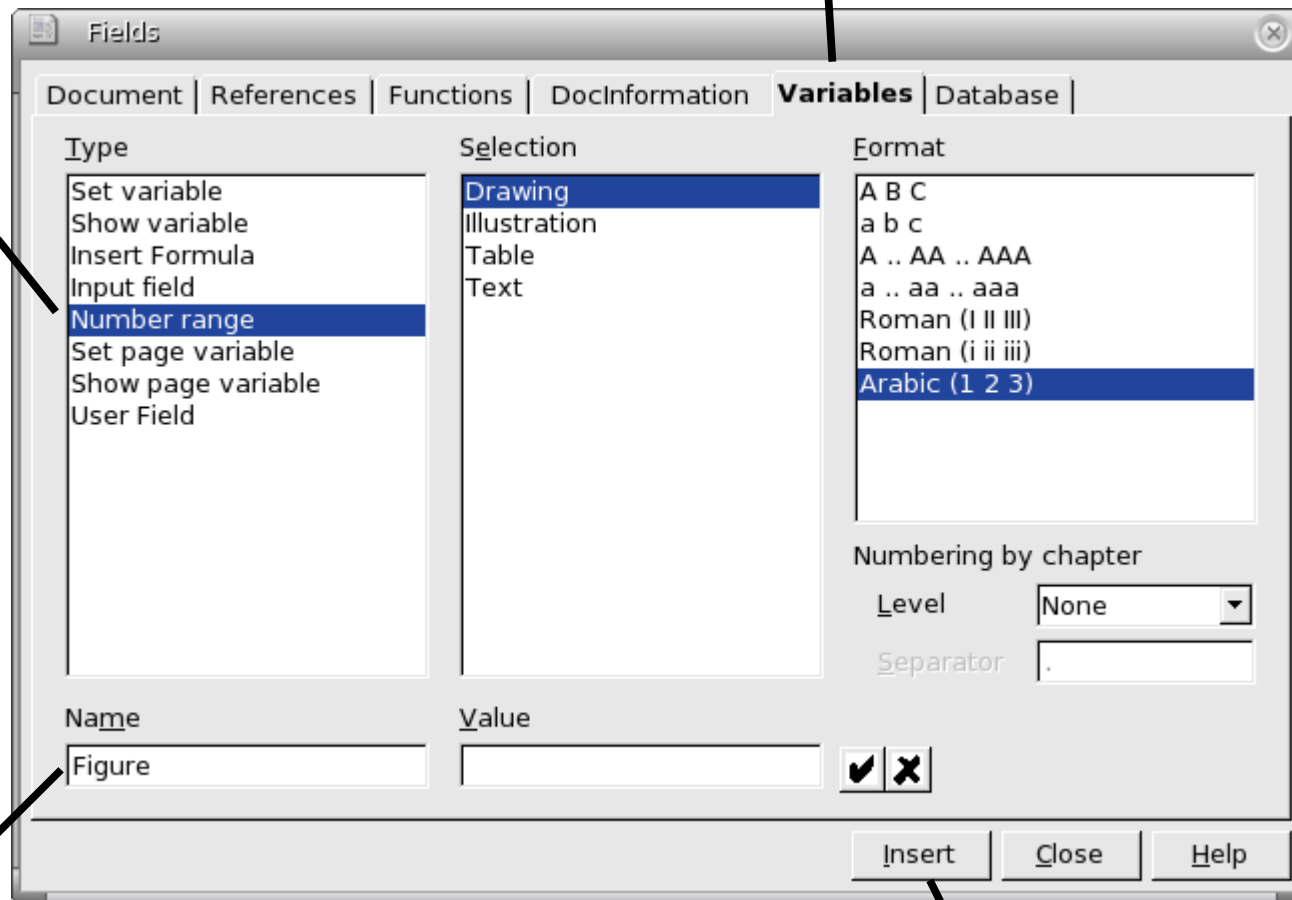
# Figure Numbering

- ▶ Number styles work, but you can't cross reference them.
- ▶ Use number range for figures.
- ▶ Insert => Fields => Other
- ▶ Variables Tab
- ▶ Name => Figure
- ▶ Click **Insert**.

# Defining the Number Range

Variables

Number Range



Name:  
Figure

Insert



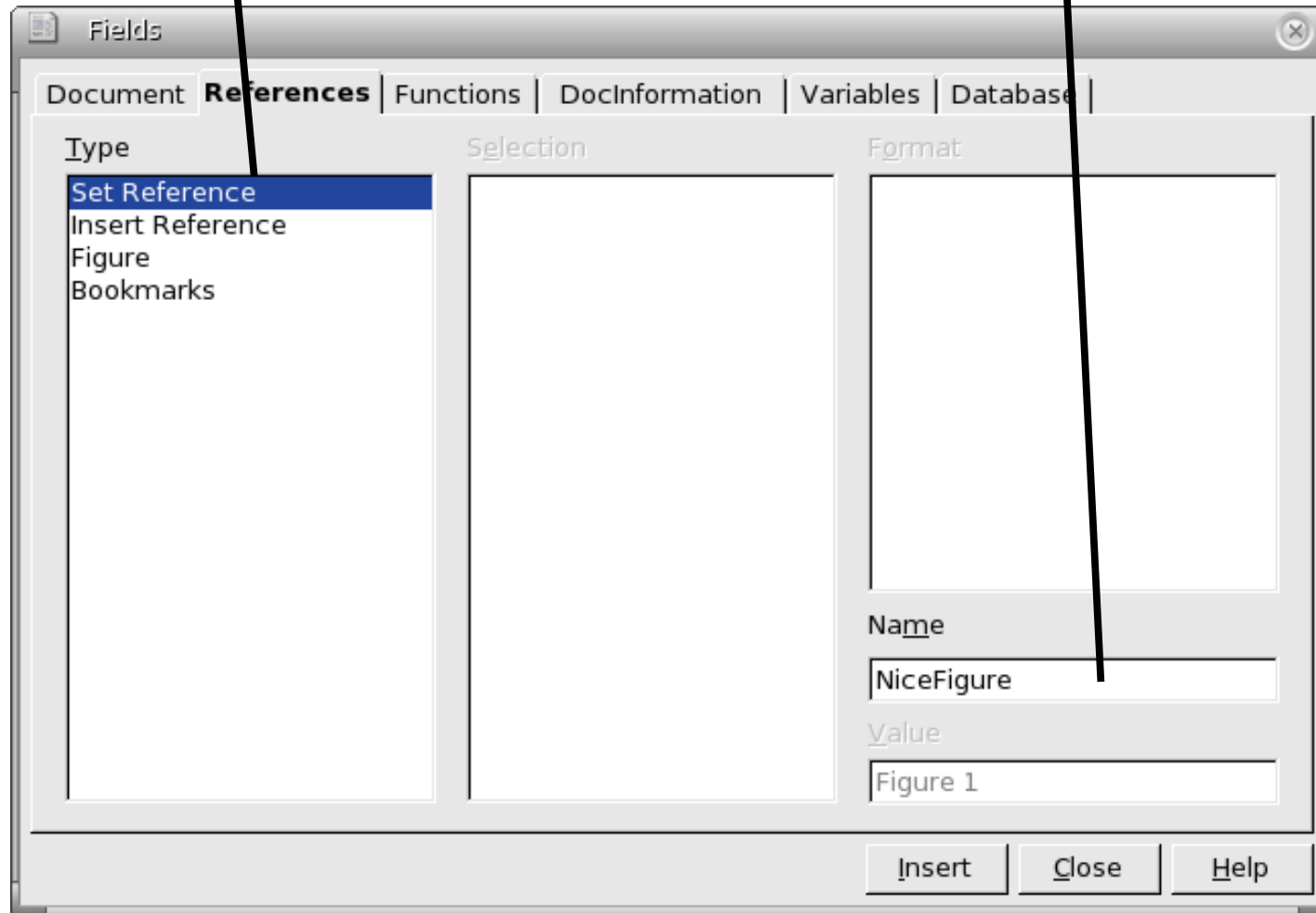
# Cross References Must Be Named

- ▶ Highlight “Figure 1.”
- ▶ Insert => Cross Reference
- ▶ Type => Set Reference
- ▶ Name => NiceFigure (make up your own)
- ▶ Click Insert

# Naming a Cross Reference

Set Reference

Name: **Nice Figure**







# Referencing the Figure

- ▶ Add the text “We wish to reference...”
- ▶ Insert -> Cross Reference
- ▶ Type -> Insert Reference
- ▶ Select -> NiceFigure
- ▶ Format -> Reference



Insert Reference

Select Reference name

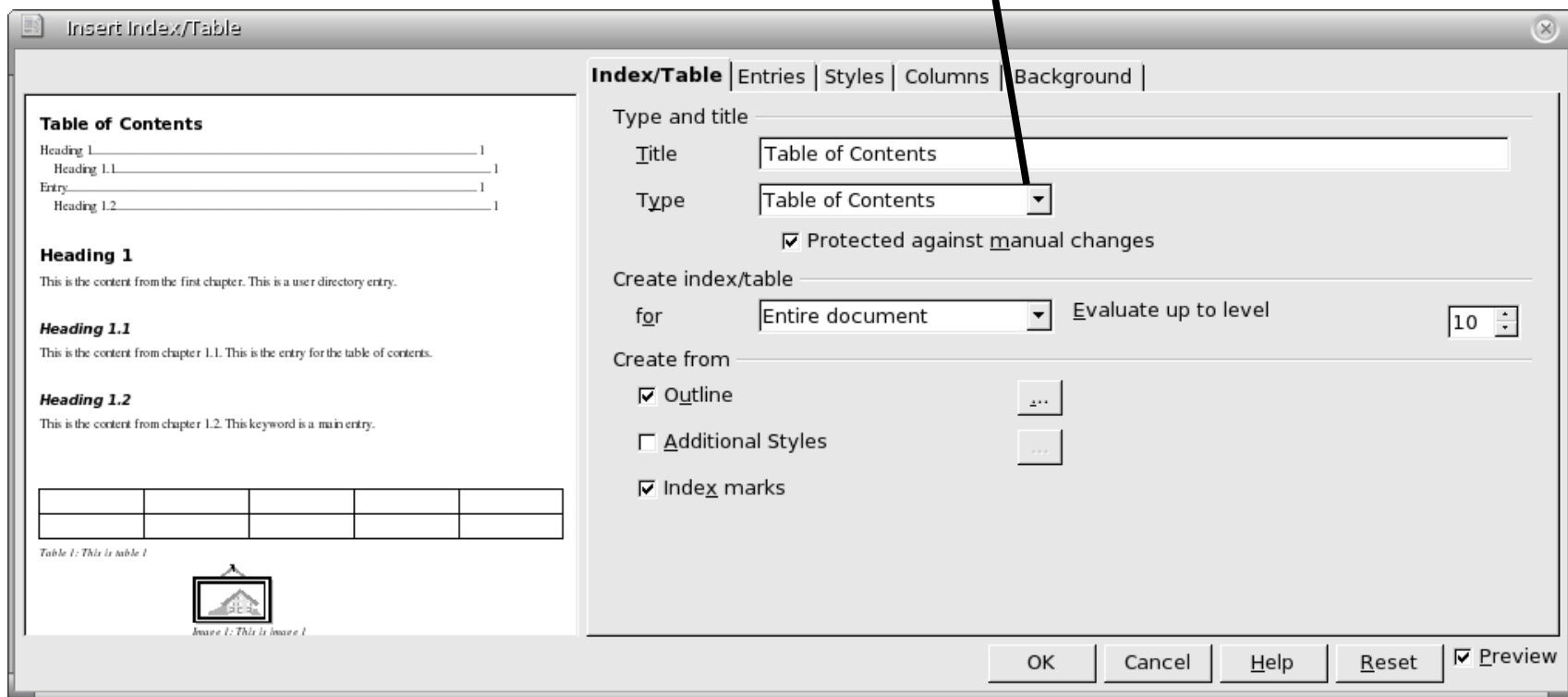
Reference

The screenshot shows the 'Fields' dialog box with the 'References' tab active. It is divided into three main sections: 'Type', 'Selection', and 'Format'.  
- The 'Type' section contains a list with 'Set Reference', 'Insert Reference' (highlighted), 'Figure', and 'Bookmarks'.  
- The 'Selection' section contains a list with 'NiceFigure' (highlighted).  
- The 'Format' section contains a list with 'Page', 'Chapter', 'Reference' (highlighted), 'Above/Below', and 'As Page Style'.  
Below the 'Format' list, there are two text input fields: 'Name' (containing 'NiceFigure') and 'Value' (empty).  
At the bottom of the dialog are three buttons: 'Insert', 'Close', and 'Help'.

# Insert Table Of Contents

- ▶ Insert => Indices and Tables => Indices and Tables

Type: Table of Contents





# Defining a Paragraph Code Style

- ▶ F11 => Brings up style organizer
- ▶ Use “Text Body” as the base style
- ▶ Right click => **New.**
- ▶ Organizer Tab. Name => **Code.**
- ▶ Font Tab. Font => **Courier**



# Defining a Paragraph Code Style

- ▶ Numbering Tab.
  - Numbering style => **Numbering1**.
  - Check **Restart at this Paragraph**.
- ▶ Background Tab. Select gray background.
- ▶ Borders Tab. Select Black outside border.



# Restart Numbering

- ▶ To restart numbering (at the beginning of a new listing)
  - 1.Format => Paragraph.
  - 2.Numbering Tab. Check **Restart at This Paragraph** and select **1** for **Start Width**.



# Headers and Footers

- ▶ **Insert => Header => Default**

Insert a header.

- ▶ **Insert => Footer => Default**

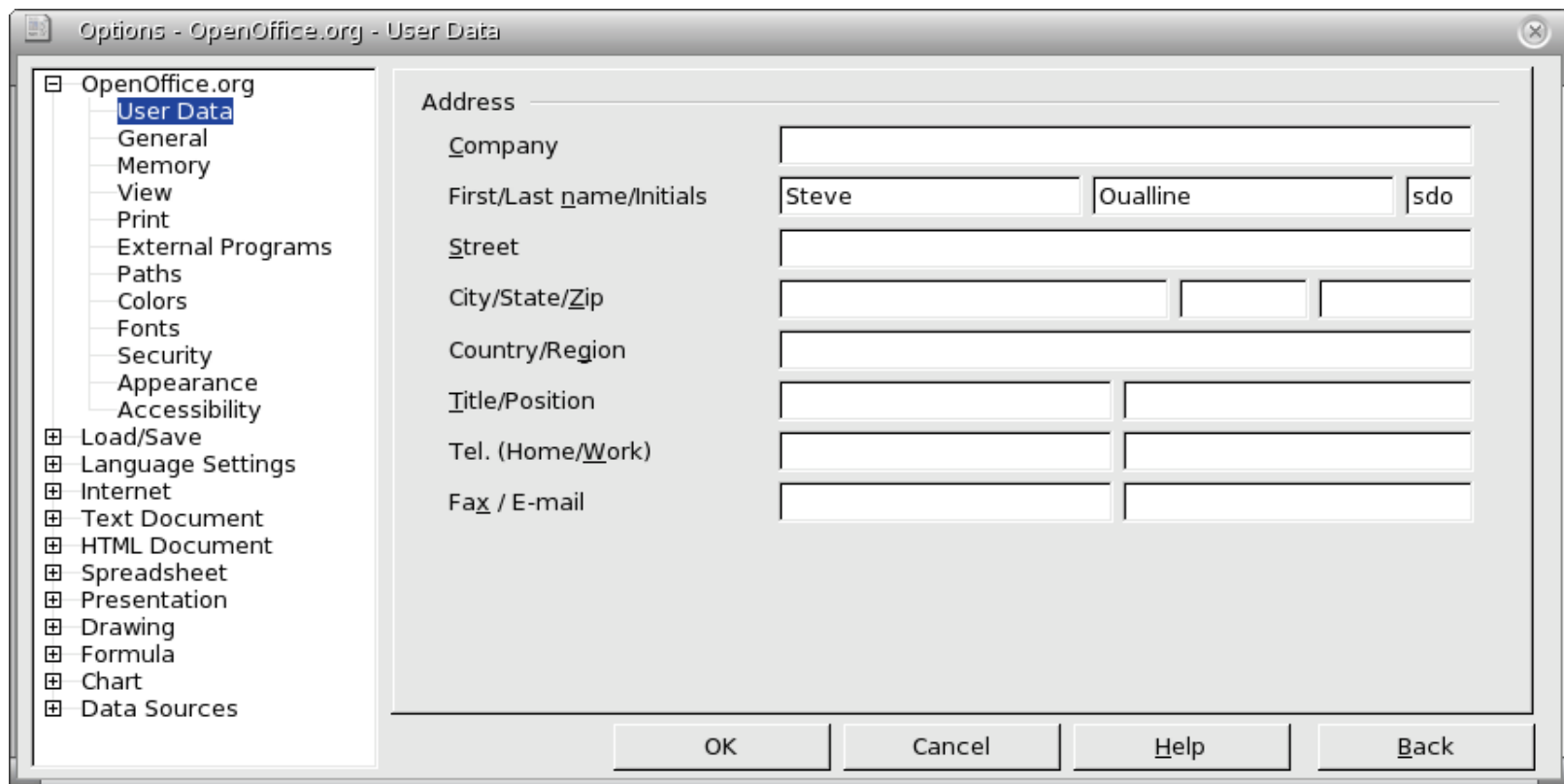
Insert a footer

- ▶ **To include a page number in the header or footer:  
Insert => Field => Page Number.**

# Working With Others

## ► To keep track of changes:

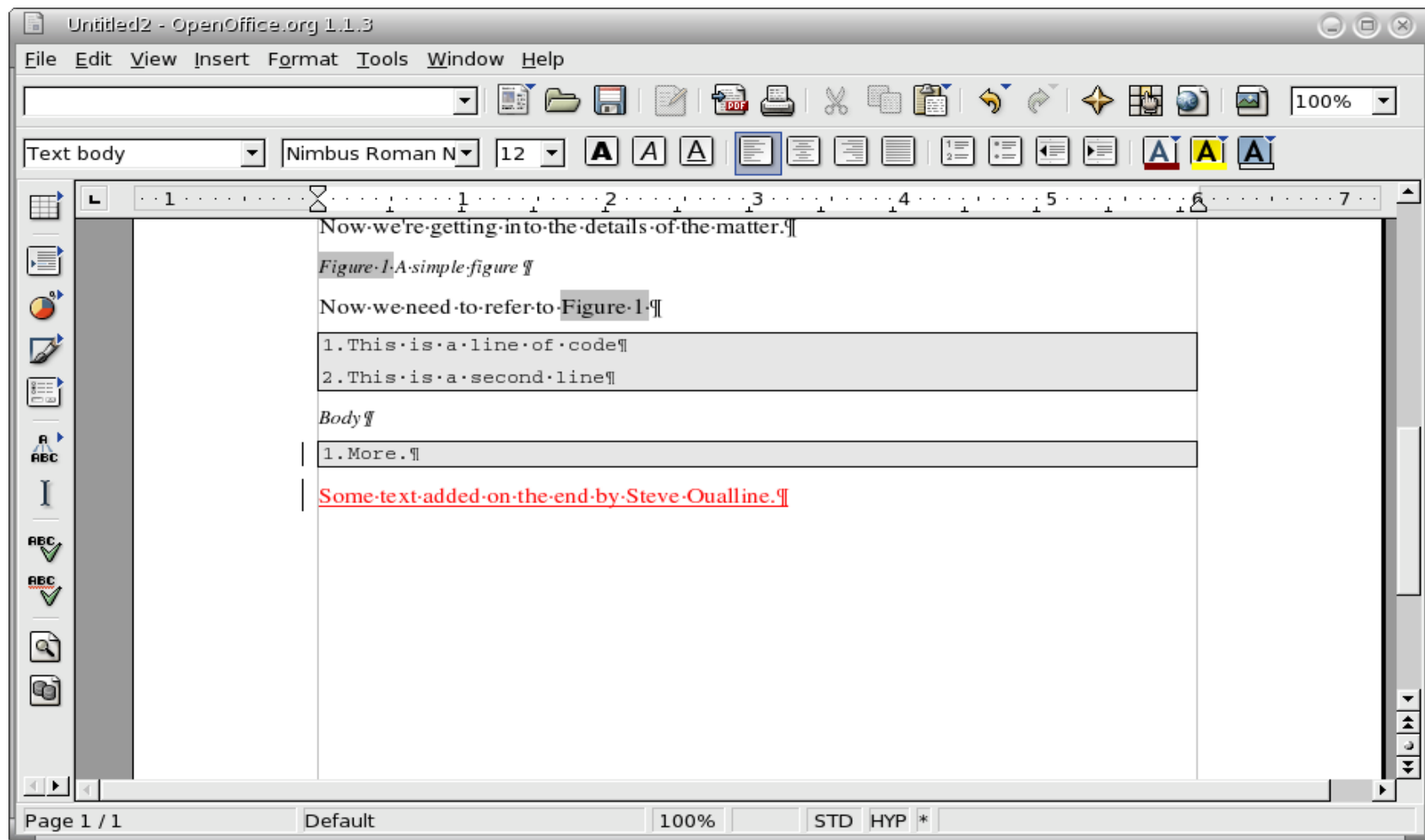
- Identify yourself through Tools => Options. OpenOffice group, User Data panel. Input your user name.





# Working With Others

- ▶ Turn on change recording:
  - Edit => Changes => Record.



# WARNING: Know when to turn it off

- ▶ Frequent graphic oriented changes.
  - All old graphics are saved in the file.
  - Files can grow quite large.
- ▶ Old embarrassing text remains if track changes was on.
  - Turning it off does not remove old changes.
  - Need too “Accept or Reject” changes before they disappear.



# Exchanging Comments

- ▶ Define a Comment paragraph style.

- Magenta Background
- Blue Foreground

## That sort of thing get noticed

- ▶ Such paragraphs are easy for editors and writers to see. And the colors make them want to take them out.
- ▶ Also put ## on each comment line for easy searching.



# Graphics Files

- ▶ Editors want screen shots and other graphics in a separate file.
- ▶ OpenOffice files are just ZIP files.
- ▶ Unzip a OpenOffice writer document and the graphics are in the directory:  
*Pictures/generated-name*



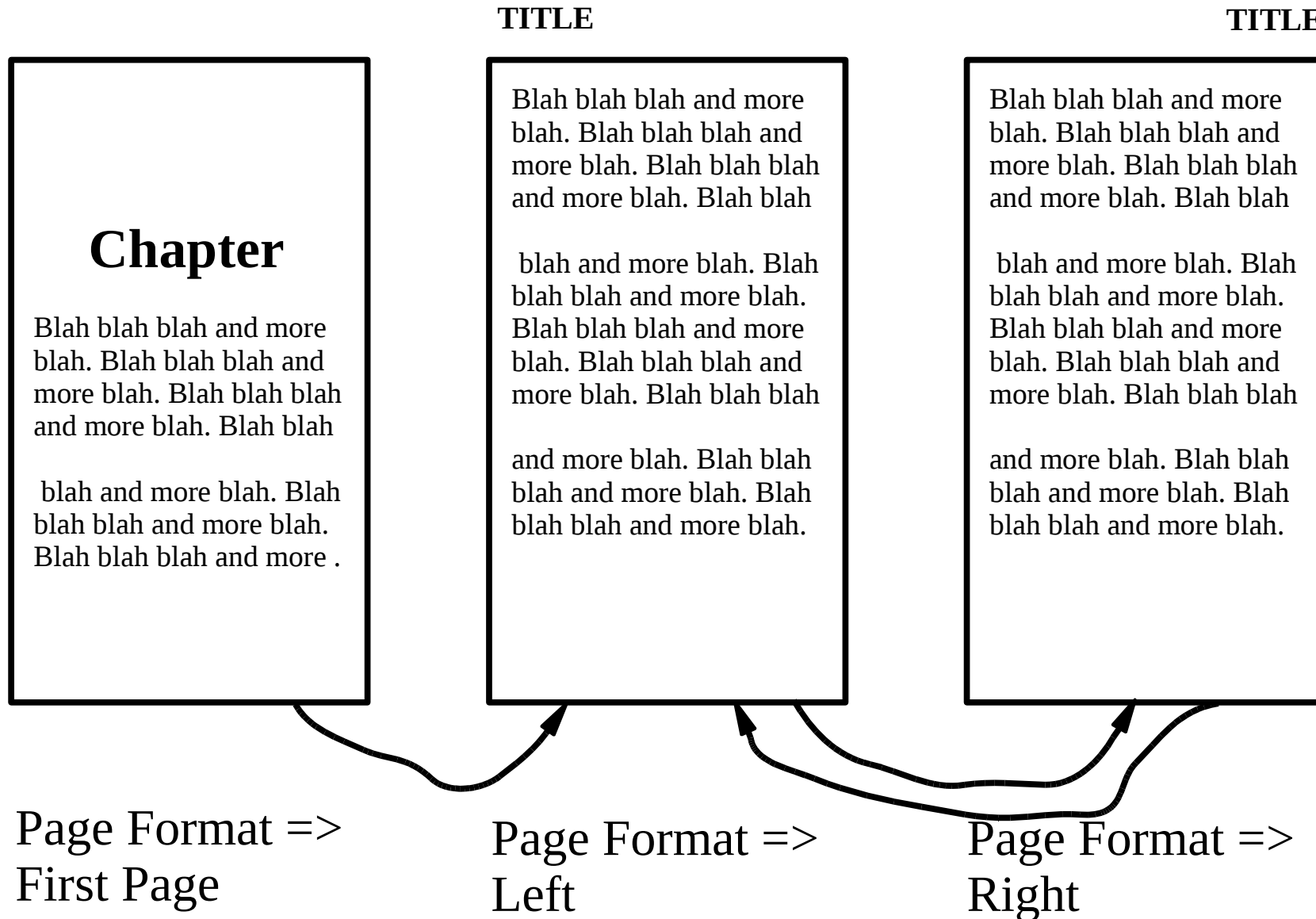
# Page Styles

## ► Book layout:

- First page of each chapter starts  $\frac{1}{2}$  way down the page. No header / footer.
- Left pages have book title on the left side
- Right pages have book title on the right side.

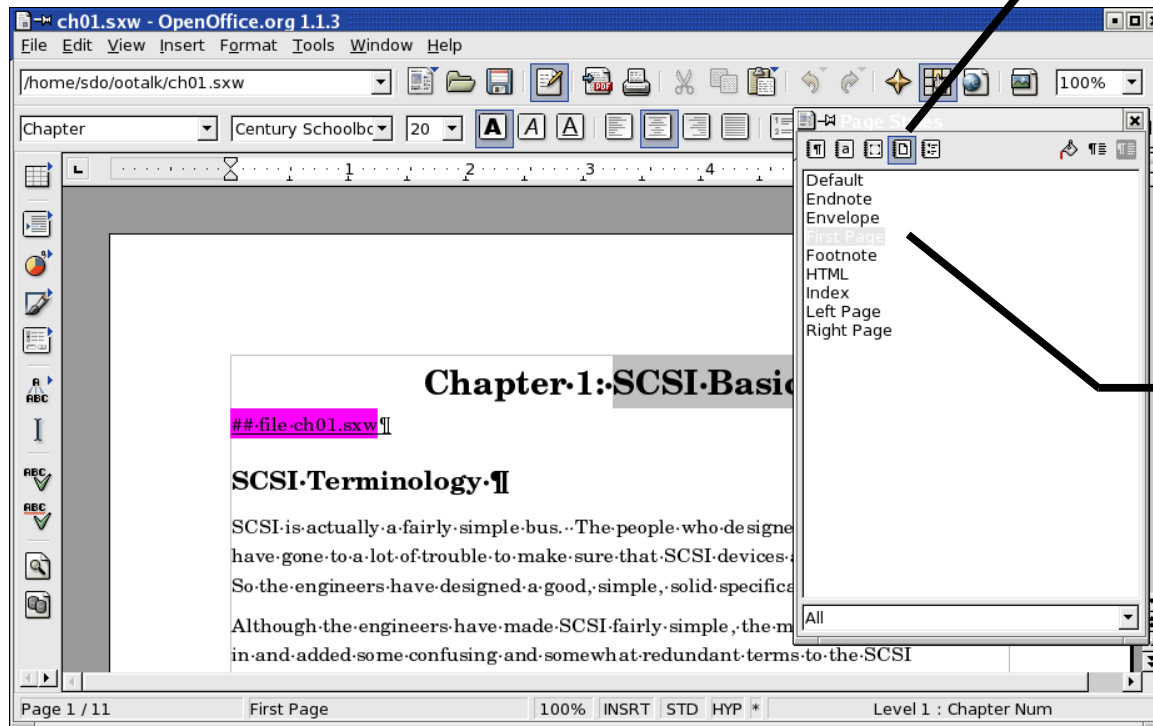


# Page Layout



# First Page

- ▶ Put the cursor in the first page.
- ▶ Select Page Styles from the Style Window
- ▶ Double click “First Page” to modify the first page.

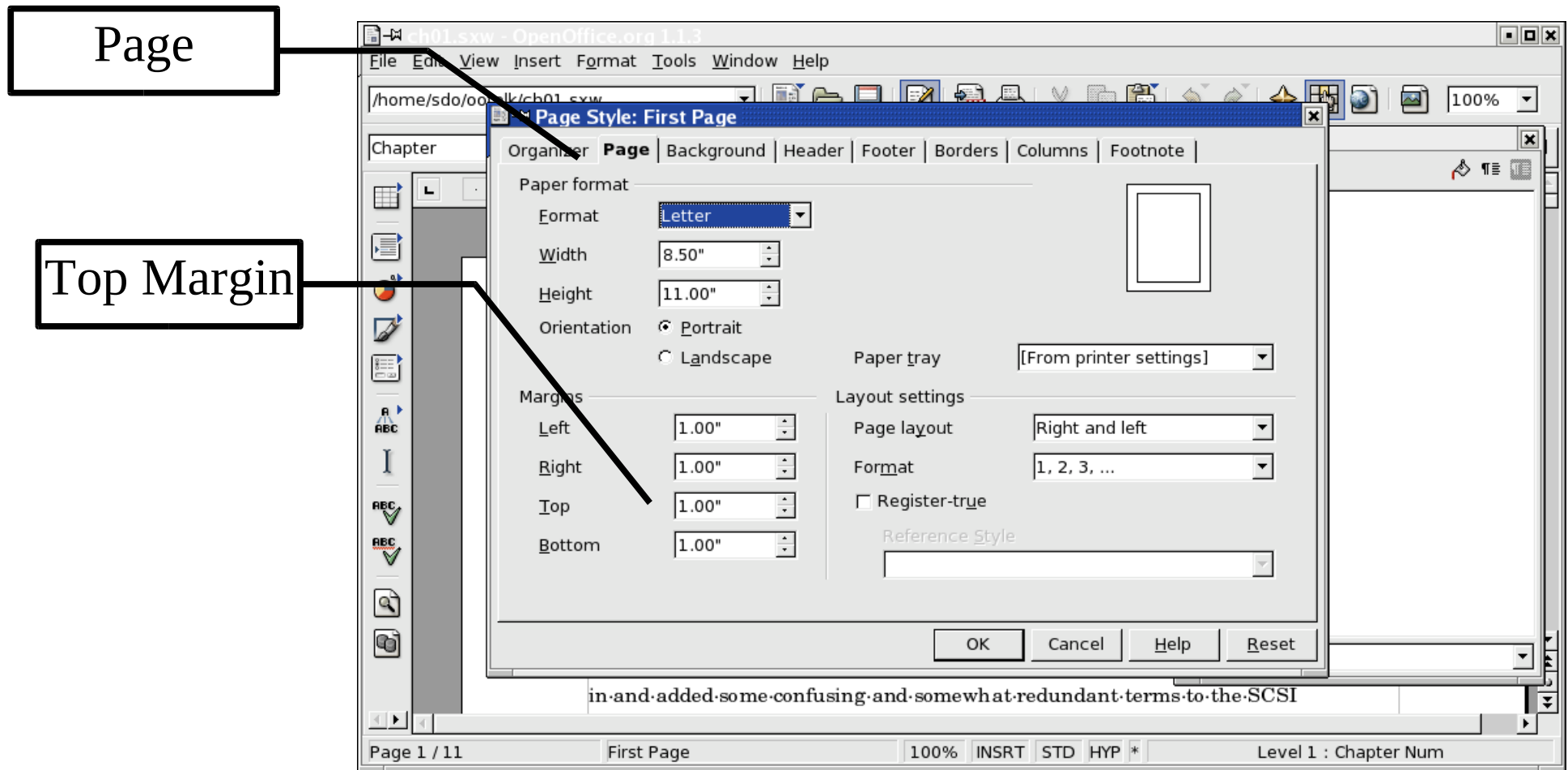


Page Styles

First Page

# Edit the Page Format

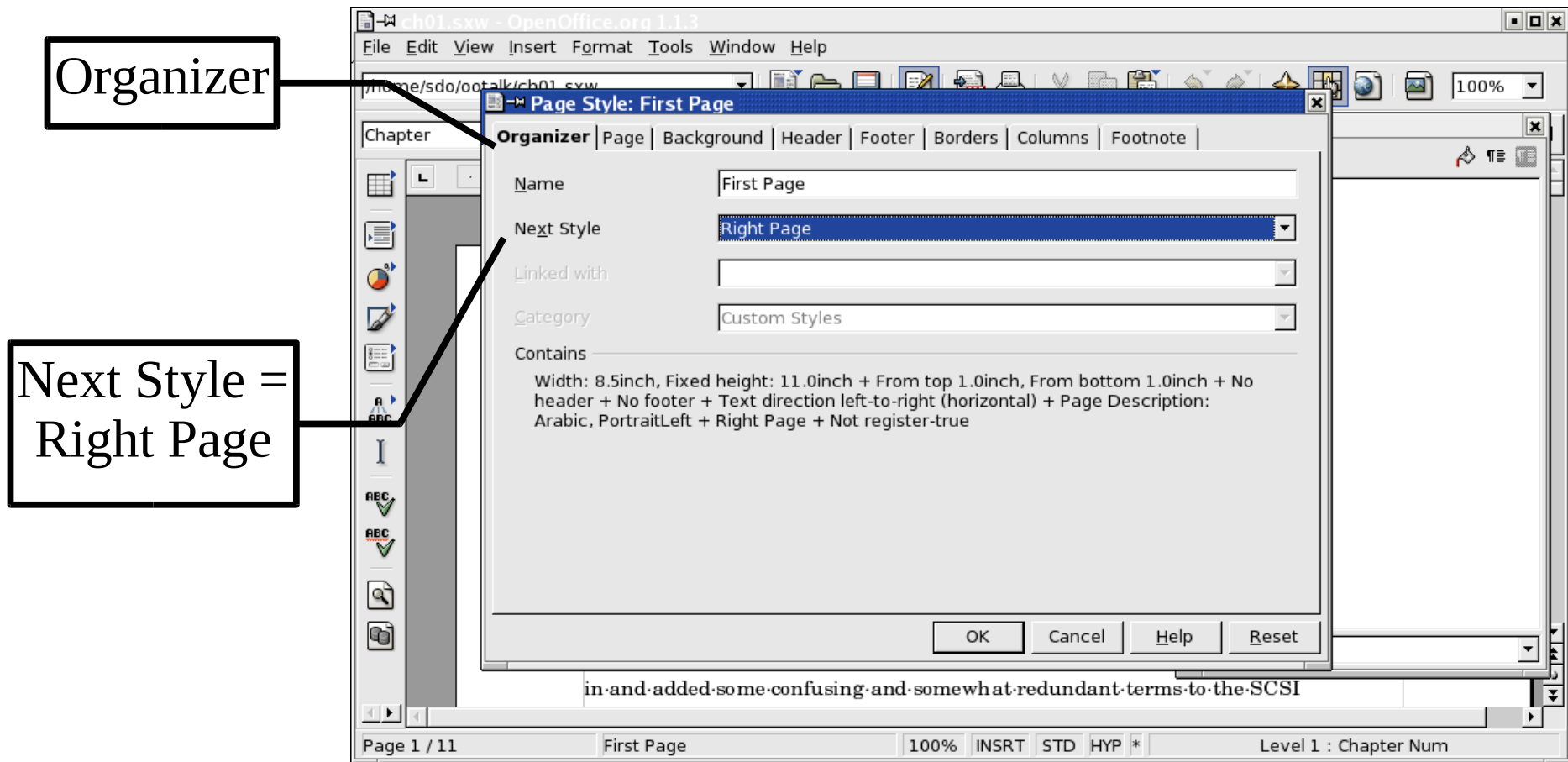
- ▶ Right Click on “First Page” and select Modify.
  - In the Page tab, modify the top margin (5.5 inches)





# Link to next page

- ▶ Select the Organizer tab.
  - Next Style = Right Page





# Modify the Other Page Styles

- ▶ Modify style “Right Page” and make the next style “Left Page”.
- ▶ Modify style “Left Page” and make the next style “Right Page”



# Headers and Footers

- ▶ **Insert => Header => Left Page**
  - Put the title on the left
- ▶ **Insert => Header => Right Page**
  - Put the title on the right



# Creating an Index

- ▶ Highlight a word to be put in the index
  - Insert => Indexes and Tables => Entry
  - Check “Apply to all similar texts” if you want to index this word everywhere.
  - Click Insert

# Creating an Index

ch01.sxw - OpenOffice.org 1.1.3

File Edit View Insert Format Tools Window Help

/home/sdo/ootalk/ch01.sxw

Heading 1 Century Schoolbc 16

Entry to add (automatically entered)

Insert Index Entry

Selection

Index Alphabetical Index

Entry SCSI

1st key

2nd key

Main entry

Apply to all similar texts.

Match case

Whole words only

Insert

Close

Help

Apply to all similar texts

SCSI Terminology

So the engineers have designed a good, simple, solid specification.

Although the engineers have made SCSI fairly simple, the marketers have stepped in and added some confusing and somewhat redundant terms to the SCSI

Page 1 / 11 First Page 100% INSRT STD HYP \*



# Creating the index

- ▶ After adding all the entries:
  - Go to the end of the document (where you want the index).
  - Insert => Indexes and Tables => Index and Tables
  - Type = Alphabetical Index
  - Uncheck “Combine Identical Entries with p or pp”
  - Check “Combine Entries with -”

# Creating The Index

Alphabetical Index

Combine identical entries with p or pp (unchecked)

**Alphabetical Index**

Chapter 1  
Keyword 1  
Primary key  
Secondary key  
this 1

**Heading 1**  
This is the content from the first chapter. This is a user directory entry.

**Heading 1.1**  
This is the content from chapter 1.1. This is the entry for the table of contents.

**Heading 1.2**  
This is the content from chapter 1.2. This keyword is a main entry.


Table 1: This is table 1

**Index/Table** | Entries | Styles | Columns | Background |

Type and title  
Title: Alphabetical Index  
Type: Alphabetical Index  
 Protected against manual changes

Create index/table for: Entire document

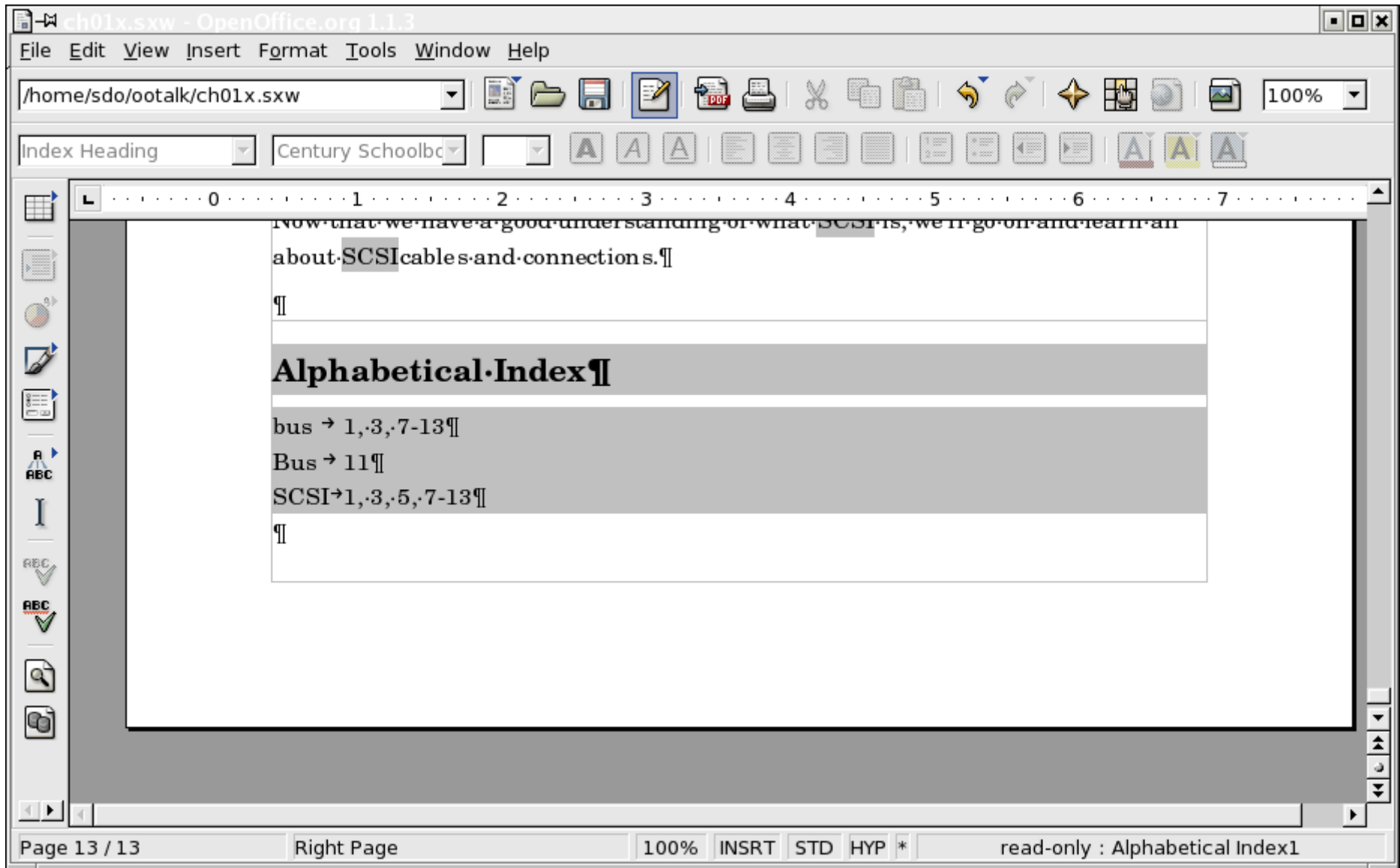
Options  
 Combine identical entries  
 Combine identical entries with p or pp  
 AutoCapitalize entries  
 Keys as separate entries  
 Combine with -  
 Case sensitive  
 Concordance file: File

Sort  
Language: [ ] Key type: Alphanumeric

OK Cancel Help Reset  Preview

Combine with - (checked)

# Resulting Index



The screenshot shows the OpenOffice.org 1.1.3 interface. The window title is "ch01x.sxw - OpenOffice.org 1.1.3". The menu bar includes File, Edit, View, Insert, Format, Tools, Window, and Help. The address bar shows the file path "/home/sdo/ootalk/ch01x.sxw". The toolbar contains various icons for file operations and editing. The document content is displayed in a text area with a ruler at the top. The text in the document is as follows:

Now that we have a good understanding of what SCSI is, we'll go on and learn all about SCSI cables and connections.¶

¶

**Alphabetical Index¶**

bus → 1,-3,-7-13¶

Bus → 11¶

SCSI→1,-3,-5,-7-13¶

¶

The status bar at the bottom indicates "Page 13 / 13", "Right Page", "100%", "INSRT", "STD", "HYP \*", and "read-only : Alphabetical Index1".





**WARNING**  
**Microsoft**  
**Word Users**  
**Prepare Yourself**



# Master Document

## ▶ Microsoft Word's Master Documents

A system where multiple files can be combined into one group so they can be simultaneously shredded together.

## ▶ OpenOffice Master Documents

Combines multiple chapters into a single book.

---> It Really Works <---



# Microsoft Word Master Documents



Famous for shredding entire manuscripts.



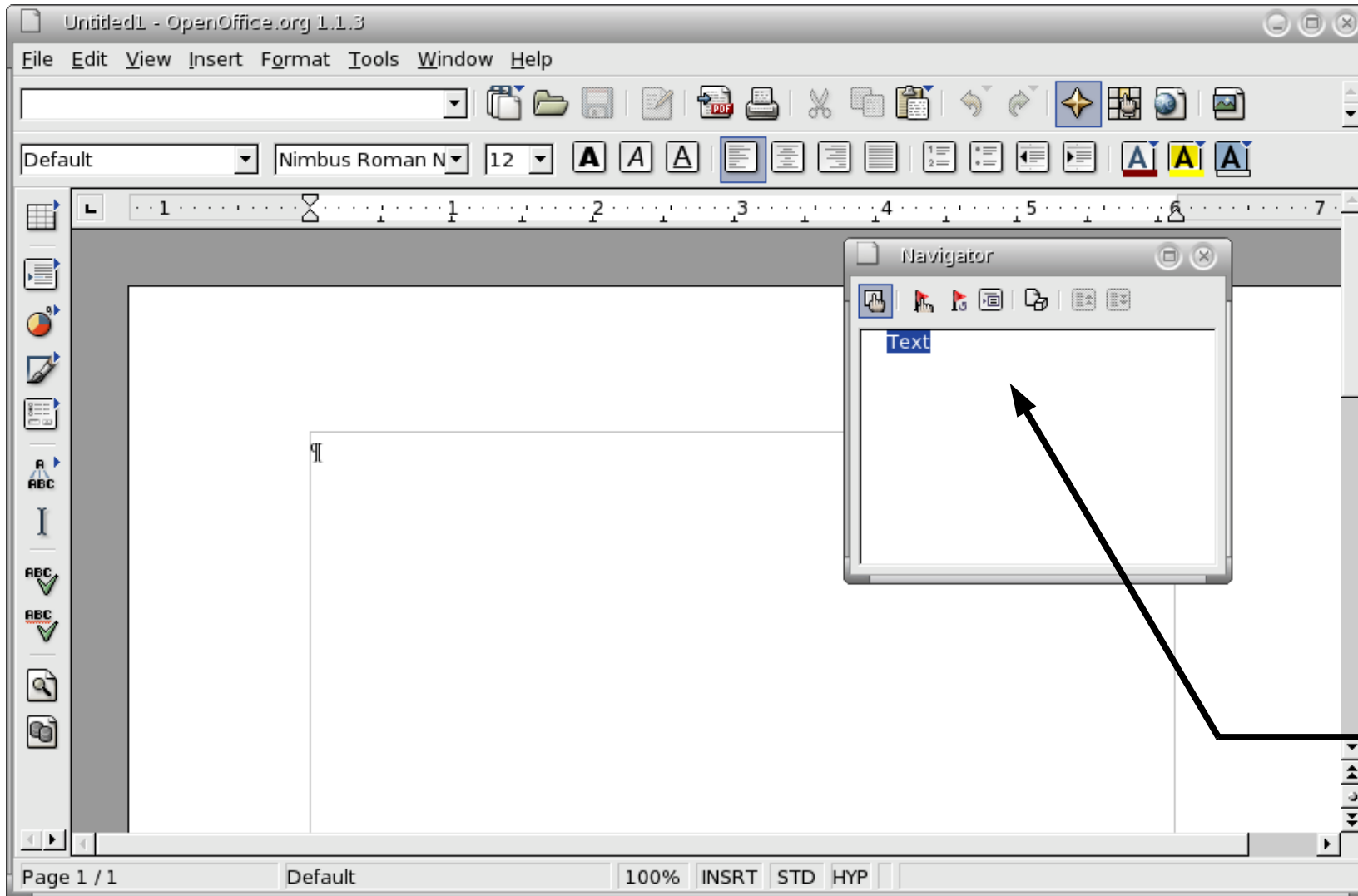
# OpenOffice Master Documents



**They work. They really really work!**

# Creating new Master Document

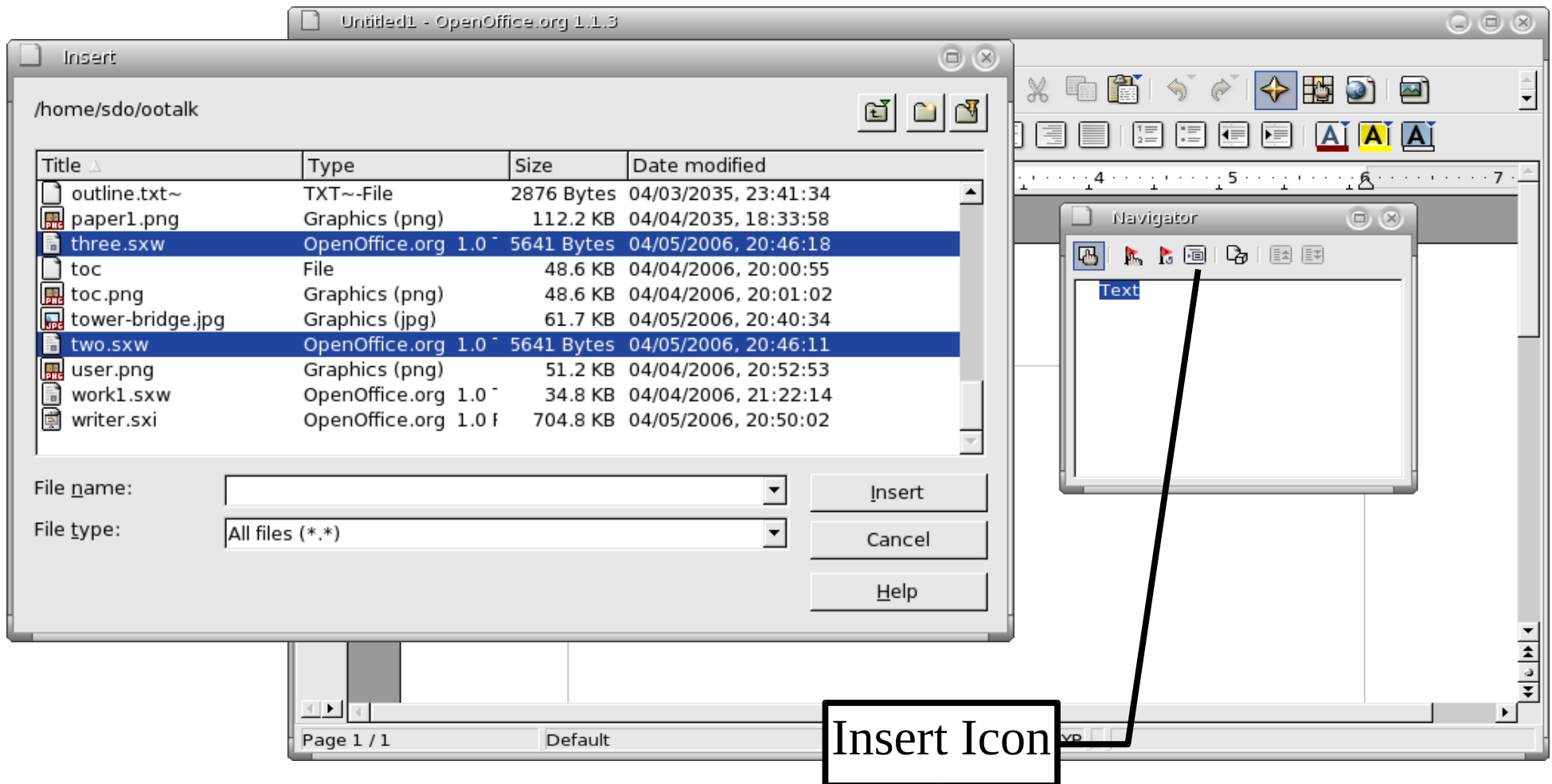
► File => New => Master Document



Navigator

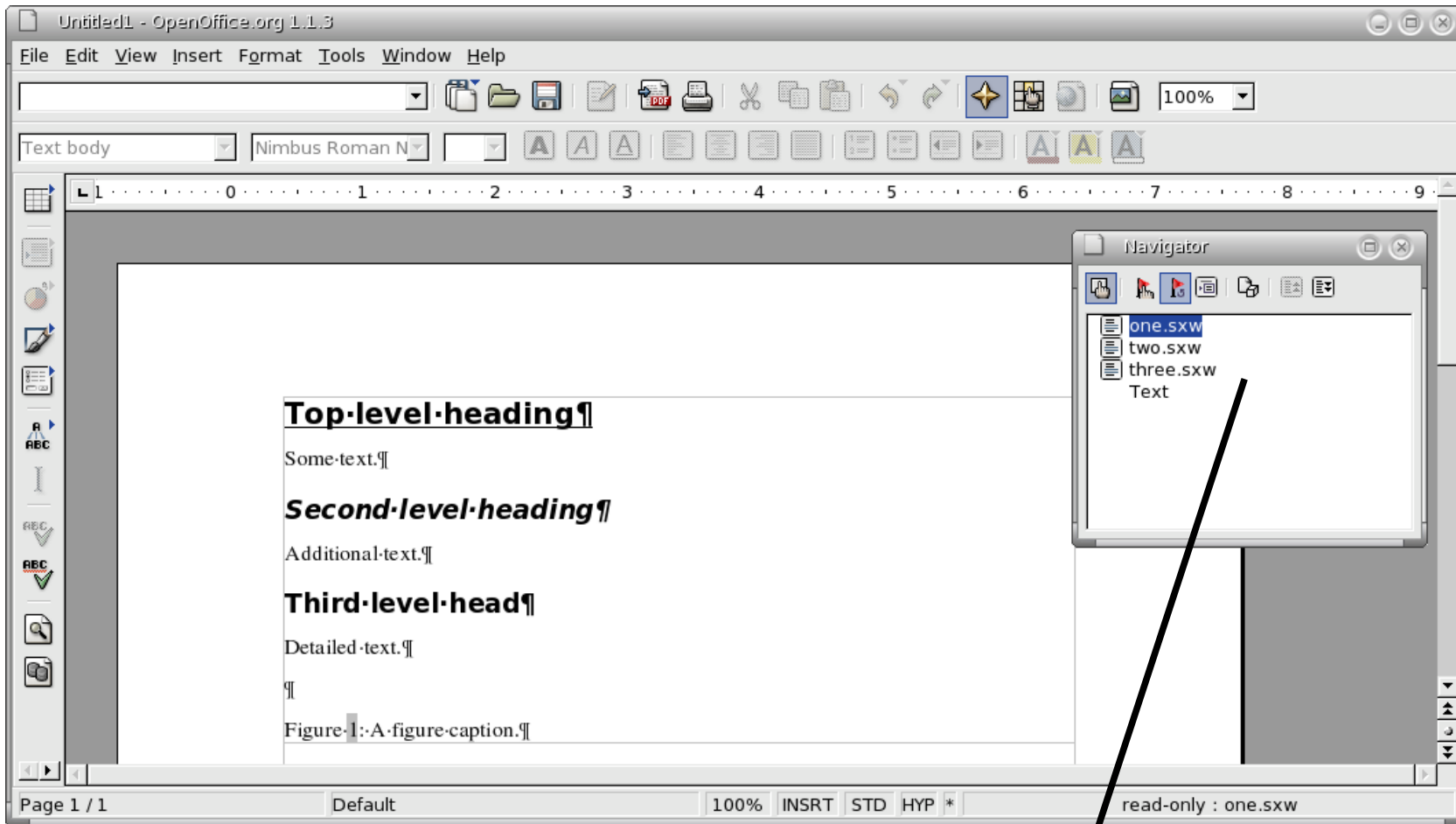
# Inserting Documents

- ▶ Click the Insert **ICON**. Select File.
- ▶ Select one or more files.



# Arranging Files

- ▶ Drag files up and down to put them in order.



Drag and Drop to arrange



# We've lost all our numbering

- ▶ The master document controls the style.
- ▶ Current Heading styles are set to the default (no number).
- ▶ We need to load the styles from a template.
- ▶ We need a template.



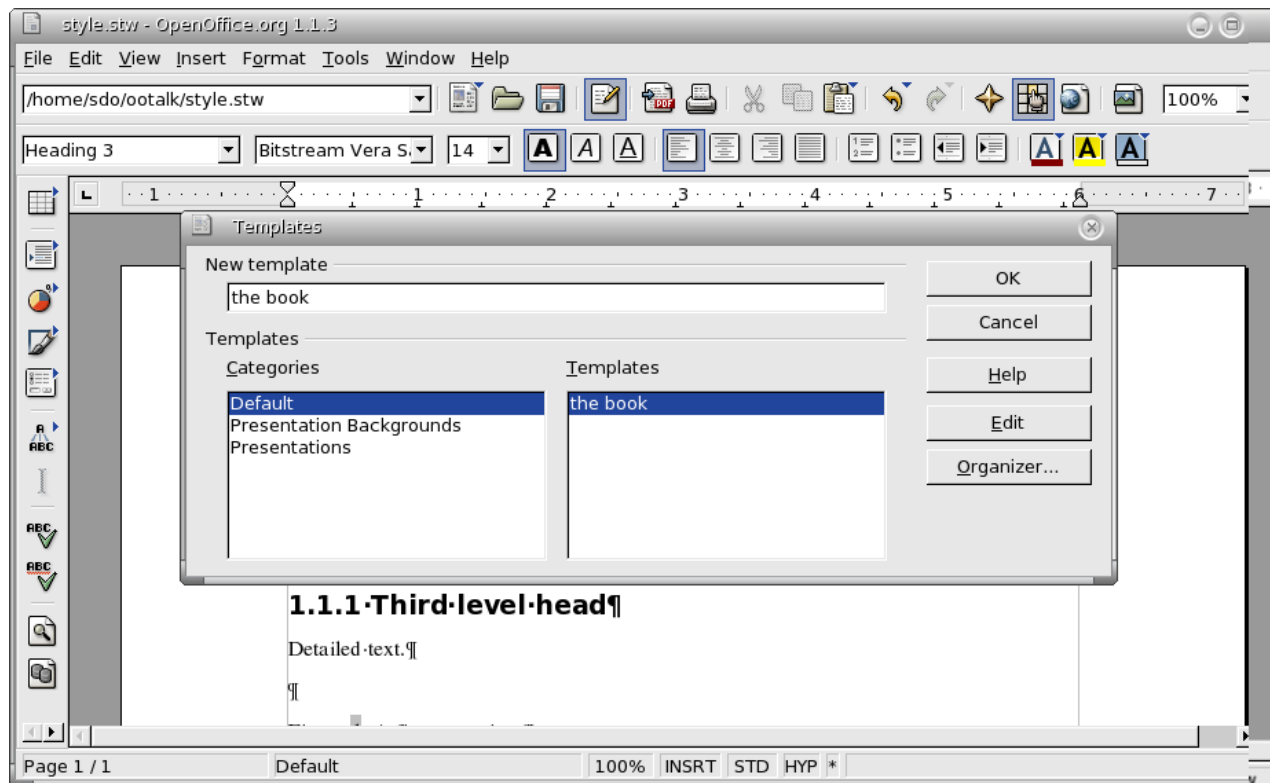


# Creating a Template From a Chapter

## ► From a typical chapter:

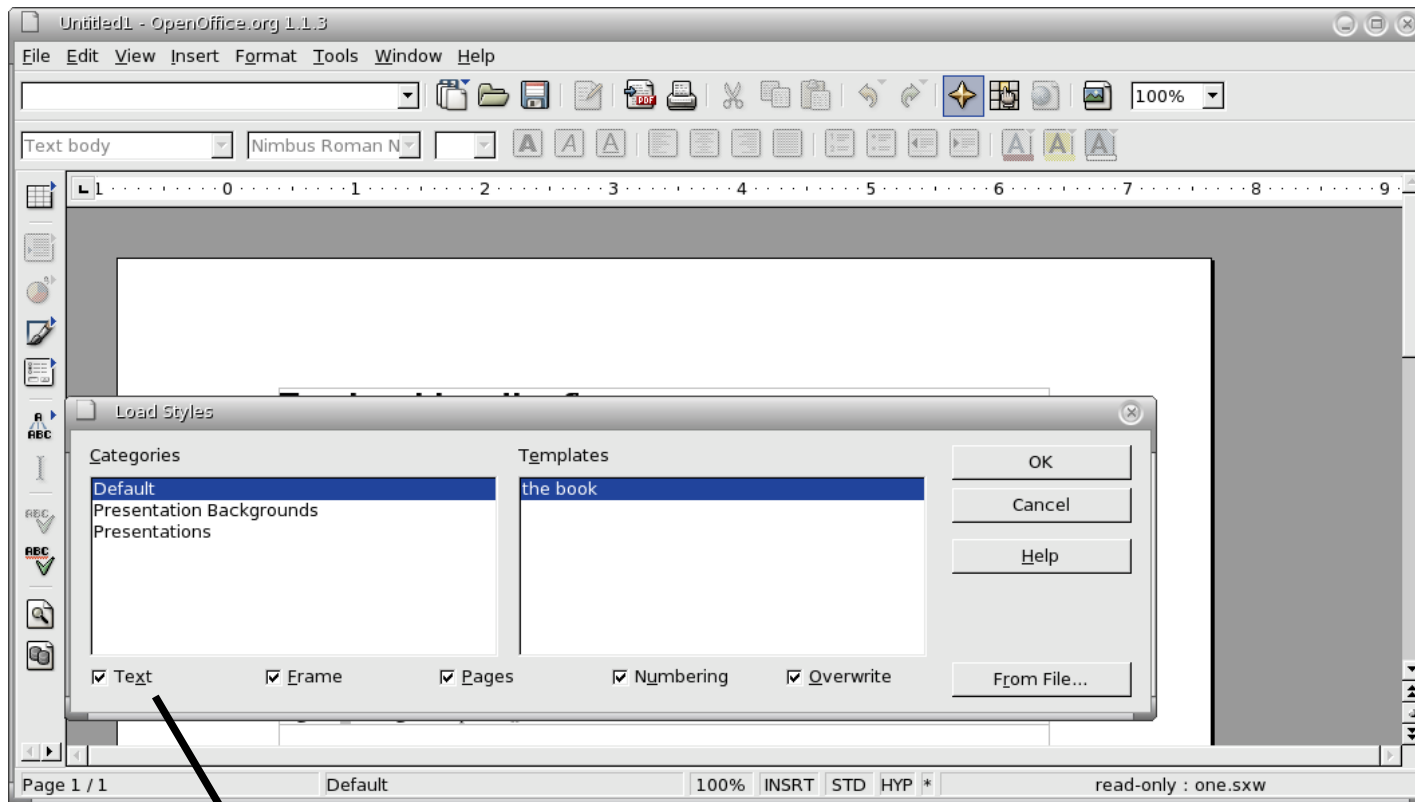
1)File => Template => Save.

2)Enter the name of the template for this book.



# Importing the Styles

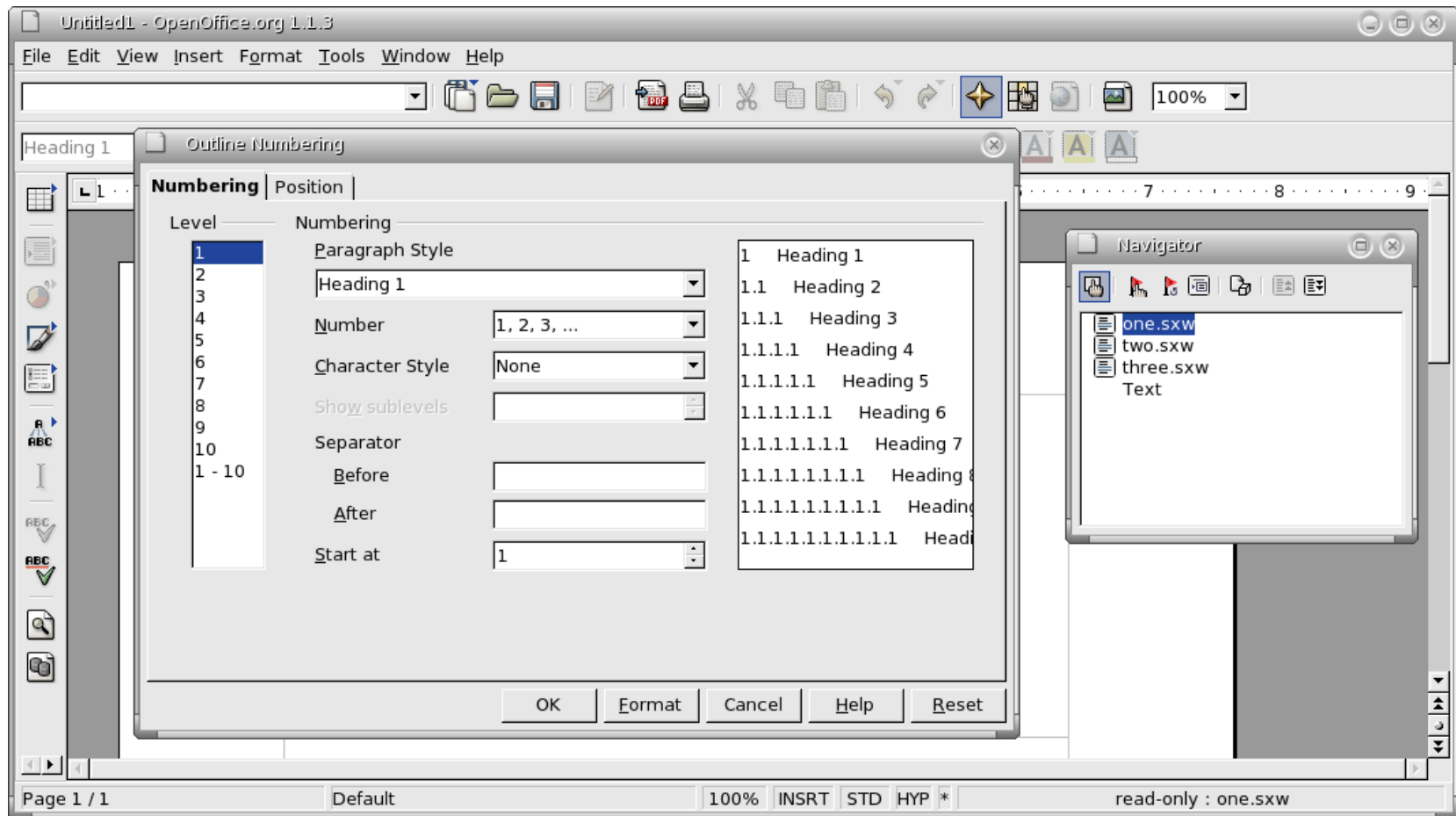
- ▶ Format => Styles => Load.
- ▶ Select all check boxes. Select template.



Select all check boxes

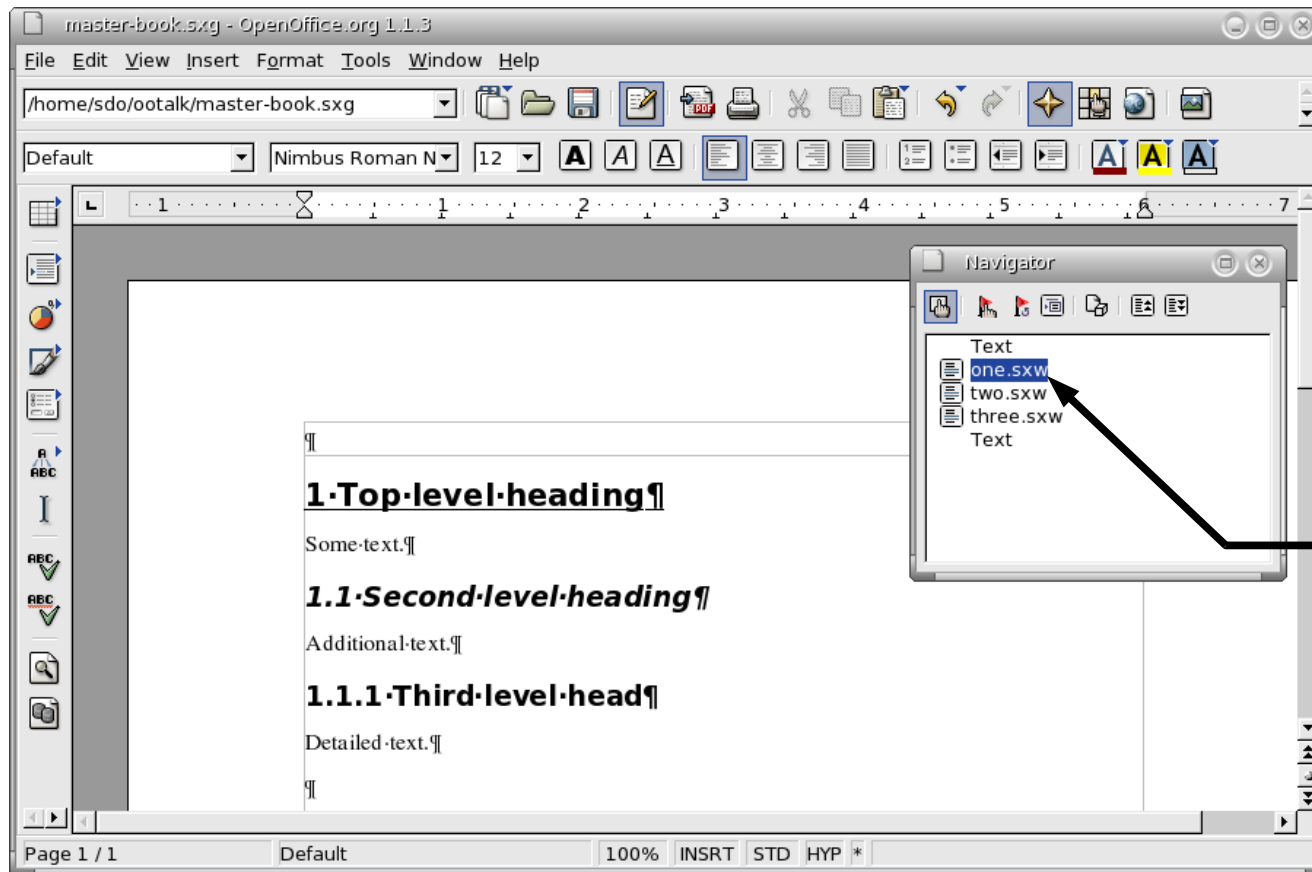
# Outline Numbering Still Needed

- ▶ Template does not control outline numbering. Still need to turn it on.



# Add a Title Page

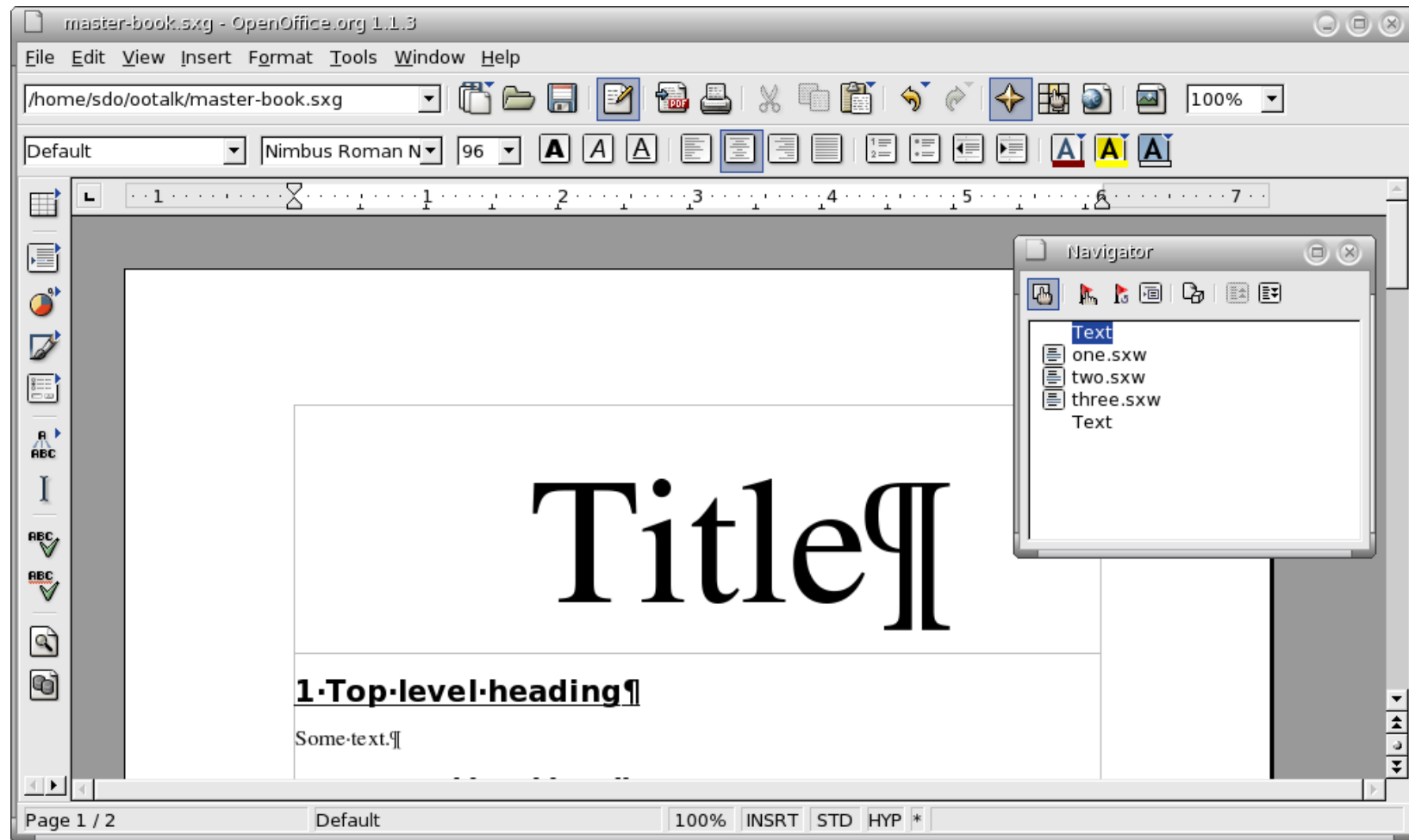
- ▶ Right click on document “one” in the Navigator.
- ▶ Insert => Text



Insert => Text

# Enter Title Page

- ▶ Enter the title page information in the text section at the top.





# Master Page Usage

- ▶ Title page has its own style
- ▶ Each chapter begins with “First Page”
- ▶ Then “Left”, “Right”, “Left”, “Right”
  
- ▶ Page Style is controlled by the master document so we have to get creative.



# First Pages First

- ▶ At the end of the title page

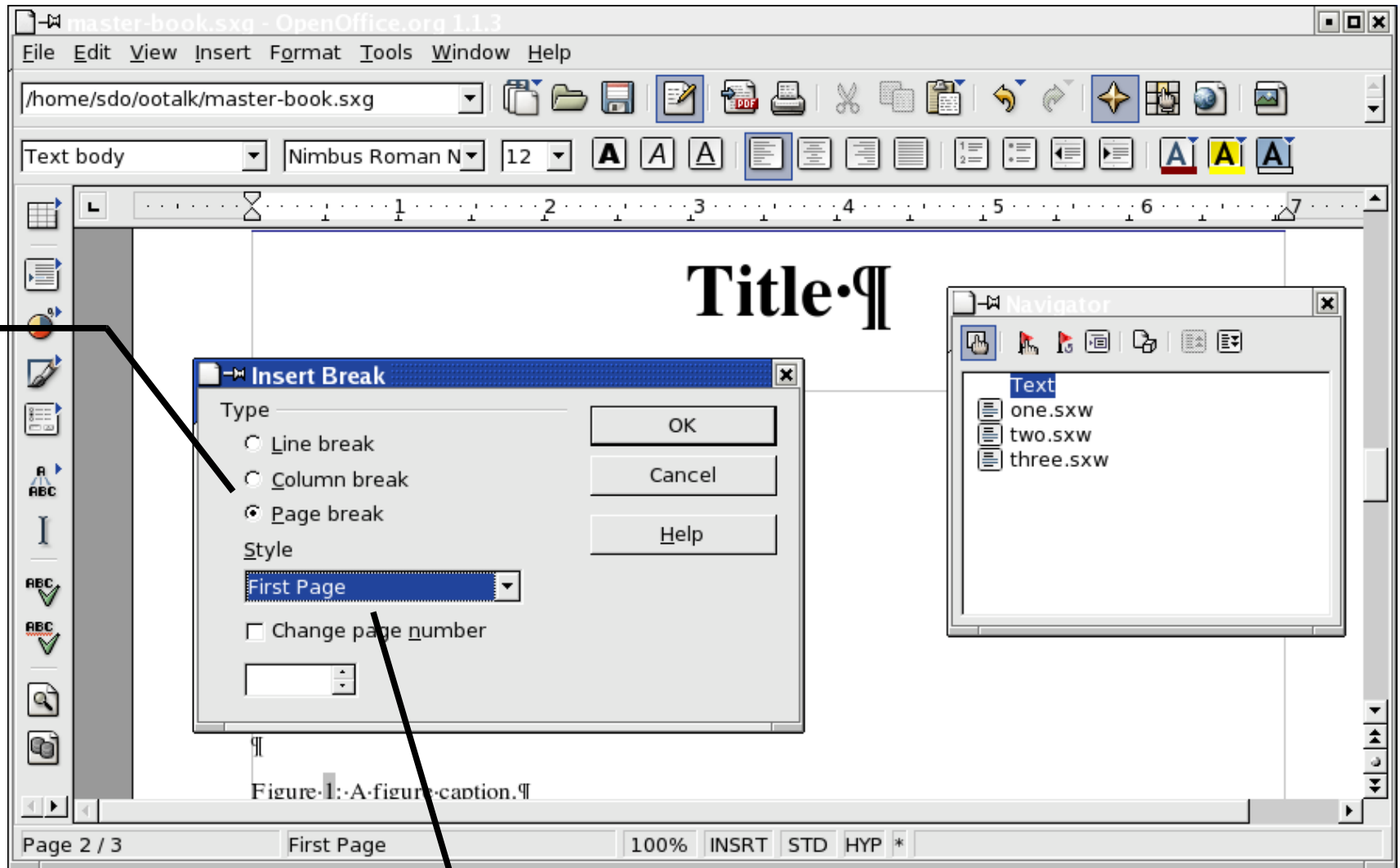
Insert -> Manual Break

Type = Page break

Style = First Page

# Insert Manual Break

Page  
Break

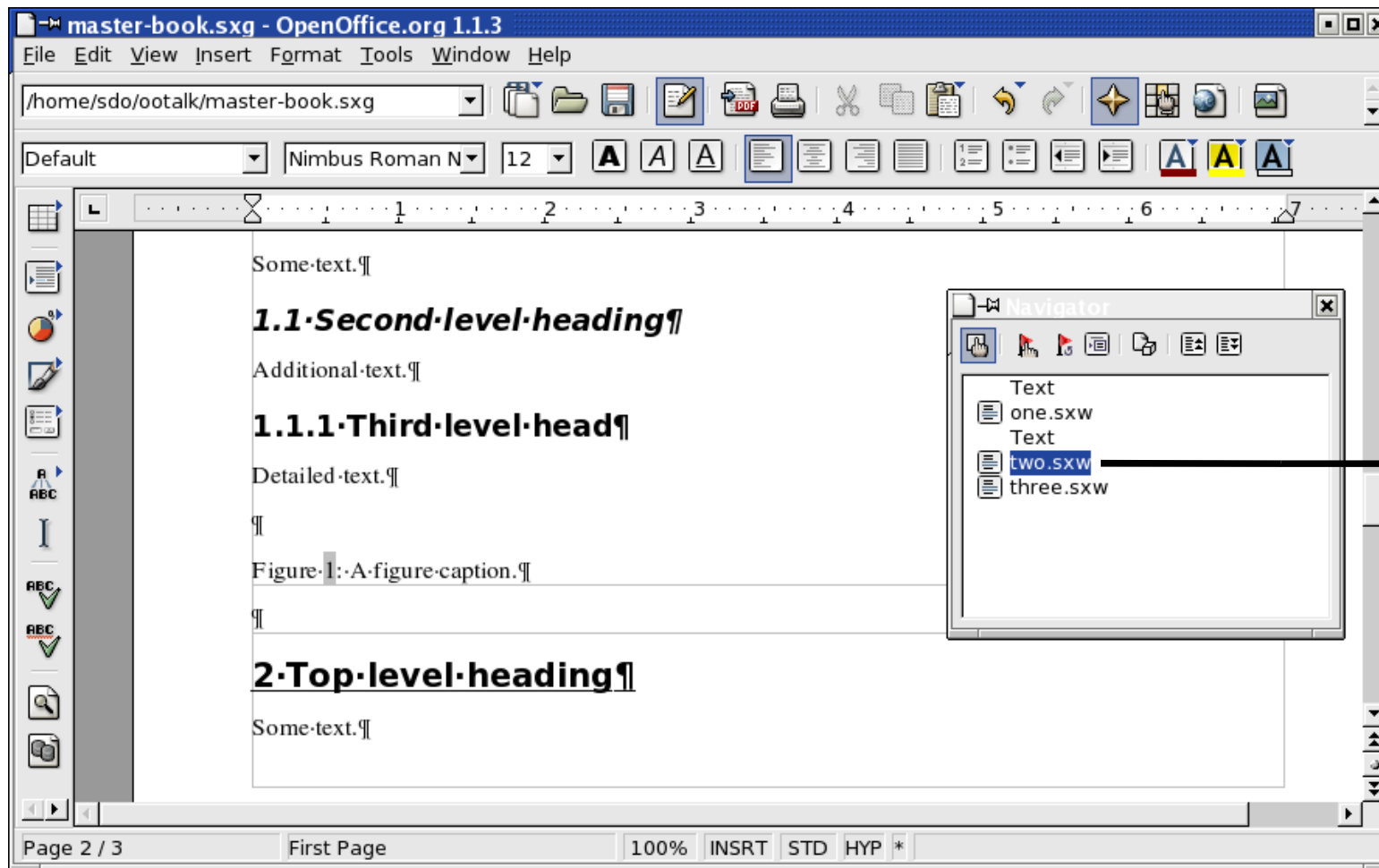


Style = First Page



# Fixing the next chapter

- ▶ Right Click on “two.sxw” and select Insert => Text. Text is inserted just in front of the file.

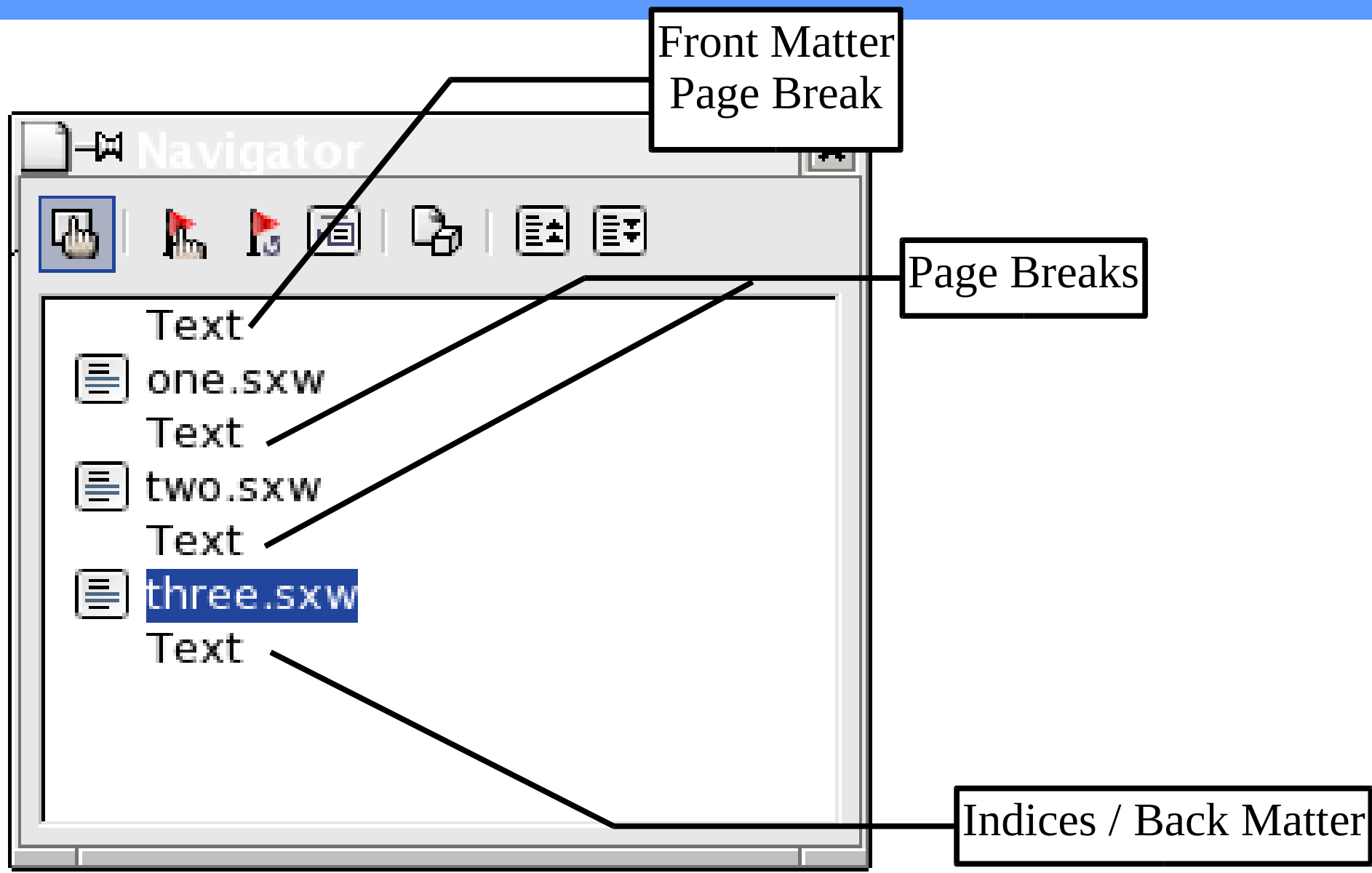




# Insert another Page Break

- ▶ Put another page break between files *one.sxw* and *two.sxw*.
- ▶ We need text between *two.sxw* and *three.sxw* and at the end of the book. But Right Click => Insert only inserts before the file.
- ▶ Insert text before *two.sxw* and *three.sxw*, then drag the text to below *three.sxw*. Finally, insert a real text break between the two files.

# All the pieces





# Structured Figure Numbers

- ▶ Our figures are number 1,2,3. We want 1-1, 2-1, 3-1, etc.
- ▶ All we have to do is edit a field containing a “Figure” number range and turn on chapter numbering.
- ▶ All our figures are in sub-documents. Format changes are not reflected in the master.
- ▶ Trick: Put in a Figure number range, edit it, then delete it.

# Structured Figures

The screenshot shows the OpenOffice.org 1.1.3 interface with the 'Fields' dialog box open. The 'Variables' tab is active. In the 'Selection' list, 'Figure' is selected. The 'Format' list shows 'Arabic (1 2 3)' selected. The 'Numbering by chapter' section has 'Level' set to 1 and 'Separator' set to '-'. The background document shows a heading '2·Top·level·heading'.

Type	Selection	Format
Set variable	Drawing	A B C
Show variable	Figure	a b c
Insert Formula	Illustration	A .. AA .. AAA
Input field	Table	a .. aa .. aaa
Number range	Text	Roman (I II III)
Set page variable		Roman (i ii iii)
Show page variable		Arabic (1 2 3)
User Field		

Numbering by chapter  
Level: 1  
Separator: -

Name: Figure Value:

Insert Close Help

Level 1

Separator -

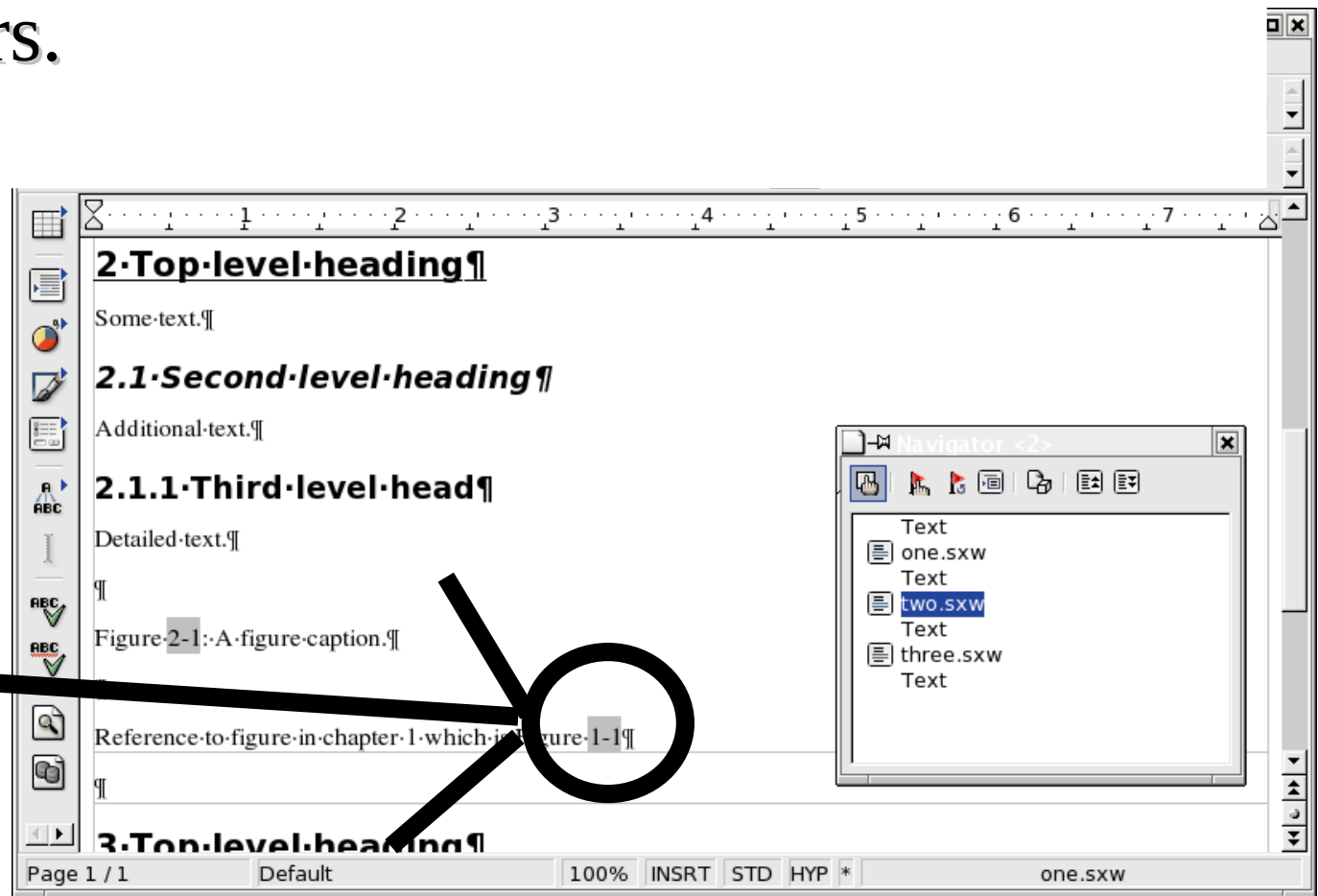


# Cross File Cross References

- ▶ Set the Cross Reference in the first file (Example FigOne)
- ▶ In the second file: Insert => Cross References.
  - Insert Reference
  - Type = Reference
  - Type name in the Name blank
  - Nothing shows up in the original document.

# Cross File Cross References

- ▶ Close sub-documents
- ▶ Update Master document links
- ▶ Item appears.





# Additional Resources

[http://documentation.openoffice.org/  
thirdparty.html](http://documentation.openoffice.org/thirdparty.html)

- ▶ OOextras – extra templates and pictures
- ▶ OpenClipArt – Free Clip Art
- ▶ Oomacros – Library of macros
- ▶ ExtendedPDF (<http://www.3bview.com/epdf-home.html>)