Beyond the Single Page

Steve Oualline
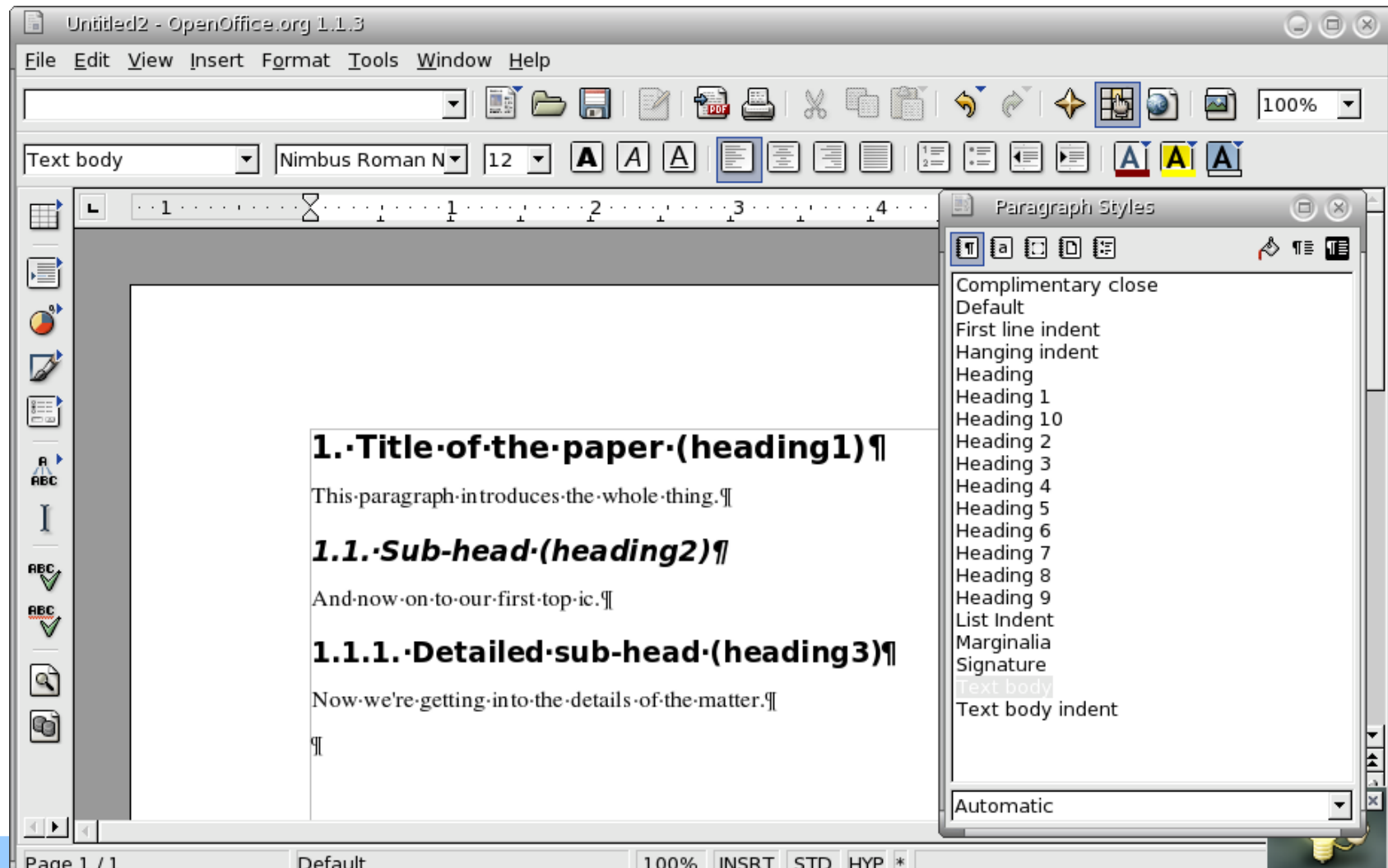
http://www.oualline.com

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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)

Turn On Outline Numbering

▶ **Tools -> Outline Numbering**

Level 1-10
(all)

Number
1, 2, 3

After: <dot><space>

The Basic Document

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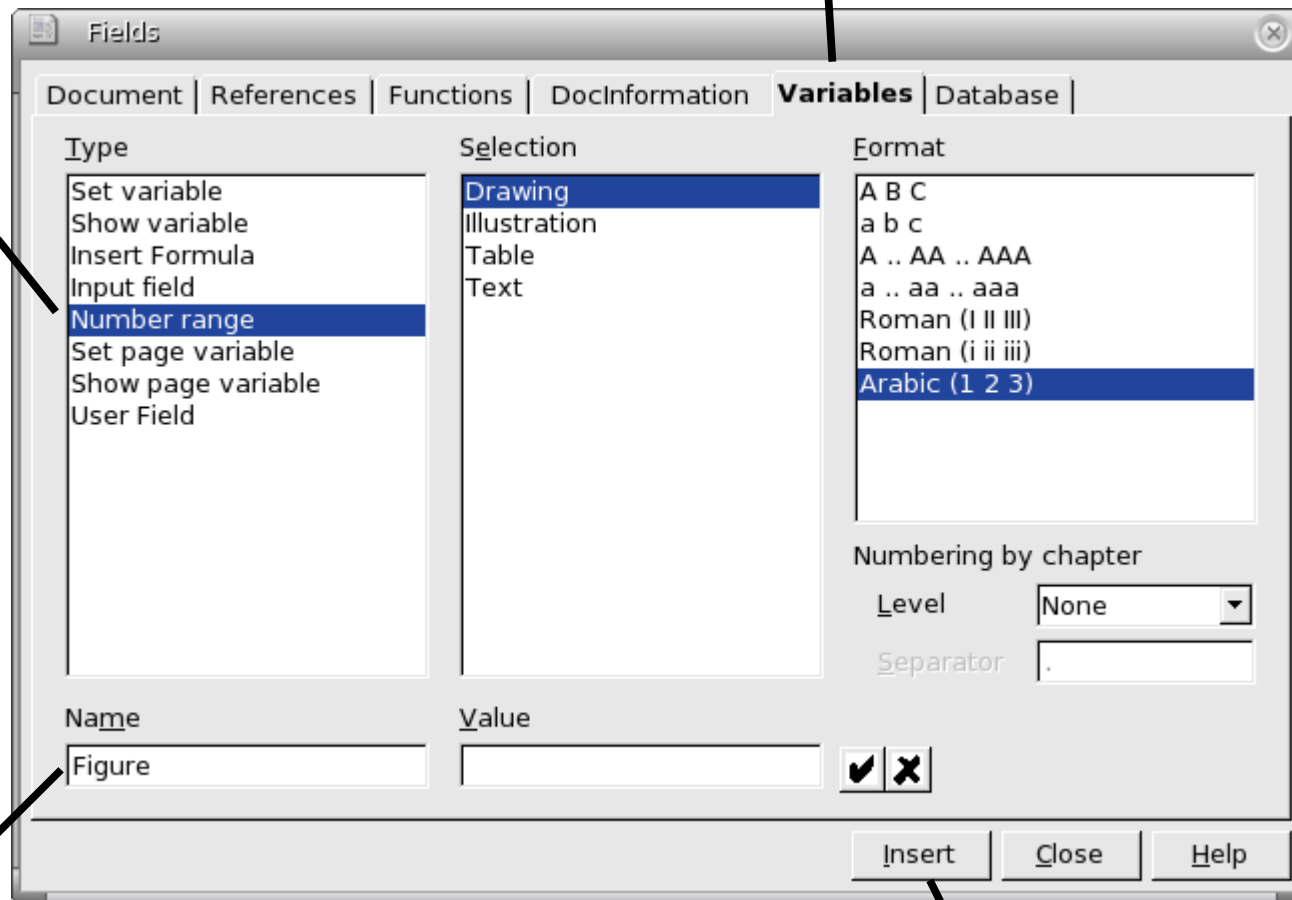
Figure Numbering

- 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

Fields

Document | References | Functions | DocInformation | **Variables** | Database

Type
- Set variable
- Show variable
- Insert Formula
- Input field
- Number range
- Set page variable
- Show page variable
- User Field

Selection
- Drawing
- Illustration
- Table
- Text

Format
- A B C
- a b c
- A .. AA .. AAA
- a .. aa .. aaa
- Roman (I II III)
- Roman (i ii iii)
- Arabic (1 2 3)

Numbering by chapter

Level   None

Separator   .

Name
Figure

Value

Insert   Close   Help

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**
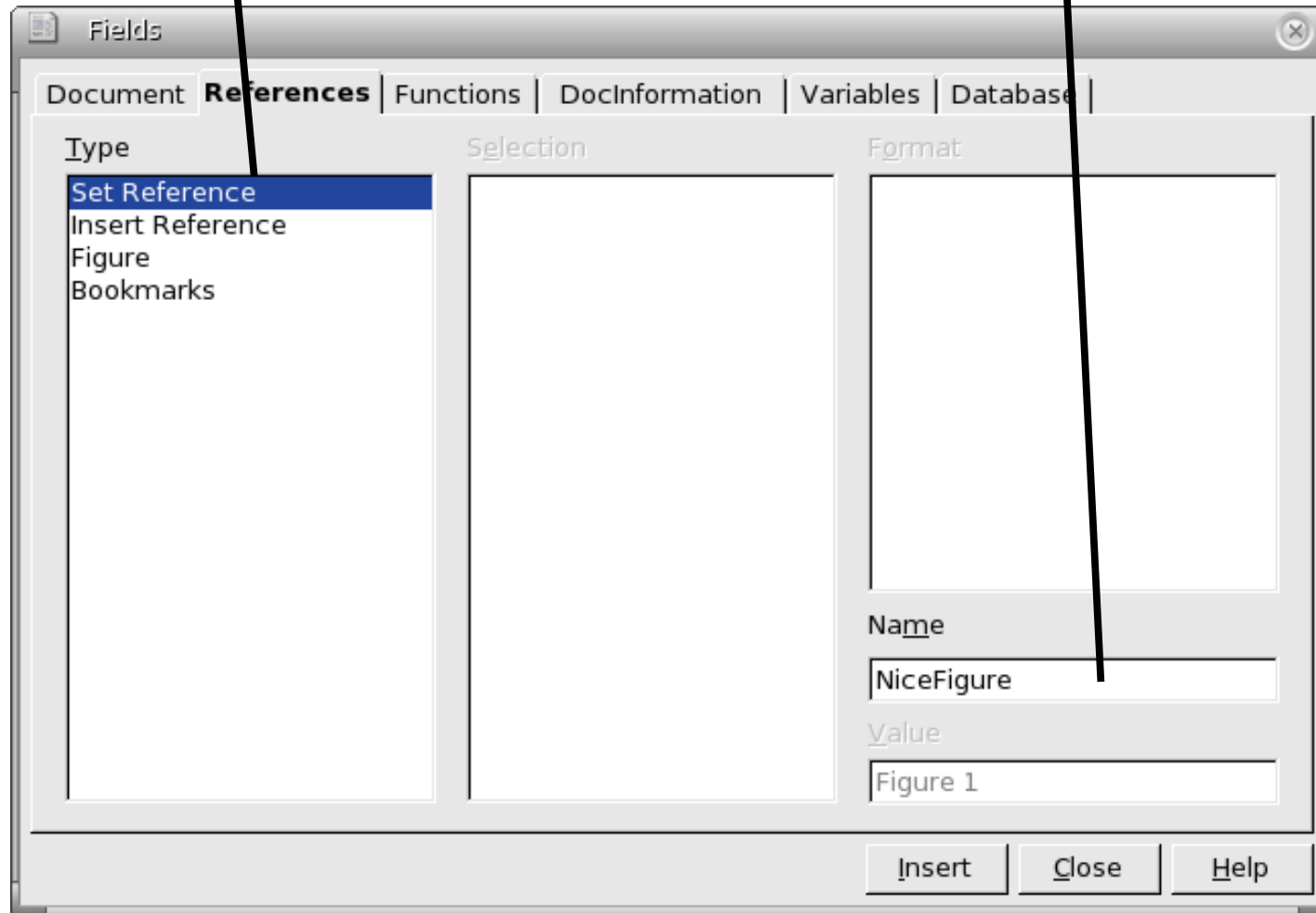
Referencing the Figure

▶ Add the text "We wish to reference:..."

▶ Insert -> Cross Reference

▶ Type -> Insert Reference

▶ Select -> NiceFigure

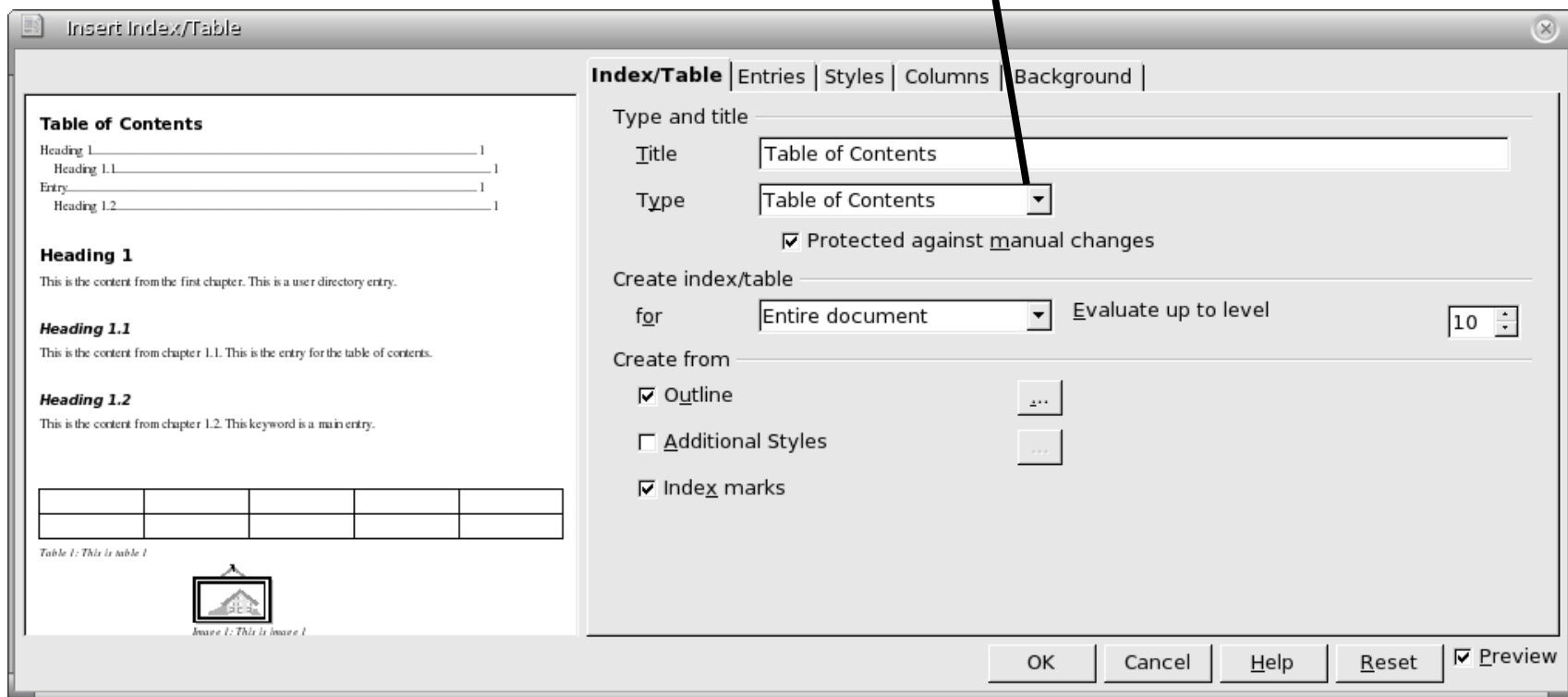▶ Format -> Reference

Insert Reference

Select Reference name

Reference

Insert Table Of Contents

▶ **Insert => Indicies and Tables => Indicies 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**
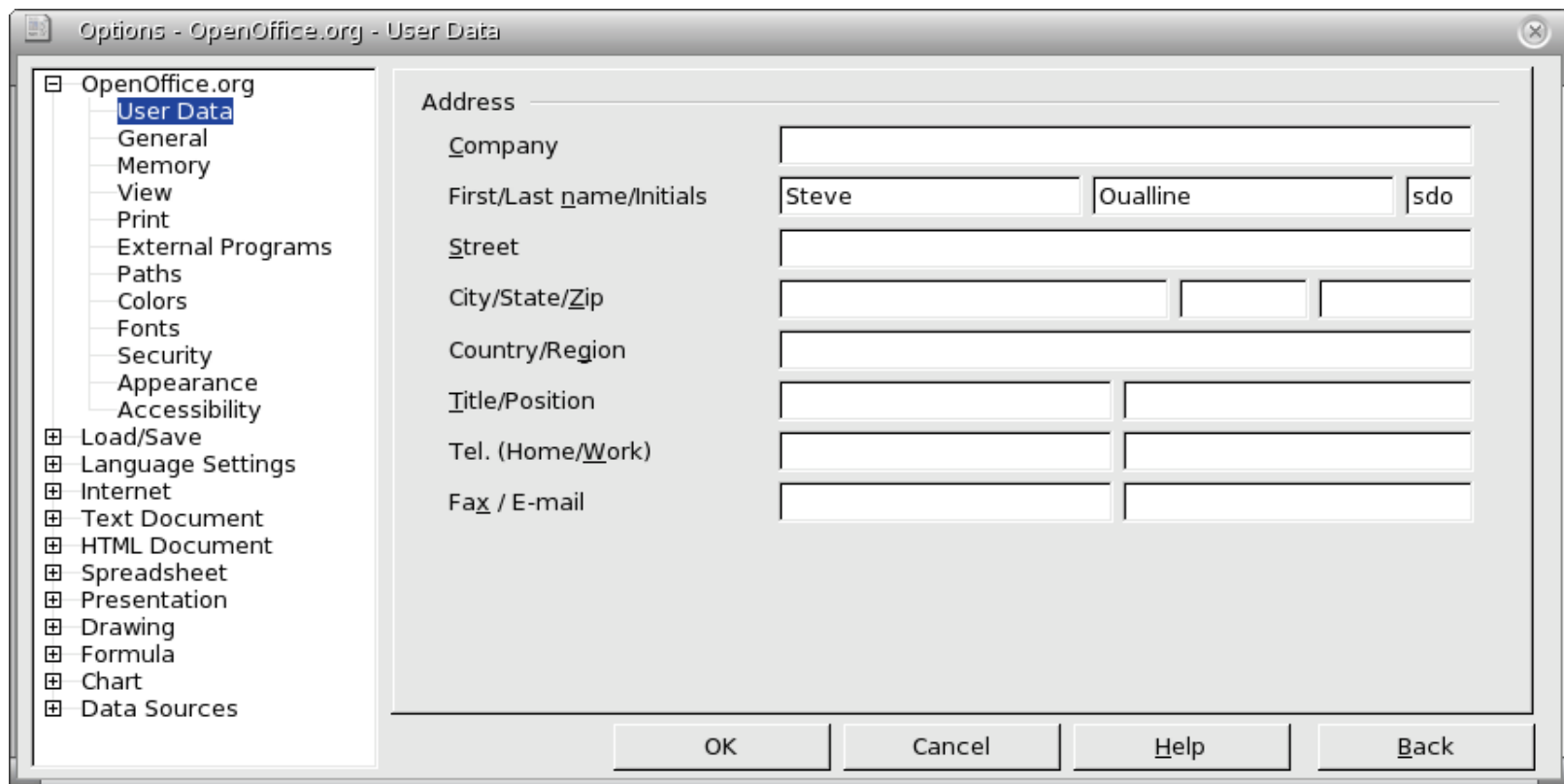
  Insert a header.

- **Insert => Footer => Default**

  Insert a footer

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

Working With Others
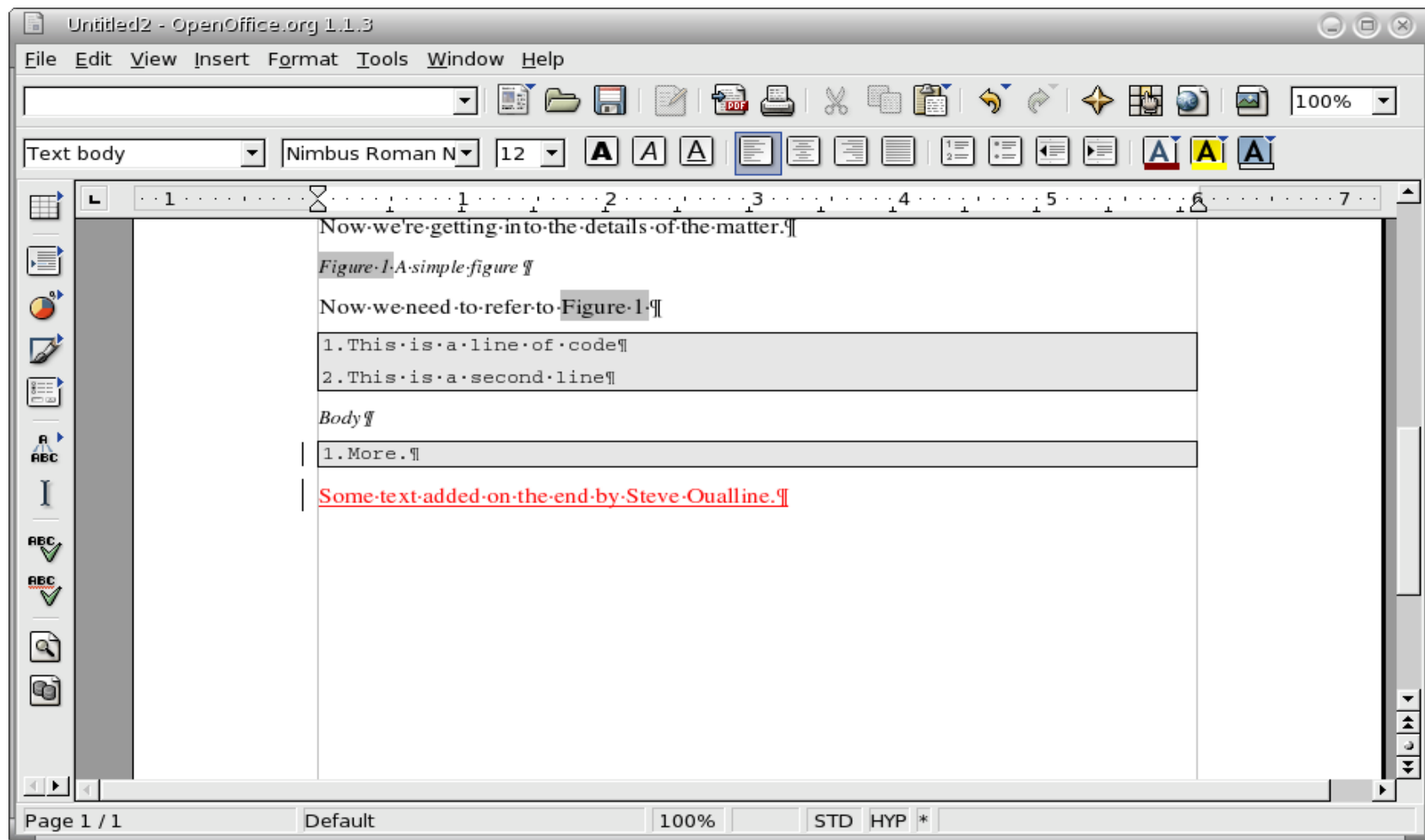
▶ **To keep track of changes:**

- 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 paragraph 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:
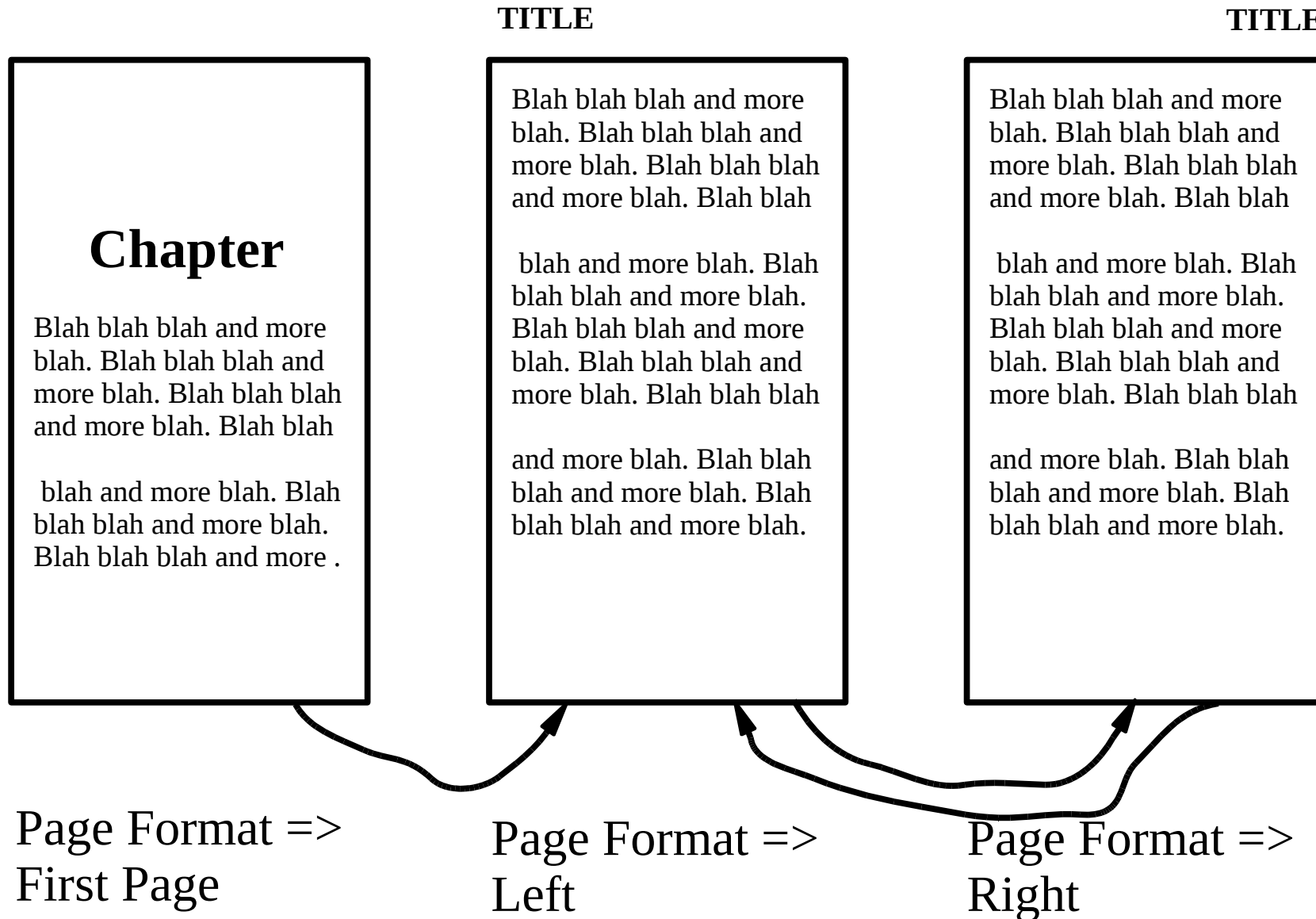
  Pictures/*generated-name*

Page Styles

▶ **Book layout:**

- First page of each chapter starts ½ 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

TITLE   **TITLE**

Chapter

Blah blah blah and more blah. Blah blah blah and more blah. Blah blah blah and more blah. Blah blah

 blah and more blah. Blah blah blah and more blah. Blah blah blah and more .

Blah blah blah and more blah. Blah blah blah and more blah. Blah blah blah and more blah. Blah blah

 blah and more blah. Blah blah blah and more blah. Blah blah blah and more blah. Blah blah blah and more blah. Blah blah blah

and more blah. Blah blah blah and more blah. Blah blah blah and more blah.

Blah blah blah and more blah. Blah blah blah and more blah. Blah blah blah and more blah. Blah blah

 blah and more blah. Blah blah blah and more blah. Blah blah blah and more blah. Blah blah blah and more blah. Blah blah blah

and more blah. Blah blah blah and more blah. Blah blah blah and more blah.

Page Format =>
First Page

Page Format =>
Left

Page Format =>
Right

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.**
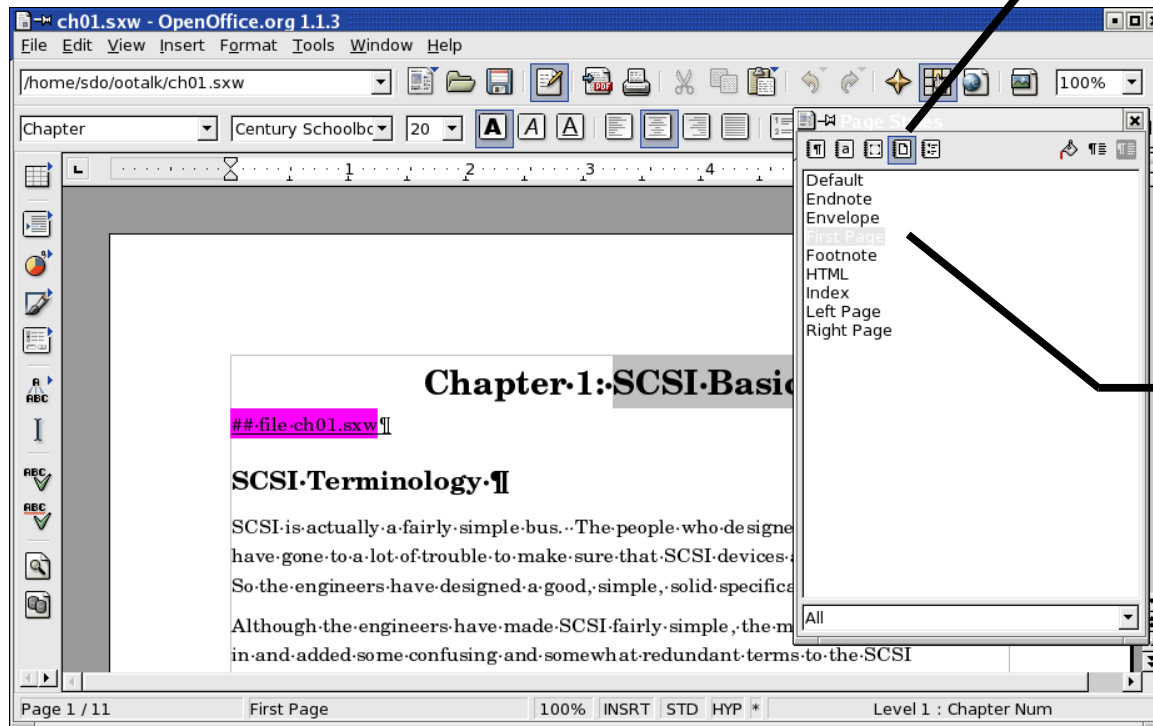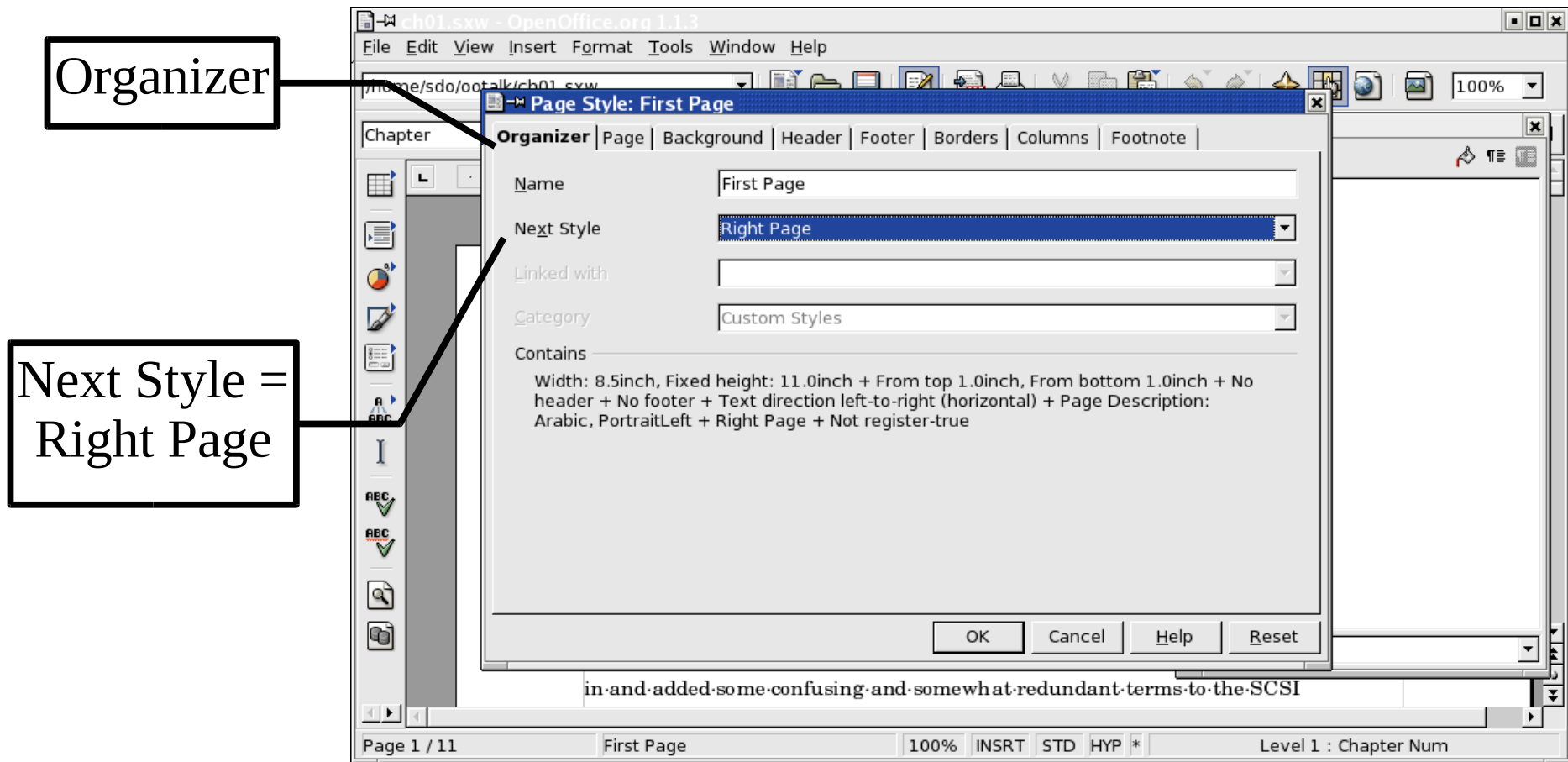
Page Styles

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)

Page

Top Margin
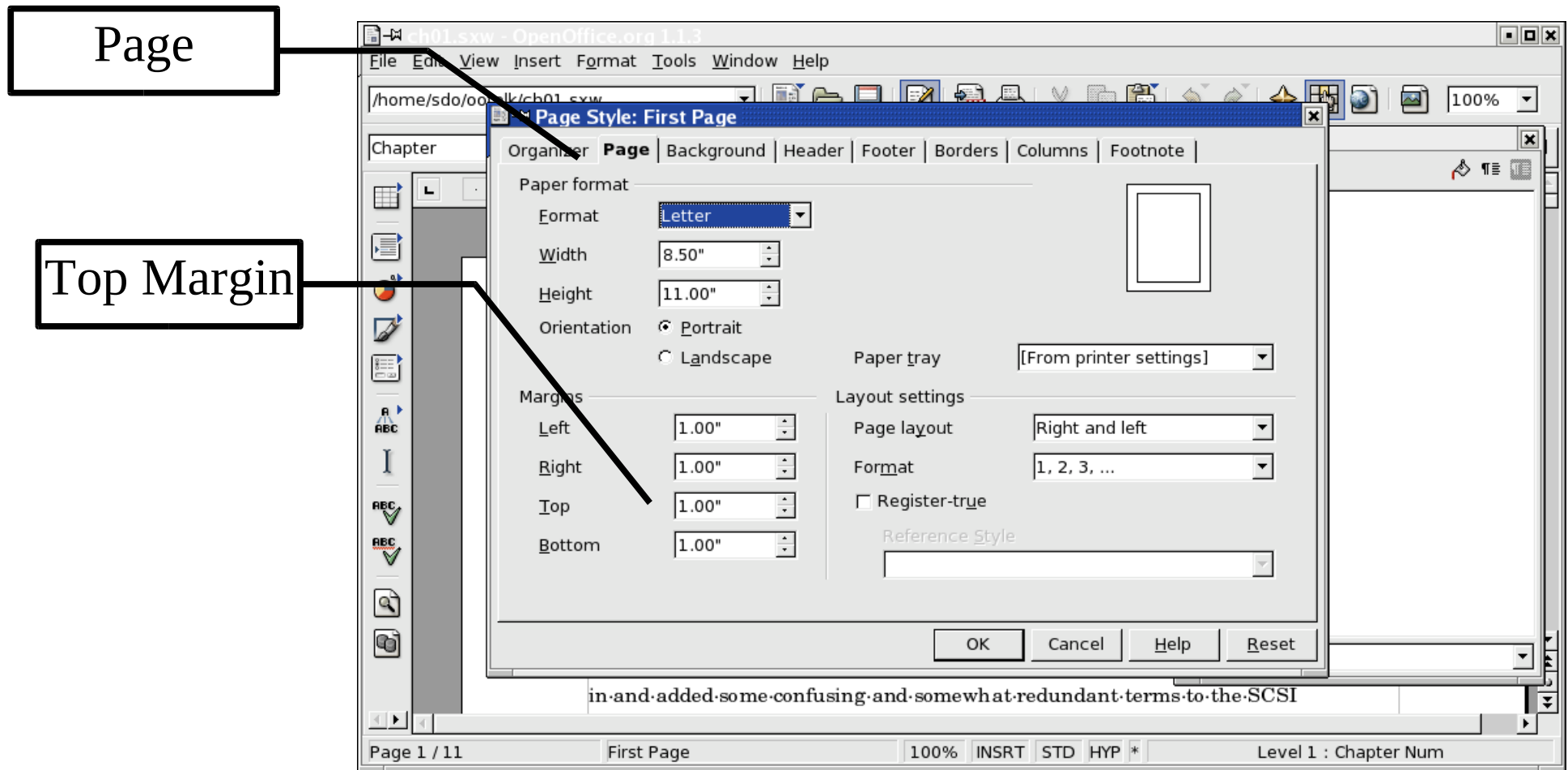
Link to next page

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

Organizer

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

Entry to add (automatically entered)

Apply to all similar texts

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)

Combine with - (checked)

Resulting Index

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.

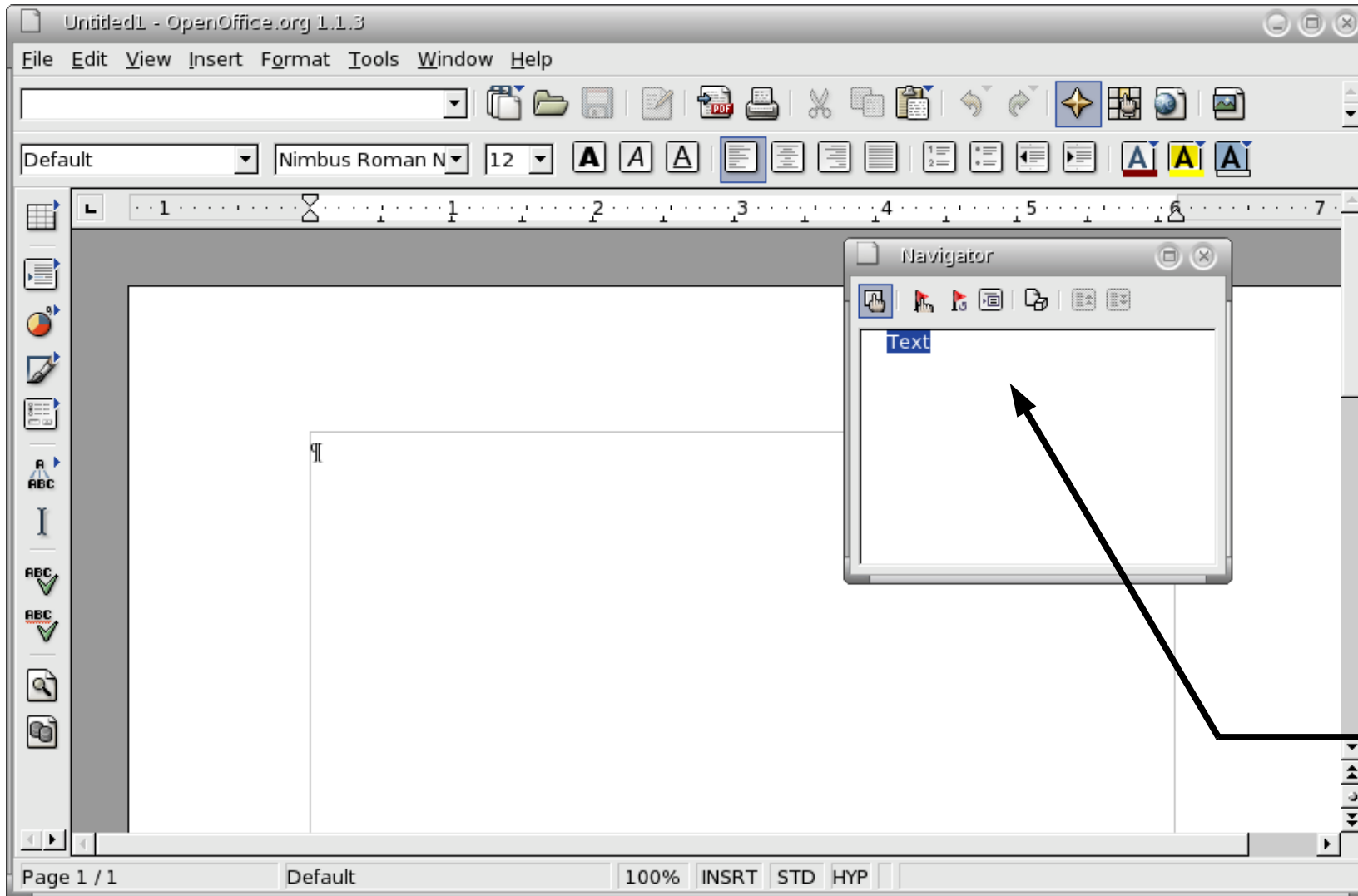   ---> It Really Works <---

Famous for shredding entire manuscripts.

OpenOffice Master Documents

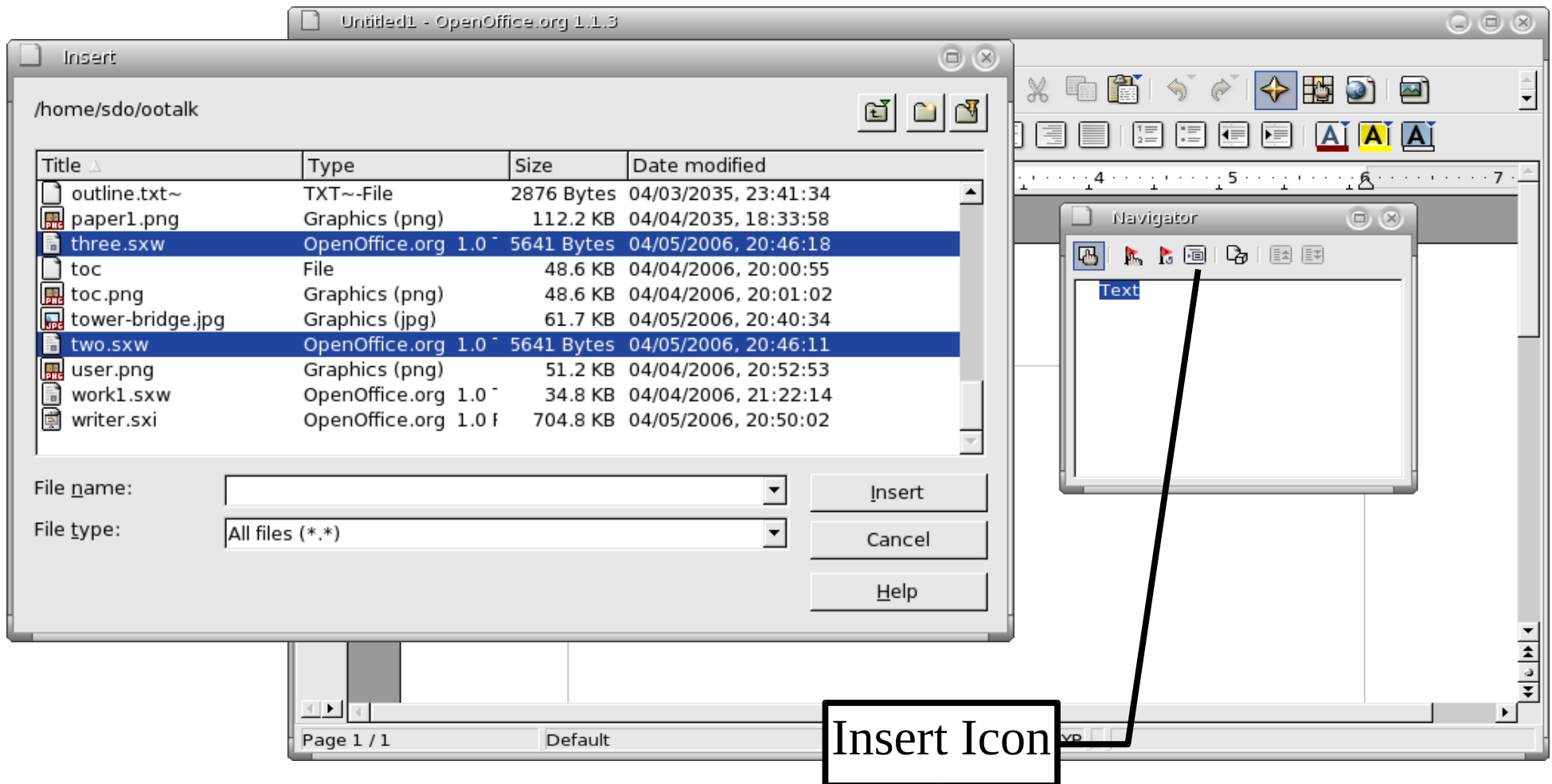## They work. They really really work!

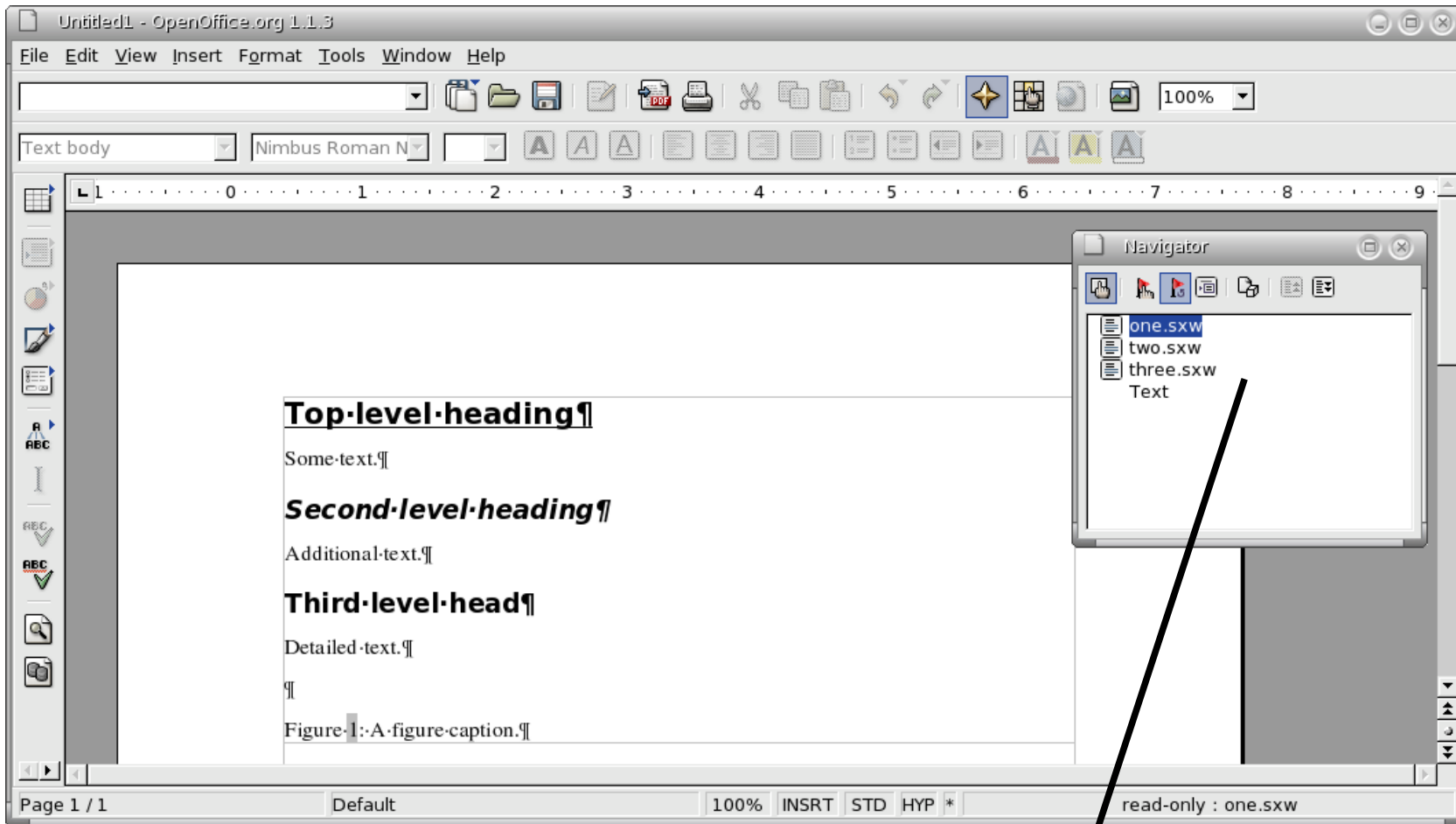# Creating new Master Document

▶ **File => New => Master Document**

Inserting Documents

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

Insert Icon

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).

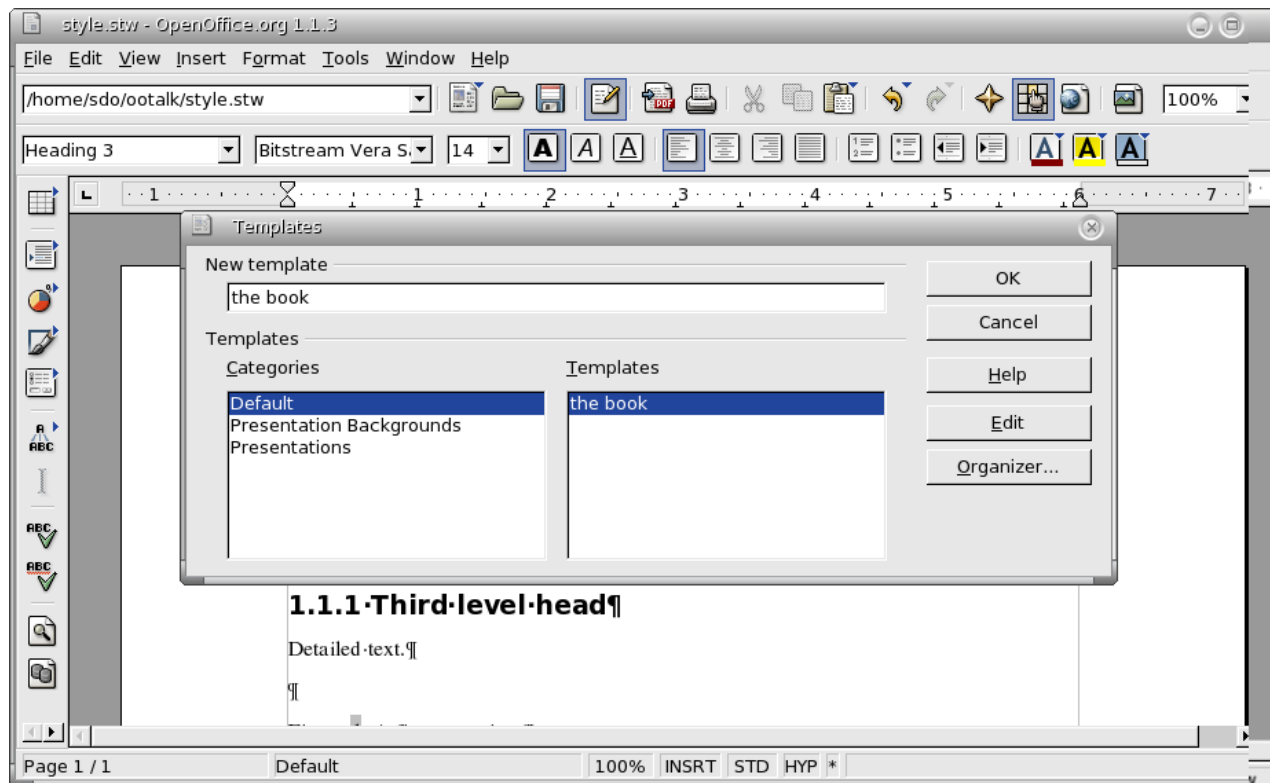- We need to load the styles from a template.

- We need a template.

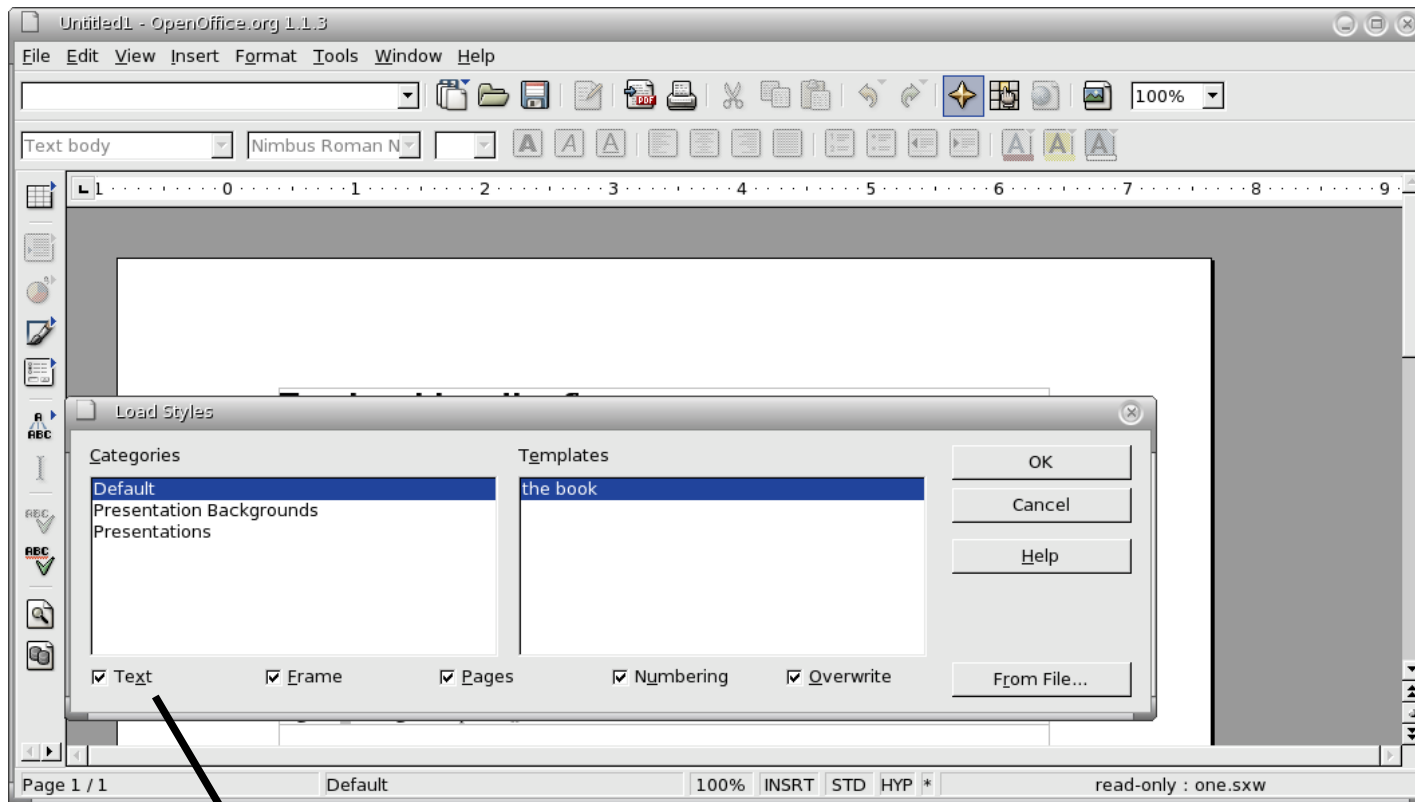# Creating a Template From a Chapter

▶ **From a typical chapter:**

    1)File => Template => Save.

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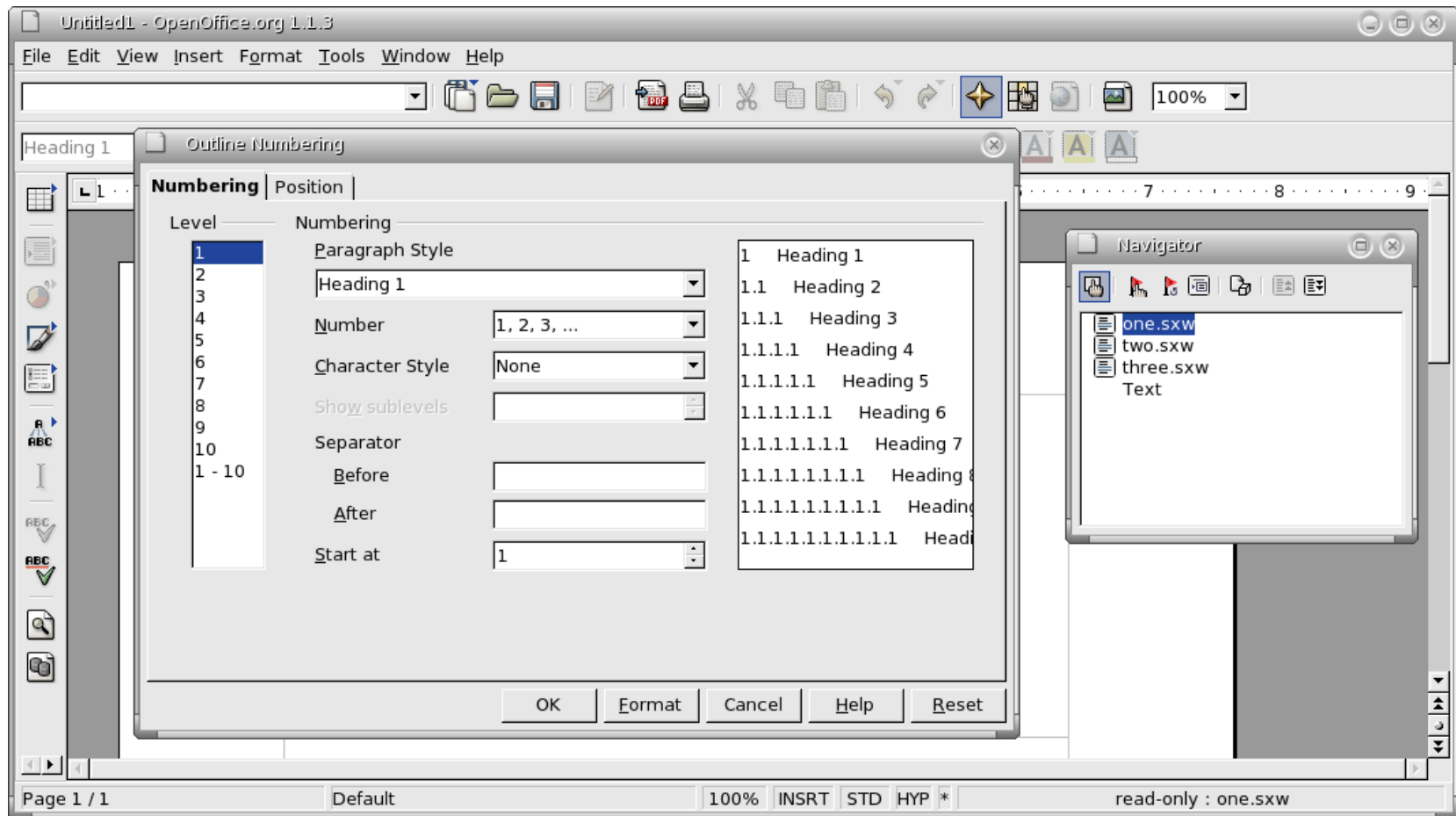
Importing the Styles

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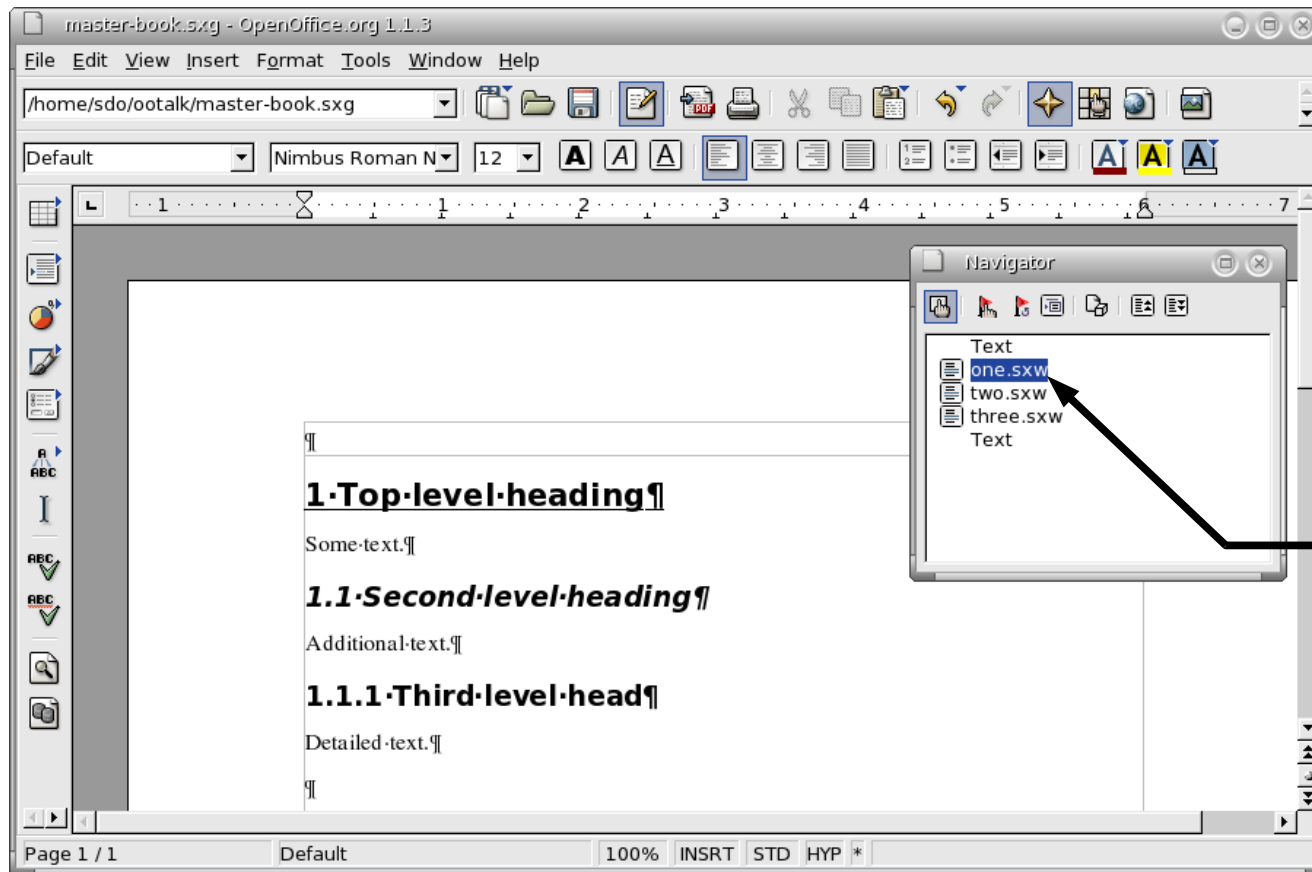

Select all check boxes

Outline Numbering Still Needed

▶ **Template does not control outline numbering. Still need to turn it on.**
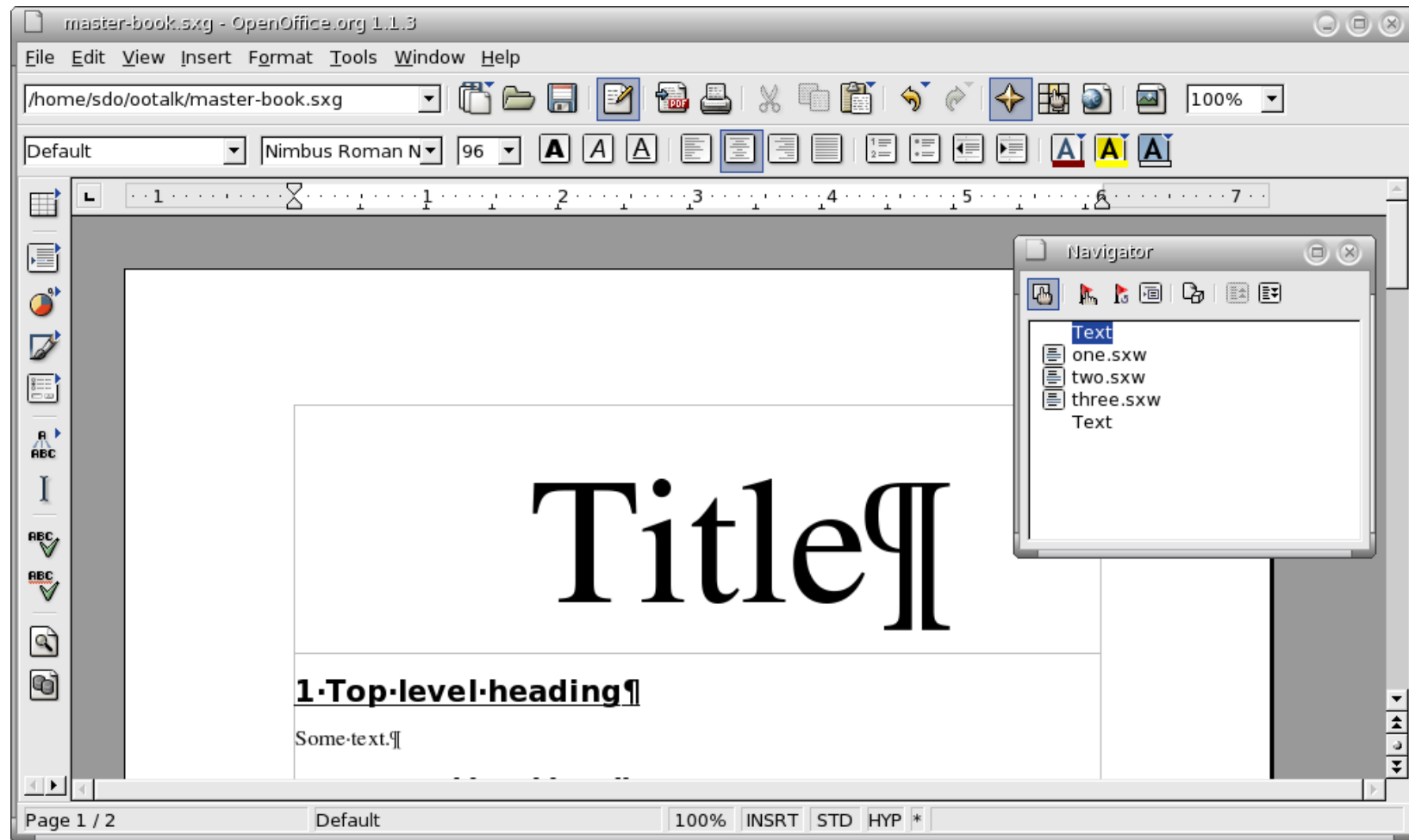
Made with OpenOffice.org

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 it's 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
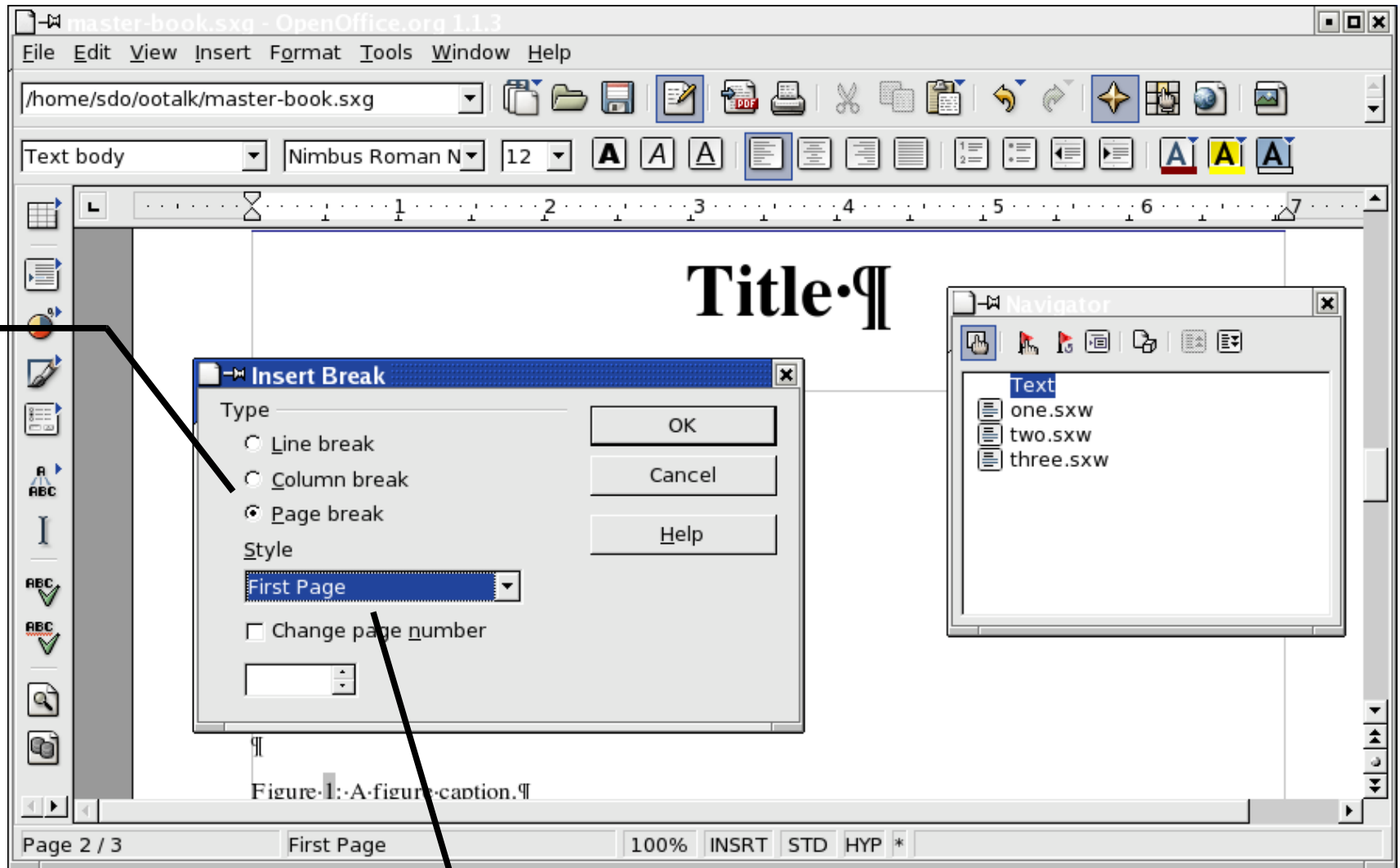
▶ **At the end of the title page**

   Insert -> Manual Break

   Type = Page break

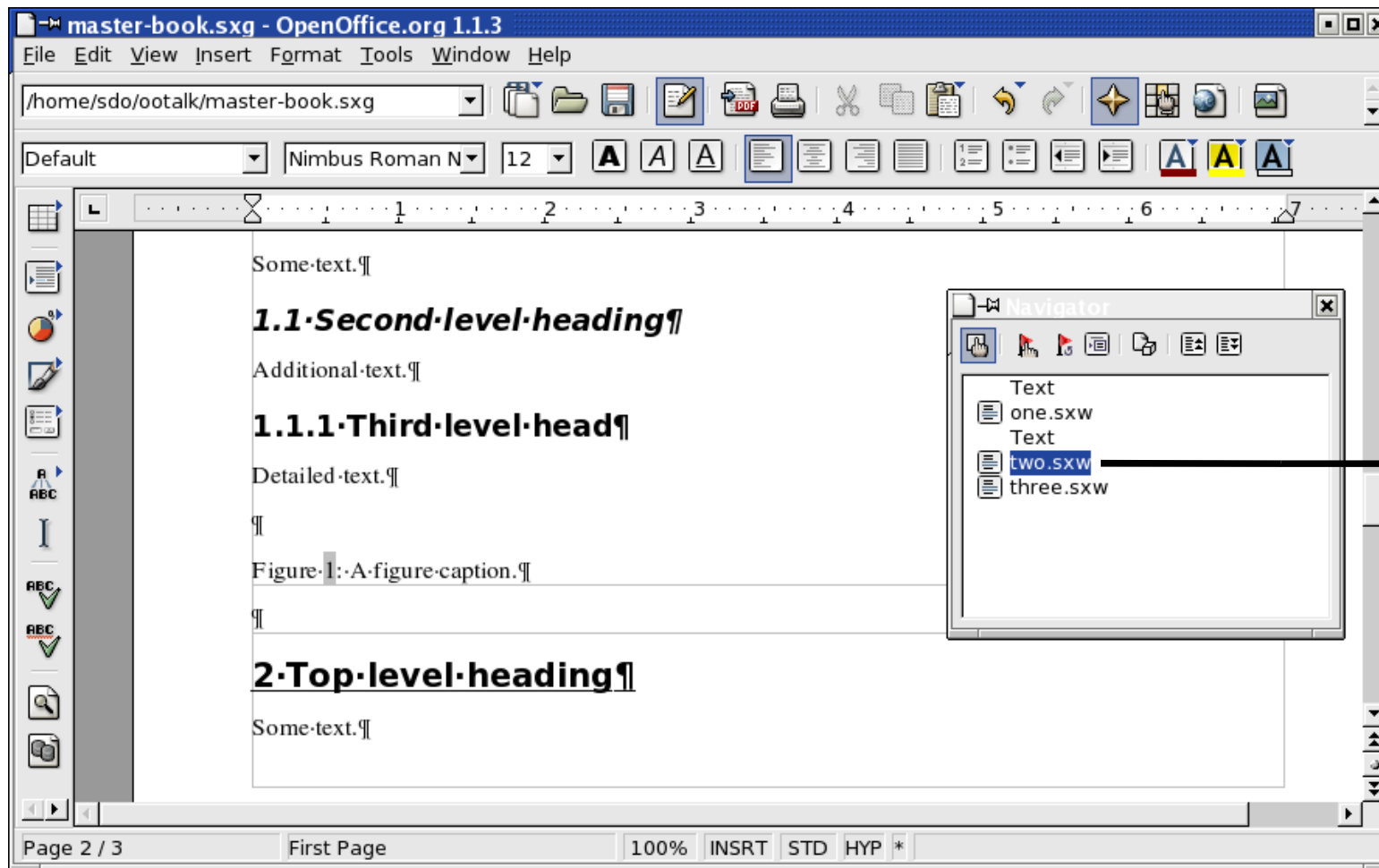   Style = First Page

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.

Right Click
Insert =>
Text

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

Front Matter Page Break

Page Breaks

Indices / Back Matter
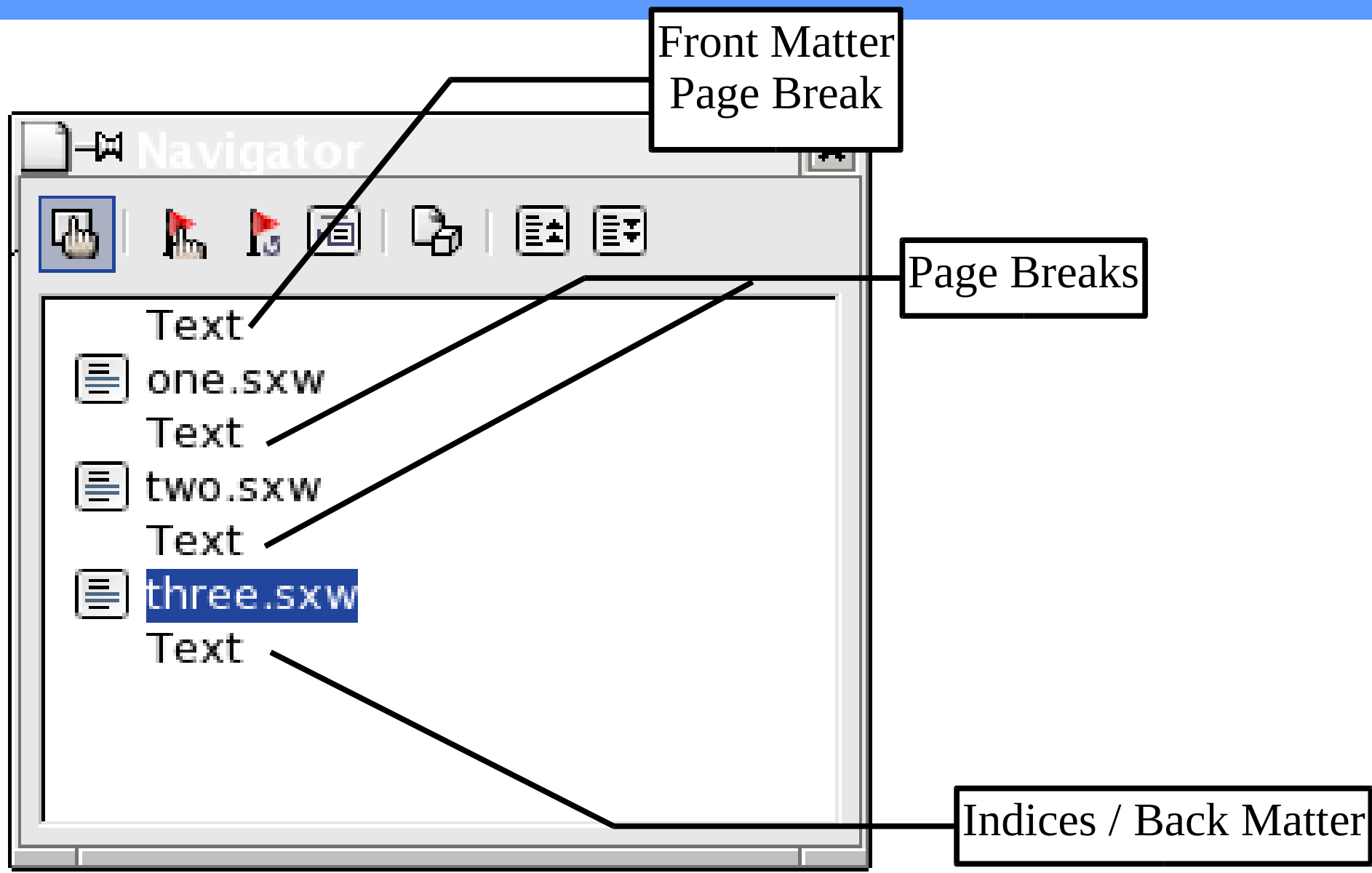
Structured Figure Numbers

- 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.
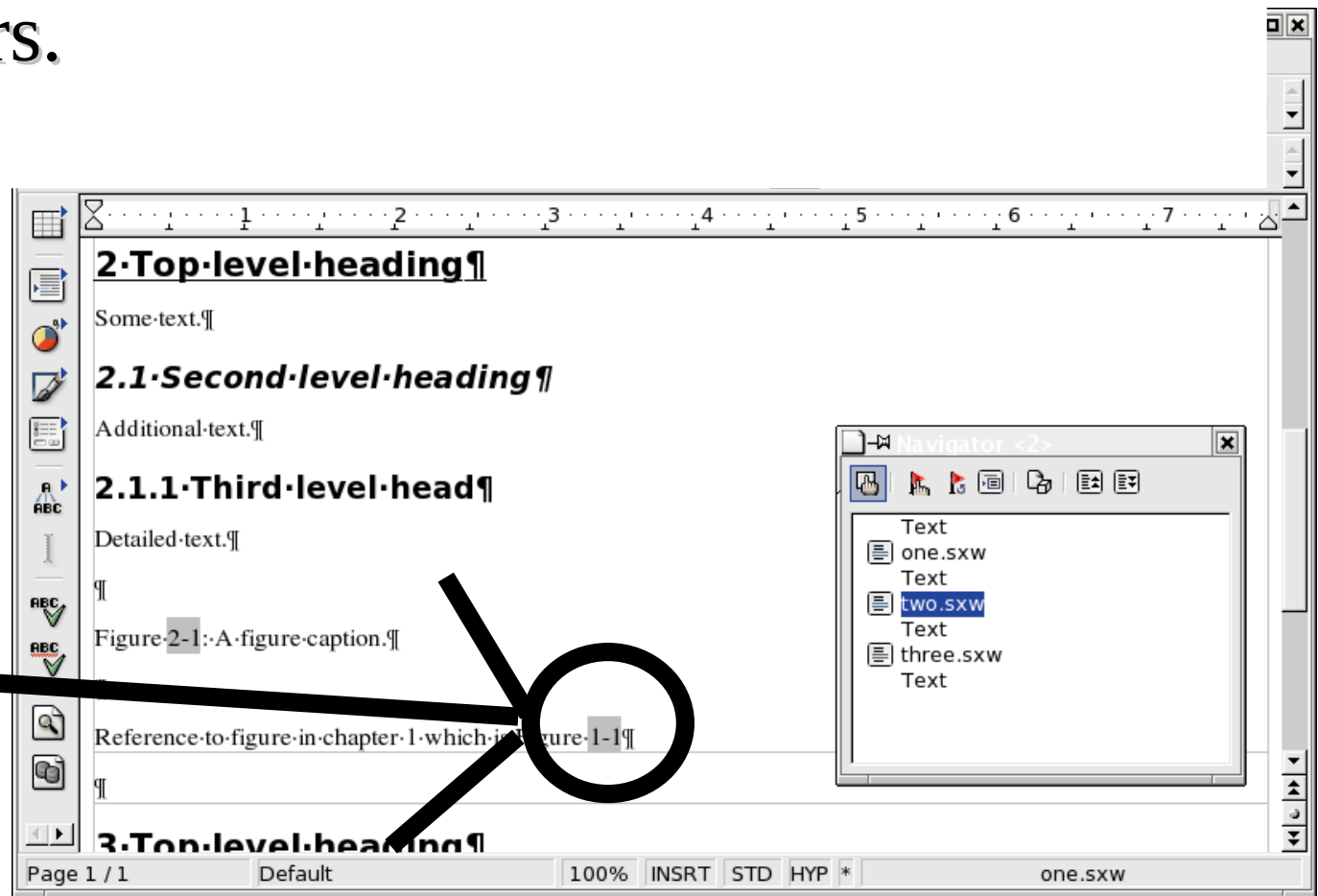
Structured Figures

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

▶ OOextras – extra templates and pictures

▶ OpenClipArt – Free Clip Art

▶ Oomacros – Library of macros

▶ ExtenededPDF (http://www.3bview.com/epdf-home.html)