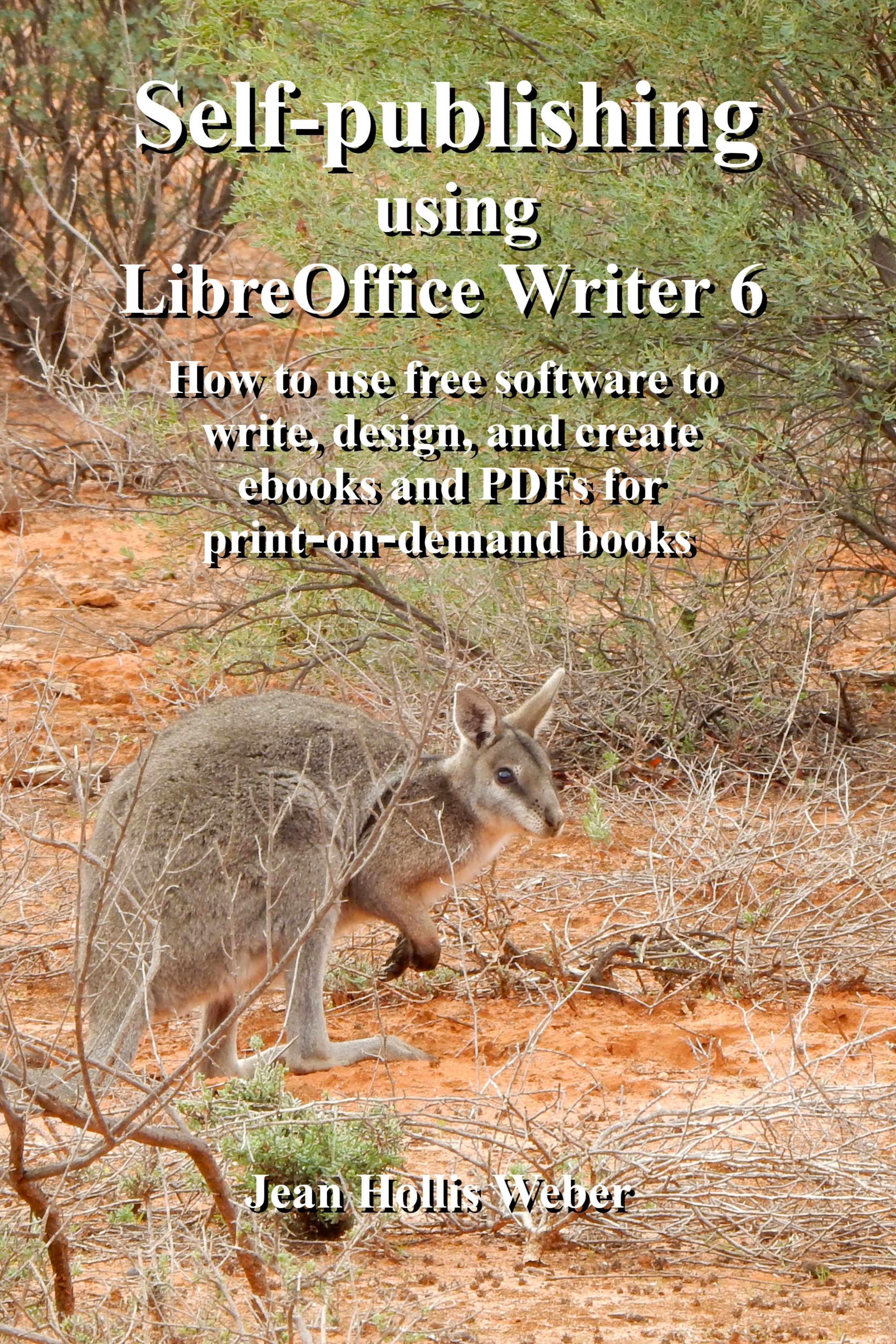

Self-publishing using LibreOffice Writer 6

How to use free software to write, design, and create ebooks and PDFs for print-on-demand books

Jean Hollis Weber

Self-publishing
using
LibreOffice Writer 6

How to use free software to write, design, and create ebooks and PDFs for print-on-demand books

Jean Hollis Weber

Friends of OpenDocument, Inc.
Australia

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Preface

This book is for beginners to intermediate users of LibreOffice Writer who want to produce a book-length document such as a novel, a collection of poetry or essays, or a non-fiction book, and then self-publish the book using an online service such as Amazon's Kindle Direct Publishing, Lulu, or the like.

Why use LibreOffice?

People use LibreOffice for several reasons:

- **No licensing problems.** You can put the program on as many computers as you wish, and give away copies to as many people as you wish. LibreOffice does not need to be activated or registered, and it never "phones home" unless you have told it to do so—to check for updates, for example.
- **No cost.** You never have to pay for a copy, if you download it from the official website.
- **Multi-platform.** It works on Microsoft Windows, Apple's macOS, and GNU/Linux.
- **File compatibility.** You can open and save to many file formats, including Microsoft Office formats, in addition to the default OpenDocument format.
- **Built-in export to PDF** (Portable Document Format). You do not need to use another program to create PDFs, unless your printing service requires you to do so.
- **Built-in export to EPUB**, a popular ebook format. You may also need to use the free open-source program Calibre to clean up any formatting problems and to convert EPUB to MOBI (for Kindle) and other formats.

What do you need to do first?

This book assumes that you have successfully installed LibreOffice on your computer, and that you know how to create, edit, and save files. Although this book was written for LibreOffice 6.3, most of the information is relevant to other versions of LibreOffice. Some details may vary with the version and with your operating system.

If you do not already have a copy of LibreOffice, or if you want to upgrade to the latest version, go to https://www.libreoffice.org/ to download a free copy.

You may also want to install Calibre, available from https://calibre-ebook.com/ and GIMP (https://www.gimp.org/).

Using LibreOffice on a Mac

Some keystrokes and menu items are different in macOS from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

Windows, Linux	macOS equivalent	Effect
Tools > Options menu selection	**LibreOffice > Preferences**	Access setup options
Right-click	Control+click and/or right-click depending on computer setup	Open a context menu
Ctrl (Control)	⌘ *(Command)*	Used with other keys
F5	Shift+⌘+*F5*	Open the Navigator
F11	⌘+*T*	Open Styles in the sidebar

Tip

If you’re a Mac user, and your primary purpose is publishing, you may prefer to use one of Apple’s free (but not open source) publishing programs, Pages and iBooks Author. But if you use LibreOffice for other everyday work, you may prefer to explore its publishing capabilities.

What you see may be different

The illustrations in this book were mainly taken from a MacBook running macOS Mojave. Therefore, some illustrations may differ slightly from what you see on your computer display.

Terminology

The terms used in LibreOffice for most parts of the *user interface* (the parts of the program you see and use, in contrast to the code that makes it work) are the same as for most other programs.

A *dialog* is a special type of window. Its purpose is to inform you of something, or request input from you, or both. It provides controls for you to use to specify how to carry out an action.

In most cases, you can interact only with the dialog—not the document itself—as long as the dialog remains open. When you close the dialog after use (usually, clicking OK or another button saves your changes and closes the dialog), then you can again work with the document.

Some dialogs can be left open as you work, so you can switch back and forth between the dialog and your document. An example of this type is the Find & Replace dialog.

For more on self-publishing

This book introduces Writer as a tool for preparing a PDF for a self-published book, but it does not cover other aspects of the printing and publishing process or specifics of the various print-on-demand services. Nor does it discuss some important decisions you need to make regarding the design of your book.

You can find numerous books on these topics. Bruce Byfield's *Designing with LibreOffice* is an excellent resource on design and discusses the use of styles and templates in greater detail than in this book. Get it here: http://designingwithlibreoffice.com/

This book also covers producing an ebook (EPUB) from a Writer file, either using Writer itself, or in conjunction with the open-source program Calibre, available from https://calibre-ebook.com/. Ebook design and production is also discussed in Bruce Byfield's forthcoming book, *Designing Ebooks*.

Acknowledgments

Much of the material in this book is based on *Getting Started with LibreOffice* and *LibreOffice Writer Guide*. These books are produced by a team of volunteers. Copies are available as free PDFs on the LibreOffice website and in low-cost printed editions published by Friends of OpenDocument, Inc. on Lulu. Here are the website addresses:

https://documentation.libreoffice.org/en/
http://www.lulu.com/spotlight/opendocument

Part 1: Essentials

The first eight chapters of this book cover topics that every self-publisher needs to know about using LibreOffice Writer for writing and publishing of books.

1 Introduction to Writer
2 Set up Writer
3 Write and edit
4 Design your book using Writer's styles
5 Format pages
6 Format text
7 Create PDFs and covers
8 Create ebooks

The eight chapters in *Part 2: Extras* (beginning on page 113) cover topics that may be relevant to your book, your use of LibreOffice Writer, or your choice of self-publishing service, but are not needed by everyone.

1 Introduction to Writer

Writer is the word processing component of LibreOffice. It provides the usual features of a word processor, including a spelling checker, thesaurus, hyphenation, autocorrection, and find and replace. It also has many important features that are of interest to self-publishers:

- Powerful page layout
- Easy-to-use templates and styles
- Export to PDF and EPUB
- Placement of pictures and graphics
- Automatic creation of tables of contents and indexes
- Tracking of changes during editing

Learning how to use Writer to create, edit, and manage documents is an important first step. This chapter introduces these basics.

Writer is similar to Microsoft Word, but it is also different. If you are familiar with Word, you may need to learn some new ways when you work in Writer. If you can't find a certain feature in Writer, don't assume that feature is not there. Writer might handle it differently.

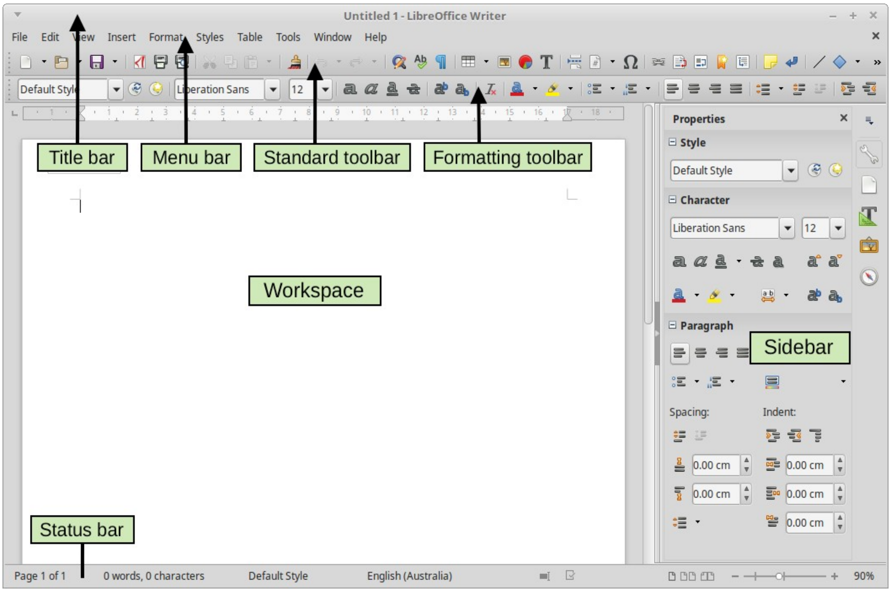
The Writer workspace

The most commonly used view of the main Writer workspace (called "Normal") is shown on the next page.

Title bar and Menu bar

The Title bar shows the file name of the current document. When the document is not yet named, the document name will appear as *Untitled X*, where *X* is a number. Untitled documents are numbered in the order in which they are created.

The Menu bar is located just below the Title bar in Windows and Linux and at the top of the screen in macOS. When you select one of the menus, a submenu drops down to show further options.


Untitled 1 - LibreOffice Writer
File
Edit
View
Insert
Format
Styles
Table
Tools
Window
Help
Default Style
Liberation Sans
12
Title bar
Menu bar
Standard toolbar
Formatting toolbar
Workspace
Status bar
Properties
Style
Default Style
Character
Liberation Sans
12
Paragraph
Sidebar
Spacing:
Indent:
0.00 cm
0.00 cm
0.00 cm
0.00 cm
0.00 cm
Page 1 of 1
0 words, 0 characters
Default Style
English (Australia)
90%

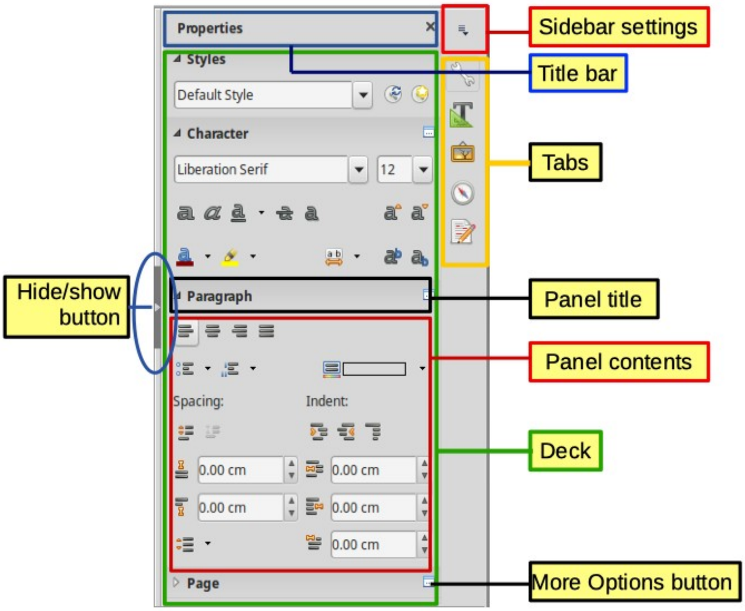
Sidebar

The sidebar in Writer contains five decks by default: Properties, Page, Styles (shown as Styles and Formatting in some installations), Gallery, and Navigator. Each deck can be opened by clicking its corresponding icon on the Tab bar to the right of the sidebar.

Two additional decks are available: Manage Changes and Design. You can enable these decks by choosing them on the Experimental Features page in **Tools > Options > LibreOffice > Advanced**.

A sidebar deck is like a combination of a toolbar and a dialog. For example, you can freely mix working in the main edit window to enter text and use the Properties deck in the sidebar to change text attributes. Some decks contain a More Options button, which opens a dialog with additional editing controls.

Toolbars and sidebar decks share many functions. For example, the buttons for making text bold or italic exist in both the Formatting toolbar and the Properties deck.


Properties
Styles
Default Style
Character
Liberation Serif
12
Paragraph
Spacing:
Indent:
0.00 cm
0.00 cm
0.00 cm
0.00 cm
0.00 cm
Page
Sidebar settings
Title bar
Tabs
Hide/show button
Panel title
Panel contents
Deck
More Options button

Toolbars

Most of Writer's toolbars can be either docked or floating. They can be moved to different locations (top, side, bottom) in the Writer workspace. They can even be floated outside the Writer window.

The top toolbar is called the Standard toolbar. All LibreOffice components (Writer, Calc, Draw, Impress, Base) have this toolbar.

The second toolbar at the top is the Formatting toolbar. It shows tools related to the selection or the cursor's position. For example, when the cursor is in text, the tools shown are Writer's text formatting tools. When a graphic is selected, the Formatting toolbar shows tools for formatting graphics.

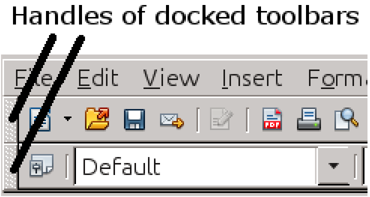
To free more space for the document, you can choose a single-toolbar alternative containing the most-used commands. To activate it, enable **View > User Interface > Single Toolbar**.

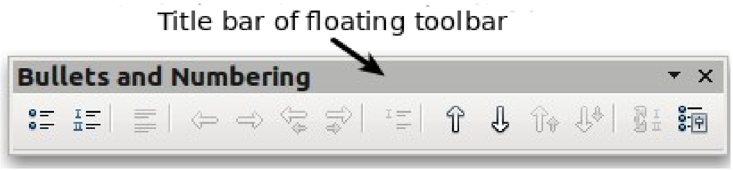
Writer also provides several alternative toolbar arrangements, which you can find on the **View > User Interface** menu.

Several other toolbars normally appear only when the context requires them. For example, when the cursor is in a table, the Table toolbar appears. When the cursor is in a list, the Bullets and Numbering toolbar appears.

To display or hide toolbars, choose **View > Toolbars**, then click on the name of a toolbar in the list. An active toolbar has a checkmark next to its name.

To move a docked toolbar, click on its handle and drag it to the new location. To move a floating toolbar, click on its title bar and drag it to the new location. Floating toolbars dragged to a docking location change into docked toolbars.





Customizing toolbars

You can choose which icons are visible on a toolbar. You can also add icons and create new toolbars, as described in Chapter 15.

To customize a toolbar, right-click between the icons on the toolbar. A menu drops down.

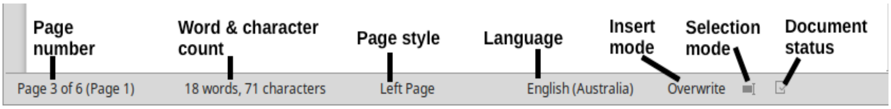
Choose **Visible Buttons** from this menu to open a submenu. Visible icons are indicated by a border around the icon or a checkmark by the icon (depending on your operating system). Click on an icon to select or deselect it.

Right-click (context) menus

You can quickly access many menu functions by right-clicking on a paragraph, a graphic, or another object. A context menu will pop up. Often the context menu is the fastest and easiest way to reach a function. If you do not know where to find a function in the menus or toolbars, you can often find it by right-clicking.

Status bar

The Writer status bar provides both information about the document and convenient ways to quickly change some document features. From left to right, the fields are as follows.



Left end of status bar

Page number

Shows the current page number, the sequence number of the current page (if different), and the total number of pages in the document. If you restarted page numbering at 1 on the third page, then its page number is 1 but the sequence number of that page is 3.

If any bookmarks have been defined in the document, a right-click on this field pops up a list. Click on the required bookmark to jump to that location in the document.

To jump to a specific page in the document, click on this field. A small dialog opens. Type the *sequence* number of the required page. The display jumps to that page.

Word and character count

Shows the number of words and characters in the document, updated as you edit. If you select some text, the count for that selection will temporarily replace the total count for the document.

By default, the character count includes spaces. To display the character count excluding spaces, double-click the word count in the status bar, or choose **Tools > Word Count**. A small dialog opens.

Page style

Shows the style of the selected page. To change the page style, right-click on this field. A list of page styles pops up; choose a different style by clicking on it. To edit the current page style, double-click on this field; the Page Style dialog opens.

Caution

Changing the page style here may affect the styles of following pages, depending on how the page styles are set up. See Chapters 4 and 5 for details about page styles.

Language

Shows the language and localization used for spelling, hyphenation, and the thesaurus, based on the position of the cursor or the selected text. Click to open a menu where you can choose another language for the selected text or for the paragraph where the cursor is located. You can also choose **None (Do not check spelling)**. Choose **More** to open the Character dialog.

Insert mode

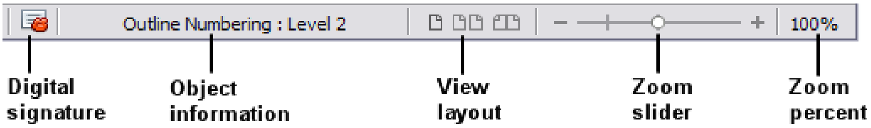
This area is blank when in Insert mode. Click to change to Overwrite mode; click again to return to Insert mode.

Selection mode

Right-click to choose different selection modes. The icon does not change, but a tooltip indicates which mode is active. See the *Writer Guide* for more information about these modes. Normally you would use Standard.

Document status

Different icons appear here if the document has unsaved changes or if all changes have been saved. A tooltip also indicates the status.



Right end of status bar

Digital signature

An icon appears here if the document has been digitally signed. Double-click the icon to view the certificate.

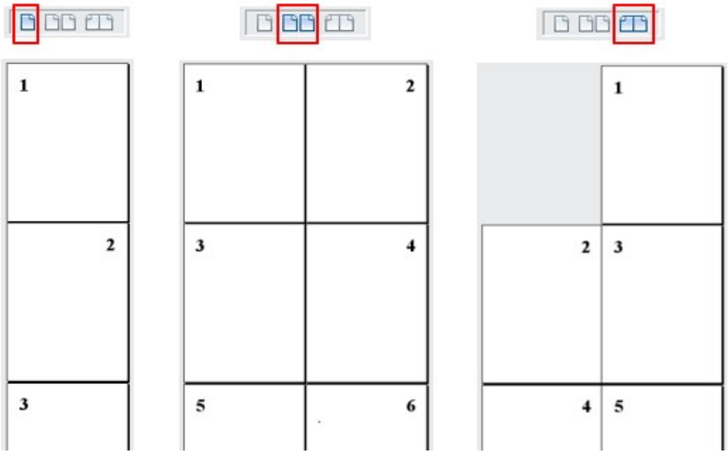
Object information

When the cursor is in a section, heading, or list item, or when an object (such as a picture or table) is selected, information about that item appears in this field. Double-clicking in this area opens a relevant dialog.

View layout

Choose an icon to change between single page, side-by-side, and book layout views. You can edit the document in any view.

Zoom settings interact with the selected view layout and the window width to determine how many pages are visible in the document window.



Zoom

To change the view magnification, drag the Zoom slider or click on the + and – signs or right-click on the percent field to pop up a list of choices.

You can also double-click on the percent field to open the Zoom and View Layout dialog.

Changing document views

Writer provides three ways to view a document: Normal, Web, and Full Screen. To change the view, go to the **View** menu and click on the desired view. (When in Full Screen view, press the *Esc* key to return to either Normal or Web view.)

When in Normal view, you can use both the Zoom slider and the View Layout icons on the status bar. In Web view, you can use only the Zoom slider.

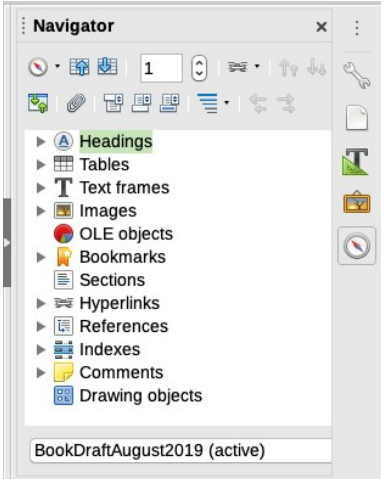
You can also choose **View > Zoom > Zoom** from the menu bar to display the Zoom & View Layout dialog, where you can set the same options that are on the status bar. In Web Layout view, most of the choices are not available.

Using the Navigator

In addition to the Page Number field on the status bar (described on page 21), Writer provides other ways to move quickly through a document. The many features of the Navigator, the Navigation toolbar, and related icons help you find specific items in a document.

The Navigator lists all of the headings, tables, text frames, graphics, bookmarks, and other objects contained in a document. To open the Navigator, click its icon on the sidebar.

In the list of categories, click the + sign by any of the lists to display the contents of the list.


Navigator
1
Headings
Tables
Text frames
Images
OLE objects
Bookmarks
Sections
Hyperlinks
References
Indexes
Comments
Drawing objects
BookDraftAugust2019 (active)

The icons at the top of the Navigator have the effects described below.

Navigation: Opens the Navigation toolbar (see page 25).

Previous, Next: Jumps to the previous or next item in the document. To select the category of items, see page 25.

Page Number: Jumps to the page number in the box. Type the page number or select it using the up and down arrows.

Drag Mode: Select hyperlink, link, or copy.

Content Navigation View: Switches between showing all categories and showing only the selected category.

Set Reminder: Inserts a reminder (see page 26).

Header, Footer: Jumps between the text area and the header or footer area (if the page has them).

Anchor<->Text: Jumps between a footnote anchor and the corresponding footnote text.

Heading Levels Shown: Choose the number of levels.

The other icons refer to advanced features not covered here.

Move quickly through a document

The Navigator provides several convenient ways to move around a document and find items in it:

- To jump to a specific page in the document, type its *sequence* number in the box at the top of the Navigator.
- When a category is showing the list of objects in it, double-click on an object to jump directly to that object's location in the document.
- To see the content in only one category, highlight that category and click the **Content Navigation View** icon. Click the icon again to display all the categories. You can also change the number of heading levels shown.
- Use the **Previous** and **Next** icons to jump to other objects of the type selected in the Navigation toolbar. (See below.)

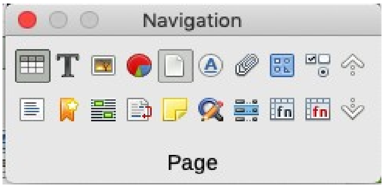
Tip

Objects are much easier to find if you have given them names when creating them, instead of keeping Writer's default names of graphics1, graphics2, Table1, Table2, and so on. These default names may not correspond to the position of the object in the final document.

Use the Navigation toolbar

To display the Navigation toolbar, click the Navigation icon in the Navigator (page 24).

The Navigation toolbar shows icons for all of the object types shown in the Navigator, plus some extras (for example, the results of a **Find** command).



Navigation toolbar

Click an icon to select that object type. Now all the Previous and Next icons (in the Navigator itself, in the Navigation toolbar, and on the Find toolbar) will jump to the next object of the selected type. This is particularly helpful for finding items like bookmarks and index entries, which can be difficult to see in the text. The names of the icons (shown in the tooltips) change to match the selected category; for example, Next Graphic, or Next Bookmark.

Set reminders

A little-known and very useful feature of Writer is *reminders*. Reminders let you mark places in your document that you want to return to later on, to add or correct information, make some other change, or simply mark where you finished editing. The possible uses of reminders are limited only by your imagination.

To set a reminder at the cursor’s location, click on the Set Reminder icon in the Navigator. You can set up to 5 reminders in a document (setting a sixth causes the first to be deleted).

Reminders are not highlighted in any way in the document, so you cannot see where they are, except when you jump from one to the next—the location of the cursor then shows the location of the reminder.

To jump between reminders, first select the **Reminder** icon on the Navigation toolbar or the Find toolbar. Then click the **Previous** and **Next** icons.

Creating a new document

To create a new, blank document in Writer:

- When LibreOffice is open but no document is open, click the Text Document icon in the Start Center, or click the Templates icon to start a new document using a template.

- When a document is already open in Writer:
  - Press the *Control+N* keys, or
  - Use **File > New > Text Document**, or
  - Click the **New** button on the main toolbar.

The new document opens in a new Writer window.

Create a document from a template

A template serves as the foundation of a set of documents, to make sure that all documents in the set have a similar layout: the same page size, the same headers and footers, the same fonts, and so on.

If you plan to save the chapters of your book as separate files and combine them into one file at the end, as described on page 28, then you should base the individual chapters on a template.

To create a new document based on a template, choose **File > New > Templates**, or click the Templates icon in the Start Center. In the Templates dialog, choose the required template, and click **Open**. For more about using templates, see Chapter 14.

Saving a document

Writer saves in a file format called OpenDocument Text (ODT).
To save a document:

- Press *Control+S*, or
- Use **File > Save**, or
- Click the **Save** icon on the main toolbar.

To save a document under a different name, choose **File > Save As**.

Save as a Microsoft Word document

If you need to exchange files with users of Microsoft Word, you can save a document as a Microsoft Word file.

1. Click **File > Save a Copy**.
2. On the Save a Copy dialog, in the *File type* drop-down list, select the type of Word document you need. Click **Save**.

This procedure leads to the undesirable situation of having two versions of the document on your computer: ODT and DOCX.

You want to keep working with the LibreOffice (ODT) version.

Combining several documents into a book

One way to build your book is to save each chapter or section in a separate document. Reviewers or editors can then deal with individual chapters while you work on others.

When the book is complete, you need to combine all the chapters and other material (title page, copyright page, and so on) into one file before final formatting, creating a table of contents, and producing a PDF for printing.

To combine files:

1. Open the first file. Ensure that end-of-paragraph marks are visible.
2. Go to the last page of the document. If there is no blank paragraph at the end, press *Enter* at the end of the last paragraph to create a blank paragraph.
3. With the cursor in the blank paragraph, choose **Insert > Text from File** from the menu bar. A file browser opens.
4. Select the second document and click **Open**.
5. Wait a few seconds for the file to open and paginate, then repeat steps 2 through 4 for the third and subsequent documents until all have been included. Save the book under another file name.
6. Proceed with final formatting (see Chapter 5).

Note on master documents

LibreOffice has a master document feature for combining a collection of files into one file. Although master documents do work, they have some quirks that can make them more trouble than they are worth for books that are mostly text. Master documents are best left for more complex documents. For this reason they are not covered in this book.

2 Set up Writer

This chapter describes how to set up some of Writer's features. You may want to jump right into writing or designing your book, but spending a few minutes with this chapter now may save you from irritation later.

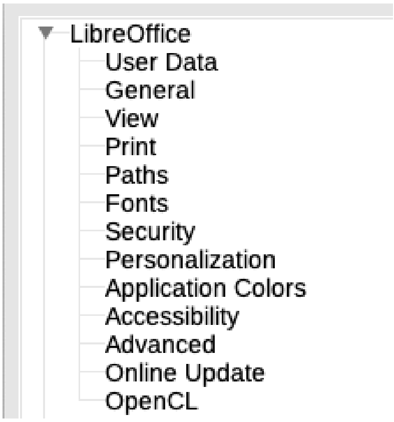
This chapter does not cover all of the options. See the help file or the *Writer Guide* for more information.

Tip

Many options are intended for power users and programmers. If you don't understand what an option does, it's usually best to leave it alone unless instructions in this book recommend changing the setting.

Choosing options for all of LibreOffice

On the menu bar, click **Tools > Options**. If you don't see the subsections in the Options dialog, click the expansion symbol (+ sign or triangle) by LibreOffice in the left-hand section.

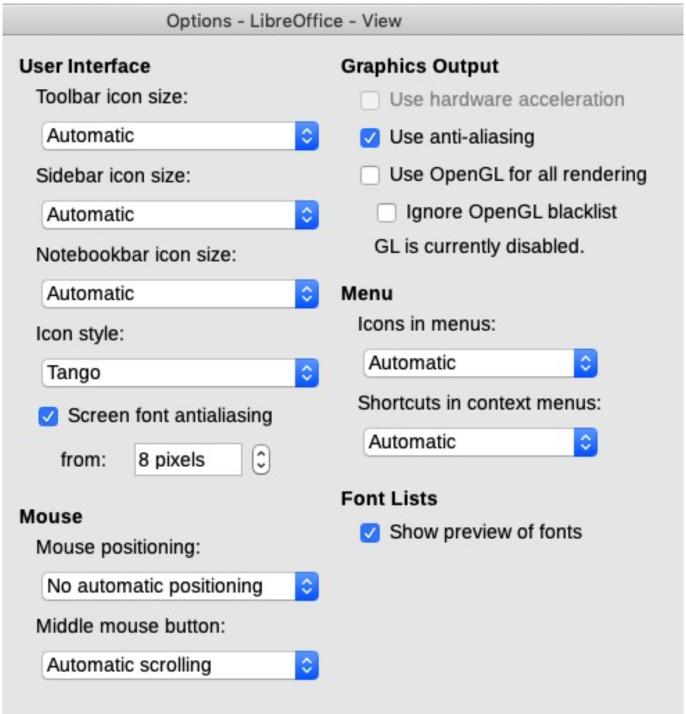

LibreOffice
User Data
General
View
Print
Paths
Fonts
Security
Personalization
Application Colors
Accessibility
Advanced
Online Update
OpenCL

User data

Because Writer uses the name or initials stored in the User Data page for several things, for example document properties (created by and last edited by information) and the name of the author of comments and changes, you'll want to make sure that the correct information appears in the fields on this page.

View options

The View options control how the document window looks and behaves. Some of the options are described below.



Options - LibreOffice - View

User Interface

Toolbar icon size: Automatic

Sidebar icon size: Automatic

Notebookbar icon size: Automatic

Icon style: Tango

☑ Screen font antialiasing

from: 8 pixels

Mouse

Mouse positioning: No automatic positioning

Middle mouse button: Automatic scrolling

Graphics Output

☐ Use hardware acceleration

☑ Use anti-aliasing

☐ Use OpenGL for all rendering

☐ Ignore OpenGL blacklist

GL is currently disabled.

Menu

Icons in menus: Automatic

Shortcuts in context menus: Automatic

Font Lists

☑ Show preview of fonts

User Interface – Icon size and style

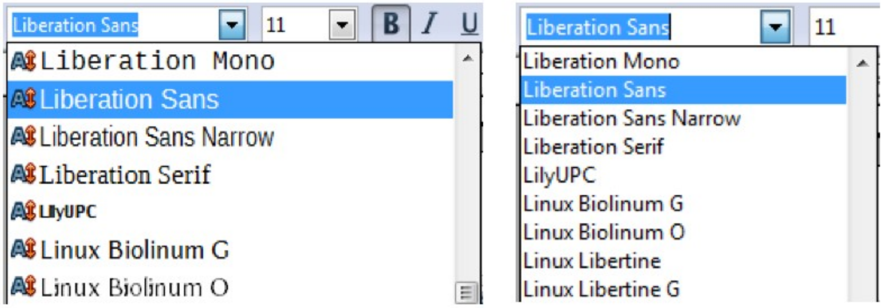
Changes the size and style of toolbar, sidebar, and other icons.

Menu – Icons in menus

Causes icons to appear next to words in menus.

Font Lists – Show preview of fonts

Shows an example of the font along with the font name.

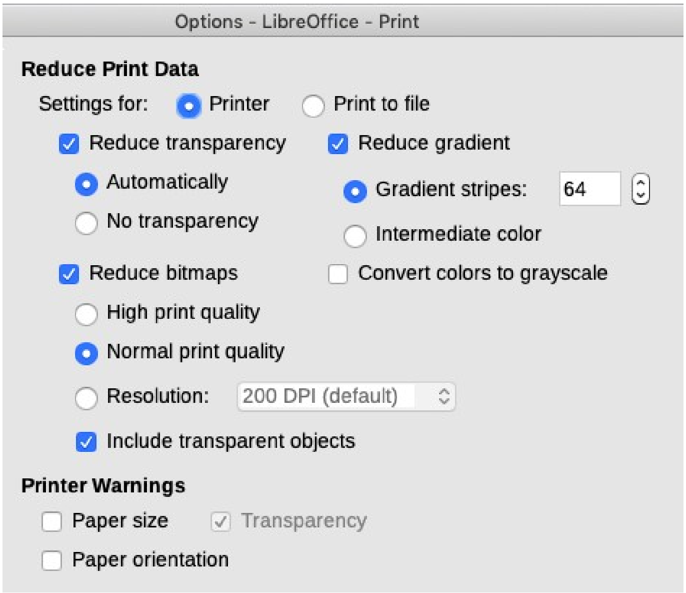

Liberation Sans
11
B
I
U
Liberation Mono
Liberation Sans
Liberation Sans Narrow
Liberation Serif
LilyUPC
Linux Biolinum G
Linux Biolinum O
Liberation Sans
11
Liberation Mono
Liberation Sans
Liberation Sans Narrow
Liberation Serif
LilyUPC
Linux Biolinum G
Linux Biolinum O
Linux Libertine
Linux Libertine G

(Left) Font list with preview; (Right) Without preview

Print options

Set print options for the default printer and most common printing method. Change these settings at any time by using this page or by clicking the **Options** button on the Print dialog during the printing process.

In the *Printer warnings* section near the bottom, you can choose to be warned if the paper size or orientation in the document do not match the paper size or orientation of the printer.



Options - LibreOffice - Print

Reduce Print Data

Settings for: ● Printer ○ Print to file

☑ Reduce transparency

● Automatically

○ No transparency

☑ Reduce gradient

● Gradient stripes: 64

○ Intermediate color

☑ Reduce bitmaps

○ High print quality

● Normal print quality

○ Resolution: 200 DPI (default)

☑ Include transparent objects

☐ Convert colors to grayscale

Printer Warnings

☐ Paper size ☑ Transparency

☐ Paper orientation

Tip

If your printouts are coming out incorrectly placed on the page or chopped off at the top, bottom, or sides, or if the printer is refusing to print, the most likely cause is paper size incompatibility. See also “Print options for Writer” on page 38.

Fonts options

If you receive a document containing fonts that you do not have on your system, LibreOffice will use substitute fonts for those it does not find. On the LibreOffice – Fonts page, you can specify a font different from the one the program chooses.

Security options

Use the LibreOffice – Security page to choose security options for saving documents and for opening documents that contain macros. For information on the options, refer to the Help or to the *Writer Guide*.

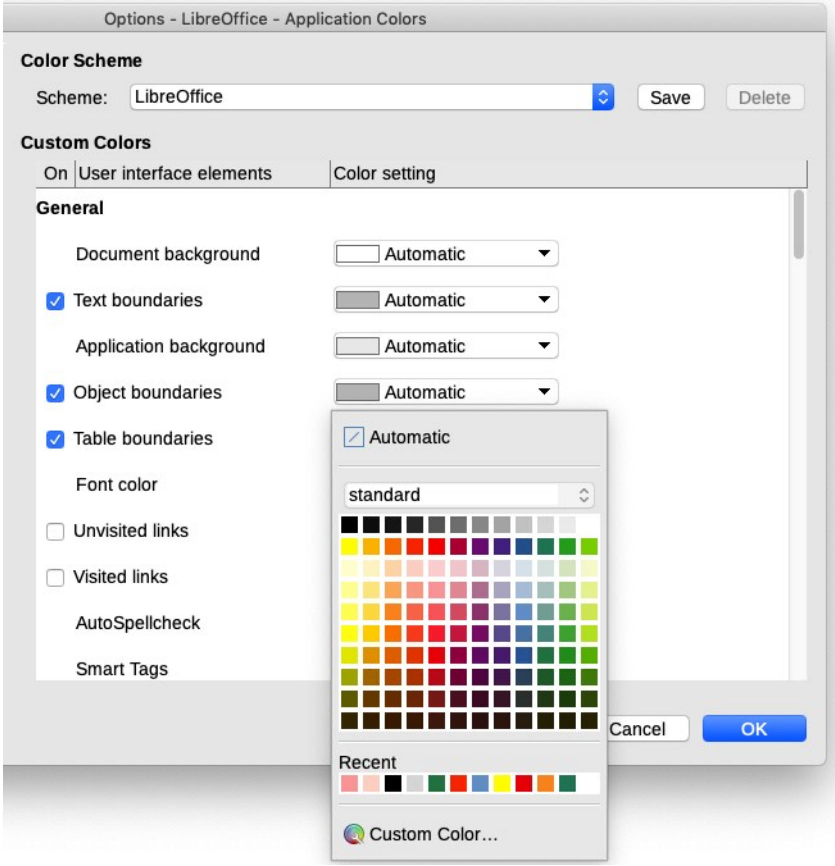
Application colors options

Writing, editing, and (especially) page layout are easier when you can see the page margins (text boundaries), the boundaries of tables and sections, grid lines, and other features. In addition, you might prefer colors that are different from the defaults of LibreOffice for such items as note indicators and field shadings.

- To show or hide things such as text boundaries, select or deselect them.
- To change the colors of these items, click the down-arrow in the Color setting column and select a color from the drop-down list.
- To save your color changes as a color scheme, type a name in the Scheme box and click **Save**.

Note

To change the color settings used in Track Changes mode, go to **Tools > Options > LibreOffice Writer > Changes** (see page 40).


Options - LibreOffice - Application Colors

Color Scheme

Scheme: LibreOffice

Custom Colors

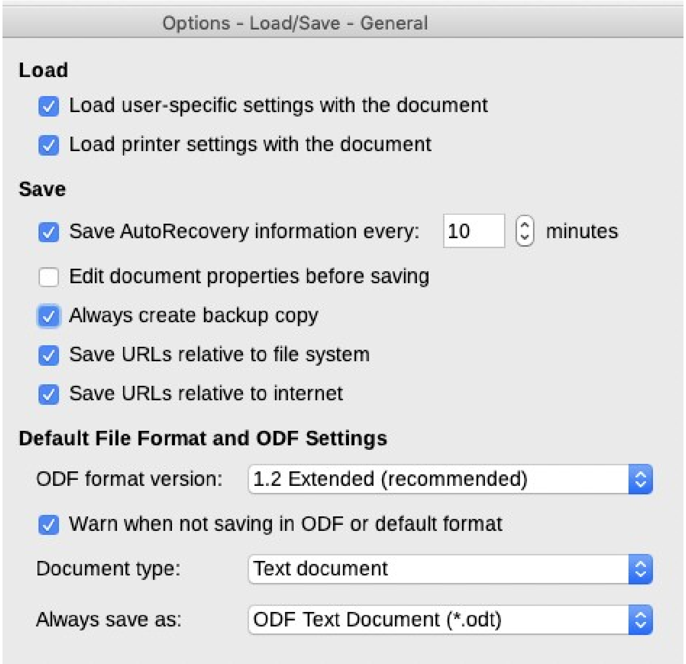
On	User interface elements	Color setting
	General	
	Document background	Automatic
☑	Text boundaries	Automatic
	Application background	Automatic
☑	Object boundaries	Automatic
☑	Table boundaries	
	Font color	
☐	Unvisited links	
☐	Visited links	
	AutoSpellcheck	
	Smart Tags	

Choosing Save options

In the Options dialog, click the expansion sign (+ or triangle) to the left of Load/Save and choose **General**. Some items are described below.

Edit document properties before saving
: If this option is selected, the Document Properties dialog pops up to prompt you to enter relevant information the first time you save a new document (or whenever you use Save As).

Always create backup copy
: Recommended.



Options - Load/Save - General

Load

☑ Load user-specific settings with the document

☑ Load printer settings with the document

Save

☑ Save AutoRecovery information every: 10 minutes

☐ Edit document properties before saving

☑ Always create backup copy

☑ Save URLs relative to file system

☑ Save URLs relative to internet

Default File Format and ODF Settings

ODF format version: 1.2 Extended (recommended)

☑ Warn when not saving in ODF or default format

Document type: Text document

Always save as: ODF Text Document (*.odt)

Save AutoRecovery information every __ Minutes

Choose whether to enable AutoRecovery and how often to save the information used by the AutoRecovery process.

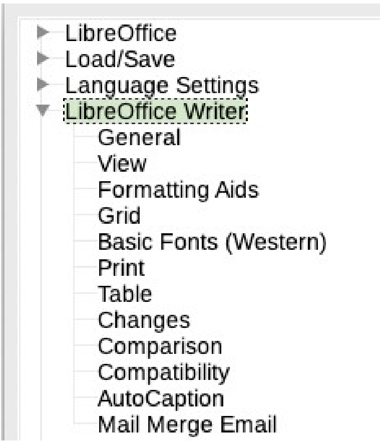
Default file format and ODF settings

Document type. If you routinely share documents with users of Microsoft Word, you might want to change the **Always save as** attribute for text documents to one of the Word formats. See “Save as a Microsoft Word document” on page 27 for more information.)

Choosing options for Writer

Settings chosen on the pages in the LibreOffice Writer section of the Options dialog determine how your Writer documents look and behave while you are working on them.

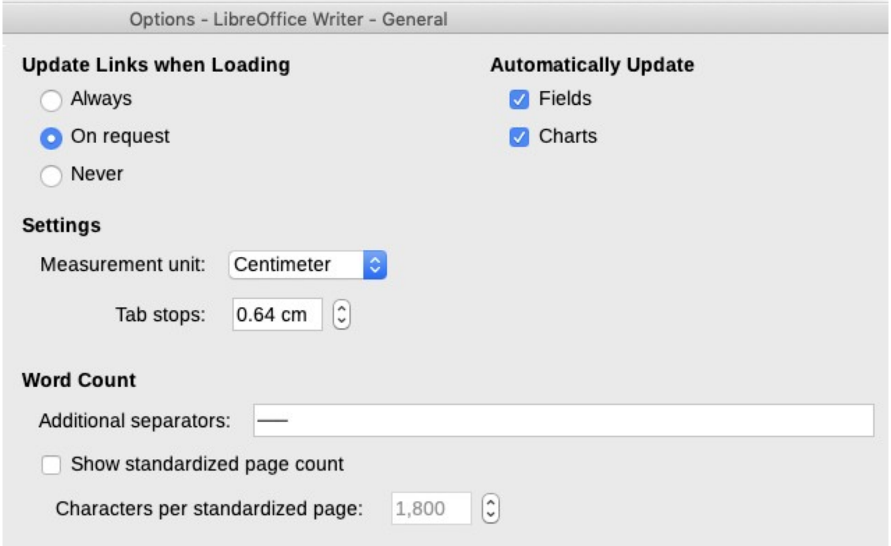
In the Options dialog, click the expansion symbol (+ sign or triangle) next to LibreOffice Writer in the left-hand section of the dialog. A list of pages drops down.



- LibreOffice
- Load/Save
- Language Settings
- LibreOffice Writer
  - General
  - View
  - Formatting Aids
  - Grid
  - Basic Fonts (Western)
  - Print
  - Table
  - Changes
  - Comparison
  - Compatibility
  - AutoCaption
  - Mail Merge Email

Writer general options

Settings on this page control the updating of links and fields, the units used for rulers and other measurements, tab stops, and word count behavior.



Options - LibreOffice Writer - General

Update Links when Loading

○ Always
● On request
○ Never

Automatically Update

☑ Fields
☑ Charts

Settings

Measurement unit: Centimeter

Tab stops: 0.64 cm

Word Count

Additional separators: —

☐ Show standardized page count

Characters per standardized page: 1,800

Measurement unit

Document designers recommend using points as the default measurement because you can easily relate things like font size to things like indents and tabs.

Tip

To change the measurement unit of the ruler itself, right-click on the ruler, then select the desired unit from the pop-up list. This change does not change the measurement unit chosen under **Tools > Options**.

***Tab stop*s**

The default tab stops setting controls two things: tabs within paragraphs and the indentation of entire paragraphs when using the Increase Indent button on the Formatting toolbar.

Note

Using the default tab stops to space out material on a page is not recommended. It may cause major formatting problems. Instead, define your own tab stops in paragraph styles or individual paragraphs, as described in “Defining your own tabs and indents” on page 92.

Word Count – Additional separators

For counting words, specifies the characters that are considered to separate words, in addition to spaces, tabs, line breaks, and paragraph breaks.

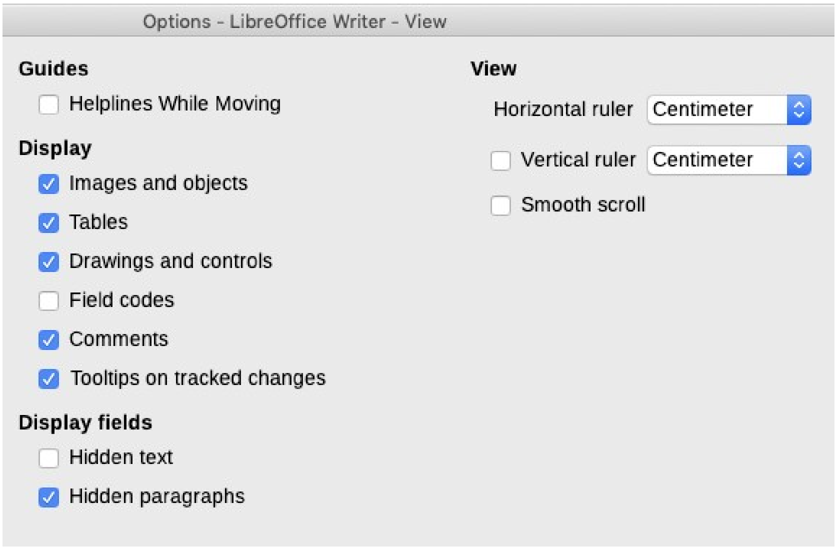
Word Count – Show standardized page count

Editors and publishers often define a “standard” page as containing a specified number of characters or words; this field allows quick calculation of the number of these pages.

View options

Set the defaults for viewing Writer documents on the two pages called View and Formatting Aids.

View is a good page to check when you cannot see expected graphics or when you see field codes instead of text or numbers.



Options - LibreOffice Writer - View

Guides

☐ Helplines While Moving

Display

☑ Images and objects
☑ Tables
☑ Drawings and controls
☐ Field codes
☑ Comments
☑ Tooltips on tracked changes

Display fields

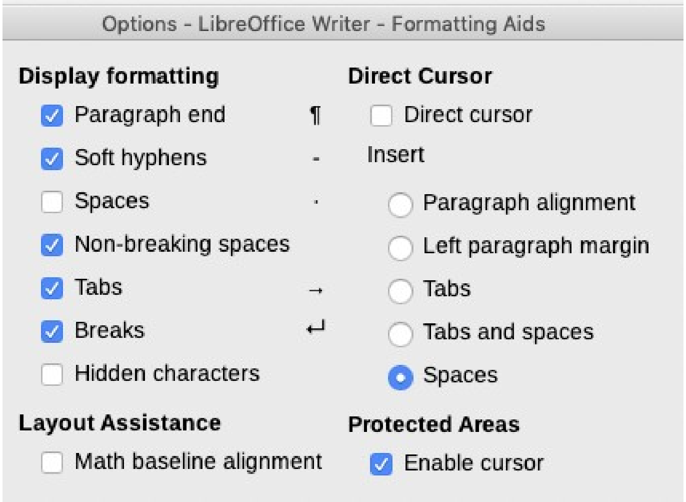
☐ Hidden text
☑ Hidden paragraphs

View

Horizontal ruler: Centimeter
☐ Vertical ruler: Centimeter
☐ Smooth scroll

Formatting Aids options

Symbols for tabs and for paragraph ends help you when writing, editing, and doing page layout. You might want to know if any tabs or blank paragraphs are present or if any tables or graphics extend into the margins.



Options - LibreOffice Writer - Formatting Aids

Display formatting

☑ Paragraph end ¶
☑ Soft hyphens -
☐ Spaces ·
☑ Non-breaking spaces
☑ Tabs →
☑ Breaks ↵
☐ Hidden characters

Layout Assistance

☐ Math baseline alignment

Direct Cursor

☐ Direct cursor

Insert

○ Paragraph alignment
○ Left paragraph margin
○ Tabs
○ Tabs and spaces
● Spaces

Protected Areas

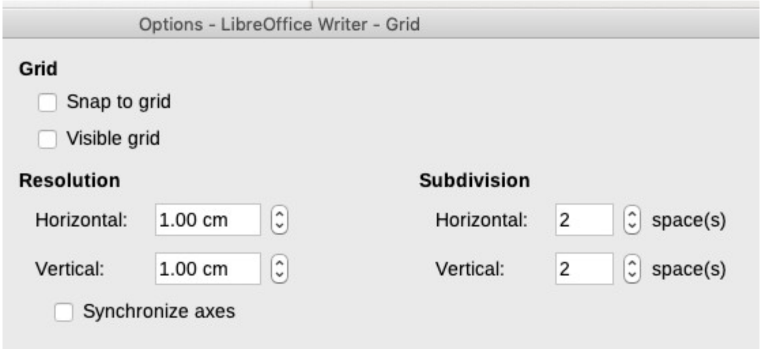
☑ Enable cursor

Note

Direct cursor lets you place text, images, tables, frames, and other objects in any blank area on the page. Writer inserts blank paragraphs and tabs to position the text or objects. ***Avoid this feature.*** It is incompatible with the correct use of styles and leads to formatting oddities.

Grid options

Snap to grid automatically moves an object to the nearest gridlines. This can be helpful when you are trying to align objects such as graphics or tables. You can adjust the sizing of the grid and you can specify other grid details.



☐ Snap to grid

☐ Visible grid

Resolution

Horizontal: 1.00 cm

Vertical: 1.00 cm

☐ Synchronize axes

Subdivision

Horizontal: 2 space(s)

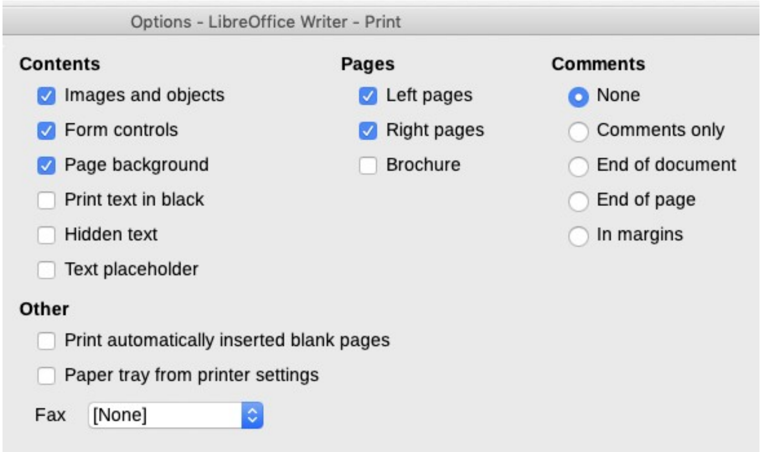
Vertical: 2 space(s)

Basic Fonts (Western)

These options are for use when editing web pages. They are not relevant here. Set up your fonts in paragraph and character styles.

Print options for Writer

Choose which items are printed with the document by default. These options are in addition to those on the LibreOffice – Print page (page 31).



Options - LibreOffice Writer - Print

Contents

- ☑ Images and objects
- ☑ Form controls
- ☑ Page background
- ☐ Print text in black
- ☐ Hidden text
- ☐ Text placeholder

Pages

- ☑ Left pages
- ☑ Right pages
- ☐ Brochure

Comments

- ● None
- ○ Comments only
- ○ End of document
- ○ End of page
- ○ In margins

Other

- ☐ Print automatically inserted blank pages
- ☐ Paper tray from printer settings

Fax [None]

Some considerations:

- When you are working on drafts and you want to save printer ink or toner, deselect some of the items in the Contents section.
- The **Print black** selection causes colored text (but not graphics) to print as solid black on both color and black-and-white printers. (On most black-and-white printers, colored text and graphics print as grayscale.)
  Contrast this setting with **Convert colors to grayscale** on the LibreOffice – Print page (page 31), which causes both colored text and graphics to print as greybeard on color printers.
- If you are printing double-sided on a non-duplexing printer, print only the left or the right pages, then turn the stack over and print the other half.
- Depending on how your printer ejects pages (face up or face down), you might need to print the pages in reverse order so that they stack in the correct order as they are printed.

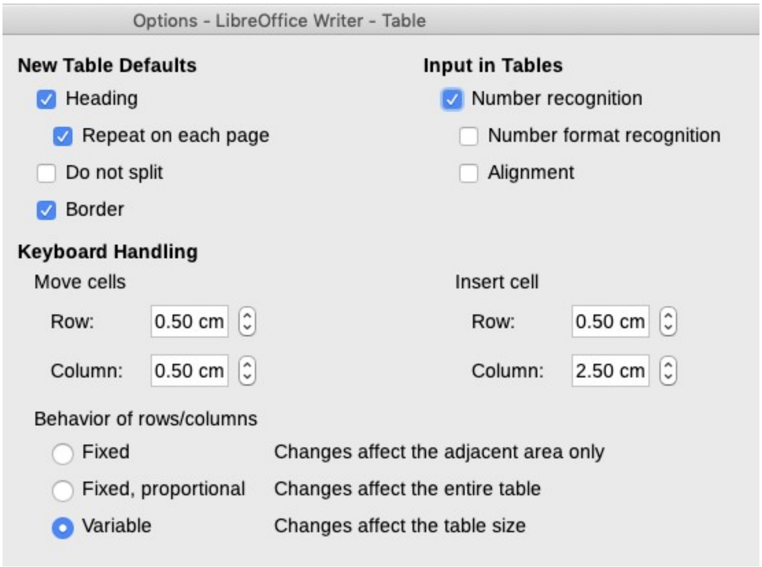
Tip

You can override any of these defaults when printing a document. Click **File > Print**, then click the **Options** button on the Print dialog. The Printer Options dialog that appears is similar to the one shown above.

Table options

Use this page to specify the default behavior of tables.

- If most of your tables will require borders or headings, select those options. Otherwise, deselect borders and headings here, and add them as needed to individual tables.
- Number recognition can be very useful if most of your tables contain numerical data. Writer recognizes dates or currency, for example, and formats the numbers appropriately. However, if you want the numbers to remain as ordinary text, deselect this option.



Options - LibreOffice Writer - Table

New Table Defaults

☑ Heading
  ☑ Repeat on each page
☐ Do not split
☑ Border

Input in Tables

☑ Number recognition
  ☐ Number format recognition
  ☐ Alignment

Keyboard Handling

Move cells
Row: 0.50 cm
Column: 0.50 cm

Insert cell
Row: 0.50 cm
Column: 2.50 cm

Behavior of rows/columns
○ Fixed — Changes affect the adjacent area only
○ Fixed, proportional — Changes affect the entire table
● Variable — Changes affect the table size

Change-tracking options

If you plan to use the change-tracking feature of Writer (described in Chapter 13), use the Changes page to choose how inserted and deleted material is marked, whether and how attribute changes such as bold or italics are marked, and whether and how change bars appear in the margins.

Choosing language settings

You may want to do several things for the language settings:

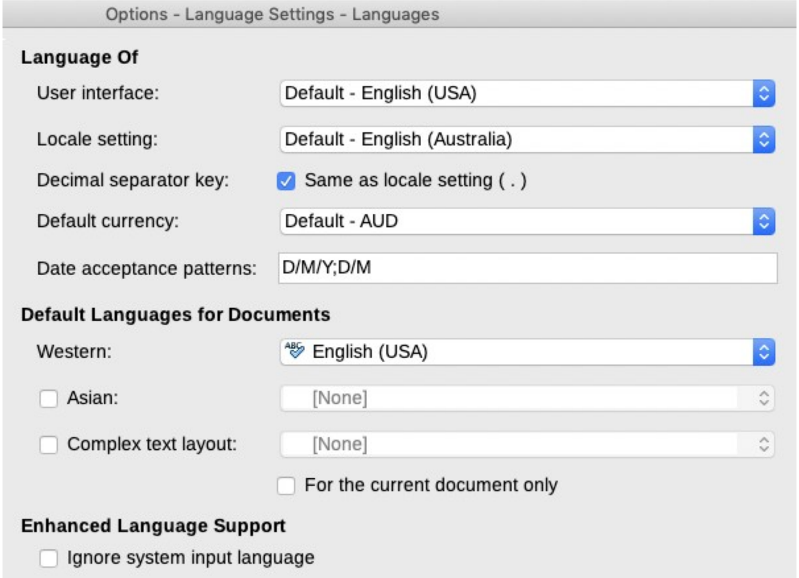
- Change some locale and language settings
- Choose spelling options
- Choose grammar options

Change some locale and language settings

You can change some details of the locale and language settings that LibreOffice uses, for all documents or for specific documents.

In the Options dialog, on the left, choose **Language Settings > Languages**. On the right, change User interface, Locale setting, Default currency, and Default languages for documents as required. In the example, English (UK) has been chosen for all the settings.

If you want the language (dictionary) setting to apply to the current document only, instead of being the default for all new documents, select **For the current document only**.



Options - Language Settings - Languages

Language Of

User interface: Default - English (USA)

Locale setting: Default - English (Australia)

Decimal separator key: ☑ Same as locale setting (.)

Default currency: Default - AUD

Date acceptance patterns: D/M/Y;D/M

Default Languages for Documents

Western: English (USA)

☐ Asian: [None]

☐ Complex text layout: [None]

☐ For the current document only

Enhanced Language Support

☐ Ignore system input language

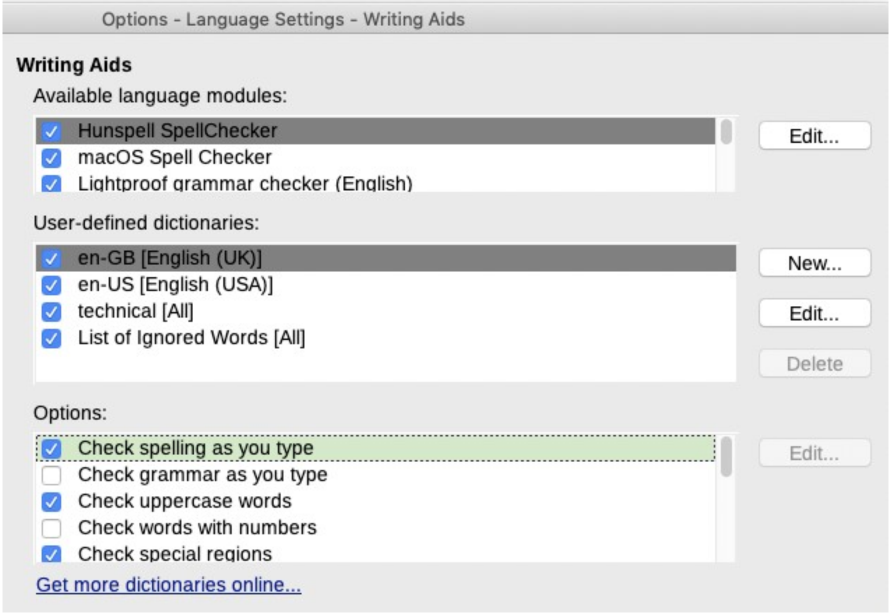
Here you can also select the options to enable support for Asian languages (Chinese, Japanese, Korean) and support for Complex text layout languages such as Hindi, Thai, Hebrew, and Arabic.

Choose spelling options

In the Options dialog, on the left, choose **Language Settings > Writing Aids**. On the right, near the bottom, choose the settings that are useful for you.

- If you don’t want spelling checked as you type, deselect **Check spelling as you type**.
- If you use a custom dictionary that uses uppercase words and words with numbers, select **Check uppercase words** and **Check words with numbers**.
- **Check special regions** is for checking the spelling of headers, footers, frames, and tables.

Here you can also check which of the user-defined (custom) dictionaries are active. Add or remove dictionaries by clicking the **New** or **Delete** buttons.



Options - Language Settings - Writing Aids

Writing Aids

Available language modules:

☑ Hunspell SpellChecker
☑ macOS Spell Checker
☑ Lightproof grammar checker (English)

User-defined dictionaries:

☑ en-GB [English (UK)]
☑ en-US [English (USA)]
☑ technical [All]
☑ List of Ignored Words [All]

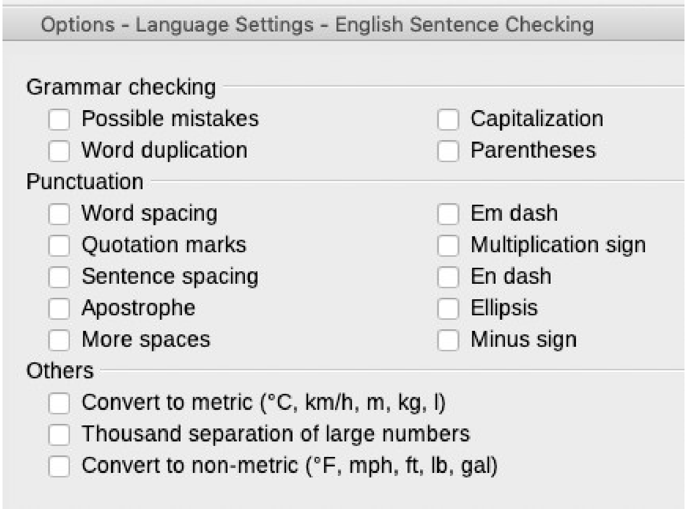
Options:

☑ Check spelling as you type
☐ Check grammar as you type
☑ Check uppercase words
☐ Check words with numbers
☑ Check special regions

Get more dictionaries online...

Choose grammar options

On the Language Settings – English Sentence Checking page, you can choose which items are checked for, reported to you, or converted automatically. After selecting the additional grammar checks, you must restart LibreOffice, or reload the document, for them to take effect.



Options - Language Settings - English Sentence Checking

Grammar checking
- ☐ Possible mistakes
- ☐ Word duplication
- ☐ Capitalization
- ☐ Parentheses

Punctuation
- ☐ Word spacing
- ☐ Quotation marks
- ☐ Sentence spacing
- ☐ Apostrophe
- ☐ More spaces
- ☐ Em dash
- ☐ Multiplication sign
- ☐ En dash
- ☐ Ellipsis
- ☐ Minus sign

Others
- ☐ Convert to metric (°C, km/h, m, kg, l)
- ☐ Thousand separation of large numbers
- ☐ Convert to non-metric (°F, mph, ft, lb, gal)

3 Write and edit

This chapter covers the basics of writing and editing using Writer. Formatting, fonts, symbols, and lists are covered in Chapter 6.

- Select, copy, paste, and move text
- Find and replace text
- Check spelling and use the thesaurus
- Use language tools
- Use autocorrection, word completion, and autotext
- Include document information in text

General recommendations

Write and edit before formatting

I recommend that you write, edit, and assemble materials, and then use Writer to format your book. Do not format as you write. Concentrate on the content when you are in the writing and editing stage. (Bruce Byfield takes a different approach, as he describes in *Designing with LibreOffice*. Do whatever works for you.)

Certainly, apply paragraph styles to headings and other elements as you go, but don't worry about other layout issues such as spacing, page breaks, font choices, placement of graphics, and so on. Concerns about formatting in this stage will just distract you.

Also, if you need to share drafts with a user of Microsoft Word, you can save drafts in Word and receive edits in Word, without being concerned about possible formatting incompatibilities.

Spacing of paragraphs and headings

Define spacing between paragraphs in the paragraph style as described in Chapter 6.

Do *not* press *Enter* several times to create extra space either between paragraphs or before and after headings. Doing this might create blank paragraphs tagged as headings, which will show up with page numbers in the Table of Contents.

Selecting, copying, and pasting text

The Writer operations of selecting, cutting, and copying text are similar to the same operations in other word processors. You can copy or move text within a document, or between documents, by dragging or by using menu selections, icons, or keyboard shortcuts. You can also copy text from other sources and paste it into a Writer document.

When you paste text, the result depends on the source of the text and how you paste it. If you click on the Paste icon, then the pasted text keeps its original formatting. If you do not like the results, click the Undo icon or press *Control+Z*.

To make the pasted text take on the formatting of the text surrounding where it is pasted, choose either:

- **Edit > Paste Special**, or
- Click the triangle to the right of the **Paste** icon, or
- Click the **Paste** icon and hold down the mouse button.

Then select **Unformatted text** from the resulting menu.

The range of choices on the Paste Special menu varies depending upon the origin and formatting of the text (or other object) to be pasted.

Moving paragraphs quickly

Click anywhere in the paragraph, then press and hold the *Control+Alt* keys while pressing the up-arrow or down-arrow key. The paragraph will move to a new location either before the previous paragraph or after the next paragraph. To move more than one paragraph at a time, select at least part of all the paragraphs you want to move before pressing the *Control+Alt+arrow keys*.

Tip

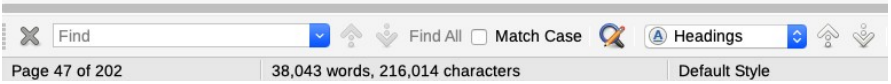
> If your paragraphs suddenly jump from one place to another, the most likely reason is that you have accidentally pressed one of these key combinations.

Finding and replacing text and formatting

Writer has two ways to find text within a document: the Find toolbar for fast searching and the Find & Replace dialog.

Using the Find toolbar

The Find toolbar is usually docked at the bottom of the Writer workspace, just above the Status Bar.



Type your search text in the Find box, then press **Enter** to find the next occurrence of that term. Click the **Find Next** or **Find Previous** arrow buttons as needed. Select **Match Case** to find only the instances that exactly match the use of upper and lower case letters in the search term. Click the icon next to **Match Case** to open the Find & Replace dialog.

A Navigation box is also found on this toolbar. You can easily jump to the next or previous items of the type selected in the box; Headings is selected in the example above.

Using the Find and Replace dialog

You can search for and replace:

- Words and phrases
- Specific formatting (such as bold or italic)
- Paragraph styles
- End-of-paragraph and line break marks

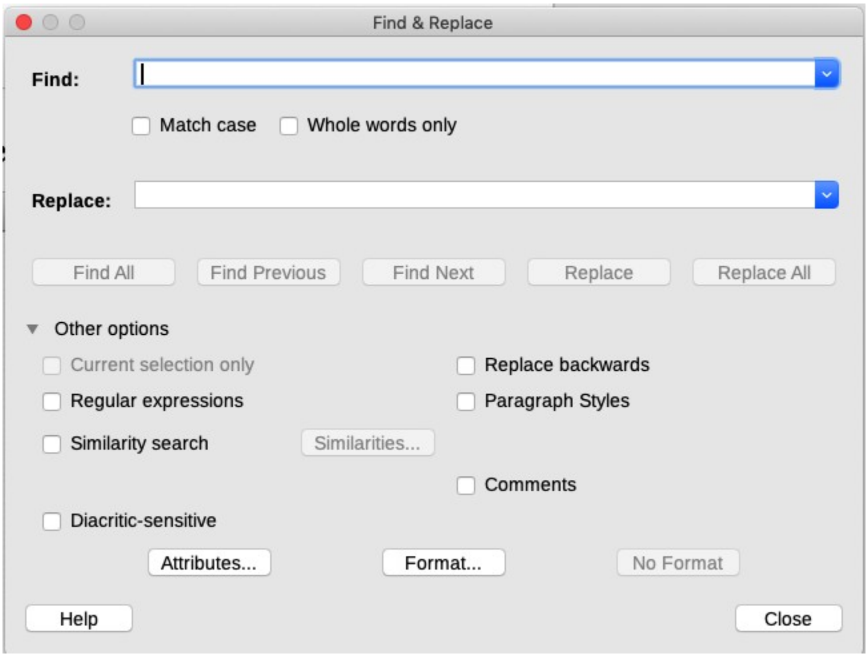
To display the Find & Replace dialog, use the keyboard shortcut *Control+F* or select **Edit > Find & Replace**.

1. Type the text you want to find in the **Search for** box.
2. To replace the text with different text, type the new text in the **Replace with** box.
3. You can select various options, such as matching the case, matching whole words only, or doing a search for similar words. (See the next section for some other choices.)

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

Caution

Use **Replace All** with caution; otherwise, you may end up with some highly embarrassing mistakes that might require a manual, word-by-word search to fix.


Find & Replace
Find:
☐ Match case
☐ Whole words only
Replace:
Find All
Find Previous
Find Next
Replace
Replace All
Other options
☐ Current selection only
☐ Replace backwards
☐ Regular expressions
☐ Paragraph Styles
☐ Similarity search
Similarities...
☐ Comments
☐ Diacritic-sensitive
Attributes...
Format...
No Format
Help
Close

Expanded Find & Replace dialog

Find and replace specific formatting

A very powerful use of Find & Replace takes advantage of the format option. For example, you might want to replace underlined words with italics.

On the Find & Replace dialog (with More Options displayed):

1. To search for specific formatting only, delete any text in the **Search for** box.

   To search for text with specific formatting, type the text in the **Search for** box.

2. Click **Format** to display the Text Format (Search) dialog. The tabs on this dialog are similar to those on the Paragraph format and Paragraph Style dialogs.

3. Choose the formats you want to search for and then click **OK**. The names of selected formats appear under the **Search for** box. For example, you might search for all text in 14-point bold Helvetica.

4. To change the formatting, click in the **Replace with** box, then click **Format** to display the Text Format (Replace) dialog. Choose the formats you want, and then click **OK**.

   To leave the text unchanged, and only change the formatting, leave the **Replace with** box blank.

   To replace text as well as formatting, type the replacement text in the **Replace with** box.
5. To remove specific character formatting, click **Format**, select the Font tab, then select the opposite format (for example, No Bold). The **No Format** button on the Find & Replace dialog clears all previously selected formats.
6. Click **Find**, **Find All**, **Replace**, or **Replace All**.

Tip

Unless you plan to search for other text using the same attributes, click **No Format** to remove the attributes after completing your search. If you forget to do this, you may wonder why your next search fails to find words you know are in the document.

Find and replace paragraph styles

If you combine material from several sources, you may discover that lots of unwanted paragraph styles suddenly show up in your document. To quickly replace one (unwanted) style with another (preferred) style:

1. On the expanded Find & Replace dialog, select **Search for Styles**. (If you have attributes specified, this option is labeled **Including Styles**.) The **Search for** and **Replace with** boxes now contain a list of styles.
2. Select the style you want to search for and the style you want to replace it with.
3. Click **Find**, **Find All**, **Replace**, or **Replace All**.

Repeat steps 2 and 3 for each style that you want to replace.

Find and replace line breaks and paragraph ends

If you paste material from emails or websites, you may find that such material often uses two line breaks at the end of a paragraph instead of one end-of-paragraph mark. This causes a whole group of paragraphs, often including headings, to be treated as only one paragraph in Writer, often resulting in major formatting problems.

To change two line breaks into one end-of-paragraph mark:

1. On the Find & Replace dialog, click **More Options** to see more choices. On this expanded dialog, select **Regular expressions**.
2. Type **\n\n** in the **Search for** box and **\n** in the **Replace with** box. Click **Find**, **Find All**, **Replace**, or **Replace All**.

Tip

When searching, Writer uses **$** for the end-of-paragraph mark and **\n** for a line break. For a replacement character, use **\n** for the end-of-paragraph mark.

You don't need to use Find & Replace (as you do in some other programs) to replace two end-of-paragraph marks (with nothing in between) with one. Instead, you can go to **Tools > AutoCorrect > Options** and check the box for **Remove blank paragraphs**.

Searches for end-of-paragraph marks are usually combined with other regular expressions and wildcards. The online help describes many regular expressions and their uses. Regular expressions can save you time and effort by combining multiple finds into one. Most of them are not the same in LibreOffice and Microsoft Office.

Checking spelling

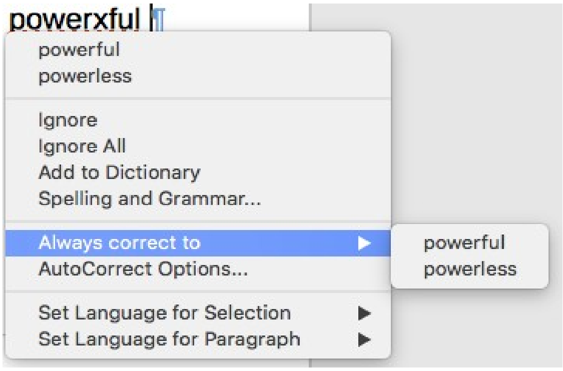
The spelling feature of Writer can be used in two ways. You can use a toolbar icon to choose a method.

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

To perform a separate spelling check on the whole document or on selected text, click the Spelling and Grammar button or press *F7*. This opens the Spelling and Grammar dialog if any misspelled words are found.

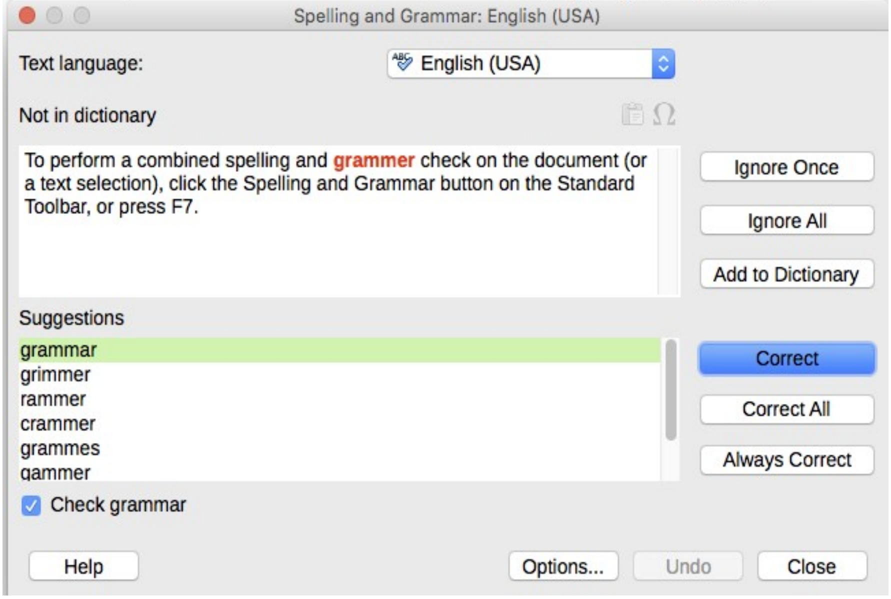
Here are some more features of the spelling checker:

- Right-click on a word with a wavy red underline to open a context menu. You can select from the suggested words, ignore the spelling, add it to the dictionary, or change the language used for the selection or paragraph.


powerxful
powerful
powerless
Ignore
Ignore All
Add to Dictionary
Spelling and Grammar...
Always correct to ▶
AutoCorrect Options...
Set Language for Selection ▶
Set Language for Paragraph ▶
powerful
powerless

Spelling context menu

- You can also change the dictionary language used (for example, Spanish, French, or German) on the Spelling and Grammar dialog.

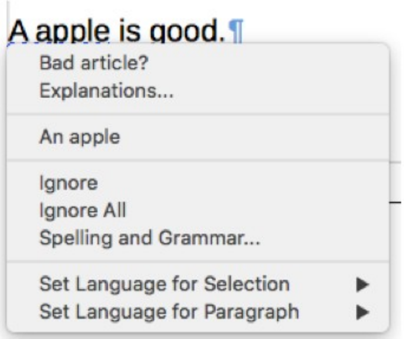

Spelling and Grammar: English (USA)
Text language:
English (USA)
Not in dictionary
Ignore Once
Ignore All
Add to Dictionary
Suggestions
grammar
grimmer
rammer
crammer
grammes
gammer
☑ Check grammar
Correct
Correct All
Always Correct
Help
Options...
Undo
Close

To perform a combined spelling and grammer check on the document (or a text selection), click the Spelling and Grammar button on the Standard Toolbar, or press F7.

- To add a word to a dictionary, click **Add** in the Spelling and Grammar dialog and pick the dictionary to add it to.
- Click the Options button on the Spelling and Grammar dialog to open a dialog similar to the one in **Tools > Options > Language Settings > Writing Aids**; see Chapter 2.

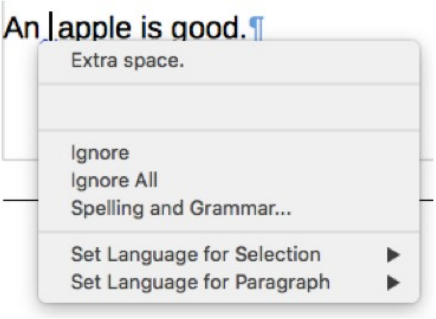
Checking grammar

If you have selected grammar checking, errors are shown underlined by a wavy blue line. Right-clicking on this line brings up a context menu which may be similar to one of those shown below.



A apple is good.¶

Bad article?
Explanations...
An apple
Ignore
Ignore All
Spelling and Grammar...
Set Language for Selection ▶
Set Language for Paragraph ▶



An apple is good.¶

Extra space.
Ignore
Ignore All
Spelling and Grammar...
Set Language for Selection ▶
Set Language for Paragraph ▶

The first entry in the menu describes the suspected broken grammatical rule.

The second menu item in the left example is Explanations, which opens your browser to a web page offering more information about the error. This entry is not always present in the context menu, as seen in the right example.

In the second section of the menu is the suggested correction. Clicking this changes the text to the suggestion.

In the third section of the menu you can choose to ignore the indicated error, or to open the Spelling and Grammar dialog.

Tip

The grammar checker is very good at finding certain types of errors. However, it is often wrong, especially when dealing with informal writing such as dialog in fiction. You'll need to use some judgment regarding its suggestions.

Additional grammar checking rules can be selected through **Tools > Options > Language Settings > English sentence checking**, as described in Chapter 2.

Using Writer's built-in language tools

Writer provides some tools that make your work easier if you use more than one language in the same document or if you write documents in various languages.

On the Font tab of the Paragraph Styles dialog, you can specify that certain paragraphs be checked in a language that is different from the language of the rest of the document. See "Working with fonts" on page 86 for more information.

The main advantage of changing the language is that you can then use the correct dictionaries to check spelling and apply the localized versions of thesauruses, hyphenation rules, and AutoCorrect replacement tables.

You can also set the language for a paragraph or a group of characters as **None**. This option is especially useful when you insert text such as web addresses or programming language snippets that you do not want to check for spelling.

Specifying the language in character and paragraph styles is the preferred method, because styles allow a greater level of control and make changing the language much faster.

However, you can set the language for the whole document, for individual paragraphs, or even for individual words and characters, all from **Tools > Language** on the menu bar.

For selection

Applies the selected language to the selected text (the selection can be as short as a few characters or as long as several paragraphs).

For paragraph

Applies the selected language to the paragraph where the cursor is located.

For all text

Applies the selected language to the entire document.

Another way to change the language of a whole document is to use **Tools > Options > Language Settings > Languages.** In the *Default languages for documents* section, you can choose a different language for all of the text.

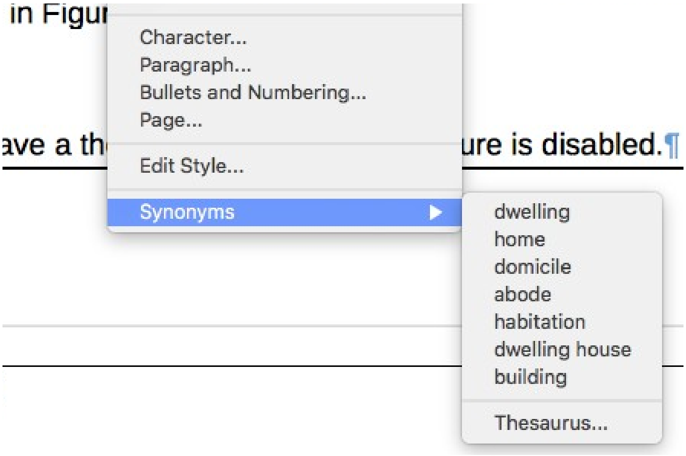
Unlike the menu tool that applies to the individual document, a change in the default language from the Options dialog is a general change of settings of LibreOffice and will therefore apply to all the documents created in the future. If you want to change the language for the current document only, be sure to select the **For the current document only** option.

The spelling checker works only for those languages in the list that show a check mark. If you do not see this symbol next to your preferred language, you can install the dictionary using **Tools > Languages > More dictionaries online**.

The language used for checking spelling is also shown in the status bar, next to the current page style (see page 22).

Using synonyms and the thesaurus

You can access a short list of synonyms from a context menu. Right-click a word and point to **Synonyms** on the context menu. A submenu of alternative words and phrases is displayed. Click a word or phrase in the submenu to have it replace the highlighted word or phrase in the document.


in Figur
Character...
Paragraph...
Bullets and Numbering...
Page...
ave a th
ure is disabled.¶
Edit Style...
Synonyms
dwelling
home
domicile
abode
habitation
dwelling house
building
Thesaurus...

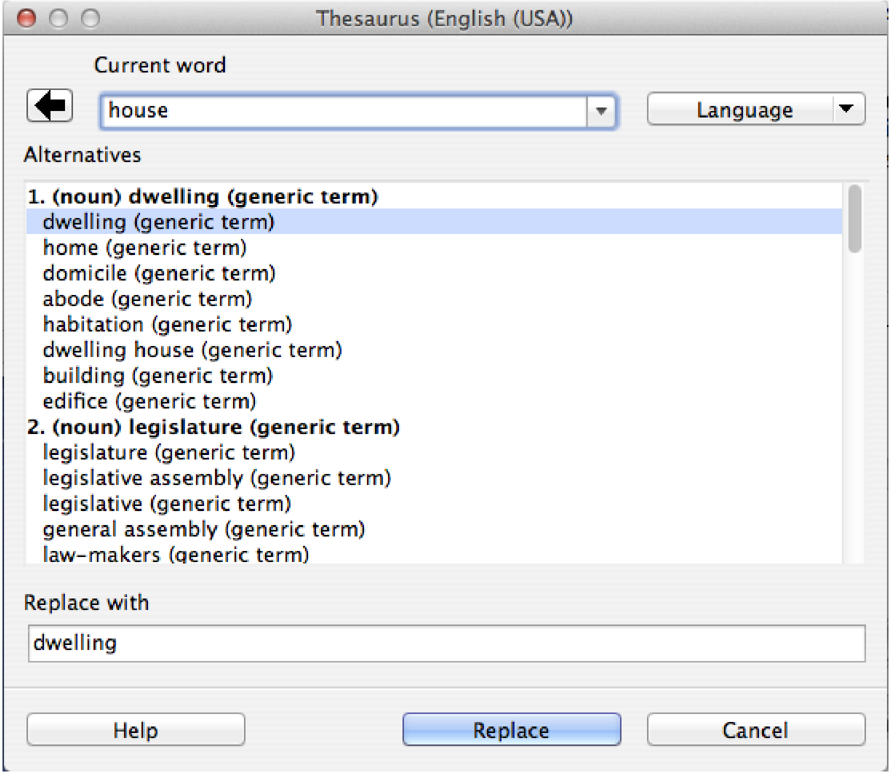
The thesaurus gives a more extensive list of alternative words and phrases. Select the word or phrase you want to find more choices for, right-click, point to Synonyms in the content menu, then click **Thesaurus** from the Synonyms submenu.

Note

If the selected language does not have a thesaurus installed, this feature is disabled.

In the Thesaurus dialog, click a word or phrase in the list of meanings to select it. Click **Replace** to make the substitution.

For example, when given the word *house*, the thesaurus offers several meanings, including *dwelling*, *legislature*, *sign of the zodiac*, and others. Select a replacement word from the list under the relevant meaning, so for *dwelling*, you will see *dwelling*, *home*, *domicile*, *abode*, and other alternatives.



Current word: house

Alternatives

1. (noun) dwelling (generic term)
- dwelling (generic term)
- home (generic term)
- domicile (generic term)
- abode (generic term)
- habitation (generic term)
- dwelling house (generic term)
- building (generic term)
- edifice (generic term)

2. (noun) legislature (generic term)
- legislature (generic term)
- legislative assembly (generic term)
- legislative (generic term)
- general assembly (generic term)
- law-makers (generic term)

Replace with: dwelling

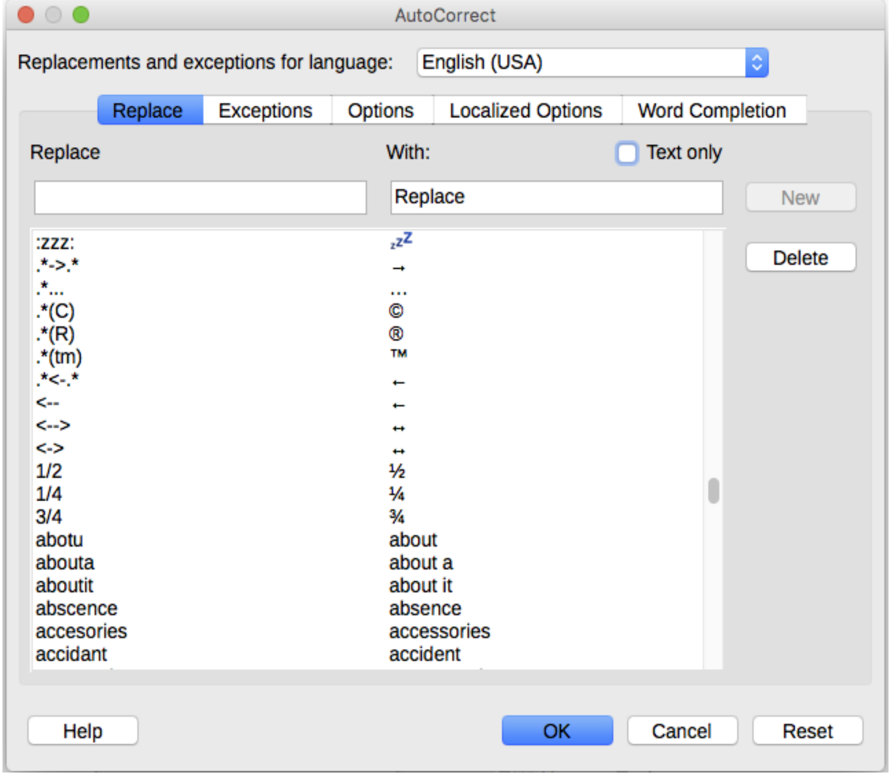
Using automatic functions

Writer provides several ways to automate some of your work. If you do not want to use a particular automated function, you can turn it off easily.

AutoCorrect

Writer’s AutoCorrect function automatically corrects a long list of common misspellings and typing errors. For example, *hte* will be changed to *the*.

Select **Tools > AutoCorrect > AutoCorrect Options** to open the AutoCorrect dialog. There you can define what specific strings of text will be corrected. In most cases, the defaults are fine.


AutoCorrect
Replace
Exceptions
Options
Localized Options
Word Completion
New
Delete
Help
OK
Cancel
Reset

Replacements and exceptions for language: English (USA)

Replace:
With: Replace
☐ Text only

Replace	With:
:zzz:	zzZ
.*->.*	→
.*...	…
.*(C)	©
.*(R)	®
.*(tm)	™
.*<-.*	←
<--	←
<-->	↔
<->	↔
1/2	½
1/4	¼
3/4	¾
abotu	about
abouta	about a
aboutit	about it
abscence	absence
accesories	accessories
accidant	accident

AutoCorrect is turned on when Writer is installed. To turn it off, uncheck **Format > AutoFormat > While Typing**.

To fine-tune AutoCorrect, examine the different tabs of the dialog. You will see that many options are available.

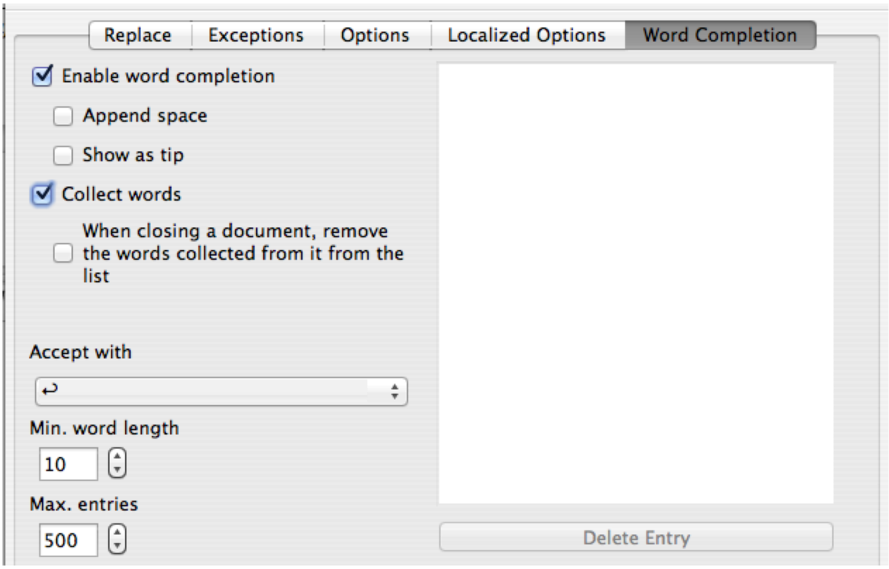
To stop Writer from replacing a specific spelling, go to the **Replace** tab, highlight the word pair, and click **Delete**.

To add a new spelling to the list, type it into the **Replace** and **With** boxes on the Replace tab, and click **New**.

AutoCorrect can also be used as a quick way to insert special characters. For example, (c) will be autocorrected to ©. You can add your own special characters.

Word completion

If Word Completion is enabled, Writer tries to guess which word you are typing and offers to complete this word for you. To accept the suggestion, press *Enter*. Otherwise, continue typing.



☑ Enable word completion
☐ Append space
☐ Show as tip
☑ Collect words
☐ When closing a document, remove the words collected from it from the list

Accept with
↩

Min. word length
10

Max. entries
500

To turn off Word Completion, select **Tools > AutoCorrect > AutoCorrect Options > Word Completion** and uncheck **Enable word completion**.

You can customize word completion from the Word Completion tab.

- Add (append) a space automatically after an accepted word.

- Show the suggested word as a tip that simply hovers over the word instead of completing the word as you type.
- Change the maximum number of words remembered for word completion and the minimum allowable length of the words.
- Delete specific entries from the word completion list.
- Change the key that accepts a suggested entry. The options are *right arrow*, *End* key, *Return* (*Enter*), *Space bar*, and *Tab*.

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

AutoText

You can assign text, tables, graphics, and other items to an AutoText shortcut key combination. Then, to insert the AutoText, type the shortcut and press *F3*.

For example, rather than typing *Senior Management*, you can save those words as AutoText with the shortcut *sm*, then simply type *sm* and press *F3* to insert the words into your document. Similarly, you can save a formatted table as AutoText with the name *tip* and then insert a copy by typing *tip* and pressing *F3*.

To assign some text to an AutoText shortcut:

1. Type the text into your document.
2. Select the text.
3. Go to **Tools > AutoText** (or press *Control+F3*).
4. Type a name for your shortcut. Writer will suggest a one-letter shortcut, which you can change.
5. Click the **AutoText** button on the right of the AutoText dialog and select **New (text only)** from the menu.
6. Click **Close** to return to your document.

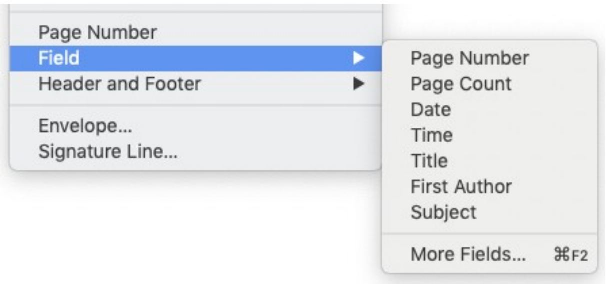
Tip

If the only option under the AutoText button is **Import**, either you have not entered a name for your AutoText or there is no text selected in the document.

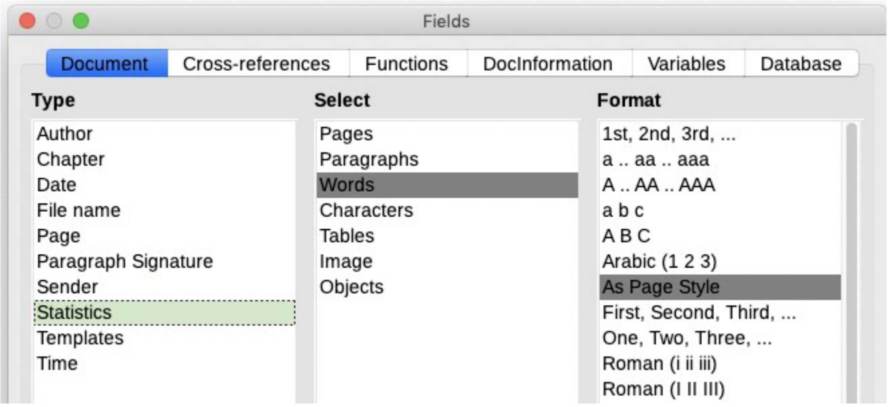
Including document information

Sometimes you may want to put information such as the author, the file name, the date the document was last edited, or the word count somewhere in the text or in a header or footer.

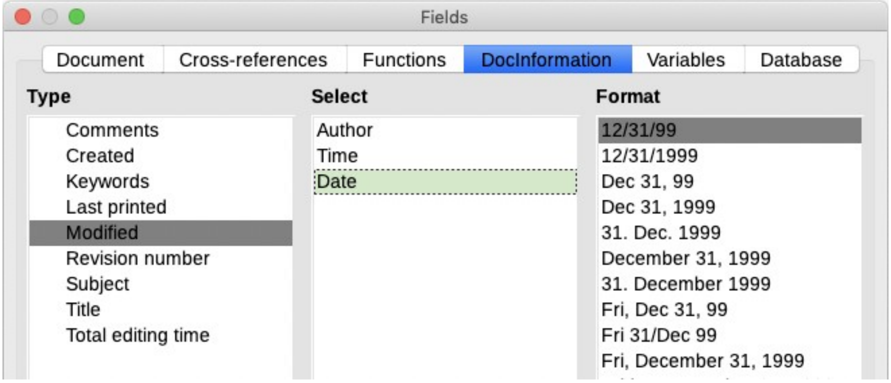
Some information fields can be inserted directly from the **Insert > Field** submenu.


Page Number
Field
Header and Footer
Envelope...
Signature Line...
Page Number
Page Count
Date
Time
Title
First Author
Subject
More Fields... ⌘F2

Other information fields are on the Document or DocInformation tabs of the Fields dialog, shown below.


Fields
Document
Cross-references
Functions
DocInformation
Variables
Database
Type
Author
Chapter
Date
File name
Page
Paragraph Signature
Sender
Statistics
Templates
Time
Select
Pages
Paragraphs
Words
Characters
Tables
Image
Objects
Format
1st, 2nd, 3rd, ...
a .. aa .. aaa
A .. AA .. AAA
a b c
A B C
Arabic (1 2 3)
As Page Style
First, Second, Third, ...
One, Two, Three, ...
Roman (i ii iii)
Roman (I II III)

Select the type of information required in the left-hand column (here we have chosen Statistics), the specific item in the middle column, and the format in the right-hand column. If you're not sure, choose the default format selection (whatever is highlighted for your choices in *Type* and *Select*). If the result is not what you want, you can change it later.


Fields
Document
Cross-references
Functions
DocInformation
Variables
Database
Type
Comments
Created
Keywords
Last printed
Modified
Revision number
Subject
Title
Total editing time
Select
Author
Time
Date
Format
12/31/99
12/31/1999
Dec 31, 99
Dec 31, 1999
31. Dec. 1999
December 31, 1999
31. December 1999
Fri, Dec 31, 99
Fri 31/Dec 99
Fri, December 31, 1999

Some of the document properties information is generated automatically, some comes from information you enter on the Description tab of the Document Properties dialog (**File > Properties**), and some comes from information on the User Data page of **Tools > Options > LibreOffice** (see page 30).

4 Design your book using Writer’s styles

This chapter describes how to plan and set up the design of your book, using Writer’s styles. For information on the design choices you need to make, see Bruce Byfield’s book *Designing with LibreOffice*.

The steps in designing a book are:

- Plan the sequence of pages needed in the book.
- Set up the page styles needed for this sequence of pages.
- Set up the paragraph styles.
- Choose fonts, spacing, and other formatting details; see Chapters 5 and 6.

Tip

Some design choices (for example, headers and footers) for printed books are irrelevant to e-books. Other choices may need to be modified.

What are styles? Why use them?

Styles are sets of formats for pages, text, frames, and other elements of a document. When you apply a style, you apply a whole group of formats at the same time. Proper use of styles improves consistency in a document and makes major formatting changes easy.

To change the appearance of an element (such as the font), you change the *style*, and then all of the elements that use that style will change automatically. This helps maintain consistency throughout the book.

Writer also uses styles for processes such as compiling a table of contents.

Tip

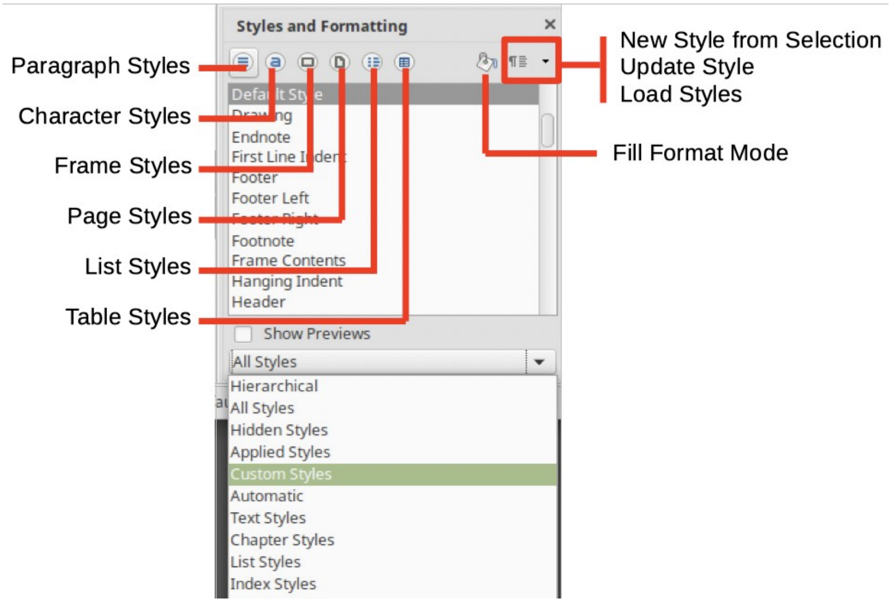
> Any modifications of styles, and any new styles that you define, apply only to the document you are working on. If you want the changes to be available to other documents, you need to put them into a template. See Chapter 14 for details.

Types of styles

Writer has six types of styles:

- *Page* styles control page formatting (page size, margin, and the like).
- *Paragraph* styles control the formatting of entire paragraphs. (Headings are a type of paragraph.)
- *Character* styles control the formatting of selected text inside a paragraph.
- *List* styles control outlines, numbered lists, and bulleted lists.
- *Frame* styles control frames and graphics.
- *Table* styles control the appearance of tables of data.

The Styles deck in the sidebar lists all the styles defined for a document.

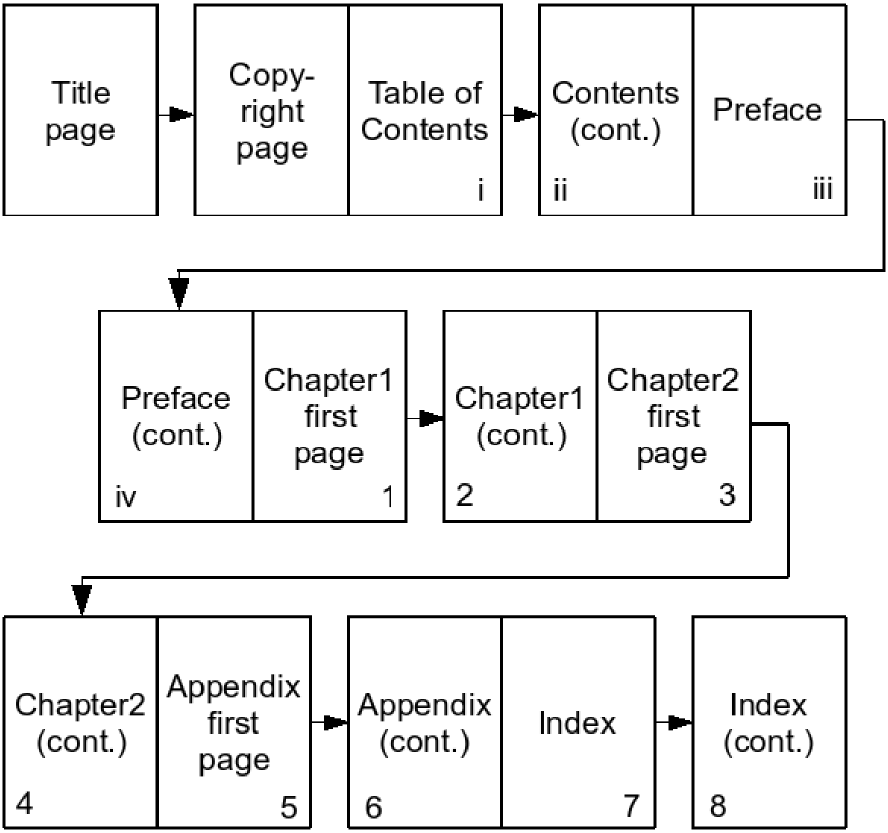

Paragraph Styles
Character Styles
Frame Styles
Page Styles
List Styles
Table Styles
Styles and Formatting
Default Style
Drawing
Endnote
First Line Indent
Footer
Footer Left
Footer Right
Footnote
Frame Contents
Hanging Indent
Header
Show Previews
All Styles
Hierarchical
All Styles
Hidden Styles
Applied Styles
Custom Styles
Automatic
Text Styles
Chapter Styles
List Styles
Index Styles
New Style from Selection
Update Style
Load Styles
Fill Format Mode

Basic page layout using page styles

All pages in a Writer document are based on page styles. Page styles define the basic layout of pages, such as page size, margins, the placement of headers and footers, borders and backgrounds, and number of columns. If you do not specify a page style, Writer uses its built-in *Default* page style.

You can modify Writer's built-in page styles, and you can define new (custom) page styles. You can have one or many page styles in a single document.

The illustration below shows a typical sequence of the pages in a book. Notice that some have no page numbers, while others have lower-case roman numerals (i, ii, iii) and others have Arabic numbers (1, 2, 3).


Title page
Copy-right page
Table of Contents
i
Contents (cont.)
ii
Preface
iii
Preface (cont.)
iv
Chapter1 first page
1
Chapter1 (cont.)
2
Chapter2 first page
3
Chapter2 (cont.)
4
Appendix first page
5
Appendix (cont.)
6
Index
7
Index (cont.)
8

Tip

The publishing term for all the pages before the first page of Chapter 1 (or the Part 1 page, if there is one) is *front matter*.

Automating the sequence of page styles

When you need a page with one style to be followed by a page with a specific style, you can automate the sequence. The style of the page that follows can be the same as the style of the first page, or it can be different.

As we'll see in this section, automation is the only practical way to handle a sequence of page styles in some cases. In other cases, automation is optional but using it means you don't have to remember which style comes next in the sequence and assign it manually.

The first thing to do is decide on the styles you need. Don't worry if you think that later you might need another style or want to change the sequence—you can do so at any time.

The styles we'll be using correspond to the pages shown in the diagram on page 63:

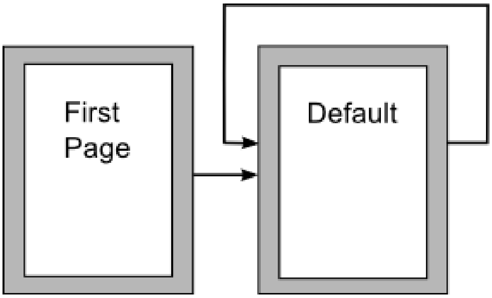
- Title (cover) page
- Copyright page
- Table of Contents page
- Other front matter pages
- First Page (for each chapter)
- Default page (for all other pages in each chapter)

Automating a sequence of styles makes use of the *Next Style* property of styles. You can define page styles in any order you want, but some ways are more efficient than others. You might think it makes sense to work through the page styles from the beginning of the book, starting with the Title page, but in fact it is easier to start at the end of a sequence of pages, so that the next style is always defined before it is needed in the sequence.

Single chapter

First we will look at a single chapter from somewhere in the book. Most chapters will be like this one. It needs two styles: *First Page* and *Default*. The figure on the next page shows the concept.

Both of these styles are provided by Writer, so we don't need to create new ones. In addition, both styles have been set up to have a Next Style of *Default*, so we can proceed without modifying them.



To demonstrate the effect of this automatic sequence:

1. Create a new document (choose **File > New > Text Document** or press *Control+N*). Make sure that end-of-paragraph marks are showing.
2. Click anywhere in the first page of the document.
3. Go to Page Styles in the Styles deck of the sidebar and choose **First Page**, or right-click in the Page Style area of the status bar and choose **First Page** from the pop-up list.
4. Type or paste something on this page. Because this is a demonstration of page styles, don't be concerned with the formatting of the text. Keep typing or pasting until the text continues to a second page.

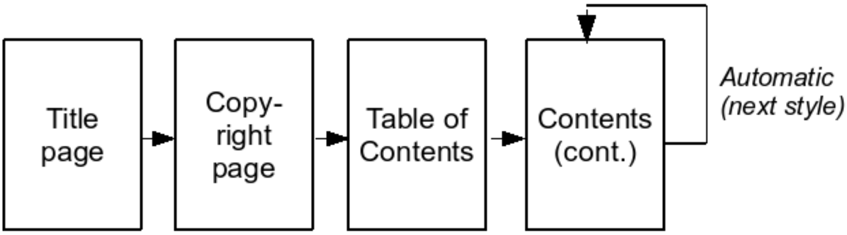
   Notice that the page style for the new page is shown in the status bar as *Default*, which is the style that it should be. You didn't have to do anything; the change in page styles occurred automatically.
5. Keep typing or pasting until the text continues to a third page. Notice that the page style for the third page is also *Default*, as it should be.

Note

To apply the sequence of page styles to an existing chapter, all you would need to do is steps 2 and 3.

Start of a book

The figure below shows a more complex sequence of page styles for the start of a book.



This sequence uses four styles that are not provided by Writer, so we need to create them. We'll start at the *end* of the sequence and work our way forward: Contents Other, Table of Contents, Copyright page, Title page.

1. Open a new document, or use the one from the previous example. Go to Page Styles in the Styles deck of the sidebar. Right-click and choose **New** from the pop-up menu.
2. On the Organizer tab of the Page Style dialog, type **Contents Other** in the Name box. Open the Next Style drop-down list and select **Contents Other**.
3. For now, ignore the other tabs. Click **OK** to save.
4. Repeat steps 2, 3, and 4 three times, in this order:

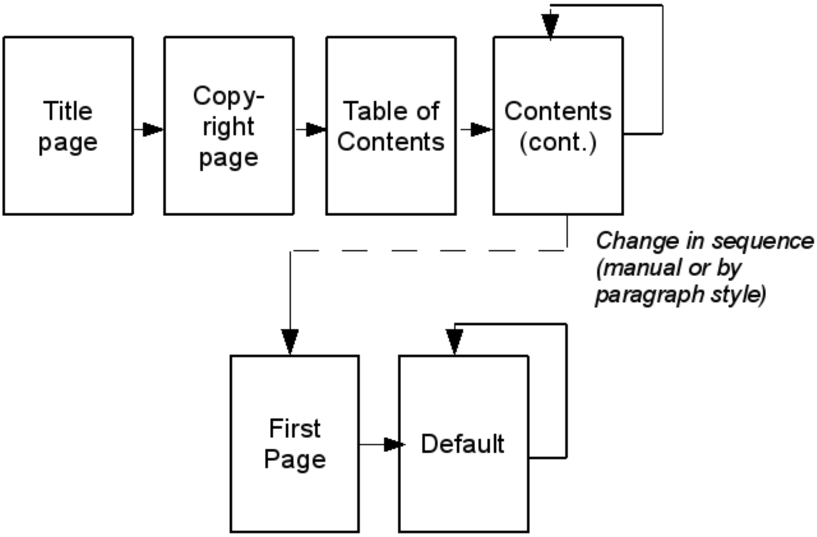
   Name: Table of Contents
      Next Style: Contents Other
   Name: Copyright page
      Next Style: Table of Contents
   Name: Title page
      Next Style: Copyright page

To apply this sequence of styles, see Chapter 5.

Add a chapter to the book sequence

How do you change from the “front matter” sequence to the chapter sequence? The concept is shown in the illustration on the next page.

A change from one sequence to a new sequence can be done either manually or by using a property of paragraph styles to automate the change. These methods are described in Chapter 5. Which method you use is entirely up to you.


Title page
Copy-right page
Table of Contents
Contents (cont.)
Change in sequence (manual or by paragraph style)
First Page
Default

Creating and modifying paragraph styles

Paragraph styles control aspects of a paragraph’s appearance such as text alignment, tab stops, line spacing, borders, and character formatting (font, font size, color). The formatting of individual words within a paragraph can be changed by using character styles or manual formatting. Character formatting is covered in Chapter 6.

Writer comes with many predefined paragraph styles, which you can modify. You can also define new (custom) styles.

You can modify paragraph styles by:

- Using the Paragraph Style dialog
- Updating from a selection
- Using AutoUpdate (not recommended)
- Loading or copying styles from another document or template (not covered in this book)

Properties of paragraph styles

You can save some time by understanding some of the properties of paragraph styles and then doing some things in a particular order. Two important properties are *Inherit from* and *Next Style*; both are found on the Organizer tab of the Paragraph Style dialog.

- **Inherit from.** When styles are linked, a change in the base style affects every style linked with it. For example, every Heading style (such as *Heading 1*, *Heading 2*) is linked with a base style called *Heading*.
- **Next style.** When you type a paragraph and then press *Enter* to start a new paragraph, the new paragraph will automatically have the style defined as the next style. For example, you can define the *Heading 1* style to be followed by a *First paragraph* style, the *First paragraph* style to be followed by a *Text body* style, and the *Text body* style to be followed by more paragraphs in the *Text body* style until you change one of them to another style.
  The Next style property is effective only when you are typing in text. If you later apply a style (such as a heading) to a paragraph, the following paragraph does not change style.

Caution

> If you are in the habit of manually overriding styles in your book, be sure that the **AutoUpdate** option (on the Organizer page of the Paragraph Style dialog) is *not* enabled, or you will suddenly find whole sections of your document reformatting unexpectedly.

Modify the built-in sequence of styles

The built-in sequence of heading and paragraph styles uses *Heading 1* for chapter titles and *Heading 2*, *Heading 3*, and so on for subheadings, with each heading followed by a paragraph in the *Text body* style. If you want a different sequence, read on. For our example sequence, we'll modify three built-in styles (*Heading 1*, *Heading 2*, and *Text body*) and create one custom style (*First para*).

Tip

Heading styles are essential for creating an automatic table of contents and for placing information such as chapter titles into headers or footers. For more information, see Chapters 5 and 10.

One common book design uses one paragraph style for the first paragraph of a chapter or section, and another paragraph style for all of the other paragraphs in the chapter or section. This book uses this design.

To set up a different style for the first paragraph of each chapter, you need to do two things:

- Create a new style, or modify an existing style, for the first paragraph, and set it up to be followed automatically by the style used for the other paragraphs.
- Set up the heading styles to be followed automatically by your chosen first paragraph style.

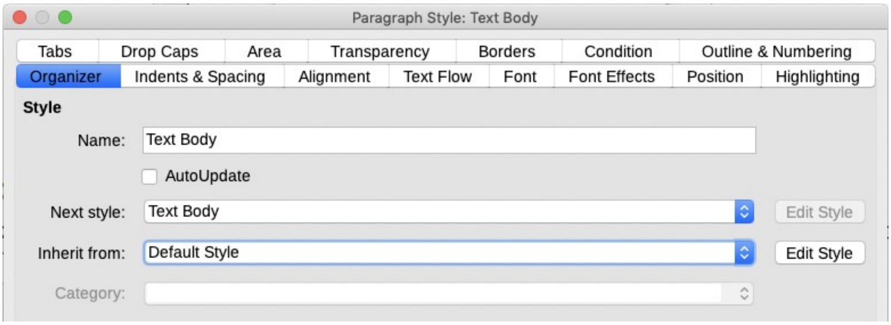
Because a style must exist before we can choose it as a Next Style, we will create the *First paragraph* style before defining the heading styles.

We want the *First paragraph* style to be the same as the *Text body* style, with one difference: *Text body* will have the first line indented, but *First paragraph* will have no indentation of the first line. We can save some time (and later inconsistencies if we change something else) by linking the *First paragraph* style to the Text body style and changing only that one setting. Later, if we make other changes to the *Text body* style, those changes (such as font and spacing) will apply to the *First paragraph* style as well.

Modify the Text body style

To do all of this efficiently, start with the *Text body* paragraph style.

1. On the Styles deck in the sidebar, go to the Paragraph Styles list. Right-click on the *Text body* style and select **Modify** from the pop-up menu.
2. On the Organizer tab, notice that you cannot change the name of the style (because it is a built-in style), the AutoUpdate option is not marked, Next Style is already set to *Text body*, and the *Text body* style inherits from the *Default* style. All of these settings are what we want.


Paragraph Style: Text Body
Tabs
Drop Caps
Area
Transparency
Borders
Condition
Outline & Numbering
Organizer
Indents & Spacing
Alignment
Text Flow
Font
Font Effects
Position
Highlighting
Edit Style
Edit Style

Style

Name: Text Body

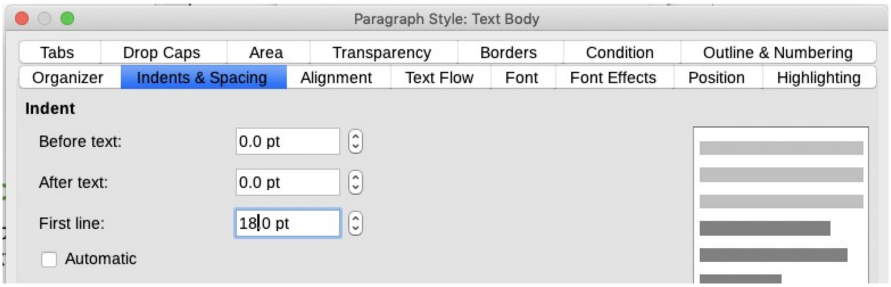
☐ AutoUpdate

Next style: Text Body

Inherit from: Default Style

Category:

3. On the Indents & Spacing tab, change the setting for First line (the example uses 18 pt).


Paragraph Style: Text Body
Tabs
Drop Caps
Area
Transparency
Borders
Condition
Outline & Numbering
Organizer
Indents & Spacing
Alignment
Text Flow
Font
Font Effects
Position
Highlighting

Indent

Before text: 0.0 pt

After text: 0.0 pt

First line: 18.0 pt

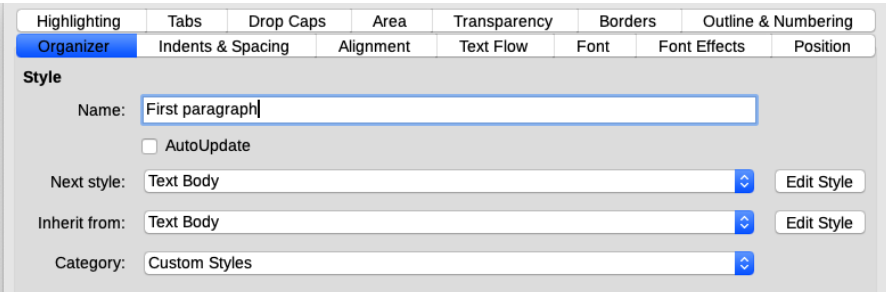
☐ Automatic

4. Leave the other tabs alone for now. Click **OK** to save the change.

Create the First paragraph style

Now that we’ve modified the *Text body* style, we’ll create a *First paragraph* style linked with it.

1. On the Styles deck in the sidebar, right-click on the *Text body* style and select **New**.
2. On the Organizer tab, change the Name from *Untitled* to *First paragraph*. Do *not* select the AutoUpdate option.
3. Click on the Next Style list; it changes from *Untitled* to *First paragraph*. Scroll down and select **Text body**.
4. Notice the *Inherit from* setting, which is *Text body*. That is what we want, so leave it as shown.
5. Go to the Indents & Spacing tab and change the First line setting to 0.00. Leave the other tabs alone for now.
6. Click **OK** to save the new style.


Highlighting
Tabs
Drop Caps
Area
Transparency
Borders
Outline & Numbering
Organizer
Indents & Spacing
Alignment
Text Flow
Font
Font Effects
Position
Edit Style
Edit Style

Style

Name: First paragraph

☐ AutoUpdate

Next style: Text Body

Inherit from: Text Body

Category: Custom Styles

Modify the heading styles

Now that we have created the *First paragraph* style, we can change the heading styles to use it as a next style. At the same time, we will set up the chapter titles (*Heading 1*) to start on a new page.

1. On the Styles deck in the sidebar, right-click the *Heading 1* style and select **Modify**.
2. On the Organizer tab, change Next Style to *First paragraph*.
3. On the Text Flow tab, under Breaks, select **Insert** and **With Page Style**. Choose **First Page** from the drop-down list of styles. Leave **Page number** set to 0. Click **OK**.
4. Repeat steps 1, 2, and 4 for the *Heading 2* and *Heading 3* styles.

Modifying other paragraph properties

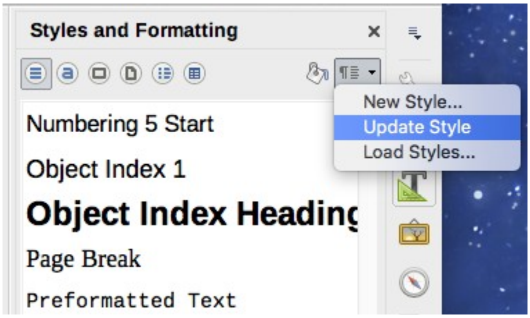
Paragraph styles define properties such as text alignment, tab stops, line spacing, borders, typeface, font size, and color. You can create new styles, and modify the properties of existing styles, using the various tabs on the Paragraph Style dialog, or you can update from a selection. You can also load styles from a template or other document.

New Style from Selection

To use this method, first change the formatting of a paragraph until it appears as you like. Then, go to the Styles deck in the sidebar and click the **Styles actions** icon on the upper right, then select **New Style** from the menu. The Create Style dialog opens. Type a name for the new style and click **OK** to save it.

Update Style

Change the formatting of a paragraph until it appears as you like. Then, click anywhere in the paragraph. In the sidebar Styles deck, click the style you want to update and then click the **Styles actions** icon and select **Update Style** from the menu.


Styles and Formatting
New Style...
Update Style
Load Styles...
Numbering 5 Start
Object Index 1
Object Index Heading
Page Break
Preformatted Text

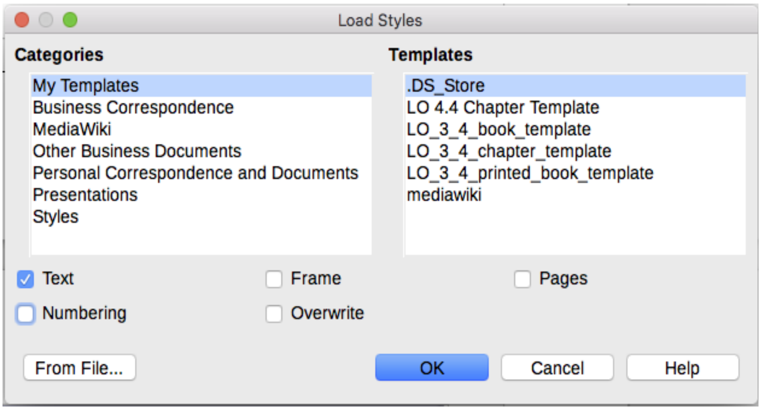
Load Styles (from a template or document)

The last option under the Styles actions icon is used to copy styles into the document from a template or another document.

Open the document to copy styles into. In the sidebar Styles deck, click the **Styles actions** icon and then **Load Styles**.

In the Load Styles dialog, find and select the template or document to copy styles from. Select the types of styles to be copied: Text (Paragraph and Character styles), Frame, Pages, Numbering (List styles). If you select **Overwrite**, the styles being copied will replace any styles of the same names in the target document.

Click **OK** to copy the styles.


Load Styles
Categories
My Templates
Business Correspondence
MediaWiki
Other Business Documents
Personal Correspondence and Documents
Presentations
Styles
Templates
.DS_Store
LO 4.4 Chapter Template
LO_3_4_book_template
LO_3_4_chapter_template
LO_3_4_printed_book_template
mediawiki
From File...
OK
Cancel
Help

☑ Text ☐ Frame ☐ Pages

☐ Numbering ☐ Overwrite

5 Format pages

Apply your book design using Writer's page styles.

- Define and apply page styles
- Set up headers and footers
- Set up page numbering

As you know, a book has different types of pages (copyright page, table of contents page, chapter title page, and so on). Writer controls the layout of these pages using page styles. Headers and footers are part of page layout, so they are included in the page style.

First define the appearance (format) of pages in the page styles. Then apply these page styles by using a combination of automatic sequencing and manually changing the sequence.

For advice on page formatting choices, see *Designing with LibreOffice*, by Bruce Byfield.

Defining page styles

In Chapter 4, we created the page styles for an example book and set up their sequencing. Now we will define the margins and other formatting for the pages.

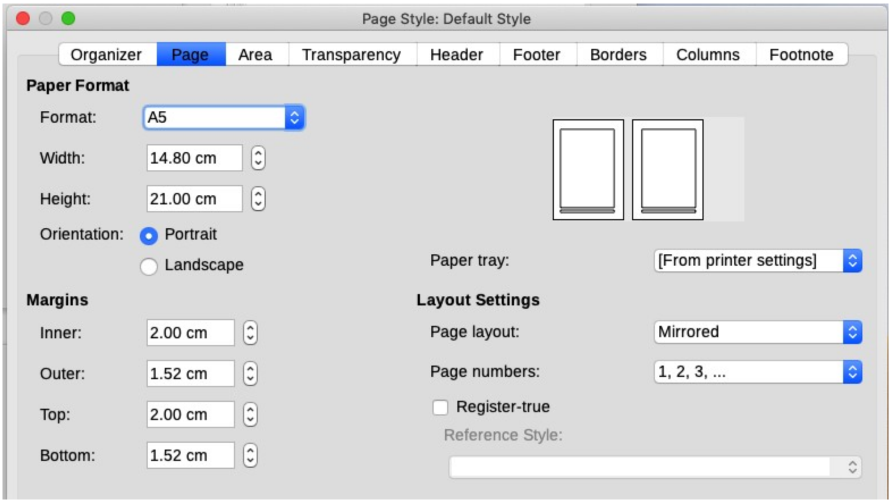
Examples

Default page style

The Default page style is the most commonly-used page style. In our example, all the chapter pages (except the first page of each chapter) use it. These pages are normally mirrored. Facing pages may have page numbers on the outer edges and the inner (binding) margin may be wider than the outer margin.

1. On the Page Styles tab of the Styles deck in the sidebar, right-click on **Default Style**, and choose **Modify**.

2. On the Page tab of the Page Style: Default Style dialog, in the Paper Format section, choose the page size for your book, or define a custom size by changing the dimensions in the Width and Height boxes. Choose **Mirrored** for the page layout. The Format item under **Layout settings** refers to the page numbers. For the Default Style pages, leave it set to **1,2,3, ….**


Page Style: Default Style
Organizer
Page
Area
Transparency
Header
Footer
Borders
Columns
Footnote

Paper Format

Format: A5

Width: 14.80 cm

Height: 21.00 cm

Orientation: ● Portrait ○ Landscape

Paper tray: [From printer settings]

Margins

Inner: 2.00 cm

Outer: 1.52 cm

Top: 2.00 cm

Bottom: 1.52 cm

Layout Settings

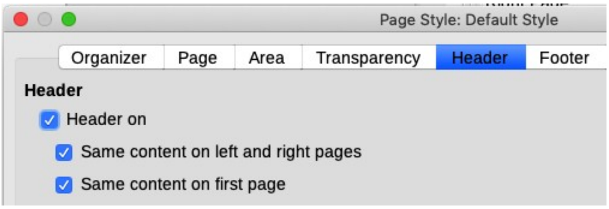
Page layout: Mirrored

Page numbers: 1, 2, 3, ...

☐ Register-true

Reference Style:

3. On the Header tab, choose **Header on** and uncheck **Same content left/right**. Leave the other settings unchanged.


Page Style: Default Style
Organizer
Page
Area
Transparency
Header
Footer

Header

☑ Header on

☑ Same content on left and right pages

☑ Same content on first page

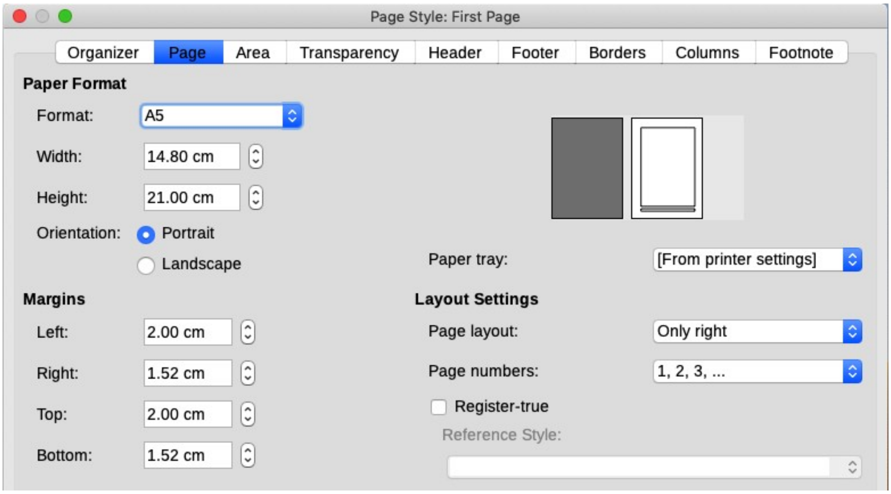
4. The Footer tab is almost identical to the Header tab. Choose **Footer on** and uncheck **Same content left/right**. Leave the other settings unchanged.
5. Click **OK** to save your changes.

You can also define some formatting of the headers and footers here (for example drawing a line above the footer). See page 154 for more information.

First Page style

The first page of a chapter normally starts on a right-hand page. It usually does not have a header, but it may have a footer containing a page number.

1. On the Page Styles tab of the Styles and Formatting window, right-click on **First Page** and choose **Modify**.
2. On the Page tab of the Page Style: First Page dialog, set the Paper Format to match the paper format chosen for the *Default* page style.
3. Set Page layout to **Only right** and set the margins as needed. Typically the right margin for the *First Page* style is the same as the outer margin for the *Default* page style, the left margin is the same as the inner margin, and the bottom margins are the same. You may want to make the top margin larger.



Paper Format

Format: A5
Width: 14.80 cm
Height: 21.00 cm
Orientation: ● Portrait ○ Landscape
Paper tray: [From printer settings]

Margins

Left: 2.00 cm
Right: 1.52 cm
Top: 2.00 cm
Bottom: 1.52 cm

Layout Settings

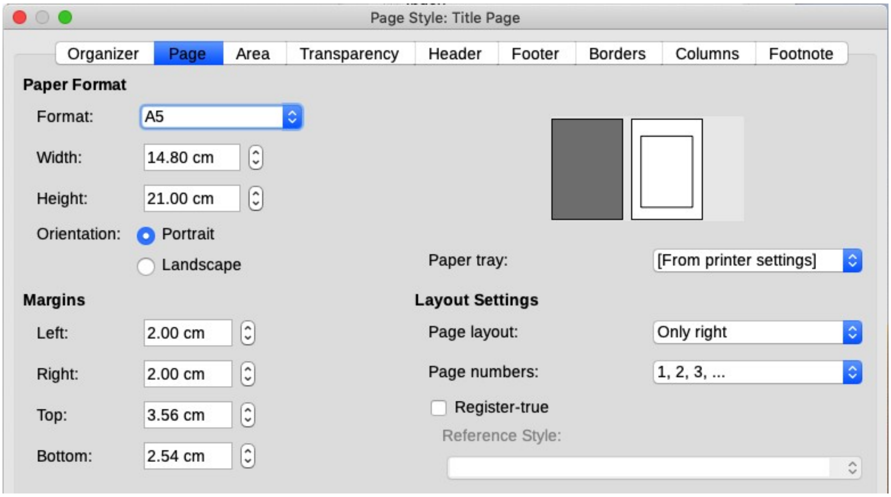
Page layout: Only right
Page numbers: 1, 2, 3, ...
☐ Register-true
Reference Style:

4. On the Header tab, make sure **Header on** is not checked.
5. On the Footer tab, choose **Footer on**. Leave the other settings unchanged.

Title Page style

A title page is always a right-hand page. It usually has no header or footer.

1. On the Page Styles tab of the Styles deck in the sidebar, right-click on **Title Page** and choose **Modify**.
2. On the Page tab of the Page Style: Title Page dialog, set the Paper Format to match the paper format chosen for the *Default* page style.
3. Set Page layout to **Only right** and set the margins as needed. The margins for a title page are often quite different from the margins for other pages in a book.
4. On the Header and Footer tabs, make sure **Header on** and **Footer On** are not selected.



Paper Format

Format: A5

Width: 14.80 cm

Height: 21.00 cm

Orientation: ● Portrait ○ Landscape

Paper tray: [From printer settings]

Margins

Left: 2.00 cm

Right: 2.00 cm

Top: 3.56 cm

Bottom: 2.54 cm

Layout Settings

Page layout: Only right

Page numbers: 1, 2, 3, ...

☐ Register-true

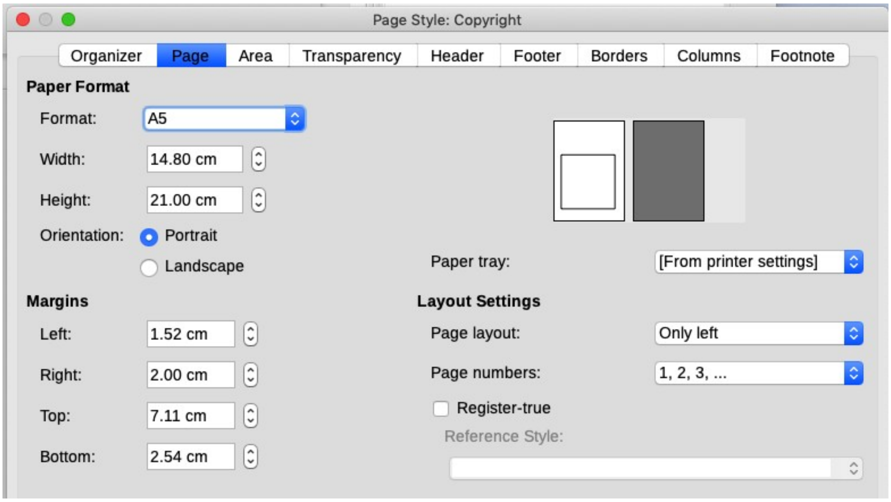
Reference Style:

Copyright page style

A copyright page is always a left-hand page. It has no header or footer and may have margins that are different from other pages in the book.

1. On the Page Styles tab of the Styles deck in the sidebar, right-click on **Copyright** and choose **Modify**.

2. On the Page tab, set the Paper Format to match the paper format chosen for the *Default* page style. Set Page layout to **Only left** and set the margins as needed.
3. On the Header and Footer tabs, make sure **Header on** and **Footer On** are not selected.



Paper Format
Format: A5
Width: 14.80 cm
Height: 21.00 cm
Orientation: ● Portrait ○ Landscape
Paper tray: [From printer settings]

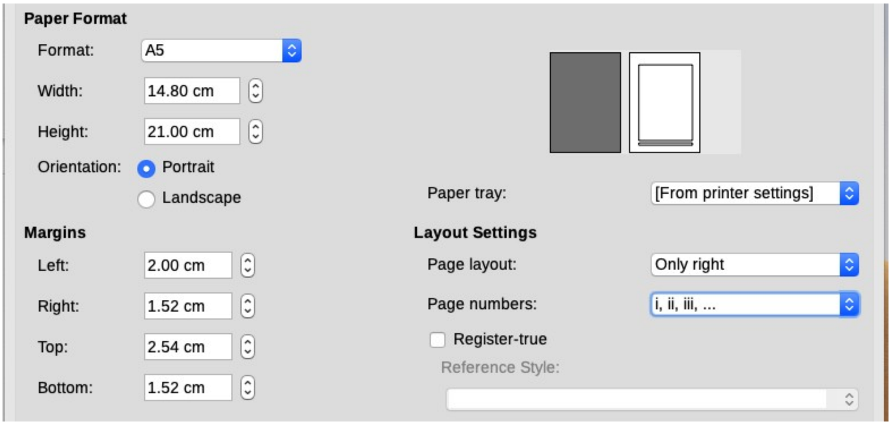
Margins
Left: 1.52 cm
Right: 2.00 cm
Top: 7.11 cm
Bottom: 2.54 cm

Layout Settings
Page layout: Only left
Page numbers: 1, 2, 3, ...
☐ Register-true
Reference Style:

Table of Contents page style

The Table of Contents page style is usually similar to the First Page style for chapters, but it may have one major difference: the page numbers are often in lower-case Roman numerals.

1. On the Page Styles tab of the Styles deck in the sidebar, right-click on **Table of ontents** and choose **Modify**.
2. Define the Contents page style to match the *First Page* style except for **Format** in the Layout settings section of the Page tab: choose **i, ii, iii, …** from the drop-down list.
3. On the Header tab, make sure **Header on** is not selected. On the Footer tab, select **Footer on**. Leave the other settings unchanged.



Paper Format

Format: A5

Width: 14.80 cm

Height: 21.00 cm

Orientation: ● Portrait ○ Landscape

Paper tray: [From printer settings]

Margins

Left: 2.00 cm

Right: 1.52 cm

Top: 2.54 cm

Bottom: 1.52 cm

Layout Settings

Page layout: Only right

Page numbers: i, ii, iii, ...

☐ Register-true

Reference Style:

Contents Other page style

This page style is similar to the *Default* page style, but the page numbers are in lower-case Roman numerals.

1. On the Page Styles tab of the Styles deck in the sidebar, right-click on **Contents Other** and choose **Modify**.
2. Make all the settings the same as for the *Default* page style except for **Format** in the Layout settings section: choose **i, ii, iii, …** from the drop-down list.
3. On the Header and Footer tabs, make the settings the same as for the *Default* page style.

Setting up headers and footers

Headers and footers are specified in page styles. Placing text (or fields such as page numbers or the name of the chapter) in a header or footer causes that text to appear on all pages with that page style and change to suit the page it’s on.

Note

> Many people incorrectly use the words *header* and *heading* interchangeably, but the two words refer to quite different concepts. Headers are sometimes called *running headers*.

Our basic page layout included some headers and footers. Now we’ll see how to use them.

Headers and footers usually have only one paragraph. You can also design more complex headers and footers, and you can include graphics. We'll look at the simple case here. See page 154 for information on more complex layouts.

Numbering pages

The simplest case is to have the page number at the top or bottom of every page. To do this, click in the header or footer and select **Insert > Page Number** from the menu bar.

The page number now appears on every page that has this page style. You can align the page number to the left, right, or center of the page.

Note

> Page numbers appear with a gray background. This background indicates that the page number is a field. It is not printed and is not visible in a PDF. To turn this feature on or off, choose **View > Field Shadings** (or press *Ctrl+F8*), but be aware that turning field shadings off affects *all* fields in the file.

Tip

> If you see the words **Page number** instead of a number in the header or footer, click on **View > Field Names** (press *Ctrl+F9*) to deselect it and display the page numbers.

Applying page styles

To format a book, use a combination of automatic sequencing of page styles and manually changing the sequence.

Apply a sequence of page styles

Your book file has a title page, a copyright page, one or more table of contents pages, and more than one chapter. The copyright page, first page of the table of contents, and first page of each chapter were created using manual page breaks.

The sequence of page styles was set up Chapter 4. Now we will apply these styles.

1. In the Styles deck in the sidebar, click the **Page Styles** icon.

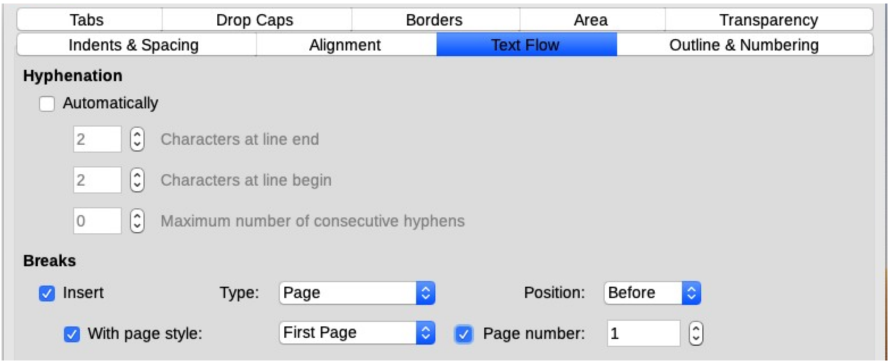
2. With the cursor in the title page of the document, choose **Title page** in the Styles deck.
3. Go to the second page of the book. The status bar at the bottom of the Writer window should show **Copyright** as the page style.
4. Go to the third page. The status bar should show **Table of Contents** as the page style.
5. Go to the next page. The status bar should show **Contents Other** as the page style.

At this point, *all* the pages that follow have a page style of Contents Other. Now you need to change the page style of the first page of each chapter, as described below.

Restart page numbering

You may want to restart the page numbering at 1 on the first page of the first chapter, for example if you want the table of contents to be numbered with Roman numerals and the main body of the document numbered in Arabic numerals.

1. Go to the first page of Chapter 1.
2. Click in the first paragraph on the page—usually the chapter title—and choose **Format > Paragraph** from the menu bar, or right-click and choose **Paragraph > Paragraph** from the pop-up menu.



Hyphenation

☐ Automatically

2 Characters at line end

2 Characters at line begin

0 Maximum number of consecutive hyphens

Breaks

☑ Insert Type: Page Position: Before

☑ With page style: First Page ☑ Page number: 1

3. On the Text Flow tab of the Paragraph dialog, under Breaks, select **Insert** and **With Page Style**. **First Page** should be selected in the drop-down list of styles.

4 Select the check box next to **Page number** and choose 1, then click **OK**.

Now the status bar for this page shows *First Page* as the style. Go to the next page. The status bar should show *Default*.

5 At this point, all the pages that follow should have a page style of *Default*, with the exception of the first page of each chapter. If you have set up the Heading 1 paragraph style as described in Chapter 4, these should have a page style of *First Page*.

6 Go to the first page of each chapter and verify that its page style is *First Page*. If it is not, repeat steps 2 and 3, but leave **Page number** set to 0 for all chapters except the first, so the page numbers continue from one chapter to the next for the entire book.

Add a title page to an existing book

If your book does not include a title page, you can add one any time.

1 Place the cursor before the first character on the first page of the file.

2 Choose **Insert > Manual Break** from the menu bar. On the Insert Break dialog, choose **Page Break**, ignore the other boxes, and click **OK**.

3 Go to the new (blank) first page and set its page style to *Title Page*. Type or paste in the text for the title page.

Writer also provides another way to add a title page (**Format > Title Page** from menu bar).

Add a copyright page to an existing book

If the book has a title page but no copyright page, you can add one.

1 Be sure end-of-paragraph markers are showing.

2 With the cursor after the last character in the last paragraph of the title page, choose **Insert > Manual Break** from the menu bar.

3 On the Insert Break dialog, choose **Page Break**, ignore the other boxes, and click **OK**.

The document now has a second page, with a page style of *Copyright*.

In a similar way, you can add pages for the table of contents, a foreword, a dedication, and so on.

Use the Page deck in the sidebar

You can change some page style settings using the Page deck in the sidebar, for example the page layout and page numbering styles, and turn the header and footer on or off.

Caution

> Any change made to a page is stored in its page style and will change all pages that use that style. If you want to change the formatting of just one page, you may need to create a new page style.

6 Format text

This chapter covers the basics of formatting text in Writer:

- Typography
- Hyphenating words
- Working with fonts
- Applying paragraph styles
- Applying character styles
- Inserting special characters and dashes
- Defining tabs and indents
- Working with lists

More advanced text formatting techniques are described in Chapter 12.

Typography

To create a professional appearance for your book, follow a few simple typographic principles.

- Choose a typeface (font) and size that is easy to read and prints well (some typefaces are too light or too heavy). For help in choosing a typeface, see *Designing with LibreOffice*, by Bruce Byfield, or one of the many other books and websites on this topic.
- Use “curly quotes” (whether single or double quotation marks) and apostrophes—not "straight quotes". But don’t use curly quotes for symbols such as foot and inch—these are correctly done as straight quotes.
  To use curly quotes, go to **Tools > AutoCorrect > AutoCorrect Options > Localized Options** and select the **Replace** option for both single and double quotes.
- Be sure your curly quotes are the right way around. Many programs, including Writer, sometimes get this wrong.
  For example, the apostrophe in the phrase *in the ’90s* sometimes turns into an opening single quotation mark (‘).

To fix this, type two apostrophes and delete the first one, which is the one that turns in the wrong direction.

- Use real dashes, not two or three hyphens. See “Inserting dashes” on page 91.
- Use the correct symbols for copyright (©), registered trademark (®), degrees (°), multiplication signs (×, not an ordinary x), certain fractions, and other special symbols. You can use either AutoCorrect or **Insert > Special Character** for this, depending on the symbol.
- Decide whether to use fully-justified or left-aligned (ragged-right) paragraphs. Many people think “real books” must use fully-justified text, but left-aligned text is becoming more commonly used, including in books from big-name publishers. Full justification in Writer, as in most word processors, often does not produce high-quality results. To make it look right, you would have to make some manual adjustments, not discussed in this book.
- Decide whether to hyphenate words at the ends of lines of type. If you use fully-justified paragraphs, the word spacing may look awkward if words are not hyphenated, but the hyphenation dictionaries in software like Writer are often incorrect, so you may need to do a lot of manual adjustment to achieve a professional-looking result.

Hyphenating words

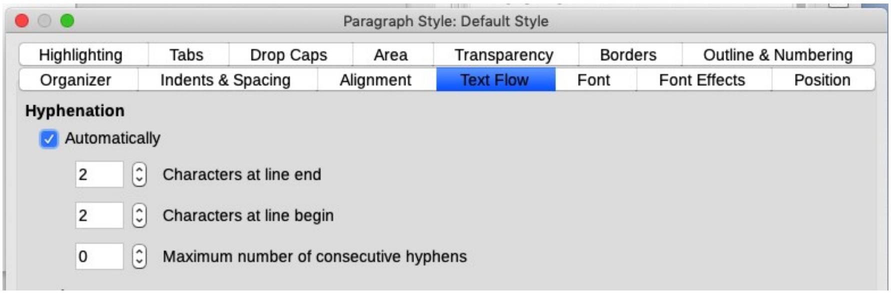
You have several choices regarding hyphenation: let Writer do it automatically (using its hyphenation dictionaries), insert conditional hyphens manually where necessary, or don’t hyphenate at all. Each choice has its pros and cons. I prefer to insert conditional hyphens manually when using fully-justified paragraphs, and I prefer no hyphenation when using left-aligned (ragged-right) paragraphs, as in this book.

If you let Writer hyphenate words automatically, you’ll need to check carefully for incorrect hyphenation and make corrections when proofreading your book.

To turn automatic hyphenation of words on or off:

1. On the Paragraph Styles page of the Styles deck in the sidebar, right-click on **Default Style** and select **Modify**.

2. On the Paragraph Style dialog, select the Text Flow tab.
3. Under Hyphenation, select or deselect the **Automatically** option.
4. Click **OK** to save.


Paragraph Style: Default Style
Highlighting
Tabs
Drop Caps
Area
Transparency
Borders
Outline & Numbering
Organizer
Indents & Spacing
Alignment
Text Flow
Font
Font Effects
Position

Hyphenation

☑ Automatically

2 Characters at line end

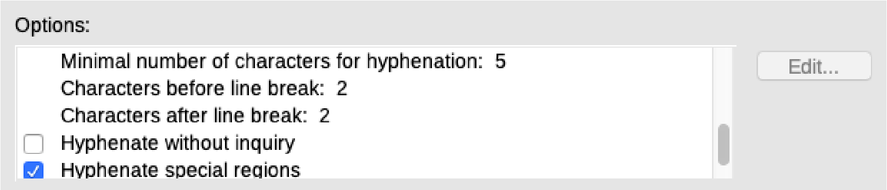
2 Characters at line begin

0 Maximum number of consecutive hyphens

Note

Turning on hyphenation for the *Default* paragraph style will apply it to all other paragraph styles that are based on *Default*. You can individually change other styles so that hyphenation is not active. Any styles that are not based on *Default* are not affected and must be set separately if you want them hyphenated as well.

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



Options:

Minimal number of characters for hyphenation: 5

Characters before line break: 2

Characters after line break: 2

☐ Hyphenate without inquiry

☑ Hyphenate special regions

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

Hyphenate without inquiry specifies that you will never be asked to manually hyphenate words that the hyphenation dictionary does not recognize. If this box is not selected, when a word is not recognized, a dialog opens and you can manually enter hyphens.

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

Hyphenation options set on the Writing Aids dialog are effective only if hyphenation is turned on through paragraph styles.

Choices on the Writing Aids dialog for *Characters before line break* and *Characters after line break* override paragraph style settings for C*haracters at line end* and C*haracters at line begin*.

Manual hyphenation

To manually hyphenate words, *do not* use a normal hyphen, which will remain visible even if the word is no longer at the end of a line when you add or delete text or change margins or font size. Instead, use a *conditional hyphen*, which is visible only when required.

To insert a conditional hyphen inside a word, click where you want the hyphen to appear and press *Control+hyphen*. The word will be hyphenated at this position when it is at the end of the line, even if automatic hyphenation for this paragraph is switched off. You can also use **Insert > Formatting Mark > Insert Soft Hyphen** from the menu bar.

Working with fonts

Fonts are handled through both paragraph styles and character styles. Paragraph styles define the font characteristics for the entire paragraph. When you apply a character style to selected text within a paragraph, the character style over-rides the paragraph style for that bit of text.

You can apply many formats (including font choices and type sizes) to paragraphs and characters using the buttons on the Formatting toolbar. However, it is highly recommended that you use styles and not manual formatting, especially for books and other long documents. As stated in Chapter 4, using styles is usually better and more convenient in the long run. For this reason, this book does not cover manual formatting.

Use paragraph styles

The Paragraph Style dialog has three tabs that have to do with fonts. Other tabs are described in “Creating and modifying paragraph styles” starting on page 67.

Font

Sets the font, typeface, and size. You can set the size in several ways, including as a percentage of the font size defined for the paragraph style that this style is based on. For example, you might set a heading to be 130% of the body text size. If you later make body text larger or smaller, the heading adjusts to match. You can also set the language of the paragraph, so that spelling will be checked using the correct dictionary.

Font Effects

Sets font color, underlining, relief, and other effects.

Position

Sets text rotation and character spacing for the paragraph style. See Chapter 12 for some examples of use. Subscript and superscript are more likely to be used in character styles.

Use character styles

Character styles complement paragraph styles and are applied to groups of characters instead of whole paragraphs. They are used when you want to change the appearance or attributes of only parts of a paragraph, such as a word or phrase. Some effects that can be obtained by means of character styles are **bold** or *italic* typeface, subscripts, or a change in font.

Character styles do not have as many options as paragraph styles, but the Font, Font Effects, and Position tabs are similar. See Chapter 12 for some examples of use.

If you are accustomed to formatting text manually, character styles can take some getting used to. Here are some suggestions for making the transition easier:

- Never mix character styles and manual formatting. Manual formatting supersedes character styles. If you combine the two, you may end up wasting hours trying to figure out why your character styles don’t work.

- Right-clicking and choosing **Clear Direct Formatting** removes any text formatting (both manual and styles).
- Keep the Styles deck open in the sidebar to make paragraph and character styles easy to access.

Applying paragraph and character styles

Writer provides several ways for you to apply styles to paragraphs and characters:

- Using the Styles deck in the sidebar
- Using the Set Paragraph Style list
- Using Fill Format mode
- Using keyboard shortcuts

To apply a paragraph style, click anywhere in the paragraph, and then use one of these methods. To apply a character style, select the text to be formatted, and then use one of these methods.

Use the Styles deck in the sidebar

Click anywhere in the paragraph, or select the text to be formatted, and then double-click on the name of the style in the Styles deck.

Tip

At the bottom of the Styles deck is a drop-down list, as shown in the example on page 62. You can choose to show all styles, only custom styles, or other groups of styles.

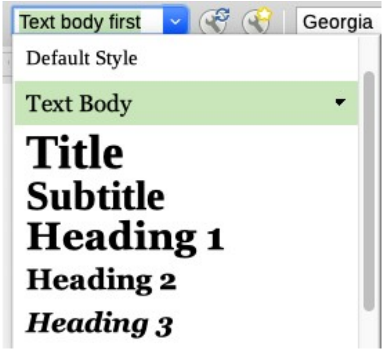
Use the Set Paragraph Style list

After you have used a paragraph style at least once in a document, the style name appears in the Set Paragraph Style list on the left of the Formatting toolbar.

Click in the paragraph you want to apply a style to, then open this list using the down-arrow to the right, scroll through the list and click on the style to apply it.

Tip

Select **More...** at the bottom of the list to open the Styles deck in the sidebar.



Use Fill Format mode

Use Fill Format to apply a style to many different areas quickly without having to go back to the Styles deck or the Apply Style list every time.

1. Open the Styles deck in the sidebar and select the style you want to apply.
2. Click the **Fill Format Mode** icon. The mouse pointer changes to a pouring-can icon.
3. To apply a paragraph style to a paragraph, click on the paragraph.

   To apply a character style, hold down the mouse button while selecting the characters; when you release the mouse button, the style is applied. You can also click on a word to apply the selected character style to that word.
4. Repeat step 3 until you have made all the changes you want using that style.
5. To quit Fill Format mode, click the **Fill Format Mode** icon again or press the *Esc* key.

Caution

When this mode is active, a right-click anywhere in the document undoes the last Fill Format action. Be careful not to accidentally right-click and thus undo actions that you want to keep.

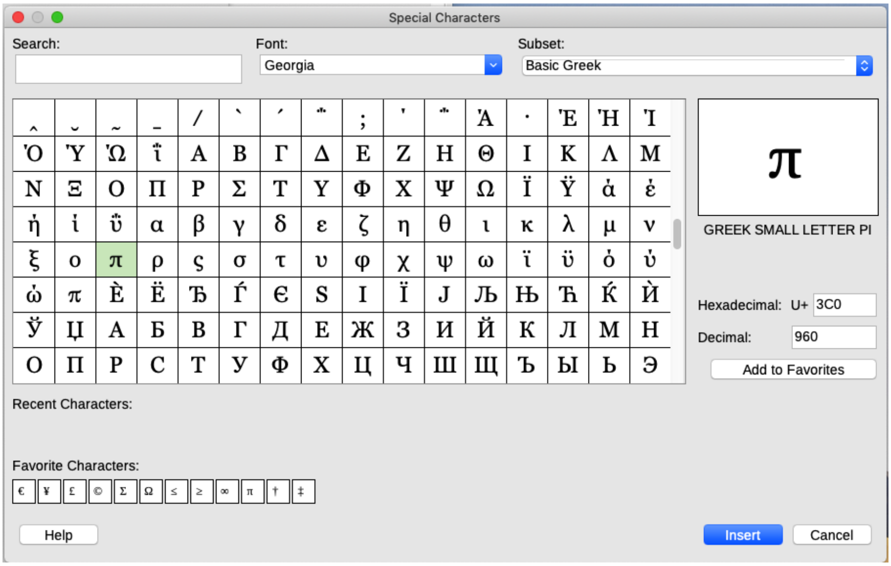
Use keyboard shortcuts

Some keyboard shortcuts for applying paragraph styles are predefined, including *Ctrl+0* for Text body, *Ctrl+1* for Heading 1, and *Ctrl+2* for Heading 2. You can modify these shortcuts and create your own (see Chapter 15).

Inserting special characters

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

1. Click where you want the character to appear.
2. Choose **Insert > Special Character** to open the Special Characters dialog.
3. Select the characters (from any font or mixture of fonts) you wish to insert, in order; click **Insert** after each one. The selected character is shown in the upper right of the dialog.



Search:

Font: Georgia

Subset: Basic Greek

ˆ	˘	˜	¯	/	`	´	΅	;	ʹ	΅	Ά	·	Έ	Ή	Ί
Ό	Ύ	Ώ	ΐ	Α	Β	Γ	Δ	Ε	Ζ	Η	Θ	Ι	Κ	Λ	Μ
Ν	Ξ	Ο	Π	Ρ	Σ	Τ	Υ	Φ	Χ	Ψ	Ω	Ϊ	Ϋ	ά	έ
ή	ί	ΰ	α	β	γ	δ	ε	ζ	η	θ	ι	κ	λ	μ	ν
ξ	ο	π	ρ	ς	σ	τ	υ	φ	χ	ψ	ω	ϊ	ϋ	ό	ύ
ώ	π	Ѐ	Ё	Ђ	Ѓ	Є	Ѕ	І	Ї	Ј	Љ	Њ	Ћ	Ќ	Ѝ
Ў	Џ	А	Б	В	Г	Д	Е	Ж	З	И	Й	К	Л	М	Н
О	П	Р	С	Т	У	Ф	Х	Ц	Ч	Ш	Щ	Ъ	Ы	Ь	Э

π

GREEK SMALL LETTER PI

Hexadecimal: U+ 3C0

Decimal: 960

Recent Characters:

Favorite Characters: € ¥ £ © Σ Ω ≤ ≥ ∞ π † ‡

Note

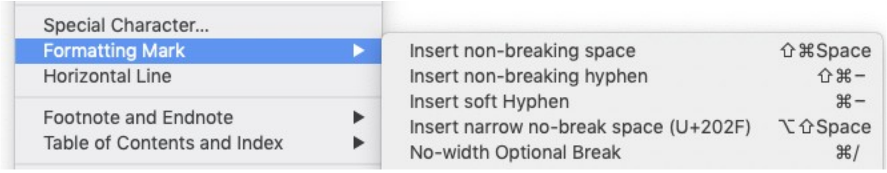
Different fonts have different special characters. If you do not find a particular special character you want, try a different font.

Inserting non-breaking spaces and hyphens

To keep two words from being separated at the end of a line, press *Control+spacebar* after the first word (instead of just the spacebar) to insert a non-breaking space.

In cases where you do not want a hyphen to appear at the end of a line, for example in a telephone number such as 123-4567, press *Shift+Control+hyphen* to insert a non-breaking hyphen. These show with a gray background on screen.

You can also use the **Format > Formatting Mark** menu.


Special Character...
Formatting Mark
Horizontal Line
Footnote and Endnote
Table of Contents and Index
Insert non-breaking space ⇧⌘Space
Insert non-breaking hyphen ⇧⌘–
Insert soft Hyphen ⌘–
Insert narrow no-break space (U+202F) ⌥⇧Space
No-width Optional Break ⌘/

Inserting dashes

An em dash (—) is the length of the character *m*; an en dash (–) is the length of the character *n*. En and em dashes are used for different purposes in typography. (The Wikipedia page on dashes has a good summary.)

You can enter en and em dashes in several ways.

If you have selected the *Replace dashes* option under **Tools > AutoCorrect > Options**, then when you type two hyphens, they are replaced with a dash. The type of dash depends on whether you also type spaces before or after the hyphens. In the following table, the A and B represent text consisting of letters A to Z (in upper or lower case) or digits 0 to 9.

Text that you type	**Result**
A - B (A, space, hyphen, space, B)	A – B (A, space, en-dash, space, B)
A -- B (A, space, hyphen, hyphen, space, B)	A – B (A, space, en-dash, space, B)
A--B (A, hyphen, hyphen, B)	A—B (A, em-dash, B)
A-B (A, hyphen, B)	A-B (unchanged)
A -B (A, space, hyphen, B)	A -B (unchanged)
A --B (A, space, hyphen, hyphen, B)	A –B (A, space, en-dash, B)
1--2 (number, hyphen, hyphen, number)	1–2 (number, en dash, number)

You can also use the **Insert > Special Characters** dialog; select the U+2013 or U+2014 character.

A third method uses keyboard shortcuts. These shortcuts vary according to your operating system and are not covered here

Tip

You can also record macros to insert en and em dashes and then assign those macros to unused key combinations, for example *Ctrl+Shift+N* and *Ctrl+Shift+M*. See Chapter 15.

Defining your own tabs and indents

The default tab stop interval (defined in **Tools > Options > LibreOffice Writer > General**) controls two things: tabs within paragraphs and the indentation of entire paragraphs when using the Increase Indent button on the Formatting toolbar.

Using the default tab stops to space out or indent material on a page is not recommended.

- If you use the default tab interval and then send the document to an editor who uses a different default tab interval, then your tabbed material will be displayed using the other person's default tab settings.
- Any changes to the default tab stops will change the existing default tab stops in any document you open afterward, as well as tab stops you insert after making the change.

To avoid these unwanted changes, define your own tab stops in paragraph styles or individual paragraphs, using the Tabs page of the Paragraph or Paragraph Style dialog. Better still, use a table to position text.

To change the indentation of one or more selected paragraphs, use the Indents & Spacing page of the Paragraph dialog. You can also change the indentation defined in the paragraph style. Right-click on the paragraph, choose **Edit Style** from the pop-up menu, and go to the Indents & Spacing page.

Working with lists

List styles (also called numbering styles) work together with paragraph styles. They define indentation, alignment, and the numbering or bullet characters used for list items. You can define many list styles, from simple bulleted lists to complex multi-level (nested) lists.

Although you can create simple lists quickly by using the Toggle Numbered List or Toggle Bulleted List icons on the Formatting toolbar, and create quite complex nested lists using the icons on the Bullets and Numbering toolbar, the appearance of the resulting lists may not be what you want. And if you later need to change the appearance of the lists, you will have a lot of manual work. Using List styles is usually better and more convenient in the long run.

Note

Writer uses two terms, *numbering style* and *list style*, for the same thing. For example, the tooltip in the Styles deck of the sidebar says List Styles, but its style dialog is Numbering Style.

Create a new list style

The dialog that creates a new list style consists of six tabs, in addition to the usual Organizer tab.

Bullets, Numbering Style, and Image tabs

The Bullets, Numbering Style, and Image tabs contain predefined formatting for list item symbols (bullets or numbers). To use one of them for your style, click on the image. A thick border indicates that you have selected the item.

The bullets on the Bullets tab are font characters; those on the Image tab are graphics.

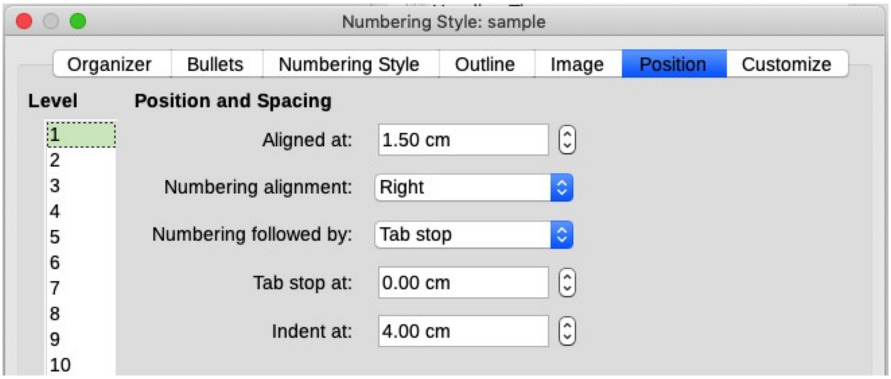
Outline tab

Use the Outline tab to select from eight predefined nested lists. (A *nested list* is one that is embedded in another list. For example, on page 97 the list numbered a-b-c is nested within the list numbered 1-2-3-4. Nested lists can be several levels deep.)

You can also select a predefined list and use it as a starting point for your own style, customizing the list using the Position tab and the Customize tab.

Position tab

Use the Position tab to fine tune the indentation and spacing of the list item symbol and the text of the list item. Use this tab together with the Customize tab (next section).



Position and Spacing

Aligned at: 1.50 cm

Numbering alignment: Right

Numbering followed by: Tab stop

Tab stop at: 0.00 cm

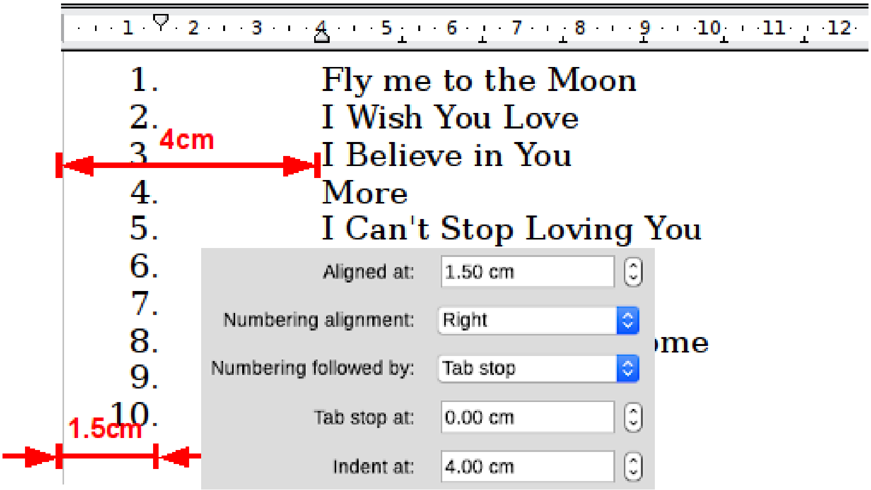
Indent at: 4.00 cm

You can adjust these settings for each level individually or all at once (to make them all the same). I recommend adjusting the settings in the order given below and not according to the order on the dialog. Start from the overall indentation for the list elements, then fix the position of the symbols, and finally adjust the alignment of the symbols.

- **Numbering followed by**: the element that comes right after the bullet or number (plus any characters—for example, a punctuation mark—chosen on the Options tab to appear after the number). Choose between a tab stop, a space, or nothing. If you select the tab stop, you can specify the position of the tab.
- **Indent at**: how much space is reserved for the numbering symbol, measured from the left page margin. The alignment of the first line of the list is also affected by any tab you may have set to follow the numbering.
- **Aligned at**: the position of the numbering symbol, measured from the left margin of the page.
- **Numbering alignment**: how the numbering (including any text before or after as set in the Options page) will be aligned. Select from the drop-down menu. The **Aligned at** value determines the symbol alignment.

Tip

To fully appreciate how numbering alignment works, try to create a numbered list with more than ten elements and make sure that enough room has been made for a number of two or more digits.



1. Fly me to the Moon
2. I Wish You Love
3. I Believe in You
4. More
5. I Can't Stop Loving You
6.
7.
8. me
9.
10.

Aligned at: 1.50 cm
Numbering alignment: Right
Numbering followed by: Tab stop
Tab stop at: 0.00 cm
Indent at: 4.00 cm

A numbered list of CD tracks highlighting the various elements

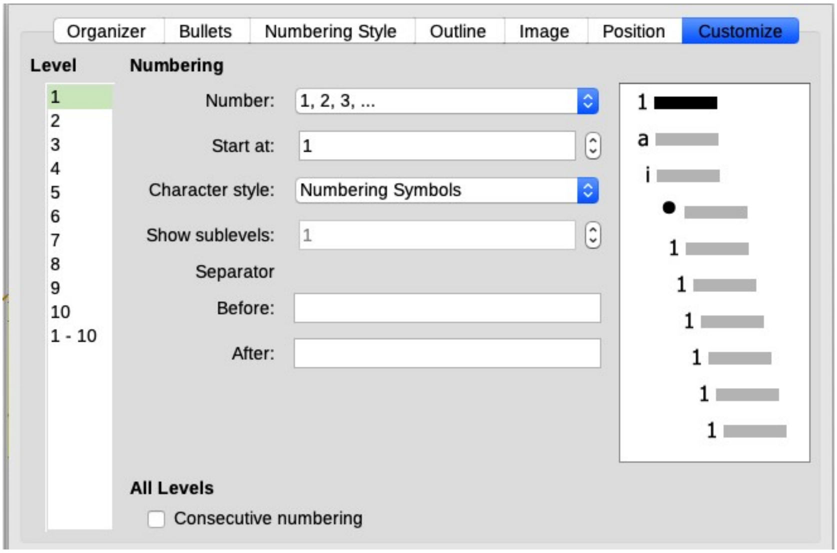
Customize tab

Use the Customize tab to define the style of the outline levels.

First, on the left side, select the outline level that you want to modify. To modify all ten levels at once, select 1 – 10 as the level. If you started from a predefined outline, some of the levels will already have settings.

Your choice of numbering style in the Numbering list (bullet, graphics, or one of the numbering sequences such as 1, 2, 3, …) determines which other options are available. The right-hand side of the dialog shows a preview of the modifications made.

To revert to the default values, click the **Reset** button in the bottom right corner.



Number: 1, 2, 3, ...

Start at: 1

Character style: Numbering Symbols

Show sublevels: 1

Before:

After:

☐ Consecutive numbering

Apply the list style

Now that the list style is available, it can be applied quickly to any list in the document. Select the list and then double-click on the desired list style name in the Styles and Formatting window.

Remember that applying a list style does not affect the characteristics of the underlying paragraph; therefore you may want to make sure that you are satisfied with the paragraph style before applying the list style.

If you have more than one list in a document, the second and subsequent lists with the same style continue their numbering from the previous list. To restart a list at 1, right-click anywhere in the paragraph you want numbered 1, and choose **Restart numbering**.

To stop using numbering, click the **Numbering On/Off** icon on the Standard toolbar.

Tip

If you intend to combine several files into one book, be sure to restart list numbering for the first list in every chapter. If you don't, then when you combine the files, the first list will continue numbering from the last list in the previous chapter.

Combine list and paragraph styles

When applying a list style, the underlying paragraph style remains unchanged. If your list must also have a certain font size, certain indentations, and so on, you can combine a specific list style with a paragraph style and then apply the paragraph style to the list.

To combine a list style with a paragraph style, use the Numbering page of the Paragraph Style dialog.

1. Create the list style that you want to use for the paragraph, for example **MyNumberingStyle**.
2. Create a new paragraph style.
3. On the Organizer tab of the Paragraph Style dialog:
   - **a** Give the new paragraph style a name, say **Numbered Paragraph**.
   - **b** For *Next style*, choose **Numbered Paragraph** (this will make the following paragraph have the same style, until you choose a different style).
   - **c** For *Inherit from*, choose **None**.
4. Set up this paragraph style to your liking. Because the indentation is controlled by the *list* style, do not change the indent settings on the Indents & Spacing tab. (You might want to change the spacing above and below the paragraph.)
5. On the Outline & Numbering tab, choose the **MyNumberingStyle** style created in Step 1.
6. Click **OK** to save this style.

7 Create PDFs and covers

Writer can export documents to PDF (Portable Document Format), the file format usually required by print-on-demand publishers. PDF is also used for some ebooks.

Be sure to check with your print-on-demand service for any special requirements they may have regarding PDFs. At the time of writing, common requirements include:

- Graphics must *not* have transparency. If necessary, use your image processing program to remove the transparency. (Consult that program's documentation for how to do this.)
- Graphics/images should be at a resolution of no more than 600 dpi (300 dpi is often preferred). You can set this during PDF export.
- All fonts must be fully embedded. Writer's PDF export does this automatically.
- For printed books, do not include the front or back cover in the file with the interior pages. (You'll need a separate file for the cover, probably in a graphic format, not PDF.) For a PDF ebook, you probably want to include at least the front cover image in the file with the interior pages.

The best settings for PDFs intended for printing may be different from the best settings for PDFs to be read on-screen. If you want to make your book available in both print form and as a downloadable PDF, you may want to create two PDFs using different settings.

Quick export to PDF

Click the **Export Directly as PDF** icon to export the entire document using the last set of selections made through the PDF Options dialog. You can choose the file name and location for the PDF, but you do not get a chance to choose a page range or the print quality. Direct export is convenient for creating draft PDFs or multiple PDFs using the same settings.

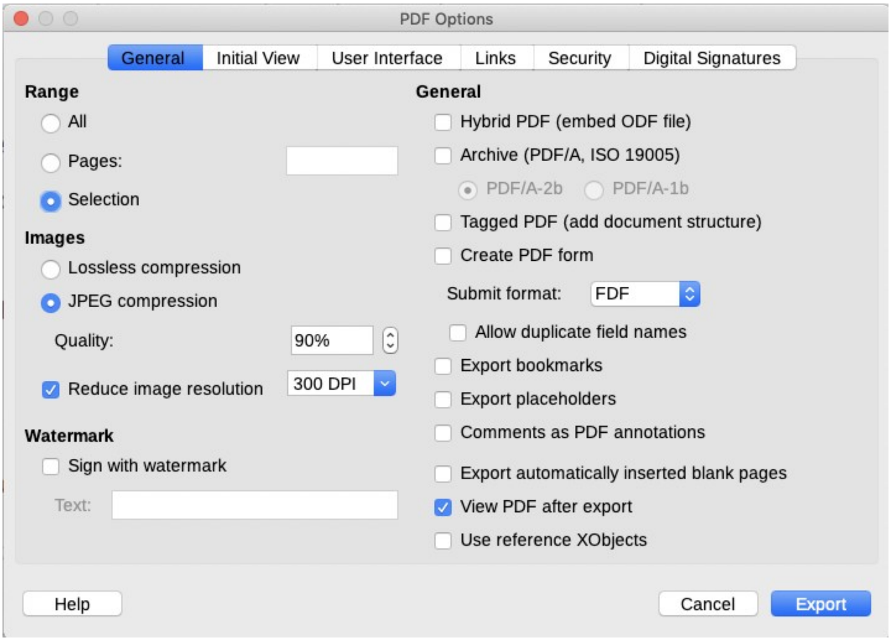
When producing a PDF to send to your printing service, be sure to go through the PDF Options dialog to ensure that all the settings are exactly what you want.

Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use **File > Export As > Export as PDF**. The PDF Options dialog has six pages (General, Initial View, User Interface, Links, Security, and Digital Signatures). Make your selections, and then click **Export**. Then you are asked to to choose the location and file name of the PDF to be created, and click **Export**.

General tab of PDF Options dialog

On the General tab, you can choose which pages to include in the PDF, the type of compression to use for images (which affects the quality of images in the PDF), and other options.



Range
○ All
○ Pages:
● Selection

Images
○ Lossless compression
● JPEG compression
Quality: 90%
☑ Reduce image resolution 300 DPI

Watermark
☐ Sign with watermark
Text:

General
☐ Hybrid PDF (embed ODF file)
☐ Archive (PDF/A, ISO 19005)
● PDF/A-2b ○ PDF/A-1b
☐ Tagged PDF (add document structure)
☐ Create PDF form
Submit format: FDF
☐ Allow duplicate field names
☐ Export bookmarks
☐ Export placeholders
☐ Comments as PDF annotations
☐ Export automatically inserted blank pages
☑ View PDF after export
☐ Use reference XObjects

Range section

All

Exports the entire document. This is the setting you would normally use for creating a PDF of a book.

Pages

As you assemble the book, you might want to export a few sample pages. For a range of pages, use the format 3–6 (pages 3 to 6); for single pages, use 7,9,11 (pages 7, 9, and 11). You can also export a combination of page ranges and single pages, by using a format like 3–6,8,10,12.

Selection

Exports whatever material is selected. Useful for checking portions of a book.

Images section

Lossless compression

Images are exported without any loss of quality. For printed books, select this option.

JPEG compression

Allows for varying degrees of quality. A setting of 90% tends to work well with photographs. Suitable for PDF ebooks.

Reduce image resolution

For print-on-demand publishing, set this for 300 or 600 dpi (dots per inch). Lower-dpi images may be suitable for ebooks if image quality is not a major concern, but they are not suitable for printed books. Higher dpi images are best for commercial offset printing, but may be rejected by print-on-demand services. Check with your printing service to be sure.

Watermark section

When the *Sign with Watermark* option is selected, a transparent overlay of the watermark text you specify appears on each page of the PDF. You might use this to print “Draft” or “Not for Resale” or other words on copies of your book that you send out for review.

General section

Hybrid PDF (embed ODF file)

Choose this setting to export the document as a file containing two file formats: PDF and ODF. In PDF viewers it behaves like a normal PDF file, but it remains fully editable in LibreOffice. Note that this choice can significantly increase the size of the exported file. Do not select this option for printing.

Archive PDF/A-1a

This format is designed for long term preservation. It is not suitable for print-on-demand printing. Do not select.

Tagged PDF

Relevant only for onscreen viewing of PDFs. Depends upon the ODT file having special tags embedded within it. This topic is too complex for this book. Do not select.

Create PDF form

Choose format of forms submitted from within the PDF file. Not relevant to print-on-demand or e-books. Do not select.

Export bookmarks

Creates PDF bookmarks for all hyperlinked table of contents entries. For printed books, do not select. For PDF ebooks, select this option.

Export comments

Exports comments as PDF notes. Do not select.

Export automatically inserted blank pages

Books usually have chapters set to always start on an odd-numbered (right-hand) page. When the previous chapter ends on an odd page, Writer inserts a blank page between the two odd pages. For printed books, select this option. For ebooks, you may wish to deselect this option.

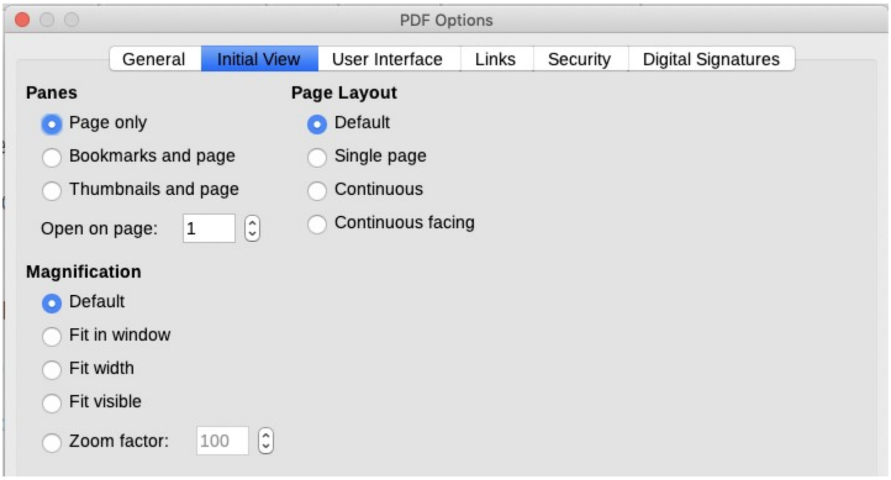
View PDF after export

Your default PDF viewer will open and display the newly exported PDF immediately after it is generated. This option is handy for reminding you to check the PDF for errors.

Initial View tab

This tab is relevant only for ebooks. The options control how a PDF viewer displays the file; see page 105.

To avoid problems for printed books, choose **Page only** in the *Panes* section, leave **Open on page** as 1, and choose **Default** for *Magnification* and *Page layout*.



Panes

● Page only

○ Bookmarks and page

○ Thumbnails and page

Open on page: 1

Magnification

● Default

○ Fit in window

○ Fit width

○ Fit visible

○ Zoom factor: 100

Page Layout

● Default

○ Single page

○ Continuous

○ Continuous facing

User Interface tab

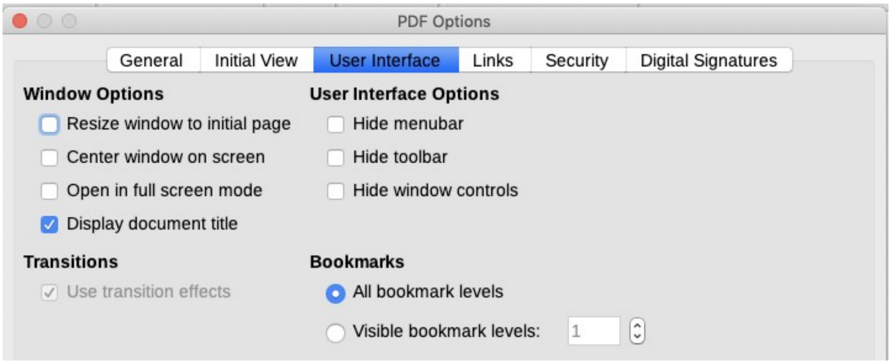
This tab is relevant only for ebooks. The options control how a PDF viewer displays the file.

To avoid problems for printed books, deselect all options except **All bookmark levels** in the Bookmarks section.

For ebooks, see page 105.

Tip

Be sure the correct title is on the Description tab of the Document Properties (**File > Properties**).


PDF Options
General
Initial View
User Interface
Links
Security
Digital Signatures

Window Options
- ☐ Resize window to initial page
- ☐ Center window on screen
- ☐ Open in full screen mode
- ☑ Display document title

User Interface Options
- ☐ Hide menubar
- ☐ Hide toolbar
- ☐ Hide window controls

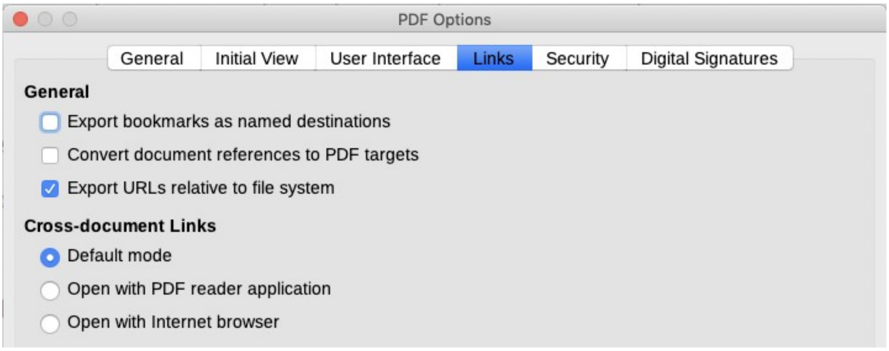
Transitions
- ☑ Use transition effects

Bookmarks
- ● All bookmark levels
- ○ Visible bookmark levels: 1

Links tab

Chooses how links between ebooks and other electronic documents are exported to PDF, an advanced topic that is not covered in this book.

For printed books, deselect all options, except **Default mode** in the *Cross-document links* section.

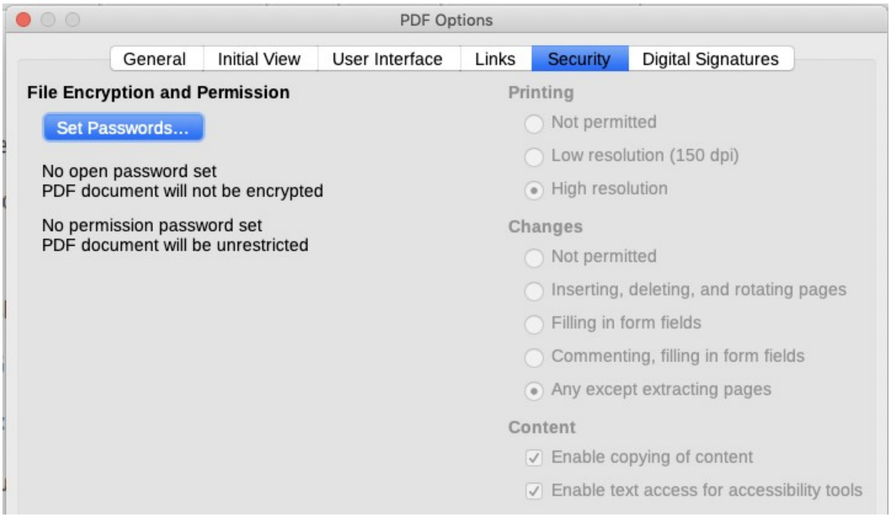

PDF Options
General
Initial View
User Interface
Links
Security
Digital Signatures

General
- ☐ Export bookmarks as named destinations
- ☐ Convert document references to PDF targets
- ☑ Export URLs relative to file system

Cross-document Links
- ● Default mode
- ○ Open with PDF reader application
- ○ Open with Internet browser

Security tab

For PDFs that are to be printed, *do not* set any passwords. Printers cannot handle files that require passwords. For an ebook, you may wish to set some of these passwords; see page 105.



File Encryption and Permission

No open password set
PDF document will not be encrypted

No permission password set
PDF document will be unrestricted

Printing
- ○ Not permitted
- ○ Low resolution (150 dpi)
- ● High resolution

Changes
- ○ Not permitted
- ○ Inserting, deleting, and rotating pages
- ○ Filling in form fields
- ○ Commenting, filling in form fields
- ● Any except extracting pages

Content
- ☑ Enable copying of content
- ☑ Enable text access for accessibility tools

Digital Signatures tab

Digital signatures are used to ensure that the PDF was really created by the original author (that is, you), and that the document has not been modified since it was signed. Do not use this page when creating PDFs for print-on-demand publishing or distribution for onscreen reading.

Creating a PDF for onscreen reading

A PDF can be distributed as an ebook. The format is a good choice when page layout is important. PDFs can be read on almost any device, although they may be difficult to read on a small screen such as a smartphone because the size of pages and text is fixed.

PDFs, like other ebook formats, can include color without increasing the cost of production. LibreOffice user guides are provided in downloadable PDF as well as sold as printed books.

Required settings, and some optional settings, vary between PDFs intended for printing and PDFs intended for distribution as ebooks. This section describes some settings suitable for ebooks.

General page

Select **Export bookmarks**. You may wish to deselect Export automatically inserted blank pages.

Initial view page

Select **Page only** in the Panes section and **Default** in the Page Layout and Magnification sections.

User Interface page

Select **Display document title** in the *Window Options* section and leave all *User Interface Options* unselected. In *Bookmarks*, select **All bookmark levels**, select **Visible bookmark levels** and change the number to match the number of heading levels in the table of contents of the printed book.

Most of the choices on this page are useful mainly for PDFs to be used in a presentation or a kiosk-type display.

Links page

The choices in the General section are more advanced than most books require; I recommend you leave them unselected. In the Cross-document Links section, choose **Default mode**.

Security page

Here you can set passwords to open the book or perform some actions on the book, such as whether readers can print, edit, copy, or comment on the book, extract pages, or make any other changes. I recommend that you don't set a password to open the file, but you might want to set some permissions.

Creating covers for print books

The title, subtitle (if any), and author name must be present on the front cover of your book and must match the metadata you provide for the book, or it will not be accepted for distribution. (Check **File > Properties** for metadata such as Title and Author.)

You can create covers in LibreOffice Draw or in a program such as GIMP or Inkscape. Be sure to save (or export) the cover to a format such as PNG, JPG, or GIF, with a suitable resolution of at least 300 dots per inch (dpi). Check with your printer or publishing service to see if they require a higher resolution.

For a print book, do not include the cover in the file with the interior pages. For a PDF to be distributed as an ebook, you may wish to embed the front cover image on the first page of the file.

8 Create ebooks

After you finish writing and formatting your book, you can create an ebook in two ways:

- Export to the EPUB format directly from Writer. If you want a different or additional format (such as MOBI for Kindle), you may prefer the second method.
- Open the ODT (Writer) file in Calibre (recommended) and export to an ebook format (EPUB or other) from there.

Which option you choose depends on how complicated the formatting is and what ebook formats you require. Be prepared to experiment to get the results you need.

Before you begin, check whether your online publishing service requires specific settings, such as the EPUB version. It may not allow a table of contents other than one created within the ebook itself; if you, you'll need to remove the TOC from your ODT file. You may also wish to remove any blank pages from the ODT file. Lastly, gather any other information and files you may need, such as the cover image, the ISBN, and other metadata such as keywords.

Tip

> Your online publishing service may do the ebook conversion for you. You might try it first, to see if the result is acceptable. If the conversion fails, the service may give you enough information to help you correct any problems.

Creating an ebook cover

An ebook cover is sometimes called a marketing image. It is provided as a separate PNG or JPG file separate from the interior text and may also be embedded in the interior file.

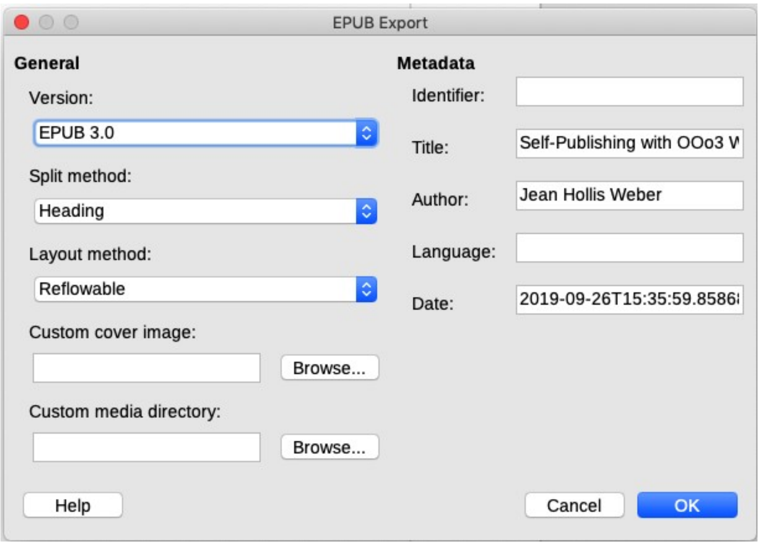
Check your publishing service for any specific requirements. For example, the title and author name in cover art must match the title and author name provided in metadata and on the book's cover page. You cannot reuse an ISBN from another book, including the print edition of the same title.

You can create the cover in LibreOffice Draw or in a program such as GIMP or Inkscape. Be sure to save (or export) the cover to a format such as PNG or JPG.

Exporting to EPUB directly from Writer

LibreOffice Writer’s EPUB export lacks many features. However, if your document has an uncomplicated layout, you may be able to get an acceptable result using Writer’s EPUB export tool.

If you decide on this method, choose **File** > **Export As** > **Export as EPUB**.



Version: EPUB 3.0
Split method: Heading
Layout method: Reflowable
Custom cover image:
Custom media directory:
Identifier:
Title: Self-Publishing with OOo3 V
Author: Jean Hollis Weber
Language:
Date: 2019-09-26T15:35:59.8586

Version

EPUB 3.0 is currently the most popular version. Version 2.0 may not support all the formatting you want, but your publishing service may require it.

Split method

How the EPUB starts a new page. The most common choice is *Heading*: new pages are started each time a Heading paragraph style appears. With this method, you probably want two or, at most, three Heading styles; otherwise each page may be very short, and readers may become annoyed at constantly changing pages. The alternative is *Page break*, which follows the manual page breaks you add in the source file. Of the two, Heading requires the least work and maintenance. Some publishing services may allow only Heading.

Layout method

Choose *Reflowable* to have the ebook layout change according to screen and window size, or *Fixed* to have the ebook layout remain the same under all conditions. Most readers are likely to prefer Reflowable, but you might choose Fixed if formatting is important to you. In particular, Fixed preserves the dimensions of graphics.

Custom cover image

The location and name of the image for the book's cover. If no image is specified in this field, the EPUB will use any image in the media directory with a name like cover.gif, cover.jpg, cover.png or cover.svg. You can enter a different name here.

Custom media directory

The location of the optional directory for the cover image, metadata, and multimedia files. By default, the exporter looks for custom media and custom metadata in the current document directory inside a folder with the same name of the document file name. For example, if the document name is MyText.odt, the default media folder for cover and metadata is MyText in the current directory.

If you put this information somewhere else, you need to specify its location. For custom metadata, you must provide a file with same name as the original filename and with extension .xmp. The provided metadata will override the internal document metadata. In the example above, the custom metadata must exist in the MyText directory as MyText.xmp.

Metadata

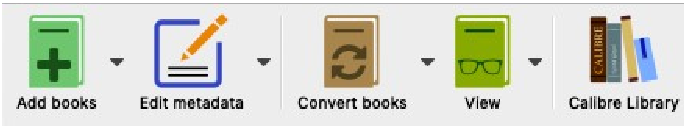
The basic information for the file that provides tags to help searches. The dialog has fields for *Identifier* (usually the ISBN), *Author, Title, Language,* and *Date*. These fields override the document default metadata. They can be left empty.

Exporting to EPUB from Calibre

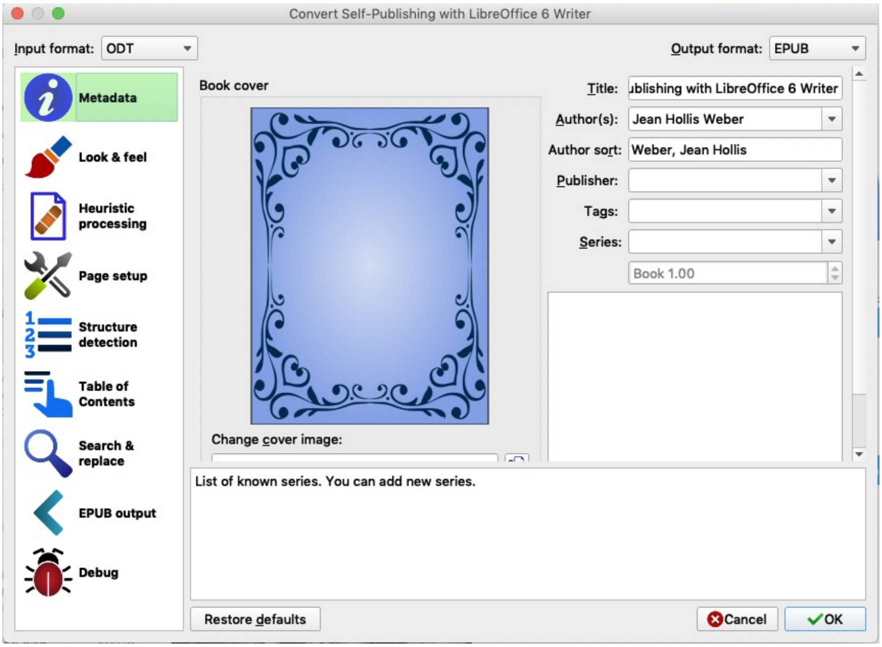
Calibre's ability to convert to a ebook format is far more advanced than Writer's, and it fully supports Writer files. If you cannot create a good EPUB using Writer's export tools, then save the document as an ODT (LibreOffice) file and import it into Calibre:

Start Calibre, select **Add books**, navigate to the ODT file, select it, and click **Open**.

When the ODT file is listed in Calibre, highight the file and click *Convert books*. You can output one format at a time.


Add books
Edit metadata
Convert books
View
Calibre Library

The dialog for format conversion shows the original format in the upper left, and the format to convert to in the upper right. The dialog also has fields for specifying the cover image, and for setting basic metadata, such as *Title, Author, Publisher, Tags, and Series*, and an unnamed field for any comments.


Metadata
Look & feel
Heuristic processing
Page setup
Structure detection
Table of Contents
Search & replace
EPUB output
Debug
Book cover
Change cover image:
Restore defaults
Cancel
OK

Convert Self-Publishing with LibreOffice 6 Writer

Input format: ODT

Output format: EPUB

Title: ublishing with LibreOffice 6 Writer

Author(s): Jean Hollis Weber

Author sort: Weber, Jean Hollis

Publisher:

Tags:

Series:

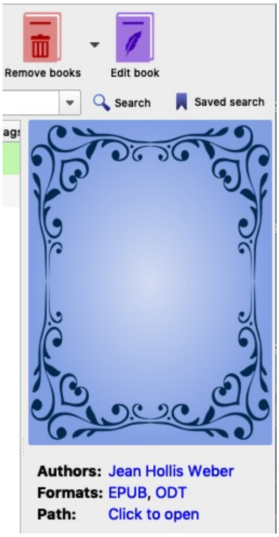
Book 1.00

List of known series. You can add new series.

If Calibre finds no cover image, it will use a generic design, as shown above. You can change the cover image here, before conversion, or later by editing the metadata (see page 112).

Notice the other choices in the left column (Look & feel, Page setup, Table of contents, and so on). Calibre provides very powerful tools for working with ebooks. It's best to leave these alone for now, but if you want to delve into them, please see the user guide for Calibre, https://calibre-ebook.com/help

When you have finished entering the settings, click the **OK** button at the bottom right. While the file is being created, you are returned to the Calibre main window. When the conversion is complete, you will see the file type listed on the right side of the window under the cover image.



Authors: Jean Hollis Weber
Formats: EPUB, ODT
Path: Click to open

Checking and manually editing

Whatever method you use, open the newly created EPUB file and check the layout, preferably line by line.

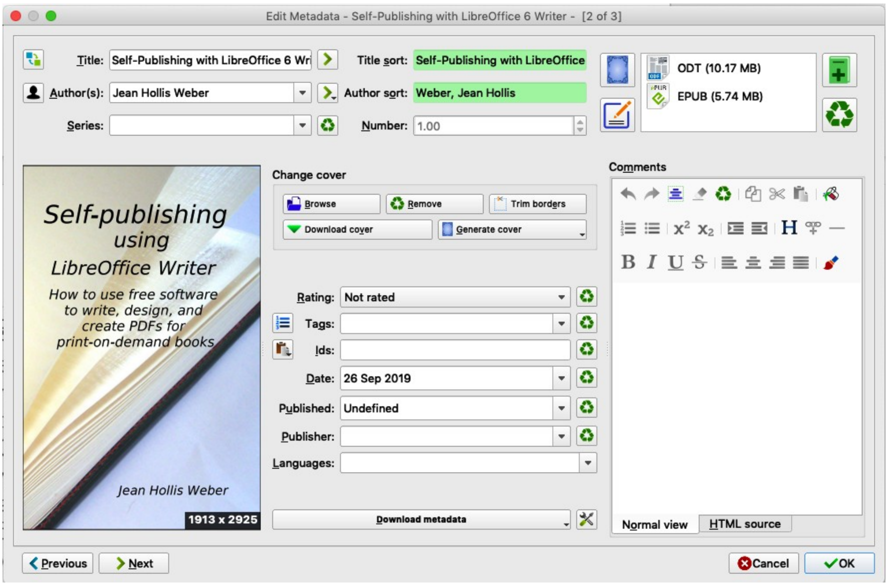
If you want more control over the appearance of your ebook, you can edit the CSS code using Calibre. CSS is not complicated, but if you have never worked with HTML or similar code before, it can be a bit intimidating. How to use Calibre for this purpose is covered in Bruce Byfield's forthcoming book *Designing Ebooks*, or consult the user guide for Calibre. https://calibre-ebook.com/help

Editing metadata in Calibre

To add or change metadata, including the cover image, ISBN, date of publication, and so on, go to the Calibre main window, select the book in the center pane, and click **Edit metadata** on the icon bar at the top.

Tip

> The Ids field can be used for several types of identifier. To add an ISBN, click the icon to the left of the field and type or paste the ISBN into the pop-up box.



Edit Metadata - Self-Publishing with LibreOffice 6 Writer - [2 of 3]

Title: Self-Publishing with LibreOffice 6 Wri
Title sort: Self-Publishing with LibreOffice
Author(s): Jean Hollis Weber
Author sort: Weber, Jean Hollis
Series:
Number: 1.00
ODT (10.17 MB)
EPUB (5.74 MB)
Rating: Not rated
Tags:
Ids:
Date: 26 Sep 2019
Published: Undefined
Publisher:
Languages:

Self-publishing
using
LibreOffice Writer
How to use free software
to write, design, and
create PDFs for
print-on-demand books
Jean Hollis Weber
1913 x 2925
Change cover
Browse
Remove
Trim borders
Download cover
Generate cover
Comments
Download metadata
Normal view
HTML source
Previous
Next
Cancel
OK

Converting to other ebook formats

Even if you export to EPUB using LibreOffice, you may want to provide additional ebook formats. The most commonly used is MOBI, the format used on Kindle and other devices.

To convert to other formats, add the book to Calibre and follow the procedure described in “Exporting to EPUB from Calibre” on page 110.

Part 2: Extras

The first eight chapters of this book covered topics that every self-publisher needs to know about using Writer for writing and publishing books.

The next eight chapters cover topics that may be relevant to your book or your use of Writer, but are not needed by everyone.

9 Include illustrations
10 Add table of contents
11 Add an index
12 Create special effects
13 Track changes
14 Use templates
15 Customize Writer
16 Use online publishing services

9 Include illustrations

Illustrations in Writer are of three basic types:

- Image files such as photos, drawings, and scanned images
- Diagrams created using Writer's drawing tools
- Charts created using LibreOffice's Chart facility

This chapter covers images and diagrams. More detailed descriptions on working with drawing tools are in the *Draw Guide* and *Impress Guide*. How to create charts is described in the *Calc Guide*.

Creating and editing images

Images (also called 'pictures' in LibreOffice and in this book) might be created with a graphics program, scanned, or downloaded from the Internet (if you have permission to use them), or they might be photos from a digital camera.

Writer can import various vector (line drawing) and raster (bitmap) file formats. The most common are GIF, JPG, PNG, and BMP.

Some things to consider when choosing or creating images include image quality and whether the image will be printed in color or grayscale ('black and white').

Use a resolution of 300–600 dpi (dots per inch) for photos and line drawings. Be careful with downloaded artwork, which is often at 72 dpi—it may be suitable for display on a screen but it is not good for printing.

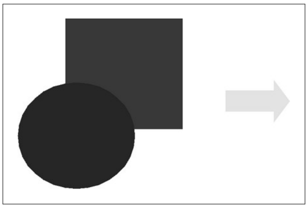
To edit photos and other bitmap images, use a bitmap editor. To edit line drawings, use a vector drawing program. You do not need to buy expensive programs. Open-source (and usually no-cost) tools such as GIMP (bitmap editor) and Inkscape (vector drawing program) are excellent. These and many other programs work on Windows, macOS, and Linux.

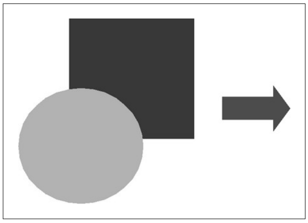
For best results:

- Create images that have the exact dimensions required for the document, or use an appropriate graphics package to scale photographs and large drawings to the required dimensions. Do not scale images with Writer, even though Writer has tools for doing this, because the results might not be as clear as you would like.
- Do any other required image manipulation (brightness and contrast, color balance, cropping, and so on) in a graphics package, not in Writer, even though Writer has the tools to do a lot of these things too.

Prepare images for black-and-white printing

If color images are to be printed in grayscale, check that any adjacent colors have good contrast and print dark enough. Test by printing on a black-and-white printer using a grayscale setting. Better still: change the "mode" of the image to grayscale, either in a photo editor or in Writer itself (see "Image mode" on page 120).





For example, the top diagram to the right looks good in color. The circle is dark red and the square is dark blue. In grayscale, the difference between the two is not so clear. A third element in the diagram is a yellow arrow, which is almost invisible in grayscale. Changing the colors of the circle and the arrow improves the contrast and visibility of the resulting grayscale image. A better result can often be obtained by choosing grayscale fills, not color fills, especially if you do not intend to sell the PDF or convert it to EPUB or another ebook format.

Inserting an image from a file

When the image is in a file stored on your computer, you can immediately insert it into the Writer document.

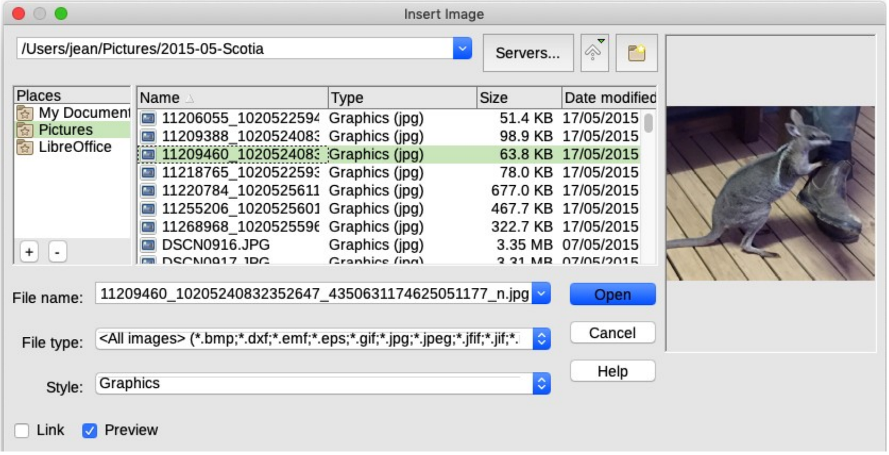
To insert an image from a file, use either of these methods.

Drag and drop

1. Open a file browser window and locate the image you want to insert.
2. Drag the image into the Writer document and drop it where you want it to appear. A faint vertical line marks where the image will be dropped.

Insert Image dialog

1. Click in the location in the Writer document where you want the image to appear.
2. On the menu bar, select **Insert > Image**.
3. On the Insert Image dialog, navigate to the file to be inserted, select it, and click **Open**.



/Users/jean/Pictures/2015-05-Scotia

Name	Type	Size	Date modified
11206055_1020522594	Graphics (jpg)	51.4 KB	17/05/2015
11209388_102052408:	Graphics (jpg)	98.9 KB	17/05/2015
11209460_102052408:	Graphics (jpg)	63.8 KB	17/05/2015
11218765_102052259:	Graphics (jpg)	78.0 KB	17/05/2015
11220784_1020525611	Graphics (jpg)	677.0 KB	17/05/2015
11255206_1020525601	Graphics (jpg)	467.7 KB	17/05/2015
11268968_102052559€	Graphics (jpg)	322.7 KB	17/05/2015
DSCN0916.JPG	Graphics (jpg)	3.35 MB	07/05/2015

File name: 11209460_10205240832352647_4350631174625051177_n.jpg

File type: <All images> (*.bmp;*.dxf;*.emf;*.eps;*.gif;*.jpg;*.jpeg;*.jfif;*.jif;*.

Style: Graphics

☐ Link ☑ Preview

At the bottom of the Insert picture dialog are two options, **Link** and **Preview**.

Select **Preview** to view a small image of the selected graphic file on the right, so you can verify that you have the correct file.

Select **Link** to create a link to the file containing the image, instead of embedding (saving a copy of) the image in the document.

If you link to an image, then the image is displayed in the document, but the saved document contains only a reference to the image file—not the image itself. The document and the image remain as two separate files, which are temporarily merged together only when you open the document again.

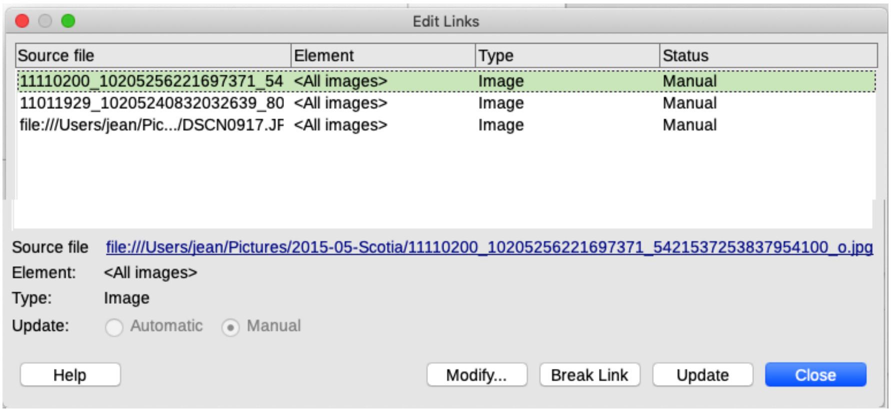
The main advantage to linking images comes during the draft phase of writing and illustrating a book. If you change an image but keep the same filename and location on your computer, then the next time you open the book file, the changed image is included. You don’t have to remember to replace the earlier version with the revised image, which is what you have to do when you embed.

A minor advantage to linking images is a smaller file size for the main document. For most people, file size is no longer the problem it was some years ago.

The main disadvantage to linking comes if you need to send the file to someone else, or when you copy or move it to another computer or another location on the same computer. In these situations, you must make sure that the image files remain in the same location relative to the text file. Keeping all the files in one folder and sending or moving the whole folder is the easiest way to make sure that the files stay together.

You can embed linked images into the main file at any time.

1. Open the document in Writer and choose **Edit > Links to External Files** from the menu bar.
2. The Edit Links dialog shows all the linked files. In the *Source file* list, select the files you want to change from linked to embedded.
3. Click the **Break Link** button. In the pop-up confirmation box, click **Yes**. Close the Edit Links dialog.
4. Save the Writer document.



Source file	Element	Type	Status
11110200_10205256221697371_54	<All images>	Image	Manual
11011929_10205240832032639_80	<All images>	Image	Manual
file:///Users/jean/Pic.../DSCN0917.JF	<All images>	Image	Manual

Source file file:///Users/jean/Pictures/2015-05-Scotia/11110200_10205256221697371_5421537253837954100_o.jpg
Element: <All images>
Type: Image
Update: ○ Automatic ● Manual

Inserting images from other sources

You can insert images from a graphics program, a scanner, and the Gallery.

Graphics program

You can use many different graphics programs to edit an image. You can either save the edited image as a file and insert it as described earlier, or insert the image directly from the graphics program into your Writer document. Follow these steps:

1. In the graphics program window, select an area of the image to be copied (or select the entire image).
2. Move the cursor over the selected area and press *Control+C* (or right-click and select **Copy**).
3. Keep the graphics program open, but switch to the Writer window.
4. Click to place the cursor where the image is to be inserted. Press *Control+V* (or right-click and select **Paste**).

Scanner

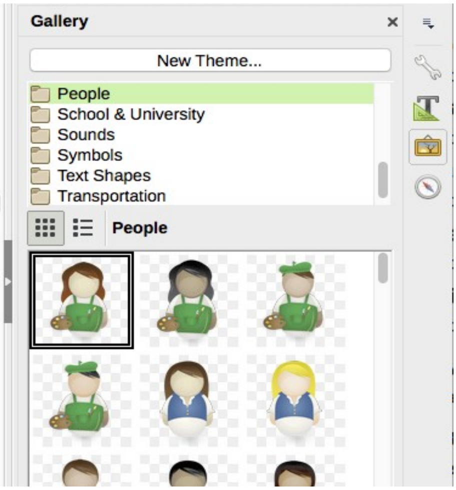
If a scanner is connected to your computer, Writer can call the scanning application and add the scanned image to the document in one step. Use **Insert > Media >Scan**. However, this procedure probably will not give you a high-quality image that is of the correct size. You will get better results by scanning material into a graphics program and editing it there before inserting it into Writer.

LibreOffice Gallery

The **Gallery** contains images that you can use in your documents. In addition to the clip art that comes with Writer, you can add your own images or find extensions containing more images. For more about the Gallery, see *Getting Started with LibreOffice*.

To insert a Gallery image into a document:

1. Click on the Gallery icon in the sidebar.
2. Select the theme containing the image you want to insert.
3. Drag and drop the image into the document, or right-click on the image and select **Insert**.


Gallery
New Theme...
People
School & University
Sounds
Symbols
Text Shapes
Transportation
People

Modifying an image

When you insert a new image, you may need to modify it to make it more suitable for the document.

Although Writer provides many tools for working with images, for best results it is generally better to use an image manipulation program such as GIMP to modify images (for example, to crop, resize, rotate, and change color values) and then insert the result into Writer.

Use the Image toolbar

When you insert an image or select one that is present in the document, the Image toolbar appears. This toolbar can be either floating or docked.

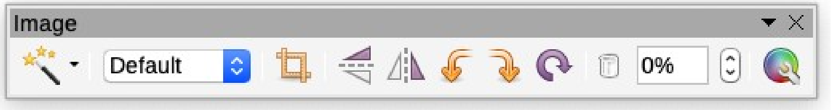


Image
Default
0%

Two other toolbars can be opened from this one: the Filter toolbar and the Color toolbar.

From these three toolbars, you can apply small corrections to graphics or obtain special effects. See the *Writer Guide* for a complete listing of these tools. Here are some of them.

Image mode

Some print-on-demand services may want all graphics to be in grayscale, if the book is to be printed in black-and-white. If you have not changed color images to grayscale in a graphics program, you can do it here. Select the image, and then select **Grayscale** from the Image Mode list.

Crop

To crop (cut off) parts of an image, select the image and then click the **Crop** icon. Crop marks appear around the image. See "Crop an image" on page 121 for more information.

Flip or rotate

To flip an image vertically or horizontally, or rotate an image 90 degrees to the right or left, select the image and then click the relevant icon. See also "Flip or rotate an image" on page 123.

Transparency

Do not use transparency for print-on-demand books, because the printing service might not accept the resulting PDF. Ebooks will also fail quality control if any images have transparency.

Use the Object toolbar and right-click menu

When you insert an image or select one that is already in the document, the Object toolbar appears. This toolbar is usually docked just below the main toolbar, but it can be made to float.

The Object toolbar has icons for basic wrapping, alignment, anchoring, borders, and other functions. Right-clicking on an image pops up a menu of functions similar to those on the Object toolbar. See the *Writer Guide* for details.

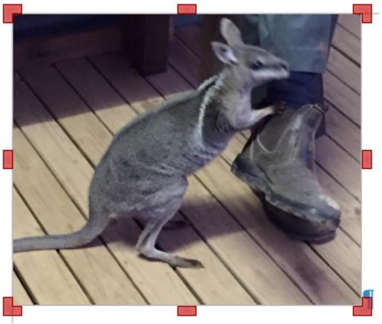
Use the Image dialog

Use the Image dialog for more control over images. Cropping, borders, wrapping, and other functions are accessed through this dialog. The functions are described in detail in the *Writer Guide*.

Crop an image

Sometimes you might want to crop (cut off) parts of an image. It's best to do this in a graphics package, but you can do it in Writer using a right-click menu option, an Image toolbar option, or the Crop tab in the Properties dialog.

The right-click menu option and the Image toolbar option cause crop marks to appear around the image. You can drag one or more of these marks to quickly crop the image.



For more control over the results, choose **Properties** from the right-click menu. In the Image dialog, go to the Crop tab. To crop the image, enter amounts in the Left, Right, Top, and Bottom boxes. For example, a value of 2 cm in the Bottom box cuts 2 cm from the bottom of the picture, as shown in the preview.

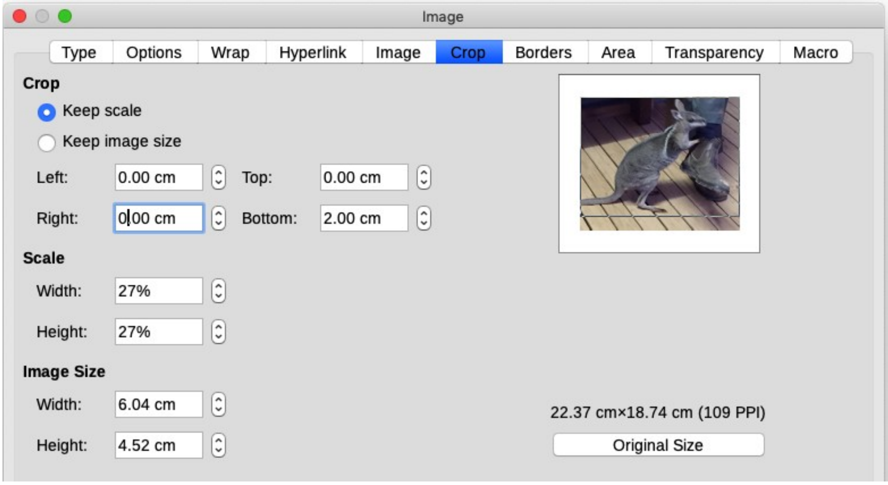


Image
Type
Options
Wrap
Hyperlink
Image
Crop
Borders
Area
Transparency
Macro
Original Size

Crop

● Keep scale
○ Keep image size

Left: 0.00 cm
Top: 0.00 cm
Right: 0.00 cm
Bottom: 2.00 cm

Scale

Width: 27%
Height: 27%

Image Size

Width: 6.04 cm
Height: 4.52 cm

22.37 cm×18.74 cm (109 PPI)

Flip or rotate an image

Writer provides several ways to flip or rotate an image: main menu options, right-click menu options, Image toolbar options, and the Image tab in the Properties dialog.

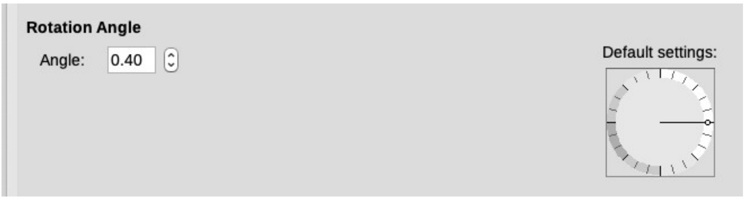
To flip or rotate using a menu option, select the image, then right-click and select the flip or rotation required.

To rotate interactively, choose the **Rotate** menu option or the **Rotate** icon on the toolbar. Use the red handles at the corners of the picture and move the mouse in the direction you wish to rotate.

Tip

The rotation angle is restricted to multiples of 15 degrees. To rotate freely, hold down *Shift* while moving the mouse.

For more control, right-click on the image and choose **Properties** to open the Image dialog. In the bottom section of the Image tab, you can specify a precise rotation angle.



Rotation Angle

Angle: 0.40

Default settings:

Positioning images within the text

When you add an image to a text document, you need to choose how to position it. Writer is not a desktop publishing program, so there are some limitations to the positioning of images. Also, the best choices for producing a PDF and an ebook may be different.

Positioning is controlled by four settings:

- *Arrangement* refers to the stacking position of an image relative to other images or text.
- *Alignment* refers to the vertical or horizontal placement of the image in relation to the anchor point.
- *Anchoring* refers to the reference point for the image. This point could be the page, the frame where the image is, a paragraph, or even a character. An image always has an anchor point.
- *Text wrapping* refers to the relation of images to the text around it. The text might treat the image as a separate paragraph or character, it might wrap around the image on one or both sides, or it might be behind or in front of the image.

You can access these settings in these ways:

- From the Format menu: Anchor, Wrap, and Arrange
- From the right-click menu, which also includes Align
- From the Object toolbar when an image is selected
- From the Type and Wrap tabs of the Image dialog

Arrange images

Arrangement is only relevant when objects are overlapping. You can choose between four settings:

- **Bring to Front**: Places the image on top of any other graphics or text.
- **Forward One**: Brings the image one level up in the stack. Depending on the number of overlapping objects, you may need to apply this option several times to obtain the desired result.
- **Back One**: The opposite of Forward One; sends the selected object one level down in the object stack.
- **Send to Back**: Sends the selected image to the bottom of the stack, so that other graphics and text cover it.

Note

Arrangement is lost during ebook creation. If you want to have overlapping images in an ebook, you need to create a single image in a graphics program and use that instead.

Anchor images

You can anchor images as a character or to a page, paragraph, character, or frame. The method you choose depends on what you are trying to achieve, and whether it's for a PDF or an ebook.

To Page

The image keeps the same position in relation to the page margins. It does not move as you add or delete text or other graphics. This method is useful when the image does not need to be visually associated with a particular piece of text. It is often used when producing newsletters or other documents that are very layout intensive, or for placing logos in letterheads. It is not relevant to ebooks.

To Paragraph

The image is associated with a paragraph and moves with the paragraph. It may be placed in the margin or another location. This method is a good alternative to using a table for placing images next to paragraphs. The placement of the image may change during ebook conversion.

To Character

The image is associated with a character, but it is not in the text sequence. It moves with the paragraph but may be placed in the margin or another location. This method is similar to anchoring to a paragraph. The placement of the image may change during ebook conversion.

As Character

The image is placed in the document like any other character and, therefore, affects the height of the text line and the line break. The image moves with the paragraph as you add or delete text. This method is useful for keeping images in sequence in a procedure (by anchoring them as a character in a blank paragraph) or for adding a small (inline) icon in a sentence. This method works well for ebooks if the anchor is in a blank paragraph, but icons within a sentence may not remain in place.

To Frame

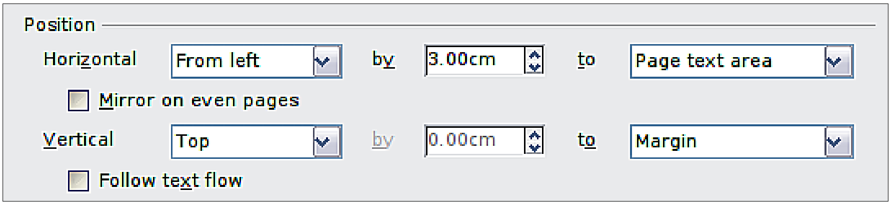
If the image has been placed in a frame, you can anchor the graphic in a fixed position inside the frame. The frame can then be anchored to the page, a paragraph, or a character.

Align images

Once you have established the anchor point of the image, you can decide on the position of the image relative to this anchor. This is called *aligning* the image. Alignment is generally ignored when converting to ebooks.

Choose from six options: three for aligning the graphic vertically (top, center, bottom) and three for aligning the graphic horizontally (left, center, right). Horizontal alignment is not available for images anchored as a character.

For finer control of the alignment, use the Position options on the Type page of the Image dialog. In the example below, the upper-left corner of the image will be placed 3 cm from the left margin of the page horizontally and on the top margin vertically.



Position

Horizontal: From left, by 3.00cm, to Page text area

☐ Mirror on even pages

Vertical: Top, by 0.00cm, to Margin

☐ Follow text flow

Wrapping text around images

The Wrap setting determines the relation between the text and the image. It is normally selected *after* the anchoring and the alignment have been set. You can right-click and select from these options:

- **Wrap Off**: Text is placed above and below the image but not around it.
- **Page Wrap** or **Optimal Page Wrap**: Text flows around the image. Moving the image around the page makes the text fill the space to the left and right. If the distance between the object and the page margin is less than 2 cm, the text is not wrapped on that side.
- **Wrap Left** and **Wrap Right**: Text flows on the specified side only.
- **Wrap Through**: Superimposes the image on the text. This option must be used with the image-transparency setting in order to make the text under the picture visible. It is usually not suitable for creating PDFs to be printed by print-on-demand services.

- **In Background**: Similar to Wrap Through but the image is placed behind the text. You do not need to change the transparency to make text visible.

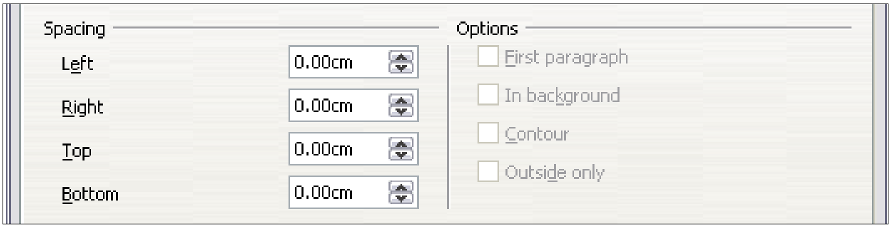
Notes

When you anchor an image as character, no wrapping options are available. Wrapping is generally ignored when converting to an ebook.

To fine tune the wrapping options, open the Image dialog and select the Wrap tab.

This tab is divided into three sections. In the top part you can select from the wrap types mentioned above, plus two additional wrap formats: **After** prevents the text from filling the area to the left of the image, and **Before** prevents the text from filling the area to the right.

Use the Spacing section of the tab to adjust the spacing between the image and the text.



Left 0.00cm
Right 0.00cm
Top 0.00cm
Bottom 0.00cm

☐ First paragraph
☐ In background
☐ Contour
☐ Outside only

Example: page wrapping

The picture below is an example of page wrapping in action. To accomplish page wrapping:

1. Insert the image into the document, then anchor it to the first paragraph by selecting the image and moving it until the anchor symbol is at the beginning of the paragraph.
2. Use either the mouse or the advanced settings to align the image so that the left of the image is in line with the paragraph indentation. In the example, the image is placed 1 cm from the left margin.
3. Change the wrap to Page Wrap. To increase the space between image and text, go to the Wrap page of the Picture

dialog and set the image and text gap (in the Right and Bottom boxes) to 0.2 cm.

4 Change the position so that the image is below the first line of the paragraph. Again, use the mouse to drag the image or use the advanced settings.

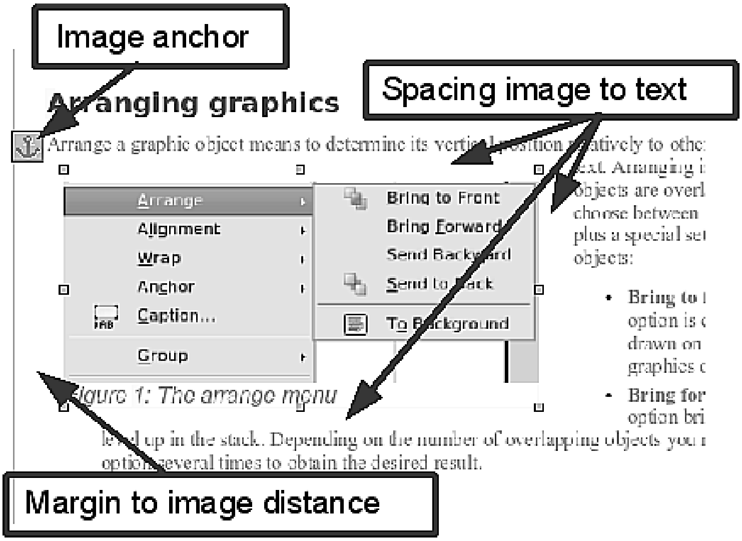


Image anchor
Spacing image to text
Arranging graphics
Arrange
Alignment
Wrap
Anchor
Caption...
Group
Bring to Front
Bring Forward
Send Backward
Send to Back
To Background
Figure 1: The arrange menu
Margin to image distance

Arrange a graphic object means to determine its vertical position relatively to othe

level up in the stack. Depending on the number of overlapping objects you r option several times to obtain the desired result.

Example of image with Page Wrap formatting

Using Writer’s drawing tools

Avoid using Writer’s drawing tools to create graphics or annotate other images. The results can be unpredictable.

- The stacking order of drawing objects does not always stay the way you set it, so a line or circle that should be on top of another object may suddenly end up underneath the object.
- You cannot group images and drawing objects together, so they may get out of alignment in your document.
- If you convert a Writer document to another format, such as HTML or EPUB, the drawing objects and the graphics will not remain associated; they are saved separately.

To avoid potential problems, use a graphics package such as LibreOffice Draw or GIMP to create the graphics, then either copy the graphics directly into the Writer document or export them as an image file and import that file into Writer.

10 Add table of contents

Does your book need a table of contents? Novels often don't have them, but non-fiction books and collections of short stories or poetry usually do. Writer (like other word processors) provides a convenient way to compile an automated table of contents from the headings in your book.

This chapter shows you how to:

- Create a table of contents quickly, using the defaults
- Define a hierarchy of headings
- Customize a table of contents

Before you start, make sure that the headings are styled consistently. Writer's built-in styles for chapter titles and subheadings are *Heading 1*, *Heading 2*, *Heading 3*, and so on. Headings with these styles will appear in the table of contents.

You can use any styles you wish for the headings, including custom styles, but if you do, you will have to make some other changes, described later in this chapter.

Note

Ebooks generally have a table of contents (TOC) that is created during the conversion process. In that case, a TOC created and designed as described in this chapter is irrelevant.

Creating a table of contents quickly

Although a table of contents (TOC) can be customized extensively in Writer, the default settings are usually fine until you get to the final stages of book design and layout.

To quickly create a table of contents:

1. When you create your book, use the built-in paragraph styles for the headings (chapter titles and subheadings): *Heading 1*, *Heading 2*, and *Heading 3*.
2. Click in the document where you want the TOC to appear.

3. Select **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography**.
4. Change nothing else in the dialog. Click **OK**. The result will be a typical table of contents.

Tips

- If some of your headings don't show up in the generated TOC, check that the headings have been tagged correctly. If a whole level of headings doesn't show up, see "Defining a hierarchy of headings" on page 130.
- You can customize an existing TOC at any time. Right-click anywhere in it and select **Edit Index** from the pop-up menu. Continue as described on page 132.
- The TOC appears with a gray background. This background is not printed and does not appear in a PDF. To turn off this gray background, go to **Tools > Options > LibreOffice > Application Colors**, then scroll down to the Text Document section and uncheck the option for **Index and table shadings**.
  This change may leave a gray background showing behind the dots between the headings and the page numbers, because the dots are part of a tab. To turn that shading off, go to **Tools > Options > LibreOffice Writer > Formatting Aids** and uncheck the option for **Tabs**.

Defining a hierarchy of headings

Paragraph styles are the key to Writer's automatic TOC feature. The paragraph styles assigned to outline levels by Writer are the heading styles supplied with Writer: *Heading 1*, *Heading 2*, *Heading 3*, and so on.

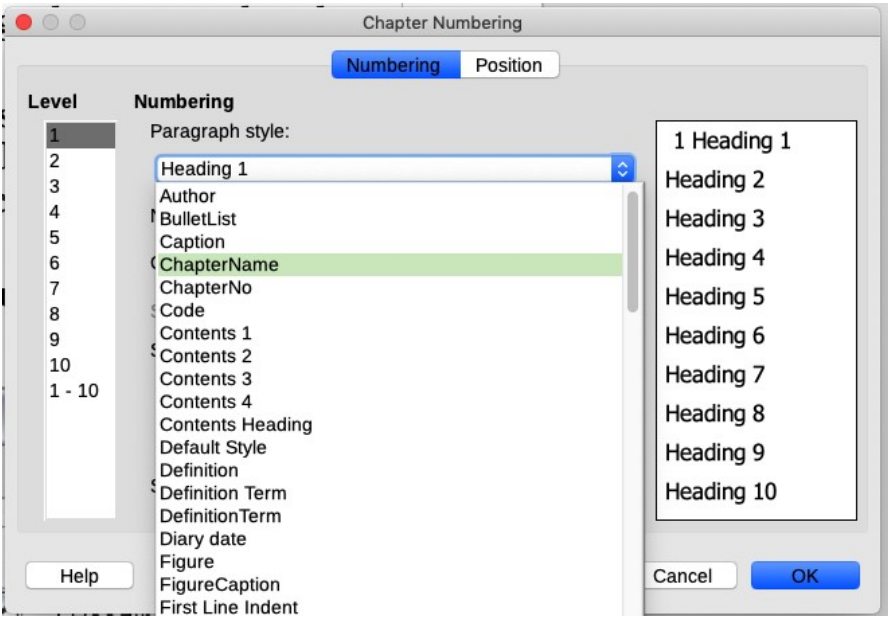
Tools > Chapter Numbering defines the hierarchy of headings in a document. This name is misleading: your headings do not need to have chapter or other numbers.

If you are using the default heading styles for the headings in your outline, and you do not want to use automatic numbering of chapter titles, you do not need to do anything on the Chapter Numbering dialog except verify that the correct styles are given for each heading level you want to be shown in the TOC.

Choose paragraph styles for heading levels

To use custom paragraph styles instead of one or more of the default heading styles, or to use automatic heading numbering for the chapter titles:

1. Be sure the custom paragraph styles have been defined. For our example, we'll use only one: *Chapter Name* for the chapter titles.
2. Click **Tools > Chapter Numbering** to open the Chapter Numbering dialog.
3. Click the number in the Level box that corresponds to the heading for which you want to change the paragraph style. In our example, this is Level **1**.
4. In the Numbering: Paragraph Style section, choose from the drop-down list the paragraph style that you want to assign to that heading level. In our example, choose *Chapter Name* to replace *Heading 1*.
5. Repeat for each outline level that you want to change. Click **OK** when done.


Chapter Numbering
Numbering
Position
Level
1
2
3
4
5
6
7
8
9
10
1 - 10
Numbering
Paragraph style:
Heading 1
Author
BulletList
Caption
ChapterName
ChapterNo
Code
Contents 1
Contents 2
Contents 3
Contents 4
Contents Heading
Default Style
Definition
Definition Term
DefinitionTerm
Diary date
Figure
FigureCaption
First Line Indent
1 Heading 1
Heading 2
Heading 3
Heading 4
Heading 5
Heading 6
Heading 7
Heading 8
Heading 9
Heading 10
Help
Cancel
OK

Customizing a table of contents

You can alter the content and appearance of a TOC in several ways.

To customize a TOC, right-click anywhere in it and choose **Edit index** from the pop-up menu.

The Table of Contents, Index or Bibliography dialog has five tabs. Any or all of them can be used when creating or editing a TOC:

- Use the Type tab to set the attributes.
- Use the Entries and Styles tabs to format the entries.
- Use the Columns tab to have more than one column.
- Use the Background tab to add color or a graphic to the background.

You can display a preview box, located on the right-hand side of the dialog, to show as you work how the TOC will look. (If you do not see the preview box, select the **Preview** option in the lower left-hand corner of the dialog.) The illustrations in this chapter show the dialog as it appears with the preview box hidden.

After making all of your changes, click **OK** to save the TOC so that it appears in your document.

Type tab

Use the Type tab to set the attributes of the TOC.

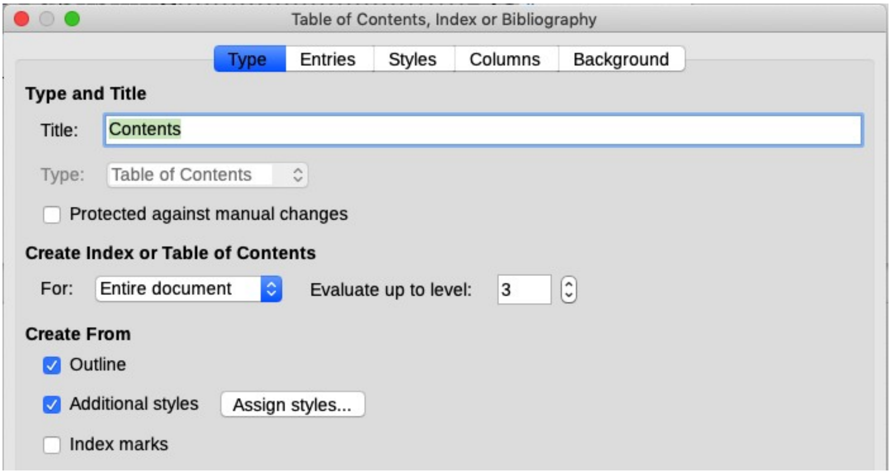


Table of Contents, Index or Bibliography
Type
Entries
Styles
Columns
Background
Type and Title

Title: Contents

Type: Table of Contents

☐ Protected against manual changes

Create Index or Table of Contents

For: Entire document

Evaluate up to level: 3

Create From

☑ Outline

☑ Additional styles

Assign styles...

☐ Index marks

Change the title

To give the TOC a different title, type it in the *Title* field. To delete the title, clear the Title field.

Set the type of index

In computer terminology, a table of contents is one of several types of indexes. Be sure the *Type* is set to **Table of Contents**. (In the chapter on indexes, we'll use this same dialog but choose "Alphabetic Index" and a different set of options. We won't look at the other index types.)

Choose the scope of the table of contents

From the *for* drop-down list in the *Create index or Table of Contents* area, select **Entire document**. There is an additional option to create a TOC for just the current chapter.

Change the number of levels included

Writer uses up to 10 levels of headings when it builds the TOC. To change the number of levels, enter the required number in the **Evaluate up to level** box.

Protect against manual changes

To prevent the TOC from being changed accidentally, select the **Protected against manual changes** option. The TOC can then only be changed using the right-click menu or the Table of Contents, Index or Bibliography dialog. If the box is not checked, the TOC can be changed directly on the document page just like other text, but any manual changes will be lost when you update the TOC.

Create a table of contents from an outline

Select the **Outline** option to create the TOC using outline levels; that is, using paragraphs formatted with the styles specified in the Chapte Numbering dialog. This is the method used for most books.

Create from index marks

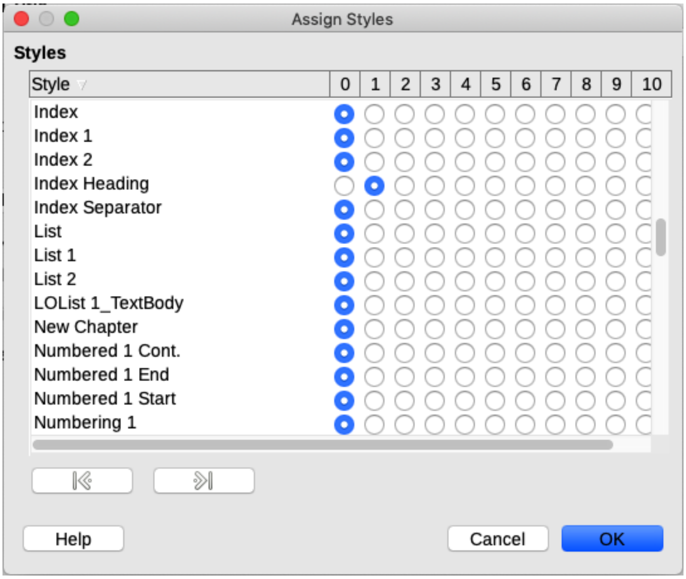
This is an advanced feature not normally used for a TOC, so deselect this option. We'll look at index marks in Chapter 11.

Create from additional styles

Writer automatically includes in the TOC all paragraphs that have been formatted with the paragraph styles selected in **Tools > Chapter Numbering**. You might also wish to include headings formatted with other styles. For example, you might have styles for appendix titles or for the title of an Index page, and you might want those titles to appear in the TOC at the same level as the chapter titles. You can do this in two ways.

Method 1

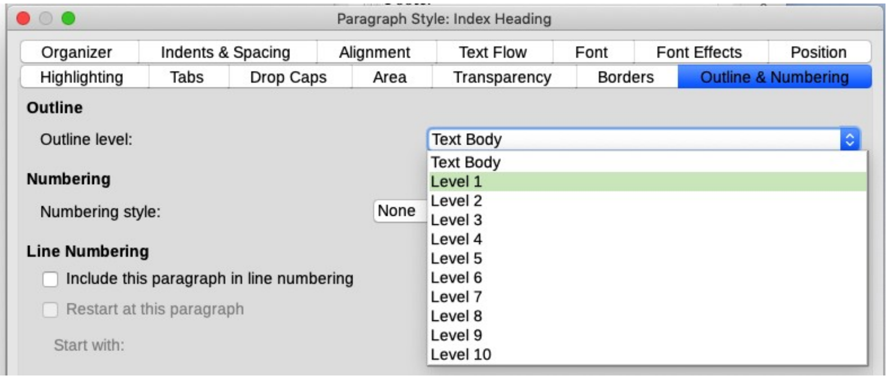
1. In the *Create from* area, select **Additional Styles** and click the (...) button to the right. The Assign Styles dialog opens.
2. Click the style that you want to assign to the TOC, then click the circle corresponding to the outine level required.
3. Click **OK** to save your changes and return to the Type page or click **Cancel** to return without saving your changes.



Style	0	1	2	3	4	5	6	7	8	9	10
Index	●	○	○	○	○	○	○	○	○	○	○
Index 1	●	○	○	○	○	○	○	○	○	○	○
Index 2	●	○	○	○	○	○	○	○	○	○	○
Index Heading	○	●	○	○	○	○	○	○	○	○	○
Index Separator	●	○	○	○	○	○	○	○	○	○	○
List	●	○	○	○	○	○	○	○	○	○	○
List 1	●	○	○	○	○	○	○	○	○	○	○
List 2	●	○	○	○	○	○	○	○	○	○	○
LOList 1_TextBody	●	○	○	○	○	○	○	○	○	○	○
New Chapter	●	○	○	○	○	○	○	○	○	○	○
Numbered 1 Cont.	●	○	○	○	○	○	○	○	○	○	○
Numbered 1 End	●	○	○	○	○	○	○	○	○	○	○
Numbered 1 Start	●	○	○	○	○	○	○	○	○	○	○
Numbering 1	●	○	○	○	○	○	○	○	○	○	○

Method 2

1. In the Paragraph Style dialog for the paragraph you want to include, go to the Outline & Numbering tab.
2. Under Outline level, select the required level from the drop-down list. Click **OK** to save.


Paragraph Style: Index Heading
Organizer
Indents & Spacing
Alignment
Text Flow
Font
Font Effects
Position
Highlighting
Tabs
Drop Caps
Area
Transparency
Borders
Outline & Numbering
Outline
Numbering
Line Numbering
Text Body
Level 1
Level 2
Level 3
Level 4
Level 5
Level 6
Level 7
Level 8
Level 9
Level 10

Outline level: Text Body

Numbering style: None

☐ Include this paragraph in line numbering

☐ Restart at this paragraph

Start with:

Entries tab

Use the Entries tab to define and format the entries in the TOC. For each outline level, you can add and delete elements such as chapter (heading) numbers. You can also apply character styles to individual elements.

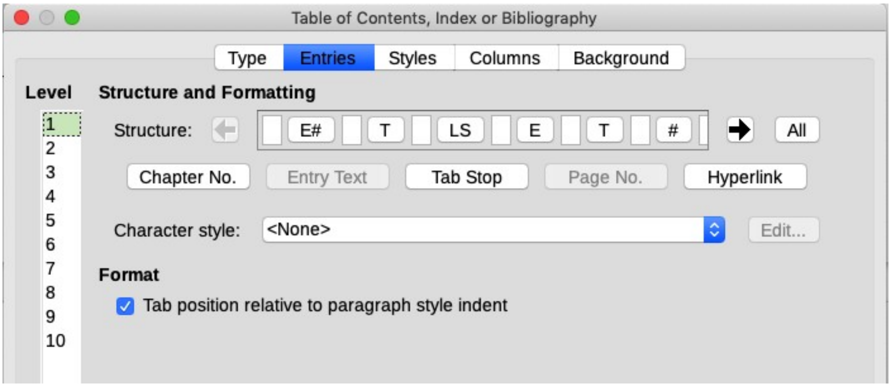


Table of Contents, Index or Bibliography
Type
Entries
Styles
Columns
Background
Level
Structure and Formatting
1
2
3
4
5
6
7
8
9
10
E#
T
LS
E
T
#
All
Chapter No.
Entry Text
Tab Stop
Page No.
Hyperlink
Edit...
Format

Structure: E# T LS E T #

Character style: <None>

☑ Tab position relative to paragraph style indent

To begin, click a number in the Level column to select the outline level whose elements you want to format. (You will be able to apply changes to all outline levels later.) The Structure line displays the elements for entries in that level. Each button on the Structure line represents one element.

- The **E#** button represents the “chapter number” (heading level). This number is for all levels of headings.
- The **E** button represents the text of the heading.
- The **T** button represents a tab.
- The **#** button represents the page number.

- The **LS** button represents the start of a hyperlink.
- The **LE** button represents the end of a hyperlink.

Each white field on the Structure line represents a blank space. If you wish, you can add custom text such as the word *Chapter*.

Add elements

To add an element to the Structure line:

1. Click in the white field where you want to insert the element.
2. Click one of the five buttons just below the Structure line. (For example, to add a tab, click the **Tab Stop** button.) A button representing the new element appears on the Structure line.
3. To add custom text, type the text in the white field.

Delete elements

To delete an element from the Structure line, click the button representing that element and then press the *Delete* key on the keyboard.

Apply character styles

You might want an element to be a bit different from the rest of the line. For example, you might want the page number to be bold. To apply a character style to an element:

1. Be sure you have defined a suitable character style.
2. On the Structure line, click the button that represents the element to be changed.
3. From the Character Style drop-down list, select the desired style.

To view or edit the attributes of a character style, select the style from the Character Style list and then click the **Edit** button.

Tip

The default character style for hyperlinks is *Internet Link*. By default, this style is blue and underlined.

If you want the TOC entries to be hyperlinks, but not appear underlined and blue, select the **LS** button on the Structure line and change the character style selection to *Index Link*. Click the **Edit** button to change the settings for Index Link.

Apply changes to all outline levels

To apply the displayed structure and formatting to all outline levels, click the **All** button.

Tab position relative to Paragraph Style indent

When this option is selected, entries are indented according to the settings of their individual formats. When a paragraph style specifies an indent on the left, tab positions are relative to the indent. If this option is not selected, tab positions are relative to the left margin position.

Styles tab

Use the Styles tab to change which paragraph style is assigned to each level in the TOC. In most cases, the best strategy is to keep the assigned styles but change their settings as needed to make the TOC appear the way you want.

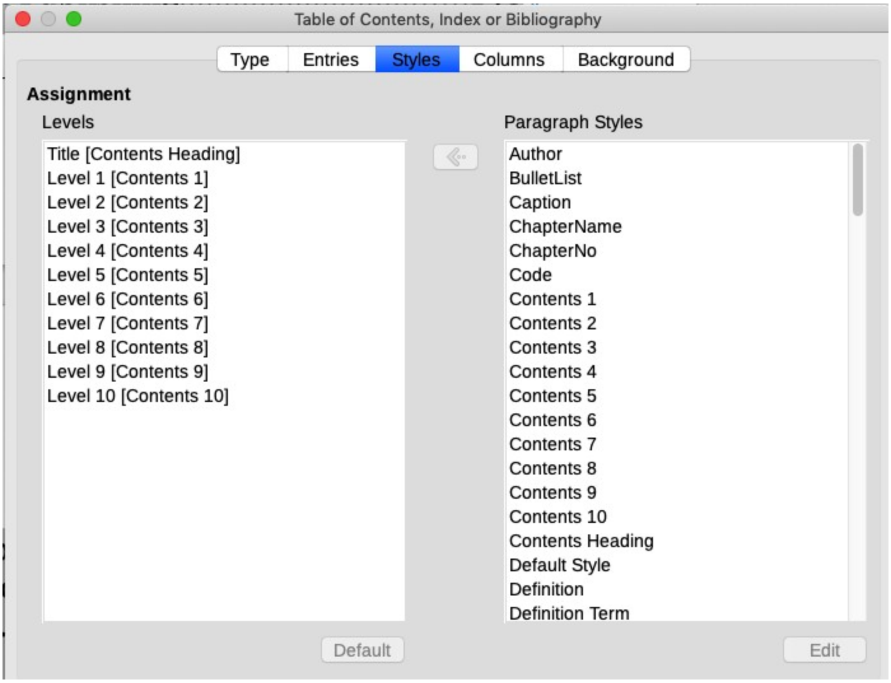


Table of Contents, Index or Bibliography
Type
Entries
Styles
Columns
Background
Assignment
Levels
Paragraph Styles
Author
BulletList
Caption
ChapterName
ChapterNo
Code
Contents 1
Contents 2
Contents 3
Contents 4
Contents 5
Contents 6
Contents 7
Contents 8
Contents 9
Contents 10
Contents Heading
Default Style
Definition
Definition Term
Default
Edit

Title [Contents Heading]
Level 1 [Contents 1]
Level 2 [Contents 2]
Level 3 [Contents 3]
Level 4 [Contents 4]
Level 5 [Contents 5]
Level 6 [Contents 6]
Level 7 [Contents 7]
Level 8 [Contents 8]
Level 9 [Contents 9]
Level 10 [Contents 10]

If you define custom styles, do this to apply them to the TOC:

1. In the *Levels* list, select the outline level.

2. In the *Paragraph Styles* list, click the desired paragraph style.
3. Click the < button to apply the selected paragraph style to the selected outline level.

The style assigned to each level appears in square brackets in the *Levels* list.

To remove paragraph styling from an outline level, select the outline level in the *Levels* list, then click the **Default** button.

To view or edit the attributes of a paragraph style, click the style in the Paragraph Styles list, then click the **Edit** button.

Columns tab

Multiple columns are more commonly used in indexes. To change the number of columns in a TOC, see "Columns tab" in Chapter 11.

Background tab

Use the Background tab to add color or a graphic image to the background of the table of contents. This is not commonly done in books with black-and-white interiors.

Maintaining a table of contents

To edit an existing TOC, right-click anywhere in it and choose **Edit index** from the pop-up menu. The Table of Contents, Index or Bibliography dialog opens and you can edit and save the table as described in the previous section.

Writer does not update the TOC automatically, so after any changes to the headings, you must update it manually. To update a TOC when changes are made to the document, right-click anywhere in it and choose **Update index** from the pop-up menu. Writer then updates the TOC.

To delete a TOC from a document, right-click anywhere in it and choose **Delete index** from the pop-up menu. Writer does not prompt you to confirm the delete.

Tip

> If you cannot right-click in the table of contents, go to **Tools > Options > LibreOffice Writer > Formatting Aids** and select **Enable cursor** in the *Protected Areas* section.

11 Add an index

Does your book need an alphabetic index? Novels and collections of short stories or poetry usually don't have them, but non-fiction books usually do.

The index is usually in the back of a book. It list words and phrases and their locations in the book. Indexes are not so relevant to ebooks because the search function serves the same purpose.

Writer, like other word processors, provides a convenient way to build an automated index from index entries that you define in the book.

This chapter describes how to:

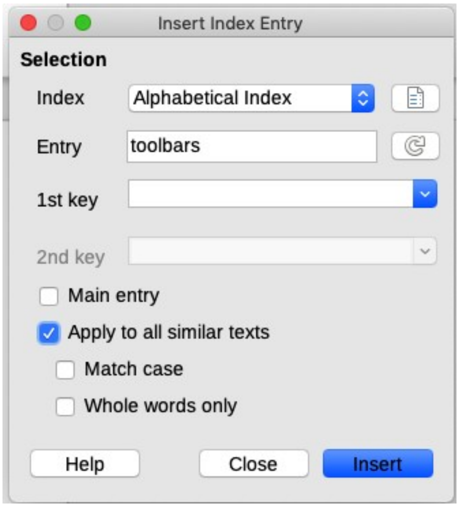
- Add index entries to the book
- Build an alphabetic index quickly
- Customize the display of index entries
- View and edit existing index entries

Adding index entries

Before you can build an index, you must add some index entries to the book. To do this:

1. Highlight the word or phrase to add to the index, or click at the beginning of the word or phrase. (To add multiple words as one entry, highlight the entire phrase.)
2. Click **Insert > Table of Contents and Index > Index Entry** to display a dialog similar to the one shown on the next page. You can accept the word or phrase shown in the Entry box or change it to whatever you want.

   See "Customizing index entries" on page 141 for an explanation of the fields on this dialog.
3. Click **Insert** to create the entry.


Insert Index Entry

Selection

Index: Alphabetical Index

Entry: toolbars

1st key:

2nd key:

☐ Main entry

☑ Apply to all similar texts

☐ Match case

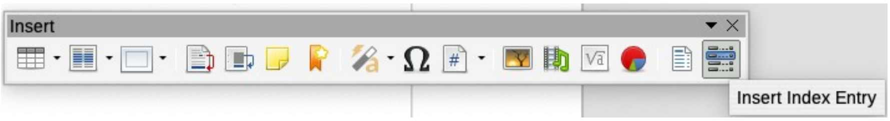
☐ Whole words only

You can insert multiple entries without closing the dialog:

1. For each one, click at the location (or select the words) in the document that you want to include in the index.
2. Click again on the dialog. Click the icon to the right of the Entry box to change it to the selected term.
3. Change the entry if needed, and click **Insert**.
4. Repeat steps 1–3 until you have finished inserting index terms, then click **Close**.

Tip

You can also open the Insert Index Entry dialog by clicking the **Insert Index Entry** icon on the Insert toolbar.



Note

If field shading is active (**View > Field shadings**), then a word or phrase that has been added to the index is shown in the text with a gray background. Index entries containing text that is different from the text in the document (including capitalization differences) are marked by a small gray rectangle.

Customizing index entries

These are the fields in the Insert Index Entry dialog.

Index

The type of index that this entry is for. The default is Alphabetical Index, but you can use this field to create extra entries for an index or list of almost anything. For example, you might want an index containing only the scientific names of species mentioned in the text along with a separate index containing only the common names of species.

Entry

The word or phrase to be added to the index. This word or phrase does not need to be in the document itself. You can add synonyms and other terms that you want to have in the index.

1st key

An *index key* is an entry that has no associated page number and has several subentries that do have page numbers. Using keys is a useful way of grouping related topics. (See “Example of using an index key” on page 142.)

2nd key

You can have a three-level index, where some of the first-level keys have level-2 entries that are also keys (without page numbers). This degree of complexity is not often necessary.

Main entry

When the same term is indexed on several pages, often one of those pages has more important or detailed information on that topic. To make the page number for the most important (main) entry stand out, select this option and then define the character style for the page number of a main index entry to be bold.

Apply to all similar texts

Select this option to have Writer automatically identify and mark as an index entry any word or phrase that matches the current selection. The *Match case* and *Whole words only* options become available if this option is selected. Use this option with care, as it may result in many unwanted page numbers being listed in the index.

Example of using an index key

An index key is a primary entry that has subentries. For example, you might want to create a grouping similar to this:

LibreOffice
    Calc 10, 25
    Impress 15
    Writer 5, 11

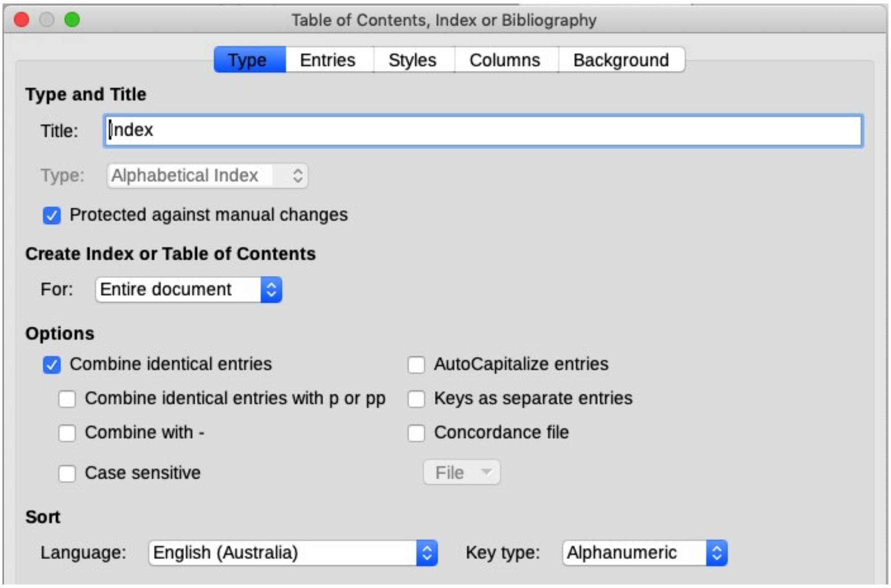
In this example, *LibreOffice* is the 1st key. The subentries (with the page numbers showing) are the indexed entries. To insert an index entry for the topic *Writer*, on the Insert Index Entry dialog, type **Writer** in the *Entry* box and **LibreOffice** in the *1st key* box.

Building an alphabetic index quickly

Now that you have some index entries, you can build the index.

Although indexes can be customized extensively, usually you need to make only a few choices. To create an index quickly:

1. Click in the document where you want the index to appear.
2. Select **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography**.



Type and Title

Title: Index

Type: Alphabetical Index

☑ Protected against manual changes

Create Index or Table of Contents

For: Entire document

Options

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

Sort

Language: English (Australia)
Key type: Alphanumeric

3. In the *Type* box on the Type page, select **Alphabetical Index**.
4. In the Options section, select **Combine identical entries,** uncheck **Case sensitive** (so that capitalized and lower-case words will be treated as the same word), and uncheck **Combine identical entries with p or pp**.
5. Click **OK**. The result will be a typical index.

Customizing an index

You can customize an index in numerous ways.

To customize an existing index, right-click anywhere in the index and choose **Edit index** from the pop-up menu.

The Table of Contents, Index or Bibliography dialog has five tabs. Any or all of them can be used to customize the appearance of an index.

- Use the Type tab to set the attributes.
- Use the Entries and Styles tabs to format the entries.
- Use the Columns tab to specify more than one column.
- Use the Background tab to add color or a graphic to the background.

You can display a preview box, located on the right-hand side of the dialog, to show as you work how the index will look. (Select the **Preview** option in the lower left-hand corner of the dialog.) The illustrations in this chapter show the dialog as it appears with the preview box hidden.

After making all your changes, click **OK** to save the index.

Type tab

Use the Type tab to set the attributes of the index.

1. To give the index a different title, type it in the *Title* field. (You can change an existing title by typing over it.) To delete the title, clear the *Title* field.
2. Be sure the *Type* is set to Alphabetic Index.
3. To prevent the index from being changed accidentally, select the **Protected against manual changes** option. The index can then only be changed using the right-click menu or the Table of Contents, Index or Bibliography dialog. If the

box is not selected, the index can be changed directly on the document page just like other text, but any manual changes will be lost when you update it.

4. From the drop-down list in the Create index/table area, select **Entire document**. You can also choose to create an index for just the current chapter.
5. Various other options determine how the index handles entries:
    - **Combine identical entries.** Defines how identical entries are dealt with. Normally each page number of an indexed word or phrase is shown in the index, but page numbers can be combined using these options. If you want a page range displayed, select **Combine with –** (which will produce something similar to 23–31). If you want different entries based on what letters are capitalized, select **Case sensitive**.
    - **AutoCapitalize entries.** Automatically capitalizes the first letter of each index entry regardless of how the words are capitalized within the document.
    - **Keys as separate entries.** Makes the index keys have their own page numbers.
    - **Concordance file.** Allows a list of words in an external file to be imported (selected using the **File** button) and then used within the index. For more information, see *concordance file* in the help. Using a concordance file can speed up production of an index, but unless the words are very carefully selected and unless you edit the index afterward, the resulting index can be full of page numbers for minor mentions of a term.
    - **Sort.** Defines how the entries are sorted when displayed. The only option is alphanumeric, but you can specify which language alphabet is to be used.

Entries tab

Use the Entries tab to define and format the entries in the index.

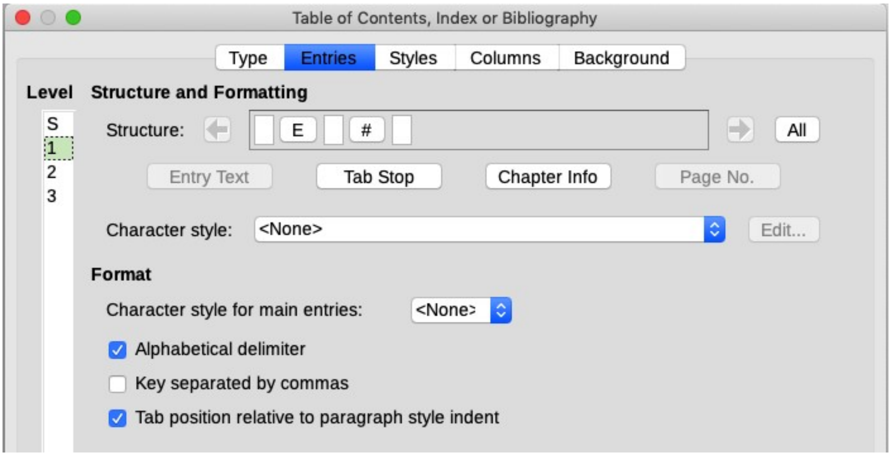


Table of Contents, Index or Bibliography
Type
Entries
Styles
Columns
Background
Level
S
1
2
3
Structure and Formatting
Structure:
E
#
All
Entry Text
Tab Stop
Chapter Info
Page No.
Edit...
Format

Character style: <None>

Character style for main entries: <None>

☑ Alphabetical delimiter

☐ Key separated by commas

☑ Tab position relative to paragraph style indent

To begin, click a number in the Level column to select the index level whose elements you want to format. (You will be able to apply your changes to all index levels later.)

The Structure line displays the elements for entries in that level. This line works the same way as for a TOC; see page 135 for details.

Each of the items that can be added to the Structure line may have additional formatting. For example, you may want the page number to be a different size from the rest of the index text. To do this, apply a character style to one of the elements in the Structure line, as described for TOCs.

Formatting entries

You can apply additional formatting using the options in the Format section.

Alphabetical delimiter

This will display, as a means of separating index entries, the letter of the alphabet for the index entries that follow. For example:

A
apple, 4
author, 10

B
break, 2
bus, 4

Key separated by commas

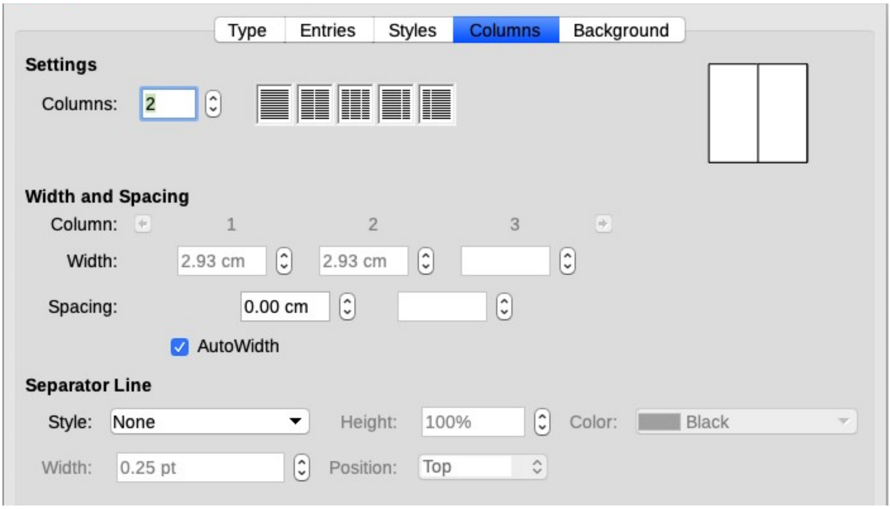
Arranges the entries in the index on the same line but separated by commas.

Tab position relative to paragraph style indent

Indents entries according to the settings of their individual formats. When a paragraph style with an indent on the left is in use, tab stops will be relative to this indent. If this option is not selected, tab stops will be relative to the left margin position.

Columns tab

Use the Columns tab to change the number of columns in the index.



Settings

Columns: 2

Width and Spacing

Column: 1 2 3

Width: 2.93 cm 2.93 cm

Spacing: 0.00 cm

☑ AutoWidth

Separator Line

Style: None

Height: 100%

Color: Black

Width: 0.25 pt

Position: Top

1. Choose the number of columns in the box labeled **Columns**, or select the icon representing the number of columns.
2. To evenly distribute the columns according to the page width, check the **AutoWidth** box. If it is unchecked, you can manually set both the width of each of the columns and the spacing between the columns.
3. You can choose to put a separator line between the columns:
   - Line: The width (thickness) of the line.
   - Height: The height of the line.
   - Position: Position of the line relative to the columns (top, middle, or bottom) if the height is less than 100%.

Styles tab

Refer to "Styles tab" on page 137 for tables of contents.

Maintaining an index

To edit an existing index, right-click anywhere in the index and choose **Edit index** from the pop-up menu. The Table of Contents, Index or Bibliography dialog opens. Edit and save the index as described in the previous section.

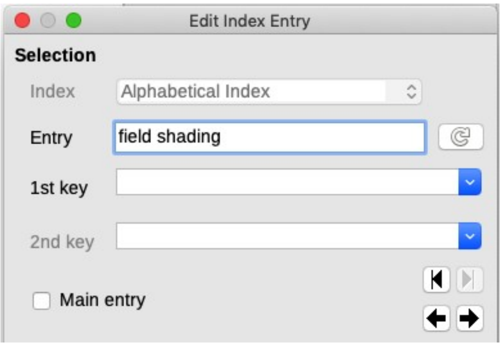
Writer does not update the index automatically, so after making changes to the index entries, you must update it manually. To update an index, right-click anywhere in the index and choose **Update index** from the pop-up menu.

To delete an index, right-click anywhere in the index and choose **Delete index.**

View and edit existing index entries

After you have inserted the initial index entries into the document, you can add more entries or you can edit them. To view and edit existing entries:

1. Ensure that field shading is active, so you can locate index entries more easily (**View > Field shadings**).
2. Right-click on an existing index entry in the body of the document and select **Index Entry** from the pop-up menu.
3. A dialog similar to the one below appears. Use the forward and back arrow buttons to move through the index entries.
4. Make the necessary modifications to the index entries and, when finished, click **OK**, then **Close**.



Index: Alphabetical Index
Entry: field shading
1st key:
2nd key:
☐ Main entry

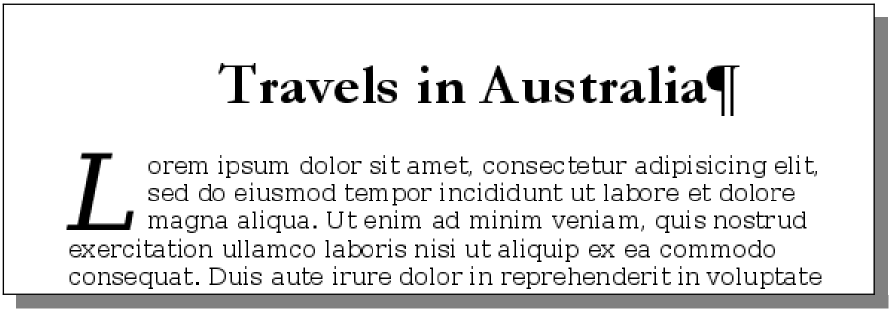
12 Create special effects

This chapter describes how to create a few commonly-used special effects using Writer:

- Drop caps
- Character spacing
- Rotating text
- Centering text vertically on a page
- Paragraph borders and backgrounds
- Page borders and backgrounds
- Header and footer special effects
- Special effects for lists

Drop caps

A *drop cap* is a large capital letter (or several letters or a word) that can be several lines in height. Some books use this design at the beginning of every chapter.



Travels in Australia¶

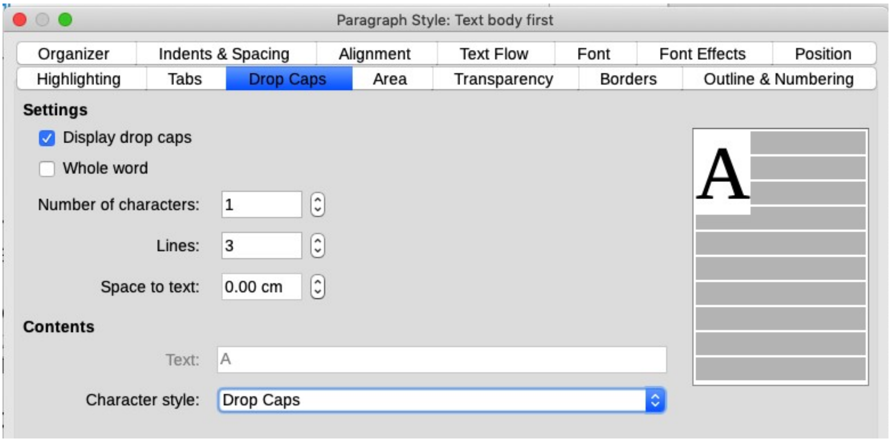
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate

To define a drop cap:

1. For a single paragraph, position the cursor in the paragraph and choose **Format > Paragraph**, or right-click and choose **Paragraph > Paragraph.**

   For a paragraph style, select the paragraph style on the Styles deck in the sidebar, right-click and choose **Modify**.

2. On the Drop Caps page, choose the number of characters to include in the drop caps (usually this is 1), the number of lines for the height of the drop cap, and any extra space to text. You may need to experiment to find the best settings.
3. (Optional) Choose *Drop Caps* for the character style, if you want to have the drop cap in a different font from the rest of the paragraph. See the next topic for more on the Drop Caps character style.
4. Click **OK** when done.


Paragraph Style: Text body first
Organizer
Indents & Spacing
Alignment
Text Flow
Font
Font Effects
Position
Highlighting
Tabs
Drop Caps
Area
Transparency
Borders
Outline & Numbering
A

Settings

☑ Display drop caps

☐ Whole word

Number of characters: 1

Lines: 3

Space to text: 0.00 cm

Contents

Text: A

Character style: Drop Caps

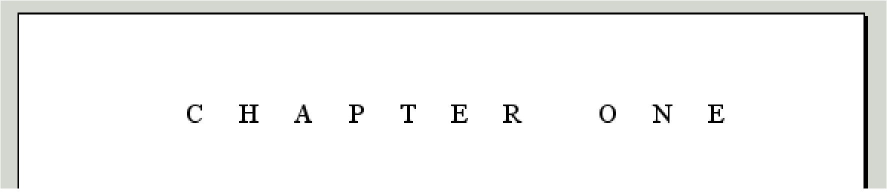
Edit the Drop Caps character style

You can choose a different font for the drop cap characters. To do this:

1. On the Styles deck in the sidebar, click on the Character Styles icon at the top.
2. Right-click on **Drop Caps** and choose **Modify**. This opens the Character Style dialog, where you can change the font.
3. Then (as described above), on the Drop Caps page of the Paragraph Style dialog, choose **Drop Caps** for the *Character Style*.

Character spacing

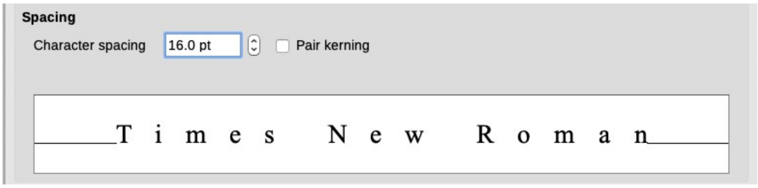
You can use character spacing for a decorative effect.



CHAPTER ONE

To create the effect shown above, define a paragraph style with extra spacing between characters.

To set extra spacing, go to the Position tab of the Paragraph Style dialog for the style that you want to create or change. In the Spacing section, enter the amount of space to be inserted between characters. You might need to experiment a bit to find the best spacing for your desired effect.



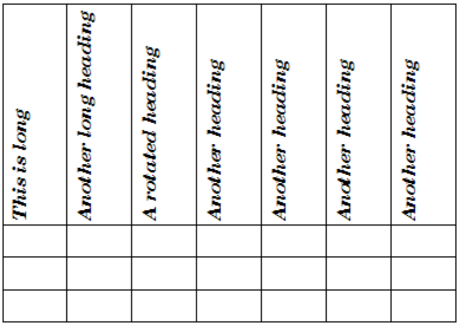
Spacing

Character spacing 16.0 pt ☐ Pair kerning

Times New Roman

Rotating text

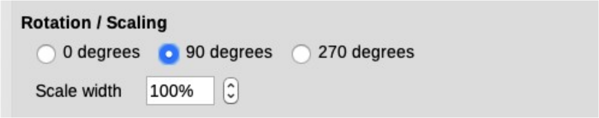
The Position tab for a paragraph style also controls rotation of the paragraph text. Two common uses for rotated paragraphs are fitting headings above narrow table columns (as shown below) and placing decorative effects on a page.



This is long	Another long heading	A rotated heading	Another heading	Another heading	Another heading	Another heading

A table with rotated headings

To create the effect shown above, create a new paragraph style. On the Position page of the Paragraph Style dialog, in the Rotation / scaling section, select 90 degrees.



Rotation / Scaling
○ 0 degrees ● 90 degrees ○ 270 degrees
Scale width 100%

If you want the paragraphs in the center of the cell horizontally (instead of the left as in the example), go to the Alignment tab and choose Center in the Options. Click **OK** to save the new style.

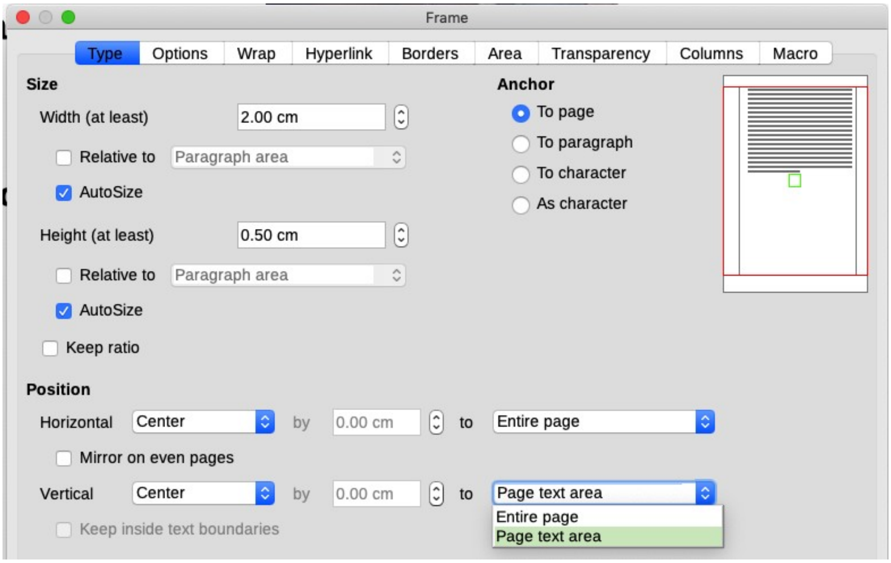
Then select the heading row of the table and apply the new style. Any text in the cells of the heading row is now rotated.

If the headings are aligned to the top of the cells, you might want to change the alignment to the bottom of the cells, as shown in the example. To do this, select the cells, and then choose **Format > Align > Align Bottom to Anchor** from the menu bar.

Centering text vertically on a page

You might want to center text vertically on a title page. To do this, you need to place the text in a frame and center the frame vertically on the page.

1. Select the text that you want to center vertically.
2. Choose **Insert > Frame** from the menu bar. On the Type tab, select **AutoSize** under Width, **AutoSize** under Height, **To page** under Anchor, and **Center** under both Horizontal and Vertical in the Position section.
3. For vertical centering, your choice between centering on the page text area or centering on the entire page will depend on the top and bottom margins of the page and the effect you want to achieve.
4. Click **OK** to insert the frame.
5. If the frame has a border, you can remove it by going to the Border tab and clicking on the **Set No Borders** icon under Line Arrangement.



Size

Width (at least) 2.00 cm

☐ Relative to Paragraph area

☑ AutoSize

Height (at least) 0.50 cm

☐ Relative to Paragraph area

☑ AutoSize

☐ Keep ratio

Anchor

● To page

○ To paragraph

○ To character

○ As character

Position

Horizontal Center by 0.00 cm to Entire page

☐ Mirror on even pages

Vertical Center by 0.00 cm to Page text area

Entire page
Page text area

☐ Keep inside text boundaries

Paragraph borders and backgrounds

To add a decorative element to a heading or make a quotation or other paragraph stand out from the text, you can give the paragraph a border or a colored or graphic background.

Use the Borders or Area tabs of the paragraph or paragraph style dialogs. The options on these tabs are fairly self-explanatory, but you may want to consider the following points.

On the Borders tab:

- Watch out for the effects that the spacing between borders and paragraph area produces on indentations.
- If you want the border to be drawn around multiple paragraphs, mark that option at the bottom of the page.

On the Area tab:

- For best effect in black-and-white printing, choose one of the gray selections, not a color.
- You can use a solid color, a gradient, a pattern, hatching, or a bitmap image as background, but graphic backgrounds generally do not reproduce well in black and white.
- The background is applied only to the paragraph area. If you have defined some indentations, the space between the paragraph and the margin remains in the page color.

Page borders and backgrounds

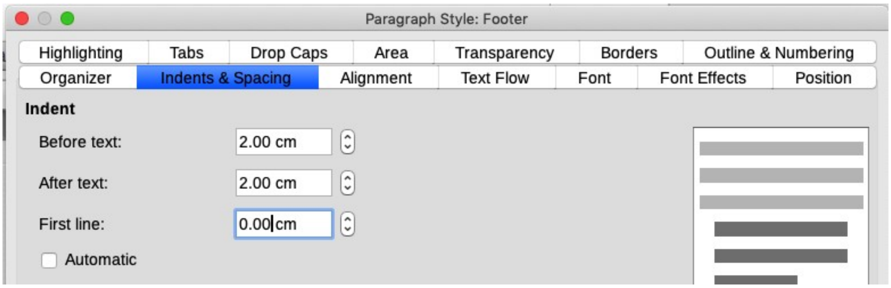
Borders and backgrounds for pages are part of the *page style*. Use the Borders tab to draw a border around the text area of the page. Use the Area tab to apply a background. You can choose between a solid color, a gradient, a pattern, hatching, or a bitmap image for the background. Choose from several line styles for the borders.

Header and footer special effects

Suppose you want to have a simple header or footer that contains only a page number that is visually separated from the main text by a thin line—but you don't want the line to extend the full width of the footer area. Here's how to do it.

Define the Footer paragraph style to have indents before and after the text, a center alignment, and a border above the paragraph.

The following illustrations show an example of these settings and the result.


Paragraph Style: Footer
Highlighting
Tabs
Drop Caps
Area
Transparency
Borders
Outline & Numbering
Organizer
Indents & Spacing
Alignment
Text Flow
Font
Font Effects
Position

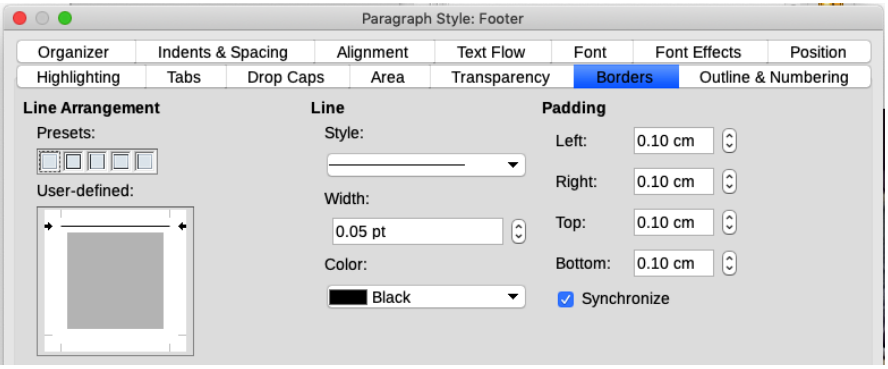
Indent

Before text: 2.00 cm

After text: 2.00 cm

First line: 0.00 cm

☐ Automatic


Paragraph Style: Footer
Organizer
Indents & Spacing
Alignment
Text Flow
Font
Font Effects
Position
Highlighting
Tabs
Drop Caps
Area
Transparency
Borders
Outline & Numbering

Line Arrangement

Presets:

User-defined:

Line

Style:

Width: 0.05 pt

Color: Black

Padding

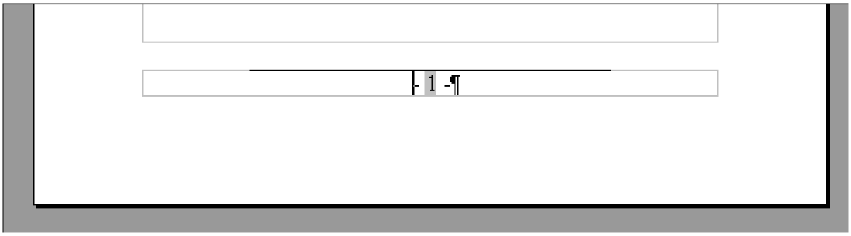
Left: 0.10 cm

Right: 0.10 cm

Top: 0.10 cm

Bottom: 0.10 cm

☑ Synchronize


- 1 -¶

You can also place images, document information such as the book’s title or author, and small tables in a header or footer.

Insert a table when you want to have more than one line of text and when you want the information to be aligned in different ways (left, right, or center).

Include document information

Headers and footers often include document information such as the book’s title or author or the name of the chapter.

You can type this and other unchanging information into the header or footer, or you can use a field.

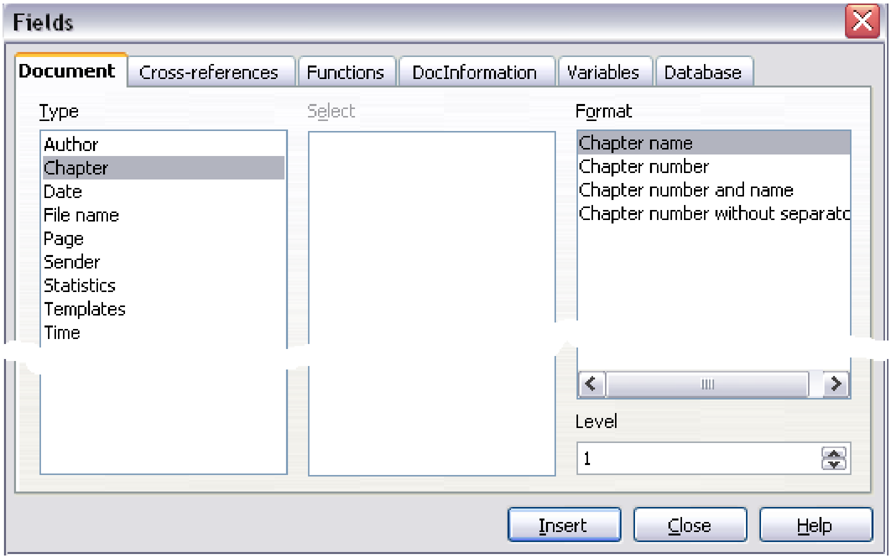
When information will change from one chapter or section to the next, you need to use a field that displays the information that is relevant to each page.

To include the chapter name in a header or footer:

1. Click in the header or footer, and then choose **Insert > Fields > Other** (or press *Control+F2*) to open the Fields dialog.
2. On the Document tab, select **Chapter** in the *Type* list and **Chapter name** in the *Format* list.
3. Make sure that *Level* is set to **1**, and then click **Insert**.

The *Chapter* field uses the hierarchy of headings defined in the Outline Numbering dialog (which also determines which headings go into a table of contents. See page 130).

The *Level* box determines which heading (outline) level is displayed in the field. For example, Level 1 always displays the most recently found heading that has the paragraph style selected for Level 1 in the Outline Numbering dialog, Level 2 displays the most recent heading with the paragraph style selected for Level 2 in Outline Numbering, and so on.

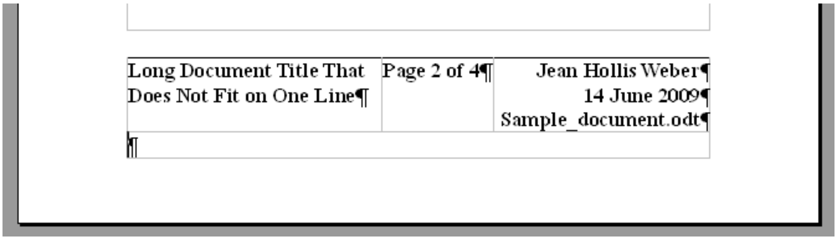

Fields
Document
Cross-references
Functions
DocInformation
Variables
Database
Type
Author
Chapter
Date
File name
Page
Sender
Statistics
Templates
Time
Select
Format
Chapter name
Chapter number
Chapter number and name
Chapter number without separato
Level
1
Insert
Close
Help

Note

> A Chapter field in a page *header* always picks up the *highest* heading level on a page, even if you have specified a lower level. For example, if a page has a Heading 1 and a Heading 2 on it, then a Level 2 Chapter name field in the header of that page will display the Heading 1 paragraph, not the first Heading 2 paragraph as intended. In a *footer,* the levels work as intended.

Use a table to align text in headers and footers

If one or more of the items to be included in the header or footer is too long to fit in the space available, or you need more than one line of information, you can use a table for layout. The contents of each cell can be aligned to the left, center, or right, independently of the other cells.



Long Document Title That Does Not Fit on One Line¶	Page 2 of 4¶	Jean Hollis Weber¶ 14 June 2009¶ Sample_document.odt¶

¶

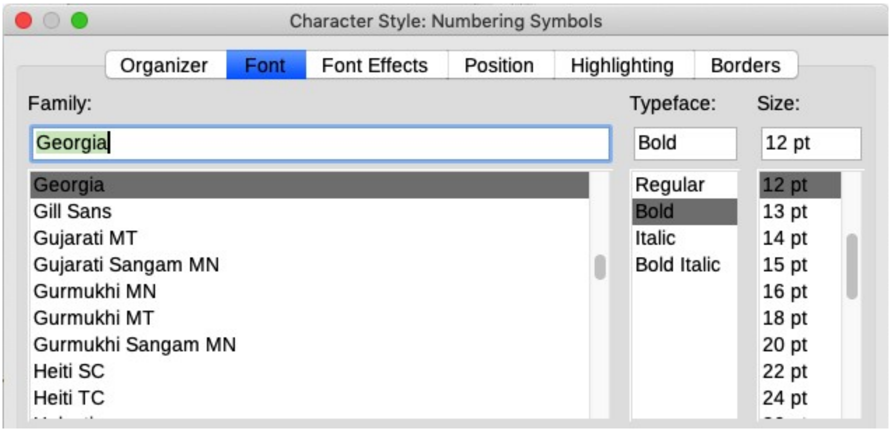
A table in a page footer

Place the cursor in the footer area and choose **Insert > Table** from the menu bar. Choose the number of rows and columns required, and click **OK**. A typical arrangement would be 3 columns, 1 row, as shown in the example.

Special effects for lists

Numbers of list items are in the same font and size as the text. To add visual interest to numbered lists, you can make the numbers larger, bold, in a different font, or with other effects.

Change the Numbering Symbols character style, using the Font and Font Effects tabs.

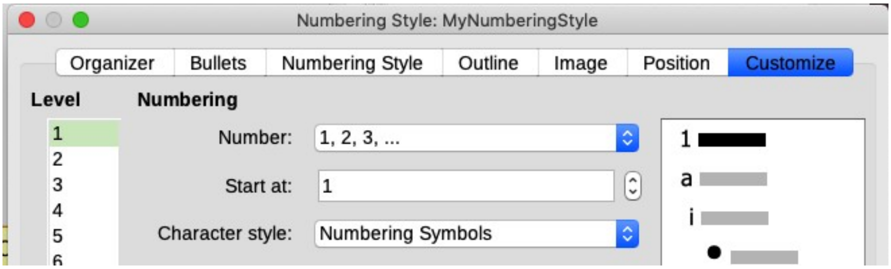

Character Style: Numbering Symbols

Family: Georgia

Typeface: Bold

Size: 12 pt
Organizer
Font
Font Effects
Position
Highlighting
Borders
Georgia
Gill Sans
Gujarati MT
Gujarati Sangam MN
Gurmukhi MN
Gurmukhi MT
Gurmukhi Sangam MN
Heiti SC
Heiti TC
Regular
Bold
Italic
Bold Italic
12 pt
13 pt
14 pt
15 pt
16 pt
18 pt
20 pt
22 pt
24 pt

Make sure the list (numbering) style has **Numbering Symbols** selected as the character style on the Options tab. (You need to do this for each level in the list style that you wish to change.)


Numbering Style: MyNumberingStyle

Level: 1

Numbering

Number: 1, 2, 3, ...

Start at: 1

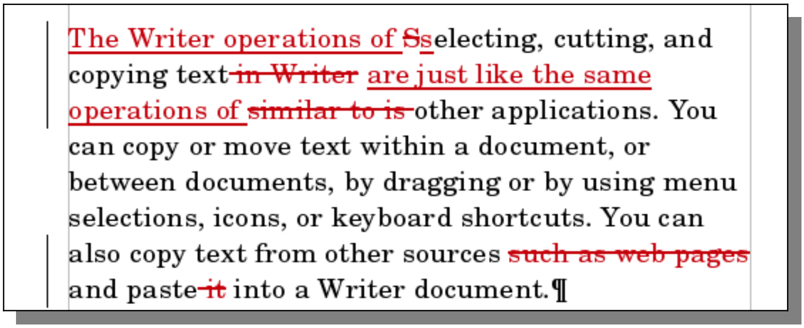
Character style: Numbering Symbols
Organizer
Bullets
Numbering Style
Outline
Image
Position
Customize
1
2
3
4
5
6
1
a
i

13 Track changes

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

- Ask editors and reviewers to use Writer’s change marks (often called *revision marks*) to show where they have added or deleted material or changed formatting. Later, you can review and accept or reject each change.
- Make changes to a copy of the document (stored in a different folder, under a different name, or both), then use Writer to combine the two files and show the changes that were made. This technique is most useful when you are the only person working on the document.
- Save versions as part of the original file. Avoid this method. It provides no real benefit to a self-publisher and can cause problems with larger or more complex documents, especially if you save a lot of versions.

The picture below shows how Writer tracks insertions and deletions. The change bars in the margin remain visible when the changes are hidden. See Chapter 2 for instructions on setting up how your changes will be displayed.



The Writer operations of ~~S~~selecting, cutting, and copying text~~ in Writer~~ are just like the same operations of ~~similar to is~~ other applications. You can copy or move text within a document, or between documents, by dragging or by using menu selections, icons, or keyboard shortcuts. You can also copy text from other sources ~~such as web pages~~ and paste~~ it~~ into a Writer document.¶

Preparing a document for review

When you send a document to someone else to review or edit, you may want to prepare it to ensure that any changes are recorded, without the editor or reviewer needing to remember to turn on change tracking. Writer calls this *protecting* a document.

1. Open the document and make sure that the **Edit > Track Changes > Record** menu item is checked.
2. Choose **Edit > Track Changes > Protect**. On the Enter Password dialog, type a password (twice) and click **OK**. Passwords must contain at least one character.

Now no one can turn off change recording, or accept or reject changes, without entering the correct password.

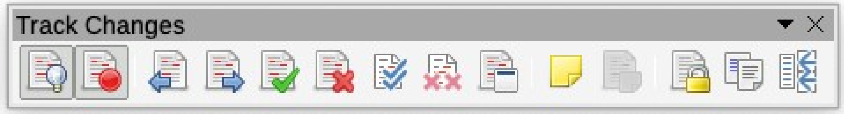
Tip

Instead of using the menu items, you can use the icons on the Track Changes toolbar, as shown below.

Using the Track Changes toolbar

Writer provides several ways to work with track changes: a toolbar, menu bar items, and (after at least one change has been recorded) some choices on a right-click context menu.

The Track Changes toolbar is very convenient. Display it using **View > Toolbars > Track Changes**. It may appear docked at the bottom of the screen, just above the Find toolbar, or you can put it in other locations or float it.

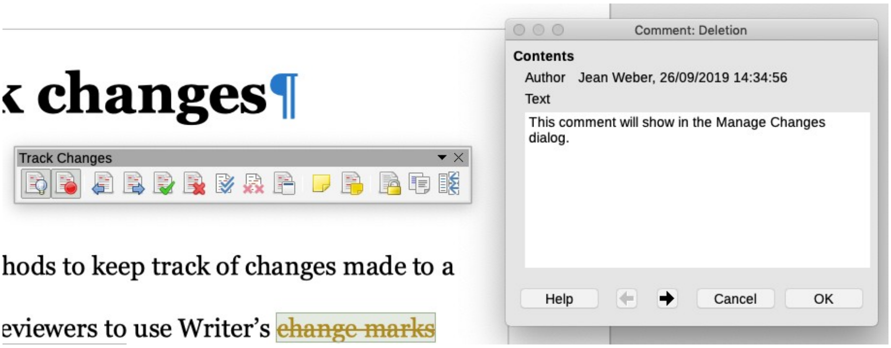


From left to right, the icons are: Show Track Changes, Record Track Changes, Previous, Next, Accept, Reject, Accept All, Reject All, Manage, Insert Comment, Insert Track Change Comment, Protect, Compare, Merge. These commands are described on the following pages.

Recording changes and comments

To begin tracking (recording) changes, click **Edit > Track Changes > Record** or the Record Track Changes icon on the toolbar. To stop recording changes, click **Edit > Track Changes > Record** or the toolbar icon again.

To add a comment to a tracked change, or edit an existing comment, click in the area of the change and choose **Edit > Track Changes > Comment**, or click the Insert Track Change Comment icon on the toolbar. The comment is shown in the list in the Manage Changes dialog (see page 162) and in a tooltip for the change (see below), but it does not appear on the page. If you want the comment to appear at the side of the page, use **Insert > Comment** instead (see page 164).


changes¶
Track Changes
hods to keep track of changes made to a
eviewers to use Writer's ~~change marks~~
Comment: Deletion
Contents
Author
Text
Help
Cancel
OK

Jean Weber, 26/09/2019 14:34:56

This comment will show in the Manage Changes dialog.

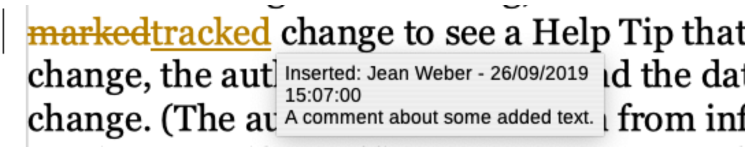
After you have recorded more than one change, you can move between them using the arrow buttons. If no comment has been recorded for a change, the Text field is blank.

Viewing recorded changes

To display or hide all changes (insertions, deletions, and formatting), in the document, click **Edit > Track Changes > Show** or the Show Track Changes icon on the toolbar. When changes are hidden, insertions and new formatting appear in the text and deletions are not visible.

When changes are showing, hold the mouse pointer over a tracked change to see a Help Tip that describes the type of change, the author of the change, and the date and time of the change. (The author's name is taken from information in **Tools > Options >**

LibreOffice > User Data on the computer used by that person when editing the file.) If you have Extended Tips turned on (**Tools > Options > LibreOffice > General**), the comment is also visible in a tooltip when the mouse pointer is over the change.



~~marked~~tracked change to see a Help Tip that
change, the aut
change. (The au

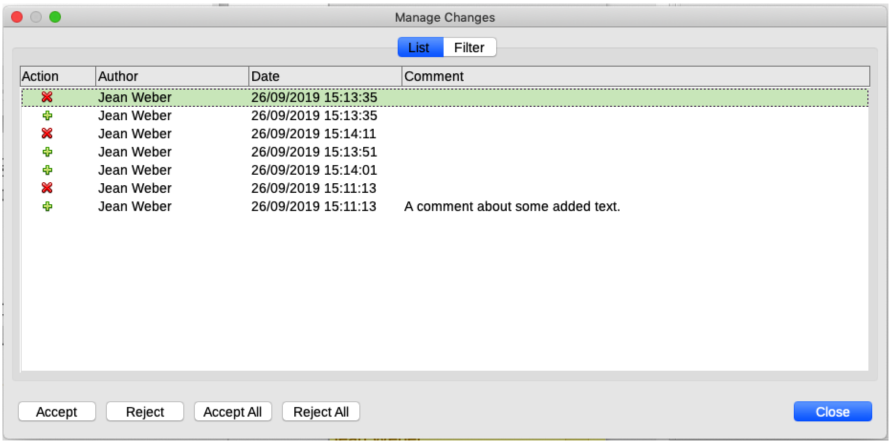
Inserted: Jean Weber - 26/09/2019 15:07:00
A comment about some added text.

Accepting or rejecting changes

Changes that have not yet been accepted or rejected are listed in the Manage Changes dialog.

Accepting or rejecting changes removes them from this list. Rejected changes are also removed from the document. To have a record of changes, save a copy of the file before doing this step.

1 Choose **Edit > Track Changes > Manage** or click the Manage Track Changes icon on the toolbar. The Manage Changes dialog opens.

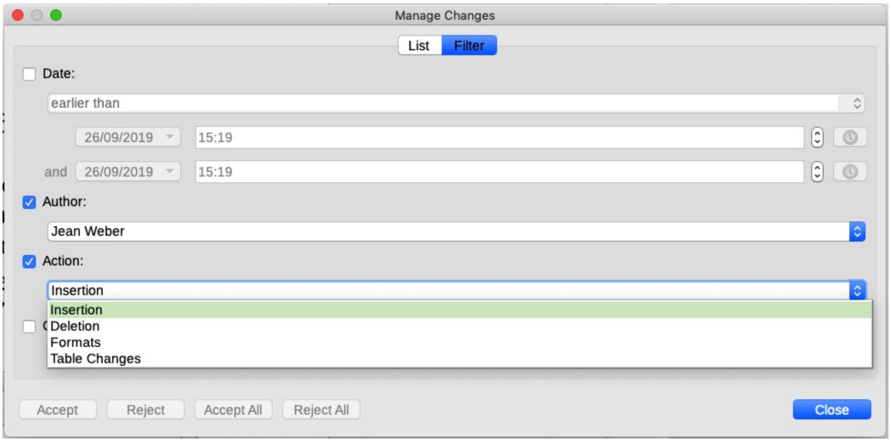


Action	Author	Date	Comment
✖	Jean Weber	26/09/2019 15:13:35	
✚	Jean Weber	26/09/2019 15:13:35	
✖	Jean Weber	26/09/2019 15:14:11	
✚	Jean Weber	26/09/2019 15:13:51	
✚	Jean Weber	26/09/2019 15:14:01	
✖	Jean Weber	26/09/2019 15:11:13	
✚	Jean Weber	26/09/2019 15:11:13	A comment about some added text.

2 When you select a change in the dialog, the change itself is highlighted in the document.

3 Click **Accept** or **Reject** in the dialog or on the toolbar to accept or reject the selected change. You can also click **Accept All** or **Reject All** if you do not want to review each individual change.

To show only certain types of changes, use the Filter tab of the Manage Changes dialog. After specifying the filter criteria, return to the List page to see those changes that meet your criteria.



Manage Changes

☐ Date:
earlier than
26/09/2019 15:19
and 26/09/2019 15:19

☑ Author:
Jean Weber

☑ Action:
Insertion

Tip

After accepting and rejecting changes, go through the document and look for minor errors such as a change that incorrectly deleted (or failed to delete) a space between words, or major errors such as unwanted changes in paragraph styles.

Merging modified documents

Sometimes two or more reviewers return edited versions of a document at the same time. If all of the edited documents contain recorded changes, it may be more efficient to merge the documents and review all of the changes at once.

However, merged documents can sometimes be confusing to read, because more than one person may have changed the same text in different ways. You may find that dealing with one set of changes at a time is easier.

To merge documents:

1. Open one copy.
2. Choose **Edit > Track Changes > Merge Document** or click Merge Track Changed Document on the toolbar. Select the copy of the document that is to be merged with the first, and click **Insert**.

3. After the documents merge, the Manage Changes dialog opens, showing changes by more than one reviewer.
4. If you want to merge another copy of document with the original, close the dialog and then repeat step 2.
5. Repeat until all copies are merged.
6. All recorded changes are now included in the open copy. Save this file under another name.

Comparing documents

If you have not protected the document, some reviewers may forget to record the changes they make. You can use Writer's Compare Documents feature to find those changes.

To compare documents, you need to have the original document and the one that has been edited.

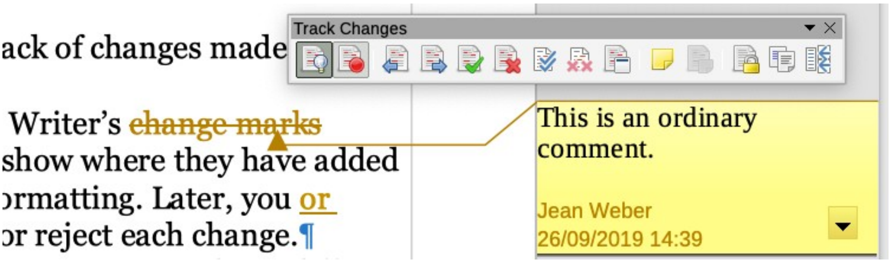
1. Open the *edited* document. Choose **Edit > Track Changes > Compare Document** or click Compare Non-Track Changed Document on the toolbar.
2. Select the *original* document and click **Insert**.
3. Writer finds and marks the changes and displays the Manage Changes dialog. From this point, you can go through the document and accept or reject changes as described earlier.

Using other comments

Reviewers may want to include comments in the text, either for you or for other reviewers. Comments are displayed at the side of the page and color-coded according to the person who created them.

To insert a comment, place the cursor in the place the comment refers to and select **Insert > Comment** or press *Control+Alt+C*. or click Insert Comment on the toolbar, or right-click and choose Comment from the context menu.

The anchor point of the comment is connected by a line to a box on the right-hand side of the page where you can type the text of the comment. Writer automatically adds the author of the comment and the date and time when the comment was created. (The author's name is taken from information in **Tools > Options > LibreOffice > User Data** on the computer used by that person when editing the file.)



ack of changes made

Writer's ~~change marks~~ show where they have added ɔrmatting. Later, you or ɔr reject each change.¶

This is an ordinary comment.

Jean Weber
26/09/2019 14:39

You can format the text of the comments (change font type, size, and alignment) from the Formatting toolbar or the sidebar.

If more than one person edits the document, each author is automatically allocated a different background color.

Right-clicking on a comment pops up a menu where you can delete the comment, or all the comments from the same author, or all the comments in the document.

Several people can have a discussion using comments, by right-clicking on a comment and selecting **Reply** from the pop-up menu.

To navigate from one comment to another, open the Navigator (*F5*), expand the Comments section, and click on the comment text to move the cursor to the anchor point of the comment in the document.

You can also navigate through the comments using the Previous and Next icons in the Navigation toolbar (see page 25) or by using the keyboard. *Control+Alt+Page Down* moves to the next note and *Control+Alt+ Page Up* moves to the previous comment.

14 Use templates

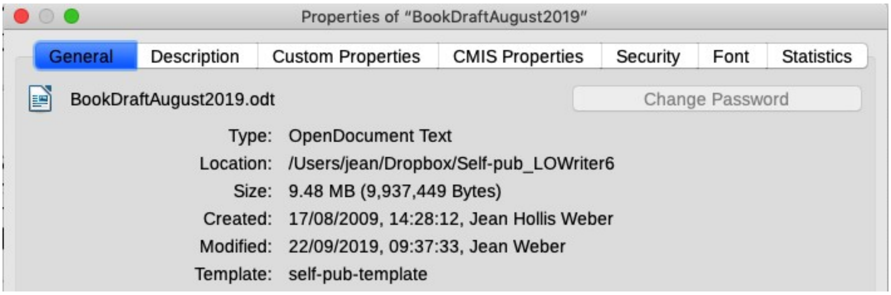
A template is a model that you use to create other documents. For example, you can create a template for a book chapter that contains the page styles, paragraph styles, header and footer contents such as page numbers, and other information. New chapters created from this template will all have the same contents and appearance.

Later, you can edit the styles in a template and then update the documents created from that template. See "Updating a document when its template is changed" on page 171.

Templates can contain anything that regular documents can contain, including text, graphics, a set of styles, and user-specific setup information such as measurement units, language, the default printer, and toolbar and menu customizations.

All Writer documents are based on templates. If you do not choose a template when you start a new document, then Writer uses the default template for text documents. You can specify a custom template to be the default template (see "Setting up a custom default template" on page 172); otherwise, Writer uses the blank template for text documents that is installed with LibreOffice.

To see what template is associated with a document, go to **File > Properties** and look on the *General* tab. If no template is listed, the document was created from the default template for text documents or in some other way such as copying an existing document.



BookDraftAugust2019.odt

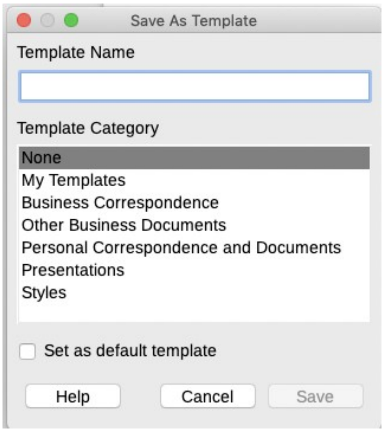
Type: OpenDocument Text
Location: /Users/jean/Dropbox/Self-pub_LOWriter6
Size: 9.48 MB (9,937,449 Bytes)
Created: 17/08/2009, 14:28:12, Jean Hollis Weber
Modified: 22/09/2019, 09:37:33, Jean Weber
Template: self-pub-template

Creating a template

Previous chapters of this book described how to set up styles, headings, layout, and a sequence of pages in a document.

Here is how to create a template from that document:

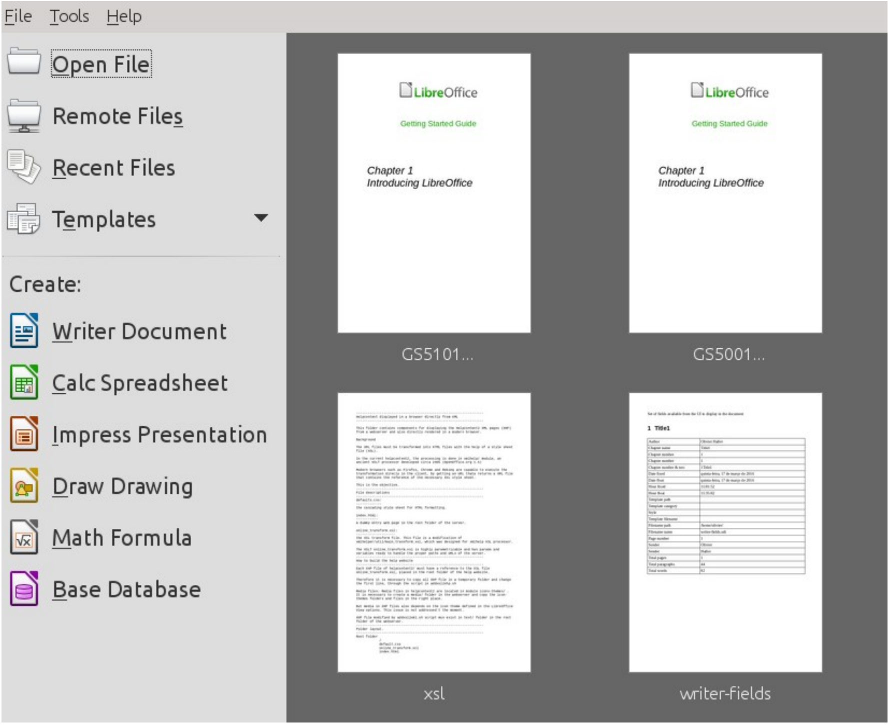
1. Open the document.
2. From the main menu, choose **File > Templates > Save as Template**. The Save As Template dialog opens.
3. Type a name for the new template.
4. In the *Template Category* list, choose the category to which you want to assign the template. Usually this is My Templates, although you can create other categories.
5. Click **Save** to save the new template.


Save As Template
Template Name
Template Category
None
My Templates
Business Correspondence
Other Business Documents
Personal Correspondence and Documents
Presentations
Styles
☐ Set as default template
Help
Cancel
Save

Creating a document from a template

Using the Start Center

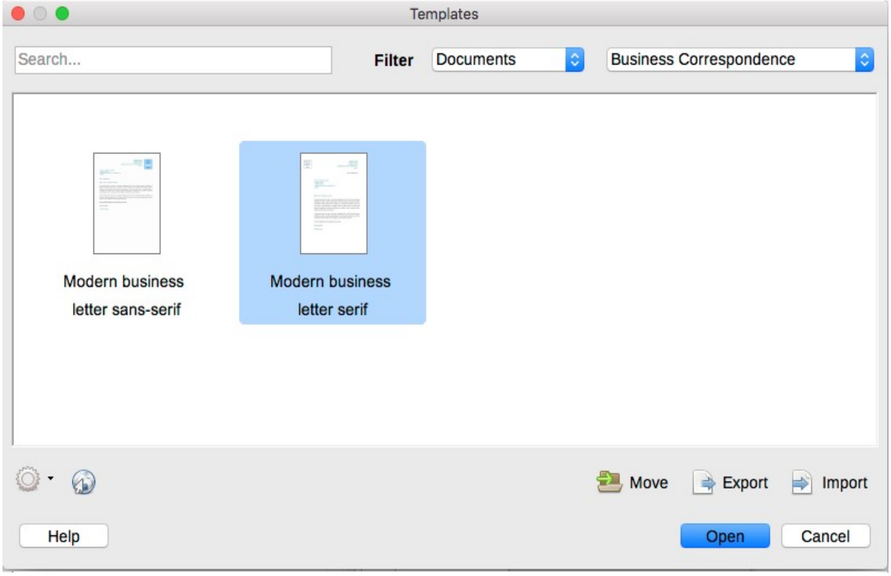
If no document is open in LibreOffice, the Start Center is visible. Click the Templates icon in the left pane. The icon is also a drop-down list to select the templates of a given type of document. The Manage Templates option on the list opens the Templates dialog.


File
Tools
Help
Open File
Remote Files
Recent Files
Templates
Create:
Writer Document
Calc Spreadsheet
Impress Presentation
Draw Drawing
Math Formula
Base Database
GS5101...
GS5001...
xsl
writer-fields

When another document is open

If a document of any type (text, spreadsheet, drawing) is open in LibreOffice, you can create a new Writer document this way:

1. From the main menu, choose **File > New > Templates**, or click the small arrow next to the **New** icon on the Standard toolbar and select **Templates**. The Templates dialog opens.
2. From the Filters list at the top, select a category.
3. Double-click the folder containing the template that you want to use. A list of all the templates contained in that folder appears in the center box.
4. Find and double-click the required template. A new document based on the selected template opens in Writer. You can then edit and save the new document just as you would any other document.


Templates
Search...
Filter
Documents
Business Correspondence
Modern business letter sans-serif
Modern business letter serif
Move
Export
Import
Help
Open
Cancel

Editing a template

You can edit the styles and content of a template, and then you can reapply the template's styles to documents that were created from that template. (You can only reapply styles. Any changes to the content of a template, such as text in headers and footers, affect new documents created from the template but do not affect existing documents.)

To edit a template:

1. From the menu bar, choose **File > Templates > Manage Templates**. The Templates dialog opens. You can also open the Templates dialog from the Start Center.
2. Navigate to the template that you want to edit. Right-click to open a context menu and choose **Edit**. The template opens in Writer.
3. Edit the template as you would edit any document. To save your changes, choose **File > Save** from the menu bar.

Updating a document when its template is changed

The next time you open a document that was created from the changed template, a message appears asking if you want to update the document's styles from the changed template.

Click **Update Styles** to apply the template's changed styles to the document, or click **Keep Old Styles** if you do not want to apply the changed styles to the document.

Caution

If you choose **Keep Old Styles**, the message box will not appear again, and you will not get another chance to update the styles from the template. The document is no longer connected to the template, even though the template is still listed under **File > Properties > General**. To reconnect the document to the template, you will have to copy it into an empty document based on the template, as described below.

Changing to a different template

At times you might want to change the template associated with a document, or perhaps you are working with a document that did not start from a template. A common scenario for writers is to start with a template designed for drafts (full size paper, double-spaced type) while writing and editing the manuscript, and then change to a template designed for final formatting (for example, 6x9-inch paper, single-spaced type, different margins and fonts).

You can change the style definitions, but that can be a lot of work and it breaks the connection to the template.

Tip

For best results, the names of styles in the existing document and the names of the styles in the new template should be the same. You may wish to rename the styles in the document before applying the new template. If the names of the styles are not the same, you will need to use Find & Replace to replace the old styles with the new ones. Note, however, that Find & Replace works only with Paragraph styles, not Character, Page, or Frame styles. See Chapter 3 for more about replacing styles.

1. Use **File > New > Templates**. In the Templates dialog, double-click the template you want to use.
2. Delete any unwanted text or graphics from this new document. Save it with a new name, but keep it open.
3. Open the document you want to change. (It opens in a new LibreOffice window.) Use **Edit > Select All**, or press *Ctrl+A*, to select everything in the document. Use **Edit > Copy**, or press *Ctrl+C*, to copy the contents of the document to the clipboard.
4. Click in the new document created in step 1. Use **Edit > Paste**, or press *Ctrl+V*, to paste the contents from the old document into the new one.
5. Update the table of contents, if there is one. Save this file.

Caution

Any changes recorded (tracked) in the document will be lost during this process. The resulting document will contain only the changed text.

Setting up a custom default template

You won’t want your book template to be the default template for every document you write, but you might want to set up a default template that is different from the one supplied with Writer. For example, you might prefer to use different fonts, or a different page size or page margins, instead of those provided in Writer’s default template. By setting up your own default template, you avoid having to make those changes every time you start a new document.

You can set up a custom default template in two ways:

- When saving a document as a tempate, select the **Set as default template** option (see page 168).
- If the template already exists, go to **File > Templates > Manage Templates**. On the Templates dialog, right-click on the required template and choose **Set as Default**.

The next time that you create a new document by choosing **File > New > Text Documen**t, the document will be created from this template. The changes do not affect existing documents.

Using predefined templates

Some templates are included with LibreOffice. Several other collections of templates are available as extensions to Writer. This page lists many of the available extensions: http://extensions.libreoffice.org/. See Chapter 15 for information about installing extensions.

After installation, these templates are listed in the Templates window. They are usually in separate folders.

If you obtain a template that is not in an extension, you can save it anywhere on your computer and then import it into a LibreOffice template folder:

1. Choose **File > Templates > Manage Templates** from the menu bar.
2. In the Templates dialog (shown below), click the **Import** button in the lower right.
3. In the Select Category dialog, select where you want to import the template. You can also create a new category.
4. A standard file browser window opens. Find and select the template that you want to import, and then click **Open**.

15 Customize Writer

You can customize menus, toolbars, and keyboard shortcuts in Writer, and add new menus and toolbars.

You can add extra functions to Writer by installing extensions (add-ons) from the LibreOffice website or from other providers.

This chapter describes some common customizations and extensions that you may wish to use.

Note

Customizations can be saved in a template. To do so, first save them in a document and then save the document as a template as described in Chapter 14. If you work on more than one project, you may find that having different menus and toolbars can be useful.

Customizing menus and toolbars

You can create new menus and toolbars, add and rearrange items on the menu bar and toolbars, add items to menus (including context menus), and make other changes. Instructions are in the *Writer Guide*.

Assigning shortcut keys

LibreOffice has a general set of keyboard shortcuts that are available in all components. Also, each component (Writer, Draw, Impress, Base, and Math) has its own component-specific set of keyboard shortcuts.

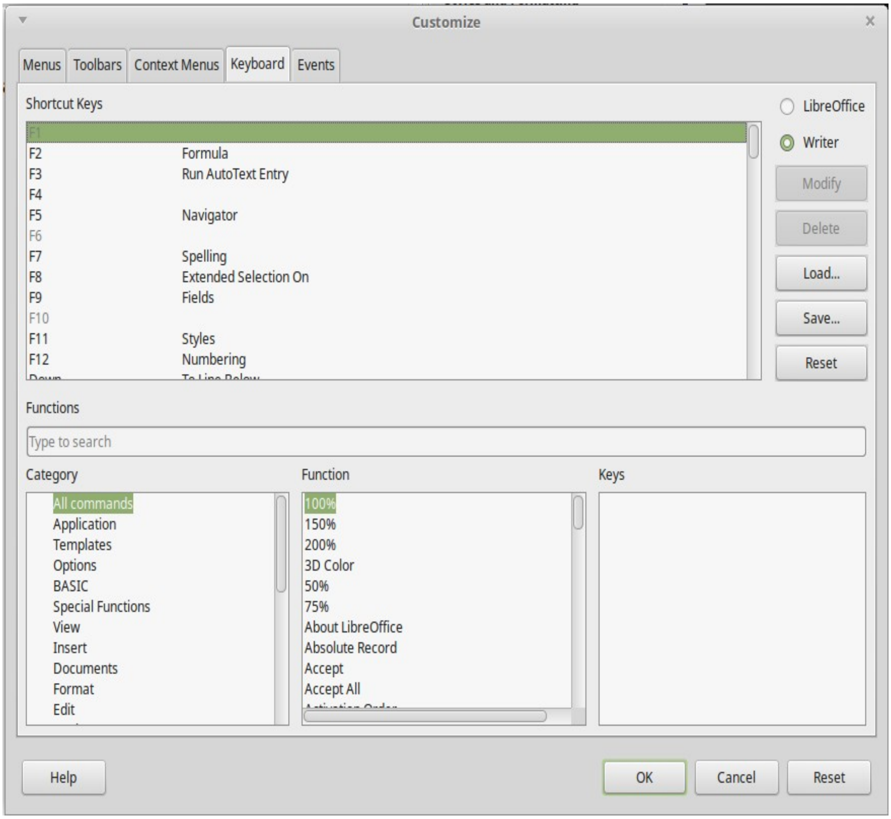
You can define other shortcuts for built-in functions or your own macros and save them for use with all of the components of LibreOffice or only with Writer. In most cases you will want to save your custom shortcuts only for Writer, because they will be specific to your use of Writer.

Two examples of things that self-publishers might want to assign to shortcuts are styles and macros.

Example: Assign styles to shortcuts

Some shortcuts, such as *Ctrl+0* for the Text body paragraph style, *Ctrl+1* for the Heading 1 style, and *Ctrl+2* for Heading 2, are predefined. You can modify these shortcuts and you can create your own.

To adapt shortcut keys to your needs, use the *Keyboard* page of the Customize dialog.


Customize
Menus
Toolbars
Context Menus
Keyboard
Events
Shortcut Keys
○ LibreOffice
● Writer
Modify
Delete
Load...
Save...
Reset
Functions
Type to search
Category
All commands
Application
Templates
Options
BASIC
Special Functions
View
Insert
Documents
Format
Edit
Function
100%
150%
200%
3D Color
50%
75%
About LibreOffice
Absolute Record
Accept
Accept All
Keys
Help
OK
Cancel
Reset

F1	
F2	Formula
F3	Run AutoText Entry
F4	
F5	Navigator
F6	
F7	Spelling
F8	Extended Selection On
F9	Fields
F10	
F11	Styles
F12	Numbering

Figure 1: Defining keyboard shortcuts for applying styles

1. Choose whether to have the shortcut key assignment available in all components of LibreOffice or only in Writer.

2. Select the desired shortcut key in the *Shortcut keys* list at the top of the page.
3. Select the required function from the *Category* and *Function* lists.
4. Click the **Modify** button. The selection now appears in the *Keys* list on the lower right.
5. Click **OK** to accept the change.

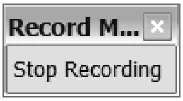
Example: Assign macros to shortcut keys

A common use for assigning macros to shortcut keys is to enable quick and easy insertion of special characters. Our example shows how to set up keyboard shortcuts for inserting en-dashes and em-dashes. (You can also insert these dashes in other ways, as described in “Inserting dashes” on page 91.)

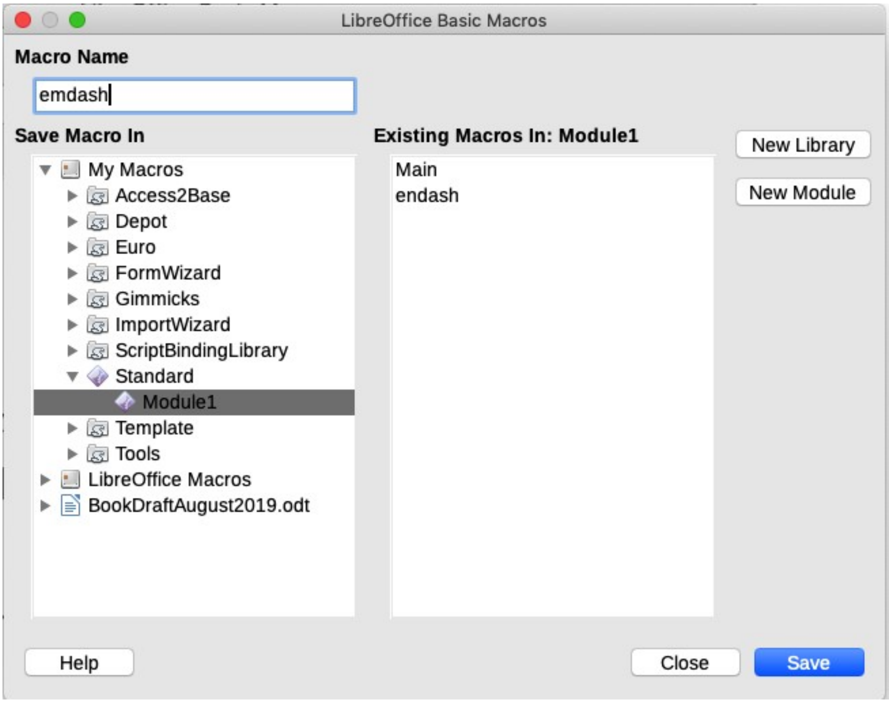
First, you need to record a macro for inserting each type of dash. Then, you need to assign those macros to shortcut key combinations.

1. Be sure Enable macro recording (may be limited) is selected in **Tools > Options > LibreOffice > Advanced**.
2. Choose **Tools > Macros > Record Macro** to start recording a macro.

   A small window is displayed so you know that LibreOffice is recording.



3. Choose **Insert > Special Character** to open the Special Characters dialog. Scroll down until you find the en-dash (U+2013) and em-dash (U+2014) characters. Select one of them and click **OK**.
4. Click the **Stop Recording** button to stop recording, save the macro, and display the LibreOffice Basic Macros dialog. Type a descriptive name for the new macro in the **Macro name** box on the upper left.
5. In the **Save macro in** box, in the My Macros list, find the library named Standard. Under Standard, select *Module1* and click **Save**.



Macro Name: emdash

Save Macro In: My Macros > Standard > Module1

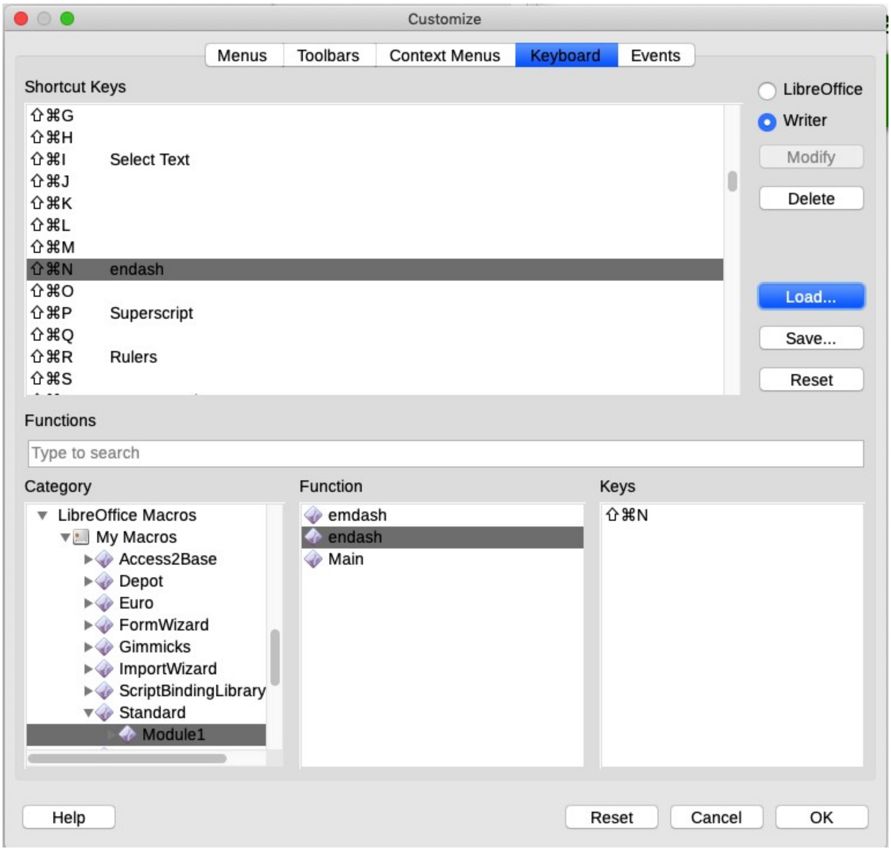
Existing Macros In: Module1

LibreOffice Basic Macros
My Macros
Access2Base
Depot
Euro
FormWizard
Gimmicks
ImportWizard
ScriptBindingLibrary
Standard
Module1
Template
Tools
LibreOffice Macros
BookDraftAugust2019.odt
Main
endash
New Library
New Module
Help
Close
Save

6 Repeat steps 1–4 to create other macros, for example to insert an em-dash.

7 Choose **Tools** > **Customize** > **Keyboard**. In the Shortcut keys list, pick an unused combination (for example, *Ctrl+Shift+N* for an en-dash). In the Category list, scroll down to LibreOffice Macros, click the + sign, then click the + next to the Standard library and choose **Module1**. In the Function list, choose **Endash** and click the **Modify** button on the upper right. The selected key combination now appears in the Keys list on the lower right.

8 Repeat for the em-dash macro, and then click **OK**.


Customize
Menus
Toolbars
Context Menus
Keyboard
Events
Shortcut Keys
⇧⌘G
⇧⌘H
⇧⌘I Select Text
⇧⌘J
⇧⌘K
⇧⌘L
⇧⌘M
⇧⌘N endash
⇧⌘O
⇧⌘P Superscript
⇧⌘Q
⇧⌘R Rulers
⇧⌘S
○ LibreOffice
● Writer
Modify
Delete
Load...
Save...
Reset
Functions
Type to search
Category
LibreOffice Macros
My Macros
Access2Base
Depot
Euro
FormWizard
Gimmicks
ImportWizard
ScriptBindingLibrary
Standard
Module1
Function
emdash
endash
Main
Keys
⇧⌘N
Help
Reset
Cancel
OK

Reset the shortcut keys

To reset all of the keyboard shortcuts to their default values, click the **Reset** button at the bottom of the Customize dialog. Use this feature carefully because there is no confirmation dialog before the defaults are reset.

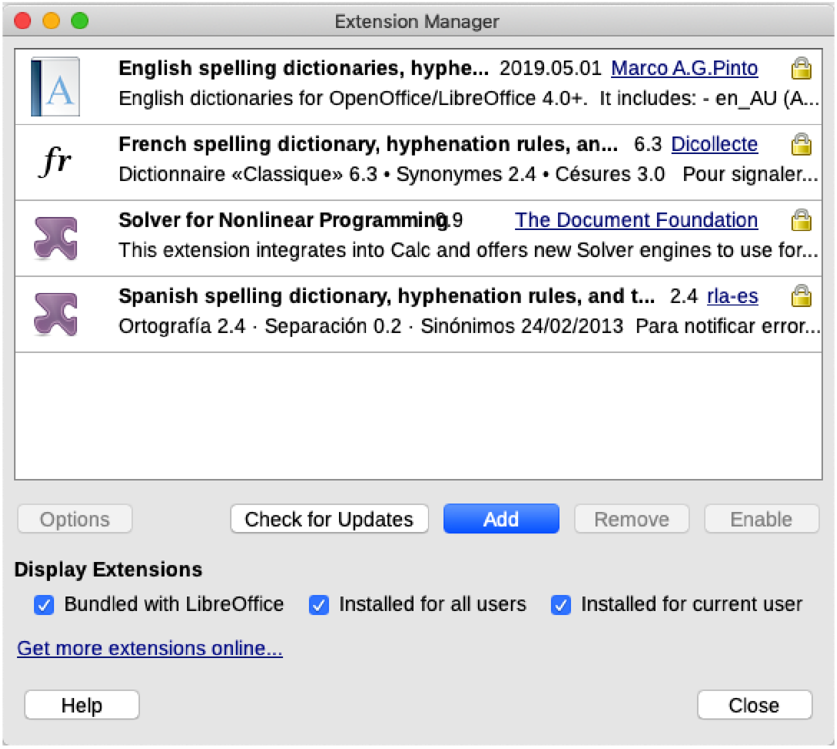
Adding functionality with extensions

An extension is a package that adds functions to LibreOffice. For example, some dictionary extensions are provided with LibreOffice, and many others are available for download from the LibreOffice extension repository, http://extensions.libreoffice.org/.

Some extensions are free of charge. Others are fee based. Check the descriptions to see what licenses and fees apply to the ones that interest you.

To install an extension:

1. Download the extension and save it anywhere on your computer.
2. In Writer, select **Tools > Extension Manager** from the menu bar. In the Extension Manager dialog, click **Add.**
3. Find and select the extension you want to install and click **Open**. The extension begins installing. You may be asked to accept a license agreement.
4. When the installation is complete, the extension is listed in the Extension Manager dialog.



English spelling dictionaries, hyphe... 2019.05.01 Marco A.G.Pinto
English dictionaries for OpenOffice/LibreOffice 4.0+. It includes: - en_AU (A...

French spelling dictionary, hyphenation rules, an... 6.3 Dicollecte
Dictionnaire «Classique» 6.3 • Synonymes 2.4 • Césures 3.0 Pour signaler...

Solver for Nonlinear Programming 0.9 The Document Foundation
This extension integrates into Calc and offers new Solver engines to use for...

Spanish spelling dictionary, hyphenation rules, and t... 2.4 rla-es
Ortografía 2.4 · Separación 0.2 · Sinónimos 24/02/2013 Para notificar error...

Display Extensions

☑ Bundled with LibreOffice ☑ Installed for all users ☑ Installed for current user

Get more extensions online...

16 Use online publishing services

This chapter covers two commonly-used online publishing services: Lulu, and Kindle Direct Publishing. Both services provide facilities for selling printed books and ebooks, and both are free to use.

Friends of Open Document, Inc, the publisher of this book and many others about LibreOffice, uses Lulu because its payments system is easy for a person or organization not in the USA, but Kindle Direct is also popular with non-US residents. Both services are good for US residents.

Preparations for online publishing

For any online publishing service, you will need to provide much the same information: your contact and payment details, information to define and find the book, and files for the book.

To avoid delays in uploading, gather everything you need before you start. You should have:

- An account at the publishing service, with details on how you want to be paid.
- Your finished files for the book (PDF and/or ODT or EPUB).
- The book cover in a separate file.
- A unique ISBN for each version of the book (print or ebook).

Getting an ISBN for your book

An ISBN (International Standard Book Number) is a unique identifier for your book. It is usually given in numerals below the same numbers in a barcode on the back of the book.

You do not need an ISBN to publish on Lulu or Kindle Direct, but you do need one in order to make your title available for other sales and distribution outlets. An ISBN gets your book into Books in Print and other databases, and registers you as the book’s publisher.

Note that each version of a book (print, EPUB, MOBI, etc.) needs to have its own unique ISBN.

You can find where to purchase and register ISBNs at the International ISBN Agency, https://www.isbn-international.org/

Check prices before you buy an ISBN; buying a block of 10 or 100 may be more cost-effective, especially if you are planning to publish several books or several versions of a book. For example, in Australia a block of 10 ISBN costs the same as buying two individual ISBN, so if you need more than one, buy at least 10.

If you are designing a cover, you can find free software online, or for Linux, macOS, and Windows for creating a bar code of the ISBN. If you are using Lulu's pubishing service, Lulu will provide you with a bar code in PDF, which you can include in the cover file.

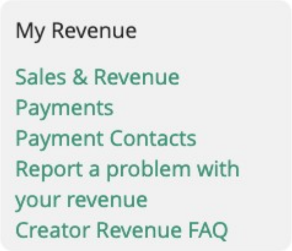
Using Lulu's publishing service

Lulu offers the options of selling on their website, through links on your own website, or by Lulu's free "globalREACH" service that puts your book on Amazon (print and ebooks) and other sales outlets, including Apple's iBookstore (for EPUBs).

To get started, go to https://www.lulu.com/ and click **Register** at the top right (or **Login** if you have an account). You'll need your name, a valid email address, and a password of your choice. Follow the instructions to confirm your email address.

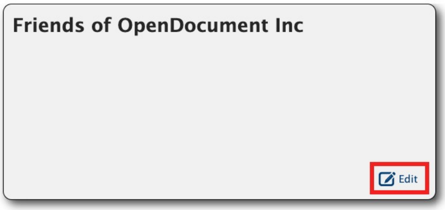
Setting up payment

Once registered and logged in, click **My Projects** in the top right. Before continuing, you may want to read the *Creator Revenue FAQ*, which you'll find in the My Revenue section in the left-hand column. The FAQ has a lot of information to help you make some publishing and payment choices.



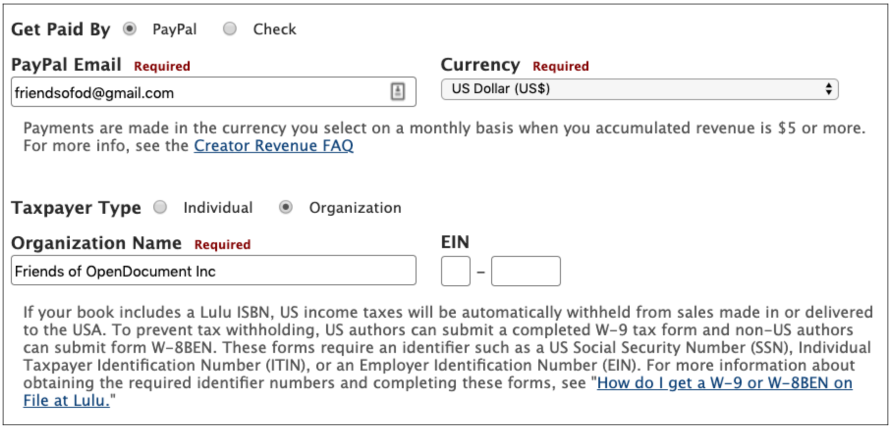
On the My Projects page, choose **Payment Contacts** in the My Revenue section.

On the Payment Contacts page, choose **Edit** in the lower right of the box containing your name.



Friends of OpenDocument Inc

On the next page, choose PayPal or Check as the payment method. **Note:** Checks are in US dollars; if you're depositing them in an account in any other currency or country, you may pay a hefty bank fee. PayPal may be a more practical choice. Under Taxpayer Type, choose Individual or Organization.



Get Paid By ● PayPal ○ Check

PayPal Email Required: friendsofod@gmail.com

Currency Required: US Dollar (US$)

Payments are made in the currency you select on a monthly basis when you accumulated revenue is $5 or more. For more info, see the Creator Revenue FAQ

Taxpayer Type ○ Individual ● Organization

Organization Name Required: Friends of OpenDocument Inc

EIN ☐ - ☐

If your book includes a Lulu ISBN, US income taxes will be automatically withheld from sales made in or delivered to the USA. To prevent tax withholding, US authors can submit a completed W-9 tax form and non-US authors can submit form W-8BEN. These forms require an identifier such as a US Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or an Employer Identification Number (EIN). For more information about obtaining the required identifier numbers and completing these forms, see "How do I get a W-9 or W-8BEN on File at Lulu."

Note

If you choose a free Lulu ISBN for your book, income from sales is considered royalties, is reported to the IRS, and US income taxes may be withheld. If you are not otherwise subject to US income tax, you probably do not want this to happen.

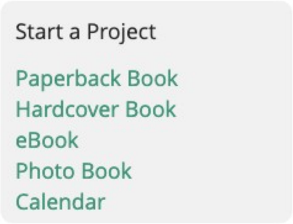
To avoid US taxation or the need for forms to reclaim tax withheld, obtain and use your own ISBN; in that case, tax will not be withheld and the income is not reported to the IRS.

For more information about creator revenues, taxation, and necessary forms, see the Lulu website.

Finally, fill in your name, address, and phone number in the lower part of the page and click **Save Payee Information**.

Uploading a book for printing

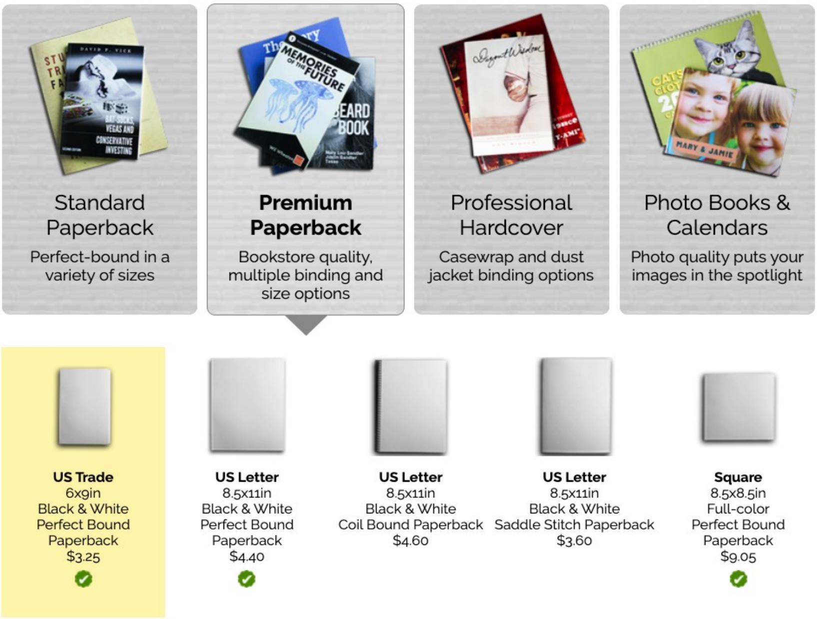
In the left-hand column, under Start a Project, choose the type of book. We'll look at creating a paperback book first, then an ebook.



Start a Project

Paperback Book
Hardcover Book
eBook
Photo Book
Calendar

First choose a format on the Create Your Print Book page.



Standard Paperback
Perfect-bound in a variety of sizes

Premium Paperback
Bookstore quality, multiple binding and size options

Professional Hardcover
Casewrap and dust jacket binding options

Photo Books & Calendars
Photo quality puts your images in the spotlight

US Trade
6x9in
Black & White
Perfect Bound Paperback
$3.25
✓

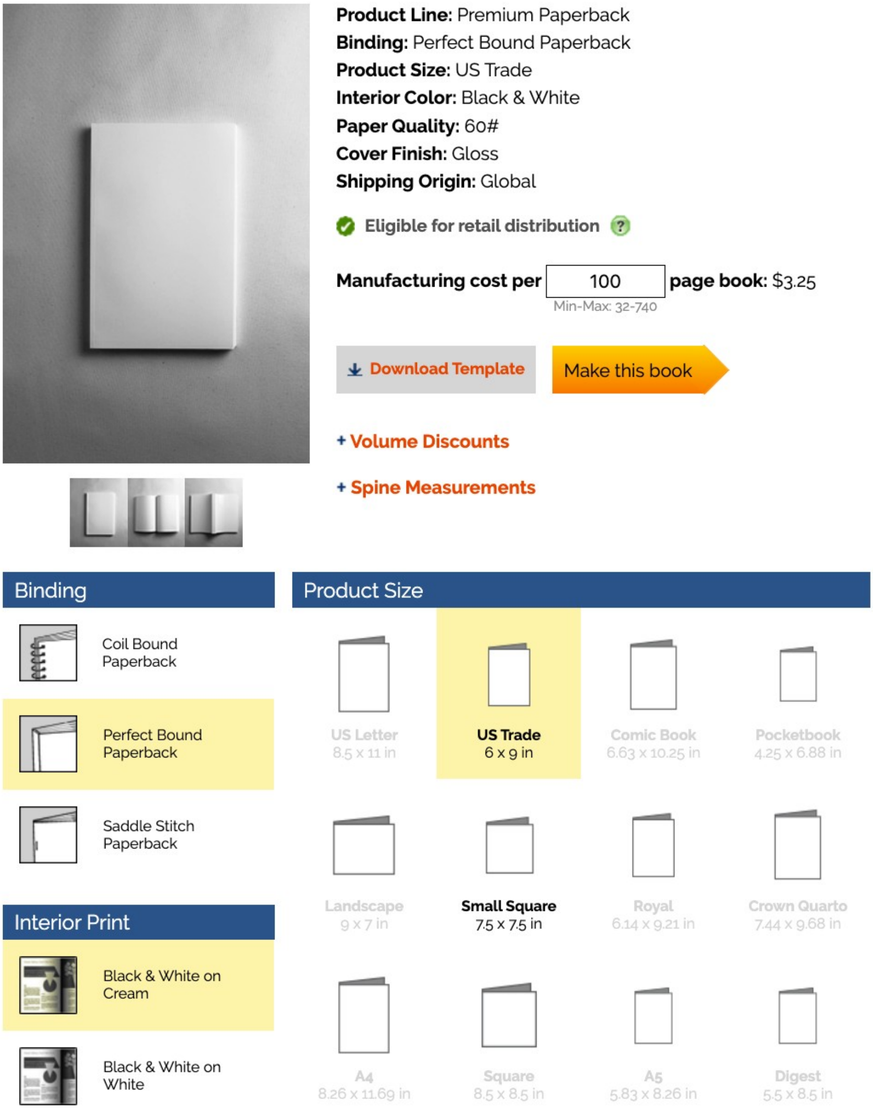
US Letter
8.5x11in
Black & White
Perfect Bound Paperback
$4.40
✓

US Letter
8.5x11in
Black & White
Coil Bound Paperback
$4.60

US Letter
8.5x11in
Black & White
Saddle Stitch Paperback
$3.60

Square
8.5x8.5in
Full-color
Perfect Bound Paperback
$9.05
✓

Top of Lulu's Create Your Print Book page



Product Line: Premium Paperback
Binding: Perfect Bound Paperback
Product Size: US Trade
Interior Color: Black & White
Paper Quality: 60#
Cover Finish: Gloss
Shipping Origin: Global

Eligible for retail distribution

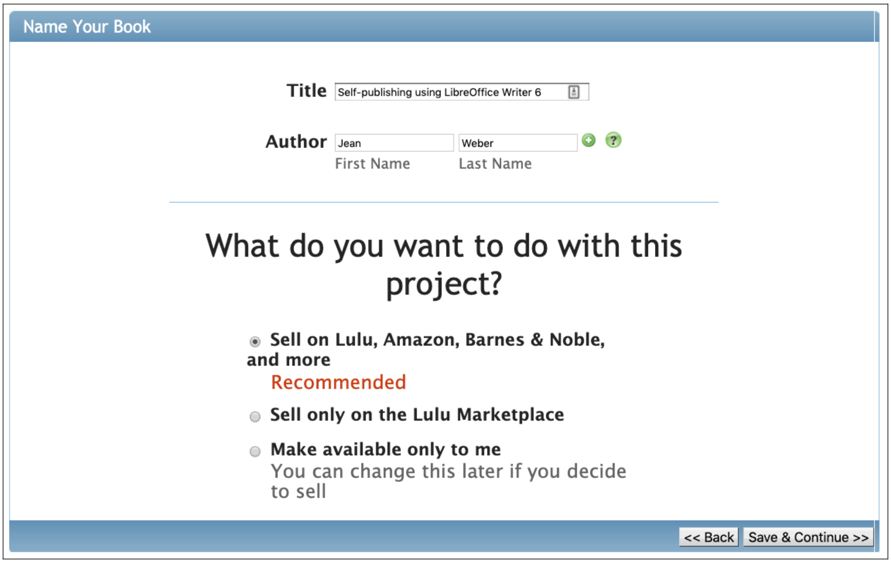
Manufacturing cost per 100 **page book:** $3.25
Min-Max: 32-740

Download Template
Make this book
+ Volume Discounts
+ Spine Measurements
Binding
Coil Bound Paperback
Perfect Bound Paperback
Saddle Stitch Paperback
Interior Print
Black & White on Cream
Black & White on White
Product Size
US Letter 8.5 x 11 in
US Trade 6 x 9 in
Comic Book 6.63 x 10.25 in
Pocketbook 4.25 x 6.88 in
Landscape 9 x 7 in
Small Square 7.5 x 7.5 in
Royal 6.14 x 9.21 in
Crown Quarto 7.44 x 9.68 in
A4 8.26 x 11.69 in
Square 8.5 x 8.5 in
A5 5.83 x 8.26 in
Digest 5.5 x 8.5 in

Bottom of Lulu's Create Your Print Book page

Click the **Make this book** button in the central section of the page.

On the next page, type the Title and Author’s name and choose where you want to sell the book. Click **Save & Continue**.



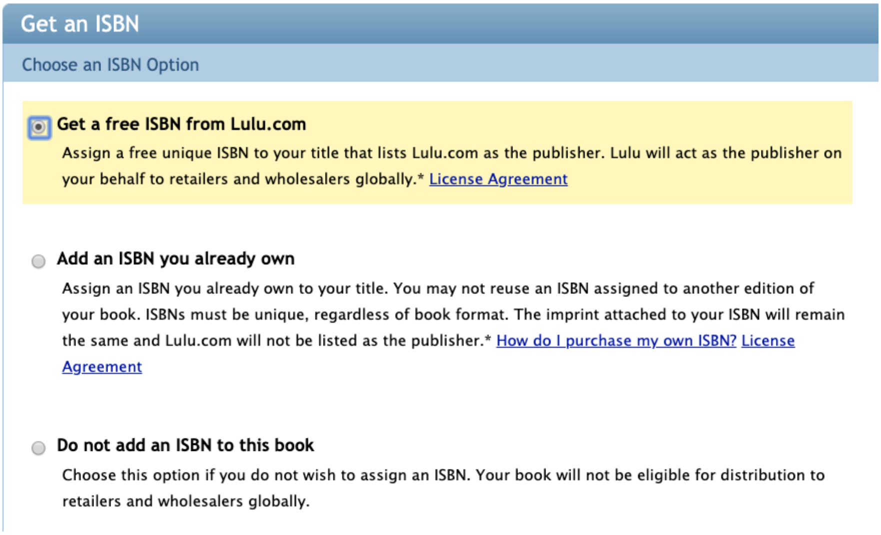
Title: Self-publishing using LibreOffice Writer 6

Author: Jean (First Name) Weber (Last Name)

What do you want to do with this project?

- ● Sell on Lulu, Amazon, Barnes & Noble, and more
  Recommended
- ○ Sell only on the Lulu Marketplace
- ○ Make available only to me
  You can change this later if you decide to sell

Next, specify whether to use an ISBN and, if so, where to get it.

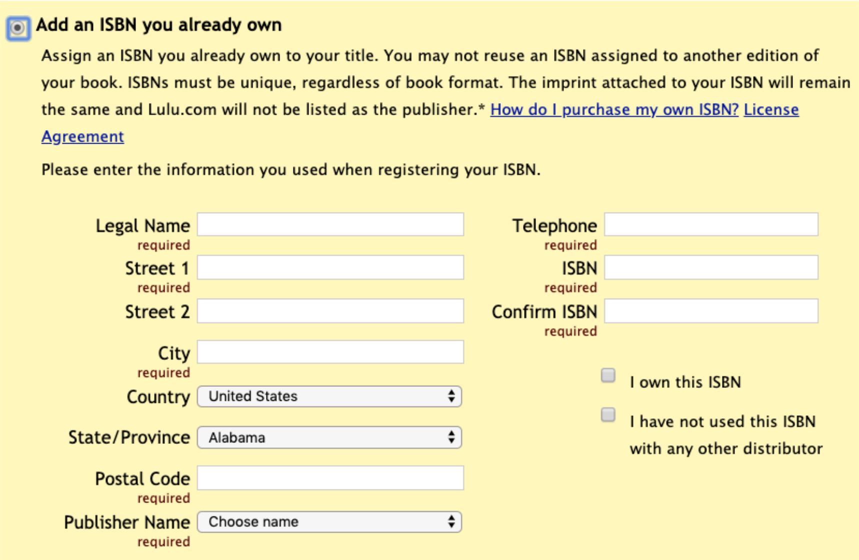


● **Get a free ISBN from Lulu.com**
Assign a free unique ISBN to your title that lists Lulu.com as the publisher. Lulu will act as the publisher on your behalf to retailers and wholesalers globally.* License Agreement

○ **Add an ISBN you already own**
Assign an ISBN you already own to your title. You may not reuse an ISBN assigned to another edition of your book. ISBNs must be unique, regardless of book format. The imprint attached to your ISBN will remain the same and Lulu.com will not be listed as the publisher.* How do I purchase my own ISBN? License Agreement

○ **Do not add an ISBN to this book**
Choose this option if you do not wish to assign an ISBN. Your book will not be eligible for distribution to retailers and wholesalers globally.

If you choose **Add an ISBN you already own**, a box opens where you need to type details about you and the ISBN. Fill this in and click **Save & Continue**.



● **Add an ISBN you already own**

Assign an ISBN you already own to your title. You may not reuse an ISBN assigned to another edition of your book. ISBNs must be unique, regardless of book format. The imprint attached to your ISBN will remain the same and Lulu.com will not be listed as the publisher.* How do I purchase my own ISBN? License Agreement

Please enter the information you used when registering your ISBN.

Legal Name required
Street 1 required
Street 2
City required
Country: United States
State/Province: Alabama
Postal Code required
Publisher Name required: Choose name

Telephone required
ISBN required
Confirm ISBN required

☐ I own this ISBN
☐ I have not used this ISBN with any other distributor

A page with information about what to do with your ISBN and a downloadable barcode for one-piece covers displays. Click **Save & Continue**.

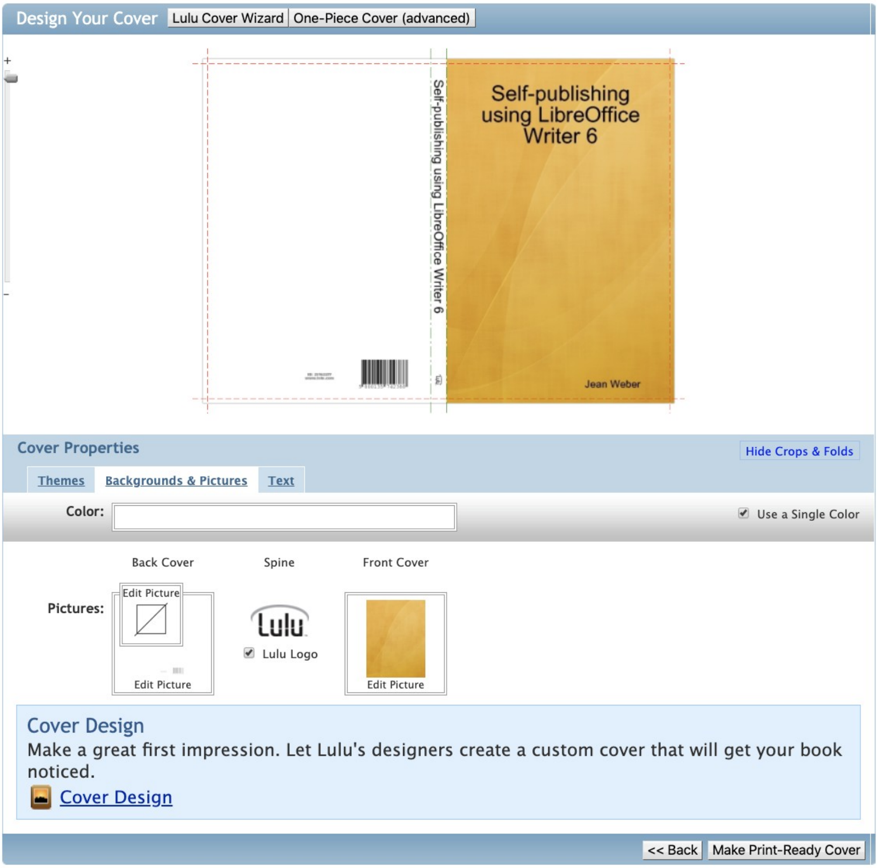
On the Add Files page, choose and upload the file for the interior of your book, which you have prepared in PDF to fit the book size you have selected.

When uploading has finished, click **Make Print-Ready File**. Lulu does a basic check to make sure it is the correct size and number of pages and displays a message. (Optional) Click **Download & Review** to confirm your document was converted properly and that it looks the way it should. Click **Save & Continue**.

The next step is to create the cover. Be sure your cover images meet the "Requirements for All Book Covers" section of *Mandatory Requirements for Distribution* and *Cover Formatting* on the Lulu website.

If you are making a one-piece (wrap-around) cover, you need to have added the barcode to the cover. Then click **Advanced one-piece cover designer**, read the instructions to ensure your cover meets the exact dimensional requirements, choose and upload the cover, and click **Save & Continue**.

If, instead, you created separate images for the front and back covers, Lulu will add a barcode to the back cover. Choose **Use the old cover designer**. You'll see a a generic cover with the book's title and author, text for the spine, and a barcode on the back. Here you have several choices: you can either use images provided by Lulu or images of your own; and you can either add the book's title and author on this page or include that information in the image you provide.


Design Your Cover
Lulu Cover Wizard
One-Piece Cover (advanced)
Self-publishing using LibreOffice Writer 6
Self-publishing using LibreOffice Writer 6
Jean Weber
Cover Properties
Hide Crops & Folds
Themes
Backgrounds & Pictures
Text
Color:
Back Cover
Spine
Front Cover
Pictures:
Edit Picture
Edit Picture
Lulu
Edit Picture
<< Back
Make Print-Ready Cover

☑ Use a Single Color

☑ Lulu Logo

Cover Design

Make a great first impression. Let Lulu's designers create a custom cover that will get your book noticed.

Cover Design

For this example, we are providing an image that includes the title and author.

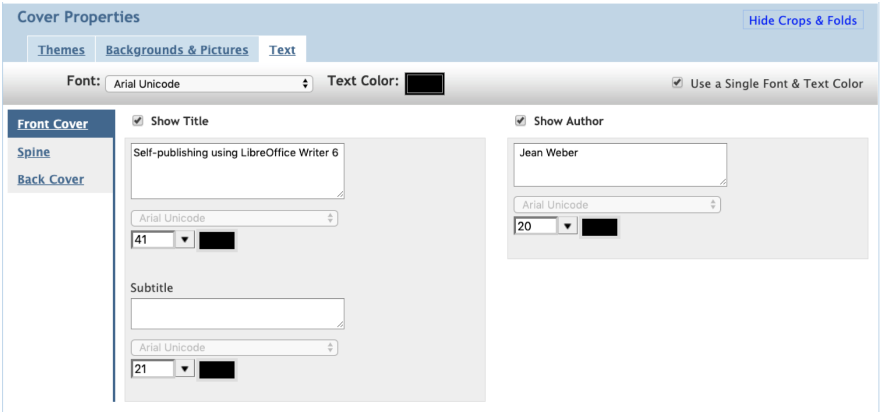
1 Choose **Backgrounds & Pictures** under *Image Properties* in the middle of the page.

2 Click **Edit Picture** under the thumbnail and upload the front cover image you have designed. Cover images should be in PNG, JPG, or GIF format, with a minimum of 300 dpi.

3 When the image is uploaded, click **Accept**.

4 Repeat for the back cover image.

5 Back on the Design Your Cover page, the sample front cover has two sets of title and author information. To remove the ones added by Lulu and show only the ones included in the image itself, click **Text** under Cover Properties.



Font: Arial Unicode
Text Color: ■
☑ Use a Single Font & Text Color

☑ Show Title
Self-publishing using LibreOffice Writer 6
Arial Unicode
41 ▾ ■

Subtitle
Arial Unicode
21 ▾ ■

☑ Show Author
Jean Weber
Arial Unicode
20 ▾ ■

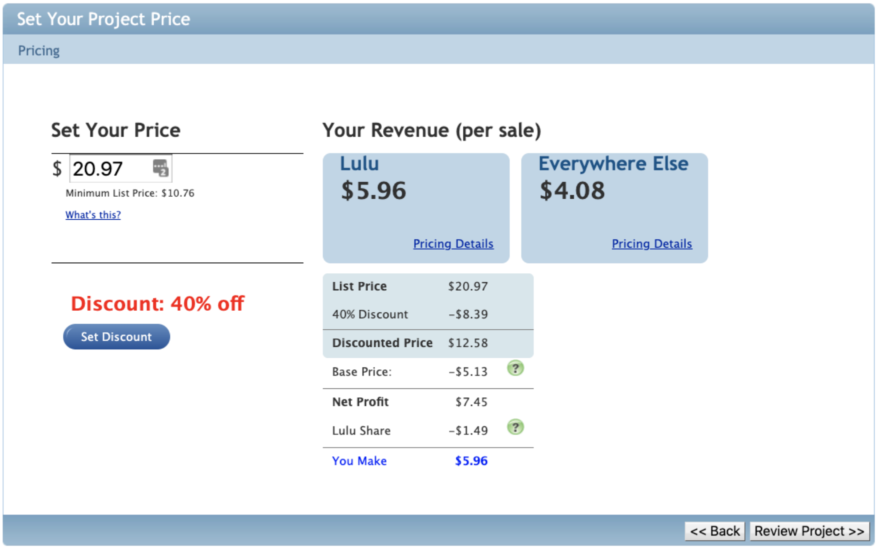
6 For *Front Cover*, uncheck **Show Title** and **Show Author**. For *Spine* and *Back Cover*, make any changes you wish. Note that you can also change the color of text and background (relevant mostly to the spine, if you have artwork for both covers). You can also choose whether to show the Lulu logo on the spine or the URL on the back cover.

7 When the preview is correct, click **Make Print-Ready Cover**, wait for it to finish, then click **Save & Continue**.

Completing the publishing process

On the Description page, type a description for the book, keywords (search terms to help people find it), choose a copyright notice, and fill in other fields including Publisher. Click **Save & Continue**.

On the next page, choose a retail price, including any discount to be applied for people purchasing on the Lulu site.



Set Your Price

$ 20.97

Minimum List Price: $10.76

Discount: 40% off

Your Revenue (per sale)

Lulu $5.96

Everywhere Else $4.08

List Price	$20.97
40% Discount	-$8.39
Discounted Price	$12.58
Base Price:	-$5.13
Net Profit	$7.45
Lulu Share	-$1.49
You Make	**$5.96**

Click **Review Project**. If anything requires revising, click Change or Edit in that section of the page. You can also choose the type of distribution (Private, Direct only, or General), which you can change later.

Click **Save & Finish** to publish the book. A Congratulations page appears, with a large button to **Order a Proof Copy**.

Click **Back to Projects** on the upper right to return to your project list.

Managing retail distribution of print books

Go to My Projects and click the **Manage** button next to your newly published book. The Manage button displays only if your book qualifies for retail distribution.

For print books, you'll see **Get globalREACH Free**.

1. Read and accept the distribution terms and conditions.
2. Click **I Agree** to apply the distribution package to your book.
3. Purchase a proof copy of your book, if you have not already done so. When it arrives, review it carefully for errors.
4. Log into your account and approve or deny the book for distribution. If you deny the proof copy, you can make

revisions to your interior file and/or cover image, upload your corrections, and purchase another proof copy.

5. Once you approve your book for distribution, it will be available for purchase in retail channels within 6-8 weeks.

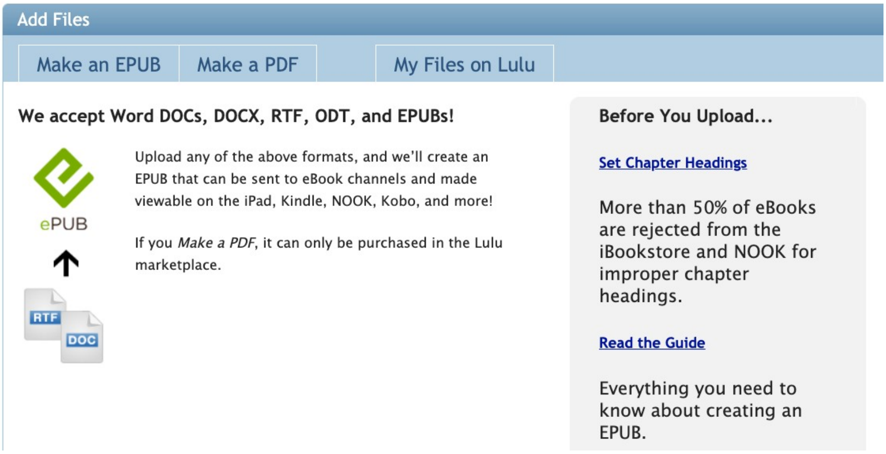
Publishing an ebook

First, review Lulu's mandatory ebook distribution requirements (https://connect.lulu.com/en/discussion/33340) and make sure your EPUB meets those requirements. Some of these requirements are more restrictive than for PDFs used in print books.

Other instructions to read and follow include "EPUB Conversion: EPUB Table of Contents (NCX) Preparation" at https://connect.lulu.com/en/discussion/114439. Lulu's EPUB Converter will create the NCX for you, by scanning your document for Heading 1, Heading 2, and Heading 3 styles. Since an electronic TOC will be generated for your ebook, you should remove any TOC pages from your manuscript prior to uploading it to the EPUB converter.

Choose **eBook** under Start a Project. The first steps are the same as for a paperback book: title, author, ISBN.

On the Add Files page, you can submit an EPUB that you created, or have Lulu create one from your ODT file or other format.



We accept Word DOCs, DOCX, RTF, ODT, and EPUBs!

Upload any of the above formats, and we'll create an EPUB that can be sent to eBook channels and made viewable on the iPad, Kindle, NOOK, Kobo, and more!

If you *Make a PDF*, it can only be purchased in the Lulu marketplace.

Before You Upload...

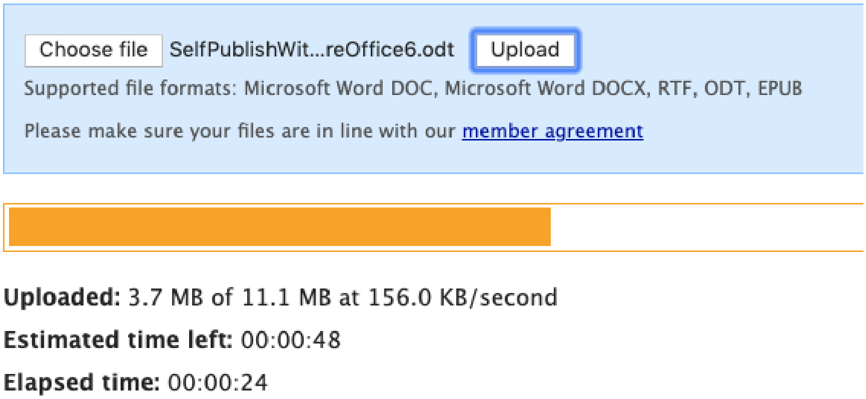
Set Chapter Headings

More than 50% of eBooks are rejected from the iBookstore and NOOK for improper chapter headings.

Read the Guide

Everything you need to know about creating an EPUB.

Select and upload a suitable file. When upload is complete, click **Save & Continue** in the lower right (not shown here).



Supported file formats: Microsoft Word DOC, Microsoft Word DOCX, RTF, ODT, EPUB

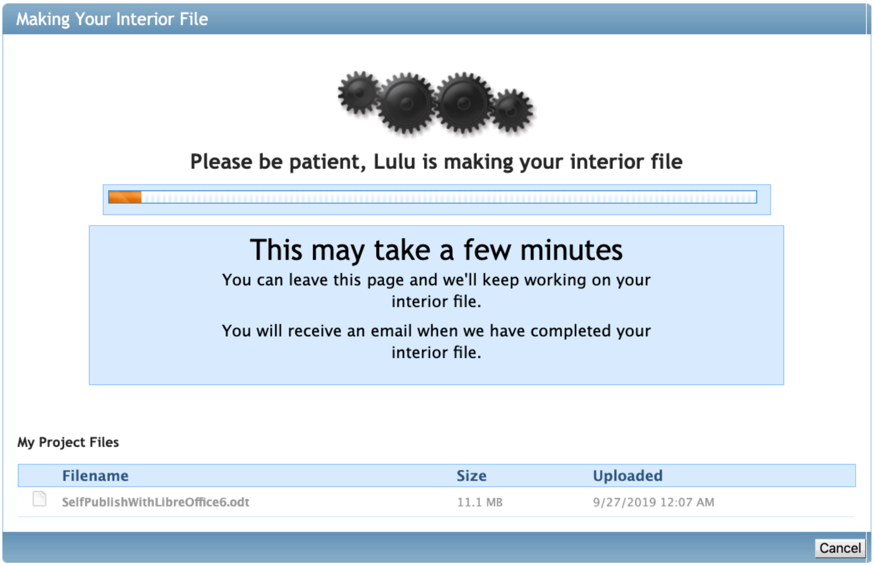
Please make sure your files are in line with our member agreement

Uploaded: 3.7 MB of 11.1 MB at 156.0 KB/second

Estimated time left: 00:00:48

Elapsed time: 00:00:24

Then, be patient. You can do something else while Lulu works on the file.



Please be patient, Lulu is making your interior file

This may take a few minutes

You can leave this page and we'll keep working on your interior file.

You will receive an email when we have completed your interior file.

My Project Files

Filename	Size	Uploaded
SelfPublishWithLibreOffice6.odt	11.1 MB	9/27/2019 12:07 AM

On your first try, you will probably get an error message from Lulu, with instructions on what to do next. When you succeed in getting an interior file converted, you'll see some informational messages. Click **Save & Continue**.

The Marketing Image page is similar to the Cover Design page described earlier for print books. It shows a generic cover with the book's title and author.

You can either use an image provided by Lulu or an image of your own; and you can either add the book's title and author on this page or include that information in the image you provide.

For this example, we are providing an image that include the title and author.

1. Choose **Backgrounds & Pictures** under *Image Properties* in the middle of the page.
2. Click **Edit Picture** under the thumbnail and upload the cover image you have designed. Cover images should be in PNG, JPG, or GIF format, with a minimum of 72 dpi, approximately 612 pixels wide and 792 px tall. This may be a different ratio than used for the cover of a print book.
3. When the background image is uploaded, click **Accept**.
4. Back on the Design Your Marketing Image page, you'll see a sample cover, in this case with two sets of title and author information. To get rid of the ones added by Lulu and show only the ones included in the image itself, click **Text** under Image Properties. Uncheck Show Title and Show Author.
5. The cover preview should now be correct. Click **Make Image** in the lower right corner of the page, then click **Save & Continue**.

The Description page is similar to that for print books. The Price page is a bit different. Here, in addition to setting a price, you need to choose your location. This is for legal and taxation reasons. The choices under Select Your Distribution Channels vary with your country of residence. Everyone can sell in the Lulu Bookstore. If you want to delay making the book available, uncheck all the boxes. You can return at any time to change your choices.

Lastly, the Review page is similar to that for print books. Check the details and click **Save & Finish**.

Managing distribution of ebooks

Go to My Projects and click the **Manage** button next to your newly published ebook. You'll see the Manage Distribution page, which is similar to Select Your Distribution Channels. Here you can add or remove channels for which your book is eligible.

Using Amazon’s Kindle Direct Publishing

Kindle Direct Publishing uses the same account as other Amazon services. If you have bought from Amazon in the past, you can use the same account. If not, click the **Sign Up** button on the Kindle home page, https://kdp.amazon.com/en_US/ and follow the instructions.

This section summarizes the process. It is adapted from Bruce Byfield’s *Designing Ebooks*, with his permission. For more details, see Byfield’s book and the online help for Kindle Direct Publishing.

Setting up account and payment details

For publishing purposes, your Kindle account requires your personal, bank and tax information.

In order to receive payment for your sales, you need:

- The name of your bank.
- Your bank’s routing number.
- Your account number.

If necessary, contact your bank for this information.

When you fill in the account information, be sure to indicate that you want to pay taxes in your own country, if that is what you want. Many nations, such as the United States or Canada, have reciprocal tax treaties. These treaties mean that, if you have income from Amazon.com and are not an American, you can pay taxes on your sales in your own country, and not pay them twice.

In the top right of the Kindle Direct home page, click **My account** to log in. Then follow these steps:

1. Enter your personal information.
2. Under Getting Paid, add a bank account where Kindle can deposit your money. Consult your bank if necessary.
3. If you choose, set set up different accounts in different countries for different Amazon marketplaces (national versions of Amazon). You can also set up how and when payment will be deposited for you.
4. To enter or view tax information, click the **View /Provide tax information** button on the Tax Information pane. Save the information already entered on the page before you switch screens.

5. On the Tax Dashboard, click the Tax Information button to enter or edit basic tax information. Whether you are an individual or a company may affect your taxation rate, while whether you are an American citizen determines where you will pay tax on income.
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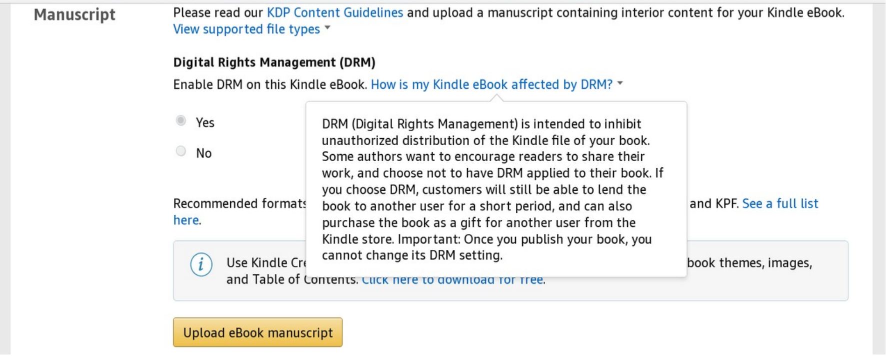

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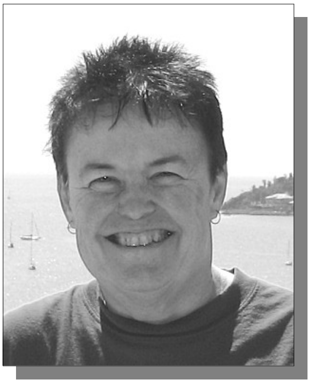

Jean Hollis Weber has over 40 years of experience as a science writer and technical editor and writer, mostly in computing and technology. She retired from full-time work in 1999 and began to self-publish.

In 2002, when she started to use OpenOffice.org 1.0, she discovered that there was no user guide and that the Help was poorly written, poorly indexed, and often wrong. Jean put her years of technical writing experience to work and, with the help of members of the OpenOffice.org user mailing list, wrote *Taming OpenOffice.org Writer*, the first book published on Writer. This book was self-published through Lightning Source.

In 2003 Jean became lead editor for OOoAuthors, a group of volunteers from the OpenOffice.org community who were writing user guides for the program. In 2009 she became co-lead of the OpenOffice.org Documentation Project. In 2011 she moved to The Document Foundation's LibreOffice project, where she was the leader of the LibreOffice Documentation Team for several years.

Jean has published printed versions of the OpenOffice.org and LibreOffice user guides through Lulu.com. She has also published books on other topics, and by other people, through Lulu.com.

Some of Jean's other self-published books are *Electronic Editing*, 1999, and *Editing Online Help*, 2000. In 2004, O'Reilly published Jean's *OpenOffice.org Writer: The Free Alternative to Microsoft Word* and Hentzenwerke published her book *Is the Help Helpful? How to create online help that meets your users' needs*.

Jean likes to travel, read science fiction, and write. She maintains several Web sites, including:

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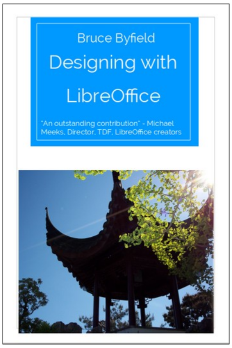
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