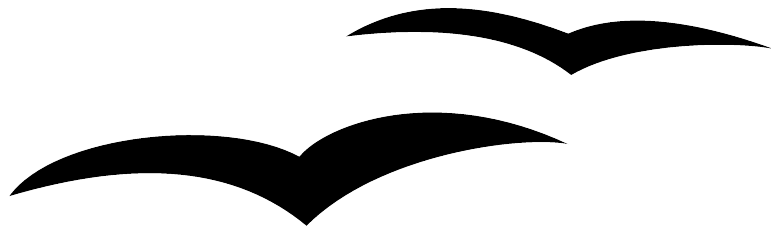


Inserting Text



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Contents

Contents	2
Overview	3
Copyright and trademark information	3
Feedback	3
Acknowledgments	3
Modifications and updates	3
Inserting Text	1
Public Documentation License, Version 1.0	2

Overview

Who hasn't left out an important word or wanted to place a quote directly on the page? Inserting text in OpenOffice allows you the freedom to insert spaces, letters, words and phrases at any place in your document without losing any of the work surrounding your insert.

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Please direct any comments or suggestions about this document to:
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Acknowledgments

I'd like to thank Steve Allen for introducing me to OpenOffice over three years ago and for getting me started on the documentation project.

Modifications and updates

<i>Version</i>	<i>Date</i>	<i>Description of Change</i>
0.1	06/14/05	Removed note, corrected typos

Inserting Text

Inserting text is the ability to place your cursor (with your mouse or arrow keys) at any location in your document and begin typing. The insert text function allows you to add characters to your document without overwriting the work you have previously done. It simply moves all of the remaining text, extending the end of the document.

Text insert is the default setting when opening a new OpenOffice Writer document. You can determine if text insert is on or off by checking the insert indicator at the bottom of your screen or by looking at your cursor. A small horizontal line blinking near your text illustrates that the text insert option is enabled and where your text will appear when you begin typing, the indicator at the bottom of your screen will read **INSRT**. By pressing the "insert" button found on a majority of keyboards, you may turn the insert text function off, thereby allowing you to overwrite the following text. If the insert text function is off, the cursor will be a larger black box, blinking over the entire character where your text will appear and the indicator will read **OVER**.

For the purpose of these instructions, we will assume that you have already opened your OpenOffice Writer document and have begun typing.

To insert text into what you have already typed:

First: Place your cursor exactly where you want the text to appear.

Second: Check to make sure that your insert text function is enabled (see details above).

Finally: Begin typing. Your text will be inserted, automatically moving the remaining text further down the document.

For further functionality you can also select a portion of your text and overwrite the selected portion while leaving the remainder of your document untouched.

First: Place your cursor exactly where you want the text to appear.

Second: Check to make sure that your insert text function is enabled (see details above).

Third: Select the text you wish to overwrite. Either use the mouse, by holding the left mouse button down while dragging the mouse over the text you wish to select or hold your shift key down and use the arrow keys to select your text. You will easily be able to determine exactly what text you have selected and what will be overwritten by the display. **Selected text is displayed in white characters on a black background.**

Finally: Begin typing. Your text will be inserted, overwriting only the text that you have selected, automatically moving the remaining text further down the document.

The insert function also works with anything you paste into your document. (Please see the Paste section for further details on this matter.) It allows you to place your cursor, paste your selection into the document, moving the rest of your work toward the end of the document.

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