



Writer Guide

Chapter 3
Working with Text

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Authors

Agnes Belzunce
Laurent Duperval
Peter Hillier-Brook
Peter Kupfer
Gary Schnabl
Jean Hollis Weber

Daniel Carrera
Katharina Greif
Michael Kotsarinis
Iain Roberts
Barbara M. Tobias
Michele Zarri

Feedback

Please direct any comments or suggestions about this document to:
authors@user-faq.openoffice.org

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Introduction

This chapter covers the basics of working with text in Writer, the word-processing component of OpenOffice.org (OOo). It assumes that you are familiar with the use of a mouse and keyboard and that you have read about Writer's menus and toolbars and other topics covered in Chapter 1 (Introducing Writer).

We recommend that you also follow the suggestions in Chapter 2 (Setting up Writer) about displaying formatting aids, such as end-of-paragraph marks, and selecting other setup options.

When you have read this chapter, you should know how to:

- Select, cut, copy, paste, and move text
- Find and replace text
- Insert special characters
- Format paragraphs and characters
- Create numbered or bulleted lists
- Check spelling, use language tools, use the thesaurus, and choose hyphenation options
- Use the autocorrection, word completion, autotext, and line numbering features
- Track changes, undo and redo changes, and insert notes
- Link to other parts of a document

Selecting text

Before you can do anything with text, you need to select it. Selecting text in Writer is similar to selecting anything in other applications.

In addition to selecting blocks of text, you can select items that are not consecutive, and columns (vertical blocks) of text.

Selecting items that are not consecutive

To select nonconsecutive items (as shown in Figure 1) using the mouse:

- 1) Select the first piece of text.
- 2) Hold down the *Control* (*Ctrl*) key and use the mouse to select the next piece of text.
- 3) Repeat as often as needed.

Now you can work with the selected text (copy it, delete it, change the style, or whatever).

Note Macintosh users: substitute the *Command* key when instructions in this chapter say to use the *Control* key.

To select nonconsecutive items using the keyboard:

- 1) Select the first piece of text. (For more information about keyboard selection of text, see the topic “Navigating and Selecting with the Keyboard” in the OpenOffice.org Help (F1).)
- 2) Press *Shift+F8*. This puts Writer in “ADD” mode. The word ADD appears on the Status Bar.
- 3) Use the arrow keys to move to the start of the next piece of text to be selected. Hold down the *Shift* key and select the next piece of text.
- 4) Repeat as often as needed.

Now you can work with the selected text.

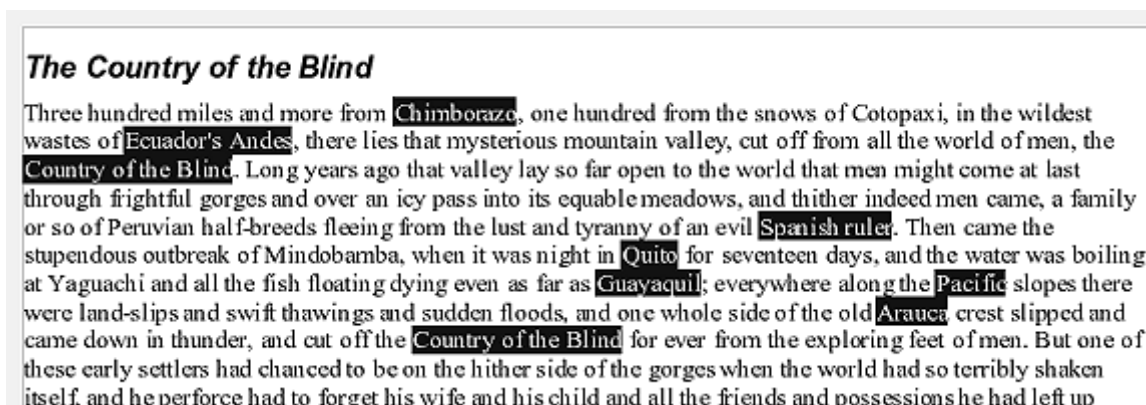
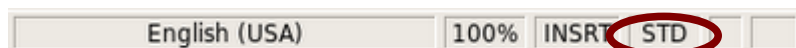


Figure 1: Selecting items that are not next to each other

Press *Esc* to exit from this mode.

Selecting a vertical block of text

You can select a vertical block or “column” of text that is separated by spaces or tabs (as you might see in text pasted from e-mails, program listings, or other sources), using OOO’s block selection mode. To change to block selection mode, use **Edit > Selection Mode > Block Area**, or click several times in the status bar on STD until it changes to BLK.



Now highlight the selection, using mouse or keyboard, as shown in Figure 2.




Figure 2: Selecting a vertical block of text


Cutting, copying, and pasting text


Cutting and copying text in Writer is similar to cutting and copying text in 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.

To *move* (cut and paste) selected text using the mouse, drag it to the new location and release it. To *copy* selected text, hold down the *Control* key while dragging. The text retains the formatting it had before dragging.

After selecting text, you can use the mouse or the keyboard for these operations.

 Cut: Use **Edit > Cut** or the keyboard shortcut *Control+X* or the **Cut** icon on the toolbar.

 Copy: Use **Edit > Copy** or the keyboard shortcut *Control+C* or the **Copy** icon.

 Paste: Use **Edit > Paste** or the keyboard shortcut *Control+V* or the **Paste** icon.

The result of a paste operation depends on the source of the text to be pasted. If you simply click on the Paste icon, any formatting the text has (such as bold or italics) is retained. Text pasted from Web sites and other sources may also be placed into frames or tables. 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 surrounding text where it is to be pasted, choose:

- **Edit > Paste Special**
- or click the triangle to the right of the **Paste** icon
- or click the **Paste** icon without releasing the left 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. See Figure 3 for an example with text on the clipboard.

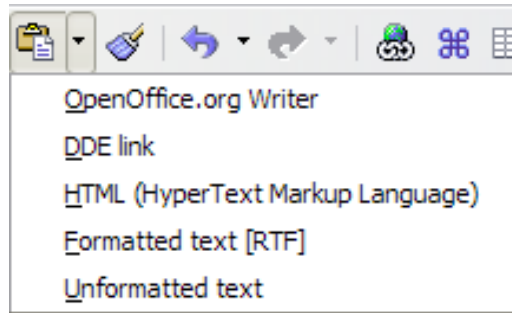


Figure 3: Paste Special menu

This example includes the formatting option *DDE link*. *DDE* is an acronym for Dynamic Data Exchange, a mechanism whereby selected data in document *A* can be pasted into document *B* as a linked, 'live' copy of the original. It would be used, for example, in a report written in Writer containing time-varying data, such as sales results sourced from a Calc spreadsheet. The DDE link ensures that, as the source spreadsheet is updated so is the report, thus reducing the scope for error and reducing the work involved in keeping the Writer document up to date.

Moving paragraphs quickly

With the cursor anywhere in the paragraph:

- 1) Press and hold the *Control+Alt* keys.
- 2) While holding the *Control+Alt* keys down, press 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 in your document. To move more than one paragraph at a time, select at least part of all paragraphs (including the end of the first paragraph you want to move and the start of the last) before pressing the *Control+Alt+arrow* keys.

If you are using Solaris, the key combination is *Control+AltGr+arrow* keys.

Tip

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

Note

In some machines the *Control+Alt+arrow* key combination is reserved for screen flipping. You have to deactivate or assign different key combination for screen flipping (usually through display / graphics adapter settings in your computer) before using this feature.

Finding and replacing text

When looking for certain words in a 3000-word essay, it is inefficient to go through every word manually. Writer has a Find and Replace feature that automates the process of searching for text inside a document.

In addition to finding and replacing words and phrases, you can:

- Use wildcards and regular expressions to fine-tune a search.
- Find and replace specific formatting.
- Find and replace paragraph styles.

To display the Find & Replace dialog box (Figure 4), use the keyboard shortcut *Control+F* or select **Edit > Find & Replace**.

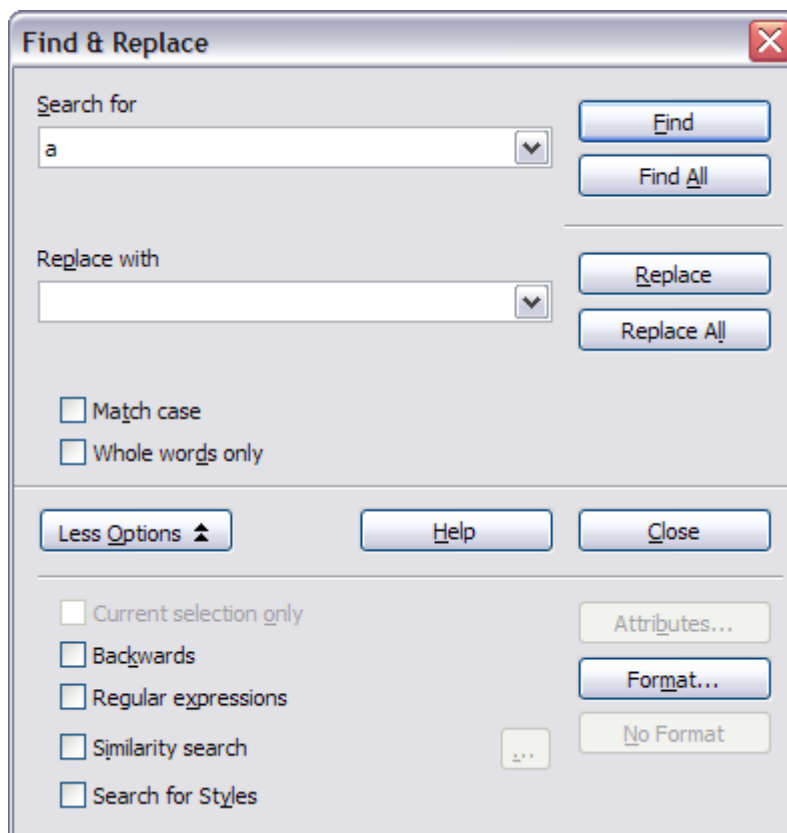


Figure 4: The Find & Replace dialog box

- 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 below for some other choices.)
- 4) When you have set up your search, click **Find**. To replace text, click **Replace** instead.

Tip

If you click **Find All**, Writer selects all instances of the search text in the document. Similarly, if you click **Replace All** button, Writer replaces all matches.

Caution

Use **Replace All** with caution; otherwise, you may end up with some hilarious (and highly embarrassing) mistakes. A mistake with **Replace All** might require a manual, word-by-word search to fix, if not discovered in time to undo.

Use wildcards (regular expressions)

Wildcards (also known as *regular expressions*) are combinations of characters that instruct OOo how to search for something. Regular expressions are very powerful but not very intuitive. They can save time and effort by combining multiple finds into one.

Table 1 shows a few of the regular expressions used by OOo.

Tip

The online help describes many more regular expressions and their uses.

Note

One of the most common mistakes when using regular expressions is to try to search for a character that is defined as a wildcard, such as brackets or dots. If you need to search for such a character, type a backslash (\) before it. This instructs OOo to treat the character following the backslash as a normal character. For example, to find the text \$5.00 (\$ and . are wildcard characters), you would conduct a search using `\$5\.00`.

To use wildcards and regular expressions when searching and replacing:

- 1) On the Find & Replace dialog box, click **More Options** to see more choices. On this expanded dialog box (Error: Reference source not found), select the **Regular expressions** option.

- 2) Type the search text, including the wildcards, in the *Search for* box and the replacement text (if any) in the *Replace with* box. Not all regular expressions work as replacement characters; the line break (\n) is one that does work.
- 3) Click **Find**, **Find All**, **Replace**, or **Replace All** (not recommended).

Table 1. Examples of search wildcards (regular expressions)

To find	Use this expression	Examples and comments
Any single character	.	b.d finds <i>bad</i> , <i>bud</i> , <i>bid</i> , and <i>bed</i> .
Characters at the beginning of a paragraph	^chars	^term
Characters at the end of a paragraph	chars\$	term.\$
One of the specified characters	[xyz]	b[iu]n finds <i>bin</i> and <i>bun</i> .
Any single character in this range	[x-y]	[r-t]eed finds <i>reed</i> , <i>seed</i> , and <i>teed</i> ; ranges must be in alphabetically ascending order.
Any single character except the characters inside the brackets	[^x]	p[^a]st finds <i>post</i> and <i>pest</i> , but not <i>past</i> .
The beginning of a word	\<start	\<log finds <i>logbook</i> and <i>logistics</i> , but not <i>catalog</i> .
The end of a word	end\>	log\> finds <i>catalog</i> , but not <i>logistics</i> .
A paragraph marker	\$	Does not work as a replacement character. Use \n instead.
An empty paragraph	^\$	
A tab character	\t	
A line break	\n	Finds a line break that was inserted with <i>Shift+Enter</i> . When used as a replacement character, it inserts a paragraph marker.

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 box (with **More Options** displayed, as in Figure 4):

- 1) To search for text with specific formatting, enter the text in the *Search for* box. To search for specific formatting only, delete any text in the *Search for* box.
- 2) Click **Format** to display the Text Format (Search) dialog box. The tabs on this dialog box are similar to those on the Paragraph format and Paragraph Style dialog boxes. 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.

- 3) To replace text, enter the replacement text in the *Replace with* box.

To search for specific text with specific formatting (for example, the word **hello** in bold), specify the formatting, put the text in the *Search for* box and leave the *Replace with* box blank.

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 box clears all previously selected formats.

- 4) Click **Find**, **Find All**, **Replace**, or **Replace All**.

Tip

Unless you plan to search for other text using those 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 have suddenly shown up in your document. To quickly change all the paragraphs of one (unwanted) style to another (preferred) style:

- 1) On the expanded Find & Replace dialog box (Figure 4), 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 styles you want to search for and replace.
- 3) Click **Find**, **Find All**, **Replace**, or **Replace All**.

Inserting special characters

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

- 1) Place the cursor in your document where you want the character to appear.
- 2) Click **Insert > Special Character** to open the Special Characters dialog box (Figure 5).
- 3) Select the characters (from any font or mixture of fonts) you wish to insert, in order; then click **OK**. The selected characters are shown in the lower left of the dialog box. As you select each character, it is shown on the lower right, along with the numerical code for that character.

Tip Notice that the characters selected appear in the bottom-left corner of the dialog box.

Note Different fonts include different special characters. If you do not find a particular special character you want, try changing the *Font* selection.

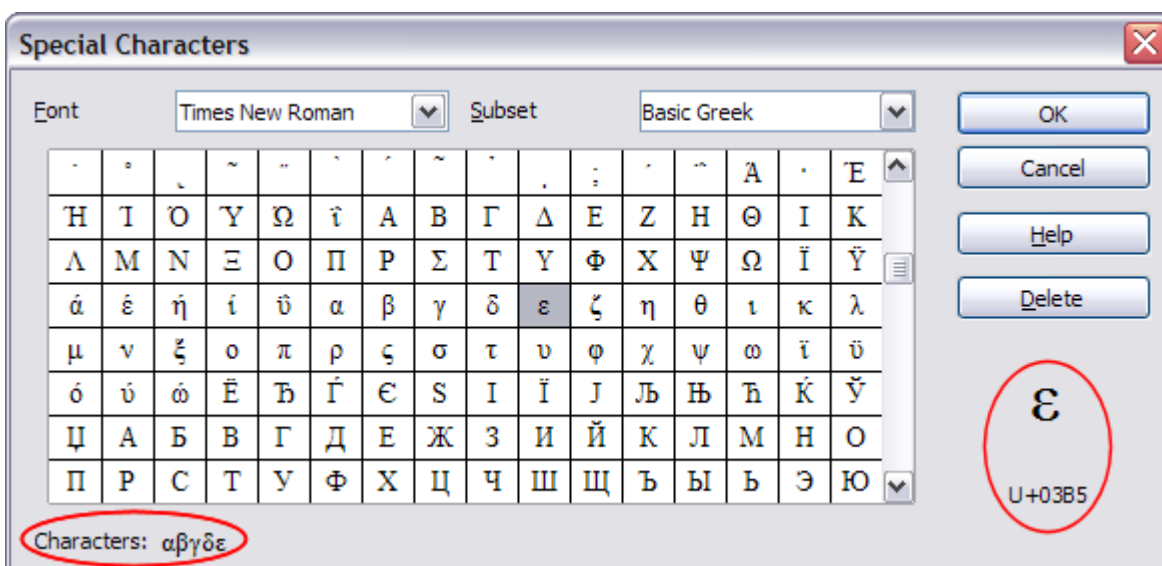


Figure 5: The Special Characters dialog box, where you can insert special characters.

Inserting non-breaking spaces and hyphens

Non-breaking spaces

To prevent two words from being separated at the end of a line, press *Control+spacebar* after the first word.

Non-breaking hyphen

You can use a non-breaking hyphen in cases where you do not want the hyphen to appear at the end of a line, for example in a number such as 123-4567. To insert a non-breaking hyphen, press *Shift+Control+minus sign*.

Inserting dashes

To enter en and em dashes, you can use the *Replace dashes* option under **Tools > AutoCorrect > Options** (Figure 14). This option replaces two hyphens, under certain conditions, with the corresponding dash.

In the following table, the A and B represent text consisting of letters A to z or digits 0 to 9.

Text that you type:	Result
A - B (A, space, minus, space, B)	A – B (A, space, en-dash, space, B)
A -- B (A, space, minus, minus, space, B)	A – B (A, space, en-dash, space, B)
A--B (A, minus, minus, B)	A—B (A, em-dash, B)
A-B (A, minus, B)	A-B (unchanged)
A -B (A, space, minus, B)	A -B (unchanged)
A --B (A, space, minus, minus, B)	A –B (A, space, en-dash, B)

Another means of inserting en or em dashes is through the **Insert > Special Characters** menu. Select the **U+2013** or **U+2014** character, respectively.

A third method uses keyboard shortcuts. These shortcuts vary depending on your operating system.

Tip

You can also record macros to insert en and em dashes and assign those macros to unused key combinations, for example *Ctrl+Shift+N* and *Ctrl+Shift+M*. For more information, see Chapter 17 (Customizing Writer).

Windows

Hold down one of the *Alt* keys and type on the numeric keypad: 0150 for an en dash or 0151 for an em dash. The dash appears when you release the *Alt* key.

Tip

On a keyboard with no numeric keypad, use a *Fn* (*Function*) key combination to type the numbers. (The *Fn* key is usually to the right of the left-hand *Ctrl* key on the keyboard.) For example, on a US keyboard layout, the combination for an en dash should be *Alt+Fn+mjim* and for an em dash it should be *Alt+Fn+mjij*.

Linux

Hold down the *Compose* key and type two hyphens and a period for an en dash, or three hyphens for an em dash. The dash appears when you release the *Compose* key.

Tip

The key that operates as a *Compose* key varies with the Linux distribution. It is usually one of the *Alt* or *Win* keys, but may be another key, and should be user-selectable.

Mac OS X

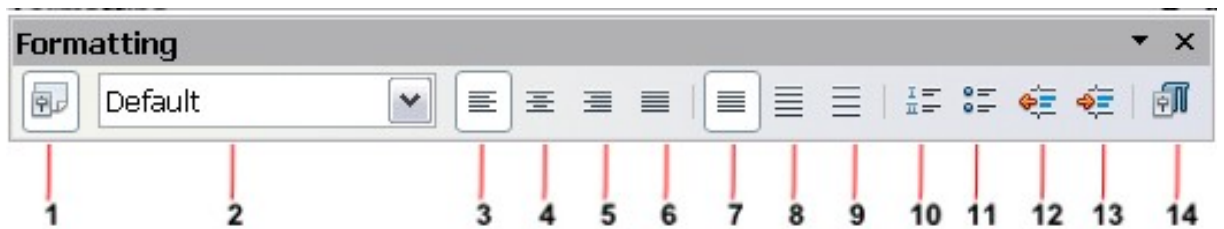
Hold down the *Option* (*Alt*) key and type a hyphen for an en dash. For an em dash, the combination is *Shift+Option+Hyphen*.

Formatting paragraphs

You can apply many formats to paragraphs using the buttons on the Formatting toolbar. Figure 6 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for paragraph formatting.

Tip

It is highly recommended that you use *paragraph styles* rather than manually formatting paragraphs, especially for long or standardized documents. For information on the advantages of styles and how to use them, see Chapters 6 and 7.



- | | | |
|-------------------------------------|---------------------|----------------------------|
| 1 Open Styles and Formatting Window | 5 Align Right | 10 Numbering On/Off |
| 2 Apply Style | 6 Justified | 11 Bullets On/Off |
| 3 Align Left | 7 Line Spacing: 1 | 12 Decrease Indent |
| 4 Centered | 8 Line Spacing: 1.5 | 13 Increase Indent |
| | 9 Line Spacing: 2 | 14 Paragraph format dialog |

Figure 6: Formatting toolbar, showing icons for paragraph formatting

Figure 7 shows examples of the text alignment options.

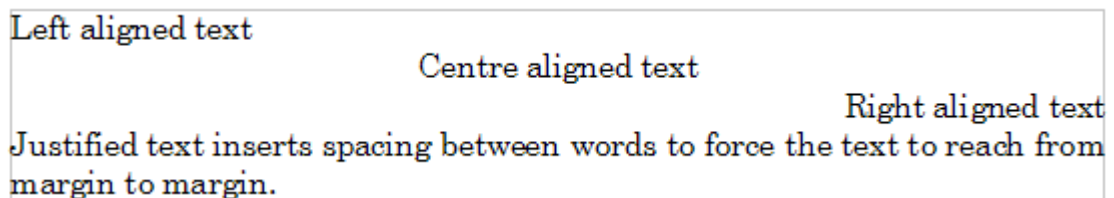


Figure 7: Text alignment options

When using justified text, the last line is by default aligned to the left; however, if so desired, you can also align the last line to the center of the paragraph area or justify it so that spaces are inserted between the words in order to fill the whole line. In the case where the last line consists of a single word, you can also have this word stretched to cover the whole line. Figure 8 shows an example of the effect obtained when setting each of these options.

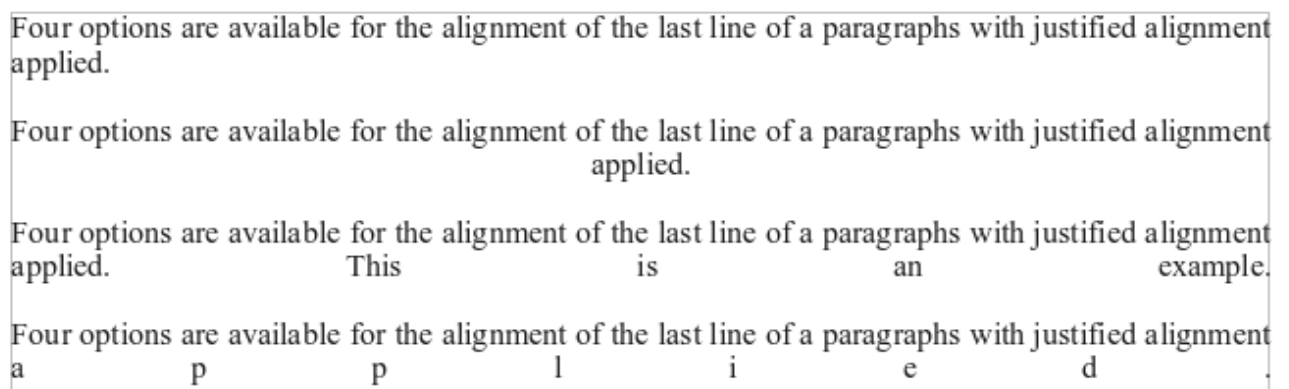


Figure 8: Four choices for the last line of a justified paragraph

These options are controlled in the *Alignment* page of the **Format > Paragraph** dialog box (see Figure 9).

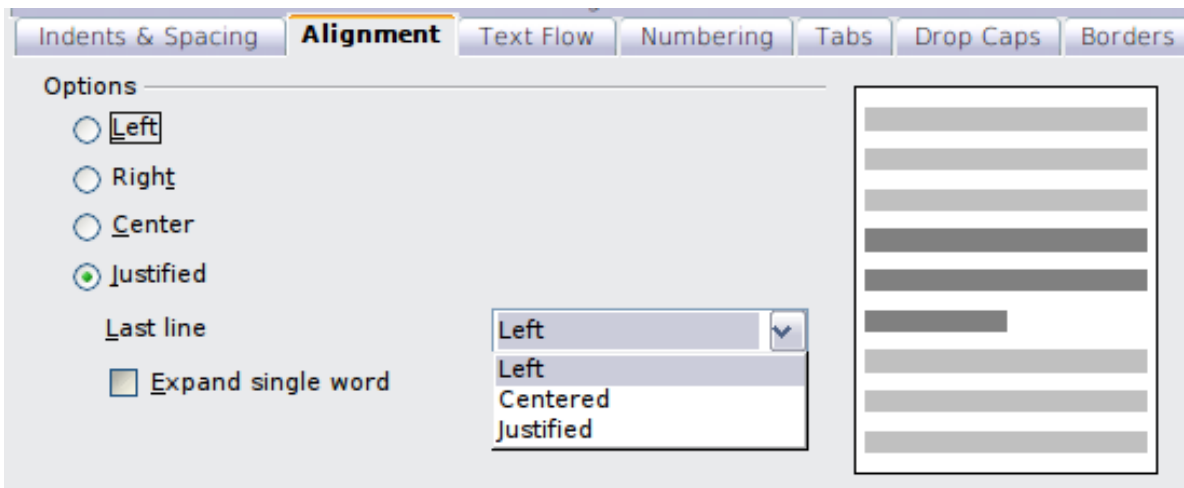


Figure 9: Options for the last line of a justified paragraph

Setting tab stops and indents

The default tab stops affect two things: tabs within paragraphs (as shown in Figure 10) and the indentation of entire paragraphs by using the **Increase Indent** button on the Formatting toolbar.

Using the default tab stops to space out material on a page is not recommended, for two reasons:

- If you use the default tab interval and then send the document to someone who has chosen a different default tab interval, tabbed material will change to use the other person's settings.
- Any changes you make to the default tab stops affect existing default tab stops (in any document you open afterwards) as well as tab stops you insert after making the change.

Both cases may cause a major formatting problem, as illustrated in Figure 10.

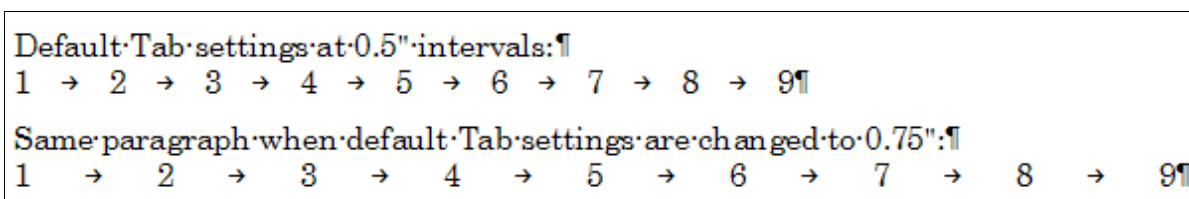


Figure 10: Default tab settings might be different

To avoid these unwanted changes, do not use the default tabs. Instead, define your own tab stops in paragraph styles or individual paragraphs as described in “Defining your own tab stops and indents” on page 18.

Tip

Depending on what you are trying to accomplish a borderless table is often a better choice than using tabs.

To set the measurement unit and the spacing of default tab stops, use **Tools > Options > OpenOffice.org Writer > General**. On this page, make any required changes in the *Settings* section (Figure 11) and click **OK** to save.

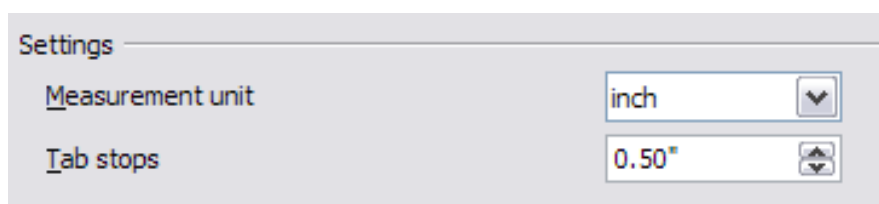


Figure 11: Selecting a measurement unit and default tab stop spacing.

You can also set or change the measurement unit of the ruler itself by right-clicking on the ruler to open a list of units, as shown in Figure 12. Click on one of them to change the ruler to that unit. This change does not affect the measurement unit chosen in the Options.

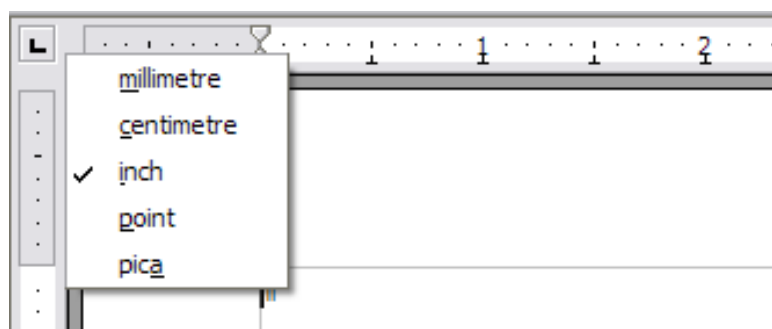


Figure 12: Ruler showing default tab stops

The horizontal ruler shows both the default tab stops and any that you have defined.

Defining your own tab stops and indents

To set your own tab stops for one or more selected paragraphs, use the *Tabs* page of the Paragraph dialog box. To reach this page, you can either:

- Double-click anywhere between the left and right indent icons on the ruler itself to open the *Tabs* page of the Paragraph dialog box, or
- Right-click on the paragraph, choose **Paragraph** from the pop-up menu, and choose the *Tabs* page.

Similarly, you can change the tabs defined in the paragraph style. Right-click on the paragraph, choose **Edit Paragraph Style** from the pop-up menu, and choose the *Tabs* page. See Chapter 7 (Working with Styles) for more information.

To change the indentation of one or more selected paragraphs, use the *Indents & Spacing* page of the Paragraph dialog box. To reach this page, you can either:

- Double-click on a part of the ruler that is not between the left and right indent icons, or
- Right-click on the paragraph, choose **Paragraph** from the pop-up menu, and choose the *Indents & Spacing* page.

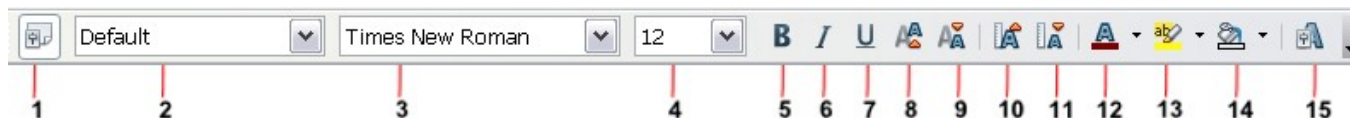
Similarly, you can change the indentation defined in the paragraph style. Right-click on the paragraph, choose **Edit Paragraph Style** from the pop-up menu, and choose the *Indents & Spacing* page. See Chapter 7 (Working with Styles) for more information.

Formatting characters

You can apply many formats to characters using the buttons on the Formatting toolbar. Figure 13 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for character formatting.

Tip

It is highly recommended that you use *character styles* rather than manually formatting characters. For information on styles and how to use them, see Chapters 6 and 7.



1 Open Styles and Formatting Window

2 Apply Style

3 Font Name

4 Font Size

5 Bold

6 Italic

7 Underline

8 Superscript

9 Subscript

10 Increase Font

11 Reduce Font

12 Font Color

13 Highlighting

14 Background Color

15 Open Character Format Dialog

Figure 13: Formatting toolbar, showing icons for character formatting

Tip

To remove manual formatting, select the text and click **Format > Default Formatting** or right-click and select **Default Formatting** from the pop-up menu.

Autoformatting

Writer can be set to automatically format parts of a document according to the choices made on the *Options* page of the AutoCorrect dialog box (**Tools > AutoCorrect > Options**). See Figure 14.

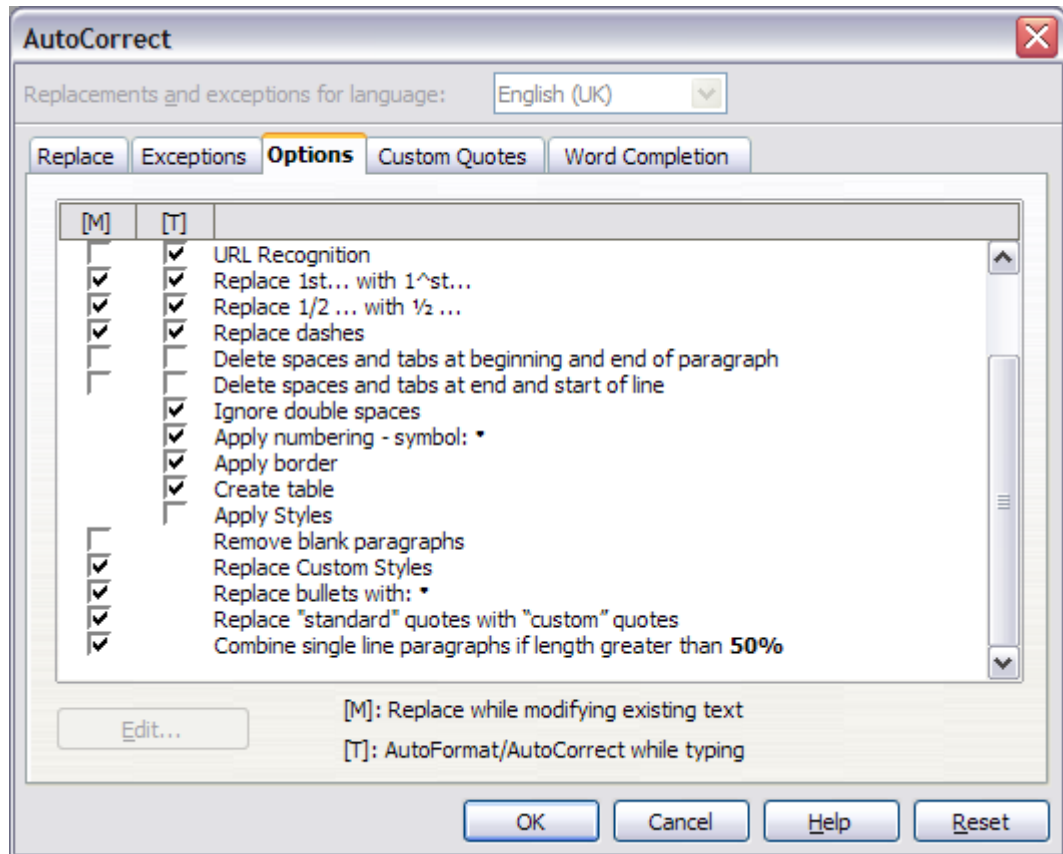


Figure 14: Autoformat choices on the Options page of the AutoCorrect dialog box

The Help describes each of these choices and how to activate the autoformats. Some common unwanted or unexpected formatting changes include:

- Horizontal lines. If you type three or more hyphens (---), underscores (___) or equal signs (===) on a line and then press *Enter*, the paragraph is replaced by a horizontal line as wide as the page minus any indentation of the preceding paragraph of which the line is the lower border.
- Bulleted and numbered lists. A bulleted list is created when you type a hyphen (-), asterisk (*), or plus sign (+), followed by a space or tab at the beginning of a paragraph. A numbered list is created when you type a number followed by a period (.), followed by a space or tab at the beginning of a paragraph. Automatic numbering is only applied to paragraphs formatted with the *Default*, *Text body* or *Text body indent* paragraph styles.

Tip

If you notice unexpected formatting changes occurring in your document, this is the first place to look for the cause.

To turn autoformatting on or off, go to **Format > AutoFormat** (Figure 15) and select or deselect the items on the submenu.

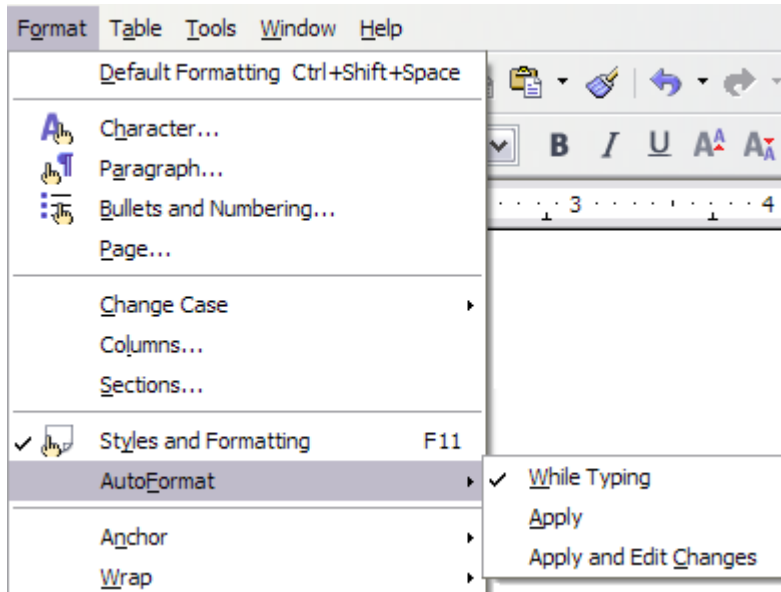


Figure 15: Turning autoformatting on or off

- **While Typing** automatically formats the document while you type.
- If **While Typing** is deselected, you can select **Apply** to automatically format the file.
- **Apply and Edit Changes** automatically formats the file and then opens a dialog box where you can accept or reject the changes.

Creating numbered or bulleted lists

There are several ways to create numbered or bulleted lists:

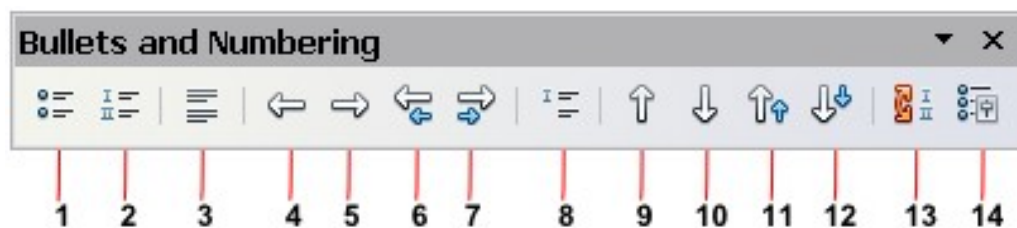
- Use autoformatting, as described above.
- Use list styles, as described in Chapter 7 (Working with Styles).
- Use the **Numbering** and **Bullets** icons on the paragraph formatting toolbar (see Figure 6). This last method is described here.

To produce a numbered or bulleted list, select the paragraphs in the list and then click on the appropriate icon on the toolbar.

Note It is a matter of personal preference whether you type your information first, then apply Numbering/Bullets or apply these as you type.

Using the Bullets and Numbering toolbar

You can create a nested list (where one or more list items has a sublist under it, as in an outline) by using the buttons on the *Bullets and Numbering* toolbar (Figure 16). You can move items up or down the list, create subpoints, and even change the style of bullets.



- | | | |
|--|--|-----------------------------------|
| 1 Bullets On/Off | 7 Move Down (One Level) with Sub-points | 12 Move Down in Sub-points |
| 2 Numbering On/Off | 8 Insert Unnumbered Entry | 13 Restart Numbering |
| 3 Numbering Off | 9 Move Up | 14 Bullets and Numbering |
| 4 Up One Level | 10 Move Down | |
| 5 Down One Level | 11 Move Up in Sub-points | |
| 6 Move Up (One Level) with Sub-points | | |

Figure 16: Bullets and Numbering toolbar

Tip It is possible to move a list entry up, together with all of its sub-entries. Do this by clicking the **Promote One Level With Subpoints** button.

If you create a nested list using the predefined styles, all the levels of the list (up to 10) apply the same numbering (or bullet), however in many circumstances you will want to use a combination of numbering formats and bullets when creating nested lists. Such lists with a mixture of numbering formats and bullets can be easily configured as described in the following example. Additional information on lists and in particular the technique to create your own list style is described in Chapter 7 (Working with Styles).

When creating nested lists one option is to enter all the list paragraphs first and apply the levels afterwards.

You can use keyboard shortcuts to move paragraphs up or down the outline levels. Place the cursor at the beginning of the numbered paragraph and press:

Tip

Tab Down a level

Shift+Tab Up a level

To insert a tab stop at the beginning of a numbered paragraph (that is, after the number but before the text), press

Control+Tab.

Example: configuring a nested list

We will use a numbering style to produce the following effect:

- I. Level-1 list item
 - A. Level-2 list item
 - i. Level-3 list item
 - a) Level-4 list item

This example uses one of the supplied styles, *Numbering 1*, however if you intend to reuse this type of nested list you can also create a new style as illustrated in Chapter 7 (Working with Styles).

- 1) Create the first item and apply the *Numbering 1* style from the Styles and Formatting window.
- 2) Select **Format > Bullets and Numbering** to open the dialog that controls the appearance of the list.
- 3) Go to the *Outline* page (Figure 17), where you will find that one style matches our requirements. Click once on that style.
- 4) To modify the layout of the list, use the *Options* tab (Figures 18 and 19). Notice that the preview on the right shows the outline selected. In the *Level* box on the left, select **1**, then **2**, **3**, and **4** and see how the information in the *Numbering* and *After* boxes changes.

Use the *Options* page to set different punctuation; for example, a period (full stop) after “a” on level 4 instead of a parenthesis.

To make the indentation at each level greater or less than the default, change it on the *Position* page. Select the level, then make any changes in the indentation, spacing, or numbering alignment.

- 5) Repeat for each level as required, then click **OK**.

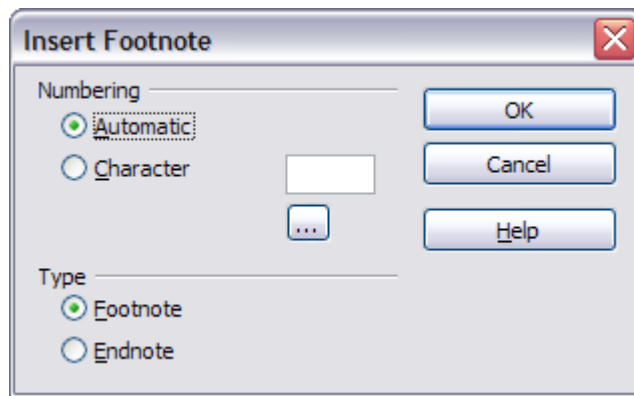


Figure 21: Inserting a footnote directly

If you use the **Insert Footnote Directly** or **Insert Endnote Directly** icon, the footnote or endnote automatically takes on the attributes previously defined in the Footnote Settings dialog box (Figure 22).

You can edit an existing footnote or endnote the same way you edit any other text.

To delete a footnote or endnote, delete the footnote marker. The contents of the footnote or endnote are deleted automatically, and the numbering of other footnotes or endnotes is adjusted automatically.

Defining the format of footnotes/endnotes

To format the footnotes themselves, click **Tools > Footnotes**. On the Footnote Settings dialog box (Figure 22), choose settings as required. The *Endnotes* page has similar choices.

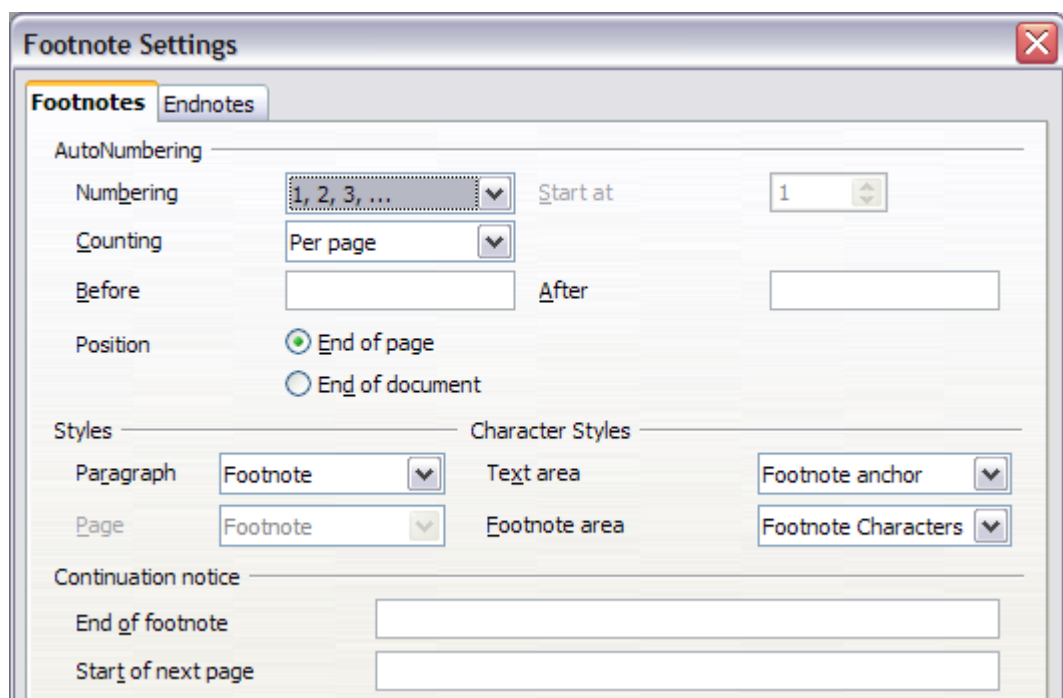




Figure 22: Defining footnote formatting

To define the characteristics of the character styles *Footnote anchor*, *Footnote characters*, and so on, see Chapter 7 (Working with Styles).

Checking spelling

Writer provides a spelling checker, which can be used in two ways.

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

 To perform a separate spelling check on the document (or a text selection) click the **Spelling and Grammar** button. This checks the document or selection and opens the Spelling dialog box (Figure 23) if any misspelled words are found.

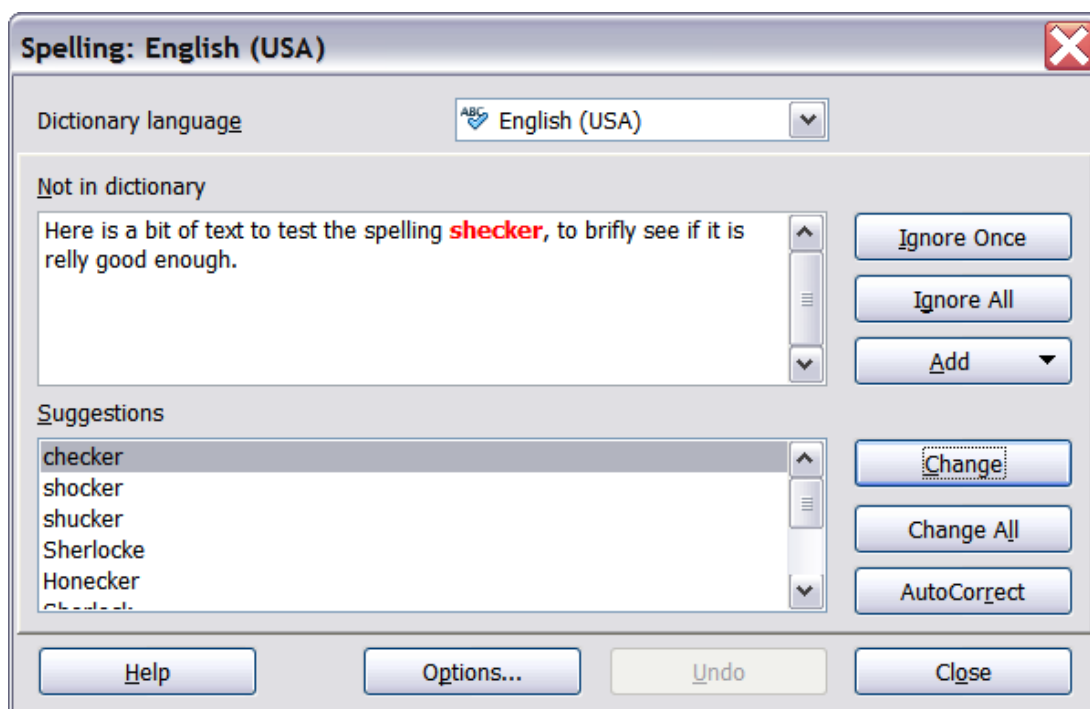


Figure 23: The Spelling dialog box

Here are some more features of the spelling checker:

- You can right-click on a word with a wavy underline, to open a powerful context menu. If you select from the suggested words on the menu, the selection will replace the misspelled word in your text. Other menu options are discussed below.
- You can change the dictionary language (for example, Spanish, French, or German) on the Spelling dialog box.
- You can add a word to a dictionary. Click **Add** in the Spelling dialog box and pick the dictionary to add it to.

- The **Options** dialog box of the Spelling tool has a number of different options such as whether to check uppercase words and words with numbers. Here you can also manage custom dictionaries, that is, add or delete dictionaries and add or delete words in a dictionary.

Using language tools

OOo provides some tools that make your work easier if you mix multiple languages within the same document or write documents in various languages.

You can set the language for the whole document, individual paragraphs, or even individual words and characters. In versions earlier than OOo 3.0 it was necessary to use styles in order to insert within a document paragraphs or individual groups of characters that use a different language, while now this can be conveniently done from the main menu.

Tip

Using character and paragraph styles is still the preferred method, as styles allow a greater level of control and make changing language much faster. See Chapter 7 (Working with Styles) for information on how to manage the language settings of a style.

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 Autocorrect replacement tables, thesaurus, and hyphenation rules.

The language tools can be found in **Tools > Languages** on the main menu, as shown in Figure 24.

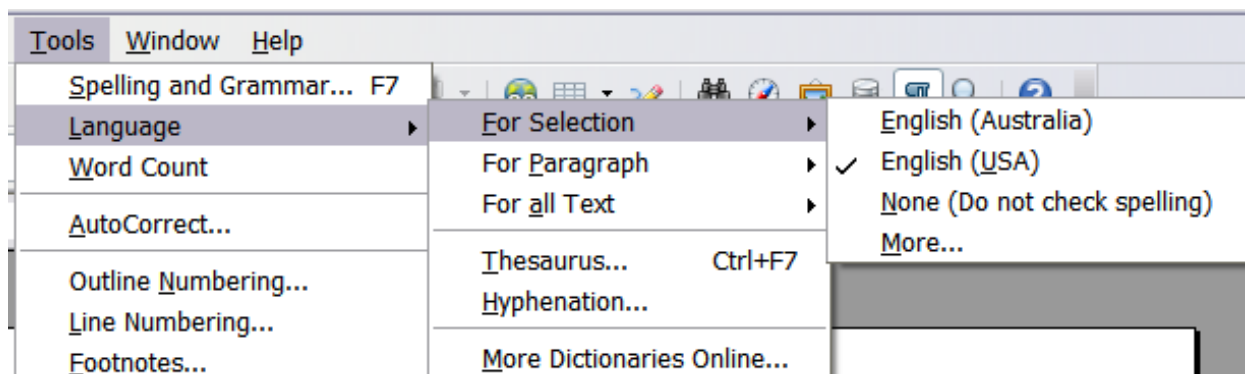


Figure 24: The Language menu

The following options are available:

- **For selection:** select this option to apply a specified language to the selected text (the selection can comprise only a few characters or several paragraphs).
- **For paragraph:** select this option to apply the specified language to the paragraph where the cursor is located.
- **For all text:** select this option to apply the specified language to all the document.

An alternative way to the menu above that allows you to change the language of a whole document is the use of **Tools > Options > Language Settings > Languages**. In the *Default languages for documents* section of the options dialog (Figure 25) you can choose a different language for all the text.

Caution



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 OoO 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.


Spelling checking is available only for those languages in the list which have the symbol  next to them. If you do not see the symbol next to your preferred language, you can install the additional dictionary using **Tools > Languages > More dictionaries online**.



Figure 25: Options available in the Languages settings

The language used for checking spelling is also shown in the status bar, next to the page style in use.

You can also configure the language for a paragraph or a group of characters as **None**. This option is particularly useful in the case where you insert in the document text that you do not want to spellcheck, such as web addresses or programming language snippets.

Using the thesaurus

The thesaurus offers alternative words and phrases. Select the word or phrase you want to find alternatives for and select **Tools > Language > Thesaurus** or press *Control+F7*. Click on a meaning to show alternative words and phrases for that meaning of the word. For example, when given the word “house”, the thesaurus offers several meanings, including “dwelling”, “legislature”, and “sign of the zodiac”. If you click on “dwelling”, you will see “dwelling”, “home”, “domicile”, “abode”, and other alternatives, as shown in Figure 26.

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

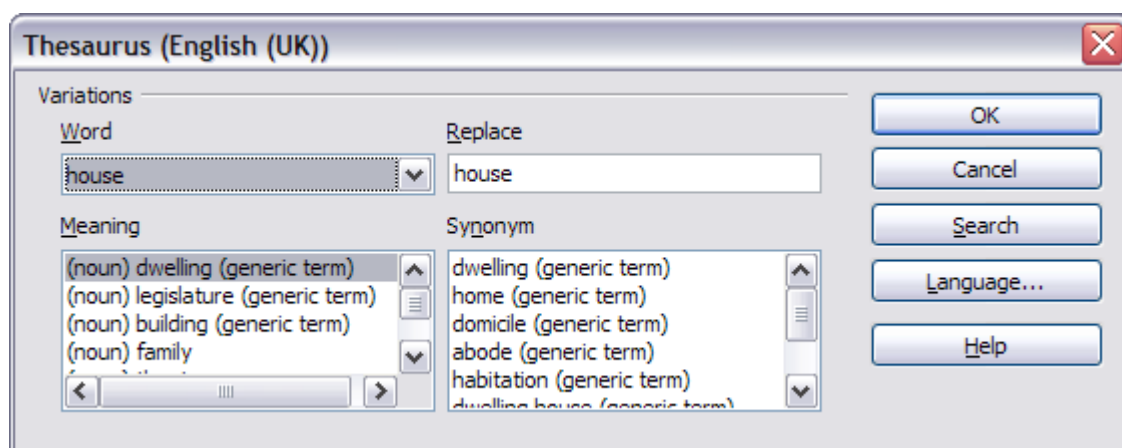


Figure 26: The thesaurus offers alternatives to words

Hyphenating words

To turn automatic hyphenation of words on or off:

- 1) Press *F11* to open the Styles and Formatting window (Figure 27).

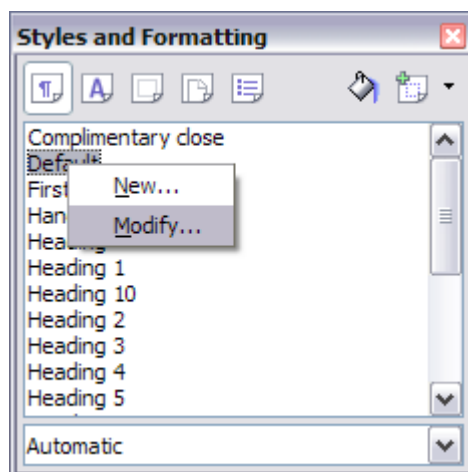


Figure 27: Modifying a style

- 2) On the *Paragraph Styles* page of the Styles and Formatting window, right-click on **Default** and select **Modify**.
- 3) On the Paragraph Style dialog box, select the **Text Flow** tab (Figure 28).
- 4) Under *Hyphenation*, select or deselect the **Automatically** option.
- 5) Click **OK** to save.

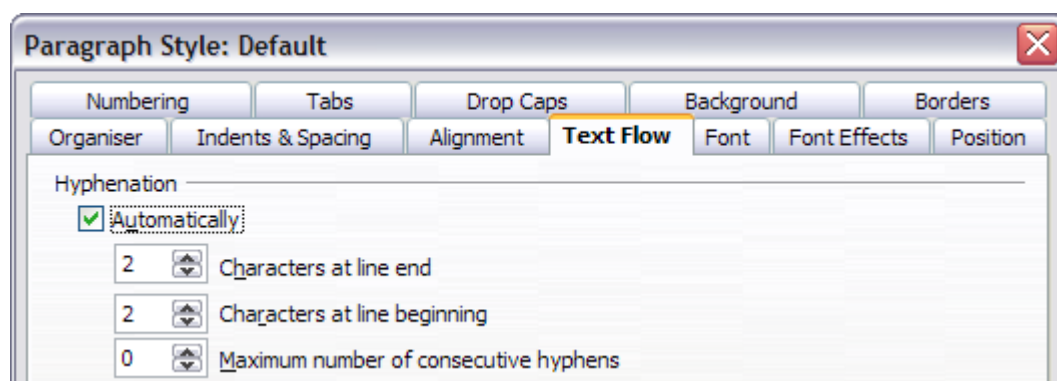


Figure 28: Turning on automatic hyphenation

Note

Turning on hyphenation for the *Default* paragraph style affects all other paragraph styles that are based on *Default*. You can individually change other styles so that hyphenation is not active; for example, you might not want headings to be hyphenated. Any styles that are not based on *Default* are not affected. For more on paragraph styles, see Chapter 6 (Introduction to Styles) and Chapter 7 (Working with Styles).

You can also set hyphenation choices through **Tools > Options > Language Settings > Writing Aids**. In *Options*, near the bottom of the dialog box, scroll down to find the hyphenation settings (see Figure 29).

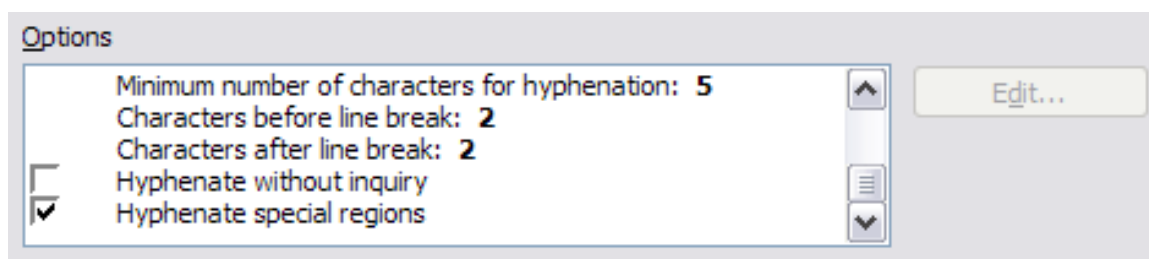


Figure 29: Setting hyphenation options

To change the minimal 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 box will open where 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 box are effective only if hyphenation is turned on through paragraph styles.

Note Choices on the Writing Aids dialog box for “characters before line break” and “characters after line break” override settings in paragraph styles for “characters at line end” and “characters at line begin”.

To enter a conditional hyphen inside a word, press *Control+minus sign*. The word is hyphenated at this position when it is at the end of the line, even if automatic hyphenation for this paragraph is switched off.

Using AutoCorrect

Writer’s AutoCorrect function has a long list of common misspellings and typing errors, which it corrects automatically. For example, “hte” will be changed to “the”. Select **Tools > AutoCorrect** to open the AutoCorrect dialog box. There you can define what strings of text are corrected and how. In most cases, the defaults are fine.

Tip AutoCorrect is automatically turned on. To turn it off, uncheck **Format > AutoFormat > While Typing**.

- To stop Writer replacing a specific spelling, use **Tools > AutoCorrect > Replace**, highlight the word pair and click **Delete**.
 - To add a new spelling to correct, type it into the *Replace* and *With* boxes and click **New**.
 - See the different pages of the dialog box for the wide variety of other options available to fine-tune AutoCorrect.
-

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

Using 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.

Tip Many people prefer not to use Word Completion. If you do not want to use it, select **Tools > AutoCorrect > Word Completion** and deselect **Enable word completion**.

You can customize word completion from the **Tools > AutoCorrect > Word Completion** page (Figure 30).

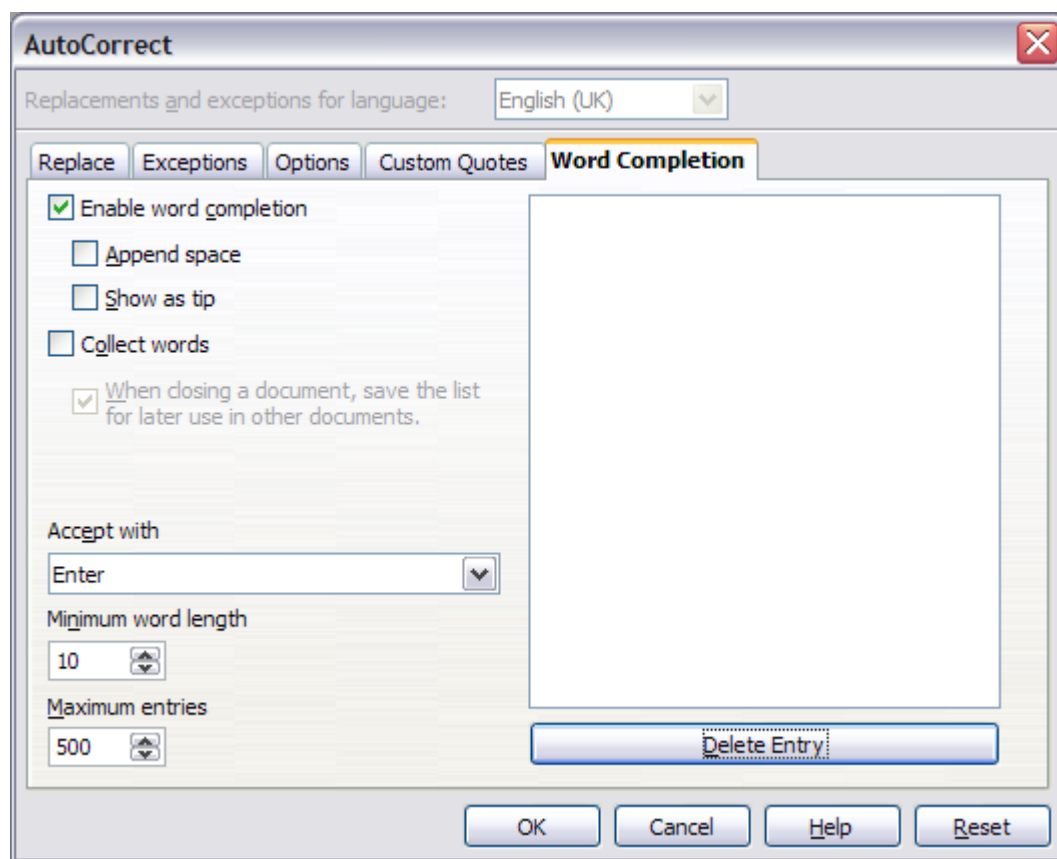


Figure 30: Customizing word completion

- Add (append) a space automatically after an accepted word.
- Show the suggested word as a tip (hovering over the word) rather than completing the text as you type.
- Change the maximum number of words remembered for word completion and the length of the smallest words to be remembered.
- 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*.

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

Using AutoText

AutoText allows you to assign text, tables, graphics, and other items to a key combination. For example, rather than typing “Senior Management”, you just have to type “sm” and press *F3*. Or you can save a formatted Tip (like the one on this page) as AutoText 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 **Edit > AutoText** (or press *Control+F3*).
- 4) Enter 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 box and select **New (text only)** from the menu.
- 6) Click **Close** to return to your document.

To insert AutoText, type the shortcut and press *F3*.

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.

AutoText is especially powerful when assigned to fields. See Chapter 14 (Working with Fields) for more information.

Line numbering

Line numbering puts line numbers in the margin. The line numbers are displayed on screen and are printed. Figure 31 shows an example with numbering on every line.

Click **Tools > Line Numbering** and select the **Show numbering** option in the top left corner. Then click **OK**.

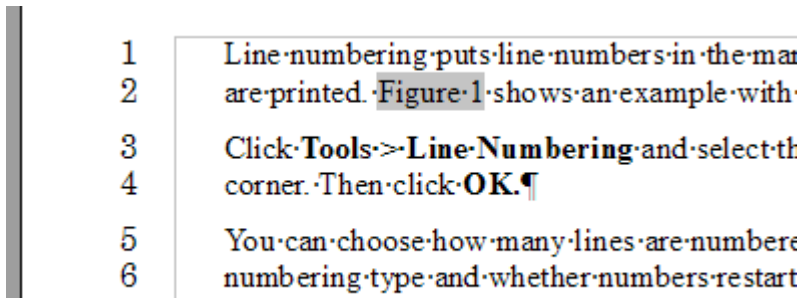


Figure 31: Line numbering example

You can choose how many lines are numbered (for example, every line or every tenth line), the numbering type and whether numbers restart on each page. In addition, a text separator (any text you choose) can be set on a different numbering scheme (one every 12 lines, for example).

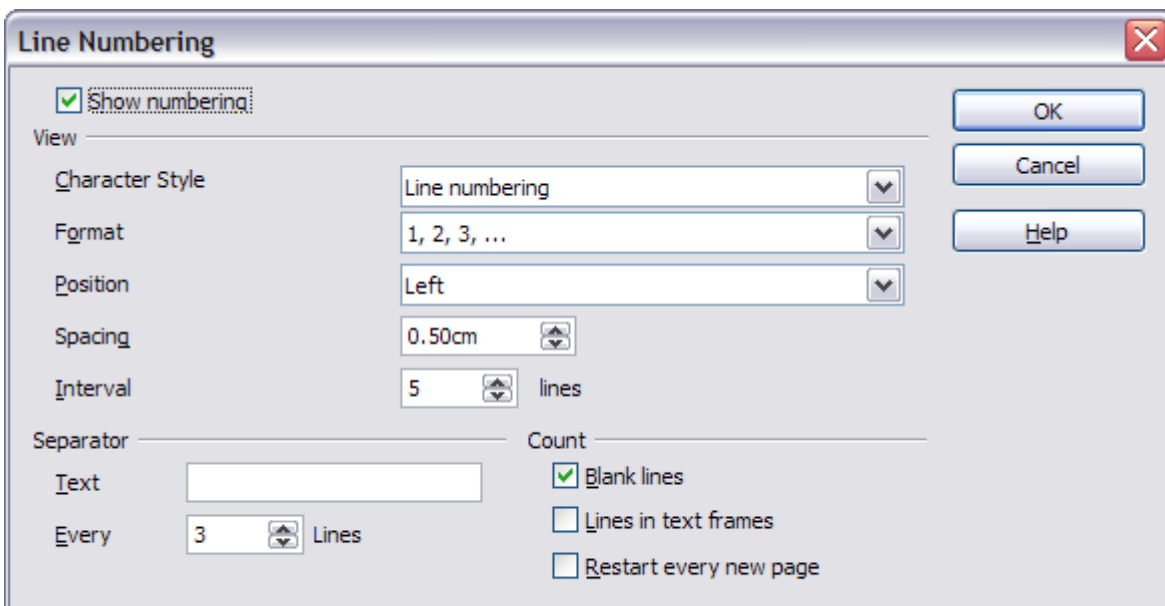



Figure 32: The Line Numbering dialog box

Undoing and redoing changes

To undo the most recent change, press *Control+Z*, click the **Undo** icon  on the Standard toolbar, or select **Edit > Undo** from the menu bar. The Edit menu shows the latest change that can be undone.

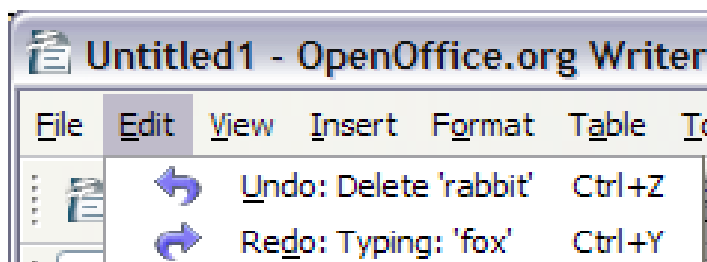


Figure 33: Edit > Undo last action

Click the small triangle to the right of the **Undo** icon to get a list of all the changes that can be undone (Figure 34). You can select multiple changes and undo them at the same time.

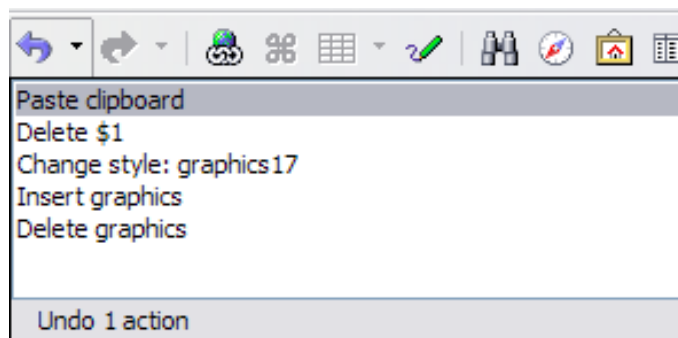



Figure 34: List of actions that can be undone

After changes have been undone, **Redo** becomes active. To redo a change, select **Edit > Redo**, or press *Control+Y* or click on the Redo icon . As with Undo, click on the triangle to the right of the arrow to get a list of the changes that can be reapplied.

To modify the number of changes OpenOffice.org remembers, select **Tools > Options > OpenOffice.org > Memory** and change *Undo: Number of steps*. Be aware that asking Oo to remember more changes makes it consume more memory.

Tracking changes to a document

You can use several methods to keep track of changes made to a document.

- Make your 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 you made. Click **Edit > Compare Document**. This technique is particularly useful if you are the only person working on the document, as it avoids the increase in file size and complexity caused by the other methods.
- Save versions that are stored as part of the original file. However, this method can cause problems with documents of nontrivial size or complexity, especially if you save a lot of versions. Avoid this method if you can.
- Use Writer's change marks (often called "redlines" or "revision marks") to show where you have added or deleted material or changed formatting. Later, you or another person can review and accept or reject each change.

Tip

Not all changes are recorded. For example, changing a tab stop from align left to align right and changes in formulas (equations) or linked graphics are not recorded.

Preparing a document for review

When you send a document to someone else to review or edit, you may want to prepare it first so that the editor or reviewer does not have to remember to turn on the revision marks. After you have protected the document, any user must enter the correct password in order to turn off the function or accept or reject changes.

- 1) Open the document. To check whether it contains multiple versions, click **File > Versions**. If multiple versions are listed, save the current version as a separate document with a different name and use this new document as the review copy.
- 2) With the review copy open, make sure that change recording is turned on. The **Edit > Changes > Record** menu item has a check mark next to it when recording is turned on.
- 3) Click **Edit > Changes > Protect Records**. On the Enter Password dialog box, type a password (twice) and click **OK**.

Note

Passwords must contain at least five characters. It is not necessary to password protect the document while preparing it for review.

Recording changes

See Chapter 2 (Setting up Writer) for instructions on setting up how your changes will be displayed.

- 1) To begin tracking (recording) changes, click **Edit > Changes > Record**. To show or hide the display of changes, click **Edit > Changes > Show**.

Tip

Hold the mouse pointer over a marked change; you will see a *Help Tip* showing the type of change, the author, date, and time of day for the change. If *Extended Tips* are enabled, you will also see any comments recorded for this change.

- 2) To enter a comment on a marked change, place the cursor in the area of the change and then click **Edit > Changes > Comment**. (See Figure 35.) In addition to being displayed as an extended tip, the comment is also displayed in the list in the Accept or Reject Changes dialog box.

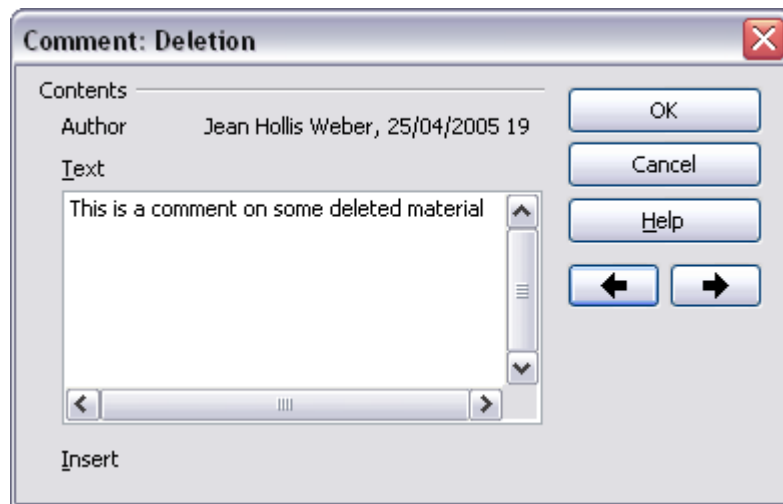


Figure 35: Inserting a comment during change recording

To move from one marked change to the next, use the arrow buttons. If no comment has been recorded for a change, the *Text* field is blank.

Tip See also “Inserting notes” on page 40 for a way to annotate text that is not associated with a recorded change.

- 3) To stop recording changes, click **Edit > Changes > Record** again.

Accepting or rejecting changes and comments

- 1) Click **Edit > Changes > Accept or Reject**. The Accept or Reject Changes dialog box (Figure 36) opens.
- 2) When you select a change in the dialog box, the actual change is highlighted in the document, so you can see what the editor changed.
- 3) Click **Accept** or **Reject** to accept or reject the selected change. You can also click **Accept All** or **Reject All** if you do not want to review the changes individually.

Changes that have not yet been accepted or rejected are displayed in the list. Accepted changes are removed from the list and appear in the text without any marking.

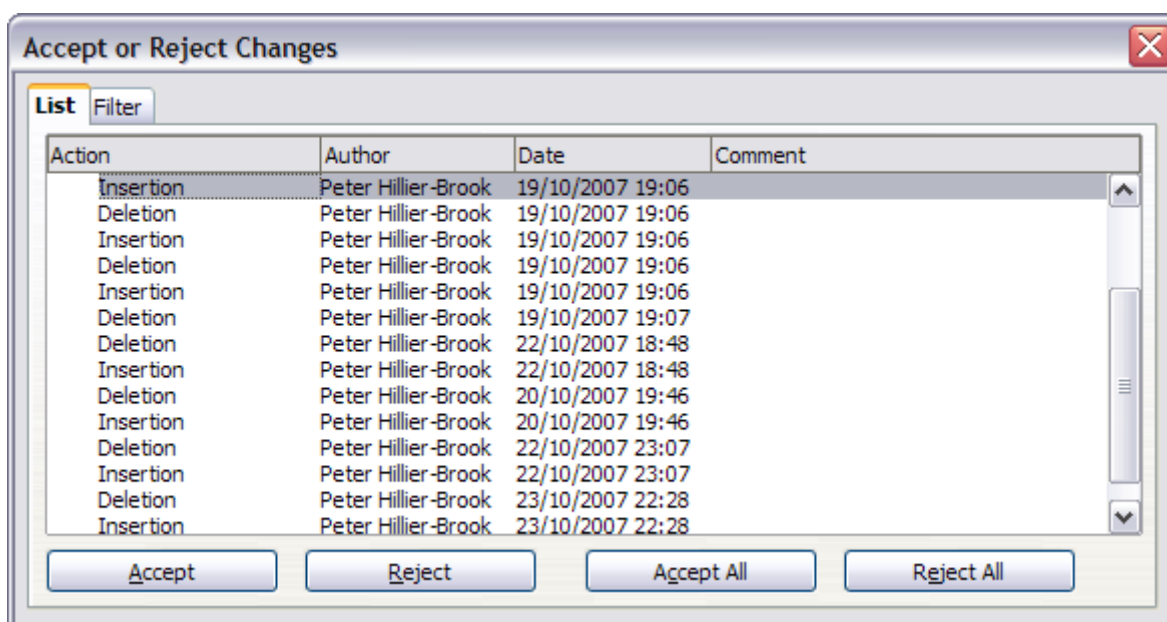


Figure 36: The List tab of the Accept or Reject Changes dialog box

To show only the changes of certain people or only the changes on specific days or various other restrictions, use the *Filter* page (Figure 37) on the Accept or Reject Changes dialog box. After specifying the filter criteria, return to the *List* page to see those changes that meet your criteria.

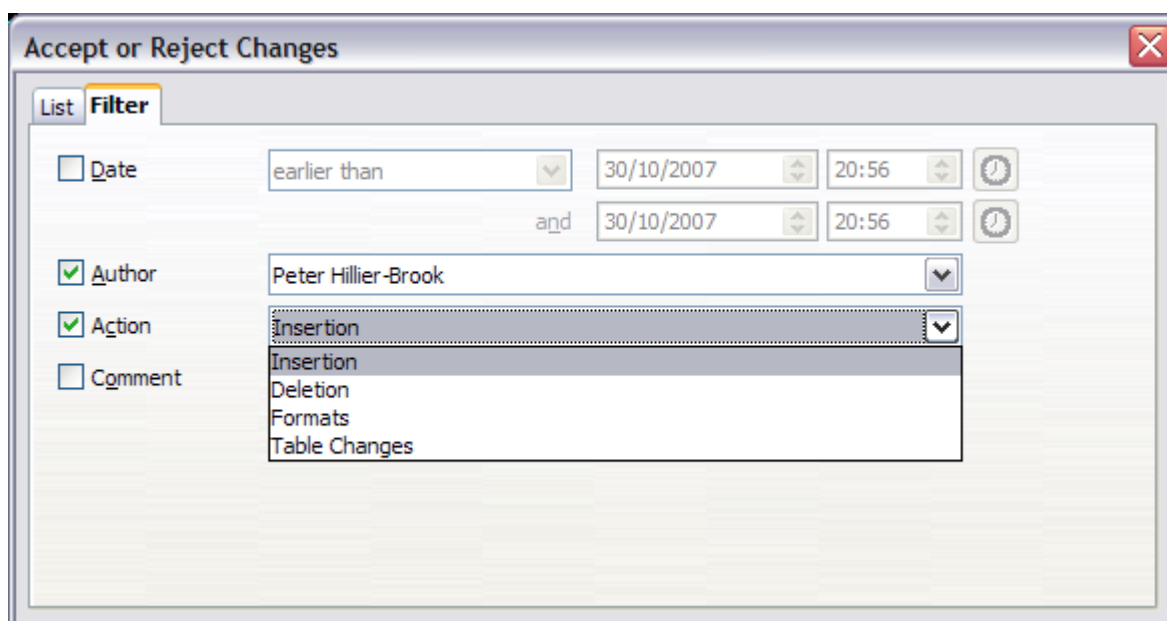


Figure 37: The Filter page of the Accept or Reject Changes dialog box

Merging modified documents

The processes discussed to this point are effective when you have one reviewer at a time. Sometimes, however, multiple reviewers all return edited versions of a document at the same time. In this case, it may be quicker to review all of these changes at once, rather than one review at a time. For this purpose, you can merge documents in Writer.

To merge documents, all of the edited documents need to have recorded changes in them.

- 1) Open one copy.
- 2) Click **Edit > Changes > Merge Document** and select and insert another copy of the document to be merged with the first.
- 3) After the documents merge, the Accept or Reject Changes dialog box opens, as in Figure 36, showing changes by more than one reviewer. If you want to merge more documents, close the dialog box and then repeat step 2.
- 4) Repeat until all copies are merged.

All recorded changes are now included in the open copy. Save this file under another name.

Comparing documents

Sometimes reviewers may forget to record the changes they make. This is not a problem with Writer because you can find the changes if you compare documents.

In order to compare documents, you need to have the original document and the one that is edited. To compare them:

- 1) Open the edited document. Select **Edit > Compare Document**.
- 2) The Insert dialog box appears. Select the original document and click **Insert**.

Writer finds and marks the changes and displays the Accept or Reject Changes dialog box. From this point, you can go through and accept or reject changes procedure as described earlier.

Inserting notes

During the review process you may want to insert annotations in the text either for your own benefit or for the benefit of the other reviewers. The use of notes in a Writer document has been vastly improved in OOo3. Unlike the previous versions where notes were

identified by small yellow marks and somewhat difficult to read, notes are now displayed at the side of the page and color-coded according to the user who created them.

To insert a note in the text, place the cursor in the place the note refers to and select **Insert > Note** or press *Ctrl + Alt + N*. The anchor point of the note is connected by a dotted line to a box on the right-hand side of the page where you can type the text of the note. OOo automatically adds at the bottom the author of the note as well as a time stamp indicating when the note was created. Figure 38 shows an example of text with notes from two different authors.

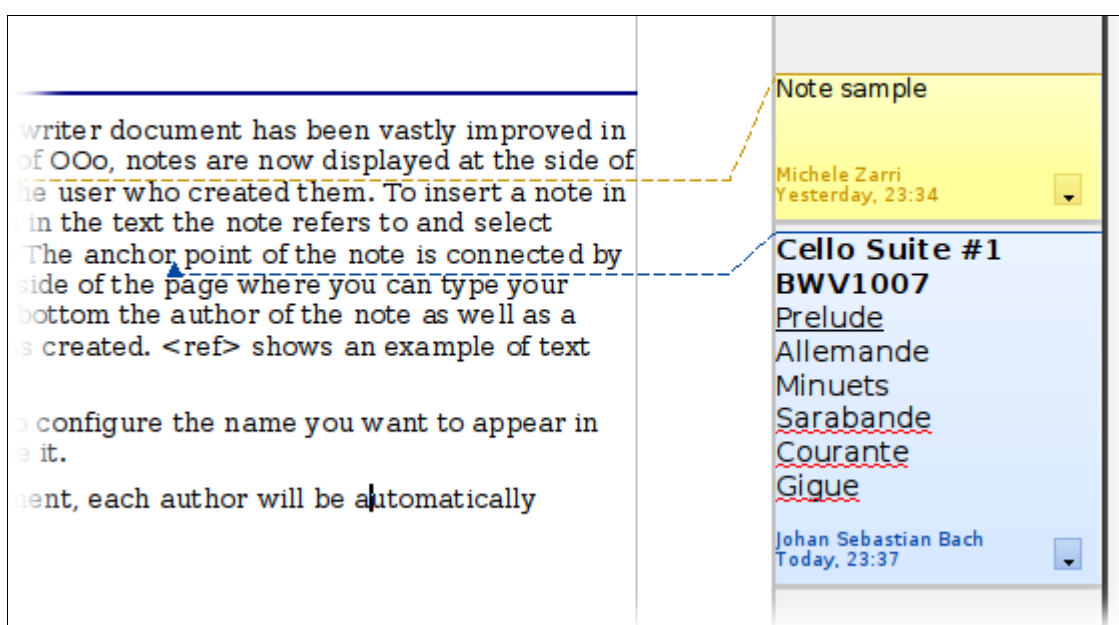


Figure 38: Notes in OOo 3

Select **Tools > Options > User Data** to configure the name you want to appear in the Author field of the note, or to change it.

If more than one person edits the document, each author is automatically allocated a different background color.

Right-clicking on the note pops up a menu where you can delete the current note, all the notes from the same author, or all the notes in the document. From this menu, you can also apply some basic formatting to the notes text. You can also change font type, size, and alignment from the main menu.

To navigate from one note to the other, open the Navigator (*F5*), expand the Notes section, and click on the note text to move the cursor to the anchor point of the note in the document. Right-click on the note to quickly edit or delete it.

You can also navigate the notes using the keyboard. Use *Ctrl+Alt+Page Down* to move to the next note and *Ctrl+Alt+Page Up* to move to the previous note.

Linking to another part of a document

If you type in references to other parts of the document, those references can easily get out of date if you reorganize the order of topics, add or remove material, or reword a heading, OOO provides three ways to ensure that your references are up to date, by inserting links to other parts of the same document or to a different document.

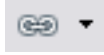
- Hyperlinks
- Cross-references
- Bookmarks

The first two methods have the same result if you *Control+click* the link when the document is open in OOO: you are taken directly to the cross-referenced item. However, they also have two major differences:

- The text in a hyperlink does **not** automatically update if you change the text of the linked item (although you can change it manually), but changed text does automatically update in a cross-reference.
- When using a hyperlink, you do not have a choice of the content of the link (for example text or page number), but when using a cross-reference, you do have several choices, including bookmarks.

Using hyperlinks

To insert a cross-reference as a hyperlink in your document, use the Navigator:

- 1) Open the documents containing the items you want to cross-reference.
- 2) Open the Navigator (by clicking its icon, choosing **Edit > Navigator**, or pressing *F5*).
- 3) Click the arrow next to the **Drag Mode** icon  and select **Insert as Hyperlink**.
- 4) In the list at the bottom of the Navigator, select the document containing the item that you want to cross-reference.
- 5) In the Navigator list, select the item that you want to insert as a hyperlink.

- 6) Drag the item to where you want to insert the hyperlink in the document. The name of the item is inserted in the document as an active hyperlink.

Using cross-references

To ensure that references update if you reword a heading, caption, or other linked item, use automatic cross-references. See “Using automatic cross-references” in Chapter 14 (Working with Fields) for details.

Using bookmarks

Bookmarks are listed in the Navigator and can be accessed directly from there with a single mouse click. In HTML documents, bookmarks are converted to anchors that you can jump to by hyperlink. For more about bookmarks, see “Using bookmarks” in Chapter 14 (Working with Fields).


Working with hyperlinks

When you type text (such as a website address or URL) that can be used as a hyperlink, and then type a space, OOO formats the URL automatically, creating the hyperlink and applying to the text a color and underlining. If this does not happen, you can enable this feature using **Tools > AutoCorrect > Options** and selecting the **URL Recognition** option.

Tip

If you do not want OOO to convert a specific URL to a hyperlink, select **Edit > Undo Insert** from the menu bar or press *Control+Z* immediately after the formatting has been applied. To change the color of hyperlinks, go to **Tools > Options > OpenOffice.org > Appearance**, scroll to *Unvisited links* and/or *Visited links*, select those options, pick the new colors and click **OK**. Caution: this will change the color for *all* hyperlinks in *all* components of OpenOffice.org—this may not be what you want. In Writer and Calc, you can also change the *Internet link* character style or define and apply new styles to selected links.

Inserting hyperlinks

You can also insert and modify links using the Hyperlink dialog (Figure 39). To display the dialog, click the **Hyperlink** icon  on the Standard

toolbar or select **Insert > Hyperlink** from the menu bar. To turn existing text into a link, highlight it before opening the Hyperlink dialog.

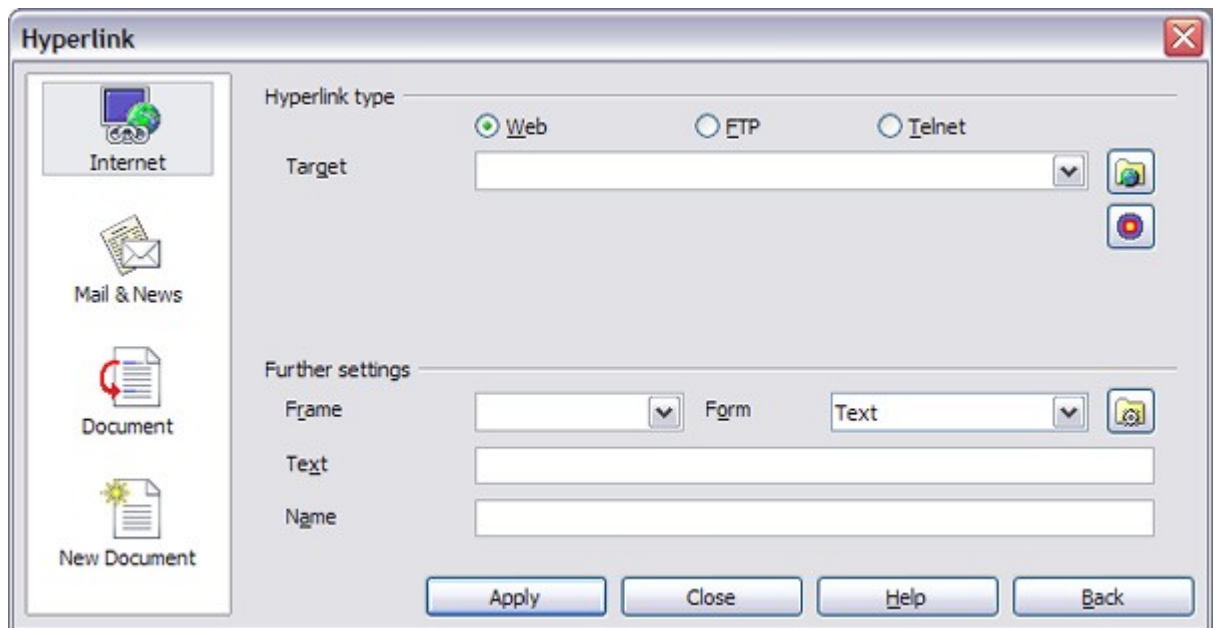


Figure 39. Hyperlink dialog showing details for Internet links

On the left hand side, select one of the four types of hyperlink:

- **Internet:** a web address, normally starting with `http://`
- **Mail & News:** for example an email address.
- **Document:** the hyperlink points to another document or to another place in the presentation.
- **New document:** the hyperlink creates a new document.

The top right part of the dialog changes according to the choice made for the hyperlink type. A full description of all the choices, and their interactions, is beyond the scope of this chapter. Here is a summary of the most common choices used in presentations.

For an *Internet* type hyperlink, choose the type of hyperlink (choose between Web, FTP or Telnet), and enter the required web address (URL).

For a *Mail and News* type hyperlink, specify whether it is a mail or news link, the receiver address and for email, also the subject.

For a *Document* type hyperlink, specify the document path (the **Open File** button opens a file browser); leave this blank if you want to link to a target in the same presentation. Optionally specify the target in the document (for example a specific slide). Click on the **Target** icon to open the Navigator where you can select the target, or if you know the name of the target, you can type it into the box.

For a *New Document* type hyperlink, specify whether to edit the newly created document immediately or just create it (**Edit later**) and the type of document to create (text, spreadsheet, etc.). For a presentation, **Edit now** is the more likely choice. The **Select path** button opens a directory picker.

The *Further settings* section in the bottom right part of the dialog is common to all the hyperlink types, although some choices are more relevant to some types of links.

- Set the value of **Frame** to determine how the hyperlink will open. This applies to documents that open in a Web browser.
- **Form** specifies if the link is to be presented as text or as a button.
- **Text** specifies the text that will be visible to the user.
- **Name** is applicable to HTML documents. It specifies text that will be added as a NAME attribute in the HTML code behind the hyperlink.
- **Event** button: this button will be activated to allow OOo to react to events for which the user has written some code (macro). This function is not covered in this book.

Editing hyperlinks

To edit a hyperlink, you can either click anywhere in the link text, or position the cursor in the link text using the arrow keys, and then open the Hyperlink dialog by clicking the **Hyperlink** icon on the Standard toolbar or selecting **Edit > Hyperlink** from the menu bar.

To activate a hyperlink, that is, to open the URL in your default browser, it is necessary to hold down the *Control* key while clicking on the link. A tooltip is displayed reminding you to press the *Control* key when the mouse pointer hovers over the hyperlink text.

Tip

If you need to edit several hyperlinks, you can leave the Hyperlink dialog open until you have edited all of them. Be sure to click **Apply** after each one. When you are finished, click **Close**.

Switching between insert and overwrite mode

With the keyboard, press *Insert* to toggle between overwrite mode and insert mode. In insert mode, any text after the cursor position moves forward to make room for the text you type; in overwrite mode, text after the cursor position is replaced by the text you type. The current mode is displayed on the Status Bar.

With the mouse, click in the area on the Status Bar that indicates the current mode in order to switch to the other mode.

Counting the words in a selection

Select a block of text and choose **Tools > Word Count**. OOo displays the number of words and characters in the selection as well as the number of words in the document. You can also see the number of words and characters (and other information) in the entire document in **File > Properties > Statistics**.

Tip

If you are writing a document which needs to contain a fixed number of words, you may want to insert in the header or footer of the document a word count field so that you can quickly check where you are.

To do that, move the cursor into the header or footer, then select **Insert > Field > Other**. In the dialog box that opens, go to the *Document* page and select **Statistics** as the *Type*, **Words** in the *Select* list, and **Arabic (1 2 3)** as the *Format*, then click **Insert**.
