



Apache OpenOffice

**Writer**

for students

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## IMPRESSUM

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# 1 Introduction

This guide is intended for university students. It covers all the essentials you will need during the course of your studies and beyond.

But before reading on please do the hands-on exercise ‘Practice I’ in section 49 *right away*. Then come back and take up from here. The following explanations will then sound much less abstract and your learning speed will benefit. Please read the entire guide carefully and patiently because the various sections build one on the other. It’s pointless to jump directly to those sections you might consider especially useful. It should take approximately four hours to read through this documentation.

## 2 Theory

Your thesis (like any other document, book or magazine) will contain a number of recurring elements such as: headings, footnotes, page layouts, the main text, quotations, bibliography, etc. (see illustration 1). All these elements need to be formatted uniformly.

Additionally many of these elements (such as pages, headings, footnotes, lists, illustrations, the lines of an interview etc.) require numbering.

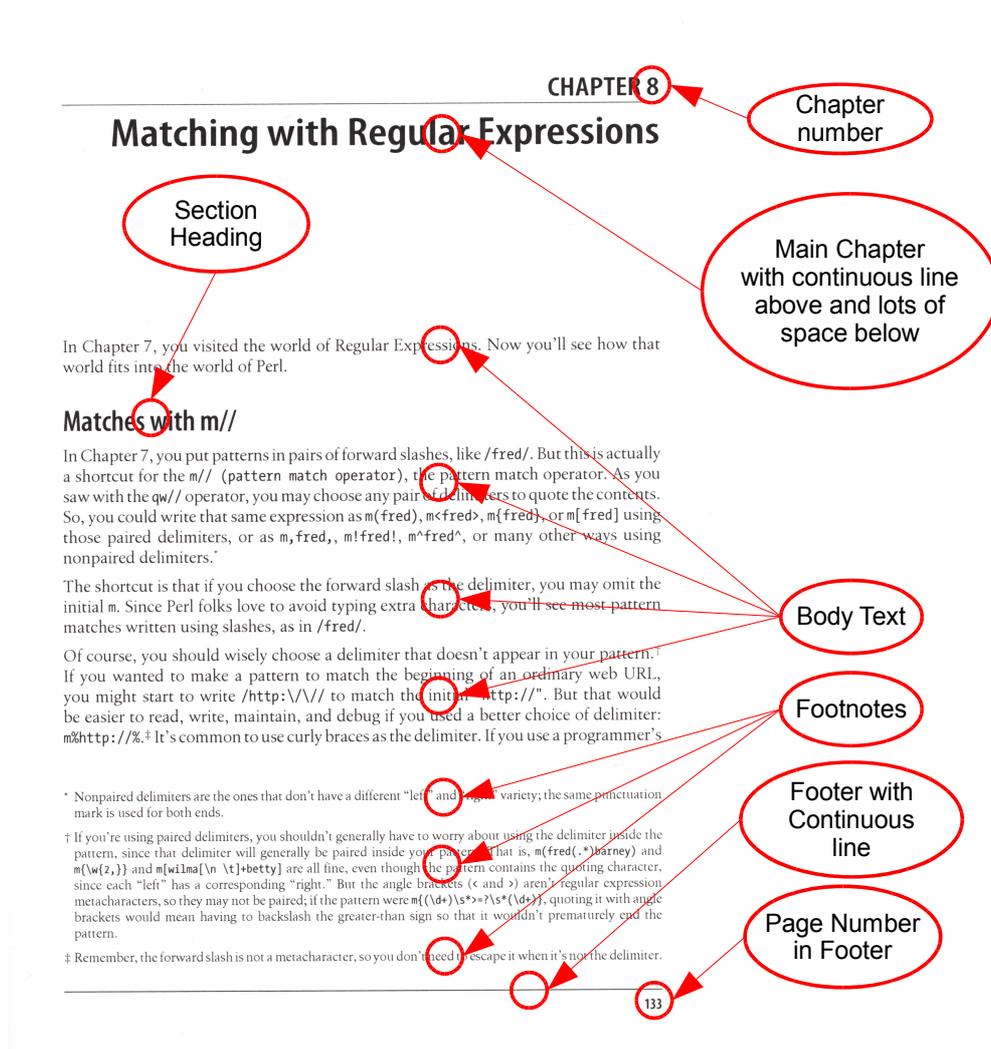


Illustration 1: Page out of a book with recurring elements

You define these various settings once only and they will henceforth apply to the whole document independently of its length.

Primary paragraph styles	Secondary paragraph styles
Text Body Headings of various levels	Table of contents of various levels Footnotes Page numbering Quotations Bibliography etc. etc.

*Table 1: There are only two primary paragraph styles, and all other paragraph styles group around these two. Why this distinction is so important will become apparent in the course of the following chapters.*

### 3 Document Structure

When conceiving an essay or thesis you will surely have in mind not only its *contents* but also its overall *structure*.

The *contents* consist in the main of the actual *text*. It is the `Text Body` which makes up the bulk of the document. The `Text Body` has its own formatting style which we will go into in section 9.

For now we want to deal with the *structure* of a document. This underlying structure is made visible for the reader by the use of chapter headings. Your text will have an implicit structure independently of any headings anyway, but it's the headings which make this structure explicit.

Any text will at least have main chapter headings, that is `Level 1`. But quite often you might need `Level 2` section headings even `Level 3` subsection headings. OpenOffice allows for 10 `Levels`.

These various levels are optically distinguishable one from the other by:

- font size (height measured in points: `pt`)
- typeface (regular/bold/italic)
- font (Times/Arial/Garamond/Futura etc.)
- spacing *above* paragraph
- spacing *below* paragraph
- numbering (optional)
- breaks (chapters all beginning on a new page – optional)

It's best to type in all the headings and sub-headings right from the start and activate their automatic numbering too as described in section 5. That way you already have a structure which you can fill in little by little with text.

Once you have the headings you can then automatically generate a `Table of contents`.

The decision what *is* a heading and what it should *look like* are two separate decisions!

## 4 Chapter Headings

As mentioned you have to tell the programme what *is* a `Heading` and what *is* `Text Body`.

For that you use the following keyboard shortcuts:

- `Ctrl + 0` for Text Body (ground level)
- `Ctrl + 1` for Chapter Headings (level 1)
- `Ctrl + 2` for Section Headings (level 2)
- `Ctrl + 3` for Subsection Headings (level 3)

and so on.

It isn't necessary to mark the whole paragraph – just place the cursor anywhere within the paragraph and apply one of the above shortcuts.

[On Macs, the `Ctrl` Key is replaced with the `Cmd` Key  $\text{⌘}$  instead. Linux machines use the same keys as Windows. Other operating systems may vary.]

### □ *Format your Headings*

To control the appearance say of all your chapter headings (Level 1), simply right click on any one of them and choose the option `Edit Paragraph Style`. Any changes made here will apply to *all other* Level 1 Headings. Same goes of course for the other levels, indeed for *any* paragraph style.

Generally headings should meet following criteria:

- left alignment
- hyphenation turned off
- single line spacing
- conciseness
- avoid several titles in succession with no text in between

Here my formatting suggestions for the first three levels of headings:

Style	Size	Typeface	Spacing above	Spacing below
Level 1	16pt	Bold	1.2 cm	0.5 cm
Level 2	13pt	Bold	1 cm	0.4 cm
Level 3	13pt	Regular or Italic	0.8 cm	0.3 cm

*Table 2: Styles for first three levels of headings based on font Garamond (just a suggestion)*

### □ *Blank Lines*

When in a hurry it's tempting to simply add a couple of blank lines before a heading and another blank line below it in order to influence spacing. But that would destroy the 'sticking' effect, i.e. the property of headings to stay together with the succeeding paragraph, and

second it would lead to inconsistent spacings. The desired spacings *must* be recorded in the header styles.

□ *How Many Levels?*

I would recommend a maximum of two fully numbered levels. In case you need a third or even fourth level, then leave these preferably without showing sublevels (in above example we opted for a), b) c)... style). You needn't necessarily include all levels in your table of contents (in the present introduction I only included the first level). On the whole avoid a too finely spun structure which might suggest an equally finespun logic in the social reality you are trying to describe. For technical publications or textbooks on the other hand that would be fine.

**1 Chapter**

1.1 Section

- a) Subsection
- b) Subsection
- c) Subsection

1.2 Section

- a) Subsection
- b) Subsection

1.3 Section

**2 Chapter**

2.1 Section

- a) Subsection
- b) Subsection

2.2 Section

2.3 Section

- a) Subsection
- b) Subsection
- c) Subsection

*etc.*

Per level you should have at least two headings. A 2.1 heading should always be followed by subsequent 2.2. heading.

Headings will appear in the table of contents in full length. So try to keep them nice and short.

□ *New Page per Chapter?*

If you want chapters to begin on a new page, then right-click on any chapter heading and choose Edit Paragraph Style; under the tab Text Flow check box Breaks > Insert > Type > Page.

If you would like to avoid chapter headings near the bottom of the page, you can insert a page break right before the heading using the shortcut `Ctrl + Return`. This will force the heading onto the next page.

A more elegant alternative would be to right click the paragraph immediately following the heading and choose `Paragraph...` and there under the tab `Text Flow` choose `Do not split paragraph`. The paragraph in question will ‘pull’ the heading immediately above it along to the next page should there not be enough room for both on the present page. Using this method consistently spares you the ordeal of a final check for any misplaced headings. *Note:* you’ve changed the formatting of this one paragraph here, *not* the overall Paragraph Style!

## □ *Settings*

Under `Tools > Options > OpenOffice.org Writer > Compatibility` *uncheck* three choice boxes:

- Add spacing between paragraphs and tables; by unchecking this option you ensure that the set spacing below a paragraph and the set spacing above the paragraph immediately following it do not get added together; instead only the larger of the two spacings takes effect
- Add paragraph and table spacing at tops of pages; unchecking this option ensures that headings appear right at the top margin, without the usual set spacing separating them from a previous paragraph
- Expand word space on lines with manual line breaks in justified paragraphs; unchecking this option ensures that inserting a *new line* using short cut `Shift + Return` will not expand the words on the previous line right up to the right margin; instead they will be left aligned even in a paragraph with justified alignment

Having removed these three ticks don’t forget to press the button `Use as Default` so that these changes apply also to any future documents.

## 5 Chapter Numbering

Let the programme do the numbering for you. That way you can add or remove chapters and be sure that their numbering will be automatically updated. With the help of the `Navigator` you can even move chapters around without worrying about correct numbering. This is especially useful for group work when it comes to combining the various chapters into one document (see sections 8 and 17).



*Illustration 2: Activating chapter Numbering 1, 2, 3 style. You will probably also want to ‘Show sublevels’*

You switch on automatic numbering under the menu `Tools > Outline Numbering` (see illustration 2). You can choose between various numbering styles such as `A`, `B`, `C` or `Roman`

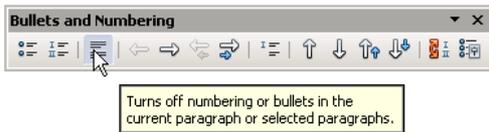


Illustration 3: Turning off numbering for a particular chapter bracket is simply a Separator After.

When using 1, 2, 3 style it is common to Show sublevels. This means a full length heading 5.2.7 instead of simply 7. If you mix styles you could Show sublevels for the first two levels in Arabic style, giving you 5.2, but not for the third level, which would then appear as a simple c) instead of the full length 5.2.c).

You might want to turn numbering off for particular headings, for example the introduction and the bibliography. You can do so by pressing the *third* button on the pop-up menu (see illustration 3). Be careful not to press the *second* button, because this would switch numbering off or on for *all* headings of that particular level!

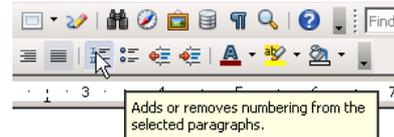


Illustration 4: Don't activate numbering directly from the menu! This method is good for numbered lists only.

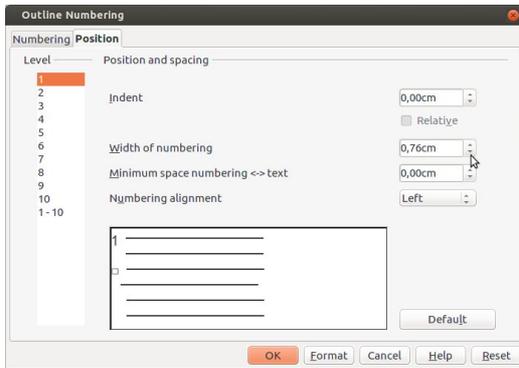


Illustration 5: This menu determining position of chapter numbering will only pop up in case you open files created with older versions of OpenOffice. The item "Width of numbering" conflates the items "Numbering followed by tab stop at ..." and "Indent at ..." of the more modern menu.

Make sure to leave enough space (width – see illustration 5) for your numbering. A complete numbering such as 5.2.7 will take up around 1cm of space. It also depends on the size font you choose for the heading. Please take a detailed look at illustration 10 for a better understanding of these settings and those for the corresponding paragraph style.

## 6 Table of Contents

Having told the programme which *are* your headings and having activated their automatic numbering, you are now in a position to insert an automatically generated Table of Contents: Insert > Indexes and Tables > Indexes and Tables. Here you can Evaluate up to Level of your choice. So you might well have three levels of headings in your text but choose to include only the uppermost two levels.

To update your table of contents as well as any other automatic numbering open menu Tools > Update > Update all.

Table of Contents	
1	Introduction.....1
2	Automation.....2
3	Document Structure.....2
4	First Steps.....3
5	Headings.....3
5.1	Making your Headings Look Nice.....3
5.2	New Page for Each Chapter Heading?.....4
5.3	Blank Lines?.....4
5.4	How Many Levels?.....4
5.5	Some Settings.....5
6	Chapter Numbering.....5
7	Table of Contents.....7

Illustration 6: Table of contents with indented alignments

## □ Alignment

As you can see in illustrations 6 and 11 the *numbering* of the second level is aligned right under the *entry* of the first level creating a kind of staircase effect. For this to work properly you need to have automatic chapter numbering turned on, as described in section 5.

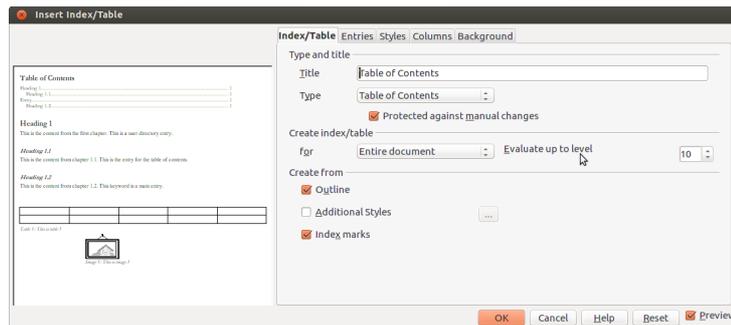


Illustration 7: In the popup menu Insert Index/ Table you can adjust the number of levels you would like to evaluate

By default the table of contents contains the following four Entries (see illustration 7):

- Chapter number: E#
- Entry: E
- Tab stop (with filling dots): T
- Page number: #

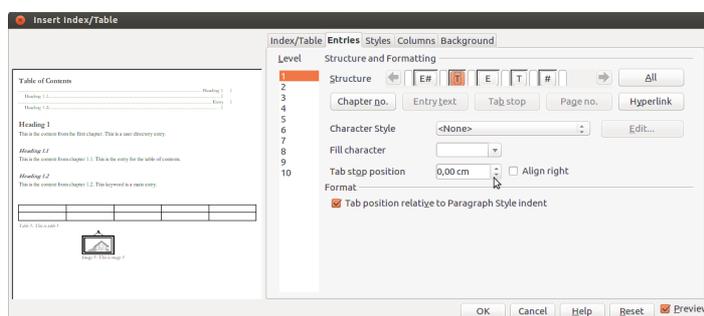


Illustration 8: The 4 standard entries. Add a Tab stop T between E# and E. Leave position at 0cm.

You need to insert a *fifth* entry, namely a Tab stop (T), in the white area between the E# and the E as shown in illustration 7. Leave position at 0.00cm (you will adjust this value in next step). Press All so this setting applies to all levels. Confirm OK. (Note: If you inadvertently insert an entry too many just click on it and press Del to remove it.)

Your table of contents now appears. You will notice, however, that the entries have moved to the right with the dotted tab stops in the wrong place. This is due to the value 0,0cm which you

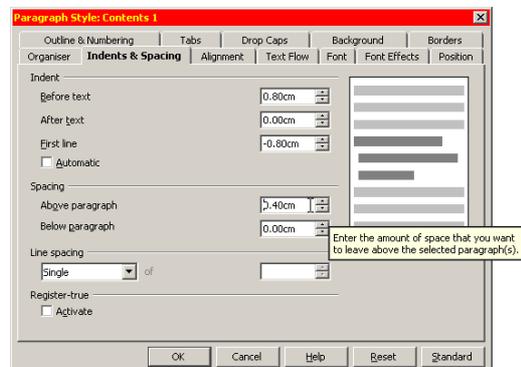


Illustration 9: Setting the amount of indenting needed in "Contents 1"-style

now need to adjust: right click on any Level 1 entry in your table of contents and choose the option Edit paragraph style... Under the tab Indents & Spacing change value of Indent > Before spacing to 0,80cm and that of Indent > First line to -,80cm (i.e. a negative value). Repeat these steps for levels 2 and 3 using the values listed in table 3.

The individual settings for indenting will depend of course on the kind of chapter numbering you choose. Roman numbers take up more space than Arabic numbers. Better allocate too much space than too little.

The important concept to keep in mind is that you need a *negative* indent to accommodate the chapter number.

	Indent before text	Negative indent First line	Spacing above paragraph
1 <sup>st</sup> level	0.80 cm	-0.80 cm	0.4 cm
2 <sup>nd</sup> level	1.80 cm	-1.00 cm	0.2 cm
3 <sup>rd</sup> level	3.00 cm	-1.20 cm	0.2 cm

Table 3: Indentation needed for first three levels when using full sub-levels as ‘5.7.2’. The Spacing above paragraph lightens the overall picture, however, you should use single line spacing.

### □ Other Indices and Tables

Apart from the table of contents you might want to insert an Illustration index or some other kind of index. The same steps apply, just choose the Type you want. The various tables, illustrations and so on in your text all need to have a Caption, which will then appear in the index. You can also create an alphabetical index for your thesis or a lengthy book: mark the words you would like to have indexed and go to menu Insert > Indexes and tables > Entry. Here you can also modify the exact text of your entries.

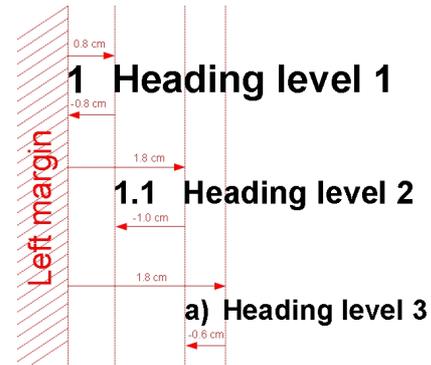


Illustration 11: Abstract view of indenting – indentation depends on width of chapter number

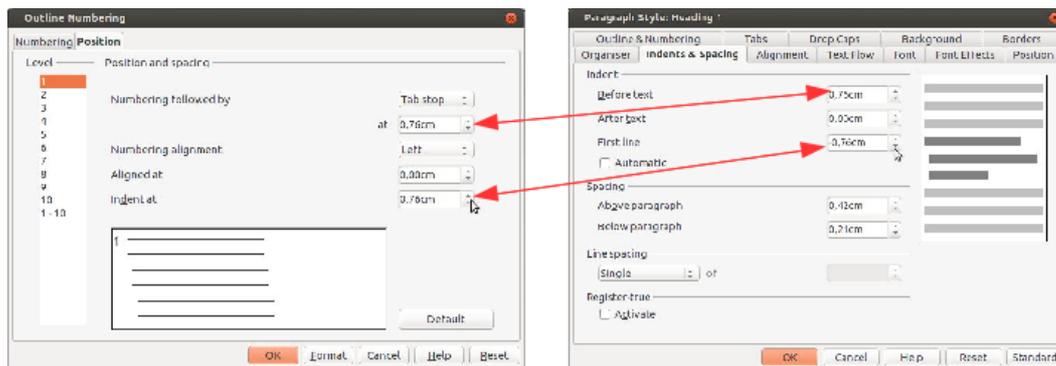


Illustration 10: You need to leave enough room for your chapter numbers. Standard for first level headings is 0,76cm. You will notice the same values also appear in the paragraph style Heading 1 (First line indent preceded by a minus sign though!). Make sure this correspondence between both menus is maintained in case you change these values. This will ensure the proper alignment of header text, each line starting neatly directly under the preceding line, leaving the chapter number in its own space to the very left.

## 7 Outline

Sometimes you might be asked to hand in an outline or overview of your work in advance of the actual thesis. You can use chapter headings for this purpose, then generate a table of contents as described above – though removing the last two entries (punctuated Tab stop and Page number) and leaving just Chapter number and Entry in place (see illustration 7). Then replace the title ‘Table of Contents’ with ‘Outline’. Finally place your outline on a separate page (using Ctrl + Return to insert page breaks), add pertinent information at top of page (name, subject etc.) and print just this one page.

## 8 Navigator

From the menu `View` choose `Navigator` (key `F5`). The Navigator looks a bit like a table of contents (see illustration 12), but it serves a very different purpose. Whereas the table of contents is *part* of the document and will get printed along with the rest, the navigator is an *electronic key* allowing you to manipulate the document.

Now press the small black triangle ▼ next to the category `Headings`. You will see all your existing chapter headings. Clicking on any one of them will highlight it. Double-clicking on it will bring you right to the corresponding passage in the text. So it's not necessary any more to scroll down (or up) to it.

A click on the `Double arrow up` (see illustration 12) moves the whole chapter including subsections, footnotes, illustrations etc. *up* – what OpenOffice calls `Promoting` a chapter. So for example chapter 5 will swap places with chapter 4. Numbering will be automatically updated – providing of course you've switched chapter numbering on (see section 5). Conversely you can `Demote` a chapter using the `Double arrow down`. Using the `Double arrow right` will `Demote level` of a chapter, say chapter 5 down to section 4.x. Conversely use the `Double Arrow Left` to `Promote level` of chapter, e.g. section 4.x to chapter 5.

Apart from headings, the `Navigator` also lists graphics, tables, hyperlinks, the table of contents and many other objects you can easily jump to with a double-click.

Unlike the table of contents, the `Navigator` updates itself automatically.

The `Navigator` is especially useful in the context of *group work* – see section 17.

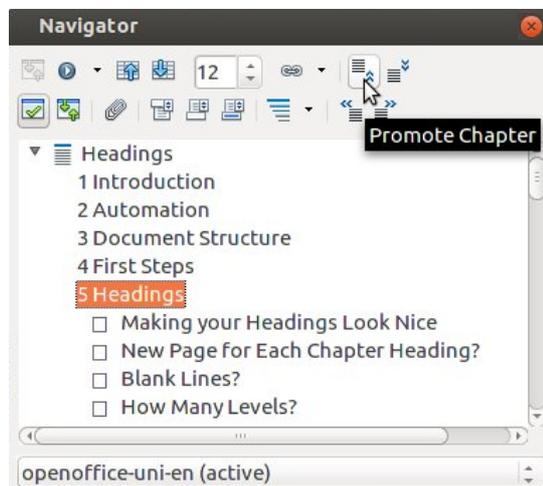


Illustration 12: Here you see all your headings, which you can move up or down

## 9 Text Body

Now we can talk about the *Text Body*, the actual *content*, the real *substance* of any lengthy document. Like all other elements, the text body has its own specific paragraph style appropriately named `Text body`.

Any paragraph can be made into `Text body` by placing the cursor in it and pressing `Ctrl + 0`. Right clicking such a paragraph offers you the option `Edit para-`

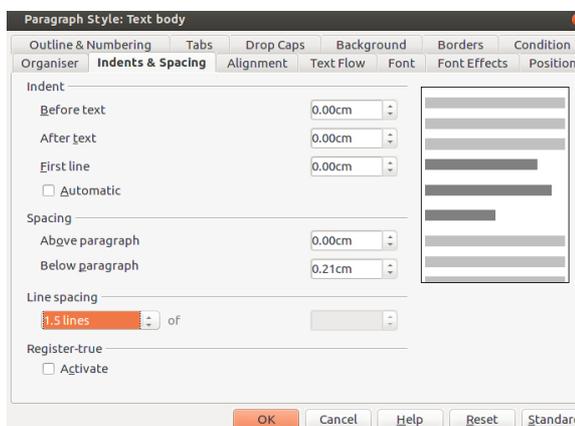


Illustration 13: Paragraph style "Text Body" for main text

graph style... which in turn brings up a pop-up menu where you can make a number of adjustments (illustration 13).

By default `Text body` allows for a `Spacing below paragraph` of 0,21mm, which is exactly 6pt – which in turn is exactly half the height of a standard 12pt font. This very modest spacing nevertheless suffices to highlight the start of a new paragraph, thus speeding up reading and lightening the overall impression.\*

A typical setting for your body text in a university environment might well be `Line spacing` of 1.5 lines, i.e. 150%. But from an optical point of view a `Proportional Line Spacing` of 120% should do.

Also you will probably want your text to be `Justified`, meaning that it be aligned to both left and right margins – unlike headings or a poem, which you would want to keep `Left aligned` with ragged margins. This you do under the tab `Alignment`.

In case you choose `Alignment justified`, then you will also need to activate automatic hyphenation: `Text flow > Hyphenation > Automatically`. Automatic hyphenation is important in order to avoid large gaps in case a long word doesn't fit at the end of the line and moves on to the next line so that the remaining words sprawl right up to the right margin. However, in order to avoid too many hyphenations you should augment the `Characters at end of line` and `Characters at beginning of line` from 2 to 3. This way short words such as 'impact' won't get hyphenated.

Under the tab `Text flow` you should activate `Orphan control` and `Widow control`. The former avoids a solitary line at the bottom of a page. It will automatically move on to the next page to join with the rest of the paragraph. The latter avoids a lonely line at the very top of a page. It will automatically 'pull' the last line from the previous page.

*Never* use the paragraph style `Default` for your text body. The `Default` style is there to fix general settings for *all* styles. It's a common mistake. See [Paragraph styles overview](#) in section 10 for detailed information.

## 10 Paragraph styles overview

We have already acquainted ourselves with paragraph styles for headings, for the text body and for the various levels in the table of contents. Other elements such as footnotes, quotes, literature lists and so on also all have their own individual styles. You can also create new styles to suit your needs.

All these various styles form a kind of family tree, the root paragraph style being the one called `Default`. This is the one you should *never* use, since its purpose is for overall settings, not specific text elements. There are 'subfamilies' of styles, e.g. various text body styles.

Paragraph styles make life so much easier. They allow for complete *uniformity* of all types of text. So for instance *all* your quotes will have the same amount of indentation. You determine

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\* Another alternative – one often used in books – is instead to indent the first line by say 3mm. But then you would need an extra paragraph style for those paragraphs immediately following a heading, which don't need any indentation.

the indentation you desire in the paragraph style `Quotes`. Using styles in a systematic way will save you an enormous amount of time and you won't have to scan through your text any more in search of possible formatting mistakes.

- *Never* mark text and format it manually!
- *Every* type of paragraph needs its own separate Style!
- *Never* use the same style for different purposes!
- *No* empty lines in text (except for title page)

You get to the style list through `Format > Styles and Formatting` or else simply by pressing `F11`. At the very bottom of the list you can choose if you want to list all possible styles or only the ones you have applied so far. The latter also appear on the menu bar top left (illustration ).

You can change any existing style by right-clicking it and choosing `Modify`. If it is a paragraph style you can also simply right click on it *inside* your text and choose `Edit paragraph style`. Take note that this is not the same as `Paragraph...` The latter serves to modify the paragraph in which the cursor is located, whereas the former serves to modify the appearance of all paragraphs related to this particular style.

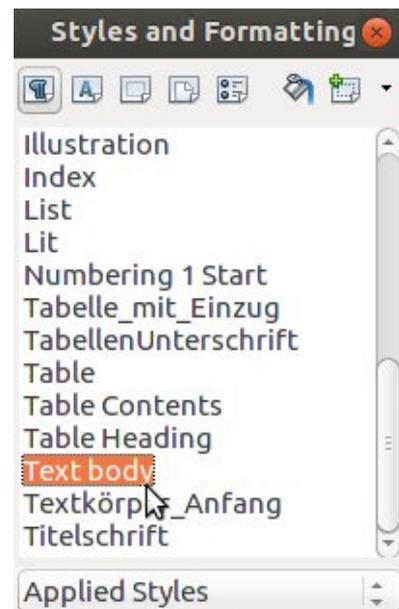


Illustration 14: Here you see a list of all Applied Paragraph Styles, i.e. those actually used in my text. In the menu bar you can see buttons for the other categories of styles: Characters, Frames, Pages and Lists.

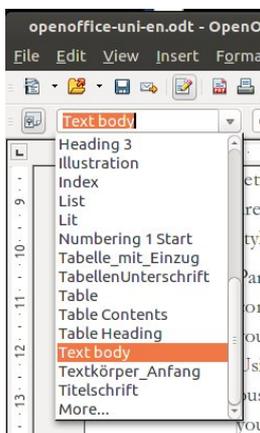


Illustration 15: Top left in menu bar to see all active styles

You can also create a completely new style by right-clicking on any existing style in the list and choosing `New`. Under the tab `Organiser` you can choose which existing style you want to base your new style on (option `Linked with`). This saves quite a lot of time since you will then only need to modify a few diverging parameters. Using the small black triangle ▼ on the top right hand corner of the pop-up menu you can create a `New Style from Selection`, meaning a new paragraph style or page style based on the paragraph or page in which your cursor is located at present.

Paragraph styles are the most common category. But there are other categories: `Character Styles` (which I use here to highlight `Menus` and `Shortcuts` using the font `Courier 10pt`), `Frame Styles`, `Numbering Styles` and most importantly `Page Styles` to differentiate for example between the non numbered title page and numbered text pages (see section 15).

#### □ *Menu 'Default Formatting'*

Under the menu `Format` you will see the option `Default Formatting` (shortcut `Ctrl + m`). If you mark text and apply `Default Formatting` to it, the marked text will loose any

manual formatting you may have applied to it and take all its formatting exclusively from the Paragraph style it belongs to. This is very practical for removing any unwanted hidden formats imported from a Microsoft Word file. You should not confuse the term Default Formatting with the term Default paragraph style!

## 11 Reusing styles

You can export your styles and reuse them at some later date or even pass them on to other users (which is especially useful for group work). To do that, go to Menu File > Templates > Save and choose an appropriate name such as Thesis. In order to import a style you have saved, go to Menu Format > Styles and formatting and there choose the small black triangle pointing downwards ▼ in the menu bar. Here press Load Styles... You will be presented with a list of styles, amongst others your Thesis. Here you can choose which categories you would like to import and if the imported styles should overwrite existing styles, which is very useful for post-formatting group work (see section 17) to achieve complete uniformity. Also you can import styles directly from an existing document, in which case you needn't have previously exported them.

## 12 Default Page Formatting

The format of your Default pages – the ones carrying the main body of your text – needs to be modified giving it a larger left margin of 3cm for the punch holes and most importantly a Header for the page numbers.\*

Here is how to go about it:

- open the menu Format > Styles and formatting (F11)
- activate the fourth button in the menu bar to list the Page styles (illustration 18)
- right click the Default style
- choose Modify
- under the tab Page increase the Margin > Left from 2cm to 3cm
- confirm OK
- double click the page style Default in order to apply it to your text
- back in your text place cursor inside your Header
- open menu Insert > Fields > Page number
- press button Align Right (or shortcut Ctrl + r – see illustration 16)

Your header could contain other information besides the page number. You might want to add your name or even the number and title of the current chapter. To achieve this open menu Insert > Fields > Other > Document > Chapter > Chapter number and

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\* Instead of a Header you might prefer a Footer. Footers used to be very popular, but many students now prefer headers to accommodate not only the page number but also extra information such as his or her name and matriculation number.

name › Insert › Close. You would leave this information left aligned, remove the middle tab stop ⊥ from the ruler bar by pulling it down with your mouse, place cursor to the right next to chapter name, press the Tab key to shift cursor to the right and finally insert the page number as described above. Every time a new chapter starts, the header will change along with it.

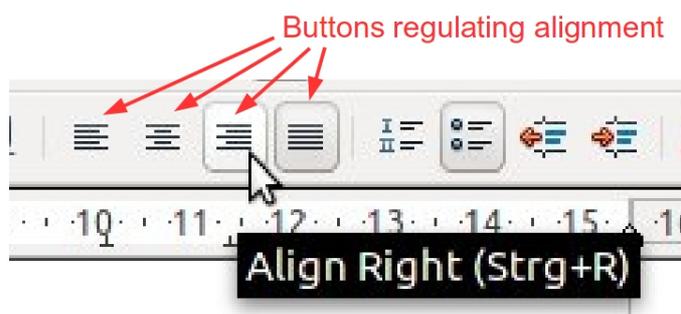


Illustration 16: The 4 alignment buttons: left, centre, right and justified

### 13 Title Page

The First page (title page) preceding the Default pages is the only page where you won't need paragraph styles and indeed should mark your text and format it *manually*. This is because the title page is unique. Using styles would be just a round-about way of doing things. The only exception I can think of is if you were producing title pages for a publishing house and they all needed to be formatted uniformly. Not really the kind of situation we are confronted with here.

I would suggest the following settings for the title page:

- a slightly larger base font, e.g. 14pt instead of 12pt
- 24pt bold for the main title, 20pt standard for the subtitle, both centred and approximately one third down from upper margin
- Line spacing of 1 and Spacing Above paragraph as well as Below paragraph of 0; this will give the various main elements of your title page (top part, middle part and bottom part) a more compact appearance

### 14 Papers Without a Title Page

For short papers, say 6 to 10 pages, you don't really need a separate title page. All you need is an information section (not a header – see illustration 17) taking up at most a quarter of the first page. Pages will all be numbered starting with 1. The information section would possibly contain following items:

- title / topic
- course name and number
- lecturer's name
- author(s)
- student ID
- date / deadline
- an empty line followed by a separator line (shortcut: three or four Dashes + Return) followed by another empty line

I would recommend using **Bold** font, size 14pt for the information section.

The actual text should begin immediately below the separator line and all pages including this first one should be numbered – preferably in the page footer rather than the header so as to avoid visual conflict with the information section. If you really want page numbering on top of the page, then you will need two page styles, one **First Page** with no header and the rest **Default** with header for numbering. The second page will automatically be numbered 2.

Do not confuse this *information section* with a *header*. A header gets repeated on each page, your information section appears only once on the very first page.

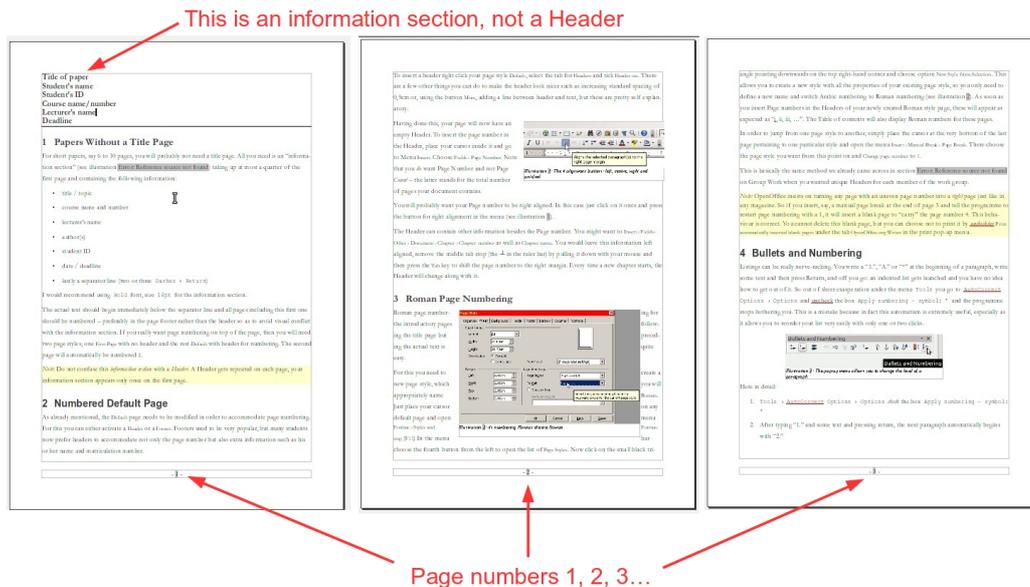


Illustration 17: A short paper without a title page

## 15 Pages with and without numbers

In case you have a separate title page you will most likely want it to be neither numbered nor counted. You might even have several starting pages which you don't want numbered. Numbering should then start with number 1 beginning with your first **Default** text page. For this you will need *two* separate page styles.

Step by step:

- go to menu **Format > Styles and Formatting (F11)**

- press the 4<sup>th</sup> icon to open the list of Page Styles (illustration 18)
- right click the style First Page and choose Modify
- under the tab Organiser > Next Style change Default to First Page (this way your document could contain several unnumbered preliminary pages)
- under the tab Page increase left margin to 3cm
- confirm OK
- in the list right click on the page style Default and choose Modify
- here too under tab Page increase left margin to 3cm
- under the tab Header tick Header on (alternatively choose the tab Footer and tick Footer on) so as to fit your page numbers

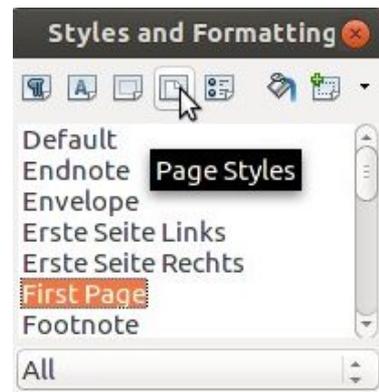


Illustration 18: The fourth button in the menu bar opens up the list of page formats, one of them being "First Page"

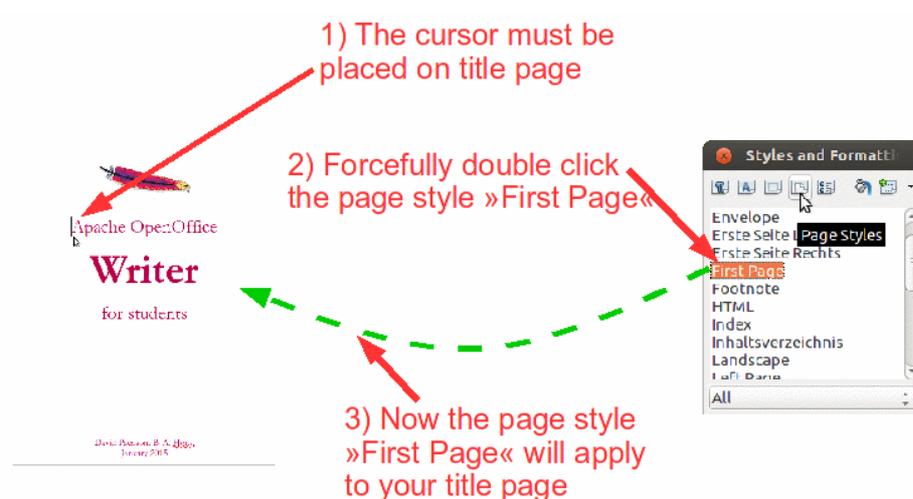


Illustration 19: Applying style "First Page" to your title page

- having thus *prepared* these two page styles now place the cursor in your very first page of your document, i.e. the title page, and double-click the style First page in your list of Page Styles in order to actually *apply* it to your title page and the following pages (this demonstrates that styles need to be actually *applied* with a double-click – *changing* a style doesn't necessarily mean you're actually going to *use* it)
- place your cursor at the very bottom of your title page and using **Ctrl + Return** insert a new page for the table of contents; this new page will automatically also be in style First Page
- in this second First Page insert your table of contents (see section 6)

- place your cursor immediately below your table of contents
- go to menu Insert > Manual Break > Page break and choose Default Style
- choose Change page number starting from 1 as in illustration 20
- confirm OK

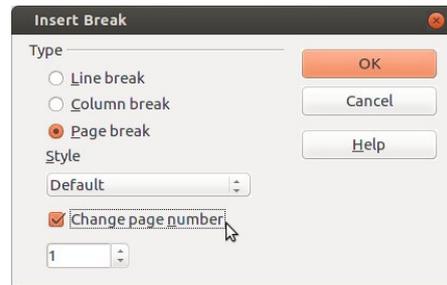


Illustration 20: Choose page style Default and restart numbering at 1

So now you have two First Pages followed by Default Pages beginning with number 1 as in illustration 21.

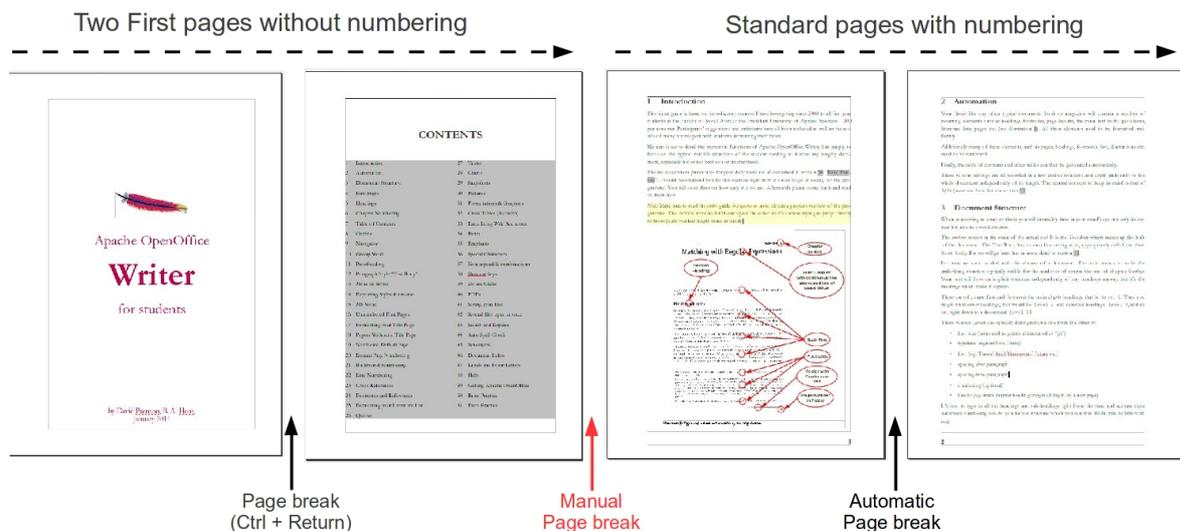


Illustration 21: Document containing two preliminary pages followed by numbered text pages

### □ Separate Document for the First Page?

Now that you've seen how easy it is to insert simple page breaks using Ctrl + Return as well as to switch page styles and restart numbering using Manual Page Breaks it is quite obvious you don't need separate files for the different parts of your thesis. In fact, separate files have a whole number of serious drawbacks:

- you'll soon lose track of which files (title page, text, literature list etc.) belong to which on your hard disk
- you'll find it difficult to create a single final PDF-document for publication or mailing purposes
- you lose the capacity to automatically create your table of contents and other indices

## 16 Roman Page Numbering

Roman page numbering say for an introduction is quite simple:

- place cursor on any Default page formatted to your taste (see chapter 12)
- open menu Format > Styles and formatting (F11)
- click 4<sup>th</sup> icon from left to open Page styles (illustration 18)
- click the black triangle ▼ facing downwards and choose New Style from Selection in order to create a new style based on the presently active one (illustration 22)

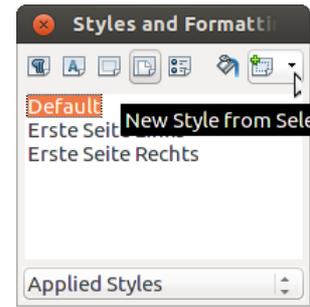


Illustration 22: Black triangle above right to create "New Style from Selection"

- under the tab **Organiser** type **Roman** and as **Next style** also **Roman** so as to allow for several consecutive pages with Roman numbering (you might prefer to call your new style **Introduction** instead)
- under tab **Page** switch the numbering **Format** from **Arabic** to **Roman** (illustration 23)

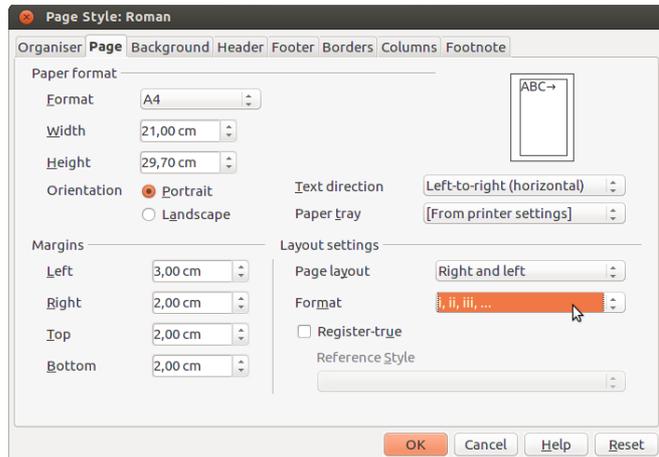


Illustration 23: In drop-down menu **Format** choose format **i, ii, iii ...**

- you needn't make other modifications such as increasing left margin from 2cm to 3cm or activating a Header since these have already been taken over from the Default page style (this is precisely the purpose of the option **New Style from Selection**)
- place the cursor at the very end of your last non numbered preliminary pages
- open menu **Insert > Manual break > Page break** and under **Style** choose **Roman** and also **Change page number** to **1** (it will automatically be formatted as **i, ii, iii...**)
- confirm **OK**
- further on in text place cursor the the very end of your last **Roman** style page
- again open menu **Insert > Manual break > Page break** and under **Style** choose this time **Default** and again **Change page number** to **1** (numbering will automatically appear as **1, 2, 3...**)
- confirm **OK**

So what have we achieved by this? Your document now contains three page styles:

- ✓ First page style for the title page

- ✓ Roman page style for preliminary content numbered i, ii, iii...
- ✓ Standard page style for main part number 1, 2, 3...

In between the styles you inserted a manual page break and restarted numbering with 1.

Apache OpenOffice insists on turning any page with an uneven page number into a *right* page just like in any magazine or book. So if you insert, say, a manual page break at the end of page 3 and tell the programme to restart page numbering with a 1, it will insert a blank page to ‘carry’ the missing page number 4. This behaviour is correct. You cannot delete this blank page but you can choose not to print it by *unchecking* `Print automatically inserted blank pages` under the tab `OpenOffice.org Writer` in the print pop-up menu. You can also choose not to export this blank page to PDF: open menu `File > Export as PDF...` and under tab `General` deselect the option `Export automatically inserted blank pages`.

## 17 Group Work

More and more students are requested to hand in group papers. Up to four or even more authors might be involved.

To facilitate the joining together of the various contributions the group should agree beforehand on certain standards:

- number of levels of headings
- automatic chapter numbering (see section 5)
- use of the paragraph style `Text body` for the main text and never the style `Default`
- no manual formatting, *always* apply styles and make sure all members of the group apply the *same* styles with the *same* names for the *same* purposes and with the *same* formatting

Putting the various contributions into one document is then a matter of a few minutes:

- open a new file
- insert all the contributions in any order (menu `Insert > File`)
- using the `Navigator` as (section 8) sort chapters as appropriate
- create your title page and generate your table of contents

Of course you can always make adjustments at a later stage. See also Section 11 to discover an easy way to export styles for later use by yourself or others.

### □ *Individual Headers for Each Contributor?*

Who made what contribution has of course to be registered. There are basically three options:

1. List the authors right under the table of contents followed by their chapter numbers.
2. Put the authors’ names in brackets inside the chapter headings.
3. Put the authors’ names in the page header.

If you choose option 3 you will need to create a separate Page Style for each author, based on the already existing page style `Default`. These new styles might be named `Leila`, `John` and `Shila`. Section 16 on ‘Roman Page Numbering’ shows exactly how to do this, therefore we won’t repeat the necessary steps here.

Having created a separate Page Style for each member of your work group, you can then jump from one to the other, e.g. from page style `Standard` to page style `Leila` using menu `Insert > Manual Break` (illustration 24).

Sticking to our example `Leila`, you now need to add her name inside the header, leaving it left aligned, remove the tabulator (the upside down  $\perp$ ) by pulling it down with the mouse pointer, press the `Tab` key once to position the cursor to the right of the header and finally go to menu `Insert > Fields > Page number`.

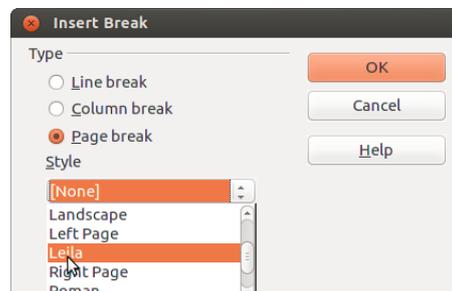


Illustration 24: Choosing Page Style `Leila`

## 18 Proofreading

You might want someone to check your thesis or any other really important paper before handing it in. At the same time you would most likely also want to see any changes or suggestions he or she may have made before accepting or possibly *rejecting* them, and not simply rely on blind faith. I myself do that regularly with other translators I cooperate with. For this purpose use the menu `Edit > Changes`.

Step-by-step:

- you send the finished text to the corrector
- she opens the file and chooses the menu `Edit > Changes > Record` as well as `Show` (from this point on any additions or deletions she makes are marked in colour and her name as well as date and time of each change are registered)
- she mails you your file with her changes
- you save your file under a new name to be on the safe side (see section 39)
- you open the corrected file and choose the menu `Edit > Changes > Accept or Reject`
- a list of changes pops up; clicking on any one of them brings you to the text passage in question and you can choose to `Accept` or `Reject` it (alternatively you can `Accept` or `Reject` changes directly in your text using the right mouse button)
- if several people are involved as correctors, each one should have registered their name under `Tools > Options > OpenOffice.org > User Data`; this way everybody will know who suggested which changes



## 20 Line Numbering

Line Numbering comes in handy for *interviews*, enabling references of the kind: ‘See line 22’. However you probably won’t want all the lines of your thesis numbered but rather only the lines of the actual interview. And if you have several interviews they should most likely each start with the number 1.

Here is how to go about it:

1. go to menu `Tools > Line Numbering` and tick the box `Show numbering`; change the `Interval` from `5` to `1 lines` to facilitate location; *untick* the box `Blank lines` because it makes little sense to count empty lines; from now on line numbering is turned on globally
2. open your list of paragraph styles (menu `Format > Styles and Formatting`); right-click the paragraph style `Default` and choose the option `Modify`; under the tab `Outline & Numbering` *untick* `Include this paragraph in line numbering`; this turns *off* line number for all paragraph styles based on `Default`
3. in the list of paragraph styles again right-click the paragraph style `Text Body` and choose option `New`
4. name your new style `Interview`
5. under the tab `Outline & Numbering` activate `Include this paragraph in line numbering` (the opposite of what you did in step 2); from now on only lines of `Interview` style paragraphs will be numbered
6. mark your interview paragraphs and in the list of paragraph styles double-click on the style `Interview` to apply it to the marked text
7. in case your text contains several interviews, you will probably want to restart numbering beginning with the first paragraph of each one; to do that, right click it and choose `Paragraph (not Edit Paragraph Style...)` and under the tab `Outline & Numbering` tick `Restart at this paragraph`

## 21 Cross-References

Long documents often contain references of the sort ‘see chapter `xx` on page `yy`’ or ‘see illustration `mm` on page `nn`’. These place holders get automatically substituted by the actual numbers. You wouldn’t want to write literally ‘see chapter 12 on page 36’, because these numbers might soon become obsolete as you move chapters around or include further illustrations etc.

To reference a chapter go to `Insert > Cross-reference > Cross-references` and choose `Headings` in the top left hand column. In the right hand column pick out the chapter heading you would like to refer to. In the bottom left hand column select whether to refer to the number of the page the heading is situated on or the number of the heading itself (providing you have numbered headings) or even both, then confirm `Insert` and `Close`. In

similar fashion you can point to tables or illustrations (providing they have numbered captions).

All cross-references are listed in the Navigator (F5).

## 22 Footnotes

To add a footnote go to menu `Insert > Footnote/Endnote` and confirm `OK`. The programme will do the numbering for you. You can even cut a footnote anchor and move it around your text, placing it before or after other footnotes, and footnote numbering will be immediately updated. If you have only just one footnote on the page you might prefer a character\* instead of a number.

On the whole it's best to do without footnotes. You might, however, want to use them to point to further reading or arguments by other authors which you don't want to deal with directly in your main text because that would interrupt the flow of reading. In this case you might want to use endnotes instead of footnotes.

For bibliographical purposes you don't really need footnotes. Use the Harvard notation instead: (Wilson 2005 : 27), (Wilson 2005a : 27) in case you are referring to several of his writings of the year 2005 and (Wilson et al. 2005 : 27) in case you are referring to a work co-authored by Wilson. In other words limit yourself to author's name, date of publication and page number in rounded brackets directly inside your text. Reserve all other details for your bibliography at the end of your paper (see section 23). This saves time and space.

The Harvard Notation without recourse to footnotes is by the way not necessarily the most suitable in all circumstances. In university circles, where arguments often follow the flow of quoted authors, it does seem appropriate. But in other contexts these brackets right in the middle of your text could be quite distracting. In this case footnotes are justified.

Footnotes like all other elements have their own individual paragraph style based on `Default`.

You can jump from one footnote to the next using the `Up` and `Down` arrow keys without having to return to your text in between. This facilitates an overall brush-up of all your footnotes in one go.

## 23 Bibliography

A literature list might look something like this:

Camus, Albert, 'Le Mythe de Sisyphe', Paris 1954

Fredrickson, George M., 'Racism: A Short History', Princeton, 2002

Keevak, Michael, 'Becoming Yellow: A Short History of Racial Thinking', Princeton, 2011

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\* Umberto Eco's 'How to Write a Thesis' is a wonderfully enjoyable guide for anyone wishing to embark on such a journey. Unfortunately this work by the great philosopher and writer doesn't seem to have been translated into English.

Thielen, Marc, 'Jenseits von Tradition – Modernität und Veränderung männlicher Lebensweisen in der Migration als Provokation für die (Sexual-)Pädagogik', in: *Zeitschrift für Pädagogik* 6/2010, Beltz-Verlag

Wilson, John, 'The Role of Early Kindergarten Education' in: *Quarterly Journal for Child Pedagogy*, 2005/3, Frankfurt am Main

Notice how the first line starts directly at the left margin, but subsequent lines are indented. This makes it easier for the reader to locate the authors. You will need a new paragraph style for this purpose:

- open menu **Styles and formatting** (F11)
- open list of **Paragraph styles** (left icon on pop-up menu)
- right click on the style **Default**
- choose **New**
- under tab **Organiser** name your new paragraph style **Lit**
- under tab **Indents & Spacing** set the **Indent Before text** to 0.8cm and the **Indent First line** to -0.8cm (i.e. a negative number).
- mark all the literature entries in your text
- in your list of paragraph styles double click **Lit** style so as to apply it to your marked entries

To sort this list alphabetically mark all the entries, open menu **Tools > Sort** and confirm OK.

This feature of negative indent is often used for other kinds of lists such as dictionaries and indices (often in combination with a **Bold** font for the key word). It might also come in handy for interviews to better separate questions from answers.

## 24 Quotes

Short quotes (from a few words up to two or three lines) need 'single quotation marks' to set them off from the rest of the text, quotes *within* quotes "double quotation marks".

A quote exceeding three or four lines needs to be put in a paragraph of its own using the paragraph style **Quotations** which provides for an **Indent before text** of 1cm and an **Indent after text** also of 1cm. You could further adapt the **Quotations** style, choosing **Proportional Line spacing** of 130% instead of 1.5 and giving it a slightly smaller sized font of 11.5pt instead of 12pt as in the following example:

The totality of these relations of production constitutes the economic structure of society, the real foundation [...]. The mode of production of material life conditions the general process of social, political, and intellectual life. It is not the consciousness of men that determines their existence, but their social existence that determines their consciousness. (Karl Marx, Preface to A Contribution to the Critique of Political Economy, 1859)

*Italics* are not commonly used any more for quotes.

Ellipses in square brackets [...] are used as a stand-in for left-out parts of your quote. The amount of left-out text should not, however, be too large, otherwise the whole thing could become quite arbitrary if you end up using bits of the original text too widely strewn apart from each other.

Square brackets can also be used to insert grammatical elements not contained in the original but necessary to facilitate reading.

An ellipsis *without* square brackets is often used as a stylistic means for symbolizing incomplete utterances. 'I don't know ...', he said, wanting to gain time.

### □ *When to Quote?*

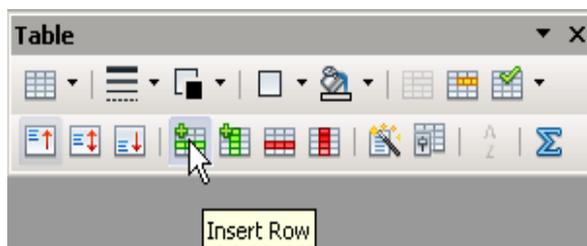
Use quotes sparingly. If you are say simply describing the views of an author on child education, then preferably do it in your own words. Too many direct quotes could easily give the reader the impression you are just beefing up your text.

There are two circumstances where you would in my opinion need direct quotes: you want to analyse a possibly controversial or particularly difficult passage in depth, in which case you of course need to quote the object of your analysis – not forgetting of course to take into consideration the textual as well as the historical and social context in which it is embedded and which readership it addresses. Another situation would be if you want to *prove* that the author is contradicting him or herself or that his or her public face does not correspond to what she writes in this or that other publication.

The above is my best approximation. You will need to research more on this subject on the internet, compare how various publishing houses all have their own ways of going about things and then develop your own style. A lot of course depends on the subject matter you are dealing with.

## 25 Tables

You insert a Table under the menu `Table > Insert > Table`. You will be asked to determine the number of `Columns` and the number of `Rows`. You can always add or remove columns and rows using the green and red buttons as shown in illustration 27. You can vary the width of the columns using the mouse pointer. To delete a table place your cursor inside it and choose menu `Table > Delete > Table`.



*Illustration 27: As long as your cursor remains inside the table, this little pop-up menu will keep you company. Clicking on the green bar inserts a new line*

In case your table contains too many lines to fit on the page you can give the programme permission to split it and move the bottom part onto the following page. On the other hand if it's only a very small table containing just a few lines you probably would prefer not to split it but instead keep it in one piece. To set this behaviour right click anywhere in your table and choose `Table`. In the floating menu `Text flow` tick or untick `Allow table to split`

across pages and columns. Here you can also decide to Repeat Heading on each page in which case you also need to define the number of lines your heading consists of.

If your table contains too many columns to fit comfortably between the left and right margins you can either choose a Landscape page style instead of Portrait or place your table at the end of your thesis in the appendix using a larger paper size A3 (again Landscape format if need be). (See section 15 on instructions for switching from one page style to another.)

In order to insert a caption at the bottom of the table, simply right click your table and choose Caption. This Caption will be automatically numbered, making it easy to reference it and write ‘see table XY’ (see section 21 on cross-references). Apart from your table of contents you can also opt for an index of your tables.

Branch	Great importance	Lesser Importance	No Deployment
All branches	83,8	15,2	1
Education and Research	91,6	7,5	0,9
Software & Consulting	91	8	1
Telecommunications	89,6	9,1	1,3
Media & Marketing	83,3	16,7	0
Social & Welfare Departments	75	25	0
Administration	70,8	26,1	3,1
Banking & Insurance	69,7	27,3	3
Industry	67	31,9	1,1

*Table 4. Source: <http://www.heise.de/open/artikel/Open-Source-ist-in-den-Unternehmen-angekommen-224504.html> (Extract of survey carried out by the magazine Heise on the deployment of open source software based on 1312 valid records from 3500 companies asked to participate in the year 2009 – answers in percent)*

You can also create tables without visible borders, for instance for your curriculum vitae (date in the left column, rest of text in the right column) or with column borders but no separating lines for excerpting .

If you want several adjacent columns to all be of the same width, mark them with the mouse and choose menu Table > Autofit > Distribute columns evenly.

## 26 Charts

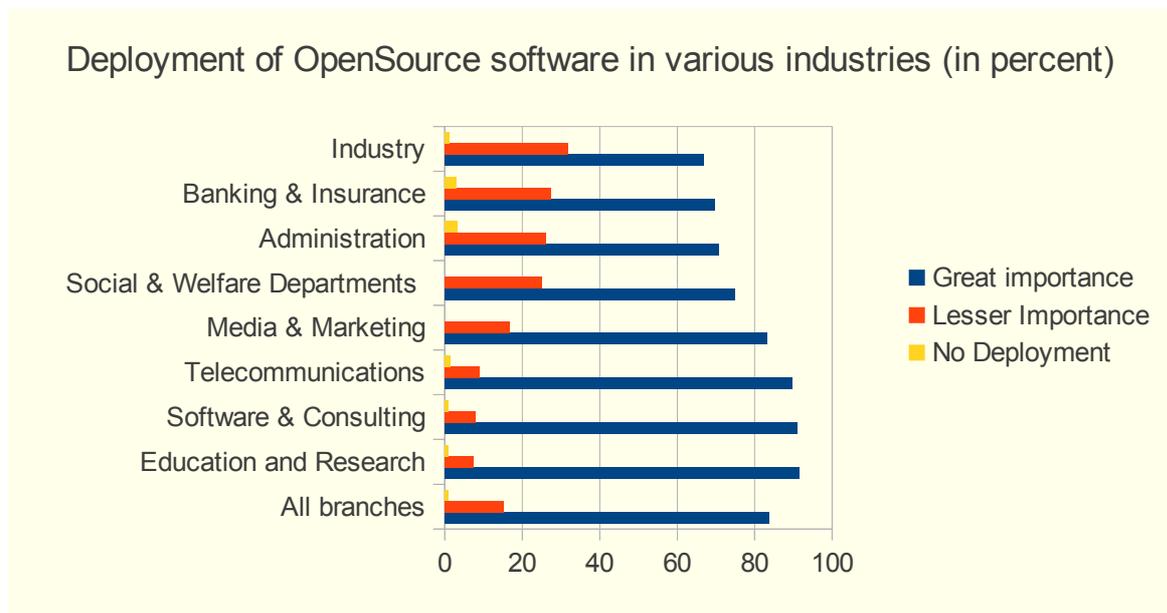
You can display the information contained in Table 4 in the shape of a chart as in illustration 28. Here is how to go about it:

1. Mark the whole table (rows and columns) using left mouse button.
2. Choose menu Insert > Object > Chart.
3. In the pop-up window choose the kind of chart you want (e.g. bar instead of columns) and add a title.
4. Confirm your choices pressing Finish

5. Right click on your Chart to provide it with a meaningful `Caption`.

Note that as soon as you click on a graph, the symbols on your menu change, offering you a number of shortcuts. Double and triple clicks on the various areas of your chart offer you further options.

*Note:* Be careful not to clutter up your page with too many graphs and illustrations. Should one graph overlap with another, add one empty paragraph below the first graph and make your second graph `Anchor` to this new empty paragraph. Every graph or frame needs a separate anchor point – usually a paragraph, though you could also anchor it to the page or treat it as a single character. This shows that OpenOffice Writer is primarily a text programme and not a layout programme – for fancy layouts use the open source programme `Scribus`.



*Illustration 28: Source: See table 4*

## 27 Pictures

You can also insert pictures or photos from your hard drive or stick: go to `Insert > Picture > From File` and choose the picture you want.

You can also scan pictures directly. However, I would recommend you use the freeware `Xnview` as described in section 28 to scan your pictures beforehand, since this gives you more freedom to easily manipulate your pictures, cut superfluous parts out and increase contrast.

You can also insert a picture directly from the internet by right clicking it and choosing `Copy`. Back in your text insert it using shortcut `Ctrl + v`.

You can resize a picture by clicking on it and then grabbing one of the green handles at any one corner, holding down the `Shift` key and dragging it. Using just the mouse pointer you can move a picture around. With a right mouse click you can decide on the type of `Anchor` you desire. In most cases you will want a picture to be anchored to a given paragraph, so that

when the paragraph moves the picture moves with it. In certain situations you might want to anchor it to the page.

Again, don't forget to give all your pictures a `Caption`, so you can easily reference them (see section 21 on Cross-References) and automatically create a table of illustrations. You achieve this also with a right mouse click on your picture.

## 28 Snapshots

Occasionally it is technically not possible to simply right click on an image you would like to insert from a website or from a PDF document. It might for example be part of a protected PDF document which you can view but cannot download or print. Illustration 29 is a case in point. Here you need to take a screenshot and remove areas you don't need. I highly recommend the fast and easy to use freeware programme Xnview (or Ksnapshot under Linux) for this task. Here is how you go about it using Xnview (basically same procedure for Ksnapshot):

1. Position the internet page on your screen so you see the relevant part you need; magnify to the maximum fit.
2. Launch `xnview`.
3. Press the icon `Capture` (the camera) to take a screenshot.
4. Choose the window you want to capture.
5. As soon as your screenshot appears, select area you actually want and press `Shift + x` so as to remove unwanted surrounding area (menu `Edit > Crop`).
6. Press `Ctrl + a` to mark remaining contents and `Ctrl + c` to copy these into memory.
7. Back in your thesis press `Ctrl + v` to insert image into your text.
8. Using right mouse button on your image add a `Caption` as in Illustration 29.

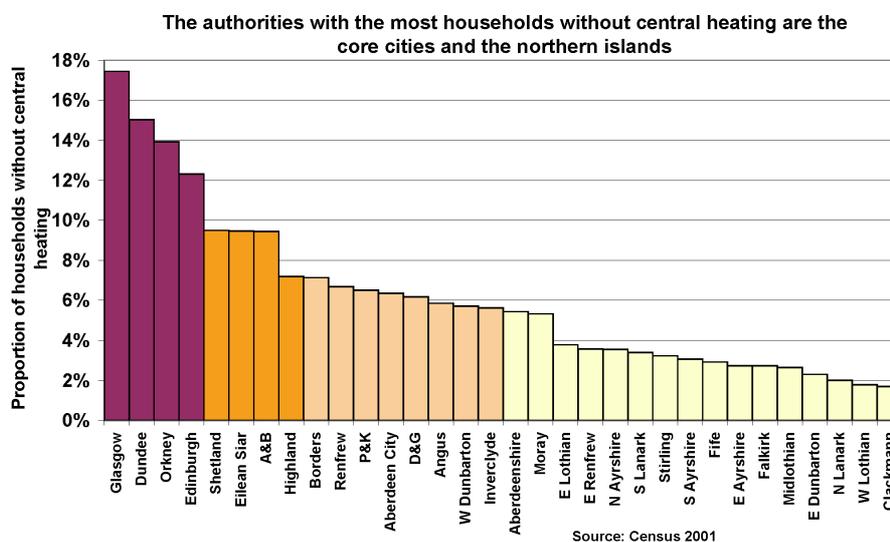


Illustration 29: source: <http://www.poverty.org.uk/s77/index.shtml?2>

## 29 Presentations & Graphics

Apache OpenOffice has a module `Presentation` (similar to Microsoft's PowerPoint). I won't say much about it except that you should keep presentations simple e.g. only using black print on white background (which also makes printing cheaper) and avoid frames and any other basically unnecessary elements. On the whole there is a danger that the audience concentrates too much on the projection and not on what you are actually saying, so it's a technique I would be pretty wary of.

Generally speaking I would recommend refraining from the use of graphics with arrows pointing in various directions in order to visualise a complex reality. I'm not talking about straight forward statistical graphs but the kind used to describe institutions, social relations or even psychological phenomena. For four reasons:

- i) a graphic suggests that reality can easily be reduced to some simple visual structure, which is rarely the case;
- ii) you are compelling the beholder to do an enormous amount of backwards translation, i.e. from the abstract image into concrete reality;
- iii) at least one dimension is usually missing, i.e. that of time – a double arrow for instance doesn't tell you which interaction starts first and how long the interval between the two is;
- iv) it is often said that one image expresses more than a thousand words – but this isn't necessarily the case; this rule might apply to a photograph or an architectural plot, but even a photograph needs interpreting.

The central problematic is that of *contestation*. If a person *says* something then you can *say* something else, you can *contradict* him or her, and this is where human language, developed over a period of tens of thousands of years, is simply unbeatable. Precisely by 'expressing more than a thousand words' the image robs the onlooker of the right to answer back. Putting a picture in the middle of a text is the opposite of engaging the reader in dialogue.

## 30 Cross Tables (Statistics)

Apache OpenOffice `Calc` is perhaps not in league with specialised statistics' programmes such as SPSS or its very recommendable cost free and open source alternative PSPP. Nevertheless you can use it for statistical purposes, one of the most popular being `Cross Tables` to illustrate the (presumed) dependency of one variable on another.

### □ *Example of survey using two categories*

In a fictional survey we asked 12 people, men and women, to tell us on a scale from 1 to 10 how much they abhorred violent videos. The aim was to see if there is any significant variance between women and men. The raw results are listed in table 5 and the dependencies in cross table 6.

Questionnaire	Sex	Level of rejection in %
1	M	20
2	F	80
3	F	70
4	M	30
5	F	90
6	F	80
7	M	80
8	F	100
9	M	0
10	F	60
11	M	40
12	F	90

*Table 5: Degree of aversion amongst men and women towards violent videos*

Sex	Level of rejection in %
F	81
M	34
<b>Total</b>	<b>62</b>

*Table 6: Same data as above in form of cross table showing that women reject violent videos to a greater degree than men (or pretend to do so)*

To obtain the summary as displayed in cross table 6 do the following:

1. Mark the two columns of interest, i.e. 'sex' and 'extent of rejection' including the title line in the raw data table 5, copy them into memory, go to the module Spreadsheet (menu File > New > Spreadsheet) and there reinsert them using shortcut Ctrl + v.

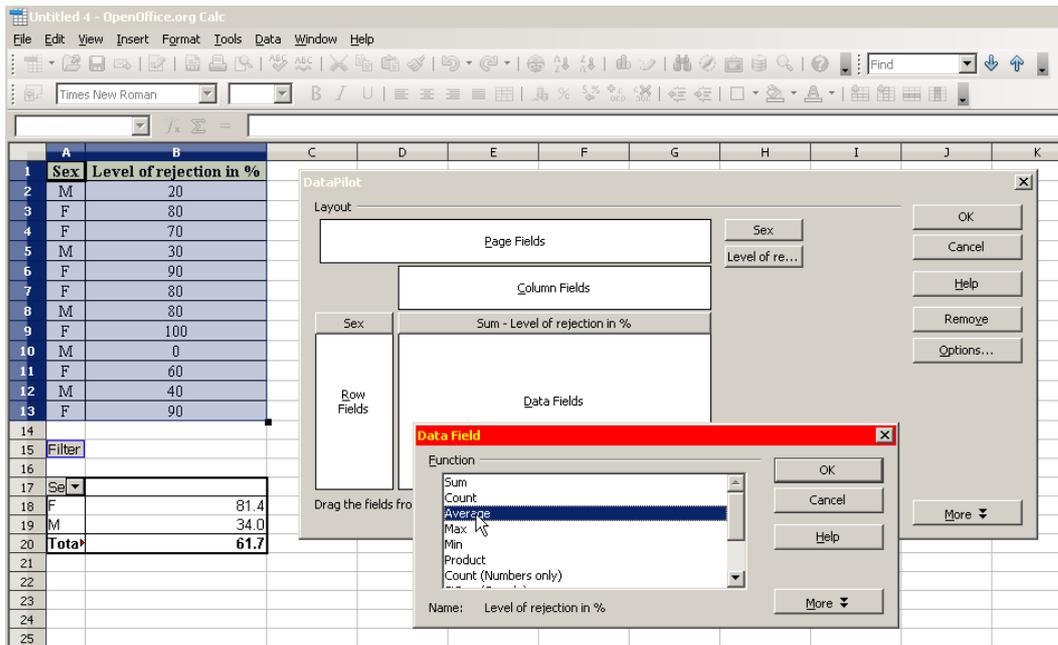


Illustration 30: After having dragged the two buttons 'Sex' and 'Level of ...' into their appropriate fields, go to Options and choose Average

2. In your spreadsheet again mark the two columns and go to menu Data > DataPilot > Start > Current selection.
3. Drag and drop the button Sex onto the white area Row Fields and Level of rejection... onto the white area Data Fields; press Options and choose Average; confirm OK and again OK (see illustration 30).
4. Your new cross table now appears on your spreadsheet.
5. Mark it and go to menu Format > Cells > Numbers > -1234 with Decimal place value 0 and Leading zero value 1; confirm with OK (see illustration 31).
6. Copy your newly formatted cross table into computer memory (Ctrl + c).
7. Back to your text file insert the contents (as opposed to a direct image) of the cross table using menu Edit > Paste Special > Formatted text [RTF] (Shift + Ctrl + v and not simply Ctrl + v)
8. You can now freely format your newly inserted table.
9. Finally right click it and add a Caption.

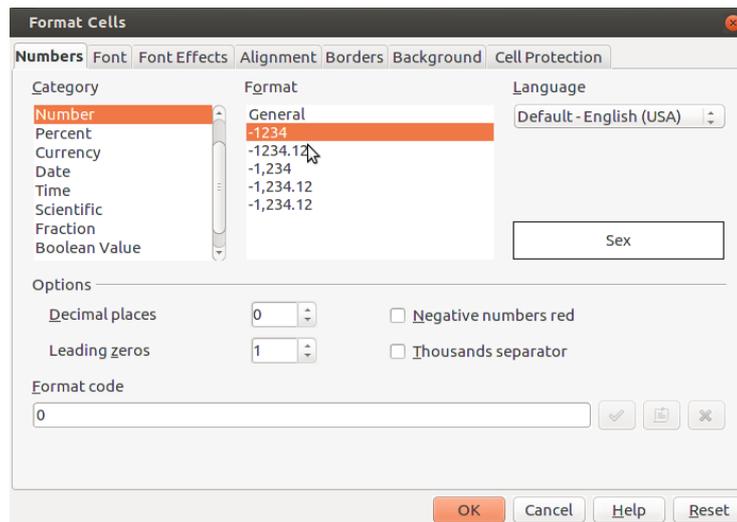


Illustration 31: The number of decimal places is reduced to 0

□ *Example of survey involving yes/no answers*

In a fictitious yes/no survey we wanted to find out if handedness is related to sex. So we put the question ‘do you primarily use your right or your left hand for writing?’ to a mixed group of people. The raw results are listed in table 7, the summary is to be found in table 8.

To obtain grouped results as in table 8 do the following:

1. Copy the two right columns Sex and Handedness from table 7 into memory and insert them into the module Spreadsheet.
2. In your spreadsheet again mark these same two columns.
3. Open menu Data > Pivot Table > Create > Current Selection.
4. Drag & Drop the button Sex onto the white area Row Fields and the button Handedness *both* onto the white area Column Fields *and* onto the white area Data Fields (see illustration 32).
5. Under Options choose Count instead of Sum and press More and there choose as Type the option % of row; confirm OK.
6. A new cross table will appear on your spreadsheet.
7. Mark the cross table thus created and choose menu Format > Cells > Category > Percent > 13 %; numbers will appear with percent sign and zero decimal places.
8. Copy the first three columns of your cross table into computer memory (Ctrl + c).
9. Back in your text file insert the contents of computer memory using the keyboard shortcut Shift + Ctrl + v and choose the option Formatted text [RTF].
10. Format your newly inserted cross table to your taste.
11. Finally right click the table and add a Caption.

Questionnaire	Sex	Handedness
1	M	R
2	F	R
3	F	L
4	M	R
5	F	R
6	F	R
7	M	L
8	F	R
9	M	L
10	F	R
11	M	L
12	F	R

Table 7: Right- and Left-Handedness and Sex (raw data)

Sex	Left handedness	Right handedness
Women	14%	86%
Men	60%	40%
<b>Total Result</b>	<b>33%</b>	<b>67%</b>

Table 8: Cross table comparison as to handedness dependent on sex

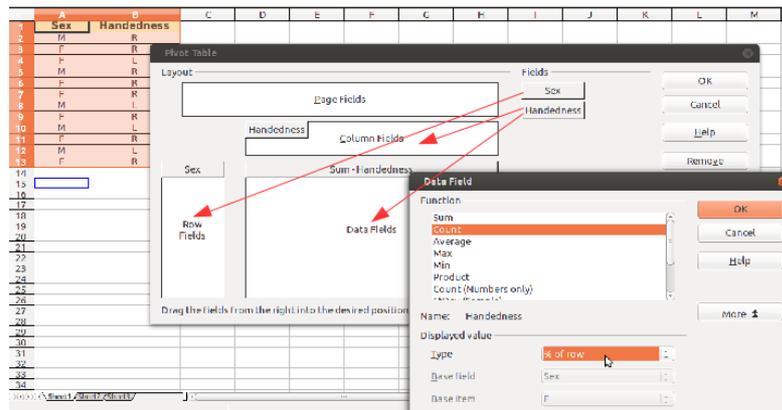


Illustration 32: Pull the field "sex" onto area Row Fields and the field "handedness" both onto areas Column Fields as well as Data Fields; under Options choose Function "Count" and pressing button More choose '% of row'

## 31 Extra Long Web Addresses

Web addresses tend to get longer by the day. So you could end up with a line like this:

Please refer to:  
[http://uk.search.yahoo.com/long\\_chain/long\\_chain/long\\_chain/long\\_chain/long\\_chain/long\\_chain/](http://uk.search.yahoo.com/long_chain/long_chain/long_chain/long_chain/long_chain/long_chain/)

It would be nicer to have:

Please refer to: [http://de.search.yahoo.com/long\\_chain/long\\_chain/long\\_chain/long\\_chain/long\\_chain/long\\_chain/](http://de.search.yahoo.com/long_chain/long_chain/long_chain/long_chain/long_chain/long_chain/)

In other words you want to achieve two things: i) the URL should start on the same line as the preceding phrase and ii) you want to be able to insert a line break at the right place.

For this you need to do the following:

1. Under `Tools > Options > Language Settings > Languages` tick the box next to `Show UI Elements for Bi-directional writing`.
2. Place the cursor after any `/` or `_` where you might want a line break.
3. Activate the menu `Insert > Formatting Mark > No-width optional break`.
4. If you have lots of URLs you can speed up the process by `Finding & Replacing` (in the menu `Edit`) all occurrences of `/` with your new combination of `/No-width optional break`; conversely, in order to prevent `http://` from breaking at the end of a line, you can replace all double occurrences of `/No-width optional break` with `//`; you could apply the same logic to the underscore `_` and other such typical URL characters.

## 32 Fonts

The right choice of fonts is important to increase overall legibility. There are thousands of fonts out there, but one main category are the fonts with *serifs* such as **Times New Roman**.

For your `Text` body you should use a font with serifs. Serifs are the horizontal strokes at the tips of the letters, mostly coinciding with the base line as in the letters ‘i’ or ‘m’, a few lying above as in ‘w’ and another set placed below the line as for letters ‘p’ and ‘q’. A few characters such as ‘o’ have no serifs. These serifs give the letters stability on the horizontal axis and also reduce the gaps between letters, so that words gain a more compact appearance. This in turn increases reading speed as you tend to seize complete words as units and not as loose collections of letters.

For main titles, posters, flyers etc., whose object it is precisely to attract more attention, fonts without serifs such as **Arial** are very suitable. Here the object is precisely to slow down the pace of reading so as to attract more attention.

**Times New Roman 40 pt**  
**Garamond 40 pt**

# Arial 40 pt

# Futura Lt BT 40 pt

AaBbCcDdEeFfGg (Times New Roman 12 pt)

AaBbCcDdEeFfGg (Garamond 12 pt)

AaBbCcDdEeFfGg (Arial 12 pt)

AaBbCcDdEeFfGg (Futura Lt BT 12 pt)

There exists a great variety of fonts within each. Futura Lt BT for example is lighter than Arial and marries well with Garamond which in turn is lighter than Times.

Philosophically speaking you could say that Garamond has been stripped of any unnecessary fat, being reduced to the 'mathematical minimum' necessary for rapid reading. It is also more rounded than Times giving it a less aggressive appearance. And in spite of its slightly reduced dimensions at same font size it remains very legible.

Of course you need to have these fonts installed on your computer. Some of them are unfortunately quite expensive.

On the whole avoid using different fonts. Instead just vary font size and typeface.

If you're using a page format of A4, you will probably want a font size of 12pt (or 11pt in case you do opt for Arial, which is by nature larger). If producing a pamphlet size A5 you can reduce the font size down to 11pt or even 10.5pt. The better the printer and the quality of paper, the more you can reduce the font size without the text becoming illegible.

Sometimes lecturers give very detailed specifications as to number of pages, font type, font size, line spacing, margins and so on not so much for optical reasons but to control the overall amount of text produced. It would be simpler if they said: 'Please limit yourself to 10,000 characters plus/minus five percent.' See section 44 'Document Infos'.

## 33 Emphasis

Avoid **bold** type in order to emphasise a word, instead use *italics*. In the old days of mechanical typewriters that wasn't possible. So instead people would hammer over the text two or three times to achieve **boldness**, or they would underline their text, or possibly choose to s p a c e o u t the passage or use CAPITAL LETTERS. You could even combine all these giving you a grand total of 16 alternatives. Print shops in the old days of lead type, especially those with insufficient financial means and cramped space to store all these types had not other option. Thanks to laser printers and other modern print techniques these work-arounds are no longer necessary. *Italics* have the advantage of sticking out just enough to be noticed without disturbing the overall picture.

Another pretty old fashioned method used in literature lists to emphasise the author's name is the use of SMALL CAPITALS. See section 23 on how to format your Bibliography.

## 34 Special Characters

You will find these under `Insert > Special Character`. If you need a particular character or even a complete string of characters very often, say '[...]', and don't want to keep on typing out the sequence, you can mark it once, go to `Tools > AutoCorrect Options` and type in on the left hand side under `Replace` a shortcut such as 'xxx'. Then press `New` and confirm with `OK`. Now every time you write `xxx` followed by a space the programme will automatically write [...] for you.

The list of replacements you just used to do this contains lots of standard replacements, e.g. two short dashes will be replaced by one long one and three dots by an ellipsis.

## 35 Non separable combinations

Combinations such as Mr. X, Dr. Who, § 120, \$ 120,000, 26 % should not be separated. You wouldn't want a \$-sign at the end of the line and the amount in Dollars at the beginning of the next line. In case there is not enough space to fit both on the one line you would want them to slip pairwise to the next line. The keyboard shortcut `Shift + Ctrl + Space` (menu `Insert > Formatting mark > Non-breaking space`) between the two elements instead of a simple `Space` ensures both stick together.

## 36 Shortcut keys

OpenOffice Writer has a bunch of shortcuts to make life easier. Here some of the most useful:

- `Ctrl + 0` the paragraph where the cursor is will become `Text Body`
- `Ctrl + 1` the paragraph where the cursor is will become `Heading 1`
- `Ctrl + 2` the paragraph where the cursor is will become `Heading 2`
- `Ctrl + 3` the paragraph where the cursor is will become `Heading 3`
- `Ctrl + 4` the paragraph where the cursor is will become `Heading 4`
- `Ctrl + i` marked text will be *italicized*
- `Ctrl + b` marked text will change to **bold**
- `Ctrl + r` the paragraph will be `Right aligned`
- `Ctrl + l` the paragraph will be `Left aligned`
- `Ctrl + m` marked text will loose all *manual* formatting – only those defined in the paragraph style will survive
- `Ctrl + s` save file

- `Ctrl + p` print file
- `Ctrl + f` find or replace text
- `Ctrl + c` copy marked text to computer memory
- `Ctrl + x` cut out and move marked text to computer memory (x symbolizes the scissors)
- `Ctrl + v` insert contents of computer memory (v symbolizes the insertion)
- `Ctrl + shift + v` same as above, only you can choose to insert text with reduced formatting or no formatting at all
- `Return` start a new paragraph
- `Ctrl + Return` start a new page (page break)
- `Shift + Return` start a new line (but not a new paragraph)
- `Ctrl + -` insert an optional hyphen – the word will be hyphenated here only if it doesn't fit on line
- `Ctrl + Shift + Space` insert a non-breaking space
- `Ctrl + Shift + -` insert a non-breaking hyphen
- `- + - + Space` long hyphen ‘–’
- `. + . + . + space` ellipse ‘...’
- `Alt + shift + F8` to change Selection mode from Standard to Block area

## 37 Mouse Clicks

- a *double-click* will mark a whole word
- a *triple-click* will mark a complete sentence
- a *quadruple-click* will mark a complete paragraph
- a *right-click* will offer you a context menu (avoids having to go through the menu bar)
- *click-hold-and-pull* on a marked area allows you to relocate it
- in combination with `Ctrl` you can mark several non-adjacent passages
- `Alt` + pressed down mouse key allows you to mark a block of text (only really meaningful if you are using a monospaced font such as `Courier`)

## 38 PDFs

*PDF* (Portable Data Format), developed by Adobe, is an open format independent of operating system, monitor and printer, making it increasingly popular for document distribution. PDF files cannot be easily modified, some are even protected by passwords and/or cannot be printed.

To export your file to PDF just press the PDF symbol in the menu bar. Or choose the menu `File > Export as PDF...` This latter method offers you more options.

Use freeware PDF24 to manage PDF documents, for instance to delete individual pages or merge PDF files together. PDF24 is even capable of transforming PDF files in RGB colour space to CMYK colour space for print shops. Members of the Linux-Ubuntu community can also download the programme Master PDF editor gratis with which to edit existing PDF files.

## 39 Saving your files

Sounds simple enough but often involves mishaps. Please heed the following advice:

- strictly limit yourself to lowercase alphanumeric characters and underscores *only*; avoid capital letters, hyphens and any special characters
  - i) this will increase legibility
  - ii) you will avoid problems with different operating systems\*
- save your work regularly, about every five minutes, using ascending numbering and easy to remember mnemonics:
  - self\_explanatory\_descriptive\_title\_01
  - self\_explanatory\_descriptive\_title\_02
  - self\_explanatory\_descriptive\_title\_03
- mail your work to yourself regularly, so you have access to it from anywhere you might be; *don't* rely on memory sticks

## 40 Several files open at once

We already had the opportunity to work with two windows at the same time, one for our text and the other for statistical calculations in the spreadsheet. Nothing prevents you from having as many windows/documents open simultaneously as need be, e.g. one for your literature database.

## 41 Search and Replace

Under `Edit > Find & Replace (Ctrl + f)` you can search through your whole document for a particular string of text and also replace it with some other string.

I myself very often use the search tool for a quite different purpose: I 'mark' passages in need of further editing with the optically salient `###`, allowing me to easily locate these passages at a later date.

You can even replace a paragraph style with another style (select `More Options > Search for styles`). This is especially useful to rid yourself of superfluous styles.

Finally you can remove all empty paragraphs in one go: Under `More Options` choose `Regular expressions` and write `^$` in the search field, then press `Replace all`.

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\* Linux for example, unlike Windows, treats 'Thesis.doc', 'THESIS.DOC' and 'thesis.doc' as three separate files and also sorts all uppercase letters before lowercase ones.

## 42 Spell Check

In the menu bar you can activate AutoSpellCheck by pressing the ABC-Button in the menu bar (F7). Any unknown words will appear underlined in red. To add an unknown word to the standard dictionary right-click it and choose `Add > standard.dic`. So over time the programme will increase its vocabulary – providing you are always using the same computer of course.

You can add your own personal dictionary under `Tools > Options > Language settings > Writing aids`. In the window `User-defined dictionaries` select `New`, give it a name and choose which language it should apply to. Then press `Edit`. Type in a new word and confirm each one by pressing `New`.

The language in use is defined in the paragraph style under the tab `Font`. So a text containing several languages can be spell checked. You can download extra dictionaries from `openoffice.org` (look for `Extensions`).

## 43 Synonyms

Under `Tools > Language > Thesaurus (Ctrl + F7)` the programme lists quite a few alternatives to the word the cursor happens to be in. A good online dictionary covering several languages is `thefreedictionary.com`.

## 44 Document Infos

Sometimes you might want to store general information about your file. To do this, go to `File > Properties > Description`. In the same menu under the tab `Statistics` you will get a summary of number of paragraphs, words, characters and so on your text contains.

A more succinct summary can be accessed directly under the menu `Tools > Word Count`. If you want the same information for just one particular section, mark it beforehand.

The name of the current editor is entered in another menu: `Tools > Options > User data`. This makes sense since the same document might well be edited by various people in succession – see section 18 on Proofreading.

## 45 Labels and Form Letters

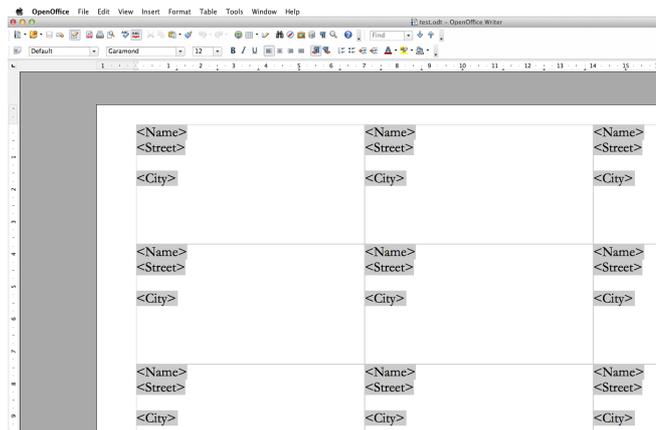
You won't need this for your studies. But in the course of a traineeship or at your work place you might well be asked to print out labels for a bulk mailing or write a form letter. Here's how to go about it:

1. Create a new spreadsheet: `File > New > Spreadsheet`.
2. Use the first line for the Column headings: `Name, Street, City, Phone, Mobile, Mail`. Fill in the lines below with all relevant information using one line per person.
3. Save the spreadsheet under some meaningful name such as `addresses`. The file ending `.ods` will be automatically appended.

4. Create a new database: `File > New > Database`. Choose the third option `Connect to an existing database` and select `Spreadsheet` from the drop-down menu. Confirm `Next`. Browse to the spreadsheet you saved in previous step (i.e. the file addresses), tick the option `Read only` and `Open` it. Press the `Next` button. Leave `Yes`, register the database for me (this means you will be able to access it from any OpenOffice window). Remove the tick from `Open the database for editing` and press `Finish`. Give your new database the same name as your spreadsheet, that is `addresses` and `Save` it in the same directory as the file addresses. The database will automatically receive the suffix `.odb`, so you end up with two separate files with the same name but different suffixes. The database will now close automatically because in reality it contains no data, it is simply a window onto your spreadsheet which does contain the actual data.
  
5. Open the menu `File > New > Labels`. Select your `Database` from the drop-down list, i.e. `addresses`, and the pertaining `Table` from the drop-down list immediately below, that is `sheet1`. Just below that open the list of `Database Fields`. You will see the six fields you created in first step: `Name`, `Street`, `City`, `Phone`, `Mobile`, `Mail`. Copy the first one, i.e. `Name`, onto the blank label using the black arrow pointing left. Insert a new line under `Name` by pressing `Enter`. Now copy the field `Street`, insert two new lines, and finally copy `City`. The remaining fields `Phone`, `Mobile` and `Mail` are of no interest to you for the purpose of your bulk mail, so just ignore them. Open the tab `Format` and insert the values listed in table 9 and illustration 33 (these apply to A4-paper with 3 x 8 labels). Press button `New document`. At this point a new A4 page will appear with 24 labels, each one with the three field names as in illustration 34. You can now print your document on sheets with self-adhesive labels. During the printing process the place holders will get substituted by the actual names, streets and cities listed in your spreadsheet. The programme also offers you the alternative to print to a text file instead of a physical printer.

Horizontal pitch	7,00 cm
Vertical pitch	3,70 cm
Width	7,00 cm
Height	3,70 cm
Left margin	1,20 cm
Top margin	0,60 cm
Columns	3
Rows	8

*Table 9: Sizes and spacing for a 3x8 layout paper size A4*



*Illustration 34: The new file in format A4 contains place holders which will be replaced by actual addresses while printing (whether to printer or to file)*

To create a bulk letter you basically follow the same steps. You start with a simple text file. When you get to the part ‘My dear friend ’, open `Insert > Fields > Other > Database > Mail merge fields`. You will be presented with a list of databases. Select the one you need, i.e. `addresses > sheet1`. Pressing the `▶` next to `sheet1` will open up a list of all your fields (`Name`, `Street`, `City` etc.). Click on `Name` and now all the names will be inserted automatically one after the other, one per each copy of your letter, after the ‘My dear friend ’.

## 46 Help

Under the menu `Help` you will find easy to follow step-by-step instructions. Also, while hovering with your mouse pointer over any button or menu, you will be offered shorter or longer ‘tips’ depending on your settings in `Tools > Options > OpenOffice.org > General` (see illustration Fehler: Referenz nicht gefunden). Using Google you will usually find very useful and concise help too: simply type in a couple keywords and the term ‘OpenOffice’ and that’s it.

## 47 Installing Programme

Just go to `openoffice.org` and download the appropriate complete installation file for your language and your operating system (Windows, Mac and several flavours of Linux). Installation shouldn’t take more than a few minutes. Afterwards, under menu `Tools > Options`, you can modify a few settings such as your preferred font.

## 48 Microsoft Word

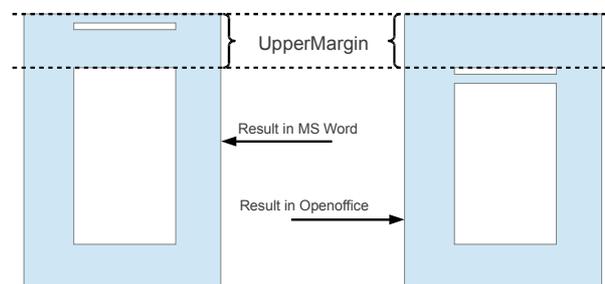
In case your lecturer insists you provide a Microsoft Word document instead of a PDF, just export your document to Word by choosing `File > Save as` and then selecting `File type > Microsoft Word 97/2000/XP`.

If on the other hand you have just imported a Word document full of manual formatting without consistent use of styles you will need to ‘clean’ the text. There are two ways to go about it:

1. The more radical but very simple solution is to

- i. mark the whole text using shortcut `Ctrl + a`
  - ii. turn the marked text into `Text body` with `Ctrl + 0`
  - iii. remove all manual formatting from marked text with `Ctrl + m`
  - iv. format your text from scratch using styles
2. The more gentle solution is to delete or replace existing styles with others. For that just go to `Edit > Find & Replace > More Options` and tick `Styles`. So you would use this method to replace all occurrences of the `Default` style with the style `Text Body`. This way of going about things is especially useful for very long texts with lots of very useful styles and only a few useless ones you want to get rid of or overwrite. In the list of `Page styles` you should also delete all `Convert` and `MP` styles – these are namely remnants from Word.

*Note:* I strongly recommend *not* using Microsoft Word. We all know how popular MS Word is, almost everybody has it though not necessarily legally. Some people will argue, ‘Well, you must use it, because it’s the ‘standard’.’ Or they might say: ‘Well, you know, later on in your future work place you will probably *have* to use it, so you might as well get used to it.’ In reality Microsoft Word shows little respect for accepted standards. To take just one example: Word positions the page header not relative to the text but instead inside the upper margin and relative to the upper edge of the page. So the wider the margin gets the greater the distance between the header and the actual text becomes. This means you have to adjust the distance between header and upper edge of page separately in order to move it closer down to the actual text and thus ensure a more pleasing layout (and vice-versa if you again change your mind) – see illustration 35. OpenOffice follows the general rule of subtracting the necessary space for the header from the space reserved for the text leaving the upper margin untouched. Same goes of course for page footers. Besides, MS Word menus are extremely unstructured making it very difficult to find things. Instead you are offered a whole palette of pretty buttons with such non-committal names as ‘intensive quote’ which are anything but standard concepts in typography – see illustration 36. Also the `.doc` format is not an open standard but proprietary of Microsoft.



*Illustration 35: As you can see the header in Word sticks to the upper page edge regardless of margin width and away from the main text to which it belongs; OpenOffice leaves margin free.*

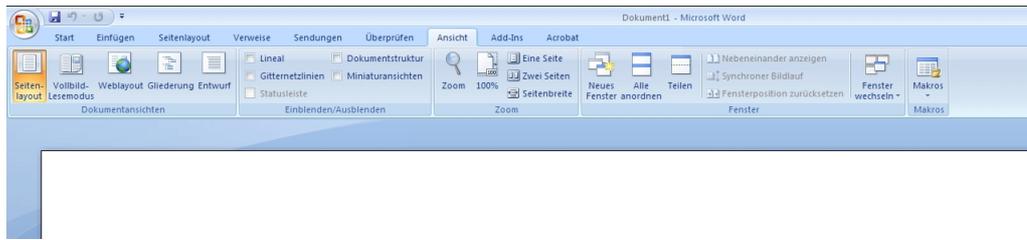


Illustration 36: Microsoft Word: Lots of buttons which change around 'dynamically' depending on what you are doing (German version)

## 49 Practice I

1. Download unformatted file `prax-en.txt`
  - go to `openoffice-uni.org`
  - in the English section Right-click on file `[txt]`
  - choose option Save link as...
  - choose Desktop or other location
  - confirm Save
2. **Open downloaded file**
  - start OpenOffice Writer
  - go to menu File > Open
  - go to the download location
  - choose the file `prax-en.txt` and confirm Open
3. **Save your file in OpenOffice format**
  - open Menu File > Save as...
  - choose File type > ODF Text Document (.odt)
  - confirm Save
4. **Apply paragraph Style** Text Body
  - mark whole document using keyboard shortcut `Ctrl + a`
  - apply paragraph style Text Body using shortcut `Ctrl + 0`
  - leaving text still marked open menu Format > Default Formatting (shortcut `Ctrl + m`)
  - *unmark* your text by left clicking anywhere in document
5. **Modify paragraph style** Text Body
  - right-click any paragraph
  - choose option Edit Paragraph Style... (*not* Paragraph...)

- check that top bar of pop-up menu does indeed display Paragraph Style: Text Body
- make following changes:
  - x under tab Indents & Spacing increase Line spacing to 1.5 lines
  - x under tab Alignment choose Options > Justified
  - x under tab Text Flow activate Hyphenation > Automatically, increasing Characters at end of line as well as Characters at beginning of line from 2 to 3; also tick options Orphan Control and Widow Control

## 6. Format chapter headings

- open menu Format > Styles and Formatting (F11)
- in the pop-up list of paragraph styles right-click the style Heading 1 and choose Modify
- under tab Indents & Spacing make following changes:
  - x Spacing > Above paragraph: 1,2cm
  - x Spacing > Below paragraph: 0,6cm
- under tab Font choose:
  - x Font > Garamond (or Times)
  - x Size > 16pt (replace symbol % with letters pt)
  - x Typeface > Bold
- repeat these steps for paragraph style Heading 2 (second level) with following values:
  - x Spacing > Above paragraph to 0,8cm
  - x Spacing > Below paragraph to 0,4cm
  - x Font > Garamond (or Times)
  - x Size > 13pt
  - x Typeface > Bold

## 7. Activate chapter numbering

- open menu Tools > Outline Numbering
- in the left column Level choose 1
- in drop-down menu Number choose option 1, 2, 3...
- repeat for Level > 2
- ensure that for level 2 Show sublevels is set to 2
- confirm OK

## 8. Mark chapter headings

- place cursor in first chapter heading 'Introduction'
- remove existing numbering '1' as well as space
- press shortcut `Ctrl + 1` to apply paragraph style `Heading 1`
- repeat these steps for first five chapters
- in chapter 5 look out for subheadings (the ones beginning with '?'), delete the question mark and spaces and apply style `Heading 2` using shortcut `Ctrl + 2`

## 9. Format first page

- mark the contents of your title page including date of publication (try to use `shift + arrow keys` instead of mouse pointer to do this)
- open menu `Format > Paragraph...` (*not* the menu `Format > Styles and Formatting`)
- under tab `Indents & Spacing` apply following values:
  - x `Line Spacing > Single`
  - x `Spacing > Below paragraph > 0cm`
  - x confirm OK
- with contents of title page still marked centre justify it with button `Centred` in menu bar
- increase font size from `12pt` to `14pt` (again using menu bar)
- mark main title 'Apache OpenOffice Writer for students'
- increase font size to `20pt`
- mark just the word 'Writer', increase font size from `20pt` to `36pt` and apply typeface `Bold`

## 10. Insert new page after title page

- place cursor pointer directly to the right of publication date and press `Ctrl + return` to force a page break
- note the blue line at the top of the new page symbolizing a page break

## 11. Insert table of contents

- open menu `Insert > Indexes and Tables > Indexes and Tables...`
- confirm OK

## 12. Modify table of contents

- right-click your table of contents
- choose option `Edit Index/Table`
- under tab `Index/Table` reduce `Evaluate up to level` down to 2 (so even if your text contains three or more levels of chapter headings only the first two will be listed)
- under the tab `Entries` place the cursor inside the white space between the entries `E#` and `E`
- click *once* on the button `Tab stop` (in case you by mistake insert more than one `Tab stop`, you can delete it with `Del` key)
- click on button `All` (so that both your levels have same entries)
- confirm `OK`

## 13. Format table of contents

- *right* click any level 1 entry in your table of contents
- choose option `Edit paragraph style...`
- under tab `Indents & Spacing` enter following values:
  - ✗ `Indent > Before text > 0,8cm` (positive value)
  - ✗ `Indent > First line > -0,8cm` (negative value)
  - ✗ `Spacing > Above paragraph > 0,4cm`
  - ✗ `Line spacing > Single`
- confirm `OK`
- repeat these steps for second level entries with following values:
  - ✗ `Indent > Before text > 1,8cm` (positive value)
  - ✗ `Indent > First line > -1cm` (negative value)
  - ✗ `Spacing > Above paragraph > 0,2cm`
  - ✗ `Line spacing > Single`
- Confirm `OK`

## 14. Insert new page after table of contents

- place cursor immediately *underneath* your table of contents
- open menu `Insert > Manual Break... > Type > Page Break`
- choose page `Style > Default`
- click `Change page number`
- insert value 1

- confirm OK

### 15. Prepare style First page

- open menu Format > Styles and Formatting
- in menu bar choose fourth button from left for Page Styles
- under tab Organizer choose as Next Style > First Page (this will allow you to have more than one non-numbered First page)
- under tab Page increase Margins > Left Margin > 3cm
- confirm OK

### 16. Prepare style Default Page

- open menu Format > Styles and Formatting (F11)
- again choose fourth button from left in menu bar for Page Styles
- *right-click* on the page style Default
- choose option Modify and make following changes:
  - x under tab Header activate Header > Header on
  - x under tab Page increase Margins > Left margin to 3cm
  - x confirm OK

### 17. Apply style First Page

- place your cursor anywhere in your title page
- open menu Format > Styles and Formatting (F11)
- again choose fourth button from left in menu bar for Page Styles
- *double-click* on style First Page (make sure to actually *double-click*)

### 18. Add page numbering

- place cursor inside empty header of any standard text page
- open menu Insert > Fields > Page number
- right align your newly inserted page number using appropriate button in menu bar
- refresh numbering in menu Tools > Update > Update all

## 50 Practice II

- format a few passages as interviews with numbered lines (see section 20)
- create a simple table and insert a chart based on this table (see chapter 26)

**Enjoy saving precious time with Apache OpenOffice Writer!**