

HOW TO: BASIC OPEN OFFICE 3 *HELP FILE*

Create a Template

A template is a document containing text that you use all the time; for example a letterhead.

Create the document with all the text and formatting that you require, including the date field etc. Add any place holders that you need (see article below). When you are ready save the file as a template

1. File → Templates → Save

Using a Template

To use a template you created:

1. File → New → Templates and Documents
2. Select the template you wish to use.

Creating A New Default Template

If you want every new document to have user-defined settings, you must create a new template and set it as default.

1. Create a new document, add or modify styles, and change other settings as you desire.
2. From the File menu, choose Templates → Save.
3. Give the template a name.
4. Select a category in the Categories list (for example, My Templates).
5. Click OK to save the template.
6. Choose File → Templates → Organise.
7. In the Categories list, double-click on the My Templates folder.
8. Right-click on the template you want to use and choose Set as Default Template from the menu.
9. Click the Close button.

Entering Place Marker in a Template

Create a template with all the text needed. When there is a point at which something will have to be added when the new document is created:

1. Insert → Fields → Other
2. In the box opened select Tab 'Functions'

3. Select "Placeholder" in the 'Type' column and 'Text' in the 'Format' column.
4. In the text box labelled 'Placeholder' enter something to indicate the type of placeholder it is i.e. 'Seconder'. This will appear in the document thus <Seconder>
5. In the text box labelled 'Reference' enter something to indicate what to enter i.e. 'Enter name of seconder for the motion'. This will appear as a prompt when the placeholder is clicked.

Converting Date Field to Text

A date in a template is very useful for dating a document or letter BUT unless it is converted to text every time the document is opened in the future it will show the current date rather than the date the document was created.

1. Select the date field
2. Select Edit → Copy (or press Ctrl C)
3. Select Edit → Paste Special → Unformatted Text

The date is now plain text and will not change. You could make a macro to perform this function.

Page Numbering

Have some difficulties putting the page number on your document ? Here are some basics.

- Page number is a field that must be placed either in the header or in the footer.
- Header/footer are configured in the Page style (each has its own tab in the properties of the page style).

So:

- Double-click the page style name in the status bar (bottom of the main window).
- Go to the Header or Footer tab and activate it, click OK.
- Put the cursor in the Header/Footer created and go to Insert>Fields>Page number.

Left/Center/Right alignment

Both the Header and Footer paragraph styles (automatically selected in those areas) have customised tabulations; first is left aligned, second is centred and third is right aligned.

Odd and Even pages alignment

In the Header or Footer tab of the page style properties, you can uncheck the Same content left/right option. Then, you'll be able to have a left aligned page number on

even pages (left) and right aligned page number on odd pages (right) without using 2 pages styles.

Having parts without numbering

As said above, the page number is linked to the page style. Therefore, if you want parts with numbering and some without, you need different page styles.

Restarting a page number

Never use the Offset feature you can see in the page number field dialogue! The ToC is based on the real page numbering, it doesn't take into account the offset feature. Moreover, your last page won't have any numbering if the correction is positive.

- Go to the first paragraph of the page to be renumbered, right click and select Paragraph.
- Go to the Text Flow tab, in the Breaks section, adjust the page number.

Replace total pages number by section pages number

If you have several chapters and want the numbering in each one be like PN/CPN where CPN is the number of pages of the chapter, here is the method:

- First you've to restart the first page of the chapter at 1 (see previous tip). Note that this can be automated if you use a heading style for example (or any other paragraph style used for the first paragraph).
- Go to the last page of the chapter, insert a Bookmark 'chapter # end' for example.
- To display the last page number, which will be the total number of pages of the chapter in fact, place your cursor in the header or footer and insert a field (CTRL + F2) : in the Reference tab, select the bookmarks category and select your 'chapter # end' bookmark, keep the Page format highlighted. Insert and it should be ok.
- The only thing is to keep in mind there is a bookmark at the end of each chapter. Note that you can insert the bookmarks in sections or in frames. The former can be password protected but the latter can be resized to avoid having a whole line dedicated to the section.

Using Landscape And Portrait Pages

Here is the problem: you have a document where all pages are in Portrait mode, but you need to insert a page in Landscape mode. To do this, you must create a page style with landscape page orientation:

1. In the Stylist, click on the Page Style button, right-click in the window, and choose New.
2. In the Page Style dialogue box, click on the Page tab.
3. Under Orientation, click on the Landscape radio button.

4. Specify other settings and press OK.

To insert a landscape-oriented page:

1. Choose Insert → Manual Break.
2. Click on the Page break radio button.
3. Select the newly created landscape page style from the Style drop-down menu.

To get back to the portrait mode repeat the procedure, but in step 3 select the portrait page style.

Inserting Random Text

Type 'dt' (without ')- Press F3