

WORKING WITH TEXT

Text Basics

Selecting a vertical block of text

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

Cutting, copying, and pasting text

Cutting and copying text in Writer is similar to cutting and copying text in other applications. You can copy or move text within a document, or between documents, by dragging or by using menu selections, icons, or keyboard shortcuts. You can also copy text from other sources such as Web pages and paste it into a Writer document. To move (cut and paste) selected text using the mouse, drag it to the new location and release it. To copy selected text, hold down the Control key while dragging. The text retains the formatting it had before dragging. When you paste text, the result depends on the source of the text and how you paste it. If you click on the Paste icon, then the pasted text keeps its original formatting (such as bold or italics). Text pasted from Web sites and other sources may also be placed into frames or tables. If you do not like the results, click the Undo icon or press Control+Z. To make the pasted text take on the formatting of the text surrounding where it is pasted, choose either:

- Edit > Paste Special, or
- Click the triangle to the right of the Paste icon, or
- Click the Paste icon without releasing the left mouse button.

Then select Unformatted text from the resulting menu. The range of choices on the Paste Special menu varies depending on the origin and formatting of the text (or other object) to be pasted. See

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

Finding and replacing text

Writer has a Find and Replace feature that automates the process of searching for text inside a document. In addition to finding and replacing words and phrases, you can:

Use wildcards and regular expressions to fine-tune a search.

- Find and replace specific formatting.
- Find and replace paragraph styles.

To display the Find & Replace dialog box, use the keyboard shortcut Control+F or choose Edit > Find & Replace from the menu bar.

Type the text you want to find in the Search for box.

- 1) To replace the text with different text, type the new text in the Replace with box.
- 2) You can select various options, such as matching the case, matching whole words only, or doing a search for similar words. (See below for some other choices.)

- 3) When you have set up your search, click Find. To replace text, click Replace instead.

Formatting Text

To format text, use the toolbar towards the top of the screen. Formatting text in Box Notes works much the same way as formatting text in a word processor:

- To format existing text, select a passage and then click the formatting tool you want.
- To format new text, click the formatting tool you want and then begin typing.

Tool options include:



- 1) **Font Size:** Select the size (small, medium, or large) from the dropdown list.
- 2) **Font Color:** Select the required color block from the dropdown list.
- 3) **Font Style:** Apply bold, italic, underline, or strikethrough styles.
 - ❖ **Bold:** Click B to apply the bold style or use the keyboard shortcut: For PCs, CTRL+B , and for Macs, CMD+B .
 - ❖ **Italics:** Click I to apply the italic style or use the keyboard shortcut: For PCs, CTRL+I , and for Macs, CMD+I .
 - ❖ **Underline:** Click U to apply the underline style or use the keyboard shortcut: For PCs, CTRL+U , and for Macs, CMD+U .
 - ❖ **Strikethrough:** Click Strikethrough icon.png to apply the strikethrough style, or use the CTRL+SHIFT+9 keyboard shortcut on PCs or the CMD+SHIFT+9 keyboard shortcut on Macs.
- 4) **Bulleted Lists, Numbered Lists, or Check Lists:** To add bullets to a list click the bullets icon. To add numbers to a list click the number icon. To add a checklist to the note, click the checklist icon. To indent the list further, use the Tab key.
- 2) **Text Alignment:** Click the arrow to see options to align your text to the left, center, or right of the note.
- 3) **Insert Image:** See: Inserting Images in Box Notes
- 4) **Insert Table:** See: Using Tables in Box Notes

Line spacing

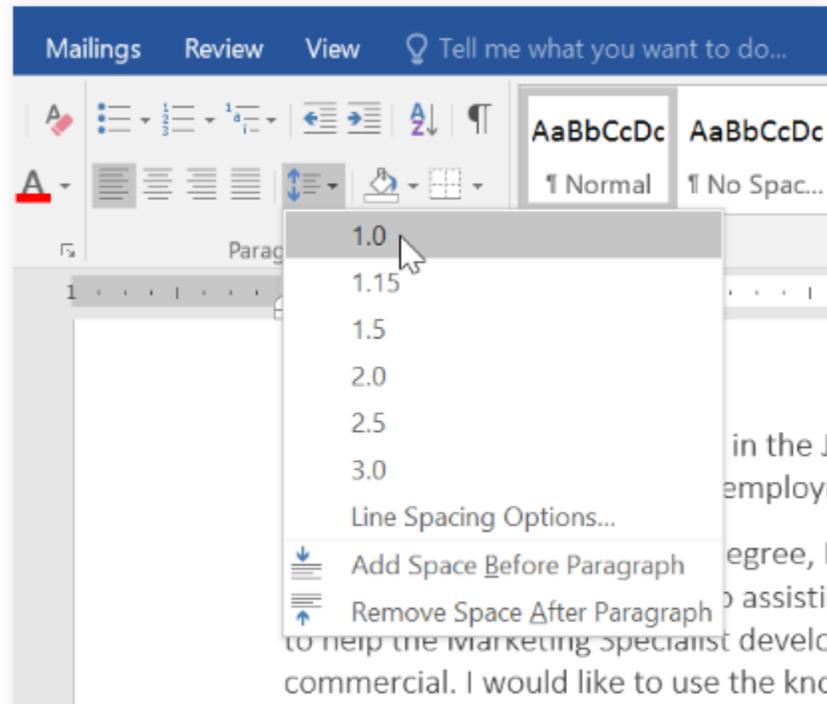
Line spacing is the space between each line in a paragraph. Word allows you to customize the line spacing to be single spaced (one line high), double spaced (two lines high), or any other amount you want. The default spacing in Word is 1.08 lines, which is slightly larger than single spaced.

To format line spacing:

1. Select the text you want to format.



2. On the Home tab, click the Line and Paragraph Spacing command, then select the desired line spacing.



3. The line spacing will change in the document.



Adjusting line spacing

Your line spacing options aren't limited to the ones in the **Line and Paragraph Spacing** menu. To adjust spacing with more precision, select **Line Spacing Options** from the menu to access the **Paragraph** dialog box. You'll then have a few additional options you can use to customize spacing.

- ❖ **Exactly:** When you choose this option, the line spacing is **measured in points**, just like font size. For example, if you're using **12-point** text, you could use **15-point** spacing.
- ❖ **At least:** Like the the **Exactly** option, this lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.
- ❖ **Multiple:** This option lets you type the number of lines of spacing you want. For example, choosing **Multiple** and changing the spacing to **1.2** will make the text slightly more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value,

Paragraph spacing

Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

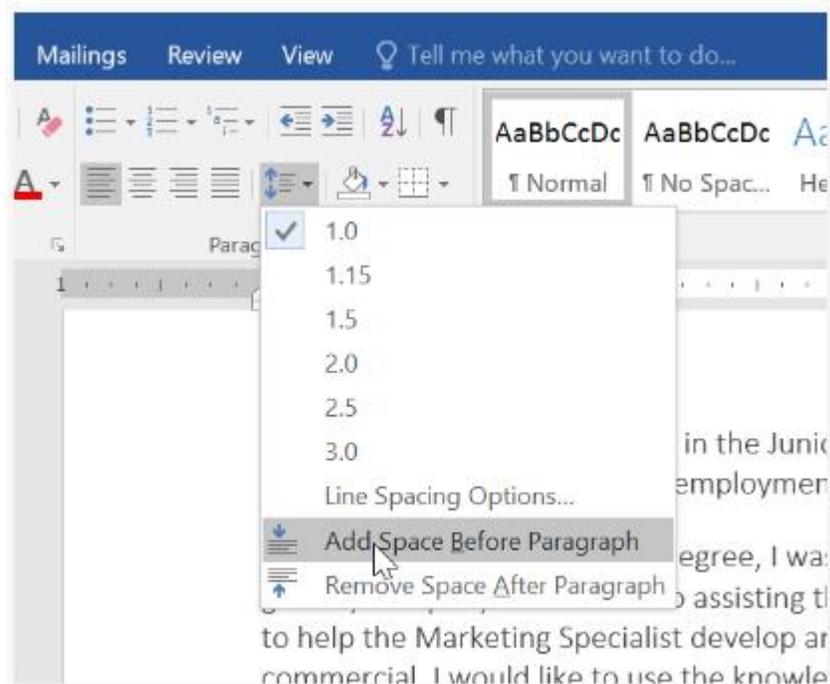
To format paragraph spacing:

In our example, we'll increase the space before each paragraph to separate them a bit more. This will make it a little easier to read.

1. Select the paragraph or paragraphs you want to format.



2. On the Home tab, click the Line and Paragraph Spacing command. Click Add Space Before Paragraph or Remove Space After Paragraph from the drop-down menu. In our example, we'll select Add Space Before Paragraph.



3. The paragraph spacing will change in the document



Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

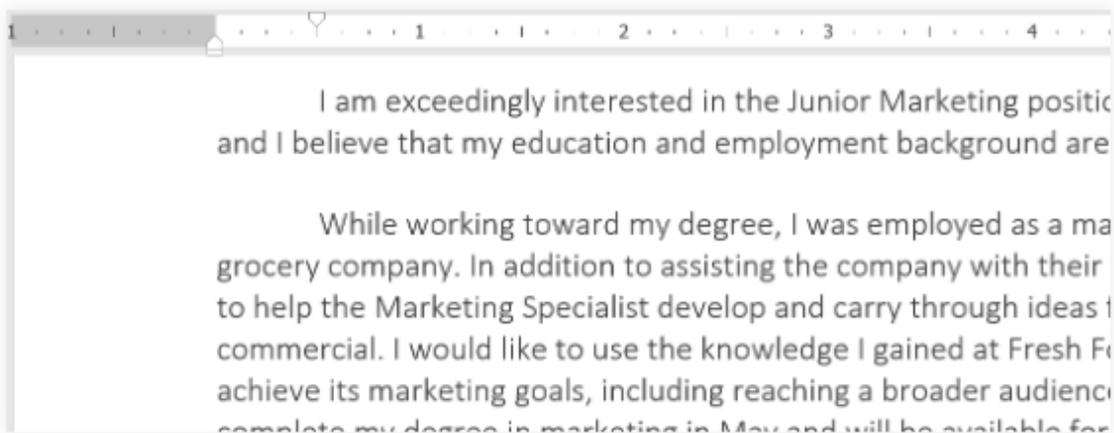
Sincerely,

Adrienne Patel

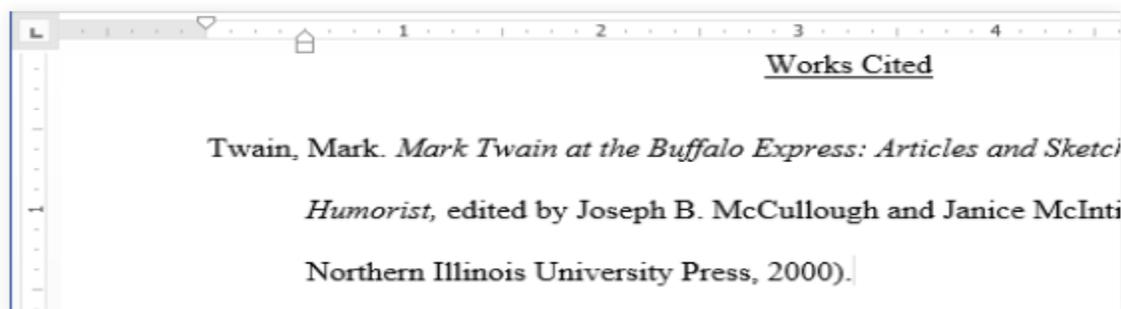
From the drop-down menu, you can also select Line Spacing Options to open the Paragraph dialog box. From here, you can control how much space there is before and after the paragraph.

Indenting text

In many types of documents, you may want to indent only the first line of each paragraph. This helps to **visually separate** paragraphs from one another.



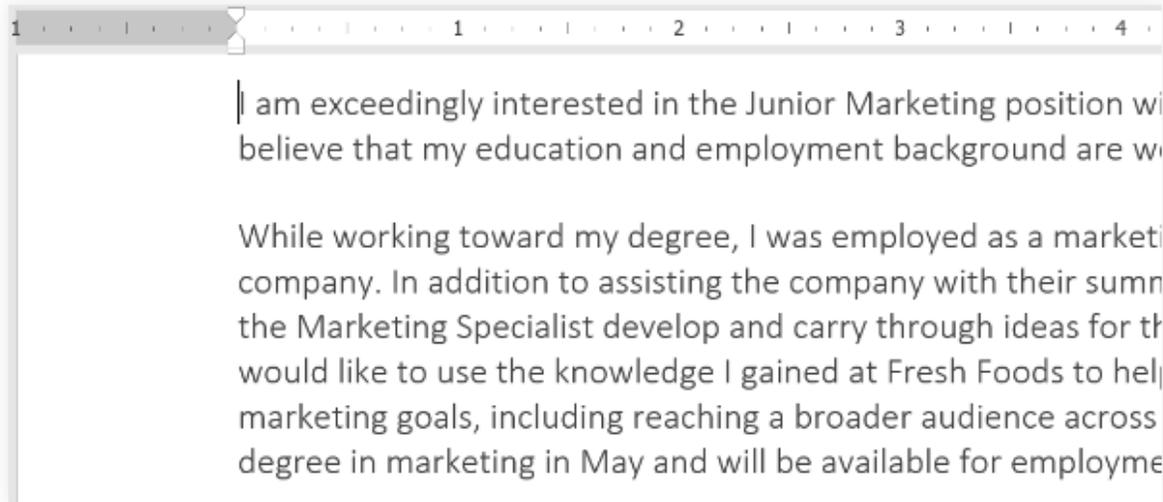
It's also possible to indent every line **except for the first line**, which is known as a **hanging indent**.



To indent using the Tab key:

A quick way to indent is to use the **Tab** key. This will create a first-line indent of **1/2 inch**.

- 1) Place the insertion point **at the very beginning** of the paragraph you want to indent.



- 2) Press the **Tab** key. On the Ruler, you should see the **first-line indent marker** move to the right by **1/2 inch**.
- 3) The first line of the paragraph will be indented.



Tabs

Using **tabs** gives you more control over the placement of text. By default, every time you press the Tab key, the insertion point will move **1/2 inch** to the right. Adding **tab stops** to the **Ruler** allows you to change the size of the tabs, and Word even allows you to apply more than one tab stop to a single line. For example, on a resume you could **left-align** the beginning of a line and **right-align** the end of the line by adding a **Right Tab**, as shown in the image below.



Pressing the Tab key can either add a **tab** or create a **first-line indent**, depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first-line indent; otherwise, it will create a tab.

The tab selector

The **tab selector** is located above the **vertical ruler** on the left. Hover the mouse over the tab selector to see the name of the active **tab stop**.

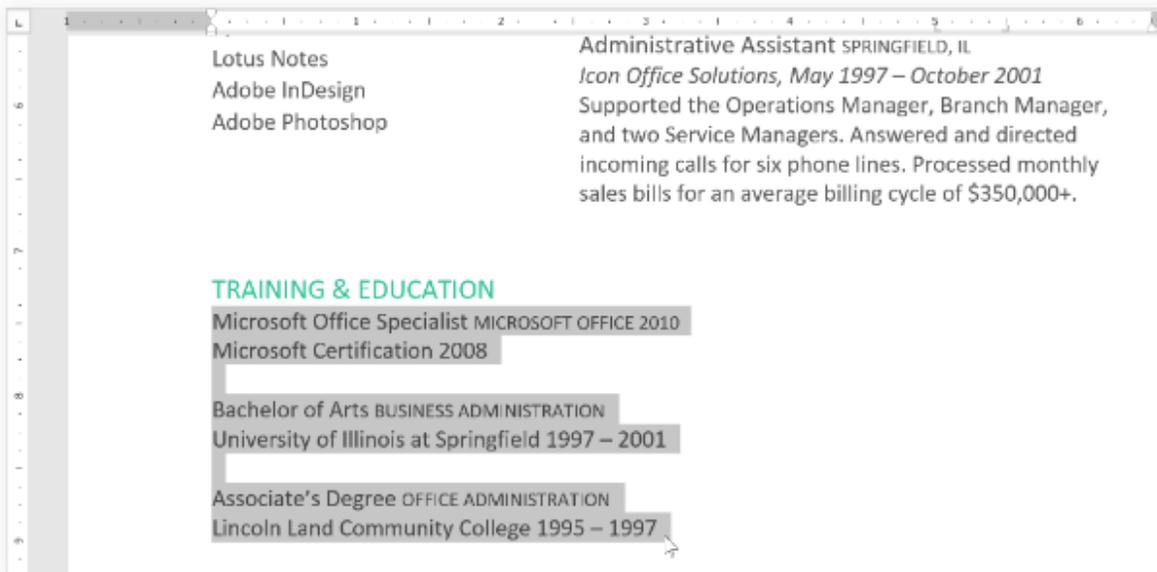
Types of tab stops:

- ❖ **Left Tab** ▾ left-aligns the text at the tab stop
- ❖ **Center Tab** ▴ centers the text around the tab stop
- ❖ **Right Tab** ▸ right-aligns the text at the tab stop
- ❖ **Decimal Tab** ▴ aligns decimal numbers using the decimal point
- ❖ **Bar Tab** ▮ draws a vertical line on the document
- ❖ **First Line Indent** ▾ inserts the indent marker on the Ruler and indents the first line of text in a paragraph
- ❖ **Hanging Indent** ▴ inserts the hanging indent marker and indents all lines other than the first line

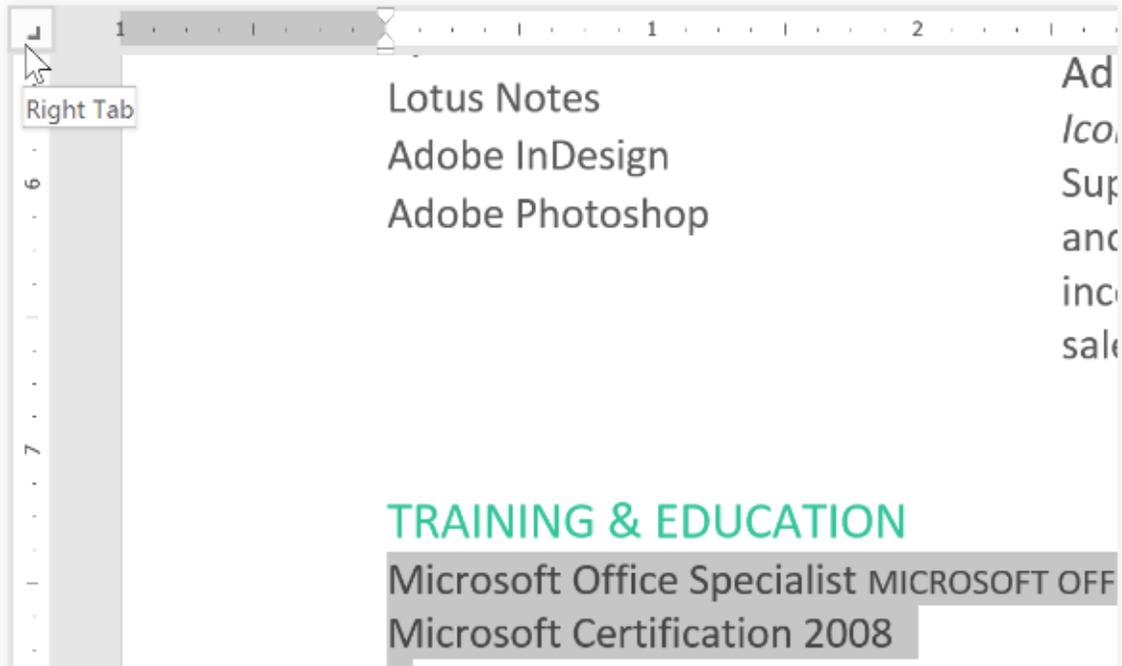
Although **Bar Tab**, **First Line Indent**, and **Hanging Indent** appear on the **tab selector**, they're not technically tabs.

To add tab stops:

1. Select the paragraph or paragraphs you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** you type below it.



Click the **tab selector** until the tab stop you want to use appears. In our example, we'll select **Right Tab**.



3. Click the **location on the horizontal ruler** where you want your text to appear (it helps to click the **bottom edge** of the Ruler). You can add as many tab stops as you want.

4. Place the **insertion point** in front of the **text** you want to tab, then press the **Tab** key. The text will jump to the next tab stop. In our example, we will move each date range to the tab stop we created.

