

Table of Contents: Professional Writer

Overview of Professional/Technical Writer Features	1
<i>Other Useful Writer Features</i>	1
<i>Professional Writer Features</i>	1
<i>Key Points</i>	2
<i>Styles</i>	2
<i>Outline Numbering</i>	2
<i>Master Documents</i>	3
<i>Chapter-Page Numbering</i>	3
Using Multiple Page Styles in a Document	5
<i>Checking What Page Style You're Using</i>	5
<i>Creating a Document With Two or More Different Page Styles</i>	6
<i>Changing Page Styles and Specifying a Page Number</i>	9
<i>Setting Up a Paragraph Style to Start a New Page and Switch to a Specific Page Style</i>	11
<i>Using Sequential Page Styles</i>	14
<i>Three Ways to Suppress the Page Number on the First Page</i>	17
<i>Tips for Setting Up Page and Paragraph Styles for Manuals and Other Books</i>	23
Complex Page Numbering	25
<i>Inserting a Page Number in a Header or Footer</i>	25
<i>Changing the Page Number Style: Arabic, Roman, and Other Styles</i>	26
<i>Starting a Page on a Specific Page Number</i>	26
<i>Restarting Page Numbering at a Specific Page Using a Page Break</i>	29
<i>Restarting Page Numbering for Every Occurrence of a Specific Paragraph Style</i>	30
Setting up Outline Numbering for Complex Documents	31
<i>Planning Heading Levels</i>	31
<i>Setting up Basic Outline Numbering</i>	31
<i>Using Outline Numbering for Running Headers and Footers</i>	37
<i>Setting up Outline Numbering So Numbers Aren't Displayed in Headings</i>	39
Running Headers or Footers	44
Using Master Documents	47
<i>Master Document Overview</i>	47
<i>Master Document Principles</i>	47
<i>Creating a Master Document and Adding Files</i>	49
<i>Importing Styles into a Master Document</i>	52
<i>Inserting Page Breaks in a Master Document</i>	53
<i>Using the Master Document Navigator Window</i>	55
Cross-References to Titles, Chapters, and Page Numbers	58
<i>Step 1: Creating the Target the Cross-Reference Will Refer To</i>	58
<i>Step 2: Inserting a Cross-Reference to the Target You Created</i>	60
<i>Inserting a Cross-Reference to a Target Using Chapter-Page Numbering</i>	62
<i>Inserting Cross-References Between Subdocuments in a Master Document</i>	63
<i>Updating References</i>	68
Creating Tables of Contents	69
<i>Creating a Simple TOC</i>	69
<i>Deleting a TOC</i>	70

<i>Updating a TOC After Changing the Document</i>	70
<i>Note on the Number of Headings to Include in the TOC</i>	72
<i>Note on Making a TOC Editable</i>	73
<i>Controlling What Is Listed in a TOC</i>	73
<i>Controlling TOC Formatting</i>	78
<i>Creating a Hyperlinked TOC</i>	82
Setting up a TOC in a Document Using Chapter-Page Numbering	86
Using a TOC in a Master Document	96
<i>Inserting a TOC in a Master Document</i>	96
<i>Updating a TOC in the Master Document</i>	98
Creating a Simple Table of Illustrations	100
Using Captions	104
<i>Adding a Caption to a Graphic</i>	104
<i>Deleting a Graphic Caption</i>	106
<i>Adding a Caption to a Table</i>	107
<i>Illustrations With Custom Category Names</i>	110
<i>Turning on Automatic Captions</i>	111
<i>Inserting a Caption in a Document With Chapter-Page Numbering</i>	114
Creating Index Entries and Generating Indexes	116
<i>Inserting an Index Entry</i>	116
<i>Generating an Index</i>	119
<i>Formatting an Index</i>	121
Version Control and Editing Tools	125
<i>Recording Editing Changes</i>	125
<i>Accepting and Rejecting Editing Changes</i>	126
<i>Merging Changes From Multiple Documents</i>	128
<i>Saving File Versions</i>	134
Printing in Writer	138
<i>Section 1 Exercises</i>	138
<i>Printing the Whole Document to the Default Printer</i>	138
<i>Printing to a Specific Printer</i>	138
<i>Printing More than One Copy of a Document</i>	139
<i>Printing Specific Pages in a Document</i>	139
<i>Using Page Preview</i>	140
<i>Section 2 Exercises</i>	142
<i>Previewing Right-Left Pages for a Book</i>	142
<i>Printing Several Pages on One Sheet of Paper</i>	143
<i>Printing to PDF With the PDF Icon</i>	144
<i>Emailing a Document as a PDF Attachment</i>	144
<i>Printing to PDF With Additional Options Using Export to PDF</i>	145
Review Assignments	152
<i>Complex Numbering</i>	152
<i>Running Headers and Footers, and Cross References</i>	152
<i>Master Files and TOCs</i>	152
<i>Master Documents and Indexes</i>	152
<i>Master Documents and Styles</i>	152
<i>Version and Editing Tools</i>	152
StarOffice and OpenOffice.org Golden Rules for Master Documents	153
StarOffice and OpenOffice.org Golden Rules for Page and Heading Numbering	155
StarOffice and OpenOffice.org Limitations on Master Files and Complex Documents	157