

Writer FAQ

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if (window.showTocToggle) { var tocShowText = "show"; var tocHideText = "hide"; showTocToggle(); } How do I insert a screenshot or other image into my OpenOffice.org file?

1. Any graphic in a supported format (such as GIF, JPEG, PNG) may be inserted into an OpenOffice.org file.
2. From the menu bar, select Insert->Graphics->From File. Navigate to the directory in which the images are saved, and click Open.

How do I insert a Table of Contents into my document?

Before inserting a Table of Contents, the Stylist must be used to identify headings.

To mark headings:

- Highlight the paragraph heading.
- Choose Format -> Stylist from the pull-down menu.
- Double-click on your choice of Heading Level from the dialog box.
- Mark all headings in your document as described above.

Click on a date/time to view the file as it appeared at that time.

	Date/Time	User	Dimensions	File size	Comment
(current)	09:09, 6 September 2007	Helen russian (Talk contribs)	32×32	903 B	icon
	09:08, 6 September 2007	Helen russian (Talk contribs)	32×32	903 B	

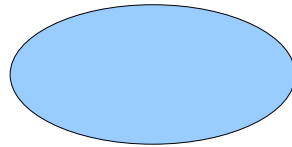
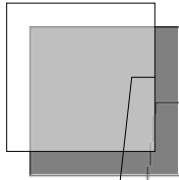
HEADER

[08:56, 6 September 2007](#)

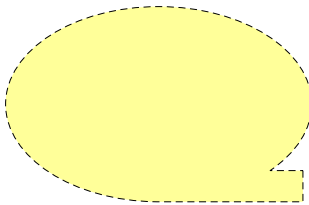
[Helen russian \(Talk | contribs\)](#)

32×32

1 KB



Drawing 1: Just a figure



How do I convert multiple OpenOffice.org documents to PDF?

If you need to convert several documents from an OOo format to, for example, PDF, you can do this with the following batch converter macro. This method avoids the necessity of converting the documents opening and using [Macros -- Converter](#)

individually by them in OOo the menus. [OOo Document](#)



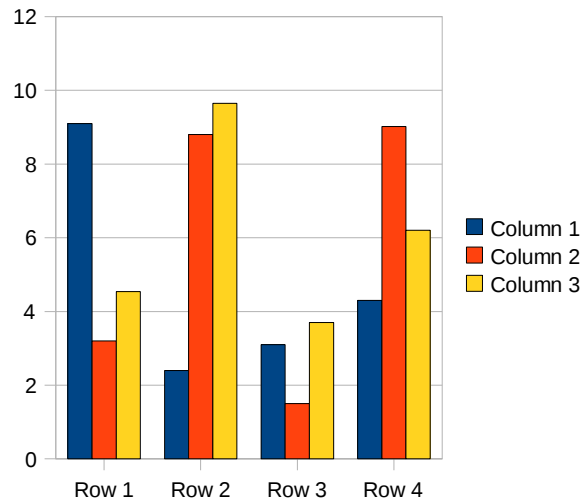
Some version control menu choices, which I have seen before, do not appear. What's wrong?

Some version management functions become unavailable when you create an index (such as Table of Contents) within your document. Menu choices that will no longer appear include:

- Edit -> Changes -> Merge Document
- Edit -> Compare Document

In addition, the 'Compare' button in the 'Versions' dialog (accessed using File -> Versions becomes gray (unusable) when the document contains an index.

```
Sub FixDocument
  TemplateName =
ThisComponent.DocumentInfo.Template
  if TemplateName <> "" then
    ThisComponent.DocumentInfo.Template =
  TemplateName
  end if
End Sub
Sub FixDocument
  TemplateName =
ThisComponent.DocumentInfo.Template
  if TemplateName <> "" then
    ThisComponent.DocumentInfo.Template =
  TemplateName
  end if
End Sub
```



How do I hide a blank address line (or a NULL field value) when doing a mail merge?

Mail addresses for letters or envelopes have a different number of lines. There are two separate things you have to do.