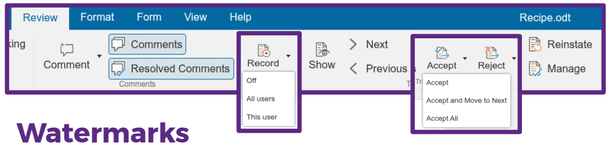
Track and Review Changes

A powerful review system enables multiple users to collaborate on documents while recording individual edits for later review. To enable this, select the **Review tab > Record > All** to start tracking user-based changes. Use the **Show button** to view edits and the Next/Previous and Accept/Reject to review them. Use the **Reinstate** buttons to undo changes. Use the **Manage button** to see a comprehensive list of all the changes made.



Watermarks

Mark documents as Draft, Confidential or Internal by adding custom background text at any angle and transparency level. Select **Layout tab > Watermark** to get started.

Page and Columns

To control the size and layout of your documents, select the **Format tab > Page Style > Page**. Choose portrait or landscape profiles, 30 standard sizes such as A4 or US Legal, adjust margin sizes and the text direction.

Use the **Columns tab** to add and change document-wide columns, choose any number or from preset widths alongside percentage heights.

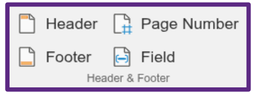
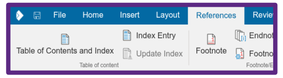


Table of Contents

Select the **References tab > Table of Contents** to create a table of contents and a variety of other reference options including index, footnotes, endnotes and bibliography. Follow the style guides (such as headers) to ensure a comprehensive end result.



File Formats

Writer offers wide support for industry standard file formats, both for import and export. This includes doc, docx, ooxml, odt, rtf and PDF. To save a document in a specific file format select the **File tab > Download** for a full choice including further PDF options, enabling you to share your files as widely as possible.

Headers, Footers, Borders and more

Selecting the **Format tab > Page Styles** enables you to add a host of page-based styles. Take control of the page size, background colour and border types. Specify if and how headers, footers and page numbers are displayed, then use the **Insert** tab to add these to your document so you can edit them.

Writer Keyboard Shortcuts

General Keyboard Shortcuts	
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C, Ctrl + Insert
Paste without formating	Ctrl + Shift + V
Paste special	Ctrl + Alt + Shift + V
Print (or download PDF)	Shift + P
Display shortcuts help	Ctrl + Shift + ?
Focus to menu	Alt + Shift + F1
Focus to document	ESC
Focus to comment	Alt + C

Text Formatting	
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Double Underline	Ctrl + D
Strikethrough	Ctrl + Alt + 5
Superscript	Ctrl + Shift + P
Subscript	Ctrl + Shift + B
Remove direct formatting	Ctrl + M

Paragraph Formatting	
Align Center	Ctrl + E
Align Left	Ctrl + L
Align Right	Ctrl + R
Justify	Ctrl + J
Apply Default paragraph style	Ctrl + 0
Apply Heading 1 paragraph style	Ctrl + 1
Apply Heading 2 paragraph style	Ctrl + 2
Apply Heading 3 paragraph style	Ctrl + 3
Apply Heading 4 paragraph style	Ctrl + 4
Apply Heading 5 paragraph style	Ctrl + 5

Shortcut Keys for Tables	
Selects cell's contents. Pressing again selects the entire table.	Ctrl + A
Empty cell: Go to start of the table else the start of the active cell, 2nd press: start of the table, 3rd press: the start of document.	Ctrl + Home
Empty cell: Go to the end of the table, else the end of the active cell. 2nd press: end of the table. 3rd press: end of the document.	Ctrl + End
Inserts a tab stop (only in tables).	Ctrl + Tab or Alt + Tab
Increases/decreases the size of the column/row on the right/ bottom of the cell edge.	Alt + Arrow Keys
Increases/decreases the size of the column/row on the left/top of the cell edge.	Alt + Shift + Arrow Keys
Like Alt modifies the active cell.	Alt + Ctrl + Arrow Keys
Activates 3 seconds in Insert mode, Arrow Key inserts a row/column, Ctrl + Arrow Key inserts a cell.	Alt + Insert
Activate 3 seconds in Delete mode, Arrow Keys delete a row/column, Ctrl + Arrow Key merges a cell with the neighbouring cell.	Alt + Del
If all rows in a table are selected completely or partially, the entire table will be deleted. If one or more cells are selected, the whole row containing the selection will be deleted. Else if no whole cell is selected and the cursor is at the end of the table, the paragraph following the table will be deleted, unless it is the last paragraph in the document.	Shift + Ctrl + Del

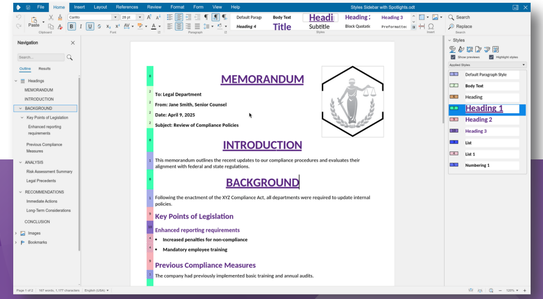
Writer Keyboard Shortcuts

Text Selection and Navigation	
Select All	Ctrl + A
Move the cursor left	Arrow Left
Move the selection left	Shift + Arrow Left
To the beginning of a word	Ctrl + Arrow Left
Select word by word left	Ctrl + Shift + Arrow Left
Move the cursor right	Arrow Right
Move the selection right	Shift + Arrow Right
Go to start of the next word	Ctrl + Arrow Right
Select word by word right	Ctrl + Shift + Arrow Right
Move the cursor up a line	Arrow Up
Select lines upwards	Shift + Arrow Up
Move the cursor to the start of the previous paragraph	Ctrl + Arrow Up
Select everything to the start of the paragraph	Ctrl + Shift + Arrow Up
Move the cursor down	Arrow Down
Select lines downwards	Shift + Down
Move the cursor to the start of the next paragraph	Ctrl + Arrow Down
Select everything to the end of the paragraph	Ctrl + Shift + Arrow Down
Go to the start of a line	Home
Go and select to the beginning of a line	Shift + Home
Go to the start of a document	Ctrl + Home
Go and select text to the beginning of the document	Ctrl + Shift + Home
Go to the end of the line	End
Go and select to the end of a line	Shift + End
Go to the end of the document	Ctrl + End
Go and select text to the end of the document	Ctrl + Shift + End

Text Selection and Navigation cont...	
Move the view up one page	Page Up
Switch cursor between text and header	Ctrl + Page Up
Extend the selection up one page	Shift + Page Up
Move the view down one page	Page Down
Switch cursor between text and footer	Ctrl + Page Down
Extend the selection down one page	Shift + Page Down
Delete to the beginning of the word	Ctrl + Backspace
Delete to the end of the word	Ctrl + Delete
Delete to the beginning of the sentence	Ctrl + Shift + Backspace
Delete to the end of the sentence	Ctrl + Shift + Del

Word Processor Functions	
Insert footnote	Ctrl + Alt + F
Insert endnote	Ctrl + Alt + D
Insert comment	Ctrl + Alt + C
Insert soft hyphen	Ctrl + -
Insert non-breaking hyphen	Ctrl + Shift + -
Insert non-breaking space	Ctrl + Shift + Space
Insert line break	Shift + Enter
Manual page break	Ctrl + Enter
Column break (in multi-columnar text)	Ctrl + Shift + Enter
Insert a new paragraph directly before or after a section, or before a table.	Alt + Enter
Insert a new paragraph without numbering inside a list. Does not work when the cursor is at the end of the list.	Alt + Enter

QUICK START
Writer



Collabora Online

www.collaboraonline.com/tutorials

Welcome to **Writer**

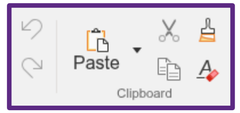
From writing the next bestselling novel, to creating a new business plan, a powerful document editor is your gateway to creating new worlds, excelling at work or taking the first step on a new adventure. **Collabora Online Writer** is a fully-featured, browser-based, collaborative document editor. It takes all the power and features you'd expect in an offline desktop editor and delivers it to your browser from a public or your private cloud, while supporting all of your favourite office file formats out of the box.

Writer provides a host of benefits such as real-time collaborative editing, easy document sharing, bibliographies, custom dictionaries, multi-user change tracking and comment threading, all the while truly respecting your data privacy and providing secure document ownership.

Collabora Online Writer works with all modern browsers, it's also cross platform and offers mobile apps for iOS, Android and ChromeOS. To help you get writing and creating faster, we've outlined the key features you'll want and powerful tools you need to get started.

Cut, Copy, Paste and a lot more!

At its most simple, this enables you to copy, cut and paste elements within your document as well as from outside it. The menu arrow offers **Paste Special** with more options on how items should be handled, such as stripping unwanted formatting or retaining HTML web elements.



Home Tab

A key part of the menu, **Home** holds the core formatting, style and control features that you'll need to create most types of documents on a day-to-day basis. This can be thought of as six different sections that each enable you to adjust and control various aspects of your document.

Basic Formatting

The **Font** grouping controls provide the basic font selection, size, style, colour, highlight and spacing. For consistent looking documents, use and define **Styles**.

Style Selector

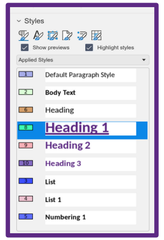
If you're creating a document of any size, working on legal contracts or corporate communications, using predefine styles is a must. It ensures consistent formatting no matter who's editing, enables easy content creation and document-wide style changes, all with the click of a button. For even more control, click the little button at the bottom-right of this section to open the **Style list**. Use the **Highlight styles** button to visually see which styles are used where.

Formatting

If you want to add a list – numbered or with symbols – indent text to make it standout from the body or change the justification, these controls are all in the **Paragraph** grouping. Switching text to right-to-left mode and background colour are available too.

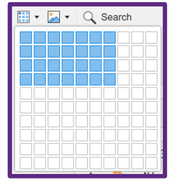
Using and Editing Styles

Ensuring your documents look consistent and professional requires a little style! **Writer** applies powerful styles on a character, paragraph, page, frame, list and table level. It's simple to apply text styles from the **Format tab** using the predefined **Style list**. Click the **Style List** button and the sidebar will pop up. Double-click to apply a style and right-click to edit an existing one.



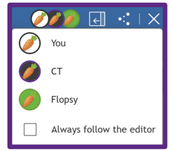
Insert Objects

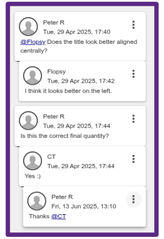
The **Home tab** provides a small selection of the full options available from the **Insert** tab. This selection includes insert a table – selecting the number of rows and columns, insert an image either from your cloud files or the local machine, add a page break or insert a text symbol.



Clear Collaboration

Writer is built from the ground up with collaboration in mind. From basic sharing of documents to real-time, multi-user editing, **Writer** supports detailed user tracking, comprehensive version control and interactive comment threading. Watch users edit shared documents live whilst collaborating together for real creativity and teamwork.



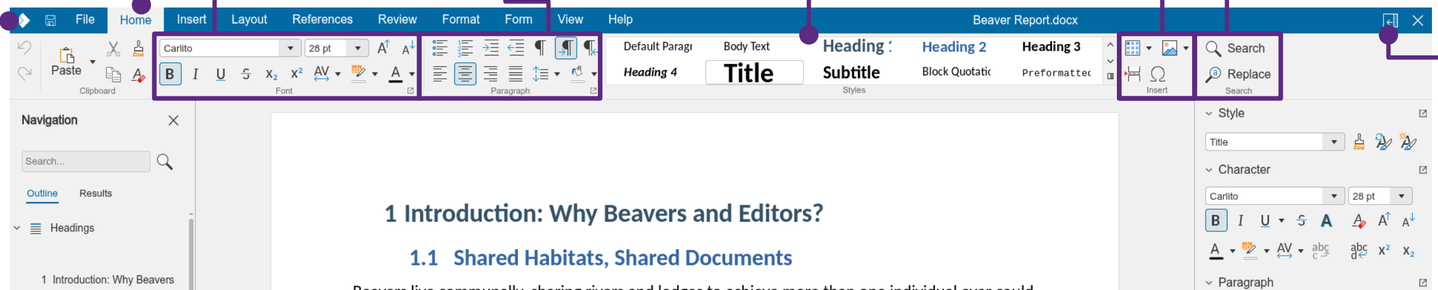


The Notebookbar

The main **Writer** interface is organised around the familiar feeling tabbed menu. This provides single-click access to all the most common features you need and it's worthwhile taking the time to familiarise yourself with the sections it offers.

Easy Access

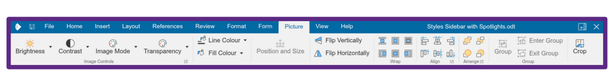
Jump to any menu section quickly by pressing the Alt + Shift keys and then the easy-to-read pop-up shortcut key!

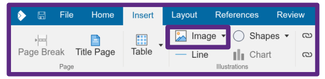


Adding Images

Adding, moving and controlling images is simple in **Writer**. Use the **Insert > Image** button to add an image into the document from your cloud files or local machine.

Click on an image to activate the **Picture tab** which gives you controls to edit, crop and position your image.

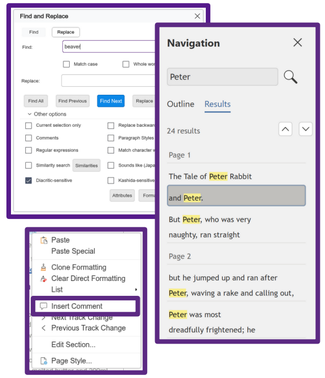




Search and Replace

You can access **Search** at the end of the **Home tab,** or press **Command + F** to pop up the search function in the **Navigation sidebar**.

Click **Replace** in the **Home tab** to open the **Find and Replace** dialog. Expand **Other options** for advanced options such as restricting replace to only the selected text.



Comments

Right-click to insert a comment, or navigate to **Insert > Comment**. Comments provide a powerful collaborative editing tool for your team. Just highlight the text you want to comment on and click **Comment** (or right click, and select **Comment**). A new box will open to the side, where you can leave messages stamped with your name, the time and date it was made.

You can @username other members and they can reply inline, so lengthy threads are easy to follow. Comment threads can then be marked as resolved or removed entirely.

Sidebar Panel

Many of the tools you'll use with **Writer** have a deep set of controls and properties. To provide quick and easy access to these there's a slide-out **Sidebar panel.** To open it, click the button placed in the top-right of the **Writer** window. As you select different text, objects and images, the Sidebar changes to provide the controls and settings for each with small arrows buttons providing access to the full settings.