

*Writer Guide*

***Chapter 5***  
***Printing, Faxing,***  
***Exporting, and E-mailing***

*OpenOffice.org*

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## Authors

Jean Hollis Weber  
Janet M. Swisher  
Peter Kupfer  
Agnes Belzunce  
Robert Scott

## Feedback

Maintainer: Jean Hollis Weber  
Please direct any comments or suggestions about this document to:  
[authors@user-faq.openoffice.org](mailto:authors@user-faq.openoffice.org)

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## Introduction

General information about printing and faxing documents from OoO is provided in the *Getting Started* guide. This chapter describes some items of particular interest to users of Writer.

## Quick printing

Click the **Print File Directly** icon  to send the entire document to the default printer defined for your computer.

## Controlling printing

For more control over printing, use **File > Print** to display the Print dialog box (Figure 1).

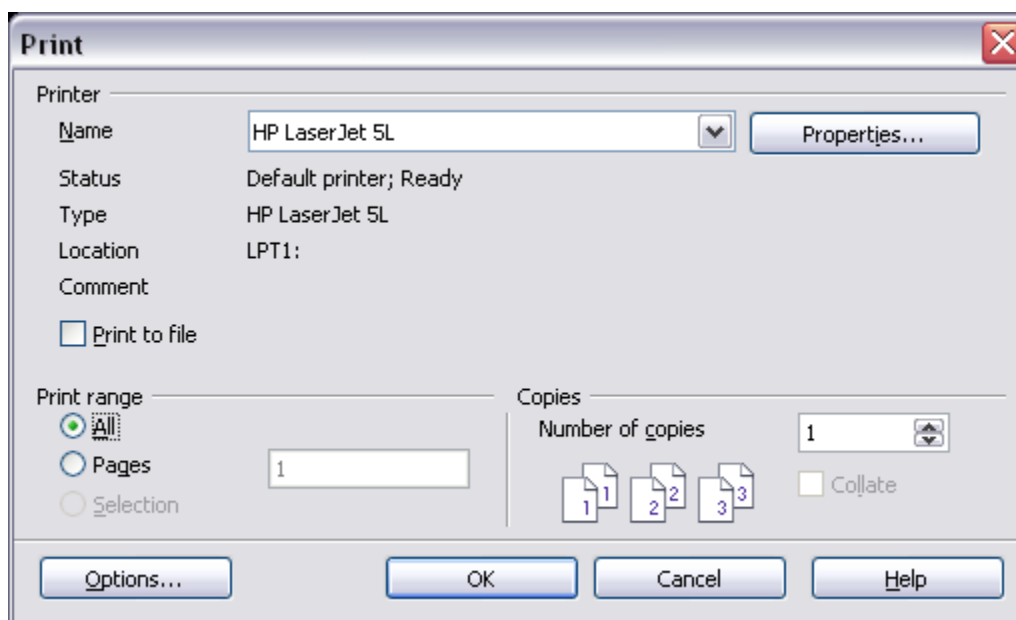


Figure 1. The Print dialog box

On the Print dialog box, you can choose:

- Which printer to use (if more than one are installed on your system) and the properties of the printer—for example, orientation (portrait or landscape), which paper tray to use, and what paper size to print on. The properties available depend on the selected printer; consult the printer’s documentation for details.
- What pages to print, how many copies to print, and in what order to print them.
  - Use dashes to specify page ranges and commas or semicolons to separate ranges; for example: 1, 5, 11-14, 34-40.
  - *Selection* is the highlighted part of a page or pages.

- What items to print. Click the **Options** button to display the Printer Options dialog box (Figure 2).

## Selecting print options for a document

Selections on the Printer Options dialog box (Figure 2) apply to this printing of this document only. To specify default printing options for Writer, see “Selecting default print options” on page 3.

Some items of interest on the Printer Options dialog box include:

- In the *Contents* section, you might choose not to print graphics or page background in drafts, for example (to save toner or ink)
- In the *Pages* section, you can choose:
  - Print only left (even-numbered) pages or only right (odd-numbered) pages. These settings are useful when you want to print on both sides of the page, but do not have a printer that handles this automatically.
  - Print in reversed page order.
  - *Brochure*—the results of this selection are discussed in “Printing a brochure” on page 5.
- In the *Notes* section, you can choose whether to print any notes that have been added to your document (using **Insert > Note**), and where to print the notes.

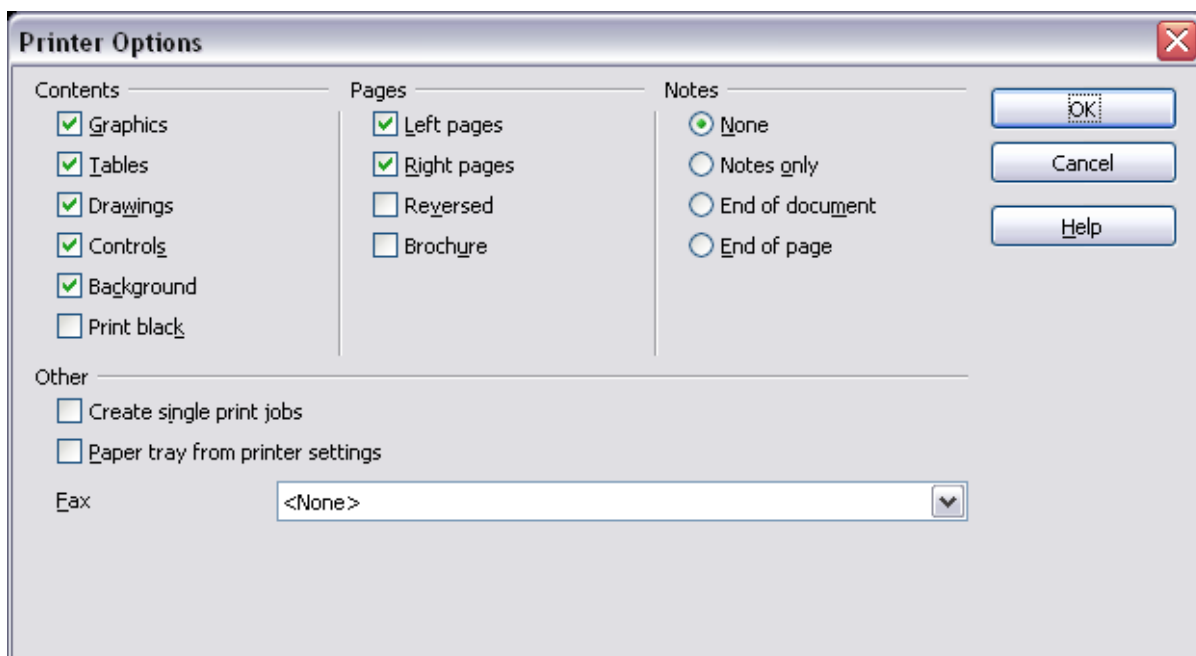


Figure 2. Printer Options dialog box

## Selecting default print options

Selections on the Printer Options dialog box over-ride any default settings. To specify default settings for printing, use **Tools > Options > OpenOffice.org Writer > Print**. The page displayed contains the same choices as the Printer Options dialog box.

Other printer settings are found in **Tools > Options > OpenOffice.org > Print**, as shown in Figure 3. Use this page to specify quality settings for printing, and whether to have OOO warn you if the paper size or orientation of your document does not match the printer settings.

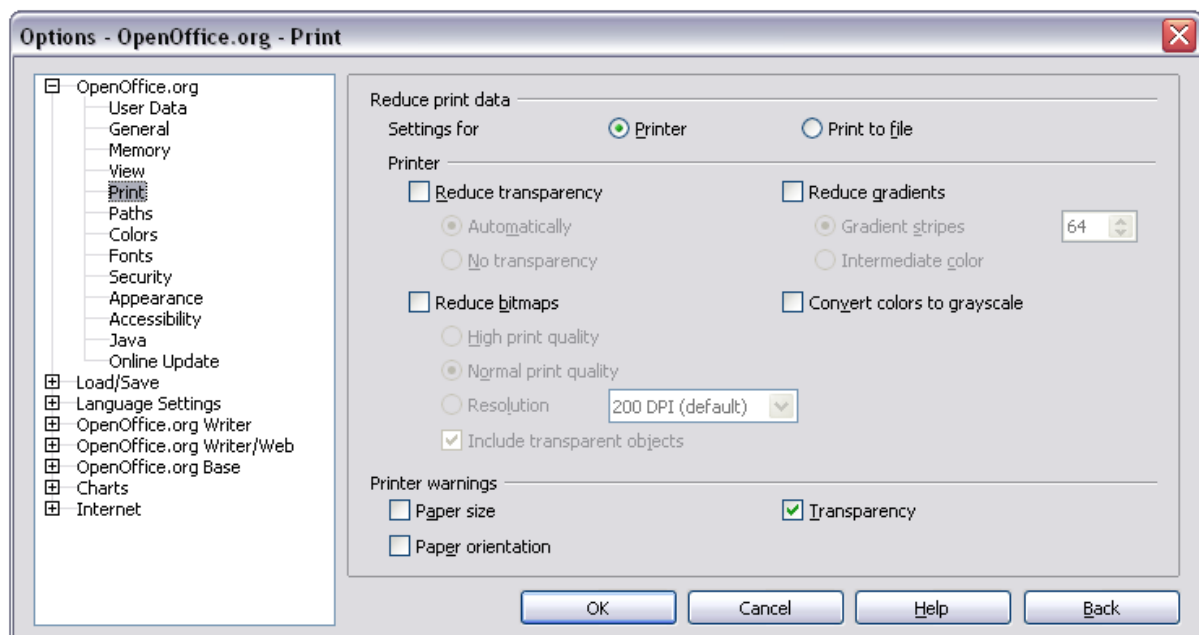


Figure 3. Printer options for OpenOffice.org

## Printing in black and white on a color printer

You may wish to print documents in black and white on a color printer, to save expensive color ink or toner. Common uses are for drafts or documents to be photocopied in black and white. Several choices are available.

To print the current document in black and white or grayscale:

- 1) Click **File > Print** to open the Print dialog box (Figure 1).
- 2) Click **Properties** to open the properties dialog box for the printer. The available choices vary from one printer to another, but you should find an option for Color. See your printer's help or user manual for more information.
- 3) The choices for color may include *black and white* or *grayscale*. Choose one of these. Grayscale is best if you have any graphics in the document. Click **OK** to confirm your choice and return to the Print dialog box, then click **OK** again to print the document.

To set up OOO to print all color text and graphics as grayscale:


- 1) Click **Tools > Options > OpenOffice.org > Print** to display the dialog box shown in Figure 3.
- 2) Select the **Convert colors to grayscale** checkbox. Click **OK** to save the change.

To set up OOO Writer to print all color text as black, and all graphics as grayscale:

- 1) Click **Tools > Options > OpenOffice.org Writer > Print**.
- 2) Under *Contents*, select the **Print black** checkbox. Click **OK** to save the change.

## Previewing pages before printing

The normal page view in Writer shows you what each page will look like when printed, but it shows only one page at a time. If you are designing a document to be printed double-sided, you may want to see what facing pages look like. OOO provides a way to do this in Page Preview.

- 1) Click **File > Page Preview**, or click the **Page Preview** button .

The Writer window changes to display the current page and the following page, and shows the **Page Preview** toolbar (Figure 4) in place of the Formatting toolbar.

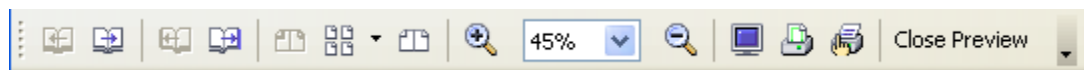





Figure 4. Page Preview toolbar

- 2) Click the **Book Preview** icon  to display left and right pages in their correct orientation.
- 3) To print the document in this page view, click the **Print Page View** icon  to open the Print dialog box (Figure 1). Choose your options and click **OK** to print as usual.
- 4) To choose margins and other options for the printout, click the **Print Options Page View** icon  to display the Print Options dialog box (Figure 5).

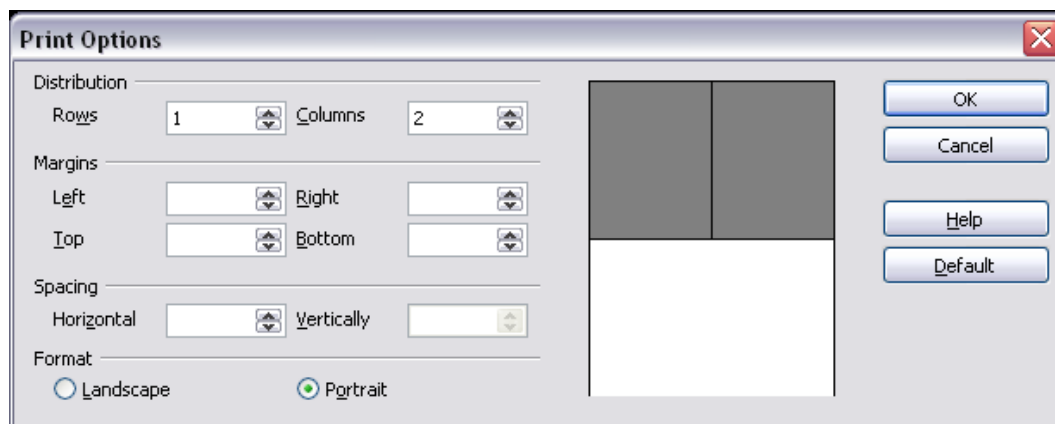


Figure 5. Print Options dialog box



## Printing a brochure

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You can print a document with two pages on each side of a sheet of paper, arranged so that when the printed pages are folded in half, the pages are in the correct order to form a booklet or brochure.

To print a brochure on a single-sided printer:

- 1) Plan your document so it will look good when printed half size (choose appropriate margins, font sizes, and so on). Click **File > Print**. In the Print dialog box (Figure 1), click **Properties** and be sure the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. (Usually the orientation does not matter, but it does for brochures.)
- 2) Click **Options**. In the Pages section of the Printer Options dialog box (Figure 2), choose **Brochure** and **Right pages**. Click **OK** twice to print the first side of each page.
- 3) Flip the pages and put them back into the printer, new side up, and in the correct orientation. You may need to experiment a bit to find out what the correct arrangement is for your printer.
- 4) Click **File > Print** and check **Properties** to make sure the printer setup is still correct.
- 5) Click **Options** again. In the Pages section of the Printer Options dialog box, choose **Brochure** and **Left page**. Click **OK** twice to print those second sides.
- 6) If your printer can do double-sided, then click on the checks for both left and right along with Brochure and it should not only do those but collate too.

## Printing envelopes

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Printing envelopes involves two steps: setup and printing.

To set up an envelope to be printed by itself or with your document:

- 1) Click **Insert > Envelope** from the menu bar.
- 2) In the Envelope dialog box, start with the **Envelope** tab (Figure 6). Verify, add, or edit the information in the Addressee and Sender boxes (the “from” on the envelope).  

You can use the right-hand dropdown lists to select the database or table from which you can draw the envelope information, if desired. See “Setting up envelope details from a database” on page 8 for details.
- 3) On the **Format** tab (Figure 7), verify or edit the positioning of the addressee and the sender information. The preview area on the lower right shows the effect of your positioning choices.

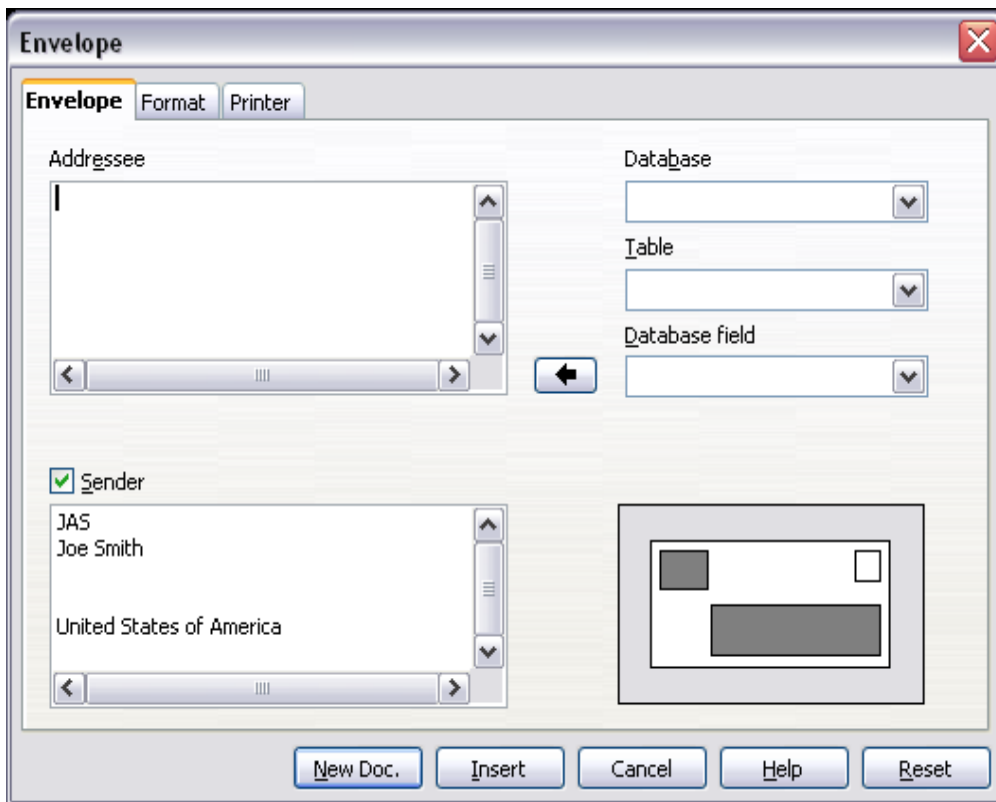


Figure 6. Choosing addressee and sender information for an envelope

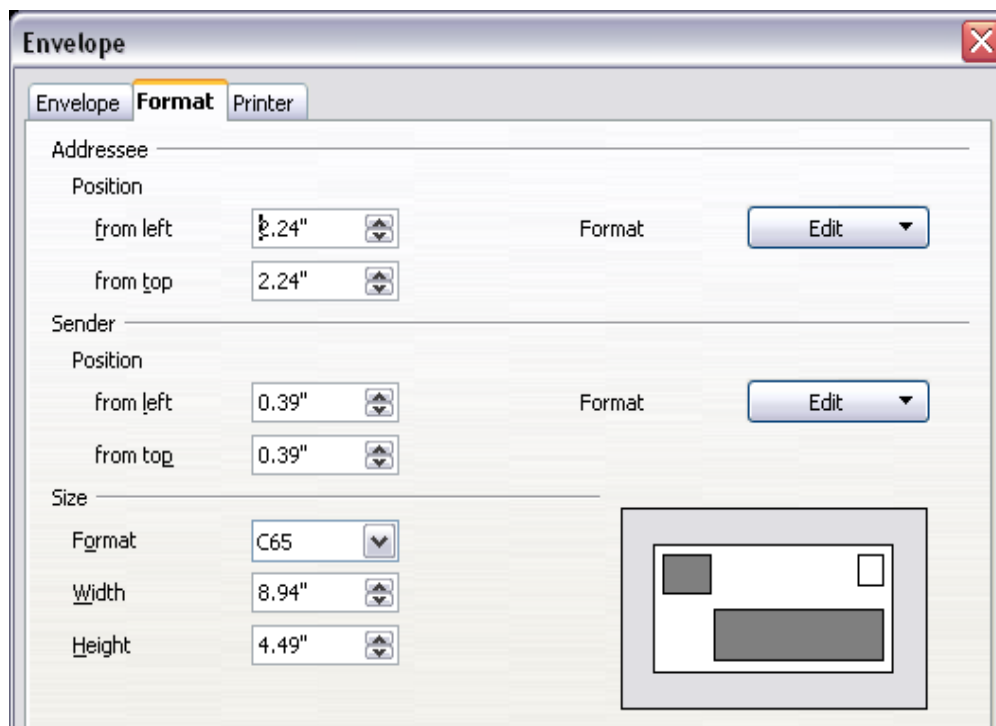


Figure 7. Choosing positioning and size of elements for an envelope

To format the text of these blocks, click the **Edit** buttons to the right.

- In Character, you can choose fonts, sizes, underlines or color, rotating/scaling, backgrounds and more.
  - In Paragraph, you can choose indenting, alignment, flow, tabs and more.
- 4) In the lower left of this tab, choose the envelope format from the dropdown list. The width and height of the selected envelope then show in the boxes below the selected format. If you chose a pre-existing format, just verify these sizes. If you chose *User defined* in the Format list, edit the sizes.
  - 5) After formatting, select the **Printer** tab (Figure 8) to choose printer options such as envelope orientation and shifting. You may need to experiment a bit to see what works best for your printer.

You can also choose a different printer or alter printer setup (for example, specify the tray that holds envelopes) for this print job.

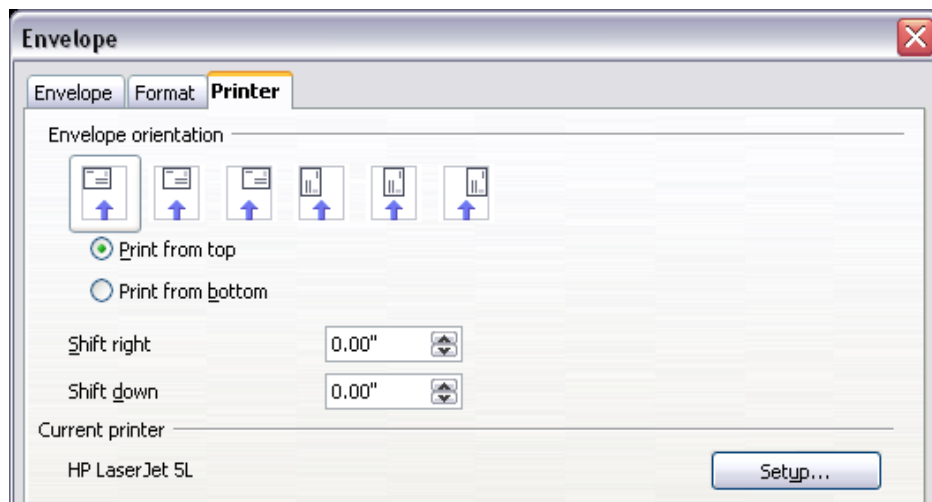


Figure 8. Choosing printer options for an envelope

- 6) When you have finished formatting and are ready to print, click either the **New Doc** or **Insert** button to finish. **New Doc** makes only an envelope or starts a new document with the envelope. **Insert** inserts the envelope into your existing document as page 1.

To not proceed with this envelope, click **Cancel** or press the *Esc* key. You can also click **Reset** to remove your changes and return to the original settings when the dialog box opened.

When the Envelope dialog box closes, you are returned to your document, which now has the envelope in the same file as the document. Save this file before you do anything else.

To print the envelope:

- 1) Choose **File > Print** from the menu bar.
- 2) On the Print dialog box, under **Print range**, choose **Pages** and type 1 in the box. Click **OK** to print.

## Setting up envelope details from a database

You can use a database as a source of name and address details for printing one or a series of envelopes, either alone or with accompanying letters. Mozilla address books, dBase databases, spreadsheets, databases created by OOO Base, and others can be used as data sources.

After you have set up a data source (see Chapter 10, “Getting Started with Base” in the *Getting Started* guide), you need to register it with OOO so OOO can access it.

To register a data source, select **File > New > Database**, select **Connect to an existing database**, and select the type of data source to connect to. The exact source can then be chosen in the wizard.

For more details on how to set up a database or address book as a data source, see the chapter titled “Getting Started with Base” in the *Getting Started* guide.

To use the database when printing envelopes:

- 1) Click **Insert > Envelope** from the menu bar.
- 2) On the Envelope dialog box (Figure 9), select from the Database list the name of the data source. In the Table list, select the database table or sheet containing the address data that you want to insert. The Database field list will now show a list of the fields in the selected database.

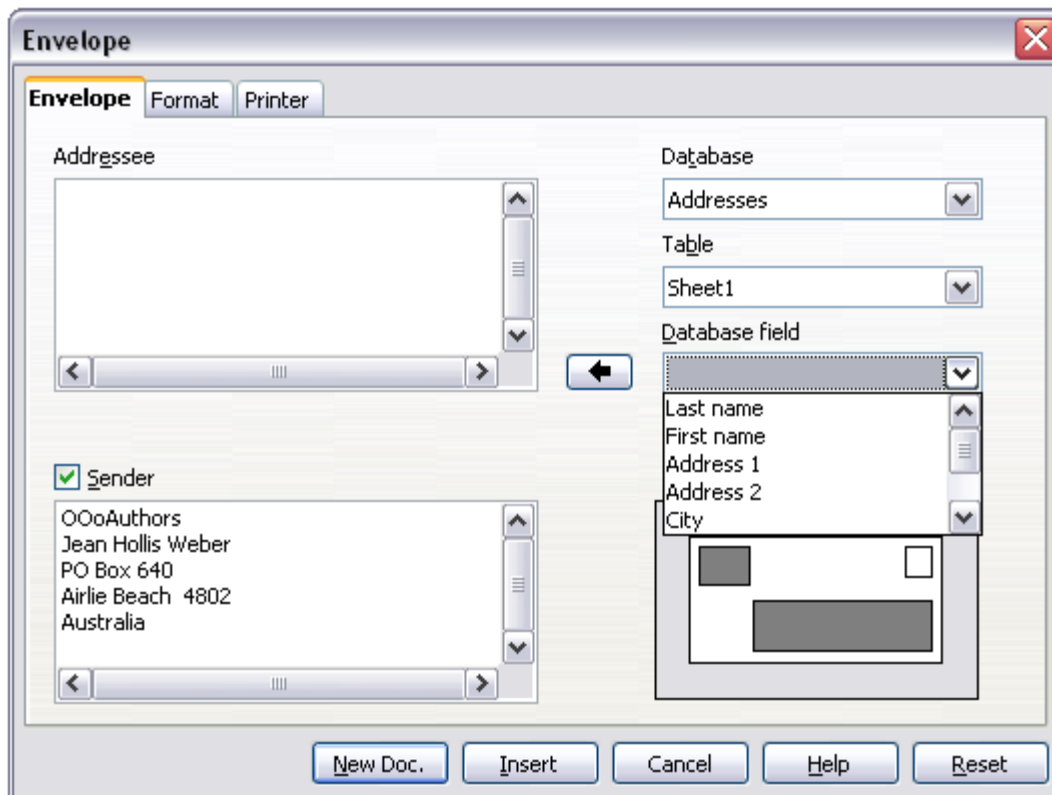


Figure 9: Choosing a database and table from which to use addressee details

- 3) Select the field containing the first piece of data (for example, first name) that you want to insert, then click the left arrow button to add the data to the Addressee box.
- 4) To put another field on the same line in the Addressee box, select that field and click the left arrow button again. Be sure to include punctuation or spaces between fields in the Addressee box as needed.
- 5) To put a field (for example, the address) on a new line, press **Enter** at the end of the previous line in the Addressee box. When you are finished selecting fields, the Envelope dialog box will look something like Figure 10.

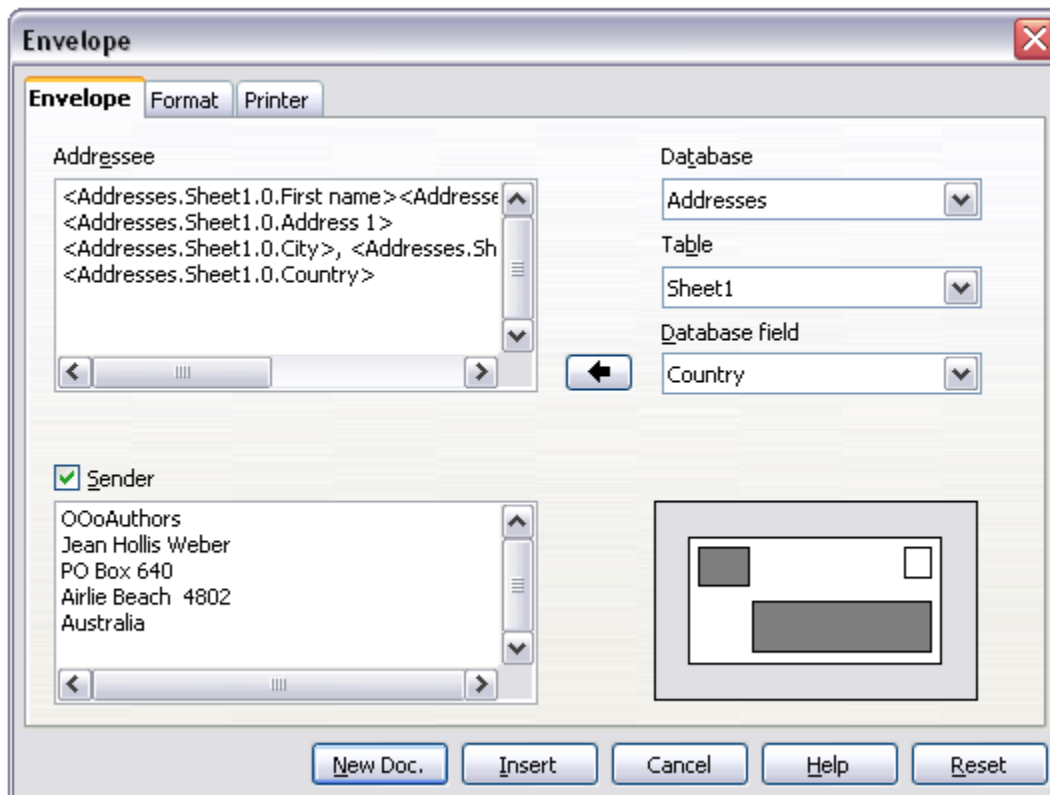


Figure 10: The Envelope dialog box after choosing database fields for addressee

- 6) Click **Insert** or **New Doc.** A formatted envelope is now visible in your document.
- 7) Click **File > Print** from the menu bar. The dialog box shown in Figure 11 appears. Click **Yes**.

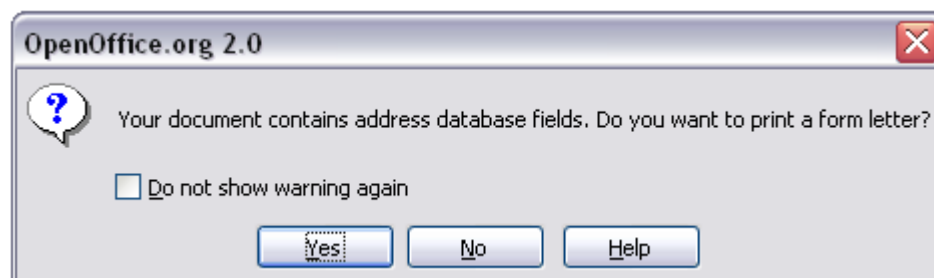


Figure 11: Confirmation dialog box for merging database fields

- 8) The Mail Merge dialog box (Figure 12) appears. Here you can choose to print envelopes addresses to one, several or all address records in the database. For more about using mail merge, see the chapter titled “Using Mail Merge” in this *Writer Guide*.
- 9) Make your selections and then click **OK** to begin printing.

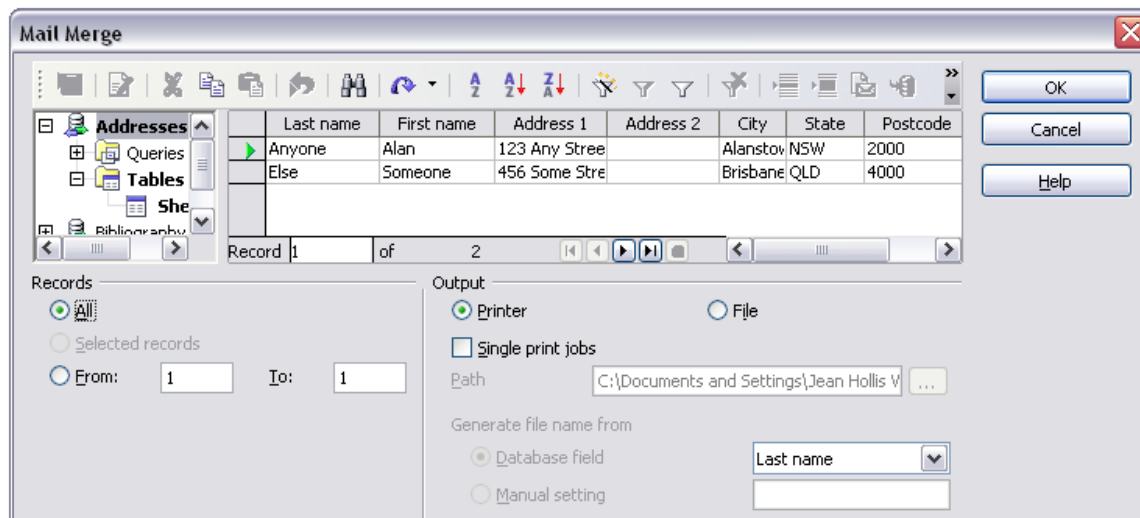


Figure 12: Choosing records to use when printing envelopes

## Printing labels

To print labels:

- 1) Choose **File > New > Labels** on the menu bar. The Labels dialog box opens.
- 2) On the Labels tab (Figure 13), fill in your own label text in the Inscription box, or use the Database and Table dropdown lists to choose the required information as described in “Setting up envelope details from a database” on page 8.
- 3) Select the label stock in the **Brand** dropdown list. The types for that brand then appear in the Type dropdown list. Select the size and type of labels required. You can also select User type and then make specific selections on the Format tab (Figure 14).
- 4) Click the Format tab (Figure 14) to choose the pitch, sizes, margins and columns for user-defined labels, or just verify with a brand of label stock you have loaded into the printer.
- 5) Click **Save** to save your new format.
- 6) On the Options tab (Figure 15), choose to print the entire page of labels or one single label, then select which one by the column and row. You can also change printer setup.
- 7) When you have finished formatting and you are ready, click **New Document** to make your sheet of labels or click **Cancel** (or press the *Esc* key). You can also click **Reset** to remove your changes and return to the original settings when the dialog box opened.

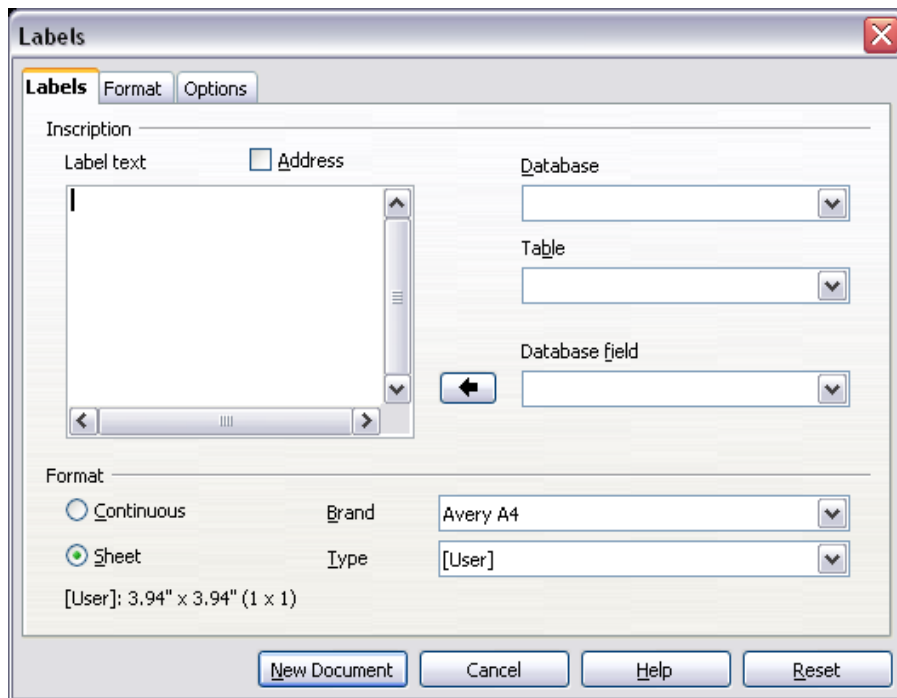


Figure 13. Labels dialog box, Labels tab

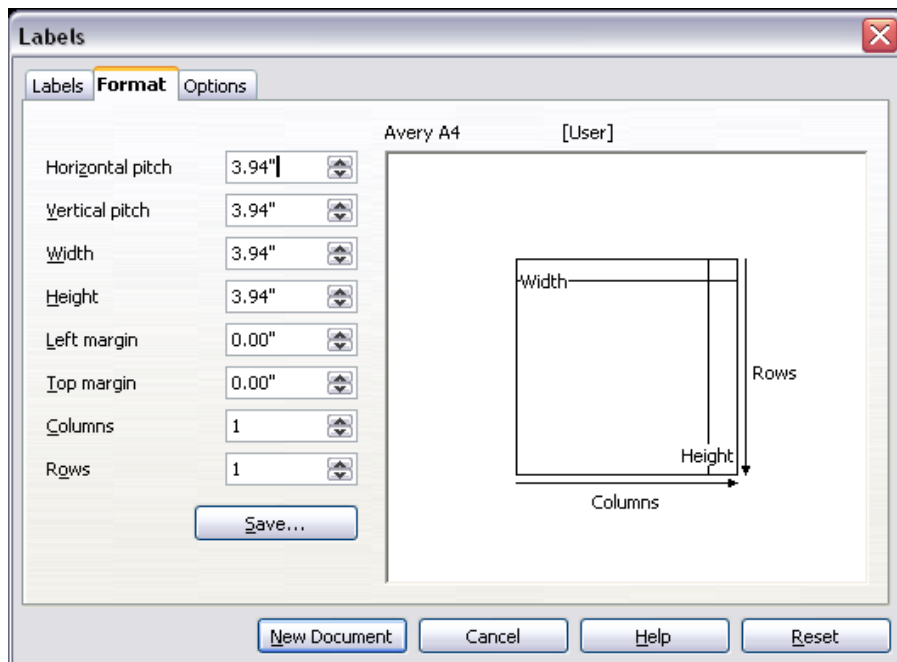


Figure 14. Labels dialog box, Format tab

- 8) You can print right away using the Print File Directly button on toolbar or by choosing **File > Print** from the menu bar, or you can save the file to print later.

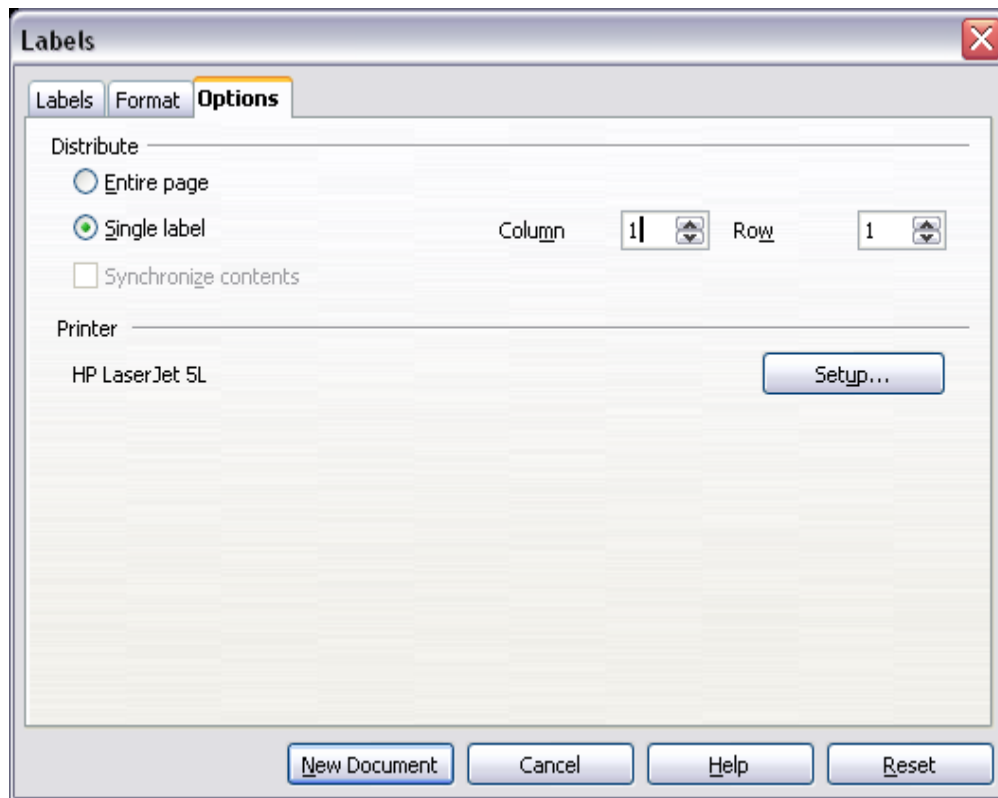


Figure 15. Labels dialog box, Options tab

## Sending a fax

To send a fax directly from OpenOffice.org, you need a fax modem and a fax driver that allows applications to communicate with the fax modem.

### Sending a fax through the Print dialog box

- 1) Open the Print dialog box (Figure 1) by choosing **File > Print** and select the fax driver in the Name list box.
- 2) Click **OK** to open the dialog box for your fax driver, where you can select the fax recipient.

### Adding a Fax icon to the toolbar (advanced)

You can configure OpenOffice.org so that a single click on an icon automatically sends the current document as a fax.

- 1) Be sure the fax driver is installed. Consult the documentation for your fax modem for more information.
- 2) Choose **Tools > Options > OpenOffice.org Writer > Print**. The dialog box shown in Figure 16 opens.



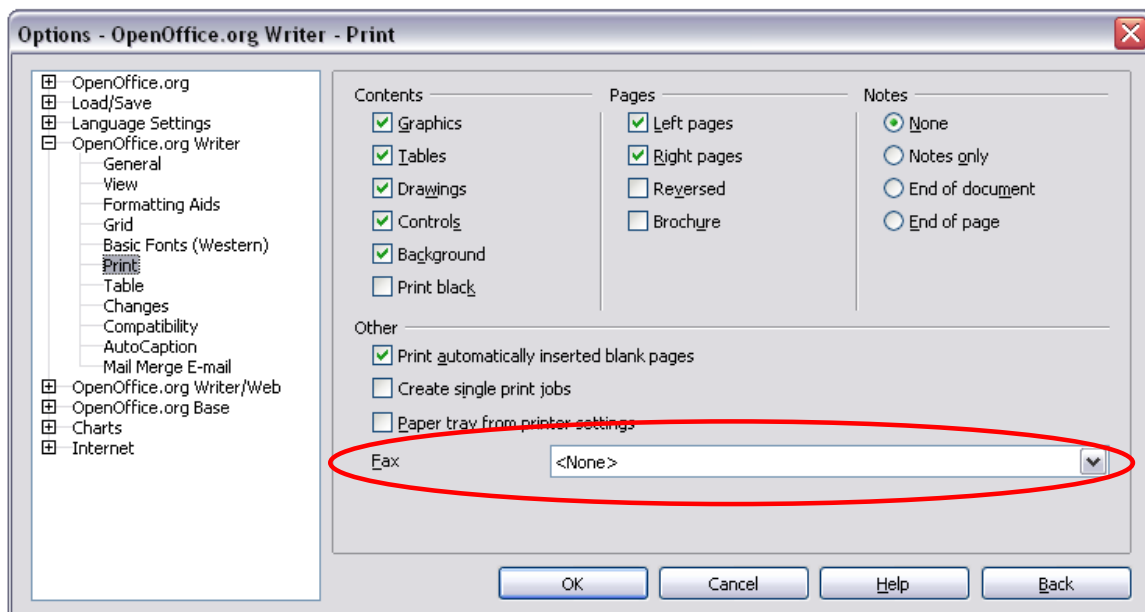


Figure 16: Setting up OOo for sending faxes

- 3) Select the fax driver from the Fax list box and click **OK**.
- 4) Click the arrow icon at the end of the Standard toolbar. In the drop-down menu, choose **Customize Toolbar**. The Toolbars page of the Customize dialog box appears (Figure 17). Click **Add**.

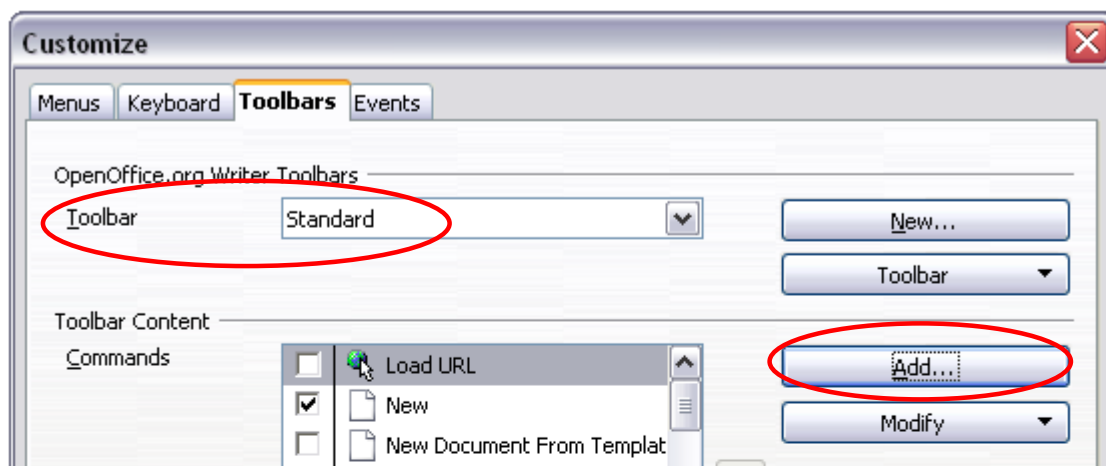


Figure 17: Customizing a toolbar

- 5) On the Add Commands dialog box (Figure 18), select the *Documents* category, then select the *Send Default Fax* command. Click **Add** and then click **Close**.
- 6) On the Toolbars page, click the down arrow button to position the new icon where you want it. Click **OK**.

Your toolbar now has a new icon to send the current document as a fax.

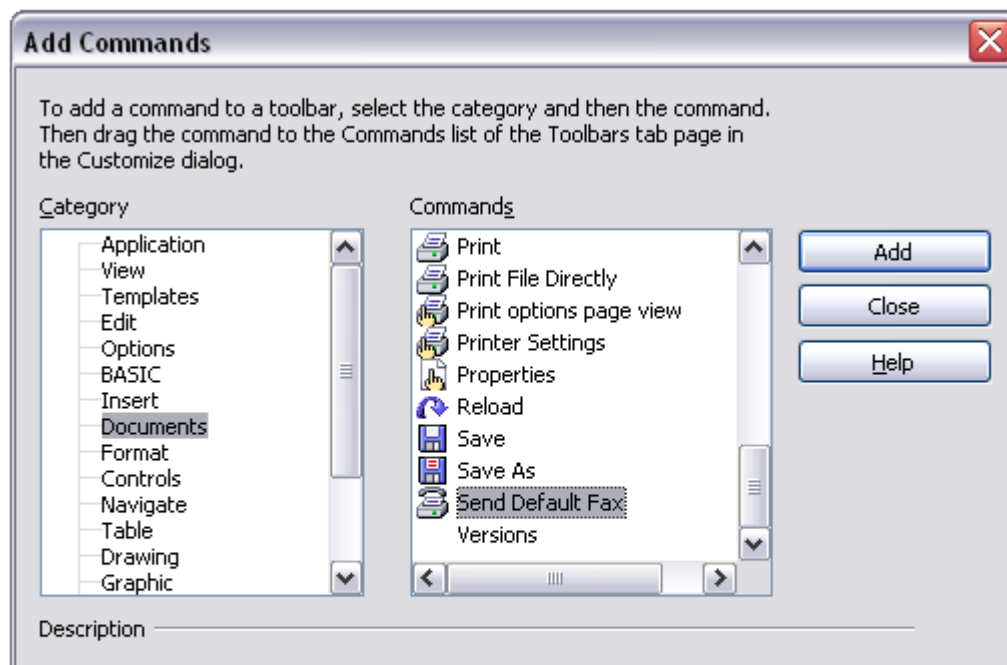



Figure 18: Adding a command to a toolbar

## Exporting to PDF

OpenOffice.org can export documents to PDF (Portable Document Format). This industry-standard file format for file viewing is ideal for sending the file to someone else to view using Acrobat Reader or other PDF viewers.

### Quick export to PDF

Click the **Export Directly as PDF** icon  to export the entire document using the default PDF settings. You are asked to enter the file name and location for the PDF file, but you do not get a chance to choose a page range or the print quality.

### Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use **File > Export as PDF**. You are asked to enter the location and file name of the PDF to be created, and then the PDF Options dialog box opens. This dialog box has four pages. Make your selections, and then click **Export**.

#### General page of PDF Options dialog box

On the General page (Figure 19), you can choose which pages to include in the PDF, the type of compression to use for images (which affects the quality of images in the PDF), and other options.

### Pages section

- **All:** Exports the entire document.
- **Pages:** To export a range of pages, use the format **3-6** (pages 3 to 6). To export single pages, use the format **7;9;11** (pages 7, 9, and 11). You can also export a combination of page ranges and single pages, by using a format like **3-6;8;10;12**.
- **Selection:** Exports whatever material is selected.

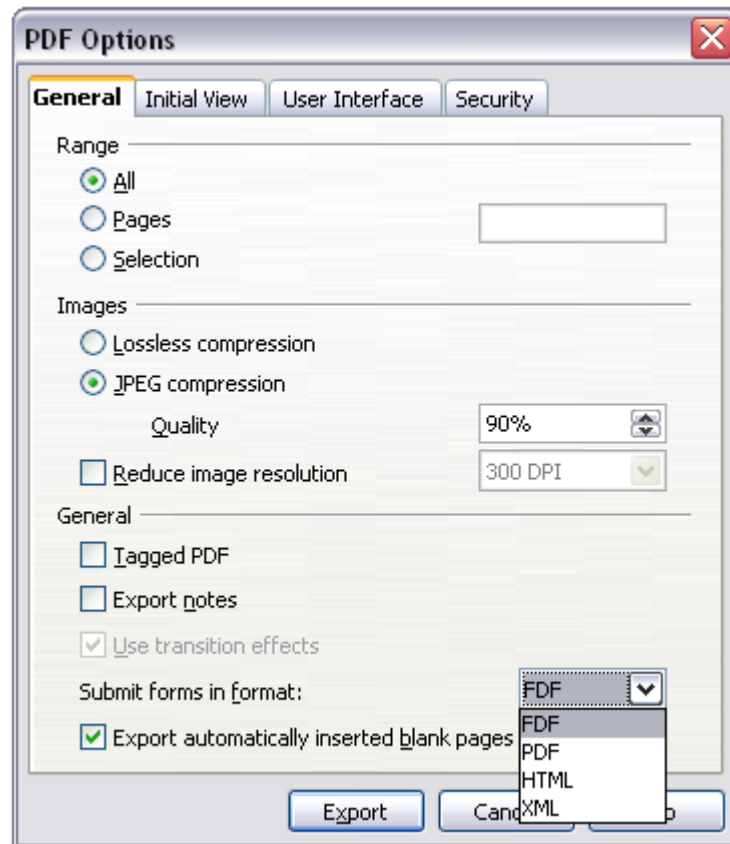


Figure 19: General page of PDF Options dialog box

### Images section

- **Lossless compression:** Images are stored without any loss of quality. Tends to make large files when used with photographs. Recommended for other images.
- **JPEG compression:** Allows for varying degrees of quality. A setting of 90% tends to work well with photographs (small file size, little perceptible loss).
- **Reduce image resolution:** Lower-DPI (dots per inch) images have lower quality.

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**Note** EPS images with embedded previews are exported only as previews. EPS images without embedded previews are exported as empty placeholders.

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### General section

- **Tagged PDF:** Includes special tags into the corresponding PDF tags. Some tags that are exported are table of contents, hyperlinks, and controls. This option can increase file sizes significantly.
- **Export notes:** Exports notes in Writer and Calc documents as PDF notes. You may not want this!
- **Use transition effects:** Not available in Writer; in Impress, this option exports slide transition effects in their respective PDF effects.
- **Submit forms in format:** Choose the format of submitting forms from within the PDF file. This setting overrides the control's URL property that you set in the document. There is only one common setting valid for the whole PDF document: PDF (sends the whole document), FDF (sends the control contents), HTML, and XML. Most often you will choose the PDF format.
- **Export automatically inserted blank pages:** If selected, automatically inserted blank pages are exported to the PDF. This is best if you are printing the PDF double-sided. For example, books usually have chapters set to always start on an odd-numbered (right-hand) page. When the previous chapter ends on an odd page, OOo inserts a blank page between the two odd pages. This option controls whether to export that blank page.

### Initial View page of PDF Options dialog box

On the Initial View page (Figure 20), you can choose how the PDF opens by default in a PDF viewer. The selections should be self-explanatory.

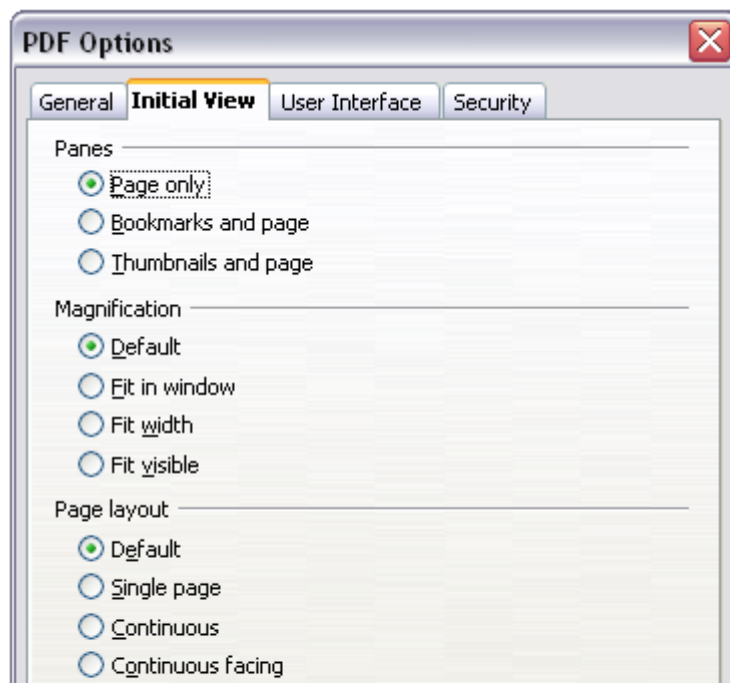


Figure 20: Initial View page of PDF Options dialog box

## User Interface page of PDF Options dialog box

On the User Interface page (Figure 21), you can choose more settings to control how a PDF viewer displays the file. Some of these choices are particularly useful when you are creating a PDF to be used as a presentation or a kiosk-type display.



Figure 21: User Interface page of PDF Options dialog box

### Window options section

- **Resize window to initial page.** Causes the PDF viewer window to resize to fit the first page of the PDF.
- **Center window on screen.** Causes the PDF viewer window to be centered on the computer screen.
- **Open in full screen mode.** Causes the PDF viewer to open full-screen instead of in a smaller window.
- **Display document title.** Causes the PDF viewer to display the document's title in the title bar.

### User interface options section

- **Hide menubar.** Causes the PDF viewer to hide the menu bar.
- **Hide toolbar.** Causes the PDF viewer to hide the toolbar.
- **Hide window controls.** Causes the PDF viewer to hide other window controls.

## Security page of PDF Options dialog box

As of OoO 2.0.4, PDF export includes options to encrypt the PDF (so it cannot be opened without a password) and apply some digital rights management (DRM) features.



Figure 22: Security page of PDF Options dialog box

- With an *open password* set, the PDF can only be opened with the password. Once opened, there are no restrictions on what the user can do with the document (for example, print, copy, or change it).
- With a *permissions password* set, the PDF can be opened by anyone, but its permissions can be restricted. See Figure 22.
- With *both* the open password and permission password set, the PDF can only be opened with the correct password, and its permissions can be restricted.

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**Note** Permissions settings are effective only if the user's PDF viewer respects the settings.

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Figure 23 shows the pop-up dialog box displayed when you click the **Set open password** button on the Security page of the PDF Options dialog box.

After you set a password for permissions, the other choices on the Security page (shown in Figure 22) become available. These selections should be self-explanatory.



Figure 23: Setting a password to encrypt a PDF

## E-mailing Writer documents

OOo provides several ways to quickly and easily send a Writer document as an e-mail attachment in one of three formats: .ODT (OpenDocument Text, OOo's default format), .DOC (Microsoft Word format), or PDF.

To send the current document in .ODT format:

- 1) Choose **File > Send > Document as E-mail**. OpenOffice.org opens the e-mail program specified in **Tools > Options > Internet > E-mail**. The document is attached.
- 2) In your e-mail program, enter the recipient, subject and any text you want to add, then send the e-mail.

**File > Send > E-mail as OpenDocument Text** has the same effect.

If you choose **E-mail as Microsoft Word**, OOo first creates a .DOC file and then opens your e-mail program with the .DOC file attached. Similarly, if you choose **E-mail as PDF**, OOo first creates a PDF using your default PDF settings (as when using the **Export Directly as PDF** toolbar button) and then opens your email program with the .PDF file attached.

### E-mailing a document to several recipients

To e-mail a document to several recipients, you can use the features in your e-mail program or you can use OOo's mail merge facilities to extract email addresses from an address book.

You can use OOo's mail merge to send e-mail in two ways:

- Use the Mail Merge Wizard to create the document and send it. See Chapter 11, "Using Mail Merge" for details.
- Create the document in Writer without using the Wizard, then use the Wizard to send it. This method is described here.

To use the Mail Merge Wizard to send a Writer document:

- 1) Click **Tools > Mail Merge Wizard**. On the first page of the wizard (Figure 24), select **Use the current document** and click **Next**.

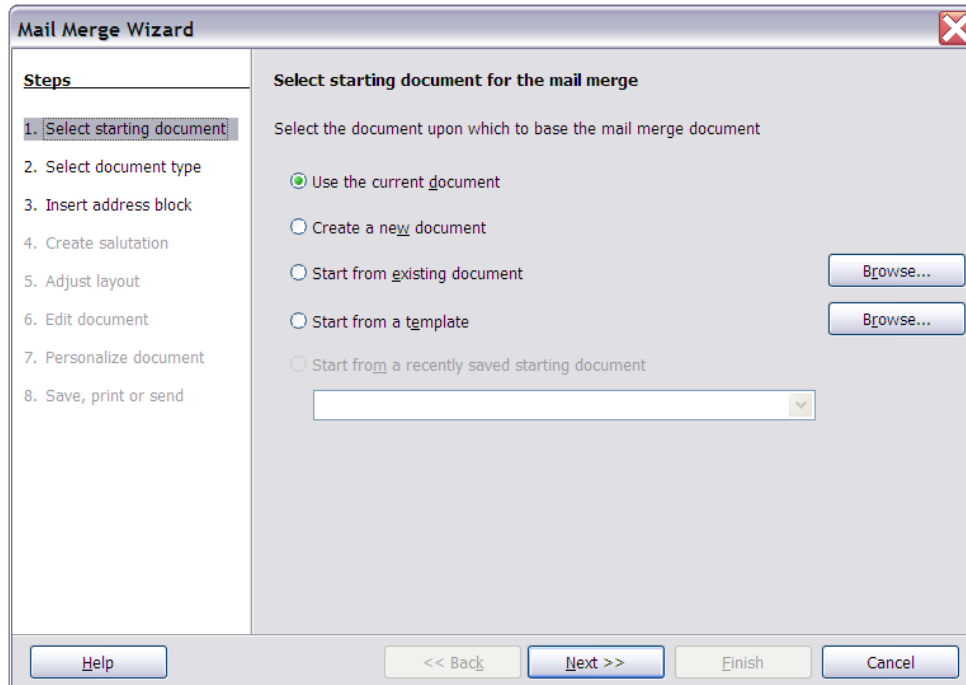


Figure 24: Select starting document

- 2) On the next page (Figure 25), select **E-mail message** and click **Next**.

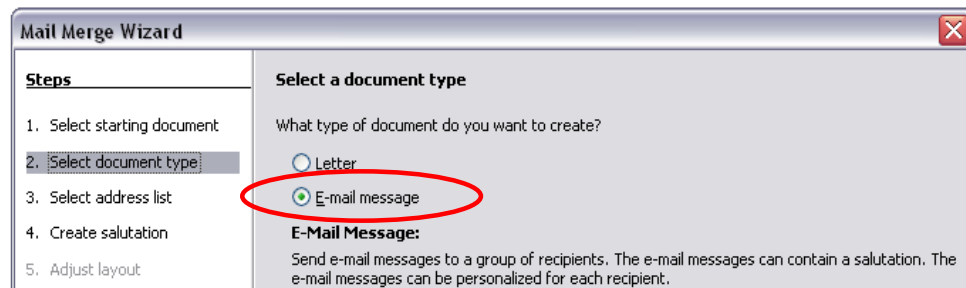


Figure 25: Choose document type

- 3) On the next page (Figure 26), click **Select Address List**. Select the required address list (even if only one is shown) and then click **OK**. (If the address list you need is not shown here, you can click **Add** to find and add it to the list.)



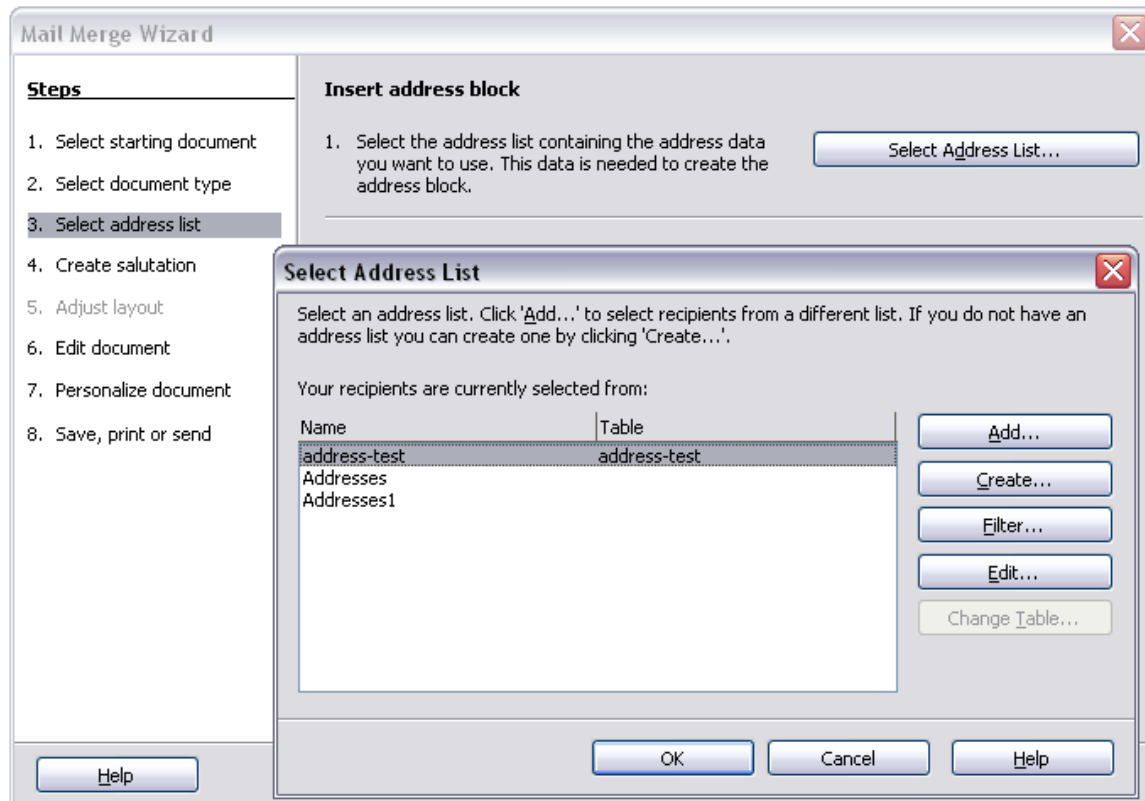


Figure 26: Selecting an address list

- 4) Back on the Select address list page, click **Next**. On the Create salutation page (Figure 27), deselect the checkbox by **This document should contain a salutation**.

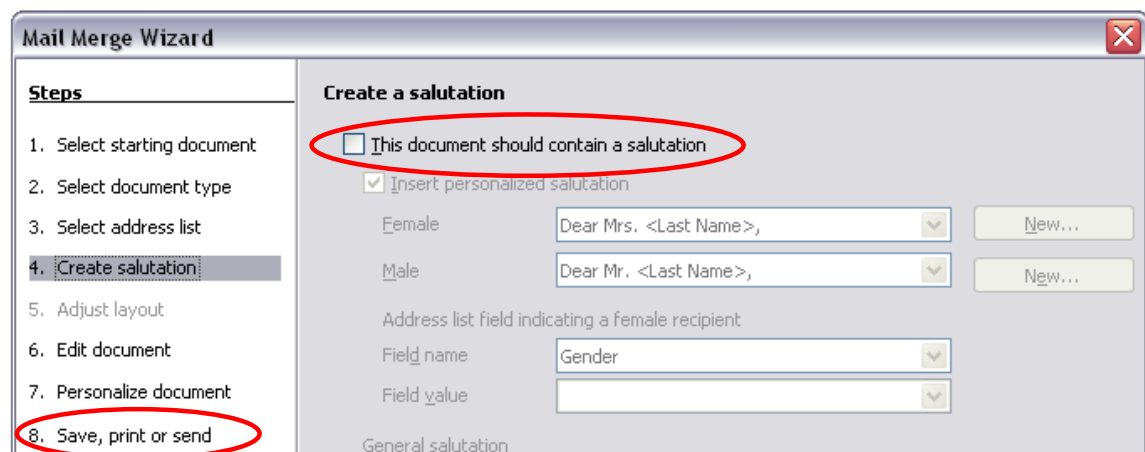


Figure 27: Deselecting a salutation

- 5) In the left-hand list, click **8 Save, print or send**. OOo displays a “Creating documents” message and then displays the Save, print or send page of the Wizard.
- 6) Select Send merged document as E-Mail. The lower part of the page changes to show e-mail settings choices (see Figure 28).
- 7) Type a subject for your email and click **Send documents**. OOo sends the e-mails.

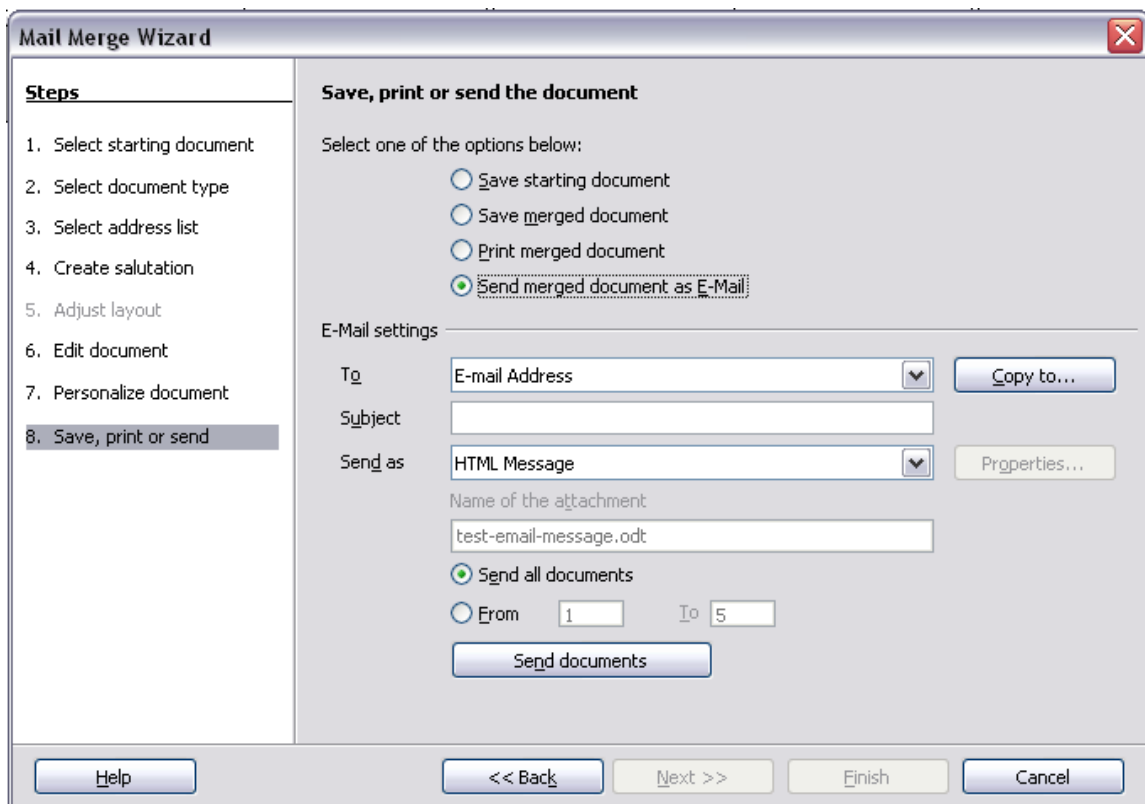


Figure 28: Sending a document as an email message

## Digital signing of documents

To sign a document digitally, you need a personal key, the certificate. A personal key is stored on your computer as a combination of a private key, which must be kept secret, and a public key, which you add to your documents when you sign them. You can get a certificate from a certification authority, which may be a private company or a governmental institution.

When you apply a digital signature to a document, a kind of checksum is computed from the document's content plus your personal key. The checksum and your public key are stored together with the document.


When someone later opens the document on any computer with a recent version of OpenOffice.org, the program will compute the checksum again and compare it with the stored checksum. If both are the same, the program will signal that you see the original, unchanged document. In addition, the program can show you the public key information from the certificate. You can compare the public key with the public key that is published on the web site of the certificate authority.

Whenever someone changes something in the document, this change breaks the digital signature.

On Windows operating systems, the Windows features of validating a signature are used. On Solaris and Linux systems, files that are supplied by Thunderbird, Mozilla or Firefox are used. For a more detailed description of how to get and manage a certificate, and signature validation, see “Using Digital Signatures” in the OOo Help.

To sign a document:

- 1) Choose **File > Digital Signatures**.
- 2) If you have not saved the document since the last change, a message box appears. Click **Yes** to save the file.
- 3) After saving, you see the Digital Signatures dialog box. Click **Add** to add a public key to the document.
- 4) In the Select Certificate dialog box, select your certificate and click **OK**.
- 5) You see again the Digital Signatures dialog box, where you can add more certificates if you want. Click **OK** to add the public key to the saved file.

A signed document shows an icon  in the status bar. You can double-click the icon to view the certificate.