



Figure 86: Customize tab of the Bullets and Numbering dialog

Autoformatting

You can set Writer to automatically format parts of a document according to the choices made on the *Options* and *Localized Options* tabs of the AutoCorrect dialog (Tools > AutoCorrect > AutoCorrect Options). The Help describes each of these choices and how to activate the autoformats.

Tip

If you notice unexpected formatting changes occurring in your document, this is a good place to look for the cause.

To automatically format the file according to the options you have set, choose Tools > AutoCorrect and select or deselect the items on the submenu.

While Typing

Automatically formats the document while you type.

Apply

Automatically formats the document.

Apply and Edit Changes

Automatically formats the file and then opens a dialog where you can accept or reject the changes.

AutoCorrect Options

Opens the AutoCorrect dialog (Figures 87 and 88), where you can choose the autoformatting you want.

The *Localized Options* tab (Figure 87) controls the formatting of quotation marks and apostrophes (which look like a closing single quote). Most fonts include curly quotation marks (also known as “smart quotes”), but for some purposes (such as marking minutes and seconds of latitude and longitude) you may wish to format them as straight quotes.

Straight quotes

' ' " "

Smart quotes

‘ ’ “ ”