

Introduction

This chapter covers the basics of working with text in Writer. It assumes that you are familiar with the use of a mouse and keyboard and that you have read about Writer's menus and toolbars and other topics covered in Chapter 1, *Introducing Writer*.

We recommend that you also display formatting aids, such as end-of-paragraph marks, tabs, breaks, and other items in **Tools > Options > LibreOffice Writer > Formatting Aids**. You can hide or display these markers by going to **View > Formatting Marks**. See Chapter 20, *Setting up Writer*, for more information.

When you have read this chapter, you should know how to:

- Select, cut, copy, paste, and move text.
- Find and replace text.
- Insert special characters.
- Check spelling and grammar, use the thesaurus, and choose hyphenation options.
- Use the AutoCorrect, Word Completion, AutoText, and case-changing features.

See also Chapter 3, *Working with Text: Advanced*, and Chapter 4, *Formatting Text*.

Selecting text

Selecting text in Writer is similar to selecting text in other applications. You can swipe the mouse cursor over text or use multiple clicks to select a word (double-click), sentence (triple-click), or paragraph (quadruple-click).

You can also click in the text, press *F8* to enter *Extending selection* mode, and then use the arrow keys on your keyboard to select a contiguous block of text. Press *F8* again after you have finished selecting the block of text.

In addition, you can select non-contiguous items and vertical blocks of text.

One way to change the selection mode is to use the icon on the Status bar (see Figure 18). When you right-click the icon, a context menu displays the available options: *Standard selection*, *Extending selection (F8)*, *Adding selection (Shift+F8)*, and *Block selection (Ctrl+Shift+F8)*. Left-clicking cycles through these selections.

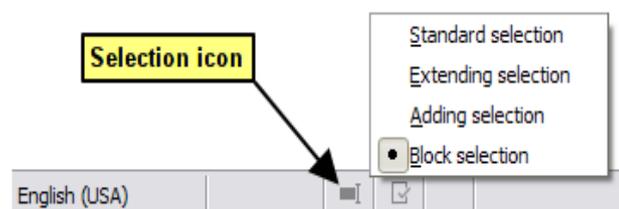


Figure 18: Changing the selection mode using the status bar

Selecting items that are not contiguous

To select non-contiguous items (as shown in Figure 19) using the mouse in *Standard selection* mode:

- 1) Select the first piece of text.
- 2) Hold down the *Ctrl* key and use the mouse to select the next piece of text.
- 3) Repeat as often as needed.