



Figure 438: Choosing general options for Writer

Settings – Measurement unit

Document designers recommend using points as the default measurement because you can easily relate things like font size to things like indents and tabs.

Settings – Tab stops

The Tab stops setting specifies the distance the cursor travels for each press of the *Tab* key. This setting is also used for the indent distance applied by the **Increase Indent** and **Decrease Indent** buttons on the Formatting Toolbar, which affect the indentation of entire paragraphs.

Tip

To avoid unwanted changes, do not rely on default tab settings. Rather, define your own tabs in paragraph styles or individual paragraphs (see “Setting tab stops and indents” in Chapter 4, Formatting Text).

Word Count – Additional separators

For counting words, specifies the characters that are considered to separate words, in addition to spaces, tabs, line breaks, and paragraph breaks.

Word Count – Show standardized page count

Editors and publishers often define a “standard” page as containing a specified number of characters or words; this field allows quick calculation of the number of these pages.

View options

Two pages of options set the defaults for viewing Writer documents: *View* (described here) and *Formatting Aids* (described below). *View* is a good page to check if, for example, you cannot see graphics on the screen.

Guides – Helplines While Moving

Helplines assist with precisely position a frame or drawing object on a page. When enabled, horizontal and vertical lines appear that are the height and width of a selected object. These lines extend across the complete working area as the object is moved.