

Add captions automatically when inserting:

- LibreOffice Writer Table
- LibreOffice Writer Frame
- LibreOffice Writer Image
- LibreOffice Spreadsheet
- LibreOffice Drawing
- LibreOffice Formula
- LibreOffice Chart
- LibreOffice Presentation

Caption Order

Category first

Table 1

Caption

Category: Table

Numbering: Arabic (1 2 3)

Numbering separator: .

Separator:

Position: Below

Numbering Captions by Chapter

Level: 1

Separator: .

Category and Frame Format

Character style: Caption Characters

Apply border and shadow

Figure 446: Setting up automatic captions

Mail Merge E-mail options

Using a data source such as an address book, Writer can insert personal, address, and other information into form letters. These documents can be printed for mailing or they can be e-mailed through Writer. (See Chapter 14, Mail Merge, for details.)

Use the *LibreOffice Writer – Mail Merge E-mail* page to set up the user and server information for sending form letters by e-mail. If you are not sure what information to put in any of the fields, consult your e-mail program or your internet service provider.

User Information

Your name:

Email address:

Send replies to different email address

Reply address:

Outgoing Server (SMTP) Settings

Server name:

Port: 587

Use secure connection (SSL)

Server Authentication... Test Settings

Figure 447: Specifying settings for use when emailing mail-merged form letters