

Send

Sends a copy of the current document to different applications.

To access this command...

Menu **File - Send**

Document as E-mail

Opens a new window in your default e-mail program with the current document as an attachment. The current file format is used.

E-mail as OpenDocument Text

Opens a new window in your default e-mail program with the current document as an attachment. The OpenDocument file format is used.

E-mail as Microsoft Word

Opens a new window in your default e-mail program with the current document as an attachment. The Microsoft Word file format is used.

E-mail as PDF

Shows the Export as PDF dialog, exports the current document to Portable Document Format (PDF), and then opens an e-mail sending window with the PDF as an attachment.

Create Master Document

Creates a master document from the current Writer document. A new sub-document is created at each occurrence of a chosen paragraph style or outline level in the source document.

Create HTML Document

Saves the file as an HTML document, so that you can view it in a web browser. You can choose to create a separate page when a heading style that you specify is encountered in the document. If you choose this option, a separate page of links to all of the pages that are generated is also created.

Outline to Presentation

Sends the outline of the active document to a new presentation document.

Outline to Clipboard

Sends the outline of a document to the clipboard in Rich Text Format (RTF).

Create AutoAbstract

Copies the headings and a number of subsequent paragraphs in the active document to a new AutoAbstract text document. An AutoAbstract is useful for obtaining an overview of long documents. You can specify the number of outline levels as well as the number of paragraphs displayed therein. All levels and paragraphs under the respective settings are hidden.

AutoAbstract to Presentation

Opens the current document as a OpenOffice Impress presentation. The current document must contain at least one predefined heading paragraph style.