Date: 12 January, 2015

UBUNTU PRESENTS:
AUTO TEXT IN THE LIBRE OFFICE (UBUNTU)

Utility: Creates, edits, or inserts AutoText. You can store formatted text, text with graphics, tables, and fields as Auto Text. It obviates the multi step functions of cut/copy and paste from another file or from the same documents.

How to create the auto text:

1. Open the LibreOffice Writer (Document).
2. Type a charge, plea, order or even judgment and format the text like paragraph numbers etc., all. Ex. Try to insert the following letter.

Court of the Chief Judicial Magistrate, Aurangabad.
NOTICE

<div style="text-align:right">

Outward No. ..../2015.
Court of the Chief Judicial Magistrate,
Aurangabad.
Date:

</div>

To

    The Officer-in-Charge,
    Kranti Chowk Police Station,
    Aurangabad.

    Subject: Submission of your report regarding seizure of a Motor Cycle bearing no........

    Reference: 1. Misc. Application no......... for custody of the Motor Cycle No....................
                  2. Crime No............ registered by your police station.

Dear Officer,
        With reference to the above mentioned application and crime number, this is to inform you that the said miscellaneous application has been preferred under section 457 of the Code of Criminal Procedure by Shri. …................ for interim custody i.e. on Supratnama, of the above mentioned Motor Cycle. The Court has directed you to submit your detailed written say mentioning objections if any, by return post and not later than three days. Hence, this notice.

<div style="text-align:right">

By Order of The Court

</div>

Enclosure: Copy of the application.   (Ramavatar Dashrath Raghuwanshi)
<div style="text-align:right">

Assistant Superintendent,
Court of the Chief Judicial Magistrate,
Aurangabad.

</div>

3. Now select the above portion from "Court of …......" up to "Aurangabad". Change the font colour to red, so that you can identify the editable text after insertion in the new document.

4. Go to Edit > Auto Text
   OR Press F3 key
5. Auto Text window will open as shown below:
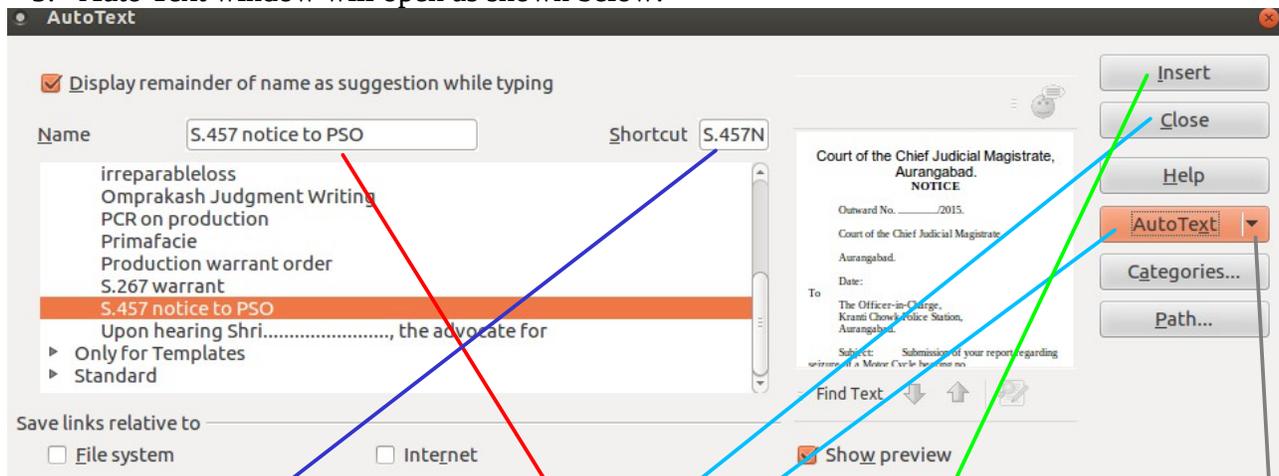
6. In the "Name" column type the words "S.457 notice to PSO" and in the "shortcut" column type "S.457N"
7. Ensure that below the name "My AutoText" is selected, otherwise click on it.
8. In the AutoText window, on the right side if by this time "Insert" button is active, simply click on it and then on the "Close" button. If the "Insert" is not active, click on the "AutoText" drop down > Click on "New" from the drop down.
9. Close this "AutoText" window.
10. Now to test how the AutoText works, ensure the curser present in the document where you want to insert the AutoText:
11. Start typing the words S.457 notice to PSO. As soon as you typed the first three characters i.e. S.4 -the AutoText of S.457 notice to PSO will appear as a hint and then instead of typing the remaining text just press the Enter key. You will get the entire text inserted in the document.
    Or
12. To quickly insert the AutoText, type the shortcut S.457N and press F3 Key. You will get the AutoText.
(Do not forget to edit the inserted text as per your need and then change the colour to black)

(HOW TO USE MORE THAN ONE ENTRIES OF AUTO TEXT
HAVING SIMILAR FIRST THREE CHARACTERS)

Use Control+Tab to go the next AutoText entry.
Use Control+Shift+Tab to go to the previous AutoText entry.