OPENOFFICE Overview

OpenOffice.org sponsored by Sun Microsystems, has developed an open source office suite of products similar to Microsoft Office.

The suite actually consists of five products:

- **Writer**, word processing software for working with text documents
- **Calc**, spreadsheet software
- **Impress**, multimedia presentation software
- **Draw**, drawing software for diagrams and illustrations
- **Database User Tools**, for day-to-day database work in simple spreadsheet-like form.

OpenOffice.org Download and Installation Procedures

The OpenOffice.org.org product suite is available as a free download from the OpenOffice.org.org Web site at: http://www.openoffice.org/.

OpenOffice Writer Overview

OpenOffice.org Writer is a powerful tool for creating professional documents, reports, newsletters, and brochures. You can easily integrate images and charts into documents, create everything from business letters to complete books with professional layouts, as well as create and publish Web content.

✓ Writer is the official name for the software, even though the name does not appear in the current version of the software.

To launch OpenOffice.org Writer:

- Click the **Start** button in the lower left corner of the desktop.
- Hover over the **Programs** menu selection.
- Hover over the **OpenOffice.org** menu selection.
- Hover over and click the **Text Document** menu selection.

The Basics of the OpenOffice.org Window
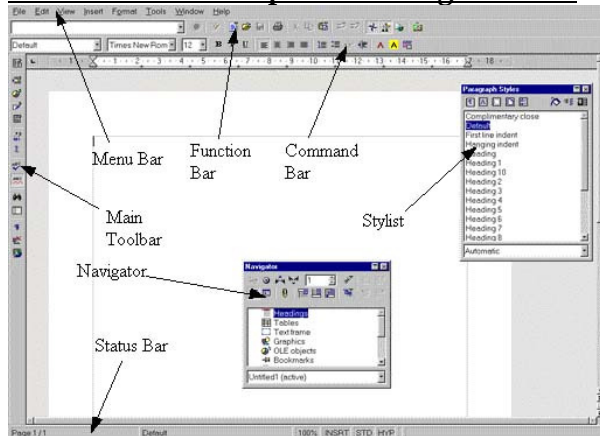
Title Bar
Displays the document name followed by a program name.

Menu Bar
Lists commands in a menu style.

Function Bar
Includes icons for common actions: open, save, copy, cut, paste, etc.

Command Bar
Lists icons for formatting the text

Main Toolbar
Includes specific tools you can use as you type to insert fields, forms, images, and other objects.

Status Bar
Displays information: the current page, current template, zoom percentage, insert or overwrite mode, selection mode, and hyperlink mode.

Stylist Floating Window
Displays options for you to change the style of the text with a few clicks.

Navigator Floating Window
Displays tools you can use as you type long documents with many chapters, sections, images, etc.

NOTE:
If the floating windows do not appear by default, you can display them by clicking on the Navigator icon and the Stylist icon . You can find these icons on the function bar.

Change the OpenOffice.org Window View

To help you stay organized as you work, OpenOffice.org offers two different views for you to look at as you work through your document: Online Layout view and Full Screen view.

- **Online Layout** view shows you what your document will look like when you print it. This is the default view.
- **Full Screen** view displays ONLY the document that you are working on. All the other pieces of the OpenOffice.org window are removed except for one button that allows you to Close View Screen.

To change a view:
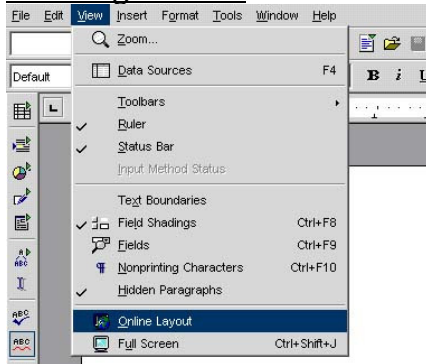
- Click **View** on the menu bar.
- Select the view of your choice, either **Online Layout** or **Full Screen**.

To Change the Toolbars View:

- Choose **View** → **Toolbars** on the menu bar.

To Change the Rulers View:

The **Ruler** runs across the page and is used for paragraph settings, tabs, etc.

- Click **View** → **Rulers** on the menu bar to turn this view on or off.

To Change the Status Bar View:

The **Status Bar** is represented at the bottom of the page and conveys general information about the document, such as page number, total pages, style name, view, insert mode, etc.

- Click **View** → **Status Bar** on the menu bar to turn this view on or off.

To Change the Text Boundaries View:

Text Boundaries shows or hides the printable area of the page. It is generally represented as a boxed outline on the page and into which all your typing is performed.

- Click **View** → **Text Boundaries** on the menu bar to turn this view on or off.

To Change the Non-printing Characters View:

Printing characters are those editorial marks that indicate the end of a paragraph, a line break, a character space, etc. Many people don't like to work with printing characters turned on.

- Click **View** → **Non-printing Characters** on the menu bar to turn this view on or off.

Using the Pull-Down Menus

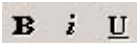Each OpenOffice.org program features a **menu bar**. The menu bar is made up of many different **menus**. Each menu **contains** commands that enable you to work within the program. **Pull-down menus include the following components:**

- File
- Edit
- View
- Insert
- Format
- Tools
- Window
- Help

Using the Object Bar

Since OpenOffice.org Writer is a windows-based package, it has the ability to format text with a click of the mouse. All of these enhancements assume that you have selected the text before you format it.

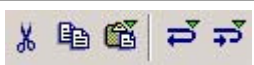|		
To apply a style	Click a style in the **Apply Styles** stylist box.	
To change font with the mouse	Click on the down arrow, next to the **Font Name** on the toolbar.	
To change font size with the mouse	Click the down arrow next to the **Font Size** box.	
To add or remove bold, italics, or underline	Click on the **Bold, Italic**, or **Underline** icon or press short keys (Ctrl + B, Ctrl + I, Ctrl + U) on the keyboard.	
To change alignment of text (Left, Center, Right, Justify)	Click the appropriate alignment icon: **Align Left, Centered, Align Right**, or **Justified**.	
To add numbers to text	Click on the **Numbering On/Off** icon.	
To add Bullets to text	Click on the **Bullets On/Off** icon.	
To change the amount of indentation of the text	Click on the **Increase Indent** or **Decrease Indent** icons.	
To change the color of text	Click on the **Font Color** icon.	
To highlight text	Click on the **Highlight** icon.	
To change the paragraph background color	Click on the **Paragraph Background** icon.	

Using the Function Bar

To open a different OpenOffice.org Writer document in a new window	Click on the down arrow next to **Load URL** on the toolbar.	
To create a new file, open an existing file, or save a file	Click the **New, Open File**, and **Save Document** icons to perform function shortcuts in the File menu.	
To print a file to a PDF file or to a printer	Click the **Export Directly as PDF** or **Print File Directly** icons to perform the print functions in the File menu.	
To cut, copy, and paste text or images, or to undo or redo editorial operations	Click the **Cut, Copy, Paste, Undo**, and **Redo** icons to perform the edit functions in the Edit menu.	

Main Toolbar

To insert a table into the document	Click the **Insert** icon.	

To insert a field into the document	Click the **Insert Fields** icon.	
To insert a chart into the document	Click the **Insert Object** icon.	
To insert drawing objects like a line, rectangle, ellipse, polygon, curve, text, callout, etc. into the document	Click the **Show Draw Functions** icon.	
To insert form elements like a push button, check box, text box, list box, etc. into the document	Click the **Show Form Functions** icon.	
To turn the direct cursor to the on or off position	Click the **Direct Cursor On/Off** icon.	
To perform spellcheck against the document	Click the **Spellcheck** icon.	
To turn AutoSpellcheck to the on or off position	Click the **AutoSpellcheck On/Off** icon.	
To perform a Find or Find-and-Replace operation against the document	Click the **Find On/Off** icon.	
To turn non-printing characters to the on or off position	Click the **Non-printing Characters On/Off** icon.	
To turn the display of graphics to the on or off (a placeholder appears instead of a graphic) position	Click the **Graphics On/Off** icon.	
To turn the online layout view to the on or off position	Click the **Online Layout** icon.	

Understanding File Menu

New: Used to create a new file.

Open: Used to open an existing file from a floppy disk or hard drive of your computer.

Close: Used to close a file.

Save: Used to save a file after making changes. If you close the text document without saving, all of your changes will be lost.

Save As: Used to save a new file for the first time or save an existing file with a different name.

Save All: Used to save all open files when you make changes to them.

Creating a New File

A blank, text editor palette is displayed when you first open OpenOffice.org. You can type information directly into this blank palette.

To create an OpenOffice.org text document:

- Choose **File → New Text Document** from the menu bar.
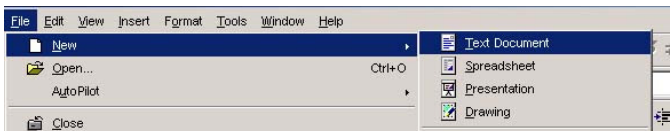
- A blank, text editor palette opens in the OpenOffice.org window.

To save and name a new file:

- Choose **File → Save As/Save** from the menu bar.
- The **Save As** dialog box appears.
- Click on the **Save In:** Drop-down menu and locate where you want to save the file.
- Type a name for your file in the **File Name:** box.

- Click the **Save** button.
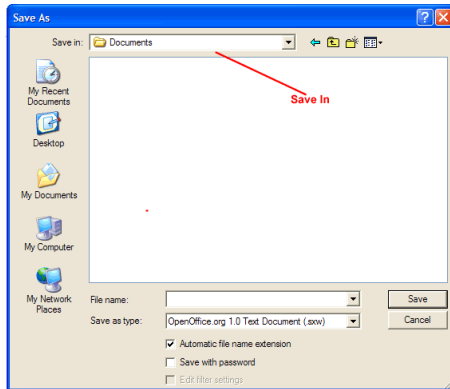
Saving a Previously-Named File

To save changes to an existing text file:

- Choose **File** → **Save** from the menu bar.

To close an existing Writer document:

- Choose **File** → **Close** from the menu bar. The Writer document window is now closed.

To Open an Existing OpenOffice.org Text File:

- Choose **File** → **Open** from the menu bar.
- The **Open** dialog box opens.
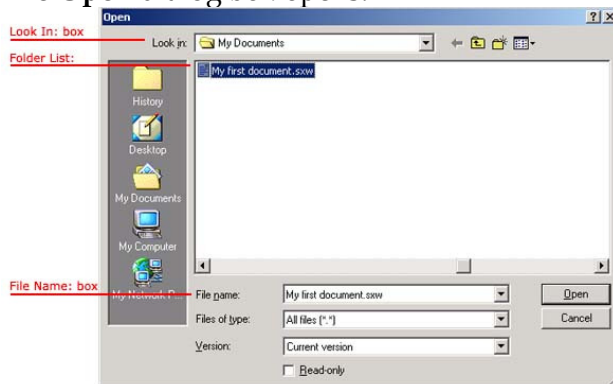
- In the **Look in** list, click the drive, folder that contains the file you want to open.
- In the **folder list**, open the folder that contains the file. Once the file is displayed, click on the file
- Click the **Open** button.

Exiting OpenOffice.org

To Exit the OpenOffice.org Writer Software:

- Choose **File** → **Exit** from the menu bar.

The Insertion Point and the I-Beam

The **insertion point** is the blinking line in the OpenOffice.org document that indicates where you insert text into the document when you type. The **I-Beam** is the cursor that moves around the screen when you move the mouse over text.

Delete and Backspace Keys

You can delete text to the left and right of the insertion point by using the Delete and Backspace keys, respectively.

Undo and Repeat

The **Undo** feature lets you delete the last change made to your document.

To Undo the Last Operation Performed:

- Choose **Edit** → **Undo**. (Ctrl + Z)
    OR

- Undo all your recent actions by repeatedly clicking the **Undo** button.

  This command is located on the Standard toolbar.

Notice the small **list arrow** at the top of the **Undo** button. Click and hold it, a list of all the separate actions performed will appear You can select as many actions as you want to undo.
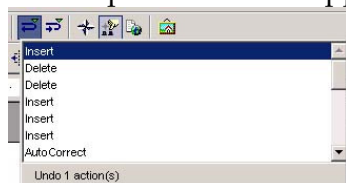
To Repeat the Last Undo:

- Choose **Edit** → **Redo** from the menu bar. (Ctrl + Y)
  OR
- Repeat any previous Undo operations by clicking the **Repeat** button located on the Standard toolbar.

Insert vs. Overtype Mode

Insert mode is the default mode for editing in OpenOffice.org Writer. **Insert mode** adds text, but does not erase anything.

Overtype mode is useful when you want to replace a series of words. In this mode, the text you type replaces any existing text to the right of the insertion point and erases it.

Selecting Text

Any Text (Option 1)	Click and hold at the beginning of the selection and drag mouse to the end of the selection (**click-and-drag**).
Any Text (Option 2)	Click at the beginning of the selection, hold down Shift and click at the end of selection (**shift-clicking**).
Word	Double click in OpenOffice.org Writer.
Sentence	Hold Ctrl and click on the sentence.
Line	With mouse pointer in left margin, point to line and click.
Paragraph	With mouse pointer in paragraph, triple click.
Entire document (Option 1)	Hold Ctrl and Press A.
Entire document (Option 2)	Hold CTRL on the keyboard and click the mouse in the left margin.
One letter at a time	Position the cursor at the beginning of the text, hold down Shift and use arrow keys to the end of selection.
From the cursor to the beginning of the line	Shift + Home
From the cursor to the end of the line	Shift + End

Using the Keyboard to Select Text

Many people use the keyboard to select text.

Shift + Right Arrow	Character to the right of the insertion point
Shift + Left Arrow	Character to the left of the insertion point

Shift + Home	All of the current line to the left of the insertion point
Shift + End	All of the current line to the right of the insertion point
Shift + PgUp	A screenful of text from the insertion point up
Shift + PgDn	A screenful of text from the insertion point down
Ctrl + Shift + Right Arrow	One word to the right of the insertion point
Ctrl + Shift + Left Arrow	One word to the left of the insertion point
Crtl + Shift + Home	All text from insertion point to the beginning of the document
Crtl + Shift + End	All text from the insertion point to the end of document
Alt + Ctrl + Shift + PgDn	All text from the insertion point to end of the displayed window
F8 and Arrow Key	From the insertion point in the direction of whichever arrow chosen. F8 turns on selection mode; press Esc to leave selection mode.
Crtl + A	Selects entire document

To Print Preview:
- Choose **File** → **Page Preview** on the menu bar.

To Print a Text Document:
- Choose **File** → **Print** from the menu bar.
- The **Print** dialog box opens.
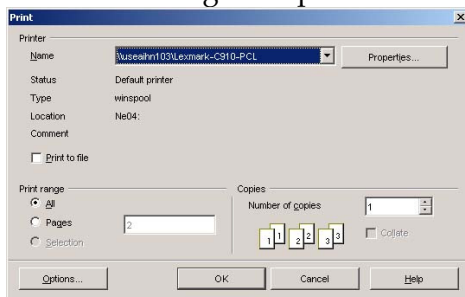
- Specify the **Name** of the printer where you would like to print your document. If you only have one printer in your home or office, OpenOffice.org will default to that printer.
- In **Print Range**, choose whether to print **All** or a certain range of pages (**Pages From n to y**, where n and y are the beginning and ending page numbers.
- Choose the **Number of Copies** to print by clicking on the up or down arrows.
- Click the OK button to print the OpenOffice.org document.

Changing the OpenOffice.org Printer Settings

To Change the OpenOffice.org Printer Settings:
- Choose **File** → **Printer Settings** from the menu bar.

- The **Printer Setup** dialog box opens.
  Click the **Properties** button.
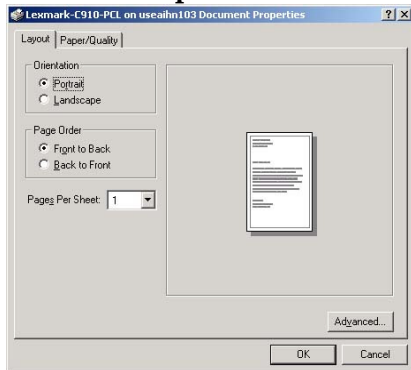
- Define the page **Orientation** as portrait or landscape.
- Define the **Page Order** as to print front-to-back or back-to-front.
- Define the **Pages Per Sheet** that you would like to print. To conserve paper, you can print 2 pages on the same sheet of paper. OpenOffice.org will reduce the size of the text so that every two pages print on only one sheet of paper.
- Click the **OK** button to change the printer settings.

To Run Spellcheck:

- Choose **Tools** → **Spellcheck** → **Check** from the menu bar.
- The Spellcheck dialog box displays the first incorrectly-spelled **Word** in the document, as well as **Suggestions** to the closest possible matches contained in the OpenOffice.org.org dictionary.

Using AutoSpellcheck

AutoSpellcheck easily identifies misspelled words on the page as you type the document. Any word that you misspell is immediately underlined with a red wavy line. By visually seeing this error as you type, the misspelled word can be immediately corrected.

To Enable AutoSpellcheck:

- Choose **Tools** → **Spellcheck** → **AutoSpellcheck** from the menu bar, or click the **AutoSpellcheck On/Off** icon on the Main Toolbar.
- Right-click on any word that reveals a red wavy underline, then choose a suggested replacement word from the list.
- The correction is applied to the document.

Using AutoCorrect/AutoFormat

To Define Entries in AutoCorrect:

- Choose **Tools** → **AutoCorrect/AutoFormat** from the menu bar.
- Click the **Replace** tab on the **AutoCorrect** dialog box.
- In the **Replace** field, type the word or abbreviation that you want to replace while you type. If you frequently misspell "about" as "abotu" then type "abotu" in the Replace field.
- In the **With** field, type the replacement text that you want to use to replace the text in the Replace box. For the "abotu" Replace field entry in the last button, you might define "about" in the With field.
- Click the **OK** button.

Clipboard

The Clipboard is a temporary storage file in your computer's memory. Items that you place on the Clipboard will remain there until you exit OpenOffice.org.

Cut, Copy, Paste

Cut, Copy and Paste Buttons on the Standard Toolbar
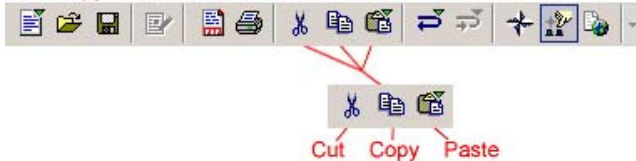
Cut   Copy   Paste

The Cut, Copy, and Paste operations also appear as choices in the Edit menu
You can also perform **Cut, Copy**, and **Paste** functions through shortcut keys:

- Cut, Ctrl+X
- Copy, Ctrl+C
- Paste, Ctrl+V

Cut feature, allows you to remove selected text from the document and temporarily place it on the Office Clipboard.

Copy feature that allows you to copy selected text from the document and temporarily place it on the Clipboard

Paste feature allows to get text from the Clipboard and place it in the same document or even in another document.

To Cut and Paste a Block of Text:

- Select the text you want to move.

- Click the **Cut** button on the **Standard Toolbar**.
- Place the **insertion point** where you want to insert the text.

- Click the **Paste** button .

To Copy and Paste a Block of Text:

- Select the text you want to move.

- Click the **Copy** button on the Standard Toolbar.
- Place the insertion point where you want the text inserted.

- Click the **Paste** button .

Using Drag-and-Drop

The **drag-and-drop** method of **moving** text allows you to move selected text using your mouse. This method is convenient for moving text when:

- Moving text from one location to another within a document.
- Moving text to another document.

To Drag and Drop Selected Text:

Drag:

- Select the text you wish to move.
- Place the mouse pointer anywhere on the selected text without clicking.
- Left click and drag the selected text to the new location.

Drop:

- During this process, the mouse pointer changes to a box with a small white arrow over it, indicating you are dragging text.
- When you reach the new location, release the mouse button to drop the text into place.

Using the Align Buttons

Text alignment options:

- **Left-Aligned**: The most common form where each line is flush with the left margin.
- **Centered**: Each line is centered on the page.
- **Right-Aligned**: Each line is flush with the right margin.

- **Justified**: Every line is flush with the left and right margin. Note: The option can make text harder to read by adding spaces between words.

Using the Align Buttons (continued)

To Align Text Using the Alignment Buttons:
- Select or Click anywhere inside the paragraph you want to align.
- Click the **Align Left, Center, Align Right**, or **Justify** button on the **Formatting** toolbar.

To Align Text Using Menu Selection:
- Choose **Format ➔ Paragraph** from the menu bar.
- Click the **Alignment** tab on the **Paragraph** dialog box.
- Click either the **Left, Right, Center**, or **Justified** radio buttons under Options.

To Create an Indented Paragraph:
- Position the insertion point to any location in the paragraph (or click-and-drag to select multiple paragraphs) you want to format
- Choose **Format ➔ Paragraph**.
- Click the **Indents & Spacing** tab on the **Paragraph** dialog box.
- In the **Before text** field, enter the amount (or used the up/down arrows) by which you want to indent a paragraph from the left page margin. If you want the paragraph to extend into the left page margin, enter a negative number.
- In the **After text** field, enter the amount (or used the up/down arrows) by which you want to indent a paragraph from the right page margin. If you want the paragraph to extend into the right page margin, enter a negative number.
- In the **First line** field, enter the amount (or used the up/down arrows) by which you want to indent the first line of a paragraph.
- Click the **OK** button.

✓ Remember, there is a difference between **indents** and **tabs**. If you set a tab, only one line of text is indented. If you click one of the indent buttons or set an indent in the Paragraph dialog box, all of the text you type afterwards will be indented.

Defining Paragraph Spacing

The paragraph spacing option allows you to add additional space between paragraphs, headings, or subheadings as you type your document. Extra spacing between paragraphs adds emphasis and makes a document easier to read.
- Position the insertion point to any location in the paragraph (or click-and-drag to select multiple paragraphs) you want to format
- Choose **Format ➔ Paragraph**.
- Click the **Indents & Spacing** tab on the **Paragraph** dialog box.
- In the **Above paragraph** field, enter the amount (or used the up/down arrows) of space that you want to leave above the selected paragraph(s).
- In the **Below paragraph** field, enter the amount (or used the up/down arrows) of space that you want to leave below the selected paragraph(s).
- Click the **OK** button.

Defining Line Spacing

Line spacing often determines how easy it is to read a document. Line spacing is measured in lines or points and is referred to as leading (pronounced ledding). Reducing leading makes the lines closer together and can make a text difficult to read. However, if you increase the leading, you can increase your document's readability. You may change line spacing to single, double, or one and a half space increments.
- Position the insertion point to any location in the paragraph (or click-and-drag to select multiple paragraphs) you want to format
- Choose **Format ➔ Paragraph**.

- Click the **Indents & Spacing** tab on the **Paragraph** dialog box.
- The **Line Spacing** drop-down box specifies the type of line spacing that you can use between lines of text in a paragraph. Choices include:
- Single -- Applies single line spacing to the current paragraph. This is the default setting.
- 1.5 lines -- Sets the line spacing to one and half lines. This corresponds to a vertical space that is half of the font height.
- Double -- Sets the line spacing to two lines. This corresponds to a vertical space that is equal to the font height.
- Proportional -- Select this option and then enter a percentage value in the box, where 100% corresponds to single line spacing.
- At Least -- Sets the minimum line spacing to the value that you enter in the box.
- Leading -- Sets the height of the vertical space that is inserted between two lines.
- Fixed -- Sets the line spacing to exactly match the value that you enter in the box. This can result in cropped characters.

The Ruler
The ruler provides a visual tool that allows you to quickly view, create, and change your documents tabs, margins, and indents.
The default unit of measurement on the ruler is inches.
To hide and display the ruler:
- Choose **View** → **Ruler** on the menu.

Setting Tabs Using the Ruler
Click on the small, gray box to the left of the ruler to move through the four different Tab Settings.
To hide and display the ruler:
- **Left tab** : Moves text toward the right edge of the page as you type.
- **Center tab** : Centers text around the tab.
- **Right tab** : Moves text toward the left edge of the page as you type.
- **Decimal tab** : Aligns decimal numbers using the decimal point.

To Place a Tab or Indent On The Ruler:
- Click the cursor anywhere in the block of text you want to format.
- Click the **tab** selection button (upper left of the ruler).
- Click the location on the **Ruler** where you want to set your tab or indent. e.g., 2 inches).
- If you set up a new tab, press the tab key to move your text to the new tab.
- If you set up a new indent, place the cursor at the new indent location.

To Change a Tab Stop Type:
- Click anywhere in the paragraph that contains the tab stop that is to change.
- Right-click on the tab stop on the horizontal ruler.
- Select a different tab type from the drop-down menu.

Adjusting Tab Settings on the Ruler
To Move an Existing Tab or Indent on the Ruler:
- Point the mouse cursor to the tab or indent that you want to move.
- Click-and-hold the left mouse button until a dotted line that runs down the page is displayed on the screen.
- Drag the mouse to the left or right to move the tab or indent to its new location.
- Release the left mouse button.

To Move Several Tabs Stops On The Ruler:
- Press the **Shift** key before you click a tab.
- Point the mouse cursor to the tab or indent that you want to move.
- Click-and-hold the left mouse button as you drag the cursor to the right or left. Make sure the **Shift** is still pressed down as you drag the cursor.

Notice how the tab you selected as well as the other tabs to the right of it move as the cursor is dragged across the screen. The spacing between those tabs remains the same.

To Remove a Tab from the Ruler:

- Point the mouse cursor to the tab or indent that you want to remove.
- Click-and-hold the left mouse button until a dotted line that runs down the page is displayed on the screen.
- Drag the mouse off the Ruler.
- Release the left mouse button.

Using the Ruler to Change Margin Settings

To Adjust a Paragraph Margin using the Ruler:

- Click the cursor anywhere in the paragraph that will have its settings changed.
- Point the mouse on to the left-margin icon in the ruler.
- Click-and-hold the left mouse and drag the cursor to increase or decrease the paragraph margin on the ruler.
- Release the left mouse button.

About Font Styles

Fonts come in three basic types:

A This is an example of a serif font. A serif font has lines, curves or edges extending from the straight lines of each letter. Serif fonts are easy to read, especially in long documents.

A This is an example of a Sans Serif Font. A sans serif font has no additional strokes or ornaments to the basic letter shape. Sans serif fonts are very clean and clear and are ideal for headings and short documents.

A This is an example of a Script font. Script fonts are similar to handwriting. Although they may look very nice, they can be difficult to read. Script fonts are best suited for invitations or other decorative documents.

✓ The default font in OpenOffice.org Writer, New Times Roman, is an example of a serif font.

Changing the Font, Typeface, and Size

To Change a Font:

- Highlight the selected text.
- Choose **Format** → **Character** from the menu bar.
- Click the **Font** tab on the Character dialog box.
- To select a **font**, scroll through the font list and stop at the one you want to use. The font list shows you all the fonts that are available on the computer you are using. As you scroll through the list a preview of the font is displayed in the **preview window**.
- Click the **OK** button to apply the new definitions to the selected text.

To Change the Typeface and Size:

- Highlight the selected text.
- Choose **Format** → **Character** from the menu bar.
- Click the **Font** tab on the Character dialog box.
- To change the **typeface** of a font, scroll through the size list and stop at the one you want to use. Available typefaces include:

> Regular
>
> *Italic*
>
> **Bold**
>
> ***Bold Italic***

- To change the size of a font, scroll through the size list and stop at the one you want to use. You can use different font sizes to give emphasis to different parts of your document. Font size is commonly expressed in **points**. Font sizes range from 8 point (extremely small) to 72 point (very big), but the standard font size for most documents is 12 Point.
- Click the **OK** button to apply the new definitions to the selected text.

Using the Formatting Toolbar

The most commonly used **Font** tools (except for preview) are available on the **Formatting** toolbar. The **Formatting** toolbar allows you to change font name, font size, and font style. OpenOffice.org Writer lets you display text as **bold**, *italicized*, or underlined, regardless of the font and font size you choose.
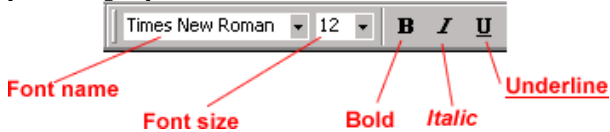
To Change the Font Using the Formatting Toolbar:

- Select the text you want to change.
- Choose one or more of the following, depending on how you want your text to look.
  - ○ Click the **Bold** button on the Formatting toolbar. (Ctrl + B)
  - ○ Click the *Italic* button on the Formatting toolbar. (Ctrl + I)
  - ○ Click the Underline button on the Formatting toolbar. (Ctrl + U)
- OpenOffice.org Writer automatically displays your changes.

To Change Text Color:

- Select the text you want to change.

- If the color displayed in the **Font Color** button is the color you want to apply to the text, click it once. Otherwise, click-and-hold the Font Color button. A **color palette** will appear.
- Click once on the color you want to apply to the selected text.
- OpenOffice.org Writer will then change the color of the text.

About Bulleted and Numbered Lists

Writer allows you to make two types of lists: **bulleted** and **numbered**.
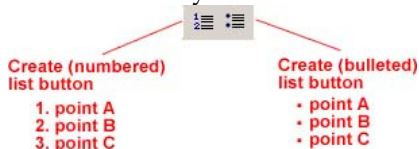
To create a bulleted list:

- Click the button on the **Formatting** toolbar.
- Type the first item on your list and press **Enter**.
- The second bullet will automatically display on the next line.
- When the list is complete, press **Enter** twice to turn off the bulletting function.

To create a sub-bulleted list:

- Insert an empty bullet where you want to begin, either in the middle of a bulleted list, or at the end of a bulleted list.
- Press the right indent button to indent the sub-bulleted list.
- Type the first item on your list and press **Enter**. The second bullet will automatically display on the next line.
- When the list is complete, press **Enter** twice to turn off the bulleting function.

To change a numbered list to a bulleted list:

- Select the entire list.

- Click the ⠿ button <u>twice</u> on the **Formatting** toolbar. The first time you click the number will disappear. The second time you click a bullet will appear.

To remove a bullet:

- Place the insertion point anywhere in the line where the bullet is to be removed.

- Click the ⠿ button on the **Formatting** toolbar.

To change the appearance of bullets:

- Select the bullets that you want to change.
- Choose **Format → Numbering/Bullets** on the menu bar.
- Depending on how you want your list to appear, click on either the **Bullets** tab or the **Graphics** tab.
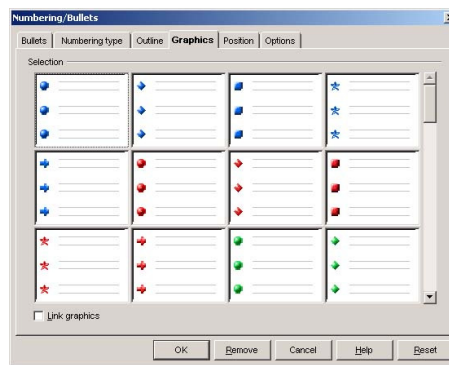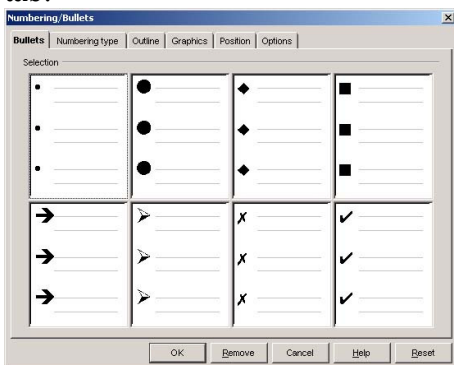
- Click once on the specific type of bullet (from the 8 displayed) or graphic (from the 12 displayed)
- Click on the **OK** button.

To create a numbered list:

- Click on the 1≡2≡ button on the **Formatting** toolbar.
- Type the first item on your list and press **Enter**.
- The second bullet will automatically display on the next line.
- When the list is complete, press **Enter** <u>twice</u> to turn off the numbering function.

To create a line break between items in a numbered list:

- Place your cursor where you want to insert a line break.
- Press Shift + Enter.

Additional Numbering and Bulleted Options

The final three tabs in the Numbering/Bullets dialogue box allow you to do the following functions:

- **Outline** -- Click the Outline tab to see the different symbols used in the different outline structures. You can select the outline that best suits your document.
- **Position** -- Click the Position tab to see the different settings (indent, alignment, etc.) assigned to each Outline level.
- **Options** -- The Options tab, like the Position tab, allows you to define additional formatting measurements (e.g., before and after spacing) assigned to each Outline level.

Adding a Table to the Document

Tables allow you to present large amounts of text and/or numbers in an organized and easy-to-read fashion.

- Row - A row runs horizontal in a table and is divided by borders.
- Borders - Separating lines in the table.
- Column - A column runs perpendicular in a table and is divided by borders.
- Cell - A cell is the box that is created when your rows and your columns intersect each other. The cell contains your data or information.

Creating Tables Using the Insert Table Dialog Box:

- Choose **Table → Insert Table** from the menu bar.

- The Insert Table dialog box appears.
- In the **Name** field, type a name for the table.
- In the **Size** fields, define the number of Columns and Rows that you want to include in the table. You can add more columns and rows later. To add rows, press press Tab at the end of a row.
- In the **Options** fields, leave or remove checkmarks when you want to indicate the following:
    - A Header is to be included or not
    - Repeat header if the table spans more than one page.
    - Don't split the table, which prevents the table from spanning more than one page.
    - Add a border around the table cells.
- Click the OK button to insert the table into your document.

Entering Text in an OpenOffice.org Table
Click anywhere inside a table cell and begin typing information information.

To Move Around in a Table:
- Use the **Tab key** or right arrow key to move right.
- Use **Shift + Tab** or the left arrow key to move left.
- The **up and down arrow keys** will move the insertion point above or below its current location.

To Select Text in Tables:
- A cell: triple click inside cell.
- A row: Move mouse to left of margins, click the left mouse button, and drag to the end of the row.
- Multiple rows: Select the first row, click and drag the number of rows desired.
- A column: Move the mouse above the column, click the left mouse button and drag downward to the end of the column.
- Multiple columns: Select the first column, click and drag across both columns and rows.

To Format Text in Tables:
- Select the text that you want to format.
- Choose **Format → Character** from the menu bar.
- Access the different tabs to perform the following functions:
    - Change font, typeface, and size
    - Change font color.
    - Bold, underline, or italicize text
    - Apply font effects
    - Change the position of text (superscript, normal, subscript)
    - Rotate text in a table cell
    - Add a hyperlink to text

Modifying Table Structure

To Add Rows:
- Move the insertion point to the last cell in the table and press the **Tab** key.

To Insert Rows in the Middle of the Table:
- Place the insertion point anywhere in the table.
- Click the **Insert Row** button.

To Delete Rows:
- Select the row(s) you want to delete.
- Choose **Delete Row** button.

To Insert a Column:
- Position the mouse pointer where you want to insert the extra column.
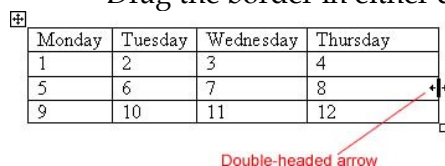- Click the **Insert Column** button.

To Delete Columns:
- Position the mouse pointer in the column that you want to delete.
- Click the **Delete Column** ⊞ button.

To Adjust Columns and Cell Width:

Method 1:

- Hover the insertion point over the border between the row and column.
- The insertion point changes to a double-headed arrow.
- Drag the border in either direction.

Monday	Tuesday	Wednesday	Thursday
1	2	3	4
5	6	7	8
9	10	11	12

Double-headed arrow

Method 2:
- Click anywhere in the table cell that you want to change.
- Point to the associated marker on the ruler and click-and-drag to the left or right to make the margin larger or smaller.
  For example, grab the marker associated with the right margin of the middle column if you want to make the middle column larger or smaller.
- Release the left mouse button when the column divider reaches its new location.

Adding Borders and Shading

To Change the Border:
- Select the cells where you want to apply background color.
- Click the Background Colors button and choose the color you want from the Background dialogue box.

To Apply a Border:
- Select the cells where you want to apply a border.
- Click the Borders button drop-down menu and choose the border you want from the Borders dialogue box.
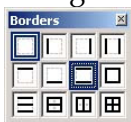
To Delete a Table from the Document:
- Place the mouse pointer at the top of the table - just below the paragraph above your table.
- Click-and-drag over and downward to highlight the table. (Continue to click-and-drag until you have highlighted the entire table.)
- Press the **Delete** key.

To Search for Text:
- Choose **Edit** → **Find & Replace** from the menu bar.
- The **Find & Replace** dialog box is displayed.
- In the **Search For** field, type the word, or sequence of words, that's to be searched.
- Click the **Find** button to display the first occurrence of the word.
- To find the next occurrence of the word, click the **Find** button.
- When finished, click the **Close** button.

To Find and Replace Text:
- Choose **Edit** → **Find & Replace** from the menu bar.
- The **Find & Replace** dialog box will appear.
- In the **Search For** field, type the word, or sequence of words, that you want to search for.

- In the **Replace with** field, type the word, or sequence of words, that you want to use to replace the entry in the Search for field.
- Click the **Replace** button to replace the first occurrence of the word.
- To find the next occurrence of the word, click the **Replace** button, or click the **Replace All** button to replace all occurrences of the word.
- When you are finished, click the **Close** button.

Using the Thesaurus

A Thesaurus is a source of information that you can use to look up synonyms (same word meanings). OpenOffice.org Writer gives you the capability to look up **synonyms** for a selected word and then replace that word with the synonym of your choice.

- Select the word(s) you want to look up.
- Choose **Tools** → **Thesaurus** from the menu bar.
- The Thesaurus dialog box will display the **word** that you looked up, as well as **synonyms** that you can use instead of the selected word.
- Review all the synonyms for the selected word. Highlight the synonym you want to use to replace the word you selected.
- Click the **OK** button.

Hyphenating Words

The hyphenation feature allows you to scan a document and highlight instances where you may want to hyphenate your text, on a word-by-word basis.

To Apply Hyphenation to the Document:

- Choose **Tools** → **Hyphenation** from the menu bar.
- Click either the **Yes** or **No** button to continue checking hyphenation at the beginning of the document. (Appears only if hyphenation was initiated somewhere other than the beginning of the document).
- The **Hyphenation** dialog box displays the first **Word** in the document that can be hyphenated. Either click the **Hyphenate** button to hyphenate the word, or click the **Next** button to move to the next word that can be hyphenated.
- When the hyphenation process is complete, the confirmation appears.

To set the Page Definitions for Your Document:

- Choose **Format** → **Page** from the menu bar.
- Click on the **Page** tab in the **Page Style:Default** dialog box.
- To change the **Paper format**, select a value from the Format drop-down box. Most documents are defined either as Letter format (8 ½ X 11) or Legal format (8 ½ X 14). Optionally, you can define custom Width and Height dimensions, as well as page Orientation (portrait or landscape).
- To change the **Margins** of your document, type a new number (or use the drop-down arrow buttons) in the box next to the Left, Right, Top, or Bottom margin that you wish to change.
- Click the **OK** button.

To Add a Header to Your Document:

- Choose **Insert** → **Header** → **Default** from the menu bar.
- Start typing the header text for your document. Notice the Header style in the **Paragraph Styles** window is highlighted as you type the text.
- When you are finished typing the header, click anywhere else in the body of the message. Notice that the *Header* style in the Paragraph Styles window changes to the style that you selected.

To set the Header Definitions for Your Document:

- Choose **Format** → **Page** from the menu bar.
- Click on the **Header** tab in the **Page Style:Default** dialog box. Notice that only the Header On field is active for selection.

- Click to place a checkmark alongside the **Header On** field. Notice all remaining fields become active for data entry.
- Click to place a checkmark alongside the **Same content left/right** field if the header for both the odd pages and even pages are to contain the same content (e.g., chapter name).
- Define both the **Left margin** and **Right margin** settings for the header.
- Click the **OK** button to accept the header changes.

To Add a Footer to Your Document:
- Choose **Insert** → **Footer** → **Default** from the menu bar.
- Scroll to the last blank line on the page and start typing the footer text for your document. Notice the *Footer* style in the **Paragraph Styles** window is highlighted as you type the text.

To set the Footer Definitions for Your Document:
- Choose **Format** → **Page** from the menu bar.
- Click on the **Footer** tab in the **Page Style:Default** dialog box. Notice that only the Footer On field is active for selection.
- Click to insert a checkmark alongside the **Footer On** field. Notice all remaining fields become active for data entry.
- Click to place a checkmark alongside the **Same content left/right** field if the header for both the odd pages and even pages are to contain the same content (e.g., chapter name).
- Define both the **Left margin** and **Right margin** settings for the header.
- Click the **OK** button to accept the header changes.

To Add Columns to the Page Layout:
- Choose **Format** → **Page** from the menu bar.
- Click on the **Columns** tab in the **Page Style:Default** dialog box.
- Click on the up or down arrows associated with the **Columns** field - or click on one of the thumbnails to the right of this field - to define the number of columns that you would like to place on a page in your document.
- In the **Spacing** field, define the amount of space that you would like in between each column on the page.
- If you want columns to have different widths, then click the radio box to remove the checkmark next to **AutoWidth**. Then, define the exact width of each column in the **Width** field.
- In the Separator Line field, select the line thickness (or leave the default to *None*) to separate each column on the page.
- Click the **OK** button to accept the changes.

To Apply Font Effects to Selected Text:
- Highlight the text being selected for font effects.
- Choose **Format** → **Character** from the menu bar.
- Click on the **Font Effects** tab in the **Character** dialog box.
- In the **Underlining** field, select the underlining style that you want to use from the drop-down list (e.g., without, single, double, bold, dotted, dotted bold, etc.).
- In the **Strikethrough** field, select the strikethrough style to use from the drop-down list (e.g., single line, double line, bold line, X's, or /'s).
- In the **Font Color** field, select the color to be applied to the text.
- In the **Color** field, select the color that you want to use for the underlined text.
- In the **Effects** field, select an effects style from the drop-down list (e.g., capital letters, lower case letters, title, or small capitals).
- In the **Relief** field, select a texture from the drop-down list (e.g., embossed, engraved, outline, shadow, or blinking).
- Click the **OK** button.

To Change the Position of Selected Text:
- Highlight the text that you want to format.
- Choose **Format** → **Character** from the menu bar.
- Click on the **Position** tab in the **Character** dialog box.
- In the **Position** area, set the subscript or superscript options for a character.
  - Superscript is used to reduce the font size of the selected text and raise it above the baseline.
  - The normal setting removes superscript or subscript formatting.
  - Subscript is used to reduce the font size of the selected text and lower it below the baseline.
  - Automatic sets the amount by which the selected text is raised or lowered in relation to the baseline.
- In the **Rotation / scaling** area, set the rotation and the scaling options for the selected text.
  - 0 degrees, does not rotate the selected text.
  - 90 degrees, rotates the selected text to the left by 90 degrees.
  - 270 degrees, rotates the selected text to the right by 90 degrees.
- Click the **OK** button.

To Add a Hyperlink:
- Highlight the text that you want to define as a hyperlink.
- Choose **Format** → **Character** from the menu bar (or **Insert** → **Hyperlink**).
- Click on the **Hyperlink** tab in the **Character** dialog box.
- Type the **URL** or Web site address that you want to open when you click the hyperlink (e.g., http://www.gcflearnfree.org). If you want to open a file on your computer instead of a Web site, use the Browse button to locate and select the file that you want to use.
- In the **Name** field, type a name for the hyperlink that you want to appear on the screen when you pass over the hyperlink with the cursor.
- In the **Target frame** field, select the name of the frame where you want the linked file to open, or select a predefined frame from the list. If you leave this box blank, the linked file will open in the current browser window.
- In the **Visited links** field, select a formatting style to apply to visited links from the list.
- In the **Unvisited links** field, select a formatting style to apply to unvisited links from the list.
- Click the **OK** button.

To Apply a Colored Background to Text:
- Highlight the text that you want to format.
- Choose **Format** → **Character** from the menu bar.
- Click on the **Background** tab in the **Character** dialog box.
- Click on the color that you want to apply to the background of your text.
- Click the **OK** button.

To Add a Text Box:
- Choose **Insert** → **Frame** from the menu
- If not displayed, click the **Type** tab on the **Frame**dialog box.
- In the **Size** area, define the **Width** and **Height** of the frame. You can always resize the text box later by using the mouse.
- In the **Anchor** area, specify whether the text box is to be anchored to the page, a specific paragraph, or a specific character.
- In the **Position** area, specify the **Horizontal** and **Vertical** alignment of characters typed in the text box.
- Click the **OK** button to add the frame to the page.
- Click inside the text box and type the content you want to add to it.

To Insert a Picture From Your Computer:
- Place the insertion point where you want to insert the picture.
- Choose **Insert** → **Graphics** → **From File** from the menu bar.
- The **Insert Graphics** dialog box is displayed.
- In the **Look in** list, click the drive, folder, or Internet location that contains the graphic you want to insert in the document.
- In the **folder list**, open the folder that contains the file and click on the graphic.
- Click the **Open** button to insert the graphic into the document.

To Move a Picture:
- Click the left mouse button to select the graphic. Notice the square that is displayed around the selected graphic.
- Using the mouse, drag the selected graphic to any position on the page. A dashed outline of the image box moves across the screen as you move the graphic with your mouse.
- Release the left mouse button. The dotted square outline that you saw when the graphic was being moved goes away and is replaced by the actual moved graphic. Compare the following graphic to the graphic above.

To Delete a Picture:
- Click the left mouse button to select the graphic.
- Press the **Delete** key on your keyboard.

To Insert a Border Around a Graphic:
- Click the left mouse button to select the graphic. Notice the square displayed around the selected graphic.
- Choose **Format** → **Graphics** from the menu bar.
- Click the **Borders** tab on the **Graphics** dialog box is displayed.
- In the **Line arrangement** area, select one of the four buttons to set no border, set all four borders, set left and right borders only, set top and bottom borders only, or set left border only.
- In the **Line** area, select an entry that determines the thickness and color of the line
- Click the **OK** button

✓ The Graphics dialog box gives you a variety of capabilities to apply to a graphic, including Type, Options, Text Wrap, Hyperlinks, Graphics, Crop, Background, and Macro. Look up the term "graphics" in the OpenOffice.org Writer help file for additional information.

To Open a Microsoft Word file:
- Choose **File** → **Open** from the menu bar.
- The **Open** dialog box appears.
- In the **Look in** list, click the drive, folder, or Internet location that contains the file you want to open.
- If you have created any folders, look in the **folder list**, and open the folder that contains the file. Once the file is displayed, click on the file you want to open.
- Click in the Files of Type drop-down menu and select any of the following choices:
  - Microsoft Word 97/200/XP (*.doc)
  - Microsoft Word 97/200/XP Template (*.dot)
  - Microsoft Word 6.0 / 95 (*.doc)
  - Microsoft Word 95 Template (*.dot)
- Click the **Open** button.

To save a file in Microsoft Word format:
- Choose **File** → **Save As** from the menu bar.
- The **Save As** dialog box appears.

- Click on the **Save In:** Drop-down menu and locate where you want to save the file.
- Type a name for your file in the **File Name:** box.
- Click in the Save As Type drop-down menu and select any of the following choices:
  - o Microsoft Word 6.0 (.doc)
  - o Microsoft Word 95 (.doc)
  - o Microsoft Word 97/2000/XP (.doc)
- Click the **Save** button.

To Change OpenOffice.org Writer Defaults To Always Save Documents in Microsoft Word format:
- Choose **Tools → Options**
- Make sure the General option is displayed for the Load/Save options
- Click in the Always Save As drop-down menu and select either of the three Microsoft Word options that are compatible to your system:
  - o Microsoft Word 6.0
  - o Microsoft Word 95
  - o Microsoft Word 97/2000/XP
- Click the **OK** button.

To Export a File to PDF:
- Choose **File → Export as PDF** from the menu bar.
- The **Export** dialog box opens.
- Click on **Save In** from the drop-down menu and locate where you would like to save your file. Choose 3 1/2 Floppy (A:) to save the file to a floppy disk or Local Disk (C:) to save the file to your computer.
- Type a name for your file in the **File Name:** box.
- Click the **Save** button.

To save a file in HTML format:
- Choose **File → Save As** from the menu bar.
- The **Save As** dialog box appears.
- Click on the **Save In:** Drop-down menu and locate where you want to save the file.
- Type a name for your file in the **File Name:** box.
- Click in the Save As Type drop-down menu and select the following:
  - o HTML Document (OpenOffice.org.org Writer) (.html)
- Click the **Save** button.

References
1. OpenOffice.org: Writer, GCF Learnfree.org @ http://www.gcflearnfree.org/computer/topic.aspx?id=102
2. Tutorials for OpenOfiice @ http://www.tutorialsforopenoffice.org/category_index/wordprocessing.html