Tutorials For OpenOffice

FIRST TIME USER - OpenOffice Writer

Table of Contents

This tutorial explains how to do specific things in Writer (Writer is the word processing feature in OpenOffice.) If you have downloaded this tutorial from our website, you may do this tutorial in the sequence it is written or you may click on any of the words in the above Table Of Contents and jump directly to that section of this tutorial.

Paper And Margins

1. The most common paper size used in the USA is 8 ½ inches by 11 inches. In this tutorial, OpenOffice assumes the USA 8 ½" x 11" paper is being used. Other paper sizes can be used by changing settings within OpenOffice.

2. Words, numbers, and graphics can be placed anywhere on a sheet of paper except for a small border at the four outer edges of the paper. The word **margin** is used to describe the boundary lines where the borders end and the words begin. All future added words, numbers, and graphics will stay within the lines that indicate the margins. The margin lines appear on the screen and will not appear on the printed page.

3. The Ruler has the numbers 1 through 6. Where the number 0 would appear is above the **left margin**. The number 6 is above the **right margin**.

4. The ruler indicates 6 inches of the paper are available for words. The left and right borders take up a total of 2 ½ inches. These 2 ½ inches and the 6 inches available for use equals 8 ½ inches (the total width of the paper). The bottom margin of the page cannot be seen on the screen.

Change Margins

Change the margins so there is 7 inches across the page instead of 6 inches. To do this both the left margin and the right margin is reduced from 1.25" to .75"

1. On the Menu Bar, click **Format > Page**. (The "Page Style: Default" window appears.)

2. Click the **Page** tab. In the "<u>L</u>eft" dialog box, change the 1.25" to .75". To do this, click repeatedly on the ⌄ until .75" appears in the "<u>L</u>eft" dialog box **OR** You can highlight the numbers and type .75" (To highlight, click and hold on the first word or letter while moving the pointer over the word or section and when you reach the end of the section or letter that you wish to highlight, release the mouse button.)

3. In the "<u>R</u>ight" dialog box, change the 1.25" to .75", (This is done the same way that you changed the "Left" dialog box)

4. Click the **OK** button. (The "Page Style: Default" window closes.)

Open A New Text Document

1. Open a new text document. Click <u>**File**</u> **>** <u>**New**</u> **>** <u>**Text Document**</u>. (On the top of your screen is a blue line with white letters, 🗎 **Untitled1 - OpenOffice.org Writer**. That is the name of the file that you are seeing on your computer screen.)

2. The next line down that starts with the word <u>**File**</u> is called the <u>**Menu Bar**</u>. (Clicking on a word in the Menu Bar shows a list of things that you can choose to do in Writer. This list is called a <u>**Menu.**</u>)

3. The third line down is the <u>**Standard Toolbar**</u>. (Clicking on a small picture will make available a specific function that can be done in Writer.)
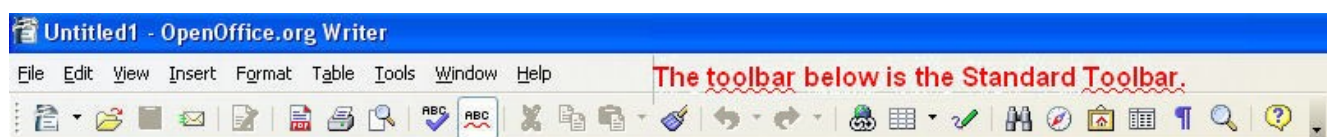

4. The fourth line down is the <u>**Formatting Toolbar**</u>. (Additional specific functions that can be done in Writer are on this line.)
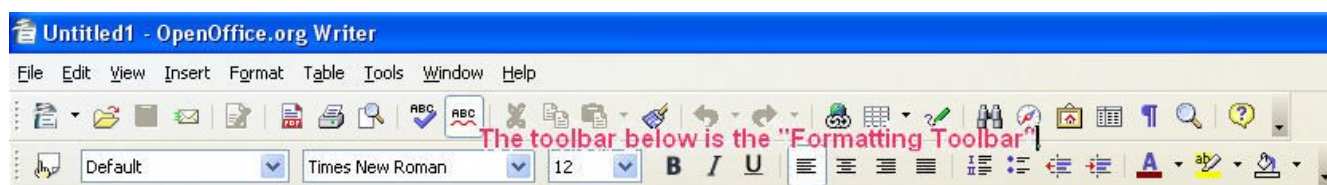
5. The next line down is the <u>**Ruler**</u> which appears on the top and the left side of the page. (Click "<u>V</u>iew". If there is a check mark by "<u>R</u>uler", a Ruler will appear at the top and the left side of your page on the screen. Right-click on the Ruler to see the choices for the settings which are "<u>M</u>illimeter, <u>C</u>entimeter, <u>I</u>nch, <u>P</u>oint, and P<u>i</u>ca".

6. The numbers on the **Ruler** on the left side of the page indicate where the text is located on the page from the top of the page. The numbers at the top of the page indicate the location of the text from the left or right sides of the page.)

7. The **Horizontal Scroll bar** (by clicking and holding the pointer, you can navigate a document left and right) is located at the bottom of the page above the **Status Bar** which is the line at the bottom of the screen that starts with **Page 1/1.** (This line gives you information about the document you are presently using.)

8. The **Vertical Scroll Bar** (by clicking and holding the pointer, you can navigate up and down) is located on the right side of your screen.

Getting Help

1. On the **Menu Bar**, click on the word **Help**. (A menu appears)

2. Click on the words, **What's this?**. (The mouse pointer becomes ➤❓).

3. On the **Standard Toolbar**, move the pointer onto a picture (icon). (A brief description of what the picture does appears on the screen)

4. On the **Standard Toolbar** and the **Formatting Toolbar**, move the pointer onto the **icons** to see what is there.

5. To get rid of the question mark, click anywhere on the screen below the "Standard Toolbar" and the "Formatting Toolbar".

Icons, Click, Right-click, Insert

1. The small pictures on the Standard Toolbar and some of the other toolbars are called **icons**. Click on each icon. (**Click** means to press and release the button on the left side of the mouse with your index (pointer) finger. Click only one time unless instructed to "double- click".) Find the **Gallery** icon, 🏠. Click on the **Gallery** icon. (The **Gallery** window appears on the screen. The background changes color when the icon is in use. Some users may see a white background and some may see a blue background.)

2. Click on the 🏠 again to close the window. (There is no background color on the Gallery icon.)

3. **Right-click** anywhere on the printed or white page area of this tutorial. (**Right-click** means to press and release the button on the right side of the mouse with your middle finger. Click only one time unless instructed to double-click. A menu appears on the page. To close the window, click anywhere on the page other than on the menu.)

4. On the **Menu Bar**, click on **Insert**. (The "Insert" menu appears. This is a list of the various things you can choose to do in Writer.)

Turn Off The Word Completion Feature

1. Click **Tools > AutoCorrect > Word Completion** tab. (The "AutoCorrect" window appears.)

2. Uncheck **Enable word completion**. Click on the **OK** button.

Close And Open Files

1. On the **Menu Bar**, click on the word **File**. (A menu opens that has a list of words.)

2. Click on the words, **Save As**. (The "Save As" window appears.)

3. Click **My Documents > File name:** (If the words, "My Documents", are not already in the "Save in:" dialog box, click the [▾] at the right end of the "Save in:' dialog box. A menu will appear; find "My Documents'" on this menu and click it. "My Documents" appears in the "Save in:" dialog box. If the cursor is not flashing in the "File name:" dialog box at the bottom of the "Save As:" window, move the I-beam pointer into the box and click. The cursor is flashing in the "File name:" dialog box.)

4. In the **File name:** dialog box, type the words, **My Lesson.** In the **Save as type:** pull-down menu box, click **OpenDocument Text (.odt)** if it is not already selected. Click on the **Save** button located to the right of the **File name:** dialog box. (The "My Lesson" file has been saved on your computer in the folder, "My Documents", and can be opened later. The top line on the screen has changed to **My Lesson.odt – OpenOffice.org Writer.** This indicates the file "My Lesson" is still open on your computer.)

5. Click the word, **File,** again. Click the word, **Close**. (The "My Lesson" file is closed and is not seen on the screen.)

6. Click **File > Open**. (The "Open" window appears. If "My Documents" is not already in the **Look in:** dialog box at the top of the "Open" window, in the list of directories below the **Look in:** box, click "My Documents". The words, "My Documents", appear in the "Look in:" dialog box.)

7. Click on **My Lesson** in the list below the **Look in:** dialog box. (The words, "My Lesson", appear in the "File name:" dialog box.)

8. Click the **Open** button which is to the right of the **File name:** dialog box. (The top line on the screen changes to **My Lesson.odt – OpenOffice.org Writer** and the first page of the file, "My Lesson", appears on the screen below the ruler.)

Undo Entries

Entries can be undone (can be deleted) in the reverse order in which the entries were made. The same procedure applies for word(s) and paragraph(s).

1. Type the three paragraphs and press **Enter** twice after each paragraph., The first paragraph is **This morning, I went to the mall to do some shopping.** The second paragraph is **I bought a toy for my brother, a flower basket for my sister, and a notebook for myself.** The third paragraph is **I saved money by buying them on sale.**

2. Highlight the word, **morning**, and then press the **delete** key. (The word, "morning", is deleted.)

3. Click **Edit**. (A menu appears that has the choice "Undo: Delete 'morning' because deleting the word, "morning", was the last thing done in the document.)

4. Click on **Undo: Delete 'morning'**. The word, "morning" that was deleted will be put back into the document and the menu will close.

5. Highlight the three paragraphs in Step 1 and then press the **delete** key to delete the paragraphs. (The three paragraphs are deleted.)

6. Click **Edit**. (A menu appears that has the choice "Undo: Delete 'Paragraphs' .)

7. Click on the **Undo: Delete 'Paragraphs'**. (The deleted paragraphs will be put back into the document.)

8. Highlight the first paragraph, **This morning, I went to the mall to do some shopping.** Click **Edit.** (When you delete one paragraph and you click **Edit**, you will see the **Undo: Delete** and the first part of the paragraph. "Undo: Delete This morning, I went to the mall to do some shopping" appears on the top line of the edit menu after the arrow facing left.)

9. The length of the sentences in the paragraph determines how much of the paragraph is shown after the "Undo: Delete".

Insert Special Character

1. Place the pointer on the page and click where the symbol is to appear.

2. Click **Insert > Special Character**. (The "Special Characters" window appears. You will see two dialog boxes. The one on the left is the "Font" menu and the one on the right is the "Subset" menu.)

3. In the **Subset** menu**,** click on the ⌄ until you see **Miscellaneous Symbols.** Click **Miscellaneous Symbols.**

4. Scroll until you see the "☺" symbol.   Click on the **"☺"** .

5. Click **OK.**

6. The ☺ symbol appears on the page.

Note

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