



## CREATE A MASTER DOCUMENT

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### Introduction

A Master Document allows different people to work individually on different documents. The individually produced documents can be coordinated by a Master Document to act like one document.

This lesson creates separate documents that represent chapters in a book. A Master Document is created that coordinates “separate chapters” to be one “book”. The “book” can be printed, has a Table Of Contents, an Index, and numbered pages.

### Create The “Chapter 1” Document


#### Open A New Text File And Save As Chapter 1

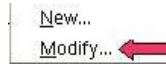
1. Click **File > New > Text Document**. (  **Untitled1 - OpenOffice.org Writer** appears.)
2. Click **File > Save As**. In the **Save in:** pull-down menu box, click **My Documents** if it is not already selected. In the **Save as type:** pull-down menu box, click **OpenDocument Text (.odt)** if it is not already selected.
3. In the **File name:** box, type **Chapter 1** then click the **Save** button. (A copy of the file

has been saved. The new name of the file, "Chapter 1.odt – OpenOffice.org Writer", appears on the screen.)

## Modify and Apply The “Heading 1” Paragraph Style

A Heading above a paragraph is considered part of a paragraph.

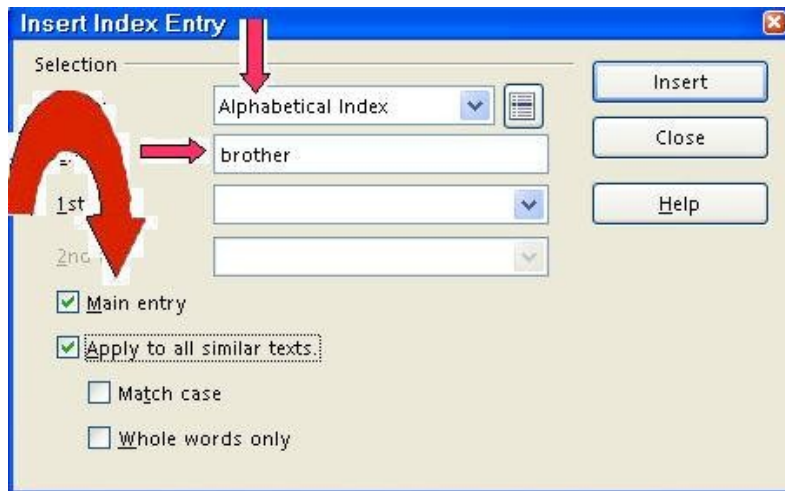
1. Click **Format > Styles and Formatting**. (The "Styles and Formatting" window appears.)
2. Click on the **Paragraphs Styles**,  icon (if the "Paragraph Styles" menu is not already there). (The "Paragraph Styles" menu appears. The list of words in the window is the names of Paragraph Styles that are available for use with paragraphs.)
3. Right-click on the word, **Heading 1**. Click on the word **Modify**. (The small menu below appears. The "Paragraph Style: Heading 1" window appears.)



4. Click on the **Alignment** tab. In the **Options** section, click on the word **Center**. (A dot appears before the word “Center”.)
5. Click the **Text Flow** tab. (The Text Flow tab is used so that when the Master Document is printed, each chapter starts on a new page.) In the “Breaks” section, click **Insert**. (Click to place a check mark before Insert. The word “Page” appears in the Type box and the word “Before” appears in the Position box.)
6. Click on the **Font** tab. If it is not already selected/highlighted, click **Arial** ("Font") > **Bold** ("Typeface") > **20 pt.** ("Size") > **OK**.
7. Type the words, **Chapter 1**.
8. In the **Styles and Formatting** window, double-click on **Heading 1**. (The words "Chapter 1" move to the center of the line.)
9. Press the **Enter** key. (The cursor moves down two lines. The Paragraph Style named “Text body” goes into effect. The Paragraph Style “Text body” automatically changes the font to “Arial”, changes the font size to “12” and does not activate “Bold”. Look at the Formatting toolbar (4<sup>th</sup> line from the top of the screen) to see the words "Text body", in the "Apply Style" menu box, the word, "Arial" in the "Font Name" menu box, and "12" in the "Font Size" menu box.)
10. Type the words, **David is my brother**. (These words appear very different compared to the words, "Chapter 1".)
11. Press **Enter** (The cursor moves down to the next paragraph. The Paragraph Style “Text body” stays in effect.)
12. Type the word, **next**. and press **Enter**. Repeat pressing **Enter** until the second page appears on the screen.

## Select Index Entries For Chapter 1

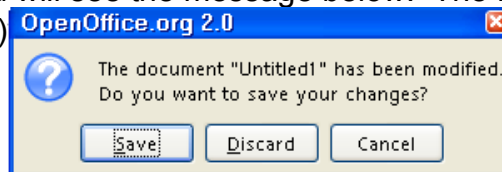
1. Scroll up to the first page, click on the word, **brother**. (The cursor is flashing on the word, "brother".)
2. Click **Insert > Indexes and tables > Entry**. (The "Insert Index Entry" window appears.)
3. In the "Type" pull-down menu, select **Alphabetical Index**, if it is not already selected. ("brother" will be in "Entry" dialog box.) Click on the words **Main Entry**. Click on the box before "**Apply to all similar texts**".



4. In the **1st key** box, type the word, **Family**.
5. Click the **Insert** button. (There is no indication that anything happened.)
6. Click the **Close** button. (The "Insert Index Entry" window closes.)

## Close And Save The Chapter 1 File

Click **File > Close > Save**. (You will see the message below. The file named "Chapter 1" is saved for later use in this tutorial.)




## Create The "Chapter 2" Document

### Open A New Text Document File And Save As "Chapter 2"

1. Click **File > New > Text Document**. (**Untitled1 - OpenOffice.org Writer** appears.)
2. Click **File > Save As**. In the **Save in:** pull-down menu box, click **My Documents** if it is not already selected. In the **Save as type:** pull-down menu box, click **OpenDocument Text (.odt)** if it is not already selected.

3. In the **File name:** box, type **Chapter 2** then click the **Save** button. (The new name of the file, Chapter 2.odt – OpenOffice.org Writer, appears on the screen. A copy of the file has been saved.)

## Modify and Apply The “Heading 1” Paragraph Style

1. Click **Format > Styles and Formatting**. (The "Styles and Formatting" window appears.)
2. Click on the **Paragraphs Styles**,  icon (if the "Paragraph Styles" menu is not already there). (The "Paragraph Styles" menu appears. The list of words in the window is the names of Paragraph Styles that are available for use with paragraphs. )
3. Right-click on the word, **Heading 1**. Click on the word **Modify**. (A small menu appears. The "Paragraph Style: Heading 1" window appears. )
4. Click on the **Alignment** tab. In the **Options** section, click on the word **Center**. (A dot appears before the word “Center”.)
5. Click the **Text Flow** tab (The Text Flow tab is used so that when the Master Document is printed, each chapter starts on a new page.) In the **Breaks** section, click **Insert** . (Click to place a check mark before **Insert**. The word “Page” appears in the **Type** box and the word “Before” appears in the **Position** box.)
6. Click on the **Font** tab. If it is not already selected/highlighted, click **Arial** ("Font") > **Bold** ( “Typeface”) > **20 pt.** (“Size”) > **OK**.
7. Type the words, **Chapter 2**.
8. In the **Styles and Formatting** window, double-click on **Heading 1**. (The words “Chapter 2” move to the center of the line).
9. Press the **Enter** key. (The cursor moves down two lines. The Paragraph Style named “Text body” goes into effect.)
10. Type the words, **Mary is my sister**. (The words, “Mary is my sister,” are smaller and not in bold. These words appear very different compared to the words "Chapter 2".)
11. Press **Enter** (The cursor moves down to the next paragraph. The Paragraph Style “Text body” stays in effect.)
12. Type the word, **next**. and press **Enter**. Repeat pressing **Enter** until the second page appears on the screen.

## Select Index Entries For Chapter 2

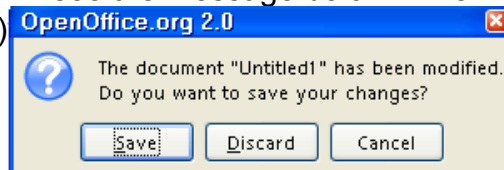
1. Scroll up to the first page, click on the word, **sister**. (The cursor is flashing on the word, "sister".)
2. Click **Insert > Indexes and tables > Entry**. (The "Insert Index Entry" window appears. The word “sister” is already entered in the “Entry” box. )
3. In the **Type** pull-down menu, select **Alphabetical Index**, if it is not already selected. Click on the words **Main Entry**. (A check mark appears before the words, “Main

Entry".) Click on the box before "**Apply to all similar texts**". (A check mark appears before the words, "Apply to all similar texts".)

4. In the **1st key** box, type the word, **Family**.
5. Click the **Insert** button. (There is no indication that anything happened.)
6. Click the **Close** button. (The "Insert Index Entry" window closes.)



## Close And Save The Chapter 2 File

Click **File > Close > Save**. (You will see the message below. The file named "Chapter 2" is saved for later use in this tutorial.)



## Create The "My Book #1" Master Document

### Create A New Master Document File

1. Click **File > New > Master Document**. (The **Untitled1 - OpenOffice.org Writer** appears. A small "Navigator" window also opens. The Navigator window can be moved out of the way by dragging. Dragging is done by clicking on the top blue line of the Navigator window and moving the mouse without letting go of the mouse button until the window is where you want to place it.)
2. Click **File > Save As > My Documents** (if it is not already there). In the **File name:** box type **My Book #1** and click the **Save** button.
3. In the **Navigator** window, long-click the **Insert**, , icon. (The "Insert" window appears. Long-click means to click on the icon AND keep holding down the mouse button until the pull-down menu appears.) Drag the pointer over the word **File**. **File** becomes highlighted. Release the mouse button. (A menu appears.)
4. Click **Chapter 1 > Insert**. (The "Chapter 1" file is added to the list above the word "text" and the "Chapter 1" file appears on the screen.)
5. In the **Navigator** window, long-click the **Insert**, , icon. (The "Insert" window appears.) Drag the pointer over the word **File**. (**File** becomes highlighted.) Release the mouse button.
6. Click **Chapter 2 > Insert**. (The "Chapter 2" file is added to the list above the word "text" and the Chapter 2 file appears on the screen.)


### Adding A Footer With Page Numbers

1. Click **Insert > Footer > Default**. (The Footer opens at the bottom of the page.)
2. Type **My Book #1** and press the **space bar** about 10 times. Type **Page** and press the


**space bar** once. Click **Insert > Fields > Page Number**. (Each page in “My Book#1” will have a footer with the words, “My Book #1” and the page number.)

3. If you want the page count in your footer, press the **space bar** again and type **of**. Press the **space bar**. Click **Insert > Fields > Page Count**. (Each page in “My Book#1” will have a footer with the words, “My Book #1” and “Page (Page Number) of (Page Count)”.

## Creating A Table Of Contents

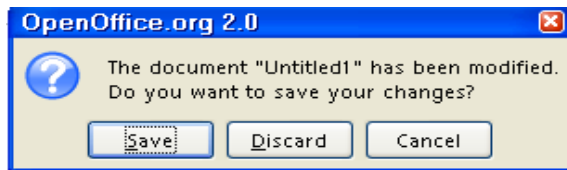
1. In the **Navigator** window, click on **Chapter 1.odt** .
2. Long-click the **Insert**,  icon. Drag the cursor over the word, **Index**. Release the mouse button. In the **Type** box choose **Table of Contents**. Click **OK**. (The "Table Of Contents" appears on the screen at the beginning of the “book”.)
3. In the **Styles and Formatting** window, right-click on **Contents Heading**. (A small menu appears.) Click **Modify > Alignment** tab. (The “Paragraph Style: Contents Heading” window appears.) In the **Options** section, click on the word **Center**. Click **OK** . (A dot appears before the word “Center” indicating that “Center” has been selected. The words, “Table of Contents”, move to the center of the line.)

## Inserting The Index

1. In the **Navigator** window, click on the word, **text**, under the last chapter in the book which, in this tutorial, is Chapter 2.odt.
2. Long-click the **Insert**,  icon. Drag the cursor on the word, **Index**, then release the mouse button. (The “Insert Index/Table” window appears.) In the **Type** pull-down menu box, choose **Alphabetical Index**. Click on **Protected against manual changes** to remove the check mark. (The check mark is no longer by "Protected against manual changes".) Click **OK**. (The "Alphabetical Index" appears at the end of the "book".)
3. In the **Styles and Formatting** window, right-click on **Index Heading**. ( A small menu appears.) Click **Modify > Alignment** tab. (The “Paragraph Style: Contents Heading” window appears.) In the **Options** section, click on the word **Center**. Click **OK**. (A dot appears before the word “Center” indicating that “Center” has been selected. The words “Alphabetical Index” move to the center of the line.)
4. Close the **Styles and Formatting** window. (Click on the **X** in the box in the upper right corner.)
5. Close the **Navigator** window. (Click on the **X** in the box in the upper right corner.)

## Printing And Saving "My Book #1"

1. Click **File > Print > OK**. (The Print window opens. The “book”, with the index, is printed.)
2. Click **File > Close**. (When a file has been changed, you will see the message below.)



3. Click **Save** ("My Book #1 is saved")

### **Note**

Tutorials are improved by input from users. We solicit your constructive criticism.

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