



MASTER DOCUMENT FOR MY COOKBOOK

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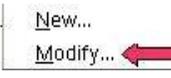
What This Tutorial Does

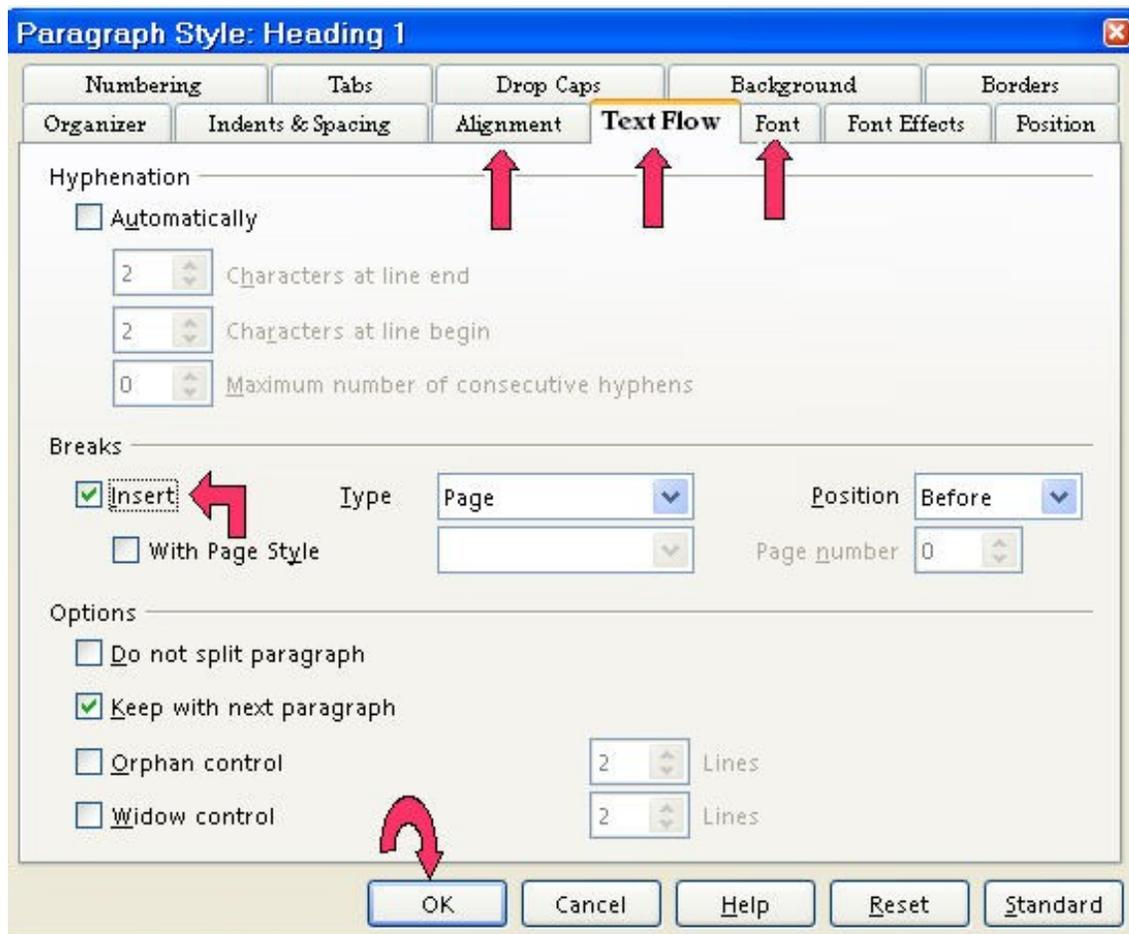
A Master Document coordinates separate documents so the separate documents act like one document. The separate documents can be modified by individuals working independently.

This tutorial shows you how to create a separate document for each chapter of a book. A Master Document is then created that coordinates the individual chapters into one book. The book can be printed, has a Table Of Contents, an Index, and numbered pages.

Create The "Introduction" Document

Modify And Apply Heading 1 Paragraph Style

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 **Introduction** then click the **Save** button. (The new name of the file, "Introduction" .odt – OpenOffice.org Writer, appears on the screen. A copy of the file has been saved.)
4. Type the word, **Introduction**.
5. Click **Format > Styles and Formatting**. (The "Styles and Formatting" window appears.) Click on the **Paragraph Styles**  icon (if it is not already selected)
6. Right-click **Heading 1**. (A small menu appears. ) Click **Modify**. (The "Paragraph Style: Heading 1" window appears.)



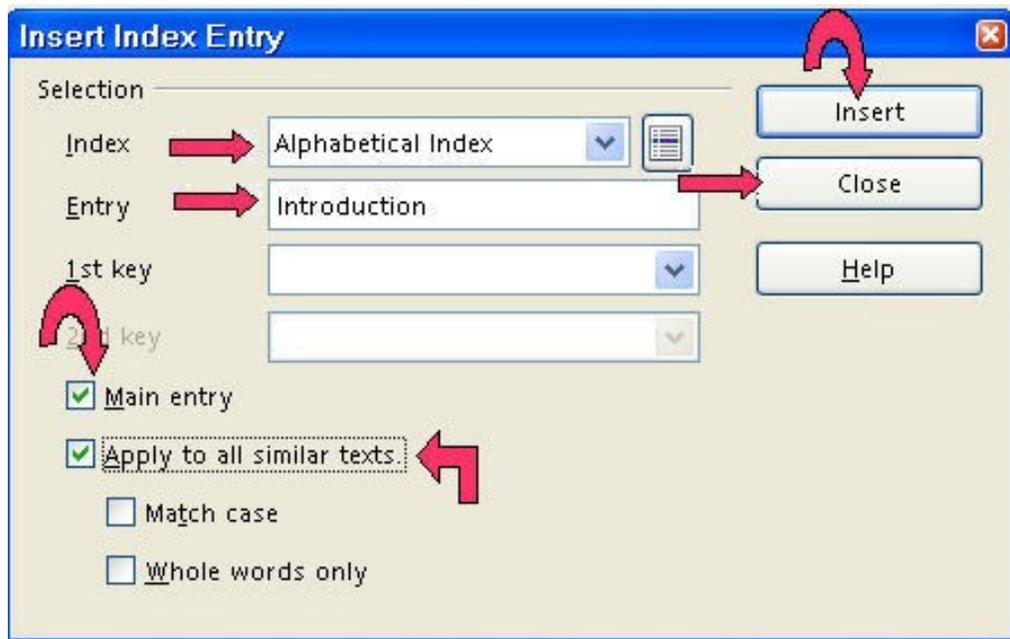
7. Click on the **Alignment** tab. In the **Options** section, click on the word **Center**. (A dot

appears before the word “Center”.)

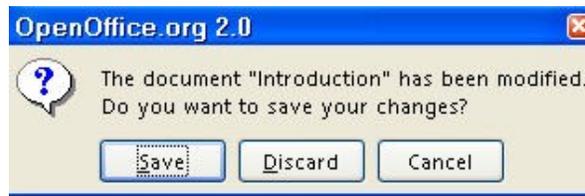
- Click the **Text Flow** tab. (The Text Flow tab is used so that when the Master Document is printed, each chapter starts on a new page.) In the **Breaks** section, click **Insert**. (Click to place a check mark before Insert. The word “Page” appears in the Type box and the word “Before” appears in the Position box.)
- Click on the **Font** tab. If it is not already selected/highlighted, click **Arial** (“Font”) > **Bold** (“Typeface”) > **16 pt.** (“Size”) > **OK**.
- In the **Styles and Formatting** window, double-click on **Heading 1**. (The word, “Introduction” moves to the center of the line. The word is darker (Bold) and larger than before.)

Select Index Entries For “Introduction” And Save “Introduction”

- On the first page, click on the word, **Introduction**.
- Click **Insert > Indexes and tables > Entry**. (The “Insert Index Entry” window appears. The word “Introduction” is entered in the “Entry” box.)
- 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”.)
- Click **Insert**. (There is no indication that anything happens.)



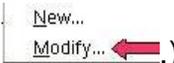
- Click **Close** (The “Insert Index Entry” window closes.)
- Click **File > Close**. (You will see the message below.)



7. Click **Save**. (The file named “Introduction” is saved for later use in this tutorial.)

Create The “Chapter 1” Document

Modify And Apply The “Heading 1” and Modify The “Heading 2” Paragraph Styles

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. (The new name of the file, Chapter 1.odt – OpenOffice.org Writer, appears on the screen. A copy of the file has been saved.)
4. Click **Format > Styles and Formatting** (The "Styles and Formatting" window appears.) Click the **Paragraphs Styles**, , icon. (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.)
5. Right-click **Heading 1**. (A small menu appears, ,) Click **Modify**. (The "Paragraph Style: Heading 1" window appears.)
6. Click on the **Alignment** tab. In the **Options** section, click **Center**. (A dot appears before the word “Center”.) 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.) Click on the **Font** tab. If it is not already selected/highlighted, click **Arial** (“Font”) > **Bold** (“Typeface”) > **16 pt.** (“Size”) > **OK**. (The "Paragraph Style: Heading 1" window closes.)
7. Type the words, **Chapter 1 – Meat**.
8. In the **Styles and Formatting** window, double-click **Heading 1**. (The words “Chapter 1 - Meat” move to the center of the line.)
9. Press **Enter**. Type the words, **Information is entered starting here**. (The "Text body" paragraph style is activated. The cursor moves down to the next paragraph.)
10. Press **Enter**. Type the words, **This is the second paragraph**.
11. In the **Styles and Formatting** window, right-click **Heading 2**. (The small menu,



12. Click **Modify**. (The "Paragraph Style: Heading 2" window appears.)
13. Click on the **Alignment** tab. In the **Options** section, click on the word, **Left**. Click the **Indent & Spacing** tab. In the **Indent** section, in the **Before text** dialog box, type **.50**.
14. Click the **Text Flow** tab. In the **Breaks** section, click **Insert**. Click on the **Font** tab. If it is not already selected/highlighted, click Arial ("Font") > Bold ("Typeface") > 14 pt. ("Size") . Click **OK**.(The "Paragraph Style: Heading 2" window closes.)

Add Sub-Chapter 1 With Paragraphs And Sub-Chapter 2 With Paragraphs

1. Press **Enter**. Type the words, **Sub-Chapter 1: Beef**
2. Double-click **Heading 2**. (The words, "Sub-Chapter 1: Beef", move to the next page (page 2) and are indented ½ inch and are in bold.)
3. Press **Enter**. Type the words, **Information is entered starting here**.
4. Press **Enter**. Type the words, **Sub-Chapter 2: Pork**
5. In the **Styles and Formatting** window, double-click **Heading 2**. ("Sub-Chapter 2: Pork" appears on the next (third) page.)
6. Press **Enter**. Type the words, **Information is entered starting here**.

Select Index Entries For "Chapter 1" And Save "Chapter 1"

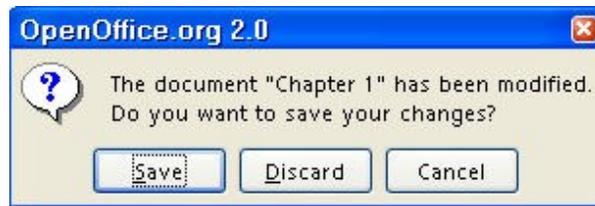
1. Scroll up to the first page, click on the word, **Meat**. (The cursor is flashing on the word, "Meat".)
2. Click **Insert > Indexes and tables > Entry**. (The "Insert Index Entry" window appears. The word "Meat" is already entered in the "Entry" box.)
3. In the **Type** pull-down menu, select **Alphabetical Index**, if it is not already selected.. Click **Main Entry > Apply to all similar texts**. (A check mark appears before the words, "Main Entry" and "Apply to all similar texts".)
4. Click the **Insert** button. (There is no indication that anything happened.)
5. On the second page, click **Meat**. In the **Insert Index Entry** window, click in the **Entry** box. (The word, Meat, replaces the word, "Introduction" in the entry box.)
6. Click the **Insert** button. (There is no indication that anything happened.)
7. On the third page, click **Beef**. (The word "Beef" replaces the word "Meat" in the "Entry" box.) Click in the **Entry** box. Click on the words, **Main Entry**, to remove the check mark. (The check mark is no longer by "Main Entry".)
8. In the **1st key** box, type the word **Meat**. Click the **Insert** button. (The word, "Meat", appears in the "1st key" box.)
9. On the fourth page, click **Pork**. Click in the **Entry** box. (The word, "Pork" replaces the

word, "Beef" in the "Entry" box.)

10. Click **Insert**. (There is no indication that anything happened.)

11. Click **Close**. (The "Insert Index Entry" window closes.)

12. Click **File > Close**. (You will see the message below.)



13. Click **Save**. (The file named "Chapter 1" is saved for later use in this tutorial.)

Create The "Chapter 2" Document

Modify/Apply The "Heading 1" And Modify The "Heading 2" Paragraph Styles

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.)

4. Type **Chapter 2**.

5. Click **Format > Styles and Formatting**. (The "Styles and Formatting" window appears.) Click the **Paragraphs Styles**  icon. (The "Paragraph Styles" menu appears.)

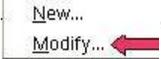
6. Right-click on the word, **Heading 1**. (A small menu appears, ) Click **Modify**. (The "Paragraph Style: Heading 1" window appears.)

7. Click on the **Alignment** tab. In the **Options** section, click on the word **Center**. Click the **Text Flow** tab. In the **Breaks** section, click **Insert**. Click on the **Font** tab. If it is not already selected/highlighted, click **Arial** ("Font") > **Bold** ("Typeface") > **16 pt**. ("Size") Click **OK**. (The "Paragraph Style: Heading 1" window closes.)

8. Type the words, **Chapter 2 – Vegetables**.

9. Double-click on **Heading 1**. (The words, "Chapter 2 - Vegetables", move to the center of the line.)

10. Press **Enter**. Type the words, **Information is entered starting here**. (The cursor moves down to the next paragraph.)

11. Press **Enter**. Type the words, **This is the second paragraph**.
12. In the **Styles and Formatting** window, right-click **Heading 2**. (The small menu, , appears.)

13. Click **Modify**. (The "Paragraph Style: Heading 2" window appears.) Click on the **Alignment** tab. In the **Options** section, click on the word **Left**. Click the **Indent & Spacing** tab. In the **Indent** section, in the "Before text" dialog box, type **.50**.
14. Click the **Text Flow** tab. In the **Breaks** section, click **Insert**. Click on the **Font** tab. If it is not already selected/highlighted, click **Arial** ("Font") > **Bold** ("Typeface") > **14 pt.** ("Size"). Click **OK**. (The "Paragraph Style: Heading 2" window closes.)

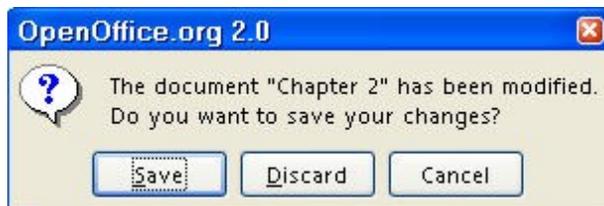
Add Sub-Chapters 1 and 2 With Paragraphs For Chapter 2

1. Press **Enter**. Type the words, **Sub-Chapter 1: Carrots**.
2. Double-click **Heading 2**. (The Paragraph Style named "Heading 2" is activated. The words "Sub-Chapter 1: Carrots" move to the next page (page 2). The words are indented, Bold, Arial font, and 14 font size.)
3. Press **Enter**. Type the words, **Information is entered starting here**.
4. Press **Enter**. Type the words, **Sub-Chapter 2: Corn**
5. Double-click **Heading 2**. ("Sub-Chapter 2: Corn" appears on the next (third) page.)
6. Press **Enter**. Type the words, **Information is entered starting here**.
7. Press **Enter** until you reach the fourth page. Type **On the cob**. ("On the cob" appears on the fourth page.)

Select Index Entries For 'Chapter 2' And Save "Chapter 2"

1. On the first page, click **Vegetables**. (The cursor is flashing on the word, **Vegetables**.)
2. Click **Insert > Indexes and tables > Entry**. (The "Insert Index Entry" window appears. The word "Vegetables" is already entered in the "Entry" box.)
3. In the **Index** pull-down menu, select **Alphabetical Index**, if it is not already selected. Click **Main Entry > Apply to all similar texts**. (A check mark appears before the words "Main Entry" and the words, "Apply to all similar texts".)
4. Click the **Insert** button. (There is no indication that anything happened.)
5. On the second page, click **Carrots**.
6. In the **Insert Index Entry** window, click in the **Entry** box. (The word "Carrots" replaces the word "Vegetables" in the "Entry" box.)
7. In the **1st key** box, type the word, **Vegetables**. Click on the words, **Main Entry** to remove the check mark. (The check mark is no longer before the words, "Main Entry".)
8. Click the **Insert** button. (There is no indication that anything happened.)

9. On the third page, click **Corn**. Click in the **Entry** box. (The word “Corn” replaces the word “Carrots” in the “Entry” box.)
10. Click the **Insert** button. (There is no indication that anything happened.)
11. On the fourth page, highlight **On the cob**. Click in the **Entry** box. (The words “On the cob” appear in the **Entry** box.) In the **2nd key** box, type the word, **Corn**.
12. Click **Insert** . (There is no indication that anything happened.)
13. Click **Close**. (The "Insert Index Entry" window closes.)
14. Click **File > Close**. (You will see the message below.)



15. Click **Save**. (The file named “Chapter 2” is saved for later use in this tutorial.)

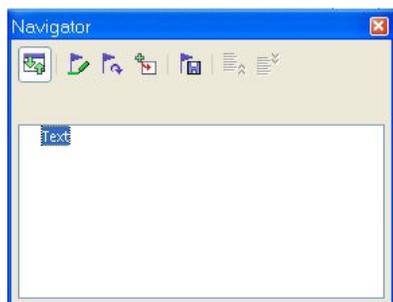
Create Additional Chapters

Additional chapters can be created but they are not added in this tutorial. To create additional chapters, repeat the procedure used to create Chapter 2.

Create The “My Cookbook” Master Document

Create A New Master Document File

1. Click **File > New > Master Document**. ( appears. A small “Navigator” window also appears. The Navigator window can be moved out of the way by dragging.)



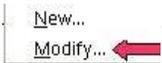
2. In the “**Navigator**” window, long-click the **Insert**,  icon. (Long-click means to click on the icon AND keep holding down the mouse button until the pull-down menu appears.)
3. Drag the cursor over the word **File**. (**File** becomes highlighted.) Release the mouse button. (The Insert window appears.)

4. Click **My Documents** if it is not already selected. Click **Introduction > Insert**. (The "Introduction" file is added to the list.)
5. **Repeat** the procedure in **Steps 2, 3, and 4** above to add **Chapter 1** and **Chapter 2**. (The "Chapter 1" and the "Chapter 2" files are added to the list above the word "text" and appear 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 Cookbook** 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 Cookbook" will have a footer with the words, "My Cookbook" and "Page (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 Cookbook" will have a footer with the words, "My Cookbook" and "Page (Page Number) of (Page Count)".)

Creating A Table Of Contents

1. In the "**Navigator**" window, click **Chapter 1.odt**.
2. Long-click the **Insert**  icon. Drag the cursor over the word **Index**. Release the mouse button. (The **Insert Index/Table** window appears.)
3. In the **Type** box, choose **Table of Contents**. Click **Protected against manual changes** to remove the check mark. (The check mark is no longer by "Protected against manual changes".) Click **OK**. (The "Table Of Contents" appears on the screen at the beginning of the "book".)
4. In the **Styles and Formatting** window, right-click on **Contents Heading**. (The small menu, , appears.)
5. Click **Modify**. (The "Paragraph Style: Contents Heading" window appears.) Click the **Alignment** tab. 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 **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 **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".)

- In the **Styles and Formatting** window, right-click on **Index Heading**. (The small menu, , appears.)
- Click **Modify**. (The "Paragraph Style: Index Heading" window appears.) Click the **Alignment** tab. In the **Options** section, click on the word **Center**. (A dot appears before the word "Center" indicating that "Center" has been selected.) Click **OK**. (The words "Alphabetical Index" move to the center of the line.)
- Close the **Styles and Formatting** window. (Click on the **X** in the box in the upper right corner.)

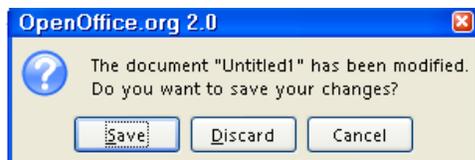
Use Navigator To Change The Sequence Of Chapters And Sub-Chapters And To Make Changes In Entries Selected In The Documents

Change The Sequence of Sub-Chapters

- Click **File > Open**. In the "look in:" menu box, click **My Documents** if it is not already selected. Under "My Documents", click **Chapter 1: Meat > Open**.
- Click the **Navigator**, , icon. (The Navigator window appears.)
- In the **Navigator** window, click the **Content View**, , icon (If the **Content View** icon is not present, click the **Toggle**, , icon in the **Navigator** window (in the top left corner in the **Navigator** window)).
- Under **Headings**, click **Sub-Chapter 1: Beef** (The words, Sub-Chapter 1: Beef, are highlighted. If there is a + in front of "Headings", click on **Headings** to see the names of the chapter and sub-chapters which appear in the same order as they are in the **Chapter 1: Meat** file.
- Click the **Move Down**, , icon. ("Sub-Chapter 1: Beef" now appears in the list below "Sub – Chapter 2: Pork".)



6. Click **File > Close**. (You will get the message below:)



7. Click **Save**. (The changes made in "Chapter 1 - Meat" are saved.)
8. In the **Navigator** window in **My Cookbook**, click the **Update**, , icon and drag the cursor over **All** and release the mouse button. (You will see the message below. "Update all links?")



9. Click **Yes**. ("Sub-Chapter 2: Pork" appears above "Sub-Chapter 1: Meat" in the "Table Of Contents".)
10. To put **Sub-Chapter 1: Beef** before the **Sub-Chapter: Pork**. Repeat the above procedure.

Change The Sequence of Chapters

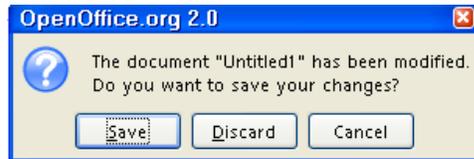
1. In the **Navigator** window in **My Cookbook**, click **Chapter 1 - Meat**. (The words, "Chapter 1 - Meat", are highlighted.) Click the **Demote Chapter**, , icon in the **Navigator** window. ("Chapter 1 - Meat" now appears in the list below "Chapter 2 - Vegetables".)
2. In the **Navigator** window in **My Cookbook**, click the **Update**, , icon and drag the cursor over **All** and release the mouse button. (You will see the message below.)



3. Click **Yes**. ("Chapter 2 - Vegetables" appears above "Chapter 1 - Meat" in the "Table Of Contents".)
4. To put **Chapter 1 - Meat** before the **Chapter 2 - Vegetables**. Repeat the above procedure.

Make Changes In Entries Selected In Documents

1. Open the document that the error in the entry was made. (Click "File > Open > My Documents". Click on the name of the document.)
2. **Right-click** before the entry you need to change. Click **Index/Entry**. Make changes.
3. Click **File > Close**. (You will see the message below:)



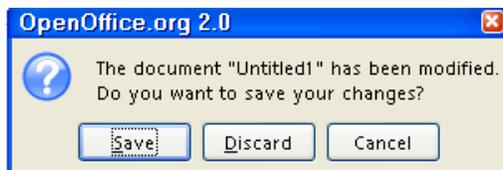
4. Click **Save**. (The changes made are saved.)
5. In the **Navigator** window in **My Cookbook**, long-click the **Update** icon and drag the cursor down to the word, **All**, and release. (You will see the message below.)



6. Click **Yes**.

Print, Save, Make Changes After Saving "My Cookbook"

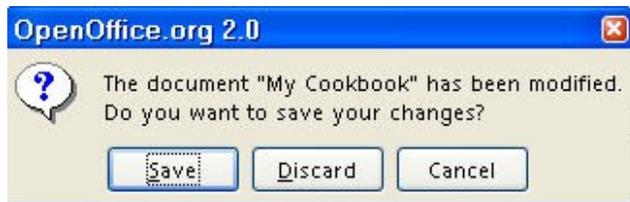
1. To print, click **File > Print > OK**.
2. To save, click **File > Close**.
3. To make changes In **My Cookbook** after saving It Open **My Cookbook**. (Click **File > Open > My Documents > My Cookbook**.)
4. In the **Navigator** window in **My Cookbook**, double-click on the file in which you want to make the changes. When the document opens, make the desired changes, Click **Close** . (You will see the following message.)



5. Click **Save**. (The document is saved with the changes made.)
6. In the **Navigator** window in **My Cookbook**, long-click the **Update** icon and drag the cursor down to the word, **All**, and release. (You will see the message below.)



7. Click **Yes**.
8. Click **Close**. (You will see the message below.)



9. Click **Save**. (The "My Cookbook" Master Document has been saved with the changes.)

Note

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

E-mail suggestions and comments to tutorialsforopenoffice@yahoo.com

For other free tutorials go to: www.tutorialsforopenoffice.org

Edited by Sue Barron