Tutorials For OpenOffice

Tutorials Without Graphics

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We accept and appreciate tutorials from volunteers in whatever form they choose. This tutorial is about the benefits, use, and creation of tutorials without using graphics.

Benefits Of Tutorials Without Graphics

1. Faster download from the Internet.

2. Easier and faster to write a tutorial.

3. Easier and faster posting to the website.

4. A customized tutorial for a particular situation may be "patched" together by using Copy and Paste.

Use In A Teacher-Student Setting Or In A Self-teaching Setting

Teacher-student Setting

1. In the teacher-student setting, the teacher may:

   (a) Read the tutorial exactly as written

   (b) Make copies of the tutorials for distribution

   (c) Use visual aids.

2. There will be step-by-step instructions and explanatory information about the steps.

3. "Teacher aides" circulating in the room are helpful.

4. The student will do the steps and observe the results on the computer screen.

5. The student may look at the computer screen as explanatory information is read.

Self-teaching Setting

In the self-teaching setting, there is no teacher. The student downloads a tutorial from the website or obtains a printed copy of a tutorial. If no printer is available, open the tutorial in OpenOffice and follow the on-screen directions. The student may:

1. Read the tutorial

2. Do the steps

3. Observe the results

4. Read the explanatory information.

Beginner users will use the entire tutorial. **Advanced users** may skim the tutorial and skip some parts.

To **ask questions**, please E-Mail this website. (See Note at end of tutorial

Create A Tutorial From A Template

One method is to use the Author's Template which is on the website.   Another method would be to download a tutorial from the website and use it as a "template" which already has the formatting.

Use Copy and Paste

Other tutorials may be downloaded so that Copy and Paste can be used to combine information from several sources. The advantages of Copy and Paste are:

1. Errors are eliminated.

2. Words and phrases are used that have been improved by usage in other tutorials.

3. Writing is easier/faster when some material has already been created for you.

4. Learning from the tutorial is easier/faster with standardized words and phrases used in all the tutorials.

Write A New Tutorial From Scratch

It is assumed that the default settings (that are determined when the "Standard" installation is selected during the download/setup procedure of OpenOffice) are still in effect. An unnumbered introduction telling the purpose of the tutorial would be helpful.
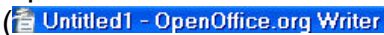
Use A Numbered Outline

A numbered outline may be used.

1. Click **F**o**rmat > Bullets and Numbering > Outline** tab.

2. Click the **second choice** on the **top line** of choices and click **OK**. (The number 1. appears.)

3. If the Tab key is pressed, an a) appears.

Modify The Heading Of Each Section

The "Title" Paragraph Style is meant to be the title of the tutorial. The "Heading 1" Paragraph Style is used for the heading of sections.   The "Heading 2" and "Heading 3" Paragraph Styles are used for the subheading of sections. After modifying the heading settings in your document, just double-click on the heading in the Styles and Formatting window to activate the Paragraph Style.

Modify/ Apply The "Title" Paragraph Style

1. Open a new text document. Click **File** > **New** > **Text Document**. (Untitled1 - OpenOffice.org Writer appears.)

2. On the first line of the page, type the name of the tutorial and leave the cursor on that first line.

3. Click **F**o**rmat > St**y**les and Formatting**. (The "Styles and Formatting" window appears.)

4. Click 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.)

5. Click on the in the menu box at the bottom of the Paragraph Styles window . Scroll to and select "Chapter Styles".   (The "Chapter Styles" window appears.)

6. Right-click **Title.** (A small menu New... / Modify... ⬅ appears.)

7. Click **Modify**. (The "Paragraph Style: "Title" window appears.)

8. Click the **Alignment** tab. In the **Options** section, click **Center** if it is not already
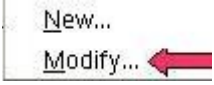
selected. (A dot appears before the word "Center".)

9. Click the **Font** tab. If it is not already selected/highlighted, click **Arial** ("Font) **> Bold** ("Typeface") **> 16pt.** ("Size"). Click **OK.**

10. In the **Styles and Formatting** window, double-click **Title.** (The title of your tutorial is centered, is in bold, and the typeface and size is "Arial 16 pt". When any **Paragraph Style** with the word **Title** in its name is activated and the **Enter** key is pressed, the cursor stays in the center of the page and the **Paragraph Style**, **Subtitle** is activated. If you choose not to use a **Subtitle**, click **Enter twice** to activate the **Text body Paragraph Style** and then the cursor will move down two lines and the **Paragraph Style** named **Text body** will be activated.   **Text Body** has the font name, "Arial", the font size, **12** (in the "font size" menu box) and the "Bold"**,**   B , icon, is no longer highlighted and is not in use.)

Modify The "Heading 1" Paragraph Style

Use the "Heading 1" Paragraph Style as the heading of each section.

1. Click **Format > Styles and Formatting**. (The "Styles and Formatting" window appears.)

2. Click 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 **Heading 1**.   Click **Modify**. New... Modify... ⬅ (The "Paragraph Style: Heading 1" window appears.)

4. Click the **Alignment** tab. In the **Options** section, click **Center**. (A dot appears before the word "Center".)

5. Click the **Font** tab. If it is not already selected/highlighted, click **Arial** ("Font) **> Bold (** "Typeface") **> 16 pt.** ("Size"). Click **OK.**   (The "Paragraph Styles: Heading 1" window closes.)

6. Type the name of the section. In the **Styles and Formatting** window, double-click **Heading 1**. (The section heading is centered and is in bold. The typeface is "Arial" and the "Size" is 16 pt".)

7. Press the **Enter** key. (The cursor moves down two lines. "Text Body" is the Paragraph Style.)

Modify The "Heading 2" Paragraph Style

Use the "Heading 2" Paragraph Style as the heading of each section used to add information about the "Heading 1" Paragraph Style section.

1. Click **Format > Styles and Formatting**. (The "Styles and Formatting" window

appears.)

2. Click the **Paragraphs Styles** icon (if the "Paragraph Styles" menu is not already there).   (The "Paragraph Styles" menu appears.)

3. Right-click **Heading 2**.   Click **Modify**. (The "Paragraph Style: Heading 2" window appears.)

4. Click the **Alignment** tab. In the **Options** section, click **Left**. (A dot appears before the word "Left".)

5. Click the **Font** tab. If it is not already selected/highlighted, click **Arial** ("Font) **> Bold (** "Typeface") **> 14 pt.** ("Size").
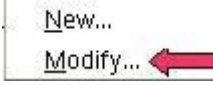
6. Click the **Indent & Spacing** tab. In the **Indent** section, in the "Before text" dialog box, type **.50**. Click **OK**. (The Paragraph Styles: Heading 2 window closes.)

7. Type the name of the section that gives information about the Heading 1 section. In the **Styles and Formatting** window, double-click **Heading 2. (**The section heading is indented ½ inch and is in bold. The Typeface is "Arial" and the "Size" is 14 pt".)

8. Press the **Enter** key. (The cursor moves down two lines. "Text body" is the Paragraph Style.)

Modify The "Heading 3" Paragraph Style

Use the "Heading 3" Paragraph Style as the heading of each section used to add information about the "Heading 2" Paragraph Style section.

1. **Right-click** on **Heading 3** then click the **Modify** button.

2. Click the **Alignment** tab. In the **Options** section, click **Left**.

3. Click the **Font** tab. If it is not already selected/highlighted, click **Arial** ("Font) **> Bold (** "Typeface") **> 14 pt.** ("Size") **> OK**.

4. Click the **Indent & Spacing** tab. In the **Indent** section, in the "Before text" dialog box, type **1.0**. Click **OK**. (The Paragraph Styles: Heading 3 window closes.)

5. Type the name of the section that gives information about the Heading 2 section. Double-click **Heading 3**.   (The section heading is indented 1 inch and is in bold. The Typeface is "Arial" and the "Size" is 14 pt".)

Paragraphs Under The Heading May Be Numbered Or Unnumbered.

1. **Highlight** the paragraphs under **each section.**

2. Click on the **Numbering On/Of** , icon, . (Numbers appear before the paragraphs

under each heading.)

3. When finished with the last paragraph under **each Heading**, place the cursor after the last word of the last paragraph and press **Enter**.   (The cursor will move down to a new paragraph. If a number appears, click the "Numbering On/Off" icon to delete the number.)

Insert A Table of Contents And Add Hyperlinks

If you would like to do so, you may create a Table of Contents and add hyperlinks..

Create A Table Of Contents

1. After completing your tutorial, **click after the last word in the title** which is the first line of the tutorial.   (The flashing cursor, I appears after the last letter in the last word in the title.)

2. On the menu bar, click **Insert.** Click **Indexes & Tables >Indexes & Tables**.   (The "Insert Index/Table" window appears.)
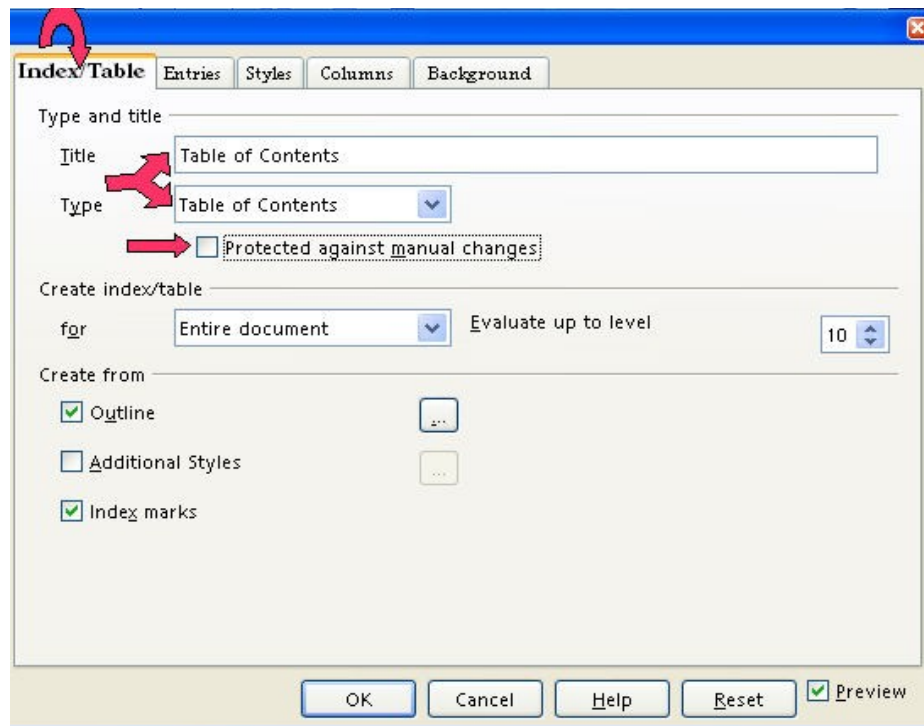
3. Select the **Index/Table** tab, if it is not already selected. In the "Type" dialog box , select **Table Of Contents,** if it is not already selected. Uncheck **Protected against manual changes**. Click **OK**. (A "Table of Contents" appears at the beginning of your tutorial under the title.)
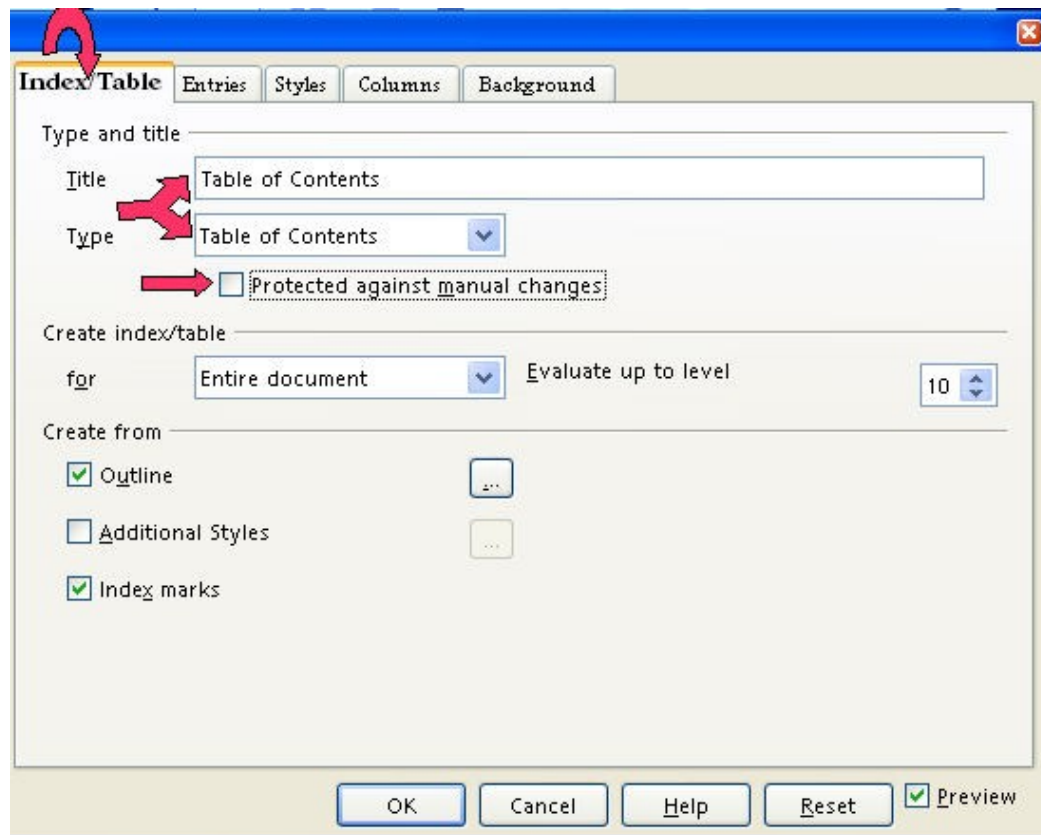
Add Hyperlinks to the Table of Contents

When a word(s) in the "Table of Contents" is clicked, the cursor will go to where that information is found. For example. "Add Hyperlinks to the Table of Contents" will be in the

"Table of Contents" in this tutorial. In the "Table of Contents", click the words, "Add Hyperlinks to the Table of Contents". The cursor will go to this section on this page.

If you have NOT inserted a Table of Contents

1. Click after the last word in the title of the document. On the menu bar, click **Insert.** Click **Indexes & Tables >Indexes & Tables**.   (The "Insert Index/Table" window appears.) Select the **Index/Table tab,** if it is not already selected. In the **"Type"** dialog box , select **Table Of Contents,** if it is not already selected. Uncheck **Protected against manual changes.**


2. To make the hyperlinks, click the **Entries tab** of the window. Click to the left of the **E** and click **Hyperlink.** Click after the **E** and click **Hyperlink** again. Click **All**. Click **OK**. (The "Table of Contents" appears. All the headings are in "blue and underlined" and are now "hyperlinks". When you click on them, you will be taken to that section.)
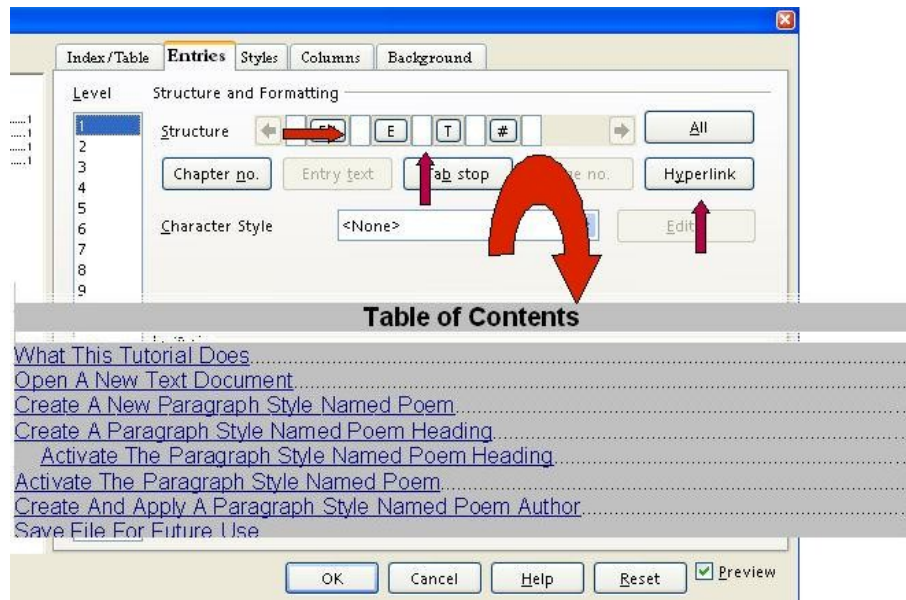
If you have already inserted the Table of Contents

1. Place the cursor anywhere in the **Table of Contents** and right-click.   (A menu will appear,) Click **Edit Index/table.** (The Insert Index/Table window appears.)

2. To make the hyperlinks, click the **Entries tab** of the window. Click to the left of the **E** and click **Hyperlink.** Click after the **E** and click **Hyperlink** again. Click **All**. Click **OK**.
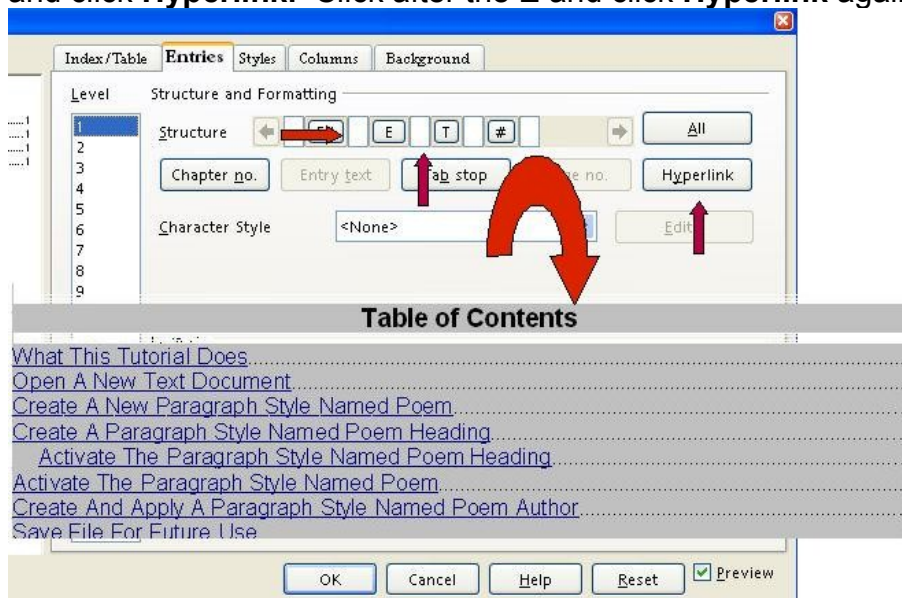
3. After doing Step 2 , you will need to right-click in the **Table of Contents** (A menu appears. Note: Be careful not to click any of the hyperlinked text in the Table of Contents. Clicking on a blank space between the text and the page numbers is usually best.)

4. Click **Update Index/Table.** (All the headings are in "blue and underlined" and are now "hyperlinks". When you click on them, you will be taken to that section.)

Insert A Footer

1. Click **Insert > Footer > Default.** (A footer appears at the bottom of the page.)

2. Type the **name of your tutorial** and the date. Type **Page** and press the space bar.

3. Click **Insert > Fields > Page Number.** (The page number appears after "Page".)

4. **Optional Additional step:**   Click **Insert > Fields > Page Count.** ("Page 1 of 1" appears on the first page of your document. As you add pages, the pages are numbered and the number of pages after "of" increases.

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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

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