Open Office. org

w r i t e r   t u t o r i a l
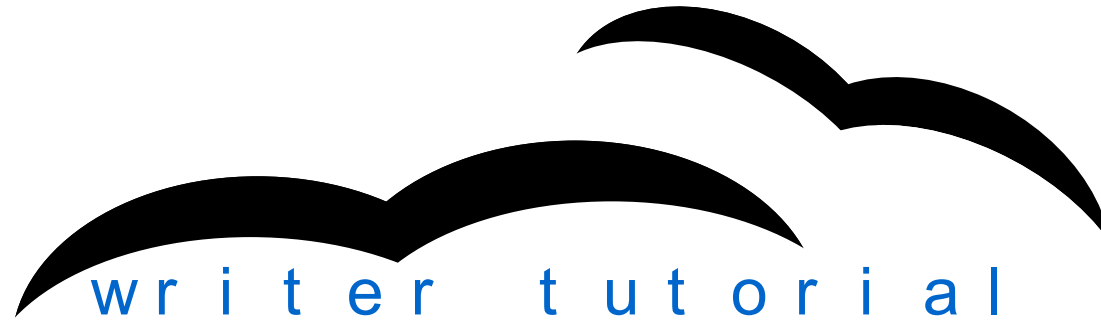
Getting Started

Toolbars
Customizing Toolbars

Working with Files

Creating New Documents
Opening Documents
Saving Documents

Working with Text

Changing Font
Changing Colors
Justifying Text
Change Line Spacing
Numbering/Bullets
Cut / Copy / Paste

Graphics & Tables

Insert Graphic
Insert Table

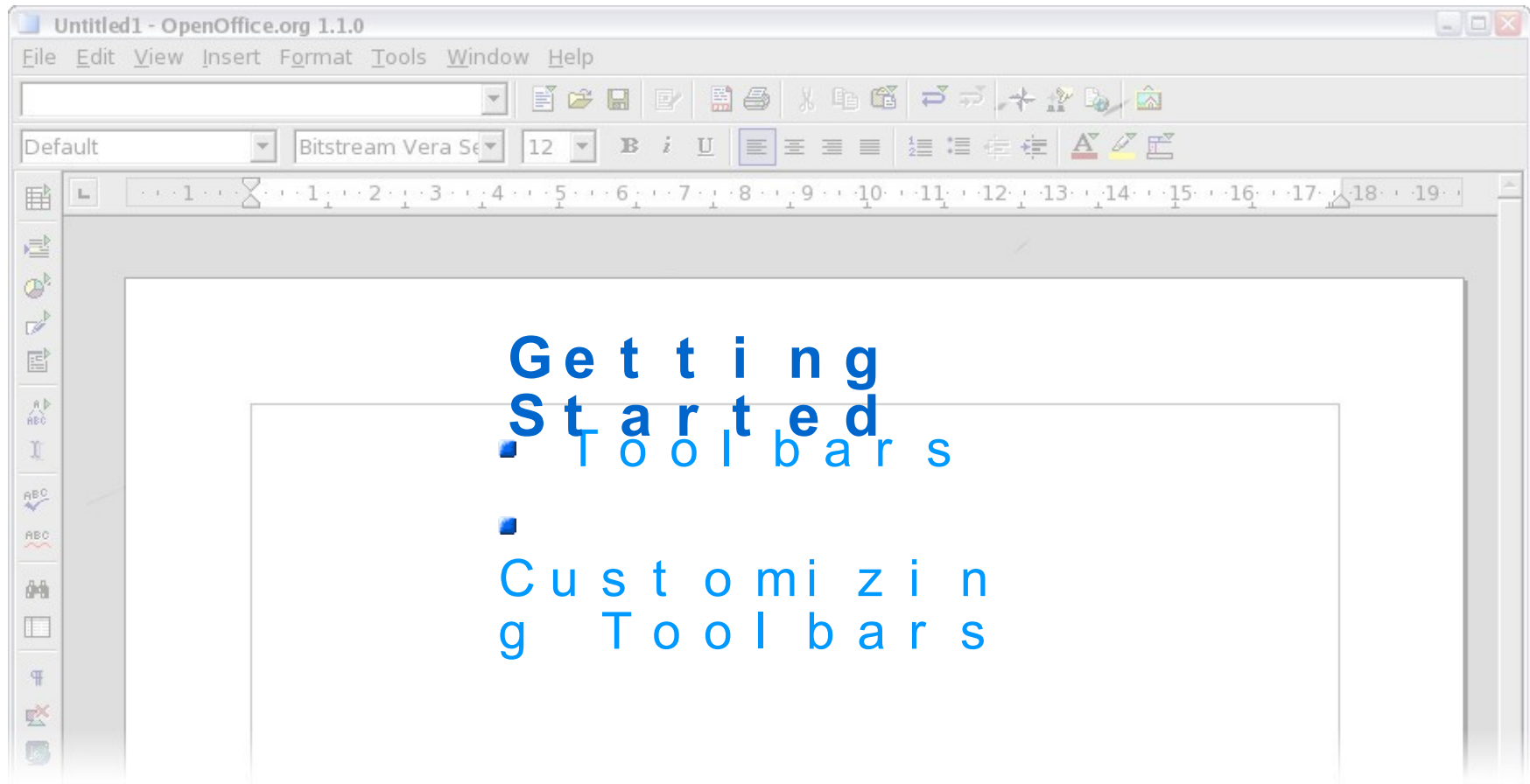## Helpful Tools

Spell Check
Word Count
Search Documents

Page Formatting

Columns
Change Margins
Headers & Footers
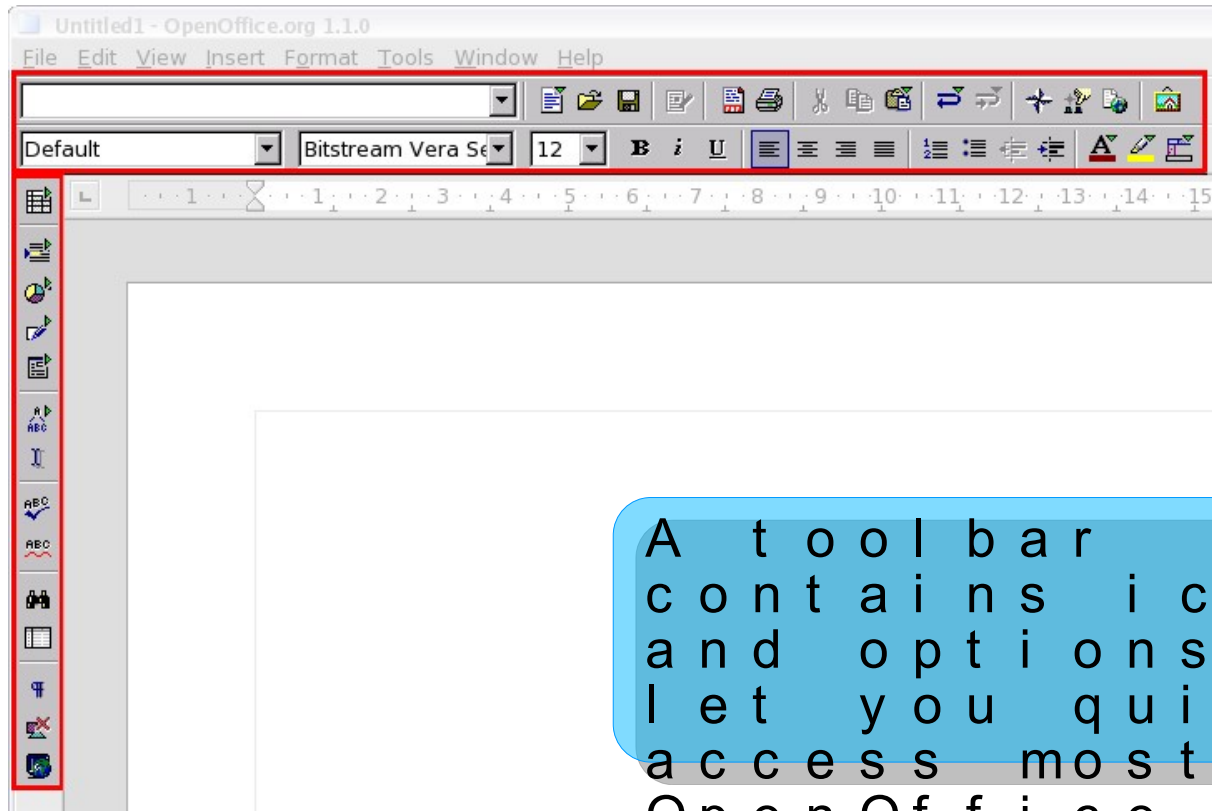Page Numbers
Exporting as PDF
Print Preview
Printing Documents

Differences between Word and OpenOffice

Features that may be implemented differently
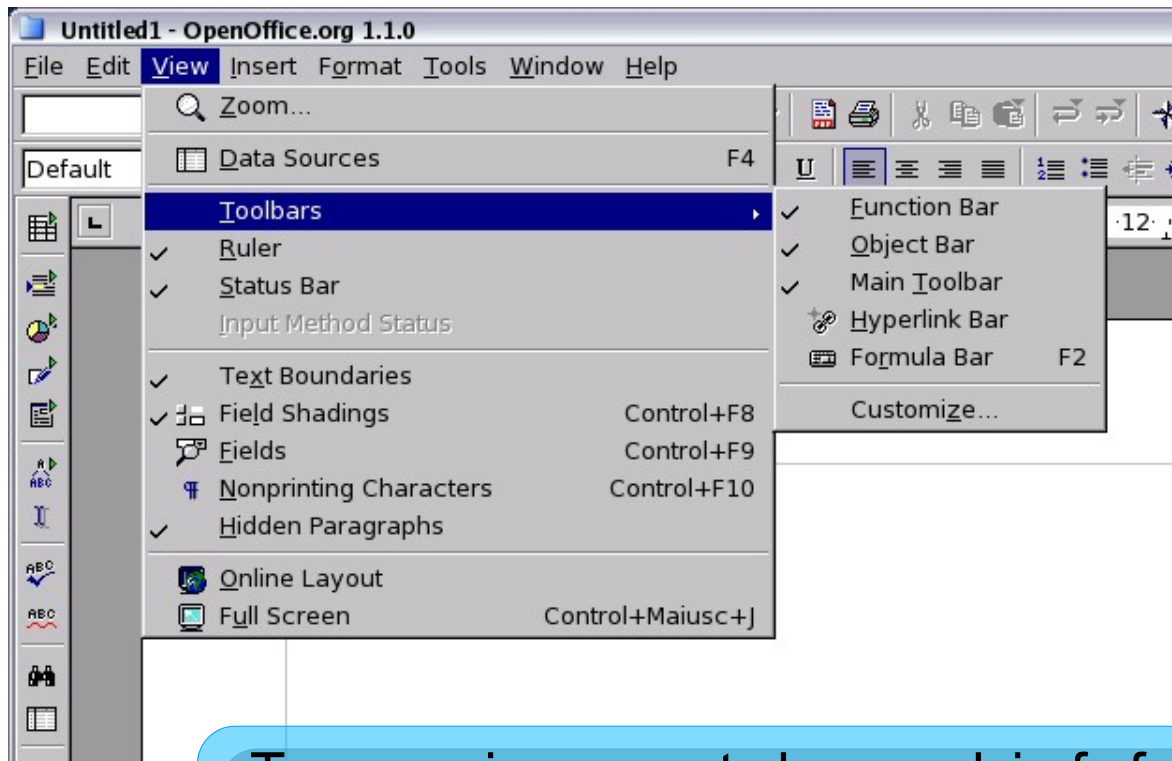
OpenOffice
e.org

Getting Started

- Toolbars

- Customizing Toolbars

OpenOffice.org

Getting Started
Toolbars

A toolbar contains icons and options that let you quickly access most OpenOffice.org commands.

OpenOffice.org

Getting Started
Toolbars

Untitled1 - OpenOffice.org 1.1.0

File   Edit   View   Insert   Format   Tools   Window   Help

View Menu	
🔍 Zoom...	
▦ Data Sources	F4
Toolbars	▶
✓ Ruler	
✓ Status Bar	
Input Method Status	
✓ Text Boundaries	
✓ 🔲 Field Shadings	Control+F8
🗩 Fields	Control+F9
¶ Nonprinting Characters	Control+F10
✓ Hidden Paragraphs	
🖼 Online Layout	
🖳 Full Screen	Control+Maiusc+J

Toolbars submenu	
✓ Function Bar	
✓ Object Bar	
✓ Main Toolbar	
🔗 Hyperlink Bar	
▦ Formula Bar	F2
Customize...	

To view the different toolbars available, go to the View Menu and select Toolbars.

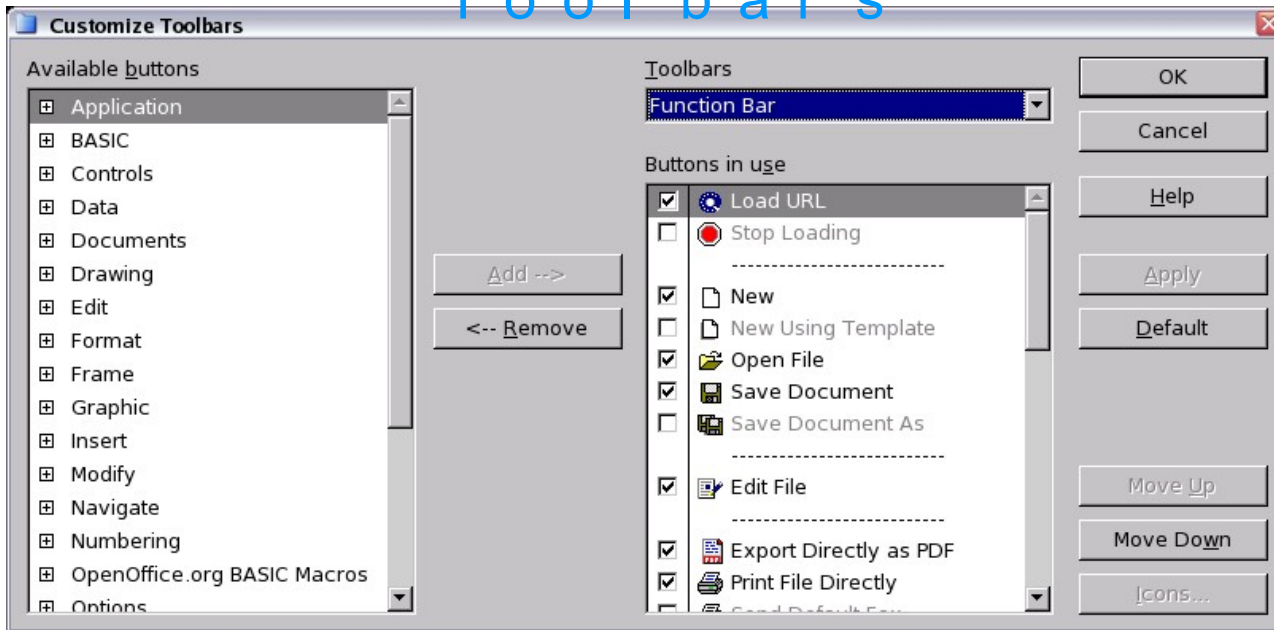To deselect a toolbar with a check next to it, highlight the choice and click to uncheck.

OpenOffice.org

Getting Started
Customizing Toolbars
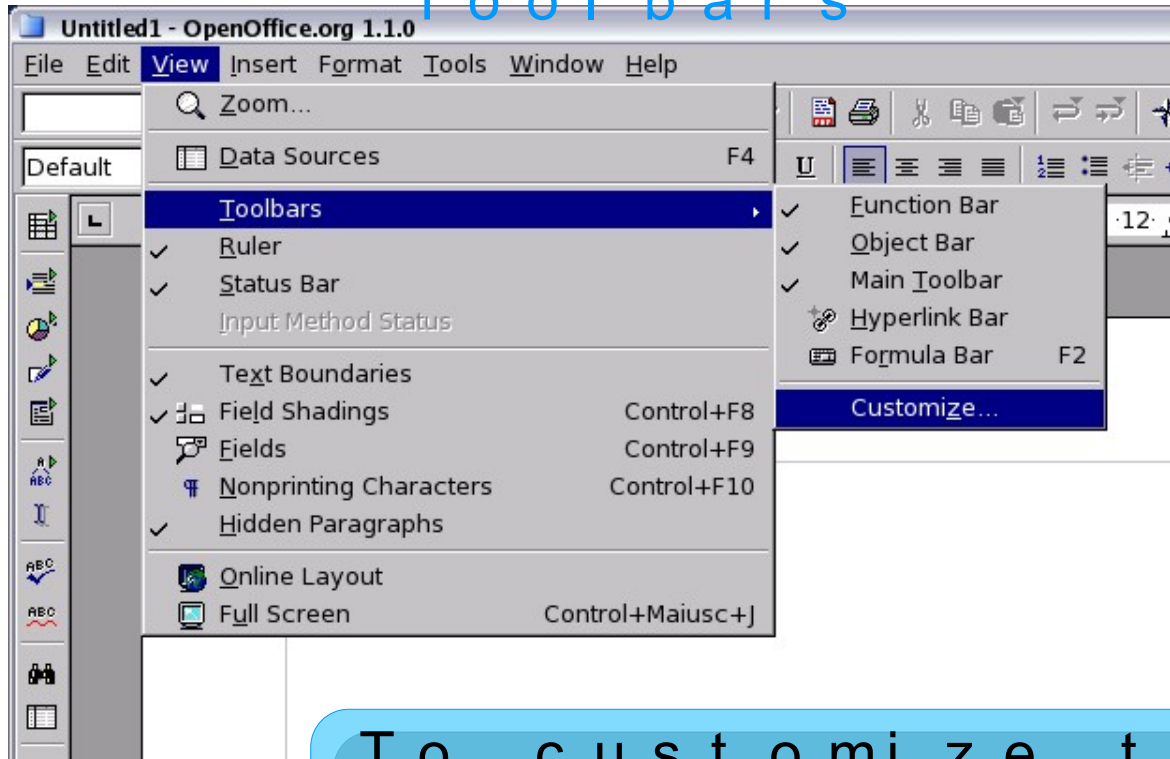
To customize the toolbars to your preferences, go to the View Menu, select Toolbars and click on Customize.
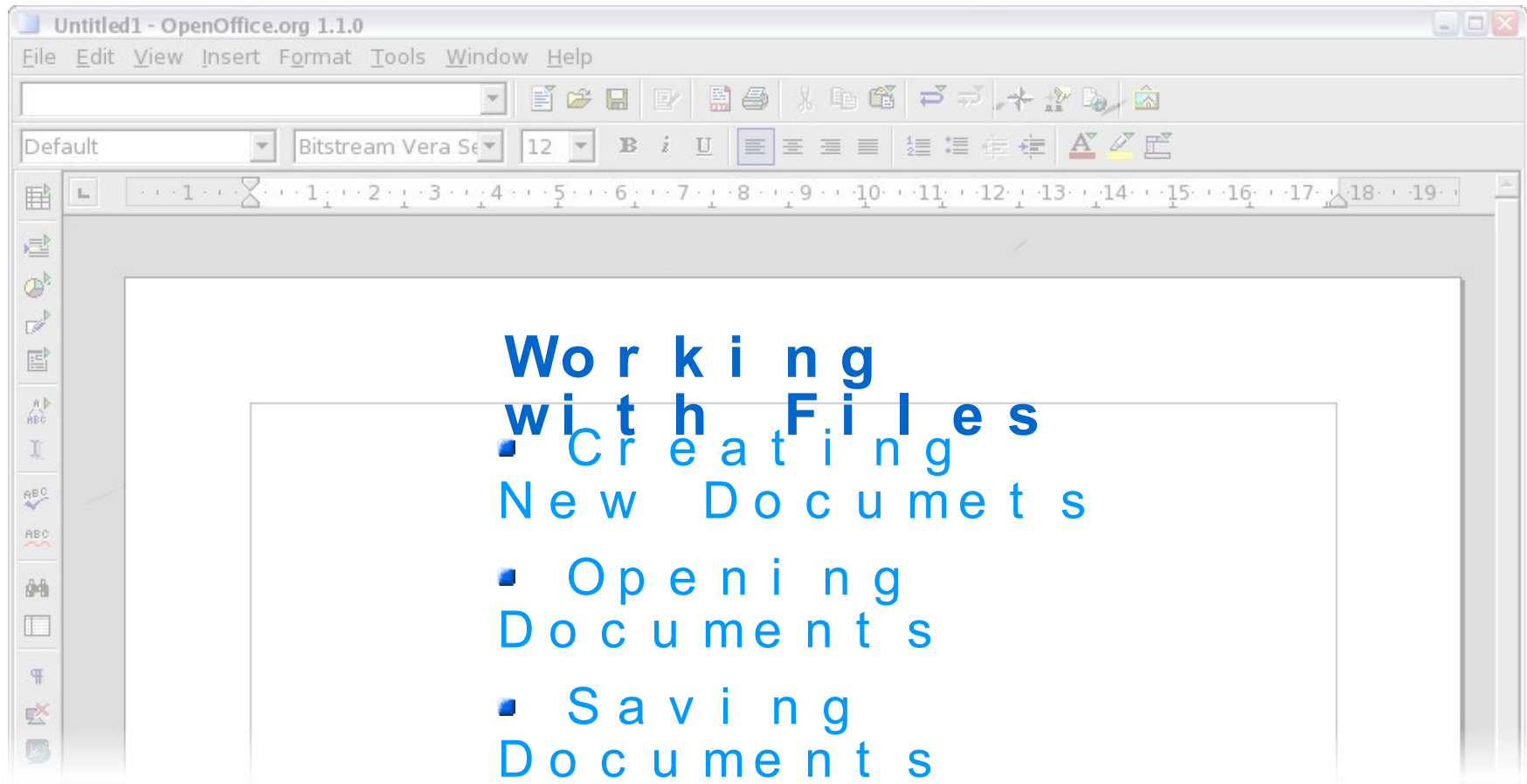
OpenOffice.org

Getting Started
Customizing Toolbars

Customize Toolbars

Available buttons
- ⊞ Application
- ⊞ BASIC
- ⊞ Controls
- ⊞ Data
- ⊞ Documents
- ⊞ Drawing
- ⊞ Edit
- ⊞ Format
- ⊞ Frame
- ⊞ Graphic
- ⊞ Insert
- ⊞ Modify
- ⊞ Navigate
- ⊞ Numbering
- ⊞ OpenOffice.org BASIC Macros
- ⊞ Options

Add -->

<-- Remove

Toolbars
Function Bar

Buttons in use
- ☑ Load URL
- ☐ Stop Loading

- ☑ New
- ☐ New Using Template
- ☑ Open File
- ☑ Save Document
- ☐ Save Document As

- ☑ Edit File

- ☑ Export Directly as PDF
- ☑ Print File Directly
- Send Default Fax

OK

Cancel

Help

Apply

Default

Move Up

Move Down

Icons...

Buttons in use
Lists the available buttons for the toolbar selected in the Toolbars box. To display a button, select the check box next to the name. To hide a button, clear the check box.
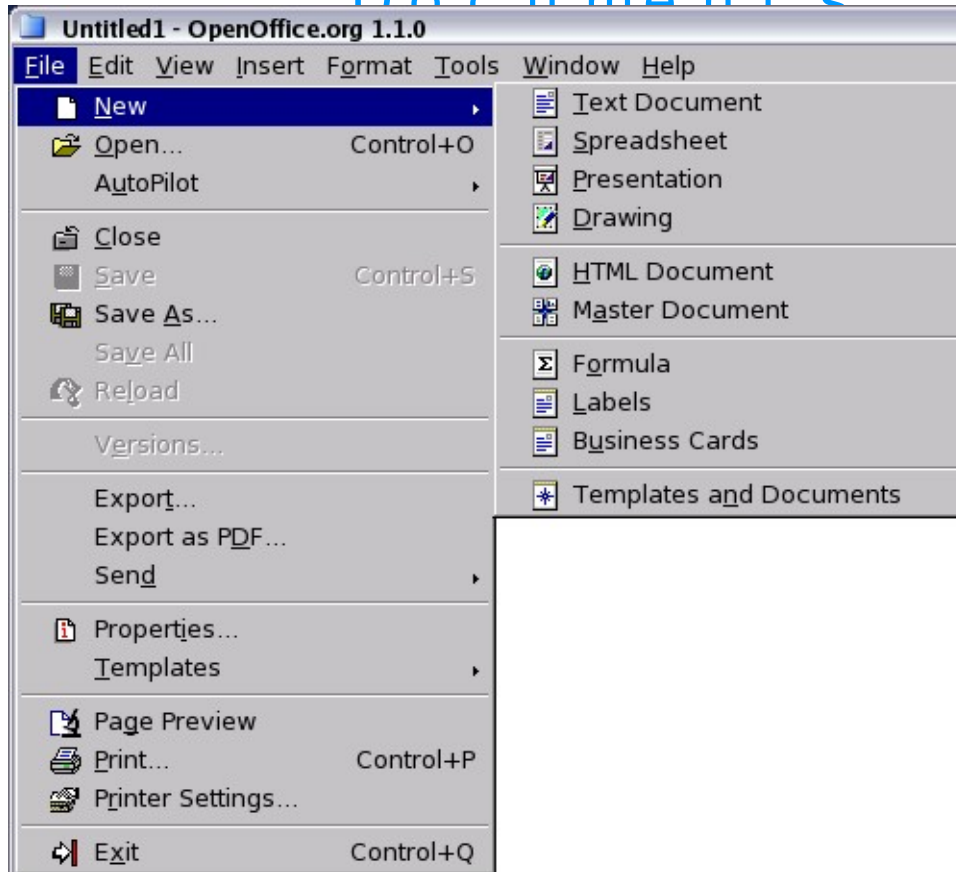
Availables buttons
Displays a list of buttons organized by category. Click the (+) or press Plus (+) to view the buttons in a category. To add a selected button to a toolbar, choose the toolbar in the Toolbars box and then click Add.

OpenOffice.org

Working with Files

- Creating New Documets
- Opening Documents
- Saving Documents

OpenOffice.org

Working with Files
Creating New Documents

Untitled1 - OpenOffice.org 1.1.0

File Edit View Insert Format Tools Window Help

File Menu		
New		▶
Open...	Control+O	
AutoPilot		▶
Close		
Save	Control+S	
Save As...		
Save All		
Reload		
Versions...		
Export...		
Export as PDF...		
Send		▶
Properties...		
Templates		▶
Page Preview		
Print...	Control+P	
Printer Settings...		
Exit	Control+Q	

New submenu:
- Text Document
- Spreadsheet
- Presentation
- Drawing
- HTML Document
- Master Document
- Formula
- Labels
- Business Cards
- Templates and Documents

There are three ways to create a new document:

➤ Using the shortcut keys, press (Ctrl)(N)

➤ Click the New icon

➤ Go to the File Menu and select New. You are given a choice as to what type of file you would like to

Working with Files

Creating New Documents
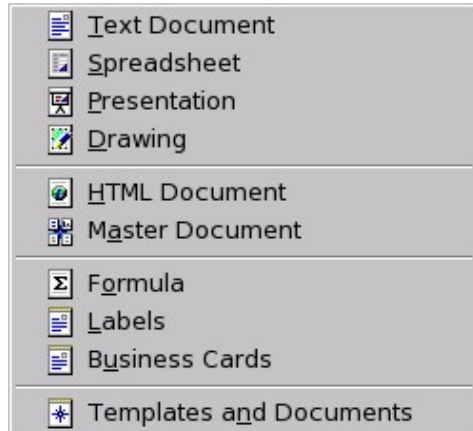
Text Document : Creates a new text document.

Spreadsheet : Creates a new spreadsheet document.

Presentation : Creates a new presentation document. The AutoPilot Presentation dialog will automatically appear if you have not already selected it.

Drawing : Creates a new drawing document.

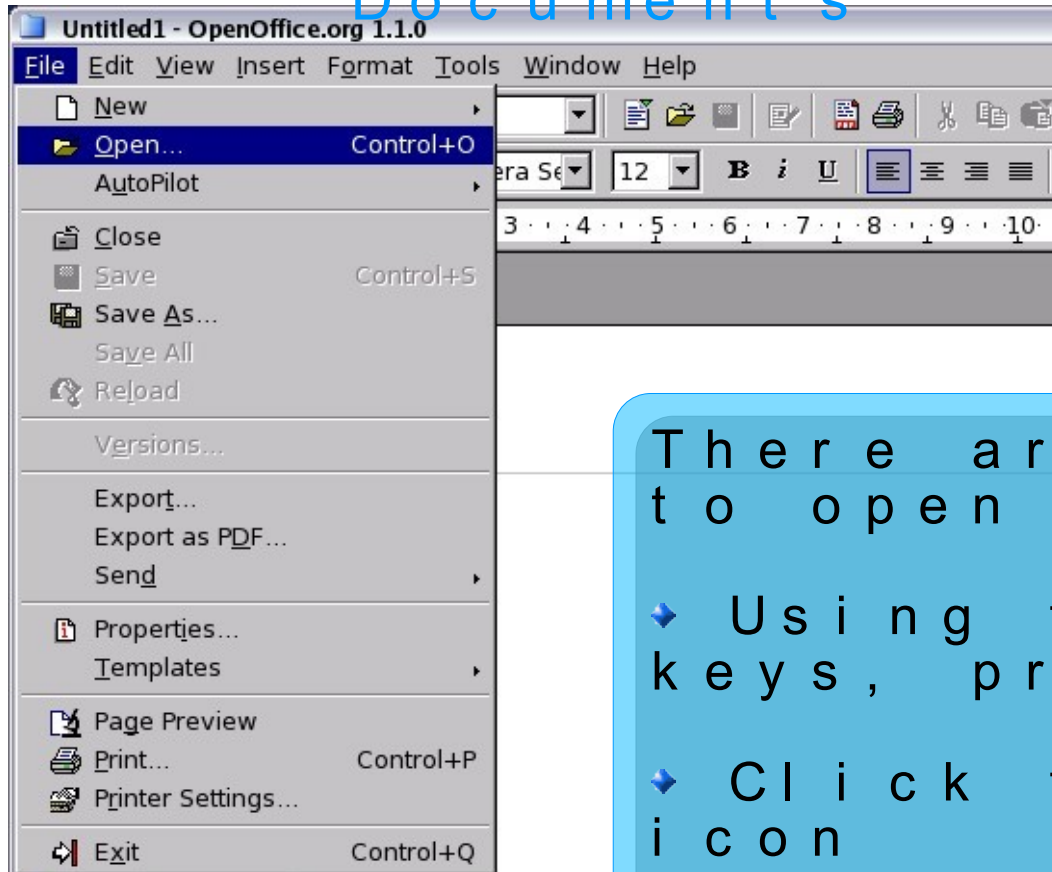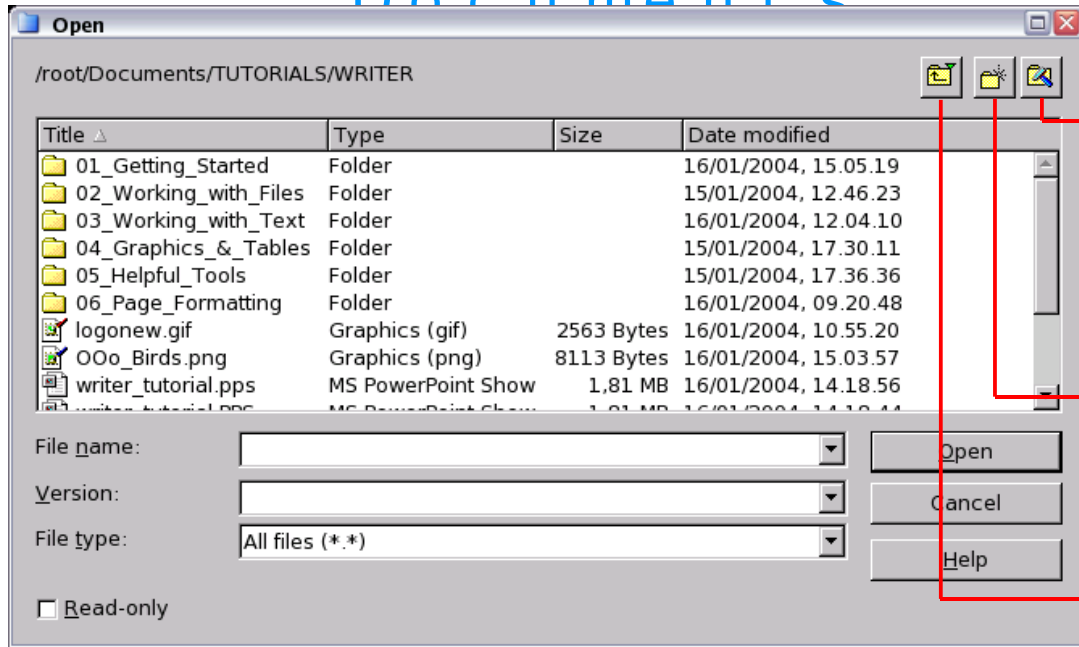**HTML Document :** Creates a new HTML document.

Master Document : Creates a new master document.

Formula : Creates a new formula document.

Labels : A dialog for creating new Labels is called up. The templates are taken from text documents.

Business Cards : A dialog opens which is used to create new Business Cards. The template is a text document.

There are three ways to open a document:

➤ Using the shortcut keys, press (Ctrl)(O)

➤ Click the Open File icon

➤ Go to the File Menu and select Open.

OpenOffice.org

Working with Files
Opening Documents

Open dialog box:

/root/Documents/TUTORIALS/WRITER

Title △	Type	Size	Date modified
01_Getting_Started	Folder		16/01/2004, 15.05.19
02_Working_with_Files	Folder		15/01/2004, 12.46.23
03_Working_with_Text	Folder		16/01/2004, 12.04.10
04_Graphics_&_Tables	Folder		15/01/2004, 17.30.11
05_Helpful_Tools	Folder		15/01/2004, 17.36.36
06_Page_Formatting	Folder		16/01/2004, 09.20.48
logonew.gif	Graphics (gif)	2563 Bytes	16/01/2004, 10.55.20
OOo_Birds.png	Graphics (png)	8113 Bytes	16/01/2004, 15.03.57
writer_tutorial.pps	MS PowerPoint Show	1,81 MB	16/01/2004, 14.18.56
writer_tutorial.PPS	MS PowerPoint Show	1,81 MB	16/01/2004, 14.18.44

File name:

Version:

File type: All files (*.*)

Open
Cancel
Help

☐ Read-only

This button displays the files in the default user directory.

This button creates a new directory.

This button moves up one directory in the

Browse folders and select the file to open, then press the Open button. You can also open a document in read-only mode by checking the appropriate box.

OpenOffice.org

Working with Files
Saving Documents
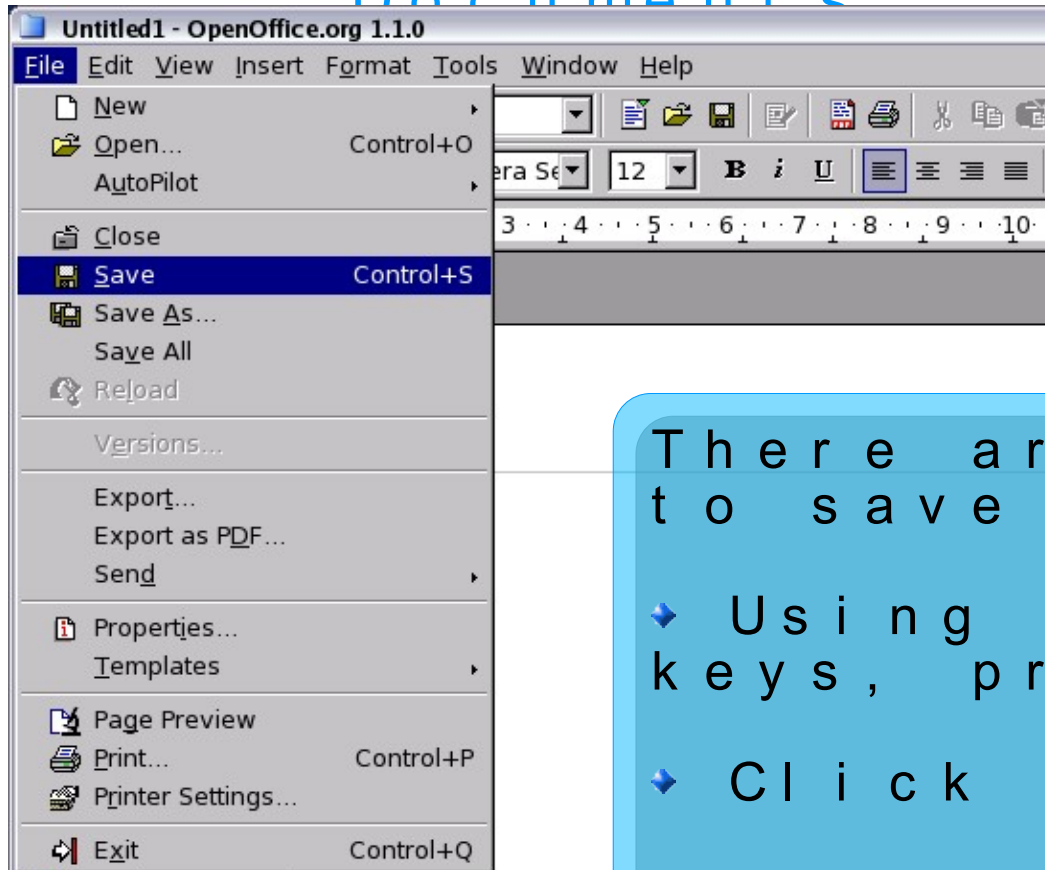
There are three ways to save a document:

◆ Using the shortcut keys, press (Ctrl)(S)

◆ Click the Save icon

◆ Go to the File Menu and select Save.

OpenOffice.org

Working with Files
Saving Documents

Save as

/root/Documents/TUTORIALS

Title △	Type	Size	Date modified
WRITER	Folder		16/01/2004, 15.05.19

File name: [   ]

File type: OpenOffice.org 1.0 Text Document (.sxw)

- OpenOffice.org 1.0 Text Document (.sxw)
- OpenOffice.org 1.0 Text Document Template (.stw)
- **Microsoft Word 97/2000/XP (.doc)**
- Microsoft Word 95 (.doc)
- Microsoft Word 6.0 (.doc)
- Rich Text Format (.rtf)
- StarWriter 5.0 (.sdw)
- StarWriter 5.0 Template (.vor)
- StarWriter 4.0 (.sdw)
- StarWriter 4.0 Template (.vor)
- StarWriter 3.0 (.sdw)
- StarWriter 3.0 Template (.vor)
- Text (.txt)
- Text Encoded (.txt)
- HTML Document (OpenOffice.org Writer) (.html;.htm)

☐ Save with password
☐ Edit filter settings

Save
Cancel
Help

This button displays the files in the default user directory.

This button creates a new directory.

This button moves up one directory.

Type the name of the document, in select the file extension done can not then click Save.

OpenOffice.org

Working with Files

Saving Documents

The .sxw is the default file format for OpenOffice

The .doc (Word 97/2000/XP) is the format that should be chosen when preparing documents for compatibility with most Windows desktops

Word 95 and Word 6.0 are deprecated, and used only for compatibility with older applications

RTF can be used to exchange documents with nonstandard applications; preserves only a limited amount of formatting, and should be used only when no other option is available

StarWriter (3.0 to 5.0) are used for compatibility with

OpenOffice.org 1.0 Text Document (.sxw)
OpenOffice.org 1.0 Text Document Template (.stw)
Microsoft Word 97/2000/XP (.doc)
Microsoft Word 95 (.doc)
Microsoft Word 6.0 (.doc)
Rich Text Format (.rtf)
StarWriter 5.0 (.sdw)
StarWriter 5.0 Template (.vor)
StarWriter 4.0 (.sdw)
StarWriter 4.0 Template (.vor)
StarWriter 3.0 (.sdw)
StarWriter 3.0 Template (.vor)
Text (.txt)
Text Encoded (.txt)
HTML Document (OpenOffice.org Writer) (.html; .htm)

OpenOffice.org

Untitled1 - OpenOffice.org 1.1.0

File Edit View Insert Format Tools Window Help

Default | Bitstream Vera Se | 12

Working with Text

- Changing Font
- Changing Colors
- Justifying Text
- Changing Line Spacing
- Numbering/Bullets
- Cut/Copy/Paste

OpenOffice.org

Working with Text
Changing Font

Select the text you would like to change the font of.

OpenOffice.org

Working with Text
Changing Font

Go to Format menu and select Character

OpenOffice.org

Working with Text
Changing Font
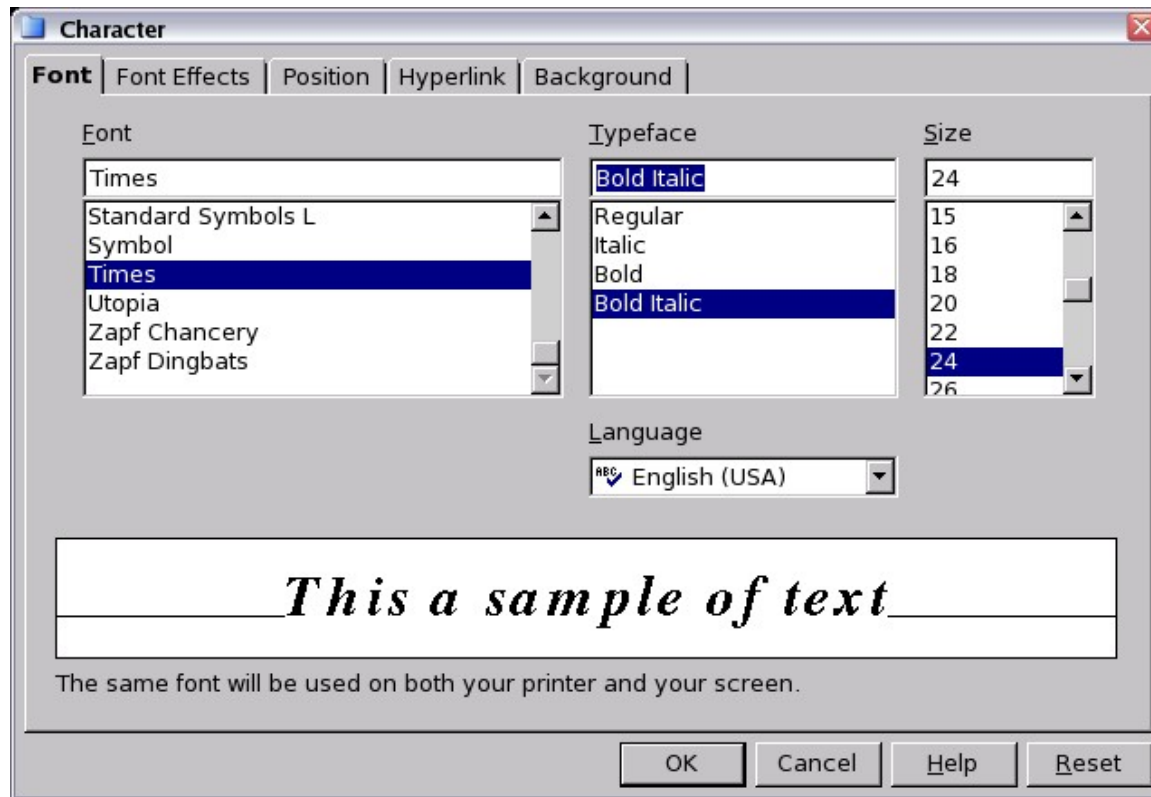
On the Font tab, under the Font, select the type of font, typeface, and size of text you would like.

Working with Text
Changing Font
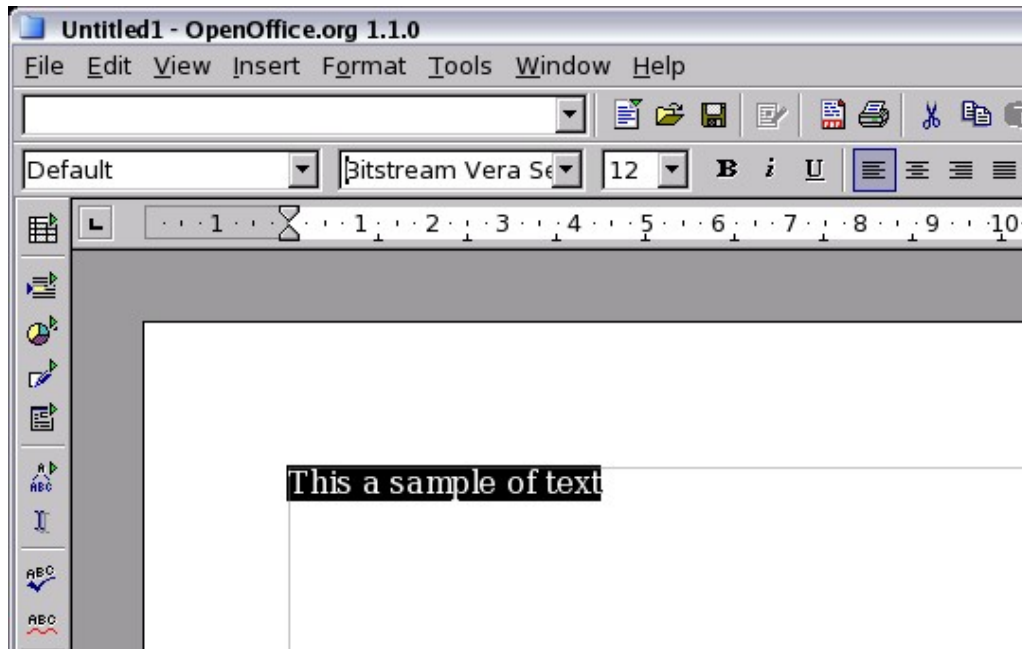
There is a second way to change the font. Select the text you would like to change the font of.

Working with Text
Changing Font
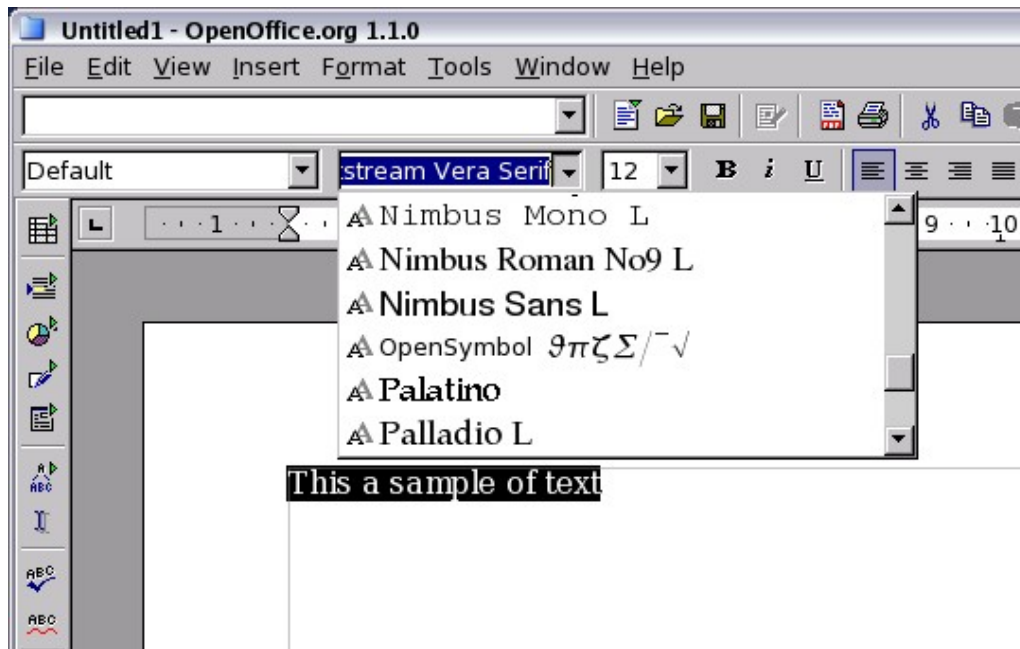
On the object bar, from the drop down menu, select the font you would like.

OpenOffice.org

Working with Text
Changing Font

This a sample of text

Typeface?:

B

b *i* **l d**

i U *a l i c*
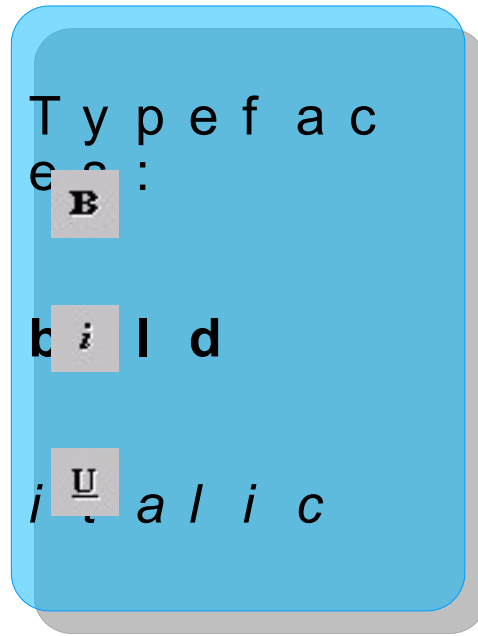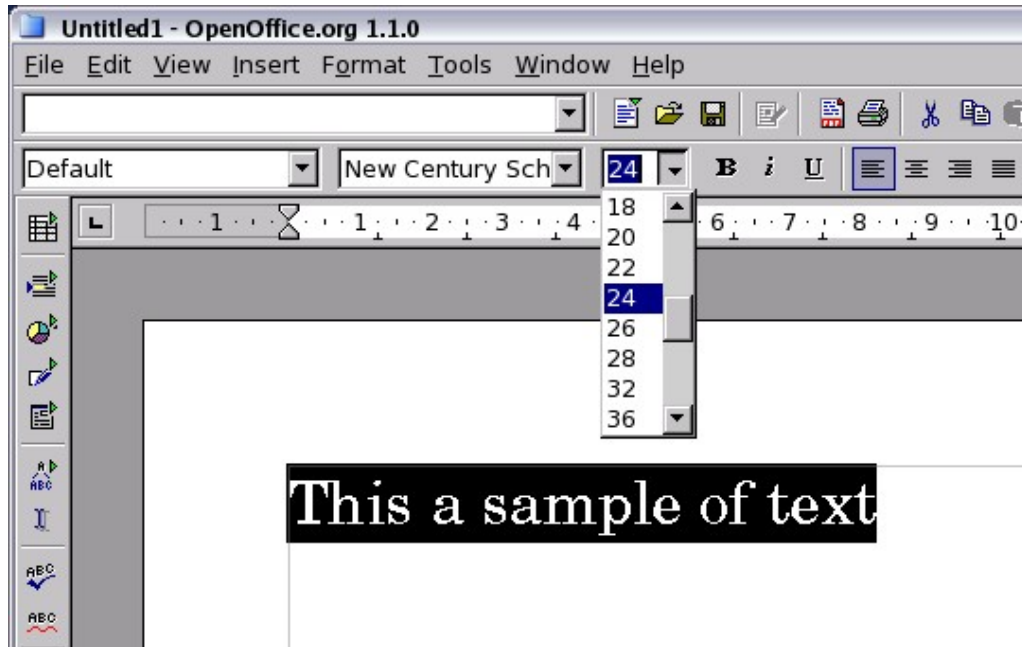
underli
ne

You can also change the typeface and size from the object bar.

OpenOffic e.org

You can highlight a text, change the font color and the background color with the appropriate button.

OpenOffice.org

Working with Text
Changing Colors
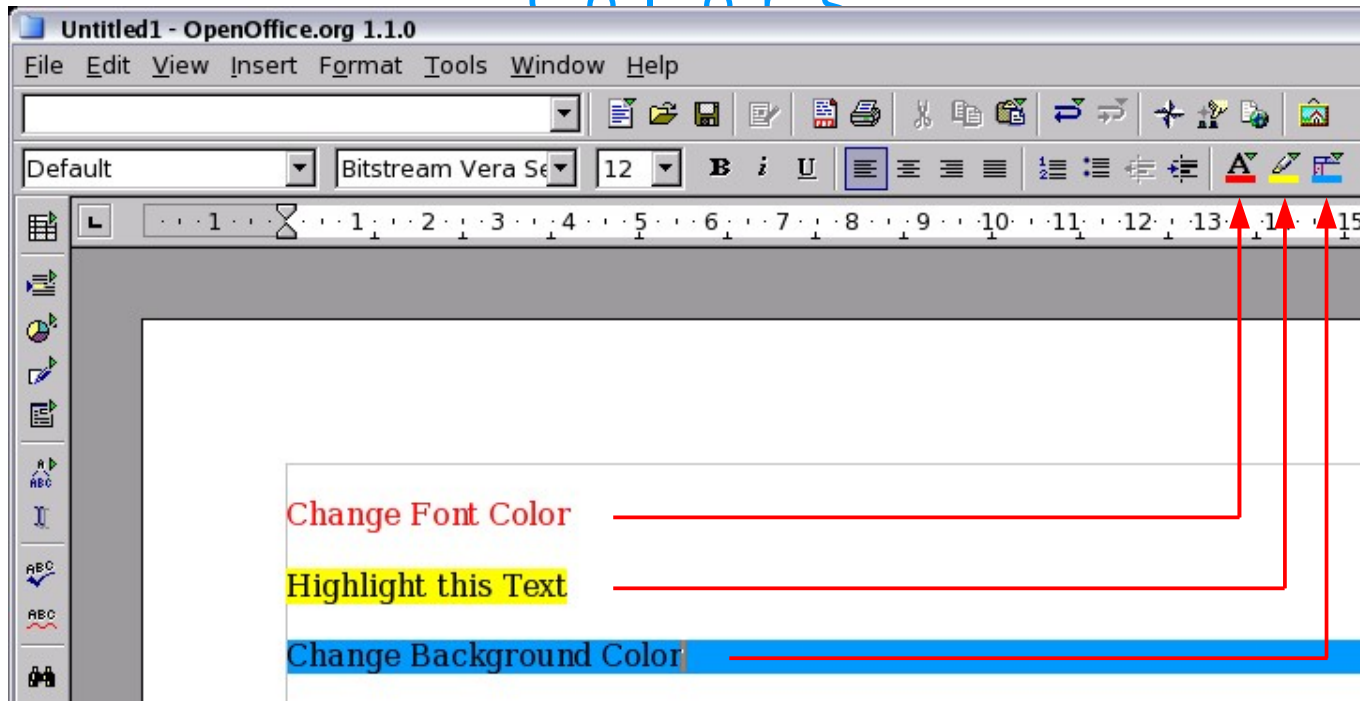
Select the text you would like to change, press the button indicated above and then select the color.

Working with Text

Justifying Text

This a sample of text
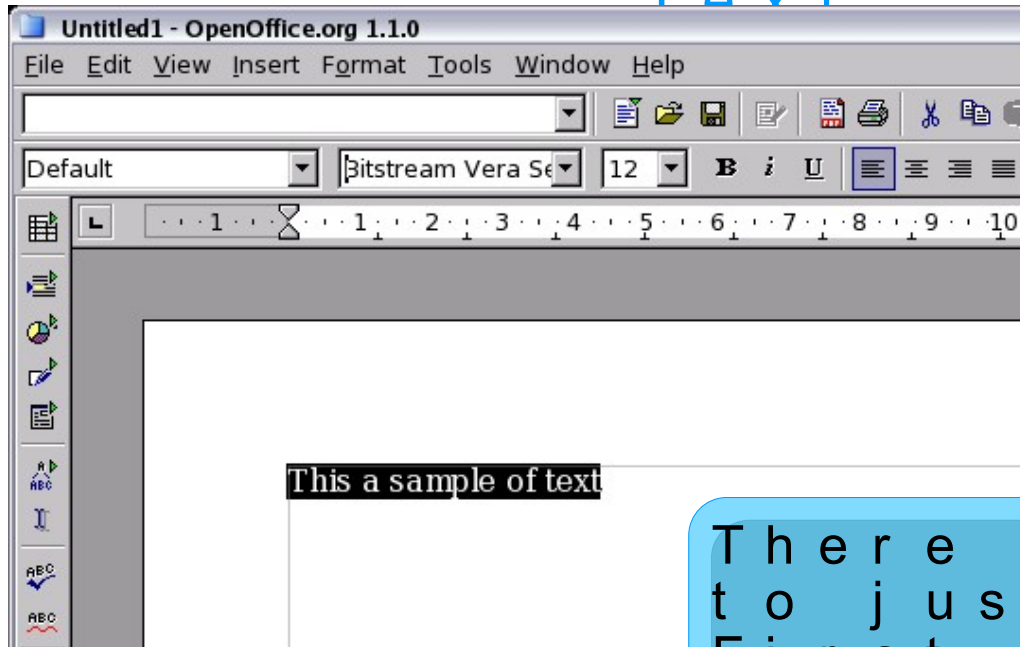
There are two ways to justify text. First way:

Select the text you would like to justify.

Go to Format menu, select Paragraph.

OpenOffice.org

Working with Text
Justifying Text
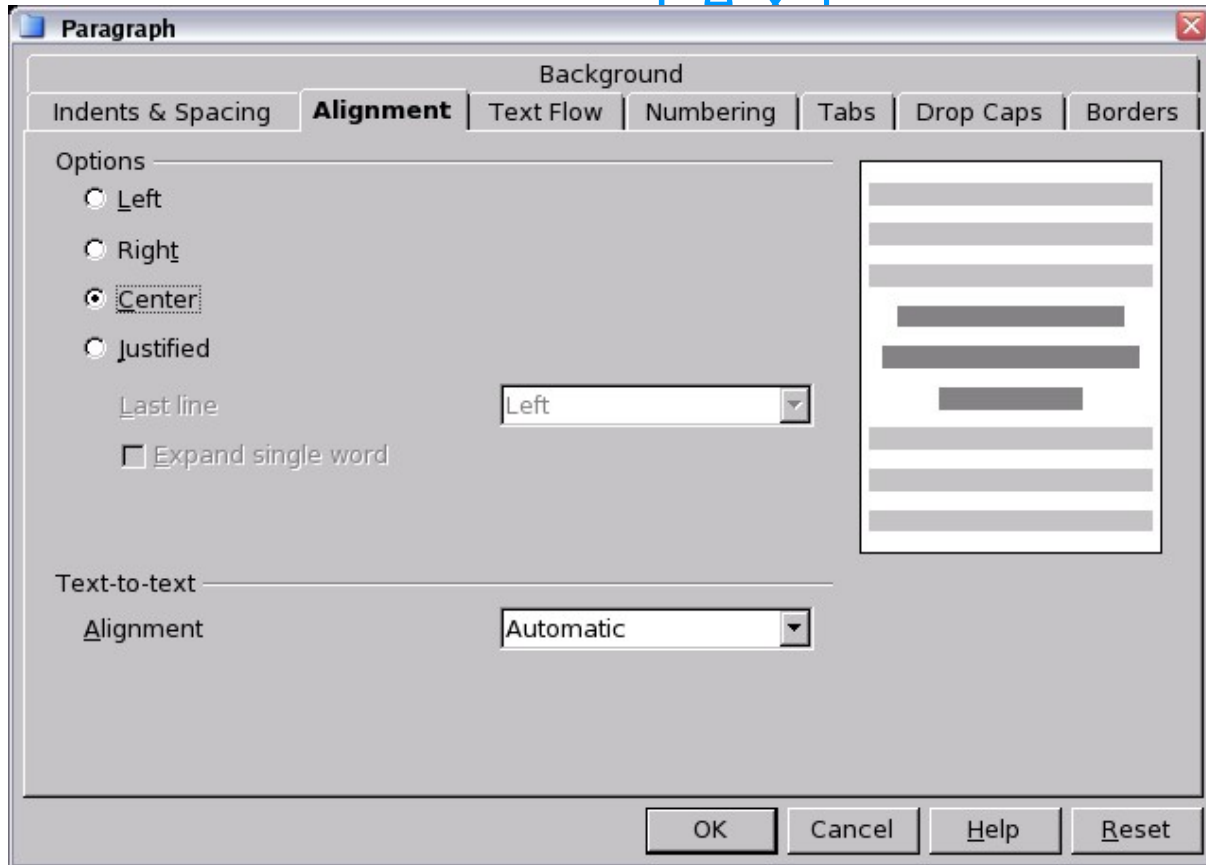
On the Alignment tab, under Options section, select left, right, center, or justified.

OpenOffice.org

This a sample of text

Second way:

Select the text you would like to justify.
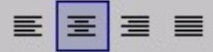
On the object bar, select the align left, centered, align right, or justified.

Working with Text
Justifying Text
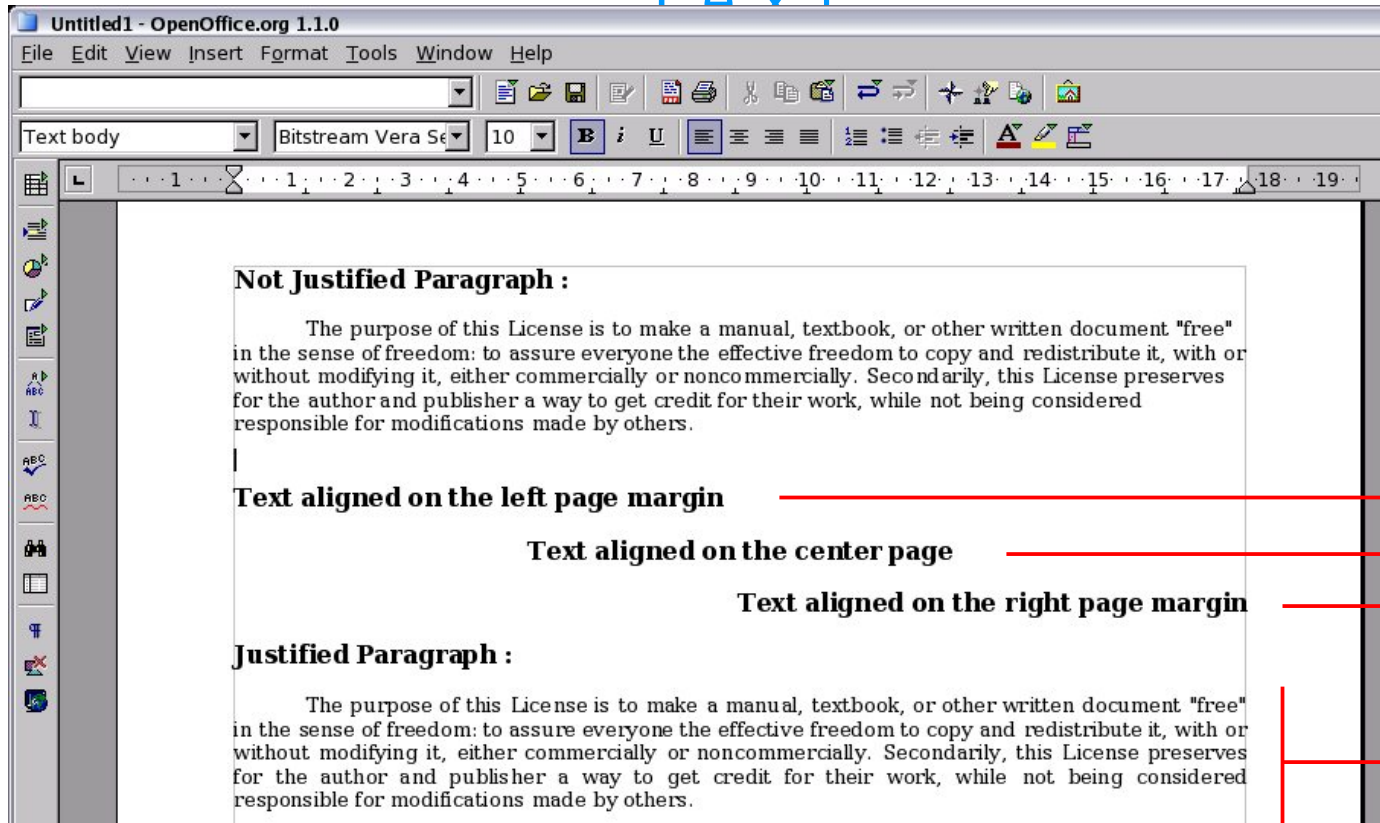
Alignments

Working with Text
Changing Line Spacing
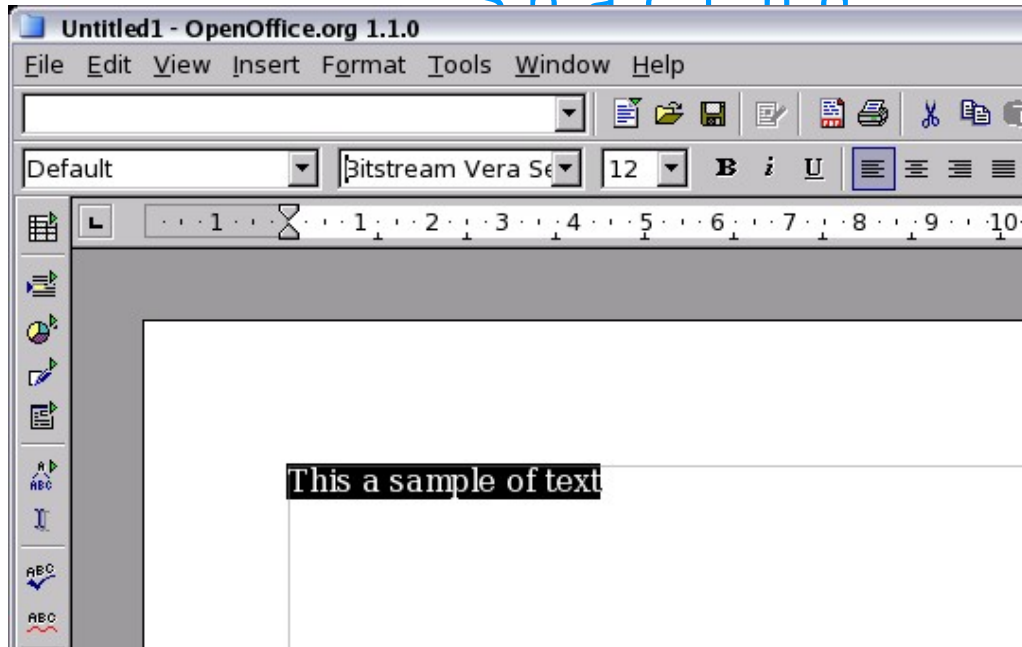
Select the text you would like to change the line spacing for.

OpenOffice.org

Working with Text

Changing Line Spacing
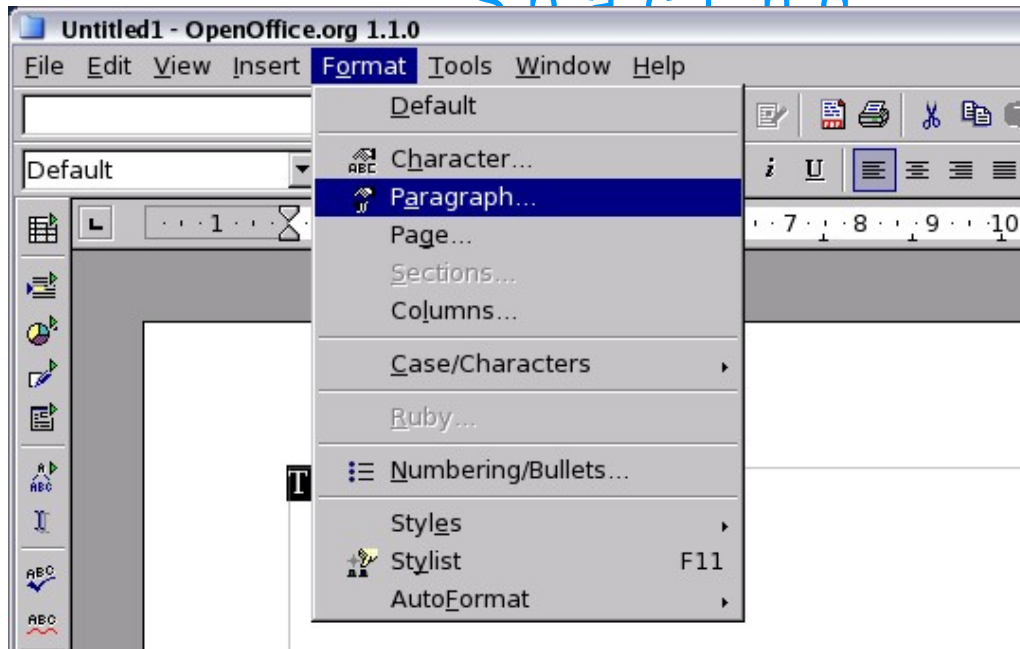
Go to Format menu and select Paragraph.

OpenOffice.org

Working with Text
Changing Line Spacing
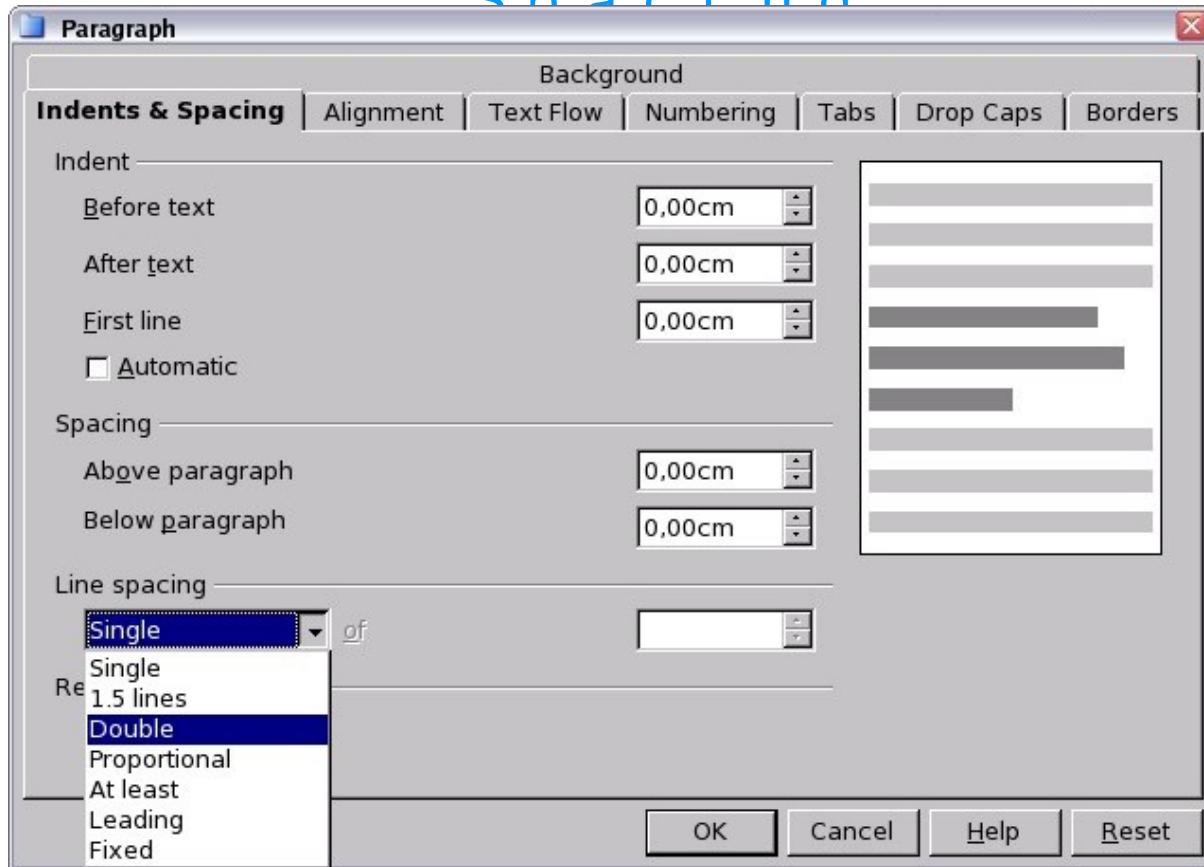
On the Indents & Spacing tab, under the Line spacing section, select the type of spacing you would like.

OpenOffice.org

Working with Text

Single: Choose this option to return to single line spacing. In this case, there is no additional spacing between the lines.

1.5 lines : Choose this option to activate one-and-a-half line spacing. Half a line's height is the additional spacing in this case.

Double : Select this option to activate double line spacing. In this case the height of one entire line is the additional spacing between the lines.

Proportional : The From spin box is used to specify a different line spacing between the lines (100% corresponds to Single line).

At least : With this option, specify (spin box From) a minimum distance.

Leading : The From spin box is used to specify a supplementary spacing that is added each time to the distance between the bottom of a previous and the top of a following line.

Fixed : In the From spin box, define a fixed line spacing. The default minimum is 0.20". If lines overlap, extra characters will be deleted. In this spin box enter an amount. either as percent or

Working with Text
Numbering/Bullets

This a sample of text
This a sample of text

This a sample of text
This a sample of text
This a sample of text
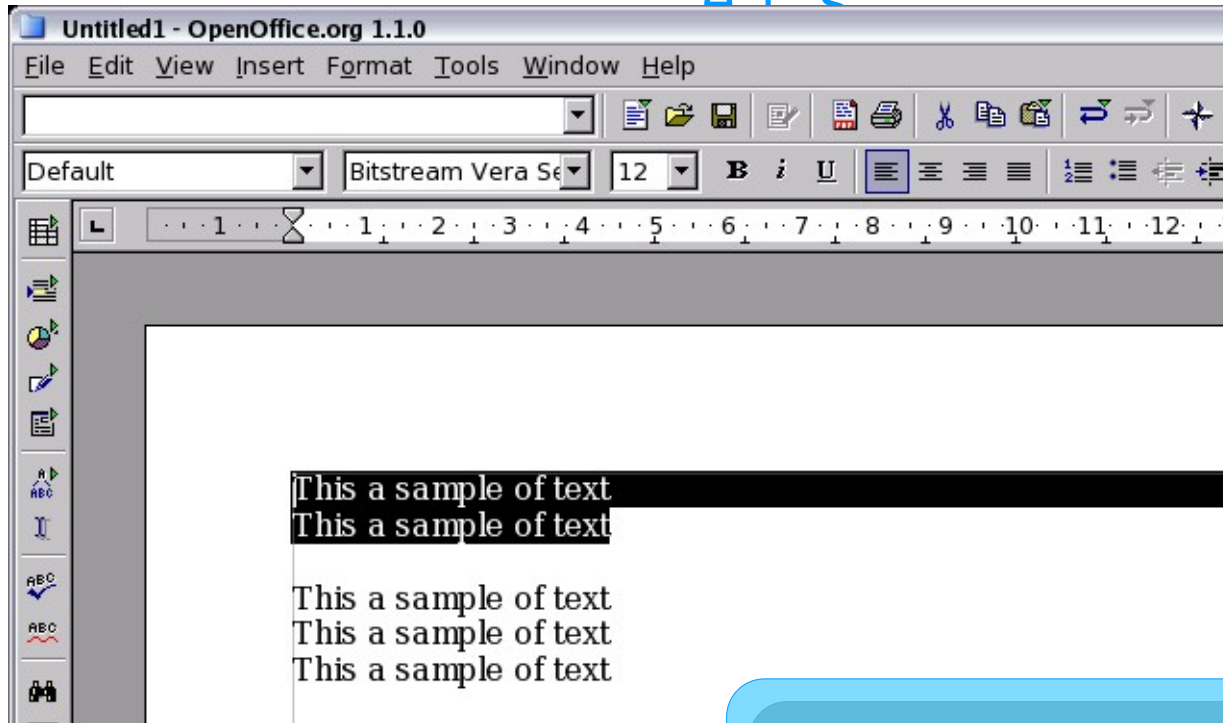
You can assign numbers or bullet points to paragraphs by selecting text and clicking the appropriate button from the Text Object Toolbar.

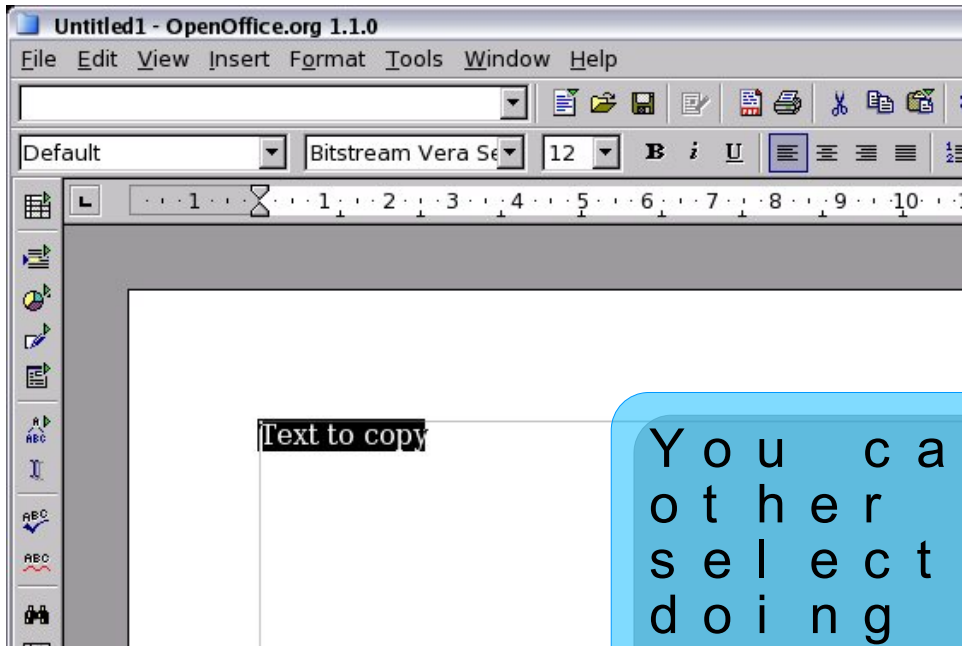**OpenOffic e.org**

Working with Text
Numbering/Bull ets
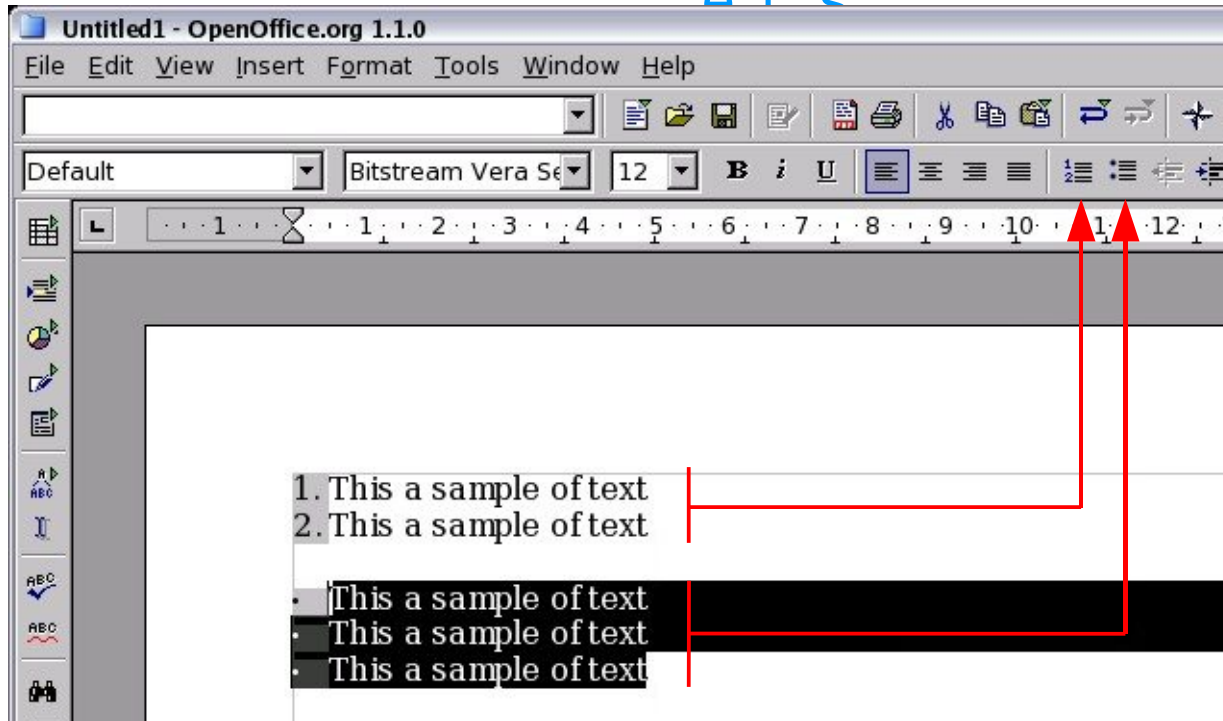
Add/Remove numbers.

Add/Remove bullet points.

OpenOffic e.org

Working with Text
Cut / Copy / Paste

Text to copy

You can copy text or other objects by selecting them and doing one of the following operations:

- Use the shortcut keys, press (Ctrl)(C)

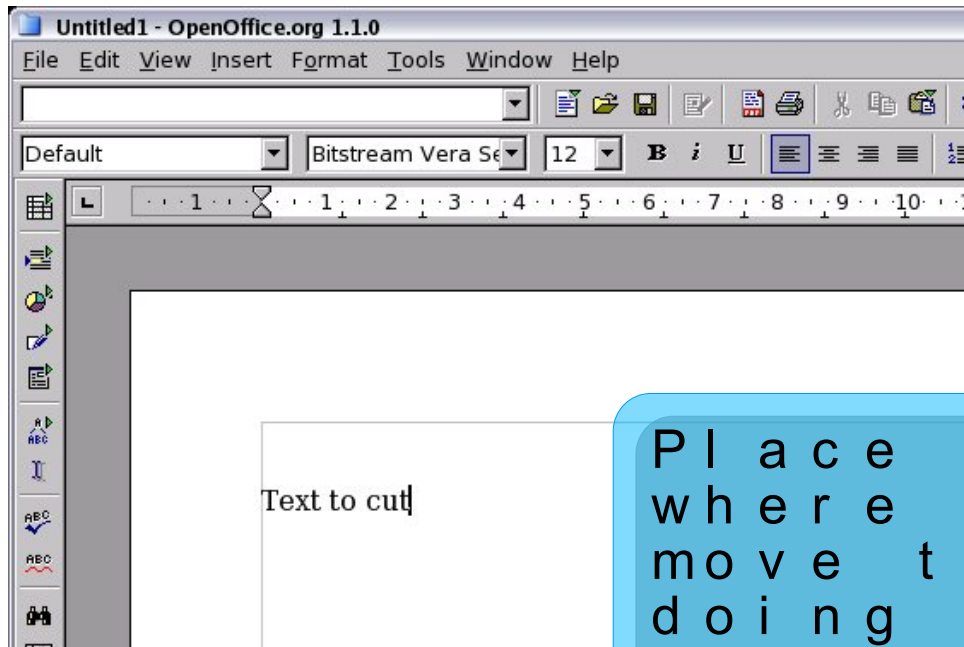- Click the Copy icon

- Go to the Edit Menu and select Copy.

**OpenOffice.org**

Working with Text
Cut / Copy / Paste
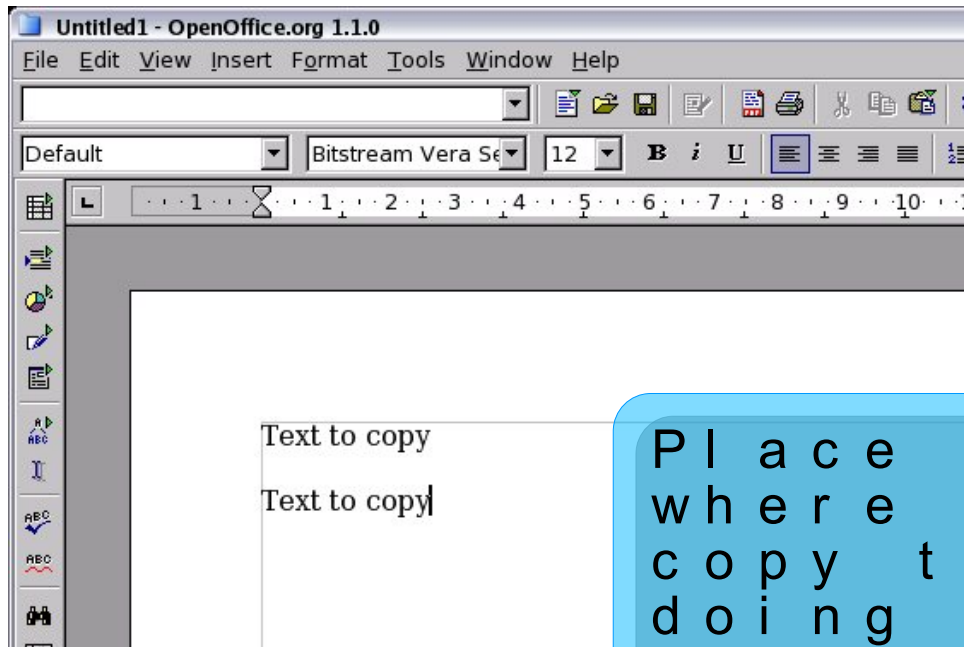
Place the cursor where you want to copy the text and doing one of the following operations:

➤ Use the shortcut keys, press (Ctrl)(V)

➤ Click the Paste icon

➤ Go to the Edit Menu and select Paste.

OpenOffice.org

Working with Text
Cut / Copy / Paste

Untitled1 - OpenOffice.org 1.1.0

File   Edit   View   Insert   Format   Tools   Window   Help

Default   Bitstream Vera Se   12   **B** *i* U

Text to cut
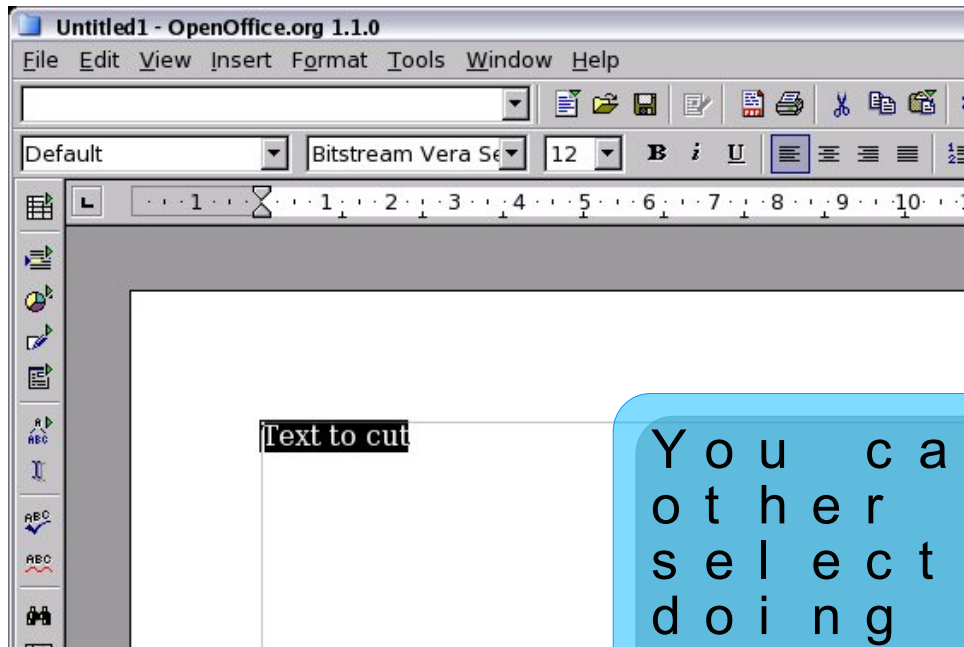
You can move text or other objects by selecting them and doing one of the following operations:

❖ Use the shortcut keys, press (Ctrl)(X)

❖ Click the Cut icon

❖ Go to the Edit Menu and select Cut.

OpenOffic
e . **org**

Working with Text
Cut / Copy / Paste

Untitled1 - OpenOffice.org 1.1.0

File Edit View Insert Format Tools Window Help

Default   Bitstream Vera Se   12   **B** *i* U

···1···   ···1···2···3···4···5···6···7···8···9···10··1

Text to cut

Place the cursor where you want to move the text and doing one of the following operations:

◆ Use the shortcut keys, press (Ctrl)(V)

◆ Click the Paste icon

◆ Go to the Edit Menu and select Paste.

OpenOffice.org

Graphics & Tables

- Insert Graphics

- Insert Table

OpenOffice.org
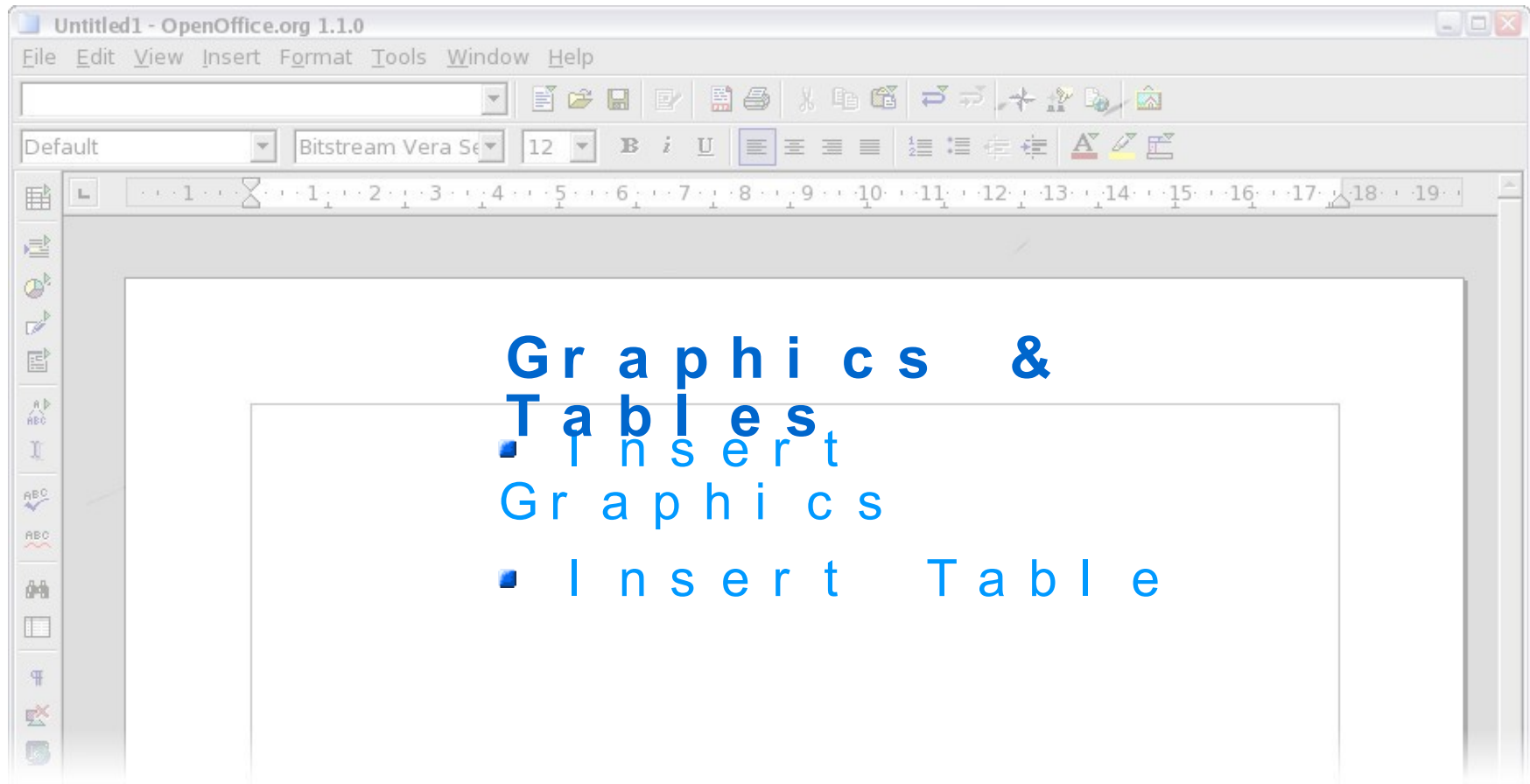
G r a p h i c s   &   T a b l e s
I n s e r t
G r a p h i c s
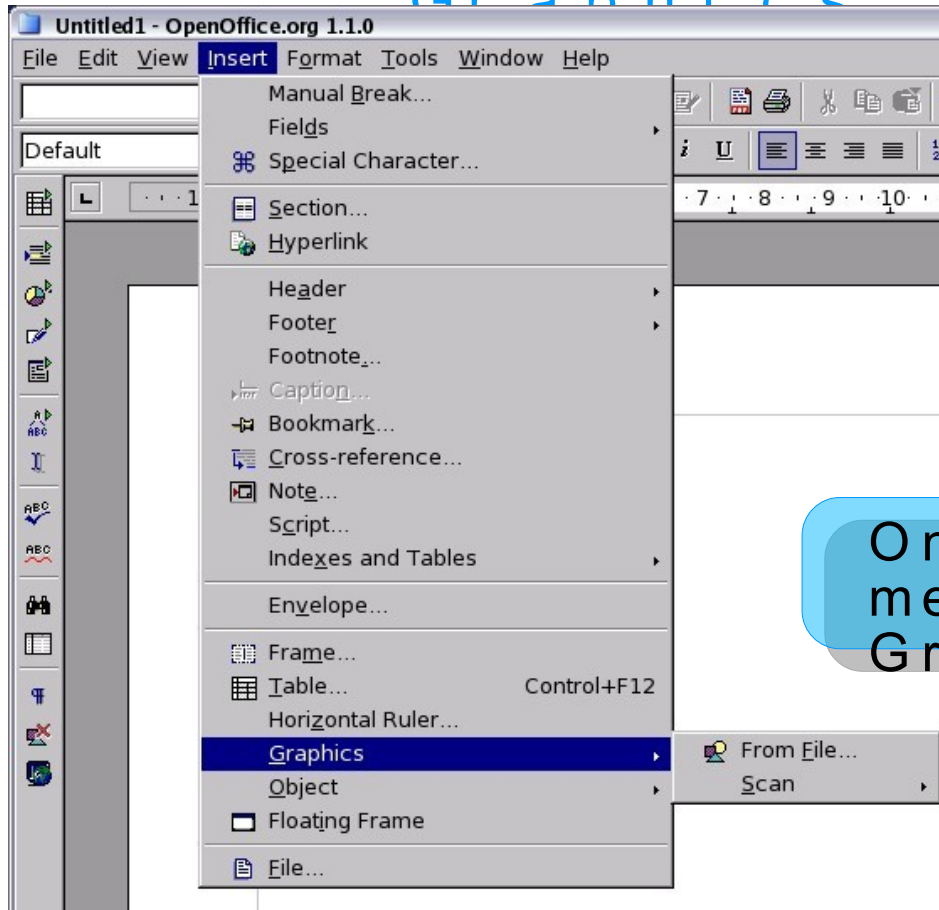
On the Insert menu, select Graphics.

Graphics & Tables

Insert Graphics
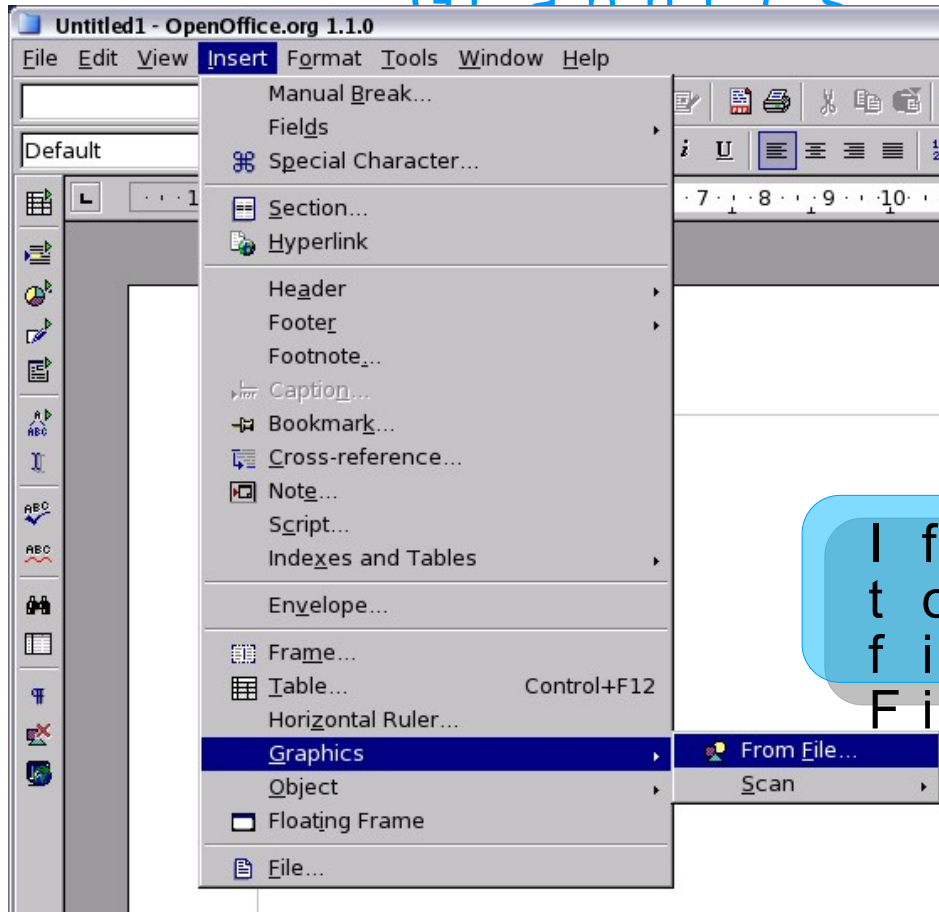
If you would like to insert from a file, select From File.

OpenOffice.org
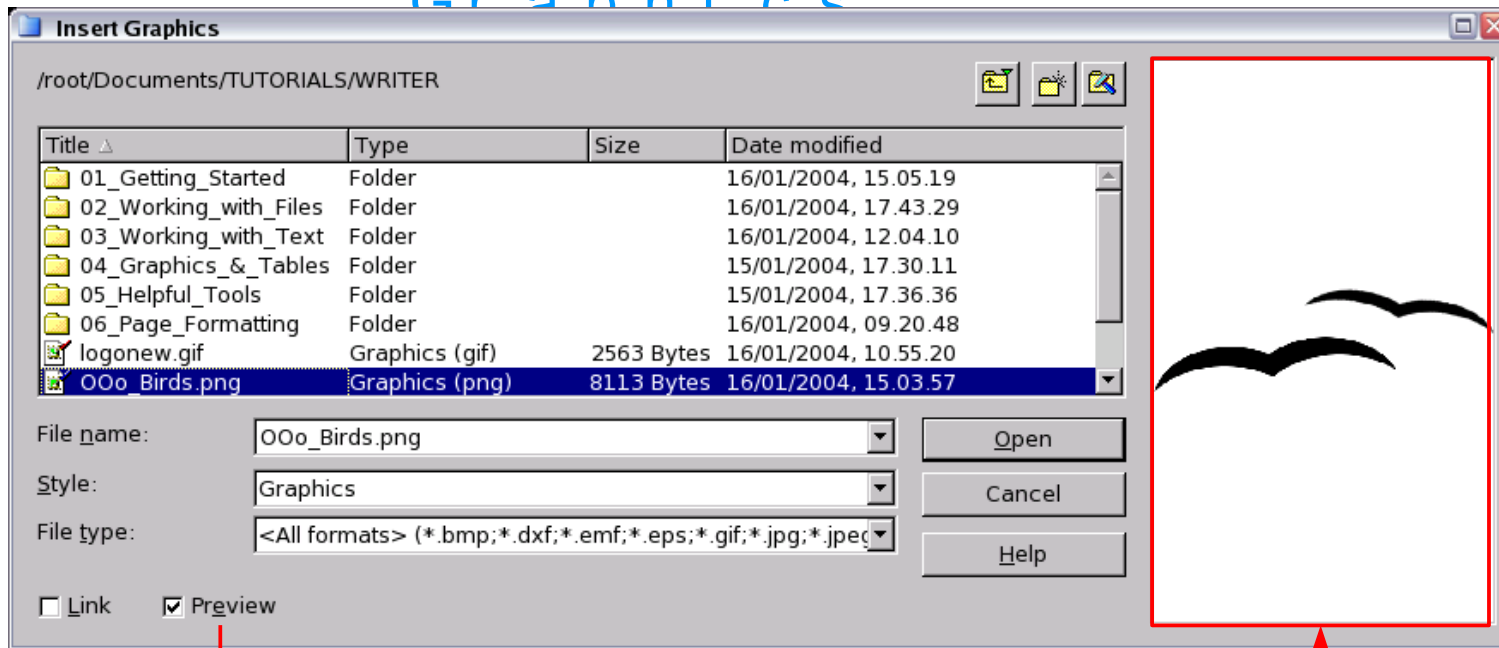
Choose an image to insert in your document and click Open. If the preview checkbox is selected, a preview of the image content is displayed on the right.
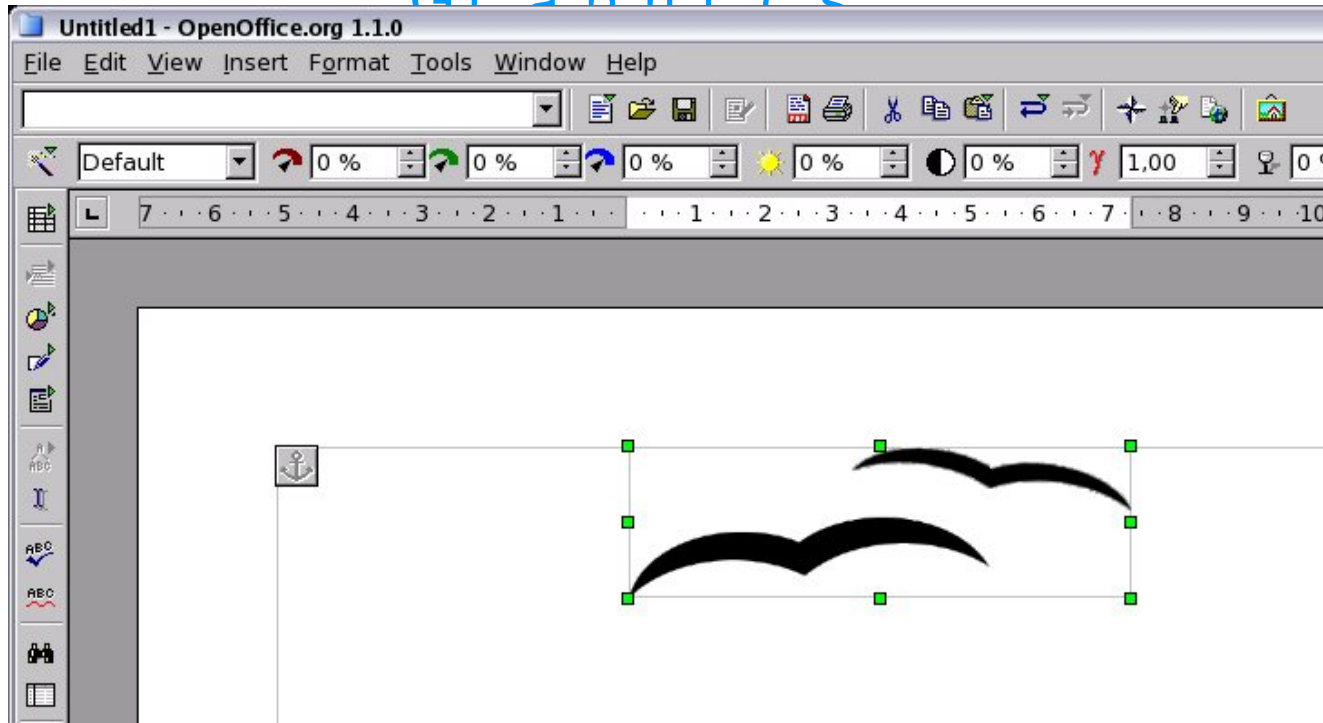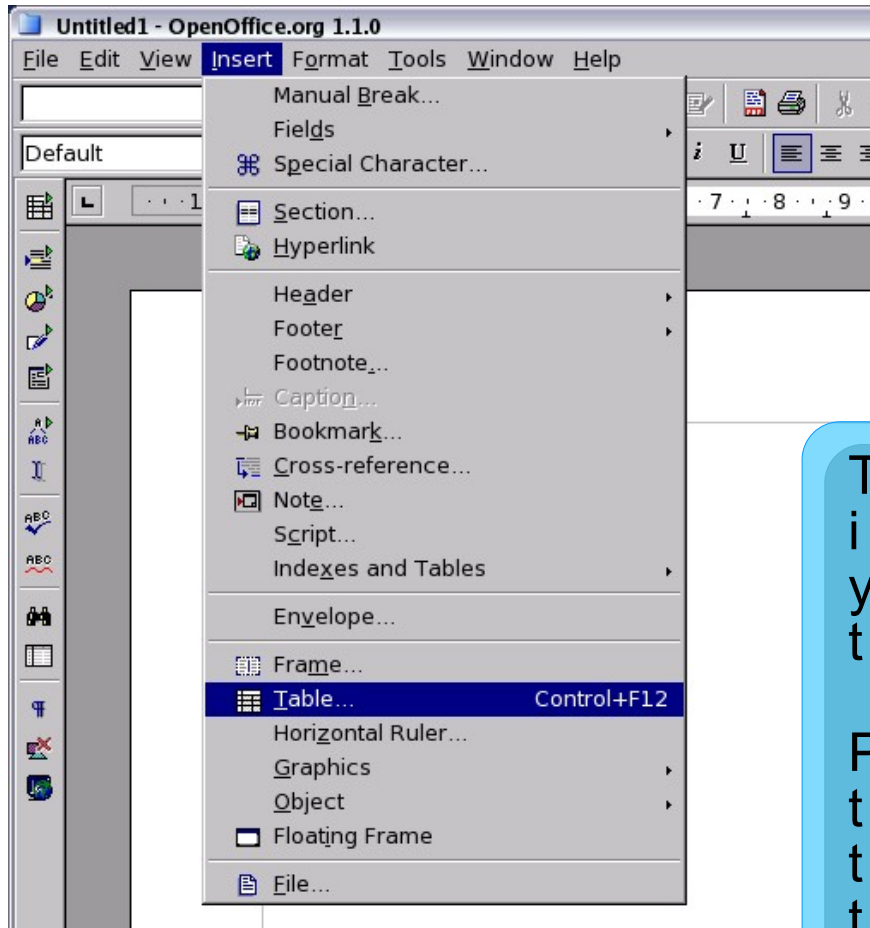
You can resize the image just by dragging one of the eight green points surrounding the picture. When the move cursor appears over the image you can move the picture.

Graphics & Tables
Insert Table

To insert a table in your document you can follow these steps:

Place the cursor at the position in the text where you want to insert the table.

Go to Insert menu and select Table.

OpenOffice.org

Graphics & Tables
Insert Table

Insert Table

| Name | Table1 |

Size

Columns 5

Rows 5

Options

☑ Header

☑ Repeat header

☐ Don't split table

☑ Border

AutoFormat...

OK

Cancel

Help

Insert the name of the table and set the number of Columns and Rows.

You can select or unset other options like the border of the table and the
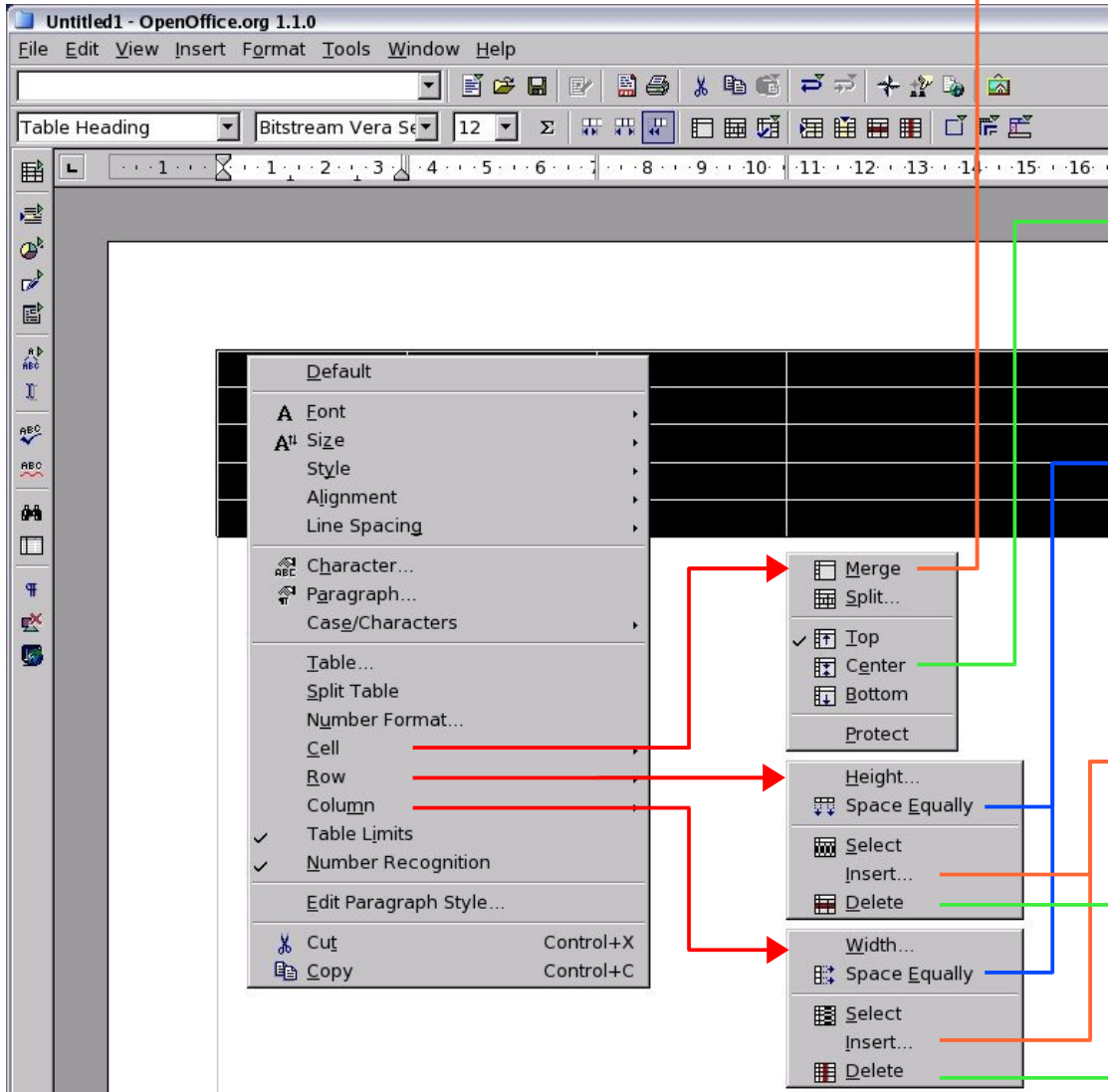
OpenOffice.org
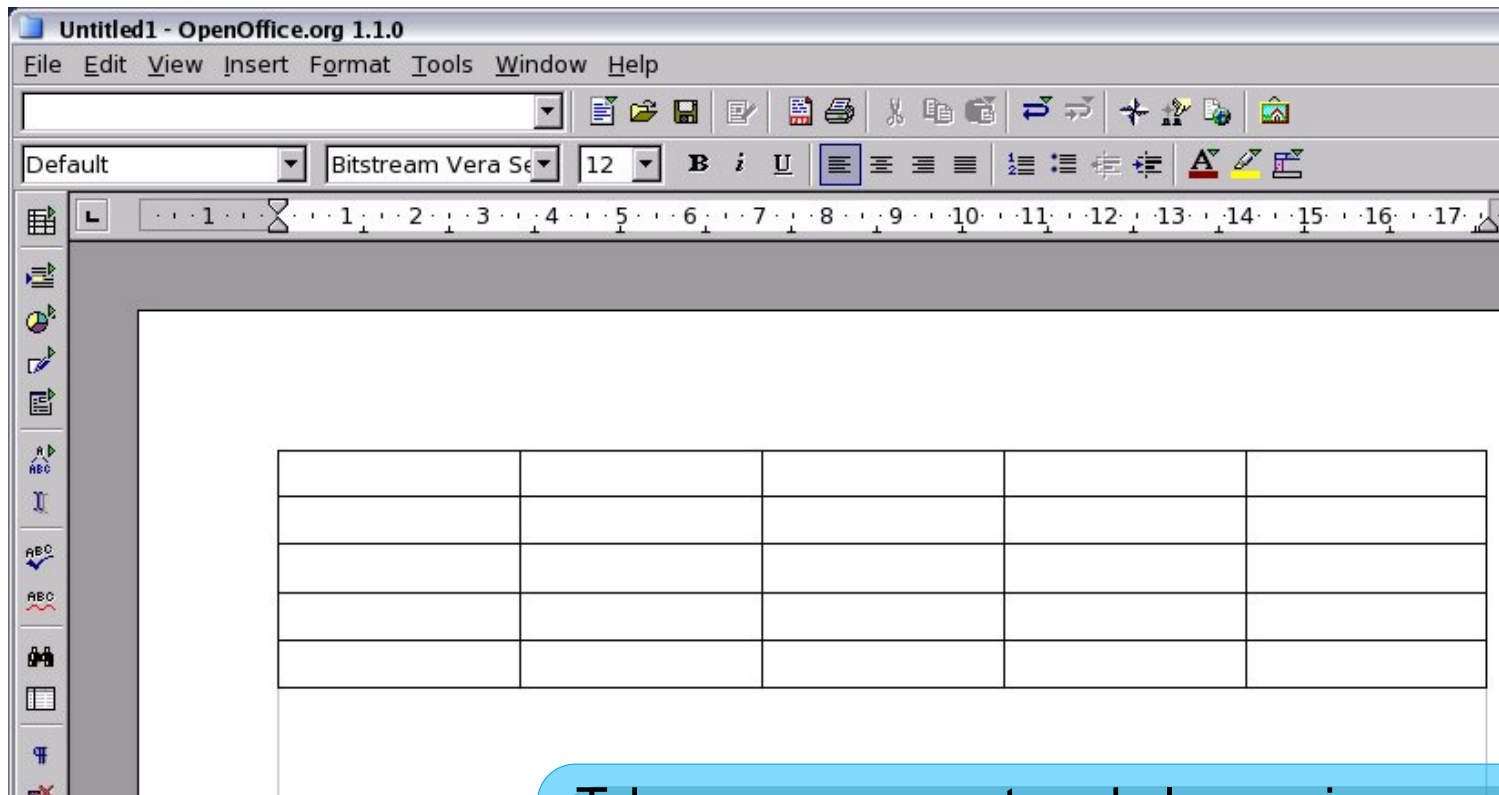
The new table is inserted.

To change the properties of the cells select the part you want to modify and right click on them.
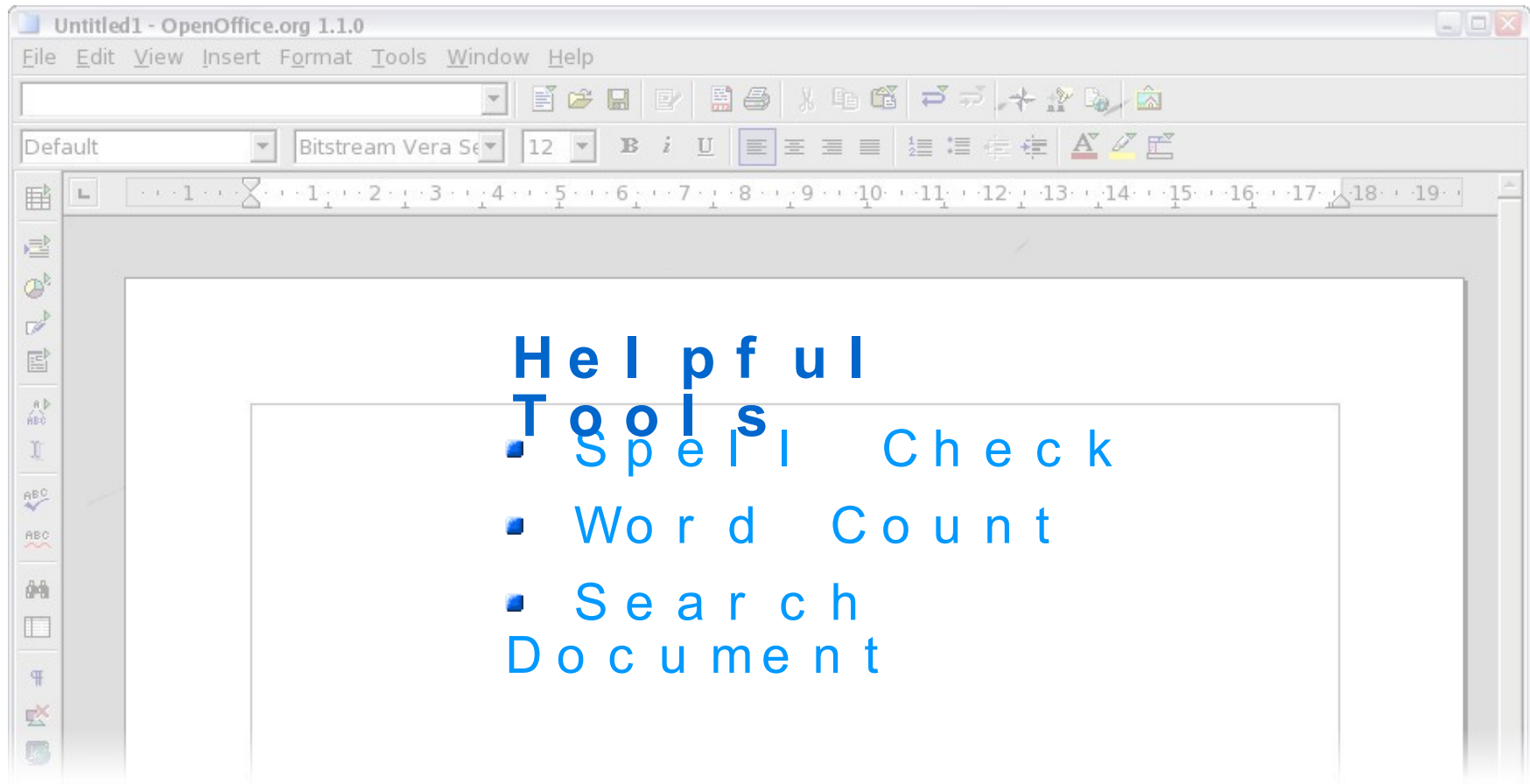
OpenOffice.org

Graphics & Tables
Insert Table

Merge allows two or more adjacent cells to be merged together in a single one

Top/Center/Bottom change the alignment of the cell content

Space Equally allows to evenly space out (rows or columns, depending on the menu)

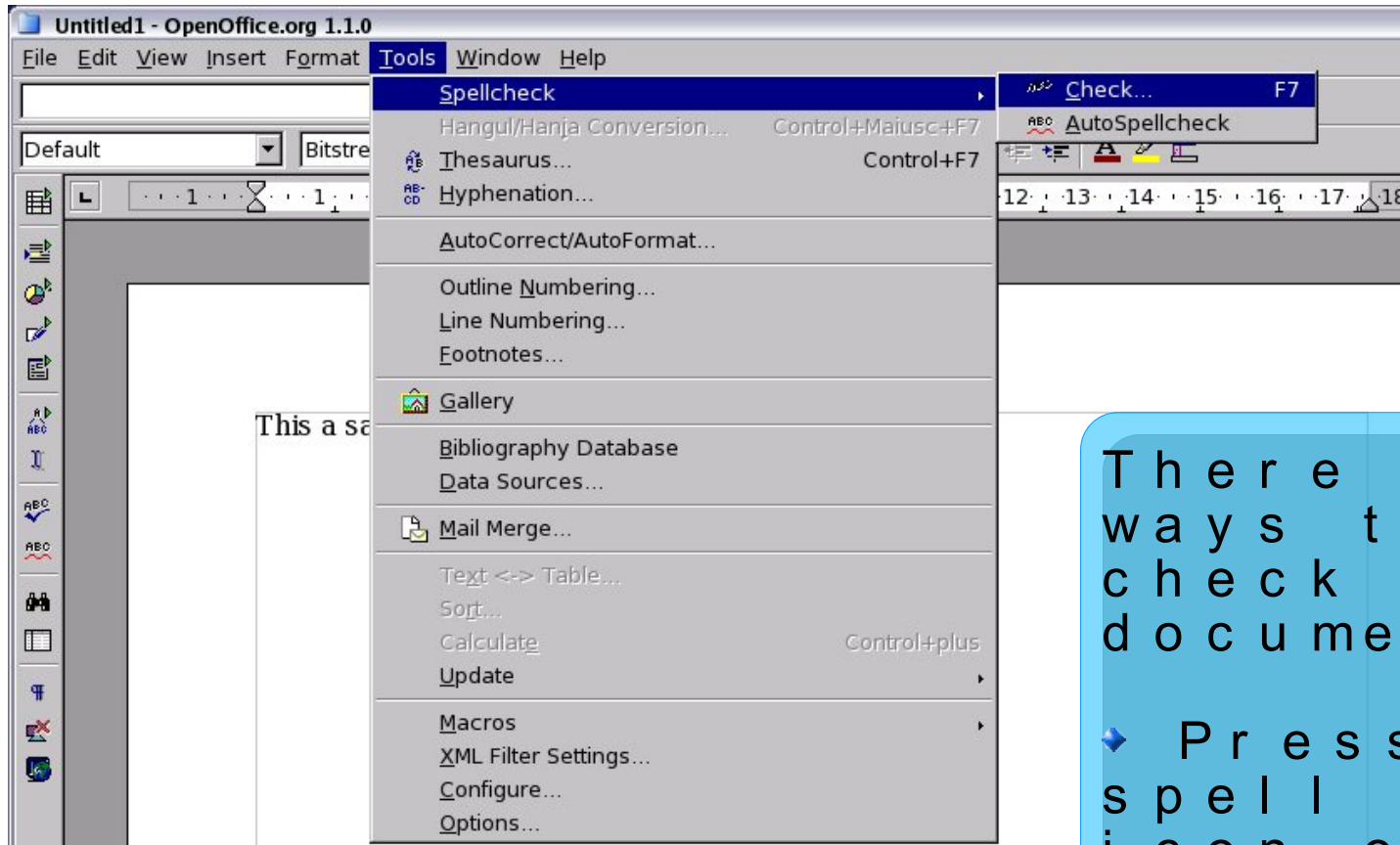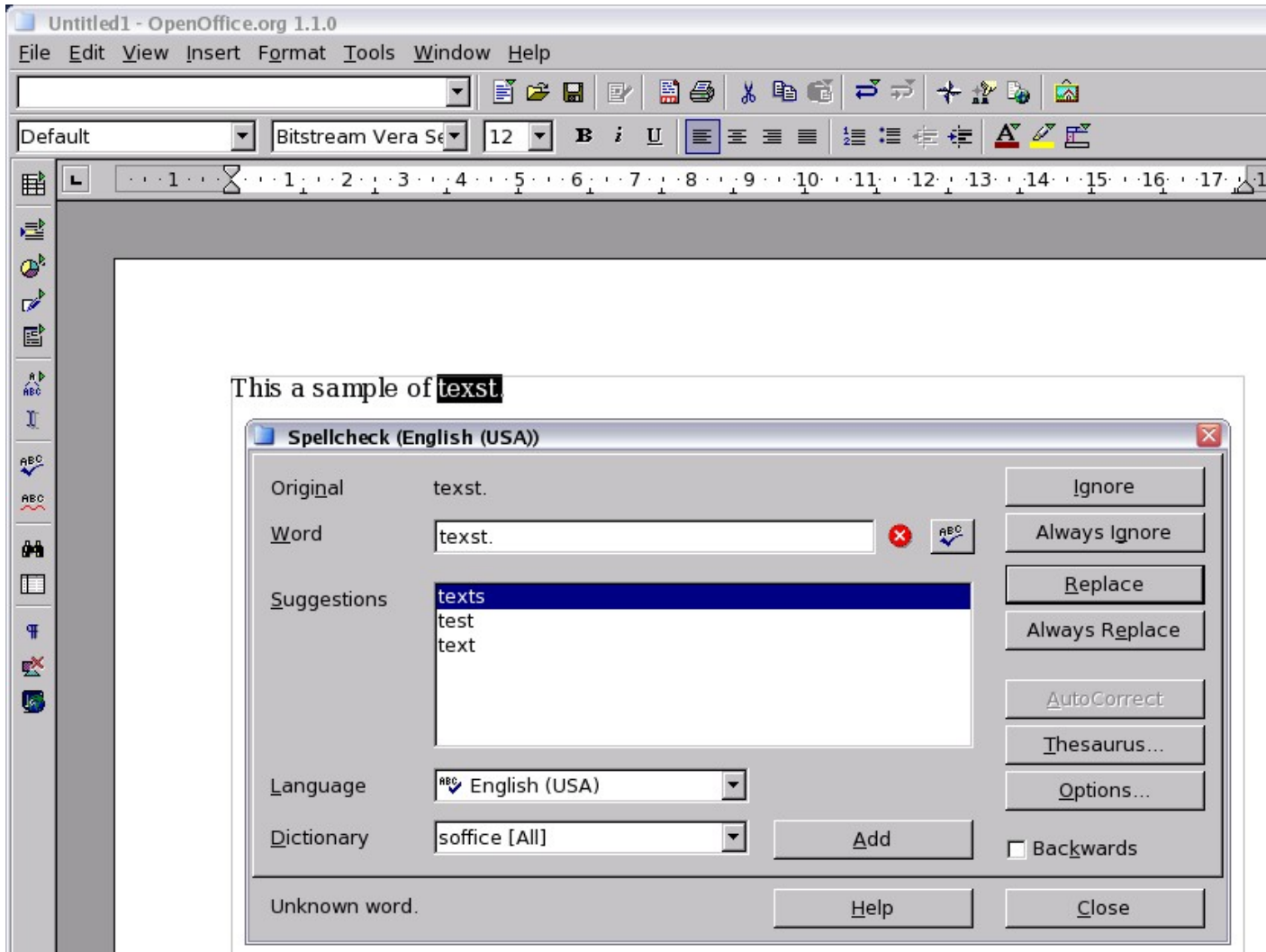Insert... allows for inserting (before or after the

OpenOffice.org

Untitled1 - OpenOffice.org 1.1.0

File Edit View Insert Format Tools Window Help

Helpful Tools

- Spell Check

- Word Count

- Search Document

OpenOffice.org

Helpful Tools
Spell Check

This a sa...

Untitled1 - OpenOffice.org 1.1.0

File Edit View Insert Format Tools Window Help

- Spellcheck
  - Check...   F7
  - AutoSpellcheck
- Hangul/Hanja Conversion...   Control+Maiusc+F7
- Thesaurus...   Control+F7
- Hyphenation...
- AutoCorrect/AutoFormat...
- Outline Numbering...
- Line Numbering...
- Footnotes...
- Gallery
- Bibliography Database
- Data Sources...
- Mail Merge...
- Text <-> Table...
- Sort...
- Calculate   Control+plus
- Update
- Macros
- XML Filter Settings...
- Configure...
- Options...

There are two ways to spell check a document:

➤ Press the spell check icon on the floating toolbar

➤ Go to Tools menu, select Spellcheck.

Helpful Tools
Spell Check

This a sample of texst.

Spellcheck (English (USA))

Original   texst.

Word   texst.

Suggestions   texts
                  test
                  text

Language   English (USA)

Dictionary   soffice [All]

Unknown word.

Ignore

Always Ignore

Replace

Always Replace

AutoCorrect

Thesaurus...

Options...

Add

Backwards

Help

Close

When a wrong word is found, the spellchecker asks you what to do.

You can ignore the warning or replace the wrong word with some suggested by the

OpenOffice.org

Helpful Tools
Spell Check

This a sample of texst

| texts |
| test |
| text |
| Spellcheck... |
| Add |
| Ignore All |
| AutoCorrect |
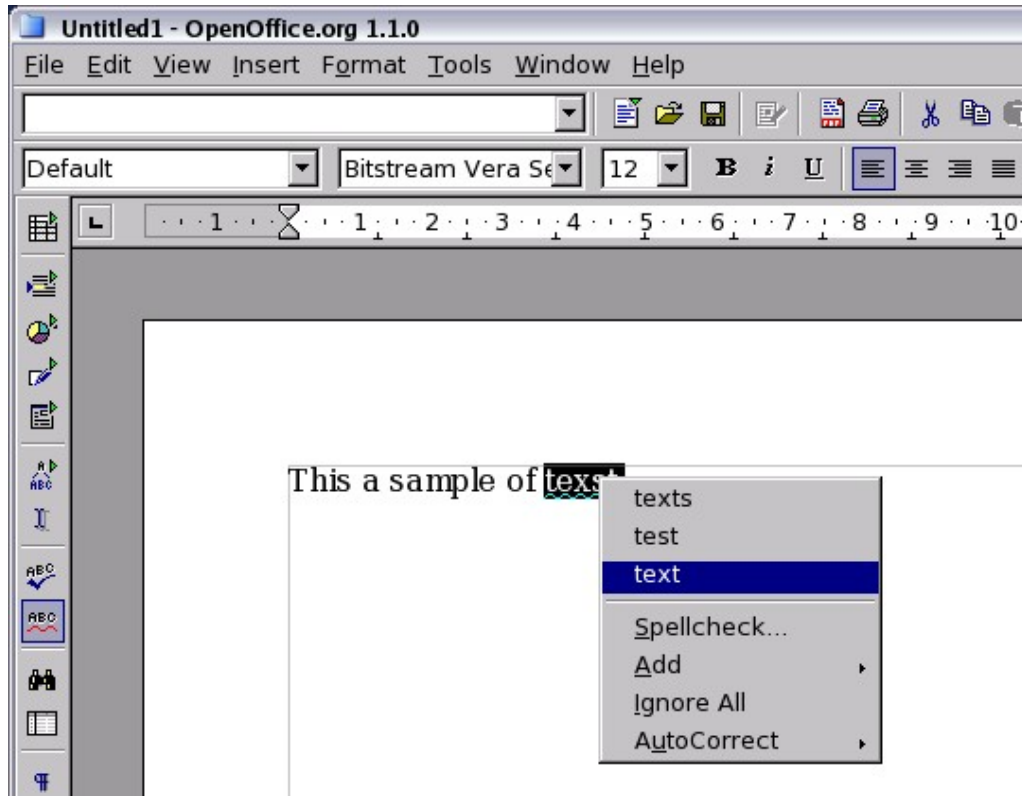
Another way to replace wrong words with the suggested ones is to right-click on the word and select the right entry.

Helpful Tools
Word Count
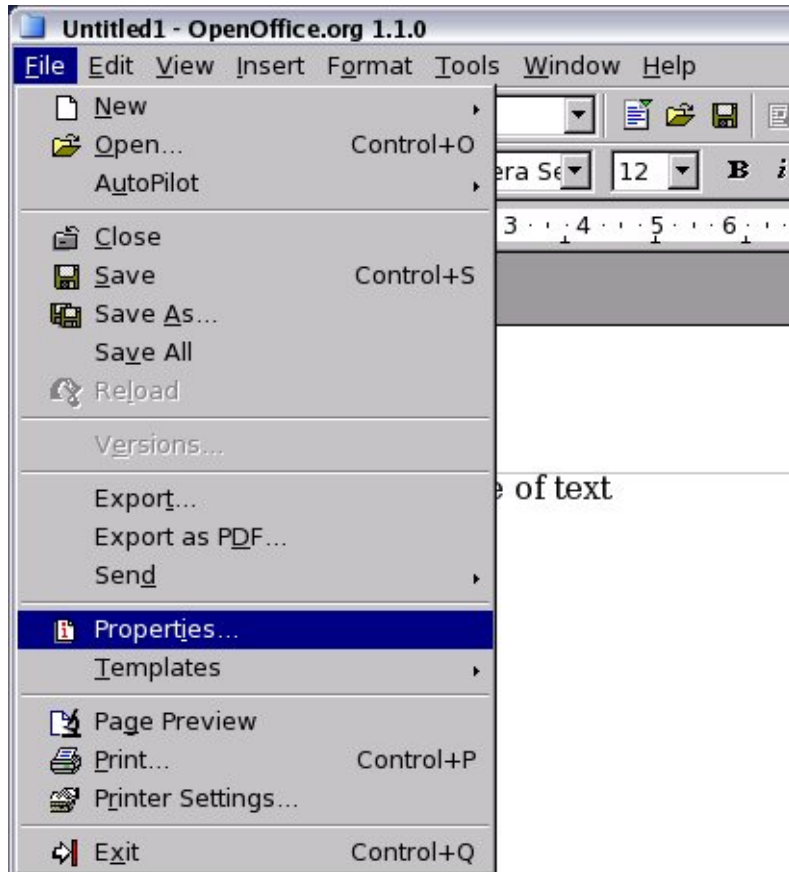
To view some informations about your document, select Properties from the the File menu.

OpenOffice.org

Helpful Tools
Word Count

Properties of Untitled1

General | Description | User Defined | Internet | **Statistics**

Number of Pages:	1
Number of Tables:	0
Number of Graphics:	0
Number of OLE Objects:	0
Number of Paragraphs:	1
Number of Words:	5
Number of Characters:	21
Number of Lines:	...

Update

OK   Cancel   Help   Reset
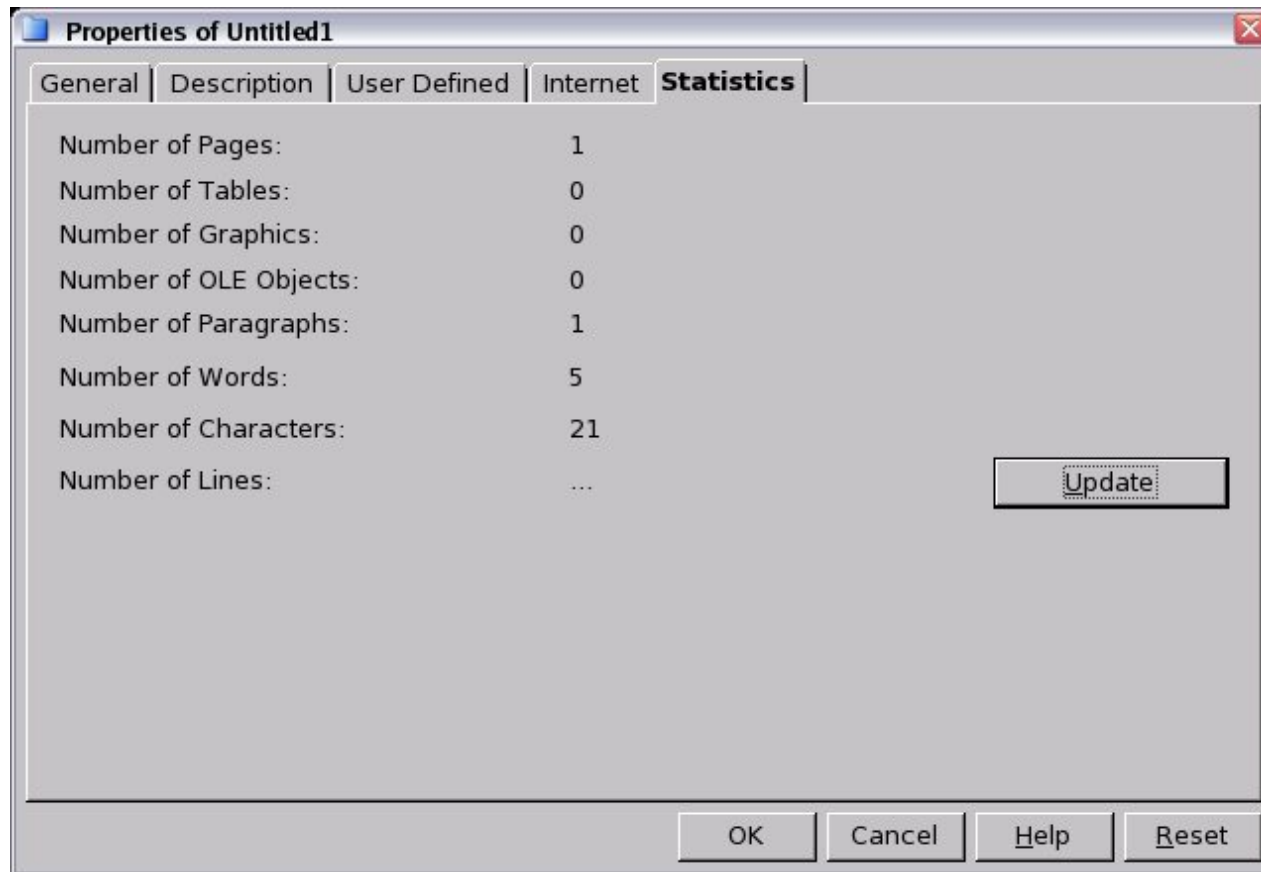
On the Statistics tab, word count is displayed along with other statistics.

Helpful Tools
Search Document
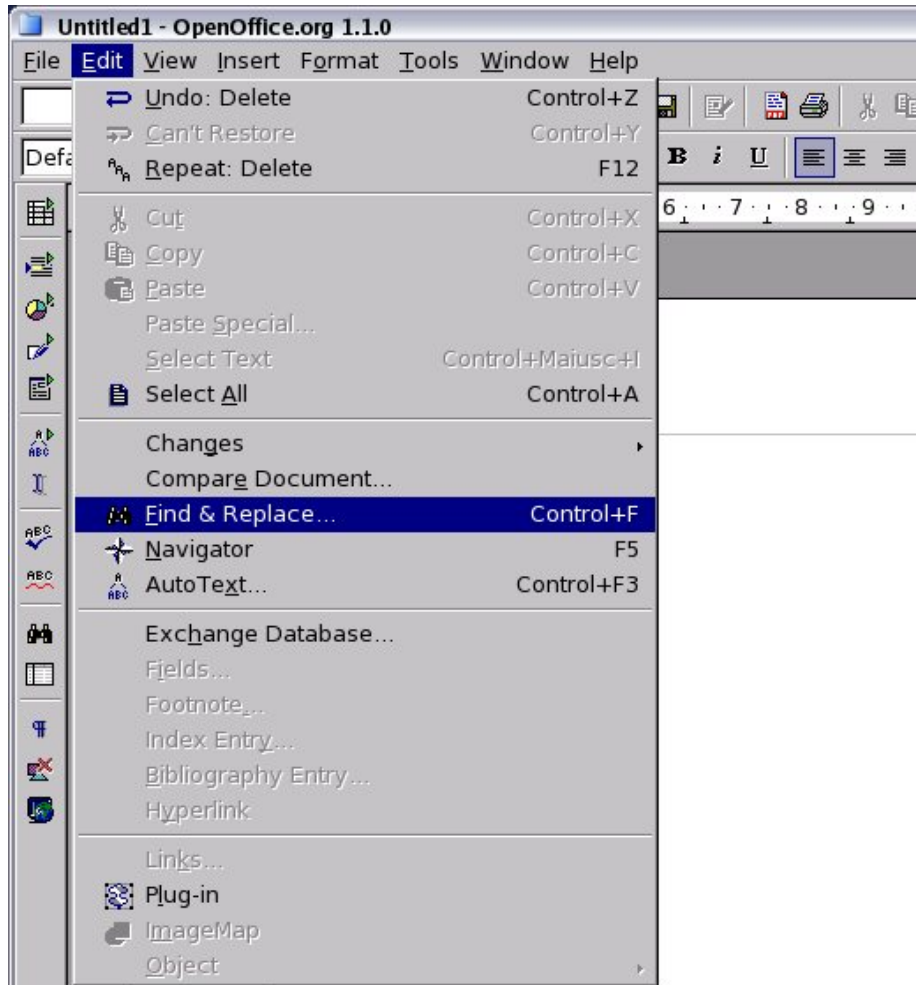
You are able to search for a word or phrase in a document.

Select Find and Replace from the Edit menu.

Helpful Tools
Search
Document
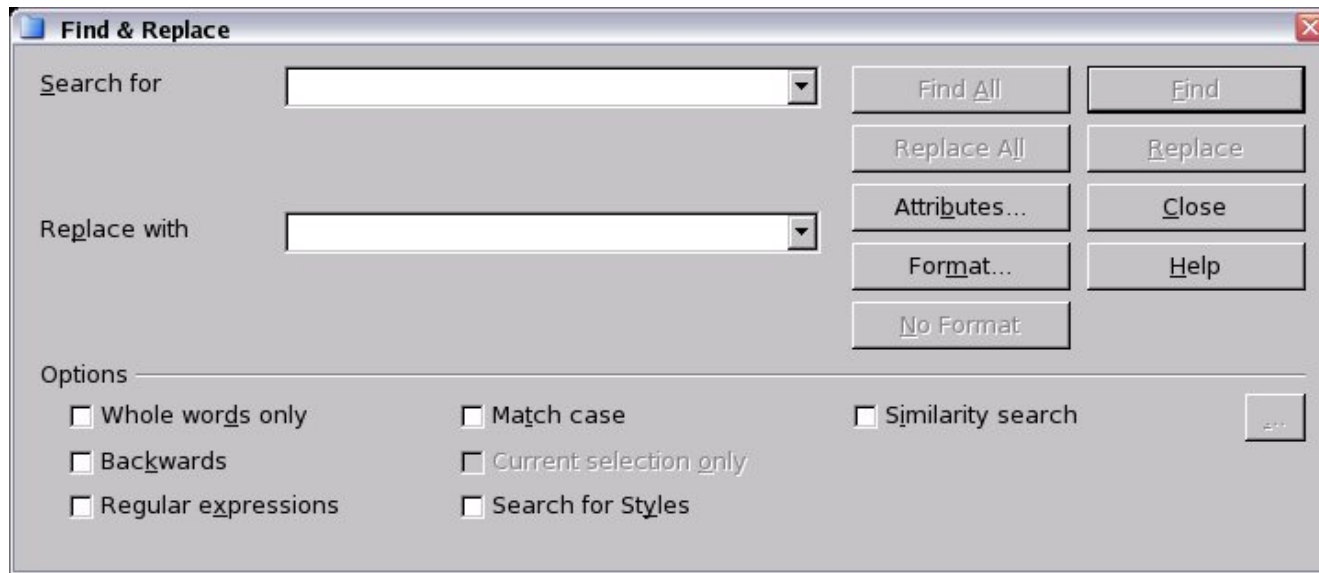
Enter the word or phrase you would like to search for.

Click Find or Find All.

OpenOffic e.org

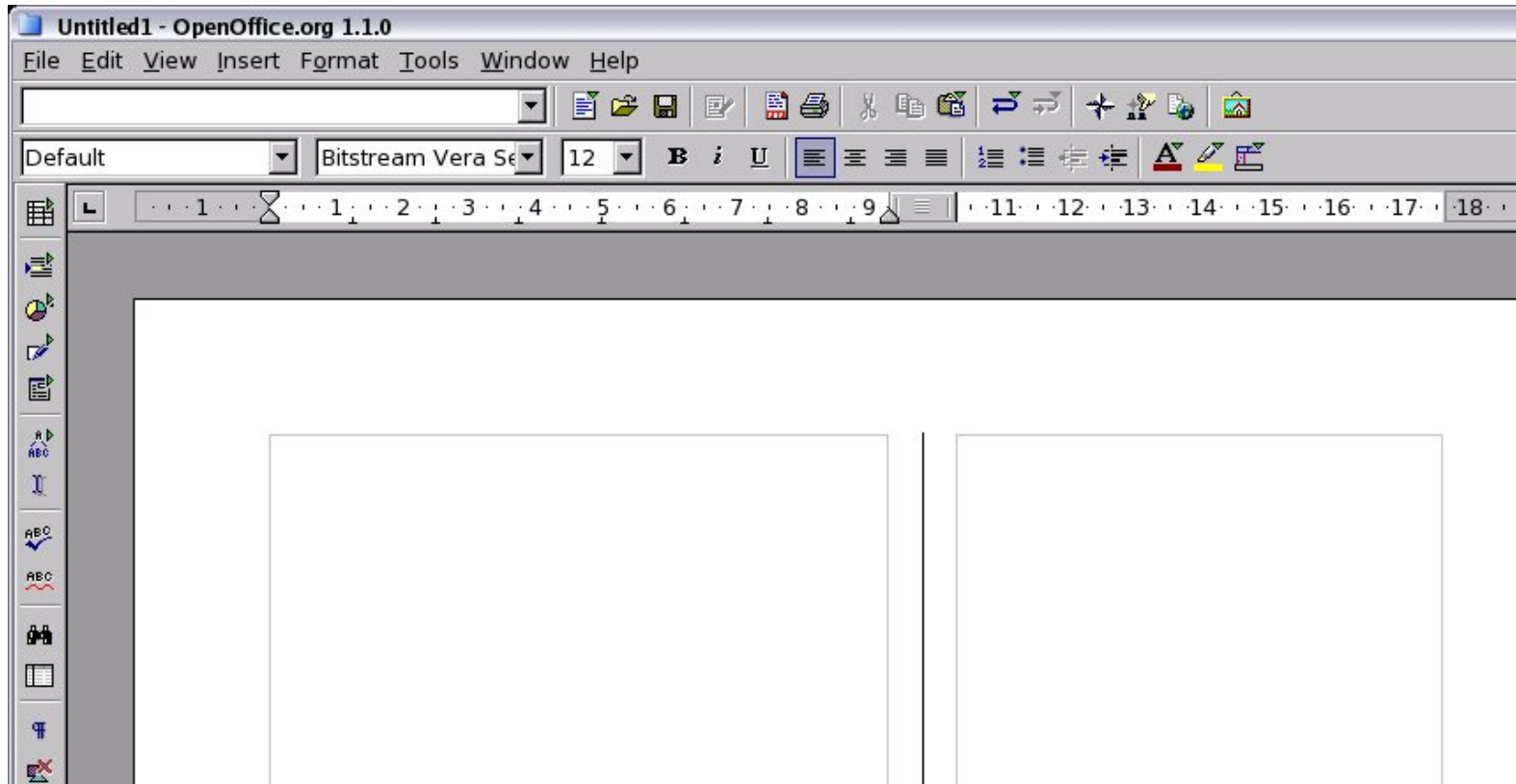# Page Formatting

- Columns
- Change Margins
- Headers & Footers
- Page Numbers
- Exporting as PDF
- Print Preview
- Printing Documents

OpenOffice.org
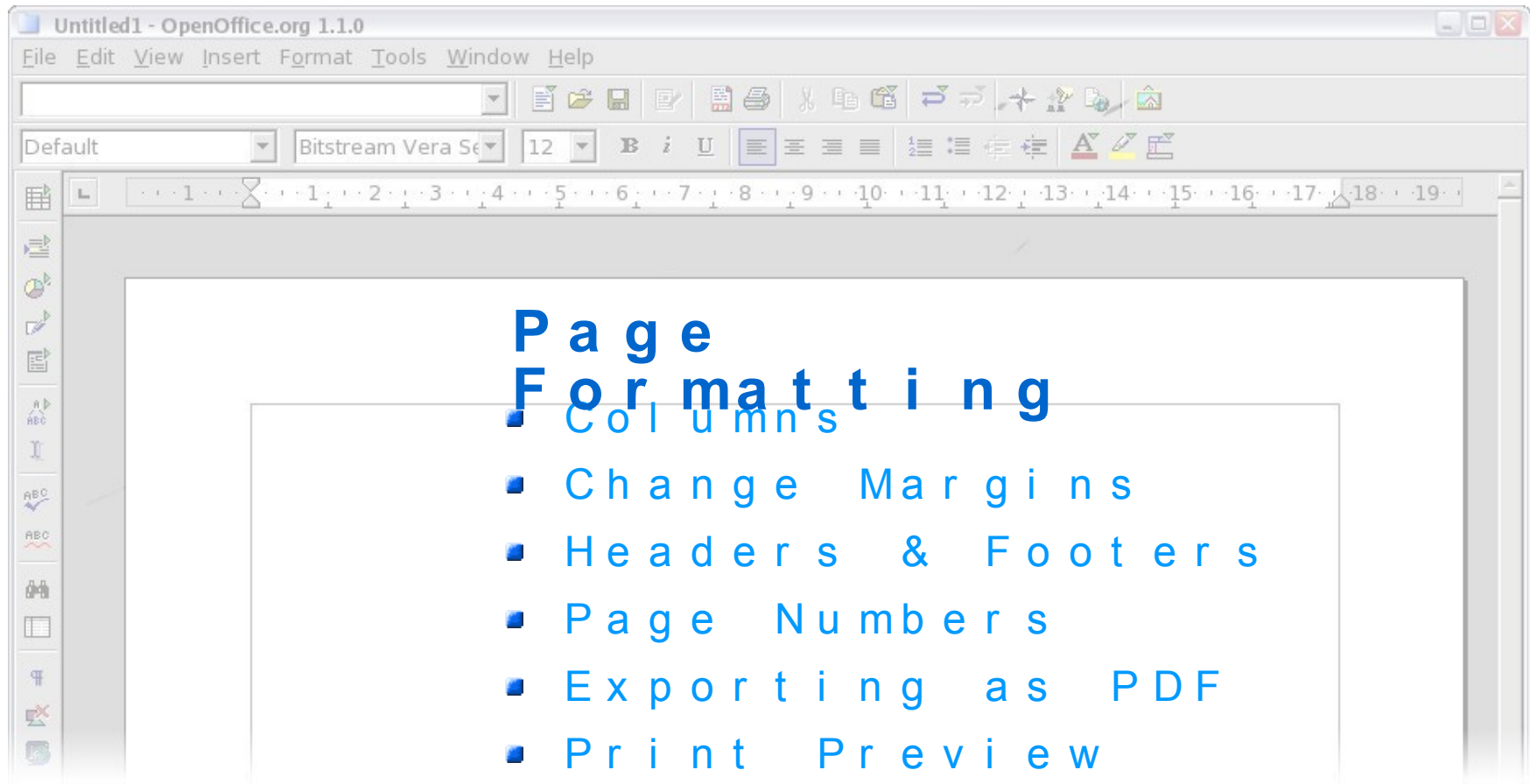
Page Formatting
Columns
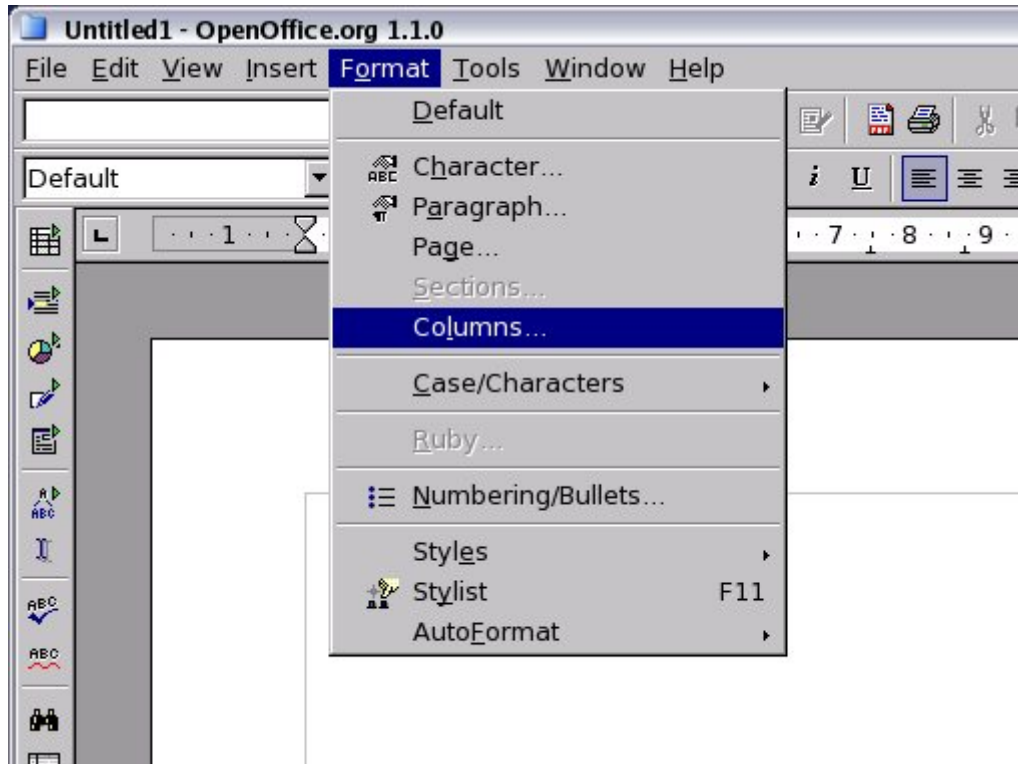
On the Format menu, select Columns.

Page Formatting
Columns
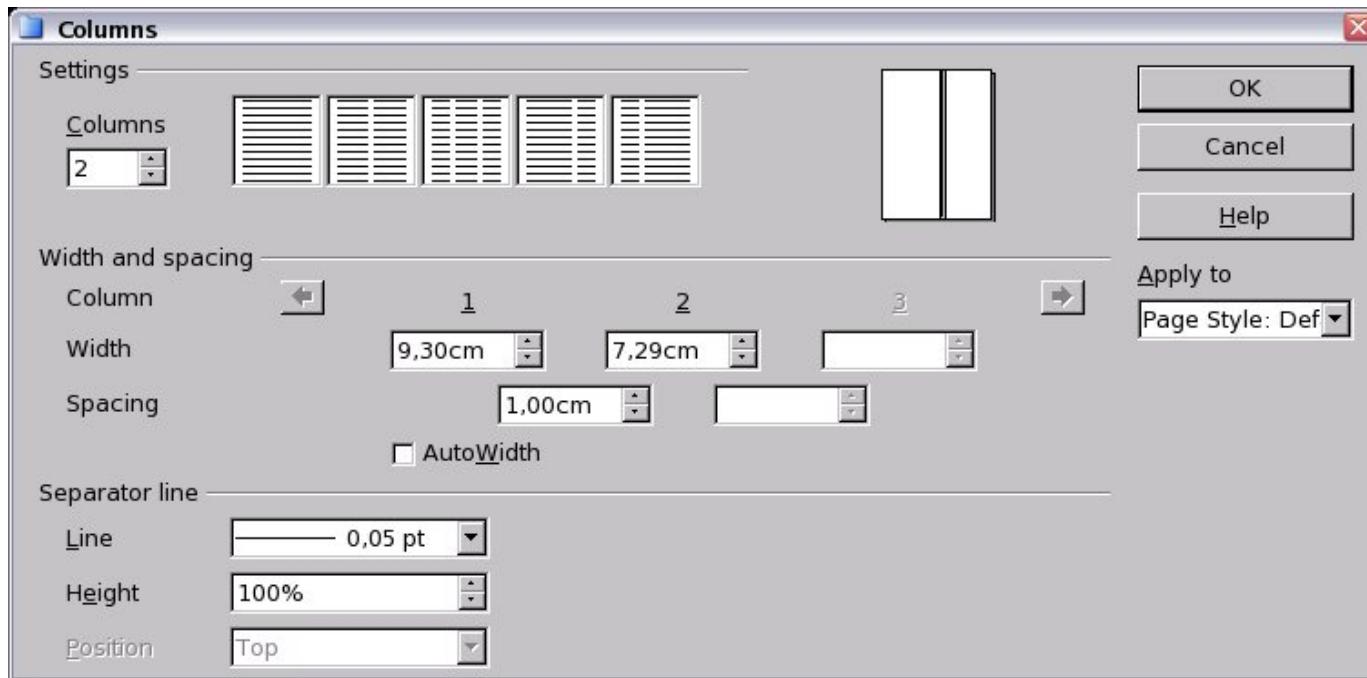
Here you can specify the number of the columns and the column layout for a page style.

Page Formatting
Columns

Two or more columns can be added.
Colums can be separated by a line or a customizable space.
You can also set manually each column width.

Page
Formatting
Change Margins
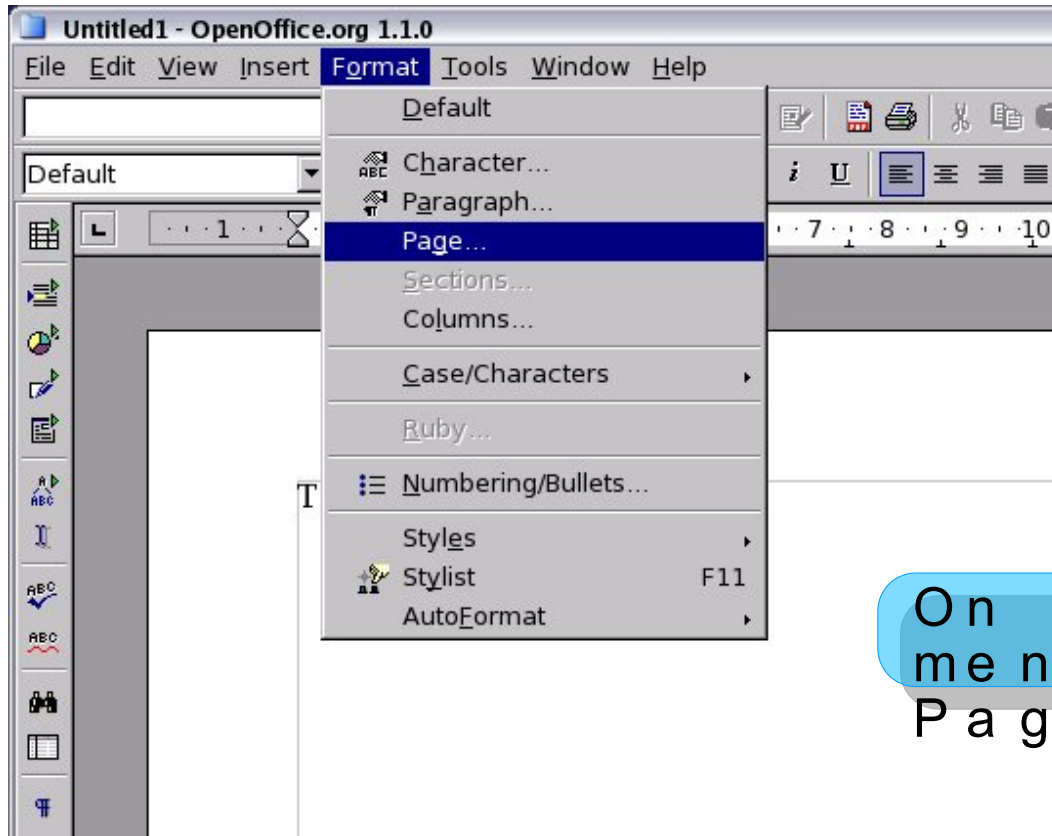
On the Format menu, select Page.

Page Formatting
Change Margins
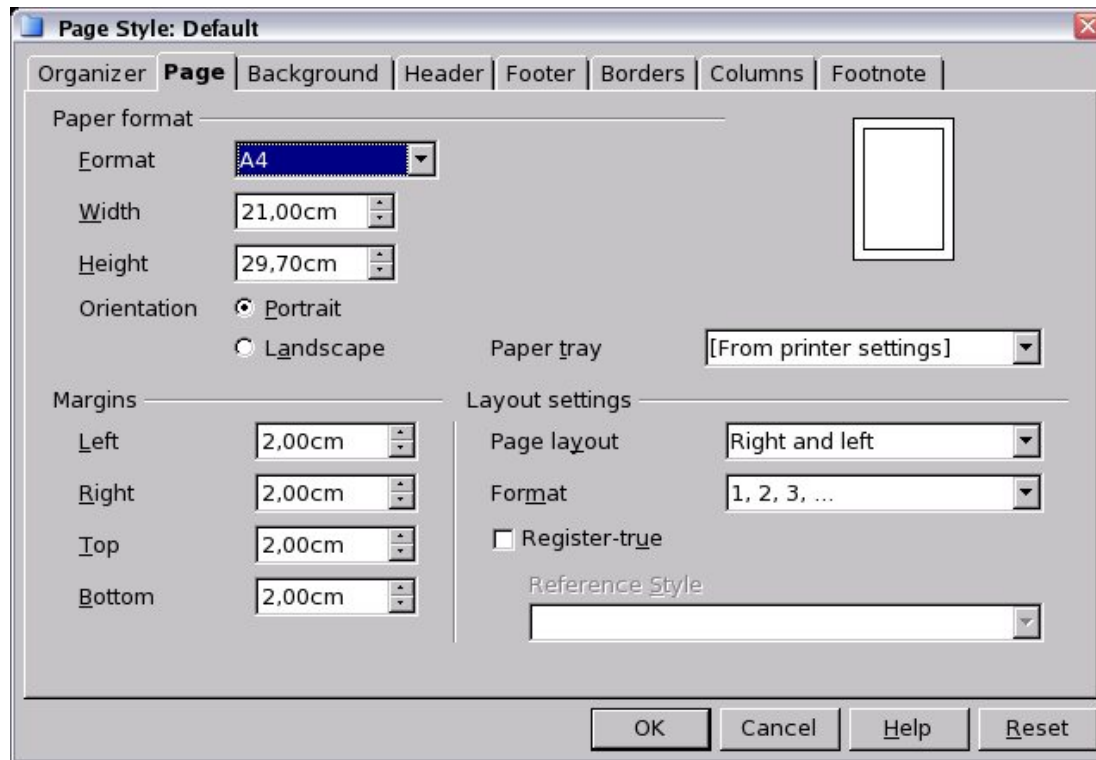
On the Page tab, under the Margins section, set the desired margins on top, bottom, left, and right by clicking on the up and down arrows.
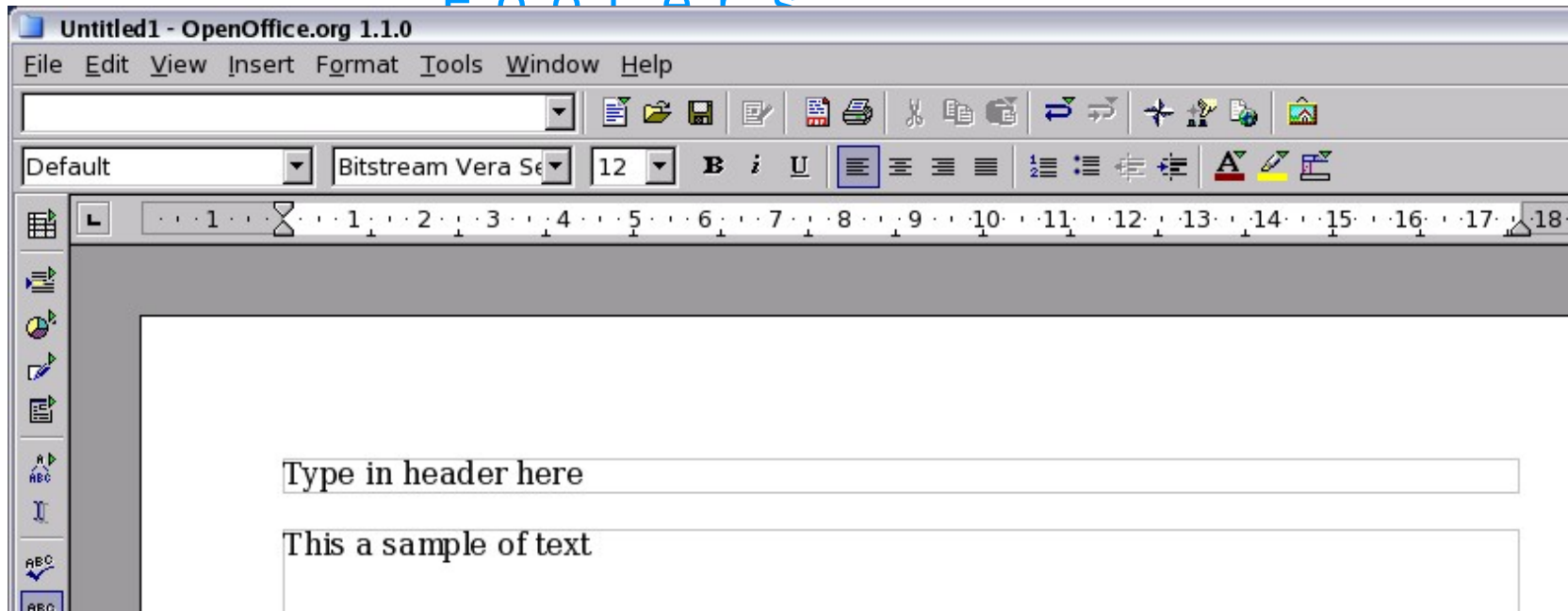
OpenOffice.org

Page Formatting
Headers & Footers
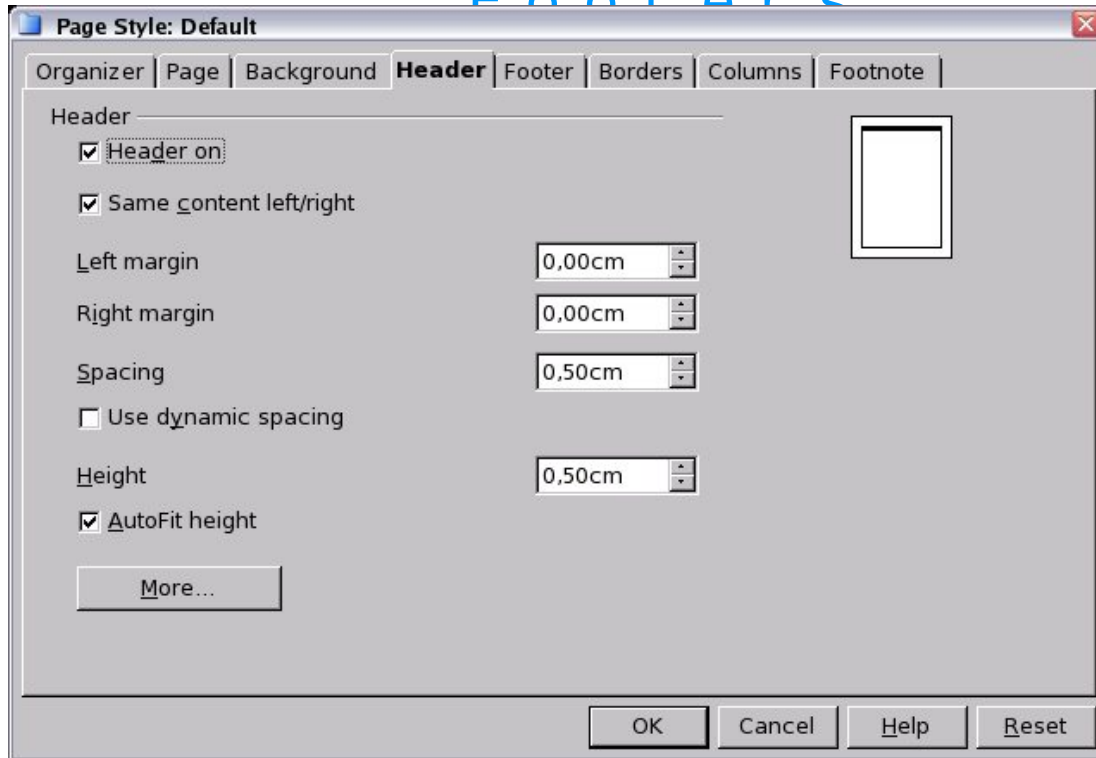
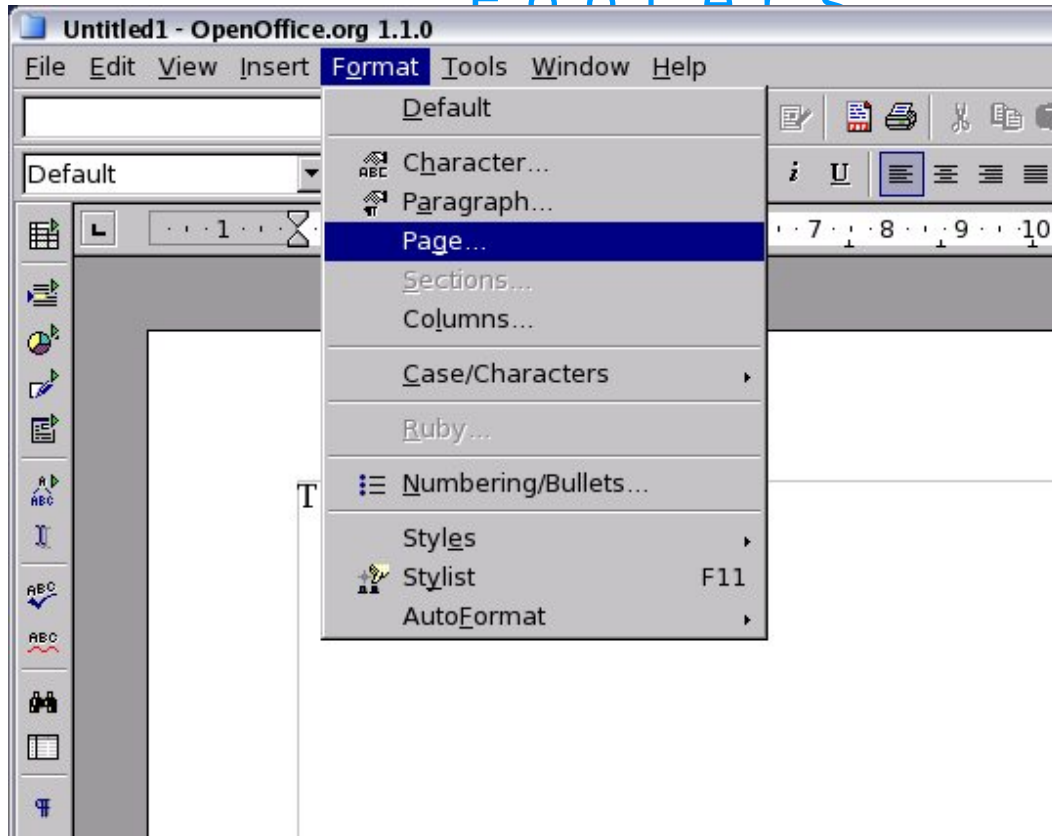To add a header at the top of the page, check the Header On box under the Header tab.

Click OK.

OpenOffice.org

Page Formatting
Headers & Footers

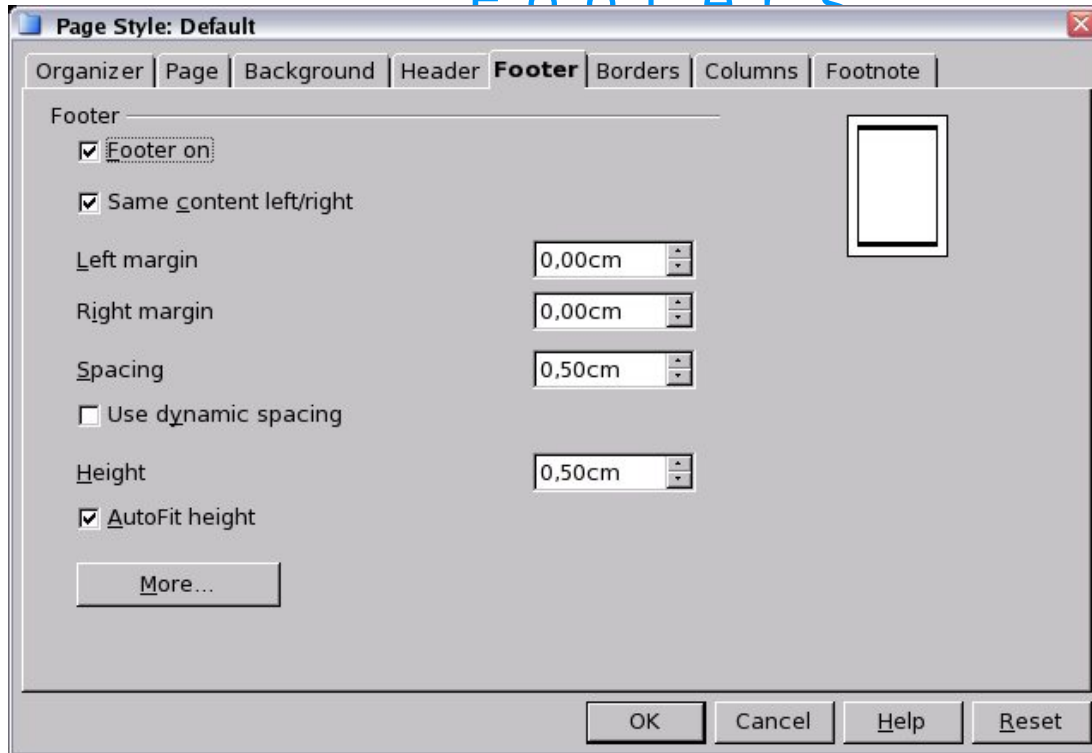Once the box appears, you can type in text and format as desired.

OpenOffice.org

Page Formatting

Headers & Footers

To add a footer at the bottom of the page return to the Page box under the Format menu.

Page Formatting
Headers & Footers
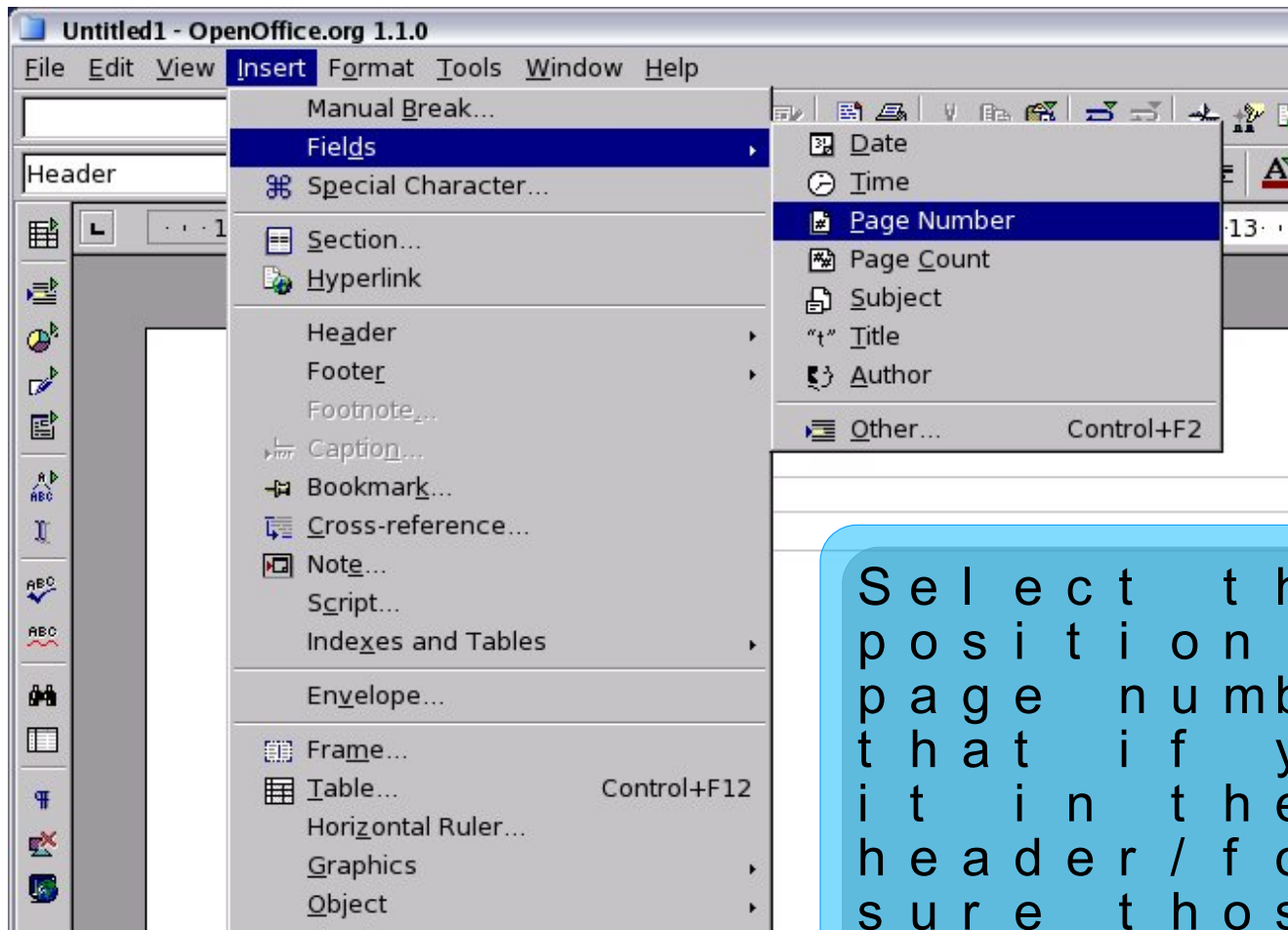

Check the Footer On box under the Footer tab.

Click OK.

Page Formatting
Headers & Footers

Type in footer here

Page 1 / 1   Default   100% INSRT STD HYP *

Once the box appears, you can type in text and format as desired.
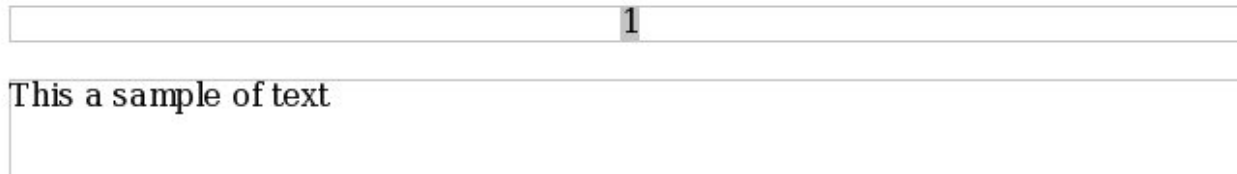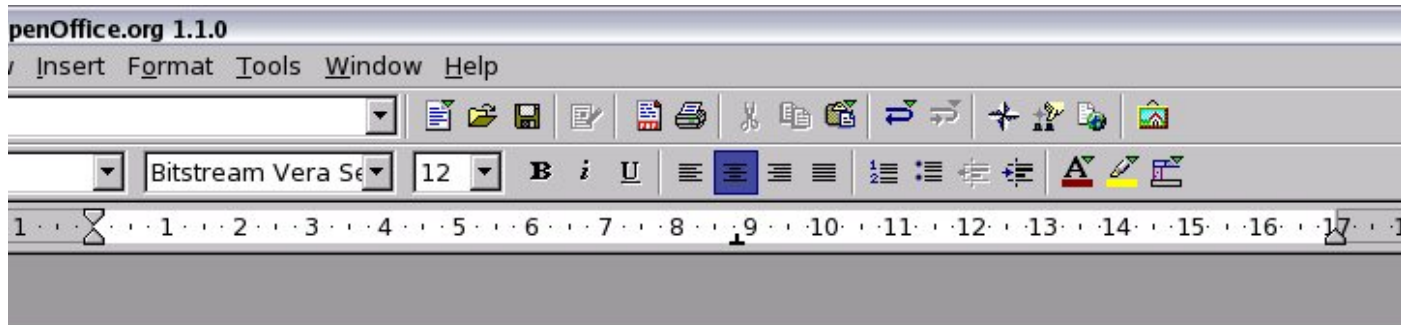
OpenOffice.org

Page Formatting
Page Numbers

Select the desired position of the page number. Note that if you want it in the header/footer, be sure those are checked on.
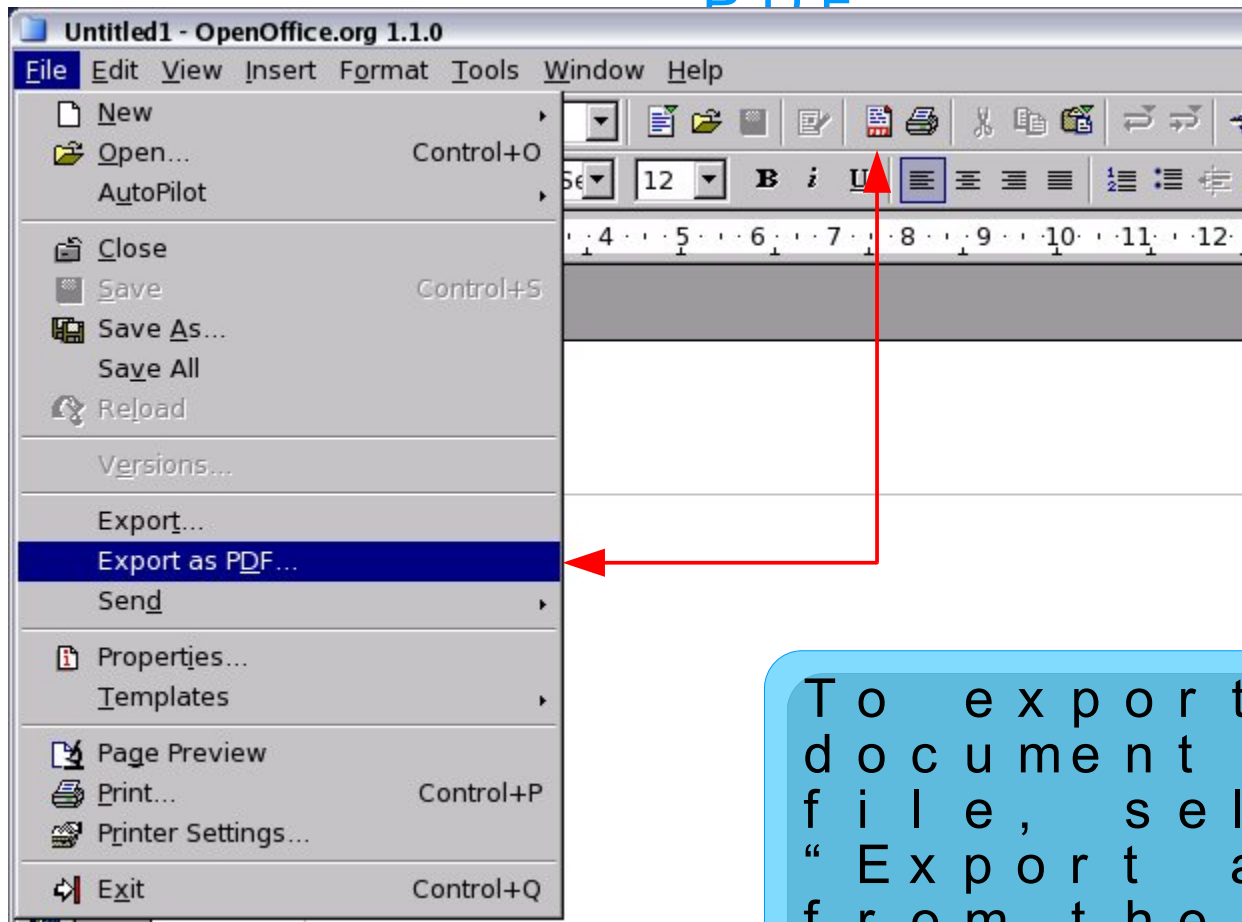
Once you have the desired position, on the Insert

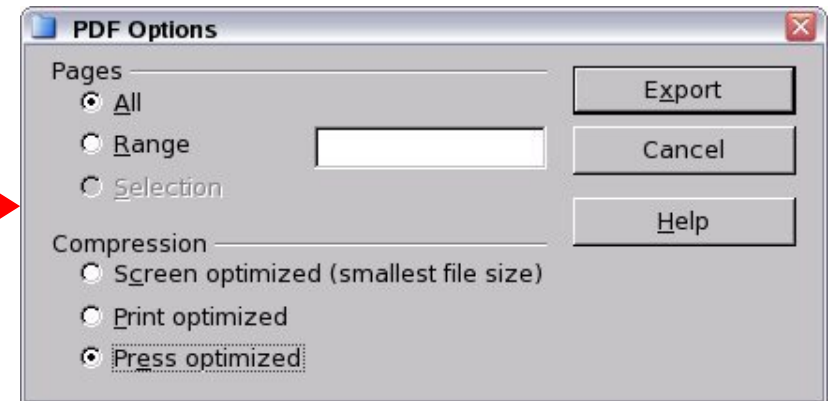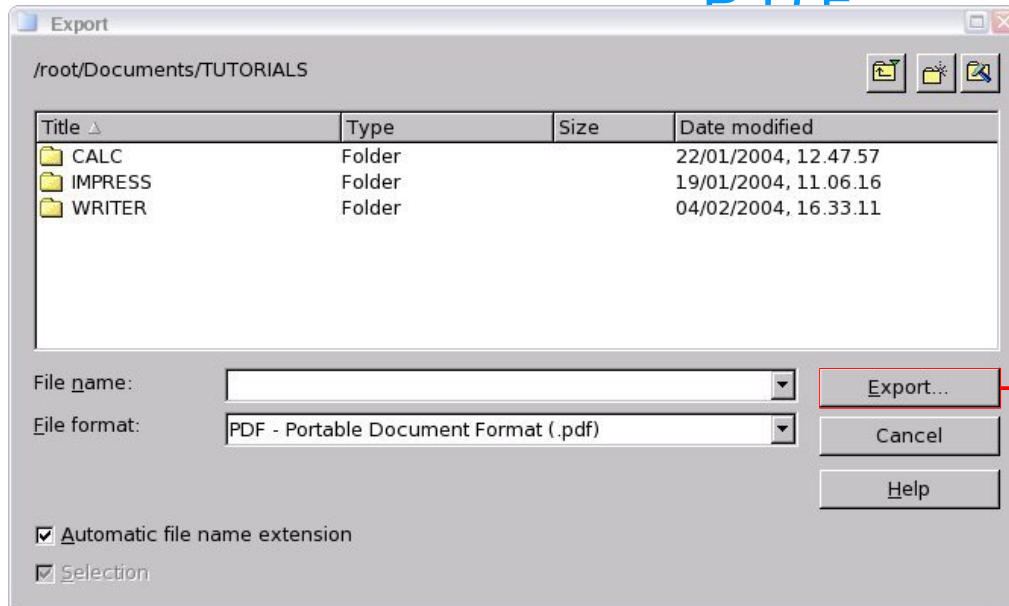**OpenOffice.org**

This a sample of text

Once you have the page number inserted, you can justify it by selecting it and clicking on the desired justification.

Page Formatting
Exporting as PDF

To export your document as a PDF file, select "Export as a PDF" from the File menu or click the appropriate button from the toolbar.
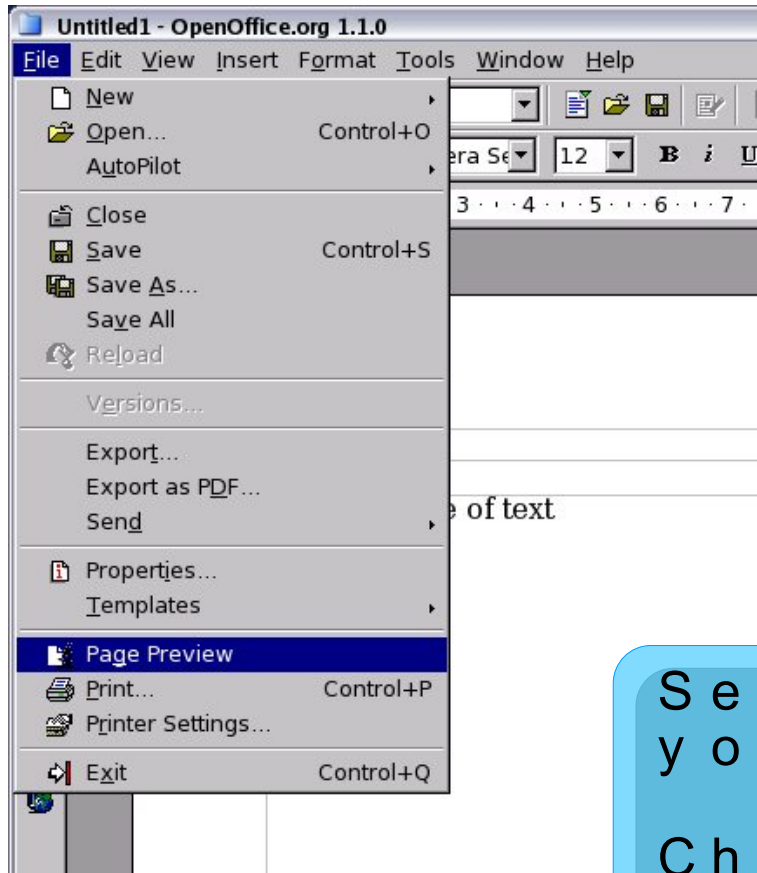
OpenOffice.org

Page Formatting
Exporting as PDF

Insert the file name and click on the Export button.
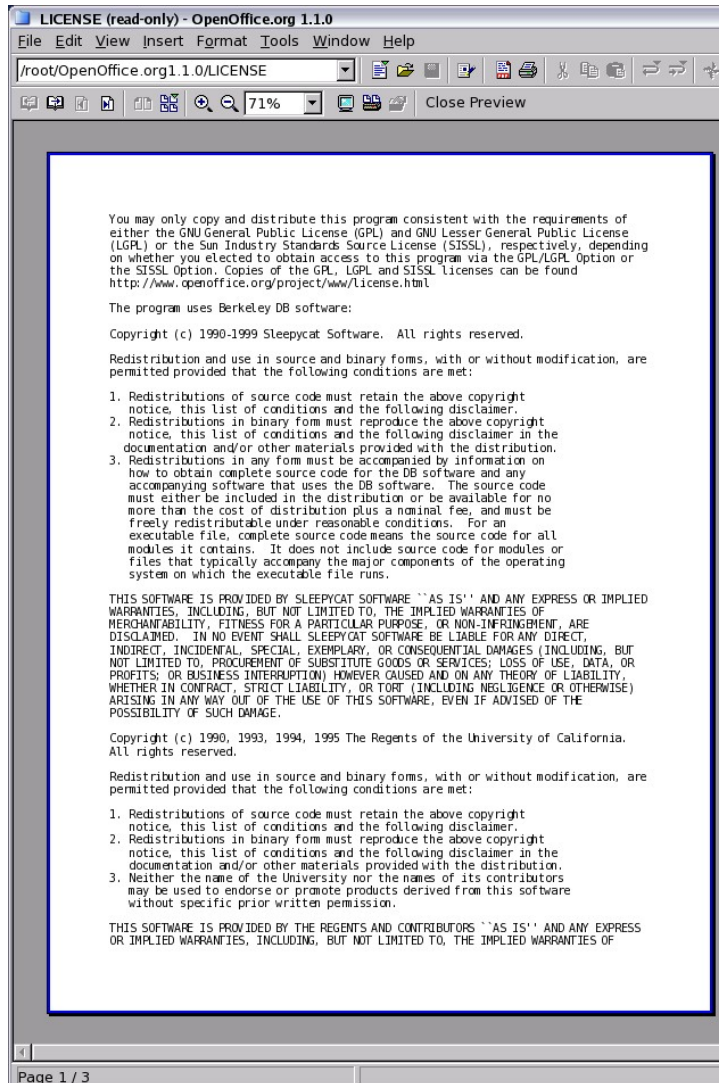In the next window you can choose the pages to export and the compression level.

Page
Formatting
Print Preview

Select the document you want to preview.

Choose File - Page Preview.

OpenOffic
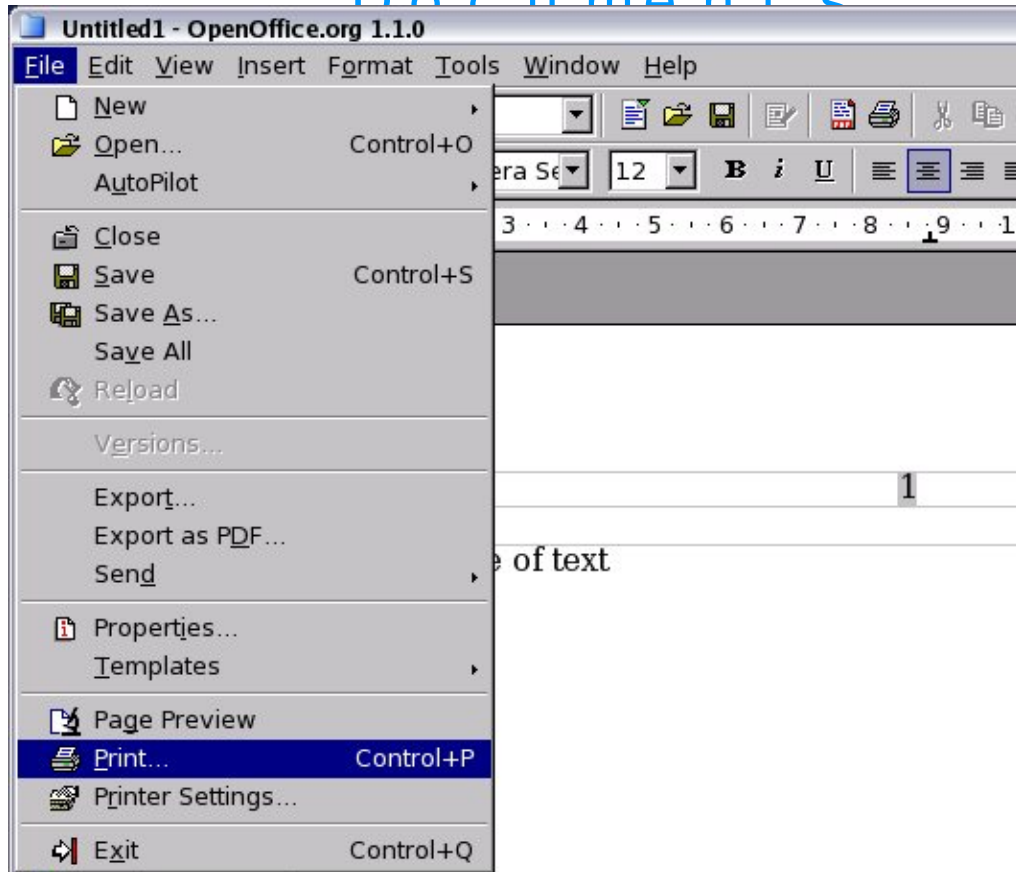**e** . **org**

Page Formatting
Print Preview

Use the icons on the object bar to zoom in or out.

Use the arrow keys or object bar icons to scroll through the pages of the document and check how they will appear in print.

OpenOffic e.org

P a g e F o r m a t t i n g
P r i n t i n g
D o c u m e n t s

Untitled1 - OpenOffice.org 1.1.0

File Edit View Insert Format Tools Window Help

New
Open...   Control+O
AutoPilot

Close
Save   Control+S
Save As...
Save All
Reload

Versions...

Export...
Export as PDF...
Send

Properties...
Templates

Page Preview
Print...   Control+P
Printer Settings...

Exit   Control+Q

e of text

1

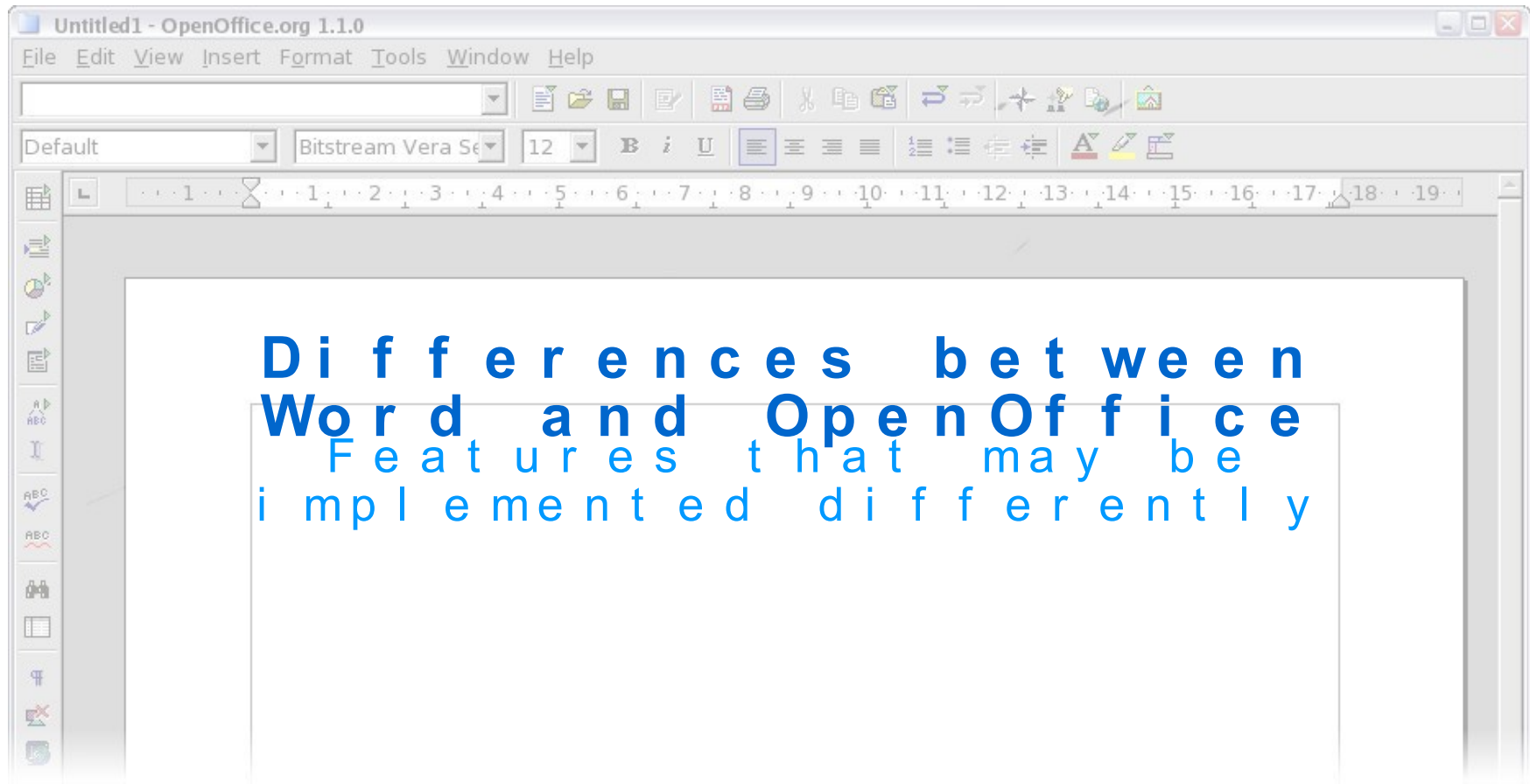There are
three ways
to print a
document:

◆ Using the
shortcut
keys, press
(Ctrl)(P).

◆ Click the
Print File
Directly
icon.

◆ Go to the
File Menu
and select
Print.

**OpenOffic
e.org**

Differences between Word and OpenOffice

Features that may be implemented differently

Some functionality are implemented differently between the two applications, and thus documents that require them may need additional processing after the import. For example:

- The macro language is similar but not identical. Thus, macros are imported and saved within the OpenOffice documents, but are not executable (due to differences between Visual Basic for Applications and StarBasic).
- Other functionalities that need attention:
  - AutoShapes
  - Revision Marks
  - OLE objects within the document
  - Form Fields and Controls
  - Indices
  - WordArt graphics

Differences between Word and OpenOffice

Features that may be implemented differently

Other differences:

- In bullet lists, Word interprets carriage returns at the end of the paragraph by adding a small spacing between paragraphs, while OpenOffice adds an additional bullet
- Font spacing (also called "font metrics") may be different between Word and OO; this leads to some difference in text placement and visual appearance. In many cases, this may be solved simply by selecting the affected text and reselecting the desired font and spacing.
- 3D graphic objects may render differently, and 3D objects generated inside OpenOffice are exported to Word as flat images
- The model used internally for tables is slightly different, and may generate some differences, especially in complex cases (like tables in tables)

OpenOffice.org