


OpenOffice.org

Writer



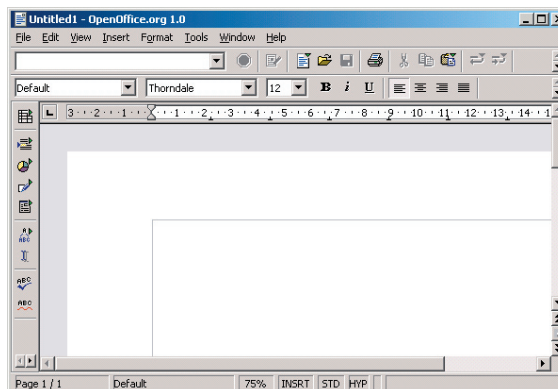
Plano Independent School District

HOW TO START THE PROGRAM

Start Menu	Shortcut
--Programs	
--OpenOffice.org 1.0	
--OpenOffice.org - Writer	

WORKING AREA

The working area is where you will type and add pictures.

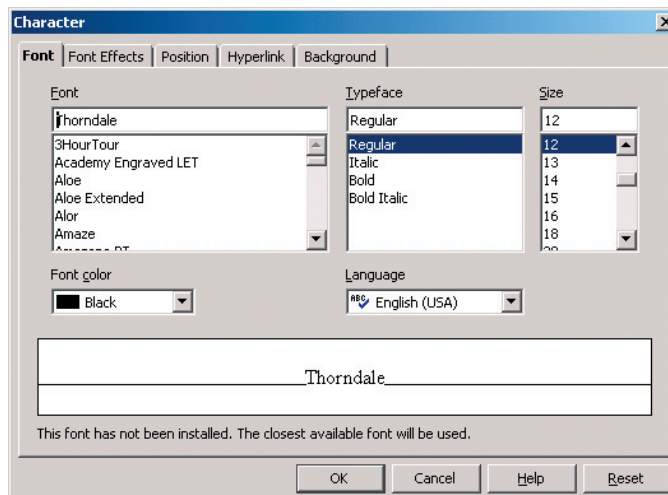


BEGINNING A DOCUMENT

Choosing a Font

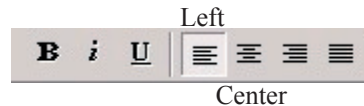
- Click **Format**, then click **Character**.

Font	Typeface	Size
For School Papers: • Times New Roman • Arial	Regular for paragraphs Bold for Headings	12 for paragraphs 14 for side headings 14 or higher for main headings
Font Color	Language	
• Black for school papers • Colors for fun	• English (USA) • Spanish (Mexico)	



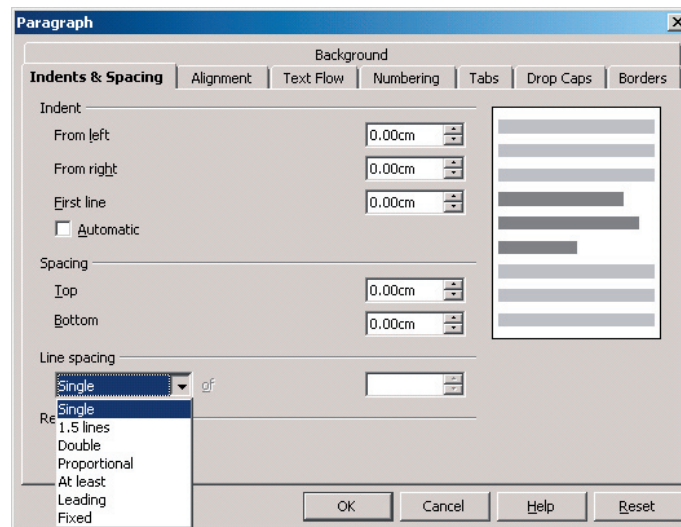
ALIGNMENT

- Left - for typing document
- Center - for titles



LINE SPACING

- To make your document double-spaced or single-spaced click on Format, then Paragraph.



SPELLING CHECK

- If you see a RED wavy line under a word, it is probably spelled wrong.
- To correct: Click on the misspelled word with RIGHT mouse button. Pick from the suggested words.
- To spell check the entire document, click on Tools and then Click on Spellcheck.

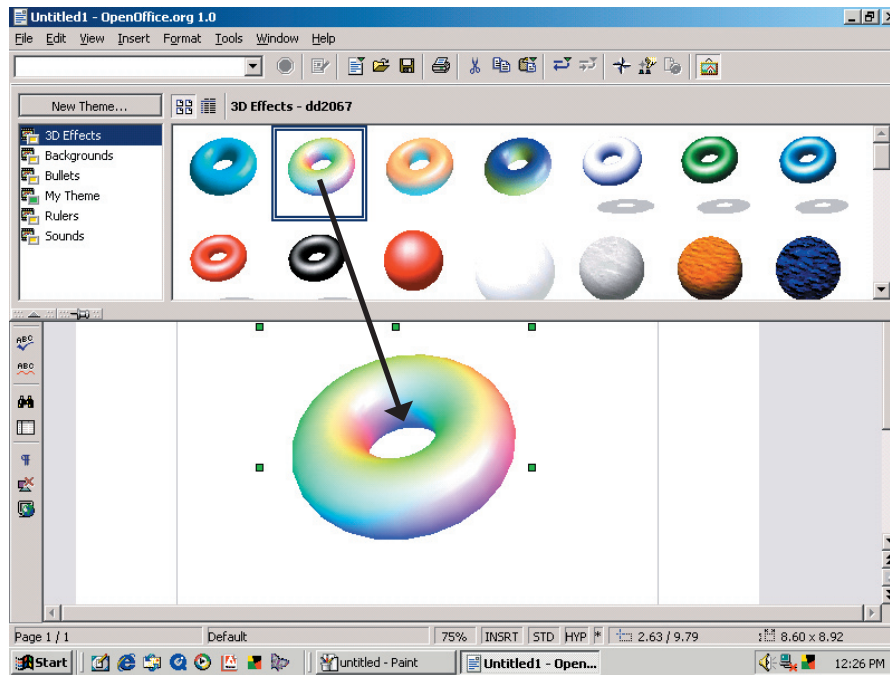
HIGHLIGHTING

- Click once (no highlight)
- Click two times (highlights one word)
- Click three times (highlights whole line)
- Click and drag (highlights certain parts)
- To highlight the whole document click on the Edit menu, then click on Select All.

INSERTING A CLIPART PICTURE

- Click on the Gallery Button to open (or close) the Clip Art Gallery.
- Select your picture (see picture on next page).





- Click and Drag the picture down to your document.
- To delete the picture: Click on it and hit the Delete key.
- To make the picture bigger or smaller: Click and pull the corners of the picture.

SAVING YOUR DOCUMENT TO A FLOPPY DISK

- Click **File**
- Click **Save As**
- Select **3½” Floppy (A:)**
- Type a name for your document in the space for **File name:**
- Click on **Save as type** and then click on Microsoft Word 97/2000/XP

