

OpenOffice.org 2.2 Writer Training Manual

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Table of contents

OpenOffice.org Writer
Creating and saving documents
Starting OpenOffice.org Writer
Getting introduced with menus and toolbars
Typing and editing documents
Correct spelling mistakes manually and with the autocorrect function
Giving a name to a document and saving it
Bringing in more toolbars from the View

Editing documents
Open existing documents and saving them in some other names
Cutting, copying and pasting fragments of texts within the document
Undoing and redoing changes
Inserting objects, pictures and contents from the files
Formatting text and paragraphs
Formatting text
Using the format painter

Previewing and printing documents
Exporting the document to PDF format
Previewing the document before sending to the printer
Changing page parameters before printing
Printing the complete document or just partially
Using OpenOffice.org Writer Help

OpenOffice.org Writer

Creating and Saving Documents

Starting OpenOffice.org Writer

OpenOffice.org Writer can be started or run in several ways. We show here just one method and that too concentrating on NepaLinux.

To start OpenOffice.org Writer in NepaLinux, you would need to do the following, Applications-> Office-> OpenOffice.org 2.2 Writer . This is shown in Pic.1. below.

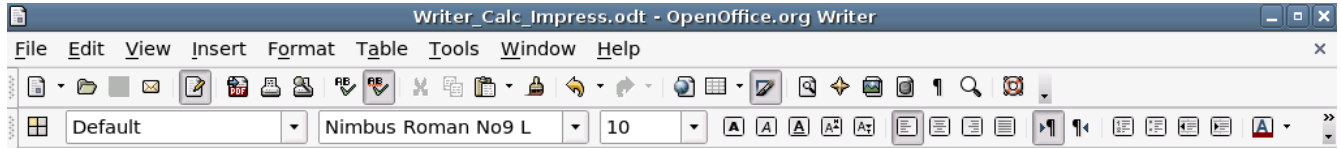


Pic. 1. Starting OpenOffice.org Writer in NepaLinux

Getting introduced with menus and toolbars

OpenOffice.org Writer like any other word processing application comes up with the main menu that is located at the top most part of the OpenOffice.org Writer window immediately below the file's title bar. Immediately that follows the main menu is the standard toolbar which contains the iconic buttons for "Creating a New File", "Opening a File", "Saving the

File" and so on. On the third line we have the formatting menu bar that basically has the formatting elements like changing the position (Left, Middle, Right, Justified alignment buttons for texts), selecting the fonts, font size, text indent, text color, highlight color and so on. The three menus are shown in Pic.2.



Pic.2. Menus and toolbars in OpenOffice.org Writer

Besides the standard toolbar, there is also the Drawing toolbar towards the bottom of the window, which is shown in Pic.3. In case, this is not seen in your OpenOffice.org Writer window, you would need to go to View->Toolbars in the main menu and check out Drawing.

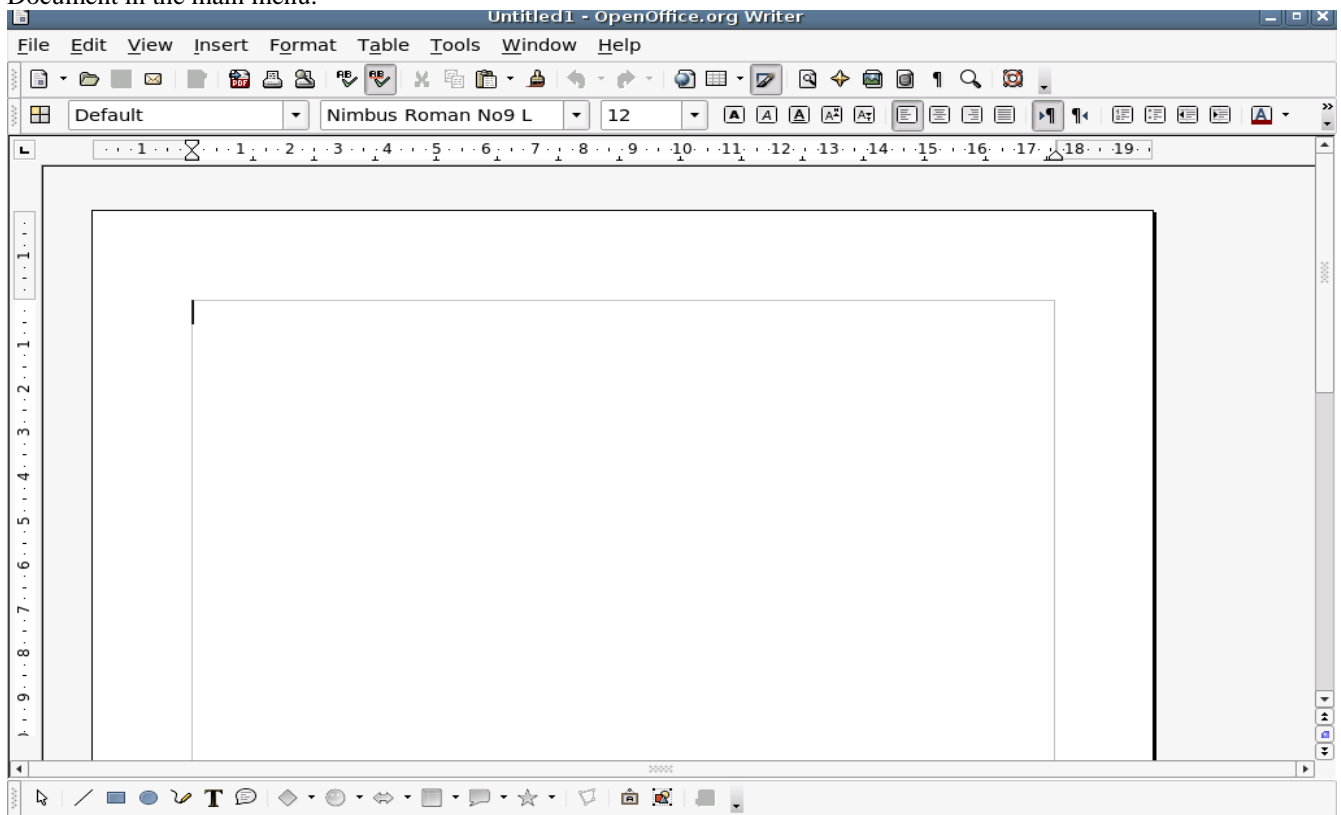


Pic.3. Drawing toolbar

The drawing toolbar is basically used to develop drawings within OpenOffice.org Writer documents.

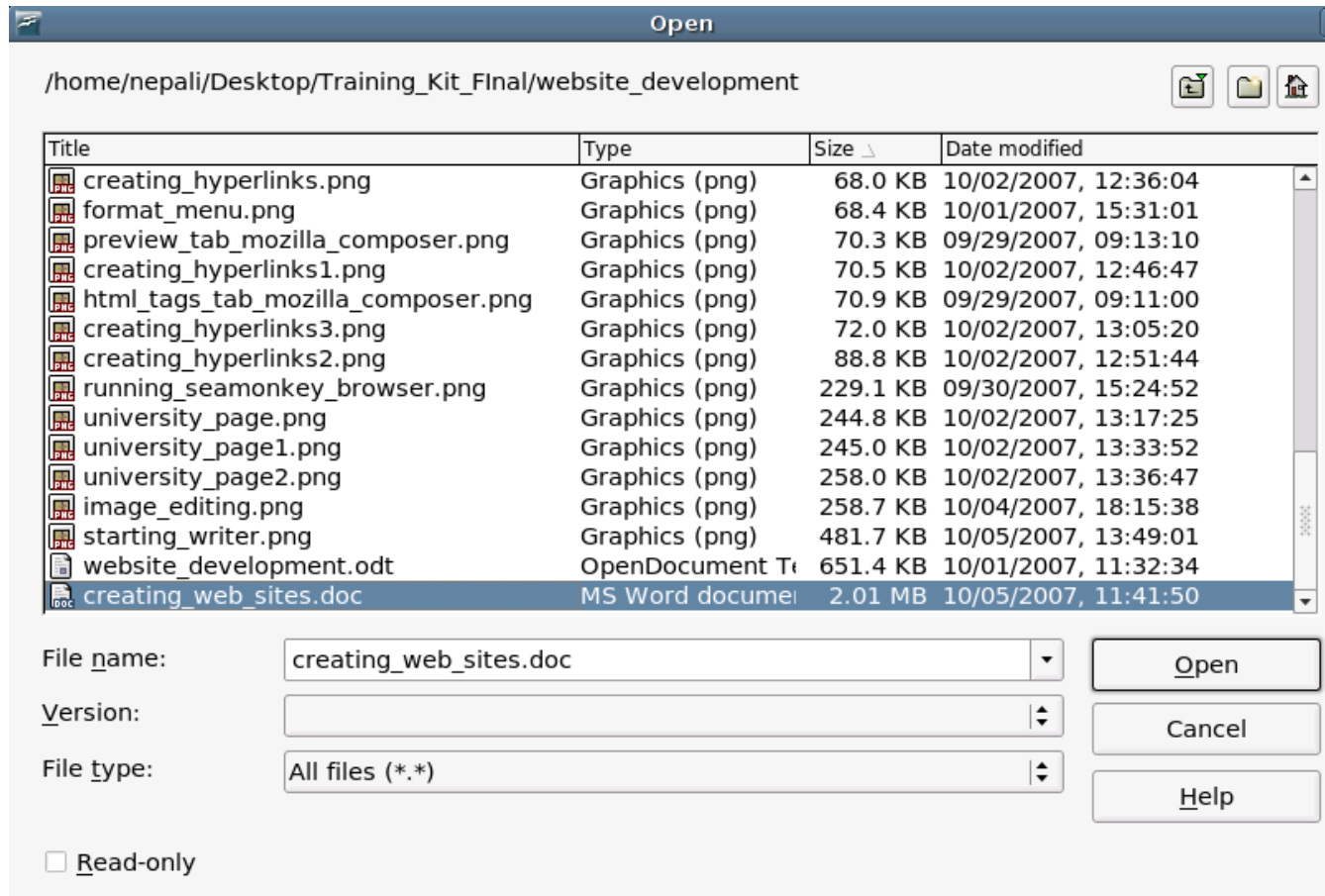
Typing and editing documents

The first time you run OpenOffice.org Writer, you are displayed a new or a blank page as shown in Pic.4. Alternatively, a blank page is displayed either by clicking on the "New" button from the standard tool bar or choosing File->New-> Text Document in the main menu.



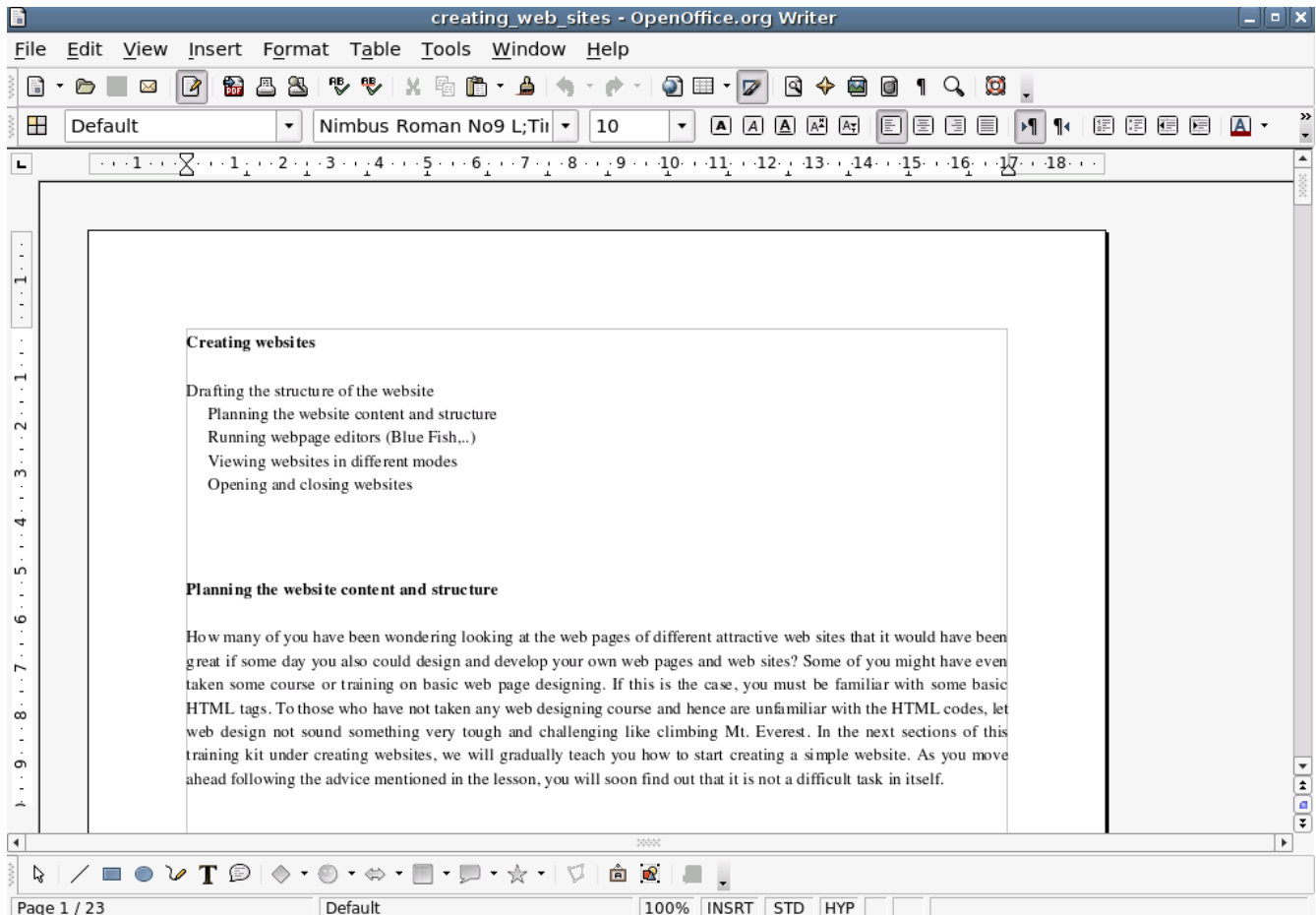
Pic. 4. A new blank page of OpenOffice.org writer

You may start typing from the point the cursor of your mouse is blinking. For instance, in the above picture, it is the black line that is seen on the left most end of the page. As far as editing documents is concerned, one would need to open an existing file. For this, you may either click on the "Open" button from the standard tool bar or choose File->Open... Once either of these actions are done, you would be displayed the "Open" dialog box as shown in Pic.5.



Pic. 5. Open dialog window for opening files

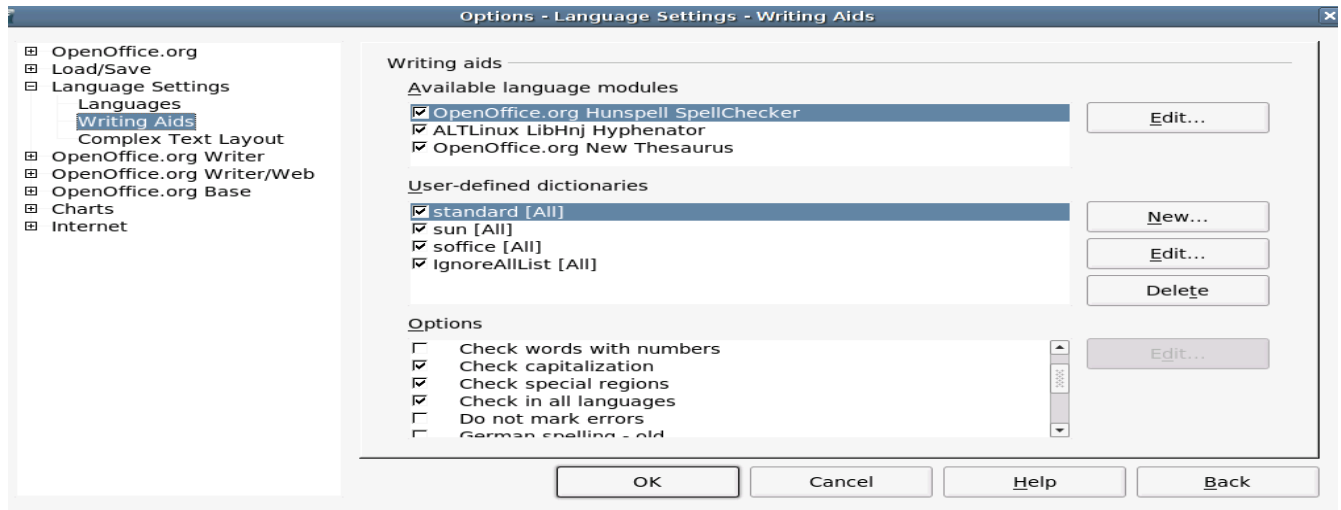
After selecting the required file and then clicking on the "Open" button, the file would be opened in the OpenOffice.org Writer window. This is shown in Pic.6.



Pic. 6. A file opened through OpenOffice.org Writer for editing

Correct spelling mistakes manually and with the AutoCorrect function

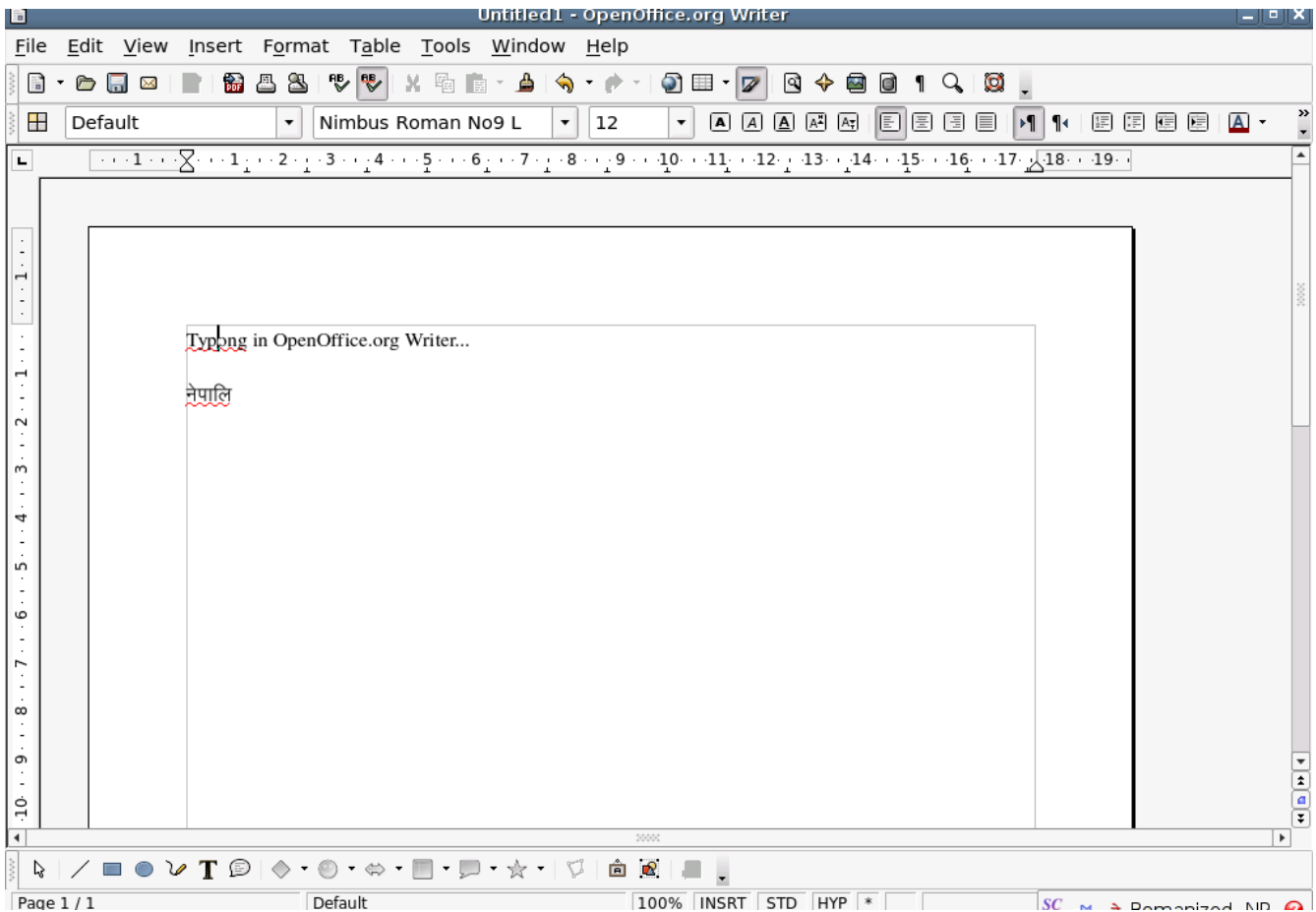
So that the auto spellcheck and autocorrect options are enabled for your language, you would need to go to Tools->Options in the main menu. As a result, the following dialog window is displayed as shown in Pic.7.



Pic.7. Options dialog window

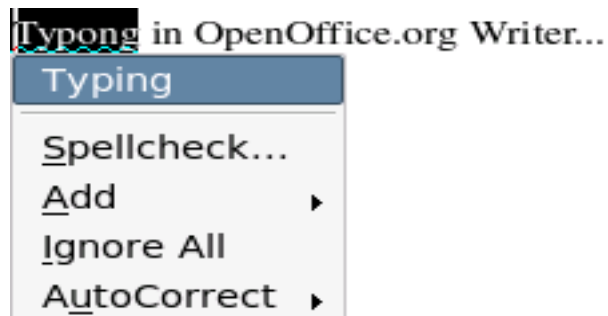
Here please expand the "Language Settings" node in the left hand side of the window and select "Writing Aids". On the options displayed on the right handside of the window, please make sure that you check the Option "Check in all languages". Then, only your system would be able to autocorrect the spelling mistakes in your document.

When you run OpenOffice.org Writer, it could be that the AutoSpellCheck is not enabled. To enable it, you would need to click on the "AutoSpellCheck" button in the standard toolbar. As you type, the words that have been typed incorrectly would be marked in red as shown in Pic.8.



Pic.8. Demonstration of AutoSpellCheck command

By simply, right clicking your mouse over the word would display a pop up menu with suggestions. You may select an appropriate suggestion from the suggestion list. This is shown in Pic.9.



Pic.9. Suggestion and other options for the incorrect word

As you see in Pic.9, you may opt to choose "Typing" as an appropriate suggestion or even add to the dictionary (standard.dic) the word if you are certain that the word that you have typed is correct. You may also opt to ignore all. This

option would ignore all the words of this particular spelling in the document so that the red marks are unmarked. You may also prefer to autocorrect the word with the suggestion put forward by OpenOffice.org Writer. In that case, if you happen to type "Typong" somewhere later in the document, it changes to "Typing" as soon as you have finished typing.

There is also a manually spellcheck option available for which first you disable the "AutoSpellCheck" button from the standard tool bar. In order to disable the "AutoSpellCheck" button, all you would need to do it is click on it.

Now say that you have typed the word "hitsa" and would like to manually spellcheck it. In that case, all you would need to do is focus the mouse cursor on the word and then click on the "SpellCheck" button on the standard toolbar. As a result, the following window is displayed as shown in Pic.10.



Pic. 10. Spellcheck window for manually spell checking a particular word

As in the previous case of of the popup menu with suggestions, here too, you can see a lot of options like "Ignore once", "Ignore All", "Add", "Change", "Change All", "Autocorrect", "Close" etc.

The designation of these several options have been discussed earlier.

The above discussion assumes that OpenOffice.org Writer has the required dictionaries and other files required for spell checking for your language.

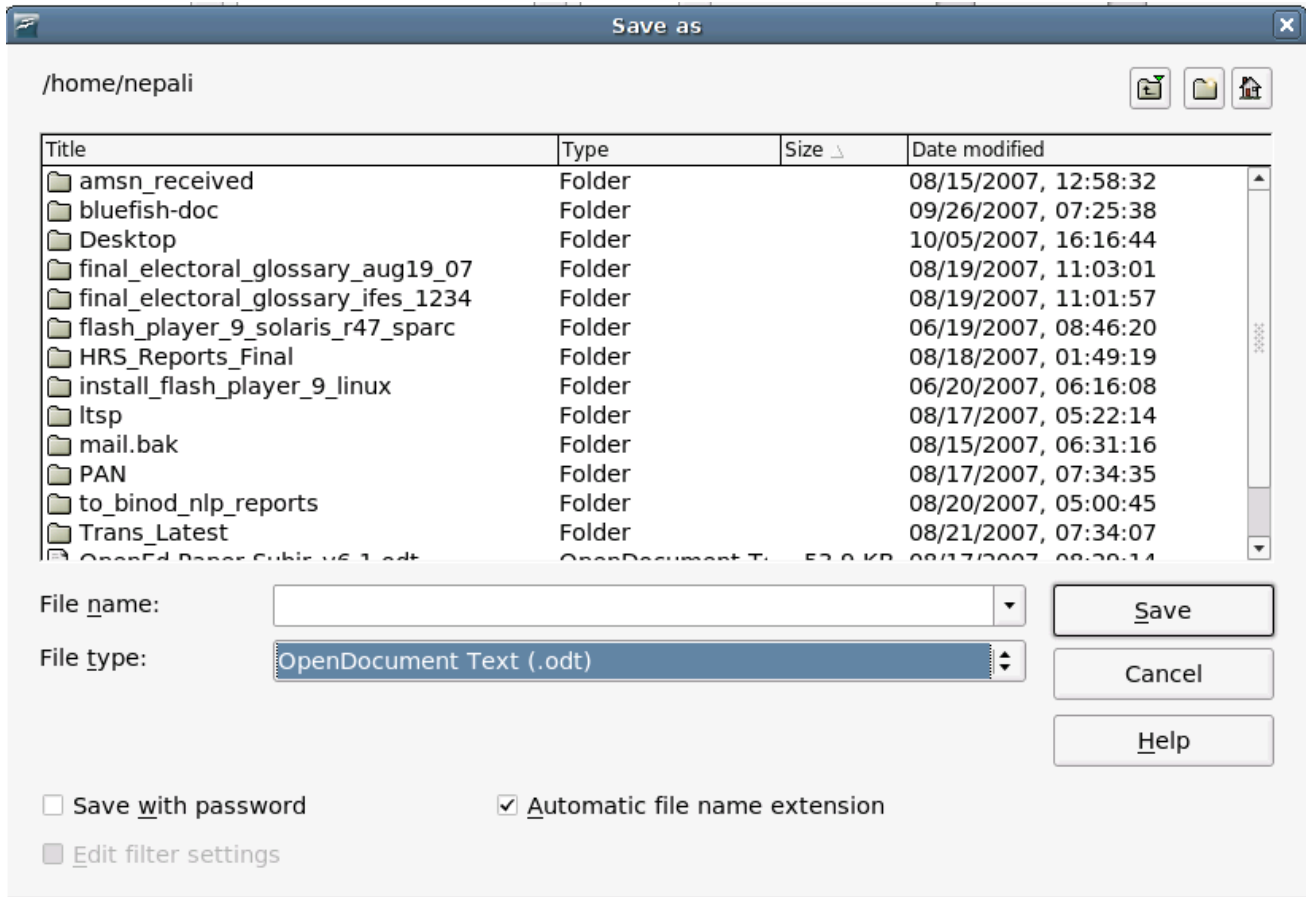
Giving a name to a document and saving it

There are several ways to save a particular document under some given name.

If you have just created a document and not yet saved it under a particular name, your file title bar would show "Untitled1 –

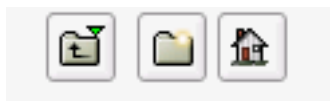
OpenOffice.org Writer" as shown in Pic.10.

To save this document, you may either go to File->Save As... or just click on the "Save" button in the standard toolbar. As a result of which you would be displayed the following window as shown in Pic.11.



Pic. 11. Save as dialog window

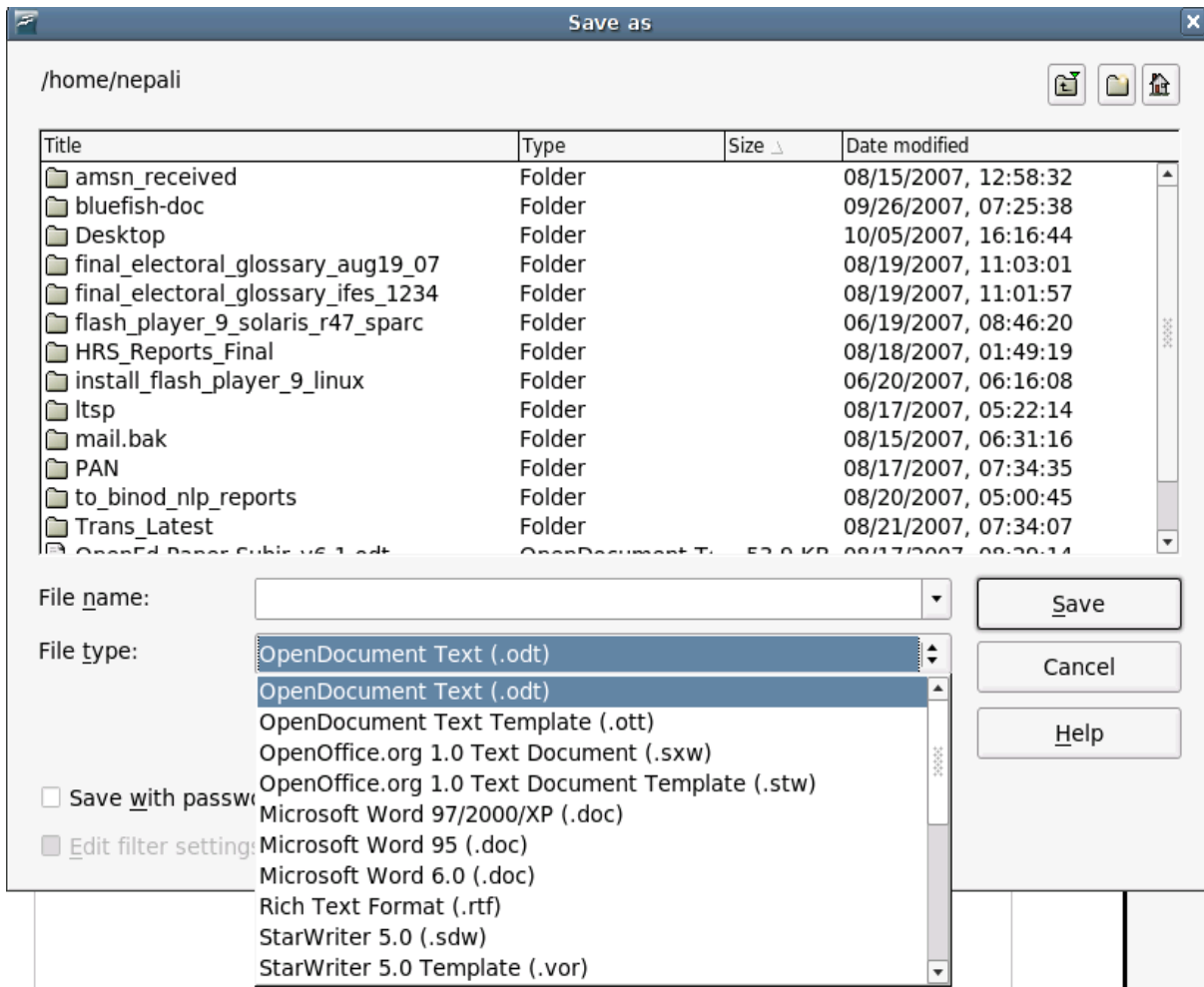
In the above window, if you notice to the upper right corner, you will see three iconic buttons. These are respectively, "Up one level", "Create New Directory" and "Default Directory" and is shown in Pic.13.



Pic. 13. Iconic buttons for determining the file location

You may navigate to the right folder or directory with the help of these buttons for saving the file.

Next, you would need to give a proper name to the file in the File name text box. Besides, you would need to specify the file type of the document being saved. If you click on the combo box for File type, you will see a number of options as shown in Pic.14.

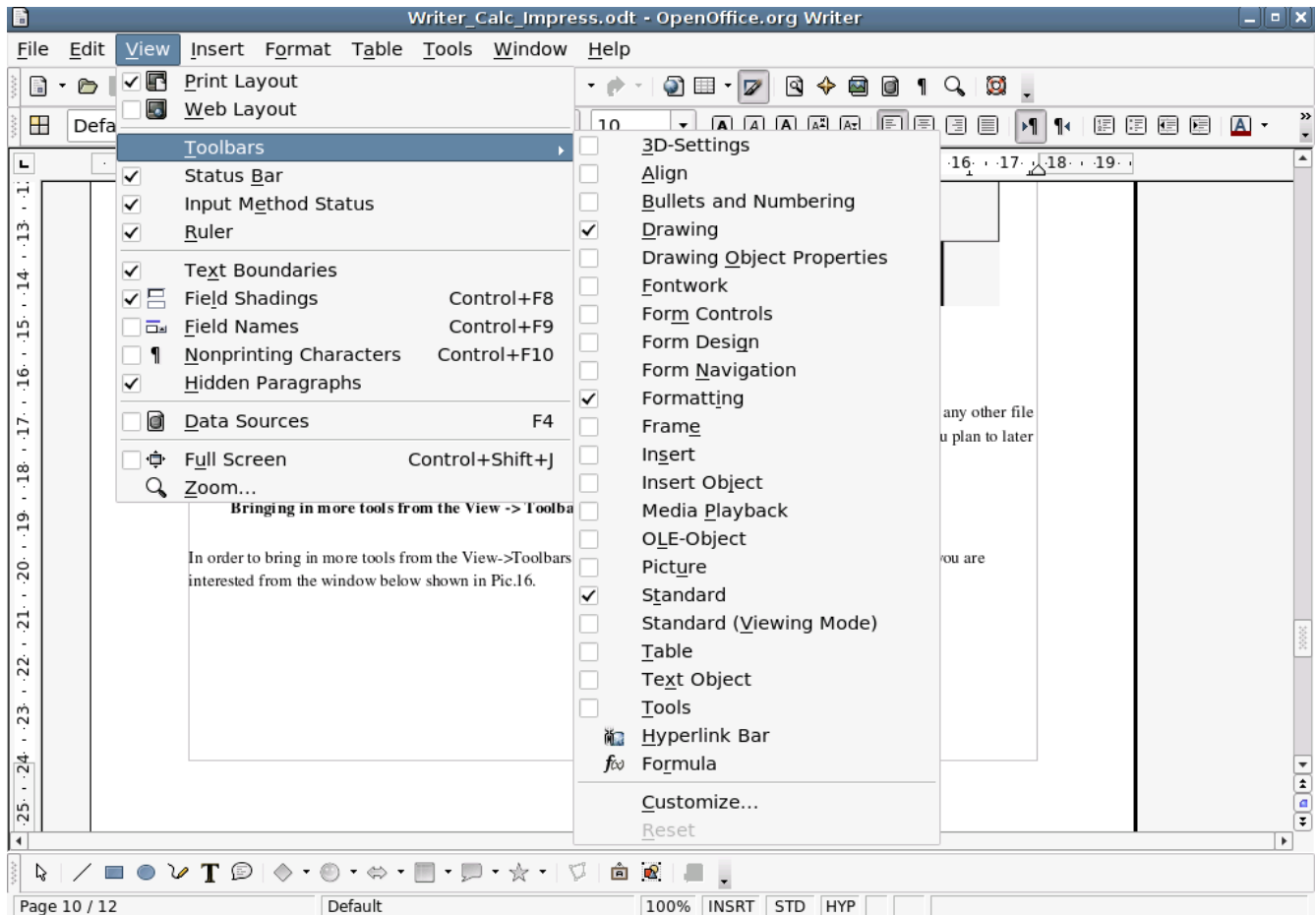


Pic.14. File type variants

By default, OpenOffice.org Writer saves documents in OpenDocument Text(.odt) format. But you may choose any other file type as well. However, you are advised to save your documents under Microsoft Word 97/2000/XP (.doc) if you plan to later open and make changes in the Windows platform.

Bringing in more tools from the View -> Toolbars menu

In order to bring in more tools from the View->Toolbars menu, you would need to check out all the tools that you are interested from the window below shown in Pic.15.



Pic. 15. Adding more tools from the View->Toolbars

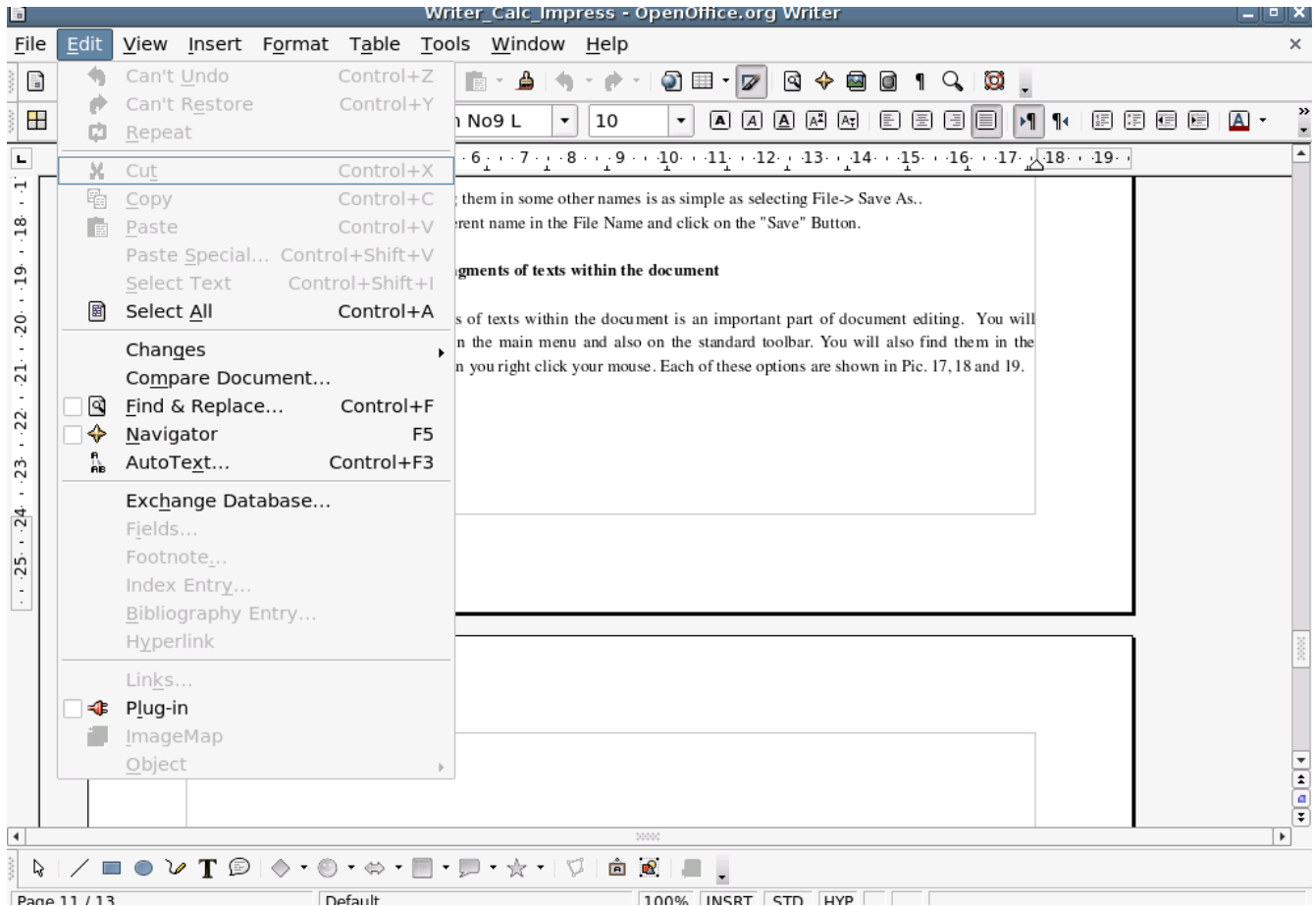
Editing Documents

Opening existing documents and saving them in some other names

Opening existing documents and saving them in some other names is as simple as selecting File-> Save As.. In the Save As.. window, put some different name in the File Name and click on the "Save" Button.

Cutting, copying and pasting fragments of texts within the document

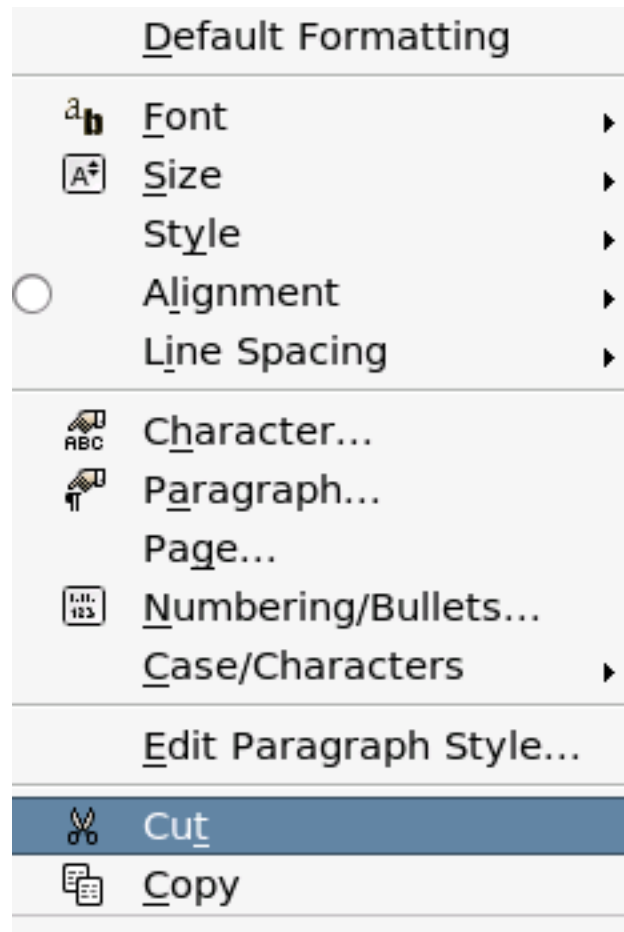
Cutting, copying and pasting fragments of texts within the document is an important part of document editing. You will find these tools under the Edit menu in the main menu and also on the standard toolbar. You will also find them in the contextual popup menu that comes when you right click your mouse. Each of these options are shown in Pic. 16, 17 and 18.



Pic. 16. Cut, copy and paste submenus under main menu Edit

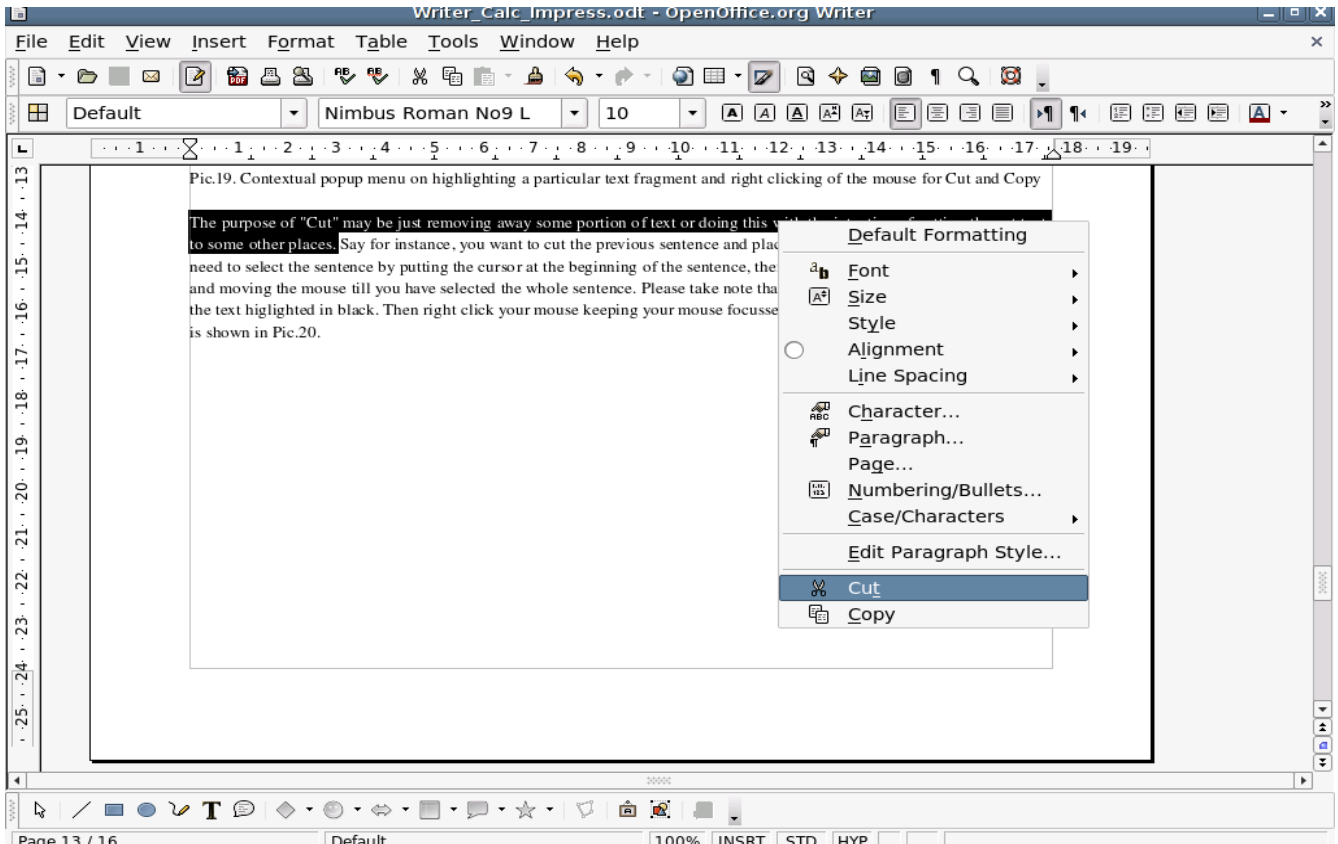


Pic.17. Cut, copy and paste buttons in between AutoSpellCheck and Format Paint Brush options



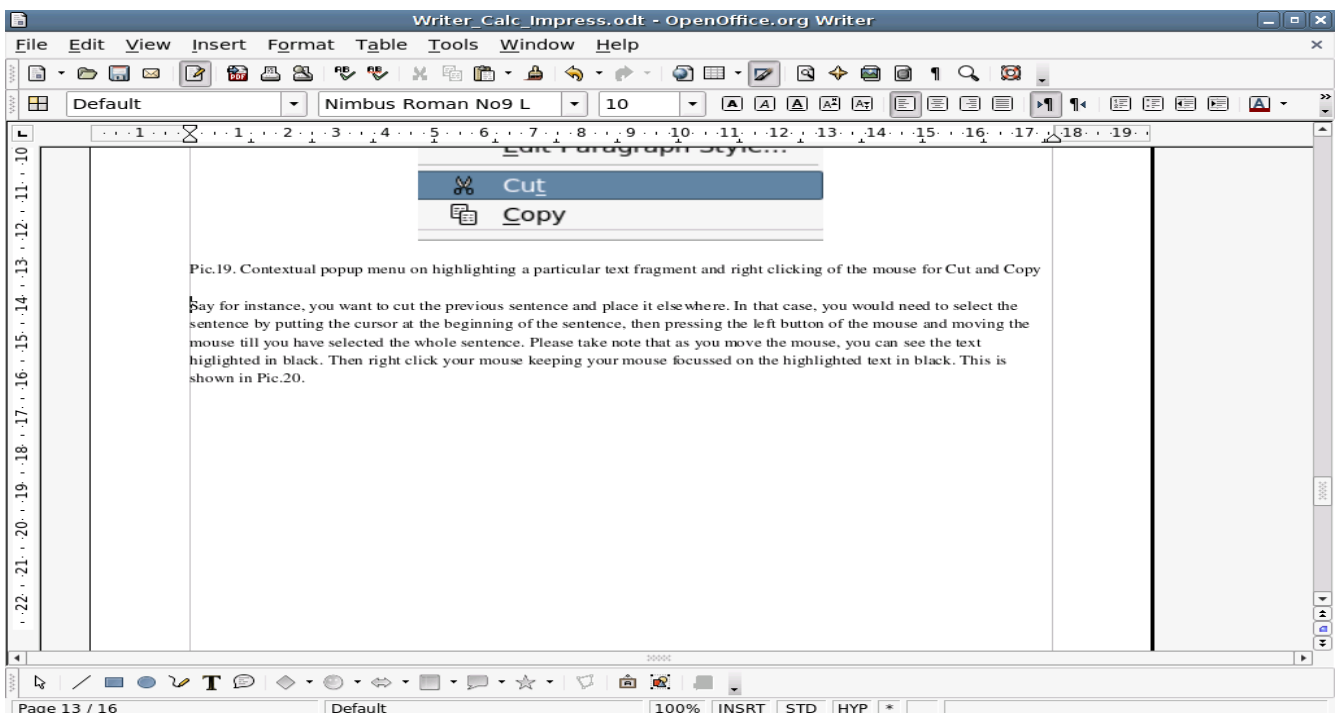
Pic.18. Contextual popup menu on highlighting a particular text fragment and right clicking of the mouse for Cut and Copy

Say for instance, you want to cut the previous sentence and place it elsewhere. In that case, you would need to select the sentence by putting the cursor at the beginning of the sentence, then pressing the left button of the mouse and moving the mouse till you have selected the whole sentence. Please take note that as you move the mouse, you can see the text highlighted in black. Then right click your mouse keeping your mouse focussed on the highlighted text in black. This is shown in Pic.19.



Pic. 19. The selection of text for being cut with the contextual popup menu being displayed.

If you then select Cut, the highlighted text would be removed as shown in Pic. 20.

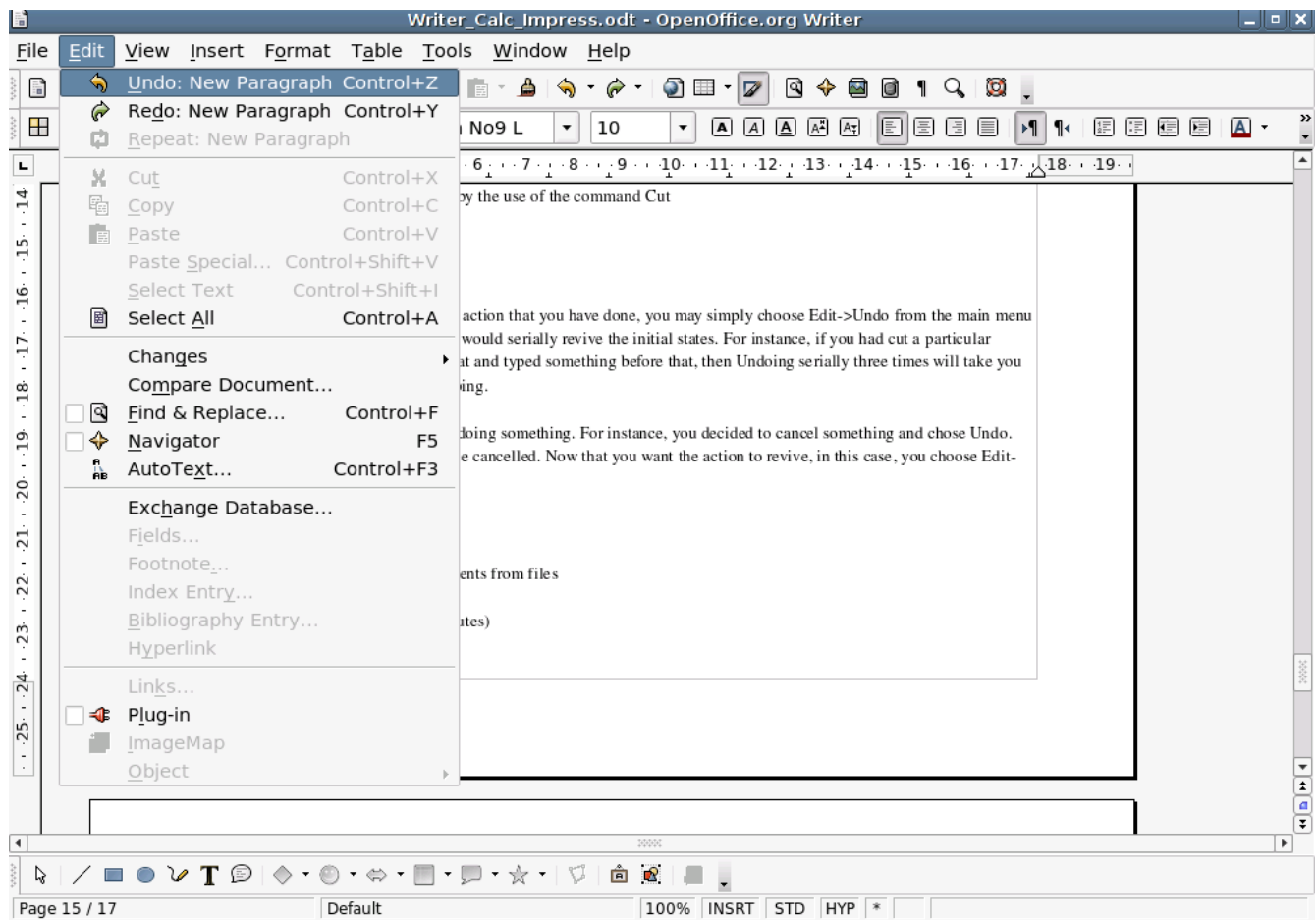


Pic. 20. Removal of the highlighted text by the use of the command Cut

Undoing and redoing changes

If you would need to cancel a particular action that you have done, you may simply choose Edit->Undo from the main menu or press Ctrl+Z. Selecting several times would serially revive the initial states. For instance, if you had cut a particular fragment of text, entered right before that and typed something before that, then Undoing serially three times will take you back to point where you were before typing.

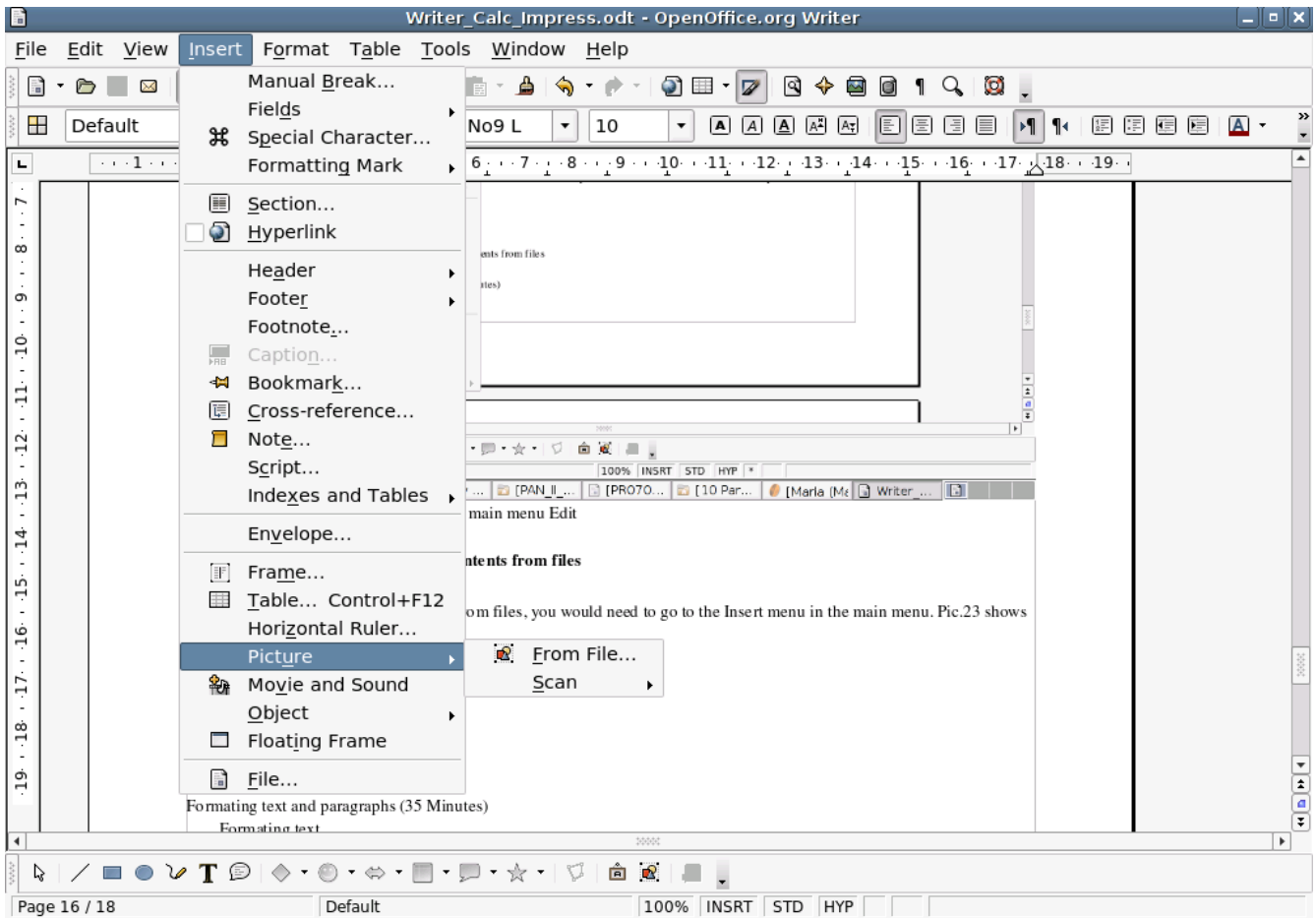
Redoing something is the reverse of Undoing something. For instance, you decided to cancel something and chose Undo. Obviously your previous action would be cancelled. Now that you want the action to revive, in this case, you choose Edit->Redo



Pic. 21. Undo and Redo submenus under main menu Edit

Inserting objects, pictures and contents from files

To insert objects, pictures and contents from files, you would need to go to the Insert menu in the main menu. Pic.22 shows the submenus under the Insert menu.

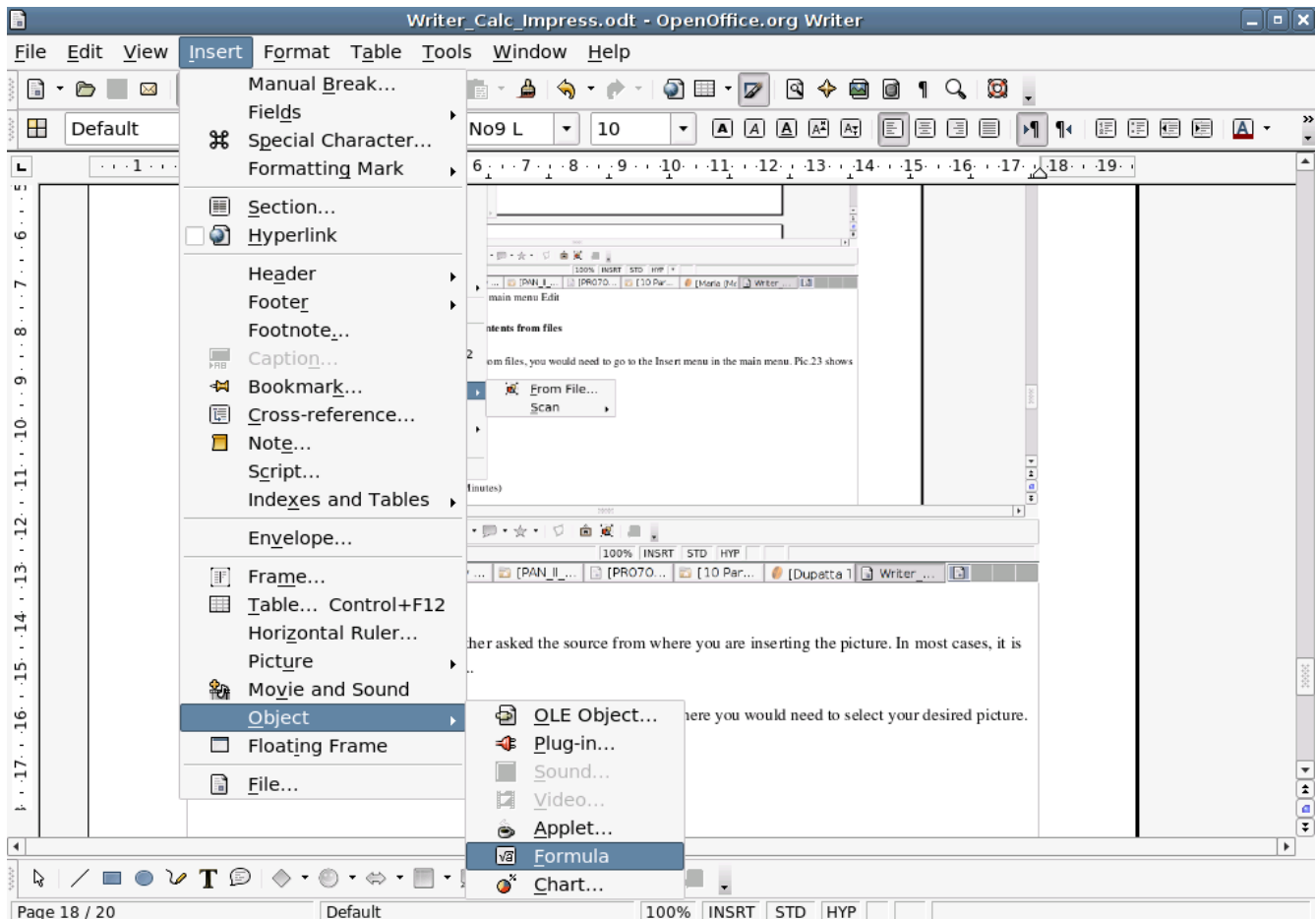


Pic.22. Submenus under the Insert menu

As you choose Picture, you would be further asked the source from where you are inserting the picture. In most cases, it is from the files, so please select From File..

You would be led to the standard "Insert Picture" dialog window from where you would need to select your desired picture.

All the pictures inserted in this document have been done this way, For inserting objects like formula, chart, applets etc., you would need to select Object submenu under the Insert menu. The Object submenu and its options are shown in Pic.23.



Pic. 23. Object submenu under Insert menu

Once you click Formula, you will see an outlined dotted box appearing in your page. This is the place where you will have the formula displayed. Besides, you will also be displayed the formula editing page and the set of formulae displayed in the Selection bar. A picture of all of these is displayed in Pic.25.

Pic. 23. Inserting Formula as an object.

Formatting text and paragraphs

Formatting text and paragraph carries a very wide meaning. The activity ranges from text alignment, i.e positioning the text to the left, right, middle and justified) to making the text bold, underlined or italicized. Changing the text color or the highlight color also fall under formatting. These are just a few details about the formatting activity.

Formatting text

In order to format a text, the formatting toolbar is available in the third pane of the menu bars. This can be seen in Pic.3. As you can see the format menu bar has a combo box with a collection of different font names. To its side, you can see the font size. Selecting the text and applying a particular font and font size, you can see the formatting effects. Besides, clicking on the Bold, Italic and Underlined Buttons, you will have the corresponding effects in the selected text. If you want to select the complete text in the document, you would need to choose Edit->Select All or press Ctrl+A. The effects of selecting the Bold, Italics and Underline Button for a particular text is shown below.

YOU CLICKED THE BOLD BUTTON.
YOU CLICKED THE ITALIC BUTTON.

YOU CLICKED THE UNDERLINE BUTTON.

Beside the Underline Button, you will find two useful buttons for entering simple indices and power numbers. For instance with the Superscript button, you may express powered numbers whereas with the help of the Subscript, you can express indices. This is shown below.

Use of Superscript – x^2

Use of Subscript – x_2

The four forms of text and paragraph alignment is also shown below:

Applying left align

I still remember my first salary. It was a huge sum, it was hard-earned, it was much awaited, it was mine! Till the time I lay my hands on the money, I thought I was the most wise person with money. Extravagance was not my cup of tea. When I was a child, I'd tell my mom that I'm going to use half of my salary on charity. When she'd remind me that I could very well use my pocket money to do so, I'd brush it off saying it is not enough. Both of us waited for my first pay. And again, it is not enough!

Applying centered align

I still remember my first salary. It was a huge sum, it was hard-earned, it was much awaited, it was mine! Till the time I lay my hands on the money, I thought I was the most wise person with money. Extravagance was not my cup of tea. When I was a child, I'd tell my mom that I'm going to use half of my salary on charity. When she'd remind me that I could very well use my pocket money to do so, I'd brush it off saying it is not enough. Both of us waited for my first pay. And again, it is not enough!

Applying Align Right

I still remember my first salary. It was a huge sum, it was hard-earned, it was much awaited, it was mine! Till the time I lay my hands on the money, I thought I was the most wise person with money. Extravagance was not my cup of tea. When I was a child, I'd tell my mom that I'm going to use half of my salary on charity. When she'd remind me that I could very well use my pocket money to do so, I'd brush it off saying it is not enough. Both of us waited for my first pay. And again, it is not enough!

Applying Justified

I still remember my first salary. It was a huge sum, it was hard-earned, it was much awaited, it was mine! Till the time I lay

my hands on the money, I thought I was the most wise person with money. Extravagance was not my cup of tea. When I was a child, I'd tell my mom that I'm going to use half of my salary on charity. When she'd remind me that I could very well use my pocket money to do so, I'd brush it off saying it is not enough. Both of us waited for my first pay. And again, it is not enough!

Increasing and decreasing indent of text

If you want to increase or decrease the starting point of a particular text, you may use the Increase Indent and Decrease Indent.

The initial position before applying indent.

I still remember my first salary. It was a huge sum, it was hard-earned, it was much awaited, it was mine! Till the time I lay my hands on the money, I thought I was the most wise person with money. Extravagance was not my cup of tea. When I was a child, I'd tell my mom that I'm going to use half of my salary on charity. When she'd remind me that I could very well use my pocket money to do so, I'd brush it off saying it is not enough. Both of us waited for my first pay. And again, it is not enough!

After applying Increase Indent

I still remember my first salary. It was a huge sum, it was hard-earned, it was much awaited, it was mine! Till the time I lay my hands on the money, I thought I was the most wise person with money. Extravagance was not my cup of tea. When I was a child, I'd tell my mom that I'm going to use half of my salary on charity. When she'd remind me that I could very well use my pocket money to do so, I'd brush it off saying it is not enough. Both of us waited for my first pay. And again, it is not enough!

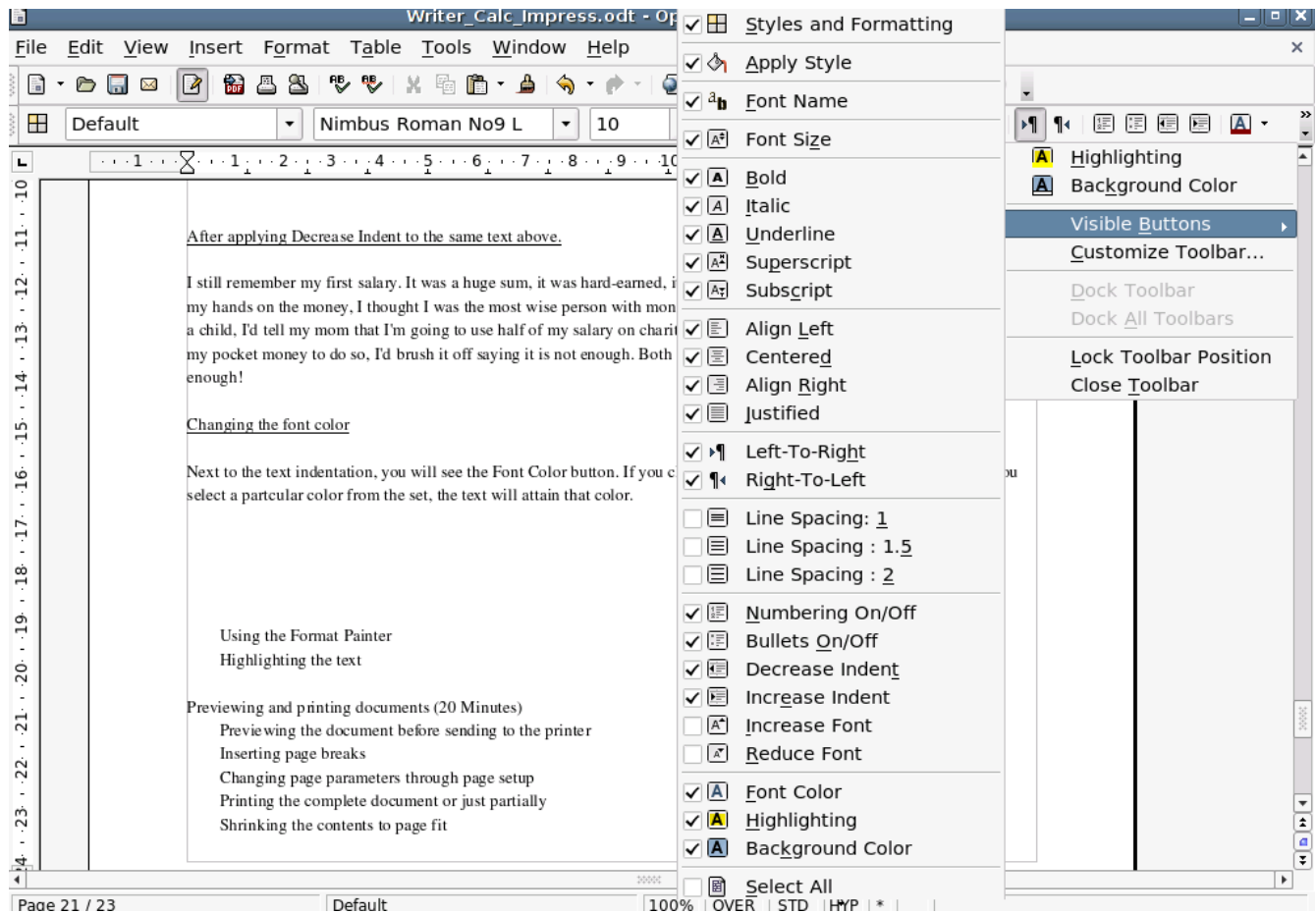
After applying Decrease Indent to the same text above.

I still remember my first salary. It was a huge sum, it was hard-earned, it was much awaited, it was mine! Till the time I lay my hands on the money, I thought I was the most wise person with money. Extravagance was not my cup of tea. When I was a child, I'd tell my mom that I'm going to use half of my salary on charity. When she'd remind me that I could very well use my pocket money to do so, I'd brush it off saying it is not enough. Both of us waited for my first pay. And again, it is not enough!

Changing the font color

Next to the text indentation, you will see the Font Color button. If you click on it, you will see a range of colors. Once you select a particular color from the set, the text will attain that color.

Further in the right most corner of this format tool bar panel, you will see two arrows pointing to the right. This is shown in Pic. 24.



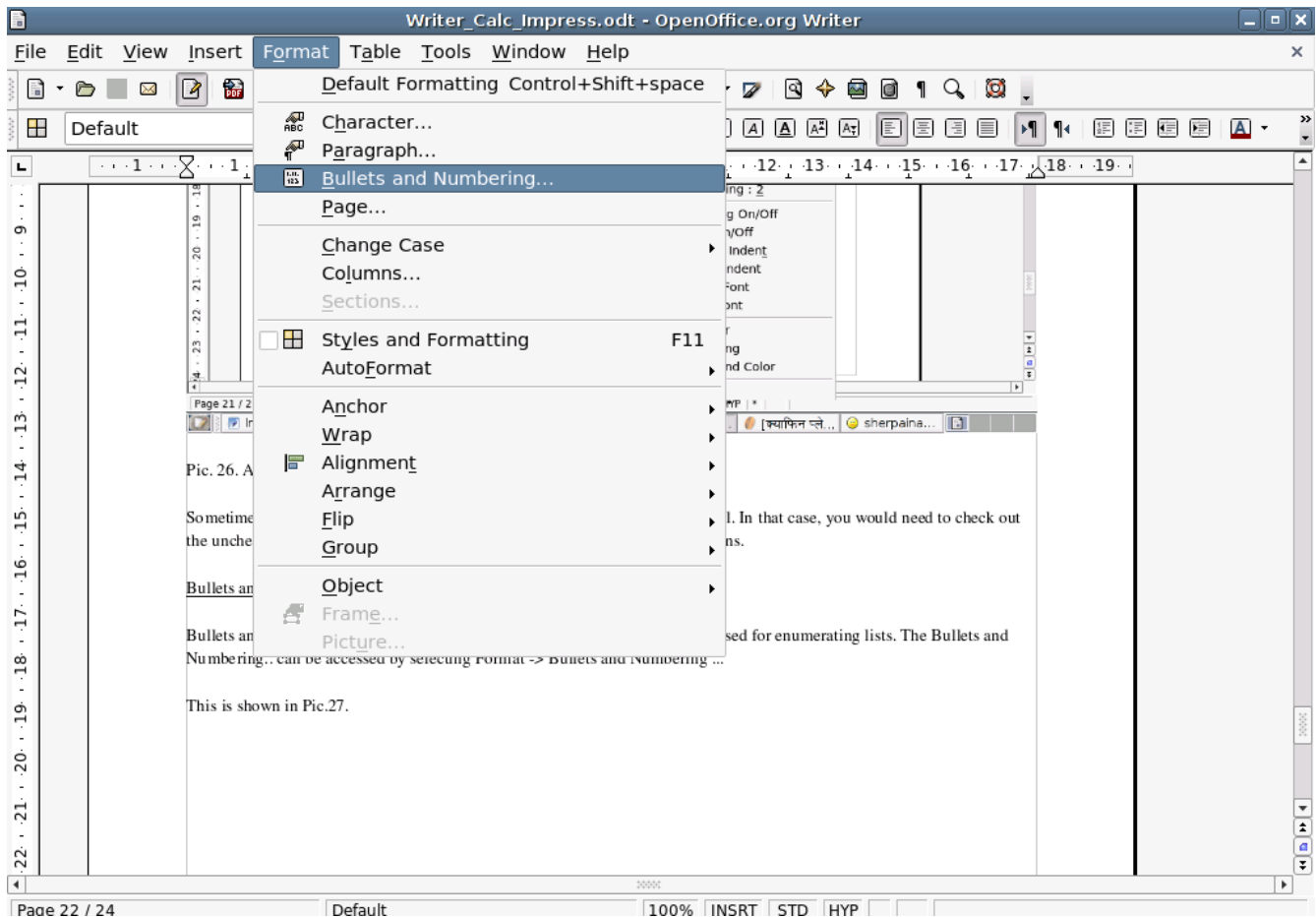
Pic. 24. Adding more visible buttons to the formatting tool bar panel

Sometimes, it may be that not all buttons are visible in the format tool bar panel. In that case, you would need to check out the unchecked boxes in the list being displayed on having clicked Visible Buttons.

Bullets and Numbering...

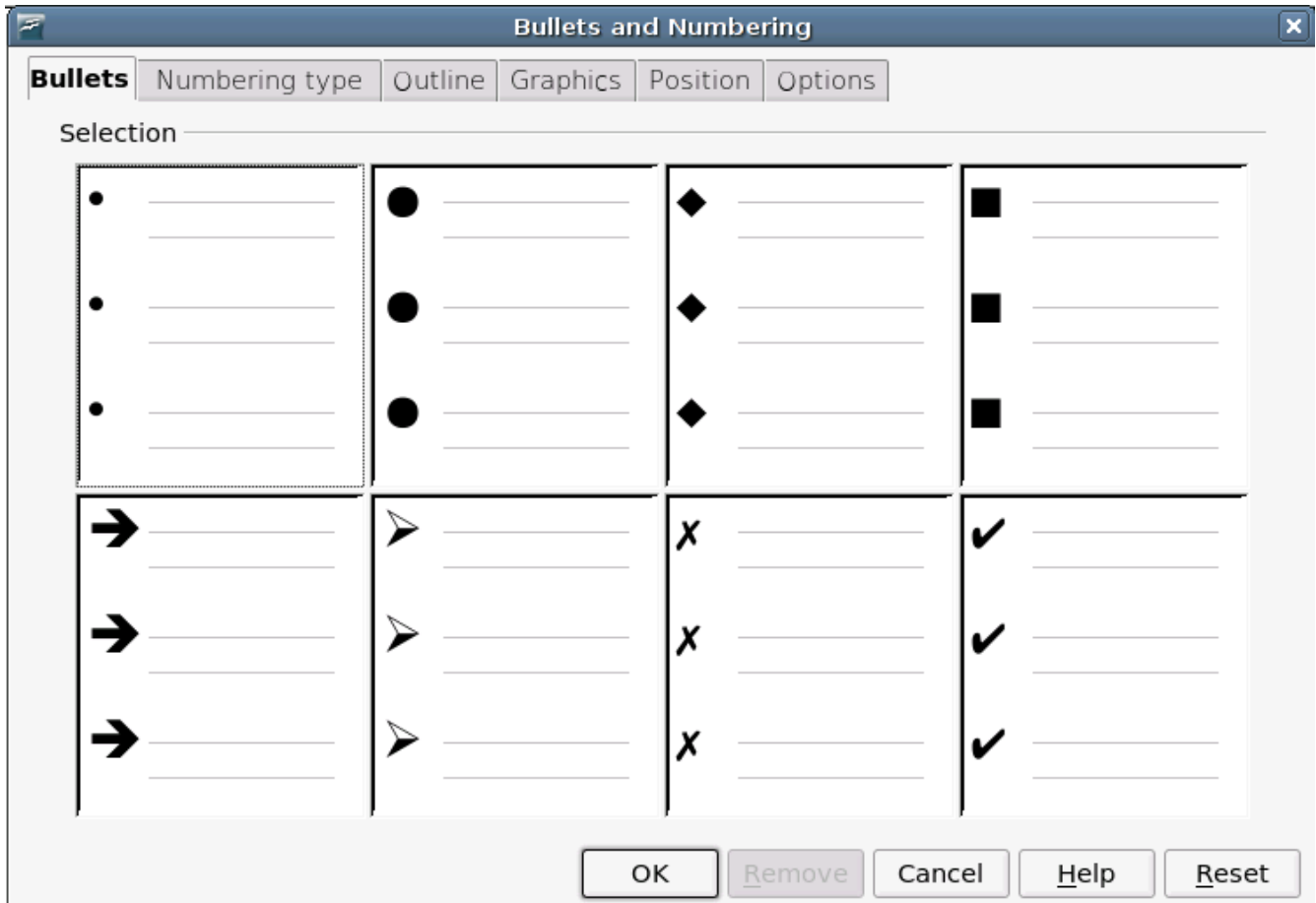
Bullets and Numbering is an important part of formatting. Basically, they are used for enumerating lists. The Bullets and Numbering.. can be accessed by selecting Format -> Bullets and Numbering ...

This is shown in Pic.25.



Pic. 25. Bullets and Numberings...

As you click Bullets and Numberings..., you will be displayed the following window as shown in Pic.26.



Pic.26. Bullets and Numbering window

Clicking to one of the options in these tabs, you may define the nature of your bullets and numberings.

For illustration, we present below both bullets and number formats for enumerating lists.

Using the bullet

Drinks on the menu

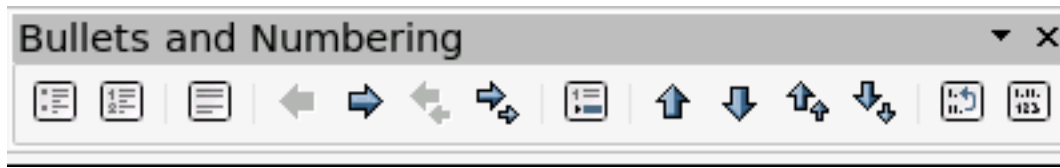
- Hard
 - Whiskey
 - Wine
- Soft
 - Coke
 - Mineral water

Using the numbers

Drinks on the menu

1. Hard
 - 1.1 Whiskey
 - 1.2 Wine
2. Soft
 - 2.1 Coke
 - 2.2 Mineral water

For the bullets and Numbering, the following set of tools are very useful components. If the window shown in Pic. 27. is not visible, then it is not probably checked out in View->Toolbars. Kindly check it out.



Pic. 27. Bullets and Numbering window

The left most button in this window is the Bullets on/off button. While developing lists, clicking this button once would create a bullet whereas relicking on it would lead to the removal of the bullet. The other button is the Numbering on/off. Same thing applies to clicking and relicking this button as in the case of the previous button but in this case it deals with numbers. The other buttons like “Promoting one level”, “Demoting one level”, “Promote one level with Subpoints”, “Demote one level with Subpoints ” are useful in managing the hierarchy of list items.

Using the Format Painter

If you look back at Pic.3., you will see a button with the icon of a paint brush just beside the Paste button in the standard toolbar. This is the Format Paint Brush Button. It has a very useful application. Sometimes, you would need to apply a particular formatting that you have already applied to a particular fragment of text to some other text fragment within the document. In this case, you select the previous formatted text and click on the Format Painter Button. Doing this would copy the format of the text. Then just select the other fragment of text and release the mouse's left button. You will see that the format of the previous text has been well transfered to the current text.

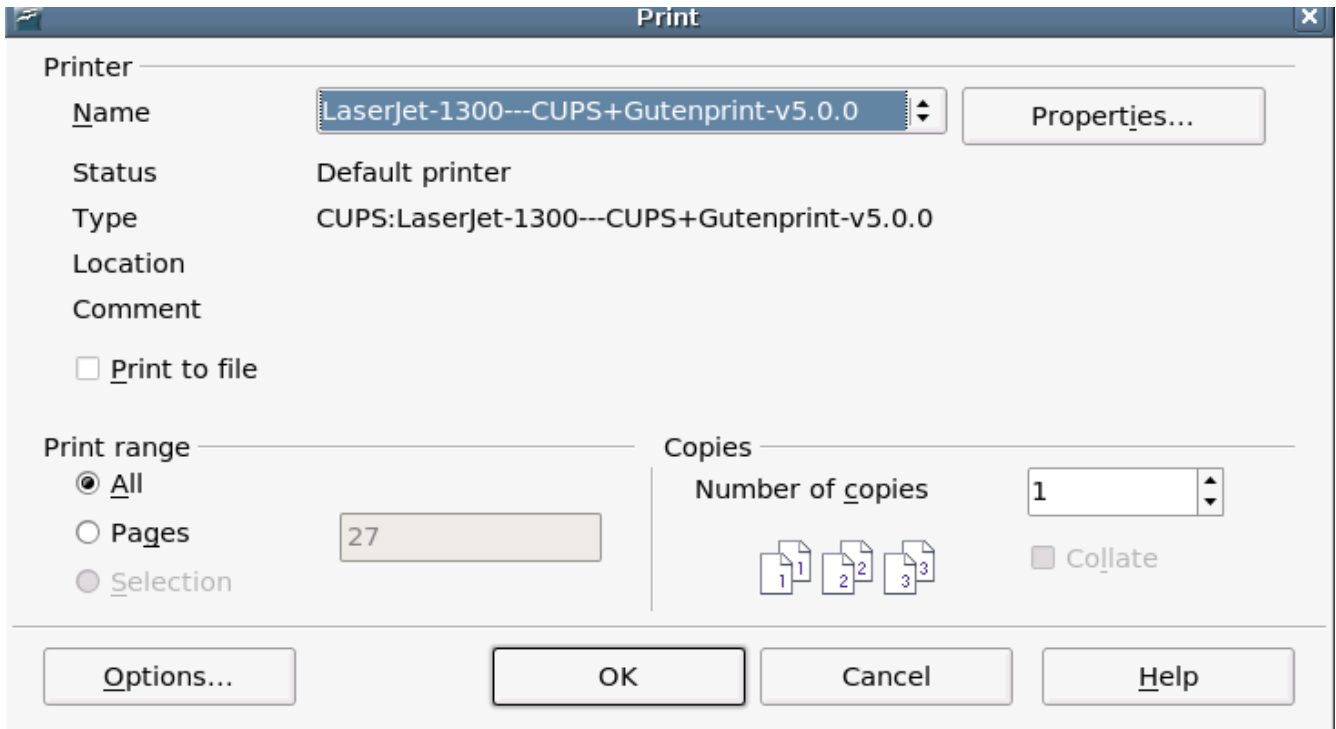
Previewing and printing documents

Previewing and printed the documents that you have prepared is a very necessary and a day to day encountering activity. Before printing documents, you would need to ensure that they are in the right format and form.

Exporting the document to PDF format

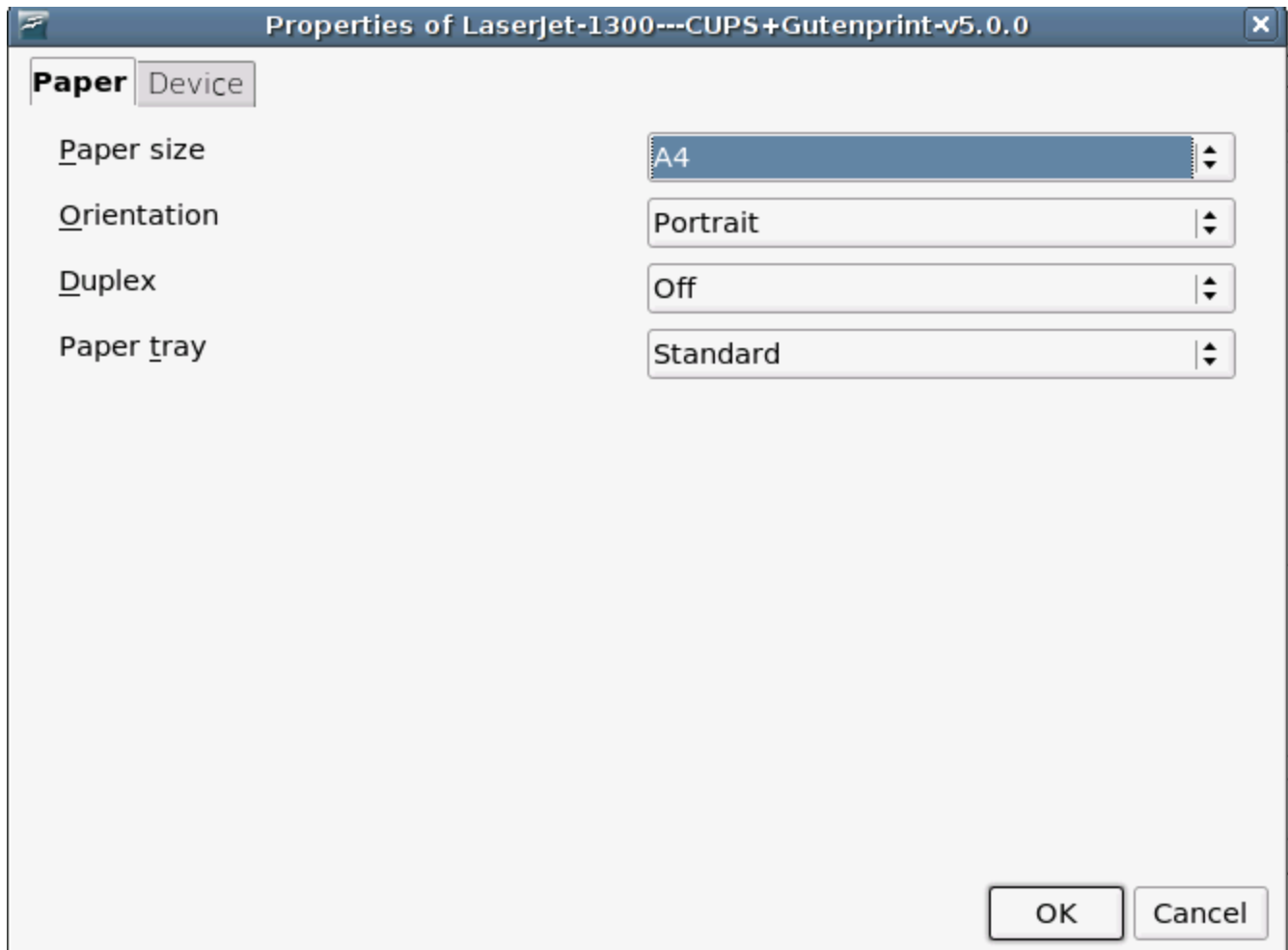
OpenOffice.org Writer has one very useful utility inbuilt in it. This is the possibility of exporting the document to .PDF version from within the application itself. For this, you may click on the "Export directly as PDF" button in the standard tool bar panel or choose File->Export as PDF... from the main menu.

Previewing the document before sending to the printer



Pic. 29. Print window

If you then click on Properties... button, then you will be displayed the following window as shown in Pic.30.



Pic.30. Paper parameter window

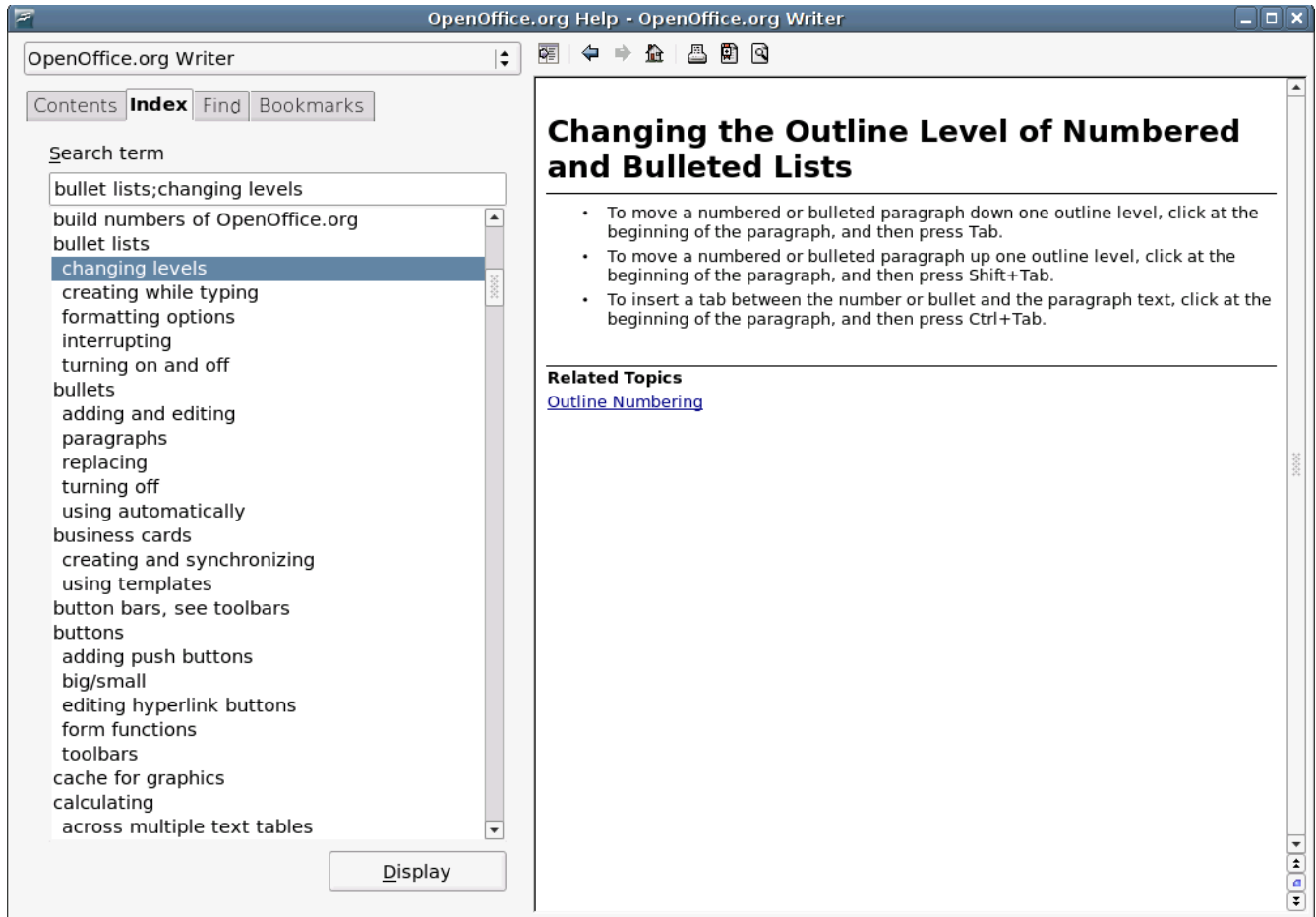
Printing the complete document or just partially

If you look back in Pic. 29., you may opt to print the whole document by opting Print Range – All or only some pages by opting pages and specifying the particular page or a range of page numbers. This way, you can print the document partially as well.

Using OpenOffice.org Writer Help

OpenOffice.org Writer has a rich Help incorporated with the application. To access the Help, you may press F1 or choose Help->Openoffice.org Help

You will be displayed the following window as shown in Pic.31.



Pic. 31. OpenOffice.org Help

You may enter anything that you would want help for in the Search term text box. If there is one, you would displayed in detail about the term in the right side of the window as shown above.

Acknowledgement

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