

OpenOffice Writer

Part I

Robert F. Loftus, MSLIS

Basic Page Setup

- To access the Page Formatting menu in OpenOffice Writer click: **Format → Page**
- The Paper Format menu allows you to format documents to be printed on different sized papers. The default paper format is 8 ½ by 11 letter
- Portrait means the page is 8 ½” wide by 11 inches tall. Landscape is printing 11 inches wide by 8 ½” tall.

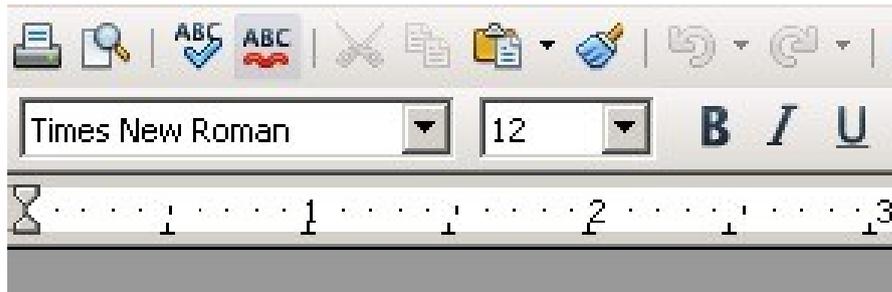
Margins

- The default page margin in OpenOffice is 0.79”, which is fine for most documents, but if you're writing a formal business letter you'll want to change your margins to the standard of 1”.
- To adjust your margins click **Format → Page → Page (tab)** then highlight the “0.79” in the selection box for each of your margins and type “1”. OpenOffice defaults to inches and a “1.00” will appear as soon as you hit return or click your mouse on another part of the screen.

Columns

- To Open the Columns Menu: **Format** → **Page** → **Columns**. Width refers to the width of the columns, and spacing refers to the space between columns. Selecting a multi-column format activates the Separator Line menu, which allows you to insert a line between the columns.

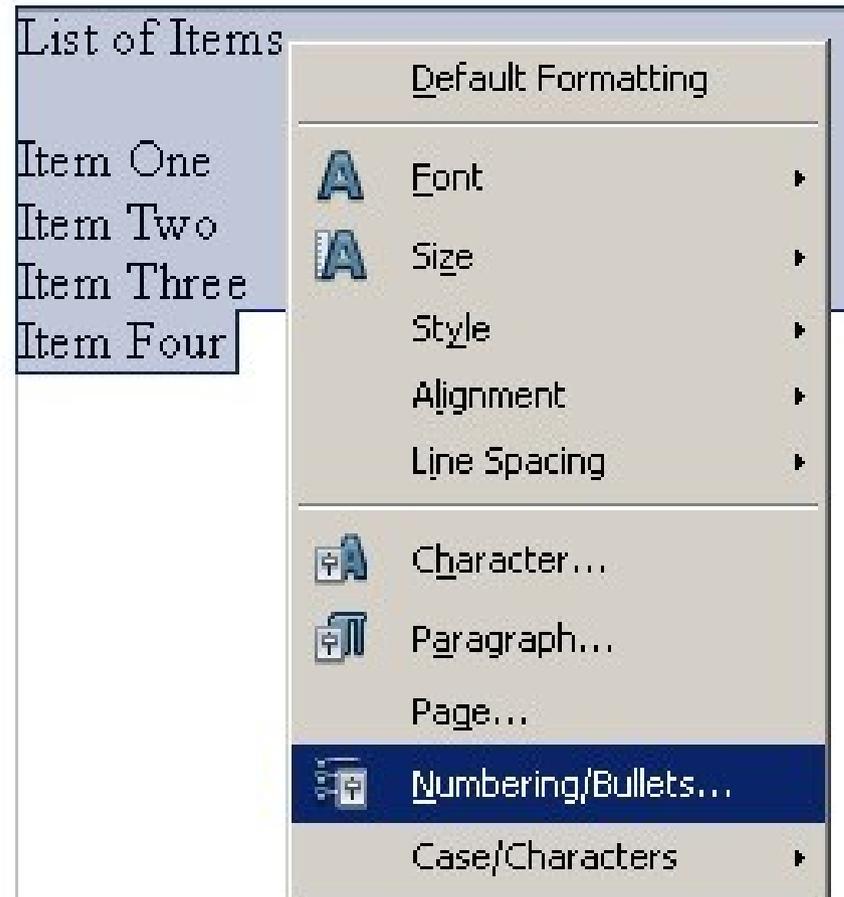
Fonts



- The font controls in OpenOffice use a standard convention – one that should be familiar to anyone who regularly sends e-mail. Font selection, font size, **Bold**, *Italic*, Underline and **Font Color** options are available.

Numbering and Bullets

- The easiest way to create a numbered or bulleted list is to simply type the list, highlight that list, right click and select Numbering/Bullets, then choose the numbering or bullet format you prefer.

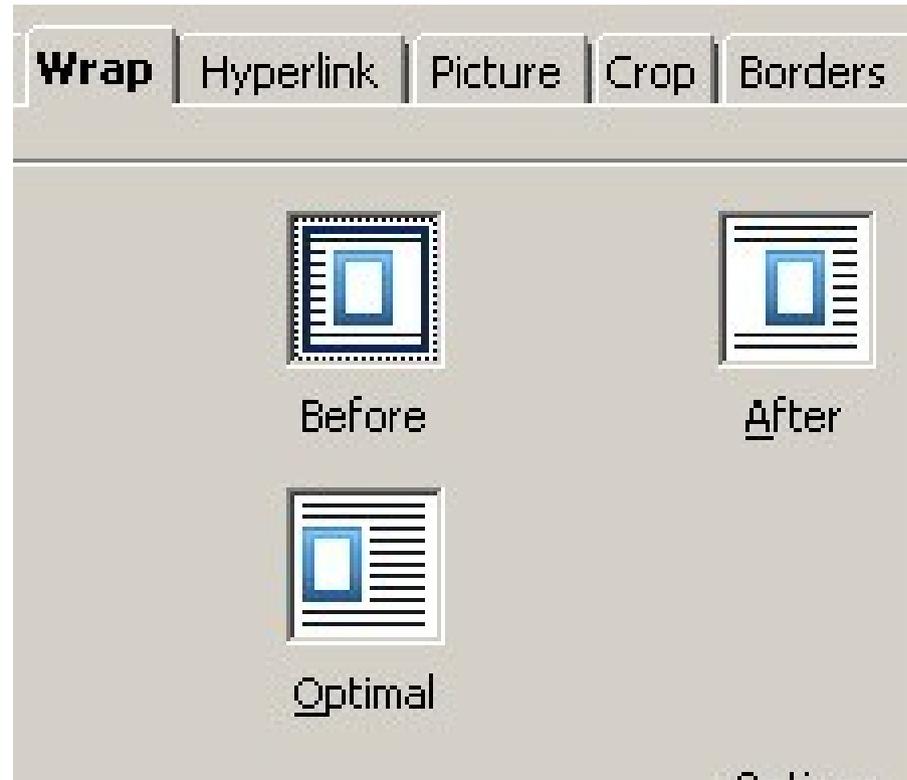


Inserting Images

- To insert an image position your mouse in the approximate location on the page where you want the image to be located and click **Insert** → **Picture** → **From File**. The picture will appear in its original size. When you mouse over the image you'll see a four way arrow that allows you to change the location. To change image attributes: **Right Mouse Click** → **Picture** will open the image editing menu.

More About Images

- Word Wrap allows you to position text before, after or around an image. The Before, After and Optimal settings on the Image Editing Wrap menu are generally the most useful.



File Formats

- Although OpenOffice is capable of opening any file created by any version of Microsoft Word, only Microsoft Word 2010 is capable of reading files in the OpenOffice default format.
- To save files so they can be opened by MS Word 2000/2003/2007/2010 go to **File → Save As** then select **MSWord/2000/XP (.doc)** enter your file name and save location as you normally would, and your file will be saved in a format that MS Word is able to handle.

Export to PDF

- For shared documents it's often easiest to use the PDF format. That way your documents will open in Adobe Acrobat or Foxit Reader and have a consistent appearance.
- To export to PDF format: click **File → Export as PDF → Export**. The tabs on the export screen get into fine details of the PDF format. The default options are fine for general use and the average user doesn't need to worry about tweaking the PDF settings.

Exporting to PDF

- You will have the option to create a unique filename and choose where to save the file. Make sure you look at where the file is being saved so you'll be able to locate it again.
- If you are creating materials for job-hunting then it's a good idea to create a folder called “Work Folder”-or something similar- inside your “MyDocuments” folder.