OPENOFFICE.ORG 3: WRITER

TUTORIAL I: CREATING, SAVING, AND OPENING

MICHAEL K. BERG
michael.berg@eastern.k12.in.us

Section A: Creating a New Document
Section B: Saving a Document
Section C: Opening a Document

The purpose of this tutorial is to introduce the reader to the basic functions used to create, save and access their documents in OO.

A. CREATING A NEW DOCUMENT

To create a document perform one of the following actions:

1. If you are at your desktop and no writer window is open then click the start icon **start** >All Programs>OpenOffice.org 3>OpenOffice.org Writer.

2. If you are already in OpenOffice.org Writer, click File>New>Text Document.

3. Alternatively you can click the start icon>All Programs>OpenOffice.org 3>OpenOffice.org to launch the application wizard and then select the Writer icon.

B. SAVING A DOCUMENT

Once you have completed any work in your document you can save the document by any one of the following proceedures:

1. Select File from the dropdown menu at the top of the page>save; if this is the first time you have saved the document you will be prompted to name the document to be saved and the location you would like to save it to. You can also use the keyboard shortcut ctrl+s or click 🔲 at the top of the program window.

2. Alternatively you can perfom the same action by selecting "Save As" from the same dropdown menu. The only difference is that "Save As" always prompts you to name your document as you are saving it. If you leave the name the same as a previous save, it will ask you to confirm overwriting the previous file. Ctrl+shift+s is the keyboard shortcut for "Save As."
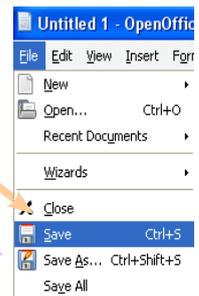
C. OPENING A SAVED DOCUMENT

You can open a saved document in a number of ways:

1. Navigate to the file (wherever you have saved it) and double click it. OO will open automatically.
2. Start the open office program and select File>Open or use the keyboard shortcut ctrl+o and then navigate to the file, select it with the mouse and click open.
3. Start the open office program and select File>Recent Documents and select your document if listed (note this only works for the most recently accessed documents).