



# Tutorials For OpenOffice

## Miscellaneous Information

The help on this tutorial from Harvey S. Frey MD PhD Esq. Is appreciated.

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### File Formats Are Different In OpenOffice 2.0

1. The new OpenOffice 2.0 version has different file formats than the older OpenOffice 1.x.x versions. The 2.0 version can open, use, and save the older 1.x.x files. When


you use the 2.0 version, all the older 1.x.x files are available and fully usable.

2. The older OpenOffice 1.x.x versions cannot use the new 2.0 files. After you have installed 2.0 and tried it to verify that the installation was successful, you can delete the older versions of OpenOffice to reclaim some space on your computer.
3. To delete an older version of OpenOffice, click **Start > Control Panel**. Double-click on the **Install or remove programs and Window components** icon > **Remove**. This will not remove any of the **OpenOffice** files that you have created such as **Writer** or **Calc** files.

## Convert An OpenOffice 1.1.x .sxw Text File To A 2.0 .odt Text File

After conversion, both the 1.1.x (.sxw) text file and the 2.0 (.odt) text file will be on the computer. To convert, do the following two steps.

### Step 1: Open The 1.1.x File From Within A 2.0 File

1. Be in the 2.0 version. **Start > All Programs > OpenOffice 1.1.x > OpenOffice.org Writer** (The file,  **Untitled1 - OpenOffice.org Writer**, appears on the screen.)
2. Click **File > Open**. Search to find the 1.1.x file and then click on that file. Click the **Open** button. (The name of the file will appear in the "File name:" box. The file appears on the screen in the 2.0 format. The file name, on the top blue line, will start with the 2.0 icon, followed by the file name, followed by the .sxw extension, followed by - OpenOffice.org Writer. Note: The .sxw extension is misleading since the .sxw is from the older 1.1.x file that opens in 2.0 as a 2.0 file.)

### Step 2: Save In The 2.0 Format

1. Click **File > Save As**. (The "Save As" window appears.)
2. In the **Save as type:** dialog box, select **OpenDocument text (.odt)**. (Scroll up to find the "OpenDocument Text.odt".)
3. In the **Save in:** dialog box, select the desired folder. Click the **Save** button. (The file is saved in the 2.0 format and the file appears on the screen in the 2.0 format.)

**NOTE:** The same name may be used for the 1.1.x file and the 2.0 file. The extension associated with the files will indicate which file is a 1.1.x file and which file is a 2.0 file.

**NOTE:** In Step 1: the file opens in the 2.0 format. The 1.1.x file that was opened is still on the computer as a 1.1.x file.. In Step 2: the 2.0 file is saved as a 2.0 file.

**NOTE:** If there are graphics in the file and the 2.0 file is opened, the graphics will be seen. If there are graphics in the file and the 1.1.x file is opened, the graphics will be NOT be seen.

## Save A 2.0 file In The 1.1.x File Format

Do the following to save a 2.0 file into a 1.1.x format:

1. Click **File > Save As**. (The “Save As” window appears.)
2. In the **Save as type:** dialog box, select **OpenOffice 1.0 text document (.sxw)**. In the **Save in:** dialog box, select a folder of your choice. Click the “**Save**” button. (The file is saved in the 1.1.x format and the 2.0 file is still on the screen.)

## Spellcheck

The **Standard** installation of 2.0 sets **Spellcheck** as the default setting . The country where the downloading server is located determines which dictionary is used. The United States servers will make the USA dictionary the default. The United Kingdom servers will make the UK dictionary the default.

Words that are misspelled will have a wavy red line under them. **IF** a word is spelled correctly **AND** has the red wavy line under it, the dictionary can be modified to remove the red line under the correctly spelled word. From then on, that word will not have the red wavy line under it.

### Add Correctly Spell Words To The Dictionary

1. **Right-click** on a **correctly spelled word** that has a red wavy line under it.. (A menu appears.)
2. Click **Add > standard.dic**. (The wavy red line is gone.)

### Misspelled words Can Be Corrected By Doing The Following:

1. **Right-click** on the misspelled word. (A menu appears.)
2. In the top half of the menu, click on the correctly spelled word. (The menu closes and the spelling of the word has been corrected.)

The **complete document** or a **highlighted section** can be checked for spelling errors by clicking the **Spellcheck**,  , icon on the **Menu Toolbar**.

## Thesaurus (Synonyms)

1. To find a synonym for a word, click on that word.
2. Click **Tools > Language > Thesaurus**. (The “Thesaurus” window appears. The English (USA) version or some other version, depending on the country you selected for the server when you originally downloaded OpenOffice, will be in the window,)
3. In the **Meaning** pull-down menu, select a meaning. In the **Synonym** dialog box, select a word. Click the **OK** button.

## WordPerfect

WordPerfect files can be opened by the 2.0 version. The files could not be opened by previous versions of OpenOffice.

### Microsoft Office (Save/Open/Convert MS Documents)


Files in Microsoft Office format can be opened with **OpenOffice**. The opened file can be modified and saved again in either Microsoft Office format or in **OpenOffice** format.

1. To save files in either format, click **File > Save As**. In the **Save as type:** dialog box, select the format of choice.
2. **OpenOffice** can convert all Microsoft Office files into **OpenOffice** format files by using the **Document Converter**.
3. Click **File > Wizards > Document Converter**. ("Document Converter" window opens.) To convert text documents, under **Select the document type for conversion:**, select **Microsoft Office** and then select **Word documents**.
4. **PowerPoint** and **Excel** documents can also be selected for conversion to **OpenOffice** format.

### Change The Default Setting For Saving Documents

1. Click **Tools > Options > Load/Save > General**.
2. Select a type of document in the **Document type** pull-down menu. (In "Writer", you might select "Text document.")
3. In the **Always save as** pull-down menu, select the format of your choice. (For a Writer Text Document, you would probably select "OpenOffice Text", not Microsoft Word. Not using "OpenDocument Text (.odt)" as the default format may cause formatting or content to be lost.)

### E-Mail In An OpenOffice Document

1. Be in the file that is to be attached to the **E-Mail**.
2. Click **File > Send > Document as E-mail** (or click the "Document as E-mail",  icon on the "Standard Toolbar".) (In your email server, the "Compose: (no subject)" window will appear.)
3. Write the E-Mail as you usually do. When written, send as you usually do. (The file is attached to the E-mail.)

**Note:** This works only when you have an email client program such as Outlook or Mozilla Thunderbird. If you use webmail such as Yahoo and Hotmail, this will not work. You will get a message: "OpenOffice.org was unable to find a working e-mail configuration. Please save this document locally instead and attach it from within your e-mail client."

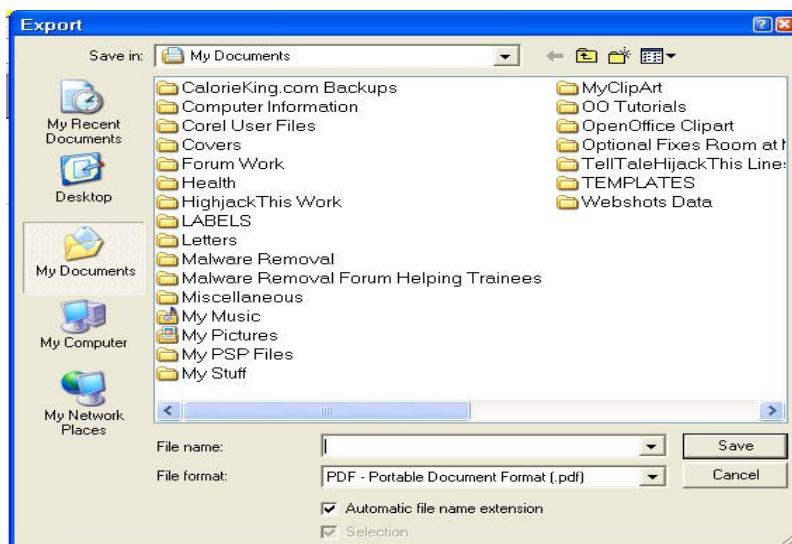
## Rich Text File Format (RTF)

**Rich Text** formatted files are often called **RTF** files. RTF files can be opened and used with any word processor, including **OpenOffice**, **WordPad**, **NotePad**, **Word**, and **Star Office**. An **OpenOffice** file can be saved in **RTF**. The **RTF** format can be a good way for **OpenOffice** to exchange text files with users of other operating systems such as Microsoft Word.

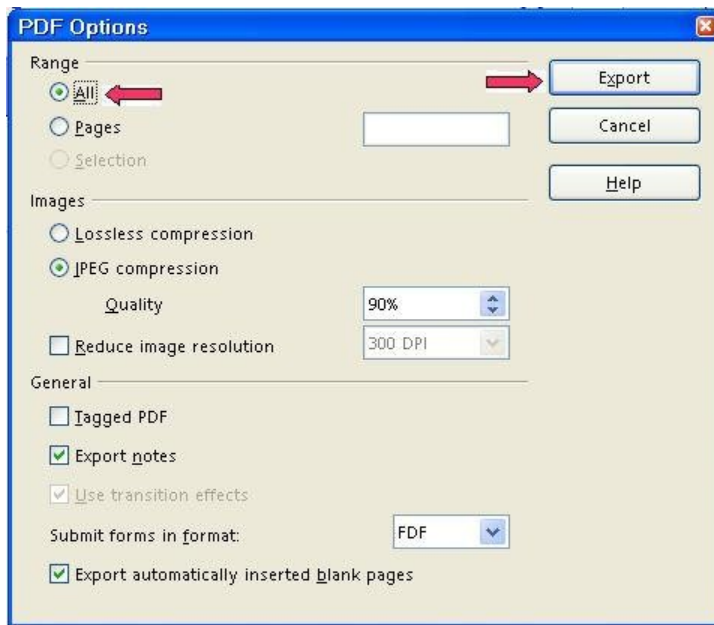
## Save A File In The PDF Format

**PDF** files can be opened by anyone who has the free **Adobe** add-on. To get the free add-on, go to <http://www.adobe.com/products/acrobat/readstep2.html> and download.

1. Click **File** > **Export as PDF** . (The “Export” window appears.)



2. In the “**Save in:**” dialog box, select a folder. In the “**File name:**” dialog box, enter a name. Click the **Save** button. (The “PDF Options” window appears.)



3. Under **Pages**, select **All** or **Range**. Click the **Export** button. (The file will be saved in the folder selected above in the PDF format. The file was “exported” to your computer).
4. **PDF** files cannot be edited. To get around this limitation, write the file as a regular **OpenOffice** file and save the file as both an **OpenOffice** file and a **PDF** file. Edit the **OpenOffice** version and save as the **PDF** file.

## Java Run Time Environment (JRE)

1. If **JRE** is not installed, an error message may appear saying that something cannot be done in **OpenOffice** because **JRE** is not installed.
2. A free download of **JRE** is available at <http://www.java.com/en/download/manual.jsp>
3. On the the **JRE** download web page, click on **the operating system you are using**.

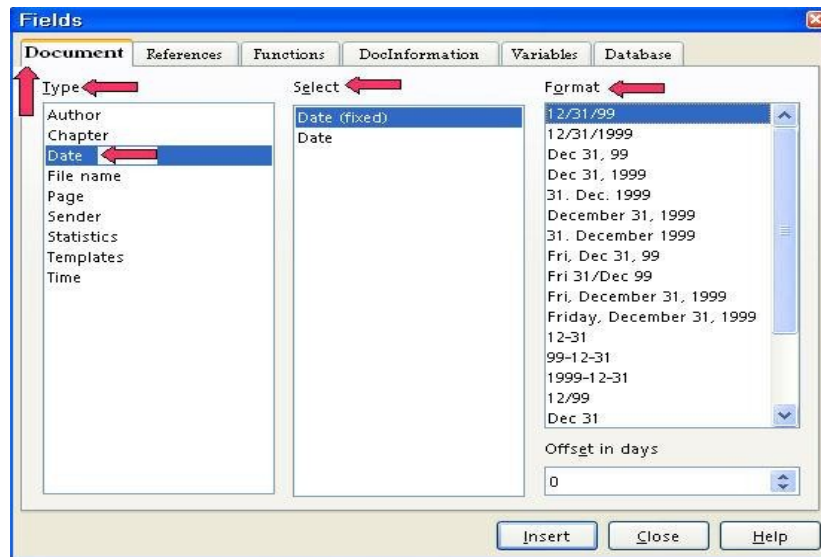
## Insert Dates

### Today's Date (Insert In A Document)

1. Put your cursor where the date is to be placed.
2. Click **Insert > Fields > Date**. (Today's date will be inserted in mm/dd/yy format.)

### Date – Selected (Insert In A Document)

1. Put your cursor where the date is to be placed.
2. Click **Insert > Fields > Other**. (“Fields” window appears.) **Document** tab is selected.




3. Under **Type**, select **Date**.
4. Under **Format**, select a format. (For example, if you select December 31, 1999, November 24, 2006 will appear as today's date.)
5. Click **Insert** > **Close**.

## Icons (Change Size Of Icons Within OpenOffice)

With OpenOffice open or in an OpenOffice document. Click **Tools** > **Options**. IF there is a + in the box before the words "OpenOffice.org", click on the + . A – (a dash) will appear in the box. Click **View**. In the **Toolbar icon size** box select **Small**, **Large**, or **Automatic**. Click **OK**.

## Highlighting (Background Color)

Highlighting changes the color behind a word on the page. One letter, one word, or a selection of words can be highlighted.

1. Select the letter, word, or words to be highlighted.
2. Long-click on the **Highlighting**  icon which is located on the **Formatting Toolbar**. ("Long-click" means to press and hold the mouse key until you get a pull-down menu or window that gives you more options for the function. The "Formatting Toolbar" is the 4<sup>th</sup> line from the top of the screen. A pull-down menu appears with a color palette.)

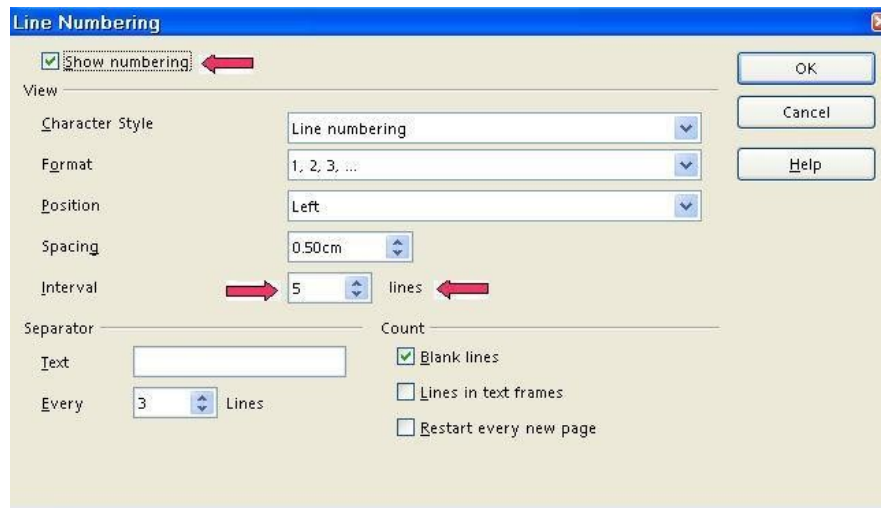


3. Click on the color of your choice.

## Line Numbering

### Activate Line Numbering For A Page

1. Click **T**ools > **L**ine numbering. (The "Line Numbering" window appears.)
2. Click on the words, **S**how Numbering to put a check mark (if it is not already there). Under **I**nterval, select **5** or the number of your choice. (Select the number by highlighting the number in the "Interval" dialog box and typing the number.) Click **O**K. (A check mark appears before "**S**how Numbering".)



This is the first line.  
 This is the second line.  
 This is the third line.  
 This is the fourth line.  
 5 This is the fifth line.  
 This is the sixth line.  
 This is the seventh line.  
 This is the eighth line.  
 This is the tenth line.  
 10 This is the eleventh line.]

3. Every 5<sup>th</sup> (or the number of your choice) line will have the line count in the left margin of the page.

## Footer


1. Click **Insert > Footer > Default**. (The Footer appears at the bottom of the page. The cursor is flashing at the left margin of the Footer.)
2. **To add data**, click in the **Footer** and move the cursor to where the data will be placed. Click and then add the data of your choice.
3. **To move the cursor back onto the page itself**, click on the page.

## Page Numbering And Page Count

1. Click in the **Footer**. Type the word, **Page**, then press the **Space bar**. Click **Insert > Fields > Page Number**. (Page 1” appears in the Footer.)
2. **Optional additional step:** Press the **space bar**, then type the word **of**, then press the **space bar**. Click **Insert > Fields > Page Count**. (Page 1 of 1” appears in the footer.)
3. Click anywhere on the page. (The cursor appears on the page.)

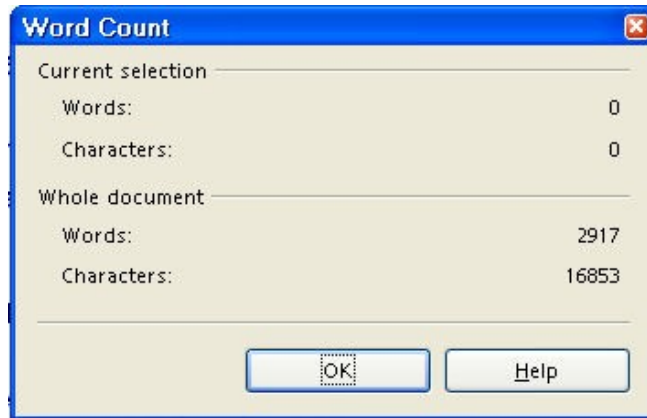
## Page Numbering (Page 1 Starts On The Second Page.)

The First Page Does Not Have A Number.

1. Click **File > New > Text Document**.
2. Click **Format > Styles and Formatting > Page Styles**.
3. Right-click in the **Page Styles** window and click **New**.
4. In the **Page Style** window, click **Organizer**. Name the new page style **Restarting Page Numbers**. Click the **Footer tab > Footer on > OK**.
5. Click on the **1<sup>st</sup> Page** of your document. (The page that you do not want to have a page number.)
6. Click **Format > Paragraph** (The "Paragraph" window appears.)
7. Click **Text Flow** tab. Under **Breaks**, select **Insert**. (“Type has “Page “ selected in the dialog box. **Position** has “Before” selected in the dialog box.)
8. Under **Breaks**, select **With Page Style**. In the dialog box below **Type**, click on the  and select **Restarting Page Numbers**. In the **Page number** dialog box, select **1**. Click **OK**. (A footer appears in the document on the 2<sup>nd</sup> Page. There is no footer on the 1<sup>st</sup> Page.)
9. Click in the footer, type the word **Page** then press the **Space Bar**. Click **Insert > Fields > Page Number**. (“Page 1” will appear in the footer on 2<sup>nd</sup> Page.)
4. **Optional additional step:** Press the **space bar**, then type the word **of**, then press the **space bar**. Click **Insert > Fields > Page Count**. (Page 1 of 1” appears in the footer.)

## Word Count

Click **T**ools > **W**ord Count. (A menu appears with the number of words and characters in "Current selection" or the "Whole document".)



## Horizontal Ruler (Change Between Inches Or Centimeters)

Right-click on the ruler. Select **inches** or **centimeters**.

## Name Of File On Top Blue Title Bar Line

Have a different name appear on the **blue Title Bar** at the top of the screen.

1. Click **F**ile > **P**roperties > **D**escription tab.
2. Enter a name in the **T**itle box then click **O**K. (The name you entered will be on the Title Bar. The name of the file itself will not be changed.)



## Tips


When the **T**ips feature is activated and the cursor is placed over an **I**con, the name of the icon will appear on the screen.

1. Click **T**ools > **O**ptions. (The "Options – OpenOffice.org - User Data" window appears.) If there is a **+** before the "OpenOffice.org", click on the **+**. (A menu appears directly below the words "OpenOffice.org.") Click **G**eneral. (The "Options – OpenOffice.org – General" window appears.) Do either 2 or 3 below.
2. **I**F there is **no check mark** before the word, **T**ips, click on the word, **T**ips, to place a check mark before the word, **T**ips. (The menu closes and the "Tips" feature is activated.)
3. **I**F there is **a check mark** before the word "**T**ips", click the **O**K button. (The window closes and the cursor goes back to the document. The "Tips" feature is activated.)


## Change The Font Color Of A Word(s)

1. **H**ighlight the word(s) that you want to change the color. (Click on the first letter of the

word(s) The cursor appears just before the word. Hold down the **Shift** key and press the  or the  for a section until the word(s) have been highlighted.)

2. **Long-click** on the **Font Color** icon. (The “Font Color”  icon is on the 4<sup>th</sup> line from the top of the screen. To do a long-click, press and hold the mouse button until you get a pull-down menu or window that gives you more options for the function. A pallet of colors appears in a window.)



3. Click on the **color of your choice**. (The window with the pallet of colors closes. The “Font Color” icon now has the color of your choice under the A.)
4. **Quick-click** on the **Font Color**  icon. Press the mouse button and quickly release the button. Release the click quickly so it does not become a long-click. (The word(s) are in the color of your choice).

## AutoCorrect

In the **AutoCorrect** window, there are several choices to customize **AutoCorrect** for your use.

Capitalize first letter of every sentence is the default setting in the initial installation of OpenOffice. To change this setting, do the following:

**Tools** > **AutoCorrect** > **Options** tab. Add or remove check marks before **Capitalize first letter of every sentence**.

## Databases

**OpenOffice** has its own version of basic built. This is not compatible with Visual Basic. Some help may be found in the **Macro's Documentation** section of [www.openoffice.org](http://www.openoffice.org)

### Note

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to [tutorialsforopenoffice@yahoo.com](mailto:tutorialsforopenoffice@yahoo.com)

For other free tutorials go to: [www.tutorialsforopenoffice.org](http://www.tutorialsforopenoffice.org)

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