



Simple Document Template Instructions

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Purpose

The purpose of this tutorial is to provide instructions for using the **Simple Document Template**. To start this lesson, please download the **Simple Document Template**. We suggest you download and print this tutorial so that it is available as you use the **Simple Document Template**.

Title

The template is formatted for the title of your document.

At the top of the page, delete the **X** then type the name of your document.

Headings

The Template Is Formatted For The Headings.

The “Heading 1” Paragraph Style is centered and is used for the heading of sections.

“Heading 2” is Aligned Left and indented ½ inch.

“Heading 3” is Aligned Left and indented 1 inch.

“Heading 4” is Aligned Left and indented 1 ½ inch.

To Use A Heading,

1. Put your cursor on the line that will have the Heading.
2. In the **Apply Style** pull-down menu box, select the **Heading** of your choice.

How Headings Will Appear In A Document

Title

Heading 1

(step 1 will go here)

Heading 2

(step 1 will go here)

Heading 3

(step 1 will go here)

Heading 4

(step 1 will go here)

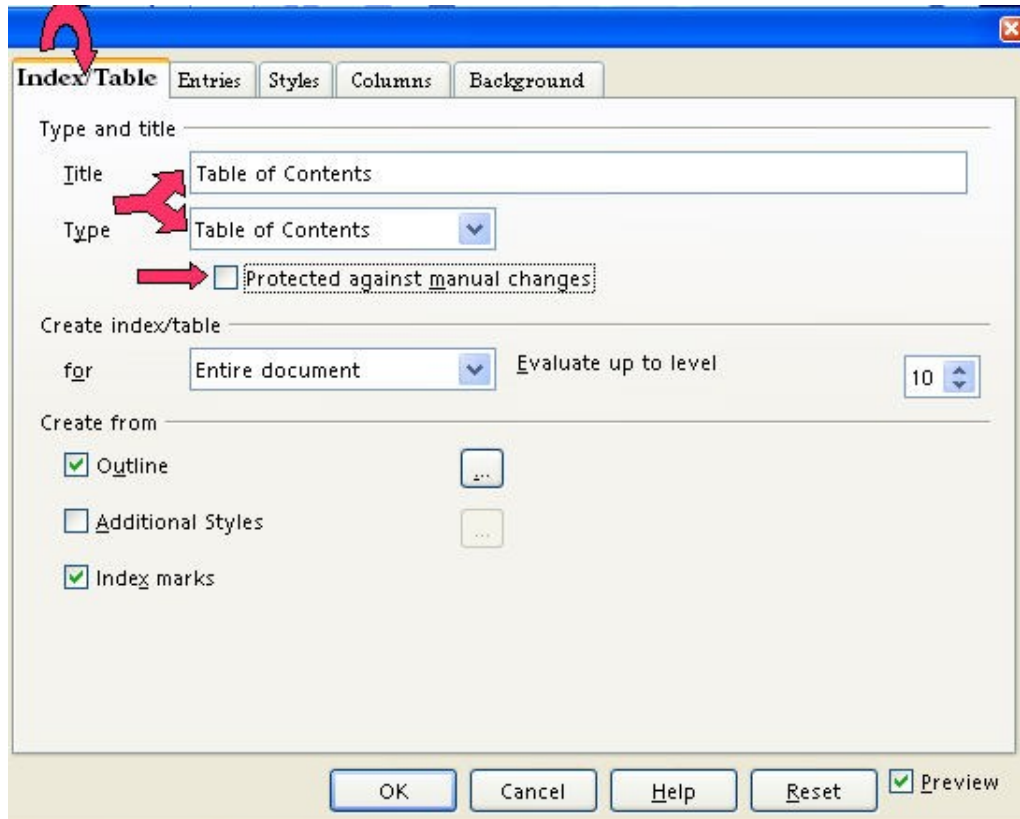
Use The Simple Document Template To Write Your Document

1. Click **File > New > Templates and Documents**. (The “Templates and Documents” window appears.)
2. Click **My Templates**. (The “Templates and Documents– My Templates” window appears.)
3. Click **Simple Document Template** (or the name you chose) > **Open**. (A new text document will appear. The cursor is flashing on the **X** in the "Simple Document Template.")
4. Click **File > Save As**. (The “Save As:” window appears.) In the **Save in:** pull-down menu box, click **My Documents** if it is not already selected. In the **Save as type:** pull-down menu box, click **OpenDocument Text (.odt)** (if it is not already selected).
5. In the **File name:** box, type a name of your choice for your document. (The document is saved.)
6. Write the steps to do something in OpenOffice in a numbered step-by-step format. You have created a great document.

Create A Table Of Contents

When you are finished writing the tutorial, create a **Table of Contents**.

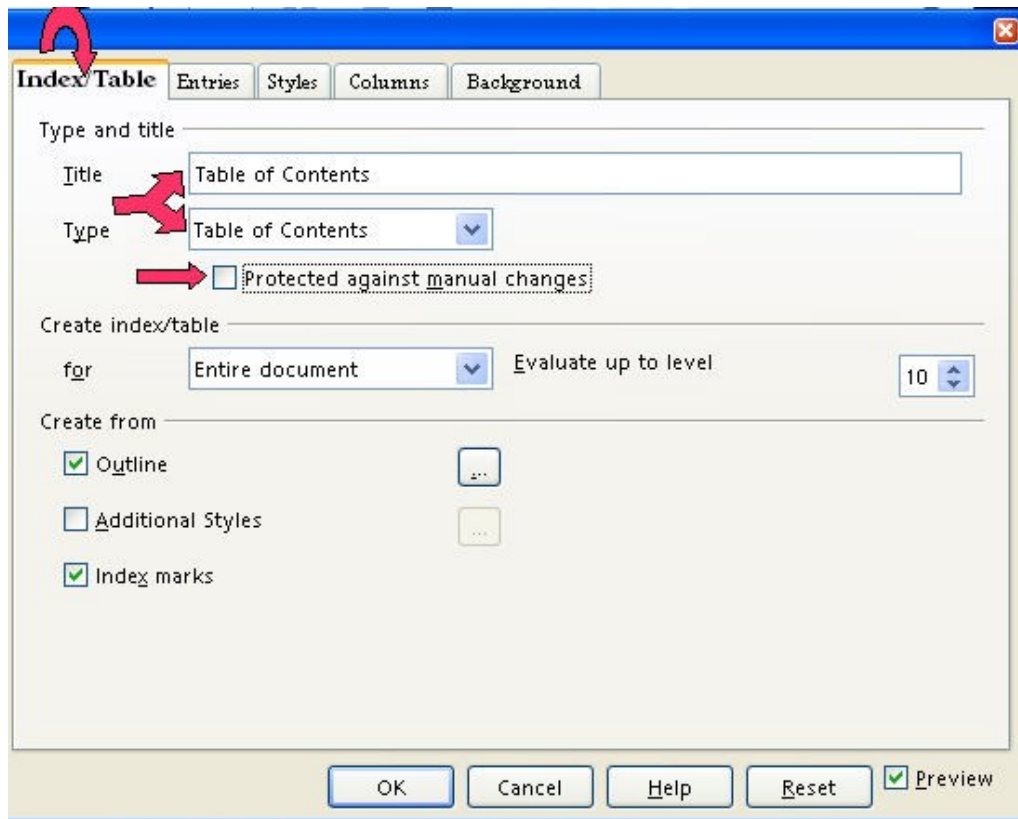
1. Click just after the title of your document that is on the first line of your document.
2. Click **Insert > Indexes & Tables > Indexes & Tables > Index/Table** tab.
3. In the **Type** dialog box select **Table Of Contents**. Remove the check mark **Protect against manual changes**. Click **OK**.



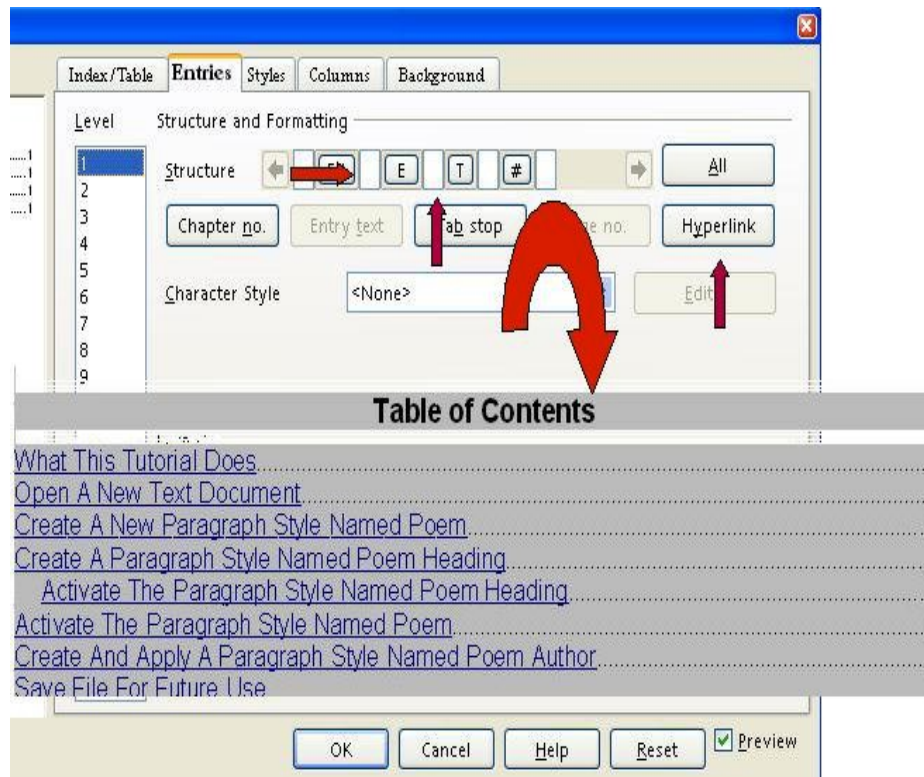
Add Hyperlinks To The Table Of Contents

When a word(s) in the Table Of Contents is clicked, the cursor will go to the location of that information. For example. “Add Hyperlinks to the Table of Contents” will be in the Table Of Contents of this tutorial. In the Table Of Contents, click the words “Add Hyperlinks to the Table of Contents” and the cursor will go to this section on this page.

1. Place your cursor before the first word in the document. Select the **Index/Table** tab, if it is not already selected. (The "Insert Index/Table" window appears.) In the “**Type**” dialog box, select **Table Of Contents**, if it is not already selected. Uncheck **Protected against manual changes**. Click **OK**.



2. To make the hyperlinks, click the **Entries** tab of the window, click to the left of the **E** and click **Hyperlink**, and click after the **E** and click **Hyperlink** again. Click **All**. Click **OK**. (The "Table of Contents" appears. All the headings are in "blue and underlined" and are now "hyperlinks". When you click on them, you will be taken to that section.)



Note

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