



## Template For A Simple Letter



### Table of Contents

<a href="#">Basic Information About Templates</a> .....	1
<a href="#">Add A Heading To The Standard Letter</a> .....	1
<a href="#">Save The Standard Letter As A Template</a> .....	1
<a href="#">Open A New Text Document Using The Template</a> .....	2
<a href="#">Add Text To The Standard Letter</a> .....	3
<a href="#">Save The Unfinished Standard Letter</a> .....	3

### Basic Information About Templates

1. A template is a document or file having a preset format which is used as a starting point for a particular application so that the format does not have to be recreated each time it is used.
2. A user can create and save templates with the formatting of his/her choice.

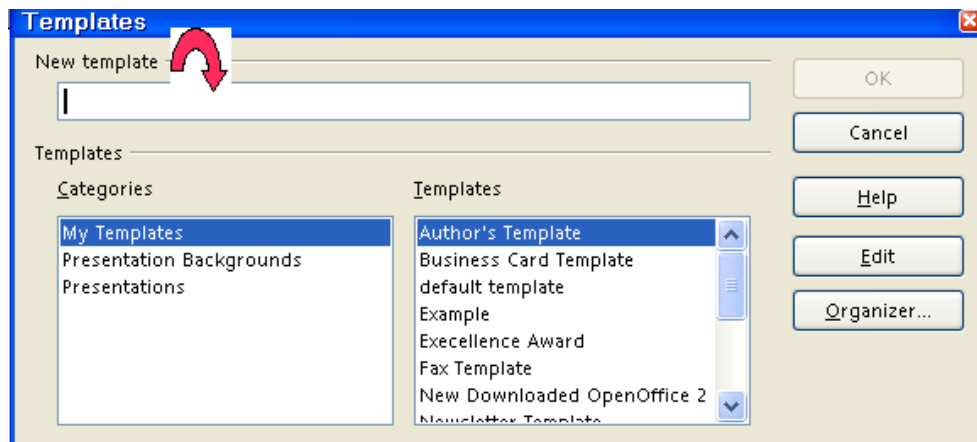
### Add A Heading To The Standard Letter

1. Click **File > New > Text Document**. (The **Untitled1 - OpenOffice.org Writer** appears.)
2. On the **Formatting** Toolbar, click on the **Centered**, , icon. (The cursor moves to the center of the page. The Centered icon is highlighted.)
3. Type the words, **Joe Smith** as the name.
4. Type the street address, **1 Main Street** then press **Enter**. (The cursor moves down one line.)
5. Type **Denver** as the city name. Press the comma key. Press the space bar key. Type **Colorado** as the state name. Press **Enter**.
6. Type **99999** as the zip code then press **Enter**.
7. Click on the **Align Left**, , icon. (The cursor moves to the right margin of the page.)
8. Type the words, **Hi, friend**.

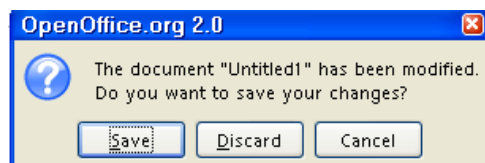
### Save The Standard Letter As A Template

1. Click **File > Templates > Save**. (The "Templates" window appears.)
2. In the **New template** dialog box, type **Standard Letter**. ("Standard Letter" is the name

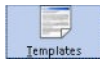
of the new template.)



3. Under **Categories**, click **My Templates**, if it has not already been selected. (The blue background behind the words, "My Templates", indicates it has been chosen.)
4. Click **OK**. (The template is "Saved". The **Untitled1 - OpenOffice.org Writer** text document still appears on the screen.)
5. Click **File > Close > Discard**. (You will get the message below. Clicking "Discard" closes the document on the screen that you have saved as a template, but the template itself may be found in the "My Templates" folder and may be used again. **Untitled1 - OpenOffice.org Writer** appears at the top of the screen.)



## Open A New Text Document Using The Template

1. Click **File > New > Templates and Documents**. (The "Templates and Documents" window appears.)
2. Click the **Template**  icon. Double-click on the **My Templates** folder if it is not already selected. (It is the second icon in the column of 4 icons on the left side of the screen. Several folders appear under the word "Title". A list of templates is there or appears after double clicking on "My Templates".)
3. Click **Standard Letter > Open**. (A description of the template appears in the right-hand column. A new text document opens. The formatting of that document has been determined by the template.)

## Add Text To The Standard Letter

1. Delete the word, **friend**, and add a name of your choice. Press **Enter**. (Highlight the word, "friend" by holding down the left button on your mouse and moving the cursor over the word. Press the "Del" key to delete.)
2. Write just the first sentence of the letter. (For example, I was delighted to receive your recent letter.)
3. Assume you ran out of time and will finish the letter later.

## Save The Unfinished Standard Letter

1. Click **File > Save As**. 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)
2. In the **File name:** box, type **My Letter**.
3. Click **Save**. ("My Letter" is saved. The file, "My Letter" is still on the screen.)
4. Click **File > Close**. (The file, "My Letter", is no longer on the screen.)

### Note

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