Tutorials For OpenOffice

PAGE LAYOUT AND TEMPLATE

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Purpose Of Tutorial

This tutorial explains the following settings for a page:

 ➢ Select the page size for printing

 ➢ Set Margins

 ➢ Add a Footer

 ➢ Add Page Numbering

 ➢ Activate Tips

A template is created and saved. The template is used to make a new page with the same page layout created at the beginning of this tutorial. This saves time by not having to redo the page layout. Instructions for creating a template are included.

Open A New Text Document

1. Open a new text document. Click **File > New > Text Document**. (The **Untitled1 – OpenOffice.org Writer** document appears.)

2. Turn off the **Word Completion** feature. Click **Tools > AutoCorrect > Word Completion** tab. Uncheck **Enable word completion**. Click **OK**.

3. Place the pointer at the upper left-hand corner of the page.

Paper Size

1. Click **Format > Page**. (The "Page Style: Default" window appears.)

2. Click on the **Page** tab. (The "Page" window appears.)

3. In the **Paper forma**t section in the **Format** menu, select the name of a paper size. To see the list of selections in the "Format" menu, click on the ⌄ . (Users in the UK would select A4 which is the standard paper used in the UK. This tutorial is being written for the USA standard paper size.)

4. Click **Letter > OK**. (The "Width" is set to 8.50 inches and the "Height" is set to 11.00 inches. The flashing cursor appears back on the page.)

Margins

The flashing cursor, I, is where the two lines come together. The line to the left of the curser, I, is the **Left Margin** and the line above the cursor, I, is the **Top Margin**. The line on the right of your screen is the right margin. (There is a bottom margin not seen on the screen.)

Words, numbers, and graphics can be placed anywhere on a sheet of paper except for a small border at the four outer edges of the paper. The word **margin** is used to describe the boundary lines where the borders end and the words begin. All future added words, numbers, and graphics will stay within the lines that indicate the margins. The margin lines appear on the screen and will not appear on the printed page.

Change The Margins

1. Click **Format > Page**. (The "Page Style: Default" window appears.)

2. Click the **Page** tab.

3. In the "**Left**" dialog box under **Margins**, change the number in the dialog box to **.50** by doing the following:

  - Move the pointer over the **Left** dialog box.   The cursor changes from a pointer, ↖ , to a cursor, I.

  - Staying inside the **Left** dialog box, move the pointer all the way to the left (without changing the I back into an ↖) .

  - **Click**. (Press the button on the mouse with the pointer finger.)

  - Press the **Delete** key enough times to delete everything in the "Left" dialog box. Type **.50**

4. Two other methods to change the number in the dialog box is to highlight the number, then type ".50" or to click on the ⌄ to select ".50". (".50" is in the dialog box.)

5. In the **Right** dialog box and in the **Top** dialog box, change the number in the dialog box to **.50 (**Use the same method as used for the "Left" margin in step 3.)

6. Change the number in the **Bottom** dialog box to **.55**

7. Press the **OK** button.

8. The "Untitled1" text document appears on the screen with the margins reset. There is

less space outside the margins.

Footer

Click **Insert > Footer > Default**.   The Footer appears at the bottom of the page with the flashing cursor, I , in the Footer.

Page Numbering

1. In the footer, type the word, **Page,** then press the space bar.   Click **Insert > Fields > Page Number**.   ("Page 1" appears in the Footer.)

2. If you prefer to use the "page 1 of 1" format for the page numbering, type the word **Page** then press the space bar.   Click **Insert > Fields > Page Number**.   Press the space bar, then type the word **of,** then press the space bar.   Click **Insert > Fields > Page Count**. ("Page 1" or "Page 1 of 1" appears in the footer.)

3. Click anywhere on the page to place the cursor, I , on the page.

Activate The "Tips" Feature

When the **Tips** feature is activated and the cursor is placed over an **Icon**, the name of the icon will appear on the screen.

1. Click **Tools > Options**. If there is a + before the "OpenOffice.org", click on the **+**. (A menu appears directly below the words "OpenOffice.org.)   Click **General**. (The "Options – OpenOffice.org – General" window appears.) Do either 2 or 3 below.

2. **IF** there is no check mark before the word "Tips", click on the word **Tips** to place a check mark before the word **"Tips".**   (The menu closes and the "Tips" feature is activated.)

3. **IF** there is a check mark before the word "Tips", click the **OK** button. (The window closes and the cursor goes back to the document. The "Tips" feature is activated.)

Create A Template

A template can be made with the same settings as the page made at the beginning of this tutorial. The template can be used any number of times to open a text file with the same settings.

1. Click **File > Templates > Save**. (The "Templates" window appears.)

2. In the **New template** dialog box, type **Page Layout**. ("Page Layout" is the name of the new template.)

3. Click **My Templates** under **Categories** if it has not 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.** (You will get the message below.)
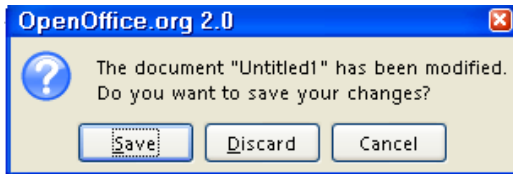
6. Click **Discard**. (The text file closes and it is <u>not</u> saved.)

Create A New Document From A Template

1. Click **File > New > Templates and Documents**. (The "Templates and Documents - Templates" window appears.)
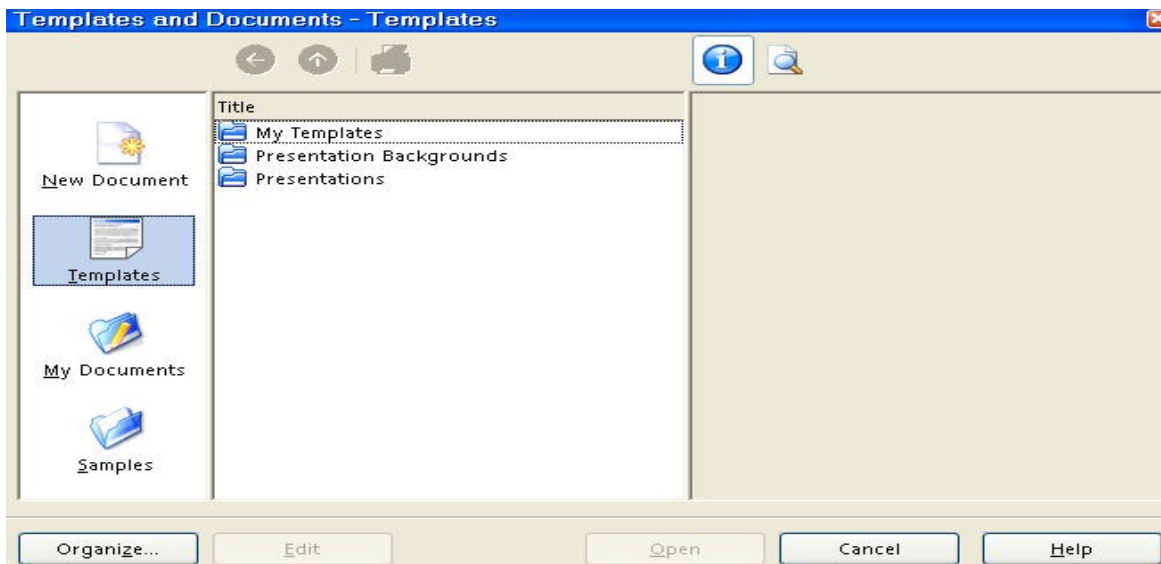
2. Click on the **Templates** icon. (The background of the icon is blue.)

3. Under **Title**, double-click on the **My Templates** folder. (The files in the folder appear on the screen.)

4. Click on **Page Layout**. (Information about the template appears on the screen.)

5. Click the **Open** button. (The text document, Untitled1- OpenOffice.org Writer appears on the screen.)

6. The **Untitled1- OpenOffice.org Writer** file has the same settings that were created in this tutorial and can be used as any normal text file.

Note

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