How to Use Open Office Writer on Internet Express Computers

The Library's Internet Express Computers can be used for 15 minutes on a first come, first served basis. At some locations you must wait in a designated area or sign up to use these computers.

Starting April 1, 2009 Open Office – an open source software – will be installed on all Internet Express Computers. There is both a word processing program and a spreadsheet program. Here is what you can do with the word processing program, Open Office Writer.

Open a document:

- Click on the icon for Open Office – Writer.
- A new untitled document should open on the screen.
- Pull down the "File" menu and choose "Open"
- Select your USB devise
- Select the document you want to open and double click to open it.

NOTE: Sometimes the content of the document may look different in Open Office if you created the document with another word processing program. If you cannot open a document please ask a librarian for assistance.

Edit a document:

- Editing is very similar in Open Office – Writer to what it is in Microsoft Word.
- You can add text, change the font type, change the font size, copy and paste and perform other editing features using similar methods to those used in Microsoft Word. You can also add graphics easily. Here are some editing differences:
  - To wrap text around graphics – with the graphic selected, pull down the "Format" menu, select "Wrap" and choose one of the wrap options.
  - To move quickly through a large document – click on a heading or a table, click the icon between the two double arrows on the bottom right to pull up the "Navigation" window, click on the selection you want or keep it at the "Page" icon to go from page to page.

Print a document:

- Pull down the "File" menu.
- Select "Page Preview" to see how your document will look when it is printed and to see how many pages will print. You can print from the preview or you can close the preview by clicking on the button, "Close Preview" on the menu bar.
- Click on the printer icon on the menu bar or pull down the "File" menu and select "Print." You can print all the pages or you can select a range of pages to print.
- Click "OK." In the popup window, give your print job a name. The Library recommends skipping the password option. Click "OK" again.
- Your print job will be available at the public print release station.
- You need to have a copy card with enough money on it to print your document.

Save a document:

- Remember:
  - This computer only has 15 minute sessions.
  - You must have a USB device to save your work.
  - If you do not save your document by the 2 minute warning you may not have enough time to save and your work will be lost when the computer automatically logs off at the end of your session.
- Pull down the "File" menu.
- Select "Save As"
- Choose the "Save as type" that is the closest to the program you used to create the original document.
- If you are unsure you can save the document as "Text" although you will lose all your special formatting such as bold type face and centering.