Open Office Text Documents for Beginners:
free document processor

Open Office Text Documents
- Open Office Text Documents is a free document processor.
- It is best used for typing letters and creating documents with text and some pictures.
- Open Open Office by clicking on the blue and white "OpenOffice" icon. Then click on "Text Document."
- Open an existing document as follows.
    - Click on the File tab at the top left of the screen.
    - Click on Open.
    - Navigate to the location of the existing document.
    - Click on the existing document.
    - Click on Open.
- Open a new document as follows.
    - Click on the File tab at the top left of the screen.
    - Click on New.
    - Click on Text Document.

Typing Review
- Use the keyboard to add text to an Open Office Text Documents document.
- Hold the Shift key and press a letter to type a single capital letter or symbol.
- Press the Caps Lock once to make all subsequent letters capital.
    - Note: This does not produce symbols.
    - The Shift key must be used for symbols.
- Text automatically advances to the next line when it reaches the end.
- Press Enter to advance to the next line before the end of the line (for example, to start a new paragraph).
- Use the Tab key to indent.

Tools
- If a tool is highlighted in blue, it is currently being used.
- Click on a tool to turn it on or off.
- Click on a tool to switch between similar tools (such as changing the alignment to left, center, or right).

Making Changes
- Changes can be made in two ways:
    - Change the tool and then type.
    - Type, select the text to be changed, and then change the tool.
- To select text, click before the text and drag across it while holding down the left mouse button.
- Selected text is highlighted in blue.

Text Menu
- The Text group in the Properties window on the right side of the screen contains tools used to change the following.
    - font (typeface)
    - specific font size
    - font size (increase or decrease)
    - emphasis (i.e., bold, italic, underline)
    - subscript
    - superscript
- Colors can also be changed using the Text group in the Properties window, including the following.
    - text color
    - highlight color

Format Menu
- Tools in the format menu can be used to change the case of the text.
- Text can be changed to all uppercase or sentence case.

Mistakes
- Open Office Text Documents' autocorrect feature checks spelling as text is entered.
- Errors are noted with colored lines under the text. These lines do not print.
- A red line under a word indicates a spelling error.
    - Right click on the word for spelling suggestions.
    - Remember that the autocorrect feature is not always correct.
    - Note that correctly spelled names and foreign words may be marked as misspelled.
- The undo and redo buttons can also be used to fix mistakes.
    - Remember to use the undo button if something goes wrong.
    - This must be done before saving the document or closing Open Office Text Documents.
    - After undoing an action, that action can be redone using the redo button.

Finishing
- Click on "Save as" in the File menu to save the document for the first time.
    - This should only be used the first time a document is saved.
    - Choose a location and name the document using the window that appears, and then click on Save.
- After making changes to a document, click on "Save" in the File menu to save it.
- To print a document, click on "Print" on the File menu.
    - A preview of the document is automatically displayed in a panel on the left.
    - To print the document, click on the "Print" button.

Tips
- Save often.
- Use the undo button.
- Point at a tool to see a label of the tool.
- Do not be afraid to ask for help.

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