

Using word processing on our Public Computers

OpenOffice – an open source software – is now installed on all Internet Public Computers as of July 9, 2010. OpenOffice Writer replaces Microsoft Word and OpenOffice Calc replaces Microsoft Excel. The presentation software application OpenOffice Impress is also installed. Here is what you can do with OpenOffice 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 external storage device
- 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, font size, copy and paste and 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 the double up or down arrow to go page by page through your document. Or click on a table, click the icon between the two double arrows on the bottom right to pull up the “Navigation” window, click on the “Browse by Table” selection to go through your document table by table.

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 come out 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:

- You must have an external storage 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”
- The default “Save as type” will be Microsoft Word with extension .doc. To change that click the down arrow on the “Save as type” data line and choose the type of file 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.