Basic Word Processing Tips

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1. Set default font for all documents in OpenOffice Writer to the desired font type and size.
   a. In OpenOffice Writer, Click "Tools, Options, OpenOffice.org Writer, Basic Fonts (Western)" then select the font that you wish to use as a default font for Default, Heading, List, Caption, Index.
   b. In Word 2007, open a blank document, press Ctrl d to bring up the font window,

Font

Font | Character Spacing

Font: **Times New Roman**
Technic
TechnicBold
TechnicLite
Tempus Sans ITC
Times New Roman

Font style: **Regular**
Regular
Italic
Bold
Bold Italic

Size: **12**
8
9
10
11
12

Font color: Automatic
Underline style: (none)
Underline color: Automatic

Effects
☐ Strikethrough   ☐ Shadow   ☐ Small caps
☐ Double strikethrough   ☐ Outline   ☐ All caps
☐ Superscript   ☐ Emboss   ☐ Hidden
☐ Subscript   ☐ Engrave

Preview

Times New Roman

This is a TrueType font. This font will be used on both printer and screen.

Default...   OK   Cancel

Then select the desired font, font style, size and color. Then click on Default in the lower left of the font window. Now whenever you start Word, the default font will be the selected font.

2. To change the font and characteristics for text within a document there are several options.
   a. Highlight the text where you wish to change the fonts, then in the toolbar near the top of the page, select desired font, point size, **bold B**, *italics I,* or underline U. Note that in Word 2007 you must be in the Home screen.
   b. A second option is to set an insert point by clicking the mouse at some point in the text then change the font and other options as per a. above. Text that is typed following the insert point will be to the desired settings.

3. Copy and Paste from one document to another or from one section of a document to another.
    a. Highlight text, then press Ctrl c, then select an insert point with the mouse and press Ctrl v.
    b. Or, highlight text, then with the cursor in the highlighted text, right click and select copy, then use the mouse to select an insert point then right click and select paste.
    c. Or, highlight text, then use the mouse to drag the highlighted text to a new location.
    d. Copying from a Web site page to a Writer document is also useful. With the Web page open in a browser, select the text area desired, then use either method detailed in a. or b. above. It can be tricky on some web pages to select the area of the page that you wish to copy. Experiment with the start point on the Web page as the location affects what frames within the web page are selected.
    e. Copy from emails to a Writer document is also easily accomplished.
4. A document can be assembled from several Web pages using the above tips. An example of what I do is to assemble data regarding a computer that I work on.
    a. An example - with a browser, go to hp.com, then select Support and Drivers, then select "Download drivers and software (and firmware)", then fill in For product – sr1503wm. The sr1503wm is the Compaq computers that a school has in various classrooms. At the next screen Select Microsoft Windows XP and click on next. In the lower right of the screen click on "Product information", then "Product specifications". Select the section that you wish to copy from, then copy per 3. c. above. Repeat the steps as desired to add more sections to the document. You may the insert your own comments or make other changes to the document as desired.
5. Use Ctrl Z to go back or to change your mind about a change that was made. Try it by pasting a section of text into a document and then pressing Ctrl Z.
6. Use Tables in Writer documents to aid in formatting tabular information.

Ron	Jim	Sue	Bob
$23.40	$25.70	$34.00	$35.00
$21.00	$23.00	$25.00	$37.00
$45.00	$45.00	$45.00	$45.00
$23.00	$23.00	$23.00	$23.00
$16.00	$16.00	$16.00	$16.00
$7.00	$7.00	$7.00	$7.00
$9.00	$9.00	$9.00	$9.00
$12.89	$12.89	$12.89	$12.89
$5.00	$5.00	$5.00	$5.00

    a. Insert a table specifying the number of columns and rows by selecting Table, insert Table, then select the number of columns and rows (4 and 10 for the above table).
    b. Set all of the fields to be centered by highlighting all fields , then right click and select alignment centered.
    c. Set column left and right margins and center the table in the page between the left and right margins. Drag the left and right table margins in as desired, the select all of the cells, right click and select column, space equally. Select all cells and then alignment centered. Select all cells then number format, then currency.
    d. Experiment with the many options available for tables.

7. Saving to PDF format – create a document, then select File, Export as PDF. Note that a PDF file can be opened with Adobe products (Reader, Acrobat), Foxit and other PDF readers. The document is secure in that it cannot be changed with a Word Processing software program. All OpenOffice programs can export to PDF format.

8. Microsoft Office products can be updated to include a feature to Save As – PDF or XPS file by downloading the Add-in: "Microsoft Save as PDF or XPS". Use the link below:

http://www.microsoft.com/downloads/en/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041

9. Microsoft Word documents can be password protected such that another user could open the document in Word but editing would not permitted. To protect a document in Word 2007 select Review tab, then Protect Document, then check the box "Allow only this type of editing in the document", then check "everyone", then at the bottom click on "Yes Start enforcing protection". You will then be asked to type in a password to be used for permitting any edits.
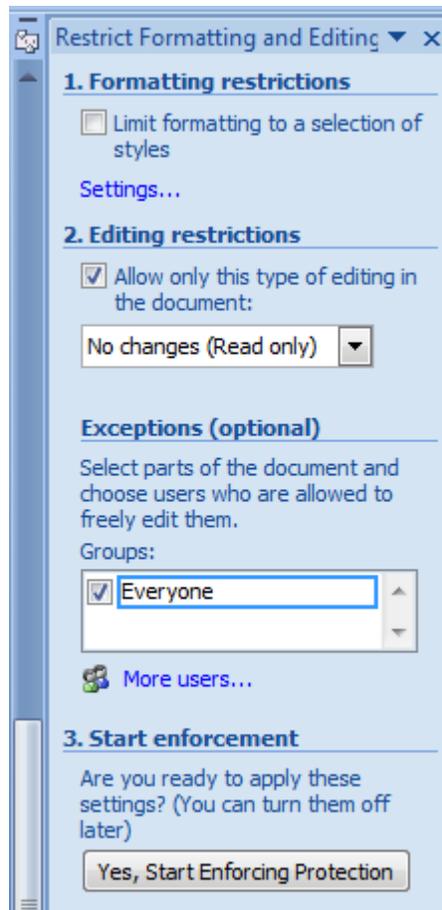
In OpenOfffice Writer, select Edit, Changes, Protect Records, and type in a password.