

# STAROFFICE 8 WRITER



## Writing

Writing our thoughts and feelings is one natural way we tell our friends, family, and the world what we know and what we want them to know. Putting words into print is a way of keeping those thoughts from getting lost. Sometimes the written word has more power than the spoken one. Being an active participant in work, family, and play gives us opportunities to express these ideas on paper or on the computer screen.

The reasons for writing are many. We might need to send someone information in a note, a memo, or a business letter. We may want to record our feelings in a journal, a blog, or a greeting card. Some may need to use information in a report for school or work. Reporting family or group news is another reason. Using a tool like StarOffice 8 Writer for these tasks can be fun and productive.

## What is StarOffice 8 Writer?

In this guide, you will use the StarOffice 8 Writer word processor. The term “word processor,” or word processing, simply means that you are creating your document digitally or electronically with a software program. Because your document is digital, you are able to manipulate and use it in many ways. How a document looks and how it tells your story can be enhanced with the different features word processing makes available. The words are yours. Your words can look the way you want them to look. StarOffice Writer



can help you re-use your writing at a later date, making it faster to create a similar document. The term “document” refers to writing that has been created and saved with a word processor like StarOffice 8 Writer.

Documents can be saved many times. You may want to keep your first thoughts and ideas and also save a copy of the final version that you print for sharing. Saved documents can be brought back on screen if you need to use your text for a new purpose. The saved words are never lost. They can be moved, edited, re-written, and perfected without ever losing your original thoughts. Documents can be adjusted for different reasons. A letter would look different from a memo, or a newsletter, or a shopping list. How your writing looks is important. Making changes to the look of a document is called “formatting.”

Formatting a document means adjusting your writing in one or more ways. There are three primary ways to format a document. First, the actual look of the words or letters can be changed. Should they be large or small? Black or in color? Should they be underlined, dark, light, slanted, fancy, or plain? All of this and more is up to you. Next, the sentences and paragraphs can be organized in different ways. Does your document have a title? Maybe it should be centered on the page. Would you like to put spaces between the sections? Maybe you need a list with numbers. Finally, you can arrange the parts on the page. Perhaps you’d like an image in the middle or a large blank space for an address. Should the title be separated from the first paragraph by a bigger margin? These choices can make your writing easier for the reader and that, of course, is the whole point.



## You will learn general tips for word processing and how to:

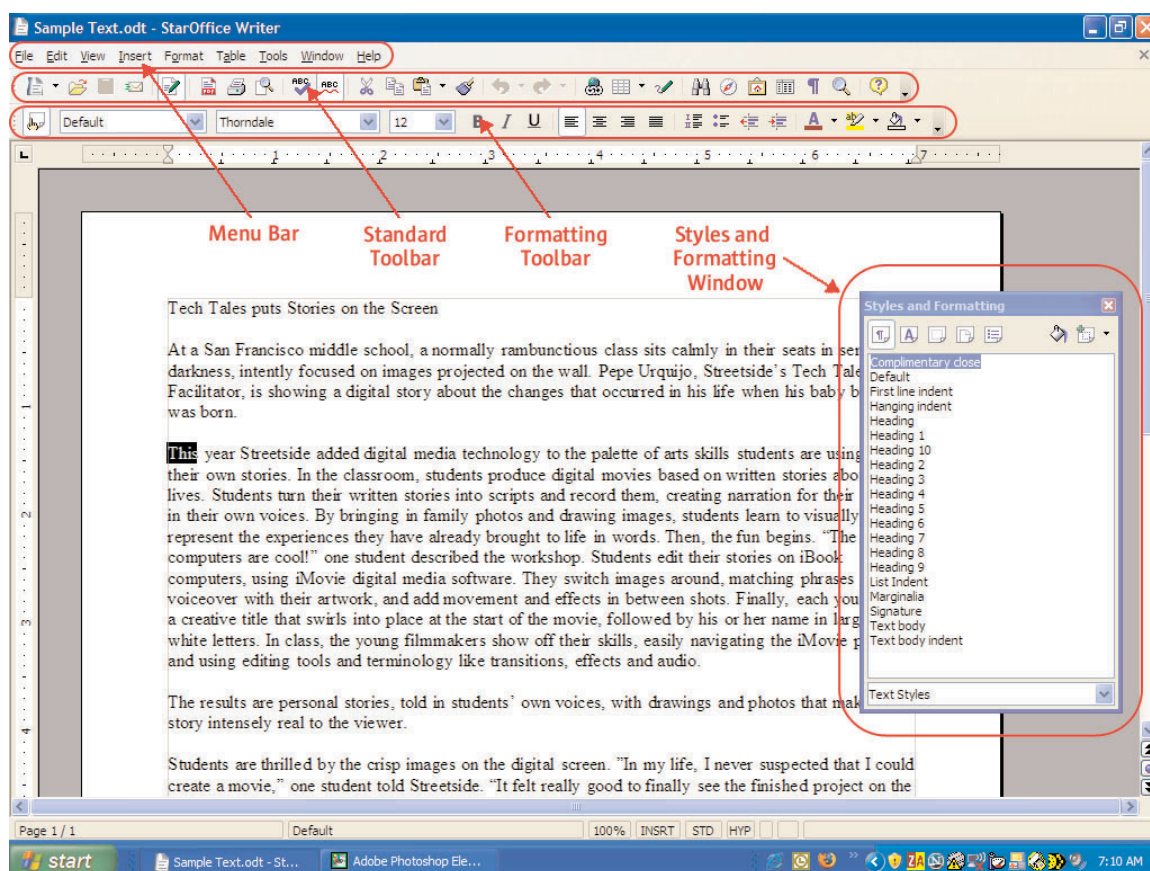
- Start the program
- Save text and documents
- Use the **File** menu
- Create new folders
- Find and identify folders
- Locate the dialog box
- Explore various toolbars
- Format text
- Highlight text
- Change fonts
- Use **Save As** feature
- Use spellcheck



## Let's Get Started!

Ready to try some word processing? We are going to work with a piece of writing to learn the “ins” and “outs” of StarOffice 8 Writer. You have a choice to write your own text sample or you can use the sample text provided in the “Resources” folder that accompanies this guide. Keep in mind that we will be using this same text in all the StarOffice 8 Guides. The sample text was taken from a newsletter that was very nicely done. The newsletter is also available in the Resources folder. Look for “StreetsideNewsletterSpr05.pdf.” Other example documents in the Resources folder include: “HolidayLetter.pdf” and “BusinessLetter.pdf.”

Do you want to create your own text or use the sample text we provided? Follow the appropriate section below to begin.





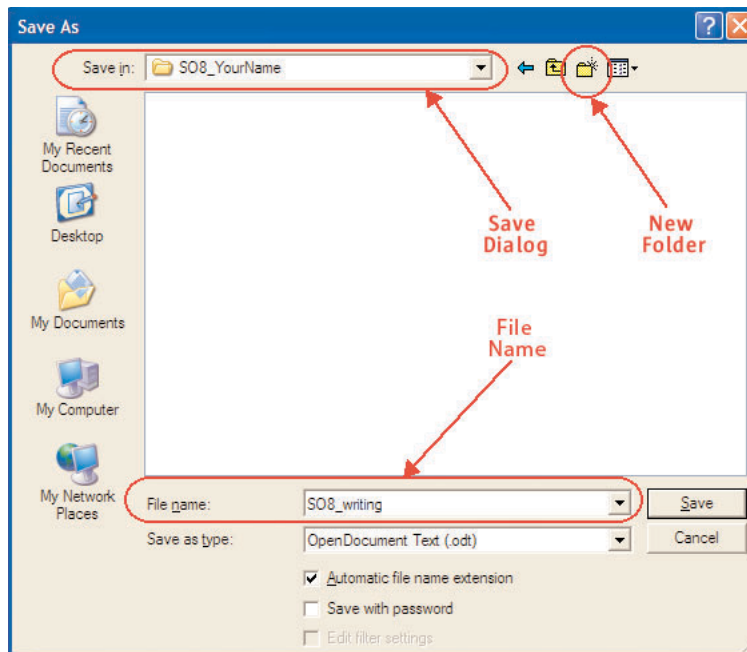
## Hands-On:

Follow these directions if you want to create your own text.

1. Launch the application if you have not already done so.
2. Go to your **Programs** menu and choose **StarOffice 8 > StarOffice Writer**.
3. For PC users, go to **Start > All Programs > StarOffice 8 > StarOffice Writer**.
4. The program will start and you will be given a blank “page.” The blinking spot in the upper left is your “cursor.” It shows where your words will be typed.
5. Start writing! Don’t worry about anything except what you want to say. Spelling does not matter. How it looks does not matter. We will learn to “process” all those things later in this guide. You will need at least a half page of text.
6. As you pause to think, let’s save your document.



7. Choose **Save** from the **File** menu or click the **Save** button on the toolbar above your writing.
8. You will be given a **Save Dialog** box. This box lets you tell the program what you want it to do. You give your document a name and decide in which folder or where you want your document to be saved.



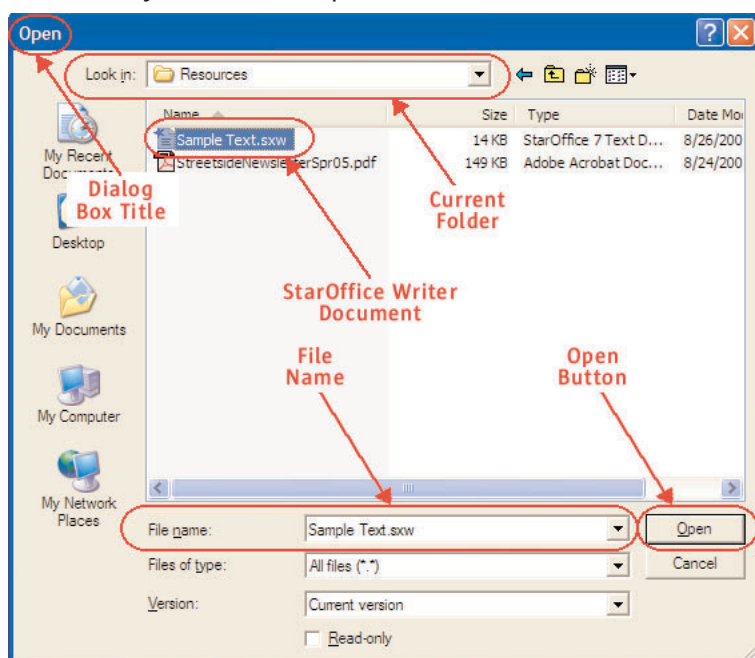
9. First let’s create a new folder to hold our documents. Click the **Create New Folder** button. Name the folder: “SO8\_YourName.” (for example, SO8\_JohnGomez)
10. Click the **Open** button. This will open your new folder.
11. Now back to saving your document, type “SO8-writing” in the **File Name:** area. That is a good name and we will refer to it in the rest of the StarOffice 8 Guides.



12. Click the **Save** button.
  13. You have saved your document. It is a good idea to save it often as you work. Now that you have already had a “dialog” (see step 8) with the program, it will automatically save with your choices when you select **Save** from the **File** menu again.
  14. Finish your writing.
  15. Save your writing again when you finish.
  16. You have created your word processing document and you are ready to go ahead with the rest of this guide.
- Skip to page 7 if you did this work with your own text document.

**Follow these directions if you used the text provided in the Resources folder.**

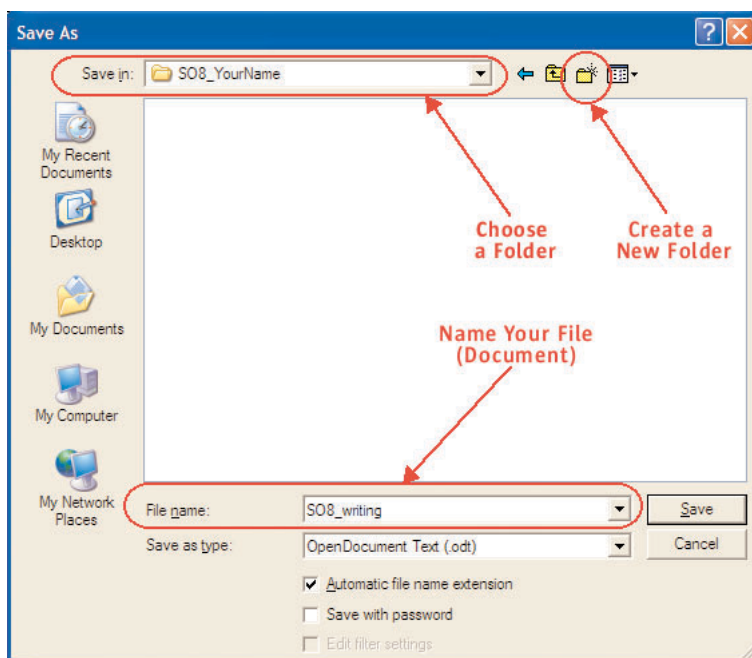
1. Launch the application if you have not already done so.
2. Go to your **Programs** menu and choose **StarOffice 8 > StarOffice Writer**.
3. For PC users, go to **Start > All Programs > StarOffice 8 > StarOffice Writer**.
4. The program will start and you will be given a blank “page” but you want the sample text so just ignore the blank page for now.
5. Choose **Open...** from the **File** menu or click the **Open** button on the toolbar above your writing.
6. You will be given an **Open Dialog** box. It is the “Open Dialog” box that lets you tell the program which document you want to “open” and work with.



In this image, you are looking at items that are in the folder called “Resources.” The **Look in** dialog box allows you to locate a file or a folder. To **Look in** another folder for your document, you click on the downward triangle.



7. You must find the correct folder. It is probably on your Desktop or in the My Documents folder. It is called “Resources.” The image above shows the Resources folder along with all the documents in the folder.
8. Click the document named “Sample Text.”
9. Click the **Open** button.
10. Before proceeding, you should save this writing with a different name.
11. Choose **Save As...** from the **File** menu.
12. You will be given a **Save As Dialog** box. This box lets you give your document a name and decide in which folder or where you want your document to be saved.



**> TIP:** You can always save a copy of your document with the **Save As...** command. You might have a letter that you want to send to family and friends, but you want to say slightly different things to each group. Use **Save As** and adjust the versions of the letter.



13. First, let's create a new folder to hold our documents. Click the **Create New Folder** button.
14. Name the folder: **SO8\_YourName**. (for example, **SO8\_JohnGomez**)
15. Click the **Open** button. This will open your new folder.
16. Now back to saving your document, type “SO8-writing” in the **File Name:** area. That is a good name and we will refer to it in the rest of the StarOffice 8 Guides.
17. Click the **Save** button.
18. You have opened the saved Sample Text document and saved it as your own. You are ready to go ahead with the rest of this guide.





## Word Processing

Next, we are going to use your text or the sample text to explore the possibilities of word processing. In this section you will learn how to format and change text by “clicking”: font color, size, highlighting, and other commands. You should already have your document on screen but if not choose **Open** from the **File** menu and do so.

You should follow the directions from the previous section for **Save As...** so you have a copy of your text that you can work with. The original will be kept unchanged for you to use later.

## Changing the Letters

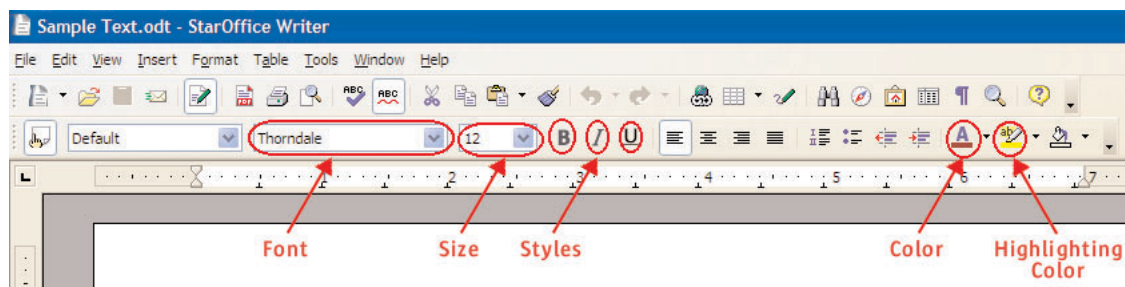
The look of each letter in your document can be changed. Of course we usually change whole words or sentences at a time, but it is important to know that you can even change one letter at a time. Let's get started.



### Hands-On:

1. Open your SO8-writing text document if it isn't already on the screen.

Look carefully at this picture of the **Formatting** toolbar. The parts circled in red show the controls we will be using on your text. From left to right we can change the font, the size, the boldness, the slant, the underline, the color, and the highlighting color. We will explore the other tools later.



2. Move your mouse to the first line of your writing. Click, hold, and drag across a few of the words.

ripts and record them, creating narration for  
s. By bringing in family photos and drawing  
ly represent the experiences they have already

3. You have “selected” those words. They look different now. They have a background color but that is only temporary. When text is selected, the program is ready to change that text and only that text. If you click the mouse somewhere else on your page, that highlighting will go away.

**> TIP:** There are some selection shortcuts; double click on a word to select the whole word. Triple click on a sentence to select the whole sentence. Quadruple click on a paragraph to select the whole paragraph. Choose **Select All** from the **Edit** menu to select all the text in your document. Try this on your own.



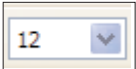
4. Do that now. Click and then select some words again. You can select as much or as little text as you want to work with at any time. You can select any text that you want.



5. Click and hold on the **Font Color** control. You see a grid of colors appear. Choose a bright color by clicking.

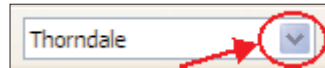


6. Now try the **Highlighting** control.

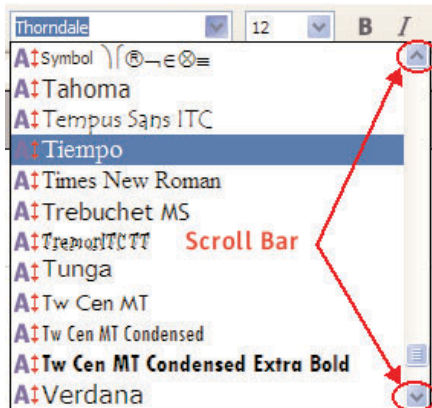


7. Now try the **Font Size** control. Instead of a grid of choices you see a list.

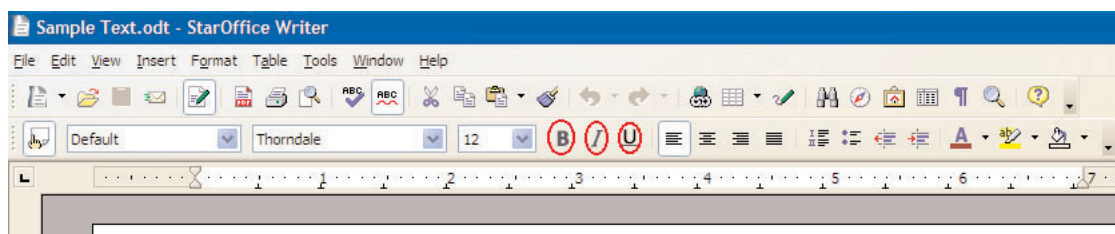
8. Now try the **Font Name** control.



Click on the down arrow (triangle) to display all of the font style choices. You can move up and down the list by using the scroll bar. There are many more choices that can be shown at one time.



9. The other individual letter controls are a bit different. Instead of choosing from a list or a grid, you turn them on or off. Let's try it.



10. With some words selected, move your mouse to the **Bold** button. Click it. Click it again. Do you see how this control turns the letter darker or bolder and then turns that setting off? It works like a switch.



11. Repeat step 10 with the **Italic** button and with the **Underline** control. Can you add combinations of these controls? Try turning some plain text into **bold**, *italic*, and underlined.

12. Now have some fun. Choose different parts of your writing and change the letters in some wild ways. Explore a variety of color, fonts, and font sizes using **bold**, *italic*, and underlines.

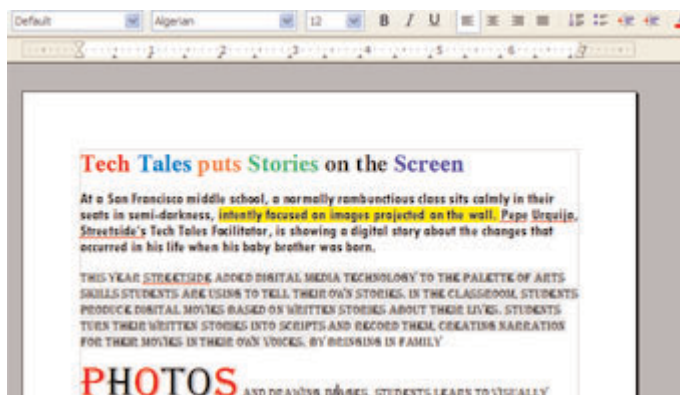
### POSSIBLE ROADBLOCK:

When text is selected you can easily lose it! If you type a letter the whole selection is replaced by the letter you type. Be careful. This can also be useful if you select text you want to re-write, just start typing. In case you do delete some text, try **Undo**—an option under the **Edit** menu.



**TIP:** Often these stylistic features—bold, underline, italic, or the use of color—are used to create headlines or titles.





13. Now let's make your whole document look finished. Select and change the style of some of the words or letters within words so your document has a complete and professional look to it. You may want to start by selecting all the text at once. Choose **Select All** from the **Edit** menu.
14. Choose **Save As...** from the **File** menu and save your document with the changes. Add the number 2 to the end of the file name. You will have a new document in your folder called "SO8-writing2."

**> TIP:** A little reminder on finding or saving files in a folder. Look at the image on page 6; this screen image shows you the folder name in the **Save in** window at the top of the screen. Note that there is a downward triangle, which means you can click on that symbol and see more folders. This same function is available when you want to open a file in a folder. So remember to use this feature when you are searching for folders and files, whether you are selecting a folder to **Save** a document, or when you are looking for a folder that contains a document you want to open.

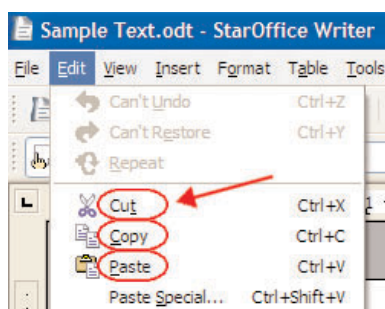
## Cut, Copy, Paste: Re-using Your Text:

Now that you know about selecting text and changing it we can start moving things around. Just because you wrote a sentence or phrase in a particular place does not mean it has to stay there. Revising text is a useful skill in word processing. In this section you will learn the commands of **Cut**, **Copy**, and **Paste**. All of these are in the **Edit Menu**. Follow the directions below to see how they work.



### Hands-On:

1. Open your SO8-writing text document if it isn't already on the screen. Select a word, phrase, or sentence from the opening paragraph.
2. Choose **Cut** from the **Edit** menu. Where did it go? The program has memorized your text and is holding it for you on a virtual clipboard. The program has "cut" the text out of your document but has not lost it.





3. Move your mouse to another part of your writing and click to place your cursor.
4. Choose **Paste** from the **Edit** menu. What happened? The program took the text it had cut and “pasted” or placed it in the new spot.
5. Select **Paste** again. The program will paste the text again and again.
6. What about **Copy**? Try it. Follow steps 1–5 but choose **Copy** from the **Edit** menu instead of **Cut**. What happened?
7. You are right, **Copy** is the same as **Cut** except it leaves the original text in place.
8. Choose **Save As...** from the **File** menu and save your document with the changes. Add the number 3 to the end of the file name. You will have a new document in your folder called “SO8-writing3.”

**> TIP:** Cut, Copy, Paste also work when you need text copied from one document to another document. These commands also work with pictures as you will see later.

## Adding Pictures

Would you like to add a picture to your document? To create an interesting document you may want to use the clip art that is included in StarOffice 8 or you may want to use graphics from the Internet or a digital camera. In this section you will learn how to copy and paste different types of images into your document. You will also learn how to place and move them around in your document. Both sets of directions are below.



### Hands-On:

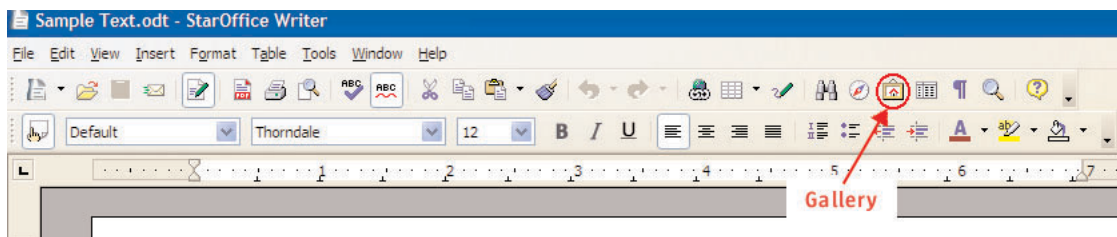
Use these directions for adding clip art:

1. Open your SO8-writing text document if it isn't already on the screen.

Click your mouse in your text and position your cursor to the area where you want the picture. It won't be exact. You can change it later.

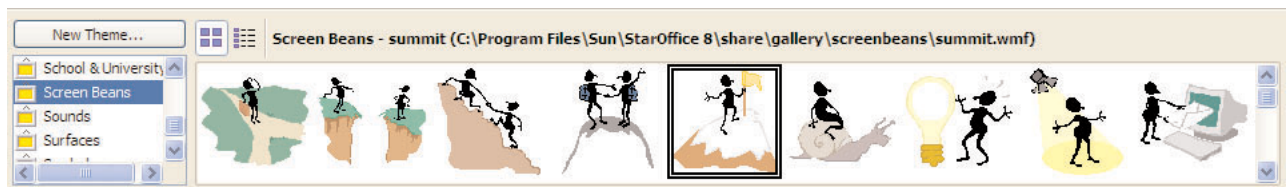


2. Click the **Gallery** button on the **Standard** toolbar.

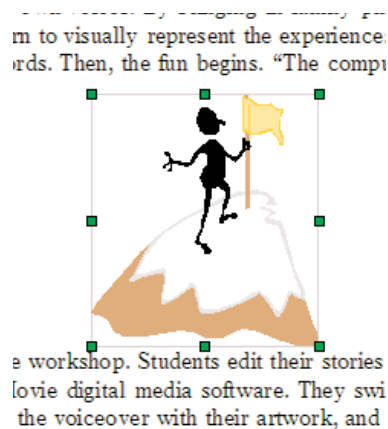




3. Take a look at the **Gallery**. It opens in a section right above your paper. On the left are categories. Click the categories and you will see the pictures in each one.



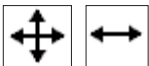
4. Choose a picture to use. Click, hold, and drag it to the middle of your paper. Drop it right on top of the text. The picture will appear in your document.
5. Click the **Gallery** button again. It will close the **Gallery** until the next time you want it.
6. The picture will be “selected” and ready for you to change it. There will be small green “handles” around it. You can grab those with your mouse (click, hold, drag) to change the size.



**> TIP:** Don't forget, many graphics on the Internet are copyrighted, so remember to give credit when credit is due!

#### REMINDER:

In the Getting Started document, we remind you to get all the sample documents from the **Resources** folder. If you didn't get those documents, do that now, as the next exercise makes use of a resource provided for you.



7. You can grab the picture anywhere inside the handles and move it anywhere on the page. When you place your cursor on one of the ‘handles’ you will see the look of the cursor change. It will become a double-headed arrow. This means that you can size the image, make it smaller or larger. Now place your cursor inside the ‘handles’ and you will see the double arrow, this means you can move the full object around.



8. After changing the size and location, take a look at the **Frame** toolbar. It has 3 very useful tools for pictures: **Wrap Off**, **Page Wrap**, and **Wrap Through**.



9. Click those buttons to see how they work. **Wrap Off** will leave the picture in its own section of the document without any text near it.



**Page Wrap** will allow the text to “wrap” around the picture on all sides.



**Wrap Through** lets the text show through the clear parts of the picture.

Let's add another picture. Similar to what you just learned about images from the gallery, you can add images from other sources. There is an image in the Resources folder; this image was saved from the Internet.

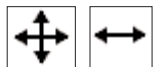


## Use these directions for adding other digital images:

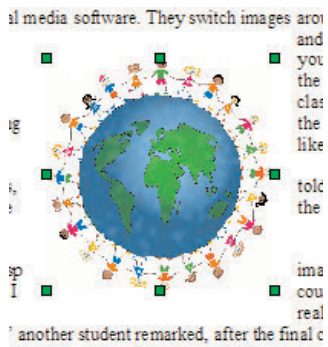
1. Open your SO8-writing text document if it isn't already on the screen.

Go to the **Insert** menu, choose **Picture > From File**.

2. You will be given the **Insert Picture Dialog** box. It looks like the **Open Dialog** box that you already know.
3. You need to find the **Resources Folder**. It is probably on your Desktop or in the **My Documents** folder.
4. Select the picture called "world\_kids.jpg" and click **Open**.



5. The picture will be "selected" and ready for you to change it. There will be small green "handles" around it. You can grab those with your mouse (click, hold, drag) to change the size. When you place your cursor on one of the "handles" you will see the look of the cursor change. It will become a double-headed arrow. This means that you can size the image, make it smaller, or larger. Now place your cursor inside the "handles" and you will see the double arrow, this means you can move the full object around.



6. You can grab the picture inside the handles and move the entire picture anywhere on the page.



7. After changing the size and location, take a look at the **Frame** toolbar. It has 3 very useful tools for pictures: **Wrap Off**, **Page Wrap**, and **Wrap Through**.



8. Click those buttons to see how they work. **Wrap Off** will leave the picture in its own section of the document without any text near it.



**Page Wrap** will allow the text to "wrap" around the picture on all sides.



**Wrap Through** lets the text show through the clear parts of the picture.

10. Choose **Save As...** from the **File** menu and save your document with the changes. Add the number 4 to the end of the file name. You will have a new document in your folder called "SO8-writing4."



## Organizing and Formatting Your Sentences and Paragraphs

You may want to change whole sections of your document at once. You might have a title, or a list of items that should be organized, or other parts that should be formatted a certain way. Revising writing by organizing and formatting sentences and paragraphs is an important part of the writing process. In this section you will practice how to: use the formatting toolbar to format characters, align, and arrange words and paragraphs. You'll learn how to align left, right, center and how to organize a list with numbers or bullets. The following directions will show you how to make changes to your document.

You do not have to select the exact words or letters to make these changes. Just click to place your cursor in the text you want to change. The program will make the adjustments to all the text in that paragraph. The program thinks that new paragraphs are made when you press the **Enter** key not when you have written a complete and thoughtful section. So, paragraphs may be just a word or two if they are on a line by themselves.



### Hands-On:

#### Arranging your text on the left, right, or in the center.

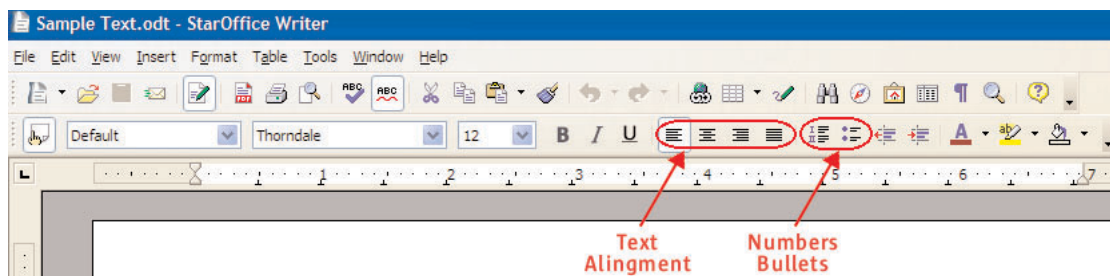
1. Open your SO8-writing text document if it isn't already on the screen.

If you have not pressed the **Enter** key while creating your document, place the cursor at the end of a few sentences and do that now. This will define some "paragraphs" for the program to work with.

2. Place your cursor in one of your paragraphs.

represent the experiences they have already  
the fun begins. "The computers are cool!" ne  
Students edit their stories on iBook

3. Take a look at the **Formatting** toolbar. We are going to use the buttons circled in red.



4. Explore the commands by clicking the **Align Left**, **Centered**, **Align Right**, and **Justified** buttons.

5. What do they do? That's right, they will take all the text in the paragraph around the cursor and "line up" your text left, centered, right, or stretched across the whole page.
6. Does your writing have a title? If not give it one. Place your cursor in front of your text and add it. Press the **Enter** key.





7. Place your cursor in the title.
8. Now let's format the title. Titles are often large, bold, and centered. They are also usually in a "darker" font.



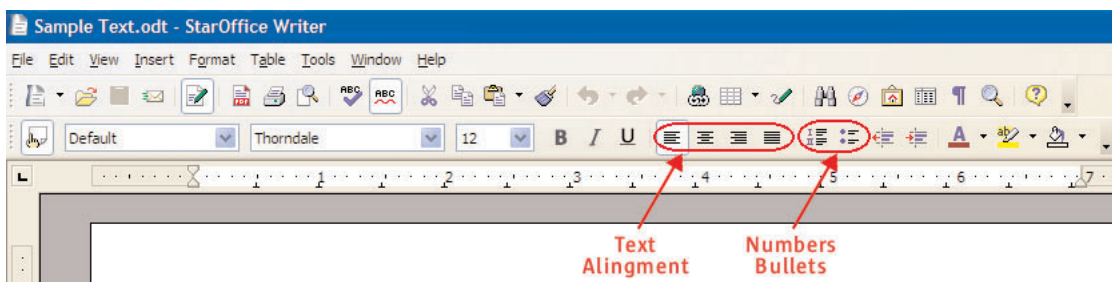
9. Choose **Save As...** from the **File** menu and save your document with the changes. Add the number 5 to the end of the file name. You will have a new document in your folder called "SO8-writing 5."

## Arrange Text into an Organized List

1. Open your SO8-writing text document if it isn't already on the screen.

Click below your last line of writing, press the **Enter** key and your cursor will be on a new line.

2. Take a look at the **Formatting** toolbar.



3. Click the **Numbering On/Off** button. Automatic numbering will be turned on.
4. Now, start typing a list. Maybe things you need from the store. Maybe your family's names. After each item, press the **Enter** key.

1. eggs
2. milk
3. bread
4. jam
5. peanut butter

5. What's going on? That's right, these paragraphs are special. They seem to know which item number is just ahead of them and they number themselves automatically. Very useful!
6. Try clicking in the middle of the list and pressing the **Enter** key. What happens?
7. When you finish your list, press the **Enter** key one more time then click the **Numbering On/Off** button again. The switch is turned off and you are back to normal.



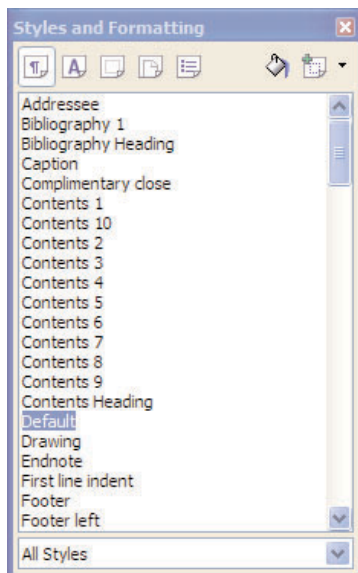
8. Now try another list, but use the **Bullets On/Off** button.
9. Choose **Save As...** from the **File** menu and save your document with the changes. Add the number 6 to the end of the file name. You will have a new document in your folder called "SO8-writing6."

- eggs
- milk
- bread
- jam



## Using some “styles” to format your paragraphs.

1. Open your SO8-writing text document if it isn’t already on the screen.
2. Place your cursor in the text anywhere.
3. Is the **Styles and Formatting** window showing?



4. If not click the button. The button is the first choice on the **Formatting** toolbar. Refer to the image on page 3 if you don’t remember the toolbars.
5. The **Styles and Formatting** window has a list of pre-formatted styles that you can use in your writing. For example, perhaps you were writing a report that needs big headings, medium-sized headings, and small ones like the ones used in this guide. You could use the styles Heading 1, Heading 2, and Heading 3.
6. Here’s how. Select some text, place your cursor, then double click the name of the style in the **Styles and Formatting** window. Your selected paragraph will change to that style.
7. Try some of the other **Styles** and see what they are like.
8. Choose **Save As...** from the **File** menu and save your document with the changes. Add the number 7 to the end of the file name. You will have a new document in your folder called “SO8-writing7.”

**> TIP:** You can make your own **Styles**. You can also change the pre-defined **Styles** that are provided in the program. Search for “styles” in the Help menu.



## Formatting Your Whole Page

You may want to change the whole document. Do you want columns? How many do you want? Should the margins be bigger? Do you need the page numbers inserted at the bottom of each page? These are things you should definitely think about for large documents but sometimes shorter documents or letters need to look “just right” as well. In this section you will practice how to format your document with columns. You will adjust width and spacing, separator lines between columns, and adjust graphics using “wrap” text options.



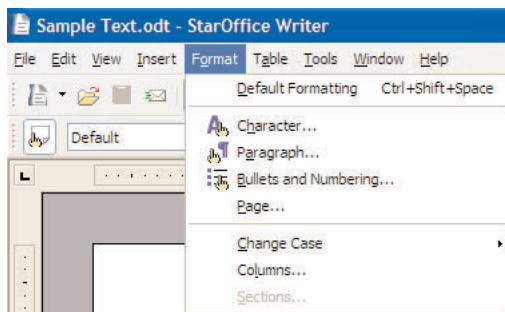
### Hands-On:

#### Creating Columns in Your Document.

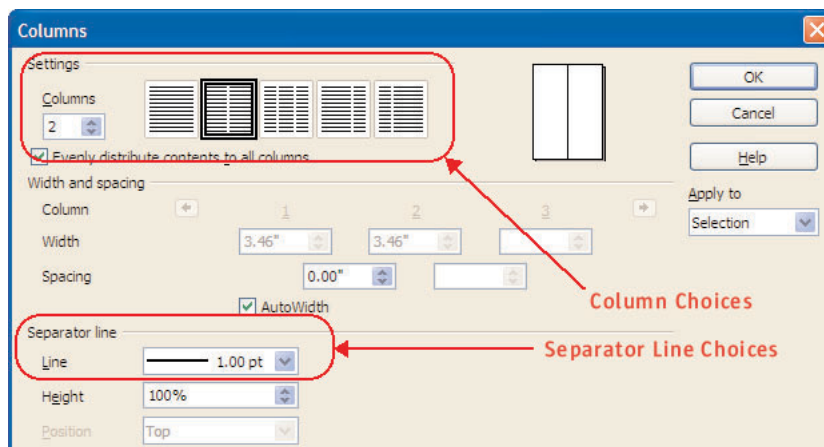
Using columns can be very useful and is great for newsletters.

1. Open your SO8-writing text document if it isn't already on the screen.

Choose **Columns...** from the **Format** menu.



2. The **Columns** Dialog box will appear.



3. Click on the little pictures of the pages to pick your column choice: 1, 2, 3.
4. Make choices about how large the columns should be and if there should be a separator line. A separator line is a straight line drawn in between your columns of text.
5. Click the **OK** button.

**> TIP:** Remember, the **Format** menu is a drop down menu from the main menu bar on the top of your page, just above the **Format** toolbar. If you don't remember which is which, look at the screen image on page 7.



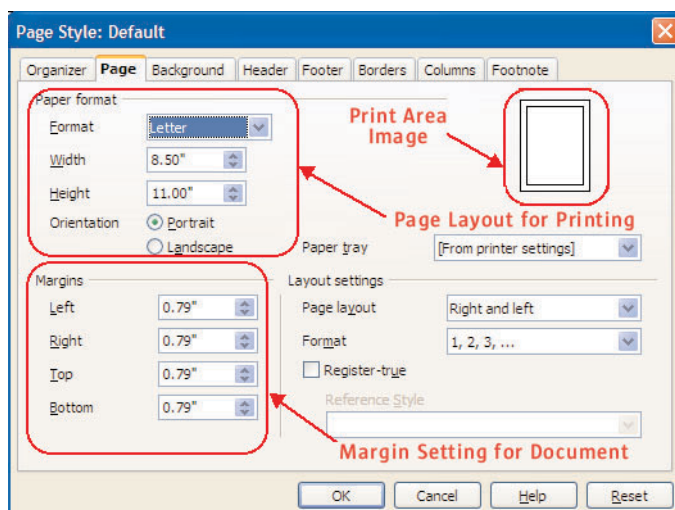
- If you have pictures, you will have to move them to fit into the new column layout. Remember to insert graphics and use the “wrap text” options to get the look you want.
- Choose **Save As...** from the **File** menu and save your document with the changes. Add the number 8 to the end of the file name. You will have a new document in your folder called “SO8-writing8.”



## Changing the Margins of Your Document

Small margins can help you fit more on a page, and large, or wider, margins make your document look more formal and important.

- Open your SO8-writing text document if it isn't already on the screen.  
Choose **Page...** from the **Format** menu.
- The **Page Style Dialog** box will appear.



- The **Page Styles Dialog** box has eight tabs across the top. Click the **Page** tab.
- On the **Page** tab you can adjust the top, bottom, left, and right margins. In the screen image, you see the “default” or the standard settings for paper size and margins. Sometimes the default setting is just fine.
- To change the margins use the down arrows by each box, or you can type your choice directly in these boxes. Note that the numbers are inches, or fractions of inches.
- You may also notice that this changes the available print size of the paper itself. As you change the margins, you will see the image of the page change, the inside “rectangle” shows you what will be available for your text.
- Click the **OK** button.
- Choose **Save As...** from the **File** menu and save your document with the changes. Add the number 9 to the end of the file name. You will have a new document in your folder called “SO8-writing9.”



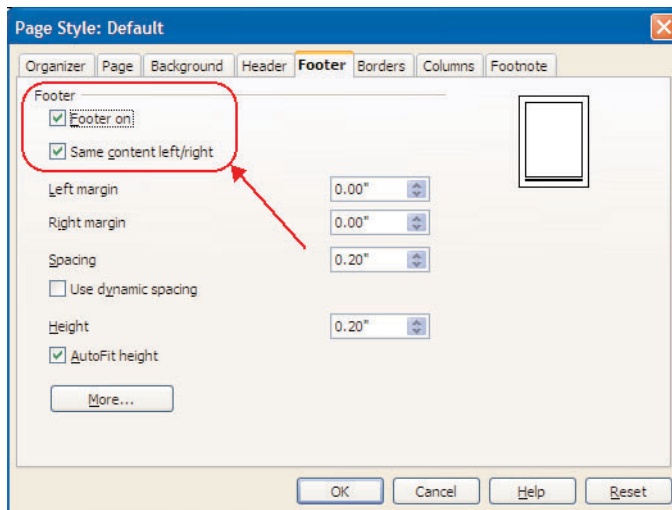
## Adding or Changing a Footer or Header to Your Document

A “Footer” is a special area at the bottom of every page. A “Header” is a special area at the top of every page. Footers are generally used on documents that have many pages, such as business communications or reports where page numbers, the author’s name, or a note such as “Confidential” is required on every page.

1. Open your SO8-writing text document if it isn’t already on the screen.

Does your document have more than one page? If not, use the **Cut**, **Copy**, **Paste** skills from page 9 of this guide to add enough text so that it does.

2. Then, choose **Page...** from the **Format** menu.
3. The **Page Style Dialog** box will appear.
4. The **Page Style Dialog** box has several tabs across the top. Click the **Footer** tab.



5. Click in the **Footer on** check box. Click the **OK** button.
6. You will notice that there is now a small rectangle shown at the bottom of each page in your document.
7. Click in the Footer’s rectangle and type the word “Page.” The rectangle you see now will not be visible when you read or print the document, just your words.
8. Choose **Fields > Page Number** from the **Insert** menu.
9. Check your pages. They should be automatically numbered.
10. Adding a Header is similar. From the **Page Style Dialog** box choose the **Header** tab. Turn it on with the **Header on** checkbox.
11. Add some text to your new Header.
12. Choose **Save As...** from the **File** menu and save your document with the changes. Add the number 10 to the end of the file name. You will have a new document in your folder called “SO8-writing10.”

**> TIP:** Most headers and footers use a small font size. After all, this area is not really required for reading your document, it is designed to make it easier to follow, or to make it more formal. Look at your headers and footers to see what looks best to you.





## How Do Your Documents Look?

You have learned a lot. You have done a lot of things to your writing. You may not want to keep all of those changes. Let's put it all in order.



### Hands-On:

#### Proofreading, Polishing, and Publishing Your Document

1. Open your SO8-writing text document if it isn't already on the screen. Let's use the original document without all the changes.

Use your **Cut**, **Copy**, **Paste** skills to get things just right.

2. Place your cursor and add information if you need to. Select text that isn't needed and use the **Backspace** key to remove it.
3. Next, read your entire piece from beginning to end. You will probably find parts that need to be rewritten or changed. Using the **Highlighting** tool is a good way to help you if you want to read the whole document and correct it later. Mark those parts you want to change as you proofread.
4. Make your changes or corrections.

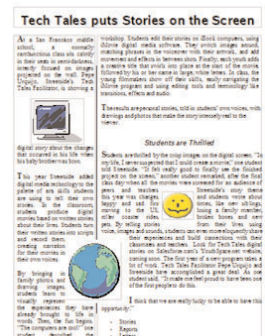


5. Now, let's have the program check your spelling. The **AutoSpellcheck** feature has probably been turned on the whole time. If not, click the **AutoSpellcheck** button now; it's on the **Standard** toolbar. Any words that are misspelled will be shown with a red squiggle beneath them. Place your mouse on the word and click the right mouse button. You will see a list of possible choices for the misspelled word. Pick the one you believe to be correct. The **Spellcheck** button will open the **Spellcheck Dialog Box** and let you work through your document one problem word after another.



6. Use your skills for character, paragraph, and document level formatting changes.
7. Make your document look really good. Make it communicate things the way you think is best. You have the skills to do that now.
8. Save another copy of your document as your "Final Copy" with the **Save As...** command in the **File** menu. Add the words "Final Copy" to the end of the file name. The name will be "SO8-writing Final Copy."
9. Print a copy on paper to evaluate your work. Choose **Print...** from the **File** menu and then click the **OK** button.

**> TIP:** Spellcheck is very helpful; however, keep in mind that **Spellcheck** acts like a dictionary. **Spellcheck** might suggest you replace the spelling of someone's name, or other proper nouns, which may be spelled correctly. So remember, this tool is useful but you may not always want to accept the replacement word that is suggested.





## In Your Folder:

Your folder contains a lot of documents now. You may want to delete the ones you don't want or need.

Please keep these documents from the StarOffice 8 Writer Guide:

- SO8-writing
- SO8-writing Final Copy

## You are a Writer and a Word Processor Now!

You are using some great tools for communication and formatting. Let's take a moment to review what you know. You can now:

- Create new StarOffice 8 Writer documents.
- Open and revise existing SO8 Writer documents.
- Change the formatting of sections or whole documents.
- Add features, styles, and other techniques to customize your document.
- Save and print SO8 Writer documents.

## A few more thoughts to keep in mind about writing:

- Your writing should usually include the basics of communication: who, what, why, and possibly where and when.
- It is important to note the order that was given in the last Hands-On section. Writing, proofreading, editing, and fixing your words should come first. Then make changes to how things look. Write first, format last.
- Pay attention to how this writing will be used. Is it just for yourself or will it be printed and given out to many different people? You may make lots of different word processing decisions depending upon who is going to actually read it!
- Another idea when you are writing or creating a document is to share your draft with a friend or colleague. You can send your document in an email and get feedback. Look under the **File** menu and you will see a **Send** option that makes this very easy.
- Don't be afraid to save different drafts or to re-use good writing that you have saved.
- StarOffice 8 has a lot more features like word count, outlining, tables, special fields, and many others. Use the **Help** menu to explore them when you need them.



You will be saving documents throughout these exercises. It's a very important feature of StarOffice to know that you can save your documents in different file formats. StarOffice uses open file formats, which means that you can save your documents to be compatible with other software programs. Similarly, you are able to open documents that you receive that are created by programs other than StarOffice.

You may now want to clean up your "SO8\_YourName" folder. Are there versions of SO8-writing that you don't need? Delete them but keep your original and your Final Copy. We will need them in the next guide. The next guide, StarOffice 8 Draw, will take you into a world of graphics and images but your text will be used there as well.