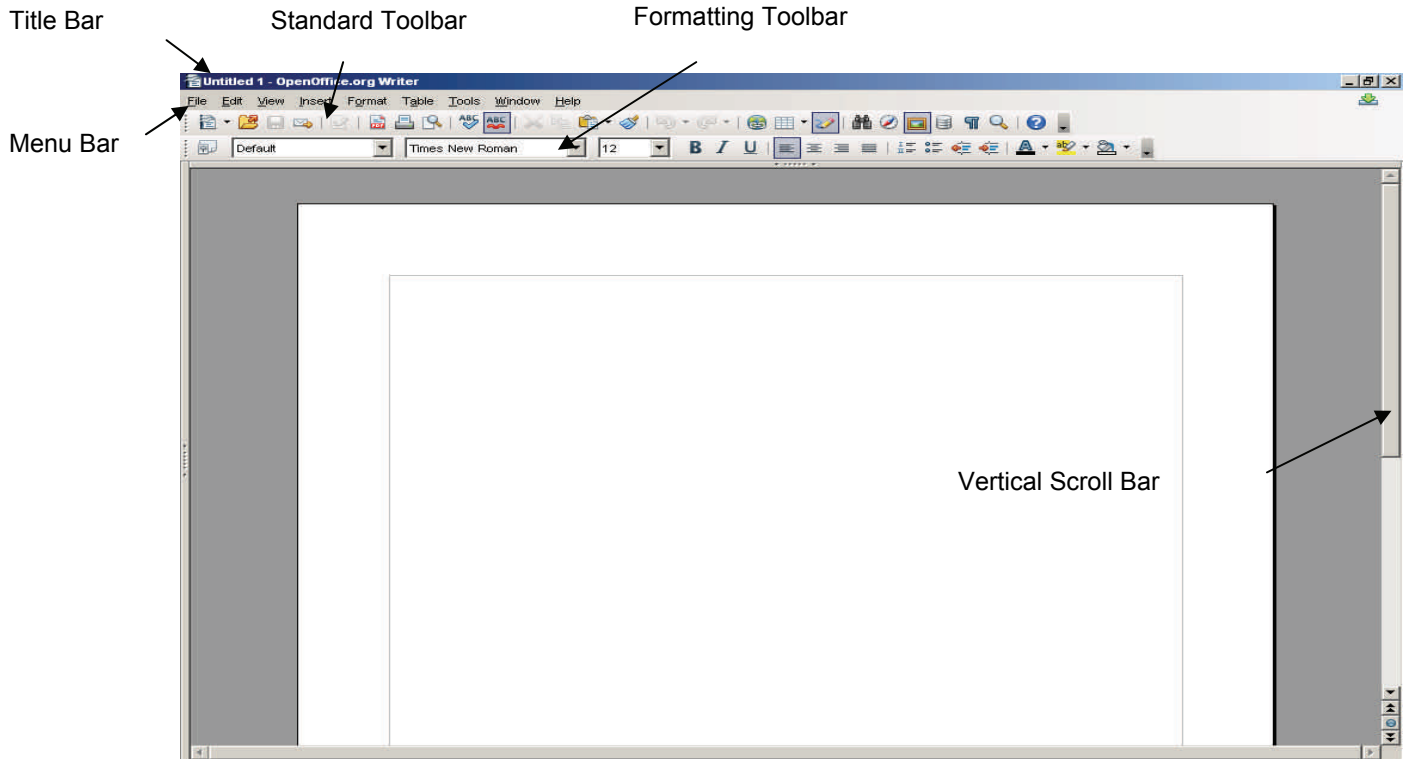






### Writer Overview













### Formatting



- **To Format Selected Text:** Change the style of text by clicking Bold, Italic or the Underline button on the Formatting Toolbar **B / I / U**
- **To Change Paragraph Alignment:** Select the paragraph(s) or text and click the appropriate alignment button (Left, Center, Right or Justify) on the Formatting Toolbar 
- **To Indent a Paragraph:** Click Increase Indent  on the Formatting toolbar, or click and drag the Left Indent Marker on the ruler.
- **To Decrease an Indent:** Click Decrease Indent  on the Formatting toolbar
- **To Create a Bulleted or Numbered List:** Select the paragraph(s) you want to bullet or number, and click the Bullets button or the Numbering button 
- **To Change a Document's Margins:** Select Format > Page from the Menu Bar and adjust the top, bottom left and/or right margins
- **To Add or Insert a Header or Footer:** Select Insert > Header or Footer from the Menu Bar
- **To Insert a Page Break:** Place the cursor where you want the next page to begin, press **<ctrl>+enter**
- **To Create Newspaper Columns:** Select Format > Columns on the Menu Bar



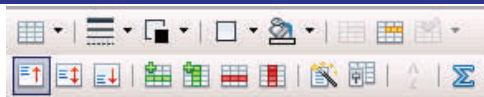
## The Basics

- **To Create a New Document:** Click New Blank Document on the Standard Toolbar,  **<ctrl>+N**, or select File > New from the Menu Bar
- **To Open a Document:** Click Open from the standard toolbar,  or select File > Open from the menu, or press **<ctrl>+O**
- **To Save a Document:** Click Save from the standard toolbar,  bar, or select File > Save from the menu, or **<ctrl>+S**
- **To Save a Document so that other programs may open:** Select File > Save As, choose a file name and choose “.doc” as the extension in the “Save as type:” window
- **To Preview a Document:** Click Page Preview on the Standard Toolbar,  select File > Page Preview from the menu
- **To Print a Document:** Click Print on the Standard Toolbar, or select File > Print on menu
- **To View or Hide a Toolbar:** Select View > Toolbars from the menu, or right-click on a toolbar to customize or close the toolbar
- **To Get Help:** Press F1 to open Writer Help or click Help on the Standard Toolbar
- **To Cut or Copy:** Select the text and click Cut or Copy on the Standard Toolbar,   or press **<ctrl>+X** (cut) or **<ctrl>+C** (copy)
- **To Paste:** Place the cursor on the insertion point where you want to paste the text, click Paste  on the Standard Toolbar or press **<ctrl>+V**
- **To Move Text using Drag and Drop:** Select the text you want to move, drag the text to the new destination, then release the mouse button
- **To Undo:** Click Undo on the Standard Toolbar,  bar or press **<ctrl>+Z**
- **To Find and/or Replace Text:** Select Edit > Find & Replace from the menu, or click the Binoculars  on the Standard Toolbar
- **To Create a PDF of a Document:** Click Export as PDF  or select File > Export as PDF

## Shortcuts

Open	<b>&lt;ctrl&gt;+O</b>	Cut	<b>&lt;ctrl&gt;+X</b>	Bold	<b>&lt;ctrl&gt;+B</b>	Up One Screen	<b>Page Up</b>
New	<b>&lt;ctrl&gt;+N</b>	Copy	<b>&lt;ctrl&gt;+C</b>	Italics	<b>&lt;ctrl&gt;+I</b>	Down One Screen	<b>Page Down</b>
Save	<b>&lt;ctrl&gt;+S</b>	Paste	<b>&lt;ctrl&gt;+V</b>	Underline	<b>&lt;ctrl&gt;+U</b>	Beginning of a Line	<b>Home</b>
Print	<b>&lt;ctrl&gt;+P</b>	Undo	<b>&lt;ctrl&gt;+Z</b>	Align Left	<b>&lt;ctrl&gt;+L</b>	End of a Line	<b>End</b>
Close	<b>&lt;ctrl&gt;+W</b>	Redo	<b>&lt;ctrl&gt;+Y</b>	Center	<b>&lt;ctrl&gt;+E</b>	Beginning of Document	<b>&lt;ctrl&gt;+home</b>
				Align Right	<b>&lt;ctrl&gt;+R</b>	End of Document	<b>&lt;ctrl&gt;+end</b>
				Justify	<b>&lt;ctrl&gt;+J</b>		

## Table Toolbar



- **To Create a Table:** Click Insert Table on the Table Toolbar or **<ctrl>+F12** and select the number of columns and rows
- **To Adjust Column Width or Row Height:** Drag the right border of a column, or drag the bottom border of the row to the desired width. Right click on the table to change the table properties.
- **To Delete a Column or Row:** Select the column or row, click Delete Row or Delete Column on the Table Toolbar, or right click on the cell, select Row or Column then choose Delete
- **To Insert a Column or Row:** Select the column or row, click Insert Row or Insert Column on the Table Toolbar, or right click on the cell, select Row or Column then choose Insert

## Draw Toolbar



- **To View the Drawing Toolbar:** Select View > Toolbars > Drawing
- **To Insert a Picture:** Select Insert > Picture > From File
- **To Anchor an Object or Picture:** Select the picture or object, Right click or select Format > Anchor, then choose an option
- **To Draw an Object or Line:** Click on the type of object you want to draw on the Drawing Toolbar. Click on the document and drag until the object reaches the desired size.
- **To Move an Object:** Click and drag on the object to position anywhere on the page
- **To Resize an Object:** Click the object to select it and drag the outside boxes until the shape reaches the desired size.

