

# OpenOffice.org Writer HowTo Template

*Document Template to create Forrest HowTos*

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## 1. Intended Audience

If your How-To is targetted at a specific audience, describe it here. For example, potential readers will have different levels of skill using Forrest. They will also bring different areas of expertise and backgrounds to their How-To learning experience. When you clarify your target audience up front, you will save all other readers time and confusion.

## 2. Purpose

State the purpose of your How-To. Explain how the reader will benefit by reading it. Give your reader an incentive or two to continue.

## 3. Prerequisites

Inform your reader about any required knowledge, configuration, or resources they may need before stepping through your How-To. Assist them in this preparation by linking to other useful resources on the Forrest site or the web. Helping your readers to prepare increases the likelihood that they will continue reading your How-To.

If you want to use simple bulleted lists, just use Writer's standard bulleted paragraphs:

- First Item
- Second item

## 4. Steps

In a precise, step-by-step approach, walk your reader through the process. Make sure your reader can reproduce your intended result by following your exact steps. Make the learning process efficient by supplying sample code snippets or configuration details as necessary.

Use style 'Forrest-Instructional Step' whenever the reader should actively participate and do something. It will translate into a similar looking paragraph in Forrest.

## 5. Extension

Provide your reader with a few real-world examples of how the techniques or capabilities gained from your How-To could be applied. Reward the reader for successfully completing the How-To with a few ideas about how it will pay off.

## 6. Faqs

In some cases, step-by-step instructions simply aren't enough. Use this section to pass on any other tips or frequently asked questions. Anticipating the needs of your readers will increase the overall success of your writing effort.

## 7. Tips

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Add additional tips in this section.

For additional information on formatting support in this template, refer to the general [test](#). This template supports all formatting options of the general template.

## 8. References

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Remember to acknowledge any third-party resources or individuals who contributed to the development of your How-To. Consider providing links for those motivated readers who want to learn more.

## 9. Feedback

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When the committers have added your document then it will be available for everyone to to build upon and enhance. Feedback will happen via the [mailing lists](#).