

Welcome to OpenOffice.org

Create a new document



Text Document



Spreadsheet



Presentation



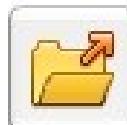
Drawing



Database



Templates...



Open a document...



Why Open Office?



Governments



Education



Businesses



Not for profits



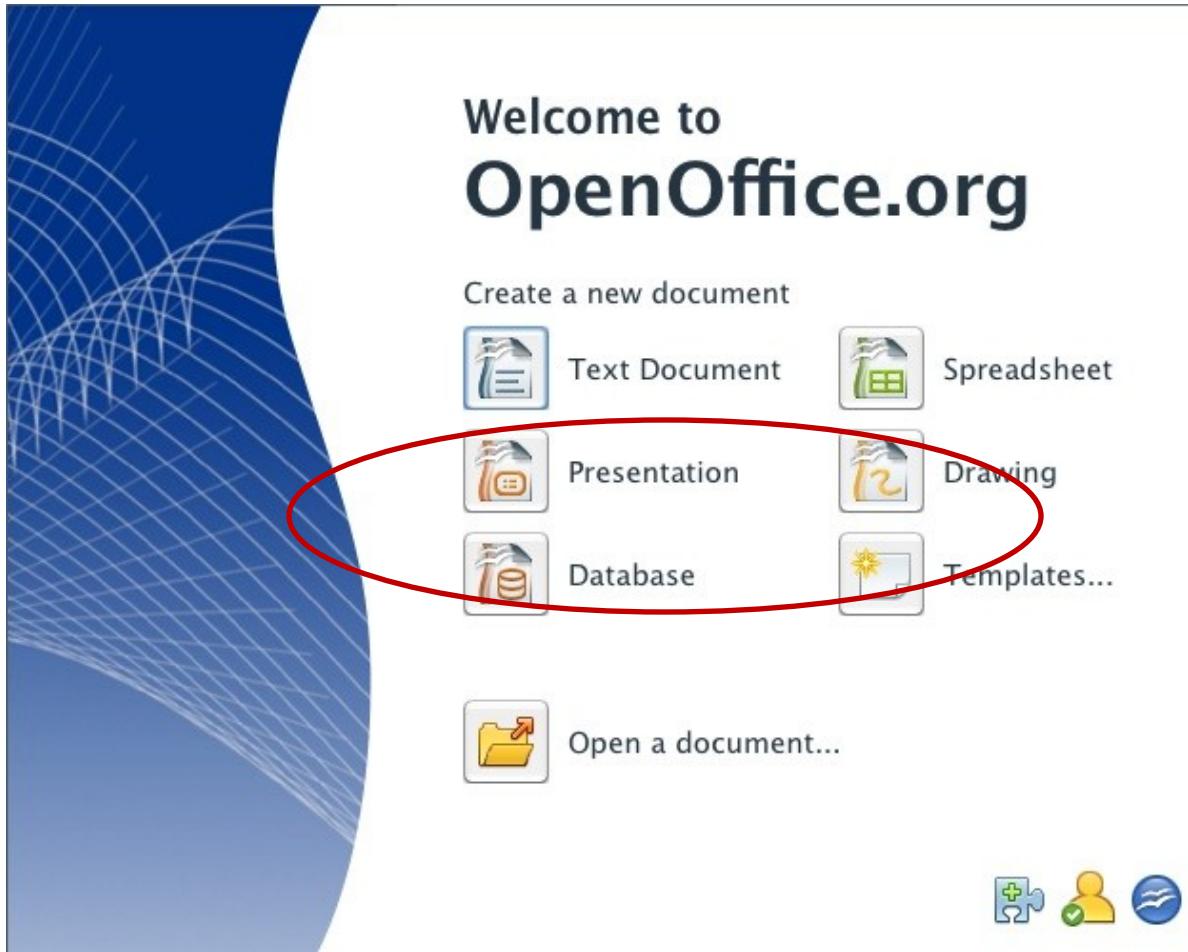
IT Businesses

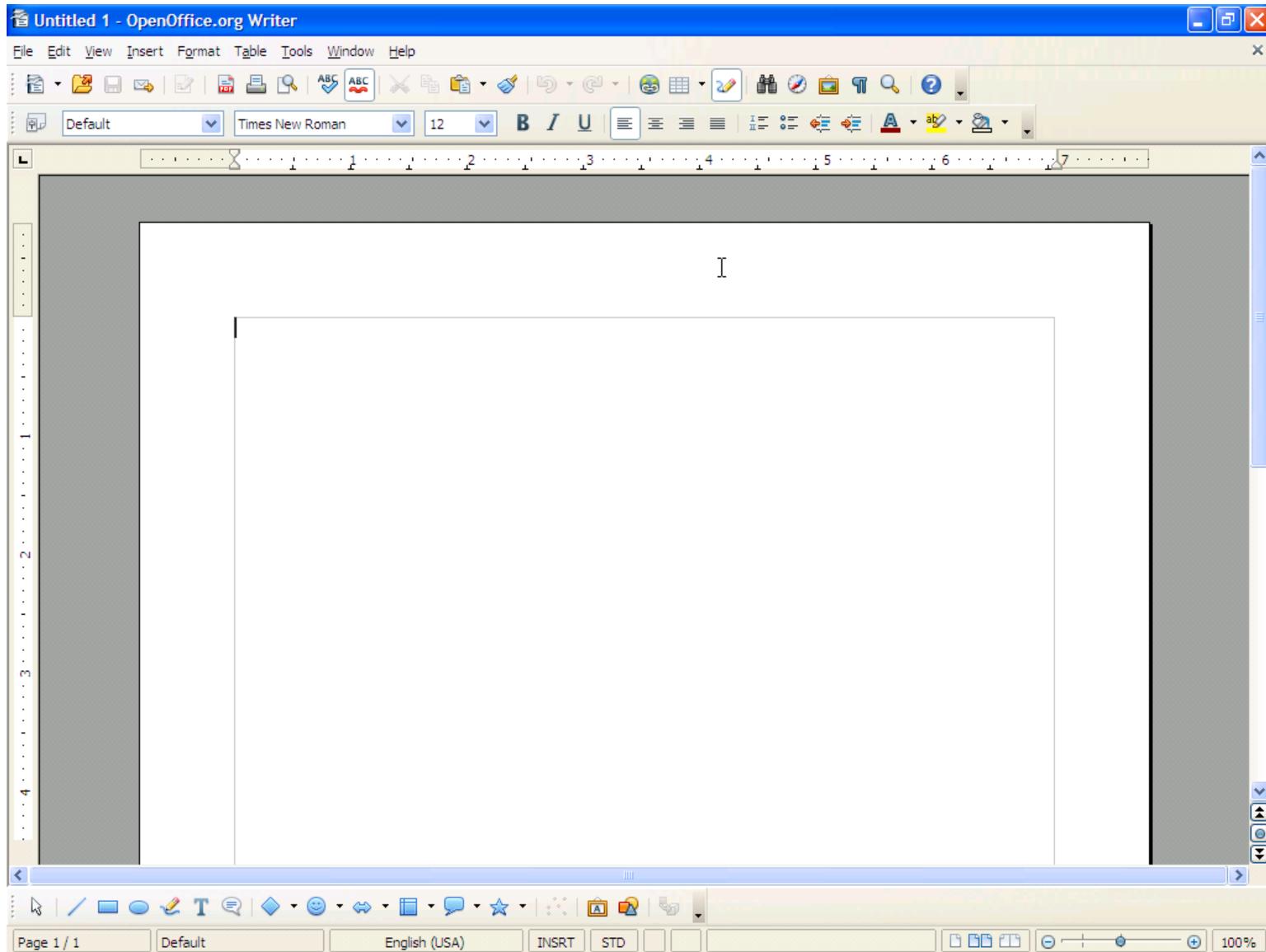


F/OSS advocates

Great software	Easy to use	and it's free
<p>OpenOffice.org 3 is the result of over twenty years' software engineering. Designed from the start as a single piece of software, it has a consistency other products cannot match. A completely open development process means that anyone can report bugs, request new features, or enhance the software. The result: OpenOffice.org 3 does everything you want your office software to do, the way you want it</p>	<p>OpenOffice.org 3 is easy to learn, and if you're already using another office software package, you'll take to OpenOffice.org 3 straight away. Our world-wide native-language community means that OpenOffice.org 3 is probably available and supported in your own language. And if you already have files from another office package - OpenOffice.org 3 will probably read them with no difficulty.</p>	<p>Best of all, OpenOffice.org 3 can be downloaded and used entirely free of any licence fees. OpenOffice.org 3 is released under the LGPL licence. This means you may use it for any purpose - domestic, commercial, educational, public administration. You may install it on as many computers as you like. You may make copies and give them away to family, friends, students, employees - anyone you like.</p>

Open Office.org Writer





Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents Wizards Close Save Ctrl+S Save As... Ctrl+Shift+S Save All Reload Versions... Export... Export as PDF... Send Properties... Digital Signatures... Templates Preview in Web Browser Page Preview Print... Ctrl+P Printer Settings... Exit Ctrl+Q

Page 1 / 1 Default English (USA) INSRT STD 100%

A screenshot of the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The left sidebar contains options like New, Open, Save, and Print. The main workspace is a blank white area with a vertical scroll bar on the right. The bottom toolbar includes icons for various functions like Insert, Format, and Tools, along with language settings and a zoom slider.

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New **Ctrl+N**

Open... **Ctrl+O**

Recent Documents

Wizards

Close

Save **Ctrl+S**

Save As... **Ctrl+Shift+S**

Save All

Reload

Versions...

Export...

Export as PDF...

Send

Properties...

Digital Signatures...

Templates

Preview in Web Browser

Page Preview

Print... **Ctrl+P**

Printer Settings...

Exit **Ctrl+Q**

Text Document

Spreadsheet

Presentation

Drawing

HTML Document

XML Form Document

Master Document

Formula

Labels

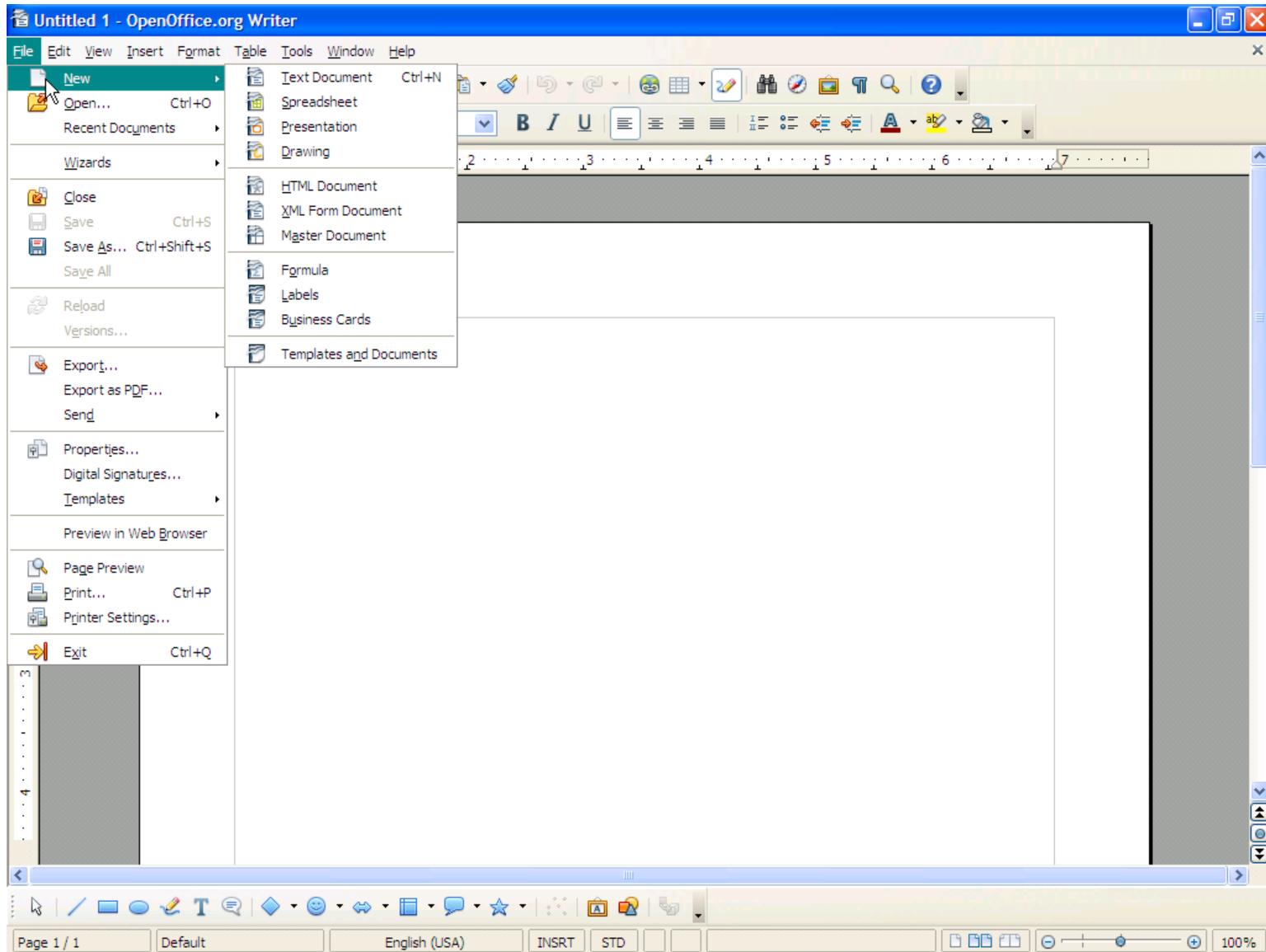
Business Cards

Templates and Documents

Page Number: 3

Page Number: 4

Page 1 / 1 Default English (USA) INSRT STD 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Text Document Ctrl+N

Open... Ctrl+O Recent Documents

Wizards

Close Save Ctrl+S Save As... Ctrl+Shift+S Save All

Reload Versions...

Export... Export as PDF... Send

Properties... Digital Signatures... Templates

Preview in Web Browser

Page Preview Print... Ctrl+P Printer Settings...

Exit Ctrl+Q

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "File" menu is currently open, displaying options like "New", "Open...", "Save", and "Text Document". A cursor is visible over the "Text Document" option. The main workspace is a blank document area with a ruler at the top. The bottom status bar shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Text Document Ctrl+N

Open... Ctrl+O Spreadsheet

Recent Documents

Wizards

Close

Save Ctrl+S

Save As... Ctrl+Shift+S

Save All

Reload Versions...

Export... Export as PDF... Send

Properties... Digital Signatures... Templates

Preview in Web Browser

Page Preview

Print... Ctrl+P

Printer Settings...

Exit Ctrl+Q

Text Document Ctrl+N

Presentation

Drawing

HTML Document

XML Form Document

Master Document

Formula

Labels

Business Cards

Templates and Documents

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The "File" menu is open, displaying various document creation options. The "Spreadsheet" option is highlighted with a yellow background and a black border, indicating it is the currently selected choice. The rest of the menu items are in a standard grey font. The main workspace is a blank white area with a vertical scroll bar on the right. The bottom of the screen features a toolbar with various icons for text, tables, and other document functions, along with status bars for page number, default style, language, and zoom level.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Text Document Ctrl+N
Open... Spreadsheet
Recent Documents Presentation
Wizards Drawing
HTML Document XML Form Document
Master Document
Formula Labels
Business Cards
Templates and Documents

Close Save Ctrl+S
Save As... Ctrl+Shift+S
Save All
Reload Versions...
Export... Export as PDF...
Send
Properties... Digital Signatures...
Templates
Preview in Web Browser
Page Preview Print... Ctrl+P
Printer Settings...
Exit Ctrl+Q

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "File" menu is open, specifically the "New" submenu. The "Presentation" option is highlighted with a green selection bar. Other options in the submenu include "Text Document", "Spreadsheet", "Drawing", "HTML Document", "XML Form Document", "Master Document", "Formula", "Labels", "Business Cards", and "Templates and Documents". The main workspace is a blank document area with a vertical scroll bar on the right. The bottom toolbar contains various icons for text, tables, and other document elements. The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Ctrl+N

Open... Ctrl+O

Recent Documents

Wizards

Drawing

HTML Document

XML Form Document

Master Document

Formula

Labels

Business Cards

Templates and Documents

Close

Save Ctrl+S

Save As... Ctrl+Shift+S

Save All

Reload

Versions...

Export...

Export as PDF...

Send

Properties...

Digital Signatures...

Templates

Preview in Web Browser

Page Preview

Print... Ctrl+P

Printer Settings...

Exit Ctrl+Q

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "File" menu is currently open, displaying various document creation options like "Text Document", "Spreadsheet", "Presentation", and "Drawing". The "Drawing" option is highlighted with a blue selection bar. Below the menu, there's a toolbar with icons for file operations like New, Open, Save, Print, and Exit. The main workspace is a blank white area with a vertical scroll bar on the right. At the bottom, there's a status bar showing "Page 1 / 1", "Default", "English (USA)", and zoom controls at "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Ctrl+N

Open... Ctrl+O

Recent Documents

Wizards

Close

Save Ctrl+S

Save As... Ctrl+Shift+S

Save All

Reload

Versions...

Export...

Export as PDF...

Send

Properties...

Digital Signatures...

Templates

Preview in Web Browser

Page Preview

Print... Ctrl+P

Printer Settings...

Exit Ctrl+Q

Text Document

Spreadsheet

Presentation

Drawing

HTML Document

XML Form Document

Master Document

Formula

Labels

Business Cards

Templates and Documents

Page Number: 3

Page Number: 4

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The "File" menu is open, displaying various document creation options. The "HTML Document" option is highlighted with a blue selection bar. The main workspace is a blank white area with a vertical scroll bar on the right. The bottom toolbar includes icons for file operations like New, Open, Save, Print, and Exit, along with language settings and zoom controls.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New... Ctrl+N

Open... Ctrl+O

Recent Documents

Wizards

XML Form Document

Text Document

Spreadsheet

Presentation

Drawing

HTML Document

Master Document

Formula

Labels

Business Cards

Templates and Documents

Close

Save Ctrl+S

Save As... Ctrl+Shift+S

Save All

Reload

Versions...

Export...

Export as PDF...

Send

Properties...

Digital Signatures...

Templates

Preview in Web Browser

Page Preview

Print... Ctrl+P

Printer Settings...

Exit Ctrl+Q

Page 1 / 1 Default English (USA) INSRT STD 100%

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "File" menu is currently open, displaying various document creation options. The "XML Form Document" option is highlighted with a teal background and a white cursor icon. Other visible options include "Text Document", "Spreadsheet", "Presentation", "Drawing", "HTML Document", "Master Document", "Formula", "Labels", "Business Cards", and "Templates and Documents". Below the menu, there are standard file operations like "New", "Open", "Save", and "Print". The main workspace is a blank document area with a vertical ruler on the left side. The bottom of the screen features a toolbar with icons for text, tables, and other document functions, along with status bars for "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Ctrl+N

Open... Ctrl+O

Recent Documents

Wizards

Close

Save Ctrl+S

Save As... Ctrl+Shift+S

Save All

Reload Versions...

Export...

Export as PDF...

Send

Properties...

Digital Signatures...

Templates

Preview in Web Browser

Page Preview

Print... Ctrl+P

Printer Settings...

Exit Ctrl+Q

Text Document

Spreadsheet

Presentation

Drawing

HTML Document

XML Form Document

Master Document

Formula

Labels

Business Cards

Templates and Documents

Page Number: 3

Page Number: 4

Page 1 / 1 Default English (USA) INSRT STD 100%

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "File" menu is currently open, displaying various document creation options like "Text Document", "Spreadsheet", "Presentation", etc., and specific document actions like "New", "Open...", "Save", and "Exit". A sub-menu item, "Master Document", is highlighted with a mouse cursor. The main workspace is a blank document area with a vertical ruler on the right side. The bottom of the screen features a toolbar with icons for text, tables, images, and other document functions, along with status bars for page number, language, and zoom level.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New... Ctrl+N

Open... Ctrl+O

Recent Documents

Wizards

Close

Save Ctrl+S

Save As... Ctrl+Shift+S

Save All

Reload

Versions...

Export...

Export as PDF...

Send

Properties...

Digital Signatures...

Templates

Preview in Web Browser

Page Preview

Print... Ctrl+P

Printer Settings...

Exit Ctrl+Q

Text Document

Spreadsheet

Presentation

Drawing

HTML Document

XML Form Document

Master Document

Formula

Labels

Business Cards

Templates and Documents

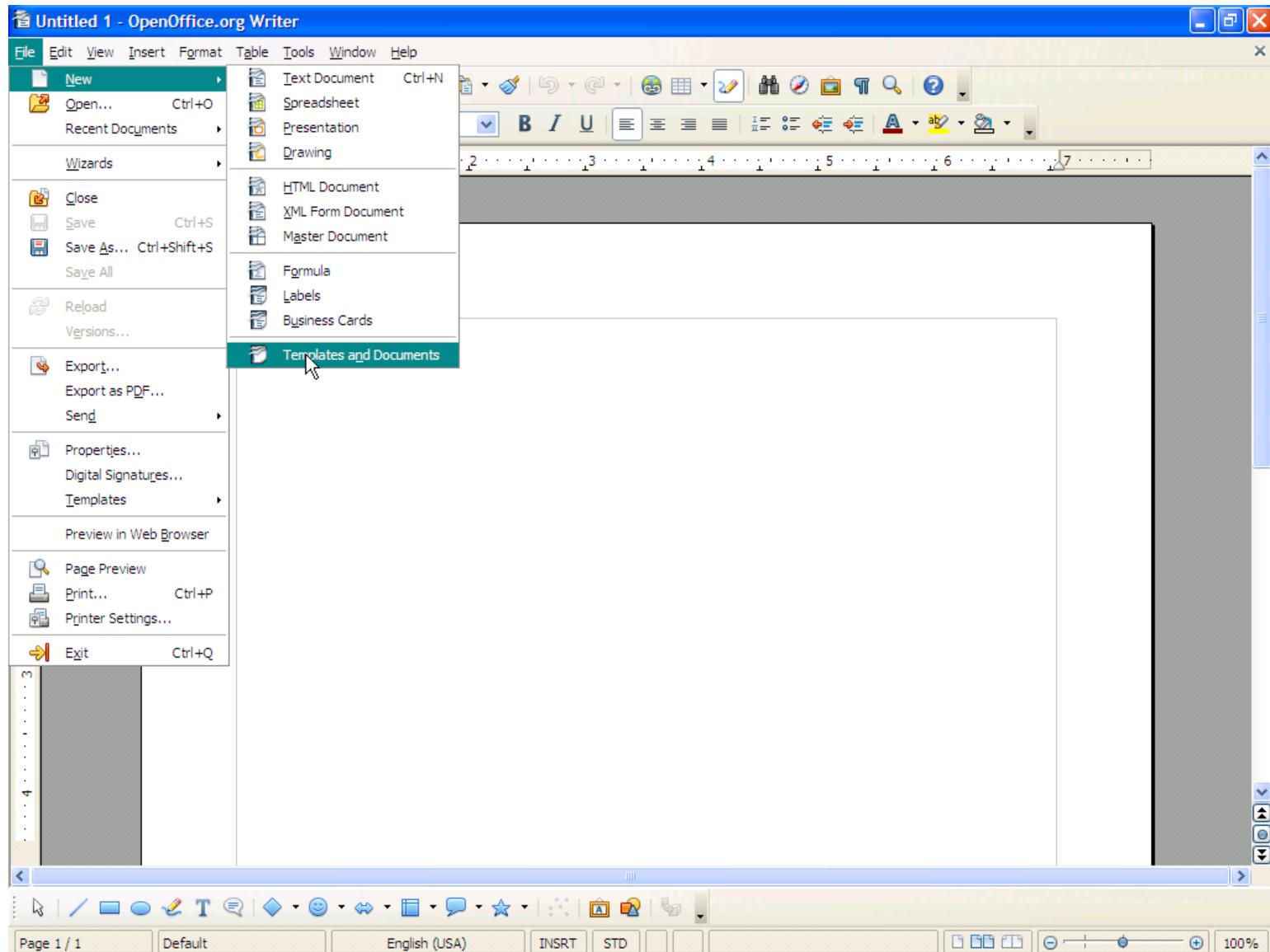
Page Number: 3

Page Number: 4

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "File" menu is currently open, displaying various document creation options like "Text Document", "Spreadsheet", "Presentation", etc., followed by a separator line, and then "Business Cards" which is highlighted with a green selection bar. Below the menu is a toolbar with icons for file operations like New, Open, Save, Print, and Exit. The main workspace is a blank white area with a vertical scroll bar on the right. At the bottom, there's a status bar showing "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and a zoom level of "100%".





Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Ctrl+N

Open... Ctrl+O **Open...**

Recent Documents

Wizards

Close

Save Ctrl+S

Save As... Ctrl+Shift+S

Save All

Reload

Versions...

Export...

Export as PDF...

Send

Properties...

Digital Signatures...

Templates

Preview in Web Browser

Page Preview

Print... Ctrl+P

Printer Settings...

Exit Ctrl+Q

Page 1 / 1 Default English (USA) INSRT STD 100%

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". A context menu is open over the "File" menu, with "Open..." highlighted. The main workspace is a blank document area with a vertical scroll bar on the right. The bottom toolbar contains various icons for file operations like Save, Print, and Insert, along with language settings and zoom controls.



Untitled 1 - OpenOffice.org Writer

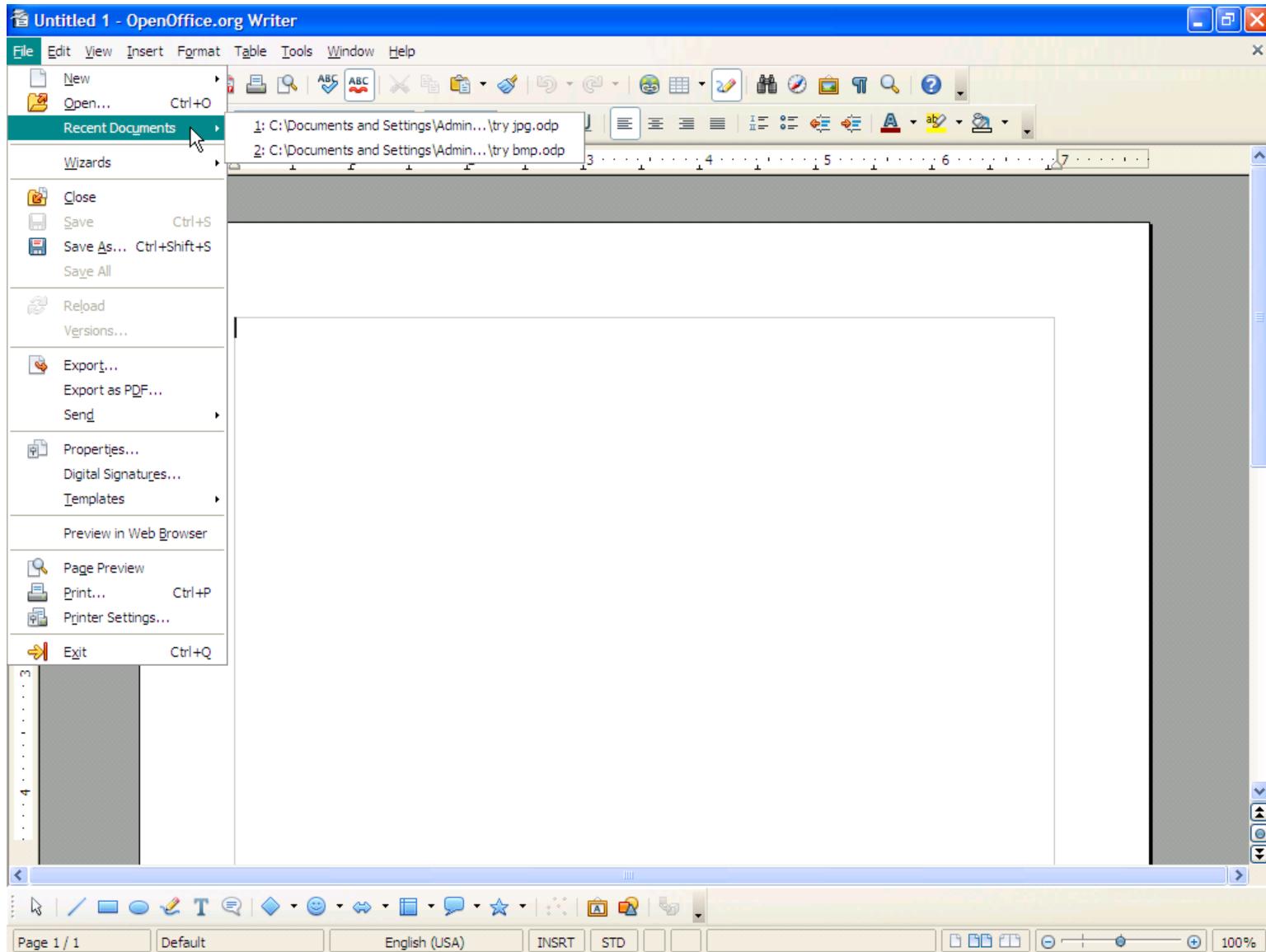
File Edit View Insert Format Table Tools Window Help

New Ctrl+N
Open... Ctrl+O
Recent Documents
Wizards
Close
Save Ctrl+S
Save As... Ctrl+Shift+S
Save All
Reload
Versions...
Export...
Export as PDF...
Send
Properties...
Digital Signatures...
Templates
Preview in Web Browser
Page Preview
Print... Ctrl+P
Printer Settings...
Exit Ctrl+Q

1: C:\Documents and Settings\Administrator\try jpg.odp
2: C:\Documents and Settings\Administrator\try bmp.odp

3 4 5 6 7

Page 1 / 1 Default English (USA) INSRT STD 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents

Wizards

- Close
- Save Ctrl+S
- Save As... Ctrl+Shift+S
- Save All
- Reload Versions...
- Export...
 - Export as PDF...
 - Send
- Properties...
 - Digital Signatures...
 - Templates
- Preview in Web Browser
- Page Preview
- Print... Ctrl+P
- Printer Settings...
- Exit Ctrl+Q

Times New Roman 12 B I U

1 2 3 4 5 6 7

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The 'File' menu is open, displaying various document operations like 'New', 'Open...', and 'Save'. A sub-menu titled 'Wizards' is currently active, showing options such as 'Letter...', 'Fax...', 'Agenda...', 'Presentation...', 'Web Page...', 'Document Converter...', and 'Euro Converter...'. The main workspace is a blank document area with a vertical ruler on the right side. The bottom of the screen features a toolbar with icons for file operations, text styling, and other document functions. The status bar at the bottom indicates 'Page 1 / 1', 'Default', 'English (USA)', and zoom levels.



Letter Wizard

Starts the wizard for a letter template. You can use this template for both business and personal correspondence.

To access this command...

Choose **File - Wizards - Letter**

OpenOffice.org comes with sample templates for personal or business letters, which you can customize to your own needs with the help of the wizard. The wizard leads you step-by-step in creating a document template and offers numerous layout and design options. The preview gives you an impression of how the finished letter will appear according to the settings you choose.

Within the wizard, you can modify your entries and options at any time. You may also skip an entire page or even all the wizard pages, in which case the current (or default) settings will remain in effect.

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents

Wizards

- Close
- Save Ctrl+S
- Save As... Ctrl+Shift+S
- Save All
- Reload Versions...
- Export...
 - Export as PDF...
 - Send
- Properties...
 - Digital Signatures...
 - Templates
- Preview in Web Browser
- Page Preview
- Print... Ctrl+P
- Printer Settings...
- Exit Ctrl+Q

Times New Roman 12 B I U

1 2 3 4 5 6 7

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The 'File' menu is open, displaying various options like 'New', 'Open...', 'Save', and 'Exit'. A sub-menu titled 'Wizards' is also open, listing options such as 'Letter...', 'Fax...', 'Agenda...', 'Presentation...', 'Web Page...', 'Document Converter...', and 'Euro Converter...'. The 'Fax...' option is highlighted with a mouse cursor. The main workspace is a blank document area with a vertical scroll bar on the right. The bottom of the screen features a toolbar with icons for file operations like 'New', 'Open', 'Save', and 'Print', along with language settings and zoom controls.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents

Wizards

- Close
- Save Ctrl+S
- Save As... Ctrl+Shift+S
- Save All
- Reload Versions...
- Export...
 - Export as PDF...
 - Send
- Properties...
- Digital Signatures...
- Templates
- Preview in Web Browser
- Page Preview
- Print... Ctrl+P
- Printer Settings...
- Exit Ctrl+Q

Times New Roman 12 B I U

1 2 3 4 5 6 7

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The "File" menu is open, displaying options like New, Open..., Save, Print, and Exit. A sub-menu titled "Wizards" is also open, listing various document types: Letter..., Fax..., Agenda..., Presentation..., Web Page..., Document Converter..., and Euro Converter... . The "Agenda..." option is highlighted with a mouse cursor. The main workspace is a blank document area with a vertical scroll bar on the right. The bottom of the screen features a toolbar with icons for various functions like text, tables, and graphics, along with status bars for page number, default style, language, and zoom level.



Agenda Wizard

Starts the wizard to help you create an agenda template. You can use an agenda to specify discussion topics for conferences and meetings.

To access this command...

Choose File - Wizards - Agenda

OpenOffice.org comes with a sample template for agendas that you can modify to suit your own needs. The wizard offers numerous layout and design options for creating document templates. The preview gives you an impression of how the finished agenda will appear.

Within the wizard, you can modify your entries at any time. You may also skip an entire page or even all the pages, in which case the current (or default) settings remain in effect.

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents

Wizards

- Close
- Save Ctrl+S
- Save As... Ctrl+Shift+S
- Save All
- Reload Versions...
- Export...
 - Export as PDF...
 - Send
- Properties...
 - Digital Signatures...
 - Templates
- Preview in Web Browser
- Page Preview
- Print... Ctrl+P
- Printer Settings...
- Exit Ctrl+Q

Times New Roman 12 B I U

1 2 3 4 5 6 7

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The 'File' menu is open, displaying options like New, Open..., Save, Save As..., Save All, Reload, Properties..., Preview in Web Browser, Page Preview, Print..., Printer Settings..., and Exit. A submenu under 'File' is titled 'Wizards' and contains options: Letter..., Fax..., Agenda..., Presentation..., Web Page..., Document Converter..., and Euro Converter... . The 'Presentation...' option is highlighted with a cursor. The main workspace is a blank document area with a vertical scroll bar on the right. The bottom toolbar includes icons for various functions like text, tables, and graphics. The status bar at the bottom shows 'Page 1 / 1', 'Default', 'English (USA)', 'INSRT', 'STD', and '100%'. The title bar says 'Untitled 1 - OpenOffice.org Writer'.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents

Wizards

- Close
- Save Ctrl+S
- Save As... Ctrl+Shift+S
- Save All
- Reload Versions...
- Export...
 - Export as PDF...
 - Send
- Properties...
 - Digital Signatures...
 - Templates
- Preview in Web Browser
- Page Preview
- Print... Ctrl+P
- Printer Settings...
- Exit Ctrl+Q

Times New Roman 12 B I U

1 2 3 4 5 6 7

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The 'File' menu is open, displaying various options like 'New', 'Open...', 'Save', and 'Exit'. A sub-menu titled 'Wizards' is also open, listing options such as 'Letter...', 'Fax...', 'Agenda...', 'Presentation...', 'Web Page...', 'Document Converter...', and 'Euro Converter...'. The 'Web Page...' option is highlighted with a mouse cursor. The main workspace is a blank document area with a vertical ruler on the right side.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents

Wizards

- Close
- Save Ctrl+S
- Save As... Ctrl+Shift+S
- Save All
- Reload Versions...
- Export...
 - Export as PDF...
 - Send
- Properties...
 - Digital Signatures...
 - Templates
- Preview in Web Browser
- Page Preview
- Print... Ctrl+P
- Printer Settings...
- Exit Ctrl+Q

Times New Roman 12 B I U

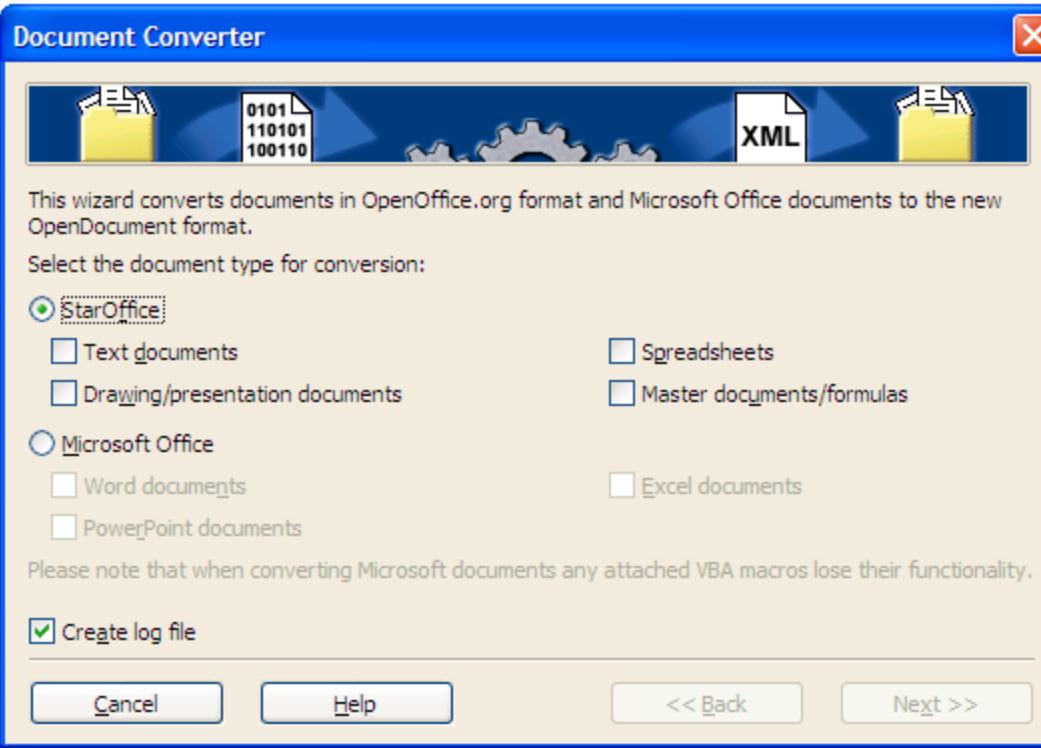
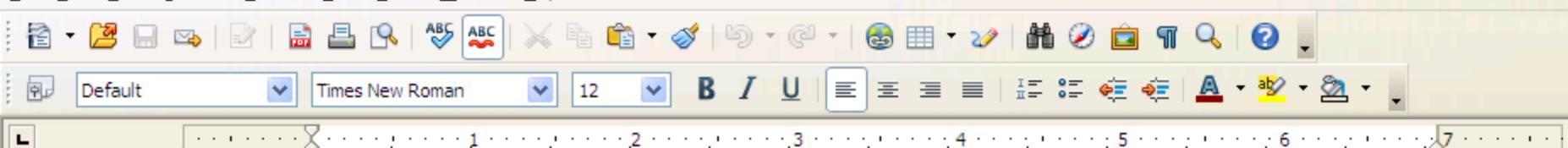
Document Converter...

Euro Converter...

Page 1 / 1 Default English (USA) INSRT STD 100%

This screenshot shows the OpenOffice.org Writer application window. The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The 'File' menu is open, displaying options like New, Open..., Save, and Print. A sub-menu under 'File' is titled 'Wizards' and lists various document types: Letter..., Fax..., Agenda..., Presentation..., Web Page..., Document Converter..., and Euro Converter... The 'Document Converter...' option is highlighted with a green selection bar. The main workspace is a blank document area with a vertical ruler on the right side. The bottom toolbar contains icons for various functions like text, tables, and graphics. The status bar at the bottom shows 'Page 1 / 1', 'Default', 'English (USA)', 'INSRT', 'STD', and '100%'. The title bar says 'Untitled 1 - OpenOffice.org Writer'.





Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents

Wizards

- Close
- Save Ctrl+S
- Save As... Ctrl+Shift+S
- Save All
- Reload
- Versions...
- Export...
- Export as PDF...
- Send
- Properties...
- Digital Signatures...
- Templates
- Preview in Web Browser
- Page Preview
- Print... Ctrl+P
- Printer Settings...
- Exit Ctrl+Q

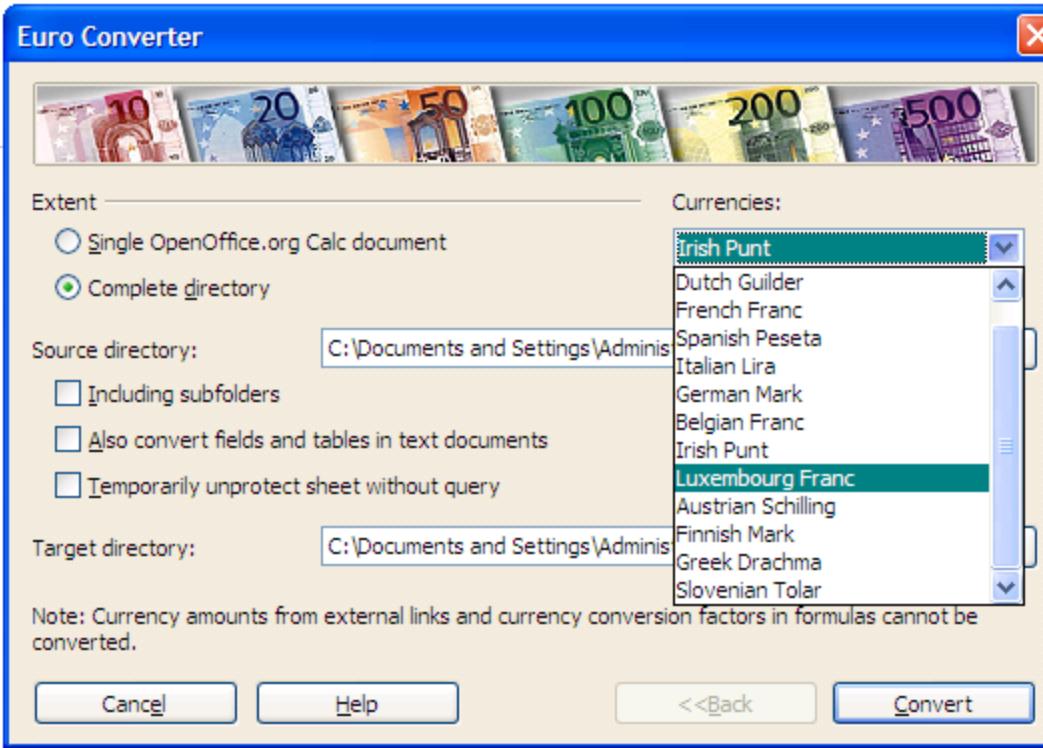
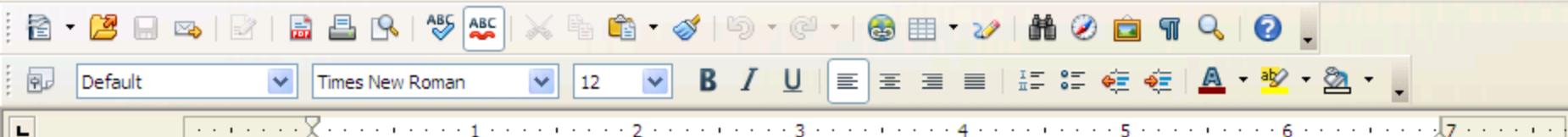
Times New Roman 12 B I U

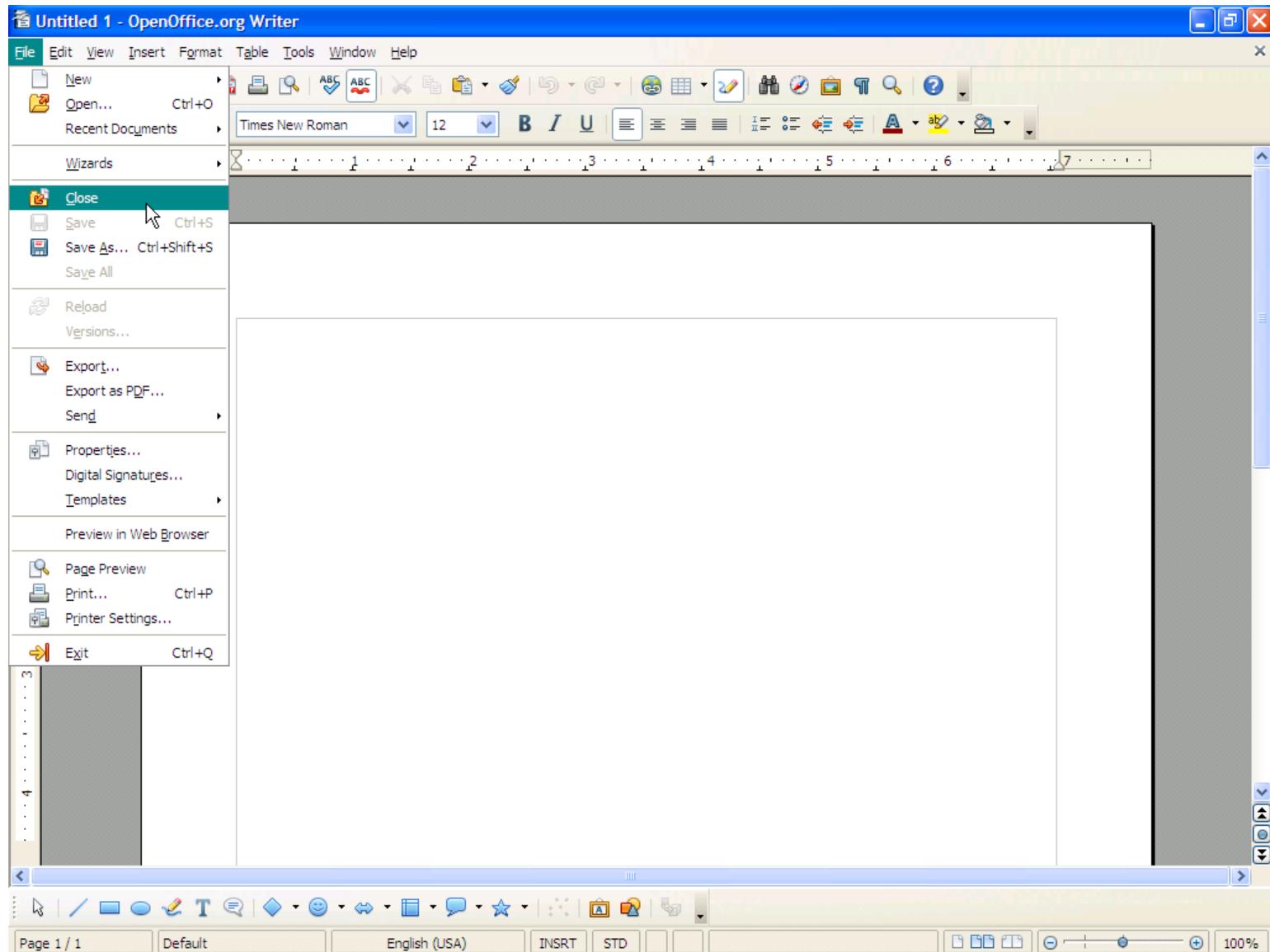
1 2 3 4 5 6 7

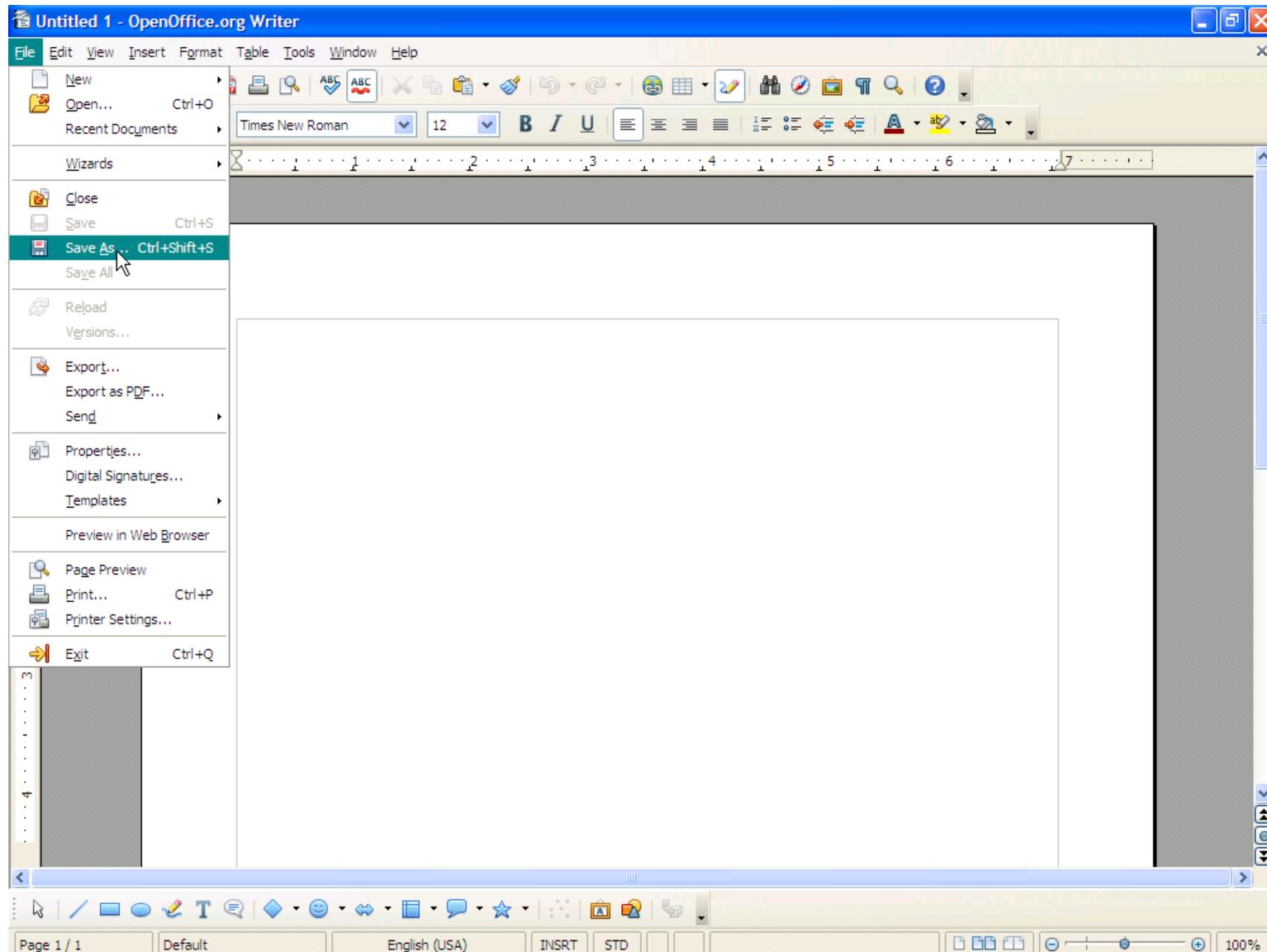
Page 1 / 1 Default English (USA) INSRT STD 100%

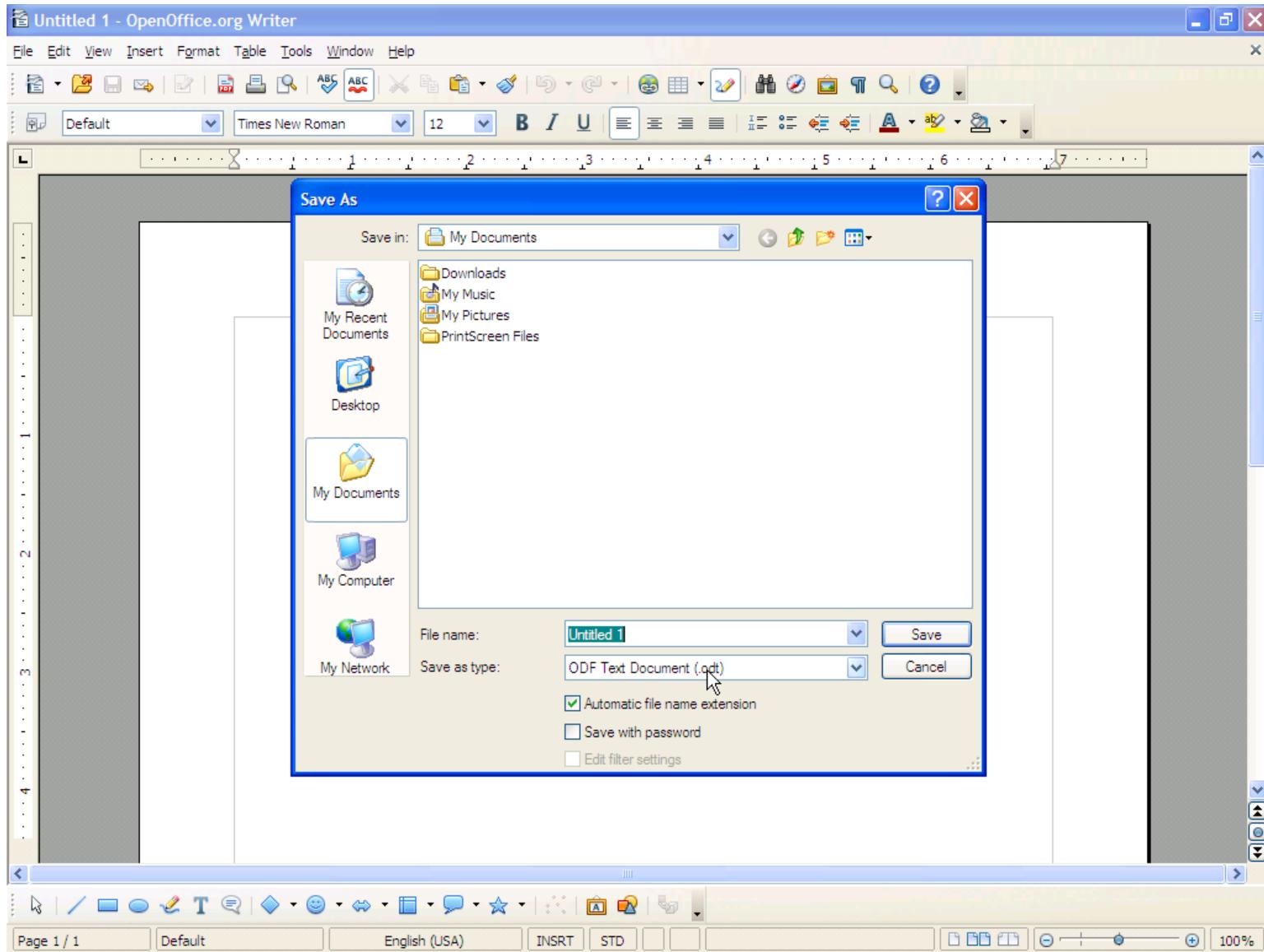
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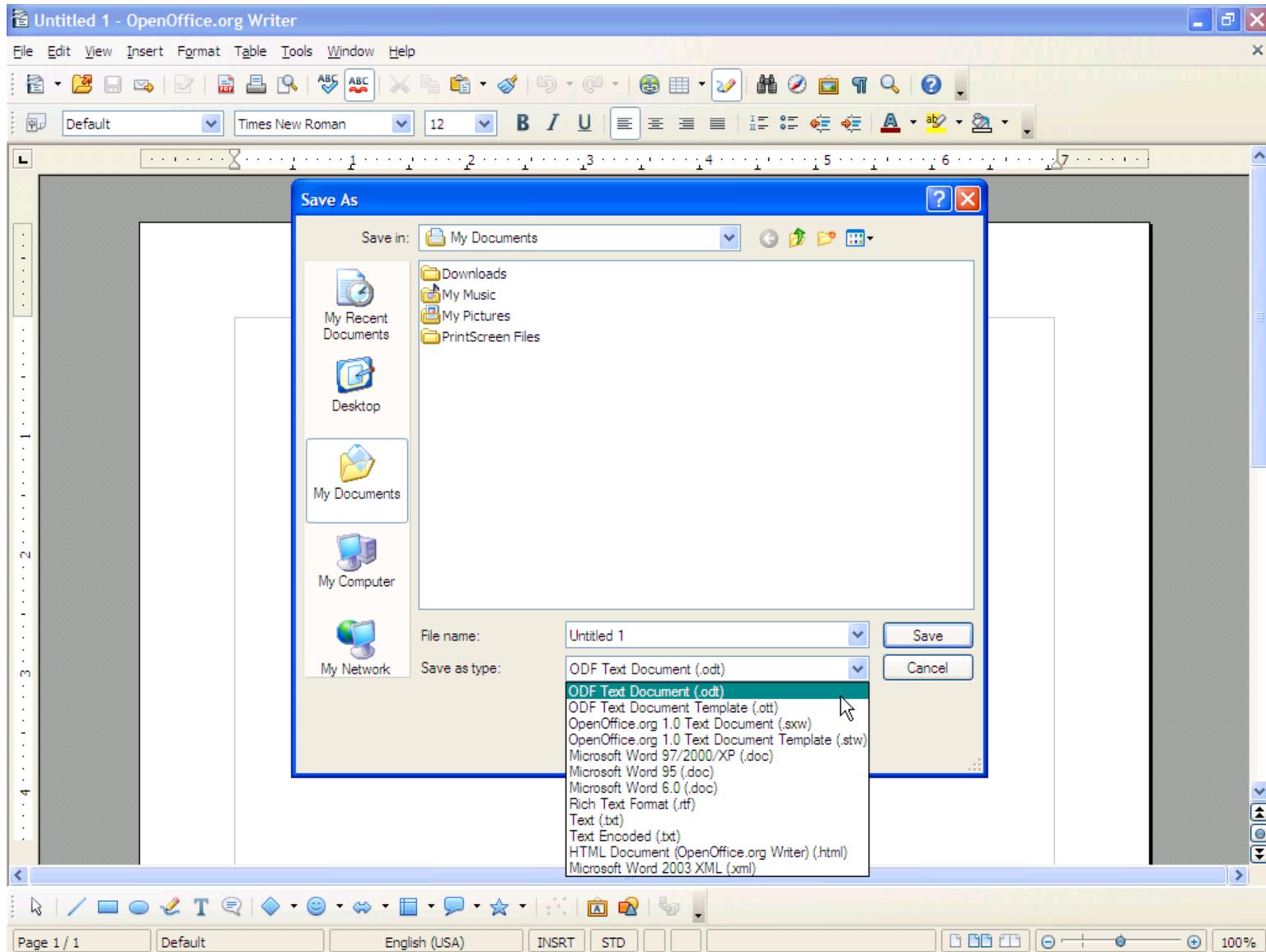


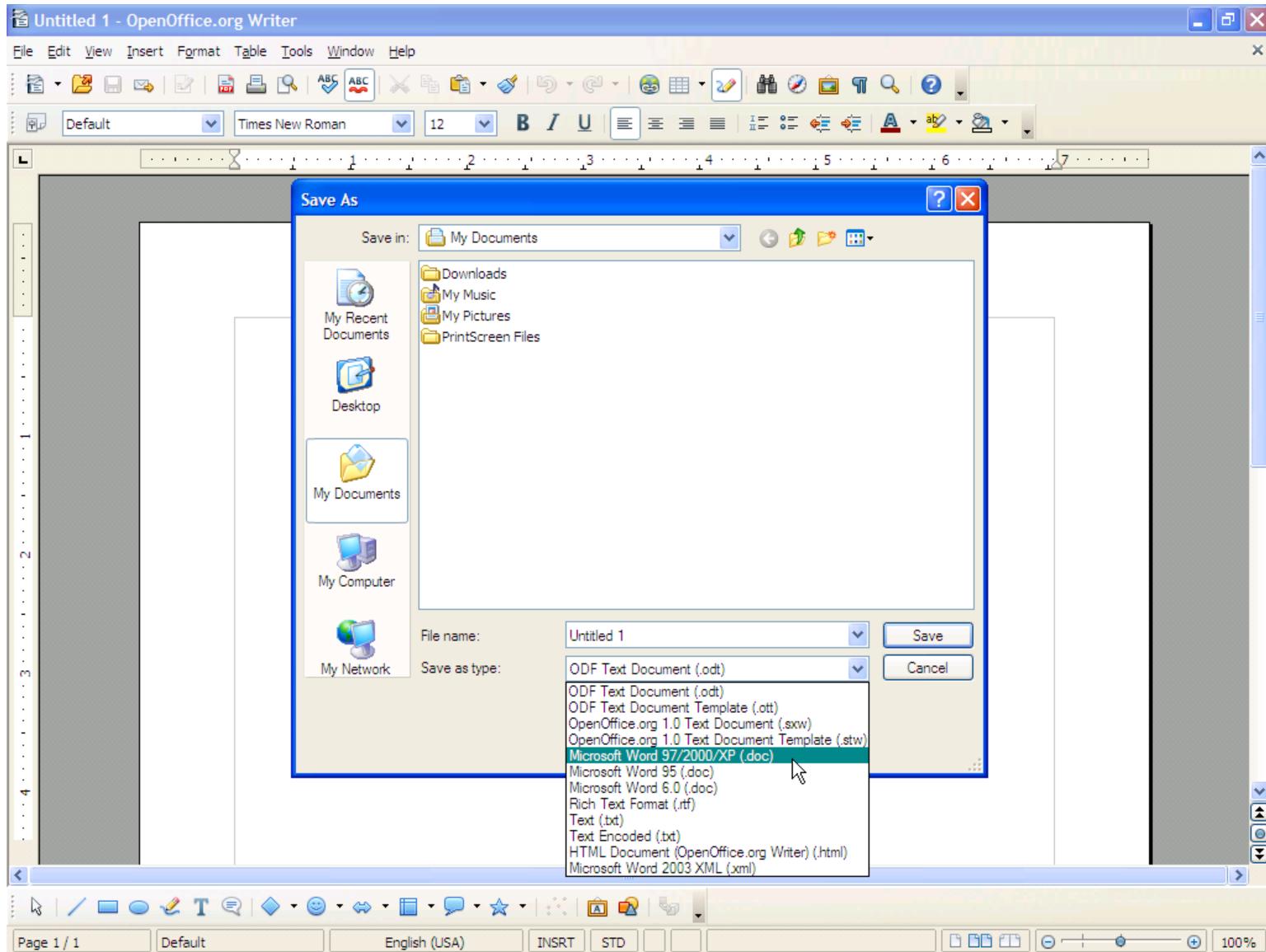


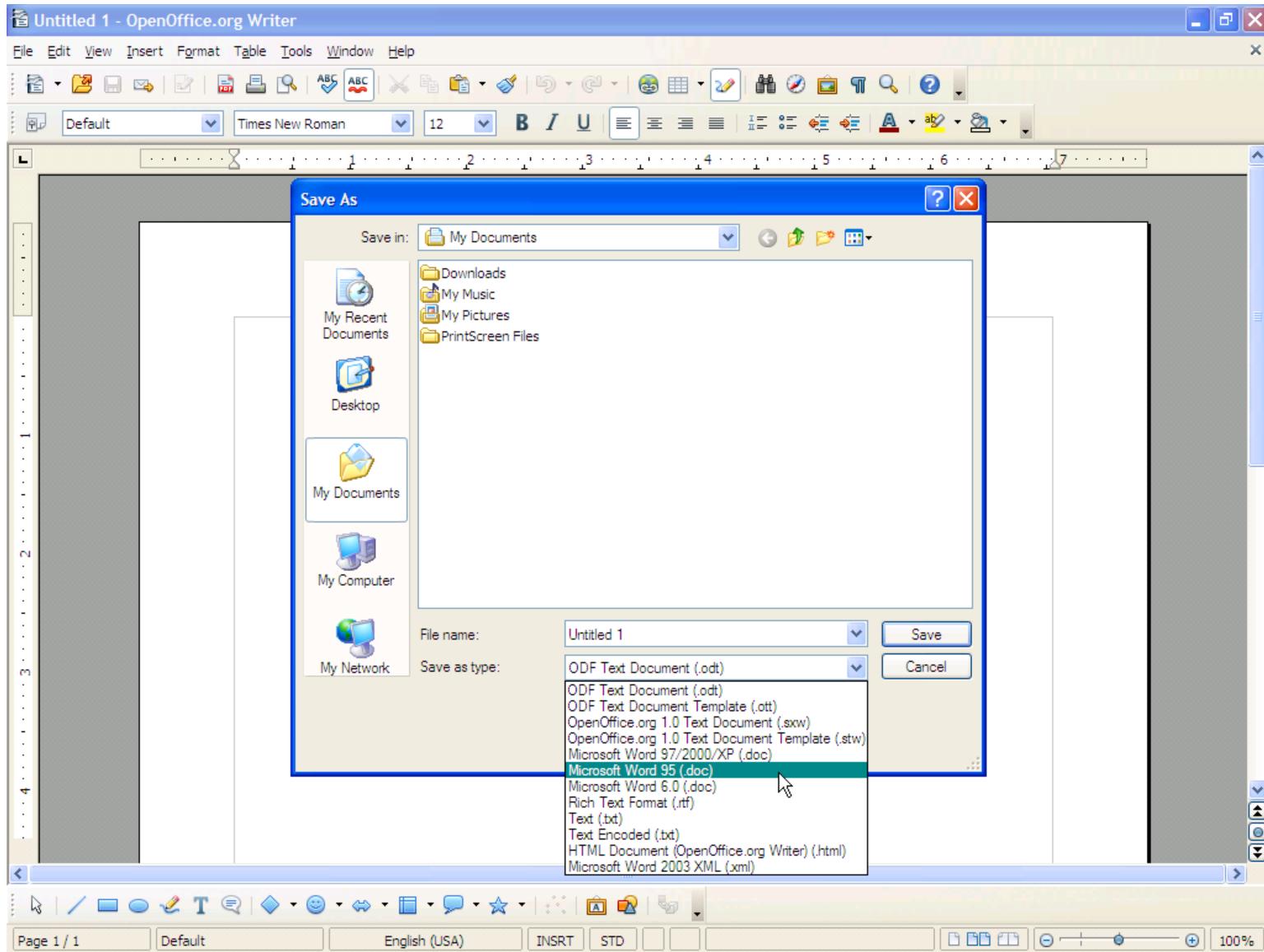












Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

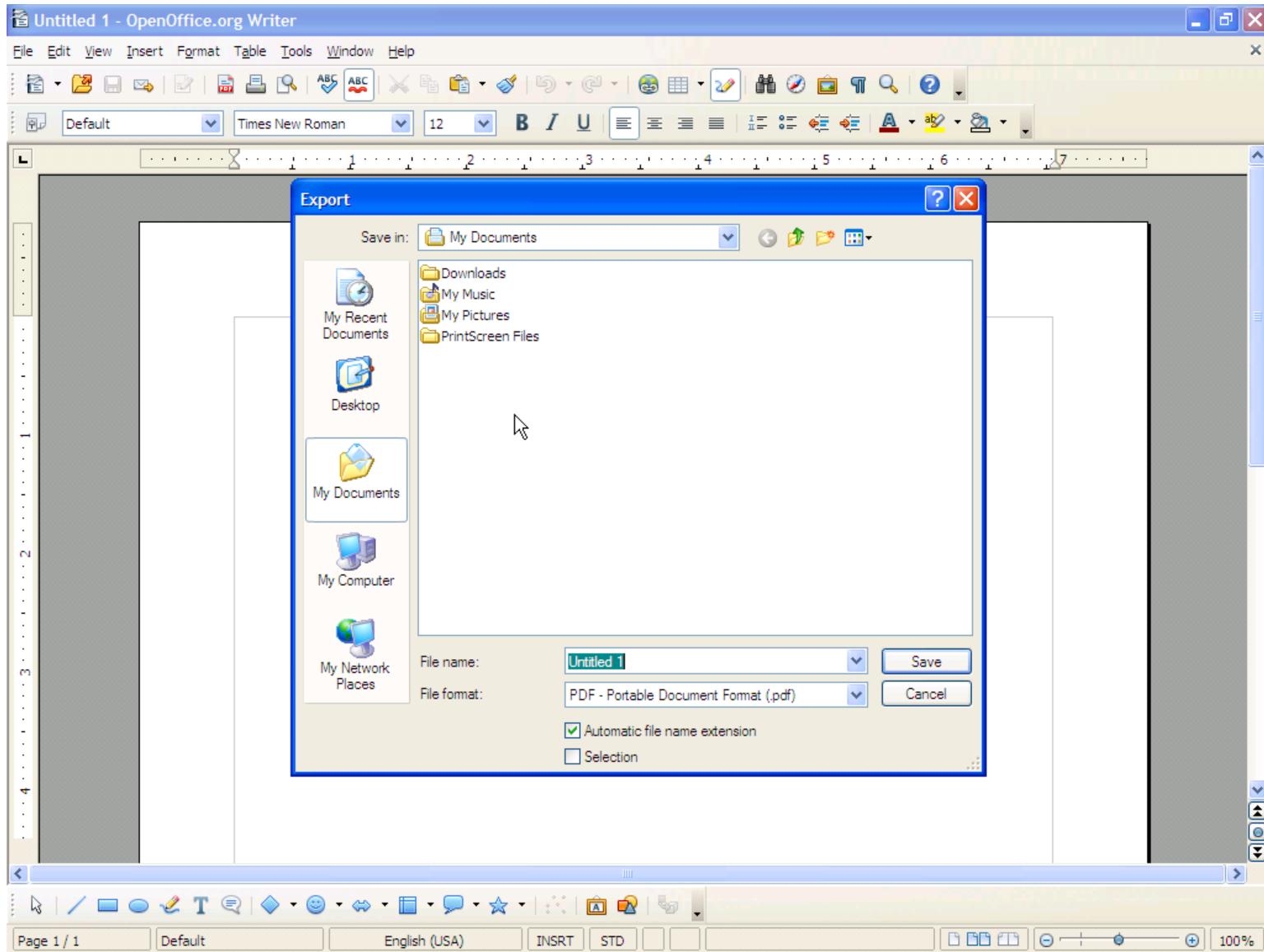
New Open... Ctrl+O Recent Documents Wizards Close Save Ctrl+S Save As... Ctrl+Shift+S Save All Reload Versions... Export... Export as PDF... Send Properties... Digital Signatures... Templates Preview in Web Browser Page Preview Print... Ctrl+P Printer Settings... Exit Ctrl+Q

Times New Roman 12 B I U

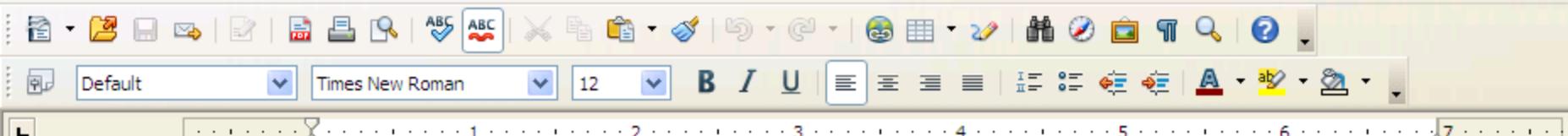
Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "File" menu is open, revealing options like "New", "Open...", "Recent Documents", "Wizards", "Close", "Save", "Save As...", "Save All", "Reload", "Versions...", "Export...", "Properties...", "Digital Signatures...", "Templates", "Preview in Web Browser", "Page Preview", "Print...", "Printer Settings...", and "Exit". The "Export..." option is highlighted with a mouse cursor. The main workspace is a blank document area with a vertical scroll bar on the right. The bottom of the window features a toolbar with icons for various functions like text, tables, and graphics, along with status bars for "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and "100%".



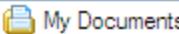


File Edit View Insert Format Table Tools Window Help

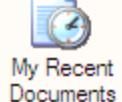


Export

Save in:



My Documents



My Recent Documents



Desktop



My Documents



My Computer



My Network

- Downloads
- My Music
- My Pictures
- PrintScreen Files
- Writer_files

File name:

Untitled 1

Save

File format:

PDF - Portable Document Format (.pdf)

PDF - Portable Document Format (.pdf)

MediaWiki (.txt)

Cancel

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents Wizards

Close Save Ctrl+S Save As... Ctrl+Shift+S Save All Reload Versions...

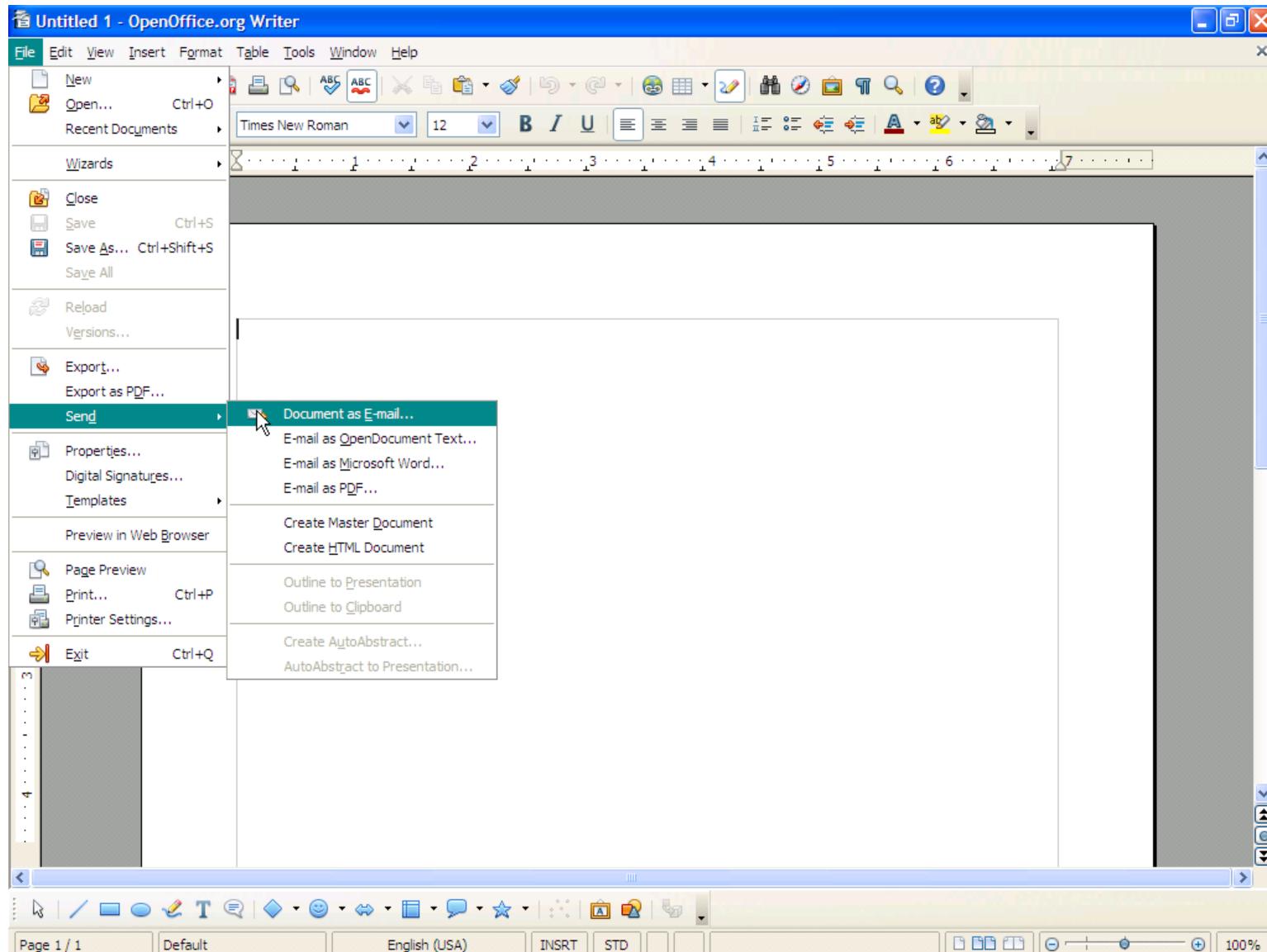
Export... Export as PDF... Send Properties... Digital Signatures... Templates Preview in Web Browser

Page Preview Print... Ctrl+P Printer Settings... Exit Ctrl+Q

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "File" menu is open, displaying options like "New", "Open...", "Save", and "Export...". The "Export..." option is highlighted with a teal background and a white cursor arrow pointing to it. Other options in the "File" menu include "Save As...", "Save All", "Reload", "Versions...", "Properties...", "Digital Signatures...", "Templates", "Preview in Web Browser", "Page Preview", "Print...", "Printer Settings...", and "Exit". The main workspace is a blank document area with a vertical ruler on the right side. The bottom of the screen features a toolbar with various icons for text, tables, and graphics, along with status bars for "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and "100%".





Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents Wizards Close Save Ctrl+S Save As... Ctrl+Shift+S Save All Reload Versions... Export... Export as PDF... Send Properties... Digital Signatures... Templates Preview in Web Browser Page Preview Print... Ctrl+P Printer Settings... Exit Ctrl+Q

Times New Roman 12 B I U

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The 'File' menu is open, and the 'Properties...' option is highlighted with a cursor. The menu also includes options like 'Digital Signatures...', 'Templates', 'Preview in Web Browser', 'Page Preview', 'Print...', 'Printer Settings...', and 'Exit'. The main workspace is empty, and the bottom status bar shows 'Page 1 / 1', 'Default', 'English (USA)', 'INSRT', 'STD', and '100%'. The toolbar above the status bar contains various icons for file operations, search, and document manipulation.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Properties of Untitled1

General Description Custom Properties Internet Statistics

Type: Text Document
Location:
Size: unknown

Created: 05/09/2009, 23:35:37, alexis apuli
Modified:
Digitally signed: Digital Signature...
Last printed:
Total editing time: 00:00:00
Revision number: 0
 Apply user data
Template:

OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Properties of Untitled1

Description

Title: []

Subject: []

Keywords: []

Comments: []

OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD 100%

The image shows a screenshot of the OpenOffice.org Writer application. A dialog box titled "Properties of Untitled1" is open in the foreground, with the "Description" tab selected. The dialog contains four input fields: "Title" (with a single character 'I' entered), "Subject" (empty), "Keywords" (empty), and "Comments" (empty). At the bottom of the dialog are buttons for "OK", "Cancel", "Help", and "Reset". In the background, the main document window is visible, showing a blank page with a grid of numbered boxes from 1 to 7. The top menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The toolbar below the menu bar includes icons for file operations like Open, Save, Print, and Insert, along with text styling tools like Bold, Italic, Underline, and Font Size. The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and a zoom level of "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Properties of Untitled1

General Description Custom Properties Internet Statistics

Properties

Name	Type	Value
------	------	-------

Add OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD 100%

The image shows a screenshot of the OpenOffice.org Writer application. A dialog box titled "Properties of Untitled1" is open, centered over the main document area. The "Custom Properties" tab is selected. Inside the dialog, there is a table with three columns: "Name", "Type", and "Value". The table is currently empty. At the bottom of the dialog are four buttons: "OK", "Cancel", "Help", and "Reset". The "OK" button is highlighted with a blue border. The main document area is visible in the background, showing a blank page with a grid of numbered boxes from 1 to 7. The top menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The toolbar below the menu bar includes icons for file operations like Open, Save, Print, and Insert, along with text styling tools like Bold, Italic, Underline, and Alignment. The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and a zoom level of "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Properties of Untitled1

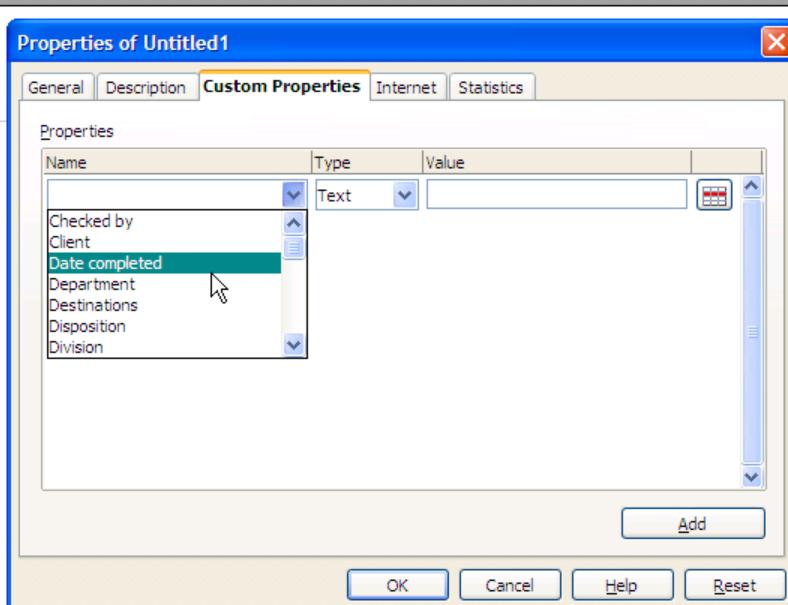
General Description Custom Properties Internet Statistics

Properties

Name	Type	Value
Checked by	Text	
Client		
Date completed	Text	
Department		
Destinations		
Disposition		
Division		

Add OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Properties of Untitled1

General Description Custom Properties Internet Statistics

Properties

Name	Type	Value
	Text	
	Date	
	Number	
	Yes or No	

Add OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD 100%

The image shows a screenshot of the OpenOffice.org Writer application. A dialog box titled "Properties of Untitled1" is open, specifically the "Custom Properties" tab. Inside the dialog, there is a table with three columns: "Name", "Type", and "Value". A dropdown menu is open under the "Type" column, showing options: Text, Date, Number, and Yes or No. The "Number" option is currently selected. At the bottom of the dialog are buttons for "OK", "Cancel", "Help", and "Reset". The main document area of the Writer interface is visible in the background, showing a blank page with a grid and some toolbars.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Properties of Untitled1

General Description Custom Properties Internet Statistics

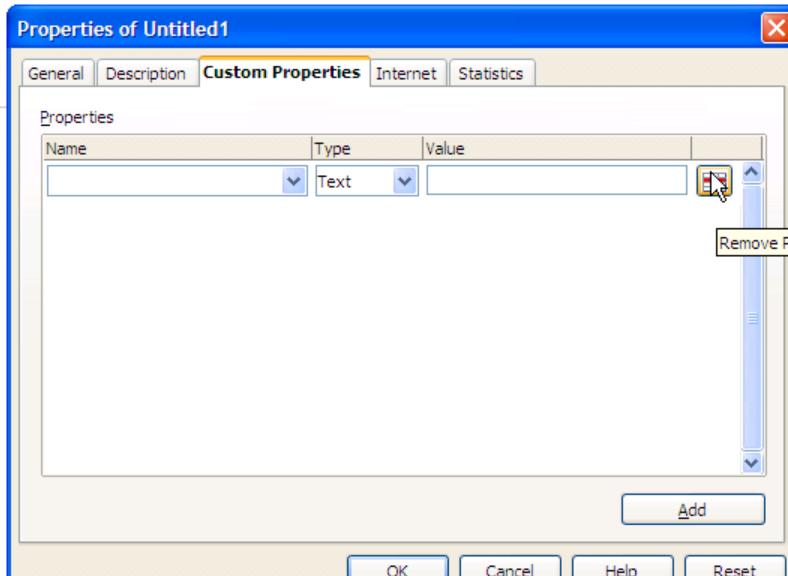
Properties

Name	Type	Value
	Text	

Add Remove Property

OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD 100%



The screenshot shows the 'Properties of Untitled1' dialog box in OpenOffice.org Writer. The 'Custom Properties' tab is selected. A table structure is displayed with three columns: 'Name', 'Type', and 'Value'. There is one row in the table. The 'Type' column is set to 'Text'. The 'Value' column is empty. To the right of the table, there is a vertical toolbar with icons for 'Add' and 'Remove Property'. At the bottom of the dialog box are buttons for 'OK', 'Cancel', 'Help', and 'Reset'. The background of the dialog box has a light gray gradient.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Properties of Untitled1

General Description Custom Properties Internet Statistics

Do not refresh automatically

Refresh this document
every 60 seconds

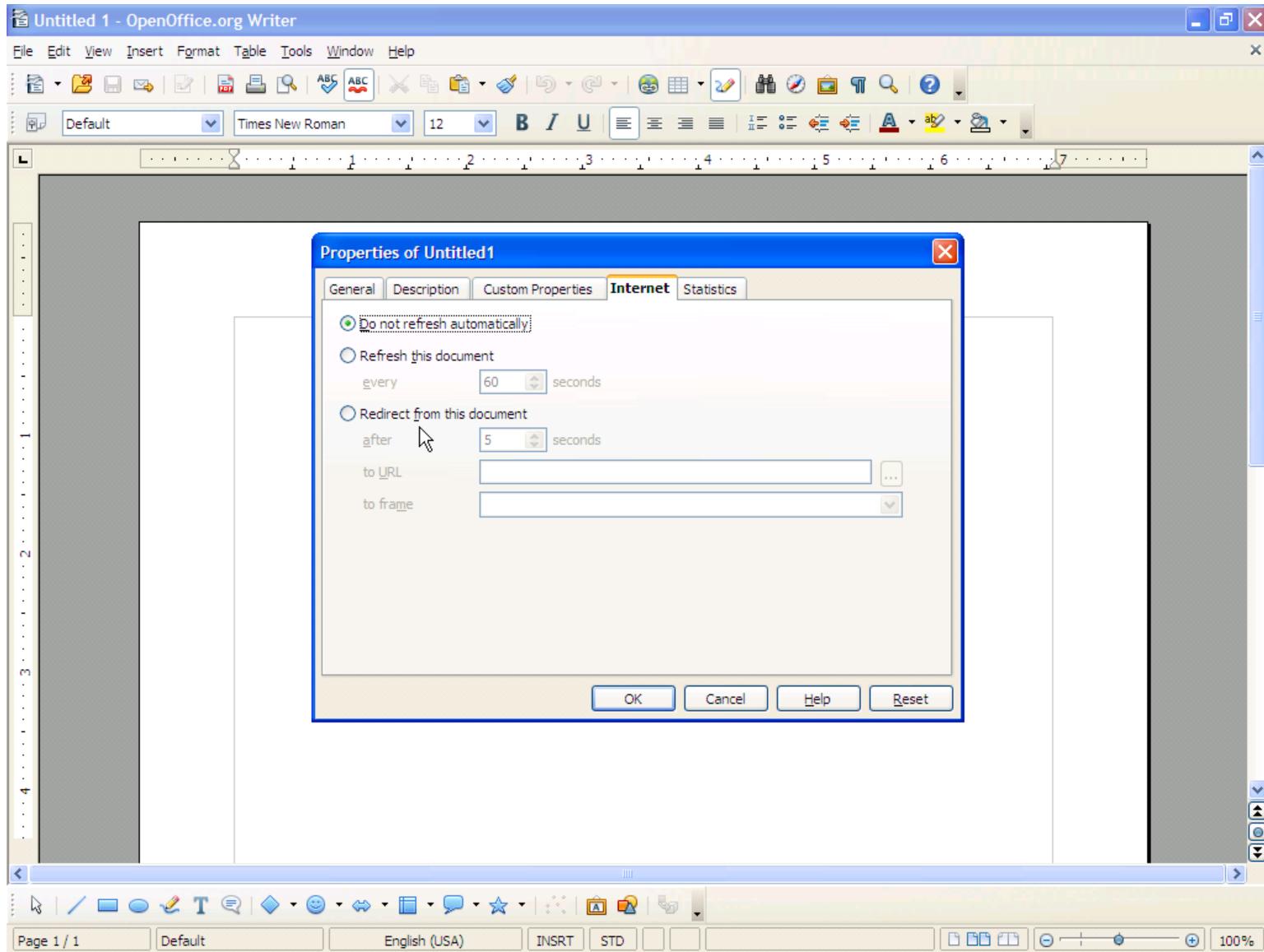
Redirect from this document
after 5 seconds

to URL:

to frame:

OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Properties of Untitled1

General Description Custom Properties Internet Statistics

Number of Pages: 1
Number of Tables: 0
Number of Graphics: 0
Number of OLE Objects: 0
Number of Paragraphs: 0
Number of Words: 0
Number of Characters: 0
Number of Lines: ...

Update OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents Wizards

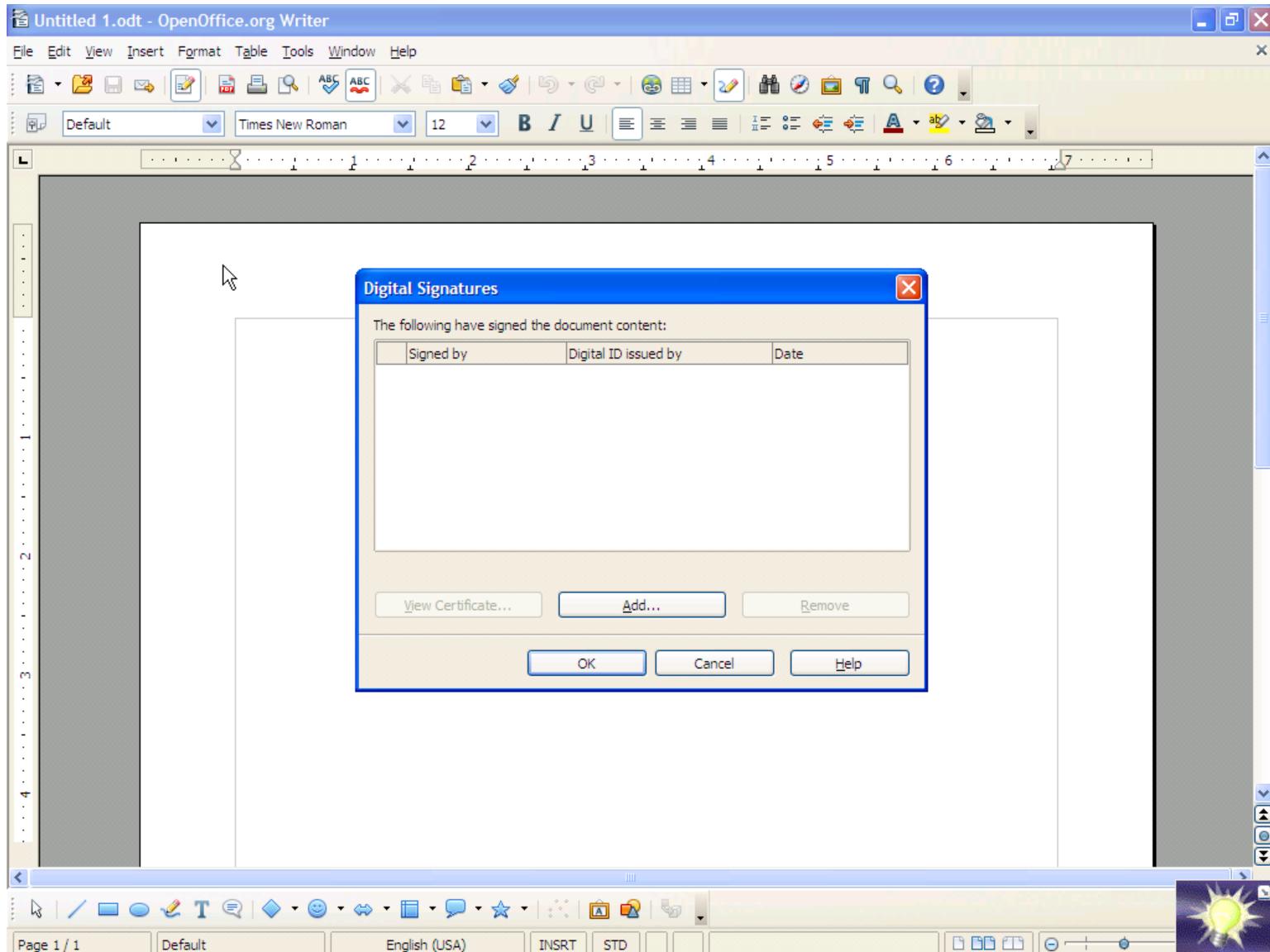
Close Save Ctrl+S Save As... Ctrl+Shift+S Save All Reload Versions... Export... Export as PDF... Send Properties... Digital Signatures... Templates...

Preview in Web Browser Page Preview Print... Ctrl+P Printer Settings... Exit Ctrl+Q

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "File" menu is open, displaying options like "New", "Open...", "Save", and "Exit". The "Digital Signatures..." option is highlighted with a teal selection bar. The main workspace is empty, and the bottom status bar shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and a magnifying glass icon.





Applying Digital Signatures

Getting a Certificate

You can get a certificate from a certification authority, which may be a private company or a governmental institution. Some certification authorities want money for their service, for example when they certify your identity. Other certificates are free of costs, for example those offered by some e-mail providers, which certify your e-mail address. A few of the companies that offer certificates to private persons are listed in the following, in alphabetical order: GlobalSign , Thawte, Verisign.

Untitled 1.odt - OpenOffice.org Writer

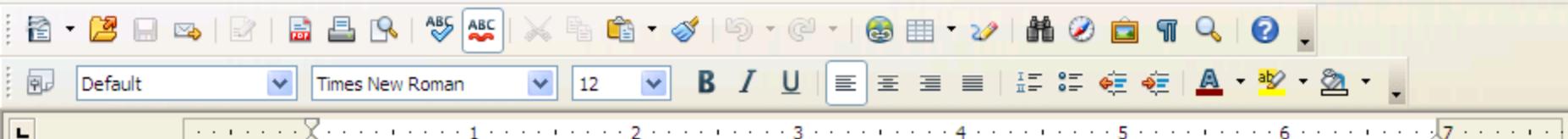
File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents Wizards Close Save Ctrl+S Save As... Ctrl+Shift+S Save All Reload Versions... Export... Export as PDF... Send Properties... Digital Signatures... Templates Organize... Save... Edit... Preview in Web Browser Page Preview Print... Ctrl+P Printer Settings... Exit Ctrl+Q

Times New Roman 12 B I U

Page 1 / 1 Default English (USA) INSRT STD





Template Management

- 📁 My Templates
- 📁 Presentation Backgrounds
- 📁 Presentations

- 📄 Applying Digital Signatures
- 📄 Untitled1

Close

Commands

Help

Templates

Documents

File...

Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents Wizards Close Save Ctrl+S Save As... Ctrl+Shift+S Save All Reload Versions... Export... Export as PDF... Send Properties... Digital Signatures... Templates Organize... Save... Edit... Preview in Web Browser Page Preview Print... Ctrl+P Printer Settings... Exit Ctrl+Q

Times New Roman 12 B I U

Page 1 / 1 Default English (USA) INSRT STD



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents Wizards Close Save Ctrl+S Save As... Ctrl+Shift+S Save All Reload Versions... Export... Export as PDF... Send Properties... Digital Signatures... Templates Organize... Save... Edit... Preview in Web Browser Page Preview Print... Ctrl+P Printer Settings... Exit Ctrl+Q

Times New Roman 12 B I U

Page 1 / 1 Default English (USA) INSRT STD



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

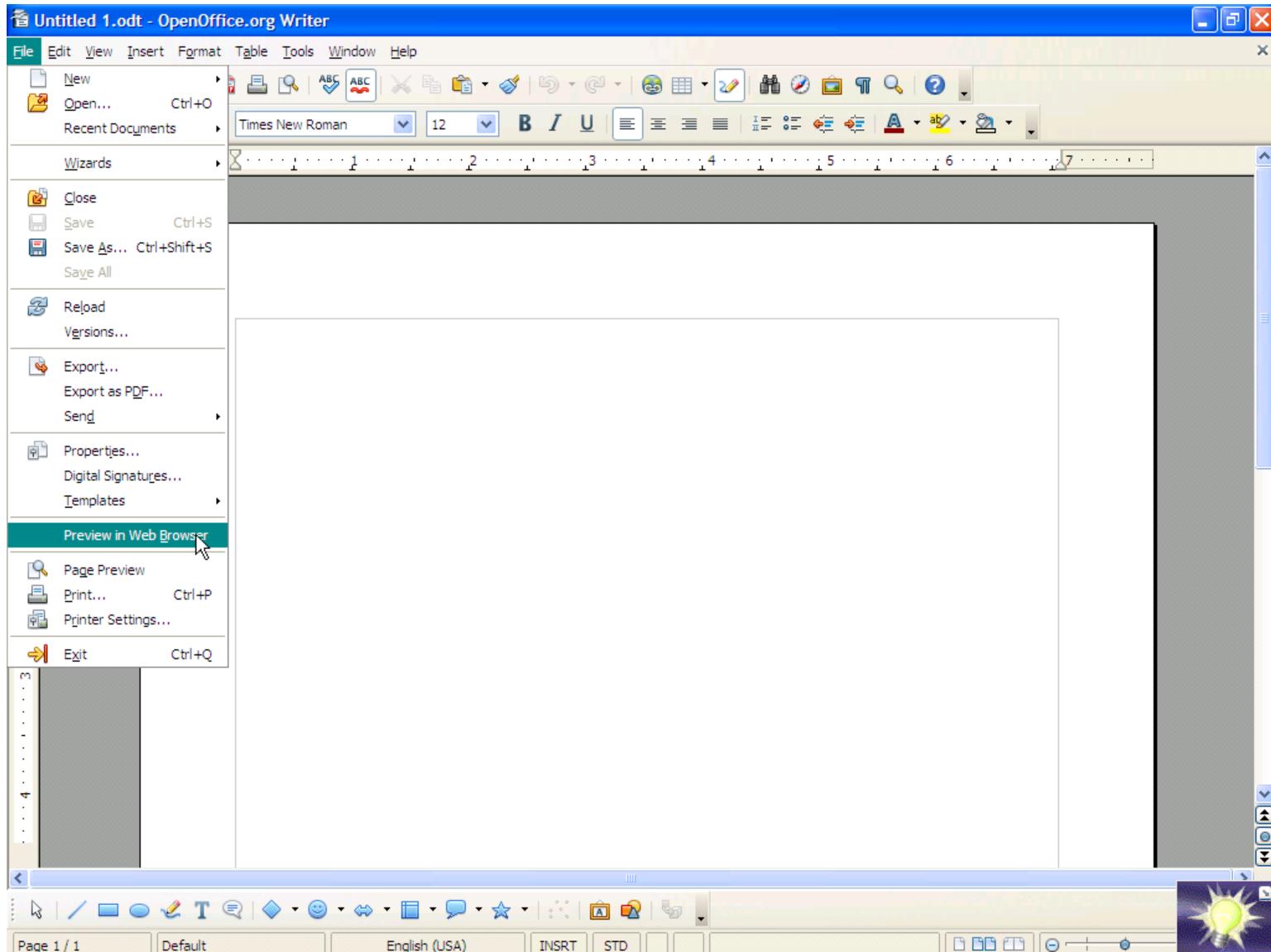
New Open... Ctrl+O Recent Documents Wizards

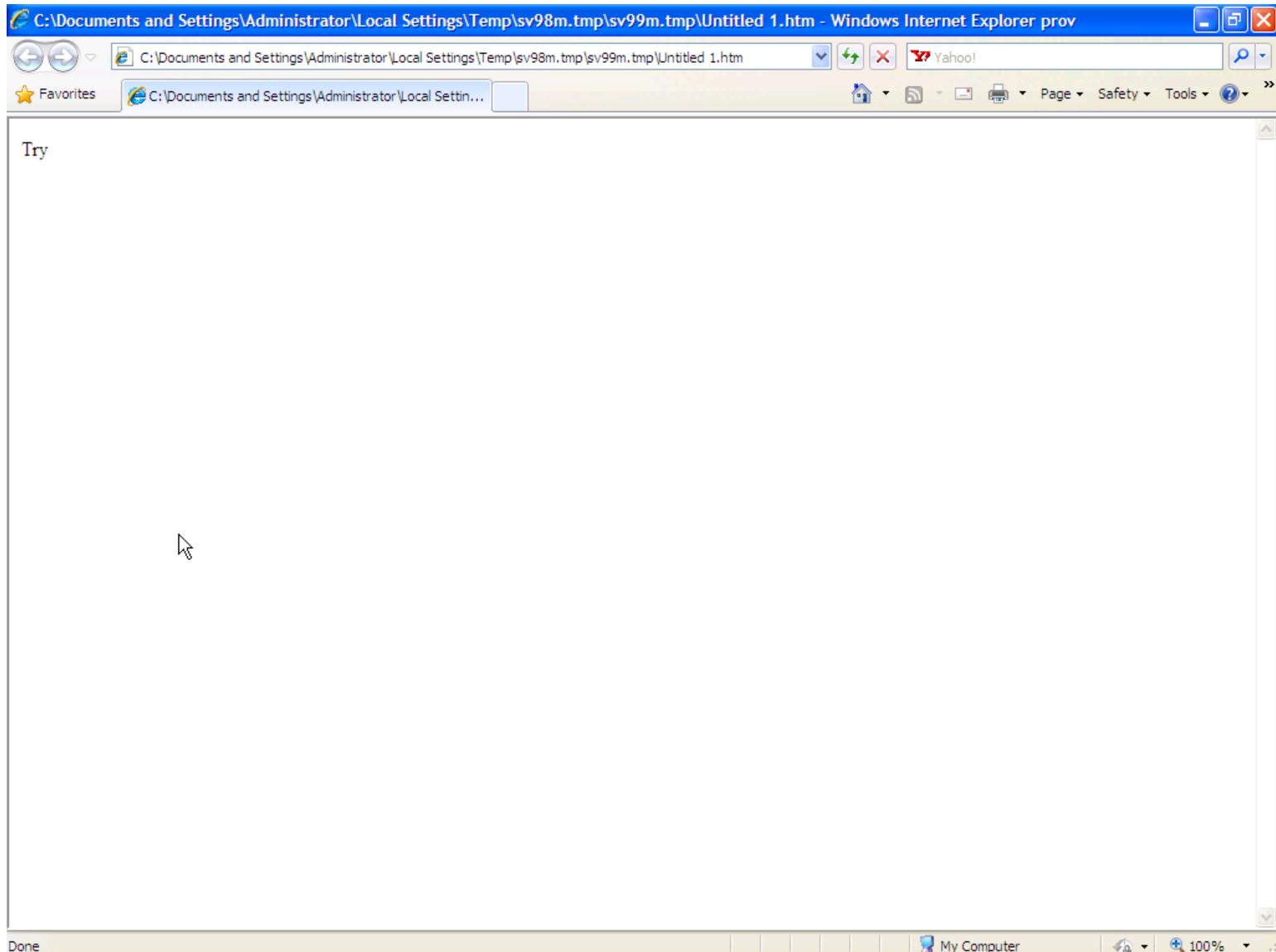
Close Save Ctrl+S Save As... Ctrl+Shift+S Save All Reload Versions...

Export... Export as PDF... Send Properties... Digital Signatures... Templates Preview in Web Browser

Page Preview Print... Ctrl+P Printer Settings... Exit Ctrl+Q

Page 1 / 1 Default English (USA) INSRT STD





Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Try

I

Page 1 / 1 Default English (USA) INSRT STD *



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

New Open... Ctrl+O Recent Documents Wizards

Close Save Ctrl+S Save As... Ctrl+Shift+S Save All

Reload Versions...

Export... Export as PDF... Send

Properties... Digital Signatures... Templates

Preview in Web Browser

Page Preview Print... Ctrl+P Printer Settings...

Exit Ctrl+Q

Try

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The "File" menu is open, showing options like New, Open..., Save, and Page Preview. The "Page Preview" option is highlighted with a teal background. The main workspace contains the word "Try" typed in black font. The bottom status bar displays "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", and "100%". A toolbar with various icons is visible along the top and bottom edges of the workspace.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Undo: Typing: 'y' Ctrl+Z
Can't Restore Ctrl+Y
Repeat: Typing: 'y' Ctrl+Shift+Y

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special... Ctrl+Shift+V
Select Text Ctrl+Shift+I
Selection Mode Standard

Select All Ctrl+A

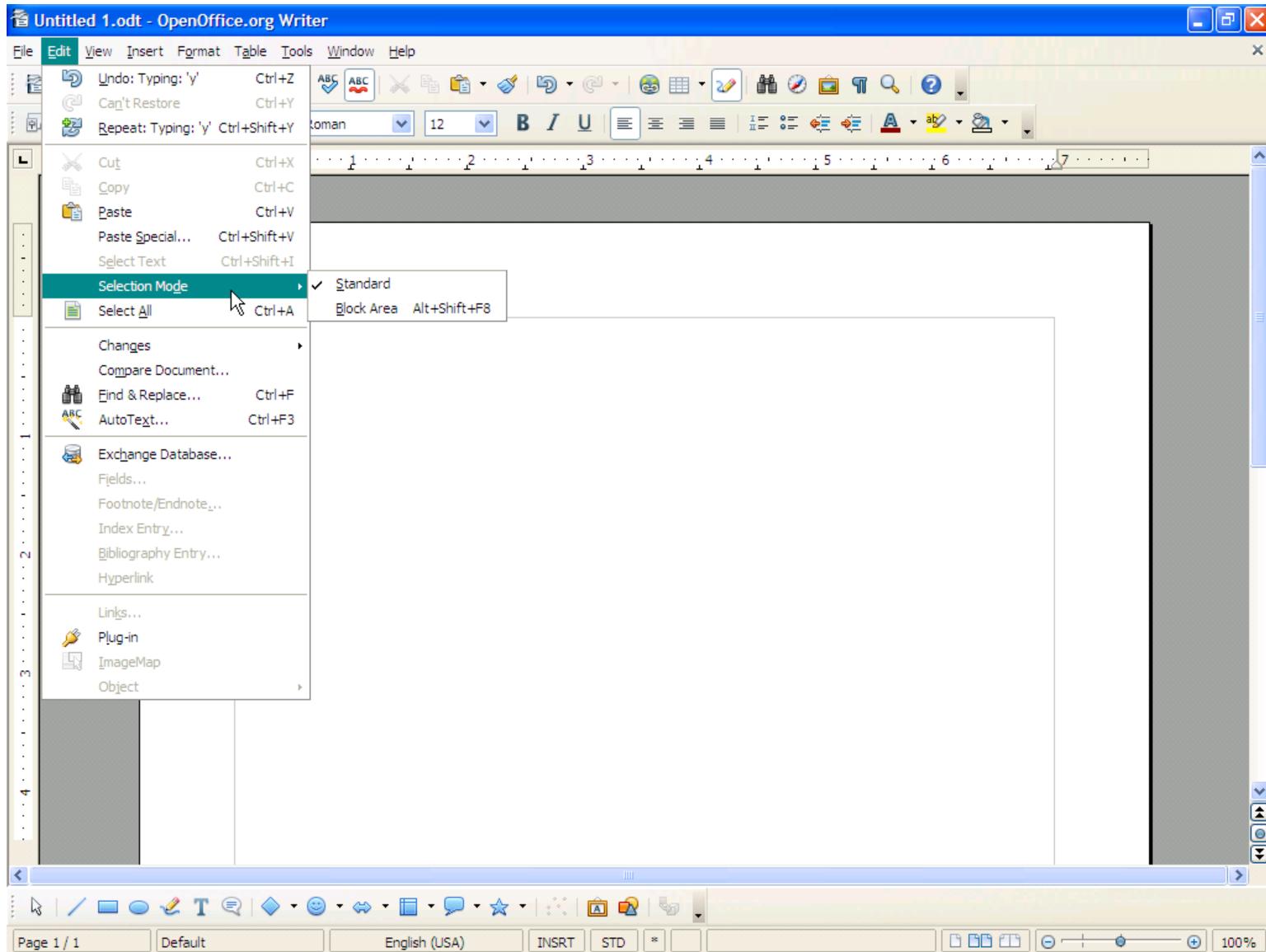
Changes
Compare Document...

Find & Replace... Ctrl+F
AutoText... Ctrl+F3

Exchange Database...
Fields...
Footnote/Endnote...
Index Entry...
Bibliography Entry...
Hyperlink

Links...
Plug-in
ImageMap
Object

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Undo: Typing: 'y' Ctrl+Z
Can't Restore Ctrl+Y
Repeat: Typing: 'y' Ctrl+Shift+Y

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special... Ctrl+Shift+V
Select Text Ctrl+Shift+I
Selection Mode Standard

Select All Ctrl+A Block Area Alt+Shift+F8

Changes
Compare Document...
Find & Replace... Ctrl+F
AutoText... Ctrl+F3

Exchange Database...
Fields...
Footnote/Endnote...
Index Entry...
Bibliography Entry...
Hyperlink

Links...
Plug-in
ImageMap
Object

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The 'Edit' menu is open, displaying various editing options. The 'Standard' mode is currently selected under the 'Selection Mode' submenu. Other visible items in the 'Edit' menu include 'Select All' (Ctrl+A), 'Block Area' (Alt+Shift+F8), and several document-related tools like 'Find & Replace...', 'AutoText...', and 'Exchange Database...'. The main workspace is a blank document area with a vertical ruler on the left side.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Try

text 1

Page 1 / 1 Default English (USA) INSRT STD * 100%

CPU

Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Undo: Typing: '1' Ctrl+Z
Can't Restore Ctrl+Y
Repeat: Typing: '1' Ctrl+Shift+Y

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special... Ctrl+Shift+V
Select Text Ctrl+Shift+I
Selection Mode ▾ Standard
Select All Ctrl+A
Changes ▾
Compare Document...
Find & Replace... Ctrl+F
AutoText... Ctrl+F3

Exchange Database...
Fields...
Footnote/Endnote...
Index Entry...
Bibliography Entry...
Hyperlink

Links...
Plug-in
ImageMap
Object ▾

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The 'Edit' menu is open, revealing various options like Undo, Cut, Copy, Paste, and Selection Mode. The 'Selection Mode' submenu is expanded, showing 'Standard' (which is highlighted with a blue selection bar) and 'Block Area' (Alt+Shift+F8). The main document area is empty, and the bottom status bar shows page 1/1, default style, English (USA), and zoom level 100%.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Try

text 1

I

Page 1 / 1 Default English (USA) INSRT BLK *



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Undo: Typing: '1' Ctrl+Z
Can't Restore Ctrl+Y
Repeat: Typing: '1' Ctrl+Shift+Y

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special... Ctrl+Shift+V
Select Text Ctrl+Shift+I
Selection Mode
Select All Ctrl+A

Changes > Record
Compare Document...
Find & Replace... Ctrl+F
AutoText... Ctrl+F3

✓ Show
Accept or Reject...
Comment...
Merge Document...

Exchange Database...
Fields...
Footnote/Endnote...
Index Entry...
Bibliography Entry...
Hyperlink

Links...
Plug-in
ImageMap
Object

Page 1 / 1 Default English (USA) INSRT BLK *

100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Try
text 1
text are recorded

Page 1 / 1 Default English (USA) BLK *



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Undo: Typing: 'recorded' Ctrl+Z
Can't Restore Ctrl+Y
Repeat: Typing: 'recorded' Ctrl+Shift+Y

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special... Ctrl+Shift+V
Select Text Ctrl+Shift+I
Selection Mode
Select All Ctrl+A

Changes

- ✓ Record
- Protect Records...
- ✓ Show
- Accept or Reject...**
- Comment...
- Merge Document...

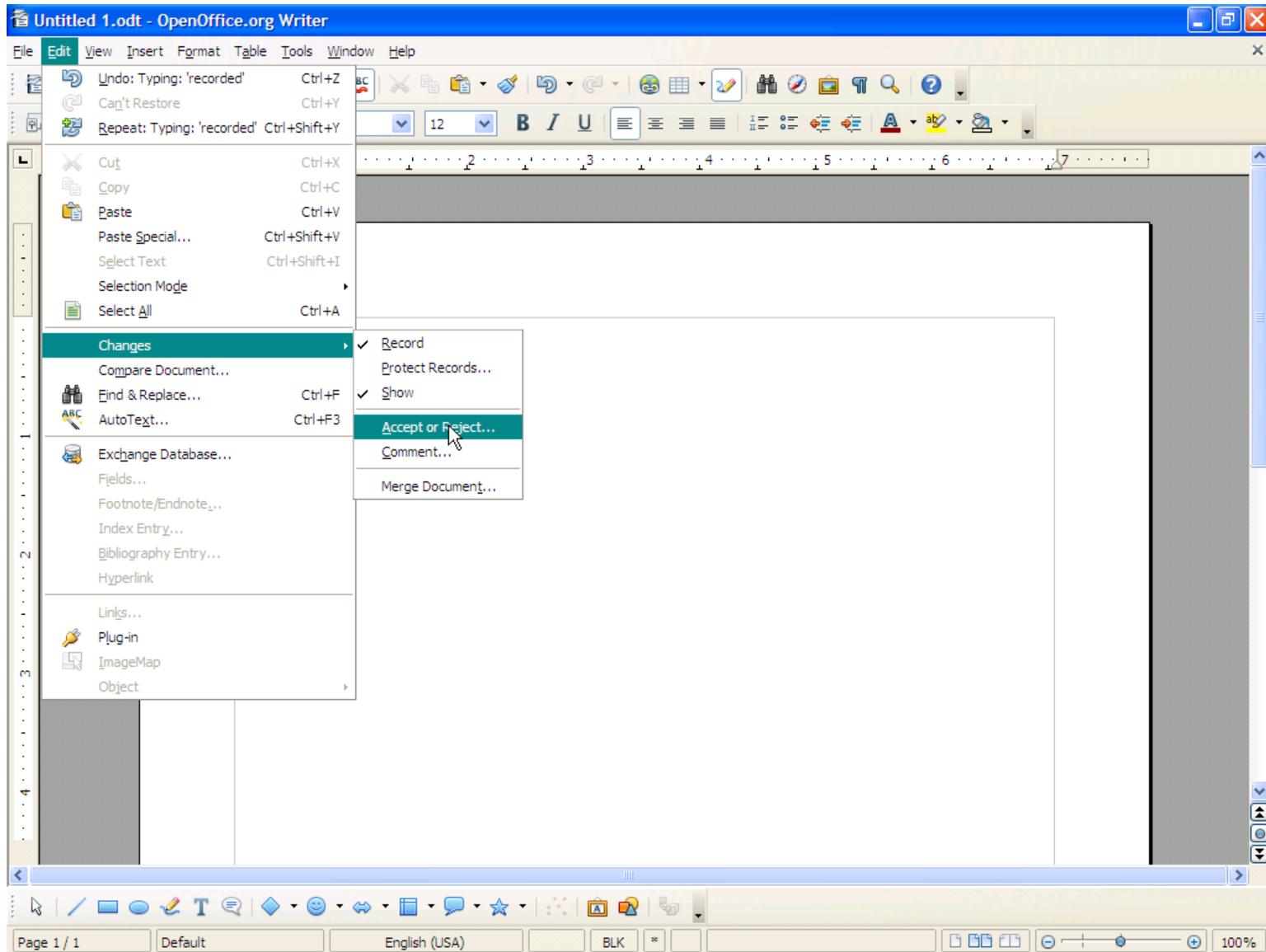
1

2

3

4

Page 1 / 1 Default English (USA) BLK *



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Accept or Reject Changes

List Filter

Action	Author	Date	Comment
Insertion	alexis apuli	05/09/2009 23:41	

Accept Reject Accept All Reject All

Try
text 1
text are recorded

Page 1 / 1 Default English (USA) STD * 100%

The image shows a screenshot of the OpenOffice.org Writer application. A modal dialog box titled "Accept or Reject Changes" is displayed in the center. The dialog has two tabs: "List" (selected) and "Filter". Inside the "List" tab, there is a table with four columns: Action, Author, Date, and Comment. One row is listed: "Insertion" by "alexis apuli" on "05/09/2009 23:41". Below the table are four buttons: "Accept", "Reject", "Accept All", and "Reject All". In the background, the main document window shows the text "Try" at the top, followed by "text 1" which is highlighted with a green background, and then "text are recorded" below it. The status bar at the bottom indicates "Page 1 / 1", "Default", "English (USA)", "STD", and a zoom level of "100%".



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

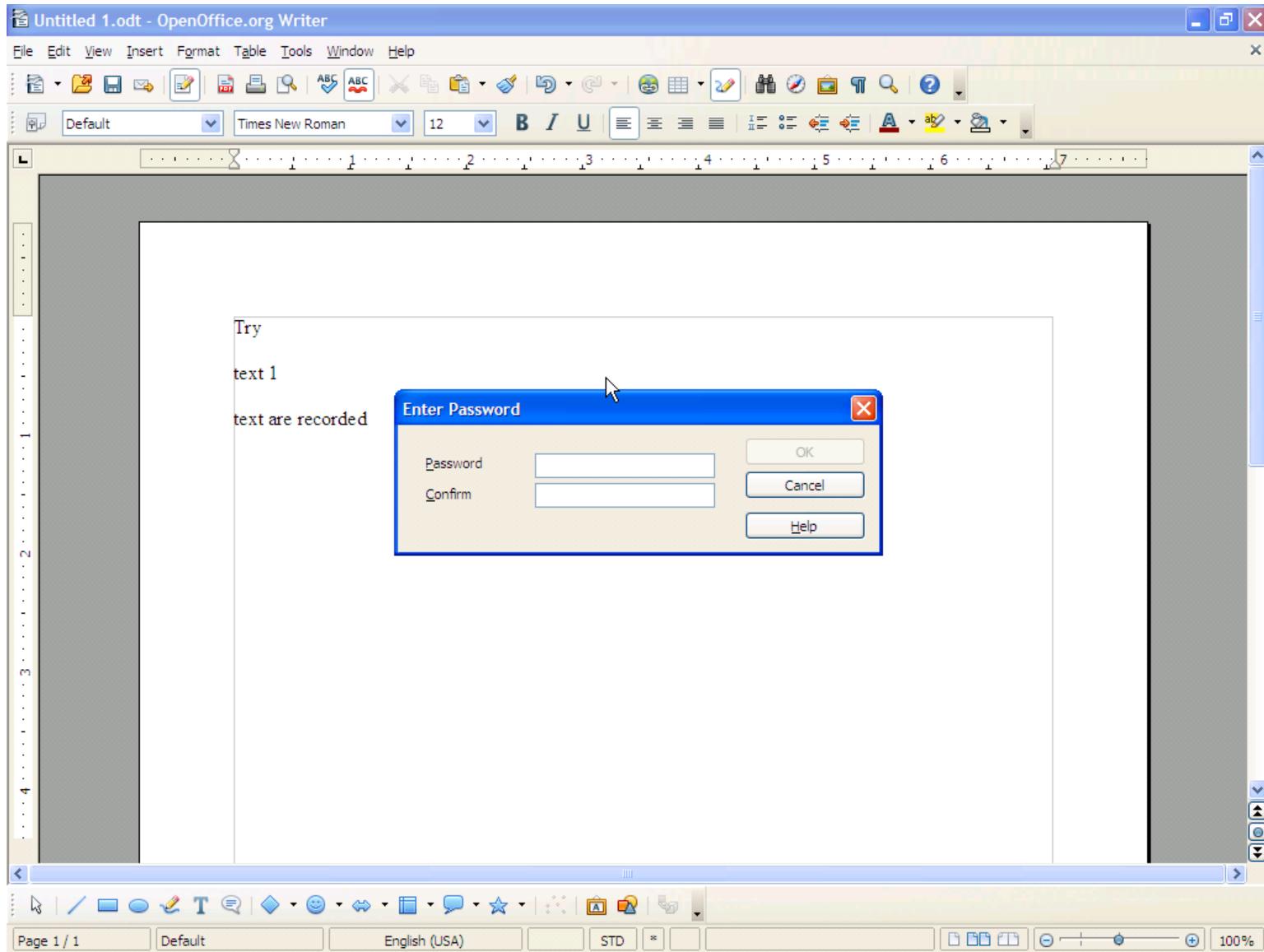
Default Times New Roman 12 B I U

Try
text 1
text are recorded

I

Page 1 / 1 Default English (USA) STD * 100%





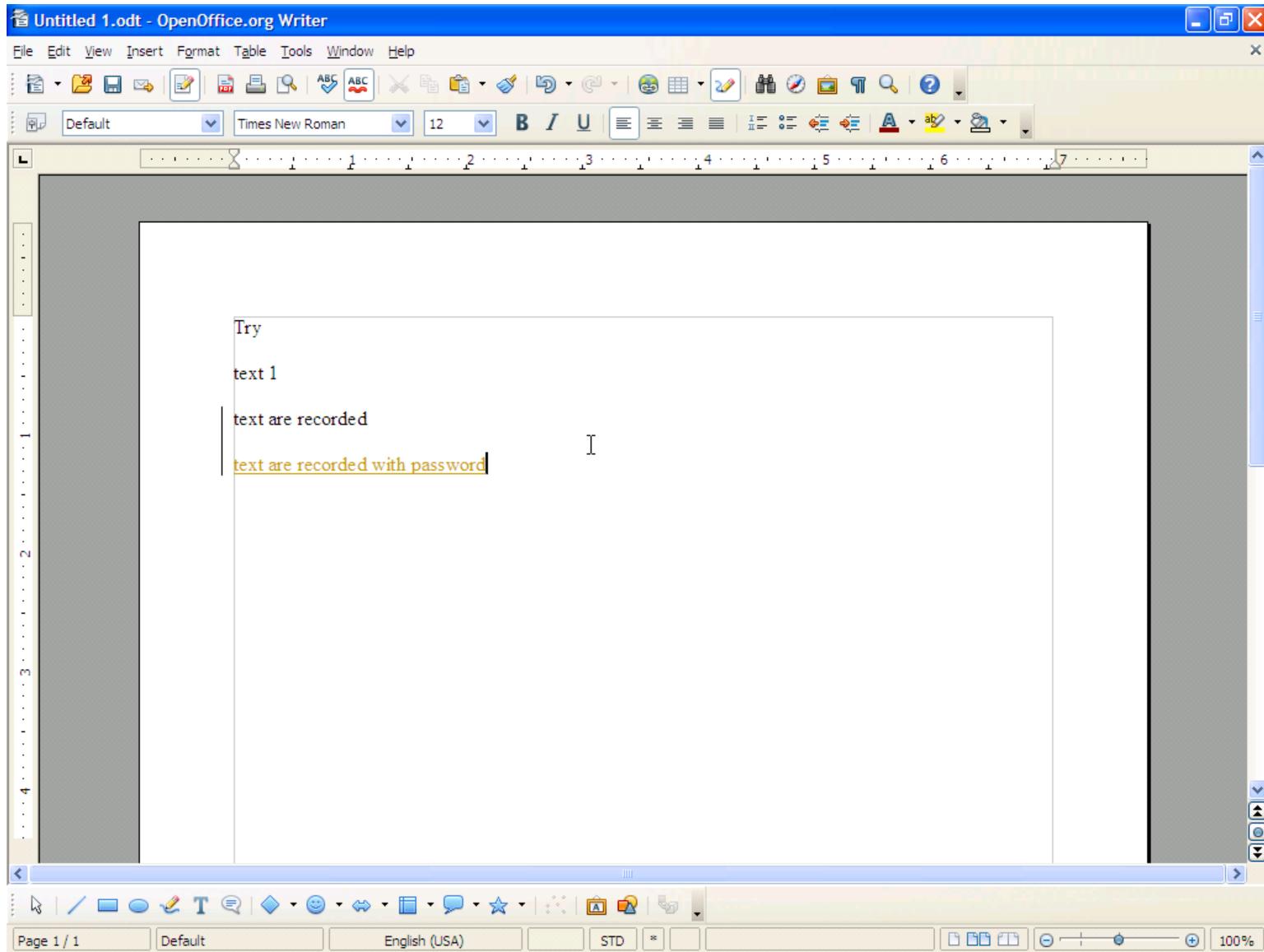
Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Try
text 1
text are recorded
text are recorded with password

Page 1 / 1 Default English (USA) STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Undo: Typing: 'password' Ctrl+Z
Can't Restore Ctrl+Y
Repeat: Typing: 'password' Ctrl+Shift+Y

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special... Ctrl+Shift+V
Select Text Ctrl+Shift+I
Selection Mode
Select All Ctrl+A

Changes

- ✓ Record
- ✓ Protect Records...
- ✓ Show
- Accept or Reject...**
- Comment...
- Merge Document...

1

2

3

4

Links...
Plug-in
ImageMap
Object

Page 1 / 1 Default English (USA) STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The 'Edit' menu is open, revealing various document management options. The 'Changes' submenu is currently active, with its own set of options: Record, Protect Records..., Show, Accept or Reject..., Comment..., and Merge Document.... The 'Accept or Reject...' option is highlighted with a mouse cursor. The main workspace is empty, and the status bar at the bottom displays basic document information like page count and language settings.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Accept or Reject Changes

List Filter

Action	Author	Date	Comment
Insertion	alexis apuli	05/09/2009 23:42	

Accept Reject Accept All Reject All

Try
text 1
text are recorded
text are recorded with password

Page 1 / 1 Default English (USA) STD * 100%

The screenshot shows the OpenOffice.org Writer interface with a floating 'Accept or Reject Changes' dialog box. The dialog lists a single change: an insertion made by 'alexis apuli' on '05/09/2009 23:42'. The text 'text are recorded' is highlighted in green, indicating it is a new addition. The main document window shows the text 'Try', 'text 1', and the recorded text.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Undo: Typing: 'password' Ctrl+Z
Can't Restore Ctrl+Y
Repeat: Typing: 'password' Ctrl+Shift+Y

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special... Ctrl+Shift+V
Select Text Ctrl+Shift+I
Selection Mode
Select All Ctrl+A

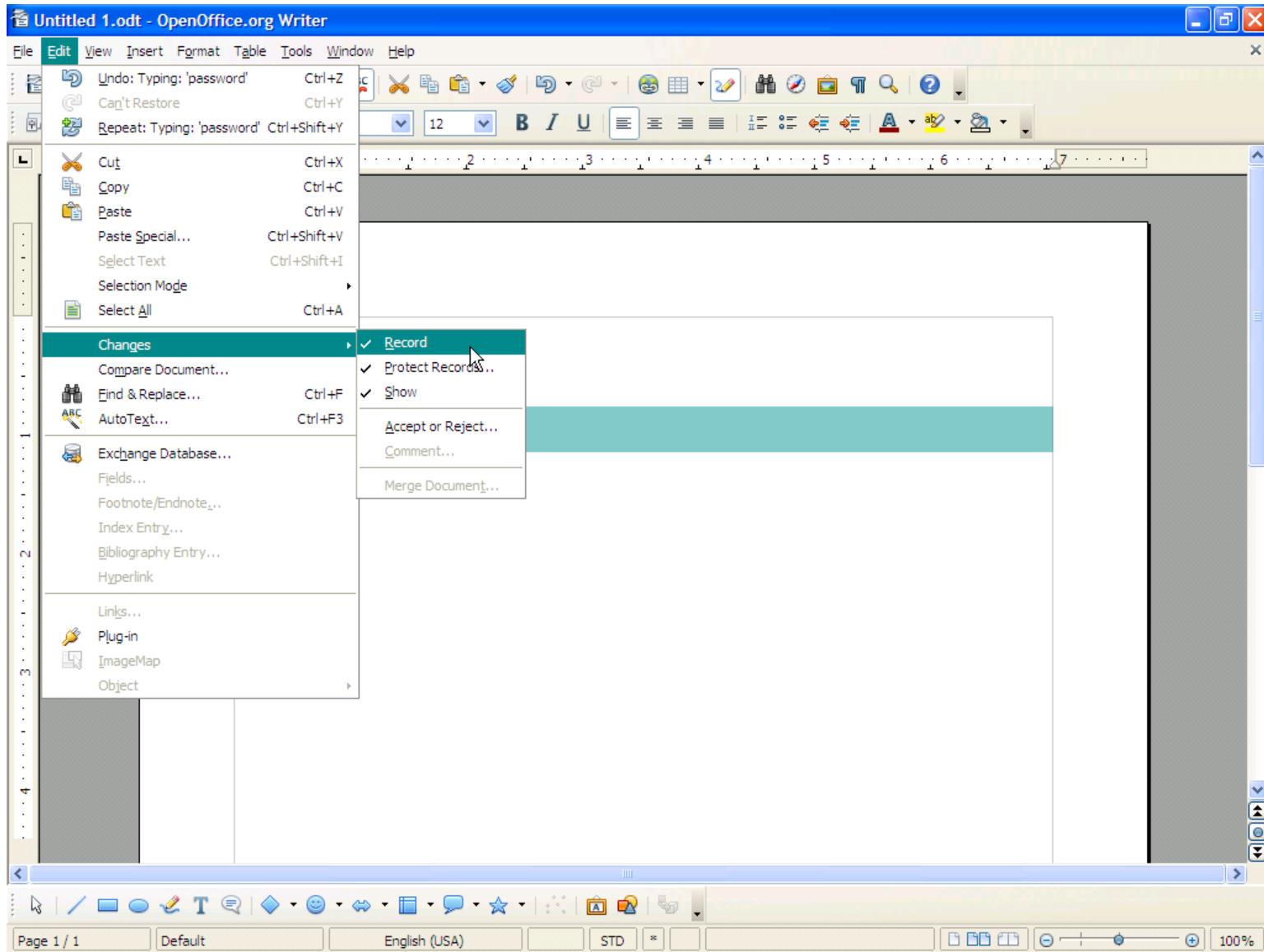
Changes > ✓ Record
✓ Protect Records...
✓ Show
Accept or Reject...
Comment...
Merge Document...

1 2 3 4 5 6 7

Exchange Database...
Fields...
Footnote/Endnote...
Index Entry...
Bibliography Entry...
Hyperlink

Links...
Plug-in
ImageMap
Object

Page 1 / 1 Default English (USA) STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Undo: Typing: 'password' Ctrl+Z
Can't Restore Ctrl+Y
Repeat: Typing: 'password' Ctrl+Shift+Y

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special... Ctrl+Shift+V
Select Text Ctrl+Shift+I
Selection Mode
Select All Ctrl+A

Changes

- ✓ Record
- ✓ Protect Records...
- ✓ Show

Find & Replace... Ctrl+F
AutoText... Ctrl+F3

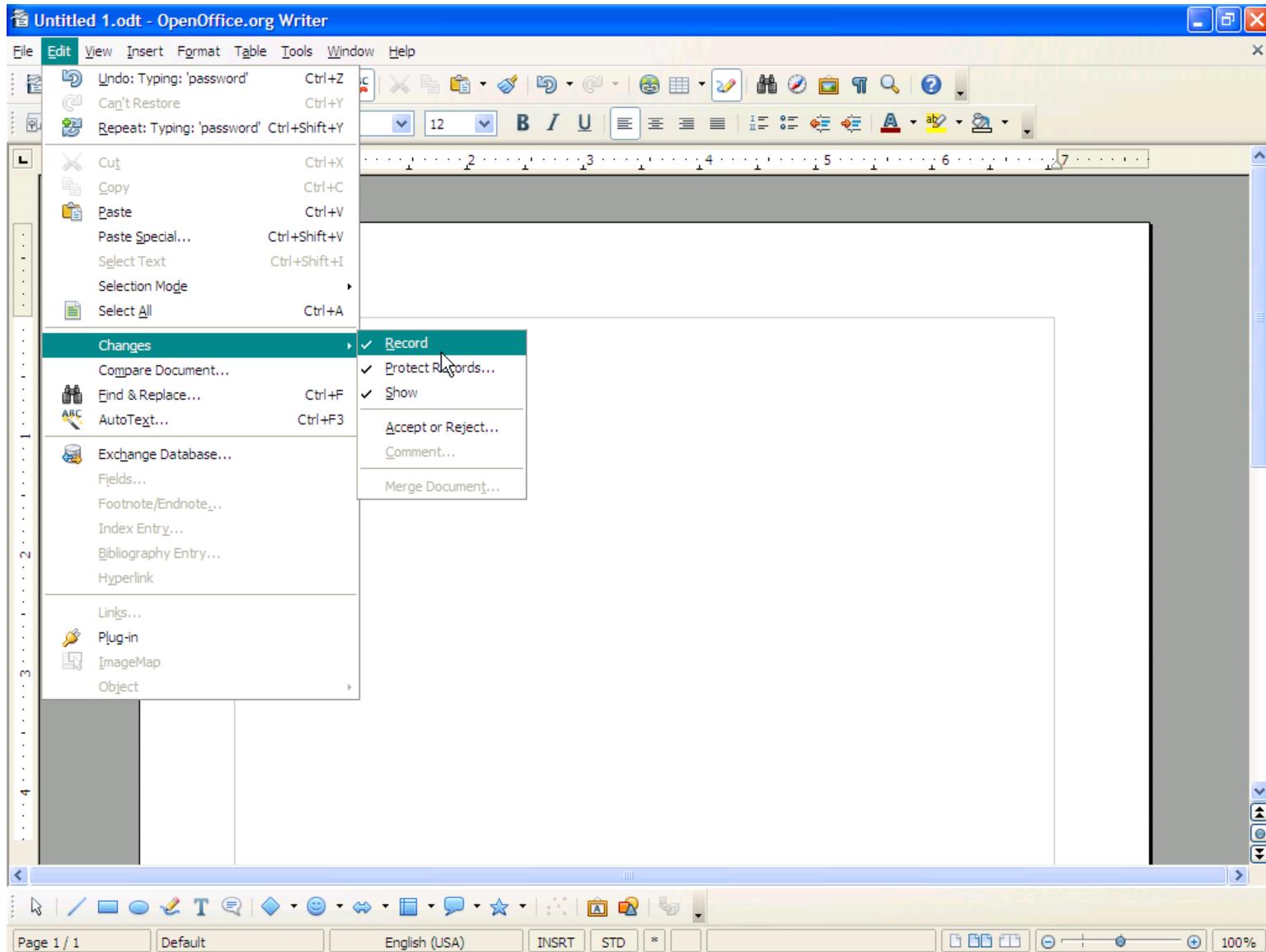
Exchange Database...

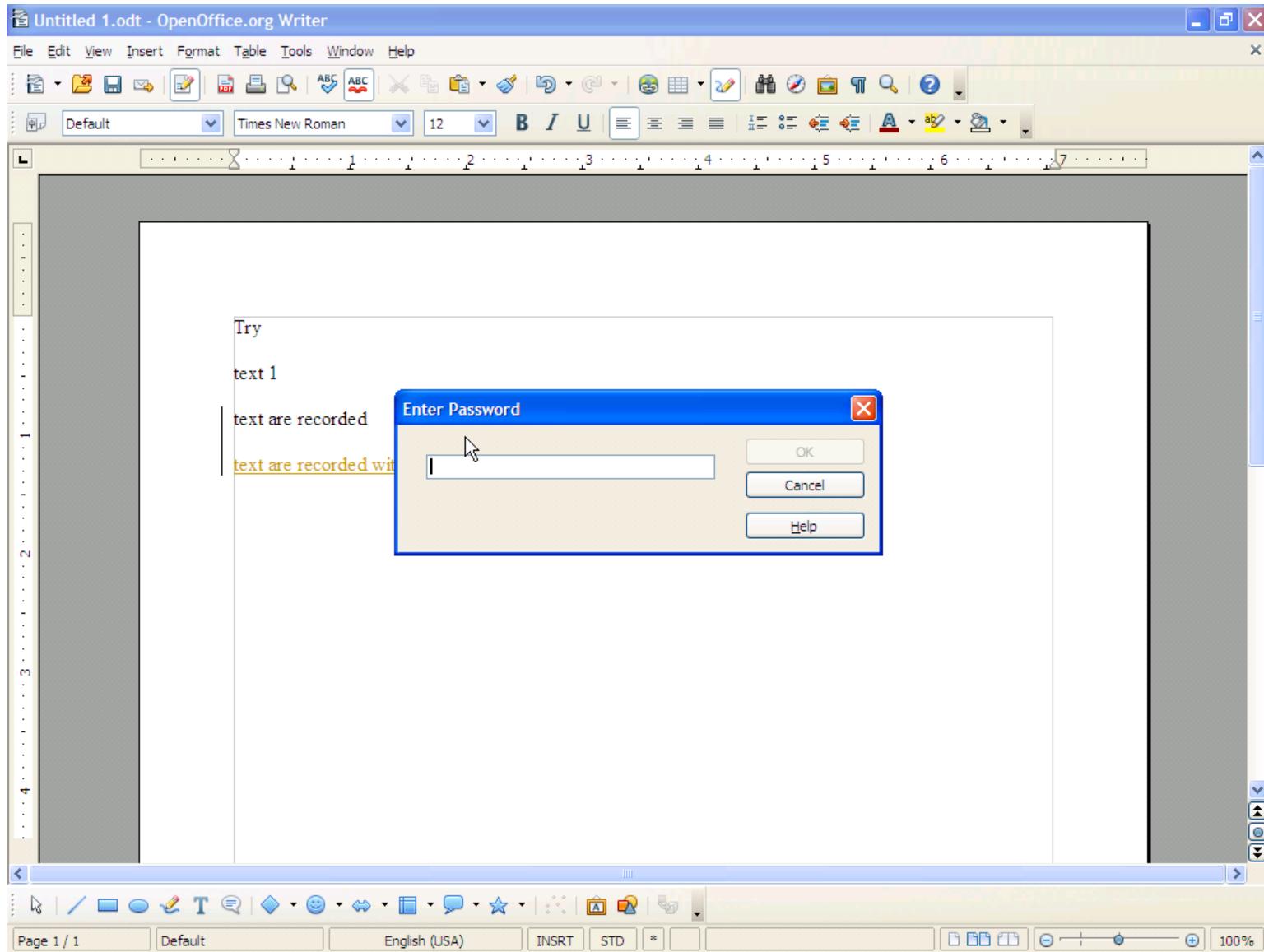
- Fields...
- Footnote/Endnote...
- Index Entry...
- Bibliography Entry...
- Hyperlink

Links...

- Plug-in
- ImageMap
- Object

Page 1 / 1 Default English (USA) INSRT STD * 100%





Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Accept or Reject Changes

List Filter

Action	Author	Date	Comment
Insertion	alexis apuli	05/09/2009 23:42	

Accept All Reject All

Try
text 1
text are recorded
text are recorded with password

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer interface with a document titled "Untitled 1.odt". The document contains the text "Try", "text 1", "text are recorded", and "text are recorded with password". The "text are recorded" and "text are recorded with password" lines are highlighted in green, indicating they are changes that have been tracked. A modal dialog box titled "Accept or Reject Changes" is displayed in the center. The dialog has a "List" tab selected, showing a table with one row of data: "Action" (Insertion), "Author" (alexis apuli), "Date" (05/09/2009 23:42), and an empty "Comment" field. At the bottom of the dialog are four buttons: "Accept", "Reject", "Accept All" (which is highlighted with a yellow background), and "Reject All". The main document area shows page numbers 1 through 4 on the left margin.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Try
text 1
text are recorded
text are recorded with password

Page 1 / 1 Default English (USA) INSRT STD * 100%



File Edit View Insert Format Table Tools Window Help

The screenshot shows the OpenOffice.org Writer application window. The 'Edit' menu is open, revealing various editing options. The 'Changes' submenu is currently active, indicated by a green background. Within this submenu, the 'Comment...' option is highlighted with a dark teal background, suggesting it is the selected or most recent choice. Other visible options in the 'Changes' submenu include 'Record', 'Protect Records...', 'Show', 'Accept or Reject...', and 'Merge Document...'. The main 'Edit' menu also contains other items like 'Cut', 'Copy', 'Paste', and 'Select All', each with its corresponding keyboard shortcut.

Undo: Typing: 'comments' Ctrl+Z
Can't Restore Ctrl+Y
Repeat: Typing: 'comments' Ctrl+Shift+Y

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special... Ctrl+Shift+V
Select Text Ctrl+Shift+I
Selection Mode
Select All Ctrl+A

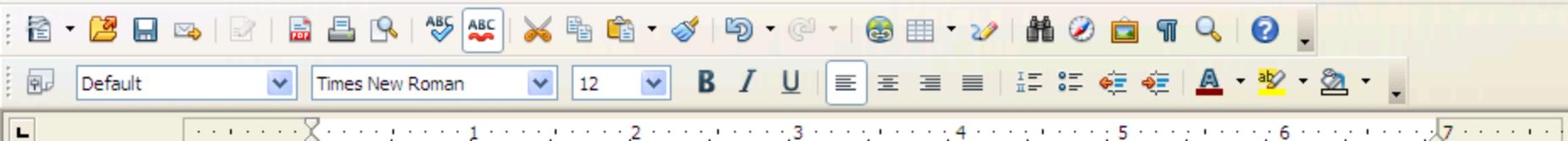
Changes

- ✓ Record
- Protect Records...
- ✓ Show
- Accept or Reject...
- Comment...**
- Merge Document...

Compare Document...
Find & Replace... Ctrl+F
AutoText... Ctrl+F3

Exchange Database...
Fields...
Footnote/Endnote...
Index Entry...
Bibliography Entry...
Hyperlink

Links...
Plug-in
ImageMap
Object



Comment: Insertion

Contents

Author alexis apuli, 05/10/2009 04:17

Text

Recording comments

OK

Cancel

Help

Insert

Recording Changes

Not all changes are recorded. For example, the changing of a tab stop from align left to align right is not recorded. However, all usual changes made by a proofreader are recorded, such as additions, deletions, text alterations, and usual formatting.

Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Undo: Accept change: 8 changes Ctrl+Z
Can't Restore Ctrl+Y
Repeat: Accept change: 8 changes Ctrl+Shift+Y

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special... Ctrl+Shift+V
Select Text Ctrl+Shift+I
Selection Mode
Select All Ctrl+A

Changes

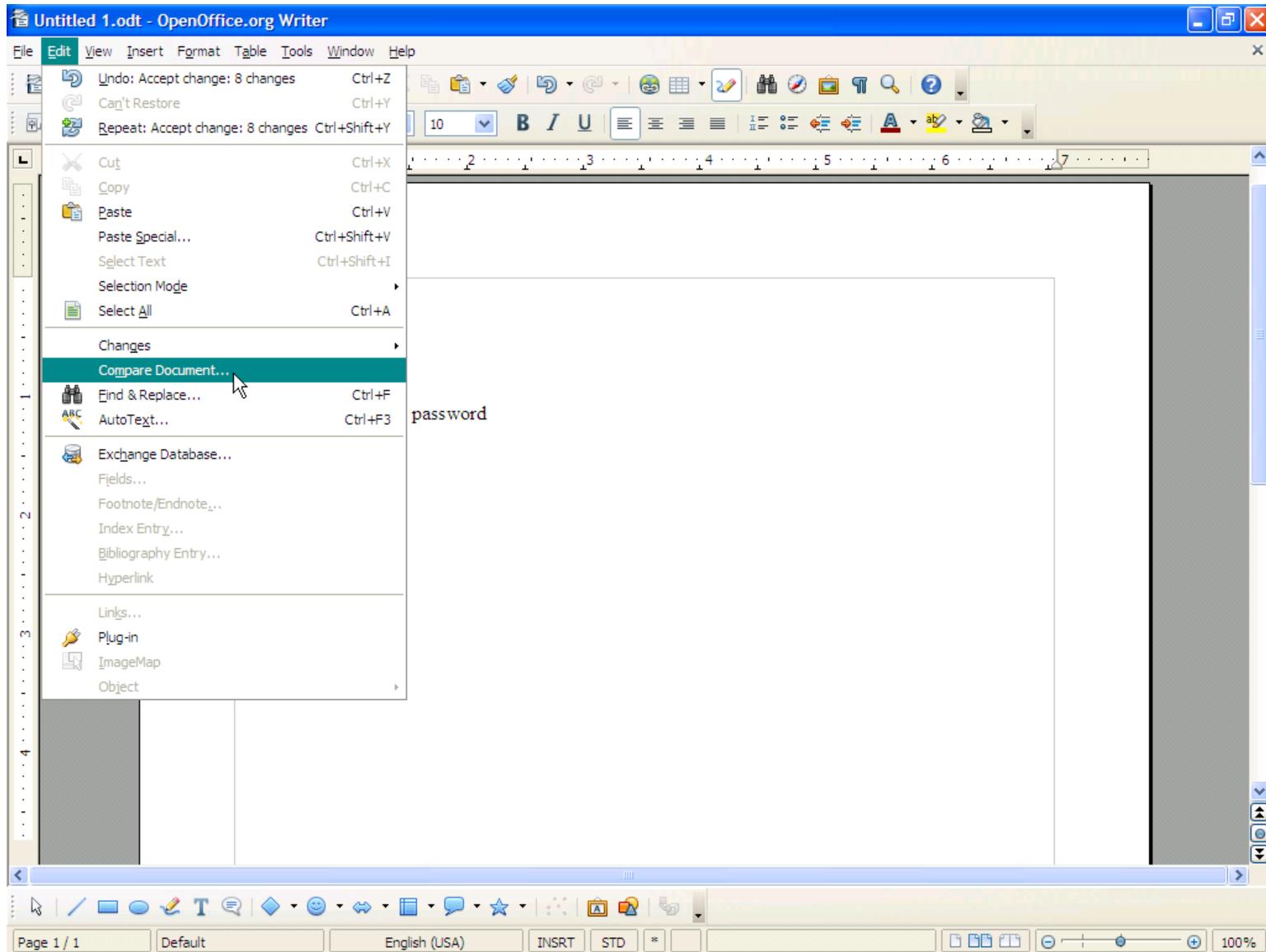
Compare Document... **Find & Replace... Ctrl+F**
AutoText... Ctrl+F3

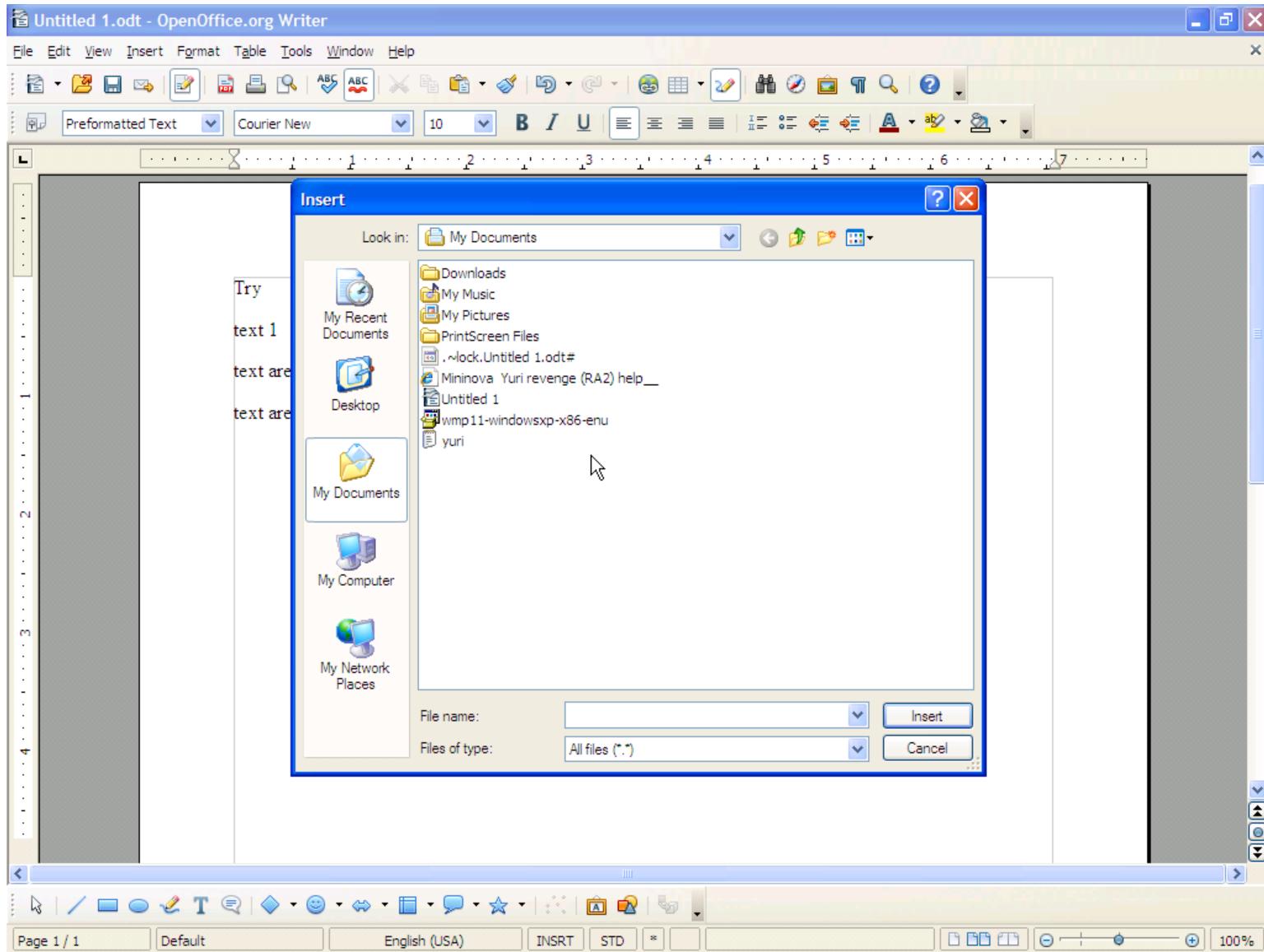
Exchange Database...
Fields...
Footnote/Endnote...
Index Entry...
Bibliography Entry...
Hyperlink

Links...
Plug-in
ImageMap
Object

password

Page 1 / 1 Default English (USA) INSRT STD * 100%





Merging Versions

When a document has been edited by more than one person, it is possible to merge the edited copies into the original. The only requirement is that the documents differ only and exclusively in the recorded changes - all other original text must be identical.

Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Undo: Accept change: 8 changes Ctrl+Z
Can't Restore Ctrl+Y
Repeat: Accept change: 8 changes Ctrl+Shift+Y

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special... Ctrl+Shift+V
Select Text Ctrl+Shift+I
Selection Mode
Select All Ctrl+A
Changes
Compare Document...

Find & Replace... Ctrl+F
AutoText... Ctrl+F3

Exchange Database...
Fields...
Footnote/Endnote...
Index Entry...
Bibliography Entry...
Hyperlink

Links...
Plug-in
ImageMap
Object

password

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit Insert Format Table Tools Window Help

Print Layout Web Layout

Toolbars Status Bar Input Method Status Ruler

Text Boundaries Field Shadings Ctrl+F8 Field Names Ctrl+F9 Nonprinting Characters Ctrl+F10 Hidden Paragraphs Notes

Navigator F5 Full Screen Ctrl+Shift+J Zoom...

1 d
d with password

2

3

4

Page 1 / 1 Default English (USA) INSRT STD * 100%

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes "File", "Edit", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "View" menu is currently open, with "Print Layout" selected (indicated by a checked checkbox icon). Other options in the "View" menu include "Web Layout", "Toolbars", "Status Bar", "Input Method Status", "Ruler", "Text Boundaries", "Field Shadings" (with keyboard shortcut Ctrl+F8), "Field Names" (with keyboard shortcut Ctrl+F9), "Nonprinting Characters" (with keyboard shortcut Ctrl+F10), "Hidden Paragraphs", "Notes", "Navigator" (with keyboard shortcut F5), "Full Screen" (with keyboard shortcut Ctrl+Shift+J), and "Zoom...". The main workspace shows a single page with the text "d" and "d with password". The bottom status bar displays "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", and a zoom level of "100%". A toolbar with various icons is visible at the very bottom.



Untitled 1.odt - OpenOffice.org Writer

File Edit Insert Format Table Tools Window Help

Print Layout Web Layout

Toolbars Status Bar Input Method Status Ruler

Text Boundaries Field Shadings Ctrl+F8 Field Names Ctrl+F9 Nonprinting Characters Ctrl+F10 Hidden Paragraphs Notes

Navigator F5 Full Screen Ctrl+Shift+J Zoom...

d
d with password

Page 1 / 1 Default English (USA) INSRT STD *

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes "File", "Edit", "Insert", "Format", "Table", "Tools", "Window", and "Help". A sub-menu is open under the "View" menu, with "Web Layout" highlighted. Other options in the "View" menu include "Print Layout", "Toolbars", "Status Bar", "Input Method Status", "Ruler", "Text Boundaries", "Field Shadings" (with keyboard shortcut Ctrl+F8), "Field Names" (with keyboard shortcut Ctrl+F9), "Nonprinting Characters" (with keyboard shortcut Ctrl+F10), "Hidden Paragraphs", "Notes", "Navigator" (with keyboard shortcut F5), "Full Screen" (with keyboard shortcut Ctrl+Shift+J), and "Zoom...". The main workspace shows a single paragraph of text: "d" on the first line and "d with password" on the second line. The bottom status bar displays "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and "*". The bottom toolbar contains various icons for text, tables, and other document functions.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help



This can have comments

ELE1

1
2
3
4
5

Minimize Maximize Close

Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Print Layout Web Layout

Toolbars

- 3D-Settings
- Align
- Bullets and Numbering
- Drawing
- Drawing Object Properties
- Fontwork
- Form Controls
- Form Design
- Form Navigation
- Formatting
- Frame
- Insert
- Media Playback
- OLE-Object
- Picture
- Standard
- Standard (Viewing Mode)
- Table
- Text Object
- Tools
- Hyperlink Bar
- Formula

Customize... Reset

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "View" menu is currently open, displaying a list of viewing options. The "Toolbars" option is also open, showing a submenu with various toolbar names and their descriptions. The main workspace is a blank document area with a ruler at the top. The bottom of the screen features a toolbar with various icons for file operations, text styling, and other functions.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Print Layout Web Layout

Toolbars Status Bar Input Method Status

Ruler

Text Boundaries

Field Shadings Ctrl+F8

Field Names Ctrl+F9

Nonprinting Characters Ctrl+F10

Hidden Paragraphs

Notes

Navigator F5

Full Screen Ctrl+Shift+J

Zoom...

1

2

3

4

d

d with password

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "View" menu is currently open, displaying various options like "Print Layout", "Web Layout", "Toolbars", "Status Bar", "Input Method Status", and "Ruler". The "Ruler" option is highlighted with a mouse cursor. Below the menu, there are several toolbars and a toolbar palette. The main workspace contains the text "d" and "d with password". The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", and "100%".



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Print Layout Web Layout

Toolbars Status Bar Input Method Status Ruler

Text Boundaries

Field Shadings Ctrl+F8
Field Names Ctrl+F9
Nonprinting Characters Ctrl+F10
Hidden Paragraphs Notes

Navigator F5

Full Screen Ctrl+Shift+J
Zoom...

1
2
3
4

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The 'View' menu is open, displaying various options like Print Layout, Web Layout, Toolbars, and Text Boundaries. The 'Text Boundaries' option is highlighted with a blue selection bar. The main workspace shows some text input, and the bottom status bar indicates page 1 of 1 and various document settings.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Print Layout Web Layout

Toolbars Status Bar Input Method Status Ruler

Text Boundaries Field Shadings Ctrl+F8 Field Names Ctrl+F9

Nonprinting Characters Ctrl+F10

Hidden Paragraphs Notes

Navigator F5

Full Screen Ctrl+Shift+J Zoom...

d
d with password

Page 1 / 1 Default English (USA) INSRT STD *

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "View" menu is currently open, displaying various options like "Print Layout", "Web Layout", "Toolbars", and "Nonprinting Characters". The "Nonprinting Characters" option is highlighted with a teal selection bar and has a keyboard shortcut "Ctrl+F10" next to it. Below the menu, the main workspace shows some text: "d" and "d with password". At the bottom, there's a toolbar with icons for file operations, and status bars showing "Page 1 / 1", "Default", "English (USA)", and zoom levels.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Preformatted Text Courier New 10 B I U

```
Try
text·1
text·are·recorded
text·are·recorded·with·password
```

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Print Layout Web Layout

Toolbars Status Bar Input Method Status Ruler

Text Boundaries Field Shadings Ctrl+F8 Field Names Ctrl+F9 Nonprinting Characters Ctrl+F10 Hidden Paragraphs Notes

Navigator F5

Full Screen Ctrl+Shift+F10 Zoom...

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View" (which is currently selected), "Insert", "Format", "Table", "Tools", "Window", and "Help". A toolbar with various icons is visible above the main workspace. On the left, there's a vertical ruler and a page navigation pane with page numbers 1 through 4. The main workspace contains some text and a table. A context menu is open at the bottom center, with "Full Screen" highlighted in blue. The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", and zoom controls.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Print Layout Web Layout

Toolbars Status Bar Input Method Status Ruler

Text Boundaries Field Shadings Ctrl+F8 Field Names Ctrl+F9 Nonprinting Characters Ctrl+F10 Hidden Paragraphs Notes

Navigator F5 Full Screen Ctrl+Shift+J Zoom...

d d with password

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "View" menu is currently open, displaying various options like "Print Layout", "Web Layout", "Toolbars", "Status Bar", "Input Method Status", "Ruler", "Text Boundaries", "Field Shadings", "Field Names", "Nonprinting Characters", "Hidden Paragraphs", "Notes", "Navigator", "Full Screen", and "Zoom...". The "Zoom..." option is highlighted with a teal selection bar. The main workspace contains some text: "d" on the first line and "d with password" on the second line. The bottom status bar shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", and a zoom level of "100%". A toolbar with various icons is visible at the top and bottom of the workspace.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields

Special Character... Formatting Mark

Section... Hyperlink

Header Footer

Footnote/Endnote...

Caption...

Bookmark...

Cross-reference...

Note **Ctrl+Alt+N** Script...

Indexes and Tables

Envelope...

Frame...

Table... **Ctrl+F12** Horizontal Ruler...

Picture

Movie and Sound

Object

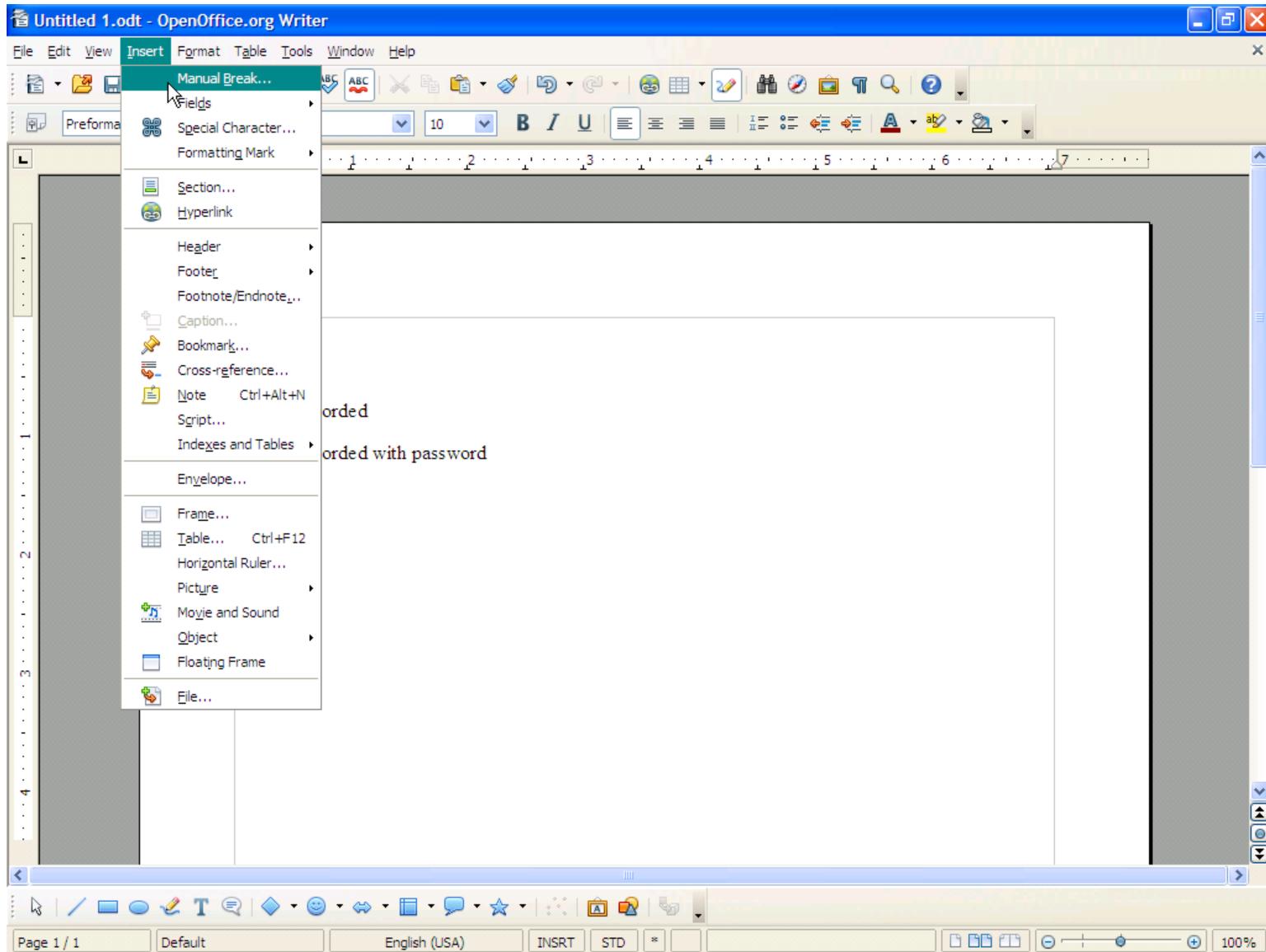
Floating Frame

File...

1 1 2 1 3 1 4 1 5 1 6 1 7

ordered
ordered with password

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Preformatted Text Courier New 10 B I U

Try
text 1
text are recorded
text are recorded with pass

Insert Break

Type

Line break

Column break

Page break

Style [None]

Change page number

OK Cancel Help

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields

Date Time Page Number Page Count Subject Title Author Other... Ctrl+F2

Preforma

Section... Hyperlink Header Footer Footnote/Endnote...

Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables...

Envelope...

Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

ordered
ordered with password

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The 'Insert' menu is open, specifically the 'Fields' submenu, which is highlighted with a mouse cursor. The submenu contains various field types such as Date, Time, Page Number, Page Count, Subject, Title, Author, and Other. Below the submenu, the main document area displays the text 'ordered' and 'ordered with password'. The application interface includes a toolbar at the top with various icons for text, tables, and other functions, and a status bar at the bottom showing page information and zoom levels.



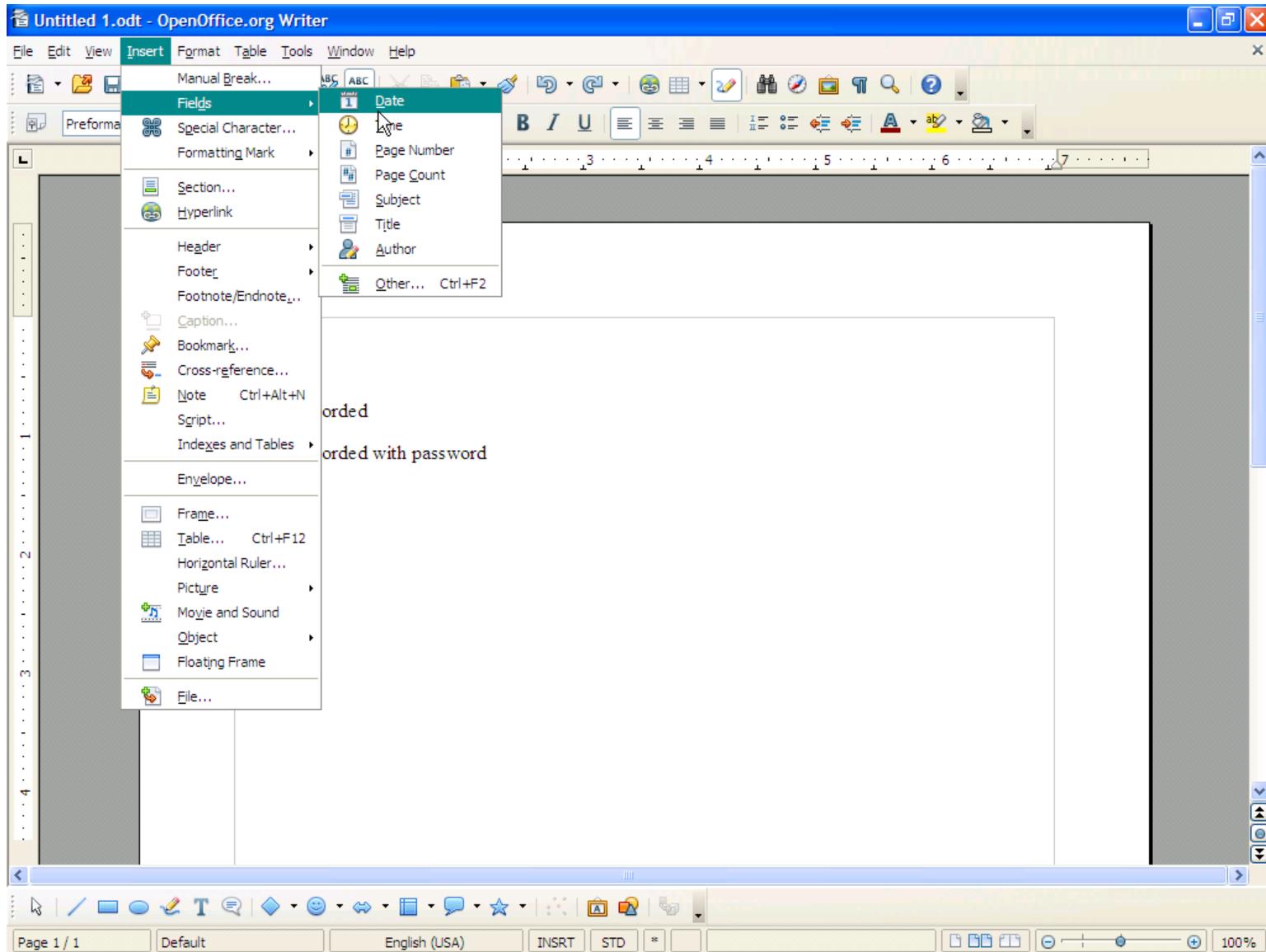
Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Date Time Special Character... Formatting Mark Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

ordered
ordered with password

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Preformatted Text Courier New 10 B I U

Try
text 1
text are recorded
text are recorded with password
05/09/09

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

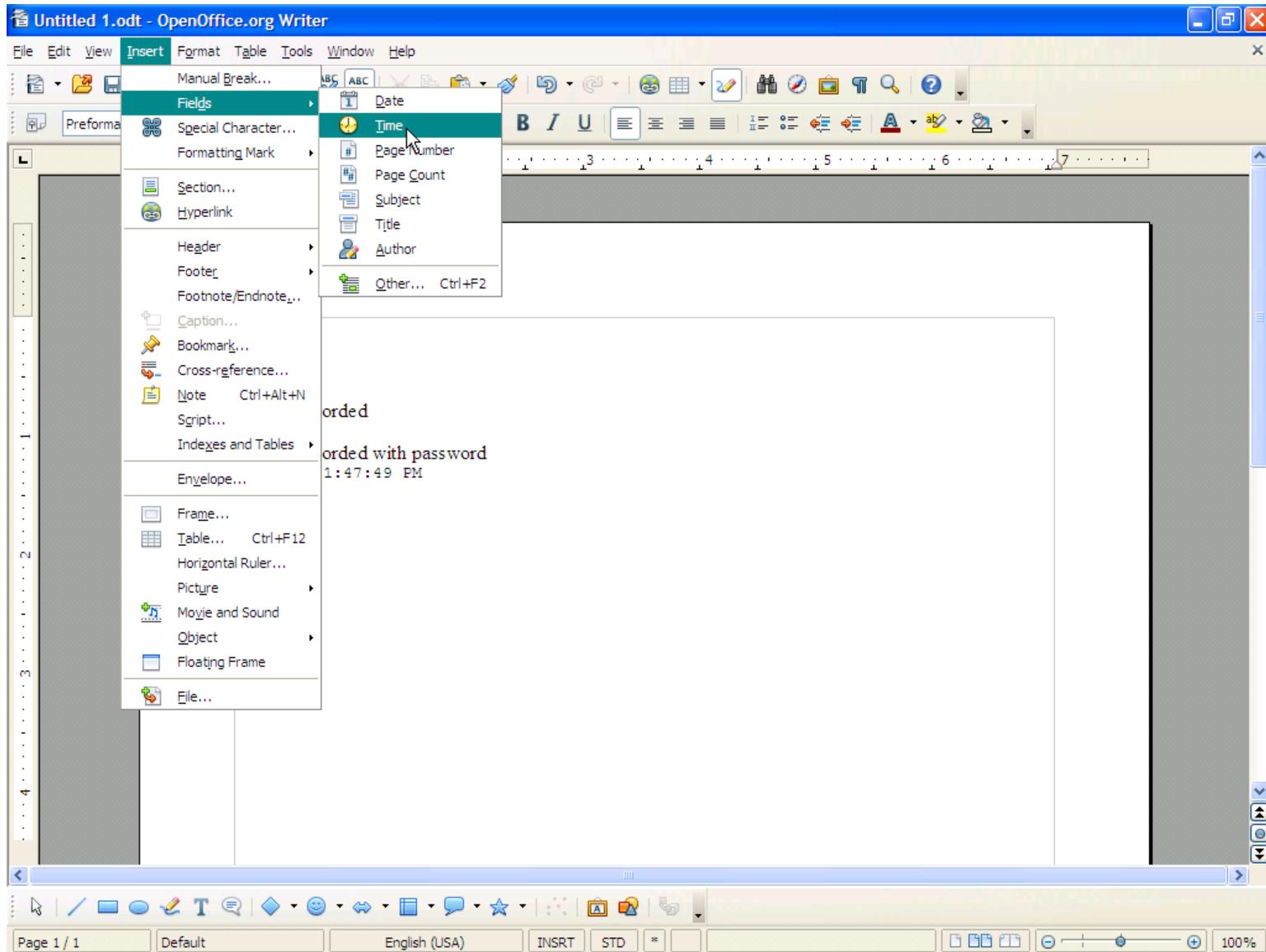
File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Date
Special Character... Time
Formatting Mark Page Number
Section... Page Count
Hyperlink Subject
Header Title
Footer Author
Footnote/Endnote... Other... Ctrl+F2

Caption...
Bookmark...
Cross-reference...
Note Ctrl+Alt+N Script...
Indexes and Tables Envelope...
Frame...
Table... Ctrl+F12 Horizontal Ruler...
Picture Movie and Sound
Object Floating Frame
File...

ordered
ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Preformatted Text Courier New 10 B I U

Try
text 1
text are recorded
text are recorded with password
05/09/09 11:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%

CPU

Untitled 1.odt - OpenOffice.org Writer

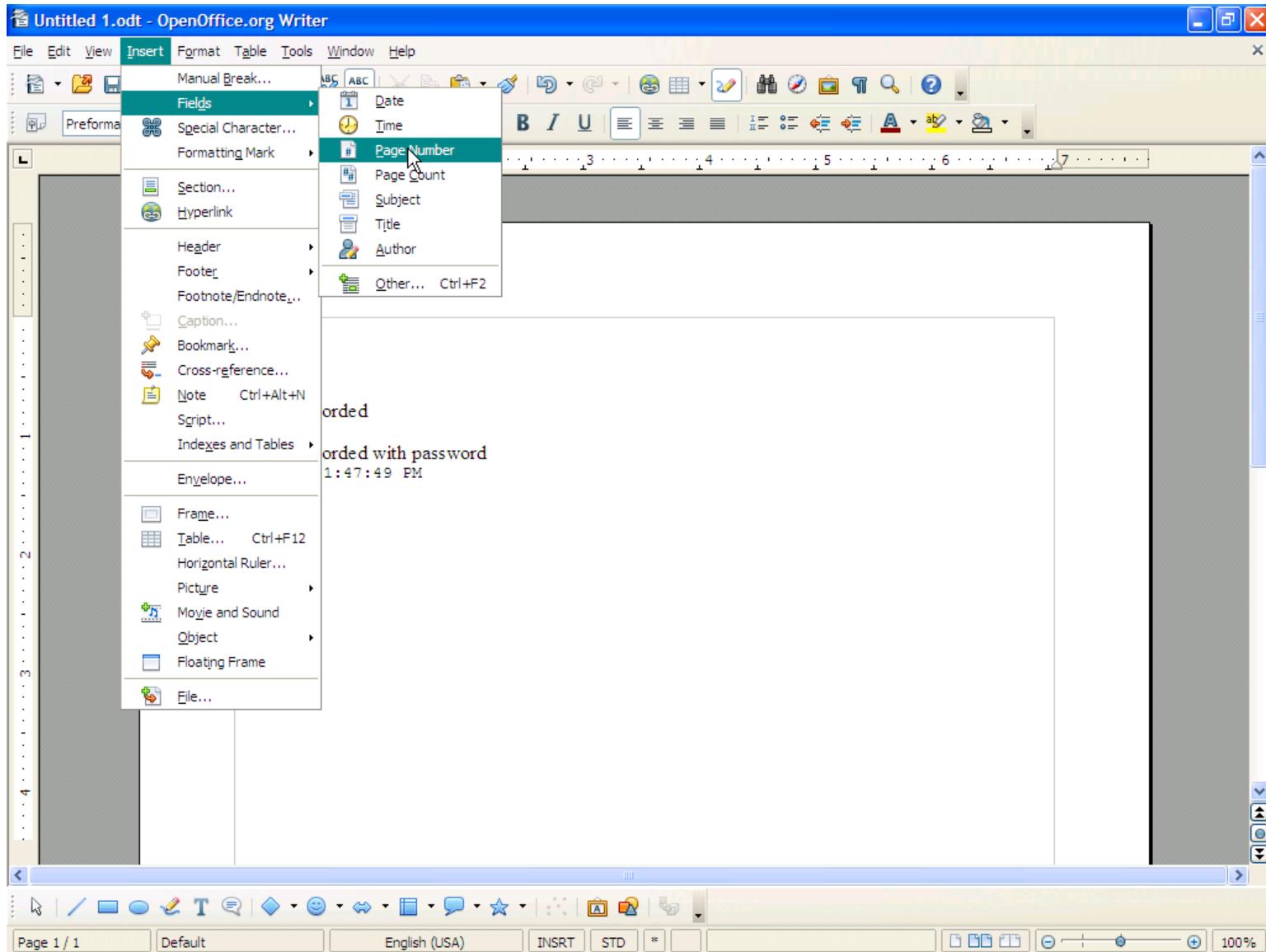
File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark... Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables... Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

ABC Date Time Page Number Page Count Subject Title Author Other... Ctrl+F2

ordered
ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields

Date Time Page Number Page Count

Section... Hyperlink

Header Footer

Footnote/Endnote...

Caption... Bookmark...

Cross-reference...

Note Ctrl+Alt+N Script...

Indexes and Tables

Envelope...

Frame... Table... Ctrl+F12 Horizontal Ruler...

Picture Movie and Sound Object

Floating Frame

File...

ordered
ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%

This screenshot shows the OpenOffice.org Writer application interface. The window title is "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The "Insert" menu is currently active, displaying a submenu titled "Fields". Within this submenu, the "Page Count" option is highlighted with a blue selection bar. Other options in the "Fields" submenu include Date, Time, Page Number, Section..., Hyperlink, Header, Footer, Footnote/Endnote..., Caption..., Bookmark..., Cross-reference..., Note (with a keyboard shortcut Ctrl+Alt+N), Script..., Indexes and Tables, Envelope..., Frame..., Table... (with a keyboard shortcut Ctrl+F12), Horizontal Ruler..., Picture, Movie and Sound, Object, Floating Frame, and File... . The main workspace contains some text: "ordered", "ordered with password", and the timestamp "1:47:49 PM". The bottom status bar shows "Page 1 / 1", "Default", "English (USA)", and zoom controls at "100%". A toolbar with various icons is visible above the status bar.



Untitled 1.odt - OpenOffice.org Writer

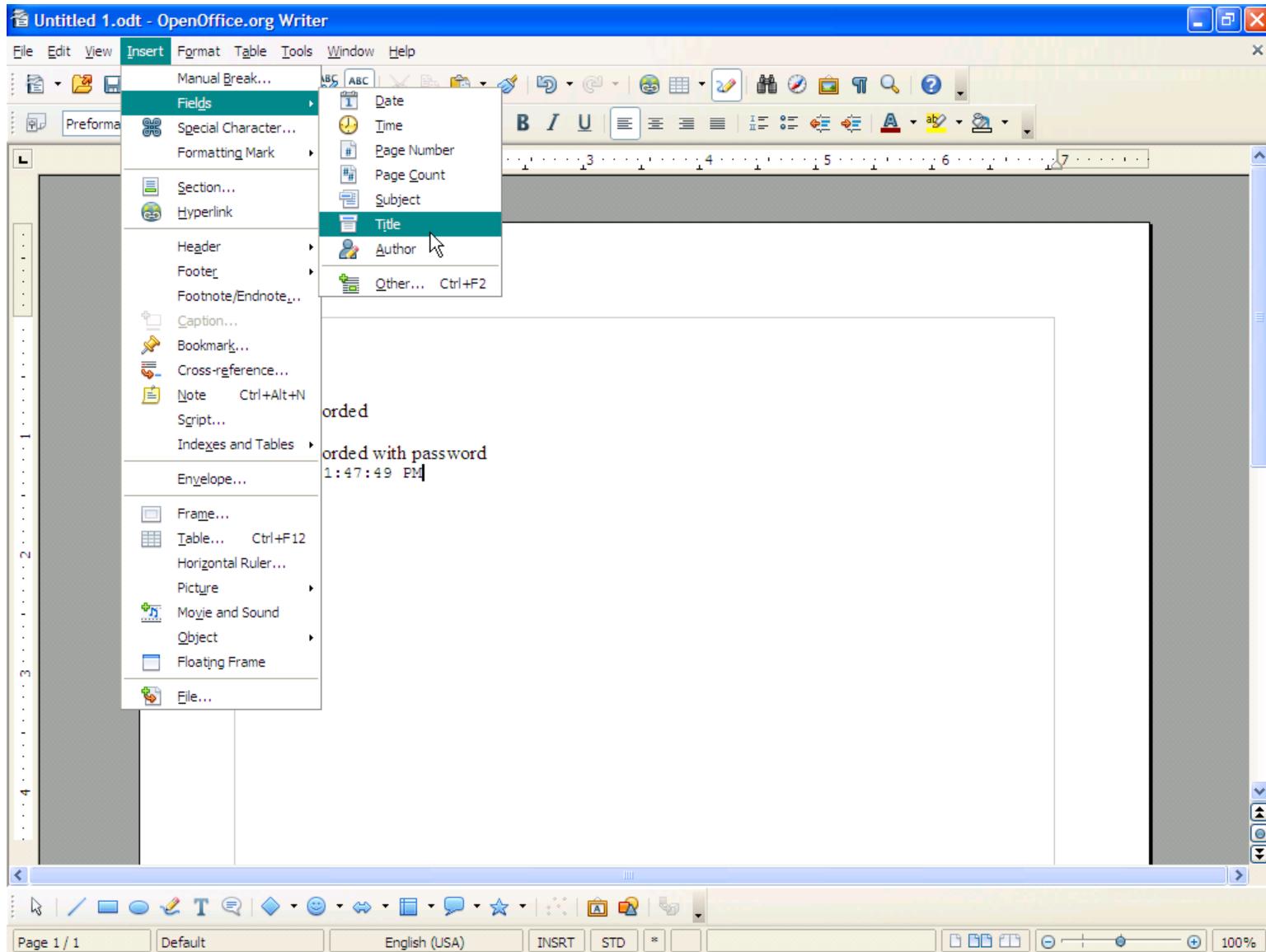
File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark... Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables... Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

Date Time Page Number Page Count Subject Title Author Other... Ctrl+F2

ordered
ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

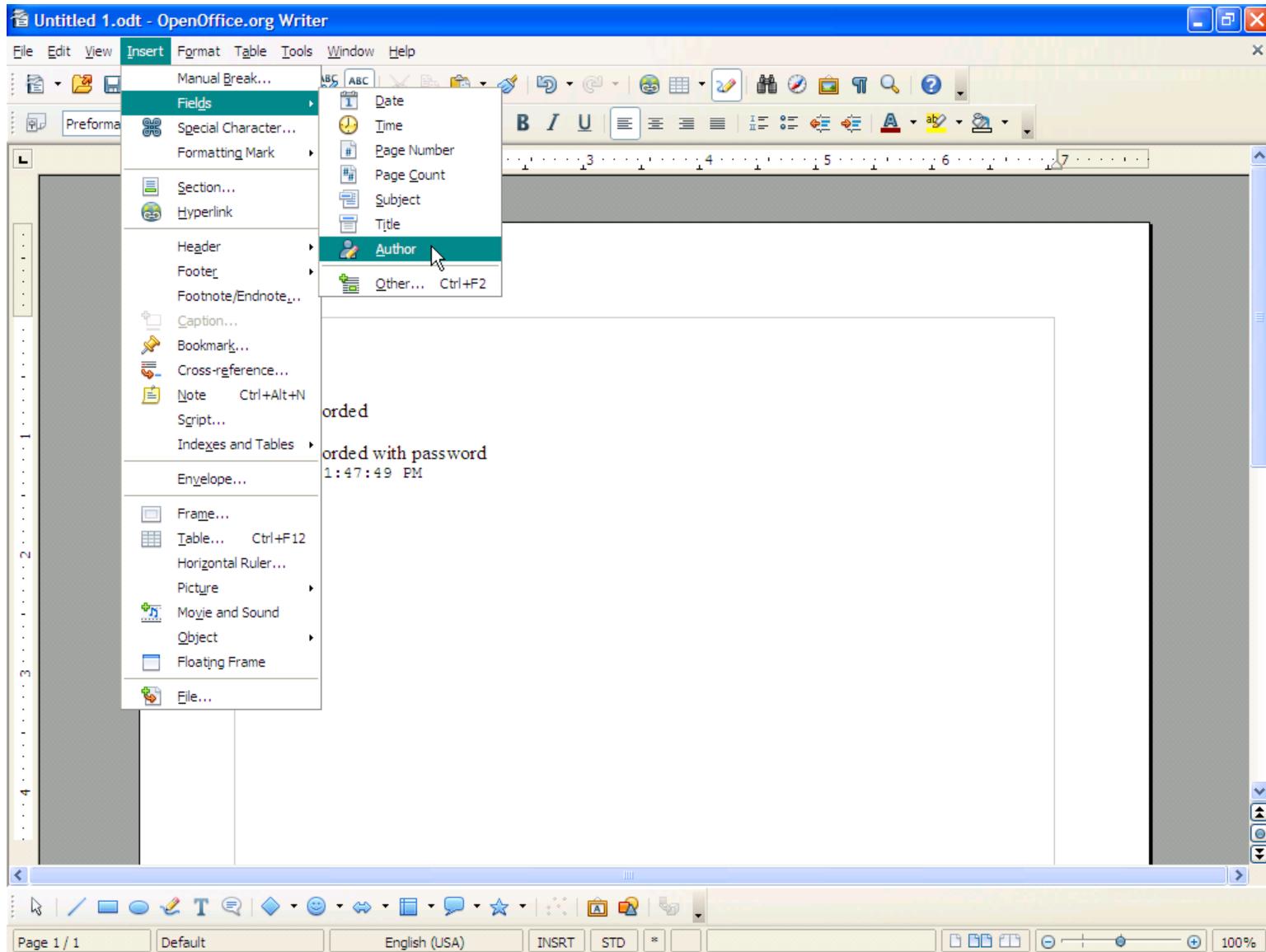
File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark... Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables... Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

Date Time Page Number Page Count Subject Title Author Other... Ctrl+F2

ordered
ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields

Special Character... Formatting Mark

Section... Hyperlink

Header Footer

Footnote/Endnote...

Caption...

Bookmark...

Cross-reference...

Note **Ctrl+Alt+N**

Script...

Indexes and Tables

Envelope...

Frame...

Table... **Ctrl+F12**

Horizontal Ruler...

Picture

Movie and Sound

Object

Floating Frame

File...

Date

Time

Page Number

Page Count

Subject

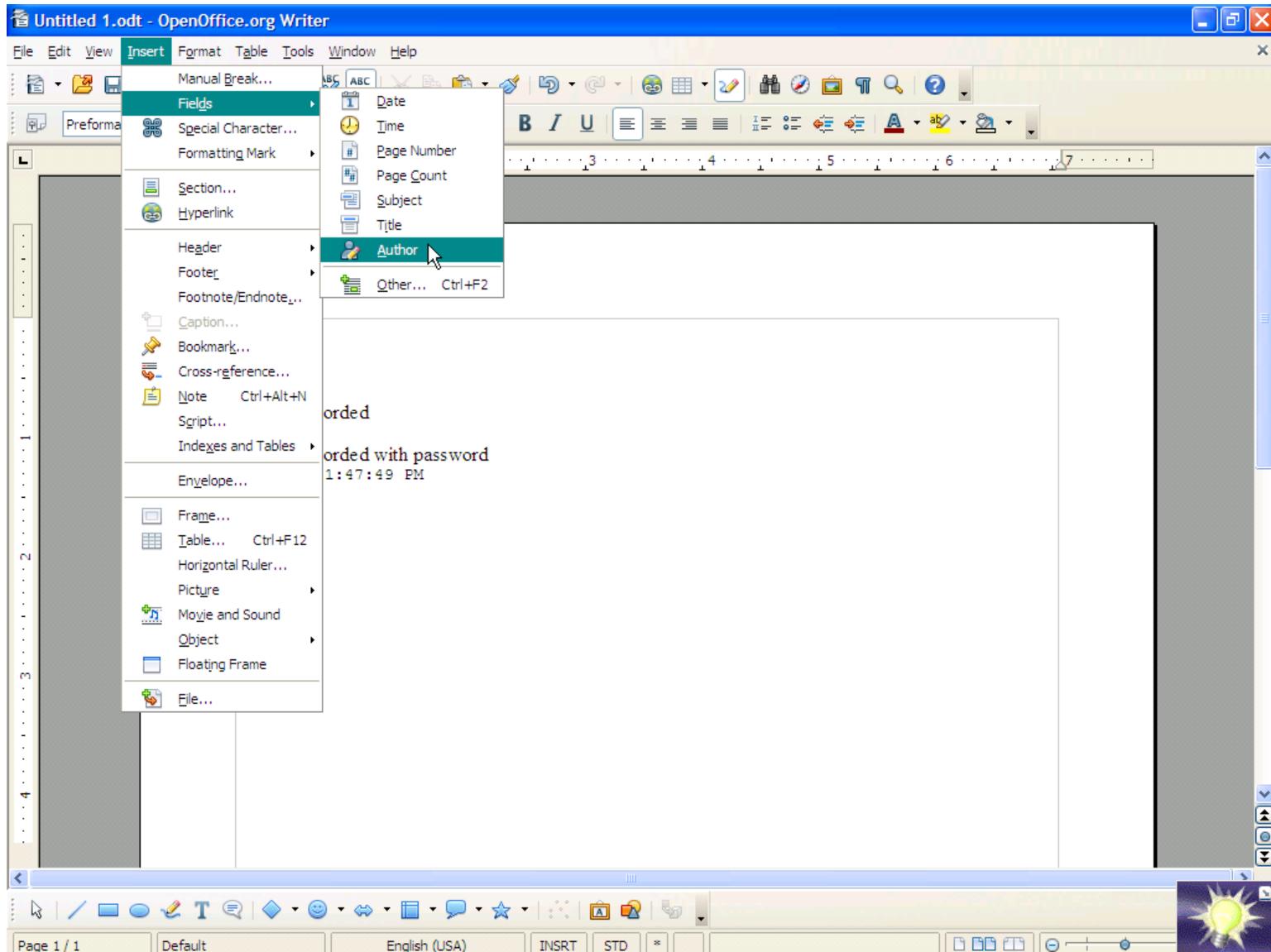
Title

Author

Other... **Ctrl+F2**

ordered
ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD *



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields

Special Character... Formatting Mark

Section... Hyperlink

Header Footer

Footnote/Endnote...

Caption...

Bookmark...

Cross-reference...

Note **Ctrl+Alt+N**

Script...

Indexes and Tables

Envelope...

Frame...

Table... **Ctrl+F12**

Horizontal Ruler...

Picture

Movie and Sound

Object

Floating Frame

File...

Date

Time

Page Number

Page Count

Subject

Title

Author

Other... **Ctrl+F2**

ordered
ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD *



CPU

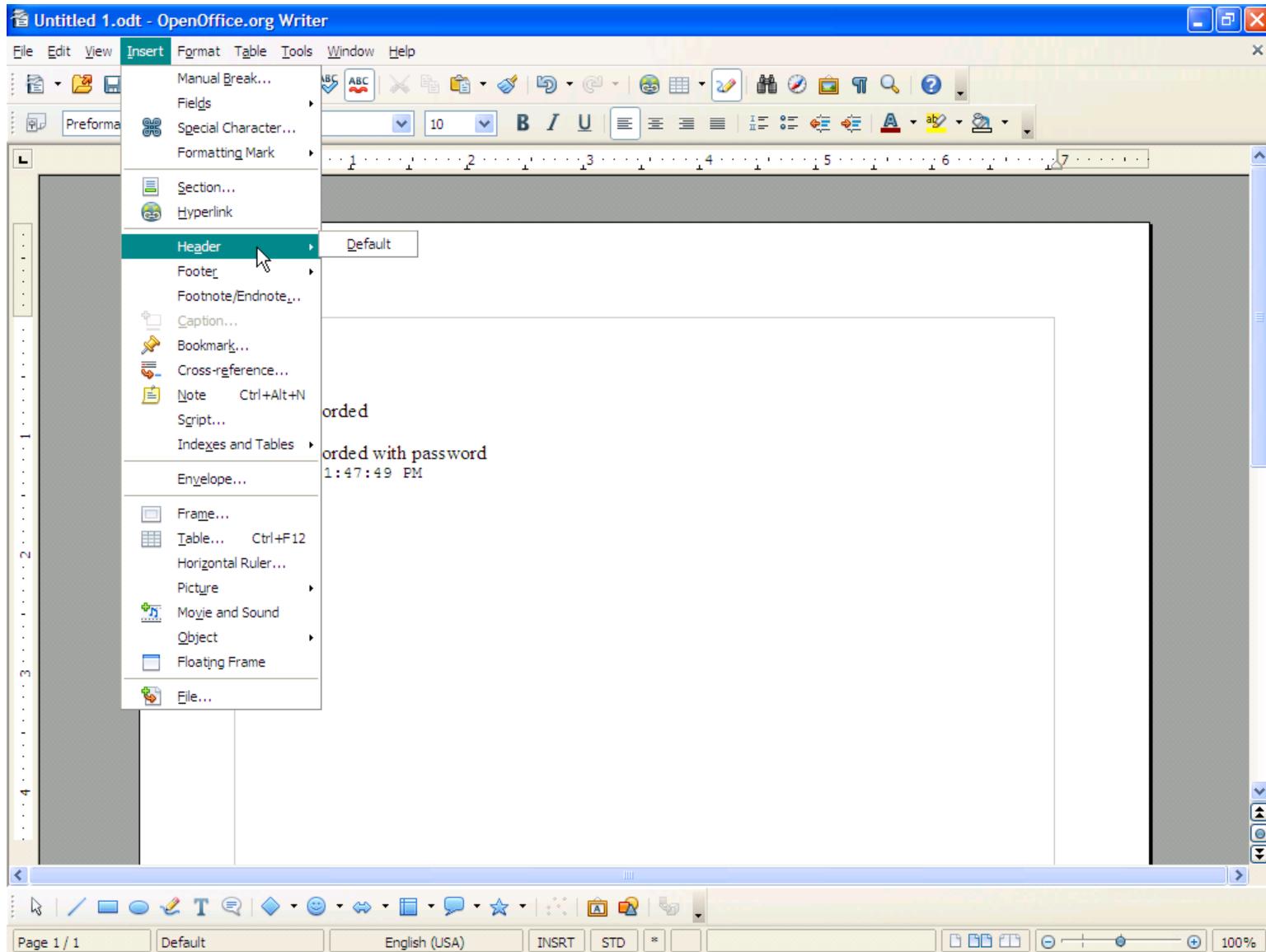
Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

ordered
ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%



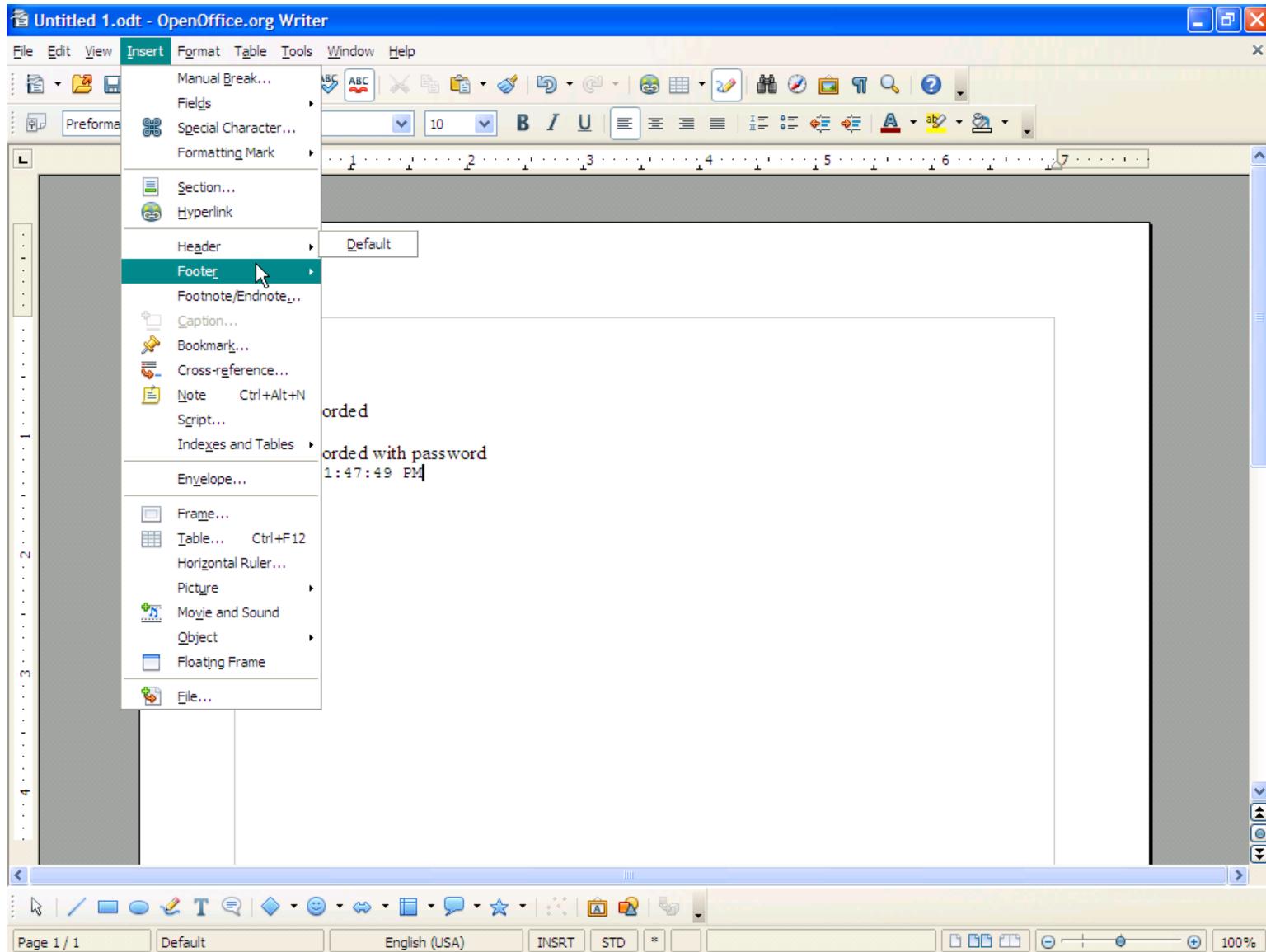
Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark Section... Hyperlink Header Footer... Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

ordered
ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

ordered
ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%



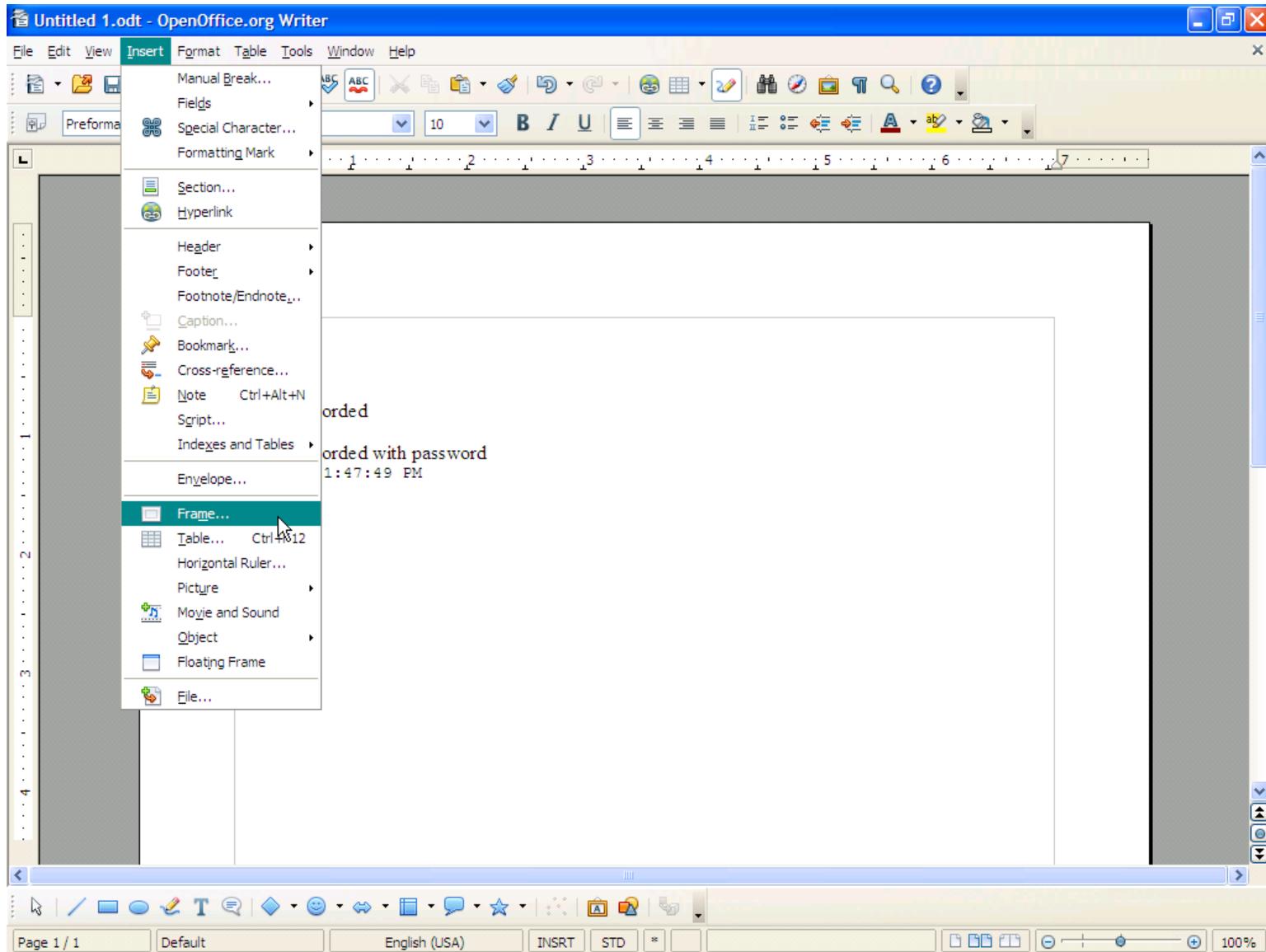
Untitled 1.odt - OpenOffice.org Writer

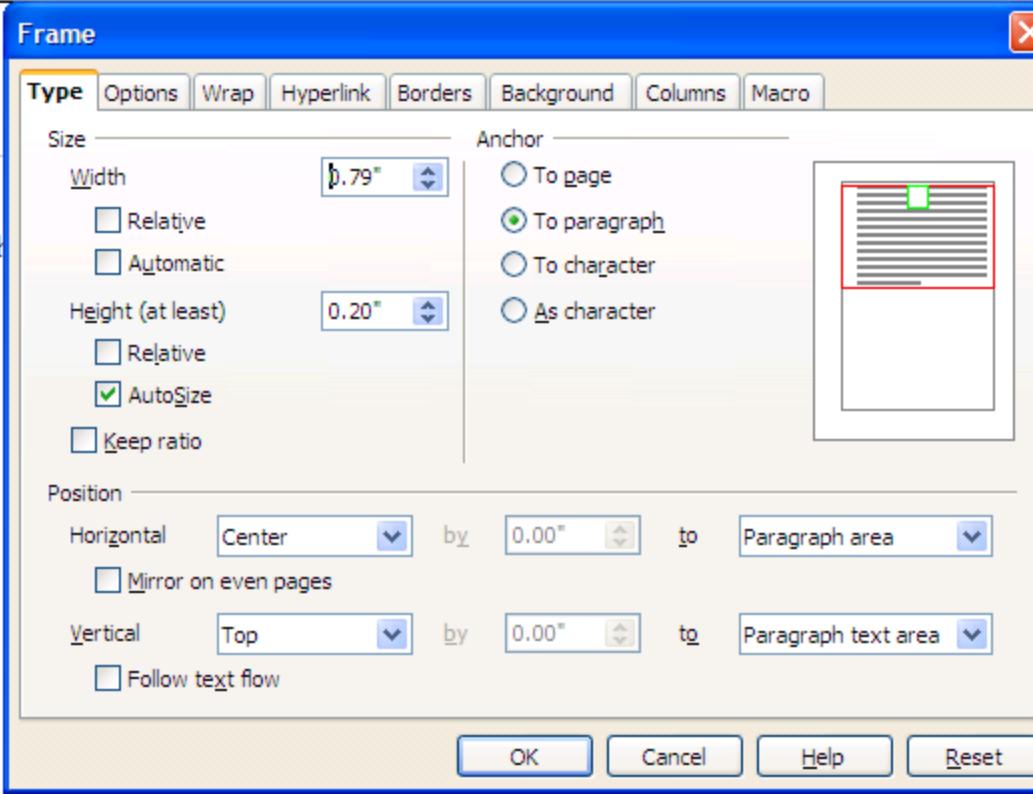
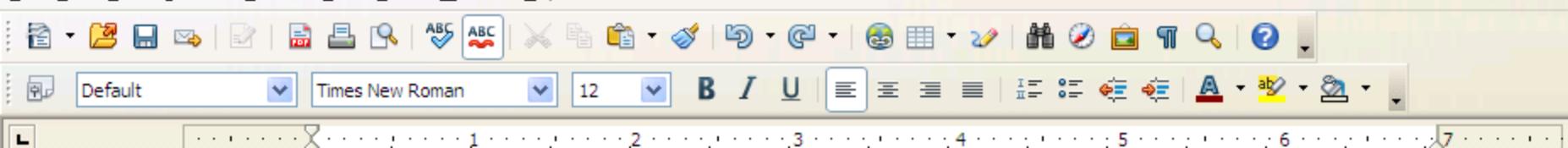
File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

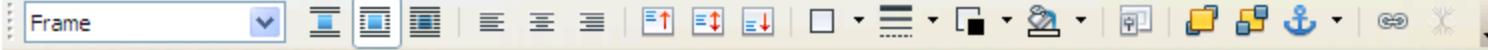
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ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%



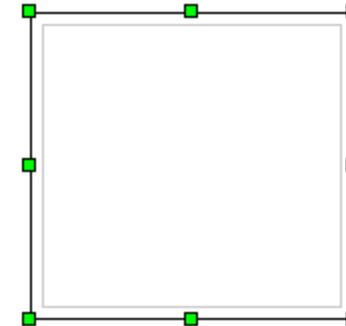


This can h
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ELE1



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This can have comments
rgdgdfg
ELE1



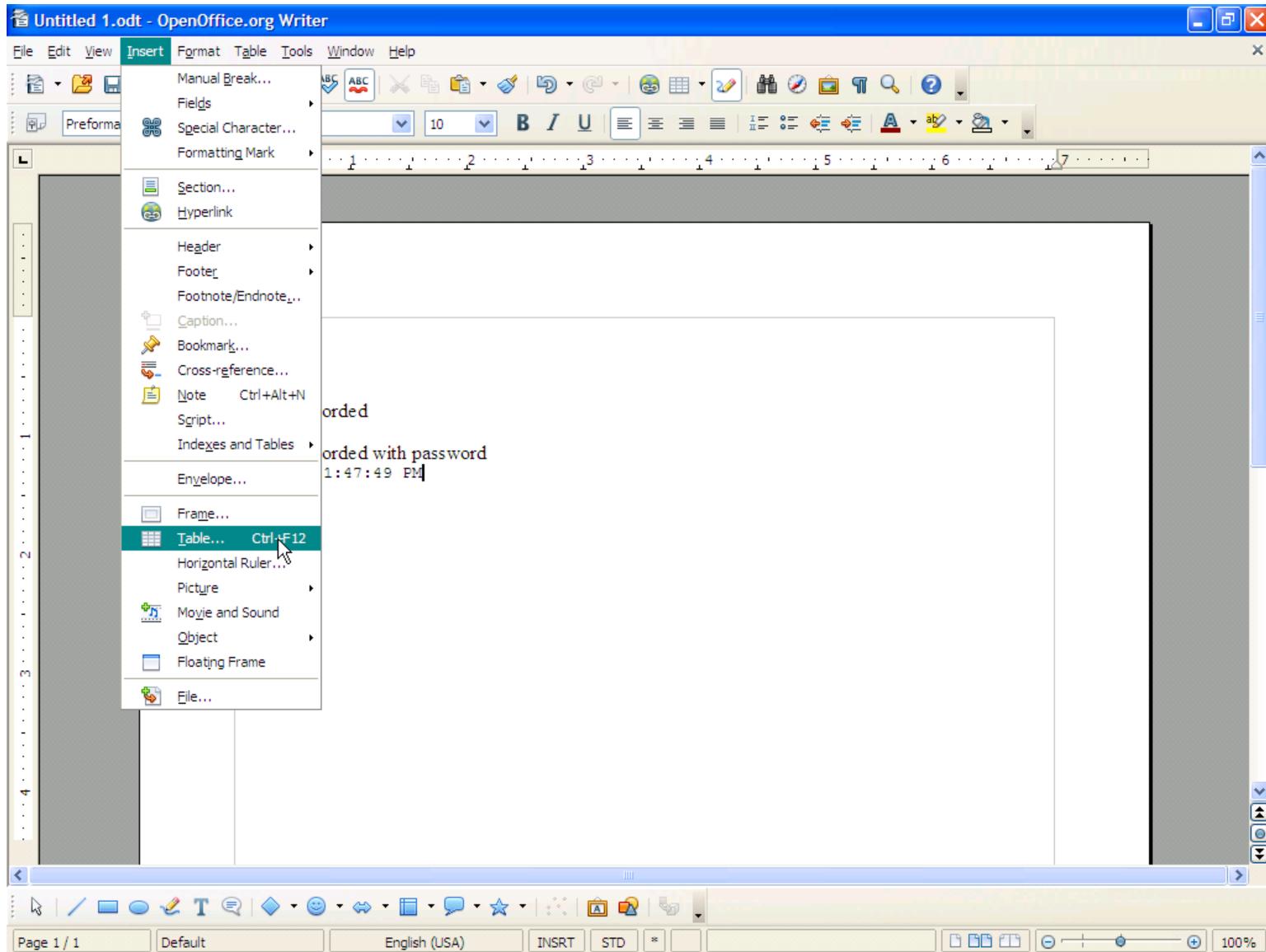
Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

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ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

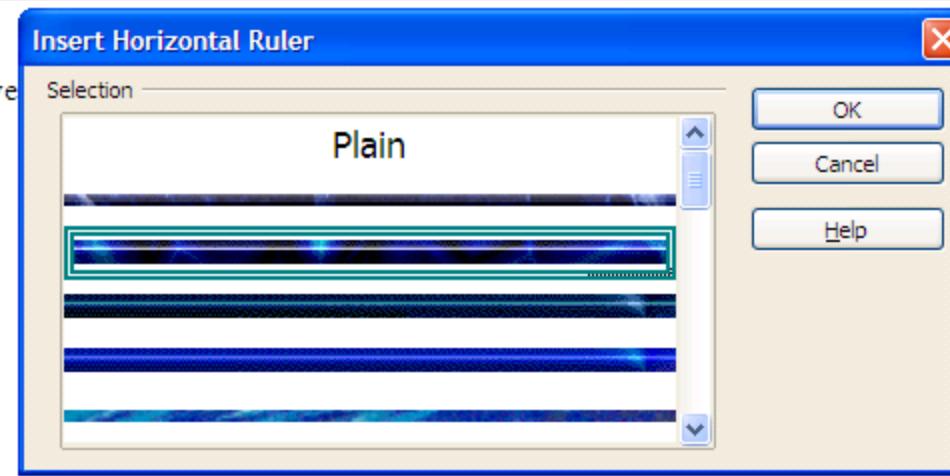
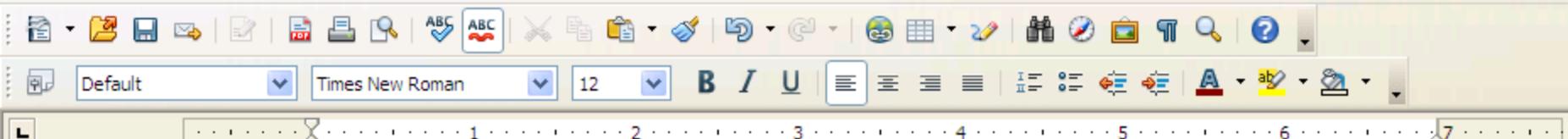
Manual Break... Fields Special Character... Formatting Mark Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

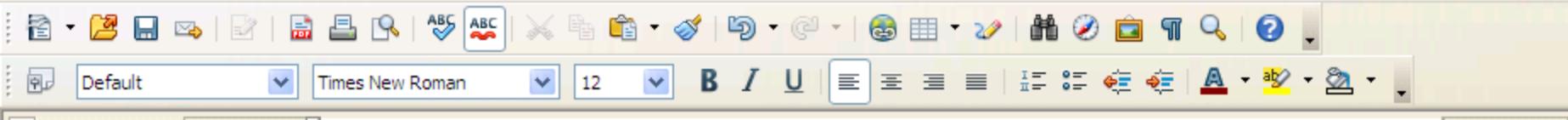
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Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer interface. The window title is "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "Insert" menu is open, displaying various options like "Manual Break...", "Fields", "Section...", "Hyperlink", etc., with "Horizontal Ruler..." highlighted with a blue selection bar and a cursor icon. Below the menu, there is a toolbar with icons for file operations, text styling, and other functions. The main workspace contains some text: "ordered", "ordered with password", and the time "1:47:49 PM". At the bottom, there is a status bar showing "Page 1 / 1", "Default", "English (USA)", and zoom controls.







Default

Times New Roman

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This can have comments

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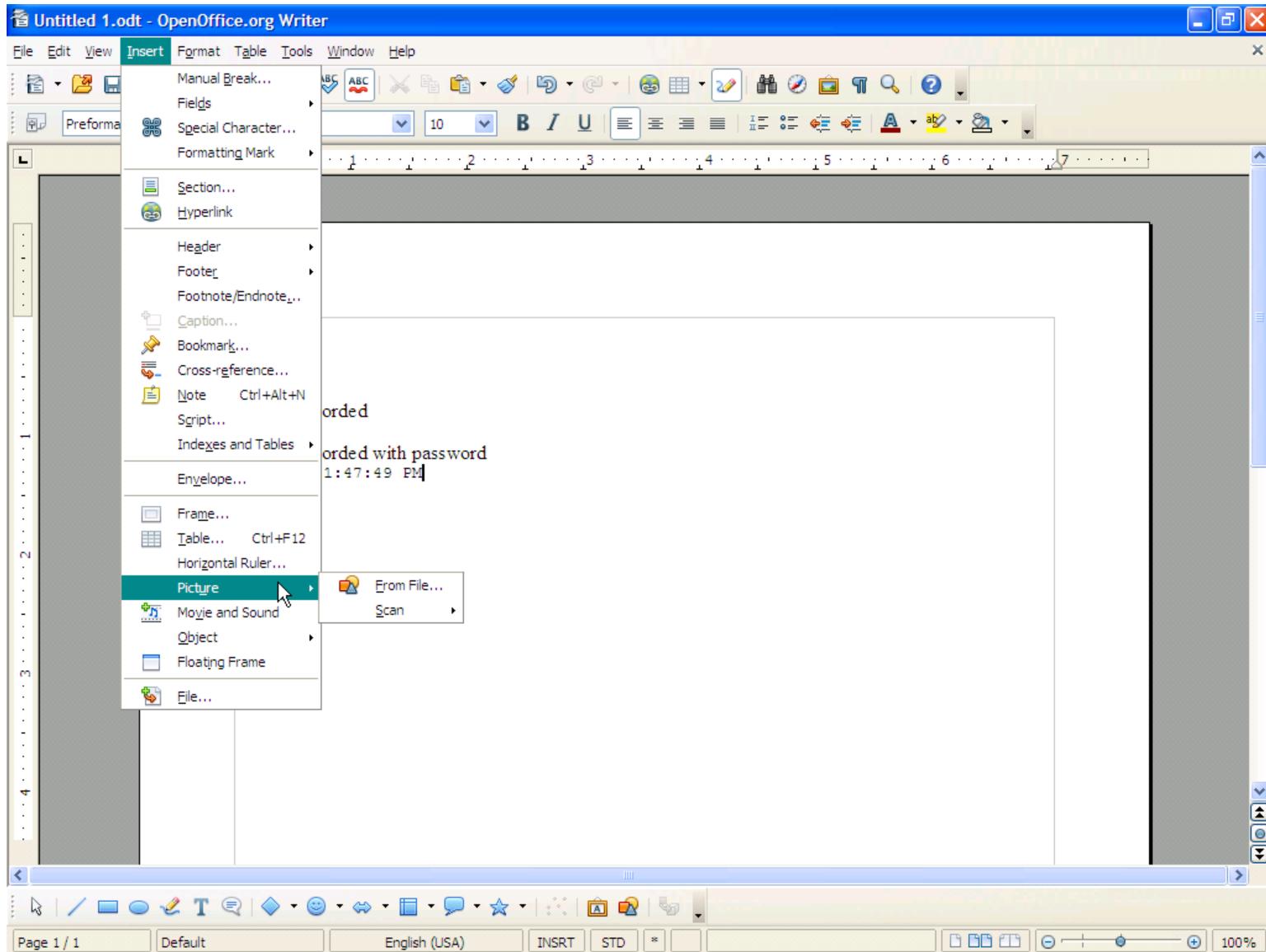
Untitled 1.odt - OpenOffice.org Writer

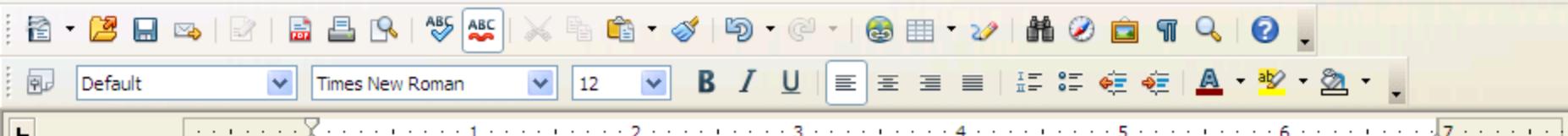
File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture From File... Movie and Sound Object Floating Frame File...

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ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%





Insert picture

Look in:

My Documents



- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network
- Downloads
- My Music
- My Pictures
- PrintScreen Files
- Writer_files

File name:

Open

Files of type:

<All formats> (*.bmp;*.dx;*.emf;*.eps;*.gif;*.jpg;*)

Cancel

Style:

Graphics

 Link Preview

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note **Ctrl+Alt+N** Script... Indexes and Tables Envelope... Frame... Table... **Ctrl+F12** Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

From File... Scan Select Source... Request...

man 12 B I U

live comments

Inserting a Scanned Image

To insert a scanned image, the scanner must be connected to your system and the scanner software drivers must be installed.

Click in the document where you want to insert the scanned image.

Choose **Insert - Picture - Scan**, and choose the scanning source from the submenu.

Follow the scanning instructions.

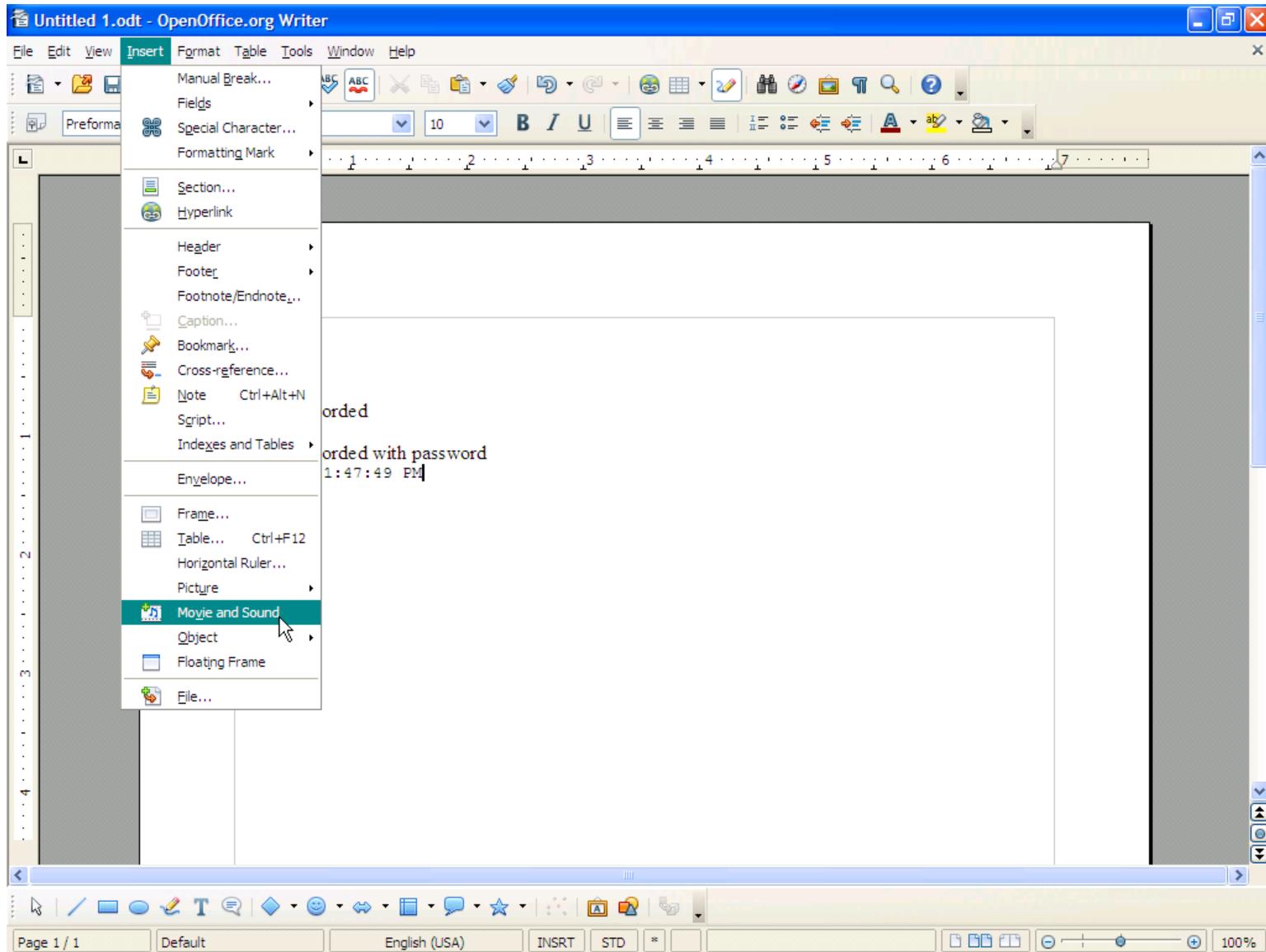
Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

ordered
ordered with password
1:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

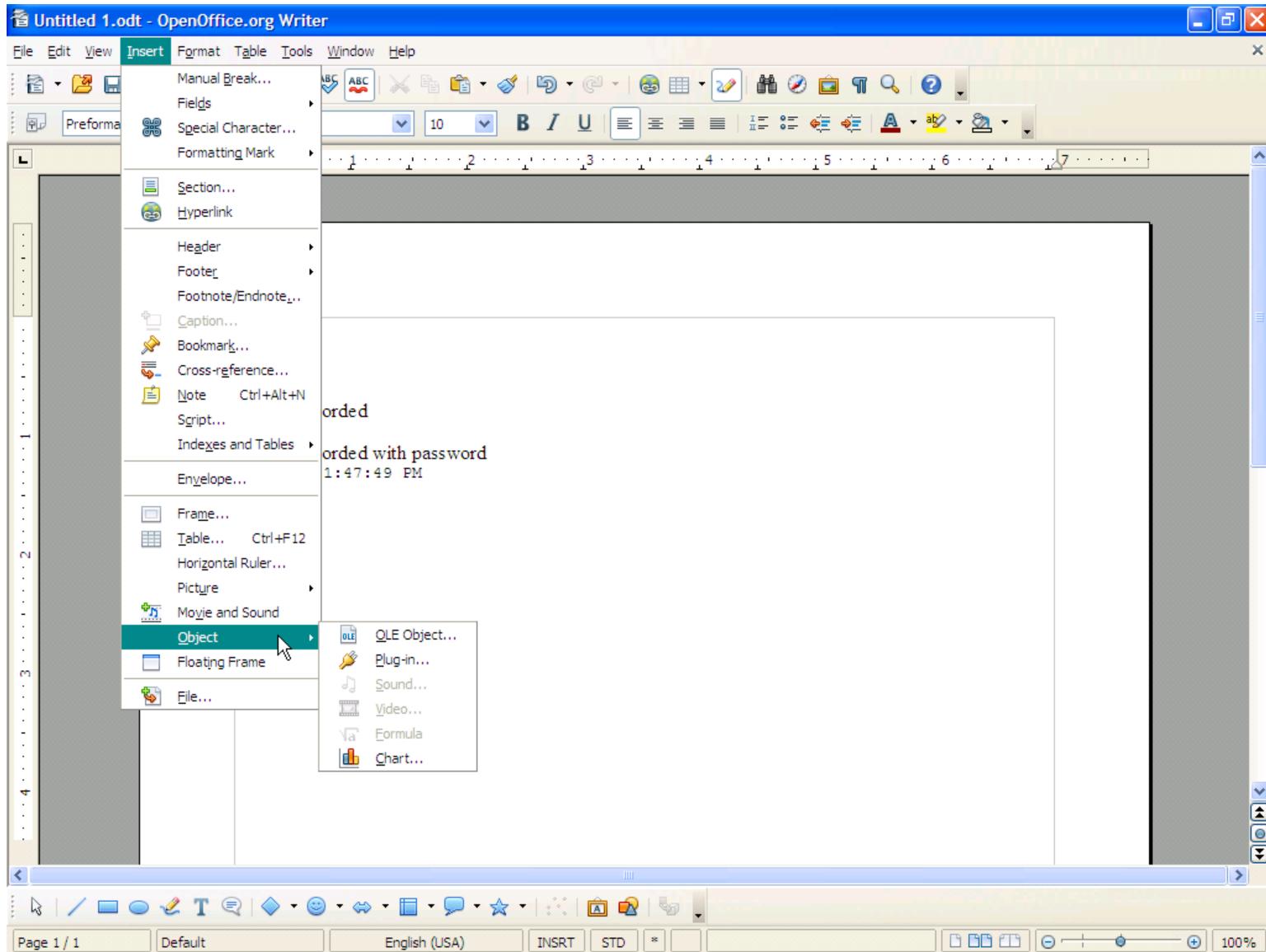
File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark Section... Hyperlink Header Footer Footnote/Endnote... Caption... Bookmark... Cross-reference... Note Ctrl+Alt+N Script... Indexes and Tables Envelope... Frame... Table... Ctrl+F12 Horizontal Ruler... Picture Movie and Sound Object Floating Frame File...

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ordered with password
1:47:49 PM

OLE Object... Plug-in... Sound... Video... Formula Chart...

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Manual Break... Fields Special Character... Formatting Mark

Section... Hyperlink

Header Footer Footnote/Endnote...

Caption... Bookmark... Cross-reference... Note **Ctrl+Alt+N** Script...

Indexes and Tables

Envelope...

Frame... Table... **Ctrl+F12** Horizontal Ruler...

Picture Movie and Sound Object

Floating Frame

File...

Page 1 / 1 Default English (USA) INSRT STD * 100%

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "Insert" menu is currently open, displaying various options like "Manual Break...", "Fields", "Special Character...", "Formatting Mark", "Section...", "Hyperlink", "Header", "Footer", "Footnote/Endnote...", "Caption...", "Bookmark...", "Cross-reference...", "Note" (with a keyboard shortcut "Ctrl+Alt+N"), "Script...", "Indexes and Tables", "Envelope...", "Frame...", "Table..." (with a keyboard shortcut "Ctrl+F12"), "Horizontal Ruler...", "Picture", "Movie and Sound", "Object", and "Floating Frame". The "File..." option at the bottom of the list is highlighted with a mouse cursor. The main workspace shows some text and a timestamp "1:47:49 PM". The bottom toolbar includes icons for file operations, text styles, and other document functions. The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", and a zoom level of "100%".



Default Formatting Ctrl+M

A Character...

T Paragraph...

Bullets and Numbering...

Page...

Change Case

Columns...

Sections...

Styles and Formatting F11

AutoCorrect

Anchor

Wrap

Alignment

Arrange

Flip

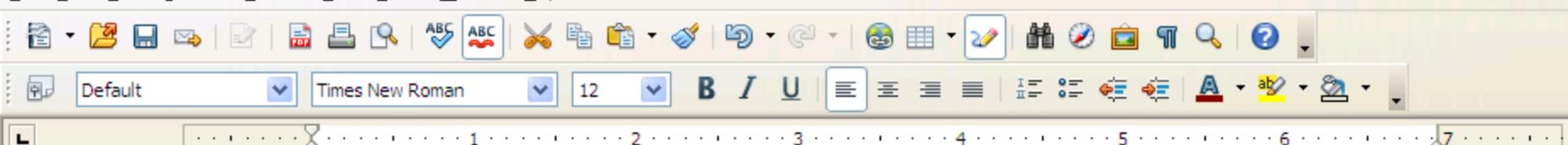
Group

Object

Frame/Object...

Picture...

The screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "Format" menu is currently open, displaying various options like "Character...", "Paragraph...", "Bullets and Numbering...", "Page...", "Change Case", "Columns...", "Sections...", "Styles and Formatting F11", "AutoCorrect", "Anchor", "Wrap", "Alignment", "Arrange", "Flip", "Group", "Object", "Frame/Object...", and "Picture...". The "Character..." option is highlighted with a blue selection bar. The main workspace contains the word "atted" in a standard font. A toolbar with various icons is visible at the top, and a bottom toolbar with more icons is also present.



Default

Times New Roman

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Character

Font

- Times New Roman
- Times New Roman
- Trebuchet MS
- Tunga
- Verdana
- Webdings
- Wingdings
- Mi

Typeface

- Regular
- Regular
- Italic
- Bold
- Bold Italic

Size

- 12
- 12
- 13
- 14
- 15
- 16
- 18
- 20

Language

ABC English (USA)

The same font will be used on both your printer and your screen.

This text must be formatted

OK

Cancel

Help

Reset

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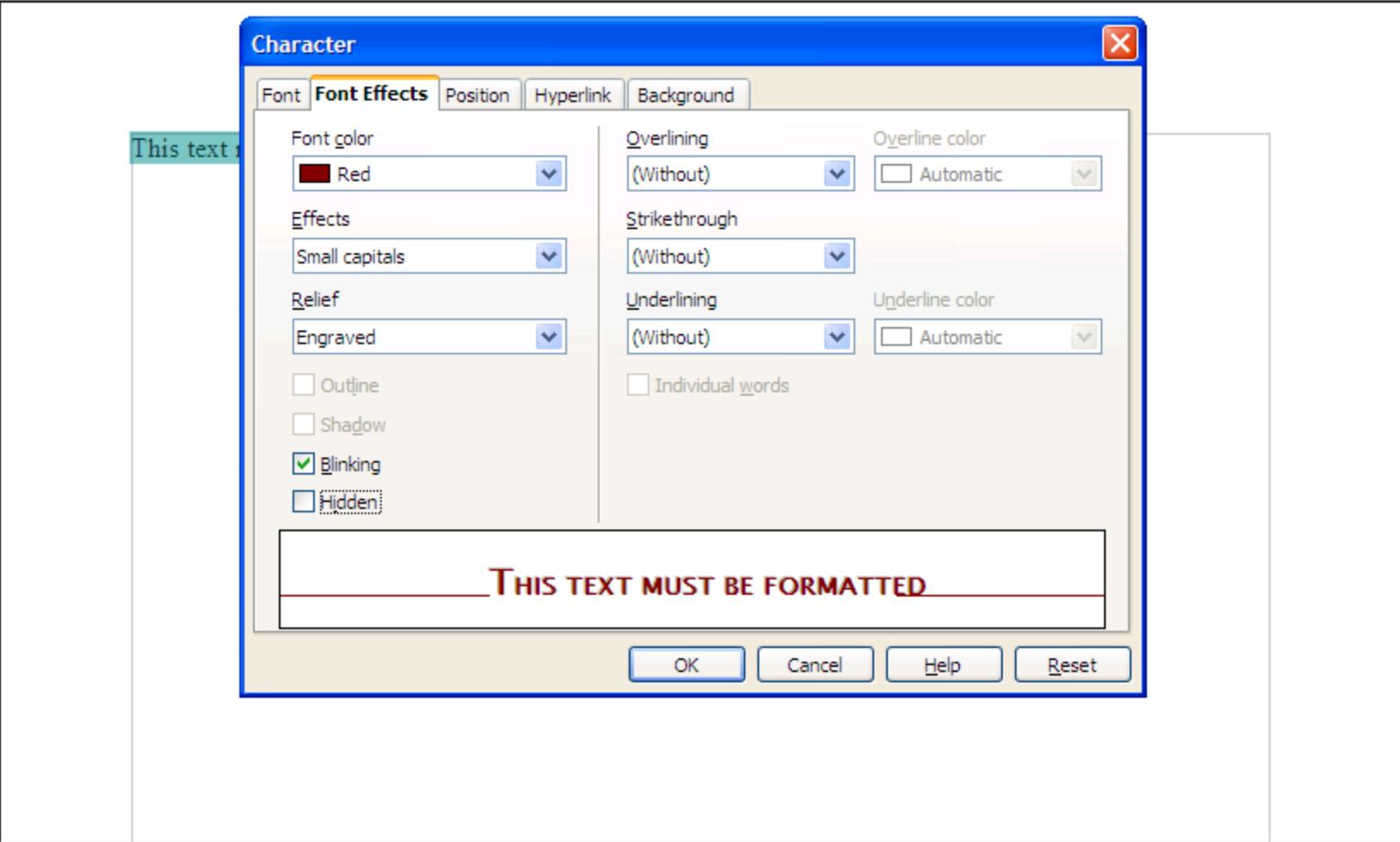
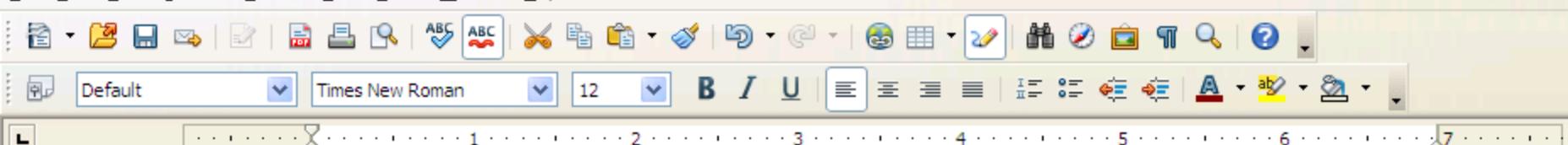
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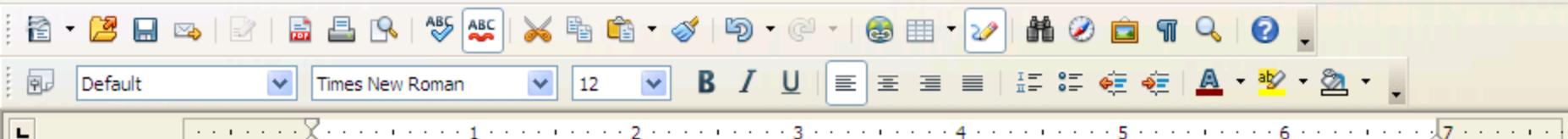
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Default

Times New Roman

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1 2 3 4 5 6 7

Character

Font

Font Effects

Position

Hyperlink

Background

This text is

Position

 Superscript

Raise/lower by

1%

 Automatic Normal

Relative font size

100%

 Subscript

Rotation / scaling

 0 degrees 90 degrees 270 degrees Fit to line

Scale width

100%

Spacing

Default

by

0.0pt

 Pair kerning

THIS TEXT MUST BE FORMATTED

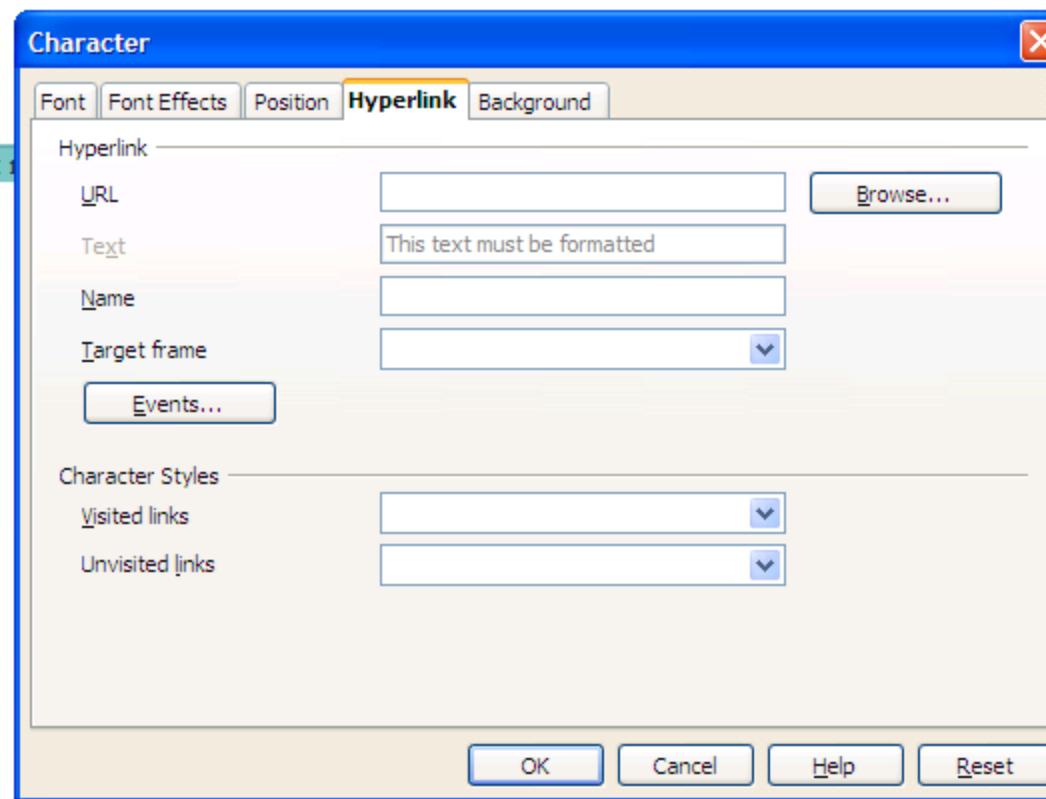
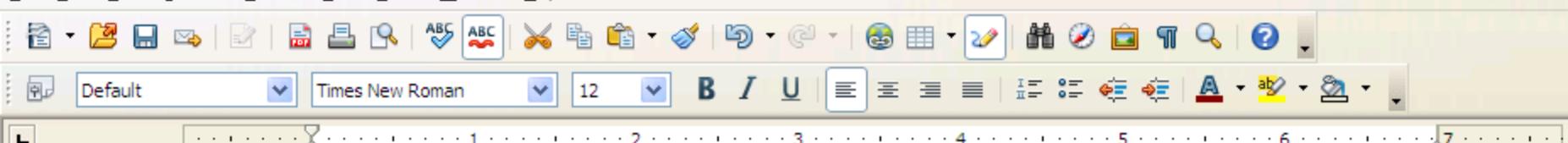
OK

Cancel

Help

Reset

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File Edit View Insert Format Table Tools Window Help



Default Times New Roman 12 B I U

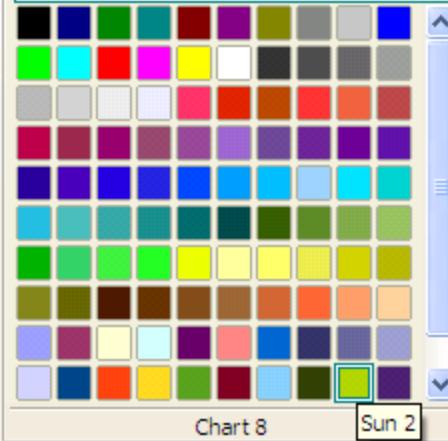
1 2 3 4 5 6 7

Character

Font Font Effects Position Hyperlink Background

This text is

No Fill



OK

Cancel

Help

Reset





THIS TEXT MUST BE FORMATTED

Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Formatting Ctrl+M

Character...
Paragraph... **Preformatted Text**
Bullets and Numbering...
Page...

Change Case
Columns...
Sections...

Styles and Formatting F11
AutoCorrect...

Anchor
Wrap
Alignment
Arrange
Elip
Group

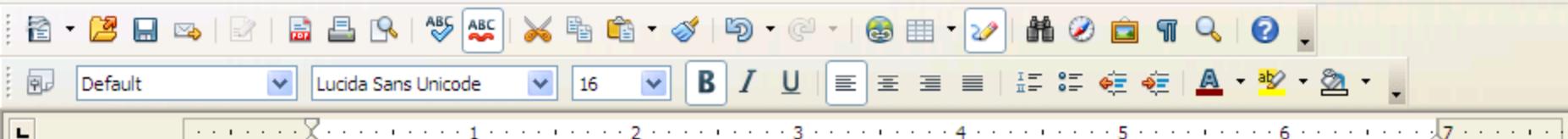
Object
Frame/Object...
Picture...

password
M

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The menu bar at the top includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The Format menu is currently active, with its sub-menu "Paragraph..." highlighted. A large portion of the interface is occupied by the main document area, which contains the word "password" followed by a cursor. On the left side, there is a vertical ruler with numerical markings from 1 to 5. The bottom of the screen features a toolbar with various icons for file operations like New, Open, Save, Print, and Insert, along with language settings and zoom controls.





Default

Lucida Sans Unicode

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1 2 3 4 5 6 7

Paragraph

Indents & Spacing

Alignment

Text Flow

Outline & Numbering

Tabs

Drop Caps

Borders

Indent

Before text

0.00"

After text

0.00"

First line

0.00"

 Automatic

Spacing

Above paragraph

0.00"

Below paragraph

0.00"

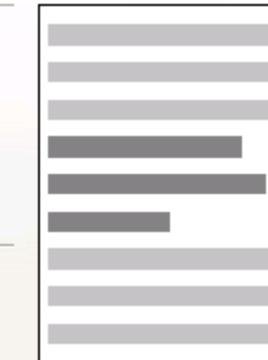
Line spacing

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Register-true

 Activate

OK

Cancel

Help

Reset

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Default

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Paragraph

Background

Indents & Spacing

Alignment

Text Flow

Outline & Numbering

Tabs

Drop Caps

Borders

Options

 Left Right Center Justified

Last line

Left

 Expand single word

Text-to-text

Alignment

Automatic

OK

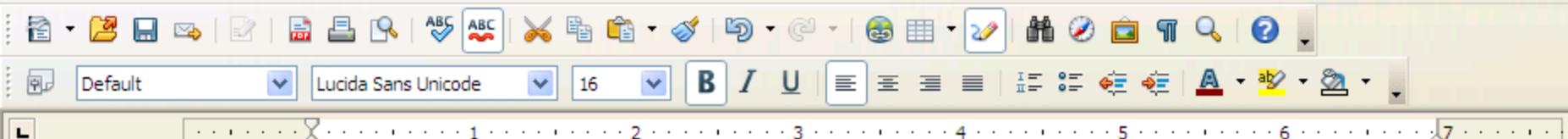
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Default

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1 2 3 4 5 6 7

Paragraph

Background

Indents & Spacing

Alignment

Text Flow

Outline & Numbering

Tabs

Drop Caps

Borders

Hyphenation

 Automatically2 Characters at line end2 Characters at line begin0 Maximum number of consecutive hyphens

Breaks

 Insert

Type

Page

Position

Before

 With Page Style

Page number

0

Options

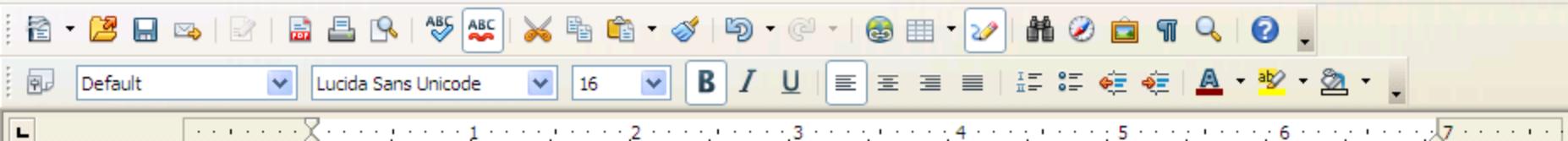
 Do not split paragraph Keep with next paragraph Orphan control2 Lines Widow control2 Lines

OK

Cancel

Help

Reset



Default

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Paragraph

Background

Indents & Spacing

Alignment

Text Flow

Outline & Numbering

Tabs

Drop Caps

Borders

Outline

Outline level

Body text

Numbering

Numbering Style

Body text

Level 1

Level 2

Level 3

Level 4

Level 5

 Restart at this paragraph Start with

Line numbering

 Include this paragraph in line numbering Restart at this paragraph

Start with

1

OK

Cancel

Help

Reset



Paragraph

Background
Indents & Spacing Alignment Text Flow Outline & Numbering **Tabs** Drop Caps Borders

Position

22.05

22.05"

Type

 Left Right Centered Decimal

Character

New

Delete All

Delete

Fill character

 None ----- ____ Character

OK

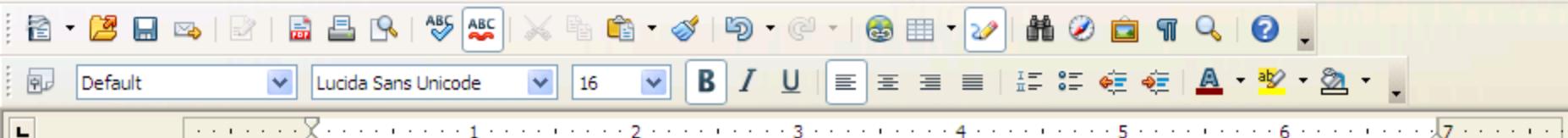
Cancel

Help

Reset

THIS TE

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Default

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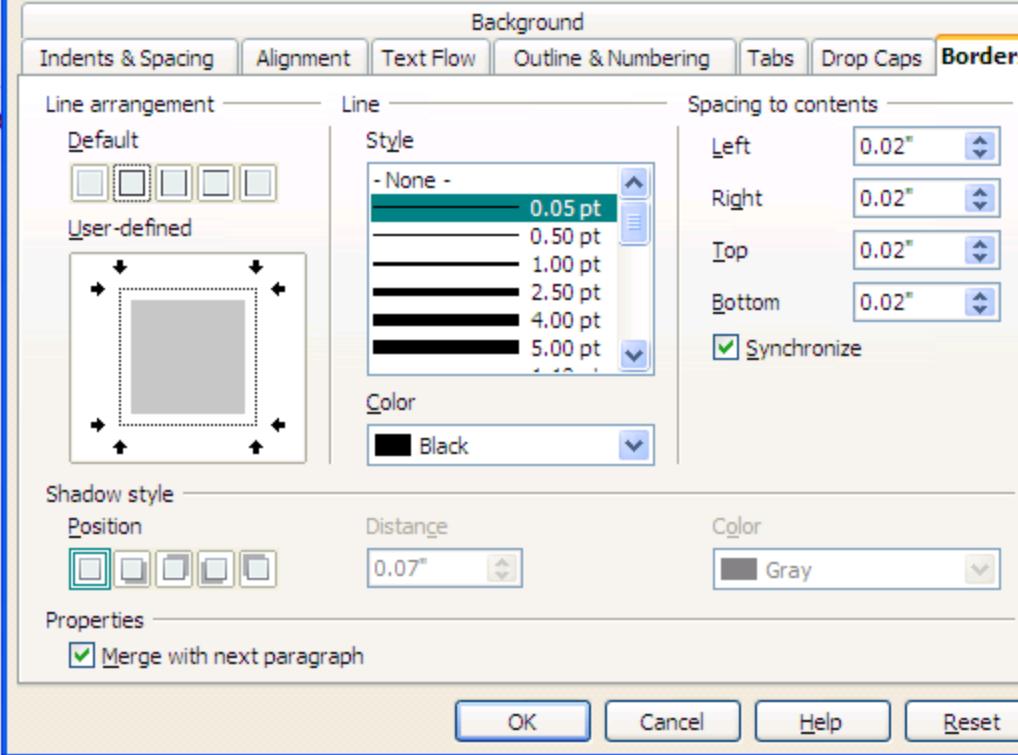
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Paragraph



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Formatting Ctrl+M

Character... Paragraph... Bullets and Numbering... Page... Change Case Columns... Sections... Styles and Formatting F11 AutoCorrect

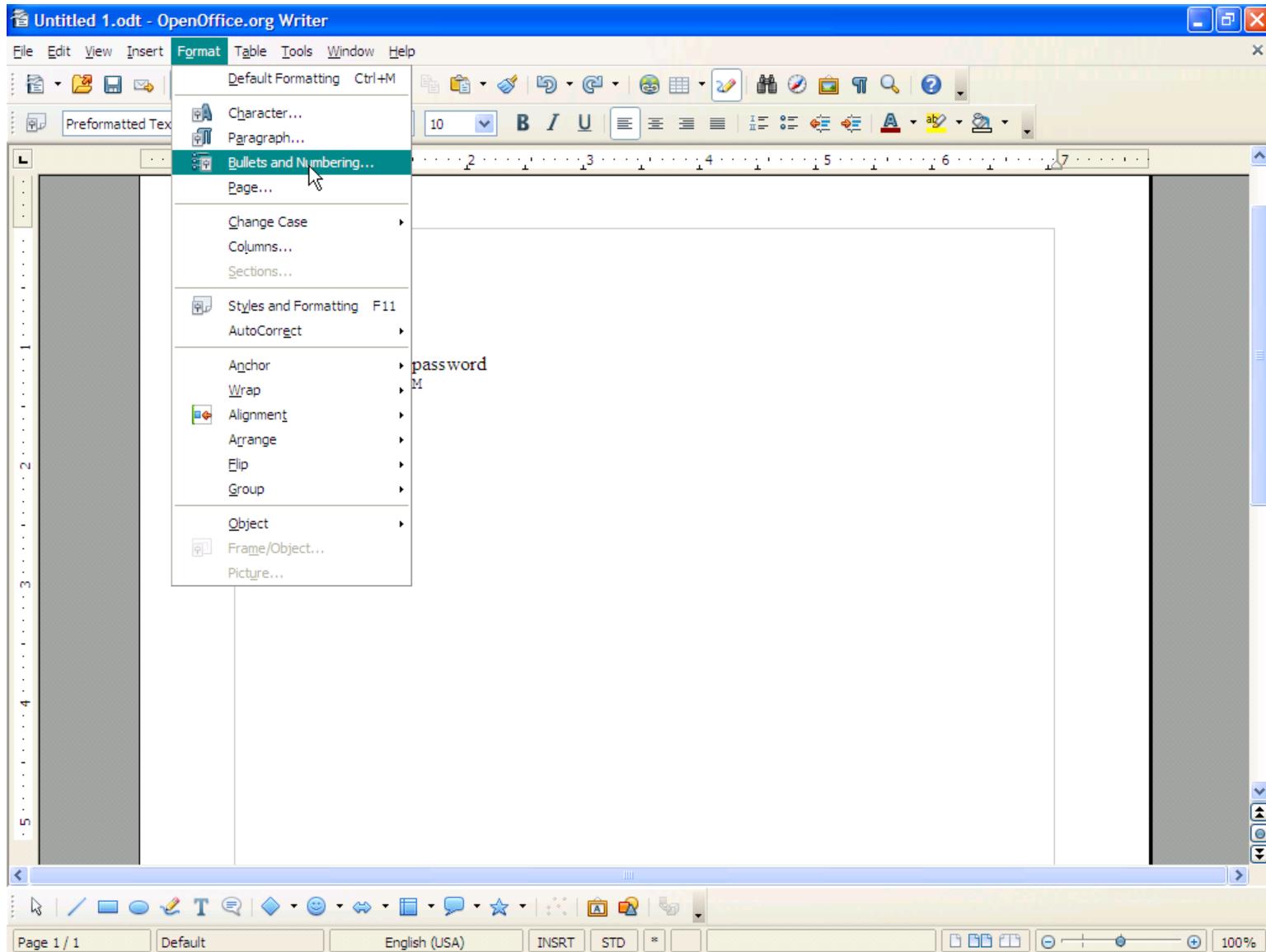
Anchor Wrap Alignment Arrange Elip Group

Object Frame/Object... Picture...

1 2 3 4 5

password M

Page 1 / 1 Default English (USA) INSRT STD * 100%





Default

Lucida Sans Unicode

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BULLET

Bullets and Numbering

Bullets

Numbering type

Outline

Graphics

Position

Options

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Selection

•	●	◊	■
•	●	◊	■
•	●	◊	■
→	→	✗	✓
→	→	✗	✓
→	→	✗	✓

OK

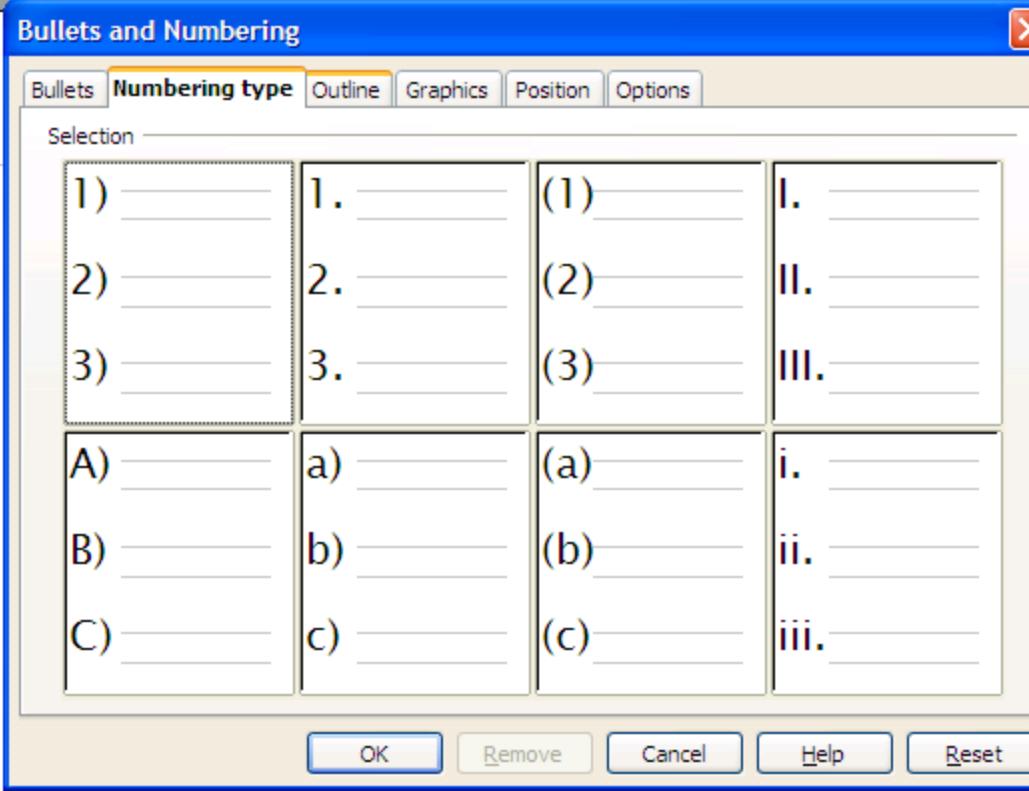
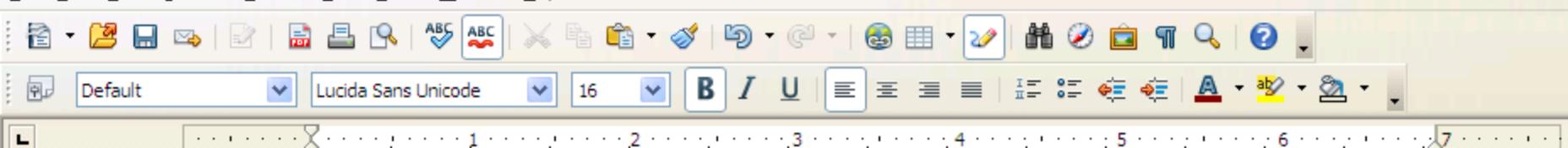
Remove

Cancel

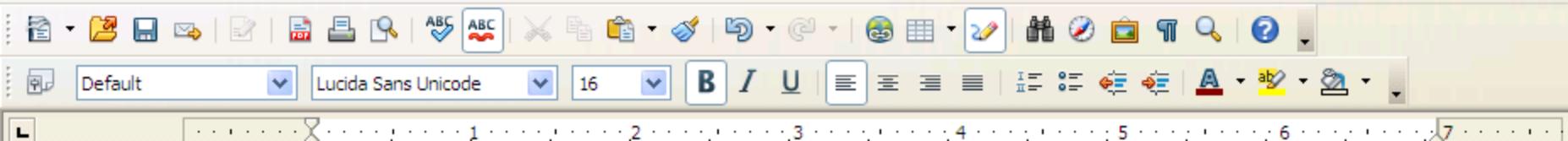
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Reset





BULLET



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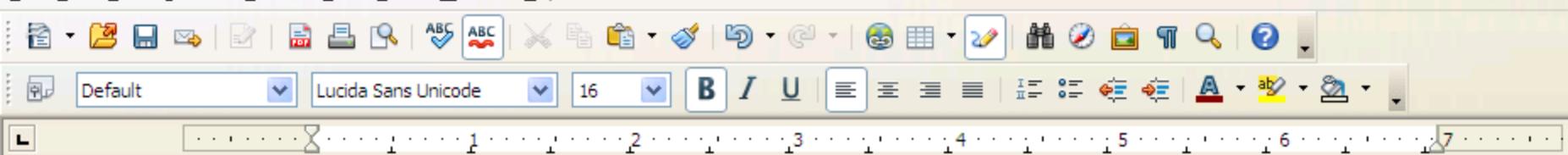
BULLET

Bullets and Numbering

Selection

1. 1.1. a) • •	1. a) • •	1. (a) i. A) •	1. 1. 1. 1. 1.
I. A. i. a) •	A. l. a) i. •	1 1.1 1.1.1 1.1.1.1 1.1.1.1.1	> → ♦) • •

OK Remove Cancel Help Reset



Default

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Bullets and Numbering

Bullets

Numbering type

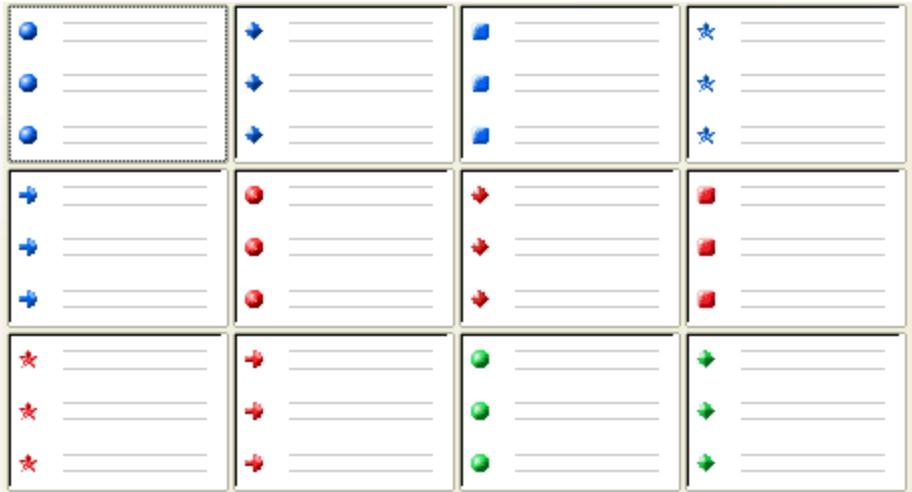
Outline

Graphics

Position

Options

Selection

 Link graphics

OK

Remove

Cancel

Help

Reset

BULLET

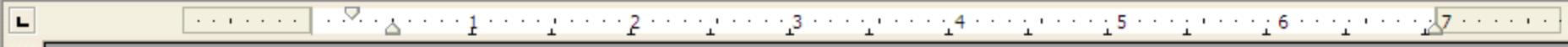
1

2

3

4





Bullets and Numbering



BULLET

- x FIRST BULLET
- x 2ND
- x 3RD
- x

1
2
3
4

Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Formatting Ctrl+M

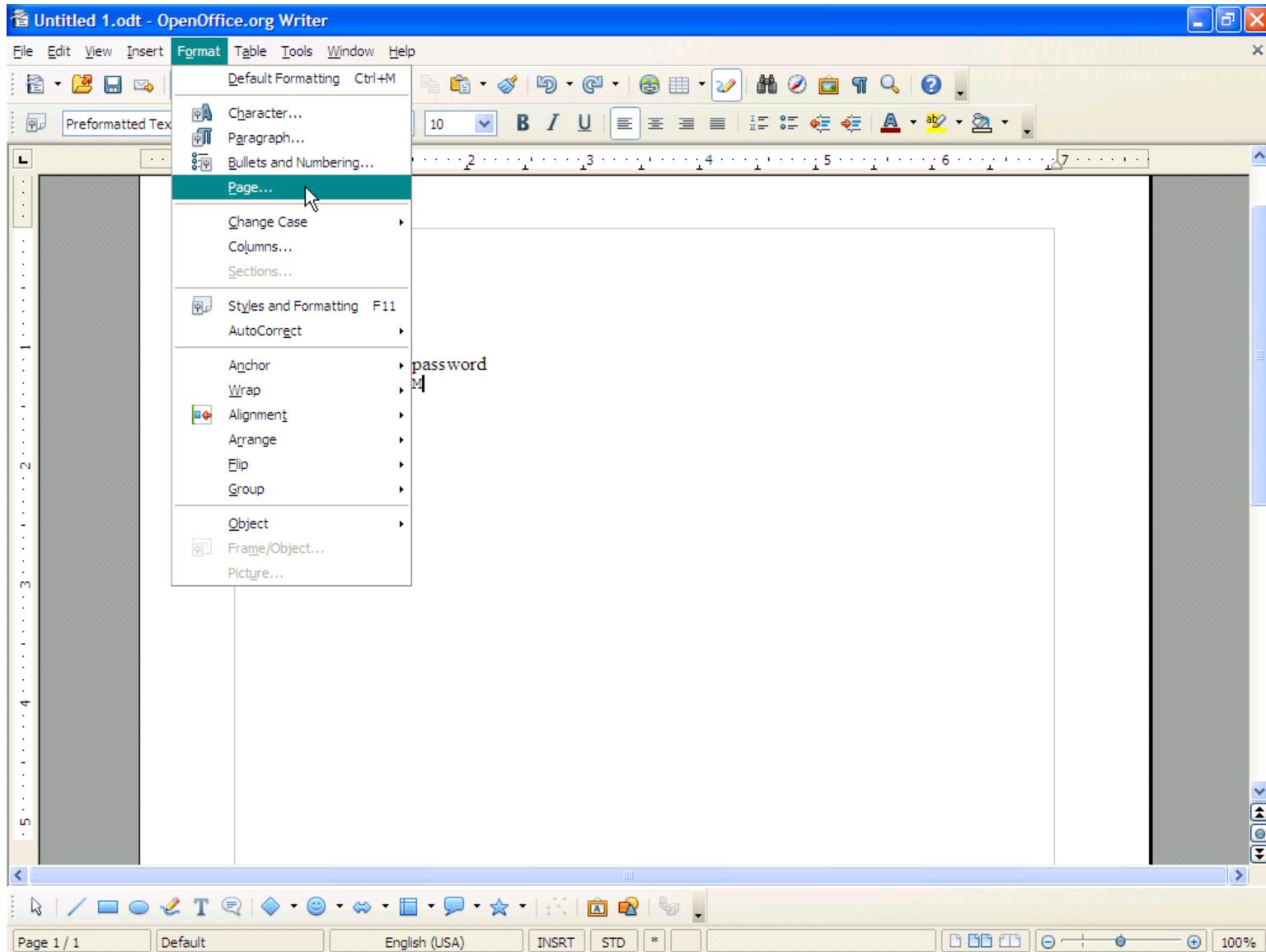
Character... Paragraph... Bullets and Numbering... Page... Change Case Columns... Sections... Styles and Formatting F11 AutoCorrect

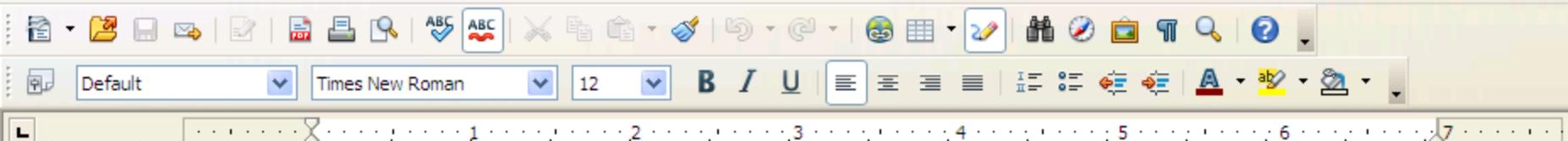
Anchor Wrap Alignment Arrange Clip Group Object Frame/Object... Picture...

10 B I U 1 2 3 4 5 6 7

password M

Page 1 / 1 Default English (USA) INSRT STD * 100%





Default

Times New Roman

12

B

I

U

E

E

E

E

E

E

E

E

E

E

E

E

E

E

Page Style: Default



Organizer

Page

Background

Header

Footer

Borders

Columns

Footnote

Name

Default

Next Style

Default

Linked with

Category

Custom Styles

Contains

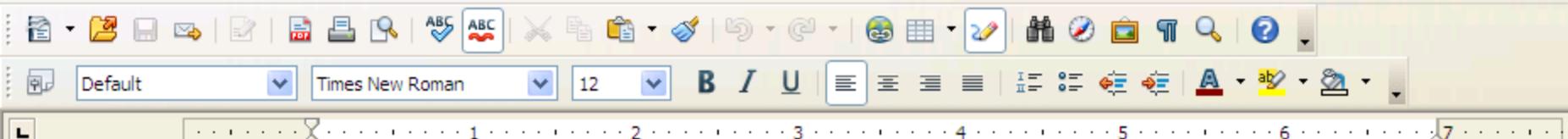
Width: 8.5inch, Fixed height: 11.0inch + From top 0.79inch, From bottom 0.79inch + Text direction left-to-right (horizontal) + Page Description: Arabic, PortraitLeft + Default + Not registered

OK

Cancel

Help

Reset



Default

Times New Roman

12

B

I

U

E

E

E

E

E

E

E

E

E

E

E

E

E

E

E

1 2 3 4 5 6 7

Page Style: Default

Organizer

Page

Background

Header

Footer

Borders

Columns

Footnote



Paper format

Format

Letter

Width

8.50"

Height

11.00"

Orientation

 Portrait Landscape

Paper tray

[From printer settings]

Margins

Left

0.79"

Right

0.79"

Top

0.79"

Bottom

0.79"

Layout settings

Page layout

Right and left

Format

1, 2, 3, ...

 Register-true

Reference Style

OK

Cancel

Help

Reset

Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Preformatted Text Courier New 10 B I U

Try
text 1
text are re
text are re
05/09/09

Page Style: Default

Organizer Page Background Header Footer Borders Columns Footnote

As Color

Background color

No Fill

OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD * 100%

The image shows a screenshot of the OpenOffice.org Writer application. A 'Page Style: Default' dialog box is open, specifically the 'Background' tab. The 'As' dropdown is set to 'Color'. A color palette is displayed, with the 'No Fill' option at the top left. The main text area of the document contains the text 'Try', 'text 1', 'text are re', 'text are re', and '05/09/09'. The application interface includes a menu bar, toolbars, and a status bar at the bottom.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Preformatted Text Courier New 10 B I U

Page Style: Default

Header

Header on Same content left/right

Left margin: 0.00" Right margin: 0.00" Spacing: 0.20"

Use dynamic spacing AutoFit height

Height: 0.20"

OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD * 100%

Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Preformatted Text Courier New 10 B I U

Try
text 1
text are re
text are re
05/09/09

Page Style: Default

Organizer Page Background Header Footer Borders Columns Footnote

Line arrangement

Default

User-defined

Line

Style

- None -
- 0.05 pt
- 0.50 pt
- 1.00 pt
- 2.50 pt
- 4.00 pt
- 5.00 pt

Color

Black

Shadow style

Position

Distance

Color

OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Preformatted Text Courier New 10 B I U

Try
text 1
text are re
text are re
05/09/09

Page Style: Default

Organizer Page Background Header Footer Borders Columns **Footnote**

Settings

Columns: 1

Width and spacing

Column: 1, 2, 3

Width:

Spacing:

Separator line

Line: None

Height: 100%

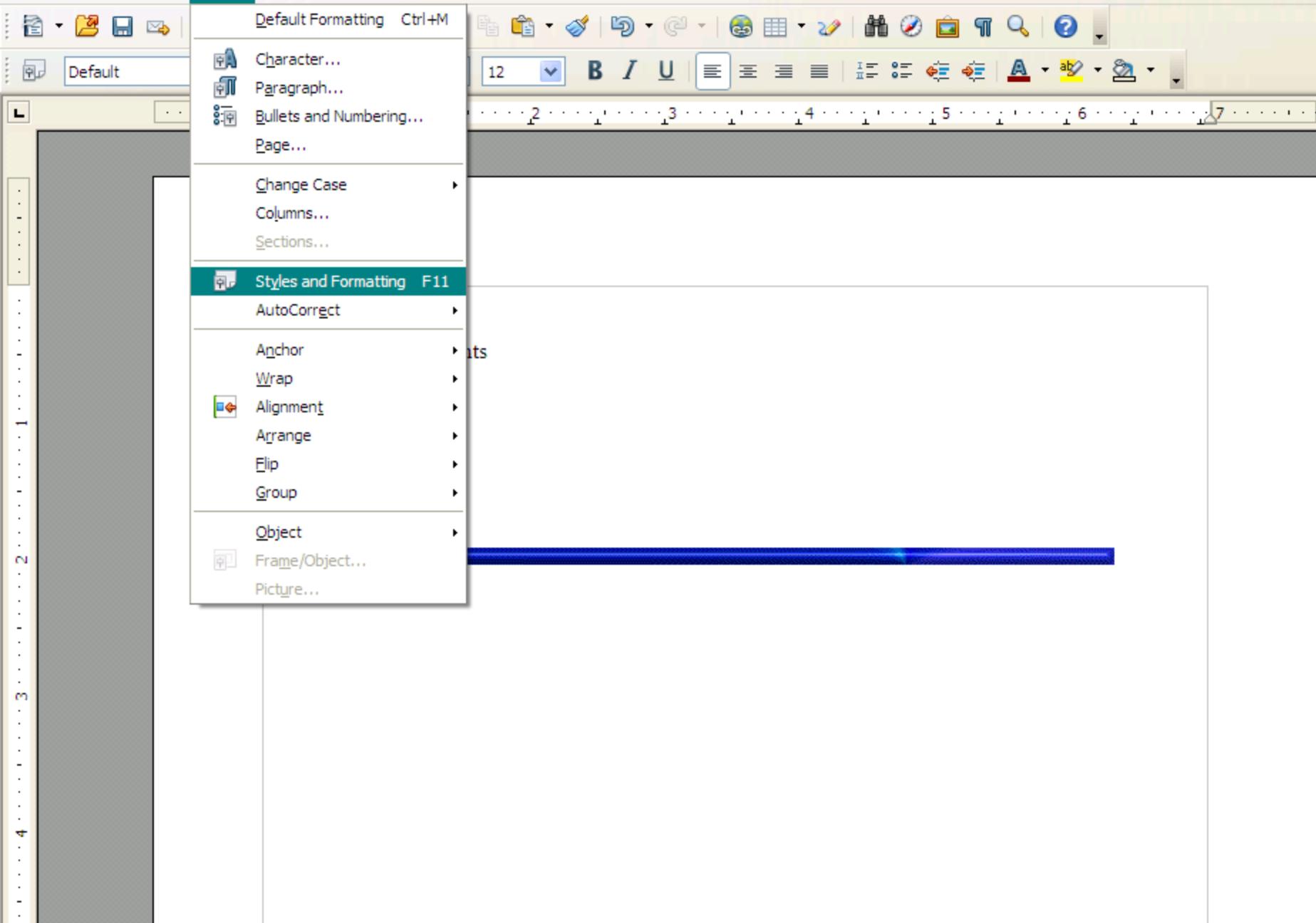
Position: Top

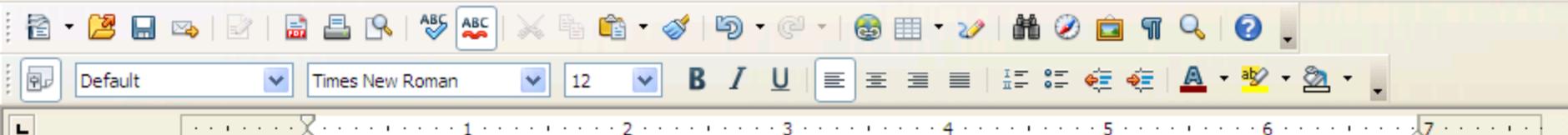
OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD * 100%



File Edit View Insert Format Table Tools Window Help





Default

Times New Roman

12

B

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U

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This can have comments

rgdgdfg

ELE1

Styles and Formatting

Complimentary close
Default

First line indent

Hanging indent

Heading

Heading 1

Heading 10

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

Heading 7

Heading 8

Heading 9

List Indent

Marginalia

Signature

Text body

Text body indent

Automatic

Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Formatting Ctrl+M

Character... Paragraph... Bullets and Numbering... Page... Change Case Columns... Sections... Styles and Formatting F11

AutoCorrect

- ✓ While Typing
- Apply
- Apply and Edit Changes
- AutoCorrect Options...

Anchor Wrap Alignment Arrange Elip Group Object Frame/Object... Picture...

Page 1 / 1 Default English (USA) INSRT STD *

This screenshot shows the OpenOffice.org Writer application window. The menu bar at the top includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The Format menu is currently active, with its sub-menu "Default Formatting Ctrl+M" visible. A submenu for "AutoCorrect" is open, showing options: "While Typing" (which is checked with a checkmark), "Apply", "Apply and Edit Changes", and "AutoCorrect Options...". The main workspace is a blank document area with a vertical ruler on the left side. The bottom of the screen features a toolbar with various icons for file operations like Save, Print, and Insert, along with language settings for English (USA) and document status indicators for INSRT, STD, and *.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Formatting Ctrl+M

Character... Paragraph... Bullets and Numbering... Page... Change Case Columns... Sections... Styles and Formatting F11 AutoCorrect

Anchor

- Wrap
- Alignment
- Arrange
- Elip
- Group

Object

- Frame/Object...
- Picture...

1 2 3 4 5

To Page To Paragraph To Character As Character To Frame

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer interface. The window title is "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The "Format" menu is open, showing various options like Default Formatting, Character..., Paragraph..., and Anchor. The "Anchor" option is currently selected, and a submenu is displayed with choices such as Wrap, Alignment, Arrange, Elip, Group, Object, Frame/Object..., and Picture.... The main menu also lists Options like To Page, To Paragraph, To Character, As Character, and To Frame. The main workspace is a blank document area with a vertical ruler on the left side labeled 1 through 5. The bottom status bar shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and a magnifying glass icon. The bottom toolbar contains icons for various functions like Find, Replace, and Insert.



Positioning Objects

You can use anchors to position an object, graphic, or frame in a document. An anchored item remains in place, or moves when you modify the document. The following anchoring options are available:

Anchoring Effect

As character

Anchors the selected item as a character in the current text. If the height of the selected item is greater than the current font size, the height of the line containing the item is increased.

To center an image on an HTML page, insert the image, anchor it "as character", then center the paragraph.

To character

Anchors the selected item to a character.

To paragraph

Anchors the selected item to the current paragraph.

To page

Anchors the selected item to the current page.

To frame

Anchors the selected item to the surrounding frame.

When you insert an object, graphic, or frame, an anchor icon appears where the item is anchored.

You can position an anchored item by dragging the item to another location. To change the anchoring options of an item, right-click the item, and then choose an option from the **Anchor** submenu.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Formatting Ctrl+M

Character... Paragraph... Bullets and Numbering... Page... Change Case Columns... Sections... Styles and Formatting F11 AutoCorrect...

Anchor

Wrap

Alignment Arrange Elip Group

Object Frame/Object... Picture...

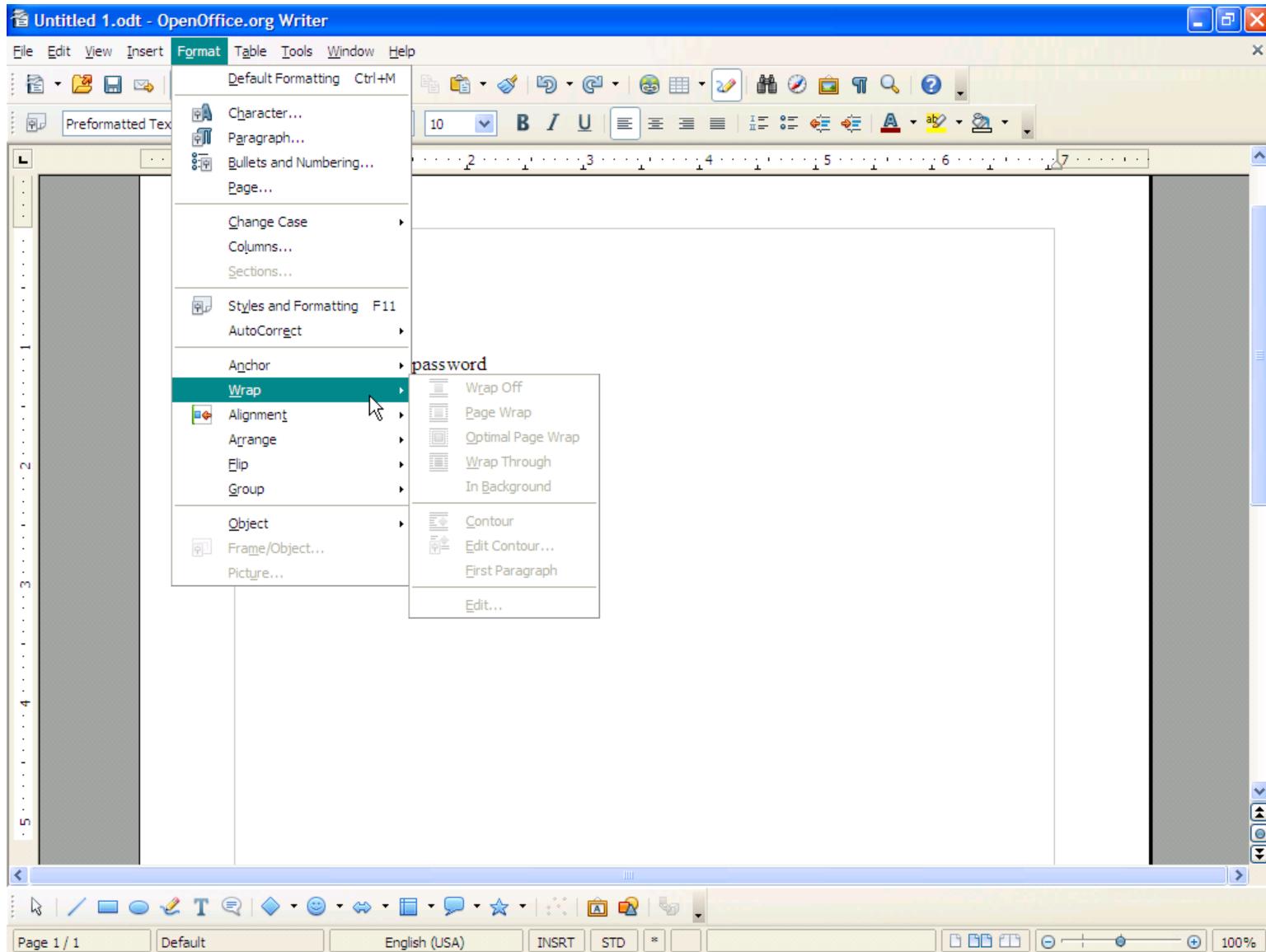
password

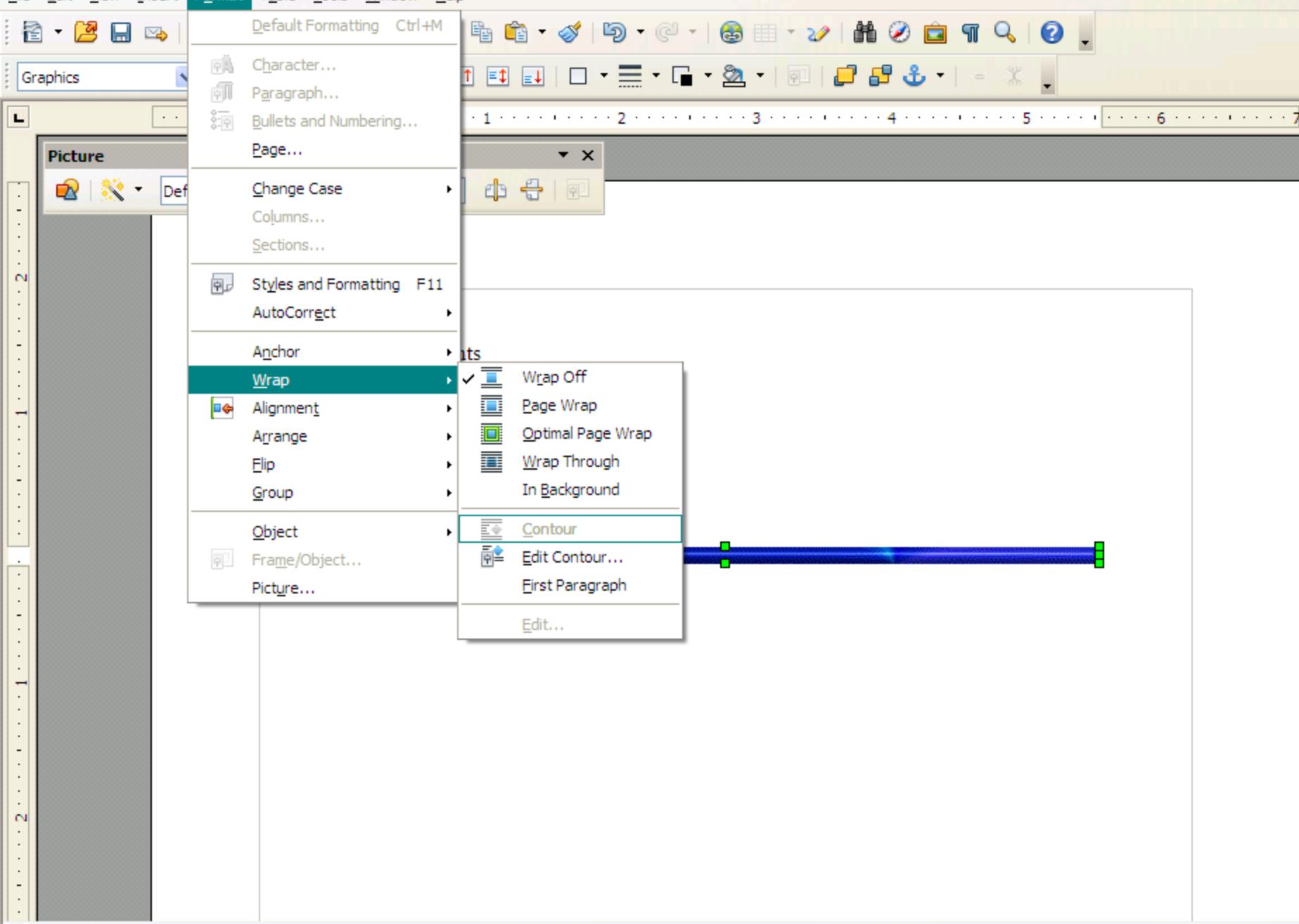
- Wrap Off
- Page Wrap
- Optimal Page Wrap
- Wrap Through
- In Background

- Contour
- Edit Contour...
- First Paragraph

Edit...

Page 1 / 1 Default English (USA) INSRT STD * 100%





Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Formatting Ctrl+M

Character...
Paragraph...
Bullets and Numbering...
Page...

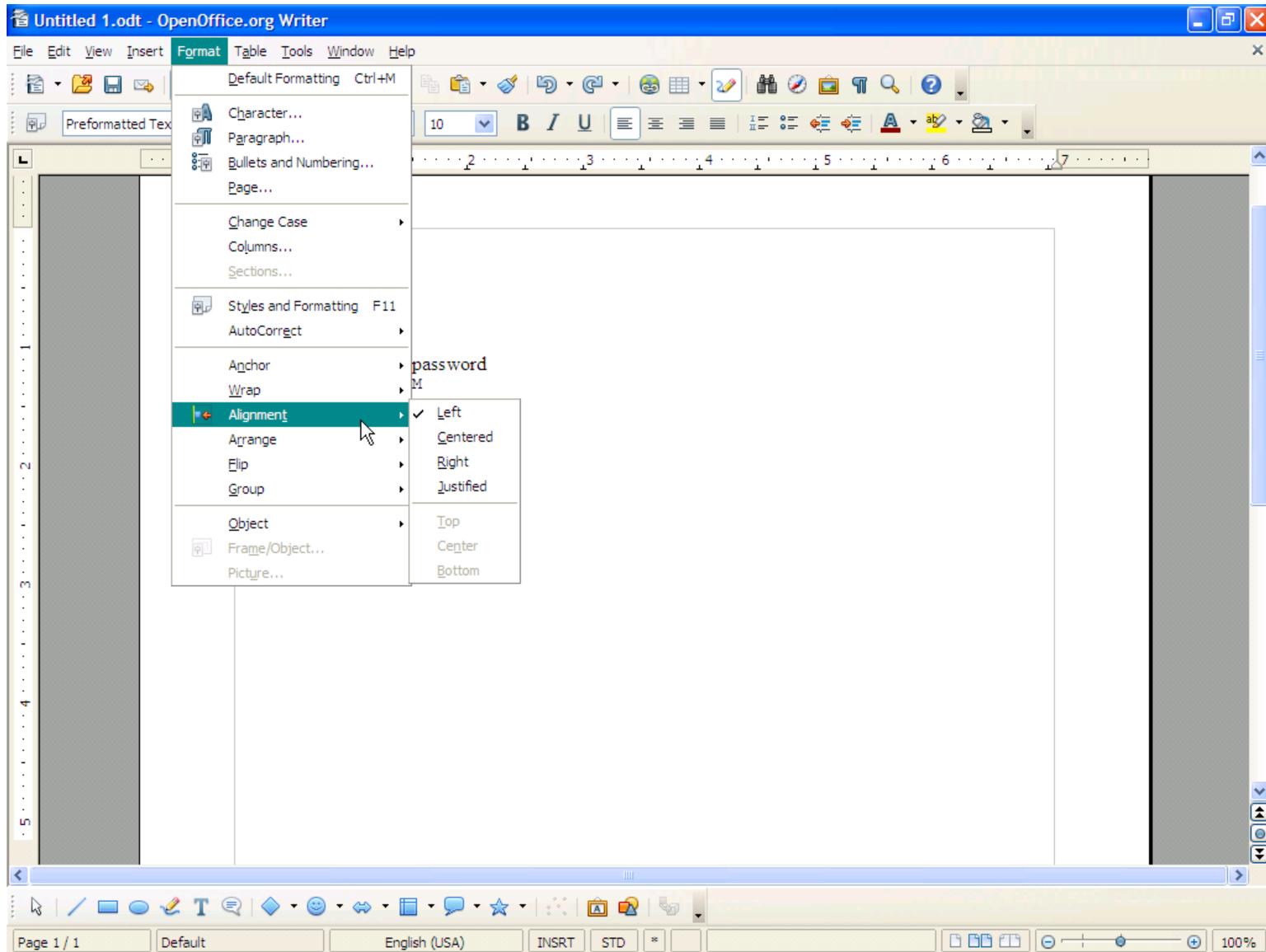
Change Case
Columns...
Sections...

Styles and Formatting F11
AutoCorrect...

Anchor
Wrap
Alignment
Arrange
Elip
Group
Object
Frame/Object...
Picture...

Left
Centered
Right
Justified
Top
Center
Bottom

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Formatting Ctrl+M

Character... Paragraph... Bullets and Numbering... Page... Change Case Columns... Sections... Styles and Formatting F11 AutoCorrect...

Anchor Wrap Alignment

Arrange

Clip Group

Object

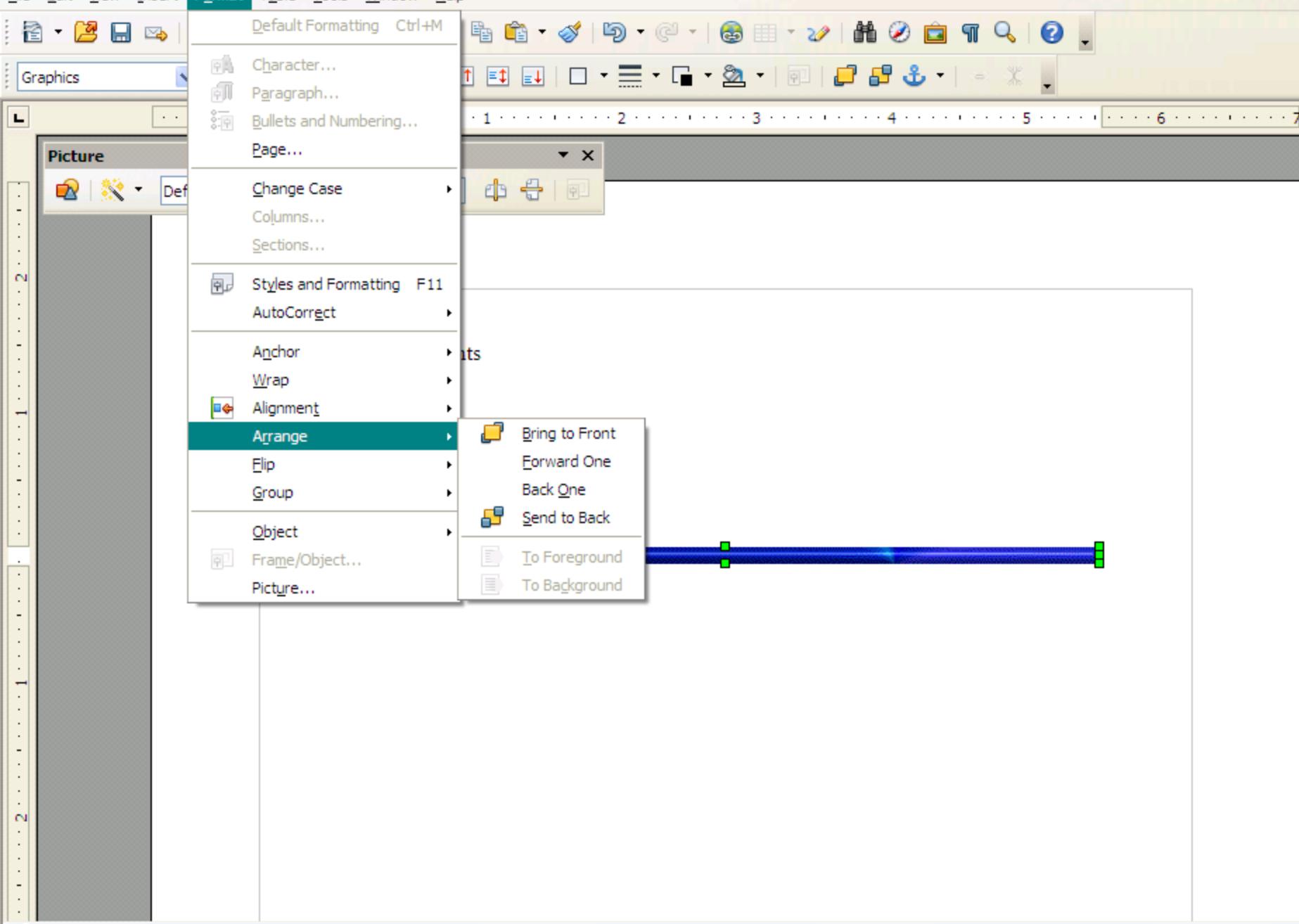
Frame/Object... Picture...

Bring to Front Forward One Back One Send to Back To Foreground To Background

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The 'Format' menu is open, and the 'Arrange' option is highlighted with a mouse cursor. A submenu is displayed below it, containing options such as 'Bring to Front', 'Forward One', 'Back One', 'Send to Back', 'To Foreground', and 'To Background'. The main menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Table', 'Tools', 'Window', and 'Help'. The toolbar above the menu bar contains various icons for document operations. The main workspace is a blank page with a vertical ruler on the left side.





Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Formatting Ctrl+M

Character... Paragraph... Bullets and Numbering... Page...

Change Case Columns... Sections...

Styles and Formatting F11 AutoCorrect...

Anchor Wrap Alignment Arrange

Flip

Group

Object Frame/Object... Picture...

10 **B I U**

1 2 3 4 5 6 7

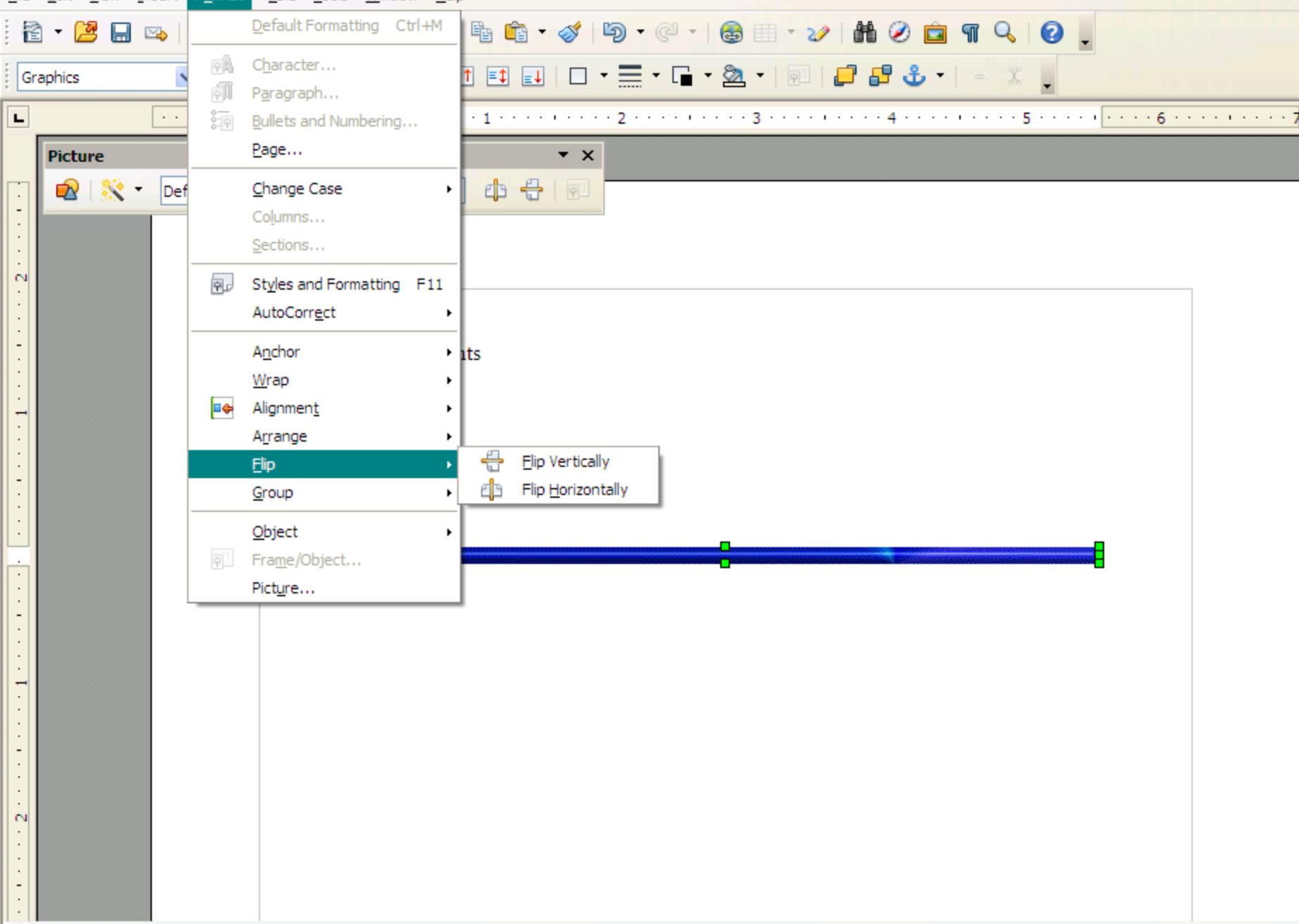
password M

Flip Vertically Flip Horizontally

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The 'Format' menu is open, and the 'Flip' option is highlighted with a teal background. A submenu for 'Flip' is displayed, containing 'Flip Vertically' and 'Flip Horizontally' options. The main menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar above the menu bar contains various icons for document operations. The main workspace is a blank page with a light gray background. The status bar at the bottom shows 'Page 1 / 1', 'Default', 'English (USA)', 'INSRT', 'STD', '*', and a zoom level of '100%'. The bottom right corner features a logo with a cartoon character and the letters 'CPU'.





Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Formatting Ctrl+M

Character... Paragraph... Bullets and Numbering... Page... Change Case Columns... Sections... Styles and Formatting F11 AutoCorrect...

Anchor Wrap Alignment Arrange Ellip Group Object Frame/Object... Picture...

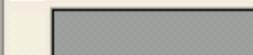
Group Ungroup Enter Group Exit group

1 2 3 4 5 6 7

Page 1 / 1 Default English (USA) INSRT STD * 100%

The screenshot shows the OpenOffice.org Writer application window. The 'Format' menu is open, and the 'Group' option is highlighted with a mouse cursor. A submenu for 'Group' is displayed, containing four items: 'Group', 'Ungroup', 'Enter Group', and 'Exit group'. The main menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar above the menu bar contains various icons for document operations. The main workspace is a blank page with a vertical ruler on the left side. The status bar at the bottom shows 'Page 1 / 1', 'Default', 'English (USA)', and zoom controls.





Default Formatting Ctrl+M

Character...

Paragraph...

Bullets and Numbering...

Page...

Change Case

Columns...

Sections...

Styles and Formatting F11

AutoCorrect

Anchor

Wrap

Alignment

Arrange

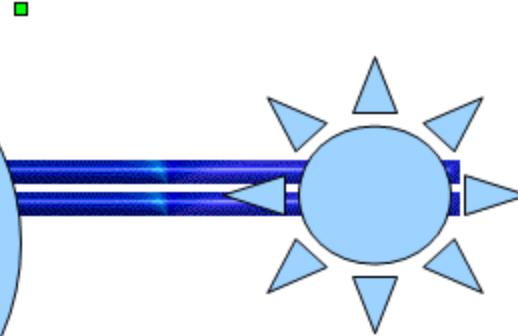
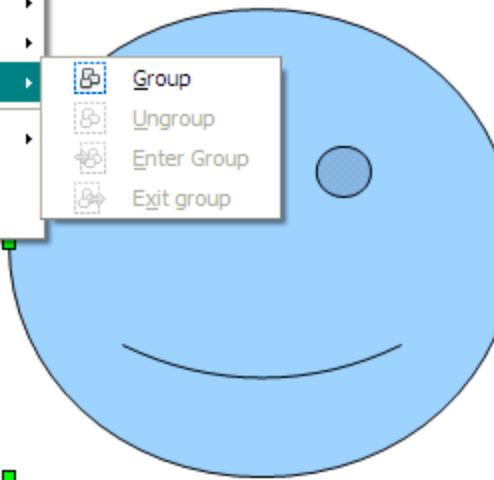
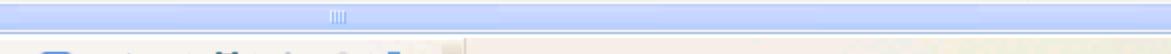
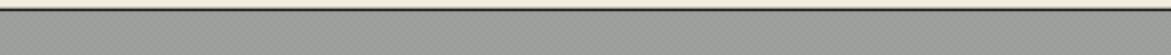
Flip

Group

Object

Frame/Object...

Picture...



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Formatting Ctrl+M

Character... Paragraph... Bullets and Numbering... Page... Change Case Columns... Sections... Styles and Formatting F11 AutoCorrect...

Anchor Wrap Alignment Arrange Ellip Group

Object

Frame/Object... Picture...

Position and Size... Line... Area... Text Attributes Fontwork Description... Name...

Page 1 / 1 Default English (USA) INSRT STD *

10 B I U 1 2 3 4 5 6 7

This screenshot shows the OpenOffice.org Writer application interface. The window title is "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The "Format" menu is currently open, displaying various options such as Default Formatting (Ctrl+M), Character..., Paragraph..., Bullets and Numbering..., Page..., Change Case, Columns..., Sections..., Styles and Formatting (F11), AutoCorrect..., Anchor, Wrap, Alignment, Arrange, Ellip, Group, and Object. The "Object" option is highlighted with a blue selection bar. A secondary context menu for "Object" is also open, listing Position and Size..., Line..., Area..., Text Attributes, Fontwork, Description..., and Name... The main workspace is a blank document area with a vertical ruler on the left side. The bottom of the screen features a toolbar with icons for file operations, text styles, and other document functions. The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and "*". The zoom level is set to 100%.



File Edit View Insert Format Table Tools Window Help



Default Formatting Ctrl+M



1 2 3 4 5 6

7 8 9 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31 32 33 34 35 36

37 38 39 40 41 42

43 44 45 46 47 48

49 50 51 52 53 54

55 56 57 58 59 60

61 62 63 64 65 66

67 68 69 70 71 72

73 74 75 76 77 78

79 80 81 82 83 84

85 86 87 88 89 90

91 92 93 94 95 96

97 98 99 100 101 102

103 104 105 106 107 108

109 110 111 112 113 114

115 116 117 118 119 120

121 122 123 124 125 126

127 128 129 130 131 132

133 134 135 136 137 138

139 140 141 142 143 144

145 146 147 148 149 150

151 152 153 154 155 156

157 158 159 160 161 162

163 164 165 166 167 168

169 170 171 172 173 174

175 176 177 178 179 180

181 182 183 184 185 186

187 188 189 190 191 192

193 194 195 196 197 198

199 200 201 202 203 204

205 206 207 208 209 210

211 212 213 214 215 216

217 218 219 220 221 222

223 224 225 226 227 228

229 230 231 232 233 234

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595 596 597 598 599 600

601 602 603 604 605 606

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625 626 627 628 629 630

631 632 633 634 635 636

637 638 639 640 641 642

643 644 645 646 647 648

649 650 651 652 653 654

655 656 657 658 659 660

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667 668 669 670 671 672

673 674 675 676 677 678

679 680 681 682 683 684

685 686 687 688 689 690

691 692 693 694 695 696

697 698 699 700 701 702

703 704 705 706 707 708

709 710 711 712 713 714

715 716 717 718 719 720

721 722 723 724 725 726

727 728 729 730 731 732

733 734 735 736 737 738

739 740 741 742 743 744

745 746 747 748 749 750

751 752 753 754 755 756

757 758 759 760 761 762

763 764 765 766 767 768

769 770 771 772 773 774

775 776 777 778 779 780

781 782 783 784 785 786

787 788 789 790 791 792

793 794 795 796 797 798

799 800 801 802 803 804

805 806 807 808 809 810

811 812 813 814 815 816

817 818 819 820 821 822

823 824 825 826 827 828

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847 848 849 850 851 852

853 854 855 856 857 858

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907 908 909 910 911 912

913 914 915 916 917 918

919 920 921 922 923 924

925 926 927 928 929 930

931 932 933 934 935 936

937 938 939 940 941 942

943 944 945 946 947 948

949 950 951 952 953 954

955 956 957 958 959 960

961 962 963 964 965 966

967 968 969 970 971 972

973 974 975 976 977 978

979 980 981 982 983 984

Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Spelling and Grammar... F7

Language
Word Count

Outline Numbering...
Line Numbering...
Footnotes/Endnotes...

Gallery
Media Player

Bibliography Database

Mail Merge Wizard...

Sort...
Calculate Ctrl++
Update

Macros

Extension Manager...
XML Filter Settings...
AutoCorrect Options...
Customize...
Options...

Preformatted Text Courier

Try
text 1
text a
text a
05/0

1 2 3 4 5 6 7

Page 1 / 1 Default English (USA) INSRT STD * 100%

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The Tools menu is currently open, displaying several options: Spelling and Grammar... (with a keyboard shortcut F7), Language, Word Count, Outline Numbering..., Line Numbering..., Footnotes/Endnotes..., Gallery, Media Player, Bibliography Database, Mail Merge Wizard..., Sort..., Calculate (with a keyboard shortcut Ctrl++), Update, Macros, Extension Manager..., XML Filter Settings..., AutoCorrect Options..., Customize..., and Options.... The main workspace contains a single text document with placeholder text "Try", "text 1", "text a", and "text a" followed by the date "05/0". The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", and "100%". A toolbar with various icons is visible above the status bar.



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

ABC Spelling and Grammar... F7

Language

For Selection

For Paragraph

For all Text

Outline Numbering...

Line Numbering...

Footnotes/Endnotes...

Thesaurus... Ctrl+F7

Hyphenation...

More Dictionaries Online...

Preformatted Text Courier

Try

text 1

text a

text a

05/0

Gallery

Media Player

Bibliography Database

Mail Merge Wizard...

Sort...

Calculate Ctrl++

Update

Macros

Extension Manager...

XML Filter Settings...

AutoCorrect Options...

Customize...

Options...

Page 1 / 1 Default English (USA) INSRT STD *

100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

ABC Spelling and Grammar... F7
Language

Word Count

Outline Numbering...
Line Numbering...
Footnotes/Endnotes...

Gallery
Media Player

Bibliography Database

Mail Merge Wizard...

Sort... Calculate Ctrl++
Update

Macros Extension Manager...
XML Filter Settings...
AutoCorrect Options...
Customize...
Options...

Preformatted Text Courier

Try
text 1
text a
text a
05/0

1 2 3 4 5 6 7

Page 1 / 1 Default English (USA) INSRT STD * 100%

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "Tools" menu is currently open, with "Word Count" highlighted. Other options in the menu include "Spelling and Grammar...", "Language", "Outline Numbering...", "Line Numbering...", "Footnotes/Endnotes...", "Gallery", "Media Player", "Bibliography Database", "Mail Merge Wizard...", "Sort...", "Calculate" (with a keyboard shortcut "Ctrl++"), "Update", "Macros", "Extension Manager...", "XML Filter Settings...", "AutoCorrect Options...", "Customize...", and "Options...". The main workspace contains a single text document with the text "Try" and "text 1" visible. The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", and a zoom level of "100%".



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

ABC Spelling and Grammar... F7
Language
Word Count

Outline Numbering... Line Numbering... Footnotes/Endnotes...

Try
text 1
text a
text a
05/0

Gallery
Media Player

Bibliography Database

Mail Merge Wizard...

Sort... Calculate Ctrl++
Update

Macros Extension Manager... XML Filter Settings... AutoCorrect Options... Customize... Options...

Preformatted Text Courier

Page 1 / 1 Default English (USA) INSRT STD *

100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

ABC Spelling and Grammar... F7
Language
Word Count

Preformatted Text Courier

Outline Numbering...
Line Numbering...
Footnotes/Endnotes...

Try

text 1

text a

text a

05/0

1
2
3
4
5

Gallery

Media Player

Bibliography Database

Mail Merge Wizard...

Sort... Ctrl++

Calculate

Update

Macros

Extension Manager...

XML Filter Settings...

AutoCorrect Options...

Customize...

Options...

Page 1 / 1 Default English (USA) INSRT STD *

100%



Untitled 1.odt - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Preformatted Text Courier New 10 B I U

New Theme... Backgrounds - ice-light (C:\Program Files\OpenOffice.org 3\Basis\share\gallery\www-back\ice-light.jpg)

Backgrounds Bullets Homepage My Theme Rulers Sounds

Try

text 1

text are recorded

text are recorded with password
05/09/09 11:47:49 PM

Page 1 / 1 Default English (USA) INSRT STD * 100%

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1.odt - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar above the main area contains icons for file operations like Open, Save, Print, and Insert, along with text styling tools like Bold, Italic, Underline, and Alignment. Below the toolbar, the font is set to "Courier New" at size 10, and the text styles are B, I, and U. A floating palette titled "Backgrounds - ice-light" displays a grid of background patterns from the "ice-light" theme, with the first pattern selected. The main document area contains the text "Try", "text 1", "text are recorded", and "text are recorded with password 05/09/09 11:47:49 PM". The bottom toolbar includes icons for text, tables, and other document elements, along with language settings for "English (USA)" and "Default". The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", and a zoom level of "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

ABC Spelling and Grammar... F7
Language
Word Count

Outline Numbering...
Line Numbering...
Footnotes/Endnotes...

Gallery

Media Player

Bibliography Database

Mail Merge Wizard...

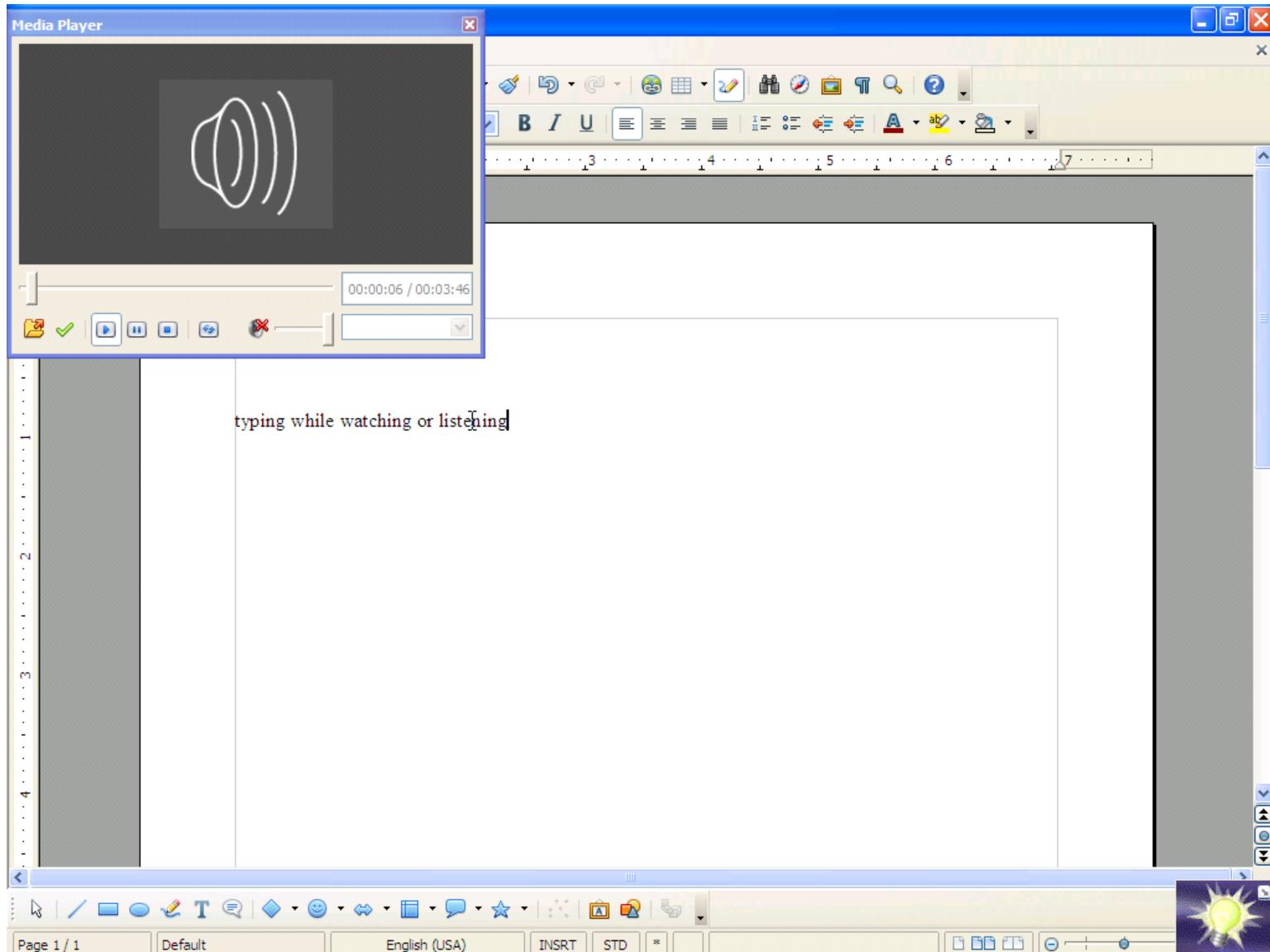
Sort... Calculate Ctrl++
Update

Macros Extension Manager...
XML Filter Settings...
AutoCorrect Options...
Customize...
Options...

Page 1 / 1 Default English (USA) INSRT STD 100%

The screenshot shows the OpenOffice.org Writer application window. The menu bar at the top includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The Tools menu is currently open, displaying various options like Spelling and Grammar, Language, Word Count, and several numbering and merge-related tools. One option, "Media Player", is highlighted with a mouse cursor. The main workspace below the menu bar contains a large, empty text area with a vertical scroll bar on the right. At the bottom of the screen, there is a toolbar with icons for file operations like New, Open, Save, Print, and Insert, along with language settings and a zoom slider set to 100%.





CPU

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

ABC Spelling and Grammar... F7
Language
Word Count

Outline Numbering...
Line Numbering...
Footnotes/Endnotes...

Gallery
Media Player

Bibliography Database

Mail Merge Wizard...

Sort... Calculate Ctrl++
Update

Macros Extension Manager...
XML Filter Settings...
AutoCorrect Options...

Customize... **Options...**

Page 1 / 1 Default English (USA) INSRT STD 100%

This screenshot shows the OpenOffice.org Writer application window. The menu bar at the top includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The Tools menu is currently open, displaying various options like Spelling and Grammar..., Language, Word Count, and several numbering and notes-related items. At the bottom of the Tools menu, the 'Customize...' option is highlighted with a teal background and a cursor icon. Below the menu, the main workspace is visible, featuring a toolbar with icons for file operations and document properties, and a large text area with a vertical scroll bar. The status bar at the bottom shows 'Page 1 / 1', 'Default', 'English (USA)', 'INSRT', 'STD', and a zoom level of '100%'. A blue decorative element with the letters 'CPU' is located in the bottom right corner.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Customize

Menus Keyboard Toolbars Events

OpenOffice.org Writer Menus

Menu File

New... Menu

Entries

Add... Modify

New
Open...
Recent Documents
Wizards
Close
Save
Save As...
Save All
Reload

Save In OpenOffice.org Writer

Description Creates a new OpenOffice.org document.

OK Cancel Help Reset



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Customize

Keyboard

Shortcut keys

F1	Formula
F2	Run AutoText Entry
F3	
F4	Navigator
F5	
F6	
F7	Spelling and Grammar
F8	Extended Selection On Fields
F9	
F10	
F11	Styles and Formatting
F12	Numbering On/Off
Down	To Line Below
Up	To Top Line
Left	To Character Left

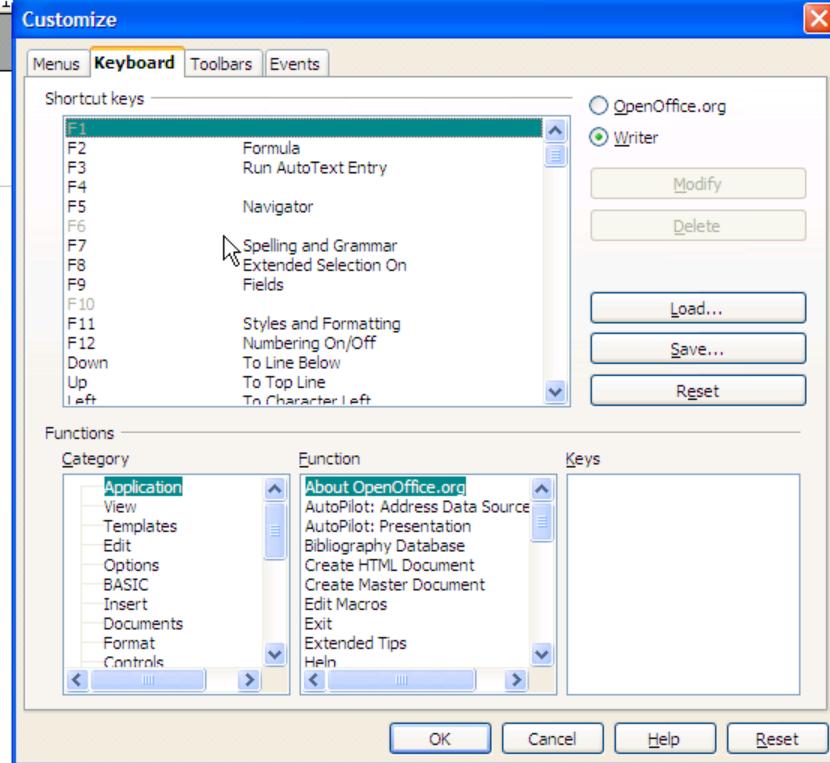
Functions

Category

Application	Function	Keys
View	About OpenOffice.org	
Templates	AutoPilot: Address Data Source	
Edit	AutoPilot: Presentation	
Options	Bibliography Database	
BASIC	Create HTML Document	
Insert	Create Master Document	
Documents	Edit Macros	
Format	Exit	
Controls	Extended Tips	
	Help	

OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Customize

Menus Keyboard Toolbars Events

Toolbar Standard

New... Toolbar

Add... Modify

Load URL

New

New Document From Template

Open...

Save

Save As...

Document as E-mail...

Print File

Up

Down

Save In OpenOffice.org Writer

Description Loads a document specified by an entered URL. You can type a new URL or select one that is already registered. OpenOffice.org automatically converts file paths into URL notation.

OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD 100%

The image shows the 'Customize' dialog box in OpenOffice.org Writer. The 'Toolbars' tab is active. A toolbar named 'Standard' is selected. The 'Toolbar Content' section lists several commands: Load URL, New, New Document From Template, Open..., Save, Save As..., Document as E-mail..., and Print File. There are buttons for 'Add...', 'Modify', and 'Remove'. The 'Save In' dropdown is set to 'OpenOffice.org Writer'. The 'Description' field contains the text: 'Loads a document specified by an entered URL. You can type a new URL or select one that is already registered. OpenOffice.org automatically converts file paths into URL notation.' At the bottom are 'OK', 'Cancel', 'Help', and 'Reset' buttons. The main window of Writer is visible in the background, showing a blank page with a vertical ruler on the left.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Customize

Menus Keyboard Toolbars Events

Toolbar Standard

New... Toolbar

Add... Modify

Load URL

New

New Document From Template

Open...

Save

Save As...

Document as E-mail...

Print File

Up

Down

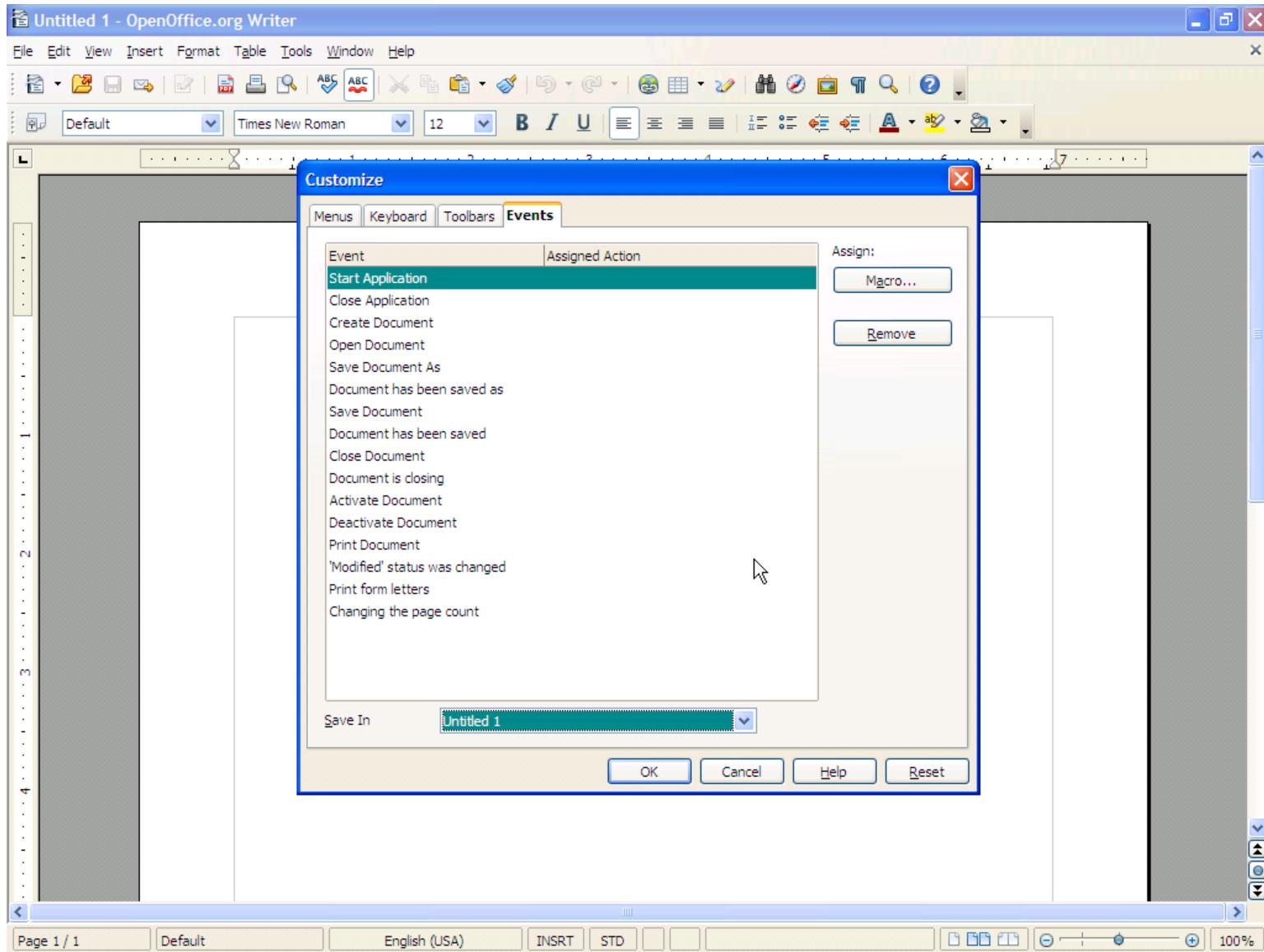
Save In OpenOffice.org Writer

Description Loads a document specified by an entered URL. You can type a new URL or select one that is already registered. OpenOffice.org automatically converts file paths into URL notation.

OK Cancel Help Reset

Page 1 / 1 Default English (USA) INSRT STD 100%





Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

ABC Spelling and Grammar... F7
Language
Word Count

Outline Numbering...
Line Numbering...
Footnotes/Endnotes...

Gallery
Media Player

Bibliography Database

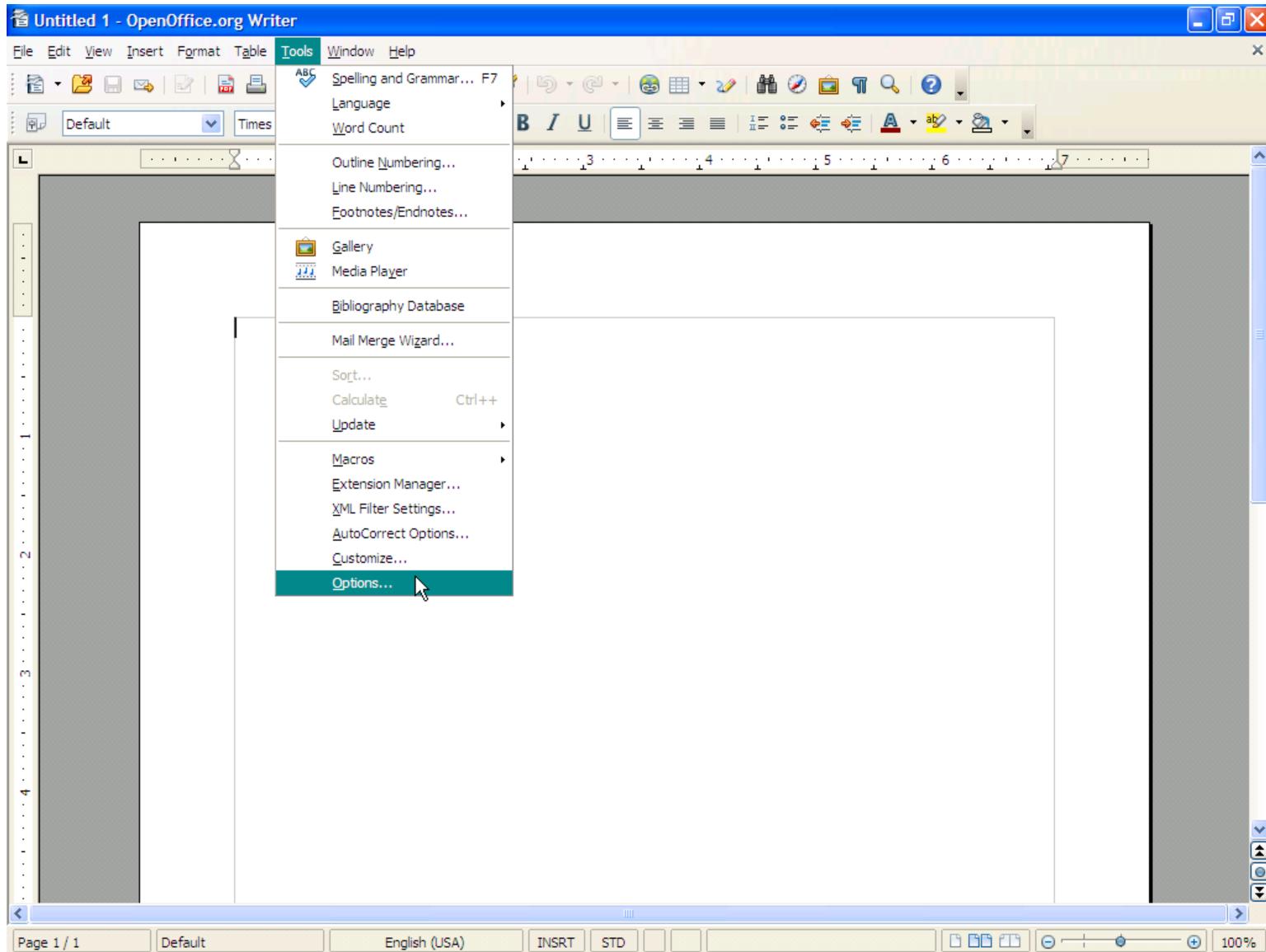
Mail Merge Wizard...

Sort... Calculate Ctrl++
Update

Macros Extension Manager...
XML Filter Settings...
AutoCorrect Options...
Customize...

Options... 

Page 1 / 1 Default English (USA) INSRT STD 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Options - OpenOffice.org - User Data

Address

Company alexis apuli aea

First/Last name/Initials Street

City/State/Zip

Country/Region

Title/Position

Tel. Home/Work

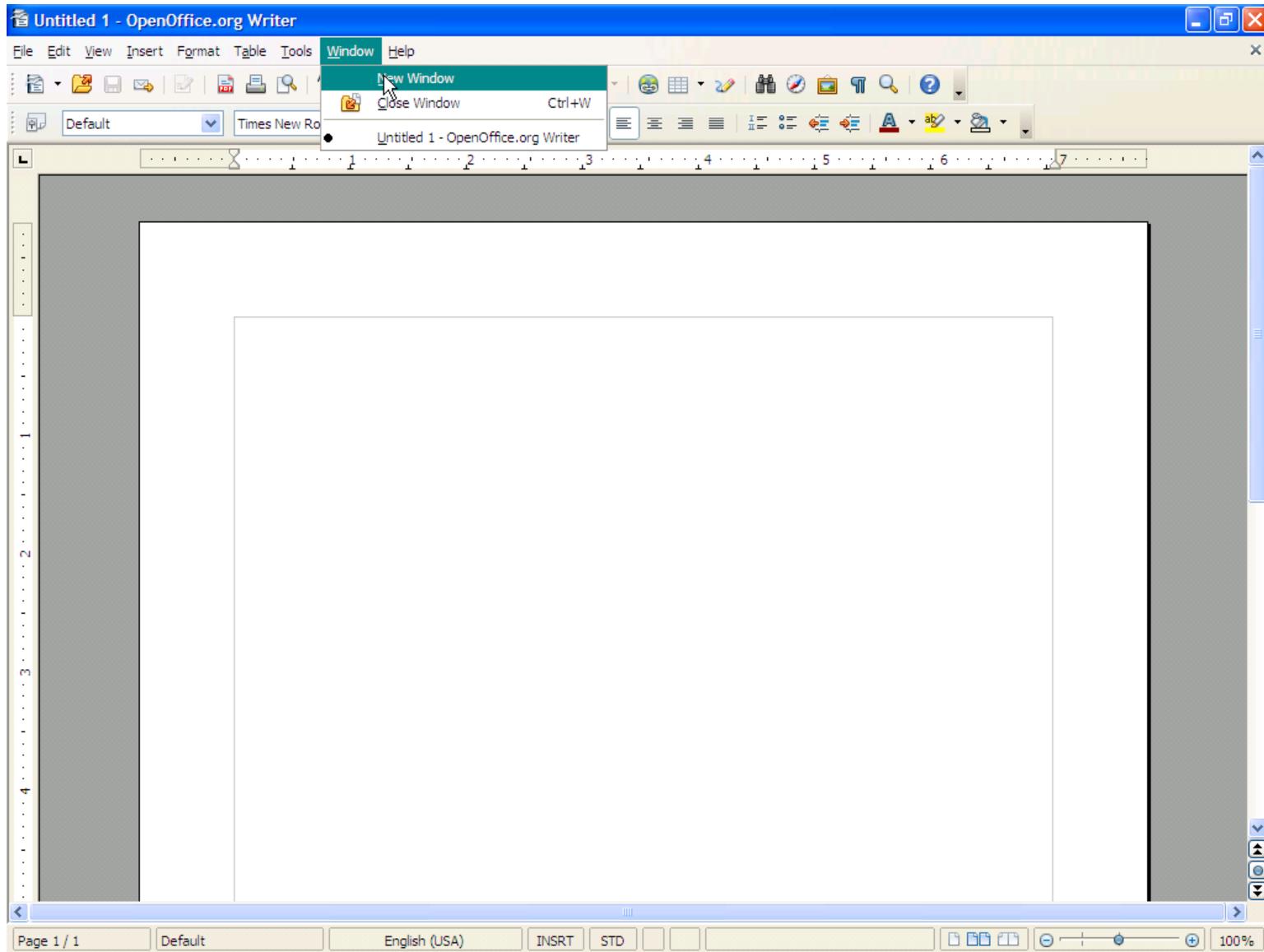
Fax / E-mail

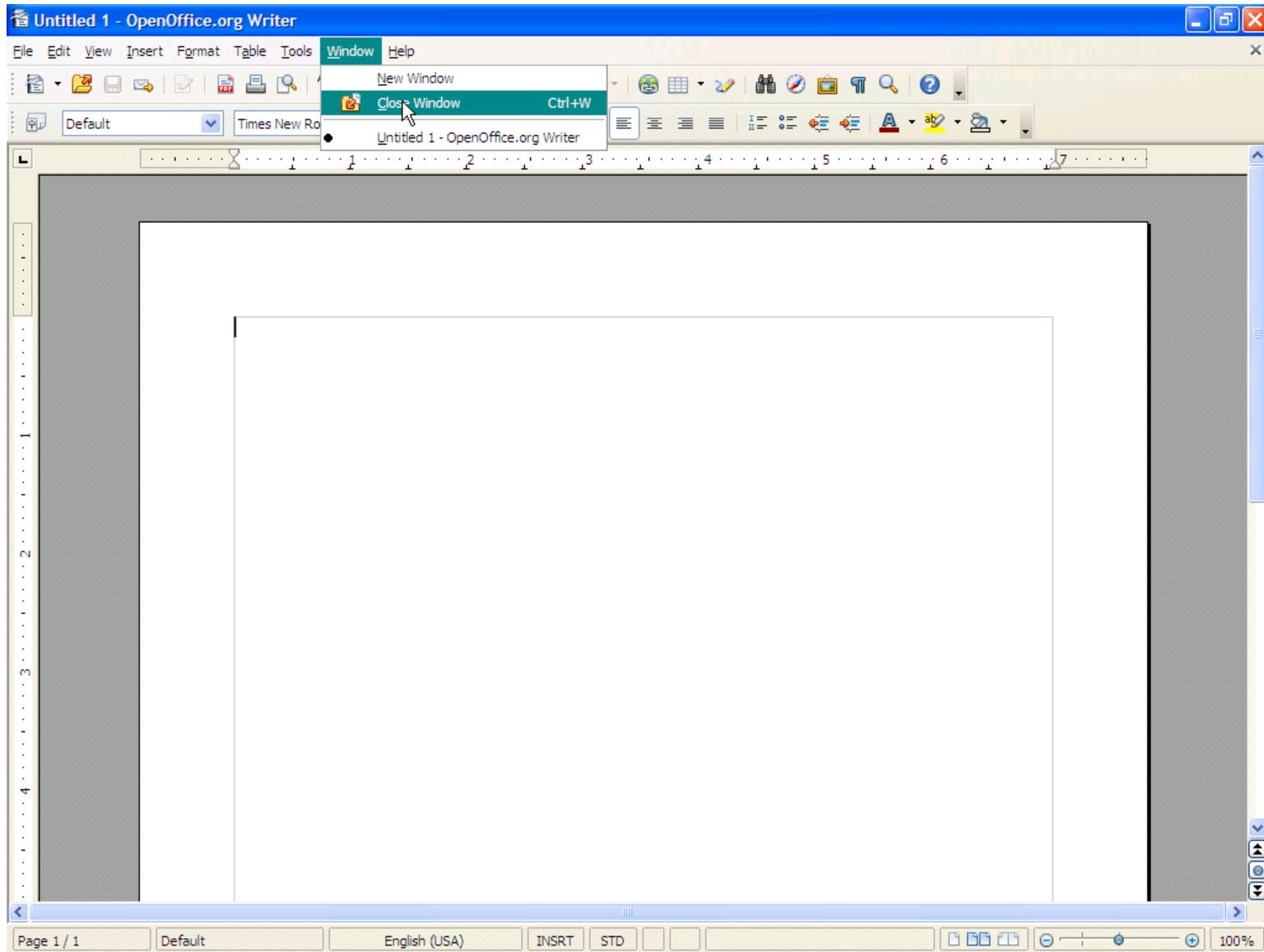
OK Cancel Help Back

Page 1 / 1 Default English (USA) INSRT STD 100%

The image shows a Windows-style window for 'OpenOffice.org Writer'. A modal dialog box titled 'Options - OpenOffice.org - User Data' is open in the center. On the left side of the dialog, there's a tree view with categories like 'OpenOffice.org' (with 'User Data' selected), 'Load/Save', 'Language Settings', and others. To the right, there are input fields for 'Address' (Company, First/Last name/Initials, Street, City/State/Zip, Country/Region, Title/Position, Tel. Home/Work, Fax / E-mail). At the bottom of the dialog are buttons for 'OK', 'Cancel', 'Help', and 'Back'. The background of the main window shows a blank page with a grid of numbered boxes (1-7) and some icons at the top.







Untitled 1 : 2 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

2 screens at a time

Page 1 / 1 Default English (USA) INSRT STD * 100%

This screenshot shows a window of the OpenOffice.org Writer application. The title bar reads "Untitled 1 : 2 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar below the menu bar contains various icons for file operations like Open, Save, Print, and Insert, along with font and style tools. The main editing area displays the text "2 screens at a time" in a single paragraph. On the left side of the document area, there is a vertical scroll bar with numerical markers from 1 to 4. On the right side, there is a vertical scroll bar with standard up, down, and page-up/page-down buttons. The bottom status bar shows "Page 1 / 1", "Default", "English (USA)", and "INSRT STD * 100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

OpenOffice.org Help F1
What's This?

Support
Registration...
About OpenOffice.org

Default Times New Roman

2 screens at a time

Page 1 / 1 Default English (USA) INSRT STD * 100%

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". A context menu is open over the text "2 screens at a time", with options like "OpenOffice.org Help F1", "What's This?", "Support", "Registration...", and "About OpenOffice.org". The toolbar contains icons for file operations, styles, and tables. The main document area has a vertical scroll bar on the right. The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", and "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

OpenOffice.org Help F1

What's This?

Support

Registration...

About OpenOffice.org

Default Times New Roman

2 screens at a time

Page 1 / 1 Default English (USA) INSRT STD * 100%

This screenshot shows the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". A context menu is open under the "Help" menu, listing options like "OpenOffice.org Help F1", "What's This?", "Support", "Registration...", and "About OpenOffice.org". The main workspace contains a single line of text: "2 screens at a time". The bottom status bar displays "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", and "*". The zoom level is set to "100%".



Untitled 1 - OpenOffice.org Writer

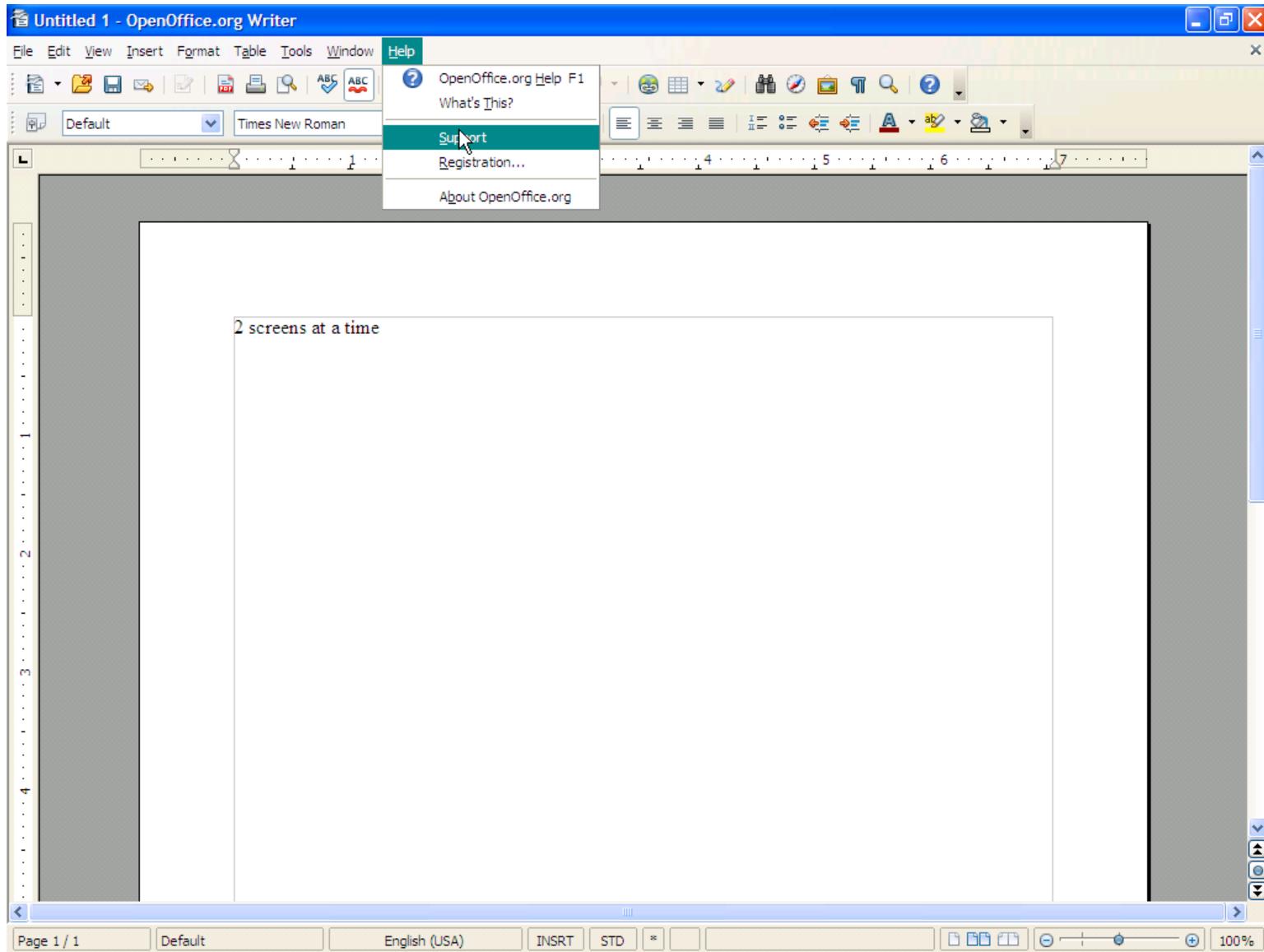
File Edit View Insert Format Table Tools Window Help

OpenOffice.org Help F1
What's This?
Support
Registration...
About OpenOffice.org

Default Times New Roman

2 screens at a time

Page 1 / 1 Default English (USA) INSRT STD * 100%

A screenshot of the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Table", "Tools", "Window", and "Help". The "Help" menu is open, showing options: "OpenOffice.org Help F1", "What's This?", "Support" (which is highlighted in blue), "Registration...", and "About OpenOffice.org". The main workspace shows a single page with the text "2 screens at a time". The bottom status bar displays "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", and a zoom level of "100%".

Untitled 1 - OpenOffice.org Writer

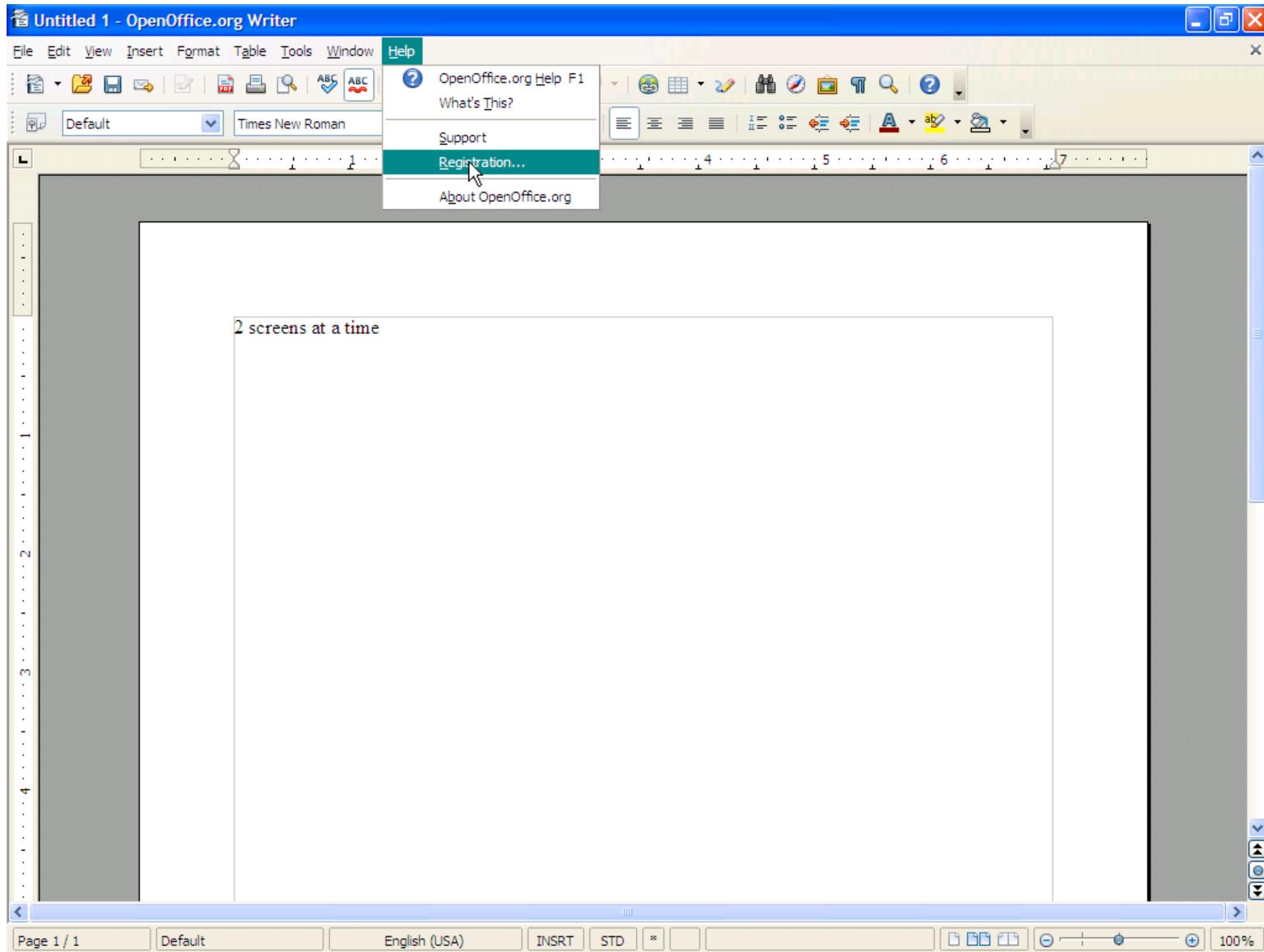
File Edit View Insert Format Table Tools Window Help

OpenOffice.org Help F1
What's This?
Support
Registration...
About OpenOffice.org

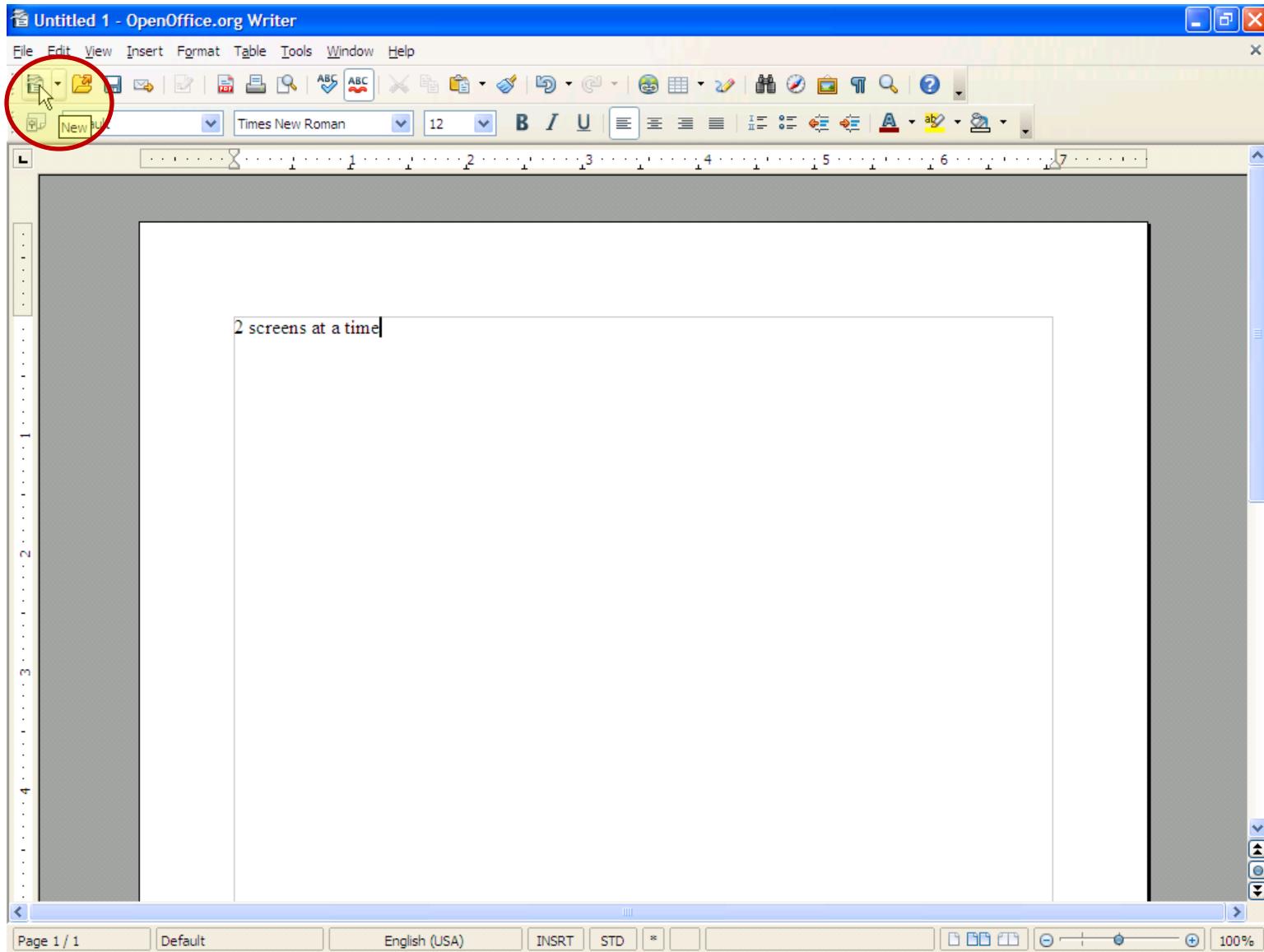
Default Times New Roman

2 screens at a time

Page 1 / 1 Default English (USA) INSRT STD * 100%



Basic Buttons



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help



Open

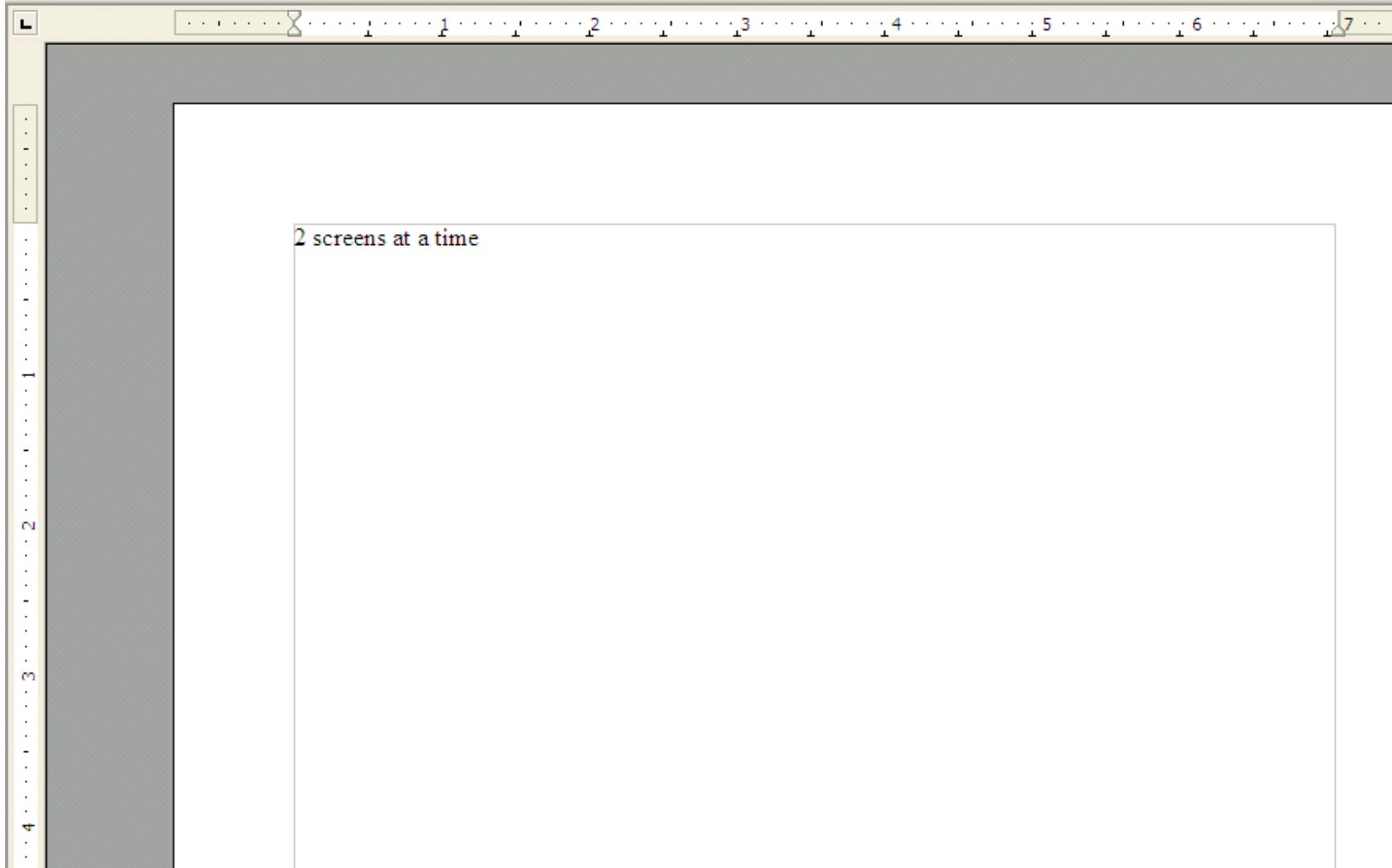
Times New Roman

12

B

I

U



2 screens at a time

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help



2 screens at a time

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help



Default Document as E-mail

Times New Roman

12

B

I

U



I

O

E

A

1 2 3 4 5 6

2 screens at a time

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help



Default Export Directly as PDF 12 B I U

2 screens at a time

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help



Default

Print File Directly (Auto AGFA-AccuSet v52.3 on VINCE-930DF6FA6)

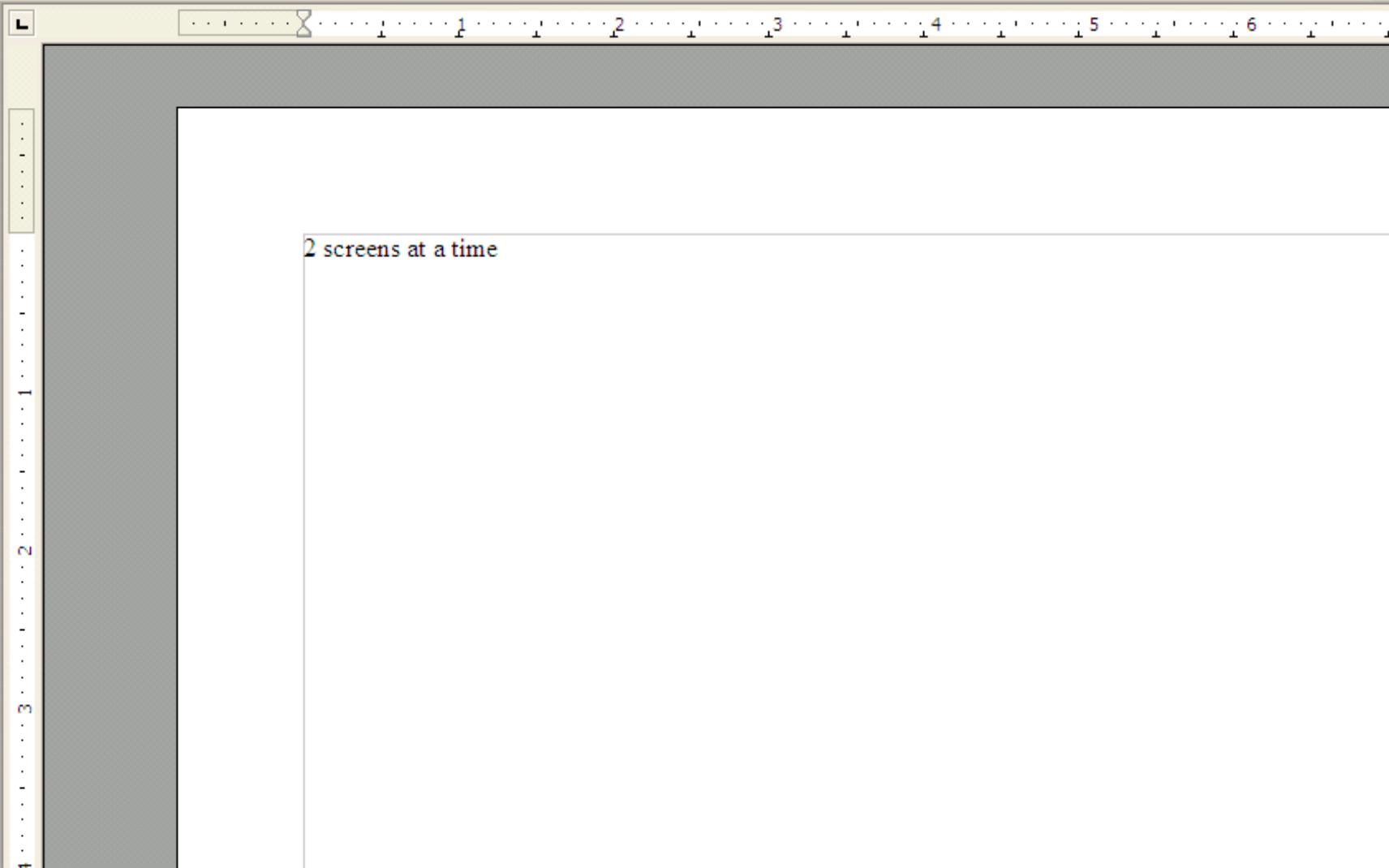
1 2 3 4 5 6

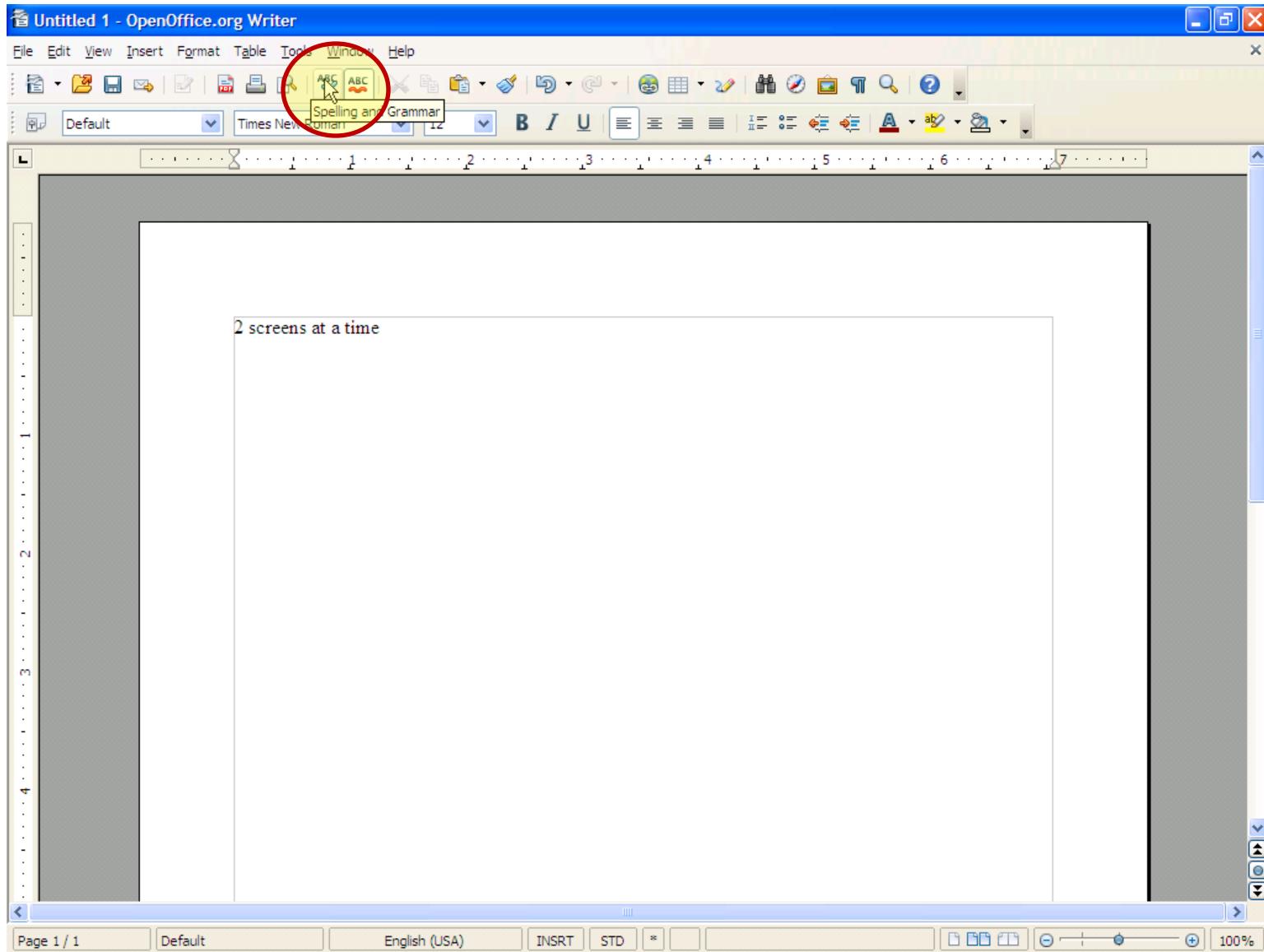
2 screens at a time

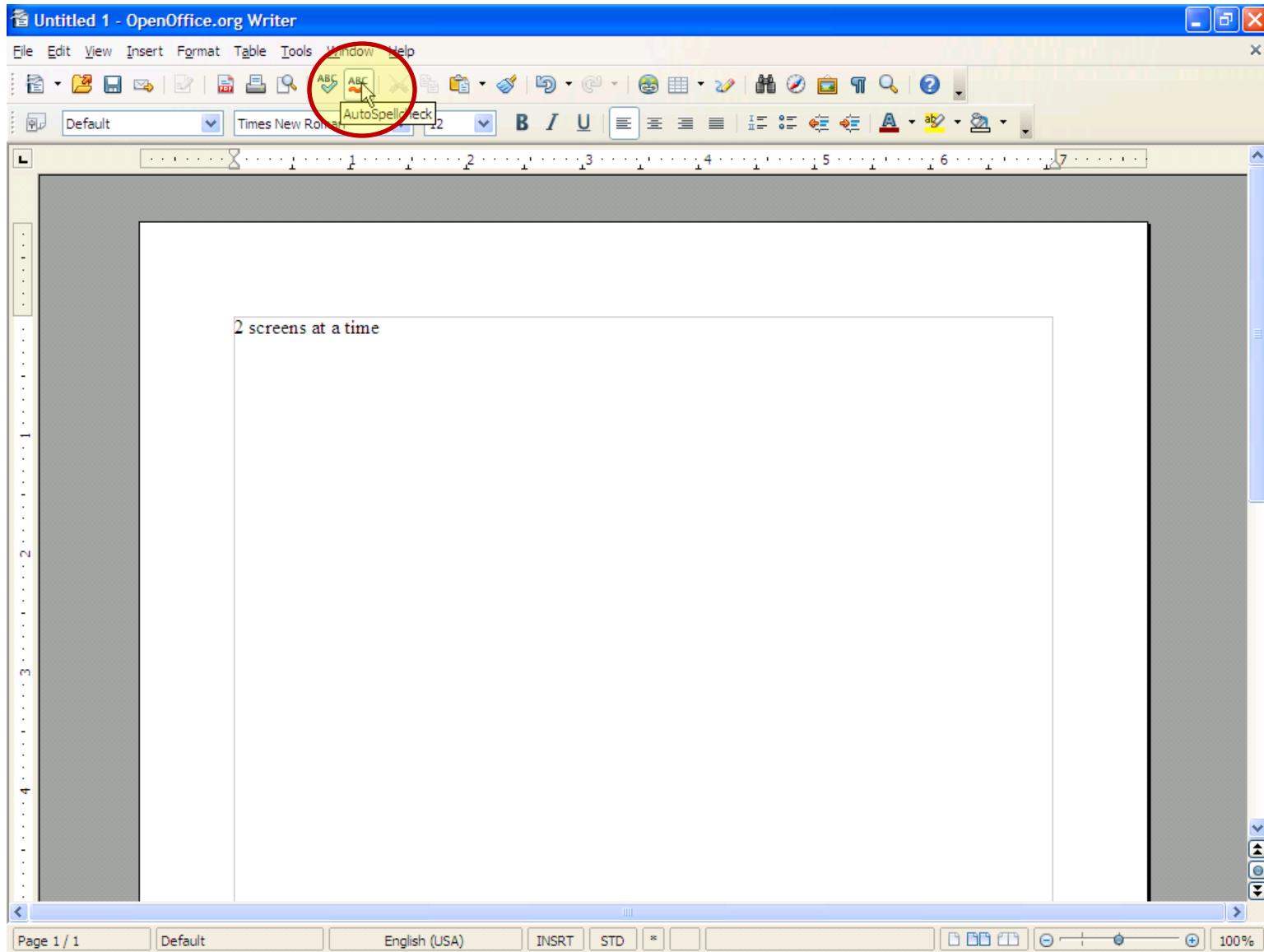
1
2
3
4

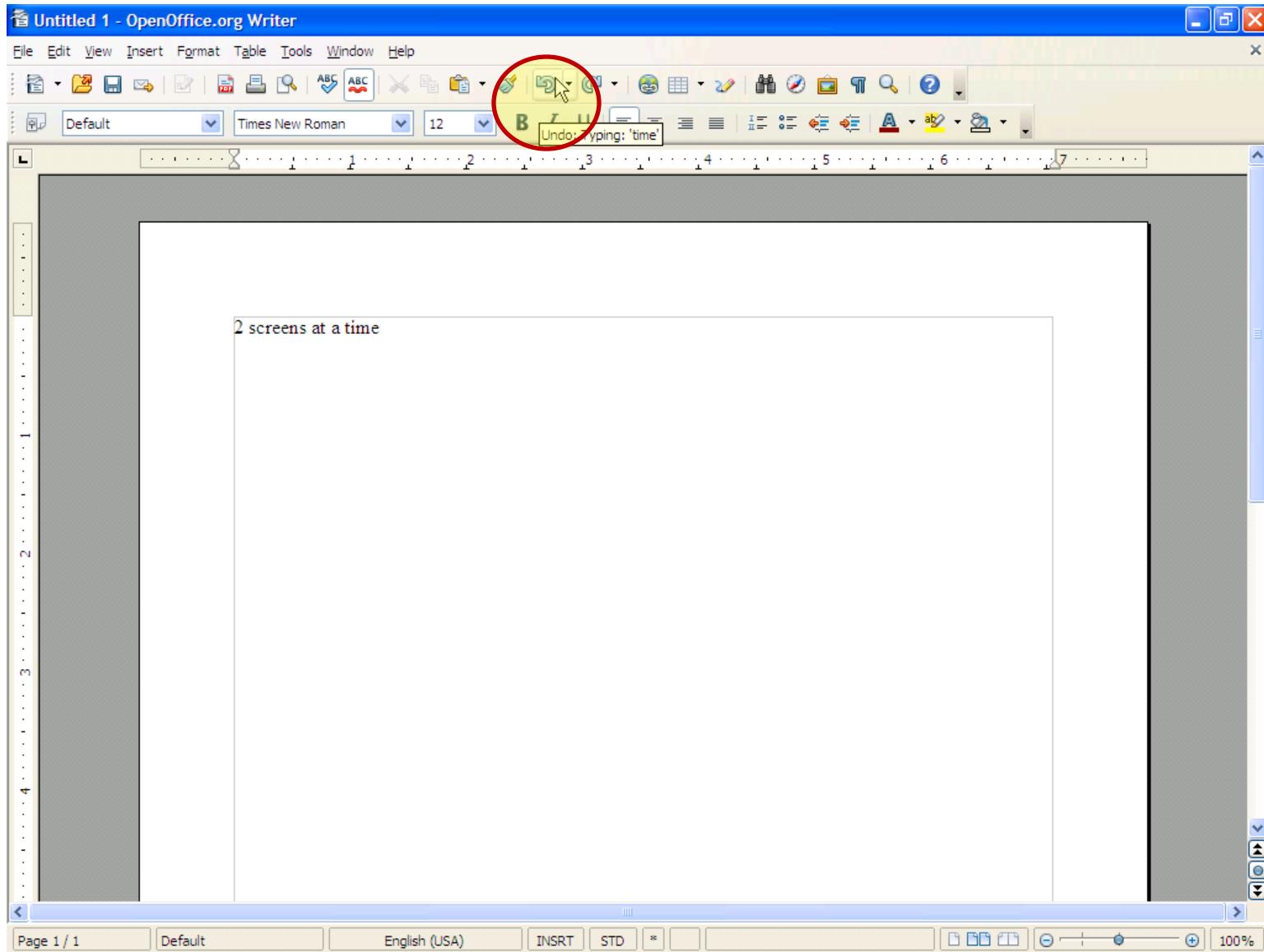
Untitled 1 - OpenOffice.org Writer

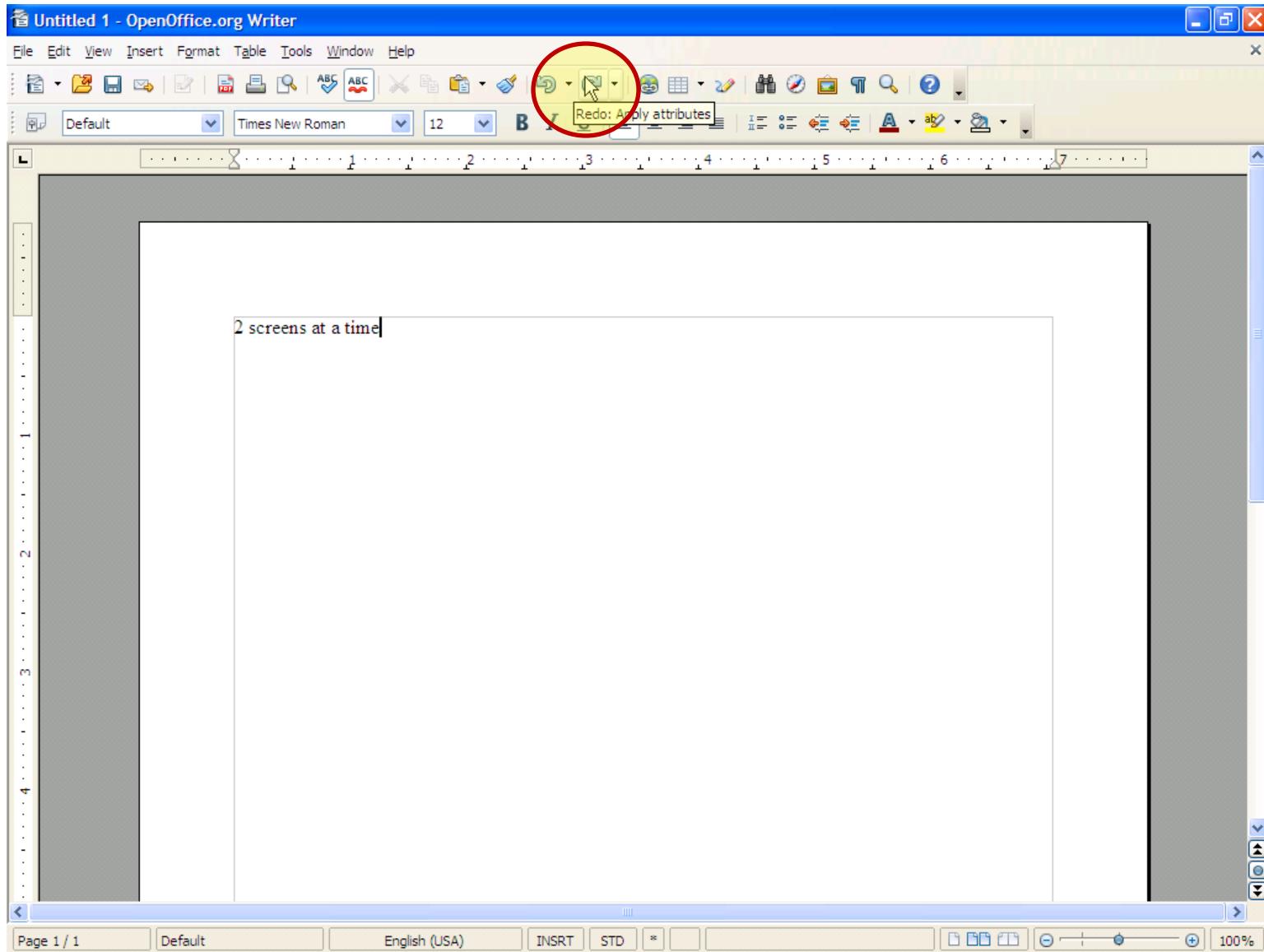
File Edit View Insert Format Table Tools Window Help

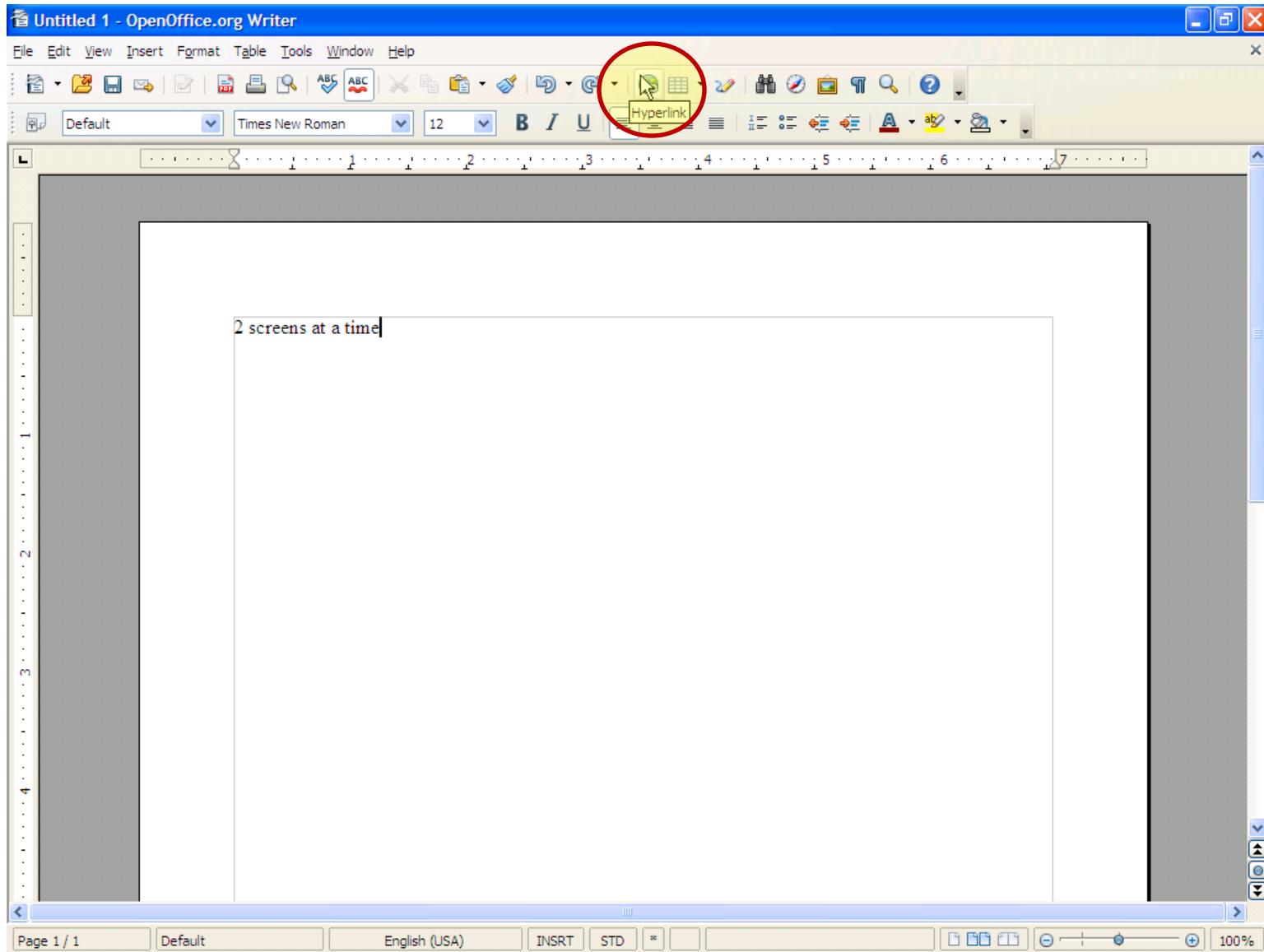












Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Hyperlink

Hyperlink type: Web FTP Telnet

Target: []

Further settings:

Frame: Form: []

Text:

Name:

Apply Close Help Back



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Hyperlink

Hyperlink type: Web FTP Telnet

Target: example.com

Further settings:

- Frame:
- Form:
- Text: example
- Name:

Apply Close Help Back

Page 1 / 1 Default English (USA) INSRT STD * 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

2 screens at a time

example

Ctrl-click to open hyperlink: <http://example.com/>

Page 1 / 1 Default [None] INSRT STD * 100%

This screenshot shows a document in OpenOffice.org Writer. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar above the main area contains various icons for file operations like Open, Save, Print, and Insert, along with font and style tools. The main editing area displays the text "2 screens at a time" and "example" (underlined). A tooltip below the "example" word says "Ctrl-click to open hyperlink: http://example.com/". The status bar at the bottom shows "Page 1 / 1", "Default", "[None]", "INSRT", "STD", "*", and a zoom level of "100%". On the left side, there's a vertical scroll bar with a grey track and a blue slider. On the right side, there's a vertical scroll bar with a blue track and a grey slider. The bottom right corner features a small orange cartoon character icon.



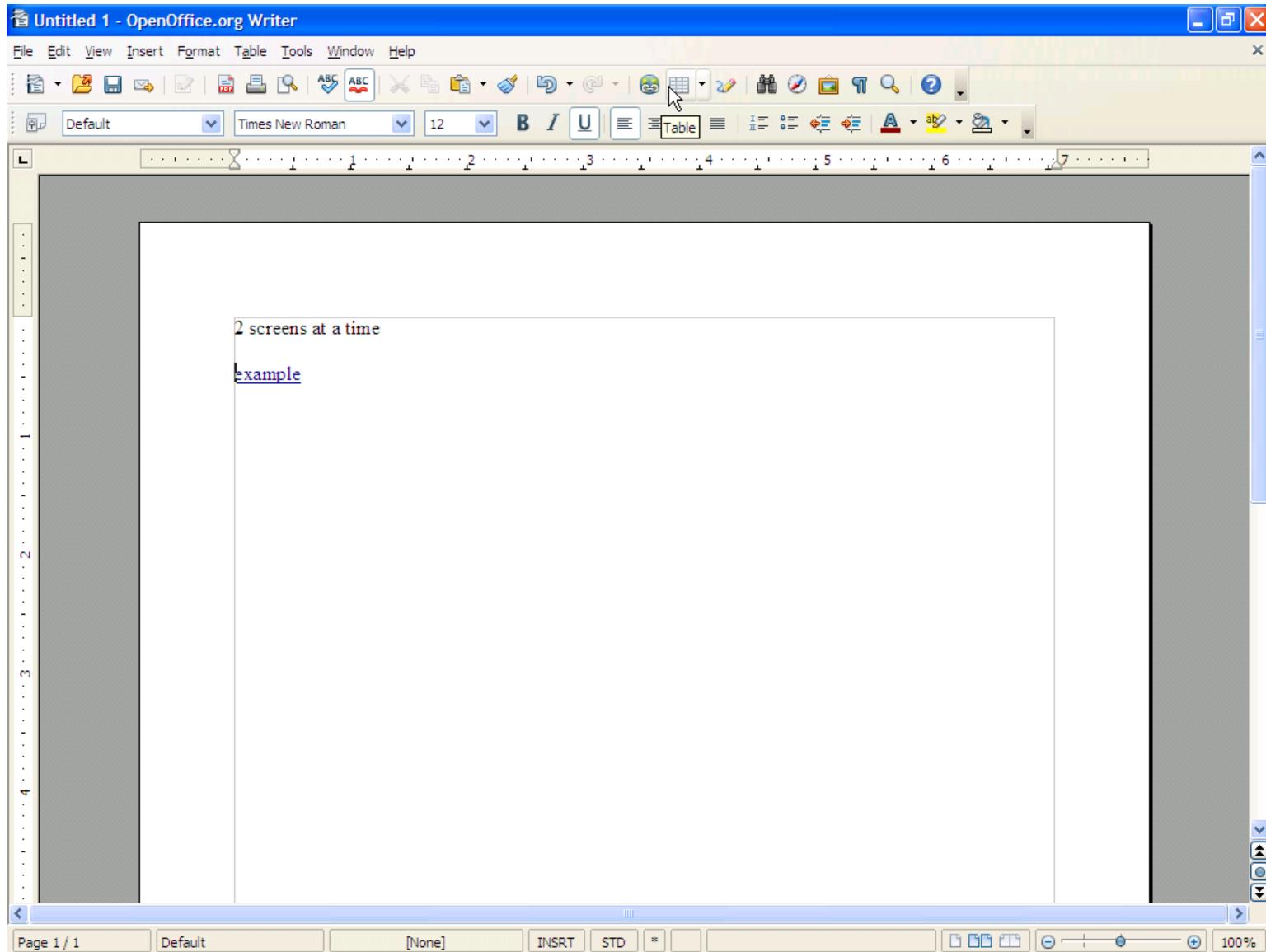
Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 Table

2 screens at a time
[example](#)

Page 1 / 1 Default [None] INSRT STD * 100%

A screenshot of the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar contains various icons for file operations, text styling, and tables. The main document area displays the text "2 screens at a time" followed by a blue underlined link "example". The status bar at the bottom shows "Page 1 / 1", "Default", "[None]", "INSRT", "STD", "*", and a zoom level of "100%". On the left side of the document area, there is a vertical scroll bar with numerical markers from 1 to 4, indicating the number of screens displayed.

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Insert Table example 2 screen

2 3 4

Insert Table dialog box:

- Name: tablename
- Size:
 - Columns: 2
 - Rows: 2
- Options:
 - Heading
 - Repeat heading
 - The first 1 rows
 - Don't split table
 - Border
- Buttons: OK, Cancel, Help

Page 1 / 1 Default [None] INSRT STD * 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U

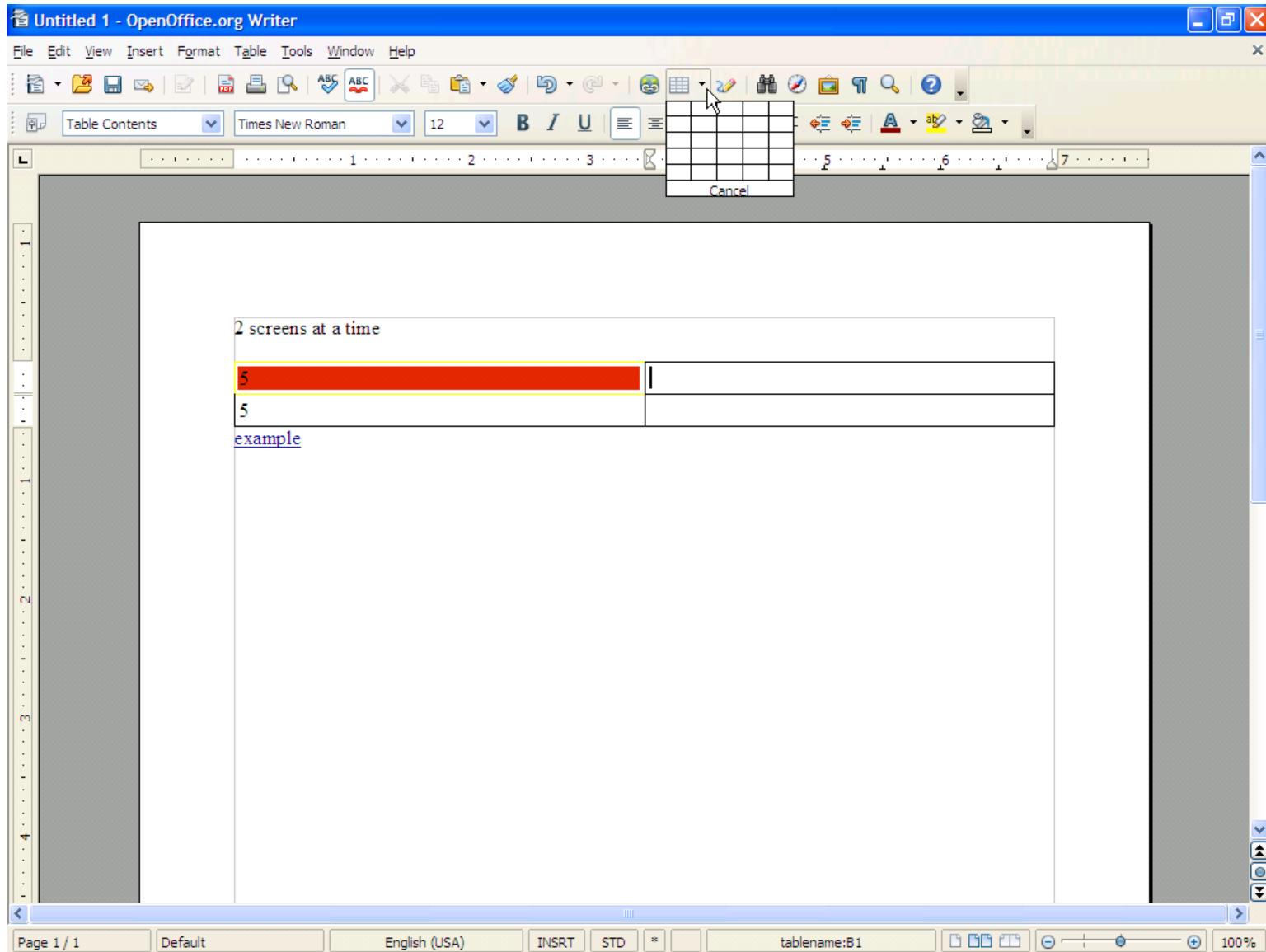
Cancel

2 screens at a time

5	
5	

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:B1 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

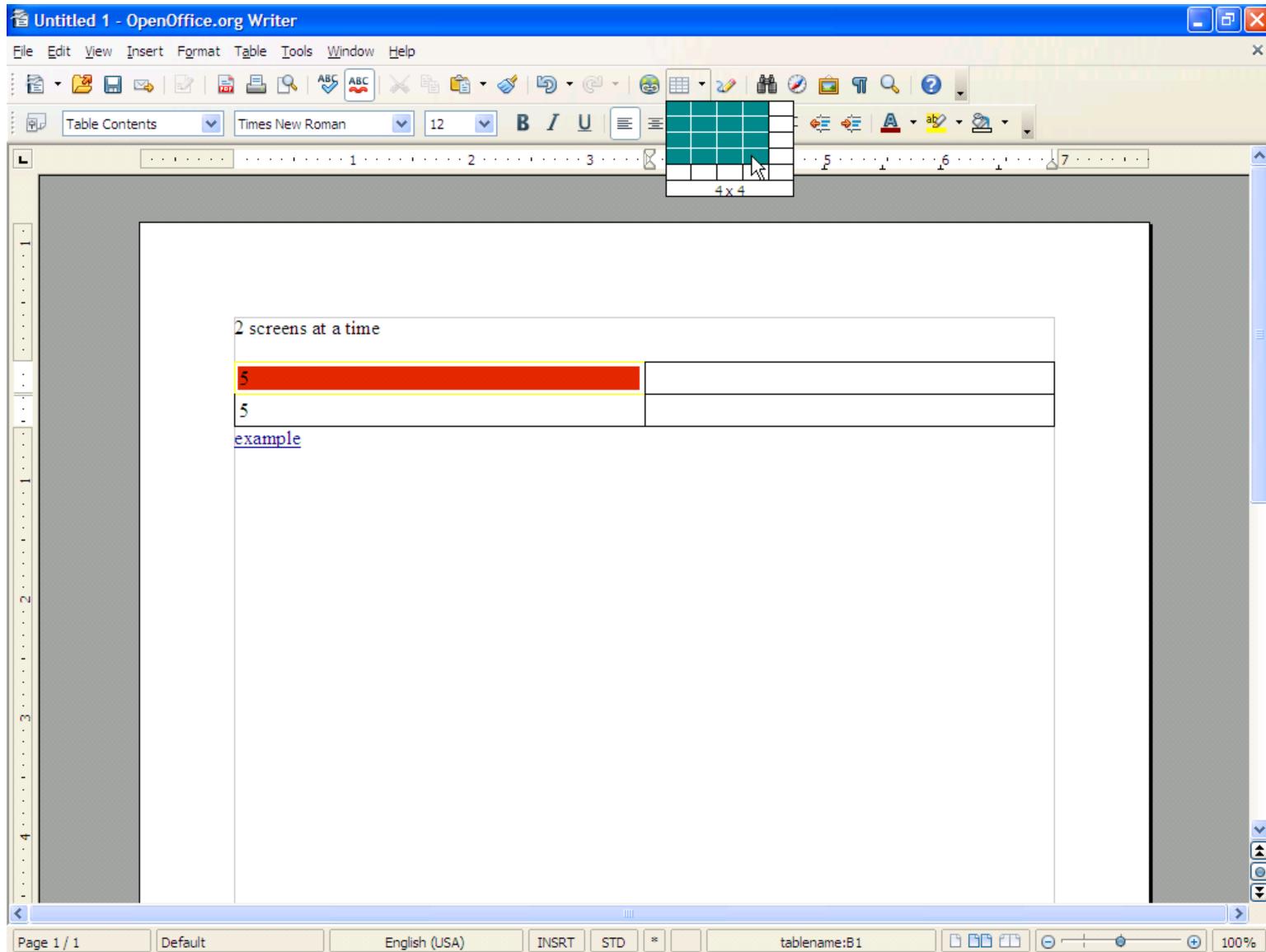
Table Contents Times New Roman 12 B I U

4 x 4

2 screens at a time

5	
5	
example	

Page 1 / 1 Default English (USA) INSRT STD * tablename:B1 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table

Table

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

2 screens at a time	
example	



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table

Table

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Style Cell Style Text Style

Table

Border Style

- None -

Screens at a time

ample

- None -

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

The screenshot shows the OpenOffice.org Writer interface with a table selected. A 'Border Style' dialog box is open, displaying various border options. The 'None' option is currently selected. The table has three rows and two columns, with some text visible in the first row. The bottom status bar shows the page number, language, and table name.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Text Paragraph

Table

Line Color (of the border)

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Styles Paragraph Styles

Table

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

The screenshot shows a Microsoft Windows desktop environment with the OpenOffice.org Writer application open. The window title is "Untitled 1 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar below the menu has icons for file operations like Open, Save, Print, and Insert, followed by font styles (ABC), sizes (12), and paragraph formats (B, I, U). A "Table" context menu is open, with the "Borders" option highlighted. The main content area contains a table with two rows and two columns. The first row has a yellow border. The second row has a blue border. The word "example" is written in blue text in the bottom-left cell. The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", "tablename:A1", and a zoom level of "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table

Table

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

2 screens at a time	
example	



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

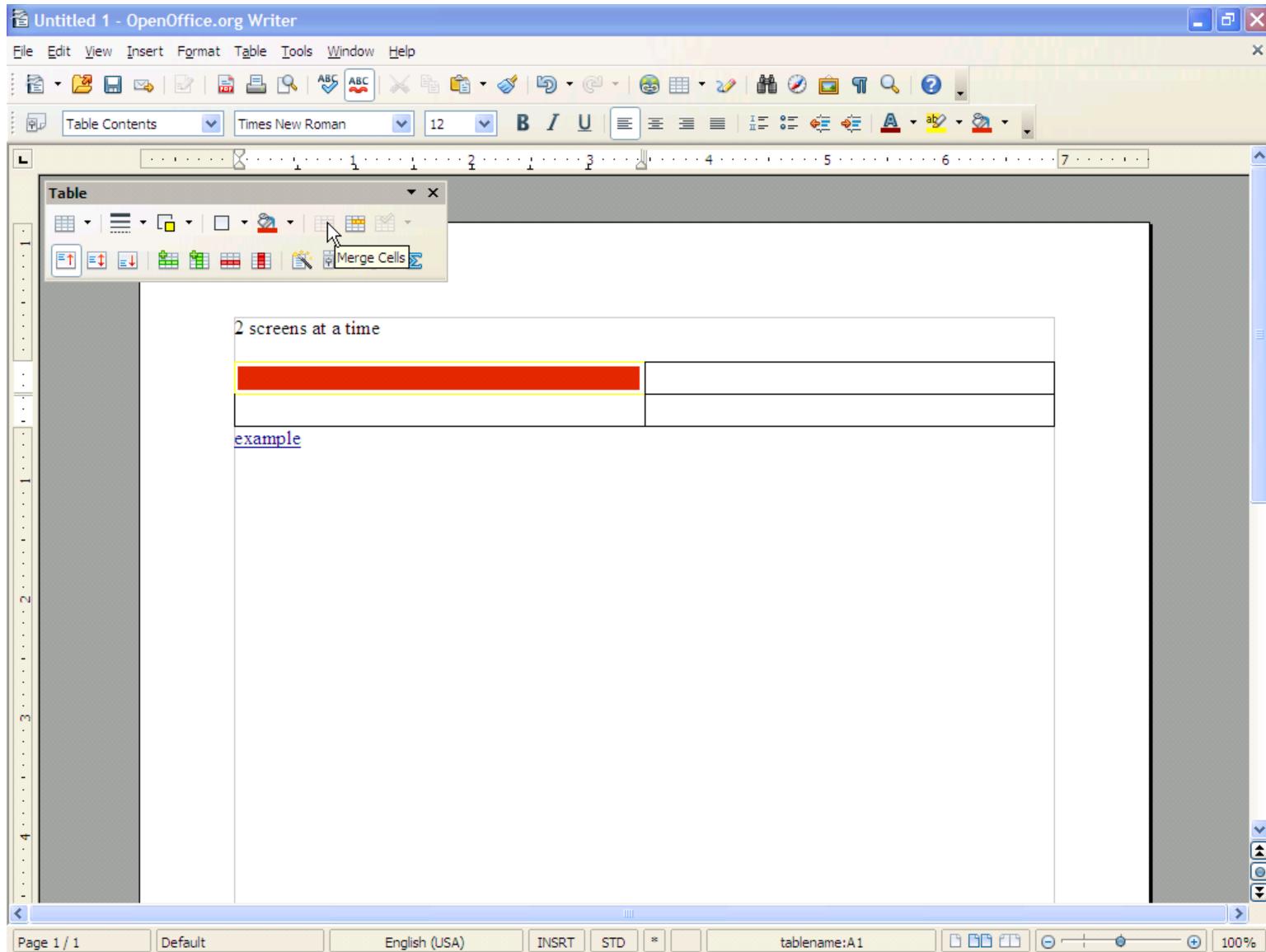
Table Contents Times New Roman 12 B I U Table Cell Styles Cell Colors Cell Patterns Cell Font Cell Alignment Cell Spacing Cell Margins Cell Borders Cell Protection Cell Data Cell Validation Cell Formula Cell Comments Cell Protection

Table

Merge Cells

2 screens at a time	
example	

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Styles Paragraph Styles

Table

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

2 screens at a time	
example	

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Styles Paragraph Styles

Table

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

The screenshot shows a Microsoft Word document with a table containing two rows. The first row has a red background color, while the second row is white. The word "example" is written in black text in the second row. The table has a border and is positioned in the center of the page.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Styles Paragraph Styles

Table

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

2 screens at a time	
example	



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Styles Paragraph Styles

Table

Center (vertical)

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

The screenshot shows a document in OpenOffice.org Writer. A table is inserted with two rows. The first row has its height set to "2 screens at a time". The second row contains the word "example". The "Vertical" alignment button in the Table toolbar is highlighted with a red arrow, indicating it is selected. The status bar at the bottom shows the table's name as "tablename:A1".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Styles Paragraph Styles

Table

Bottom

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

The screenshot shows a Microsoft Windows desktop environment with the OpenOffice.org Writer application open. The window title is "Untitled 1 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar below the menu has icons for various functions like Save, Print, and Insert. The main area contains a table with one row. The first cell of the row is filled with a red background color. The text "2 screens at a time" is in the first cell, and "example" is in the second cell. A floating "Table" toolbar is visible on the left side of the table, containing icons for table properties, rows, columns, and cells. A vertical scroll bar is on the right side of the table. The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", "tablename:A1", and a zoom level of "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Styles Paragraph Styles

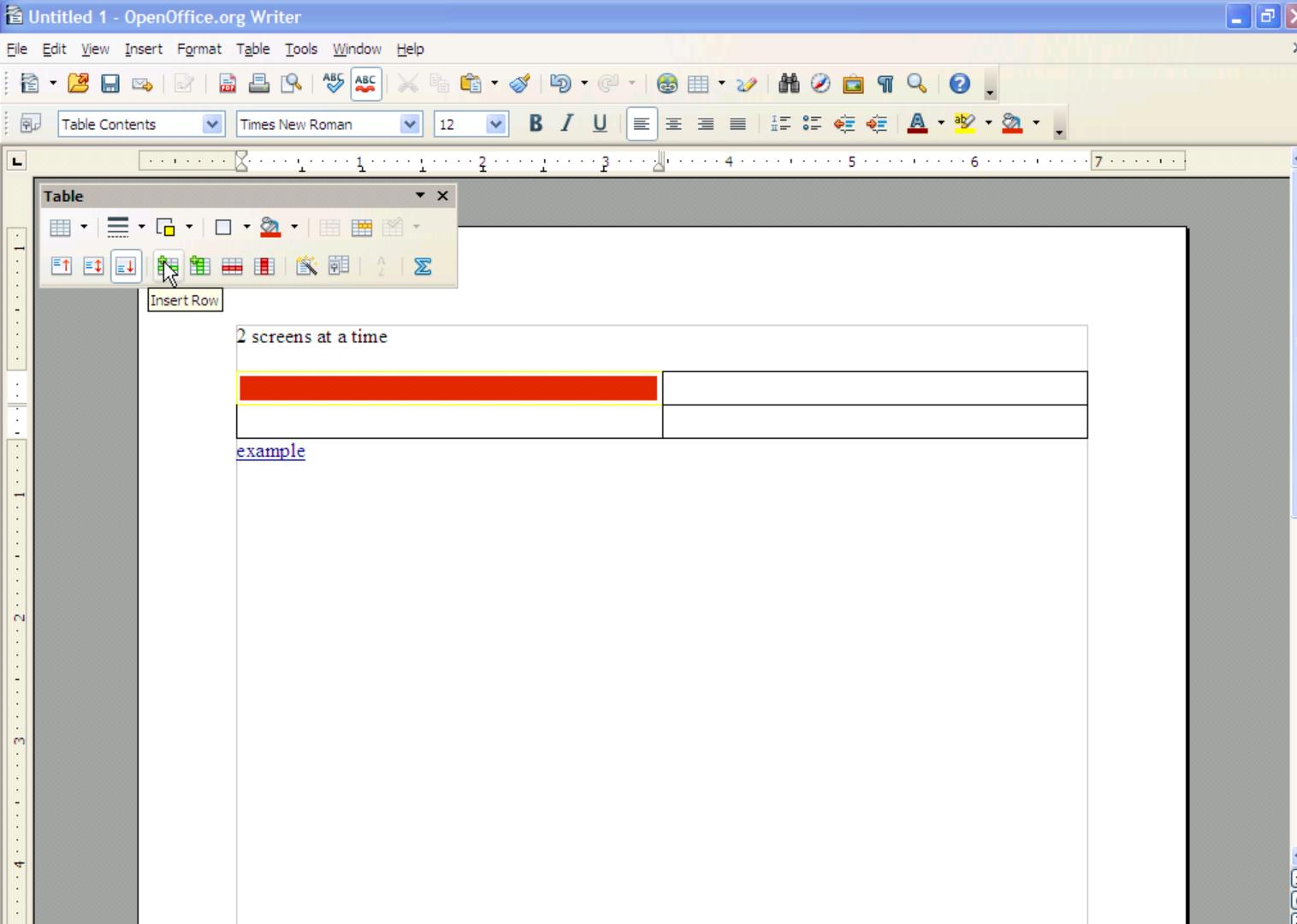
Table

Insert Row

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Table 1 2 3 4 5 6 7

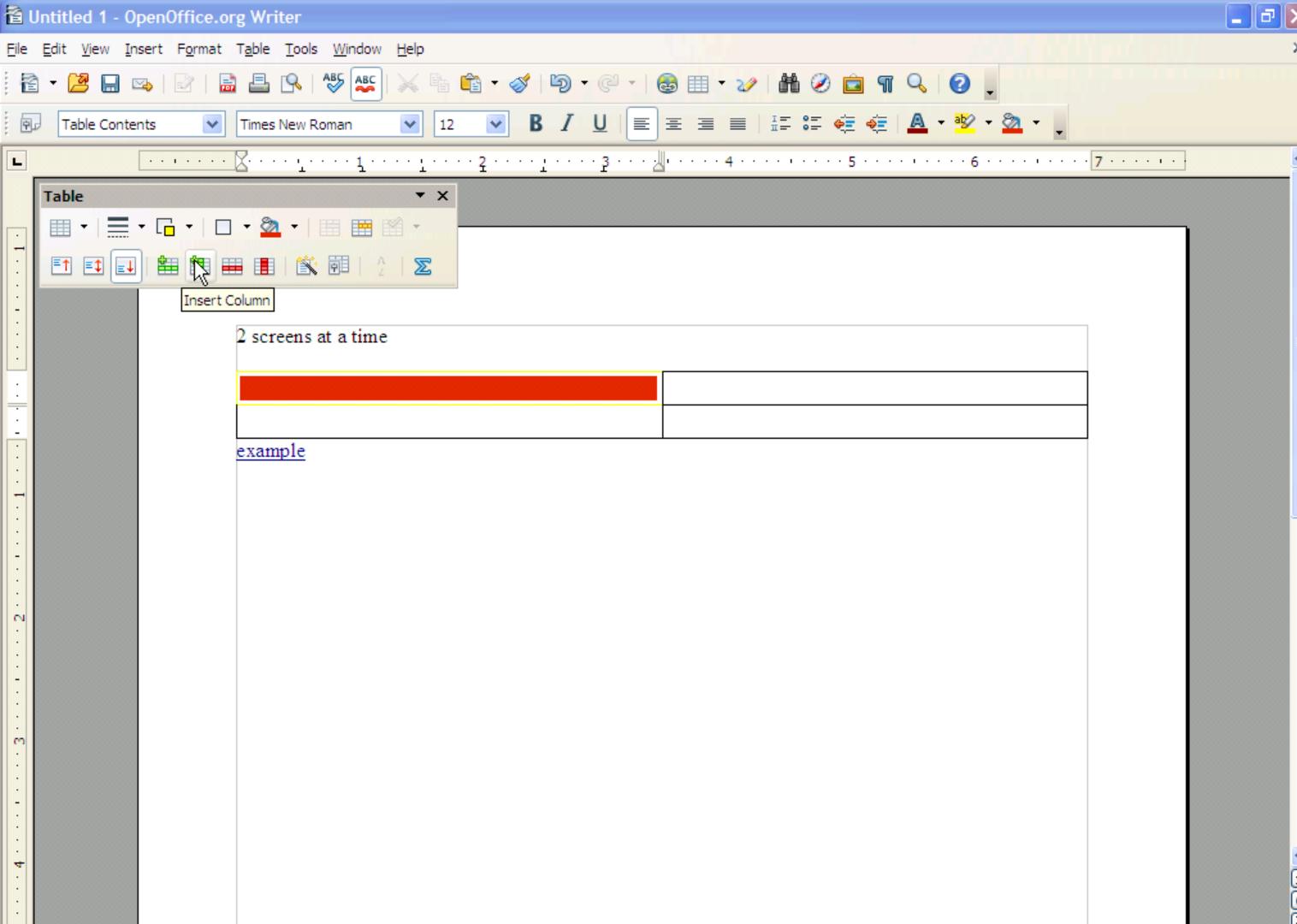
Table

Insert Column

2 screens at a time

example	

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Styles Paragraph Styles

Table

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

The screenshot shows a Microsoft Windows desktop environment with the OpenOffice.org Writer application open. The window title is "Untitled 1 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar below the menu has icons for file operations like Open, Save, Print, and Insert, followed by ABC, Table, and other document tools. The main area contains a table with one row highlighted in red. The first cell of the row contains the text "2 screens at a time". Below the table, the word "example" is underlined. The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", "tablename:A1", and a zoom level of "100%". A vertical scroll bar is visible on the right side of the table's container.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Table 1 2 3 4 5 6 7

Table

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

The screenshot shows a Microsoft Windows desktop environment with the OpenOffice.org Writer application open. The window title is "Untitled 1 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar below the menu has icons for various functions like Table Contents, Times New Roman, and font sizes 12, B, I, U. A floating toolbar titled "Table" is displayed, containing icons for table properties, rows, columns, and formulas, with a "Delete Column" button highlighted. The main content area contains a table with two rows. The first row is highlighted with a red background and contains the text "2 screens at a time". The second row is white and contains the text "example". The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", "tablename:A1", and a zoom level of "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Styles Paragraph Styles

Table

AutoFormat

2 screens at a time

example	

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Properties

Table

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

The screenshot shows a window of OpenOffice.org Writer with a blue title bar and menu bar. The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. Below the menu is a toolbar with various icons for file operations like Open, Save, Print, and Insert. The main workspace contains a table with three rows. The first row is highlighted with a red background and has the text "2 screens at a time". The second row is white and has the text "example". The third row is white and is empty. To the left of the table is a vertical ruler with numerical markings from 1 to 7. A floating "Table Properties" dialog box is open, showing icons for table orientation, border style, and other properties. At the bottom of the screen is a status bar with the text "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", "tablename:A1", and a zoom level of "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Text Paragraph

Table

Sort

2 screens at a time

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%

The screenshot shows a Microsoft Windows desktop environment with the OpenOffice.org Writer application open. The window title is "Untitled 1 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar below the menu has icons for various functions like Table, Cell, Text, and Paragraph. A floating toolbar titled "Table" is displayed, containing icons for table properties, rows, columns, and sorting, with the "Sort" icon highlighted. The main content area contains a table with two rows. The first row is highlighted with a red background and contains the text "2 screens at a time". The second row is white and contains the text "example". The status bar at the bottom shows "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "*", "tablename:A1", and a zoom level of "100%".



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Table Cell Styles Paragraph Styles

Table

Sum

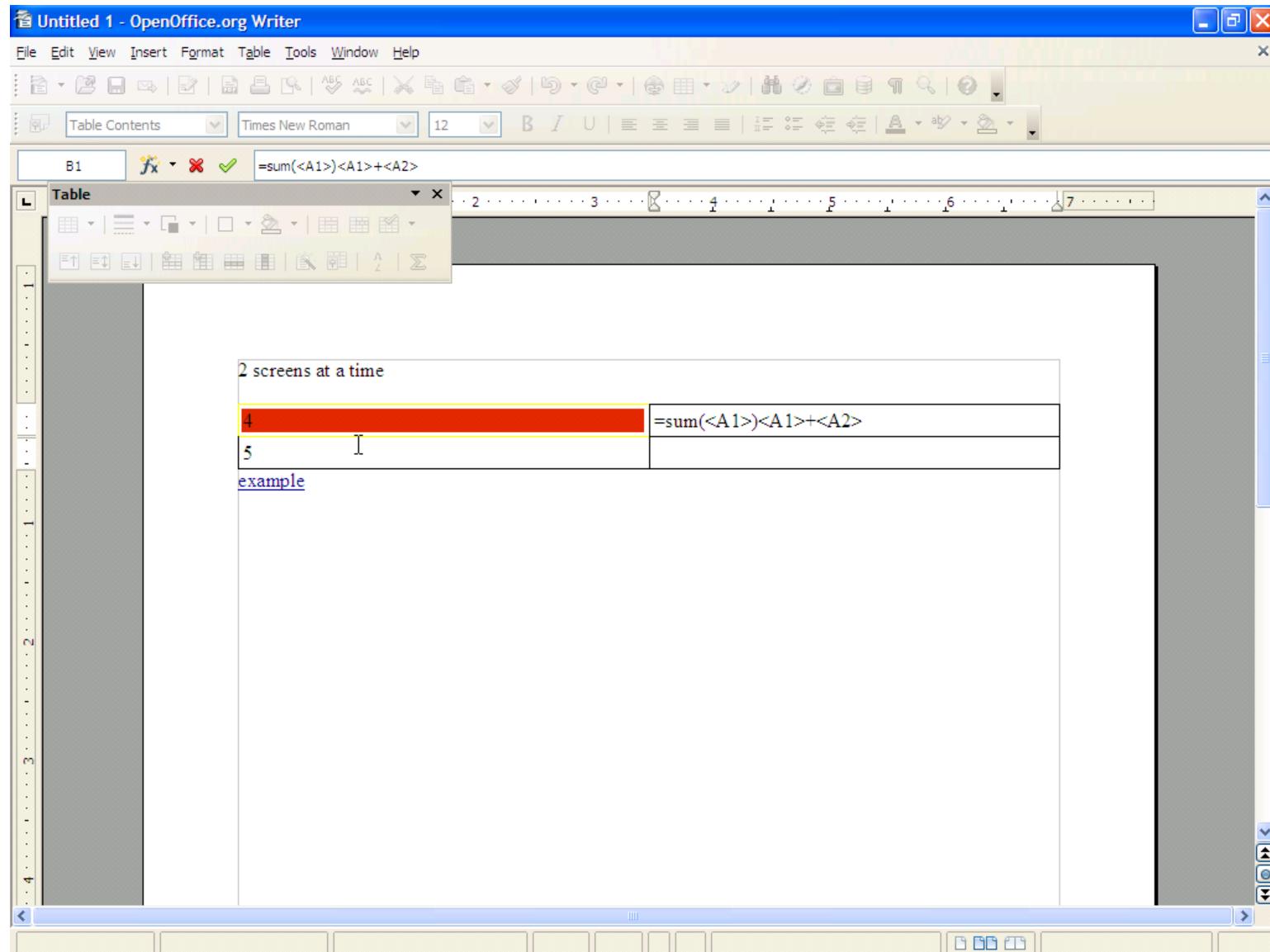
2 screens at a time

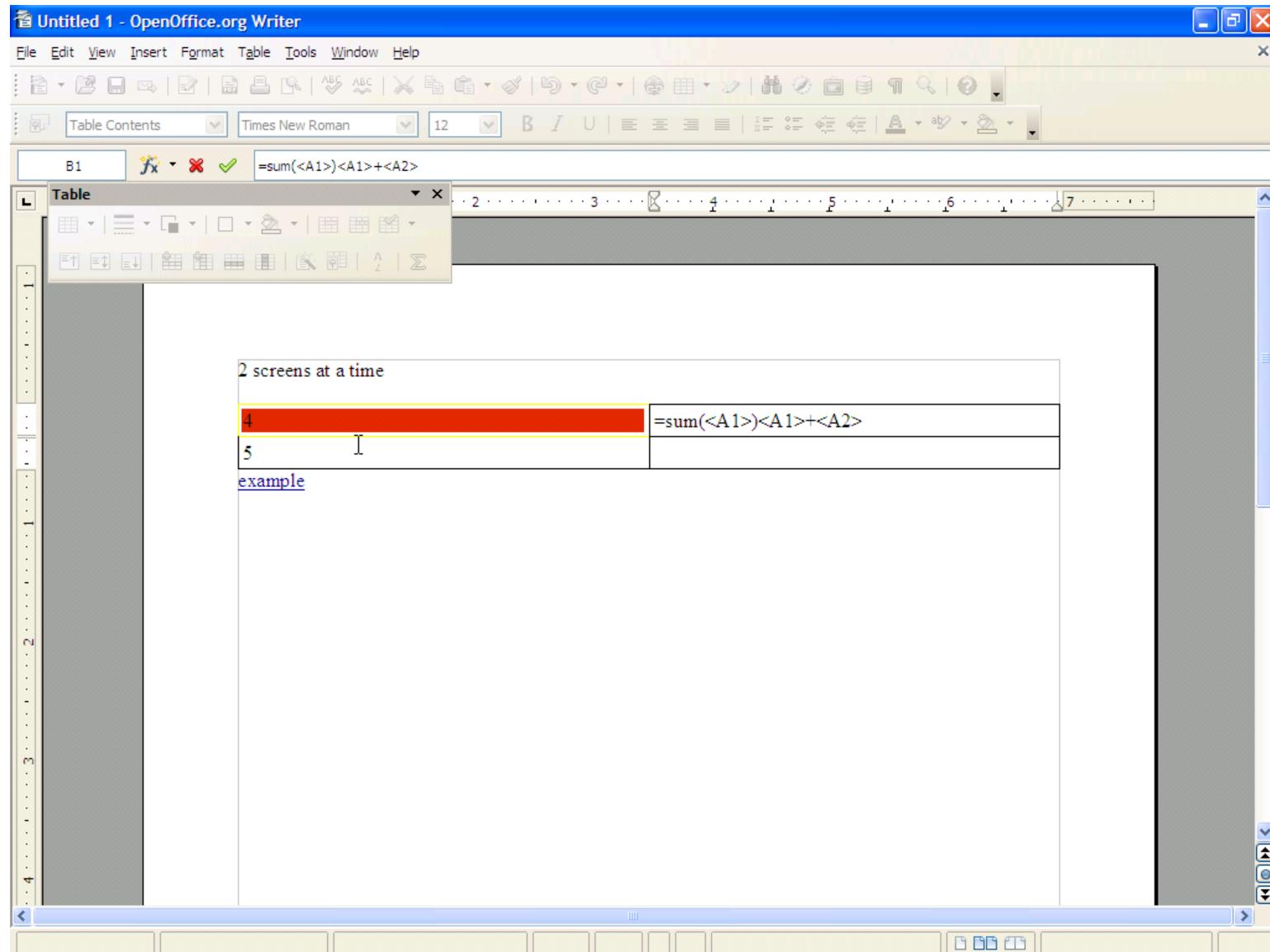
example	

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:A1 100%







Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

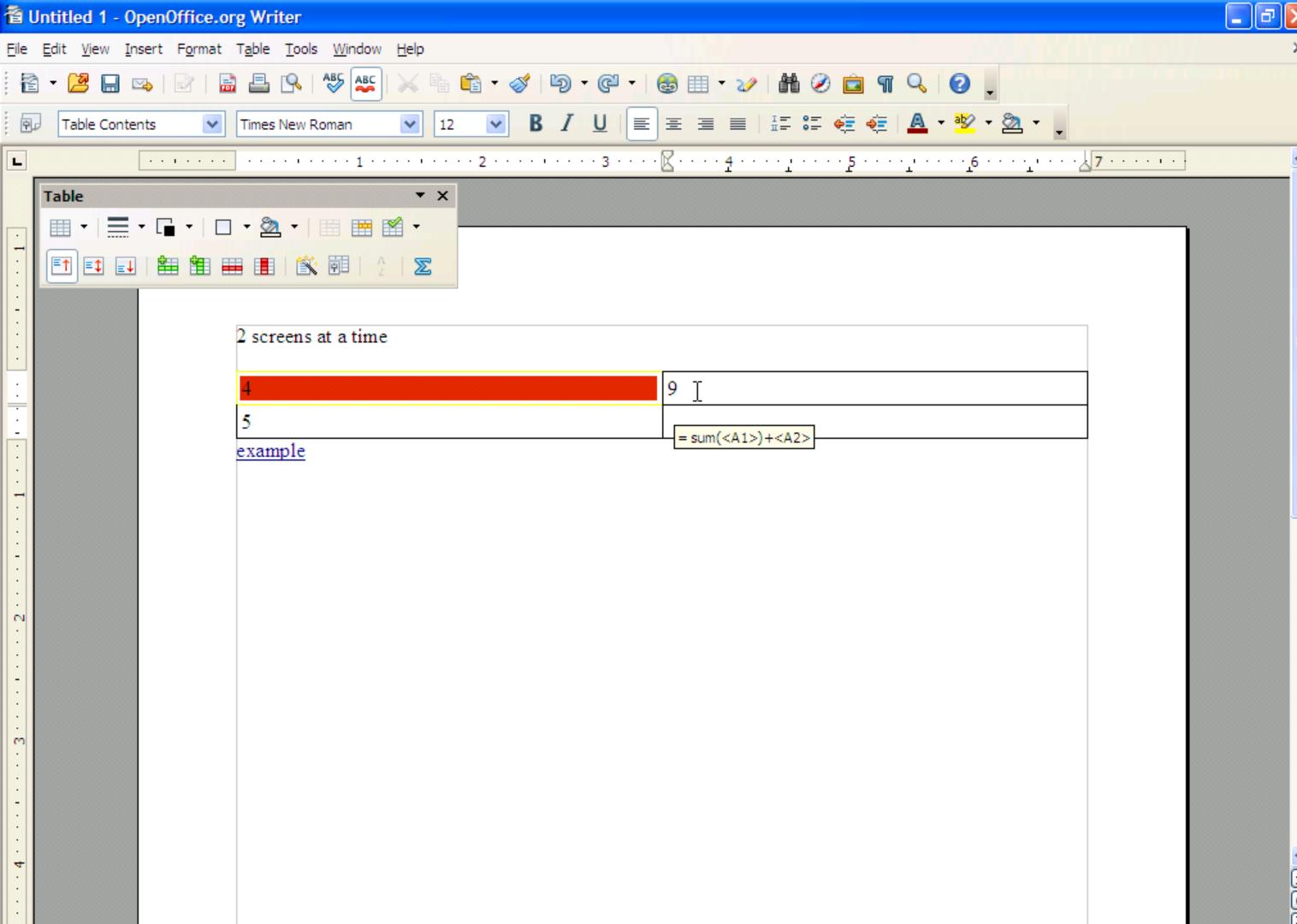
Table Contents Times New Roman 12 B I U Table

Table

2 screens at a time

4	9
5	= sum(<A1>)+<A2>
example	

Page 1 / 1 Default English (USA) INSRT STD * tablename:B1 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U Show Draw Functions

2 screens at a time

4	
5	

example

Page 1 / 1 Default English (USA) INSRT STD * tablename:B1 100%

The screenshot shows a Microsoft Word document with a table containing two rows. The first row has one cell with the number '4' and another cell with a blue placeholder icon. The second row has one cell with the number '5' and an empty second cell. Above the table, the text '2 screens at a time' is displayed. Below the table, the word 'example' is underlined. The status bar at the bottom shows 'tablename:B1' and '100%'. The Microsoft Word ribbon is visible at the top, and the ribbon tabs are labeled 'File', 'Home', 'Insert', 'Page Layout', 'References', 'Mailings', 'Review', and 'View'.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Table Contents Times New Roman 12 B I U

2 screens at a time

4	
5	

example

Line

Page 1 / 1 Default English (USA) INSRT STD * tablename:B1 100%

4	
5	

example



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

0.00" Black Blue 8 Color

1 2 3 4 5 6 7

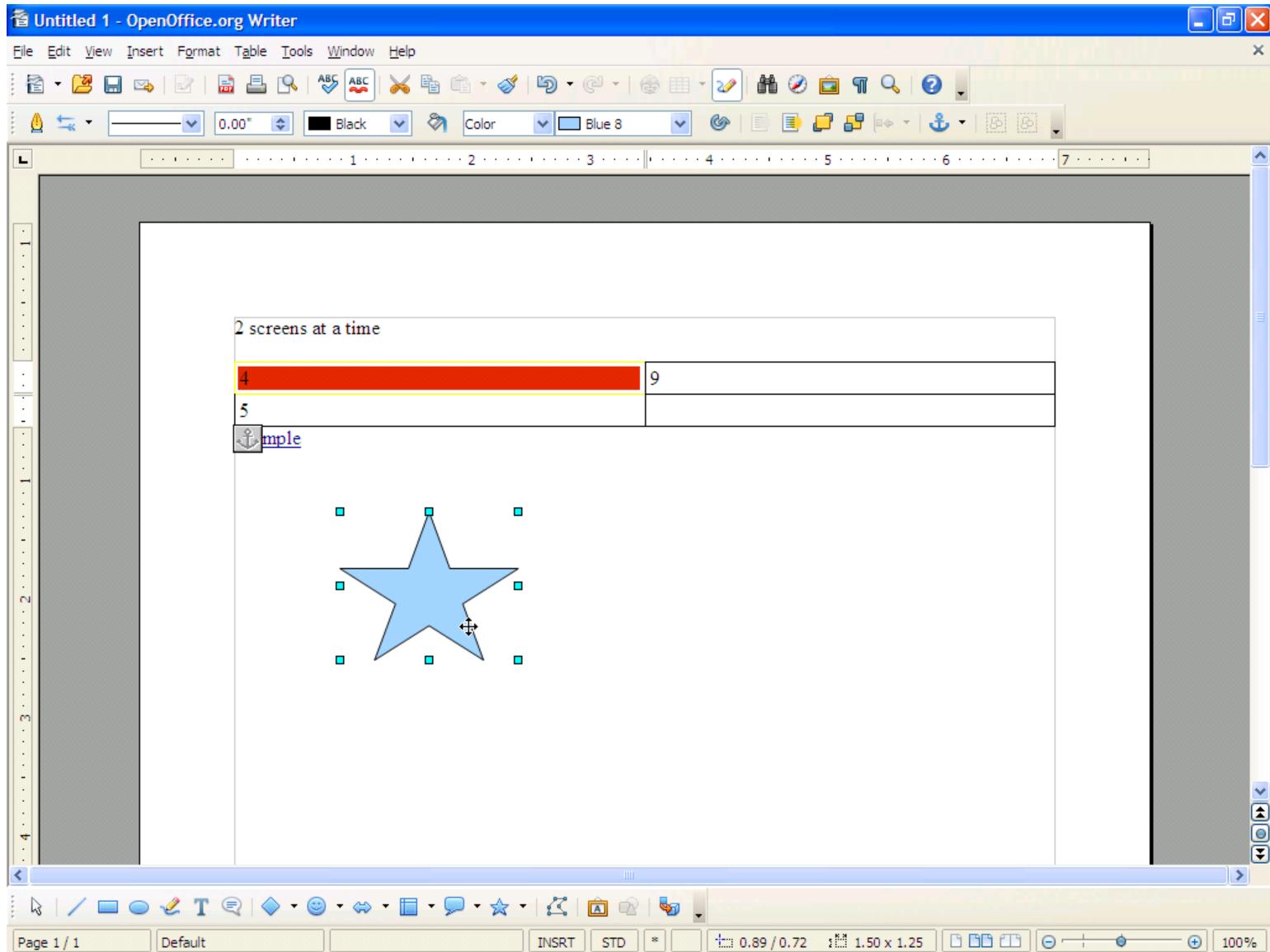
2 screens at a time

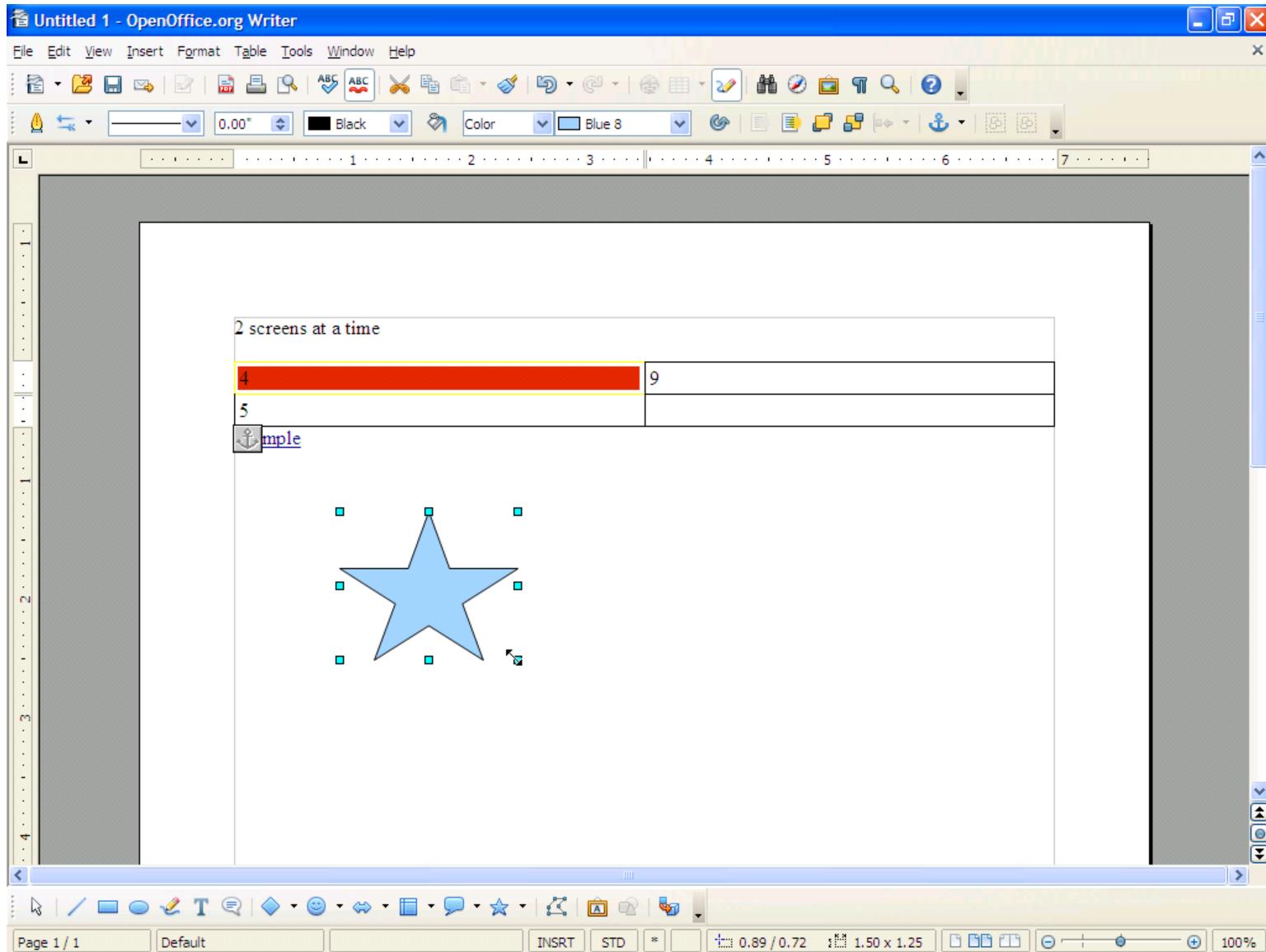
4	9
5	
 ample	

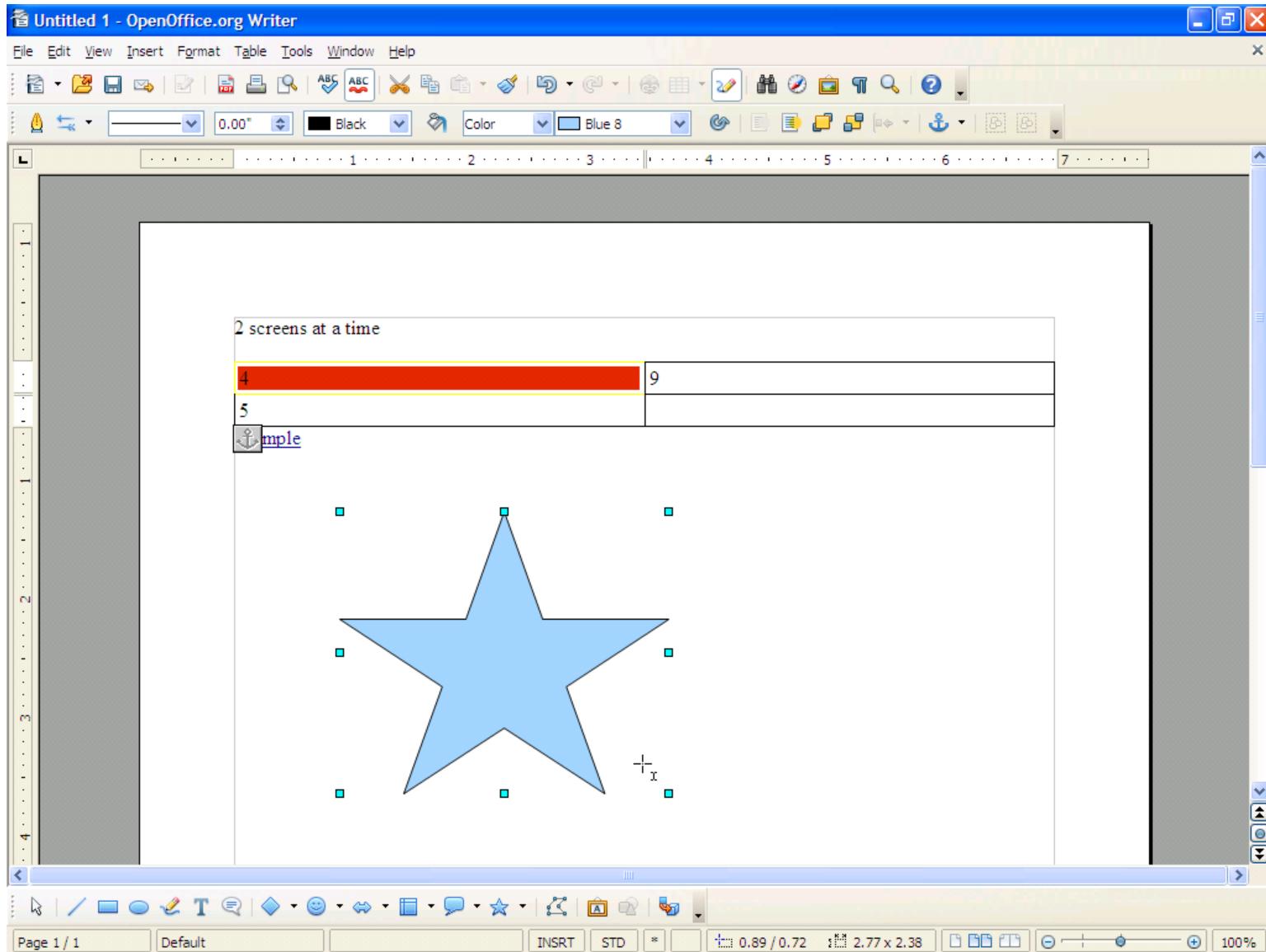
+

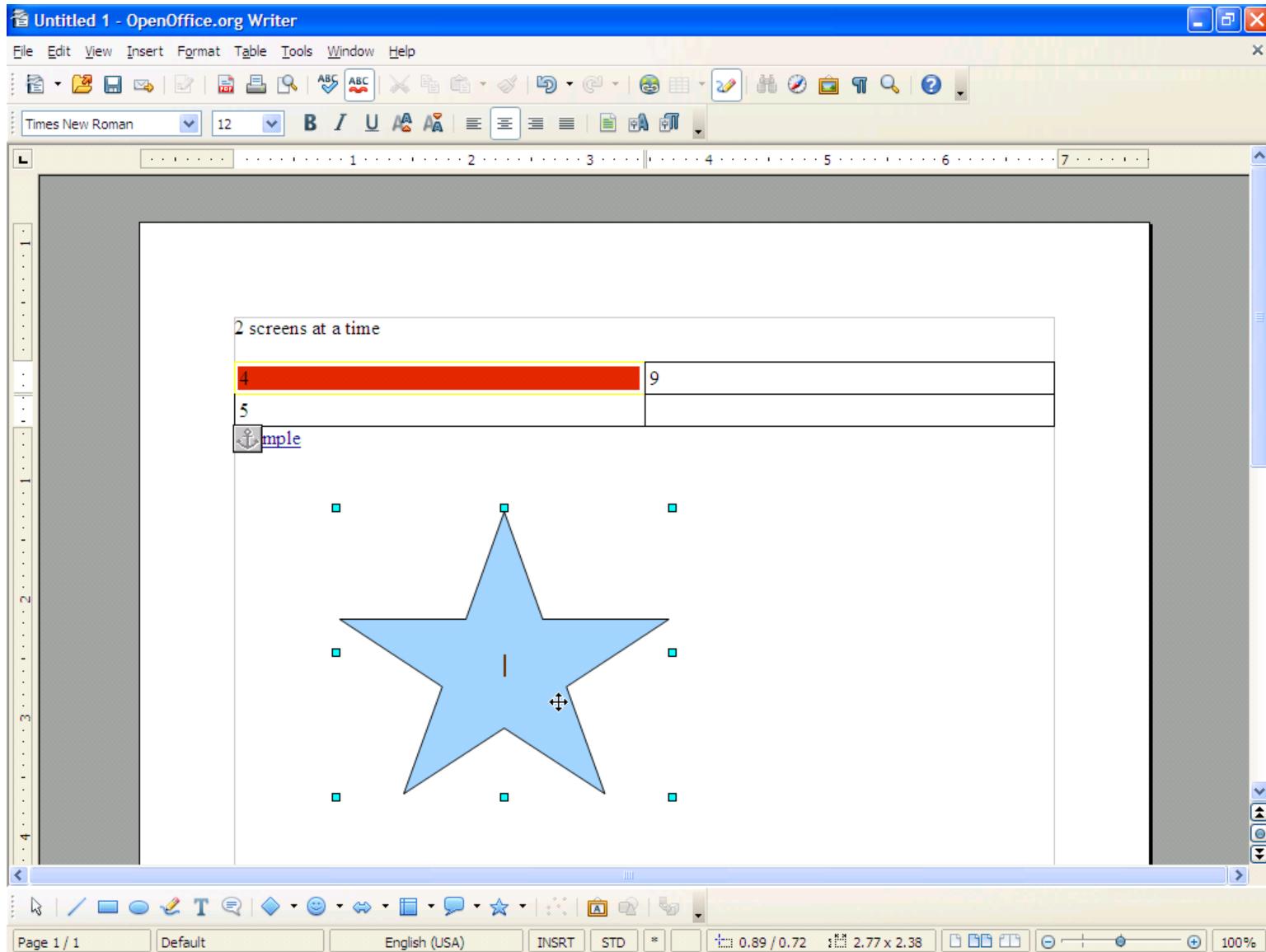
Page 1 / 1 Default INSRT STD * 0.67 / 1.22 4.34 x 0.52 100%

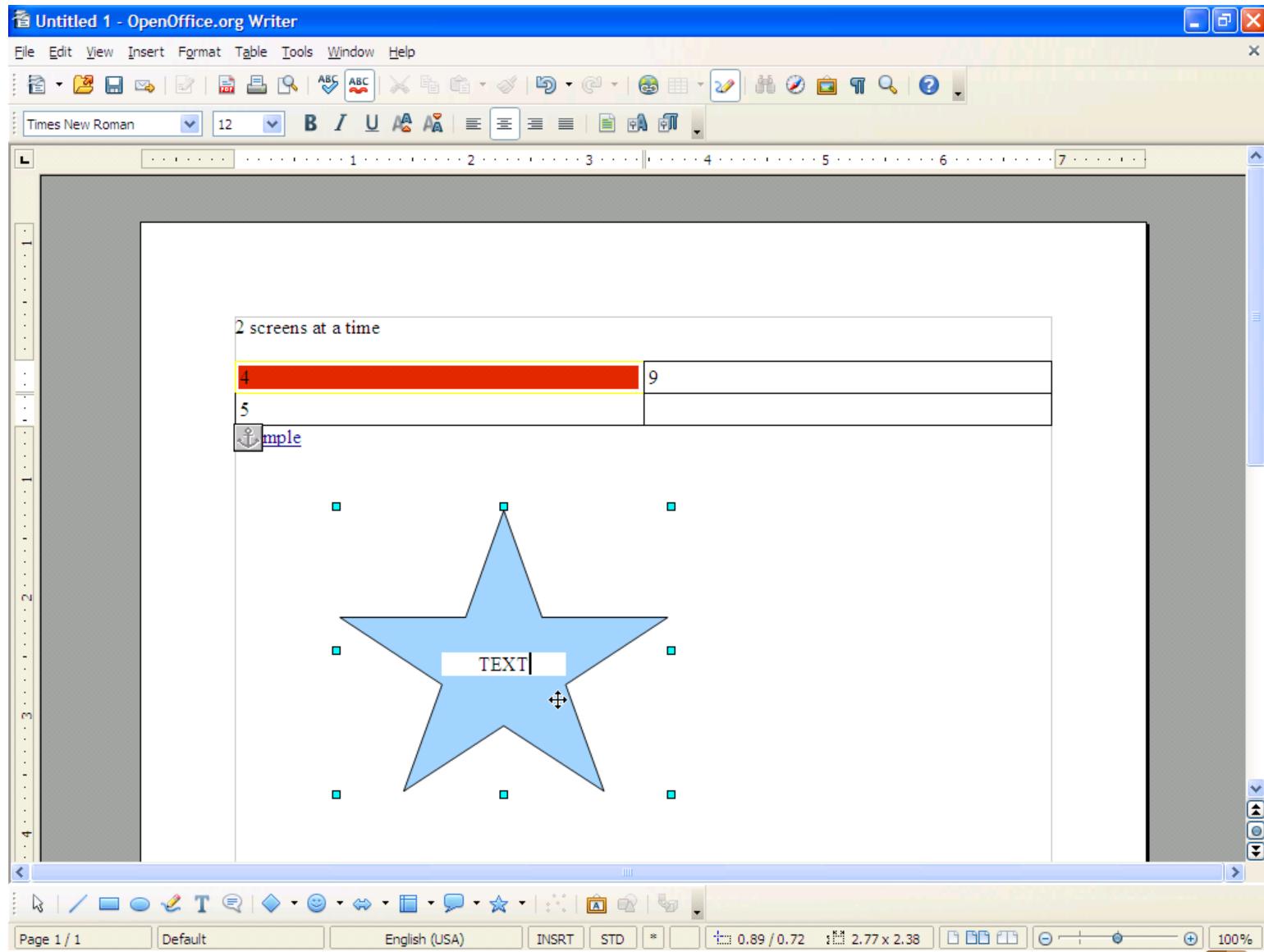












Untitled 1 - OpenOffice.org Writer

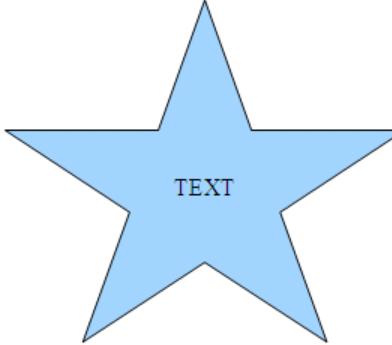
File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

2 screens at a time

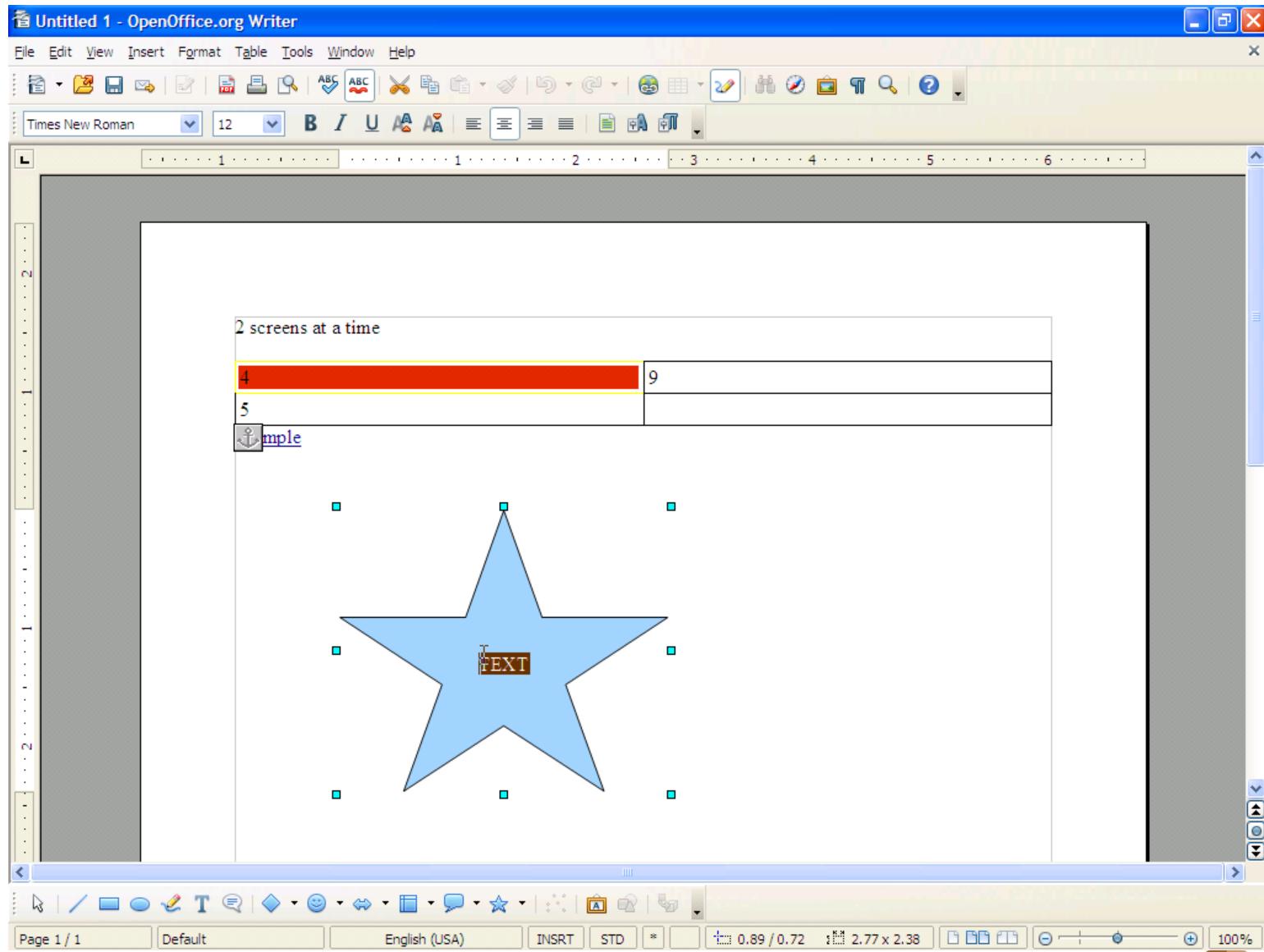
4	9
5	
example	

TEXT



I

Page 1 / 1 Default [None] INSRT STD * 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

0.00" Black Blue 8 Color

1 2 3 4 5 6

2 screens at a time

4

5

ample

Line... Area... Text... Position and Size... Description... Name... Arrange... Alignment... Wrap... Anchor... Caption... Group... Cut Copy

TEXT

Page 1 / 1 Default INSRT STD * 0.89 / 0.72 2.77 x 2.38 100%

The screenshot shows a document in OpenOffice.org Writer. A blue five-pointed star shape is centered on the page. Inside the star, the word "TEXT" is written in a bold, black font. A context menu is open over the star, with the "Line..." option highlighted. Other menu items include "Area...", "Text...", "Position and Size...", "Description...", "Name...", "Arrange...", "Alignment...", "Wrap...", "Anchor...", "Caption...", "Group...", "Cut", and "Copy". The menu has a standard Windows-style appearance with icons next to each item. The background of the document shows some text fragments: "2 screens at a time", "4", "5", and "ample". The top and bottom toolbars are visible, along with the status bar at the bottom.



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

0.00" Black Blue 8 Color

1 2 3 4 5 6

2 screens at a time

4

5

ample

TEXT

Line...
Area... **Text...**
Position and Size...
Description...
Name...
Arrange
Alignment
Wrap
Anchor
Caption...
Group
Cut
Copy

Page 1 / 1 Default INSRT STD * 0.89 / 0.72 2.77 x 2.38 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

0.00" Black Blue 8 Color

1 2 3 4 5 6

2 screens at a time

4

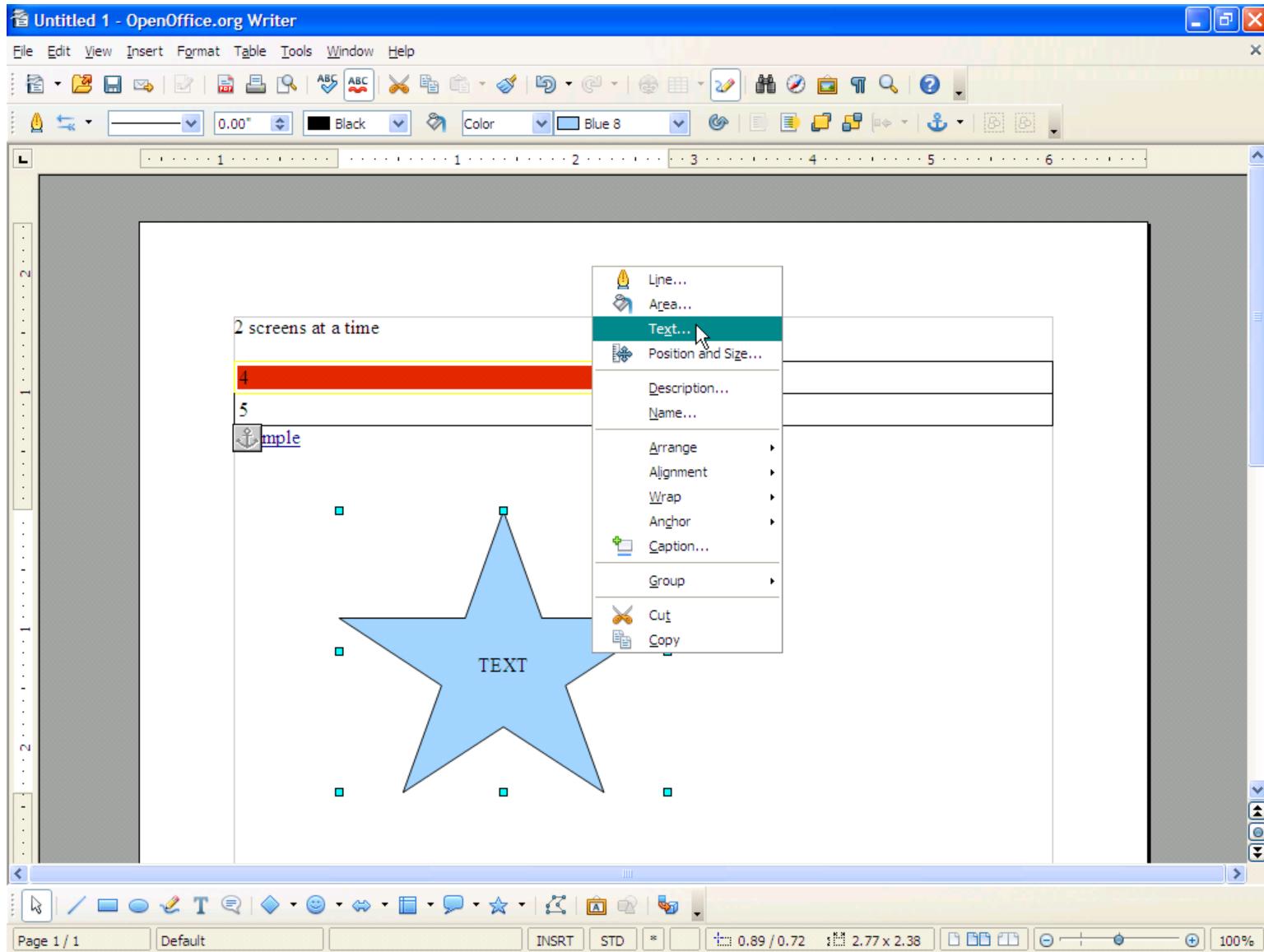
5

ample

TEXT

Line...
Area...
Text...
Position and Size...
Description...
Name...
Arrange
Alignment
Wrap
Anchor
Caption...
Group
Cut
Copy

Page 1 / 1 Default INSRT STD * 0.89 / 0.72 2.77 x 2.38 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

0.00" Black Blue 8 Color

Text Animation

Effect: No Effect

Properties:

- Start inside
- Text visible when exiting

Animation cycles:

- Continuous

Increment:

- Pixels
- 1 Pixel

Delay:

- Automatic

OK Cancel Help Reset

Page 1 / 1 Default INSRT STD * 0.89 / 0.72 2.77 x 2.38 100%

2 screen
4
5
mp



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

0.00" Black Blue 8 Color

Text Animation

Text animation effects

Effect: No Effect

No Effect
Blink
Scroll Through
Scroll Back and Forth
Start inside
Text visible when exiting

Properties

Animation cycles: Continuous

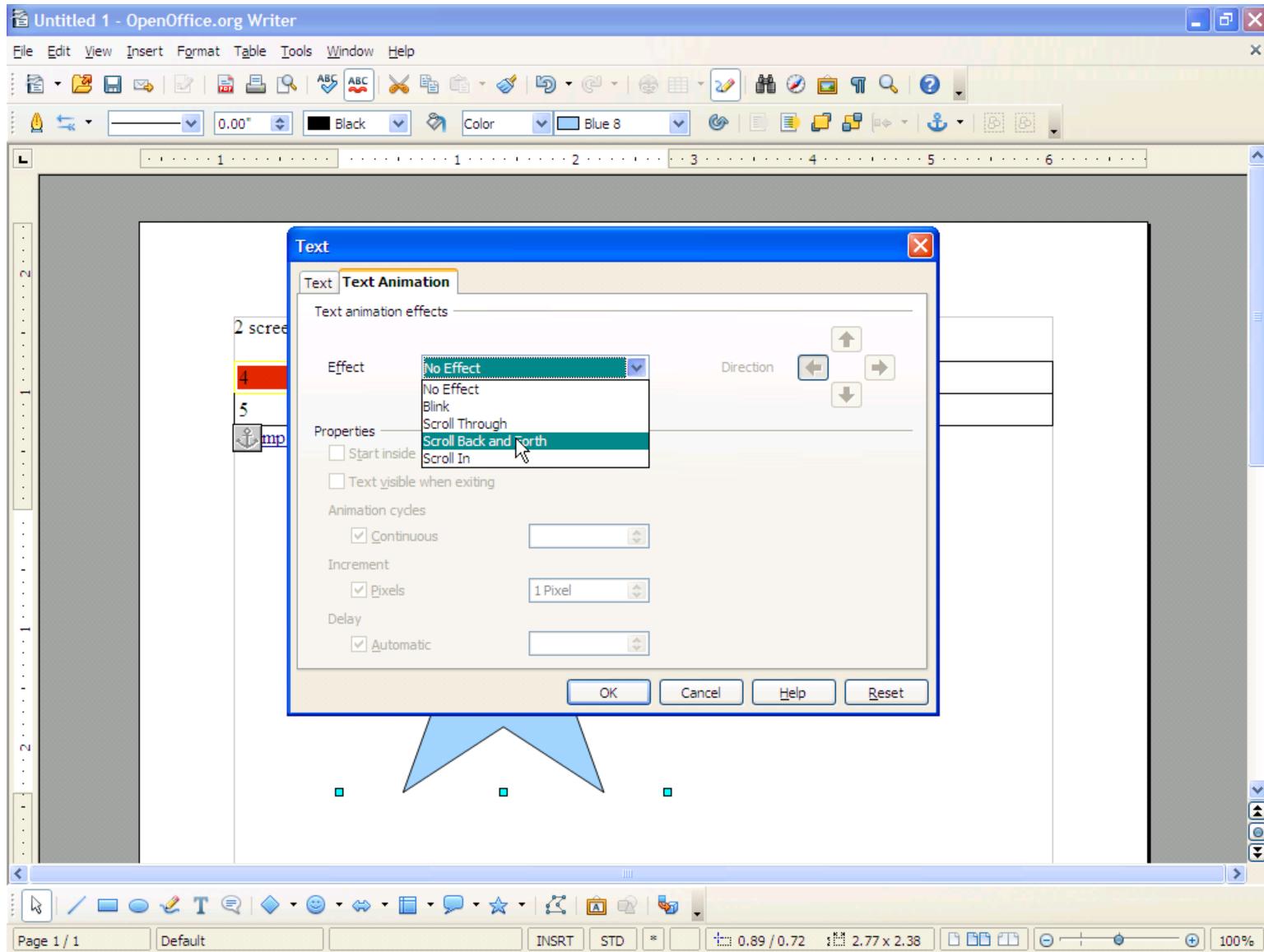
Increment: Pixels, 1 Pixel

Delay: Automatic

Direction: Up, Down, Left, Right

OK Cancel Help Reset

Page 1 / 1 Default INSRT STD * 0.89 / 0.72 2.77 x 2.38 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

0.00" Black Blue 8 Color

Text Animation

Effect: Scroll Back and Forth

Direction: Up, Down, Left, Right

Properties:

- Start inside
- Text visible when exiting

Animation cycles:

- Continuous

Increment:

- Pixels

Delay:

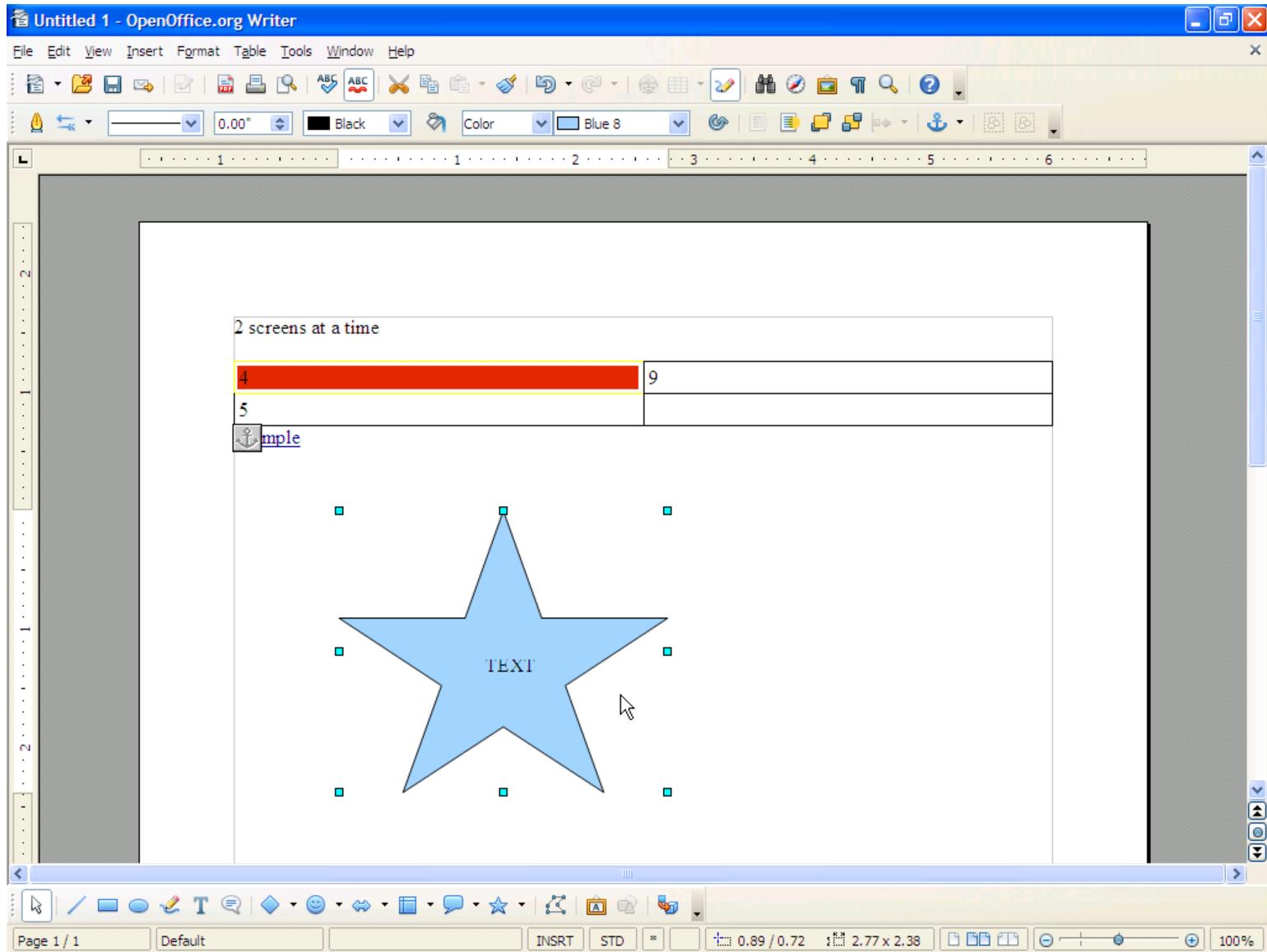
- Automatic

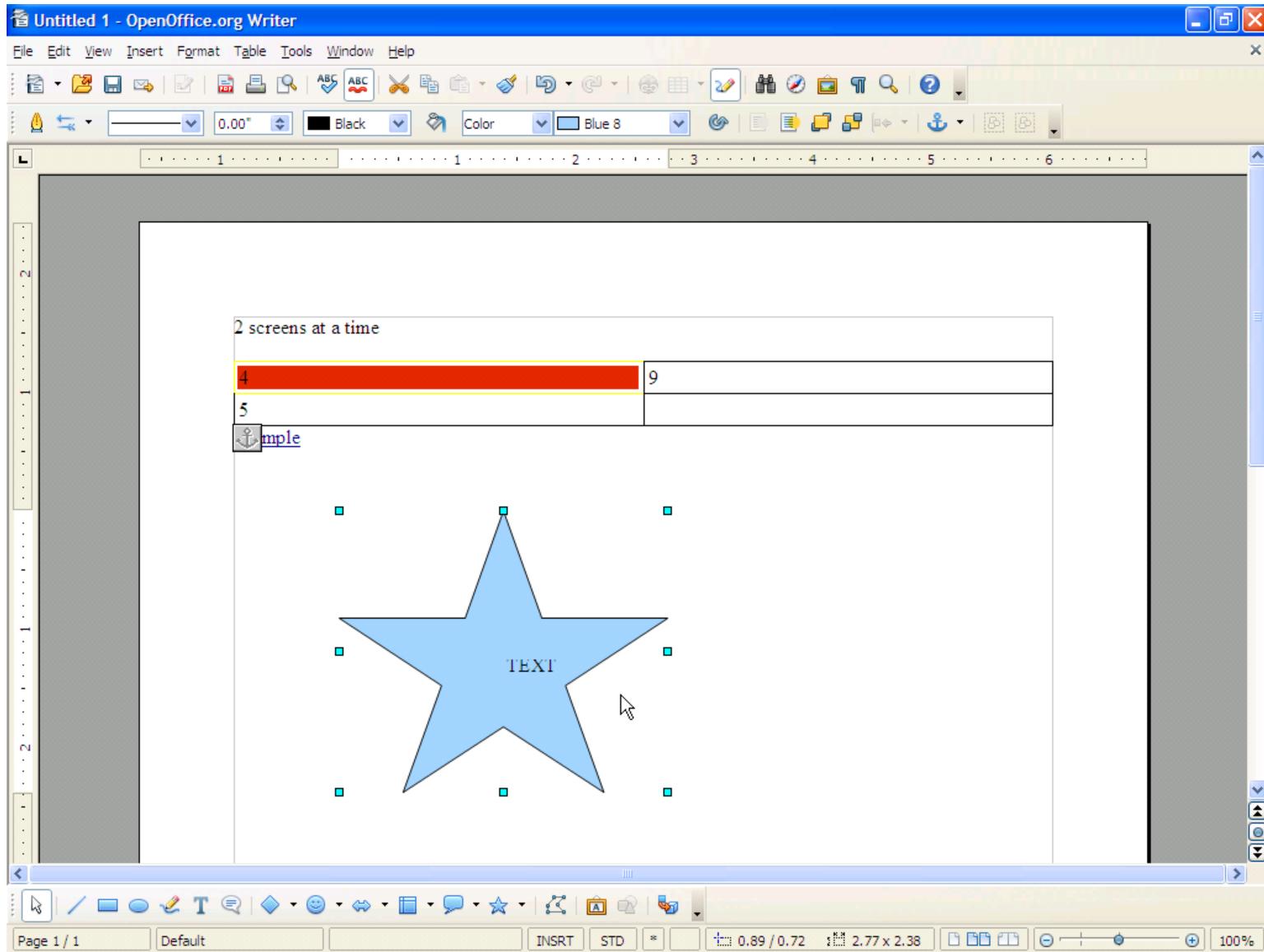
OK Cancel Help Reset

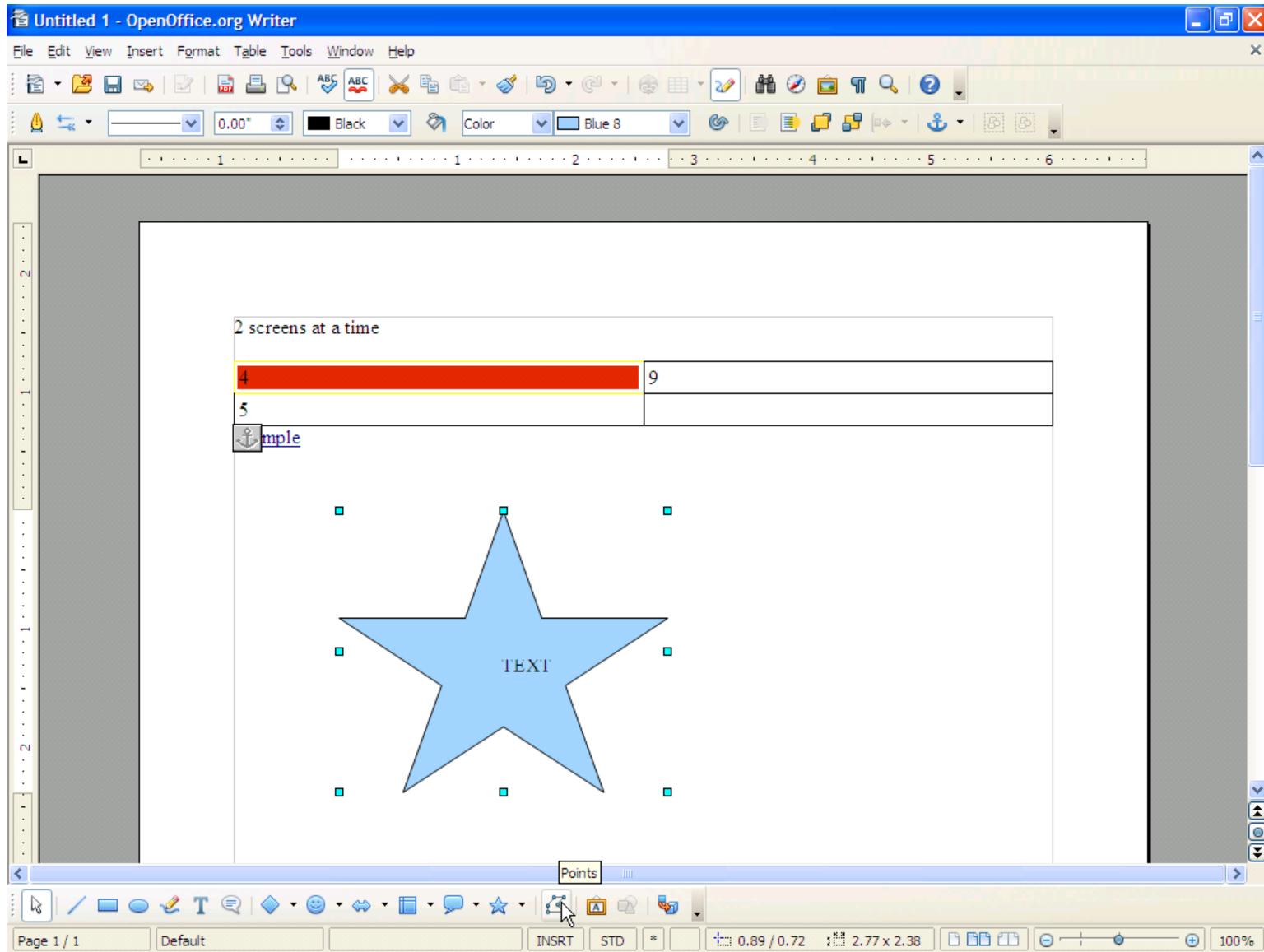
Page 1 / 1 Default INSRT STD * 0.89 / 0.72 2.77 x 2.38 100%

The screenshot shows the OpenOffice.org Writer application window. A 'Text Animation' dialog box is open in the foreground, centered over a document page. The dialog has tabs for 'Text' and 'Text Animation', with 'Text Animation' selected. Under 'Text animation effects', 'Effect' is set to 'Scroll Back and Forth'. The 'Direction' section shows four arrows pointing up, down, left, and right. In the 'Properties' section, 'Continuous' is checked under 'Animation cycles'. 'Pixels' is checked under 'Increment'. 'Automatic' is checked under 'Delay'. At the bottom of the dialog are 'OK', 'Cancel', 'Help', and 'Reset' buttons. The main document area contains a blue triangle shape with three small cyan squares at its vertices. The status bar at the bottom shows 'Page 1 / 1', 'Default', 'INSRT', 'STD', '0.89 / 0.72', '2.77 x 2.38', and '100%'. The toolbar above the status bar includes icons for various functions like text, tables, and graphics.









Untitled 1 - OpenOffice.org Writer

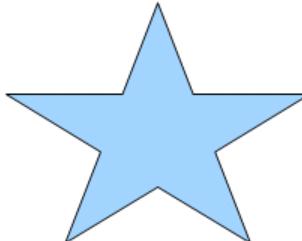
File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

2 screens at a time

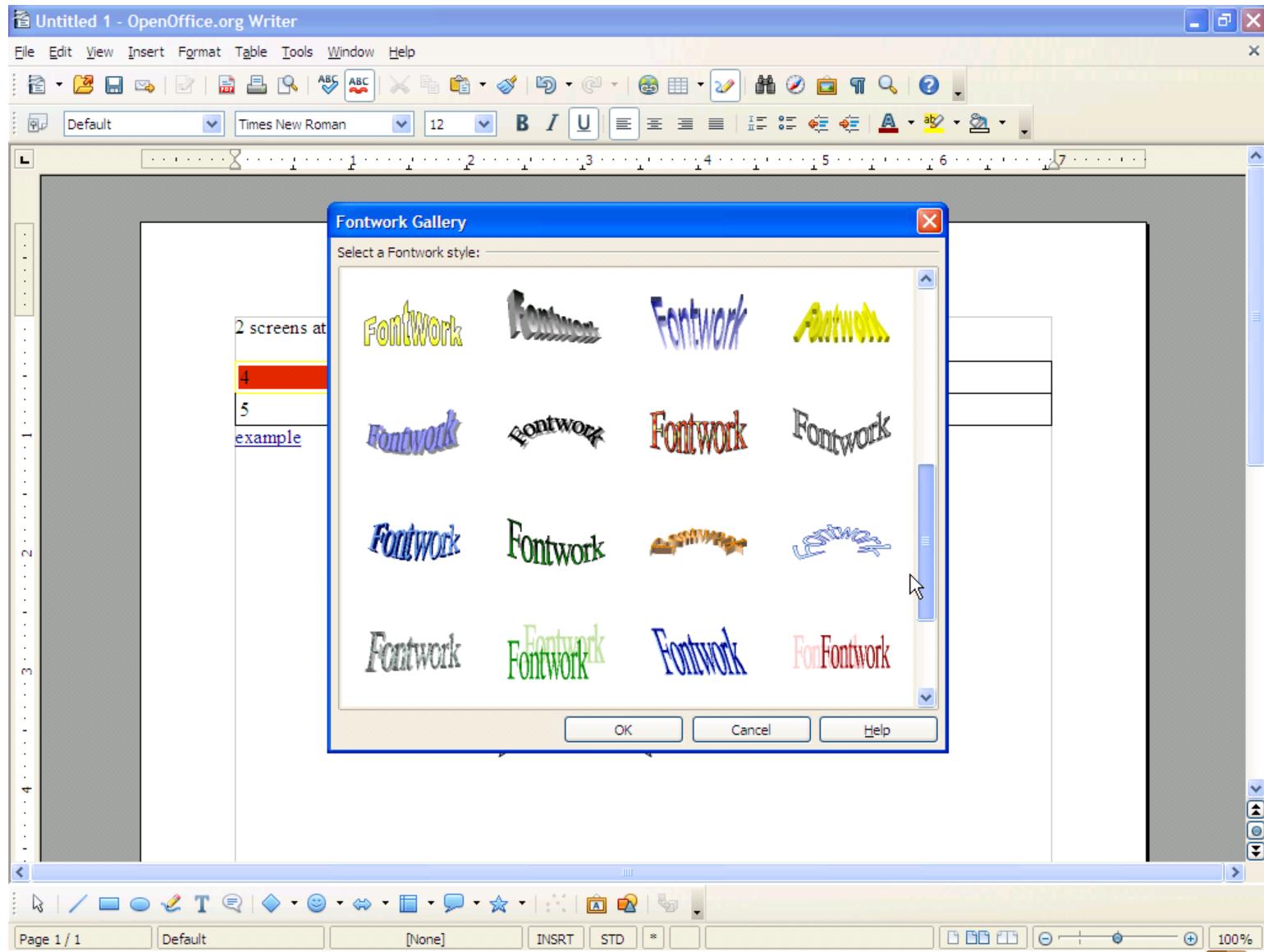
4	9
5	

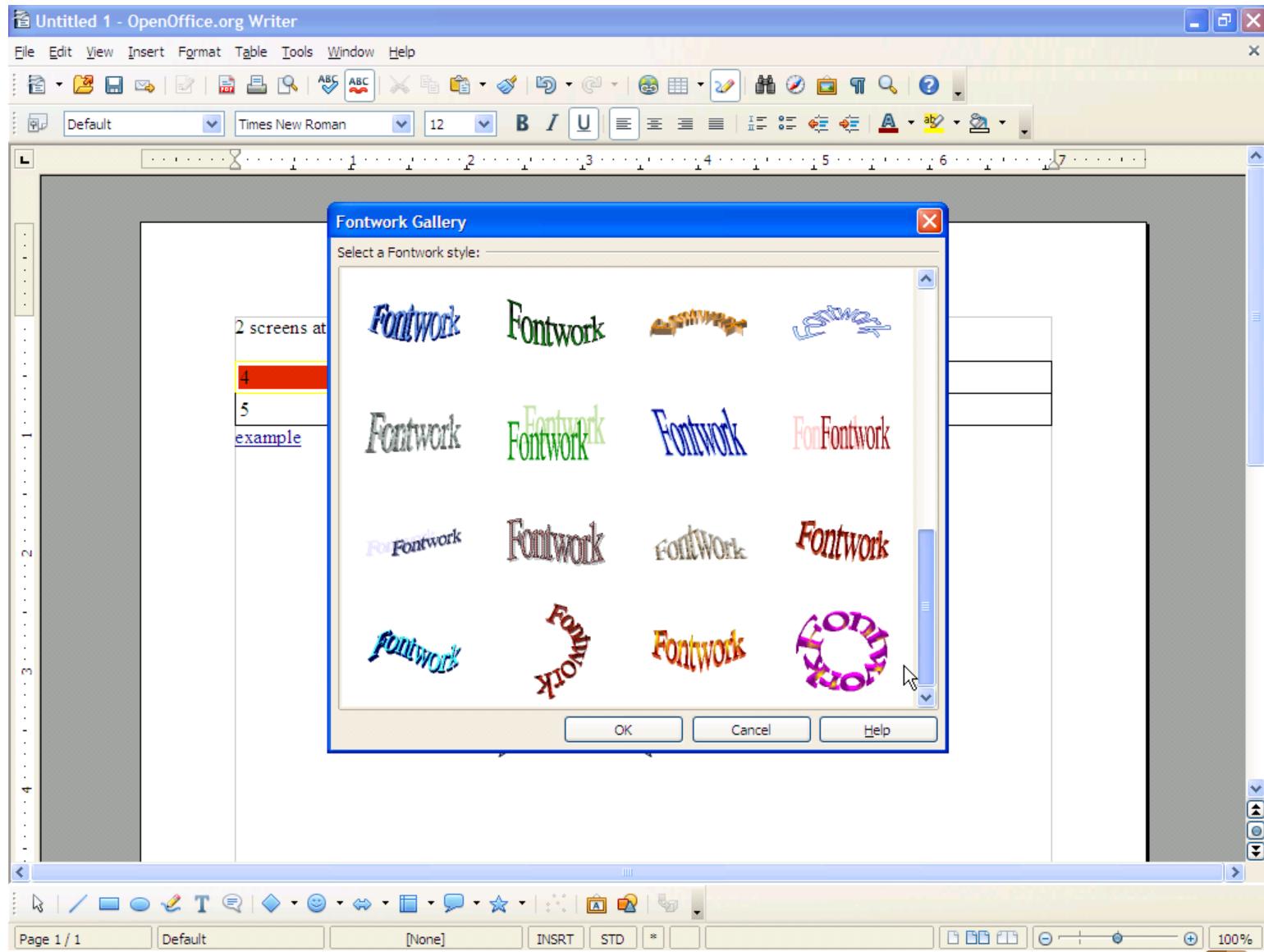
example

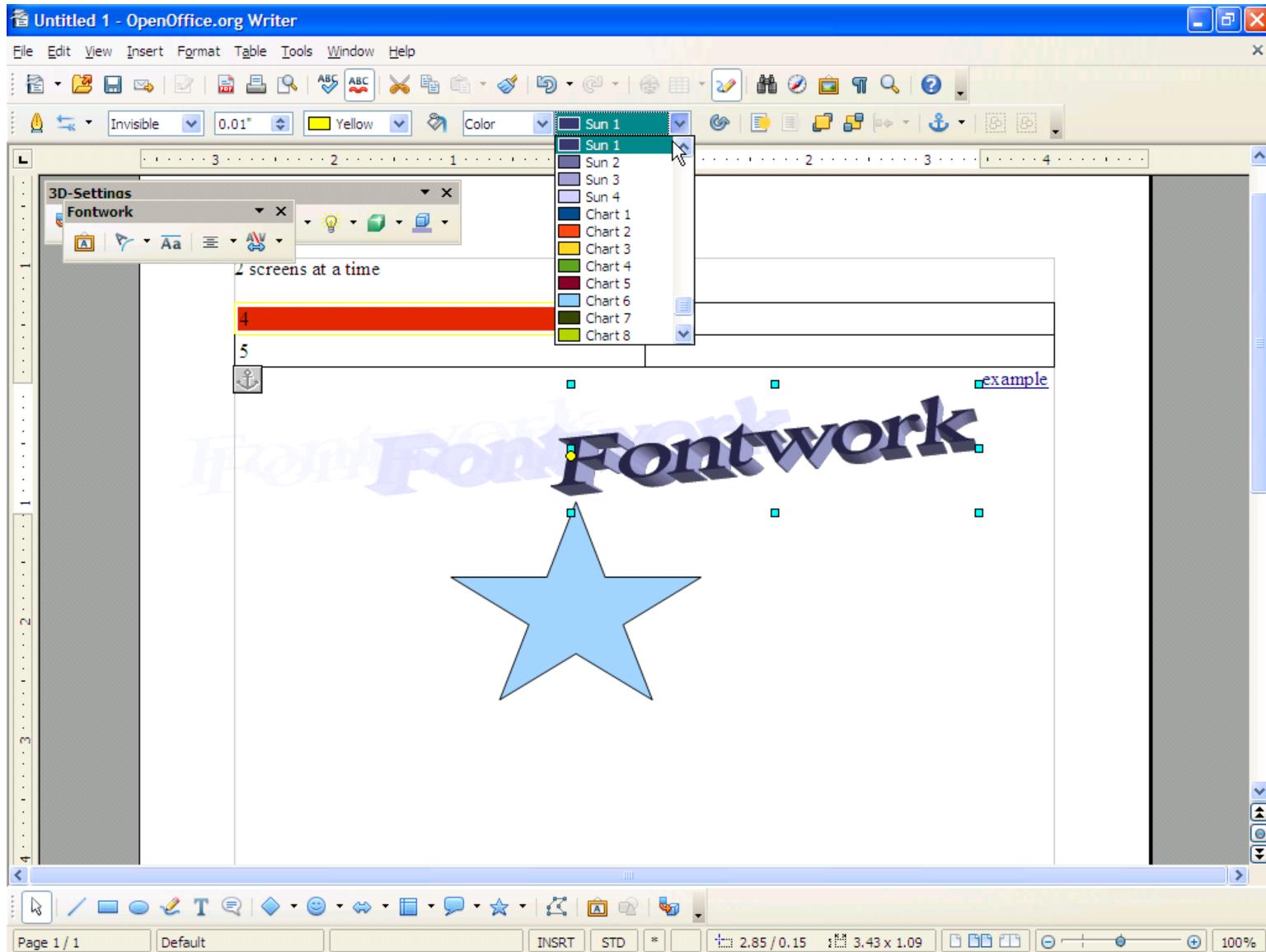


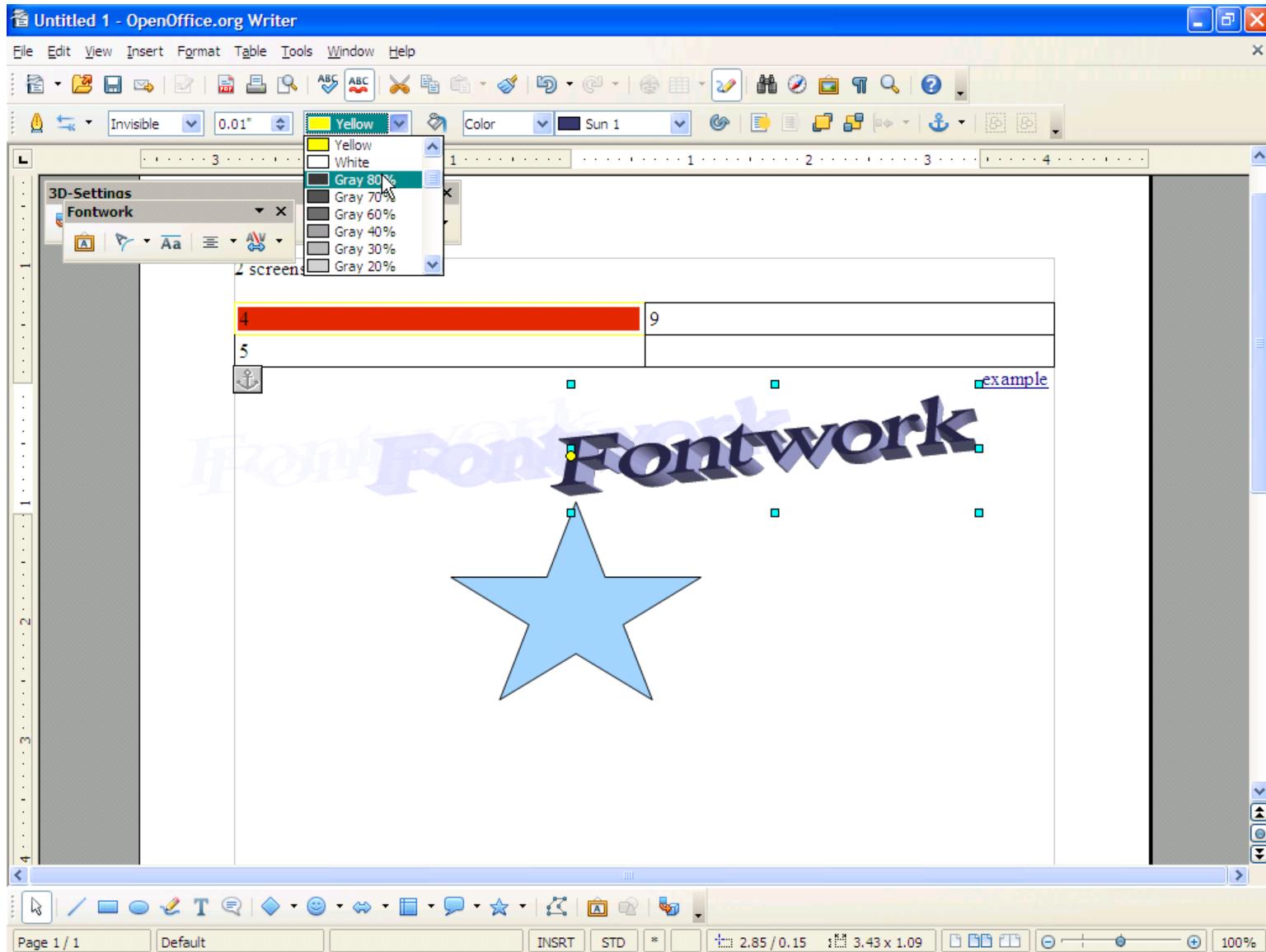
Fontwork Gallery

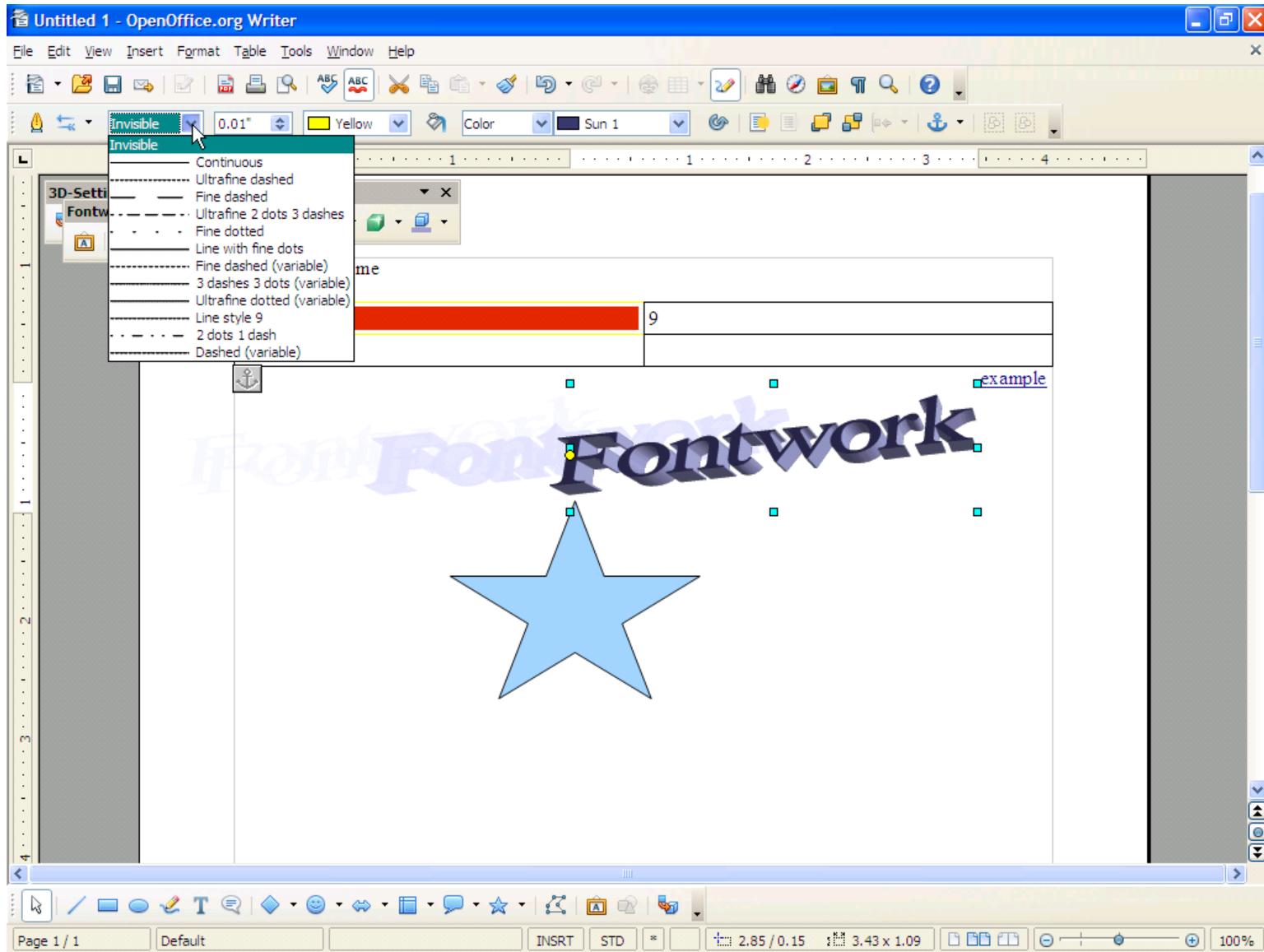
Page 1 / 1 Default [None] INSRT STD * 100%

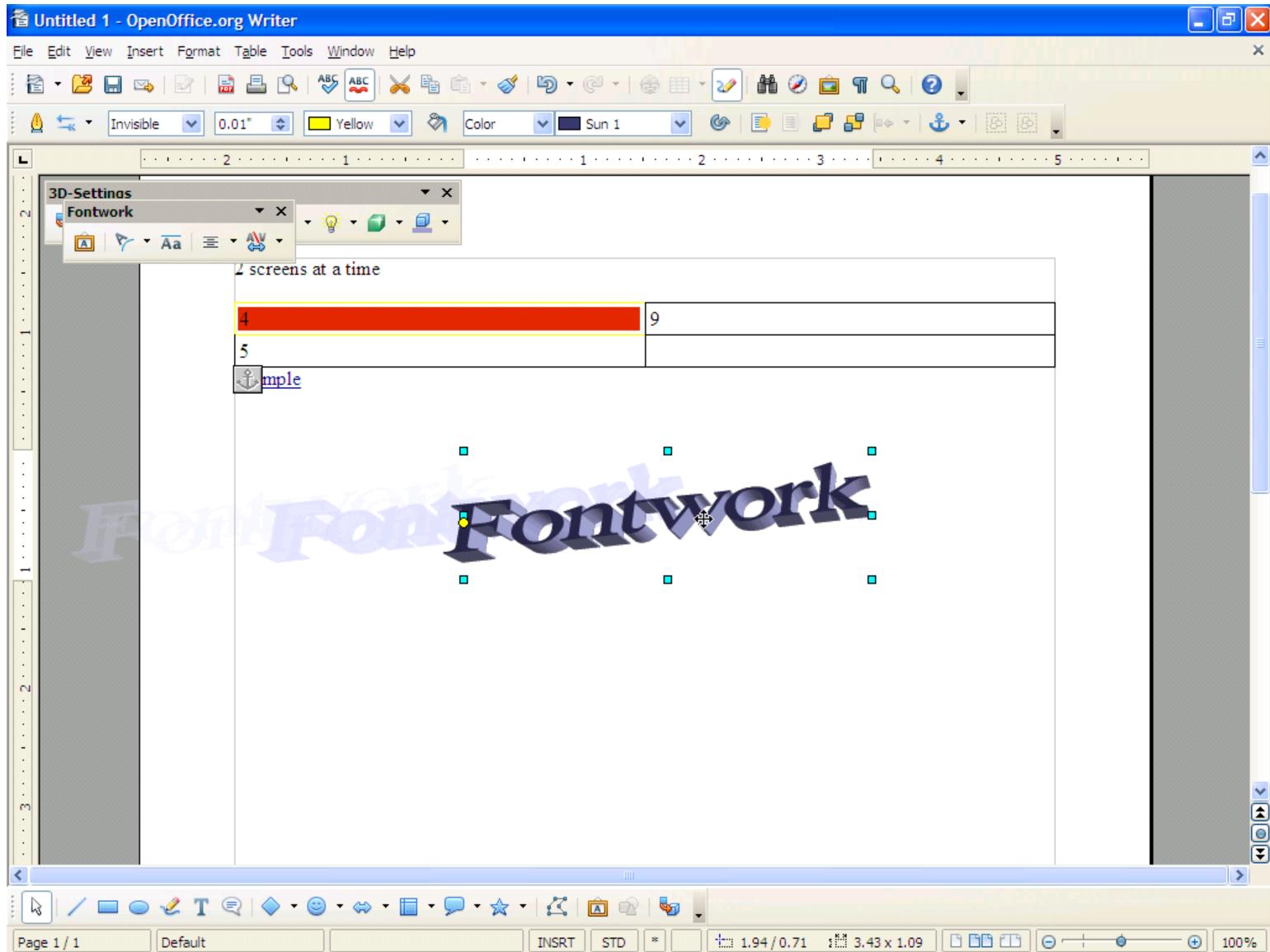












Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Thorndale 24 B I U A A

2 screens at a time

4	9
5	

ample

Fontwork

Page 1 / 1 Default English (USA) INSRT STD * 1.94 / 0.71 3.43 x 1.09 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Thorndale 24 B I U A A

2 screens at a time

4	9
5	

ample

Fontwork EDIT

Page 1 / 1 Default English (USA) INSRT STD * 1.94 / 0.71 3.43 x 1.09 100%

A screenshot of the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar below the menu bar contains various icons for file operations, text styling, and tools. The main editing area shows a table with two rows and two columns. The first row contains cells with the numbers "4" and "9". The second row contains cells with "5" and an empty cell. Below the table, the word "ample" is partially visible. A watermark reading "Fontwork EDIT" is overlaid on the text. The status bar at the bottom displays "Page 1 / 1", "Default", "English (USA)", "INSRT", "STD", "1.94 / 0.71", "3.43 x 1.09", and "100%".

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

2 screens at a time

4	9
5	

example

EDIT

I

Page 1 / 1 Default [None] INSRT STD * 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

2 screens at a time

4	9
5	

example

EDIT

From File

Page 1 / 1 Default [None] INSRT STD * 100%

CPU

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 Find & Replace

2 screens at a time

4	9
5	

example

EDIT

Page 1 / 1 Default [None] INSRT STD * 100%

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 Navigator

2 screens at a time

4	9
5	

example

EDIT

Page 1 / 1 Default [None] INSRT STD * 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

Gallery

2 screens at a time

4	9
5	

example

EDIT

Page 1 / 1 Default [None] INSRT STD * 100%

A screenshot of the OpenOffice.org Writer application window. The title bar reads "Untitled 1 - OpenOffice.org Writer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The toolbar below the menu has various icons for file operations like Open, Save, Print, and Insert. The font dropdown shows "Default" and "Times New Roman", with a size dropdown set to "12". The bold (B), italic (I), and underline (U) buttons are visible. The status bar at the bottom shows "Page 1 / 1", "Default", "[None]", "INSRT", "STD", "*", and a zoom level of "100%". A watermark reading "EDIT" is overlaid on the document area. The main content consists of a table with two rows and two columns. The first row contains the numbers "4" and "9". The second row contains the number "5" in the left cell and is followed by a blank cell. Below the table, the word "example" is written in blue. On the left side of the document area, there is a vertical list of numbers from 1 to 5. A cursor arrow points to the "Gallery" icon in the toolbar.

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 Nonprinting Characters

2 screens at a time

4	9
5	

example

EDIT

Page 1 / 1 Default [None] INSRT STD * 100%

Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 Zoom

2 screens at a time

4	9
5	

example

EDIT

Page 1 / 1 Default [None] INSRT STD * 100%



Untitled 1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

OpenOffice.org Help

2 screens at a time

4	9
5	

example

EDIT

Page 1 / 1 Default [None] INSRT STD * 100%



OpenOffice.org Document Recovery

Press 'Start Recovery' to start the recovery process of the documents listed below.

The 'Status' column shows whether the document could be recovered.

Recovering document:

Status of recovered documents:

Document Name	Status
Untitled 1	Not recovered yet



[Start Recovery >](#)

[Cancel](#)

Thank You!!!

