

# 1 Starting and closing Writer

Writer is one component in the OpenOffice.org office suite. The word ‘suite’ simply means a package consisting of an integrated set of tools. Writer is one of those tools.

When you launch Writer, you actually start the OpenOffice.org program under which Writer is running.

This chapter shows the difference between opening and closing

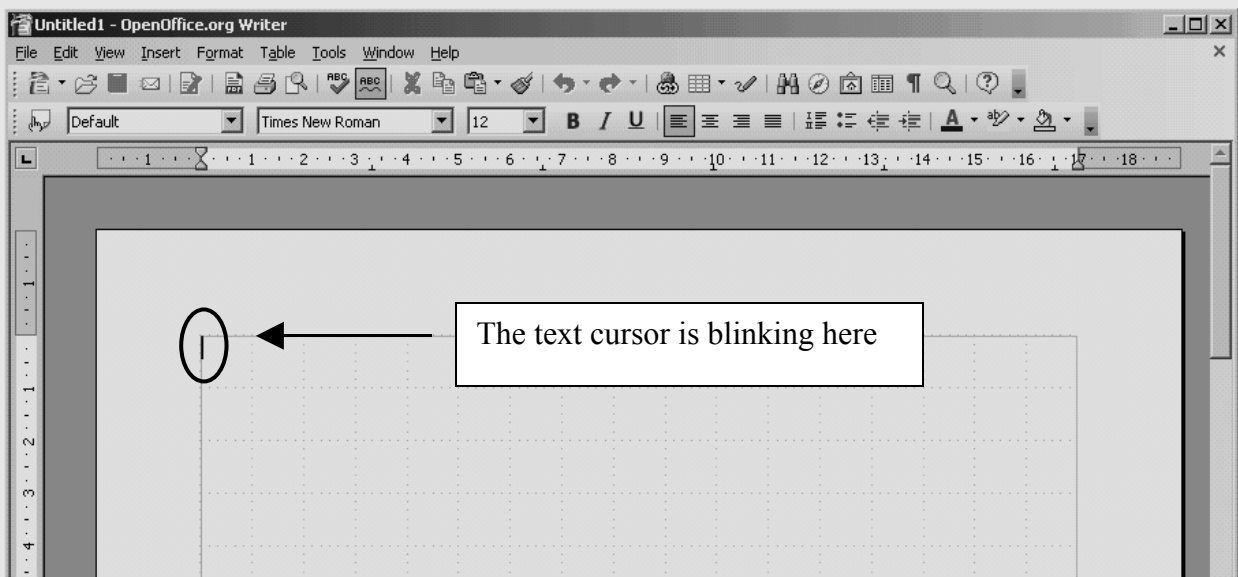
- a) the OpenOffice.org (OOo) program, and
- b) a new blank document in Writer component.

You’ll also get acquainted with the representation style of the exercises in this guide.

## 1 Launch Writer.

After a while the window in Figure 1-1 will appear:

Figure 1-1

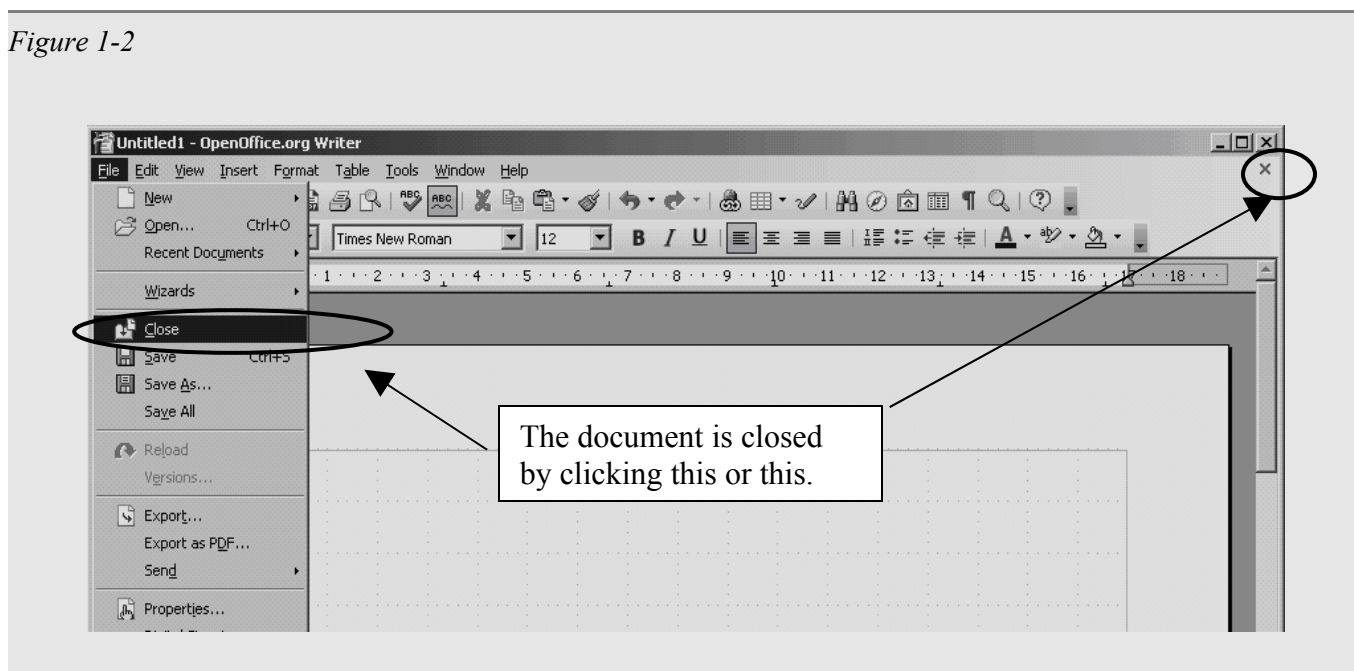


As the program starts, a new blank document will also open by default. The text cursor is blinking ready on the first line. It’s possible to start writing straight away.

The document in the works is represented by a white area. The **margins** of the document are represented by the thin gray lines. It is possible to move those lines and make them hidden. But for now we are satisfied with the prevailing situation.

The document can be closed by choosing **File > Close** or by clicking the cross in the right upper corner below the Title bar as shown in Figure 1-2.

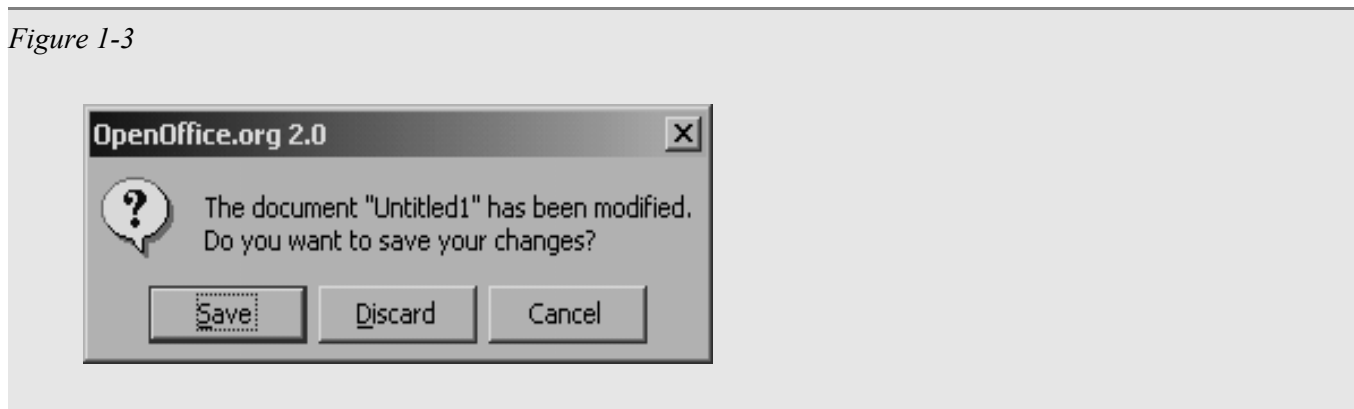
Figure 1-2



## 2 Now close the document.

If something is written on the document and it is not yet saved, the system asks "Do you want to save your changes?":

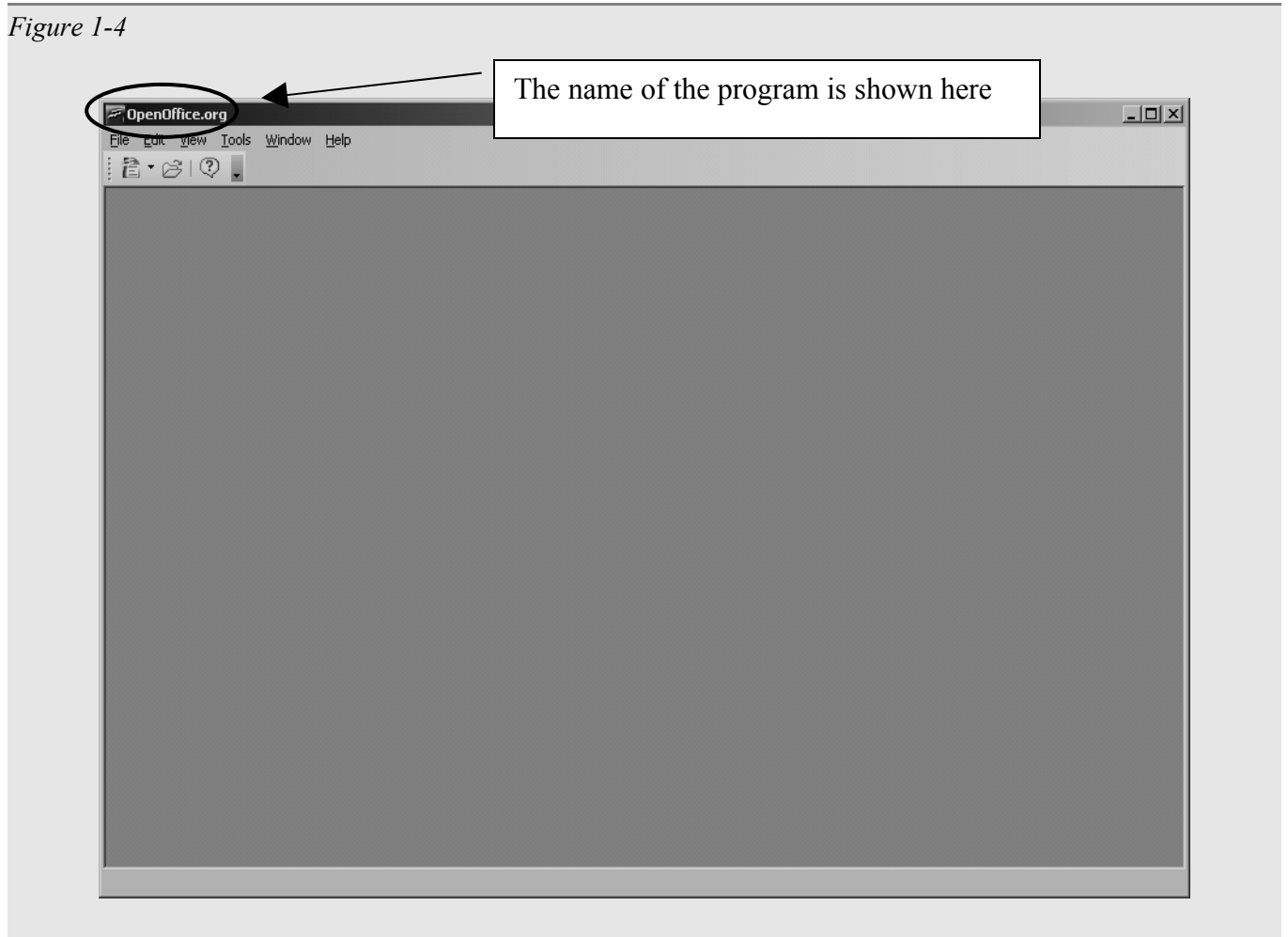
Figure 1-3



In this exercise you can choose the option **Discard**. Then nothing is saved anywhere.

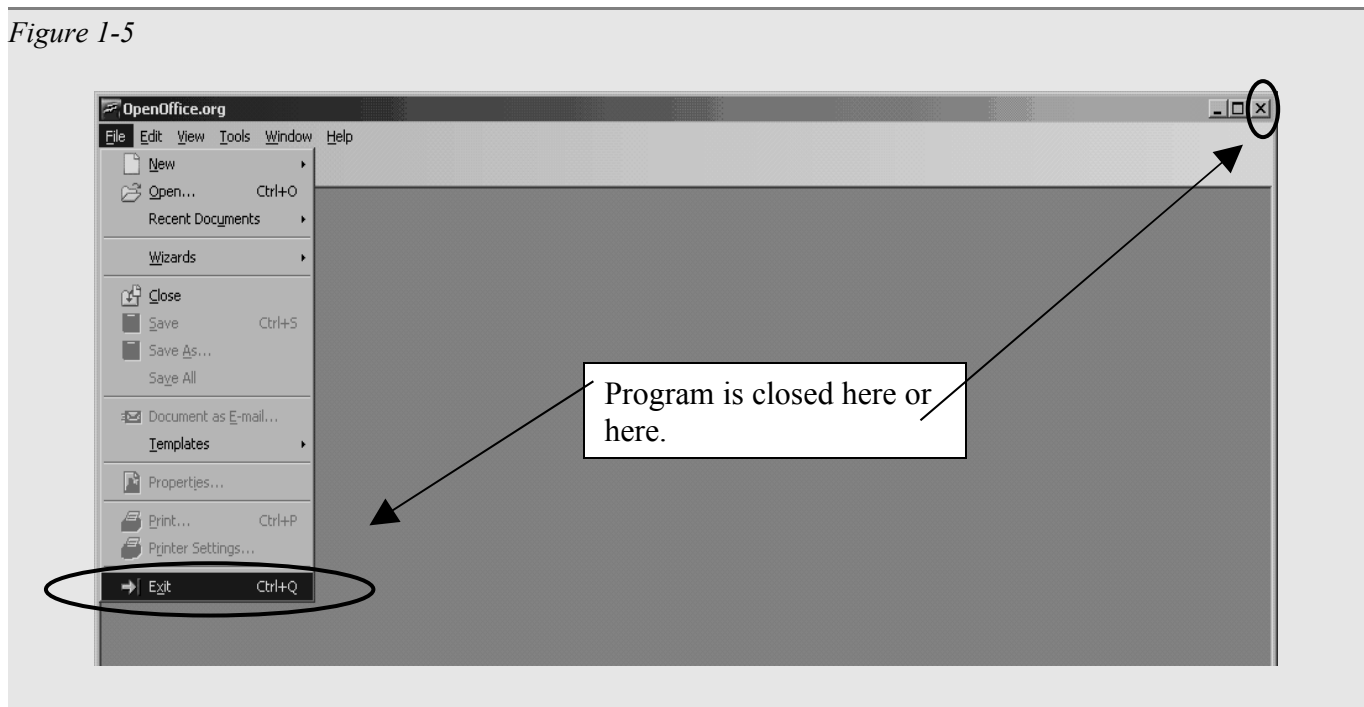
When the document is closed, the OpenOffice.org program window is still open as shown in Figure 1-4:

Figure 1-4



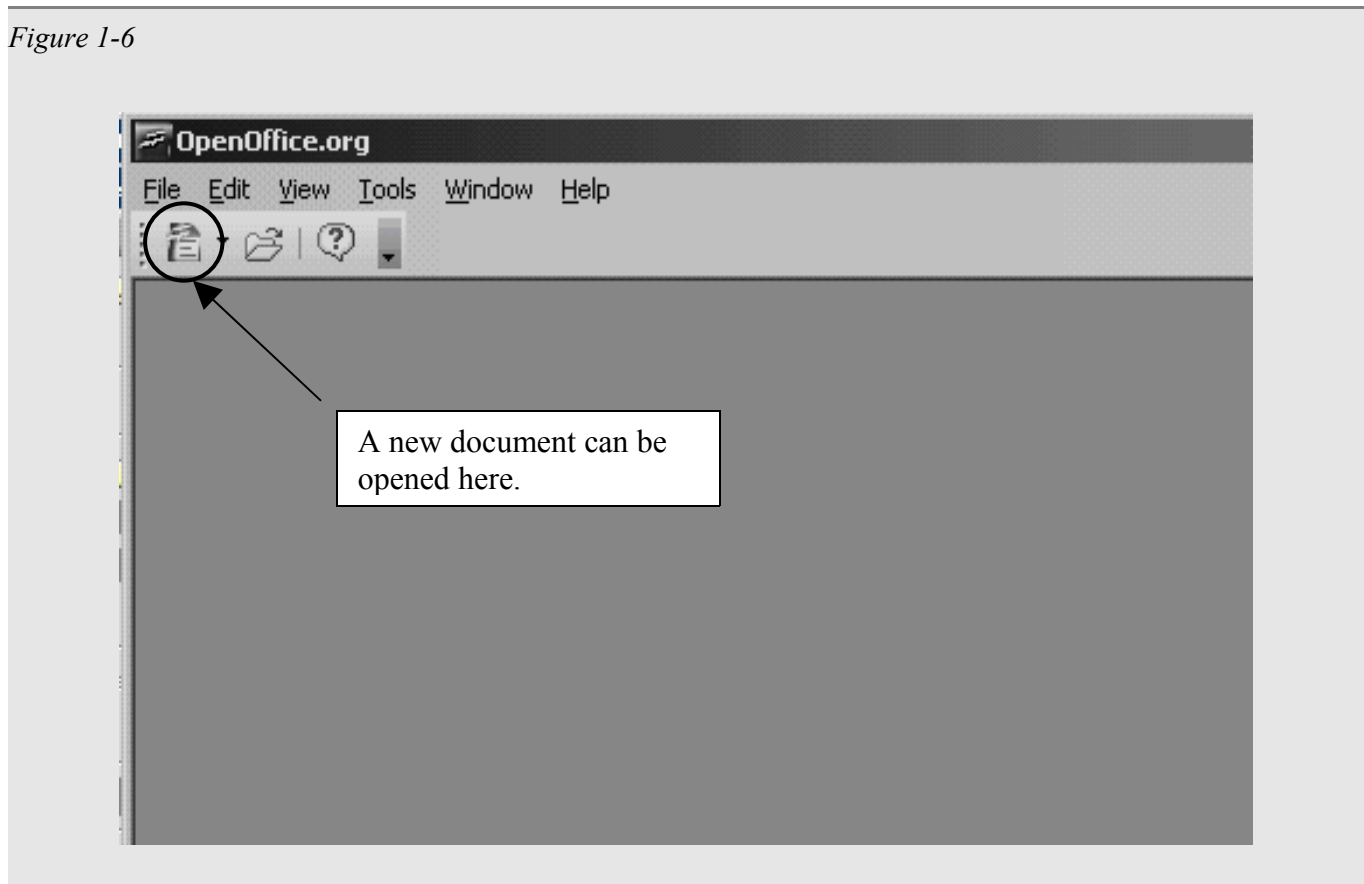
The program window can be closed by choosing **File > Exit** or by clicking the cross in the upper right corner on the Title bar. Look at Figure 1-5:

Figure 1-5



A new blank Writer document can be opened by clicking on the icon as shown in Figure 1-6:

Figure 1-6



- 3 Open a new blank document.
- 4 Close and open both the document and the OpenOffice.org (OOo) program couple of times more. You'll get accustomed to where a document can be opened and closed.
- 5 Close the document.

## Summary

To open and close a new blank Writer document is fairly simple. You'll get more accustomed to it in the chapters to come.

Writer is one of the components in the office suite named OpenOffice.org. The name 'OpenOffice.org' is often shortened to 'OOo'.

This chapter gave you an illustration of the representation style in this guide. Things are explained by doing the exercises. And many relevant aspects are left until later chapters. In this way it is possible to actually use Writer as quickly as possible.

### **Note:**

The exercises in the chapters to come begin in the same way:

- 1 Open a new blank document.
- 2 Exercise begins

In this way it is possible to do separate exercises in virtually any possible order. However, if you haven't used a word processor before, go firstly through chapters 2 - 12. They include the very basics in writing with Writer.