

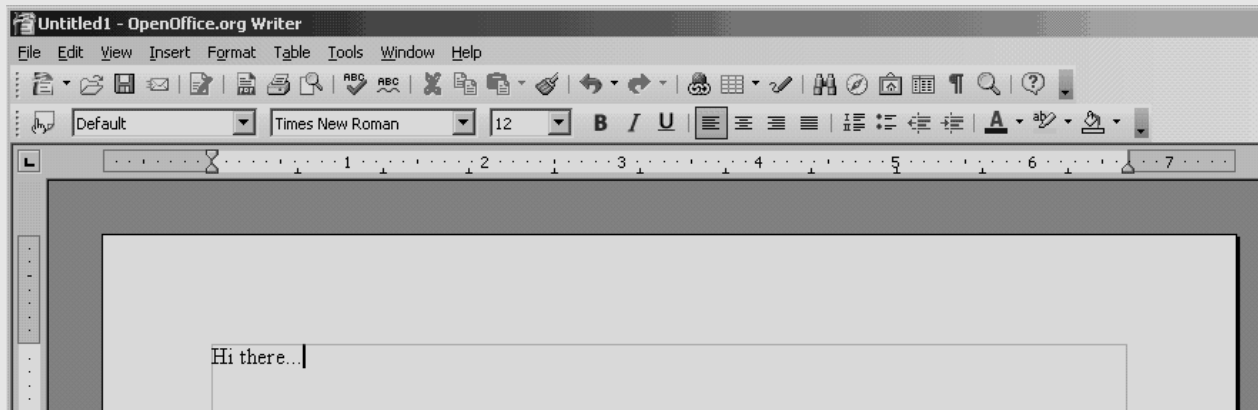
## 2 Some basics with Writer

### Writing and modifying text.

In the chapters to come we'll use the default font *Times New Roman* and font size *12pt*. If these are not presently your default settings, you can change the font and/or point size as shown in 'Appendix A Changing default font'.

- 1 Open a new blank document.

Figure 2-1



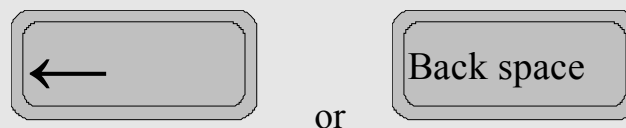
- 2 Type the text

Hi there...

as shown in Figure 2-1 above.

If you make an incorrect spelling (a 'typo'), use the *Backspace* key to correct it. The *Backspace* key on your keyboard should look something like that in the figure below:

Figure 2-2



By the way, in many of the exercises a single typo is not relevant. So don't waste time correcting it but do the exercise as a whole.

- 3 Click twice on the word 'there' in order to select it. This won't necessarily be a success at the first attempt, but practice makes perfect.

Figure 2-3



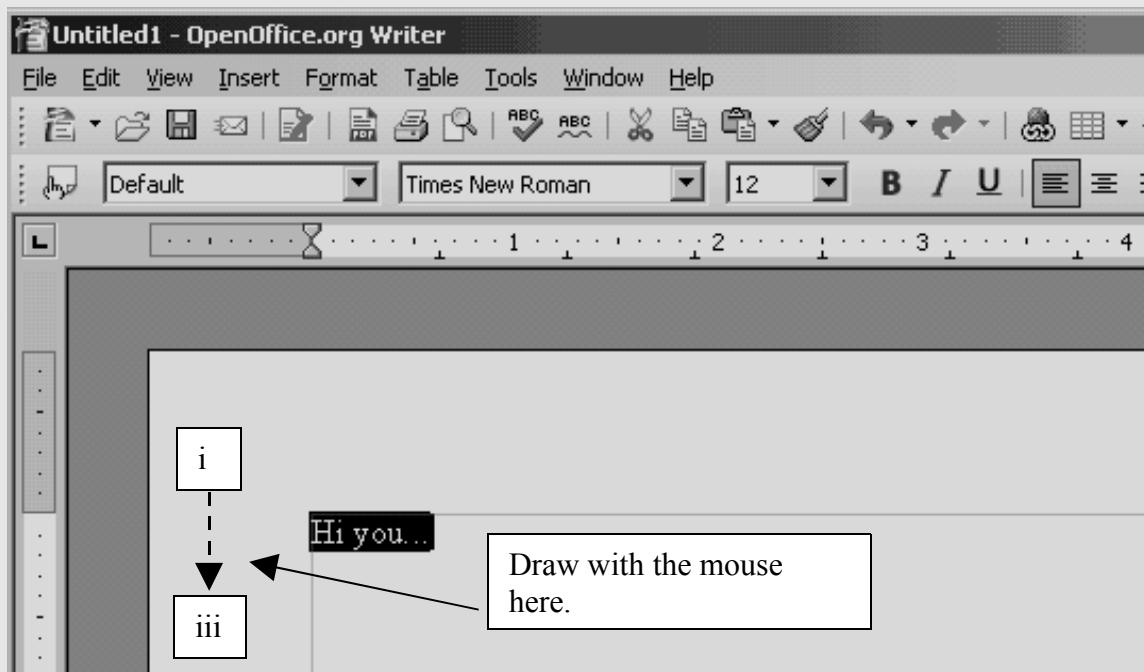
- 4 Type 'you' directly on the selected black area. The new text will replace the old one.

Figure 2-4



- 5 The whole line of text can be selected with one movement as follows:
  - i. click and hold down the mouse button in the margin over the text.
  - ii. while holding down the mouse button, draw downwards in the margin so that the text blackens.
  - iii. release the mouse button.

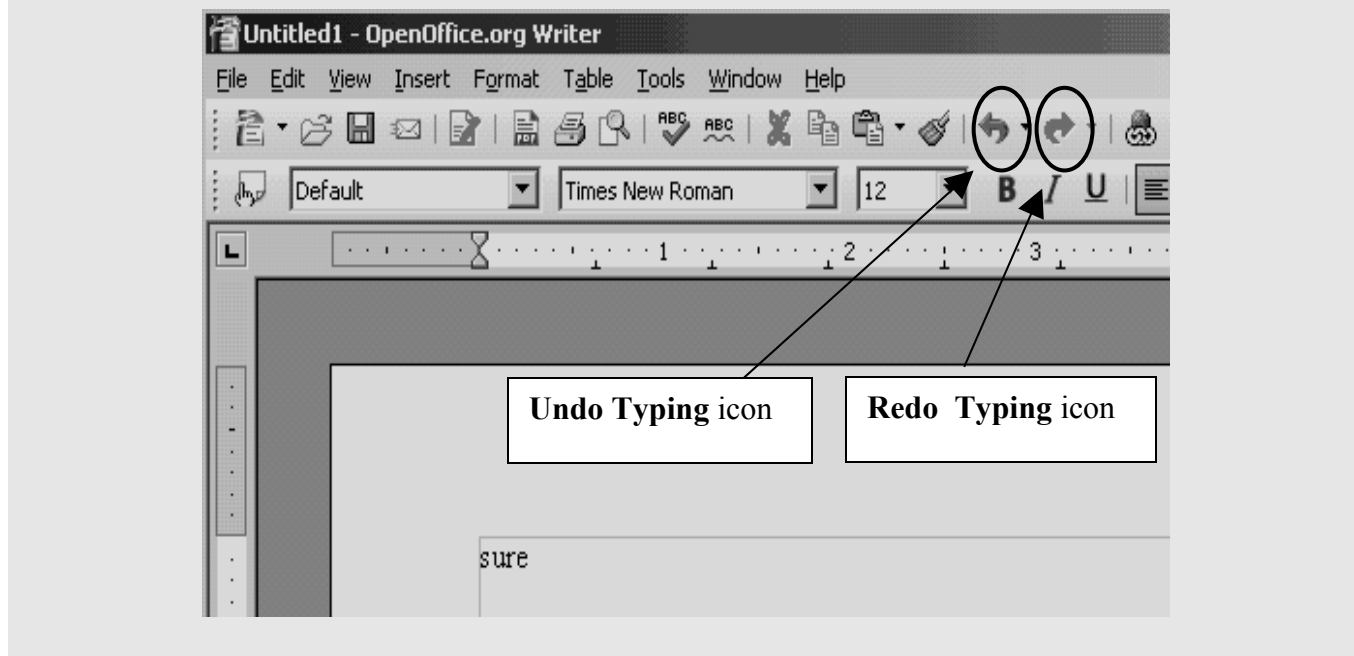
Figure 2-5



The selected line disappears by pressing the *Delete* key. It also disappears when you write something on it.

- 6 Type the word 'sure'.

Figure 2-6



It's useful to learn to use the **Undo Typing** icon as soon as possible. With it you can restore previous phases of your workings. After changes have been undone, **Redo** becomes active.

- 7 Click the **Undo Typing** icon several times followed by **Redo Typing** several times. You'll see that you can go backwards and forwards with you work.
- 8 When you have practiced enough, you can close the document without saving.

## Summary

When you have made a mistake with your writing, you can restore the previous situation. Knowing this makes your work less stressful.

And by the way, if you want to do your own experiments with Writer you can always do so. It's not prohibited. However, in these exercises we'll take just one or two things at a time.