



Tutorials For OpenOffice

Authors Resources-Images

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This document contains the images that are often used when writing tutorials. The images are anchored "As Character". The images are divided into parts. Part One is **Toolbars** with images of the different toolbars with the icons below. Part Two is **Other Icons** which contains miscellaneous icons. Part Three is **Other Images** which contains some images that you may find useful. Part Four is **Navigator** which has icons with explanations of their use that appear in the Navigator window. Part Five is **Open A New Text Document** which contains the instructions and the image of the blue line that appears when you open a new text document. Click [here](#) to download this document. Save the document in a convenient place for you.

How To Insert The Images In Your Document

1. Open the **Authors Resources-Images** document
2. Open a new document to write your tutorial
3. Begin writing your tutorial
4. Do one of the following:
 - (a) Right-click on the image in the **Authors Resources-Images** that you will use. (A menu will appear.)
 - (b) Click **C**opy.
 - (c) Go to your document and click where you want the image then right click on your document. (A menu will appear.)
 - (d) Click **P**aste.
 - (e) The image is now in your document.

Or

- (a) Click on the image in the **Authors Resources-Images** that you want to use.
- (b) Click the **C**opy  icon on the **Standard Toolbar**.
- (c) Go to your document and click where you want the image then click the **P**aste  icon .
- (d) The image is now on your document.

Add/Delete Spaces Between Image And Text

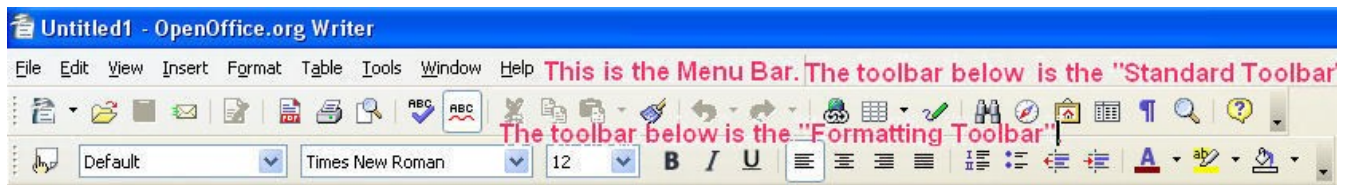
The images are saved As Character and can be moved up or down on your line of text. After insertion, you may delete spaces by clicking the Del key or add spaces by clicking the space bar between the image and your text.

Image Too Large Or Too Small

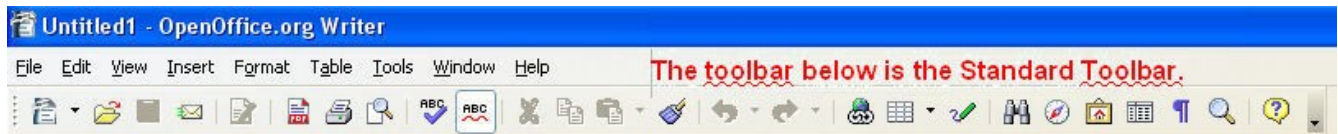
If the image is too large, there will be additional space between your lines of text. To correct this:

1. Click on the image. (The green handles will appear.)
2. Place your pointer on one of the handles.
3. Hold down the Shift key and drag to make the image smaller.

PART ONE - TOOLBARS



THE STANDARD TOOLBAR



Standard Toolbar Icons

AutoSpellcheck

The **AutoSpellcheck**  icon

Copy

The **Copy**  icon

Cut

The **Cut**  icon

Data Sources

The **Data Sources**  icon

Document As Email

The **Document As Email**  icon

Edit File

The **Edit File**  icon

Export Directly As PDF

The **Export Directly As PDF**  icon

Find & Replace

The **Find & Replace**  icon

Format Paintbrush

The **Format Paintbrush**  icon

Gallery

The **Gallery**  icon

Hyperlinks

The **Hyperlinks**  icon

Navigator

The **Navigator**  icon 

New Icon

The **New**  icon

Non Printing Characters

The **Non Printing Characters**  icon

Open Icon

The **Open**  icon

OpenOffice.org Help

The **OpenOffice.org Help**  icon

Paste

The **Paste**  icon

Print File Directly

The **Print File Directly**  icon

Redo

The **Redo**  icon

Save Icon

The **Save**  icon

Show Draw Functions

The **Show Draw Functions**  icon.

Spellcheck

The **Spellcheck**  icon

Table

The **Table**  icon

Undo

The **Undo**  icon

Zoom


The **Zoom**  icon

THE FORMATTING TOOLBAR



Formatting Toolbar Icons

Apply Style

The **Apply Style**  dialog box

Align Left

The **Align Left**  icon

Align Right

The **Align Right**  icon

Background Color

The **Background Color**  icon

Bold

The **Bold**  icon 

Bullets On/Off

The **Bullets On/Off**  icon

Centered

The **Centered**  icon

Decrease Indent

The **Decrease Indent**  icon

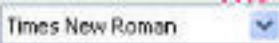
Font Color

The **Font Color**  icon


The **Font Color** menu



Font Name

The **Font Name**  dialog box

Font Size

The **Font Size**  dialog box

Highlighting

The **Highlighting**  icon

The Highlighting Menu



Increase Indent

The **Increase Indent**  icon

Italic

The **Italic**  icon

Justified

The **Justified**  icon

Numbering On/Off

The **Numbering On/Off**  icon

Styles and Formatting

The **Styles and Formatting**  icon

Underline

The **Underline**  icon

THE FRAME TOOLBAR



Frame Toolbar Icons

Align Left

The **Align Left**  icon

Align Right

The **Align Right**  icon

Background Color

The **Background Color**  icon

Background Color Menu

The **Background Color**  **Menu**



Borders

The **Borders**  icon

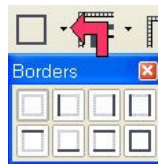
Border Color Menu

The **Border Color**  **Menu (Line Color)**



Borders Menu

The **Borders**  **Menu**



Borders Style Menu

The **Borders Style**



Menu (Line Style)

Bottom

The **Bottom**



icon

Bring To Front

The **Bring To Front**



icon

Center

The **Center**



icon

Center Horizontal

The **Center Horizontal**



icon

Change Anchor

The **Change Anchor**



icon

Character

The **Character**



icon (Changes font / the font formatting for the selected characters.)

Frame Properties

The **Frame Properties**



icon

Left-To-Right

The **Left-To-Right**



Left-To-Right

icon

Line Color (of the borders)

The **Line Color (of the borders)**



icon

Line Style

The **Line Style**



icon

Link Frame

The **Link Frame**  icon

Link Frames Pointer

The **Link Frames**  pointer

Right-To-Left

The **Right-To-Left**  icon

Send To Back

The **Send To Back**  icon

Top

The **Top**  icon

Page Wrap

The **Page Wrap**  icon

Unlink Frame

The **Unlink Frame**  icon

Wrap Off

The **Wrap Off**  icon

Wrap Through

The **Wrap Through**  icon

THE DRAWING OBJECT PROPERTIES TOOLBAR



Drawing Object Properties Toolbar Icons

Alignment

The **Alignment**  icon

Area

The Area  icon

Area Style Filling

The Area Style Filling  dialog box

Area Style Filling 2

The Area Style Filling 2  dialog box

Arrow Style

The Arrow Style  icon

Bring To Front

The Bring To Front  icon

Change Anchor

The Change Anchor  icon 

Click on Menu

Click on  Menu icon

Contour

The Contour  icon


Display Grid

The Display Grid  icon

Group

The Group  icon


Line

The Line  icon

Line Style

The Line Style  dialog box

Line Width

The Line Width  dialog box

Line Color

The **Line Color**  dialog box

Optimal Page Wrap

The **Optimal Page Wrap**  icon

Page Wrap

The **Page Wrap**  icon

Rotate

The **Rotate**  icon

Send To Back

The **Send To Back**  icon

Snap To Grid

The **Snap To Grid**  icon

To Background

The **To Background**  icon

To Foreground

The **To Foreground**  icon

Ungroup

The **Ungroup**  icon

Wrap Left

The **Wrap Left**  icon

Wrap Right

The **Wrap Right**  icon

Wrap Through

The **Wrap Through**  icon

THE LINE AND FILLING TOOLBAR IN DRAWING



Line and Filling Toolbar Icons

Align Left

The **Align Left**  icon

Align Right

The **Align Right**  icon

Bold

The **Bold**  icon 

Bullets On/Off

The **Bullets On/Off**  icon

Centered

The **Centered**  icon

Decrease Spacing

The **Decrease Spacing**  icon

Font Name and Font Size

The **Font Name and Font Size**  icon

Increase Spacing

The **Increase Spacing**  icon

Justified

The **Justified**  icon

Shadow

The **Shadow**  icon

PART TWO - OTHER ICONS

Anchor

The **Anchor**  icon 

AutoText

The **AutoText**  icon

Bullets and Numbering

The **Bullets and Numbering**  icon

Character Styles

The **Character Styles**  icon

Double Triangle

The **Double Triangle**  icon or 

Downward Facing Triangle

The **Downward Facing Triangle**  icon

Downward Facing Triangle on far right of toolbar

The **Downward Facing Triangle**  or   on far right of toolbar

Downward Facing V

The **Downward Facing V**  or  icon

Flashing Cursor

The **Flashing Cursor** 


Paragraph Styles

The Paragraph Styles  icon

Rectangle Icon on Drawing Toolbar

The Rectangle  icon on Drawing Toolbar

Select Icon on Drawing Toolbar

The Select  icon on Drawing Toolbar

Templates

The Templates  icon

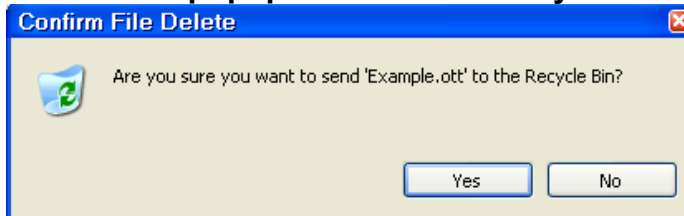
Up and Down arrows (to change the position of icons on toolbar)

The Up and Down arrows  to change the position of icons on toolbar

PART THREE - OTHER IMAGES

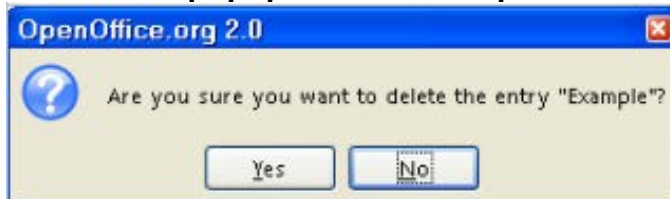
Confirm File Delete popup window- from "My Documents" window

The Confirm File Delete popup window- from "My Documents" window



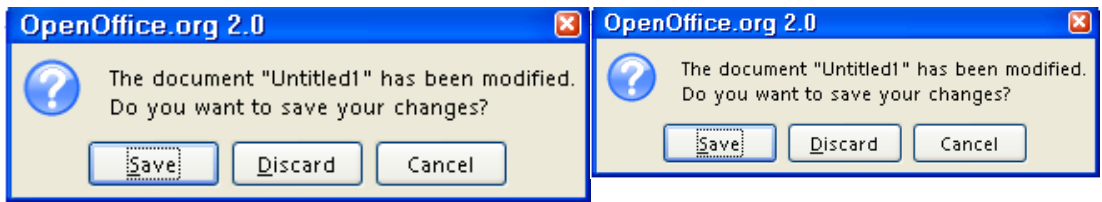
Confirm File Delete - popup window -Templates

The Confirm File Delete popup window -Templates




Choice given when saving

Choice given when saving



Minimize

The **Minimize** button located on top right of the screen 

Right-Click in Styles and Formatting window small menu

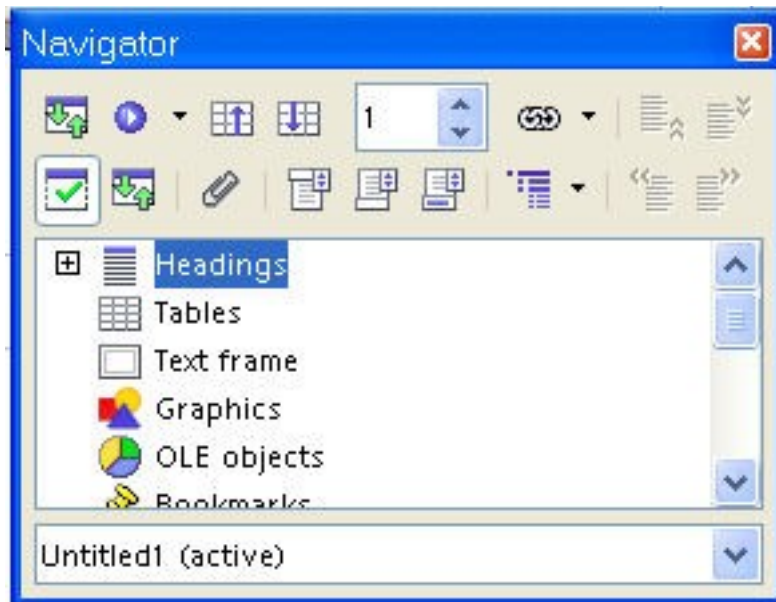
The **small menu** when you right-click in the **Styles and Formatting** window



The **Start**  icon.


PART FOUR - NAVIGATOR

Window



Navigator Icons

Anchor < > Text

The **Anchor < > Text**  icon

Jumps between the footnote text and the footnote anchor.

Content View

The **Content View**  icon

Open a category by clicking on the plus sign. If you only want to view the entries in a certain category, select the category and click the **Content View** icon. Until you click the icon again, only the objects of this category will be displayed.

Switches between the display of all categories in the Navigator and the selected category.

Switches between master view and normal view if a master document is open.

Demote Chapter

The **Demote Chapter**  icon

Moves the selected heading, and the text below the heading, down one heading position in the Navigator and in the document. To move only the selected heading and not the text associated with the heading, hold down Ctrl, and then click this icon.

Demote Level

The **Demote Level**  icon

Decreases the outline level of the selected heading, and the headings that occur below the heading, by one. To only decrease the outline level of the selected heading, hold down Ctrl, and then click this icon.

Drag Mode

The **Drag Mode**  icon

Sets the drag and drop options for inserting items from the Navigator into a document, for example, as a hyperlink. Click this icon, and then choose the option that you want to use.

Edit

The **Edit**  icon

Edit the contents of the component selected in the Navigator list. If the selection is a file, the file is opened for editing. If the selection is an index, the index dialog is opened.

Footer

The **Footer**  icon

Moves the cursor to the footer, or from the footer to the document text area.

Header

The **Header**  icon

Moves the cursor to the header, or from the header to the document text area.

Heading Level Shown

The **Heading Level Shown**  icon

Click this icon, and then choose the number of heading outline levels that you want to view in the Navigator window.

Insert

The **Insert**  icon

Inserts a file, an index, or a new document into the master document.

List Box On/Off

The **List Box On/Off**  icon

Shows or hides the Navigator list.

Move Down

The **Move Down**  icon

Moves the selection down one position in the Navigator list.

You can also move entries by dragging and dropping them in the list. If you move a text section onto another text section, the text sections are merged.

Move Up

The **Move Up**  icon

Moves the selection up one position in the Navigator list.

You can also move entries by dragging and dropping them in the list. If you move a text section onto another text section, the text sections are merged.

Navigation

The **Navigation**  icon

Opens the Navigation toolbar, where you can quickly jump to the next or the previous item in the category that you select. Select the category, and then click the "Previous" and "Next" arrows.

Navigator

The **Navigator**  icon

Shows or hides the Navigator, where you can quickly jump to different parts of your document. You can also use the Navigator to insert elements from the current document or other open documents, and to organize master documents.

Next Page

The **Next Page**  icon

Jumps to the next item in the document. To specify the type of item to jump to, click the Navigation icon, and then click an item category - for example, "Graphics".

Previous Page

The **Previous Page**  icon

Jumps to the previous item in the document. To specify the type of item to jump to, click the Navigation icon, and then click an item category - for example, "Graphics".

Promote Chapter

The **Promote Chapter**  icon

Moves the selected heading, and the text below the heading, up one heading position in the Navigator and in the document. To move only the selected heading and not the text associated with the heading, hold down **Ctrl**, and then click this icon.

Note: To move the heading without the subordinate text, hold down **Ctrl** while you drag or click the **Promote Chapter** or **Demote Chapter** icons.

Promote Level

The **Promote Level**  icon

Increases the outline level of the selected heading, and the headings that occur below the heading, by one. To only increase the outline level of the selected heading, hold down **Ctrl**, and then click this icon.


Save Contents as well

The **Save Contents as well**  icon

Saves a copy of the contents of the linked files in the master document. This ensures that the current contents are available when the linked files cannot be accessed.

Set Reminder

The **Set Reminder**  icon

Click here to set a reminder at the current cursor position. You can define up to five reminders. To jump to a reminder, click the Navigation  icon, in the Navigation window click the Reminder icon, and then click the Previous or Next button.

Toggle

The **Toggle**, , icon

Switches between master view and normal view if a master document is open.

Update

The **Update**  icon

Click and choose the contents that you want to update.


Click and choose the contents that you want to update. To update an index in a master document, select the index in the Navigator, and then click the **Update** icon.

Update All Links Message



PART FIVE-Open A New Text Document

Open A New Text Document Instructions And Image

Click **File** > **New** > **Text Document**. (The  **Untitled1 - OpenOffice.org Writer** document appears.)