

Word Processing

Beyond the Basics
Star Office 8.3

In this course you will learn about

- Creating Desktop Publishing Documents
 - Certificates
 - Brochures
 - Newsletters
- Creating Templates
- Mail Merge
- Drawing Tools

Quick Tips

Edit>Undo to correct mistakes.

Hover your mouse over icons to see their function.

Star Office files can be saved as a Microsoft Office Document for easier sharing.

To disable word completion in Star Office go to Tools>AutoCorrect/AutoFormat>Click on Word Completion and remove check next to “enable word completion”

Text documents can be saved in PDF format by going to File>Export as PDF.

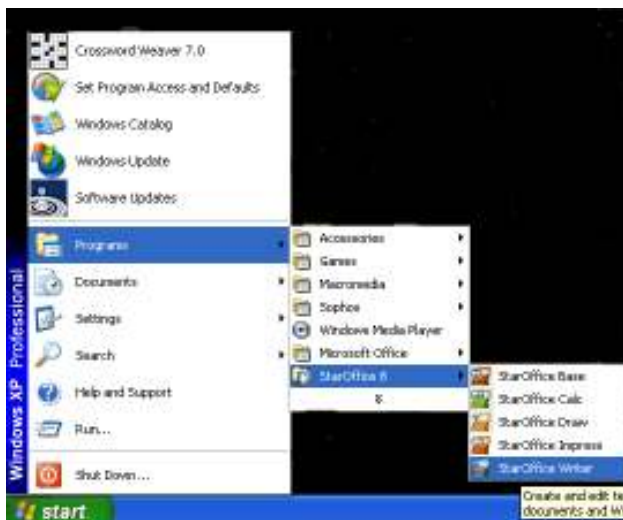
Hold the ctrl key to while clicking to select multiple items.

To modify a document while retaining the original document, click File>Save As. Save the modified document with a new name. To change the location of a document, you may also choose File>Save As.

Getting Started

Go to *Start>All Programs>Star Office 8>Star Office Writer*

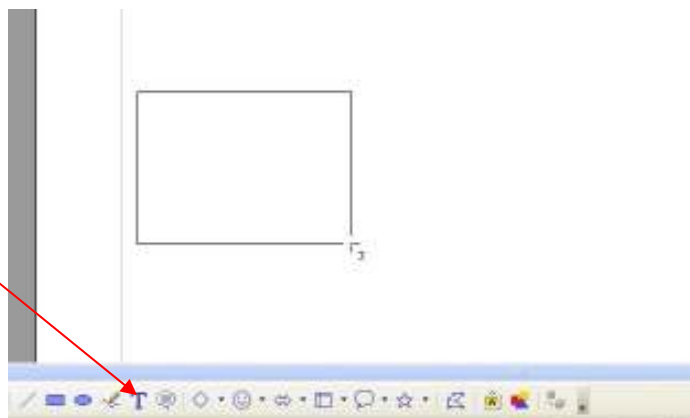
Be sure to save the document before beginning



Create a Text Box

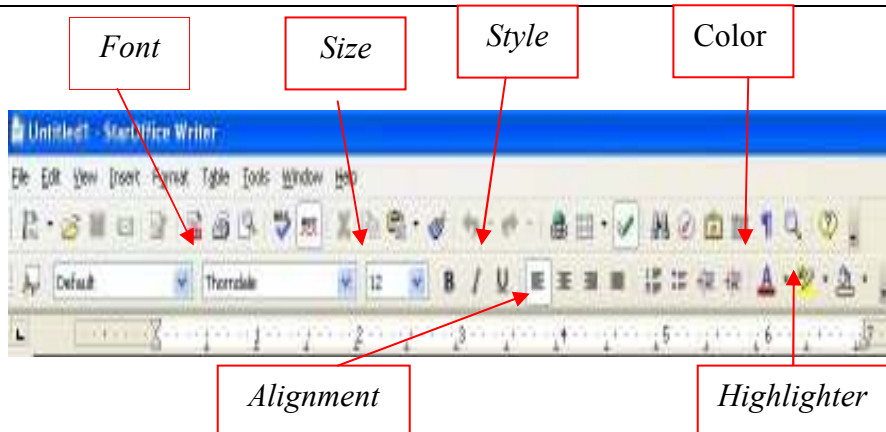
Use text boxes to easily manipulate text. To make a text box click on the T in the bottom tool bar. (If you don't see the drawing tool bar, click on *View>Toolbars>Drawing*)

Click the place in the document where you want to place text. Drag to make a box. Type inside the box.



Formatting Text

Text, font, size, alignment, and color can be formatted just as you would do in word processing. Select the text to be formatted. If you have already moved away from the text box, double click on the text to edit.



Drawing Tools

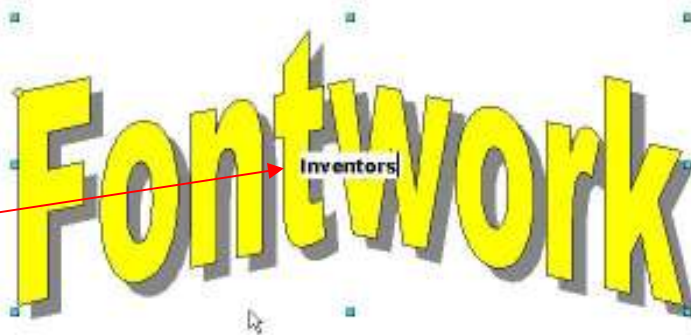
Choose a tool from the bottom drawing toolbar. Hover the mouse over each icon to see its function. Click and drag to create object. With the object selected you can format color and line.

Fontwork

- Click on icon
- Double click to select a style.
- Double click on the word Fontwork
- Press the delete key to clear and then type in your word
- Press Escape on your keyboard to return to your document
- To resize, click and drag a corner square



Fontworks



Inserting Graphics

Inserting from the gallery:

Click the *gallery icon* on the tool bar. Choose a *theme* and a graphic.

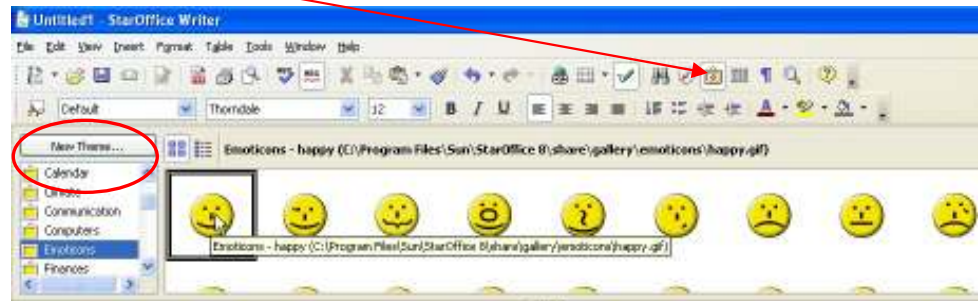
Drag the graphic from the gallery and drop it in the document.

Click the gallery icon to close the gallery.

Inserting from another location:

Insert>picture>from file.

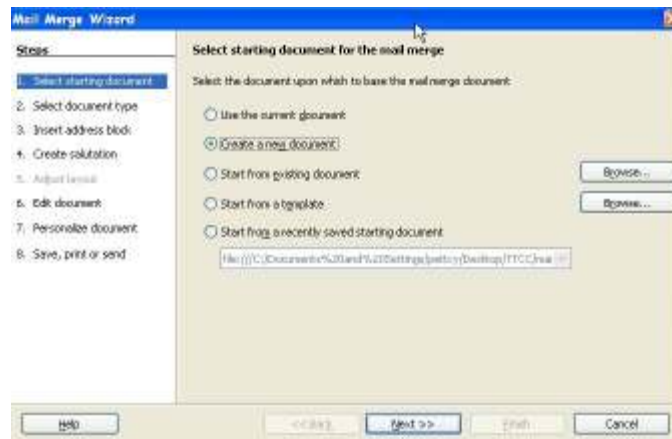
Browse to find your picture. Double click to insert.



Mail Merge- Creating Records

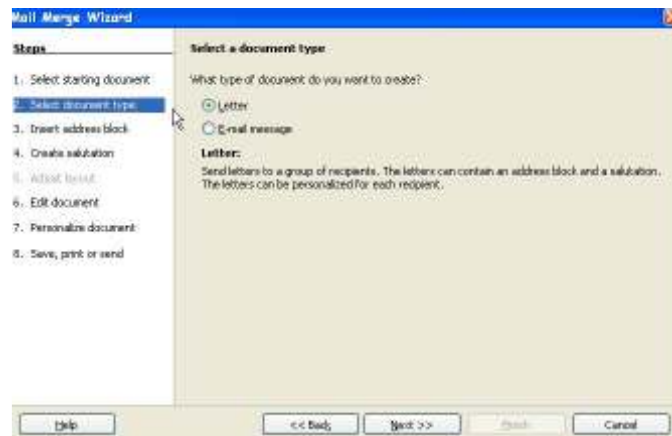
- Create a list of records by going to *Tools>Mail Merge Wizard*
- In the wizard, choose “New Document” and click Next

Step 1



Step 2

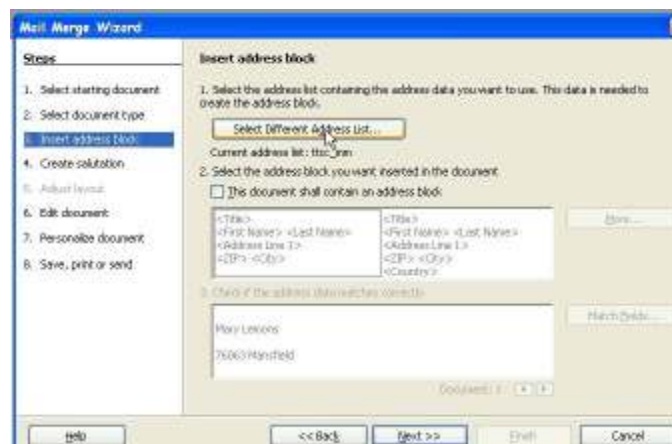
- Choose “Letter” and click Next



Step 3

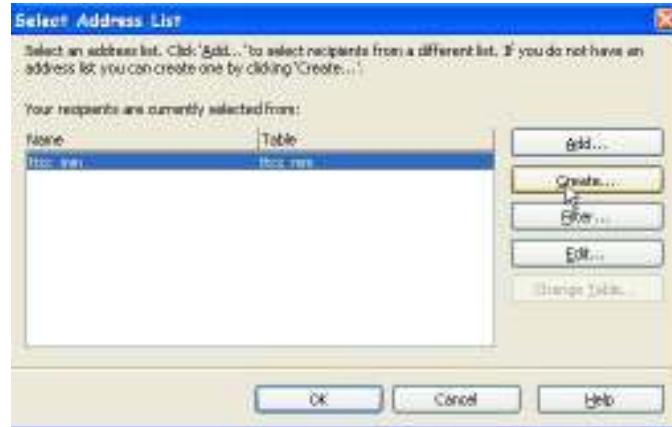
- Click the Select Address List button OR
- Click the Select Different Address List button

Note: The first time you create a mail merge the button will read “Select Address List.”



- Click the Create Button

Step 4



Step 5

- Fill in the appropriate boxes. Click the New button to create another record. Click OK when finished



Step 6

- Name and save the database

(Hint: Do not use spaces when naming files)



- Click Cancel twice to exit the Mail Merge Wizard

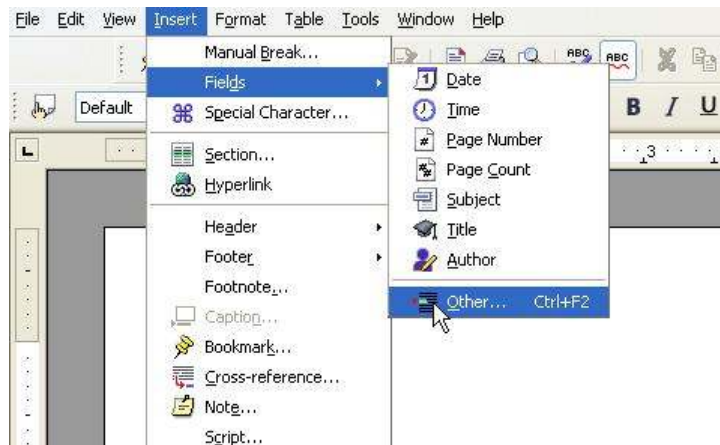
Step 7



Mail Merge- Inserting Fields in Document

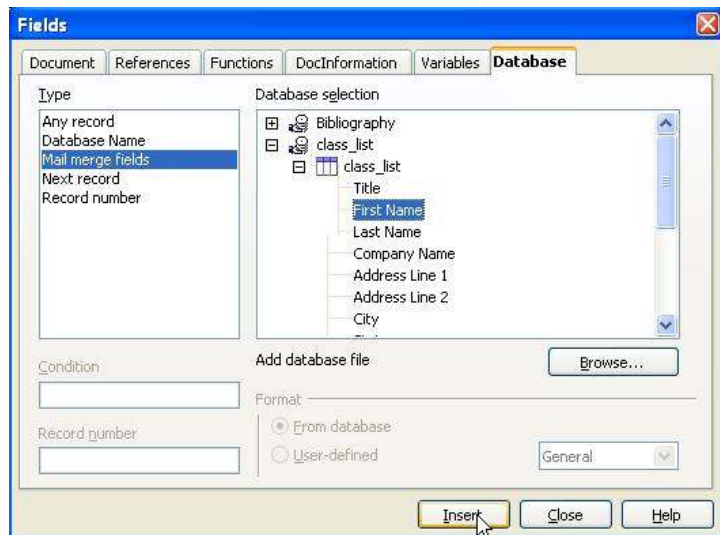
- Create your document by typing and formatting text
- Insert a mail merge field by clicking on *Insert>Fields>Other*
- Click on the Database tab

Step 8



- Click on Mail Merge Fields on the left hand side of the window
- Click on the plus sign of your saved database on the right hand side of the window
- Click the plus sign again
- Click once on the field you want to include and click Insert. Repeat to insert more fields. When finished, click Close

Step 9



- Change font, spacing and other formatting by highlighting fields

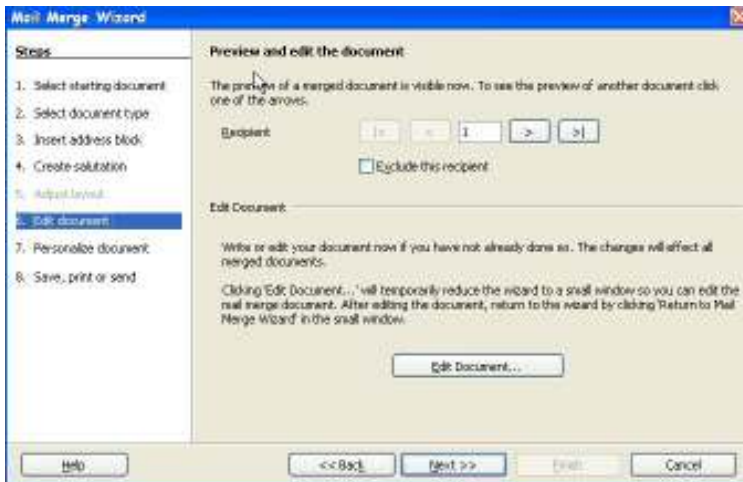
Step 10



Mail Merge-Finishing

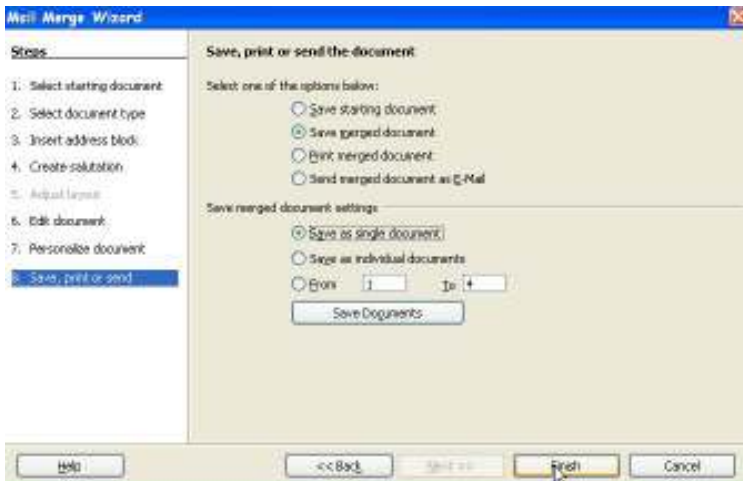
- Click *Tools>Mail Merge Wizard* to merge fields
- Click on Number 6
Click Next to merge the records into the document. Click Next again

Step 11



- Select Save Merged Document and then Save as Single Document. Click the Save Documents button. Name and Save
- To print the documents select Print Merged Document. Click the Print Documents button
- To Close the Mail Merge Wizard Click Finish

Step 12



Templates

- Create a document in Star Writer that contains all of the common elements that you will want
- Choose File>Save As
- Change the Save As Type to Open Document Text Template

(Now this page can be opened by another user and edited. The user will be forced to give the edited document a new name, keeping the original template intact.)

