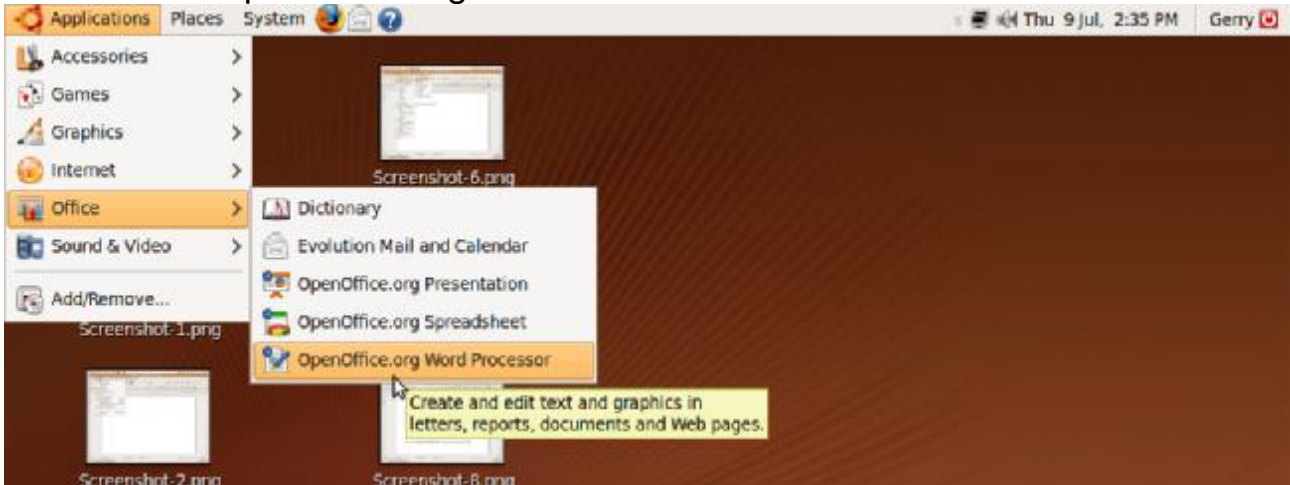


From Applications at the top of the screen select 'Office' then 'OpenOffice.org Word Processor'.



This is the first screen you will see. Don't worry if it takes several seconds to load.



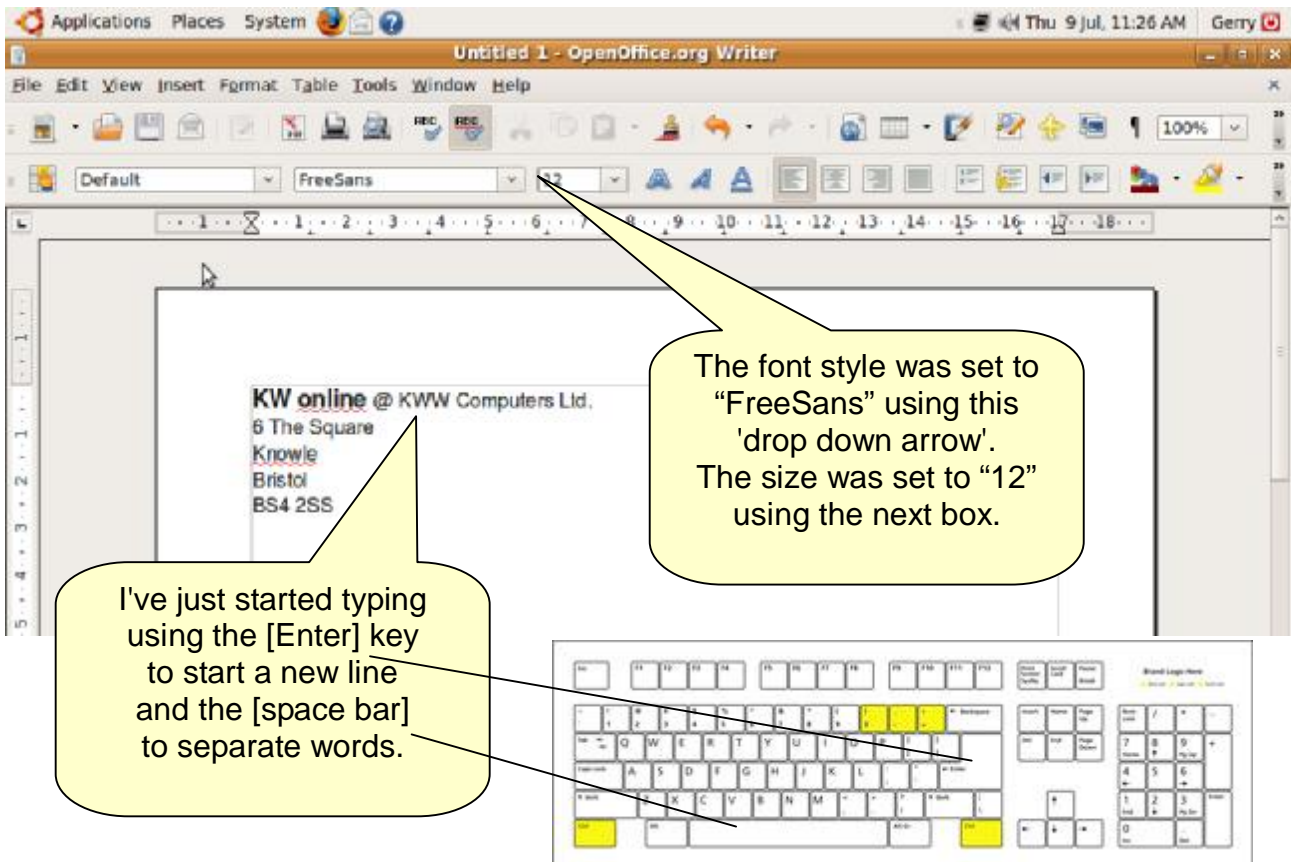
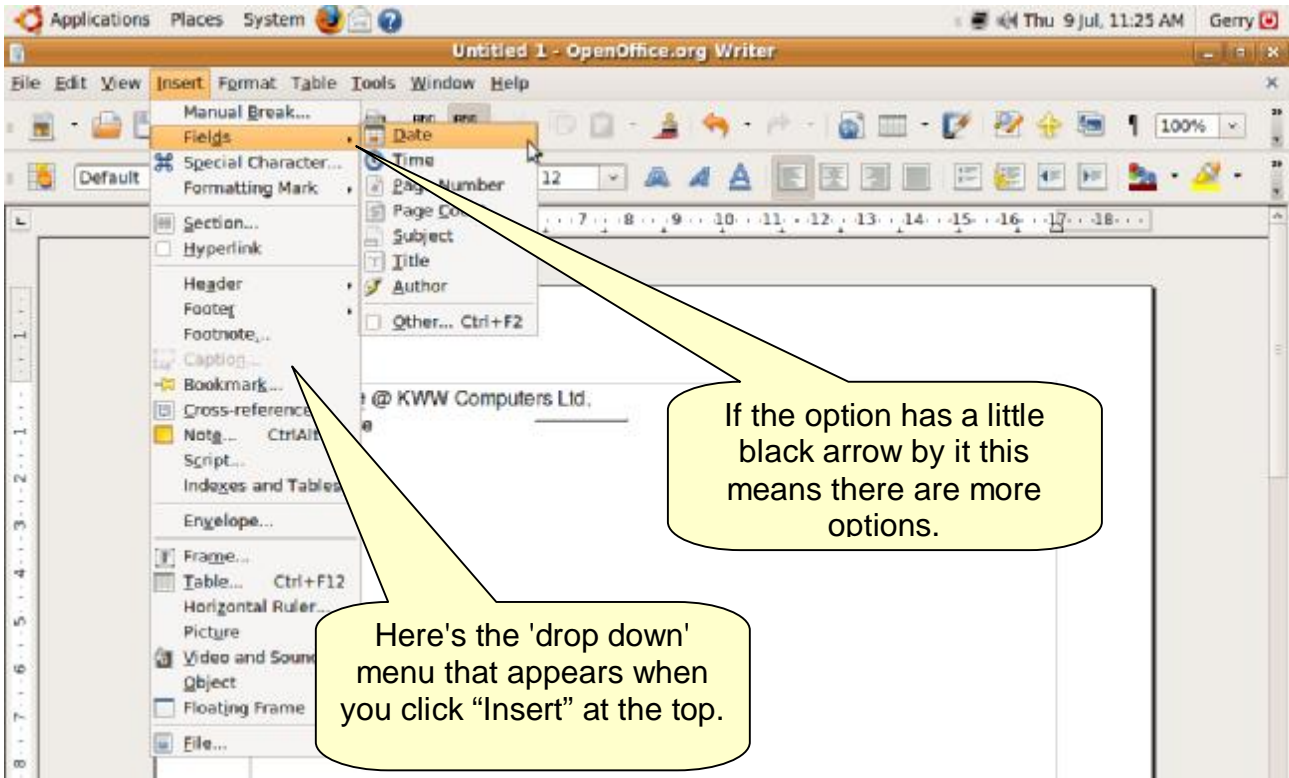
When the program opens you'll see this screen.

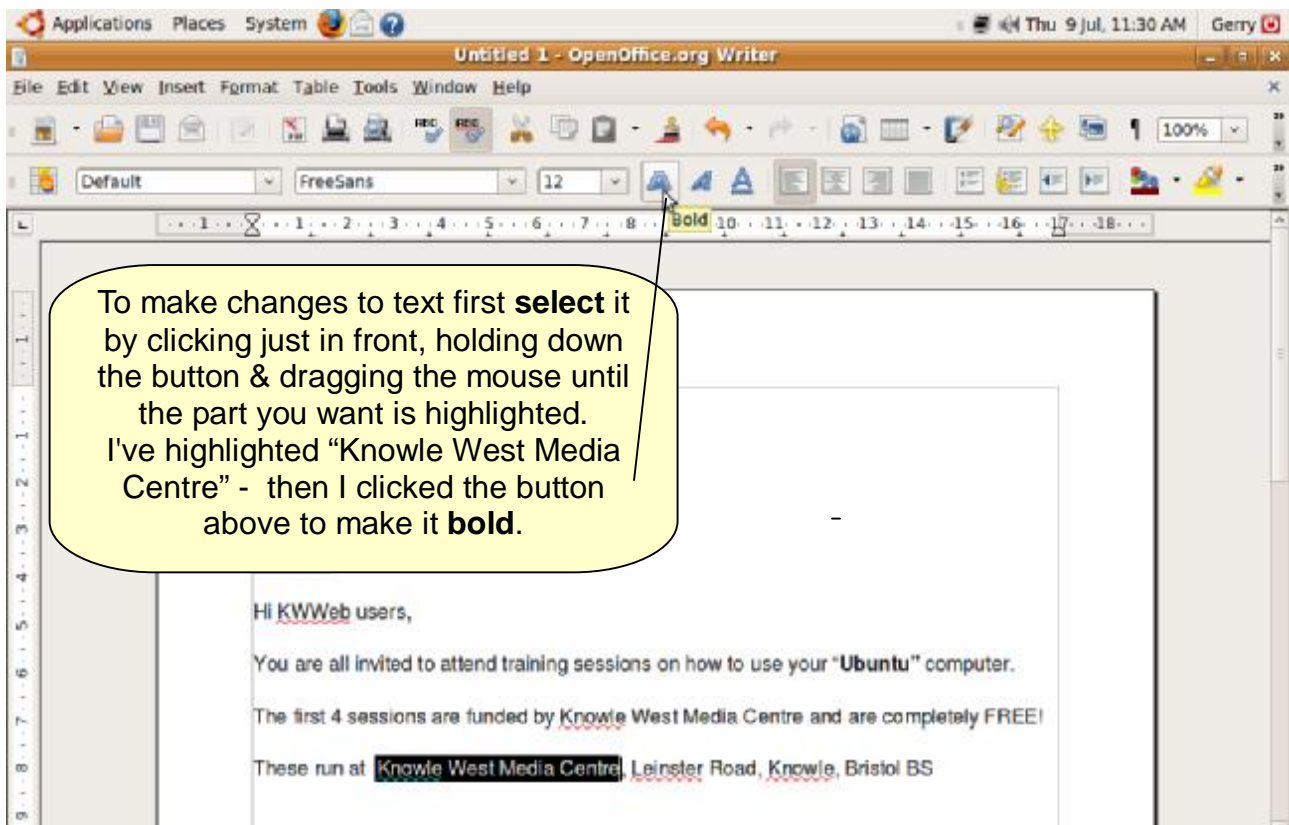
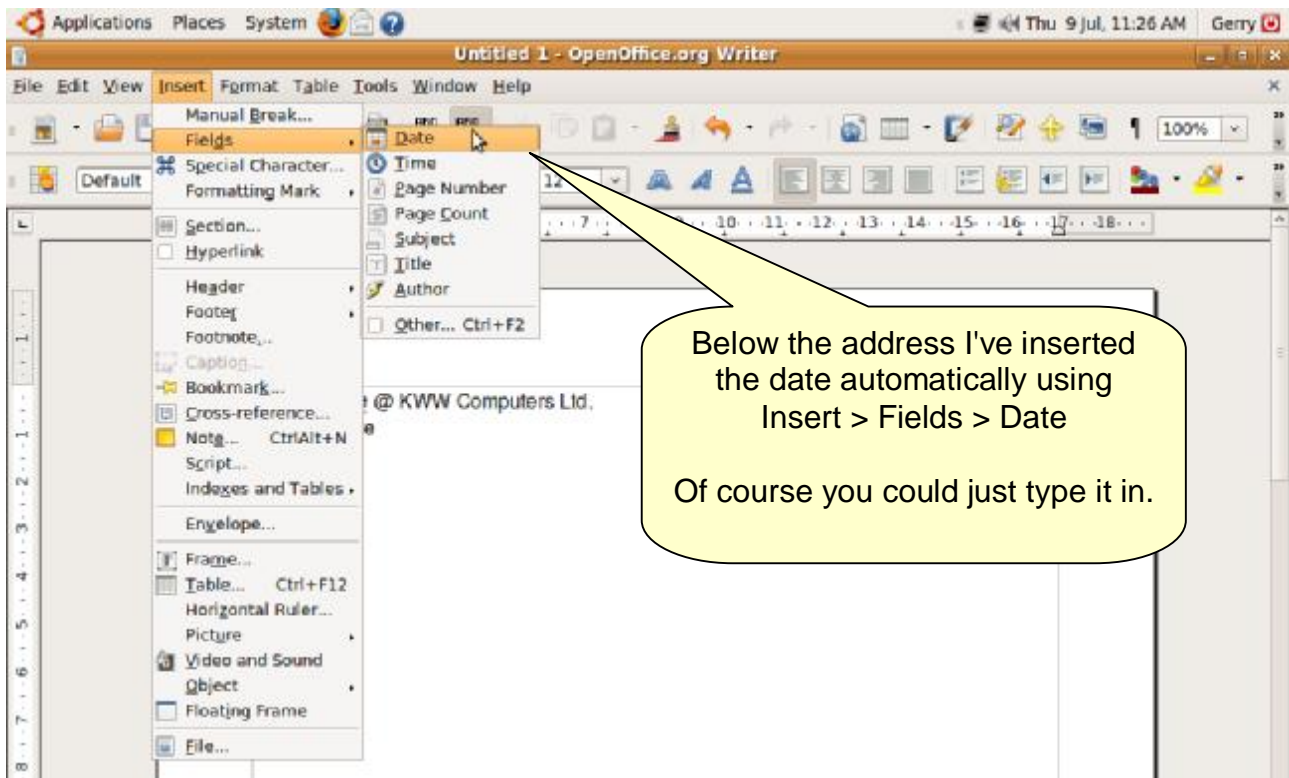
These are the headings for menus that 'drop down' e.g. I used 'Insert' to add the images in this document.

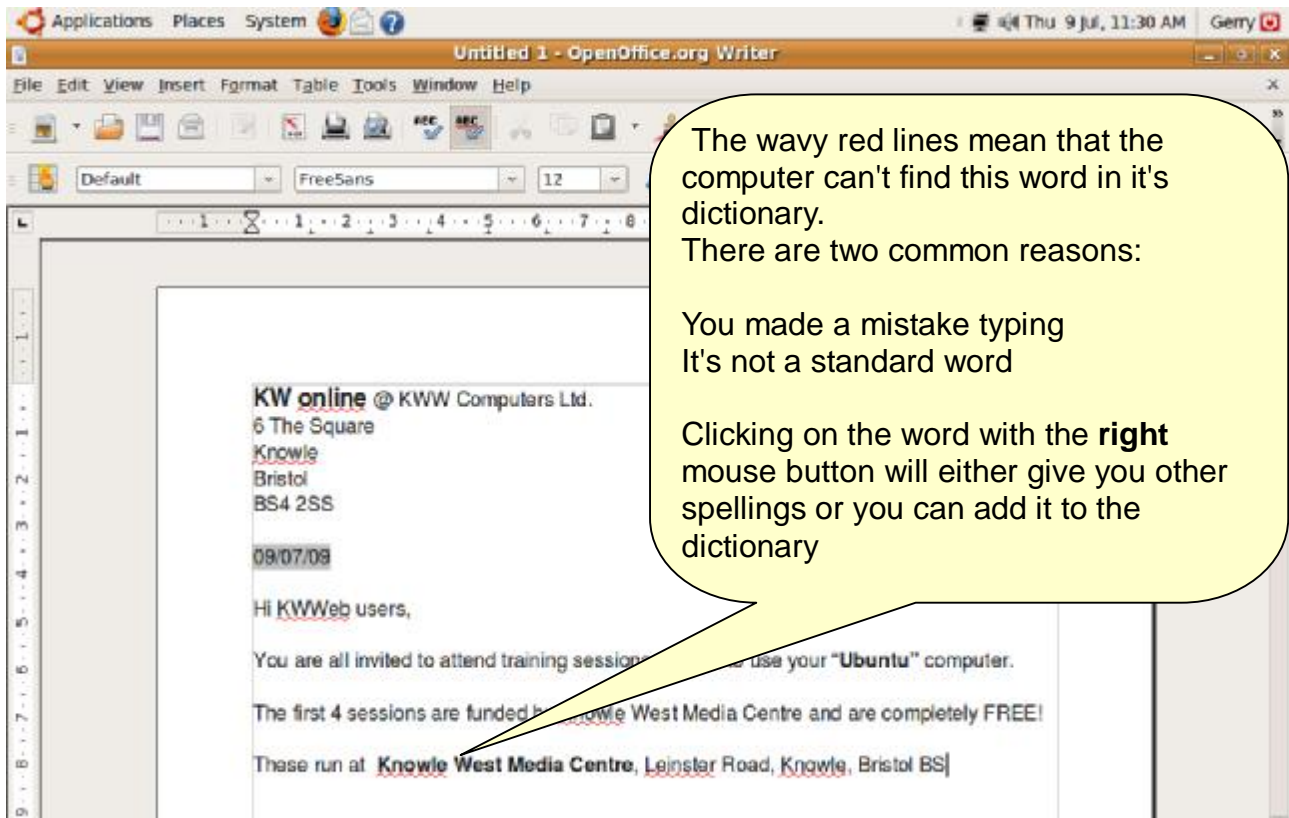
These 'buttons' or 'icons' are quick links to the actions you'll use most often e.g. this one makes the text **Bold**

This is where your typing will appear – the flashing "I", called a 'cursor', shows you text will begin

Select the type & size of writing from these menus - click on the small arrow to open a list



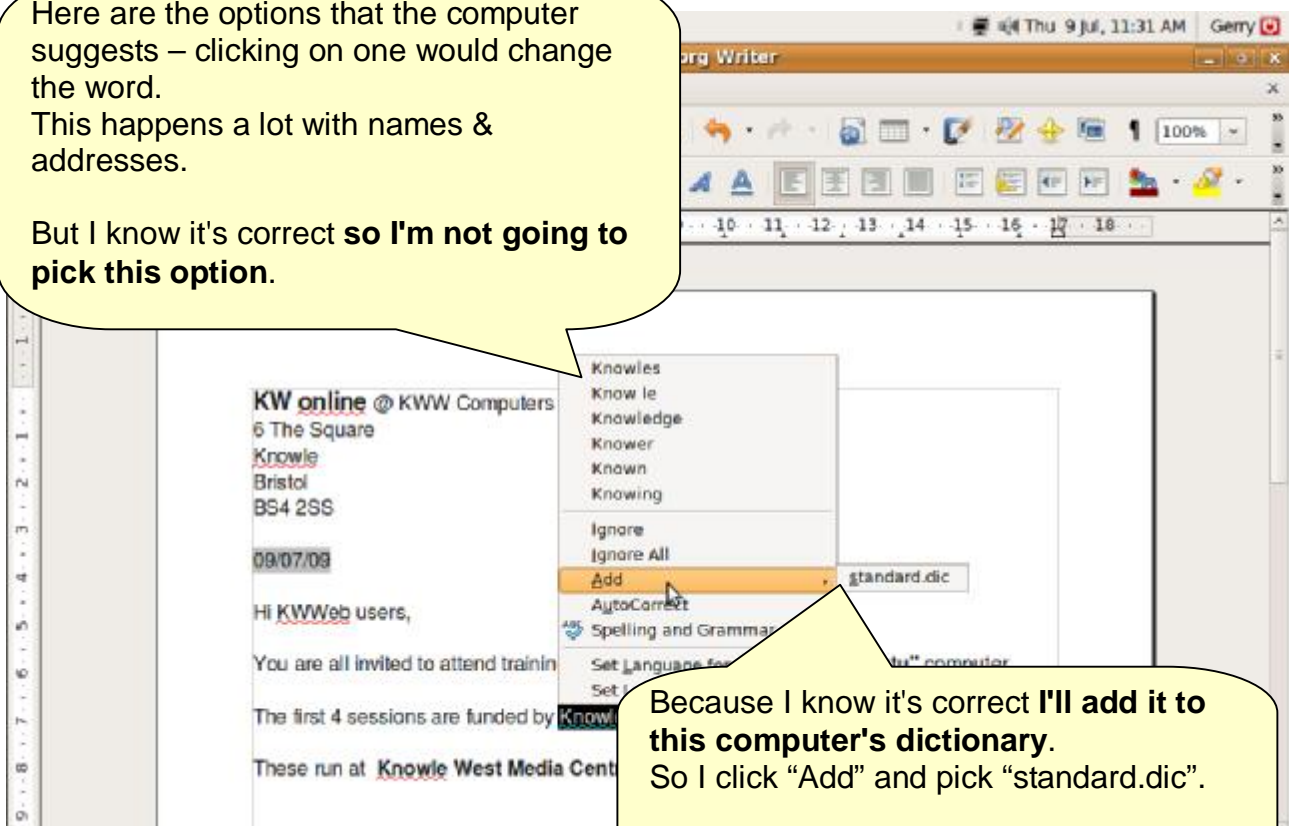




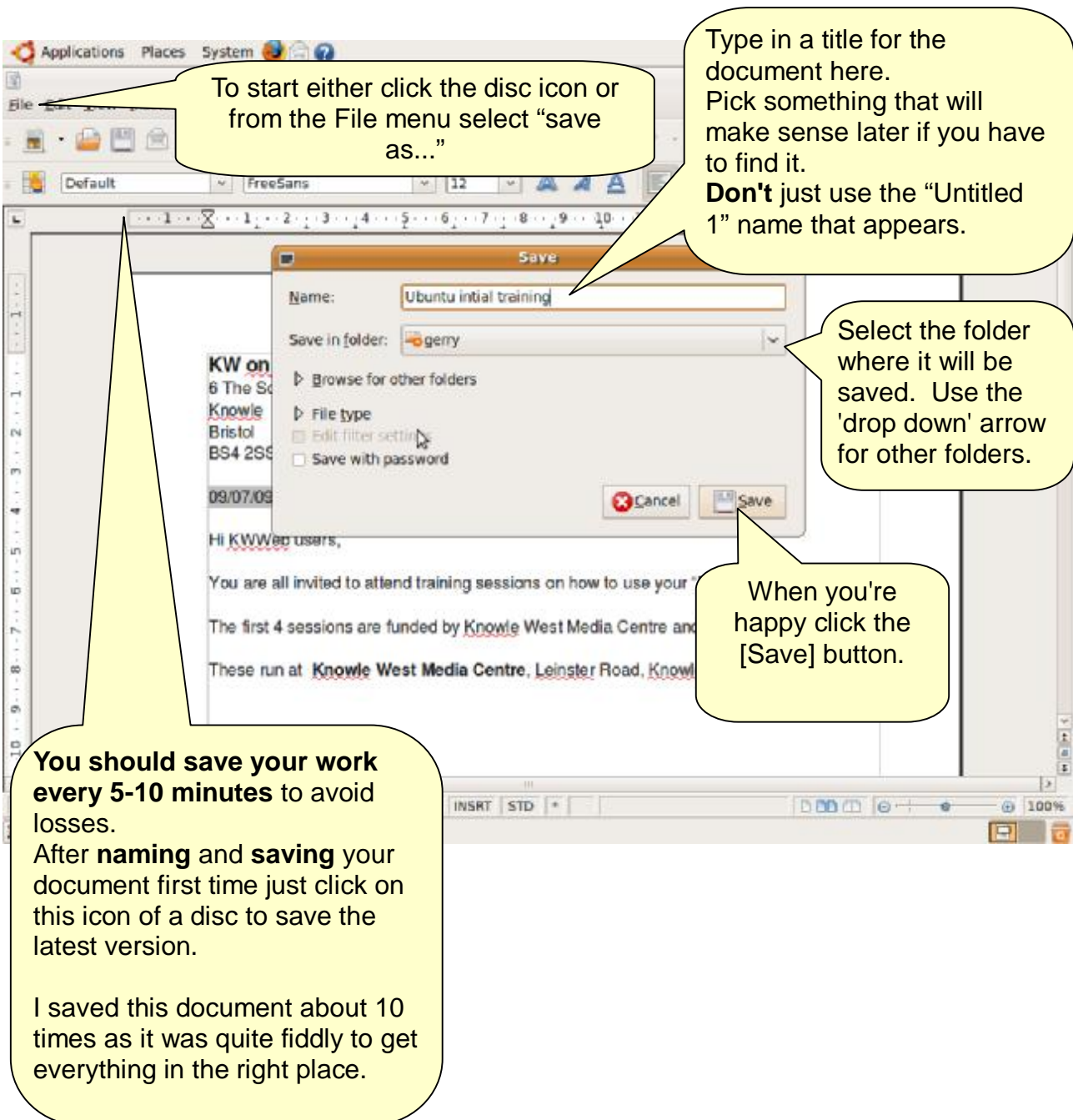
Here are the options that the computer suggests – clicking on one would change the word.

This happens a lot with names & addresses.

But I know it's correct **so I'm not going to pick this option.**



Now the most important part – Save your document!



The screenshot shows the OpenOffice Writer interface with a 'Save' dialog box open. The dialog box has a 'Name' field containing 'Ubuntu intial training', a 'Save in folder' dropdown menu set to 'gerry', and a 'File type' section with options for 'Edit filter settings' and 'Save with password'. The background document text is partially visible, including 'KW on', '6 The Sc', 'Knowle', 'Bristol', 'BS4 2SS', '09/07/09', 'Hi KWWed users,', 'You are all invited to attend training sessions on how to use your', 'The first 4 sessions are funded by Knowle West Media Centre and', and 'These run at Knowle West Media Centre. Leinster Road, Knowle'.

To start either click the disc icon or from the File menu select “save as...”

Type in a title for the document here. Pick something that will make sense later if you have to find it. **Don't** just use the “Untitled 1” name that appears.

Select the folder where it will be saved. Use the 'drop down' arrow for other folders.

When you're happy click the [Save] button.

You should save your work every 5-10 minutes to avoid losses. After **naming** and **saving** your document first time just click on this icon of a disc to save the latest version.

I saved this document about 10 times as it was quite fiddly to get everything in the right place.