

## **Formatting Tips (OpenOffice 3.1)**

The following instructions apply to using Sun OpenOffice 3.1. You can accomplish the same things with other versions, but you may need to follow different steps to get the same result.

### **Template**

In order to get this to work the same every time, I recommend creating a template that you can use. To create a template, set everything up as you want it (all the spacing and margins and the intro stuff and headers) and then go to **File > Save As**. In the **Save as Type** list, select the **ODF Text Document Template (\*.ott)** option. Give the template a name, select to save to somewhere in you're my Documents folder, and click **Save**.

Now, whenever you go to write an English paper, go to **File > New > Templates and Documents**. Look for the template in My Documents, select the one you created, and click Open. Everything should be set up how you want it.

So, how do you set it all up? That's what the rest of this section is about.

### **Setting Up Formatting**

In a blank, new document, do the following:

1. Go to **Format > Character**.
2. Make sure it says Times New Roman and 12 point.
3. Click **OK**.
4. Next, go to **Format > Paragraph**.
5. **Indent** should be set to 0.00" for everything (**Before text, After text, First line**).
6. **Spacing** must be set to 0.00" for both **Above paragraph** and **Below paragraph**.
7. Change **Line spacing** to Double.
8. Click the **Alignment** tab.
9. Make sure the **Alignment** is Left.
10. Click **OK**.
11. Next, go to **Format > Page**.
12. Click the **Page** tab.
13. Set the **Margins**. **Top** and **Bottom** can be 1.00". **Left** and **Right** should be 1.25".
14. Click the **Header** tab.
15. Check the **Header on** box.
16. Set **Height** to be at 0.50".
17. Click **OK**.
18. Now you're ready to enter content and set up your header.

### **Setting Up a Header**

You can set up your header at any time. I recommend doing it at the beginning so you don't forget.

When you are ready, do the following:

1. Go to the first page of the paper.

2. Click in the header area (the box showing at the top of the page) to put the cursor there.
3. Click the **Align Right** format icon (or go to **Format > Paragraph**, and change the **Alignment** to Right).
4. Type your last name, a comma, a space, a short version of your paper's original title, another comma, and a space.
5. Go to **Insert > Fields > Page Number** to add the page number so that it automatically updates on each page.
6. Go to **Format > Styles and Formatting**.
7. Click the fourth menu icon (**Page Styles**) to display the list of available page styles.
8. Double-click the First Page style. This makes it so that the header does not appear on the first page, but will appear on page 2 and beyond.
9. Click anywhere outside the header area to return to the main document.

### Other Tricks

Here are a couple other tricks.

- You can automatically go to a new page by holding down the **CTRL** key and pressing **Enter**.
- For the References page, the easiest way to make sure the indent is correct is to put your cursor where you're going to start typing the first source, then go to **Format > Paragraph**. On the **Indents and Spacing** tab, enter 0.50" for **Before text** and -0.50" for **First line**. Click **OK** and start typing.
- You can easily get the word count in by using a Field. To do this, put your cursor where you want the field. Go to **Insert > Fields > Other**. Select the **Document** tab. Select the **Statistics** type. Select the **Words** field from the list and click **Insert**. Click **Close** to close the Fields dialog box. Note that the field will automatically update if you add or remove words and **Save** the document.