

WRITE A POEM



Table of Contents

WHAT THIS TUTORIAL DOES	1
OPEN A NEW TEXT DOCUMENT	1
CREATE A NEW PARAGRAPH STYLE NAMED "POEM"	2
CREATE A PARAGRAPH STYLE NAMED "POEM HEADING"	2
ACTIVATE THE PARAGRAPH STYLE NAMED "POEM HEADING"	3
ACTIVATE THE PARAGRAPH STYLE NAMED "POEM"	3
CREATE AND APPLY A PARAGRAPH STYLE NAMED "POEM AUTHOR"	3
SAVE FILE FOR FUTURE USE	4



What this tutorial does

This tutorial creates Paragraph Styles to format the unique layout of a poem. A simple poem is written to show how to use the Paragraph Styles function.

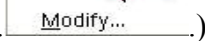


Open a new text document

1. **IF** in an OpenOffice 2.0 document, on the **menu bar**, click **File > New > Text Document**. (The  **Untitled1 - OpenOffice.org Writer** document appears.) The second line from the top of the screen is called the Menu Bar. Clicking on a word in the Menu Bar shows a list of things that you can choose to do in Writer.)
2. **IF** on the desktop, Click **Start > Programs > OpenOffice.org 2.0 > click OpenOffice.org Writer**. (The  **Untitled1 - OpenOffice.org Writer** document appears.)

Create a new Paragraph Style named "Poem"

1. Click **Format** > **Styles and Formatting**. (The "Styles and Formatting" window appears.) Right-click on the highlighted word, **Default**. (Right-click means to use your middle finger on the mouse button on the right. A menu appears.) Click **New**. (The Paragraph Style window appears.)
2. In the **Name** dialog box, **delete** the word, **Untitled1**, and **type** the word, **Poem**. (The word, "Poem", is in the "Name" and the "Next Style" dialog box.)
3. Click in the **Linked with** dialog box. Scroll up and click on the word, - **None** -. (To scroll up, put the pointer of the mouse on the  and keep clicking on the  until the word "none" appears at the top of the list. "none" appears in the dialog box.)
4. Click on the **Alignment** tab. Under **Options**, select **Center**. (To select **Center**, click on the word "**Center**". A dot appears before the word "**Center**".)
5. Click on the **Font** tab. In the **Size** menu, **scroll up** and select **10pt**. (The "Size" may be specified in percent or in points. To change from percent to points, delete the number in the upper "Size" box and type a number followed by the letters, pt., such as 25pt. To change from points to percent, delete the "Size" number and type a number followed by the percent symbol such as 25%.)
6. Click **OK**. (The cursor appears on the screen. The Paragraph Style named "Poem" has been added to the "Paragraph Styles" list.)

Create a Paragraph Style named "Poem Heading"

1. Click on **Default** then **Right-click** (A menu appears. )
2. Click **New**. (The "Paragraph Style" window appears.)
3. In the **Name** dialog box, **delete** **Untitled1** and **type** the words, **Poem Heading**. (The words, "Poem Heading" appear in the "Name" dialog box.)
4. In the **Next Style** dialog box, Click on the  then scroll up and select **Poem**.
5. In the **Linked with** dialog box, click on the . (A menu with choices appears on the screen.) Scroll down and click **Heading**. ("Heading" appears in the "Linked With" dialog box. Changes made to the **Paragraph Style** named **Heading** will also automatically change all **Paragraph Styles** with the word, **Heading**, in them.) Click **OK**.
6. Right-click on **Poem Heading**. (The "Paragraph Style: Poem Heading" window appears.) Click on **Modify** > **Alignment** . Under **Options**, click on **Center** > **OK**.



Activate the Paragraph Style named "Poem Heading"

1. In the **Paragraph Styles** window, double-click on **Poem Heading**. ("Poem Heading" appears in the "Apply Styles" dialog box that is on the Formatting Toolbar which is the 4th line from the top of the screen. The cursor moves to the center of the line.)
2. **Type** the words, **Name Of Poem**, and press **Enter**. (The cursor moves down two lines. The "Paragraph Style" named "Poem Heading" is activated.)

Activate the Paragraph Style named "Poem"

1. In the **Paragraph Styles** window, **double-click** on the word, **Poem**. (The "Paragraph Style" named "Poem" appears in the "Apply Styles" menu box.)
2. **Type** the words, **Roses are red**. Press **Enter**.
3. **Type** the words, **Violets are blue**. Press **Enter**.
4. **Type** the words, **What is written** Press **Enter**.
5. **Type** the words, **must rhyme for you**. Press **Enter** twice.

Create and apply a Paragraph Style named "Poem Author"

1. **Right-click** anywhere in the **Paragraph Styles** window. (A menu,  appears.)
2. Click **N**ew. (The "Paragraph Style" window appears.)
3. In the **N**ame dialog box, **delete Untitled1** and **type** the words, **Poem Author**.
4. In the **L**inked with dialog box, click on the . (A menu with choices appears on the screen.)
5. Scroll down and click **Poem**.
6. Click **F**ont tab.
7. Under **T**ypeface, click **B**old.
8. Click **O**K.
9. In the **Paragraph Styles** window, double-click **Poem Author**.
10. **Type** your name. Close the **Styles and Formatting** window. (To do this, click on the **X** in the box in the upper right corner of the "Styles and Formatting" window.)

Save file for future use

1. Click **F**ile > **S**ave **A**s.
2. In **File name:** dialog box, type **My Poem**. (The name of the file will be “My Poem”.)
3. In the **Save in:** dialog box, click **My Documents** (if it is not already selected.)
4. Click **Save**. (The document is saved and can be reopened for later use. The document is still active on the screen and if used, will not effect the saved file.)
5. Click **F**ile > **C**lose. (The document is no longer on the screen.)