



## Module 2: Create Your Own

### Project Activity

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The Create Your Own project activity for Module 2 involves creating a letter or a newsletter. Participants may choose to get more elaborate and create a flyer or book cover. The steps herein cover basics for creating a basic letter and a basic three-column newsletter.

Have the class work independently or in teams of two. You may want to select a subject or allow them to use their own topic that they may wish to use as a theme throughout the various modules. The following are a couple ideas to get you started:

*Personal Biography or Family History*

*Write a Friendly Letter*

*About Your School or Organization*

*Hobbies*

*ABC Book*

The focus is not on the product but rather on the process of utilizing the tools in StarOffice™ Writer. However, the product from this activity should reflect that participants have achieved the learning outcomes.

## Creating a Letter

You are going to create a simple letter of any topic.

1. Launch StarOffice™ Writer.
2. From the **File** menu on the Menu bar, choose **New > Text Document**.
3. Save the document, **File > Save**.  
Navigate to your folder, and name the file.



StarOffice will add the **.sxw** extension by default. This **.sxw** extension indicates the file is a StarOffice™ Writer 6.0 document.

4. Enter the date, a salutation, and a subject line.
5. Enter body content text and a closing signature line.
6. Experiment with fonts, sizes, color.
7. Change the font of your subject line for emphasis:
  - Highlight the text.
  - Select the desired font, and release the mouse button.
  - Adjust the size of the font as desired
  - Change the color of the font as desired.
8. Insert at least one image from the Gallery.
  - Open the Gallery.
  - Select a picture and drag it into your text document.
9. Wrap text around the image.
  - Right click on the image, and choose Wrap.
  - Then select type of wrap desired.
10. Spell check your work. From the menu bar, choose **Tools > Spellcheck > Check**.  
Each suspect word will be highlighted. Click the Ignore button if the word is correctly spelled but not part of the dictionary.
11. Save continuously. (Make **Ctrl+S** your friend!)
12. Make any final revisions, and ...save again!

## Creating a Newsletter

You are going to create a newsletter of any topic, or based on a theme that you will use throughout the modules. Your newsletter should include, at a minimum, the following features:

- Three text columns
- One image from the gallery
- Text Boxes
- Color

Optional features may include:

- A Title box (rectangle with text)
- Lines Between Columns
- Page Footer (possibly include date, volume number, page number)

If you are working in a team of two, determine if you are going to work on one or two machines. You may decide to have each team member write an article for the newsletter and later compile the articles together, or you can work together to read through the directions and share hands-on computer time.

The first step will be to **storyboard** and outline key points, content and layout. You must have at least one image in your newsletter. Save your working documents, images, etc. in your folder on the server in your My Document/Work folder.

The steps below serve as basic technical guide. The capabilities of StarWriter are tremendous; advanced features may be explored using other references.

### Document Preparation Basics

1. Begin a new, blank word processing document. From the Menu bar, choose:  
**File > New > Text Document**
2. A blank document window will appear.
3. *Optional:* Set the zoom level to a comfortable point. Choose **View > Zoom** from the Menu bar. Set a level that makes it easy to read the text being typed and to see the entire width of the page without needing to scroll left or right. "Page Width" is a good setting, but determine the setting best for you. Click the **OK** button to see the effect of changing the setting.
4. Save your document, and remember to save continuously. (Make **Ctrl+S** your friend!) You may also choose **File > Save As...**

**Save your work...  
when you begin,  
while you are working,  
when you are complete!**

5. Enter your Newsletter content. Do not focus on page layout, which you will do later. Do, however, format your text and fonts (bold, italic, underline). You may want to experiment with using different color combinations. Reference Module 2 Lesson if necessary.
6. Spell check your work.  
**Tools > Spellcheck > Check.**
7. Save when your work is done.

### **Creating Columns**

You are now going to set up the page formatting for three columns.

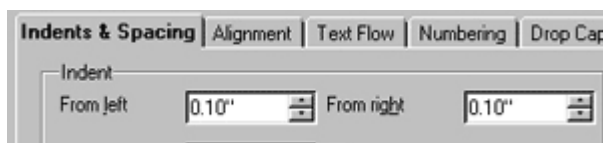
1. Choose **Format > Page**.
2. Click on the **Columns** tab, and then click on the image showing the number of columns you want, or type in the number of columns desired in the **Columns** field.



The width of each column can be controlled individually. In a typical newsletter, the columns are the same width. To change this, uncheck the **AutoWidth** button, and set the width of each column.

4. To place a line between the columns, choose the line width from the **Separator** section of the dialog box.

5. Your columns may be too close together with little space around the edges. To change the formatting of a paragraph, right click on the paragraph, and select Paragraph.



(You may also select **Format > Paragraph** from the main menu.)

6. Set the indents and spacing to what is desired. (In the example, .10-inch margins on each column is shown.)

Note that you can select multiple paragraphs at one time and then format.

7. You can also insert column breaks and page breaks.  
**Insert > Manual Break >** choose type of break to insert from pop-up menu.
8. Click **OK** when done with the settings.
9. The page will display the columns and the separator line (if any).
10. Save (**Cntl+S**).

## Inserting Images

1. Insert at least one image from the Gallery.
  - Open the Gallery.
  - Select a picture, and drag it into your text document.

*Optional:* To resize the image, grab the corner selection handle and drag the edge of the picture.


2. Wrap text around the image.  
Right click on the image, and choose **Wrap > Page Wrap**.




To place graphics into the correct position on the page, it is often easiest to anchor a picture to the page. (This will keep it in the same place on the page, letting you wrap text around the image.) Click with the right mouse button on the image, and select **Anchor > To Page**.

## Inserting Text Boxes

Another useful object is the text box. It can be resized and anchored like a picture but holds whatever text you put into it, such as sidelines and quotes.

1. From the Object tool bar, insert a text object from the **Show Draw Functions** icon, 4<sup>th</sup> icon from the top.
2. Drag the text box into position.
3. To resize, click once to select and drag the resize handle to make the box the desired size.
4. Double-click inside the box to add text. Type.
5. Right click on the text box to access the formatting options, i.e. Line, Area Text, Position and Size, Arrange, Alignment, Wrap, Anchor, etc.
6. To change the distance from the edges, select **Text...** and then **Distance from Borders**. Enter desired values.
7. Continue with formatting as time allows.
8. When the document has been reviewed for errors and spell checked, you may want to print it. Choose **File > Print** from the menu bar, and set the print settings as needed for the printer they have chosen.

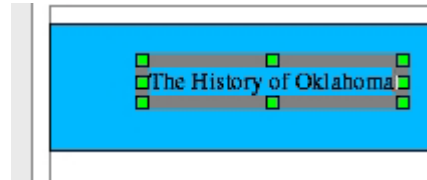
## Creating a Header

1. You may want to create a letterhead or masthead at the top as shown in the sample newsletter file on website.
2. Use the **Show Draw Functions** from the Object tool bar.
3. Click on the **Rectangle** tool  button, and click and drag in the text document.
4. Resize the rectangle to match the width of the newsletter page.



5. Click on the **Text** tool from the **Show Draw Functions**, and then click outside the rectangle to start a text box.
6. Type in the title of the newsletter.

Click once outside the text box, then move the text by clicking and dragging from the middle of the text box to the desired location inside the colored box.



7. Select the text. Click on the down arrow to view the list of fonts and font sizes.

Change the title to the format desired.

8. You can add more rectangle objects and text boxes to the header for added emphasis. Added boxes and color can also be changed to contrast with the background. If your Main tool bar changes while your text is selected, choose **Format > Character** to change the color.



You may have text boxes overlapping and need to send one to the front or to the back in the stacking order. Select one of the boxes. From the menu, choose **Format > Arrange >** and select **Send to Front, Send to Back**, etc.

1. Change the wrap of the header box so that the column text does not hide behind it. Select the header box. Click with the right mouse button, and choose **Wrap > No Page Wrap** from the pop-up menu.

## **Inserting Footers & Page Formatting**

1. You may want to play with setting the Newsletter footer and other page formatting options. Explore the options under the **Insert & Format** menus. (See p12 of Module 2 Lesson for adding footers, if necessary.)
2. Continue with formatting as time allows.



### **TIP**

If you enter a Web site address, URL, in a text document, you are creating a "live" link in the document. This means that if the user clicks on this link, a browser window will launch and access the Web site.

To change the preferences so this text is not a "live" link, from the Menu bar, choose:

**Tools > Auto correct > Options > uncheck the URL recognition boxes**



### **SAMPLE NEWSLETTER**

The **Open Gateways Curriculum for Teachers** Web site provides a link to a sample newsletter created in Writer.

Download the "Sample Newsletter" source file from:  
[www.sun.com/aboutsun/comm\\_invest/ogp/training/](http://www.sun.com/aboutsun/comm_invest/ogp/training/)