

Vista Royale Computer Club  
March 22, 2018 Meeting Information & Links

Members: President Mike Johnson welcomed 27 members and guests this week and asked for nominations for President, Vice President and Secretary for the election on April 12<sup>th</sup>, the last meeting. Last Lab day will be April 13 and we will pack up the Lab for hurricane season the following Tuesday morning. We currently have 149 club members.

Announcement: Sandy McKenny is planning on doing a genealogy presentation on transcribing old records on Wed afternoon, March 28 at 3pm in preparation for her talk at the Indian River Genealogy Society in April. It will include information on free transcription software and give you lots of tips on what to do with your old letters, bibles, diaries and records. Anyone is welcome.

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Sandy McKenny's presentation "How to use Open Office and other word processing tips & tricks!" concentrated on how to use the basic features of the free Open Office Writer. This is the word processor section of Open Office4 which is on all our Lab machines and everyone needs to know how this works for such things as letters, posters, etc.; even transcribing old documents and writing a novel. You can download this free software suite which is an alternative for the expensive Microsoft Office Suite by following the 'links' page at [www.vrcc.info](http://www.vrcc.info).

How to download, then use Open Office; plus word processing tips & tricks!

[www.vrcc.info](http://www.vrcc.info)

Tab: links

find and click on: OpenOffice Suite

click on: 'I want to download Apache OpenOffice'

click on: 'Download full installation Apache OpenOffice' for windows (Exe) in English [default]

it will prompt to save: 'Apache\_OpenOffice\_4.1.4\_Win\_x86\_install\_en-US.exe'

It will show up in the bottom left of your screen .....

Click on that and it will ask you if you really want to do this. Say 'Yes' and follow the instructions for installation and registration. If you have an older version, you can update to the newer version. These are a couple of tutorials that you can review:

OpenOffice Writer Tutorial - 1 - Introduction & Basic Tools

<https://www.youtube.com/watch?v=i6eNvfQ8fTw>

OpenOffice Writer Tutorial - 2 – Creating Tables

[https://www.youtube.com/watch?v=4ZPjktr\\_5tA](https://www.youtube.com/watch?v=4ZPjktr_5tA)

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After you installation, start *OpenOffice* by clicking on desktop icon & selecting text document. You now have a blank document.

First, before you begin typing, you should '**Save As**' by picking a location or folder on your hard drive; or cloud drive, thumb drive, etc. so your file will have a place to live.

Then name your file so it makes sense and will sort well in your folder.... do not use 'untitled1' for a name. Make the name tell you what it is about: i.e. Smith-Mary-story.doc

**type of file:** save your new file as a .doc [preferred] or .odt [or .rtf or .txt ] or export it as a .pdf if you need to preserve 'exactly how your page looks'.

**start your document:** letter, poster, sign-up sheet, brochure, handout, book, etc.

**Format** ..... pick the paper type/size and page orientation: portrait or landscape

**margins:** set new margins; .5 are acceptable for one-sided documents. Use .75 left margins for punching holes for loose leaf notebooks.

**Select typeface & size** if necessary by highlighting the text and choosing the font and size.

Then decide how you want the orientation of the text: left, center, right. You can change the different parts of your document at any time.

Type your document, it will automatically save by default. This is timing that you can change. Save again before you print! Always do a 'spell-check' and then a 'print preview' **before** you send it to the printer. Only send a document to the printer one time. Network printers have a hesitation so they seem slow, but remain patient, you do not want to pay for lots of pages.  
from Vicky: Sandy, here is my input into your office presentation.

*Another desktop alternative to Microsoft Office is LibreOffice which was split off from OpenOffice. LibreOffice offers the same modules as OpenOffice desktop and also has an online version. LibreOffice and OpenOffice both still have a traditional menu and toolbars, where Microsoft now has the Ribbon interface. The icons on LibreOffice's toolbars have been redesigned and have a different appearance than the icon's on the OpenOffice toolbars. LibreOffice also has more frequent updates.*

*Both OpenOffice and LibreOffice are donation ware. There is no cost involved, but it is important that you get this software from the official site. There will be other sites that have versions that are loaded with **adware**, that misdirects you to **unsafe** sites.*

*Mobile devices also have free alternatives to Microsoft Office Word, Excel and PowerPoint*

*Apple has their Pages, Numbers and Keynote,*

*Google has Docs, Sheets and Slides*

*Google Docs overview 17minutes <https://www.youtube.com/watch?v=nVNi6uSSckU>*

Next week will be Don Hromy showing us 'Duck Duck Go and Anonymous or Incognito surfing on the net. If you have a favorite site or some software to share with our membership, give us a heads-up as we will have time for more participants. Pot Potpourri programs are always fun and interesting. It is great seeing what other members are doing or seeing on the net. April 5<sup>th</sup> will be Abby Walters doing an AARP & Caregiving presentation which was rescheduled. Bring a friend, spouse, neighbor..... 9:30 Thursday morning March 29<sup>th</sup> in the Pine Arbor Kitchen.

Sandy McKenny, sec.; Vista Royale Computer Club, Pine Arbor Clubhouse; Vero Beach, FL 32962