

## Create A New Document

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Subject Descriptors:

Word Processor, Writer, OpenOffice.org, Create New Document, Save Document

Application (Version):

OpenOffice 3.1.0 Writer

Windows XP, Windows Vista

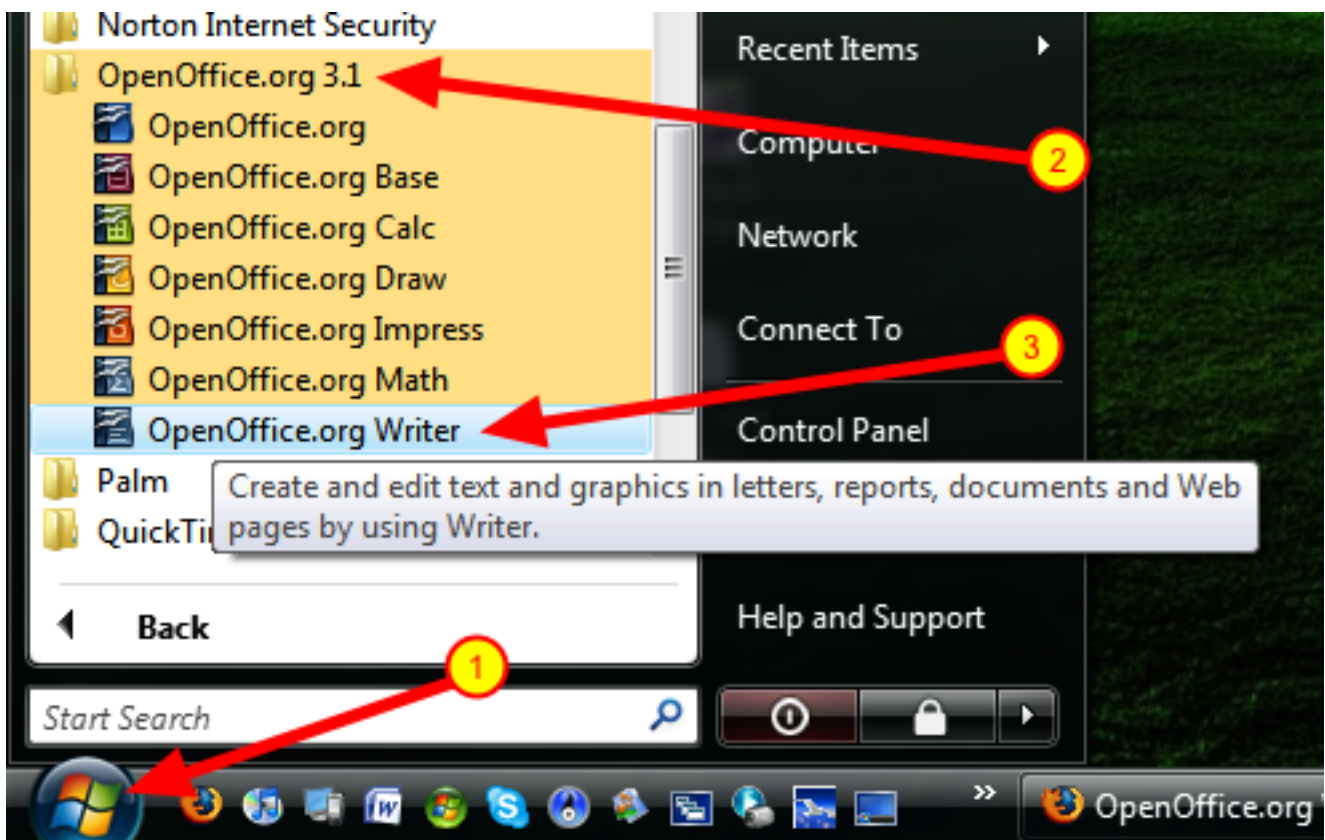
Task Description:

How do I create a new document? How do I save my document? Can I make a new folder to place my document in?

Tutorial Date:

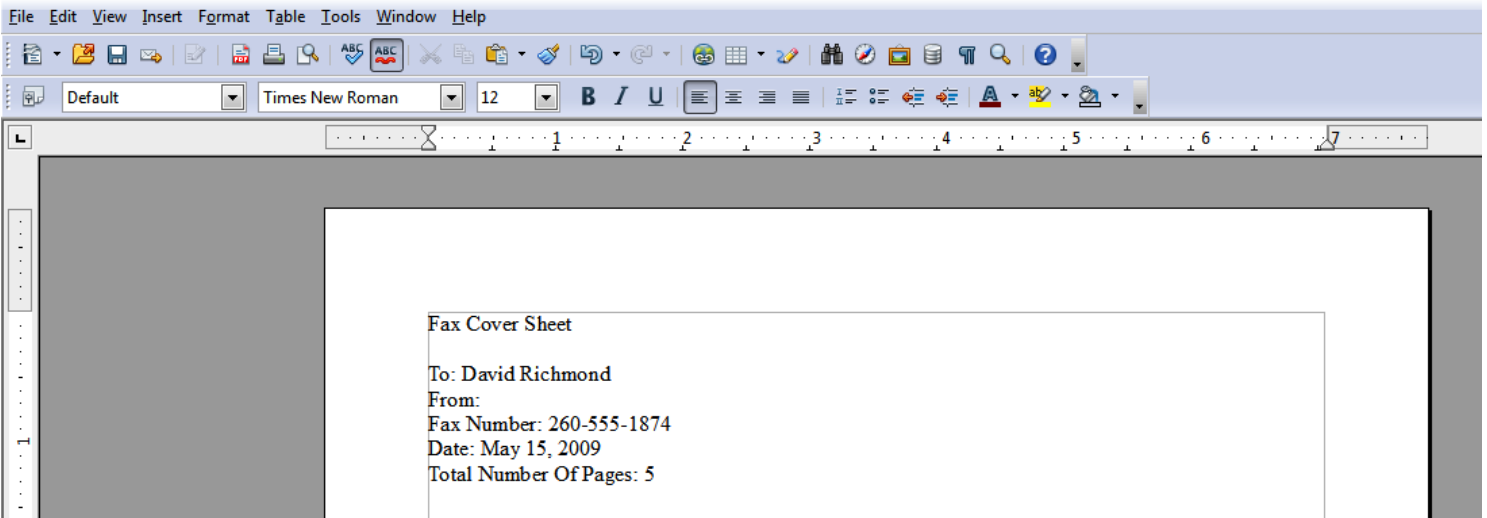
15 May 2009, by Tim Holmes

### Start Writer



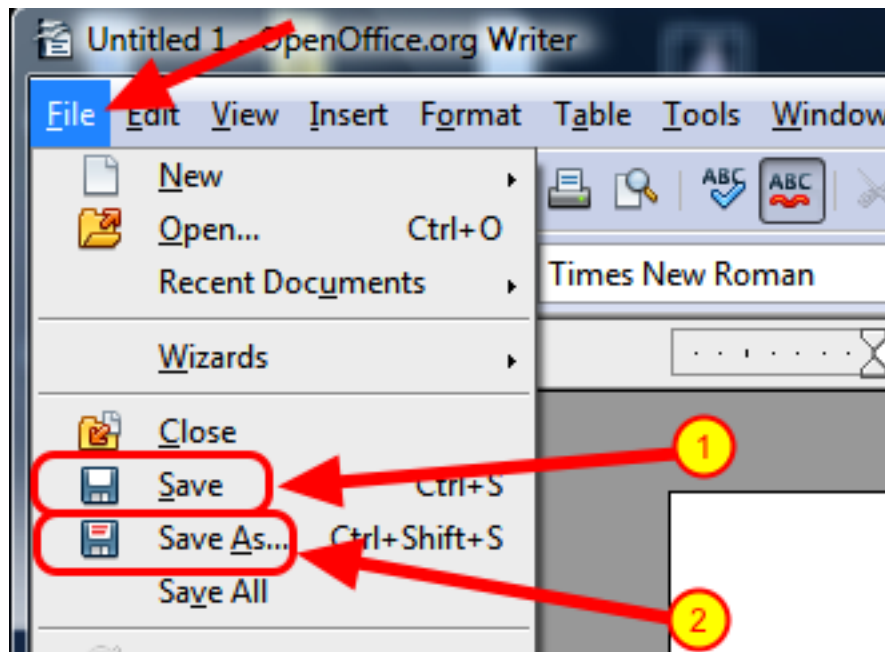
- 1) Click on the start button.  
Then, find the "**All Program**" button and click it.
- 2) Next, click the OpenOffice.org 3.1 folder.
- 3) Finally, click the **OpenOffice.org Writer** icon.

## Create Example Document



Type the information you see above into your new document for practice.

## Saving Your Document



Now, let's try saving your document. You can save your document to the default location, or create a new folder somewhere else on your computer to save your file.

By clicking the **File** menu we have a couple different methods of saving:

### 1) **Save**

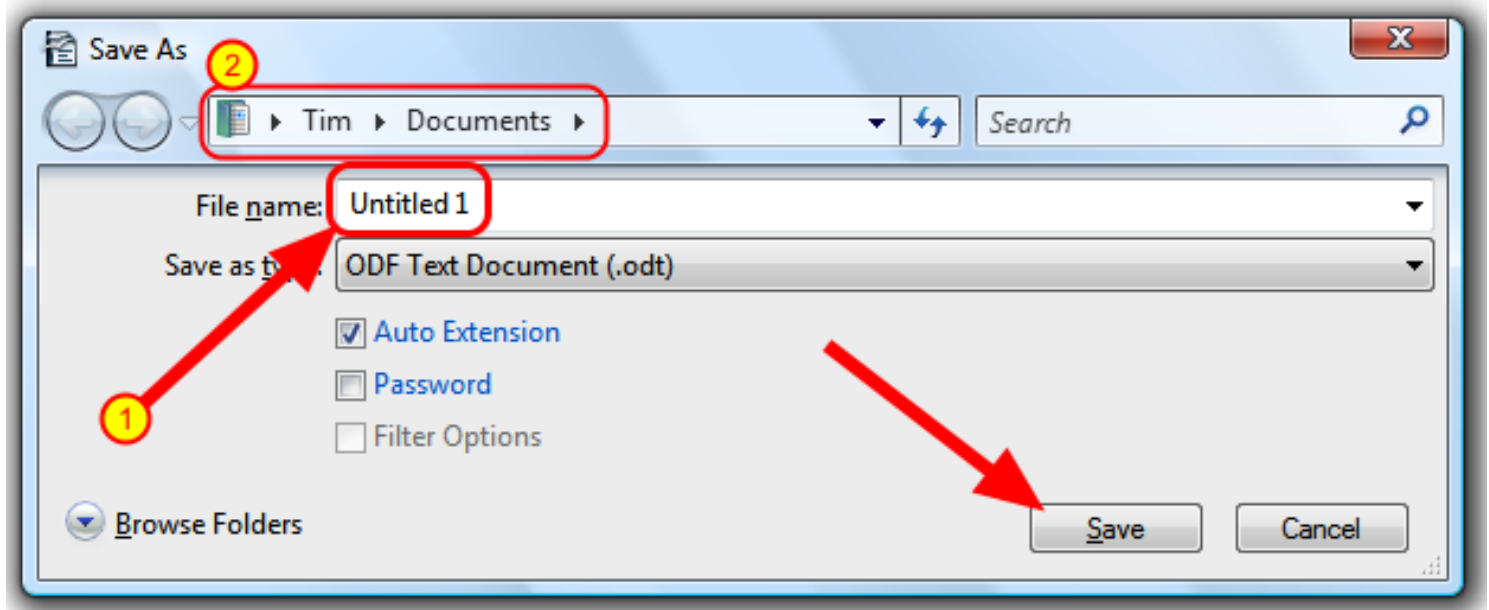
If this is the first time you are saving the document then you will be asked to give your document a name to save it as.

If this is not the first time you are saving the document then by clicking this option it will automatically save the document with its current file name.

### 2) **Save As...**

By clicking this option you can save your document with a different file name.  
So, let's click the **Save** button.

## Saving To Default Location

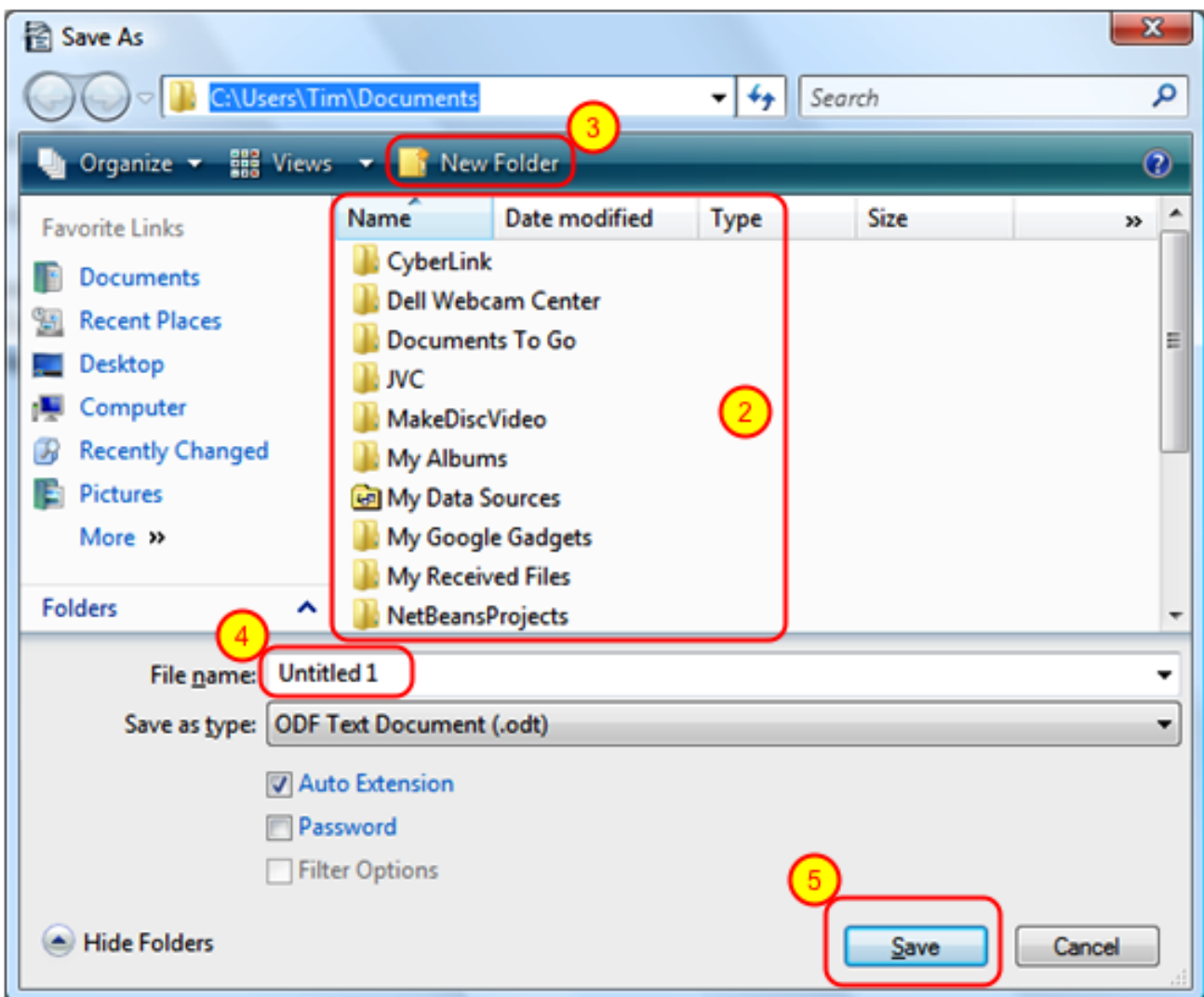
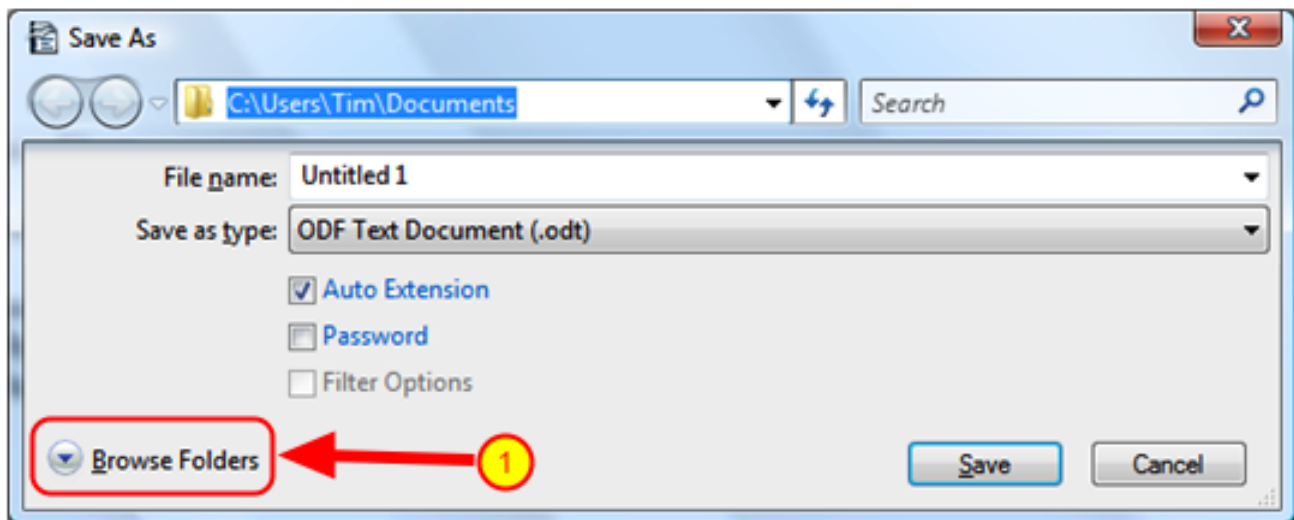


1) Here, type in the name that you want to give your document.

Then click **Save**.

2) NOTICE: Here is where the default location is for your document. It is in the Documents folder of the user Tim.

## Saving To A Location Other Than The Default



After choosing **Save** or **Save As...** from the **File** menu

1) Click the **Browse Folders**

2) Here it shows your folder, you can browse around and find the folder you want to save your document to, or...

- 3) You can create a new folder by clicking **New Folder**.
- 4) Give your document a file name here.
- 5) Then click **Save**.