

WRITER'S CORKBOARD user's guide for LibreOffice Writer

BASIC FACTS/IMPORTANT POINTS:

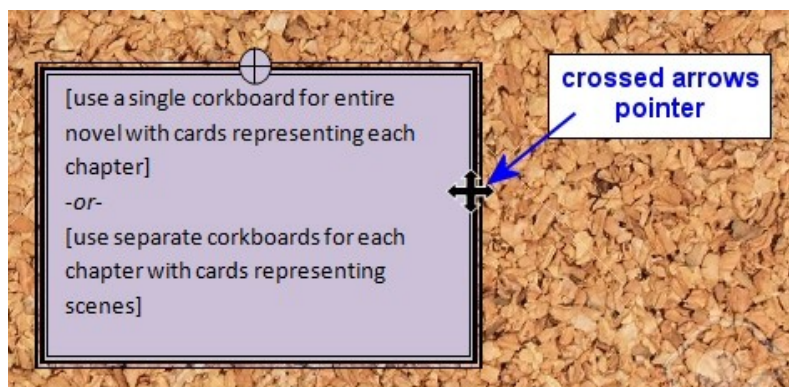
- To create copies of the Writer's Corkboard, simply save it under a different filename.
- **I strongly suggest you store the original file of this document (i.e., the Writer's Corkboard) in a separate folder so you can keep it as a permanent copy from which you can make working copies.**
- When starting a new Writer's Corkboard project, save a copy of the original Writer's Corkboard document using an appropriate filename for your project, then make changes pertinent to that project on the newly created Writer's Corkboard copy.
- The Writer's Corkboard is merely a LibreOffice Writer document containing a background image, and the index cards are normal text boxes; thus you can make any changes or additions to the Writer's Corkboard that you would to any LibreOffice Writer document. But again, as noted earlier, you might want to first keep the original Writer's Corkboard file stored safely in its own folder, and then only make changes on copies.
- Use the cards on the corkboard to create additional cards, as explained in the How-To's below.
- The Writer's Corkboard is offered in two styles: size 11" x 17" in Landscape orientation and size 11" x 17" in Portrait orientation. You can change the size and/or orientation to your liking, but please note that ***if you change the size or orientation you could lose index cards that lie outside the area affected by the changes***, therefore, if you desire a different size or orientation, **I strongly suggest that you make the size or orientation change(s) BEFORE you begin creating your cards or otherwise working on your project.**

HOW-TO's:

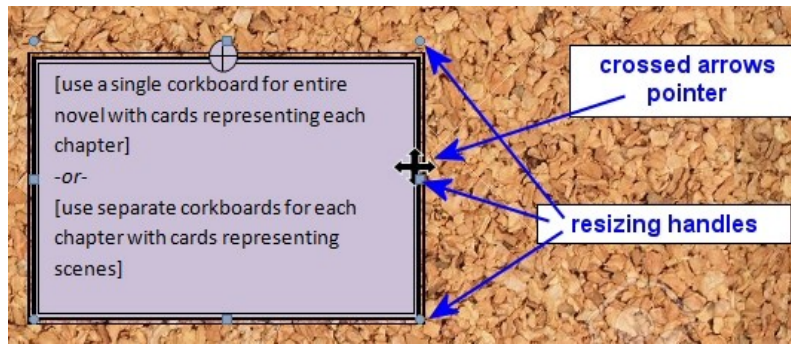
[1] TO CHANGE TEXT ON INDEX CARDS (OR IN THE CORKBOARD TITLE): double-click in the index card (or title box), delete the existing text & type the new text.

[2] TO MOVE AN INDEX CARD:

[a] left-click anywhere on the card and keep the left mouse button pressed – the mouse pointer will turn into a pair of crossed-arrows,

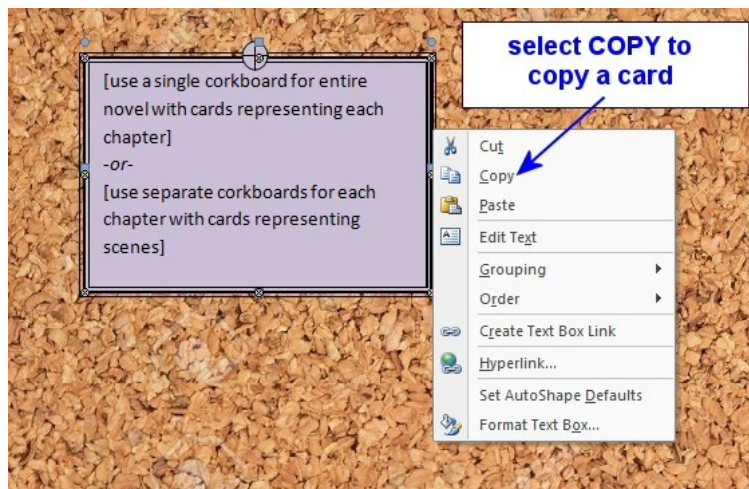


[b] then, when the resizing handles appear, keep the left mouse button pressed and drag the card to the desired location on the corkboard.

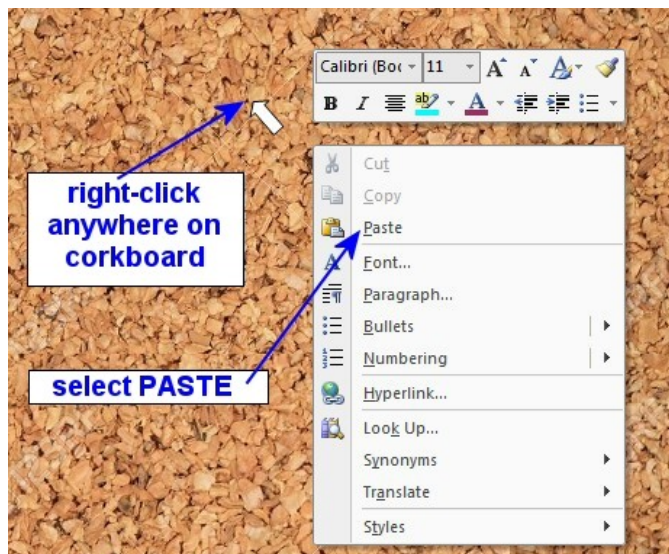


[3] TO CREATE A NEW INDEX CARD: Perform the following ...

[a] Right-click on the frame of an existing card and select COPY from the menu that appears,

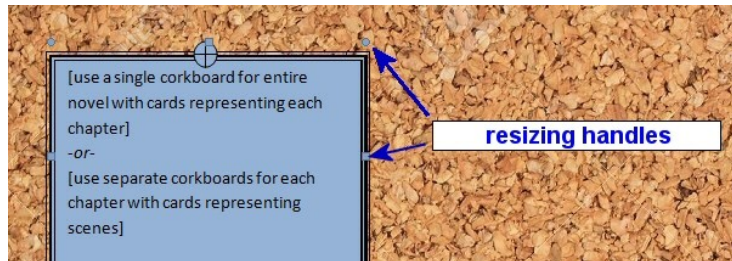


[b] then right-click anywhere on the corkboard & select PASTE. A copy of the card you selected will appear on the Corkboard, overlapping the card that was copied. Move the new card to the desired location.

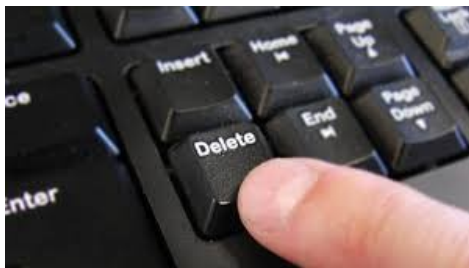


[4] TO DELETE A CARD: Perform the following ...

[a] left-click anywhere on the card,

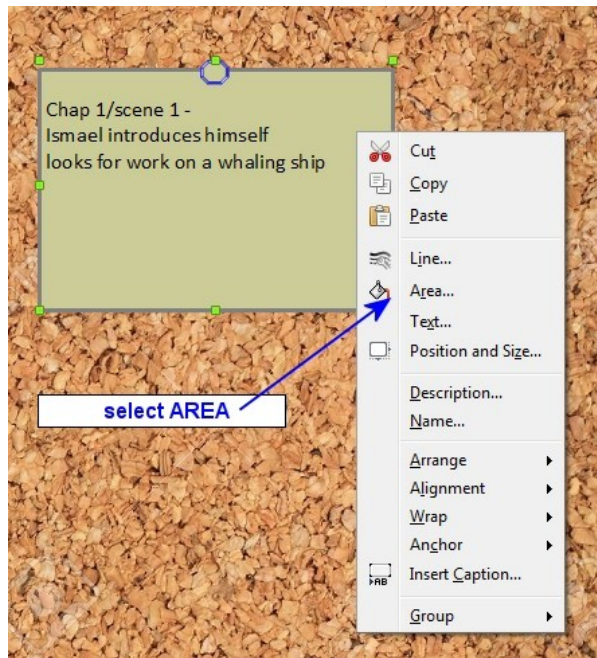


[b] then when the resizing handles appear press the DELETE key on the keyboard.

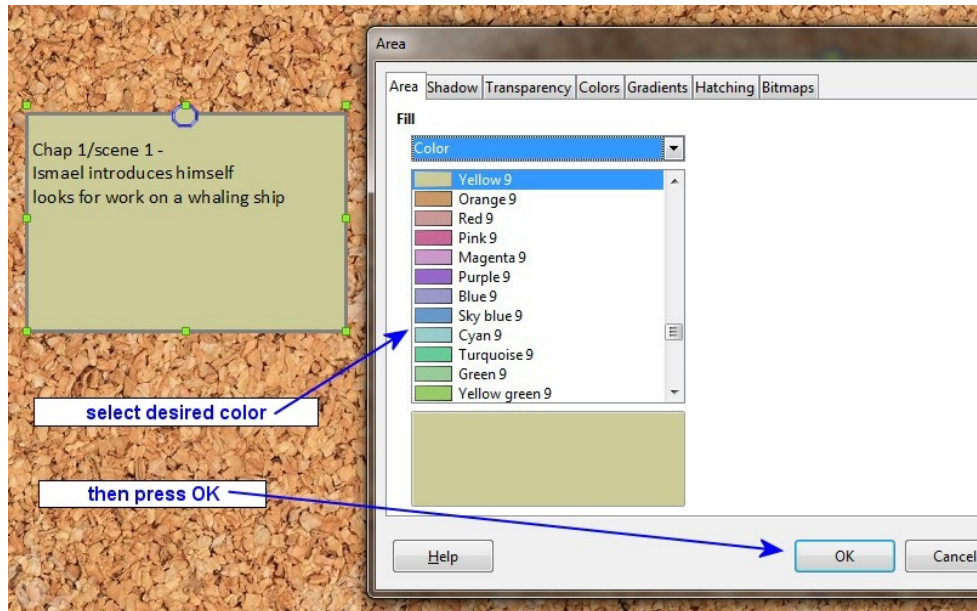


[5] TO CHANGE A CARD'S COLOR: Perform the following ...

[a] right-click anywhere on the card and select AREA from the menu,



[b] then select the desired color and click OK.



[6] TO MOVE MULTIPLE CARDS AS A GROUP: left-click on the first card's frame, when the resizing handles appear, press & hold the SHIFT key on the keyboard and left-click on each additional card you wish to move - when all cards have been selected, drag the group with the mouse. To un-group the cards, left-click anywhere on the cork board.