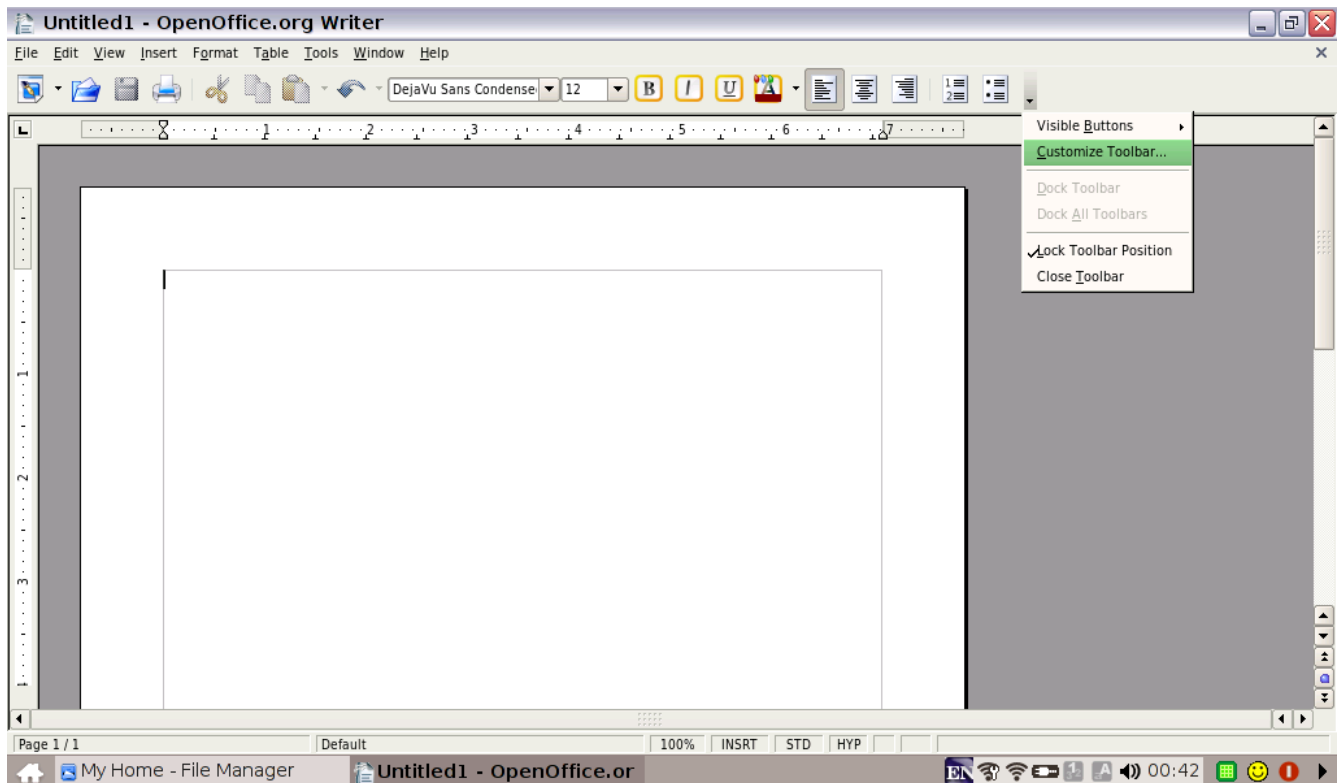


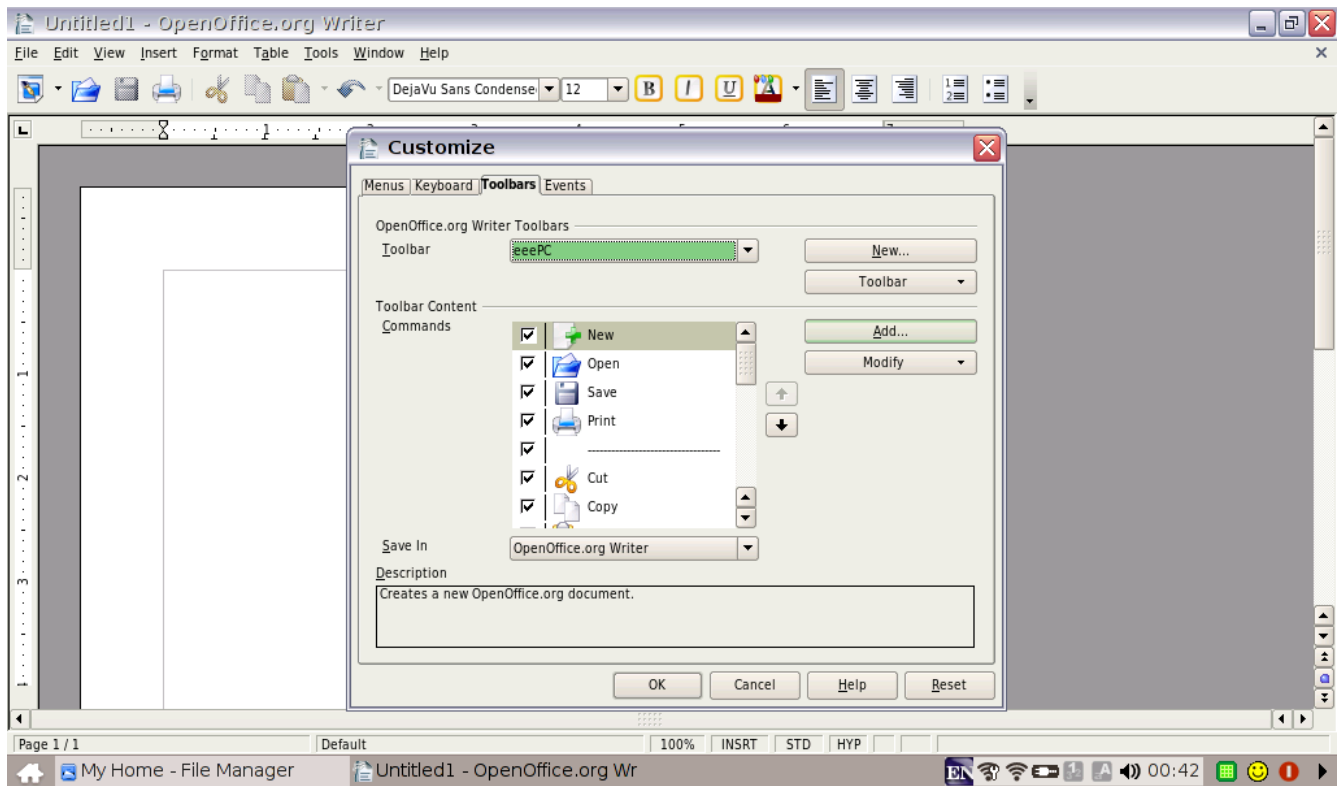
Using the Navigator in OpenOffice

The Navigator is a part of OpenOffice that helps you find specific content in your document, like notes. This tutorial will show you how to add the Navigator icon to your tool bar and open Navigator.

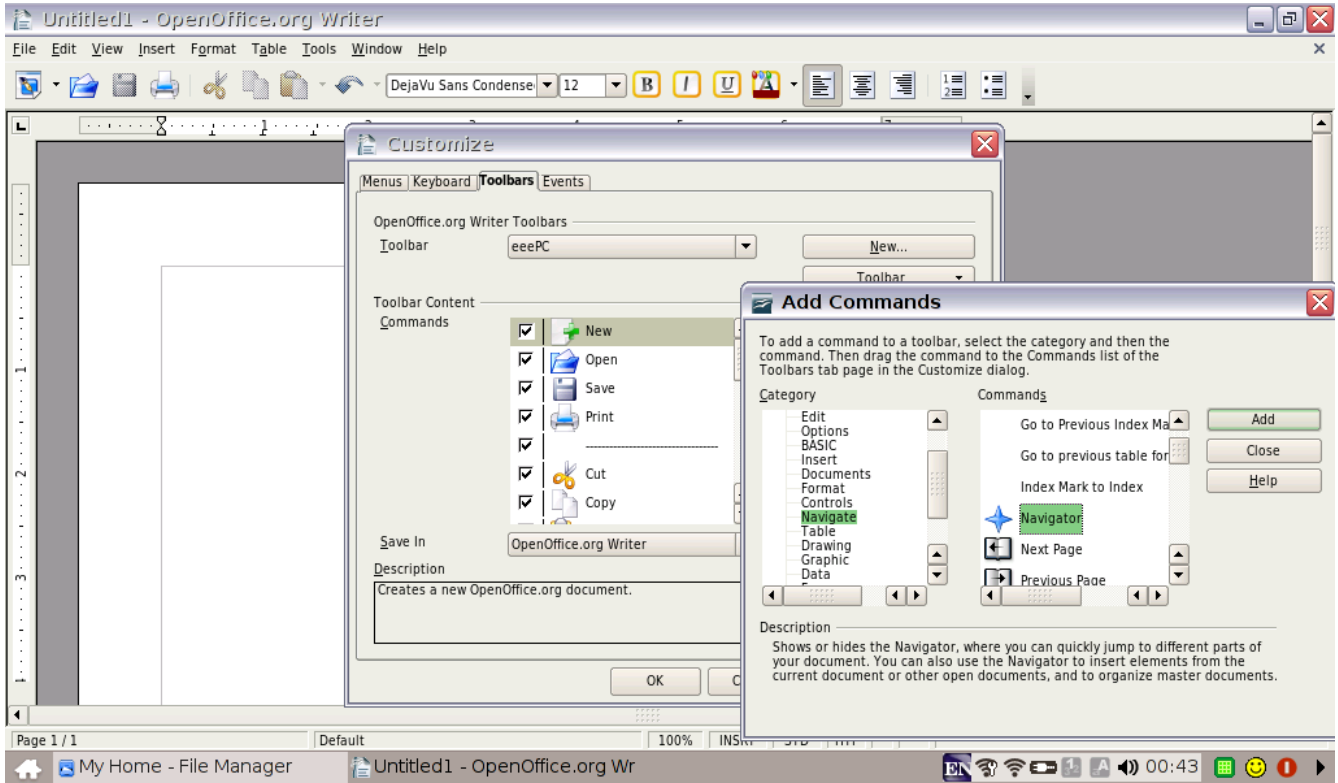
First click on the little black triangle at the end of your tool bar (See image below). Select “*Customize Toolbar...*” from the menu that appears.



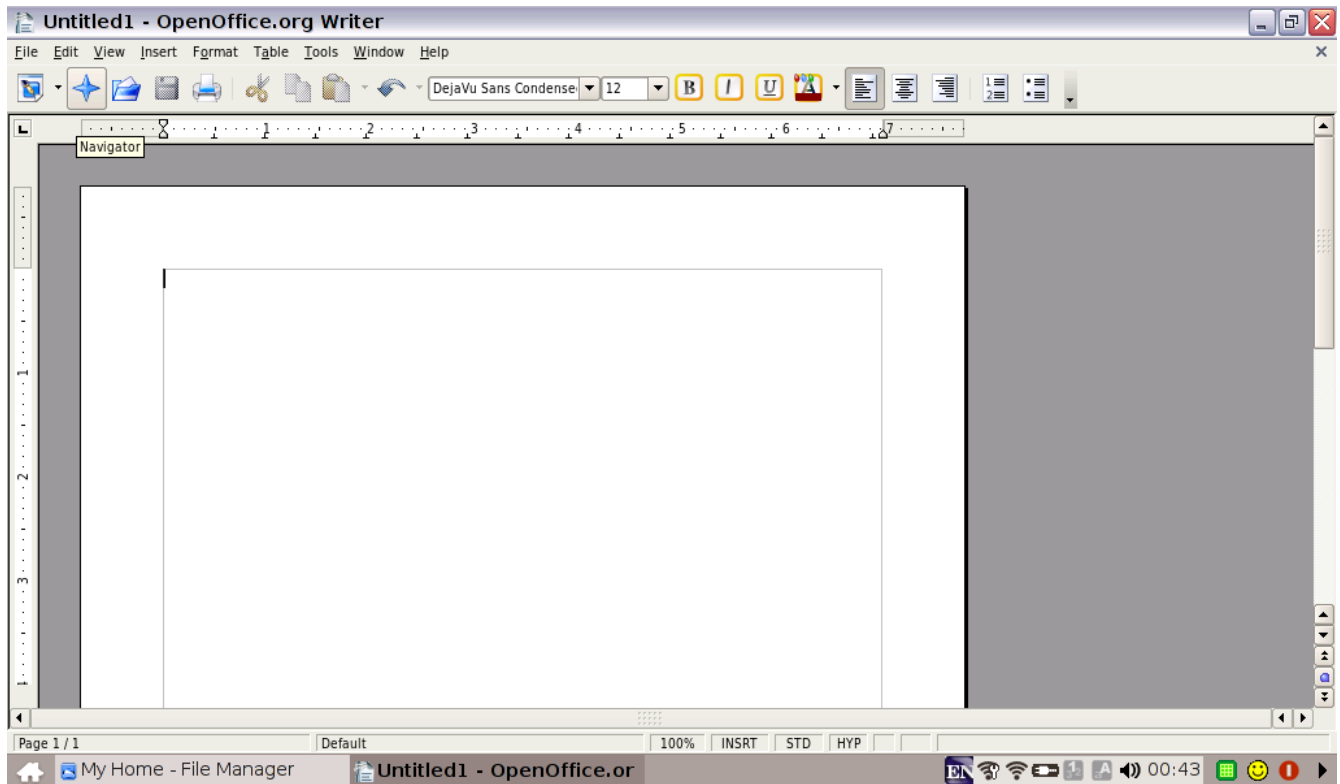
In the “*Customize*” dialog that appears, click the “*Add...*” button.



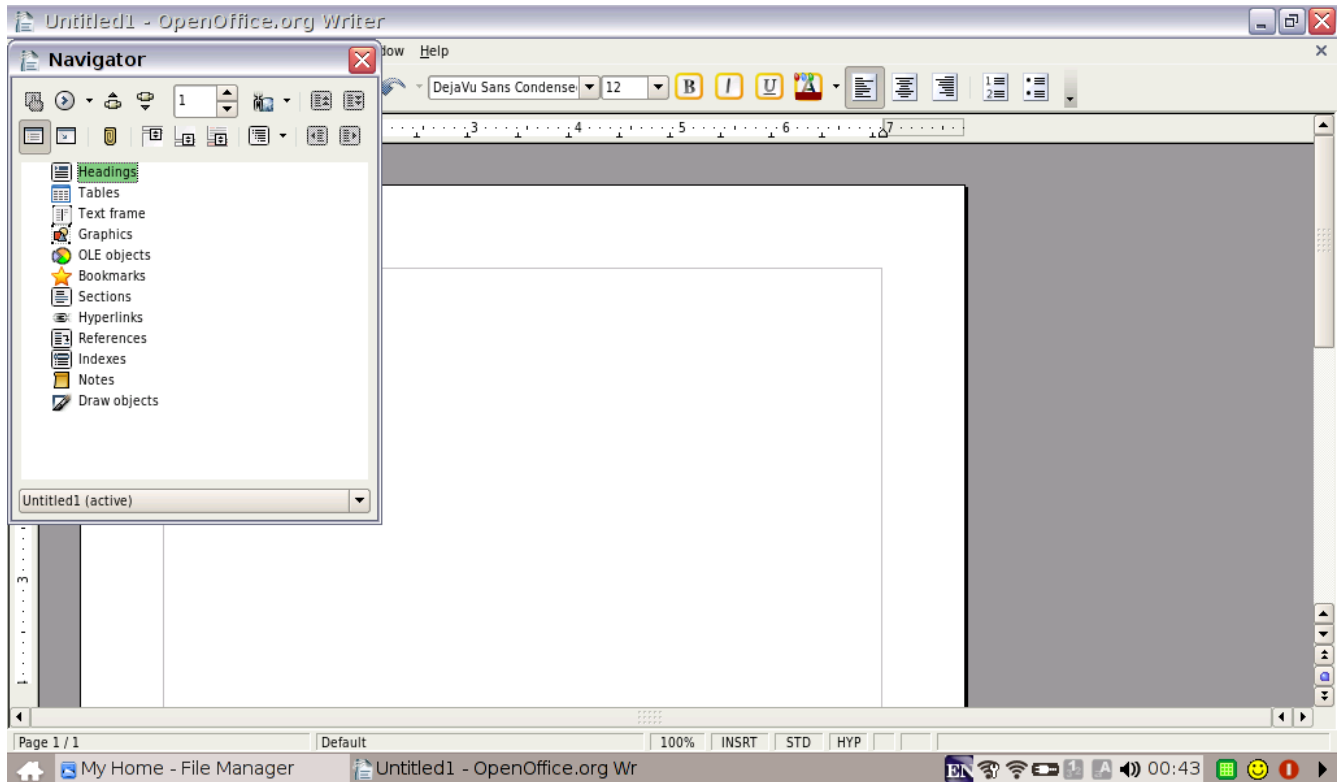
Under the “Add Commands” dialog, select the “Navigate” category. Then in the “Commands” list find “Navigator” and select it. With the “Navigator” selected click “Add”. Finish by clicking the “Close” on the “Add Commands” dialog, and the “Customize” dialog.



You should now see the “Navigator” star on your tool bar. Click the “Navigator” star to open up the “Navigator” dialog.



After clicking on the “Navigator” star in the tool bar you will see the “Navigator” dialog. Using the “Navigator” you can view all graphics, bookmarks, notes, etc. For example, if you have notes in your document you can click on the “Notes” item to expand it. Then double-click the note you wish to view. Double-clicking a note will jump you to that location in the document for further viewing. The “Navigator” is a great way to quickly find elements of your document, or notes that your instructor has added.



The End