**Trainers' notes: Using the OpenOffice.org Writer bibliography database tool**

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<table>
<thead>
<tr>
<th>Introduction</th>
<th>Step-by-step training in how to use the bibliography database tool, for people writing complex documents in OpenOffice.org Writer.</th>
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<tbody>
<tr>
<td>Timing/duration</td>
<td>90 minutes.</td>
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| Content outline and main topics covered | Creating a bibliographic database  
Adding records to the database  
Making bibliographic references in documents  
Formatting the database references  
Generating the bibliography |
| Target audience | CSO/NGO workers involved in compiling reports and other documents which would benefit from a bibliography. |
| Prerequisite skills/knowledge | Participants should have experience of using word processing software and of using a bibliography. They should understand the purpose, function and application of a bibliography for long documents. Ideally they should already be familiar with the basics of OOo Writer. |
| Unit objectives/expected outcomes | By the end of the unit, participants should be confident and well-versed in the steps needed to create, develop and work with a bibliographic database for OOo Writer documents. |
| Pre-workshop activities | All participants should have had experience in working with (may just be reading) complex word-processed documents which include references to other publications. Each trainee needs to bring an electronic, editable version of such a document to the training. |
| Notes on using exercises | The exercises are a combination of discussion points and hands-on tasks for trainees to complete on their PCs.  
Trainees should be given around 5 minutes to answer discussion point questions on their own, after which the trainer should take another 10 minutes to allow for a group discussion of the trainees’ answers. These should be documented on the flip chart newsprint. |
### Resources included with unit
- Trainers' notes
- Handout
- Exercises
- Workshop evaluation form (for trainees)
- Materials evaluation form (for trainers)
- Copyright statement

Use the general OpenOffice.org writer glossary and list of additional resources with this unit.

### Additional trainer resources
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### Equipment needed
- 1 PC per participant, with OpenOffice.org installed
- Data projector connected to a PC for the trainer
- 1 flip chart with newsprint for documenting trainees' responses to the exercises

### Comments
This training can be combined very effectively with more advanced word processing units, as well as with a range of (basic – advanced) database units.