

LibreOffice

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Updated 5/20/2015

5/20/2015 1



Download Site

<http://www.libreoffice.org/download/libreoffice-still/>

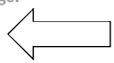
Download / LibreOffice Still

LibreOffice Still

LibreOffice is intuitive and easy to use
For commercial support around LibreOffice see our list of certified partners.
LibreOffice Still is the stable version that has undergone more testing (over a longer time).
It is usually recommended for more conservative use.

Main Installer

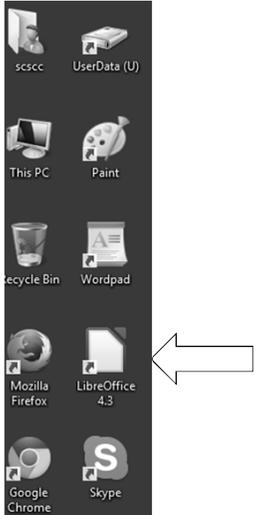
Selected: LibreOffice 4.3.7 for Windows - change?

DOWNLOAD VERSION 4.3.7 

216 MB (Torrent, Info)

5/20/2015 2

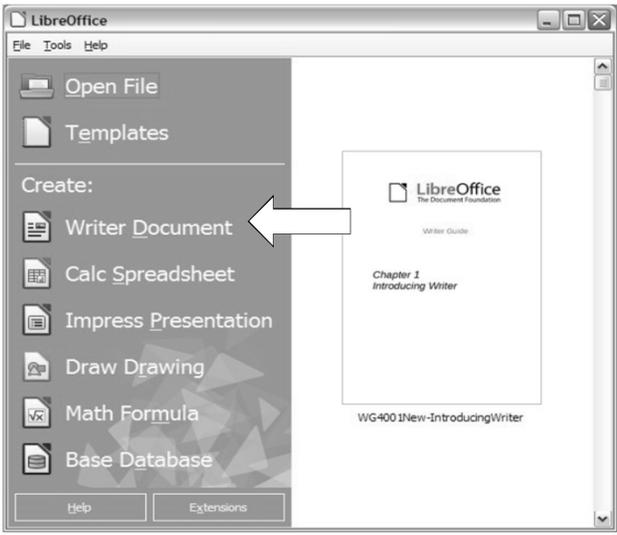
Open Libre Office



- Double Click on *LibreOffice*

5/20/2015 3

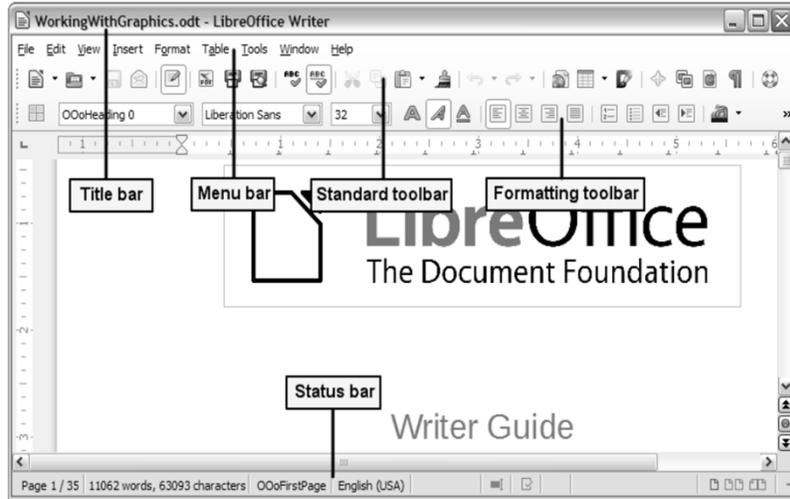
LibreOffice – Start Screen



- Double Click on *Create Writer Document.*

5/20/2015 4

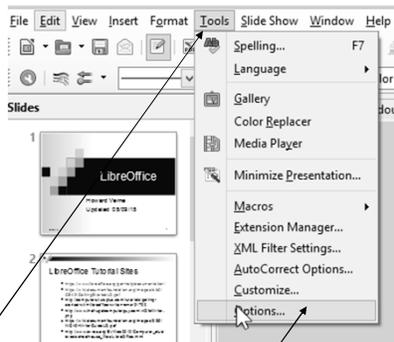
Create Writer Screen



5/20/2015

5

Save Options - Default to MS Office



- Select Tools and then Options

5/20/2015

6

Save Options - Default to MS Word

- Click on “+” next to *Load/Save* and select *General*

The screenshot shows the LibreOffice settings window. In the left sidebar, the 'Load/Save' category is expanded, and 'General' is selected. The main pane displays the following settings:

- Load:**
 - Load user-specific settings with the document
 - Load printer settings with the document
- Save:**
 - Save AutoRecovery information every 15 Minutes
 - Automatically save the document too
 - Edit document properties before saving
 - Always create backup copy
 - Save URLs relative to file system
 - Save URLs relative to internet
- Default file format and ODF settings:**
 - ODF format version: 1.2 Extended (recommended)
 - Warn when not saving in ODF or default format
 - Document type: Text document
 - Always save as: Microsoft Word 2007/2010/2013 XML

5/20/2015 7

Save Options - Default to MS Word

- Click on *Document Type* Drop Down Arrow
- Select *Text Document*
- Click on *Always Save As* Down Arrow
- Select *Microsoft Word 97/2000/XP/2003*

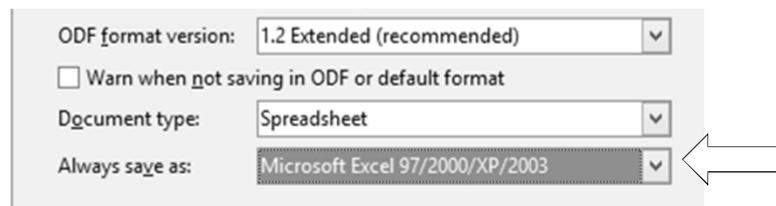
The screenshot shows the LibreOffice settings window with the 'Default File Format and ODF Settings' section expanded. The following settings are visible:

- Always create backup copy
- Save URLs relative to file system
- Save URLs relative to internet
- Default File Format and ODF Settings:**
 - ODF format version: 1.2 Extended (recommended)
 - Warn when not saving in ODF or default format
 - Document type: Text document
 - Always save as: Microsoft Word 97/2000/XP/2003

5/20/2015 8

Save Options - Default to MS Excel

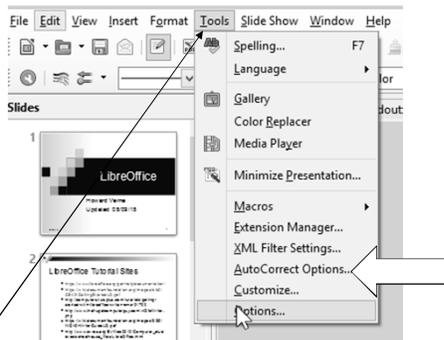
- Click on *Document Type* Drop Down Arrow
- Select *Spreadsheet*
- Click on *Always Save As* Down Arrow
- Select *Microsoft Excel 97/2000/XP/2003*



5/20/2015

9

AutoCorrect

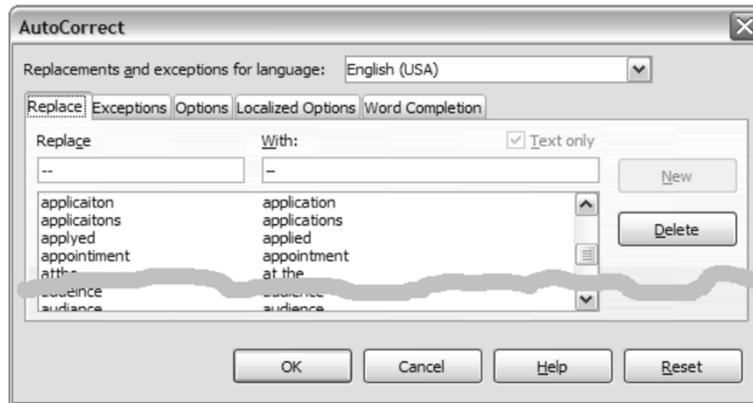


- Select Tools and then *Auto Correct Options*

5/20/2015

10

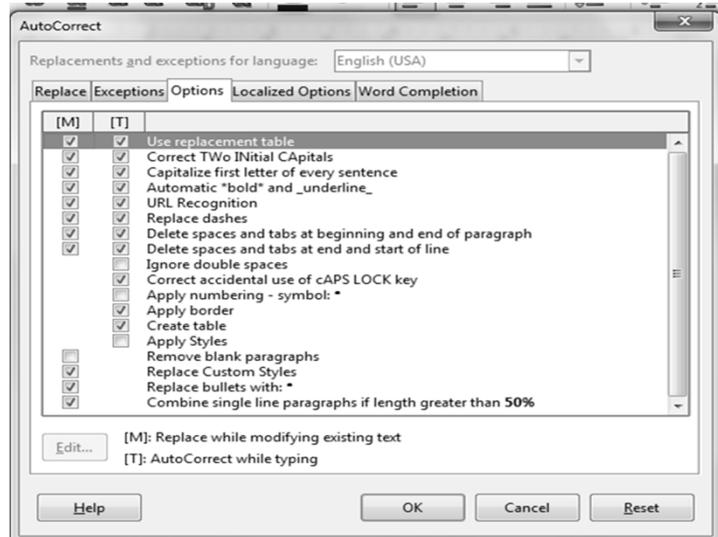
Writer Options – Autocorrect



5/20/2015

11

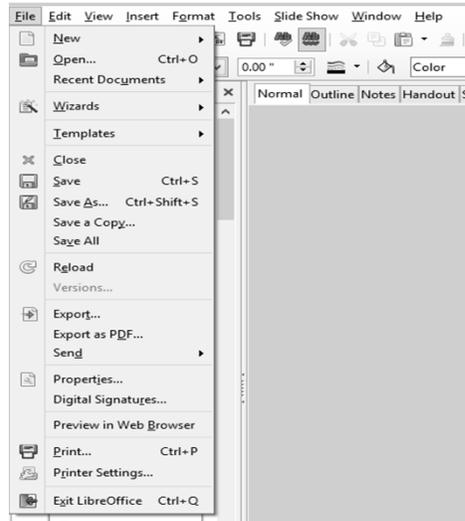
Writer Options – Autocorrect



5/20/2015

12

LibreOffice uses the Toolbar



- Each Item will drop down a menu when the Left Mouse Button is Pressed

5/20/2015

13

ToolBar -2

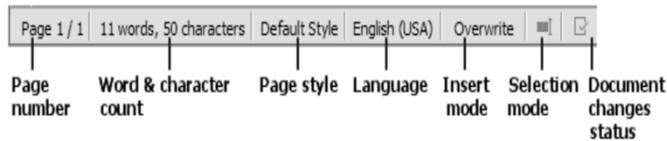
- File – contains commands that apply to the entire document such as Open, Save, and Export as PDF.
- Edit – contains commands for editing the document such as Undo: xxx (where xxx is the command to undo) and Find & Replace. It also contains commands to cut, copy, and paste selected parts of your document.
- View – contains commands for controlling the display of the document such as Zoom and Web Layout.
- Insert – contains commands for inserting elements into your document such as Header, Footer, and Picture.
- Format – contains commands, such as Styles and Formatting and AutoCorrect, for formatting the layout of your document.
- Table – contains all commands to insert and edit a table in a text document.
- Tools – contains functions such as Spelling and Grammar, Customize, and Options.
- Window – contains commands for the display window.
- Help – contains links to the LibreOffice Help file, What's This?, and information about the program.

5/20/2015

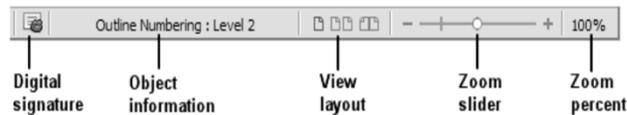
14

Status Bar – (On Bottom)

- **Left End**



- **Right End**



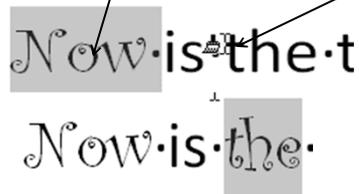
5/20/2015

15

Format Painter



- Formats any text like the selected text
 - Select a Word
 - Click on Format Painter
 - Swipe over word(s) to be formatted



5/20/2015

16

WordArt/FontWork

Click on *Show Draw* Icon to bring up drawing bar at bottom of screen

Click on the FontWork Gallery Icon to bring up the FontWork options

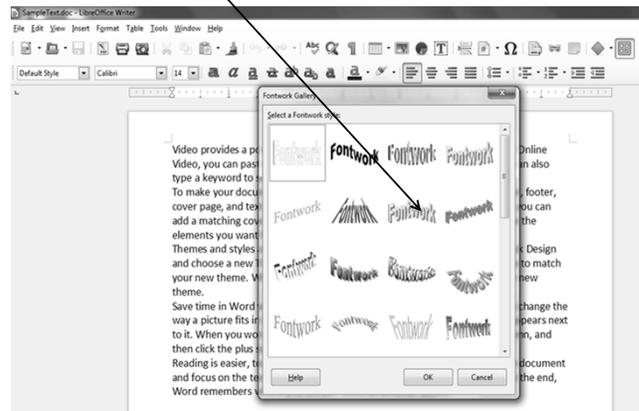


5/20/2015

17

WordArt/FontWork

Click on Yellow Version

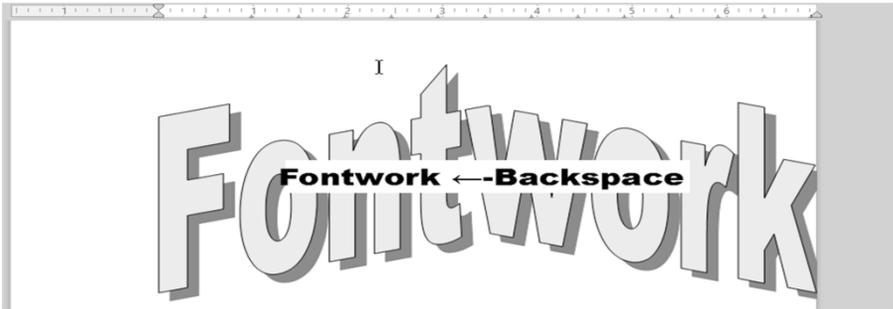


5/20/2015

18

Working with FontWork

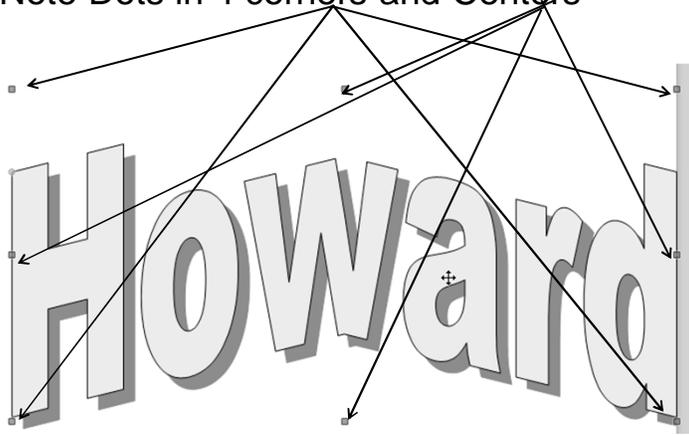
- Backspace over *Fontwork* and Insert your own text



5/20/2015 19

Working with FontWork

- Click anywhere in Fontwork to see revised text
- Note Dots in 4 corners and Centers

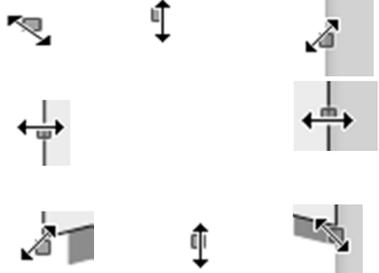


5/20/2015 20



Working with FontWork

- These “Dots” are used to re-size the text
- Note the shape of the Arrow

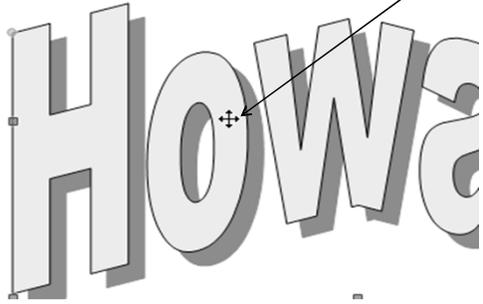


5/20/2015 21



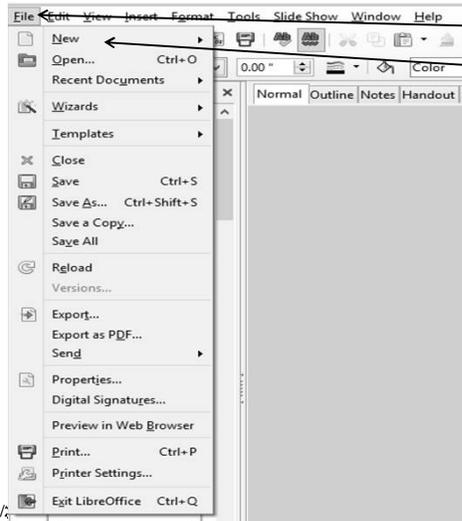
Working with FontWork

- You can Move the text by moving the cursor on the text until you see the move “Icon”



5/20/2015 22

Start a Fresh Writer Document



- Click on *File*
- Click on *New*
- Do not save old document
- Type *The quick brown fox or any other sentence – several times*

5/20/2015

23

Clicking

- Single Click Positions Insertion Point
- Double Click Selects Word

” the time to c

- Triple Click Selects Paragraph

□ Up to “Enter”

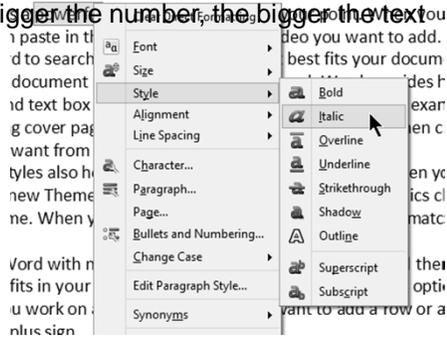
Now is the time to quit. Now
the time to quit. Now is the
time to quit. ¶
This is a new paragraph ¶

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24

Formatting Text

- Right Click anywhere within a Word
 - Click on Style
 - Have Fun
 - Try Changing Fonts and Size also
- Bigger the number, the bigger the text



5/20/2015

25

Formatting Examples

■ Font (letter shape)

■ Letter Size

■ **Bold**

■ *Italic*

■ UnderLine

■ Color

5/20/2015

26

Formatting Bar

The image shows a screenshot of the LibreOffice formatting bar. It contains 15 numbered callouts pointing to specific icons:

- 1: Open Styles and Formatting Window (grid icon)
- 2: Apply Style (dropdown arrow)
- 3: Font Name (Liberation Sans)
- 4: Font Size (11)
- 5: Bold (A)
- 6: Italic (A)
- 7: Underline (A)
- 8: Superscript (a)
- 9: Subscript (a)
- 10: Increase Font (A)
- 11: Reduce Font (A)
- 12: Font Color (color swatch)
- 13: Highlighting (highlighter)
- 14: Background Color (background color swatch)
- 15: Open Character Format Dialog (ABC icon)

1 Open Styles and Formatting Window
 2 Apply Style
 3 Font Name 4 Font Size
 5 Bold 6 Italic 7 Underline
 8 Superscript 9 Subscript
 10 Increase Font 11 Reduce Font
 12 Font Color 13 Highlighting 14 Background Color
 15 Open Character Format Dialog

5/20/2015 27

View Formatting Marks

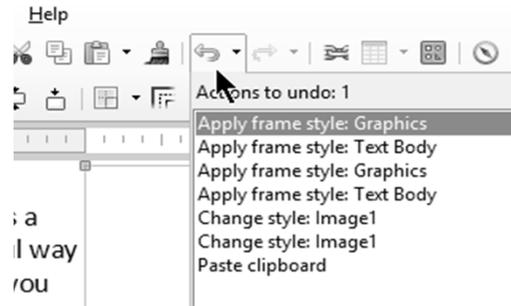
- On the Home Bar, Look for the Backwards P
- Allows you to see “hidden” formatting symbols
 - *Tab* *Enter*

time· → to·quit· ¶

5/20/2015 28

Undo

If you make a mistake, you can click on the undo icon and undo not only the last action taken, but the last several



5/20/2015

29

Key Icons

New Document Open Save Email

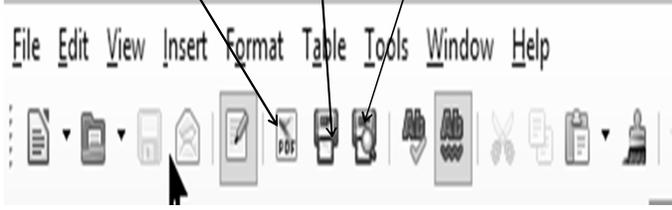


5/20/2015

30

Key Icons

Export as PDF Print page Preview



The screenshot shows a software toolbar with the following menu items: File, Edit, View, Insert, Format, Table, Tools, Window, and Help. Below the menu items is a row of icons. Three arrows point from labels above to specific icons: 'Export as PDF' points to the PDF icon, 'Print page' points to the printer icon, and 'Preview' points to the magnifying glass icon.

File Edit View Insert Format Table Tools Window Help

5/20/2015 31

Key Icons

Spelling and Grammar Spellcheck



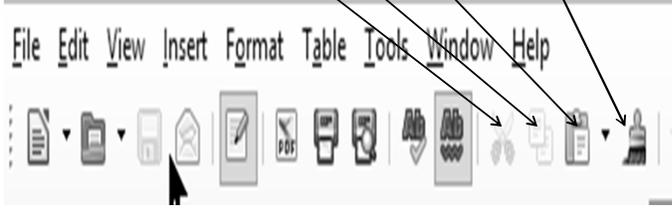
The screenshot shows the same software toolbar as above. Two arrows point from labels above to specific icons: 'Spelling and Grammar' points to the icon with a document and a checkmark, and 'Spellcheck' points to the icon with a document and a red squiggle.

File Edit View Insert Format Table Tools Window Help

5/20/2015 32

Key Icons

Cut Copy Paste Format Painter



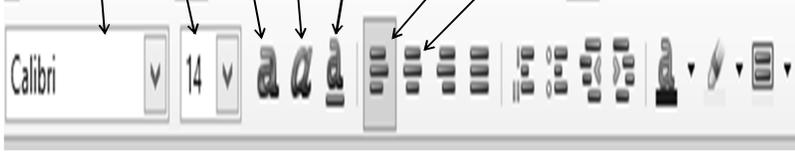
The image shows a software menu bar with the following items: File, Edit, View, Insert, Format, Table, Tools, Window, and Help. Below the menu bar is a toolbar containing various icons. Four arrows point from the text labels 'Cut', 'Copy', 'Paste', and 'Format Painter' to their respective icons in the toolbar. The 'Cut' icon is a pair of scissors, 'Copy' is two overlapping sheets of paper, 'Paste' is a sheet of paper with a plus sign, and 'Format Painter' is a paintbrush.

File Edit View Insert Format Table Tools Window Help

5/20/2015 33

Key Icons

Font Size Bold Italic Underline Align: Left Centered



The image shows a software font and paragraph toolbar. Five arrows point from the text labels 'Font Size', 'Bold', 'Italic', 'Underline', and 'Align: Left Centered' to their respective icons in the toolbar. The 'Font Size' icon is a dropdown menu showing '14', the 'Bold' icon is a bold letter 'A', the 'Italic' icon is an italic letter 'A', the 'Underline' icon is a letter 'A' with a horizontal line underneath, and the 'Align: Left Centered' icon is a set of three horizontal lines with the middle one centered.

Calibri 14 *A* A [Align icons]

5/20/2015 34

Key Icons

Font Color Highlighting Background Color



The image shows a screenshot of the LibreOffice text formatting toolbar. Three arrows point from labels above to specific icons in the toolbar: 'Font Color' points to the 'A' icon with a color swatch, 'Highlighting' points to the 'ABC' icon with a color swatch, and 'Background Color' points to the 'background color' icon (a square with a color swatch).

5/20/2015 35

Support Links

Ask LibreOffice Questions and answers from the LibreOffice community

<http://ask.libreoffice.org/en/questions/>

Documentation

User guides, how-tos, and other documentation.

<http://www.libreoffice.org/get-help/documentation/>

<https://wiki.documentfoundation.org/Documentation/Publications>

FAQs Answers to frequently asked questions

<http://wiki.documentfoundation.org/Faq>

5/20/2015 36



LibreOffice Tutorial Sites

- <https://www.libreoffice.org/get-help/documentation/>
- <https://wiki.documentfoundation.org/images/b/b0/GS42-GettingStartedLO.pdf>
- <http://computers.tutsplus.com/tutorials/getting-started-with-libreoffice-writer--cms-21700>
- <http://www.thefrugalcomputerguy.com/vtOfcWriter.php>
- <https://wiki.documentfoundation.org/images/3/35/WG40-WriterGuideLO.pdf>
- http://www.bvres.org/BVWeb2012/Computer_club/bvcc/schoolhouse_files/LibreOffice.html

5/20/2015

37



Shut Down

"There are better ways to log off."

Click on *Start* Button
 Click on *Shut Down*
 Give the coaches a big hand!

5/20/2015

38