



**LibreOffice**  
Community



## Draw Guide

# *Chapter 10, Printing, Exporting and Emailing*



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# Printing

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## Quick printing

To quickly print a document or drawing, click on **Print Directly** on the Standard toolbar (Figure 1) to send the entire document to the default printer that is defined for the computer.

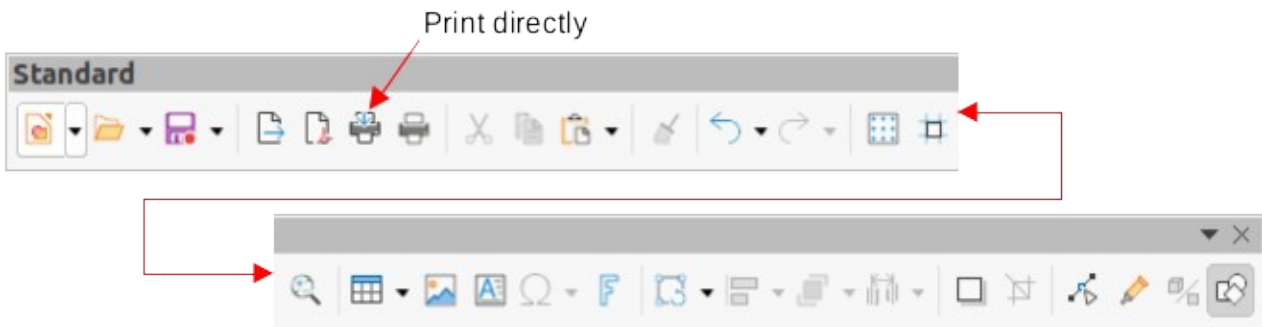


Figure 1: Standard toolbar

### ✓ Note

The action of **Print Directly** can be changed by sending a document to the printer defined for the document instead of the default printer defined for the computer. Go to **Tools > Options > Load/Save > General** and select the option *Load printer settings with the document*.

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### ✓ Note

If Print Directly is not visible on the Standard toolbar, right-click in an empty area on the Standard toolbar and select **Visible Buttons** from the context menu. Select **Print Directly** from the displayed list of tools and the tool is added to the Standard toolbar.

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## Controlled printing

For more control over printing, open and use the Print dialog (Figure 2 and 3) using one of the following methods:

- Go to **File > Print** on the Menu bar.
- Use the keyboard shortcut *Ctrl+P*.
- Click on **Print** on the Standard toolbar.

### ✓ Note

The options selected in the Print dialog only apply to the printing of the current document that is open in Draw. To specify default print settings for LibreOffice, go to **Tools > Options > LibreOffice > Print** on the main menu bar to open the Options LibreOffice Print dialog.

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### ✓ Note

Due to different computer setups and different operating systems, the print dialog that opens on a computer monitor may differ from the dialogs shown in Figure 2 and 3. However, the printing options available for LibreOffice remain the same.

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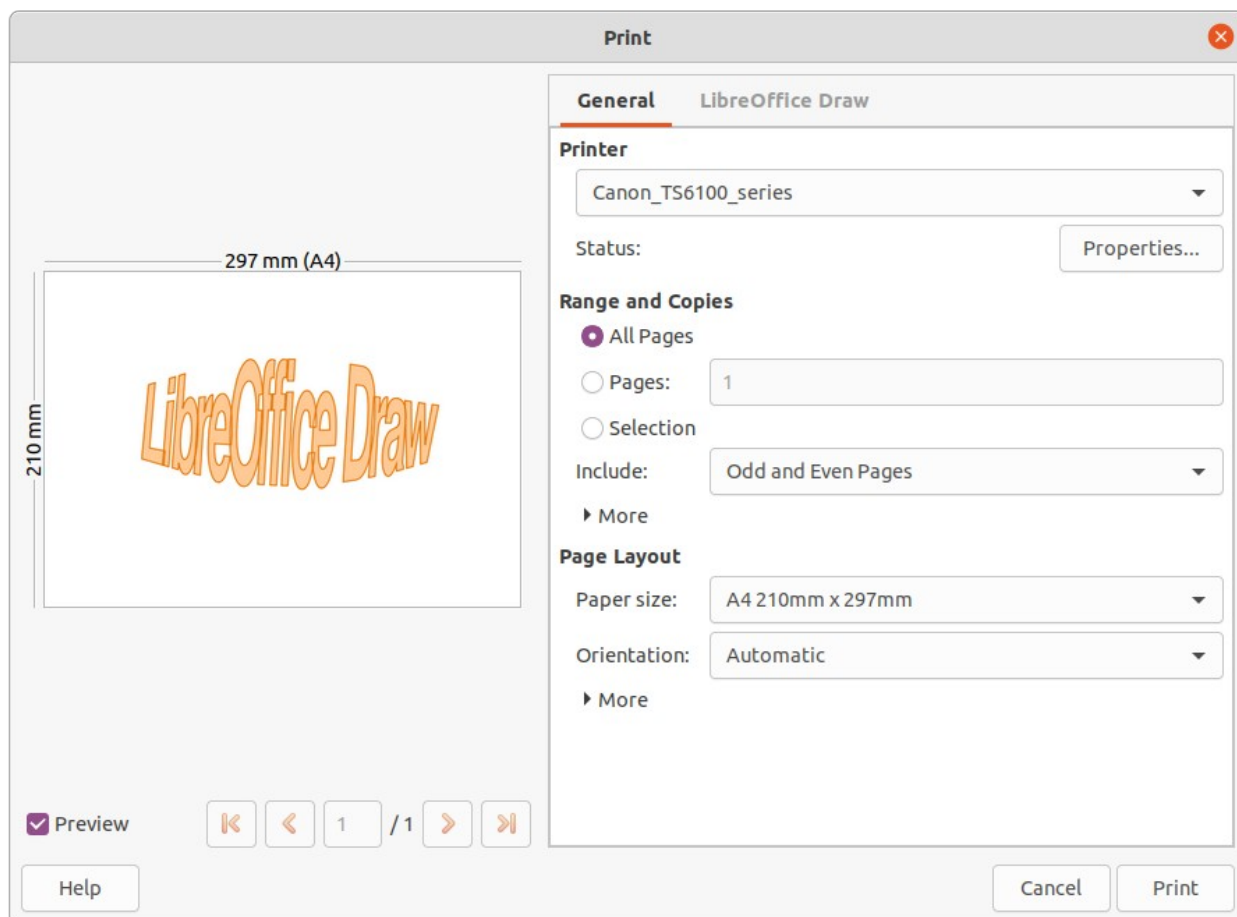


Figure 2: Print dialog - General page

### ✓ Note

Any print options selected with the Draw Print dialog when printing from Draw will override the default printer settings that have been set using **Tools > Options > LibreOffice > Print** and **Tools > Options > LibreOffice Draw > Print**.

### General options

The following general options are an example of what may be available on the **General** page of the Print dialog (Figure 2).

- **Printer** – select the printer to use from the printers available in the drop-down list.
- **Range and Copies** – select from the following options:
  - *All Pages* – prints all the pages in the document.
  - *Pages* – select the page number(s) to print. For multiple pages, use the format 1, 3, 7 or 1 – 5, 7, 9 for page number selection.
  - *Selection* – select from the drop-down list *Odd and Even pages*, *Odd pages*, or *Even pages*.
  - *Paper sides* – select from the drop-down list *Print on one side (simplex)*, *Print on both sides (duplex long edge binding)*, or *Print on both sides (duplex short edge binding)*.
  - *Number of copies* – enter number of printed copies required for document.
  - *Collate* – collates multiple printed copies into separate documents.

- Order – select from *Create separate print jobs for collated output* or *Print reverse order*.

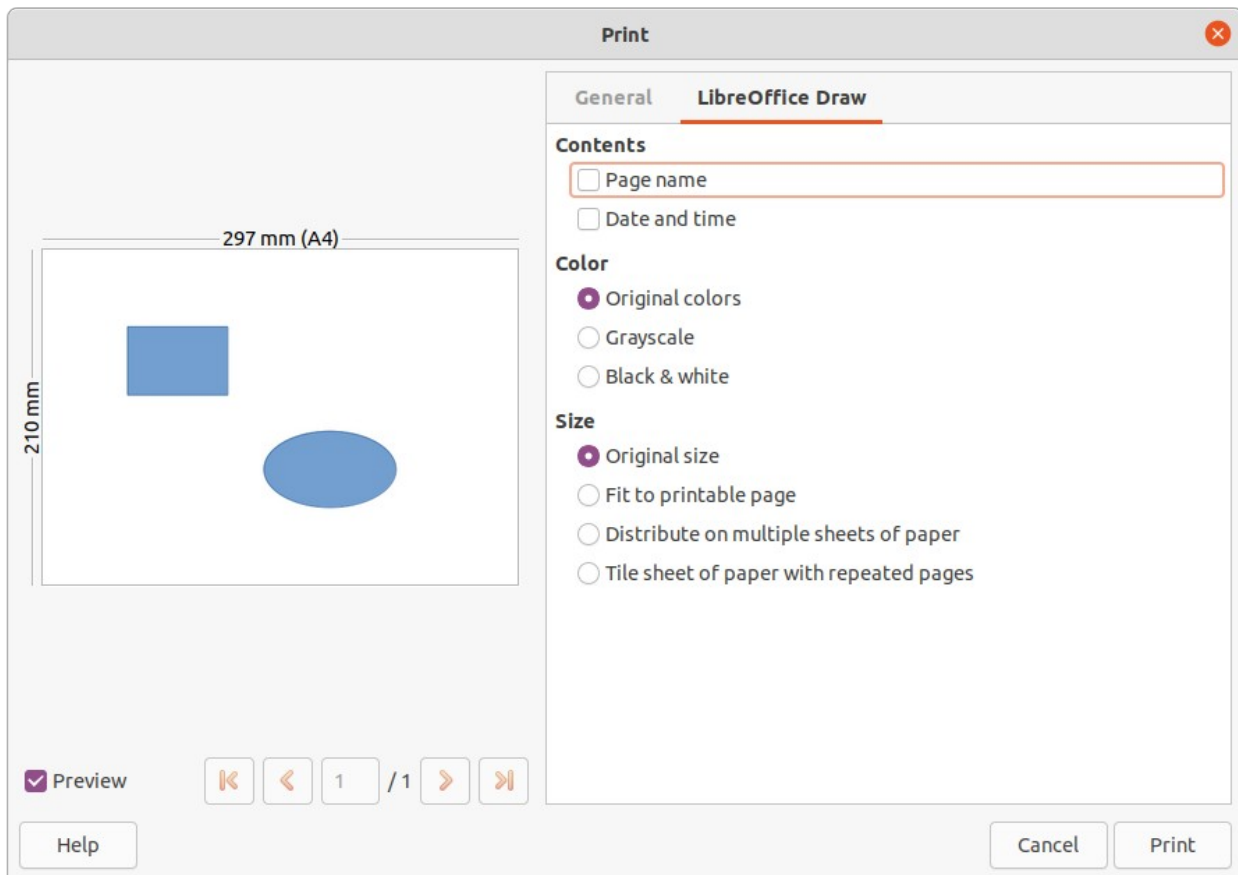


Figure 3: Print dialog - LibreOffice Draw page

- **Page Layout** – select from the following options:
  - *Paper size* – select the paper size to use from drop-down list
  - *Orientation* – select from the drop-down list *Automatic*, *Portrait* or *Landscape*.
  - *Pages per sheet* – select from the drop-down list how many pages are printed on one sheet of paper.
  - *Order* – select from the drop-down list the printing order of multiple pages on one sheet of paper.
  - *Draw a border around each page* – when multiple pages are printed on one sheet of paper, a border is drawn around each page.
  - *Brochure* – prints the document so the pages can be folded into a booklet.

### LibreOffice Draw options

The following options are available on the **LibreOffice Draw** page of the Print dialog (Figure 3) where settings are defined specific to the current document type:

- **Contents** – prints the *Page name* and/or *Date and time* on the drawing.
- **Colors** – prints the drawing in *Original colors*, *Grayscale*, or *Black & white*.
- **Size** – print the drawing using one of the following options:
  - *Original size* – prints the drawing using its original size.
  - *Fit to printable page* – the drawing size is changed so that it fits on the paper size used for printing.

- *Distribute on multiple sheets of paper* – used if the drawing is too large for the paper size being used.
- *Tile sheet of paper with repeated pages* – used to print multiple copies of a drawing on a page.

### **Note**

The following printing instructions are examples only. Actual method of printing may differ from the examples as this depends on computer operating system, computer setup, and the printer being used.

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## Single sheet printing of multiple pages

To print multiple pages of a drawing on single sheet of paper:

- 1) Open the Print dialog, see “Controlled printing” on page 4.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) In **Page Layout**, select the number of pages to print per sheet of paper from the *Pages per sheet* drop-down list. The preview panel on the right shows how the pages will look on a printed sheet of paper.
- 4) In **Page Layout**, select how the multiple pages are printed on the sheet of paper from the *Order* drop-down list.
- 5) If necessary, select *Draw a border around each page* to distinguish each page printed on a sheet of paper.
- 6) Click **OK** to print the document and close the Print dialog.

## Selecting pages to print

### *Individual page*

- 1) Open the Print dialog, see “Controlled printing” on page 4.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) In **Ranges and Copies**, select *Pages* and enter the page number of the page to print.
- 4) Click **OK** to print the individual pages and close the Print dialog.

### *Range of pages*

- 1) Open the Print dialog, see “Controlled printing” on page 4.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) In **Ranges and Copies**, select *Pages* and enter the page numbers of the pages to print using the format, for example, 1,3,7 or 2–5,7,9 for page number selection
- 4) Click **OK** to print the pages and close the Print dialog.

### *Selection printing*

- 1) Open the Print dialog, see “Controlled printing” on page 4.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) In **Ranges and Copies**, select *Selection* and then select Odd and Even pages, Even pages, or Odd pages from the drop-down list.
- 4) Click **OK** to print the pages and close the Print dialog.

## Brochure printing

In Writer, Impress, and Draw, a document can be printed as a brochure (also known as booklet printing). The pages are arranged so that when the printed pages are folded in half, the pages are in the correct order to form a brochure or booklet.

### Tip

Plan the document to make it look good when printed as a brochure. Choose appropriate margins, font sizes, and so on as the pages are normally printed at half size on a sheet of paper. Experiment to get the best document format to match the capabilities of the printer being used.

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### Simplex printer

To print a brochure or booklet on a printer only capable of simplex or single-sided printing:

- 1) Open the Print dialog, see “Controlled printing” on page 4.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) In **Printer**, click *Properties* to open the properties dialog for the selected printer.
- 4) Make sure the printer is set to the same orientation (portrait or landscape) as specified in the page setup for the document. Usually the orientation does not matter, but it does for brochures.
- 5) Click **OK** to close the properties dialog and return to the Print dialog.
- 6) In **Page Layout**, select *More*, then select the *Brochure* option.
- 7) In **Range and Copies**, select *Even pages* or *Odd pages* from the *Selection* drop-down list.
- 8) Click **OK** to print the even or odd pages.
- 9) Take the printed pages out of the printer and put back into the printer in the correct orientation to print on the blank side. This may require some testing to find out what the correct arrangement is for the selected printer.
- 10) If *Even Pages* was selected, now select *Odd Pages* in *Range and Copies*. If *Odd Pages* was selected, now select *Even Pages* in **Range and Copies**.
- 11) Click **OK** to finish printing the document as a brochure and close the Print dialog.

### Duplex printer

To print a brochure or booklet on a printer that is capable of duplex or double-sided printing:

- 1) Open the Print dialog, see “Controlled printing” on page 4.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) In **Printer**, click *Properties* to open the properties dialog for the selected printer.
- 4) Make sure the printer is set to the same orientation (portrait or landscape) as specified in the page setup for the document. Usually the orientation does not matter, but it does for brochures.
- 5) Click **OK** to close the properties dialog and return to the Print dialog.
- 6) In **Range and Copies**, select *More*, then select *Print on both sides (duplex long edge)* from the *Paper sides* drop-down list. Actual options available for duplex printing depend on the printer model and the computer system being used.
- 7) In **Page Layout**, Select *More*, then select the *Brochure* option.



- 8) In **Range and Copies**, select the *All Pages* option.
- 9) Click **OK** to print the document as a brochure and close the Print dialog..

## Black and white or grayscale printing

### Printer settings

To print documents in black and white or grayscale on a color printer:

- 1) Open the Print dialog, see “Controlled printing” on page 4.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) Click on **LibreOffice Draw** to open the printing options page for LibreOffice Draw.
- 4) In **Color**, select *Grayscale* or *Black & white*.
- 5) Click **OK** to print the document and close the Print dialog.

### Note

Some color printers may only allow printing in color regardless of the settings selected. More details can be found in the information that came with the selected printer.

### Tip

Grayscale is the best option for printing any colored text or graphics in a document on a monochrome printer. Colors printed in shades of gray give more detail. When printing color in black and white some of this detail maybe lost.

### LibreOffice settings

To change the LibreOffice settings to print all colored text and graphics as grayscale:

- 1) Go to **Tools > Options > LibreOffice Draw > Print** on the Menu bar to open the Options LibreOffice Draw Print dialog (Figure 4).

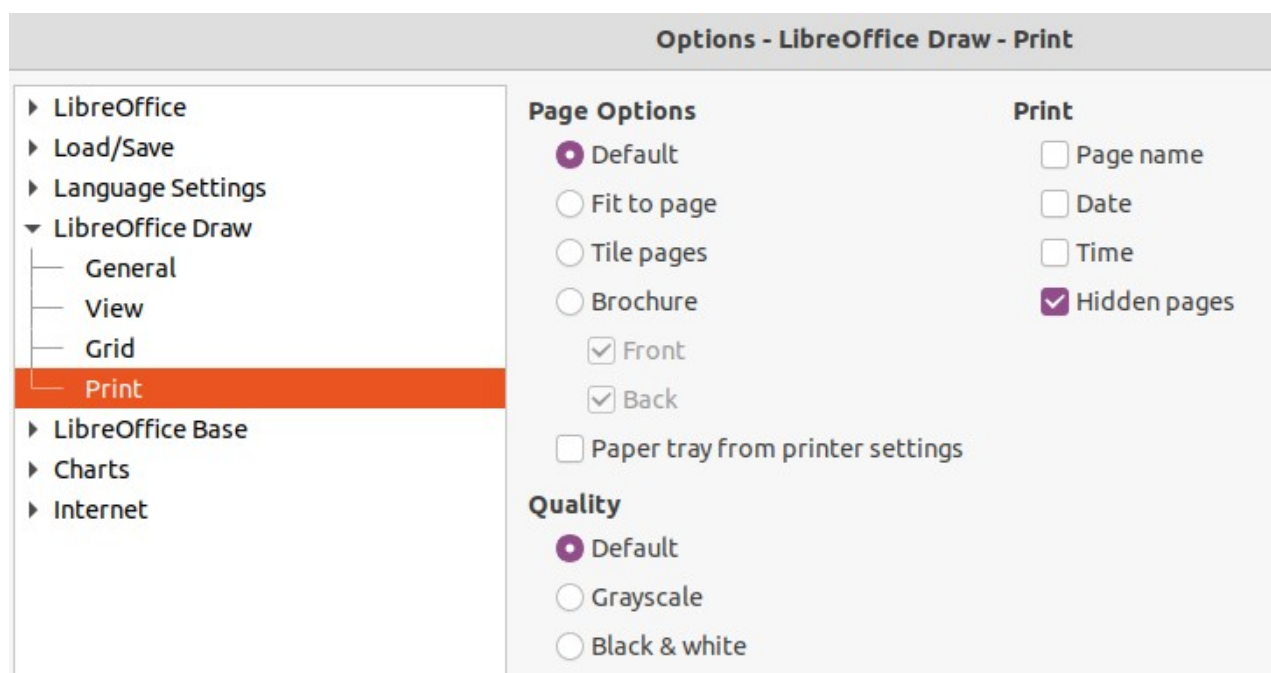


Figure 4: Options LibreOffice Draw Print dialog

- 2) In **Quality**, select either the option *Grayscale* or *Black & white*.
- 3) Click **OK** to save the change and close the Options LibreOffice Draw Print dialog.
- 4) Print the document using one of the above procedures and the document is printed as grayscale or black and white.

## Exporting

LibreOffice can export documents to PDF (Portable Document Format). This industry wide standard of file format is ideal for sending a file for someone else to view using PDF viewing software.

### Directly as PDF

To export the entire document using default PDF settings is as follows:

- 1) Click on **Export Directly as PDF** on the Standard toolbar, or got to **File > Export As > Export Directly as PDF** on the Menu bar.
- 2) Enter a file name and location for the PDF file and click on **Save** to export the file as PDF.

#### Note

Note that page range, image compression, or other printing options are not available when creating a PDF file using this method.

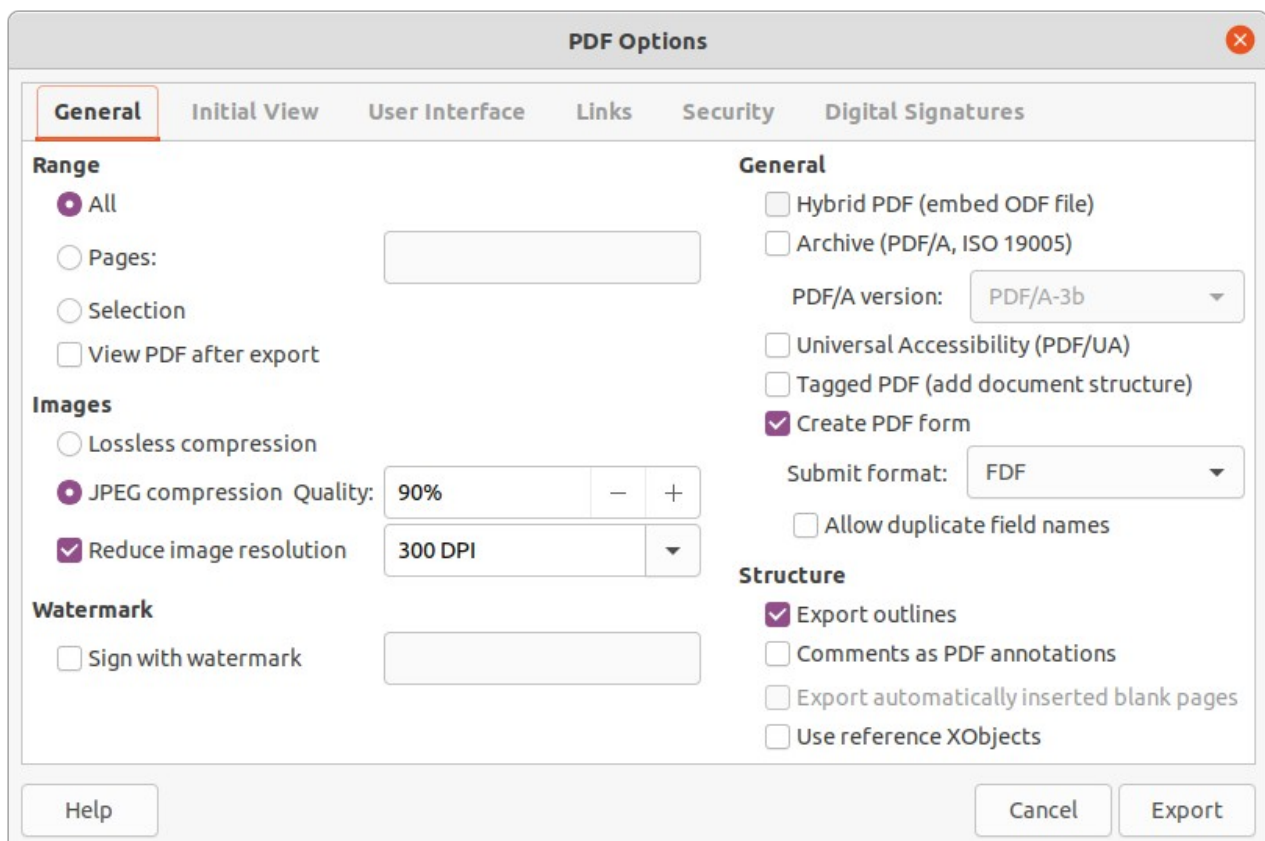


Figure 5: PDF Options dialog - General page

## Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use the options available in the PDF Options dialog (Figure 5). For more information on available options, see the *Getting Started Guide*.

- 1) Go to **File > Export As > Export as PDF** on the Menu bar to open the PDF Options dialog.
- 2) Select the required options available in the **General**, **Initial View**, **User Interface**, **Links**, **Security** and **Digital Signatures** pages.
- 3) Click on **Export** and a file browser window opens.
- 4) Navigate to the location and enter a file name for the PDF being created.
- 5) Click on **Save** to export the file as PDF. The file browser window and the PDF Options dialog close.

## Other formats

LibreOffice can export files in various formats, which are listed in the drop-down list of the file browser window. For more information on exporting graphics, see Chapter 6, Editing Pictures.

To export a file in another format:

- 1) Go to **File > Export** on the Menu bar to open a file browser window.
- 2) Navigate to the directory where the drawing is going to be saved.
- 3) Specify a file name for the exported drawing in the **Name** text box.
- 4) Select the required file format from the drop-down list.
- 5) Click on **Save** to save the file and close the file browser window.

### Note

The content of the exported file depends on the elements selected on the drawing. If no elements are selected, the entire drawing is exported.

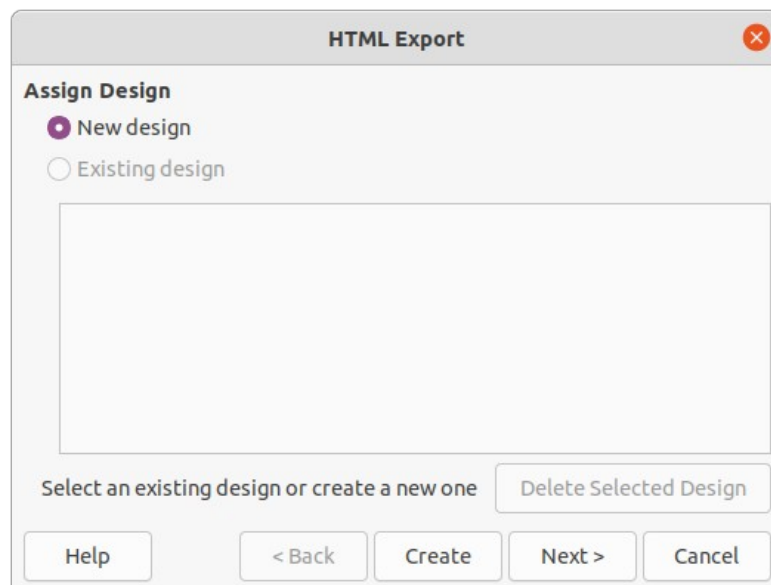


Figure 6: HTML Export dialog

## Web pages

To export a multi-page Draw document as a series of web pages:

- 1) Go to **File > Export** on the Menu bar to open a file browser window.
- 2) Select *HTML Document* as the file format and click on **Save** to open the HTML Export dialog (Figure 6).
- 3) Create a *New Design* or select an *Existing design* and click on **Next**.
- 4) Follow the prompts to create the web pages and save the drawing as an HTML file. For more information on how to create HTML file, see the *Getting Started Guide*.

## Emailing documents

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LibreOffice provides several ways to send documents quickly and easily as an email attachment in ODF format (LibreOffice default format), or as a PDF. For more information, see the *Getting Started Guide*.

### Note

Documents can only be sent from the LibreOffice menu if an email profile has been set up.

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## Open Document format

To email the current document in ODF format:

- 1) Go to **File > Send > Email Document** on the Menu bar. LibreOffice opens the default email program with the document attached to a new email.
- 2) In the email program, enter the recipient, subject, and message, then send the email.

## PDF format

To email the current document as a PDF file:

- 1) Go to **File > Send > E-mail as PDF** on the Menu bar. LibreOffice creates a PDF using the default PDF settings and then opens the email program with the PDF file attached to a new email.
- 2) In the email program, enter the recipient, subject, and message, then send the email.

## Digital signatures

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A digital signature is a mathematical scheme for verifying the authenticity of digital versions of drawings or documents.

To sign a drawing digitally, a personal key, also known as a certificate, is required. This personal key is stored on the computer being used as a combination of a private key, which must be kept secret, and a public key. These keys are added to a drawing when a digital signature is applied. A certificate is obtained from a certification authority, which may be a private company or a government institution.

When a digital signature is applied to a drawing, a checksum is computed from the drawing content plus the personal key being used. The checksum and public key are stored together with the drawing.

When the drawing is opened on another computer with a recent version of LibreOffice, the program computes the checksum again and compares it with the stored checksum. If both checksums are the same, the program opens the original, unchanged drawing.

In addition, the program can display the public key information from the certificate. This information can then be compared with the public key that is published on the web site of the certificate authority. Whenever the drawing is changed, this change breaks the digital signature.

For a more detailed description of how to obtain, use and manage a certificate and signature validation, see the *Getting Started Guide* and “Applying Digital Signatures” in the LibreOffice Help ([https://help.libreoffice.org/7.1/en-US/text/shared/guide/digitalsign\\_send.html?&DbPAR=WRITER&System=UNIX](https://help.libreoffice.org/7.1/en-US/text/shared/guide/digitalsign_send.html?&DbPAR=WRITER&System=UNIX)).

## Removing personal data

It maybe necessary to remove any personal data, versions, notes, hidden information, or recorded change from drawings before they are sent to other people or PDFs files created from the drawings.

## Setting security and warning options

- 1) In **Tools > Options > LibreOffice > Security**, to open Options LibreOffice Security dialog (Figure 7).
- 2) Click on **Options** to open the Security Options and Warnings dialog (Figure 8).
- 3) Select the required options to allow LibreOffice to warn when drawings contain certain information and/or automatically remove personal information on saving.
- 4) Click **OK** to close the Security Options and Warnings dialog and save the option selection.

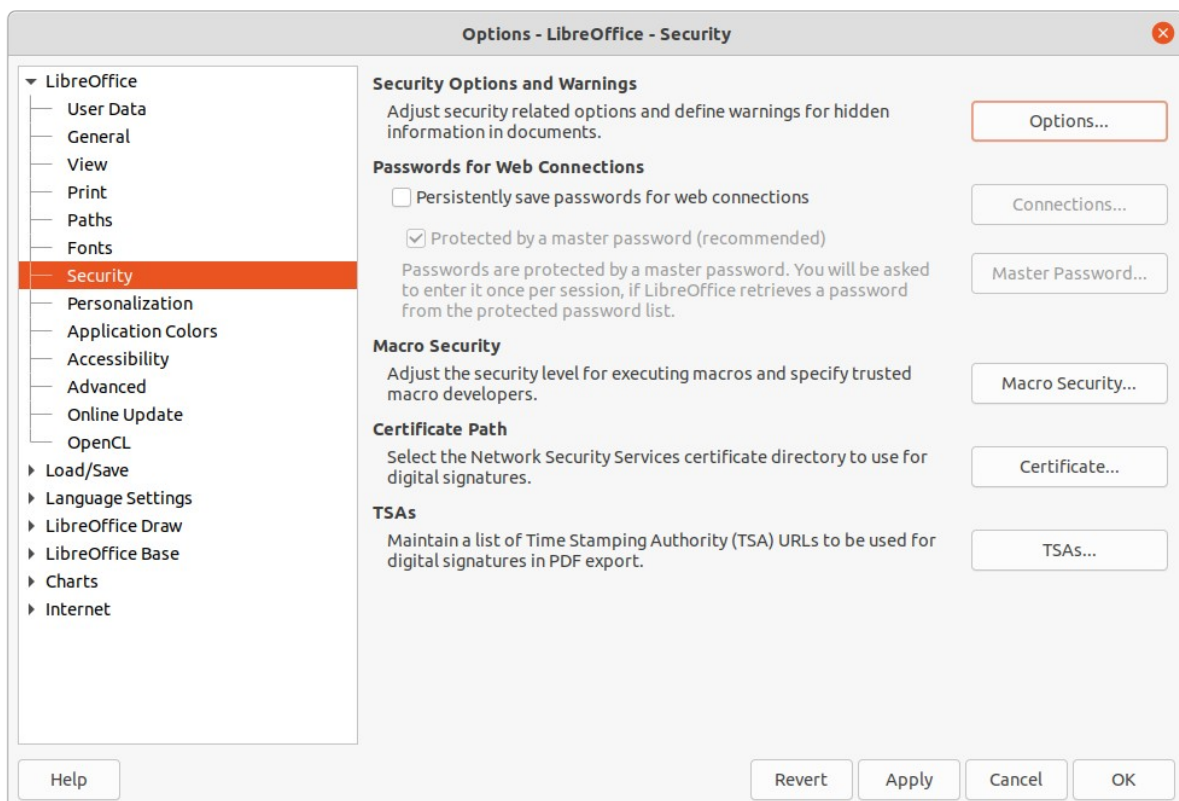


Figure 7: Options LibreOffice Security dialog

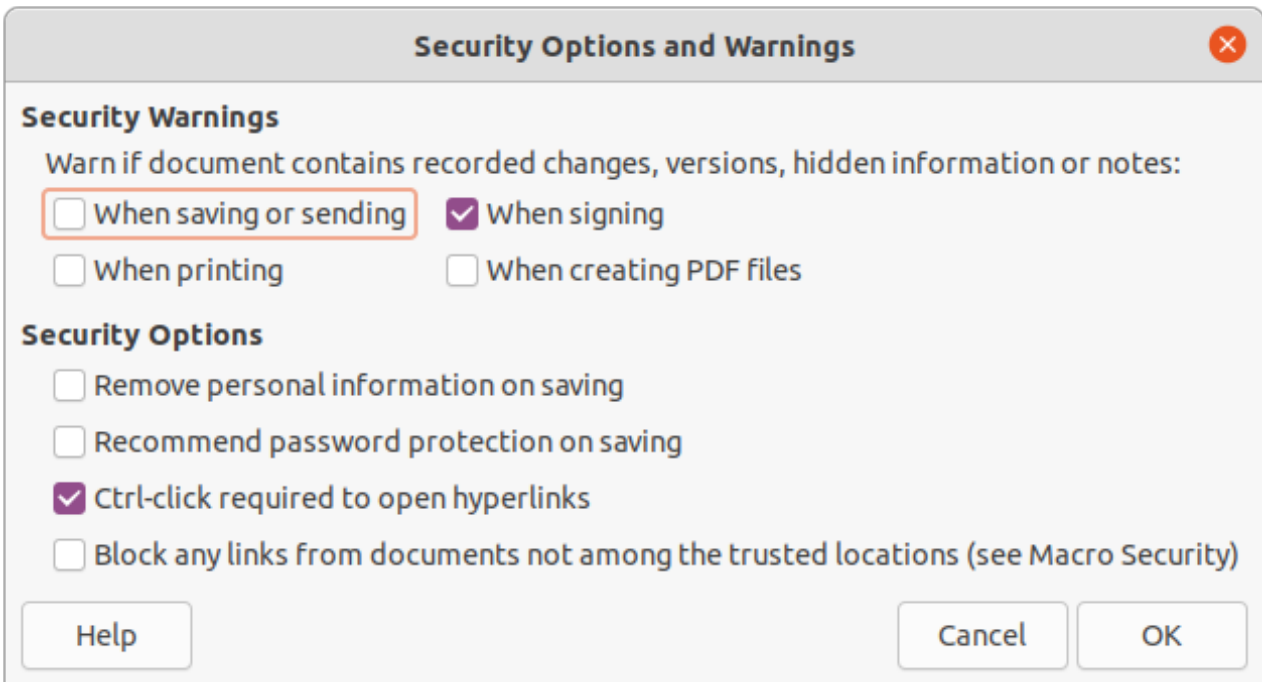


Figure 8: Security Options and Warnings dialog

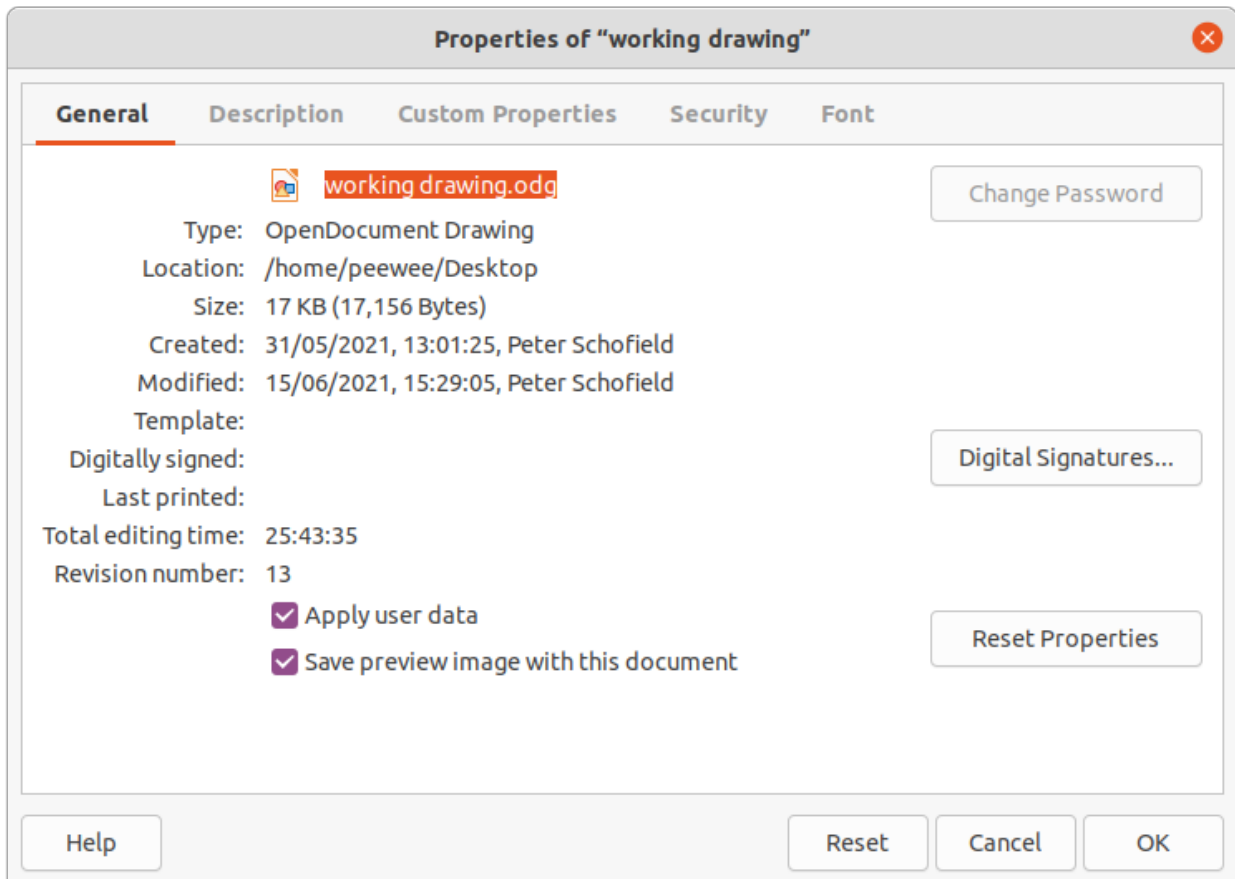


Figure 9: Properties dialog

## Removing personal data and drawing information

- 1) Go to **File > Properties** on the Menu bar to open the Properties dialog (Figure 9) for the open drawing.
- 2) In the **General** page uncheck *Apply user data*.

- 3) Click on *Reset Properties* removing any information in the created and modified fields, deleting the modification and printing dates, resetting the editing time to zero, resetting the creation date to the current date and time, and resetting the version number to 1.
- 4) Click **OK** to save the changes and close the Properties dialog.

## Removing version information

To remove version information from a drawing, use one of the following methods:

- Go to **File > Versions** on the Menu bar to open a dialog for the drawing, then select the versions from the list for deletion and click **Delete**. The dialog automatically closes.
- Go to **File > Save As** on the Menu bar and save the drawing with a different name.

## Redaction

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Documents can be redacted to remove or hide any sensitive information allowing the selective disclosure of information in a document while keeping other parts of the document secret.

When a redacted document is exported to a new document, any redacted portions are removed and replaced by redaction blocks of pixels. This prevents any attempt to restore or copy the original contents. A redacted document is often exported in PDF format for publication or sharing.

Any documents that are redacted in LibreOffice Writer, Calc, or Impress are automatically transferred as a copy to LibreOffice Draw where the redaction is carried out.

## Documents, spreadsheets, or presentations

- 1) Open the document to be redacted in LibreOffice Writer, Calc or Impress, then go to **Tools > Redact** on the Menu bar and the following happens:
  - A copy of the document is prepared and transferred to LibreOffice Draw as an untitled file.
  - LibreOffice Draw opens with the untitled document displayed.
  - The Redaction toolbar (Figure 10) automatically opens. If the Redaction toolbar is not displayed, go to **View > Toolbars** on the Menu bar in LibreOffice Draw and select **Redaction**.



Figure 10: Redaction toolbar

- 2) Go to **Tools > Redact** on the Menu bar and select either **Rectangle** or **Freeform**, or click on **Rectangle Redaction** or **Freeform Redaction** in the Redaction toolbar.
- 3) Draw the required shapes to redact the sensitive areas in the document. The redaction shape is gray allowing the sensitive areas in the document to be visible before they are redacted.
- 4) If necessary, click on **Export Directly as PDF** to make an in-redaction copy of the document as a PDF file. The sensitive information in the redacted areas can then be reviewed that it is correct before redaction is finalized.
- 5) Go to **Tools > Redact** on the Menu bar and select either **Redacted Export (White)** or **Redacted Export (Black)**, or click on **Redacted Export (White)** or **Redacted Export (Black)** in the Redaction toolbar. This opens a file browser window.

- 6) Navigate to the folder where the redact document is going to be saved and enter a name for the document, then click on **Save** to create the redacted PDF file.
  - The gray redaction shapes are converted to white or black shapes and the document is exported as a PDF.
  - There is no selectable text in the PDF file and any redacted content is non-existent.

## Drawings

Open a drawing in LibreOffice Draw, then use Steps 2) thru 6) in “Documents, spreadsheets, or presentations” to create a redacted PDF copy of the drawing file.



### Note

When a redacted document is exported as a new PDF file, any redacted portions are removed from the new document and replaced by redaction blocks of pixels. This prevents any attempt to restore or copy the original contents.

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