

**LibreOffice**  
The Document Foundation

## Draw Guide

# *Chapter 1* *Introducing Draw*

*Drawing Vector Graphics in LibreOffice*

## Copyright

---

This document is Copyright © 2012 by its contributors as listed below. You may distribute it and/or modify it under the terms of either the GNU General Public License (<http://www.gnu.org/licenses/gpl.html>), version 3 or later, or the Creative Commons Attribution License (<http://creativecommons.org/licenses/by/3.0/>), version 3.0 or later.

All trademarks within this guide belong to their legitimate owners.

## Contributors

Martin Fox  
John A Smith

John Cleland  
Peter Schofield

Jean Hollis Weber

## Feedback

Please direct any comments or suggestions about this document to:  
[documentation@global.libreoffice.org](mailto:documentation@global.libreoffice.org).

## Acknowledgments

This chapter is based on an original French document written for OpenOffice.org 1.x by Michel Piquier (translated into English by Alex Thurgood) and previous content revised by Jim Taylor. The chapter was revised for OpenOffice.org 2.0 by Linda Worthington, Daniel Carrera, Jean Hollis Weber, and Agnes Belzunce, and later translated into German by Wolfgang Uhlig. The German revisions were then translated into English and revised for OpenOffice.org 3.3 and LibreOffice 3.3 by Martin Fox. Other contributors included Peter Hillier-Brook, Hazel Russman, Gary Schnabl, and Claire Wood.

## Publication date and software version

Published 16 October 2012. Based on LibreOffice 3.5.

## Note for Mac users

---

Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

<b>Windows or Linux</b>	<b>Mac equivalent</b>	<b>Effect</b>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
<i>Right-click</i>	<i>Control+click</i> and/or <i>right-click</i> depending on computer system	Open a context menu
<i>Ctrl (Control)</i>	⌘ ( <i>Command</i> )	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Open the Navigator
<i>F11</i>	⌘+T	Open the Styles and Formatting window

# Contents

---

<b>Copyright</b> .....	<b>2</b>
<b>Note for Mac users</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>4</b>
<b>Draw workplace</b> .....	<b>4</b>
Rulers.....	4
<b>Status bar</b> .....	<b>6</b>
<b>Toolbars</b> .....	<b>7</b>
Standard toolbar.....	8
Drawing toolbar.....	8
Line and Filling toolbar.....	8
Text Formatting toolbar.....	8
Color bar.....	8
Choosing a color palette.....	9
Options toolbar.....	9
<b>Drawing grid and guides</b> .....	<b>10</b>
<b>Floating and moving toolbars</b> .....	<b>10</b>
Available toolsets.....	10
Standard toolbars.....	11
Customizing toolbars.....	12
<b>Quick printing</b> .....	<b>12</b>
<b>Controlling printing</b> .....	<b>13</b>
General printing.....	13
Printing options.....	13
Printing multiple pages on a single sheet.....	14
Selecting pages to print.....	14
Printing a brochure or booklet.....	15
Single sided printer.....	15
Double sided or duplex printer.....	16
Printing in black and white or grayscale.....	16
<b>Exporting to PDF</b> .....	<b>17</b>
Export directly as PDF.....	17
Controlling PDF content and quality.....	17
<b>Exporting to other formats</b> .....	<b>17</b>
<b>Exporting Draw documents as web pages</b> .....	<b>18</b>
<b>E-mailing documents</b> .....	<b>18</b>

## Introduction

---

Draw is a vector graphics drawing tool, although it can also perform some operations on raster graphics (pixels). Using Draw, you can quickly create a wide variety of graphical images.

Vector graphics store and display a picture as simple geometric elements such as lines, circles, and polygons rather than as a collection of pixels (picture elements or points on the screen). This permits simpler storage and supports precise scaling of the picture elements.

Draw is fully integrated into the LibreOffice suite and this simplifies exchanging graphics with all components of the suite. For example, if you create an image in Draw, reusing it in a Writer document is as simple as copying and pasting the image. You can also work with drawings directly from within Writer or Impress using a subset of the functions and tools from Draw.

The functionality of LibreOffice Draw is extensive and, even though it was not designed to rival high-end graphics applications, it possesses significantly more functionality than the drawing tools that are generally integrated with most office productivity suites.

A few examples of the drawing functions are: layer management, magnetic grid-point system, dimensions and measurement display, connectors for making organization charts, 3D functions that enable small three-dimensional drawings to be created (with texture and lighting effects), drawing and page-style integration, and Bézier curves.

This *Draw Guide* is not a course book to be worked through from beginning to end. Rather, it is a reference work in which you can browse for guidance on particular topics.

This document describes only the functions associated with Draw. Some concepts, such as file management or the way the LibreOffice environment works, are mentioned only briefly; they are covered in more detail in the *Getting Started* guide.

## Draw workplace

---

The main components of the Draw interface or workspace are shown in Figure 1.

The large area in the center of the window is where you make the drawings. You can surround the drawing area with toolbars and information areas. The number and position of the visible tools vary with the task in hand and user preferences. Therefore your setup may look different. For example, many users put the main Drawing toolbar on the left-hand side of the workspace and not at the bottom, as shown in Figure 1.

You can split drawings in Draw over several pages. Multi-page drawings are used mainly for presentations. The **Pages** pane, on the left side of the Draw workspace in Figure 1 gives an overview of the pages that you create. If the **Pages** pane is not visible on your setup, you can enable it by going to **View > Page Pane** on the main menu bar. To make changes to the page order, just drag and drop one or more pages.

In LibreOffice Draw, the maximum size of a drawing page is 300 cm by 300 cm.

## Rulers

You should see rulers (bars with numbers) on the upper and left-hand sides of the workspace. If they are not visible, you can enable them by selecting **View > Ruler** in the main menu bar.

The rulers show the size of a selected object on the page using double lines (highlighted in Figure 2). When no object is selected, they show the location of the mouse pointer, which helps to position drawing objects more accurately.

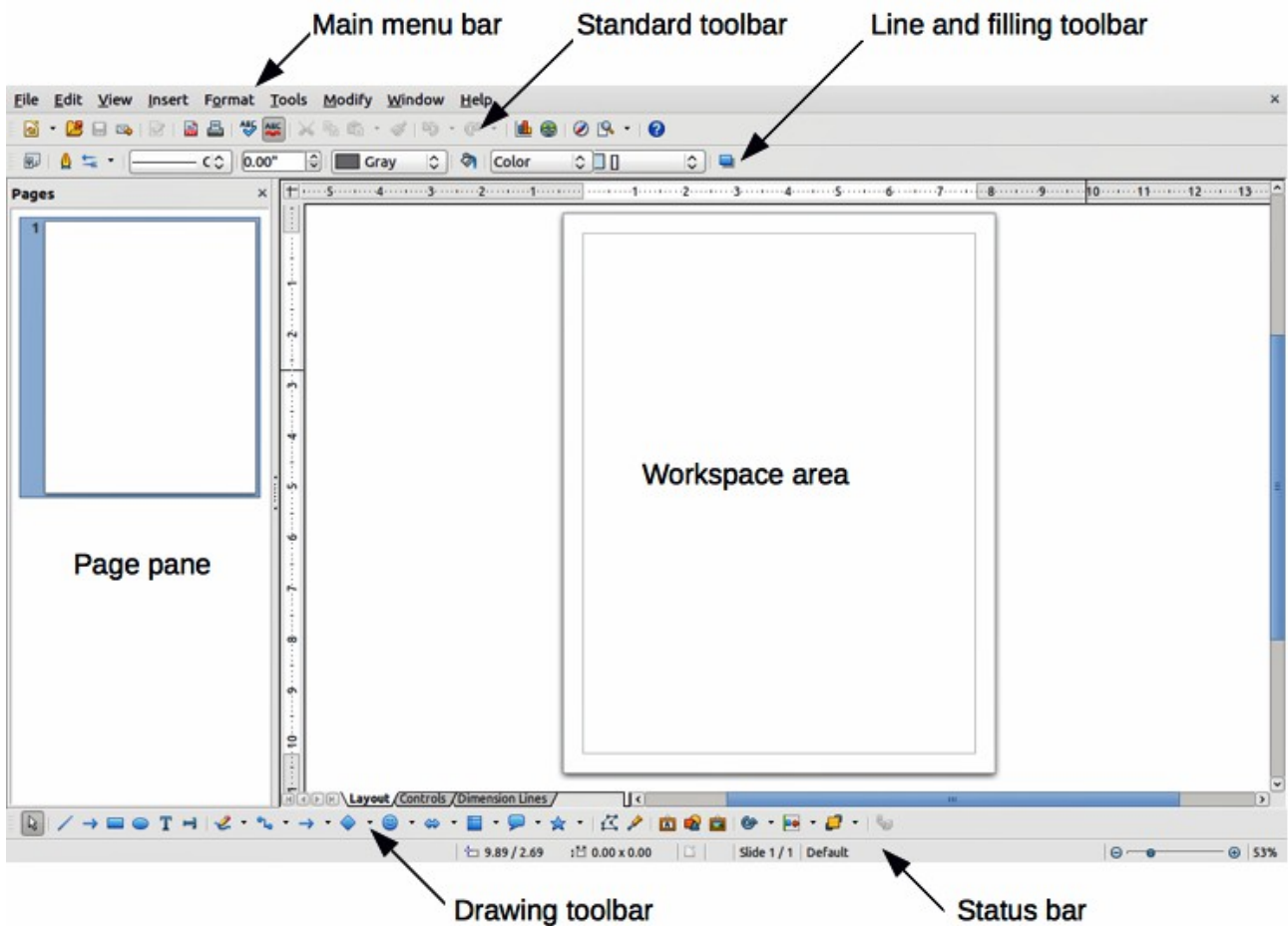


Figure 1: LibreOffice Draw workspace

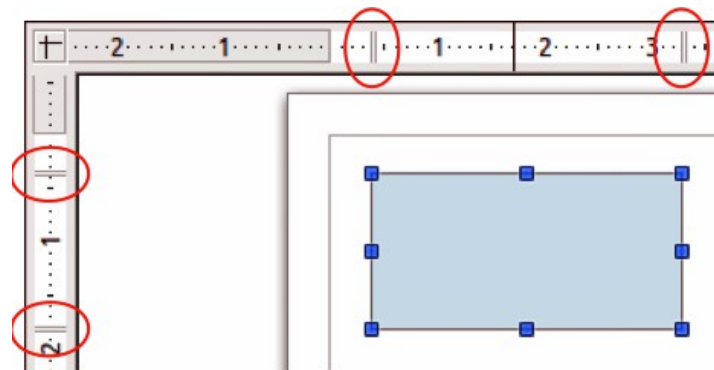


Figure 2: Rulers showing size of a selected object

You can also use the rulers to manage object handles and guide lines, making it easier to position objects.

The page margins in the drawing area are also represented on the rulers. You can change the margins directly on the rulers by dragging them with the mouse. The margin area is indicated by the grayed out area on the rulers as shown in Figure 2.

To modify the measurement units of the rulers, which can be defined independently, right-click on the desired ruler, as illustrated for the horizontal ruler in Figure 3.

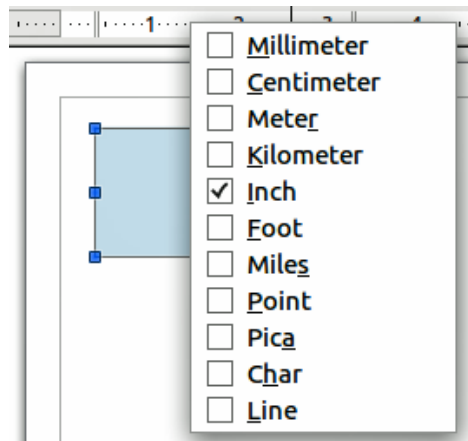


Figure 3: Ruler units

The default position of the zero for each of the rulers is located in the top left corner of the page where the left and top margins start. This zero position can be adjusted by clicking in the top left corner of the workspace where the horizontal and vertical rulers meet and dragging to a new zero position.

## Status bar

The Status bar is located at the bottom of the Draw window and includes several Draw-specific fields (Figure 4).

- *Information area* shows which action is being carried out, or which object type is selected. *Position* and *Object size* show different information depending on whether objects are selected or not.
  - When no object is selected, the position numbers show the current position (X and Y coordinates) of the mouse cursor.
  - When an object is selected and being resized with the mouse, the object size numbers show the size of the object (width and height).

### Note

The sizes are given in the current measurement unit (not to be confused with the ruler units). This unit is defined in **Tools > Options > LibreOffice Draw > General**.

- If an object is selected, the position numbers shows the X and Y coordinates of the upper-left corner and the object size number pair displays the size of the object. These numbers do not relate to the object itself, but to the selection outline, which is the smallest possible rectangle that can contain the visible part or parts of the object; see *Chapter 3 Working with Objects and Object Points* for more information.
- When an object is selected, a double-click in either of these areas opens the **Position and Size** dialog; see *Chapter 4 Changing Object Attributes* for more information.

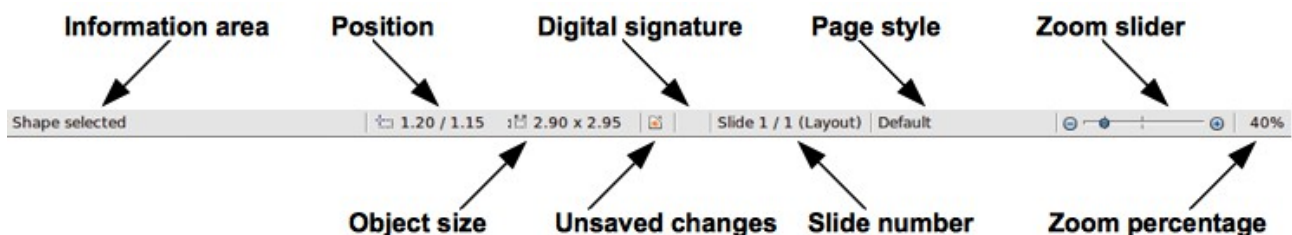


Figure 4: Draw status bar

- *Unsaved changes* are indicated whenever any change is made to the document but not yet saved to disk.
- *Digital signature* indicates if the document has been digitally signed. A double-click or right-click in this area opens the Digital Signatures dialog. A document must be saved at least once before it can be digitally signed. After a document is digitally signed, an indicator appears in this area.
- *Slide number* shows the sequence number for the current drawing page and the total number of pages created for the drawing. If you select an object, the information enclosed by parentheses indicates on which layer the object is placed within the drawing. In the example shown in Figure 4, the object is on the Layout layer of Slide 1 and there is a total number of one slide in the drawing.
- *Page style* shows which template is being used for the drawing.
- *Zoom slider* changes the zoom percentage of how the drawing appears on the computer display. Clicking on the plus (+) sign increases zoom and on the minus (-) sign decreases zoom. You can also drag the slider to increase or decrease the zoom percentage. The vertical bar in the middle of the *Zoom* slider represents a zoom percentage of 100%.
- *Zoom percentage* shows the level of zoom as a percentage. Double-clicking on the zoom percentage opens the **Zoom & View Layout** dialog. Right clicking on the zoom percentage opens a menu where you can select a zoom level. See *Chapter 3 Working with Objects and Object Points* for more information on working with the zoom functions.

## Toolbars

You can display or hide the various Draw toolbars, according to your needs. To display or hide a toolbar, click **View > Toolbars**. On the menu that appears, choose which toolbars you want to display.

You can also select the icons or buttons that you want to appear on the toolbars. To change the visible icons or buttons on any toolbar, click the arrow at the right-hand end of the toolbar and select **Visible Buttons** from the drop-down menu. Visible icons or buttons are indicated by a shaded outline around the icon. Icons or buttons not visible are indicated by a plain icon as shown by the lower three icons in Figure 5. Click on an icon to hide or show it in the toolbar.

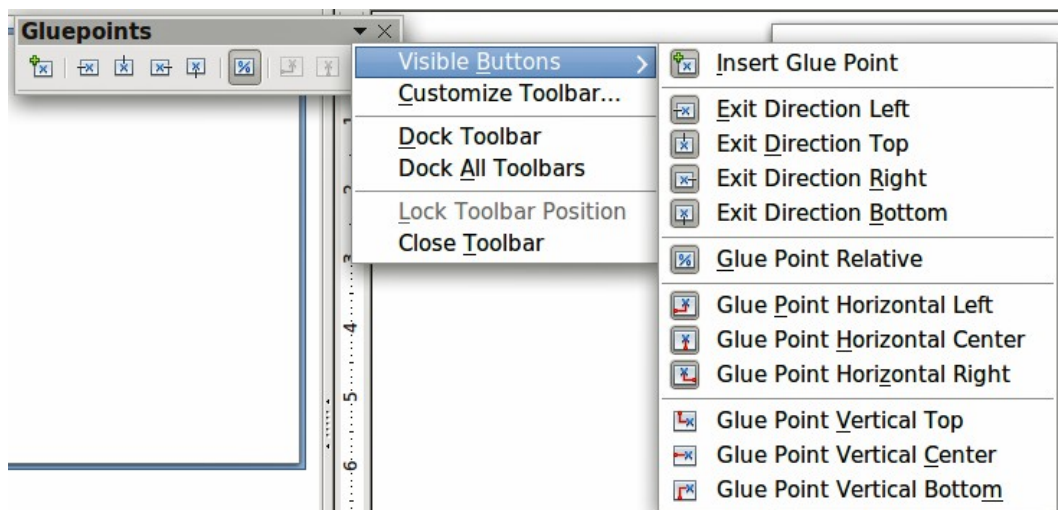


Figure 5: Selection of visible toolbar icons

## Standard toolbar

The **Standard** toolbar (Figure 6) is the same for all LibreOffice components and is described in detail in the *Getting Started Guide*.



Figure 6: Standard toolbar

## Drawing toolbar

The **Drawing** toolbar (Figure 7) is the most important toolbar in Draw. It contains all the necessary functions for drawing various geometric and freehand shapes, and for organizing them in the drawing. It is described in detail in *Chapter 2, Drawing Basic Shapes*.



Figure 7: Drawing toolbar

## Line and Filling toolbar

The **Line and Filling** toolbar (Figure 8) lets you modify the main properties of a drawing object. The icons and pull-down lists vary, according to the type of object selected. For example, to change the style of a line, click on the up and down arrows for *Line Style* and select the required style.

The available functions on the **Line and Filling** toolbar let you to change the color, style, and width of the line drawn, the fill color and style, and other properties of an object. The object must first be selected with a mouse click. If the selected object is a text frame, the **Line and Filling** toolbar changes to the **Text Formatting** toolbar (Figure 9).

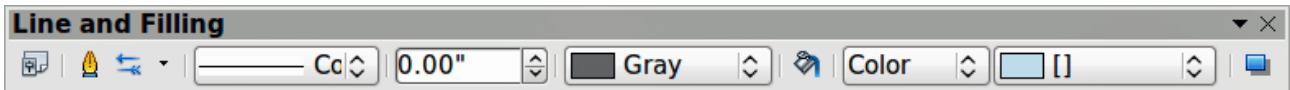


Figure 8: Line and Filling toolbar

## Text Formatting toolbar

The **Text Formatting** toolbar (Figure 9) is very similar to the **Formatting** toolbar in Writer. A more detailed explanation of the functions on this toolbar can be found in *Chapter 4, Changing Object Attributes*. For information on adding and formatting text, see *Chapter 9 Adding and Formatting Text*.

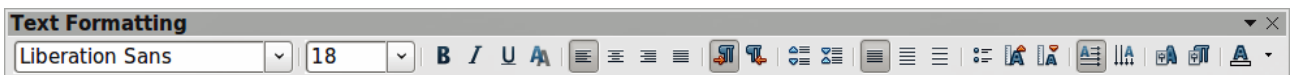


Figure 9: Text Formatting toolbar

## Color bar

The **Color** bar (Figure 10) displays the current color palette. It lets you rapidly select the color of the various objects (lines, areas, and 3D effects) in your drawing. The first box in the panel corresponds to invisible (no color). If the **Colors** bar is not displayed go to **View > Toolbars > Color Bar**.





Figure 10: Color bar

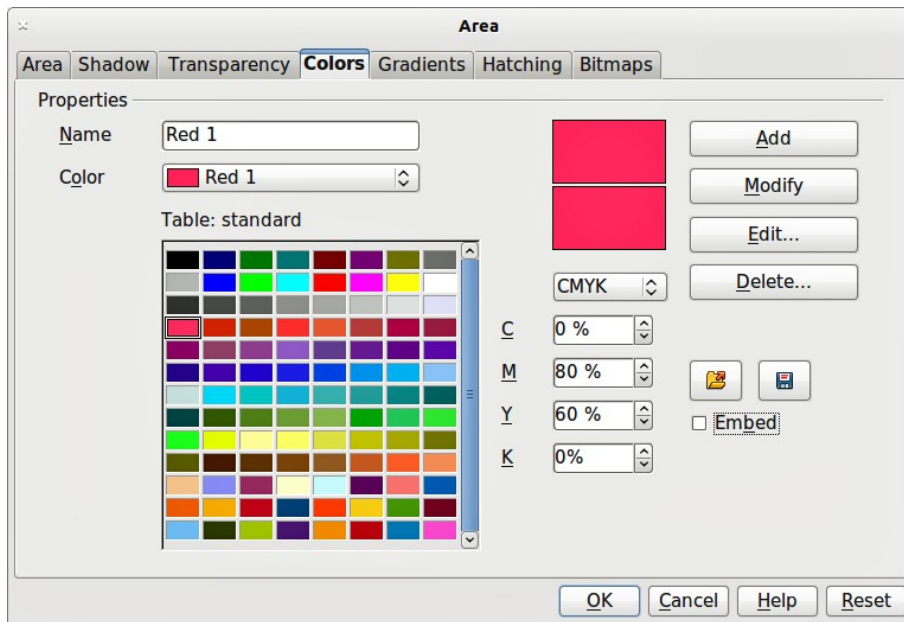




Figure 11. Changing the color palette

### Choosing a color palette

You can access several specialized color palettes in Draw, as well as change individual colors to your own taste. This is done using the **Area** dialog (Figure 11) by selecting **Format > Area** on the main menu bar or clicking the **Area** icon  on the **Line and Filling** toolbar (Figure 8). On the **Area** dialog, select the **Colors** tab.

To load another palette, click on the **Load Color List** icon . The file selector dialog asks you to choose one of the standard LibreOffice palettes (files with the file extension \*.soc). For example, web.soc is a color palette that is adapted to creating drawings for placing in web pages. These colors will display correctly on workstations with screens capable of at least 256 colors.

A more detailed description of color and their options can be found in *Chapter 10 Advanced Draw Techniques*.

### Options toolbar

The **Options** toolbar (Figure 12) lets you activate or deactivate various drawing aids. The **Options** toolbar is not one of the toolbars displayed by default. To display it, select **View > Toolbars > Options**. The options are described briefly in Figure 13 and in greater detail in other chapters of this *Draw Guide*.



Figure 12: Options toolbar

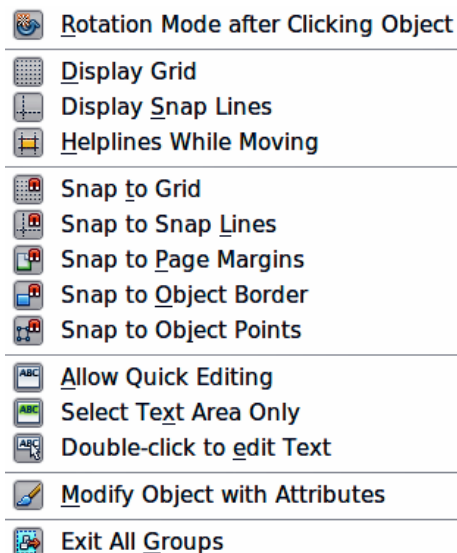


Figure 13: Tools available in Options toolbar

## Drawing grid and guides

Draw offers a grid and snap lines as drawing aids and these can be turned on or off by clicking on the **Display Grid** or the **Display Snap Lines** icons on the Options toolbar. The grid points and the snap lines are displayed only on the screen and are not shown on a printed drawing or when the drawing is used in another LibreOffice program. The color, spacing, and resolution of the grid points can be individually chosen for each axis. This is described in more detail in *Chapter 3 Working with Objects and Object Points*.

Help lines when moving objects can be displayed and these are turned on or off by clicking on the **Helplines While Moving** icon on the Options toolbar. Showing the position of the object while moving it makes positioning the object much easier. If this function is activated, pairs of vertical and horizontal lines enclosing the object are shown while moving the object. These lines extend to the edges of the drawing area. This function is also described in detail in *Chapter 3 Working with Objects and Object Points*.

Draw also offers several snap functions to help you can position objects exactly in a drawing and these snap functions are described in detail in *Chapter 3 Working with Objects and Object Points*.

## Floating and moving toolbars

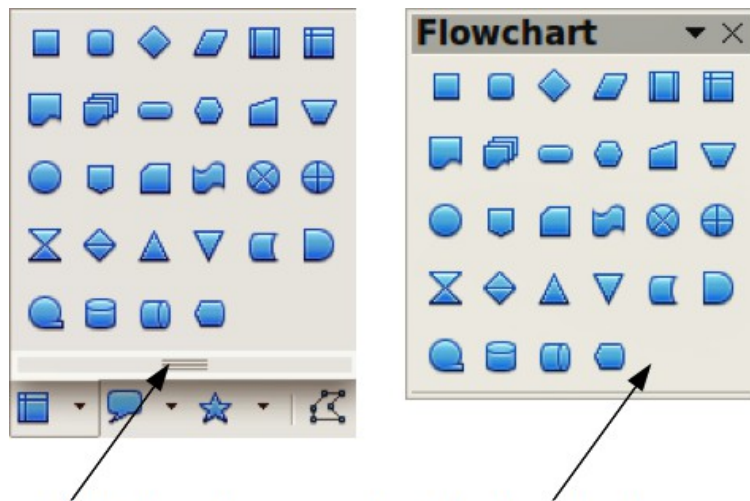
### Available toolsets

Many icons have a small triangle or arrowhead pointing downward to the right side of the icon. This indicates that this icon has additional tools available. Click on the triangle to display the full set of tools (Figure 14). You can “tear off” this toolset so it becomes a floating toolbar. Click the area at the bottom of the toolset, drag it across the screen to a location you want, and then release the mouse button.

To close a floating toolbar, click on the X on the right of the toolbar title.

#### Note

When a toolset is made into a floating toolbar, the icon on the existing toolbar remains in the toolbar and always shows the last command you used. This means that the icon you see on your screen may differ from the icon shown in this guide.



Click here to open the floating toolbar

Figure 14: Available additional tools and floating toolbar

### Tip

When you double-click on an icon on a toolbar, the command corresponding to that icon will become active. You can then repeat this action as often as you like. To exit from this mode, press the *Esc* key or click on another icon. Please note that this may not work for every icon on every toolbar.

## Standard toolbars

When you open Draw, the default set of toolbars are already docked or fixed in their positions at the top and bottom of the workspace. This default set of toolbars normally are the **Standard**, **Line and Filling**, and **Drawing** toolbars. These toolbars can be undocked and become floating toolbars.

To undock a toolbar, move the mouse cursor to the far left of the toolbar and over the toolbar handle (Figure 15). The cursor will change shape, normally to a grabbing hand, but this is dependent on computer setup and operating system. Click and drag on the toolbar handle to move the toolbar until it becomes a floating toolbar. This floating-toolbar capability is common to all components of LibreOffice.

To dock a floating toolbar at the top of the Draw workspace, press and hold the *Ctrl* key then double click on the title of the toolbar. The toolbar will move into available space at the top of the Draw workspace.

An alternative method of docking a toolbar is to click in the toolbar title and drag the toolbar to the docked position that you require. This can be the top, bottom or one of the sides of the Draw workspace.

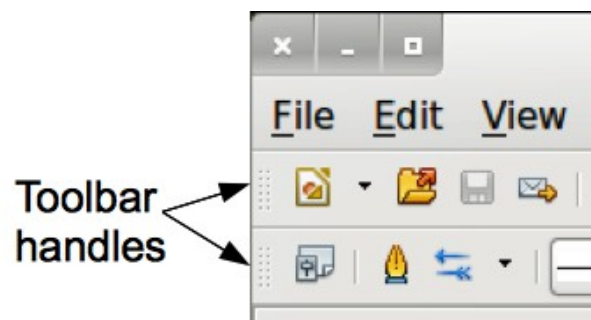


Figure 15: Toolbar handles

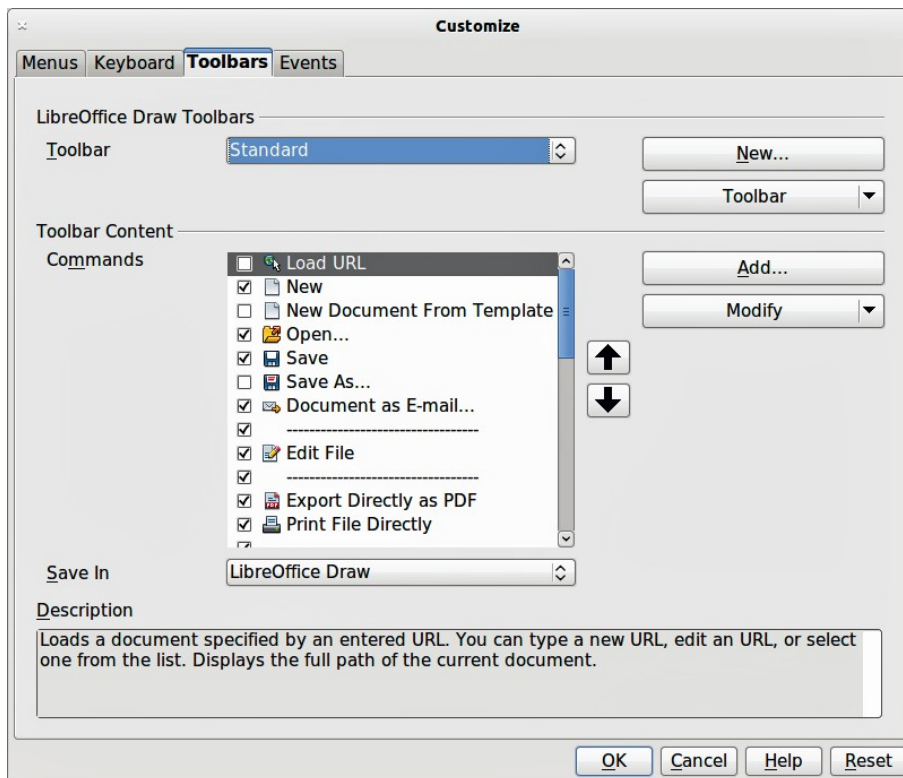


Figure 16: Customizing toolbars


## Customizing toolbars

You can customize toolbars in several ways. To show or hide icons defined for a toolbar, see Figure 5 on page 7.

To add functions to a toolbar, move tools between toolbars, or create new toolbars., select **View > Toolbars > Customize**, then select the **Toolbars** tab (Figure 16) and the toolbar you want to change. You can then select the desired tools for that toolbar.

Each toolbar has a different list of functions. For details, see the *Getting Started Guide*, which also describes how to customize menus.

## Quick printing

To quickly print a document or drawing, click on the **Print File Directly** icon  to send the entire document to the default printer that is defined for your computer.

### Note

You can change the action of the **Print File Directly** icon to send the document to the printer defined for the document instead of the default printer for the computer. Go to **Tools > Options > Load/Save > General** and select the **Load printer settings with the document** option.

## Controlling printing

For more control over printing, use the **Print** dialog (**File > Print** or *Ctrl+P*). The **Print** dialog (Figure 17) has four tabs where you can choose a range of options and these are described in the following sections.

### Note

The options selected on the **Print** dialog apply to this printing of this document only. To specify default print settings for LibreOffice, go to **Tools > Options > LibreOffice > Print**.

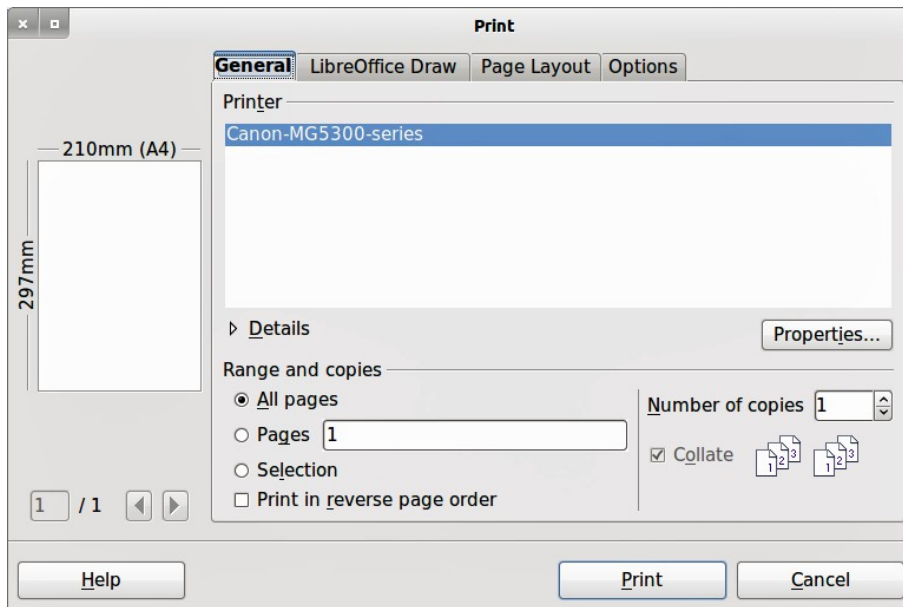


Figure 17. Print dialog

## General printing

On the *General* tab of the **Print** dialog (Figure 17), you can select:

- Which printer to use from the printers available in the *Printer* section.
- Which pages to print, number of copies to print, whether to collate multiple copies, and page order for printing in the *Range and copies* section.

## Printing options

To access more printing options, click on the *Options* tab of the **Print** dialog (Figure 18). These printing options are self explanatory.

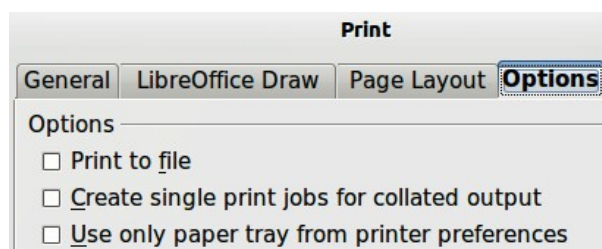


Figure 18: Printing Options dialog

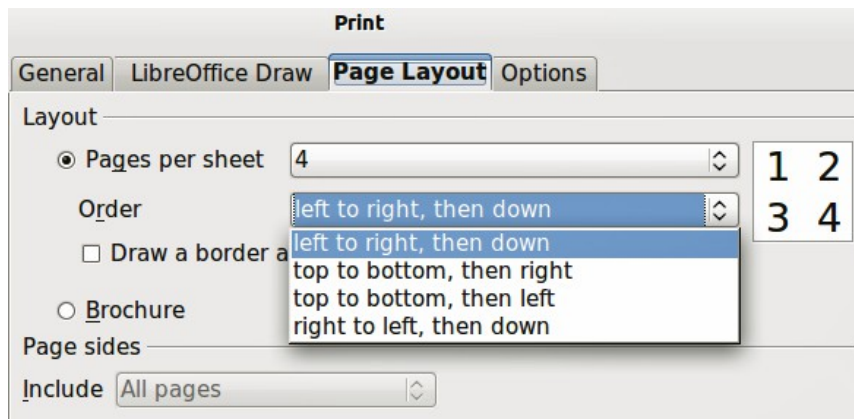


Figure 19: Page Layout dialog

## Printing multiple pages on a single sheet

You can print multiple pages of a document on one sheet of paper. To do this:

- 1) Open the **Print** dialog and select the *Page Layout* tab (Figure 19).
- 2) In the *Layout* section, select from the drop-down list the number of pages to print per sheet. The preview panel on the right shows how the pages will look in the printed document.
- 3) When printing more than two pages per sheet, you can choose the order in which they are printed across and down the paper from the *Order* drop down list.
- 4) To distinguish each page on a sheet, select the *Draw a border around each page* option.
- 5) Click the **Print** button.

## Selecting pages to print

In addition to printing a full document, you can choose whether to print individual pages, a range of pages, or a highlighted selection within a document.

To print an individual page:

- 1) Choose **File > Print** from the main menu bar or use the *Ctrl+P* key combination and select the *General* tab in the **Print** dialog (Figure 17).
- 2) In the *Ranges and copies* section, select the *Pages* option.
- 3) Enter the number of the page to print.
- 4) Click the **Print** button.

To print a range of pages:

- 1) Choose **File > Print** from the main menu bar or use the *Ctrl+P* key combination and select the *General* tab in the **Print** dialog (Figure 17).
- 2) In the *Ranges and copies* section, select the *Pages* option.
- 3) Enter the number of the pages to print (for example 1-4 or 1,3,7,11), or any combination of the two (for example: 1-4,5-9,10).
- 4) Click the **Print** button.

To print a selection from a page or multiple pages:

- 1) In the document, highlight the section of the page or pages to print.
- 2) Choose **File > Print** from the main menu bar or use the *Ctrl+P* key combination and select the *General* tab in the **Print** dialog (Figure 17).
- 3) In the *Ranges and copies* section, select the *Selection* option.
- 4) Click the **Print** button.

## Printing a brochure or booklet

In Writer, Impress, and Draw, you can print a document with two pages on each side of a sheet of paper, arranged so that when the printed pages are folded in half, the pages are in the correct order to form a booklet or brochure.

### Tip

Plan your document so it will look good when printed half size; choose appropriate margins, font sizes, and so on. You may need to experiment.

### Single sided printer

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

- 1) Choose **File > Print** and in the **Print** dialog, click on the **Properties** button to open the **Properties** dialog (Figure 20).

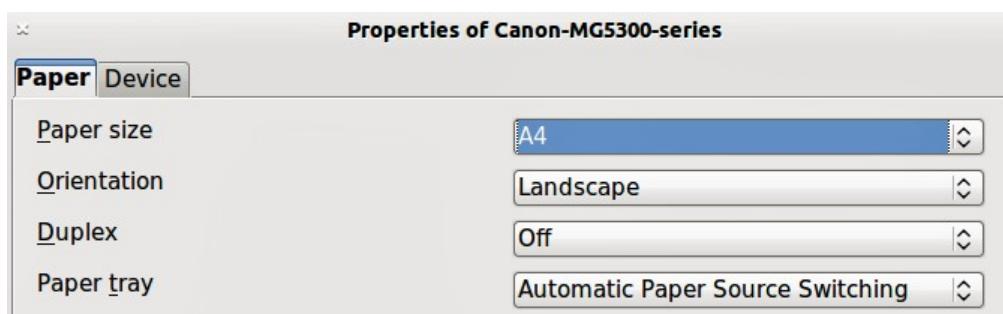


Figure 20: Printer Properties dialog

- 2) Check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures and booklets.
- 3) Click **OK** to return to the **Print** dialog.
- 4) Select the *Page layout* tab in the **Print** dialog (Figure 19).
- 5) Select the **Brochure** option (Figure 21).
- 6) In the *Page sides* section, select *Back sides / left pages* option from the drop-down list.
- 7) Click the **Print** button.

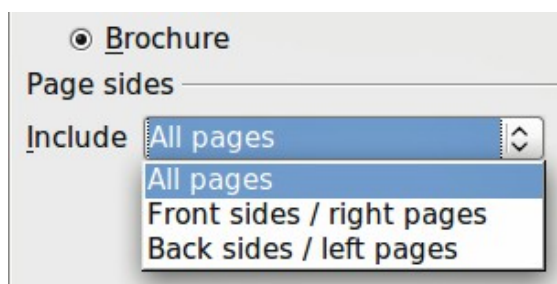


Figure 21: Printing a brochure or booklet

- 8) Take the printed pages out of the printer, turn the pages over, and put them back into the printer in the correct orientation to print on the blank side. You may need to experiment a bit to find out what the correct arrangement is for your printer.
- 9) In the *Page sides* section, select *Front sides / right pages* option from the drop down list.
- 10) Click the **Print** button.

## Double sided or duplex printer

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

- 1) Choose **File > Print** and in the **Print** dialog, click on the **Properties** button to open the **Properties** dialog (Figure 20).
- 2) Check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures and booklets.
- 3) From the *Duplex* drop down list, select *Long Edge* or *Long Side* printing. Actual options available for duplex printing do depend on printer model and the computer system being used.
- 4) Click **OK** to return to the **Print** dialog.
- 5) Select the *Page layout* tab in the **Print** dialog (Figure 19).
- 6) Select the **Brochure** option (Figure 21).
- 7) In the *Page sides* section, select *All pages* option from the drop-down list.
- 8) Click the **Print** button.

## Printing in black and white or grayscale

You may wish to print documents in black and white or grayscale on a color printer. However, some color printers may only allow you to print in color regardless of the settings you choose. More details can be found in the information that came with your printer.

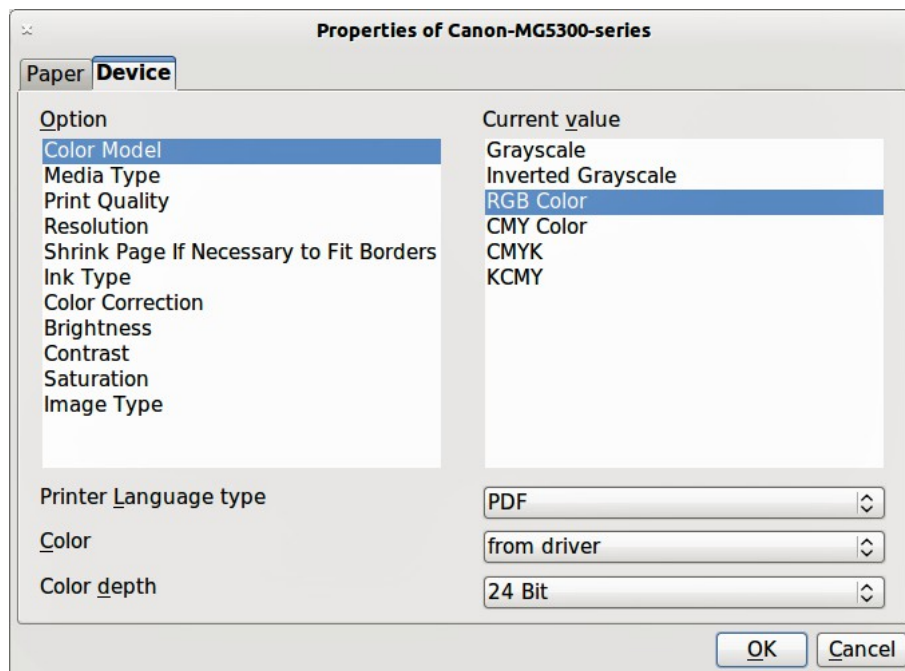


Figure 22: Printer Properties dialog

To change the printer settings to print in black and white or grayscale:

- 1) Choose **File > Print** to open the **Print** dialog (Figure 17).
- 2) Click **Properties** to open the **Properties** dialog for the printer. The available choices available depend on printer model and computer operating system, but you should easily find options for the Color settings. An example of what you may see is shown in Figure 22.
- 3) The choices for color may include *black and white* or *grayscale*. Choose the required setting.
- 4) Click **OK** to confirm your choice and return to the **Print** dialog,



- 5) Click the **Print** button to print the document.

### Tip

Grayscale is the best option if you have any colored text or graphics in the document. Colors will print in shades of gray giving more detail. When printing color in black and white some of this detail maybe lost.

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

- 1) Choose **Tools > Options > LibreOffice > Print**.
- 2) Select the **Convert colors to grayscale** option. Click **OK** to save the change.
- 3) Open the **Print** dialog (**File > Print**).
- 4) Click the **Print** button to print the document.


To change the Draw settings to print all color text and graphics as black and white or grayscale:

- 1) Choose **Tools > Options > LibreOffice Draw > Print**.
- 2) In the *Quality* section, select either **Grayscale** or **Black & white** option.
- 3) Click **OK** to save the change.
- 4) Open the **Print** dialog (**File > Print**).
- 5) Click the **Print** button to print the document.

## Exporting to PDF

LibreOffice can export documents to PDF (Portable Document Format). This industry-standard file format is ideal for sending a file for someone else to view using Adobe Reader or other PDF viewers. The process and dialogs are the same for Writer, Calc, Impress, and Draw, with a few minor differences mentioned in this section.

### Export directly as PDF

Click on the **Export Directly as PDF** icon  on the **Standard** toolbar to export the entire document using your default PDF settings. You are asked to enter the file name and location for the PDF file, but you cannot choose page range, image compression, or other options.

### Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, go to **File > Export as PDF** to open the **PDF Options** dialog. Using this dialog you select the options using different pages for *General*, *Initial View*, *User Interface*, *Links*, and *Security*. When you have selected the appropriate settings, click on **Export**. In the following dialog, enter the location and file name of the PDF to be created, then click **Save** to export the file. See in the *Getting Started* guide for more information.

## Exporting to other formats

LibreOffice uses the term “export” for some file operations involving a change of file type. If you cannot find what you want in **File > Save As**, look in **File > Export**. LibreOffice can export files in various formats and these are listed in the drop down list for *File format*. See *Chapter 6 Editing Pictures* for more information on exporting graphics.

To export a file in another format:

- 1) Specify a file name for the exported document in the *File name* text box.
- 2) Select the required format from the *File format* drop down list.

- 3) Click the **Export** button.

#### Note

The content of the exported file will depend on the element(s) selected on the page. No selection results in the entire image being exported. For most export formats, only the image on the current page will be exported.

## Exporting Draw documents as web pages

---

To export a multi-page Draw document to a series of web pages, choose **File > Export**, select **HTML Document** as the file type and the HTML Export wizard opens. Follow the prompts to create the web pages. If you wish, the wizard can generate a navigation aid to help in moving from page to page.

## E-mailing documents

---

LibreOffice provides several ways to send documents quickly and easily as an e-mail attachment in OpenDocument format (LibreOffice default format), or as a PDF.

#### Note

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

To email the current document in OpenDocument format:

- 1) Choose **File > Send > Document as E-mail**. LibreOffice opens your default e-mail program with the document attached.
- 2) In your e-mail program, enter the recipient, subject, and any text you want to add, then send the e-mail.

To email the current document as a PDF, choose **File > Send > E-mail as PDF**. LibreOffice creates a PDF using the default PDF settings and then opens your email program with the PDF file attached.

You can email a document to several recipients. For details, see the *Getting Started* guide.