

Getting Started Guide

Chapter 10 Printing, Exporting, and E-mailing

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Feedback

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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.

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
Right-click	Control+click	Opens a context menu
Ctrl (Control)	ж (Command)	Used with other keys
F5	Shift+#+F5	Opens the Navigator
F11	∺ + <i>T</i>	Opens the Styles and Formatting window

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Introduction

This chapter provides general information about printing, exporting, and e-mailing documents from LibreOffice.

Quick printing

Click the **Print File Directly** icon to send the entire document to the default printer 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

Note for	If you prefer to use the standard Mac Print dialogs, deselect the Print dialogs – Use	
Mac users	LibreOffice dialogs option in LibreOffice > Preferences > General.	
Mac I	users	This book uses the LibreOffice Print dialogs in illustrations.

For more control over printing, use the Print dialog (**File > Print** or *Ctrl+P*).

0	0	Print	
	210mm (A4)	General LibreOffice Writer	Page Layout Options
		Printer Canon LBP5050	
Getting Started Guide	Lexmark E232		
297mm	Chapter 10 Printing, Exporting, and	 Details Range and copies 	
29	E-mailing	• All pages	Number of copies 1
		Pages 1 Selection	Collate
		Print in reverse page order	
	1 / 23	Print Comments None (document only)	*
	Help		Print Cancel

Figure 1. The Print dialog

The Print dialog has four pages, from which you can choose a range of options, as described in the following sections.

	The options selected on the Print dialog apply to this printing of this document only.
Note	To specify default printing settings for LibreOffice, go to Tools > Options > LibreOffice – Print and Tools > Options > LibreOffice Writer – Print . See Chapter 2, Setting Up LibreOffice, for more details.

The different components of LibreOffice have different available print settings, as summarized in Table 1.

Table 1: Print options in LibreOffice components

Feature	Writer	Calc	Impress	Draw
Select pages/sheets/slides to print	Yes	Yes	Yes	Yes
Print multiple pages/sheets/slides on one page	Yes	Yes	Yes	Yes
Print a brochure	Yes	No	Yes	Yes
Print envelopes	Yes	No	No	No
Print labels or business cards	Yes	No	No	No
Preview pages/sheets before printing	Yes	Yes	No	No

Selecting general printing options

On the General tab of the Print dialog, you can choose:

- The printer (from the printers available)
- Which **pages** to print, the number of copies to print, and whether to collate multiple copies (*Range and copies* section)
- Whether to print any **comments** that are in the document, and where to print the comments.

Some selections may not be available all the time. For example, if the document contains no comments, the Print – Comments drop-down list does not work.

Print				
<u>C</u> omments	None (document only)	-		
	None (document only)			
	Comments only			
	Place at end of docume	ent		
	Place at end of page		Print	Cancel
			<u>P</u> inn	Cancel

Figure 2: Choosing whether and where to print comments

Select the **Properties** button to display the selected printer's properties dialog where you can choose portrait or landscape orientation, which paper tray to use, and the paper size to print on.

On the Options tab of the Print dialog (Figure 3), the last item, *Use only paper tray from printer preference*, is not available in Calc.

	General	LibreOffice Writer	Page Layout	Options		
Option	IS					
🗌 Pr	int to file					
Create single print jobs for collated output						
Use only paper tray from printer preferences						

Figure 3: General print options

Printing multiple pages on a single sheet of paper

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

1) In the Print dialog, select the Page Layout tab (Figure 4).

0	0 0			Print				
				General	LibreC	Office Writer	Page Layout	Options
			Layout					
-	297m	m (A4)	💿 Pa	ages per sl	neet	2		÷ 1 つ
		Orc	ler	(left to right, t	hen down	; L Z	
mm	Getting Statuel Guide		Draw a border around each page					
210mm	Chapter 10 Printing, Exporting, and E-mailing	The additional sector of the s	O Br	ochure				
2		Note for Nac and Provide the State of the State of the State of the State of the State state of the State of the State of the State of the State of the State State of the State of the	Page sid	es				
		Televisti Consenti un di en un 5 Consenti un 5 Co	Include				÷	
				All page Back sid	es / left			
				Front sid	des / rig	ht pages	_	
1	1 / 12							
-								
	Help						Print	Cancel

Figure 4: Printing multiple page per sheet of paper

2) In the *Layout* section, select from the drop-down list the number of pages to print per sheet. The preview panel on the left of the Print dialog shows how the printed document will look. When printing more than 2 pages per sheet, you can choose the order in which they are printing across and down the paper.

General	LibreOffice Writ	er Page Layout	Options					
Layout								
💿 P	ages per sheet	4		-	1	2		
_					T	2		
0 <u>i</u>	<u>r</u> der	left to right, then	down	-	_			
] Draw a <u>b</u> order a	left to right, then	down		3	4		
	_	top to bottom, tł	nen right	,				

3) In the *Page sides* section, select whether to print all pages or only some pages. Click the **Print** button.

-	- 2	-	
		D	

In Writer, to print two pages per sheet in "facing pages" (book layout) style, print from Print Preview instead. See page 12.

Selecting pages/sheets/slides to print

In addition to printing a full document, you can choose to print individual pages/sheets/slides, ranges of pages/sheets/slides, or a selection of a document. The details vary slightly in Writer, Calc, Draw and Impress, as described in this section.

Writer

Printing an individual page:

- 1) Choose **File > Print** from the menu bar, or press *Ctrl+P*.
- 2) On the Print dialog, select the page to print.
 - a) In the *Ranges and copies* section of the General page, select the *Pages* option. The text input box displays the current page number.
 - b) Enter the page number of the page you want to print. The preview box changes to show the selected page.
- 3) Click the **Print** button.

Printing a range of pages:

- 1) Choose **File > Print** from the menu bar, or press *Ctrl+P*.
- 2) On the Print dialog, select the range of pages to print.
 - a) In the Ranges and copies section of the General page, select the Pages option.
 - b) Enter the sequence numbers of the pages to print (for example, 1–4 or 1,3,7,11).
- 3) Click the **Print** button.

Printing a selection of text:

- 1) In the document, select the material (text and graphics) to print.
- 2) Choose **File > Print** from the menu bar, or press *Ctrl+P*.
- 3) The *Ranges and copies* section of the Print dialog now includes a *Selection* option and the preview box shows the selected material. See Figure 5.
- 4) Click the **Print** button.

What is LibreOffice?	1				
OpenDocument, an open standa required file format for publishing	ully-featured office productivity suite. Its nativ rd format that is being adopted by governme I and accepting documents. LibreOffice can a s, including those used by several versions o	nts worldwide as a also open and save			
LibreOffice includes the following	components.¶				
Writer (word processor)					
documents. You can insert graph Writer can export files to HTML,	eating letters, books, reports, newsletters, br ics and objects from other components into ') XHTML, XML, Adobe's Portable Document F rd files. It also connects to your email client,	Writer documents. ormat (PDF), and			
Calc (spreadsheet)¶					
Calc has all of the a O O C)	Print	t		
operations, among and 3-D charts, wh work with Microsoft to Adobe's PDF an	210mm (A4)	General	LibreOffice Writer	Page Layout	Options
	hat is LibreOffice?	Printer			
Impress (pres Impress provides a	wOffice is a heavy available. May least-root office productivity raise, its native file format is a policycomers, an speci standed format that is long adapted by guestments worklashe as a used to toronal to publishing and accounty documents. Locations can also appeared and sup- taneous in many starte formats, including front used by several versions of Marcush Office. wWGRs involution the biosing components.	Canon LBP5050			
and deputies to de	Ver (word processor) in a kinet of the formation leads, back, regurs, meshaters, brackness, and ane many set of the set of the set of the set of the end remove of the set of the set of the set of the set of the end remove of the set of the end remove of the set of the end remove of the set of the end remove of the set of the end remove of the set of the end remove of the set of the end remove of the set of the end remove of the set of the end remove of the set of the end remove of the set of the end remove of the set of the end remove of the set of the	Lexmark E232			
Draw (vector C		Details			
Draw (vector c Draw is a vector dr D artwork. Its Smar		Range and copies			
D artwork. Its Smar 5 use Draw to create your own clip art ar and save them in o		O All pages		Number of c	opies 1
and save them in o		O Pages 4			
Base (databas Base provides tool:		 Selection 		Collate	123 12
its default relationa	tong and making straight	Print in revers	se page order		
or any ODBC-com; ANSI-92 SQL.¶		Comments Non	e (document only)	A T	

Figure 5: Printing a selection of text

Calc

You can choose single sheets, multiple sheets, and selections of cells for printing.

Range and copies	
All sheets	Number of copies 1
Selected sheets Selected cells	
From which print	Collate 23 23
All pages	
O Pages 1-4	
Print in reverse page order	

Figure 6: Choosing what to print in Calc

Printing an individual sheet:

- 1) In the spreadsheet, click on the sheet tab to select the sheet you want to print.
- 2) Choose File > Print from the menu bar, or press Ctrl+P.
- 3) In the Ranges and copies section of the Print dialog, choose the Selected sheets option.
- 4) Click the **Print** button.

Printing a range of sheets:

- 1) In the spreadsheet, select the sheets to print.
 - a) Select the first sheet.
 - b) Hold down the Control key.
 - c) Click on the additional sheet tabs.
 - d) Release the *Control* key when all required sheets are selected.
- 2) Choose **File > Print** from the menu bar, or press *Ctrl+P*.
- 3) In the Ranges and copies section of the Print dialog, choose the Selected sheets option.
- 4) Click the **Print** button.

Printing a selection of cells:

- 1) In the document, select the section of cells to print.
- 2) Choose File > Print from the menu, or press Ctrl+P.
- 3) In the Ranges and copies section of the Print dialog, select the Selected cells option.
- 4) Click the **Print** button.



After printing, be sure to deselect the extra sheets. If you keep them selected, the next time you enter data on one sheet, you enter data on all the selected sheets. This might not be what you want.

Impress and Draw

You can choose individual slides, ranges of slides, or selections of slides for printing.

Range and copies All slides Slides Selection Print in reverse page order	Number of copies 1 € ✓ Collate 12 ³ 12 ³
Print Document Slides 🛩 Slides per page Default 🗸 Order	Left to right, then down 🔗

Printing an individual slide:

- 1) Choose **File > Print** from the menu bar, or press *Ctrl+P*.
- 2) Select the slide to print.
 - a) In the Ranges and copies section of the Print dialog, select the Slides option.
 - b) Enter the number of the slide to print.
- 3) Click the **Print** button.

Printing a range of slides:

- 1) Choose **File > Print** from the menu bar, or press *Ctrl+P*.
- 2) Select the slides to print.
 - a) In the Ranges and copies section of the Print dialog, select the Slides option.
 - b) Enter the number of the slides to print (for example 1-4 or 1,3,7,11).
- 3) Click the **Print** button.

Printing a selection from a slide, or a selection from multiple slides:

- 1) In the document, select the section of the slide to print.
- 2) Choose File > Print from the menu bar, or press Ctrl+P.
- 3) Select the Selection option in the Ranges and copies section of the Print dialog.
- 4) Click the **Print** button.

Printing handouts, notes, or outlines in Impress

Handouts prints the slides in reduced size on the page, from one to nine slides per page. The slides can be printed horizontally (landscape orientation) or vertically (portrait orientation) on the page.

Notes prints a single slide per page with any notes entered for that slide in Notes View.

Outline prints the title and headings of each slide in outline format.

To print handouts, notes, or outlines:

- 1) Choose **File > Print** from the menu bar, or press *Ctrl+P*.
- 2) In the *Print* section of the Print dialog, select the required option.
- 3) For Handouts, you can then choose how many slides to print per page, and the order in which they are printed.
- 4) Click the **Print** button.

Range and copies • All slides • Slides • Selection • Print in reverse page order	$\square \qquad \underline{N} umber of copies \qquad 1 \qquad \textcircled{2} \\ \square \qquad \square$
Print Document Handouts V Slides per page Default V Order	Left to right, then down 💌

Printing a brochure

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.

To print a brochure on a single-sided printer:

- 1) Choose **File > Print**, or press *Ctrl+P*.
- 2) In the Print dialog, click **Properties**.
- 3) 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. Click **OK** to return to the Print dialog.
- 4) Select the *Page layout* tab in the Print dialog.
- 5) Select the Brochure option.
- 6) In the *Page sides* section, select *Back sides / left pages* option from the Include drop-down list.

0	0 0	Print
		General LibreOffice Writer Page Layout Options
		Layout
	297mm (A4)	○ Pages per sheet 1 +
	LibreOffice	Order left to right, then down \$
_	Cetting Started Cuide	Draw a border around each page
210mm	Chapter 1 Introducing LibreOffice	Brochure
21		Page sides
		Include All pages
		All pages Back sides / left pages
		Front sides / right pages
	1 / 10	
	Help	Print Cancel

- 7) Click the **Print** button.
- 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) On the Print dialog, in the *Page sides* section, select *Front sides / right pages* option from the Include drop down box.
- 10) Click the **Print** button.

Tip

If your printer can print double-sided automatically, choose All pages.

Printing envelopes, labels, business cards

Printing envelopes, labels, or business cards using Writer involves two steps: setup and printing.

For details of how to set these up, see Chapter 11, Using Mail Merge, in the Writer Guide. To print:

- 1) Choose **File > Print** from the menu bar, or press *Ctrl+P*.
- 2) On the Print dialog, under *Ranges and copies*, choose **Pages** and type **1** in the box. Click the **Print** button.

Printing in black and white (on a color printer)

You may wish to print documents in black and white on a color printer. Several choices are available. Please note that some color printers may print in color regardless of the settings you choose.

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

1) Choose **File > Print**, or press *Ctrl+P*, to open the Print dialog.

- 2) Click **Properties** to open the Properties dialog for the printer. The available choices vary from one printer to another, but you should find options for the Color settings. See your printer's help or user manual for more information.
- 3) The choices for color might 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 best if you have any graphics in the document.

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), or press Ctrl+P.
- 4) Click the **Print** button to print the document.

Change the LibreOffice Writer (or Calc, Impress, Draw) settings to print all color text as black, and all graphics as grayscale:

- 1) Choose Tools > Options > LibreOffice Writer > Print.
- 2) Under *Contents*, select the **Print text in black** option. Click **OK** to save the change.
- 3) Open the Print dialog (File > Print), or press Ctrl+P.
- 4) Click the **Print** button to print the document.

Previewing pages/sheets before printing

You can use the previewing options in Writer and Calc to view the document as it will be printed. Different viewing options are available.

Writer

The normal page view in Writer shows you what each page will look like when printed and you can edit the pages in that view. If you are designing a document to be printed double-sided, you may want to see what facing pages look like. Writer provides two ways to do this:

• View Layout (editable view): use the Facing Pages (Book Preview) button on the status bar.



Page Preview (read-only view).

To use Page Preview:

1) Choose File > Page Preview, click the Page Preview button \square on the Standard toolbar or press *Ctrl+Shift+O*.

Writer now displays the Page Preview toolbar instead of the Formatting toolbar.

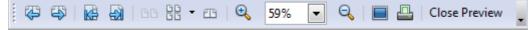


Figure 7. Page Preview toolbar (Writer)

2) Select the required preview icon: **Two Pages** (**bb**), **Multiple Pages** (**bb**) or **Book Preview** (**bb**). 3) To print the document from this view, click the **Print document** icon(_____) to open the Print dialog. Choose the print options and click the **Print** button.

Calc

To preview the sheets in Calc before printing:

1) Choose File > Page Preview.

The Calc window now displays the **Page Preview** toolbar instead of the Formatting toolbar.

🖗 🖗 🗟 🖓 🍳 🔍 🔲	Format Page Margins	⊙ —	Close Preview
-------------------	---------------------	-----	---------------

Figure 8. Page Preview toolbar (Calc)

- 2) To print the document from this view, click the **Print document** icon <a>Image: Image: Ima
- 3) Choose the print options and click the **Print** button.

Exporting to PDF

LibreOffice can export documents to PDF (Portable Document Format). This industry-standard file format is ideal for sending the file to 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.

Quick export to PDF

Click the **Export Directly as PDF** icon to export the entire document using the PDF settings you most recently selected on the PDF Options dialog (see below). You are asked to enter the file name and location for the PDF file, but you do not get a chance to choose a page range, the image compression, or other options.

Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use **File > Export as PDF**. The PDF Options dialog opens. This dialog has five pages (General, Initial View, User Interface, Links, and Security). Select the appropriate settings, and then click **Export**. Then you are asked to enter the location and file name of the PDF to be created, and click **Save** to export the file.

General page of PDF Options dialog

On the *General* page, you can choose which pages to include in the PDF, the type of compression to use for images (which affects the quality of images in the PDF), and other options.

Range section

- All: Exports the entire document to PDF.
- Pages: To export a range of pages, use the format 3-6 (pages 3 to 6). To export single pages, use the format 7;9;11 (pages 7, 9 and 11). You can also export a combination of page ranges and single pages, by using a format like 3-6;8;10;12.
- **Selection**: Exports all the selected material.

PDF Options		
General Initial View User Interface Link Range Pages Selection Images Lossless compression JPEG compression Quality Reduce image resolution Watermark Sign with Watermark Watermark Text	90%	General Genera
		Export Cancel Help

Figure 9: General page of PDF Options dialog

Images section

- **Lossless compression**: Images are stored without any loss of quality. Tends to make large files when used with photographs. Recommended for other kinds of images or graphics.
- **JPEG compression**: Allows for varying degrees of quality. A setting of 90% works well with photographs (small file size, little perceptible loss of quality).
- **Reduce image resolution**: Lower DPI (dots per inch) images have lower quality. For viewing on a computer screen, generally a resolution of 72dpi (for Windows) or 96dpi (GNU/Linux) is sufficient, while for printing it is generally preferable to use at least 300 or 600dpi, depending on the capability of the printer. Higher DPI settings greatly increase the size of the exported file.

Note	EPS (Encapsulated PostScript) images with embedded previews are exported only as previews. EPS images without embedded previews are exported as empty placeholders.
	placeholders.

Watermark section

• **Sign with Watermark:** When this option is selected, a transparent overlay of the text you enter into the **Watermark Text** box will appear on each page of the PDF.

General section

- **Embed OpenDocument file**: Makes this PDF easily editable in LibreOffice or similar programs.
- **PDF/A-1a**: PDF/A is an ISO standard for long-term preservation of documents, by embedding all the information necessary for faithful reproduction (such as fonts) while forbidding other elements (including forms, security, and encryption). PDF tags are written. If you select PDF/A-1a, the forbidden elements are grayed-out (not available).
- **Tagged PDF**: Tagged PDF contains information about the structure of the document's contents. This can help to display the document on devices with different screens, and

when using screen reader software. Some tags that are exported are table of contents, hyperlinks, and controls. This option can increase file sizes significantly.

- **Create PDF form Submit format:** Choose the format of submitting forms from within the PDF file. This setting overrides the control's URL property that you set in the document. There is only one common setting valid for the whole PDF document: PDF (sends the whole document), FDF (sends the control contents), HTML, and XML. Most often you will choose the PDF format.
- **Export bookmarks:** Exports headings in Writer documents, and page or slide names in Impress and Draw documents, as "bookmarks" (a table of contents list displayed by most PDF viewers, including Adobe Reader).
- Export comments: Exports comments as PDF notes. You may not want this!
- **Export automatically inserted blank pages**: If selected, automatically inserted blank pages are exported to the PDF. This is best if you are printing the PDF double-sided. For example, books usually have chapters set to always start on an odd-numbered (right-hand) page. When the previous chapter ends on an odd page, LibreOffice inserts a blank page between the two odd pages. This option controls whether to export that blank page.
- Embed standard fonts: Normally the 14 standard PostScript fonts are not embedded in a PDF file, because PDF reader software already contains these fonts. However, you can choose to embed these fonts in all PDF documents created by LibreOffice to enhance display accuracy in PDF viewers. Font embedding may also be required by some printers.

Initial View page of PDF Options dialog

On the *Initial View* page (Figure 10), you can choose how the PDF opens by default in a PDF viewer. The selections should be self-explanatory.

If you have Complex Text Layout enabled (in **Tools > Options > Language settings > Languages**), an additional selection is available under *Continuous facing*: **First page is left** (normally, the first page is on the right when using the *Continuous facing* option).

000	PDF Options					
	General	Initial View	Use	r Interface	Links	Security
Panes				Page layo	ut	
 Page only 				 Defa 	ault	
 Bookmarks and page 				O Sing	jle page	
 Thumbnails and page 				O Con	tinuous	
Open on page		1	٢	⊖ Con	tinuous f	acing
Magnification						
💿 Default						
O Fit in window						
 Fit width 						
○ Fit visible						
Zoom factor		100%	٢			

Figure 10: Initial View page of PDF Options dialog

User Interface page of PDF Options dialog

On the *User Interface* page (Figure 11), you can choose more settings to control how a PDF viewer displays the file. Some of these choices are particularly useful when you are creating a PDF to be used as a presentation or a kiosk-type display.

General Initial	/iew User Interface Links Se	ecurity
Window options	User interface options	
Resize window to initial page	🗌 Hide menubar	
Center window on screen	Hide toolbar	
Open in full screen mode	Hide window cont	itrols
🗹 Display document title		
Transitions	Bookmarks	
☑ Use transition effects	 All bookmark leve 	rels
	○ Visible bookmark	k levels

Figure 11: User Interface page of PDF Options dialog

Window options section

- **Resize window to initial page.** Causes the PDF viewer window to resize to fit the first page of the PDF.
- **Center window on screen.** Causes the PDF viewer window to be centered on the computer screen.
- **Open in full screen mode.** Causes the PDF viewer to open full-screen instead of in a smaller window.
- **Display document title.** Causes the PDF viewer to display the document's title in the title bar.

User interface options section

- Hide menu bar. Causes the PDF viewer to hide the menu bar.
- Hide toolbar. Causes the PDF viewer to hide the toolbar.
- Hide window controls. Causes the PDF viewer to hide other window controls.

Transitions

In Impress, displays slide transition effects as their respective PDF effects.

Bookmarks

Select how many heading levels are displayed as bookmarks, if *Export bookmarks* is selected on the General page.

Links page of PDF Options dialog

On the Links page, you can choose how links are exported to PDF.

	General	Initial View	User Interface	Links	Security
Export bookmarks as name	d destinatio	ons			
Convert document reference	es to PDF ta	argets			
Export URLs relative to file s	system				
Cross-document links					
 Default mode 					
Open with PDF reader app	olication				
Open with Internet brows	er				
ure 12, Links page of DDE O					

Figure 12: Links page of PDF Options dialog

Export bookmarks as named destinations

If you have defined Writer bookmarks, Impress or Draw slide names, or Calc sheet names, this option exports them as "named destinations" to which Web pages and PDF documents can link.

Convert document references to PDF targets

If you have defined links to other documents with OpenDocument extensions (such as .odt, .ods, and .odp), this option converts the files' extensions to .pdf in the exported PDF document.

Export URLs relative to file system

If you have defined relative links in a document, this option exports those links to the PDF.

Cross-document links

Note

Defines the behavior of links clicked in PDF files.

Security page of PDF Options dialog

PDF export includes options to encrypt the PDF (so it cannot be opened without a password) and apply some digital rights management (DRM) features.

- With an *open password* set, the PDF can only be opened with the password. Once opened, there are no restrictions on what the user can do with the document (for example, print, copy, or change it).
- With a *permissions password set*, the PDF can be opened by anyone, but its permissions can be restricted. See Figure 13. After you set a password for permissions, the other choices on the Security page become available.
- With *both* the *open password* and *permission password* set, the PDF can only be opened with the correct password, and its permissions can be restricted.

Permissions settings are effective only if the user's PDF viewer respects the settings.

0 0	PDF Options			
General Initial View	w User Interface Links Security			
ile encryption and permission	Printing			
Set passwords	 Not permitted Low resolution (150 dpi) 			
No open password set PDF document will not be encrypted	 High resolution Changes 			
Permission password set	O Not permitted			
PDF document will be restricted	 Inserting, deleting, and rotating pages Filling in form fields 			
	Commenting, filling in form fields			
	 Any except extracting pages 			
	Enable copying of content			
	Enable text access for accessibility tools			

Figure 13: Security page of PDF Options dialog

Figure 14 shows the pop-up dialog displayed when you click the **Set open password** button on the Security page of the PDF Options dialog.

00	PDF Options				
(General	Initial View	User Interface	Links	Security
File encryption and permission	000	S	Printing et passwords		
Set passwords	s Set open password			i)	
No open password set PDF document will not be enc	Passwo	rd			
No permission password set	Confirm	n			
PDF document will be unrestr	Set permission password			rotating page	
	Passwo	rd			form fields
	Confirm				pages
	(The password can be empty)			t essibility tools	
	He	elp	ОК	Cano	

Figure 14: Setting a password to encrypt a PDF

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 under **File > Save As**, look under **File > Export** as well.

LibreOffice can export files to XHTML. In addition, Draw and Impress can export to Adobe Flash (SWF) and a range of image formats.

To export to one of these formats, choose **File > Export**. On the Export dialog, specify a file name for the exported document, then select the required format in the *File format* list and click the **Export** button.

E-mailing documents

LibreOffice provides several ways to send documents quickly and easily as e-mail attachments in one of three formats: OpenDocument (LibreOffice's default format), Microsoft Office formats, or PDF.

Note	Documents can only be sent from the LibreOffice menu if a mail profile has been set
	up in Tools > Options > LibreOffice Writer > Mail Merge E-mail.

To send the current document in OpenDocument format:

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

File > Send > E-mail as OpenDocument (Text, Spreadsheet, or Presentation) has the same effect.

If you choose **E-mail as Microsoft [Word**, **Excel**, or **Powerpoint]**, LibreOffice first creates a file in one of those formats and then opens your e-mail program with the file attached.

Similarly, if you choose **E-mail as PDF**, LibreOffice first creates a PDF using your default PDF settings (as when using the **Export Directly as PDF** toolbar button) and then opens your email program with the PDF file attached.

E-mailing a document to several recipients

To e-mail a document to several recipients, you can use the features in your e-mail program or you can use LibreOffice's mail merge facilities to extract email addresses from an address book.

You can use LibreOffice's mail merge to send e-mail in two ways:

- Use the Mail Merge Wizard to create the document and send it. See Chapter 11, Using Mail Merge, in the *Writer Guide* for details.
- Create the document in Writer without using the Wizard, then use the Wizard to send it. This method is described here.

To use the Mail Merge Wizard to send a previously-created Writer document:

1) Click Tools > Mail Merge Wizard. On the first page of the wizard, select Use the current document and click Next.

🗅 Mail Merge Wizard		X
<u>Steps</u>	Select starting document for the mail merge	
1. Select starting document	Select the document upon which to base the mail merge document	
2. Select document type 3. Insert address block	⊙ Use the current document	
4. Create salutation	○ Create a new document	
5. Adjust layout 6. Edit document	_	owse
7. Personalize document		owse
8. Save, print or send	Start from a recently saved starting document	
	✓ Contribution of Control Control of Con	
Help	< Back <u>N</u> ext >> <u>F</u> inish <u>C</u>	<u>C</u> ancel

Figure 15: Select starting document

2) On the second page, select E-mail message and click Next.



Figure 16: Select document type

3) On the third page, click the **Select Address List** button. Select the required address list (even if only one is shown) and then click **OK**. (If the address list you need is not shown here, you can click **Add** to find it and add it to the list.)

Mail Merge Wizard	
Steps	Insert address block
 Select starting document Select document type Select address list 	1. Select the address list containing the address data you want to use. This data is needed to create the address block.
4. Create salutation	Select Address List
 Adjust layout Edit document 	Select an address list. Click ' <u>A</u> dd' to select recipients from a different list. If you do not have an address list you can create one by clicking 'Create'.
7. Personalize document	Your recipients are currently selected from:
8. Save, print or send	Name Table address-test address-test Addresses
Help	OK Cancel <u>H</u> elp

Figure 17: Selecting an address list

4) Back on the Select address list page, click **Next**. On the Create salutation page, deselect **This document should contain a salutation**.

Mail Merge Wizard			
Steps	Create a salutation		
1. Select starting document	This document should contain a salutatio		
2. Select document type	Insert personalized salutation		
3. Select address list	<u>E</u> emale	Dear Mrs. <last< th=""></last<>	
4. Create salutation	Male	Dear Mr. <last n<="" th=""></last>	
5. Adjust layout	Address list field	d indicating a female rec	
6. Edit document	Fiel <u>d</u> name	Gender	
7. Personalize document	Field <u>v</u> alue		
8. Save, print or send	General salutation	-	
- Figure 18: Deselecting a salutation	on		

- 5) In the left-hand list, click **8. Save, print or send**. LibreOffice displays a "Creating documents" message and then displays the *Save, print or send* page of the Wizard.
- 6) Select **Send merged document as E-Mail**. The lower part of the page changes to show email settings choices.

Mail Merge Wizard			$\overline{\mathbf{X}}$
Steps	Save, print o	or send the document	
 Select starting document Select document type Select address list Create salutation Adjust layout Edit document Personalize document Save, print or send 	Select one of I E-Mail settings T <u>o</u> Sybject Sen <u>d</u> as	the options below: Save starting document Save merged document Print merged document as E-Mail E-mail Address E-mail Address HTML Message Name of the attachment test-email-message.odt Send all documents Erom 1 Io 5 Send documents 	<u>C</u> opy to Properties
		<< Back Next >> Einish	Cancel

Figure 19: Sending a document as an email message

7) Type a subject for your email and click **Send documents**. LibreOffice sends the e-mails.

Digital signing of documents

To sign a document digitally, you need a personal key, also known as a *certificate*. A personal key is stored on your computer as a combination of a private key, which must be kept secret, and a public key, which you add to your documents when you sign them. You can get a certificate from a certification authority, which may be a private company or a governmental institution.

When you apply a digital signature to a document, a kind of checksum is computed from the document's content plus your personal key. The checksum and your public key are stored together with the document.

When someone later opens the document on any computer with a recent version of LibreOffice, the program will compute the checksum again and compare it with the stored checksum. If both are the same, the program will signal that you see the original, unchanged document. In addition, the program can show you the public key information from the certificate. You can compare the public key with the public key that is published on the web site of the certificate authority. Whenever someone changes something in the document, this change breaks the digital signature.

On Windows operating systems, the Windows features of validating a signature are used. On Solaris and Linux systems, files that are supplied by Thunderbird, Mozilla or Firefox are used. For a more detailed description of how to get and manage a certificate, and signature validation, see "About Digital Signatures" in the LibreOffice Help.

To sign a document:

- 1) Choose File > Digital Signatures.
- 2) If you have not saved the document since the last change, a message box appears. Click **Yes** to save the file.
- 3) After saving, you see the Digital Signatures dialog. Click **Add** to add a public key to the document.
- 4) In the Select Certificate dialog, select your certificate and click OK.
- 5) You see again the Digital Signatures dialog, where you can add more certificates if you want. Click **OK** to add the public key to the saved file.

A signed document shows an icon in the status bar. You can double-click the icon to view the certificate.

Removing personal data

You may wish to ensure that personal data, versions, notes, hidden information, or recorded changes are removed from files before you send them to other people or create PDFs from them.

In **Tools > Options > LibreOffice > Security > Options**, you can set LibreOffice to remind (warn) you when files contain certain information and remove personal information automatically on saving.

To remove personal and some other data from a file, go to **File > Properties**. On the *General* tab, uncheck **Apply user data** and then click the **Reset** button. This removes any names in the created and modified fields, deletes the modification and printing dates, and resets the editing time to zero, the creation date to the current date and time, and the version number to 1.

To remove version information, either (a) go to **File > Versions**, select the versions from the list and click **Delete;** or (b) use **File > Save As** and save the file with a different name.