



LibreOffice

The Document Foundation

Documentation
Contributors' Guide

Chapter 1
Joining the LibreOffice
Documentation Team

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Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: documentation@global.libreoffice.org

Note: Everything you send to a mailing list, including your email address and any other personal information that is written in the message, is publicly archived and cannot be deleted.

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Who we are and what we do

The LibreOffice Documentation team is a group of volunteers who strive to provide high-quality guides in English for LibreOffice users.

You can become part of the Documentation team by contributing to one or more of our projects. No matter what your level of experience is, you can make a valuable contribution.

Here are some ways you can help: writing, reviewing, editing, research, maintenance, artwork. See “How you can help” below.

Examples of current projects:

- User guides
- FAQs
- Help
- Tutorials and how-tos

We also work with translators, many of whom use the English version of guides as their starting point. In a few cases, we start with translations from other languages and edit them for publication in English.

Where we work

Where the group does its work on the user guides:

- ODFAuthors, <http://www.odfauthors.org/libreoffice/english>. Working files are stored here as they are written, revised, reviewed, and edited.
- Wiki, <http://wiki.documentfoundation.org/Documentation/Development> and <http://wiki.documentfoundation.org/Documentation/Development/UserGuideTasks>. Here we coordinate our work. The FAQs are also located on the wiki.

Where the group publishes its work:

- Wiki, <http://wiki.documentfoundation.org/Documentation>. Here we place copies of published documents for easy download by users.
- Documentation page of the main LibreOffice website: <http://www.libreoffice.org/get-help/documentation/>. The documents referenced on that page are actually stored on the wiki.

How we communicate:

- Mailing list, documentation@global.libreoffice.org. See page 6 for subscription information.
- Wiki, <http://wiki.documentfoundation.org/Documentation/Development/UserGuideTasks>

How you can help

Here are some ways you can help.

Writing

If you are good at organizing information, explaining concepts, and writing instructions, you can help most by writing.

Ideally you are an experienced technical writer and have good English skills. But neither of those ideals are requirements, because other people can edit your English.

If you wish to write in another language, or help with translations, please contact the relevant native language project. See <https://www.libreoffice.org/community/nlc/>

Reviewing

If you don't feel confident of your writing skills or your level of knowledge about LibreOffice itself, reviewing a Help topic or a user guide chapter is a great way to start. Read the information while using LibreOffice. Is it written well for the audience? Are the instructions correct? Is anything missing? Are the screenshots up to date? Let us know what needs fixing, or correct it yourself.

Editing

Sometimes called “proofreading” although the two are not the same. Here you do need good English skills. In addition to correcting errors, editors help make the docs more readable.

Research

Writers often don't have time to make sure existing docs are complete and up to date. You can help by reading the forums and mailing lists to see what questions users have. Is info missing from our docs, or just hard to find? Do we need a new FAQ, a how-to, or a section in a user guide?

Artwork

Help writers by capturing, cropping, and labeling screenshots, or creating diagrams and other artwork.

Indexing

Our user guides are produced in ODT, PDF, and printed forms. Book indexes may begin with automated tools, but they are much improved by people's decisions about topics.

Publicity

If you are on any social media, share things you see about LibreOffice or our documentation, such as posts on the LibreOffice Facebook page (<https://www.facebook.com/libreoffice.org>), Twitter account (@libreoffice), or Google+ (<https://plus.google.com/+libreoffice/>).

Suggestions and wish lists

New ideas are welcome. Is there a better way to do something? Discuss your ideas on the mailing list.

How to get started

Sign up on the mailing list (see next page), introduce yourself, tell us a bit about your experience and what interests you.

- Choose what you'd like to work on. You are welcome to ask for guidance on the list.
- Decide what to do: see list in previous section.

What to read:

- Relevant chapters of this Contributors' Guide.
- For user guides: Follow instructions in Chapter 2 of this Guide to write, review, or index chapters and create artwork. See other chapters of this Guide for information on writing style, use of paragraph and characters styles in the template, and so on.
- For writing or editing Help: <https://wiki.documentfoundation.org/HelpContent>

Logins needed

Some tasks (such as research and reviewing) can be done without extra logins, much knowledge of LibreOffice, or a lot of time or long-term commitment. However, most tasks require one or more of the following logins.

- **Mailing list** – Most of our day-to-day communication takes place on the mailing list.
To subscribe, send a message to documentation+subscribe@global.libreoffice.org and follow the instructions that will be mailed back to you.
Other ways to read and contribute to the mailing list:
Digest subscription: documentation+subscribe-digest@global.libreoffice.org
Archives: <http://listarchives.libreoffice.org/global/documentation/>
Mail-Archive.com: <http://www.mail-archive.com/documentation@global.libreoffice.org/>
GMANE: <http://dir.gmane.org/gmane.comp.documentfoundation.libreoffice.documentation>
- **Wiki** – Go to the wiki and create an account for yourself. The **Create account** link is in the upper righthand corner of each wiki page.
- **ODFAuthors** – Ask on the mailing list for an administrator to create an account for you.

What's in this guide?

This guide includes the following chapters:

- 1) Joining the Documentation Team (this chapter)
- 2) Producing LibreOffice User Guides
- 3) Using the ODFAuthors Website
- 4) Style Guide for Writers (including preferred terminology)
- 5) Using the Chapter Template (includes list of paragraph and character styles and when to use them, plus other information)