



## Draw Guide

### *Chapter 10* *Printing, Exporting and* *E-mailing*

## Copyright

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### Note

Everything sent 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.

## Publication date and software version

Published June 2020. Based on LibreOffice 6.4.

## Using LibreOffice on macOS

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

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

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# Printing

## Quick printing

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



Figure 1: Standard toolbar



### Note

You can change the action of the **Print Directly** icon by sending a 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.

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

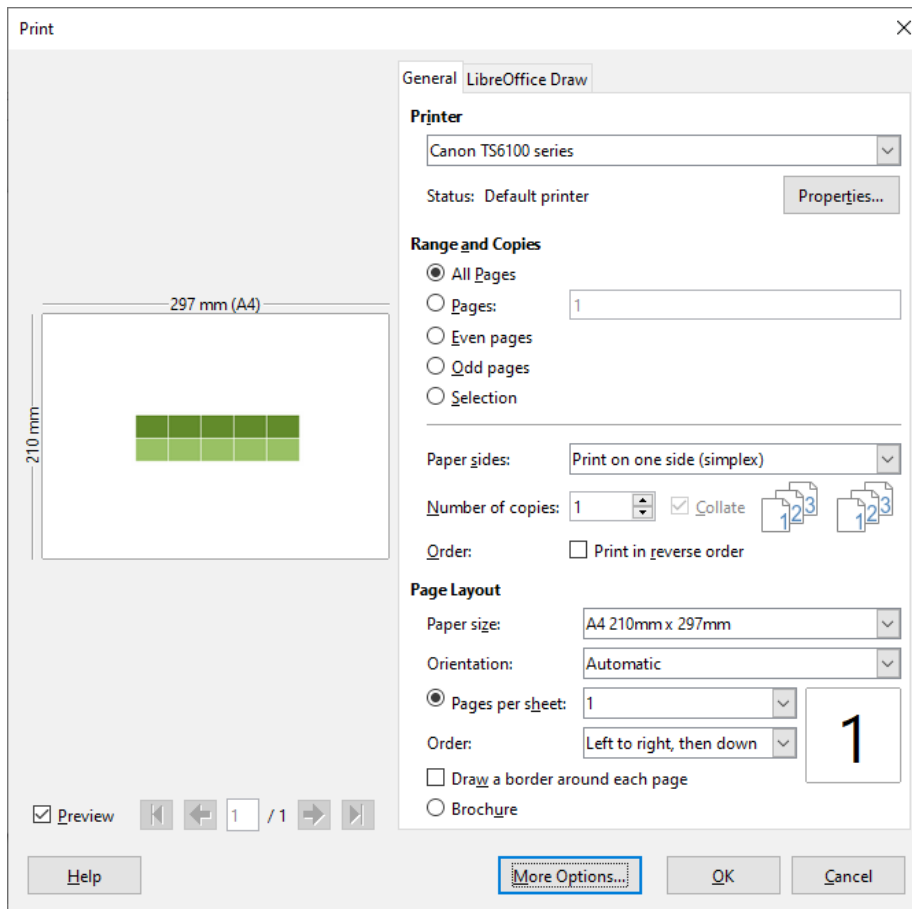


Figure 2: Print dialog - General options



## Note

Due to different computer setups and different operating systems, the **Print** dialog (Figure 2) that appears on your monitor may differ from the one shown above. However, the printing options available for LibreOffice will remain the same.

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## Controlled printing

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

- Go to **File > Print** on the main menu bar.
- Use the keyboard **Ctrl+P**.
- Click on the **Print** icon 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.

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## General options

The following general options are an example of what you may see on 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; Pages* (select page number); *Even pages; Odd pages; Selection*
  - *Paper sides*: Print on one side (simplex); Print on both sides (duplex long edge binding); Print on both sides (duplex short edge binding)
  - *Number of copies*: enter number of copies required for document
  - *Collate*: collates multiple copies into separate printed documents
  - *Order*: print pages of document in reverse order
- **Page Layout** – select from the following options:
  - *Paper size*: select from drop down list
  - *Orientation*: select automatic, portrait or landscape
  - *Pages per sheet*: select how many pages are printed on a sheet of paper
  - *Order*: printing order of multiple pages on a sheet of paper
  - *Draw a border around each page*
  - *Brochure*: prints the document so you can fold the pages like a booklet

## LibreOffice Draw options

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

- **Contents** – prints the *Page name* and/or *Date and time* on the drawing
- **Colors** – print the drawing in *Original colors*, *Grayscale*, or *Black & white*.
- **Size** – print the drawing using one of the following options:

- *Original size*
- *Fit to printable page*
- *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.

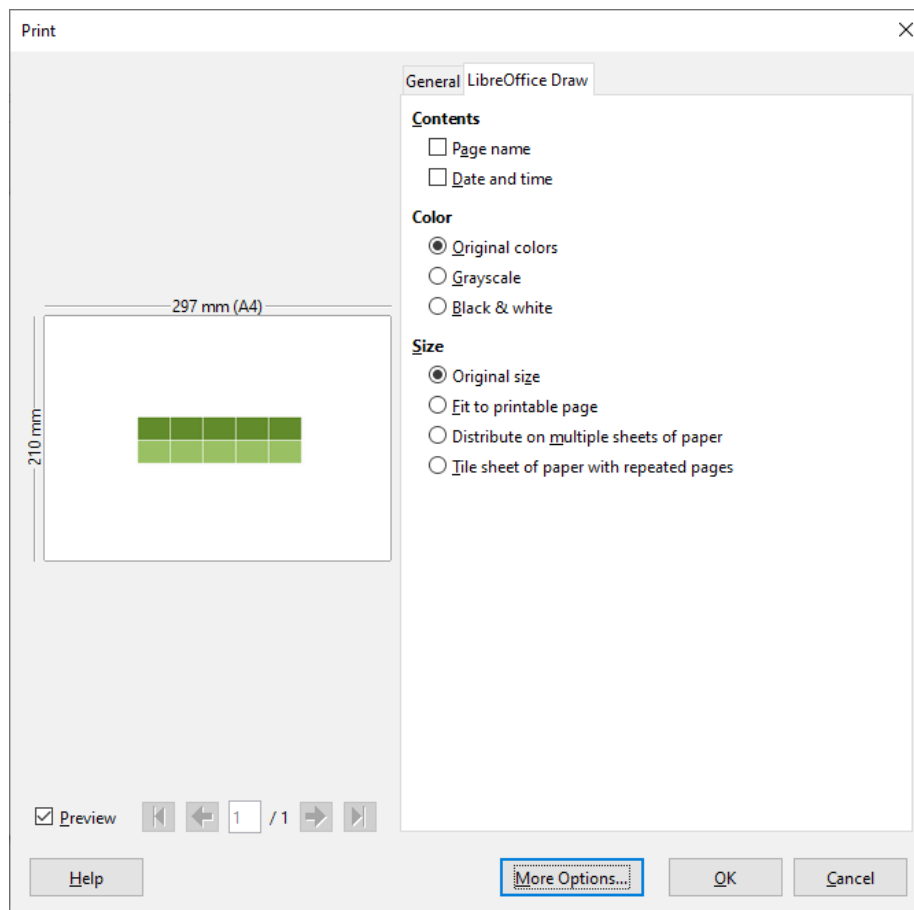


Figure 3: Print dialog - LibreOffice Draw options



## Note

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

## Printing multiple pages on a single sheet

To print multiple pages of a document on one sheet of paper:

- 1) Open and use the **Print** dialog (Figure 2 on page 4) using one of the following methods:
  - Go to **File > Print** on the main menu bar.
  - Use the keyboard **Ctrl+P**.
  - Click on the **Print** icon on the **Standard** toolbar.
- 2) In the **Page Layout** section, select from the *Pages per sheet* 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) In the **Page Layout** section, select from the *Order*: drop down list how you want the multiple pages printed on the sheet of paper.
- 4) To distinguish each page on a sheet, select *Draw a border around each page*.
- 5) Click **OK** to print the document and close the dialog.

## 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.

### Individual page

- 1) Open and use the **Print** dialog (Figure 2 on page 4) using one of the following methods:
  - Go to **File > Print** on the main menu bar.
  - Use the keyboard **Ctrl+P**.
  - Click on the **Print** icon on the **Standard** toolbar.
- 2) In the **Ranges and Copies** section, select the Pages option.
- 3) Enter the page number of the page to print.
- 4) Click **OK** to print the document and close the dialog.

### Range of pages

- 1) Open and use the **Print** dialog (Figure 2 on page 4) using one of the following methods:
  - Go to **File > Print** on the main menu bar.
  - Use the keyboard **Ctrl+P**.
  - Click on the **Print** icon on the **Standard** toolbar.
- 2) In the **Ranges and Copies** section, select the Pages option.
- 3) Enter the page number of the pages to print (for example 1-4 or 1,3,7,11), or any combination of the two (for example: 1-4,7-9,10).
- 4) Click **OK** to print the document and close the dialog.

### Selection printing

- 1) Open and use the **Print** dialog (Figure 2 on page 4) using one of the following methods:
  - Go to **File > Print** on the main menu bar.
  - Use the keyboard **Ctrl+P**.
  - Click on the **Print** icon on the **Standard** toolbar.
- 2) In the **Ranges and Copies** section, select the *Even pages*, *Odd pages* or *Selection* options.
- 3) Click **OK** to print the document and close the dialog.

## Brochure or booklet printing

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.

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### Single-sided printer

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

- 1) Open and use the **Print** dialog (Figure 2 on page 4) using one of the following methods:
  - Go to **File > Print** on the main menu bar.
  - Use the keyboard **Ctrl+P**.
  - Click on the **Print** icon on the **Standard** toolbar.
- 2) Select the printer you want to use if more than one printer is connected to your computer.
- 3) Click **Properties** to open the properties dialog for the selected printer.
- 4) 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.
- 5) Click **OK** to return to the Print dialog.
- 6) Select the *Brochure* option in the **Page Layout** section.
- 7) Select *Even pages* or *Odd pages* in the **Range and Copies** section.
- 8) Click **OK** to print the even or odd pages.
- 9) 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.
- 10) If you selected *Even pages*, now select *Odd pages* in the **Range and Copies** section. If you selected *Odd pages*, now select *Even pages* in the **Range and Copies** section.
- 11) Click **OK** to finish printing the document.

### Double-sided printer

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

- 1) Open and use the **Print** dialog (Figure 2 on page 4) using one of the following methods:
  - Go to **File > Print** on the main menu bar.
  - Use the keyboard **Ctrl+P**.
  - Click on the **Print** icon on the **Standard** toolbar.
- 2) Select the printer you want to use if more than one printer is connected to your computer.
- 3) Click **Properties** to open the properties dialog for the selected printer.
- 4) 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.
- 5) Click **OK** to return to the Print dialog.
- 6) In the *Paper sides* option, select *Print on both sides (duplex long edge)* printing from the drop down list. Actual options available for duplex printing depend on the printer model and the computer system being used.
- 7) Select the *Brochure* option in the **Page Layout** section.



- 8) In the **Range and Copies** section, select the *All pages* option.
- 9) Click **OK** to print the document.

## Black and white or grayscale printing

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.

### Printer settings

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

- 1) Open and use the **Print** dialog (Figure 2 on page 4) using one of the following methods:
  - Go to **File > Print** on the main menu bar.
  - Use the keyboard **Ctrl+P**.
  - Click on the **Print** icon on the **Standard** toolbar.
- 2) Select the printer you want to use if more than one printer is connected to your computer.
- 3) 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 4.

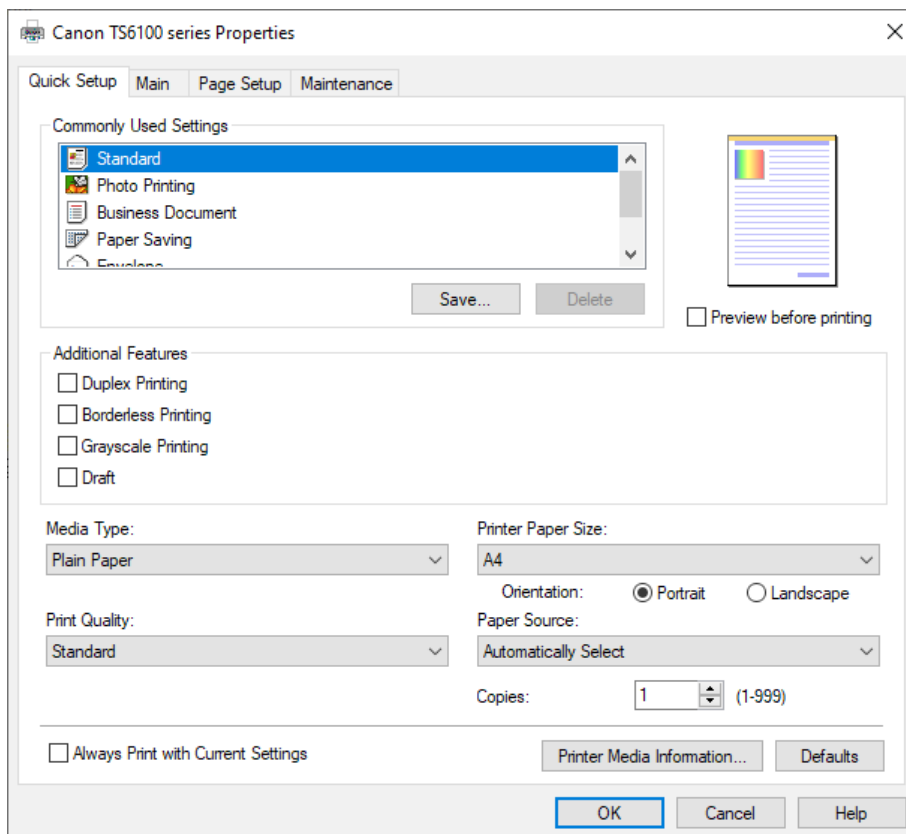


Figure 4: Example printer properties dialog

- 4) In **Color** or **Additional Features**, select either *Black & White* or *Grayscale* from the available options.
- 5) Click **OK** to close the properties dialog and return to the **Print** dialog.
- 6) Click **OK** to print the document and close the dialog.



## 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.

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### LibreOffice settings

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

- 1) Go to **Tools > Options > LibreOffice > Print** on the main menu bar.
- 2) In **Defaults**, select *Convert colors to grayscale* option.
- 3) Click **OK** to save the change and close the dialog.
- 4) Open and use the **Print** dialog (Figure 2 on page 4) using one of the following methods:
  - Go to **File > Print** on the main menu bar.
  - Use the keyboard **Ctrl+P**.
  - Click on the **Print** icon on the **Standard** toolbar.
- 5) Click **OK** to print the document and close the dialog.

### Draw settings

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

- 1) Go to **Tools > Options > LibreOffice Draw > Print** on the main menu bar.
- 2) In the **Quality** section, select either *Grayscale* or *Black & white* option.
- 3) Click **OK** to save the change and close the dialog.
- 4) Open and use the **Print** dialog (Figure 2 on page 4) using one of the following methods:
  - Go to **File > Print** on the main menu bar.
  - Use the keyboard **Ctrl+P**.
  - Click on the **Print** icon on the **Standard** toolbar.
- 5) Click **OK** to print the document and close the dialog.

## Exporting

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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.

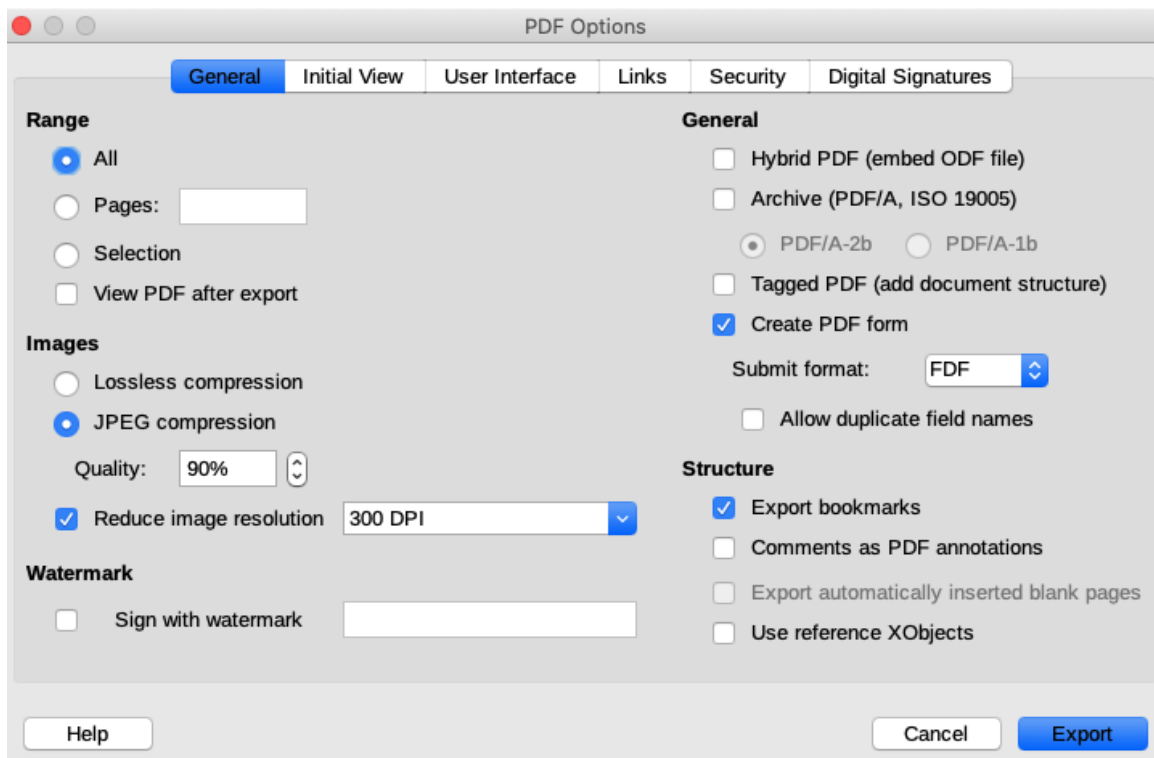


Figure 5: PDF Options dialog

## 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, you have to use the option **Export as PDF**. For more information on available options, see the *Getting Started Guide*.

- 1) Go to **File > Export As > Export as PDF** on the main menu bar to open the PDF Options dialog (Figure 5).
- 2) Use this dialog to select options in the **General**, **Initial View**, **User Interface**, **Links**, **Security** and **Digital Signatures** pages.
- 3) When you have selected the appropriate options, click **Export**.
- 4) In the dialog that opens, enter the location and file name of the PDF to be created.
- 5) Click **Export** to save the file in PDF format.

## 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, which are listed in the drop-down list for file format. See *Chapter 6 Editing Pictures* in this guide for more information on exporting graphics.

To export a file in another format:

- 1) Go to **File > Export** on the main menu bar to open the **Export** dialog (Figure 6).

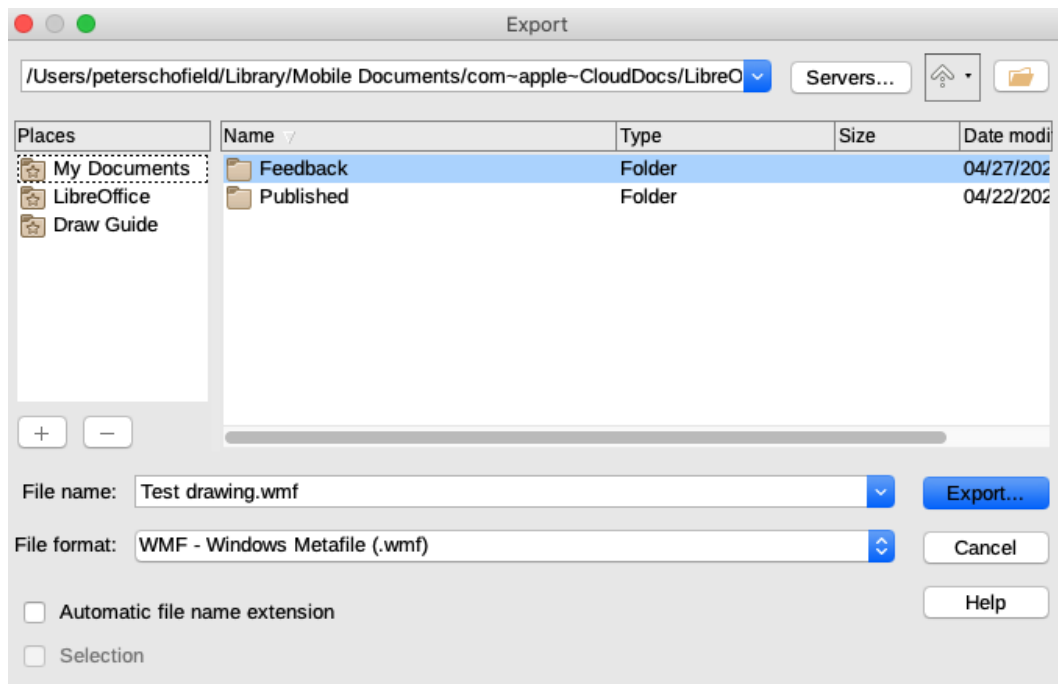


Figure 6: Export dialog

- 2) Navigate to the directory where you want to export your drawing.
- 3) Specify a file name for the exported document in the **File name** text box.
- 4) Select the required format from the **File format** drop-down list.
- 5) Click **Export** to save the file and close the dialog.



### Note

The content of the exported file will depend on the elements 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.

## Web pages

To export a multi-page Draw document to a series of web pages, go to **File > Export** on the main menu bar and select HTML Document as the file type to open the **HTML Export** dialog. Follow the prompts to create the web pages. If required, a navigation aid can be generated to help in moving from page to page. For more information, see *Chapter 12 Creating Web Pages* in the *Getting Started Guide*.

## 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. You can email a document to several recipients. For more information, see *Chapter 10 Printing, Exporting, and E-mailing* in the *Getting Started Guide*.



### Note

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

## OpenDocument format

To email the current document in OpenDocument format:

- 1) Go to **File > Send > Email Document** on the main menu bar. 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.

## PDF format

To email the current document as a PDF file:

- 1) Go to **File > Send > E-mail as PDF** on the main menu bar. LibreOffice creates a PDF using the default PDF settings and then opens your email program with the PDF file attached.
- 2) In your e-mail program, enter the recipient, subject, and any text you want to add, then send the e-mail.