



LibreOffice
The Document Foundation

Writer Guide

Preface

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Who is this book for?

Anyone who wants to get up to speed quickly with LibreOffice Writer will find this book valuable. You may be new to word processing software, or you may be familiar with another office suite.

What's in this book?

This book introduces some of the main features of LibreOffice Writer:

- Text entry, editing, and formatting (Chapter 3)
- Page-layout methods, including frames, columns, and tables (Chapter 4)
- Export to PDF, including bookmarks (Chapter 5)
- Templates and styles (Chapters 6, 7, and 10)
- Embedding or linking of graphics, spreadsheets, and other objects (Chapter 8)
- Built-in drawing tools (Chapter 8)
- Tables of data (Chapter 9)
- Mail merge (Chapter 11)
- Tables of contents, indexes, and bibliographies (Chapter 12)
- Master documents, to group a collection of shorter documents into a single long document (Chapter 13)
- Fields and forms (Chapters 14 and 15)
- Database integration, including a bibliography database (Chapters 11, 12, 15)
- And many more

Where to get more help

This book, the other LibreOffice user guides, the built-in Help system, and user support systems assume that you are familiar with your computer and basic functions such as starting a program, opening and saving files.

Help system

LibreOffice comes with an extensive Help system. This is your first line of support for using LibreOffice.

To display the full Help system, press *F1* or select **LibreOffice Help** from the Help menu. In addition, you can choose whether to activate Tips, Extended tips, and the Help Agent (using **Tools > Options > LibreOffice > General**).

If Tips are enabled, place the mouse pointer over any of the icons to see a small box (“tooltip”) with a brief explanation of the icon’s function. For a more detailed explanation, select **Help > What's This?** and hold the pointer over the icon.

Free online support

The LibreOffice community not only develops software, but provides free, volunteer-based support. See Table 1 and this web page: <http://www.libreoffice.org/get-help/>

Users can get comprehensive online support from the community through mailing lists. Other websites run by users also offer free tips and tutorials. This forum provides community support for LibreOffice and other programs: <http://user.services.openoffice.org/en/forum/>

Paid support and training

Alternatively, you can pay for support services. Service contracts can be purchased from a vendor or consulting firm specializing in LibreOffice.

Table 1: Free support for LibreOffice users

Free LibreOffice support	
FAQs	Answers to frequently asked questions http://www.libreoffice.org/get-help/faq/ http://wiki.documentfoundation.org/Faq
Documentation	User guides, how-tos, and other documentation. http://www.libreoffice.org/get-help/documentation/ https://wiki.documentfoundation.org/Documentation/Publications
Mailing lists	Free community support is provided by a network of experienced users http://www.libreoffice.org/get-help/ mailing-lists/
International support	The LibreOffice website in your language. http://www.libreoffice.org/international-sites/ International mailing lists http://wiki.documentfoundation.org/Local_Mailing_Lists
Accessibility options	Information about available accessibility options. http://www.libreoffice.org/get-help/accessibility/

What you see may be different

LibreOffice runs on Windows, Linux, and Mac OS X operating systems, each of which has several versions and can be customized by users (fonts, colors, themes, window managers).

The pictures in this book were taken from a variety of computers and operating systems. Some pictures will therefore not look exactly like what you see on your computer.

Using LibreOffice on a Mac

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
<i>Right-click</i>	<i>Control+click</i>	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>	<i>⌘+T</i>	Open the Styles and Formatting window

Who wrote this book?

This book was written by volunteers from the LibreOffice community. Profits from sales of the printed edition will be used to benefit the community.

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This book is based on *OpenOffice.org 3.3 Writer Guide*. The contributors to that book are:

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