



LibreOffice
Community



Writer Guide 7.3

Chapter 1, Introducing Writer

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Introduction – What is Writer?

Writer is the word processor component of LibreOffice, a freely available, fully-featured office productivity suite. In addition to the usual features of a word processor (text entry, editing, and formatting; spelling checker, thesaurus, hyphenation, and autocorrect; find and replace; and others), Writer provides these important features:

- Change tracking during revisions (Chapter 4)
- Page layout methods, including styles, frames, columns, and tables (Chapters 5 and 6)
- Export to PDF and ePub (Chapter 7)
- Document digital signatures (Chapter 7)
- Templates and styles (Chapters 8, 9, and 10)
- Built-in drawing tools (Chapter 11)
- Lists (Chapter 12)
- Tables of data (Chapter 13)
- Mail merge (Chapter 14)
- Automated tables of contents and indexes (Chapter 15)
- Master documents, to group a collection of documents into a single document (Chapter 16)
- Fields and forms (Chapters 17 and 18)
- Database integration, including a bibliography database (Chapters 14, 15, and 18)
- Embedding or linking of spreadsheets, equations, and other objects (Chapter 19)
- And many more

Parts of the main Writer window

The main Writer window is shown in Figure 1. Its features are described in this section.

Note

By default, LibreOffice Writer's commands are grouped in menus and toolbars, as described in this section. In addition, Writer provides other user interface variations, displaying contextual groups of commands and contents. For more information, see "Notebook bar" in the Help and Chapter 20, Customizing Writer.

Title bar

The Title bar is located at the top of the Writer window. It shows the file name of the current document. When the document is not yet named, the document name will appear as Untitled X, where X is a number. Untitled documents are numbered in the order in which they are created.

Menu bar

The Menu bar is located just below the Title bar in Windows and Linux and at the top of the screen in macOS. When you select one of the menus, a submenu drops down to show further options, including:

- Commands that directly cause an action, such as **Close** or **Save**, in the **File** menu.
- Commands that open dialogs. These are indicated by three dots following a command, such as **Find...** in the **Edit** menu.

- Commands that open further submenus. These are indicated by a right-pointing arrow following a command, such as **Toolbars** and **Zoom**, in the **View** menu. Moving the cursor onto one of these items causes its submenu to open.

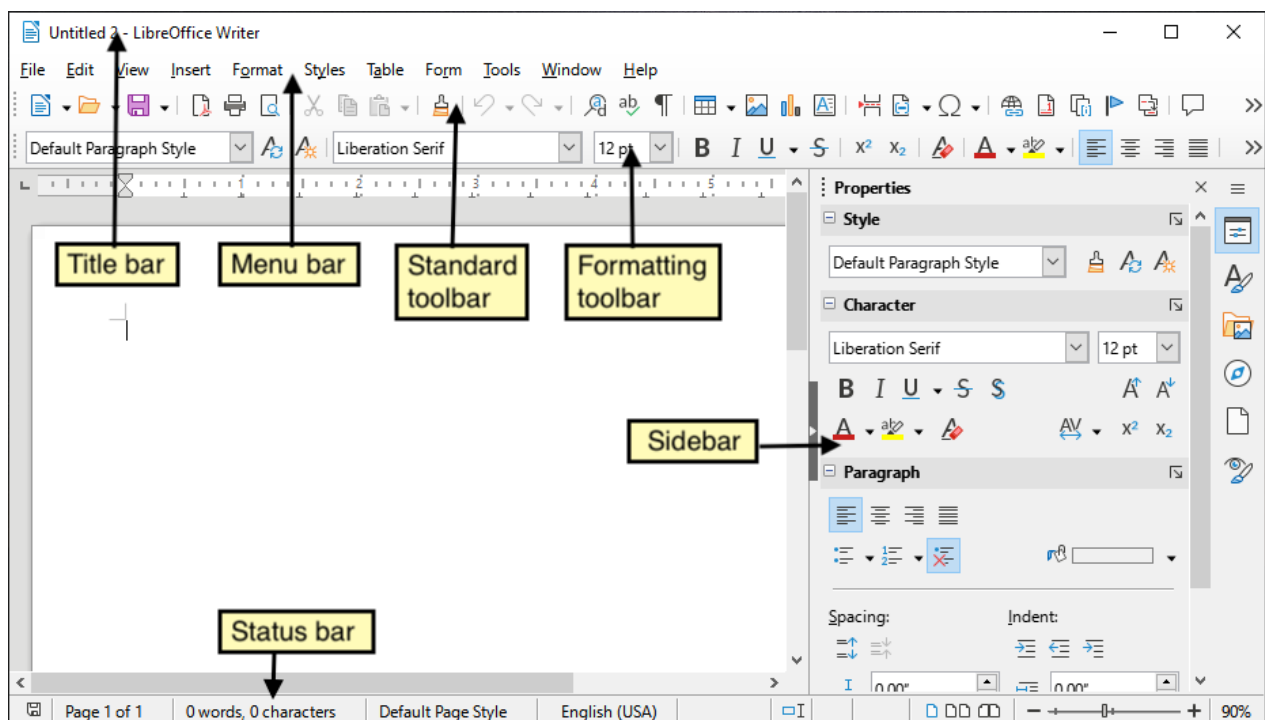


Figure 1: Parts of the main Writer window

Sidebar

The Sidebar is normally open by default on the right side of the Writer window, as shown in Figure 1. If necessary, select **View > Sidebar** on the Menu bar to display it. The Sidebar also has a **Hide/Show** icon, as shown in Figure 2. When the Sidebar is closed, it can be opened by clicking this icon, which will be on the far right side of the window.

The Writer Sidebar contains six decks by default: *Properties*, *Page*, *Styles* (also shown as *Styles and Formatting* in some installations), *Gallery*, *Navigator*, and *Style Inspector*. Each deck can be opened by clicking its corresponding icon on the Tab bar to the right of the sidebar.

Two additional decks are available when **Experimental Features** is enabled in **Tools > Options > LibreOffice > Advanced: Manage Changes and Design**. These decks are not covered in this book.

Each deck consists of a title bar and one or more content panels. A panel is like a combination of toolbar and dialog. Toolbars and Sidebar panels share many functions. For example, the icons for making text bold or italic exist in both the Formatting toolbar in the main Writer window and the Character panel of the Properties deck.

Some panels contain a **More Options** button, which opens a dialog with additional editing controls. When the dialog is open, the document is locked for other editing.

To adjust the width of the Sidebar, place the cursor on its left edge. When a double-headed arrow appears, click and drag to right or left. When the *Properties* deck is open, you cannot make the Sidebar smaller than a certain width. When any other deck is open, the Sidebar can be collapsed to the width of its Tab bar.

To undock the Sidebar and make it floating, and to dock a floating Sidebar, use the drop-down list in the Sidebar Settings above the Tab bar (see Figure 3). In the same list, you can use the **Customization** menu to choose which tabs you want to include in the Sidebar.

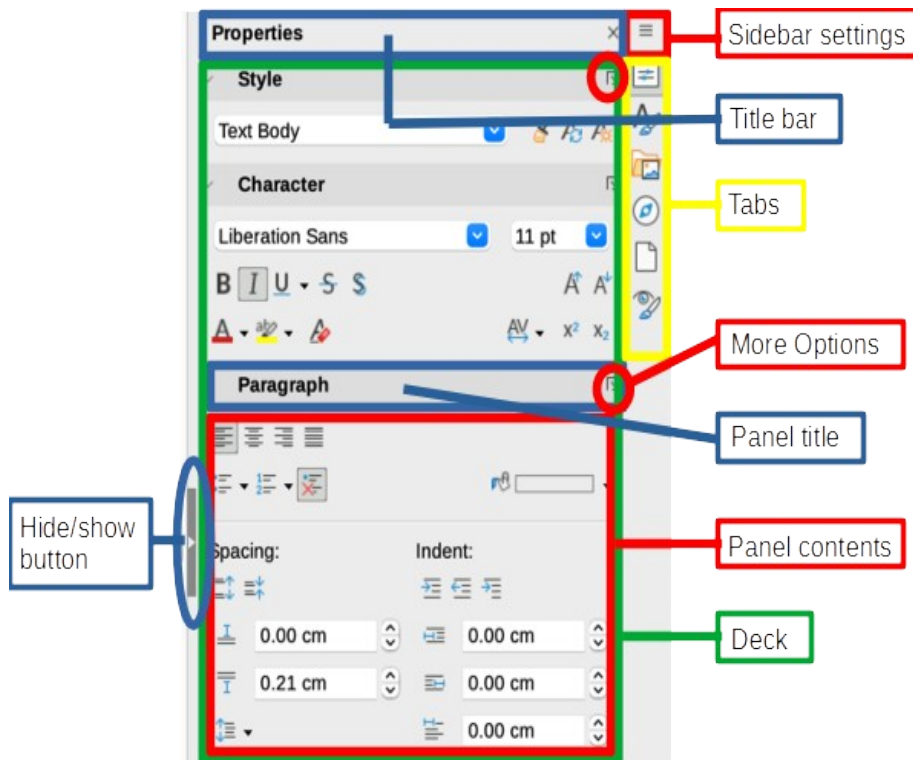


Figure 2: Properties deck of Sidebar

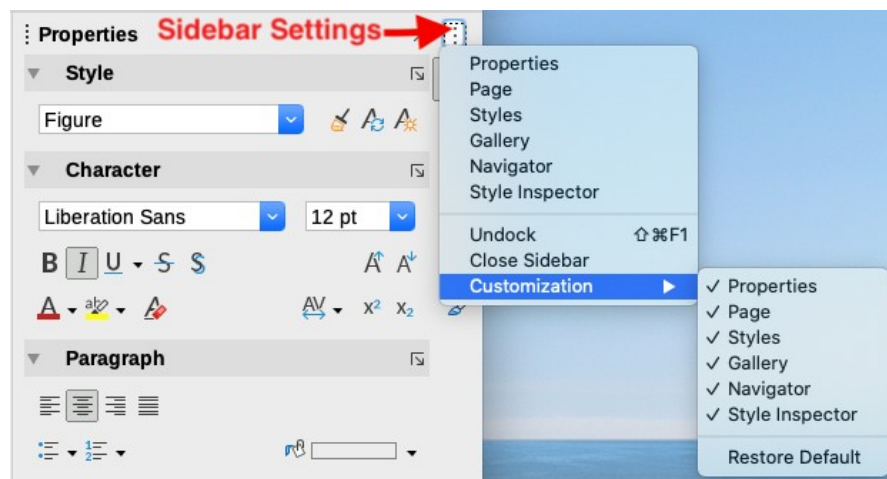


Figure 3: Sidebar Settings menu

The decks contained in the Sidebar are described below.

Properties deck: Contains tools for directly formatting content.

When *text* is selected, these panels appear:

- *Style*: Apply, create, or update a paragraph style.
- *Character*: Modify text properties such as the font name, size, color, weight, or character spacing.
- *Paragraph*: Modify a paragraph's alignment, background color, indent, and spacing, and toggle numbered or bulleted lists.

When the cursor is in a *table*, this panel appears in addition to the panels for text.

- *Table*: Modify table properties such as insert or delete rows, merge or split cells, define row height and column width, background color, and borders.

When a *graphic* or *image* is selected, these panels appear:

- *Area*: Modify the fill mode and transparency of the background.
- *Image*: Modify the graphic's brightness, contrast, color mode, or transparency.
- *Wrap*: Modify the position of the graphic relative to surrounding text, where these modifications are available.
- *Position and Size*: Modify width, height, rotation, or flip.

When a *drawing object* is selected, these panels appear:

- *Area*: Modify the fill mode and transparency of the background.
- *Effect*: Add and adjust a Glow or Soft Edge effect to the object.
- *Line*: Modify arrows, line style, width, color, or transparency.
- *Position and Size*: Modify width, height, rotation, or flip.

When a *frame* is selected, these panels appear:

- *Area*: Modify the fill mode and transparency of the background.
- *Wrap*: Modify the position of the graphic relative to surrounding text, where these modifications are available.

When a *video* or *audio clip* is selected, these panels appear:

- *Media Playback*: Control for play, pause, stop, seek, loop, and volume.
- *Position and Size*: Modify width and height.

Styles deck: Manage the styles used in the document, apply existing styles, create new styles, or modify them. For more information, see Chapter 8, Introduction to Styles, and Chapter 9, Working with Styles.

Gallery deck: Shows images and diagrams included in the Gallery themes. The Gallery has two sections: the first lists the themes by name (Arrows, Bullets, Diagrams, and so on) and the second displays the images in the selected theme. For more information on using the Gallery to add images to a document, create new themes and add your own images, see Chapter 11, Images and Graphics.

Navigator deck: Browse the document and reorganize its content by selecting content categories, such as headings, tables, frames, images, and so on. For more information, see “Using the Navigator” on page 23.

Page deck: Contains tools for directly formatting the page style. It has four panels:

- *Format*: Modify the size, width, height, orientation, and margins of the page.
- *Styles*: Modify the page numbering style, background, layout, and number of columns.
- *Header*: Activate/deactivate the header and modify its margins, spacing, and contents.
- *Footer*: Activate/deactivate the footer and modify its margins, spacing, and contents.

Caution

Be aware that by changing the options on the Page deck, you will change the page style in use, modifying not only the current page but all pages using the same page style in this document.

Style Inspector deck: Displays all the attributes of paragraph styles, character styles, and manual (direct) formatting for selected text. For more information, see Chapter 7, Working with Styles.

Toolbars

LibreOffice has two types of toolbar locations: docked (fixed in place) or floating. Docked toolbars can be moved to different locations (for example, top, bottom, or side of the workspace) or made to float. Floating toolbars can be docked.

Displaying or hiding toolbars

To display or hide toolbars, go to **View > Toolbars** on the Menu bar, then click the name of a toolbar in the drop-down list. An active toolbar shows a check mark beside its name. Note that toolbars created from tool palettes are not listed in the View menu.

To hide a toolbar, go to **View > Toolbars** on the Menu bar and deselect the toolbar, or right-click in an empty space between the icons on a toolbar and select **Close toolbar** in the context menu.

Most-used toolbars

In a default LibreOffice installation (Figure 1), the top toolbar, just under the Menu bar, is called the *Standard* toolbar.

The second toolbar at the top is the *Formatting* toolbar. It is context-sensitive; that is, it shows the tools relevant to the current position of the cursor or the selected object. For example, when the cursor is in text, the Formatting toolbar provides tools for formatting text. When the cursor is on a graphic (image), the tools are for formatting images.

To free more space for the document, you can choose a single-toolbar alternative containing the most-used commands. To activate it, select **View > User Interface > Single Toolbar**.

Other toolbars are available at **View > Toolbars**. They are discussed in the relevant chapters of this book.

Sub-menus and tool palettes

Toolbar icons with a small triangle to their right will display sub-menus, tool palettes, or other methods of selecting items, depending on the icon.

A tool palette is a pop-up collection of tools attached to a single tool in a toolbar. The palette can be made into a floating toolbar, as shown in Figure 4. Once removed from the parent toolbar, it displays a Title bar. Tool palettes can be floating or docked along an edge of the screen or in one of the existing toolbar areas.

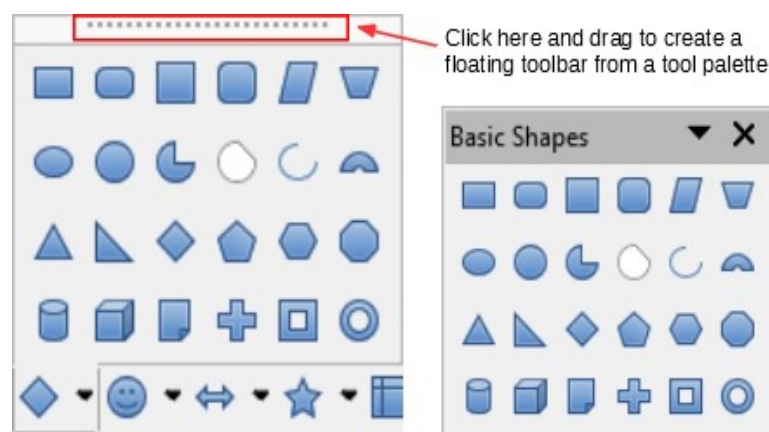


Figure 4: Example of tearing off a tool palette

Tip

If you cannot see the dots at the top of the tool palette, you need to unlock the toolbar before you can float the palette. See “[Locking and unlocking toolbars](#)” below.

Locking and unlocking toolbars

You can lock all toolbars, or individual toolbars, into place so they cannot be moved. When all toolbars are locked, you cannot unlock individual ones.

To lock all toolbars in place, go to **View > Toolbars** on the Menu bar and select **Lock Toolbars** at the bottom of the submenu. You will need to restart LibreOffice for this change to take effect. To unlock all toolbars, click on **Lock Toolbars** again.

To lock an individual toolbar into place, be sure Lock Toolbars is not selected on **View > Toolbars**, then right-click on the toolbar and select **Lock Toolbar Position** in the context menu.

Moving toolbars

Docked toolbars are indicated by dotted handles on the left end (Figure 5). They can be undocked and moved to a new docked position or left as a floating toolbar.

To undock a toolbar:

- 1) Move the mouse pointer over the toolbar handle, which is the small vertical bar to the left of a docked toolbar, as shown in Figure 5.
- 2) Hold down the left mouse button and drag the toolbar to a new location.
- 3) Release the mouse button.

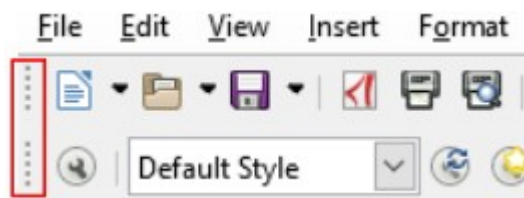


Figure 5: Toolbar handles

To move a floating toolbar, click its title bar and drag it to a new floating location or dock the toolbar at the top or bottom of the main window.

✓ Note

You can also dock a floating toolbar by holding down the *Ctrl* key and double-clicking in the title bar of the toolbar.

i Tip

If the toolbar handle is not displayed, its position is locked. To unlock the toolbar, right-click it and then deselect the option **Lock Toolbar Position**.

Floating toolbars

Writer includes several toolbars, whose default settings correspond to the current position of the cursor or selection (when toolbars are made active). For example, when the cursor is in a table, the Table toolbar appears, and when the cursor is in a numbered or bulleted list, the Bullets and Numbering toolbar appears. You can reposition or dock these toolbars as described in “Moving toolbars” above.

To position a toolbar, do any of the following:

- Right-click somewhere in the floating toolbar and click **Dock Toolbar** in the context menu. You can reposition the toolbar to a different docked position. See “Moving toolbars” on page 10.
- Click **Dock All Toolbars** to dock all floating toolbars.

- Click **Lock Toolbar Position** to lock a docked toolbar into its position. Locking maintains the toolbar's position even when other toolbars on the same bar change location.
- Click **Close Toolbar** to close the selected toolbar.

Customizing toolbars

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar. You can also add icons and create new toolbars, as described in Chapter 20, Customizing Writer. To access a toolbar's customization options, right-click anywhere on the toolbar to open a context menu.

- To show or hide icons defined for the selected toolbar, click **Visible Buttons** on the context menu. Visible icons are indicated by an outline around the icon or by a check mark beside the icon (Figure 6), depending on your operating system. Select or deselect icons to hide or show them on the toolbar.

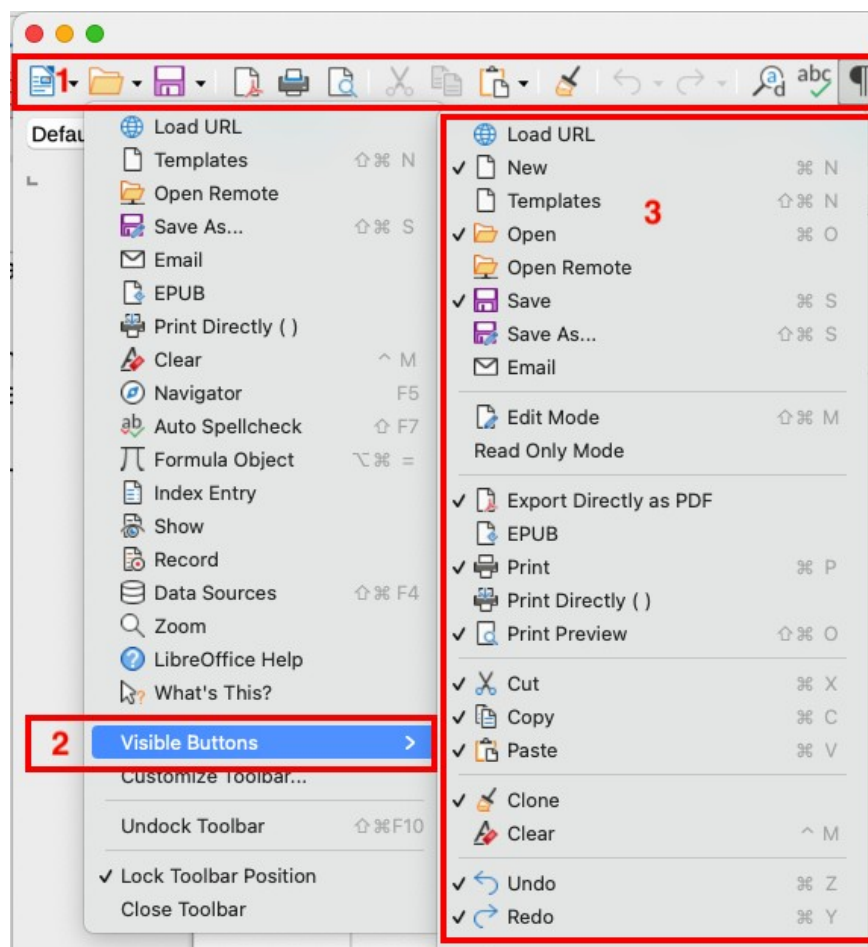


Figure 6: Toolbar *context menu* and selection of visible toolbar icons:

- 1) Right-click anywhere on the toolbar;
- 2) Point to Visible Buttons;
- 3) Visible icons are marked.

- Click **Customize Toolbar** to open the Customize dialog. See Chapter 20, Customizing Writer, for more information.

Rulers

The horizontal ruler across the top of the workspace is visible by default but the vertical ruler on the left is hidden by default. To enable the vertical ruler, choose **View > Rulers > Vertical Ruler**

on the Menu bar, or choose **Tools > Options > LibreOffice Writer > View**. To quickly show or hide both rulers, use the key combination *Ctrl+Shift+R*.

Tip

The horizontal ruler has a comments button on its right end; click this to quickly show or hide any comments.

Status bar

The Writer Status bar is located at the bottom of the workspace. It provides information about the document and convenient ways to quickly change some document features. It can be hidden by deselecting it in the View menu.



Figure 7: Writer Status bar, left end

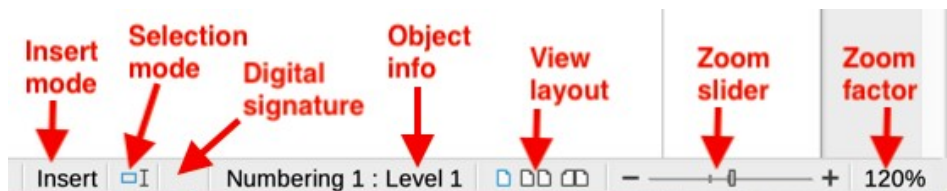


Figure 8: Writer Status bar, right end

Document changes status

This icon changes color to indicate whether the document has no unsaved changes, or it has been modified but not saved. Click this icon to save the document.

Page number

Shows the sequence number of the current page, the total number of pages in the document, and the current page number (if different from the sequence number). For example, if you restarted page numbering at 1 on the third page, its page number is 1 and its sequence number is 3.

If any bookmarks have been defined in the document, right-clicking this field will show a list of bookmarks. Click a bookmark to move the cursor to that location in the document.

To jump to a specific page in the document, left-click this field to open the Go to Page dialog (Figure 14 on page 23). Type the desired page number and click **OK**.

Word and character count

The word and character counts of the document are shown in the Status bar, and are updated as you edit. If you select a portion of text, the count for that selection will temporarily replace the document total count.

The character count includes spaces. To display the character count excluding spaces, click on the word count in the Status bar, or choose **Tools > Word Count**.

You can also see the number of words and characters (and other information including the number of pages, tables, and images) in the entire document in **File > Properties > Statistics**.

Page style

Shows the page style of the current page. To select a different page style, right-click on this field. A list of page styles pops up; click on one to select it. To edit the attributes of the current page style, left-click on this field. The Page Style dialog opens.

Caution

Changing the page style here may affect the styles of other pages, depending on how the page styles are set up. See Chapters 8 and 9 for details about styles.

Text Language

Shows the language and localization used for spelling, hyphenation, and the thesaurus. It is based on the position of the cursor or the selected text.

Click to open a menu where you can choose another language/localization for the selected text or for the paragraph where the cursor is located. You can also choose **None (Do not check spelling)** to exclude the text from a spelling check or **Reset to default language**. Choosing **More...** opens the Character dialog. See Chapter 3, Working with Text: Basics, for more information.

Insert mode

Click to change to Overwrite mode; click again to return to Insert mode. In Insert mode, any text after the cursor position moves forward to make room for the text you type; in Overwrite mode, text after the cursor position is replaced by the text you type. This feature is disabled when **Edit > Track Changes > Record** is activated.

Selection mode

Click to cycle between the selection modes (Standard, Extending, Adding, and Block). The icon does not change, but when you hover the mouse pointer over this field, a tooltip indicates which mode is active.

When you right-click this field, a context menu displays the available options. See Chapter 3, Working with text: Basic, for details.

Digital signature

If the document has been digitally signed, an icon is displayed here; otherwise, it is blank. Click here to sign the document or to view the existing certificate. See Chapter 8, Printing, Exporting, Emailing, for more information.

Section or object information

When the cursor is in a section, heading, or list item, or when an object (such as a picture or table) is selected, information about that item appears in this field. Clicking in this area opens a relevant dialog.

Table 1: Section or object information in Status bar

Object	Information shown	Dialog opened
Image	Size and position	Image
List item	Level and list style	Bullets and Numbering ¹
Heading	Outline numbering level	Bullets and Numbering ¹
Table	Name or number and cell reference of cursor	Table Format
Section	Name of section	Edit Sections
Other	(Blank)	Fields

1 If a *list style* was used with a list item or heading, no dialog appears.

View layout

Click the corresponding icon to change between single-page, multiple-page, and book layout views (Figure 9). You can edit the document in any view. Zoom settings interact with the selected view layout and the window width to determine how many pages are visible in the document window.

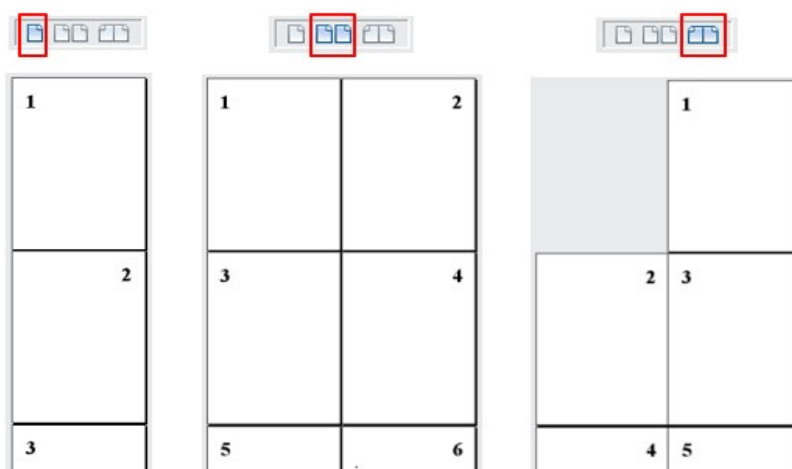


Figure 9: View layouts: single-page, multiple-page, book

Zoom

To change the view magnification, drag the Zoom slider, or click the + and – signs, or right-click the zoom level percent to pop up a list of magnification values from which to choose. Zoom interacts with the selected view layout to determine how many pages are visible in the document window.



Context (right-click) menus

Context menus provide quick access to many menu functions. They are opened by right-clicking on a paragraph, graphic, or other object. When a context menu opens, the functions or options available will depend on the object that has been selected. This can be the easiest way to reach a function, especially if you are not sure where the function is located in the menus or toolbars.

Dialogs

A dialog is a special type of window. Its purpose is to inform you of something, or request input from you, or both. It provides controls for you to specify how to carry out an action.

In most cases, you can interact only with the dialog (not the document itself) as long as the dialog remains open. When you close the dialog (usually, clicking **OK** or a similar button saves your changes and closes the dialog; clicking **Cancel** closes the dialog without saving any changes), then you can again work with the document.

Some dialogs can be left open as you work, so you can switch back and forth between the dialog and your document. An example of this type is the Find & Replace dialog.

Document views

Writer has three ways to view and edit a document: *Normal*, *Web*, and *Full Screen*. To change the view, go to the **View** menu and click the required view.

You can also choose **View > Zoom > Zoom** on the Menu bar to display the Zoom & View Layout dialog, where you can set the same options as on the Status bar.

You can also use **File > Print Preview**, or press *Ctrl+Shift+O*, to view the document, but this view does not allow editing. See “Previewing pages before printing” in Chapter 7, Printing, Exporting, Emailing, Signing.

Normal view

Normal view is the default view in Writer. It shows how the document will look when you print it or create a PDF. In this view, you can use the Zoom slider and the View Layout icons on the Status bar to change the magnification.

In Normal view, you can hide or show the headers and footers and the gap between pages. To hide them, uncheck **View > Show Whitespace** on the Menu bar. A check mark beside this option indicates that whitespace will be shown. When this option is unchecked, white space, headers, and footers are also hidden in Full Screen view.

Web view

Web view shows how the document will look if viewed in a Web browser; this is useful when you create HTML documents. In Web view, you can use only the Zoom slider. The View Layout icons on the Status bar are disabled, and most of the choices on the Zoom & View Layout dialog are not available.

Full Screen view

In this view, no toolbars or sidebar are displayed; the document takes up the full area available, using the zoom and layout settings previously selected. To exit Full Screen view and return to either Normal or Web view, press the *Esc* key or click the **Full Screen** icon on the floating toolbar in the top left-hand corner. You can also use *Ctrl+Shift+J* to enter or exit Full Screen view.

Creating a new document

You can create a new, blank document in Writer in several ways. If a document is already open in LibreOffice, the new document is created in a new window.

From the operating system menu

You can open the LibreOffice Start Center or the Writer component from the operating system menu in the same way that you start other programs. When LibreOffice was installed on your computer, in most cases a menu entry for each component was added to the system menu. On macOS, the LibreOffice icon will be in the Applications folder. When you double-click this icon, LibreOffice opens at the Start Center (Figure 10).

From the Start Center

When LibreOffice is open but no document is open, the Start Center (Figure 10) is shown. Click **Create: Writer Document** to create a new text document, or click **Templates** and choose a template to start a new document using a template other than the default template.

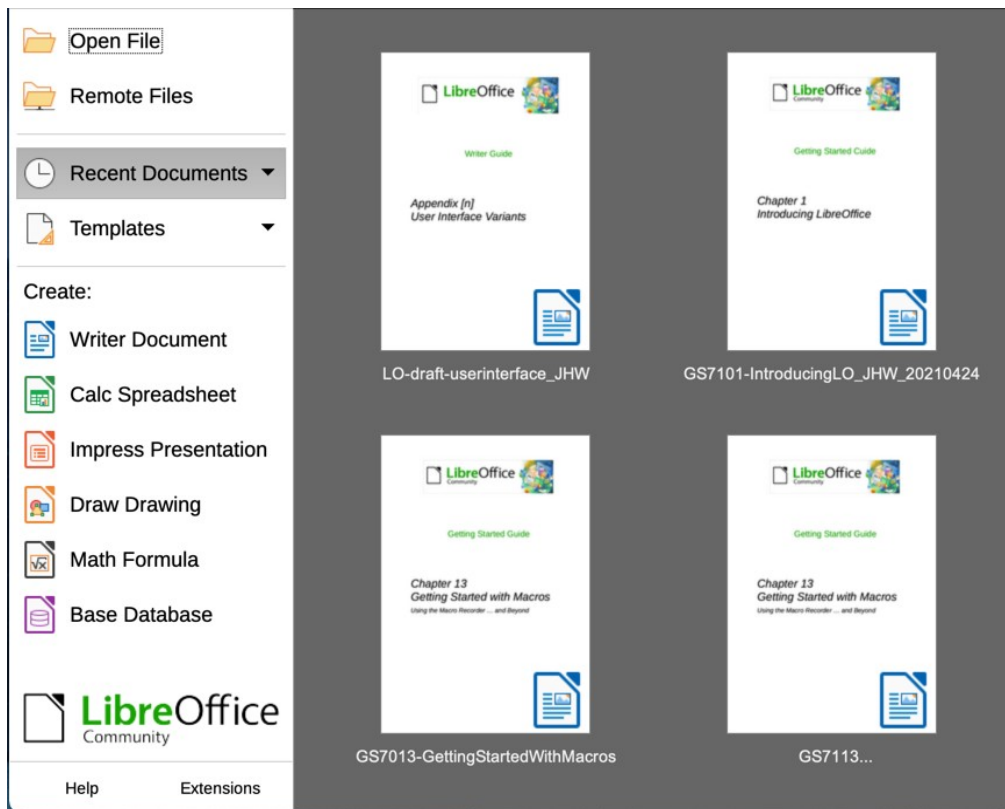


Figure 10: LibreOffice Start Center

From the Menu bar, toolbar, or keyboard

When Writer is open, you can also start a new Writer document in one of these ways:

- Press the *Ctrl+N* keys.
- Choose **File > New > Text Document** on the Menu bar.
- Click the **New** icon on the Standard toolbar.

From a template

A template is a set of predefined styles and settings that is used to create a new document. Templates enable the easy creation of multiple documents with the same default settings. For example, all the chapters of the *Writer Guide* are based on the same template. As a result, all the chapters look alike; they have the same headers and footers, use the same fonts, and so on.

A new LibreOffice installation may contain only a few templates, but you can create your own or download more from <https://extensions.libreoffice.org/> and other websites. See Chapter 10, Working with Templates.

To open the Template dialog, where you can choose the template you want to use for creating your document, do one of the following:

- Press the *Ctrl+Shift+N* keys.
- Choose **File > Templates > Manage Templates** on the Menu bar.
- Choose **File > New > Templates** on the Menu bar.
- Click the arrow next to the **New** icon on the Standard toolbar and select **Templates** in the drop-down list.

The example shown in Figure 11 highlights a template in the **Documents** folder. Double-click the desired template to create a new document based on the that template. You can also right-click one of the templates and then click **Open**. For more about the Templates dialog, see Chapter 10, Working with Templates.

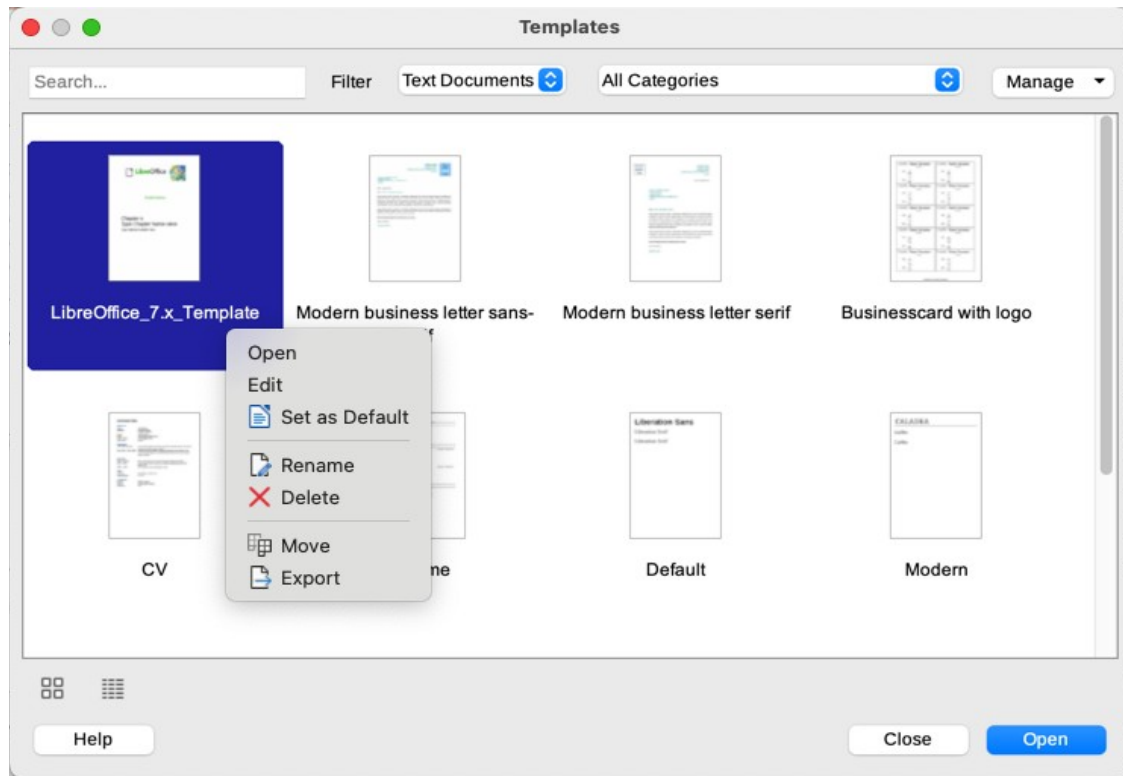


Figure 11: Creating a document from a template

Opening an existing document

You can open an existing document in several ways.

When no document is open:

- Click **Open File** or **Remote files** in the Start Center.
- Choose **File > Open** or **File > Open Remote** on the Menu bar.
- Press **Ctrl+O** on the keyboard.
- Click a thumbnail in the list of recently opened documents displayed in the Start Center. You can scroll up or down in the Start Center to locate a recently opened document.

✓ Note

Renamed or relocated documents can still be listed in the Start Center. Selecting one gives an error message that the file does not exist. To remove the thumbnail from the Start Center, hover the mouse pointer over the thumbnail until an X appears in the upper right corner, and then click on the X.

If a document is already open:

- Click the **Open** icon on the Standard toolbar.
- Click the small triangle to the right of the **Open** icon and select from a list of recently opened documents, or select **Open Remote File**.

- Use **File > Recent Documents** to make a selection from the submenu.

When using the Open dialog, navigate to the folder you want, select the file, then click **Open**. If a document is already open in LibreOffice, the second document opens in a new window.

You can reduce the list of files in the Open dialog by selecting the type of file you are looking for. For example, if you choose Text documents as the file type, you will only see documents Writer can open. This method opens Word (.doc and .docx) files and other formats as well as OpenDocument (.odt).

You can also open an existing Writer document using the same methods you would use to open any document in your operating system.

Opening files not in OpenDocument Text (.odt) format

You can also open an existing document that is in a format that LibreOffice recognizes by double-clicking on the file icon on the desktop or in a file manager such as Windows Explorer or macOS Finder. LibreOffice may need to be associated with file types that are not ODF files for the appropriate LibreOffice component to open.

For example, on a Windows computer, if you do not have Microsoft Office installed or if Microsoft Office is installed but you have associated Microsoft Word file types (*.doc or *.docx) with LibreOffice, then when you double-click on a Word file, it opens in LibreOffice Writer.

If you did not associate the file types with LibreOffice, and Microsoft Office is installed on your computer, then when you double-click on a Microsoft Word file, it opens in Microsoft Word.

On macOS, if Microsoft Office is not installed and you have not associated those file types with LibreOffice, the file may open in Apple's Pages application.

See the LibreOffice Help for more about file associations.

Saving a document

You can save a document using any of the following commands:

- **Save** – use if you are keeping the document, its current filename and location.
- **Save As** – use to create a new document, or change the filename and/or file format, or save the file in a different location on your computer.
- **Save Remote** – use if your document is already stored in a remote server or will be stored in a remote server.
- **Save a Copy** – use to save a copy of your current document and keep it open for more editing.
- **Save All** – use to save all the files open in your current session.

Save commands

Save a new file or a previously-saved file

Do one of the following:

- Press **Ctrl+S**.
- Choose **File > Save** on the Menu bar.
- Click the **Save** icon on the Standard toolbar.

If the file has not been saved previously, a Save As dialog appears after selecting one of the above options. Enter the file name, verify the file type and location, and click **Save**.

If a previously-saved file is being saved with the same file name, file type, and location, nothing else needs to be done.

Save to a remote server

Use this command if your document is already stored on a remote server or you want to store it on a remote server. Choose **File > Save Remote**. When the Save As dialog appears, enter or verify the name, type, and location, then click **Save**.

See “Opening and saving files on remote servers” on page 22 for more information.

Save a copy

Use this command if you want to keep the document open for more editing and also save a separate copy of the current version.

Choose **File > Save a Copy**. When the **Save As** dialog appears, enter or verify the name, type, and location, then click **Save**. The copy is not opened and the original file remains open and active.

Save all

Use this command to save all files open in the current session.

Choose **File > Save All**. All open files will be saved without changes to name, type, or location.

Save As command

Use this command if you want to save the current version as a new document by changing the file name or file type, or by saving the file in a different location on your computer.

Choose **File > Save As**, or use *Ctrl+Shift+S* to open a Save As dialog where you can change the file name, type, or location, and click **Save**.

If you want to preserve the original file, first save a copy as described above.



Note

LibreOffice uses the term “export” for some file operations involving a change of file type, such as PDF and ePub. See Chapter 7, Printing, Exporting, E-mailing, for more information.

Saving documents automatically

You can choose to have Writer save documents automatically in a temporary file at regular intervals. To set up automatic file saving:

- 1) Select **Tools > Options > Load/Save > General** on the Menu bar. (See also Chapter 20, Setting Up Writer.)
- 2) Click **Save AutoRecovery information every** and set the time interval. The default value is 10 minutes. Enter the value you want by typing it or by pressing the up or down arrow keys.
- 3) You may also wish to select **Always create backup copy**.
- 4) Click **OK** to save the changes.

Saving as a Microsoft Word document

You may need to save documents in Microsoft Word formats such as `.docx`. To do this:

- 1) Important: If your file is in Writer's format (`.odt`), first save your document in that format. If you do not, any changes you made since the last time you saved will only appear in the Microsoft Word version of the document.
- 2) Then click **File > Save As**.
- 3) On the Save As dialog, in the File type drop-down menu, select the type of Microsoft Word format you need. You may also choose to change the file name.
- 4) Click **Save**.

This creates a separate document with a different file extension. From this point on, all changes you make to the document will occur only in the new document. If you want to go back to working with the `.odt` version of your document, you must open it again.

Tip

To have Writer save documents by default in a Microsoft Word file format, go to **Tools > Options > Load/Save > General**. In the section named *Default File Format and ODF Settings*, next to *Document type*, select **Text document**, then under *Always save as*, select your preferred file format.

Exchanging documents with users of Apple Pages

Although Writer can open and edit files in Apple Pages format (`*.pages`), it cannot save in that format or export to that format. Apple Pages cannot open files in OpenDocument format, so if you need to share files with users of Pages, save your `.odt` file to a compatible format, such as `.rtf` or `.docx`.

Pages users can also export (not save) a copy of a Pages document in a format compatible with Writer, such as `.docx` or `.rtf`, which writer can then open, edit, and save to.

Using password protection and OpenPGP encryption

LibreOffice provides two types of document protection: password protection and OpenPGP encryption. Files encrypted with the Save password cannot be decrypted without the password, which must be sent to each user who needs to decrypt the document. With OpenPGP encryption, the document is encrypted using an algorithm, which requires a key. Each key is used only once and is sent to the recipient along with the document.

Password protection

LibreOffice provides two levels of password protection: read-protect (file cannot be viewed without a password) and write-protect (file can be viewed in read-only mode but cannot be changed without a password). Thus you can make the content available for reading by one group of people and for reading and editing by a different group. This behavior is compatible with Microsoft Word file protection.

To protect a document with passwords:

- 1) Use **File > Save As** when saving the document. (You can also use **File > Save** the first time you save a new document.)
- 2) On the Save As dialog, select the **Save with password** option in the lower left corner (Figure 12), and then click **Save**.

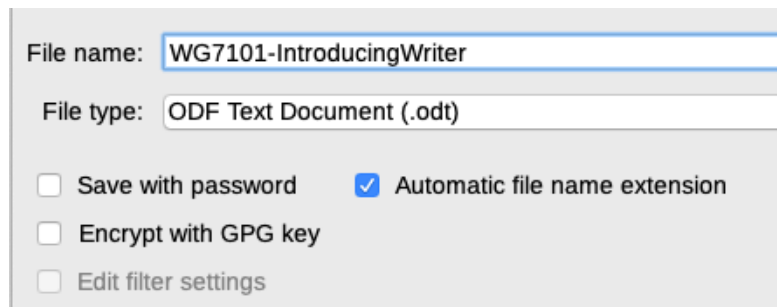


Figure 12: Save with password and Encrypt with GPG key options

- 3) The Set Password dialog opens (Figure 13). Here you have several choices:
- To read-protect the document, type a password in the two fields at the top of the dialog.
 - To write-protect the document, click the **Options** button and select **Open file read-only** in the *File Sharing Password* section.
 - To write-protect the document but allow selected people to edit it, select **Open file read-only** and type a password in the two boxes at the bottom of the dialog.



Figure 13: Two levels of password protection

- 4) Click **OK** to save the file. If either pair of passwords does not match, you receive an error message. Close the message box to return to the Set Password dialog and enter the password again.

Caution

LibreOffice uses a very strong encryption mechanism that makes it almost impossible to recover the contents of a document if you lose the password.

Changing or removing the password for a document

When a document is password-protected, you can change or remove the password while the document is open. Choose **File > Properties > General** and click the **Change Password** button.

OpenPGP encryption

LibreOffice uses the OpenPGP software installed on your computer. If no OpenPGP software is available, you must download and install one suitable for your operating system before you can use this option.

You must define a personal pair of cryptography keys with the OpenPGP application. Refer to the OpenPGP software installed on how to create a pair of keys. For more information on using this form of encryption, see the supplied Help.

OpenPGP encryption requires the use of the public key of the recipient; this key must be available in the OpenPGP key chain stored in your computer.²

To encrypt a document:

- 1) Choose **File > Save As**,
- 2) In the Save As dialog, enter a name for the file.
- 3) Select the **Encrypt with GPG key** option (see Figure 12).
- 4) Click **Save**. The OpenPGP public key selection dialog opens.
- 5) Choose the public key of the recipient. You can select multiple keys.
- 6) Click **OK** to close the dialog and save the file encrypted with the selected public keys.

Opening and saving files on remote servers

LibreOffice can open and save files stored on remote servers (that is, not on your computer or local area network). Keeping files on remote servers allows you to work with the documents using different computers. For example, you can work on a document in the office and also at home or elsewhere. Storing files on a remote server also backs up documents, saving data from computer loss or hard disk failure. Some servers are also able to check files in and out, thus controlling their usage and access.

LibreOffice supports many document servers that use well-known network protocols such as FTP, WebDav, Windows share, and SSH. It also supports popular services like Google Drive and Microsoft OneNote, as well as commercial and open source servers that implement the OASIS CMIS standard. For more information, see the *Getting Started Guide*.

Moving quickly through a document

Writer provides ways to move quickly through a document and find specific items by using the Navigator and other tools.

Using Go to Page

You can jump to a specific page in the document in these ways:

- Use the Go to Page field on the top right of the Navigator (see below).
- Use the Go to Page dialog (Figure 14), which shows the current page number and the number of pages in the document. Type the number of the destination page in the text box and click **OK**. To open this dialog, do any of the following:
 - Click on the page number field on the Status Bar.
 - Choose **Edit > Go to Page** on the Menu bar.
 - Press *Ctrl+G* on the keyboard.

² GPG (GNU Privacy Guard) is an implementation of the Open PGP standard.

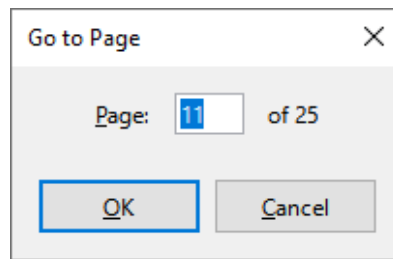


Figure 14: Go to Page dialog

Using the Navigator

In a default installation of LibreOffice, the Navigator is part of the Sidebar. It lists all of the headings, tables, text frames, graphics, bookmarks, and other objects contained in a document.

To open the Navigator (Figure 15), do one of the following:

- Click the **Navigator** tab in the Tab bar on the right of the Sidebar.
- Click the **Navigator** icon (if visible) on the Standard toolbar.
- Press *F5*.
- Choose **View > Navigator** on the Menu bar.

Click the + sign or triangle to the left of a category or subcategory to display its contents.

Table 2 summarizes the functions of the icons at the top of the Navigator.

✓ Note

In a master document, the Navigator has different functions. See Chapter 16, Master Documents.

The Navigator provides several convenient ways to move around a document and find items in it:

- To jump to a specific page in the document, type its *sequence* number in the box at the top of the Navigator and press *Enter*. The sequence number may be different from the page number if you have restarted numbering at any point.
- When a category is opened to show the list of items in it, double-click an item to jump directly to that item's location in the document. For example, you can jump directly to a selected heading, graphic, or comment by using this method.
- To see the contents in only one category, highlight that category and click the **Content Navigation View** icon. Click the icon again to display all the categories. You can also change the number of heading levels shown when viewing Headings.
- Use the **Previous** and **Next** icons to jump to other objects of the type selected in the Navigate By drop-down list.
- In the top left of the Navigator is a *Navigate By* drop-down list. You can pick a type of object (such as a bookmark, table, or index entry) and then use the Previous (^) and Next (v) buttons to jump from one to the next (Figures 15 and 16).

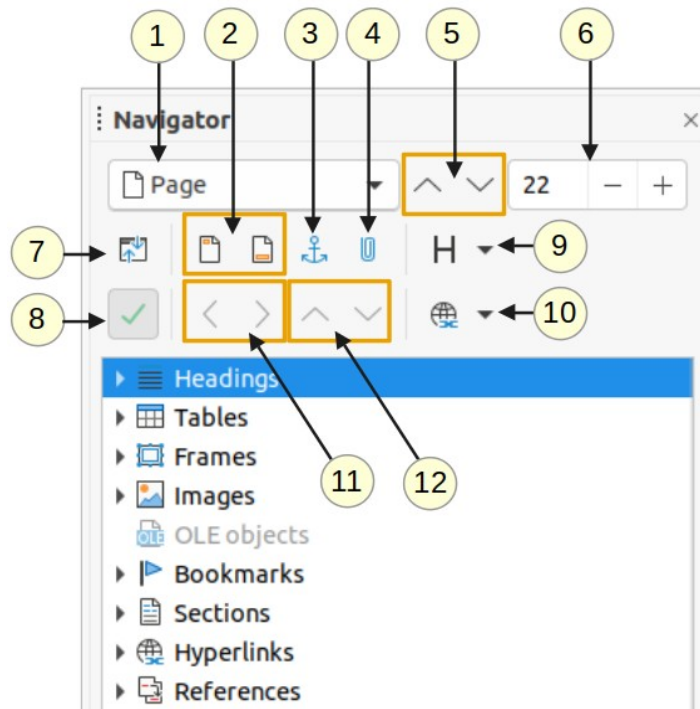


Figure 15: The Navigator in the Sidebar

Table 2: Function of icons in the Navigator

1	Navigate By	Opens a drop-down list where you can select the type of element by which you want to navigate.
2	Header/Footer	Jumps between the text area and the header or footer area (if the page has them).
3	Anchor <--> Text	Jumps between a footnote anchor and the corresponding footnote text.
4	Set Reminder	Inserts a reminder. See “Setting reminders” on page 25.
5	Previous/Next	Jumps to the previous/next element of the type selected in the Navigate By drop-down list.
6	Go to Page	Jumps to the page number shown in the box. Type a page number or select it using the + and – signs.
7	Content Navigation View	Switches between showing all categories and showing only the selected category.
8	List Box On/Off	Toggles between having the list box shown or hidden.
9	Heading Levels Shown	Choose the number of heading levels to be shown.
10	Drag Mode	Select Insert as Hyperlink, Link, or Copy. See Chapter 3, Working with Text: Advanced.
11	Promote/Demote Level	Quickly change the level of the selected heading in the document. See Chapter 3, Working with Text: Advanced..
12	Promote/Demote Chapter	Move headings and text in the document. See Chapter 3, Working with Text: Advanced..

✓ Note

A hidden section (or other hidden object) in a document appears gray in the Navigator, and displays the word “hidden” as a tooltip. For more about hidden sections, see Chapter 6, Formatting Pages: Advanced.

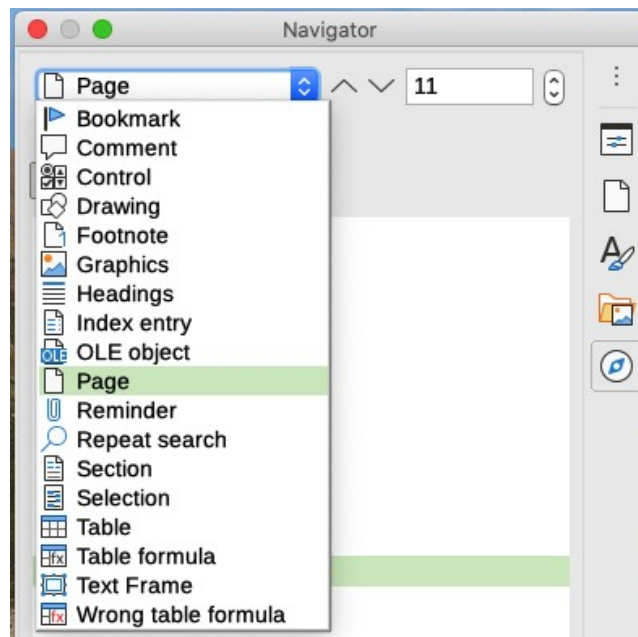


Figure 16: Navigate By list on Navigator

Tip

Objects are much easier to find if you give them identifying names when creating them. By default, LibreOffice gives objects names such as Image1, Image2, Table1, Table2, and so on. These names are assigned in the order in which the objects were added to the document, which may not correspond to the location of the object in the document.

You can rename objects after inserting them. For example, to rename an image, right-click its name in the Navigator, choose Image in the context menu, then choose **Image > Rename**. The view jumps to the image (to show which one it is) and a small dialog pops up. Type a new name for the image and click **OK** to save.

You can also right-click the image and select **Properties**. In the Image dialog, go to the Options page, edit the name, and click **OK**.

Setting reminders

Reminders let you mark places in your document that you want to return to later on, for example to add or correct information or simply mark where you finished editing. The possible uses of reminders are limited only by your imagination.

To set a reminder at the cursor's current location, click the **Set Reminder** icon in the Navigator. You can set up to 5 reminders in a document; setting a sixth causes the first to be deleted.

Reminders are not highlighted in any way in the document, nor are they listed in the Navigator, so you cannot see where they are, except that when you jump from one to the next, the location of the cursor shows the location of the reminder.

To jump between reminders, first select the **Reminder** option in the Navigate By drop-down list. Then click the Previous and Next icons.

Reminders are not saved with the document.

Undoing and redoing changes

To undo the most recent change in a document, press *Ctrl+Z*, choose **Edit > Undo** on the Menu bar, or click the **Undo** icon on the Standard toolbar. To get a list of all the changes that can be undone, click the small triangle to the right of the **Undo** icon on the Standard toolbar. You can select several sequential changes on the list and undo them at the same time.

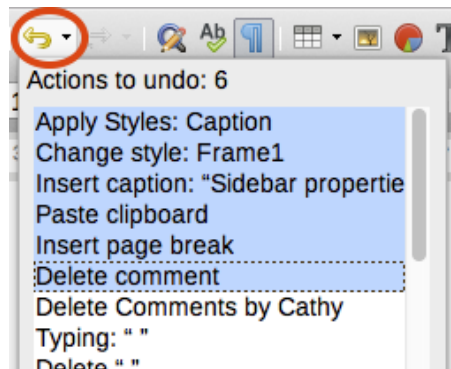


Figure 17: List of actions that can be undone

After changes have been undone, **Redo** becomes active. To redo a change, select **Edit > Redo**, or press *Ctrl+Y* or click the **Redo** icon on the Standard toolbar. As with **Undo**, click the down arrow icon of the combination icon to get a list of the changes that can be restored.

Displaying multiple view of a document

You can open, view, and edit several views of the same document in LibreOffice at the same time. These views are displayed in windows that can display different pages or use different zoom levels or other settings. A change to the document in one window is immediately reflected in the other windows. In Writer, for example, you might find this useful for copying or moving information from one page to another.

To open a new window showing the document, go to **Window > New Window** on the Menu bar. In each window opened, the filename in the title bar is automatically numbered as shown by the example in Figure 18. If other LibreOffice documents are open at the same time, the list of windows also includes them. The active window has a marker by its filename in the list. You can switch between windows by clicking on a name in the list, or by clicking on the window itself if it is visible on the display.

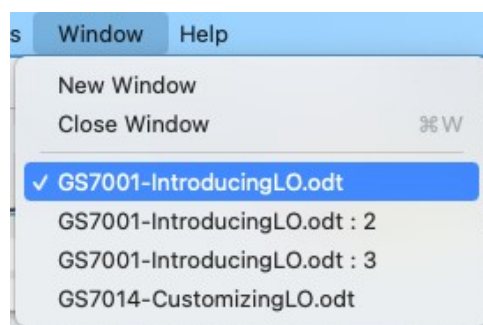


Figure 18: List of open windows

To close a window, go to **Window > Close Window** on the Menu bar, or use the keyboard shortcut *Ctrl+W*, or click the **Close** icon on the Menu bar or Title bar of the window.

Reloading a document

You may want to discard all the changes made in an editing session since the last time you saved it. Undoing each change or remembering where the changes took place can be difficult. If you are sure you do not want to keep the changes made since last time the document was saved, you can reload the document.

To reload a document, go to **File > Reload** on the Menu bar. A confirmation dialog asks if you want to cancel all changes; choose **Yes** to return the document to the version that was last saved.

Classifying document contents

Document classification and security are important for businesses and governments. Where sensitive information is exchanged between users and organizations, the parties agree how such information will be identified and handled. LibreOffice provides standardized means for sensitive information to be identified and protected, using a set of standard fields that can be used to hold sensitive information.

LibreOffice implemented the open standards produced by TSCP (Transglobal Secure Collaboration Participation, Inc.). It contains three BAF (Business Authentication Framework) categories: Intellectual Property, National Security and Export Control. Each category has four BAILS (Business Authorization Identification and Labeling Scheme) levels: Non-Business, General Business, Confidential, and Internal Only.

To enable document classification, open the TSCP bar (**View > Toolbars > TSCP Classification**). This toolbar contains list boxes to help in selecting the security of the document. LibreOffice then adds custom fields in the document properties (**File > Properties, Custom Properties** tab) to store the classification policy as document metadata.

To prevent a breach in security policy, contents with a higher classification level cannot be pasted into documents with a lower classification level.

Closing a document

If only one document is open and you want to close that document, go to **File > Close** on the Menu bar or click the **X** on the Title bar. The **X** may be located on either the right or left end of the Title bar. In Windows and Linux, when you close the last document, then LibreOffice will close completely. In macOS, you need to use **LibreOffice > Quit LibreOffice**.

If more than one document is open and you want to close one of them, go to **File > Close** on the Menu bar or click the **X** on the Menu bar of that document's window. When only the last document is open, the **X** on the Menu bar disappears. The **X** on the Title bar remains.

If the document has not been saved since the last change, a message box is displayed. Choose whether to save or discard changes.