



Writer 6.0 Guide

Preface

Copyright

This document is Copyright © 2018 by the LibreOffice Documentation Team. Contributors are listed below. You may distribute it and/or modify it under the terms of either the GNU General Public License (<http://www.gnu.org/licenses/gpl.html>), version 3 or later, or the Creative Commons Attribution License (<http://creativecommons.org/licenses/by/4.0/>), version 4.0 or later.

All trademarks within this guide belong to their legitimate owners.

Contributors

Jean Hollis Weber

Bruce Byfield

Gillian Pollack

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.

Publication date and software version

Published July 2018. Based on LibreOffice 6.0.

Contents

Copyright	2
Contributors.....	2
Feedback.....	2
Publication date and software version.....	2
Who is this book for?	4
What's in this book?	4
Minimum requirements for using LibreOffice	4
How to get LibreOffice	5
Installing LibreOffice	5
Setting up and customizing LibreOffice	5
Extensions and add-ons	5
Where to get more help	5
Help system.....	5
Other free online support.....	6
Paid support and training.....	6
What you see may be different	7
Illustrations.....	7
Icons.....	7
Using LibreOffice on macOS	7
Acknowledgments	8
Frequently asked questions	8

Who is this book for?

LibreOffice is a feature-rich, free, and open source office suite. It includes several powerful applications for word processing, spreadsheets, presentations, graphics, databases, and formula editing. Writer is the word-processing application. It is compatible with a wide range of document formats including Microsoft Word (.doc, .docx), and you can export your work in several formats including PDF.

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 Writer, the word processor component of LibreOffice, and provides instructions for their use.

Part 1: Essentials

- 1 Introducing Writer
- 2 Working with Text: Basics
- 3 Working with Text: Advanced
- 4 Formatting Text
- 5 Formatting Pages: Basics
- 6 Formatting Pages: Advanced
- 7 Printing, Exporting, Emailing
- 8 Introduction to Styles
- 9 Working with Styles
- 10 Working with Templates

Part 2: Extras

- 11 Images and Graphics
- 12 Lists: Tips and Tricks
- 13 Tables of Data
- 14 Mail Merge
- 15 Tables of Contents, Indexes, Bibliographies
- 16 Master Documents
- 17 Fields
- 18 Forms
- 19 Spreadsheets, Charts, other Objects
- 20 Setting up Writer
- 21 Customizing Writer

Minimum requirements for using LibreOffice

For a detailed list of requirements and operating systems supported, see the LibreOffice website, <https://www.libreoffice.org/get-help/system-requirements/>

How to get LibreOffice

Versions of LibreOffice for Windows, Linux, and macOS can be downloaded free from <https://www.libreoffice.org/download>. Linux users will also find LibreOffice included free in many of the latest distributions.

Portable and other versions of LibreOffice are listed on the download page. Linux, Vanilla, and other versions may differ in a few features from the descriptions in this book.

Installing LibreOffice

Information on installing and setting up LibreOffice on the various supported operating systems is given here: <https://www.libreoffice.org/get-help/install-howto/>

Setting up and customizing LibreOffice

You can change the default settings (options) in LibreOffice to suit your preferences. To change settings, go to **Tools > Options** on the Menu bar. Settings are described in the Help and in Chapter 2, Setting up LibreOffice, in the *Getting Started Guide*. Some settings of particular interest to users of Writer are covered in Chapter 20, Setting up Writer, in this book.



Tip

Many settings are intended for power users and programmers. If you don't understand what an option does, we recommend leaving it on the default setting unless instructions in this book recommend changing the setting.

You can customize menus, toolbars, and keyboard shortcuts in LibreOffice, add new menus and toolbars, and assign macros to events. See Chapter 21, Customizing Writer, for details.

Extensions and add-ons

You can add functionality to LibreOffice with extensions and add-ons. Several extensions are installed with the program and you can get others from the official extensions repository, <https://extensions.libreoffice.org/> and from other sources. See Chapter 21, Customizing Writer, for more information on installing extensions and add-ons.

Where to get more help

This book, the other LibreOffice user guides, the 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. Windows and Linux users can choose to download and install the offline Help for use when not connected to the Internet; the offline Help is installed with the program on MacOS.

To display the Help system, press *F1* or select **Help > LibreOffice Help** from the Menu bar. If you do not have the offline help installed on your computer and you are connected to the Internet, your default browser will open the online Help pages on the LibreOffice website.

The Help menu includes links to other LibreOffice information and support facilities.



Note

The options marked in this list by a † sign are only accessible if your computer is connected to the Internet.

- **What's This?** For quick tips when a toolbar is visible, 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. In addition, you can choose whether to activate Extended Tips using **Tools > Options > LibreOffice > General**.
- **User Guides** † Opens your default browser at the Documentation page of the LibreOffice website <https://documentation.libreoffice.org/en/english-documentation/>. There you will find User Guides (to download as free PDFs or buy as printed copies) and other useful information.
- **Get Help Online** † Opens your default browser at the Ask LibreOffice forum of questions and answers from the LibreOffice community <https://ask.libreoffice.org/en/questions/>.
- **Send Feedback** † Opens your default browser at the Feedback page of the LibreOffice website <https://www.libreoffice.org/get-help/feedback/>. From there you can report bugs, suggest new features and communicate with others in the LibreOffice community.
- **Restart in Safe Mode** Opens a dialog where you can restart LibreOffice and reset the software to its default settings.
- **Donate to LibreOffice** † Opens your default browser at the Donation page of the LibreOffice website <https://donate.libreoffice.org/>. There you can make a donation to support LibreOffice.
- **License Information** Outlines the licenses under which LibreOffice is made available.
- **Check for Updates** † Opens a dialog and checks the LibreOffice website for updates to your version of the software.
- **About LibreOffice** Opens a dialog and displays information about the version of LibreOffice and the operating system you are using. This information will often be requested if you ask the community for help or assistance with the software. [On macOS, this option is found under **LibreOffice** on the Menu bar.]

Other free online support

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

For comprehensive online support from the community, look at mailing lists and the Ask LibreOffice website, <https://ask.libreoffice.org/en/questions/>. Other websites run by users also offer free tips and tutorials.

Paid support and training

You can also pay for support through service contracts from a vendor or consulting firm specializing in LibreOffice. For information about certified professional support, see The Document Foundation’s website: <https://www.documentfoundation.org/gethelp/support/>

Table 1: Free support for LibreOffice users

Free LibreOffice support	
FAQs	Answers to frequently asked questions https://wiki.documentfoundation.org/Faq
Mailing lists	Free community support is provided by a network of experienced users https://www.libreoffice.org/get-help/mailing-lists/
Native language support	The LibreOffice website in various languages https://www.libreoffice.org/community/nlc/ Mailing lists for native languages https://wiki.documentfoundation.org/Local_Mailing_Lists Information about social networking https://wiki.documentfoundation.org/Website/Web_Sites_services
Accessibility options	Information about available accessibility options. https://www.libreoffice.org/get-help/accessibility/

What you see may be different

Illustrations

LibreOffice runs on Windows, Linux, and macOS operating systems, each of which has several versions and can be customized by users (fonts, colors, themes, window managers). The illustrations in this guide were taken from a variety of computers and operating systems. Therefore, some illustrations will not look exactly like what you see on your computer display.

Icons

The LibreOffice community has created icons for several icon sets, including Breeze, Elementary, Galaxy, High Contrast, Sifr, and Tango. Each user can select a preferred set. The icons in this guide have been taken from a variety of LibreOffice installations that use varying sets of icons, so the icons you see may differ from the ones used in this guide.

To change the icon set used, go to **Tools > Options > LibreOffice > View**. In the **User Interface** section, choose from the drop-down lists under **Icon style**.

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 chapter. For a more detailed list, see the application Help.

Windows or Linux	macOS equivalent	Effect
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
<i>Right-click</i>	<i>Control+click</i> and/or <i>right-click</i> depending on computer setup	Opens 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>	⌘+T	Open the sidebar Styles and Formatting deck

Acknowledgments

This book is updated from previous versions of the *LibreOffice Writer Guide*. Contributors to the earlier versions are:

John A Smith	Jean Hollis Weber	Peter Schofield
Hazel Russman	Leo Moons	David Blymire
Jeremy Cartwright	John M. Długosz	Barbara Duprey
Jamie Eby	Ron Faile Jr.	Gary Schnabl
Klaus-Jürgen Weghorn	Rafael Atias	Preston Manning Bernstein

This book was adapted from the *OpenOffice.org 3.3 Writer Guide*. Contributors to that book were:

Jean Hollis Weber	Michele Zarri	Gary Schnabl	Magnus Adielsson
Agnes Belzunce	Ken Byars	Bruce Byfield	Daniel Carrera
Dick Detwiler	Alexander Noël Dunne	Laurent Duperval	Martin Fox
Katharina Greif	Tara Hess	Peter Hillier-Brook	Lou Iorio
John Kane	Rachel Kartch	Stefan A. Keel	Jared Kobos
Michael Kotsarinis	Sigrid Kronenberger	Peter Kupfer	Ian Laurenson
Alan Madden	Paul Miller	Vincenzo Ponzi	Scott Rhoades
Carol Roberts	Iain Roberts	Joe Sellman	Robert Scott
Janet M. Swisher	Barbara M. Tobias	Catherine Waterman	Sharon Whiston
Bob Wickham	Claire Wood	Linda Worthington	

Frequently asked questions

May I distribute LibreOffice to anyone? May I sell it? May I use it in my business?

Yes.

How many computers may I install it on?

As many as you like.

How can I contribute to LibreOffice?

You can help with the development and user support of LibreOffice in many ways, and you do not need to be a programmer. To start, check out this web page:

<https://www.libreoffice.org/community/get-involved/>

May I distribute the PDF of this book, or print and sell copies?

Yes, as long as you meet the requirements of one of the licenses in the copyright statement at the beginning of this book. You do not have to request special permission. We request that you share with the project some of the profits you make from sales of books, in consideration of all the work we have put into producing them. <https://www.libreoffice.org/donate/>