

LibreOffice
The Document Foundation

Getting Started Guide

Preface

Copyright

This document is Copyright © 2012 by its contributors as 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/3.0/>), version 3.0 or later.

All trademarks within this guide belong to their legitimate owners.

Contributors

Jean Hollis Weber

Feedback

Please direct any comments or suggestions about this document to:
documentation@global.libreoffice.org

Publication date and software version

Published 12 August 2012. Based on LibreOffice 3.5.

Contents

Copyright.....	2
Who is this book for?.....	4
What's in this book?.....	4
Where to get more help.....	4
Help system.....	4
Free online support.....	4
Paid support and training.....	4
What you see may be different.....	5
Using LibreOffice on a Mac.....	5
What are all these things called?.....	6
Who wrote this book?.....	7
Acknowledgements.....	7
Frequently asked questions.....	7
New features in LibreOffice 3.5.....	8

Who is this book for?

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

What's in this book?

This book introduces the main components of LibreOffice:

- Writer (word processing)
- Calc (spreadsheets)
- Impress (presentations)
- Draw (vector graphics)
- Base (database)
- Math (equation editor)

It also covers some of the features common to all components, including setup and customization, styles and templates, macro recording, and printing. For more detail, see the user guides for the individual components.

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/mailling-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

What are all these things called?

The terms used in LibreOffice for most parts of the *user interface* (the parts of the program you see and use, in contrast to the behind-the-scenes code that actually makes it work) are the same as for most other programs.

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 use to specify how to carry out an action. The technical names for common controls are shown in Figure 1; not shown is the list box (from which you select an item). In most cases we do not use the technical terms in this book, but it is useful to know them because the Help and other sources of information often use them.

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 after use (usually, clicking **OK** or another button saves your changes and closes the dialog), then you can again work with your 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.

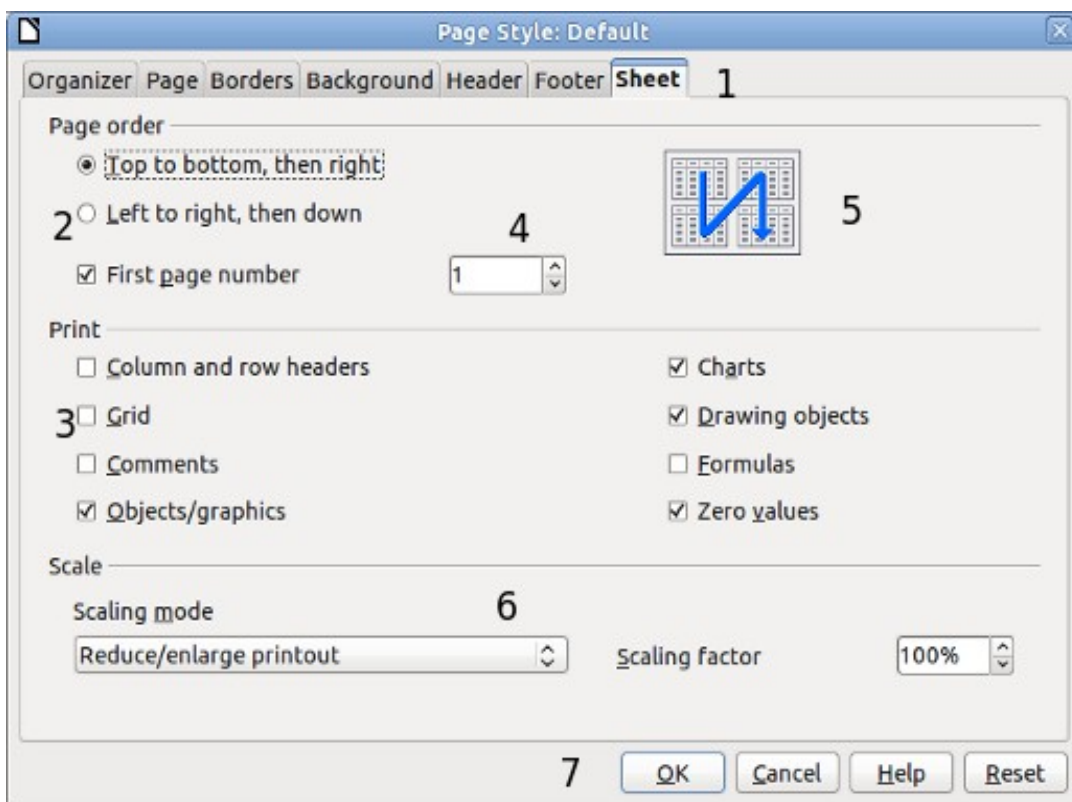


Figure 1: Dialog showing common controls:

- 1 = Tabbed page (not strictly speaking a control)
- 2 = Radio buttons (only one can be selected at a time)
- 3 = Checkbox (more than one can be selected at a time)
- 4 = Spin box (click the up and down arrows to change the number shown in the text box next to it, or type in the text box)
- 5 = Thumbnail or preview
- 6 = Drop-down list from which to select an item
- 7 = Push buttons

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.

Acknowledgements

This book is adapted from *Getting Started with OpenOffice.org 3.3*. The contributors to that book are:

Jean Hollis Weber
Thomas Astleitner
Chris Bonde
JiHui Choi
Laurent Duperval
Peter Hillier-Brook
Rachel Kartch
Michael Kotsarinis
Dan Lewis
Andrew Pitonyak
Hazel Russman
Joe Sellman
Alex Thurgood
Linda Worthington

Michele Zarri
Richard Barnes
Nicole Cairns
Richard Detwiler
Spencer E. Harpe
Richard Holt
Stefan A. Keel
Peter Kupfer
Alan Madden
Carol Roberts
Gary Schnabl
Janet Swisher
Barbara M. Tobias

Magnus Adielsson
Agnes Belzunce
Daniel Carrera
Alexander Noël Dunne
Regina Henschel
John Kane
Jared Kobos
Ian Laurenson
Michel Pinquier
Iain Roberts
Robert Scott
Jim Taylor
Claire Wood

Frequently asked questions

How is LibreOffice licensed?

LibreOffice is distributed under the Open Source Initiative (OSI) approved Lesser General Public License (LGPL). The LGPL license is available from the LibreOffice website: <http://www.libreoffice.org/download/license/>

May I distribute LibreOffice to anyone?

Yes.

How many computers may I install it on?

As many as you like.

May I sell it?

Yes.

May I use LibreOffice in my business?

Yes.

Is LibreOffice available in my language?

LibreOffice has been translated (localized) into over 40 languages, so your language probably is supported. Additionally, there are over 70 *spelling*, *hyphenation*, and *thesaurus* dictionaries available for languages, and dialects that do not have a localized program interface. The dictionaries are available from the LibreOffice website at: www.libreoffice.org.

How can you make it for free?

LibreOffice is developed and maintained by volunteers and has the backing of several organizations.

I am writing a software application. May I use programming code from LibreOffice in my program?

You may, within the parameters set in the LGPL. Read the license:
<http://www.libreoffice.org/download/license/>

Why do I need Java to run LibreOffice? Is it written in Java?

LibreOffice is not written in Java; it is written in the C++ language. Java is one of several languages that can be used to extend the software. The Java JDK/JRE is only required for some features. The most notable one is the HSQLDB relational database engine.

Note: Java is available at no cost. If you do not want to use Java, you can still use nearly all of the features of LibreOffice.

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 webpage:
<http://www.documentfoundation.org/contribution/>

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. In addition, 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.

New features in LibreOffice 3.5

For a detailed list of new features, see <http://www.libreoffice.org/download/3-5-new-features-and-fixes/>. Here are some of them.

General

- LibreOffice checks for updates automatically at user-defined intervals and allows manual download of the newest version.
- Import filter for Microsoft Visio documents.
- Color picker (**Tools > Options > Colors**, click **Edit**) rewritten to be more usable.
- Application color settings (**Tools > Options > Appearance**) now have correct color previews for Automatic colors.
- Moved context-sensitive toolbars to the bottom to prevent them from overlaying important parts of the document.
- The Insert Movie and Sound dialog now has a Link checkbox, enabling the embedding of media files into ODF package based documents.

Writer

- Better header/footer handling: easily add header or footers; quickly edit or remove headers and footers without going through page styles formatting.
- New faster built-in grammar checker for English and several other languages. Reworked grammar checking dialog better shows the error help.
- Word count dialog updates as you type.
- Improved font hinting for high quality docs.
- Layout fixes including numbering when importing DOC, DOCX, and RTF files, for layout compatibility with Microsoft Word, and tab stops that fall into margins.
- Auto-generated tables of contents now contain hyperlinks to the relevant pages by default.

- Support for comments export/import in Office Open XML (*.docx) documents.
- Label printing positioning fixed.
- Many new typographic features.

Calc

- New multi-line input bar.
- Supports 10,000 sheets and improved performance for a lot of sheet operations.
- New option to specify the initial number of sheets in new documents.
- New Calc Functions BITAND, BITOR, BITXOR, BITRSHIFT, and BITLSHIFT, SEC, CSC, SECH and CSCH, as declared in the ODF 1.2 specification.
- Autofilter popup window has been re-designed for better visual appearance and the ability to allow multiple selections.
- Redesigned all range name dialogs to work much better with local range names and make it easier to use the dialogs.
- Unlimited number of rules for conditional formatting.

Impress / Draw

- Start Impress without the wizard by default.
- Elliptical arcs are properly imported and rendered.
- Better handling of custom animation list,
- Better handling of export to PDF for hidden slides.
- Better support for importing Smart Art.
- Standard palette includes some new line ends.
- Custom Shapes import greatly enhanced; many bugs fixed and new presets implementation added.

Math

- New "does not exist" \nexists symbol.
- Support for export and import of Math formulas in Office Open XML (docx) documents.
- New symbols for Games theory.

Base

- Integrated PostgreSQL native driver (for versions 8.4+).
- Many bug fixes.