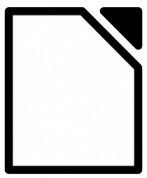

LibreOffice
The Document Foundation

Writer Guide

Preface

Copyright

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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.

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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**
Where to get more help **4**
Help system 4
Free online support 4
Paid support and training 5
What you see may be different **5**
Illustrations 5
Icons 6
Using LibreOffice on a Mac **6**
What are all these things called? **6**
Who wrote this book? **7**
Acknowledgements **8**
Frequently asked questions **8**
What's new in LibreOffice Writer 4.2? **9**

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 Writer, the word processor component of LibreOffice:

- 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 go to **Help > LibreOffice Help** on the Menu bar. In addition, you can choose whether to activate **Tips**, **Extended tips**, and the **Help Agent** by going to **Tools > Options > LibreOffice > General** on the Menu bar.

If *Tips* are enabled, hover 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?** on the Menu bar and hover 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/

You can get comprehensive online support from the community through mailing lists and the Ask LibreOffice website, http://ask.libreoffice.org/en/questions/.

Other websites run by users also offer free tips and tutorials. This forum provides community support for LibreOffice: http://en.libreofficeforum.org/

This site provides support for LibreOffice, among other programs: http://forum.openoffice.org/en/forum/

Table 1: Free support for LibreOffice users

Free LibreOffice support	
Ask LibreOffice	Questions and answers from the LibreOffice community http://ask.libreoffice.org/en/questions/
Documentation	User guides, how-tos, and other documentation. http://www.libreoffice.org/get-help/documentation/ https://wiki.documentfoundation.org/Documentation/Publications
FAQs	Answers to frequently asked questions http://wiki.documentfoundation.org/Faq
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/

Paid support and training

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

What you see may be different

Illustrations

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 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.

Also, some of the dialogs may be different because of the settings selected in LibreOffice. You can either use dialogs from your computer system or dialogs provided by LibreOffice (default). Follow these steps to change to using LibreOffice dialogs if settings have been altered:

1) On Linux and Windows operating systems, go to **Tools > Options > LibreOffice > General** on the Menu bar to open the dialog for general options.
2) On a Mac operating system, go to **LibreOffice > Preferences > General** on the Menu bar to open the dialog for general options.
3) Select **Use LibreOffice dialogs** in **Open/Save dialogs** to display the LibreOffice dialogs on your computer display.
4) Click **OK** to save your settings and close the dialog.

Icons

The icons used to illustrate some of the many tools available in LibreOffice may differ from the ones used in this guide. The icons in this guide have been taken from a LibreOffice installation that has been set to display the Tango set of icons.

You can change your LibreOffice software package to display Tango icons as follows:

1) On Linux and Windows operating systems, go to **Tools > Options > LibreOffice > View** on the Menu bar to open the dialog for view options.
2) On a Mac operating system, go to **LibreOffice > Preferences > View** on the Menu bar to open the dialog for view options.
3) In **User interface > Icon size and style**, select **Tango** from the options available in the drop-down list.
4) Click **OK** to save your settings and close the dialog.

Note	Some Linux operating systems, for example Ubuntu, include LibreOffice as part of the installation and may not include the Tango icon set. You should be able to download the Tango icon set from the software repository for your Linux operating system.

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
Right-click	*Control+click* and/or *right-click* depending on computer setup	Opens a context menu
Ctrl (Control)	⌘ *(Command)*	Used with other keys
F5	*Shift+⌘+F5*	Open the Navigator
F11	*⌘+T*	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.

For example, 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. 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.

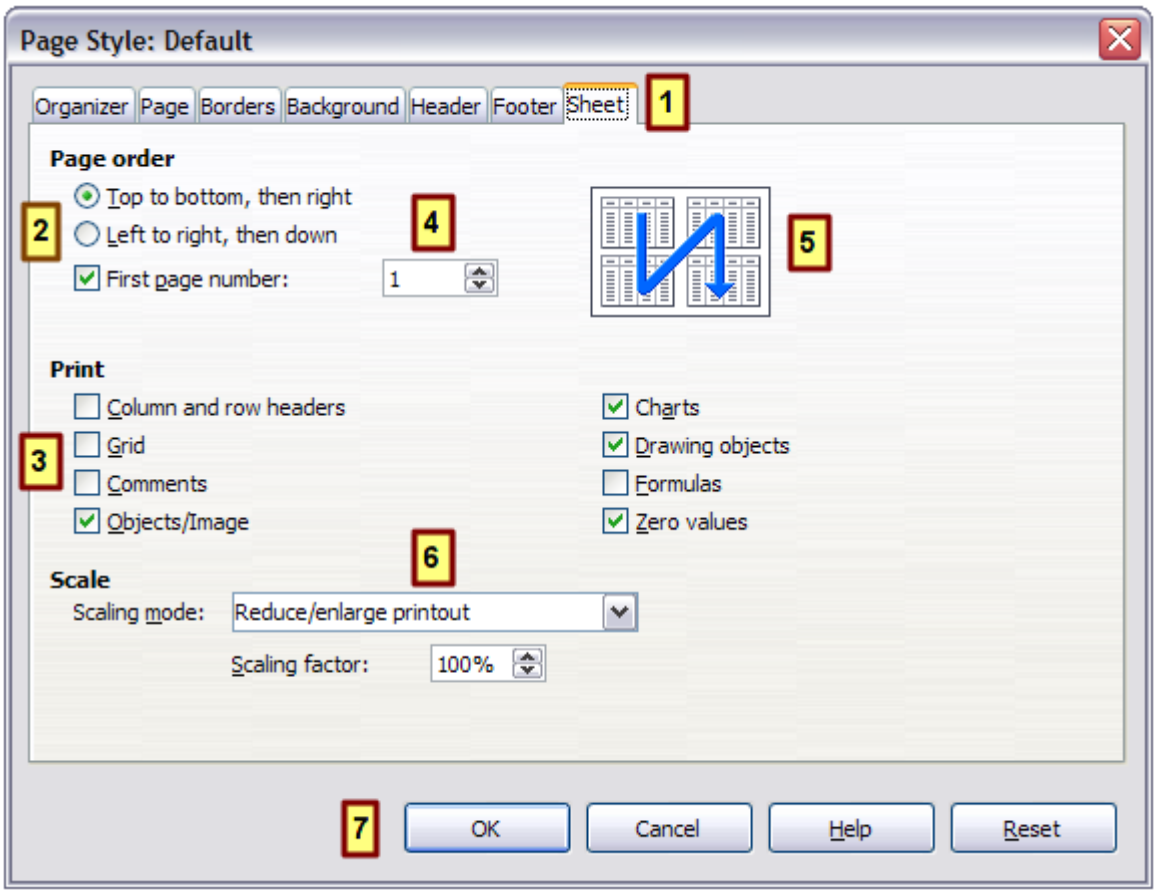

Figure 1: Dialog showing common controls

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.

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.

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

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Frequently asked questions

How is LibreOffice licensed?

LibreOffice 4.2 is distributed under the Open Source Initiative (OSI) approved Mozilla Public License (MPL). The MPL license is available from http://www.mozilla.org/MPL/2.0/.

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.

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.

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: 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. 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.

What's new in LibreOffice Writer 4.2?

LibreOffice 4.2 offers many new features, in addition to those in the 4.1 release. These new features are listed on these wiki pages:

https://wiki.documentfoundation.org/ReleaseNotes/4.1

https://wiki.documentfoundation.org/ReleaseNotes/4.2

Here are some of the features (not a full list):

- Images embedded in Writer can now be rotated easily in 90 degree increments.
- Writer text frames now support having a gradient as background.
- The Comments bar now can easily be toggled using a button in the ruler.
- Footnote and footer comment handling has been improved.
- Comments to text ranges can now include multiple paragraphs.
- Embedding fonts in a Writer document.
- Media file types Windows Media Audio (WMA), Windows Media Video (WMV), Advanced Audio Coding (AAC), Flash Video (FLV), Multiplexed OGG Video (OGX), RMI MIDI Audio and SND (SouND) Audio are now accessible from **Insert > Movie and Sound**.
- Support for legacy Mac word processor documents:
  - Microsoft Word for Mac 5.1
  - Write Now 4.0
  - MacWrite Pro 1.5
  - AppleWorks 6.0
- Match Case option has been added to the search bar.
- The Find hotkey *Ctrl+F* is a toggle.
- **File > Recent Documents > Clear List** feature has been added.
- Recent Documents can now be accessed directly from the toolbar using the arrow on the **Open** button.
- Multiple styles can be deleted at the same time.
- Embedding images into HTML files enables sending merge emails with images in HTML format.
- Character border: format one or more characters with a border.
- Spelling checker popup menu now allows change tracking operations.
- Multiple styles can be selected in the Style and Formatting window to delete or hide them.
- A new default template has been designed for Writer.
- RTF import has added initial support for group shapes.
- Writer can now create *.DOT files.
- Graphical bullets are imported and exported in the DOC, DOCX and RTF filters.
- The DOCX import filter now handles non-bitmap drawing shapes.
- Further improvements for DOCX interoperability.