

**LibreOffice**  
The Document Foundation

## Getting Started Guide

# *Chapter 1*

## *Introducing LibreOffice*

## Copyright

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**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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## Note for Mac users

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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.

<b>Windows or Linux</b>	<b>Mac equivalent</b>	<b>Effect</b>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
<i>Right-click</i>	<i>Control+click</i> and/or <i>right-click</i> depending on computer system	Opens a context menu
<i>Ctrl (Control)</i>	⌘ ( <i>Command</i> )	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Opens the Navigator
<i>F11</i>	⌘+T	Opens the Styles and Formatting window

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## What is LibreOffice?

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LibreOffice is a freely available, fully-featured office productivity suite. Its native file format is Open Document Format (ODF), an open standard format that is being adopted by governments worldwide as a required file format for publishing and accepting documents. LibreOffice can also open and save documents in many other formats, including those used by several versions of Microsoft Office.

LibreOffice includes the following components.

### Writer (word processor)

Writer is a feature-rich tool for creating letters, books, reports, newsletters, brochures, and other documents. You can insert graphics and objects from other components into Writer documents. Writer can export files to HTML, XHTML, XML, Adobe Portable Document Format (PDF), and several versions of Microsoft Word files. It also connects to your email client.

### Calc (spreadsheet)

Calc has all of the advanced analysis, charting, and decision making features expected from a high-end spreadsheet. It includes over 300 functions for financial, statistical, and mathematical operations, among others. The Scenario Manager provides “what if” analysis. Calc generates 2D and 3D charts, which can be integrated into other LibreOffice documents. You can also open and work with Microsoft Excel workbooks and save them in Excel format. Calc can also export spreadsheets in several formats, including for example Comma Separated Value (CSV), Adobe PDF and HTML formats.

### Impress (presentations)

Impress provides all the common multimedia presentation tools, such as special effects, animation, and drawing tools. It is integrated with the advanced graphics capabilities of LibreOffice Draw and Math components. Slideshows can be further enhanced using Fontwork special effects text, as well as sound and video clips. Impress is compatible with Microsoft PowerPoint file format and can also save your work in numerous graphics formats, including Macromedia Flash (SWF).

### Draw (vector graphics)

Draw is a vector drawing tool that can produce everything from simple diagrams or flowcharts to 3D artwork. Its Smart Connectors feature allows you to define your own connection points. You can use Draw to create drawings for use in any of the LibreOffice components, and you can create your own clip art then add it to the Gallery. Draw can import graphics from many common formats and save them in over 20 formats, including PNG, HTML, PDF, and Flash.

### Base (database)

Base provides tools for day-to-day database work within a simple interface. It can create and edit forms, reports, queries, tables, views, and relations, so that managing a relational database is much the same as in other popular database applications. Base provides many new features, such as the ability to analyze and edit relationships from a diagram view. Base incorporates HSQLDB as its default relational database engine. It can also use dBASE, Microsoft Access, MySQL, or Oracle, or any ODBC compliant or JDBC compliant database. Base also provides support for a subset of ANSI-92 SQL.

## Math (formula editor)

Math is the LibreOffice formula or equation editor. You can use it to create complex equations that include symbols or characters not available in standard font sets. While it is most commonly used to create formulae in other documents, such as Writer and Impress files, Math can also work as a standalone tool. You can save formulae in the standard Mathematical Markup Language (MathML) format for inclusion in web pages and other documents not created by LibreOffice.

## Advantages of LibreOffice

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Here are some of the advantages of LibreOffice over other office suites:

- **No licensing fees.** LibreOffice is free for anyone to use and distribute at no cost. Many features that are available as extra cost add-ins in other office suites (like PDF export) are free with LibreOffice. There are no hidden charges now or in the future.
- **Open source.** You can distribute, copy, and modify the software as much as you wish, in accordance with either of the LibreOffice Open Source licenses.
- **Cross-platform.** LibreOffice runs on several hardware architectures and under multiple operating systems, such as Microsoft Windows, Mac OS X and Linux.
- **Extensive language support.** The LibreOffice user interface is available in over 40 languages and the LibreOffice project provides spelling, hyphenation, and thesaurus dictionaries in over 70 languages and dialects. LibreOffice also provides support for both Complex Text Layout (CTL) and Right to Left (RTL) layout languages (such as Urdu, Hebrew, and Arabic).
- **Consistent user interface.** All the components have a similar “look and feel,” making them easy to use and master.
- **Integration.** The components of LibreOffice are well integrated with one another.
  - All the components share a common spelling checker and other tools, which are used consistently across the suite. For example, the drawing tools available in Writer are also found in Calc, with similar but enhanced versions in Impress and Draw.
  - You do not need to know which application was used to create a particular file. For example, you can open a Draw file from Writer.
- **Granularity.** Usually, if you change an option, it affects all components. However, LibreOffice options can be set at a component level or even at document level.
- **File compatibility.** In addition to its native OpenDocument formats, LibreOffice includes PDF and Flash export capabilities, as well as support for opening and saving files in many common formats including Microsoft Office, HTML, XML, WordPerfect, and Lotus 1-2-3 formats. An extension (included) provides the ability to import and edit some PDF files.
- **No vendor lock-in.** LibreOffice uses OpenDocument, an XML (eXtensible Markup Language) file format developed as an industry standard by OASIS (Organization for the Advancement of Structured Information Standards). These files can easily be unzipped and read by any text editor, and their framework is open and published.
- **You have a voice.** Enhancements, software fixes, and release dates are community-driven. You can join the community and affect the course of the product you use.

You can read more about LibreOffice and The Document Foundation on their websites at <http://www.libreoffice.org/> and <http://www.documentfoundation.org/>.

## Minimum requirements

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LibreOffice 4.2 requires one of the following operating systems:

- **Microsoft Windows** XP, Vista, Windows 7, or Windows 8
- **GNU/Linux** Kernel version 2.6.18, glibc2 v2.5 or higher, and gtk v2.10.4 or higher
- **Mac OS X** 10.6 (Snow Leopard) or higher for LibreOffice 4.1 and 4.2; for LibreOffice versions up to 4.0, Mac OS X 10.4 or higher

Administrator rights are needed for the installation process.

Some LibreOffice features (wizards and the HSQLDB database engine) require that the Java Runtime Environment (JRE) is installed on your computer. Although LibreOffice will work without Java support, some features will not be available.

For a more detailed listing of requirements, see the LibreOffice website, <http://www.libreoffice.org/download/system-requirements/>.

## How to get the software

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The software can be downloaded from <http://www.libreoffice.org/download>. You can also download the software by using a Peer-to-Peer client, such as BitTorrent, at the same address.

Linux users will find LibreOffice included in many of the latest Linux distributions; Ubuntu is just one example.

## How to install the software

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

## Extensions and add-ons

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Extensions and add-ons are available to enhance LibreOffice. Several extensions are installed with the program and you can get others from the official extensions repository, <http://extensions.libreoffice.org/>. See *Chapter 14 Customizing LibreOffice* for more information on installing extensions and add-ons.

## Starting LibreOffice

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The most common way to launch any component of LibreOffice is by using the system menu, the standard menu from which most applications are started. On Windows, it is called the Start menu. On GNOME, it is called the Applications menu. On KDE it is identified by the KDE logo. On Mac OS X, it is the Applications menu. On Windows 8 you will see tiles on the Start screen, which has replaced the Start menu.

When LibreOffice was installed on your computer, a menu entry for LibreOffice and each LibreOffice component was added to your system menu if your computer uses a Linux or Windows operating system. On computers operating Mac OS X, only a menu entry for LibreOffice is added to the Applications menu.

Clicking on the LibreOffice menu entry or tile opens the LibreOffice Start Center (Figure 1) from where you can select the individual components of LibreOffice. You can also select to open an existing file or use a template.

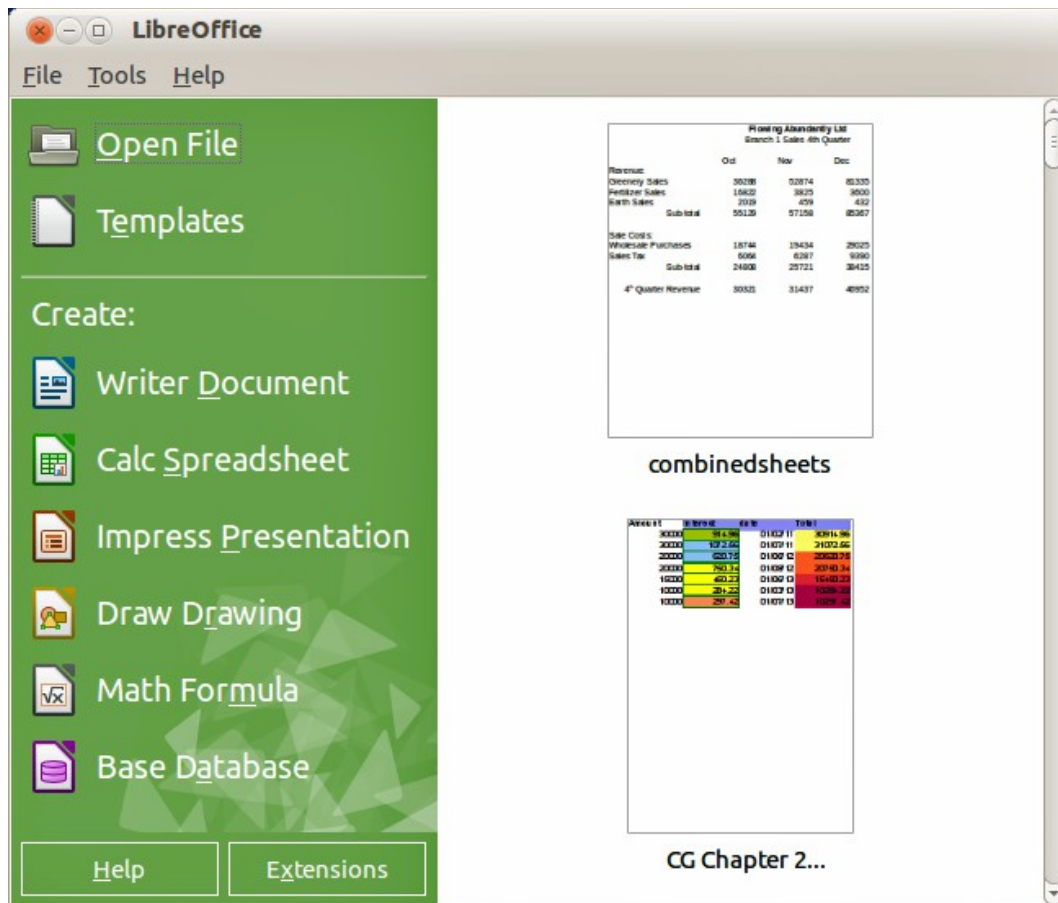


Figure 1: LibreOffice Start Center

## Starting from an existing document

You can start LibreOffice by double-clicking the filename of an ODF document in a file manager such as Windows Explorer. The appropriate component of LibreOffice will start and the document will be loaded.

If Microsoft Office is installed on your computer and you have associated Microsoft Office file types with LibreOffice, when you double-click on the file:

- For a Word file (\*.doc or \*.docx), it opens in Writer.
- For an Excel file (\*.xls or \*.xlsx), it opens in Calc.
- For a PowerPoint file (\*.ppt or \*.pptx), it opens in Impress.

If you did not associate the file types and Microsoft Office is installed on your computer, then when you double-click on a Microsoft Office file, it opens using the appropriate Microsoft Office component.

For more information on opening files, see “Opening existing documents” on page 15.

## Quickstarter

When LibreOffice is installed on computers running Windows or Linux, a Quickstarter feature may also be installed. When Quickstarter is activated, the necessary library files are loaded when the computer system is started, resulting in a shorter startup time for LibreOffice components.

Computers with a Mac operating system do not have a Quickstarter.



## Activating Quickstarter

On computers operating a Linux or Windows operating system, the default installation of LibreOffice does not set the Quickstarter to load automatically. To activate it:

- 1) Open LibreOffice.
- 2) Go to **Tools > Options > LibreOffice > Memory** on the menu bar and select *Load LibreOffice during system start-up* (if using Windows) or select *Enable systray Quickstarter* (if using Linux).
- 3) Close and restart LibreOffice to have Quickstarter appear.

## Using Quickstarter on Windows or Linux

After Quickstarter has been activated, an icon  is installed into the system tray at the bottom of the display. Quickstarter is then available at all times, whether LibreOffice is open or not.

To start a LibreOffice component directly by using Quickstarter:

- 1) Right-click the **Quickstarter** icon in the system tray to open a pop-up menu (Figure 2).
- 2) Select the LibreOffice component you want to open to create a new document, or select **From Template** to open the Template Manager, or select **Open Document** to open an existing document.

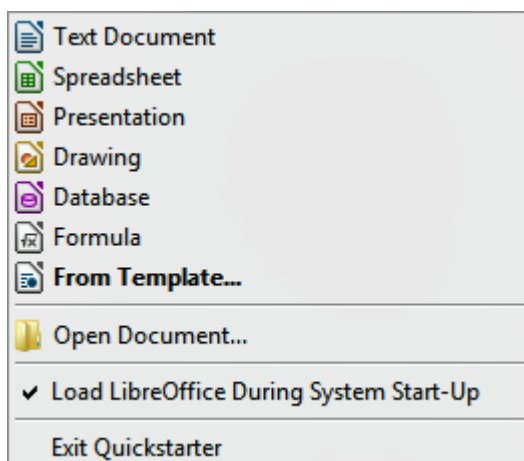


Figure 2: Quickstarter menu in Windows

## Disabling Quickstarter

To temporarily close Quickstarter on a computer using a Windows operating system, right-click on the **Quickstarter** icon in the system tray and select **Exit Quickstarter** in the pop-up menu. However, when the computer is restarted, Quickstarter will be loaded again.

To prevent the Quickstarter from loading during system startup, do one of the following:

- Right-click on the **Quickstarter** icon and deselect **Load LibreOffice during system start-up** on the pop-up menu (on Windows) or select **Disable systray Quickstarter** (on Linux).
- Go to **Tools > Options > LibreOffice > Memory** on the menu bar and deselect **Load LibreOffice during system start-up** (on Windows) or deselect **Enable systray Quickstarter** on Linux.

## Reactivating Quickstarter

If Quickstarter has been disabled, you can reactivate it by using the instructions given in “Activating Quickstarter” above.

## Parts of the main window

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The main window is similar for each component of LibreOffice, although some details vary. See the relevant chapters in this guide about Writer, Calc, Draw, and Impress for descriptions of those details.

Common features include the menu bar, standard toolbar, and formatting toolbar at the top of the window and the status bar at the bottom.

### Menu bar

The *menu bar* is located across the top of the LibreOffice window, just below the title bar. When you select one of the menus listed below, a sub-menu drops down to show commands.

- **File** – contains commands that apply to the entire document such as Open, Save, and Export as PDF.
- **Edit** – contains commands for editing the document such as Undo: xxx (where xxx is the command to undo) and Find & Replace. It also contains commands to cut, copy, and paste selected parts of your document.
- **View** – contains commands for controlling the display of the document such as Zoom and Web Layout.
- **Insert** – contains commands for inserting elements into your document such as Header, Footer, and Picture.
- **Format** – contains commands, such as Styles and Formatting and AutoCorrect, for formatting the layout of your document.
- **Table** – contains all commands to insert and edit a table in a text document.
- **Tools** – contains functions such as Spelling and Grammar, Customize, and Options.
- **Window** – contains commands for the display window.
- **Help** – contains links to the LibreOffice Help file, What's This?, and information about the program.

### Toolbars

LibreOffice has two types of toolbars: docked (fixed in place) and floating. Docked toolbars can be moved to different locations or made to float, and floating toolbars can be docked.

In a default LibreOffice installation, the top docked toolbar, just under the menu bar, is called the *Standard* toolbar. It is consistent across the LibreOffice applications.

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

### Displaying or hiding toolbars

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

To close a toolbar, click on the X on the right of the toolbar title or go to **View > Toolbars** on the main menu bar and deselect the toolbar.

## Sub-menus and tool palettes

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

Tool palettes can be made into a floating toolbar. Figure 3 shows an example of a tool palette from the Drawing toolbar made into a floating toolbar. See “Moving toolbars” and “Floating toolbars” below for more information on moving and floating these toolbars created from tool palettes.

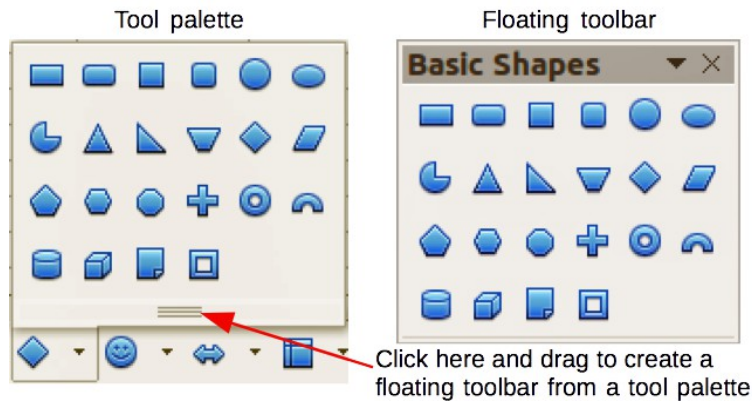


Figure 3: Example of tearing off a tool palette

## Moving toolbars

Docked toolbars can be undocked and moved to a new docked position or left as a floating toolbar.

- 1) Move the mouse cursor over the toolbar handle, which is the small vertical bar to the left of a docked toolbar and highlighted in Figure 4.
- 2) Hold down the left mouse button and drag the toolbar to the new location. The toolbar can be docked in a new position at the top, sides or bottom of the main window, or left as a floating toolbar.
- 3) Release the *mouse button*.
- 4) To move a floating toolbar, click on its title bar and drag it to a new floating location or dock the toolbar at the top or bottom of the main window.

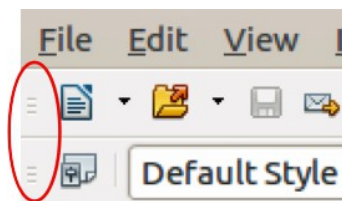


Figure 4: Toolbar handles

### Note

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

## Floating toolbars

LibreOffice includes several additional toolbars, whose default setting appear as floating toolbars in response to the current position of the cursor or selection. You can dock these toolbars to the top or bottom of the main window, or reposition them on your computer display (see “Moving toolbars” above).

Some of these additional toolbars are context sensitive and will automatically appear depending on the position of the cursor. For example, when the cursor is in a table, a *Table toolbar* appears, and when the cursor is in a numbered or bullet list, the *Bullets and Numbering* toolbar appears.

## 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 14 Customizing LibreOffice*. To access the customization options for a toolbar, right-click in an empty space between the icons on a toolbar to open a context menu as follows:

- To show or hide icons defined for the selected toolbar, click **Visible Buttons**. Visible icons on a toolbar are indicated by an outline around the icon (Figure 5) or by a check mark beside the icon, depending on your operating system. Select or deselect icons to hide or show them on the toolbar.

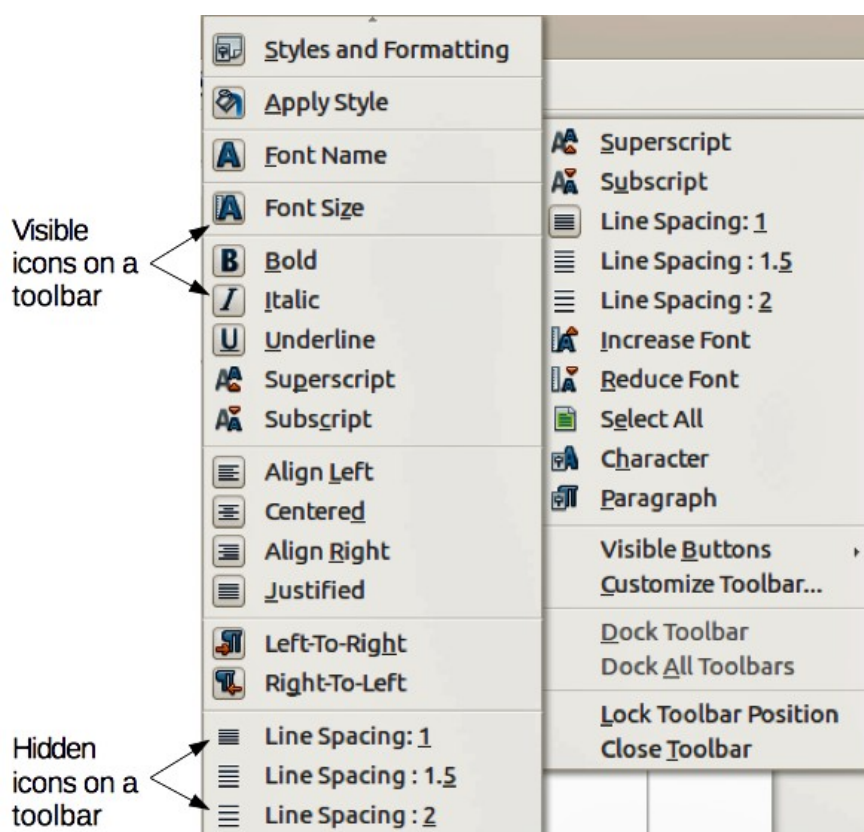


Figure 5: Selection of visible toolbar icons

- Click **Customize Toolbar** to open the Customize dialog, see *Chapter 14 Customizing LibreOffice* for more information.
- Click **Dock Toolbar** to dock the selected toolbar. By default, a toolbar will dock at the top of the workspace. You can reposition the toolbar to a different docked position, see “Moving toolbars” on page 11.
- Click **Dock All Toolbars** to dock all floating toolbars. By default, toolbars will dock at the top of the workspace. You can reposition the toolbars to different docked positions, see “Moving toolbars” on page 11.
- Click **Lock Toolbar Position** to lock a docked toolbar into its docked position.
- Click **Close Toolbar** to close the selected toolbar.

## Docking/floating dialogs

When dialogs open, they are floating dialogs, unless they have been docked when LibreOffice was last opened. These floating dialogs can be docked by holding down the *Ctrl* key and double-clicking in a vacant area near the icons at the top of the floating dialog. The dialog will then dock in its last docked position on the workspace. After docking, you can resize the docked dialog and reposition in a new docked position.

To undock a docked dialog and make it floating, hold down the *Ctrl* key and double-click in a vacant area near the icons at the top of the docked dialog. Alternatively, click and hold in a vacant area near the icons at the top of the docked dialog and drag it to a floating position.

## Context menus

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

## Status bar

The status bar is located at the bottom of the workspace provides information about the document and convenient ways to quickly change some features. It is similar in Writer, Calc, Impress, and Draw, but each LibreOffice component includes some component-specific items. An example of the Writer status bar is shown in Figure 6.

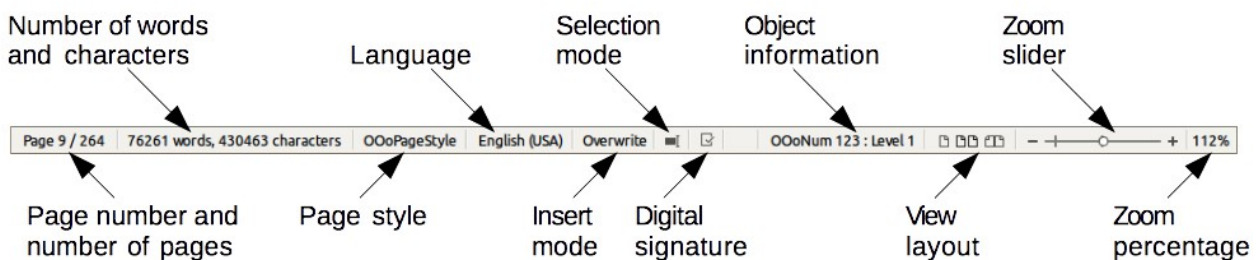


Figure 6: Example status bar from Writer

### Page, sheet, or slide number and page count

Shows the current page, sheet, or slide number and the total number of pages, sheets, or slides in the document. Double-click on this field to open the Navigator. Other uses of this field depend on the LibreOffice component.

### Words and characters

Shows the total number of words and characters in the document or in the selection.

### Page style or slide design

Shows the current page style or slide design. To edit the current page style or slide design, double-click on this field.

### Language

Shows the current language of the whole document.

### Insert mode

Shows the type of insert mode the program is in. This field is blank if the program is in Insert mode. Each time the *Ins* key is pressed the mode toggles between Insert and Overwrite.

### Unsaved changes

An icon appears here if changes to the document have not been saved.

### Digital signature

If the document has been digitally signed, an icon shows here. You can double-click the icon to view the certificate.

### Object information

Displays information relevant to the position of the cursor or the selected element of the document. Double-clicking in this area usually opens a relevant dialog.

### View layout

Select between Single Page, Multiple Pages and Double Sided Pages on how your document is displayed.

### Zoom slider

Drag the Zoom slider, or click on the + and – signs to change the view magnification of your document.

### Zoom percentage

Indicates the magnification level of the document. Right-click on the percentage figure to open a list of magnification values from which to choose. Double-clicking on this percentage figure opens the **Zoom & View Layout** dialog.

## Sidebar

To activate the Sidebar, select **View > Sidebar** from the Menu Bar. The sidebar is located on the right side of the edit views of Writer, Calc, Impress, and Draw. It contains one or more panels, based on the current document context. Panels are organized into decks. A tab bar on the right side of the sidebar allows you to switch between different decks.

All components contain the Properties, Styles and Formatting, Gallery, and Navigator decks. Some components have additional decks, such as Master Pages, Custom Animation, and Slide Transition for Impress and Functions for Calc.

A panel is like a combination of a toolbar and a dialog. For example, you can freely mix working in the main edit window to enter text and use the Properties panel in the sidebar to change text attributes.

Tool bars and sidebar panels share many functions. For example, the buttons for making text bold or italic exist in both the Formatting toolbar and the Properties panel.

For more detail, see the Sidebar explanation in the relevant LibreOffice component's user guide.

## Starting new documents

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You can start a new, blank document in LibreOffice in several ways.

When LibreOffice is open but no document is open, the Start Center (Figure 1 on page 8) is shown. Click one of the icons to open a new document of that type, or click the **Templates** icon to start a new document using a template.

You can also start a new document in one of the following ways:

- Use **File > New** on the menu bar and select the type of document from the context menu.
- Use the keyboard shortcut **Ctrl+N** to create a new document. The type of document created depends on which LibreOffice component is open and active. For example, if Calc is open and active, a new spreadsheet is created.




- Use **File > Wizards** on the menu bar and select the type of document from the context menu.
- If a document is already open in LibreOffice, click the **New** icon on the Standard toolbar and a new document of the same type is created in a new window. For example, if Calc is open and active, a new spreadsheet is created. The New icon changes depending on which component of LibreOffice is open.
- If a document is already open in LibreOffice, click on the small triangle to the right of the **New** icon on the Standard toolbar and select the type of document from the context menu that opens.
- On Windows or Linux, use the Quickstarter feature included with LibreOffice. See “Quickstarter” on page 8 for more information.

### Note

If all documents are closed without closing LibreOffice, then the Start Center will be displayed.

## Opening existing documents

You can also open an existing document in one of the following ways:

- When no document is open, click **Open File** in the Start Center to reach the Open dialog.
- Go to **File > Open** on the menu bar to reach the Open dialog.
- Use the keyboard shortcut **Ctrl+O** to reach the Open dialog.
- If a document is already open, click the **Open** icon  on the Standard toolbar and select from a list of available documents from the Open dialog.
- Click the small triangle to the right of the **Open** icon and select from a list of recently opened documents.
- When no document is open, double-click on a thumbnail 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.

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

In the Open dialog, you can reduce the list of files 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 (including .odt, .doc, .txt); if you choose **Spreadsheets**, you will see .ods, .xls, and other files that Calc opens.

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. LibreOffice has to be associated with file types that are not ODF files for the appropriate LibreOffice component to open.

### Note

You can choose whether to use the LibreOffice Open/Save dialogs or the ones provided by your computer's operating system. See “Open and Save As dialogs” on page 18 for more information.


## Saving documents

You can save documents as follows:

- **Save** command – use if you are keeping the document, its current filename and location.
- **Save As** command – use if you want to create a new document, or change the filename and/or file format, or save the file in a different location on your computer.
- Password protection – use if you want to restrict who can open and read the document, or open and edit the document.

### Save command

To save a document if you are keeping the document, its current filename and location, do one of the following:

- Use the keyboard shortcut *Ctrl+S*.
- Go to **File > Save** on the main menu bar.
- Click the **Save icon**  on the Standard toolbar.

Using the Save command will overwrite the last saved version of the file.

### Save As command

To save a document if you want to create a new document, or change the filename and/or file format, or save the file in a different location on your computer:

- Use the keyboard shortcut *Ctrl+Shift+S*.
- Go to **File > Save As** on the main menu bar.

When the **Save As** dialog (Figure 7) or **Save** dialog opens, enter the file name, change the file type (if applicable), navigate to a new location (if applicable), and click **Save**.

The dialog that opens when using the **Save As** command depends on the options that have been set in LibreOffice. See “Open and Save As dialogs” on page 18 for more information.

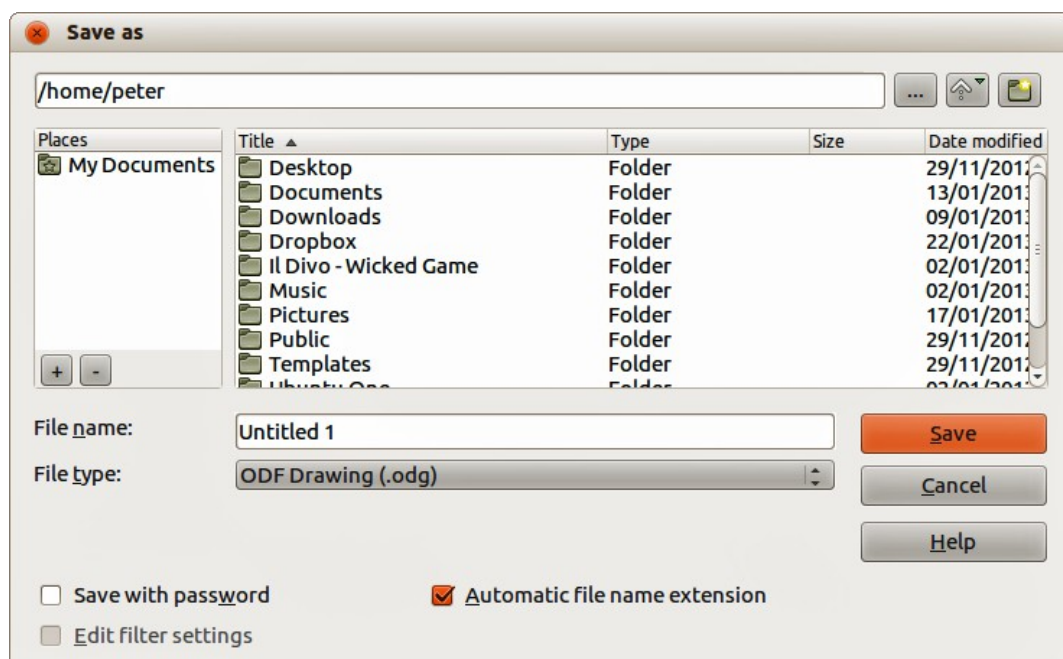


Figure 7: Example of LibreOffice Save As dialog



## Password protection

To protect a document and restrict who can open and read the document, or open and edit the document, you have to use password protection.

- 1) Using the Save As command above, select the **Save with password** option in the Save As dialog or Save dialog.
- 2) Click **Save** and the **Set Password** dialog opens (Figure 8).
- 3) In *File encryption password*, enter a password to open the document and then enter the same password as confirmation.
- 4) To restrict who can edit the document, click the **More Options** button. This button changes to **Fewer Options** when clicked.
- 5) In *File sharing password*, select **Open file read only** and enter a password to allow editing and then enter the same password as confirmation.
- 6) Click **OK** and the dialog closes. If the passwords match, the document is saved password protected. If the passwords do not match, you receive an error message.

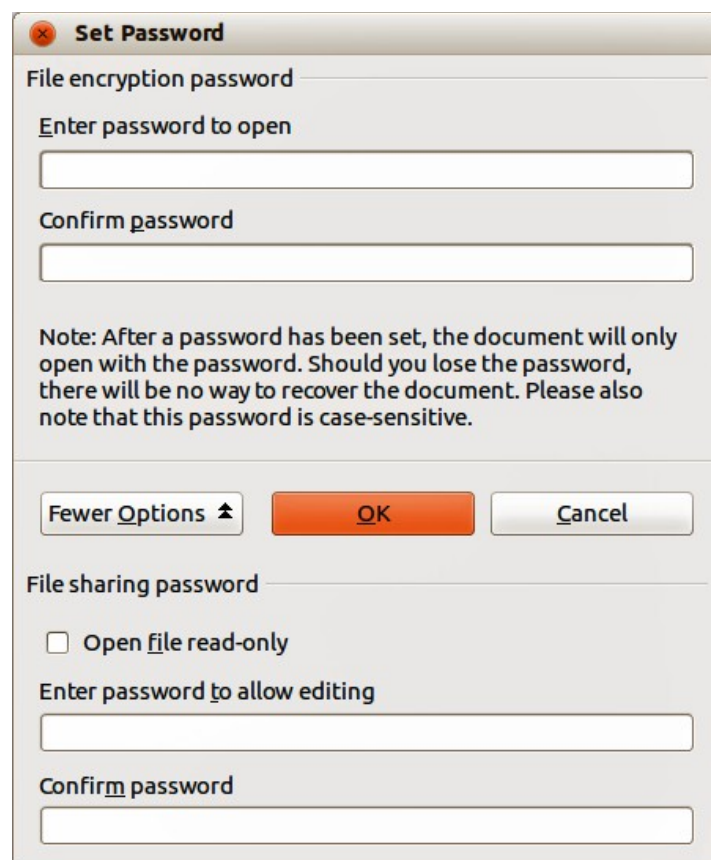
The image shows the 'Set Password' dialog box in LibreOffice. It has a title bar with a close button and the text 'Set Password'. The dialog is divided into two main sections. The top section is titled 'File encryption password' and contains two text input fields: 'Enter password to open' and 'Confirm password'. Below these fields is a note: 'Note: After a password has been set, the document will only open with the password. Should you lose the password, there will be no way to recover the document. Please also note that this password is case-sensitive.' Below the note are three buttons: 'Fewer Options' with an upward arrow, an orange 'OK' button, and a 'Cancel' button. The bottom section is titled 'File sharing password' and contains a checkbox labeled 'Open file read-only'. Below the checkbox are two more text input fields: 'Enter password to allow editing' and 'Confirm password'.

Figure 8: Set Password dialog

### Caution



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

## Changing the password

When a document is password-protected, you can change the password while the document is open. Go to **File > Properties > General** on the menu bar and click the **Change Password** button in the Properties dialog. This opens the Set Password dialog where you can enter a new password.

## Saving documents automatically

LibreOffice can save files automatically as part of the **AutoRecovery** feature. Automatic saving, like manual saving, overwrites the last saved state of the file. To set up automatic file saving:

- 1) Go to **Tools > Options > Load/Save > General** on the menu bar.
- 2) Select **Save AutoRecovery information every** and set the time interval.
- 3) Click **OK**.

## Renaming and deleting files

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You can rename or delete files within the LibreOffice dialogs, just as you can in a file manager. Select a file and then right click to open a context menu. Select either **Delete** or **Rename**, as appropriate. However, you cannot copy or paste files within the dialogs.




## Open and Save As dialogs

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You can choose whether to use the LibreOffice Open and Save As dialogs or the ones provided by your operating system.

- To use LibreOffice dialogs for saving or opening files, go to **Tools > Options > LibreOffice > General** and check the option **Use LibreOffice dialog boxes**. An example of a LibreOffice dialog is shown in Figure 7 on page 16.
- To use the operating system dialogs for saving or opening files, go to **Tools > Options > LibreOffice > General** and uncheck the option **Use LibreOffice dialog boxes**.

The three icons in the top right of the LibreOffice Open and Save As dialogs are as follows:

- **Connect To Server**  – a dialog opens allowing you to connect to a network server if the file you want is not located on your computer.
- **Up One Level**  – moves up one folder in the folder hierarchy. Click and hold the mouse button on this icon to display a drop down a list of higher level folders. Move the cursor over a higher level folder and release the mouse button to navigate to that folder
- **Create New Folder**  – creates a new sub-folder in the folder that is displayed in the dialog.


Use the **File type** field to specify the type of file to be opened or the format of the file to be saved.

The **Read-only** option on the Open dialog opens the file for reading and printing only. Most of the icons and most menu options are disabled on the toolbars. The **Edit File** icon  becomes active on the Standard toolbar. Click on this icon to open the file for editing.

## Using the Navigator

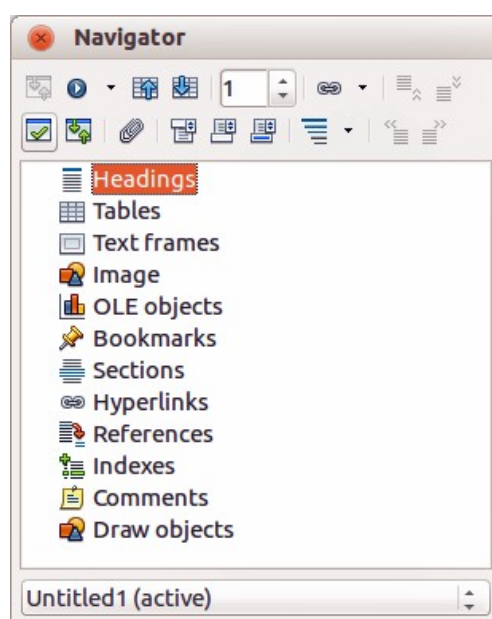
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The LibreOffice Navigator lists objects contained within a document, collected into categories. For example, in Writer it shows Headings, Tables, Text frames, Comments, Graphics, Bookmarks, and other items, as shown in Figure 9. In Calc it shows Sheets, Range Names, Database Ranges, Graphics, Drawing Objects, and other items. In Impress and Draw it shows Slides, Pictures, and other items.

To open the Navigator, click the **Navigator** icon  on the Standard toolbar, or press the *F5* key, or go to **View > Navigator** on the menu bar.

You can dock the Navigator to either side of the main LibreOffice window or leave it floating (see “Docking/floating dialogs” on page 13 for more information).

Click the marker (+ or triangle) by any of the categories to display the list of objects in that category.



*Figure 9: Navigator in Writer*


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

- When a category is showing the list of objects in it, double-click on an object to jump directly to that object location in the document.
- Objects are much easier to find if you have given them recognizable names when creating them, instead of keeping the LibreOffice default names, for example Sheet1, Table1, Table2, and so on. The default names may not correspond to the actual position of the object in the document.
- Each Navigator in the individual LibreOffice components has a different range of functions and these functions are further explained in the appropriate user guides for each LibreOffice component.


## Undoing and redoing changes

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To undo the most recent change in a document, use the keyboard shortcut *Ctrl+Z*, or click the

**Undo** icon  on the Standard toolbar, or go to **Edit > Undo** on the menu bar. Click the small triangle to the right of the **Undo** icon to get a list of all the changes that can be undone. You can select multiple changes and undo them at the same time.

After changes have been undone, you can redo changes. To redo a change use the keyboard

shortcut *Ctrl+Y*, or click the **Redo** icon , or go to **Edit > Redo** on the menu bar. As with Undo, click on the triangle to the right of the arrow to get a list of the changes that can be reapplied.

To modify the number of changes LibreOffice remembers, go to **Tools > Options > LibreOffice > Memory** on the menu bar. In the Undo section increase or decrease the **Number of steps**. Be aware that asking LibreOffice to remember more changes consumes more computer memory.

## Closing a document

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If only one document is open and you want to close that document, go to **File > Close** on the menu bar or click on the X on the right side of the menu bar. The document closes and the LibreOffice Start Center opens.

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 on the X on the title bar of that document's window. The X may be located on either the right or left end of the title bar.

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

### Caution



Not saving your document could result in the loss of recently made changes, or worse still, the entire file.

## Closing LibreOffice

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To close LibreOffice completely, go to **File > Exit** on the menu bar in Windows and Linux operating systems. In a Mac operating system, go to **LibreOffice > Quit LibreOffice** on the menu bar.

When you close the last document using the X on the Title bar of the window, then LibreOffice will close completely. A Mac operating system does not have this function; instead, you need to go to **LibreOffice > Quit LibreOffice** on the menu bar.

You can also use a keyboard shortcut as follows:

- In Windows and Linux – *Ctrl+Q*
- In Mac OS X – *Command ⌘+Q*

If any documents have not been saved since the last change, a message box is displayed. Choose whether to save or discard your changes.