



**LibreOffice**  
Community



## Getting Started Guide 7.2

### *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](mailto: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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## Publication date and software version

Published September 2021. Based on LibreOffice 7.2 Community.  
Other versions of LibreOffice may differ in appearance and functionality.

## 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 document. For a detailed list, see the application Help.

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
Right-click	<i>Control</i> +click or right-click depending on computer setup	Open a context menu
<i>Ctrl</i> (Control)	⌘ (Command)	Used with other keys
<i>F11</i>	⌘+T	Open the Styles deck in the Sidebar

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## Who is this book for?

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

## What's in this book?

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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

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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 online 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** on 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 also includes links to other LibreOffice information and support facilities. The options marked by a † sign in the list below 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 copies of user guides and other useful information.
- **Show Tip of the Day** Opens a small window with a random tip on how to use LibreOffice.
- **Search Commands** Opens a window where you can type a few letters or the name of a Menu bar command, to quickly find where the command is located. Clicking on a command in the resulting list may open a relevant dialog or have other effects.

- **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.
- **Get Involved** ‡ Opens your default browser at the Get Involved page of the LibreOffice website, <https://www.libreoffice.org/community/get-involved/>. There you can choose a topic of interest to help improve the program.
- **Donate to LibreOffice** ‡ Opens your default browser at the Donation page of the LibreOffice website, <https://donate.libreoffice.org/>. There you can choose to 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 item is under **LibreOffice** on the Menu bar.)

## Other free online support

The LibreOffice community not only develops software, but provides free, volunteer-based support. In addition to the Help menu links above, there are other online community support options available, see the table below.

<b>Free LibreOffice support</b>	
FAQs	Answers to frequently asked questions <a href="https://wiki.documentfoundation.org/Faq">https://wiki.documentfoundation.org/Faq</a>
Mailing lists	Free community support is provided by a network of experienced users <a href="https://www.libreoffice.org/get-help/ mailing-lists/">https://www.libreoffice.org/get-help/ mailing-lists/</a>
Questions & Answers and Knowledge Base	Free community assistance is provided in a Question & Answer format. Search similar topics or ask a new question in <a href="https://ask.libreoffice.org/en/questions">https://ask.libreoffice.org/en/questions</a> The service is available in several other languages; just replace /en/ with de, es, fr, ja, ko, nl, pt, tr, and many others in the web address above.
Native language support	The LibreOffice website in various languages <a href="https://www.libreoffice.org/community/nlc/">https://www.libreoffice.org/community/nlc/</a> Mailing lists for native languages <a href="https://wiki.documentfoundation.org/Local_Mailing_Lists">https://wiki.documentfoundation.org/Local_Mailing_Lists</a> Information about social networking <a href="https://wiki.documentfoundation.org/Website/Web_Sites_services">https://wiki.documentfoundation.org/Website/Web_Sites_services</a>
Accessibility options	Information about available accessibility options <a href="https://www.libreoffice.org/get-help/accessibility/">https://www.libreoffice.org/get-help/accessibility/</a>

## 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/>

For schools, educational and research institutions, and large organizations, see <https://www.libreoffice.org/download/libreoffice-in-business/>.

## What you see may be different

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### 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.

Also, some of the dialogs may be different because of the settings selected in LibreOffice. In some cases (mainly Open, Save, and Print dialogs), you can choose to use dialogs from your computer's operating system or from LibreOffice. To change which dialogs are used, go to **Tools > Options > LibreOffice > General** and select or deselect the option **Use LibreOffice dialogs**.

### Icons

The LibreOffice community has created icons for several icon sets: Breeze, Colibre, Elementary, Karasa Jaga, Sifr, and Sakapura; some are also available in a dark version. As a user, you can select your own preferred set. The icons in this guide have been taken from a variety of LibreOffice installations that use different sets of icons. The icons for some of the many tools available in LibreOffice may differ from the ones used in this guide.

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

### Notes

Some Linux distributions include LibreOffice as part of the installation and may not include all the icon sets mentioned above. You should be able to download other icon sets from the software repository for your Linux distribution if you wish to use them.

The Galaxy, Oxygen, and Tango icon sets are no longer included as part of the standard installation package. You can download and install them as extensions from <https://extensions.libreoffice.org/en/extensions/>.

Some of the previously included gallery sets are now available only as extensions; see <https://extensions.libreoffice.org/?Tags%5B%5D=49> or search for specific ones. For example, the People Gallery is available from <https://extensions.libreoffice.org/en/extensions/show/people-gallery>

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## Using LibreOffice on macOS

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<i>F11</i>	⌘+T	Open the sidebar Styles deck

## 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 to use to specify how to carry out an action. The technical names for common controls are shown in Figure 1. In most cases the technical terms are not used in this book, but it is useful to know them because the Help and other sources of information often use them.

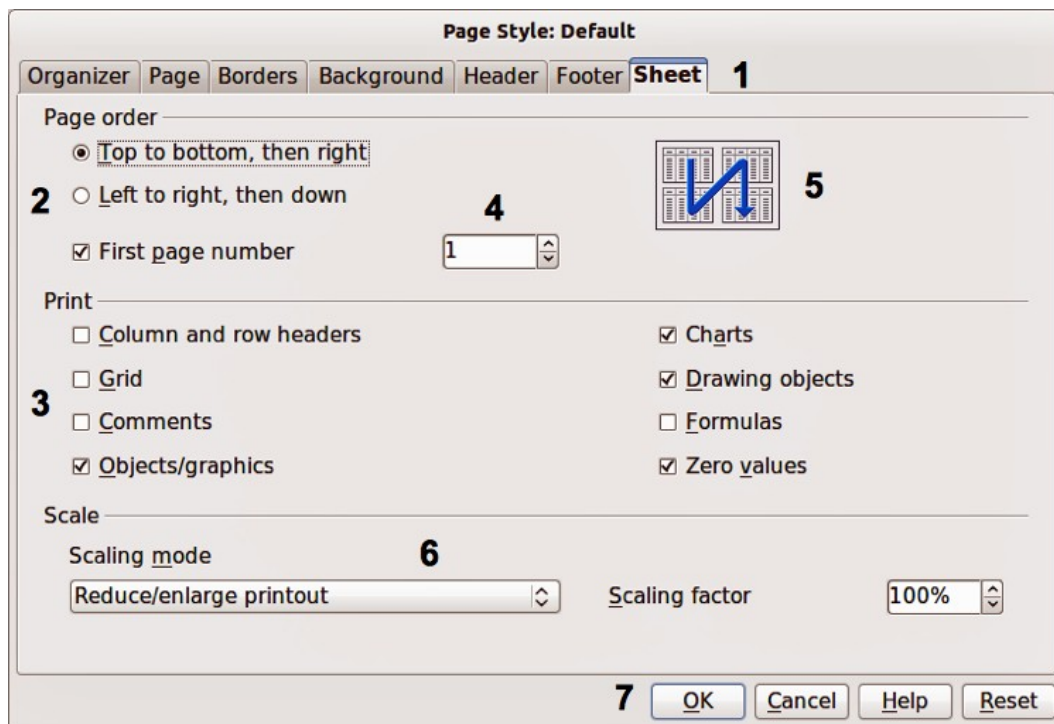


Figure 1: Dialog showing common controls

- 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 adjacent text box, 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 the document. An example of this type is the Find & Replace dialog.

## Frequently asked questions

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### How is LibreOffice licensed?

LibreOffice is distributed under the Open Source Initiative (OSI) approved Mozilla Public License (MPL). See <https://www.libreoffice.org/about-us/licenses/>

It is based on code from Apache OpenOffice made available under the Apache License 2.0 but also includes software that differs from version to version under a variety of other Open Source licenses. New code is available under LGPL 3.0 and 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 for more than 80%, both UI and Help) into over 46 languages, so your language probably is supported. Localization is well under way for another 30+ languages (50-80%) and for another 50+ languages help is more than welcome. In addition, over 70 spelling, hyphenation, and thesaurus dictionaries are 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](http://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 MPL and/or LGPL. Read the licenses: <https://www.mozilla.org/MPL/2.0/>.

### 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.

Java is available at no cost. More information and download links to the appropriate edition for your operating system can be found at: <https://java.com/en/download/manual.jsp>

### Note

If you want to use LibreOffice features that require Java, it is important that the correct 32-bit or 64-bit edition matches the installed version of LibreOffice. See the Advanced Options in Chapter 2 of this guide. If you do not want to use Java, you can still use nearly all of the LibreOffice features.

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



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Donate to LibreOffice: <https://www.libreoffice.org/donate/>

## What is new in LibreOffice 7.2 and in this user guide?

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LibreOffice 7.2 Community includes many changes not visible in the user interface. These changes include improved interoperability with Microsoft's proprietary file formats and performance improvements in handling large files, opening certain .docx and .xlsx files, managing font caching, and opening presentations and drawings that contain large images.

More information is in the announcement:

<https://blog.documentfoundation.org/blog/2021/08/19/libreoffice-7-2-community/> and in the Release Notes: <https://wiki.documentfoundation.org/ReleaseNotes/7.2>.

This user guide has been updated from *Getting Started Guide 7.1*. It covers some of the new features that are visible in the user interface, but not all; others are covered in the individual component guides.

### General

- Popup list to search for menu commands (**Help > Search Commands**; page 4)

- New list view for the templates dialog (Chapter 3)

- Built-in “Xray”-like UNO object inspector (Chapter 13)

### Writer

- Background fills can cover whole pages, beyond margins

- Page styles can now have a gutter margin

- Mail merge shows a warning about nonexistent data sources

- List terminology has changed in many dialogs

- Templates dialog has been improved

- Additional metadata features in Style Inspector

### Calc

- Can now filter by color in AutoFilter

- HTML tables listed in the External Data dialog now show captions

- “Fat cross” cursor is available in the options

- Paste Special dialog has been redesigned and a new “Formats Only” preset added

- Type can be selected in “Moving Average” trend lines

### Impress and Draw

- New templates

- Multiple columns now available in text boxes

- Direct access to the scaling factor via the status bar

New topics have been added to Chapter 13 (macros): a Calc macro, and the ScriptForge library.