



LibreOffice
Community



Draw Guide 7.4

Chapter 10, Printing, Exporting and Emailing

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Note

Everything sent to a mailing list, including email addresses and any other personal information that is written in the message, is publicly archived and cannot be deleted.

Publication date and software version

Published January 2023. Based on LibreOffice 7.4 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 used in this document. For a detailed list, see LibreOffice Help.

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
Right-click	<i>Control</i> +click, <i>Ctrl</i> +click, or right-click depending on computer setup	Open a context menu
<i>Ctrl</i> or <i>Control</i>	⌘ and/or <i>Cmd</i> or <i>Command</i> , depending on keyboard	Used with other keys
<i>Alt</i>	⌥ and/or <i>Alt</i> or <i>Option</i> depending on keyboard	Used with other keys
<i>F11</i>	⌘+T	Open the Styles deck in the Sidebar

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Introduction

The procedures in this chapter for printing, exporting and emailing drawings from LibreOffice Draw are examples only. Actual procedures do depend on the following:

- Type of computer.
- Computer operating system and software application being used.
- Type of printer connected to the computer.
- How the printer is connected to the computer.

✓ Note

Due to the different ways a computer can be setup, the print dialog that opens may differ from the dialogs shown in this chapter.

Default printer setup

Before printing any drawings from LibreOffice Draw, it is recommended to setup a default printer. An example printer setup procedure for LibreOffice Draw is as follows:

- 1) Go to **File > Printer Settings** on the Menu bar to open the Printer Setup dialog. An example Printer Setup dialog is shown in Figure 1.
- 2) Select the required printer from the printers listed in the *Name* drop-down list.
- 3) Click **OK** to save the printer selection and close the Printer Setup dialog.

Quick printing

To quickly print a document or drawing, without changing any print settings, click on **Print Directly** on the Standard toolbar (Figure 2) to send the entire document to the default printer that is defined for the computer.

If **Print Directly** is not visible on the Standard toolbar, it can be added as follows:

- 1) Right-click in an empty area on the Standard toolbar and select **Visible Buttons** from the context menu.
- 2) Select **Print Directly** from the list of available tools and the **Print Directly** tool is added to the Standard toolbar (highlighted in Figure 2).

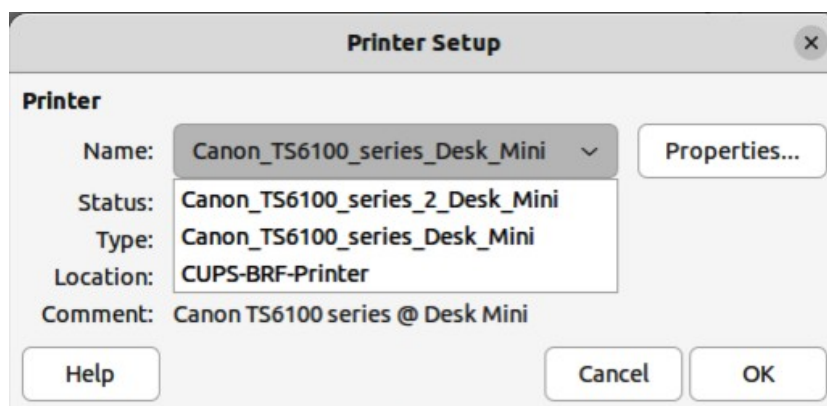


Figure 1: Example Printer Setup dialog



Figure 2: Standard toolbar — Print Directly installed

✓ Notes

The options selected in the Print dialog only apply to the printing of the current document that is open in Draw. To specify default print settings for LibreOffice, go to **Tools > Options > LibreOffice > Print** (macOS **LibreOffice > Preferences > LibreOffice > Print**) on the Menu bar to open the Options LibreOffice Print dialog.

Any print options selected in the Print dialog when printing from Draw overrides the default printer settings that have been set using **Tools > Options > LibreOffice > Print** (macOS **LibreOffice > Preferences > LibreOffice > Print**) and **Tools > Options > LibreOffice Draw > Print** (macOS **LibreOffice > Preferences > LibreOffice Draw > Print**).

Linux or Windows printing

For more control over printing when using a Linux, or Windows, open and use the Print dialog (Figure 3) using one of the following methods.

- Go to **File > Print** on the Menu bar.
- Use the keyboard shortcut *Ctrl+P*.
- Click on **Print** on the Standard toolbar.

General options

The following options are an example of what may be available on the **General** page of the Print dialog (Figure 3).

Printer

Select the printer to use from the printers available in the drop-down list.

Status:

Indicates if the selected printer is the default printer.

Properties

Click on **Properties** to open the properties dialog for the printer being used. The options available in this dialog depends on the type of printer connected to the computer and the computer operating system being used.

Range and Copies

All Pages

Prints all the pages in the document.

Selection

Prints the pages selected in LibreOffice Draw.

Pages

Select the page number(s) to print. For multiple pages, use the format 1, 3, 7 or 1 – 5, 7, 9 for page number selection.

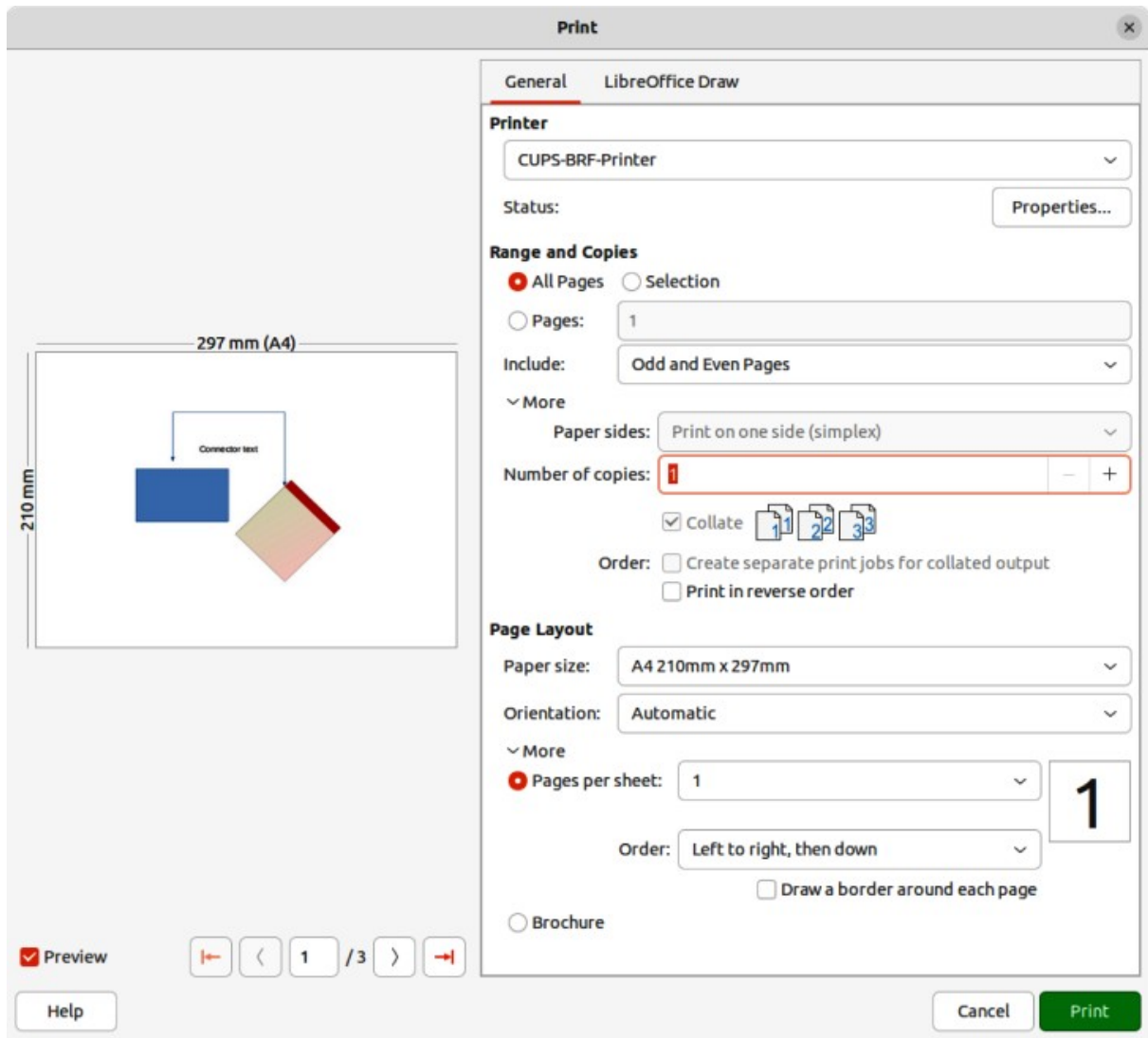


Figure 3: Print dialog — General page — Windows and Linux

Include

Select from the drop-down list *Odd and Even Pages*, *Odd Pages*, or *Even Pages*.

More > Paper sides

Select from the drop-down list *Print on one side (simplex)*, *Print on both sides (duplex long edge)*, or *Print on both sides (duplex short edge)*.

More > Number of copies

Enter number of printed copies required for the document.

More > Collate

Collates multiple printed copies into separate documents.

More > Order

Select from *Create separate print jobs for collated output* (only available when more than one copy is being printed), or *Print reverse order*.

Page Layout

Paper size

Select the paper size to use from drop-down list.

Orientation

Select from the drop-down list *Automatic*, *Portrait*, or *Landscape*.

More > Pages per sheet

Select from the drop-down list how many pages are printed on one sheet of paper.

More > Order

Select from the drop-down list the printing order of multiple pages on one sheet of paper.

More > Draw a border around each page

When multiple pages are printed on one sheet of paper, a border is drawn around each page.

More > Brochure

Prints the document so the pages can be folded into a brochure or booklet.

LibreOffice Draw options

The following options are available on the LibreOffice Draw page of the Print dialog (Figure 4) providing options that are only specific to the current drawing being printed:

Contents

When selected prints the *Page name* and/or *Date and time* on the drawing.

Color

Prints the drawing in *Original colors*, *Grayscale*, or *Black & white*.

Size

Print the drawing using one of the following options:

Original size

Prints the drawing using its original size.

Fit to printable page

Drawing size is changed so that it fits on the paper size used for printing.

Distribute on multiple sheets of paper

Used if the drawing is too large for the paper size being used.

Tile sheet of paper with repeated pages

Used to print multiple copies of a drawing on a page.

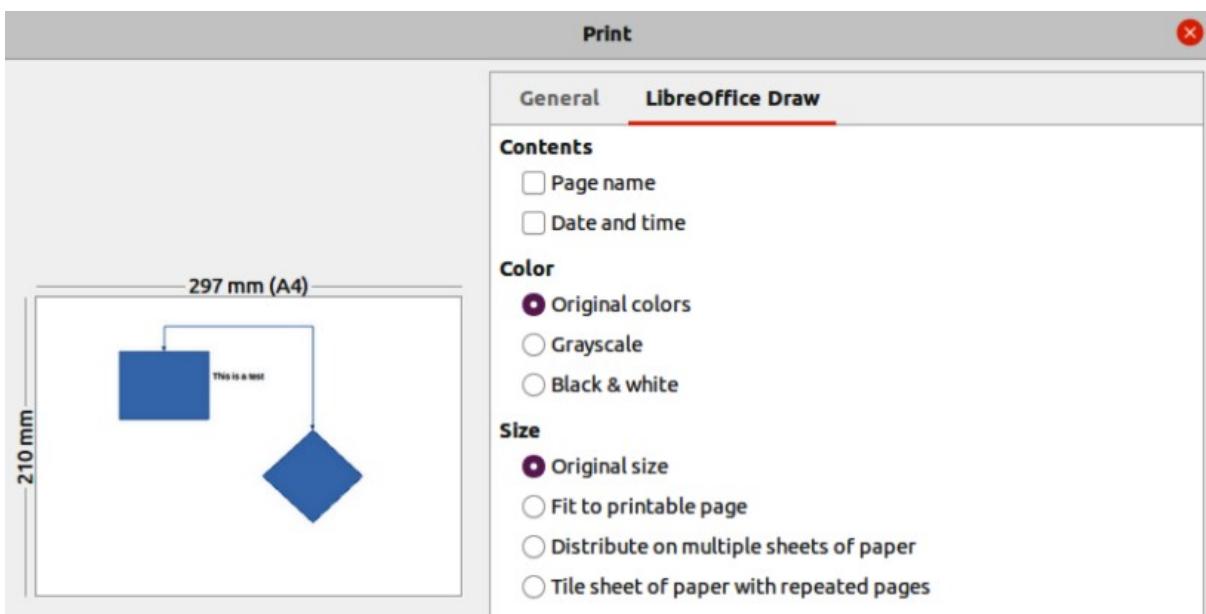


Figure 4: Print dialog — LibreOffice Draw page — Windows or Linux

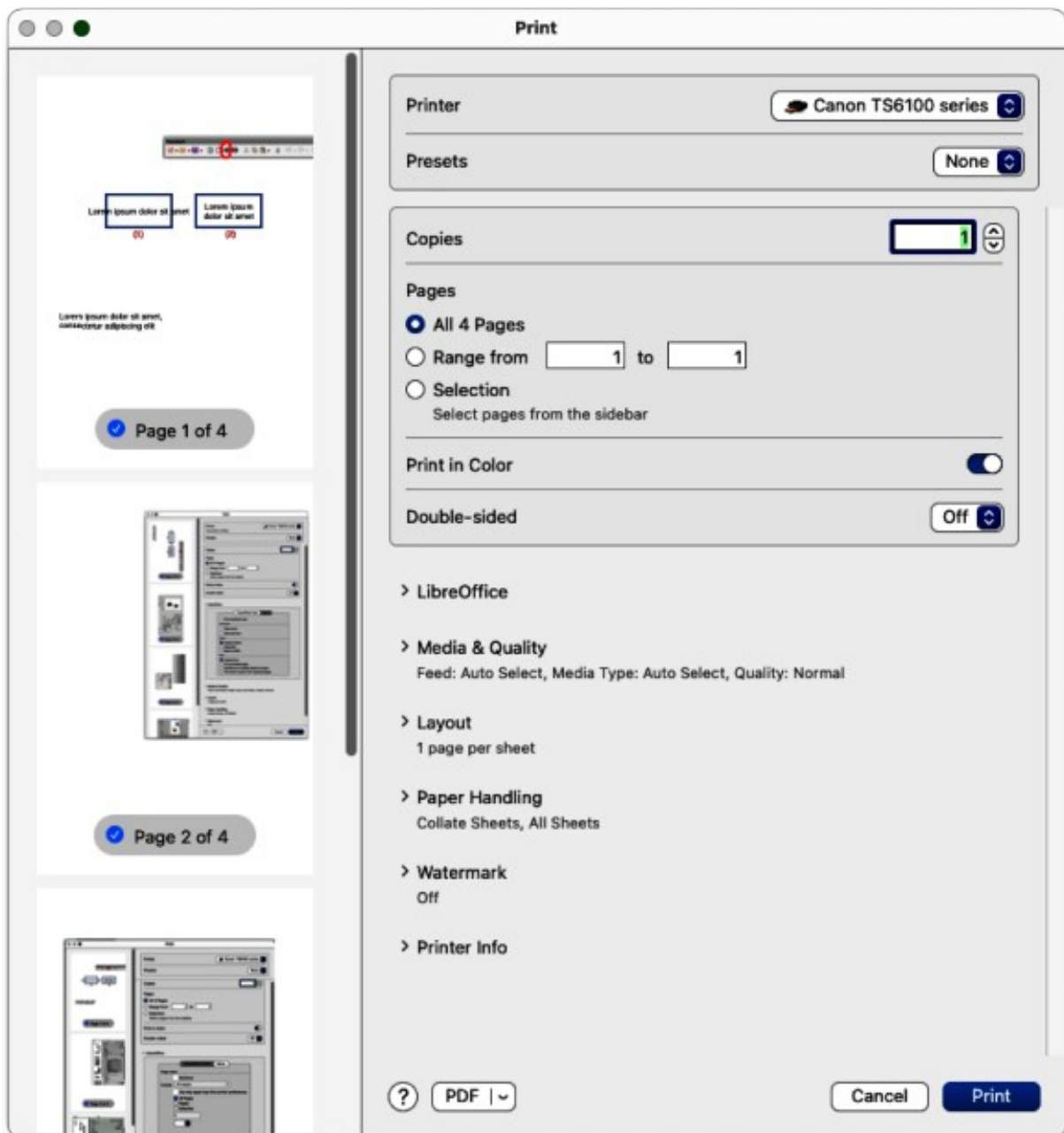


Figure 5: Print dialog — General printing — macOS

macOS printing

For more control over printing using macOS, open and use the Print dialog (Figure 5) using one of the following methods.

- Go to **File > Print** on the Menu bar.
- Use the keyboard shortcut **⌘+P**.
- Click on **Print** on the Standard toolbar.

General printing options

The Print dialog in macOS has the following options available for general printing (Figure 5).

Printer

Select the printer to be used from the drop-down list. If the default printer is being used, then this printer will already be selected.

Presets

Select from the drop-down list a printing preset. The presets available depend on the type of printer connected to the computer. This also includes any custom presets that have been created.

Copies

Enter the number of copies to be printed.

Pages

All

Prints all the pages in the document.

Range from

Select a range of page number(s) to print.

Selection

Select the pages to print from the **Pages** pane.

Print in Color

Select this option to print the drawing in color if the printer selected is capable of color printing. Deselect this option to print the drawing in monochrome.

Double-sided

Select this option to print the drawing double sided if the printer selected is capable of double sided printing.

On

When selected, prints the drawing pages double-sided using long edge binding.

On (Short)

When selected, prints the drawing pages double-sided using short edge binding.

Media & Quality

Click on this option to open a drop-list down with the following options for media and quality.

Feed from

Select from the drop-down list the paper tray to use if the printer has more than one paper tray.

Media Type

Select from the drop-down list the paper type that has been loaded into the paper tray being used, for example Envelope, Photo, Plain Paper.

Quality

Select the level of printing quality required.

Layout

Click on this option to open a drop-list down with the following options for the document printing layout.

Pages per sheet

Select from the drop-down list how many pages are printed on one sheet of paper.

Layout Direction

Select the printing order of multiple pages on one sheet of paper.

Border

When multiple pages are printed on one sheet of paper, a border is drawn around each page.

Reverse page orientation

If LibreOffice prints the pages in the wrong order, select this option and print the document again.

Flip horizontally

If LibreOffice prints the pages in the wrong orientation, select this option and print the document again.

Paper Handling

Click on this option to open a drop-list with the following options for paper handling when printing multiple page documents.

Collate Sheets

When selected collates multiple printed copies into separate documents.

Pages to Print

Select which pages in the document to print from the drop-down list: *All pages*; *Odd only*; *Even only*.

Page Order

Select the page printing order from the drop-down list: *Automatic*; *Normal*; *Reverse*.

Scale to fit paper size

Adjusts the printed page to fit the paper size.

Destination Paper Size

Select a paper size from the options available in the drop-down list. Only available if *Scale to fit paper size* has been selected.

Scale Down Only

Scales down the drawing to fit the page size. Only available if the selected page size is smaller than the drawing size.

Watermark

Provides options to print watermark text on the drawing pages, for example *Confidential* if the document is of a sensitive nature.

LibreOffice Draw printing

Click on LibreOffice to open the printing options available for LibreOffice Draw (Figure 6).

Print selection only

Prints the selected pages in **Pages** pane.

Contents

Prints the *Page name* and/or *Date and time* on the drawing.

Color

Prints the drawing in *Original colors*, *Grayscale*, or *Black & white*.

Size

Prints the drawing using one of the following options:

Original size

Prints the drawing using its original size.

Fit to printable page

Drawing size is changed so that it fits on the paper size used for printing.

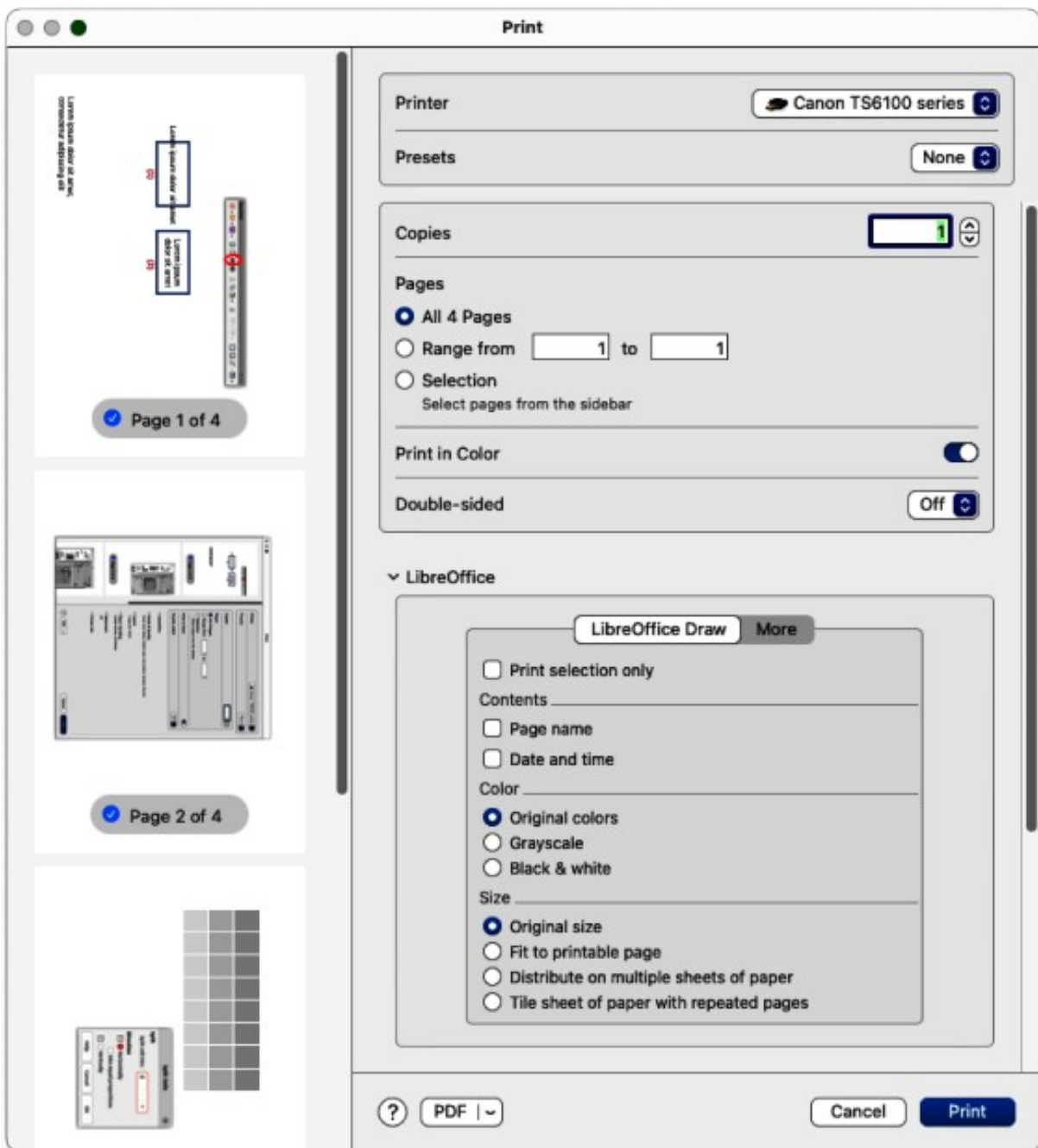


Figure 6: Print dialog — LibreOffice Draw options — macOS

Distribute on multiple sheets of paper

Used if the drawing is too large for the paper size being used.

Tile sheet of paper with repeated pages

Used to print multiple copies of a drawing on a page.

LibreOffice Draw More options

To access more printing options in LibreOffice Draw, click on **More** to open the **More** page for more LibreOffice Draw options (Figure 7).

Brochure

When selected, prints the document so the pages can be folded into a brochure or booklet.

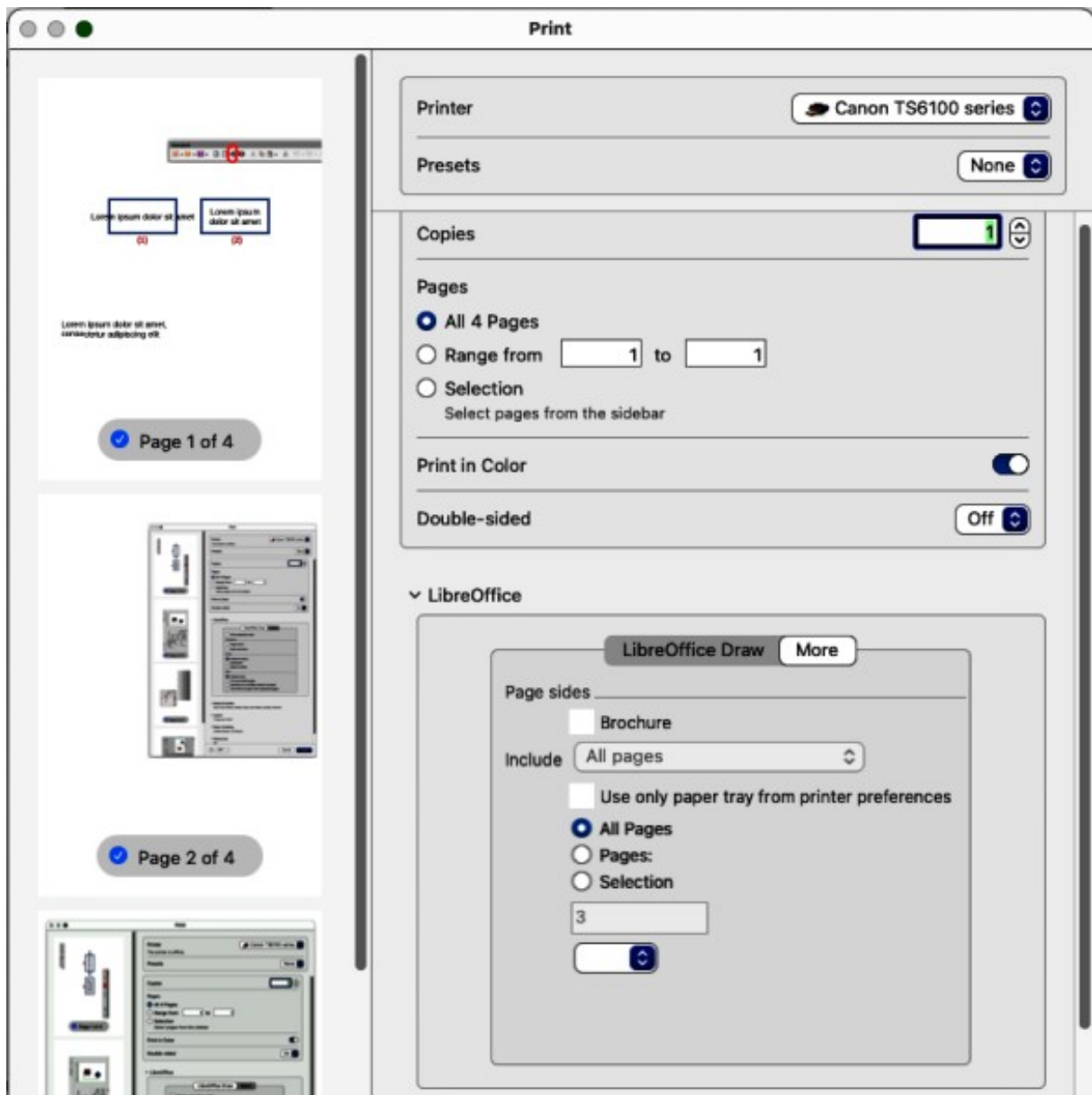


Figure 7: Print dialog — LibreOffice Draw More page — macOS

Include

Select which pages to print from the drop-down list: *All pages*; *Front sides/right pages*; *Back sides/left pages*. Only available when **Brochure** is selected.

Use only paper tray from printer preferences

When selected, the printer tray selected on the printer overrides the selected tray in the printer properties on the computer.

All Pages

All the slides in the slide show are printed.

Pages

Enter the page number(s) in the text box that are to be printed. For multiple pages, use the format 1, 3, 7 or 1 — 5, 7, 9 for page number selection.

Selection

Prints the pages selected in the **Pages** pane.

Printing examples

The following printing instructions are examples only. Actual method of printing may differ from these examples because printing depends on computer operating system, computer setup, and the printer being used. For more information on printing, see the *Writer Guide*.

Multiple pages on a single sheet

- 1) Open the Print dialog, see “Linux or Windows printing” on page 6, or “macOS printing” on page 9.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) In **Page Layout**, select the number of pages to print per sheet of paper from the *Pages per sheet* drop-down list. The preview panel on the right shows how the pages will look on a printed sheet of paper.
- 4) In **Page Layout**, select how the multiple pages are printed on the sheet of paper from the *Order* drop-down list.
- 5) If necessary, select *Draw a border around each page* to distinguish each page printed on a sheet of paper.
- 6) Click **OK** to print the document and close the Print dialog.

Individual page

- 1) Open the Print dialog, see “Linux or Windows printing” on page 6, or “macOS printing” on page 9.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) In **Ranges and Copies**, select *Pages* and enter the page number of the page to print.
- 4) Click **OK** to print the individual pages and close the Print dialog.

Range of pages

- 1) Open the Print dialog, see “Linux or Windows printing” on page 6, or “macOS printing” on page 9.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) In **Ranges and Copies**, select *Pages* and enter the page numbers of the pages to print using the format, for example, 1,3,7 or 2–5,7,9 for page number selection.
- 4) Click **OK** to print the pages and close the Print dialog.

Selection printing

- 1) Select the pages in the **Pages** panel in LibreOffice Draw.
- 2) Open the Print dialog, see “Linux or Windows printing” on page 6, or “macOS printing” on page 9.
- 3) Select the printer to use if more than one printer is connected to the computer.
- 4) In **Ranges and Copies**, select *Selection* and then select *Odd and Even Pages*, *Even Pages*, or *Odd Pages* from the drop-down list.
- 5) Click **OK** to print the pages and close the Print dialog.

Brochure printing

In Writer, Impress, and Draw, a document can be printed as a brochure (also known as booklet printing). The pages are arranged so that when the printed pages are folded in half, the pages are in the correct order to form a brochure or booklet.

Tip

Plan the document to make it look good when printed as a brochure. Choose appropriate margins, font sizes, and so on as the pages are normally printed at half size on a sheet of paper. Experiment to get the best document format to match the capabilities of the printer being used.

Simplex printer

- 1) Open the Print dialog, see “Linux or Windows printing” on page 6, or “macOS printing” on page 9.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) In **Printer**, click *Properties* to open the properties dialog for the selected printer.
- 4) Make sure the printer is set to the same orientation (portrait or landscape) as specified in the page setup for the document. Usually the orientation does not matter, but it does for brochures.
- 5) Click **OK** to close the properties dialog and return to the Print dialog.
- 6) In **Page Layout**, select *More*, then select the *Brochure* option.
- 7) In **Range and Copies**, select *Even pages*, or *Odd pages* from the *Selection* drop-down list.
- 8) Click **OK** to print the even or odd pages.
- 9) Take the printed pages out of the printer and put back into the printer in the correct orientation to print on the blank side. This may require some testing to find out what the correct arrangement is for the selected printer.
- 10) If *Even Pages* was selected, now select *Odd Pages* in **Range and Copies**. If *Odd Pages* was selected, now select *Even Pages* in **Range and Copies**.
- 11) Click **OK** to finish printing the document as a brochure and close the Print dialog.
- 12) Make sure the printed pages create a brochure when all the pages are placed in the correct order.

Duplex printer

- 1) Open the Print dialog, see “Linux or Windows printing” on page 6, or “macOS printing” on page 9.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) In **Printer**, click *Properties* to open the properties dialog for the selected printer.
- 4) Make sure the printer is set to the same orientation (portrait or landscape) as specified in the page setup for the document. Usually the orientation does not matter, but it does for brochures.
- 5) Click **OK** to close the properties dialog and return to the Print dialog.
- 6) In **Range and Copies**, select **More**, then select *Print on both sides (duplex long edge)* from the *Paper sides* drop-down list. Actual options available for duplex printing depend on the printer model and the computer system being used.

- 7) In **Page Layout**, Select *More*, then select the *Brochure* option.
- 8) In **Range and Copies**, select the *All Pages* option.
- 9) Click **OK** to print the document as a brochure and close the Print dialog.

Black and white or grayscale printing

Printer settings

The following example procedure explains how to print documents in black and white or grayscale on a color printer:

- 1) Open the Print dialog, see “Linux or Windows printing” on page 6, or “macOS printing” on page 9.
- 2) Select the printer to use if more than one printer is connected to the computer.
- 3) Click on **LibreOffice Draw** to open the printing options page for LibreOffice Draw.
- 4) In **Color**, select *Grayscale*, or *Black & white*.
- 5) Click **OK** to print the document and close the Print dialog.

✓ Note

Some color printers may only allow printing in color regardless of the settings selected. More details can be found in the information that came with the selected printer.

i Tip

Grayscale is the best option for printing any colored text or graphics in a document on a monochrome printer. Colors printed in shades of gray give more detail. When printing color in black and white some of this detail may be lost.

LibreOffice settings

To change the LibreOffice settings to print all colored text and graphics as grayscale, or black and white:

- 1) Go to **Tools > Options > LibreOffice Draw > Print** (macOS **LibreOffice > Preferences > LibreOffice Draw > Print**) on the Menu bar to open the Options LibreOffice Draw Print dialog (Figure 8).

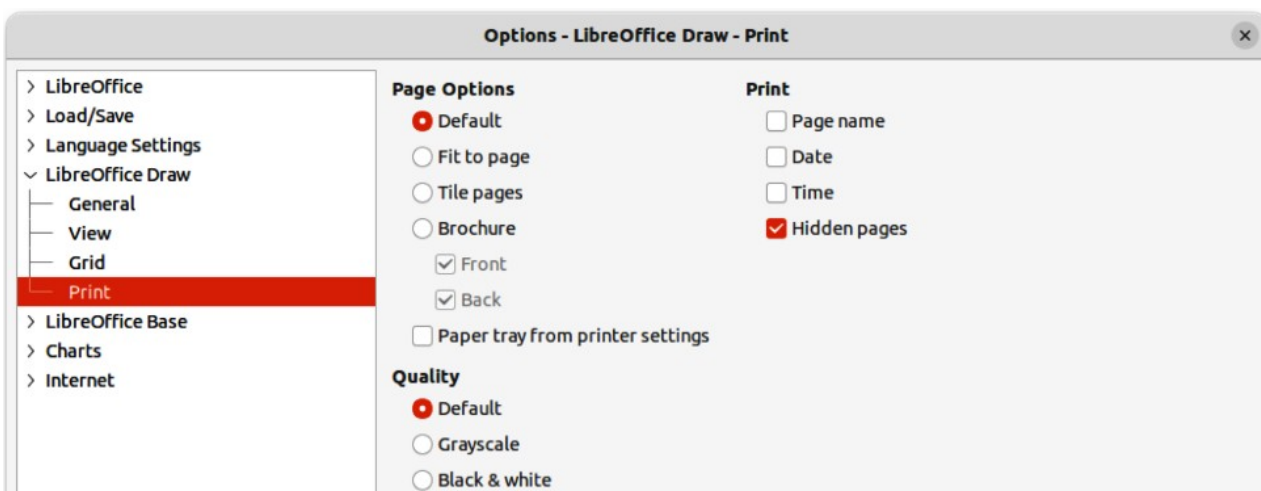


Figure 8: Options LibreOffice Draw Print dialog

- 2) In **Quality**, select either the option *Grayscale*, or *Black & white*.
- 3) Click **OK** to save the change and close the Options LibreOffice Draw Print dialog.
- 4) Print the document using one of the above procedures and the document is printed as grayscale, or black and white.

Exporting

PDF format

LibreOffice can export documents to PDF (Portable Document Format). This industry wide standard of file format is ideal for sending a file to be viewed on another computer using PDF viewing software.

Directly as PDF

Export the entire document using default PDF settings as follows:

- 1) Click on **Export Directly as PDF** on the Standard toolbar, or got to **File > Export As > Export Directly as PDF** on the Menu bar.
- 2) Enter a file name and location for the PDF file and click on **Save** to export the file as PDF.

Note

Note that page range, image compression, or other printing options are not available when creating a PDF file using this method.

Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use the options available in the PDF Options dialog (Figure 9). For more information on available options, see the *Getting Started Guide*.

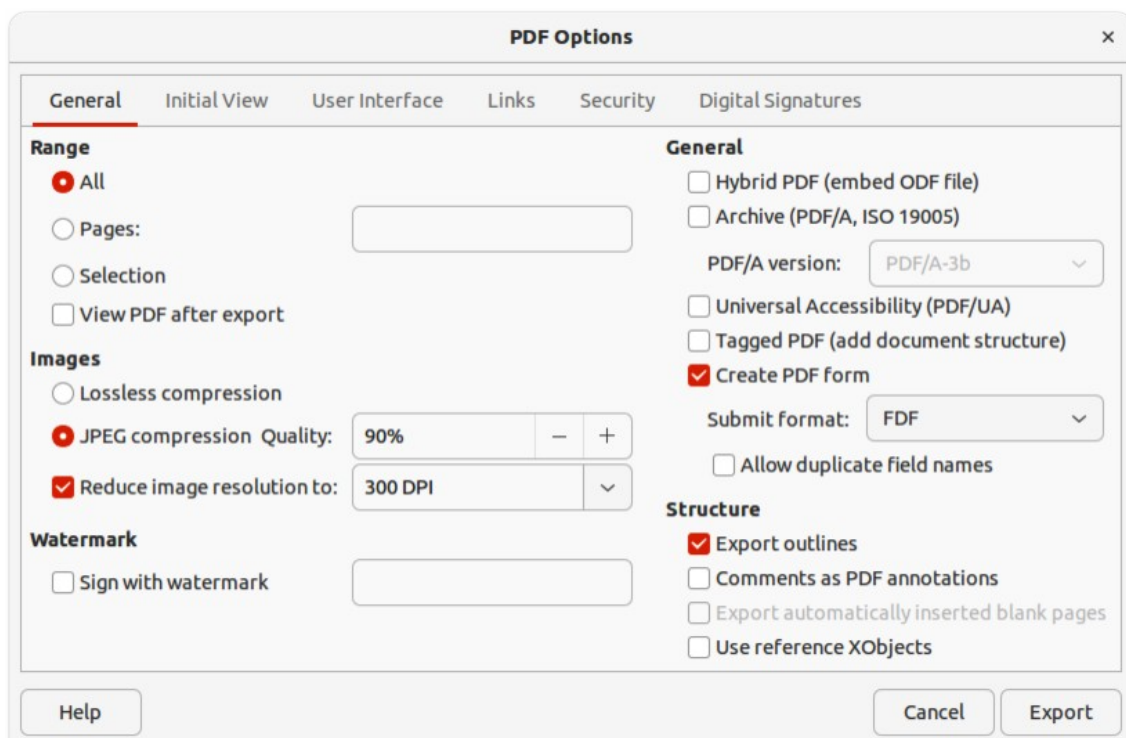


Figure 9: PDF Options dialog

- 1) Go to **File > Export As > Export as PDF** on the Menu bar to open the PDF Options dialog.
- 2) Select the required options available in the available pages in the PDF Options dialog.
- 3) Click on **Export** and a file browser window opens.
- 4) Navigate to the location and enter a file name for the PDF being created.
- 5) Click on **Save** to export the file as PDF. The file browser window and the PDF Options dialog close.

Other formats

LibreOffice can export files in various formats, which are listed in the drop-down list of the file browser window. For more information on exporting graphics, see Chapter 6, Editing Pictures.

- 1) Go to **File > Export** on the Menu bar to open a file browser window.
- 2) Navigate to the directory where the drawing is going to be saved.
- 3) Specify a file name for the exported drawing in the **Name** text box.
- 4) Select the required file format from the drop-down list.
- 5) Click on **Save** to save the file and close the file browser window.

✓ Note

The content of the exported file depends on the elements selected on the drawing. If no elements are selected, the entire drawing is exported.

Web pages

To export a multi-page Draw document as a series of web pages:

- 1) Go to **File > Export** on the Menu bar to open a file browser window.
- 2) Select *HTML Document (Draw) (.html;.htm)* as the file format and click on **Save** to open the HTML Export dialog (Figure 10).

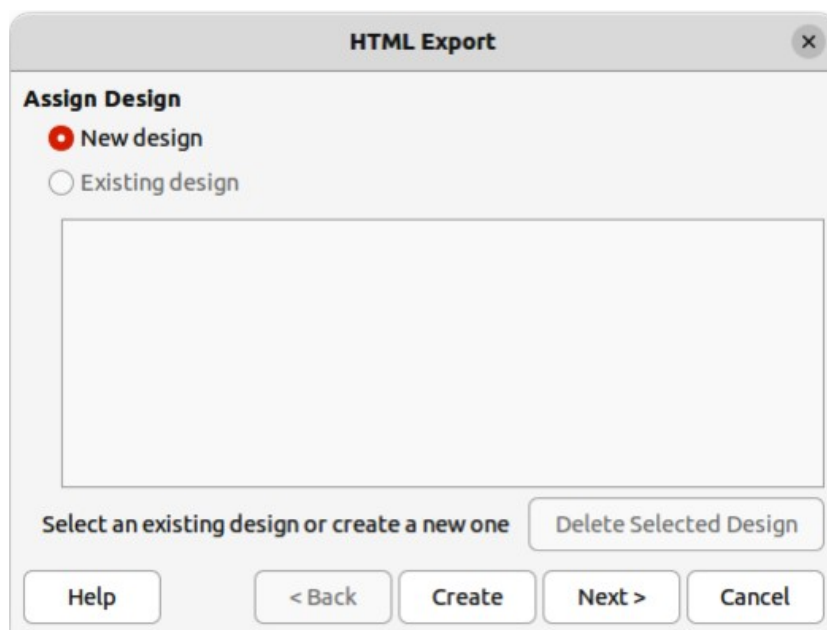


Figure 10: HTML Export dialog

- 3) In **Assign Design**, select *New Design* to create a new design, or select an *Existing design* to use an existing HTML design.
- 4) Click on **Next** and follow the prompts to create the web pages and save the drawing as an HTML file. For more information on how to create HTML file, see the *Getting Started Guide*.

Emailing documents

LibreOffice provides several ways to send documents quickly and easily as an email attachment in ODF format (LibreOffice default format), or as a PDF. For more information on emailing documents, see the *Getting Started Guide*.

Open Document format

To email the current document in ODF format:

- 1) Go to **File > Send > Email Document** on the Menu bar. LibreOffice opens the default email program with the document attached to a new email.
- 2) In the email program, enter the recipient, subject, and message, then send the email.

PDF format

To email the current document as a PDF file:

- 1) Go to **File > Send > E-mail as PDF** on the Menu bar. and the PDF Options dialog (Figure 9 on page 17) opens.
- 2) Create a PDF file of the drawing using the options available in the PDF Options dialog, see “PDF format” on page 17 for more information. The default email application opens with the PDF file attached to a new email.
- 3) In the email application, enter the recipient, subject, and message, then send the email.

Digital signatures

A digital signature is a mathematical scheme for verifying the authenticity of digital versions of drawings or documents.

To sign a drawing digitally, a personal key, also known as a certificate, is required. This personal key is stored on the computer being used as a combination of a private key, which must be kept secret, and a public key. These keys are added to a drawing when a digital signature is applied. A certificate is obtained from a certification authority, which may be a private company or a government institution.

When a digital signature is applied to a drawing, a checksum is computed from the drawing content plus the personal key being used. The checksum and public key are stored together with the drawing.

When the drawing is opened on another computer with a recent version of LibreOffice, the program computes the checksum again and compares it with the stored checksum. If both checksums are the same, the program opens the original, unchanged drawing.

In addition, the program can display the public key information from the certificate. This information can then be compared with the public key that is published on the web site of the certificate authority. Whenever the drawing is changed, this change breaks the digital signature.

For a more detailed description of how to obtain, use and manage a certificate and signature validation, see the *Getting Started Guide* and **Applying Digital Signatures** in the LibreOffice Help (https://help.libreoffice.org/7.1/en-US/text/shared/guide/digitalsign_send.html?&DbPAR=WRITER&System=UNIX).

Removing personal data

It maybe necessary to remove any personal data, versions, notes, hidden information, or recorded change from drawings before being distributed, or PDFs files created.

Setting security and warning options

- 1) In **Tools > Options > LibreOffice > Security** (macOS **LibreOffice > Preferences > LibreOffice > Security**), to open Options LibreOffice Security dialog (Figure 11).
- 2) Click on **Options** to open the Security Options and Warnings dialog (Figure 12).
- 3) Select the required options to allow LibreOffice to warn when drawings contain certain information and/or automatically remove personal information on saving.
- 4) Click **OK** to close the Security Options and Warnings dialog and save the selected options.
- 5) Click OK to close the Options LibreOffice Security dialog.

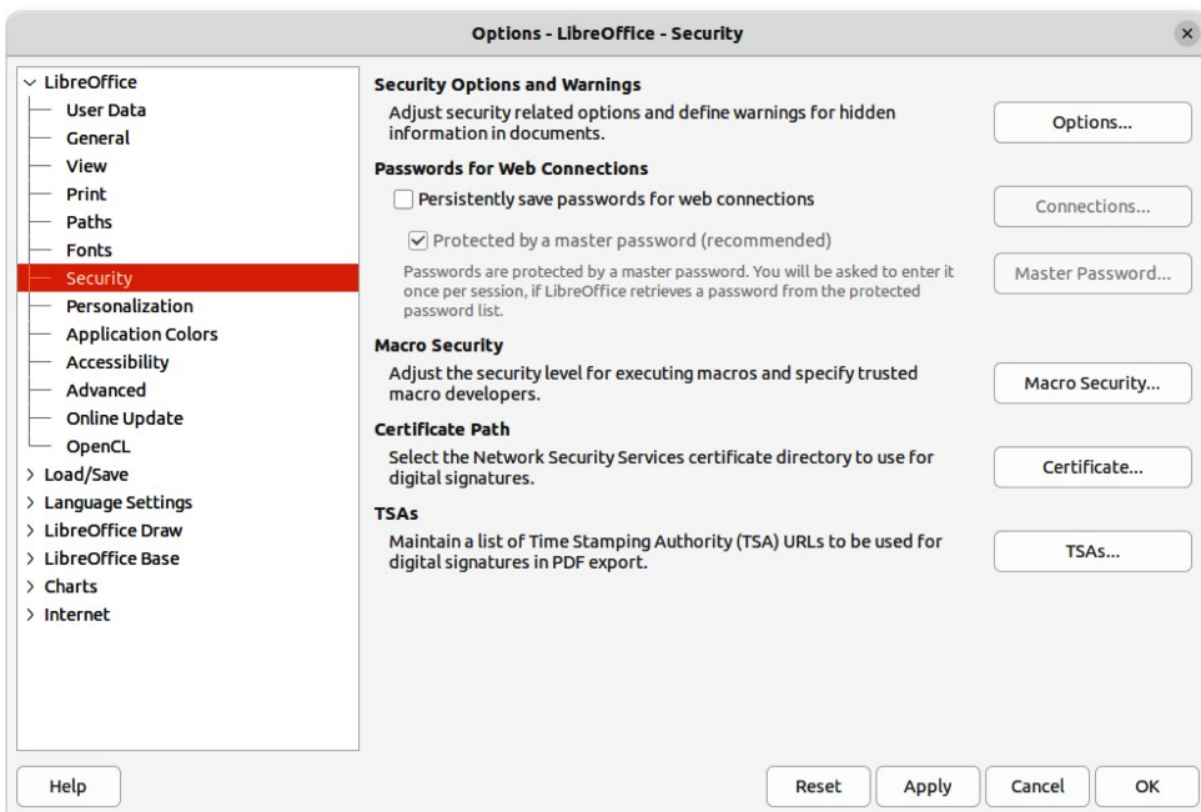


Figure 11: Options LibreOffice Security dialog



Figure 12: Security Options and Warnings dialog

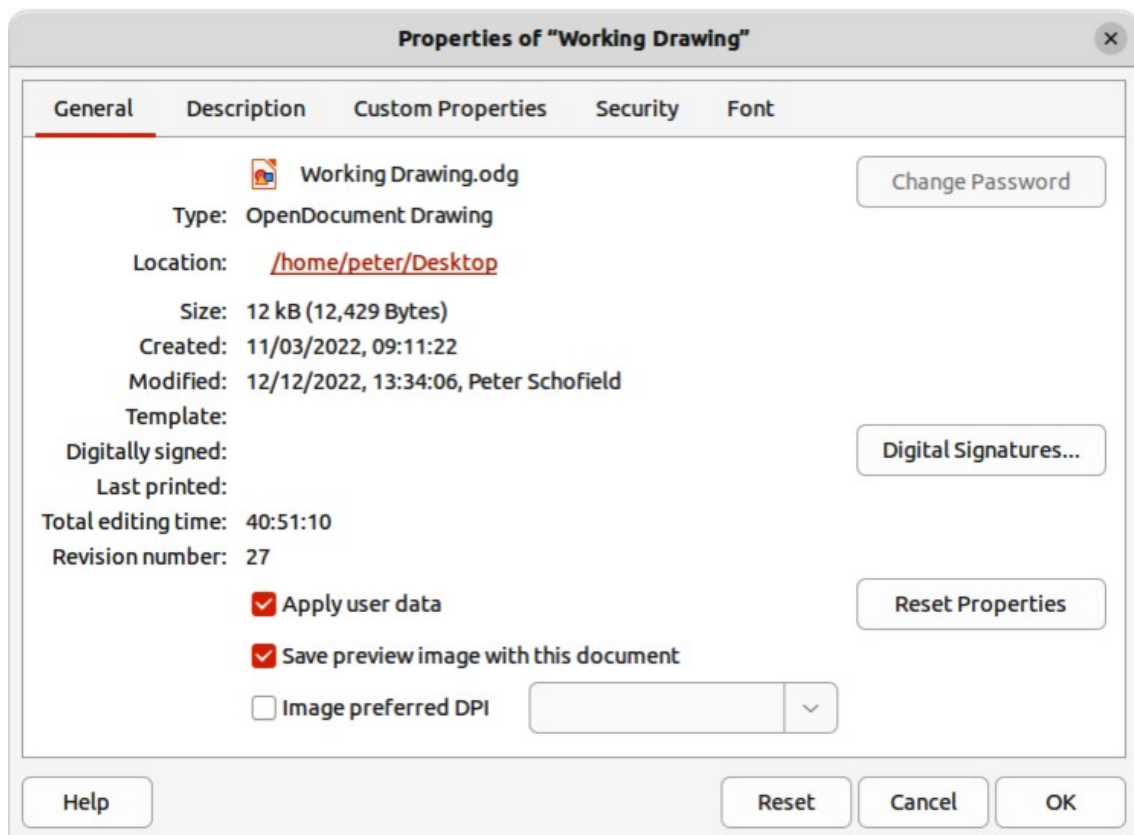


Figure 13: Properties dialog

Removing personal data and drawing information

- 1) Open the drawing file and go to **File > Properties** on the Menu bar to open the Properties dialog (Figure 13).
- 2) Make sure the **General** page is selected and deselect the option *Apply user data*.
- 3) Click on *Reset Properties* to change the following file properties:
 - Remove any information in the created and modified fields.
 - Delete the modification and printing dates.

- Reset the editing time to zero.
- Reset the creation date to the current date and time.
- Reset the version number to 1.

4) Click **OK** to save the changes and close the Properties dialog.

Removing version information

To remove any version information from a drawing, use one of the following methods:

- Go to **File > Versions** on the Menu bar to open a properties dialog for the drawing, then select the versions from the **Existing Versions** list for deletion and click **Delete**. The dialog automatically closes.
- Go to **File > Save As** on the Menu bar and save the drawing with a different name.

Redaction

Documents can be redacted to remove or hide any sensitive information allowing the selective disclosure of information in a document while keeping other parts of the document secret.

When a redacted document is exported to a new document, any redacted portions are removed and replaced by redaction blocks of pixels. This prevents any attempt to restore or copy the original contents. A redacted document is often exported in PDF format for publication, or sharing.

Any documents that are redacted in LibreOffice Writer, Calc, or Impress are automatically transferred as a copy to LibreOffice Draw where the redaction is carried out.

Documents, spreadsheets, or presentations

- 1) Open the document to be redacted in LibreOffice Writer, Calc or Impress, then go to **Tools > Redact** on the Menu bar and the following happens:
 - The document is copied, prepared and transferred to LibreOfficeDraw as an untitled file.
 - LibreOffice Draw opens with the untitled document displayed.
 - The Redaction toolbar (Figure 14) automatically opens. If the Redaction toolbar is not displayed, go to **View > Toolbars** on the Menu bar in LibreOffice Draw and select **Redaction**.
- 2) Go to **Tools > Redact** on the Menu bar and select either **Rectangle** or **Freeform**, or click on **Rectangle Redaction** or **Freeform Redaction** in the Redaction toolbar.
- 3) Draw the required shapes to redact the sensitive areas in the document. The redaction shape is gray allowing the sensitive areas in the document to be visible before they are redacted.



Figure 14: Redaction toolbar

- 4) If necessary, click on **Export Preview PDF** to create a PDF copy of the document, then save as a PDF file. Any sensitive information in the redacted areas can then be reviewed before redaction is finalized.
- 5) If necessary, delete the PDF copy after reviewing the redaction areas in the file.
- 6) Go to **Tools > Redact** on the Menu bar and select either **Redacted Export (White)**, or **Redacted Export (Black)**, or click on **Redacted Export (White)**, or Redacted Export (Black) in the Redaction toolbar.
- 7) Navigate to the folder in the file browser window that opens where the redact document is going to be saved and enter a name for the document.
- 8) Click on **Save** to create the redacted PDF file as follows:
 - The gray redaction shapes are converted to white, or black shapes and the document is exported as a PDF
 - There is no selectable text in the PDF file and any redacted content is non-existent.

Drawings

Open a drawing in Draw, then use Steps 2) thru 8) in “Documents, spreadsheets, or presentations” on page 22 to create a redacted PDF copy of the drawing file.

Note

When a redacted document is exported as a new PDF file, any redacted portions are removed from the new document and replaced by redaction blocks of pixels. This prevents any attempt to restore, or copy the original contents that have been redacted.
