



LibreOffice
The Document Foundation

Contributors' Guide

Chapter 1 *Joining the LibreOffice* *Documentation Team*

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Who we are and what we do

The LibreOffice Documentation team is a group of volunteers who strive to provide high quality guides for LibreOffice users and developers. You can become part of the Documentation team by contributing to one or more of our many projects. No matter what your level of experience is, you can make a valuable contribution.

Here are some ways you can help: writing, reviewing, editing, research, maintenance, artwork. See “How you can help” below.

Examples of current projects:

- User guides
- Tutorials and how-tos
- Blog
- Quick reference cards
- Assist with writing and editing as requested by Website and Help teams

Examples of planned projects:

- Administrators’ guide
- BASIC Programmers’ guide
- Technical writers’ / power users’ guide

Where we work

Where the group does its work:

- ODFAuthors, <http://www.odfauthors.org/libreoffice/english>. Working files are stored here as they are written, revised, reviewed, and edited.
- Wiki, <http://wiki.documentfoundation.org/Documentation/Development>. Here we coordinate our work. The FAQs are also located on the wiki.

Where the group publishes its work:

- Wiki, <http://wiki.documentfoundation.org/Documentation>. Here we place copies of published documents for easy download by users.
- Main LibreOffice website: <http://www.libreoffice.org/>, in particular the Documentation page, <http://www.libreoffice.org/get-help/documentation/>. The documents referenced on that page are actually stored on the wiki.
- Blog, <http://libodocs.wordpress.com/>. Here we announce new and updated documents and publish tips and articles about using LibreOffice.

How we communicate:

- Mailing list, documentation@global.libreoffice.org. See below for subscription information.
- Wiki, <http://wiki.documentfoundation.org/Documentation/Development>.
- Documentation forum (coming soon).

Logins needed

Some tasks can be quickly and easily without extra logins, much knowledge of LibreOffice, or a lot of time or long-term commitment. These are described on the [Easy Hacks](#) page of the wiki and later in this chapter.

Most tasks require one or more of the following logins:

- **Mailing list** – Most of our day-to-day communication takes place on the mailing list. To sign up for the list, send a blank e-mail message to documentation+subscribe@global.libreoffice.org and follow the instructions that will be mailed back to you.
Other ways to read and contribute to the mailing list:
Digest subscription: documentation+subscribe-digest@global.libreoffice.org
Archives: <http://listarchives.libreoffice.org/www/documentation/>
Mail-Archive.com: <http://www.mail-archive.com/documentation@libreoffice.org/>
GMANE: <http://dir.gmane.org/gmane.comp.documentfoundation.libreoffice.documentation>
- **Wiki** – Go to the wiki and create an account for yourself; the Create Account link is in the upper righthand corner of each wiki page.
- **ODFAuthors** – Ask on the mailing list for an administrator to create an account for you.
- **Blog** – Ask on the mailing list for a blog administrator to create an account for you. You need to have a Wordpress.com account before you can get an account on the LibO Docs blog. To get a Wordpress.com account (if you don't already have one), go to <https://en.wordpress.com/signup/>. You can either create your own personal blog at the same time, or look for the "Sign up for just a username" link in the Username section of the signup form.
- Most members of the documentation team will not need a login for the main LibreOffice website. If you do (for example, if you're helping the Website team by reviewing or editing pages), ask on the Website mailing list for instructions on how to do this.

How you can help

Here are some ways you can help.

Writing

If you are good at organizing information, explaining concepts, and writing instructions, you can help most by writing.

Ideally you are an experienced technical writer and have good English skills. But neither of those ideals are requirements, because other people can edit your English. Or you can write in another language for translation into English.

Reviewing

Don't feel confident of your writing skills or your level of knowledge about OpenOffice.org itself? Reviewing documentation (especially docs aimed at new users) is a great way to start. Is it written well for the audience? Are the instructions correct? Is anything missing? Let us know what needs fixing, or correct it yourself.

Editing

Sometimes called "proofreading" though the two are not the same. Here you do need good English skills. In addition to correcting errors, editors help make the docs more readable.

Research

Writers often don't have time to make sure existing docs are complete and up to date. You can help by reading the forums and mailing lists to see what questions users have. Is info missing from our docs, or just hard to find? Do we need a new FAQ, a how-to, or a section in a user guide?

Maintenance

Keep pages up to date with changes in new releases of OpenOffice.org.

Artwork

Help writers by capturing, cropping, and labeling screenshots, or creating diagrams and other artwork.

Publicity

If you are on any social media network, share with your network things you see about LibreOffice or LO documentation, such as posts on the LibreOffice Documentation blog.

Suggestions and wish lists

New ideas are welcome. Is there a better way to do something? Let the project team members know.

How to get started

Sign up, introduce yourself on the list, tell us a bit about your experience and what interests you.

What to read:

- Relevant chapters of this Contributors' Guide (some are specialized topics that you may not need to know; you can skip them).
- The [Documentation Development page](#) on the wiki and linked pages including Easy Hacks.

What to do:

- Choose what you'd like to work on. You are welcome to ask for guidance on the list.
- For user guides: Follow instructions in Chapter 2 of this Guide to download and install the chapter template and write or review chapters. See other chapters for information on writing style, use of paragraph and characters styles in the template, and so on.
- For blogging, see Chapter 4 of this Guide.

What's in this guide?

This guide is under development. Most of the material is being updated from out-of-date documents originally produced for the OpenOffice.org Documentation Project. Here are the planned chapters:

- 1) Joining the Documentation Team (this chapter)
- 2) Producing LibreOffice User Guides
- 3) Using the ODFAuthors Website
- 4) Blogging and Social Media
- 5) Style guide for writers (including preferred terminology)
- 6) Using the Chapter Template (includes list of paragraph and character styles and when to use them, plus other information)
- 7) Using AutoText (a detailed analysis of the AutoText dialog)
- 8) Publishing an ePUB from odt (editing the xhtml files)