

Libre Office Writer Customized Document

The key word is always SAVE

The Customized Document is very useful for creating a spreadsheet style to keep track of data such as dates, phone numbers, email addresses, birthdays, and anniversaries.

1. Decide whether you want to create it in Portrait or Landscape design.

** Left click on Format, click Page Style, then click Page

Left click either the Portrait or Landscape box and then click OK

2. To create a Table, click on Table, click on Insert Table

--You will need to decide how many columns and rows you want, then click Insert

If you didn't select enough it automatically adds more rows as you fill in the boxes.

* To add more columns, click Table, click Insert, click Columns, select the number of columns you want to add, then click OK

* To insert a heading for the columns, click on the top left box, click Table, click Insert, click Columns After, then press enter

*To alphabetize the listings, make sure they are lined up, then highlight them, click tools, sort, ascending, then click OK

* To resize your columns to different widths hover your mouse over the line until you get the split arrow, hold down your mouse, drag it to the width you want and release. The column will automatically expand to the size needed as you type in information.

If you want to add a picture or symbol in the column. Click your cursor in the box you want to add the picture, click on Insert, click on Image, find the picture you want to insert and double left click on it. After it is inserted you will need to adjust the size of the picture or symbol to fit into the width of the row or whatever width you decide. You can flip the picture or symbol, by right clicking on it, click on the words Rotate or Flip, then click on your choice.

If you want to add some symbols from the gallery, press the F11 key, then hover your mouse on the symbols until you find the word Gallery and left click on it.

--When you find a symbol you like, left click on it and drag it into the column of your document and release the mouse. You will need to resize it to fit the column.

**Make sure the border box is checked so that it prints the border lines.

To do this, click on Table, click on Properties, click on Borders, select outer border and all inner lines which is the 4th box over under Presets. click OK

To Save Your Document

If you don't want to lose your document, save it periodically.

a. Press the Control key and then press the S key

b. Or left click on the X in the upper right corner and then left click on Save



