

Libre Office Writer PDF Document

The key word is always save it each time you make any changes to it

If you want a color background on your document:

1. Click Format, then click Page Style
2. Select Area, then select either Color, Gradient, Image, Pattern or Hatch
3. Select the color or pattern you want and then click OK

If you want pictures or images in your document, insert all of them first.

Left click on Insert, left click on Image

Find the picture(s) or symbols you have stored on your computer or flash drive. Double left click on the picture or symbol to insert it into your document, If you have trouble double left clicking, left click on Copy, go to your document and then left click on Paste.

4. After the picture is inserted, notice the little squares around it.

The squares are used to reshape the picture.

Hover over a square, until you see a double sided arrow and using one of the corners drag the arrow down to the size you prefer. When finished left click out of the picture to remove the squares and then you can move it around by left clicking on it and dragging it to where you want it.

You can add as many pictures or symbols that you want.

** Position the pictures or symbols where you want them before you type any caption under them.

5. To type a caption under the picture, right click on the picture and then left click on Insert Caption and type your message.

6. After the document is completed, give it one more look:

Left click on File, left click on Print Preview. Make sure everything is lining up the way you like it and then click Close Preview.

***You can still change the background color before you save it as a PDF.

7. When you are satisfied with your masterpiece,

Left click on File, left click on Export as PDF, left click on Export

You will need to give your PDF a name and then save it on your Desktop

8. When you click the X in the upper right corner it will ask you if you want to save it as a document, click save in case you want to make changes on it.

***Save your document as you are putting it together to avoid losing all of it.

To Save Your Document

- a. Press the Control key and then the S key
- b. Or left click on the X in the upper right corner and then left click on Save

