

Creating a Libre Writer Document

The key word is always SAVE

If you want a color background on your document:

1. Select Format and then Page Style
2. Select the tab titled Area, select Color, Gradient or Bitmap (lots of choices)
3. Select the color you want and then click OK

1. Open Libre Writer and type a sentence.
 - If you wanted to number each sentence or paragraph press F12
 - Use the backspace key to delete or change a word or paragraph
 - Or highlight what you want to delete and press the delete key
2. To preview what you have typed, left click on File
Left click on Print Preview, and then left click Close Preview
3. To change the size of a word or sentence--
Highlight it by left clicking on your mouse and drag it over the word(s) you want to change and release your mouse.
The highlighted word(s) will change to a darker color.
 - Using your icons you can select size, underlining, change of color etc.
 - Option-instead of highlighting it, double left click on the word
 - Option- to highlight an entire sentence, triple left click on it
4. To spell check a word,
____ Highlight it or double left click on it and press F7
 - This will give choices of the correct spelling
 - Select the correct spelling and click Correct
 - You can highlight an entire sentence, press F7 and start the process of correcting each misspelled word
5. To view the definition of a word,
Highlight it, then hold down on the control key and press F7
6. To Copy and Paste a document,
Highlight the section
 - Right click on it and left click on the word Copy
 - Right click on the area you want to copy it, then left click on Paste
 - Use the same process if you just want to Copy and Paste a word
7. To add a Header to your document, left click on Insert,
Header and Default Style. This will provide space at the top to add whatever comments you want
8. To add a Footer to your document, left click on Insert, Footer and Default style and space is provided at the bottom to add any comments.
9. To set up page numbers
 - Click on Insert, click on Footer, Default
 - Center your cursor in the middle of the page
 - Left click on Insert again, click Page Number

