Setting Up Libre Office Writer
(pronounced leebray)
"Create it the right way with Libre"

1. Open the Computer Club website, ccgvaz.org
   Left click on More, left click on Utilities Free Software
   Left click on www.ninite.com
   Libre Office is listed under Documents
   Put a check mark in the box and left click on Get Your Ninite

2. To set the Font, left click on Tools, left click on Options
   Double left click on Libre Writer, left click on Basic Fonts
   Set the Font and Size you like then click OK
   ** I recommend Tahoma, size 15, it is easy to read.

3. To set the Type, left click on Tools, left click on Options
   Double left click on Load/Save, left click on General
   Go to the section titled Always Save As,
   Left click on drop down arrow
   **I recommend selecting Microsoft Word 97-2003
      Left click on it, then left click OK **
   ** Any recipient can open a Word Document
      when you email it as an attachment **

4. The size of the Font can be changed using a couple of methods:
   -- Hold down the Control Key, roll the scroll wheel on your mouse
   -- Use the slider bar in the lower right corner of your screen
   -- Highlight the area and choose the desired size

5. Get to know the icons on Libre Writer
      --Hover your mouse over each one.

Creating a Libre Writer Document
The Key Word is SAVE SAVE SAVE

1. Open Libre Writer and type a sentence or short paragraph
   -If you wanted to number each sentence or paragragh press F12
   -Use the icons with 4 lines and an arrow to increase or decrease
     indent on your sentences or paragraphs
   - Use the backspace key to delete of change a word or paragraph
   -Or highlight what you want to delete and press the delete key
   ** The fastest way is to press the Control key and press the Backspace key.
       This will delete the entire word behind the cursor.
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 or color 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 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(s), double left click on the word
       to highlight 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 do a Thesaurus check (definition of a word)
   --Highlight the word, hold done the Control Key and press F7
6. To Copy and Paste a document, highlight the section
    -Right click on it and left click on Copy
    -Right click on the area you want to copy it, then left click on Paste
    --Use the same process if you want to Copy and Paste a word
Option- left click on Edit and then left click on Select All
7. If you decide 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. If you want to add a Footer, left click on Insert, Footer and Default
   style and space is provided at the bottom to add any comments.
                    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

                    To Save Your Document

If you don't want to lose your document, save it periodically.
 a. The fastest way is to 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

Libre Office Writer Customized Document
The key word is SAVE- SAVE- SAVE

The Customized Document is very useful for creating a spreadsheet style to keep track of data such as dates, numbers, scores, pictures etc.

1. Open Libre Writer and left click on <u>Format</u>, then click <u>Page</u>
   --Determine if you want to create a <u>Portrait</u> or <u>Landscape</u>, click OK

2. If you want Tables, left click on <u>Table</u>, then <u>Insert Table</u>
   --Decide how many columns and rows, then click <u>Insert</u>
   - If you didn't select enough rows, left click the Tab Key and it will create as many rows as you want.
- As you fill in the Table it will automatically create more rows.
**Make sure the border box is checked so that it prints the border lines.

<u>Always remember to save your document as you are putting it together to avoid losing it completely. This allows you to go back to it and make changes or additions.</u>

3. The column will automatically adjust to the size needed as you type. Pictures or symbols can be added in the column next to it.
--If a picture is added to a column it will automatically expand to fit.
--Add symbols or text to explain the picture in the box next to it.

4. To add some symbols from the gallery, left click on the little box on the right side of your screen to open the symbols, and select from the different categories.
--Select a symbol you like, left click on it and drag it into the column of your document and release the mouse. Depending on the size of the symbol you will need to resize it to fit the column.
--Symbols can also be used as a background on your document.

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Libre Office Writer PDF Document

The key word is SAVE- SAVE- SAVE

1. If you want a picture or image in your PDF, insert it first.
2. Left click on Insert, then left click on Image
3. Find the picture(s) you have stored on your computer or
   flash drive. Left click on the picture and then left click on Open
   --Option- double left click on the picture.
4. After the picture is inserted, notice the green squares around it.
   The green squares are used to reshape the picture.
   Hover over a green square until you see a double sided arrow and
   drag the picture to the size you prefer. When finished left click out
   of the picture and then you can move it around by left clicking
   on it and dragging it to where you want it.
5. To put a caption under the picture, right click on the picture and
   then left click on Insert Caption and make your entry.
6. You can insert a text message above or below the picture
7. You can add as many pictures or documents that you choose.

***Always remember to save your document as you are putting it
   together to avoid losing it completely.
   This allows you to go back to it and make changes or additions.**

8. After the document is completed, give it one more look-left click on
   File, and then left click on Print Preview. When finished left click on
   Close Preview.
9. When you are satisfied with your form:
   Left click on File, then left click on Export as PDF
   Left click on Export
   You will need to give the document a name and determine where you
   want to save it on your computer and the click Save.
10. Keep in mind that a PDF cannot be changed.
    --save it again as a document. If you are not satisfied with the PDF
    you created, you can open the saved document and make any
    changes you want and create another PDF.

To Save Your Document

If you don't want to lose your document, save it periodically.
 a. The fastest way is to 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**

Creating Address Labels for Envelopes

1. Left click on Insert, then left click on Envelope
2. When box opens, left click on envelope
    -- fill in Addressee and Sender
3. Left click on Format- adjust fields to fit the size
4. Left click on New Document
    -- highlight Sender box and adjust Font size
5. Make sure your printer works with Libre Office
6. Print a test page- then insert envelopes for print.

Creating Business Cards

1. Left click on File- hover mouse over New
    -- left click on Business Cards
2. Left click on Medium-select Brand and Type- For example;
    Brand-Avery Letter and under Type- 8371
3. Left click on Options
    -- put a check mark in "Synchronize Contents"
4. Left click on New Document
5. Type your layout in the 1st box in the upper left corner of the form
    --then left click on Synchronize Labels to fill in the other boxes
6. Insert business card paper and print the page.

Creating Labels

1. Left click on File- hover mouse over New- left click on Labels
2. Under Brand select Avery Letter Size
3. Under Type select 8161 Ink Jet Address
4. Under Options select Entire Page and Synchronize Contents
5. Left click on New Document
    --Type the complete address in 1st box in the upper left hand corner
    --Left click on Synchronize Labels

Creating Background Colors or Designs

--Open a new screen for envelopes, business cards or labels.
--Click on New Document. right click in the 1st label and then left click on Page
--Left click on Area tab. Select the desired pattern or Add/Input to select a file image
–Select Transparency Tab and then Transparency button-adjust % of transparency
--Click Apply at bottom of window and the OK
--If the pattern or transparency is not to your liking, right click 1st label & repeat process

Here is a good tutorial to follow for creating labels
https://blog.worldlabel.com/2017/preparing-labels-with-libreoffice-video-by-bruce-byfield.html

Labels | Format | Options

Inscription

Label text: ☒ Address

Database:
[Address Database ▾]

◄

Table:
[　　　　　　　　　 ▾]

Database field:
[　　　　　　　　　 ▾]

Format

○ Continuous

◉ Sheet

Brand: [Avery Letter Size ▾]

Type: [8160 Ink Jet Address ▾]

8160 Ink Jet Address: 2.63 " x 1.00 " (3 x 10)

[Help]   [New Document] [Cancel] [Reset]

Labels | Format | Options

Distribute

◉ Entire page

○ Single label

☒ Synchronize contents

Column [3 ▲▼]   Row [3 ▲▼]

Printer

HL2270DW

[Setup...]

[Help]   [New Document] [Cancel] [Reset]