

Setting Up Libre Office Writer (pronounced leeb-ray)

“Create it the right way with Libre”

The current version as of January 2023 is 7.5

1. Open the Computer Club website, ccgvaz.org
Hover over the grid to the right of the word Newsletters and left click on Tips & Free Software, scroll down and left click on the word Ninite. Libre Office is listed under Free Software
Put a check mark in the box next to Libre Office located under Documents then scroll down 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 or RTF which is a Rich Text Document
Left click on it, then left click OK **
** Any recipient can open a Word Document or RTF 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.

