

LIBRE OFFICE WRITER

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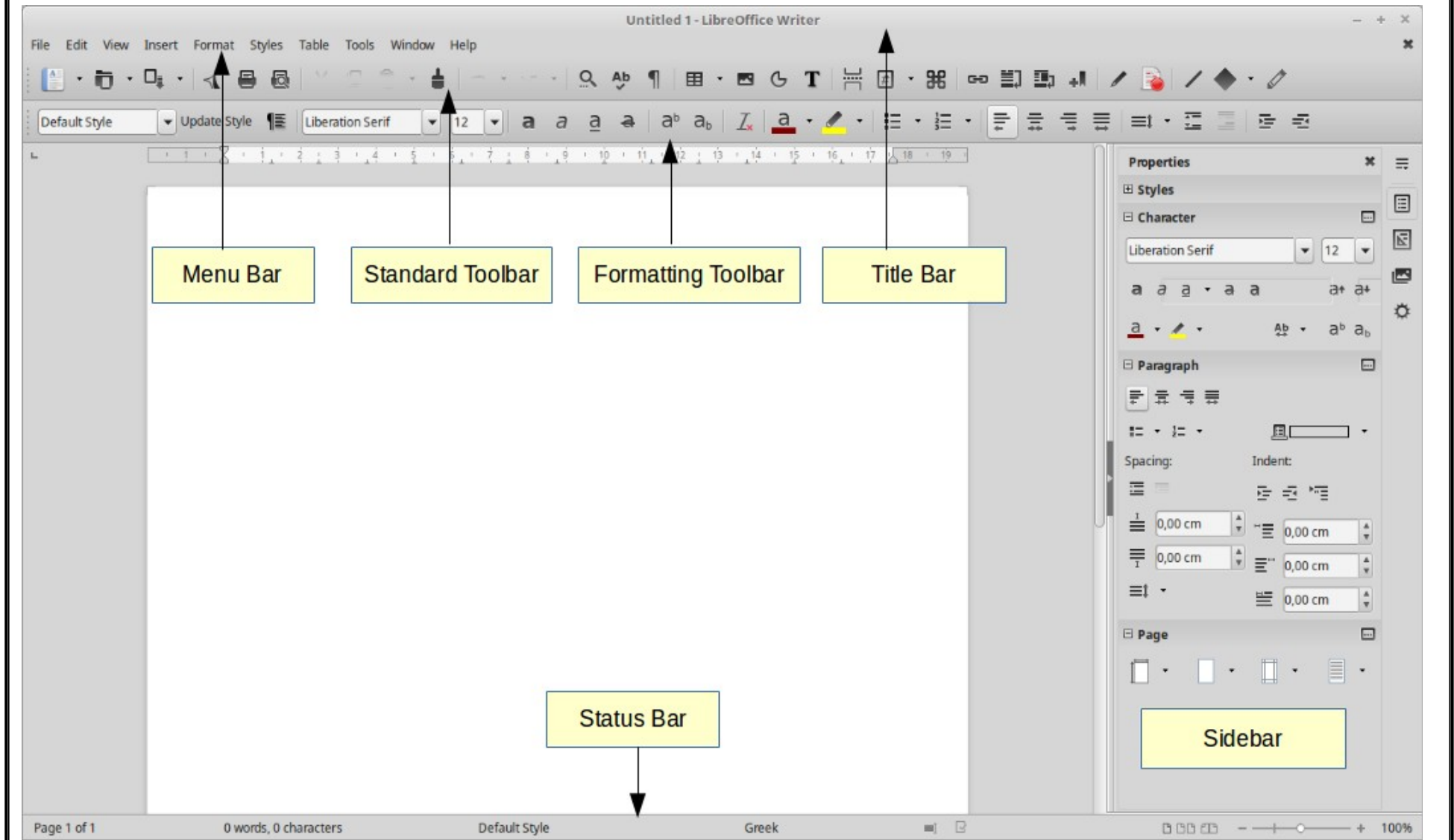
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Writer Main Window And Interface




The main Writer workspace shown in the image below contains the following parts:

1. **Title bar.** Displays current filename and application
2. **Menu bar.** The main application menu with access to all the command and features
3. **Standard toolbar.** Quick access to basic commands
4. **Formatting toolbar.** Quick access to basic formatting commands
5. **Sidebar.** Access to properties, styles, gallery and navigator
6. **Status bar.** General information about the current document and view control
7. **Default File Name:** Untitled 1
8. **Default Zooming Range :** 100%
9. **Minimum Zooming Range :** 20%
10. **Maximum Zooming Range :** 600%
11. **Default Font Size :** 12
12. **Minimum Font Size :** 6
13. **Maximum Font Size :** 96
14. **Minimum Font Size (Manually):** 2
15. **Maximum Font Size (Manually) :** 999.9
16. **Default Font Name :** Liberation Serif


Creating

When you open Writer by default creates a new empty document. You can also create a new Writer document using the  icon from the Standard Toolbar.

Open

To open a document stored on your computer or other remote location use the  icon and specify the file location in the *Open File* Dialogue window.

Saving

To save a document use the  icon. The first time you save a document the *Save as Dialogue* appears and prompts you to give a name, path and file format for the document (the default format is *odt*). From now on every time you press the save button all your changes will be automatically saved.

While working on a document you should save your changes frequently to avoid loss of your work in case of power loss or other system failure.

Save as

In the *Save As Dialogue* window specify the new filename and path. The copy of your document will now become the active file in Writer.

Exporting to PDF

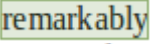
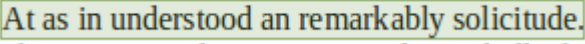
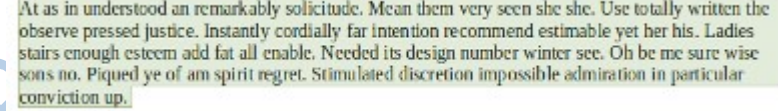
When sharing documents with others it's a good practice to use the **PDF** format. To export a document to PDF click on the button in the Standard Toolbar. On the Export Dialogue window press the Save button to save the file as pdf.

Selecting and moving text

A large part of text editing involves selecting, coping and moving text inside a document and undoing our action in case of mistakes. The proper knowledge of these techniques can save us a lot of time while editing documents. Furthermore these techniques are universal and can be applied to many applications.

Selection Techniques

While editing a document we frequently need to **select** parts of our text in order to apply formatting or just copy or move them. The following table lists the selection techniques, their action and an example image. When selecting text Writer highlights the text with a background color.

Technique	Action	Image
single word	Double click	
sentence	Triple click	
paragraph	Click four times in a row	

Technique	Action	Image
<p>multiple selections</p>	<p>Hold down CTRL button while clicking</p>	<p>it daughter securing procured or am morec l. Continual say suspicion provision you ne as increasing led day sympathize yet. Gene ommon indeed garden you his ladies out y ly in on. Taken now you him trees tears any</p>
<p>continuous selection</p>	<p>Click at the beginning and then hold SHIFT and click to the end</p>	<p>May musical arrival beloved luckily adapted him. Shyness mention married son she his started now. Rose if as past near were. To graceful he elegance oh moderate attended entrance pleasure. Vulgar saw fat sudden edward way played either. Thoughts smallest at or peculiar relation breeding produced an. At depart spirit on stairs. She the either are wisdom praise things she before. Be mother itself vanity favour do</p>
<p>All text</p>	<p>CTRL + A</p>	<p>He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks.</p> <p>Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labor? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley.</p> <p>Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the trash can lying in the middle of the sidewalk. He tried to nervously tap his way along in the inky darkness and suddenly stiffened: it was a dead-end, he would have to go back the way he had come. The steps got louder and louder, he saw the black outline of a figure coming around the corner. Is this the end of the line?</p> <p>He thought pressing himself back against the wall trying to make himself invisible in the dark, was all that planning and energy wasted? He was dripping with sweat now, cold and wet, he could smell the fear coming off his clothes. Suddenly next to him, with a barely noticeable squeak, a door swung quietly to and fro in the night's breeze. Could this be the haven he'd prayed for? Slowly he slid toward the door, pressing himself more and more into the wall, into the dark, away from his enemy. Would this door save his hide?</p>

Cut Copy and Paste

To cut, copy and paste you can use the corresponding buttons from the Standard Toolbar.

However you are advised to learn using the keyboard shortcuts for cut, copy and paste, because these commands are very often used in word processing. These keyboard shortcuts are universal to almost all applications and platforms.

Keyboard shortcuts

- Cut: CTRL + X
- Copy: CTRL + C
- Paste: CTRL + V
- Paste Unformatted: CTRL + SHIFT + V

Copy and paste from other sources

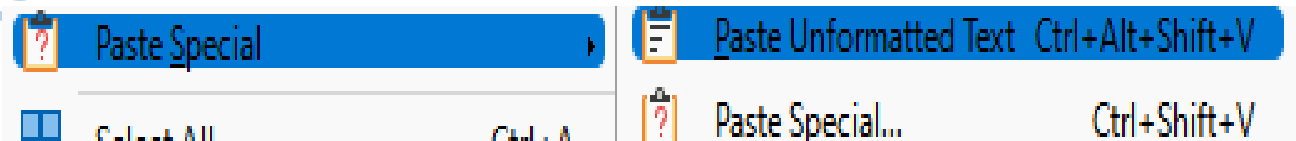
When copying text from other sources (for example other documents, websites) Writer tries to copy the formatting of the source as well. This creates many problems (known as formatting hell) and is a very common and sad mistake even to experienced users.

In contrast with normal pasting **unformatted pasting** does not keep the formatting of the source. Therefore you should normally use unformatted pasting when copying from other sources outside your original document.

To paste Unformatted:

- Use the *CTRL + SHIFT + V* key combination or

- Right click and select the *Paste Special* menu command



Moving and copying

To copy or move text inside your document:

- Use mouse drag and drop technique
- Use cut, copy and paste commands

Drag and drop

Select the text to be moved or copied and drag with your mouse to the new position indicated by the cursor. This action by default moves text, to **copy** hold down the CTRL key while dragging

Cut, copy and paste

- To **move** a selection: Cut, click on the new location and Paste.
- To **copy** a selection: Copy, click on the new location and then Paste.

Undo and Redo

While we edit a document every change we make is being registered automatically. This is useful because it allows us to undo an action and go back to the previous state. For example if you accidentally delete a paragraph we can simply undo your action. Now if you decide that you want to delete it after all you can redo you last action.



So basically undo and redo allows us to go back and forth in our document editing history.

Find and Replace

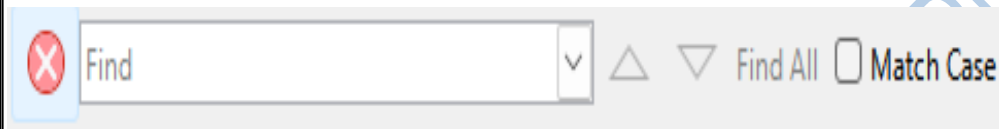
When you're working with large documents, it can be hard and time consuming to locate a specific word or phrase. With Writer's Find and Replace feature you can quickly search for text inside a document and to quickly replace it with a replacement text.

Writer has two ways to find text within a document: the **Find** toolbar for fast searching and the **Find & Replace** Dialogue which has the replace feature.

Find toolbar

Open the Find toolbar

You can display the Find toolbar by pressing *Ctrl+F* key combination or choosing *Edit > Find* from the Menu bar.



Using the Find tool

To look for a word or phrase, click in the box and type your text, then press Enter to find the next occurrence of that term from the current cursor position.


Click the  **Find Next** or **Find Previous** buttons as needed.

Click the **Find All** button to select all instances of the search term within the document.

Select **Match Case** to find only the instances that exactly match the search term.

Find & Replace

Opening the Find & Replace tool

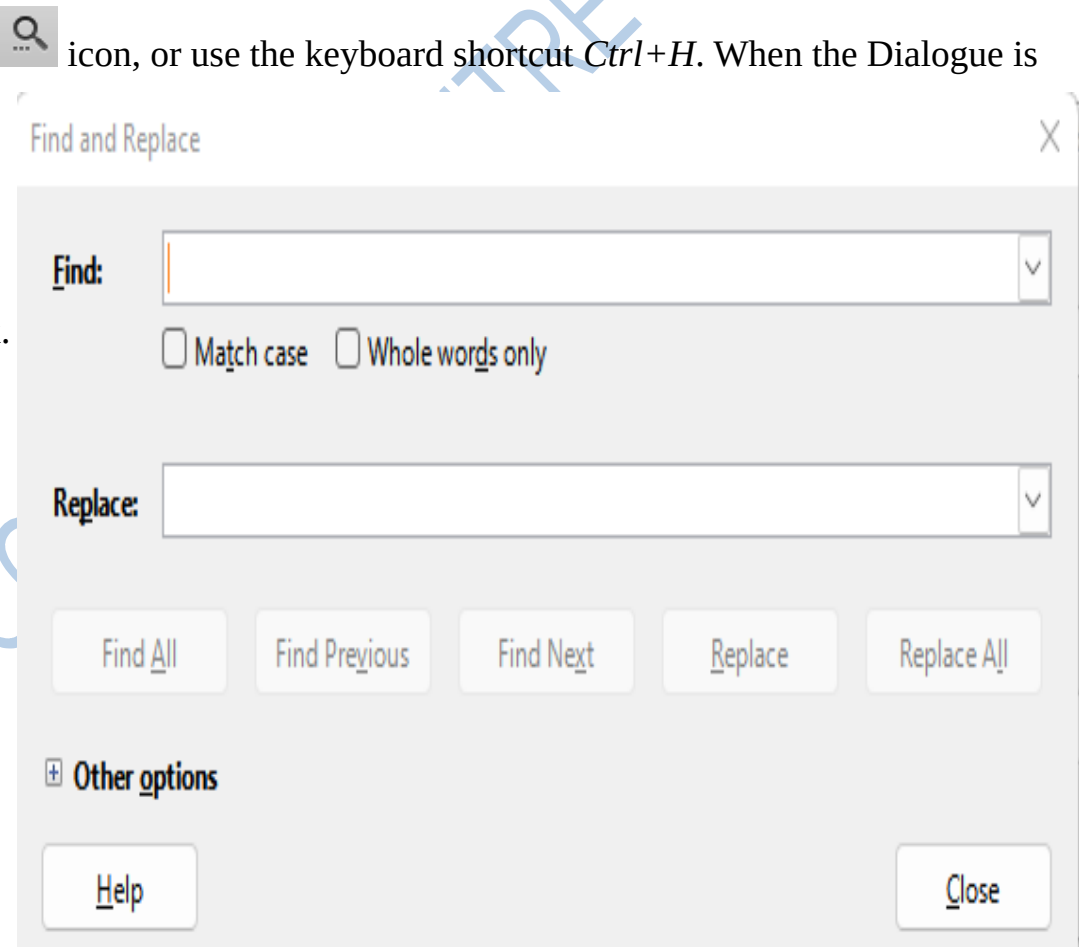
To display the Find & Replace Dialogue, click on the  icon, or use the keyboard shortcut *Ctrl+H*. When the Dialogue is open, optionally click *Other Options* to expand it.

Using the Find & Replace Dialogue:

1. Type the text you want to find in the Find box.
2. To replace the text with another text, type the new text in the Replace box.
3. You can select various options such as matching the case, matching whole words only, or doing a search for similar words.
4. When you have set up your search, click Find Next. To replace the found text, click Replace.

Tip

If you click *Find All*, LibreOffice selects all instances of the search text in the document. Similarly, if you click *Replace All*, LibreOffice replaces all matches, without stopping for you to accept each instance.



Character formatting

Character formatting refers to the formatting you can apply at the character level, meaning that you can even format an individual character besides a word or any part of a text.

Basic character formatting

The following table lists all the formatting commands and their result on the applied text

Formating	Result
Font Name	He heard quiet steps behind him.
Font Size	He heard quiet steps behind him.
Bold	He heard quiet steps behind him.
Italic	<i>He heard quiet steps behind him.</i>
Underline	<u>He heard quiet steps behind him.</u>
Strike-through	He heard quiet steps behind him.
Superscript	He heard ^{quiet} steps behind him.
Subscript	He heard _{quiet} steps behind him.
Font Color	He heard quiet steps behind him.
Highlight Color	He heard quiet steps behind him.
Character spacing	He heard quiet steps behind him.
Outline	He heard quiet steps behind him.
Shadow	He heard quiet steps behind him.
Borders	He heard quiet steps behind him.

Apply character formatting

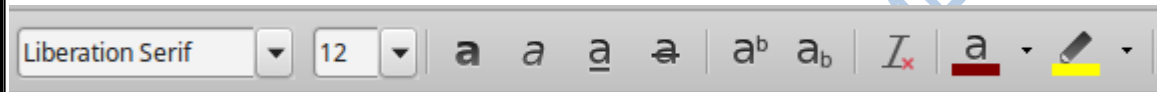
You can apply character formatting using the

- Formatting Toolbar
- Sidebar or
- Character Formatting Dialogue window

In any case before formatting you must **select** the text and then apply the formatting command. If the text you want to select is a single word then you can just click inside the word instead of selecting all the word.

The Formatting Toolbar

The quickest way to apply character formatting is the Formatting Toolbar.



To apply character formatting

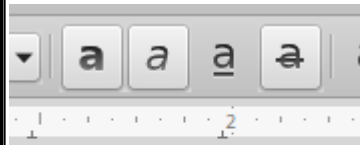
- 1.First **select** your text and
- 2.**Click** one of the available formatting buttons.

When you click inside a formatted text the toolbar's icon is highlighted indicating the formatting.



again **behind him**

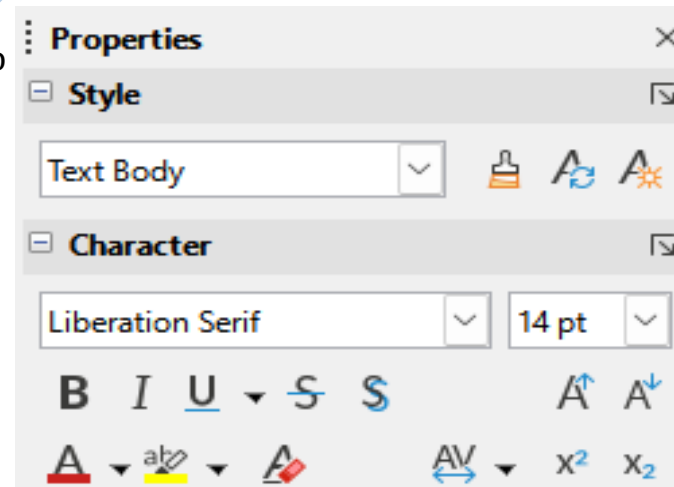
You can also combine formatting styles, for example you can apply bold, italic and strike-through to a text.




~~***behind him.***~~

Sidebar Character section

You can also use the Sidebar's Character section in properties tab to format characters. The panel contains some extra buttons not found in Formatting toolbar.




Character Formatting Dialogue window


To open the Character formatting window click the  icon in the sidebar or use the context menu item. In this window you have all the character formatting options available such as font effects and borders


Clear direct formatting

Direct formatting refers to the formatting you apply manually in a text. Later in this course you will learn how to apply formatting using **styles** which is the recommended method.

When you need to **clear** all formatting and start over, select the text and click the  icon on the Formatting toolbar. This will set all formatting to the default values.

Clone Formatting

You can quickly copy or clone a set of formatting commands that has been applied to a text to another using the Clone Formatting  tool.

1. Click anywhere inside the source text
2. Click on the Clone Formatting  button, or double click to make multiple clones
3. Click or drag with the clone brush to the destination text to clone the source formatting


Tips about fonts

- A font style can be applied to a document only if installed in your system. LibreOffice lists all available fonts installed in your system. However Writer can display fonts not installed in your system when these are **embedded** inside a document.
- Some fonts are only available for specific languages, therefore setting a font to a text in a non supported language will not have any effect.
- Use simple and **readable** fonts on your documents.
- Avoid the use of multiple fonts inside a document.

Paragraph formatting

Paragraph formatting refers to formatting that is paragraph-specific. That is, rather than affecting individual words or sentences, it affects the entire paragraph. Common paragraph formatting that you can apply includes alignment, indents and spacing. You can also create bulleted or numbered lists, and add borders or shading.

What is a paragraph?

In Writer and other word processors in general, a **paragraph** is a block of text that ends with a new line character. Every time you type the *Enter* key a **new line** character is inserted, creating this way a paragraph. To display the new line and other hidden characters click on the  button in Standard Toolbar.

To create dummy text like in the videos in this course:

1. type **DT** and then
2. press the **F3** function key.

He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. ¶

Applying paragraph formatting

To apply formatting to one or more paragraphs:

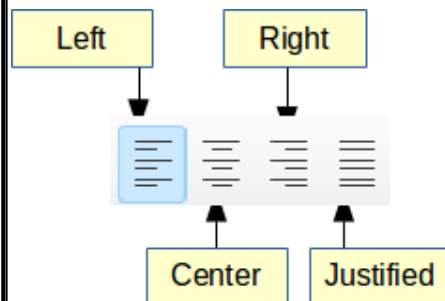
1. First **select** the paragraph. In case of a single paragraph just click anywhere inside a paragraph. For multiple paragraphs you must make a multiple or continuous selection of all text in the paragraphs.
2. Then use the buttons on the **Formatting toolbar**, **Sidebar Paragraph** section or the Paragraph Formatting **Dialogue** window.

Paragraph alignment

A paragraph can be aligned horizontally left, center, right or justified left and right.

The following image shows the four types of paragraph alignment.

To align a paragraph use the following buttons found in Formatting Toolbar.



① Left Align

He was dripping with sweat now, cold and wet, he could smell the fear coming off his clothes. Suddenly next to him, with a barely noticeable squeak, a door swung quietly to and fro in the night's breeze.

② Center Horizontally

He was dripping with sweat now, cold and wet, he could smell the fear coming off his clothes. Suddenly next to him, with a barely noticeable squeak, a door swung quietly to and fro in the night's breeze.

③ Right Align

He was dripping with sweat now, cold and wet, he could smell the fear coming off his clothes. Suddenly next to him, with a barely noticeable squeak, a door swung quietly to and fro in the night's breeze.

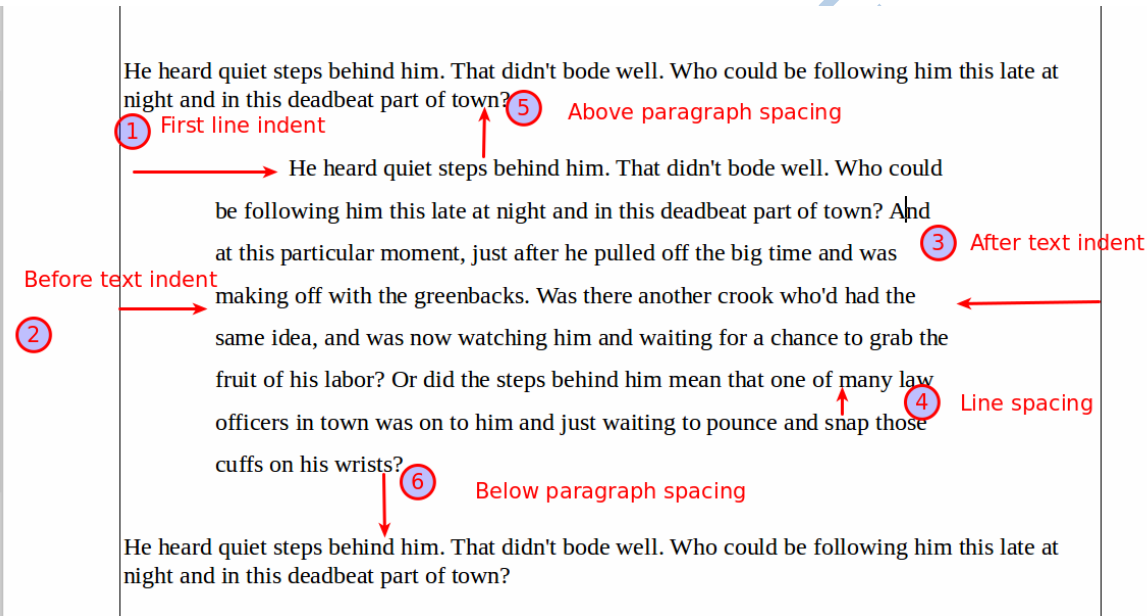
④ Justified

He was dripping with sweat now, cold and wet, he could smell the fear coming off his clothes. Suddenly next to him, with a barely noticeable squeak, a door swung quietly to and fro in the night's breeze.

Indents and spacing

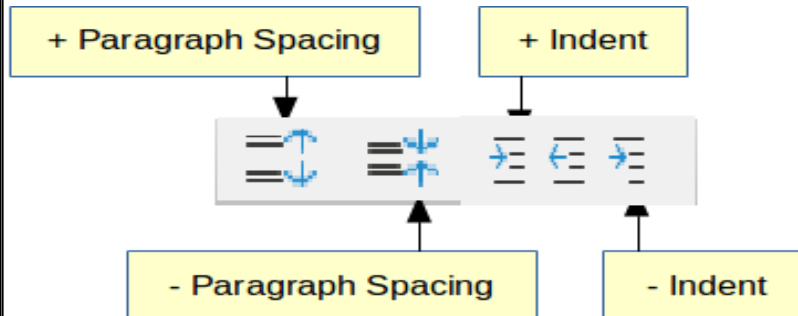
Paragraph **indent** is the spacing between a paragraph and the left or right margins of the page. Paragraph **spacing** refers to the white space between paragraphs or other objects such as graphics or tables. **Line spacing** is the space between lines of a paragraph.

The following image shows the indent and spacing properties of a paragraph. alignment



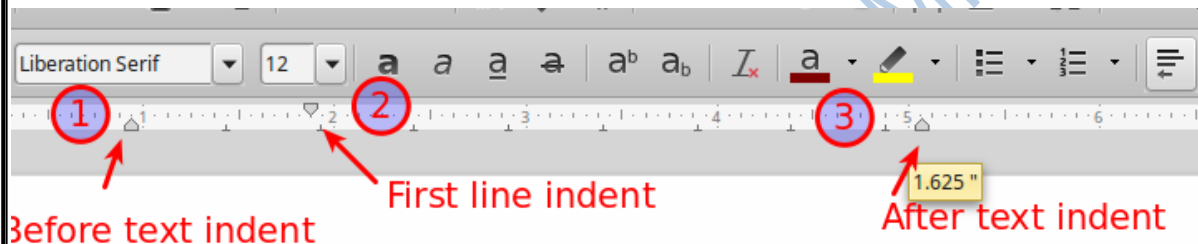
Set indents and spacing

You can quickly indent a paragraph or change spacing with the buttons in Formatting Toolbar:



Using the sliders

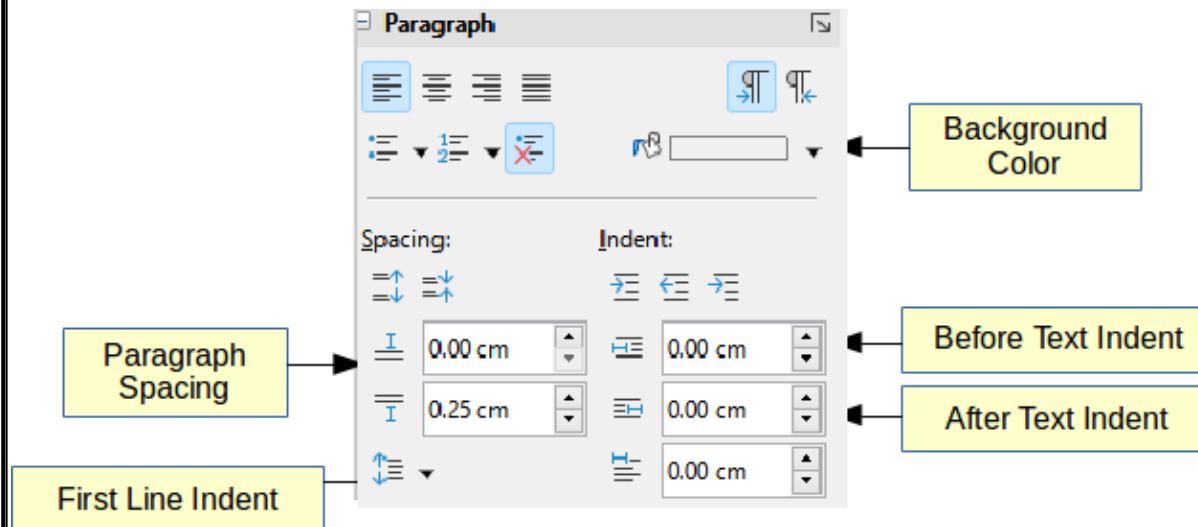
A more practical way to change indents is to use the three **sliders** (triangles) in the horizontal ruler to indent a paragraph.



He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same

Using the Sidebar

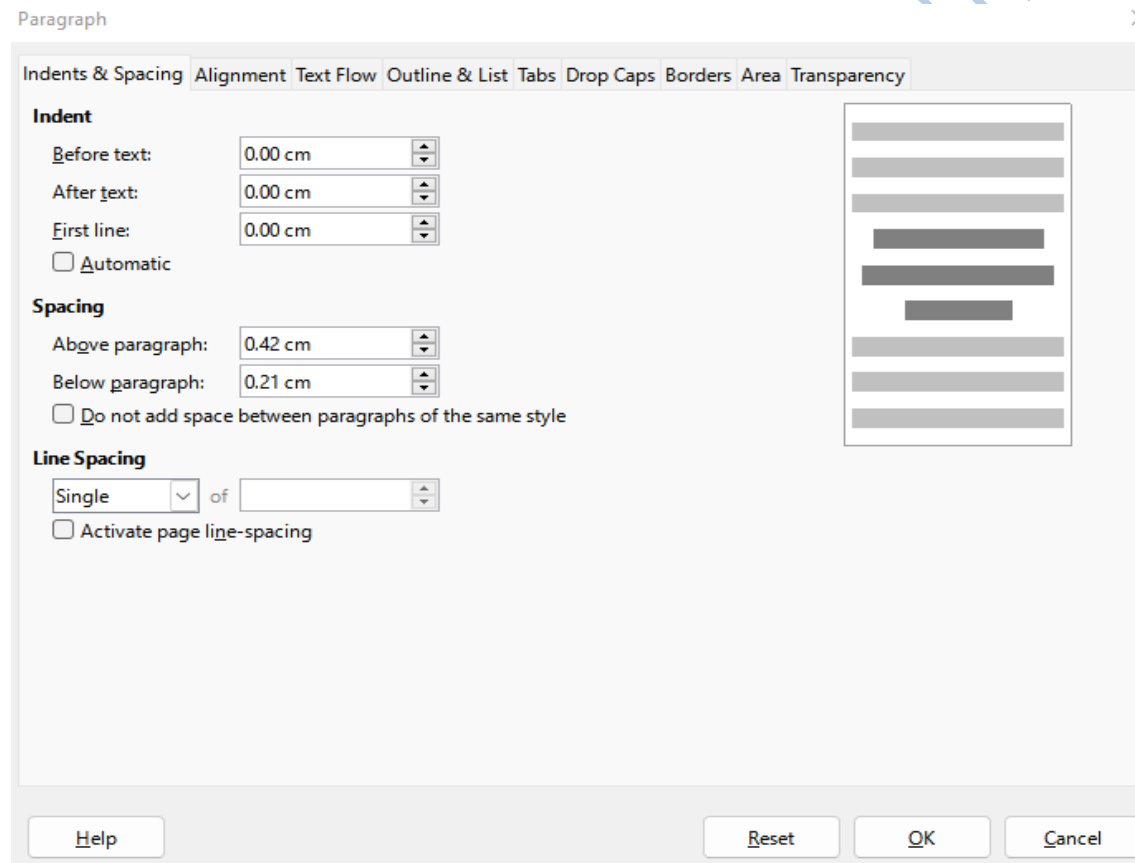
You can use the **Sidebar Paragraph section** in Properties panel to apply all the above commands for paragraph formatting. The sidebar includes some extra command such as Background Color and the ability to type numerical values for setting indents and spacing.



The Paragraph formatting Dialogue window

Using this window you have access to all Paragraph formatting commands. This includes Borders, Area and Drop Caps.

To open this window click on the  icon in Sidebar or use the *Paragraph...* context menu item.



Bulleted and Numbered Lists

Numbered and bulleted lists can be used in a document to keep related items together, show the level of importance and outline text. Text is more readable in list format.

Numbered lists work best when the order or sequence is important. **Bulleted** lists work best when the order doesn't matter, but items in the list are related.

Creating lists

To create a list in Writer all items must be paragraphs separated with a new line character. To create a list:

1. Select all list items

2. Click the Bulleted  or Numbered  List button on the Formatting Toolbar.

- Bleu cheese
- Cheddar
- Cottage cheese
- Cream cheese
- Sandwich slices
- Swiss

Bulleted list.

1. Bleu cheese
2. Cheddar
3. Cottage cheese
4. Cream cheese
5. Sandwich slices
6. Swiss

Numbered list.

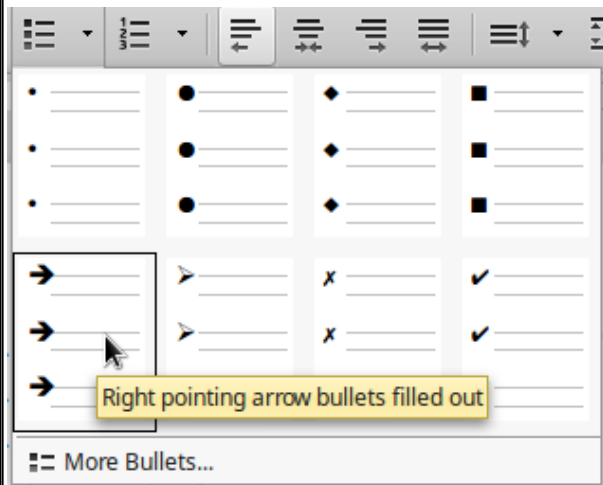
To **remove** bullets or numbering select the list items and click again on the Bullets or Numbering button to disable the list formatting.

Format bullets or numbers

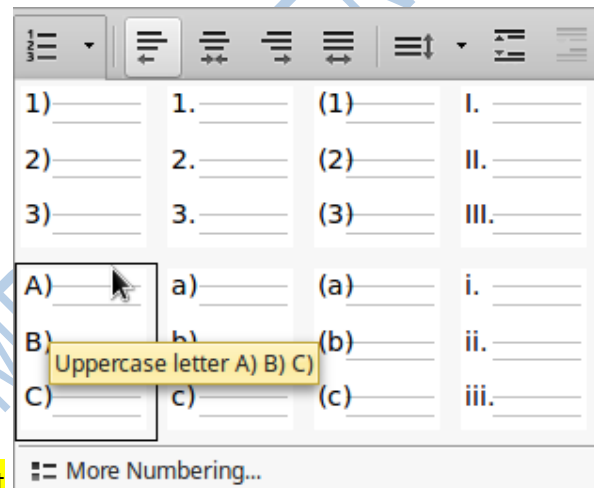
To change format of the bullets or numbers in a list:

1. **Select** first all list items and click the arrow on the Bulleted or Numbered list icon .

2. In the drop-down panel choose the new format for bullets or numbers:



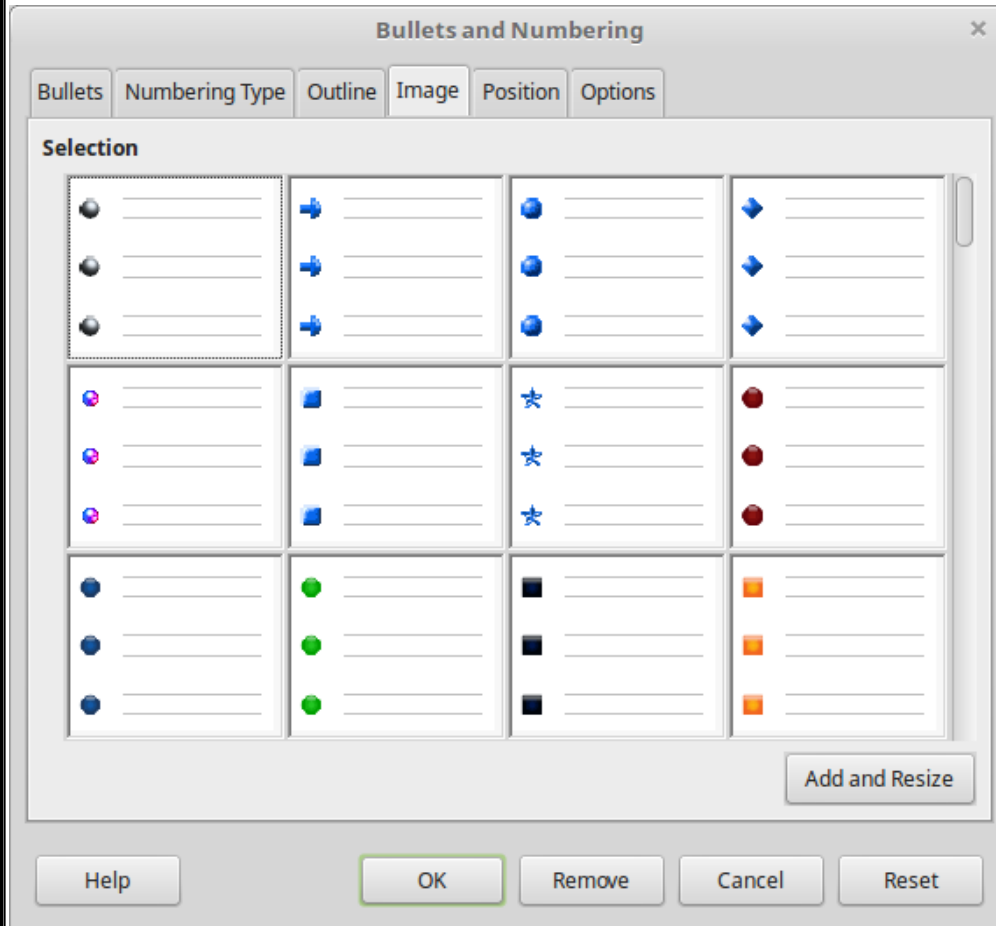
Bulleted list format




Numbered list format

Bullets and Numbering Dialogue window

For more option click *More Bullets...* or *More Numbering...* option to open the **Bullets and Numbering Dialogue** window. In the **Image** tab you can set an icon for the bullets or add an image from your computer.



Nested lists


List items can be promoted one or more levels creating this way hierarchical or **nested** lists. Use the Promote and Demote  buttons to increase or decrease the level of a list item or items. The Promote and Demote **with subpoints** command changes the level of the selected item including all nested items (subpoints).

- Bleu cheese
- Cheddar
 - Cottage cheese
 - Cream cheese
- Sandwich slices
- Swiss

Moving list items


You can easily move list items using the Up and Down  arrows on the Toolbar. The Move **with subpoints** command moves a list item including all nested items (subpoints).


Inserting unnumbered or unbulleted text

Sometimes we need to insert text in a list without the bullets or numbers. Click first on a list item and then click on the  icon to insert a line with no list formatting. An alternative way to achieve this is to insert a **Line Break** character using the *CTRL* + *ENTER* key combination.

- Bleu cheese
- Cheddar
- Cottage cheese
- Cream cheese
- **Other Cheese**
- Feta
- Swiss

Restarting list numbering

Sometimes the numbering continues to the next list like the image below. If this is not the desired behavior you can **restart** the numbering using the  icon on the Bullets and Numbering toolbar.

- | | | |
|-----------------|---|-----------------|
| 1. Fruits | | 1. Fruits |
| 2. Apples | | 2. Apples |
| 3. Grapes | | 3. Grapes |
| 4. Vegetables | | 4. Vegetables |
| 5. Potatoes | | 5. Potatoes |
| 6. Basil |  | 1. Basil |
| 7. Black pepper | | 2. Black pepper |
| 8. Cinnamon | | 3. Cinnamon |
| 9. Garlic | | 4. Garlic |
| 10. Ginger | | 5. Ginger |
| 11. Mint | | 6. Mint |

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Inserting images

When you create a text document using LibreOffice Writer, you may want to include some illustrations (images or graphics). Images in Writer are of three basic types:

- Image files, such as photos, drawings, and scanned images
- Diagrams created using LibreOffice's drawing tools
- Charts created using LibreOffice's Chart facility

Inserting an image into a document.

1.Insert Image Dialogue

To insert an image stored on your computer click the  icon or use the Insert > Image menu command. On the Insert Image Dialogue, navigate to the file to be inserted, and select it. To preview images tick the Preview option.

2.Drag and Drop


- 1.Select an image from the file browser window
- 2.Drag the image into the Writer document and
- 3.Drop it where you want it to appear.

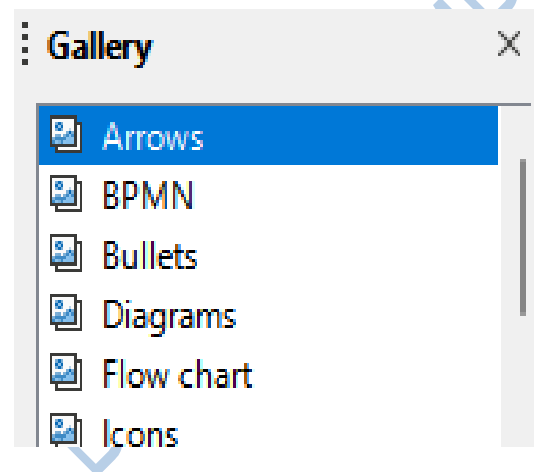
3. From the clipboard

You can simply copy (CTRL + C) an image from the file explorer or any application that can open images and then simply paste (CTRL + V) the image to a writer document.

4. Using the Gallery

The Gallery is a collection of graphics and is available in all components of LibreOffice. It comes with many images, but you can still add your own pictures.

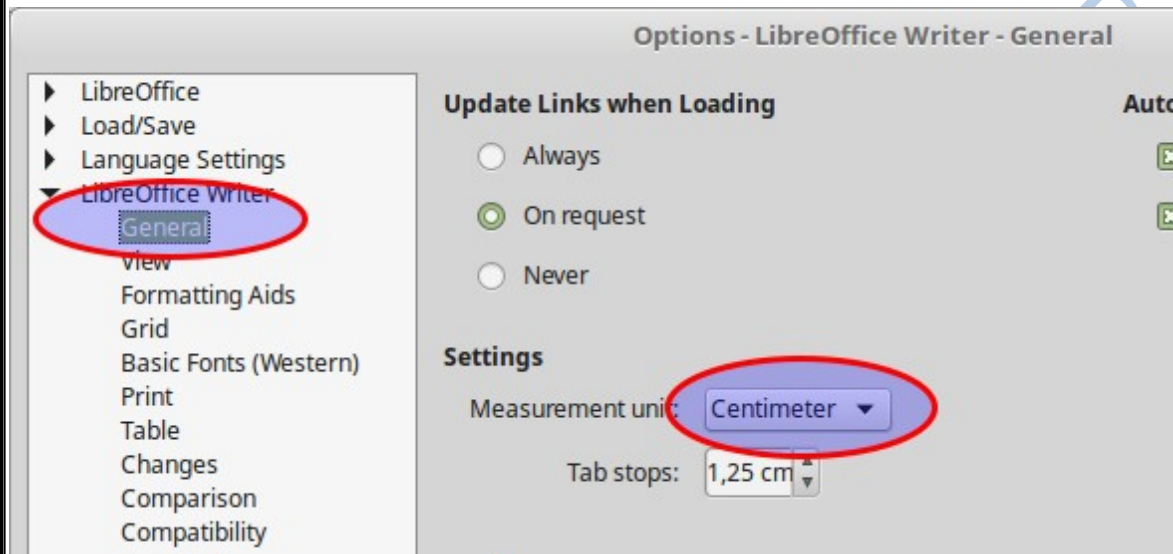
- 1.To open the Gallery, click on the Gallery icon  located in the Sidebar
- 2.Navigate through the Gallery to find the desired picture.
- 3.To insert the picture, click and drag it from the Gallery into the Writer document



Changing the measurement Units

Because you are going to work with graphics you probably need to change the measurement units of Writer application to **centimeters**.

1. From the Writer menu choose *Tools > Options* and
2. Browse the Writer General category
3. Change the Measurement Units to centimeters





Positioning images






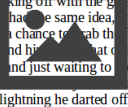
Positioning of an image is controlled by four settings:

- 1.Text wrapping
- 2.Alignment
- 3.Anchoring
- 4.Arrangement

Text wrapping

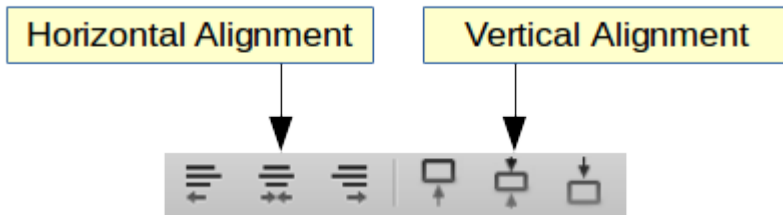
Text wrapping refers to the relation of images to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character.

Wrapping	Description	Image
No Wrap 	With this option the text is placed above and below the image but not to either side of it. This is the wrapping type used for most of the figures in this guide.	<p>He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labor?</p>  <p>Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley. Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the trash can lying in the middle of the sidewalk. </p>


Wrapping	Description	Image
<p>Page Wrap</p> 	<p>The text flows around the image. Moving the image around the page causes the text to be rearranged to fill the space to the left and right of it.</p>	<p>He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labor? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley. Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the trash can lying in the middle of the sidewalk.</p> 
<p>Optimal Page Wrap</p> 	<p>Optimal Page Wrap prevents text from being placed to the side of the image if the spacing between the image and the margin is less than 2 cm.</p>	<p>He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labor? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley. Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the trash can lying in the middle of the sidewalk.</p> 
<p>Wrap Through</p> 	<p>Superimposes the image on the text. That is, the image is in front of the text. This option must be used in conjunction with the image-transparency setting in order to make the text under the picture visible.</p>	<p>He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labor? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley. Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the trash can lying in the middle of the sidewalk.</p> 

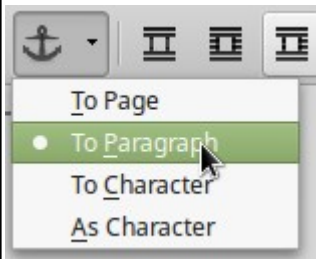
Alignment






Alignment refers to the vertical or horizontal placement of an image in relation to the chosen anchor point. To align an image use the alignment buttons on the image toolbar.



Anchoring

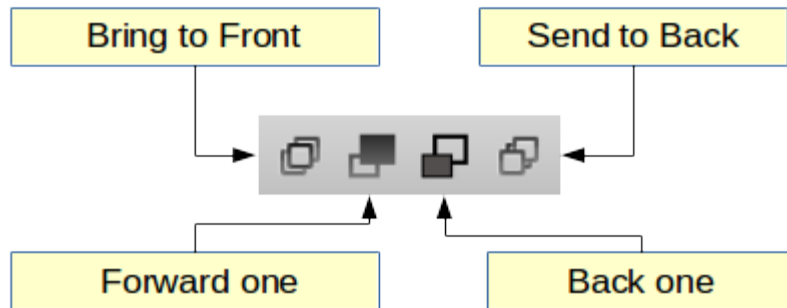
Anchoring refers to the reference point for the images. An image always has an anchor point with the  icon. To set the anchoring type click on the anchor button in the image toolbar and choose one of the options. Note that **you should use To Paragraph setting** most of the time to avoid confusion.



Anchoring	Description	Image
To Page	The graphic keeps the same position in relation to the page margins. It does not move as you add or delete text or other images.	  <p data-bbox="1541 584 1809 635">He heard quiet steps behind at night and in this deadbeat</p>
To Paragraph	The graphic is associated with a paragraph and moves with the paragraph. This method is used most often.	  <p data-bbox="1469 708 1809 884">heard quiet steps behind him. That night and in this deadbeat just after he pulled out greenbacks. Was he watching him and waiting for the steps behind him and just waiting nervously looked all</p>
As Character	The graphic is placed in the document like any other character and, therefore, affects the height of the text line. The graphic moves with the paragraph as you add or delete text before the paragraph. This method is useful for adding a small (inline) icon in a sentence.	<p data-bbox="1429 932 1809 1150">And at this particular moment, just after he pulled the big time and was making off with the greenbacks. Was there another crook who'd had the same idea and was now watching him and waiting for a chance to grab  the fruit of his labor? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley.</p>

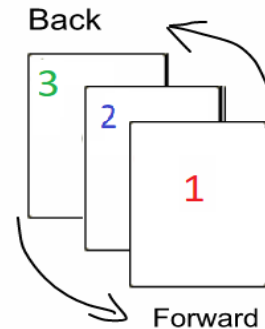
Arrangement

Arrangement controls how images are stacked upon each other or relative to the text. You control the arrangement with these buttons in the Frame Toolbar.



The buttons are

- Bring** graphic to the front (all the levels)
- Forward** graphic one level up
- Back** graphic on level down
- Send** graphic to back (all levels)



Modify images

When you insert a new image, you may need to modify it to suit the document. Writer provides many tools for working with images like resizing, cropping and color changing.

The Image Toolbar

When you insert an image or select one already present in the document, the Image toolbar appears. You can do most of the image editing tasks using this toolbar




Resizing

To resize an image simply drag with the mouse one of the green sizing handles. In this way the image is resized **proportionally** and keeps the original **ratio** between width and height.

To resize the width or height only hold down the shift button while dragging the green point



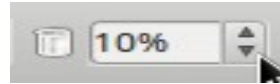
Cropping

When you are only interested in a **section** of the image for the purpose of your document, you may wish to crop (cut off) parts of it. To crop an image first click on the crop icon  and then drag one of the red cropping handles points.



Flip and Rotation

You can flip and rotate an image using these buttons




Transparency

Modify the percentage value in the Transparency box on the Image toolbar to make the image more transparent. This is particularly useful when creating a watermark or when wrapping the image in the background.



Colors

Use the Colors toolbar to modify the individual **RGB** color values of the image (red, green, blue) as well as the **brightness**, **contrast**, and **gamma** of the image. If the result is not satisfactory, you can press *Control+Z* to restore the default values. To open the colors toolbar click on the  icon



Borders

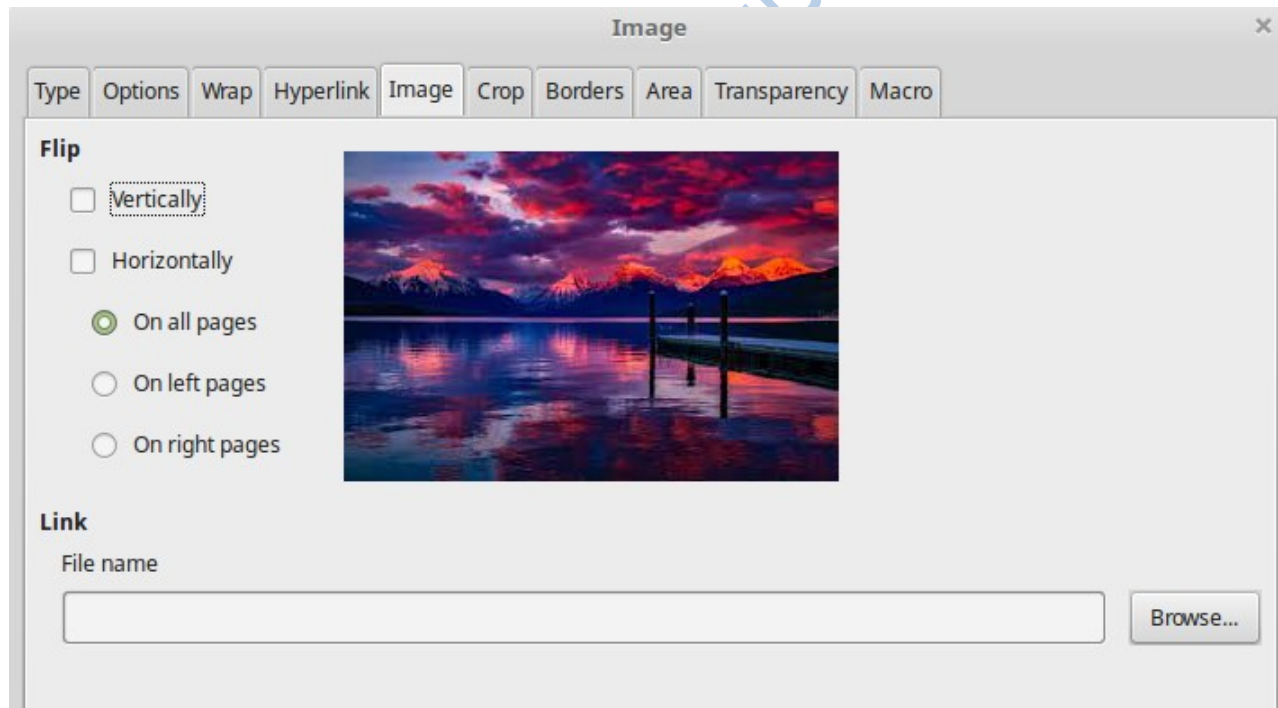
You can add borders to an image the same way as in paragraphs using the buttons from the Frame

toolbar



More image editing commands

For more options in modifying images you can double click on an image and display the Image properties window or use the sidebar.



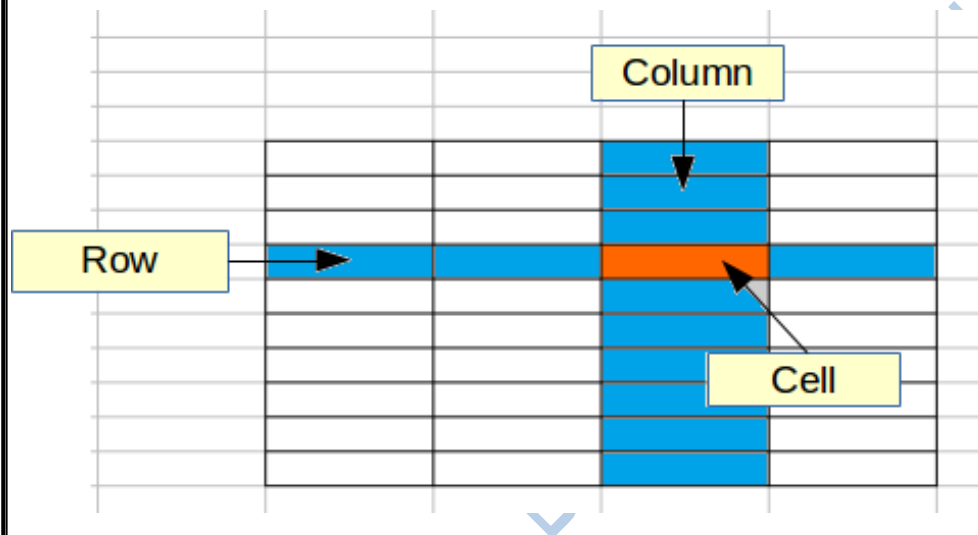
Creating Tables

Tables are a useful way to organize and present large amounts of information, for example:

- Technical, financial, or statistical reports.
- Product catalogs showing prices and characteristics.
- Lists of names with address and other information.


Tables can also be used to create more complex layouts in a page and position and align text and graphics.

Before you insert a table into a document, it helps to have an estimate of the number of **rows** and **columns** required. A row is a horizontal series of **cells**, while a column is a vertical series.



Inserting a new table

Quick insert

- 1.To insert a new table, position the cursor where you want the table to appear
- 2.Click the Insert Table  icon on the Standard toolbar
- 3.Select the number of rows and columns you require

Using the Insert Table Dialogue

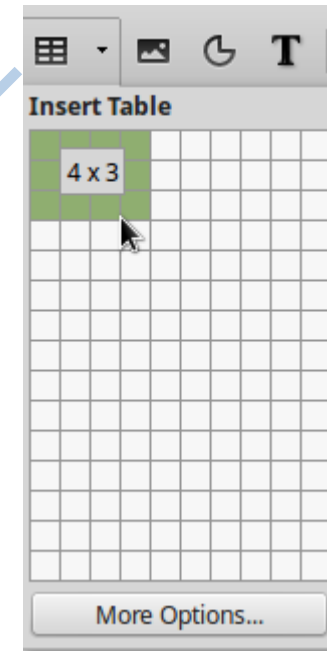
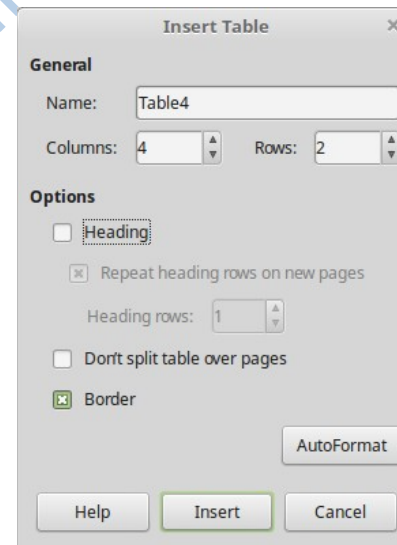
If you click on the More Options button you can specify more properties for the new table

Heading. Select this option if the first row of the table contains the named of the columns and not actual data. This makes the first row to be a formatted as a heading

Repeat Heading Rows on new pages. Makes the heading row to appear in every page if the table is large enough.

Don't split table over pages. Prevents the table from spanning more than one page.

Border. Surrounds each cell of the table with a border.



Create a table from formatted text

You can create a table from plain text by using the *Text to Table* tool. The text to be converted must contain characters to indicate **column separators**. Paragraph marks, indicate the end of a table row.

For the example the text below separates columns with commas (,) and rows with paragraphs.

Name, City, Age
George, Syros, 33
Nick, Athens, 22
Elena, Paris, 19

Select the text and choose the Table > Convert > Text to Table menu command.



When the Convert Text to Table Dialogue appears we set commas as separator

And the resulting table:

Name	City	Age
George	Syros	33
Nick	Athens	22
Elena	Paris	19

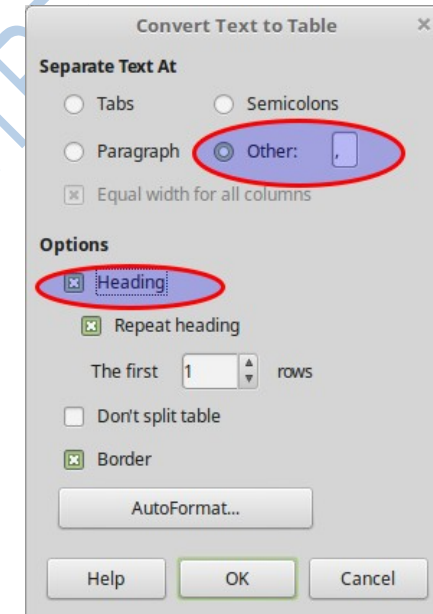


Table cell formatting

Once the table layout is satisfactory, you can move on to formatting the text in the individual cells. You can format each cell independently of other cells, or you can simultaneously format a group of cells by selecting them before applying the desired formatting.

Alignment


Table cells can be aligned both vertically and horizontally. To align **horizontally** use the horizontal alignment buttons from the Formatting toolbar.



To align **vertically** use the vertical alignment buttons from the Table toolbar.



Background color

To change the background color of an individual or group of cells, select the cells and click on the  button on the Table toolbar.

Leaman	1012
Riddell	674
Lowthorpe	1334
Snap	577

Borders

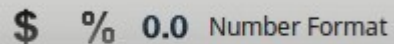
You can apply borders to any cell or group of cells using the table borders buttons in Table toolbar. Set the border layout, line type and color.



To change more border options open the Borders tab in Table formatting window

Number format

Numerical data can be formatted into various formats. For example, cells can be set to display in a particular **currency**, to **percentage**, to 2 **decimal** places. To quickly format numbers in a table use the number format buttons. For more options open the Number Format Dialogue window.



Some examples of number formatting are shown in the table below:

Format	Before	After
Currency	100	100,00 €
Percentage	10	10,00%
Decimal	20	20,00
Date	31/12/2017	Sun 31 December 2017

Protect cells

Protecting a cell prevents the user from accidentally changing the data. This can be useful when you want the users to edit only part of the table.

To protect a cell select it and the click on the **Protect Cells** button.


To cancel the protection click on the **Unprotect Cells** button.

Sorting

Writer allows data in a table to be sorted. Up to three levels of sorting can be specified. For example, sort first by age numerically, then alphabetically by name within each age.

To sort data in a table:

1. Select the table (or part of the table) to be sorted.

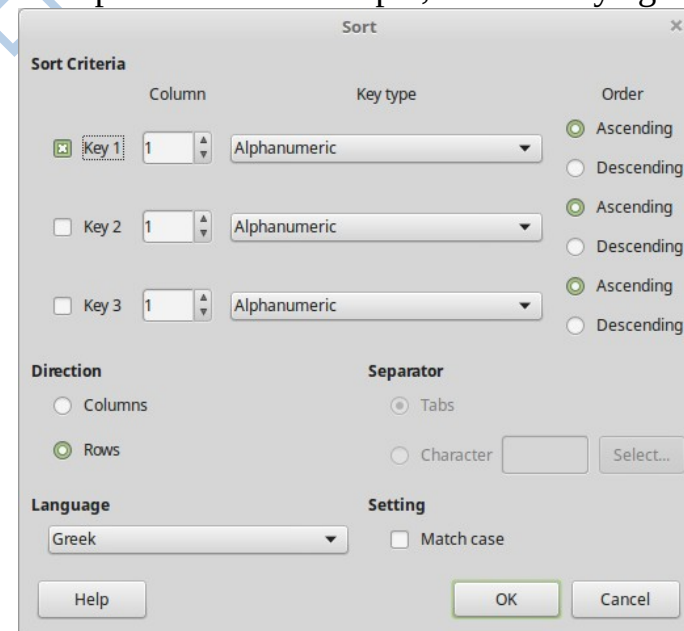
2. Select the Sort icon  from the Table toolbar.

In the Sort Dialogue:

1. Select the column number (key) to be sorted.

2. Select up to three keys to sort on, in the correct order.

3. For each key, select whether the sort is Numeric or Alphanumeric and whether it is Ascending or Descending.



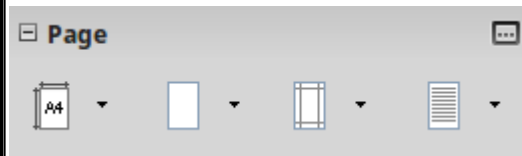
Page size, margins and orientation

Page formatting in word processors refers to page **printing** layout properties (size, margins and orientation) and **page elements** such as headers, footers, borders and background.

Normally page formatting affects all pages inside a document. Later in this course you will learn how to format individual pages using **Page Styles**.

Page properties

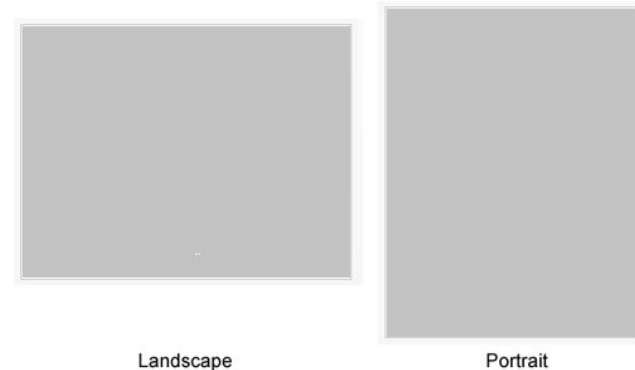
To quickly edit basic page properties such as paper size, margins and orientation use the Sidebar's Page section in properties tab.




For more options choose the menu item *Format > Page* to open the Page formatting window.

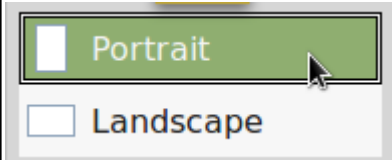
Orientation

Writer offers two page orientation options: **landscape** and **portrait**. Landscape means the page is oriented horizontally, while portrait means the page is oriented vertically. See how orientation can affect the appearance of a page in the image below.



Setting the orientation

To change the orientation click on the  button on the Page panel of the Properties deck in sidebar.



Page Margins

Page margins are the **white space** around the top, bottom, left, and right of your document. Margins serve two main purposes:

All printers require a space between the printing area and the edge of the paper because printing on the edges is hard if not impossible for most printers

The use of white space around the content of a page makes our document more easy to read and visually appealing.

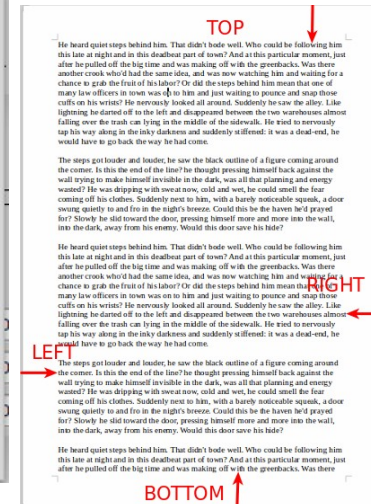
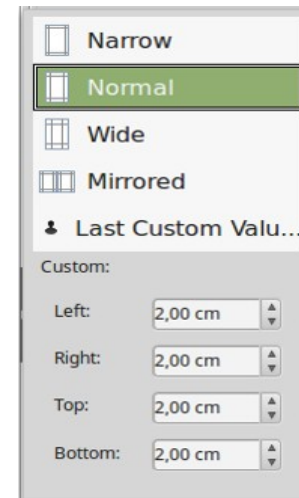
Setting page margins

Using the sidebar

In general you **should avoid changing margins** for most of your documents. However some types of documents like posters, brochures etc may require to change the margins. To set the margins of your document

click the  button on the Page panel of the Properties deck in sidebar.

Choose Narrow, Normal, Wide or set custom values.

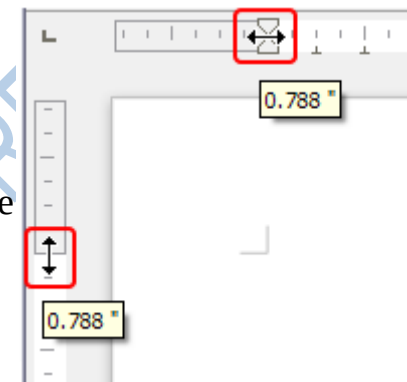


Using the rulers

The shaded sections of the rulers are the margins. Put the mouse cursor over the line between the gray and white sections. The pointer turns into a double-headed arrow.

Hold down the left mouse button and drag the mouse to move the margin.


You need to be careful to move the margin marker, not the arrows on the ruler, these are used for indenting paragraphs.



Background and Borders

You can apply **borders** and **backgrounds** to pages in Writer as with paragraphs and other elements. Page background and borders fill the area within the margins, including the header or footer (if any).

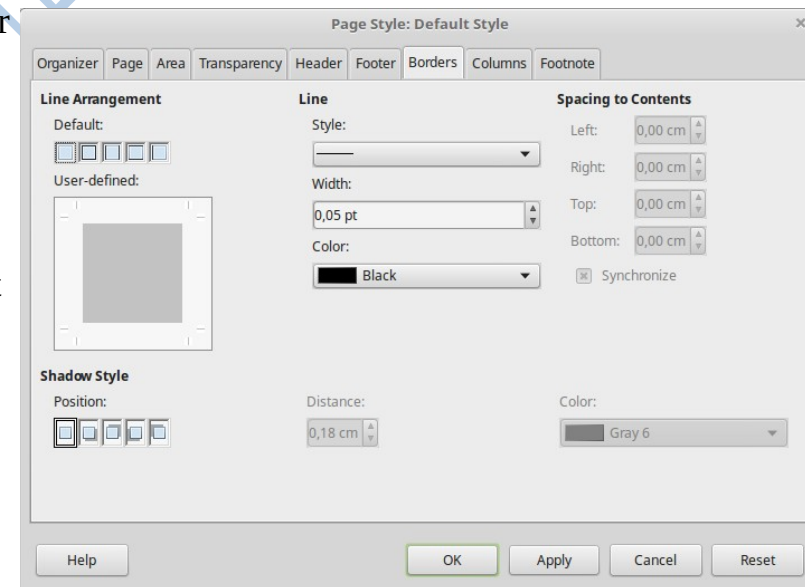
Borders

To edit page borders click on the  icon on the Page panel of the Properties deck in sidebar to open the Page Style Dialogue and select the Borders Tab.

In this window you can set the border settings


- line arrangement
- line style, width and color,
- shadow
- spacing to contents

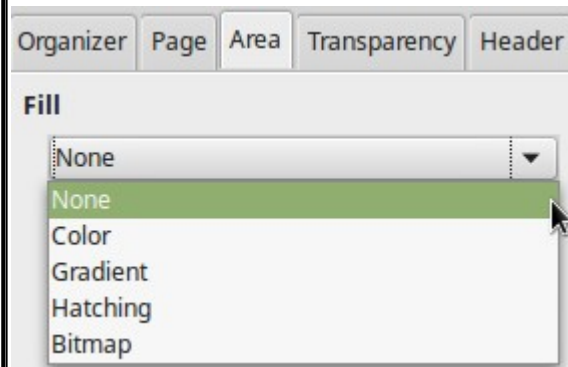
To set more complex line arrangements click on the User-defined box



Background

Background Area

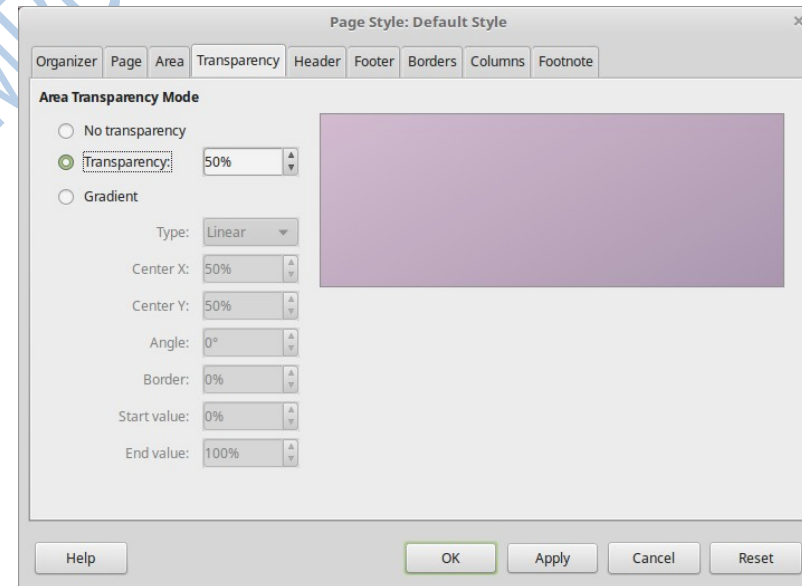
To set the page background first click on the  icon on the Page panel of the Properties deck in sidebar to open the Page Style Dialogue and select the **Area** Tab. Here you can choose one of the background options.



With the bitmap option you can set a graphic as a page background.

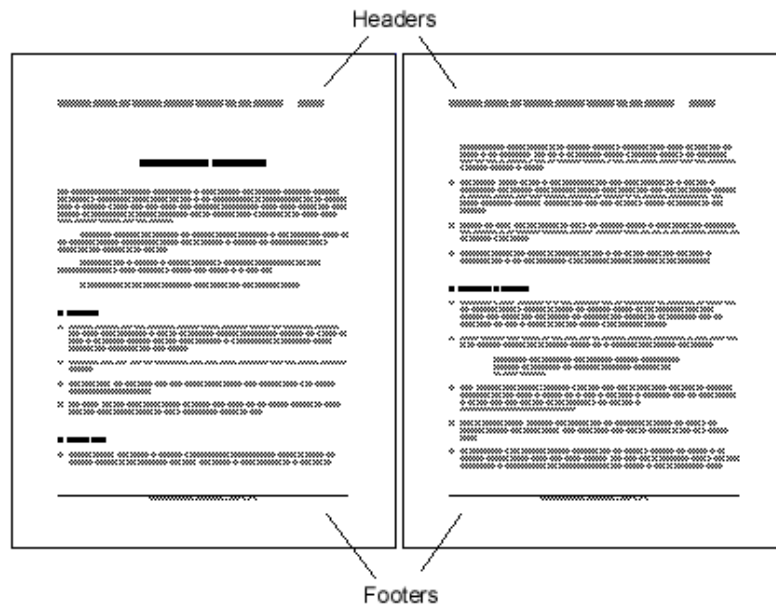
Background Transparency

If the background makes the text difficult to read you can set a transparency to the background. Click on the Transparency tab and increase the setting to a desired value.



Headers and Footers

Headers are portions of a document that always appear at the **top** of a page, footers appear at the **bottom** of a page. Typically headers and footers display general information such as document title, chapter name, page number, author name etc.



Headers and footers can help keep large documents organized and make them easier to navigate. Normally text entered in the header or footer will appear on each page of the document but you can create separate header and footer for a section of a document (for example the first page).

Creating headers and footers

Directly into the document

The simplest method to insert a **header** is

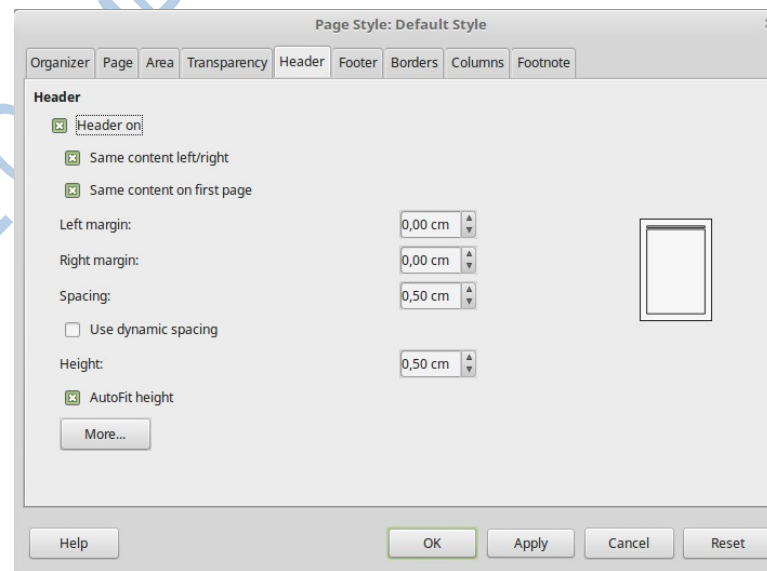
1. Click above the top of the text area and when the Header marker appears
2. Click on the + icon.

Now you can type and format the header text as any other text.

To insert a **footer** follow the same steps by clicking on bottom of the text area to display the Footer marker.

Using the Page Style Dialogue

With this method you can create headers and footer with some advanced options. Open the Page Style Dialogue window and enable the header and/or footer.

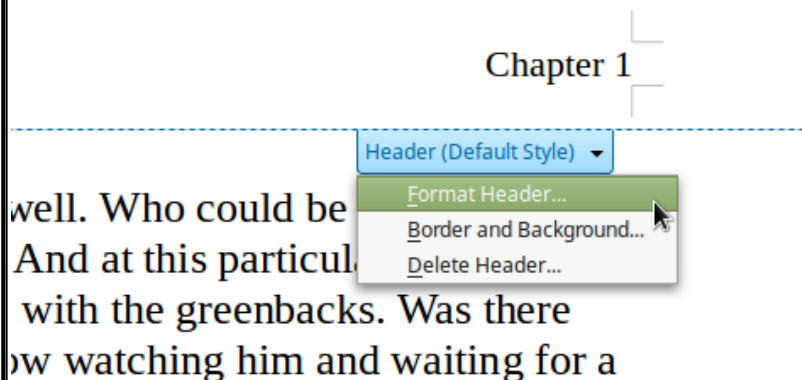


Format headers and footer

Clicking on a header marker opens a context menu with the following commands

- Format Header.** Opens the Header tab in Page style window
- Border and Background.** Set borders and background for the header area
- Delete Header.** Remove the header


The same apply for the footer area.

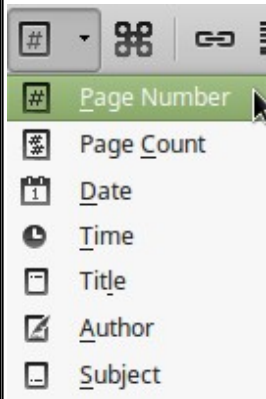


Numbering Pages

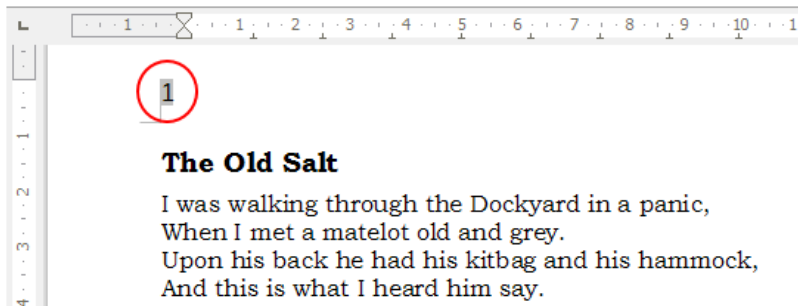
In formal and long documents you normally need to display the current **page number** in header or footer. Instead of manually typing each page number you should use fields to let LibreOffice automatically display the numbers.

Simple Page Numbering

First create a header or footer to place the page numbering. To insert a page number field, click on the  icon in the Standard toolbar and choose Page Number field.



The page number appears with a gray background. The gray background denotes a field; although it is visible on screen, the gray background it is not printed. The page number field always displays the page number for the page where it is placed.



Now the correct page number appears on every page.

Line and Page Breaks

One of the common pitfalls in text editing is the use of empty lines to force a new line or page. Line and page **breaks** are handy little features of every word processing application that sadly most users ignore their existence. Learn how to use them properly and you will stand out from the crowd of mediocre users.

Page Break

A **Page Break** is a special character inserted by a Word processor like Writer that marks the end of the current page. In cases where you need to have text begin on a new page, such as the beginning of a new chapter, insert a page break at the point where you want the new page to begin.

He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks.¶

Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labor? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley.¶

Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the trash can lying in the middle of the sidewalk. He tried to nervously tap his way along in the inky darkness and suddenly stiffened: it was a dead-end, he would have to go back the way he had come.¶

The steps got louder and louder, he saw the black outline of a figure coming around the corner. Is this the end of the line? he thought pressing himself back against the wall trying to make himself invisible in the dark, was all that planning and energy wasted? He was dripping with sweat now, cold and wet, he could smell the fear coming off his clothes.¶

Suddenly next to him, with a barely noticeable squeak, a door swung quietly to and fro in the night's breeze. Could this be the haven he'd prayed for? Slowly he slid toward the door, pressing himself more and more into the wall, into the dark, away from his enemy. Would this door save his hide?¶

Page Break

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Don't press the Enter key repeatedly until a new page begins. If you later add text before the empty lines, then you will have to manually correct all the pages. Imagine this happening to a 100 page document!

Insert and delete a Manual Page Break

To Insert a Manual Page Break

1. Click in your document where you want the new page to begin.
2. Press **Ctrl+Enter**.

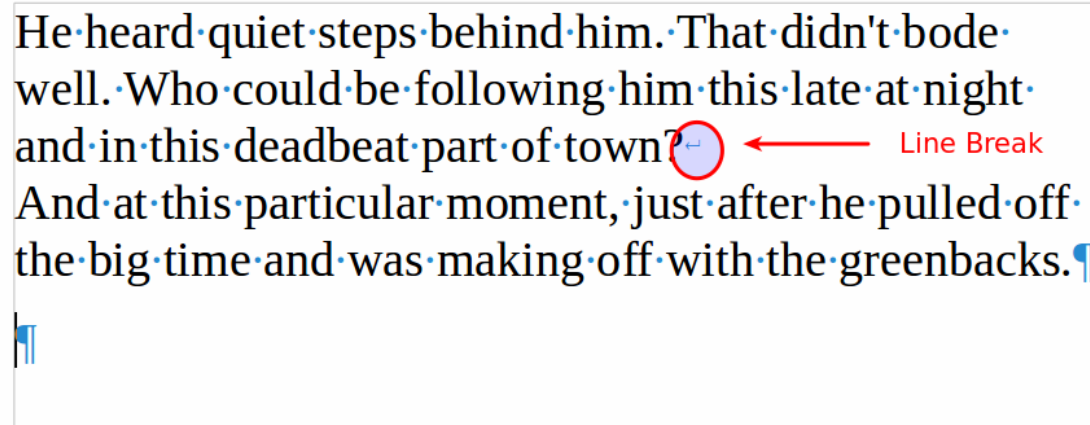
To Delete a Manual Page Break


1. Click in front of the first character on the page that follows the manual page break.
2. Press **Backspace**.

Line Break

A **Line Break** is a special character inserted by a Word processor like Writer that creates a new line without creating a new paragraph.

One use of line break is when we want to create new lines without inheriting paragraph properties such as spacing, bullets or numbering.



He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town?  ← Line Break
And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. ¶

Insert and delete a Line Break

To insert Line Break press **Shift + Enter**

To delete use **Backspace**

Display line and page breaks

To Hide or View line and page breaks click on the  icon

Column Layout

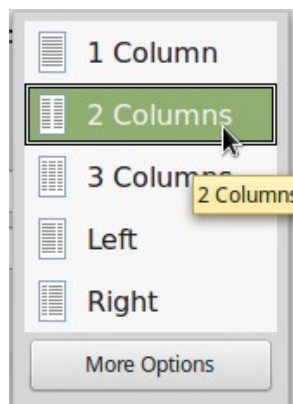
In LibreOffice Writer a page can be formatted with **multiple columns**. The default page layout is the one column layout which is the layout the majority of the documents use. However, some types of documents such as newspapers, leaflets, scientific papers and reports use two or more columns.

Page column layout

When formatting a page with a two column layout for example, the page is divided in two columns. Text flows from the left to the right column.

To format a page with column layout, click on columns icon in the page properties pane of the Sidebar

Choose one of the predefined column layouts or click on *More Options* to open the columns tab in Page Style window.



He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labor? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists?

He nervously looked all around. Suddenly he saw the alley. Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the trash can lying in the middle of the sidewalk. He tried to nervously tap his way along in the inky darkness and suddenly stiffened: it was a dead-end, he would have to go back the way he had come. The steps got louder and louder, he saw the black outline of a figure coming around the corner. Is this the end of the line? he thought pressing himself back against the wall trying to make himself invisible in the dark, was all that planning and energy wasted? He was dripping with sweat now, cold and wet, he could smell the fear coming off his clothes. Suddenly next to him, with a barely noticeable squeak, a door swung quietly to and fro in the night's breeze. Could this be the haven he'd prayed for? Slowly he slid toward the door, pressing himself more and more into the wall, into the dark, away from his enemy. Would this door save his hide?

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Format a section of a page with columns.

First select the text of the section you want to create and format with columns

He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town?

And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labor?

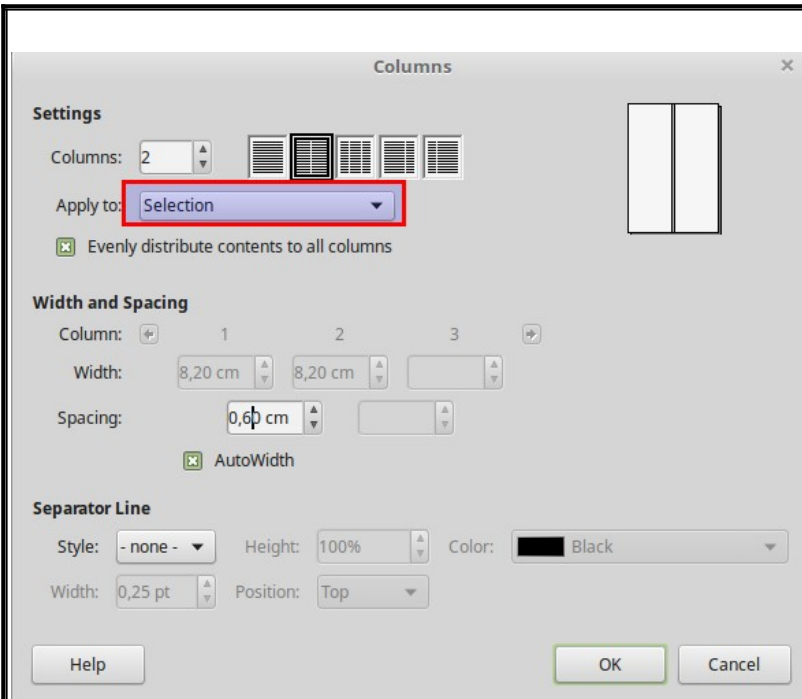
Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists?

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From the main menu click on *Format* > *Columns* menu command.

BAGHEL COMPUTER CENTRE



Make sure the **Apply to Selection** is selected and choose the number of columns. It's good also to put some **spacing** between the columns. You can also set a **separator line**.

He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town?

And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labor?

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Start the Changes

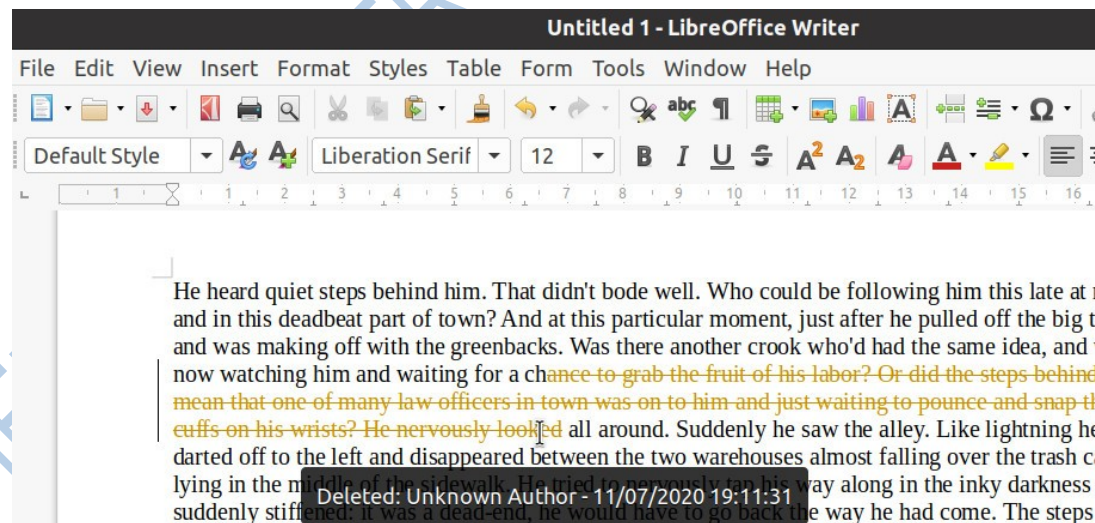
To start the track changes in any document, from menu select **Edit -> Track Changes -> Record** Or press **Shift + Ctrl + C**. Once you do that your document is in review mode.

Any change you do now would be highlighted based on the changes you are making.

For example, if you delete any portion of the document, it would be highlighted like this. Note that the author's name, date, and time of the change also recorded.

Changes Recorded

When you save the document and distribute it via email or any means, all the changes would be highlighted and send over. That means, whoever opens up the document, can see all the changes including who made them.

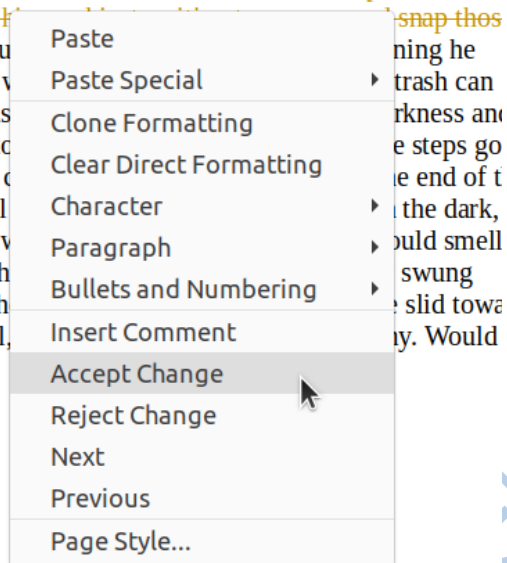


Accept and Reject

The changes can be reviewed and accepted/rejected from the context menu. Right-click on the changed portion and click Accept Changes or Reject Changes. If you like you can add comments as well.

Accept and Reject Changes in Menu

It bode well. Who could be following him this late at night
his particular moment, just after he pulled off the big time
Was there another crook who'd had the same idea, and wanted
to grab the fruit of his labor? Or did the steps behind him
snap those
around. Suddenly
between the two
led to nervous
could have to
of a figure c
inst the wall
as dripping w
to him, with
ould this be th
into the wall,



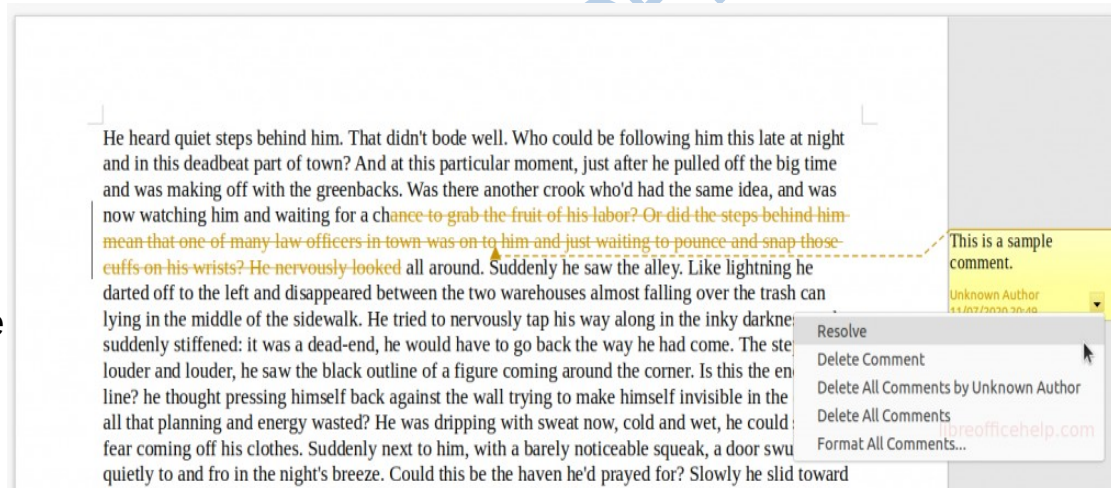
Comment-is-changes

If you accept, the changes become part of the document; If you reject the modification done is removed and that portion becomes Original before modification.

Protect, Compare and Merge

You can also password protect the track changes document. Simply click on the protect icon from the toolbar or select from the menu. In the next window enter a password to protect.

You can also compare or merge the current document with another document. It would give you a nice merge and comparison view of delete and insert highlighted.



Hyperlinks

Alternatively referred to as a **link**, a hyperlink is a text or graphic in a document that links to a resource such as webpage address or a file.

To create a hyperlink in LibreOffice Writer, follow these steps:

1. Select the text that you want to turn into a hyperlink.
2. Click on the "Insert" menu, and then select "Hyperlink" or use the keyboard shortcut Ctrl+K.
3. In the "Hyperlink" Dialogue box that appears, enter the URL or file path of the destination you want to link to.
4. If you want the link to open in a new window, select the "Target" tab and choose "New window" under "Frame".
5. Click "Apply" to create the hyperlink.
6. To test the link, click on it in your document while holding down the Ctrl key, or by right-clicking and selecting "Open Hyperlink" from the context menu.

Footnotes and Endnotes

Footnotes and Endnotes are basically **references** to additional information found on the bottom of the document. Footnotes appear at the **bottom** of the page on which they are referenced. Endnotes are collected at the **end** of a document.

Footnoted vs Endnotes

If you have a very long piece of text to enter, it might be more appropriate to add this as an endnote. Similarly with references, where the reader is more likely to need this information after they have read your paper, these should be added as endnotes.

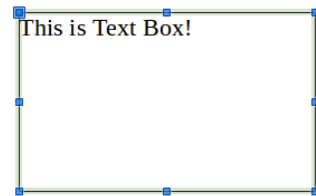
Drawing Objects

Writer uses the **Draw** component to insert and edit lines, shapes, text boxes and other drawing objects. Later in this course we will cover the Draw component as a separate application. In this section we will cover the basics of drawing shapes in Writer.

Text Boxes


Text boxes give you control over the position of a block of text in your document. You can place text boxes anywhere in the document and format them with background and borders.

tap his way along in the inky darkness and suddenly stiffened: it was a dead-
o go back the way he had come. The steps got louder and louder, he saw the
are coming around the corner. Is this the end of the line? he thought pressing
the wall trying to make himself invisible in the dark, was all that planning and
as dripping with sweat now, cold and wet, he could smell the fear coming off
next to him, with a barely noticeable squeak, a door swung quietly to and fro
Could this be the haven he'd prayed for? Slowly he slid toward the door,
e and more into the wall, into the dark, away from his enemy. Would this door



Use text boxes to insert text anywhere in your document without being restricted from your page layout. Text boxes are also useful when you create posters, brochures and other similar publications

Insert Text Box

Click the text box  icon on the Standard toolbar to insert a text box. Click and drag your mouse where you want to position the text box. It appears with a border that you can use to resize or reposition the text box. Type the text.

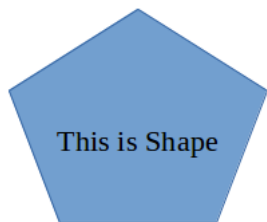
Lines, Shapes and other drawing objects

Using the Draw component you can create any type of drawing to a Writer document.

Insert a line or a shape

To insert a line or a shape click the line or shape  buttons on the Standard toolbar. Then drag with your mouse to draw the line or shape.


the haven he'd prayed for? Slowly he slid toward the door,
to the wall, into the dark, away from his enemy. Would this door



This is Line



More shapes

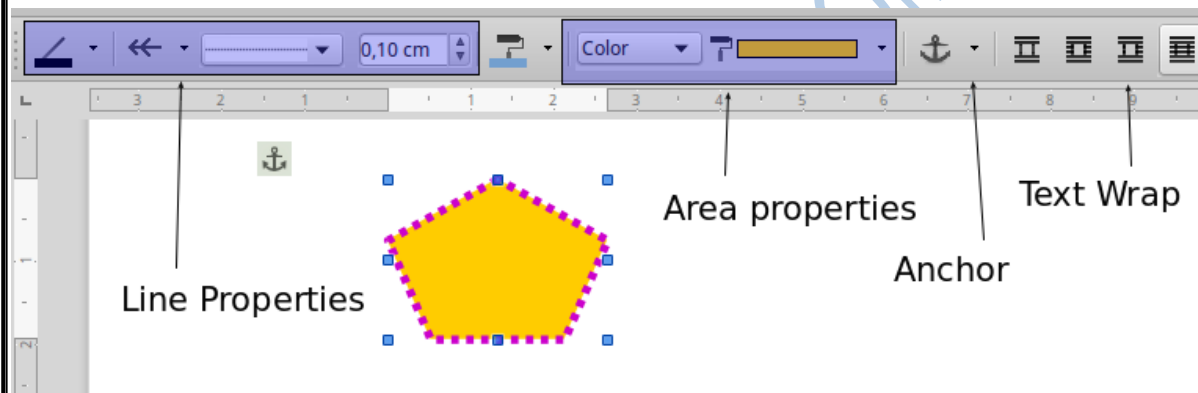
If you want more shapes to select from click on the Show Draw Functions  icon on the Standard toolbar. This displays the **Drawing** toolbar on the bottom Writer window which includes additional shapes such as symbols, arrows, stars and call out boxes.



Formatting Drawing Objects

Draw objects have common editing and formatting properties with the graphics objects. We can move, change size, wrap text and anchor. In addition every shape object has a border and an inner area.

When selecting a drawing object, the Toolbox with the shape properties is displayed, where you can configure the line and area properties. You can set line color, style and width and of course background color. More about drawing we will see when we get to the LibreOffice Draw component lesson.



Deleting drawing objects

To delete a drawing object just select it and press the backspace button

Language tools

In order to use this feature, the appropriate dictionaries for your language must be installed. By default, four dictionaries are installed: a spelling checker, a grammar checker, a hyphenation dictionary, and a thesaurus.

Spelling and grammar

Writer provides a spelling checker, which checks to see if each word in the document is in the installed dictionary. Also provided is a grammar checker, which can be used separately or in combination with the spelling checker.

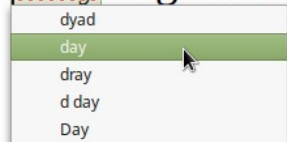
Automatic Spell Checking

Automatic Spell Checking checks each word as it is typed and displays a wavy red line under any **unrecognized** words.

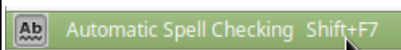
An apple a dday is good for the health.

Right-click on an unrecognized word to open a context menu. You can click on one of the suggested words to replace the underlined word with the one selected. When the word is corrected, the line disappears.

An apple a dday is good fo




If Automatic Spell Checking is not enabled click *Tools > Automatic Spell Checking* menu command to enable it.

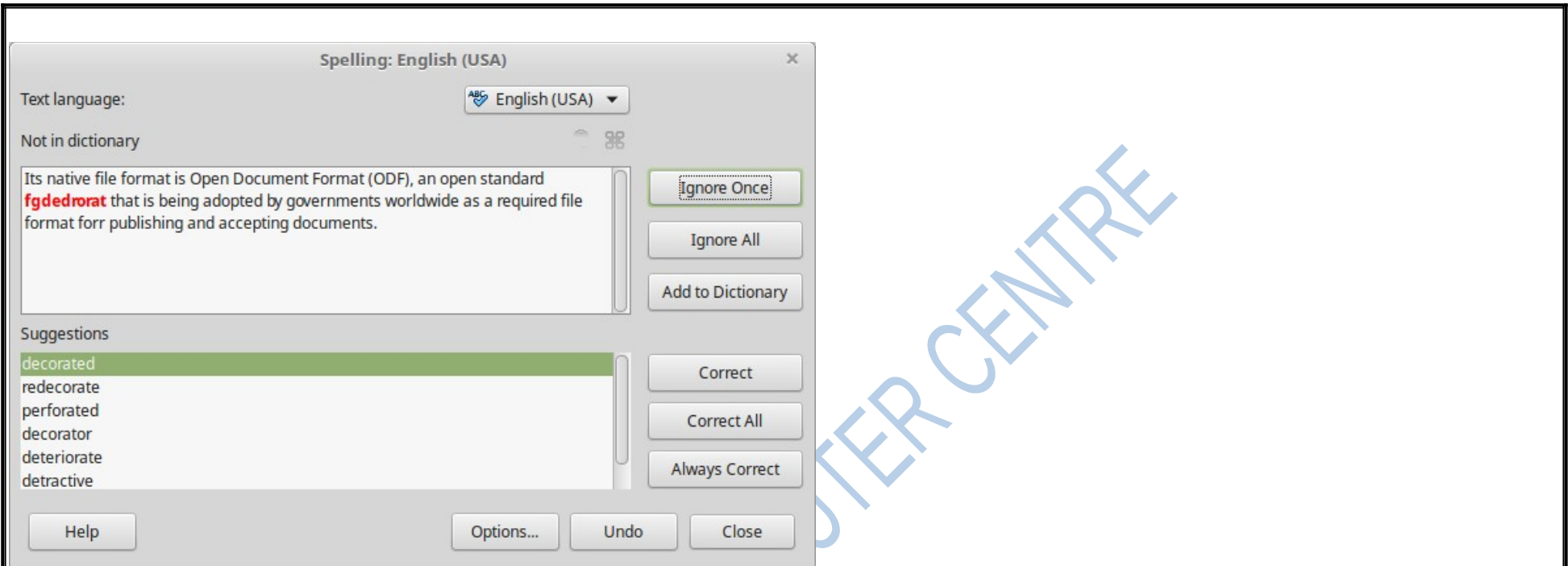


A word marked as unrecognized is not necessarily misspelled. It can simply be a name, acronym, a technical term or any other word that is not on the dictionary.

Spell checking an entire document

To perform a combined spelling and grammar check on the document (or a text selection), click the Spelling and Grammar

button  on the Standard toolbar, or choose *Tools > Spelling and Grammar*. This checks the document or selection and opens the Spelling and Grammar Dialogue if any unrecognized words are found. In order to use this, the appropriate dictionaries must be installed.



If an unrecognized word is found it is highlighted in red on the top pane. The bottom pane contains suggested replacement words for the highlighted word. The option to restart from the beginning of the document is offered on reaching the end of the document.

The elements of the Spelling and Grammar Dialogue are as follows.

Not in dictionary

The sentence containing the error is displayed in the pane. If an unrecognized word is found it is highlighted. The sentence or the word can be edited in the pane.

Suggestions

The pane contains suggested replacement words for the highlighted word. Select a word and then select Change or Change All to replace it.

Text language

The language to be used for the spell and grammar checking can be selected from this list. If the spell check is enabled for this language, a check mark is displayed in front of it

Ignore

This one instance of the underlined word will be ignored while the document is open. Other instances, if they exist, will still be underlined. This setting is not stored with the document.

Ignore All

All instances of the word in the document will be ignored, and the word will be added to the IgnoreAllList user-defined dictionary.

Add to Dictionary

The word is added by default to the Standard dictionary.

Change

Replaces the unknown word with the suggested word. If the sentence was edited, the whole sentence is changed. For grammar, the suggested replacement is used to correct the text.

Change All

This replaces all instances of the word with the selected replacement word.

AutoCorrect

This behaves in a similar fashion to AutoCorrect described above. However, the word is not replaced and you must select one of the Change buttons.

Working with styles

Paragraph styles

When drafting a document, the most used style category is the **paragraph styles**. Here are some of the basic paragraph styles:

Title

Subtitle

Heading 1

Heading 2

Heading 3

Text Body

Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labor? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley.

Quotations

Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the trash can lying in the middle of the sidewalk. He tried to nervously tap his way along in the inky darkness and suddenly stiffened: it was a dead-end, he would have to go back the way he had come.

Preformatted Text

The steps got louder and louder, he saw the black outline of a figure coming around the corner. Is this the end of the line? he thought pressing himself back against the wall trying to make himself invisible in the dark, was all that planning and energy wasted?

Table of Contents

Writer's **table of contents** feature lets you build an automated table of contents from the headings in your document. These entries are automatically generated as hyperlinks in the table. Whenever changes are made to the text of a heading in the body of the document or the page on which the heading appears, those changes automatically appear in the table of contents when it is next updated.

Creating a table of contents

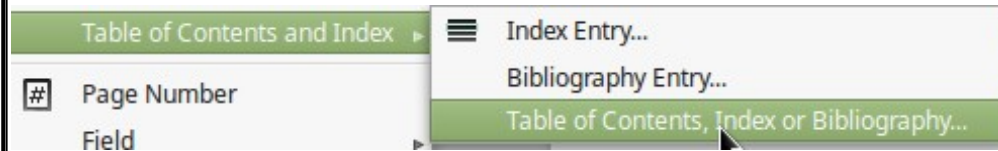
A table of contents or (TOC) is created from the **headings** of your document. Before you insert the TOC, make sure that you have applied headings and styled them consistently. For example, you can use the Heading 1 style for chapter titles and the Heading 2 and Heading 3 styles for chapter subheadings.

A Brief History of the Roman Empire

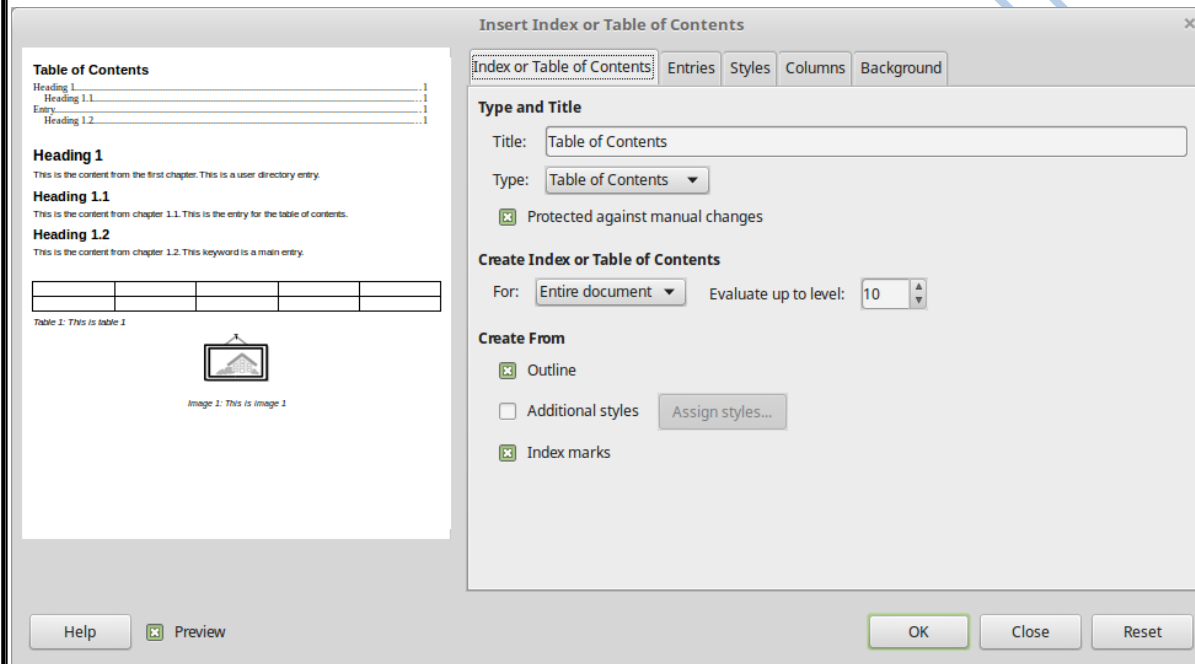
Heading 1	→	The Founding of Rome.....	3
Heading 2	→	Romulus and Remus.....	7
Heading 2	→	The Seven Hills of Rome.....	11
Heading 3	→	The Old Kings of Rome	13
Heading 3	→	Kingdom to Republic	18

To insert a TOC:

1. Place the cursor in the position where you want it to appear.
2. Select the menu command:
Insert > Table of Contents and Index > Table of Contents



Next the Insert Index or Table of Contents Dialogue will appear. On the left side of this window you can see a preview of the TOC. Press OK to insert the TOC and continue.



The TOC is automatically created and appears with a gray background color around the text. This color is there to remind you that the text is generated automatically and does not appear in print.

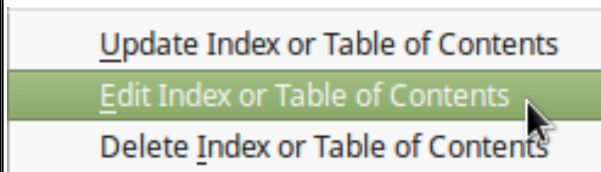
Table of Contents	
Introduction.....	1
What is open source software?.....	1
What's the difference between open source software and other types of software?.....	1
Open source licenses.....	2
Is open source software only important to computer programmers?.....	2
Why do people prefer using open source software?.....	3
Control.....	3
Training.....	3
Security.....	3
Stability.....	4
Doesn't "open source" just mean something is free of charge?.....	4
What is open source "beyond software"?.....	4
Where can I learn more about open source?.....	5

Editing the TOC

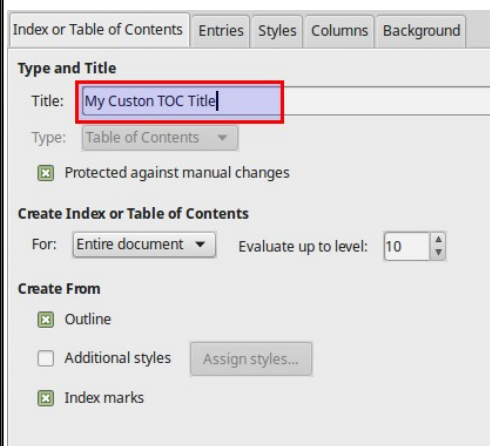
Most of the time you will probably find the default table of contents (TOC) to be what you need. If you want to change the look and other settings of the TOC you need to edit it.

To edit a TOC:

- 1.Right-click anywhere inside the TOC.
- 2.Select the Edit Table of Contents command from the context menu.

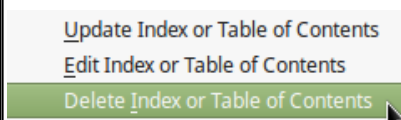


In the *Index or Table of Contents* tab you can change for example the title of the table of contents.



Update and delete

Whenever you make changes to the text within the headings or add or delete one, these changes do not automatically appear in the TOC. To apply the changes and update the TOC, select the *Update Table of Contents* command from the context menu. Similarly, delete the TOC with the *Delete Table of Contents* command.



MACROS

In LibreOffice Writer, macros are small programs that automate repetitive tasks, perform calculations or generate reports. Here are the steps to create and use macros in LibreOffice Writer:

1. Click on "Tools" in the menu bar, then select "Macros" and then "Organize Macros" and "LibreOffice Basic".
2. In the "LibreOffice Basic Macros" Dialogue box, click on the "+" sign next to "My Macros" to expand it, and then select "Standard".
3. Click on the "New" button to create a new macro.
4. In the "Macro Organizer" Dialogue box, enter a name for your macro in the "Macro name" field.
5. Click on the "Edit" button to open the LibreOffice Basic editor, where you can write your macro code.
6. Write your macro code in the editor, using the LibreOffice Basic programming language.
7. Save your macro by clicking on the "Save" button in the LibreOffice Basic editor, and then close the editor.
8. To run your macro, click on "Tools" in the menu bar, then select "Macros" and then "Run Macro".
9. In the "Run Macro" Dialogue box, select the macro you want to run, and then click on the "Run" button.