

Making your Documents PRETTY

LibreOffice Writer v6.2

New, Open or Save:

- Text Document, Spreadsheet, Presentation, Drawing, Formula, Database.
- HTML, XML, Master Documents
- Label, Business Cards or Templates

LibreOffice allows the creation of many types of document, in several formats. Writer creates 'text documents' that could be used as web pages, labels or business cards.

Export as PDF, Print, Toggle Print View

A 'PDF' file is a file type that can be read on any computer, it stands for 'portable document format' and has the 'advantage' that once exported cannot be edited. This document is a 'pdf'. Print is self-explanatory [Ctrl]+[P] and 'Toggle Print' toggles the view of your page as a printed page would appear.

Cut, Copy, Paste

Highlighted areas can be 'cut' or 'copied' and then 'Pasted' back into your document.

This can be performed by using [Ctrl]+[X], [Ctrl]+[C] or [Ctrl]+[V] respectively. The paste pull-down allows selected items to be pasted as a 'picture' (bitmap). This has the advantage that selected text, or a group of selected objects can be manipulated as if it was a single picture using drawing tools. Although a subtle feature it enables some clever manipulation: i.e. *noitsluqin sm 19v9b*

Format Painter

If you wish to duplicate the format of an area of text, select it and then press the 'Brush', paint over the area to have the format (font type, size and colour for example) duplicated.

Undo and Redo

Mistakes can be un-done or re-done using these arrow buttons. Note that you can already do this with [Ctrl]+[Z] (undo) and [Ctrl]+[Y] (redo).

Find and Replace and Spell Check

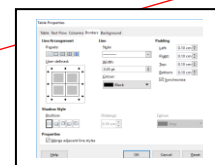
Text can be rapidly found and replaced using this button (or [Ctrl]+[H]), the other options include some very sophisticated (and technically heavy) tools like 'Regular Expressions : ask a volunteer if you must ☹️'. Spell checking can also check your grammar or use the [F7] button.

Formatting Marks

This 'magic' button shows all of those hidden key presses like <tab> and <return> i.e. 

Insert 'Table', 'Image', 'Chart' or 'Text Box'

These buttons allow you to add additional "illustrations" to your work, often created by another app. The 'Table' option is of particular use; especially if you want to produce a neat tabulated list. Just use the table option, with <tab> to move between cells. Then 'click' on the top right corner to select the whole table, 'right click' and select 'table properties'. Now click on the 'Borders' tab and click the first Line Arrangement pre-set to 'set-no-borders'. Et voilà a wonderfully tabulated table. The 'text box' option produces a box: used here to demonstrate the table props →



Insert: Page Break, Field and Special Character

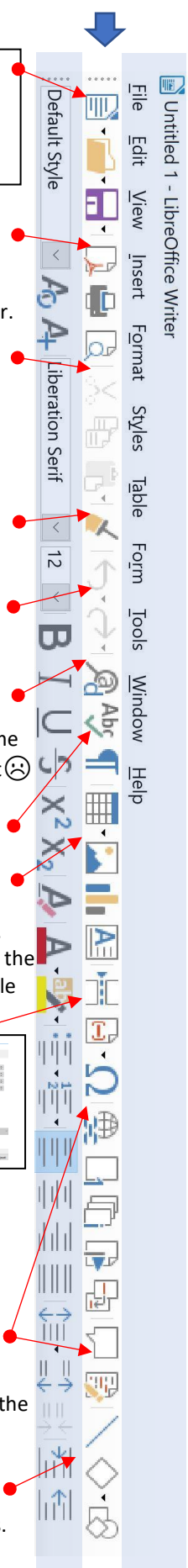
- Adding a new page is easy, either [Ctrl]+[Return] or use this key.
- Fields are much much more fun as they enable you to add a whole range of information about your document that is otherwise very difficult to obtain: **automatically!** Such as the version, the total editing time, or page number (which is especially useful if you have created a footer (see example in the footer below). BTW: Use the 'Inset' Tab to create a 'header and/or footer'. Adding special characters can be performed here as well, more about this below.

Hyperlinks, Footnotes, End-notes, Bookmark, Cross Reference, Comment and Track Changes

This next set of buttons allows us to add annotations to our documents as Web Entries, footnotes at the end of the page, or at the end of the document. Bookmark or cross reference specific entries. For documents with multiple collaborative authors the ability to add comments, or to mark changes.

Lines, Basic Shapes and Draw Functions

Finally, a series of buttons to add simple drawings, either as lines or shapes, such as these red arrows.



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Styles:

A mechanism of creating standardised Titles, Subtitles Headings, bullets and much much more. Create your documents with a series of headings, or chapters then by adopting 'styles' for each of these sections (use the pull-down, or [Ctrl]+[1,2,3 ...] on selected text), and adding a list of contents could not be easier (see Inset tab).

Redefining an existing Style or creating your own by using these buttons

Fonts:

Incorrectly named, actually "Typeface's" can be changed by selecting the text and using the pull-down to select the one you want. This font is called Calibri. Ask about "SANS SERIF" type fonts, which make text clearer (like Arial, used in all UK Road Signs), or easier on the eye to read typefaces with "SERIF"s like this one, called Cambria. Did you spot the Serif's?

BTW: Additional fonts can be obtained using a Google Search on the Internet 'Free Fonts'. (I like Kidz.)

If you want a 'special' character (like © or €) go to the Insert tab, or use the 'Character Map' application, found using the 'search' box next to the 'start' button on the task bar. Look at 'Wingings' and Webdings'.

Font Size:

The size of any selected font can be adjusted using this pull-down. Typically sizes 10 to 14 (this document is done in '10') are ideal for most documents. With titles and headers bigger (this document uses '24' and '14' respectively)

Bold, *Italic*, Underline and ~~Strikethrough~~:

The next set of buttons allow text to be emphasised (as illustrated in the heading above). A quick shortcut of [Ctrl]{B} **bold**, [Ctrl]{I} *Italic* and [Ctrl]{U} underline can be used to toggle these features on / off.

Super and Sub Script:

Ever wondered how to write "Heat the H₂O to 15° centigrade"? Easy, just use the superscript button [A^b] or the subscript button [A_b] to get the raised/dropped characters.

Colours and Highlighting:

Individual characters, whole words, lines or your entire document can be coloured by highlighting the text and selecting the required colour from the drop-down. Similarly, text can be high lit (with an electronic marker) in a range of colours.

(Multi-level) Bullets and Numbering

Information in lists (The type of bullet/number can be modified by clicking on the button's drop-down list), can be:

- Numbered and
 - Sub level bulleted
 - Sub Sub level bulleted
 - Sub Sub Sub level bulleted

Or conversely numbered:

1. Numbered and
 - a. Sub level numbered
 - b. Sub level numbered
 - i. Sub Sub level numbered
 - ii. Sub Sub level numbered

BTW: Justification (Left, centred, right and full, and line spacing.

So, how do you get the indents to create these multi-level lists?

- Use the 'Indent'
- Or 'Out-dent' buttons



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Microsoft Word 2016

Microsoft Word has the same facilities as LibreOffice Writer, just in different positions.

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Sorry this page is a bit messy, but I wrote this primarily for LibreOffice users 😊

