

Libre-Office – Writer Supplemental Information

Throughout this document use this key

On touch screen, using the mouse or touching the screen will do the same thing.

A quick touch for left click.

Touch and hold for right click.

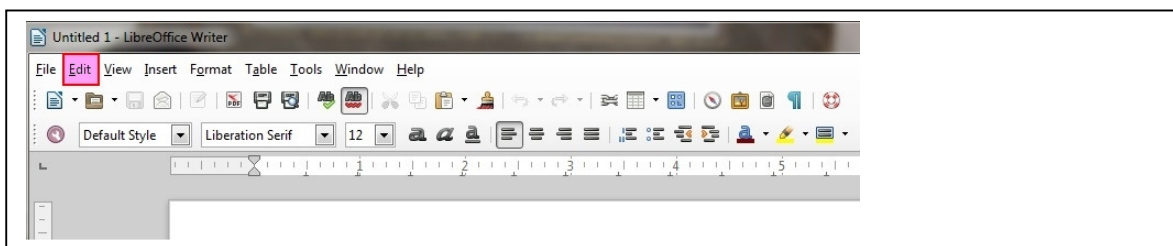
- By default, the spell checker is turned on and will highlight misspelled text with red underline. Note: it will not correct a word if you use the incorrect word (red vs read)
- The grammatical checker is also on by default and will underline in blue if it thinks something is incorrect.

Terms

- Click means use left button.
- Right click means use right button.
- Drag means to move the mouse while holding button.

Working with Text

1. Position cursor at start of text –click the mouse.
2. Drag the cursor to end of desired field.
3. Release button.
4. Libre-Office uses drop down menus – select a category and then choose the operation.



After selecting text you can remove it hitting the delete key on the keyboard.

- After selecting text you can remove it but save a copy in memory by clicking the “Edit” button (the pink square in figure above) and then clicking the “Cut” button in the drop down menu.
- After selecting text you can copy it by clicking the “Edit” button (the pink square in figure above) and then clicking the “Copy” button.

- Once copied or cut, to paste it elsewhere in the document, position the cursor click the “Edit” button (the pink square in figure above) and then click the “Paste” button.
- The material is held in memory until something else is cut or copied (or the power is turned off) and can be pasted at any time.
- It can also be pasted into other documents or spreadsheets.

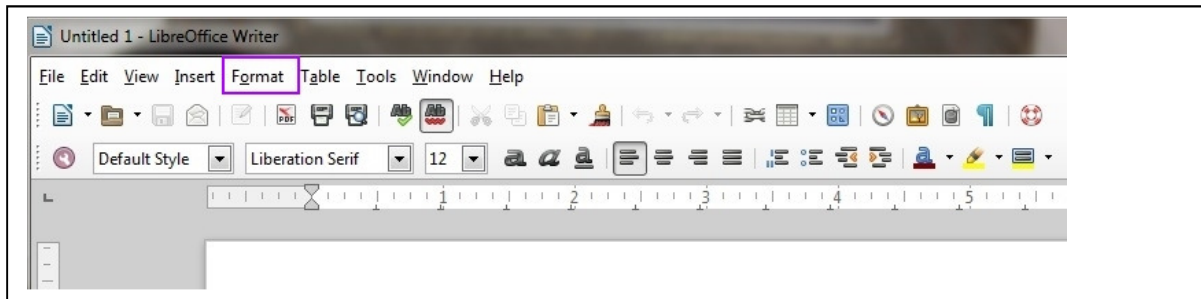


- To change the font type select the text you want to change and choose the desired font from the box (the black square above.)
- To change the font size choose the desired size from the box (the red square above.)
- To change the font color choose the desired size from the box (the fuchsia square above.)
- To change the background color choose the desired color from the box (the blue square above.)

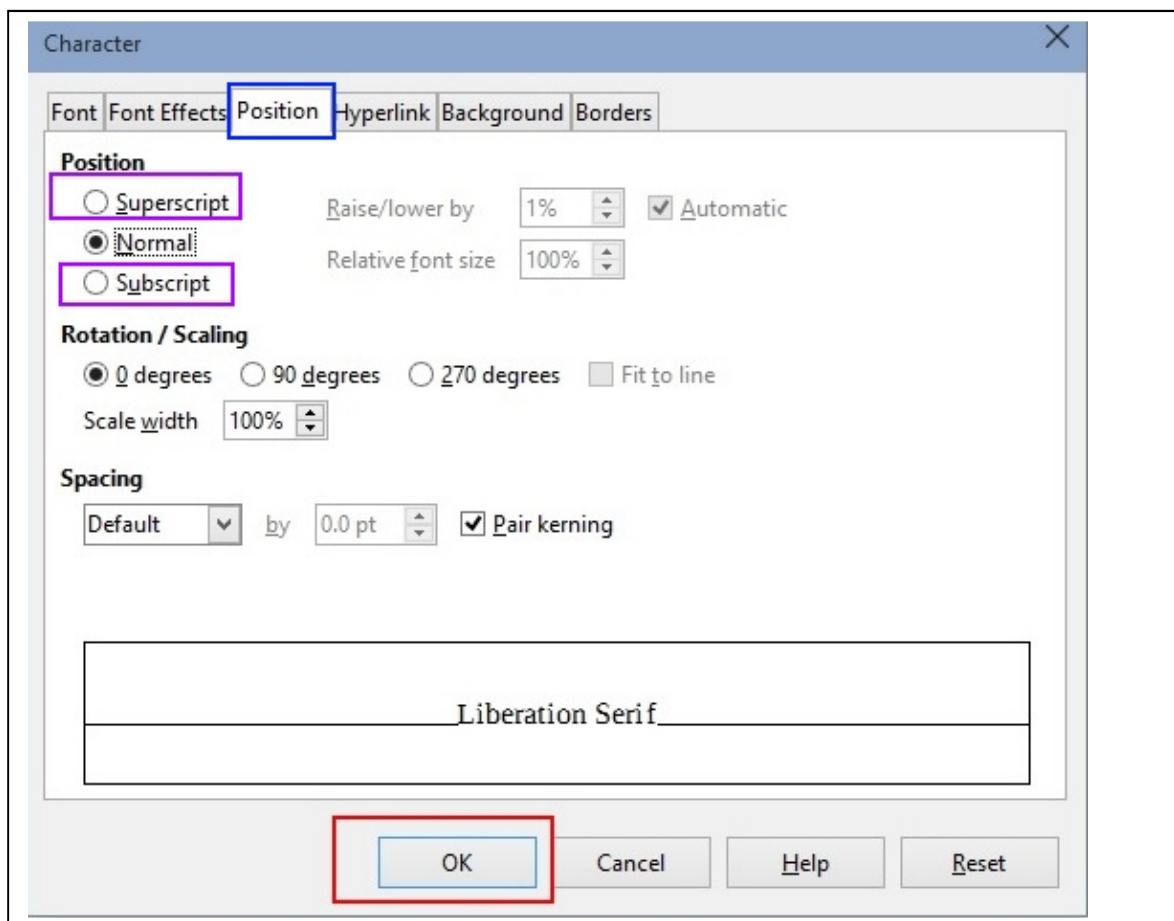


- If you forget and type everything in caps or without no caps. Select text, Click the “Format” button (the red square) then click the “Change Case” button then click the type of change button.
- Bold text, italicize, and/or underline with icons (the black square.)

- To show text as subscript or superscript as follows;



- first click the “Format” button (the fuchsia square), then in the drop-down menu, choose the “Character” option.

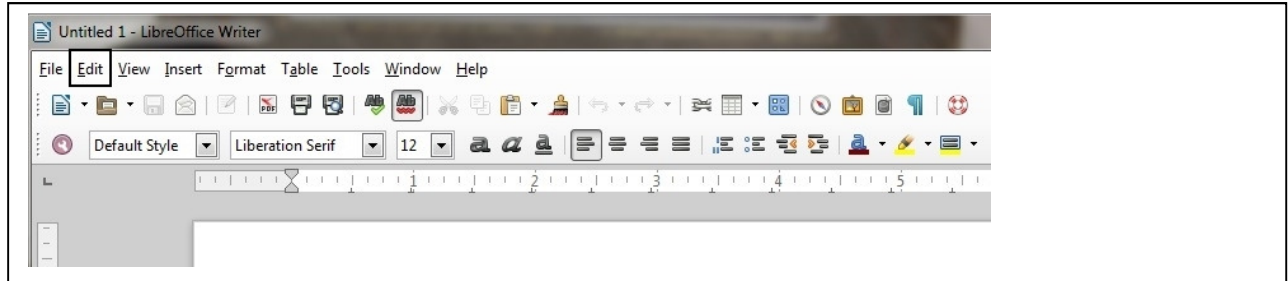


- When the Character window appears select the “Position” tab (blue square) then choose the “Superscript” or “Subscript” (fuchsia square) option. Then click the “OK” button (red square.)

- To show text with strike-through, Select the desired text with the mouse then right click. In the drop-down menu, select the “Strikethrough” option.

Ooops!

If you delete something or change something and then realize you didn’t want to do it, there is hope (and help.)



- Click the “Edit” button (black square)
- Find and click the word “Undo”.

Track Changes

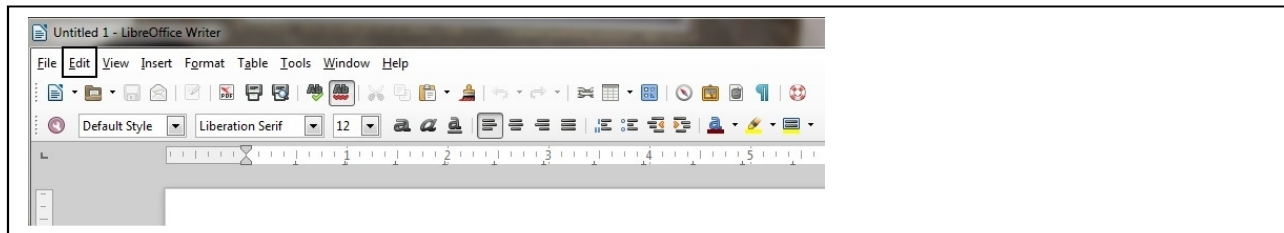


- Click the “Edit” button (black square)
- Find and click the word “Track Changes”.
- Find and click “Record Changes”
- To stop Recording Changes
 - Click the “Edit” button (black square)
 - Find and click the word “Track Changes”.
 - Find and click “Record Changes”

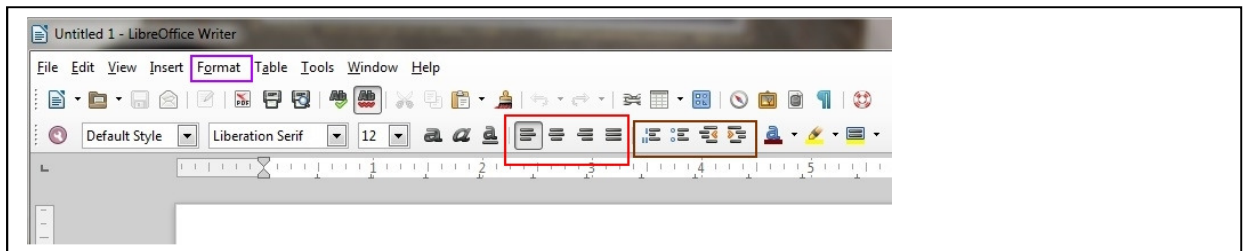
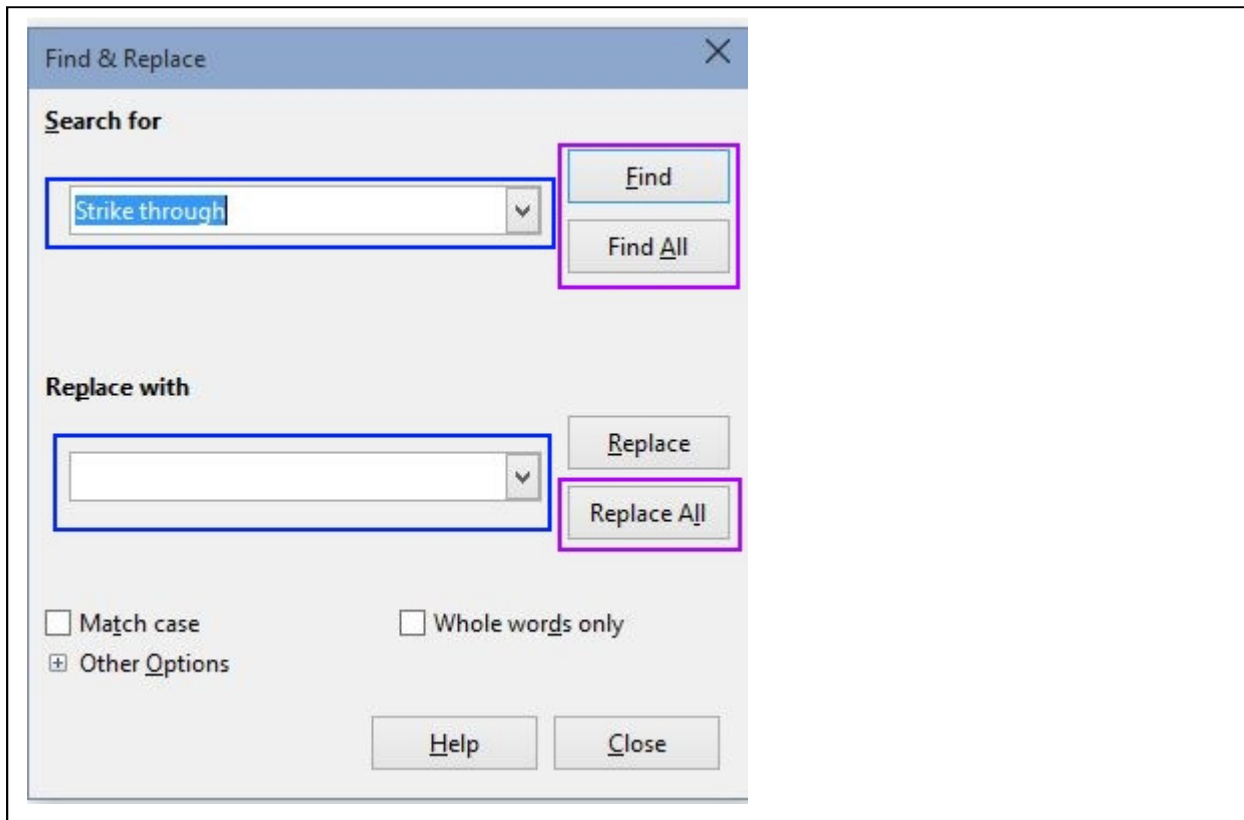
Appearance



- To find a word or phrase within the document, click the “Edit” button (black square) and select the find option. Type the word or phrase you seek at the lower left corner of the screen (blue square below.) You can Match the case with the check box (fuchsia square) and then you will click “Find All” (black square.)



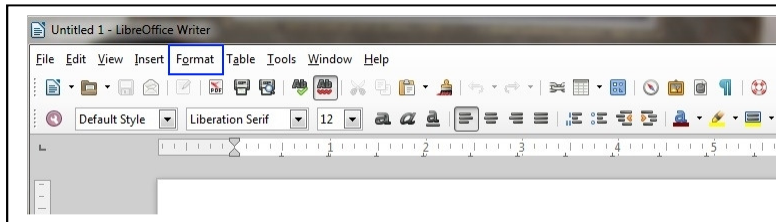
- To find and change a word or phrase within the document, click the “Edit” button (black square) and select the “find and replace” option. In the next window (see below), type the word or phrase you want to replace in the “Search for” box (top blue square) Type the new word or phrase in the “Replace with” box (bottom blue square.) If you want to check before replacing, Click the “Find” box (top fuchsia square) or you can replace by clicking the “Replace” or “Replace All” box (bottom fuchsia square.)



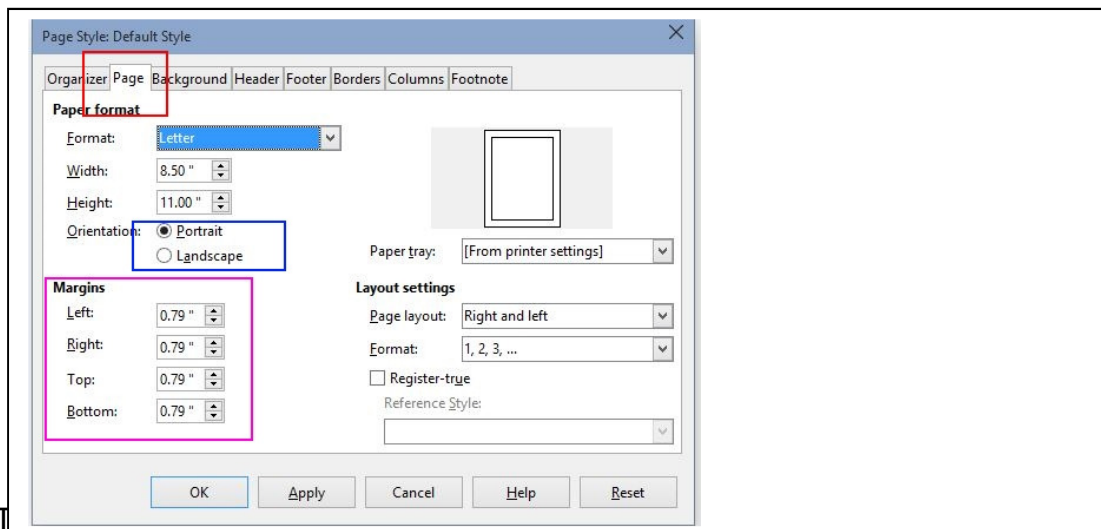
- To change the text alignment left, right, middle, or straight edges, Choose from the alignment options (the red square.)
- For line or paragraph indentation, choose from the “Indent Options” (the brown square.)
- For indentation with bullets or numbers, choose from the “Indent Options” (the brown square.)
- To add vertical space for a line or a paragraph choose the “Format” option (the fuchsia square.) In the drop-down menu choose the “Paragraph” option. In the new window (see below) find the “Line Spacing” area (blue square) click the down arrow, it will display several options, choose your desired line spacing

- To insert a page break, choose the “Insert” option (blue box) and from the drop-down choose the “Manual” option. IN the new windows select “Page Break.”

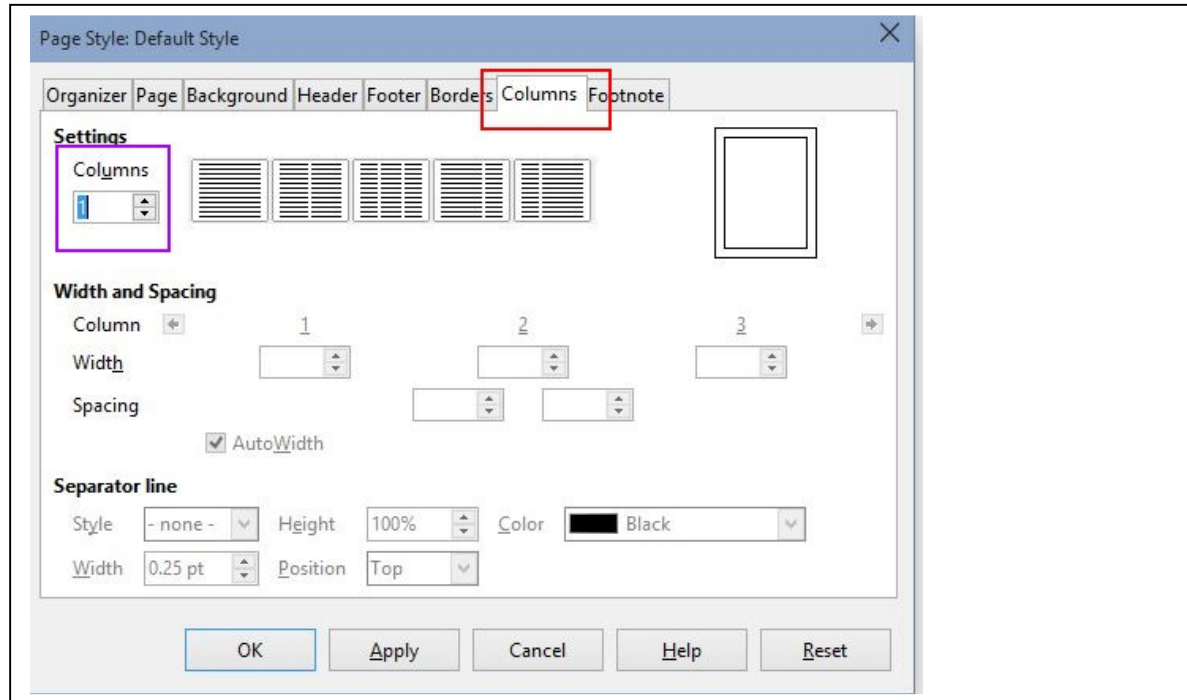
General Page Set-up



- To set-up page orientation, choose the “Format” option (blue square.) In the next window (see below), choose the “Page” tab (red square.)
 - Select the desired “Orientation” button (blue square)
 - Select the “Margins” options (fuchsia square)



- To add columns, select the “Format” option (blue square.) In the next window (see below), choose the “Columns” tab (red square).
- Select the number of columns (fuchsia square.)

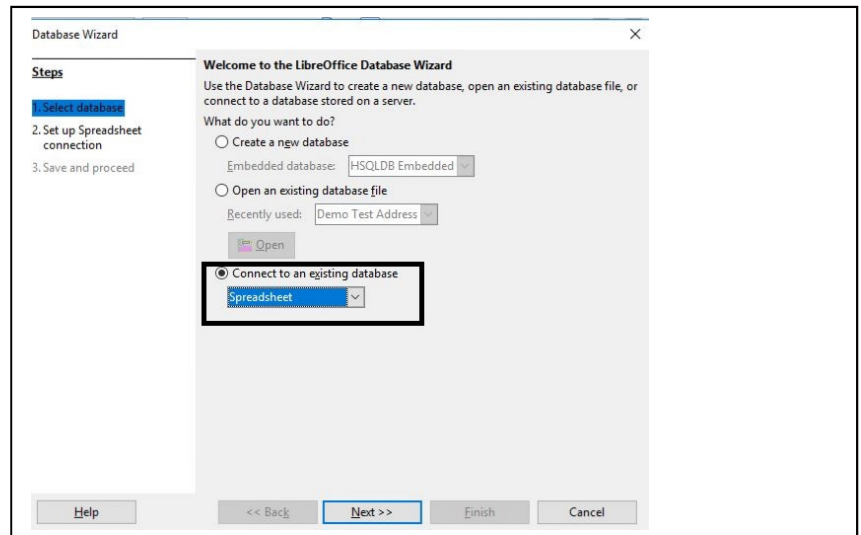


Pull names and addresses from a spreadsheet

In order to use the names and address from a calc worksheet, you must first convert the spreadsheet data to a LibreOffice "base" file. (base being the integrated database in LibreOffice.)

How to convert a Calc spreadsheet to base.

- Open the spreadsheet with the names and addresses,
- Go to File > New > Database.
- Check "Connect to an existing database"
- Select "Spreadsheet" from the drop-down list. Then click Next.
- Select your spreadsheet file.
- Check "Yes, register".
- Finish.



- Save the .odb file, for example beside the spreadsheet file.

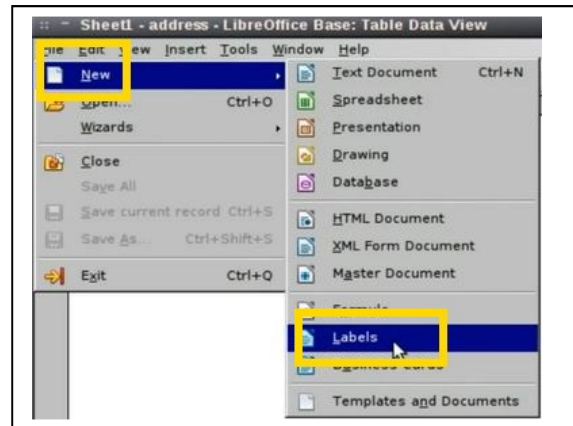
Now use base file for form letter.

<https://www.youtube.com/watch?v=7n8Psg8yxPE>

Printing labels in Writer

Open **Writer**

Choose **File** → **New** → **Labels** to open the Labels dialog.



On the Labels tab page, select the **format of the label sheets** you want to print on. (green box)

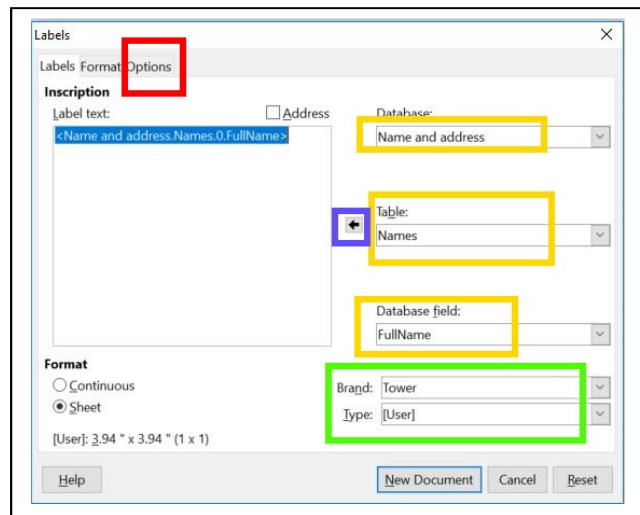
Choose the **database** and **table** from which to get the data (orange box)

Select a **database field** of which you want to print the contents. (orange box)

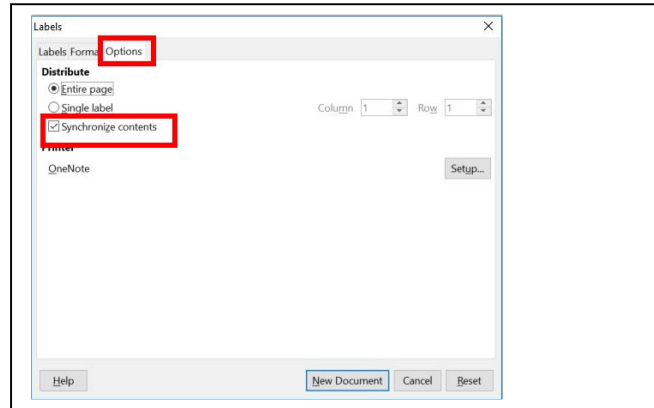
Click the button that shows a **left arrow** to insert the database field into the Label Text box. (blue box)

Continue to select and insert database fields if you want more fields on every label. You can press Enter to insert a new line, and you can type any character to insert fixed text.

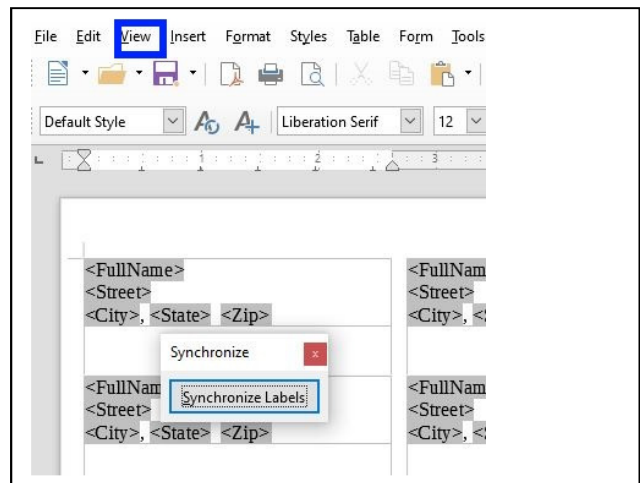
Optionally, if you want to type more text, apply formatting, or insert images and line art.



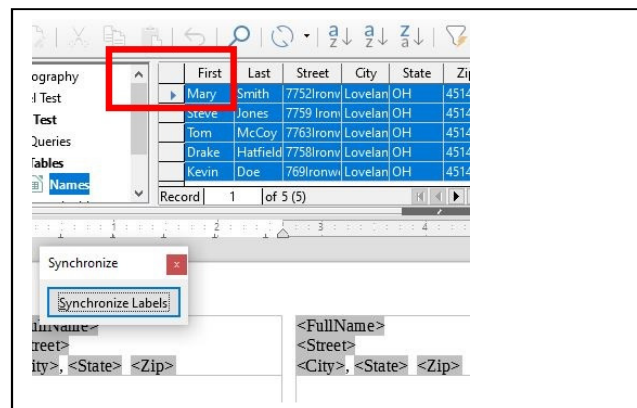
Click the “**Options**” tab (red box) and enable “**Synchronize**”
Click “**New Document**” at bottom of page.



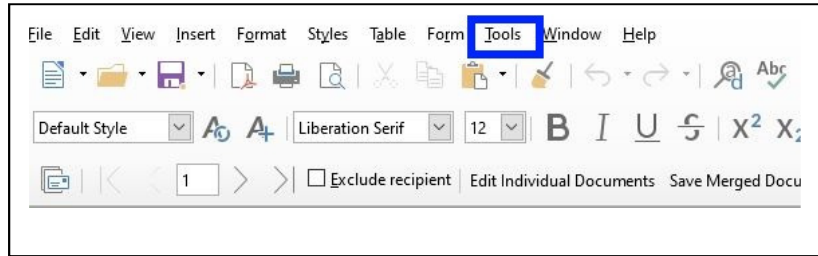
In the next window with the label template, click the “**View**” tab (blue box) and select view “**Data source**”.



Click in the upper left corner of the data source to highlight the address records.



Click the “**Tools**” (blue box) and choose the “**Mail Merge Wizard**”. Take all of the defaults by clicking “Next” and finally “Finish”.



Click the “**Edit Individual Documents**” and a new form will appear with the labels. You can print this to labels or save it for printing later.

