

LIBREOFFICE WRITER

1

LibreOffice Writer is a software used for creating and managing text documents.

2

It is provided by LibreOffice.

3

Its file extension is .odt.

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INTRODUCTION TO STYLES

A style is a collection of all formatting information you want to save and apply to a document.

Example: You can store font details like size, name, weight, and alignment as a single style called 'Title style'.

To change the format of an entire document, you only need to change the style applied to it.

ADVANTAGES OF STYLES

Avoid inconsistency in formatting.

Reduce the time and effort needed for formatting.

Make major formatting changes easy.

Shift focus from a document's appearance to its content.

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STYLE CATEGORIES

PAGE STYLES

Define basic page layouts, including page size, margins, and the placement of headers, footers, footnotes, borders, and backgrounds. A document can have one or many page styles.

PARAGRAPH STYLES

Organize document content into paragraphs. Paragraph formatting includes tab stops, text alignment, line spacing, and borders. They can also include Character styling attributes.

CHARACTER STYLES

Apply to a block of letters or words within a paragraph, without affecting the rest of the paragraph. They can change text color, size, and highlight or emphasize text.

FRAME STYLES

Organize a document into sections, allowing each to have a different appearance. Frames are containers for text, graphics, and lists. Frame styles format a frame by specifying its size, position, and border.

LIST STYLES

Used to style lists by putting numbering or bullets of a different kind or to specify a numeric format.

TABLE STYLES

Used to format a table by adding borders, using different text or border colors, and aligning text inside the table.

STYLES & FORMATTING

Predefined styles can be accessed using:

- **THE STYLE OPTION IN THE MENU BAR**

- **THE STYLE DROP DOWN LIST ON THE TOOLBAR**

- **THE STYLES ICON ON THE SIDEBAR**

- **THE KEYBOARD SHORTCUT F11**

- Selecting Show Preview displays the style along with its name in the list.
- The default filter for the style list is set to Hierarchical.

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FILL FORMAT MODE

This mode is used to apply a single style to multiple scattered words in different locations in a document.

It is the second icon from the right on the Style menu.

It can be used to style scattered pages, frames, tables, lists, or characters.

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CREATING NEW STYLES

FROM SELECTION

Use the Styles action button to create a new style or modify an existing one.

USING DRAG & DROP

Drag a desired formatted text portion and drop it in the Style menu.

- This method cannot be used to create a Page Style.
- It can be used to update an existing style.

UPDATING A STYLE

An existing style can be modified instead of creating a new one.

The Updating Current Style option is used for this purpose.

USING TEMPLATES

A template is a preset layout that helps you create professional and formal documents easily.

Templates can contain text, graphics, styles, and headers and footers.

All documents are based on templates. If no specific template is chosen, Writer uses the default blank document template.

LOADING STYLES FROM DOCUMENT/TEMPLATE

The Load Styles option is used to copy styles from an existing template or document.

This makes it easy to create a new document with the same appearance as an old one.

DEFAULT STYLES

Whenever a new document is created, Writer applies default styles to it.

These styles are displayed in the status bar.

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INSERTING AN IMAGE

USING INSERT IMAGE OPTION

Go to Insert > Image.

USING DRAG & DROP

Drag the image from its source and drop it into the document.

USING COPY-PASTE

Copy the image and paste it into the document.

BY LINKING

Stores a reference to the image instead of the image itself, which reduces the document size.

MODIFYING AN IMAGE

- The Image Toolbar automatically appears when an image is selected.

IMAGE FILTER

There are 11 types of filters available. Examples include:

- Invert: Inverts the color values.
- Smooth: Softens the contrast.
- Sharpen: Increases the contrast.
- Solarisation: Reverses the tone.
- Remove noise: Removes single pixels
- Mosaic: Joins group of pixels

OTHER TOOLS

- Crop: Cuts off unwanted parts of the image.
- Flip Horizontally/Vertically: Flips the image 180°.
- Rotate 90° left/right.
- Transparency: Makes an image transparent.
- Colour: RGB Modifications
- Rotate: by any angle
- Image mode: Changes the image to black and white, grayscale, or a watermark.

RESIZING AN IMAGE

01

Resizing is the process of enlarging or reducing the size of an image.

02

Click the image to reveal eight sizing handles.

03

Drag a handle to resize the image.

04

Dragging a corner handle resizes both width and height simultaneously.

DELETING AN IMAGE

To delete an image, select it and press the Delete key.

DRAWING OBJECTS

LibreOffice Writer provides drawing tools for creating flowcharts or callout boxes.

The Drawing Object Properties toolbar allows you to move, resize, rotate, and edit drawing objects.

The Drawing Toolbar can be displayed by going to View > Toolbars > Drawing.

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GROUPING DRAWING OBJECTS

WHAT IS GROUPING?

Grouping allows multiple shapes to behave as a single entity without affecting their size and position.

SELECT OBJECTS

To group objects, select all of them by holding the Shift key.

GROUP THEM

Then select the group tool from the Drawing Object Properties Toolbar or go to Format > Group > Group.

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POSITIONING IMAGES AND DRAWINGS

ARRANGEMENT

Determines the position of a drawing relative to other drawings or text.

- Tools include Bring to Front, Forward One, Back One, Send to Back, To Foreground, and To Background.
- To Foreground and To Background are for drawings only.

ANCHORING

Acts as a reference point for an image or drawing.

- Anchoring allows an image to retain its position relative to a page, paragraph, character, or frame.

TEXT WRAPPING

Allows you to place an image in relation to text.

- Options include Wrap off, Page Wrap, Optimal Page Wrap, Wrap left, Wrap right, and Wrap through.

ALIGNMENT

The vertical or horizontal placement of the image with respect to its anchor.

TABLE OF CONTENTS (TOC)

A ToC is an automated list of topics and subtopics with page numbers and hyperlinks.

Entries are taken from the document's headings and subheadings.

Writer supports up to 10 levels of headings (H1 to H10).

CREATING A TOC

First apply proper heading styles, then go to Insert > Table of Contents and Index > Table of Contents, Index or Bibliography.

UPDATING THE TOC

To update the ToC, right-click and select Update Index.

PROTECTING THE TOC

The Protected against Manual Changes option prevents accidental changes to the ToC.

DELETING THE TOC

To delete the ToC, right-click and select Delete Index.

CUSTOMIZING THE TOC

Right-click on the ToC and select Edit Index.

The dialog box has five tabs: Type, Entries, Styles, Columns, and Background.

ENTRIES TAB

Used to format the entries in the ToC.

STYLES TAB

Used to apply desired styles to the text of each level in the ToC.

COLUMNS TAB

Used to set the number of columns for the ToC.

BACKGROUND TAB

Used to change the background of the ToC, including adding a color or a graphic.

USING TEMPLATES

What is a Template?

A **template** is a preset layout that helps to create professional and formal documents easily.

Useful for Specific Content

Templates are useful when you need to copy specific content, like a company logo or legal notices, into multiple documents.

Flexible Content

A template can contain text, graphics, styles, and even use any language.

Default in Writer

All documents in Writer are based on templates; if no specific one is specified, Writer uses the default blank document template.

CHECKING A TEMPLATE

To see what template is associated with a document, select Properties from the File menu.

The Properties dialog box will display the template's name if the document was created with one.

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CREATING A TEMPLATE

1

Open the document in Writer whose template is to be created.

2

From the menu bar, select File > Templates > Save.

3

Type the name of the new template in the Template Name text box.

4

Select a category to organize the template.

5

Click Save to save the template.

- A template in Writer is saved with the [.ott](#) extension.

USING BUILT-IN/SAVED TEMPLATES

1

Go to File > Templates > Manage Templates, or use the keyboard shortcut `Ctrl+Shift+N` to open the Templates dialog box.

2

Select the desired template and click the Open button.

- The new document will open with the same content, appearance, and formatting as the saved template.

IMPORTING A TEMPLATE

01

Open the Templates dialog box.

02

Click the Import Templates button.

EDITING A TEMPLATE

01

Go to File > Templates > Manage Templates to display the Templates dialog box.

02

Right-click on the template file to be edited.

03

Select the Edit option from the pop-up menu.

04

Make the desired changes and save the file.

05

To set as default: Select Set as Default from the pop-up menu.

EXPORTING A TEMPLATE

- This feature allows you to store a template file in a desired folder on your computer.
- It is useful for sharing templates with multiple users.

STEPS:

1. In the Templates dialog box, select the template to be exported.
2. Click the Export button.
3. Select the folder where you want to export the template and press OK.

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TRACK CHANGES FEATURE

WHAT IT IS:

A powerful tool for commenting, editing, and reviewing documents with multiple users.

- It keeps a record of all modifications made to a document.
- All changes can be either accepted or rejected by the original author.
- The feature also provides an option to add comments while reviewing.

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TRACK CHANGES TOOLBAR TOOLS:



VIEW TRACK CHANGES

Displays all changes made in the document.



RECORD TRACK CHANGES

Turns on the feature, marking any editing that is done. Added characters are displayed in a different color, and deletions are shown in a strike-through style. The shortcut key is **Ctrl+Shift+C**.



PREVIOUS/NEXT TRACK CHANGES

Navigates between the changes made in the document.

TRACK CHANGES TOOLBAR TOOLS:



ACCEPT/ACCEPT ALL TRACK CHANGES

The original author can accept a single change or all changes made.



REJECT/REJECT ALL TRACK CHANGES

The original author can reject a single change or all changes.



MANAGE TRACK CHANGES

Opens a dialog box with a detailed list of all changes, including the author's name, date, and time of modification.



INSERT COMMENT

Used to add a comment to a document.

PREPARING A DOCUMENT FOR REVIEW:

Before sharing a document for review, ensure that the Record option is enabled to track all changes.

To prevent users from disabling the track changes option, you can protect the document with a password. This is done by going to Edit > Track Changes > Protect.

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ADDING AND DELETING COMMENTS



To add a comment, click the Insert Comment button on the Track Changes toolbar.



Comments from different users are shown in different colored boxes.



To delete a comment, click the down arrow on the comment box and select the desired option from the pop-up menu (e.g., delete current comment, all comments by a specific author, or all comments).

COMPARING DOCUMENTS

- Writer allows you to compare an original document with a reviewed one and then choose the best options.

1

Go to Edit > Track Changes > Compare Documents.

2

The Compare To dialog box will appear.

3

After selecting the original file, the Manage Changes dialog box is displayed, where you can accept or reject the desired changes.

धन्यवाद

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