

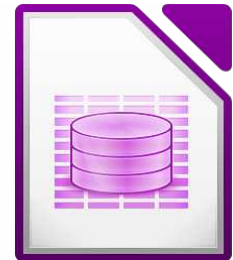
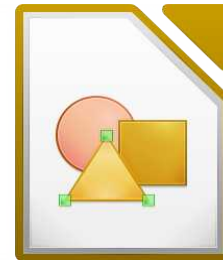
LibreOffice 6



LibreOffice
The Document Foundation

6

DOWNLOAD

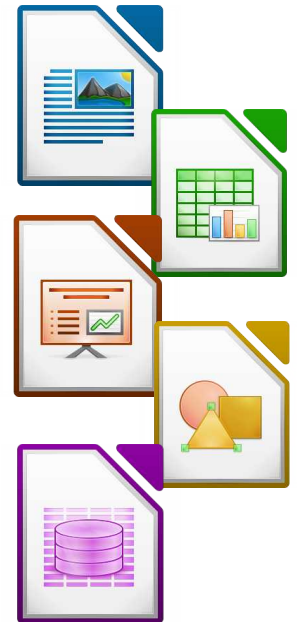


April 2018

Components



- Writer – Word processor
- Calc – Spreadsheet
- Impress – Presentations
- Draw – Drawings
- Base – Database



Gov.uk embraces LibreOffice

Why Use LibreOffice?



- Free – but donations welcome
- No lock-in
- Millions of users, including governments
- Open Document Format (ODF) 1.2 published as International Standard 26300:2015 by ISO/IEC
- Also reads and writes Microsoft files
- Works on Windows, Mac OS-X, Linux
- Only a reader on Android. Upgrade imminent

Get it from libreoffice.org



- Two versions
 - Fresh – with the latest features (6.0.3)
 - Still – an older version and more stable (5.4.6)
- If necessary (normally automatic)
 - Select your operating system
 - Select your language (UK not US)

Get it from libreoffice.org



LibreOffice
The Document Foundation

DISCOVER ▾ DOWNLOAD ▾

FREE OFFICE SUITE

LIBREOFFICE 6:
IT STANDS OUT FROM THE OFFICE SUITE CROWD.

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Download LibreOffice

LibreOffice 6.0.3

If you're a technology enthusiast, early adopter or power user, this version is for you!

Choose your operating system:
Linux x86_64 (deb) ▾

DOWNLOAD

[Torrent, Info](#)

[LibreOffice 6.0.3 release notes](#)

Supplementary Downloads:

- Translated User Interface: **English (GB)** (Torrent, Info)
- Help for offline use: **English (GB)** (Torrent, Info)

[need another language?](#)

LibreOffice 5.4.6

If you deploy LibreOffice in an enterprise or corporate environment or are a conservative user, please choose this version.

Choose your operating system:
Linux x86_64 (deb) ▾

DOWNLOAD

[Torrent, Info](#)

For business deployments, we strongly recommend [support from certified partners](#) which also offer long-term support versions of LibreOffice.

[LibreOffice 5.4.6 release notes](#)

Supplementary Downloads:

Start Centre



- Shows Tools and Recent Files

File Tools Help

Open File

Remote Files

Recent Files

Templates

Create:

- Writer Document
- Calc Spreadsheet
- Impress Presentation
- Draw Drawing
- Math Formula
- Base Database

Help Extensions

What does it look like?

LibreOffice 6

LibreOffice 5.1.2

LibreOffice

Secretary's Report

2018-4-3 Sec Rep

Constitution comparison

2018-4-3 Sec Rep

Privacy Policy-1(mjs)

Online Documentation



Click Help|User Guides

The screenshot shows the LibreOffice website documentation page. At the top, there is a green navigation bar with the LibreOffice logo and 'The Document Foundation' text. To the right of the logo, there are language selection options: LIBROFFICE, EN, PT-BR, ES, IT, DE, FR, NL, 中文, EO, and SL. Below the navigation bar, there is a purple banner that says 'Join the Documentation Team' with icons of two people. To the right of this banner, there are links for 'Join us!' and 'Support LibreOffice'. Below the banner, there is a grid of colorful buttons for different documentation sections. Each button has an icon and a label. The buttons are: 'Help Online' (blue), 'Quick Reference Card' (red), 'Getting Started Books' (purple), 'Writer Books' (dark blue), 'Calc Books' (green), 'Impress Books' (brown), 'Draw Books' (yellow), 'Math Books' (grey), 'Base Books' (purple), 'Macro Books' (orange), and 'More...' (dark grey). There are also yellow starburst icons with the word 'NEW!' next to the 'Help Online' and 'Getting Started Books' buttons.

LibreOffice
The Document Foundation

LIBROFFICE EN PT-BR ES IT DE FR NL 中文 EO SL

Join the Documentation Team

Join us!
Support LibreOffice

NEW! Help Online

Quick Reference Card **ODT**

NEW! Getting Started Books

Writer Books

Calc Books

Impress Books

Draw Books

Math Books

Base Books


Macro Books

More...

Get Help Online



Click Help|Get Help Online...



The Document Foundation

tags users badges

Hi there! Please sign in help

ALL UNANSWERED [ASK YOUR QUESTION](#)

26765 questions Sort by » date activity ▼ answers votes RSS

How to run a presentation in a circle in libre office?
libre office presentation base
no votes no answers 1 view
28 mins ago bezkorv

Can I setup a spreadsheet to show a blank when result is zero?
calc cellformat
no votes 1 answer 17 views
51 mins ago David

Libre Calc - don't print pages with only blank values
calc printing
no votes no answers 4 views
2 hours ago toemke

How do I apply columns to a paragraph in Writer (LO6)?
writer
1 vote 3 answers 105 views
2 hours ago David

How can I total my spreadsheet 'categories' on a second page?
1 vote 1 answer 6 views


Resources

Follow @AskLibreOffice

- On-line Help
- Books, guides and more
- Ask on the TDF wiki
- How to use the Ask site
- Join our mailing list
- IRC: #libreoffice

Did you find this site useful? Support the LibreOffice community!

Contributors



Help System



- Press <F1> at any time for context related help
- Press <F1> and type 'instructions' to get this screen

The screenshot shows the LibreOffice Help window with the search term 'instructions' entered. The search results list various topics, with 'instructions' highlighted. The main content area displays the 'General Instructions for LibreOffice' page, which includes sections for 'Opening and Saving Documents and Templates' and 'Using Windows, Menus and Icons'.

LibreOffice Help - LibreOffice Impress

LibreOffice Impress

Contents Index Find Bookmarks

Search term

instructions

installing
ActiveX control
UNO components
XML filters
instructions
general
LibreOffice Draw
LibreOffice Impress
interactions
hot spots
objects in interactive presentations
preview
Internet
checking for updates
Internet Explorer for displaying LibreOffice presentations
Internet glossary
intersecting draw objects
invert filter
invisible areas
italic text
iterative references in spreadsheets
Java
definition
setting options
JDBC
databases (Base)
definition
joining
3-D objects
paragraphs
tables (Base)

Display

General Instructions for LibreOffice

Opening and Saving Documents and Templates

[First Steps](#)
[Using Microsoft Office and LibreOffice](#)
[Turning off Automatic URL Recognition](#)
[Changing the Title of a Document](#)
[Saving Documents Automatically](#)
[Opening Documents](#)
[Opening and saving files on remote servers](#)
[Changing Your Working Directory](#)
[Saving Documents](#)
[Document Classification](#)
[Collaboration](#)
[Saving Documents in Other Formats](#)
[Opening documents saved in other formats](#)
[Viewing File Properties](#)
[Relative and Absolute Links](#)
[Protecting Content in LibreOffice](#)
[Creating and Printing Labels and Business Cards](#)
[Printing Address Labels](#)

Using Windows, Menus and Icons

[Using Context Menus](#)

Fonts



- If we just create letters and print them off, we can use any fonts we wish to.
- If we send our finished documents to others, and we do not want them changed, then we can export the file as a pdf and send that. Again, we can use any fonts.
- If we are going to work with someone else on a document, we need to have the same, or very similar, fonts on our devices.
- This will ensure the layout does not change as the system substitutes other fonts.

Fonts – Working With Others



- Files sent between Windows, Mac OS-X and Linux must use the same fonts for a consistent appearance
- Either embed the fonts in the document (*File > Properties > Font*) or use common fonts
- In 1996 Microsoft released Andale Mono, Arial, Arial Black, Comic Sans MS, Courier New, Georgia, Impact, Times New Roman, Trebuchet, Verdana, and Webdings with a very permissive licence

Apple fonts

How to install Microsoft fonts in Linux

Improvements



- Improvements are continuous
- Read the Release Notes to see the latest
- [Release Notes 6.0](#)
- [Release Notes 5.4](#)
- If you find a bug or need a new feature then report it or ask for it at libreoffice.org/get-help/feedback

Now for a Demo...

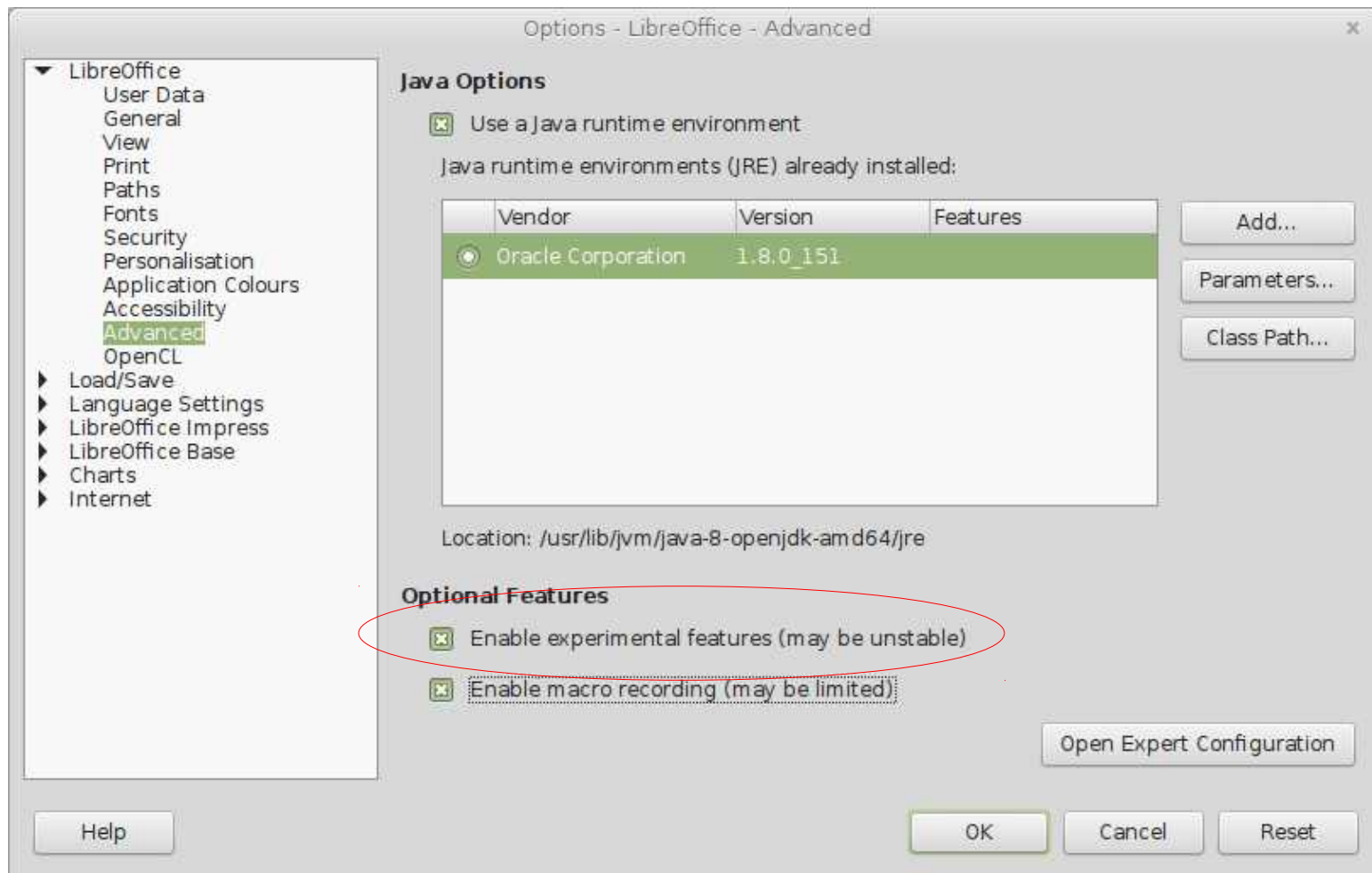


- Note that macros, labels and mail merge would require a dedicated session
- We'll look at how to set it up
- Then we'll look at Writer

Tweaks – Toolbar and Macros



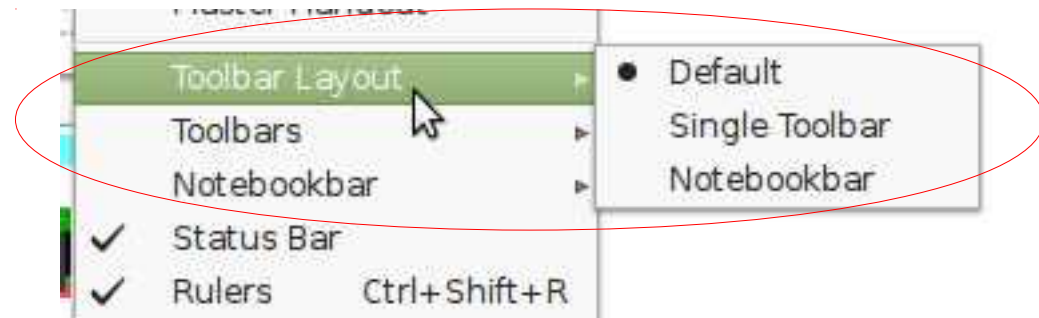
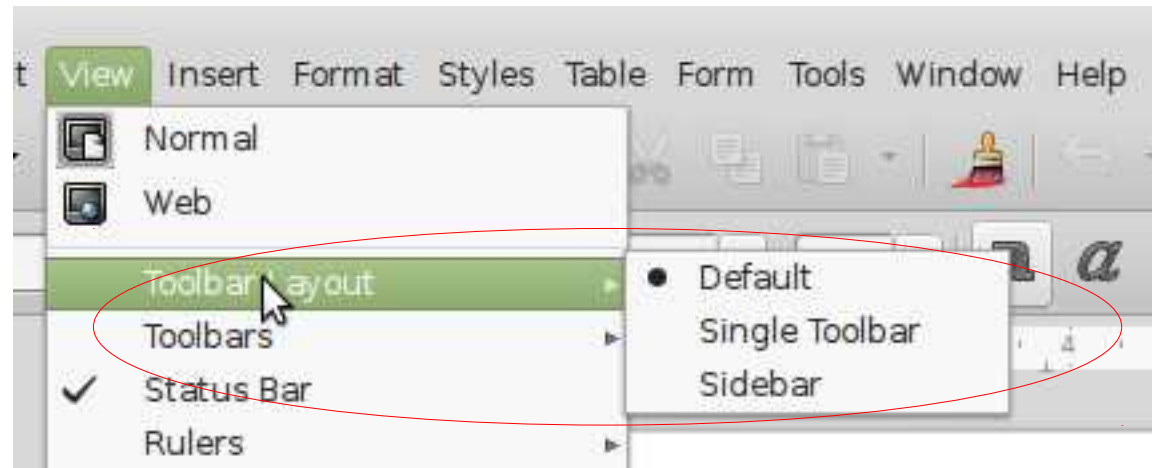
To enable or change many features click on Tools | Options and set the features. This sets the Notebookbar on.



Tweaks - Toolbar



After restarting LO you will find that the Toolbar Menu has changed.



Choose Your Toolbar



Groupedbar Full for Writer



Groupedbar Full for Calc



Groupedbar Full for Impress



Tabbed Compact for Writer

Writer



Now we'll create and save a document

- Open a new document
- Enter some text and stuff
- Use 'Styles' to set headings
- Demo many other bits and pieces
- Create a Table of Contents
- Save as .odt and another format
- Export to pdf

LibreOffice 6



April 2018