

Caution

LibreOffice uses a very strong encryption mechanism that makes it almost impossible to recover the contents of a document if you lose the password.

Changing or removing the password for a document

When a document is password-protected, you can change or remove the password while the document is open. Choose **File > Properties > General** and click the **Change Password** button.

OpenPGP encryption

LibreOffice uses the OpenPGP software installed on your computer. If no OpenPGP software is available, you must download and install one suitable for your operating system before you can use this option.

You must define a personal pair of cryptography keys with the OpenPGP application. Refer to the OpenPGP software installed on how to create a pair of keys. For more information on using this form of encryption, see the supplied Help.

OpenPGP encryption requires the use of the public key of the recipient; this key must be available in the OpenPGP key chain stored in your computer. To encrypt a document:

- 1) Choose **File > Save As**,
- 2) In the Save As dialog, enter a name for the file.
- 3) Select the **Encrypt with GPG key** option (see Figure 13).
- 4) Click **Save**. The OpenPGP public key selection dialog opens.
- 5) Choose the public key of the recipient. You can select multiple keys.
- 6) Click **OK** to close the dialog and save the file encrypted with the selected public keys.

Opening and saving files on remote servers

LibreOffice can open and save files stored on remote servers (that is, not on your computer or local area network). This feature enables you to work on a document in the office and still have access to it from home or elsewhere. Storing files on a remote server also backs up documents, saving data from computer loss or hard disk failure. Some servers are also able to check files in and out, thus controlling their usage and access.

LibreOffice supports many document servers that use well-known network protocols such as FTP, WebDav, Windows share, and SSH. It also supports popular services like Google Drive and Microsoft OneNote, as well as commercial and open source servers that implement the OASIS CMIS standard. For more information, see the *Getting Started Guide*.

Moving quickly through a document

Writer provides ways to move quickly through a document and find specific items by using the Navigator and other tools.

Using Go to Page

You can jump to a specific page in the document in these ways:

- Click on the page number field on the Status Bar, to open the Go to Page dialog (Figure 9 on page 22). It initially shows the number of the current page and the number of pages in the document. Type the number of the required destination page into the text box and click **OK**.