

Note

LibreOffice uses the term “export” for some file operations involving a change of file type, such as PDF and ePub. See Chapter 7, Printing, Exporting, E-mailing, for more information.

Saving a document automatically

You can choose to have Writer save your document automatically in a temporary file at regular intervals. To set up automatic file saving:

- 1) Select **Tools > Options > Load/Save > General**. (See also Chapter 20, Setting Up Writer.)
- 2) Click **Save AutoRecovery information every** and set the time interval. The default value is 10 minutes. Enter the value you want by typing it or by pressing the up or down arrow keys.
- 3) You may also wish to select **Always create backup copy**.
- 4) Click **OK** to save the changes.

Saving as a Microsoft Word document

To exchange files with users of Microsoft Word, you can save a document in a format such as .docx.

- 1) Important: First save your document in the file format used by LibreOffice Writer, .odt. If you do not, any changes you made since the last time you saved will only appear in the Microsoft Word version of the document.
- 2) Then click **File > Save As**.
- 3) On the Save As dialog, in the **File type** (or **Save as type**) drop-down menu, select the type of Microsoft Word format you need. You may also choose to change the file name.
- 4) Click **Save**.

From this point on, all changes you make to the document will occur only in the new (Microsoft Word) document. If you want to go back to working with the .odt version of your document, you must open it again.

Tip

To set the default file format used by LibreOffice Writer to save files, go to **Tools > Options > Load/Save > General**. In the section named Default File Format and ODF Settings, next to *Document type*, select **Text document**, then next to *Always save as*, select your preferred file format.

Using password protection and OpenPGP encryption

LibreOffice provides two types of document protection: password protection and OpenPGP encryption. Files encrypted with the Save password cannot be decrypted without the password, which must be sent to each user who needs to decrypt the document. With OpenPGP encryption, the document is encrypted using an algorithm, which requires a key. Each key is used only once and is sent to the recipient along with the document.

Password protection

Writer provides two levels of password protection: read-protect (file cannot be viewed without a password) and write-protect (file can be viewed in read-only mode but cannot be changed without a password). Thus you can make the content available for reading by one group of