Exporting to other formats

LibreOffice uses the term "export" for some file operations involving a change of file type. If you cannot find what you want under **File > Save As**, look under **File > Export** as well. Writer can export files to XHTML, EPUB and other formats, as shown in Figure 161.

Choose **File > Export**. On the Export dialog, specify a file name for the exported document, then select the required file format and click **Export**.
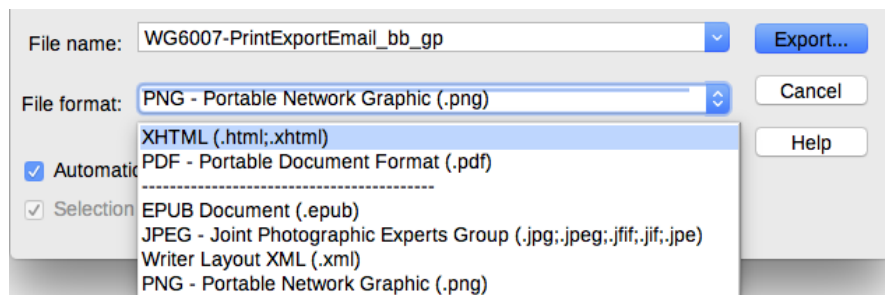

Figure 161: Export file formats

Emailing Writer documents

LibreOffice provides several ways to quickly and easily send a Writer document as an email attachment in one of three formats: .odt (OpenDocument Text, Writer's default format), .docx (Microsoft Word format), or .pdf.

To send the current document in .odt format, choose:

1) **File > Send > Email Document**, or **File > Send > Email as OpenDocument Text**. Writer opens your default email program. The document is attached to a new email.

2) In your email program, enter the recipient, subject, and any text you want to add, then send the email.

If you choose *Email as Microsoft Word*, Writer first creates a file in Word format (.docx) and then opens your email program with the Word file attached. Similarly, if you choose *Email as PDF*, Writer opens the PDF Options dialog where you can select the settings you want, then creates a PDF, and then opens your email program with the .pdf file attached.

Emailing a document to several recipients

To email a document to several recipients, you can use the features in your email program or you can use Writer's mail merge facilities to extract email addresses from an address book.

You can use Writer's mail merge to send email in two ways:

- Use the Mail Merge Wizard to create the document and send it.
- Create the document in Writer without using the Wizard, then use the Wizard to send it.

See Chapter 14, Mail Merge, for details.

Digital signing of documents

To sign a document digitally, you need a personal key, also known as a certificate. A personal key is stored on your computer as a combination of a private key, which must be kept secret, and a public key, which you add to your documents when you sign them. You can get a certificate from a certification authority, which may be a private company or a governmental institution.

When you apply a digital signature to a document, a checksum is computed from the document's content plus your personal key. The checksum and your public key are stored with the document.