

Contents

| | |
|---|-----------|
| Copyright..... | 2 |
| Preface..... | 8 |
| Who is this book for?..... | 9 |
| What's in this book?..... | 9 |
| Minimum requirements for using LibreOffice..... | 9 |
| How to get LibreOffice..... | 9 |
| Installing LibreOffice..... | 9 |
| Setting up and customizing LibreOffice..... | 9 |
| Extensions and add-ons..... | 10 |
| Where to get more help..... | 10 |
| What you see may be different..... | 11 |
| Using LibreOffice on macOS..... | 12 |
| Frequently asked questions..... | 12 |
| Chapter 1 Introducing Writer..... | 14 |
| Introduction – What is Writer?..... | 15 |
| Parts of the main Writer window..... | 15 |
| Context (right-click) menus..... | 24 |
| Dialogs..... | 24 |
| Document views..... | 25 |
| Creating a new document..... | 25 |
| Opening an existing document..... | 27 |
| Saving a document..... | 28 |
| Opening and saving files on remote servers..... | 31 |
| Moving quickly through a document..... | 31 |
| Undoing and redoing changes..... | 35 |
| Reloading a document..... | 35 |
| Closing a document..... | 35 |
| Chapter 2 Working with Text: Basics..... | 36 |
| Introduction..... | 37 |
| Selecting text..... | 37 |
| Cutting, copying, and pasting text..... | 38 |
| Finding and replacing text..... | 39 |
| Inserting special characters..... | 41 |
| Checking spelling and grammar..... | 44 |
| Using synonyms and the thesaurus..... | 49 |
| Hyphenating words..... | 50 |
| Using AutoCorrect..... | 52 |
| Using Word Completion..... | 53 |
| Using AutoText..... | 54 |
| Changing the case of selected text..... | 56 |
| Chapter 3 Working with Text: Advanced..... | 57 |
| Introduction..... | 58 |