

Who is this book for?

LibreOffice is a feature-rich, free, and open source office suite. It includes several powerful applications for word processing, spreadsheets, presentations, graphics, databases, and formula editing. Writer is the word-processing application. It is compatible with a wide range of document formats including Microsoft Word (.doc, .docx), and you can export your work in several formats including PDF.

Anyone who wants to get up to speed quickly with Writer will find this book valuable. You may be new to word processing software, or you may be familiar with another office suite.

What's in this book?

This book introduces the main features of Writer, the word processor component of LibreOffice, and provides instructions for their use.

Minimum requirements for using LibreOffice

For a detailed list of requirements and operating systems supported, see the LibreOffice website, <https://www.libreoffice.org/get-help/system-requirements/>.

How to get LibreOffice

Versions of LibreOffice Community for Windows, Linux, and macOS are freely available and can be downloaded from <https://www.libreoffice.org/download>. Linux users will also find a version of LibreOffice included by default in the majority of Linux distributions. Portable and other versions of LibreOffice are listed on the download page. Linux, Enterprise, Online, and other versions may differ in appearance and functionality from the descriptions in this book.

Installing LibreOffice

Information on installing and setting up LibreOffice on the various supported operating systems is given here: <https://www.libreoffice.org/get-help/install-howto/>.

Setting up and customizing LibreOffice

You can change the default settings (options) in LibreOffice to suit your preferences. To change settings, go to **Tools > Options** on the Menu bar (**LibreOffice > Preferences** on macOS). Settings are described in the Help and in Chapter 2, Setting up LibreOffice, in the *Getting Started Guide*. Some settings of particular interest to users of Writer are covered in Chapter 20, Setting up Writer, in this book.



Tip

Many settings are intended for power users and programmers. If you do not understand what an option does, we recommend leaving it on the default setting unless instructions in this book recommend changing the setting.

You can customize menus, toolbars, and keyboard shortcuts in LibreOffice, add new menus and toolbars, and assign macros to events. See Chapter 20, Customizing Writer, for details.