Step 2

Libre Office Writer

Mac OS X

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Liljedalsdata.se

Different wordprocessors

You must know Step 1.

LibreOffice Writer

LibreOffice Writer is a free program which can be downloaded from internet. This program is handeling about the same moments as Word.

Texteditor

Texteditor is in your computer from the beginning, has less possibilities to handle words and is not able to handle pictures.

If you only need to know about basic wordprocessing f.ex. to be able to write email and SMS Texteditor may be good enough.

Downloading programs

Downloading programs from internet is sometimes easy and sometimes not easy.

Click Apple/Adjustments/Safety and integriti. Check allow programs from anywhere is marked.

Check updates of your operating system are done.

When searching a program on google choose an alternative which give latest version and installation on mac.
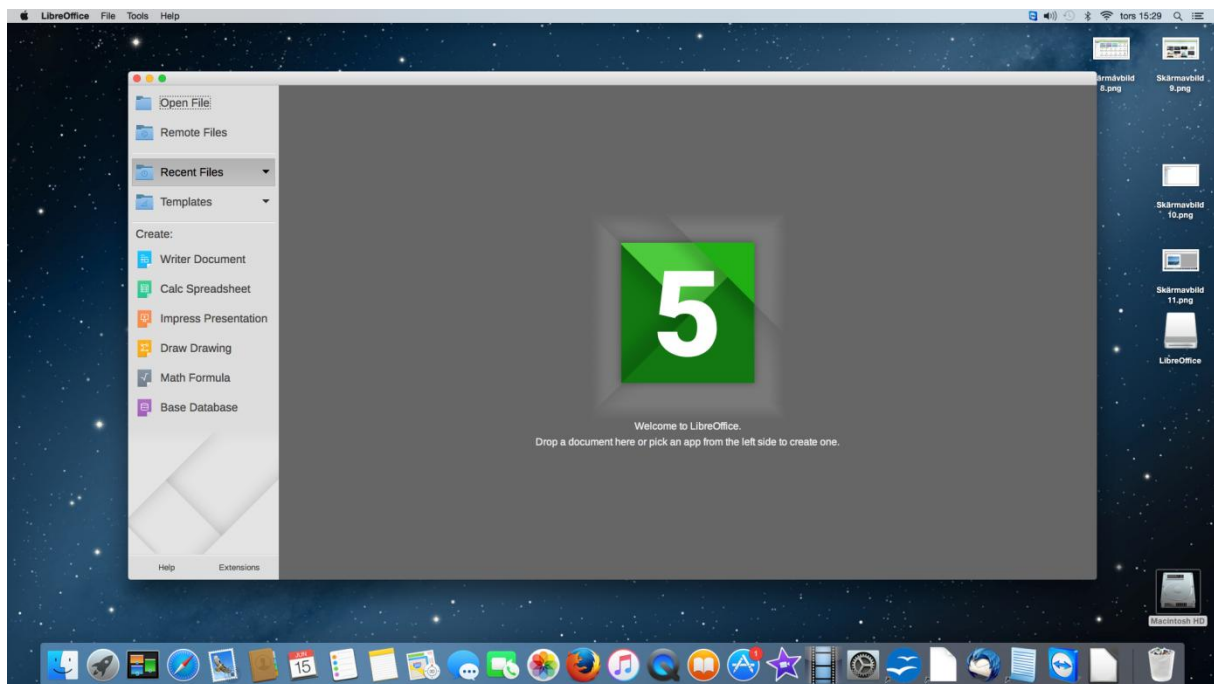
If one alternative doesn´t work another one may work.

When you have clicked on one bottom for downloading check Harddisk/Delivered files and if you have a file for installation of program. If it is so click twice to install.

When you see a picture with a right arrow drag left icon to right icon to continue.

If you see this picture your Open Office is ok.

Wordprocessor LibreOffice Writer.

Version 5.3.6.1

Preparation

Make sure you have a USB-memory you may make clean before you begin.

Create folder \Documents\LOWdok.

We use third bottom to show what is in different memories.

If you get problems try to repeat Step 1.

In this course we use menues to choose commands. When you have been training a while you maybe choose using pressing bottoms instead.

Start LibreOffice Writer.
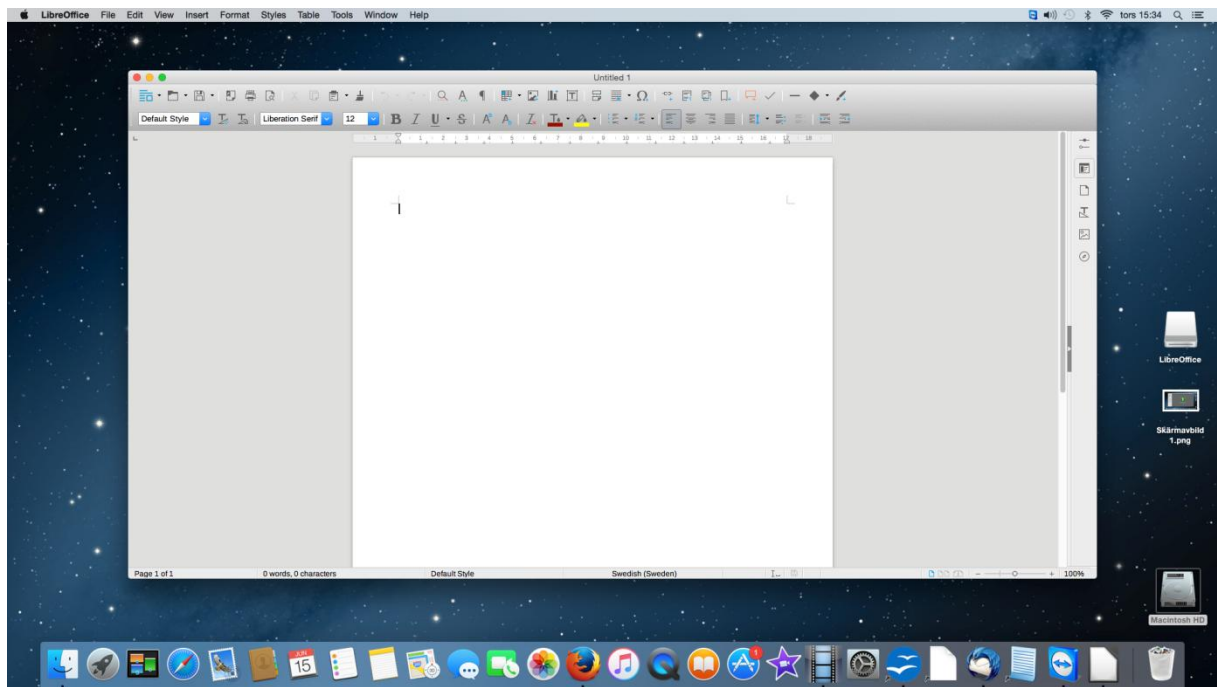
As you see the program will write with Liberation Sarif size 12. This is a sign very like Times New Roman which is a very common kind of font when using wordprocessors.
Formatform which says this is called Default as you see to the left over the ruler.

Writing document 1

Write text: **This is my first document written by wordprocessor LibreOffice Writer.**

Click File/Save.
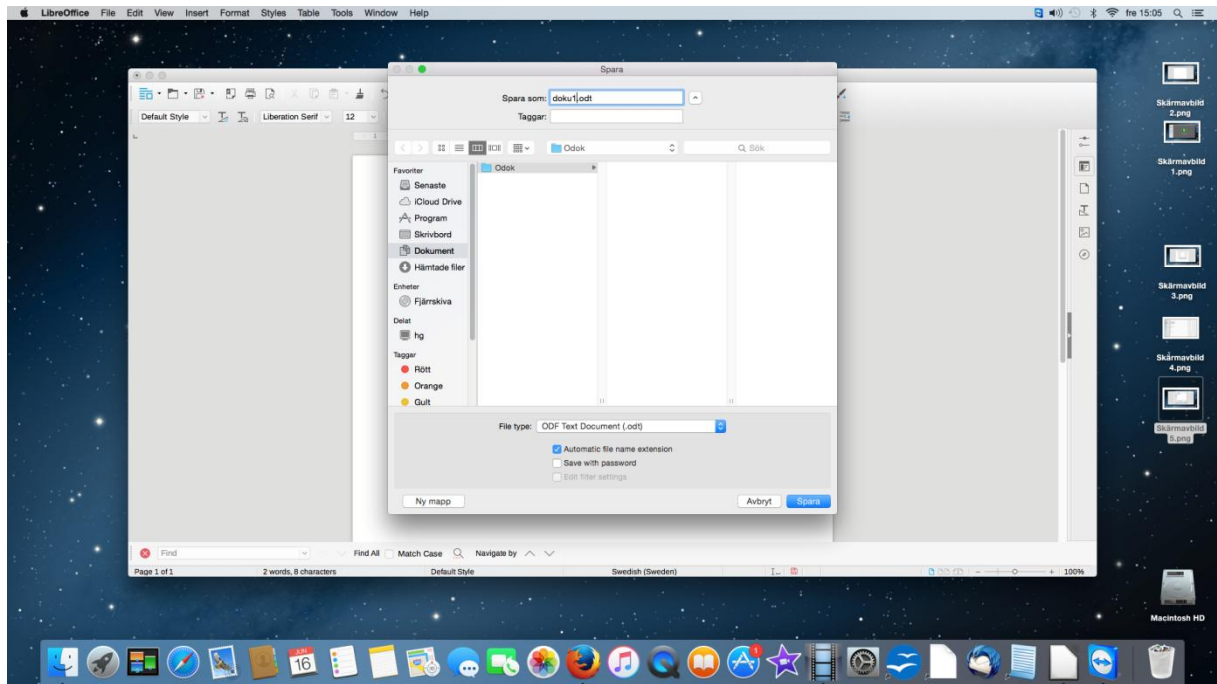
Now you shall save your first document in \ Document\LOWdok som doc1.

In the area on top of screen you shall write the name of the file. Write doc1 in area.

In area below click arrows and LOWdoc.

If doc1 is in area for name of file and LOWdoc below you save by clicking <Save> or pressing <Enter>.

Click File/Close.

Start LibreOffice Writer again.

Now you shall find your document and open it.

Click File/Open.

Open document by clicking twice on it.

You even can open document in window harddisk by clicking twice on it. If you don´t see harddisk you drag a window to the left.

Click File/New.

Writing document 2

Write this **: This is my second document written by the big complicated wordprocessor LibreOffice Writer.**

First paragraph consisted of two rows. When first row ended i didn´t have to do anything but when paragraph ended i pressed <Enter> to show this.

I even will press <Enter> after every row which is not allowed to be mixed with another row f. ex.

Company AB
Att: Jansson
Box 1234
234 66 SVEDALA

When I press <Enter> once I get an empty row.

Think about the text.

Save document as doc2 in \ Document\LOWdok.

Check harddisk about the two documents.
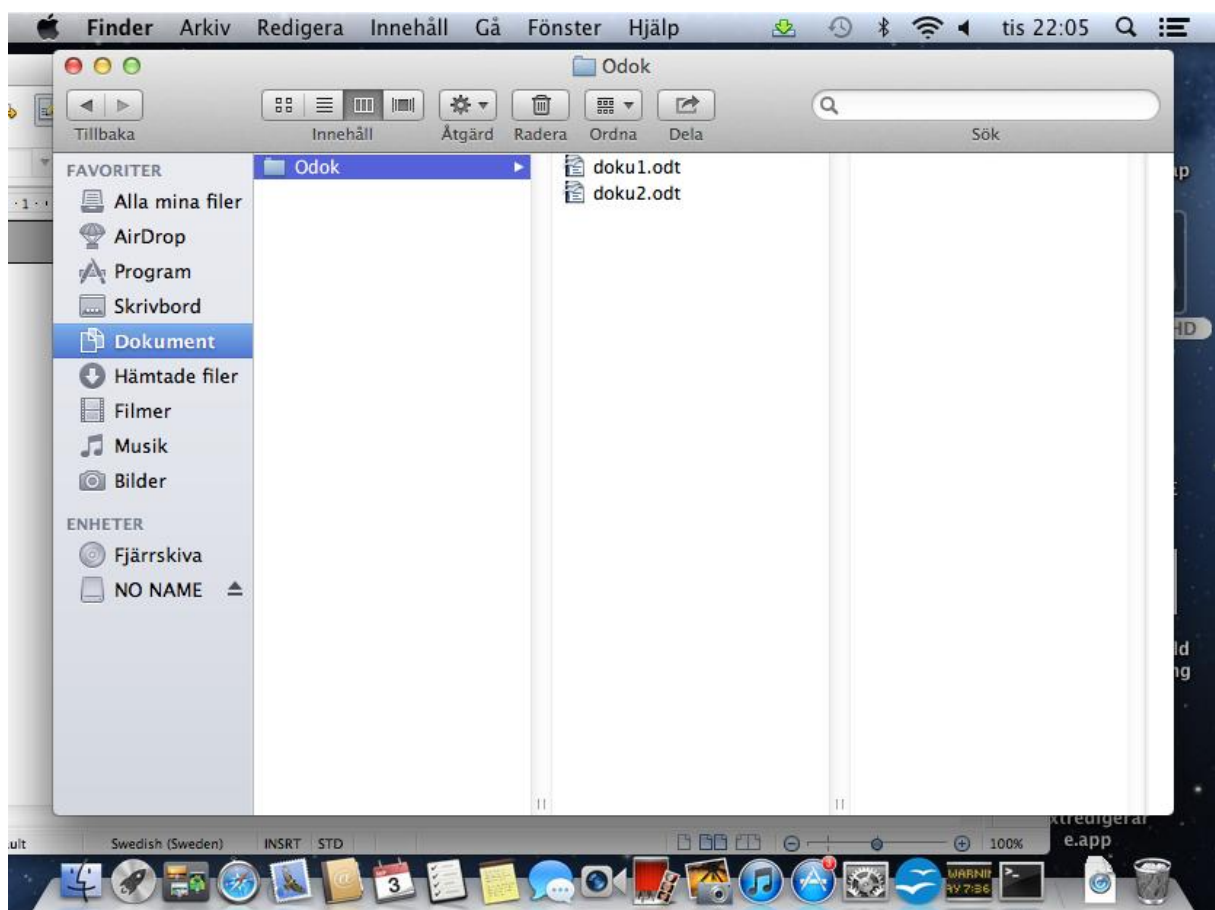
Writing document 3

Clicka File/New.

Write the following and do exercises**: This is my third document written by wordprocessor LibreOffice Writer.**

Now I move in text by up-, down-, left- and right arrow.

If I have cursor as an I I can click where I want cursor.

I even press signs into earlier written text.

I delete words by <Delete> which deletes sign to the right of cursor and <Backspace> which deletes sign to the left of cursor.

If I want to move cursor one word I can press <Alt> while I press left or right arrow.

If I want to delete, move or copy text I must mark text.

One word can be marked by clicking twice on it.

Some words are marked by putting cursor in beginning of text pressing left bottom on mouse and drag over text.
Another way is putting cursor in beginning of text press <Shift> on keyboard and click in end of text.

One row is marked if I put cursor in beginning of row and drag down. If I drag several rows several rows are marked.

I take away marked text by clicking outside marked area.

Think about text and exercise by doing.

Save document as doc3 in \Document\LOWdoc.

Writing document 4

Clicka File/New.

Write: **This is my fourth document written by wordprocessor LibreOffice Writer.**

I can see program has insert mood old text is pushed ahead when I write. If I want new text to overwrite old I press bottom <Insert> to shift to overwriting mood.

I can delete marked text by <Delete>.

I can copy marked text by clicking right and choose copy, put cursor where I want the copy and chose Paste.

Marking is gone when I move cursor but don´t worry.

I can Paste text many times and in different documents.

I can move marked text by clicking right and choose Cut, move cursor to where I want text instead and click right choosing Paste.

Think about text and exercise.

Save dokument as doc4 i \Document \Odok.

Click harddisk and check all your four documents are in your outside memory.

Close all.

Printing on paper

Start **LibreOffice Writer.**

Open doc1.

Click Printerbottom or click File/Print and Print or <Enter> i dialog square.

Click Format/Page.
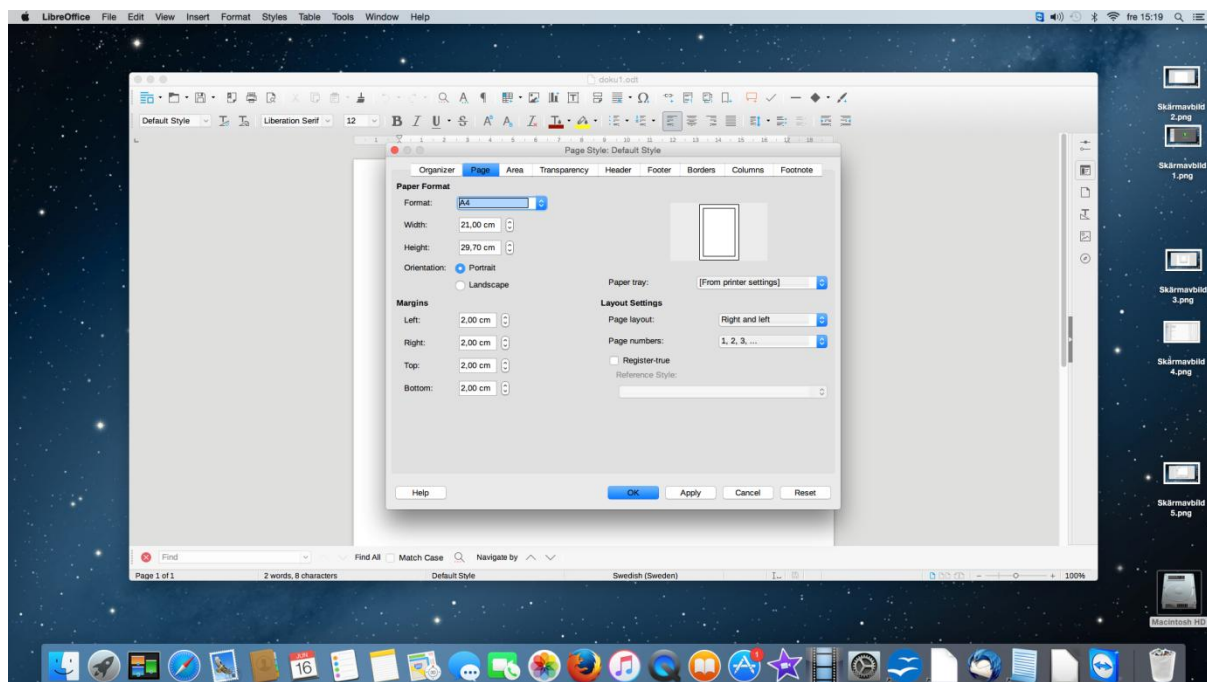
Here you can see adjustments for a page is A4 and all margins are 2 cm. Check if margins are 2 cm on your printed page.

Close dialog square

Writing with different fonts and adjustments

Mark word "written".

One word you easy mark by clicking twice on it.

Click **B**-bottom on screen for bold..

Word written is now in Times New Roman size 12 and bold.
This description of text is usually called a font.

Click File/New.

If you want different fonts and adjustments of text it often is an advantage to wait with this.

Write this text without any changes of text.

CHAPTER 1

The wolf was howling and snow felt like nails on our frozen cheeks. The morning came closer but darkness was still irritating.

Author

Press <Enter> a couple of timess after "Author"

When you write text without changes text is placed to the left on screen. We say text is left situated.

Save document as doc5 in \Document\LOWdoc

Mark row CHAPTER 1.

Click down arrow to the right of 12.

Change size of text by marking 20.

Make text bold by clicking B bottom on screen.

Move text to center of page by clicking bottom on screen showing center text.

Mark row with "Author".

Change size by clicking arrow to the right of 12 and mark 8 instead of 12.

Move text to the right by clicking bottom with text on right on screen.

Take away marking.

Now text shall look like this:

CHAPTER 1

The wolf was howling and snow felt like nails on our frozen cheeks. The morning came closer but darkness was still irritating.

Author

Now you will save the changed doc5 as doc6 but if you now click Save you will change doc5

Click File/Save as.

Now you have possibility to change name to doc6 and you have both kinds of this document saved.

Save as doc6 in \Document\LOWdoc

Using format form

Clicka File/New.

Open doku5.

If you have done all well doc5 will not have any bold text.

If you will write a document where you often want to write headlines with a special layout you can save time by using format forms.

Till now format form Default has been shown in square to the left and this form has been used.

Mark CHAPTER 1.

Click arrow down to the right of Default and choose Heading 1 in list with different format forms.

CHAPTER 1 is now changed with another size and text which is given by Heading 1.

A format form or paragraph form as we also could name it may have many factors which decide layout of a paragraph. F. ex. Placed to the left, to the right, center, tabs, font, first row starts a bit to the right, special magins for paragraph, distance of rows, frame round paragraph a.s.o.

Yoy may decide format form before starting to write. Then you can think format form is in cursor and stays there as long as you move down by <Enter>.

But you also can write text with Default and after that change part of text by marking and choose other format forms which you have created.

Save the changed doc5 as doc7 in \Document\LOWdok.

Writing a book

Click File/New.

Press <Enter> till cursor is in lower edge of screen.

Write: A book about food

Press <Enter> till the two last rows on first page.
As long as 1/1 is shown down to the left on screen you still are on first page.

There are about 50 rows in a page.

Changing from first to second page is obvius.

Write date and your name in two last rows.

Press <Enter> for moving to page two.

Skriv : CHAPTER 1 when reaching page 2.

Press <Enter> twice.

Write: This is a book about food. This is first row in first chapter.

Press <Enter> till third page.

Write : CHAPTER 2

Press <ENTER> twice.

Write : This is a book about food. This is first row in second chapter.

Press <Enter> till fourth page.

Write: CHAPTER 3

Press <Enter> twice.

Write : This is a book about food. This is first row in third chapter.

Press <Enter> twice.

Check you are on page 4/4.

Move by bar to the right on screen to beginning of book.

Mark text A book about food.

This text now will be designed as earlier size 20, bold and center.

Mark the two rows with date an name.

Make them size 8 and to the right.

Mark **CHAPTER 1** and design as earlier.

Mark **CHAPTER 2** and design.
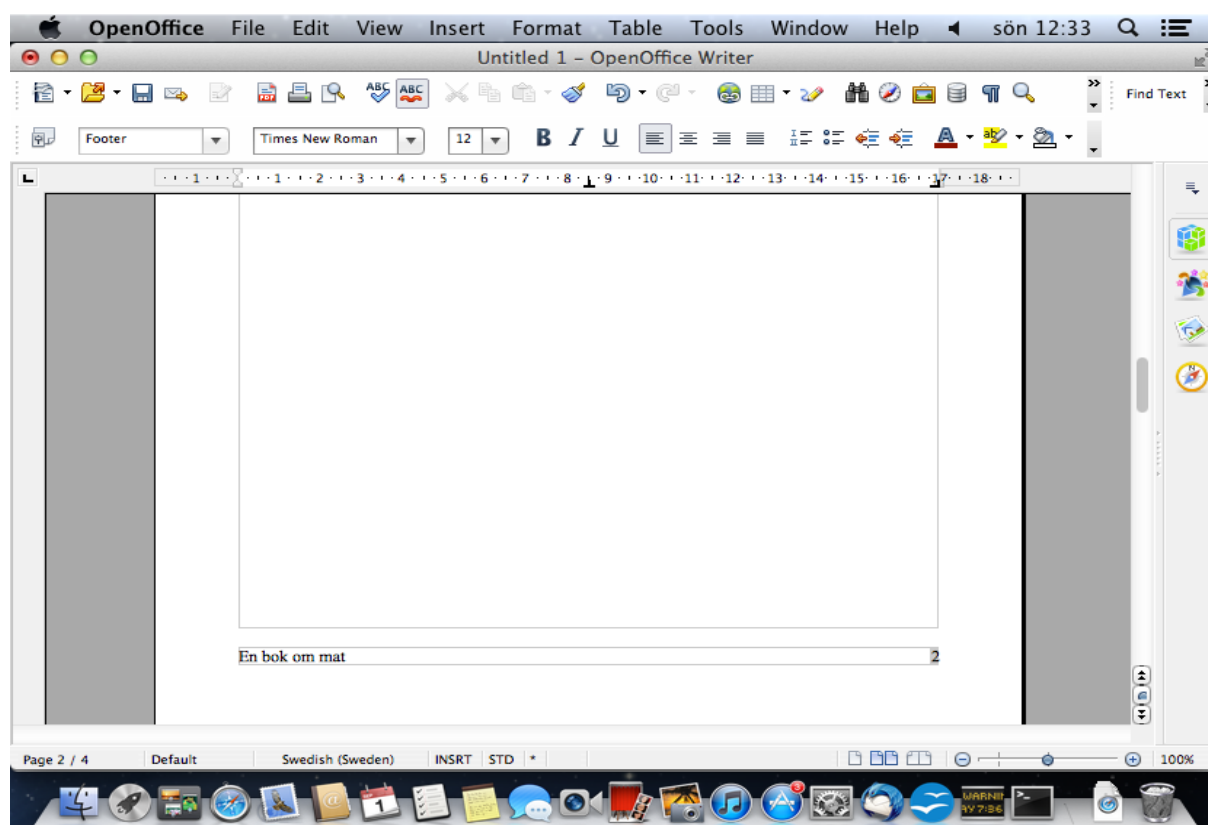
Mark **CHAPTER 3** and design.

Foot of page

Now you will create a foot of page in your book.

It doesn´t matter where you are in your book when you do this.

Foot of page will automaticly be written on each page.

Foot of page will look as in this booklet.

Click Insert/Footer/Default.

Klicka Insert/Field/Page number.

Now you get a pagenumber for page you have.

Move cursor to the left of page number.

Write A book about food and press <Tab> twice.

Foot of page now will look like above.

Turn over the pages and check your foot of pages.

Save your book as Book about food in \Documents \LOWdoc

Writing an offert

Click File/New.

As normal there are tabbs with 1,2 cm distance. When you write this adress you can try this by pressing tab (bottom with right arrow) once before you write the adress.

Write:

To   Andersson & Son
         Andvägen 5
         123 44 ALSTAD

We give an offer of our fantastic pleasure machine price 12 000:- + moms.

Kindest regards

Johan Nilsson
Målilla maskin AB
122 33 MÅLILLA

Save offert as offand in \Document\LOWdoc

Close document.

Click File/New

Skriv**:**

To   Bengtsson & Son
         Busvägen 8
         111 22 BUSSTAD

Press <Enter> twice.

Now you think the text you are going to write is earlier in offand.

Clicka File/Open and open offand.

Document offand now is lying over document with adress to Bengtsson.

Make window with adress of Bengtsson active and drag to the right.

Mark text and regards in offert to Andersson.

Click right and choose Copy.

Place cursor some rows below adress to Bengtsson.

Click right and choose Paste.

Close offert to Andersson by activating window and close it.

Click Archive/Save och save offert to Bengtsson as offben in Harddisk\User\Lisa\Document\Odok.

Using tabs

Klick File/New

As soon as you are going to write something as a table you have to use tabs. You must not use blanks as in that case the table will be uneven when printing.

As default are left tabs 1,2 cm from each othor. You may try this by pressing tab bottom a number of times.

You may return by <Backspace>.

These default tabs disappear if you create tabs by your own.
You may create different types of tabs f.ex. left, right, center and decimal.
To do this you click twice on ruler.

Click on 3 cm on ruler.

Now you will have a sign on ruler showing a left tab on 3 cm.

At the same time default tabs on 1,2 cm have disappeard.

Click on 11 cm på linjalen.

Now you have got a tab on 11 cm and default tabs are gone.

You can think these tabs are in cursor as long as you write, press tab, write and press <Enter> this works.

If something goes wrong you maybee get troubles and the best way may be to delete table and start again from the beginning.

Write Customernr..

Click på tab bottom and write Customer name.

Click tab and write Balance. Press <Enter> twice.

Go on till table looks this way.

Costumernr.	Costumername	Balance
1001	Andersson	100 000,00
1002	Bengtsson	2 000,00
1003	Classon	2,00
1004	Davidsson	0,03

Save document as costumers in \Document \LOWdoc.

Suppose you want to move column with costumername 1 cm to the right.

Mark whole table and drag tabmark on ruler 1 cm to the right.

When table is finished and you don´t need tab marks any more it´s wise to delete them by dragging ruler marks down.

Save table as costumers in \Document \LOWdoc.
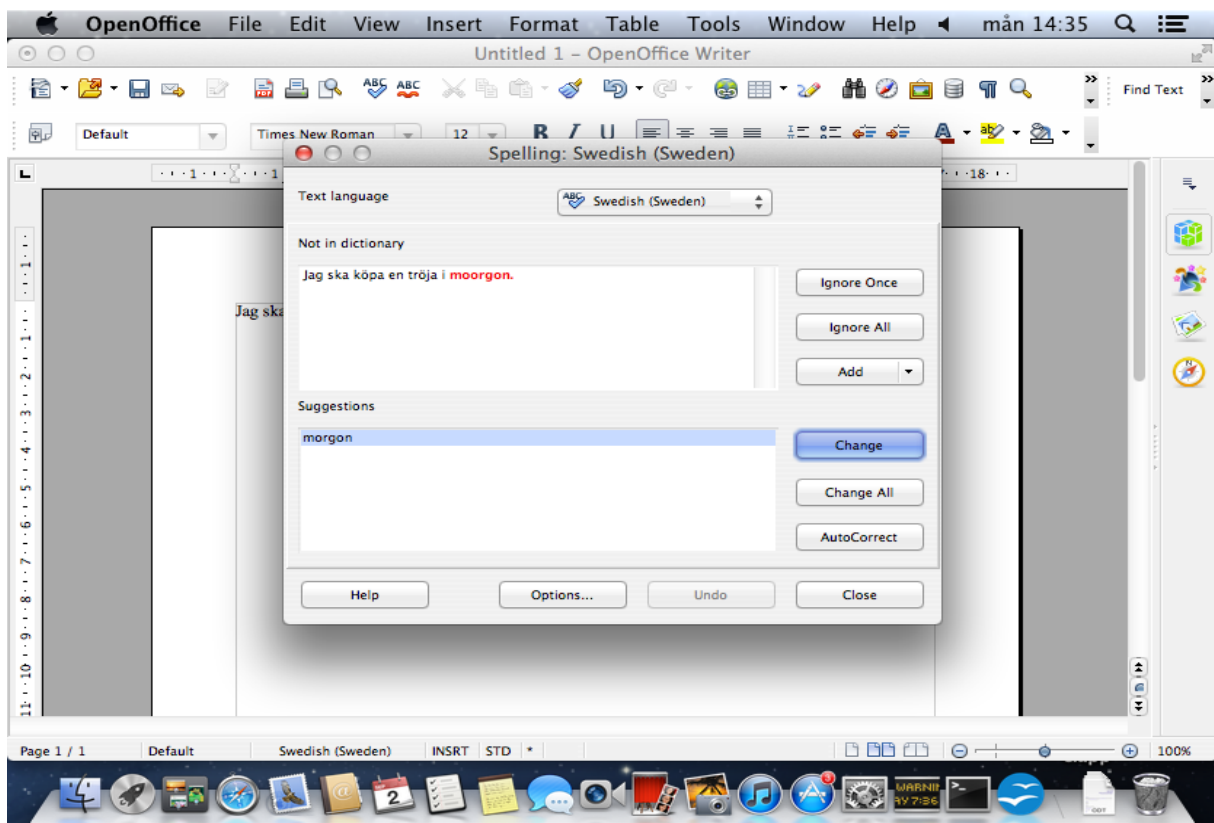
Spelling

Click File/New.

Write: To moorow I am going to buy a sweater.

Mark text.

Click bottom A <Spelling and grammar> in the middle of upper row

To moorow is now underlined with a red line.

You now get one or several alternatives to replace the misspelled word.

Watch the right alternative is marked and click <Change> to replace.

Wich words that will be underlined depends on a wordlist which is in program. The wordlist is in different languages as you see on top of dialog square.
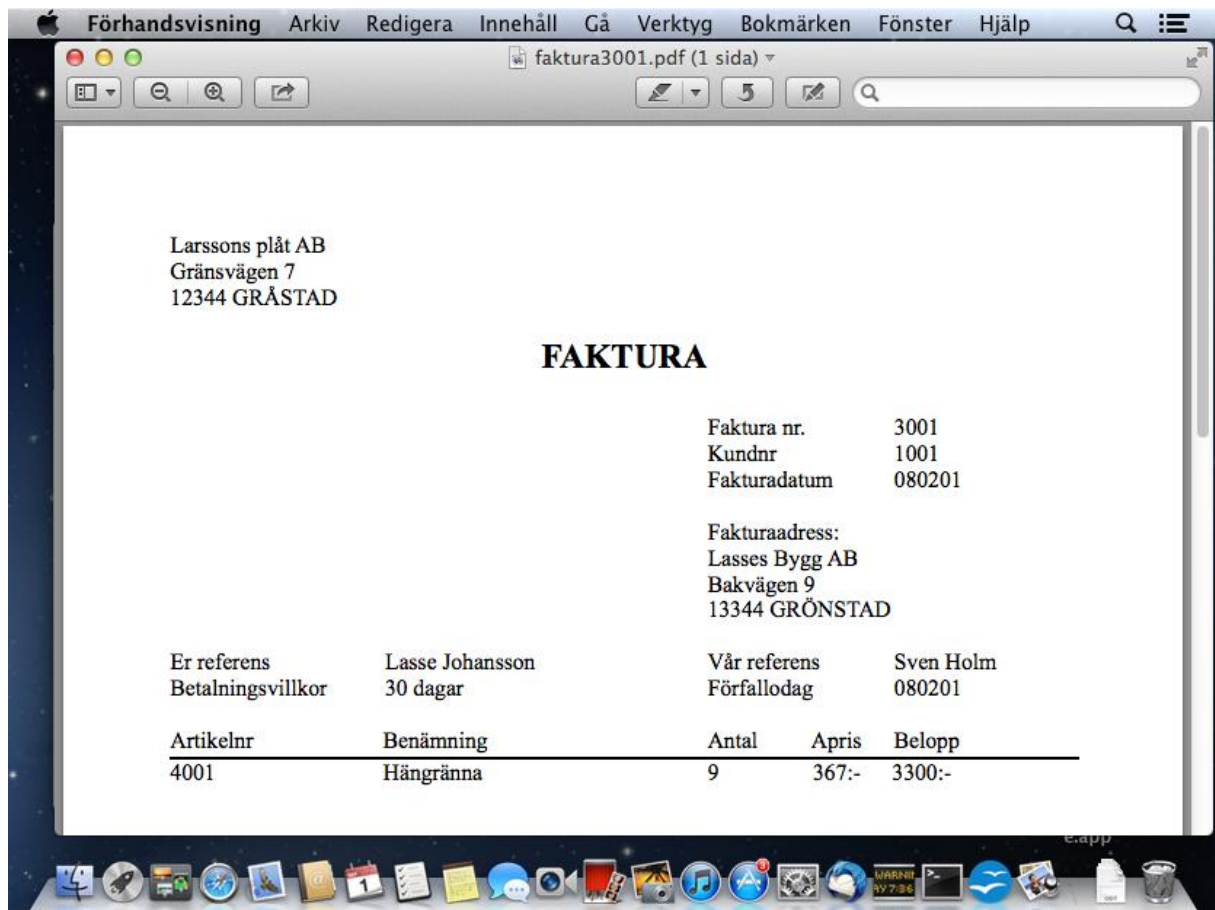
If you in future like to use words not in wordlist you may add words with <Add>.

Close document without saveing.

Writing an invoice

Click File/New.

Write an invoice looking like this:

Write the adress on top to the left.

Press <Enter> twice.

Write INVOICE.

Press <Enter> twice.

Mark and make text INVOICE center.

Make text bold and size 18.

Create tab left 10 cm and 13,5 cm for next 7 rows and write them.

Drag tabs away when ready.

Create tabs on 4, 10 and 13,5 cm for next 2 rader and write them.

Drag tabs away after that.

Create tabs on 4, 10, 12, and 13,5 cm for next 2 rows and write them.

Line you can do by equal signs.

Drag tabs away when ready

Save invoice as invoice 3001 in Harddisk\User\Lisa\Document\Odok

Close document.

Now you shall send an invoice to Bengtssons Byggfirma, Klövervägen 19, 133 56 KLARSTAD who has bought 11 st. hänging pipes.

Open invoice 3001.

Click File/Save as.

Save invoice as invoice 3002 in Harddisk\User\LISA\Document \Odok

Change invoice number.

Change customer number.

Change adress of invoice and number of hänging pipes.

Click File/Save.

This is a simple way creating document forms which is often okay.
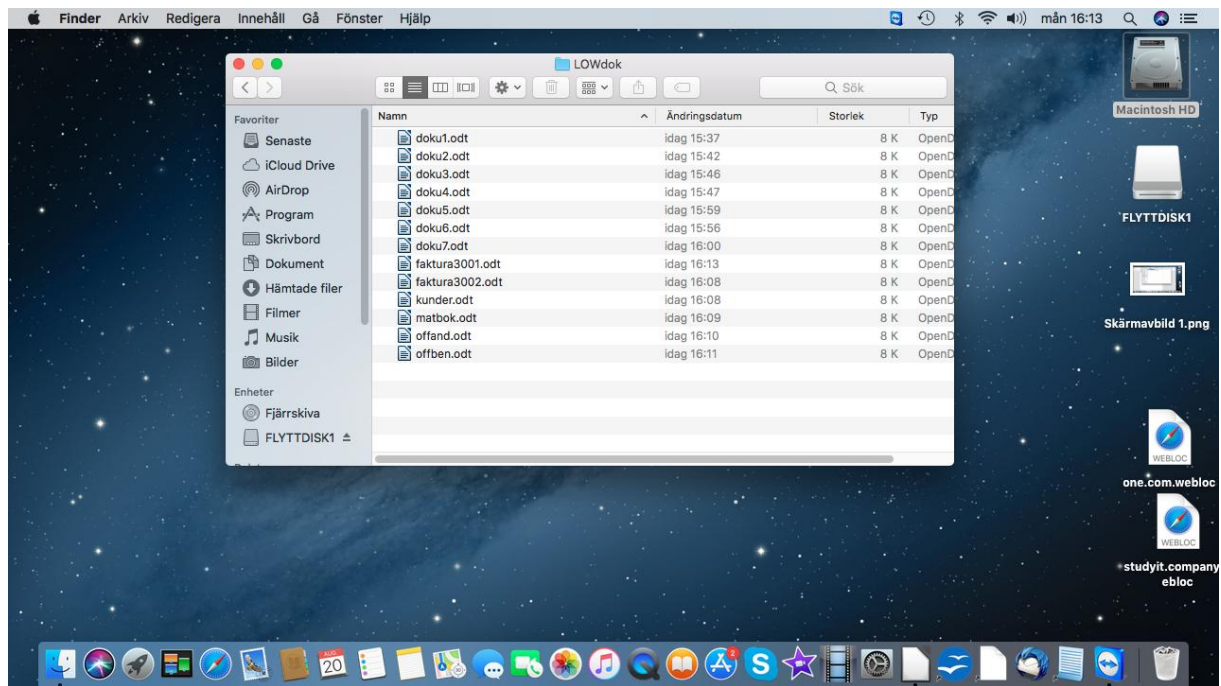
Close LibreOffice Writer.

Moving documents

To keep a good structure on your documents you have to create folders and move files between these.

Open window showing harddisk.

Make window as big as possible.

Check you have all files in \Document\LOWdoc .

All your 13 files now will be here

Click Archive/New folder

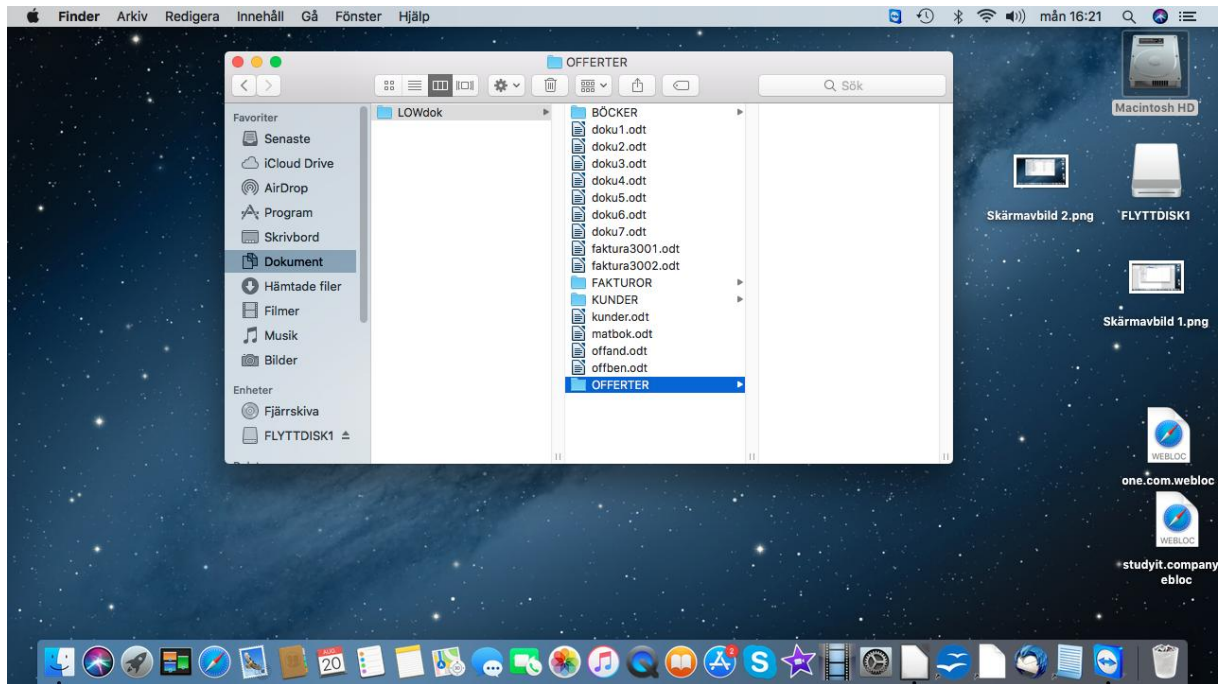Now you get a folder named no name. You can write in square.

Write Books and press <Enter>.

Click Archive/New folder

Write Invoices

Create folder Customers.

Create folder Offerts.

Copy book of food to folder Books.

Copy the two Invoices to folder Invoises

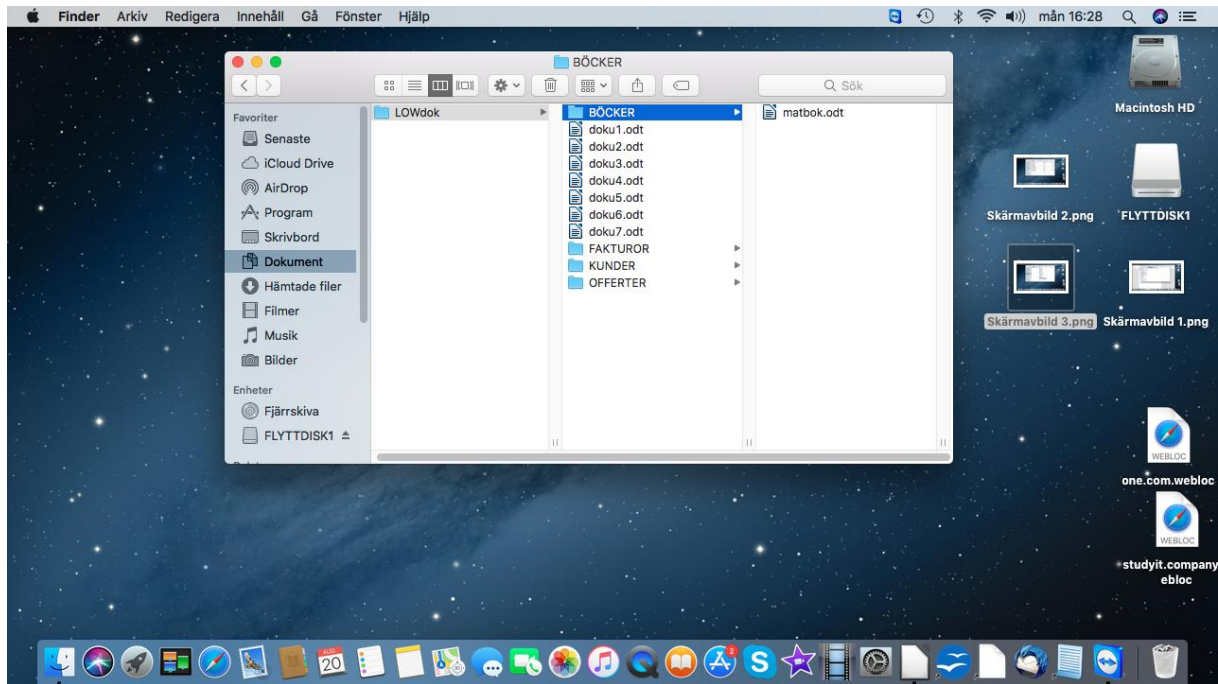Copy customers to folder Customer.

Copy the both offerts to folder Offerts.

Check all your other documents are in i \Document \LOWdoc

Close window with harddisk.

Saving in right folder

Start LibreOfficeWriter.

Write an offert. Name it offert3 and save in \ Document\LOWdoc\Offerts

To get to a level of folders below Odok you must click on arrow to the right of name of folder and choose folder Offerts.

Types of files

Open window showing harddisk.

As maybe have noticed documents you have written with Texteditor been given names ending with .rtf. Documents written by Open Office writer have got names ending with .odt.

These types of files are important. When you click twice on a file on harddisk it is type of file which decide that f.ex. LibreOffice writer will be started and the file will loaded.

PDF-filer

As you can see many different wordprocessors are used.

If you send mail with enclusure type .odt may not be possible to open by reciever.
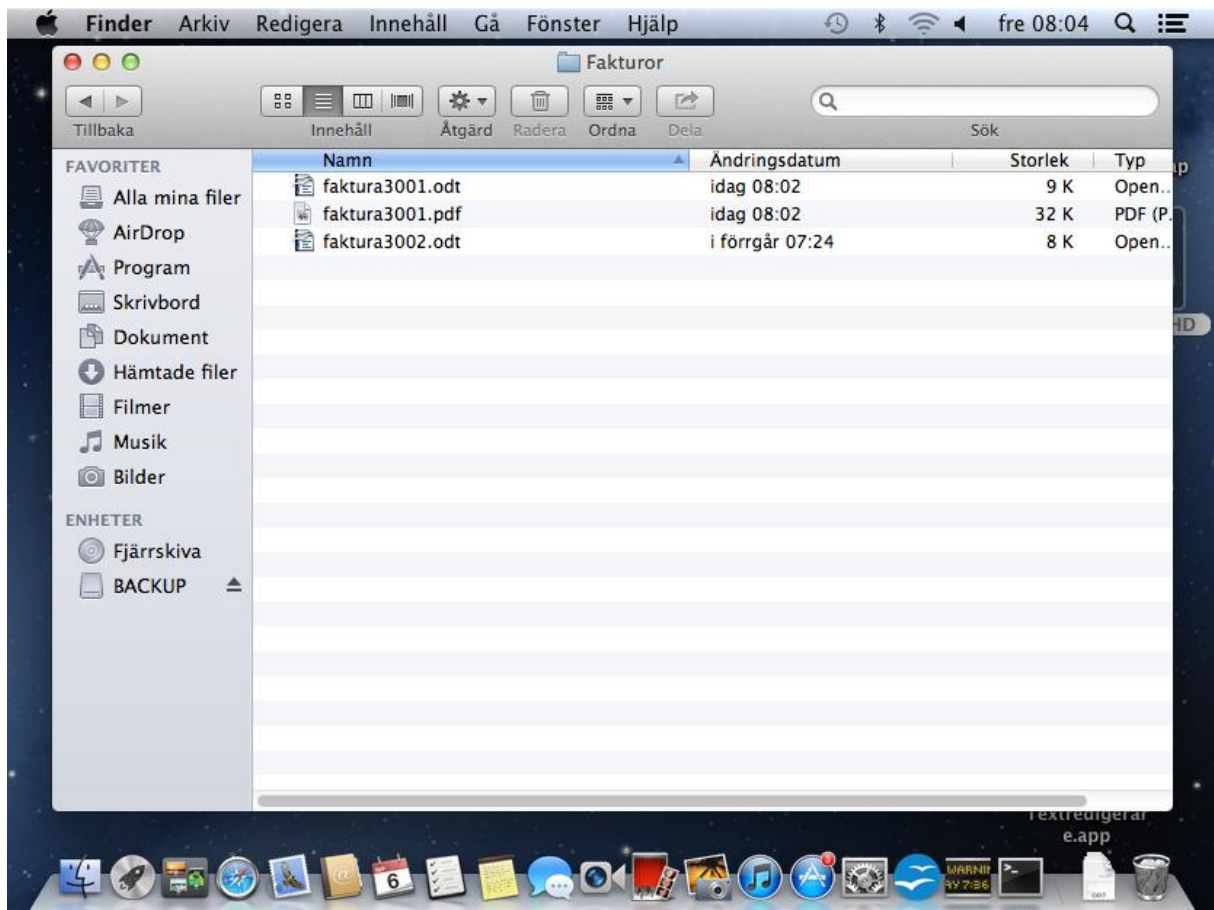
Though there is a type of file common in mail.

Start LibreOffice Writer and open invoice 3001.

Clicka PDF bottom top row on screen and save invoice 3001 even as PDF-file.

Open harddisk and check.

If you enclose this in a mail you have done as much as possible to give everybody possibility to read the message.

Information about files, folders and memories

Type of file is often always shown but other information may be important.

By marking a file which you want to know more about you click Archive/Info you may get more information

A photo f.ex. may look like this