



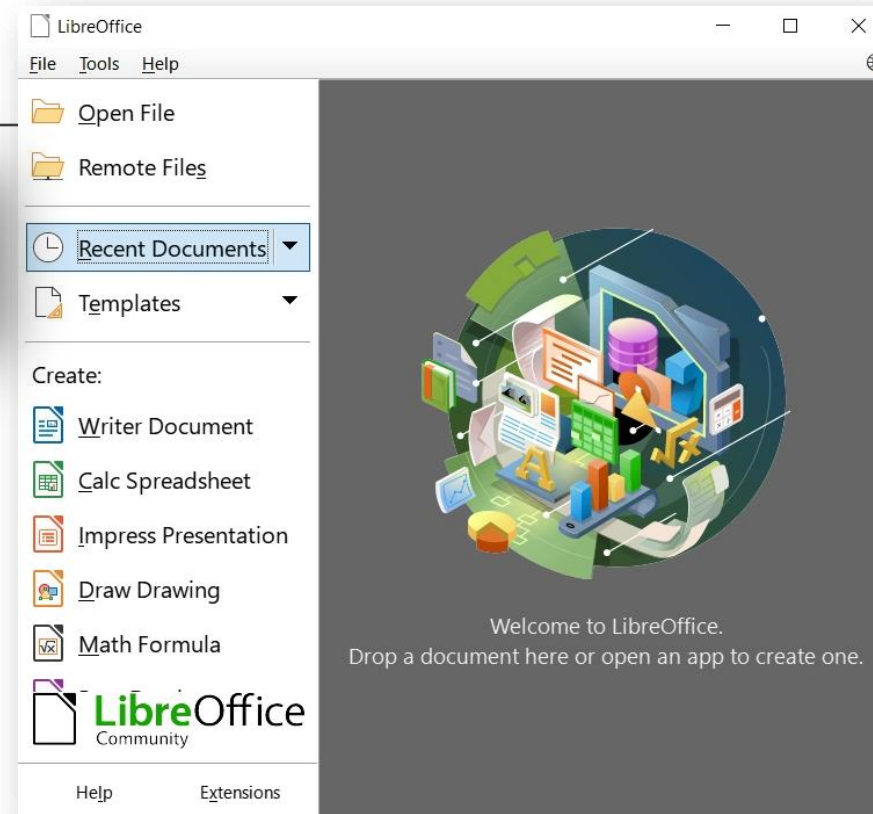
Digital Literacy: LibreOffice

PRODUCTIVITY SUITE IN THE WLS ENVIRONMENT

Agenda






LibreOffice

- Overview
- Writer
- Calc
- Impress
- Essentials
- Special features

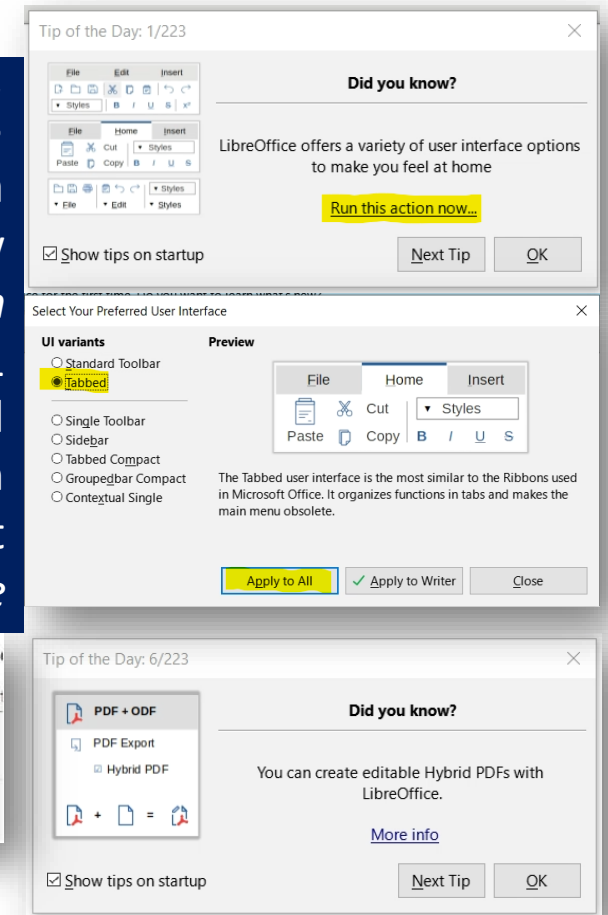


LibreOffice Overview

- WLS staff computers and VDI
- Open source office productivity suite
- Highly customizable
- Compatible with other major office suites
- Native file format is Open Document Format (ODF)
- Can open and save documents in other formats, including Microsoft Office versions 2007-365

	libreoffice-writer-test	3/2/2022 4:46 PM	OpenDocument Te...
	mozilla-content-blocking	11/1/2018 7:39 PM	Microsoft Word D...
	sign in	7/27/2018 1:07 PM	Microsoft Excel W...
	SOM-new-patrons0	2/14/2022 2:38 PM	OpenDocument D...
	Cyber-Smarts-Online-Security-Essentials ...	3/17/2022 6:23 PM	Microsoft PowerPo...

Big Tip!
When you open a LibreOffice file, follow the *Run this action now* link in Tip#1 to Set up Tabbed Toolbars. You can also set them up at *View > User Interface*



[LibreOffice FAQs - Hybrid PDFs](#)

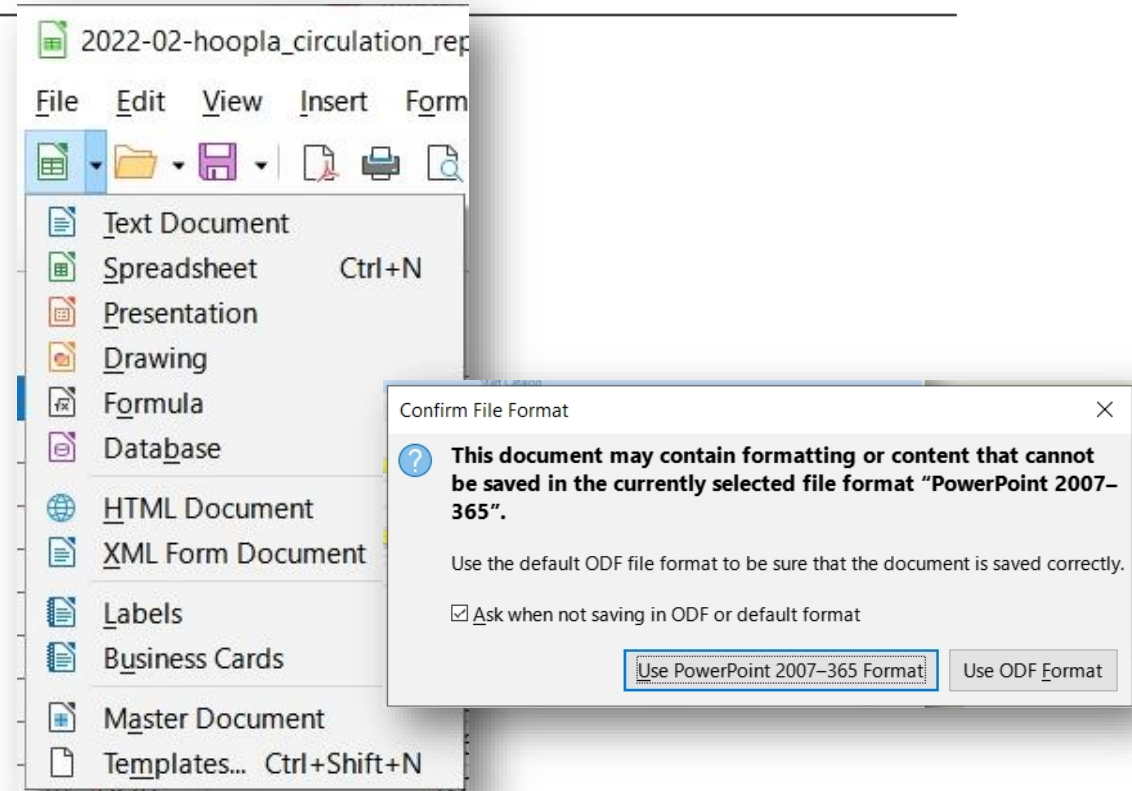
Components Overview

Integrated components can be accessed within any of the programs

- Writer text document
- Calc spreadsheet
- Impress presentation
- Draw graphics (Publisher)
- Others: Base, Math, Chart, Basic

Templates

- Common layouts
- User created



Untitled 1 - LibreOffice Writer

File Edit View Insert Format Styles Table Form Tools Window Help

File Home Insert Layout References Review View Extension Tools

Clone Liberation Serif 12 pt A A

Paste Cut Copy Clear B I U S x₂ x₂ A A

This is LibreOffice. It's highly adaptable. There's a lot you can do with it.

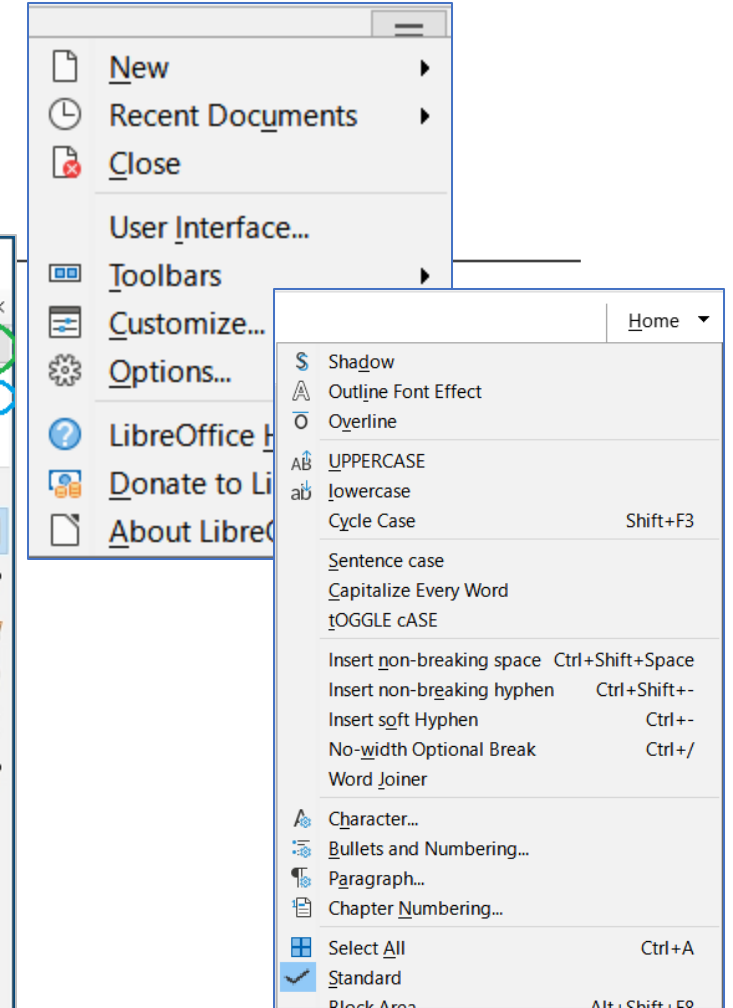
The YDI environment resets customizations and personalizations. Instead, create and save templates to your local My Documents or Library Share drive.

Navigation

- Open/Close Menus
- Hamburger of key functions
- Ribbons
 - toolbar
 - full menu at right
 - >> to open/close frequently used ribbon tools
- Sidebar of properties

Toolbars can be collapsed when not in use.

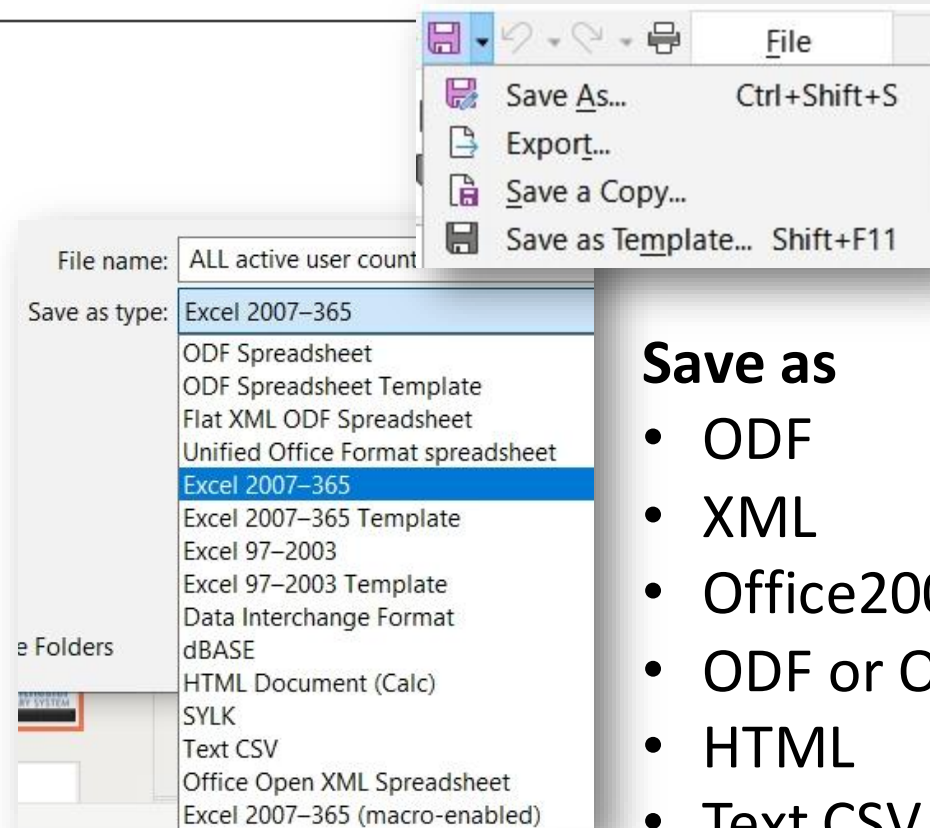
Page 1 of 1 61 words, 380 characters Default Page Style English (USA)



Printing

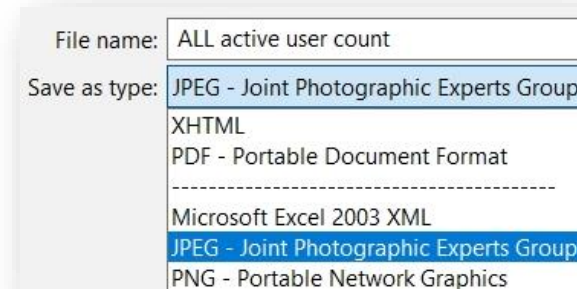
The screenshot illustrates the process of printing a document in LibreOffice Writer. The **File** menu is open, showing options like **Save As...**, **Export Directly as PDF**, **Print Directly (Canon TS9100 series (vdi))**, **Digital Signatures**, and **Sign Existing PDF**. A red circle highlights the **Print** icon in the top toolbar. The **Print** dialog box is open, showing the **Printer** selection (wlsprint1902\HQ_MAIN_COLOR), **Range and Copies** (All Pages, 1 page), and **Page Layout** (Letter 8.50in x 11.00in, Automatic orientation). The background shows the LibreOffice Writer interface with the document **WordPressEssentials.docx** open.

Saving



Save as

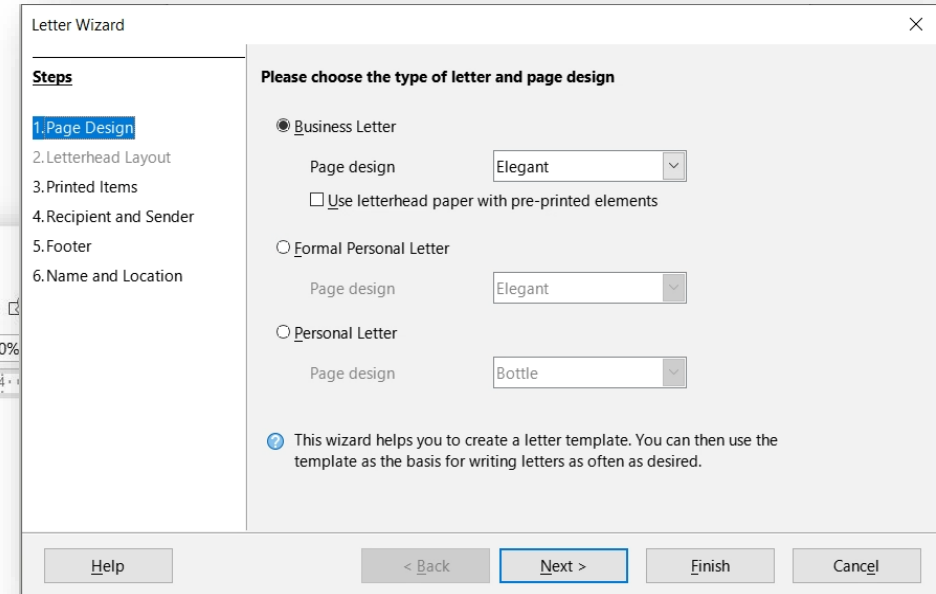
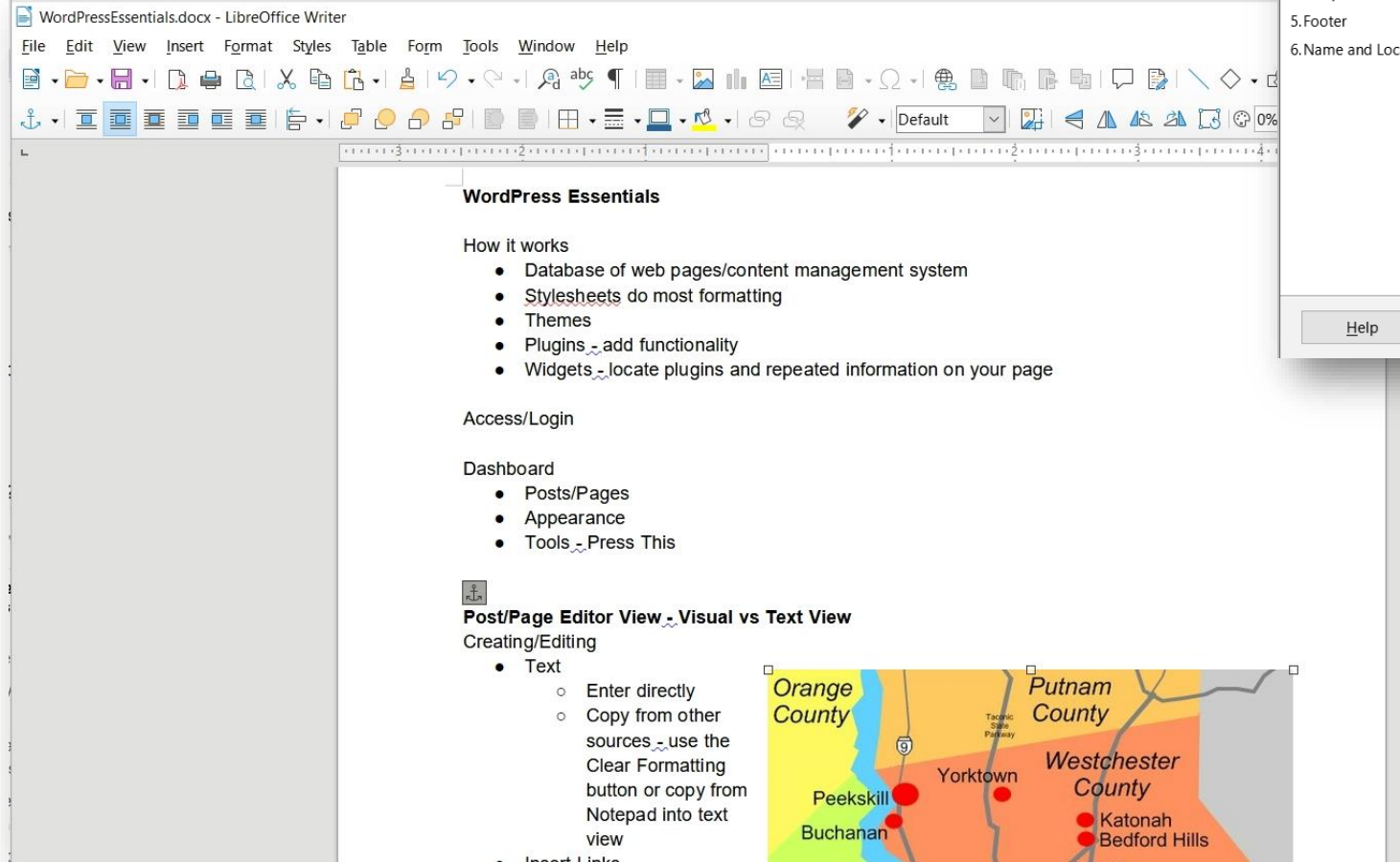
- ODF
- XML
- Office2007-365
- ODF or Office Template
- HTML
- Text CSV



Export as

- PDF
- JPEG
- PNG
- XHTML

Writer



- Basic templates
- For labels, download an Avery template, open in Writer, and paste label contents into cells
- Step-by-step wizards

Calc

The screenshot shows the LibreOffice Calc interface. The spreadsheet has columns A, B, and C. Column A lists library names, and column B lists their respective values. The formula bar shows the sum of the values in column B, resulting in 694. The Print Preview dialog box is open, showing the 'Page Style: PageStyle_ALL_Large_Print_Collection' and the 'Sheet' tab. The 'Scaling' section is set to 'Fit print range(s) on number of pages' with 'Number of pages' set to 1. A blue callout box points to the formula bar icon, stating: 'Access most common formulas through the icon near the formula bar'. A dropdown menu is also visible, showing options like Sum, Average, Min, Max, and Count.

	A	B	C
1	Owning Library	Large Print	Large P
2	Ardsley Public Library	795	
3	Bedford Free Library	313	
4	Bedford Hills Free Library	53	
5	Briarcliff Manor Public Library	570	
6	Bronxville Public Library	2049	
7	Chappaqua Library	1350	
8	Croton Free Library	2678	
9	Dobbs Ferry Public Library	694	
10	Eastchester Public Library	1567	
		2576	
		1884	
		583	

Access most common formulas through the icon near the formula bar

In Calc, to print an entire spreadsheet on one page

1. go to *View > Print Preview > Format Page*
2. On the *Sheet* tab, choose *Scaling Mode Fit print range on number of pages* and *Number of Pages = 1*

You can also

1. go to *File > Print Preview > Format Page*
2. on the *Page* tab, choose an option to print portrait or landscape
3. on the *Sheet* tab, under *Scaling*, choose *Fit print range to width/height*

Calc Pivot Tables

Library	Statistical Category	Count
Ardsley Public Library	Adult Playaway	9
Ardsley Public Library	Audiobook	46
Ardsley Public Library	Biography	16
Ardsley Public Library	Central Library Funds Nonfiction	1
Ardsley Public Library	Express	473
Ardsley Public Library	Fiction	10
Ardsley Public Library	Foreign Language	1265
Ardsley Public Library	Juvenile Fiction	3
Ardsley Public Library	Juvenile Foreign Language	23
Ardsley Public Library	Juvenile Movie	9
Ardsley Public Library	Juvenile Music	171
Ardsley Public Library	Juvenile Nonfiction	13
Ardsley Public Library	Magazine	85
Ardsley Public Library	Movie	4
Ardsley Public Library	Music	101
Ardsley Public Library	New Book	275
Ardsley Public Library	Nonfiction	6
Ardsley Public Library	NY State Fund	3
Ardsley Public Library	Realia	90
Ardsley Public Library	Unknown	33
Ardsley Public Library	Young Adult AV	2629
Ardsley Public Library	Young Adult Fiction	
Ardsley Public Library	Young Adult Nonfiction	
Bedford Free Library	Juvenile Audiobook	10
Bedford Free Library	Juvenile Fiction	1265
Bedford Free Library	Juvenile Foreign Language	3
Bedford Free Library	Juvenile Movie	23

Get more pivot
table help

Pivot Table Layout

Filters:

Column Fields:

Available Fields: Library, Statistical Category, Count

Row Fields:

Data Fields:

Options: ☐ Source and Destination

Help

Pivot Table Layout

Filters: Library

Column Fields: Data

Row Fields: Statistical Category

Data Fields: Sum - Count

Options: ☐ Source and Destination

Source: ☐ Named range ☒ Selection \$'monthly-circ'.\$A\$1:\$C\$1073

Destination: ☐ New sheet ☐ Named range ☒ Selection \$'monthly-circ'.\$F\$1

Help OK Cancel

Library	Bedford Free Library
Statistical Category	Sum - Count
Adult Playaway	2
Audiobook	46
Biography	16
Central Library Funds Nonfiction	1
Fiction	473
Juvenile Audiobook	10
Juvenile Fiction	1265
Juvenile Foreign Language	3
Juvenile Movie	23
Juvenile Music	9
Juvenile Nonfiction	171
Magazine	13
Movie	85
Music	4
New Book	101
Nonfiction	275
NY State Fund	6
Young Adult AV	3
Young Adult Fiction	90
Young Adult Nonfiction	33
Total Result	2629

1. If needed, add a row with column headers.
2. Select any cell in the data.
3. Go to Insert > Pivot Table. Verify the data range. Click ok.
4. In Pivot Table Layout, drag Fields to the appropriate area – rows, columns, data.
5. (optional) Expand Options and Source and Destination to choose extras and/or a cell on the sheet.
6. Click OK.
7. Use the filter to choose a set of data or display all.

Impress

Evergreen 3.8 Preview.pptx - LibreOffice Impress

File Edit View Insert Format Slide Slide Show Tools Window Help

Slides

NEW HOLD REQUEST SCREEN

Place Hold (SMS, AUDIO)

Place hold for person by barcode

Place hold for this staff account

Pickup Location

Number of copies

Notify by Email

Notify by Phone

Notify by SMS

Hold Status

Hold Succeeded

Placing TITLE hold on record(s)	Format	Title	Author	Part	Call Number	Barcode	Hold Status	Override
		The Author	Unknown	1/1	1234	1234	Hold Pending	

- Library card entry fills out the form defaults
- The Hold status is *Hold Pending* while information is being entered.
- When the Place Hold button is selected, the hold status changes to *Hold Succeeded*.

Select a Template

Search...

Filter Presentations

All Categories

Manage

Beehive

Blue Curve

Blueprint Plans

Candy

DNA

Focus

Forestbird

Freshes Impress Template

Help

Show this dialog at startup

Close

Open

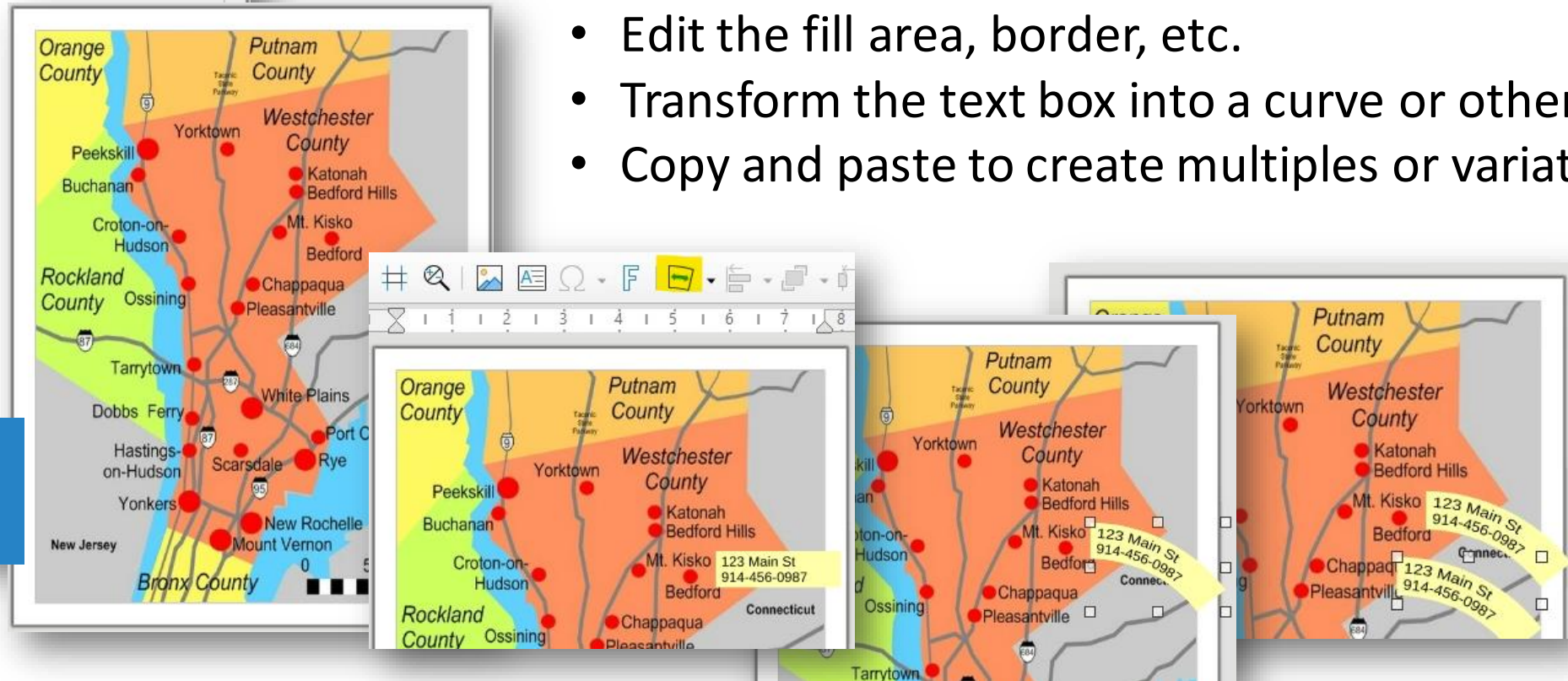
- Limited number of templates
- PowerPoint files opened in LibreOffice keep their templates

Draw

Open a new file and work in layers to

- Insert a background image
- Insert a shape, photo or text box
- Edit the fill area, border, etc.
- Transform the text box into a curve or other shape
- Copy and paste to create multiples or variations

[More Draw](#)
[Help](#)



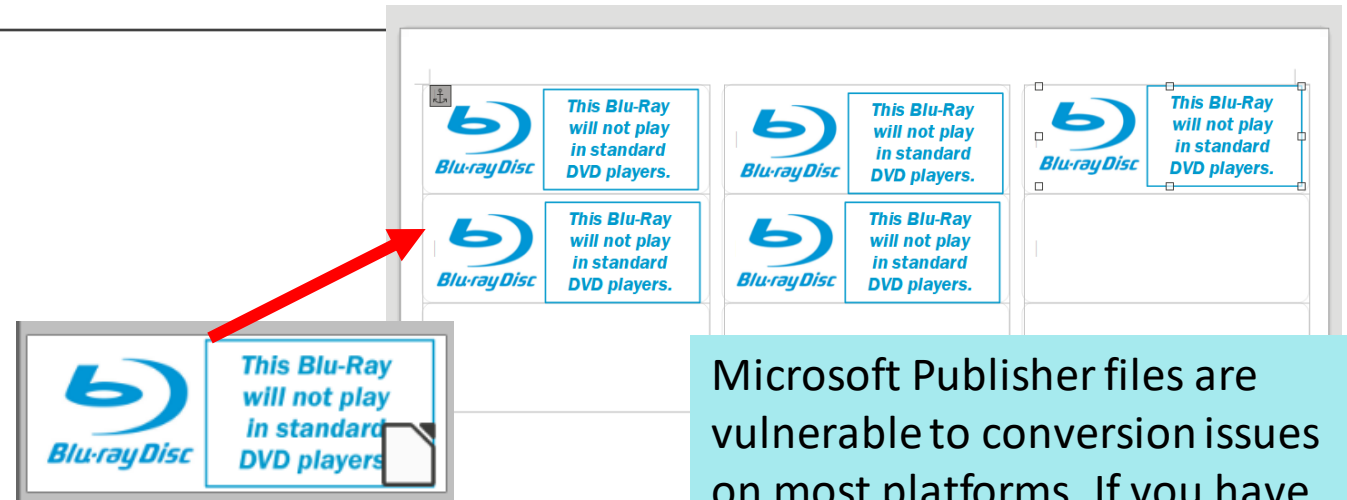
Converting Existing Files

Word >> Writer

Excel >> Calc

PowerPoint >> Impress

Publisher >> Draw or Word



Hints

- If text boxes are hidden or misplaced in Draw, switch layers to edit.
- For labels, download an Avery template, open in Writer and paste label contents into cells

Microsoft Publisher files are vulnerable to conversion issues on most platforms. If you have used Publisher extensively, now may be a good time to consider choosing a new software platform like Microsoft Word, Google Docs, or Canva. All have templates for complex document creation.

Draw, Chart, Base, Math, Basic

More tools and links to help files

Use	To Create and Edit
<u>Base</u>	day-to-day databases
<u>Math</u>	formulas and equations
<u>Charts</u>	charts from Calc sheets or Writer tables
<u>Basic</u>	Macros and scripts

Help & Resources

- [LibreOffice](#) on the IT Wiki, including a link to a recent training session and presentation slides
- [Getting Started Guide](#)
 - [Chapter 1, Introducing LibreOffice](#)
 - [Chapter 14, Customizing LibreOffice](#)
- [LibreOffice 7.3 Help](#)

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Empowering libraries. Empowering communities.