

BVCC General Meeting

April 9, 2018

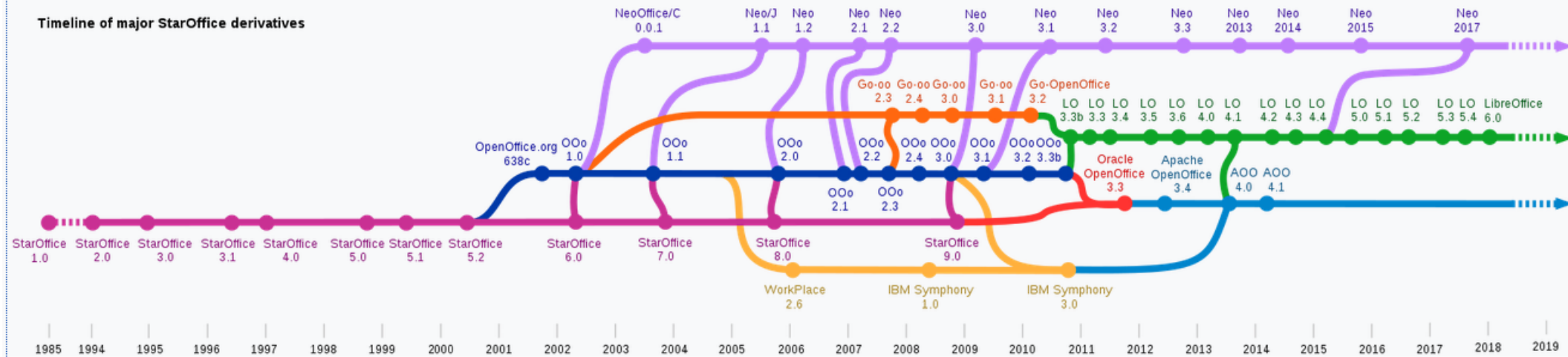
**The LibreOffice Free Office Suite,
Joel Ewing**

LibreOffice History

- **Star Writer (1985)**
- **Sun StarOffice (1994)**
- **OpenOffice.org (2000) – (Sun released SO 5.2 code as open-source)**
- **LibreOffice (2010)**

LibreOffice History

Timeline of major StarOffice derivatives



A timeline of major derivatives of StarOffice and OpenOffice.org

- StarOffice
- OpenOffice.org
- Go-oo
- IBM Workplace/IBM Lotus Symphony
- NeoOffice
- LibreOffice
- Apache OpenOffice

Where to get LibreOffice

- www.libreoffice.org
 - download
 - Version 6.0.3 vs **5.4.6**
 - Choose Operating System (Linux, MacOS, Windows x86 or x86_64)
- Use commercial-rated version (5.4.6)
- Requirements: shouldn't be an issue if already running Win 7 or above. Version 6.0.3 removed Win XP and Vista support.
- Base (database interface) requires java



< **FREE OFFICE SUITE**

*LIBREOFFICE 6:
IT STANDS OUT FROM THE OFFICE SUITE CROWD.*

DOWNLOAD NOW



DISCOVER ▾

DOWNLOAD ▾

GET HELP ▾

GET INVOLVED ▾

EVENTS

ABOUT US ▾

DONATE

Download LibreOffice



LibreOffice 6.0.3

If you're a technology enthusiast, early adopter or power user, this version is for you!

[LibreOffice 6.0.3 release notes](#)

Supplementary Downloads:

- [Help for offline use: English \(US\)](#) (Torrent, Info)

[need another language?](#)

Choose your operating system:

Linux x86_64 (deb) ▾

DOWNLOAD

[Torrent](#), [Info](#)

Choose your operating system:

Linux x86_64 (deb) ▾

DOWNLOAD

[Torrent](#), [Info](#)

LibreOffice 5.4.6

If you deploy LibreOffice in an enterprise or corporate environment or are a conservative user, please choose this version.

For business deployments, we strongly recommend [support from certified partners](#) which also offer long-term



GOOD LOOKING DOCUMENTS

[Choose operating system](#)

[Choose language](#)

[How do I install LibreOffice?](#)

[System requirements](#)

[Development versions](#)

[Portable versions & DVD images](#)

[LibreOffice as Flatpak](#)

[LibreOffice as Snap](#)

[LibreOffice as AppImage](#)

[Android and iOS](#)

Components of LibreOffice

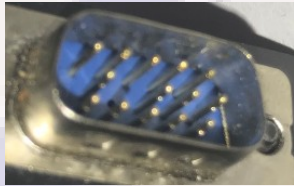
- **Writer – word processor**
- **Calc – spreadsheet**
- **Impress – presentations**
 - **Chart – construct charts/graphs**
 - **Math – math formulas**
- **Draw – create flowcharts & diagrams**
- **Base – database interface used by above**

LibreOffice File Formats

- **Native document format is Open Document format (ODT, ODS, ODP, ODG – Text, Spreadsheet, Presentation, Graph)**
- **Supports other formats including MS Office Formats**
 - **Compatibility good but less than 100%**
- **Recent MS Office versions support LO File Formats**
 - **Compatibility good but less than 100%**
- **iPad/iPhone display LibreOffice ODT & ODP format**
 - **can be presented to group using Apple TV (have used with 3rd & 4th generation)**

Using LibreOffice Files

- **Created/Viewed on laptop or desktop, archived on computer and/or cloud storage**
- **Group display on digital projector or large-screen TV**
 - **From computer or laptop, requires compatible external monitor interface cable to the display from computer, VGA or HDMI**
- **From iPad/iPhone, requires file on cloud where device can access, Apple TV (\$150) on same WiFi network & connected to projector/TV via HDMI (or, much less convenient, an iPhone “lightning to HDMI” adapter cable (\$20) with iPhone/iPad directly connected to the display)**



Creating LO Documents on iPad

- **There is no direct implementation of LibreOffice for iPad (or iPhone) but there are some ways to create LO documents on iPad (have not tested)**
 - **Writer ODT Word \$5.99**
 - **GlobalOffice Suite \$0.99/mo (to avoid ads) – allows to run LibreOffice apps on a server in the cloud**
 - **AlwaysOnPC \$8.99 – gives you remote access to a virtual PC from iPad that can run Firefox w Flash, OpenOffice, & LibreOffice. Requires good Internet access and you will see some delays, but it does provide access to a fully functional LibreOffice and OpenOffice suite.**

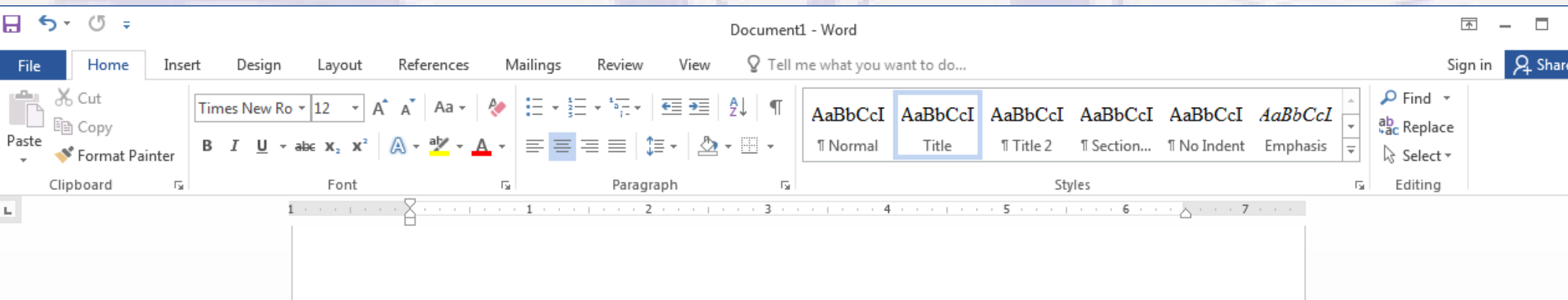
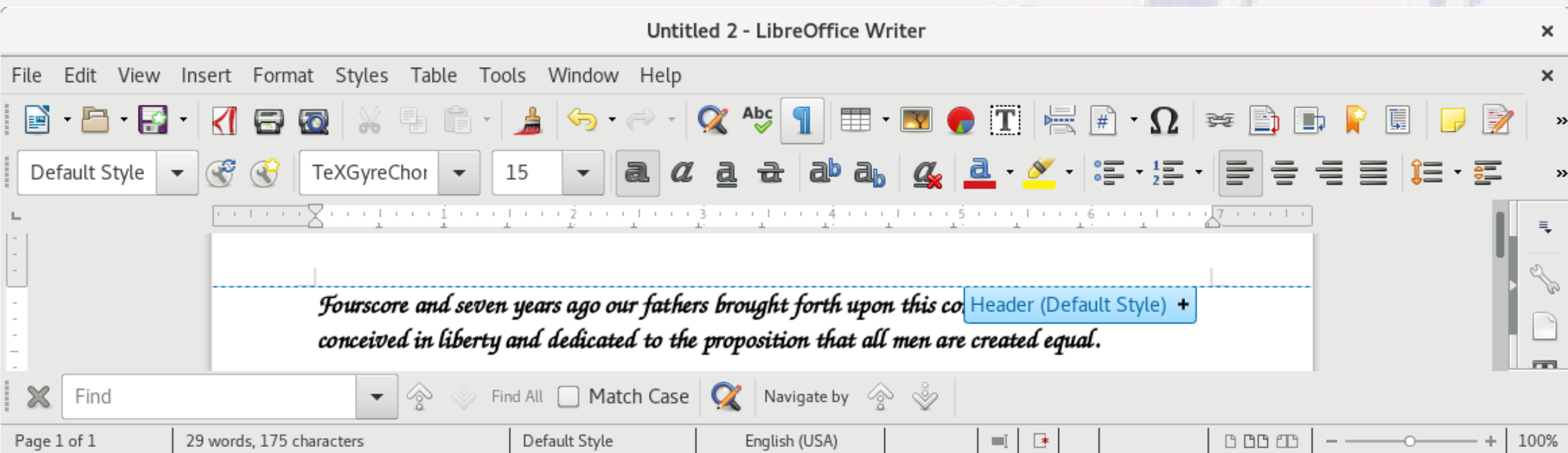
LibreOffice Writer

- **Very similar in function & concepts with MS Word**
- **Sub Elements of document: page, paragraph, characters**
 - **Paragraph – a sequence of text terminated by an “Enter” (different from English composition)**
 - **Paragraph associated with a “style” which sets default font properties, alignment, spacing, borders, etc.**
 - **Style font properties can be overridden for selected characters within a paragraph, but only changes those characters.**
 - **Changing properties of a style can be used for global changes**

Writer vs Word

- **Both have top menu tabs, top action icons, a work area for document text for current page, and status information at the bottom.**
- **Writer menu tabs when selected give a sub menu; Word menu tabs when selected replace the top icons with a new “ribbon” of different icons.**
- **Writer has 100+ fonts, Word 200+ – approximate, not exact, equivalences.**
- **Writer allows creation of document templates, Word by default supplies about 30 sample templates.**

Writer vs Word



Controlling Formatting

- **Some attributes changed at page level, others at “paragraph” or character level.**
 - **Can be done directly, or indirectly via styles, which can affect multiple attributes**
 - **For consistency and ease of change, styles are a better technique**
 - **Styles can be modified and new styles created to customize appearance of a specific document. Saved with the document.**

Attributes that can be changed

- **Page – size, margins, headers, footers, background, borders, columns, footnotes**
- **Paragraph – tabs, indents, spacing, borders, background, alignment, text flow, outline & numbering**
- **Character – font family, style, size, color, special effects, position (super, sub, rotate, scale, spacing), highlighting, borders**

Support For Complex Documents

- **Table of Contents support (based on heading styles)**
- **Support for Index generation, footnotes, endnotes**
- **Large documents can be subdivided into segments stored as separate files**
- **Can embed images, drawings, tables, charts, math formulas**
- **Lists and sublists to 10 levels**

Footnote Example

ARTICLE II. MEMBERSHIPS AND DUES⁴

Section 1. Membership in the Club shall be open to all persons interested in computer technology and usage.

Section 2⁵⁶. Upon payment of membership dues, the amount of which shall be fixed from time to time by the Board of Directors, members will be entitled to participate in all Club activities. A membership will be for 12 months beginning with the 1st day of the month the membership is

-
- 1 As amended September 6, 1996 to add “is organized for charitable and educational purposes”.
 - 2 As amended September 8, 2010: to replace “Bella Vista Computer Club” with “Club”; to delete “such as IBM Compatible or MacIntosh brands”; to replace “in the “club” or other qualified volunteers” with “approved by the Board of Directors”.
 - 3 Amended September 8, 2010 to replace “Bella Vista Computer Club” with “Club”
 - 4 Amended September 8, 2010 with major rewrite, simplifying dues for partial year, allowing collection of dues by other Club personnel than the Treasurer, and removing duty of maintaining membership roster from the Treasurer.
 - 5 Minor amendment August 21, 2006 to only allow quarterly-pro-rata dues on membership “for the first time”. Completely superseded by later 2010 amendments.
 - 6 As amended October 10, 2011 to eliminate membership dependence on our Fiscal Year and set membership as 12 months from the month of initial payment.

LibreOffice Impress

- **Counterpart to MS PowerPoint**
- **This presentation created with LO Impress**
- **Many of same tools and interfaces as with LO Writer – auto adjusts font size based on amount of text on slide (so be reasonable)**
- **Avoid “busy” fonts, backgrounds, etc.**
- **When beginning a new presentation, can choose from among template or just start with default – avoid garish color combos.**

Different Slide Options

- **Background patterns, solid colors, gradients, hatching, user-supplied BMP pic**
- **Different slide transitions**
- **Animation effects**
- **Default slide: Choose Text, Image, Chart, Table – but can combine. Also can select from a number of slide layouts (can be changed to a different layout later)**

Impress “Views”

- **Different “Views”:** Normal, Outline, Notes, Slide Sorter, etc.
- **“Normal”** allows you to edit and view the actual appearance of one slide and see smaller versions of slides around it
- **“Notes”** allows you to see one slide only plus notes for that slide that will be displayed to the presenter. Both notes and slide can be edited.

Normal View

2018-04-09-Libreoffice.odp - LibreOffice Impress

File Edit View Insert Format Slide Slide Show Tools Window Help



Slides

19 Different Slide Options

- Background patterns, solid colors, gradients, hatching, user-supplied BMP pic
- Different slide transitions
- Animation effects
- Default slide: Choose Text, Image, Chart, Table – but can combine

20 Impress “Views”

- Different “Views”: Normal, Outline, Notes, Slide Sorter, etc.
- Normal allows you to edit and view the actual appearance of one slide and see smaller versions of slides around it

21 Draw Example

Impress “Views”

- Different “Views”: Normal, Outline, Notes, Slide Sorter, etc.
- “Normal” allows you to edit and view the actual appearance of one slide and see smaller versions of slides around it
- “Notes” allows you to see one slide only plus notes for that slide that will be displayed. Both notes and slide can be edited.

Properties

Character

Liberation Sans 31.3

Paragraph

Spacing: 0.20" Indent: 0.00"

0.00" 0.00"

0.00"

Notes View

2018-04-09-Libreoffice.odp - LibreOffice Impress

File Edit View Insert Format Slide Slide Show Tools Window Help

Impress "Views"

- Different "Views": Normal, Outline, Notes, Slide Sorter, etc.
- Normal allows you to edit and view the actual appearance of one slide and see smaller versions of slides around it

Click to add Notes

Properties

Slide

Format: Letter

Orientation: Portrait

Background: None

Insert Image

Display Background

Display Objects

Master Slide

Layouts

1.08 / -1.38 0.00 x 0.00 Slide 20 of 21 Default 58%

Slideshow with Two Displays

Notes View

2018-04-09-LibreOffice.odp - LibreOffice Impress

File Edit View Insert Format Slide Slide Show Tools Window Help

Impress "Views"

- Different "Views": Normal, Outline, Notes, Slide Sorter, etc.
- Normal allows you to edit and view the actual appearance of one slide and see smaller versions of slides around it.

Click to add Notes

Properties

Slide

Format: Letter

Orientation: Portrait

Background: None

Insert Image

Display Background

Display Objects

Master Slide

Layouts

1:06 / 1:38 0:00 x 6:00 Slide 20 of 21 Default 58%

Current Slide, Slide 22, 22 of 23

Notes View

2018-04-09-LibreOffice.odp - LibreOffice Impress

Impress "Views"

Click to add Notes

Properties

Slide

Format: Letter

Orientation: Portrait

Background: None

Insert Image

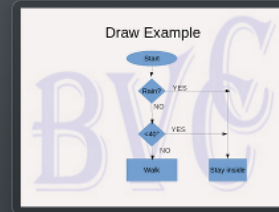
Display Background

Display Objects

Master Slide

Layouts

Next Slide



Notes

These notes will appear on laptop primary screen while secondary screen show only the slide to external monitor or projector.

Zoom + -

Close

Previous Next Notes Slides 17:01:47 0:02:01 Restart Exchange Help

Impress “Views”

- **“Outline” view lets you see slideshow text content indented by list level. Very useful for composing the text content of a presentation, which may then be expanded**
 - **Enter terminates a point (go to next list item)**
 - **Right/left tab changes list indentation level**

Outline View

2018-04-09-Libreoffice.odp - LibreOffice Impress

File Edit View Insert Format Slide Slide Show Tools Window Help



Slide Sorter, etc.

- “Normal” allows you to edit and view the actual appearance of one slide and see smaller versions of slides around it
- “Notes” allows you to see one slide only plus notes for that slide that will be displayed to the presenter. Both notes and slide can be edited.

21  Normal View

22  Notes View

23  Slideshow with Two Displays

24  Impress “Views”

- Outline lets you see slideshow text content indented by list level. Very useful for composing the text content of a presentation, which may then be expanded upon.

25  Outline Views

26  Draw Example

Properties

Character

Font family: [] Size: 44

Font style: [] [] [] [] [] [] [] []

Font color: [] [] [] [] [] [] [] []



Impress “Views”

- **“Slide Sorter” view emulates a 35mm slide sorting table – all slides displayed in rectangular array to make it easy to drag and drop slides to a new position in the presentation**
- **Can also select and change properties of slides**

Slidesorter View

2018-04-09-Libreoffice.odp - LibreOffice Impress

File Edit View Insert Format Slide Slide Show Tools Window Help

The screenshot displays the LibreOffice Impress application in Slidesorter View. The main workspace contains 24 slides, each with a thumbnail and a preview area. The slides cover various topics related to LibreOffice, including file formats, Writer vs Word, and Impress features. The right-hand side of the window features a Properties panel with sections for Slide, Master Slide, and Layouts. The Slide section includes settings for Format (Screen 4:3), Orientation (Landscape), and Background (None). The Master Slide section has checkboxes for Display Background and Display Objects. The Layouts section shows a grid of 12 layout thumbnails. The status bar at the bottom indicates 'Slide 26 of 27'.

Slide 5: LibreOffice FREE OFFICE SUITE

Slide 6: Download LibreOffice

Slide 7: Components of LibreOffice

- Writer – word processor
- Calc – spreadsheet
- Impress – presentations
 - Math – math formulas
 - Chart – construct charts/graphs
- Base – database interface used by above
- Draw – create flowcharts & diagrams

Slide 8: LibreOffice File Formats

- Native document format is Open Document format (ODT, ODS, ODG, OOGL – Text, Spreadsheet, Presentation, Graph)
- Support to other formats including MS Office Formats
- Compatibility good but less than 100%
- Recent MS Office versions support LO File Formats
- Compatibility good but less than 100%
- iPad/iPhone display LibreOffice ODT & ODP format
- can be presented to group using Apple TV (have used with 24.4 in Germany)

Slide 9: Using LibreOffice Files

- Created/Managed on laptop or desktop, archived on computer and/or cloud storage
- Group display on digital projector or large-screen TV
- From computer or laptop, require compatible external monitor, startup cable to the display, projector, or HDMI
- From iPad/iPhone, requires a dockable shared electronic screen, Apple TV (or DVI) on some HDMI network & connected to projector/TV/monitor, or (multi) USB-connected, or (HDMI) lightning to HDMI adapter cable (or) with (HDMI) port directly connected to the display

Slide 10: Creating LO Documents on iPad

- There is no direct implementation of LibreOffice for iPad (or iPhone) but there are some ways to create LO documents on iPad (have not tested)
- Writer ODT Word \$5.99
- LibreOffice Suite \$50.00/yr (or avoid data) – allows to run LibreOffice apps on server (in the cloud)
- AlwaysOnPC \$5.99 – gives you remote access to virtual PC from iPad that can run Firefox, OpenOffice, & LibreOffice. Requires good internet access and you will see some delay, but it does provide access to a fully functional LibreOffice and OpenOffice suite

Slide 11: LibreOffice Writer

- Very similar in function & concepts with MS Word
- Sub Elements of documents: page, paragraph, characters
 - Paragraph – a sequence of text treated by an "edit" (if there from English composition)
 - Paragraph associated with "style" which sets default/override properties, alignment, spacing, borders, etc
 - Style set properties can be overridden for selected characters within a paragraph, but it changes these characters
 - Changing properties of a style can be used for global changes

Slide 12: Writer vs Word

- Both have top menu tabs, top action icons, a work area for document text for cursor or page, and status information at the bottom
- Writer menu tabs when selected give a sub menu; Word menu tabs when selected replace the top icons with a new "ribbon" of different icons
- Writer has 100+ fonts, Word 200+ – approximately, not exact, or equivalents
- Writer allows creation of documents templates, Word by default supplies about 30 sample templates

Slide 13: Writer vs Word

Slide 14: Controlling Formatting

- Some attributes changed at page level, others at "paragraph" or character level
- Can be done directly, or indirectly via a style, which can affect multiple text boxes
- For consistency and ease of change, styles are a better technique
- Style can be modified and new styles created to customize appearance of a specific document. Saved with the documents

Slide 15: Attributes that can be changed

- Page – size, margins, headers, footers, background, borders, columns, footnotes
- Paragraph – tabs, indents, spacing, borders, background, alignment, text flow, outline & item bulding
- Character – font family, style, size, color, special effects, position (super, sub, rotate, scale, spacing), highlighting, borders

Slide 16: Support For Complex Documents

- Table of Contents support (based on heading a styles)
- Support for Index generation, footnotes, endnotes
- Large documents can be subdivided into segments stored as a separate files
- Can embed images, drawings, tables, charts, math formulas
- Lists and sublists to 10 levels

Slide 17: Footnote Example

Slide 18: LibreOffice Impress

- Counterpart to MS PowerPoint
- This presentation created with LO Impress
- Many of same tools and interfaces as with LO Writer – auto adjusts font size based on amount of text on slide (so far, not creating)
- Avoid "heavy" fonts, backgrounds, etc.
- When beginning a new presentation, can choose from among templates or just start with default – avoid garish color combos.

Slide 19: Different Slide Options

- Background patterns, solid colors, gradients, hatching, user-supplied BMP pic
- Different slide transitions
- Animation effects
- Default slide: Choose Text, Image, Chart, Table – but can combine

Slide 20: Impress "Views"

- Different "Views": Normal, Outline, Notes, Slide Sorter, etc.
- "Normal" allows you to edit and view the actual appearance of a slide and see smaller versions of slides around it
- "Notes" allows you to see one slide only plus notes for that slide that will be displayed to the presenter. Both notes and slide can be edited.

Slide 21: Normal View

Slide 22: Notes View

Slide 23: Slideshow with Two Displays

Slide 24: Impress "Views"

- "Outline" view lets you see slideshow text content indented by list level. Very useful for composing the text content of a presentation, which may then be expanded
 - Enter terminates a point (go to next list item)
 - Right/Tab changes list indentation level

Properties Panel:

Slide

Format: Screen 4:3

Orientation: Landscape

Background: None

Insert Image

Master Slide Default

Display Background

Display Objects

Master Slide

Layouts

Slide 26 of 27 | Default

Saving the Presentation

- **Default saves to ODP format**
- **Can save to many other formats including PPTX (some compatibility issues – fonts?)**
- **Can save images of all slides as a PDF document – accurately rendered in all environments**
- **iPad can display and show ODP file via Apple TV (use Dropbox or other to port)**

LibreOffice Calc

- **LibreOffice Counterpart to MS Excel**
- **A spreadsheet file can contain multiple sheets**
- **Each sheet is a rectangular array of cells – a table of values. Each cell can contain text, numbers, or formulas and be formatted to display in different ways.**
- **Numbers include dates and currency formats**
- **Formulas can produce text or numeric results**

CALC Example

BVCC_AARP_hrs_reserve_left.ods - LibreOffice Calc

File Edit View Insert Format Sheet Data Tools Window Help

Times New Roman 11

D38 $\Sigma =$ =C38*6

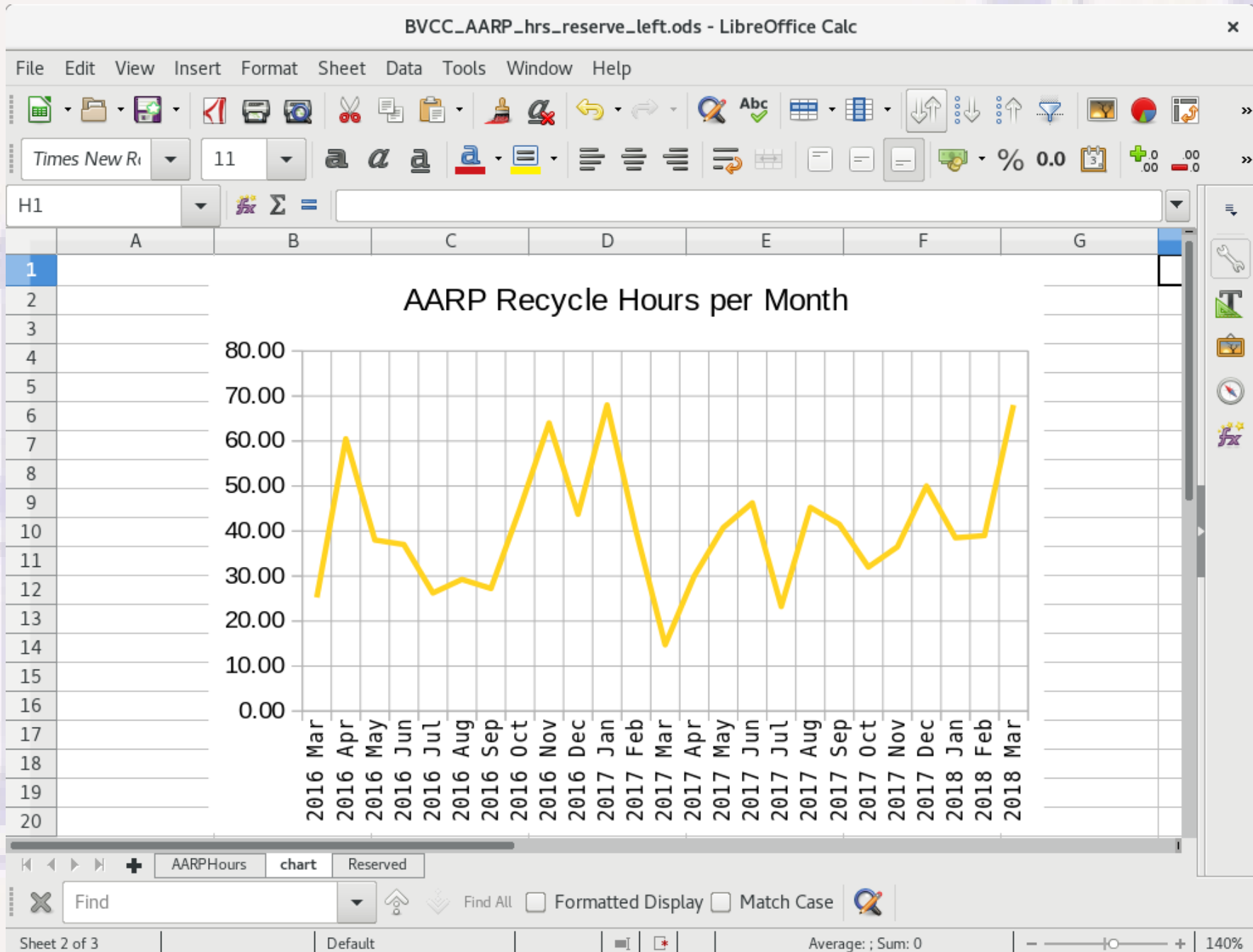
	A	B	C	D	E	F	G	H	I	J
1	Month	Hrs Worked	Hrs Paid	Amount Pd	Grant Left	Ck LOG\$	Ck LOG-H			
32	2017 Jul	23.25	49.25	\$277.50						
33	2017 Aug	45.25	23.25	\$139.50	\$5,068.50					
34	2017 Sep	41.50	45.25	\$271.50	\$4,797.00	\$4,797.00	800.00			
35	2017 Oct	32.00	41.50	\$249.00	\$4,548.00	\$4,545.00	758.00			
36	2017 Nov	36.50	32.00	\$192.00	\$4,356.00	\$4,353.00				
37	2017 Dec	50.00	33.50	\$201.00	\$4,155.00	\$4,152.00		Corrected Dec 10 email to \$4		
38	2018 Jan	38.50	53.00	\$318.00	\$3,837.00	\$3,837.00		Corr mising Nov 3hrs		
39	2018 Feb	39.00								
40	2018 Mar	68.00								
41	2018 Apr									
42	2018 May									
43	2018 Jun									
44										
45										
46										
47										

AARPHours chart Reserved

Find Find All Formatted Display Match Case

Sheet 1 of 3 PageStyle_Sheet2 Average: \$318.00; Sum: \$318.00 140%

CALC With Chart



Saving CALC Documents

- **Default file type is ODS**
- **Can save as Excel XLSX and other formats**
 - Not 100% compatible
 - use PDF format to reflect exact print format
- **Can save as CSV (comma/char separated values) file – universally understood by all spreadsheet programs, but only contains the cell values, not any of the formatting information**

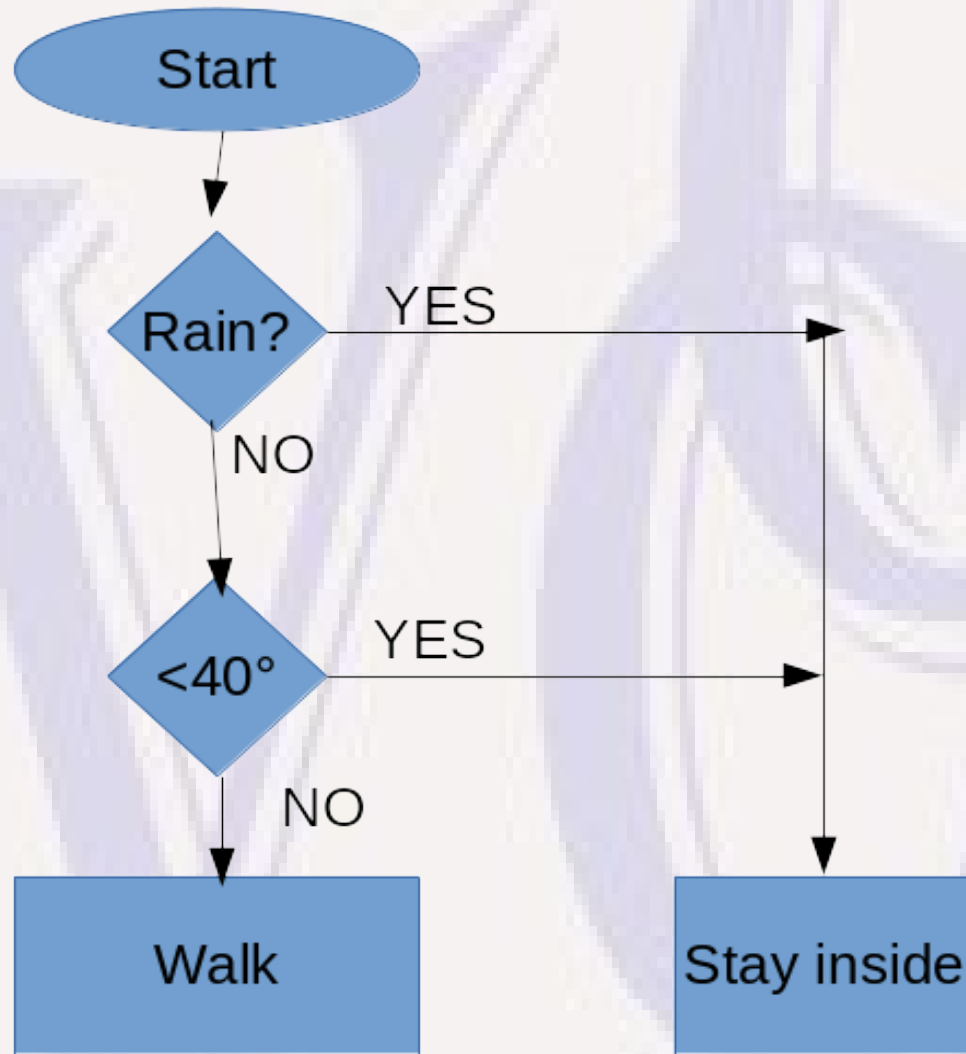
Uses of CALC

- **A way to organize text or other data so it is visually aligned in rows and columns**
- **A simple database – each row is an entry, columns represent associated values for each entry – roster, inventory, transaction register**
- **Supports calculating, transforming, sorting with a large number of related values automatically and without error**

LibreOffice DRAW

- **Useful for drawing flowcharts, organization charts – support various container “shapes”, arrow lines, and text**

Draw Example



Conclusion

- **Don't have to be an expert for LibreOffice to be useful – doubt if anyone has occasion to use all the features**
- **There is much on-line help and examples about how to use features**
- **There are likely many ways to achieve the same visual effect. The first way that works is the best solution for a one-time process. If to be done many times, research on a less labor-intensive way to generate similar documents (perhaps creating custom “styles” and document templates) may be justified.**

Example of MS Office Font Issue

LibreOffice Writer

.Very similar in function & concepts with MS Word

.Sub Elements of document: page, paragraph, characters

-Paragraph – a sequence of text terminated by an “Enter” (different from English composition)

-Paragraph associated with a “style” which sets default font properties, alignment, spacing, borders, etc.

-Style font properties can be overridden for selected characters within a paragraph, but only changes those characters.

-Changing properties of a style can be used for global changes