BVCC General Meeting

April 9, 2018
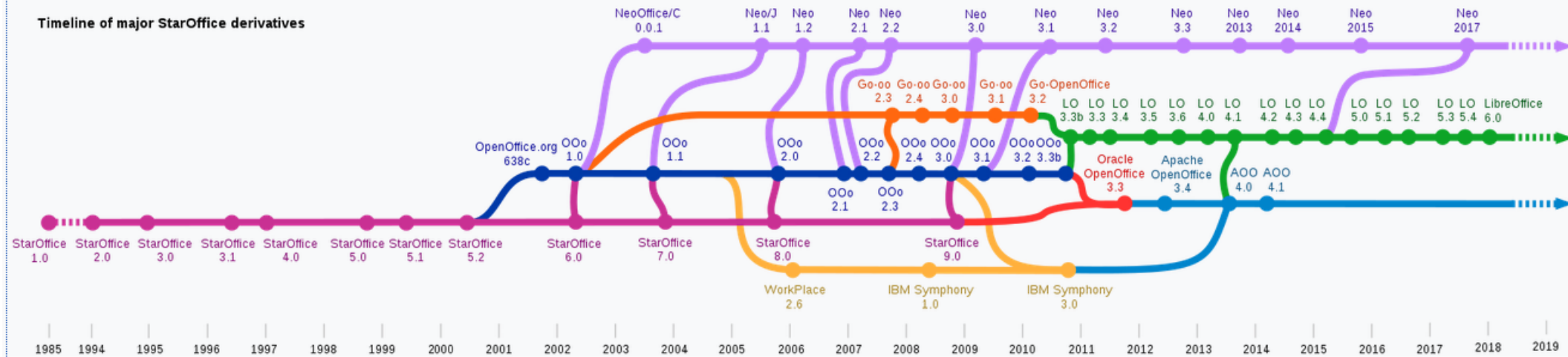
The LibreOffice Free Office Suite,
Joel Ewing

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**

LibreOffice
The Document Foundation

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FREE OFFICE SUITE

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

DOWNLOAD NOW

https://www.libreoffice.org/download/download/?type=deb-x86_64&version=5.

LibreOffice
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Download LibreOffice

☺ GOOD LOOKING DOCUMENTS

LibreOffice 6.0.3

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

Choose your operating system:

Linux x86_64 (deb) ▾

DOWNLOAD

Torrent, Info

LibreOffice 6.0.3 release notes
Supplementary Downloads:

- Help for offline use: **English (US)** (Torrent, Info)

need another language?

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

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

Choose your operating system:

Linux x86_64 (deb) ▾

DOWNLOAD

Torrent, Info

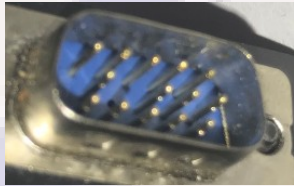# Components of LibreOffice

- **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 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
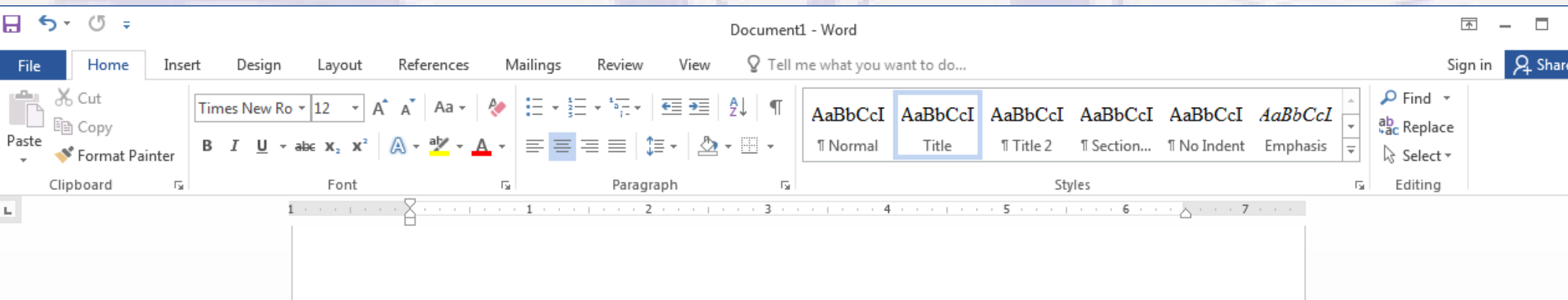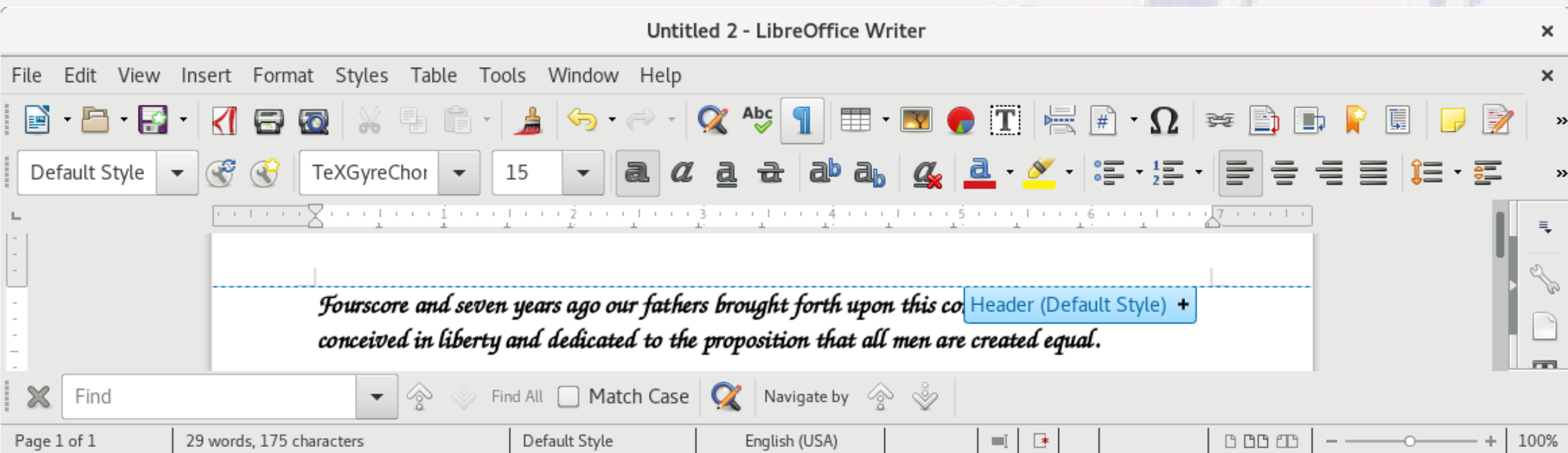
Controlling Formatting

- **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 DUES[4]

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

Section 2[5][6]**.** 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-suppied 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

Notes View

Slideshow with Two Displays

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

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

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

Saving the Presentation

- **Default saves to ODP format**

- **Can save to many other formats including PPTX (some capatibility issues – fonts?)**

- **Can save images of all slides as a PDF document – accurately rended 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

D38 — =C38*6

	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   ☐ Formatted Display   ☐ Match Case

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

CALC With Chart
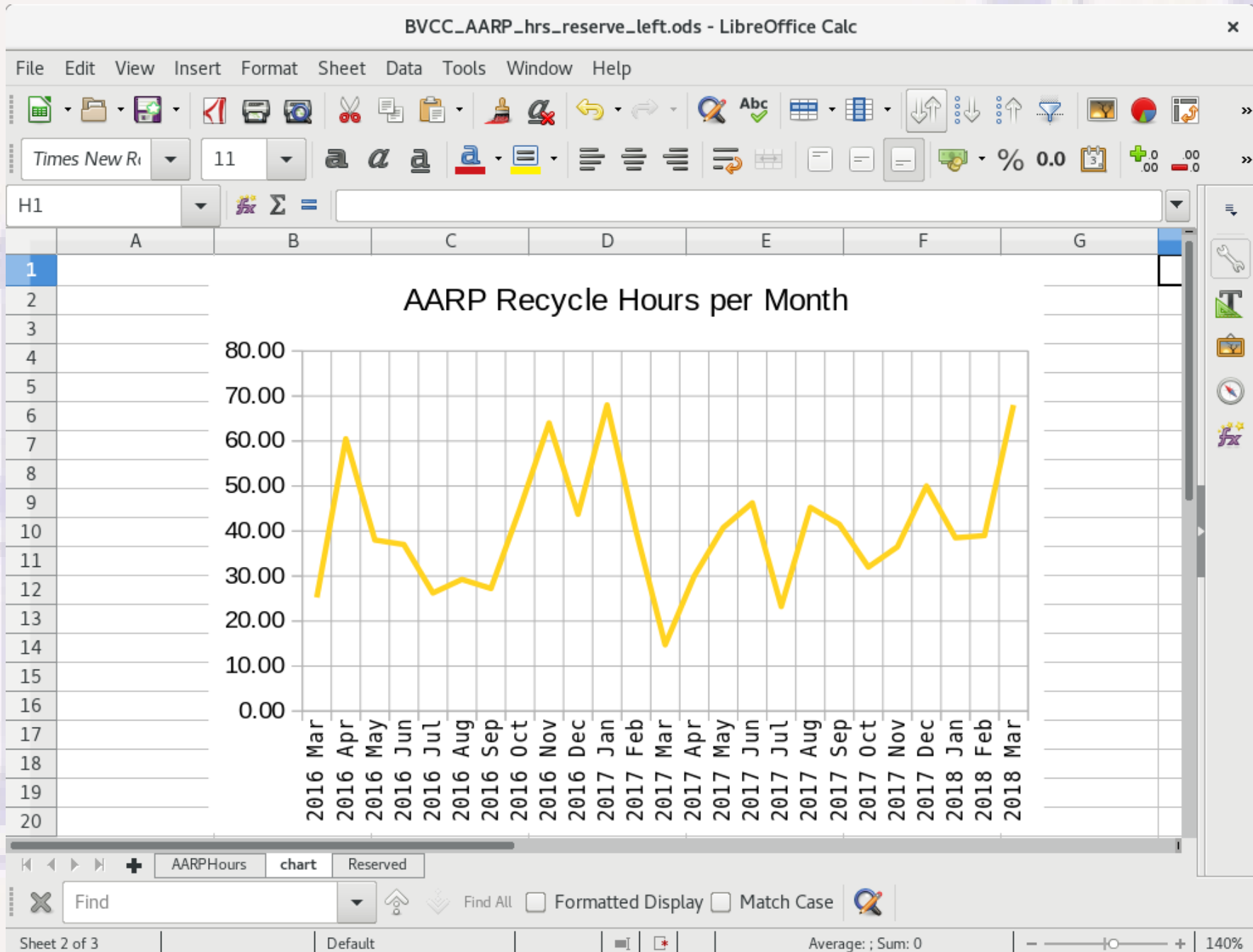
Saving CALC Documents

- **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
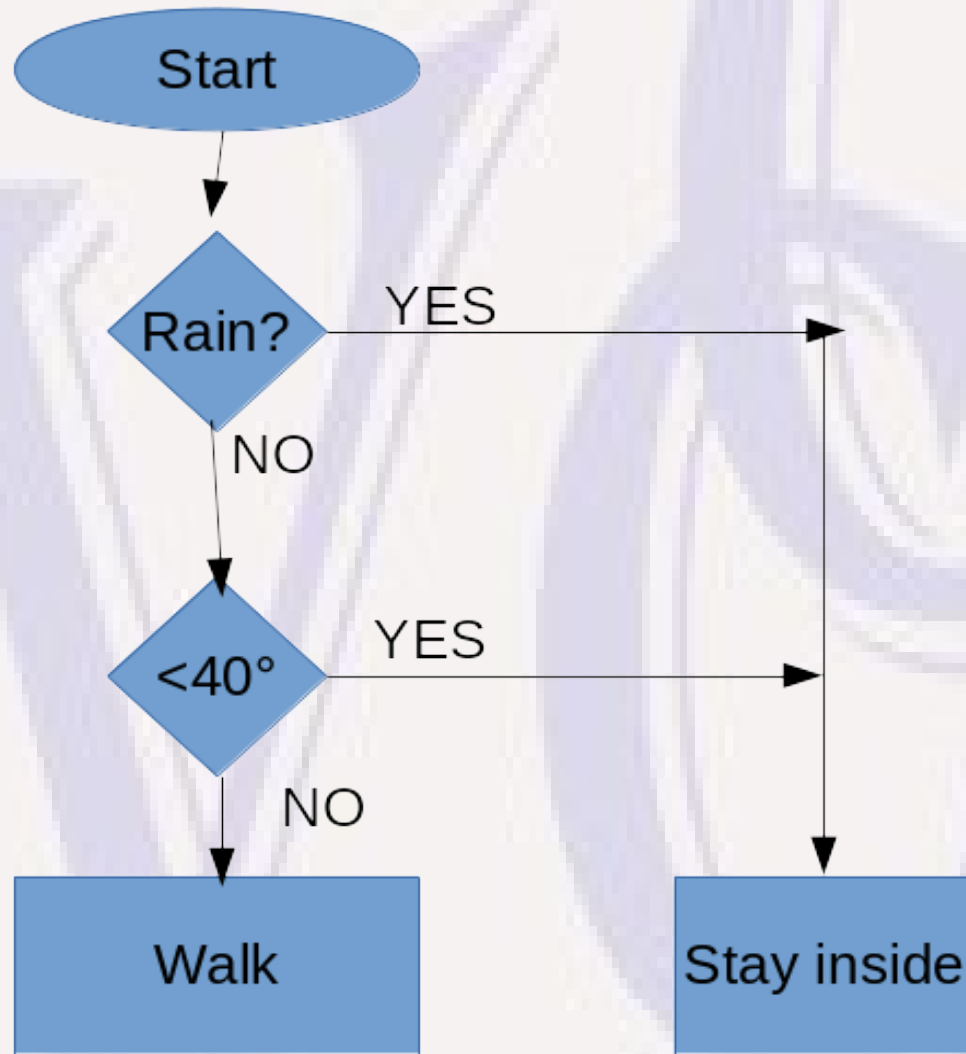
Conclusion

- **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

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