Tips & Tricks for Libre Writer

Quite often there are different ways to perform an action in Libre Writer, it is often easier to learn the keyboard shortcuts for the more common actions.

Ctrl + A to Highlight the whole document. Ctrl + C to copy, Ctrl + V to paste, and Ctrl + X to cut. Ctrl + Z = Undo last action. (Allows you to recover from a mistake). Ctrl + Y = Redo the last action (Allows you to repeat an action multiple times).

Delete entire words at a time. With the cursor placed after a word you want to erase press Ctrl + Backspace.

Quickly insert Hyperlinks into a document. Ctrl + K.

To insert a page break – Place the cursor where you want the break to be then press Ctrl + Enter key OR use the "Insert Page Break" icon on the top of the ribbon.

To find out what the icons are for, hover the mouse over the icon for an explanation.

To zoom a page to make it easier to read either hold down the control key and scroll with the mouse wheel OR use the Zoom Tool in the bottom right hand corner.

Inserting Images- Use Insert>Image> Browse to the file you want> Highlight the image and then click "Open" button. Once image is inserted click the picture then use the double headed arrow to make it smaller or larger. To move the image, left click on it to highlight and a four headed arrow appears. Whilst this is displayed use the cursor to move the image around. Then right click "Wrap Text">Optimal.

To set the "padding" (space around it) right click the image> Properties>Borders Tab>Padding, set to your liking.

Use multiple clicks to select chunks of copy. Rather than employing the tedious drag and highlight method, you can use your mouse to select chunks of copy: double-click over a word to highlight it or triple-click to highlight an entire sentence or section.

Remove unwanted formatting. Highlight the text and Press Ctrl + M or click the "Clear Direct Formatting" button.

To remove an Image highlight it then press the delete key.

Adding a ruler – Press Ctrl + Shift + R or "View">Rulers. If you Zoom the screen until it is in line with the left hand edge, you can use the ruler to help when resizing an image.

To "Crop" i.e. Remove part of a picture, Right click> click on the Crop button. Drag the side that you want to remove then move out of the picture and double click.

Adding a Background Colour – "Format">"Page Style">"Area" Tab>"Colour" button>Choose from the Palette> Click Apply, OK.

Adding a page Border - "Format">"Page Style">Borders Tab> Choose from the options displayed>Click Apply, OK.

Changing the style of the Title – Highlight the Title text, click "Styles"> Choose from the available selections.

Changing from Portrait to Landscape – "Format">"Page Style"> "Page" Tab>Under Paper Format click the "orientation" button for your choice.

Inserting Shapes, Lines etc. - Click "Insert>Shape> Basic Shape> choose from the list> Hold down the shift key and left click and drag the shape onto the page. When the item is highlighted it will display the tools to edit the shape colour, line fill etc. in the top ribbon. Resize and move the shape as you do for images. Delete as as you do for images. Or at the right hand end of the ribbon click the icon for "Show Draw Functions" and it will insert a bar across the bottom of the page containing the various shapes you can insert. Select them from this bar and insert them as above.

Inserting a text Box – Click the icon on the top ribbon or "Insert"> Text Box. Hold down the left mouse button and drag the box across the screen. If you want a square text box hold down the shift key and the left mouse button and drag the box across the screen. The cursor will be flashing inside the box ready for you to type the text. Whilst the box is highlighted the formatting icons will be available in the top ribbon so you can format the text.

To save the document as a pdf – click the icon in the top ribbon (Export Directly as PDF).

If you having difficulty using a mouse or mousepad to highlight text, place the cursor at the start of the text, hold down the control key and use the right keyboard arrow to move along highlighting as you go.