

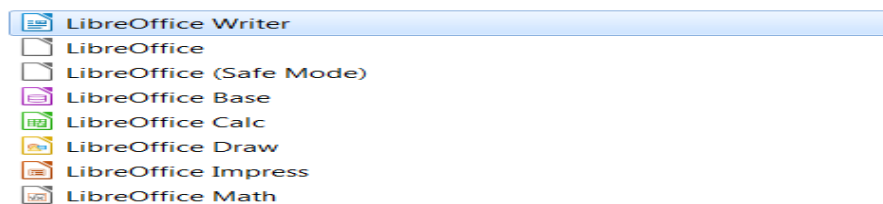
Course Name : O Level(B3 & B4-1st sem.)
Topic : Creating, opening & saving Documents

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Starting LibreOffice

Creating a New Document

Start LibreOffice in many ways: Selecting system menu/ start menu/ explorer of computer or as desktop icon or search LibreOffice installed in the computer or selects the individual components of LibreOffice. We can also select to open an existing file or use a template.



Different ways of creating a New Document:

1. When LibreOffice is running but **no document is open**, the **Start Center** (as shown in the figure) is shown. Click one of the icons to open a new document of that type, or click the Templates icon to start a new document using a template.



2. We can also start a new document by using **File > New** on the Menu bar and select the type of document from the context menu.
3. Use the keyboard shortcut **Ctrl+N** to create a new document. The type of document created depends on which LibreOffice component is open and active. For example, if Calc is open and active, a new spreadsheet is created.

4. Use File > Wizards on the Menu bar and select the type of document from the context menu.
5. **If a document is already open** in LibreOffice, click on the small triangle to the right of the New icon on the Standard toolbar and select the type of document from the context menu that opens.

Opening Existing Documents:

We can also open an existing document in one of the following ways:

When no document is open:

- Click Open File or Remote files in the Start Center.
- Choose File > Open or File > Open Remote File on the Menu bar.
- Press Ctrl+O on the keyboard.
- Click the Open icon on the Standard toolbar.
- Double-click a thumbnail of recently opened documents displayed in the Start Center. You can scroll up or down in the Start Center to locate a recently opened document.

If a document is already open:

- Click the Open icon on the Standard toolbar and select the additional document to be opened from the Open dialog.
- Click the small triangle to the right of the Open icon and select from a list of recently opened documents.
- Use File > Recent Documents to make a selection.
- Choose Open Document on the Quickstarter.

Saving documents:

We can save documents as follows:

- **Save command:** use if you are keeping the document, its current filename and location.
- **Save Remote:** use if your document is already stored in a remote server or will be stored in a remote server.
- **Save As:** use if you want to create a new document, or change the filename and/or file format, or save the file in a different location on your computer.
- **Save a copy:** use if you want to save a copy of your current document and keep it open for more editing.
- **Save All:** use to save all the files open in your current session.

Save command:

To save a document if we are keeping the document's current filename and location, do one of the following:

- Use the menu option **File > Save**.
- Use the keyboard shortcut **Ctrl+S**.
- Click the **Save** icon on the Standard toolbar.
- Use the menu option **File > Save All**.
- Use the menu option **File > Save Remote**.
- Use the menu option **File > Save a Copy** (Similar to the Save As command).

Using the Save command will immediately overwrite the last saved version of the file.

Save As command:

If we want to create a new document file, change the filename and/or file format, or save the file in a different location on your computer:

- Use the keyboard shortcut **Ctrl+Shift+S**.
- Use the menu option **File > Save As**.
- When the Save As dialog (as in above figure) or Save dialog opens, enter the file name, change the file type (if applicable), navigate to a new location (if applicable), and click **Save**.

Saving documents automatically:

LibreOffice can save files automatically as part of the **AutoRecovery** feature. Automatic saving, like manual saving, overwrites the last saved state of the file.

To set up automatic file saving:

- 1) Go to **Tools > Options > Load/Save > General** on the Menu bar.
- 2) Select **Save AutoRecovery information every** and set the time interval.
- 3) Click **OK**.

Exercise:

Write the steps for followings:

- a. Creating a New Document
- b. Opening a existing Documents
- c. Saving a Document

