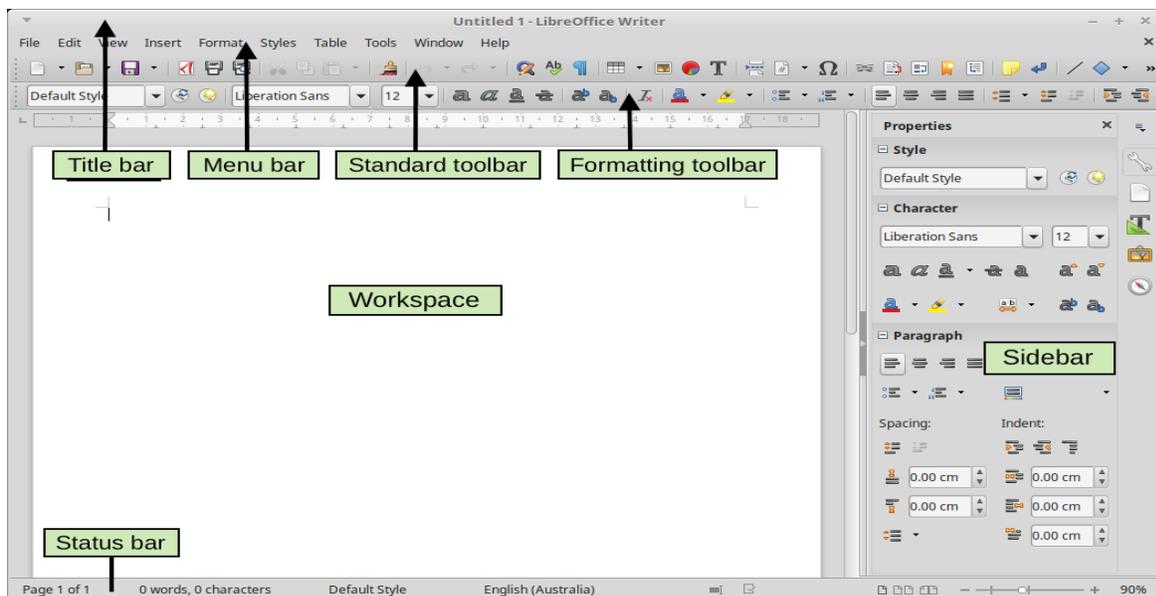


## What is LibreOffice Writer?

Writer is the word processor component of LibreOffice, a freely available, fully-featured office productivity suite. It is a feature-rich word processing tool for creating letters, books, reports, newsletters, brochures, and other documents.

## Parts of the main Writer window

Parts of main Writer window are Title bar, Menu bar, standard toolbar, formatting toolbar, sidebar and status bar as shown in figure.



### Title bar

The Title bar is located at the top of the Writer window. It shows the file name of the current document.

### Menu bar

The Menu bar is located just below the Title bar. When you select one of the menus, a submenu drops down to show further options.

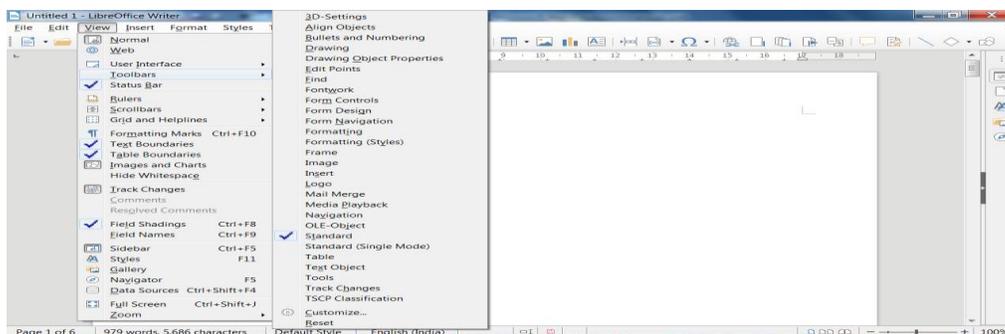
### Sidebar

- The Sidebar is normally open by default on the right side of the Writer window.
- Side bar can also be opened by View > Sidebar from the Menu bar.
- Side bar also has a Hide/Show icon, When the Sidebar is closed, it can be opened by clicking this icon, which will be on the far right side of the window.
- The Writer Sidebar contains five decks by default: **Properties, Page, Styles, Gallery, and Navigator**. Each deck can be opened by clicking its corresponding icon on the Tab bar to the right of the sidebar.

## Toolbars

LibreOffice has two types of toolbars: **Docked** (fixed in place) and **Floating**.

- Docked toolbars can be moved to different locations or made to float, and floating toolbars can be docked.
- In a default LibreOffice installation, the top docked toolbar, just under the Menu bar, is called the **Standard** toolbar. It is consistent across the LibreOffice applications.
- The second toolbar at the top, in a default LibreOffice installation, is the *Formatting* bar.
- It is context-sensitive; that is, it shows the tools relevant to the current position of the cursor or the object selected. For example, when the cursor is on a graphic, the Formatting bar provides tools for formatting graphics; when the cursor is in text, the tools are for formatting text.
- In some cases it is convenient to reduce the number of toolbars displayed and get more space for the document.
- LibreOffice provides a single-toolbar alternative to the default double-toolbar setup. It contains the most-used commands.
- To activate it, enable **View > Toolbars > Standard (Single Mode)** and disable **View > Toolbars > Standard** and **View > Toolbars > Formatting**.



## Rulers

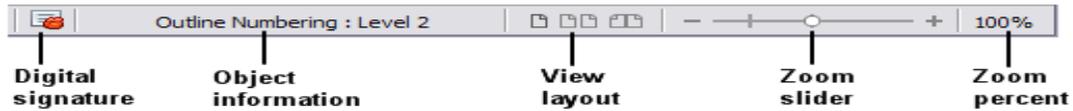
- The horizontal ruler across the top of the workspace is visible by default but the vertical ruler on the left is hidden by default.
- To enable the vertical ruler, choose **View > Rulers > Vertical Ruler** from the Menu bar, or choose **Tools > Options > LibreOffice Writer > View**.
- To quickly show or hide both rulers, use the key combination **Ctrl+Shift+R**.

## Status bar

- The Writer status bar is located at the bottom of the workspace.
- It provides information about the document and convenient ways to quickly change some document features.
- It can be hidden by deselecting it in the View menu.



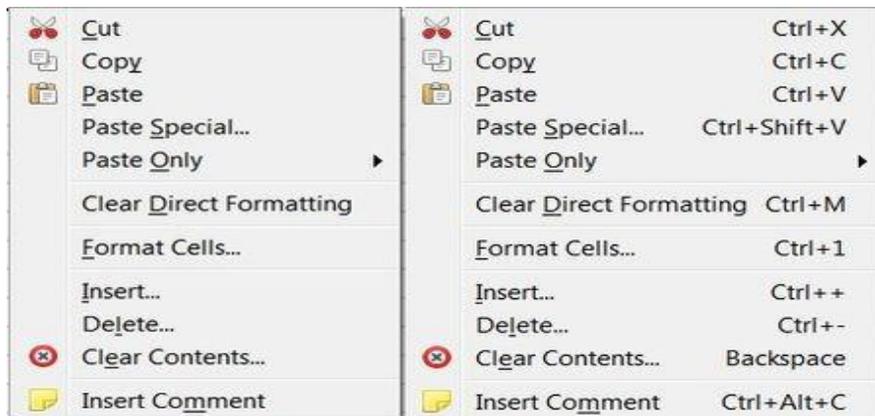
*Left end of Status bar*



*Right end of Status bar*

### Context (right-click) menus

- Context menus provide quick access to many menu functions.
- They are opened by right-clicking on a paragraph, graphic, or other object.
- When a context menu opens, the functions or options available will depend on the object that has been selected.
- A context menu can be the easiest way to reach a function, especially if we are not sure where the function is located in the menus or toolbars.
- By default, context menus will display an applicable keyboard shortcut if one has been set. If we wish, we can toggle this visibility off or on in **Tools > Options > View > Menu**.



Exercise:

1. Write short notes on parts of LibreOffice Writer main window.