

Course Name: O Level (1<sup>st</sup> Sem)

Subject: ITTNB

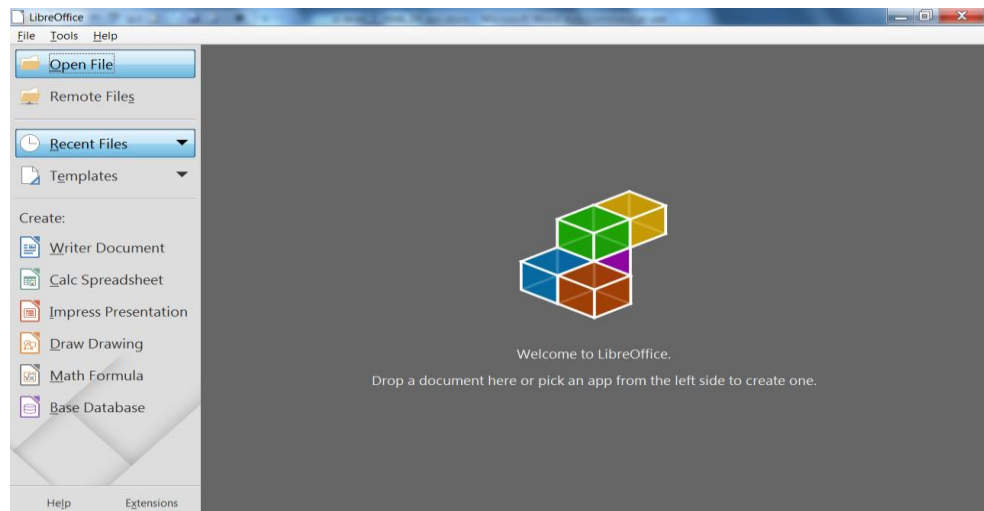
Topic: Word Processing: Writer (Part 4)

Date: 09-04-20

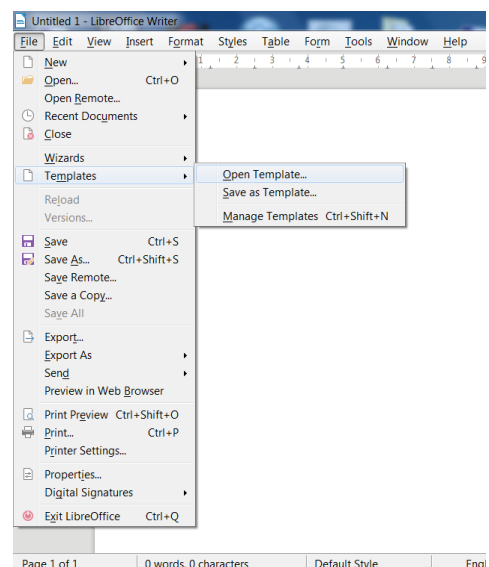
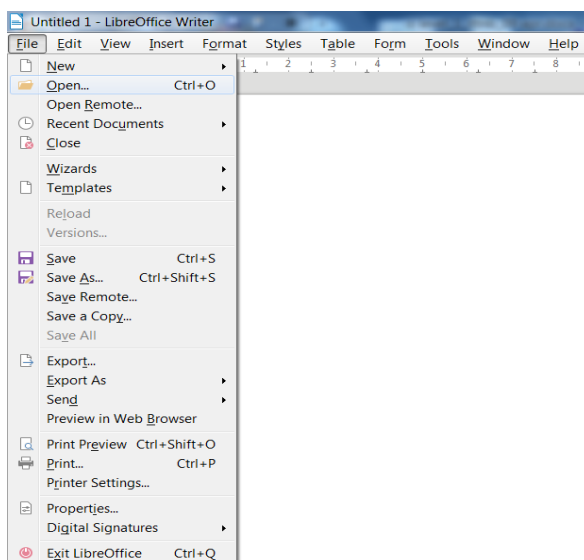
## Opening Existing Documents:

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 to reach the Open dialog.
- Go to **File > Open...** or **File > Open Remote...** on the Menu bar to reach the Open dialog.



- Use the keyboard shortcut **Ctrl+O** to reach the Open dialog.
- If a document is already open, click the **Open** icon on the Standard toolbar and select from a list of available documents from the Open dialog, or click **Open Template...** to select a template.



- Click the small triangle to the right of the **Open** icon and select from a list of recently opened documents.
- When no document is open, double-click on a thumbnail of recently opened documents displayed in the Start Center. We can scroll up or down in the Start Center to locate a recently opened document.
- When using the Open dialog, navigate to the folder and select the file that want, and then click Open. If a document is already open in LibreOffice, the second document opens in a new window.  
(In the Open dialog, we can reduce the list of files by selecting the type of file we are looking for. For example, if we choose Text documents as the file type, we will only see documents Writer can open (including .odt, .doc, .txt); if we choose Spreadsheets, we will see .ods, .xls, and other files that Calc opens.)
- We can also open an existing document that is in a format that LibreOffice recognizes by double clicking on the file icon on the desktop or in a file manager such as Windows Explorer.

## 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.

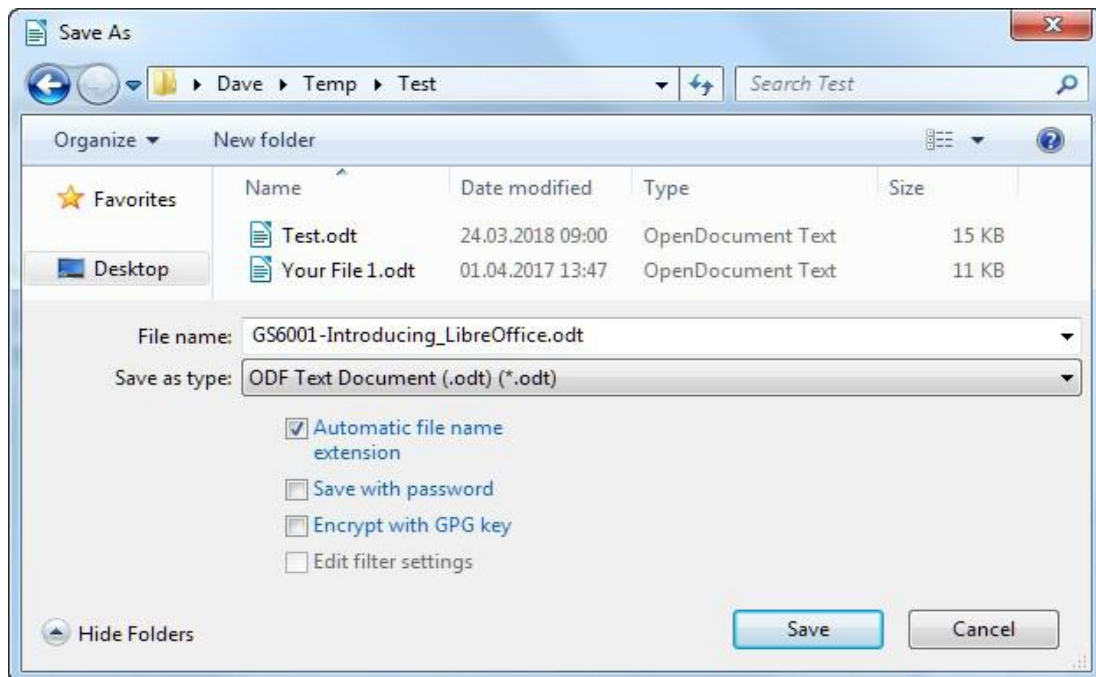
## Save command:

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**.

## Assignments:

- A. What are the ways to open a document in LibreOffice?
- B. What are the ways to save a document in LibreOffice?