

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Word Processing: Writer (Part 5)

Date: 13-04-20

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**.

Renaming and deleting files:

We can rename or delete files within the LibreOffice dialogs, just as we can in a file manager.

- 1) Select a file and then right click to open a context menu.
- 2) Select either **Delete** or **Rename**, as appropriate.

Undoing and redoing changes:

- To undo the most recent unsaved change in a document, use the keyboard shortcut **Ctrl+Z**, or click the **Undo** icon on the Standard toolbar, or go to **Edit > Undo** on the Menu bar. We can select multiple changes and undo them at the same time.
- After changes have been undone, we can redo changes. To redo a change use the keyboard shortcut **Ctrl+Y**, or click the **Redo** icon, or go to **Edit > Redo** on the Menu bar.
- To repeat the last command applied to our document, use the shortcut **Ctrl+Shift+Y**.

Closing a document:

- If only one document is open and we want to close that document, go to **File > Close** on the Menu bar or click on the **X** on the right or left end of the Menu bar. On Windows and Linux, the document closes and the LibreOffice Start Center opens.
- If more than one document is open and we want to close one of them, go to **File > Close** on the Menu bar or click on the **X** on the title bar of that document's window. The X may be located on either the right or left end of the title bar.

NIELIT Gorakhpur

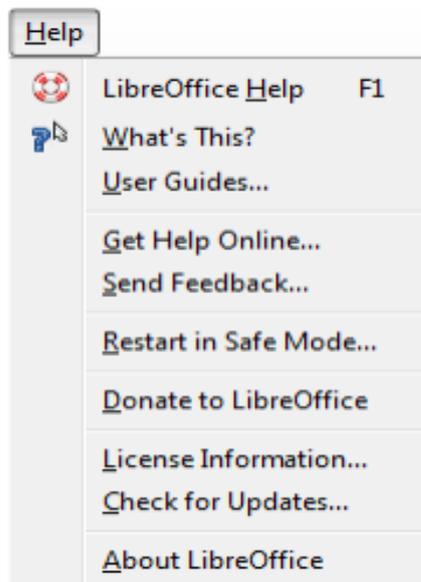
- If the document has not been saved since the last change, a message box is displayed. Choose whether to save or discard changes.

Closing LibreOffice:

- To close LibreOffice completely, go to **File > Exit** on the Menu bar in Windows and Linux operating systems.
- When we close the last document using the **X** on the title bar of the window, then LibreOffice will close completely.
- We can also use a keyboard shortcut **Ctrl+Q**.
- If any documents have not been saved since the last change, a message box is displayed. Choose whether to save or discard changes.

Help system:

- LibreOffice comes with an extensive Help system. This is the first line of support for using LibreOffice. Windows and Linux users can choose to download and install the offline Help (at the time of downloading LibreOffice setup) for use when not connected to the Internet.
- To display the Help system, press **F1** or select LibreOffice **Help > LibreOffice Help** from the **Help** menu.



- If we do not have the offline help installed on our computer and we are connected to the Internet, our default browser will open the online Help pages on the LibreOffice website. The Help menu includes links to other LibreOffice information and support facilities.

Assignments:

- A. What are the ways to close a document in LibreOffice?
- B. How can we use the LibreOffice Help feature?