

# 10 tips when using LibreOffice Writer

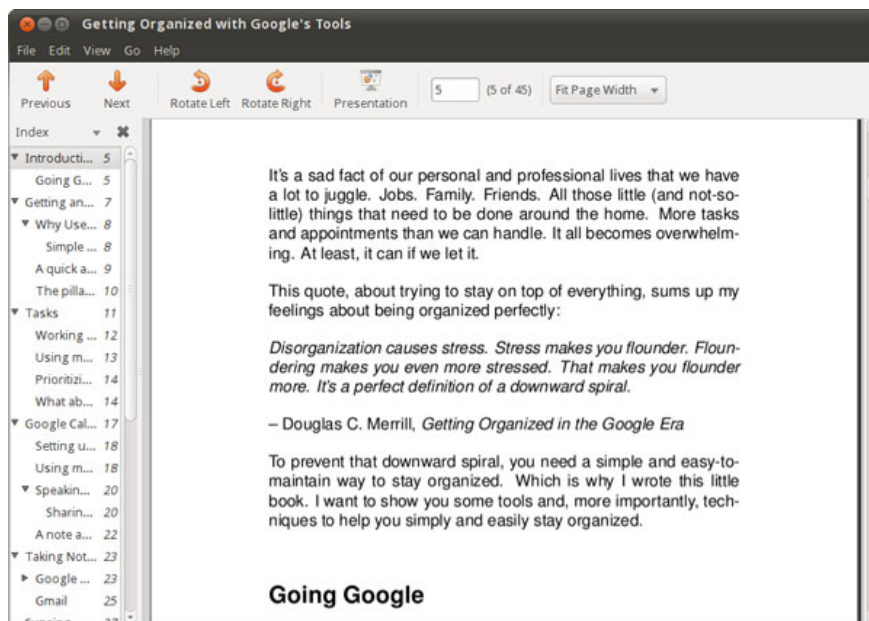
We want to provide some small tips and tricks you can apply to LibreOffice Writer. These tips don't help you become a better writer, but they will make the writing process easier than ever.

*QuanTriMang* - As employees often have to write technology articles, we often use LibreOffice in our daily work. Therefore, it can be said that we have had a little relationship with this word processing application. Most people use only a small portion of LibreOffice Writer's features and seem satisfied with them. In fact, if a certain average user knows exactly what he or she owns, they will be surprised at what they are missing.

Therefore, we want to provide some small tips and tricks you can apply to LibreOffice Writer. These tips don't help you become a better writer, but they will make the writing process easier than ever.

## 1: Create hyperlink quickly

When working with articles, you may want to add hyperlinks - hyperlinks - to make the content more compelling, one of the most complex things. You must type in the word, click on the **Hyperlink** button, enter the URL, click **Apply** and then click on **Close** . However, there is a simpler way: Use Hyperlink Bar. To activate it, click **View Toolbars** and select **Hyperlink Bar** . There will be a new toolbar appear with 2 input areas. The first area (in the left corner) is where you enter descriptive text for hyperlink. The second area is where you enter the URL. After entering the URL, press **Enter** and the link will appear at the correct position.



## 2: Use Thesaurus

LibreOffice provides a useful set of Thesaurus for you to use. To open this tool, highlight the word you want to support and press **Ctrl + F7** . LibreOffice Thesaurus will open suggestions for that word. In case you use a window management feature or have a shortcut using **Ctrl + F7** , just go to **Tools ? Language ? Thesaurus**.

## 3: Take advantage of autocomplete

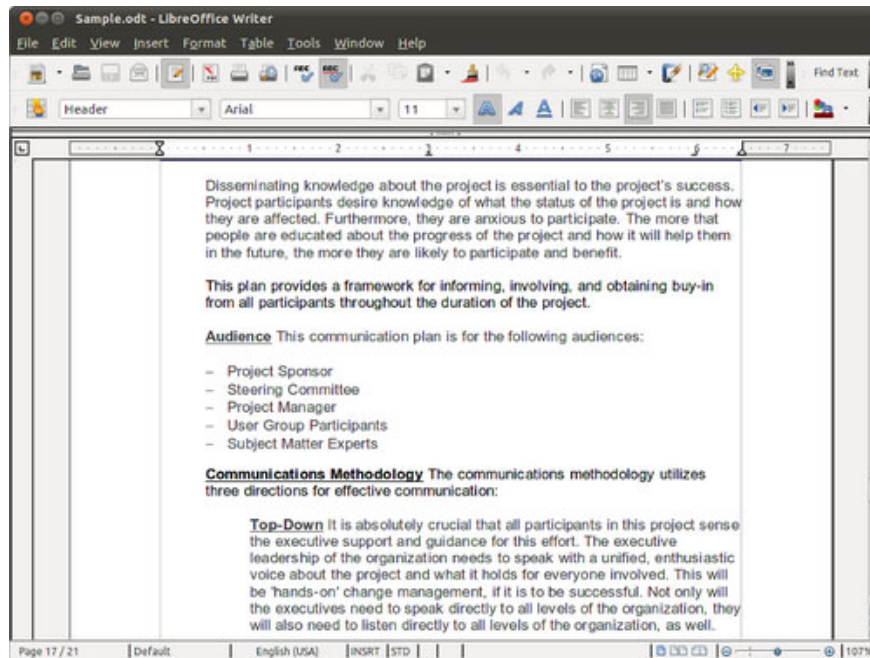
Did you know that the tools on smartphones are often 'involved' in the way you type? It will suggest every time you type the word. If you like it, you can enable it in LibreOffice Writer completely. Click **Tools ? Autocorrect Options** . On the **Word Completion** tab, verify that the **Enable Word Completion option** is checked. Also on this tab, check if the **Collect Words** dialog box is checked. When this option is checked, LibreOffice will record all the words you have entered so that autocomplete has a database of words you have used. Now, when typing text, LibreOffice will complete the words and you can simply press **Enter** to accept its suggestions.

## 4: Shortcuts

Any application has its own shortcut. Most people know of popular keyboard shortcuts like **Ctrl + A** , **Ctrl + V** , **Ctrl + P** . However, only a few such shortcuts are not enough to say it all. There are still many useful shortcuts for LibreOffice. The best way to learn these shortcuts is to click **Tools ? Customize** and then click on the **Keyboard** tab. Here, you will see a full list of previously configured shortcuts. Take a look at this list and add your favorite shortcuts to your memory.

## 5: Protection template

LibreOffice has a great template system. Users can create a collection of their own and save it in the shared repository. However, when creating them, we recommend that you leave them in read-only state and use passwords to protect them. The last thing users want to do is work really well so no one can overwrite the template they are creating. To mark a template as read-only and protect it with a password, open that template, click **File ? Properties** . Click on the **Security** tab and select **Read Only** . Next, click on the **Protect** button and when the window appears, fill in the password you want and confirm once more.



## 6: Create a table of contents

If you are in the process of creating big data, you should seriously consider creating the table of contents. This may sound complicated but it is not. To add a table of contents, follow these steps:

- a. Click on the data where you want to create the table of contents.
- b. Click **Insert ? Indexes And Tables ? Indexes and Tables** .
- c. Click the **Index / Table** tab.
- d. Select **Table of Contents** in the **Type** dialog box.
- e. Click any option you want and click **OK** .

If you later want to make changes in the data and that change is reflected in the table of contents, you will have to update it by clicking **Tools ? Update ? All Indexes And Tables** .

## 7: Navigate data

If you're creating complex data, you may have to take advantage of LibreOffice Writer Navigator. This useful tool allows users to click on an object in the data and immediately lock the area. The **Navigator** tool includes objects like headings, tables, text frames, graphics, OLE objects, bookmarks, sections, hyperlinks, references, indexes, and comments. To find the Navigator tool, click **View ? Navigator** or just press **F5** .

## 8: Calculate faster

When working with data that requires computation, there is no reason to call a calculation or open a spreadsheet. LibreOffice Writer has a formula toolbar that contains formulas, allowing users to perform calculations right inside a word processing application. The formula tool does not display permanently on the area for LibreOffice toolbar. Instead, you display it, perform calculations, press **Enter** and the calculation will appear right at the cursor. Users can perform many calculations: summing, rounding, percentage, perpendicular, and many other calculations.

## 9: Attach and move the toolbar

An interesting feature is the ability to mount and move toolbars. All toolbars can become unassigned windows, allowing you to place them in the places you want. Here's how. Find a tool bar for testing. Hold down the **Ctrl** key and double-click an empty area on the toolbar. This will help remove this bar and can move it like a window. Repeat this action to reattach the toolbar.



## 10: Move text effectively

Writer gives users a great way to copy a piece of text to a new area in the data - users do not have to copy / paste the action. Instead, highlight the text, press and hold the **Ctrl** key, then drag the text anywhere you want. This method is much more effective than the traditional copy / paste method.

## Other tips?

Do you have other tips when working with LibreOffice Writer that saves time and effort? If so, please share with other readers of QuanTriMang in the comment section.

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