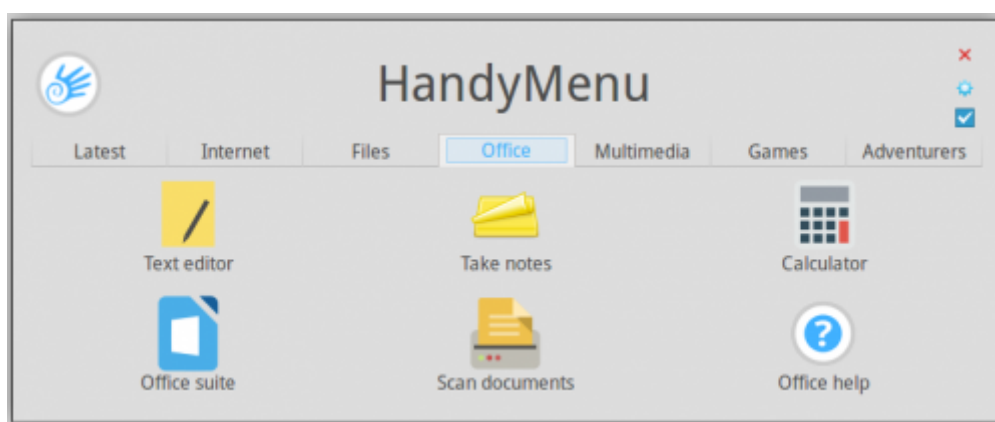# The Office Applications

HandyLinux comes with desktop applications to edit your formatted text documents, view your PDF, print or scan a document, take notes or perform scientific calculations :

- **Mousepad** : your minimalist text editor.
- **Evince** : your PDF viewer.
- **Post'it** : takes note.
- **Gnome-Calculator** : your calculator.
- **LibreOffice** : your full Office suite.
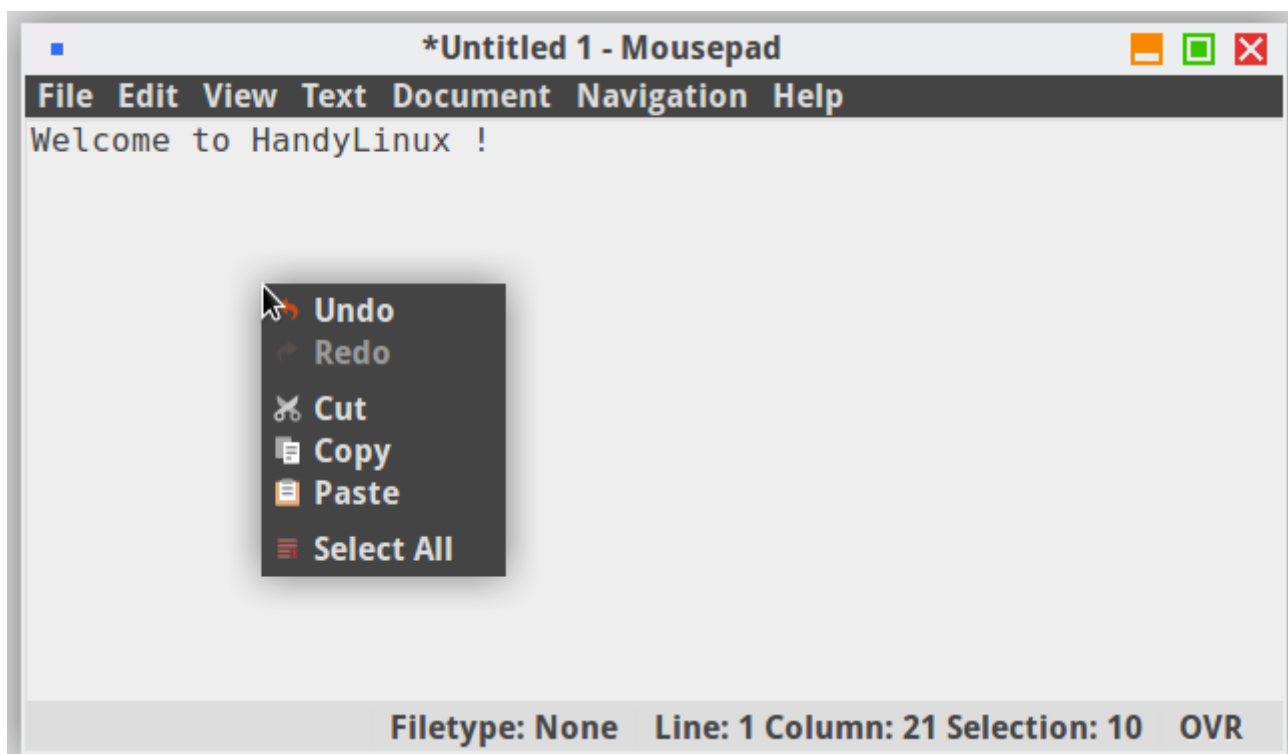- **Print & Scan** : duplicate or backup your documents easily.

MousePad

Mousepad is a text editor minimal but functional, well enough to write a simple letter or a draft while editing work.
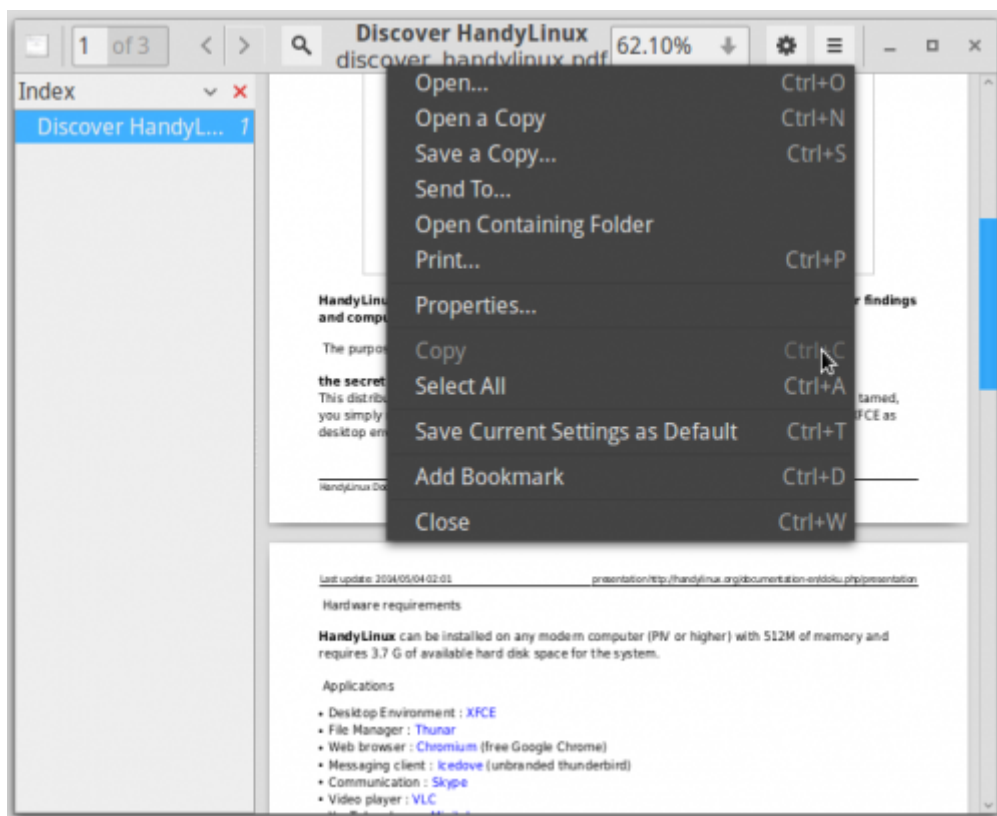It has a simple menubar allowing you the basic actions (copy/paste/delete/print), but also the function of search/replace, line numbering or change the font.
Mousepad is launched from the **HandyMenu**, "**Office**" section, bouton "**Text editor**" :

Evince

Evince is your **PDF viewer**. **Handy Linux** is configured to open any PDF document with a single-click.
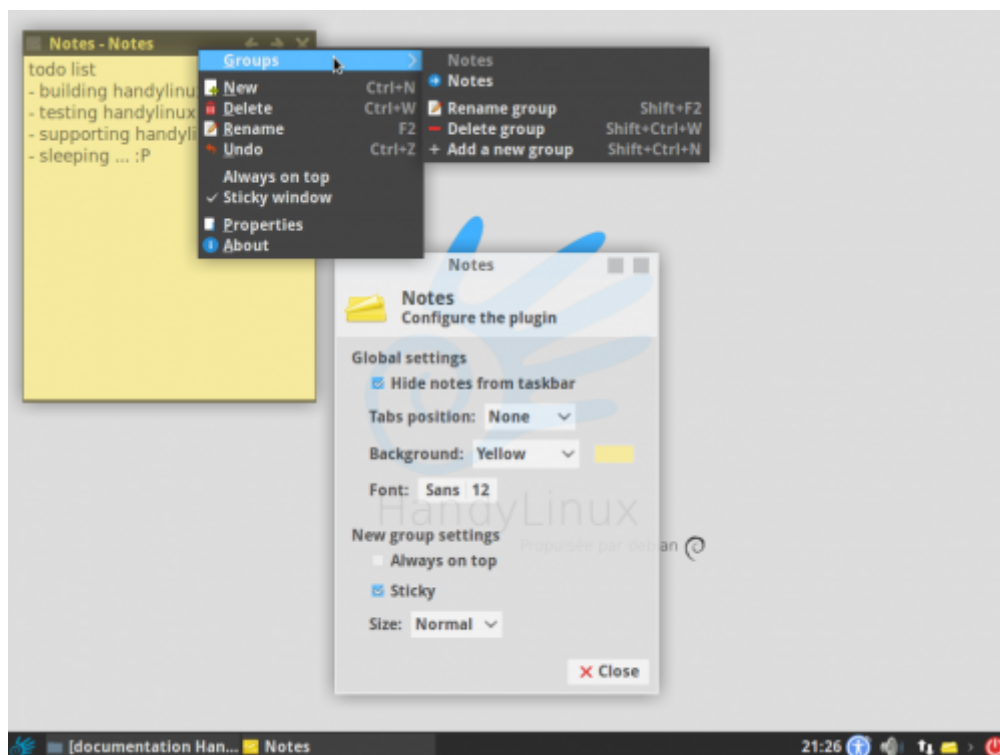

Evince has a simple and easy to read display, explicit menus and all the traditional functions of a document viewer (presentation mode, printing, minimal change).

Post'it

To quickly take notes, HandyLinux includes the xfce4-notes-plugin. This software lets you create, edit and modify one or more notes, and display from your system tray (bottom right of your screen). **Post'it** is launched from the **HandyMenu**, "**Office**" section, button "**Take notes**" :
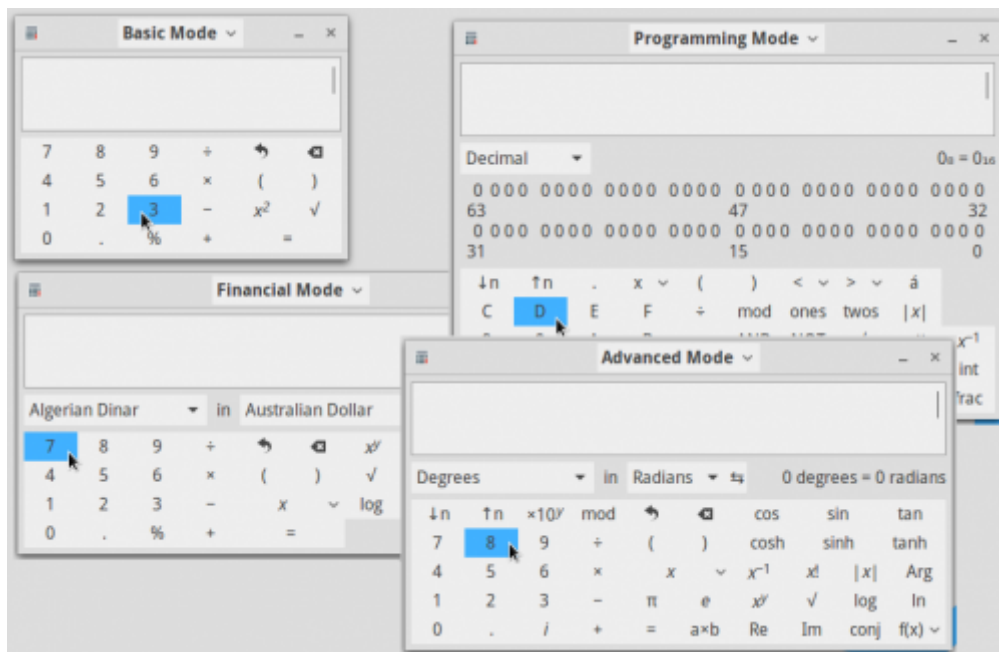
The right-click menu on a note title allows you to create, edit, and delete notes. You can customize the font, the color of the background or display without window decorations.

Gnome-Calculator

Your **Calculator** always available. **Gnome-Calculatir** is launched from the HandyMenu, "Office" section, button "Calculator".
This calculator starts in "Basic" mode but has modes "advanced", "financial" or "programming", which makes it really **functional for any occasion**.
The calculator can be used with your keyboard or your mouse (click on the calculator numbers & symbols)

A clear and minimal interface, no frills.

LibreOffice

LibreOffice is **free** office suite that offers modules for word processing, spreadsheet, presentation, vector drawing, database, and mathematical formulas editing.

LibreOffice opportunities are numerous. The official wiki of the community is very well done and will give you a full and effective assistance.
Bonne lecture :)

liens principaux :

  * LibreOffice official website

  * LibreOffice official Wiki

Print & Scan

Print

Printing on Handylinux… first you simply have to add and configure your printer.
Once your printer added, it will be available for all HandyLinux applications such as LibreOffice, Evince or Mousepad.
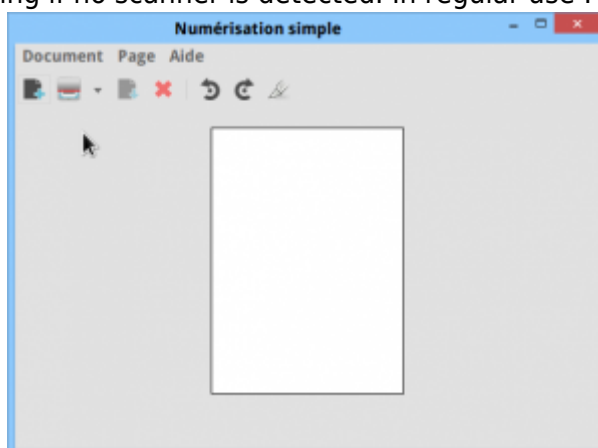
To print from any application, open the "File" menu on top menubar, then "Print" :).
If your printer is not available, you still can print in a PDF file, to view with "evince" or to print later.
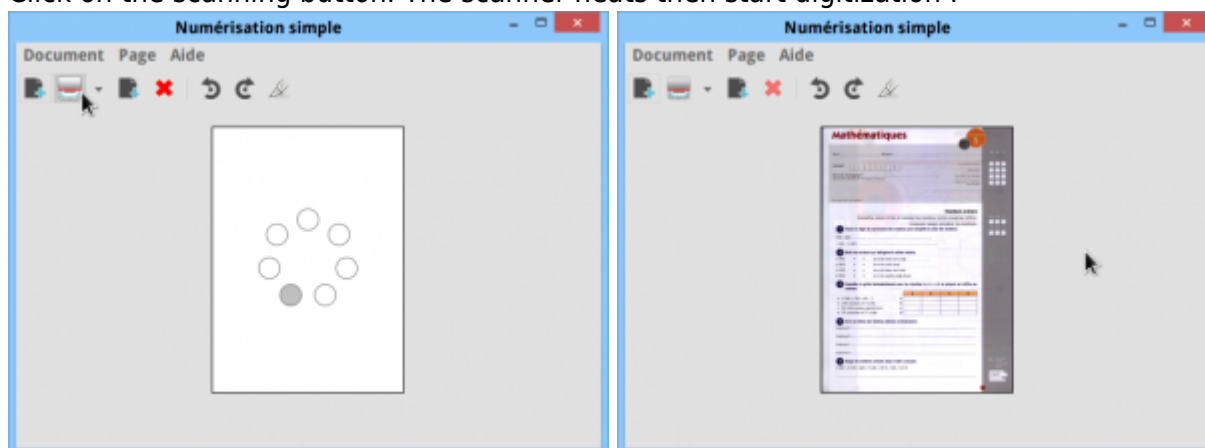
Scan

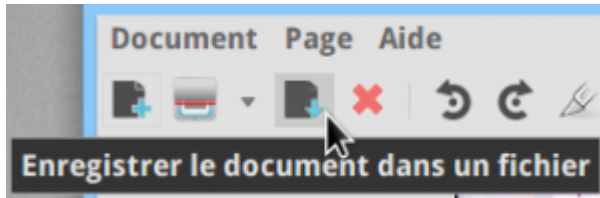Scanning is handle by **simple-scan**. As its nae let guess, its use is … simple.

  * Plug-in your scanner before launching simple-scan.
  * Launch Simple-Scan from the HandyMenu > "Office" > "Document Scanning". The minimalist interface displays a warning if no scanner is detected. In regular use :

  * Click on the scanning button. The scanner heats then start digitization :

  * You can crop the preview, and once the desired result, click on the save button :

- A registration window appears: you can name your scanned file.

et voilà.

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