

English 3085

Software Documentation Final

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Introduction

The primary audience for our software documentation is those who would use LibreOffice, which is typically students and office workers. This audience is appropriate for this assignment because us computer science students are those included in who would be using LibreOffice and therefore be reading the documentation. Our audience changed our design strategies because these kinds of people will not necessarily be technically skilled, so we needed to make sure our instructions were clear and simple, and the use of pictures was also very useful because of our audience.

Our research consisted of using LibreOffice and reading their official documentation. We did not try to use persuasive content, as anyone who would access this document is probably already set on using this software. We included features that we thought would be most useful, and used lots of screenshots so the user is not confused about where to find the buttons we write about.

For this document there were multiple formatting choices we selected. One of them was utilizing the green that LibreOffices utilizes. We thought this would be a good choice in order to connect us with LibreOffice in a seamless way as far as appearance goes. Also we chose the Arial font with larger text size for headings and subheadings. Overall, our design is simple but chosen in a way to replicate the look of LibreOffice.

It was quite interesting to be the person to write the software documentation. Most of us are used to being the readers of software documentation rather than the writers. It felt a lot less official knowing I was the one writing the documentation and not the company that produced the software. I think that now after writing this amount of documentation I will notice things that are off in the documentation that I read.

It was enjoyable to just go through and be able to have freedom in what it was exactly we are documenting. We got to choose the software that we documented and also the specific features that we documented.

It was a bit difficult to know how far in detail to be with specifics on what to explain and what not to explain. Understanding the audience and how much they will know about the software and how much they can figure out on their own. Another question I asked myself as I was writing the software was if I should go into more detail specifically on what I am explaining about the feature. Do I explain every little thing? Or would that confuse the reader and not let them find out the essential things that the user needs?

Copyright

Libre Office is open source, but still covered by the [Mozilla Public License Version 2.0](#).

Equipment

The equipment that is needed to follow along with this document are the following:

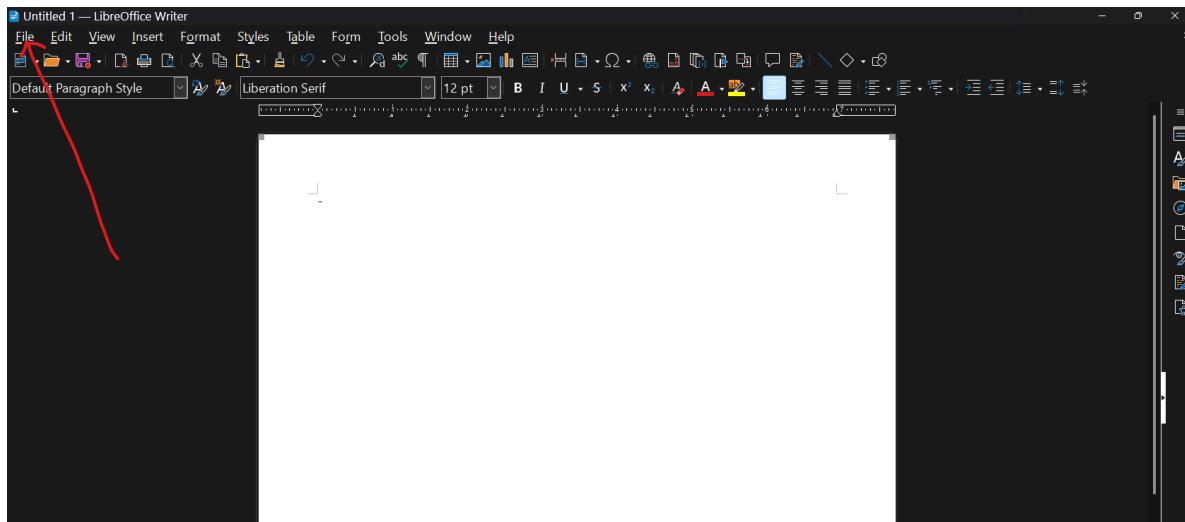
- A computer that runs with either Microsoft Office, MacOS or Linux.
- LibreOffice installed on the computer.

To install LibreOffice, go to <https://www.libreoffice.org/download/download-libreoffice/> , then locate the large yellow button that says Download. From the dropdown menu above the download button, select which operating system you are using. Then, click download. Once the download has completed, run the executable file that was just downloaded. This will open the installation wizard. Follow the steps it gives to download the software.

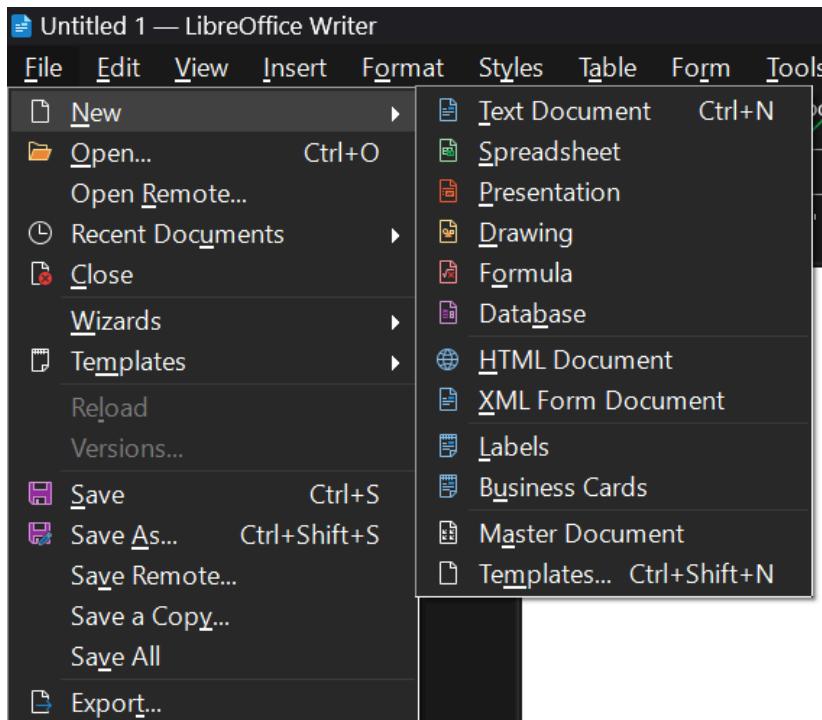
File Tab

Ben Hamner

On the top right of the toolbar, there is a file button. Clicking on this button makes a drop-down menu appear with various options.

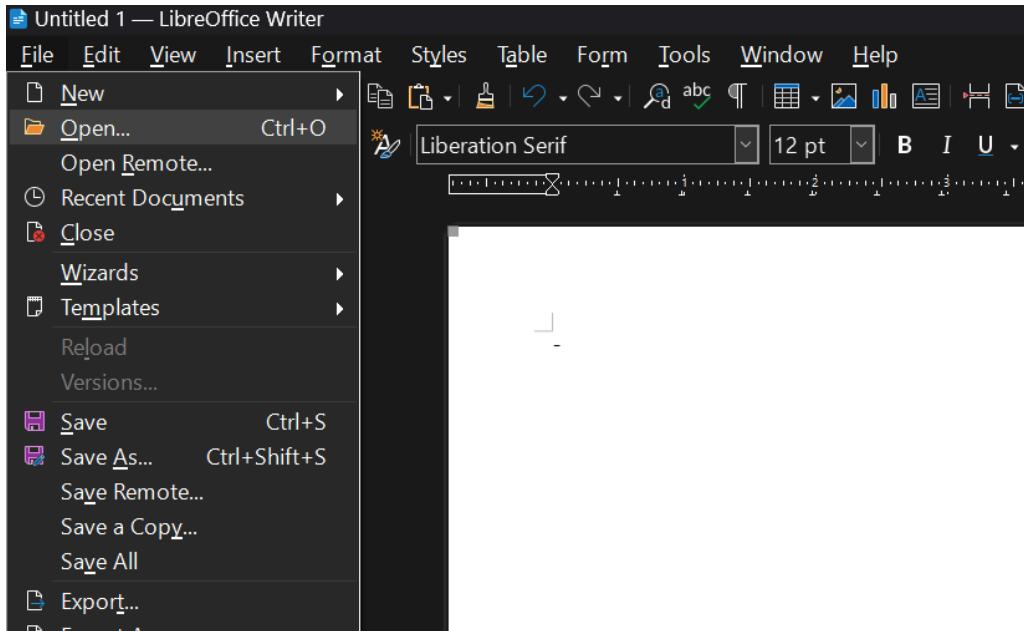


New

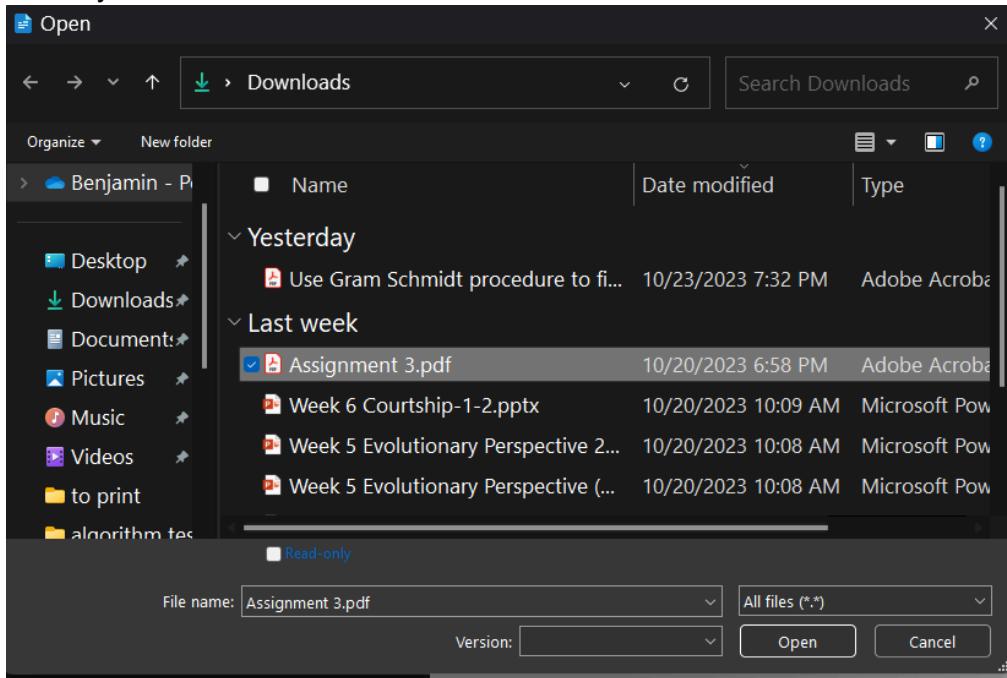


The 'New' option allows you to create new files of different types. Hovering over the 'New' button creates a new set of options. These options are various types of files you can create. Clicking on one of these options will create a new instance of that file type in a new window.

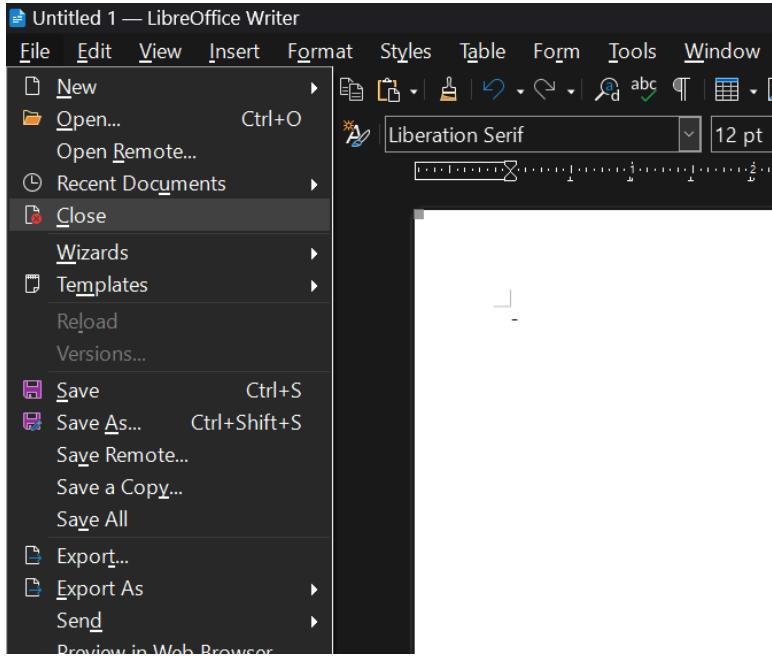
Open



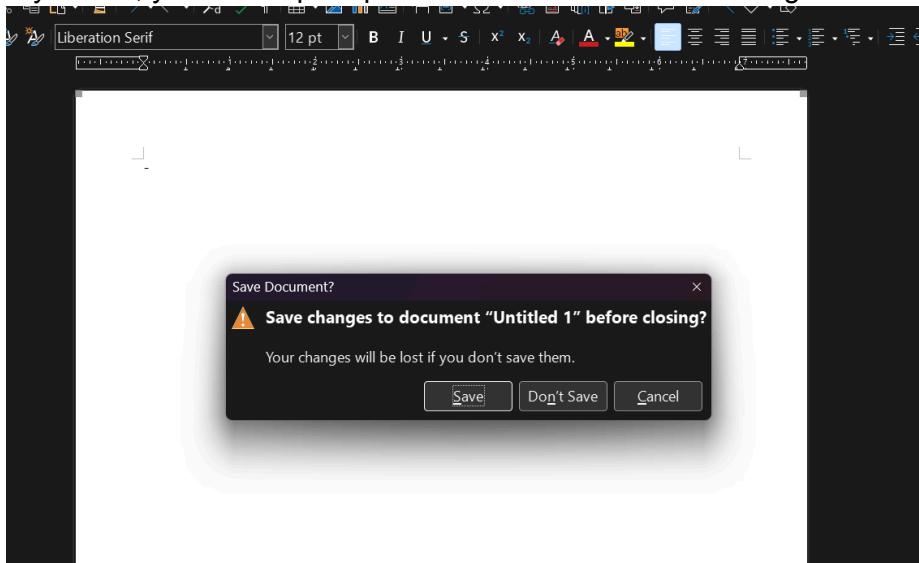
The open option allows you to open a file that already exists. You can also perform this action with **Ctrl+O**. Clicking 'Open' will launch the file explorer, from which you can navigate and open the file you wish to view as seen below.



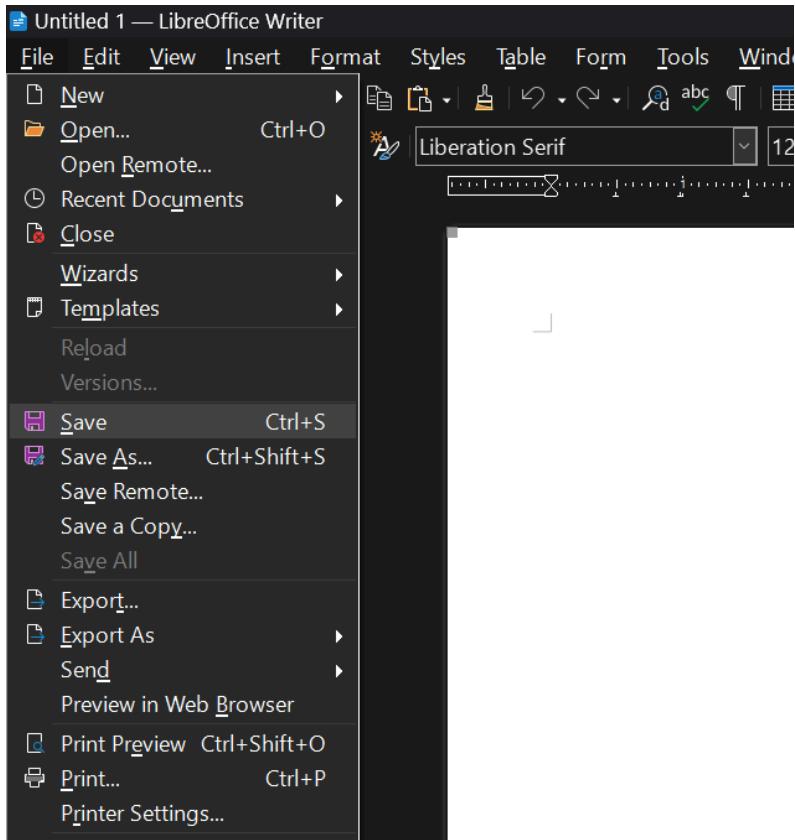
Close



The 'Close' button can be used to close the active file. Note that if there are unsaved changes in your file, you will be prompted to save or dismiss the changes on the file before closing.

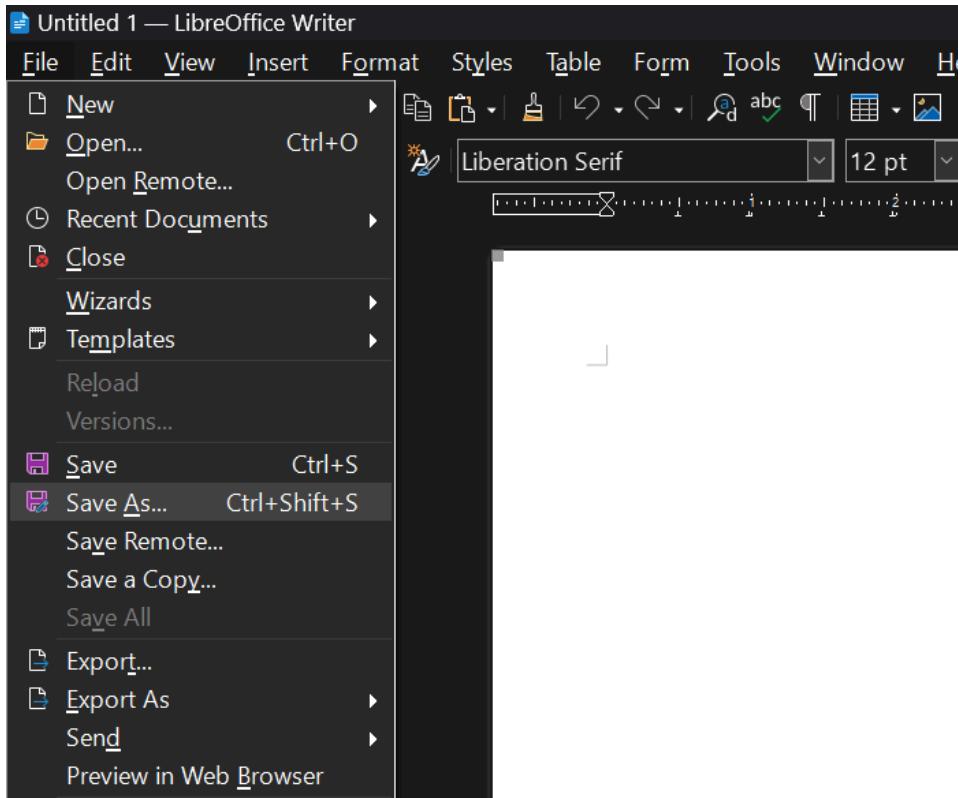


Save

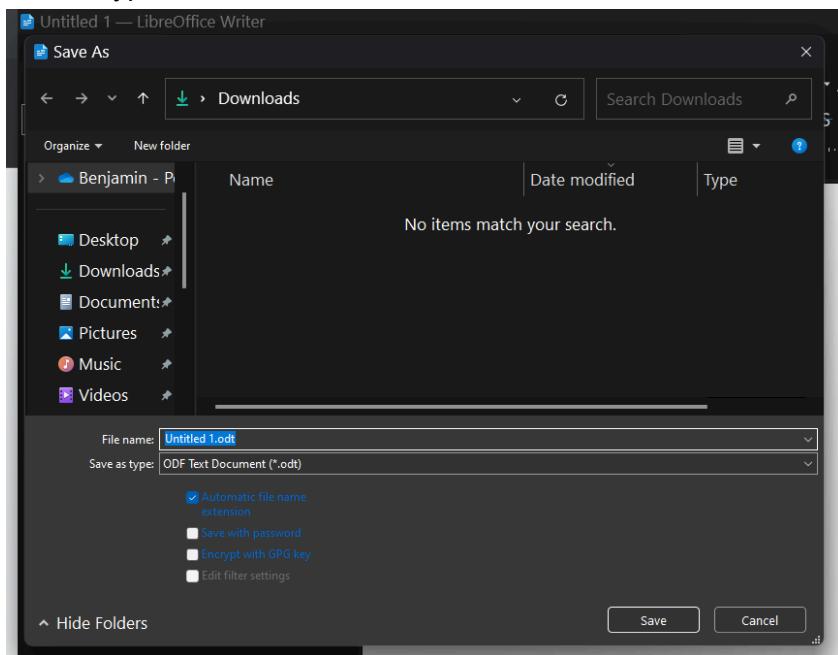


The Save button is a quick way to save the changes on your file. As a shortcut you can type Ctrl+S.

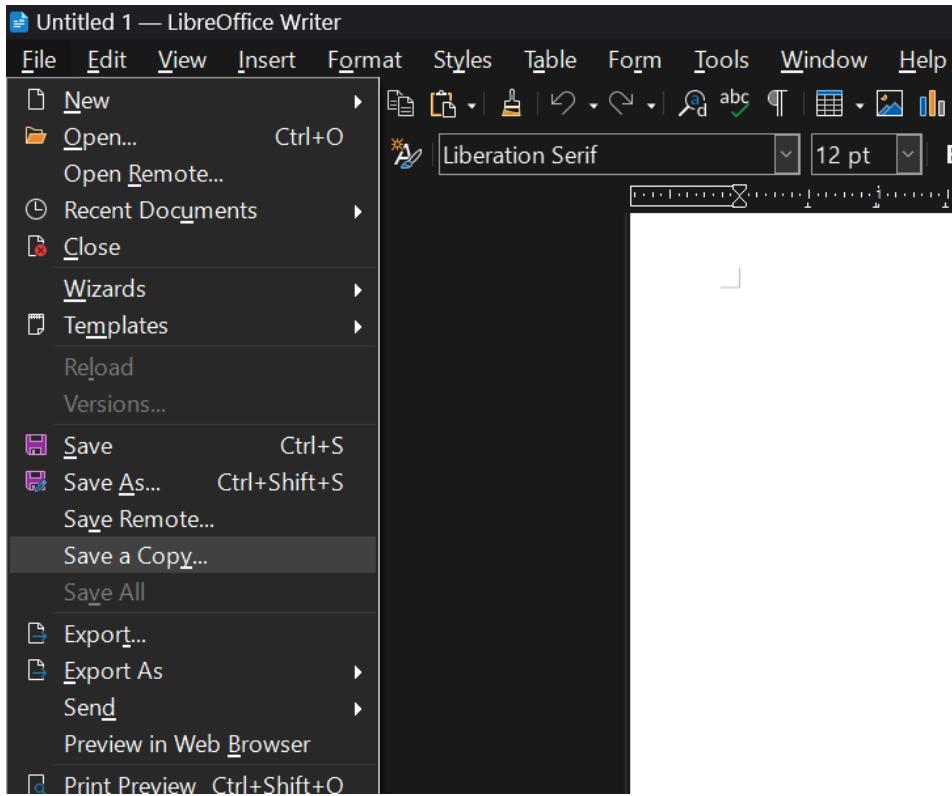
Save As



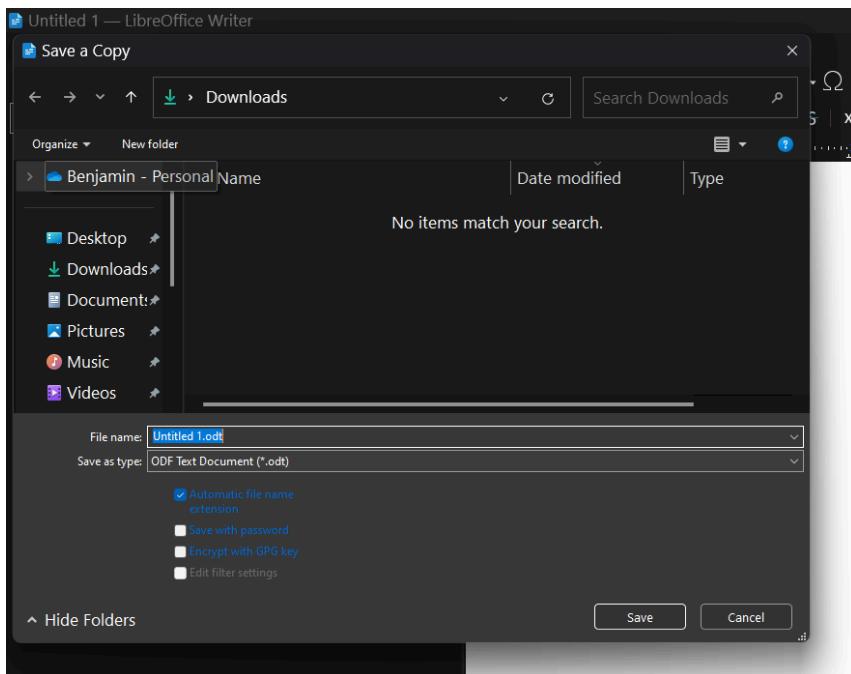
The 'Save As' button is similar to the Save button, but it allows you to choose the location and file type. After clicking 'Save As' File Explorer will launch and prompt you to select a location and file type for the saved file.



Save a Copy



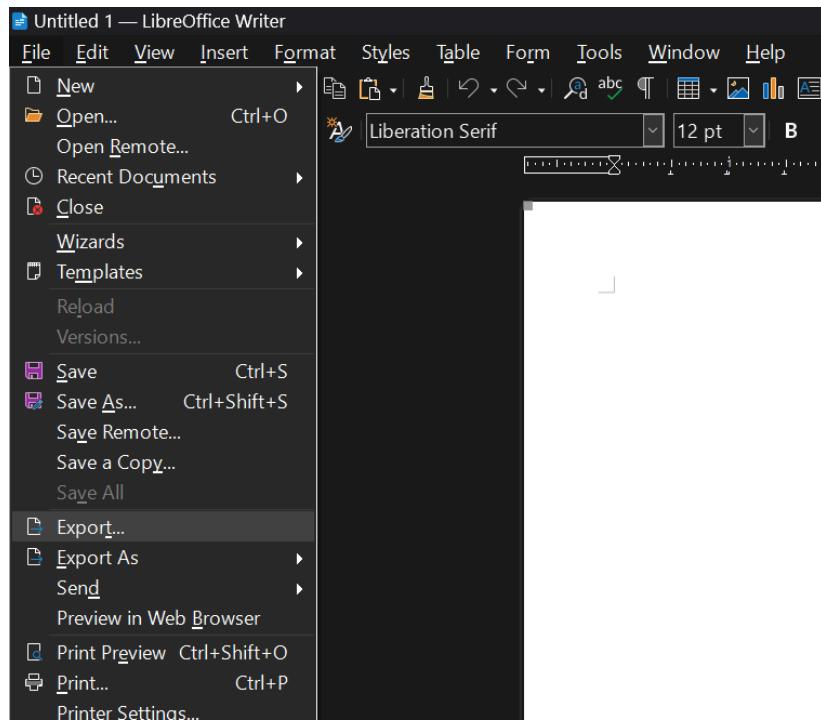
The 'Save a Copy' option is similar to the save option. The difference is that this option creates a new file copied from the current file.



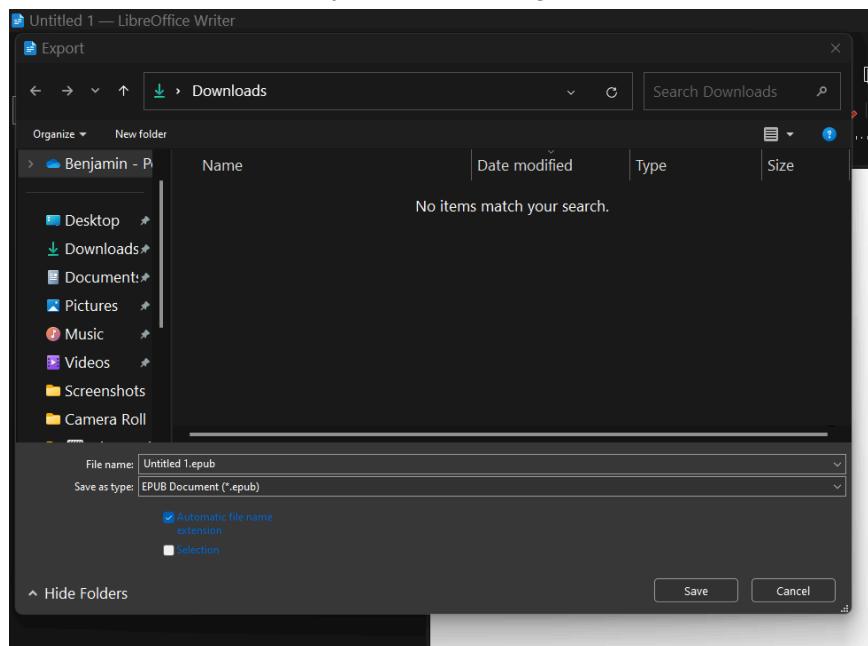
After selecting the ‘Save a Copy’ option, a popup window will appear allowing you to name the copied file and select a destination for the new copied file to be saved.

Export

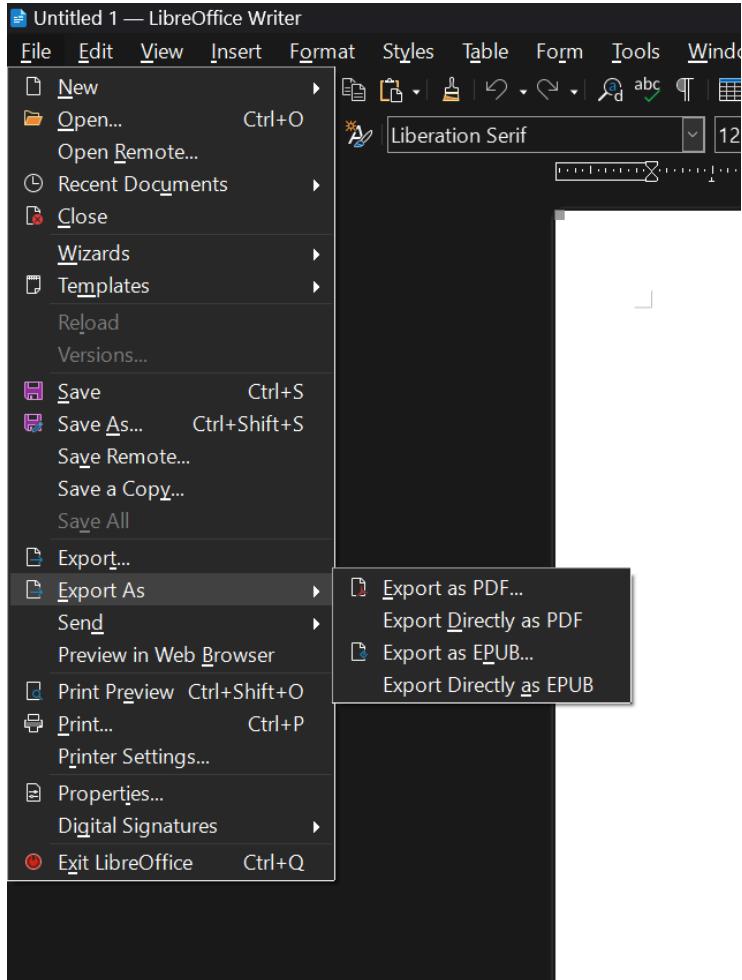
The export option allows you to save the file as a new file type.



Note that the default file type for exporting a file is an .epub.



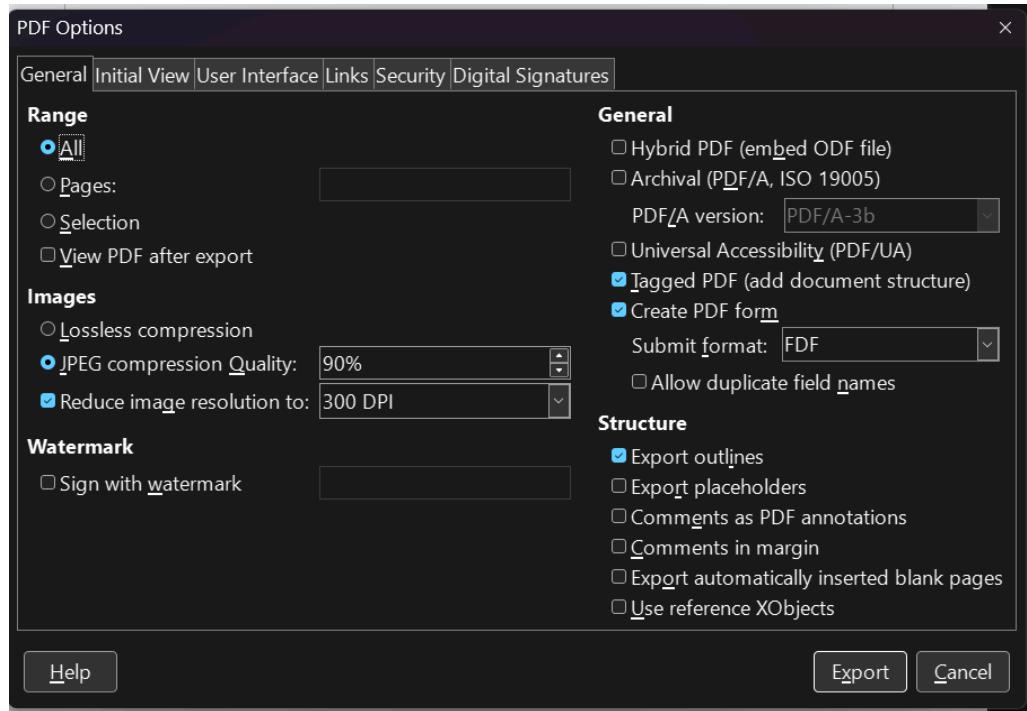
Export As



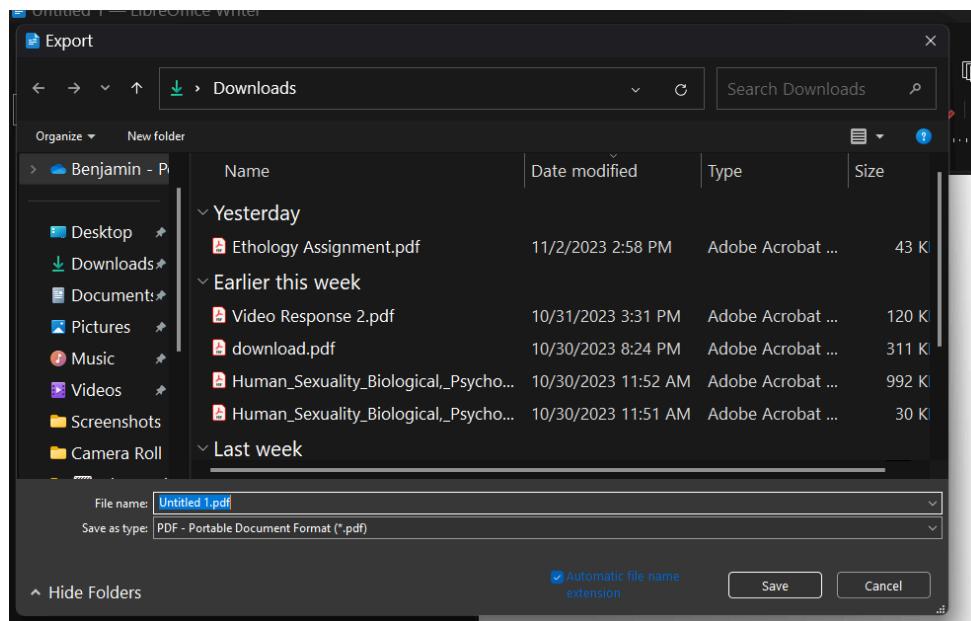
'Export As' allows you to specify the type of file you want to export your file as. As shown in the image above, the default options for file types are:

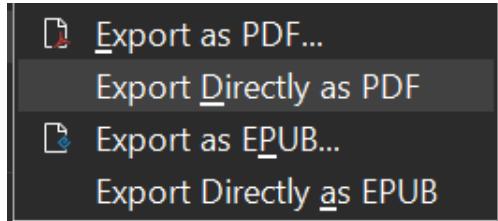
- Export as PDF
- Export Directly as PDF
- Export as EPUB
- Export Directly as EPUB

Selecting the 'Export as PDF' option brings the following window for selecting customization about your PDF to be exported:



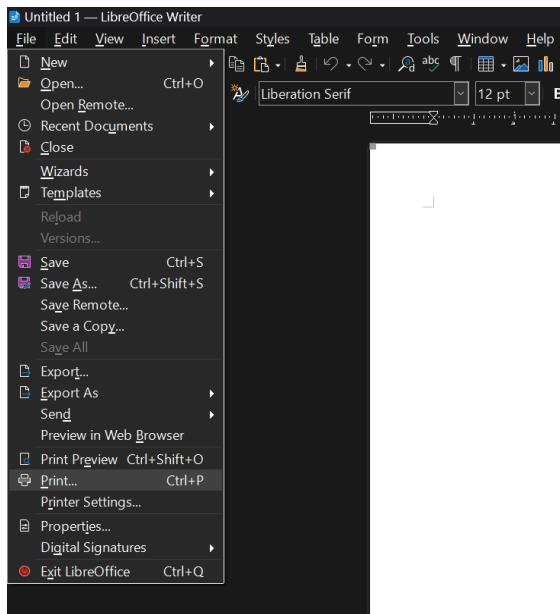
After fine-tuning your customization, click the Export button to bring up the file explorer window where you can enter the desired filename and save location.



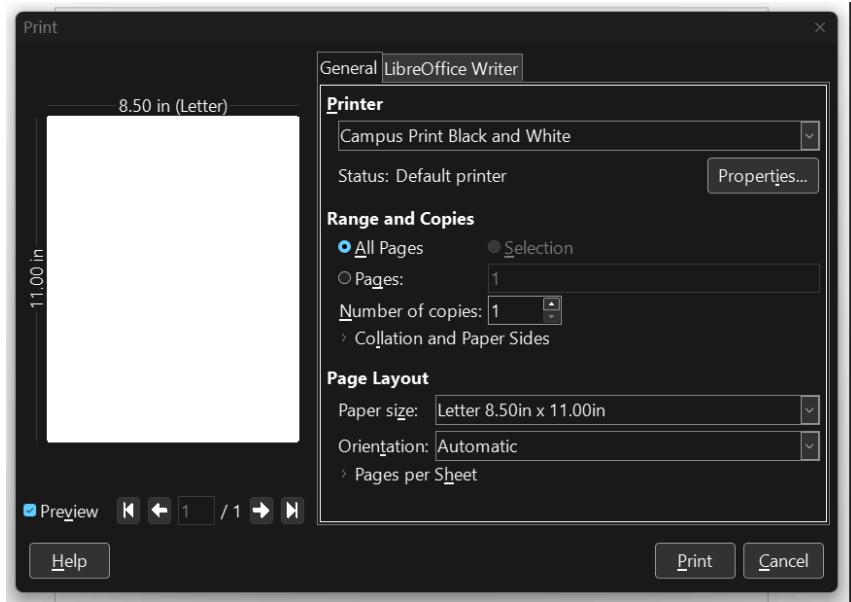


The 'Export Directly as PDF' allows you to bypass the customization window and simply export a PDF with the default settings.

Print



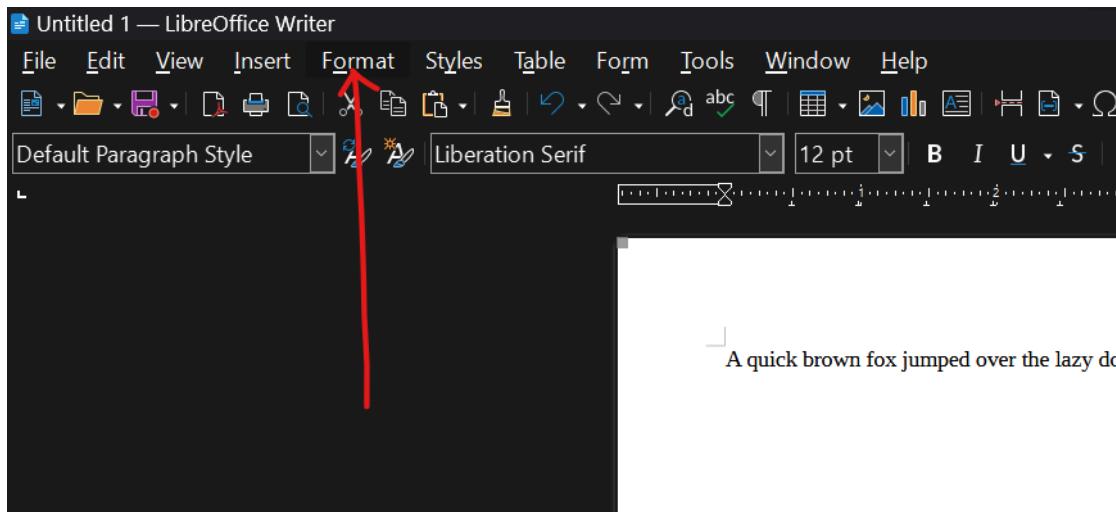
The print option allows you to print the file in its current state.



A window will prompt you with settings for your desired print. When satisfied with your selected settings, select the print button and your printer software will open allowing you to print your file.

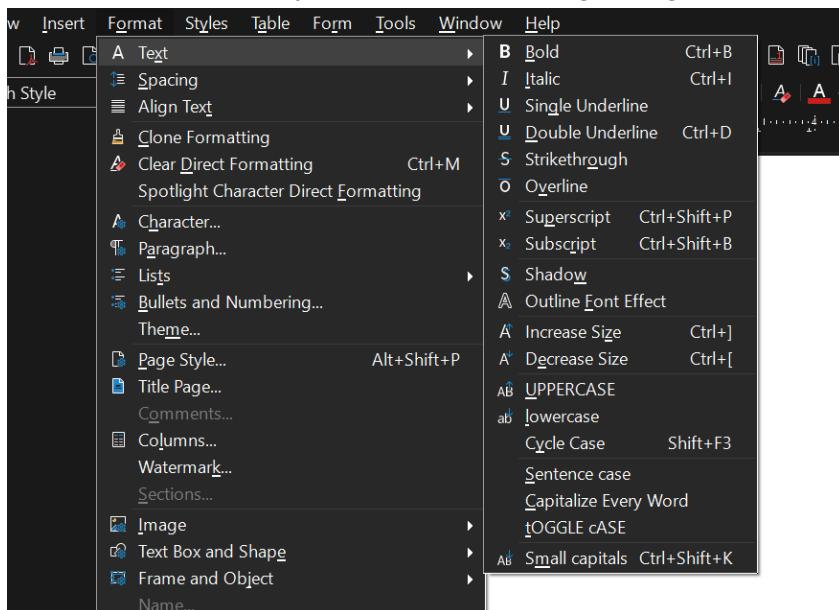
Format Tab

On the top right of the toolbar, there is a Format button. Clicking on this button makes a drop-down menu appear with various options.

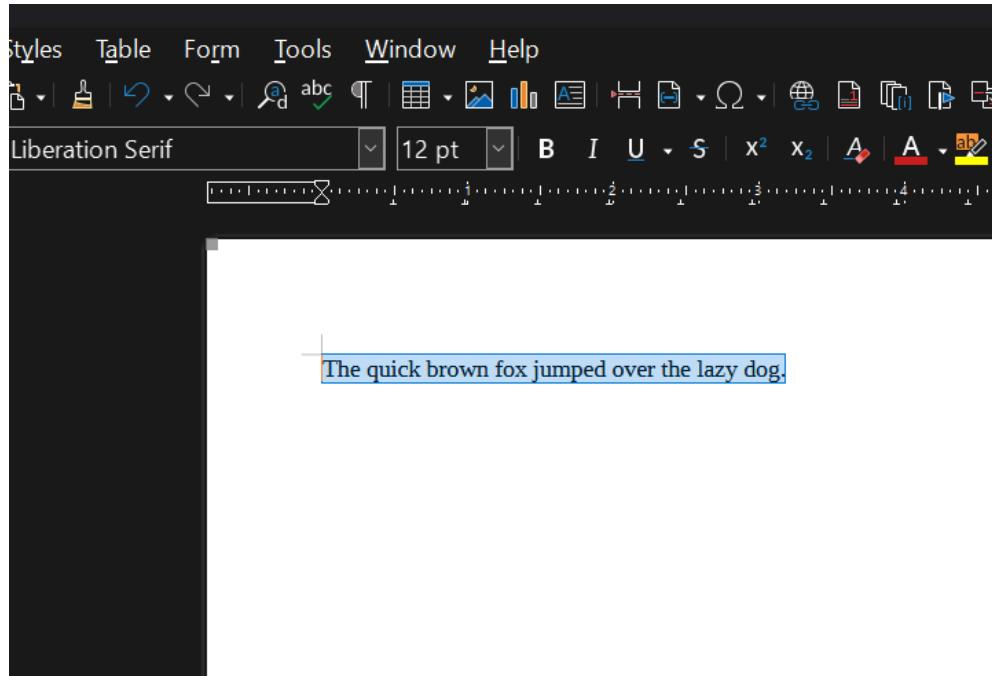


Text

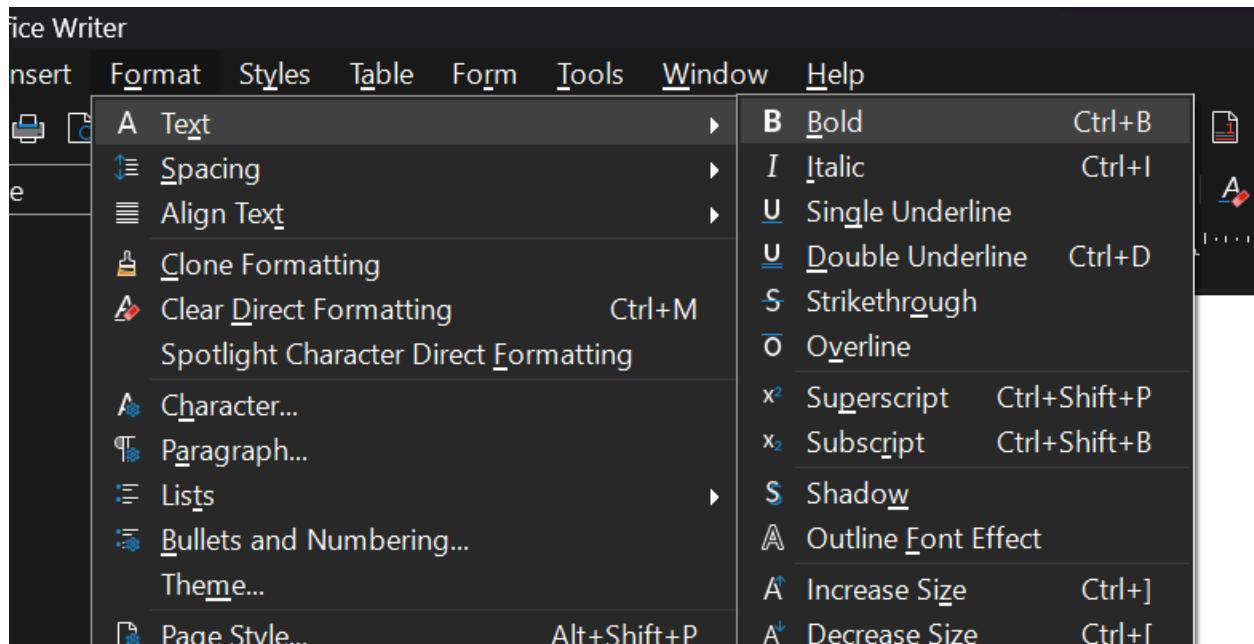
The text option allows you to make formatting changes to the currently highlighted text.

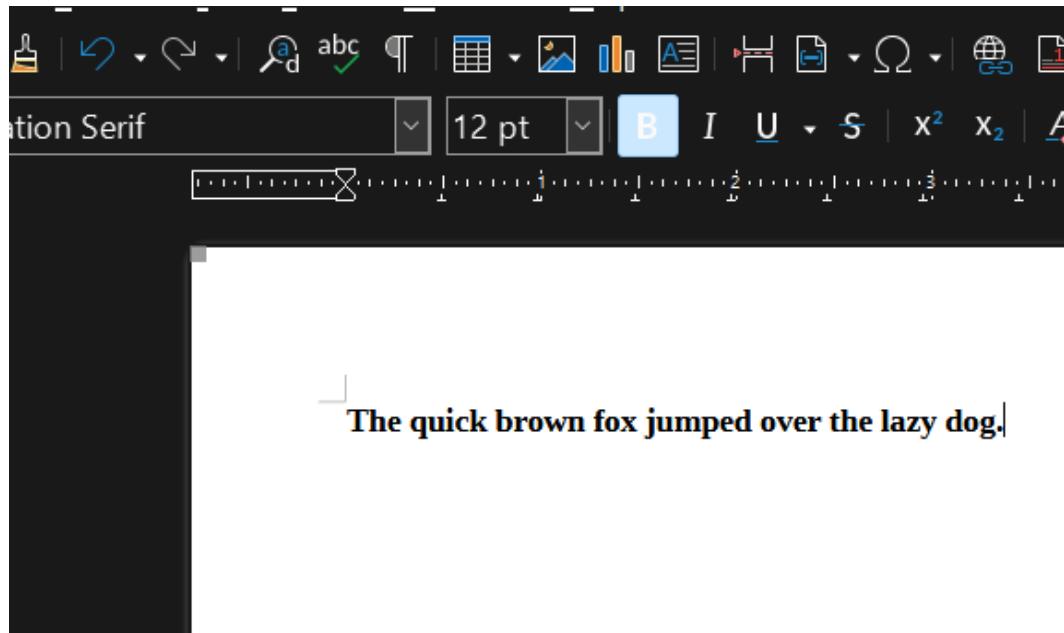


To format some text, highlight the text you wish to be reformatted.



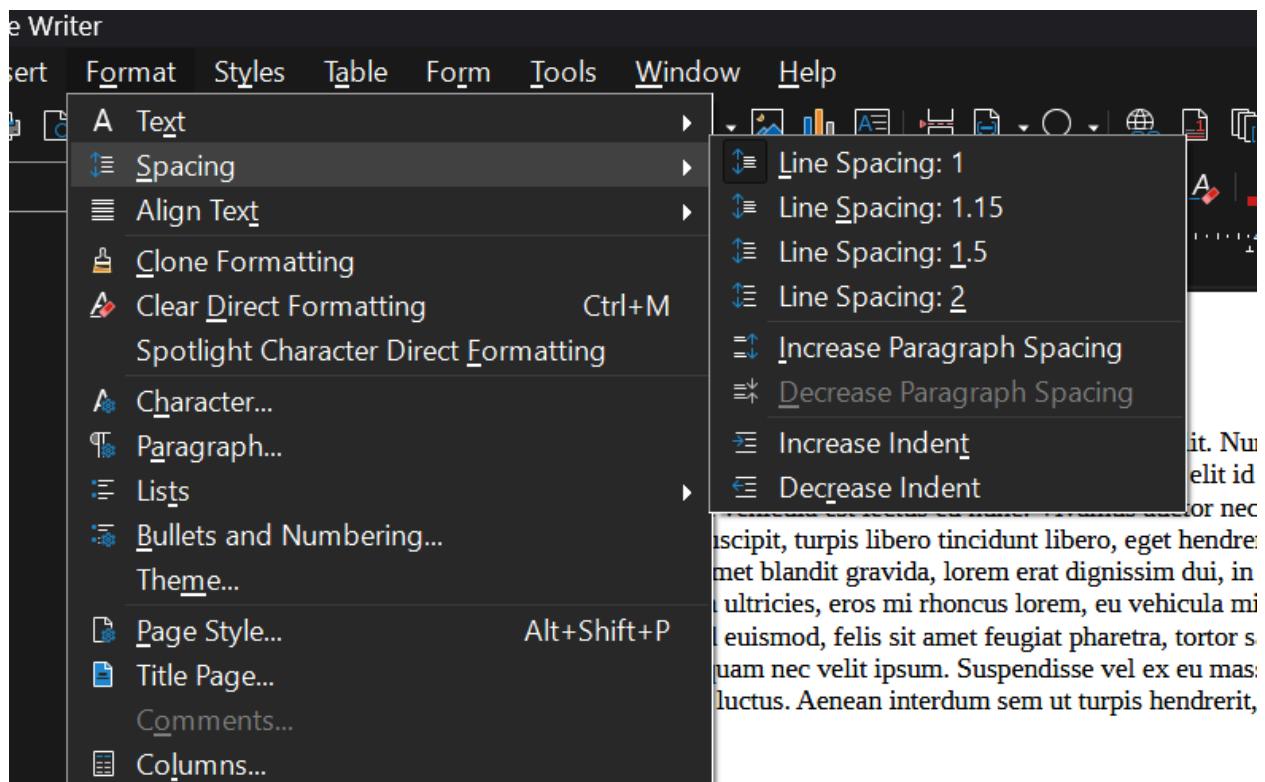
Then select the desired text effect to be applied.



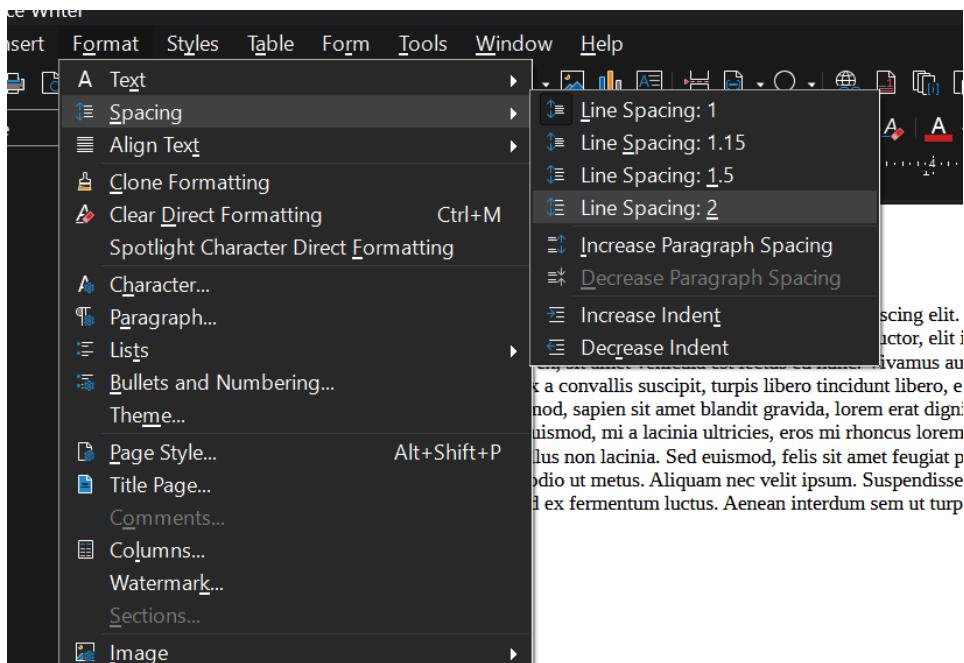
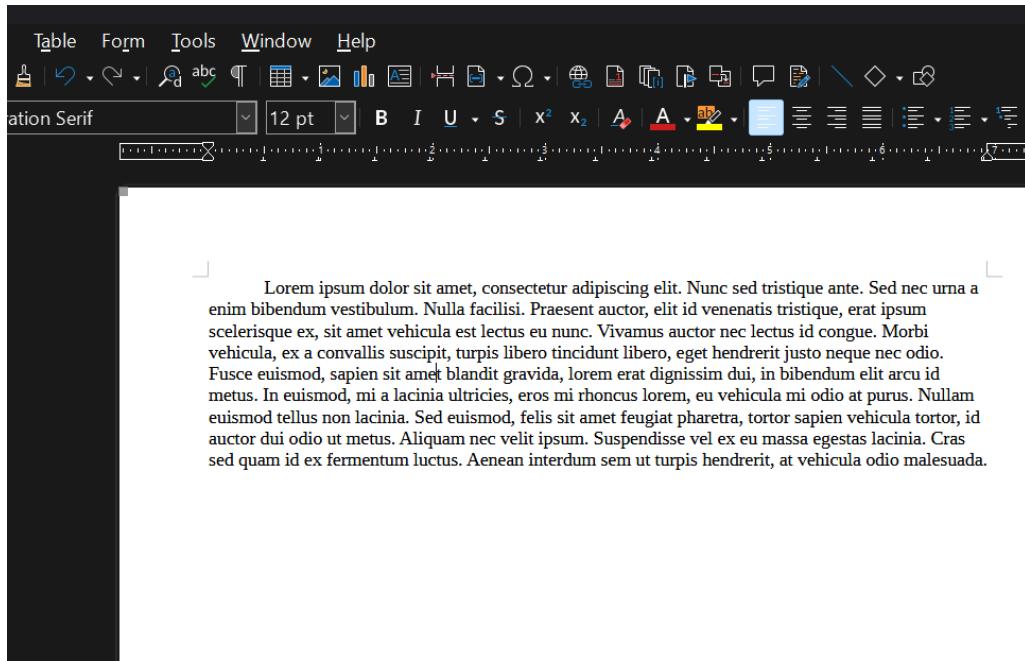


There is a keyboard shortcut next to some of the options that can also be used rather than navigating to the options on the toolbar.

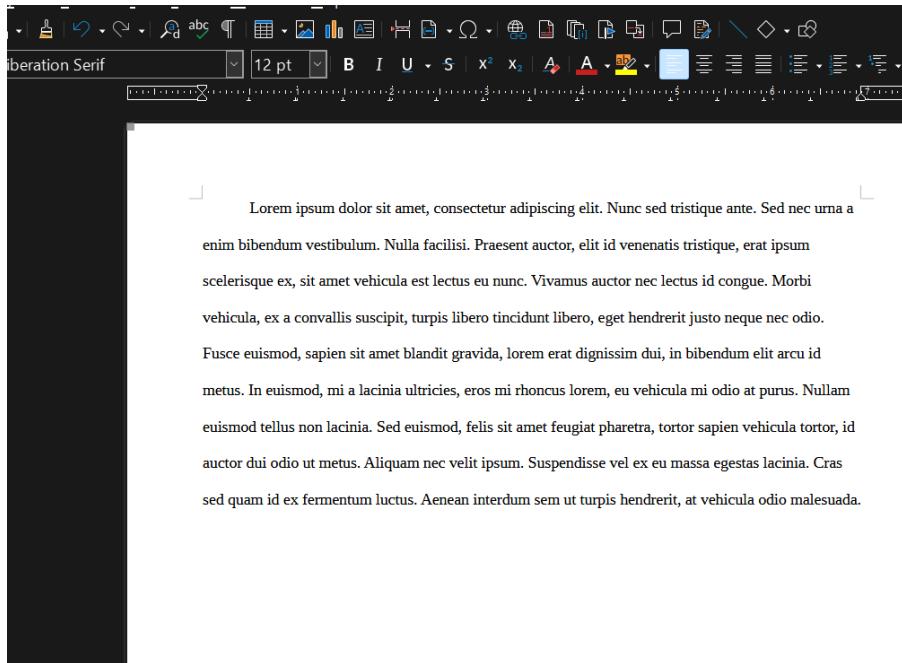
Spacing



The spacing option allows you to adjust the space between each line of text in your document. To adjust the spacing, simply select the desired spacing option.

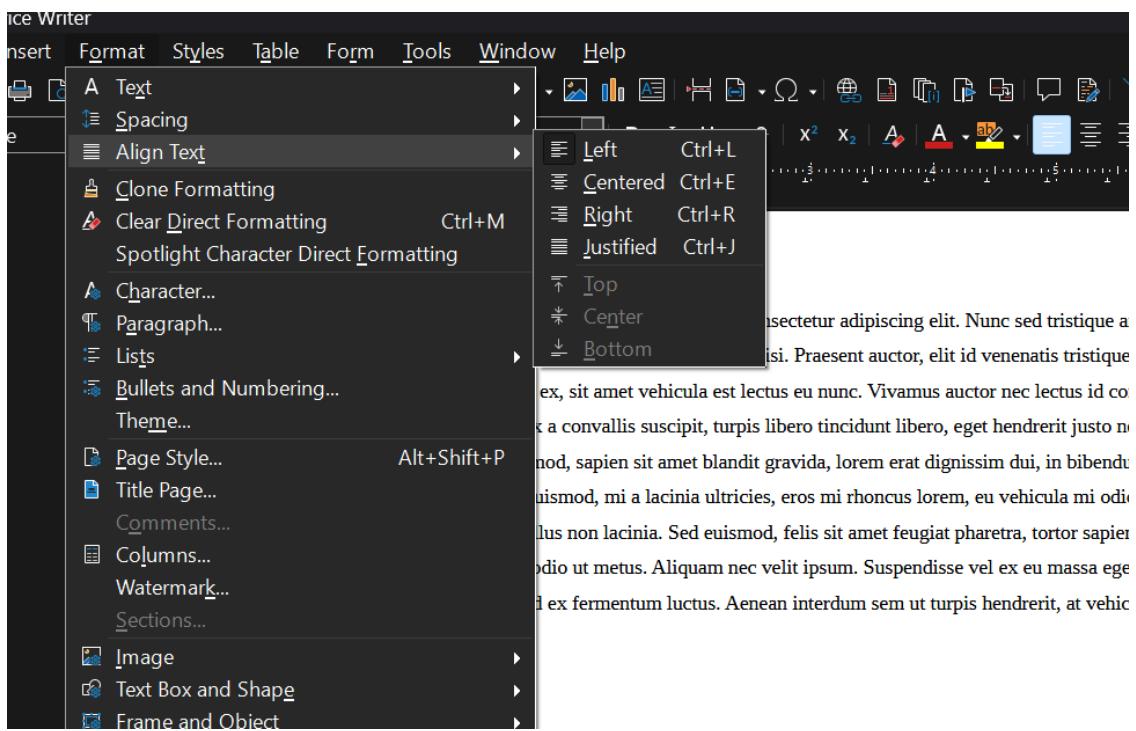


This will adjust the spacing for the entire document.

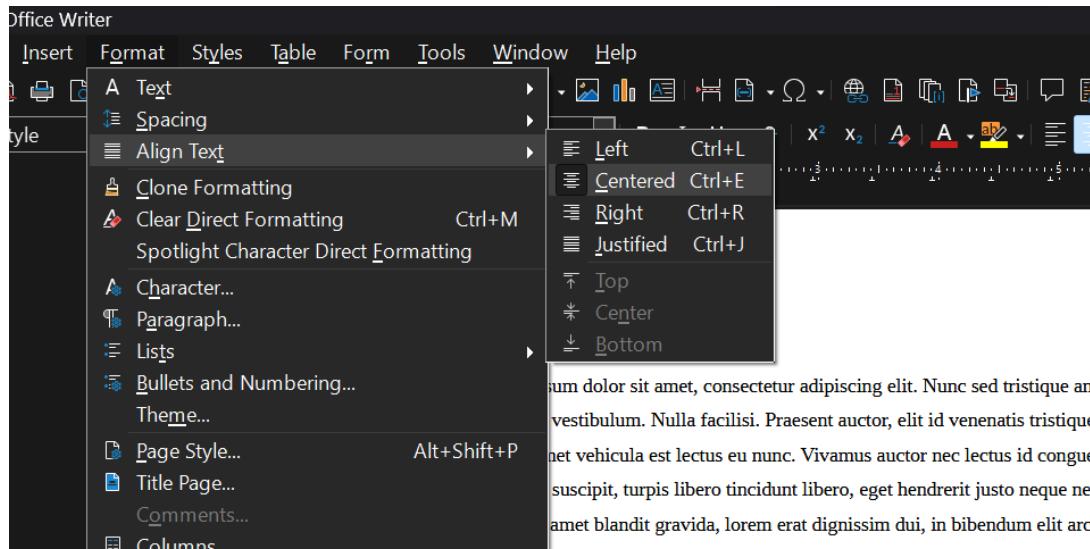


Align Text

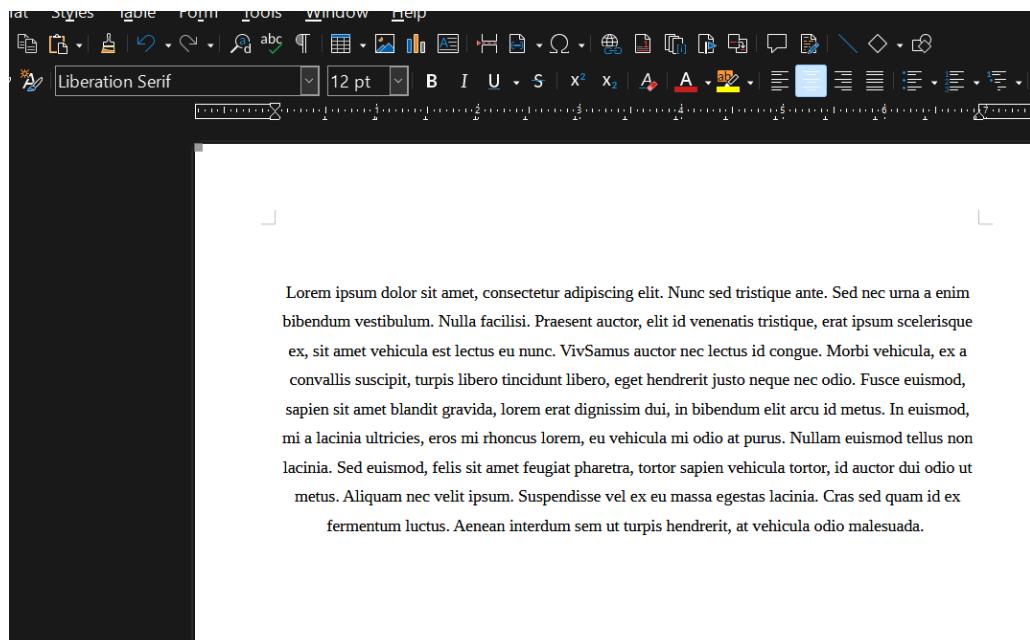
The ‘Align Text’ option will allow you to select how you want the body text of your document to be aligned.



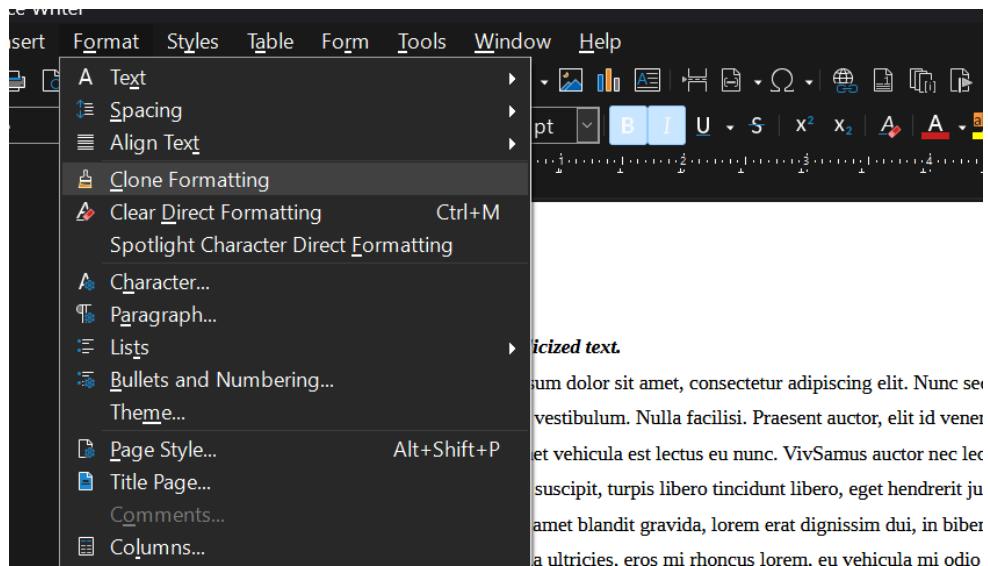
You do not need to select the text to be aligned. Selecting an option will set the alignment for the entire body of the document. Simply selected your desired text alignment from the options.



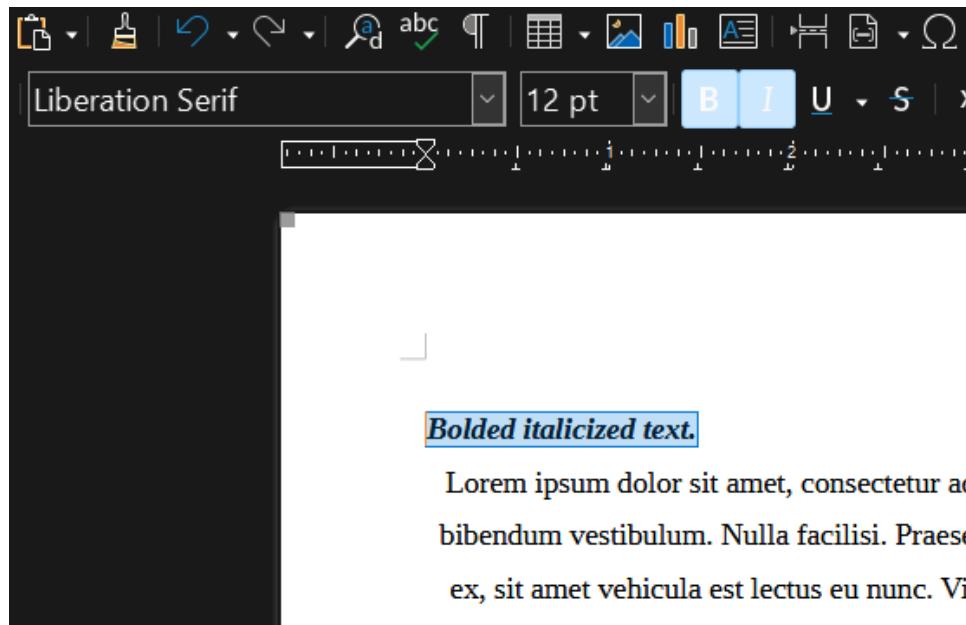
The text of your document body will be aligned.



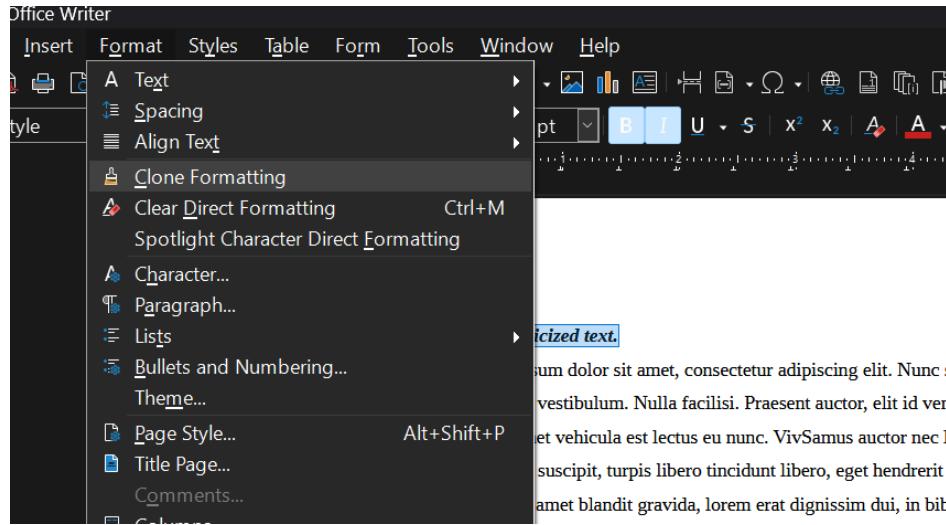
Clone Formatting



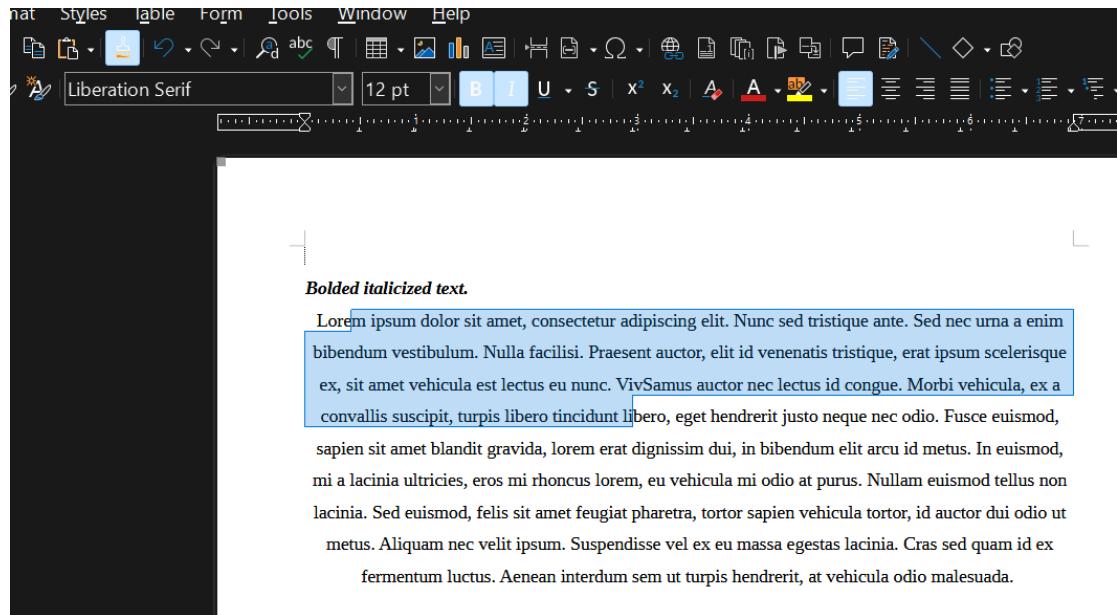
This option allows you to easily apply the formatting on some text to another region of text. Highlight the text you wish to clone the formatting before selecting the 'Clone Formatting' option.



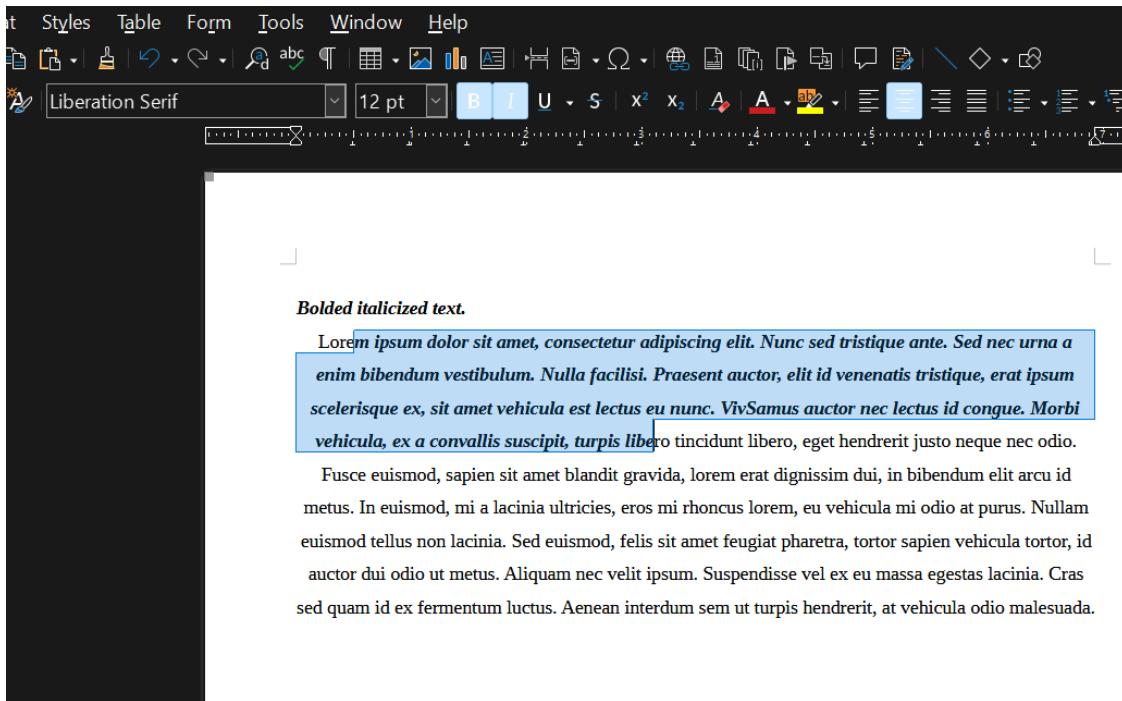
Then select the 'Clone Formatting' option.



Your cursor will have a paint bucket icon. Highlight the region of text you want to clone the formatting onto.

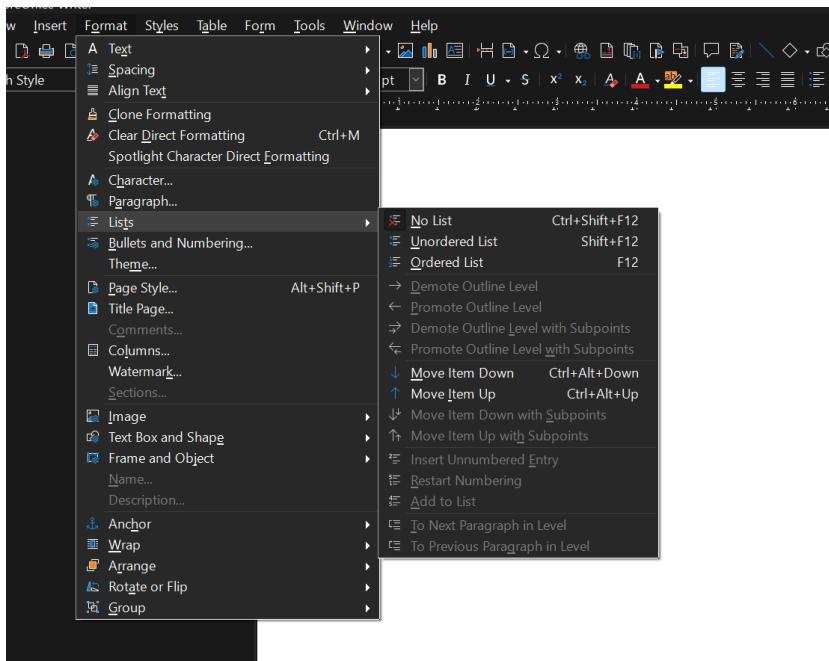


After highlighting the region, the formatting will automatically be applied.

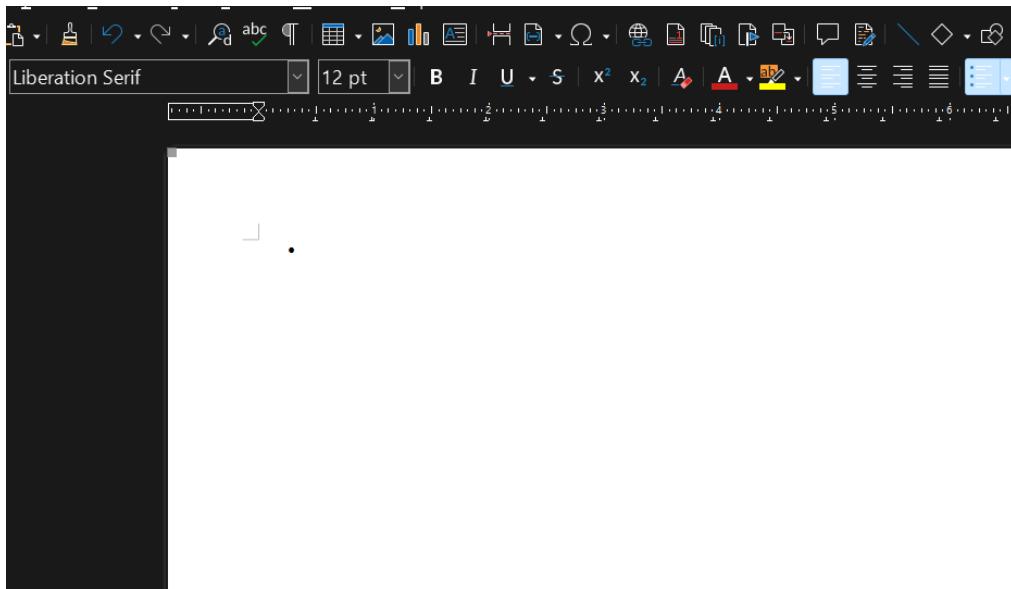


Lists

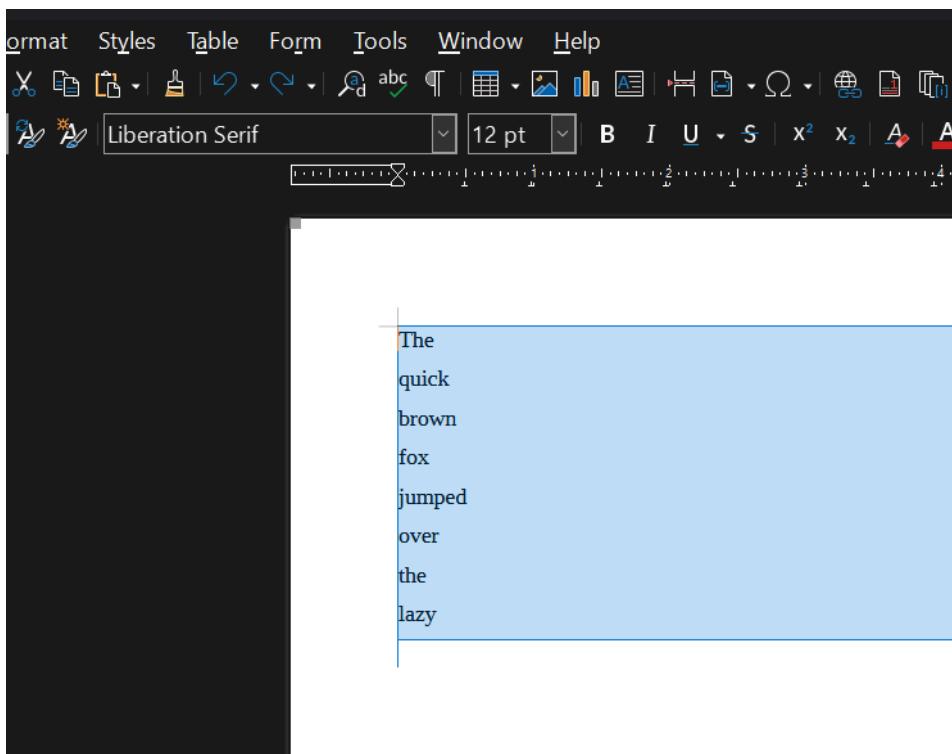
This option gives you the ability to insert various types of lists into the document body.

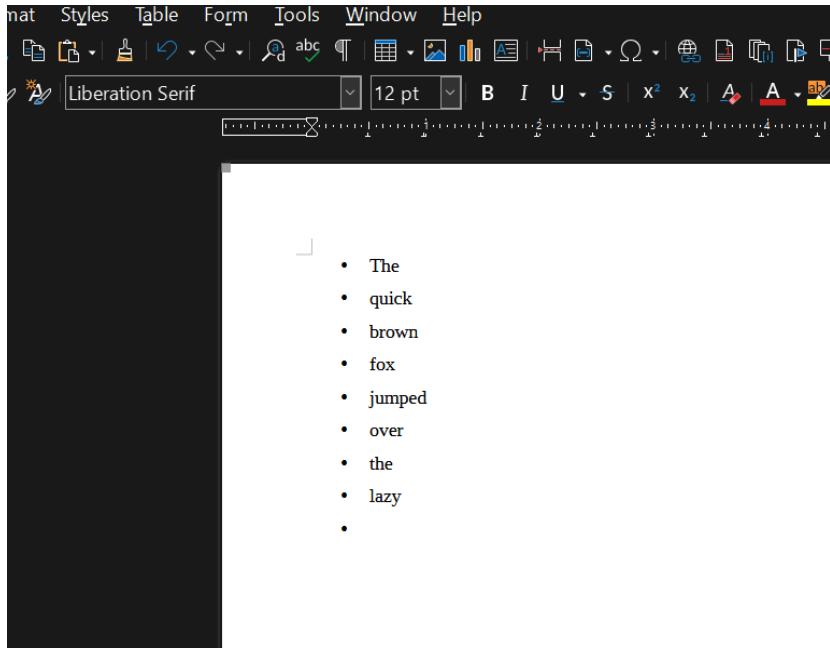


Selecting an 'Unorder List' or 'Ordered List' will insert that type of list into your document.



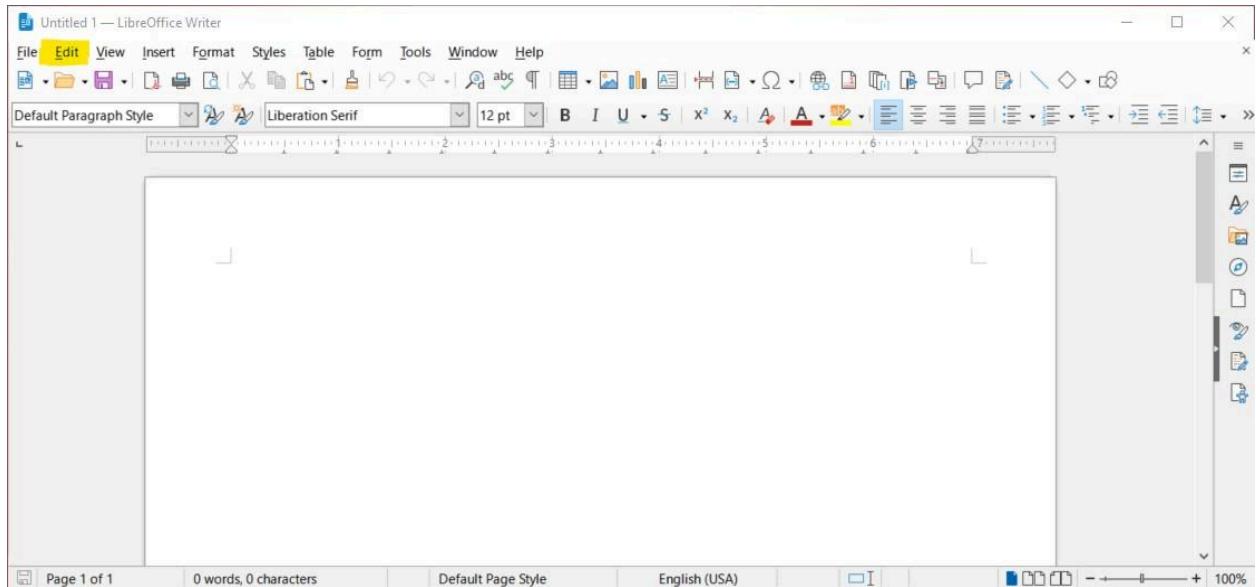
If you highlight some text and then select a list option, each line highlighted will be converted into a list item.



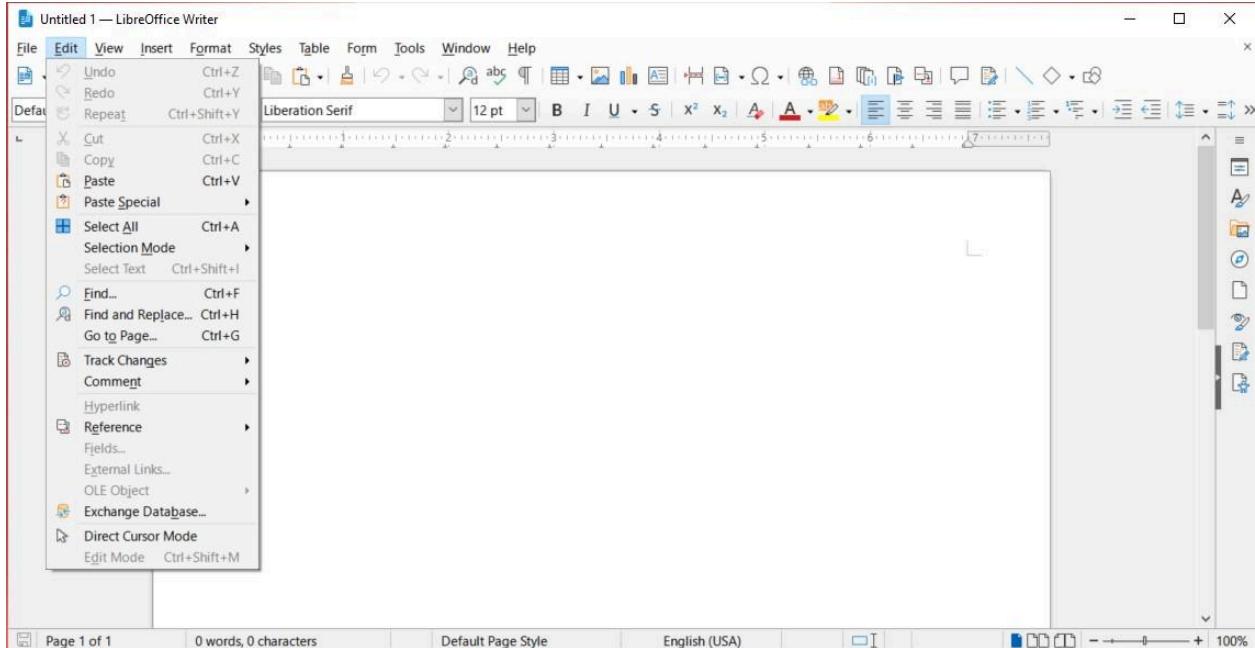


Edit Tab

The edit tab contains various tools and functions to help in the process of editing your document. It is a dropdown menu located in the top left corner of the screen, as highlighted in yellow in the image below.

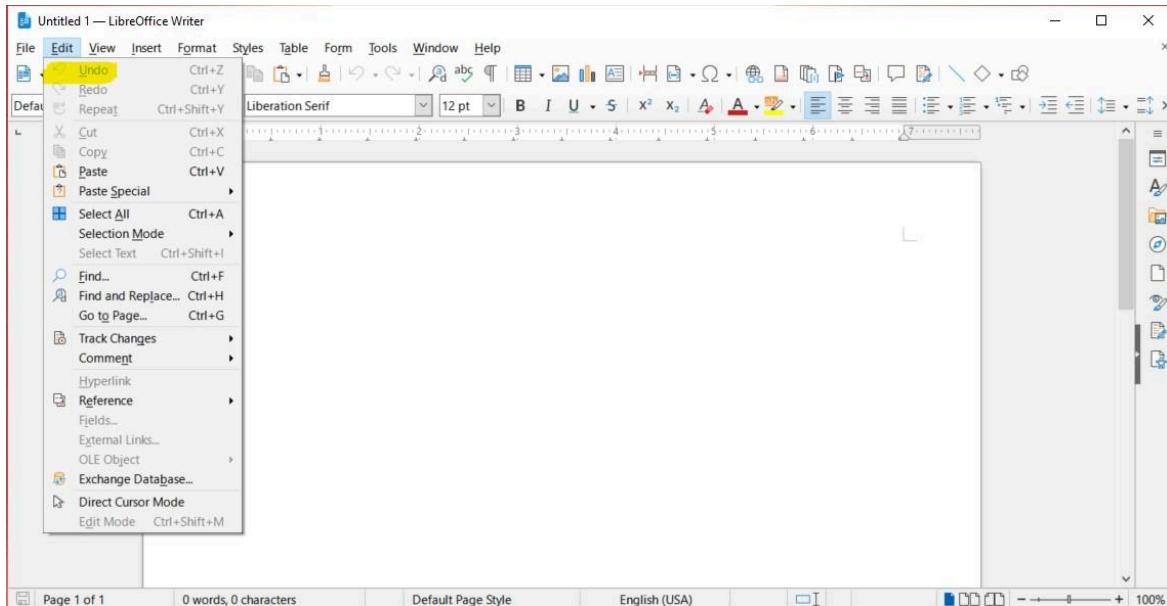


To access the dropdown menu, click on the edit button. Doing so will display a menu of options as shown in the image below.



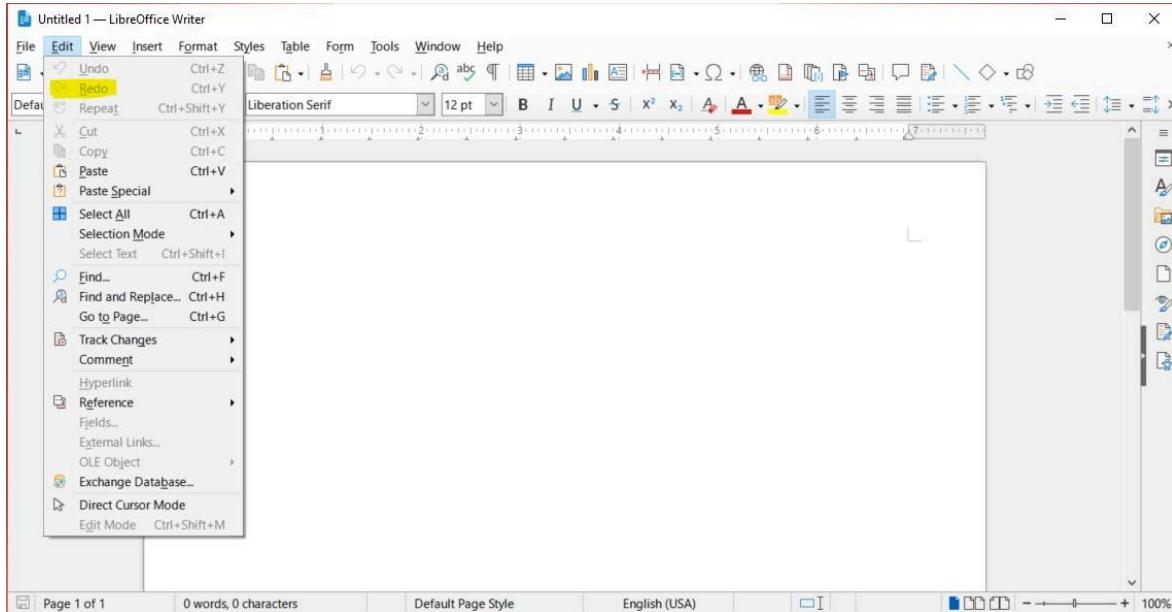
Undo

This tool allows you to undo the previous action performed. It will undo actions in the reverse order that they were performed. If there are no previous actions, the undo button will be grayed out and do nothing when clicked. The location of the Undo button is shown below highlighted in yellow.



To undo any action, click on the undo button, or press ctrl and z at the same time on your keyboard.

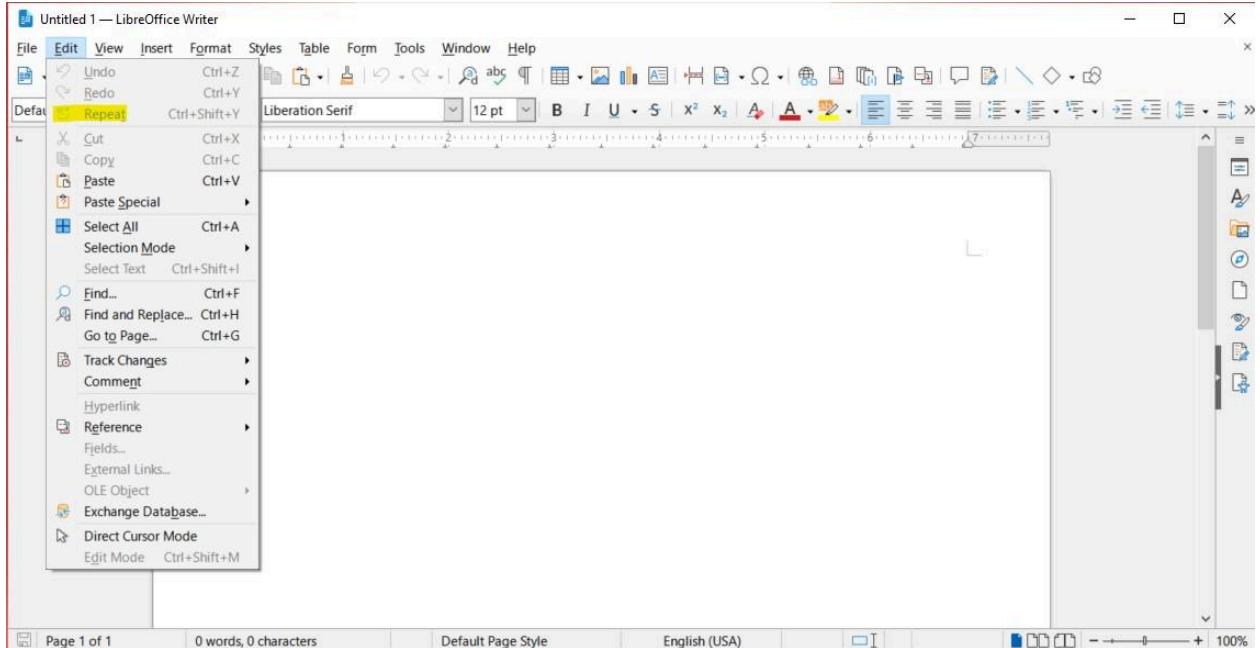
Redo



The redo button is located directly under the undo button, as highlighted in yellow above. The redo button reverses whatever has been undone by the undo button. It will do whatever action was most recently undone. For example, if a user types “Hello World”, and then clicks undo, the text will be deleted. If they then click redo, the text will reappear. If there is no action that has been undone, then the redo button will be grayed out and cannot be clicked. To use this feature, either click the redo button, or press ctrl and y at the same time.

Repeat

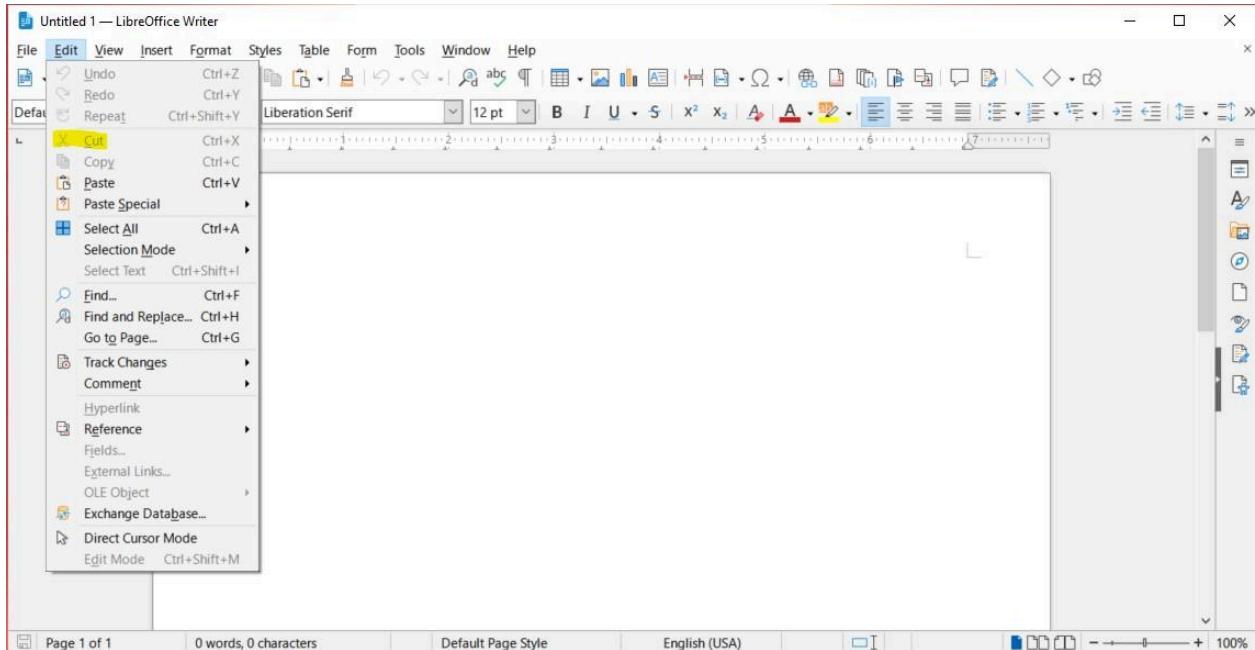
The repeat button is located just below the redo button, as shown below.



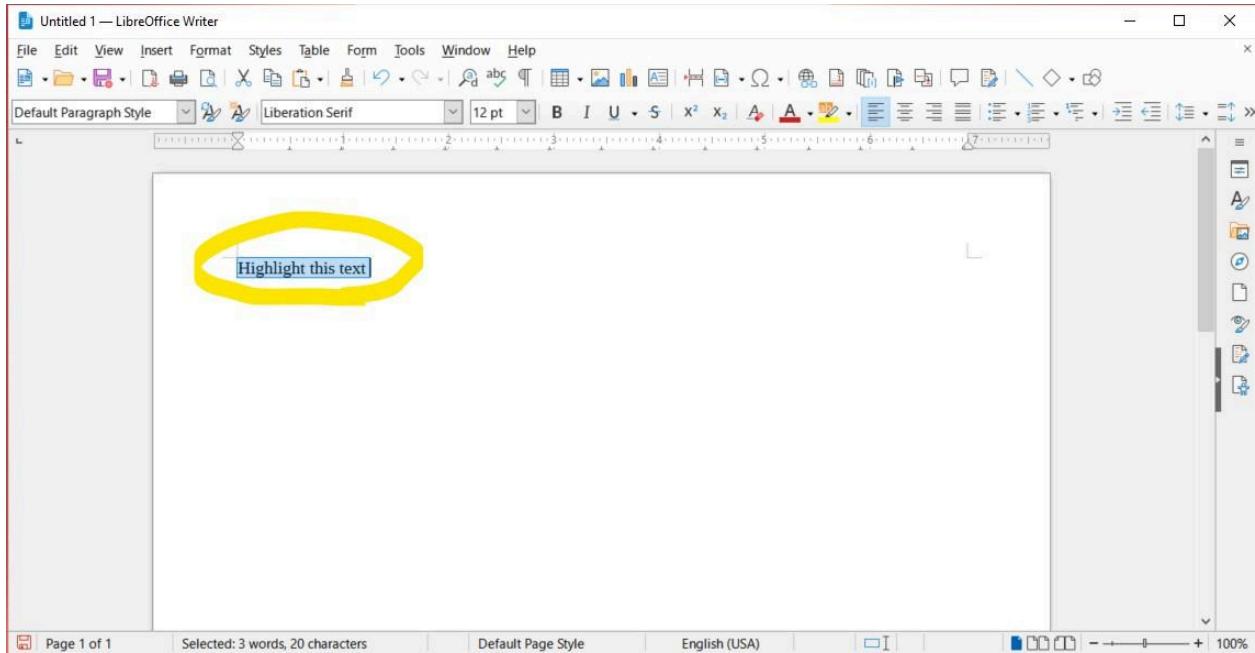
Repeat will perform again whatever action was last performed. So, if you typed “LibreOffice Rocks”, it would type it out again. If there is no action to repeat, it will be grayed out and cannot be clicked. It can be used by clicking the button, or by pressing the ctrl, shift, and y keys at the same time.

Cut

Cut is a tool that will delete whatever text is highlighted, and will save the text that was cut onto the clipboard so it can be pasted later (see Paste section). It is located just below the repeat button, as highlighted in yellow below.



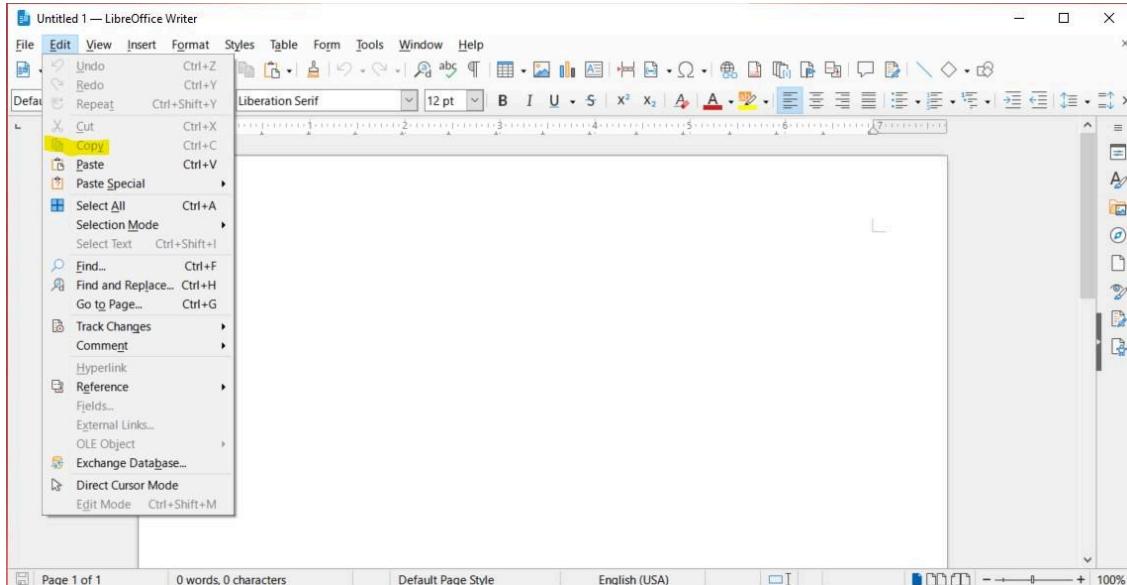
To use cut, highlight any text that is typed in the document by clicking on one side of the text and dragging across the text that you want highlighted as shown below.



After highlighting the text, click cut or ctrl and x at the same time, and this will delete the text and save it to the clipboard.

Copy

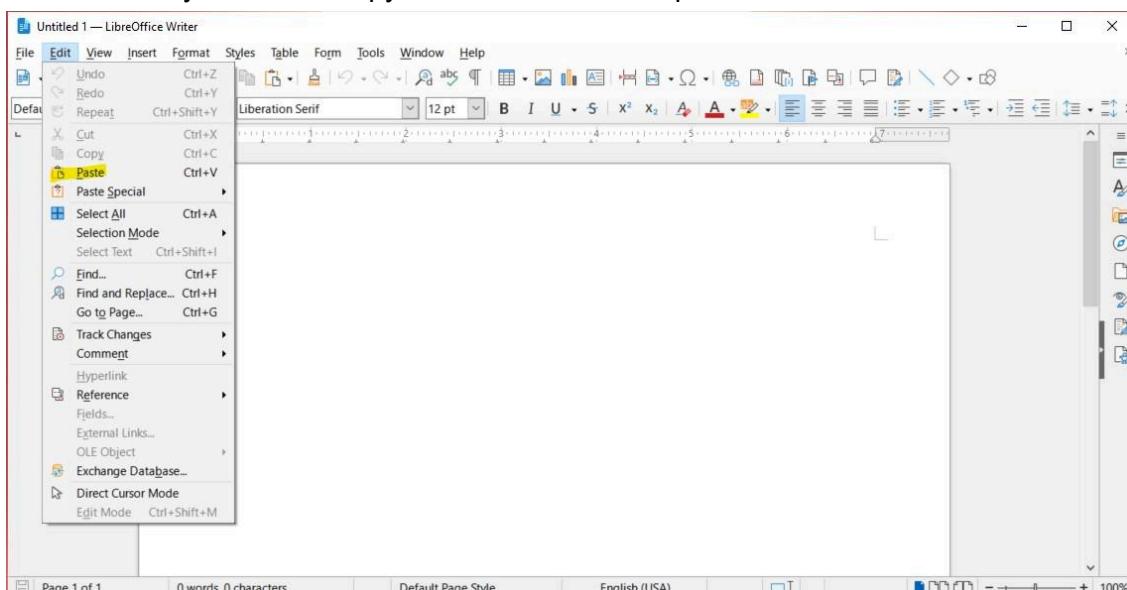
Copy is a tool that will put the highlighted text in the clipboard, but will not delete it as cut does. It is located right below cut in the edit menu, as highlighted in yellow in the image below.



Use this feature in the same way as cut. Highlight the text (as shown in the cut section), then either click copy in the edit menu, or press ctrl and c at the same time. This will save the text to the clipboard and can be pasted, as explained in the next section.

Paste

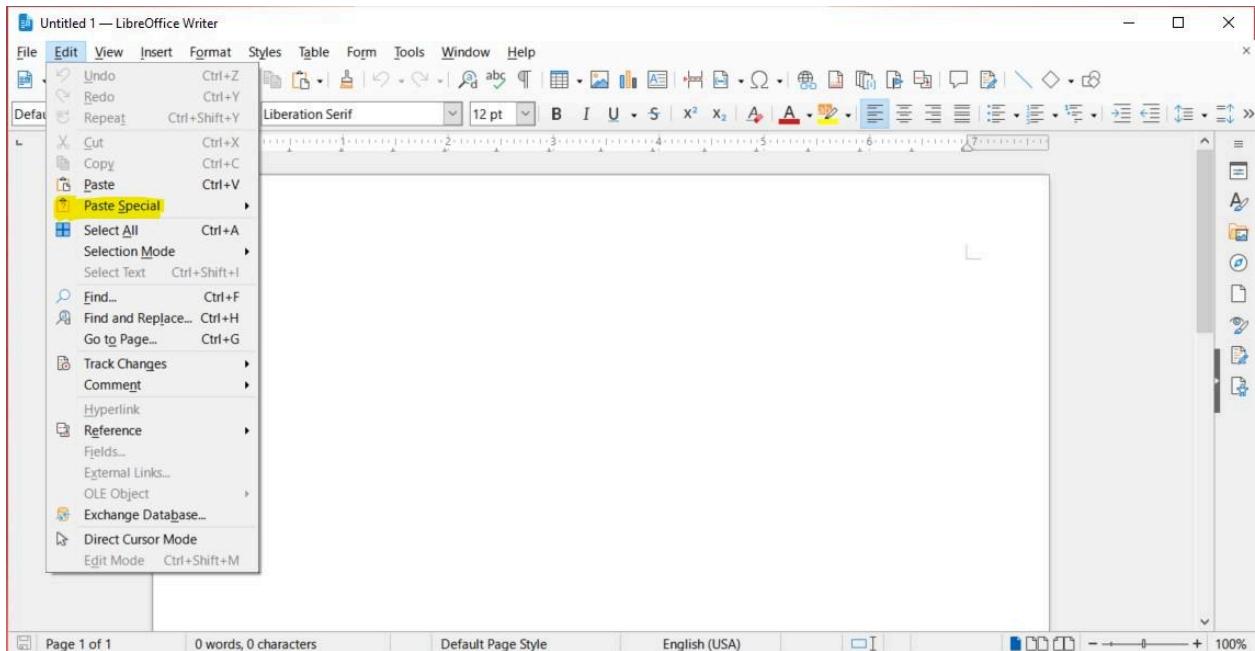
Paste will insert any text that has been copied to the clipboard from the cut or copy features. It is located directly under the copy button in the edit dropdown menu.



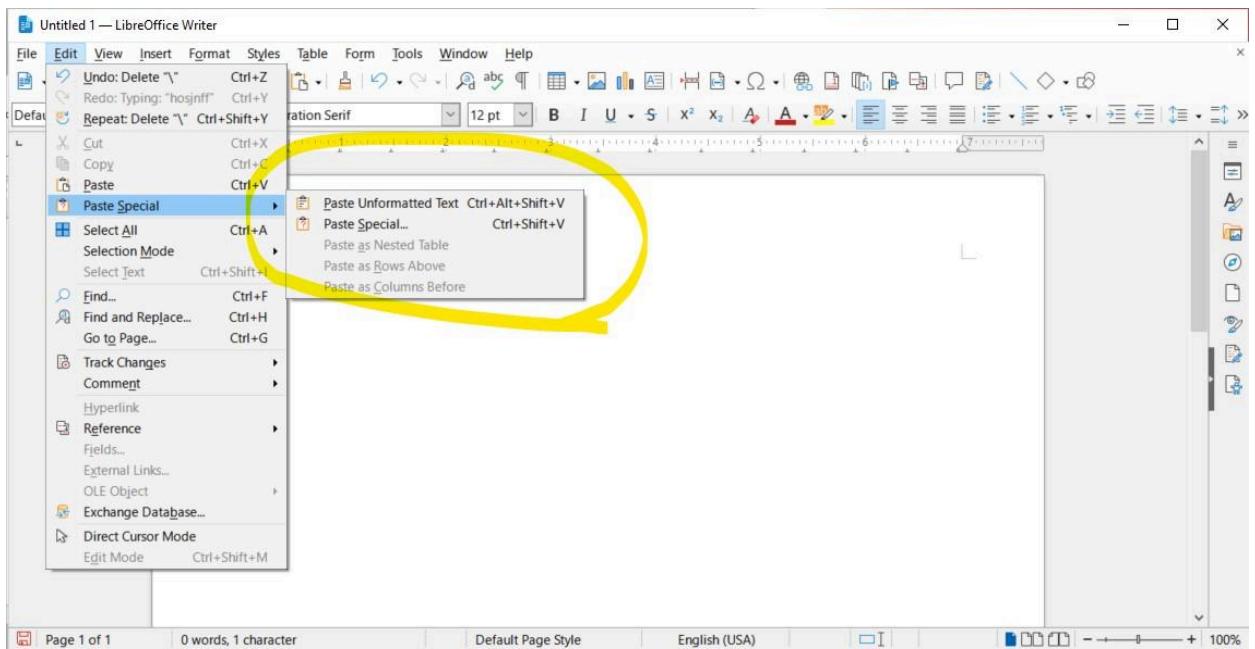
To use this feature, place your cursor at the location that you want the text to be inserted, and then click the paste button in the dropdown menu, or press ctrl and v at the same time.

Paste Special

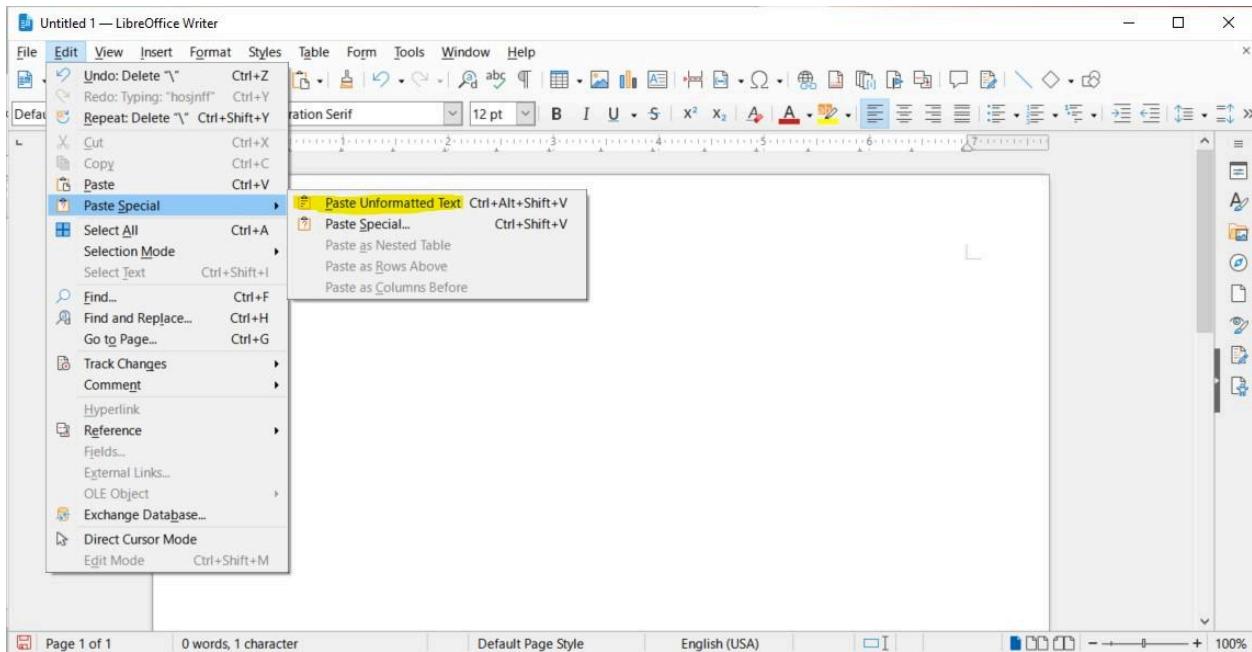
Paste special allows you to have options in how you paste what is in the clipboard. It is located below Paste in the edit menu.



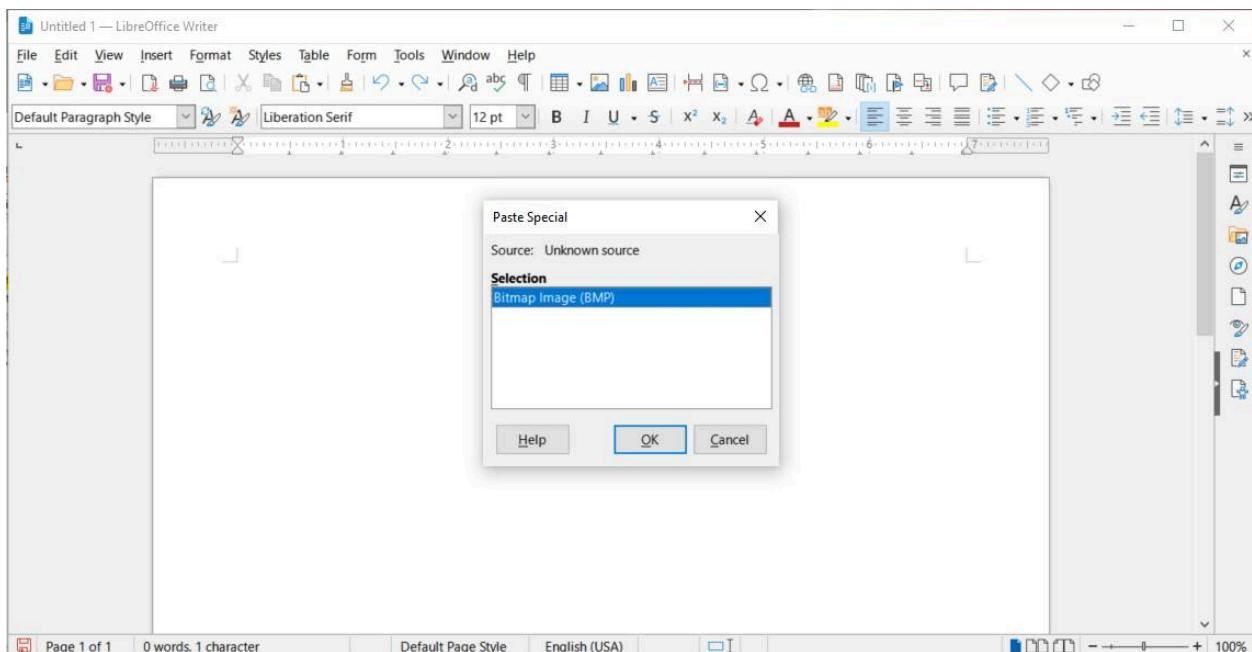
Hovering over Paste Special will open up a sub - menu with a few options.



The first option is Paste Unformatted text. Clicking this will insert the text, but will not keep the original font, size, or any other formatting.



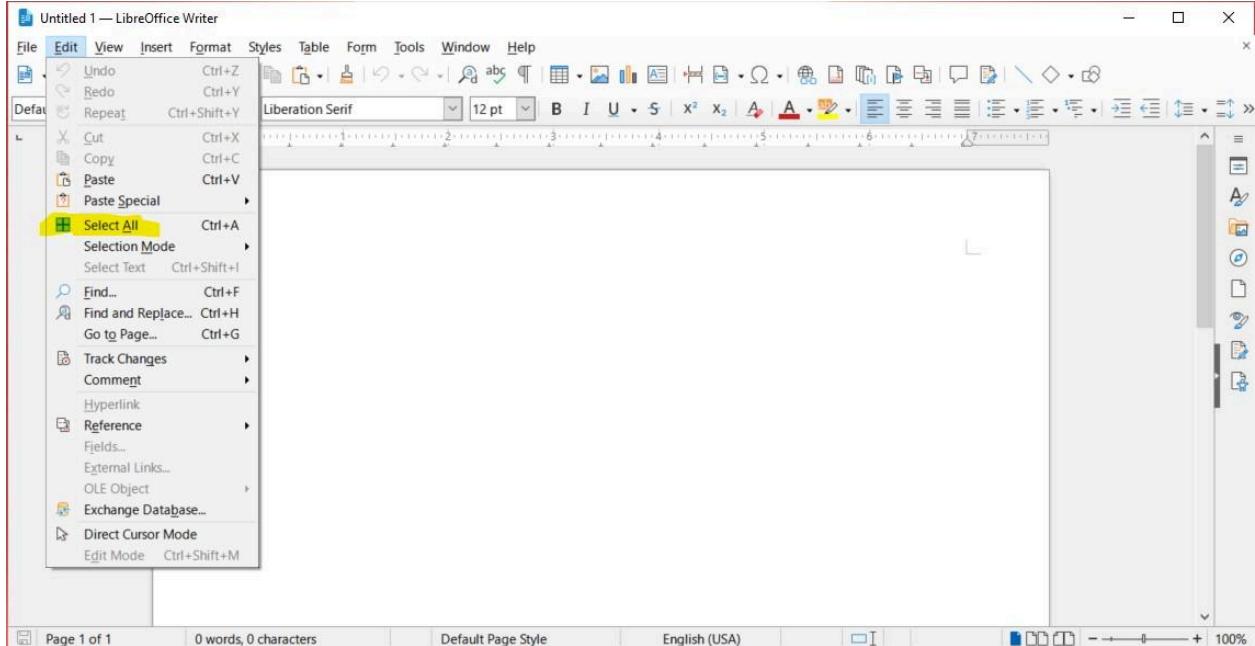
The next option is Paste Special. Clicking on this will open up another menu, as shown below.



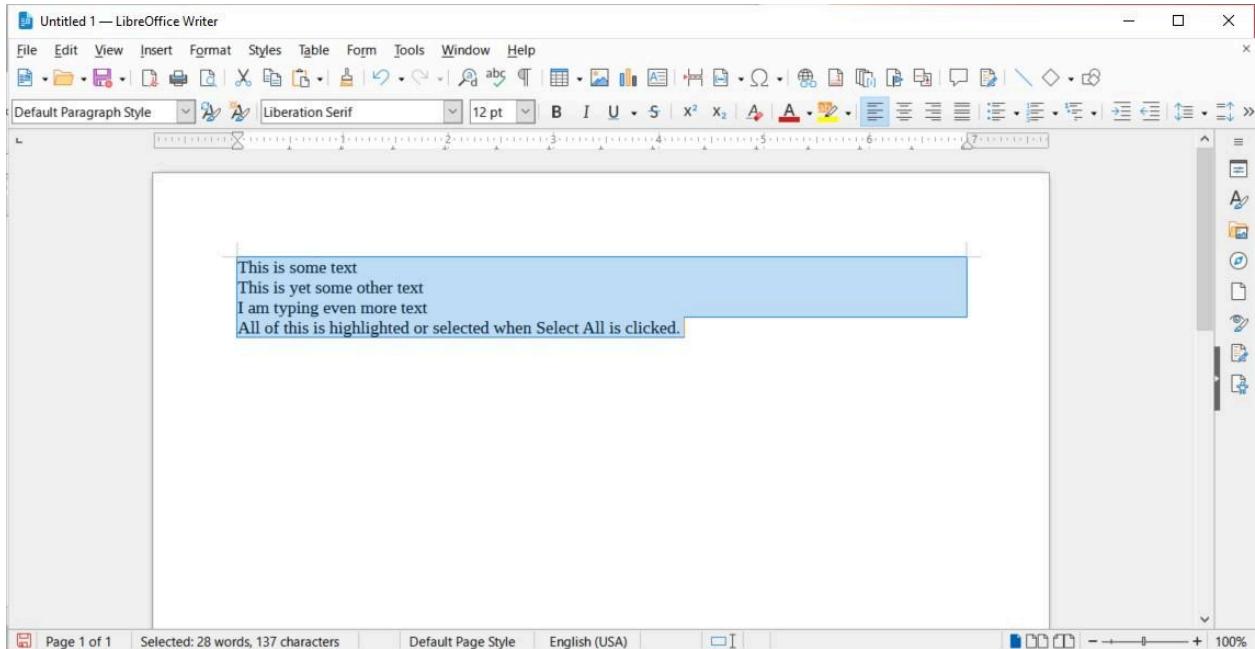
This menu will have different options depending on the type of data that is copied to the clipboard. It will paste it in the format of choosing on this menu.

Select All

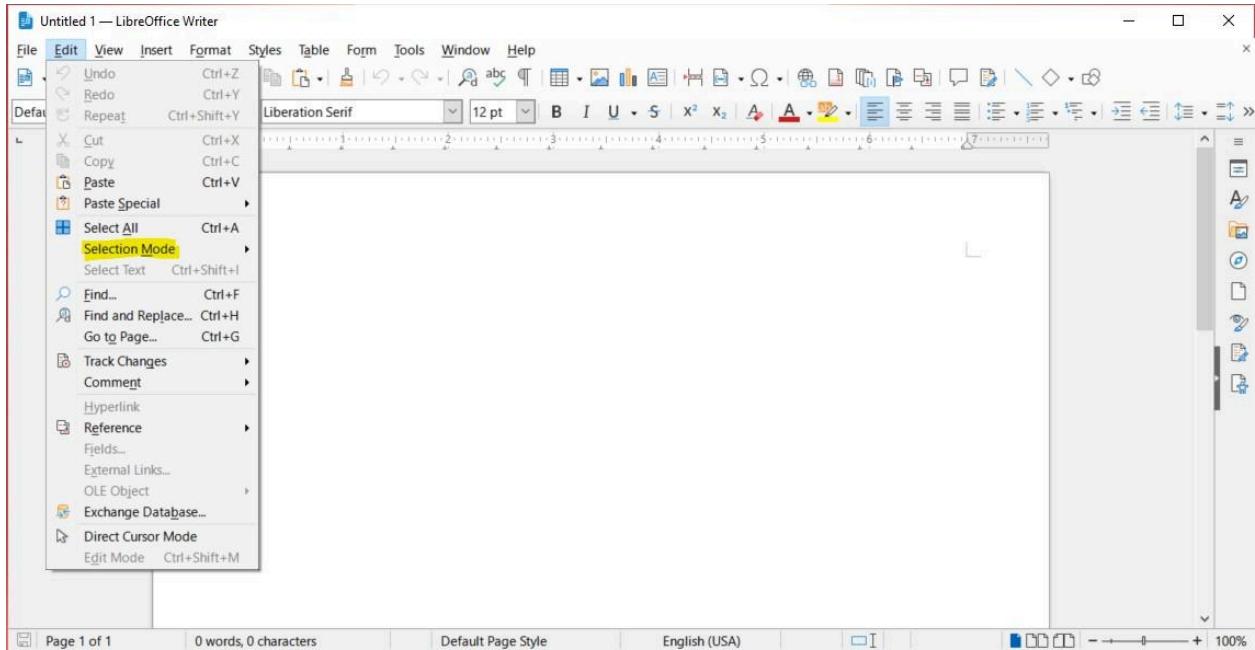
This feature will highlight all text in the document. It is located beneath the Paste Special button in the edit menu.



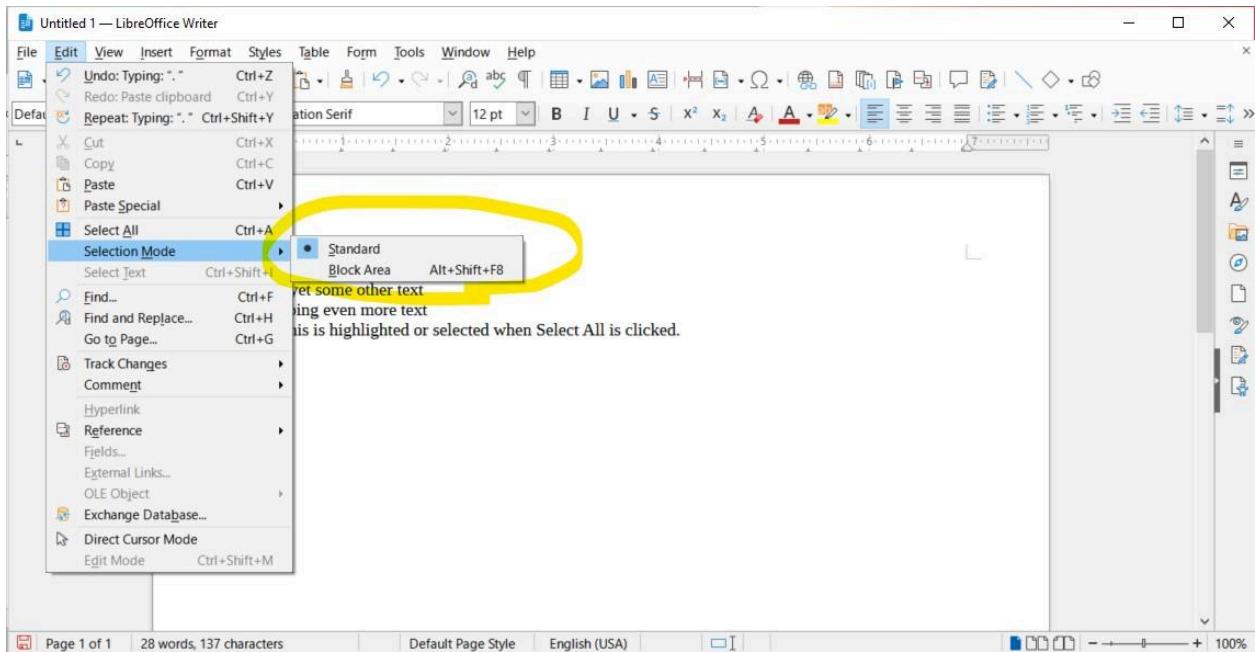
To use this feature, click the Select All button or press ctrl and a at the same time.



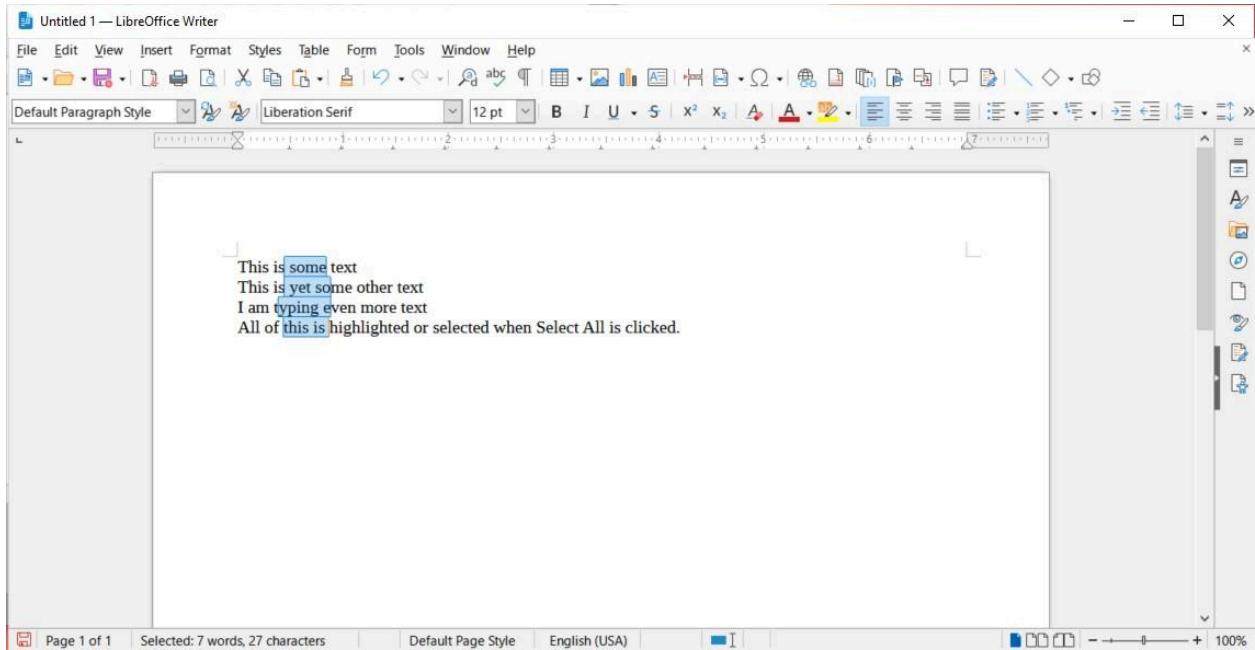
Underneath Select All, there is an option to change the selection mode.



Hovering over Selection Mode will open a sub menu.

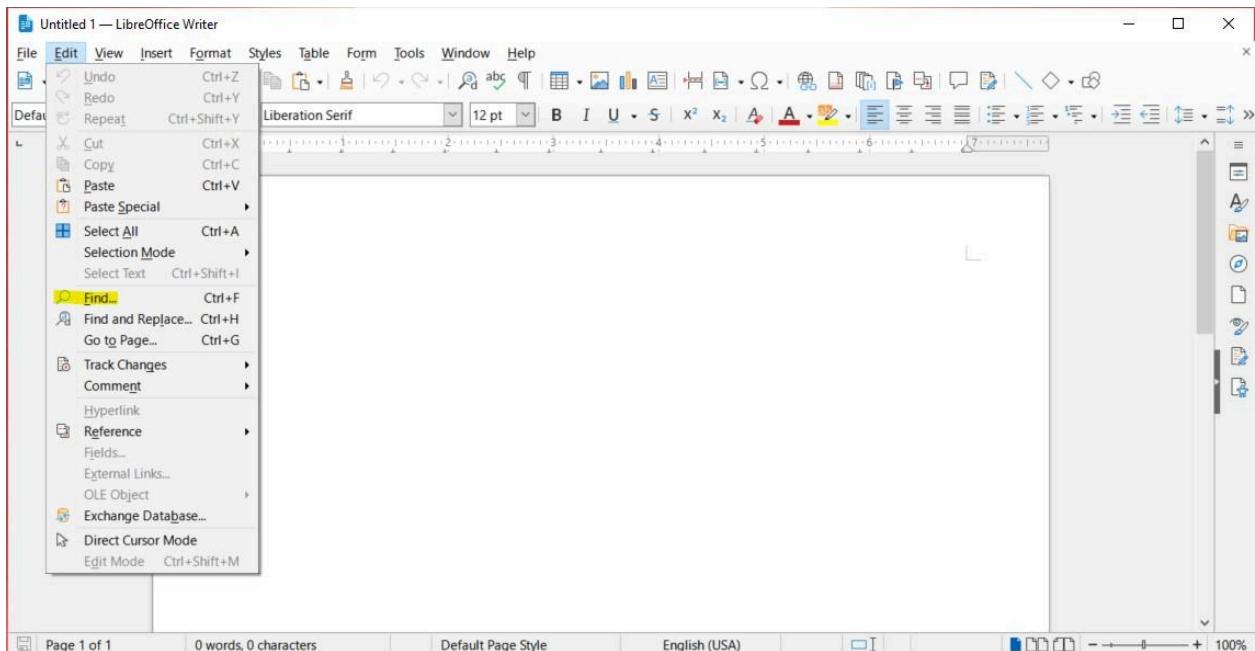


From here, you can select Standard or Block Area. In Standard Selection Mode, highlighting is done in the same way as shown in the Cut section of this document. Block Area will highlight lines based on where your cursor is, and not need to highlight a whole line before highlighting the next line, as is done in Standard. An example of Block Area selection is shown below.

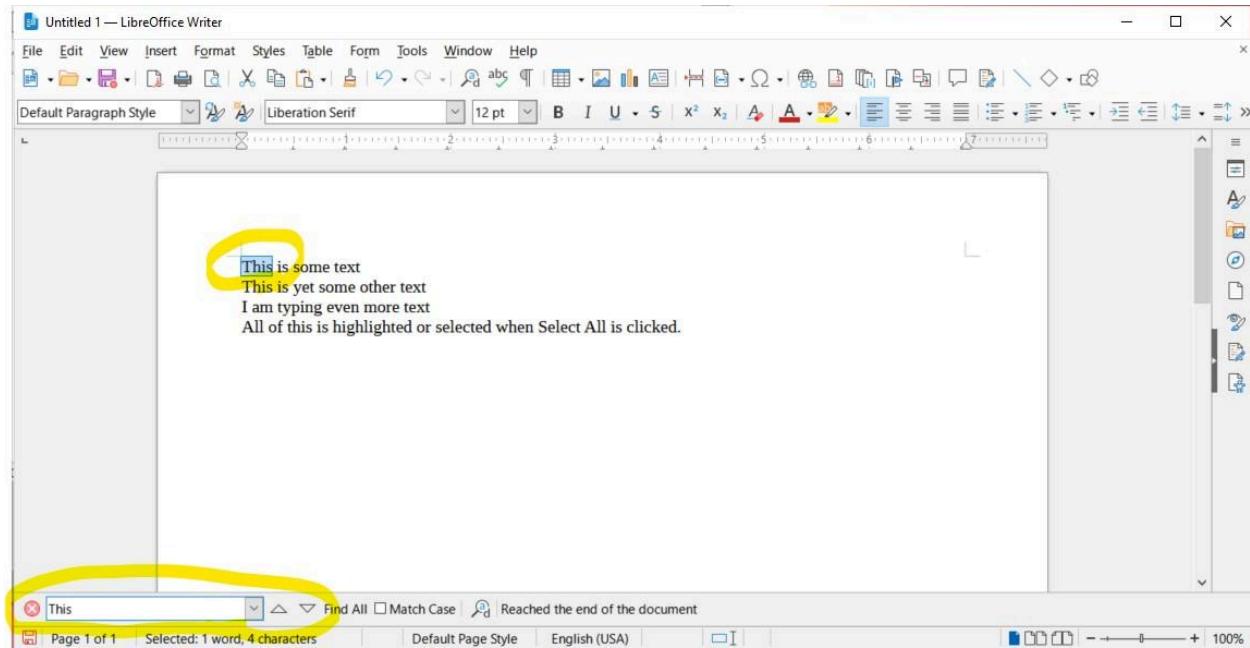


Find

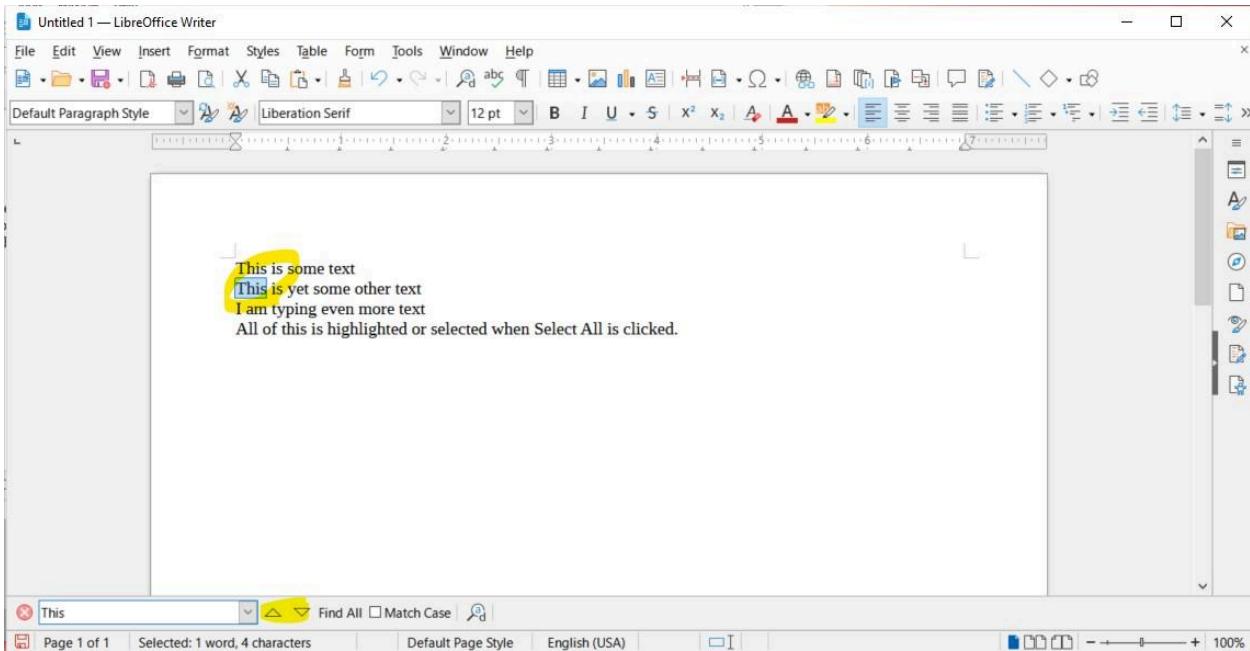
Find is a tool that allows you to search for any text that is included in the document. It is located below the select text feature.



To use this feature, click Find, or press ctrl and f at the same time. This will open up a text box at the bottom of the screen, as shown in the image below. Here, type the word that you want to find, and if the word is in the document, the first instance of it will be selected.

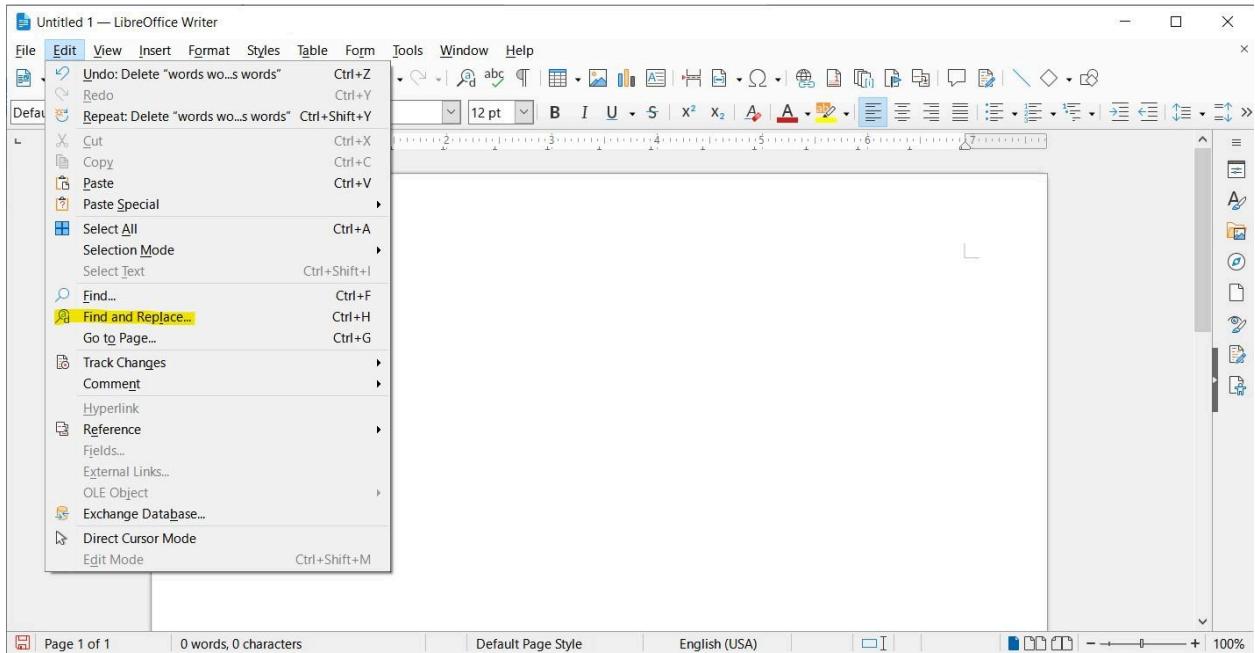


If there are multiple instances of the word or letters or phrase in the document, then you can have the next instance be selected either by pressing the down arrow or enter. You can then move to the previous instance by pressing the up arrow.

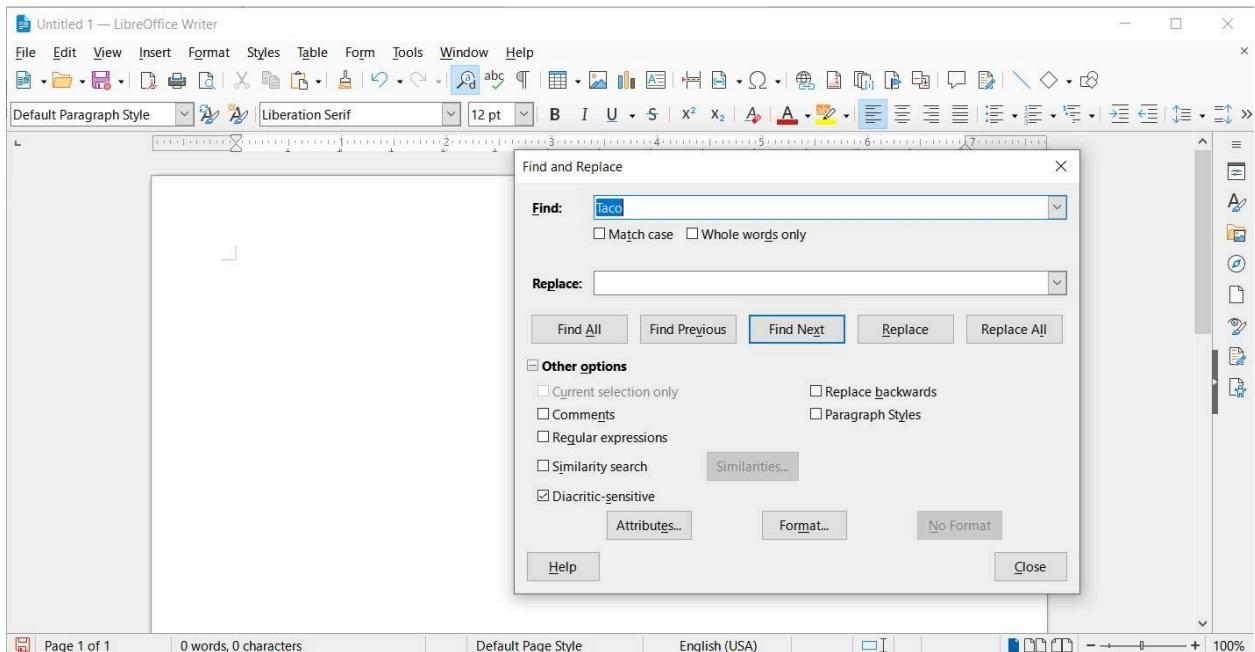


Find And Replace

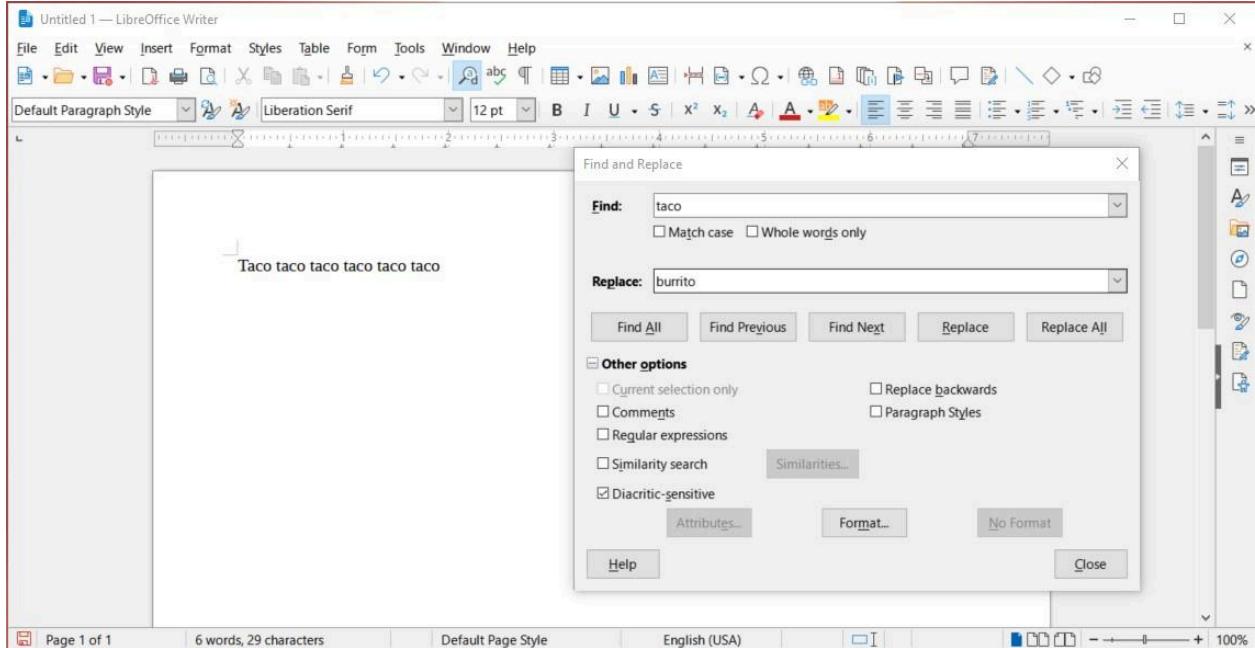
Find and Replace is a tool that allows you to find instances of a word or phrase, and then replace all of those instances with a new word or phrase. It is located in the edit tab below the find tool, as shown below.



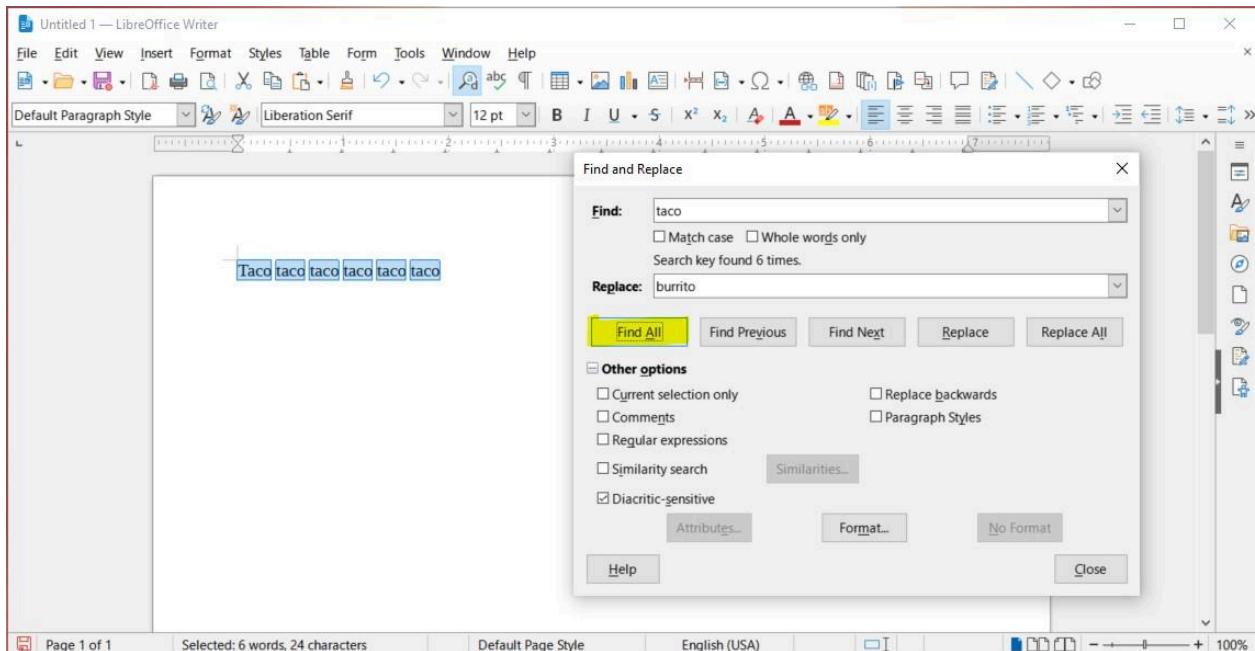
Use this tool by either clicking the Find and Replace button, or pressing Ctrl and H at the same time. Doing this will open up a new window.



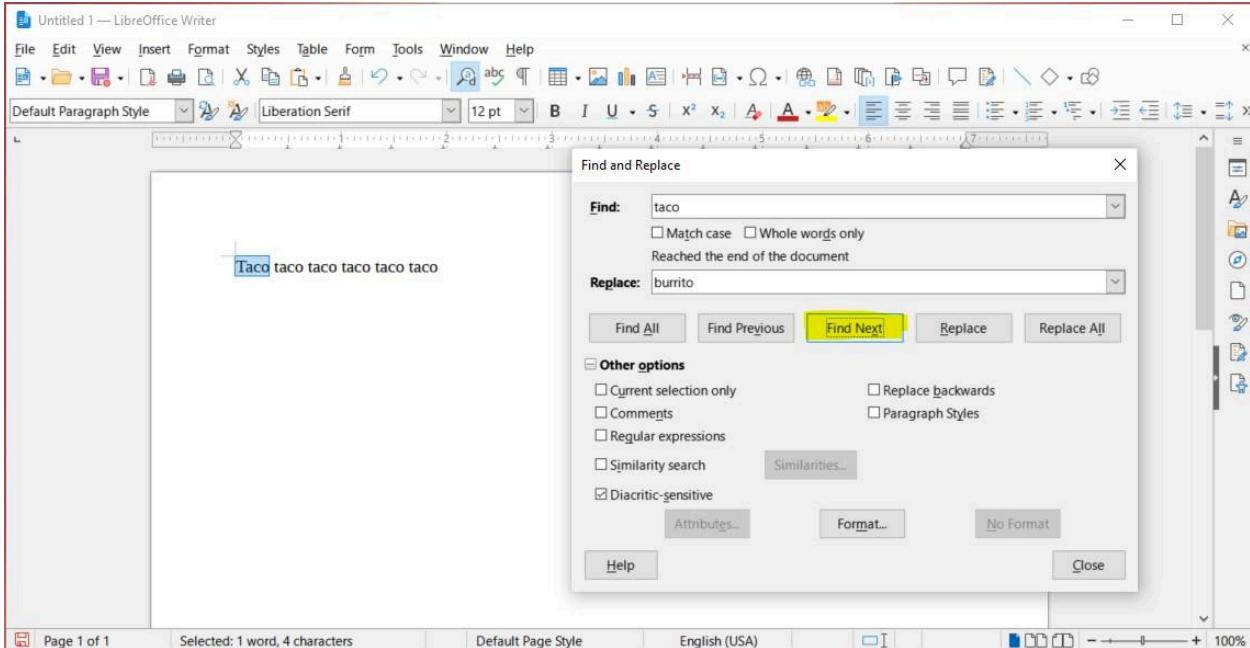
At the top of this box is a text box labeled “Find”. Type the letters or word or phrase that you want to Find in this box. In the next text box, labeled “Replace”, type in the word or phrase that you want to replace all the “Find” words with. In the example below, we are finding the word taco, and replacing it with the word burrito.



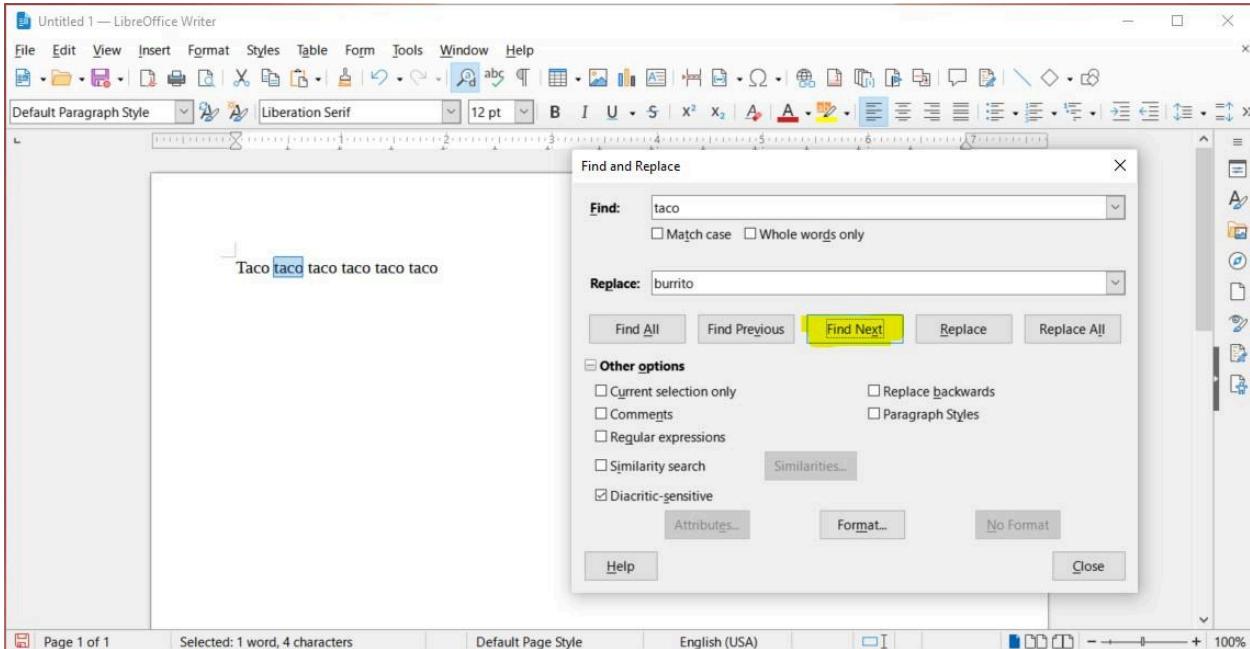
Below these text boxes, there are 5 buttons that do various things in helping find and replace words. After filling in the text boxes, clicking Find All will select all words in the document that match what has been typed into the Find text box.



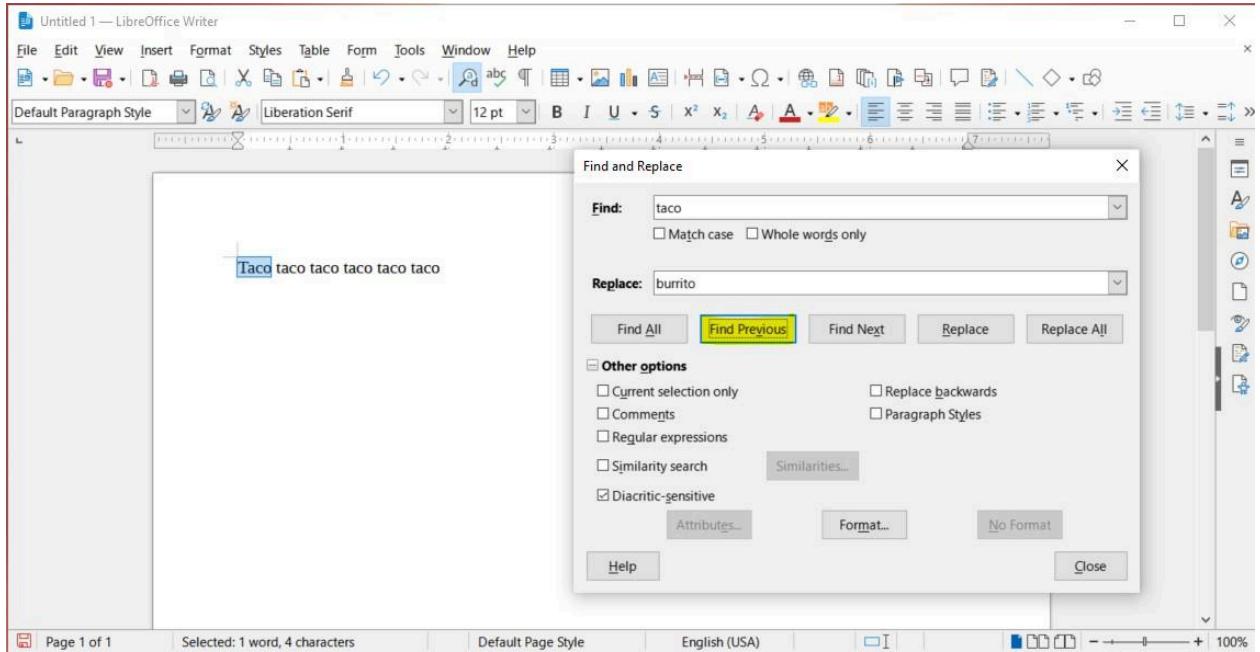
Clicking Find Next will select the first word in the document that matches the word typed into the Find text box.



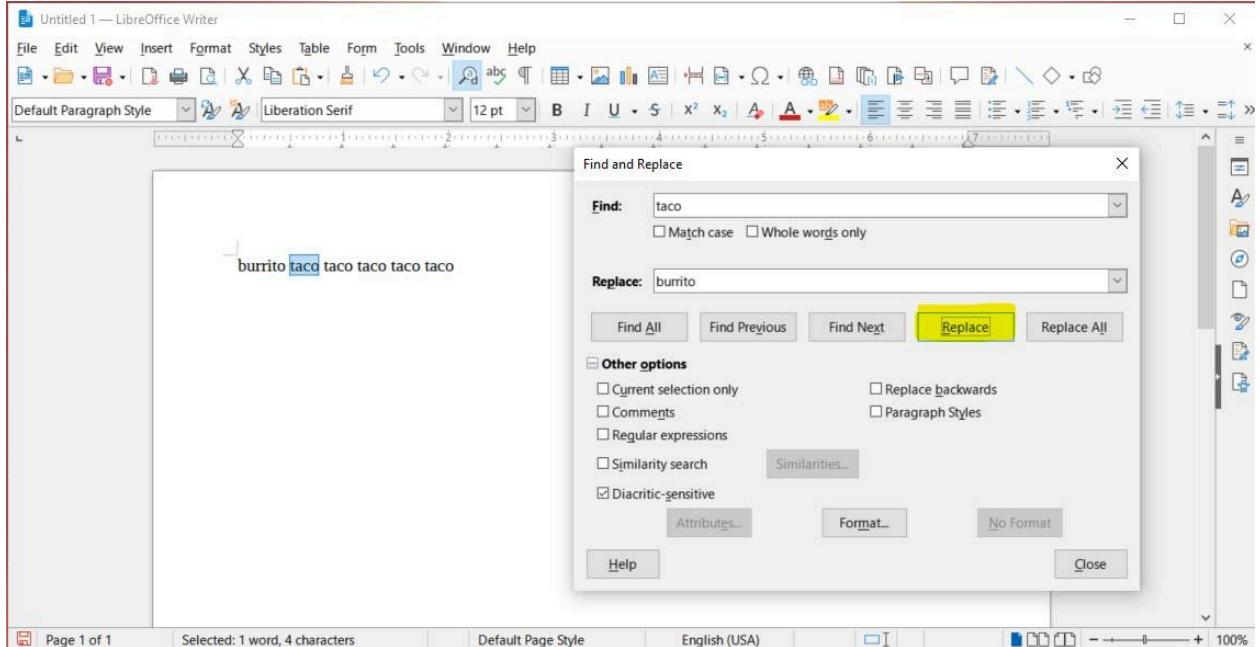
Clicking Find Next again will select the next word in the document that matches, and so on.



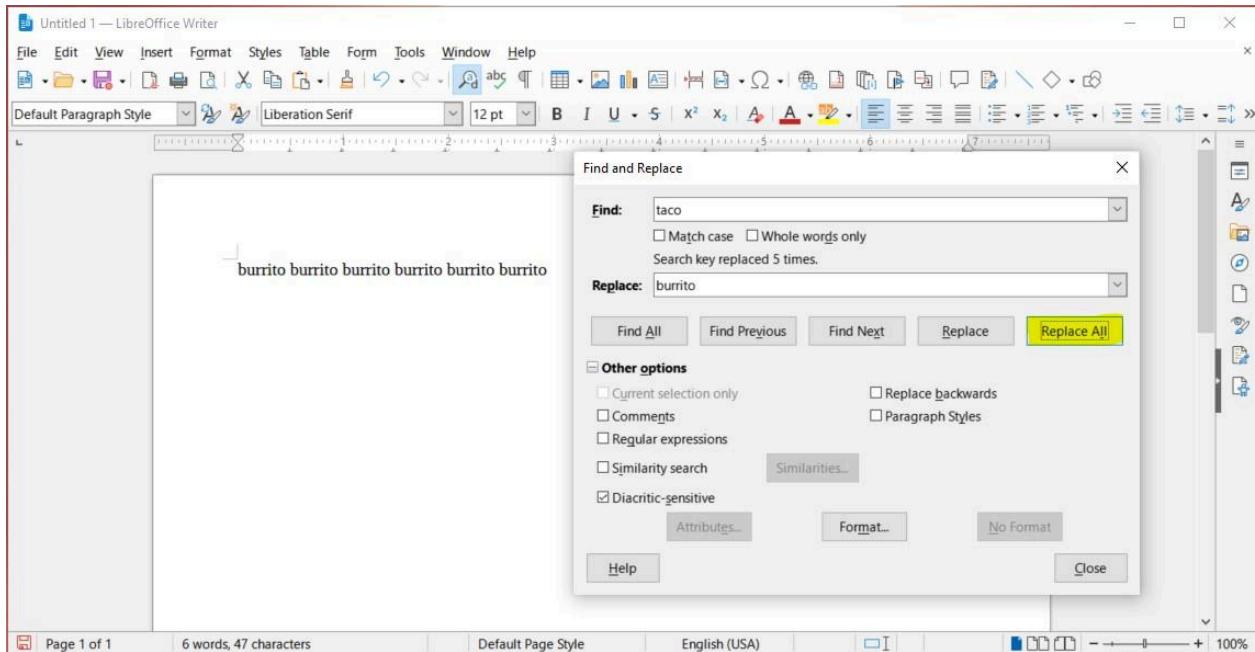
Find Previous will select the previous instance of the word. For example, in the above example we had selected Find Next twice, which had put us on the second instance of taco. If we now click Find Previous, we will go back to the first instance of taco.



Replace will replace the word that is currently selected, in this example being the first instance of taco, and replace it with whatever is typed into the replace text box. It will then automatically select the next instance of the word. If nothing is selected, or if all instances of the word are selected, then it will replace the first word and then select the next instance.

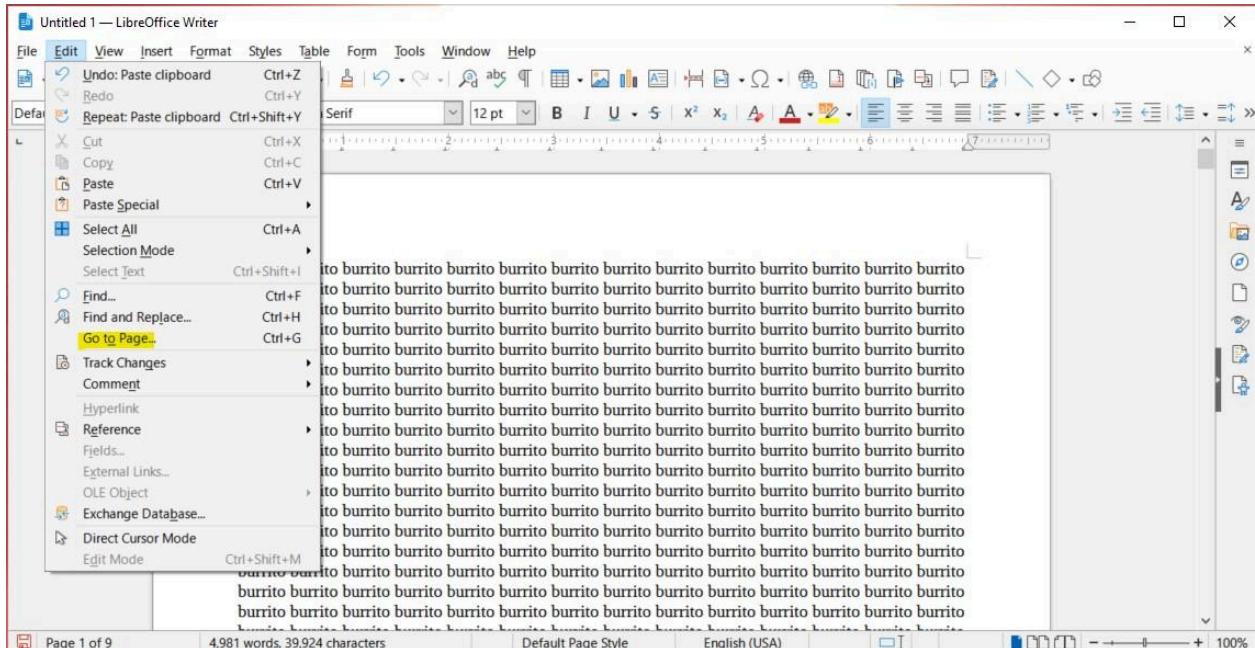


Replace All will find all instances of the word typed in the Find text box and replace all of them with the word that is typed into the replace text box.

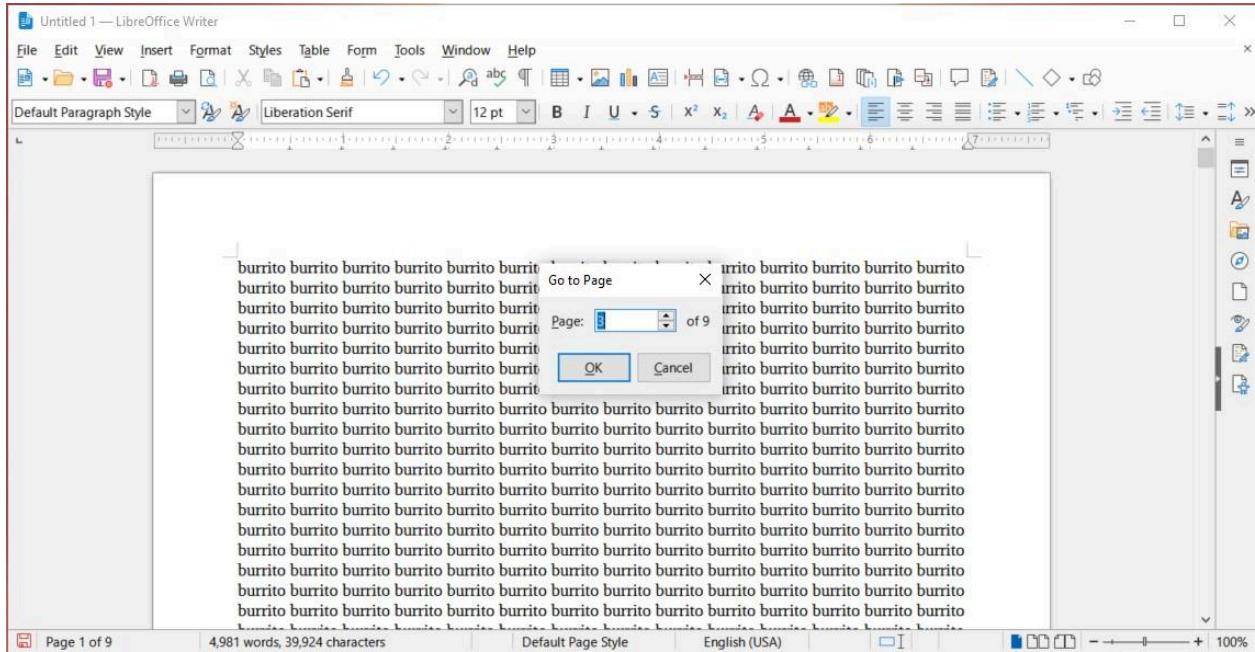


Go to Page

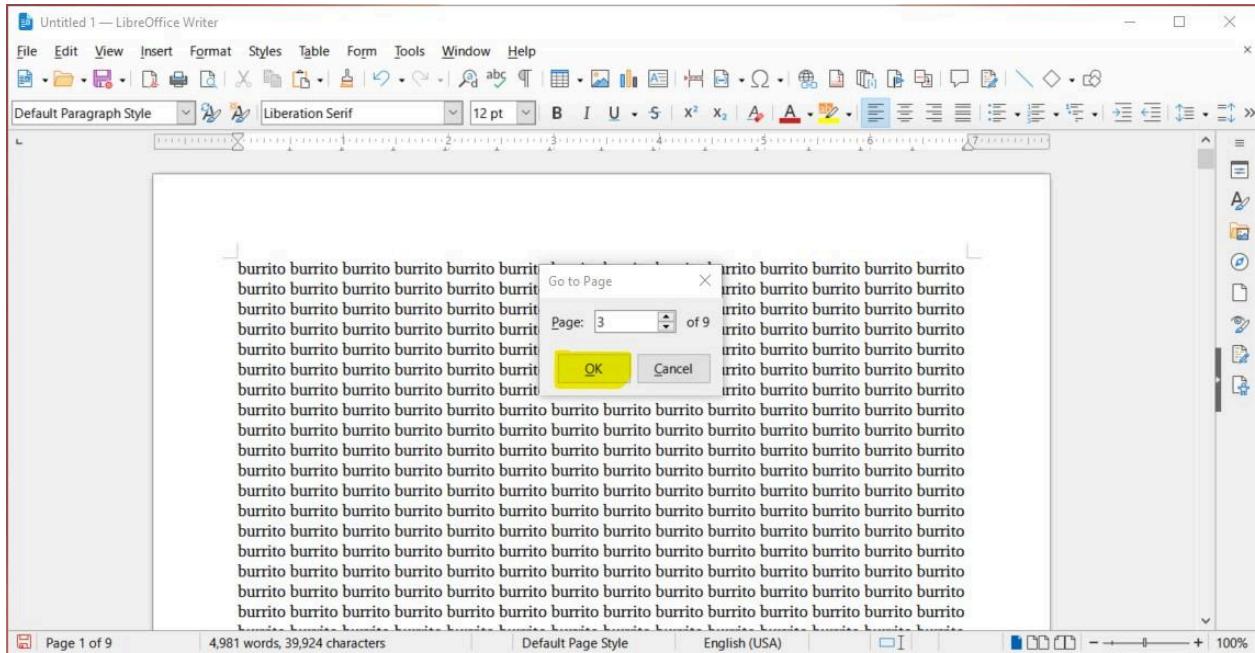
Go to page is a tool that will automatically take you to the desired page on the document. It is located in the edit tab, just below Find and Replace.



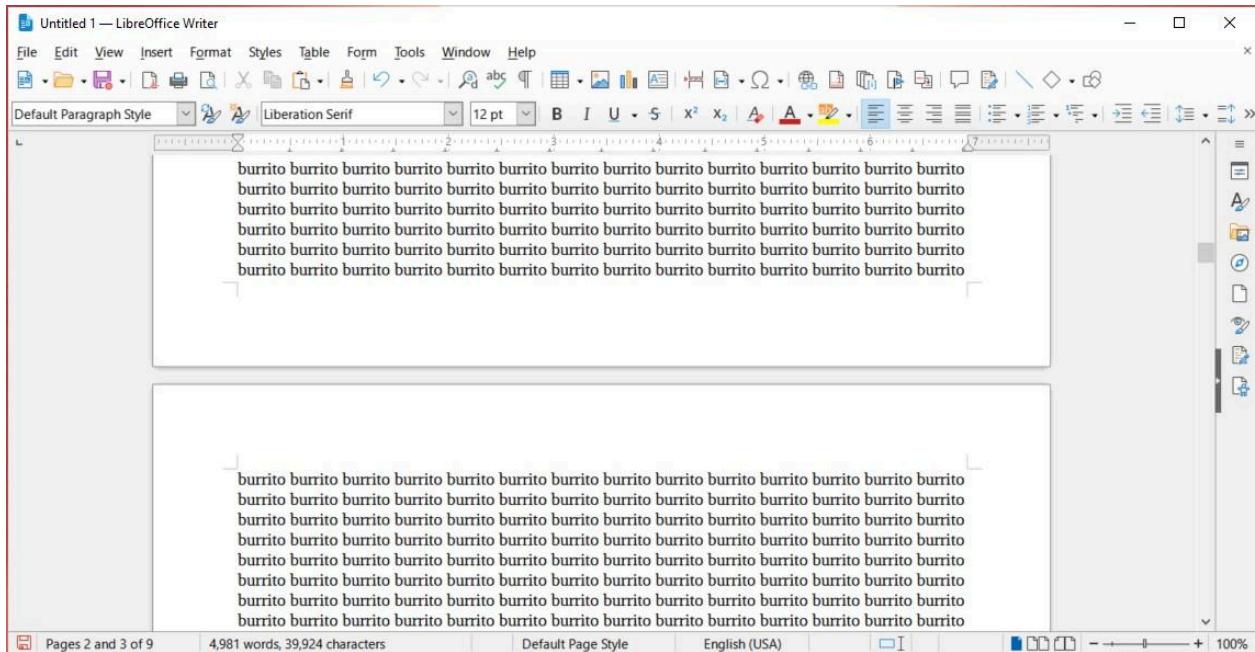
Clicking Go to Page or pressing Ctrl and G at the same time will open up a new window, as shown below.



From this window, either type the desired page into the Page text box, or use the up and down arrows to increment or decrement the number shown. Once the desired page number is in the text box, click OK, and the document will be automatically scrolled to the page that was entered.

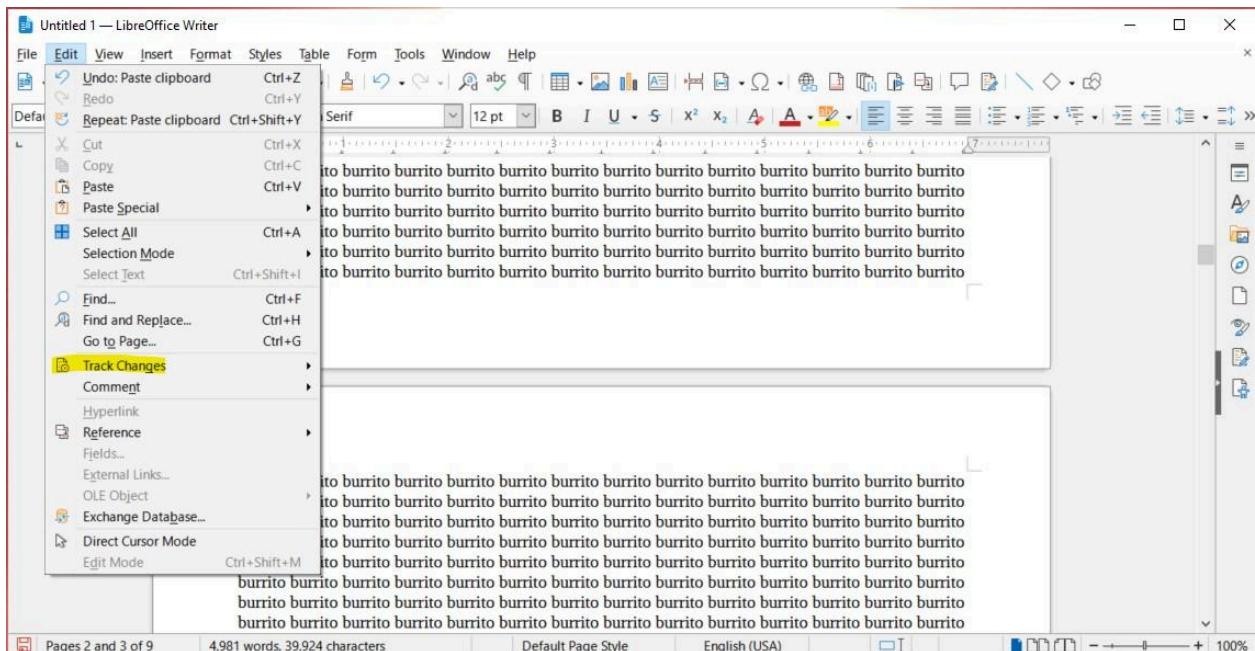


After hitting OK, you will be taken to the page:

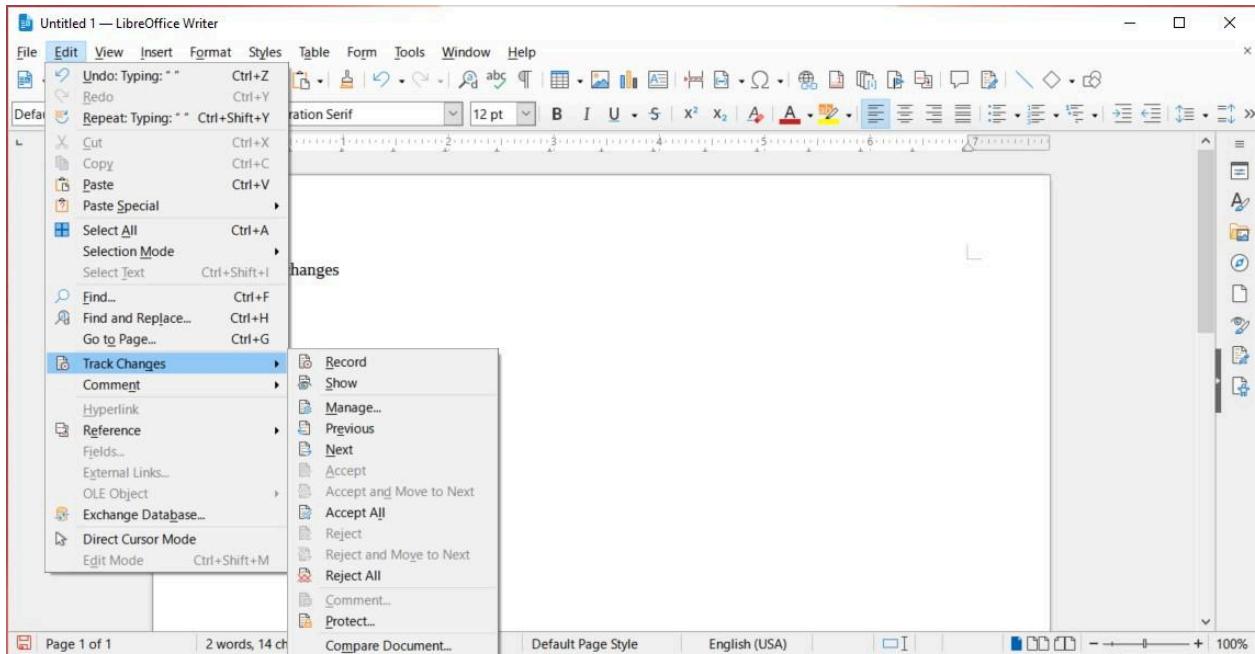


Track Changes

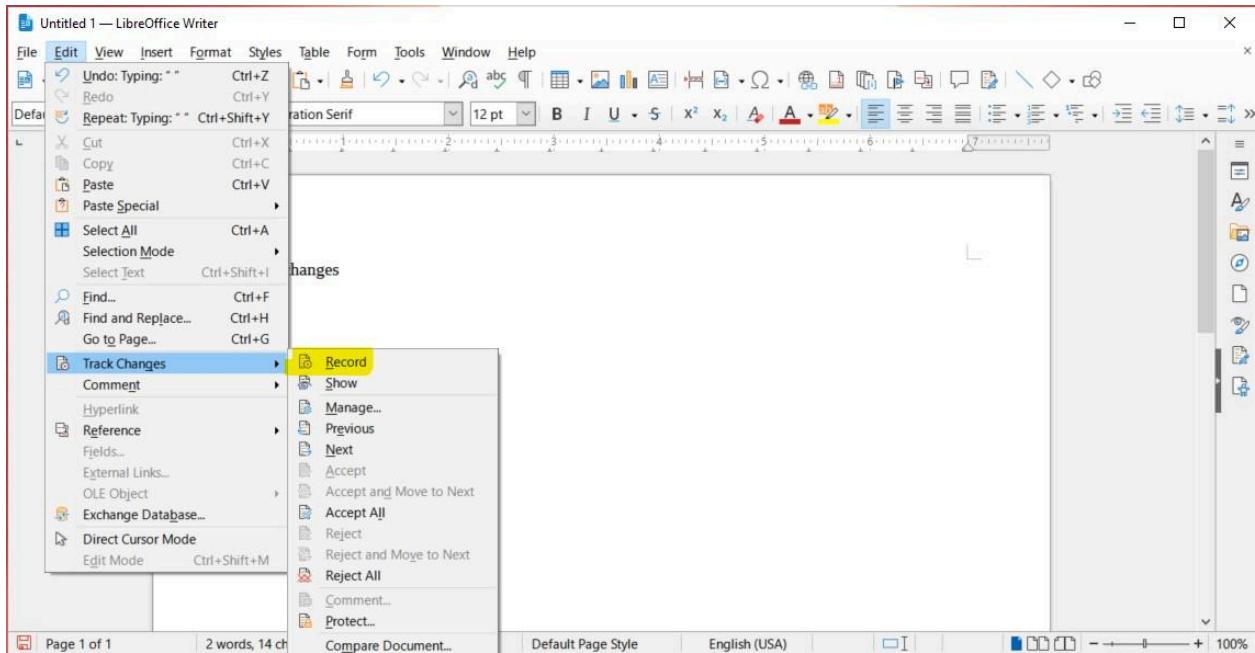
Track changes is a tool that allows changes to be made and be visibly different from the rest of the document. It is located in the edit tab, just below the Go to Page tool.



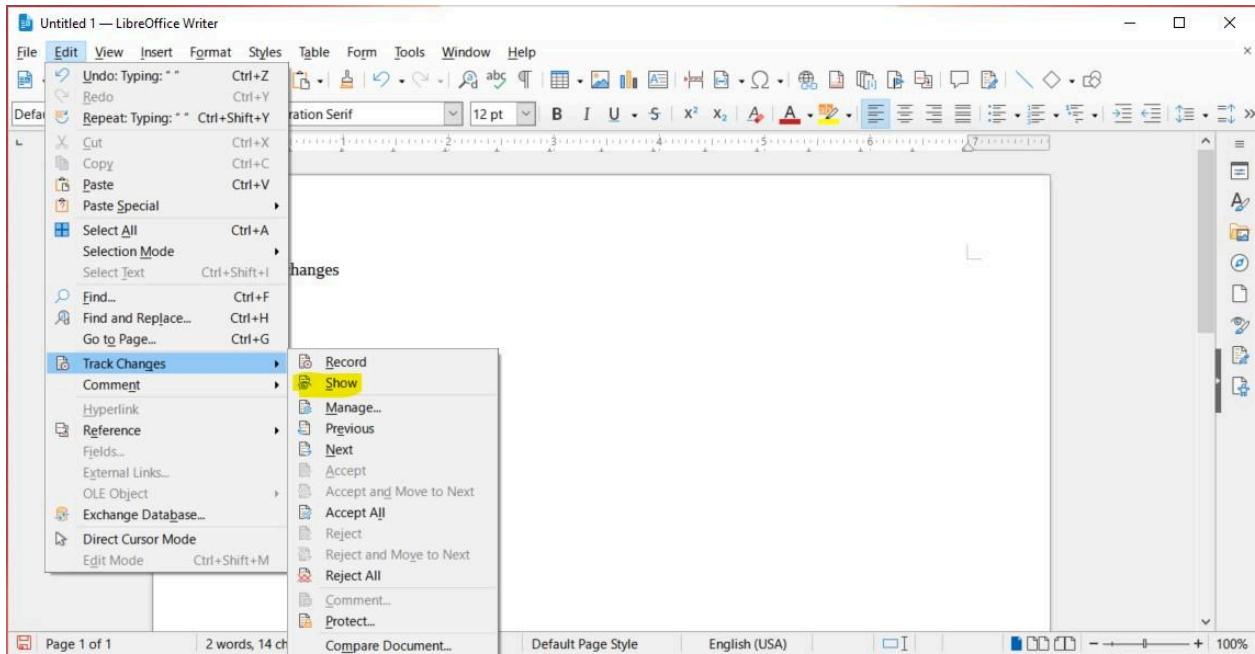
Hovering over the Track Changes button will open a sub menu, as shown below.



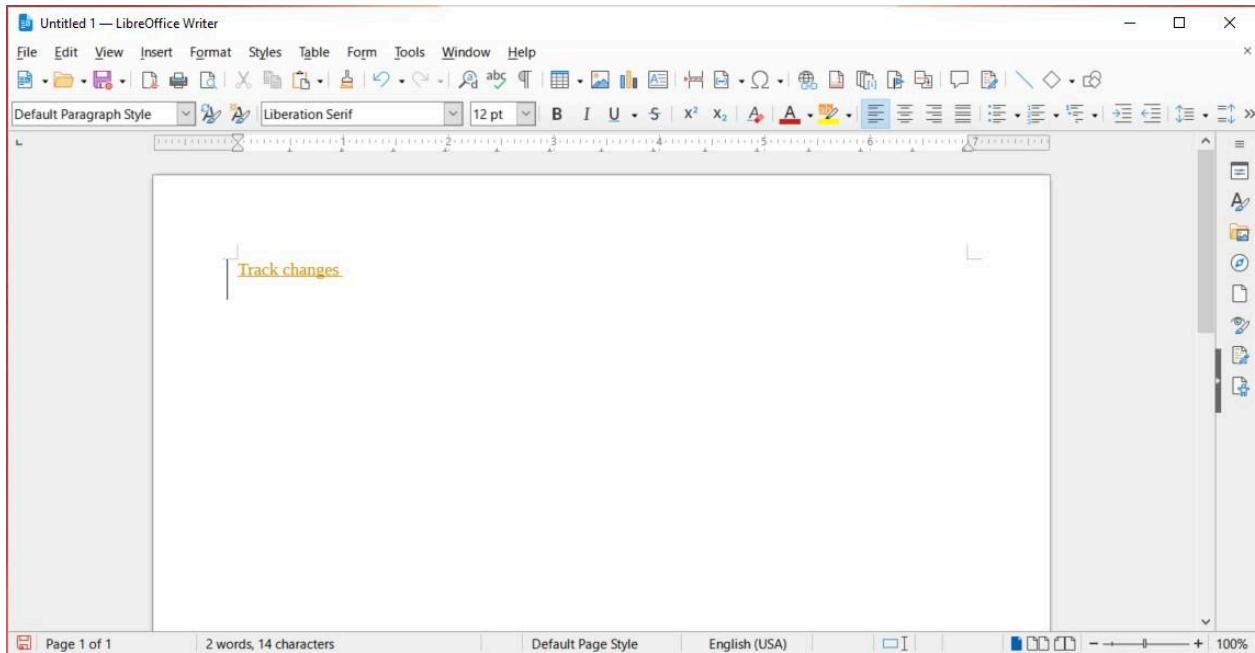
To begin tracking changes, click the Record button and begin typing. Any changes that are made to the document while Record is toggled on will be tracked.



At first, these tracked changes will appear the same as all other text. In order to show what changes have been tracked, click the Show button.

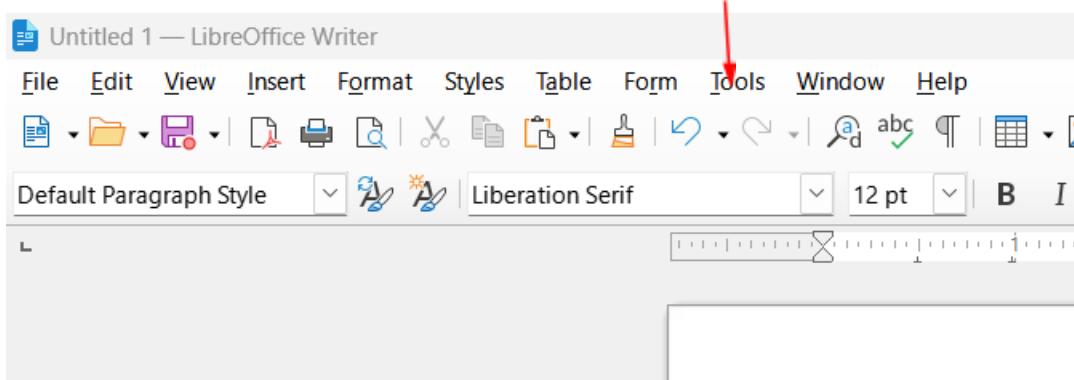


When Show is toggled on, all changes that have been made with Record toggled on will be highlighted in yellow and underlined, as shown below.



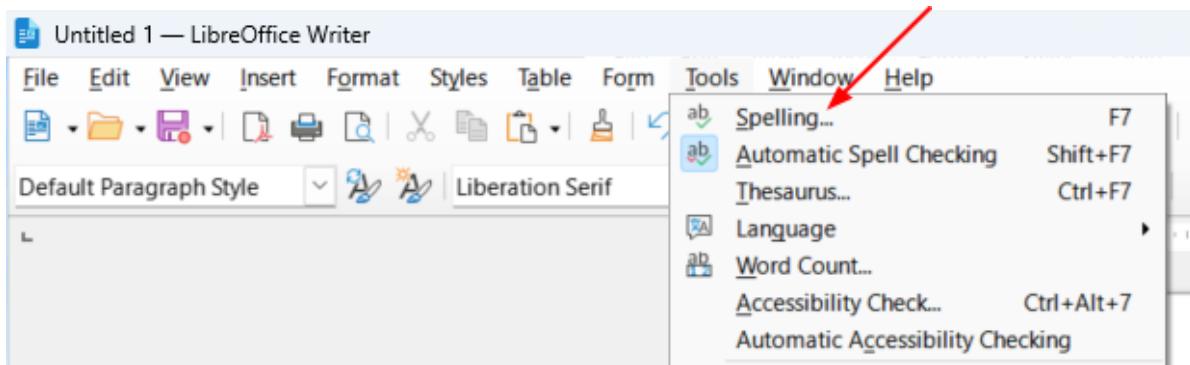
Tools

The Tools dropdown menu in LibreOffice is an essential component of the overall organization of LibreOffice Writer. It provides access to a wide range of tools and functions that help further document creation, editing, formatting, and overall document management. This section will discuss some of the tools and functions that make up the Tools dropdown menu.



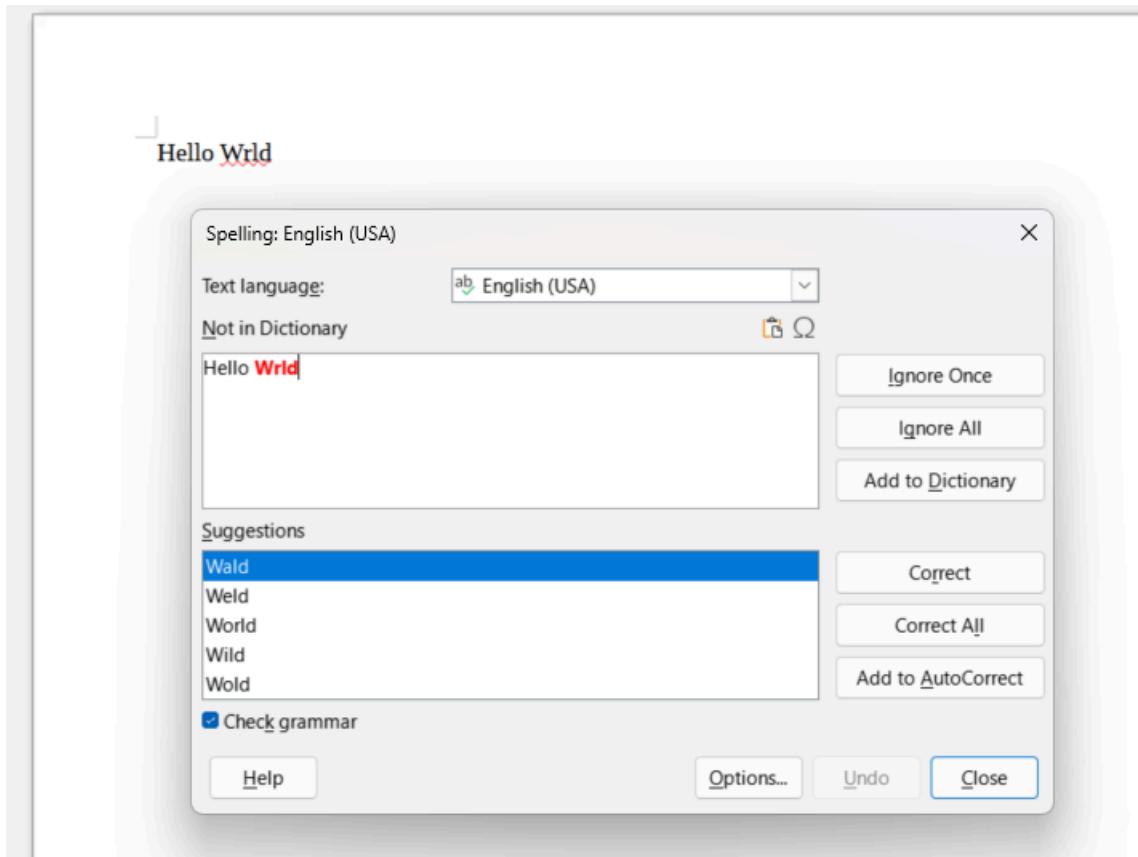
Spell Check

The spell check (Spelling) section of tools is an integral part of the tools ability to help writers excel. It enables the writer to be able to review all the possible misspelled words in their document and make changes as they deem necessary. The screen that pops up after clicking the Spelling tool is where you can either ignore the spelling error or choose to correct it. Generally, there will be multiple suggestions available as attempts at guessing the appropriate word. The writer can choose from the suggestions or manually edit the word.

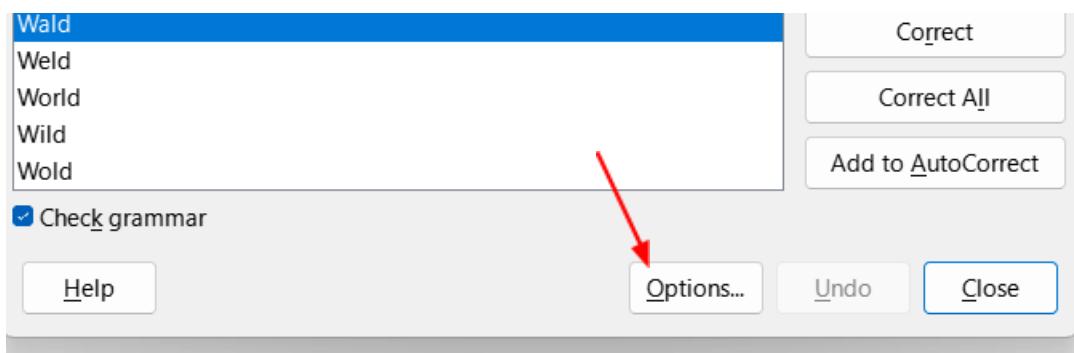


For example, the following document has misspelled the word “World” as “Wrld”. After clicking the Spelling tool, the box pops up with the misspelled word highlighted in red. The lower half of the box is where the suggestions column is located, while the right-hand side of the screen

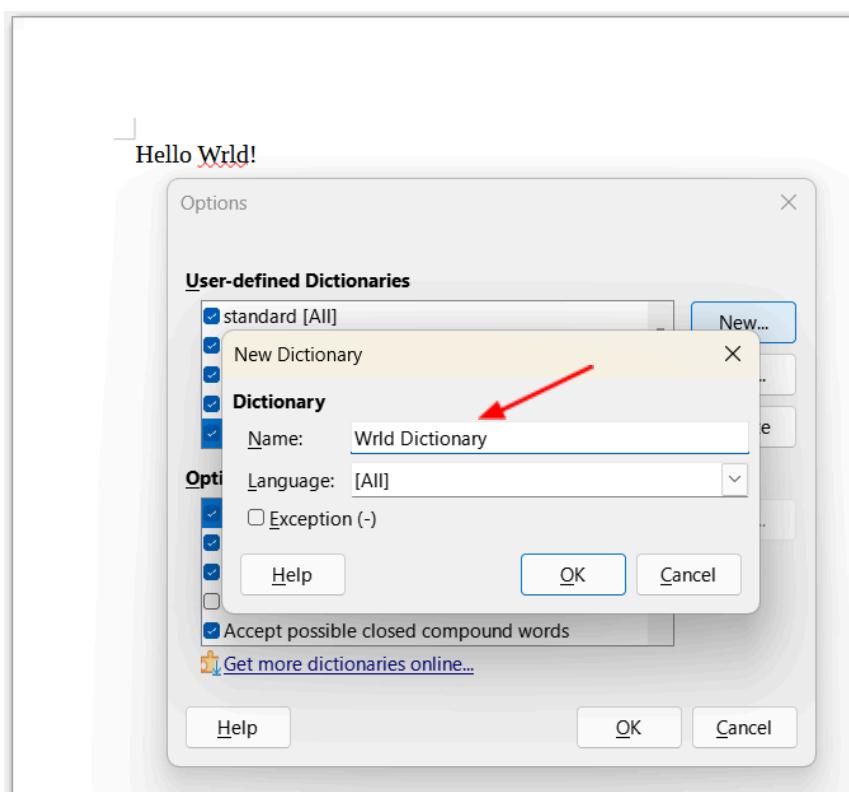
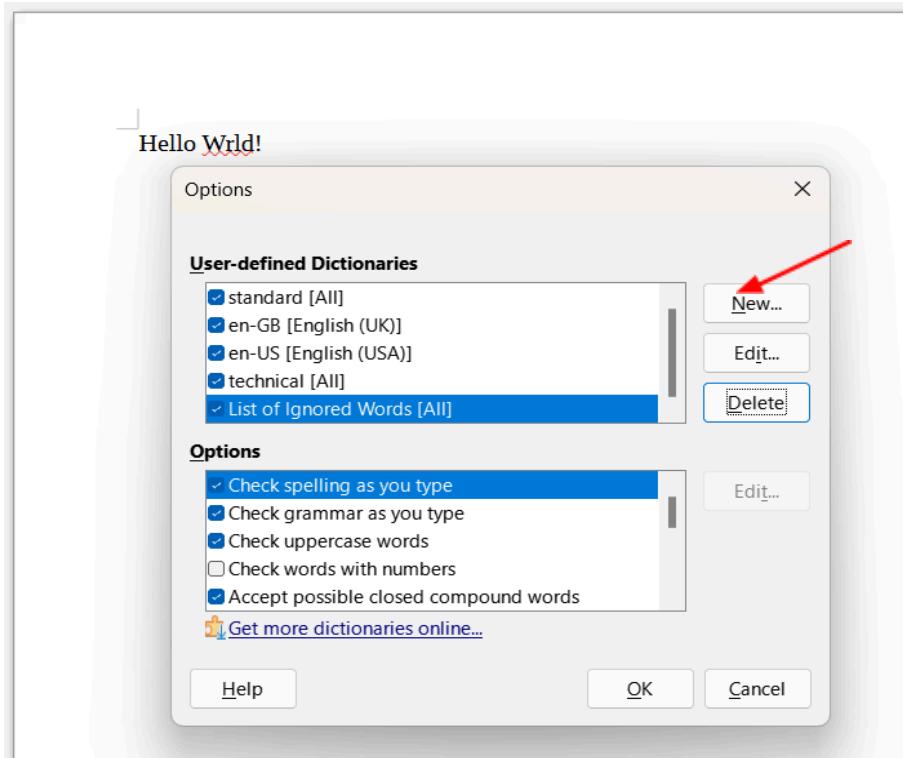
contains the buttons in order for the writer to ignore or correct a single use, or all uses of the misspelled word.



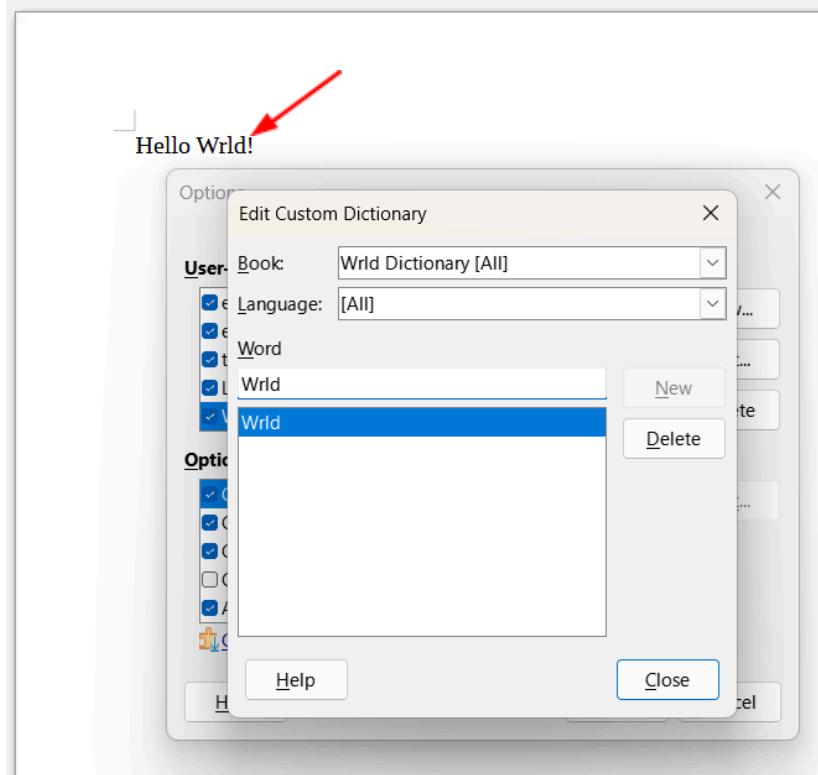
Within the spelling window, the writer can also view and change which dictionaries are used in order to have a broader range of usable words that won't get flagged as being misspelled. This is found by clicking on the "Options..." button on the bottom of the window.



Within the options window you can deselect certain dictionaries as well as create your own dictionary with personal words that may not be contained in the given dictionaries. For example, the images shown below depict the creation of a new dictionary incorporating the word "Wrld" so that it no longer shows up as a misspelled word.



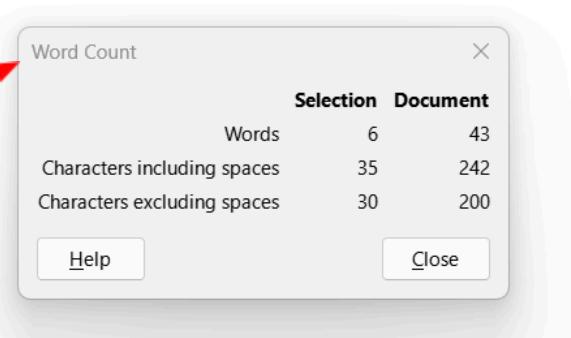
Notice now that "Wrld is no longer underlined red.



Word Count

The Word Count tool is a simple but useful one, especially for those that have specific word count requirements such as students, journalists, or legal professionals. To access the tool, you can click the tools menu and then the “Word Count...” option. Within the window that pops up there will be a few statistics, those being the number of words, the number of characters including spaces as a character, and the number of characters excluding spaces as a character. There is also two columns, the first labeled “Selection” where you will see the statistics for a section that you have highlighted, and the second labeled "Document" where you will see the statistics for the whole document.

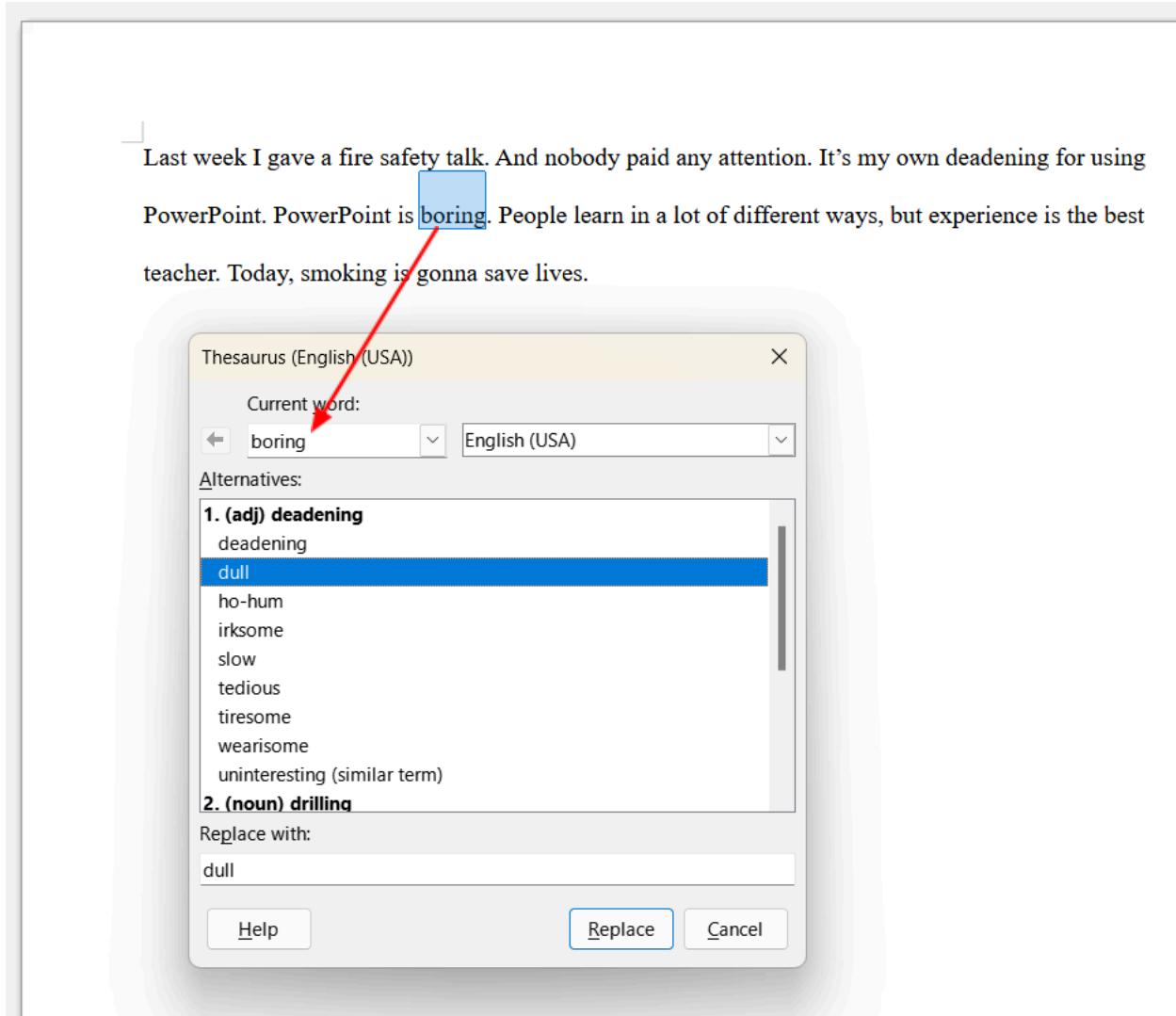
Last week I gave a fire safety talk. And nobody paid any attention. It's my own fault for using PowerPoint. PowerPoint is boring. People learn in a lot of different ways, but experience is the best teacher. Today, smoking is gonna save lives.



	Selection	Document
Words	6	43
Characters including spaces	35	242
Characters excluding spaces	30	200

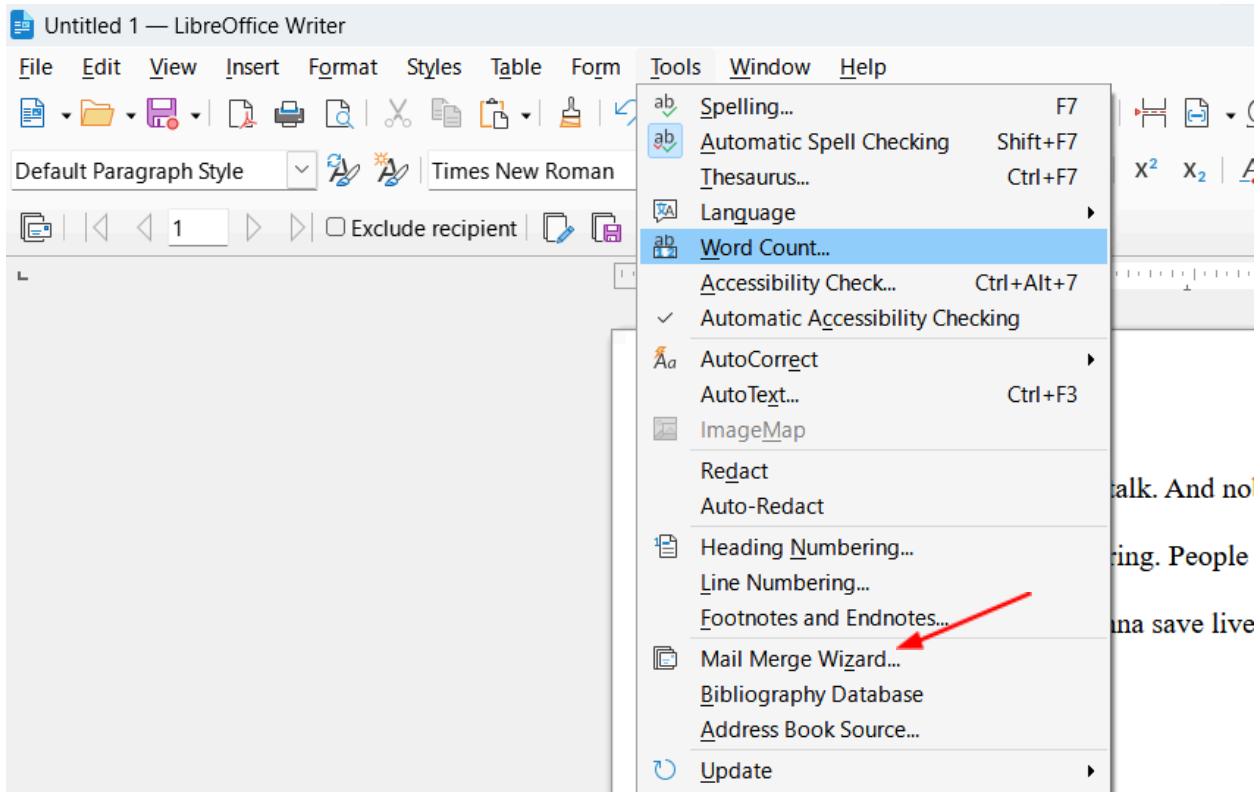
Thesaurus

The Thesaurus is another useful tool that the writer has at their disposal. A thesaurus is a reference tool that provides synonyms and related words for the selected text. It helps the writer find alternative words that have similar meanings, making it easier to enhance the vocabulary used in the document.

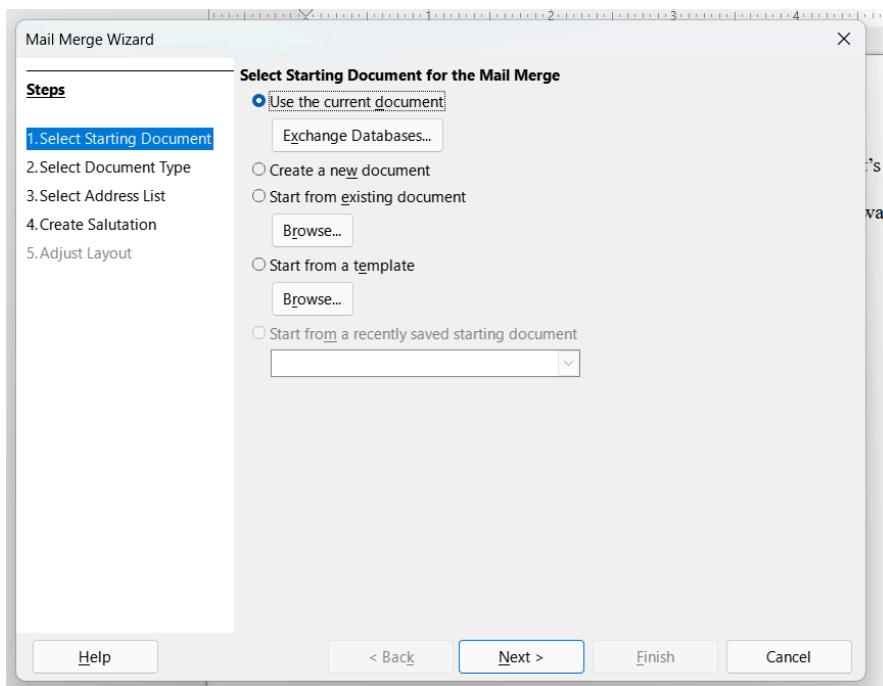


Mail Merge Wizard

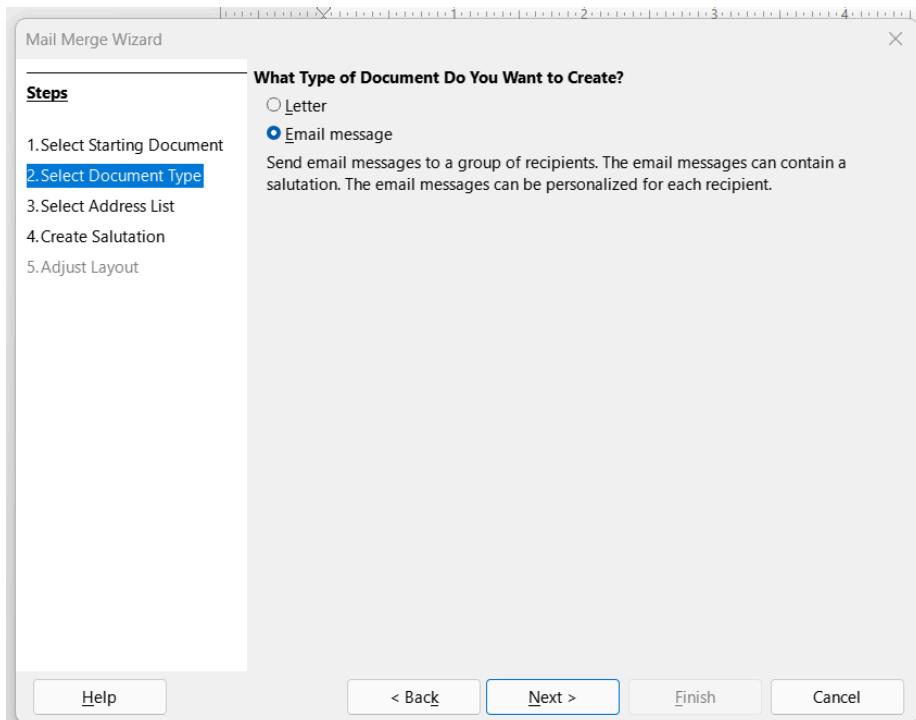
The Mail Merge Wizard is a tool that allows the writer to create personalized documents, such as emails, by merging data from the document, with a template document. It simplifies the process of generating multiple copies of a document, each customized with unique information, like names and addresses.



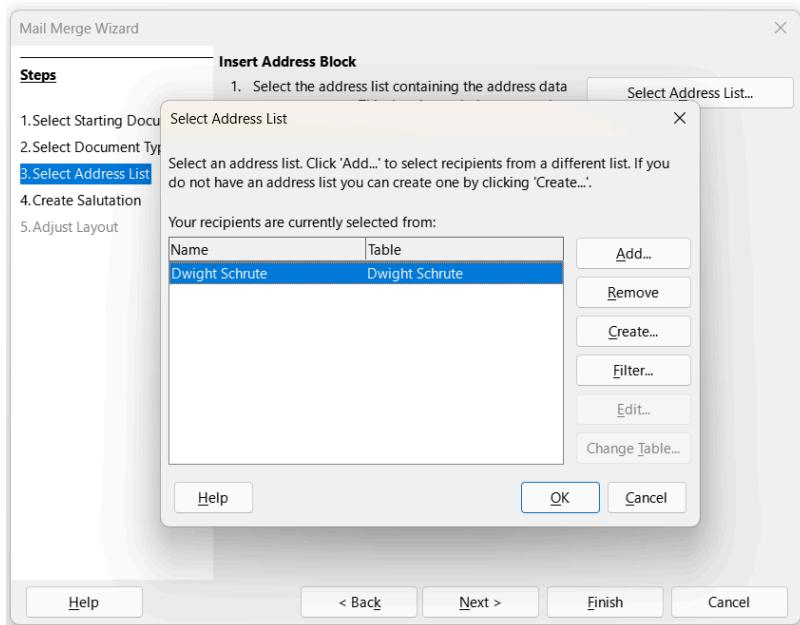
After opening Mail Merge Wizard, you can either choose the current document, create a new document, start from an existing document, or start from a template. The most common selection is choosing the current working document as the merge as that is likely what the writer has been working on.



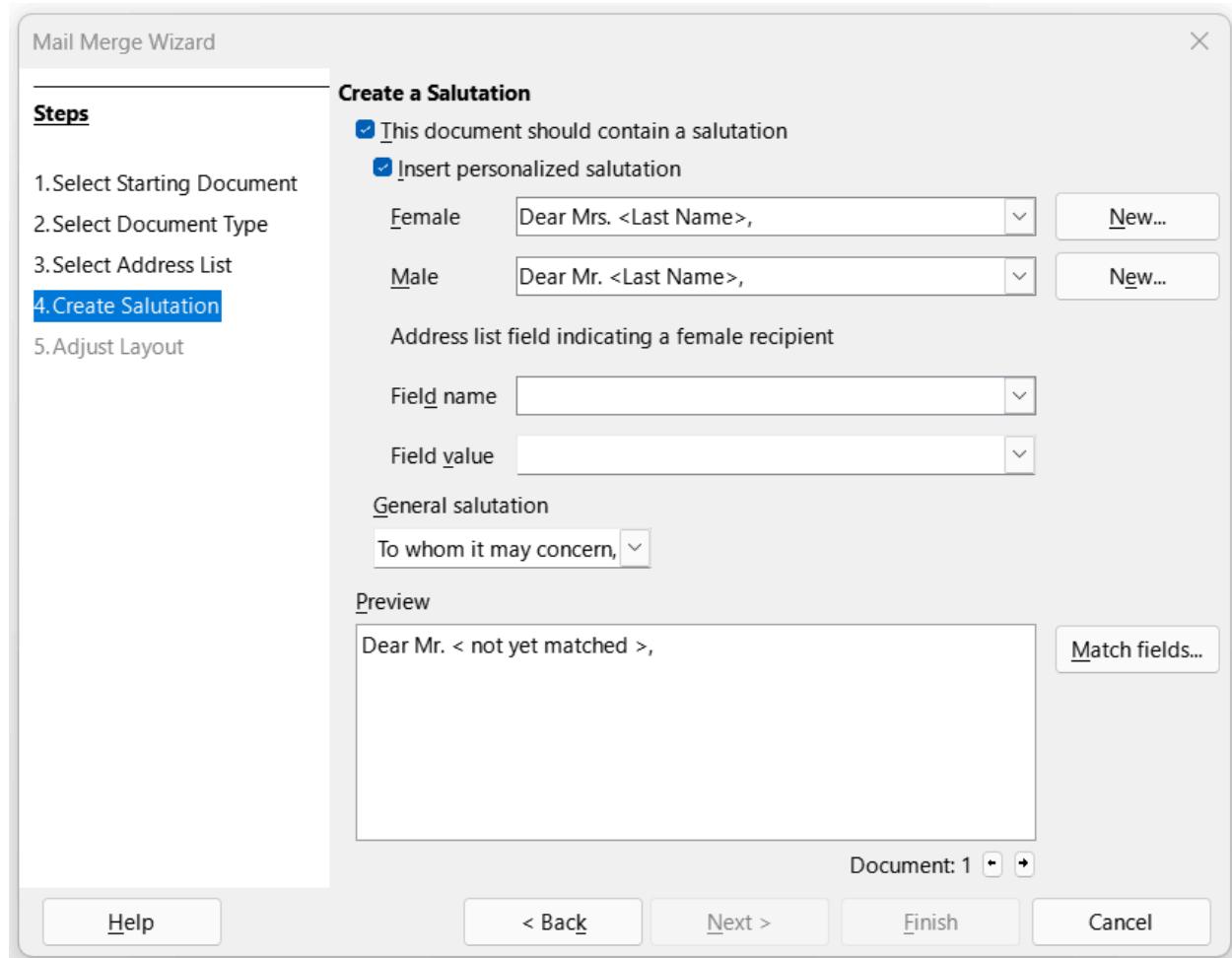
After choosing the starting document, the writer will be prompted on the type of document the writer wants to create. The options are either letter format or email format.



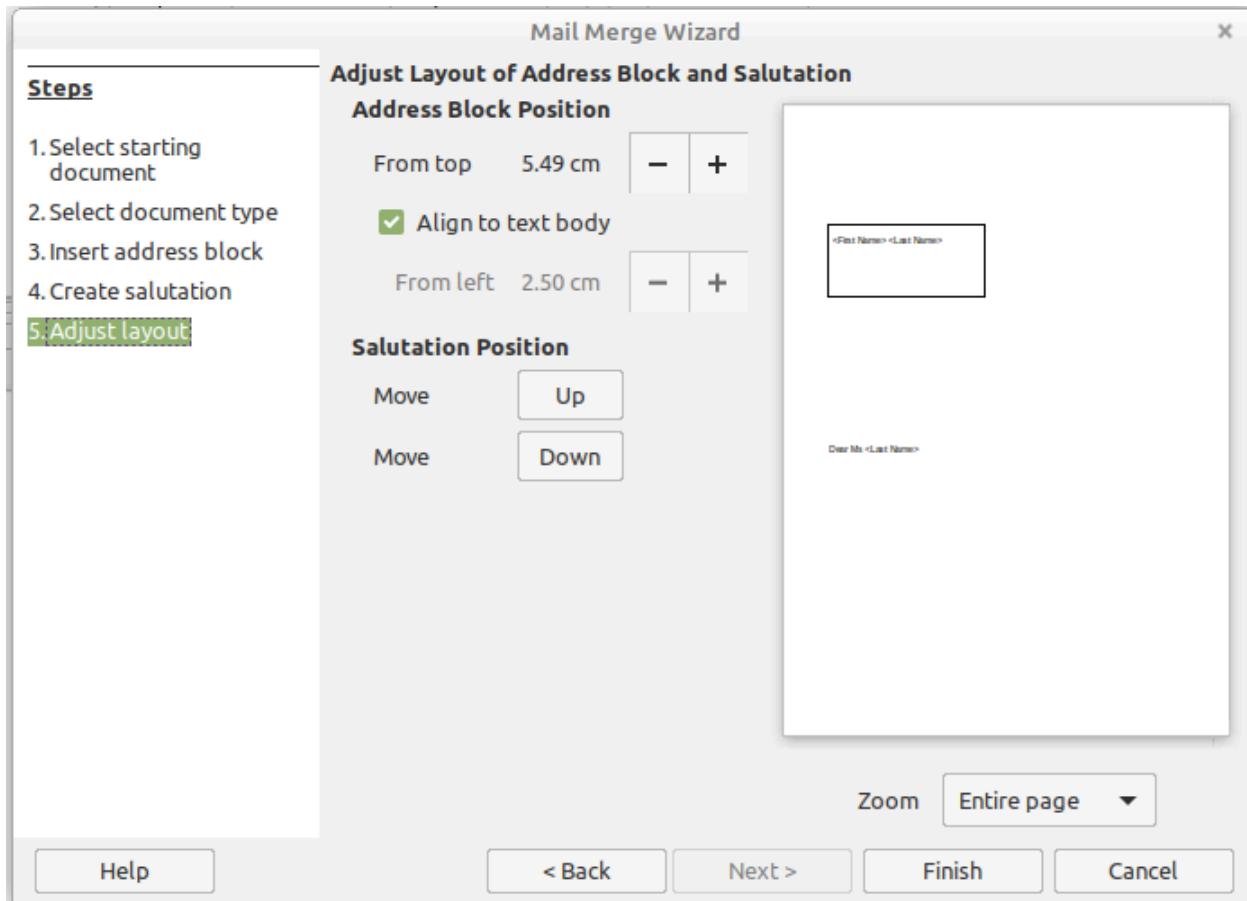
Next, the writer will create an address block, with the address data that they want used. This address data will typically come from a csv file, which can be created in the process or uploaded from the computer.



After creating the address block, the writer can customize the salutation for the addressee. Making it a general salutation or more customized.

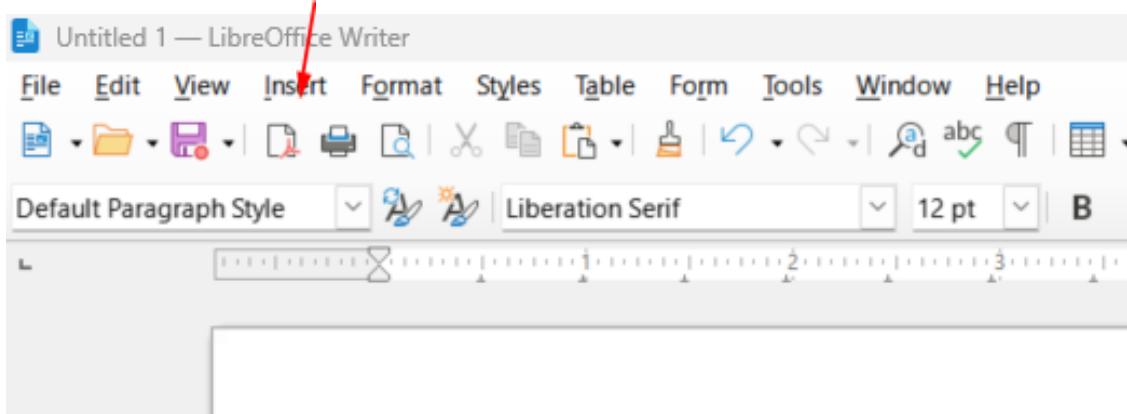


After the salutation sections, the writer can finalize the process by adjusting the layout of the document. They can adjust where the salutation goes as well as adjust the address block position. After adjusting the layout, the writer can save merged documents as separate files in order to easily export them to each recipient.



Insert

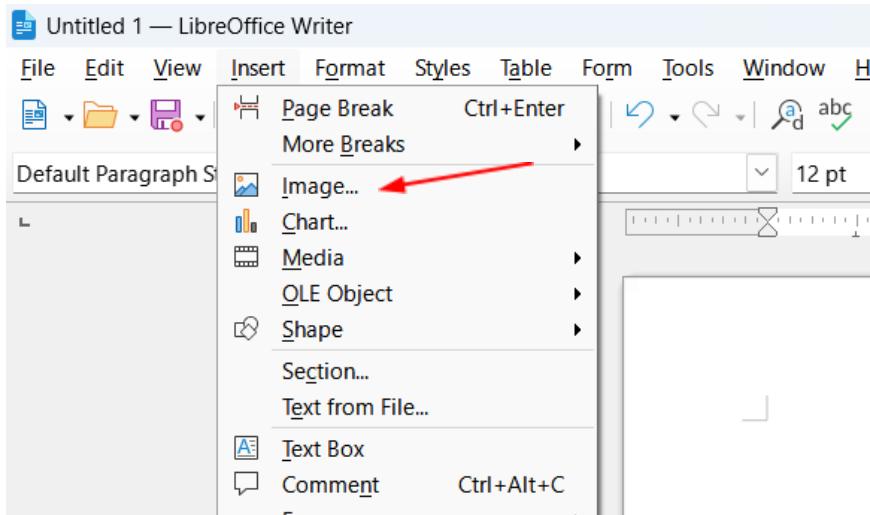
The insert dropdown menu in LibreOffice is an essential component of the overall organization of LibreOffice Writer. It provides access to a wide range of tools and functions that help further document creation, insertions, style, and overall document appearance. This section will discuss some of the tools and functions that make up the Insert dropdown menu.



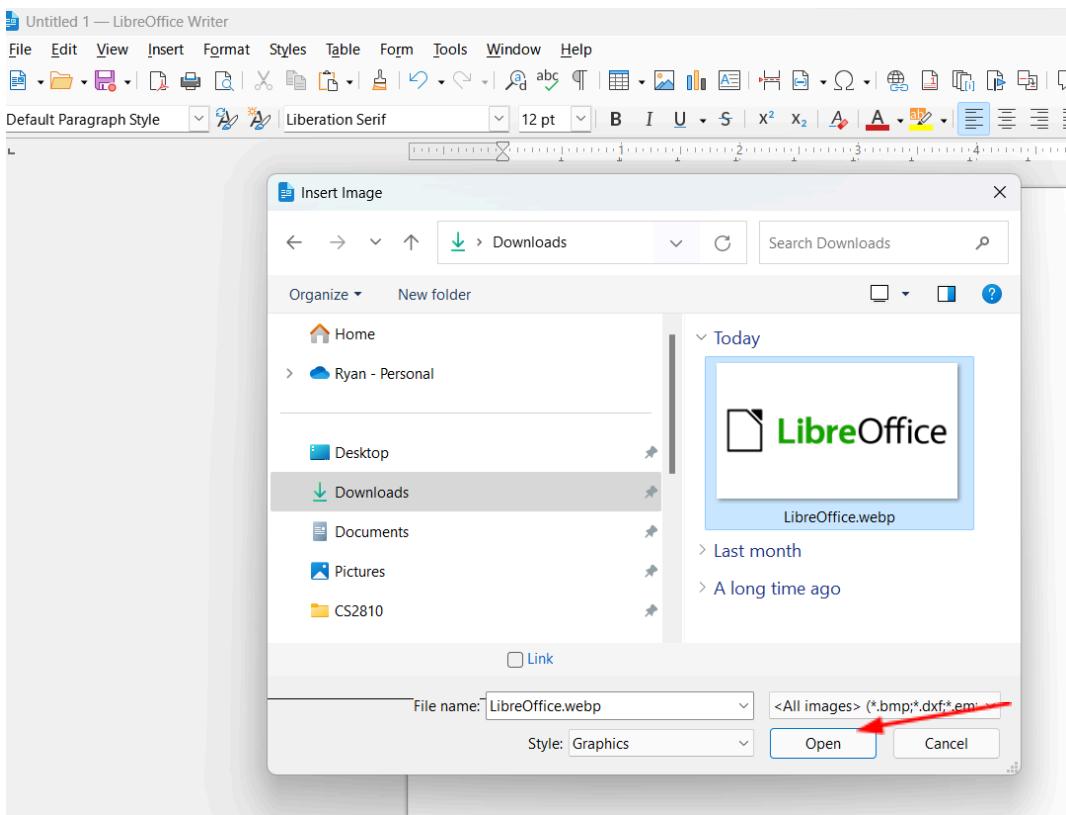
Image

The image section of the Insert dropdown menu allows writer to add images, pictures, or graphical elements to their documents. This is an important feature for the Writer application to have because many writers need to add images for projects they are working on, and with the image element they can. It is a simple function to use and provides a lot of opportunity for the writer.

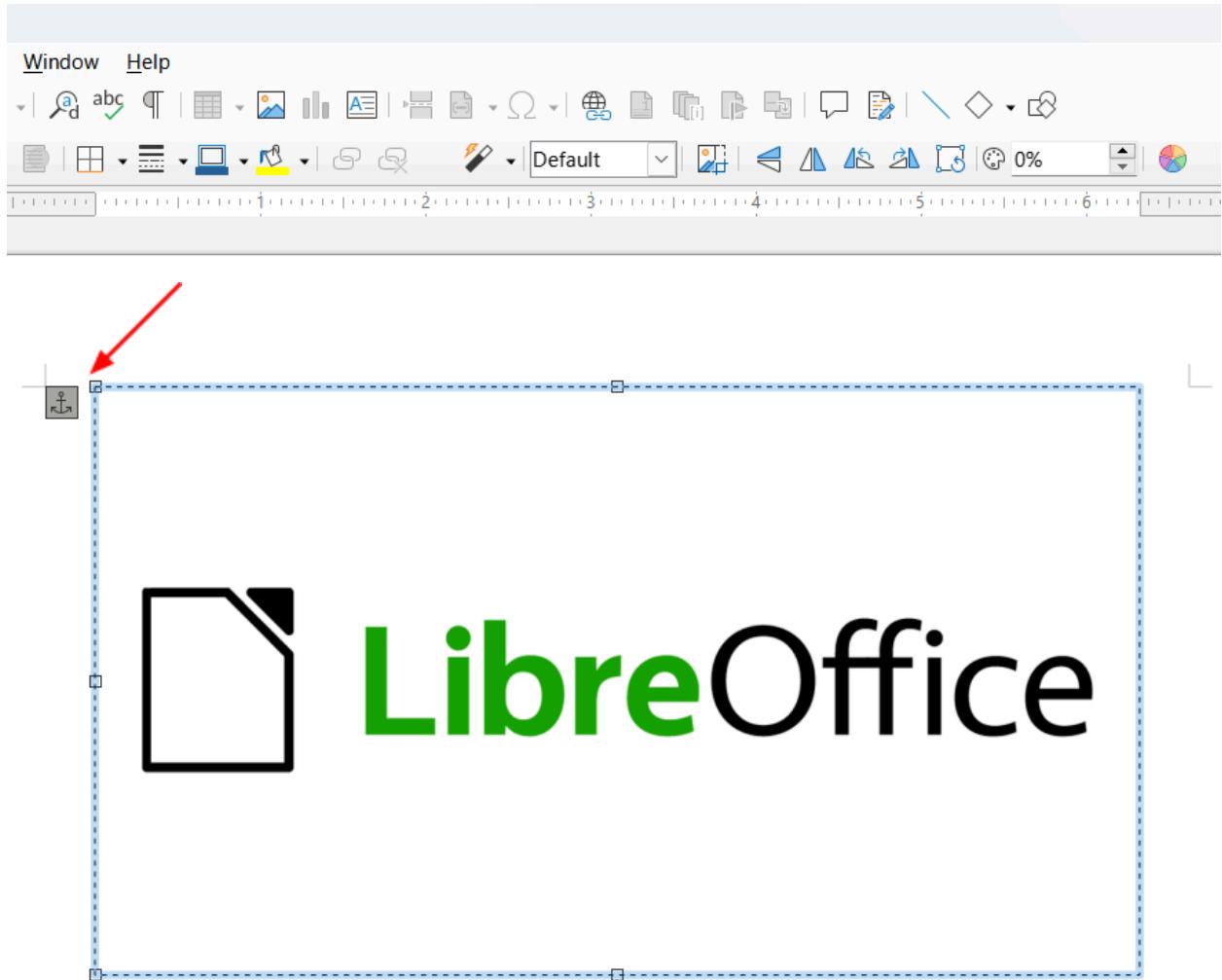
The writer can start by opening the Insert menu and clicking on "Image...".



After clicking on the “Image...” function, your computer will open your file explorer, or similar, application. After selecting the image that the writer wants they can click the open button to insert the image.

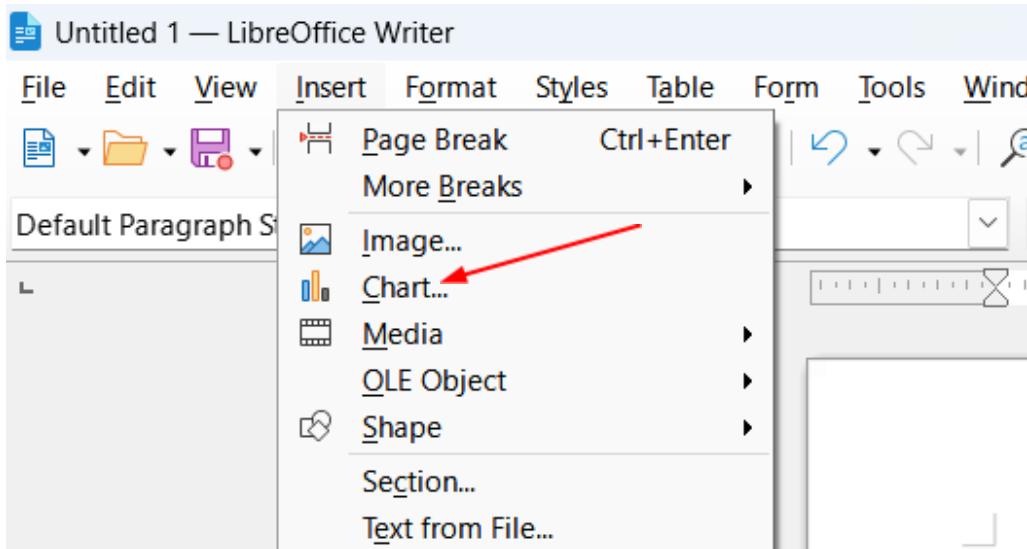


After the image is inserted onto the page, the writer can change the placement of the image. To do this, simply click and hold on to the boxes that are around the image and drag to change the sizing.

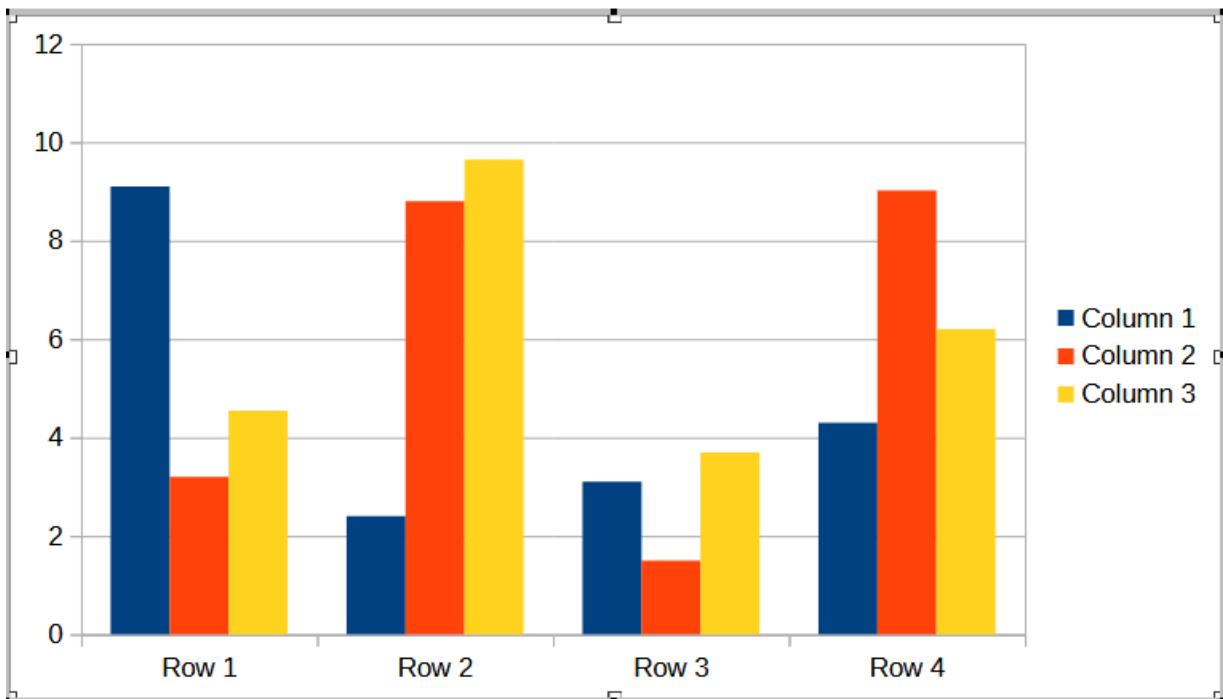


Chart

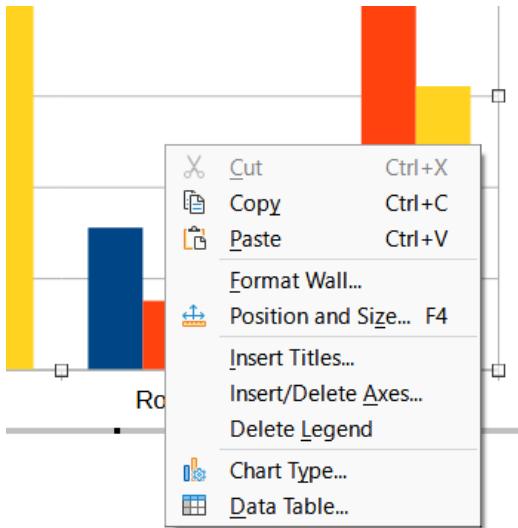
The Chart function within the Insert menu provides tools to create and insert various types of charts and graphs into your documents. It allows you to visually represent data in multiple forms and allows unique customization of each chart.



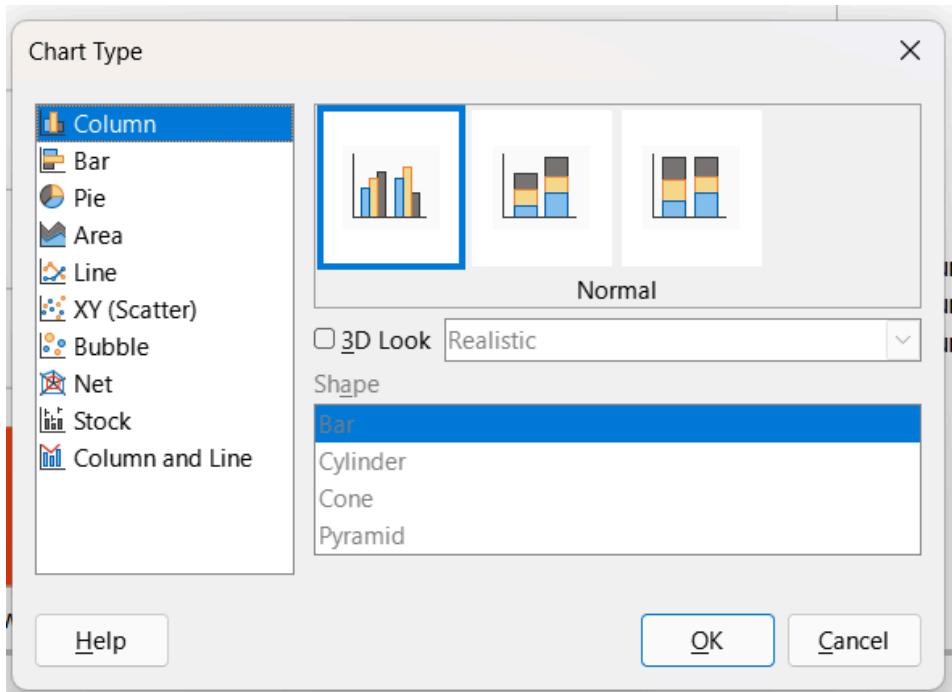
After clicking “Chart...”, a chart will be automatically inserted into the document. It will come preset with data as shown below.



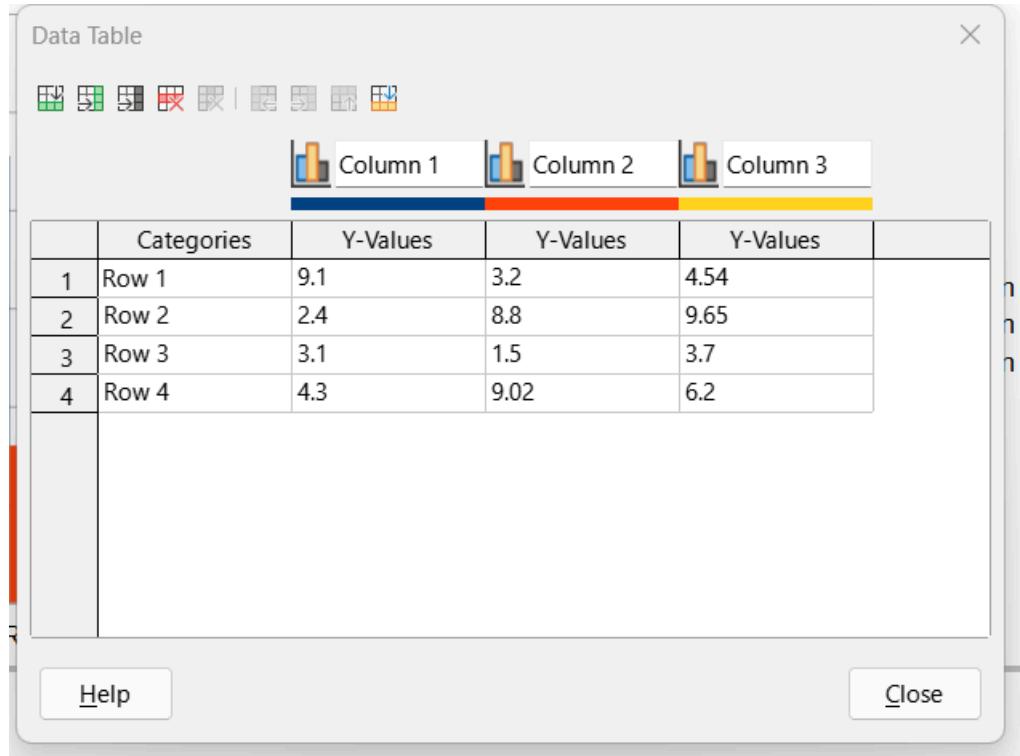
From here, the writer can right-click on the graph which will pull up multiple options such as copy, paste, and multiple formatting options.



The user can click on the “Chart Type...” option in order to change what type of chart they want to be displayed. The options include column, bar, pie, area, line, XY(scatter), bubble, net, column and line, and stock.

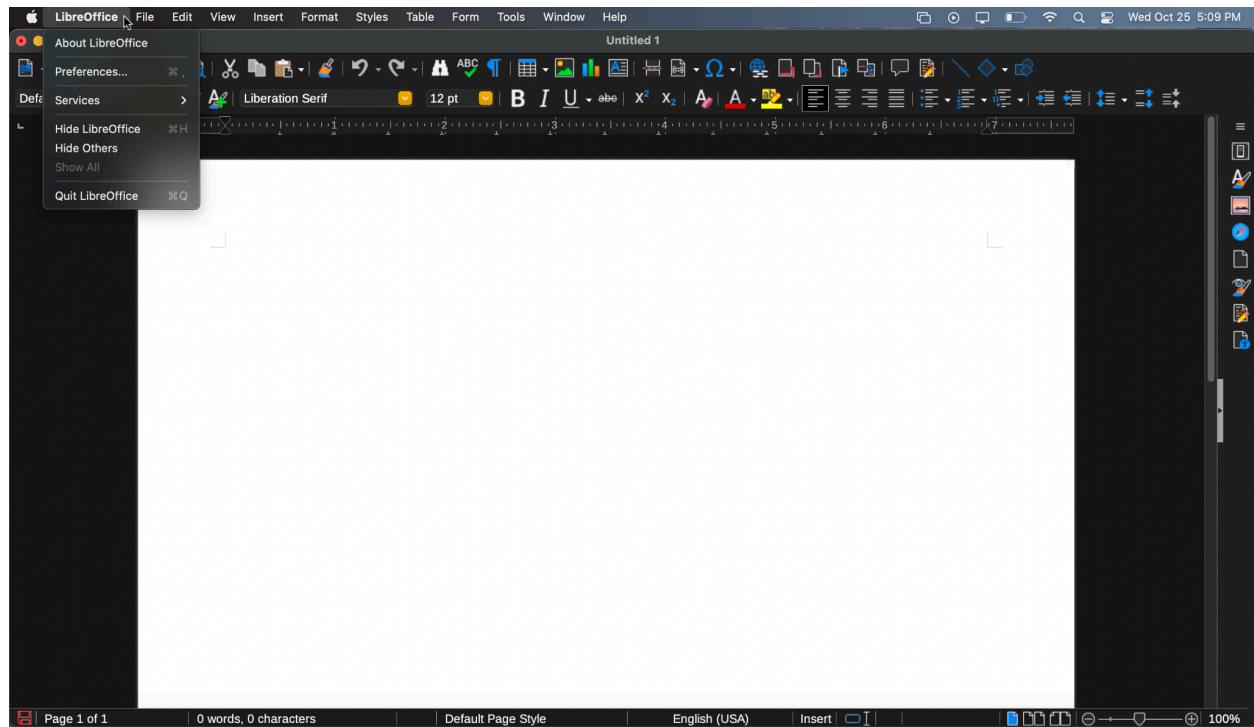


In order to customize the data given in the table, the writer can click on “Data Table...”. This gives them full access to the data that the table is populated with. They can customize this data to their liking and further manipulate their graph.

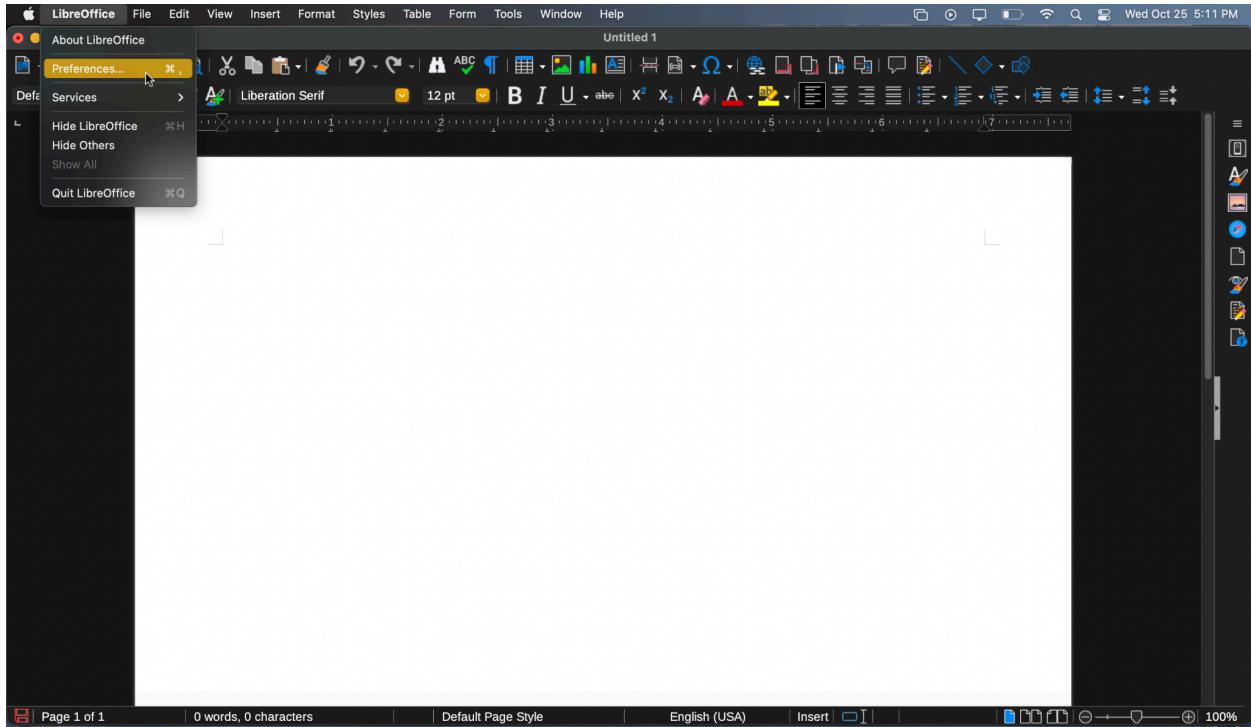


Turning on/off Dark Mode

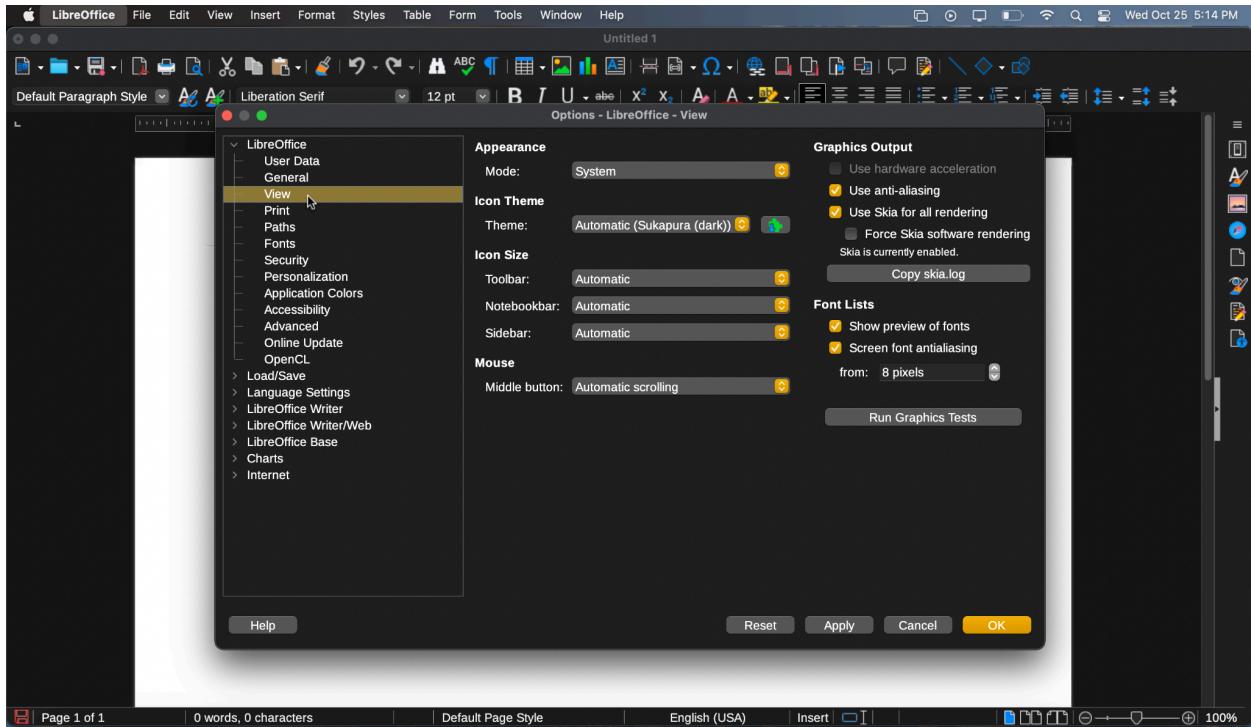
LibreOffice has the option to turn on/off dark mode. To access it, first click on “LibreOffice”.



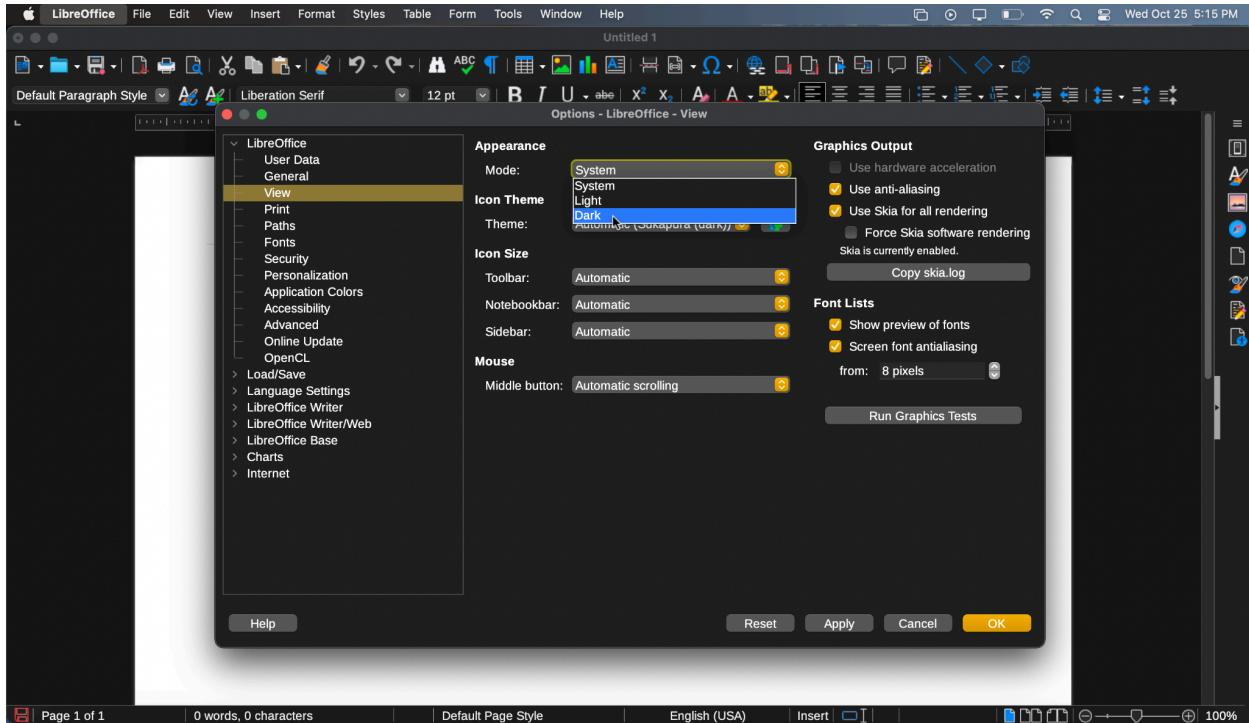
Then click on “preferences”.



Then click on “LibreOffice” -> “View”.

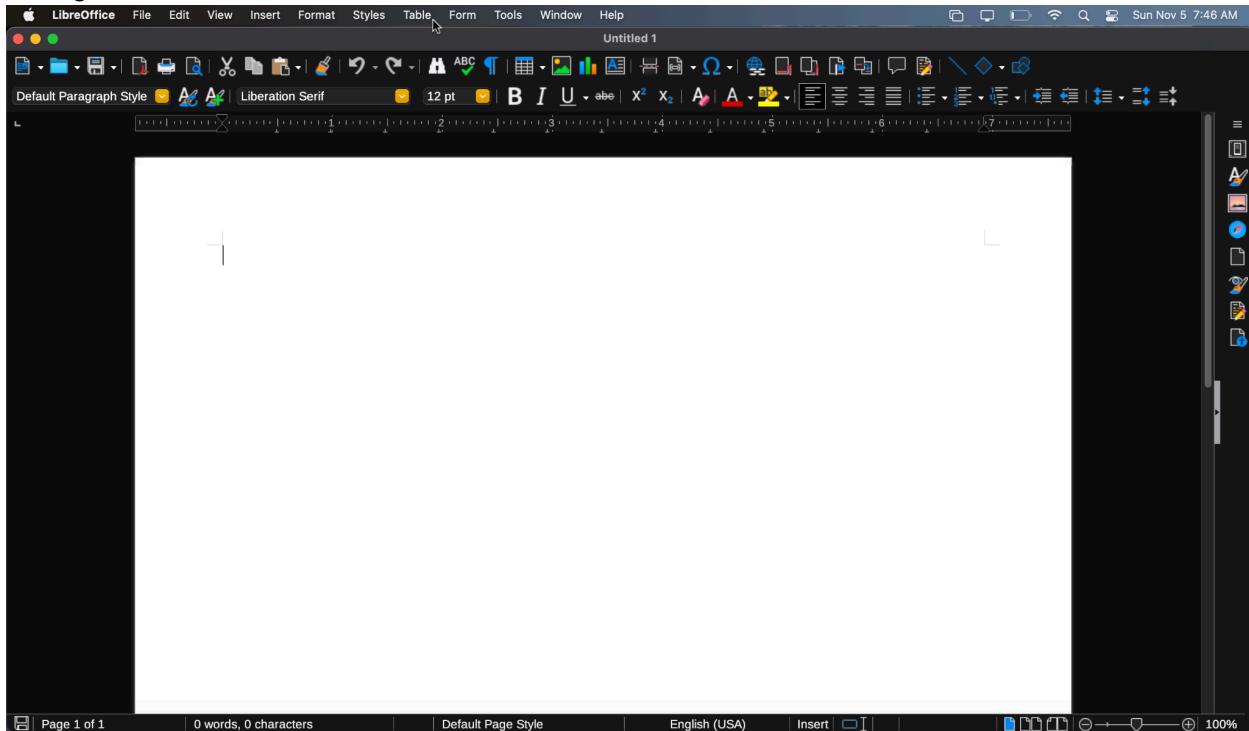


And finally, change “Appearance” -> “Mode” to your preferred mode.

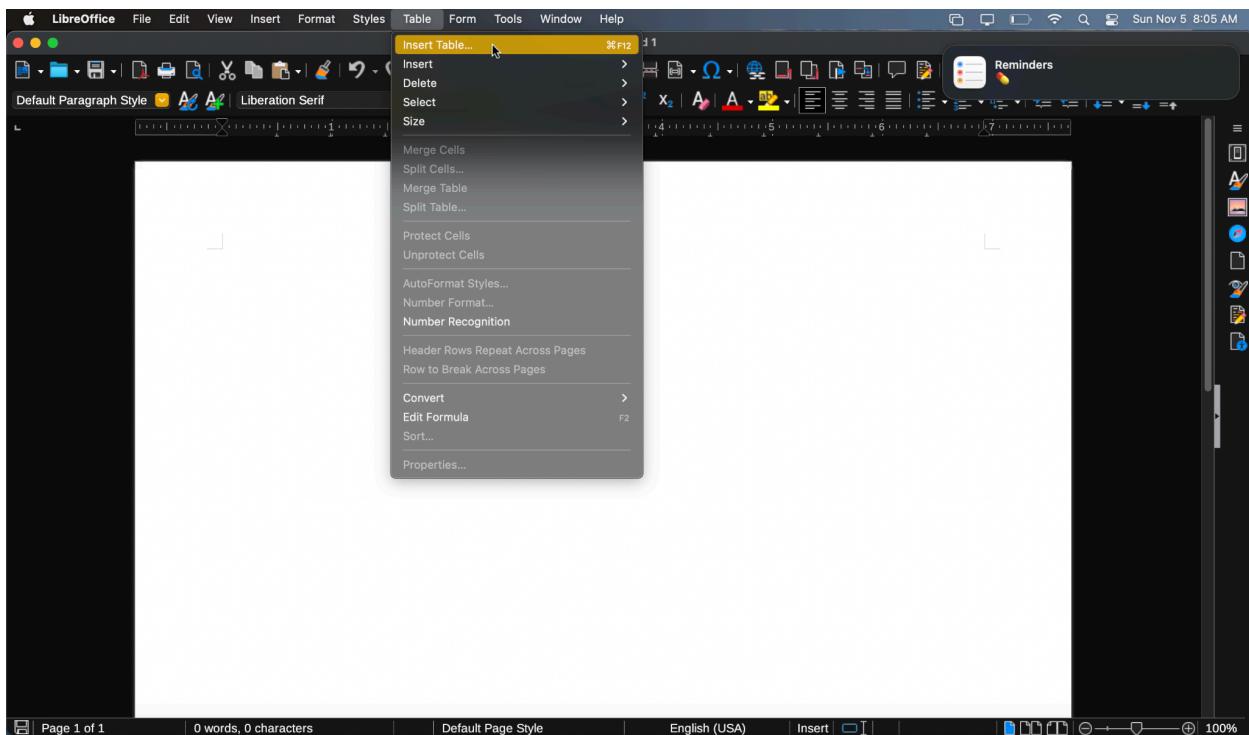


Table

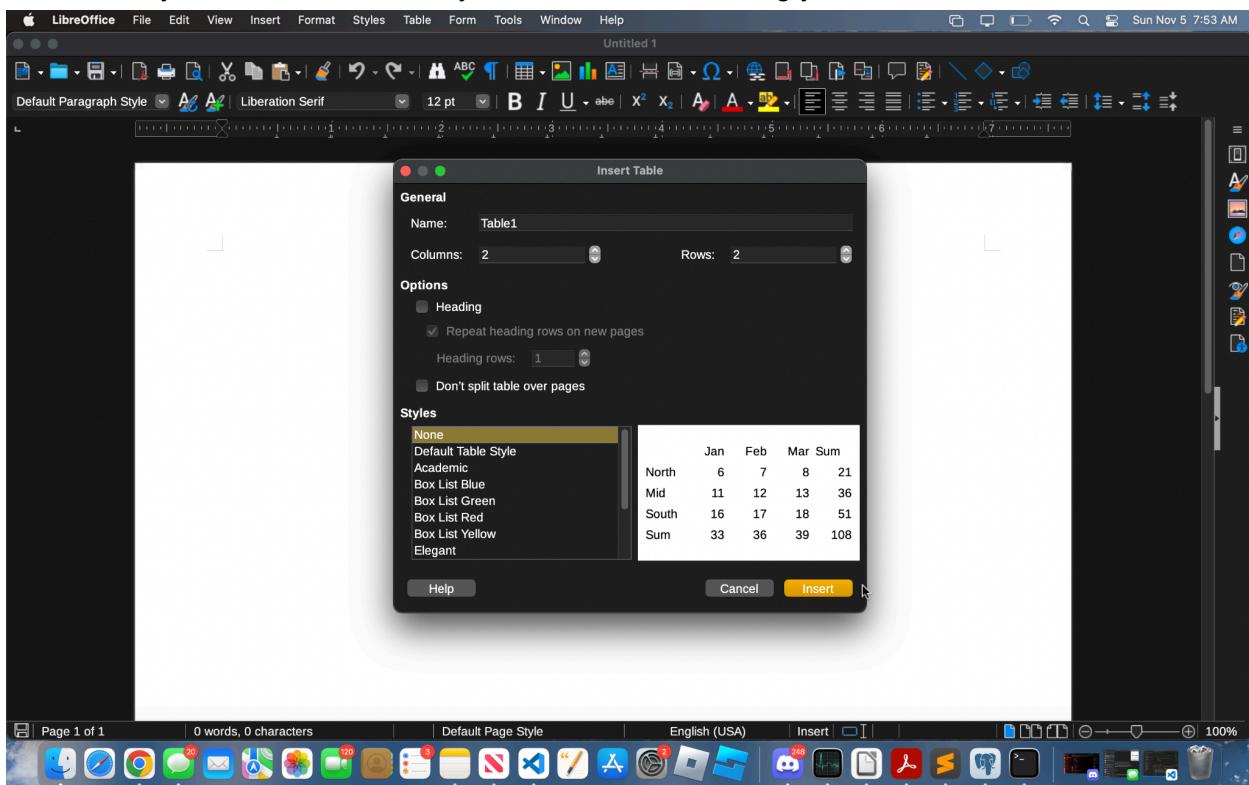
Just like other word processors, Writer allows you to create tables. To access table settings, click the “Table” tab.



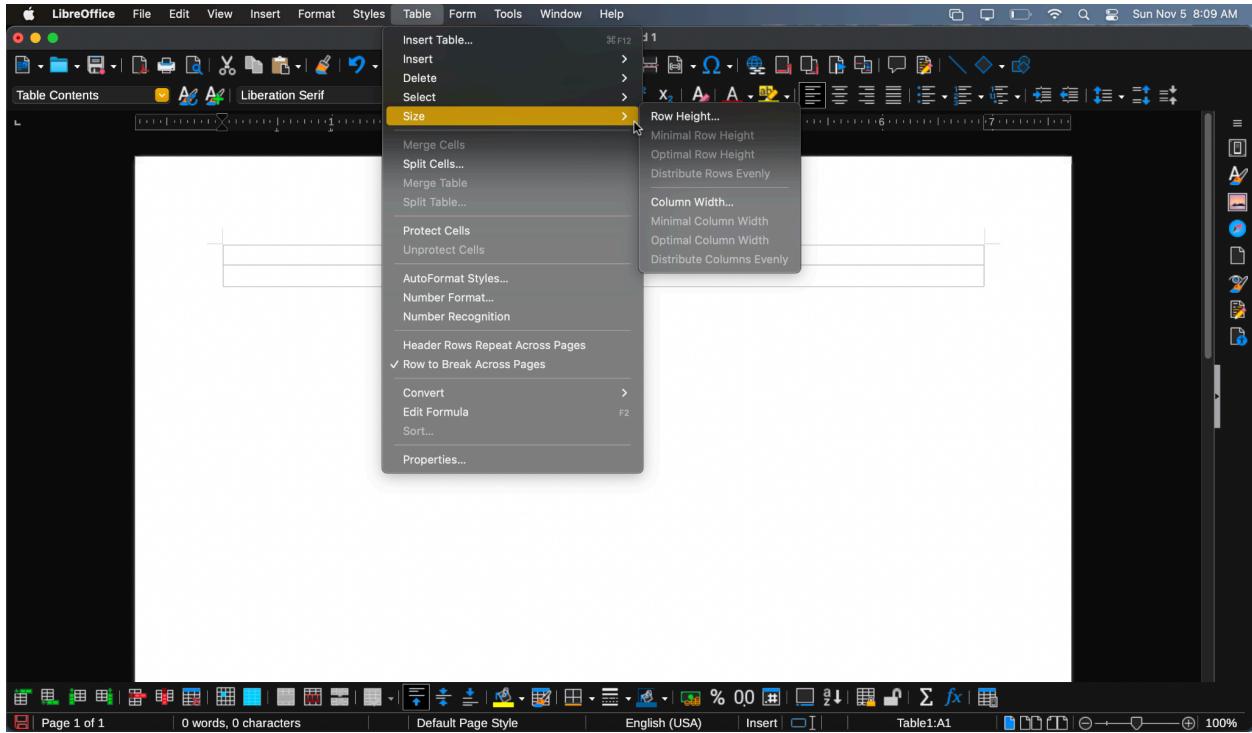
To create a new table, click “Insert Table...”.



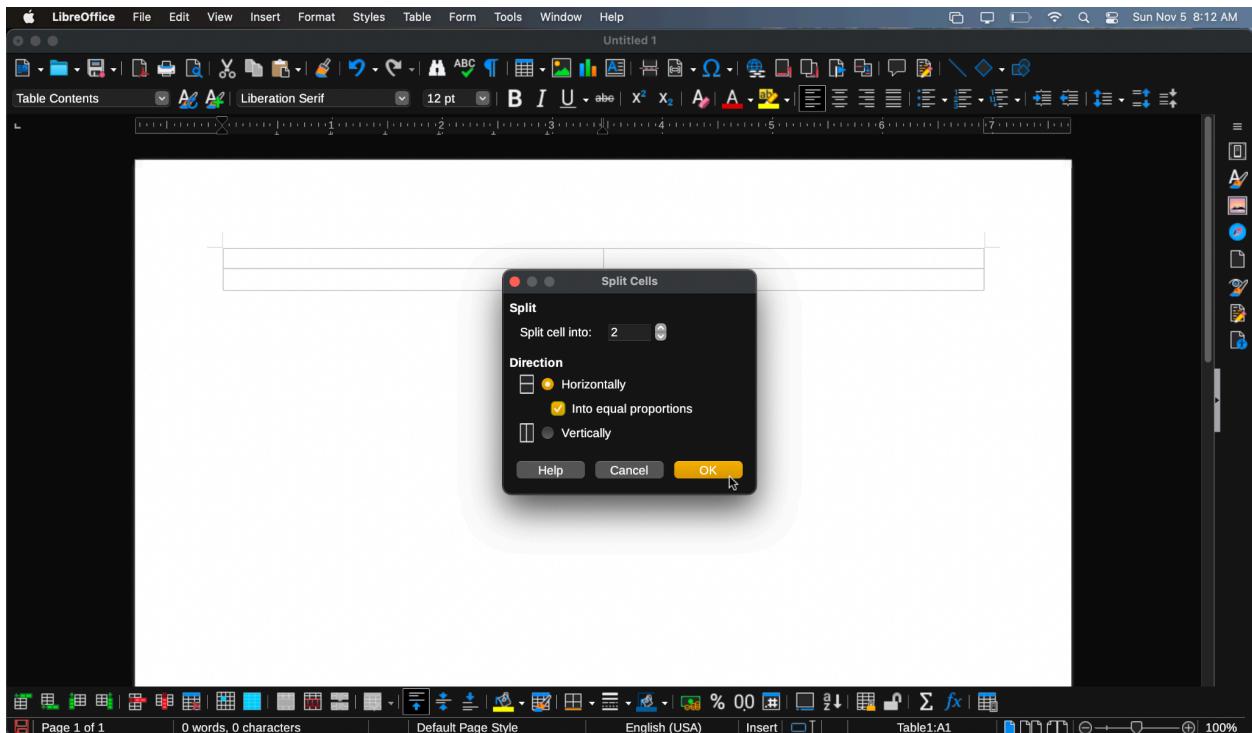
This insert table window allows you to customize aspects of the table such as name, columns, rows, and style. Click “Insert” once you are done customizing your table.



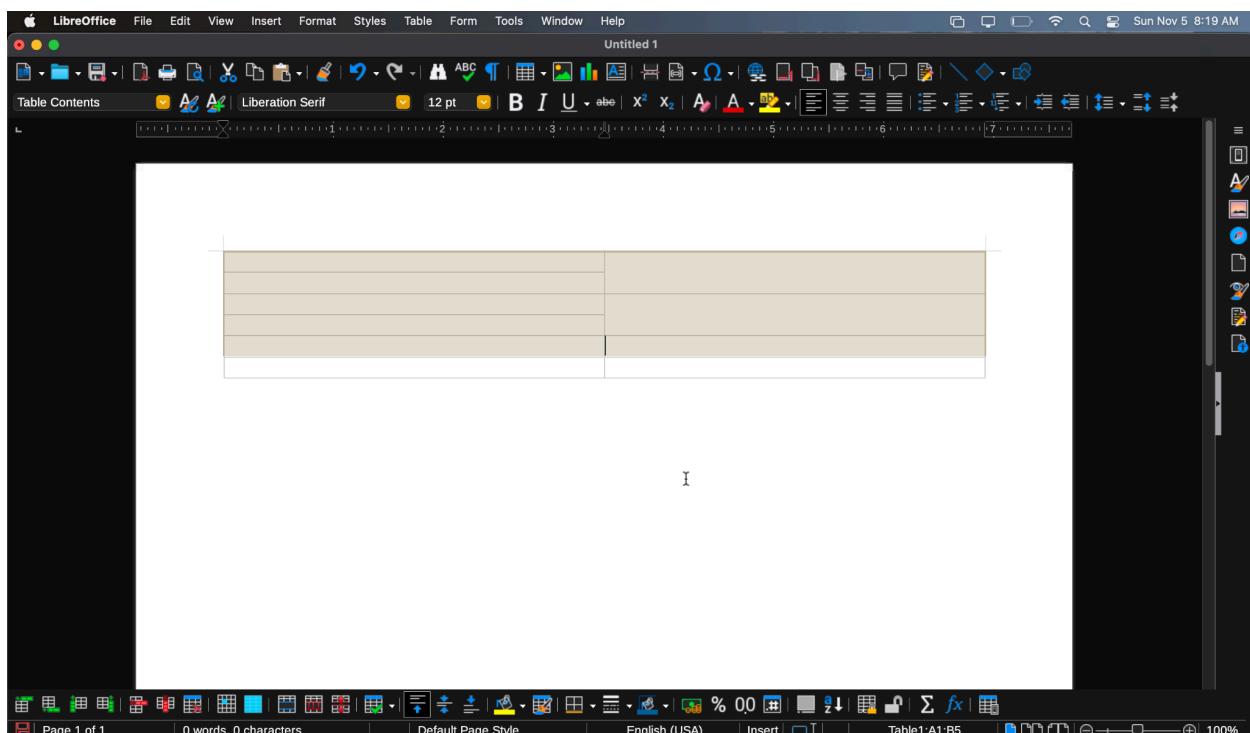
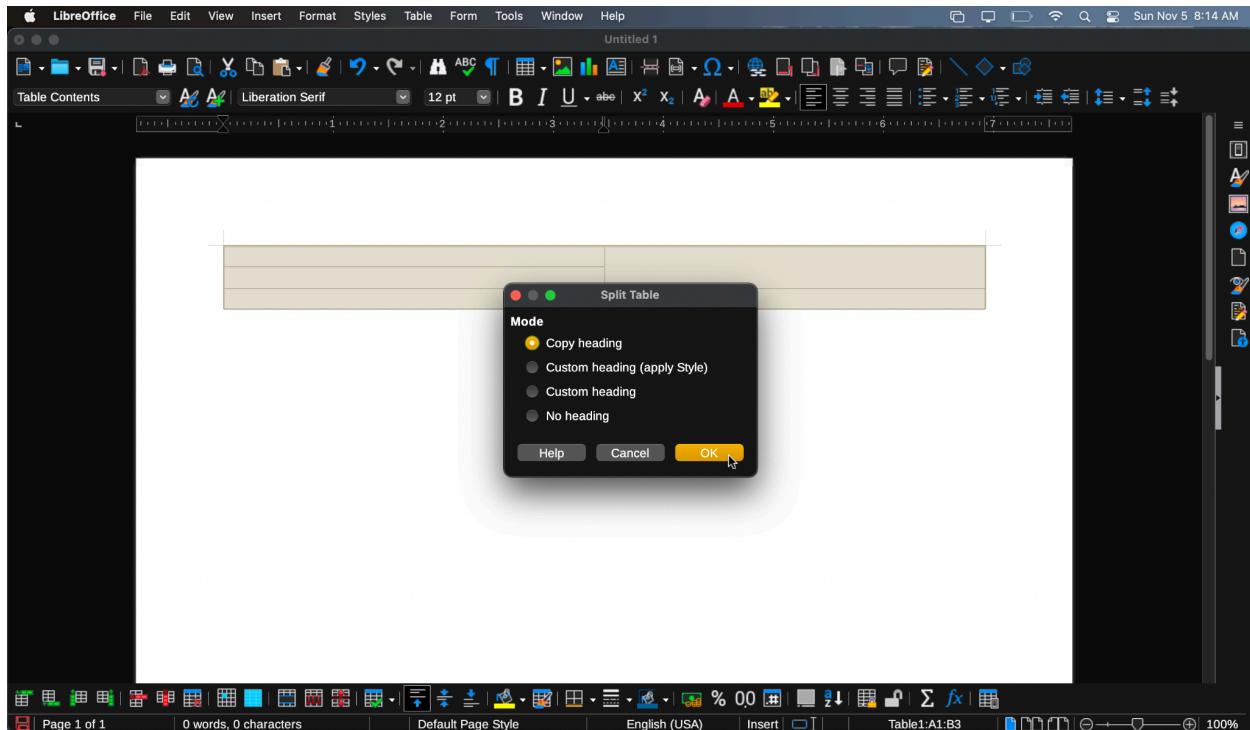
Through the table tab, you can add rows/columns, delete them, select them, or adjust their size.



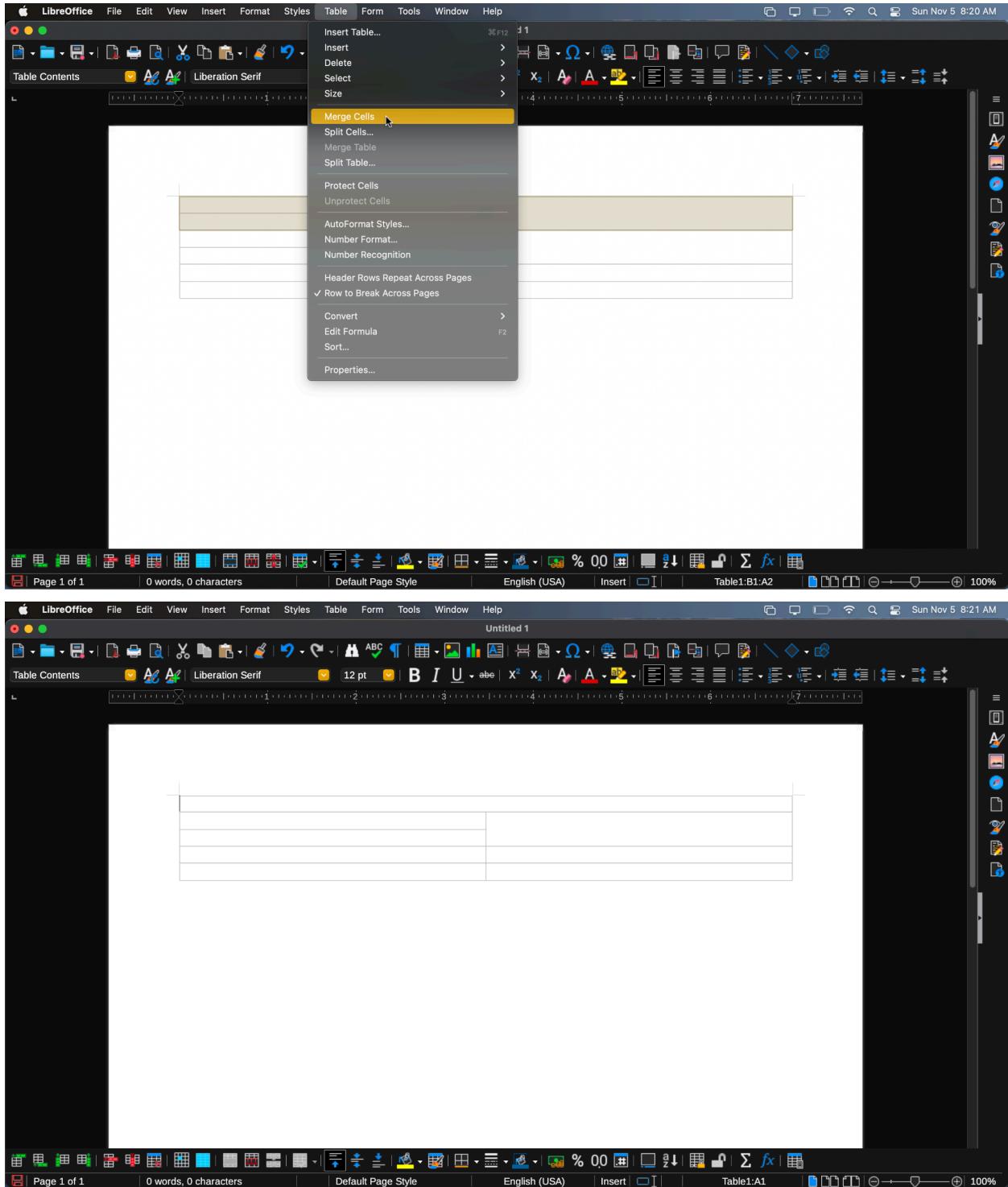
By clicking “Split Cells...” you can split all of your rows/columns into more rows/columns.



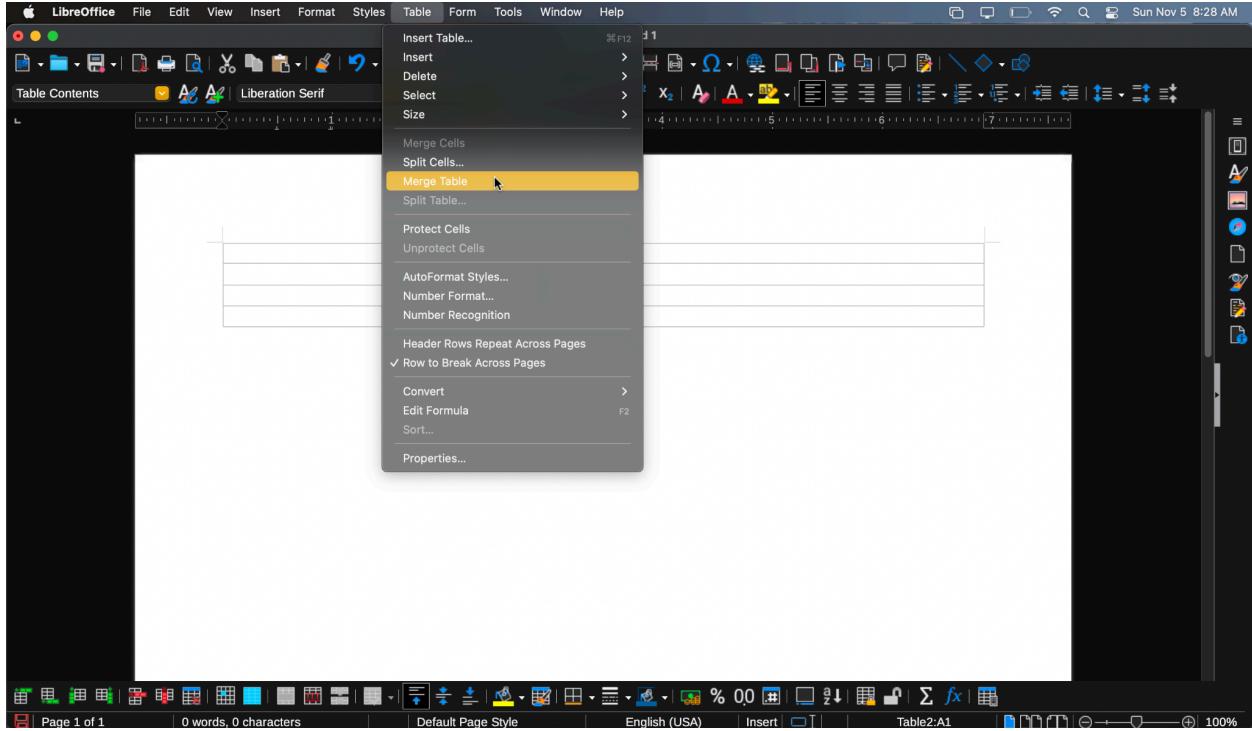
By clicking “Table”, “Select”, “Table” and then “Split Table” you can split the entire table.



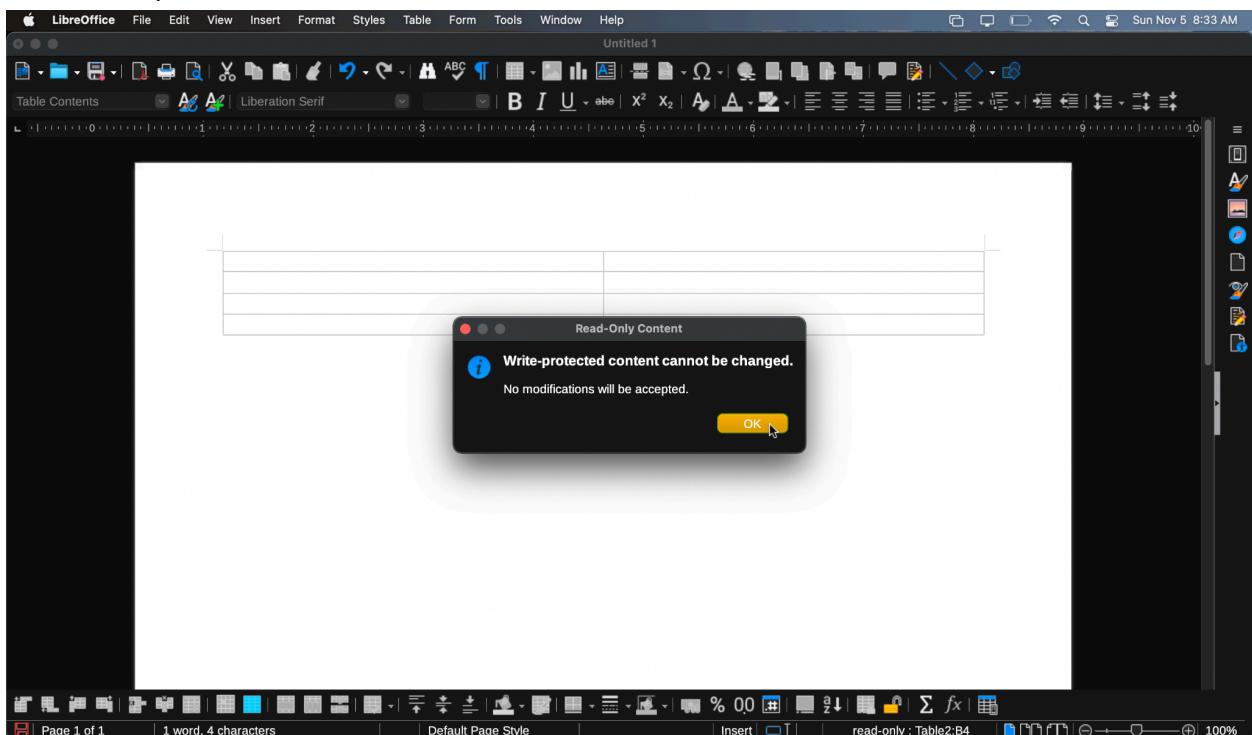
By selecting multiple cells and clicking “Merge Cells” you can combine cells into one cell.



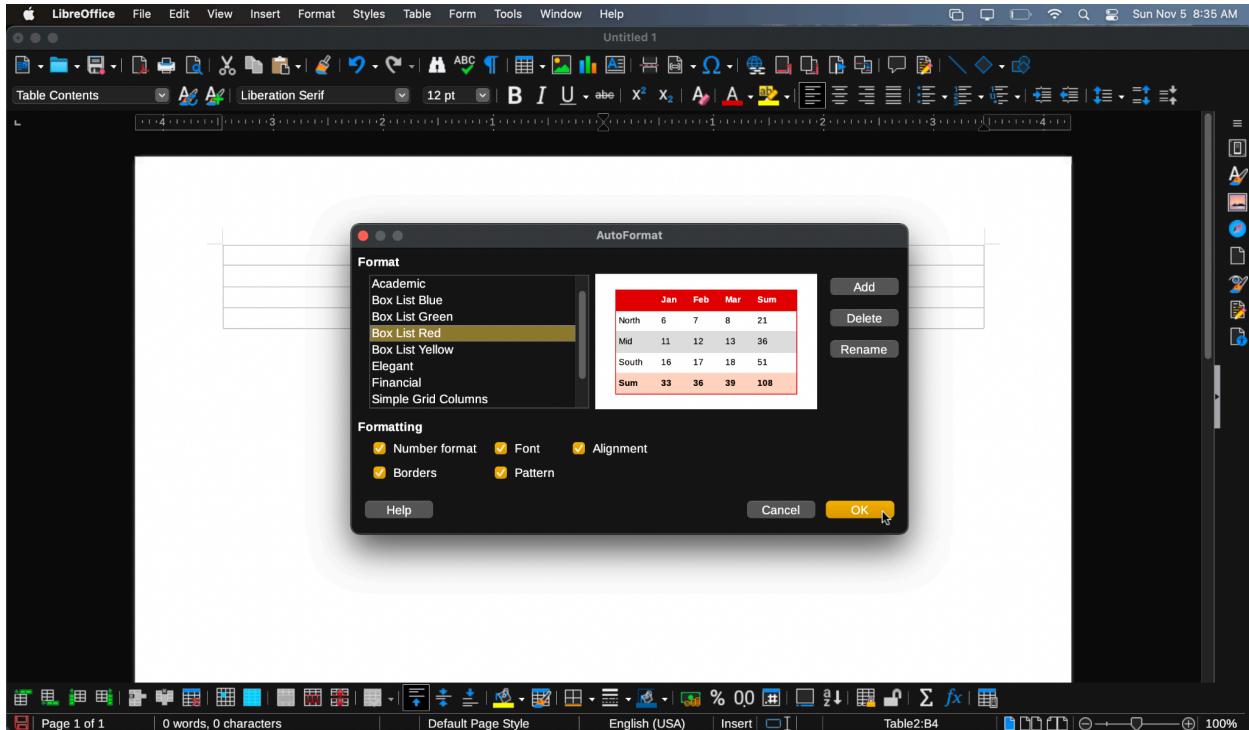
If you have two tables next to each other that you want to merge into one, click “Table”, “Merge Table”.



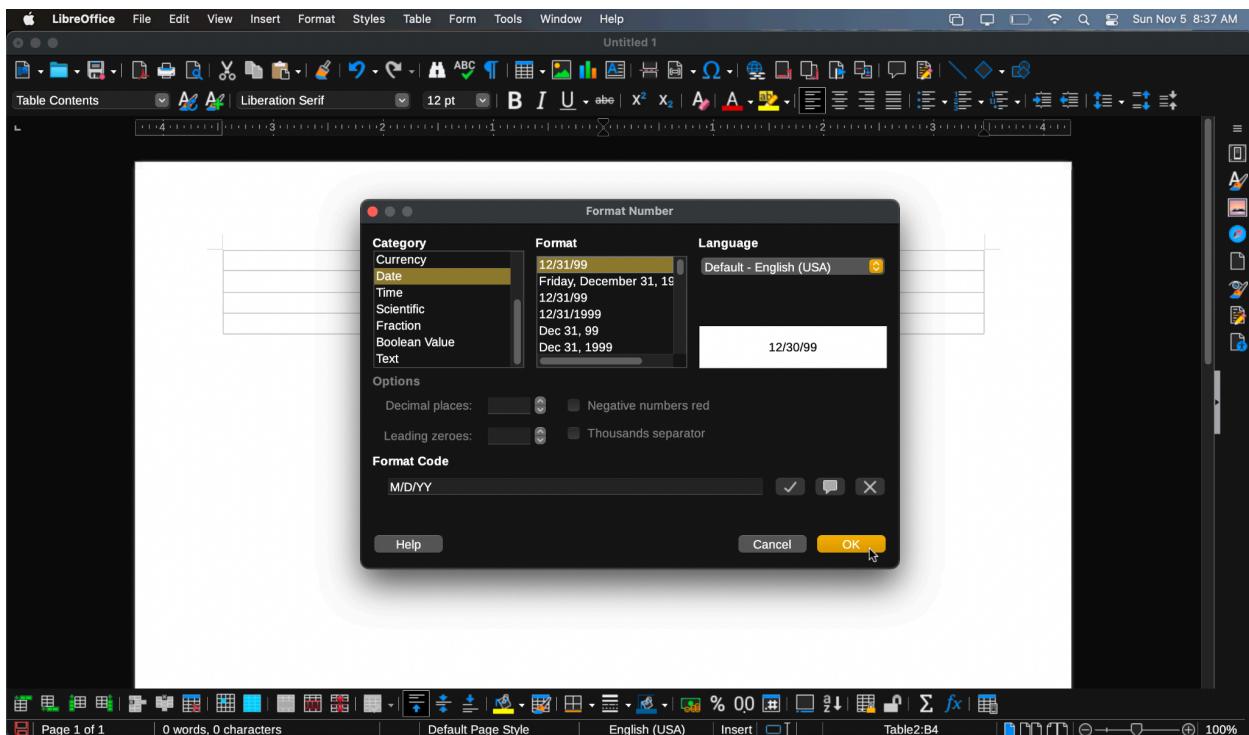
If you select cells and click “Table”, “Protect Cells” cells will become protected, which means they cannot be changed. If you do need to change them, you can turn this off by selecting “Table”, “Unprotect Cells”.



Clicking “Table”, “AutoFormat Styles...” allows you to change the theme of the table.

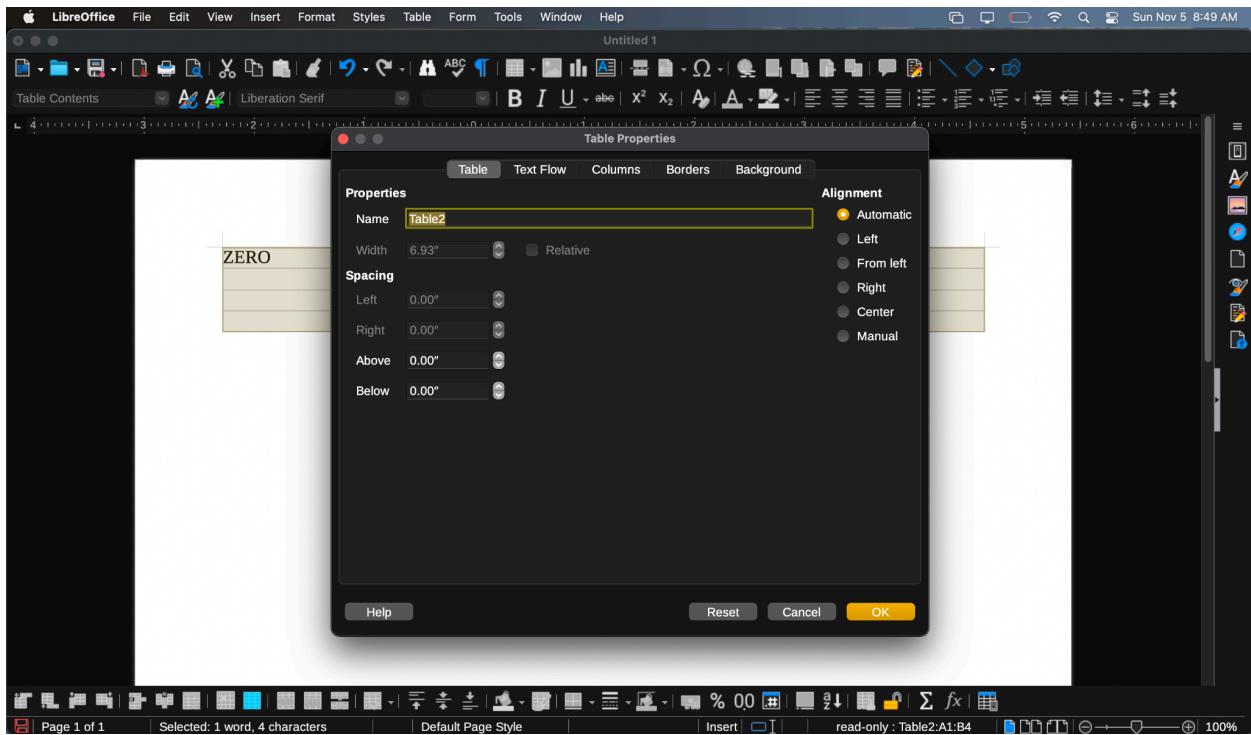


Clicking “Table”, “Number Format...” allows you to format a variety of numbers from currency, dates, time, and fractions.



You can check “Number Recognition” to have Writer automatically convert numbers into the format selected in the last step.

The “Properties” button allows you to change alignment, name, borders, background, and text flow.



References

LibreOffice <https://www.libreoffice.org>

LibreOffice Writer Docs <https://help.libreoffice.org/latest/en-US/text/swriter/main0000.html>