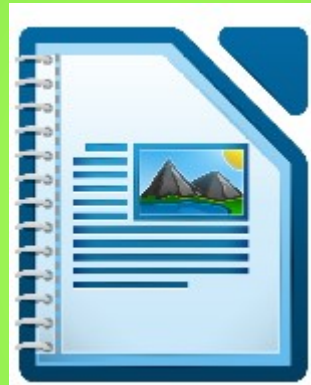


Mengenai Libreoffice Writer



Oleh : GrombyangOS-Team



GrombyangOS



Writer



Calc



Impress



Draw



Base

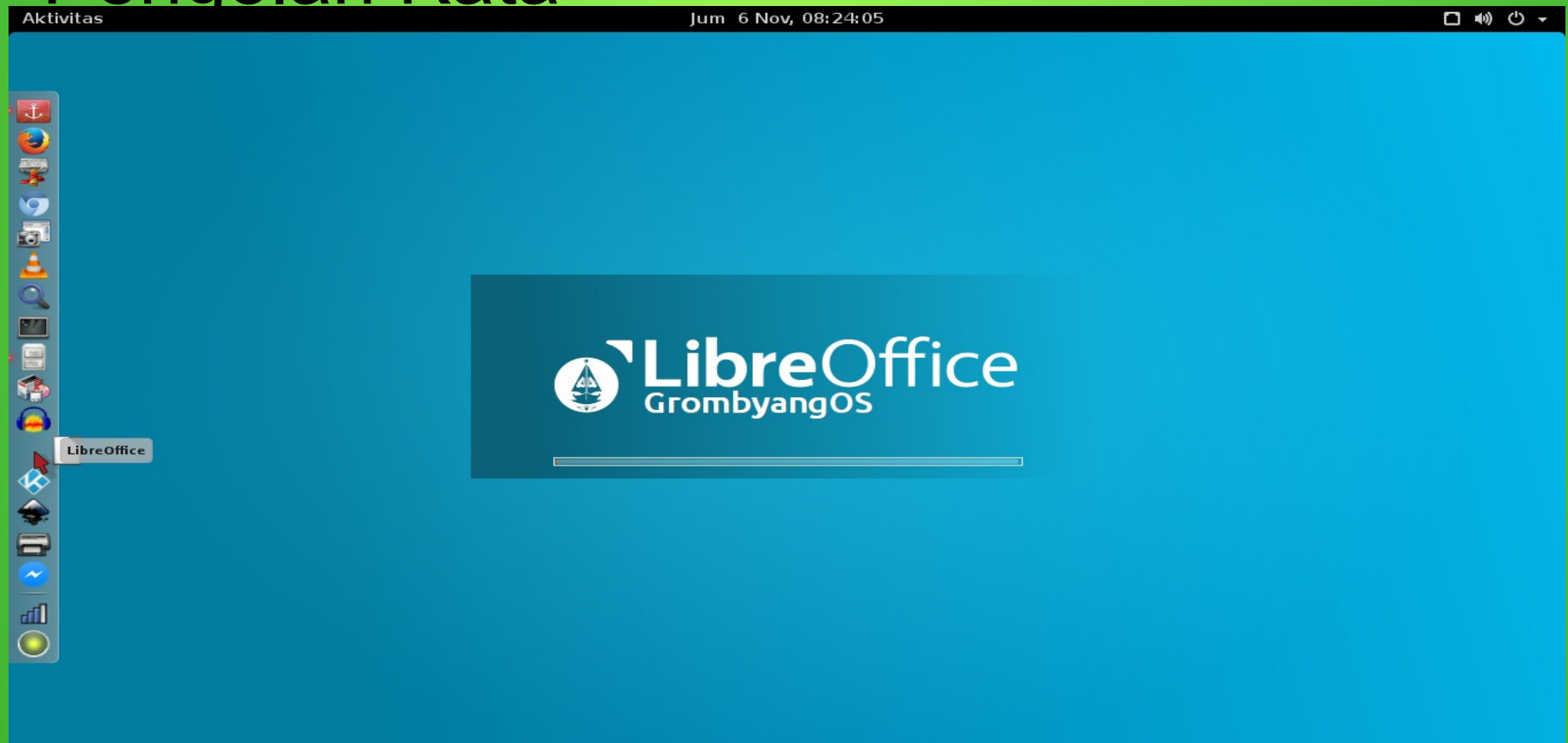


Math

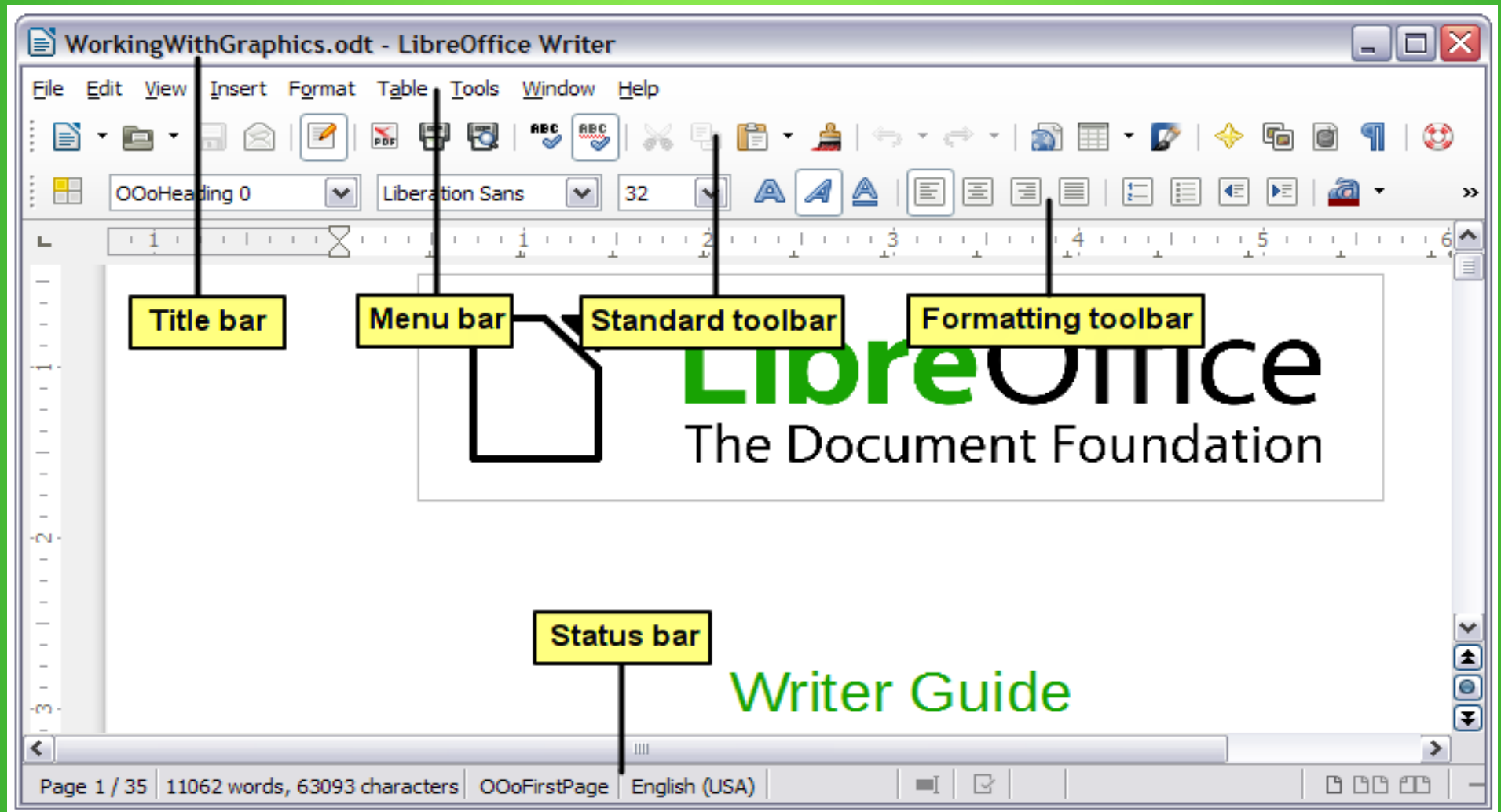
Bab. I.

Memulai Libreoffice Writer

- Startmenu --> Aplikasi Perkantoran --> Pengolah Kata



Jendela Utama

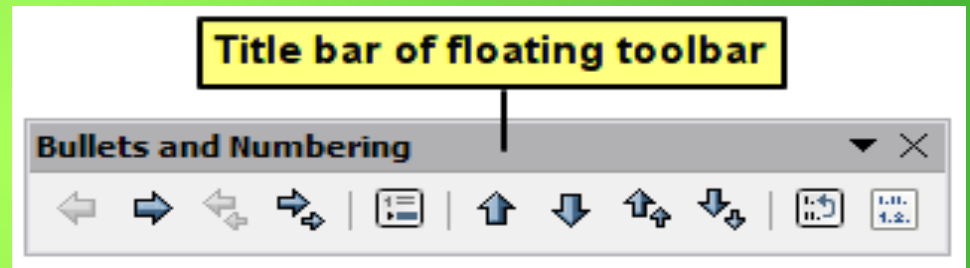
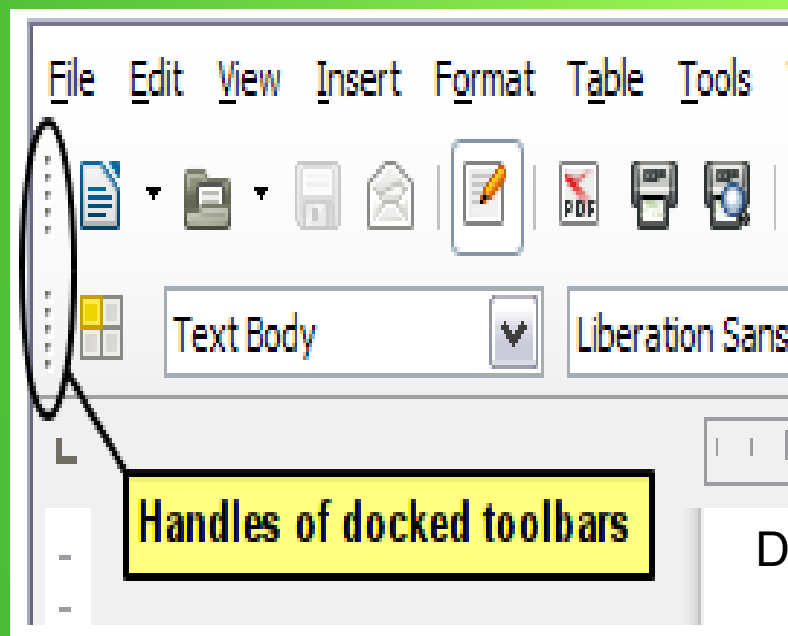


Menubar/Panel Menu

File Edit View Insert Format Table Tools Window Help

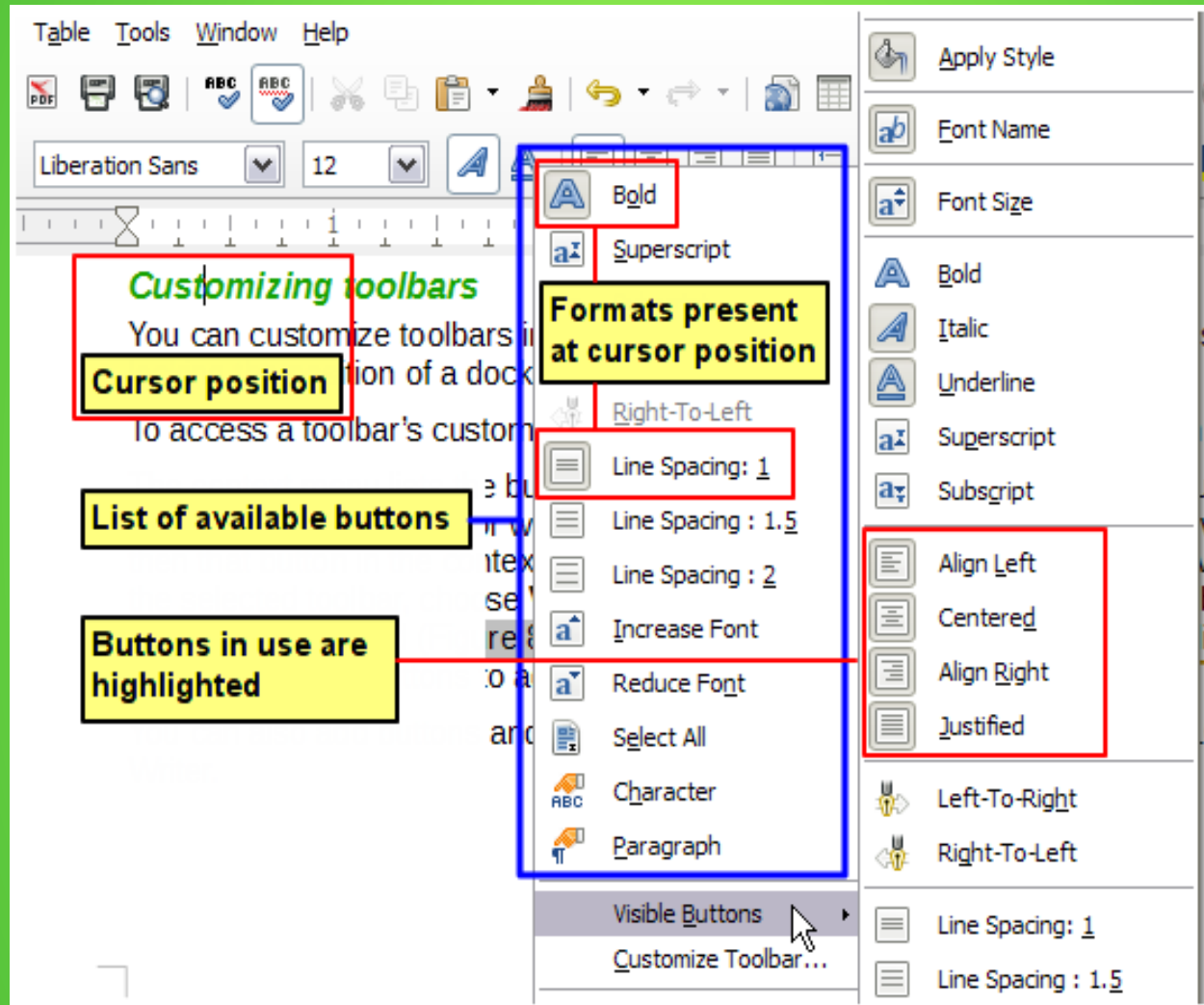
- Menu File , berisi kumpulan menu-menu operasi file seperti membuat dokumen baru, membuka dokumen, menyimpan dokumen, ekspor dokumen ke pdf dan pengaturan pencetakan.
- Menu Edit,berisi kumpulan menu fungsi-fungsi dalam menyunting dokumen.
- Menu View, berisi kumpulan menu yang berfungsi dalam pengaturan tampilan.
- Menu Insert, berisi kumpulan menu yang berfungsi dalam pengaturan format tambahan dalam dokumen.
- Menu Format, berisi kumpulan menu yang berfungsi dalam pengaturan format dokumen.
- Menu Table, berisi kumpulan menu yang berfungsi dalam pengaturan dan penyuntingan tabel.
- Menu Tools, kumpulan menu yang berfungsi dalam pengaturan fungsi-fungsi tertentu
- Menu Windows, kumpulan menu yang berfungsi dalam pengaturan jendela LibreOffice Writer
- Menu Help, berisi menu tambahan sebagai fasilitas bantuan bagi pengguna LibreOffice Writer

- **Memunculkan/tidak memunculkan Toolbars View > Toolbars**
 - **Centang/tidak yang dibutuhkan**
- **Menggeser toolbars**



Drag & dropp/klik dan tarik toolbars

Kostumisasi Toolbars



Rules/Mistar

Guides

☐ Helplines While Moving

Display

☒ Graphics and objects

☒ Tables

☒ Drawuings and controls

☐ Field codes

☒ Comments

View

☒ Hoorizontal scrollbar

☒ Vertical scrollbar

☒ Ruler

☒ Hoorizontal ruler

Inch



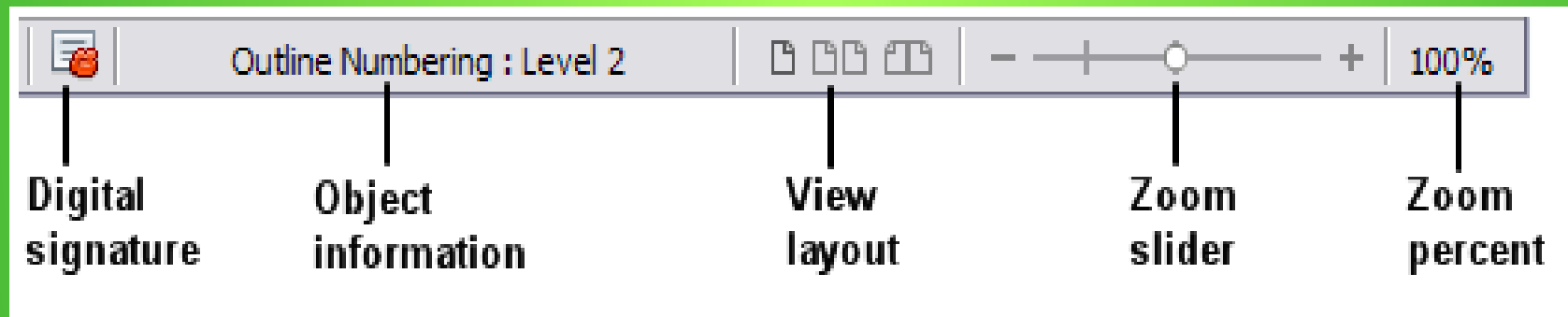
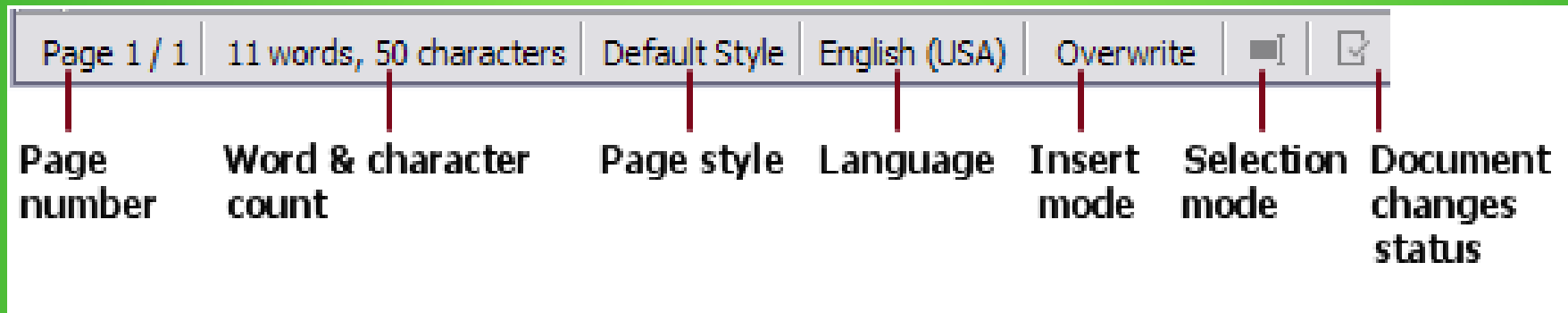
☒ Vertical ruler

Inch



☐ Smooth scroll

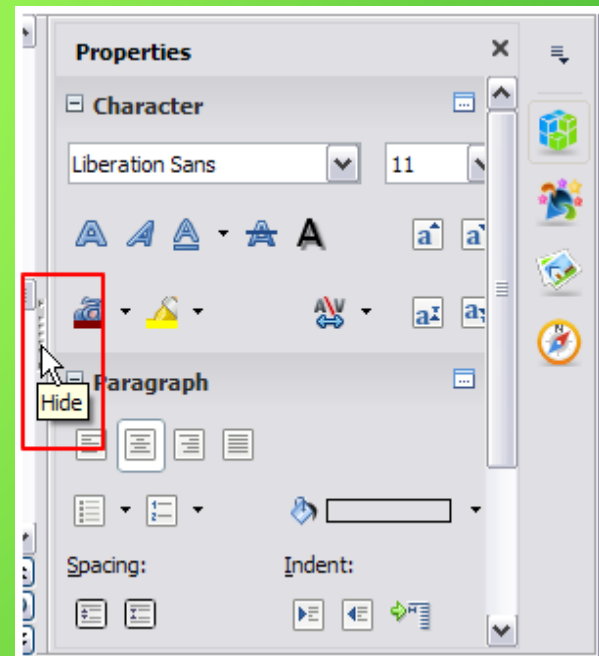
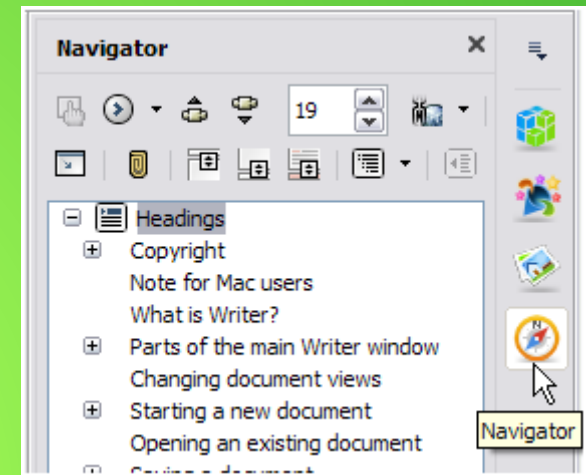
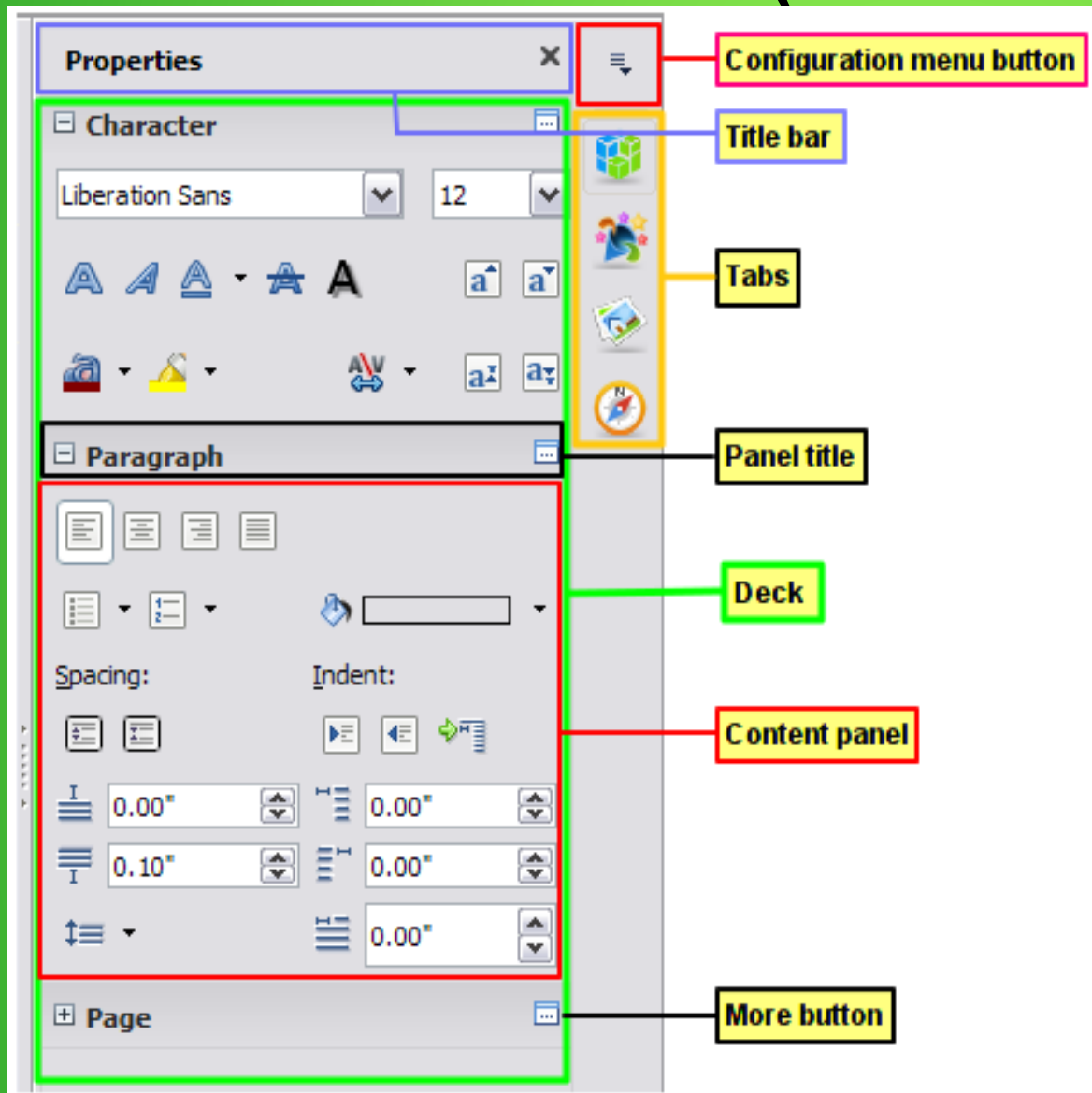
Baris Status



Layout

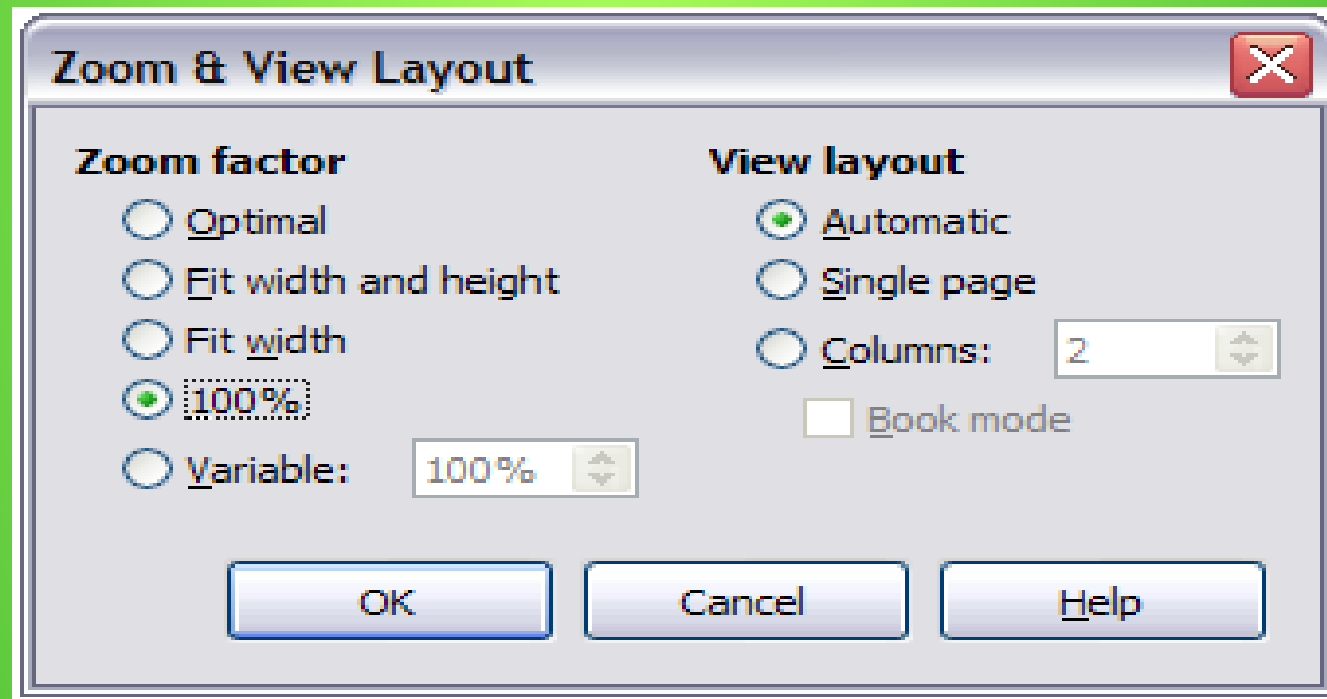


Sidebar (view>sidebar)



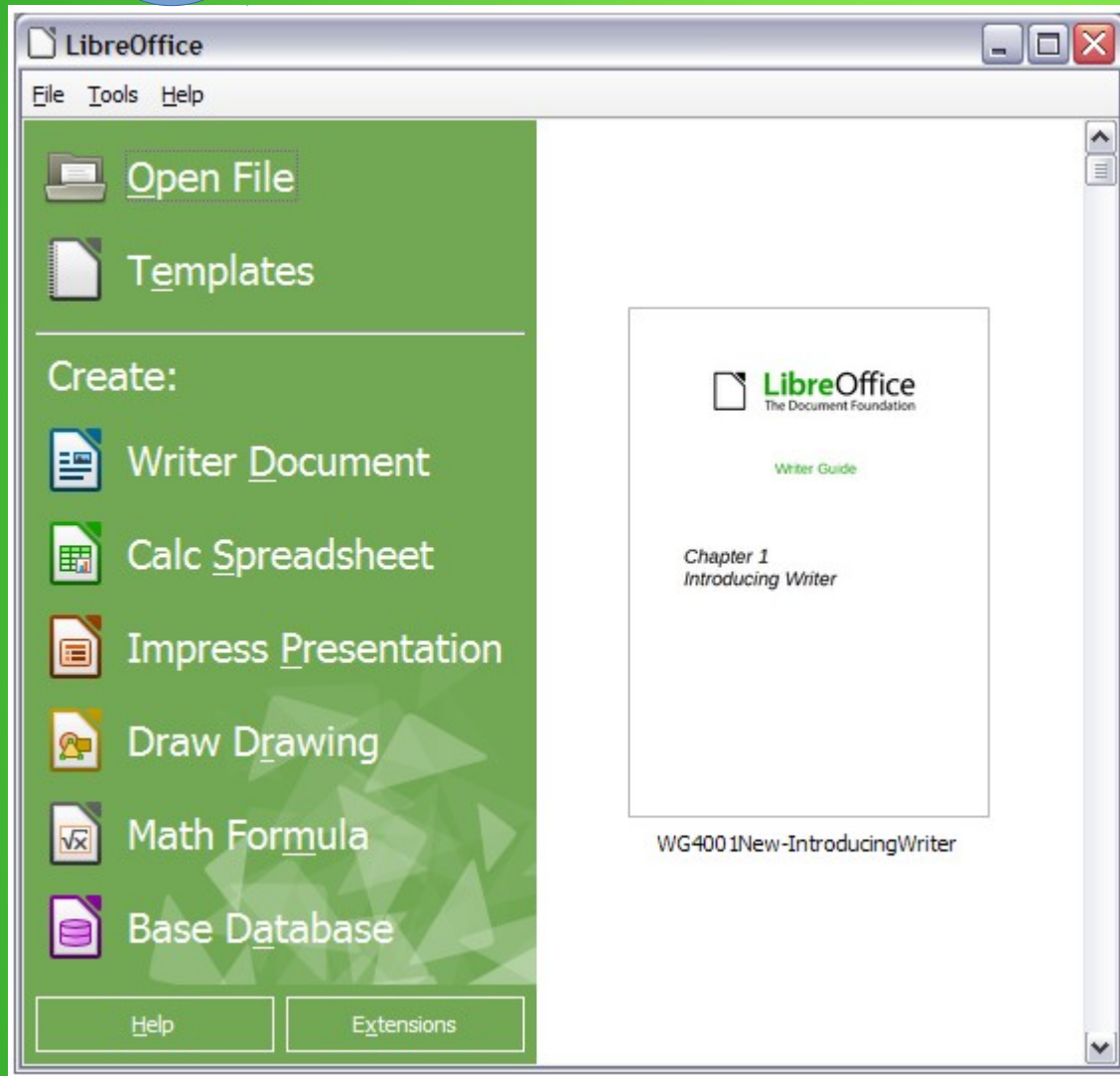
Memperbesar/memperkecil tampilan dokumen

View > Zoom > pilih besaran tampilan



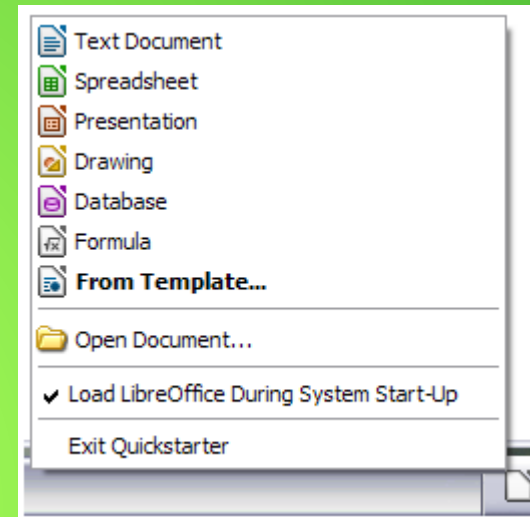
1

Memulai Kerja



Dari startmenu

2



Dari quickstart

Dari menu bar, toolbar, atau keyboard
Ketika LibreOffice is terbuka, dengan cara start a new document kemudian pilih salah satu. Atau ...

3

Klik **Ctrl+N** keys.

File > New > Text Document.

Klik **New** di Standard Toolbar.

Mulai kerja dengan template

File > Templates > Manage (*Ctrl+Shift+N*), File > New > Templates

Mulai kerja dengan membuka dokumen yang telah dibuat sebelumnya :

Pilih File > Open.

Klik Open button di the Standard Toolbar.

Klik dan jangan lepaskan, lihat dibawah Open button di the Standard Toolbar untuk memilih a recent document.

Ketik *Ctrl+O* dari keyboard.

Gunakan File > Recent Documents di pilihan

Gunakan Open Document dari Quickstarter.

Menyimpan Dokumen

Pencet keyboard ***Ctrl+S.***

Pilih dari menu **File > Save.**

Klik **Save** button di Standard Toolbar.

Tips : Menyimpan otomatis

Pilih **Tools > Options > Load/Save > General.**

Klik **Save AutoRecovery information every** dan pilih berapa menit file akan disimpan otomatis

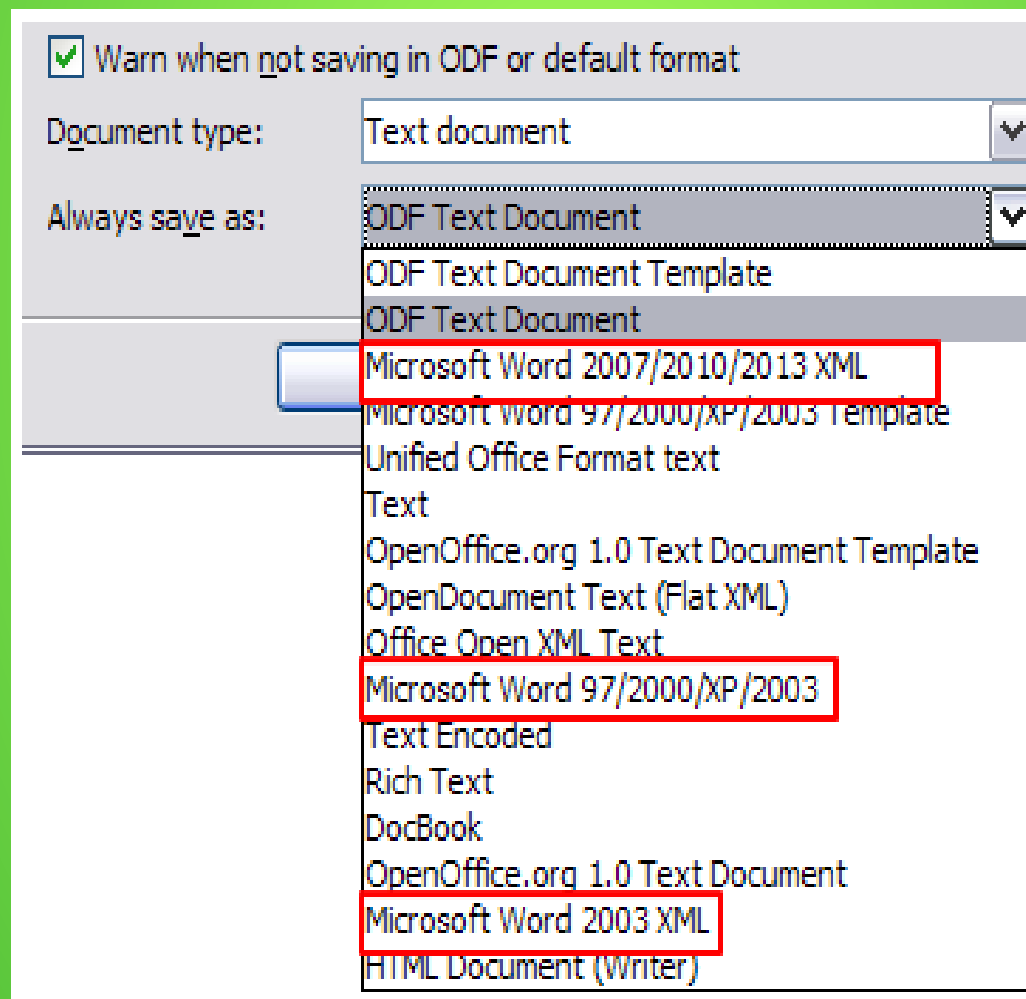
Tips 2 : **Penting**—saat menyimpan pertama akan berekstensi, ODT.jika menggunakan ekstensi lainnya seperti doc/docx lakukan hal berikut

Klik **File > Save As.**

Di **File type (Save as type)** drop-down menu, pilih type of Word format you need. You may also choose to change the file name.

Klik **Save.**

- Pilihan menu file-tipe saat menyimpan



- Memproteksi dokumen

File name: 0201WG3-IntroducingWriter

File type: ODF Text Document (.odt)

☒ Save with password ☒ Automate

☐ Edit filter settings

Set Password

File encryption password

Enter password to open

Confirm password

Note: After a password has been set, the document will only open with the password. Should you lose the password, there will be no way to recover the document. Please also note that this password is case-sensitive.

Fewer Options

OK Cancel

File sharing password

☐ Open file read-only

Enter password to allow editing

Confirm password

Menutup dan Keluar dari dokumen kerja

Menutup dokumen :

File > Close

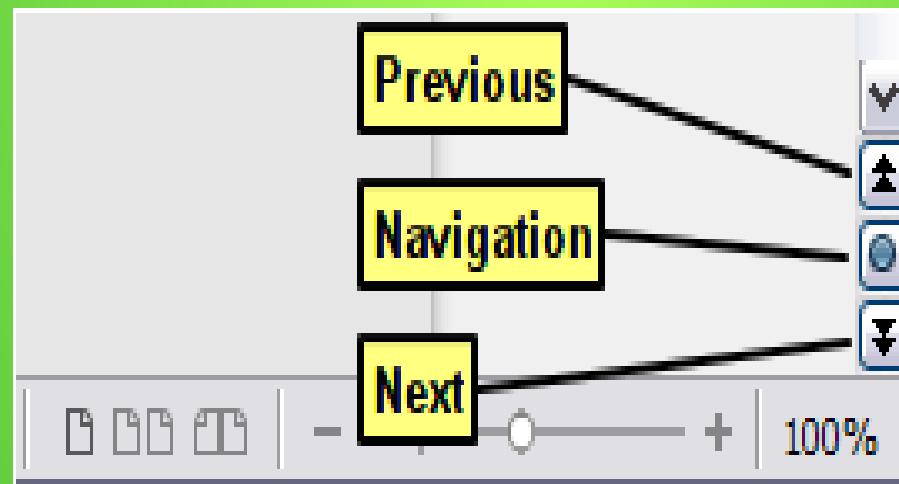
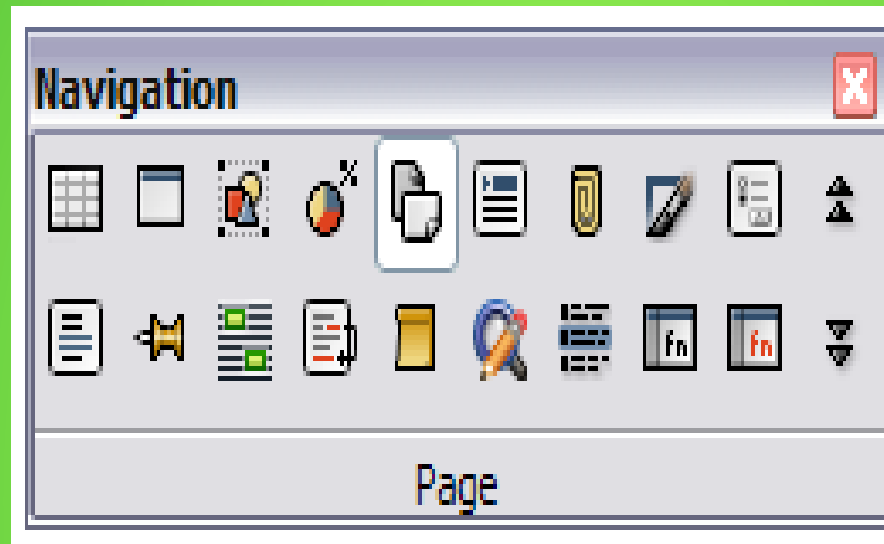
Tanda X (silang) di kanan atas dokumen kerja

Keluar dari dokumen kerja :

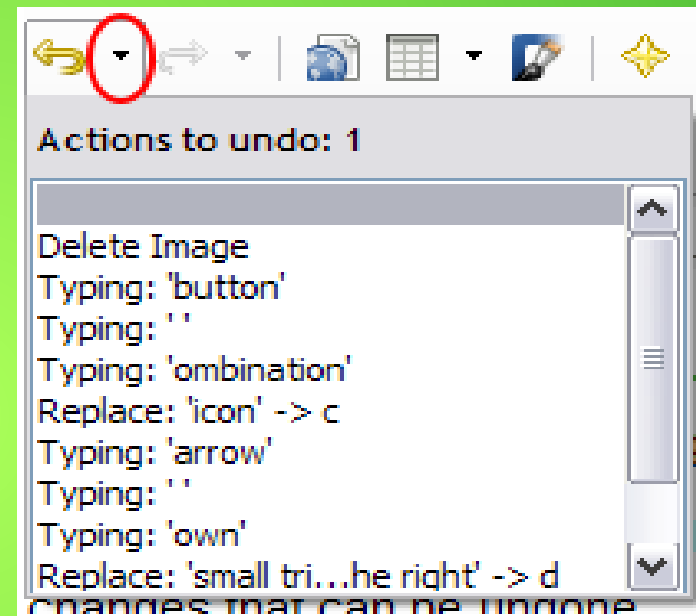
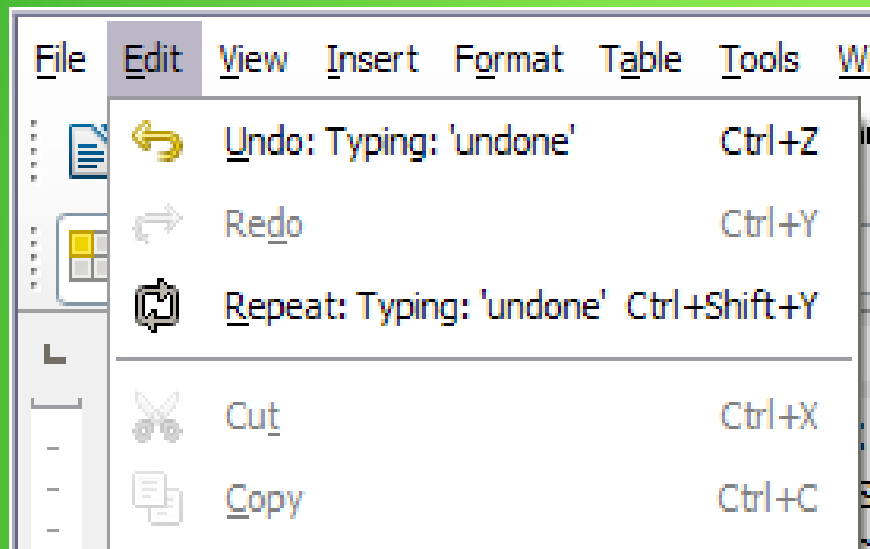
File > Exit

LibreOffice > Quit LibreOffice

Menggunakan Navigator



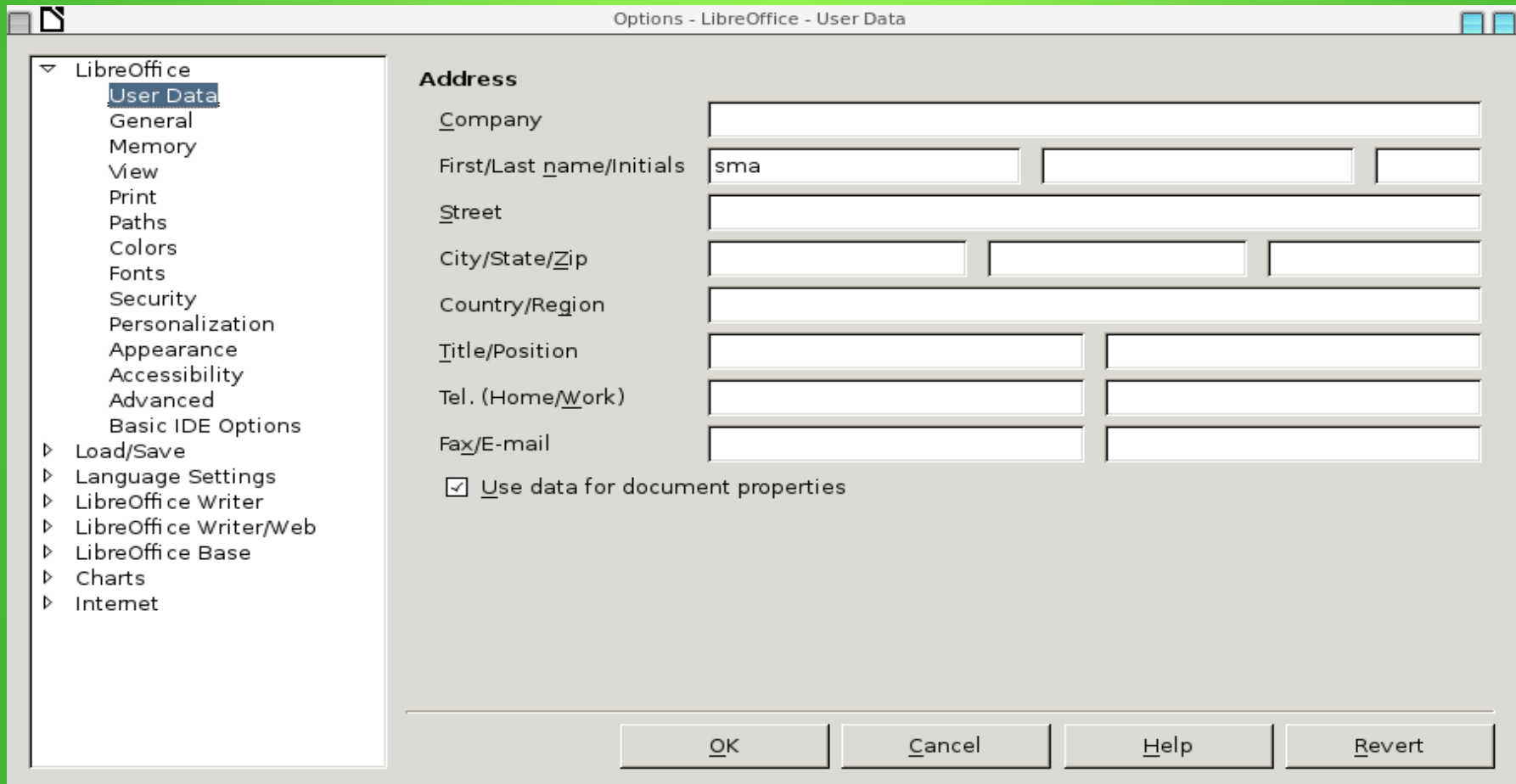
Undo/Redo (mengembalikan ke sebelumnya/sesudahnya)



Bab. II.

Menyeting Libreoffice Writer

- Dari menu Tools > Option



The screenshot shows the 'Options - LibreOffice - User Data' dialog box. On the left is a tree view with 'LibreOffice' expanded, and 'User Data' selected. The main area is titled 'Address' and contains several input fields: 'Company', 'First/Last name/Initials' (with 'sma' entered in the first sub-field), 'Street', 'City/State/Zip' (with three sub-fields), 'Country/Region', 'Title/Position' (with two sub-fields), 'Tel. (Home/Work)' (with two sub-fields), and 'Fax/E-mail' (with two sub-fields). At the bottom of the main area is a checked checkbox labeled 'Use data for document properties'. At the very bottom are four buttons: 'OK', 'Cancel', 'Help', and 'Revert'.

Options - LibreOffice - User Data

LibreOffice

- User Data
- General
- Memory
- View
- Print
- Paths
- Colors
- Fonts
- Security
- Personalization
- Appearance
- Accessibility
- Advanced
- Basic IDE Options
- Load/Save
- Language Settings
- LibreOffice Writer
- LibreOffice Writer/Web
- LibreOffice Base
- Charts
- Internet

Address

Company

First/Last name/Initials sma

Street

City/State/Zip

Country/Region

Title/Position

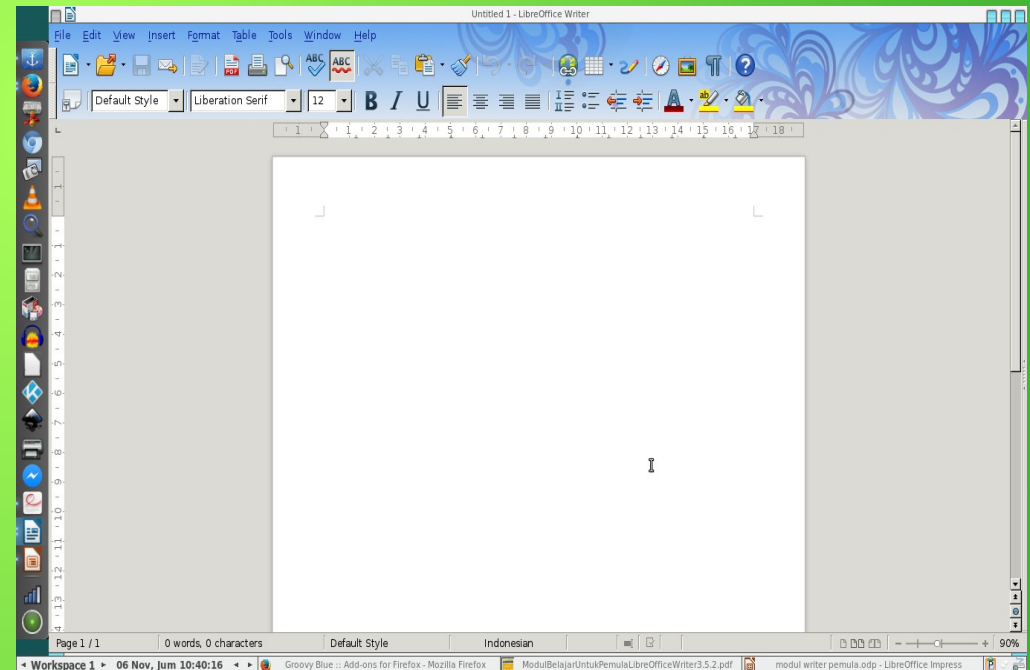
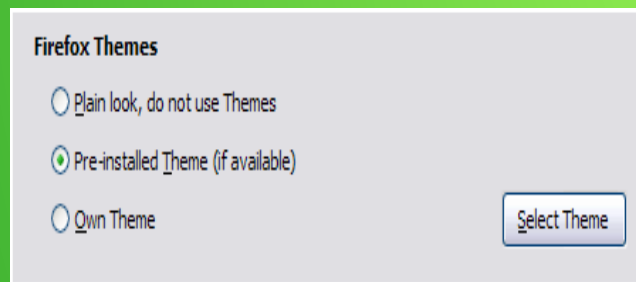
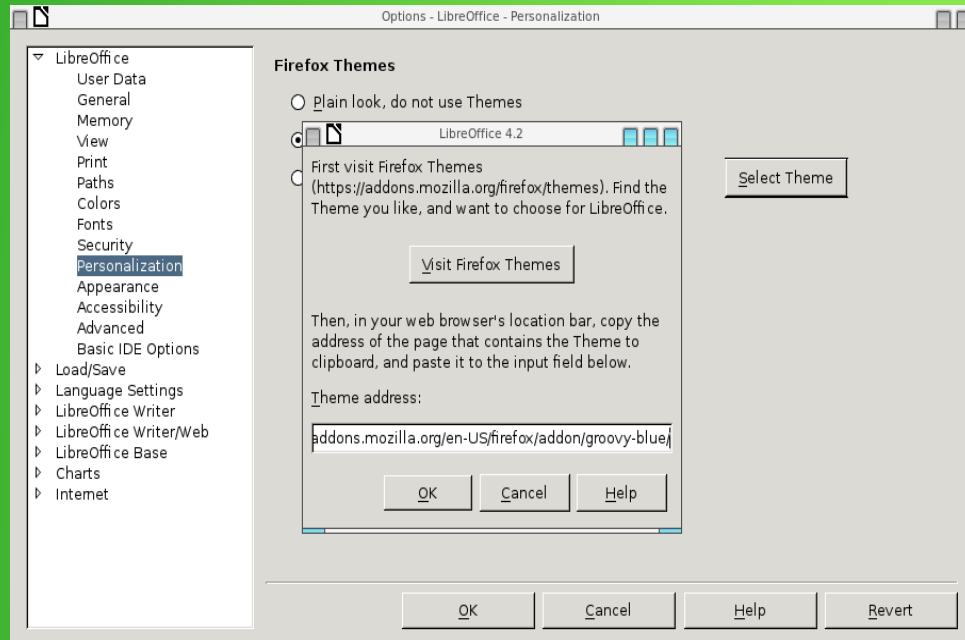
Tel. (Home/Work)

Fax/E-mail

☒ Use data for document properties

OK Cancel Help Revert

Mengganti Tema



Bab. III.

Lingkup Pekerjaan dengan Teks

Tips :

- Menyeleksi teks
 - ctrl+a (menyeleksi seluruh teks/dokumen)
 - Klik baris teks dua kali (menyeleksi satu kata)
 - Klik batis teks tiga kali (menyeleksi satu paragraf)
- Cut (ctrl+x) atau tombol gunting
- Copy (ctrl+c)
- Paste (ctrl+v)

Cari dan Mengganti –teks-- (find & replace)

- Klik ctrl + H atau



Find & Replace

Search for

icon

Find
Find All

Replace with

button

Replace
Replace All

☒ Match case ☒ Whole words only

☐ Other Options

☐ Current selection only ☐ Backwards

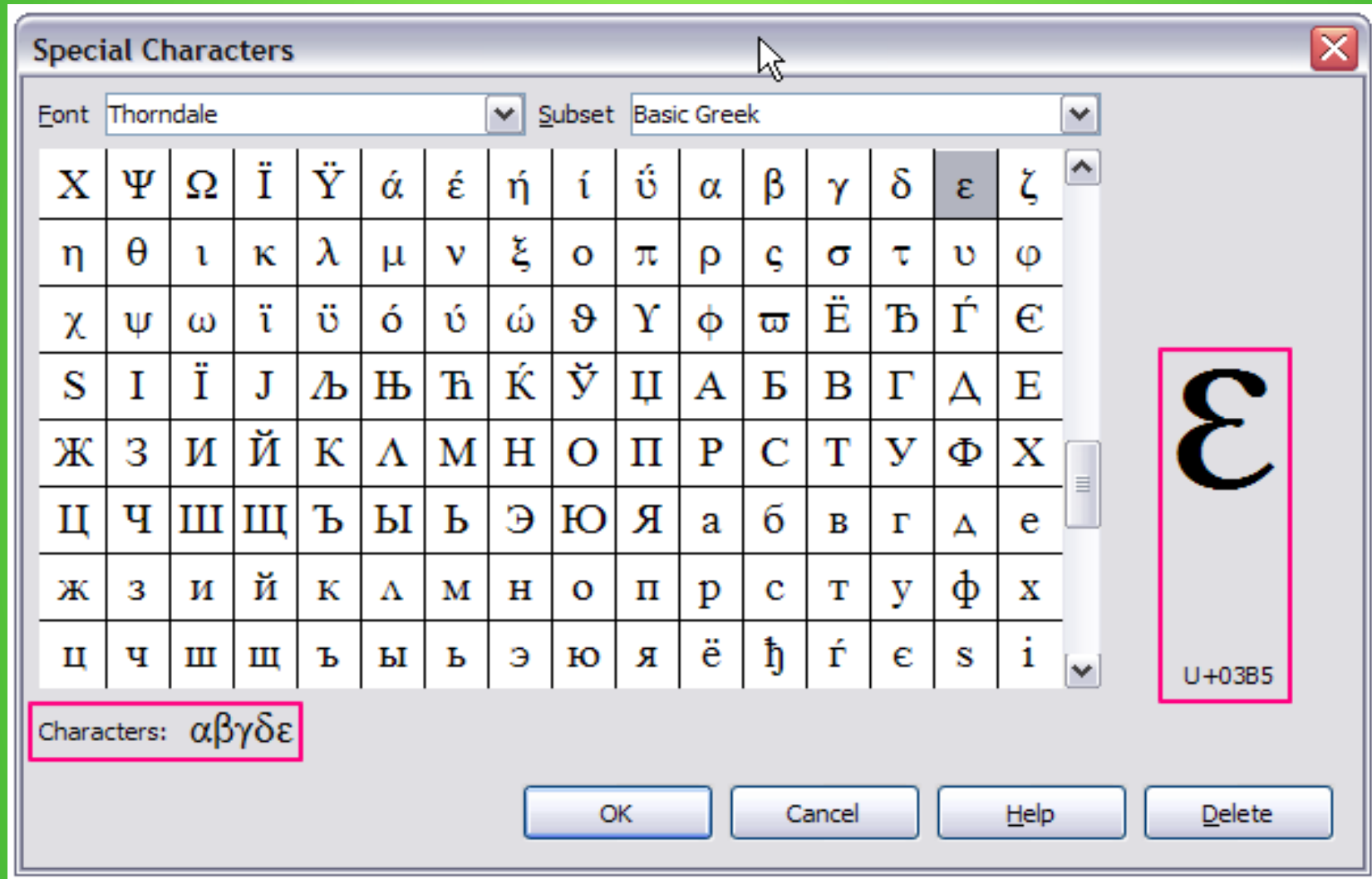
☐ Regular expressions ☐ Search for Paragraph Styles

☐ Similarity search ☐ Comments

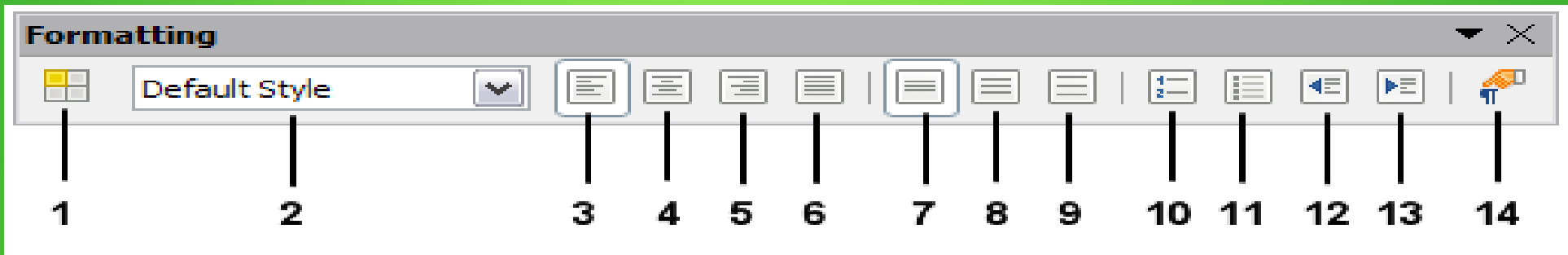
Attributes... Format... No Format

Help Close

Menambah Karakter Khusus



Format Paragraf



1	Open Styles and Formatting Window	5	Align Right	10	Numbering On/Off
		6	Justified	11	Bullets On/Off
2	Apply Style	7	Line Spacing: 1	12	Decrease Indent
3	Align Left	8	Line Spacing: 1.5	13	Increase Indent
4	Centered	9	Line Spacing: 2	14	Paragraph format dialog

Properties



+ Character

- Paragraph

19 

1 2 3 4



5  ▼  ▼ 6



7



Spacing:

Indent:

8   9

10

11



12



0.00"

13



0.00"



15



0.00"

14



0.00"



16



18



0.00"

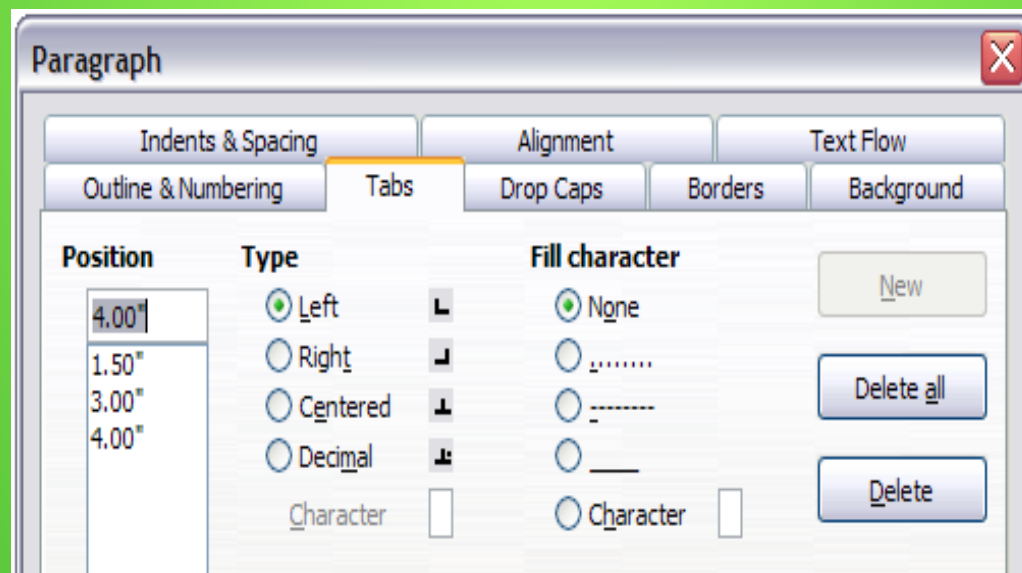
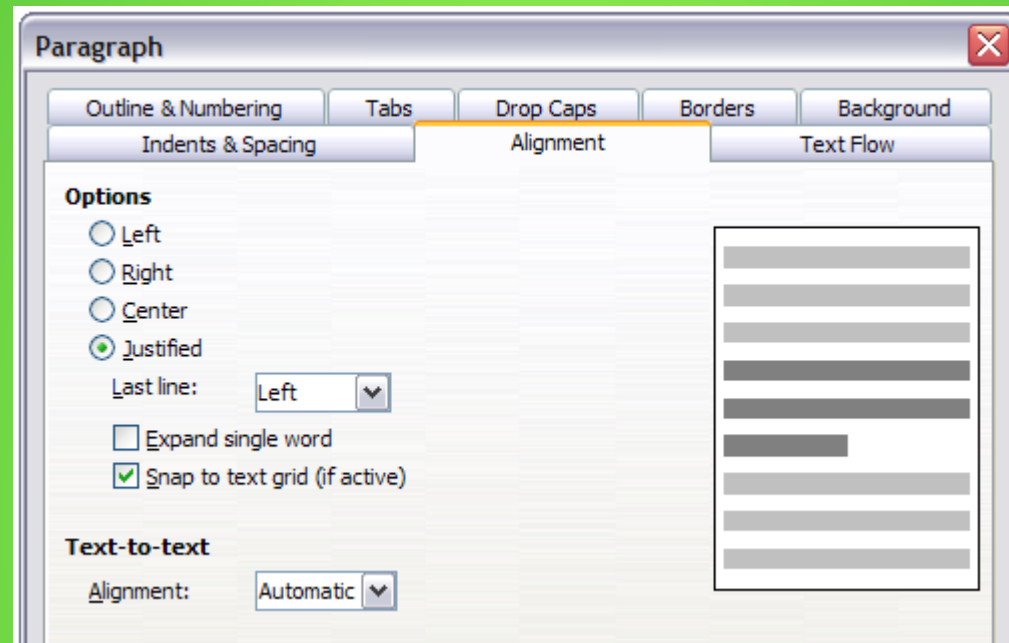


17

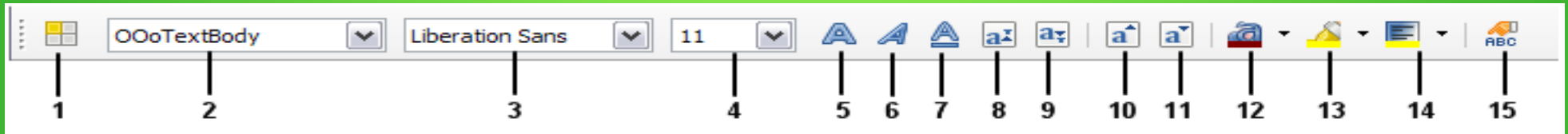


1	Align Left	8	Increase Spacing	15	Indent From Left
2	Align Center	9	Decrease Spacing	16	Indent From Right
3	Align Right	10	Increase Indent	17	Indent First Line
4	Align Justified	11	Decrease Indent	18	Line Spacing composite button
5	Bullets composite button	12	Hanging Indent	19	More Options button – opens Paragraph dialog
6	Numbering composite button	13	Above Paragraph Spacing		
7	Paragraph Background Color	14	Below Paragraph Spacing		

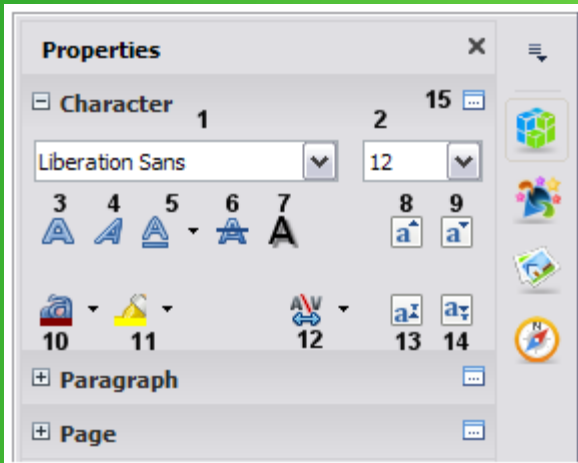
Setting Paragraph



Formating Character

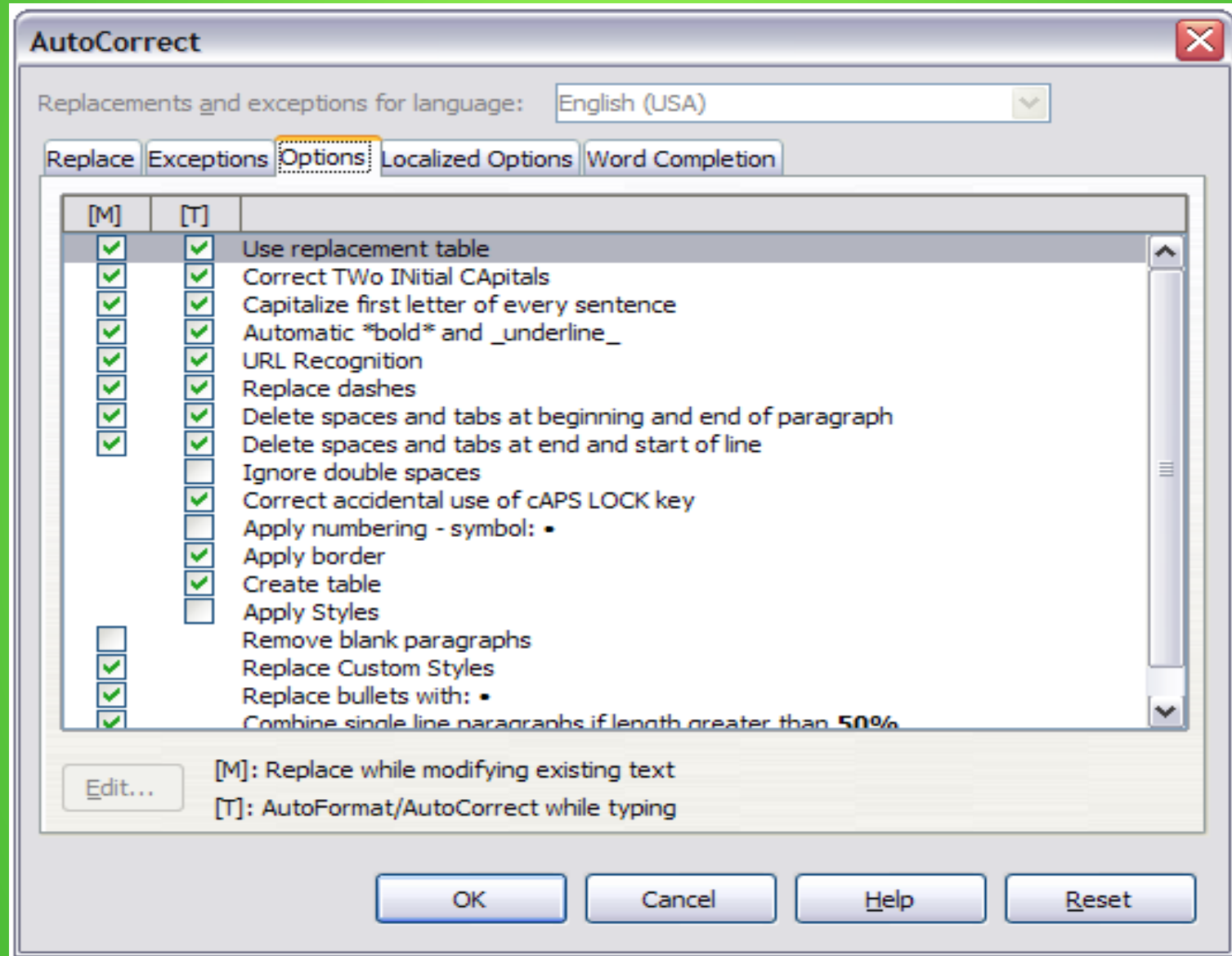


1	Open Styles and Formatting Window	6	Italic	12	Font Color composite button
		7	Underline	13	Highlighting composite button
2	Apply Style	8	Superscript	14	Background Color composite button
3	Font Name	9	Subscript	15	Open Character Format Dialog
4	Font Size	10	Increase Font		
5	Bold	11	Reduce Font		

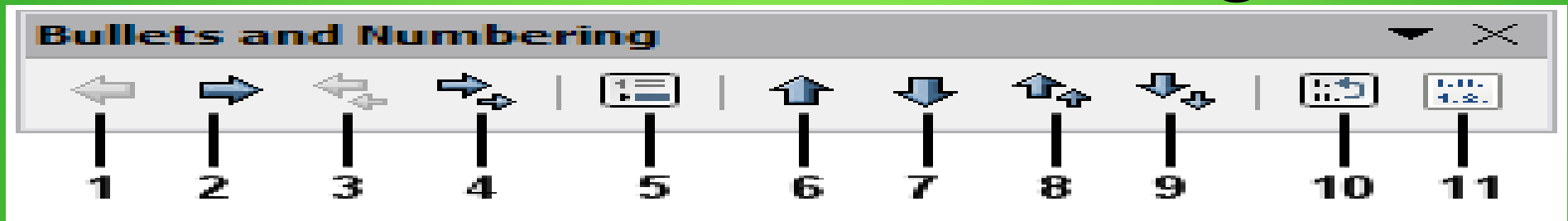


1	Font name	6	Strikethrough	11	Highlight – composite button
2	Font size	7	Shadow	12	Character Spacing composite button
3	Bold	8	Increase Font	13	Superscript
4	Italic	9	Reduce Font	14	Subscript
5	Underline composite button	10	Font Color composite button	15	More Options – opens Character dialog

Autoformatting (Tools>Autocorrect)

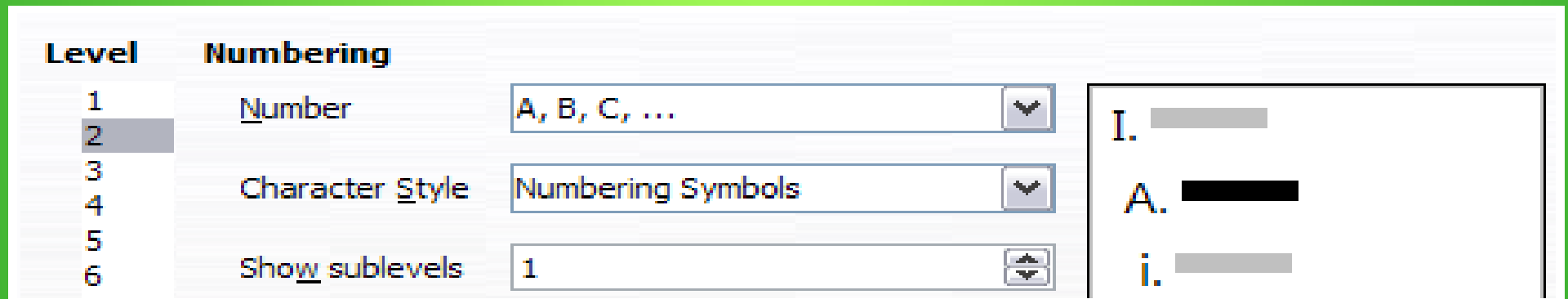
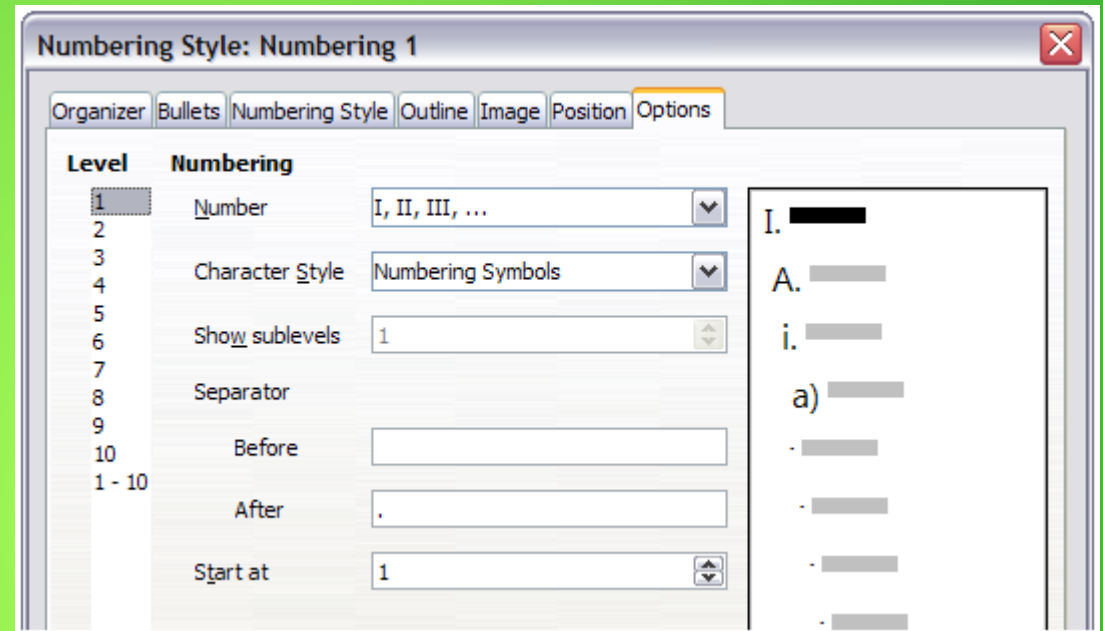
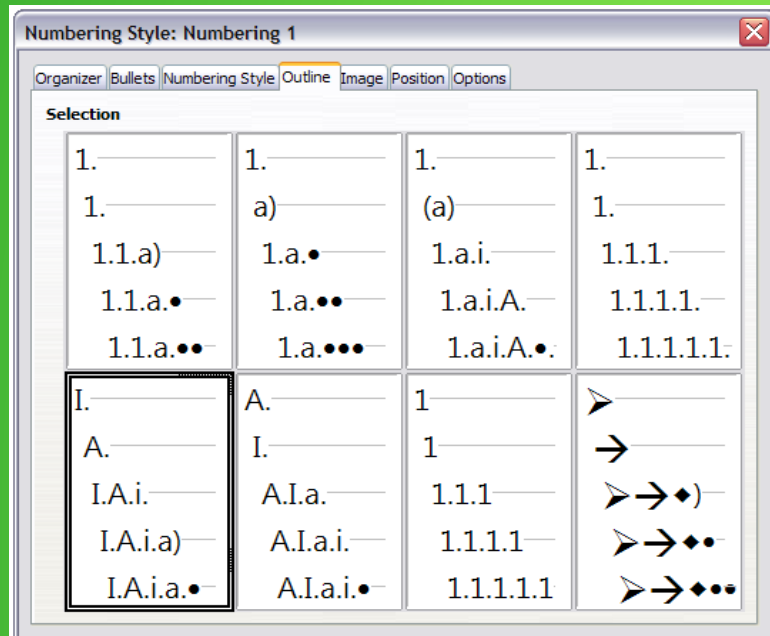


Bullet & Numbering

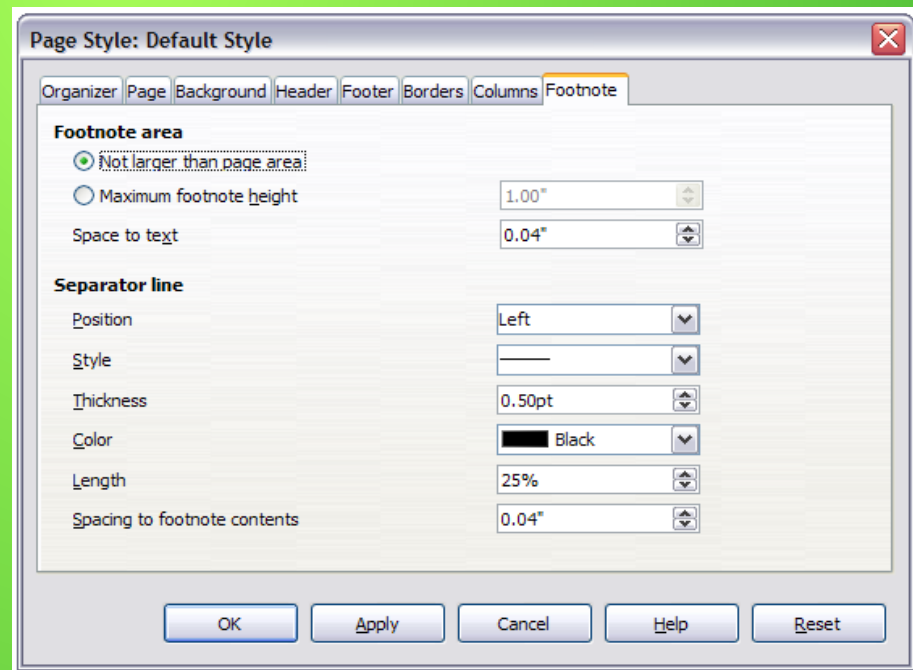
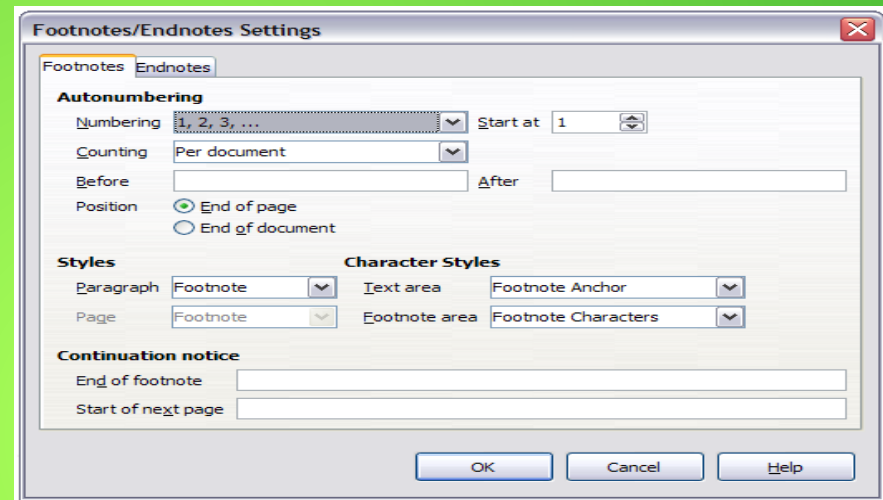
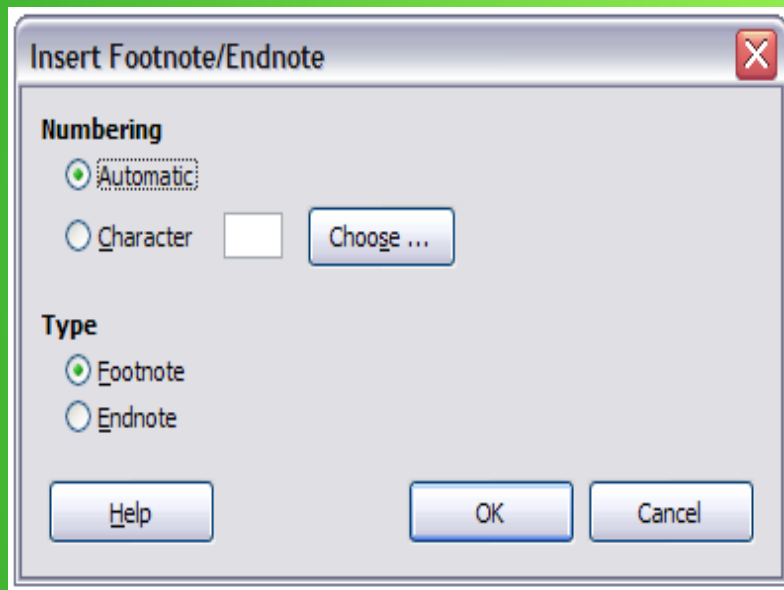
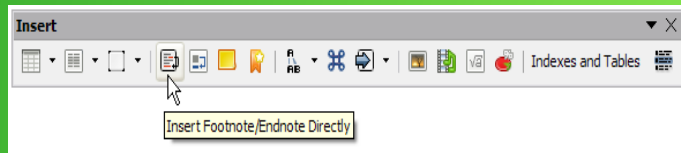


1	Promote One Level	5	Insert Unnumbered Entry	8	Move Up with Subpoints
2	Demote One Level			9	Move Down with Subpoints
3	Promote One Level with Subpoints	6	Move Up	10	Restart Numbering
4	Demote One Level with Subpoints	7	Move Down	11	Bullets and Numbering

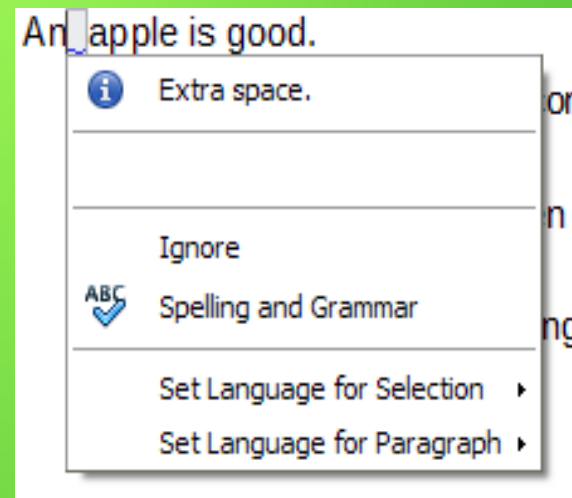
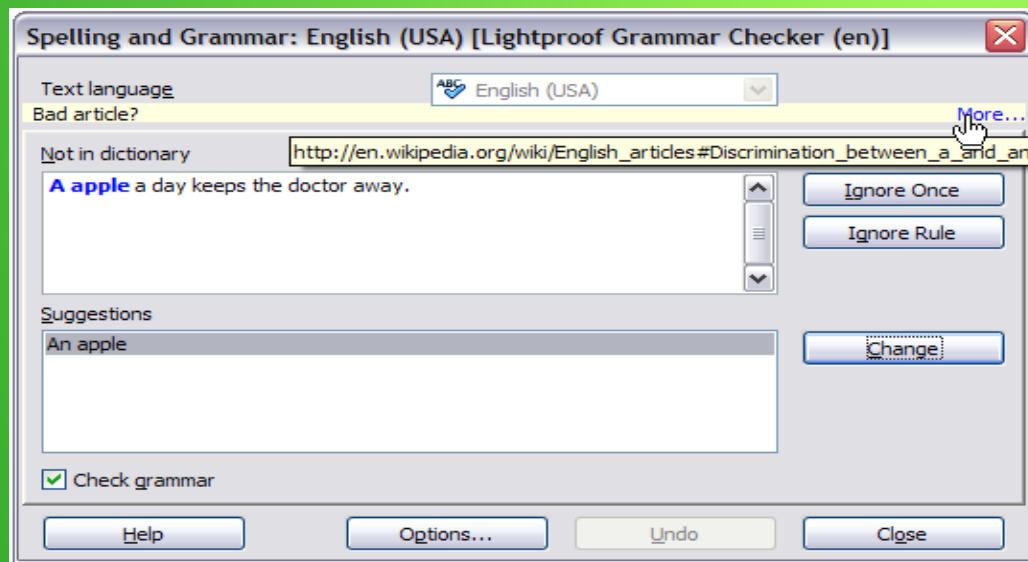
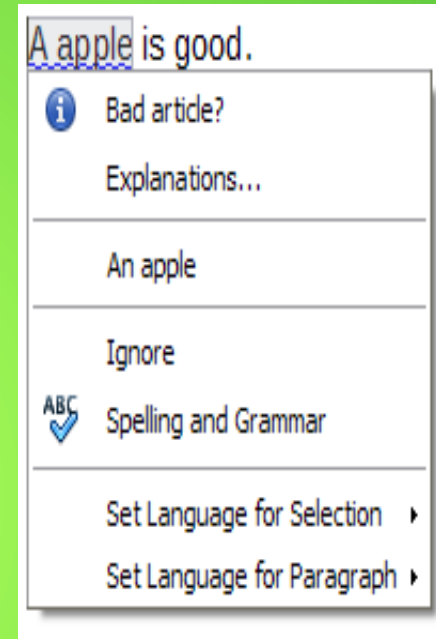
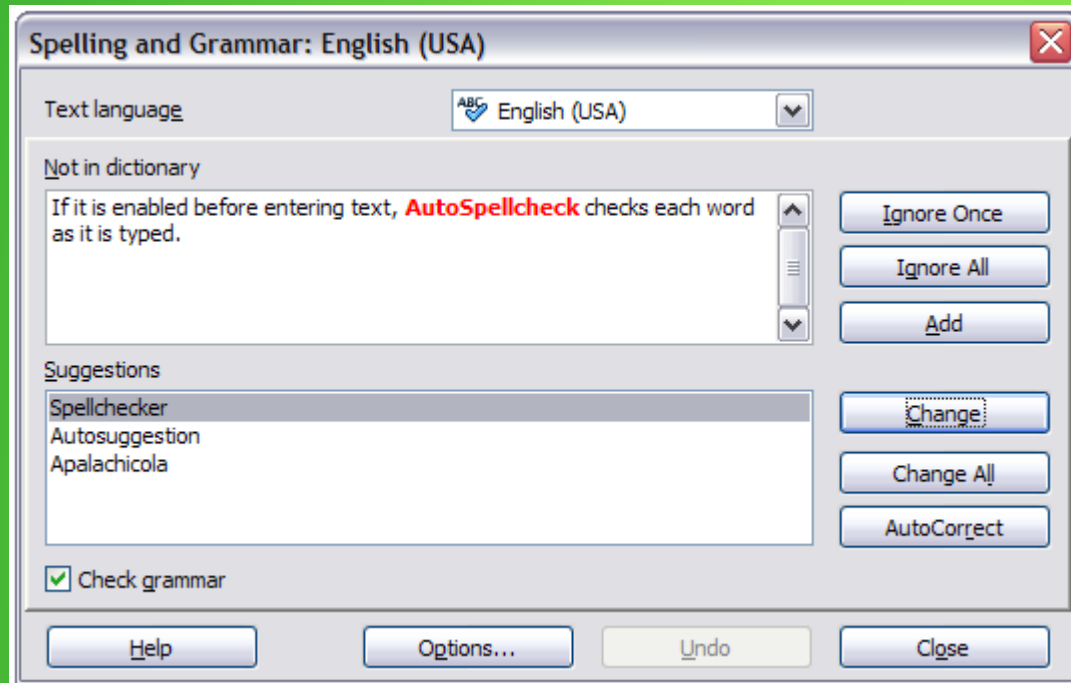
Gaya Penomoran Otomatis



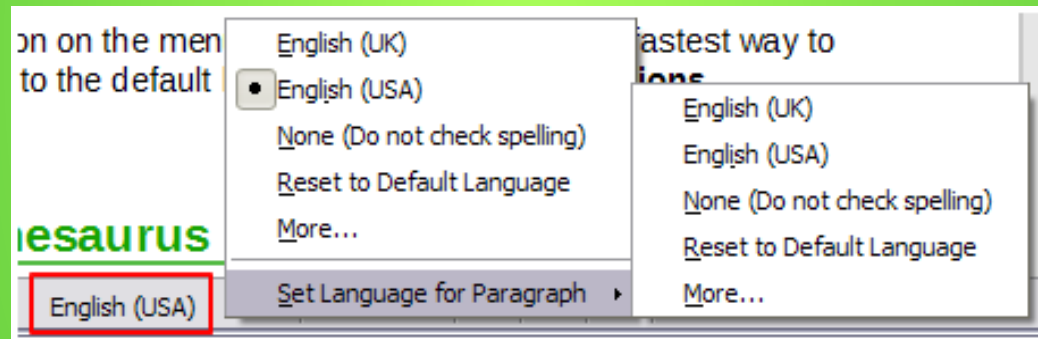
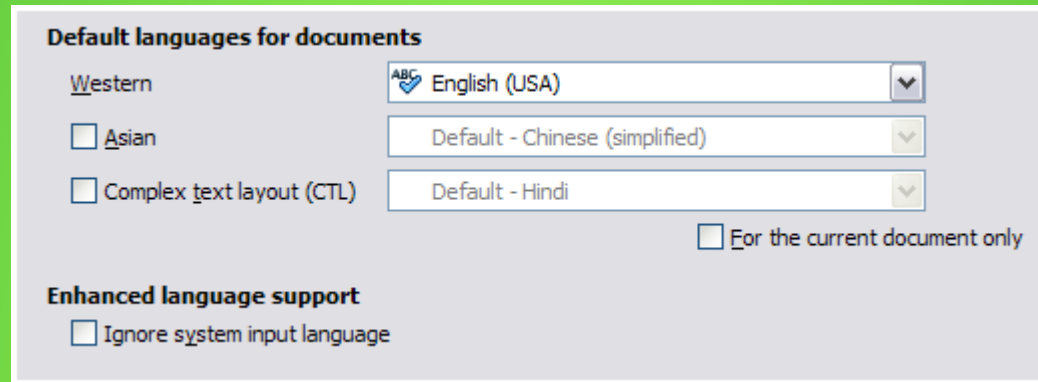
Menambahkan Catatan kaki (Footnote)



Pengaturan Spelling&Grammar



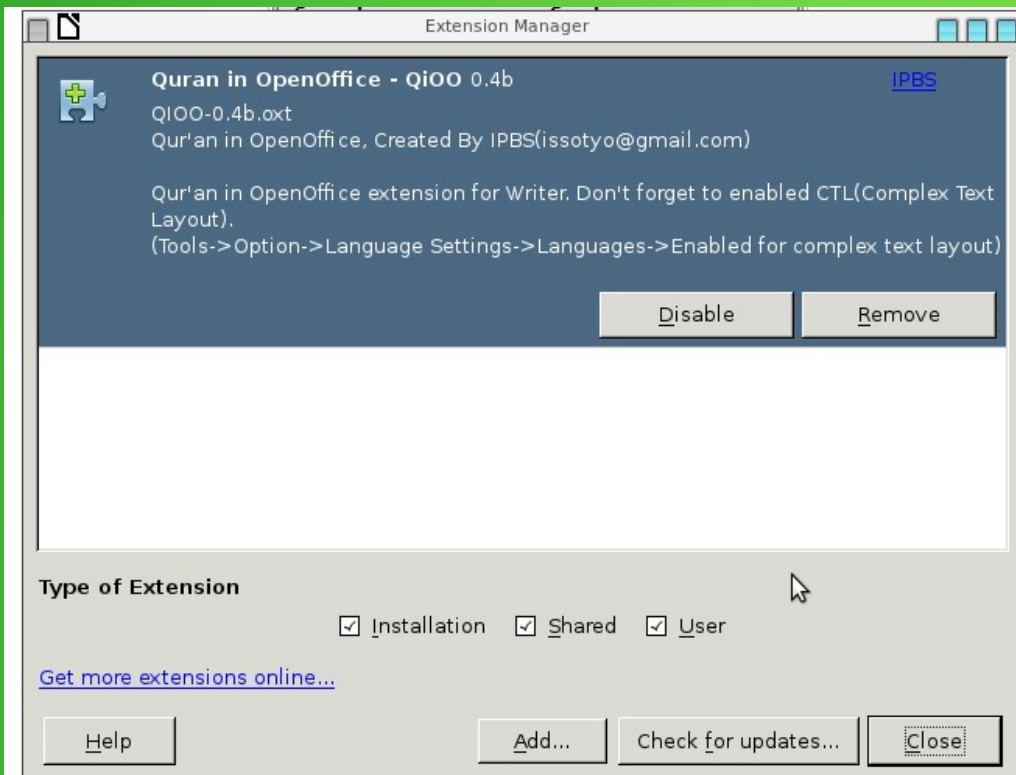
Menu Bahasa



Untuk menambahkan Bahasa Arab > install complex text layout
Sedang bahasa Asia (china dll) > install Asian

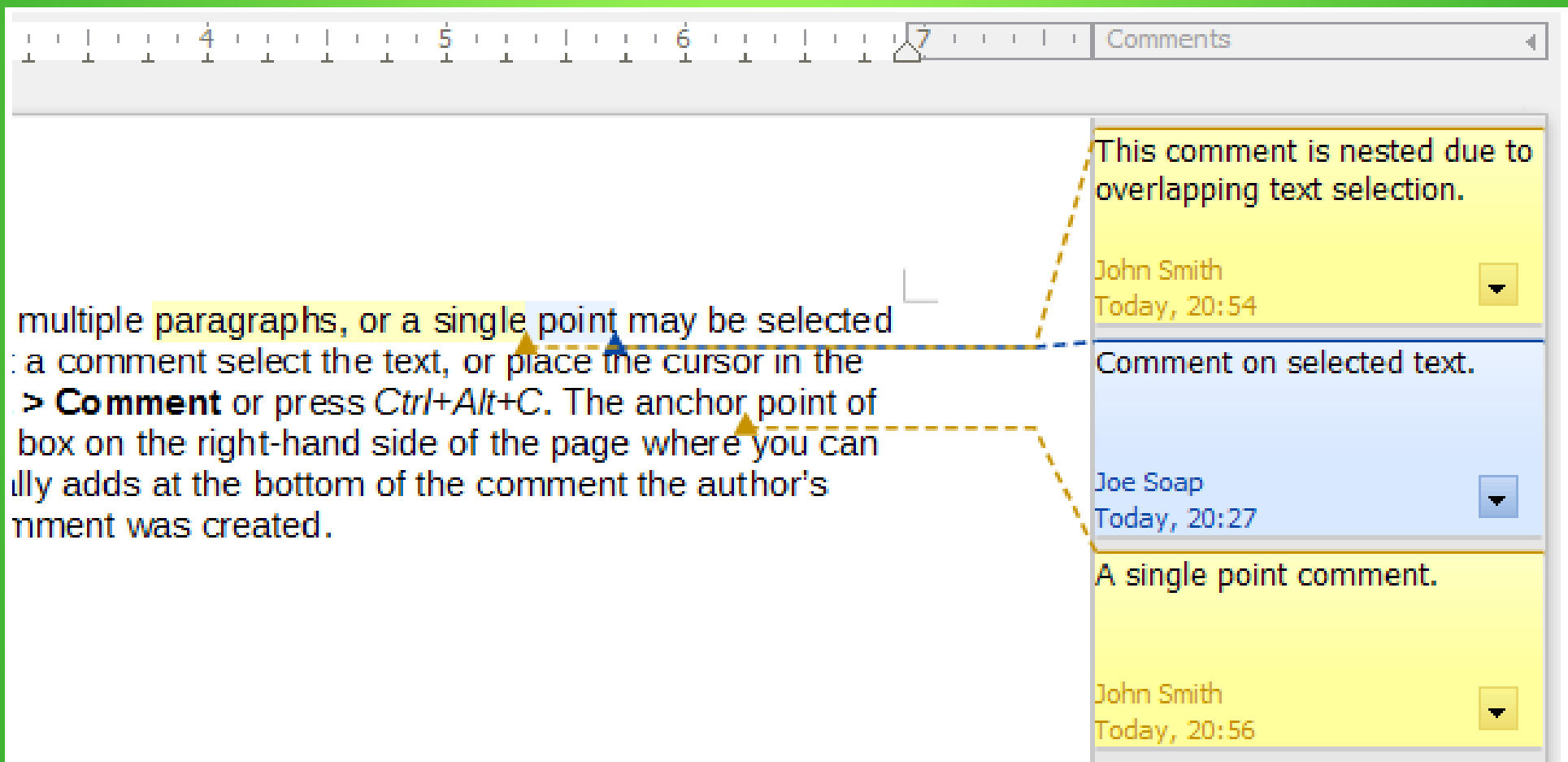
Menambahkan Qur'an dengan Mudah

- Unduh ekstensi Qioo di
<http://extensions.openoffice.org/en/project/quran-openofficeqioo>
- Install font ScheherazadeRegOT.ttf
- buka Extension manager, install QiOO-XXXX.oxt
- Restart libreoffice
- Enable CTL(Complex Text Layout): Tools->Option->Language Settings->Languages->Enabled for CTL(Complex Text Layout)
- Buka menu dokument AlQuran



Menambahkan coment pada dokumen

Insert > Comment atau tekan *Ctrl+Alt+C*



The screenshot shows a document editor interface with a ruler at the top. The main text area contains a paragraph: "multiple paragraphs, or a single point may be selected". A yellow highlight is applied to the word "paragraphs". A blue comment box is positioned over the highlighted text, containing the text "This comment is nested due to overlapping text selection." and the author information "John Smith" and "Today, 20:54". A dashed line connects this comment box to the text "multiple paragraphs". Another comment box is positioned over the text "or a single point may be selected", containing the text "Comment on selected text." and the author information "Joe Soap" and "Today, 20:27". A dashed line connects this comment box to the text "or a single point may be selected". A third comment box is positioned over the text "A single point comment.", containing the text "A single point comment." and the author information "John Smith" and "Today, 20:56". A dashed line connects this comment box to the text "A single point comment.".

multiple paragraphs, or a single point may be selected

This comment is nested due to overlapping text selection.

John Smith
Today, 20:54

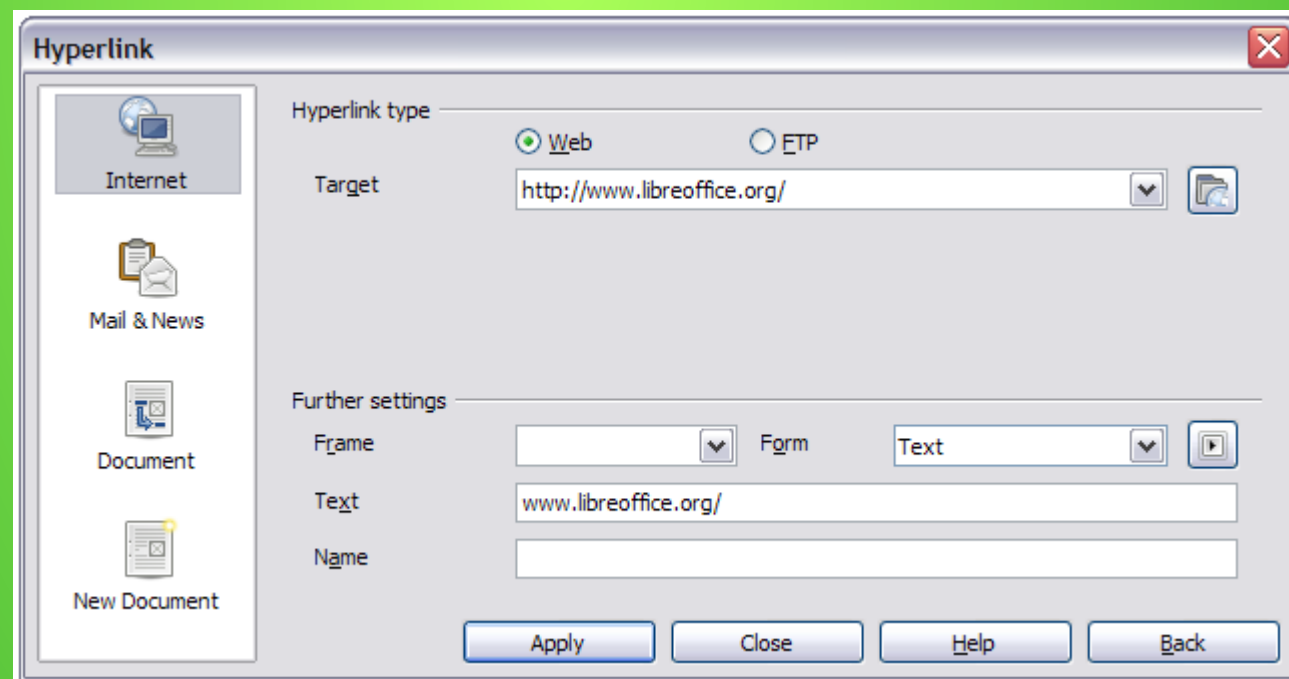
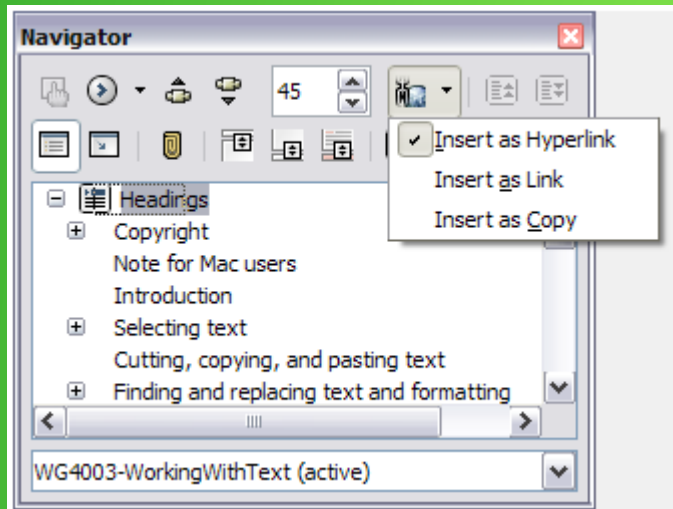
Comment on selected text.

Joe Soap
Today, 20:27

A single point comment.

John Smith
Today, 20:56

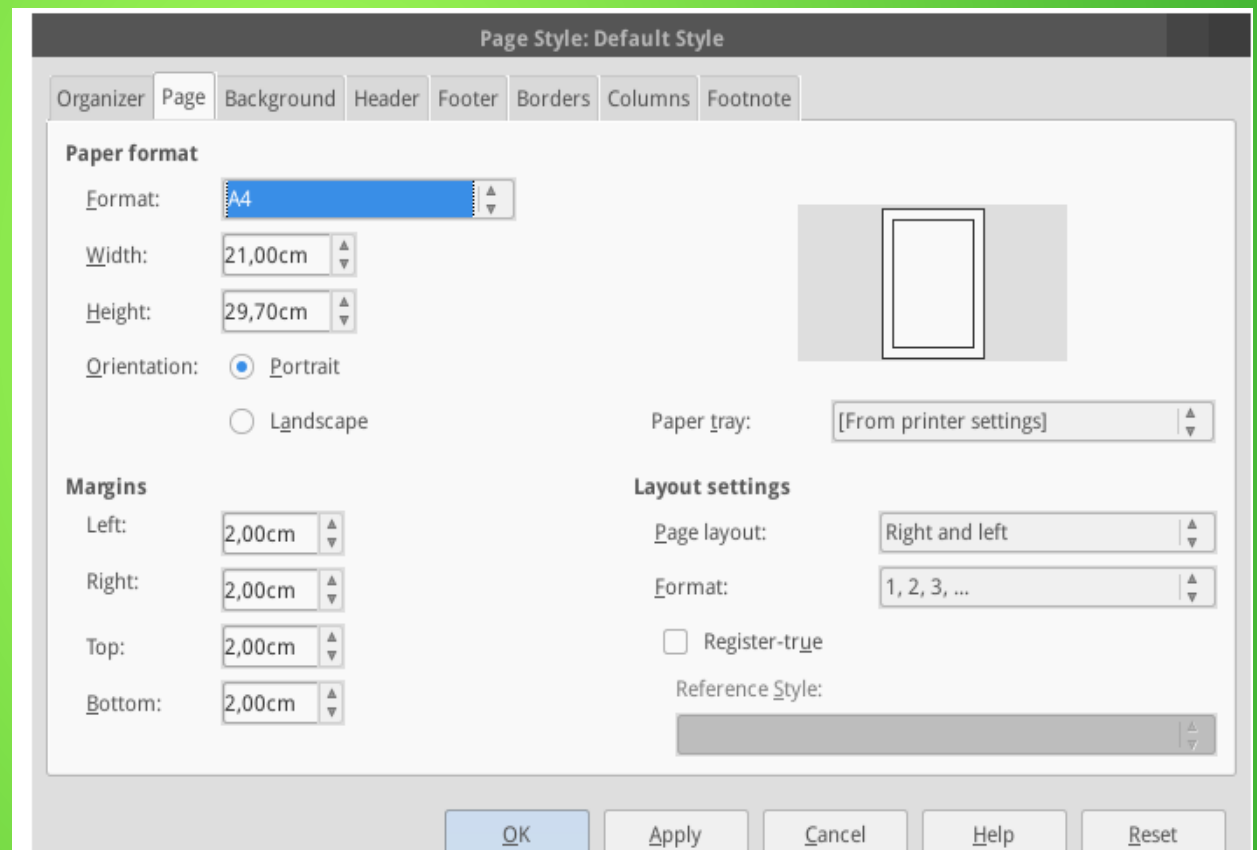
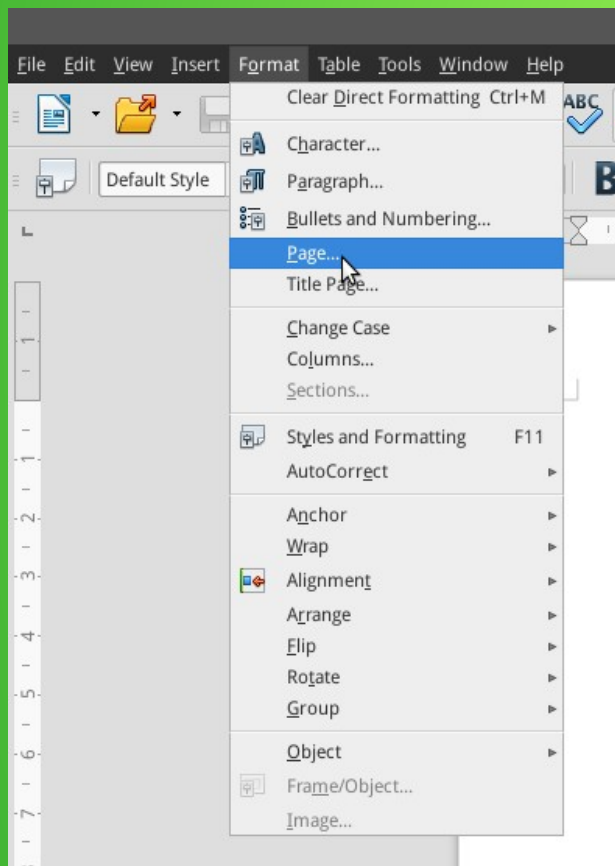
Menambahkan Hiperlink



Bab. IV.

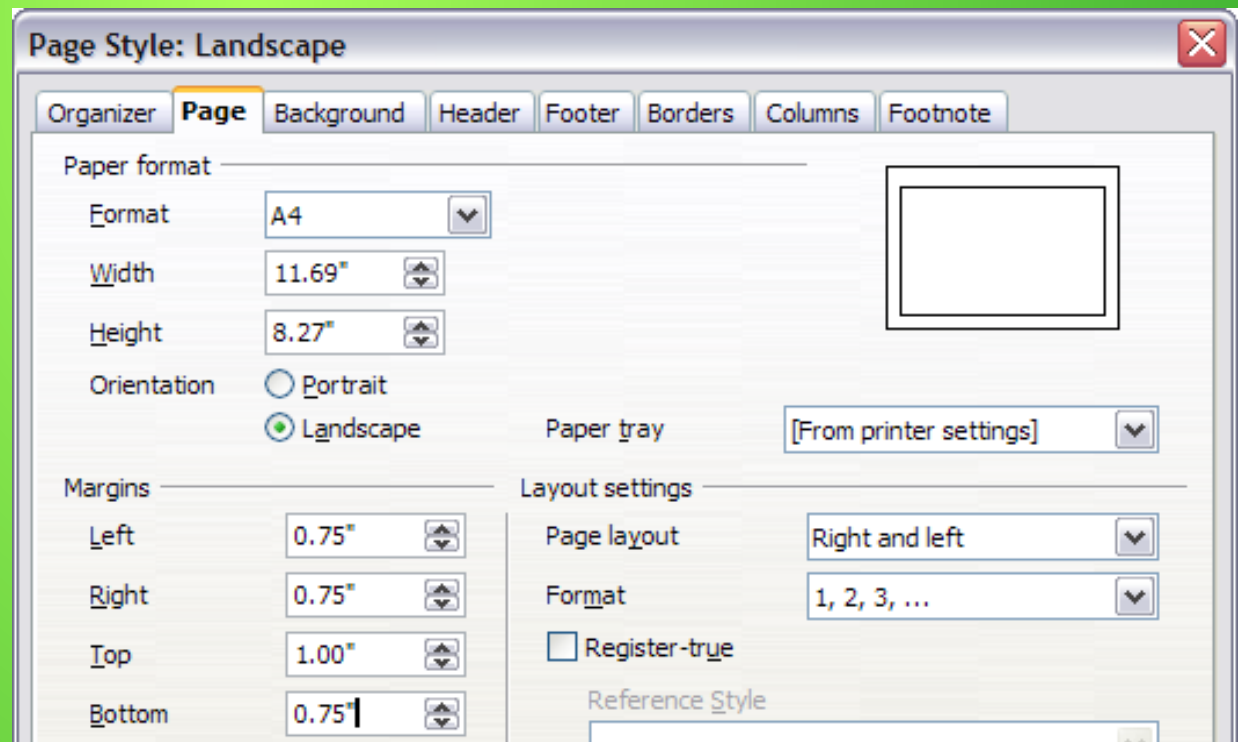
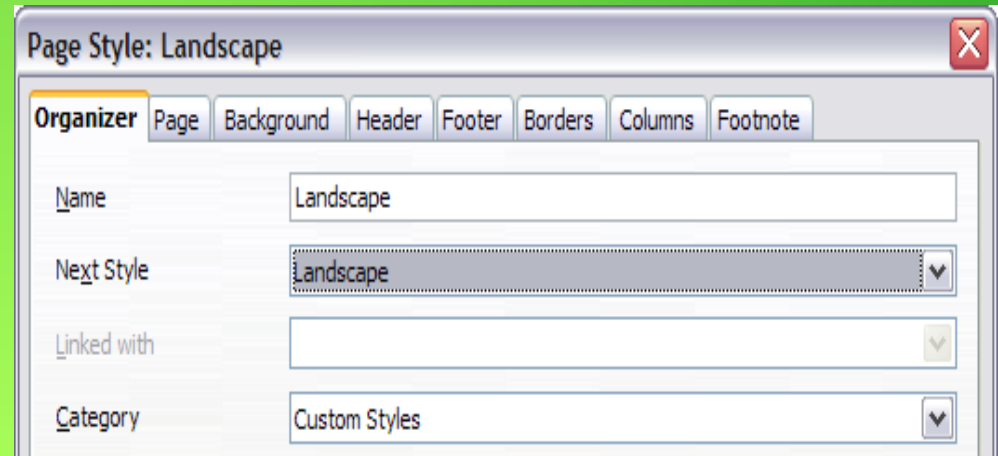
Mengatur Halaman

- Klik Format > Pages

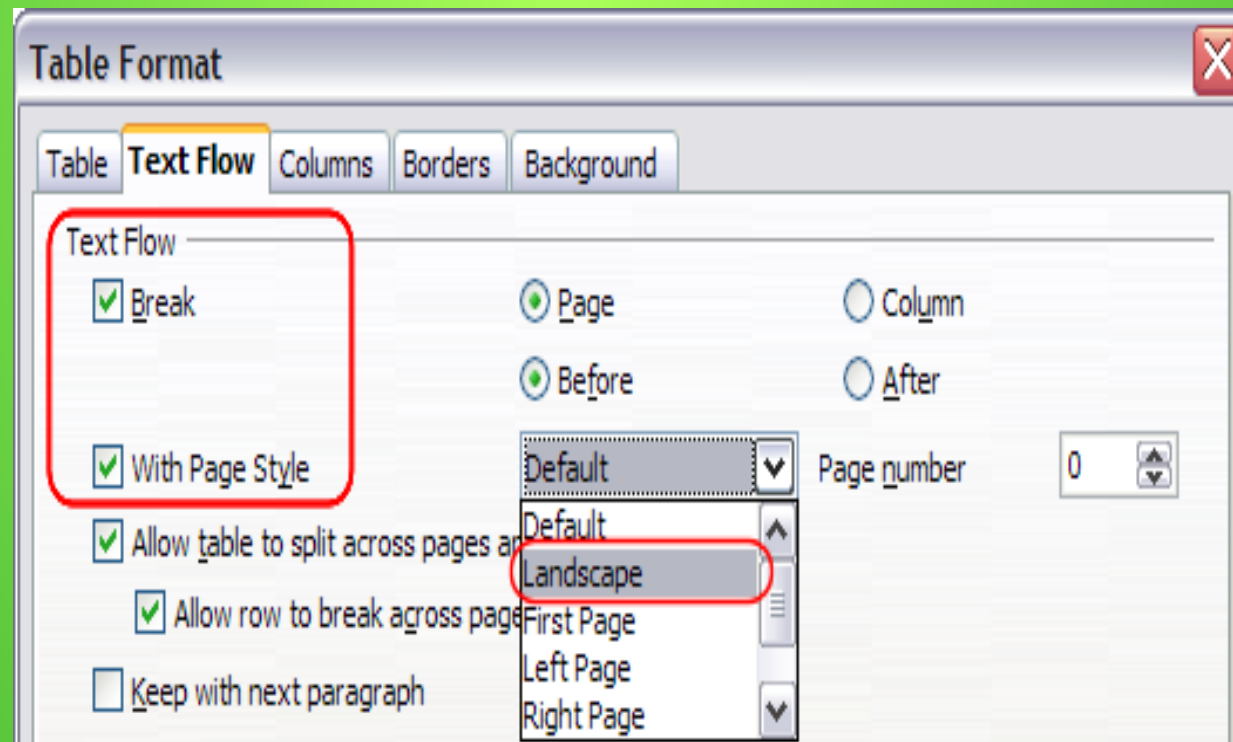
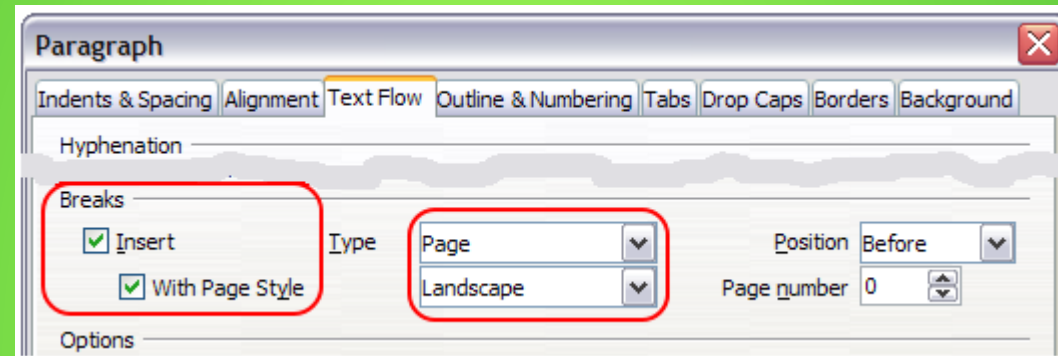


Membuat Setting Halaman

Secara default libreoffice sudah menyediakan setting halaman berupa potrait (tegak) dan Landscape (melintang) namun untuk keperluan pembuatan dokumen yang orientasinya berbeda, buat page style dulu seperti contoh



Tambah halaman landscape di potrait



Menambahkan Judul Halaman

Title Page

Make Title Pages

☒ Converting existing pages to title pages

☐ Insert new title pages

Number of title pages pages

Place title pages at ☒ Document Start

☐ Page

Page Numbering

☐ Reset Page Numbering after title pages

Page number

☐ Set Page Number for first title page

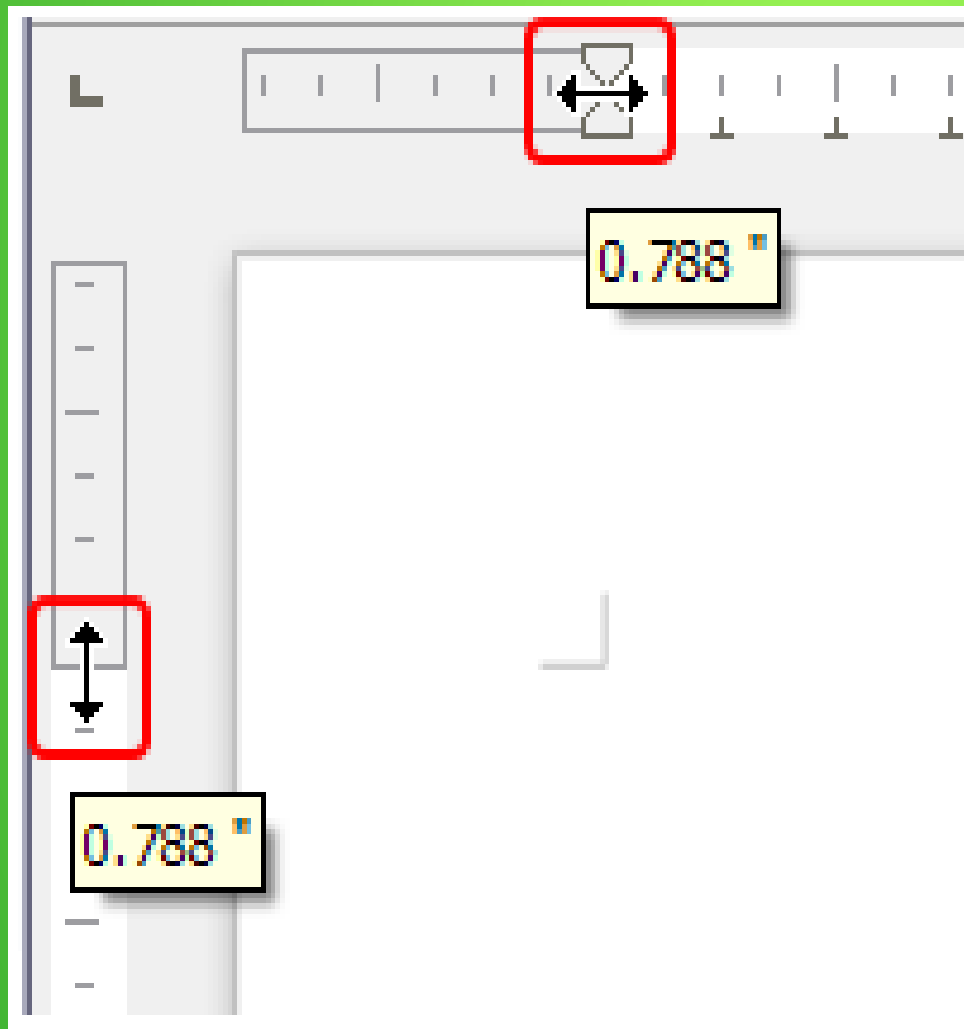
Page number

Edit Page Properties

First Page

Menentukan margin dengan cepat dan mudah

- Geser aja



Membuat Kolom Teks

Columns [Close]

Settings

Columns: 3 [Up] [Down]

Apply to: Page Style: Default Style [v]
Page Style: Default Style

Width and Spacing

Column: [Left] 1 2 3 [Right]

Width: 2.31" [Up] [Down] 2.31" [Up] [Down] 2.31" [Up] [Down]

Spacing: 0.00" [Up] [Down] 0.00" [Up] [Down]

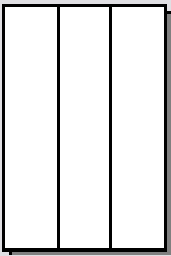
☒ AutoWidth

Separator line

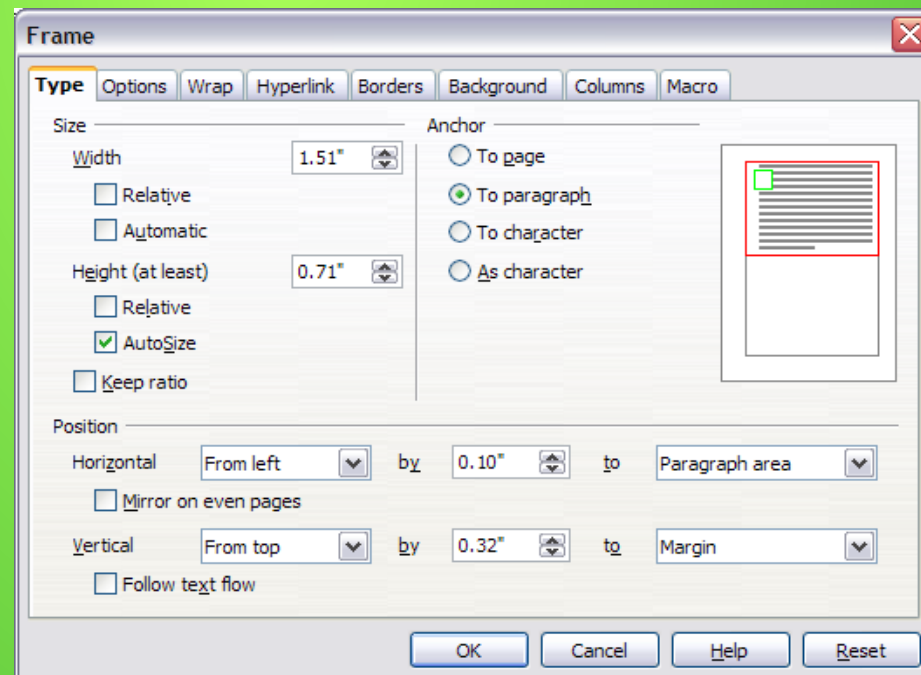
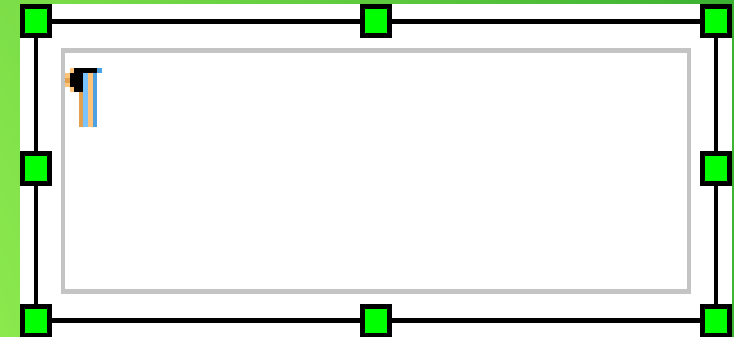
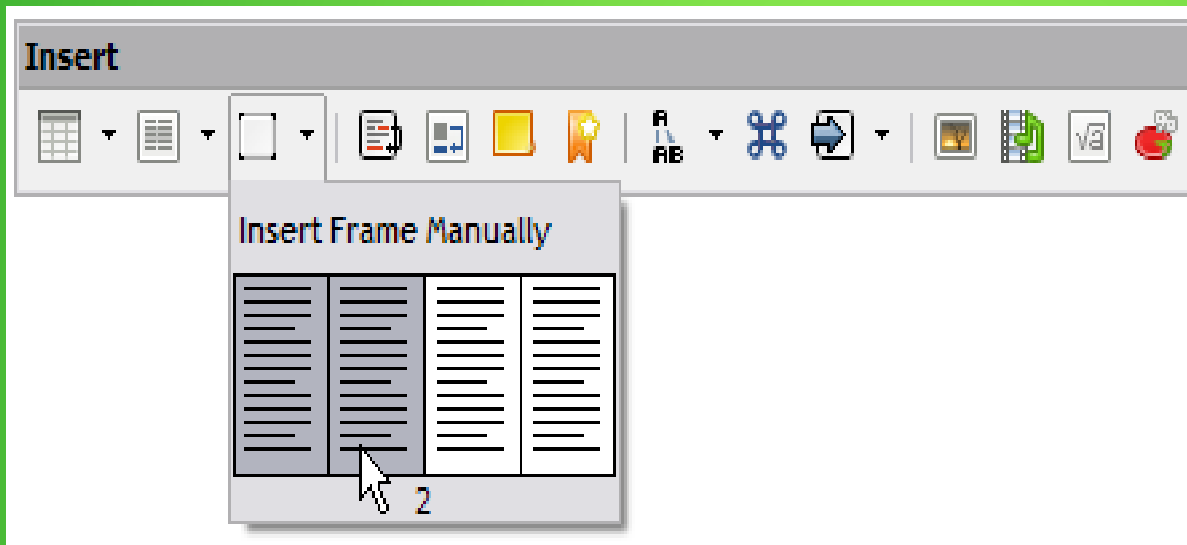
Style: - none - [v] Height: 100% [Up] [Down] Color: [Black] [v]

Width: 0.25pt [Up] [Down] Position: Top [v]

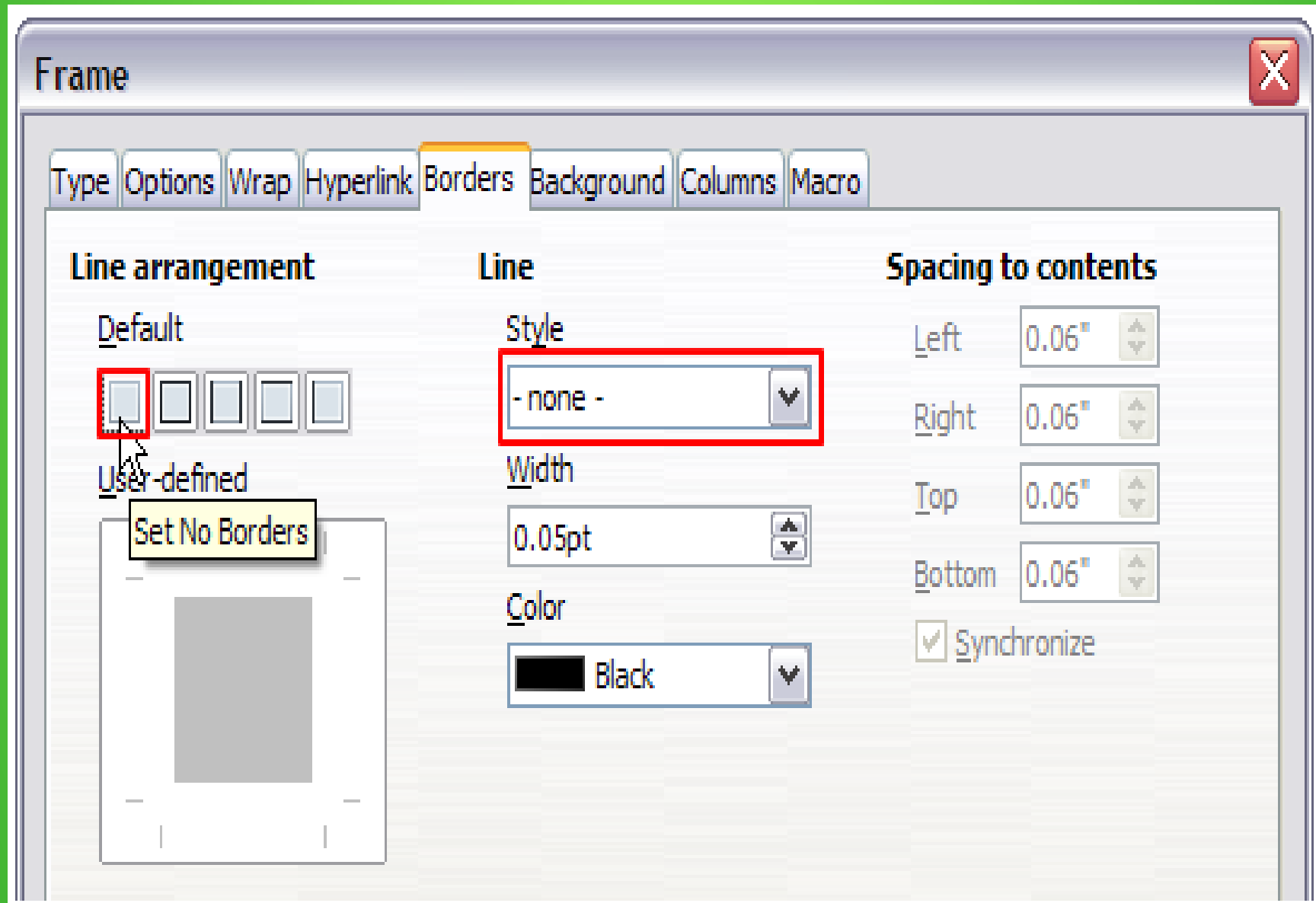
OK Cancel Help



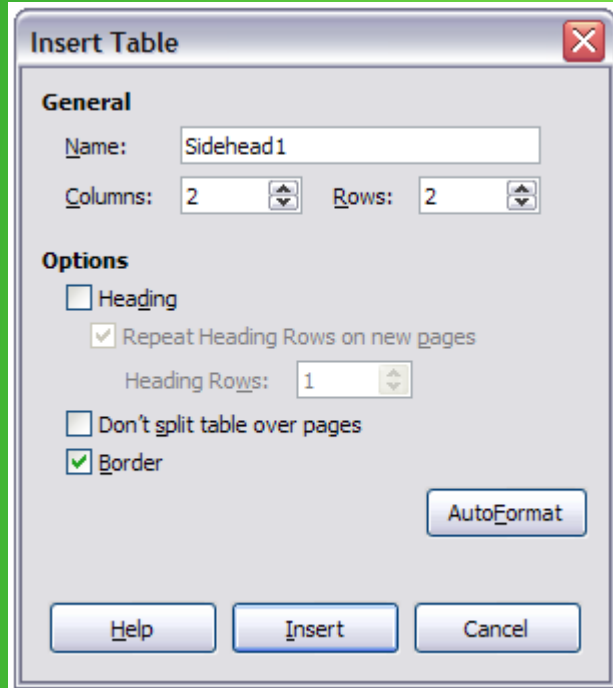
Memasukkan Frame



Memasukkan Border



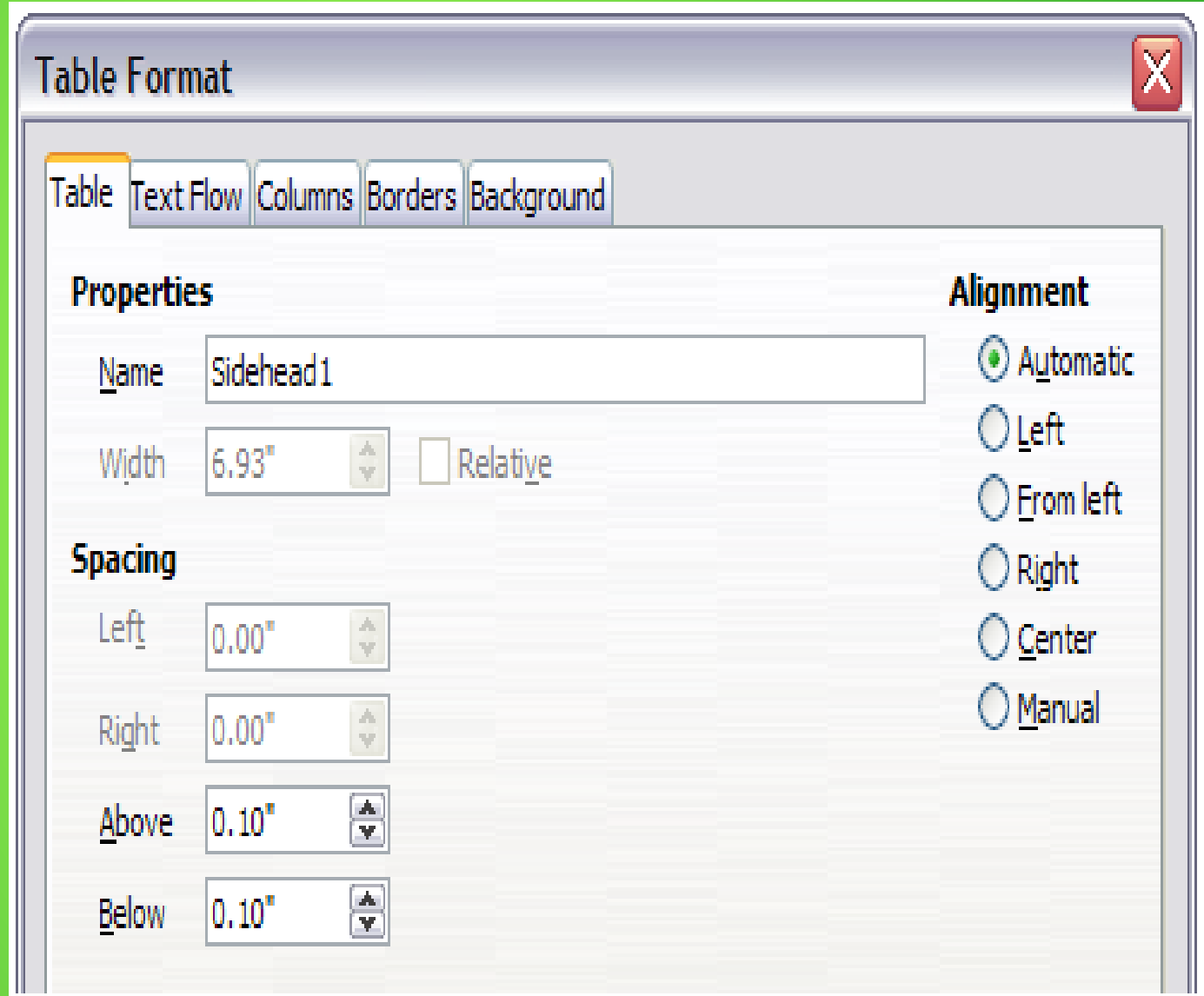
Memasukkan Tabel



The 'Insert Table' dialog box is shown with the following settings:

- General**
 - Name: Sidehead1
 - Columns: 2
 - Rows: 2
- Options**
 - ☐ Heading
 - ☒ Repeat Heading Rows on new pages
 - Heading Rows: 1
 - ☐ Don't split table over pages
 - ☒ Border

Buttons: Help, Insert, Cancel, AutoFormat



The 'Table Format' dialog box is shown with the following settings:

- Table** (selected tab)
- Properties**
 - Name: Sidehead1
 - Width: 6.93" ☐ Relative
- Spacing**
 - Left: 0.00"
 - Right: 0.00"
 - Above: 0.10"
 - Below: 0.10"
- Alignment**
 - ☒ Automatic
 - ☐ Left
 - ☐ From left
 - ☐ Right
 - ☐ Center
 - ☐ Manual

Memasukkan Indent

The image shows a screenshot of a software dialog box titled "Insert Section". The dialog has a tabbed interface with five tabs: "Section", "Columns", "Indents", "Background", and "Footnotes/Endnotes". The "Indents" tab is currently selected and highlighted with an orange border. Below the tabs, there is a section labeled "Indent" with a horizontal line. Under this label, there are two rows of settings. The first row is labeled "Before section" and has a value of "0.60\" in a text box, followed by up and down arrow buttons. The second row is labeled "After section" and has a value of "1.20\" in a text box, also followed by up and down arrow buttons. To the right of these settings is a preview area showing a list of seven horizontal gray bars of varying lengths, representing the visual effect of the indent settings.

Insert Section

Section Columns **Indents** Background Footnotes/Endnotes

Indent

Before section 0.60" ▲ ▼

After section 1.20" ▲ ▼

Preview area showing a list of horizontal bars representing the indent effect.

Kostumisasi Footnote/Endnote

The image shows a software dialog box titled "Insert Section" with a close button (X) in the top right corner. The dialog has five tabs: "Section", "Columns", "Indents", "Background", and "Footnotes/Endnotes". The "Footnotes/Endnotes" tab is selected and highlighted with an orange border. The dialog is divided into two sections: "Footnotes" and "Endnotes".

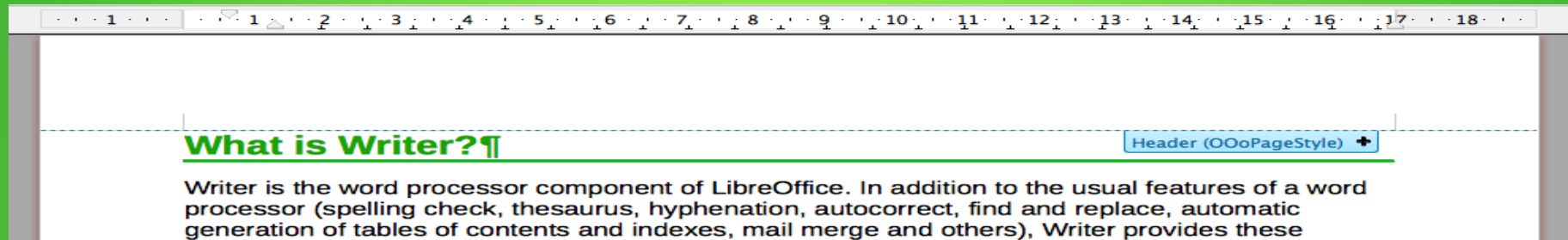
Footnotes

- ☒ Collect at end of text
- ☒ Restart numbering
 - Start at: 1 (with up/down arrows)
- ☒ Custom format
 - Before: Note
 - 1, 2, 3, ... (dropdown menu)
 - After: :

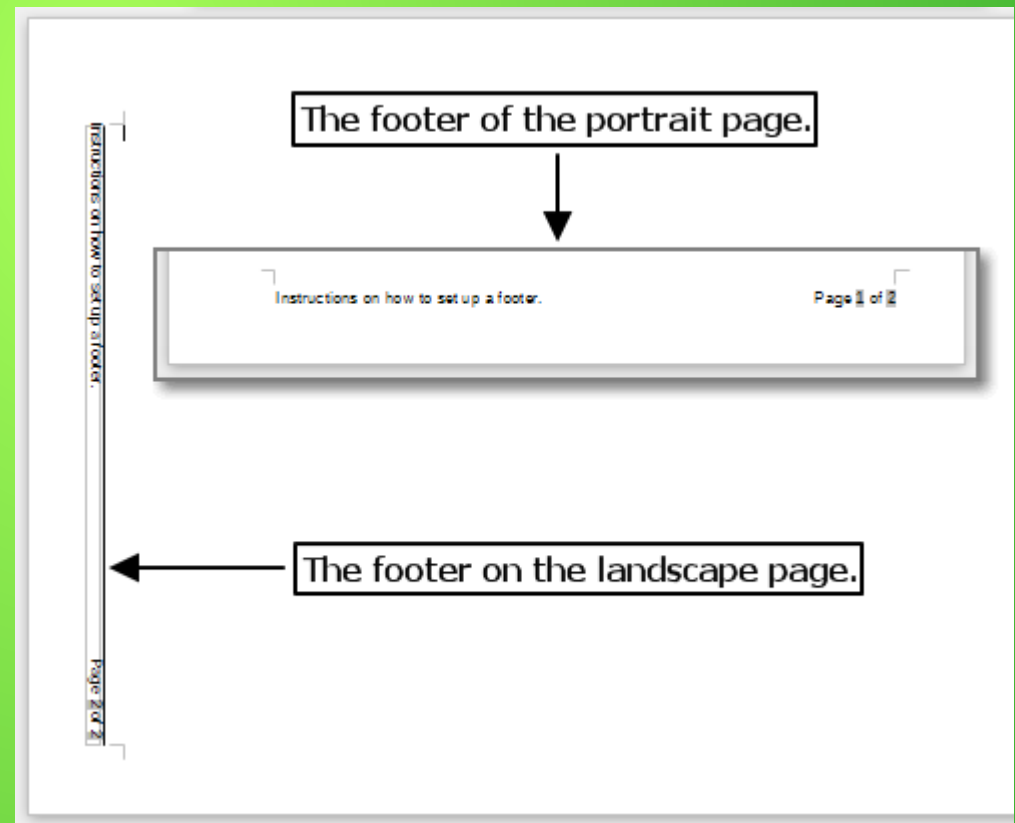
Endnotes

- ☒ Collect at end of section
- ☒ Restart numbering
 - Start at: 1 (with up/down arrows)
- ☒ Custom format
 - Before: Note
 - i, ii, iii, ... (dropdown menu)
 - After: :

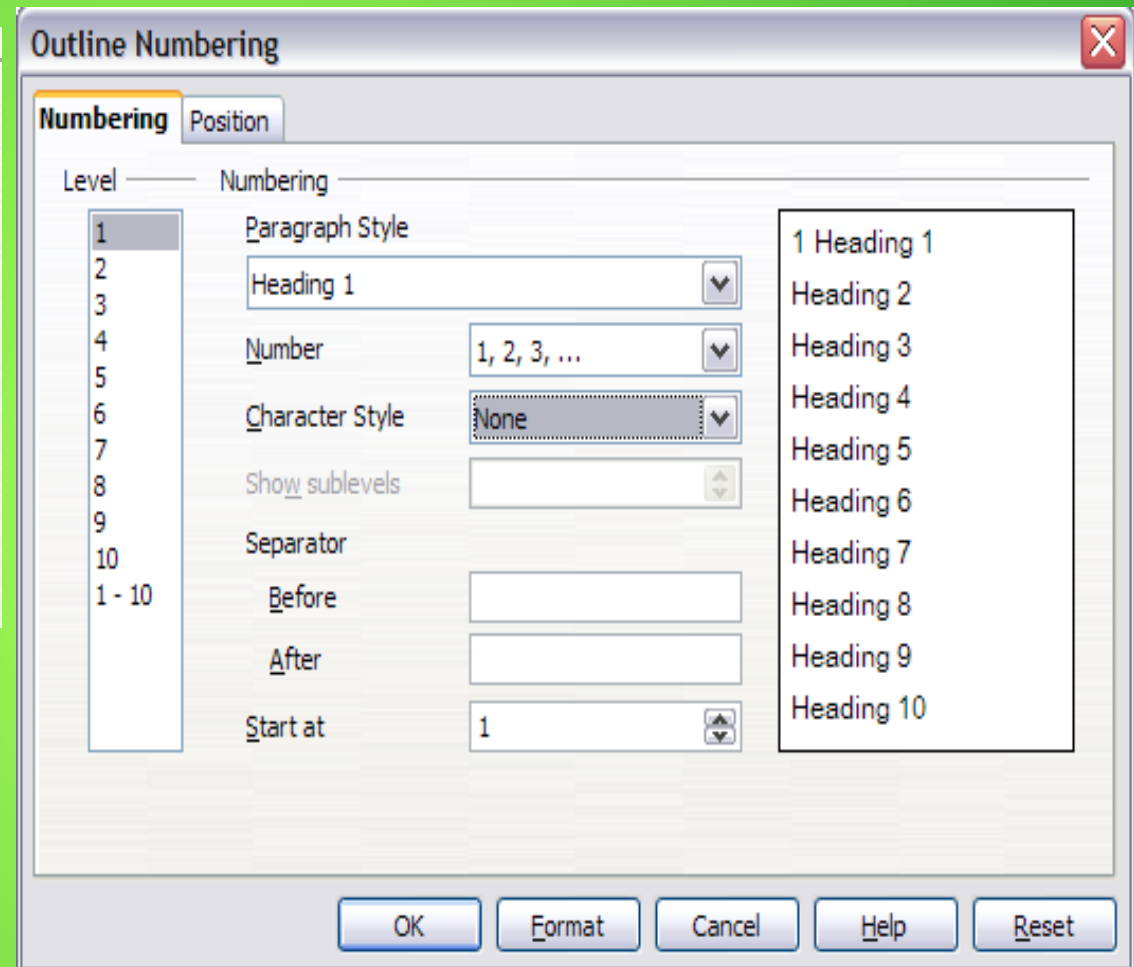
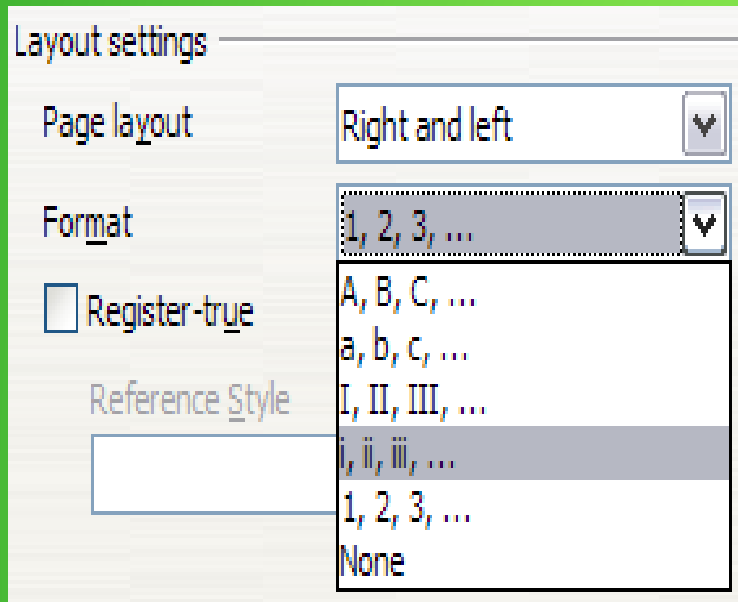
Menambahkan Header dan Footer



**Format > Page
> Header**



Nomor Urut Halaman

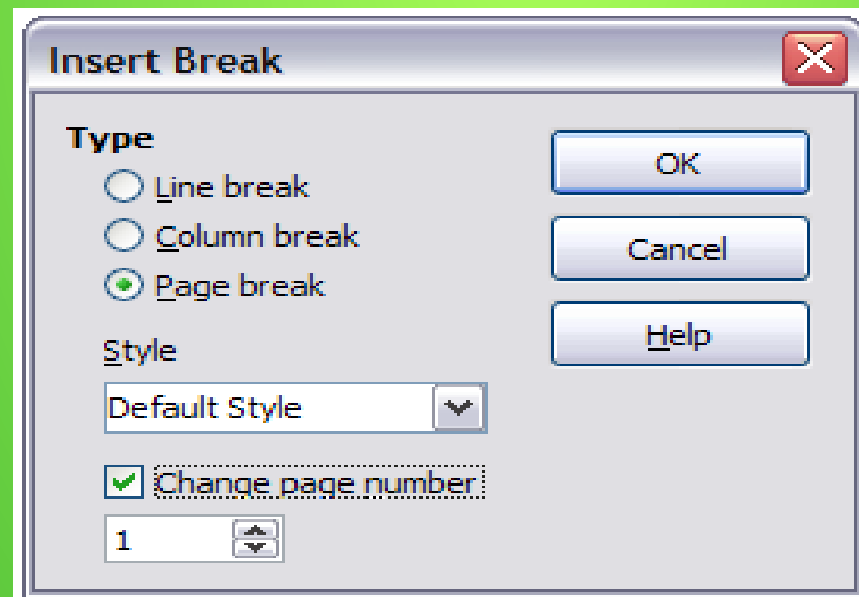


Restart Nomor Halaman

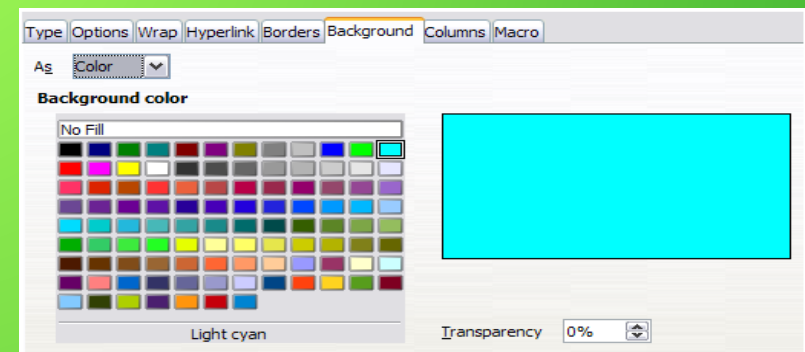
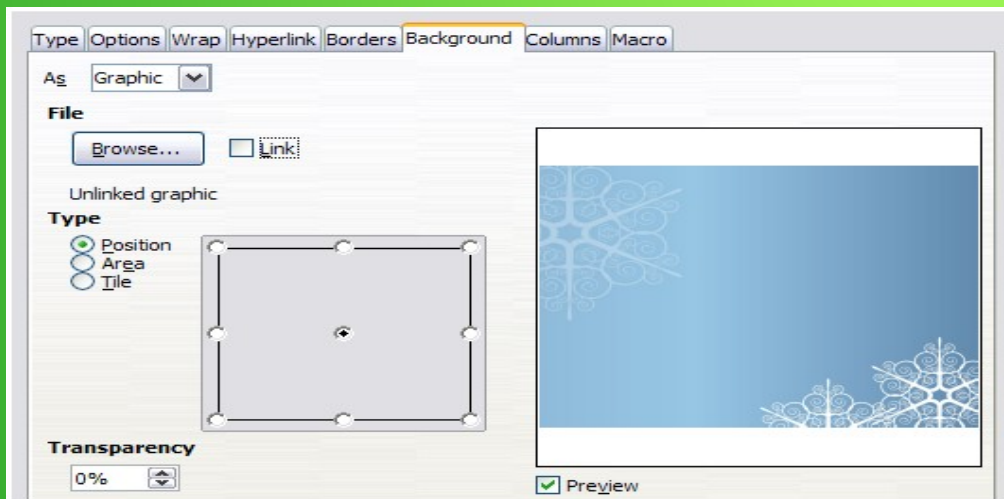
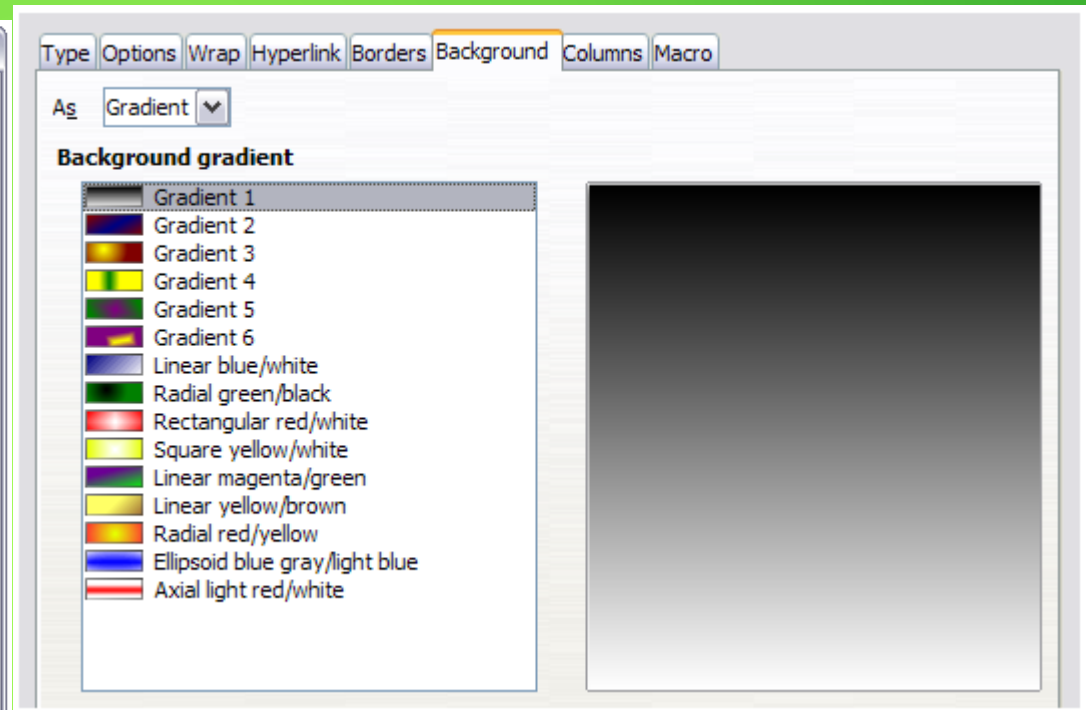
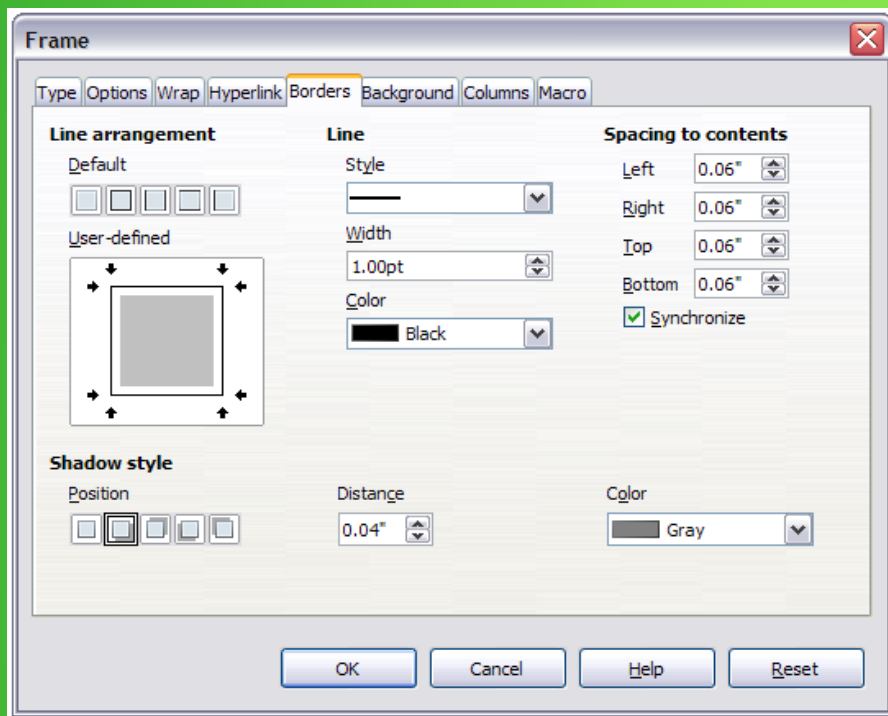
Letakan kursor di paragraph pertama di halaman tersebut

Pilih **Insert > Manual break.**

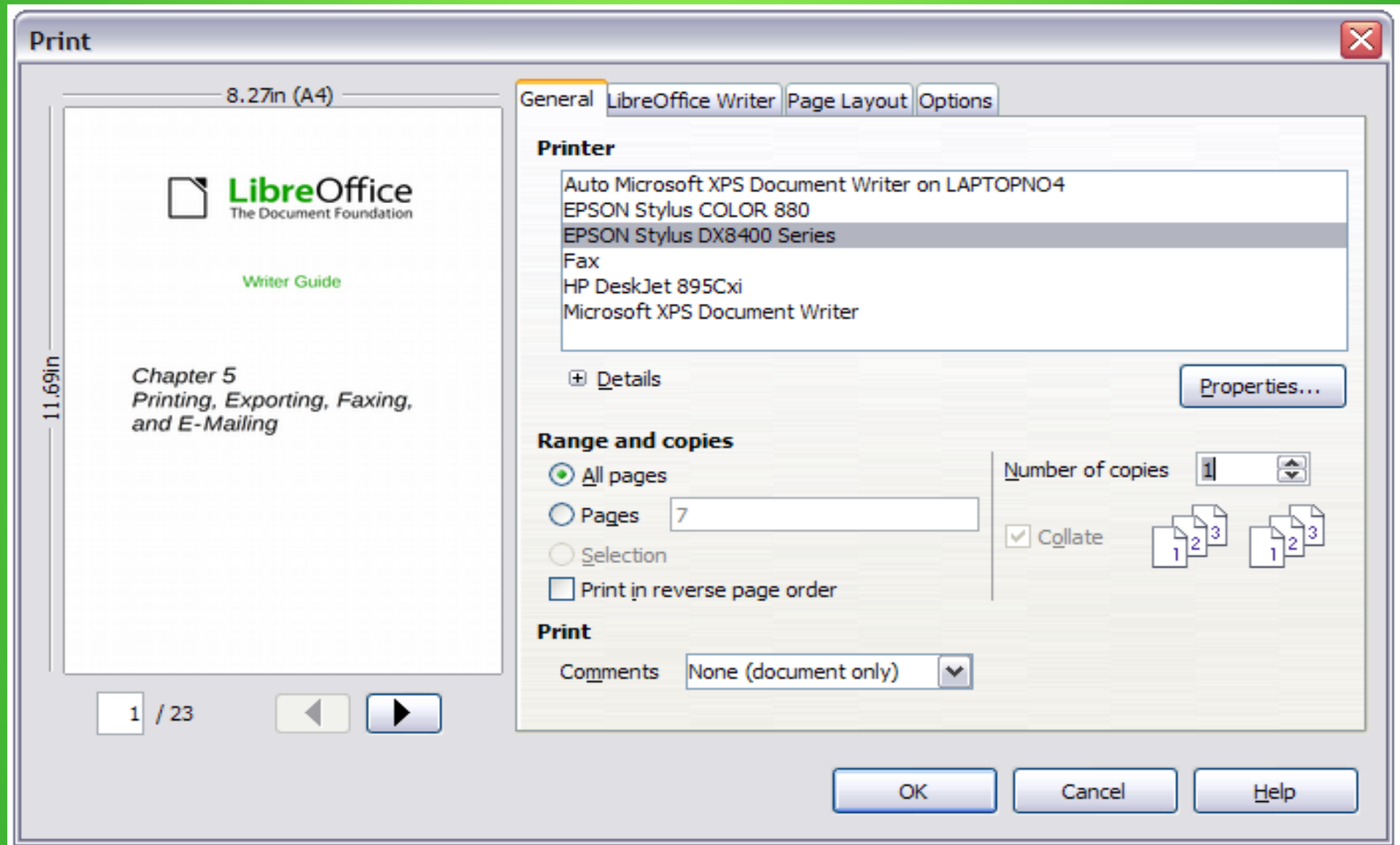
Page break dan isikan di dialog



Border dan Background



Mencetak Halaman



Referensi

- Wikipedia Libreoffice
- <https://id.wikipedia.org/wiki/LibreOffice>
- https://wiki.documentfoundation.org/Documentation/Publications#LibreOffice_Writer_Guide

Sekian

- Sampai bertemu di modul tingkat lanjut
- Terima kasih