File Menu

New :-Creates a new LibreOffice document. (Ctrl +N)

Open :- Opens a local or remote file, or imports one. (Ctrl +O)

Open Remote :- Opens a document located in a remote file service.

Recent Documents :- Lists the most recently opened files. To open a file in the list, click its name.

Close :- Closes the current document without exiting the program.

Wizards : - Guides you through creating business and personal letters, faxes, agendas, presentations, and more.

Templates :- Lets you organize and edit your templates, as well as save the current file as a template.

Manage Template – Use to Manage template or choose from the predefined templates. (Ctrl+Shift+N)

Reload :- Replaces the current document with the last saved

version.

Versions :- Saves and organizes multiple versions of the current document in the same file. You can also open, delete and compare previous versions.

Save :- Saves the current document. (Ctrl +S)

Save Remote :- Saves a document located in a remote file service.

Save As :- Saves the current document in a different location, or with a different file name or file type. (Ctrl+Shift+S)

Save All :- Saves all modified LibreOffice documents.

Save a Copy : - Saves a copy of the actual document with another name or location.

Export :- Saves the current document with a different name and format to a location that you specify.

Export As :- Export the document in PDF or EPUB formats.

Send :-Sends a copy of the current document to different applications.

Preview in Web Browser :-Creates a temporary copy of the current document in HTML format, opens the system default Web browser, and displays the HTML file in the Web browser.

Print Preview :- Displays a preview of the printed page or closes the preview. (Ctrl+Shift+O)

Print :- Prints the current document, selection, or the pages that you specify. You can also set the print options for the current document. The printing options can vary according to the printer and the operating system that you use. (Ctrl+P)

Printer Settings :- Select the default printer for the current document.

Document Properties :- Displays the properties for the current file, including statistics such as word count and the date the file was created.

Digital Signatures :-Adds and removes digital signatures to and from your document. You can also use the dialog to view certificates.

Exit :- Closes all LibreOffice programs and prompts you to save your changes. This command does not exist on macOS systems.:- Saves the current document.   (Ctrl+Q)