What is Libre Office?

LibreOffice is a comprehensive, professional-quality productivity suite that you can download and install for free. There is a large base of satisfied LibreOffice users worldwide, and it is available in more than 30 languages and for all major operating systems, including **Microsoft Windows, Mac OS X** and GNU/Linux (Debian, Ubuntu, Fedora, Mandriva, Suse, ...).

You can download, install and distribute LibreOffice freely, with no fear of copyright infringement.

What's outstanding about LibreOffice?

LibreOffice is a feature-packed and mature desktop productivity package with some really great advantages:

- It's free – no worry about license costs or annual fees.
- No language barriers – it's available in a large number of languages, with more being added continually.
- LGPL public license – you can use it, customize it, hack it and copy it with free user support and developer support from our active worldwide community and our large and experienced developer team.
- LibreOffice is a free software community-driven project: development is open to new talent and new ideas, and our software is tested and used daily by a large and devoted user community; you, too, can get involved and influence its future development.

LibreOffice gives you high quality:

- The roots of LibreOffice go back 20 years. This long history means it's a stable and functional product.
- Thousands of users worldwide regularly take part in beta testing of new LibreOffice versions.
- Because the development process is completely open, LibreOffice has been extensively tested by security experts, giving you security and peace of mind.

LibreOffice is user-friendly:

- You get a simple-to-use yet powerful interface that is easy to personalize – Microsoft Office users will find the switch easy and painless, with a familiar look and feel.
- Compatible with all major competitors' file formats. You can easily import files from Microsoft Word, Excel and PowerPoint and many other formats, and can easily save to Microsoft Office and other formats when needed.
- LibreOffice is supported by a big worldwide community: volunteers help newcomers, and advanced users and developers can collaborate with you to find solutions to complex issues.

What does LibreOffice give you?

Writer is the word processor inside LibreOffice. Use it for everything, from dashing off a quick letter to producing an entire book with tables of contents, embedded illustrations, bibliographies and diagrams. The while-you-type auto-completion, auto-formatting and automatic spelling checking make difficult tasks easy (but are easy to disable if you prefer). Writer is powerful enough to tackle desktop publishing tasks such as creating multi-column newsletters and brochures. The only limit is your imagination.

Calc tames your numbers and helps with difficult decisions when you're weighing the alternatives. Analyze your data with Calc and then use it to present your final output. Charts and analysis tools help bring transparency to your conclusions. A fully-integrated help system makes easier work of entering complex formulas. Add data from external databases such as SQL or Oracle, then sort and filter them to produce statistical analyses. Use the graphing functions to display large number of 2D and 3D graphics from 13 categories, including line, area, bar, pie, X-Y, and net – with the dozens of variations available, you're sure to find one that suits your project.

Impress is the fastest and easiest way to create effective multimedia presentations. Stunning animation and sensational special effects help you convince your audience. Create presentations that look even more professional than the standard presentations you commonly see at work. Get your collegues' and bosses' attention by creating something a little bit different.

Draw lets you build diagrams and sketches from scratch. A picture is worth a thousand words, so why not try something simple with box and line diagrams? Or else go further and easily build dynamic 3D illustrations and special effects. It's as simple or as powerful as you want it to be.

Base is the database front-end of the LibreOffice suite. With Base, you can seamlessly integrate your existing database structures into the other components of LibreOffice, or create an interface to use and administer your data as a stand-alone application. You can use imported and linked tables and queries from MySQL, PostgreSQL or Microsoft Access and many other data sources, or design your own with Base, to build powerful front-ends with sophisticated forms, reports and views. Support is built-in or easily addable for a very wide range of database products, notably the standardly-provided HSQL, MySQL, Adabas D, Microsoft Access and PostgreSQL.

Math is a simple equation editor that lets you lay-out and display your mathematical, chemical, electrical or scientific equations quickly in standard written notation. Even the most-complex calculations can be understandable when displayed correctly. $E=mc^2$.

LibreOffice also comes configured with a PDF file creator, meaning you can distribute documents that you're sure can be opened and read by users of almost any computing device or operating system.

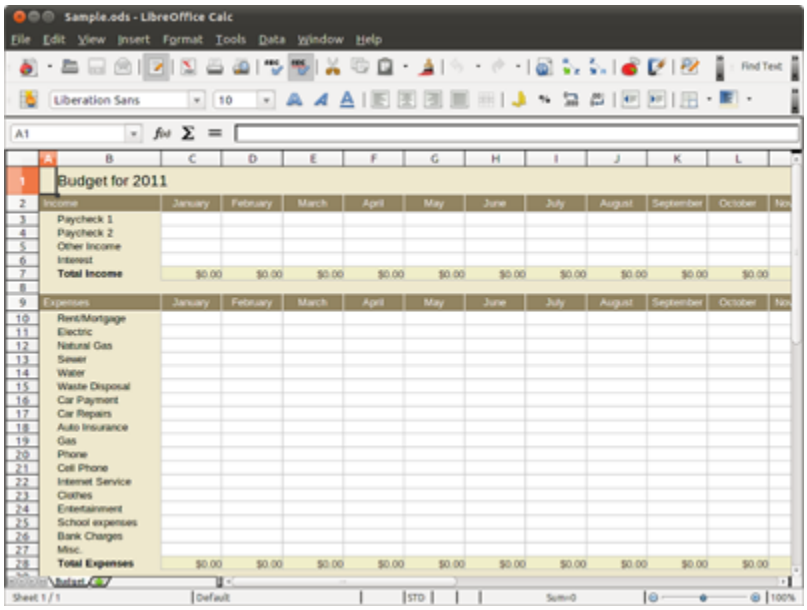
Where can you get it?

www.ninite.com

http://www.libreoffice.org/download/

How about Templates?

Templates



A template to automate your home budget management with LibreOffice (contributor: Ron Faile)

http://templates.libreoffice.org/template-center

How About Training

http://www.libreoffice.org/get-help/documentation/

Automate Your Productivity With LibreOffice

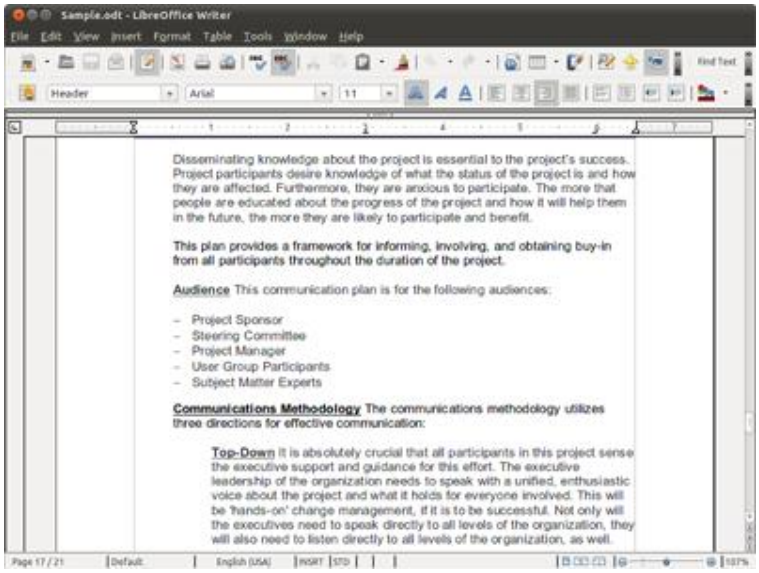
To make repetitive jobs fast and easy, and to ensure you get a perfect presentation to your documents every time, LibreOffice can be used with custom templates for all kinds of needs (visit our template repository http://templates.libreoffice.org/template-center for downloads).

A template is a sample "fill-in-the-blank" document that can be completed either by hand or by responding to a series of prompts from an automated wizard. Once you've entered the necessary infomation, you can edit, save and manage the result as an ordinary document.

Templates save you the time necessary for the initial preparation and formatting of frequently-used documents such as budget plans (see the example opposite), resumés, mail-merge correspondence, etc., and enable you to produce documents that are identically formatted and presented every time you prepare one.

Templates can be used for you text documents (Writer), spreadsheets (Calc) and presentations (Impress), and you'll find very many of them downloadable from LibreOffice's own repository, http://templates.libreoffice.org/template-center and from other sources on the Internet, too.

Writer



Writer, the LibreOffice word processor

A Word Processor for Every Kind of Document

Writer has all the features you need from a modern, full-featured word processing and desktop publishing tool.

It's simple enough for a quick memo, but powerful enough to create complete books with contents, diagrams, indexes, and more. You're free to concentrate on your message, while Writer will make it look great.

Wizards takes all the hassle out of producing standard documents such as letters, faxes, agendas and minutes, and makes short work of more complex tasks such as mail merges.

Styles give you the power of style sheets and the ability to easily make your document presentation look consistent, within the same document and on sets of documents.

Trap spelling mistakes on the fly with the AutoCorrect dictionary, which checks your spelling as you type (it's easy to deactivate if you want to). If you need to use different languages in your document, Writer can handle that, too.

Type more efficiently with AutoComplete, which can suggest commonly-used words and phrases to complete what you started typing, using the built-in dictionary and by scanning the documents you open.

Text frames and linking give you the power to tackle desktop publishing tasks for newsletters, flyers and much more, with layouts just like you want them to be.

Increase the navigability of your long, complex documents by generating a table of contents or by indexing terms, bibliographical references, illustrations, tables and other objects.

Writer can also display multiple pages while you edit - ideal for complex documents or if you have a large display (or multiple monitors).

The advanced notes feature displays notes at the side of the document, so the information is easy to read while inspecting the document. For easier identification, notes by different users are displayed in different colors, together with the date and time of their last editing.

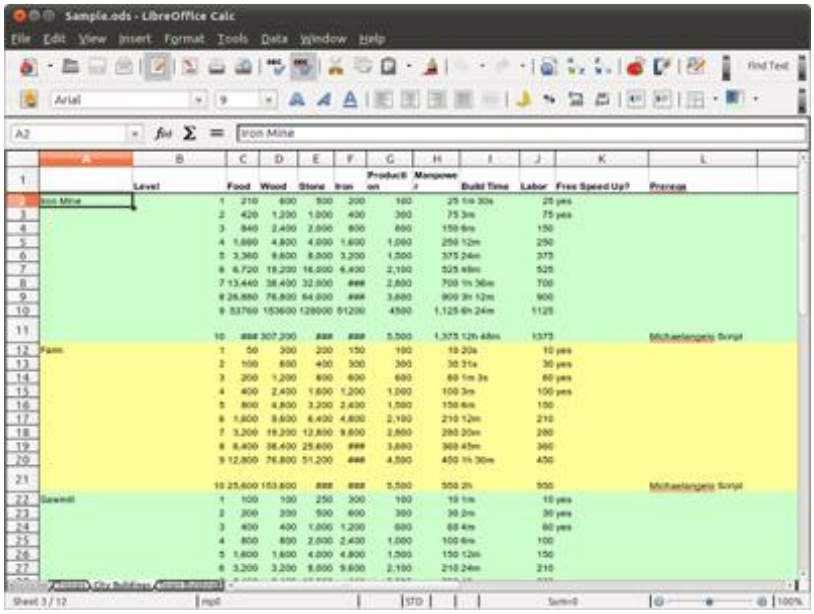
When the time comes, you can easily make your documents ready for the Web via Writer's HTML export feature, or you can automatically publish to a wiki in MediaWiki format. If you need to be sure that what you publish is viewable and looks exactly on every kind of reading device and platform, the "Export as PDF" (.pdf) feature generates a *.pdf* file. LibreOffice's PDF export feature provides a large number of formatting and security options, enabling you to cater to many different contraints, including production of ISO-standard PDF/A files.

To guarantee that your documents can be opened by the widest range of products and far into the future, save your documents in OpenDocument format, the new international standard for text documents. This XML-based format means that people opening your files are not obliged to use Writer: they can be accessed using any OpenDocument-compliant software.

Writer easily reads Microsoft Word documents, and you can also save your work in Microsoft Word format, for sending to people still locked into Microsoft products. LibreOffice can also

open *.docx* files created with Microsoft Office 2007 for Windows or Microsoft Office 2008 for Mac OS X.

Calc



Calc, the LibreOffice spreadsheet program

A Spreadsheet That Meets Any Need

Calc is the spreadsheet program you've always needed. Newcomers find it intuitive and easy to learn. Professional data miners and number crunchers will appreciate the comprehensive range of advanced functions.

Advanced DataPilot technology makes it easy to pull-in raw data from corporate databases, and then cross-tabulate, summarise, and convert it into meaningful information.

Natural language formulas let you create formulas using words (for example: "sales - costs").

The Intelligent Sum button inserts a sum function or a subtotal automatically, depending on the context.

Wizards can guide you through choosing and using a comprehensive range of advanced spreadsheet functions. Or you can download templates from the LibreOffice template repository, for ready-made spreadsheet solutions.

Styles and direct formatting makes it easy to apply flexible cell formatting options, including freely-rotating contents, templates, backgrounds, borders and much more. Become a spreadsheet expert, using templates with built-in functions, so that you can re-use a pre-prepared sheet and just focus on the immediate work.

The Scenario Manager allows "what if ..." analysis at the touch of a button. For instance, you can compare profitability for high, medium and low sales forecasts.

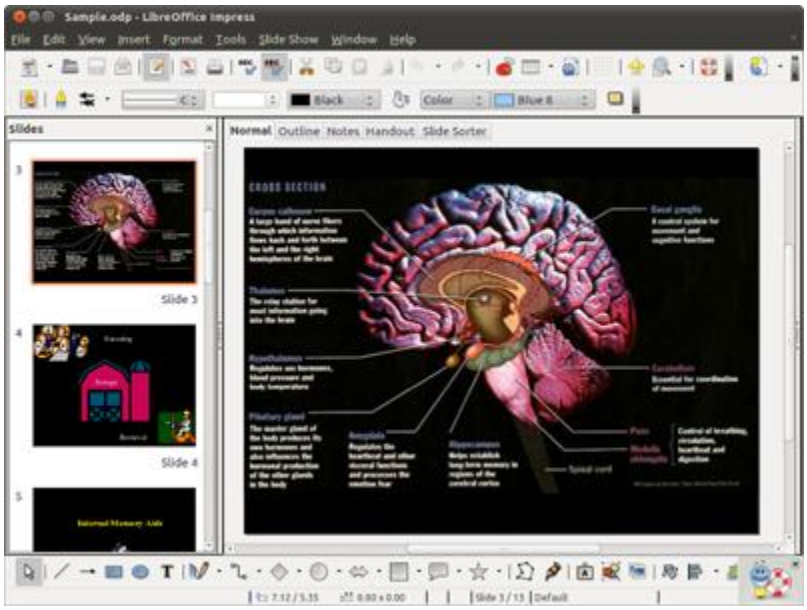
Calc's solver component lets you solve optimization problems in which the optimum value of a particular spreadsheet cell has to be calculated based on constraints provided in other cells.

You can do collaborative work on spreadsheets, thanks to Calc's multiple-user support. You can share a spreadsheet, so that other users can easily add their data to it. The spreadsheet owner can then easily integrate the new data, in just a few clicks. This collaboration feature helps avoid editing conflicts.

You can save your spreadsheets in OpenDocument format, the new international standard for documents. This XML-based format means that your files can be read even if the recipient is not a Calc user. Your spreadsheets will be accessible using any OpenDocument-compliant software.

You can also open Microsoft Excel spreadsheets, and can also save your work in Excel format for sending to people still locked into Microsoft products. If you only need to make your data readable, but on a wide range of devices and platforms, you can export to Portable Document Format (.pdf). Calc can read .xlsx files created with Microsoft Office 2007 for Windows or Microsoft Office 2008 for Mac OS X.

Impress



Impress, the LibreOffice presentation manager

Produce Convincing Presentations

Impress is a truly outstanding tool for creating effective multimedia presentations. Your presentations can be enhanced with 2D and 3D clip art, special effects and transition styles, animations, and high-impact drawing tools.

Master pages simplify the task of preparing your materials. And you can save even more time by downloading templates from the LibreOffice template repository.

While you're building your presentation, you can look at your slides in different viewing modes, to fit the task you're currently doing: Normal (for general editing), Outline (for organizing and outlining your text content), Notes (for viewing and editing the notes attached to a slide), Handout (for producing paper-based material), and Slide Sorter (for a thumbnail sheet view that lets you quickly locate and order your slides).

When the time comes to screen and present your work, you have a powerful Slide Show mode that gives you total command over how your slides are displayed and sequenced, so that you can focus on addressing your audience (which slides get shown; manual or timed slide transition; pointer visible or invisible; navigator visible/invisible; ...).

Impress supports multiple monitors, and the standardly-incorporated Presenter Console Extension gives you yet more control over your slide show presentation, such as the ability to see the upcoming slide, view your slide notes, and control the presentation timer while the audience is looking at the current slide.

Impress has a comprehensive range of easy-to-use drawing and diagramming tools to add style and sophistication to your presentation.

You can arrange your most-commonly used drawing tools around your screen, ready for single-click access, and take advantage of the "Styles and Formatting" box to put all your graphics styles just one click away.

You can bring your presentation to life with slide show animations and effects. The Fontworks tool permits you to create attractive 2D and 3D images from text. Impress enables you to build and control 3D scenes incorporating a large variety of objects and components.

You can save your presentations in OpenDocument format, the new international standard for documents. This XML-based format means that your files can be opened by recipients who are not LibreOffice users: your presentations will be accessible with any OpenDocument-compliant software.

You can also open Microsoft PowerPoint files, and save your work in PowerPoint format for people still locked into Microsoft products. Alternatively, you can use the built-in exporter to create Flash (*.swf*) versions of your presentations.