LibreOffice
The Document Foundation

Draw Guide

Chapter 10
Printing, Exporting, and
E-mailing

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Acknowledgments

This chapter is based on Chapter 10 of *Getting Started with LibreOffice 4.0*. The contributors to that chapter are:

John A Smith   Jean Hollis Weber   Hazel Russman
Ron Faile Jr.

Publication date and software version

Published 31 December 2014. Based on LibreOffice 4.3.

Note for Mac users

Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	**LibreOffice > Preferences**	Access setup options
Right-click	*Control+click* or *right-click* depending on computer system	Open a context menu
Ctrl (Control)	⌘ *(Command)*	Used with other keys
F5	*Shift+⌘+F5*	Open the Navigator
F11	*⌘+T*	Open the Styles and Formatting window

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Printing

Quick printing

To quickly print a document or drawing, click on the **Print File Directly** icon ⎙ on the Standard toolbar to send the entire document to the default printer that is defined for your computer.

Note	You can change the action of the **Print File Directly** icon by sending a document to the printer defined for the document instead of the default printer for the computer. Go to **Tools > Options > Load/Save > General** and select the **Load printer settings with the document** option.

Controlling printing

For more control over printing, use the Print dialog by going to **File > Print** on the main menu bar, or by using *Ctrl+P*. The Print dialog (Figure 1) has four tabs where you can choose a range of options, which are described in the following sections.

Note	The options selected on the Print dialog only apply to the printing of the current document that is open in Draw. To specify default print settings for LibreOffice, go to **Tools > Options > LibreOffice > Print**.
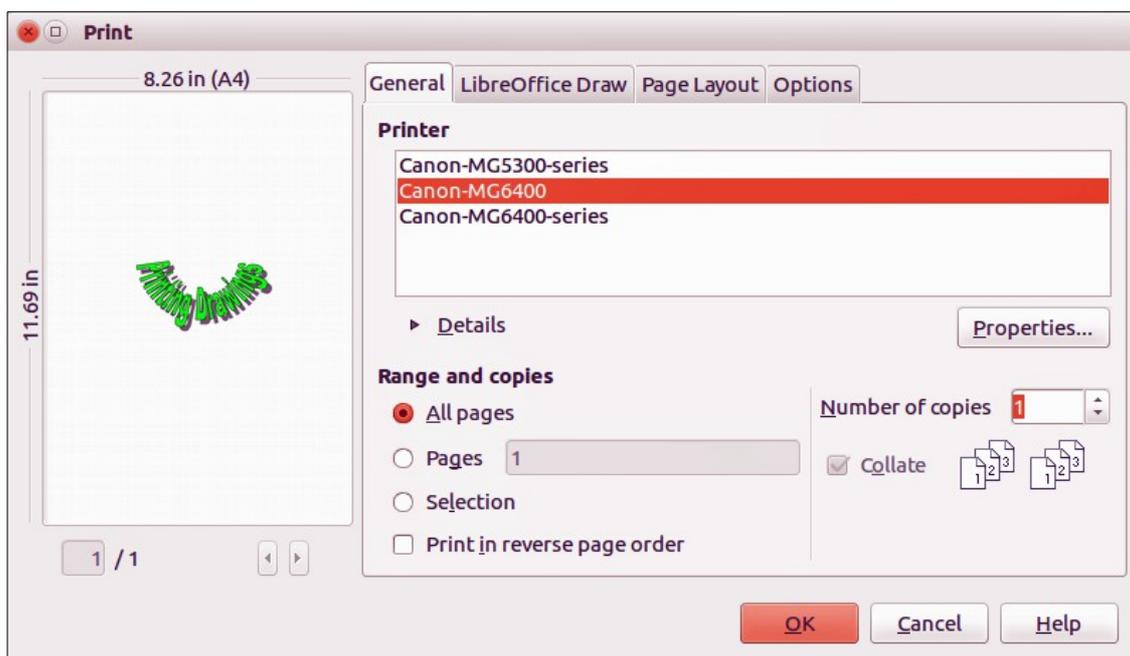
Figure 1. Print dialog – General page

General page

On the **General** page of the Print dialog (Figure 1), you can select:

- Which printer to use from the printers available in the *Printer* section.
- Which pages to print, number of copies to print, whether to collate multiple copies, and page order for printing in the *Range and copies* section.

LibreOffice Draw page

On the **LibreOffice Draw** page of the Print dialog (Figure 2), you can define settings that are specific to the current document type:

- In the *Contents* section, print the page name and/or the date and time on the drawing.
- In the *Colors* section, print the drawing in original colors, as a grayscale, or in black and white.
- In the *Size* section, print the drawing in its original size, fit the drawing to the printable area of the page, print the drawing on multiple sheets of paper if the drawing is too large for the paper size being used, or print the drawing as multiple tiles on a sheet of paper.
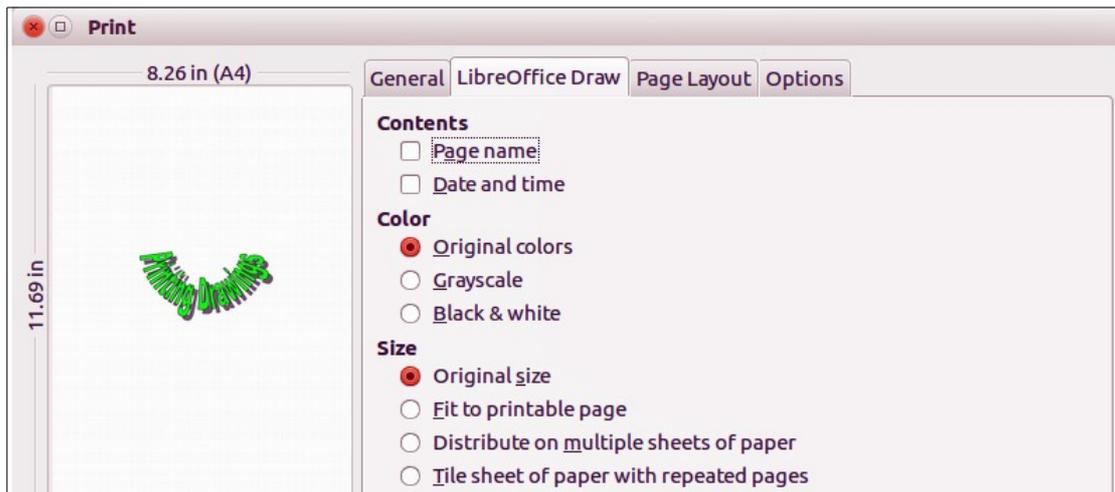
Figure 2. Print dialog – LibreOffice Draw page

Page Layout page

On the **Page Layout** page of the Print dialog (Figure 3), you can define the page layout when your drawing is printed.

- In the *Layout* section, select how many pages per sheet of paper are printed, the order in which the pages are printed on a sheet, whether a border is drawn around each page, or the drawing is printed as a brochure.
- In the *Page* sides section, select whether to print all the pages, the back sides/left pages only, or the front sides/right pages only. This option is useful when you want to print double-sided when your printer does not support duplex printing.
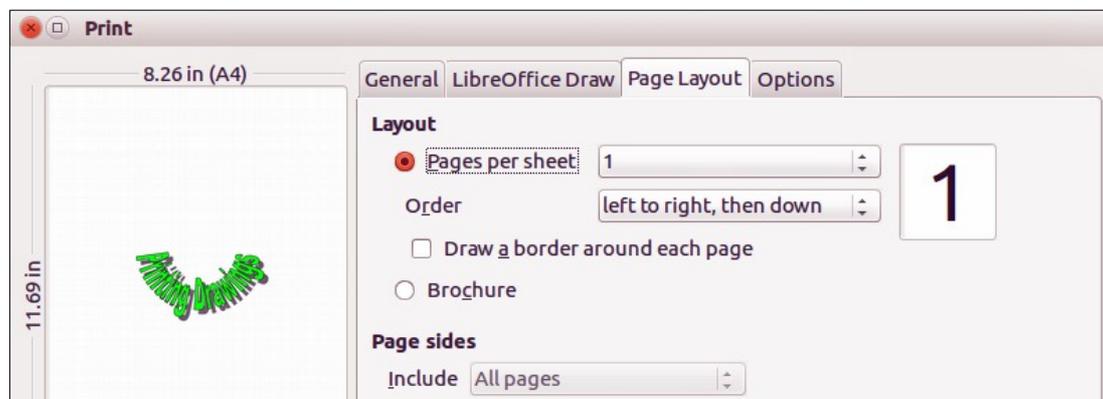
Figure 3. Print dialog – Page Layout page

Options page

On the **Options** page (Figure 4) you can select whether to print to file, create single print jobs when you want to use collated output, use only the printer tray specified in the printer preferences, or use the paper size specified in the printer preferences.
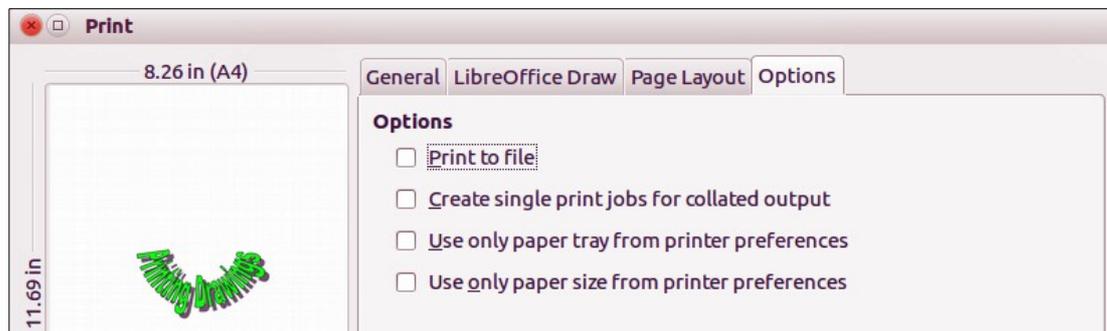
Figure 4. Print dialog – Options page

Printing multiple pages on a single sheet

To print multiple pages of a document on one sheet of paper:

1) Go to **File > Print** on the main menu bar or use the keyboard shortcut *Ctrl+P* to open the Print dialog and then select the **Page Layout** page (Figure 3).
2) In the *Layout* section, select from the *Pages per sheet* drop-down list the number of pages to print per sheet. The preview panel on the right shows how the pages will look in the printed document.
3) When printing more than two pages per sheet, select the order in which the pages are printed on a sheet from the *Order* drop-down list.
4) To distinguish each page on a sheet, select the *Draw a border around each page* option.
5) Click **Print** to print the document.

Selecting pages to print

In addition to printing a full document, you can choose whether to print individual pages, a range of pages, or a highlighted selection within a document.

Individual page

1) Go to **File > Print** on the main menu bar or use the keyboard shortcut *Ctrl+P* to open the Print dialog and then select the **General** page (Figure 1).
2) In the *Ranges and copies* section, select the *Pages* option.
3) Enter the number of the page to print.
4) Click **Print** to print the document.

Range of pages

1) Go to **File > Print** on the main menu bar or use the keyboard shortcut *Ctrl+P* to open the Print dialog and then select the **General** page (Figure 1).
2) In the *Ranges and copies* section, select the *Pages* option.
3) Enter the number of the pages to print (for example 1-4 or 1,3,7,11), or any combination of the two (for example: 1-4,5-9,10).
4) Click **Print** to print the document.

Selection printing

To print a selection from a page or multiple pages:

1) In the document, highlight the section of the page or pages to print.
2) Go to **File > Print** on the main menu bar or use the keyboard shortcut *Ctrl+P* to open the Print dialog and then select the **General** page (Figure 1).
3) In the *Ranges and copies* section, select the *Selection* option.
4) Click **Print** to print the document.

Brochure or booklet printing

In Writer, Impress, and Draw, you can print a document with two pages on each side of a sheet of paper, arranged so that when the printed pages are folded in half, the pages are in the correct order to form a booklet or brochure.

Tip	Plan your document so it will look good when printed half size; choose appropriate margins, font sizes, and so on. You may need to experiment.

Single-sided printer

To print a brochure or booklet on a printer only capable of single-sided printing:

1) Go to **File > Print** on the main menu bar or use the keyboard shortcut *Ctrl+P* to open the Print dialog and then select the **General** page (Figure 1).
2) Select the printer you want to use if more than one printer is connected to your computer.
3) Click **Properties** to open the properties dialog for the selected printer (Figure 5).
4) Check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures and booklets.
5) Click **OK** to return to the Print dialog.
6) Select the **Page layout** tab in the Print dialog (Figure 3).
7) Select the *Brochure* option (Figure 6).
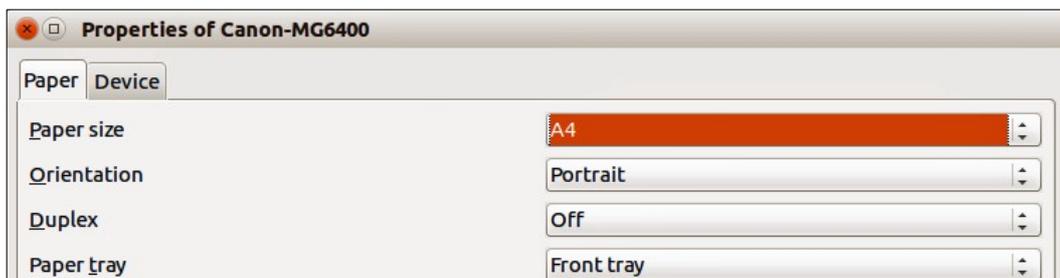
Figure 5: Printer Properties dialog
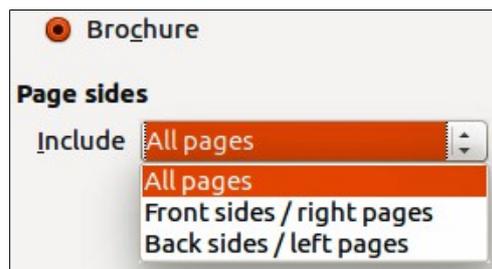
Figure 6: Brochure or booklet printing

8) In the *Page sides* section, select *Back sides/left pages* option from the drop-down list.

9) Click **Print**.

10) Take the printed pages out of the printer, turn the pages over, and put them back into the printer in the correct orientation to print on the blank side. You may need to experiment a bit to find out what the correct arrangement is for your printer.

11) In the *Page sides* section, select *Front sides/right pages* option from the drop-down list.

12) Click **Print** to print the document.

Double-sided or duplex printer

To print a brochure or booklet on a printer that is capable of double-sided or duplex printing:

1) Go to **File > Print** on the main menu bar or use the keyboard shortcut *Ctrl+P* to open the Print dialog and then select the **General** page (Figure 1).

2) Select the printer you want to use if more than one printer is connected to your computer.

3) Click **Properties** to open the properties dialog for the selected printer (Figure 5).

4) Check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures and booklets.

5) From the *Duplex* drop-down list, select *Long Edge* or *Long Side* printing. Actual options available for duplex printing depend on the printer model and the computer system being used.

6) Click **OK** to return to the Print dialog.

7) Select the **Page layout** tab in the Print dialog (Figure 3).

8) Select the *Brochure* option (Figure 6).

9) In the *Page sides* section, select *All pages* option from the drop-down list.

10) Click **Print** to print the document.

Printing in black and white or grayscale

You may wish to print documents in black and white or grayscale on a color printer. However, some color printers may only allow you to print in color regardless of the settings you choose. More details can be found in the information that came with your printer.

Printer settings

To change the printer settings to print in black and white or grayscale:

1) Go to **File > Print** on the main menu bar or use the keyboard shortcut *Ctrl+P* to open the Print dialog and then select the **General** page (Figure 1).

2) Click **Properties** to open the properties dialog for the printer, then click the **Device** tab. The available choices available depend on printer model and computer operating system, but you should easily find options for the *Color* settings. An example of what you may see is shown in Figure 7.

3) In *Color* and select either black and white or grayscale from the drop-down list.

4) Click **OK** and return to the Print dialog, then click **Print** to print the document.

Tip	Grayscale is the best option if you have any colored text or graphics in the document. Colors will print in shades of gray giving more detail. When printing color in black and white some of this detail maybe lost.
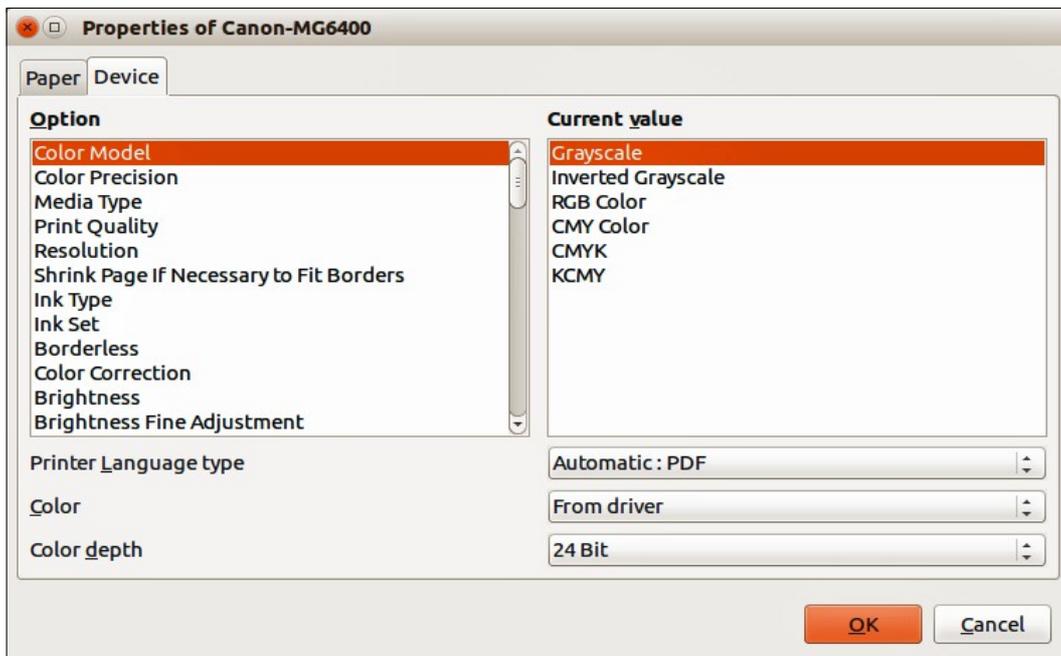
Figure 7: Printer Properties dialog – Device page

LibreOffice settings

To change the LibreOffice settings to print all color text and graphics as grayscale:

1) Go to **Tools > Options > LibreOffice > Print** on the main menu bar.

2) Select *Convert colors to grayscale* option then click **OK** to save the change.

3) Go to **File > Print** on the main menu bar or use the keyboard shortcut *Ctrl+P* to open the Print dialog and then select the **General** page (Figure 1).

4) Click **Print** to print the document.

Draw settings

To change the Draw settings to print all color text and graphics as either black and white or grayscale:

1) Go to **Tools > Options > LibreOffice Draw > Print** on the main menu bar.

2) In the *Quality* section, select either *Grayscale* or *Black & white* option, then click **OK** to save the change.

3) Go to **File > Print** on the main menu bar or use the keyboard shortcut *Ctrl+P* to open the Print dialog and then select the **General** page (Figure 1).

4) Click **Print** to print the document.

Exporting

LibreOffice can export documents to PDF (Portable Document Format). This industry-standard file format is ideal for sending a file for someone else to view using Adobe Reader or other PDF viewers. The process and dialogs are the same for Writer, Calc, Impress, and Draw, with a few minor differences mentioned in this section.

Directly as PDF

Click on the **Export Directly as PDF** icon ![pdf icon] on the Standard toolbar to export the entire document using your default PDF settings. You are asked to enter the file name and location for the PDF file, but you cannot choose page range, image compression, or other options.

Controlling PDF content and quality

For more control over the content and quality of the resulting PDF you have to use the option Export as PDF. For more information on the available options, see the *Getting Started* guide.

1) Go to **File > Export as PDF** on the main menu bar to open the PDF Options dialog (Figure 8). Use this dialog to select options in the *General*, *Initial View*, *User Interface*, *Links*, and *Security* pages.
2) When you have selected the appropriate options, click **Export**.
3) In the dialog that opens, enter the location and file name of the PDF to be created.
4) Click **Save** to export the file.
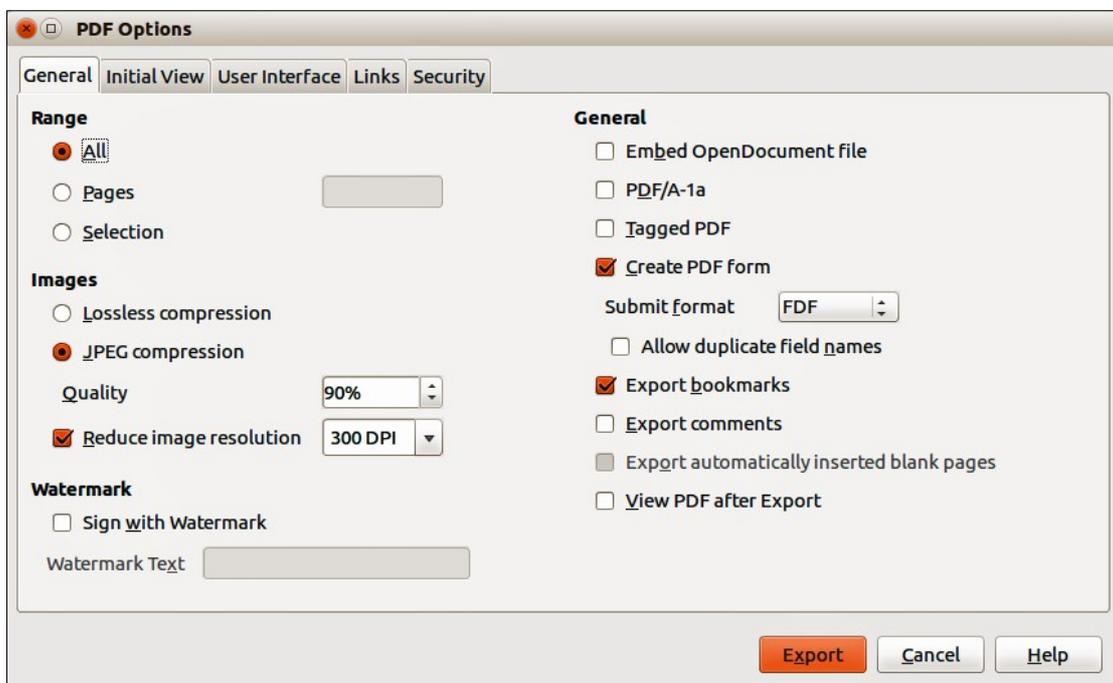
Figure 8: PDF Options dialog

Other formats

LibreOffice uses the term "export" for some file operations involving a change of file type. If you cannot find what you want in **File > Save As**, look in **File > Export**. LibreOffice can export files in various formats, which are listed in the drop-down list for *File format*.

To export a file in another format:

1) Go to **File > Export** on the main menu bar to open the Export dialog. An example of this dialog is shown in Figure 9.
2) Navigate to the directory where you want to export your drawing.
3) Specify a file name for the exported document in the *File name* text box.
4) Select the required format from the *File format* drop-down list.
5) Click **Export**.
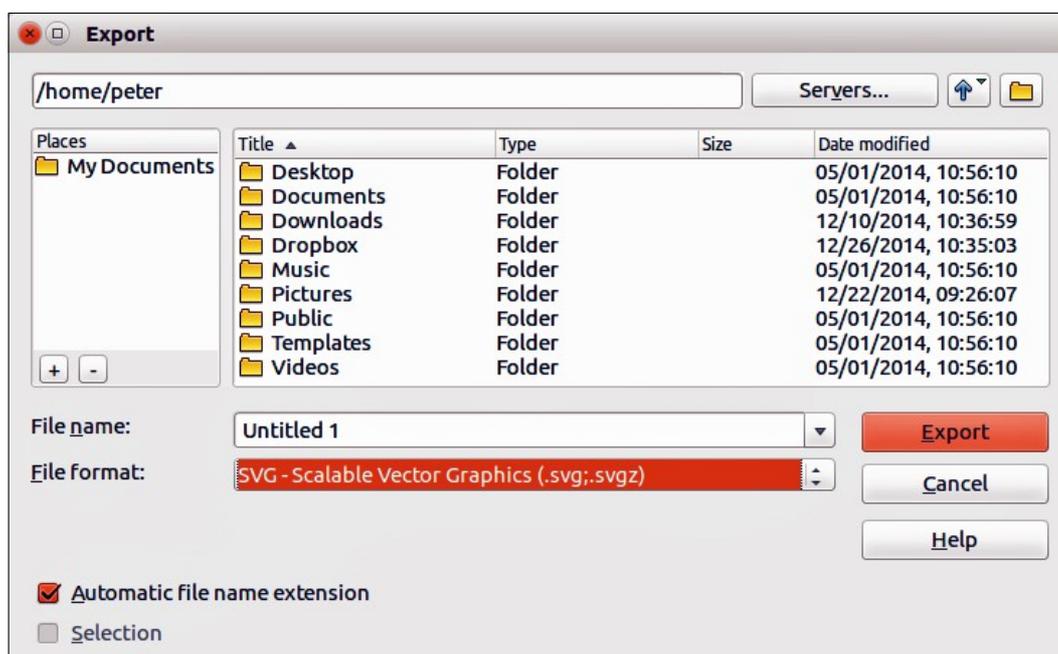
Figure 9: Export dialog

See *Chapter 6 Editing Pictures* in this guide for more information on exporting graphics.

Note	The content of the exported file will depend on the elements selected on the page. No selection results in the entire image being exported. For most export formats, only the image on the current page will be exported.

Web pages

To export a multi-page Draw document to a series of web pages, go to **File > Export** on the main menu bar and select **HTML Document** as the file type to open the HTML Export wizard. Follow the prompts to create the web pages. If required, the wizard can generate a navigation aid to help in moving from page to page. For more information, see *Chapter 12 Creating Web Pages* in the *Getting Started* guide.

E-mailing documents

LibreOffice provides several ways to send documents quickly and easily as an e-mail attachment in OpenDocument format (LibreOffice default format), or as a PDF. You can email a document to several recipients. For more information, see *Chapter 10 Printing, Exporting, and E-mailing* in the *Getting Started* guide.

Note	Documents can only be sent from the LibreOffice menu if a mail profile has been set up.

OpenDocument format

To email the current document in OpenDocument format:

1) Go to **File > Send > Document as E-mail** on the main menu bar. LibreOffice opens your default e-mail program with the document attached.

2) In your e-mail program, enter the recipient, subject, and any text you want to add, then send the e-mail.

PDF format

To email the current document as a PDF file:

1) Go to **File > Send >-E-mail as PDF** on the main menu bar. LibreOffice creates a PDF using the default PDF settings and then opens your email program with the PDF file attached.

2) In your e-mail program, enter the recipient, subject, and any text you want to add, then send the e-mail.