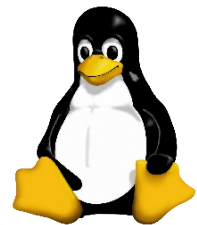
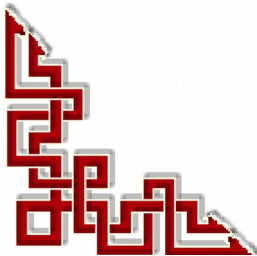


RF-232

Micronator

LibreOffice
Configuration minimale



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Bien que nous utilisions ici un vocabulaire issu des techniques informatiques, nous ne prétendons nullement à la précision technique de tous nos propos dans ce domaine.

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I- Configuration de LibreOffice

A) Description générale

1. Introduction

Ce document présente la configuration de **LibreOffice** et de **Writer**.

LibreOffice est une suite bureautique puissante. Son interface claire et ses outils avancés vous permettent de libérer votre créativité et de développer votre productivité. **LibreOffice** intègre plusieurs applications qui en font la suite bureautique **Libre & Open Source** la plus évoluée sur le marché. La suite comprend **Writer** le traitement de texte, **Calc** le tableur, **Impress** le module de présentation, **Draw** l'application de dessin et d'organigrammes, **Base** la base de données et son interface et enfin **Math** pour l'édition de formules mathématiques.

1.1. Note au lecteur

* Les captures d'écrans ne sont que des références.

** Les informations écrites ont préséance sur celles retrouvées dans les captures d'écrans. Veiller à se référer aux différents tableaux lorsque ceux-ci sont présents.

1.2. Conventions

Toutes les commandes à entrer à la console sont en **gras**. Les affichages à surveiller sont en **rouge** ou en **bleu**.

```
# ping 192.168.1.149
192.168.1.149 is alive
#
```

Les liens de référence internet sont en [bleu](#) et ceux intra document en [bleu](#).



Manipulation, truc ou ruse pour se tirer d'embaras.



Une recommandation ou astuce.



Une note.



Une étape, note ou procédure à surveiller.



Paragraphe non complété ou non vérifié.

B) Options de LibreOffice

1. Pré-requis

Avoir un certaine compréhension de LibreOffice: http://www.micronator.org/?page_id=1480.

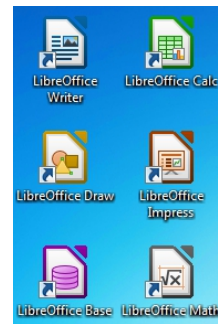
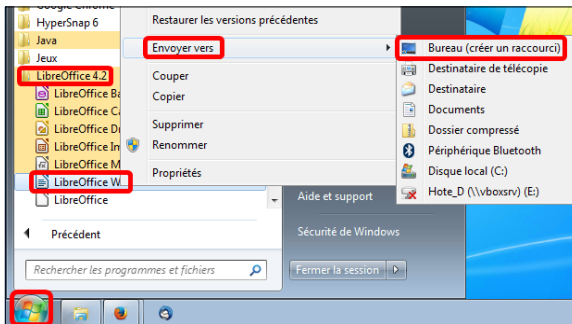
Avoir installer LibreOffice: http://www.micronator.org/?page_id=1491.

2. Raccourcis

On peut mettre des raccourcis sur le bureau pour les différentes composantes de LibreOffice.

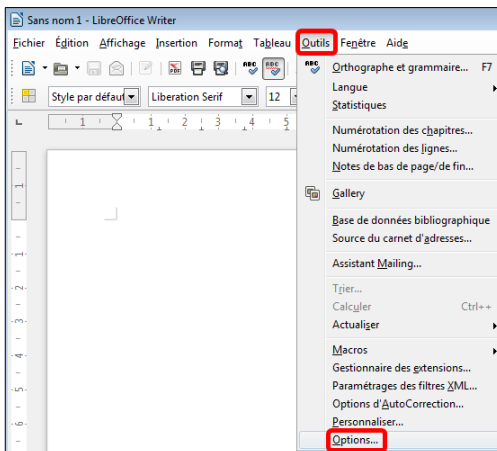
Démarrer | **Tous les programmes** | **LibreOffice 4.2** | **clac (clic droit)** sur **LibreOffice Writer** | **Envoyer vers** | **Bureau (créer un raccourci)**.

Refaire la même procédure pour les autres composantes de LibreOffice.



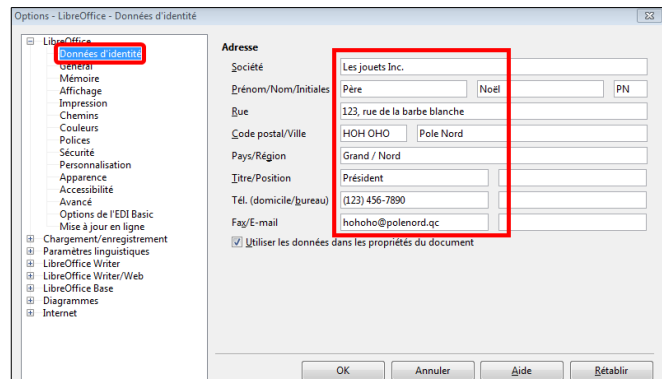
3. Configuration de LibreOffice

- Lancer **Writer**.
- **Outils** | **Options**.



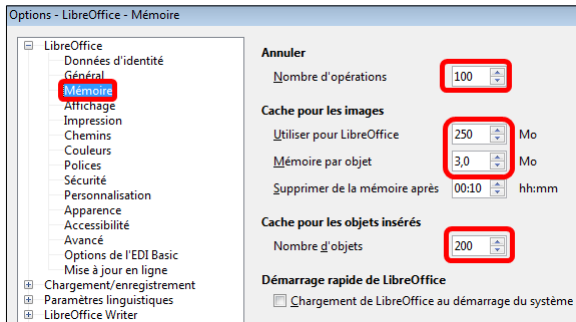
Données d'identité

On remplit les différents champs.



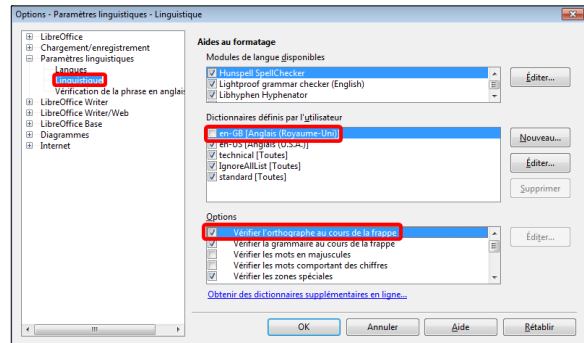
Mémoire

- Annuler
Nombre d'opérations | 200.
- Cache pour les images
Utiliser pour LibreOffice | 250.
Mémoire par objet | 3,0.
- Cache pour les objets insérés
Nombre d'objets | 200.



Linguistique

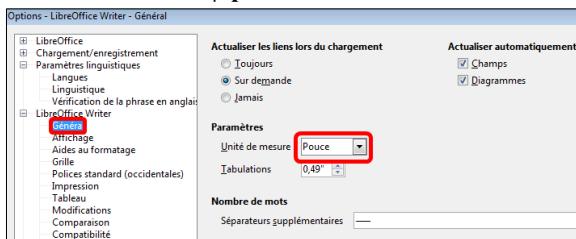
- Décocher en-GB [Anglais (Royaume Uni)].
- Cocher Coupure automatique.
- Cocher Vérifier l'orthographe au cours de la frappe.



4. LibreOffice Writer

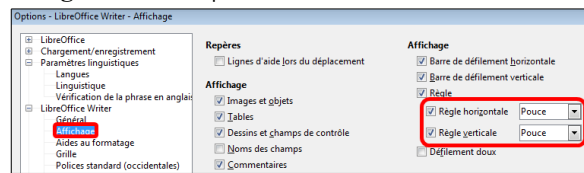
Général

Unité de mesure | pouce.



Affichage

- Règle horizontale | Pouce.
- Règle verticale | Pouce.

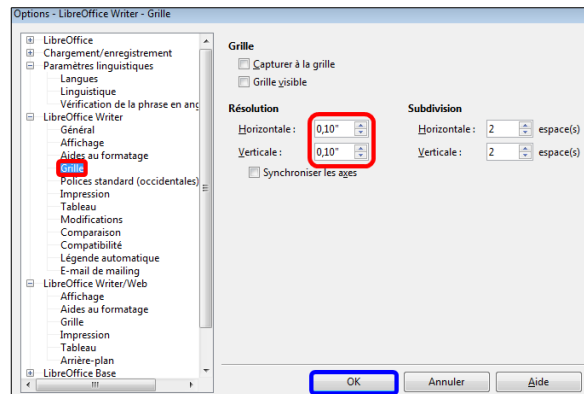
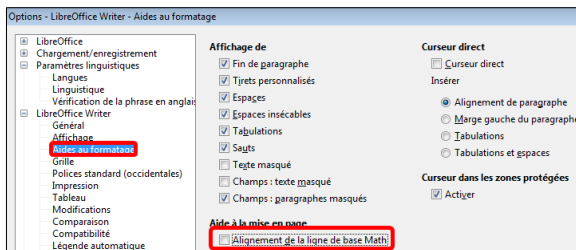


Grille

- Si les unités ne sont pas en pouces, cliquer OK et rouvrir les Options.

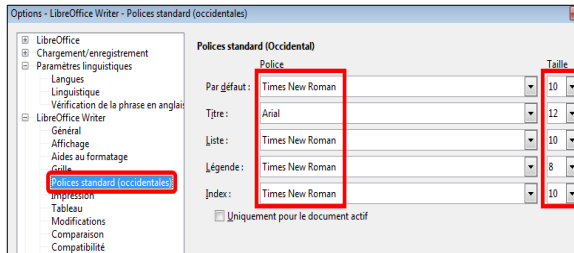
- Résolution | Horizontale: | 0,10" | Verticale: | 0,10".

Aides au formatage
décocher Alignement de la ligne de base Math.



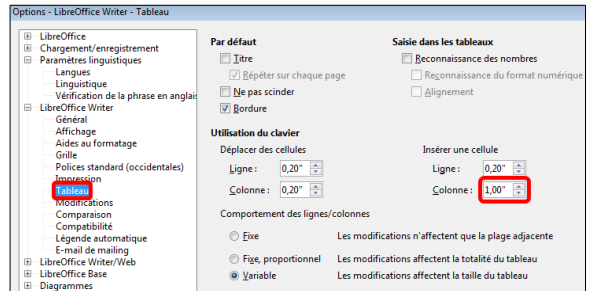
Police standard (occidentale)

- Par défaut: | Times New Roman | 10.
- Titre: | Arial | 12.
- Liste: | Times New Roman | 10.
- Légende: | Times New Roman | 8.
- Index: | Times New Roman | 10.



Tableau

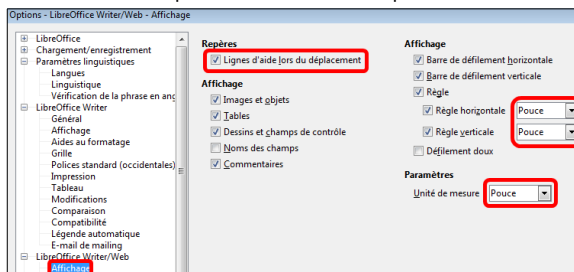
Insérer une cellule | Colonne: | 1,00".



5. Writer / Web

Affichage

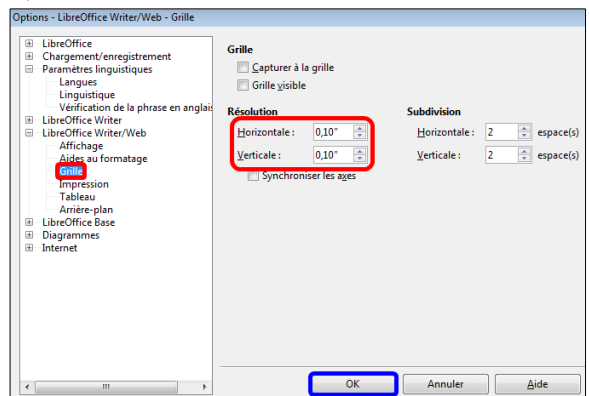
- Repères | cocher Lignes d'aide lors du déplacement.
- Affichage | Règle horizontale | Pouce | Règle verticale | Pouce.
- Paramètres | Unité de mesure | Pouce.



Grille

- Si les unités ne sont pas en pouces, cliquer OK et rouvrir les Options.

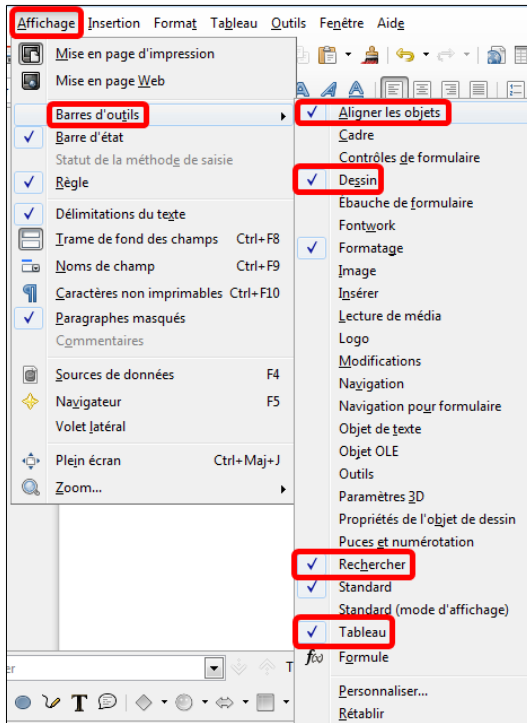
Résolution | Horizontale: | 0,10" | Verticale: | 0,10".



6. Options de l'écran principal

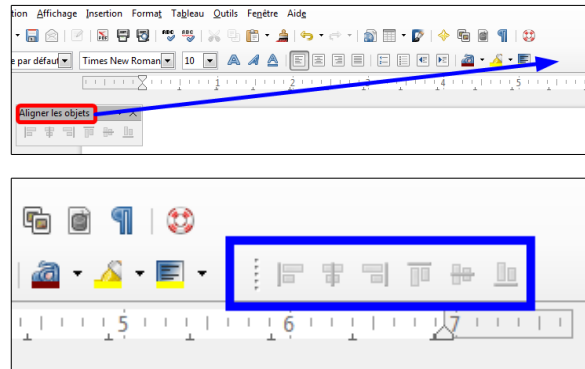
Affichage | Barres d'outils

Cocher pour ajouter les barres: **Aligner les objets** | **Dessin** | **Rechercher** | **Tableau**.



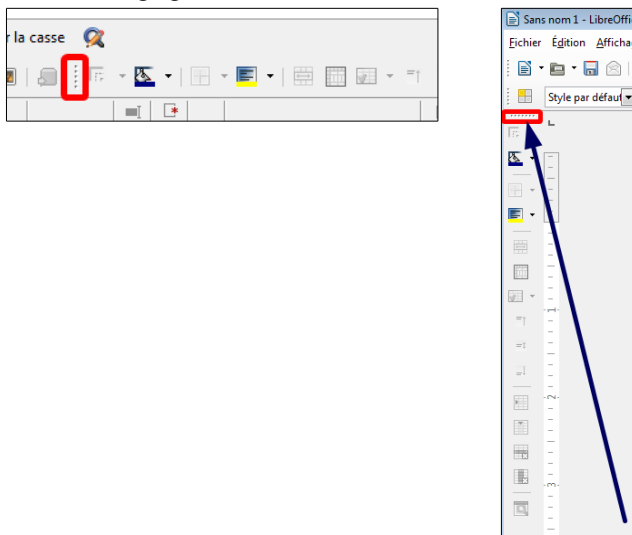
Déplacement de la barre Aligner les objets

Cliquer la ligne du titre de la barre **Aligner les objets** et la glisser à la fin de la deuxième ligne de barres d'outils.



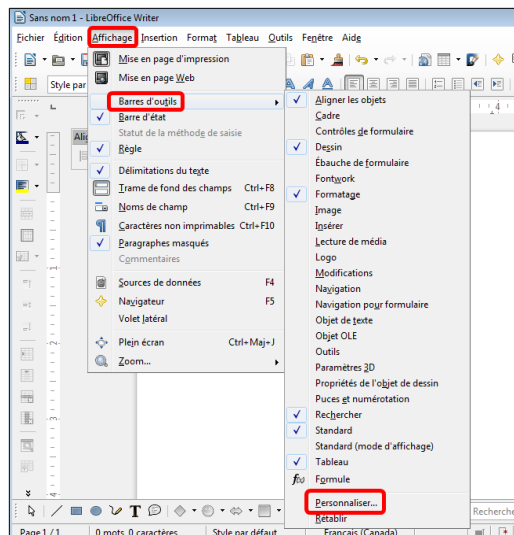
Déplacement de la barre Tableau

Cliquer la ligne pointillée devant la barre **Tableau** et la glisser à la marge gauche de l'écran.



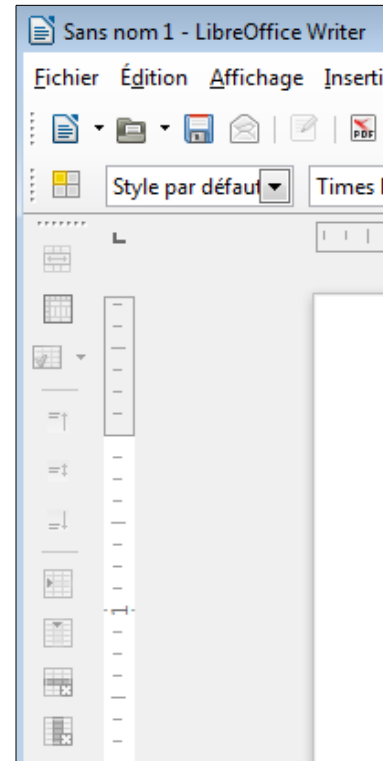
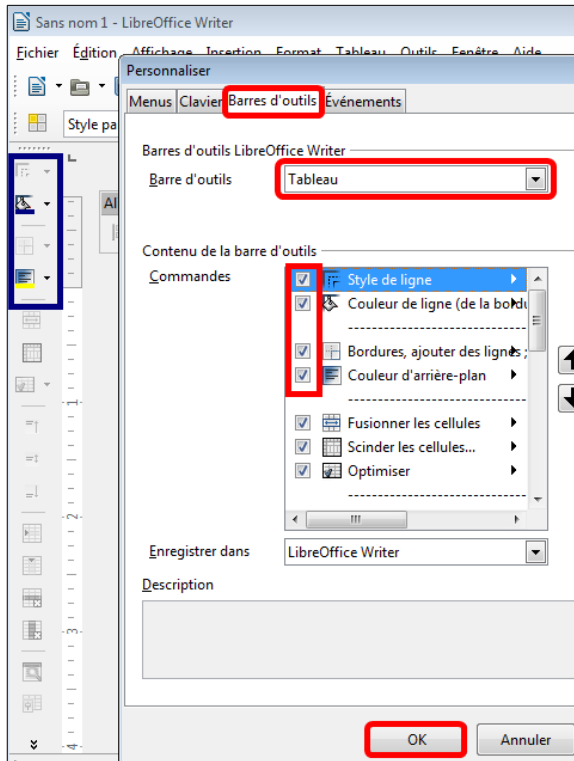
Allègement de la barre d'outil Tableau

Affichage | Barres d'Outils | Personnaliser...



- Onglet **Barres d'outils** | **Tableau**.
- On va enlever les icônes de: **Lignes**, **Couleurs**, **Bordures** et **Arrière plan** de la barre d'outils **Tableau**.
- Décocher ces 4 premières **Commandes** | **OK**.

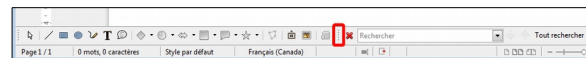
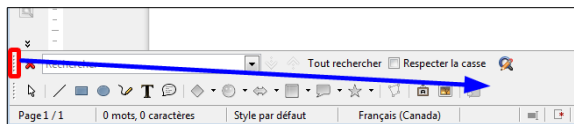
Les icônes des **Commandes** décochées ont disparues ce qui allège légèrement la barre d'outils **Tableau**.



Déplacement de la barre Rechercher

Cliquer la ligne pointillée devant la barre **Rechercher** et la glisser à droite de la barre **Dessin**.

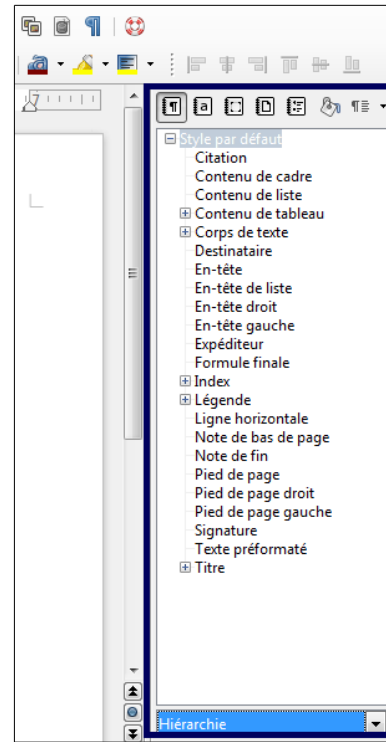
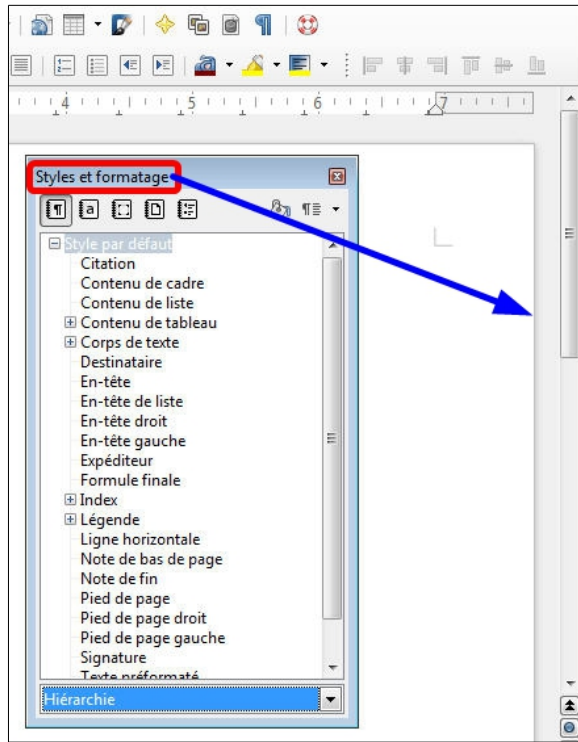
Cette manipulation va permettre de voir un peu plus la page active.



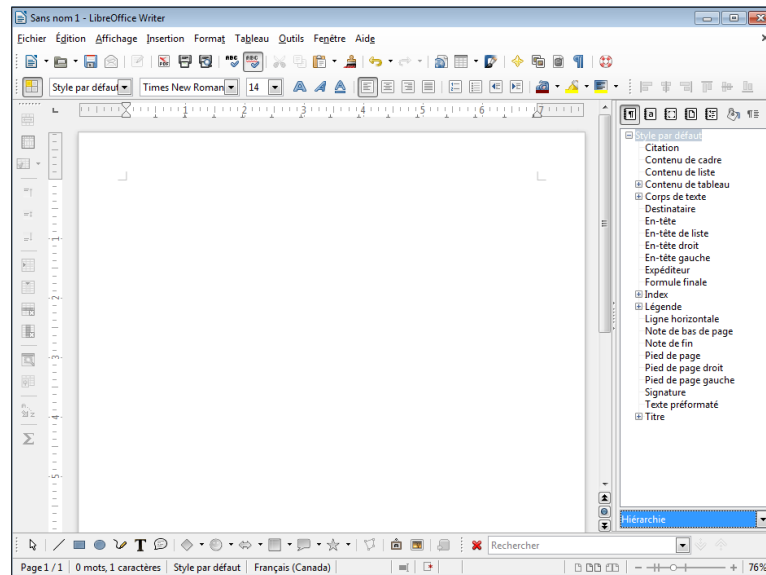
Style et formatage

- Format | Style et formatage ou appuyer sur [F11] pour afficher la barre **Style et formatage**.
- Cliquer la ligne du titre de la barre et la glisser sur le bord droit de l'écran,

La barre **Style et formatage** est maintenant ancrée sur le côté droit de l'écran.



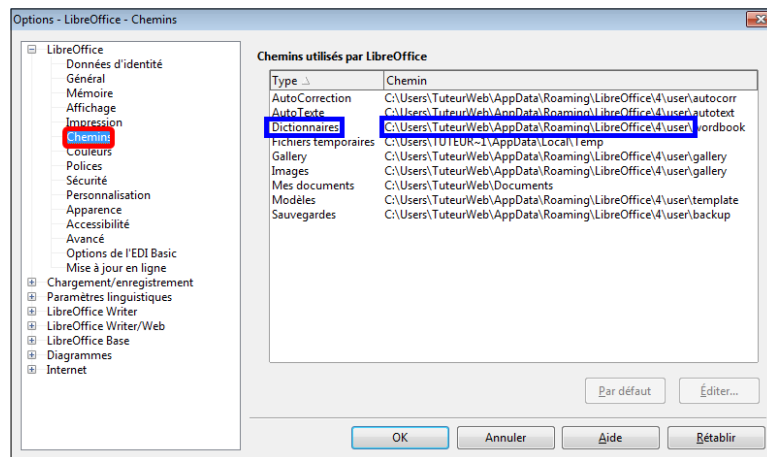
Voilà, nous sommes prêts pour écrire notre premier document.



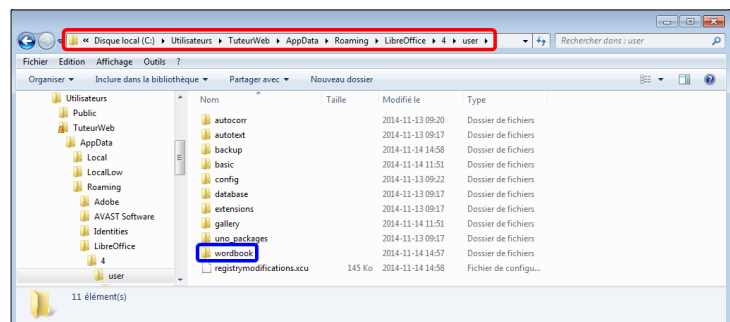
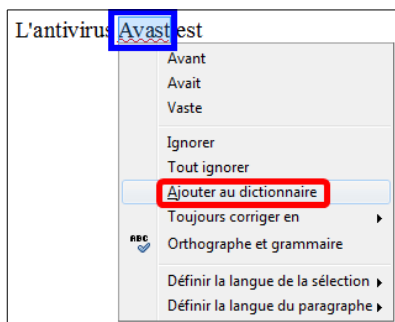
C) Sauvegarde des données

1. Répertoires des données de LibreOffice

Comme nous pouvons le voir ci-dessous avec **Outils | Options | LibreOffice | Chemins**, nos données d'utilisateur sont dans le répertoire **C:\Users\TuteurWeb\AppData\Roaming\LibreOffice\4\user**.



Le dictionnaire situé dans le répertoire sera créé seulement lors de la première fois qu'on ajoutera un nouveau mot au dictionnaire.



1.1. Transfert vers un nouvel ordinateur

Si on change d'ordinateur, on peut aussi transférer notre configuration et toutes nos données de **LibreOffice** en y copiant, depuis notre ordinateur original, le répertoire complet **user**:

C:\Users\TuteurWeb\AppData\Roaming\LibreOffice\4\user



Victoire totale.

Crédits

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Auteur: **Michel-André Robillard CLP**

Remerciement: **Tous les contributeurs GNU/GPL.**

Intégré par: **Michel-André Robillard CLP**

Contact: **michelandre at micronator.org**

Répertoire de ce document: E:\000_DocPourRF232_general\RF-232_Libre_Office\LibreOffice\002_Configuration\MAR_minimale\RF-232_LibreOffice_Configuration_M_2014-12_07_09h58.odm

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0.1.2	2014-11-30	Corrections mineures.	M.-A. Robillard

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Version 3, 29 June 2007

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The "source code" for a work means the preferred form of the work for making modifications to it. "Object code" means any non-source form of a work.

A "Standard Interface" means an interface that either is an official standard defined by a recognized standards body, or, in the case of interfaces specified for a particular programming language, one that is widely used among developers working in that language.

The "System Libraries" of an executable work include anything, other than the work as a whole, that (a) is included in the normal form of packaging a Major Component, but which is not part of that Major Component, and (b) serves only to enable use of the work with that Major Component, or to implement a Standard Interface for which an implementation is available to the public in source code form. A "Major Component", in this context, means a major essential component (kernel, window system, and so on) of the specific operating system (if any) on which the executable work runs, or a compiler used to produce the work, or an object code interpreter used to run it.

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