

Migration vers LibreOffice

Introduction

The migration to LibreOffice (a free alternative to MS Office) involves installation (Windows/Mac/Linux), configuration, and the use of Writer for document creation. It also requires converting proprietary formats (.docx) to open formats (.odt) and creating customized templates (File > Templates) to improve student productivity.

Installation and Configuration of LibreOffice

Download

Download the office suite from the official website:
fr.libreoffice.org

Installation

Run the installer, choose “Typical Installation”, and create a desktop shortcut.

Configuration

During the first launch, you can configure the default saving options in OpenDocument format (.odt) to maximize compatibility.

Configuration Steps

1. Open Settings
 - Open LibreOffice Writer.
 - Click **Tools** in the top menu bar.
 - Select **Options**.
2. Choose the Default Format
 - In the window that appears, click **Load/Save**.
 - Then click **General**.
3. Set the OpenDocument Format
 - Look for **Default File Format and ODF Settings**.

- In **Document Type**, choose **Text Document**.
- In **Always Save As**, select **ODF Text Document (.odt)**.

4. Confirm

- Click **OK** to save the settings.

Creating and Editing Documents with Writer

Interface

Similar to Microsoft Word, Writer allows users to create letters, reports, and academic papers.

Features

- Use styles (Stylist) for formatting.
- Insert tables.
- Use the Navigator to organize and structure the document.

Saving

Use **File** → **Save As** to choose the desired file format.

Converting Proprietary Formats to Open Formats

Compatibility

LibreOffice can open Microsoft Office files such as .docx, .xlsx, and .pptx. However, it is recommended to save them in OpenDocument Format (ODF) to avoid formatting issues.

- .odt for text documents
- .ods for spreadsheets
- .odp for presentations

Converting a File

1. Open LibreOffice Writer (or Calc for spreadsheets).
2. Click **File** → **Open**.
3. Select the Microsoft Office file (.docx, .xlsx, etc.).
4. After opening the file, click **File** → **Save As**.
5. Choose the OpenDocument format:

- .odt for text documents
- .ods for spreadsheets

6. Click **Save**.

The file will now be converted to an open format (ODF), improving compatibility and reducing the risk of formatting loss.

Batch Conversion (Multiple Files)

LibreOffice includes a **Document Converter Wizard** that allows you to convert multiple files at once.

Steps

1. Open LibreOffice.
2. Click **File** → **Wizards** → **Document Converter**.
3. Choose the type of conversion:
 - Word documents → ODF (.odt)
 - Excel documents → ODF (.ods)
4. Click **Next**.
5. Select the folder containing the files you want to convert.
6. Choose the destination folder where the converted files will be saved.
7. Click **Convert**.

LibreOffice will automatically convert all files in the folder to the selected OpenDocument format.

Creating Templates Adapted to Student Needs

Document Templates

Create pre-filled documents (letters, reports, etc.) to save time.

Creating a Template

1. Open LibreOffice Writer.
2. Create a new document and add elements such as:
 - Title
 - Formatting and styles
 - Logos or headers (if needed)

3. Click **File** → **Templates** → **Save as Template**.
4. Enter:
 - a template name
 - choose the category **My Templates**
5. Click **Save**.

Using a Template

1. Click **File** → **New** → **Templates**.
2. Open the **My Templates** category.
3. Select the template you created.
4. Click **Open**.

A new document based on the template will be created, allowing students to save time and maintain consistent formatting.