

LibreOffice (24.2.4.2) for the Mac and WorkFlows

- 1. From <u>https://www.libreoffice.org/download/download-libreoffice/</u> choose your Operating system (Intel vs Silicon Chip macOS) and download.
- 2. Install LibreOffice. Administrator access is typically required for installation.
- 3. Open LibreOffice.
 - a. The first time you run LibreOffice you will be shown this prompt:



- b. Click Open.
- 4. Open WorkFlows.
- 5. Click on "Report and Notices" then select "Report Session".



6. Click on gadget to the right of the application to view reports.

	Defaults	
Application to view reports:	/Applications/LibreOffice.app	
Application to print reports:	/Applications/LibreOffice.app	
Application to view XML reports:		*
Application to view XLS reports:		
Setup & Schedule		
🗸 Display report source colun	n	
Notify owner when report is	finished	
Send notices automatically		
Preserve template owner		
✓ Allow entering email addres	s in Reply To field	



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LibreOffice and WorkFlows for Mac Last Updated July 2024

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7. Locate your Applications Folder.

	Applica	ations
	Name	Date Modified
6	AppCleaner	Wednesday, July 5, 2023 8:06 AM
)	Atlassian Companion	Friday, December 1, 2023 1:39 AM
J	Camtasia 2022	Tuesday, December 20, 2022 1:49 PM
	Firefox	Wednesday, April 10, 2024 3:38 PM
	GarageBand	Tuesday, March 12, 2024 9:48 PM
2	Google Chrome	Friday, April 12, 2024 6:37 PM
r)	iMovie	Thursday, November 30, 2023 6:46 PM
3	Keynote	Tuesday, April 2, 2024 9:04 PM
•	LastPass	Tuesday, June 6, 2023 6:57 AM
1	LibreOffice	Thursday, March 21, 2024 3:20 PM
	File type All	Files 📀
	New Folder	Cancel

8. Find LibreOffice and click on it to select **even if it is grayed out.**

A	oplications	0
Name	^	Date Modified
AppCleaner		Wednesday, July 5, 2023 8:06 AM
Atlassian Companion		Friday, December 1, 2023 1:39 AM
Camtasia 2022		Tuesday, December 20, 2022 1:49 PM
Firefox		Wednesday, April 10, 2024 3:38 PM
GarageBand		Tuesday, March 12, 2024 9:48 PM
Google Chrome		Friday, April 12, 2024 6:37 PM
iMovie		Thursday, November 30, 2023 6:46 PM
Keynote		Tuesday, April 2, 2024 9:04 PM
AND A READ		Tuesday, June 6, 2023 6:57 AM
LibreOffice		Thursday, March 21, 2024 3:20 PM
File type	All Files	0

9. Click OK.



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10. In the "Application to view reports" field, add **.app** after LibreOffice in the box.

Application to view reports:	/Applications/LibreOffice.app	*	
Application to print reports:	/Applications/LibreOffice.app	*	
Application to view XML reports:		*	
Application to view XLS reports:			
Setup & Schedule			
🗹 Display report source colun	nn		
Notify owner when report is	finished		
Send notices automatically			
Preserve template owner			

11. Click OK to finish setting up "Application to view reports".

For instructions on how to open commons INFOhio Report Templates in Libre Office, see the document "LibreOffice & WorkFlows for Mac – Report Settings".



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