



Calc Guide

Chapter 14

Setting up and Customizing Calc

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Authors

Peter Hillier-Brook
Jean Hollis Weber
Michele Zarri

Feedback

Please direct any comments or suggestions about this document to:
authors@user-faq.openoffice.org

Acknowledgments

Much of this chapter is taken from material first published in *Getting Started with OpenOffice.org 3*.

Publication date and software version

Published 22 May 2009. Based on OpenOffice.org 3.1.



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Contents

Copyright.....	2
Introduction.....	5
Choosing options that affect all of OOO.....	5
User Data options.....	6
Print options.....	6
Color options.....	6
Security options.....	7
Appearance options.....	9
Choosing options for loading and saving documents.....	10
General Load/Save options.....	10
VBA Properties Load/Save options.....	11
Microsoft Office Load/Save options.....	12
HTML compatibility Load/Save options.....	13
Choosing options for Calc.....	14
General options for Calc.....	14
Metrics section.....	14
Updating section.....	15
Input settings section.....	15
View options for Calc.....	16
Visual aids section.....	16
Display section.....	17
Objects section.....	18
Window section.....	18
Zoom section.....	18
Calculate options.....	18
Iterative references section.....	19
Date section.....	19
Other options.....	20
Sort Lists options.....	21
Changes options.....	22

Grid options.....	22
Grid section.....	23
Resolution section.....	23
Print options.....	23
Controlling Calc's AutoCorrect functions.....	23
Customizing the user interface.....	24
Customizing the menu font.....	24
Customizing menu content.....	24
Creating a new menu.....	26
Modifying existing menus.....	26
Adding a command to a menu.....	27
Modifying menu entries.....	28
Customizing toolbars.....	28
Creating a new toolbar.....	29
Adding a command to a toolbar.....	30
Choosing icons for toolbar commands.....	30
Customizing keyboard shortcuts.....	30
Example: Assigning styles to shortcut keys.....	32
Saving changes to a file.....	33
Loading a saved keyboard configuration.....	33
Resetting the shortcut keys.....	33
Running macros from key combinations.....	34
Adding functionality with extensions.....	34
Installing extensions.....	34
Using extensions.....	35

Introduction

This chapter describes some common customizations that you may wish to do. In addition to selecting options from those provided, you can customize menus, toolbars, and keyboard shortcuts, add new menus and toolbars, and assign macros to events. However, you cannot customize context (right-click) menus.

Other customizations are made easy by extensions that you can install from the OpenOffice.org website or from other providers.

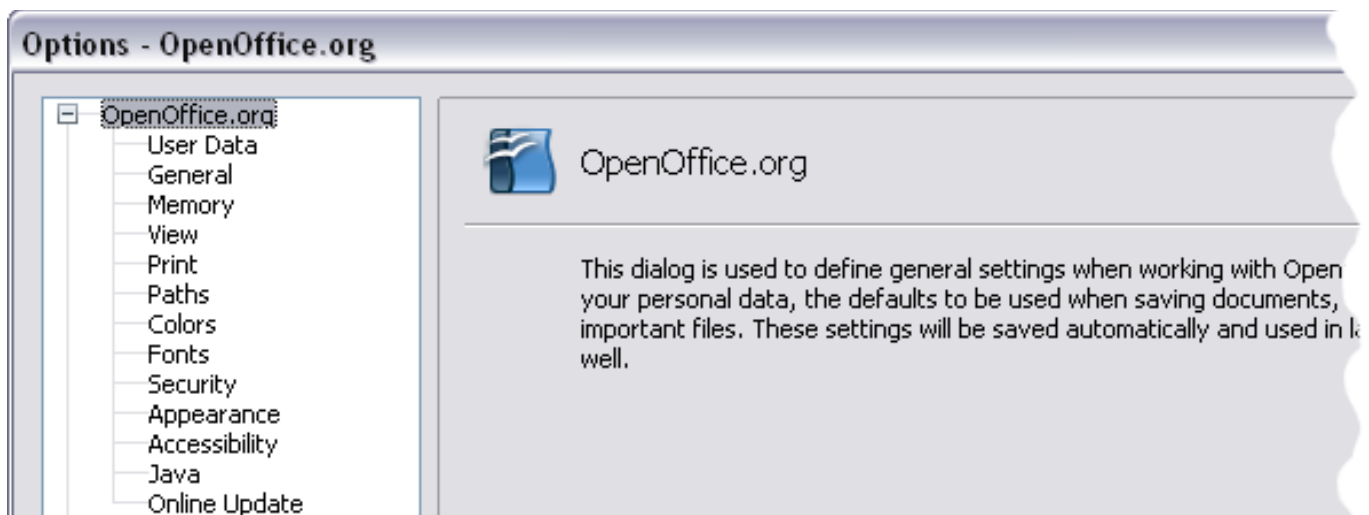
Note

Customizations to menus and toolbars can be saved in a template. To do so, first save them in a document and then save the document as a template as described in Chapter 4 (Using Styles and Templates in Calc).

Choosing options that affect all of OOo

This section covers some of the settings that apply to all the components of OpenOffice.org. Other general options are discussed in Chapter 2 (Setting Up OpenOffice.org) in the *Getting Started* guide.

- 1) Click **Tools > Options**. The list on the left-hand side varies depending on which component of OOo is open.
- 2) Click the + sign to the left of *OpenOffice.org* on the left-hand side. A list of subsections drops down.



Note

The **Back** button has the same effect on all pages of the Options dialog. It resets the options to the values that were in place when you opened OpenOffice.org.

User Data options

Calc uses the first and last name stored in the *OpenOffice.org – User Data* page to fill in the *Created* and *Modified* fields in the document properties, and the optional *Author* field often used in the footer of a printed spreadsheet. Fill in the form on this page.

Print options

Set the print options to suit your default printer and your most common printing method. You can change these settings at any time, either through this dialog or during the printing process (by clicking the **Options** button on the Print dialog).

In the Options dialog, click **OpenOffice.org > Print**.

See Chapter 6 (Printing, Exporting, and E-mailing) for more about the options on this page.

Color options

On the *OpenOffice.org – Colors* page (Figure 1), you can specify colors to use in OOO documents. You can select a color from a color table, edit an existing color, or define new colors. These colors will then be available in color selection palettes in all components of OOO. You can also define colors within Calc, but those colors will not be available to other components of OOO.

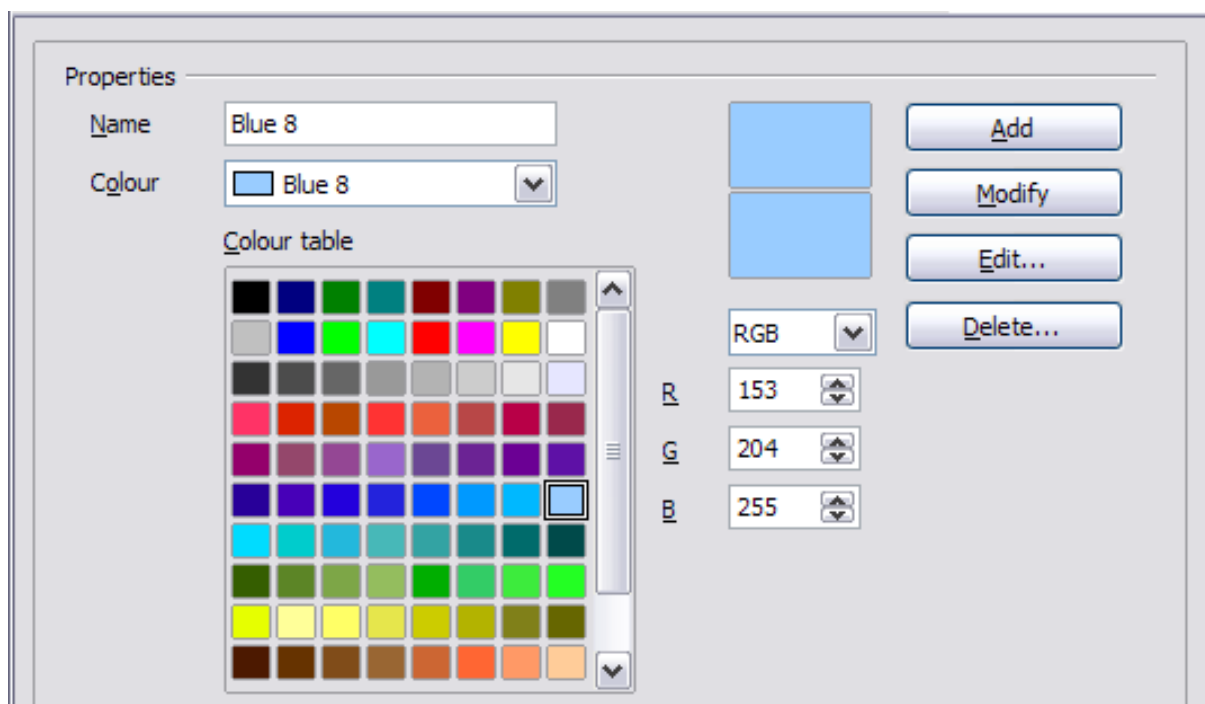


Figure 1. Defining colors to use in color palettes in OOO

Security options

Use the *OpenOffice.org – Security* page (Figure 2) to choose security options for saving documents and for opening documents that contain macros.

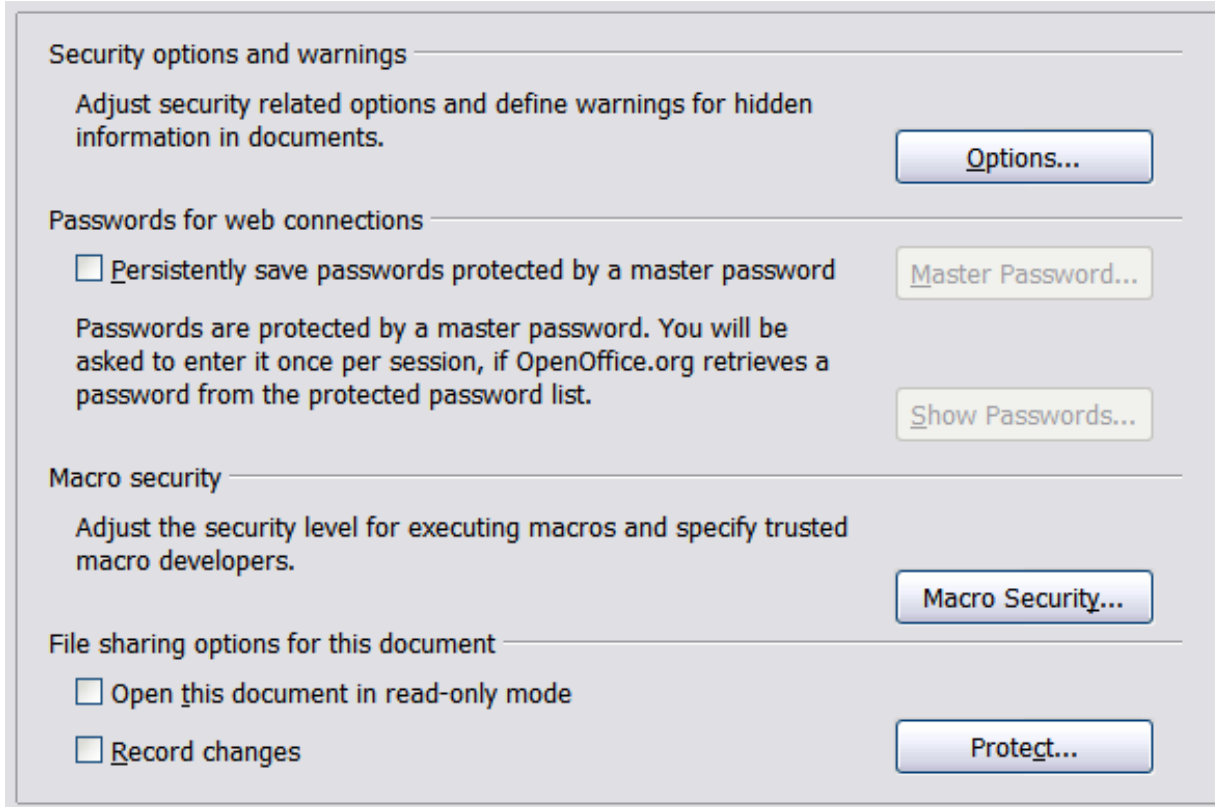


Figure 2: Choosing security options for opening and saving documents—slightly changed in OOo 3.1.

Security options and warnings

If you record changes, save multiple versions, or include hidden information or notes in your documents, and you do not want some of the recipients to see that information, you can set warnings to remind you to remove this information, or you can have OOo remove some information automatically. Note that (unless removed) much of this information is retained in a file whether the file is in OpenOffice.org's default OpenDocument format, or has been saved to other formats, including PDF.

Click the **Options** button to open a separate dialog with specific choices (Figure 3).

Remove personal information on saving. Select this option to always remove user data from the file properties when saving the file. To manually remove personal information from specific documents, deselect this option and then use the **Delete** button under **File > Properties > General**.

Ctrl-click required to follow hyperlinks. In older versions of OOo, clicking on a hyperlink in a document opened the linked document. Now you can choose whether to keep this behavior (by unchecking this box). Many people find creation and editing of documents easier when accidental clicks on links do not activate the links.

The other options on this dialog should be self-explanatory.

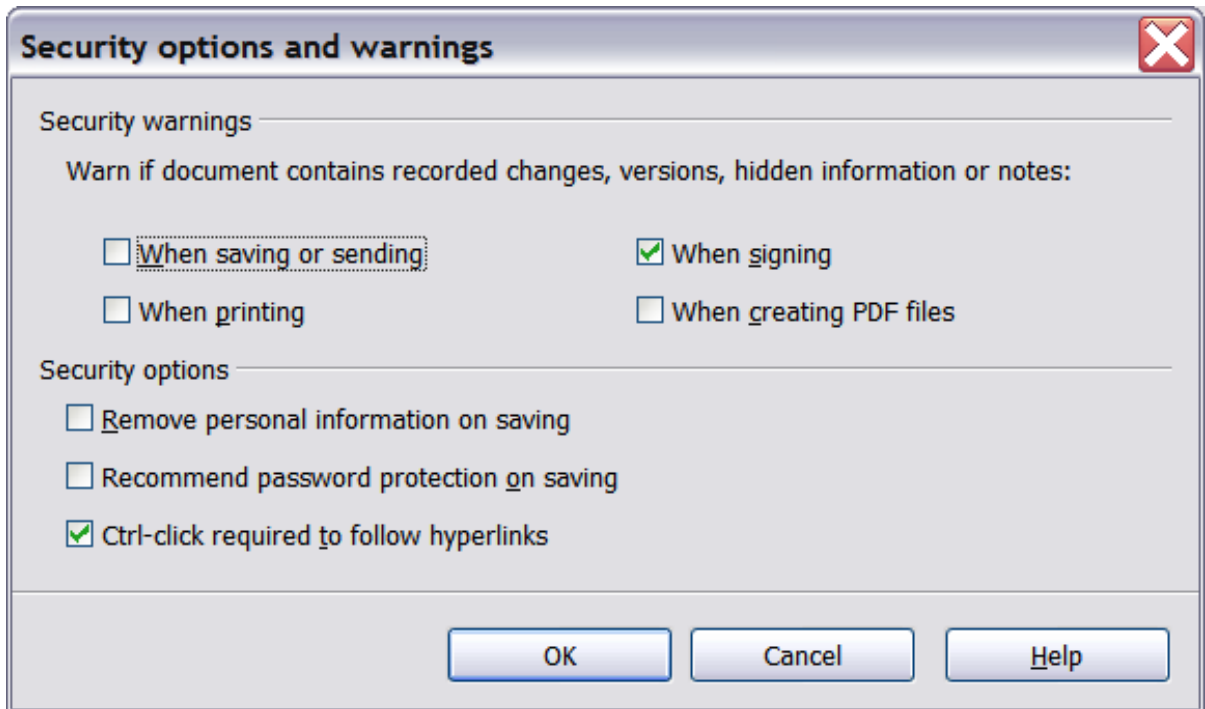


Figure 3: Security options and warnings dialog

Passwords for web connections

You can enter a master password to enable easy access to sites that require a user name and password.

Persistently save passwords protected by a master password. If enabled, OOo securely stores all passwords that you use to access files from web servers. You can retrieve the passwords from the list after you enter the master password.

Macro security

Click the **Macro Security** button to open the Macro Security dialog (not shown here), where you can adjust the security level for executing macros and specify trusted sources.

File sharing options for this document

Select the **Open this document in read-only mode** option to restrict this document to be opened in read-only mode only. This option protects the document against accidental changes. It is still

possible to edit a copy of the document and save that copy with the same name as the original.

Select the **Record changes** option to enable recording changes. This is the same as **Edit > Changes > Record**. To allow other users of this document to apply changes, but prevent them from disabling change recording, click the **Protect** button and enter a password.

Appearance options

On the *OpenOffice.org - Appearance* page (Figure 4), you can specify which items are visible and the colors used to display various items.

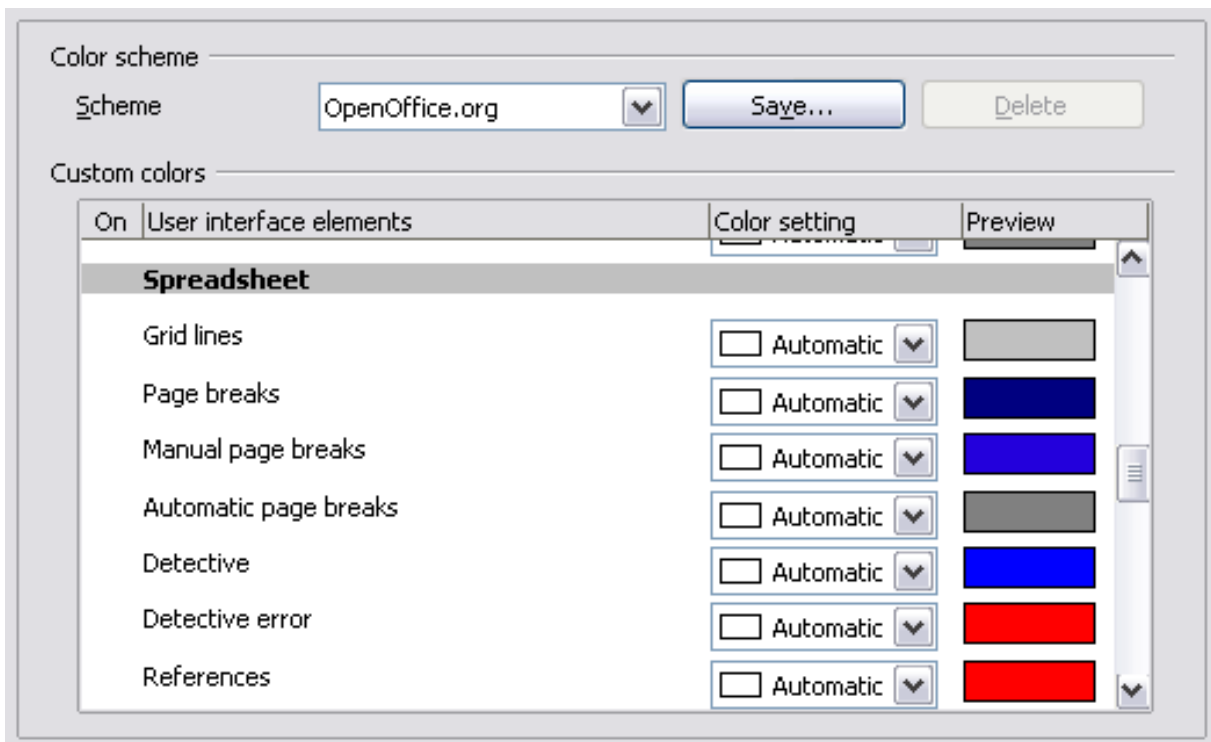


Figure 4. Changing the color of grid points in Calc

Scroll down in the page until you find **Spreadsheet**.

To change the default color for grid points, click the down-arrow by the color and select a new color from the pop-up box.

If you wish to save your color changes as a color scheme, click **Save**, type a name in the *Scheme* box; then click **OK**.

Choosing options for loading and saving documents

You can set the Load/Save options to suit the way you work. This chapter describes only a few of the options, those more relevant to working with Calc. See Chapter 2 (Setting Up OpenOffice.org) in the *Getting Started* guide for a description of the other options.

If the Options dialog is not already open, click **Tools > Options**. Click the + sign to the left of **Load/Save** to display the list of load/save options pages (Figure 5).

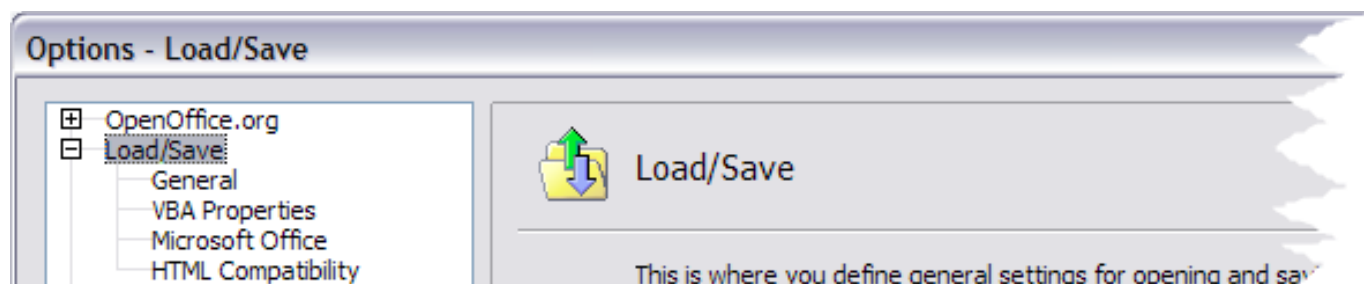


Figure 5: Load/Save options

General Load/Save options

Most of the choices on the *Load/Save – General* page (Figure 6) are familiar to users of other office suites. Those specific to OpenOffice.org are in the *Default file format and ODF settings* section.

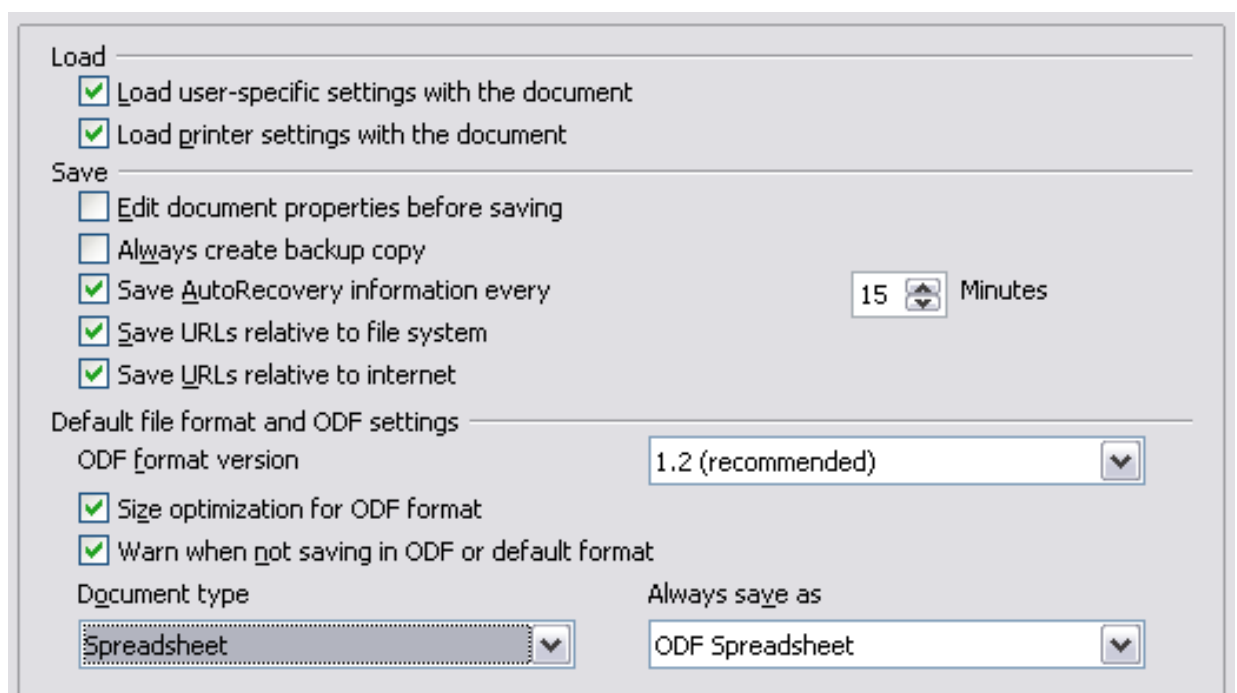


Figure 6. Choosing Load and Save options

ODF format version

OpenOffice.org by default saves documents in OpenDocument Format (ODF) version 1.2. While this allows for improved functionality, there may be backwards compatibility issues. When a file saved in ODF 1.2 is opened in an earlier version of OpenOffice.org (using ODF 1.0/1.1), some of the advanced features may be lost. Two notable examples are cross-references to headings and the formatting of numbered lists. If you plan to share documents with people who are still using older versions of OpenOffice.org, it is recommended that you save the document using ODF version 1.0/1.1.

Size optimization for ODF format

OpenOffice.org documents are XML files. When you select this option, OOO writes the XML data without indents and line breaks. If you want to be able to read the XML files in a text editor in a structured form, deselect this option.

Document type

If you routinely share documents with users of Microsoft Excel, you might want to change the **Always save as** attribute for spreadsheets to one of the Excel formats.

VBA Properties Load/Save options

On the *Load/Save – VBA Properties* page (Figure 7), you can choose whether to keep any macros in Microsoft Office documents that are opened in OpenOffice.org.

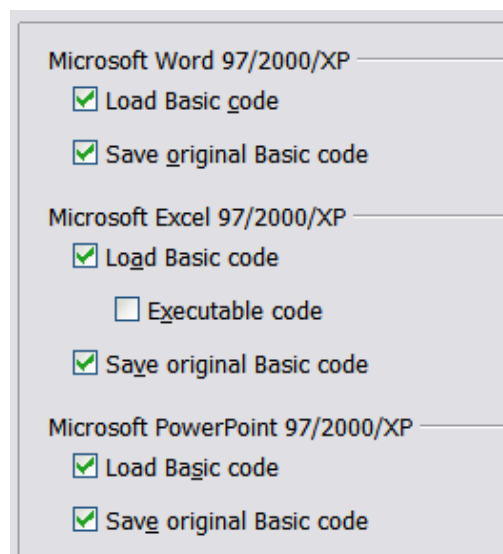


Figure 7: Choosing Load/Save VBA Properties

- If you choose **Save original Basic code**, the macros will not work in OpenOffice.org but are retained if you save the file into Microsoft Office format.
- If you choose **Load Basic code to edit**, the changed code is saved in an OpenOffice.org document but is not retained if you save into an Microsoft Office format.
- If you are importing a Microsoft Excel file containing VBA code, you can select the option **Executable code**. Whereas normally the code is preserved but rendered inactive (if you inspect it with the StarBasic IDE you will notice that it is all commented), with this option the code is ready to be executed.

Microsoft Office Load/Save options

On the *Load/Save – Microsoft Office* page (Figure 8), you can choose what to do when importing and exporting Microsoft Office OLE objects (linked or embedded objects or documents such as spreadsheets or equations).

Select the [L] options to convert Microsoft OLE objects into the corresponding OpenOffice.org OLE objects when a Microsoft document is loaded into Oo (mnemonic: “L” for “load”).

Select the [S] options to convert OpenOffice.org OLE objects into the corresponding Microsoft OLE objects when a document is saved in a Microsoft format (mnemonic: “S” for “save”).

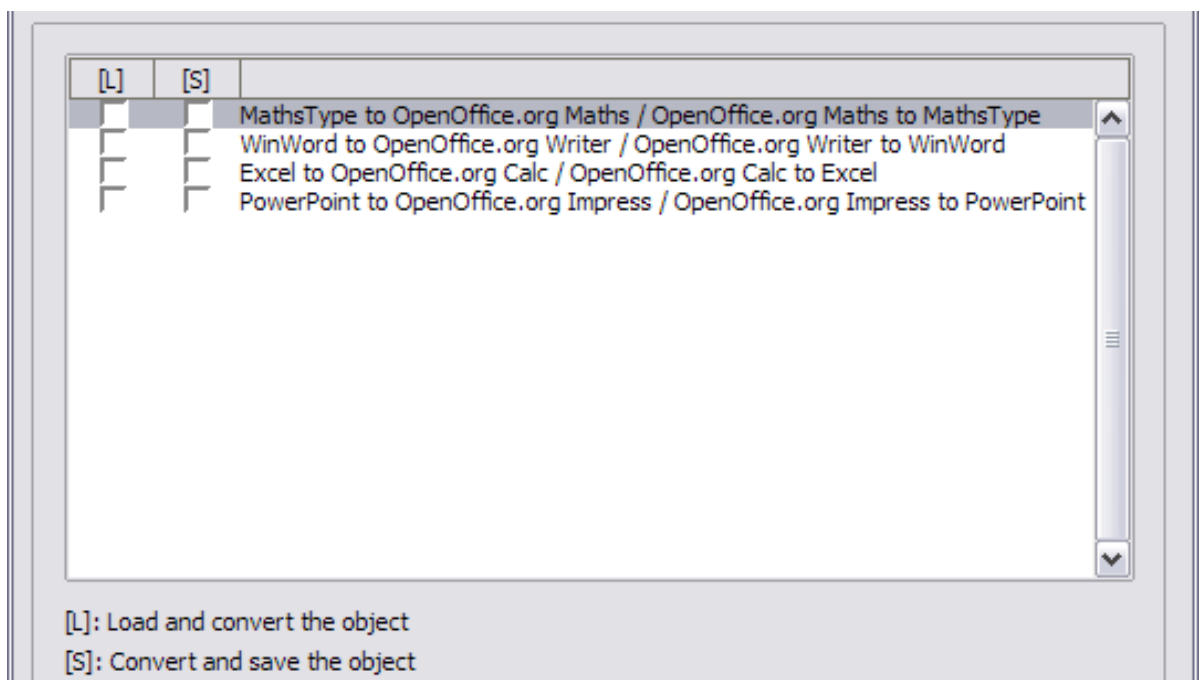


Figure 8: Choosing Load/Save Microsoft Office options

HTML compatibility Load/Save options

Choices made on the *Load/Save – HTML Compatibility* page (Figure 9) affect HTML pages imported into OpenOffice.org and those exported from OOo. See *HTML documents; importing/exporting* in the Help for more information.

The main items of interest for Calc users are in the *Export* section: *OpenOffice.org Basic* and *Display warning*.

Export - OpenOffice.org Basic

Select this option to include OOo Basic macros (scripts) when exporting to HTML format. You must activate this option *before* you create the OpenOffice.org Basic macro; otherwise the script will not be inserted. OpenOffice.org Basic macros must be located in the header of the HTML document. Once you have created the macro in the OpenOffice.org Basic IDE, it appears in the source text of the HTML document in the header.

If you want the macro to run automatically when the HTML document is opened, choose **Tools > Customize > Events**. See Chapter 12 (Calc Macros) for more information.

Export - Display warning

When the **OpenOffice.org Basic** option (see above) is *not* selected, the **Display warning** option becomes available. If the **Display warning** option is selected, then when exporting to HTML a warning is shown that OpenOffice.org Basic macros will be lost.

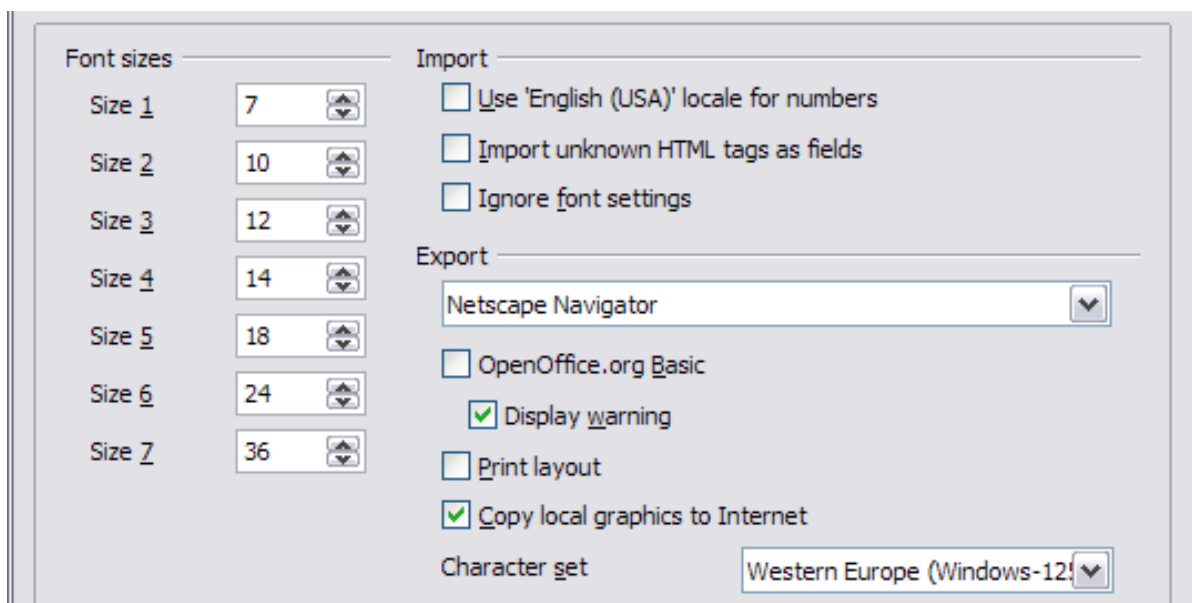


Figure 9. Choosing HTML compatibility options

Choosing options for Calc

In the Options dialog, click the + sign to the left of *OpenOffice.org Calc* on the left-hand side. A list of subsections drops down.



General options for Calc

In the Options dialog, choose **OpenOffice.org Calc > General**.

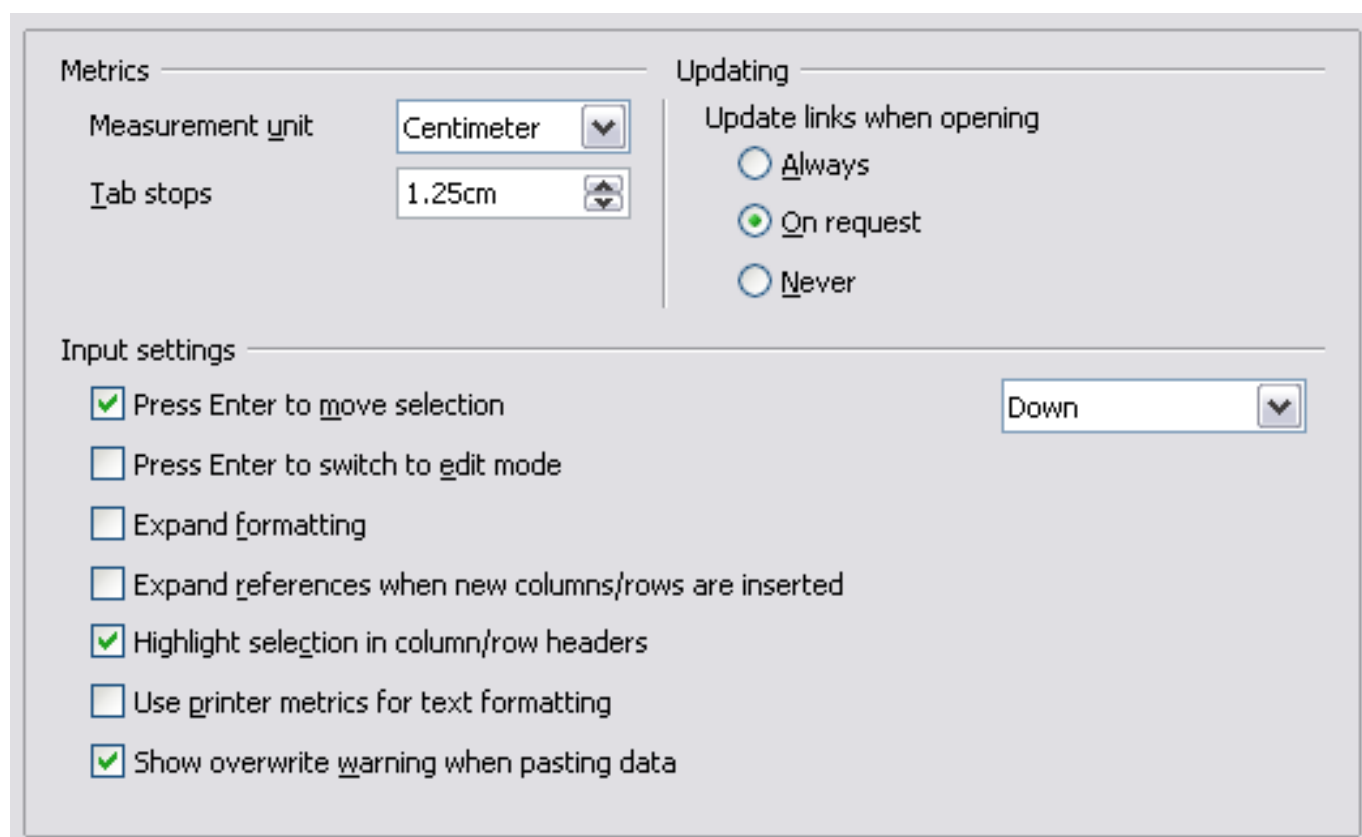


Figure 10: Selecting general options for Calc

Metrics section

Choose the unit of measurement used in spreadsheets and the default tab stops distance.

Updating section

Choose whether to update links when opening a document always, only on request, or never. Regardless of this setting, you can manually update links at any time. You might want to avoid updating links when opening documents if they often contain many charts or linked graphics that would slow down loading.

Input settings section

Press Enter to move selection

Specifies that pressing *Enter* moves the cursor to another cell. If this option is selected, you can also choose the direction the cursor moves: up, down, left, or right. If this option is **not** selected, pressing *Enter* completes data entry for a cell but does not move the cursor.

Press Enter to switch to edit mode

Specifies that pressing *Enter* puts the selected cell into edit mode.

Expand formatting

Specifies whether to automatically apply the formatting attributes of the selected cell to the empty adjacent cells. If, for example, the contents of the selected cell have the bold attribute, this bold attribute will also apply to adjacent cells. Cells that already have a special format will not be modified by this function. You can see the range in question by pressing the *Ctrl+** (multiplication sign on the number pad) shortcut. This format also applies to all new values inserted within this range. The normal default settings apply to cells outside this range.

Expand references when new columns/rows are inserted

Specifies whether to expand references when inserting columns or rows adjacent to the reference range. This is only possible if the reference range, where the column or row is inserted, originally spanned at least two cells in the desired direction.

Example: If the range A1:B1 is referenced in a formula and you insert a new column after column B, the reference is expanded to A1:C1. If the range A1:B1 is referenced and a new row is inserted under row 1, the reference is not expanded, since there is only a single cell in the vertical direction.

If you insert rows or columns in the middle of a reference area, the reference is always expanded.

Highlight selection in column/row headings

Specifies whether to highlight column and row headers in the selected columns or rows.

Use printer metrics for text formatting

Specifies that printer metrics are applied for printing and also for formatting the display on the screen. If this option is not selected, a printer-independent layout is used for screen display and printing.

Show overwrite warning when pasting data

Specifies that, when you paste cells from the clipboard to a cell range that is not empty, a warning appears.

View options for Calc

In the Options dialog, choose **OpenOffice.org Calc > View**.

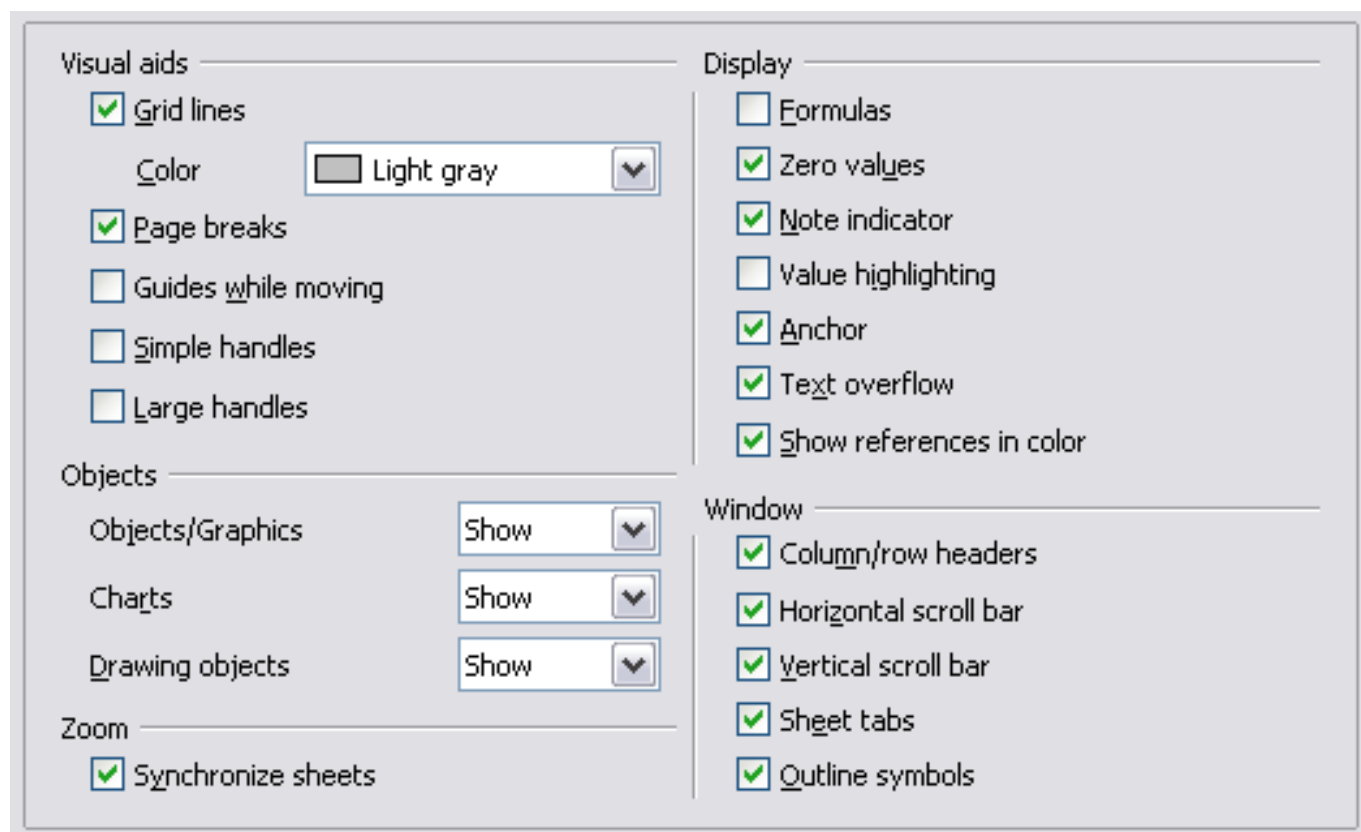


Figure 11: Selecting view options for Calc

Visual aids section

Specifies which lines are displayed.

Grid lines

Specifies whether to display grid lines between the cells when viewed onscreen. If this option is selected, you can also specify the color for the grid lines in the current document. The color choice

overrides the selection made in **Tools > Options > OpenOffice.org > Appearance > Spreadsheet > Grid lines**. For *printing*, choose **Format > Page > Sheet** and mark the **Grid** option.

Page breaks

Specifies whether to view the page breaks within a defined print area.

Guides while moving

Specifies whether to view guides when moving drawings, frames, graphics and other objects. These guides help you align objects.

Simple handles

Specifies whether to display the handles (the eight points on a selection box) as simple squares without a 3D effect.

Large handles

Specifies that larger than normal handles (the eight points on a selection box) are displayed.

Display section

Select various options for the screen display.

Formulas

Specifies whether to show formulas instead of results in the cells.

Zero values

Specifies whether to show numbers with the value of 0.

Note indicator

Specifies that a small rectangle is shown in the top right corner of the cell when a note exists for that cell. The text of the note is shown when you hover the pointer over the cell, **if** tips are enabled under **Tools > Options > OpenOffice.org > General**.

To display a note permanently, right-click on the cell and select **Show note** from the pop-up menu.

Value highlighting

Select this option to highlight all values in the sheet. Text is highlighted in black; numbers in blue; and formulas, logical values, dates, and so on, in green.

When this command is active, any colors assigned in the document are not displayed.

Anchor

Specifies whether the anchor icon is displayed when an inserted object, such as a graphic, is selected.

Text overflow

If a cell contains text that is wider than the width of the cell, the text is displayed over empty neighboring cells in the same row. If there is no empty neighboring cell, a small triangle at the cell border indicates that the text continues.

Show references in color

Specifies that each reference is highlighted in color in the formula. The cell range is also enclosed by a colored border as soon as the cell containing the reference is selected for editing.

Objects section

Specifies whether to display or hide objects in three object groups: objects and graphics; charts; and drawing objects.

Window section

Specifies whether some elements are visible onscreen: column/row headers, horizontal scrollbar, vertical scrollbar, sheet tabs, and outline symbols.

If the **Sheet tabs** option is not selected, you can only switch between the sheets by using the Navigator.

Note that there is a slider between the horizontal scrollbar and the sheet tabs that may be set to one end.

Zoom section

Select the **Synchronize sheets** option to apply any selected zoom factor to all sheets in the spreadsheet. If this option is not selected, separate zoom factors can be applied to individual sheets.

Calculate options

In the Options dialog, choose **OpenOffice.org Calc > Calculate**.

Use this page to define the calculation settings for spreadsheets.

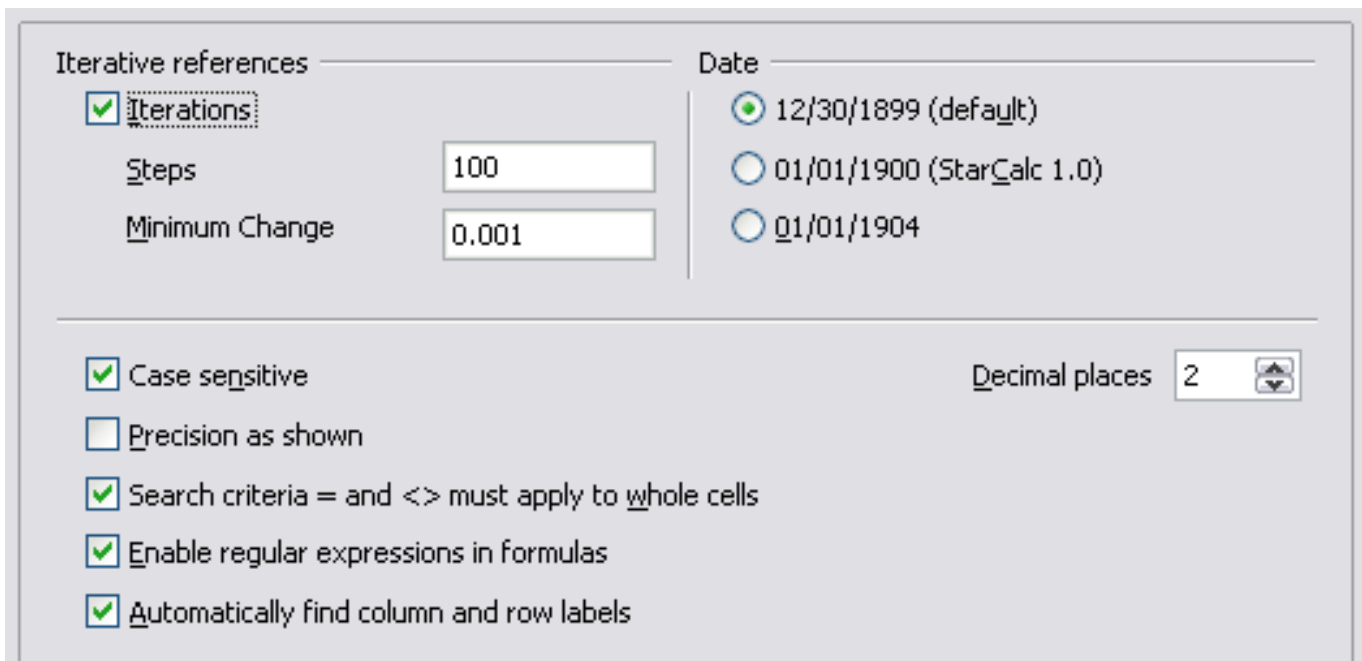


Figure 12: Calc calculation options

Iterative references section

Iterative references are formulas that are continuously repeated until the problem is solved. In this section you can choose the number of approximation steps carried out during iterative calculations and the degree of precision of the answer.

Iterations

Select this option to enable iterations. If this options is not selected, an iterative reference causes an error message.

Steps

Sets the maximum number of iteration steps.

Minimum Change

Specifies the difference between two consecutive iteration step results. If the result of the iteration is lower than the minimum change value, then the iteration will stop.

Date section

Select the start date for the internal conversion from days to numbers.

12/30/1899 (default)

Sets 12/30/1899 as day zero.

01/01/1900 (StarCalc 1.0)

Sets 1/1/1900 as day zero. Use this setting for StarCalc 1.0 spreadsheets containing date entries.

01/01/1904

Sets 1/1/1904 as day zero. Use this setting for spreadsheets that are imported in a foreign format.

Other options

Specify a variety of options relevant to spreadsheet calculation.

Case sensitive

Specifies whether to distinguish between upper and lower case in texts when comparing cell contents. The EXACT text function is always case-sensitive, independent of the settings in this dialog.

Decimal places

Defines the number of decimals to be displayed for numbers with the Standard number format. The numbers are displayed as rounded numbers, but are not saved as rounded numbers.

Precision as shown

Specifies whether to make calculations using the rounded values displayed in the sheet. Charts will be shown with the displayed values. If this option is **not** selected, the displayed numbers are rounded, but they are calculated internally using the non-rounded number.

Search criteria = and <> must apply to whole cells

Specifies that the search criteria you set for the Calc database functions must match the whole cell exactly. When this option is selected, Calc behaves exactly like MS Excel when searching cells in the database functions.

This search: **Has this result:**

win	Finds <i>win</i> , but not <i>win95</i> , <i>os2win</i> , or <i>upwind</i>
win.*	Finds <i>win</i> and <i>win95</i> , but not <i>os2win</i> or <i>upwind</i>
.*win	Finds <i>win</i> and <i>os2win</i> , but not <i>win95</i> or <i>upwind</i>
.*win.*	Finds <i>win</i> , <i>win95</i> , <i>os2win</i> , and <i>upwind</i>

If this option is **not** selected, the *win* search pattern acts like *.*win.**—the search pattern can be at any position within the cell when searching with the Calc database functions.

Enable regular expressions in formulas

Specifies that regular expressions are enabled when searching and also for character string comparisons. This relates to the database functions, and to VLOOKUP, HLOOKUP and SEARCH.

Automatically find column and row labels

Specifies that you can use the text in any cell as a label for the column below the text or the row to the right of the text. The text must consist of at least one word and must not contain any operators.

Example: Cell E5 contains the text *Europe*. Below, in cell E6, is the value 100 and in cell E7 the value 200. If the **Automatically find column and row labels** option is selected, you can write the following formula in cell A1: =SUM(Europe).

Sort Lists options

In the Options dialog, choose **OpenOffice.org Calc > Sort Lists**. Sort lists are used for more than sorting, for example filling a series of cells during data entry. In addition to the supplied lists, you can define and edit your own lists, as described in “Defining a fill series” in Chapter 2 (Entering, Editing, and Formatting Data).

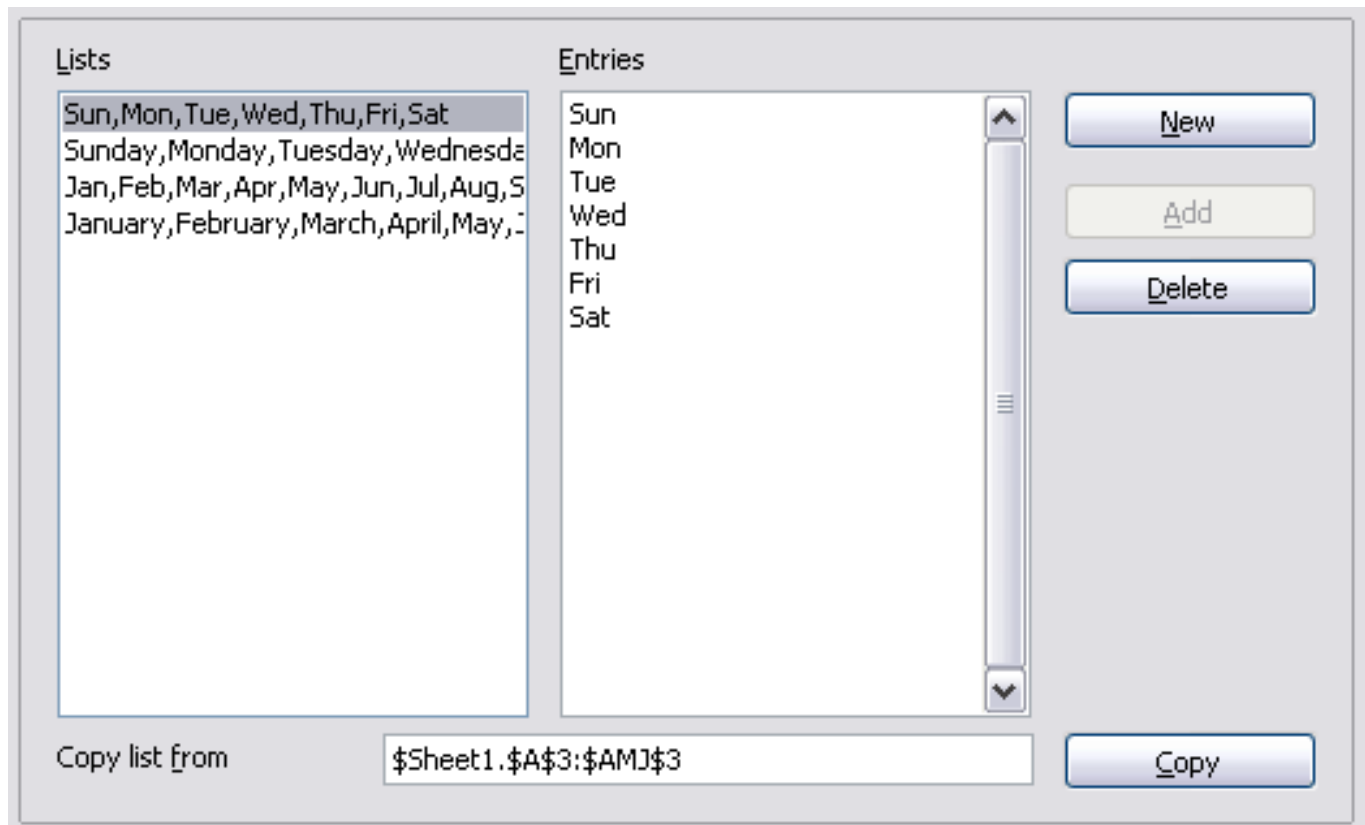


Figure 13: Defining sorting lists in Calc

Changes options

In the Options dialog, choose **OpenOffice.org Calc > Changes**.

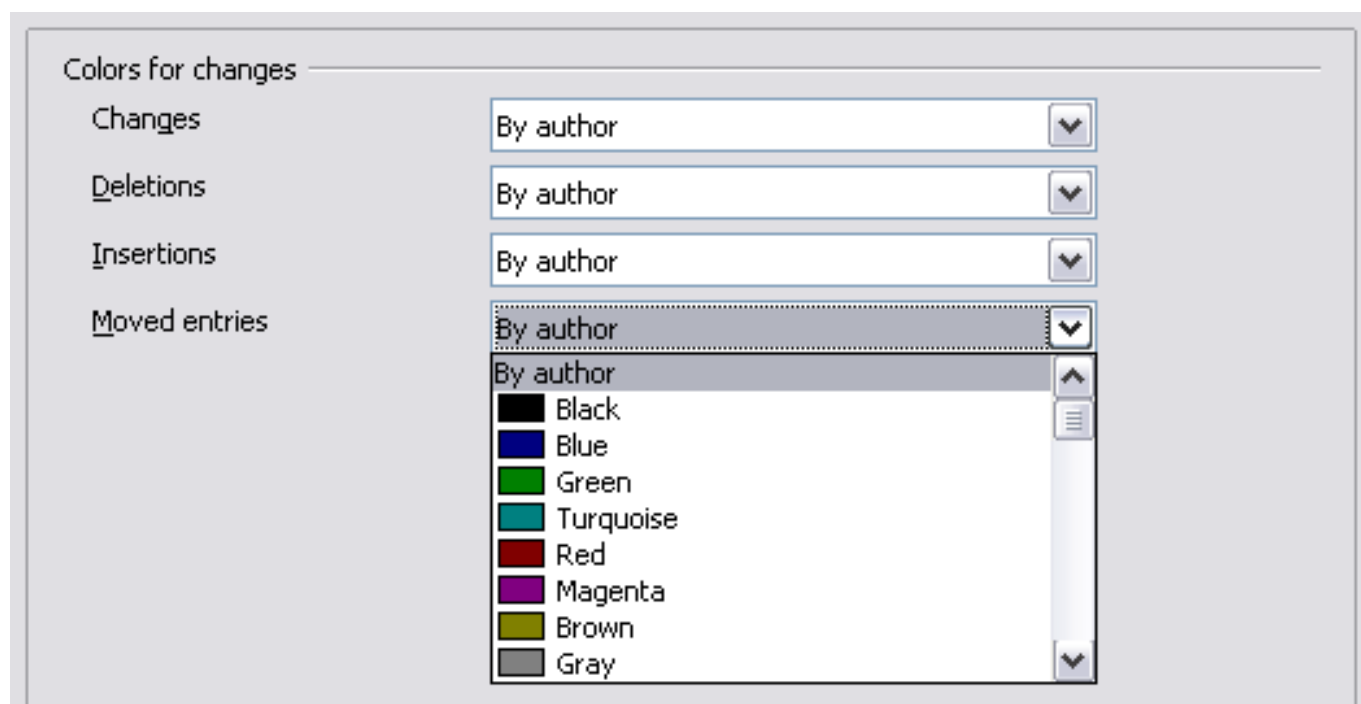


Figure 14: Calc options for highlighting changes

On this page you can specify options for highlighting recorded changes in spreadsheets. You can assign specific colors for insertions, deletions, and other changes, or you can let Calc assign colors based on the author of the change; in the latter case, one color will apply to all changes made by that author.

Grid options

The Grid page defines the grid settings for spreadsheets. Using a grid helps you determine the exact position of any charts or other objects you may add to a spreadsheet. You can also set this grid in line with the snap grid.

If you have activated the snap grid but wish to move or create individual objects without snap positions, you can press the *Ctrl* key to deactivate the snap grid for as long as needed.

In the Options dialog, choose **OpenOffice.org Calc > Grid**.

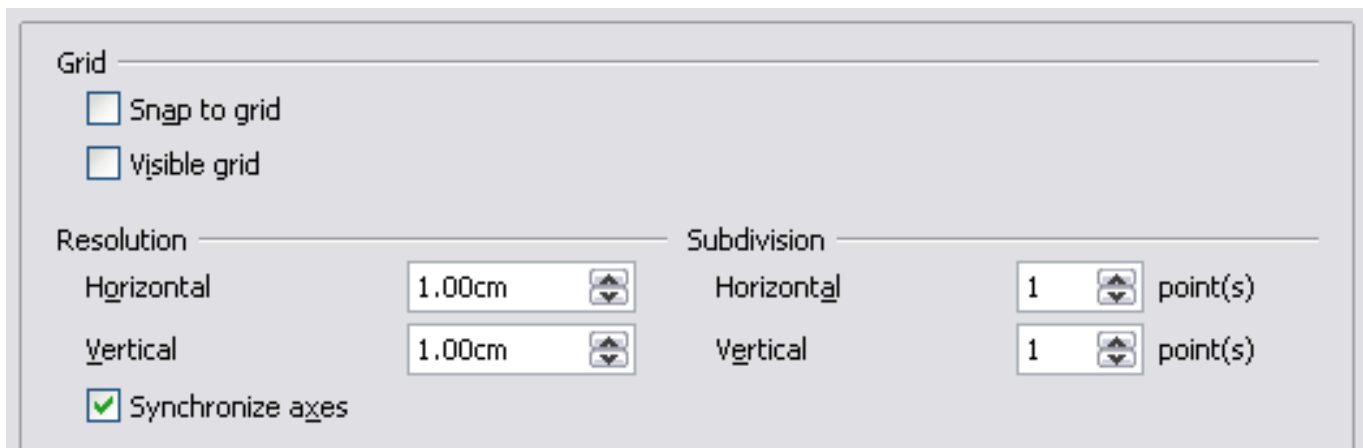


Figure 15: Calc grid options

Grid section

Snap to grid activates the snap function.

Visible grid displays grid points on the screen. These points are not printed.

Resolution section

Here you can set the unit of distance for the spacing between horizontal and vertical grid points and subdivisions (intermediate points) of the grid.

Synchronize axes changes the current grid settings symmetrically.

Print options

In the Options dialog, choose **OpenOffice.org Calc > Print**. See Chapter 6 (Printing, Exporting, and E-mailing) for more about the options on this page.

Controlling Calc's AutoCorrect functions

Some people find some or all of the items in OOO's AutoCorrect function annoying because they change what you type when you do not want it changed. Many people find some of the AutoCorrect functions quite helpful; if you do, then select the relevant options. But if you find unexplained changes appearing in your document, this is a good place to look to find the cause.

To open the AutoCorrect dialog, click **Tools > AutoCorrect Options**. (You need to have a document open for this menu item to appear.)

In Calc, this dialog has four tabs, as shown below. Options are described in the Help; many will be familiar to users of other office suites.

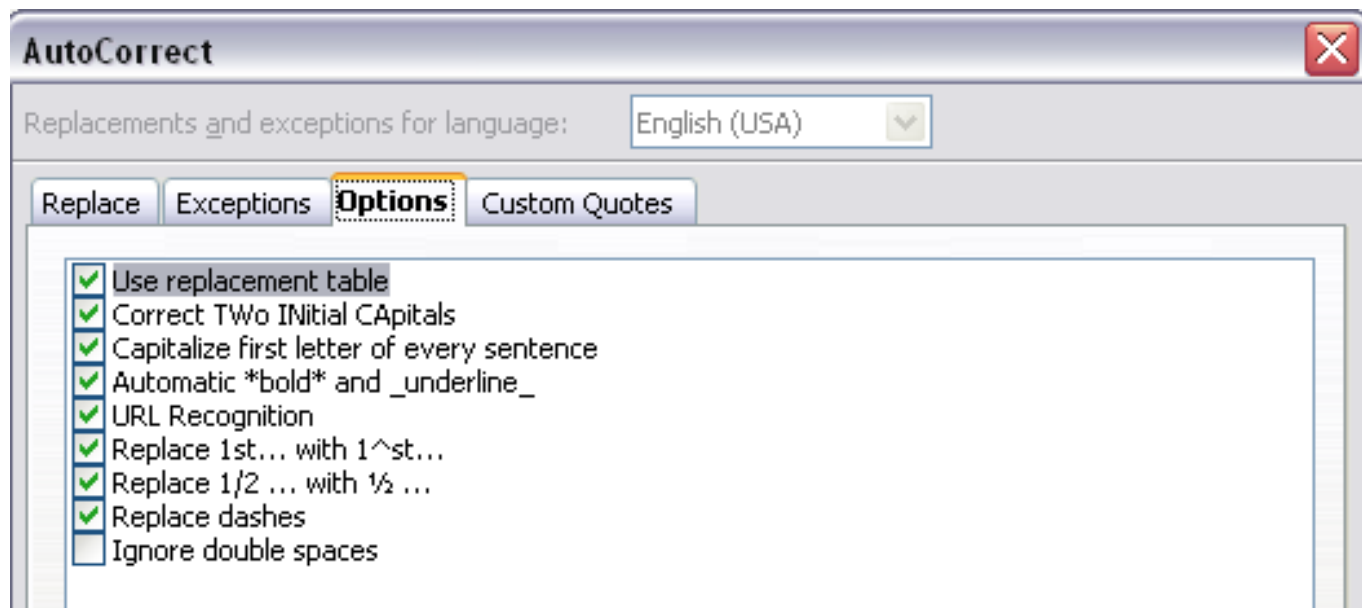


Figure 16: The AutoCorrect dialog in Calc

Customizing the user interface

Customizing the menu font

If you want to change the menu font from that supplied by OOo to the system font for your operating system, do this:

- 1) Choose **Tools > Options > OpenOffice.org > View**.
- 2) Check **Use system font for user interface** and click **OK**.

Customizing menu content

In addition to changing the menu font, you can add and rearrange items on the menu bar, add items to menus, and make other changes.

To customize menus:

- 1) Choose **Tools > Customize**.
- 2) On the **Customize** dialog, pick the **Menus** page (Figure 17).
- 3) In the **Save In** drop-down list, choose whether to save this changed menu for Calc or for a selected document.
- 4) In the section **OpenOffice.org Calc Menus**, select from the **Menu** drop-down list the menu that you want to customize. The list includes all the main menus as well as sub-menus, that is

menus that are contained under another menu. For example, in addition to *File*, *Edit*, *View*, and so on, there is *File | Send* and *File | Templates*. The commands available for the selected menu are shown in the central part of the dialog.

- 5) To customize the selected menu, click on the **Menu** or **Modify** buttons. You can also add commands to a menu by clicking on the **Add** button. These actions are described in the following sections. Use the up and down arrows next to the Entries list to move the selected menu item to a different position.
- 6) When you have finished making all your changes, click **OK** to save them.

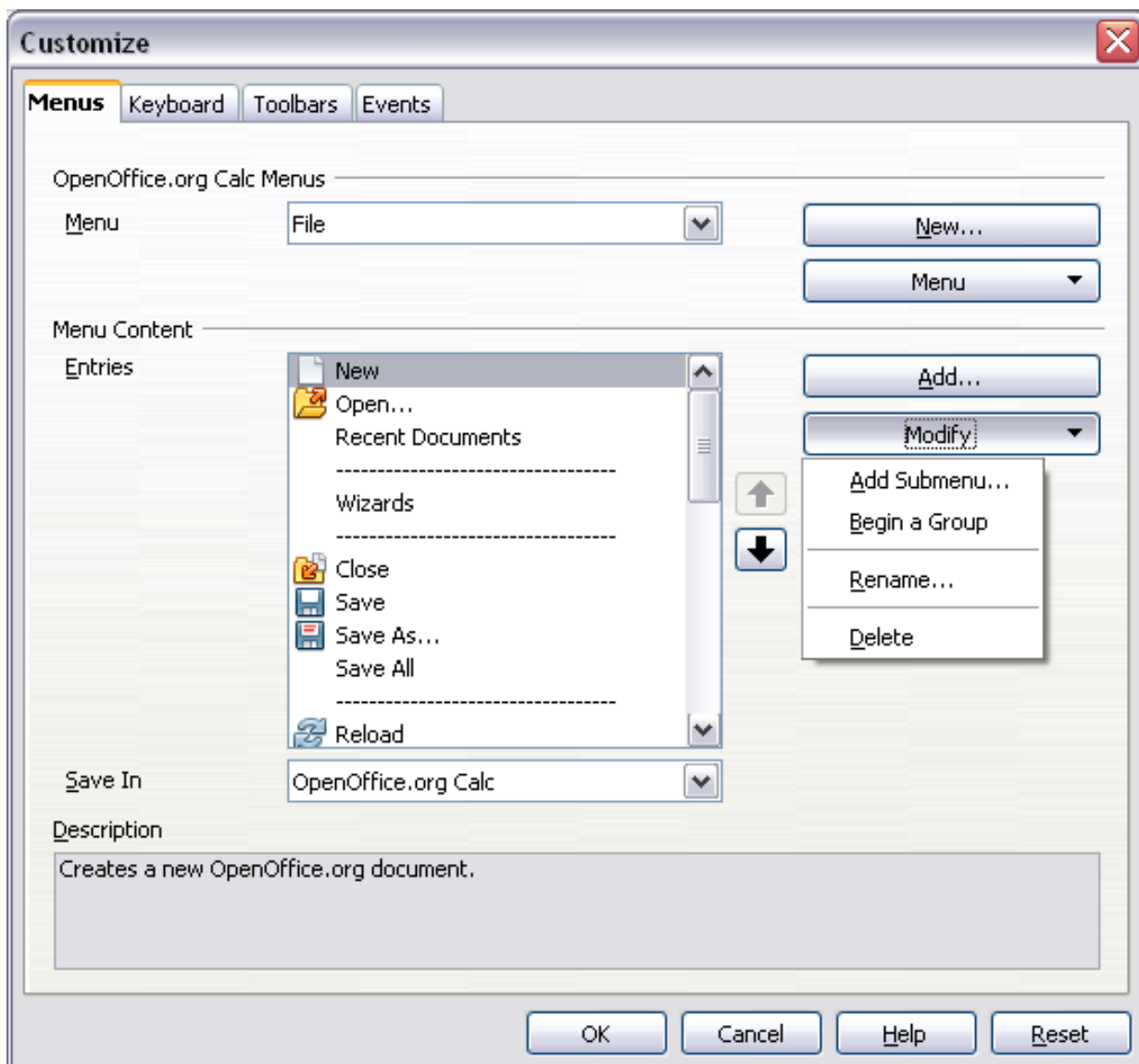


Figure 17. The Menus page of the Customize dialog

Creating a new menu

In the Customize dialog, click **New** to display the dialog shown in Figure 18.

- 1) Type a name for your new menu in the **Menu name** box.
- 2) Use the up and down arrow buttons to move the new menu into the required position on the menu bar. Click **OK** to save.

The new menu now appears on the list of menus in the Customize dialog. (It will appear on the menu bar itself after you save your customizations.)

After creating a new menu, you need to add some commands to it, as described in “Adding a command to a menu” on page 27.

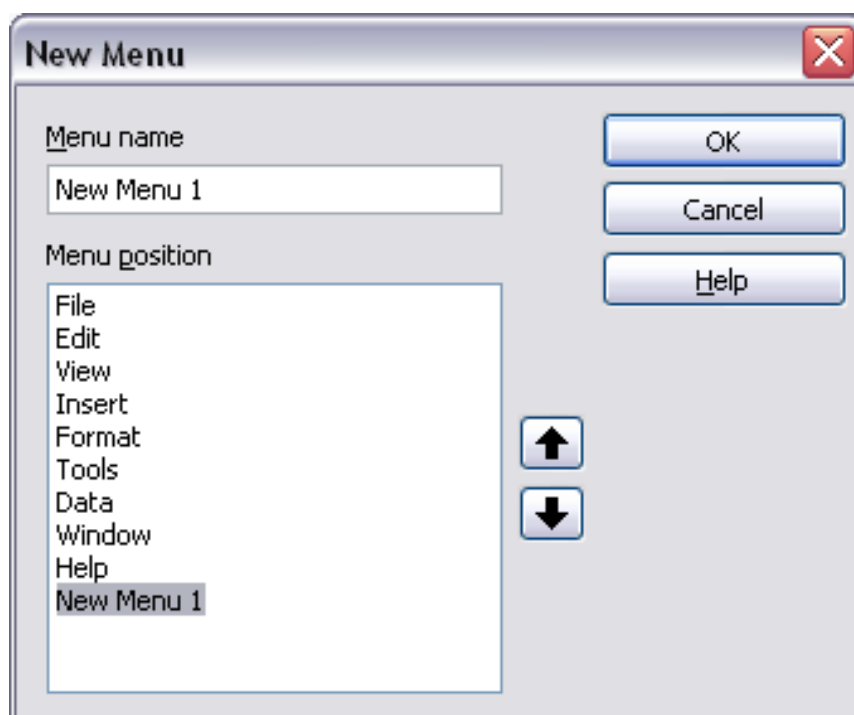


Figure 18: Adding a new menu

Modifying existing menus

To modify an existing menu, select it in the Menu list and click the **Menu** button to drop down a list of modifications: **Move**, **Rename**, **Delete**. Not all of these modifications can be applied to all the entries in the Menu list. For example, **Rename** and **Delete** are not available for the supplied menus.

To move a menu (such as *File*), choose **Menu > Move**. A dialog similar to the one shown in Figure 18 (but without the **Menu name** box) opens. Use the up and down arrow buttons to move the menu into the required position.

To move submenus (such as *File / Send*), select the main menu (File) in the Menu list and then, in the Menu Content section of the dialog, select the submenu (Send) in the Entries list and use the arrow keys to move it up or down in the sequence. Submenus are easily identified in the Entries list by a small black triangle on the right hand side of the name.

In addition to renaming, you can specify a keyboard shortcut that allows you to select a menu command when you press *Alt+* an underlined letter in a menu command.

- 1) Select a menu or menu entry.
- 2) Click the **Menu** button and select **Rename**.
- 3) Add a tilde (~) in front of the letter that you want to use as an accelerator. For example, to select the Save All command by pressing *Alt+V*, enter *Sa~ve All*.

Adding a command to a menu

You can add commands to the supplied menus and to menus you have created. On the Customize dialog, select the menu in the Menu list and click the **Add** button in the Menu Content section of the dialog.

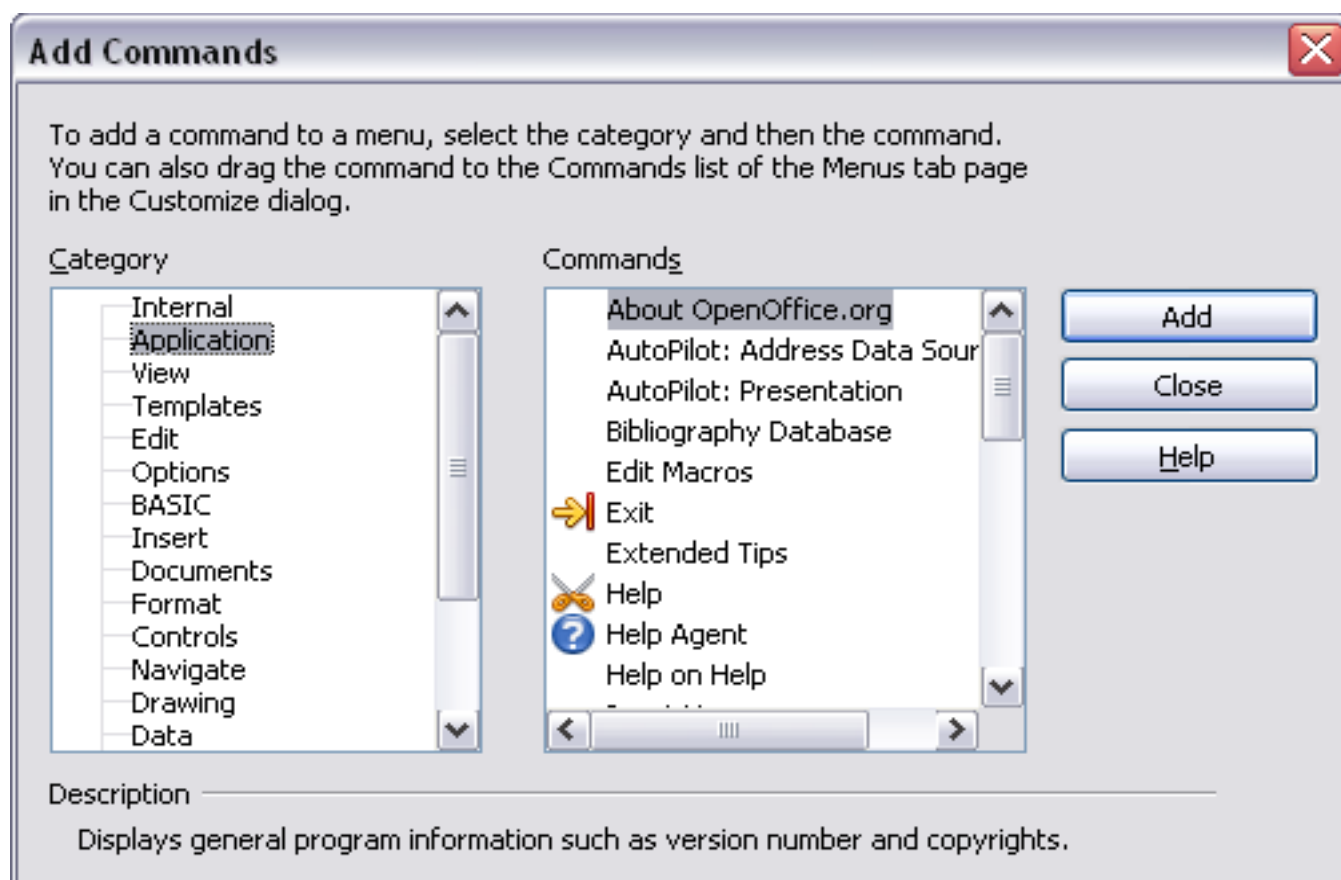


Figure 19: Adding a command to a menu

On the Add Commands dialog, select a category and then the command, and click **Add**. The dialog remains open, so you can select several commands. When you have finished adding commands, click **Close**. Back on the Customize dialog, you can use the up and down arrow buttons to arrange the commands in your preferred sequence.

Modifying menu entries

In addition to changing the sequence of entries on a menu or submenu, you can add submenus, rename or delete the entries, and add group separators.

To begin, select the menu or submenu in the Menu list near the top of the Customize page, then select the entry in the Entries list under Menu Content. Click the **Modify** button and choose the required action from the drop-down list of actions.

Most of the actions should be self-explanatory. **Begin a group** adds a separator line after the highlighted entry.

Customizing toolbars

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar, as described in Chapter 1 (Introducing OpenOffice.org) of the *Getting Started* guide. This section describes how to create new toolbars and add other icons (commands) to the list of those available on a toolbar.

To get to the toolbar customization dialog, do any of the following:

- On the toolbar, click the arrow at the end of the toolbar and choose **Customize Toolbar**.
- Choose **View > Toolbars > Customize** from the menu bar.
- Choose **Tools > Customize** from the menu bar and pick the **Toolbars** page (Figure 20).

To customize toolbars:

- 1) In the **Save In** drop-down list, choose whether to save this changed toolbar for Calc or for a selected document.
- 2) In the section **OpenOffice.org Calc Toolbars**, select from the **Toolbar** drop-down list the toolbar that you want to customize.
- 3) You can create a new toolbar by clicking on the **New** button, or customize existing toolbars by clicking on the **Toolbar** or **Modify** buttons, and add commands to a toolbar by clicking on the **Add** button. These actions are described below.

- 4) When you have finished making all your changes, click **OK** to save them.

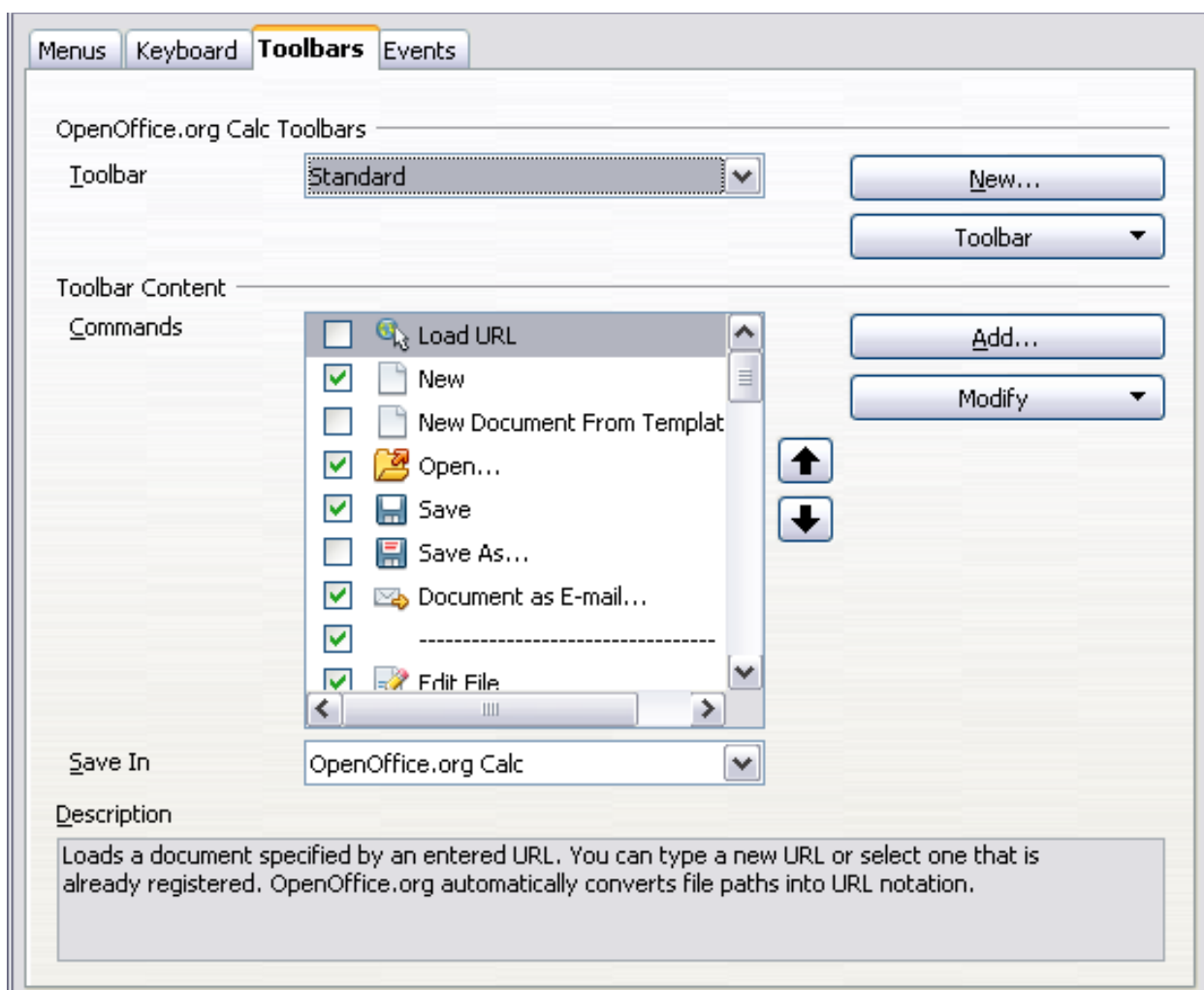
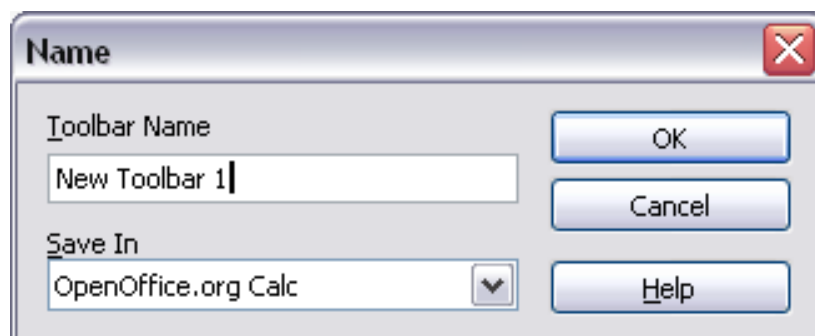


Figure 20. The Toolbars page of the Customize dialog

Creating a new toolbar

To create a new toolbar:

- 1) Choose **Tools > Customize > Toolbars** from the menu bar.
- 2) Click **New**. On the Name dialog, type the new toolbar's name and choose from the **Save In** drop-down list where to save this changed menu: for **Calc** or for a selected document.



The new toolbar now appears on the list of toolbars in the Customize dialog. After creating a new toolbar, you need to add some commands to it, as described below.

Adding a command to a toolbar

If the list of available buttons for a toolbar does not include all the commands you want on that toolbar, you can add commands. When you create a new toolbar, you need to add commands to it.

- 1) On the Toolbars page of the Customize dialog, select the toolbar in the Toolbar list and click the **Add** button in the Toolbar Content section of the dialog.
- 2) The Add Commands dialog is the same as for adding commands to menus (Figure 19). Select a category and then the command, and click **Add**. The dialog remains open, so you can select several commands. When you have finished adding commands, click **Close**. If you insert an item which does not have an associated icon, the toolbar will display the full name of the item: the next section describes how to choose an icon for a toolbar command.
- 3) Back on the Customize dialog, you can use the up and down arrow buttons to arrange the commands in your preferred sequence.
- 4) When you are done making changes, click **OK** to save.

Choosing icons for toolbar commands

Toolbar buttons usually have icons, not words, on them, but not all of the commands have associated icons.

To choose an icon for a command, select the command and click **Modify > Change icon**. On the Change Icon dialog (Figure 21), scroll through the available icons, select one, and click **OK** to assign it to the command.

To use a custom icon, create it in a graphics program and import it into OOo by clicking the **Import** button on the Change Icon dialog. Custom icons must be 16 x 16 or 26 x 26 pixels in size and cannot contain more than 256 colors.

Customizing keyboard shortcuts

In addition to using the built-in keyboard shortcuts (listed in Appendix A), you can define your own. You can assign shortcuts to standard OOo functions or your own macros and save them for use with the entire OpenOffice.org suite or only for Calc.

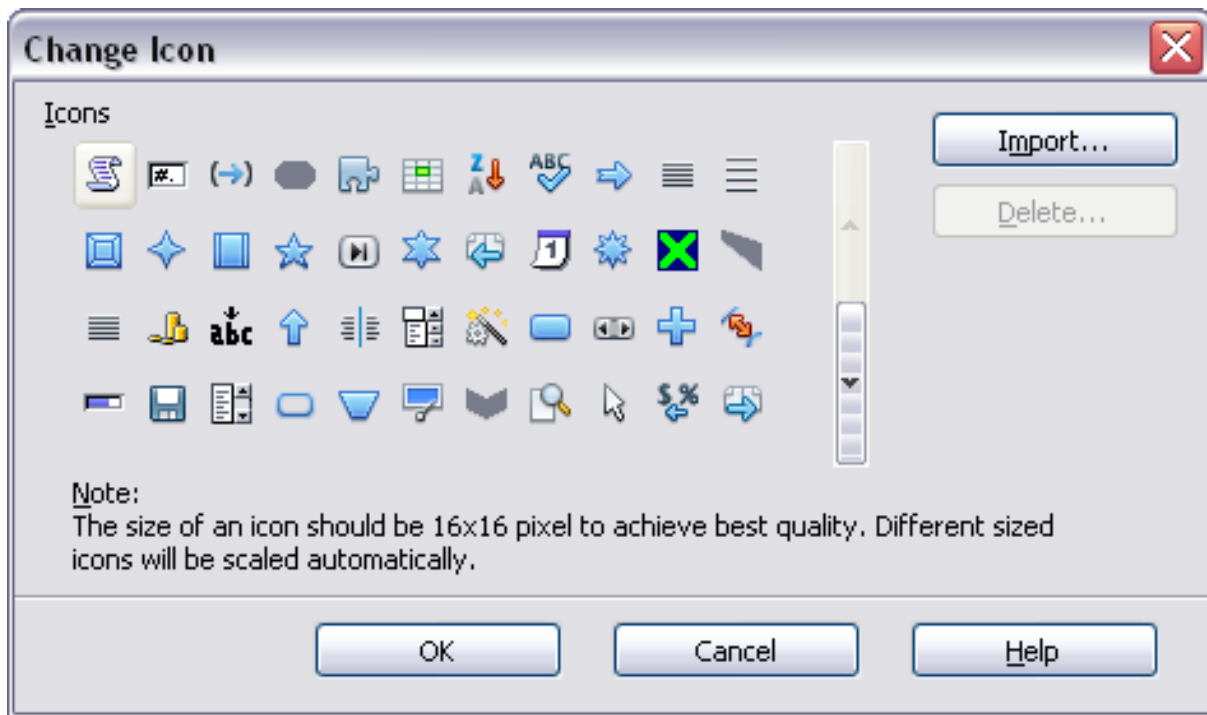


Figure 21: Change Icon dialog

Caution



Be careful when reassigning your operating system's or OOo's predefined shortcut keys. Many key assignments are universally understood shortcuts, such as *F1* for Help, and are always expected to provide certain results. Although you can easily reset the shortcut key assignments to the OOo defaults, changing some common shortcut keys can cause confusion, frustration and possible data loss or corruption, especially if other users share your computer.

To adapt shortcut keys to your needs, use the Customize dialog, as described below.

- 1) Select **Tools > Customize > Keyboard**. The *Keyboard* page of the Customize dialog opens.
- 2) To have the shortcut key assignment available only with Calc, select **Calc** in the upper right corner of the page; otherwise select **OpenOffice.org** to make it available to every component.
- 3) Next select the required function from the *Category* and *Function* lists.
- 4) Now select the desired shortcut keys in the *Shortcut keys* list and click the **Modify** button at the upper right.
- 5) Click **OK** to accept the change. Now the chosen shortcut keys will execute the function chosen in step 3 above whenever they are pressed.

Note

All existing shortcut keys for the currently selected *Function* are listed in the *Keys* selection box. If the *Keys* list is empty, it indicates that the chosen key combination is free for use. If it were not, and you wanted to reassign a shortcut key combination that is already in use, you must first delete the existing key.

Shortcut keys that are greyed-out in the listing on the Customize dialog, such as *F1* and *F10*, are not available for reassignment.

Example: Assigning styles to shortcut keys

You can configure shortcut keys to quickly assign styles in your document.

- 1) On the *Keyboard* page of the Customize dialog (Figure 22),

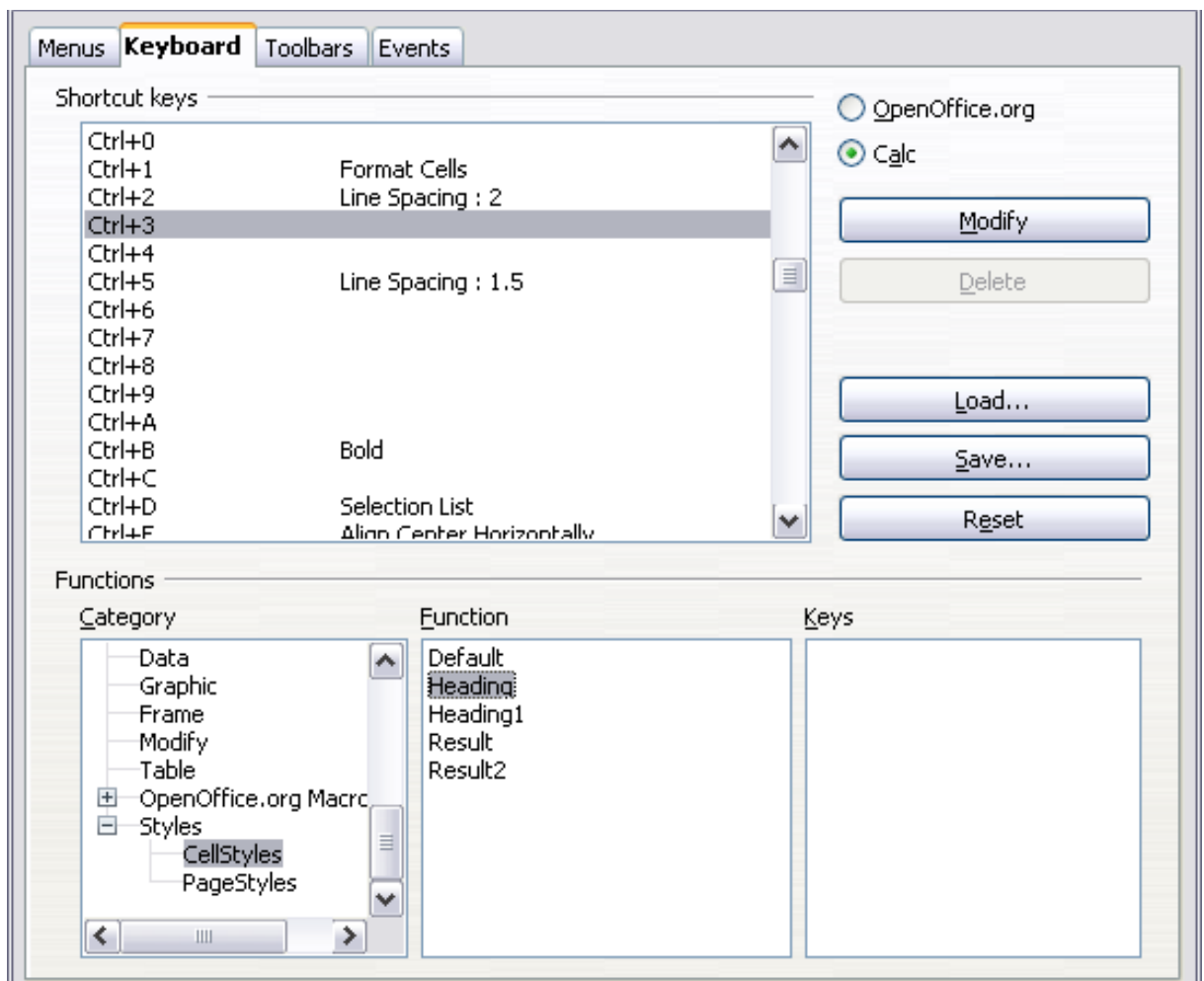


Figure 22. Assigning a cell style to a key combination

- 2) Choose the shortcut keys you want to assign a style to. In this example, we have chosen *Ctrl+3*.

- 3) In the *Functions* section at the bottom of the dialog, scroll down in the Category list to *Styles*. Click the + sign to expand the list of styles.
- 4) Choose the category of style. (This example uses a cell style, but you can also choose page styles.) The *Function* list now displays the names of the available styles for the selected category. The example shows OOo's predefined cell styles.
- 5) To assign *Ctrl+3* to be the shortcut key combination for the Heading style, select *Heading* in the *Function* list, and then click **Modify**. *Ctrl+3* now appears in the *Keys* list on the right, and *Heading* appears next to *Ctrl+3* in the Shortcut keys box at the top.
- 6) Make any other required changes, and then click **OK** to save these settings and close the dialog.

Saving changes to a file

Changes to the shortcut key assignments can be saved in a keyboard configuration file for use at a later time, thus permitting you to create and apply different configurations as the need arises. To save keyboard shortcuts to a file:

- 1) After making your keyboard shortcut assignments, click the **Save** button near the bottom right of the Customize dialog (Figure 22).
- 2) In the Save Keyboard Configuration dialog, select *All files* from the **Save as Type** list.
- 3) Next enter a name for the keyboard configuration file in the **File name** box, or select an existing file from the list. If you need to, browse to find a file from another location.
- 4) Click **Save**. A confirmation dialog appears if you are about to overwrite an existing file, otherwise there will be no feedback and the file will be saved.

Loading a saved keyboard configuration

To load a saved keyboard configuration file and replace your existing configuration, click the **Load** button near the bottom right of the Customize dialog, and then select the configuration file from the Load Keyboard Configuration dialog.

Resetting the shortcut keys

To reset all of the keyboard shortcuts to their default values, click the **Reset** button near the bottom right of the Customize dialog. Use this

feature with care as no confirmation dialog will be displayed; the defaults will be set without any further notice or user input.

Running macros from key combinations

You can also define shortcut key combinations that will run macros. These shortcut keys are strictly user-defined; none are built in. For information on macros, see Chapter 13 (Getting Started with Macros) in the *Getting Started* guide.

Adding functionality with extensions

An extension is a package that can be installed into OpenOffice.org to add new functionality.

Although individual extensions can be found in different places, the official OpenOffice.org extension repository is at <http://extensions.services.openoffice.org/>. Some extensions are free of charge; others are available for a fee. Check the descriptions to see what licenses and fees apply to the ones that interest you.

Installing extensions

To install an extension, follow these steps:

- 1) Download an extension and save it anywhere on your computer.
- 2) In OOO, select **Tools > Extension Manager** from the menu bar. In the Extension Manager dialog (Figure 23), click **Add**.
- 3) A file browser window opens. Find and select the extension you want to install and click **Open**. The extension begins installing. You may be asked to accept a license agreement.
- 4) When the installation is complete, the extension is listed in the Extension Manager dialog.

Tip	To get extensions that are listed in the repository, you can open the Extension Manager and click the Get more extensions here link. You do not need to download them separately as in step 1 above.
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Note	To install a <i>shared</i> extension, you need write access to the OpenOffice.org installation directory.
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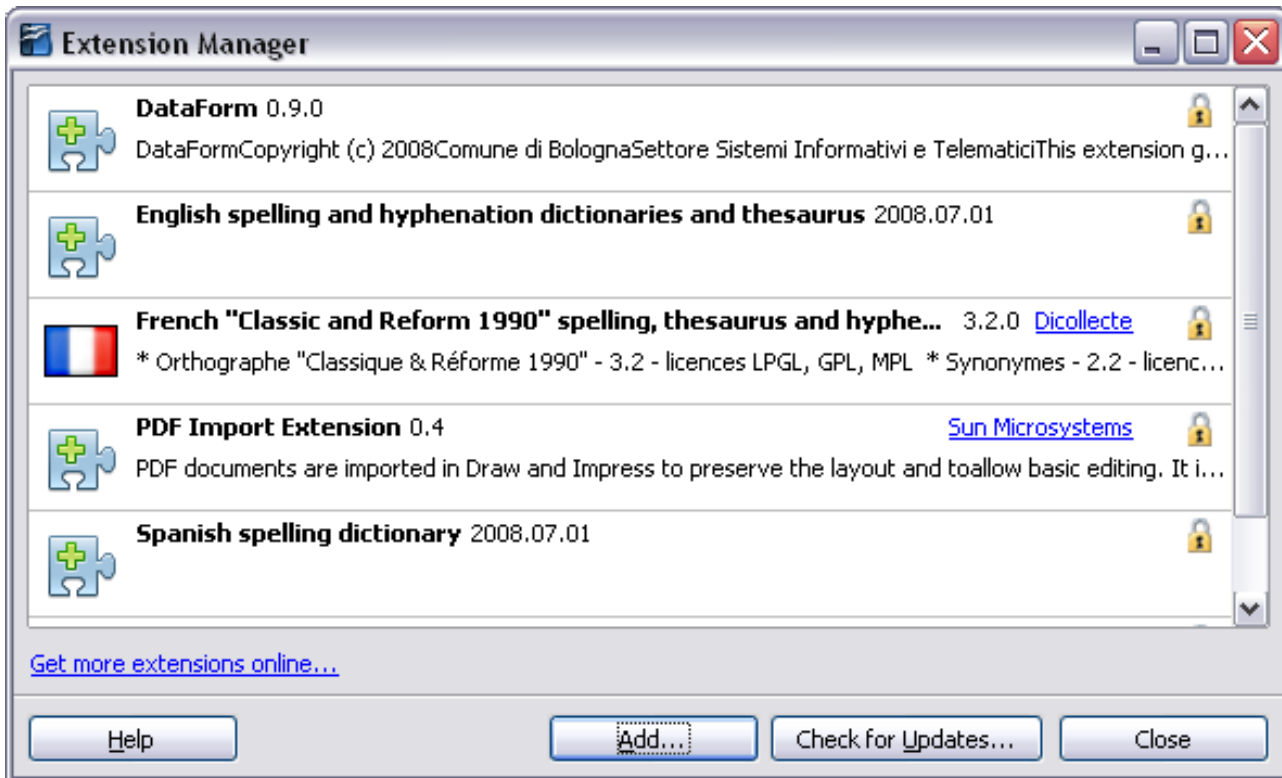


Figure 23: Installing an extension

Using extensions

This section describes several of the more important and popular extensions to OpenOffice.org. In each case, you need to first install the extension as described in the previous section.

Professional Template Pack II

Provides more than 120 templates for Writer, Calc, and Impress. Available in several languages. After you have installed this extension, you will find the templates under **File > New > Templates and Documents**. From Sun Microsystems. Freeware.

Template Changer

Adds two new items to the **File > Templates** menu that allow you to assign a new template to the current document or to a folder of documents. All styles and formatting will be loaded from that template and the document will behave as it was created using that template. Open source.

DataForm

Generates a data input form for tables in calc, reproducing the Data Form feature of Microsoft Excel. License: GPL v2. See Chapter 2 (Entering, Editing, and Formatting Data) for more information.