



OpenOffice.org 3

Getting Started Guide

Chapter 2 ***Setting up*** ***OpenOffice.org***

Choosing options to suit the way you work

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Choosing options for all of OOo

This section covers some of the settings that apply to all the components of OpenOffice.org. For information on settings not discussed here, see the online help.

Click **Tools > Options**. The list in the left-hand box varies depending on which component of OOo is open. The illustrations in this chapter show the list as it appears when a Writer document is open.

Click the + sign to the left of *OpenOffice.org* in the left-hand section of the Options – OpenOffice.org dialog. A list of subsections drops down. Selecting an item of the subsection causes the right-hand side of the dialog to display the relevant options.



Figure 1: OpenOffice.org Options

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

Because OOo's revision features mark your changes and comments with the name or initials stored in User Data, you will want to ensure that your name and initials appear there.

In the Options dialog, click **OpenOffice.org > User Data**.

Fill in the form (shown in Figure 2), or amend or delete any existing incorrect information.

Figure 2: Filling in user data

General options

In the Options dialog, click **OpenOffice.org > General**. The options on this page are described below.

Figure 3: Setting general options for OpenOffice.org

Help - Tips

When *Help Tips* are active, one or two words will appear when you hold the cursor over an icon or field on the main OOo window, without clicking.

Help - Extended tips

When *Extended tips* are active, a brief description of the function of a particular icon or menu command or a field on a dialog appears when you hold the cursor over that item.

Help Agent

To turn off the *Help Agent* (similar to Microsoft's Office Assistant), deselect this option. To restore the default Help Agent behavior, click **Reset Help Agent**.

Help formatting

High contrast is an operating system setting that changes the system color scheme to improve readability. To display Help in high contrast (if your computer's operating system supports this), choose one of the high-contrast style sheets from the pull-down list. For Windows XP, the high-contrast style options are as described below.

High-contrast style	Visual effect
Default	Black text on white background
High Contrast #1	Yellow text on black background
High Contrast #2	Green text on black background
High Contrast Black	White text on black background
High Contrast White	Black text on white background

Open/Save dialogs

To use the standard Open and Save dialogs for your operating system, deselect the **Use OpenOffice.org dialogs** option. When this option is selected, the Open and Save dialogs supplied with OpenOffice.org will be used. See Chapter 1 (Introducing OpenOffice.org) for more about the OOo Open and Save dialogs.

Document status

Choose whether printing a document counts as changing the document. If this option is selected, then the next time you close the document after printing, the print date is recorded in the document properties as a change and you will be prompted to save the document again, even if you did not make any other changes.

Year (two digits)

Specifies how two-digit years are interpreted. For example, if the two-digit year is set to 1930, and you enter a date of 1/1/30 or later into your document, the date is interpreted as 1/1/1930 or later. An "earlier" date is interpreted as being in the following century; that is, 1/1/20 is interpreted as 1/1/2020.

Memory options

In the Options dialog, click **OpenOffice.org > Memory**. Some considerations:

- More memory can make OpenOffice.org faster and more convenient (for example, more undo steps require more memory); but the trade-off is less memory available for other applications and you could run out of memory altogether.
- To load the Quickstarter (an icon on the desktop or in the system tray) when you start your computer, select the option near the bottom of the dialog. This makes OpenOffice.org start faster; the trade-off is OOO uses some memory even when not being used. This option (called **Enable systray quickstarter**) is not available on all operating systems.

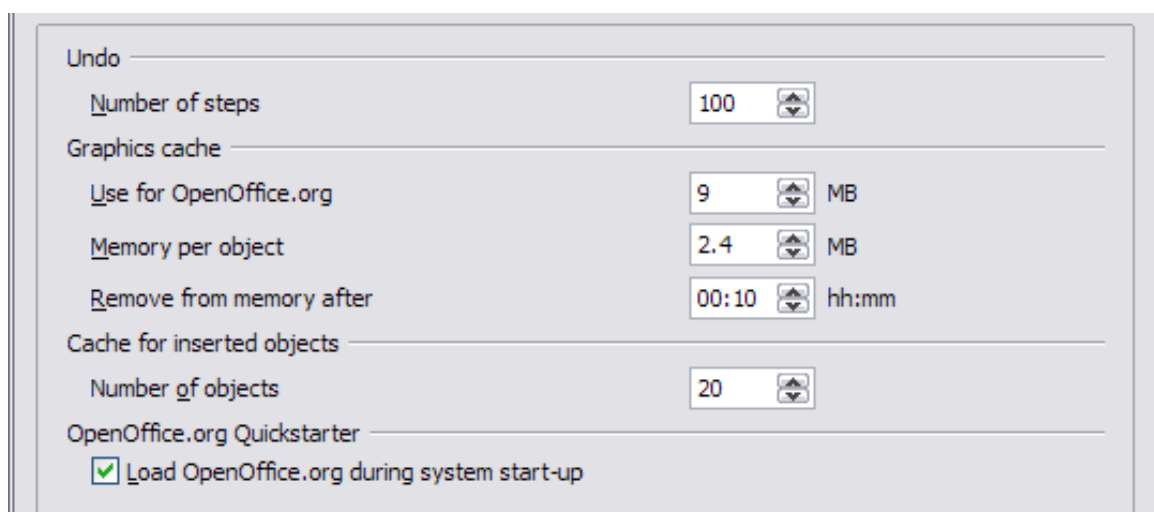


Figure 4: Choosing Memory options for the OpenOffice.org applications

View options

The choices of View options affect the way the document window looks and behaves.

In the Options dialog, click **OpenOffice.org > View**. On the page displayed (Figure 5), set the options to suit your personal preferences. Some options are described below.

User Interface – Scaling

If the text in the help files or on the menus of the OOO user interface is too small or too large, you can change it by specifying a scaling factor. Sometimes a change here can have unexpected results,

depending on the screen fonts available on your system. However, it does not affect the actual font size of the text in your documents.

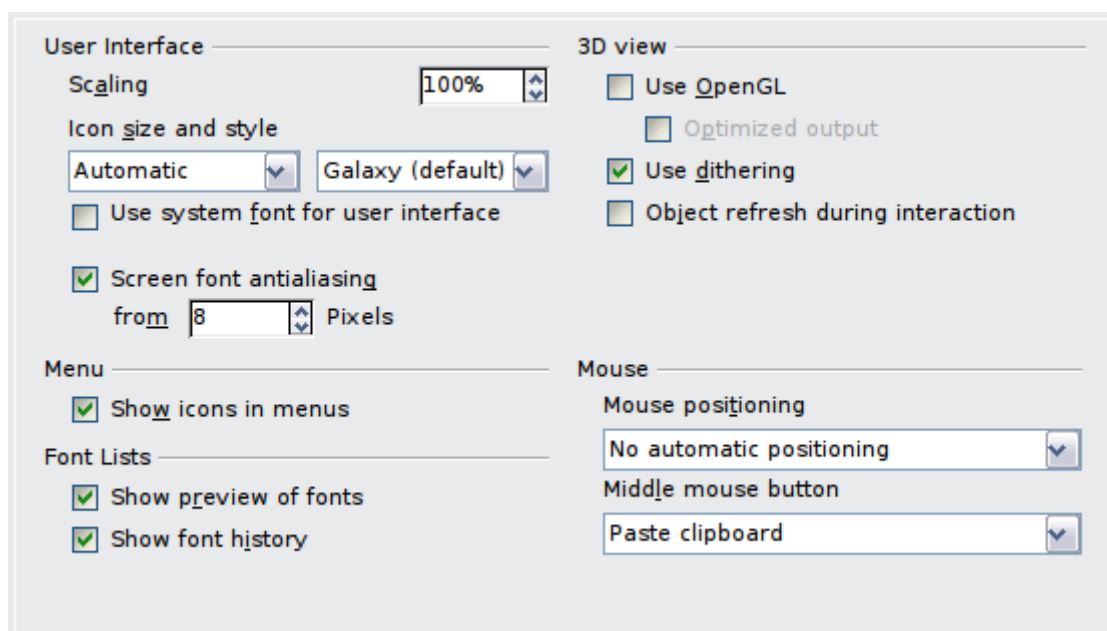


Figure 5: Choosing View options for OOo applications

User Interface – Icon size and style

The first box specifies the display size of toolbar icons (Automatic, Small, or Large). The Automatic icon size option uses the setting for your operating system. The second box specifies the icon set (theme); here the Automatic option uses an icon set compatible with your operating system and choice of desktop: for example, KDE or Gnome on Linux.

User Interface – Use system font for user interface

If you prefer to use the system font (the default font for your computer and operating system), instead of the font provided by OOo, for the user interface, select this option.

User interface – Screen font antialiasing

(Not available in Windows.) Select this option to smooth the screen appearance of text. Enter the smallest font size to apply antialiasing.

Menu – icons in menus

Select this option if you want icons as well as words to be visible in menus.

Font Lists - Show preview of fonts

When you select this option, the font list looks like Figure 6, Left, with the font names shown as an example of the font; with the option deselected, the font list shows only the font names, not their

formatting (Figure 6, Right). The fonts you will see listed are those that are installed on your system.



Figure 6. Font list (Left) With preview; (Right) Without preview

Font Lists - Show font history

When you select this option, the last five fonts you have assigned to the current document are displayed at the top of the font list.

3D view – Use OpenGL

Specifies that all 3D graphics from Draw and Impress will be displayed in your system using OpenGL-capable hardware. If your system does not have OpenGL-capable hardware, this setting will be ignored.

3D view – Use OpenGL – Optimized output

Select this option for optimized OpenGL output. Disable the optimization in case of graphical errors of 3D output.

3D view – Use dithering

The **Use dithering** option uses dithering to display additional colors when the computer's graphics system offers less than the optimal 16 million (24-bit) colors. Dithering creates the illusion of new colors and shades by varying the pattern of color pixels. Varying the patterns of black and white dots, for instance, produces different shades of gray.

Note

Internally, 3-D graphics are always created with 16 million colors (24-bit color depth) and dithering can be used to compensate when fewer actual colors are available. Without dithering, several bits of color information would be omitted, leading to significantly reduced image quality.

3D view – Object refresh during interaction

Specifies that if you rotate or move a 3-D object, the full display is rotated or moved and not a grid frame.

Tip

Press *Shift+Control+R* to restore or refresh the view of the current document.

Mouse positioning

Specifies if and how the mouse pointer will be positioned in newly opened dialogs.

Middle mouse button

Defines the function of the middle mouse button.

- **Automatic scrolling** – dragging while pressing the middle mouse button shifts the view.
- **Paste clipboard** – pressing the middle mouse button inserts the contents of the “Selection clipboard” at the cursor position.

The “Selection clipboard” is independent of the normal clipboard that you use by **Edit > Copy/Cut/Paste** or their respective keyboard shortcuts. Clipboard and the “Selection clipboard” can contain different contents at the same time.

Function	Clipboard	Selection clipboard
Copy content	Edit > Copy <i>Control+C</i>	Select text, table, or object.
Paste content	Edit > Paste <i>Control+V</i> pastes at the cursor position.	Clicking the middle mouse button pastes at the mouse pointer position.
Pasting into another document	No effect on the clipboard contents.	The last marked selection is the content of the selection clipboard.

Print options

Set the print options to suit your default printer and your most common printing method.

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

In the *Printer warnings* section near the bottom of the page (Figure 7). Here you can choose whether to be warned if the paper size or orientation specified in your document does not match the paper size or orientation available for your printer. Having these warnings turned on can be quite helpful, particularly if you work with documents produced by people in other countries where the standard paper size is different from yours.

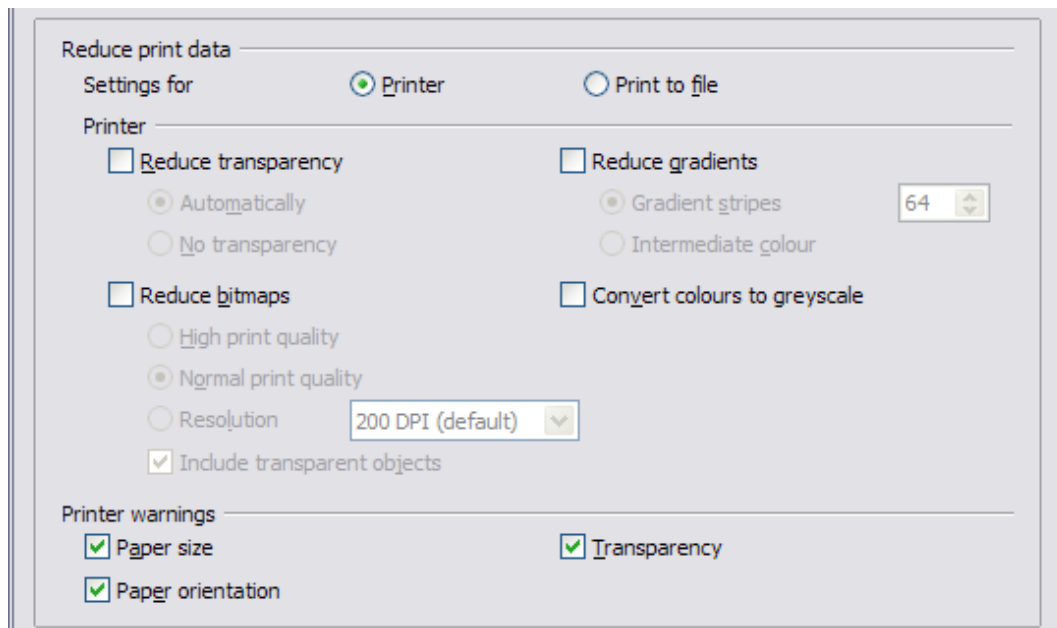


Figure 7: Choosing general printing options to apply to all OoO components

Tip

If your printouts are coming out incorrectly placed on the page or chopped off at the top, bottom, or sides, or the printer is refusing to print, the most likely cause is page size incompatibility.

Path options

You can change the location of files associated with, or used by, OpenOffice.org to suit your working situation. In a Windows system, for example, you might want to store documents by default somewhere other than My Documents.

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

To make changes, select an item in the list shown in Figure 8 and click **Edit**. On the Select Paths dialog (not shown), add or delete folders as required, and then click **OK** to return to the Options dialog. Note that some items have at least two paths listed: one to a shared folder (which might be on a network) and one to a user-specific folder (normally on the user's personal computer).

Tip

You can use the entries in the OpenOffice.org – Paths dialog to compile a list of files, such as those containing AutoText, that you need to back up or copy to another computer.

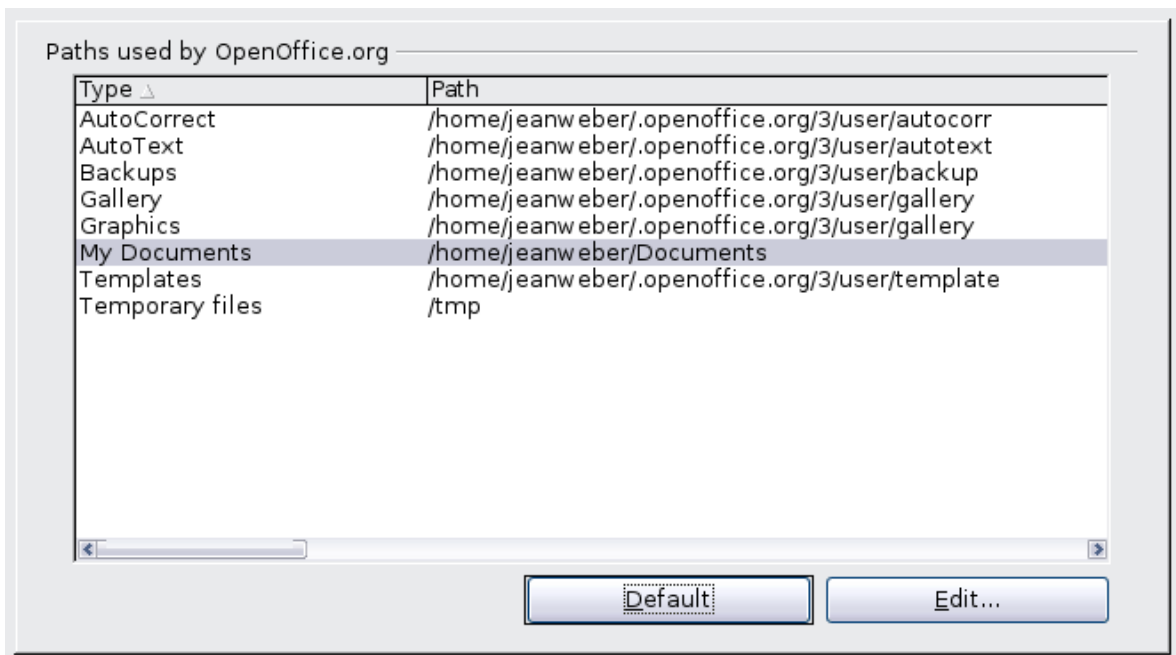


Figure 8: Viewing the paths of files used by OpenOffice.org

Color options

On the *OpenOffice.org – Colors* page (Figure 9), 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 OOo.

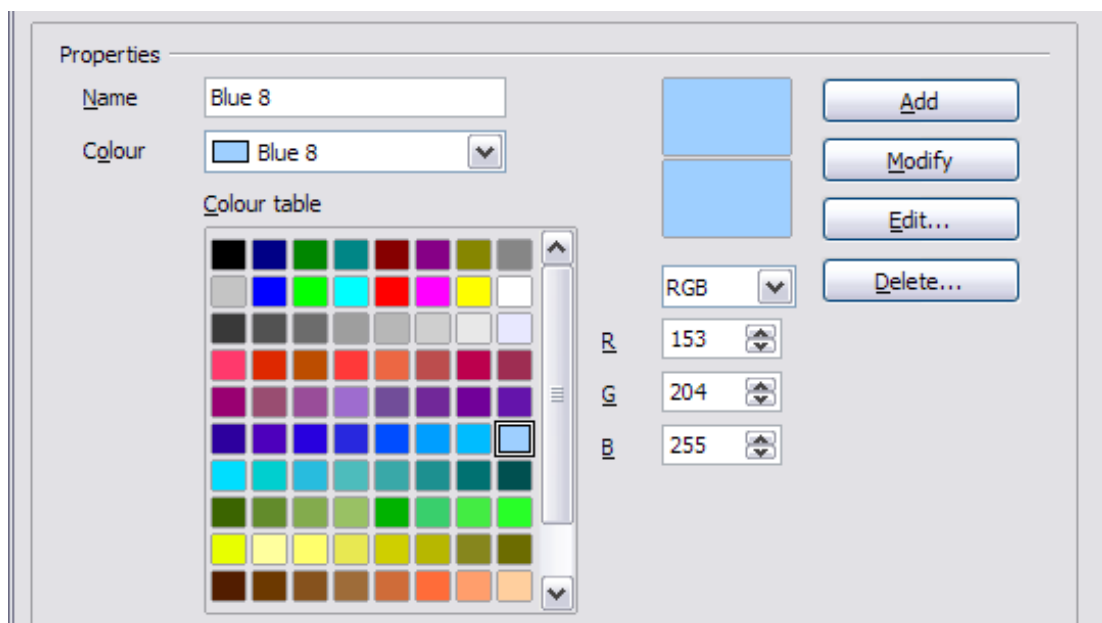


Figure 9: Defining colors to use in color palettes in OOo

Font options

You can define replacements for any fonts that might appear in your documents. If you receive from someone else a document containing fonts that you do not have on your system, OpenOffice.org will substitute fonts for those it does not find. You might prefer to specify a different font from the one the program chooses.

On the *OpenOffice.org > Fonts* page (Figure 10):

- Select the **Apply Replacement Table** option.
- Select or type the name of the font to be replaced in the **Font** box. (If you do not have this font on your system, it will not appear in the drop-down list in this box, so you need to type it in.)
- In the **Replace with** box, select a suitable font from the drop-down list of fonts installed on your computer.

The checkmark to the right of the **Replace with** box turns green. Click on this checkmark. A row of information now appears in the larger box below the input boxes. Select the options under **Always** and **Screen**.

In the bottom section of the page, you can change the typeface and size of the font used to display source code such as HTML and Basic (in macros).

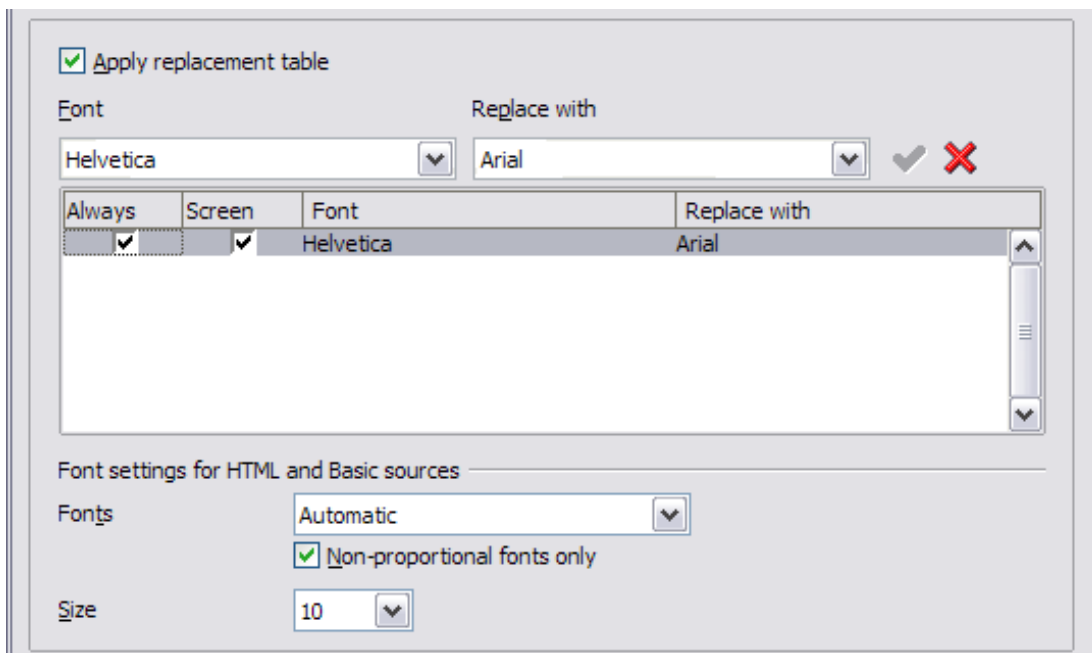


Figure 10: Defining a font to be substituted for another font

Security options

Use the *OpenOffice.org – Security* page (Figure 11) to choose security options for saving documents and for opening documents that contain macros.

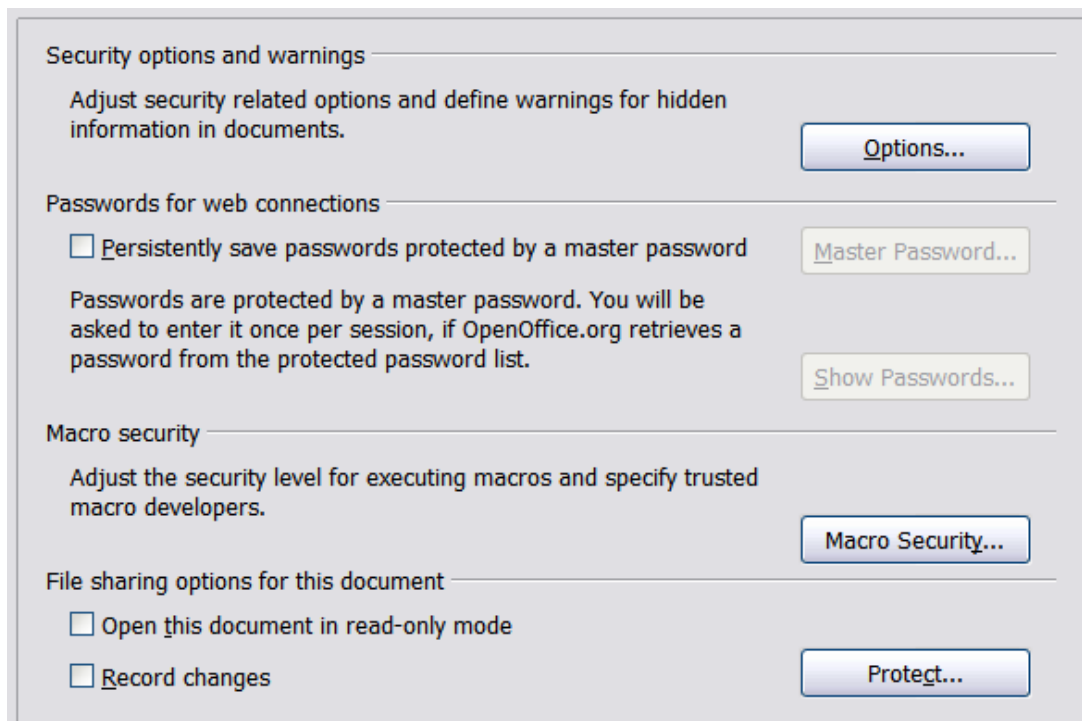


Figure 11: Choosing security options for opening and saving documents

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 12).

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 Oo, 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.

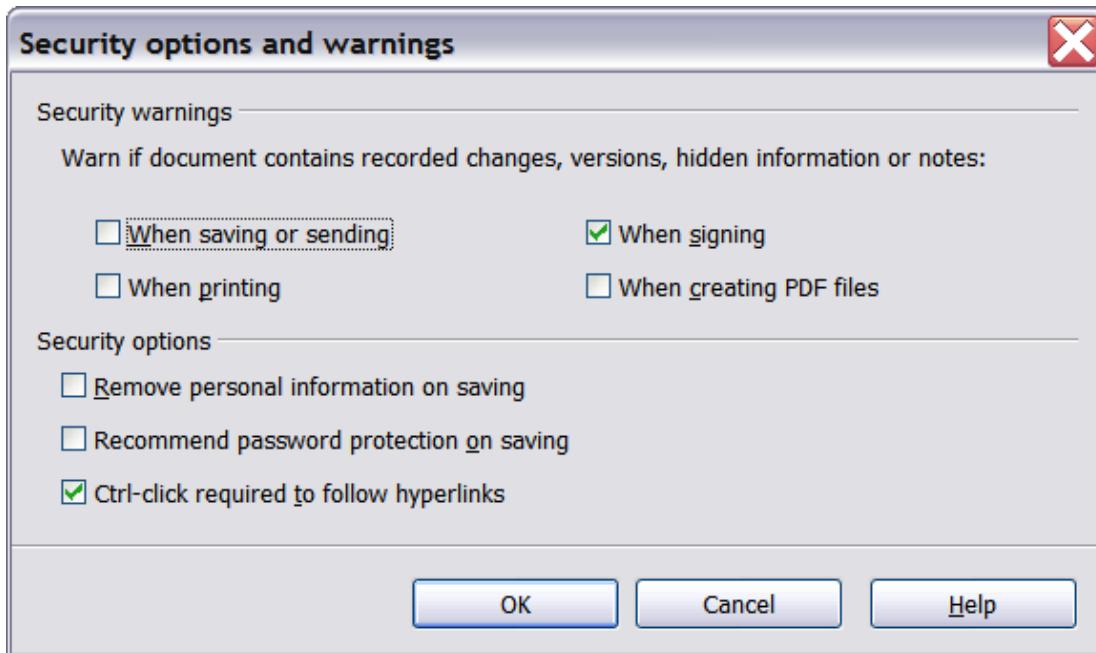


Figure 12: Security options and warnings dialog

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

Writing, editing, and page layout are often easier to do when you can see as much as possible of what is going on in your document. You may wish to make visible such items as text, table, and section boundaries (in Writer documents), page breaks in Calc, and grid lines in Draw or Writer. In addition, you might prefer different colors (from OOO's defaults) for such items as note indicators or field shadings.

On the *OpenOffice.org – Appearance* page (Figure 13), you can specify which items are visible and the colors used to display various items.

- To show or hide items such as text boundaries, select or deselect the options next to the names of the items.
- To change the default colors for items, click the down-arrow in the *Color Setting* column by the name of the item and select a color from the pop-up box.
- To save your color changes as a color scheme, click **Save**, type a name in the *Scheme* box; then click **OK**.

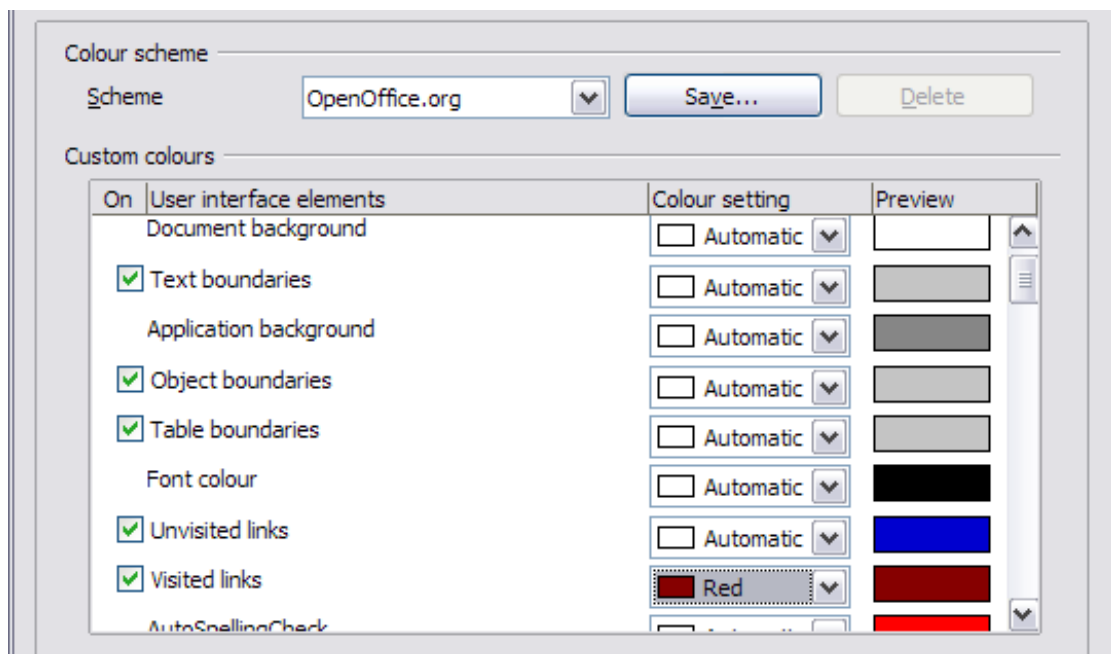


Figure 13: Showing or hiding text, object, and table boundaries

Accessibility options

Accessibility options include whether to allow animated graphics or text, how long help tips remain showing, some options for high contrast display, and a way to change the font for the user interface of the OpenOffice.org program (see Figure 14).

Accessibility support relies on Sun Microsystems Java technology for communications with assistive technology tools. See “Java options” below. The *Support assistive technology tools* option is not shown on all OoO installations. See *Assistive Tools in OpenOffice.org* in the Help for other requirements and information.

Select or deselect the options as required.

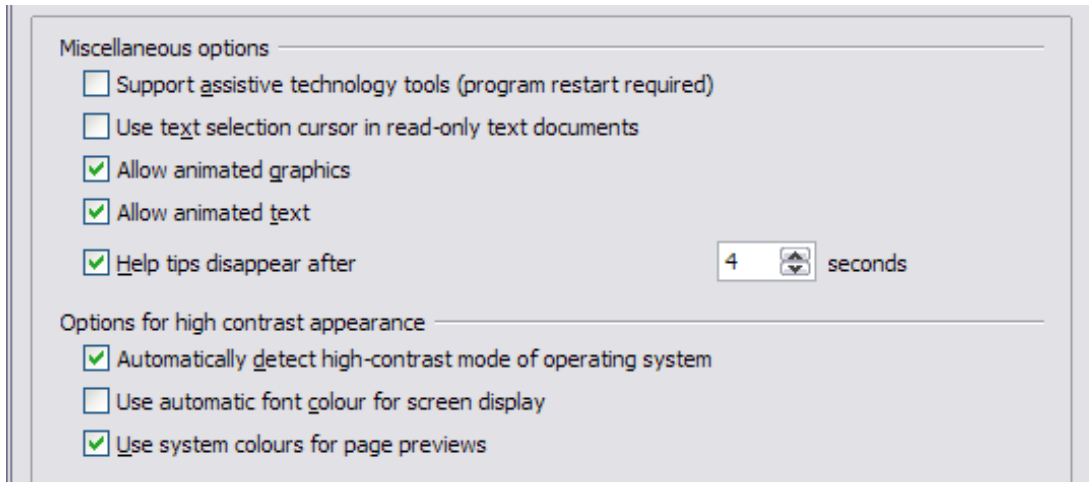


Figure 14: Choosing accessibility options

Java options

If you install or update a Java Runtime Environment (JRE) after you install OpenOffice.org, or if you have more than one JRE installed on your computer, you can use the *OpenOffice.org – Java options* page (Figure 15) to choose the JRE for OoO to use.

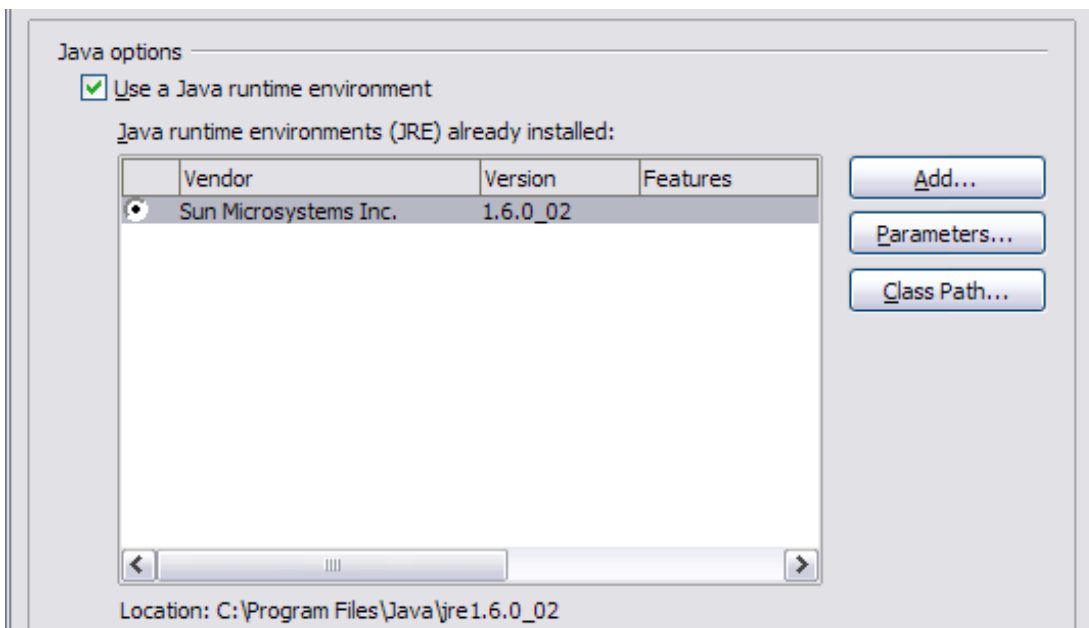


Figure 15: Choosing a Java runtime environment

If you are a system administrator, programmer, or other person who customizes JRE installations, you can use the Parameters and Class Path pages (reached from the Java page) to specify this information.

If you do not see anything listed in the middle of the page, wait a few minutes while OOo searches for JREs on the hard disk.

If OOo finds one or more JREs, it will display them there. You can then select the **Use a Java runtime environment** option and (if necessary) choose one of the JREs listed.

Online Update options

On the *OpenOffice.org – Online Update* page (Figure 16), you can choose whether and how often to have OOo check the OOo website for program updates. If the **Check for updates automatically** option is selected, an icon appears at the right-hand end of the menu bar when an update is available. Click this icon to open a dialog where you can choose to download the update.

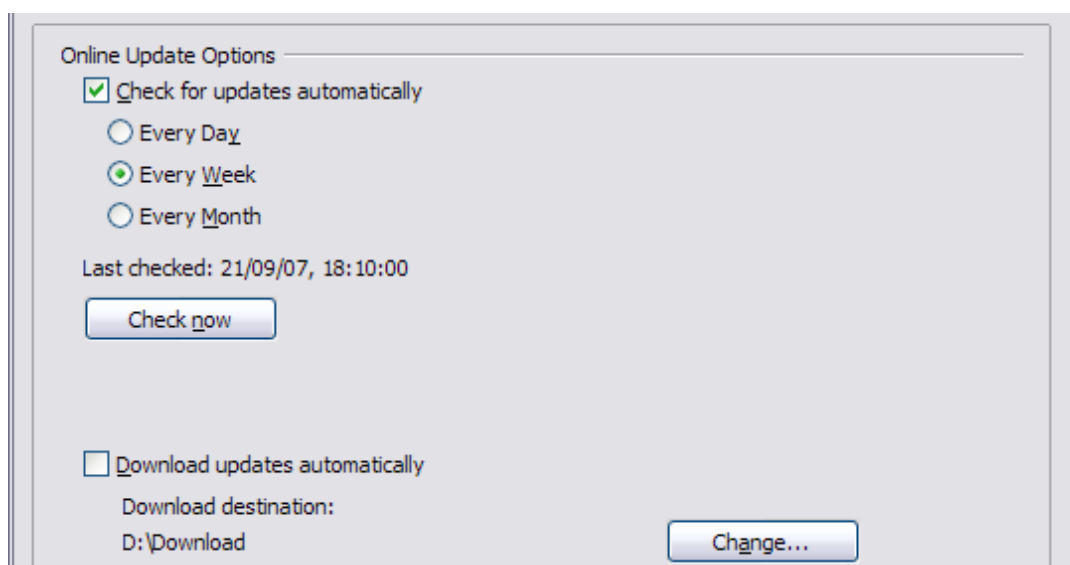


Figure 16: Configuring Online Update

If the **Download updates automatically** option is selected, the download starts when you click the icon. To change the download destination, click the **Change** button and select the required folder in the file browser window.

Choosing options for loading and saving documents

You can set the Load/Save options to suit the way you work.

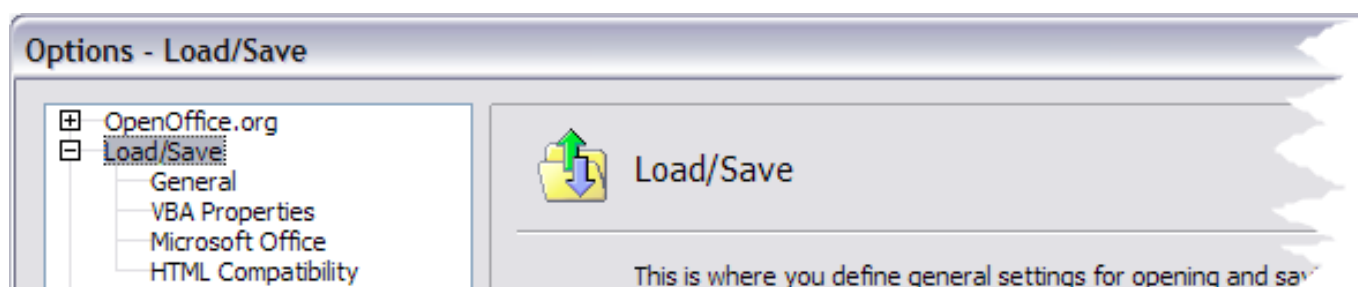


Figure 17: Load/Save options

General Load/Save options

If the Options dialog is not already open, click **Tools > Options**. Click the + sign to the left of **Load/Save**. Choose **Load/Save > General**.

Most of the choices on the *Load/Save – General* page (Figure 18) are familiar to users of other office suites. Some items of interest are described below.

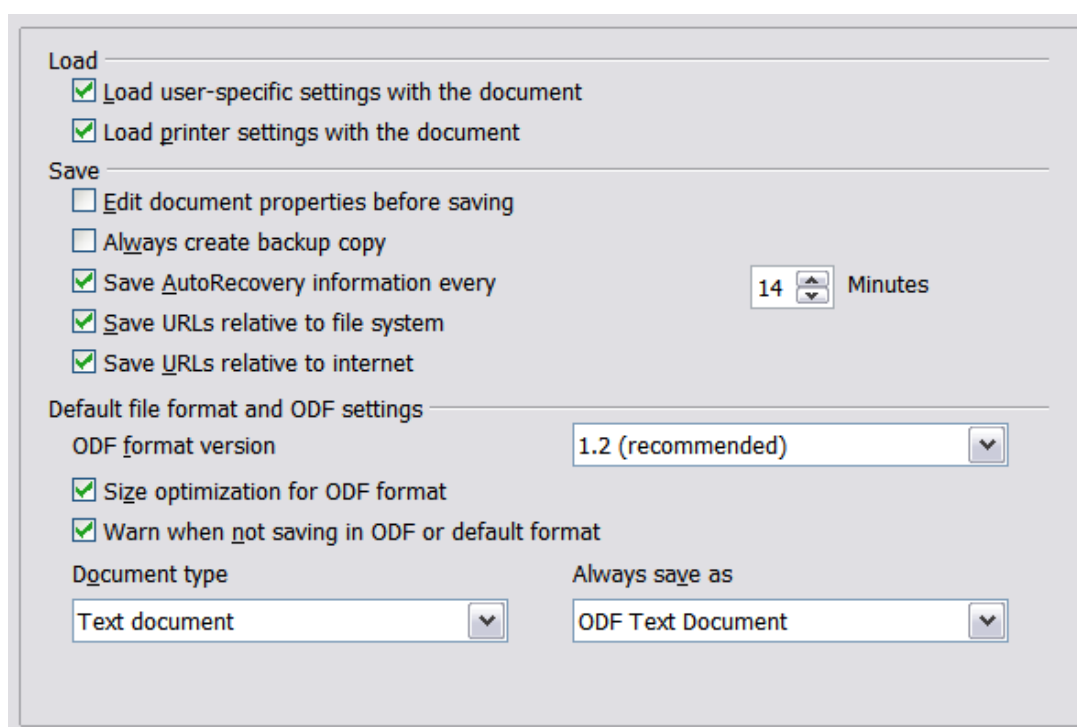


Figure 18. Choosing Load and Save options

Load user-specific settings with the document

When you save a document, certain settings are saved with it. For example, your choice (in the options for OOO Writer) of how to

update links is affected by the **Load user-specific settings** option. Some settings (printer name, data source linked to the document) are always loaded with a document, whether or not this option is selected.

If you select this option, these document settings are overruled by the user-specific settings of the person who opens it. If you deselect this option, the user's personal settings do not overrule the settings in the document.

Load printer settings with the document

If this option is **not** selected, the printer settings that are stored with the document are ignored when you print it using the **Print File Directly** icon. The default printer in your system will be used instead.

Edit document properties before saving

If you select this option, the Document Properties dialog pops up to prompt you to enter relevant information the first time you save a new document (or whenever you use **Save As**).

Save AutoRecovery information every

Note that AutoRecovery in OpenOffice.org overwrites the original file. If you have also chosen **Always create backup copy**, the original file then overwrites the backup copy. If you have this set, recovering your document after a system crash will be easier; but recovering an earlier version of the document may be harder.

Save URLs relative to file system / internet

Relative addressing to a file system is only possible if the source document and the referenced document are both on the same drive. A relative address always starts from the directory in which the current document is located. It is recommended to save relatively if you want to create a directory structure on an Internet server.

Default file format and ODF settings

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 Word, you might want to change the **Always save as** attribute for text documents to one of the Word formats.

VBA Properties Load/Save options

On the *Load/Save – VBA Properties* page (Figure 19), you can choose whether to keep any macros in MSOffice documents that are opened in OOO.

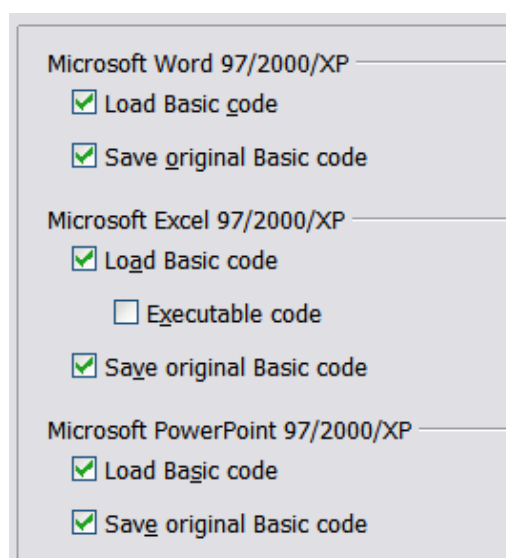


Figure 19: Choosing Load/Save VBA Properties

- If you choose **Save original Basic code**, the macros will not work in OOO 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 OOO document but is not retained if you save into an MSOffice 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 20), 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”).

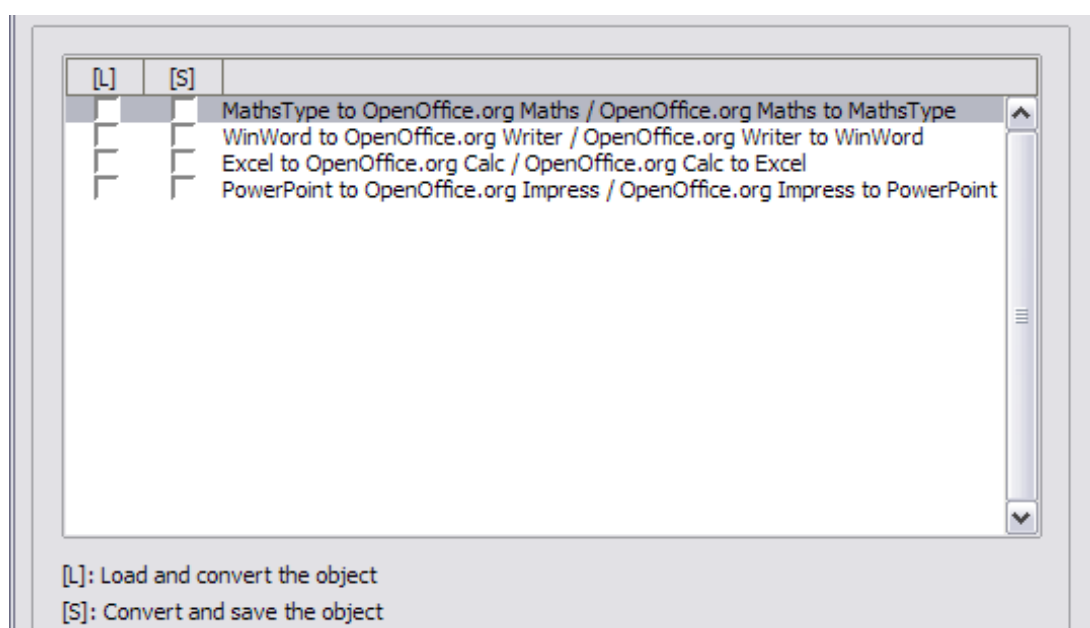


Figure 20: Choosing Load/Save Microsoft Office options

HTML compatibility Load/Save options

Choices made on the *Load/Save – HTML Compatibility* page (Figure 21) affect HTML pages imported into OpenOffice.org and those exported from Oo. See *HTML documents; importing/exporting* in the Help for more information.

Font sizes

Use these fields to define the respective font sizes for the HTML `` to `` tags, if they are used in the HTML pages. (Many pages no longer use these tags.)

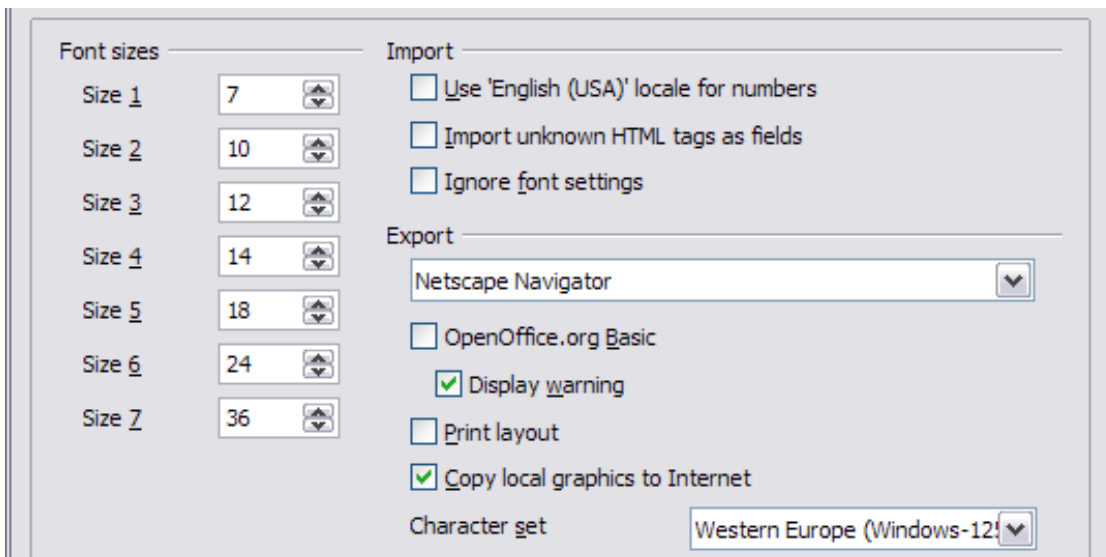


Figure 21. Choosing HTML compatibility options

Import - Use 'English (USA)' locale for numbers

When importing numbers from an HTML page, the decimal and thousands separator characters differ according to the locale of the HTML page. The clipboard, however, contains no information about the locale. If this option is **not** selected, numbers will be interpreted according to the **Language - Locale setting** in **Tools > Options > Language Settings > Languages** (see page 25). If this option is selected, numbers will be interpreted as for the English (USA) locale.

Import - Import unknown HTML tags as fields

Select this option if you want tags that are not recognized by OOO to be imported as fields. For an opening tag, an HTML_ON field will be created with the value of the tag name. For a closing tag, an HTML_OFF will be created. These fields will be converted to tags in the HTML export.

Import - Ignore font settings

Select this option to have OOO ignore all font settings when importing. The fonts that were defined in the HTML Page Style will be used.

Export

To optimize the HTML export, select a browser or HTML standard from the **Export** box. If OpenOffice.org Writer is selected, specific OpenOffice.org Writer instructions are exported.

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 13 (Getting Started with 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.

Export - Print layout

Select this option to export the print layout of the current document as well. The HTML filter supports CSS2 (Cascading Style Sheets Level 2) for printing documents. These capabilities are only effective if print layout export is activated.

Export - Copy local graphics to Internet

Select this option to automatically upload the embedded pictures to the Internet server when uploading using FTP.

Export - Character set

Select the appropriate character set for the export.

Choosing language settings

You may need to do several things to set the language settings to what you want:

- Install the required dictionaries
- Change some locale and language settings
- Choose spelling options

Install the required dictionaries

OOo3 automatically installs several dictionaries with the program. To add other dictionaries, use **Tools > Language > More Dictionaries Online**. OOo will open your default web browser to a page containing links to additional dictionaries that you can install. Follow the prompts to install them.

Change locale and language settings

You can change some details of the locale and language settings that OOo uses for all documents, or for specific documents.

In the Options dialog, click **Language Settings > Languages**.

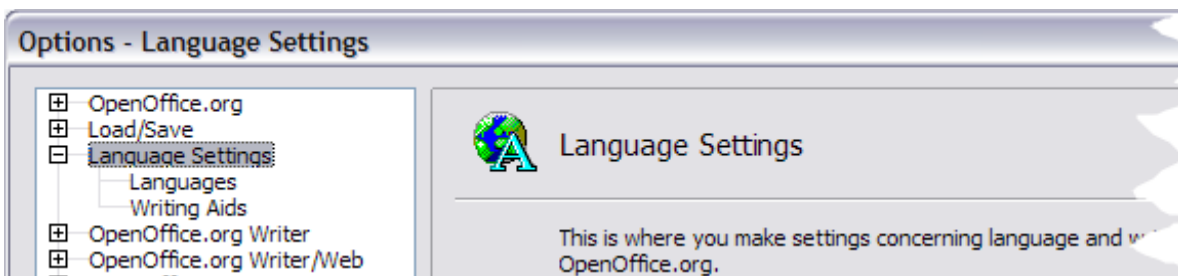


Figure 22: Language Setting Options

On the right-hand side of the *Language Settings – Languages* page (Figure 23), change the *User interface*, *Locale setting*, *Default currency*, and *Default languages for documents* as required. In the example, English (UK) has been chosen for all the appropriate settings.

If you want the language (dictionary) setting to apply to the current document only, instead of being the default for all new documents, select the option labelled *For the current document only*.

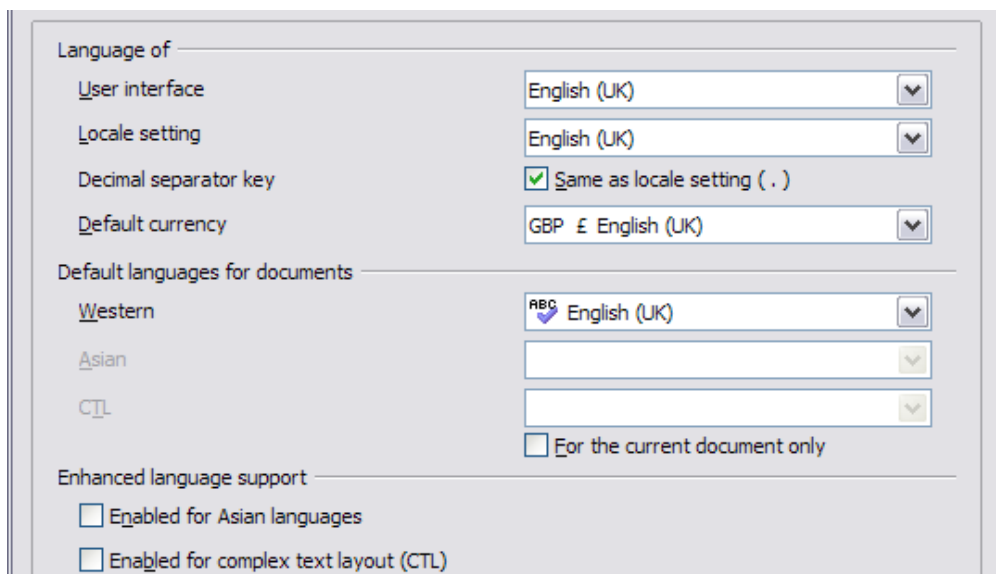


Figure 23: Choosing language options

If necessary, select the options to enable support for Asian languages (Chinese, Japanese, Korean) and support for CTL (complex text layout) languages such as Hindi, Thai, Hebrew, and Arabic. If you choose either of these options, the next time you open this dialog, you will see some extra choices under Language Settings, as shown in Figure 24. These choices (*Searching in Japanese*, *Asian Layout*, and *Complex Text Layout*) are not discussed here.

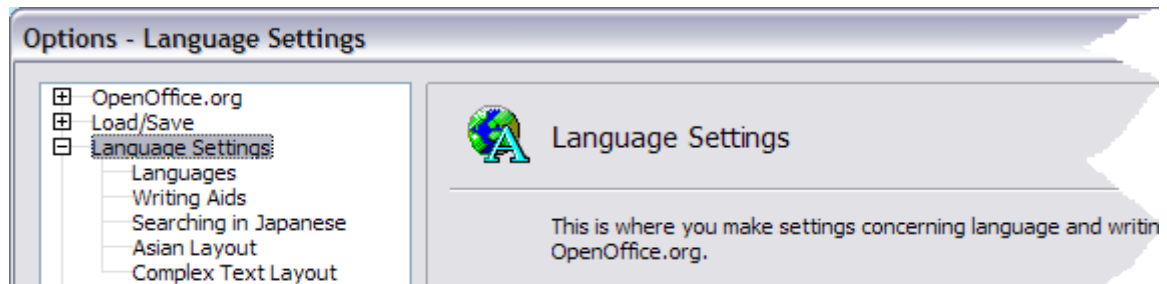


Figure 24: Extra pages available when enhanced language support options are selected

Choose spelling options

To choose the options for checking spelling, click **Language Settings > Writing Aids**. In the *Options* section of the page (Figure 25), choose the settings that are useful for you. Some considerations:

- If you do not want spelling checked while you type, deselect **Check spelling as you type** and select **Do not mark errors**. (To find the second item, scroll down in the Options list.)
- If you use a custom dictionary that includes words in all upper case and words with numbers (for example, AS/400), select **Check uppercase words** and **Check words with numbers**.
- **Check special regions** includes headers, footers, frames, and tables when checking spelling.

Here you can also check which user-defined (custom) dictionaries are active by default, and add or remove dictionaries, by clicking the **New** or **Delete** buttons.

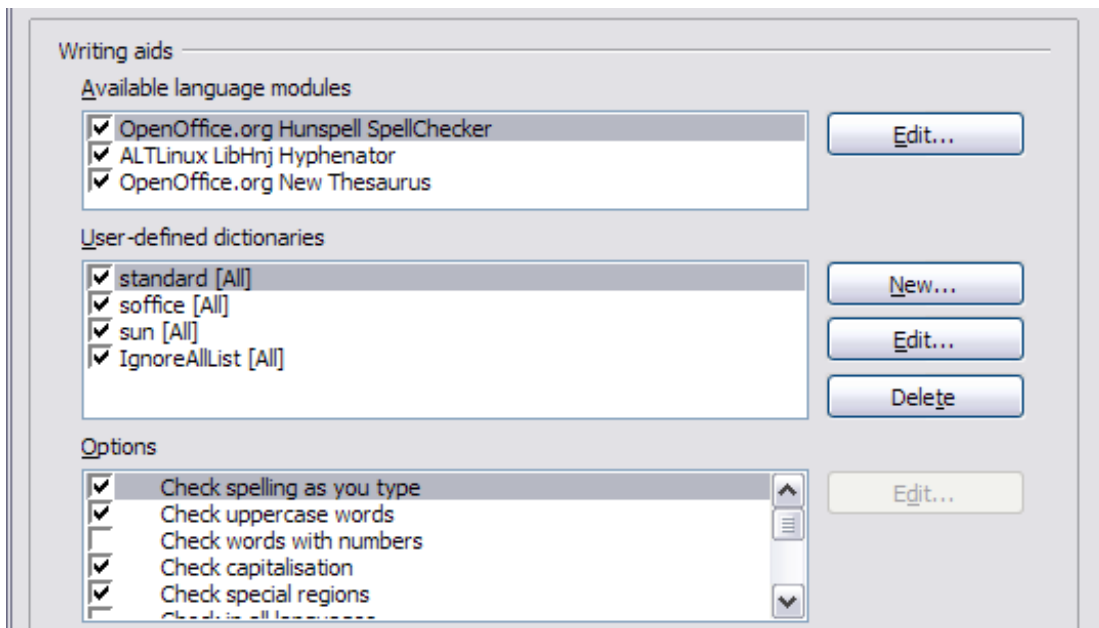


Figure 25: Choosing languages, dictionaries, and options for checking spelling

Choosing Internet options

Use the Internet Options pages to define search engines and save proxy settings for use with OpenOffice.org.

If you are using a Netscape or Mozilla browser (such as Firefox), you can enable the Mozilla Plug-in so you can open Oo files in your browser, print them, save them, and work with them in other ways.

If you are using a Unix- or Linux-based operating system (including Mac OS X), an additional page of E-mail options is available, where you can specify the e-mail program to use when you send the current document as e-mail (Figure 26). Under Windows the operating system's default e-mail program is always used.

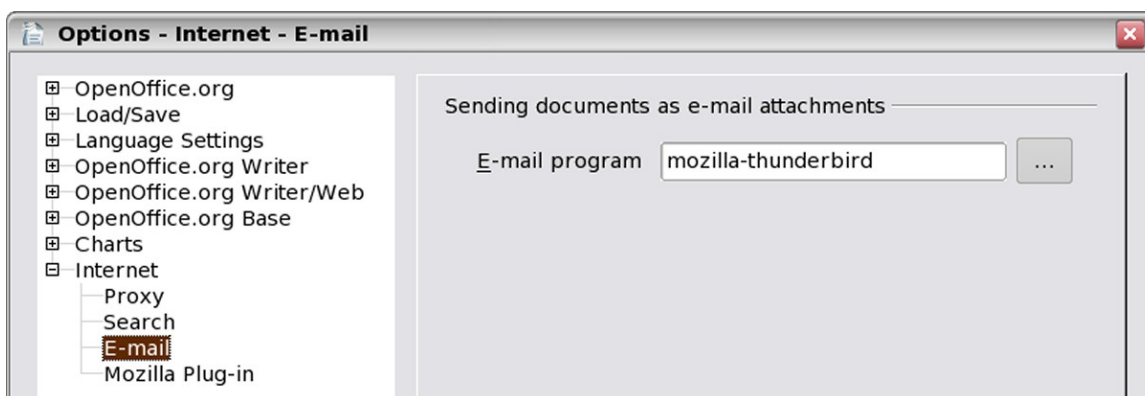


Figure 26: Internet options, showing E-mail page available to Linux users.

Controlling OOO'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**. (You need to have a document open for this menu item to appear.)

In Writer, this dialog has five tabs, as shown below. In other components of OOO, the dialog has only four tabs.

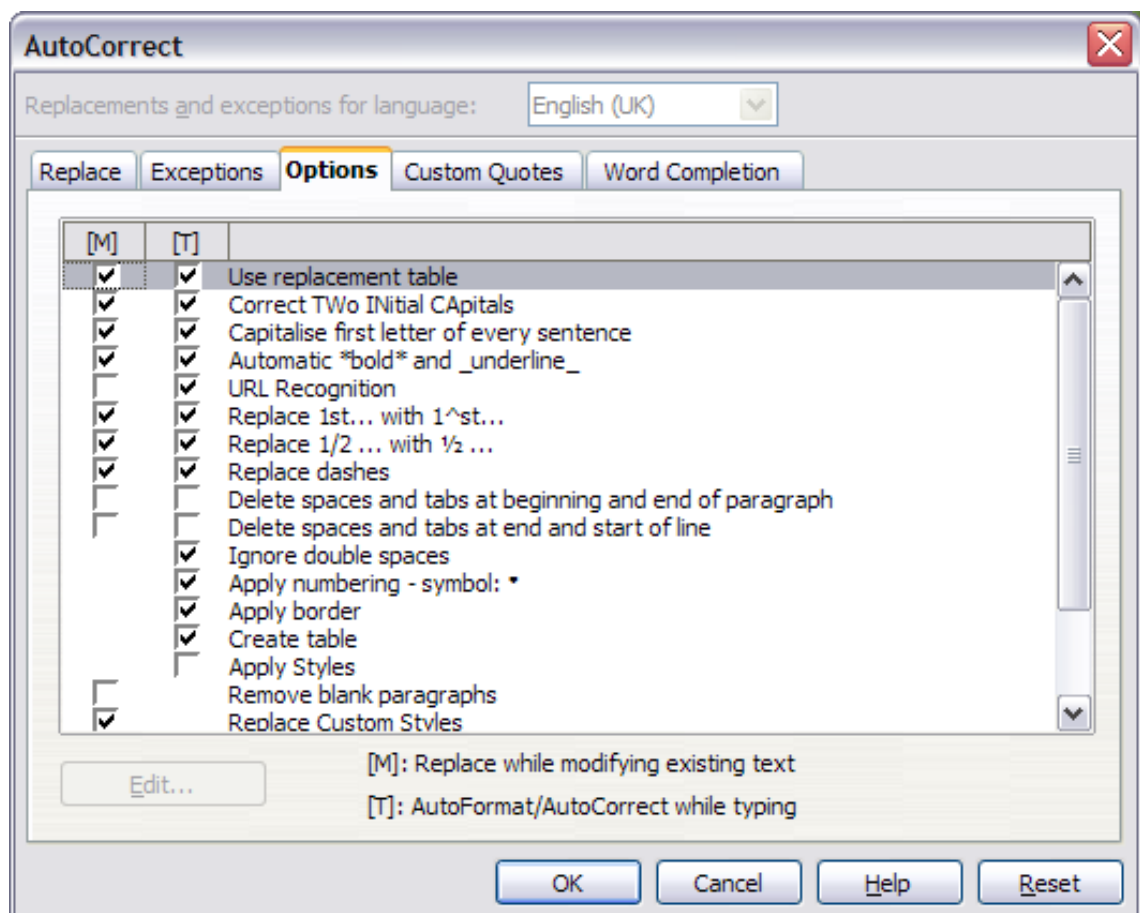


Figure 27: The AutoCorrect dialog in Writer, showing the five tabs and some of the choices