OpenOffice.org

Getting Started

Second edition

Copyright

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Contents

Chapter 1 What is OpenOffice.org?

OpenOffice.org (OOo) is a freely-available, full-featured office suite. This chapter describes:

- The components of OpenOffice.org.
- Some of the enhancements and new features in version 2.
- How OpenOffice.org compares to other office suites.
- How to get help.
- How OpenOffice.org is licensed.
- Answers to some common questions.

Note Because someone else owns the trademark "OpenOffice" the correct name for both the open-source project and its software is "OpenOffice.org".

OpenOffice.org (OOo) is both a *software product* and a *community of volunteers* that produces and supports the software.

Everyone is free to redistribute OOo, thanks to its open source license (see "How is OpenOffice.org licensed?" on page 13).

If you are new to OOo, its open source development, and the community that produces and supports it, you should read this chapter.

OOo 2.0 is a major upgrade of an already feature-rich office suite. If you have used previous versions of OOo, please look over the section "New features in version 2" on page 6.

What does OpenOffice.org include?

The OpenOffice.org 2.0 office suite includes the following components.

Writer (word processor)

Writer is a feature-rich tool for creating letters, books, reports, newsletters, brochures, and other documents. You can insert graphics and objects from other components into Writer documents. Writer can export files to HTML, XHTML, XML, Adobe's Portable Document Format (PDF), and several versions of Microsoft Word files. It also connects to your email client.

Calc (spreadsheet)

Calc has all of the advanced analysis, charting and decision-making features expected from a high-end spreadsheet. It includes over 300 functions for financial, statistical and mathematical operations among others. The Scenario Manager provides "what if" analyses. Calc generates 2-D and 3-D charts, which can be integrated into other OOo documents. You can also open and work with Microsoft Excel workbooks and save them in Excel format. Calc can export spreadsheets to Adobe's Portable Document Format (PDF) and to HTML.

Impress (presentation graphics)

Impress provides all the common multi-media presentation tools, such as special effects, animation, and drawing tools. It is integrated with the advanced graphics capabilities of the Draw and Math components. Slideshows can be further enhanced with Fontwork's special effects text, as well as sound and video clips. Impress is compatible with Microsoft's PowerPoint file format, and can save your work in numerous graphics formats including Macromedia Flash (SWF).

Draw (vector graphics)

Draw is a vector drawing tool that can produce everything from simple diagrams or flowcharts to 3-D artwork. Its Smart Connectors feature allows you to define your own connection points. You can use Draw to create drawings for use in any of OOo's other components, and you can create your own clipart and add it to the Gallery. Draw can import graphics from many common formats and save them in over 20 formats including PNG, HTML, PDF and Flash.

Base (database)

Base offers all the tools you need for day-to-day database work within a simple interface. It can create and edit forms, reports, queries, tables, views and relations, so managing a connected database is much the same as in other popular database applications. Base provides many new features, such as the ability to analyze and edit relationships from a diagram view. Base incorporates HSQLDB as its default relational database engine. It can also use dBASE, Microsoft Access, MySQL or Oracle, or any ODBC or JDBC compliant database. Base also provides support for a subset of ANSI-92 SQL.Base.

Math (formula editor)

Math is OOo's formula or equation editor. You can use it to create complex equations that include symbols or characters not available in standard font sets. While it is most commonly used to create formulas in other documents, such as Writer and Impress files, Math can also work as a stand-alone tool. You can save formulas in the standard Mathematical Markup Language (MathML) format for inclusion in webpages and other documents not created by OOo.

The advantages of OpenOffice.org

Here are some of the advantages of OpenOffice.org over other office suites:

- **No licensing fees**. OOo is free for anyone to use and distribute at no cost. Many features that are available as extra cost add-ins in other office suites (like PDF export) are free with OOo. There are no hidden charges now or in the future.
- **Open source.** You can distribute, copy, and modify the software as much as you wish, in accordance with either of OOo's Open Source licenses.
- **Cross-platform.** OOo 2.0 runs on several hardware architectures and under multiple operating systems, such as Microsoft Windows, Mac OS X, Linux, and Sun Solaris.
- **Extensive language support**. OOo's user interface is available in over 40 languages and the OOo project provides spelling, hyphenation and thesuarus dictionaries in over 70 languages and dialects. OOo also provides support for both Complex Text Layout (CTL) and Right to Left (RTL) layout languages (such as Hindi, Hebrew and Arabic).
- **Consistent user interface**. All the components have a similar "look and feel", making them easy to use and master.

- **Integration.** The components of OpenOffice.org are well integrated with one another.
  - All the components share a common spelling checker and other tools, which are used consistently across the suite. For example, the drawing tools available in Writer are also found in Calc, with similar but enhanced versions in Impress and Draw.
  - You do not need to know which application was used to create a particular file (for example, you can open a Draw file from Writer).
- **Granularity.** Usually, if you change an option, it affects all components. However, options can be set at a component level or even document level.
- **File compatibility.** OOo includes PDF and Flash export capabilities, as well as support for opening and saving files in many common formats including Microsoft Office, HTML, XML, WordPerfect and Lotus 123 formats.
- **No vendor lock-in.** OOo 2.0 uses OpenDocument, an XML (eXtensible Markup Language) file format developed as an industry standard by OASIS (Organization for the Advancement of Structured Information Standards). These files can easily be unzipped and read by any text editor, and their framework is open and published.
- **You have a voice.** Enhancements, software fixes and release dates are community-driven. You can join the community and affect the course of the product you use.

You can read more about OpenOffice.org, its mission, history, licensing and other organizational information here: http://www.openoffice.org/about.html

How does OpenOffice.org compare?

OpenOffice.org can match and exceed the feature set of competing office suites. The following table lists the main components of OOo and compares them with their equivalents in two leading office suites, *Microsoft Office 2003* (MSO) and *WordPerfect Office 12* (WP).

Function	OOo	MSO	WP
Word processor	Writer	Word®	WordPerfect®
Spreadsheet	Calc	Excel®	Quattro Pro®
Vector Graphics	Draw	no	no
Presentation Graphics	Impress	PowerPoint®	Presentations®
Database	Base	Access® [1]	Paradox® [2]
Math or Formula Editor	Math	yes	no

[1] *Professional* version only.
[2] *Professional* and *Student and Teacher* editions only.

Features

The following tables list some important features of OpenOffice.org and compare them with two leading office suites, *Microsoft Office 2003* (MSO) and *WordPerfect 12* (WP).

Styles and formatting

Feature	OOo	MSO	WP
Navigator	yes	limited[1]	no
Styles and Formatting window	yes	yes	no
Keyboard support for paragraph styles	yes	yes	no
Support for page, frame, and list styles	yes	no	no
Word completion	yes	Excel only	no
Spelling and language proofing modules	70+	50+[2]	25
Formula or equation tools	yes	yes	no

[1] "Outline View" in Word offers a subset of the features of OOo's *Navigator*.
[2] Requires an additional license for the the *Multilingual User Interface Pack*.

Interoperability

Feature	OOo	MSO	WP
PDF export capability	yes	no	yes
Flash export capability	yes	no	yes
XML export capability	yes	yes	yes
OpenDocument XML format	yes	no	no
Import/Export Microsoft Office files	yes	yes	yes
Import WordPerfect files	yes	yes	yes
Import Lotus 123 files	yes	yes	yes
Connect to external databases (MySQL, Oracle, Access, etc.)	yes	yes	yes
Languages available (localizations)	40+	35+	24
Supported operating systems	Windows, Mac OS X, Linux, Solaris	Windows only[1]	Windows only
Unicode language support	yes	yes	no

[1] *Microsoft Office: Mac* is not feature compatible with *Microsoft Office 2003*.

Programmability

Macros are programs which automate tasks and can be embedded in a document. The following table lists the languages available for macro development in each office suite.

Language	OOo	MSO	WP
Basic-derived language	OpenBasic	VBA	VBA
Beanshell	yes	no	no
Java	yes	no	no
JavaScript	yes	no	no
Python	yes	no	no

Beyond simple macros, some office suites can be extended to include new features. This capability usually takes the form of plug-ins. In the case of OpenOffice.org, it can also be done through changes to the source code.

Feature	OOo	MSO	WP
C and C++	yes	yes	yes
Java	yes	no	no
Python	yes	no	no
Source code available!	yes	no	no

Security

Feature	OOo	MSO	WP
Digital signatures	yes	yes	yes
Strong encryption	yes	yes	yes
Secure paths for macro execution	yes	yes	no

New features in version 2

OpenOffice.org 2.0 delivers hundreds of improvements and new features. Here are some of the major enhancements.

- **Simplified installation**. Installations are now performed by platform-native installers with no need to use command-line switches (or flags) for multi-user installations. You can also specify which version of Java (if any) is to be used by OOo from the installation interface.

- **New database component**. In the new stand-alone database component, you can create forms, reports, queries, tables, views and relations. OOo now includes HSQLDB, a small, fast, relational database engine that supports a subset of ANSI-92 SQL, along with an easy to use interface. Additionally, it is now easier than ever to use other databases (dBASE, MySQL, Oracle, among others).

- **New file format**. OOo 2.0 uses the new OpenDocument standard XML file format (standardized by OASIS, http://www.oasis-open.org/home/index.php) as its default file format. This new file format is also used in StarOffice, IBM Workspace and KOffice, and will be used by other products in the future. OOo 2.0 can still read and save files in formats previously supported by OOo 1.x, including Microsoft Office formats.

- **Native system theme integration**. To further integrate OpenOffice.org with the underlying operating system, all user interface elements (such as buttons and scrollbars) have the same look as those used in other native applications for each platform.

- **Digital signatures**. Digital signatures provide authentication of the true author or editor of a document. This feature provides further security with running macros.

- **Enhanced encryption**. Implementation of the new XML (eXtensible Markup Language) encryption algorithm offers additional document security.

- **Usability improvements**. Redesigned toolbars are more usable, and display only selected default tools and related options. The usability of the **Menus** tab of the **Tools > Customize** dialog has been improved. Several features have been renamed to conform with common office suite terminology (for example, “AutoPilot” is now a “Wizard”).

- **Thumbnails**. The new plug-in for the the native file explorer provides a thumbnail preview of an OOo file. Some of the more common file system explorers that can use this new feature are Nautilus (Gnome), Konqueror (KDE), and Microsoft Windows Explorer.

- **Import and export filters**
  - Improved PDF export filter now includes PDF bookmarks, PDF notes, and more.
  - Import and export of Microsoft Office 95 and Office 97 spin buttons and scrollbars have been added to the Word filters.
  - The import filter for Microsoft PowerPoint documents now creates text objects having font-independent line spacing enabled.

  - Enhanced export to HTML produces valid "XHTML 1.0 Strict" documents. XHTML export has been enabled for Calc, Draw and Impress.
  - You can now open Microsoft Office password-protected documents.
  - New import filters for WordPerfect and Lotus 123.

- **Send document as email**. OOo 2.0 makes it easier to use your email client to send the active document as an attachment.
- **Enhanced mail merge feature**. Enhancements include better management of databases and saving into one single file.
- **Drag and drop selections to create styles**. Drag and drop a text selection into the Styles and Formatting window to create a new paragraph style or character style.
- **Form controls**. Form controls can be embedded in all OOo documents that support a form layer.
- **New keyboard shortcuts**. You can now use the keyboard to perform the actions found under **Edit > Paste Special**. Multiple selected sheets in a spreadsheet can be deselected using the keyboard. Paragraph and other styles can be assigned to key combinations.
- **Auto recovery of files and the workspace environment**. The OOo Error Reporting tool and the document recovery features have been combined. Now if OOo crashes, the active documents are saved. You can recover the documents, and send an error report.
- **Enhanced features in Calc**. These enhancements include improved number recognition, an improved hyperlink function, conditional arrays, a greater selection of predefined headers and footers, more options for defining how to print sheets, new options for the DataPilot feature, and support for right-to-left languages.
- **Calc row limit increased**. The number of spreadsheet rows has been increased to 65536, the same number of rows as Microsoft Excel.
- **Enhanced multimedia**. The multimedia presentation model uses the W3C's Synchronized Multimedia Integration Language (SMIL) standard. Now Impress can render nearly all of the Microsoft PowerPoint animation effects. Two new task panels provide access to shape and slide transition effects.

- **Programmatic control of menu and toolbar items**. Third-party developers can write plugins to manipulate menu bar and toolbar layouts to their needs. Developers can now insert, remove, and modify menu items, context menus, and toolbar items at runtime.
- **Scripting framework**. The scripting framework allows you to write macros in a number of languages other than OOo Basic. You can assign these macros to menu items, keyboard combinations, application and document events, form controls within documents, and various objects within documents.

For a complete, detailed listing, go to the OpenOffice.org 2.0 Office Suite, Guide to New Features located at
http://marketing.openoffice.org/2.0/featureguide.html#enduser

Minimum requirements

OpenOffice.org 2.0 requires one of the following operating systems:

- **Microsoft Windows** 98, Windows ME, Windows 2000 (Service Pack 2 or higher), Windows XP or Windows 2003
- **GNU/Linux Kernel version 2.2.13** and glibc 2.2.0 or newer
- **Mac** OS X 10.3.x (10.3.5 recommended), Mac OS X 10.4.x, plus X11
- **Solaris** version 8 or higher

More operating systems will be supported in the future.

Some OpenOffice.org features (wizards and the database component) require that the Java Runtime Environment (JRE) be installed on your computer. Although OOo will work fine without Java support, some features will not be available. You can download the latest version from http://www.java.com.

For a more detailed (and up-to-date) listing of requirements, see:
http://www.openoffice.org/dev_docs/source/sys_reqs_20.html

Getting the software

You can get the OpenOffice.org installation package in any of these ways:

- Download a copy from the project's home page: http://www.openoffice.org.
- Download a copy using the Peer to Peer client, BitTorrent. The instructions are here: http://distribution.openoffice.org/p2p/download.html.

- Purchase a copy on a CD-ROM or other digital form from a third party distributor. The project maintains a listing of distributors; however these distributors are not connected with, nor endorsed by OpenOffice.org: http://distribution.openoffice.org/cdrom/sellers.html.
- The OpenOffice.org *Porting Project* has links to versions of the software that have been, or are currently being "ported" to run under various operating systems. http://porting.openoffice.org/index.html.

Installing the software

Information on installing and setting up OpenOffice.org on the various supported operating systems is given here:
http://download.openoffice.org/2.0.2/instructions.html

You can also download the more detailed *Setup Guide* (in several languages) from:
http://documentation.openoffice.org/setup_guide2/index.html

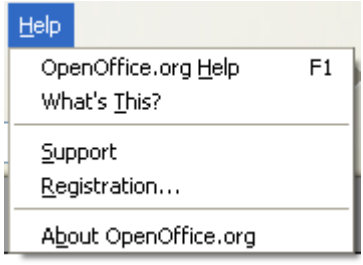
How to get help

Help system

OOo comes with an extensive Help system. This is your first line of support for using OOo.

To display the full Help system, press *F1* or select **OpenOffice.org Help** from the Help menu. In addition, you can choose whether to activate tooltips, extended tips, and the Help Agent (using **Tools > Options > General**).

If tooltips are enabled, place the mouse pointer over any of the icons to see a small box ("tooltip") with a brief explanation of the icon's function. For a more detailed explanation, select **Help > What's This?** and hold the pointer over the icon.



The Help menu

Free online support

The OpenOffice.org community not only develops software, but provides free, volunteer-based support. Users of OOo can get comprehensive online support from community venues such as newsgroups, forums or mailing lists. There are also numerous websites run by users that offer free tips and tutorials.

Free OpenOffice.org support	
User Help – FAQ Project	FAQs, information, knowledge base. http://user-faq.openoffice.org/new-faq/index.html
Users Mailing List	Free community support provided by a network of hundreds of experienced users. You must be subscribed to post messages. To subscribe, send a blank email to users-subscribe@openoffice.org List archives are here: http://www.openoffice.org/servlets/SummarizeList?listName=users
Documentation Project	Templates, user guides, how-tos, and other documentation. http://documentation.openoffice.org/
Native Language Project	Information, resources, and mail lists in your language. http://projects.openoffice.org/native-lang.html
Mac Support	Support for installing and using the Mac OS X (X11 based) port. http://porting.openoffice.org/mac/support.html
The OpenOffice.org Forum	Extensive discussion forum for OpenOffice.org issues from setup to advanced programming features. http://www.oooforum.org/
OOo KnowledgeBase	A collection of questions and answers that users can query. http://mindmeld.cybersite.com.au/

Read more about the support options for OpenOffice.org at: http://support.openoffice.org/index.html

Paid support and training

Alternatively, you can pay for support services. Service contracts can be purchased from a vendor or consulting firm specializing in OpenOffice.org.

OOo is supported by Sun Microsystems, Inc. under the Sun Software Support program, which includes two levels of support that cover extended business hours or around-the-clock service for mission-critical deployments.
http://www.sun.com/service/support/software/openoffice/index.html

A list of independent consultants and the services they offer, listed alphabetically by region and then by country, is provided on the OpenOffice.org website.
http://bizdev.openoffice.org/consultants.html

Other resources and addons

Several websites provide additional free resources and addons to enhance OpenOffice.org. The following table lists a few of these websites.

Free OOo templates, artwork and other addons	
OOExtras	Provides templates, samples and macros in several languages. http://ooextras.sourceforge.net/
OOoMacros	A repository for OOo macros and addons, and documentation about writing macros and/or extending OOo. http://www.ooomacros.org/
Open Clip Art Library	An archive of clip art that can be used for free for any use. http://www.openclipart.org/
OpenOffice.org Macro Information	Andrew Pitonyak, the author of *OpenOffice.org Macros Explained*, maintains this site which provides extensive documentation on OOo's macro capability. Many good referral links are also provided at: http://www.pitonyak.org/oo.php

A short history of OpenOffice.org

The OpenOffice.org project began when Sun Microsystems released the source code ("blueprints") for its StarOffice® software to the open source community in 2000. This allowed Sun to use the technical expertise and rapid development times of an open-source project in the development of its own software products. All recent versions of Sun's StarOffice use source code developed by the OpenOffice.org community. However, the products do not provide exactly the same features due to the copyrights of third parties which are not compatible with open-source licensing.

Read more about OpenOffice.org's history and organization at:
http://www.openoffice.org/about.html

Information about StarOffice can be found at:
http://wwws.sun.com/software/star/staroffice

How is OpenOffice.org licensed?

OpenOffice.org is distributed under the Open Source Initiative (OSI) approved Lesser General Public License (LGPL). The LGPL can be viewed on the OOo website at: http://www.openoffice.org/licenses/lgpl_license.html

For more general information on OOo's licensing, please refer to: http://www.openoffice.org/license.html.

What is "open source"?

The ideals of open-source software can be explained by the four essential rights, which are embodied within the Free Software Foundation's *General Public License* (GPL):

- The right to use the software for any purpose.
- Freedom to redistribute the software for free or for a fee.
- Access to the complete source code of the program (that is, the "blueprints").
- The right to modify any part of the source, or use portions of it in other programs.

Another view of this philosophy comes from the *Open Source Definiton*:

> "The basic idea behind open source is very simple: When programmers can read, redistribute, and modify the source code for a piece of software, the software evolves. People improve it, people adapt it, people fix bugs. And this can happen at a speed that, if one is used to the slow pace of conventional software development, seems astonishing."

For more information on Free and Open Source software, visit these websites:

Open Source Initiative (OSI): http://www.opensource.org

Free Software Foundation (FSF): http://www.gnu.org

Frequently asked questions

Is this software a "demo" version?	No, this is a fully functioning software suite.
Can I distribute OOo to anyone?	Yes.
How many computers can I install it on?	As many as you like.
Can I sell it?	Yes.

Can I use OpenOffice.org in a business?	Yes.
Is OpenOffice available in my language?	OpenOffice.org has been translated (localized) into over 40 languages, so your language probably is supported. Additionally, there are over 70 *spelling*, *hyphenation*, and *thesaurus* dictionaries available for languages and dialects that do not have a localized program interface. The dictionaries are available from the OpenOffice.org website at: http://lingucomponent.openoffice.org/download_dictionary.html
How can you make it for free?	A large share of the development, and much of the support for the project is currently supplied or sponsored by Sun Microsystems. There are also many other people who work on OOo as volunteers.
What if I need technical support?	Read the section titled “How to get help”.
Who owns the software?	The copyright is shared by Sun Microsystems and all the volunteers who have contributed.
Does that mean that they can take away the software?	No. The licenses under which OOo is developed and distributed can never be revoked, so it cannot be taken away.
I am writing a software application. Can I use programming code from OpenOffice.org in my program?	You may, within the parameters set in the LGPL. Read the license: http://www.openoffice.org/license.html
Why is my favorite feature from StarOffice not available in OpenOffice.org?	That feature is probably a third party add-on that Sun cannot distribute with OpenOffice.org.
Why do I need Java to run OpenOffice.org? Is it written in Java?	OpenOffice.org is not written in Java; it is written in the C++ language. Java is one of several languages that can be used to extend OOo. The **Java JDK/JRE** is only required for some features. The most notable one is the HSQLDB relational database engine. **Note**: Java is available at no cost. If you don't want to use Java, you can still use nearly all of the features of OOo.
How can I contribute to OpenOffice.org?	You can help with the development of OOo in many ways, and you do not need to be a programmer. To start, check out this webpage: http://www.openoffice.org/contributing.html
What’s the catch?	There really is none; read the licenses: http://www.openoffice.org/license.html

Chapter 2
Starting OpenOffice.org

This chapter describes several ways to start OpenOffice.org:

- From the system menu
- From an existing document
- Using the Quickstarter under Windows
- Preloading OOo under Linux/KDE
- From the command line

Starting OOo from the system menu

Using the system menu is the most common way to launch OpenOffice.org. The system menu is the standard menu from which most applications are started. On Windows, it is called the **Start** menu. On GNOME, it is called the **Applications** menu. On KDE it is identified by the KDE logo. On Mac OS X, it is the **Applications** menu.

When OpenOffice.org was installed, a menu entry was added to your system menu. The exact name and location of this menu entry will depend on the graphical user interface. This chapter looks at Windows, GNOME and KDE on Linux, and Mac OS X). The concepts should easily be applicable to another operating system.

Windows

On Windows, the OpenOffice.org menu is located in **Programs > OpenOffice.org 2.0**. See Figure 1. For example, to start Writer with a blank document, select OpenOffice.org 2.0 Writer.

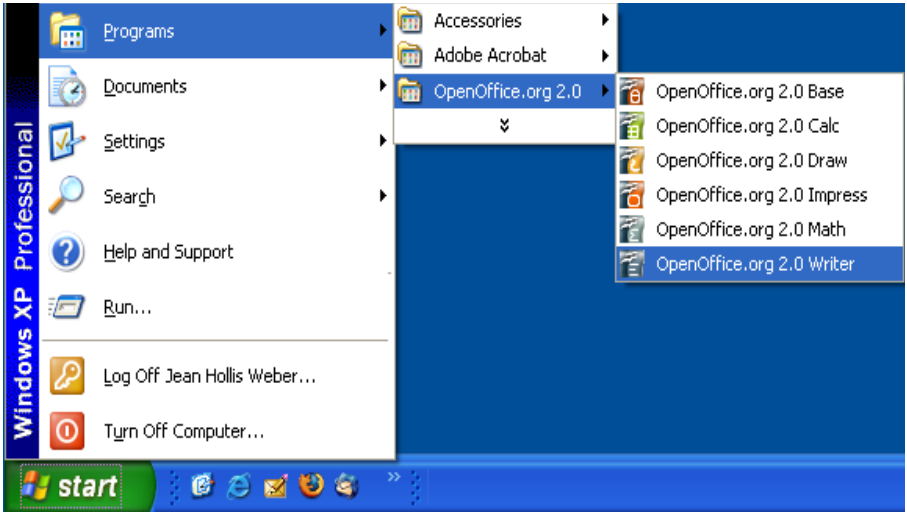


Figure 1: Starting OOo from the Windows Start menu

Linux/GNOME

GNOME installations will differ from one distribution to the next. Most modern distributions come with OpenOffice.org already installed. You will find OpenOffice.org under **Applications > Office.** See Figure 2.

Figure 2: Starting OOo from the GNOME Applications menu

Fedora/Red Hat Enterprise Linux comes with OpenOffice.org installed. On the GNOME desktop, OOo can be found under **Main Menu > Office**. If you have installed a newer version of OOo, you will find it under **Main Menu > Office > More Office Applications**.

If OOo was downloaded from the http://www.openoffice.org website, OOo is under **Applications > Other**.

Linux/KDE

On KDE, OpenOffice.org is installed in its own menu, called “Office” (see Figure 3).

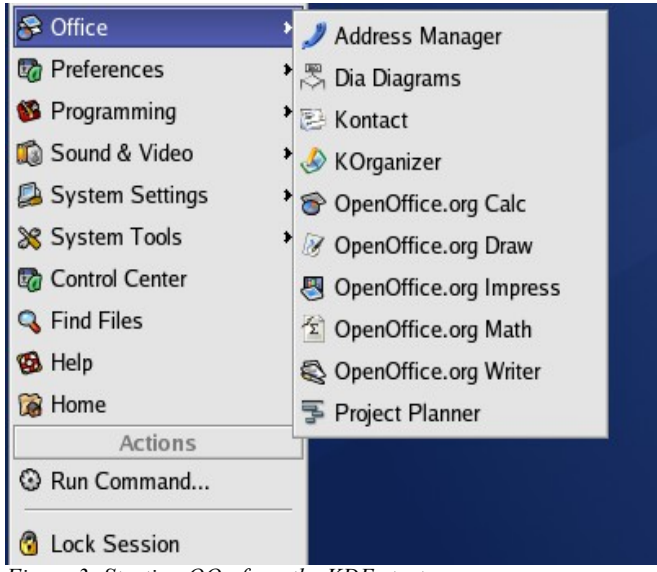


Figure 3: Starting OOo from the KDE start menu

Some Linux distributions install OpenOffice.org in the Office sub-menu. Mandrake is such a distribution. In this case, to launch Writer (for example), choose **Office > Word processors > OpenOffice.org Writer.** Figure 4 illustrates this.

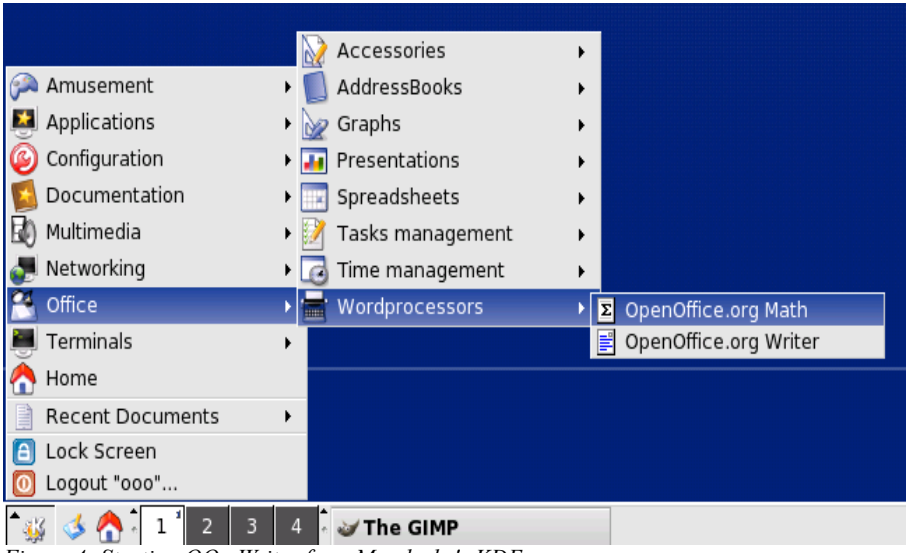


Figure 4: Starting OOo Writer from Mandrake's KDE menu.

Mac OS X

Go to the folder where you installed OpenOffice.org. You should see its icon in the Applications folder (Figure 5). To start OpenOffice.org, double-click its icon.

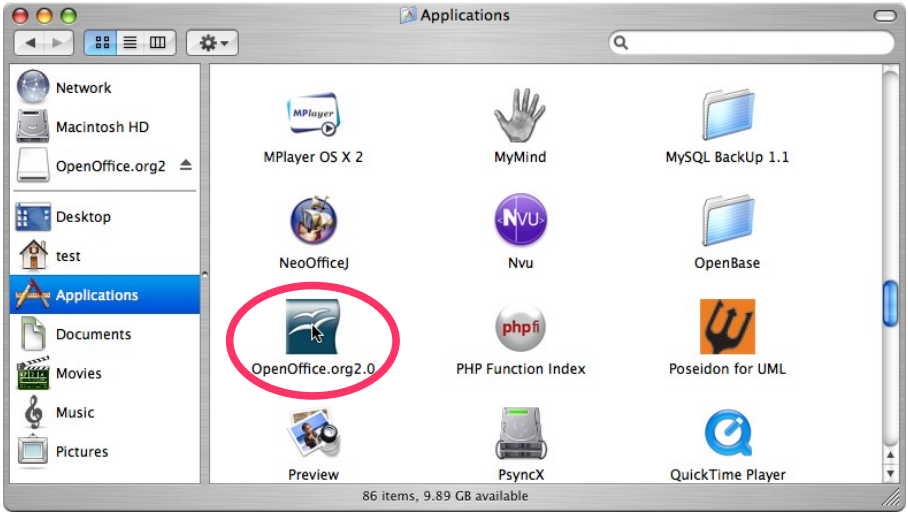


Figure 5: Starting OpenOffice.org from the Mac Applications folder

Starting from an existing document

You can start OOo automatically simply by double-clicking the filename of an OOo document in a file manager. The appropriate component of OOo will start and the document will be loaded.

Using the Quickstarter under Windows

The Quickstarter is an icon that is placed in the Windows system tray during system startup. It indicates that OpenOffice.org has been loaded and is ready to use. (The Quickstarter loads library .DLL files required by OOo, thus shortening the startup time for OOo components by about half.)

Using the Quickstarter icon

Right-click the Quickstarter icon in the system tray to open a popup menu from which you can open a new document, open the Templates and Documents dialog, or choose an existing document to open. (See Figure 6.) You can also double-click the Quickstarter icon to display the Templates and Documents dialog.

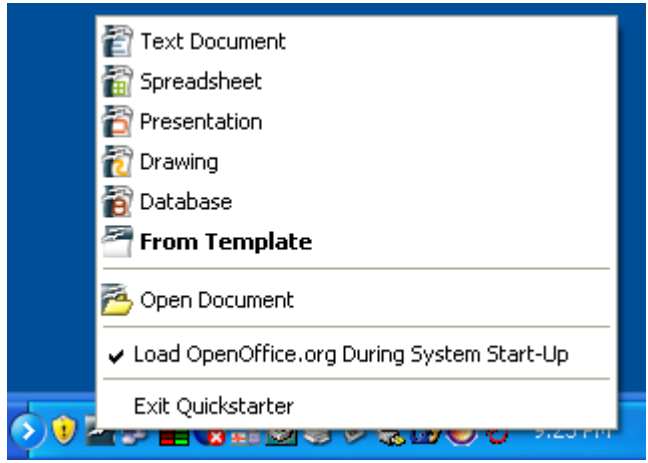


Figure 6: Quickstarter popup menu

Disabling the Quickstarter

To close the Quickstarter, right-click on the icon in the system tray, and then click **Exit Quickstarter** on the popup menu. The next time the computer is restarted, the Quickstarter will be loaded again.

To prevent OpenOffice.org from loading during system startup, deselect the **Load OpenOffice.org During System Start-Up** item on the popup menu. You might want to do this if your computer has insufficient memory, for example.

Reactivating the Quickstarter

If the Quickstarter has been disabled, you can reactivate it in these ways:

- Select the *Load OpenOffice.org during system start-up* checkbox in **Tools > Options > OpenOffice.org > Memory**.
- Activate the Quickstarter without restarting the system, by running the program quickstart.exe in the directory {installpath}\program.

Preloading OOo under Linux/KDE

In KDE/Linux, you can use KDocker to have OOo loaded and ready for use at startup. KDocker is not part of OOo; it is a generic “systray app docker” that is helpful if you open OOo often.

Starting from the command line

You may want to start OOo from the command line, because you have more control over what happens when OOo is started. For example, using the command line, you can tell Writer to load a document and print it immediately, or to start without showing the splash screen.

Note Most users will never need to do this.

There is more than one way to start OOo from the command line, depending on whether a customized version or the standard download from the OpenOffice.org website has been installed.

If installation was using the downloads on the OpenOffice.org website, you can start Writer by typing at the command line:

```
     soffice -writer
or   swriter
```

Writer will start and create a new document.

Likewise, you can start other OOo components from the command line:

Type of document	Component	Command-line option
Text	Writer	`-writer`
Spreadsheet	Calc	`-calc`
Drawing	Draw	`-draw`
Presentation	Impress	`-impress`
Formula	Math	`-math`
Web page	Writer	`-web`

Below is a list of some of the more popular options.

Option	Description
`-help`	Get a complete list of options.
`-nologo`	Do not show the startup screen.
`-show <sxi-file>`	Start presentation immediately.
`-view <documents ...>`	Open documents in viewer (read-only) mode.
`-minimized`	Start OOo minimized.
`-norestore`	Suppress restart/restore after fatal errors.
`-invisible`	No startup screen, no default document and no UI. This is useful for third-party applications that use functionality provided by OOo.

Chapter 3 File Management in OpenOffice.org

This chapter describes basic file management techniques and the file formats that OpenOffice.org can open, save to, and export to.

Opening files

To open an existing document, choose **File > Open** or click the **Open File** icon on the Standard Toolbar, or press *Control+O*.

The Open dialog appears. Choose the file, then click **Open**.

Note Under Microsoft Windows you can use either the OpenOffice.org Open and Save As dialogs or the ones provided by Microsoft Windows. See "Using the Open and Save As dialogs" on page 33.

File formats

OpenOffice.org can import Microsoft Office files. However, Microsoft Office **cannot** import files in the OpenDocument format used by OpenOffice.org. If you want to send a file to a Microsoft Office user, you must save it in a Microsoft Office format or in .rtf. Below is a chart for quick reference.

OpenDocument type	Application	Extension	MS Office equiv
Text	Writer	odt	doc
Text Template	Writer	ott	dot
Master Document	Writer	odm	doc
Spreadsheet	Calc	ods	xsl
Spreadsheet Template	Calc	ots	xst
Drawing	Draw	odg	N/A
Drawing Template	Draw	otg	N/A
Presentation	Impress	odp	ppt
Presentation Template	Impress	otp	pot
Formula	Math	odf	N/A
Chart	Chart	odc	N/A
Database	Base	odb	mdb

Default file formats

OpenOffice.org saves files in the OpenDocument format by default unless told otherwise. This default can be changed, for example if you always want to save as Microsoft Office files. To change the default file formats:

1) Go to **Tools > Options > Load/Save > General**. (See Figure 7.)
2) In the Standard File Format section of this page, choose a document type (for example, "Text document") and a file format from the **Always Save As** list.
3) Repeat for each document type as necessary.
4) Click **OK** to save your changes.

Notes

If the option "Warn when not saving in OpenDocument or default format" is checked on the Options – Load/Save – General dialog (Figure 7), a warning dialog about potential loss of formatting may be displayed. In most cases, no loss of formatting will occur, so you may find this warning annoying and choose to disable it.

The Java Runtime Environment (JRE) is required to use the mobile device filters for AportisDoc (Palm), Pocket Word and Pocket Excel.

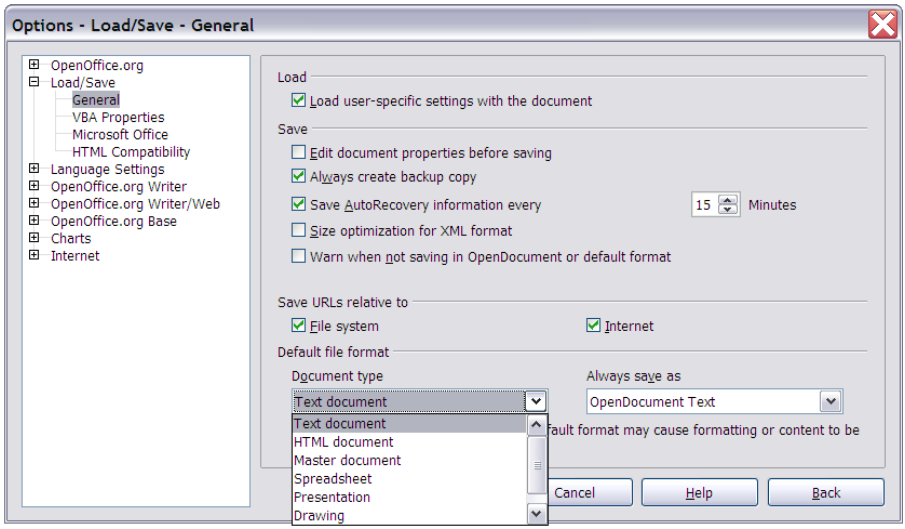


Figure 7. Choosing default formats for saving files

Opening text documents

In addition to OpenDocument formats (.odt and .ott), Writer 2.0 can open the format used by OOo 1.x (.sxw, .stw) and the following text document formats:

Microsoft Word 6.0/95/97/2000/XP) (.doc, .dot)
Microsoft Word 2003 XML (.xml)
Microsoft Winword 5 (.doc)
StarWriter formats (.sdw, .sgl, .vor)
AportisDoc (Palm) (.pdb)
Pocket Word (.psw)
WordPerfect Document (.wpd)
WPS 2000/Office 1.0 (.wps)
DocBook (.xml)
Ichitaro 8/9/10/11 (.jtd, .jtt)
Hangul WP 97 (.hwp)
.rtf, .txt, .csv

When opening .htm or .html files (used for web pages), OpenOffice.org customizes Writer for working with these files.

Opening spreadsheets

In addition to OpenDocument formats (.ods and .ots), Calc 2.0 can open the format used by OOo 1.x (.sxc, .stc) and the following spreadsheet formats:

Microsoft Excel 97/2000/XP (.xls and .xlw)
Microsoft Excel 97/2000/XP Template (.xlt)
Microsoft Excel 95 (.xls and .xlw)
Data Interchange Format (.dif)
dBase (.dbf)
.htm and .html files including Web page queries
Quattro Pro 6.0 (.wb2)
Rich Text Format (.rtf)
Text CSV (.csv and .txt)
Lotus 123 (.wk1 and .wk1)
StarCalc formats (.sdc, .vor)
SYLK (.slk)
Pocket Excel (pxl)

Opening presentations

In addition to OpenDocument formats (.odp and .otp), OpenOffice.org 2.0 Impress can open the format used by OO.o 1.x (.sxi, .sti) and the following presentation formats:

- Microsoft PowerPoint 97/2000/XP (.ppt, .pps, .pot)
- StarDraw, StarImpress (.sda, .sdd, .sdp, .vor)
- CGM – Computer Graphics Metafile (.cgm)

Opening graphic files

In addition to OpenDocument formats (.odg and .otg), Draw 2.0 can open the format used by OOo 1.x (.sxd .std) and the following graphic formats:

BMP	JPEG, JPG	PCX	PSD	SGV	WMF
DXF	MET	PGM	RAS	SVM	XBM
EMF	PBM	PLT	SDA	TGA	XPM
EPS	PCD	PNG	SDD	TIF, TIFF	
GIF	PCT	PPM	SGF	VOR	

Opening formula files

In addition to OpenDocument Formula files, OpenOffice.org 2.0 can open the format used by OOo 1.x (.sxm), StarMath (.smf) and MathML (.mml) files.

When opening a Word document that contains an embedded equation editor object, if the option for it is checked in **Tools > Options > Load/Save > Microsoft Office** the object will be automatically converted to an OpenOffice.org Math object.

Saving files

To save a new file:

1) Choose **File > Save As**.

2) When the **Save As** dialog appears, enter the file name and verify the file type (if applicable).

To save an open document with the current file name, choose **File > Save**. This will overwrite the last saved state of the file.

Password protection

To protect an entire document from being viewable without a password, there is an option on the **Save As** dialog to enter a password. This option is only available for files saved in OpenDocument formats or the older OpenOffice.org 1.x formats.

1) On the Save As dialog, select the checkbox beside **Save with password**, and then click **Save.** You will receive a prompt:

2) Type the same password in the **Password** field and the **Confirm** field, and then click **OK**. If the passwords match, the document is saved password-protected. If the passwords do not match, you receive a prompt to enter the password again.

Note Passwords must contain a minimum of 5 characters. Until you have entered 5 characters, the **OK** button remains inactive.

Saving a document automatically

You can choose to have OpenOffice.org save files for you automatically. Automatic saving, like manual saving, will overwrite the last saved state of the file. To set up automatic file saving:

1) Choose **Tools > Options > Load/Save > General**. (See Figure 7.)

2) Mark S*ave AutoRecovery information every*, and set the time interval.

Writer can save to these file formats

In addition to OpenDocument formats (.odt and .ott), Writer 2.0 can save in these formats:

- OpenOffice.org 1.x Text (.sxw)
- OpenOffice.org 1.x Text Template (.stw)
- Microsoft Word 6.0, 95, and 97/2000/XP (.doc)
- Microsoft Word 2003 XML (.xml)
- Rich Text Format (.rtf)
- StarWriter 3.0, 4.0, 5.0 Text (.sdw)
- StarWriter 3.0, 4.0, 5.0 Template (.vor)
- Text (.txt)
- Text Encoded (.txt)
- HTML (.html; .htm)
- DocBook (.xml)
- AportisDoc (Palm) (.pdb)
- Pocket Word (.psw)

Note The .rtf format is a common format for transferring text files between applications but you are likely to experience loss of formatting and images. For this reason, other formats should be used.

Calc can save to these file formats

In addition to OpenDocument formats (.ods and .ots), Calc 2.0 can save in these formats:

- OpenOffice.org 1.x Spreadsheet (.sxc)
- OpenOffice.org 1.x Spreadsheet Template (.stc)
- Microsoft Excel 97/2000/XP (.xls and .xlw)
- Microsoft Excel 97/2000/XP Template (.xlt)
- Microsoft Excel 5.0, 95 (.xls and .xlw)
- Microsoft Excel 2003 XML (.xml)
- Data Interchange Format (.dif)
- dBase (.dbf)
- SYLK (.slk)
- Text CSV (.csv and .txt)
- StarCalc 3.0, 4.0, 5.0 formats (.sdc and .vor)
- HTML (.html, .htm)
- Pocket Excel (.pxl)

Note The Java Runtime Environment is required to use the mobile device filters for AportisDoc (Palm), Pocket Word and Pocket Excel.

Impress can save to these file formats

In addition to OpenDocument formats (.odp, .otp, .odg), Impress 2.0 can save in these formats:

- OpenOffice.org 1.x Impress (.sxi)
- OpenOffice.org 1.x Impress Template (.sti)
- Microsoft PowerPoint 97/2000/XP (.ppt and .pps)
- Microsoft PowerPoint 97/2000/XP Template (.pot)
- StarDraw, StarImpress (.sda, .sdd, .vor)

Impress can also export to MacroMedia Flash (.swf) and any of the graphics formats as listed below for Draw.

Draw can save to these file formats

Draw can only save in the OpenDocument Drawing formats (.odg and .otg), the OpenOffice.org 1.x formats (.sxd and .std) and StarDraw format (.sda, .sdd, .vor).

However, it can export to BMP, EMF, EPS, GIF, JPEG, MET, PBM, PCT, PGM, PNG, PPM, RAS, SVG, SVM, TIFF, WMF, and XPM.

Writer/Web can save in these formats

HTML document (.html and .htm)

OpenOffice.org 1.0 HTML Template (.stw)

OpenOffice.org 2.0 HTML Template (.oth)

StarWriter/Web5.0 and 4.0 (.vor)

Text (OpenOffice.org Writer/Web) (.txt)

Text Encoded (OpenOffice.org Writer/Web) (.txt)

Exporting files

Export to XHTML

OpenOffice.org can export files to XHTML. Choose **File > Export**. On the Export dialog, select **XHTML** in the *File format* list.

Export to PDF

Each application can directly export to PDF. This industry-standard file format for file viewing is ideal for sending the file to someone else to view using Acrobat Reader or other PDF viewers.

You can export directly to PDF using a button on the toolbar  or by choosing **File > Export to PDF.**

If you use **File > Export to PDF**, you are asked to enter the filename for the PDF file and then the PDF Options dialog (Figure 8) opens.

Note	If you use the **Export Directly as PDF** button, you are asked to enter the filename for the PDF file, but you can not choose a page range or the image compression.

PDF options

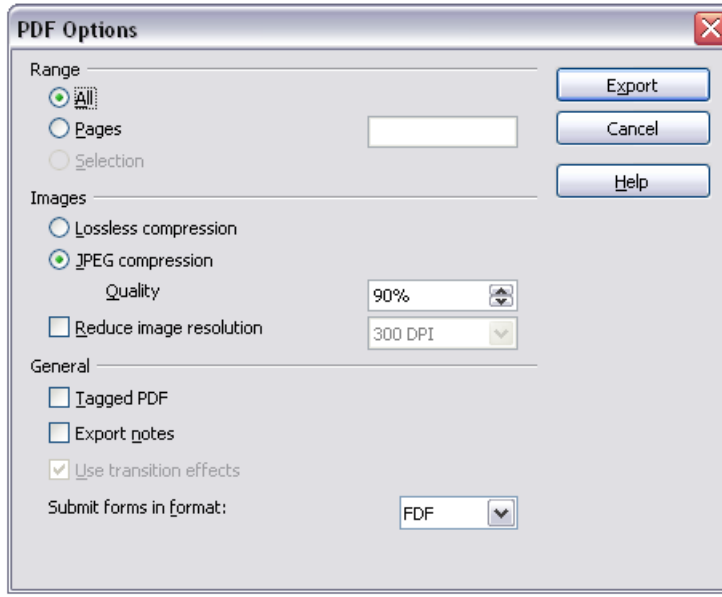


Figure 8. Specifying the PDF export options

Range

- **All**: Exports the entire document.
- **Pages**: To export a range of pages, use the format 3-6 (pages 3 to 6). To export single pages, use the format 7;9;11 (pages 7, 9 and 11).

Images

- **Lossless compression**: Images are stored without any loss of quality. Tends to make large files when used with photographs. Recommended for other images.
- **JPEG compression**: Allows for varying degrees of quality. A setting of 90% tends to work well with photographs (small file size, little perceptible loss).
- **Reduce image resolution**: Lower DPI (dots per inch) images have lower quality.

General

- **Tagged PDF**: Includes special tags into the corresponding PDF tags. This can increase file sizes significantly. Some tags that are exported are table of contents, hyperlinks, and controls.

- **Export notes**: Export notes of Writer and Calc documents as PDF notes.
- **Use transition effects**: Includes Impress slide transition effects in the respective PDF effects.
- **Submit forms in format**: Select the format of submitting forms from within the PDF file. There is only one common setting valid for the whole PDF document: PDF (sends the whole document), FDF (sends the control contents), HTML and XML. Most will choose the PDF format.

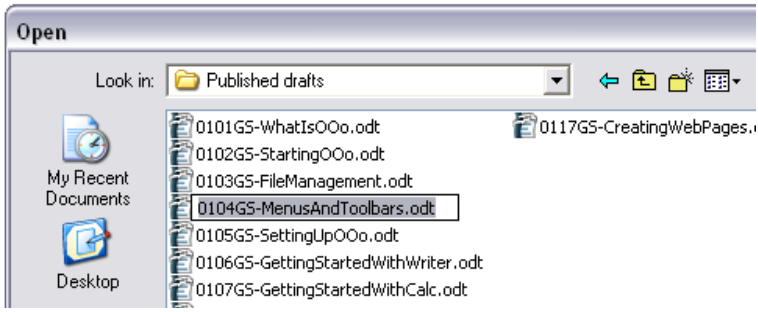
Deleting and renaming files

You can rename or delete files within the OpenOffice.org dialogs, just as you can in your usual file manager. However, you cannot copy or paste files within the dialogs.

Renaming a file

To rename a file while using OpenOffice.org:

1) Choose **File > Open** and browse to the required file.
2) Right-click on the file name and choose **Rename**. The file name will be selected.
3) Typing replaces the selected name, or use a left or right arrow keys to move the insertion point to modify the existing name.



Deleting a file

To delete a file while using this dialog:

1) Right-click on the file name to display a context menu.
2) Click **Delete** and you will get a confirmation dialog.

Note Instead of **Right-click > Delete**, you can simply press the *Delete* key.

File associations

File associations are used to open certain types of files automatically with OpenOffice.org. You can choose to associate Microsoft Office files with OOo. If you do this, the files remain as Microsoft Office files, but the icon for the files changes to the OOo icon and double-clicking on the icon opens the files in OOo. (You can still open the files in Microsoft Office by starting MS Office and then choosing **File > Open**.)

When installing OpenOffice.org you are prompted to associate file types, as shown in Figure 9. If you want to continue to open your Microsoft Office files in Office by double-clicking them, do not check these boxes. (You can open MS Office files in OOo by starting OOo and then choosing **File > Open**.)

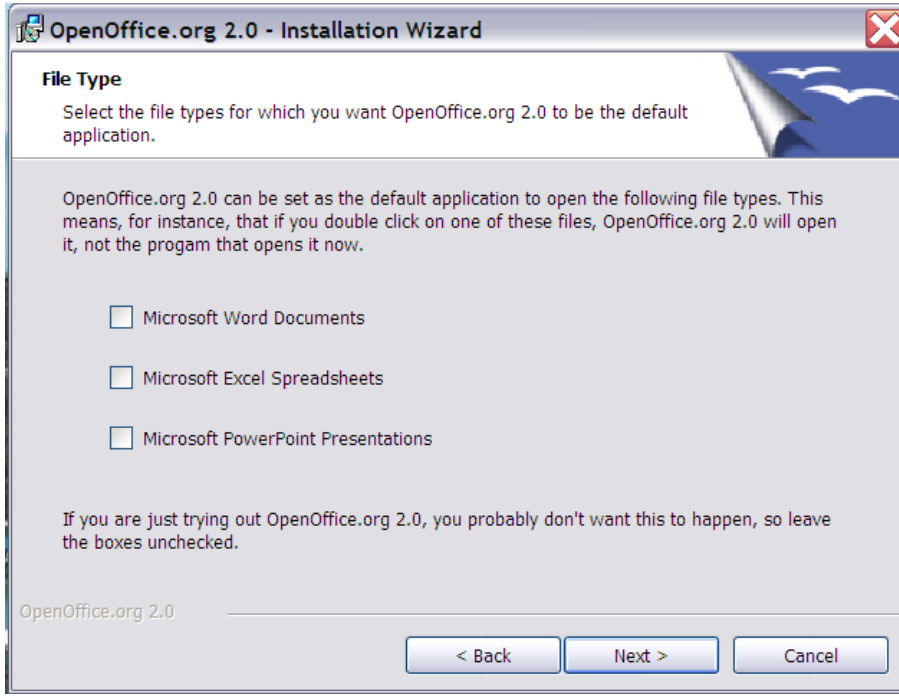


Figure 9. Choosing file associations when installing OpenOffice.org

If during installation you chose not to have OpenOffice.org automatically open Microsoft Word files, you can change this later by modifying the installation. To do this:

1) Go to the folder in which OpenOffice.org is installed and start **Setup.exe**.

2) On the Program Maintenance page of the Installation Wizard, choose **Modify** and click **Next**.

3) Continue through the Installation Wizard until you reach the page shown in Figure 9. Select the file types you want OOo to open (put a mark in each checkbox) and click **OK**.

Creating new files

Different ways of creating a new document:

- Use **File > New** and choose the type of document.
- Use the arrow next to the **New** button on the main toolbar. A menu of choices (Figure 10) drops down; select the type of document to be created.

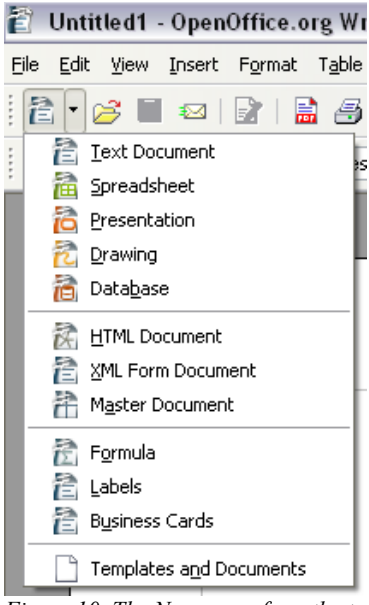


Figure 10. The New menu from the toolbar

- Use a "Quick start" program. For example, the Microsoft Windows version of OpenOffice.org has a *Quickstart* icon in the system tray. (See the chapter titled "Starting OpenOffice.org" for more information on the Quickstart icon.)
- Press *Control+N* on the keyboard.

- Use **File > Wizard** for some types of documents. (See Figure 11.)

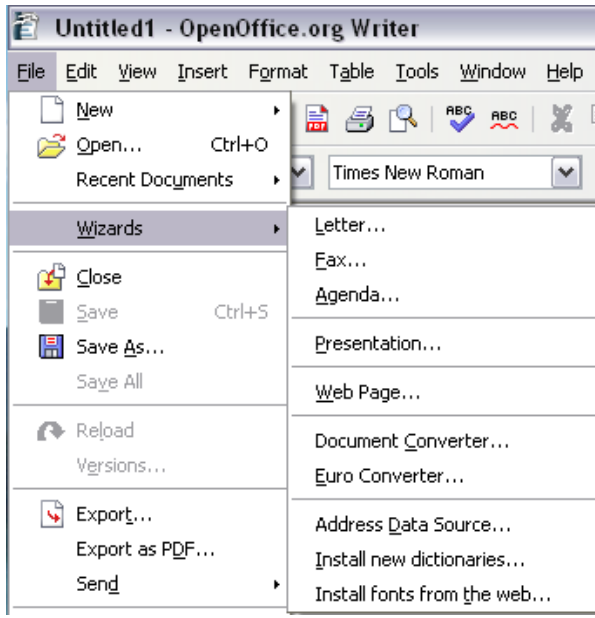


Figure 11. Creating a file using a Wizard

Using the Open and Save As dialogs

If you are using Microsoft Windows, you can choose whether to use the OpenOffice.org Open and Save As dialogs or the ones provided by Windows. To view or change which type of dialog OpenOffice.org uses:

1) Choose **Tools > Options > OpenOffice.org > General**.

2) Select the **Use OpenOffice.org dialogs** checkbox.

This section discusses the OpenOffice.org Open and Save As dialogs. See Figure 12 for an example of the OOo Open dialog.

The three buttons in the top right of the OOo Open dialog are, from left to right:

- Go **up one level** in the folder (directory) hierarchy. This is a long-click button if you want to go up higher than just one level.
- **New folder** (directory)
- **Default Directory**.

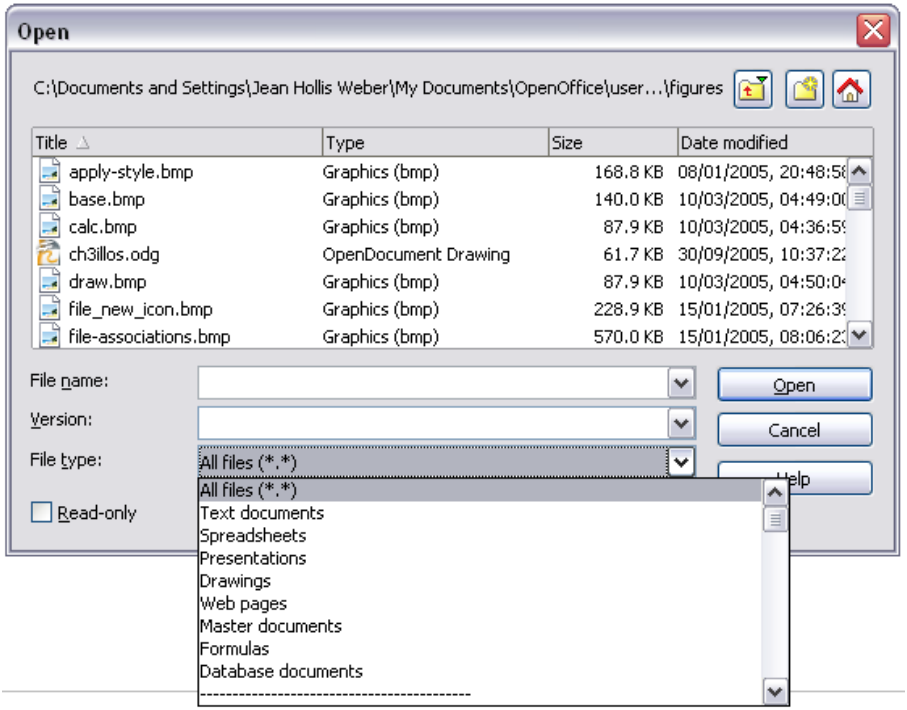


Figure 12. The OOo Open dialog, showing some of the file formats that can be opened

For OpenOffice.org documents that have been saved with more than one version, use the version drop-down to select which version you wish to open in read-only mode.

Note For Microsoft Office documents, only the current version can be opened.

Use the **File type** field to specify the type of file to be opened or the format of the file to be saved.

The **Read-only** checkbox opens the file for reading and printing only. Consequently most of the toolbars disappear and most menu options are disabled. An **Edit File** button is displayed on the Function Toolbar to open the file for editing.

It is possible to open files from the web using URLs.

Chapter 4
Menus and Toolbars

Menus

Menus are located across the top of the screen, just below the Title bar. The main menu selections are **File**, **Edit**, **View**, **Insert**, **Format**, **Table**, **Tools**, **Window**, and **Help**. When you choose one of the menus, a submenu drops down to show other options.

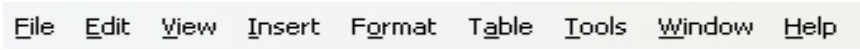


Figure 13. Menu bar

- **File** contains commands that apply to the entire document such as **Open**, **Save**, and **Export as PDF**.
- **Edit** contains commands for editing the document such as **Undo** and **Find & Replace**.
- **View** contains commands for controlling the display of the document such as **Zoom** and **Web Layout**.
- **Insert** contains commands for inserting elements into your document such as **Headers**, **Footers**, and **Picture**.
- **Format** contains commands, such as **Styles and Formatting** and **AutoFormat**, for formatting the layout of your document.
- **Table** shows all commands to insert and edit a table in a text document.
- **Tools** contains functions such as **Spellcheck**, **Customize**, and **Options**.
- **Window** contains commands for the display window.
- **Help** contains links to the Help file, What's This help, and information about the version of OpenOffice.org you have installed.

Customizing the menu font

If you want to change the menu font:

1) Choose **Tools > Options > OpenOffice.org Writer > Basic Fonts (Western)**.

2) Change the font settings and check **Current Document Only** if you wish the changes to apply for the current document.

Customizing menu content

It is possible to customize menus in OpenOffice.org. To customize menus:

1) Choose **Tools > Customize.**

2) On the **Customize** dialog, pick the **Menus** tab (Figure 14).

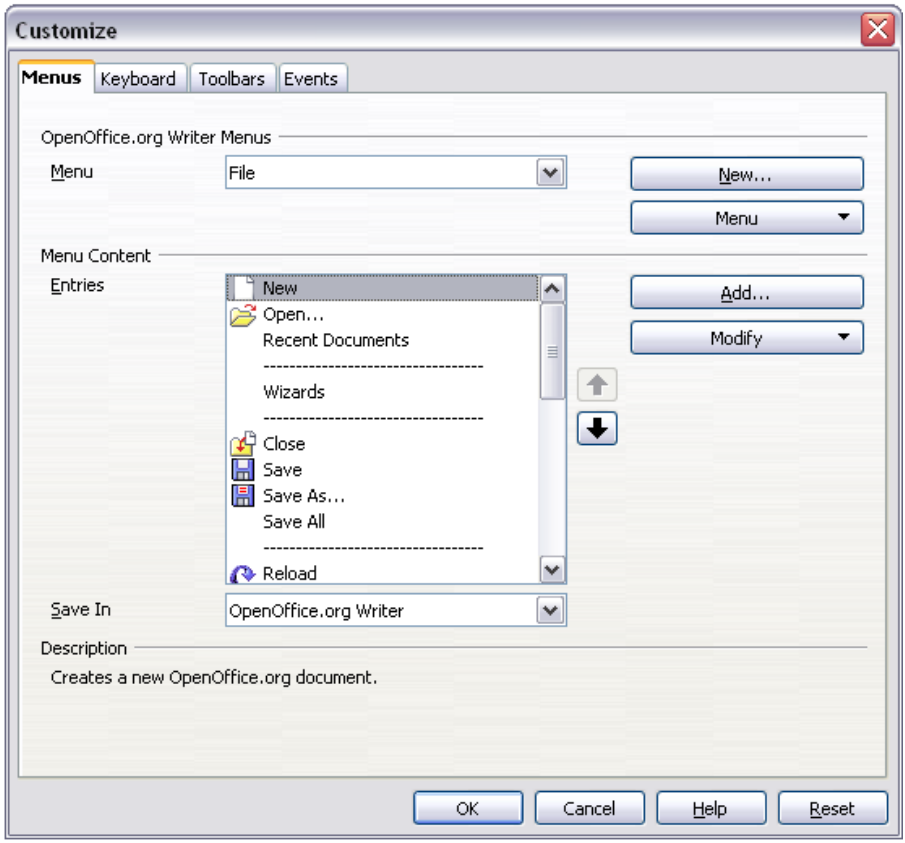


Figure 14. The Menus tab of the Customize dialog

3) In **OpenOffice.org Writer Menus**, select the menu you want to customize in the **Menu** drop-down list.

4) You can customize each menu by using the **Menu** and **Modify** list buttons.

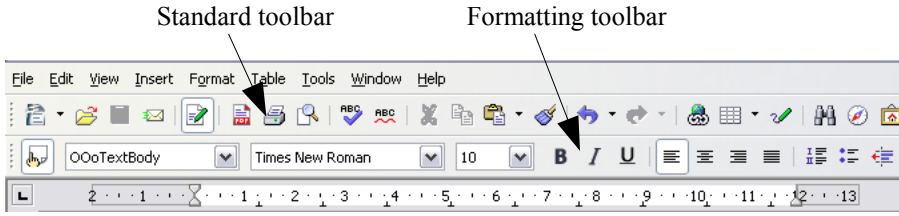
5) You can add commands in a menu by clicking on the **Add** button.

6) You can create a new menu by clicking on the **New** button.

Toolbars

The top toolbar (default position) is called the *Standard Bar*. The Standard Bar is consistent across the OpenOffice.org applications.

The second toolbar across the top (default location) is the *Formatting Bar*. The Formatting Bar is a context-sensitive bar which shows the relevant toolbars in response to the cursor's current position or selection. For example, when the cursor is in a table, the formatting bar provides both a floating *Table Bar* and a *Text Bar*.



Long-click buttons and tear-off toolbars

Buttons with a small black triangle will display *submenus*, *tear-off toolbars*, and other ways of selecting things with a long click, depending on the button.

Figure 15 shows the Paste submenu.

Figure 16 shows a tear-off toolbar from the main Draw toolbar.

The tear-off toolbars are always floating and cannot be docked on any edge. To move a tear-off toolbar, drag it by the title bar.

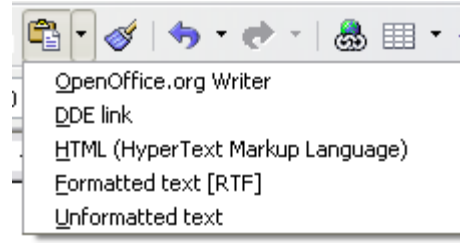


Figure 15: Example of a submenu

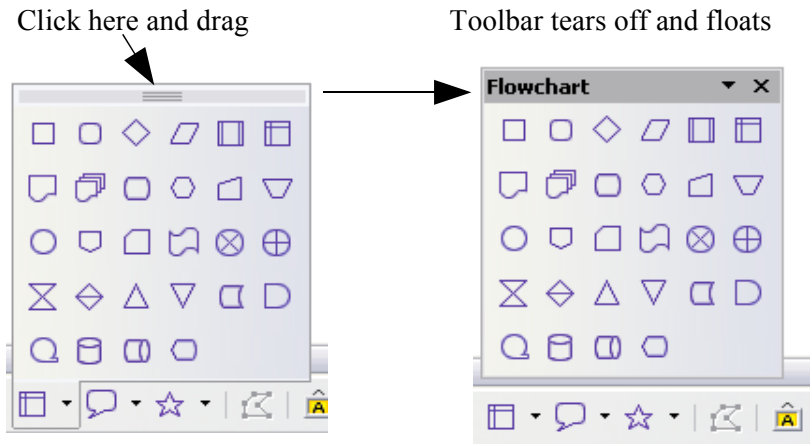


Figure 16: Example of a tear-off toolbar

Displaying or hiding toolbars

To display or hide toolbars, choose **View > Toolbars**, then click on the name of a toolbar in the list. An active toolbar shows a checkmark beside its name.

Moving toolbars

To move a docked toolbar, place the mouse pointer over the toolbar handle, hold down the left mouse button and drag the toolbar to the new location. To move a floating toolbar, click on its title bar and drag it to a new location. Figure 17 shows examples.

To dock the toolbar in another area, place the mouse pointer over the toolbar handle, hold down the left mouse button and drag the toolbar to the new location, then release the mouse button. The toolbar will dock in the new location.

Customizing a toolbar

There are three main ways to get to the toolbar customization dialog:

- 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. On the **Toolbars** tab (Figure 18), choose the toolbars you want to modify and click the **Toolbar** or **Modify** button.

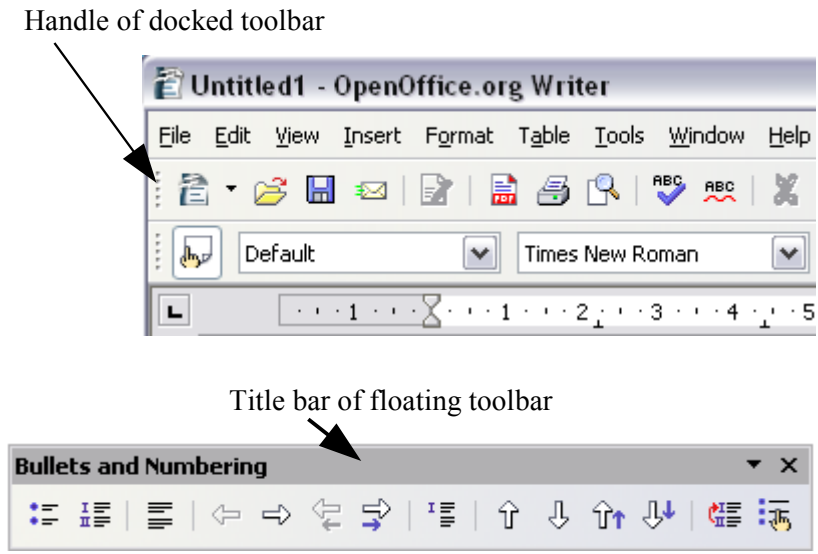


Figure 17: Moving toolbars

Creating a new toolbar

To create a new toolbar:

1) Choose **Tools > Customize > Toolbars** from the menu bar.
2) Click **New**. This will create a toolbar called “New Toolbar1”.
3) Customize the toolbar as above.

Note There is no in-built tool button editor. To use a custom icon, save it to the `{install path}/share/config/symbol` directory in *.bmp format. OOo automatically searches this directory for new icons each time the Customize Buttons dialog is opened. Custom icons must be 16 x 16 or 26 x 26 pixels in size and cannot contain more than 256 colors.

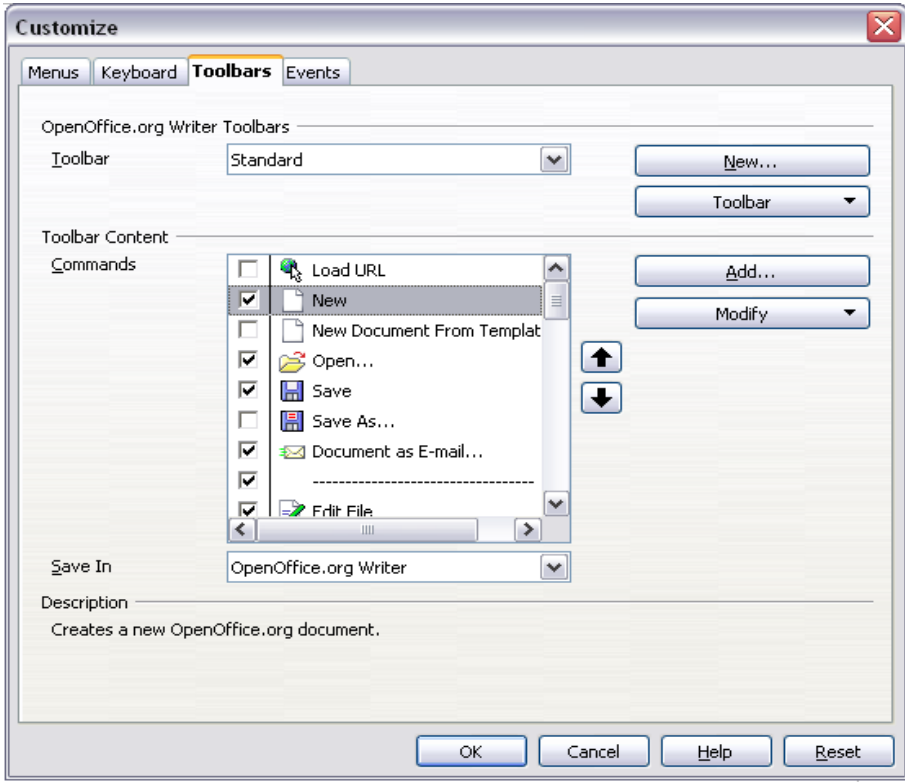


Figure 18. The Toolbars tab of the Customize window

Using dockable/floating windows

Some windows in OpenOffice.org are dockable. You can move, re-size or dock them to an edge. To dock a window, do one of the following:

- Click on the title bar of the floating window and drag it to the side until you see the outline of a box appear in the main window (see Figure 19), then release the window. This method depends on your system's window manager settings, so it may not work for you.
- Hold down the *Control* key and double-click on a vacant part of the floating window to dock it in its last position. If that does not work, try double-clicking without using the *Contro*l key.

To undock a window, hold down the *Control* key and double-click on a vacant part of the docked window.

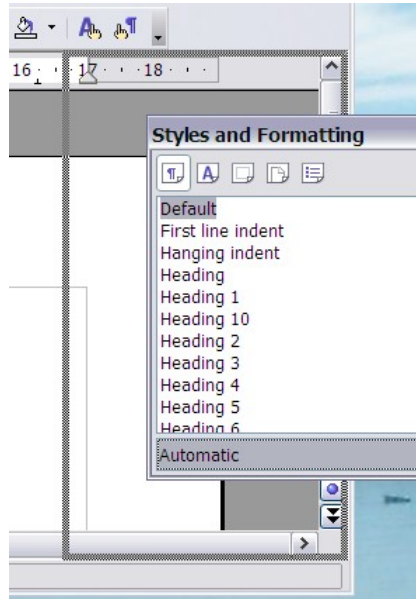


Figure 19: Docking a window

Using the Navigator

The Navigator displays all objects contained in a document. It provides a very convenient way to move around a document and find items in it. The Navigator button is located on the Standard Toolbar. You can also display the Navigator by choosing **Edit** > **Navigator** from the menu bar, or by pressing *F5*.

The Navigator (Figure 20) displays lists of Headings, Tables, Text frame, Graphics, Bookmarks and other items. Click the + sign by any of the lists to display the contents of the list.

If you only want to see the content in a certain category, highlight the category and click the **Content View** icon.

Note The Navigator looks somewhat different in a master document. See the chapter on Master Documents in the *Writer Guide* for more details.

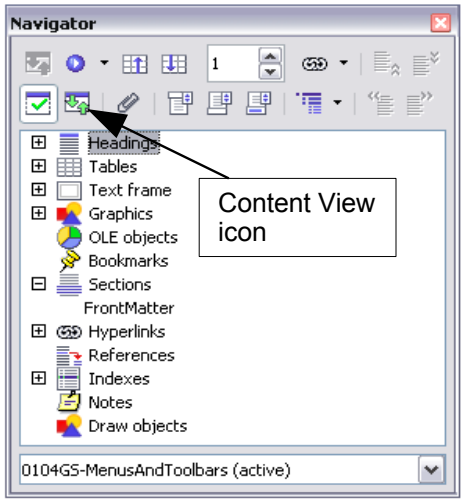


Figure 20. The Navigator

Note The Navigator looks somewhat different in a master document. See the chapter on Master Documents in the *Writer Guide* for more details.

The Navigator helps you to reach objects quickly. Double-click on the object in the Navigator to jump directly to that object's location in the document, as shown in Figure 21.

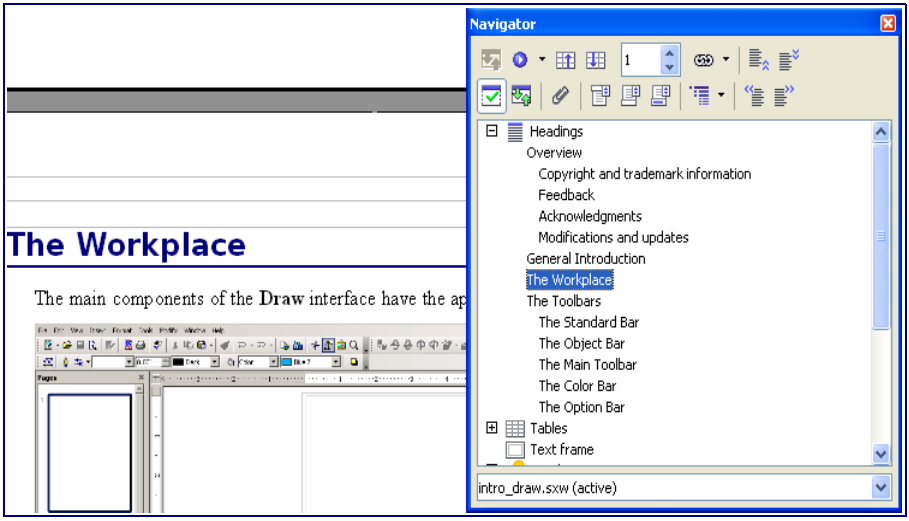
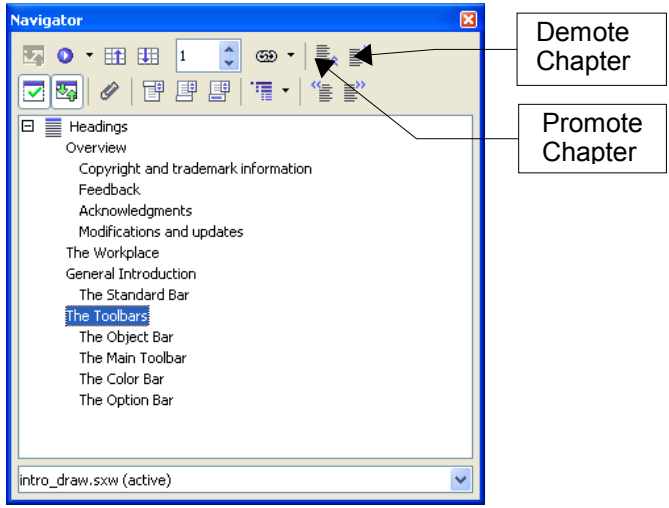


Figure 21. Using the Navigator to jump quickly to a heading in Writer

Arranging chapters using the Navigator

You can arrange chapters and move headings in a Writer document by using the Navigator.

1) Click the **Content View** icon.
2) Click on the heading in question.
3) Drag the heading to a new location on the Navigator or click the heading in the Navigator list, then click **Promote Chapter** or **Demote Chapte**r.



Chapter 5
Setting up OpenOffice.org

Choosing options to suit the way you work

Choosing options that affect all of OOo

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

1) 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 no document is open. (For example, when a Writer document is open, additional options for OpenOffice.org Writer and OpenOffice.org Writer/Web appear on the list.)

2) Click the + sign to the left of *OpenOffice.org* in the left-hand section. 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

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. To do this:

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

2) Fill in the form on the OpenOffice.org User Data page, or delete any existing incorrect information.

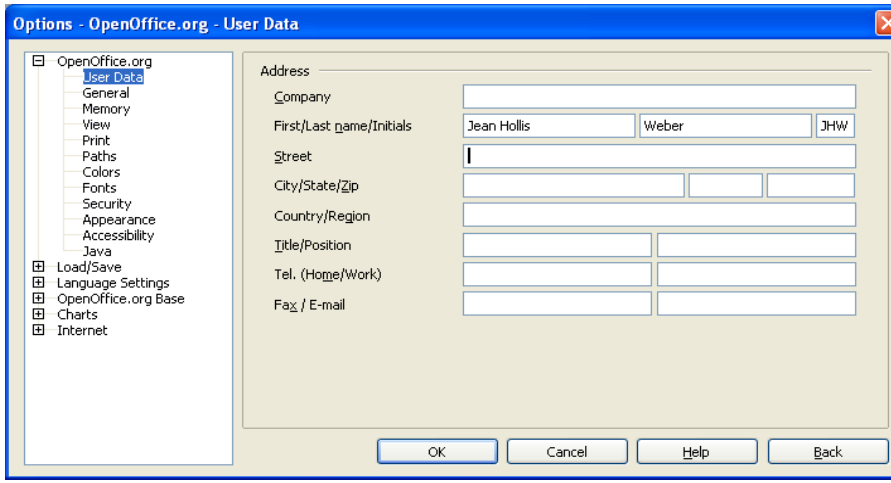


Figure 22. Filling in user data

General options

1) In the Options dialog, click **OpenOffice.org > General**.

2) On the OpenOffice.org – General page (Figure 23), the options are as described below.

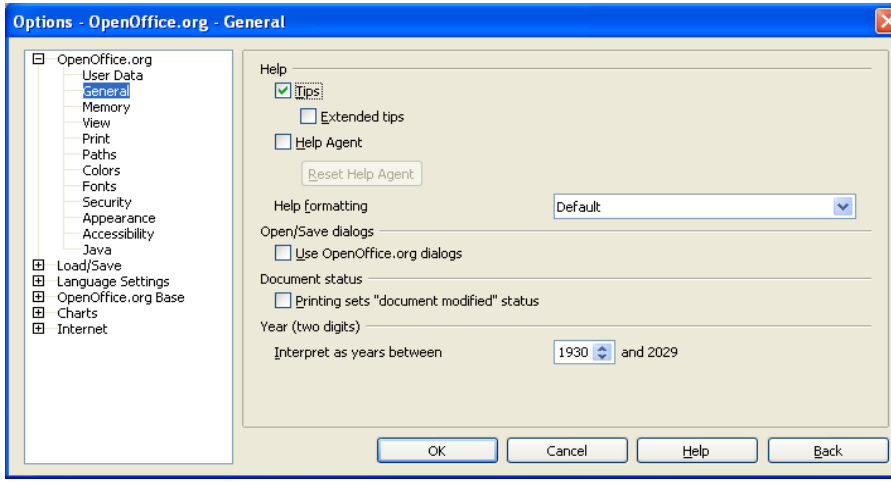


Figure 23. Setting general options for OpenOffice.org

Help - Tips

When Help Tips are active, one or two words will appear when you hover the cursor over an icon or field on the main OOo window. This setting also affects the display of notes: if both Help Tips and Extended Tips are turned off, then you will not see the contents of a note when you hover the cursor on the note.

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 hover the cursor on that item.

Help Agent

To turn off the Help Agent (similar to Microsoft's Office Assistant), deselect this checkbox. 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 list.

Open/Save dialogs

To use the standard Open and Save dialogs for your operating system, deselect the *Use OpenOffice.org dialogs* checkbox. When this checkbox is selected, the Open and Save dialogs supplied with OpenOffice.org will be used. (See the "File Management" chapter 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

1) In the Options dialog, click **OpenOffice.org > Memory**.

2) On the OpenOffice.org – Memory dialog (Figure 24):

   - 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 – Windows only) when you start your computer, select the checkbox near the bottom of the dialog. This makes OpenOffice.org start faster; the trade-off is OOo uses some memory when not being used.

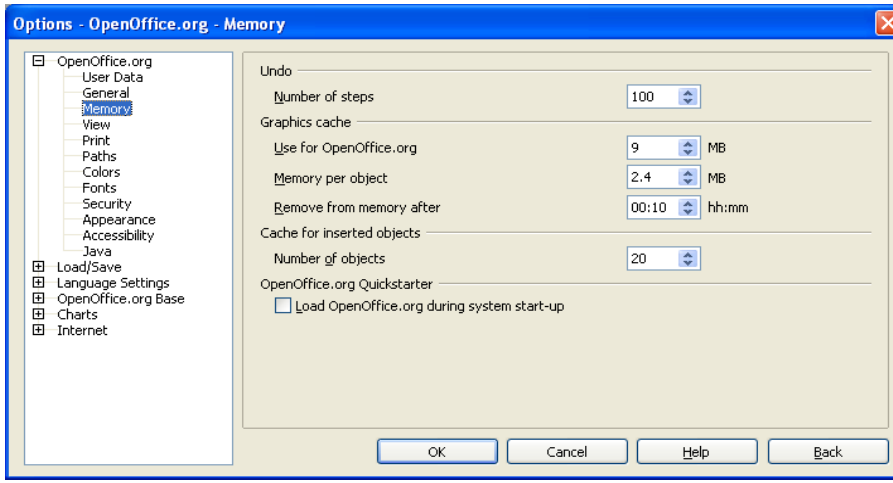


Figure 24. Choosing Memory options for the OpenOffice.org applications

View options

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

1) In the Options dialog, click **OpenOffice.org > View**.

2) On the OpenOffice.org – View page (Figure 25), set the options to suit your personal preferences. Some options are described below.

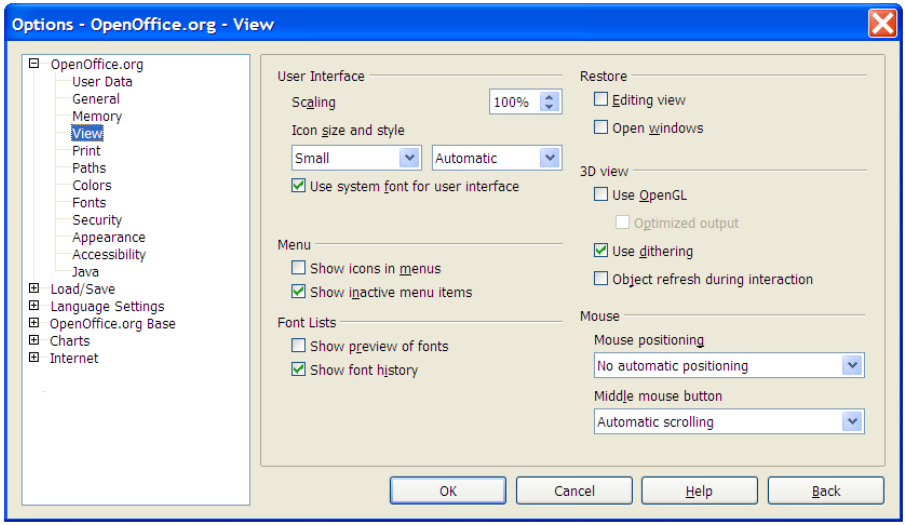


Figure 25. Choosing View options for the OpenOffice.org applications

User Interface - Scaling

If the text in the help files and on the menus of the OOo user interface is too small or too large, it can be changed by specifying a scaling factor. Sometimes a change here can have unexpected results, depending on the screen fonts available on your system. It does not affect the actual font size of the text.

User Interface – Icon size and style

The first box specifies the display size of toolbar icons (small, large or automatic); the Automatic option uses the icon size 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 checkbox.

Menu - Show inactive menu items

Select this option if you want inactive menu items to be visible but grayed out. Deselect it to prevent inactive menu items from appearing on the menu.

Font Lists - Show preview of fonts

When you select this option, the font list looks like Figure 26, left, with the font names shown as an example of the font; with the checkbox deselected, the font list shows only the font names, not their formatting (Figure 26, right). The fonts you will see listed are those that are installed on your system.

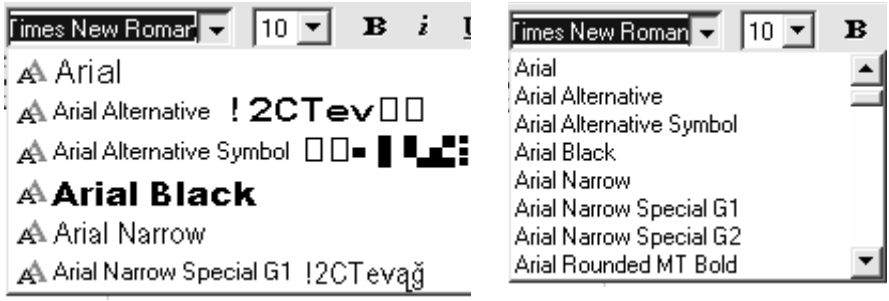


Figure 26. (Left) Font list showing preview; (Right) Font list without preview

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.

Restore – Editing view

Select this option if you want to open documents at the place the cursor was located when you previously closed the document. Deselect this option to always open documents at the first page.

Restore – Open windows

Select this option if you want any floating windows (such as the Navigator or Styles and Formatting) that are open when you close OpenOffice.org to be restored when you restart it.

3D view

These options are for use with Draw and Impress. For more information, see the online help or other documentation on these applications.

Mouse

Use these options to choose how the mouse is positioned in newly opened dialogs and to select the function of the middle mouse button.

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).

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

2) On the OpenOffice.org – Print dialog (Figure 27), look at the *Printer warnings* section near the bottom.

3) 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.

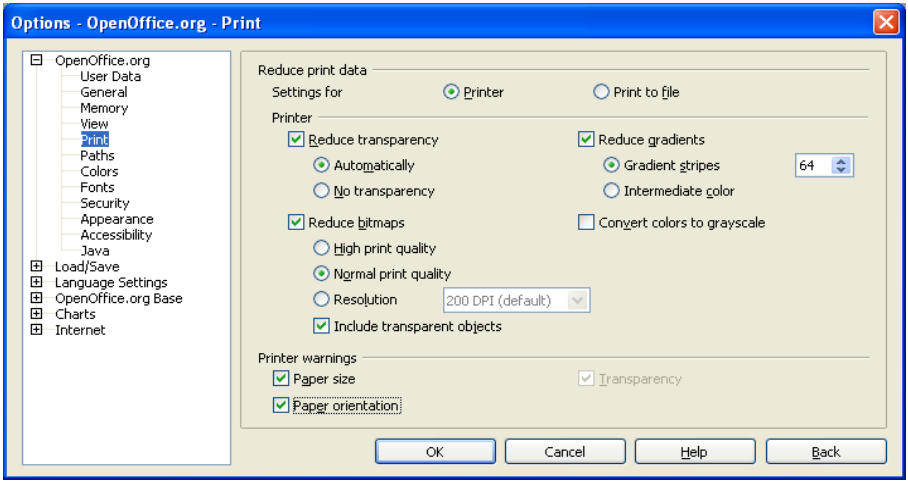


Figure 27. Choosing general printing options to apply to all OOo components

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.

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

2) To make changes, select an item in the list shown in Figure 28 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 many 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.

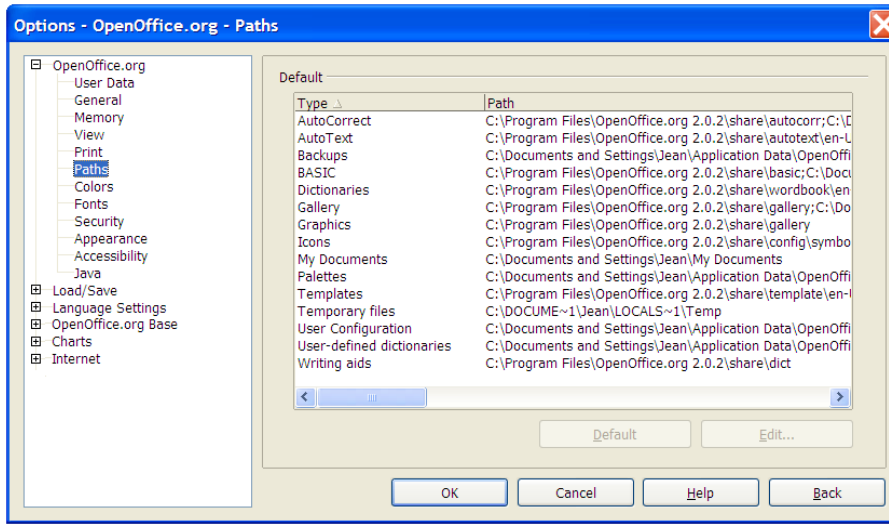


Figure 28. Viewing the paths of files used by OpenOffice.org

Color options

In the OpenOffice.org – Colors dialog (Figure 29), 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.

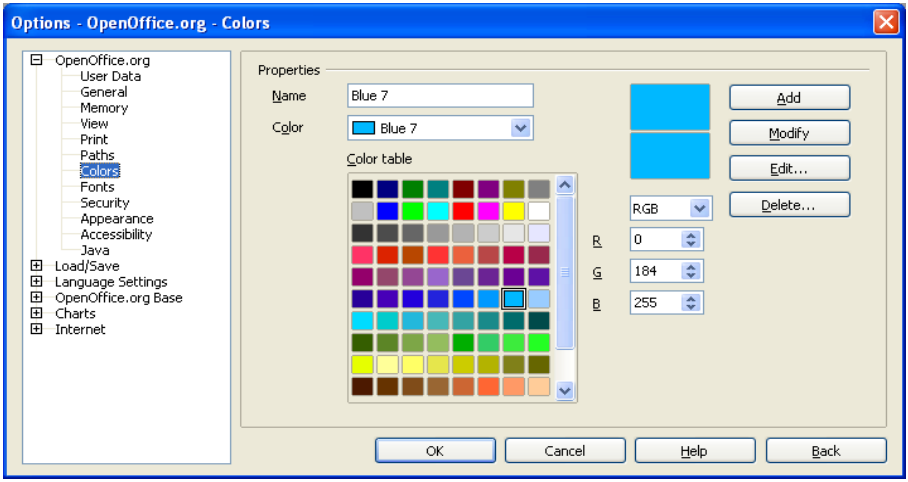


Figure 29. Defining colors to use in color palettes in OOo

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.

1) In the Options dialog, click **OpenOffice.org > Fonts**.
2) On the OpenOffice.org – Fonts dialog (Figure 30):
   - Select the *Apply Replacement Table* checkbox.
   - Select or type the name of the font to be replaced in the *Font* box. (If you don't 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.
3) 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 checkboxes under **Always** and **Screen**.
4) In the bottom section of the dialog, you can change the typeface and size of the font used to display source code such as HTML and Basic (in macros).

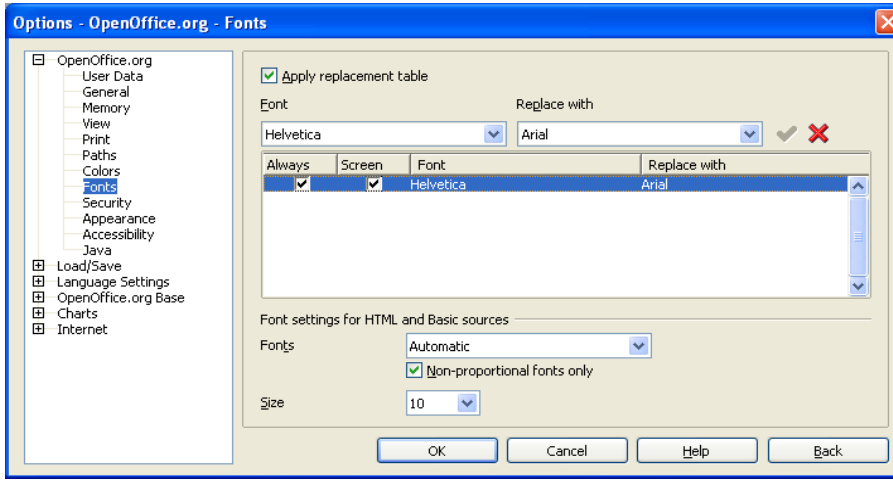


Figure 30. Defining a font to be substituted for another font

Security options

Use the OpenOffice.org – Security page (Figure 31) to choose security options for saving documents and for opening documents that contain macros.

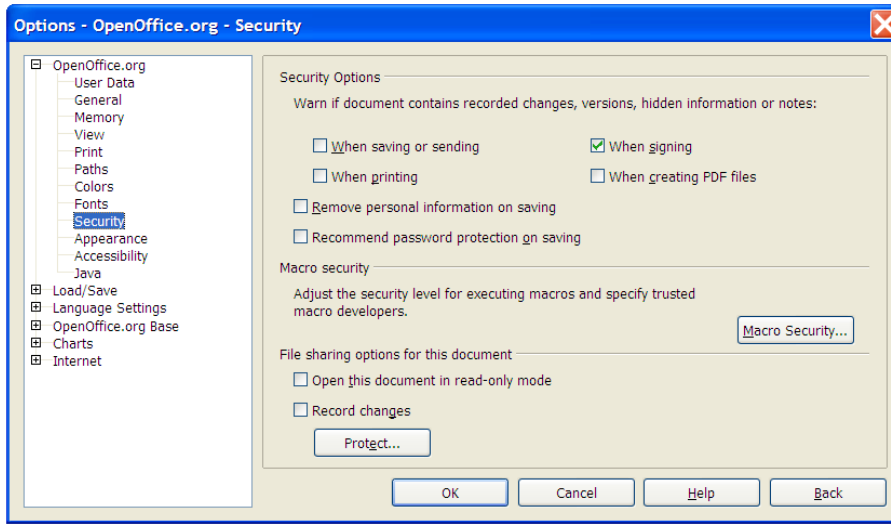


Figure 31. Choosing security options for opening and saving documents

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 32), you can specify which items are visible and the colors used to display various items.

1) In the Options dialog, click **OpenOffice.org > Appearance**.

2) To show or hide items such as text boundaries, select or deselect the checkboxes 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.

3) To save your color changes as a color scheme, click **Save**, type a name in the *Scheme* box; then click **OK**.

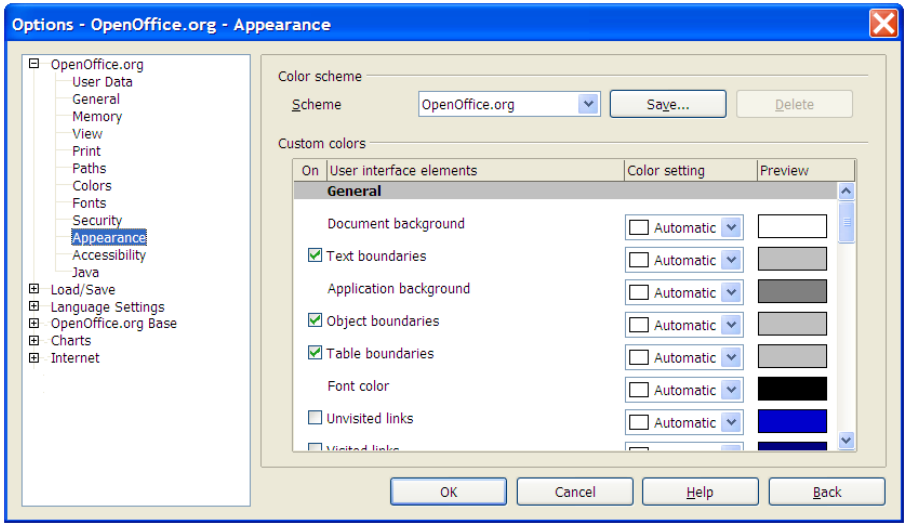


Figure 32. Showing or hiding text, object, and table boundaries

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 33).

1) In the Options dialog, click **OpenOffice.org > Accessibility**.

2) Select or deselect the options as required.

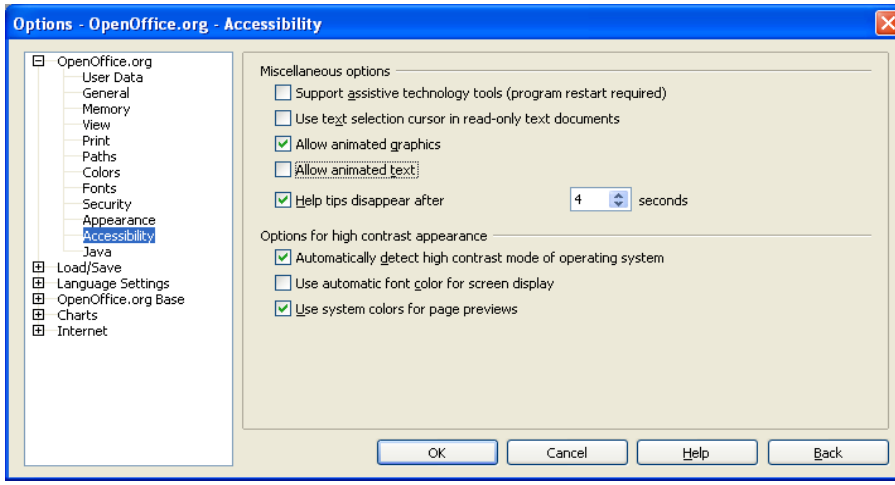


Figure 33. Choosing accessibility options

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 Java options page (Figure 34) to choose the JRE for OOo to use.

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.

1) In the Options dialog, click **OpenOffice.org > Java**.

2) 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.

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

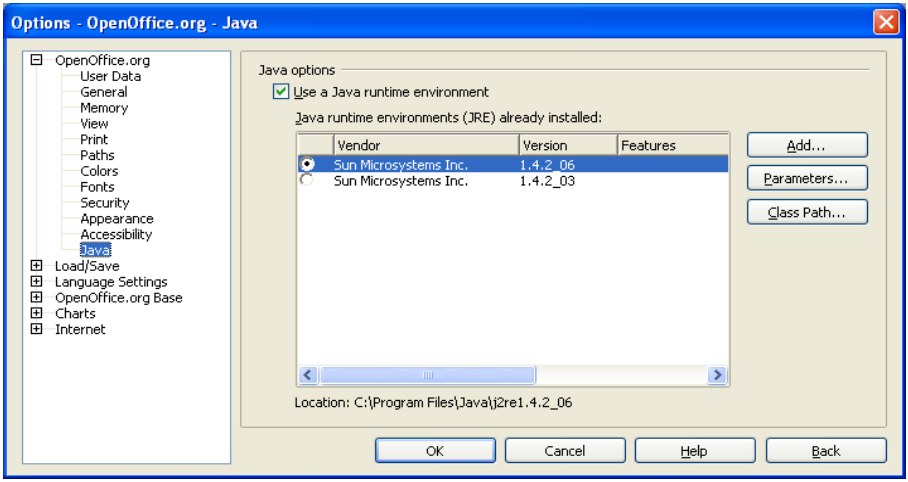


Figure 34. Choosing a Java runtime environment

Choosing options for loading and saving documents

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

General Load/Save options

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

2) Choose **Load/Save > General**.

Most of the choices on the Options – Load/Save – General dialog (Figure 35) are familiar to users of other office suites. Some items of interest are described below.

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 checkbox 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, users' personal settings do not overrule the settings in the document.

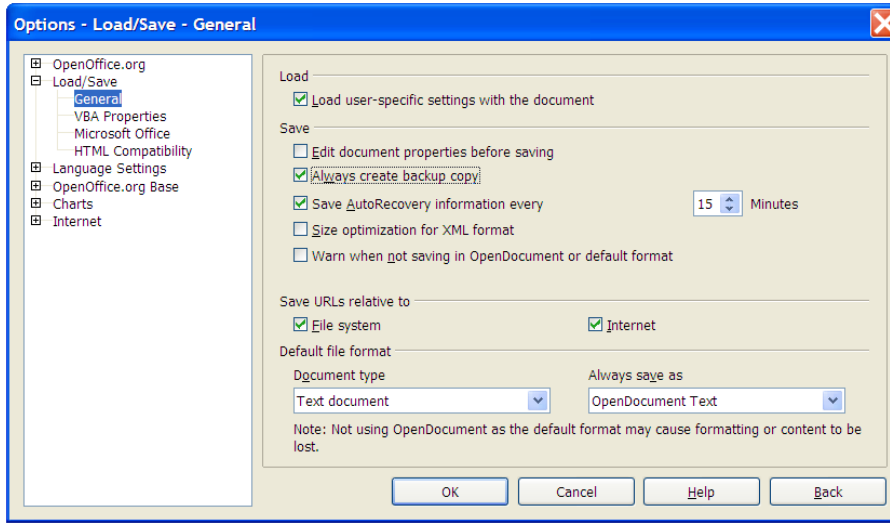


Figure 35. Choosing Load and Save options

Edit document properties before saving

When 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.

Size optimization for XML format (no pretty printing)

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.

Default file format

If you routinely share documents with users of Microsoft Word, you might want to change the *Always save as* attribute for text documents in the Standard file format section to one of the Word document types.

VBA Properties Load/Save options

1) Choose **Load/Save > VBA Properties**.

2) On the Options – Load/Save – VBA Properties dialog (Figure 36), you can choose whether to keep any macros in MSOffice documents that are opened in OOo.

   - 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.

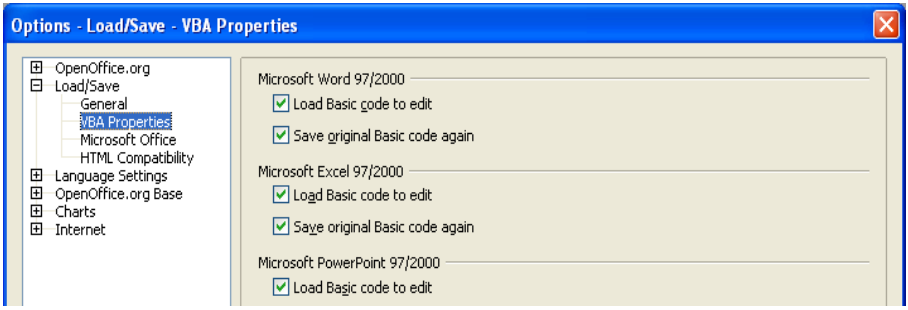


Figure 36. Choosing Load/Save VBA Properties

Microsoft Office Load/Save options

1) Choose **Load/Save > Microsoft Office**.

2) On the Options – Load/Save – Microsoft Office dialog (Figure 37), 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] checkboxes to convert Microsoft OLE objects into the corresponding OpenOffice.org OLE objects when a Microsoft document is loaded into OOo (mnemonic: “L” for “load”).

   Select the [S] checkboxes 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”).

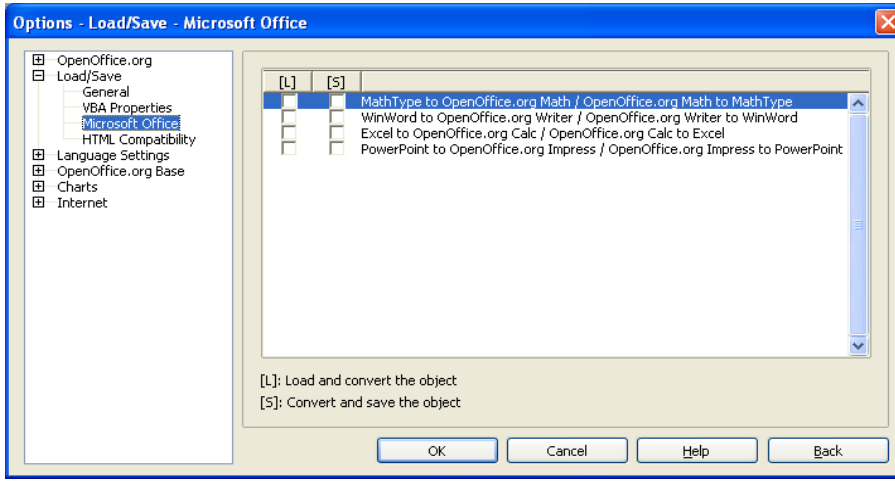


Figure 37. Choosing Load/Save Microsoft Office options

HTML compatibility Load/Save options

Choices made on the Load/Save – HTML Compatibility dialog (Figure 38) affect HTML pages imported into OpenOffice.org and those exported from OOo.

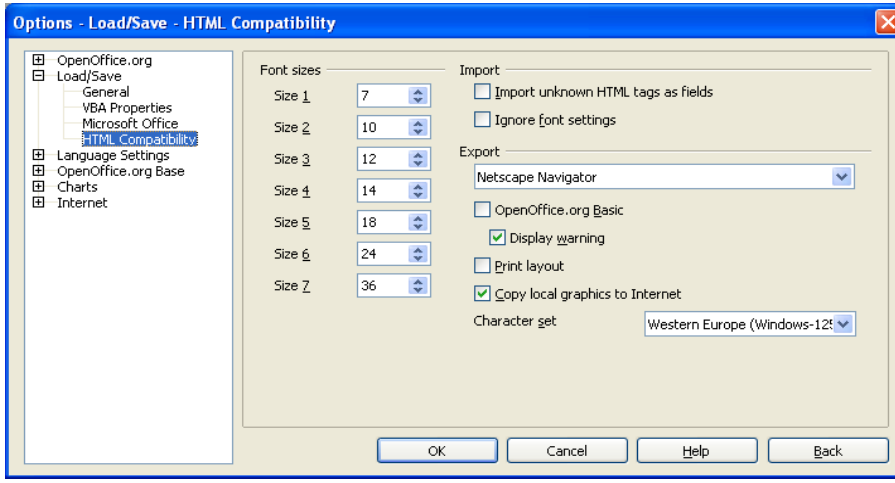


Figure 38. Choosing HTML compatibility options

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

OOo 2.0 automatically installs several dictionaries with the program. To add other dictionaries, use **File > Wizards > Install new dictionaries**. An OOo document will open with links to different languages that you can install. Follow the prompts to install them.

Change some 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.

1) In the Options dialog, click **Language Settings > Languages**.
2) On the right-hand side (as shown in Figure 39), change the *Locale setting*, *Default currency*, and *Default languages for documents* as required. In the example, English (Australia) has been chosen as the locale setting, and the Australian dollar (AUD) for the default currency. Although an English (Australia) dictionary exists, the English (UK) dictionary has been selected in the *Default languages for documents*.
3) 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 checkbox labelled *For the current document only.*
4) If necessary, select the checkboxes 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 checkboxes, the next time you open this dialog, you will see some extra choices under Language Settings, as shown in Figure 40. These choices (Searching in Japanese, Asian Layout, and Complex Text Layout) are not discussed here.
5) Click **OK** to save your changes and close the dialog.

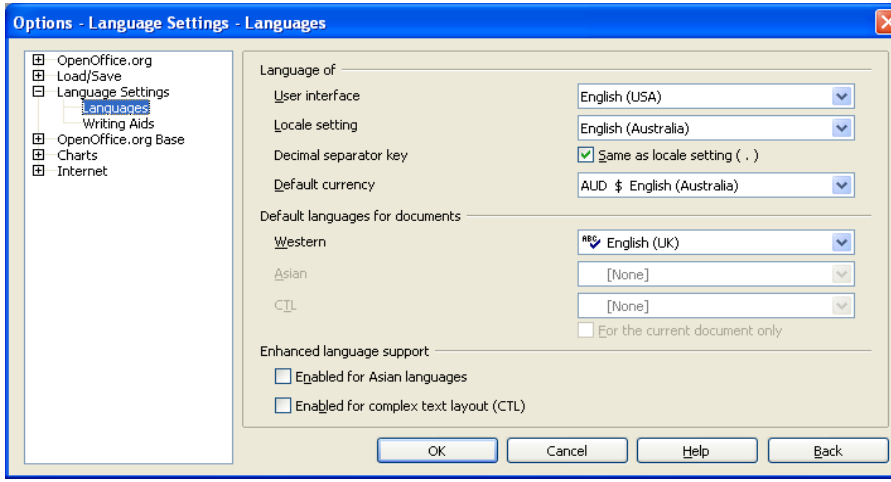


Figure 39. Choosing language options

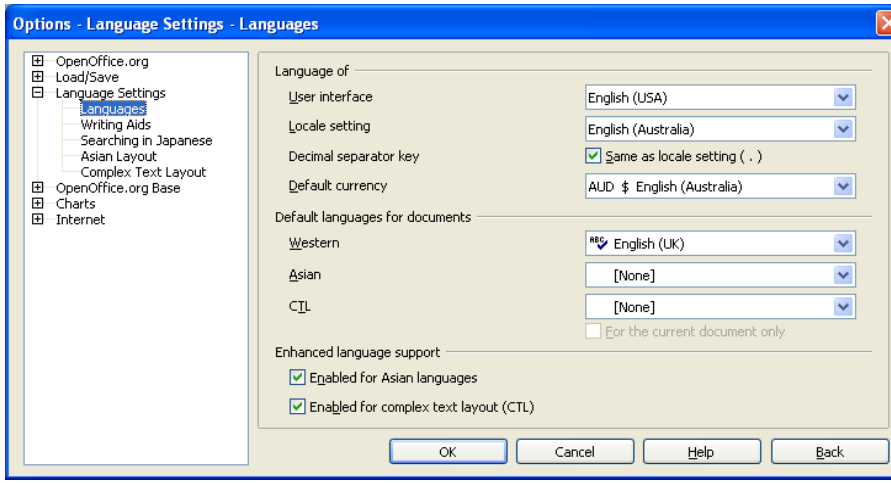


Figure 40. Extra language setting choices when enhanced language support options are selected

Choose spelling options

To choose the options for checking spelling:

1) In the Options dialog, click **Language Settings > Writing Aids**.

2) In the *Options* section of the Language Settings – Writing Aids dialog (Figure 41), 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 uppercase 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.

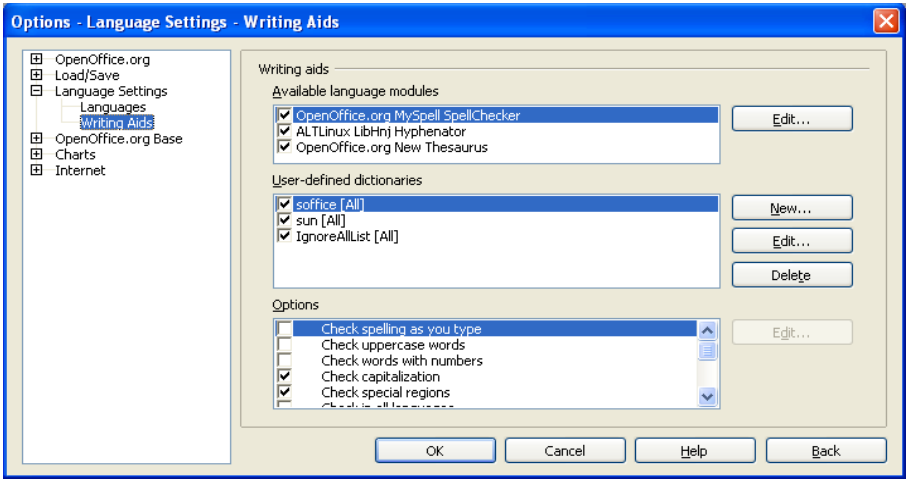


Figure 41. Choosing languages, dictionaries, and options for checking spelling

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 OOo files in your browser, print them, save them, and work with them in other ways.

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 checkboxes. 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 in Figure 42. In other components of OOo, where the dialog has only four tabs, the contents of the Options tab is as shown in Figure 43.

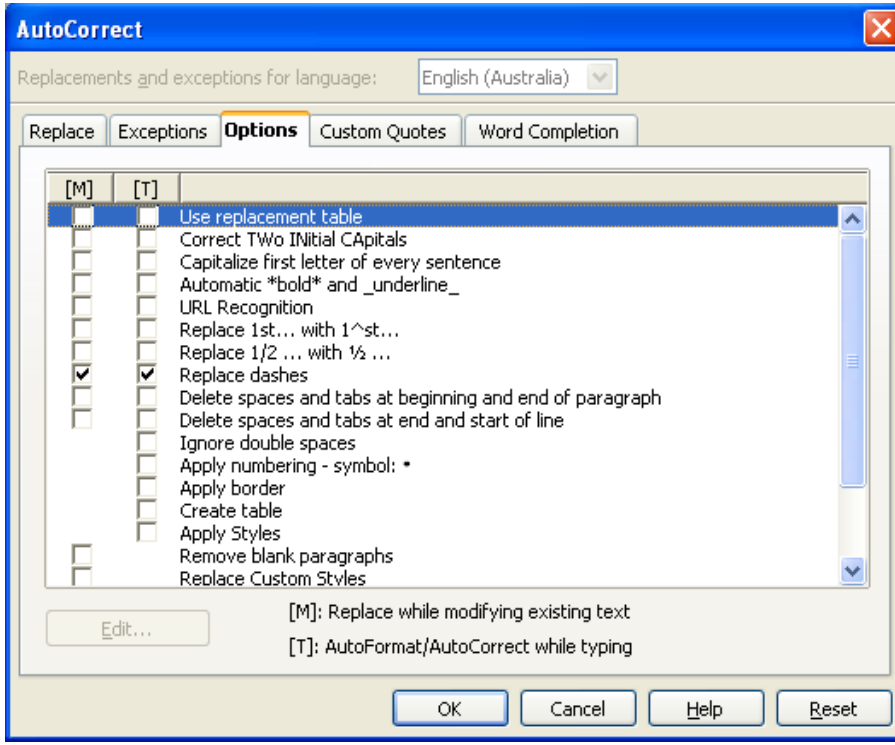


Figure 42. The AutoCorrect dialog in Writer, showing the five tabs and some of the choices

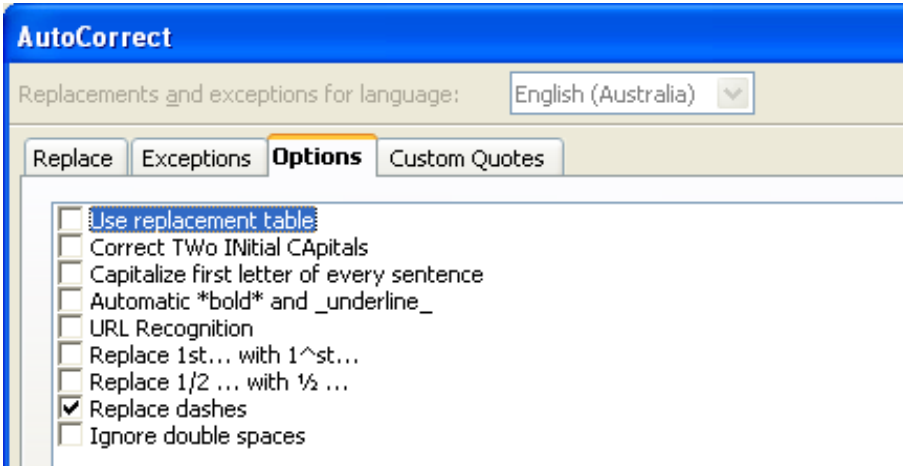


Figure 43. The AutoCorrect dialog in Calc, showing four tabs and the Options choices

Chapter 6
Getting Started with Writer

OpenOffice.org's Word Processor

Writer is the word processor component of OpenOffice.org (OOo). In addition to the usual features of a word processor (spell checking, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of tables of contents and indexes, mail merge and others), Writer provides these important features:

- Templates and styles
- Powerful page layout methods, including frames, columns, and tables
- Embedding or linking of graphics, spreadsheets, and other objects
- Built-in drawing tools
- Master documents
- Change tracking during revisions
- Database integration, including a bibliography database
- Export to PDF, including bookmarks
- And many more

These features are covered in detail in the *Writer Guide*.

The Writer interface

The main Writer workspace is shown in Figure 44. The menus and toolbars are described in the chapter titled “Menus and Toolbars” in this book.

Other features of the Writer interface are covered in this chapter.

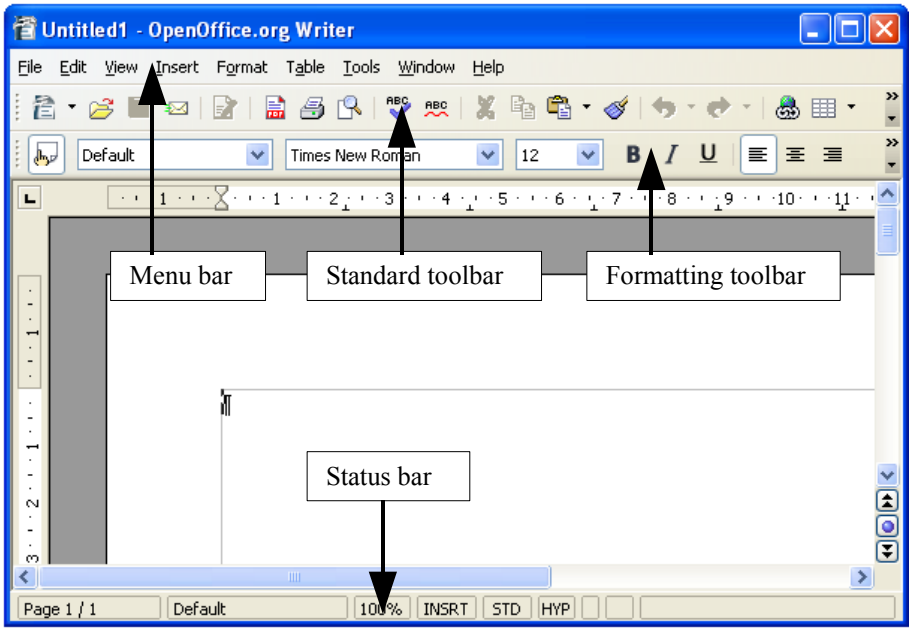


Figure 44: The main Writer workspace in Print Layout view

Changing document views

Writer has several ways to view a document: Print Layout, Web Layout, Full Screen, and Zoom. To access these choices, go to the **View** menu. The only document view option with a submenu is Zoom.

Creating a new document

You can create a new, blank document in Writer in a number of ways:

- Press the *Control+N* keys. When you press *Control+N,* you get a new empty document . If you already have a document open, the new document appears in a new window.
- Use **File > New > Text Document**. The result is similar to using the *Control+N* keystroke.
- Click the **New** button on the main toolbar  .

Creating a document from a template

You can use templates to create new documents in Writer. Templates serve as the foundation of a series of documents, making sure they all have a similar layout. For example, all the documents of this User Guide are based on the same template. By doing this, all the documents look alike; they have the same headers and footers, use the same fonts, and so on.

Unfortunately, a brand-new OpenOffice.org installation does not contain many templates. It is possible for you to add new templates to your installation and use them for new documents. This is explained in the chapter titled "Working with Templates". Many more templates can be downloaded from the internet.

Once you do have templates on your system, you can create new documents based on them by using **File > New > Templates and Documents**. This opens a window where you can choose the template you want to use for your document.

The example shown in Figure 45 uses a template called "book" in the My Templates folder. Select it, then click the **Open** button. A new document is created based on the formats defined in the template.

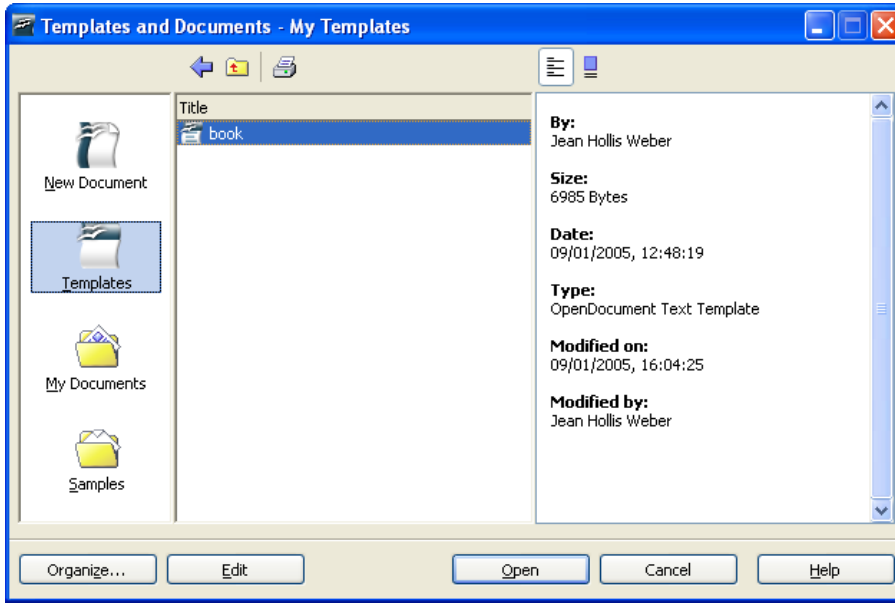


Figure 45. Creating a document from a template

Saving a document

Save Writer documents the same way you save other documents. For more information, see the chapter titled “File Management”.

Saving as a Microsoft Word document

You may need to share your documents with other people who do not use OOo, but use Microsoft Word instead. Fortunately, OOo can read and write Word files. To save a document as a Microsoft Word file:

1) First save your document in OOo’s format (.ODT). If you do not, any changes you made since the last time you saved will only appear in the Microsoft Word version of the document.

2) Then click **File > Save As**. The Save As window (Figure 46) appears.

3) In the **Save as type** drop-down menu, select the type of Word format you need.

4) Click **Save.**

From this point on, *all changes you make to the document will occur only in the Microsoft Word document*. You have actually changed the name of your document. If you want to go back to working with the OOo version of your document, you must open it again.

TIP To have OOo save documents by default in the Microsoft Word file format, go to **Tools > Options > Load/Save.** There is a section named “Default file format”. Under “Document Type”, select “Text Document”, then under “Always save as”, select the preferred file format.

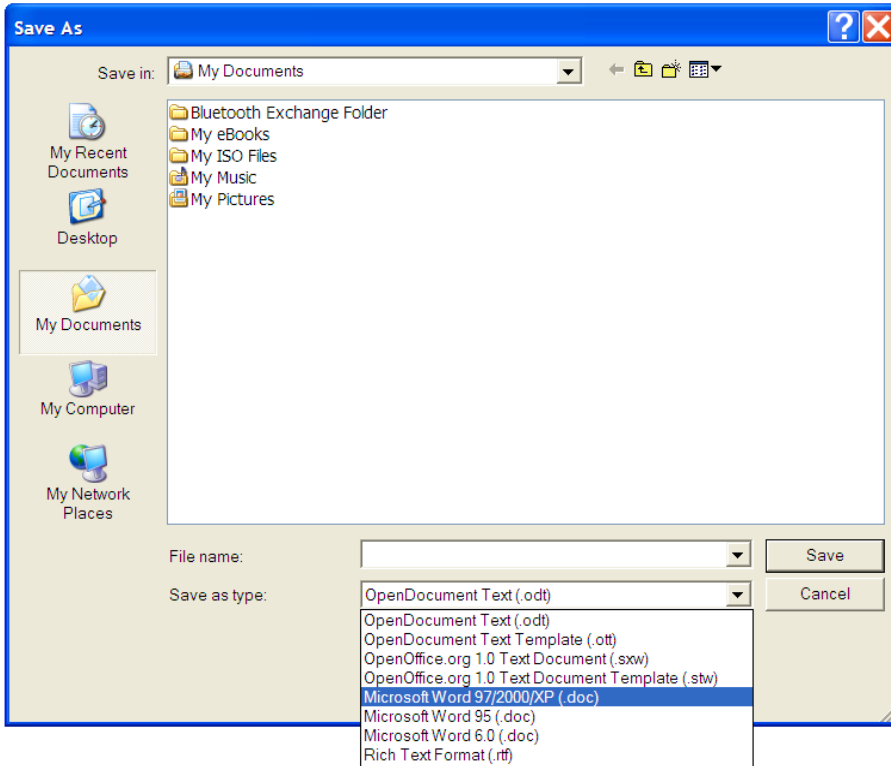


Figure 46. Saving a file in Microsoft Word format

Working with text

Working with text (selecting, copying, pasting, moving) in Writer is similar to working with text in any other program. OOo also has some convenient ways to select items that are not next to each other, move paragraphs quickly, and paste unformatted text.

Selecting items that are not consecutive

To select nonconsecutive items (as shown in Figure 47) using the mouse:

1) Select the first piece of text.
2) Hold down the *Control* key and use the mouse to select the next piece of text.
3) Repeat as often as needed.

4) Now you can work with the selected text (copy it, delete it, change the style, or whatever).

Note Macintosh users: substitute the *Command* key when instructions in this chapter say to use the *Control* key.

To select nonconsecutive items using the keyboard:

1) Select the first piece of text. (For more information about keyboard selection of text, see the topic "Navigating and selecting with the keyboard" in the Help.)
2) Press *Shift+F8*. This puts Writer in "ADD" mode. The word ADD appears on the status bar.
3) Use the arrow keys to move to the start of the next piece of text to be selected. Hold down the *Shift* key and select the next piece of text.
4) Repeat as often as needed.
5) Now you can work with the selected text.
6) Press *Esc* to exit from this mode.

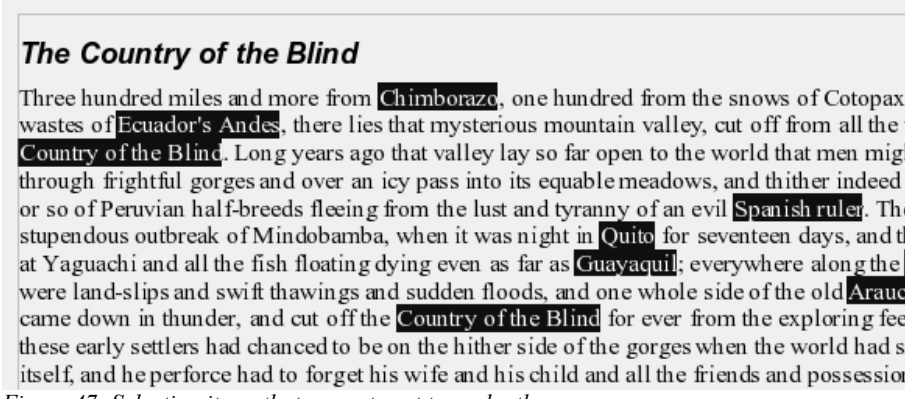


Figure 47: Selecting items that are not next to each other

Cutting, copying, and pasting text

Cutting and copying text in Writer is similar to cutting and copying text in other applications. You can use the mouse or the keyboard for these operations.

Cut: Use **Edit > Cut** or the keyboard shortcut *Control+X* or the Cut icon on the toolbar.

Copy: Use **Edit > Copy** or the keyboard shortcut *Control+C* or the Copy icon.

Paste: Use **Edit > Paste** or the keyboard shortcut *Control+V* or the Paste icon.

If you simply click on the Paste icon, any formatting the text has (such as bold or italics) is retained. To make the pasted text take on the formatting of the surrounding text where it is being pasted, click the triangle to the right of the Paste icon and select **Unformatted text** from the menu (Figure 48).

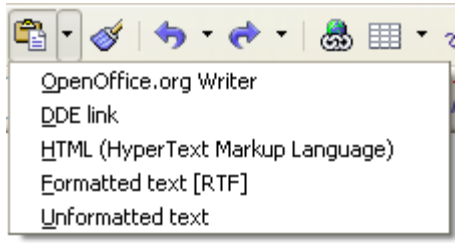


Figure 48: Paste menu

Moving paragraphs quickly

1) Put the cursor anywhere in the paragraph.
2) Press and hold the *Control* key and then press the up-arrow or down-arrow key.

The paragraph will move to before the previous paragraph or after the next paragraph in your document. To move more than one paragraph at a time, select at least part of both paragraphs before pressing the *Control*+arrow keys.

If you are using the Solaris operating system, the key combination is *Control+AltGr*+arrow keys.

TIP If your paragraphs suddenly jump from one place to another, the most likely reason is that you have accidentally pressed one of these key combinations.

Finding and replacing text and formatting

Writer has a Find and Replace feature that automates the process of searching for text inside a document. In addition to finding and replacing words and phrases, you can:

- Use regular expressions (wildcards) to fine-tune a search (see the Help for details).
- Find and replace specific formatting (see the *Writer Guide* for more information).
- Find and replace paragraph styles (see the *Writer Guide* for more information).

To display the Find & Replace dialog (Figure 49), use the keyboard shortcut *Control+F* or select **Edit > Find & Replace**.

1) Type the text you want to find in the **Search for** box.
2) To replace the text with different text, type the new text in the **Replace with** box.
3) You can select various options such as matching the case, matching whole words only, or doing a search for similar words. (See below for some other choices.)
4) When you have set up your search, click **Find**. To replace text, click **Replace** instead.

TIP If you click **Find All**, OOo selects all instances of the search text in the document. Similarly, if you click **Replace All** button, OOo will replace all matches.

Caution

Use **Replace All** with caution; otherwise, you may end up with some hilarious (and highly embarrassing) mistakes. A mistake with **Replace All** might require a manual, word by word, search to fix.

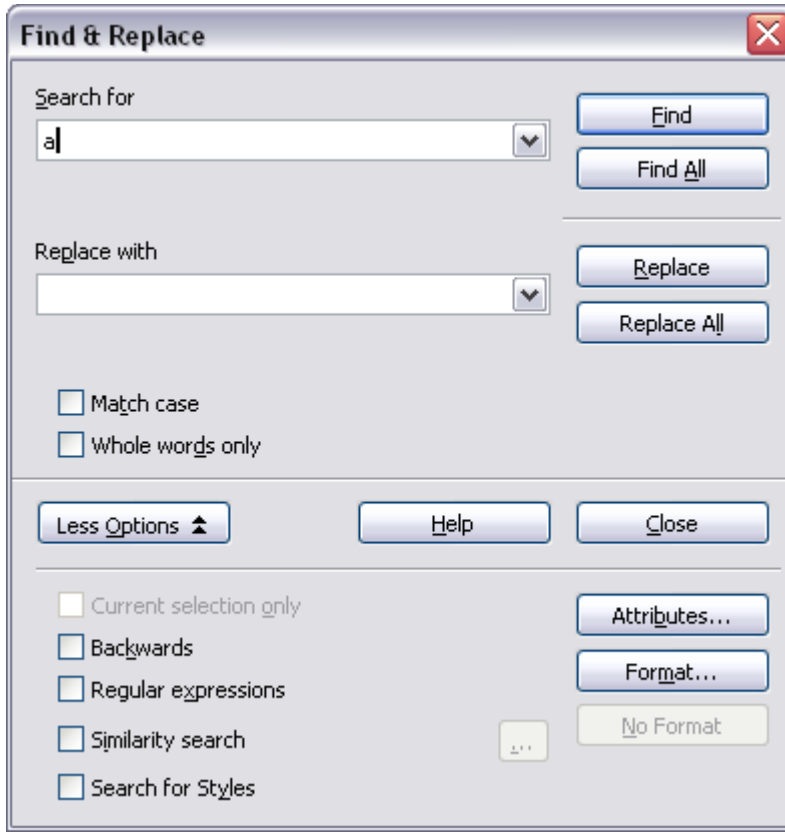


Figure 49: Expanded Find & Replace dialog

Inserting special characters

A "special" character is one not found on a standard English keyboard. For example, © ¾ æ ç ñ ö ø ¢ are all special characters. To insert a special character:

1) Place the cursor where you want the character to appear.

2) Click **Insert > Special Character** to open the Special Characters window (Figure 50).

3) Select the characters you wish to insert, in order, then click **OK**. The selected characters are shown in the lower left of the dialog. As you select a character, it is shown on the lower right, along with its numerical code.

Note	Different fonts include different special characters. If you do not find a particular special character, try changing the Font selection.

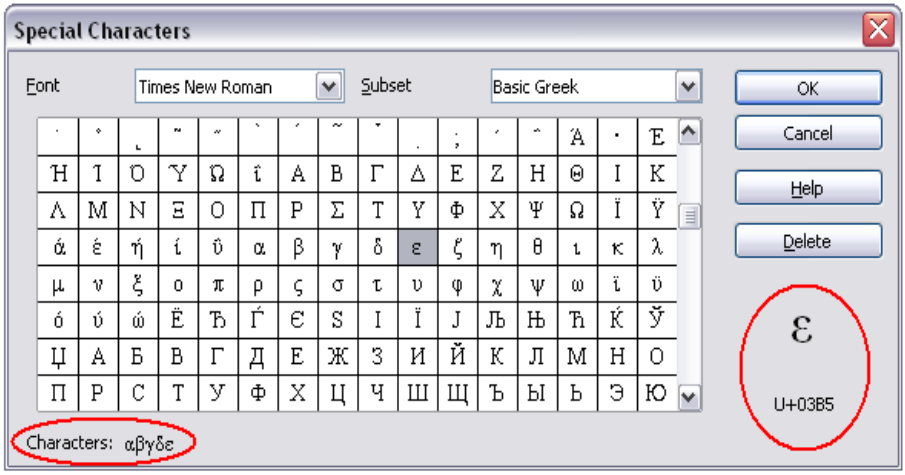


Figure 50: The Special Characters window, where you can insert special characters.

TIP Notice that the characters selected appear in the bottom-left corner of the window.

Setting tab stops and indents

The horizontal ruler shows both the default tab stops and any that you have defined. To set the measurement unit and the spacing of default tab stops, go to **Tools > Options > OpenOffice.org Writer > General**.

You can also set or change the measurement unit by right-clicking on the ruler to open a list of units, as shown in Figure 51. Click on one of them to change the ruler to that unit.

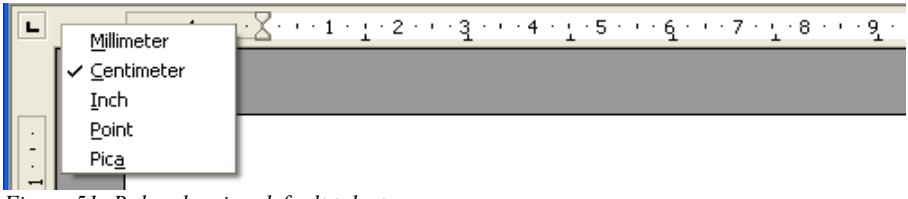
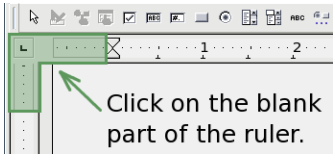


Figure 51: Ruler showing default tab stops

Double-click on a blank part of the ruler to open the Indents & Spacing tab of the Paragraph dialog. Double-click on the ruler itself to open the Tabs tab of the Paragraph dialog and fine-tune tab stop settings.



Checking spelling

Writer provides a spelling checker, which can be used in two ways.

AutoSpellcheck checks each word as it is typed and displays a wavy red line under any misspelled words. Once the word is corrected, the line disappears.

To perform a separate spelling check on the document (or a text selection) click the Spellcheck button. This checks the document or selection and opens the Spellcheck dialog if any misspelled words are found.

Here are some more features of the spelling checker:

- You can change the dictionary language (for example, to Spanish, French or German) on the Spellcheck dialog.
- You can add a word to the dictionary. Click **Add** in the Spellcheck dialog and pick the dictionary to add it to.
- The Options dialog of the Spellcheck tool has a number of different options such as whether to check uppercase words and words with numbers. It also allows you to manage custom dictionaries, that is, add or delete dictionaries, and add or delete words in a dictionary.
- On the Font tab of the Paragraph Styles dialog, you can set paragraphs to be checked in a specific language (different from the rest of the document). See the "Working with Styles" chapter in the *Writer Guide* for more information.

Using AutoCorrect

Writer's AutoCorrect function has a long list of common misspellings and typing errors, which it corrects automatically. For example, "hte" will be changed to "the". Select **Tools > AutoCorrect** to open the AutoCorrect dialog. There you can define which strings of text are corrected and how. In most cases, the defaults are fine.

TIP AutoCorrect is turned on by default. To turn it off, uncheck **Format > AutoFormat > While Typing**.

- To stop Writer replacing a specific spelling, use **Tools > AutoCorrect > Replace**, highlight the word pair and click **Delete**.
- To add a new spelling to correct, type it into the *Replace* and *With* boxes and click **New**.
- See the different tabs of the dialog box for the wide variety of other options available to fine-tune AutoCorrect.

TIP AutoCorrect can be used as a quick way to insert special characters. For example, (c) will be autocorrected to ©. You can add your own special characters.

Using word completion

If Word Completion is enabled, Writer tries to guess which word you are typing and offers to complete the word for you. To accept the suggestion, press *Enter*. Otherwise continue typing.

TIP Many people prefer not to use Word Completion. If you don't want to use it, select **Tools > AutoCorrect > Word Completion** and uncheck *Enable Word Completion*.

You can customize word completion from the **Tools > AutoCorrect > Word Completion** tab:

- Add (append) a space automatically after an accepted word.
- Show the suggested word as a tip (hovering over the word) rather than completing the text as you type.
- Change the maximum number of words remembered for word completion and the length of the smallest words to be remembered.
- Delete specific entries from the word completion list.
- Change the key that accepts a suggested entry—the options are *Right arrow*, *End* key, *Return* (*Enter*), and *Space bar*.

Note Automatic word completion only occurs after you type a word for the second time in a document.

Using AutoText

AutoText allows you to assign text, tables, graphics and other items to a key combination. For example, rather than typing "Senior Management" every time you use that phrase, you might just type "sm" and press *F3*. Or you can save a formatted Note (like the one on this page) as AutoText and then insert a copy by typing "note" and pressing *F3*.

To assign some text to an AutoText shortcut:

1) Type the text into your document.
2) Select the text so it is highlighted.
3) Select **Edit > AutoText** (or press *Control+F3*).
4) Enter a name for your shortcut. Writer will suggest a one-letter shortcut, which you can change.
5) Click the **AutoText** button on the right and select **New (text only)** from the menu.
6) Click **Close** to return to your document.

TIP If the only option under the AutoText button is Import, either you have not entered a name for your AutoText or there is no text selected in the document.

AutoText is especially powerful when assigned to fields. See the chapter "Working with Fields" in the *Writer Guide* for more information.

Inserting dashes and non-breaking spaces

You can insert a dash by using the Special Characters window or by using AutoCorrect. (For more about AutoCorrect, see "Controlling OOO's AutoCorrect functions" in Chapter 5, "Setting up OpenOffice.org" and "Using AutoCorrect" on page 75 in this chapter).

– is an en-dash; that is, a dash the width of the letter "n" in the font you are using. It is U+2013 (scroll down to the *General Punctuation* section in the Special Characters window). To enter an en-dash using AutoCorrect, type at least one character, a space, two hyphens, another space, and at least one more letter, then a space. The two hyphens will be replaced by an en-dash.

— is an em-dash; that is, a dash the width of the letter "m" in the font you are using. It is U+2014. To enter it using AutoCorrect, type at least one character, two hyphens, and at least one more character, then a space. The two hypens will be replaced by an em-dash.

To insert a non-breaking space (to keep characters together, for example in a telephone number), press *Control+Space* on the keyboard.

Formatting text

Using styles

Styles are central to using Writer. Styles enable you to easily format your document consistently, and to change the format with minimal effort. Often, when you format your document in Writer, you are using styles whether you realize it or not. A style is a named set of formatting options. Writer defines several types of styles, for different types of elements: characters, paragraphs, pages, frames, and lists. The use of styles is described in detail in the chapters titled “Introduction to Styles” and “Working with Styles” in the *Writer Guide*.

Formatting paragraphs

You can apply many formats to paragraphs using the buttons on the Formatting toolbar. Figure 52 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for paragraph formatting.

TIP It is highly recommended that you use *paragraph styles* rather than manually formatting paragraphs, especially for long or standardized documents. For information on the advantages of styles, and how to use them, see the chapter titled “Working with Styles”in this book and the chapters on styles in the *Writer Guide*.

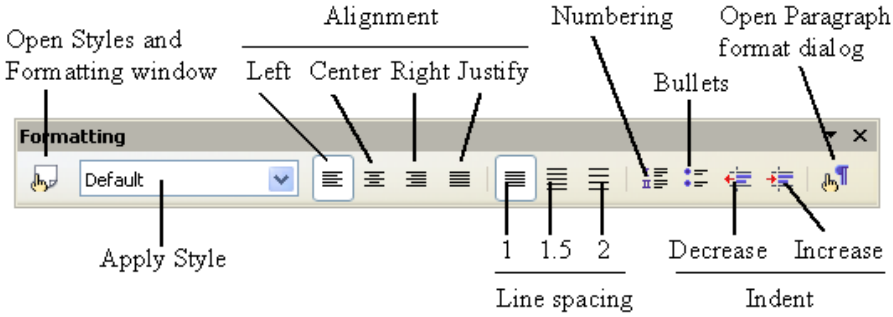


Figure 52: Formatting toolbar, showing buttons for paragraph formatting

Figure 53 shows examples of the different alignment options.

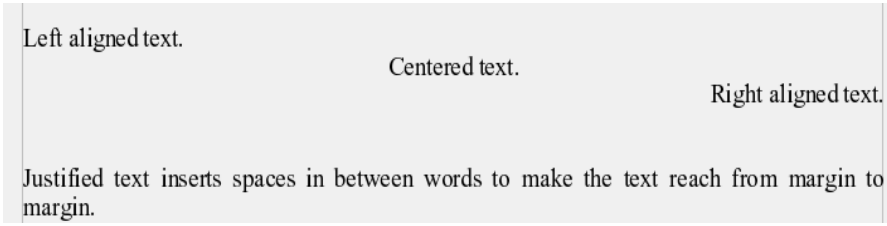


Figure 53: Different text alignment options

Formatting characters

You can apply many formats to characters using the buttons on the Formatting toolbar. Figure 54 shows the Formatting toolbar as a floating toolbar, customized to show only the buttons for character formatting.

TIPs

It is highly recommended that you use *character styles* rather than manually formatting characters. For information on the advantages of styles, and how to use them, see the chapter titled "Introduction to Styles" in the *Writer Guide*.

To remove manual formatting, select the text and click **Format > Default Formatting**, or right-click and select **Default Formatting** from the pop-up menu.

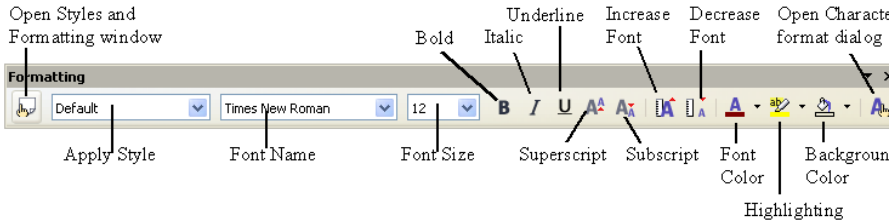


Figure 54: Formatting toolbar, showing buttons for character formatting

Autoformatting

You can set Writer to automatically format parts of a document according to the choices made on the Options page of the AutoCorrect dialog (**Tools > AutoCorrect > Options**).

TIP

If you notice unexpected formatting changes occurring in your document, this is the first place to look for the cause.

Some common unwanted or unexpected formatting changes include:

- Horizontal lines. If you type three or more hyphens (---), underscores (___) or equal signs (===) on a line and then press *Enter*, the paragraph is replaced by a horizontal line as wide as the page. The line is actually the lower border of the preceding paragraph.
- Bulleted and numbered lists. A bulleted list is created when you type a hyphen (-), star (*), or plus sign (+), followed by a space or tab at the beginning of a paragraph. A numbered list is created when you type a number followed by a period (.), followed by a space or tab at the beginning of a paragraph. Automatic numbering is only applied to paragraphs formatted with the *Default*, *Text body* or Text body indent paragraph styles.

To turn autoformatting on or off, go to **Format > AutoFormat** and select or delete the items on the submenu.

Creating numbered or bulleted lists

There are several ways to create numbered or bulleted lists:

- Use autoformatting, as described above.
- Use list (numbering) styles, as described in the chapter titled “Working with Styles” in the *Writer Guide*.
- Use the Numbering and Bullets icons on the paragraph formatting toolbar (see Figure 55). This method is described here.

To produce a numbered or bulleted list, select the paragraphs in the list, and then click the appropriate icon on the toolbar.

Note It is a matter of personal preference whether you type your information first, then apply Numbering/Bullets, or apply them as you type.

Using the Bullets and Numbering toolbar

You can create nested lists (where one or more list items has a sublist under it, as in an outline) by using the buttons on the Bullets and Numbering toolbar (Figure 55). You can move items up or down the list, or create subpoints, and even change the style of bullets. Use **View > Toolbars > Bullets and Numbering** to see the toolbar.

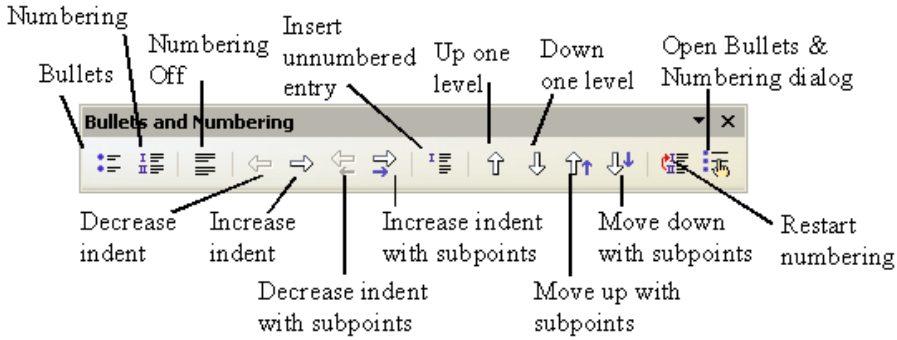


Figure 55: Bullets and Numbering toolbar

Hyphenating words

To turn automatic hyphenation of words on or off:

1) Press *F11* to open the Styles and Formatting window (Figure 56).
2) On the Paragraph Styles page of the Styles and Formatting window, right-click on Default and select **Modify**.
3) On the Paragraph Style dialog, go to the *Text Flow* tab (see Figure 57).
4) Under Hyphenation, select or deselect the **Automatically** checkbox. Click **OK** to save.

Note Turning on hyphenation for the Default paragraph style affects all other paragraph styles that are based on Default. You can individually change other styles so that hyphenation is not active; for example, you might not want headings to be hyphenated. Any styles that are not based on Default are not affected. For more on paragraph styles, see the chapters titled "Introduction to Styles" and "Working with Styles" in the *Writer Guide*.

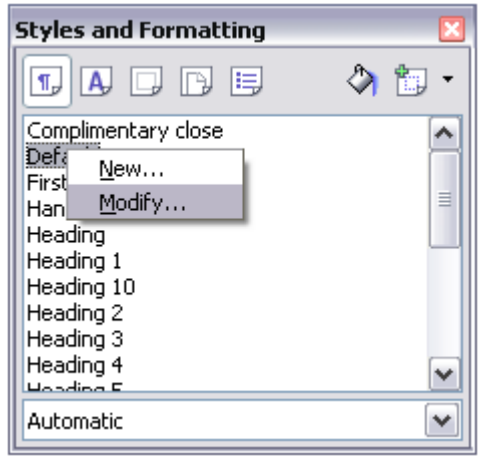


Figure 56: Modifying a style

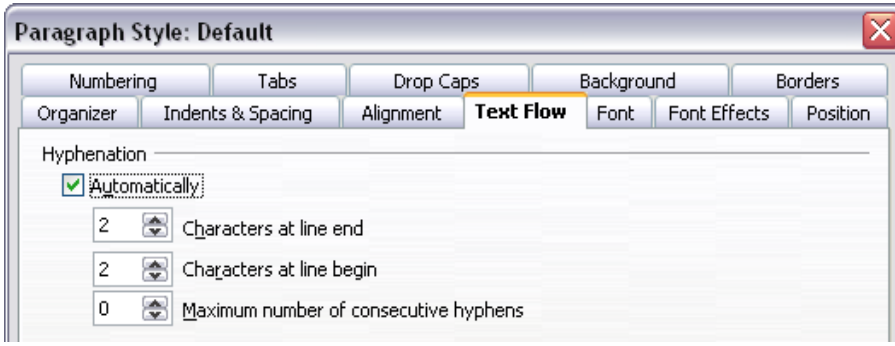


Figure 57: Turning on automatic hyphenation

You can also set hyphenation choices through **Tools > Options > Language Settings > Writing Aids**. In Options, near the bottom of the dialog, scroll down to the find the hyphenation settings (see Figure 58).

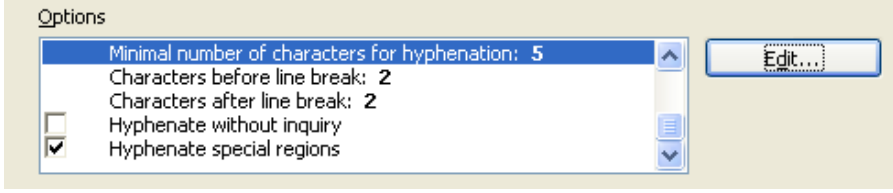


Figure 58: Setting hyphenation options

Notes

Hyphenation options set on the Writing Aids dialog are effective only if hyphenation is turned on through paragraph styles.

Choices on the Writing Aids dialog for “characters before line break” and “characters after line break” override settings in paragraphs styles for “characters at line end” and “characters at line begin”. This is a bug.

To enter a conditional hyphen inside a word, press *Control+minus sign*. The word is hyphenated at this position when it is at the end of the line, even if automatic hyphenation for this paragraph is switched off.

To insert a non-breaking hyphen, press *Control+Shift+minus sign*.

Undoing and redoing changes

To undo the most recent change, press *Control+Z*, or click the Undo icon on the Standard toolbar, or select **Edit > Undo** from the menu bar.

The Edit menu shows the latest change that can be undone, as shown in Figure 59.

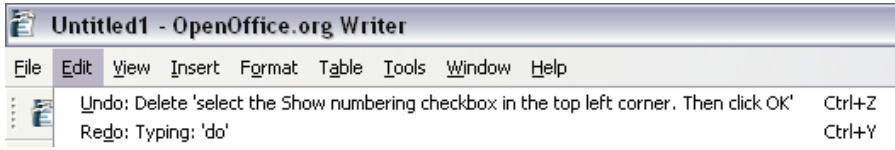


Figure 59: Edit > Undo last action

Click the small triangle to the right of the Undo icon to get a list of all the changes that can be undone (Figure 60). You can select multiple changes and undo them at the same time.

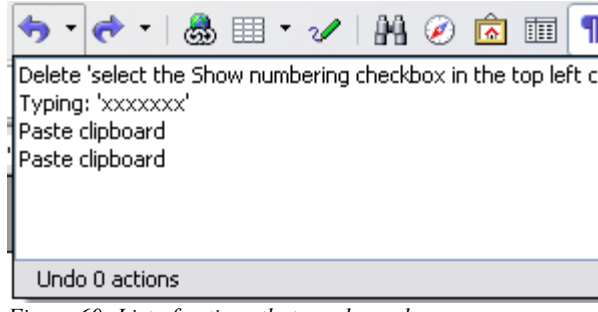


Figure 60: List of actions that can be undone

After changes have been undone, Redo becomes active. To redo a change, select **Edit > Redo**, or press *Control+Y* or click on the Redo icon  .

As with Undo, click on the triangle to the right of the arrow to get a list of the changes that can be reapplied.

To modify the number of changes OpenOffice.org remembers, select **Tools > Options > OpenOffice.org > Memory** and change Undo number of steps. Be aware that asking OOo to remember more changes consumes more computer memory.

Tracking changes to a document

You can use several methods to keep track of changes made to a document.

1) Make your changes to a copy of the document (stored in a different folder, or under a different name, or both), then use Writer to combine the two files and show the differences. Click **Edit > Compare Document**. This technique is particularly useful if you are the only person working on the document, as it avoids the increase in file size and complexity caused by the other methods.

2) Save versions that are stored as part of the original file. However, this method can cause problems with documents of non-trivial size or complexity, especially if you save a lot of versions. Avoid this method if you can.

3) Use Writer's change marks (often called "redlines" or "revision marks") to show where you have added or deleted material, or changed formatting. Later, you or another person can review and accept or reject each change.

TIP Not all changes are recorded. For example, changing a tab stop from align left to align right, and changes in formulas (equations) or linked graphics are not recorded.

Recording changes

See the chapter titled "Setting up Writer" in the *Writer Guide* for instructions on setting up how changes will be displayed.

1) To begin tracking (recording) changes, click **Edit > Changes > Record**.

   To show or hide the display of changes, click **Edit > Changes > Show**.

TIP Hover the mouse pointer over a marked change; you will see a Help Tip showing the type of change, the author, date, and time of day for the change. If Extended Tips are enabled, you will also see any comments recorded for this change.

2) To enter a comment on a marked change, place the cursor in the area of the change and then click **Edit > Changes > Comment**. (See Figure 61.) In addition to being displayed as an extended tip, the comment is also displayed in the list in the Accept or Reject Changes dialog.

   You can move from one marked change to the next by using the arrow buttons. If no comment has been recorded for a change, the Text field is blank.

3) To stop recording changes, click **Edit > Changes > Record** again.

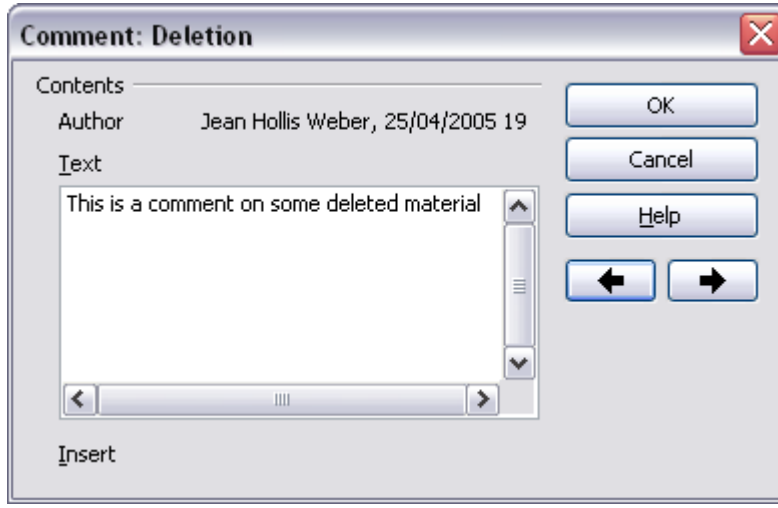


Figure 61: Inserting a comment during change recording

Inserting notes

To insert a note that is not associated with a recorded change:

1) Place the cursor at the text you want to comment on, then click **Insert > Note**.

2) On the Insert Note dialog (Figure 62), type your note. Click **Author** to insert your initials and the date and time.

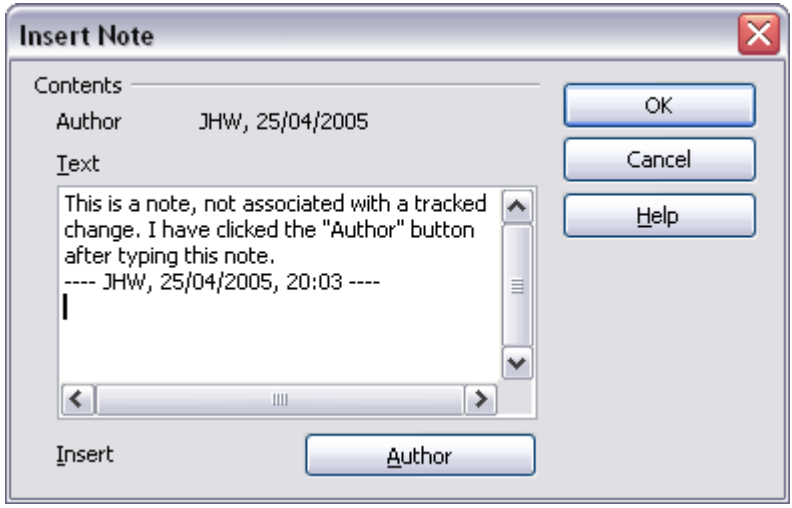


Figure 62: Inserting a note

To view a note, move the mouse pointer over the note marker (displayed as a small yellow rectangle). Writer displays the note in a Tip above the text. You can also double-click on the note to see it inside the Edit Note dialog. If you have trouble viewing or selecting notes this way, you can use the Navigator instead: expand the list of notes, select the one you want, right-click on it, and select **Edit** to display the Edit Note dialog.

The Edit Note dialog looks much like the Insert Note dialog, with the addition of forward and back arrow buttons if the document contains more than one note.

TIP You can change the color of the note marker using the **Tools > Options > OpenOffice.org > Appearance** dialog.

Accepting or rejecting changes and comments

1) Click **Edit > Changes > Accept or Reject**. The Accept or Reject Changes dialog (Figure 63) opens.

2) When you select a change in the dialog box, the actual text is highlighted in the document, so you can see what the editor changed.

3) Click **Accept** or **Reject** to accept or reject the selected change. You can also click Accept All or Reject All if you do not want to review the changes individually.

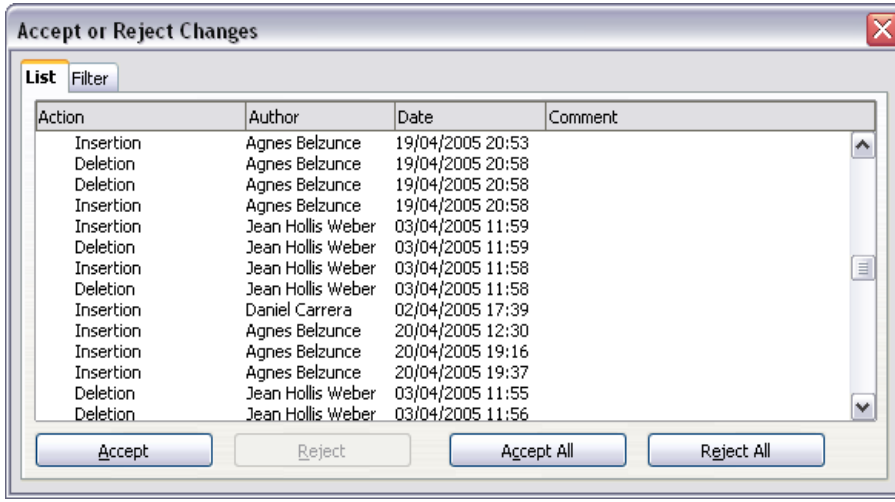


Figure 63: The List tab of the Accept or Reject Changes dialog

Changes that have not yet been accepted or rejected are displayed in the list. Accepted changes are removed from the list and appear in the text without any marking.

To show only the changes of certain people, or only the changes made on specific days, or various other restrictions, use the Filter tab on the Accept or Reject Changes dialog. After specifying the filter criteria, return to the List tab to see those changes that meet your criteria.

Formatting pages

Writer provides several ways for you to control page layouts:

- Page styles
- Columns
- Frames
- Tables
- Sections

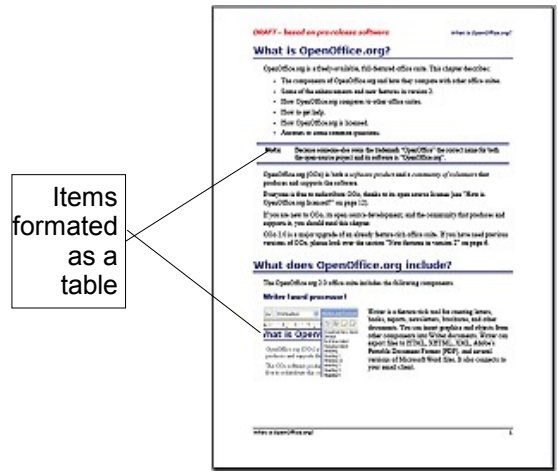
For more information, see the chapter titled “Formatting Pages” in the *Writer Guide*.

TIP Page layout is usually easier if you show text, object, table, and section boundaries in **Options > OpenOffice.org > Appearance**, and paragraph ends, tabs, breaks, and other items in **Options > OpenOffice.org Writer > Formatting Aids**.

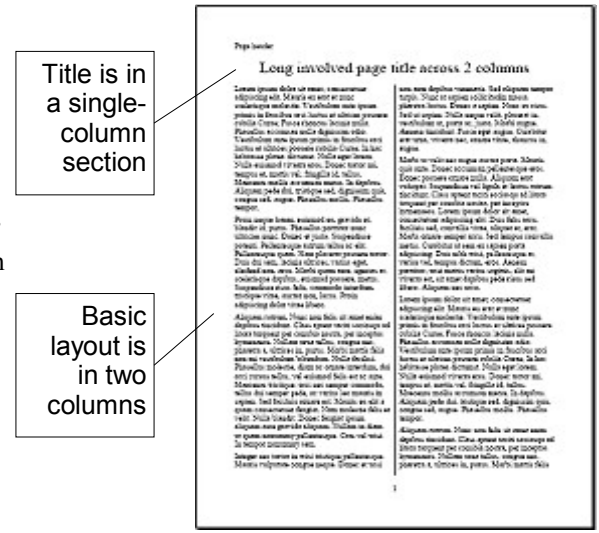
Which layout method to choose?

The best layout method varies depending on what the final document should look like and what sort of information will be in the document. Here are some examples.

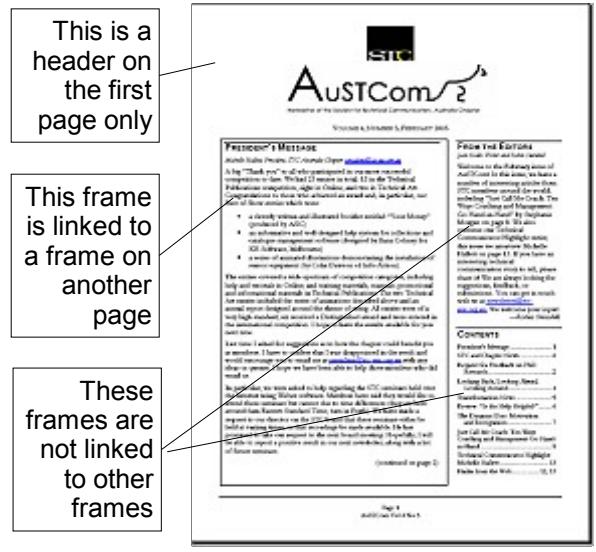
For a book similar to this user guide, with one column of text, some figures without text beside them, and some other figures with descriptive text, use page styles for basic layout, and tables to place figures beside descriptive text when necessary.



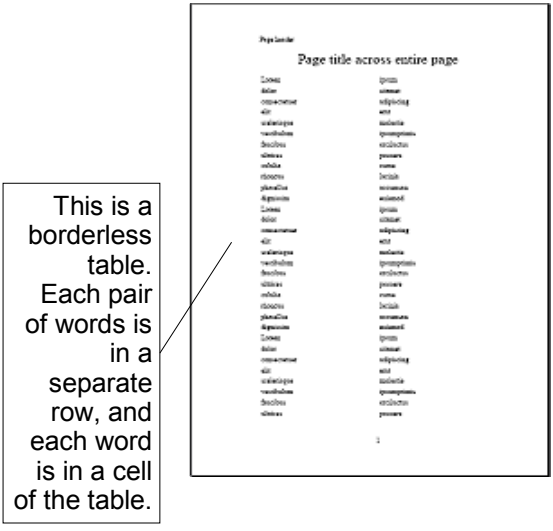
For an index or other document with two columns of text, where the text continues from the left-hand column to the right-hand column and then to the next page, all in sequence (also known as "snaking columns" of text), use page styles (with two columns). If the title of the document (on the first page) is full-page width, put it in a single-column section.



For a newsletter with complex layout, two or three columns on the page, and some articles that continue from one page to some place several pages later, use page styles for basic layout. Place articles in linked frames and anchor graphics to fixed positions on the page if necessary.



For a document with terms and translations to appear side-by-side in what appear to be columns, use a table to keep items lined up, and so you can type in both "columns".



Creating headers and footers

A header is an area that appears at the top of a page. A footer appears at the bottom of the page. Information —such as page numbers inserted into a header or footer displays on every page of the document with that page style.

To insert a header, click **Insert > Header > Default** (or the page style, if not Default).

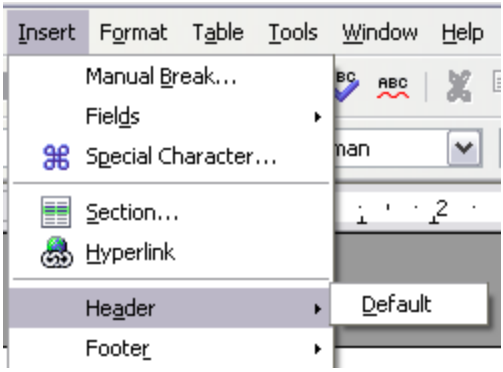


Figure 64: Inserting headers and footers

Other information such as document titles and chapter titles is often put into the header or footer. These items are best added as fields. That way, if something changes, the headers and footers are updated automatically. Here is one common example.

To insert the document title into the header:

1) Click **File > Properties > Description** and enter a title for your document.
2) Add a header (**Insert > Header > Default**).
3) Place the cursor in the header part of the page.
4) Select **Insert > Fields > Title**. The title should appear on a gray background (which does not show when printed and can be turned off).
5) To change the title for the whole document, go back to **File > Properties > Description**.

Fields are covered in detail in the chapter titled “Working with Fields” in the *Writer Guide*.

For more about headers and footers, see the chapters titled “Formatting Pages” and “Introduction to Styles” in the *Writer Guide*.

Numbering pages

To automatically number pages:

1) Insert a header or footer, as described in “Creating headers and footers” on page 90.

2) Place the cursor in the header or footer where you want the page number to appear and click **Insert > Fields > Page Number**.

Including the total number of pages

To include the total number of pages (as in “page 1 of 12”):

1) Type the word “page” and a space, then insert the page number as above

2) Press the spacebar once, type the word “of” and a space, then click **Insert > Fields > Page Count**.

Note The Page Count field inserts the total number of pages in the document, as shown on the Statistics tab of the document’s Properties window (**File > Properties**). If you restart page numbering anywhere in the document, then the total page count may not be what you want. See the chapter titled “Formatting Pages” in the *Writer Guide* for more information.

Restarting page numbering

Often you will want to restart the page numbering at 1, for example on the page following a title page or a table of contents. In addition, many documents have the “front matter” (such as the table of contents) numbered with Roman numerals and the main body of the document numbered in arabic numerals, starting with 1.

You can restart page numbering in two ways.

Method 1 (recommended):

1) Place the *c*ursor in the first paragraph of the new page.

2) Click **Format > Paragraph**.

3) On the Text Flow tab of the Paragraph dialog (Figure 57 on page 82), select **Breaks**.

4) Select **With Page style** and specify the page style to use.

5) Specify the page number to start from, and then click **OK**.

TIP Method 1 is also useful for numbering the first page of a document with a page number greater than 1. For example, you may be writing a book, with each chapter in a separate file. Chapter 1 may start with page 1, but Chapter 2 could begin with page 25 and Chapter 3 with page 51.

Method 2:

1) **Insert > Manual break**.
2) By default, **Page break** is selected on the Insert Break dialog (Figure 65).

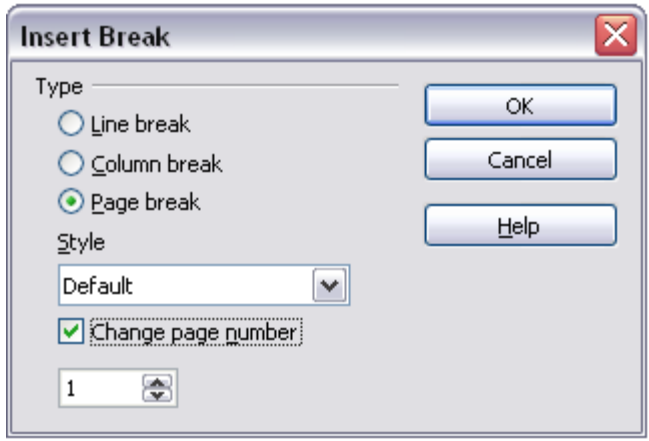


Figure 65: Restarting page numbering after a manual page break

3) Choose the required page **Style**.
4) Select **Change page number.**
5) Specify the page number to start from, and then click **OK**.

Changing page margins

You can change page margins in two ways:

- Using the page rulers—quick and easy, but does not have fine control.
- Using the Page Style dialog—can specify margins to two decimal places.

Note If you change the margins using the rulers, the new margins affect the page style and will be shown in the Page Style dialog the next time you open it.

To change margins using the rulers:

1) The gray sections of the rulers are the margins (see Figure 66). Put the mouse cursor over the line between the gray and white sections. The pointer turns into a double-headed arrow.

2) Hold down the left mouse button and drag the mouse to move the margin.

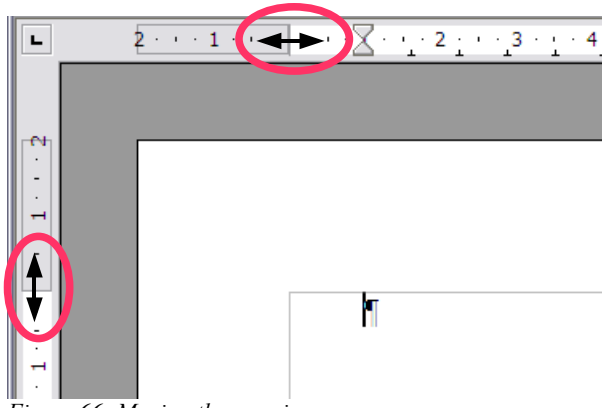


Figure 66: Moving the margins

TIP The small arrows on the ruler are used for indenting paragraphs. They are often in the same place as the page margins, so you need to be careful to move the margin marker, not the arrows. Place the mouse pointer between the arrows and, when the pointer turns into a double-headed arrow, you can move the margin (the indent arrows will move with it).

To change margins using the Page Style dialog:

1) Right-click anywhere on the page and select **Page** from the pop-up menu.

2) On the Page tab of the dialog, type the required distances in the Margins boxes.

Chapter 7
Getting Started with Calc

OpenOffice.org's Spreadsheet

Calc is the spreadsheet component of OpenOffice.org (OOo). You can enter data, usually numerical data, in a spreadsheet and then manipulate this data to produce certain results.

Alternatively you can enter data and then use Calc in a 'What If...' manner by changing some of the data and observing the results without having to retype the entire spreadsheet or sheet.

Spreadsheets, sheets, and cells

Calc works with elements called *spreadsheets*. Spreadsheets consist of a number of individual *sheets*, each containing a block of cells arranged in rows and columns.

These cells hold the individual elements—text, numbers, formulas etc.—which make up the data to be displayed and manipulated.

Each *spreadsheet* can have many sheets and each sheet can have many individual cells. Each sheet in Calc can have a maximum of 65,536 rows and a maximum of 245 columns (A through IV). This gives 16,056,320 individual cells per sheet.

The number of rows increased from OOo 1.x to 2.0. In 1.0 there were only 32,000 rows.

Parts of the main Calc window

When Calc is started, the main window looks similar to Figure 67.

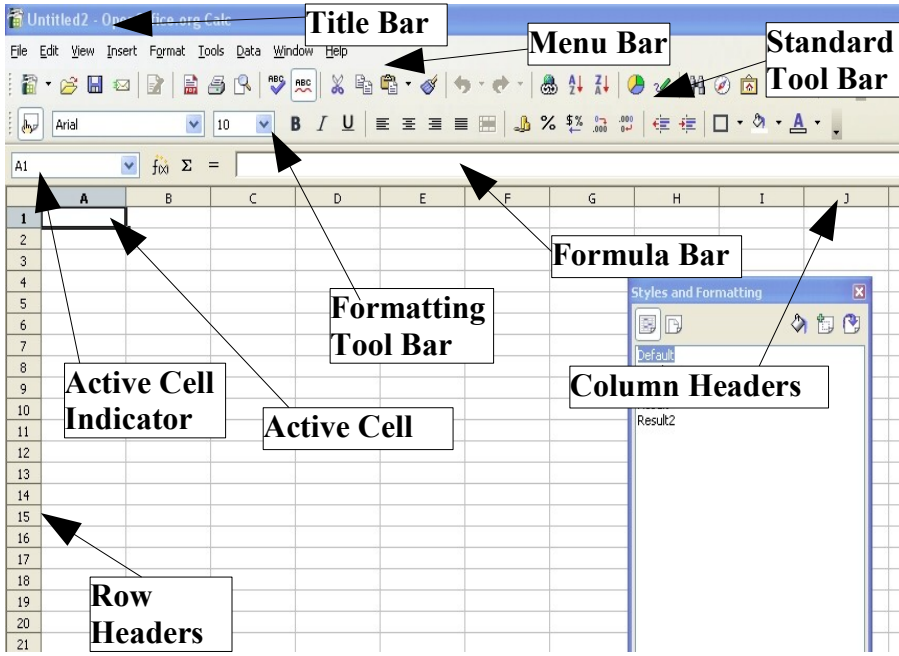


Figure 67. Parts of the Calc window

Formula bar

On the left of the Formula bar (see Figure 68) is a small text box, called the **Name** box, with a letter and number combination in it, such as *D7*. This is the column letter and row number, called the cell reference, of the current cell.

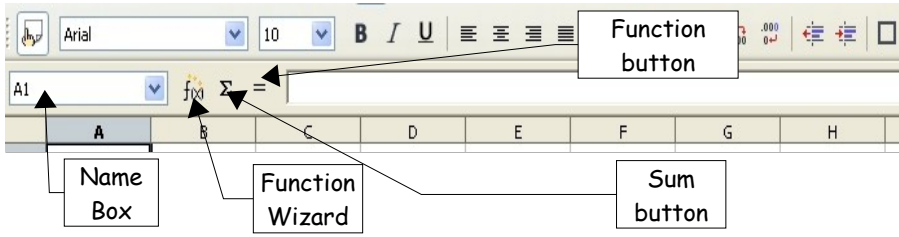


Figure 68. Formula Bar

To the right of the Name box are the the Function Wizard, Sum, and Function buttons.

Clicking the **Function Wizard** button opens a dialog box from which you can search through a list of available functions. This can be very useful, because it also shows how the functions are formatted.

The **Sum** button inserts a formula into the current cell that totals the numbers in the cells above, or to the left if there are no numbers above, the current cell.

The **Function** button inserts an equals sign into the selected cell and the Input Line, thereby setting the cell ready to accept a formula.

When you enter new data into a cell that already contains something, the Sum and Equals buttons change to **Cancel** and **Accept** buttons  .

The contents of the current cell (data, formula, or function) are displayed in the *Input Line*, the remainder of the Formula bar. You can edit the cell contents of the current cell here, or you can do that in the current cell. To edit inside the Input Line area, left-click the appropriate part of the Input Line area, then type your changes. To edit within the current cell, just double-click the cell.

Individual cells

The main section of the screen displays the individual cells in the form of a grid, with each cell being at the intersection of a particular column and row.

At the top of the columns and at the left-hand end of the rows are a series of gray boxes containing letters and numbers. These are the column and row headers. The columns start at A and go on to the right and the rows start at 1 and go on downwards.

Sheet tabs

At the bottom of the grid of cells are the sheet tabs (see Figure 69). These tabs enable access to each individual sheet, with the visible, or active, sheet having a white tab.

Clicking on another sheet tab displays that sheet and its tab turns white. You can also select multiple sheet tabs at once by holding down the *Control* key while you click the names.

Figure 69. Sheet tabs

Navigating within spreadsheets

Going to a particular cell

Using the mouse

Place the mouse pointer over the cell and left-click.

Using a cell reference

Click on the little inverted black triangle just to the right of the Name box (Figure 68). The existing cell reference will be highlighted. Type the cell reference of the cell you want to go to and press *Enter*. Or just click into the Name box, backspace over the existing cell reference and type in the cell reference you want.

Using the Navigator

Click on the Navigator button  in the Standard toolbar (or press *F5*) to display the Navigator. Type the cell reference into the top two fields, labeled Column and Row, and press *Enter*. In Figure 70 the Navigator would select cell F5.

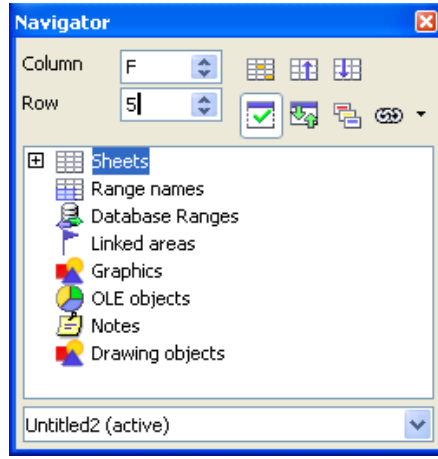


Figure 70. Calc Navigator

Moving from cell to cell

In the spreadsheet, one cell, or a group of cells, normally has a darker black border. This black border indicates where the *focus* is (see Figure 71).

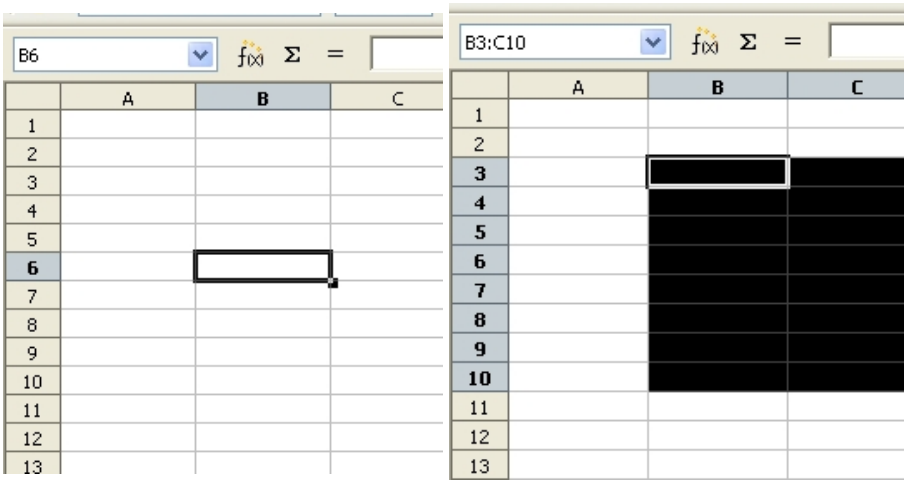


Figure 71. (Left) One selected cell and (right) a group of selected cells

Using the Tab and Enter keys

- Pressing *Enter* or *Shift+Enter* moves the focus down or up, respectively.
- Pressing *Tab* or *Shift+Tab* moves the focus right or left, respectively.

Using the cursor keys

Pressing the cursor keys on the keyboard moves the focus in the direction of the arrows.

Using Home, End, Page Up and Page Down

- *Home* moves the focus to the start of a row.
- *End* moves the focus to the column furthest to the right that contains data.
- *Page Down* moves the display down one complete screen and *Page Up* moves the display up one complete screen.
- Combinations of *Control* and *Alt* with *Home*, *End*, *Page Down*, *Page Up*, and the cursor keys move the focus of the current cell in other ways.

TIP Holding down *Alt+Cursor key* resizes a cell.

Moving from sheet to sheet

Each sheet in a spreadsheet is independent of the others though they can be linked with references from one sheet to another. There are three ways to navigate between different sheets in a spreadsheet.

Using the keyboard

Pressing *Control+PgDn* moves one sheet to the right and pressing *Control+PgUp* moves one sheet to the left.

Using the mouse

Clicking one of the Sheet Tabs at the bottom of the spreadsheet selects that sheet.

If you have a lot of sheets, then some of the sheet tabs may be hidden behind the horizontal scroll bar at the bottom of the screen. If this is the case, then the four buttons at the left of the sheet tabs can move the tabs into view. Figure 72 shows how to do this.

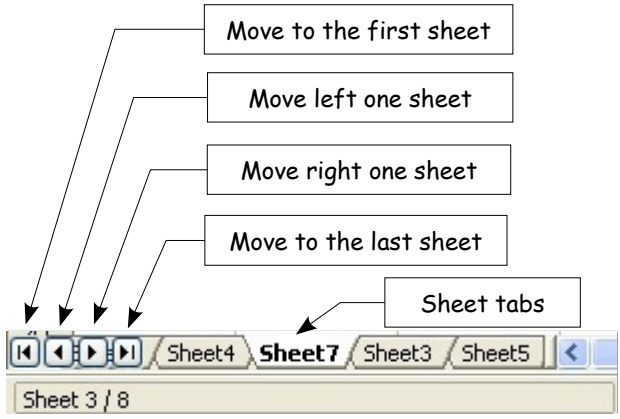


Figure 72. Sheet tab arrows

Notice that the sheets here are not numbered in order. Sheet numbering is arbitrary – you can name a sheet as you wish.

Note	The sheet tab arrows that appear in Figure 72 only appear if you have some sheet tabs that can not be seen. Otherwise they will appear faded as in Figure 69.

Selecting items in a sheet or spreadsheet

Selecting cells

Cells can be selected in a variety of combinations and quantities.

Single cell

Left-click in the cell. The result will look like the left side of Figure 71. You can verify your selection by looking in the Name box.

Range of contiguous cells

A range of cells can be selected using the keyboard or the mouse.

To select a range of cells by dragging the mouse:

1) Click in a cell.
2) Press and hold down the left mouse button.
3) Move the mouse around the screen.
4) Once the desired block of cells is highlighted, release the left mouse button.

To select a range of cells without dragging the mouse:

1) Click in the cell which is to be one corner of the range of cells.
2) Move the mouse to the opposite corner of the range of cells.
3) Hold down the *Shift* key and click.

To select a range of cells without using the mouse:

1) Select the cell that will be one of the corners in the range of cells.
2) While holding down the *Shift* key, use the cursor arrows to select the rest of the range.

The result of any of these methods will look like the right side of Figure 71.

TIP You can also directly select a range of cells using the Name box. Click into the Name box as described in “Using a cell reference” on page 97. To select a range of cells, enter the cell reference for the upper left hand cell, followed by a colon (:), and then the lower right hand cell reference. For example, to select the range that would go from A3 to C6, you would enter *A3:C6*.

Range of non-contiguous cells

1) Select the cell or range of cells using one of the methods above.
2) Move the mouse pointer to the start of the next range or single cell.
3) Hold down the *Control* key and click or click-and-drag to select a range.
4) Repeat as necessary.

New in 2.0

In OOo 2.0 when you are selecting non-contiguous cells, the first part of your set does **not** have to be multiple cells. In OOo 1.x you had to select more than one cell as the first part of a non-contiguous range.

Selecting columns and rows

Entire columns and rows can be selected very quickly in OOo.

To select a single column, click on the column identifier letter (see Figure 67).

To select a single row, click on the row identifier number (see Figure 67).

To select multiple columns or rows that are contiguous:

1) Click on the first column or row in the group.
2) Hold down the *Shift* key.
3) Click the last column or row in the group.

To select multiple columns or rows that are not contiguous:

1) Click on the first column or row in the group.
2) Hold down the *Control* key.
3) Click on all of the subsequent columns or rows while holding down the *Control* key.

To select the entire sheet, click on the small box between the A column header and the 1 row header.

You can also use the keyboard to select the entire sheet by pressing *Control+A*.

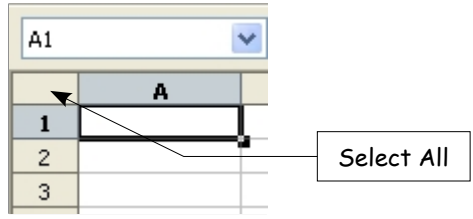


Figure 73. Select All box

Working with columns and rows

Inserting columns and rows

Columns and rows can be inserted in several different way and quantities.

Single column or row

A single column or row can be added using the **Insert** menu:

1) Select the column or rows where you want the new column or row inserted.
2) Select either **Insert > Column** or **Insert > Row**.

Note When you insert a single new column, it is inserted to the left of the highlighted column. When you insert a single new row, it is inserted above the highlighted row.

A single column or row can also be added using the mouse:

1) Select the column or rows where you want the new column or row inserted.
2) Right-click the header.
3) Select **Insert Row** or **Insert Column**.

Multiple columns or rows

Multiple columns or rows can be inserted at once rather than inserting them one at a time.

1) Highlight the required number of columns or rows by holding down the left mouse button on the first one and then dragging across the required number of identifiers.
2) Proceed as for inserting a single column or row above.

Deleting columns and rows

Columns and rows can be deleted individually or in groups.

Single column or row

A single column or row can only be deleted by using the mouse:

1) Select the column or row to be deleted.
2) Right-click on the column or row header.
3) Select **Delete Column** or **Delete Row** from the popup menu.

Multiple columns or rows

Multiple columns or rows can be deleted at once rather than deleting them one at a time.

1) Highlight the required number of columns or rows by holding down the left mouse button on the first one and then dragging across the required number of identifiers.

2) Proceed as for deleting a single column or row above.

Working with sheets

Like any other Calc element, sheets can be inserted, deleted and renamed.

Inserting new sheets

There are many ways to insert a new sheet. The first step for all of the methods is to select the sheets that the new sheet will be inserted next to. Then any of the following options can be used.

- Click on the **Insert** menu and select **Sheet**, or
- Right-click on its tab and select **Insert Sheet**, or
- Click into an empty space at the end of the line of sheet tabs (see Figure 74).

Figure 74. Creating a new sheet

Each method will open the Insert Sheet dialog (Figure 75). Here you can select whether the new sheet is to go before or after the selected sheet and how many sheets you want to insert.

Deleting sheets

Sheets can be deleted individually or in groups.

To delete a single sheet, right-click on the tab of the sheet you want to delete and select **Delete** from the popup menu.

To delete multiple sheets, select them as described earlier, right-click over one of the tabs and select **Delete** from the popup menu.

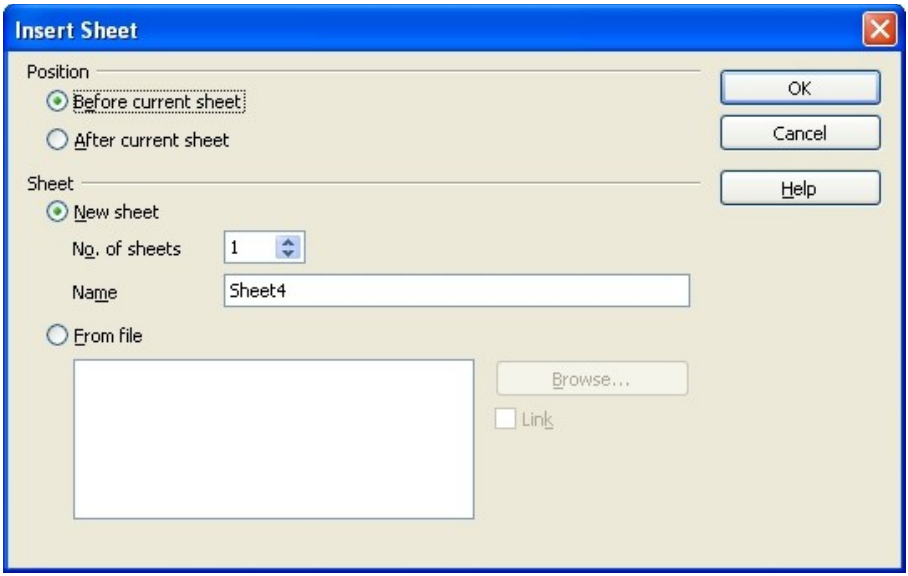


Figure 75. Insert Sheet dialog

Renaming sheets

The default name for the a new sheet is "Sheet*X*", where *X* is a number. While this works for a small spreadsheet with only a few sheets, it becomes awkward when there are many sheets.

To give a sheet a more meaningful name, you can:

- Enter the name in the name box when you create the sheet, or
- Right-click on a sheet tab and select **Rename Sheet** from the popup menu and replace the existing name with a better one.

Note Sheet names must start with either a letter or a number; other characters including spaces are not allowed, although spaces can be used between words. Attempting to rename a sheet with an invalid name will produce an error message.

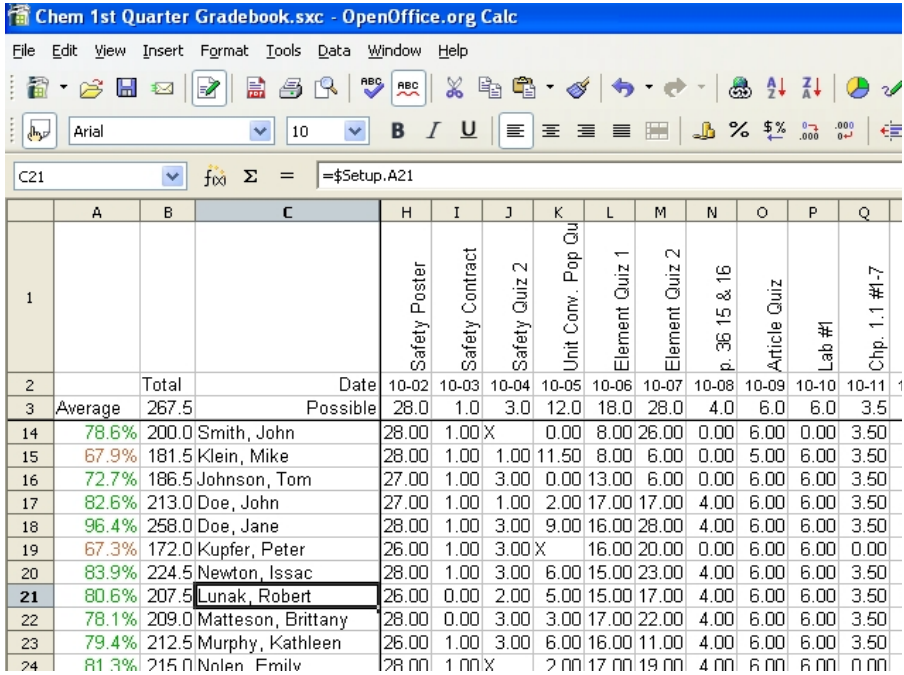
Viewing Calc

Freezing rows and columns

Freezing locks a number of rows at the top of a sheet or a number of columns on the left of a sheet or both. Then when scrolling around within the sheet, any frozen columns and rows remain in view.

Figure 76 shows some frozen rows and columns. The heavier horizontal line between rows 3 and 14 and the heavier vertical line between columns C and H denote the frozen areas. Rows 4 through 13 and columns D through G have been scrolled off the page. Because the first three rows and columns are frozen into place, they remained.

You can set the freeze point at one row, one column, or both a row and a column as in Figure 76.



	A	B	C	H	I	J	K	L	M	N	O	P	Q
1				Safety Poster	Safety Contract	Safety Quiz 2	Unit Conv. Pop Qu	Element Quiz 1	Element Quiz 2	p. 36 15 & 16	Article Quiz	Lab #I	Chp. 1.1 #1-7
2		Total	Date	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-09	10-10	10-11
3	Average	267.5	Possible	28.0	1.0	3.0	12.0	18.0	28.0	4.0	6.0	6.0	3.5
14	78.6%	200.0	Smith, John	28.00	1.00	X	0.00	8.00	26.00	0.00	6.00	0.00	3.50
15	67.9%	181.5	Klein, Mike	28.00	1.00	1.00	11.50	8.00	6.00	0.00	5.00	6.00	3.50
16	72.7%	186.5	Johnson, Tom	27.00	1.00	3.00	0.00	13.00	6.00	0.00	6.00	6.00	3.50
17	82.6%	213.0	Doe, John	27.00	1.00	1.00	2.00	17.00	17.00	4.00	6.00	6.00	3.50
18	96.4%	258.0	Doe, Jane	28.00	1.00	3.00	9.00	16.00	28.00	4.00	6.00	6.00	3.50
19	67.3%	172.0	Kupfer, Peter	26.00	1.00	3.00	X	16.00	20.00	0.00	6.00	6.00	0.00
20	83.9%	224.5	Newton, Issac	28.00	1.00	3.00	6.00	15.00	23.00	4.00	6.00	6.00	3.50
21	80.6%	207.5	Lunak, Robert	26.00	0.00	2.00	5.00	15.00	17.00	4.00	6.00	6.00	3.50
22	78.1%	209.0	Matteson, Brittany	28.00	0.00	3.00	3.00	17.00	22.00	4.00	6.00	6.00	3.50
23	79.4%	212.5	Murphy, Kathleen	26.00	1.00	3.00	6.00	16.00	11.00	4.00	6.00	6.00	3.50
24	81.3%	215.0	Nolen, Emily	28.00	1.00	X	2.00	17.00	19.00	4.00	6.00	6.00	0.00

Figure 76. Frozen rows and columns

Freezing single rows or columns

1) Click on the header for the row below where you want the freeze or for the column to the left of where you want the freeze.

2) Select **Window > Freeze**.

A dark line will appear to indicate where the freeze is put.

Freezing a row and a column

1) Click into the cell that is immediately below the row you want frozen and immediately to the right of the column you want frozen.

2) Select **Window > Freeze**.

You will see two lines appear on the screen, a horizontal line above this cell and a vertical line to the left of this cell. Now as you scroll around the screen everything above and to the left of these lines will remain in view.

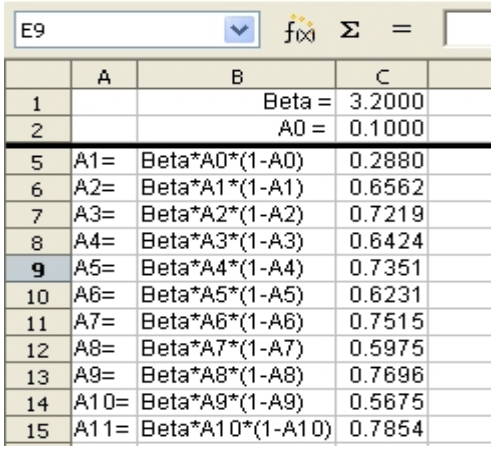
Unfreezing

To unfreeze rows or columns, select **Window > Freeze**. The checkmark by **Freeze** should vanish.

Splitting the window

Another way to change the view is by splitting the window—otherwise known as splitting the screen. The screen can be split either horizontally or vertically or both. This allows you to have up to four portions of the sheet in view at any one time.

Why would you want to do this? Imagine you have a large sheet and one of the cells has a number in it which is used by three formulas in other cells. Using the split screen technique, you can position the cell containing the number in one section and each of the cells with formulas in the other sections. Then you can change the number in the cell and watch how it affects each of the formulas.



	A	B	C
1		Beta =	3.2000
2		A0 =	0.1000
5	A1=	Beta*A0*(1-A0)	0.2880
6	A2=	Beta*A1*(1-A1)	0.6562
7	A3=	Beta*A2*(1-A2)	0.7219
8	A4=	Beta*A3*(1-A3)	0.6424
9	A5=	Beta*A4*(1-A4)	0.7351
10	A6=	Beta*A5*(1-A5)	0.6231
11	A7=	Beta*A6*(1-A6)	0.7515
12	A8=	Beta*A7*(1-A7)	0.5975
13	A9=	Beta*A8*(1-A8)	0.7696
14	A10=	Beta*A9*(1-A9)	0.5675
15	A11=	Beta*A10*(1-A10)	0.7854

Figure 77. Split screen example

Splitting the screen horizontally

To split the screen horizontally:

1) Move the mouse pointer into the vertical scroll bar, on the right-hand side of the screen, and place it over the small button at the top with the black triangle.

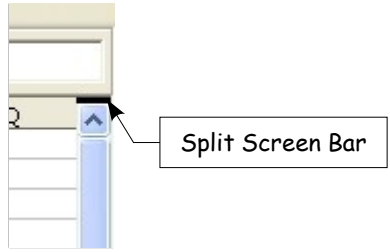


Figure 78. Split screen bar on vertical scroll bar

2) Immediately above this button you will see a thick black line (Figure 78). Move the mouse pointer over this line and it will turn into a line with two arrows (Figure 79).

3) Hold down the left mouse button and a grey line will appear, running across the page. Drag the mouse downwards and this line will follow.

4) Release the mouse button and the screen will split into two views, each with its own vertical scroll bar.

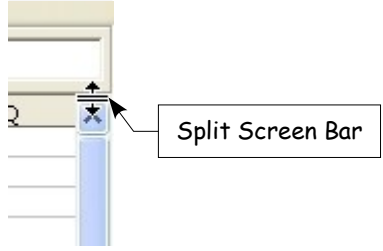


Figure 79. Split screen bar on vertical scroll bar with cursor

Notice in Figure 77, the ‘Beta’ and the ‘A0’ values are in the upper part of the window and other calculations are in the lower part. You may scroll the upper and lower parts independently. Thus you can make changes to the Beta and A0 values and watch their affects on the calculations in the lower half of the window.

You can also split the window vertically as described below—with the same results, being able to scroll both parts of the window independently. With both horizontal and vertical splits, you have four independent windows to scroll.

Splitting the screen vertically

To split the screen vertically:

1) Move the mouse pointer into the horizontal scroll bar at the bottom of the screen and place it over the small button on the right with the black triangle.

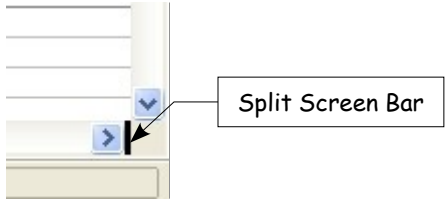


Figure 80: Split bar on horizontal scroll bar

2) Immediately to the right of this button you will see a thick black line (Figure 80). Move the mouse pointer over this line and it will turn into a line with two arrows.

3) Hold down the left mouse button and a grey line will appear, running up the page. Drag the mouse to the left and this line will follow.

4) Release the mouse button and the screen will be split into two views, each with its own horizontal scroll bar.

Note Splitting the screen horizontally and vertically at the same time will give four views, each with its own vertical and horizontal scroll bars.

Removing split views

- Double-click on each split line, or
- Click on and drag the split lines back to their places at the ends of the scroll bars, or
- Select **Window > Split**. This will remove all split lines at the same time.

TIP You can also split the screen following the same procedure as freezing rows and columns on page 105. Follow those steps, but instead of choosing **Window > Freeze**, choose **Window > Split**.

Entering data into a sheet

Entering numbers

Select the cell and type in the number using either the top row of the keyboard or the numeric keypad. To enter a negative number, type a minus (–) sign in front of it or enclose it in brackets ( ).

By default numbers are right-aligned and negative numbers have a leading minus symbol.

Entering text

Select the cell and type the text. Text is left-aligned by default.

Entering numbers as text

If a number is entered in the format *01481*, Calc will drop the leading 0. To preserve the leading zero, in the case of telephone area codes for example, precede the number with an apostrophe, like this: *'01481*. However, the data is now regarded as text by Calc. Arithmetic operations will not work on it. It will either be ignored or will produce an error of some kind.

TIP	Numbers can have leading zeros and be regarded as text if the the cell is formatted appropriately. Right-click on the cell and chose the **Format Cells > Numbers**. Adjusting the leading zeros setting can add leading zeros to numbers.

Caution 	Even if you declare a variable as text, you can still perform arithmethic operations on it; however, the results of those operations will not be what you might expect. In some cases Calc will perform arithmetic operations on a cell that contains text, whether characters (for example, ABCD) or numbers that you have formatted explicitly as a text cell. For more information, see the *Calc Guide*.

Entering dates and times

Select the cell and type the date or time. You can separate the date elements with a slant (/) or a hyphen (–) or use text such as 10 Oct 03. Calc recognizes a variety of date formats. You can separate time elements with colons such as 10:43:45.

Printing

OpenOffice.org Calc offers a powerful and highly configurable printing system. Many different details can be selected to print or not to print. The order the sheets will print in can be specified, as well as their size. Particular rows or columns can be specified to print on all sheets and the print range can be specified.

To print a spreadsheet either to a printer or a file, choose **File > Print**. The Print dialog (Figure 81) allows printer settings to be changed. What to print can be set quickly here: the whole document, specific sheets or a group of selected cells. The number of copies, and whether to collate the copies, are also set in this dialog. Choose **OK** to start printing.

Print options

Printer options can be set for the current document only or for all spreadsheets. To select for the current document, on the Print dialog, click the **Options** button in the bottom left. To set print options permanently, go to **Tools > Options > OpenOffice.org Calc > Print.** The dialog boxes for both are very similar. See Figure 82.

Selecting sheets to print

One or more sheets can be selected for printing. This can be useful if you have a large spreadsheet with multiple sheets and only want a certain sheet to print. An example would be an accountant recording costs over time where there was one sheet for each month. If only the November sheet were to be printed, this is the procedure to follow.

1) Select the sheets to be printed. (Hold down the *Control* key as you click on each sheet tab.)

2) Go to **File > Print** and select **Options** (see Figure 81).

Note The *Options* button is different from the *Properties* button. *Properties* deals with the settings of the printer, whereas *Options* deals with OOo's settings.

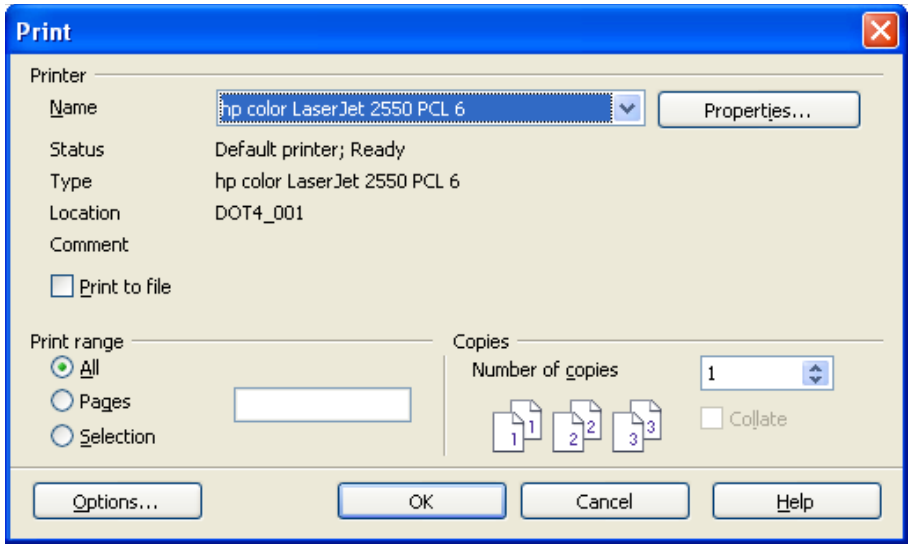


Figure 81. The Print dialog

3) On the Printer Options dialog (Figure 82), check the **Print only selected sheets** checkbox.

4) Click **OK**.

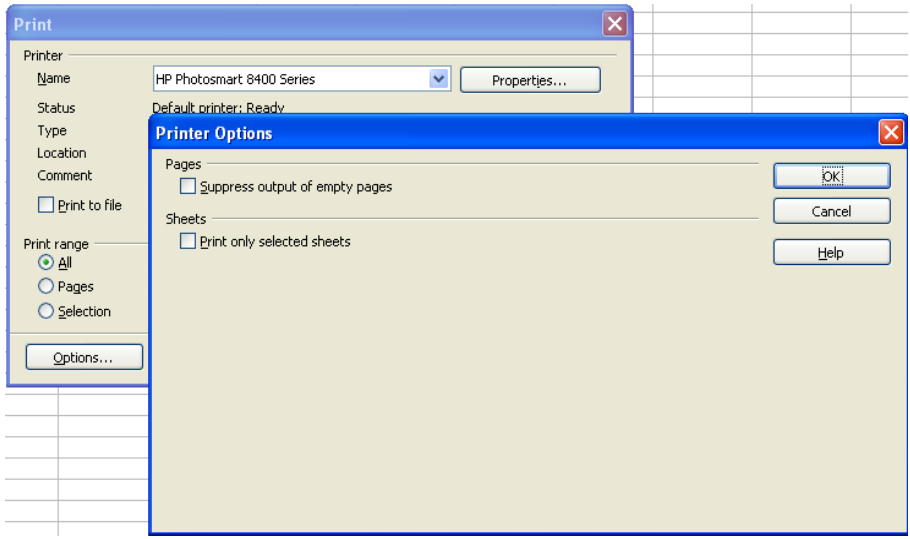


Figure 82. Printer Options dialog

Adjusting the print range

Printing rows or columns on every page

If a sheet will be printed on multiple pages, certain rows or columns can be set up to repeat on each printed page.

As an example, if the top two rows of the sheet as well as column A need to be printed on all pages, do the following:

1) Choose **Format > Print Ranges > Edit Print Range**.
2) The *Edit Print Ranges* dialog (Figure 83) appears. Click on **- none -** to the left of the **Rows to repeat** area, and change it to **- user defined -**.
3) In the text entry box in the center, type in the rows to repeat. For example, to repeat rows one and two, type **$1:$2**.
4) Columns can also repeat; click on **- none -** to the left of the **Columns to repeat** area, and change it to **- user defined -**..
5) In the text entry box in the center, type in the columns to repeat. For example, to repeat column A, type **$A**.
6) Click **OK**.

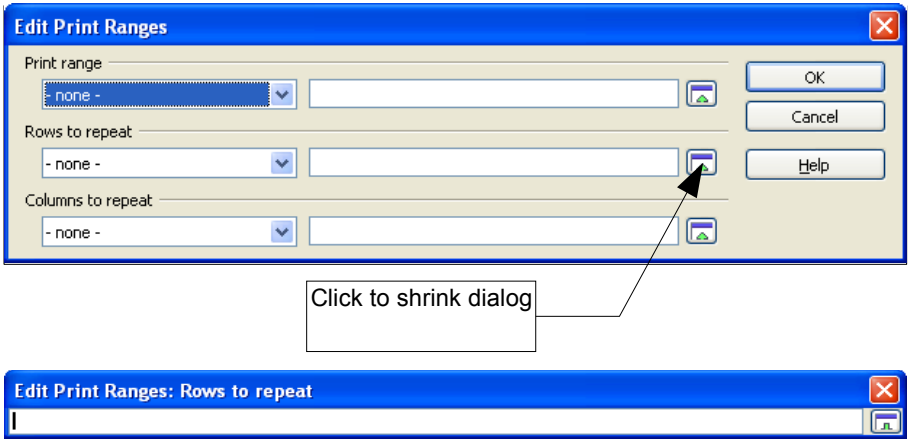


Figure 83. Edit Print Ranges dialog

Note	The entire range of the rows to be repeated does not need to be selected. Just selecting one cell in each row will work.

Defining a print range

Use this option to modify or set a defined print range. This could be useful if, in a large spreadsheet, only a specific area of data needs to be printed.

To define a print range:

1) Highlight the range of cells that comprise the print range.
2) Choose **Format > Print Ranges > Define Print Range**.

The page break lines will display on screen.

Note You can check the print range by using **File > Page Preview**. OOo will only display the cells in the print range.

Adding to the print range

After defining a print range, you can add more cells to it. This allows you to print multiple, non-contiguous areas of the same sheet, while not printing the whole sheet. Once you have defined a print range:

1) Highlight the range of cells that should be added to the print range.
2) Choose **Format > Print Ranges > Add Print Range**.

   This will add the extra cells to the print range.

The page break lines will no longer show up on the screen.

Note The additional print range will print as a separate page, even if both ranges are on the same sheet.

Removing a print range

It may become necessary to remove a defined print range, for example if the whole sheet needs to be printed at a later time.

To remove the print range, choose **Format > Print Ranges > Clear Print Range**.

This will remove all defined print ranges on the sheet.

After the print range is removed, the default page break lines will appear on the screen.

Chapter 8
Getting Started with Draw

OpenOffice.org's Vector Graphics Drawing Tool

Draw is a vector graphics drawing tool. It offers a series of powerful tools that enable you to quickly create all sorts of graphics. Vector graphics store and display an image as vectors (two points and a line) rather than a collections of pixels (dots on the screen). Vector graphics allows for easier storage and scaling of the image.

Draw is perfectly integrated into the OpenOffice.org suite, and this makes exchanging graphics with all components of the suite very easy. For example, if you create an image in Draw, reusing it in a Writer document is as simple as copy and paste. You can also work with drawings directly from within Writer and Impress, using a subset of the functions and tools from Draw.

Draw's functionality is very extensive and complete. Even though it was not designed to rival high-end graphics applications, Draw still possesses more functions than the majority of drawing tools that are integrated into office productivity suites.

A few examples of drawing functions might whet your appetite: layer management, magnetic grid point system, dimensions and measurement display, connectors for making organization charts, 3D functions enabling small three-dimensional drawings to be created (with texture and lighting effects), drawing and page style integration, and Bezier curves, just to name a few.

The Workplace

The main components of the **Draw** interface are shown in Figure 84.

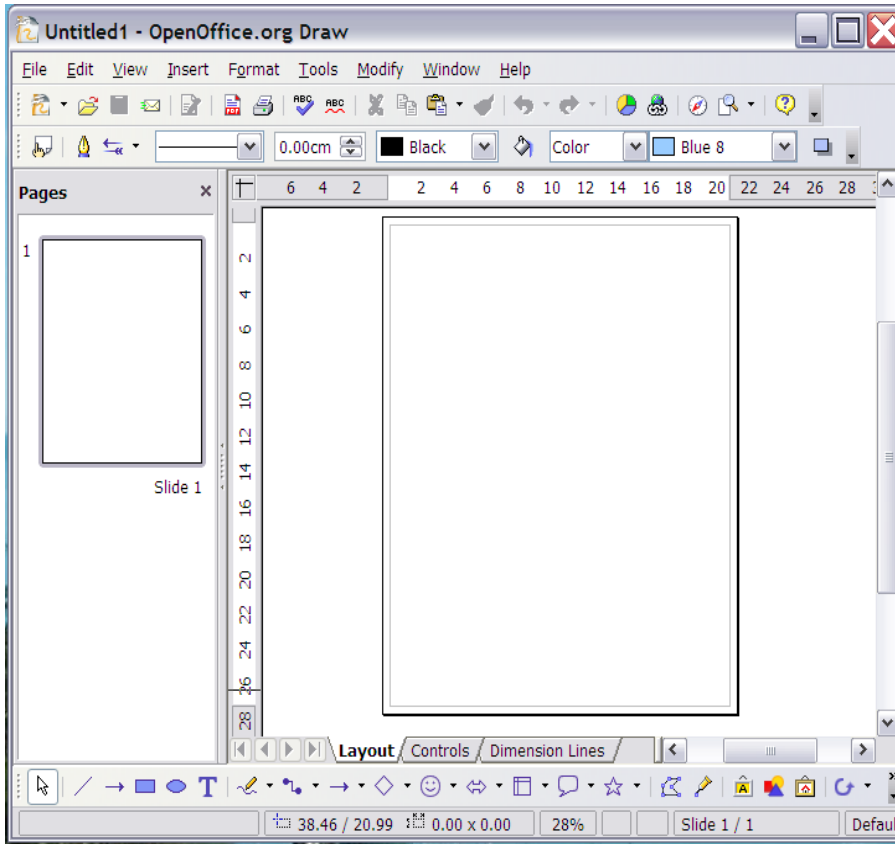


Figure 84. Initial Draw window

The large area in the center of the window is where the drawings are made. It is surrounded by toolbars and information areas. You can vary the number and position of the visible tools, so your setup may look a bit different. For example, many people put the main Drawing toolbar on the left-hand side of the workspace, not at the bottom as shown here.

The Toolbars

The various Draw toolbars can be displayed or hidden according to your needs.

New in 2.0 Many of the floating toolbars in OOo 1.x have become main toolbars in OOo 2.0.

To display or hide the toolbars, simply click **View > Toolbars**. On the menu that appears, choose which toolbars to display.

You can also select the buttons that you wish to appear on the corresponding toolbar. On the **View > Toolbars** menu, select **Customize**, click on the **Toolbars** tab, and then select the desired buttons for that toolbar. Each toolbar has a different list of buttons. See Chapter 4, "Menus and Toolbars" for more information.

Many toolbar buttons are marked with a small arrow beside the button. The arrow indicates that this button has additional functions. Click the arrow and a sub menu or floating toolbar appears, showing its additional functions (see Figure 85).

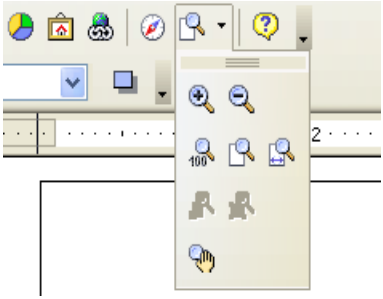


Figure 85 An arrow next to a button indicates additional functions

Similarly, click on the arrow on the title bar of a floating toolbar to display additional functions (see Figure 86).

You may wish to keep this submenu displayed on your screen, but in a different position than the default location. You can make this submenu into a *floating toolbar*. To do so, click the submenu title bar, drag it across the screen, and then release the mouse button.

Note Most buttons marked with the small arrow can become floating toolbars. The floating toolbar capability is common to all components of the OpenOffice.org suite.

The tools available in the various toolbars are explained in the following sections.

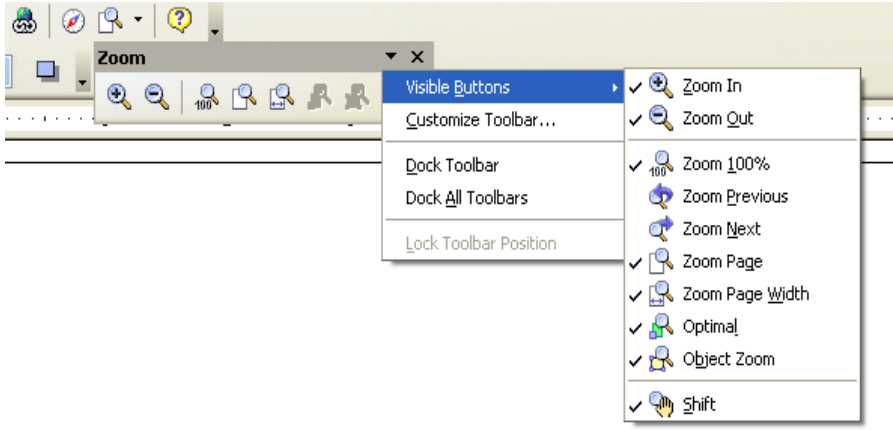


Figure 86. An arrow on a floating toolbar indicates additional functions

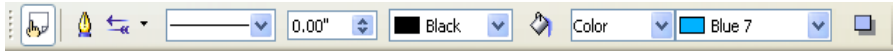
The Standard Bar

The Standard Bar looks like this:

It is the same for all parts of OpenOffice.org.

The Line and Filling Bar

The Line and Filling Bar (called the *Object Bar* in OOo 1.x) lets you modify the main properties of a drawing object.



In the example above, the available functions enable you to change the color of the line drawn, the fill color, and so on, of a selected object. If the selected object is text, the toolbar changes to the one below.

The Drawing Toolbar

The Drawing toolbar is the most important toolbar in Draw. It contains all the necessary functions for drawing various geometric and freehand shapes and organizing them on the page.

Drawing a straight line

Let's start by drawing the simplest of shapes: a straight line. Click on the Line button on the Drawing Toolbar  and place the mouse cursor at the point where you wish to start drawing.

Drag the mouse while keeping the button pressed down. Let go of the mouse button when you want to stop drawing the line. A blue or green handle point will appear at each end of the line, showing that this is the currently selected object. The colors depend on the default selection mode (they will be green for simple selection and blue when in point edit mode).

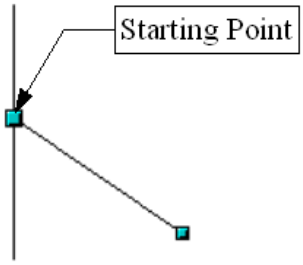


Figure 87: Drawing a straight line

Hold down the *Shift* key while drawing the segment to force the line to be drawn at a multiple of 45° from the horizontal.

If you hold down the *Control* key (*Ctrl* in PCs), the constraining angle will be 15°. You can set this angle in **Tools > Options > OpenOffice.org Draw > Grid**.

Hold down the *Alt* key to draw the line symmetrically from the start point (the line extends out to both sides of the start point equally). This lets you draw straight lines by starting from the middle of the line.

The line you draw will have the default attributes (such as color and line type). To change the line attributes, click on the line to select it and then use the tools in the Line and Filling Bar; or for more control, right-click on the line and choose **Line** to open the Line dialog.

Drawing a rectangle

Drawing rectangles is similar to drawing straight line segments, except that you use the Rectangle button  from the Drawing Toolbar. The (imaginary) line drawn with the mouse corresponds the diagonal of the rectangle.

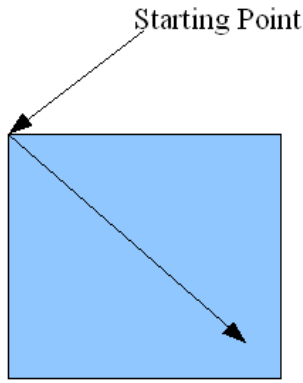


Figure 88: Drawing a rectangle

Hold down the *Shift* key to draw a square. Hold down the *Alt* key to draw a rectangle starting from its center.

Drawing a circle

To draw an ellipse or circle, use the Ellipse Button from the Drawing Toolbar (a circle is simply an ellipse where the two axes are the same length). The ellipse drawn is the largest ellipse that would fit inside the (imaginary) rectangle drawn with the mouse.

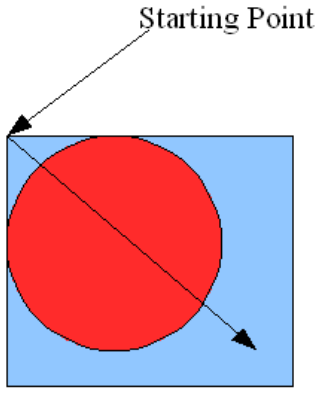


Figure 89: Drawing a circle

New in 2.0

Other shapes are available on the Drawing Toolbar. In previous versions of OOo, these shapes were extended functions shown by long-clicking the Ellipse button.

There are three other ways to draw an ellipse or circle:

- Hold down the *Shift* key while drawing to force the ellipse to be a circle.
- Hold down the *Alt* key to draw a symmetrical ellipse or circle from the center instead of dragging corner to corner.
- Hold down the *Ctrl* key while drawing to snap the ellipse or circle to grid lines.

Note If you first press (and hold) the *Control* key before clicking on any of these buttons (Line, Rectangle, Ellipse, and Text), the chosen object appears directly on the page with a default size, shape and color. All of these can then be changed.

Writing text

Use the Text tool T to write text and select the font, color, size, and other attributes. Click on an empty space in the workspace to write the text at that spot. If you click on an object, the text is written in the center of the object and remains within the object. The border of the object becomes the text's frame.

When you have finished typing text, click inside the text frame. Press *Enter* to drop to the next line. Double-click on the text at any time to edit it.

When you type text, the upper toolbar includes the usual paragraph attributes: indents, first line and tab stops.

You can change the style of all or part of the text. The Styles and Formatting window also works here (select **Format > Styles and Formatting** or press *F11* to launch), so you can create styles that you can reuse in other text frames exactly as you would with Writer.

Text frames can also have fill colors, shadows and other attributes, just like any other Draw object. You can rotate the frame and write the text at any angle. These options are available by right-clicking on the object.

Use the Callout tool, located on the Drawing toolbar, to create callouts (also known as captions or figure labels).

The Color Bar

To display the Color Bar, use **View > Toolbars > Color Bar**. The toolbar then appears at the bottom of the workspace.

This toolbar lets you rapidly choose the color of the objects in your drawing. The first box in the panel corresponds to transparency (no color).

The color palette that is shown by default can be changed using **Format > Area** as shown in Figure 90. Choose the tab marked **Colors**.

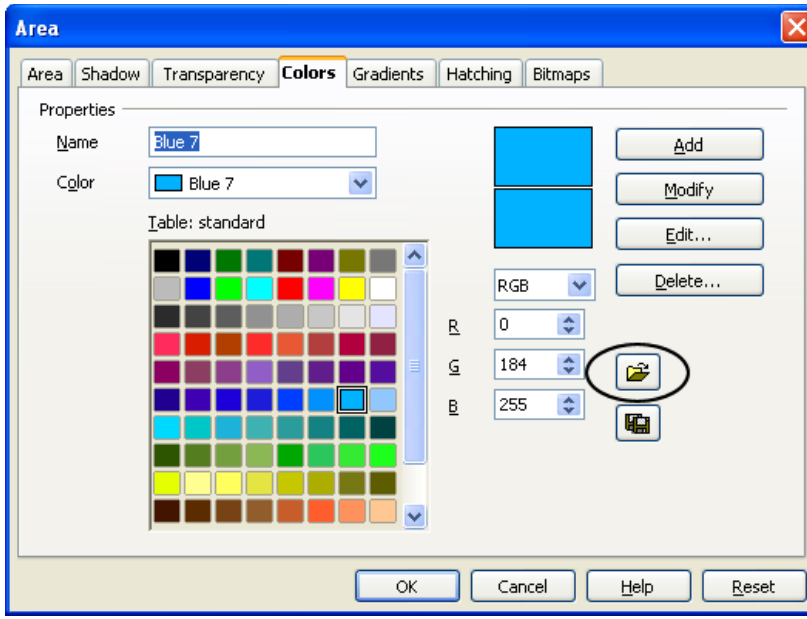


Figure 90. Changing the color palette

If you click on the **Load Color List** button (circled), the file selector asks you to choose a palette file (bearing the file extension .**soc**). Several palettes are supplied as standard with OpenOffice.org. For example, **web.soc** is a color palette that is particularly adapted to creating drawings that are going to appear in Web pages, because the colors will be correctly displayed on workstations with screens displaying at least 256 colors.

The color selection box also lets you individually change any color by modifying the numerical values in the fields provided to the right of the color palette. You also can click on **Edit** to display a dialog box (shown in Figure 91), making the choice of colors easier.

You can use the color schemes known as CMYK (Cyan, Magenta, Yellow, Black), RGB (Red, Green, Blue) or HSB (Hue, Saturation, Brightness).

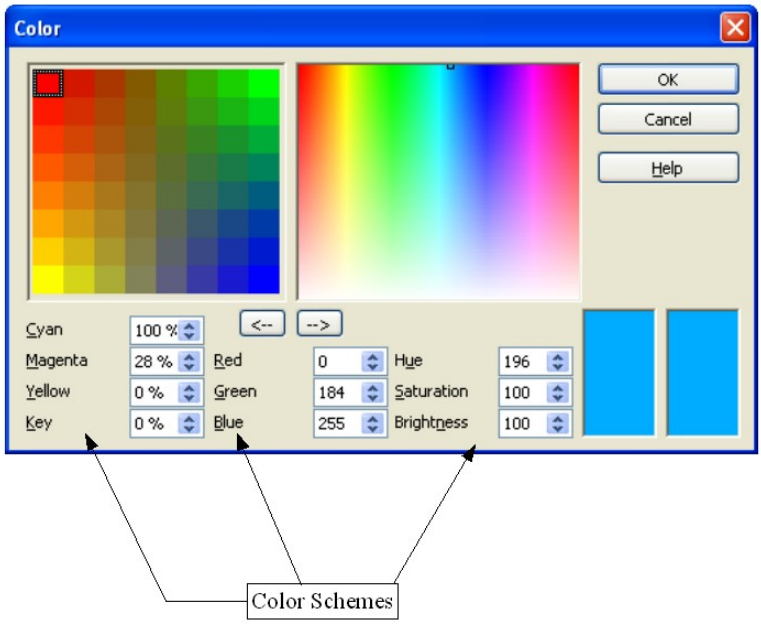
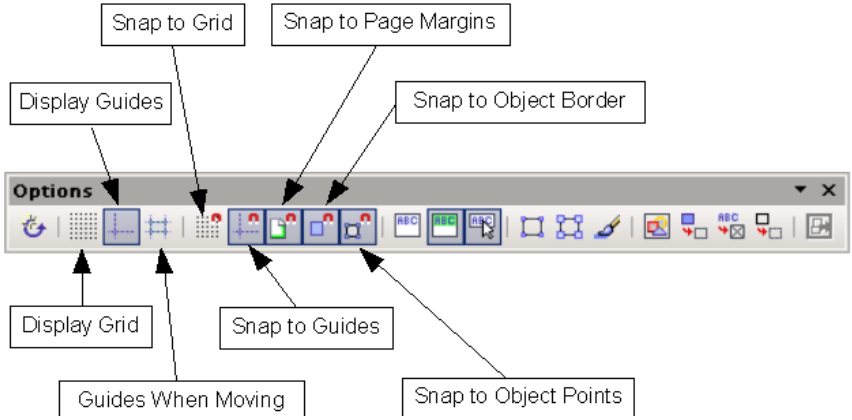


Figure 91. Defining color schemes

The Options Bar

This toolbar lets you activate or deactivate various drawing aids. The Options Bar is not displayed by default. To display it, select **View > Toolbars > Options**.



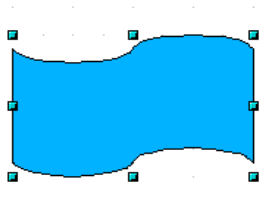
The snap tools are divided into 3 groups: the grid, snap lines, and snap points. Snapping to grid, lines or points requires three steps:

1) Display the grid, guides or points.
2) Click the correct snap-to button.
3) Drag the object near the point to be snapped to.

Using the grid

Draw provide a grid of points to which objects can be snapped. Click on the *Display Grid* button in the Options toolbar to display the grid, and then click on the *Snap to Grid* button to activate it. The work area will be filled with a grid, as shown in Figure 89. This grid will not be printed or appear in exported files such as PDF.

When the grid is active, shapes can be positioned easily by using the lines as a guide. In the following example, the object handles are positioned exactly on the lines in the grid.



The spacing between the lines is defined in the Grid options dialog under the Drawing area of the OOo options (**Tools > Options > OpenOffice.org Draw > Grid**).

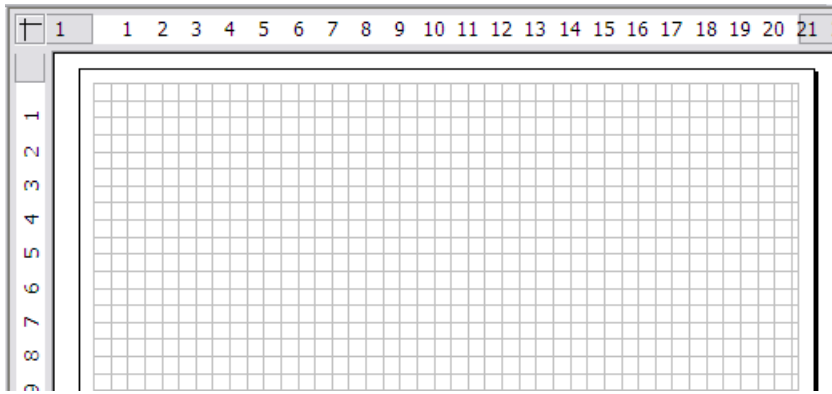


Figure 92. Example of grid

With the dialog shown in Figure 93, you can set the following parameters:

- Vertical and horizontal spacing of the dots in the grid. You can also change the unit of measurement used.
- The resolution is the size of the squares or rectangles in the grid. If the resolution is Horizontal 1cm, Vertical 2cm, the grid consists of rectangles 2cm high and 1cm wide.
- Subdivisions are additional points that appear along the sides of each rectangle or square in the grid. Objects snap to subdivisions as well as to the corners of the grid.
- The pixel size of the snap area defines how close you need to bring an object to a snap point or line before it will snap to it.

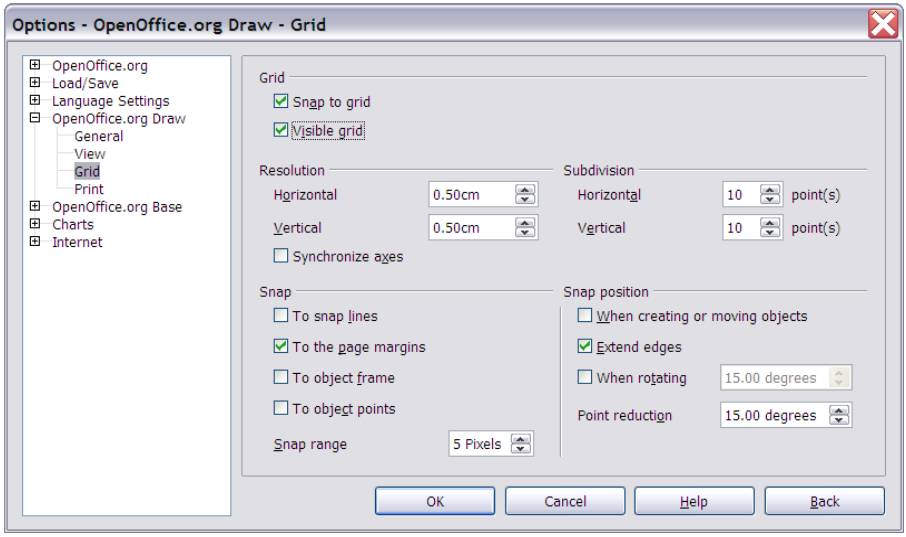


Figure 93. Setting grid options

The Rulers

You should see rulers on the upper and left-hand side of the workspace (see Figure 94). These show the size of the objects on the page. The rulers show the location of the mouse to help you position objects more precisely. The rulers also are used to manage handle points and capture lines that make positioning objects easier.

The page margins in the drawing area are also represented on the rulers. You can change the margins directly on the rulers by dragging them with the mouse. To modify the units of measurement of the rulers, right-click on one of the two rulers. The two rulers can have different units.

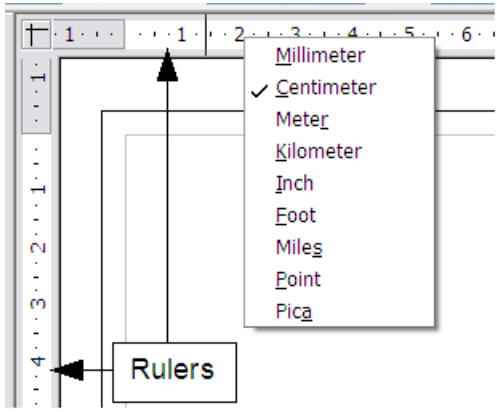
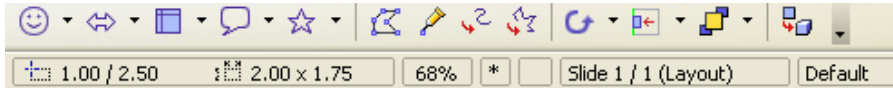


Figure 94. Rulers in a drawing

The Status Bar

The Status Bar is located at the bottom of the screen. The middle part of this area (shown below) is particularly relevant to the Draw module.



The sizes are given in the current unit (not to be confused with the ruler units). This unit is defined in **Tools > Options > OpenOffice.org Draw > General**, where you can also change the scale of the page. Another way to change the scale is to double-click on the number shown in the status bar.

Advanced Functions

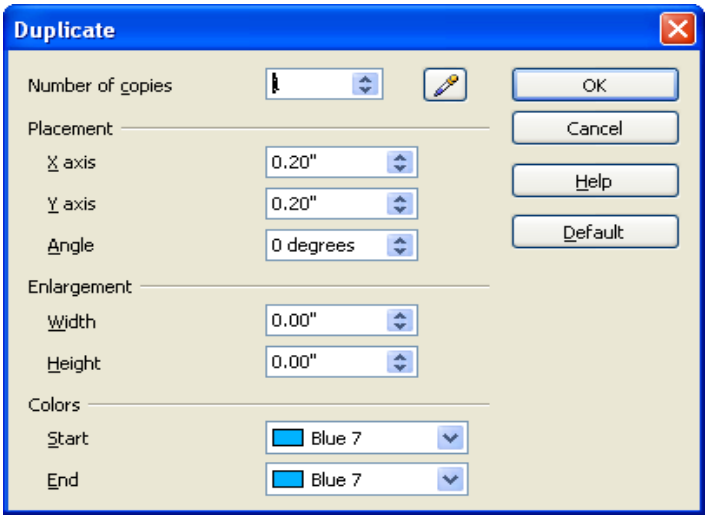
Draw contains several advanced functions that are useful in certain specific instances (web images and data exchange).

Duplication

This function duplicates a given shape while enabling you to change the options applied to the duplicates.

To start duplication, click on an object (or on a group of selected objects), then choose **Edit > Duplicate**.

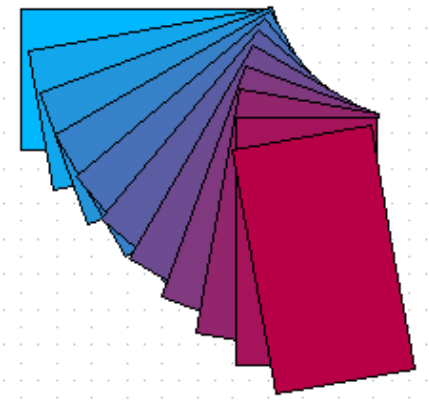
The following dialog box appears.



You can choose:

- The number of copies.
- The displacement along the X and Y axes between two copies.
- The angle of rotation between two copies.
- The change in size between each copy.
- The colors of the start and end copies..

The options above applied to a blue rectangle produce the following result.

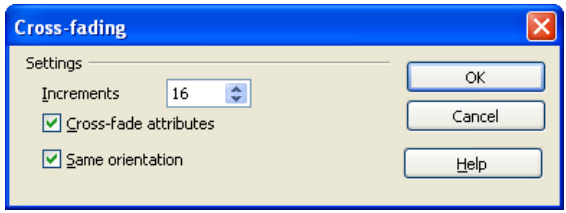


The end result of a duplication is a new group.

Cross-fading

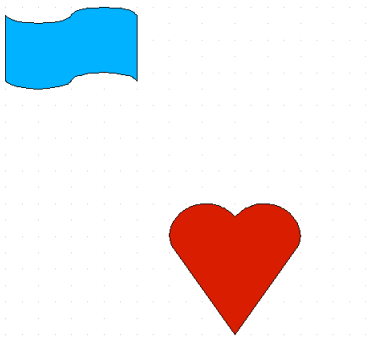
Cross-fading transforms a shape from one form to another, with OpenOffice.org handling all of the intermediate transitions. The result is a new group of objects.

To carry out a cross-fade, select both objects (hold the *Shift* key while selecting each object in turn) and then choose **Edit > Cross-fading**. The following dialog will appear.

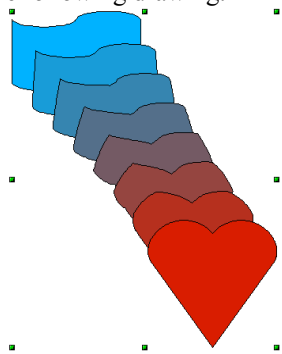


Here is an example of its use.

We start with two shapes...



...and carry out the cross-fade to obtain the following drawing.



Exchanging objects with other programs

To save a Draw image in a foreign format, use **File > Export**. Draw can save to many graphic file formats, as listed in Chapter 3, "File Management" in this book.

You can also export Draw files to HTML, PDF, and Flash. PDF export is the same as for any part of OpenOffice.org, as described in Chapter 3, "File Management" in this book. Flash export creates a .swf file.

HTML export uses a conversion wizard that creates as many web pages as there are pages in your Draw document. You can choose to display the pages in frames with a navigator and can set an index page[1]. See Chapter 16, "Creating Web Pages".

1 This wizard is exactly the same as in OpenOffice.org Impress.

Chapter 9
Getting Started with Impress

OpenOffice.org's Presentations

What is Impress?

Impress is OpenOffice.org's slide show (presentations) program. You can create slides that contain many different elements, including text, bulleted and numbered lists, tables, charts, clip art, and a wide range of graphic objects. Impress also includes a spelling checker, a thesaurus, prepackaged text styles, attractive background styles, and a handy help menu.

This chapter includes instructions, screen shots, and helpful hints to guide you through the Impress environment while designing the easier presentations. Although more difficult designs are mentioned throughout this chapter, explanations for creating them are in the *Impress Guide*. If you have a working knowledge of how to create slide shows, we recommend you use the *Impress Guide* for your source of information.

Note To use Impress for more than very simple slide shows requires some knowledge of the elements which the slides contain. Slides containing text use styles to determine the appearance of that text. Slides containing objects are created the same way drawings are created in Draw. For this reason, we recommend that you study the chapters "Working with Styles" and "Getting Started with Draw" in this book.

Creating a new presentation

This section shows how to set up a new presentation. The settings selected here are general: they apply to all the slides. The section “Working with slides” on page 144 explains how to apply settings to specific slides. These explanations can also apply to some of the general settings.

Planning a presentation

The first thing to do is to decide what you are going to do with the presentation. For example, putting a group of digital photos together in a presentation requires very little planning. However, using a presentation to increase the knowledge of others about your topic requires much more planning.

Note This chapter has been put into presentation form and is available for download from http://oooauthors.org/en/authors/user_howtos/Simple_Presentation.odp. It was developed by using the steps in this chapter.

You need to ask and answer many questions before you begin creating a presentation. If you are not acquainted with creating presentations, the answers will be more general. Those who have created a variety of presentations in the past will want to have more specific answers.

Who is to see the presentation? How will it be used? What is the subject matter? What should be in its outline? How detailed should the outline be? Will an audio file be played? Is animation desirable? How should the transition between slides be handled? These are some of the many questions that should be asked, answered, and written down before creating the presentation. Sound and animation are more advanced topics and will be explained in the *Impress Guide*.

Again, it is not always necessary at this point to have specific answers to every question. Making an outline is extremely important. You may already know exactly what some of the slides will contain. You may only have a general idea of what you want on some of the slides. That is alright. You can make some changes as you go. Change your outline to match the changes you make in your slides.

The important part is that you have a general idea of what you want and how to get it. Put that information on paper. That makes it much easier to create the presentation.

Starting the Presentation Wizard

Start OpenOffice.org (OOo) Impress. The Presentation Wizard appears (Figure 95). You can start Impress in either of two ways:

- Click the triangle to the right of the **New** Icon and select *Presentation* from the drop-down menu.
- Choose **File > New > Presentation** from the menu bar.

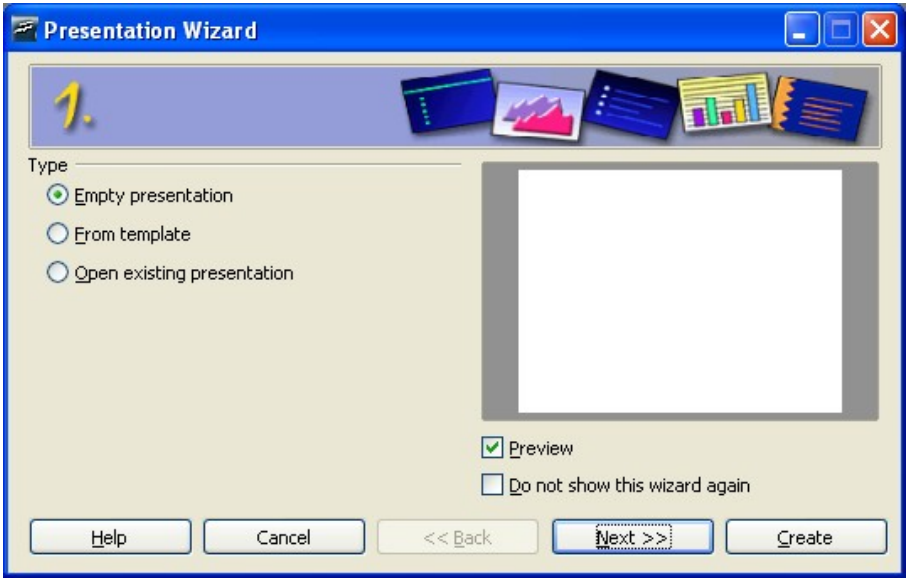


Figure 95. Using the Presentation Wizard to choose the type of presentation

1) Select *Empty Presentation* under Type. It creates a presentation from scratch.

TIP Leave the **Preview** checkbox selected, so templates, slide designs, and slide transitions appear in the preview box as you choose them. If you do not want the wizard to start every time you launch Impress, select the **Do not show this wizard again** checkbox.

Note *From Template* uses a template design already created as the basis for a new presentation. The wizard changes to show a list of available templates. Choose the template you want.

Open Existing Presentation continues work on a previously created presentation. The wizard changes to show a list of existing presentations. Choose the presentation you want. Both of these are covered in the *Impress Guide*.

2) Click **Next.** The Presentation Wizard step 2 window appears. Figure 96 shows the Wizard as it appears if you selected Empty Presentation on window 1. If you selected one of the other choices, an example slide is shown in the Preview box.

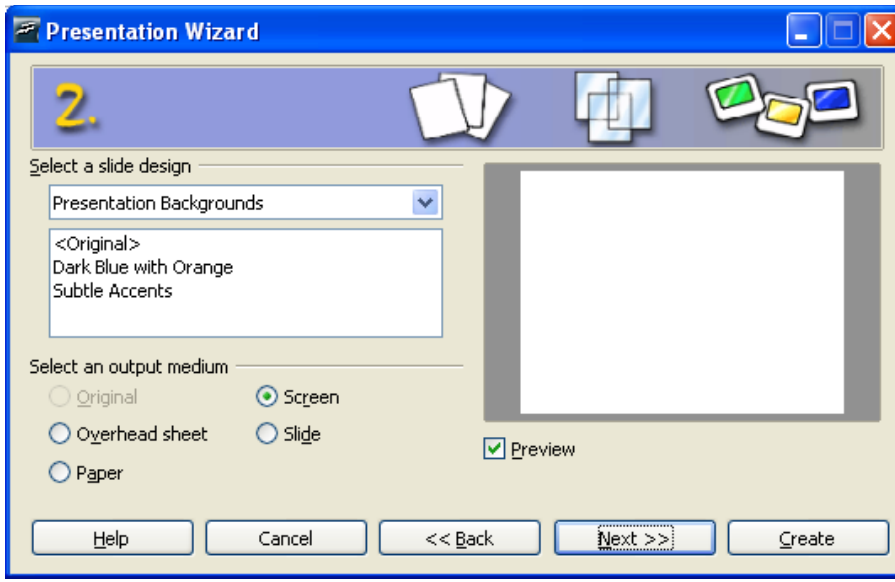


Figure 96. Selecting a slide design using the Presentation Wizard

3) Choose a design under **Select a slide design**. The slide design section gives you two main choices: *Presentation Backgrounds* and *Presentations*. Each one has a list of choices for slide designs. If you want to use one of these other than <Original>, click it to select it.

   The types of *Presentation Backgrounds* are shown in Figure 96. By clicking a choice, you will see a preview of that slide design in the Preview window. Impress contains three choices under *Presentations*: *<Original>*, *Introducing a New Product*, and *Recommendation of a Strategy*.

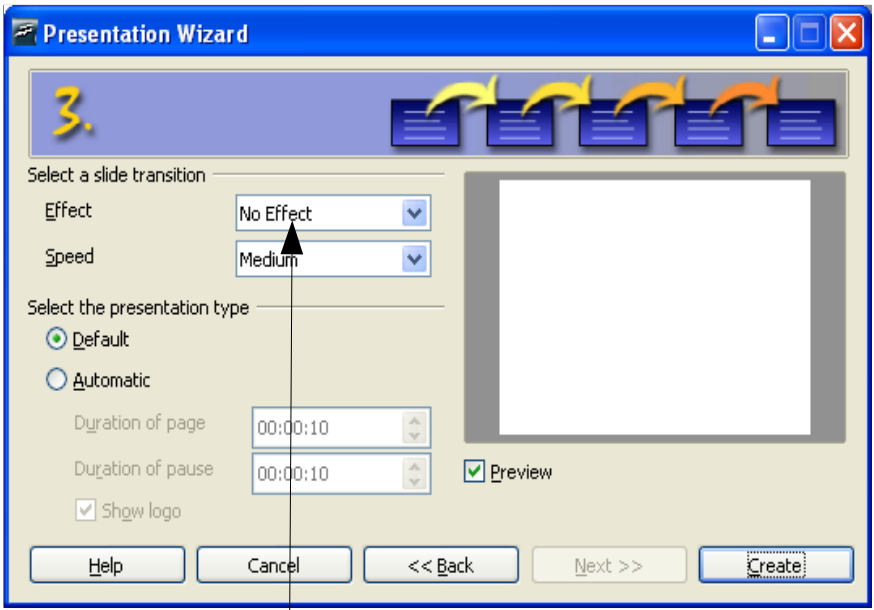
   - *<Original>* is for a blank presentation slide design.
   - Both *Introducing a New Product* and *Recommendation of a Strategy* have their own prepackaged slide designs. Each design appears in the Preview window when its name is clicked.

Note *Introducing a New Product* and *Recommendation of a Strategy* are prepackaged presentation templates. They can be used to create a presentation by choosing **From template** in the first window (Figure 95). See the *Impress Guide* for instructions to do this.

4) Select how the presentation will be used under **Select an output medium.** Most often, presentations are created for computer screen display. Select *Screen*.

Note See the *Impress Guide* for creating presentations with the other output media.

5) Click **Next**. The Presentation Wizard step 3 window appears (Figure 97).



The **Effect** option creates transitions between all the slides in the presentation. Select **No Effect** for no transition effect. Transitions can be added and changed later. For more information, see "Working with slides".

Figure 97. Selecting a slide transition effect and speed

6) Choose the desired option from the **Effect** drop-down menu.

Tip You might want to accept the default values for both *Effect* and *Speed* unless you are skilled at doing this. Both of these values can be changed later while working with **Slide transitions** and **animations**. These two are explained in more detail later in this chapter.

7) Select the desired speed for the transition between the different slides in the presentation from the **Speed** drop-down menu. *Medium* is a good choice for now.

8) Click **Create.** A new presentation is created.

Note If you selected "From template" on step 1 of the Wizard, the **Next** button will be active on step 3 and other pages will be available. These pages are not described here.

Formatting a presentation

Now comes the part where you put your presentation together based upon your outline. This is done using the Main window of Impress (Figure 98). We will first describe the purpose of each part of this window. Afterwards, we will describe how to use them in putting your presentation together.

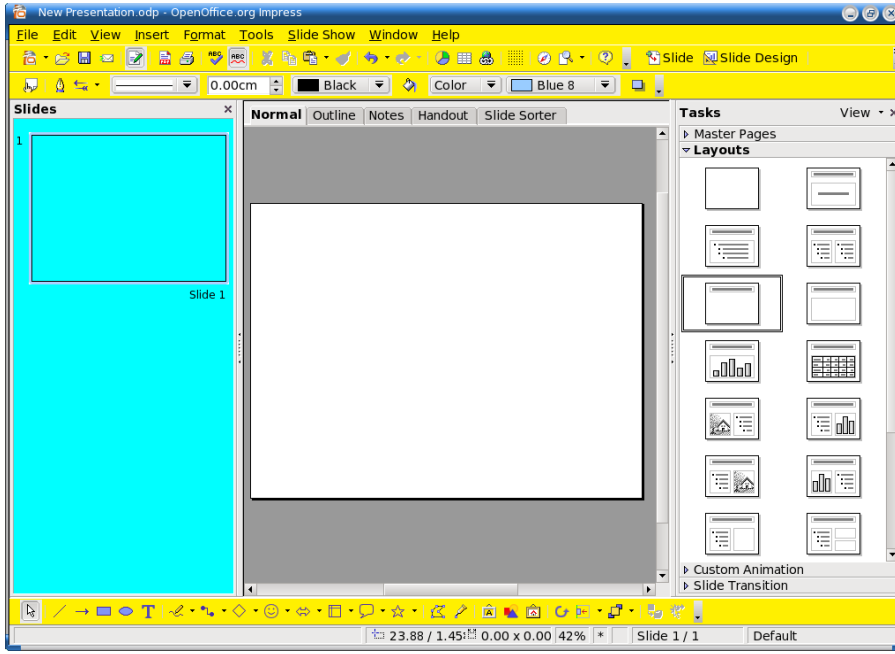


Figure 98: Main window of Impress

Main window of Impress

The Main window has three parts: the *Slides pane*, *Workspace*, and *Tasks pane*. The *Slides pane* allows you to do specific things to individual slides. The *Workspace* is where most of the work is done to create individual slides. The *Tasks pane* contains a group of four tasks which affect styles, the layout, animation, and transitions between slides in your presentation.

Tip	You can remove either the *Slides pane* or *Task pane* from view by clicking the *x* to close it like any other window. This can also be done by **View > Slide Pane** or **View > Task Pane**. To view the Slide or Task panes, **View >Side Pane** or **View > Task Pane**.

Slides pane

The *Slides pane* contains the thumbnail pictures of the slides in your presentation. They are in the order they will be shown. Clicking a slide selects it and places it in the *Workspace*. While it is there, you can apply any changes desired to that particular slide.

Note	The order of the slides can be changed in the *Workspace*. Changing the order of the slides in *Workspace* changes the order of the slides in the *Slide pane* also.

Several additional operations can be performed on one or more slides in the *Slides pane*:

- Add new slides at any place within the presentation after the first slide.
- Hide a slide so that it will not be shown as part of the slide show.
- Delete a slide from the presentation if it is no longer needed.
- Rename a slide.
- Copy or move the contents of one slide to another. (Copy and paste, or cut and paste respectively.)
- Change the slide transition following the selected slide or after each slide in a group of slides.
- Change the slide design. (A window opens allowing you to load your own design.)
- Change slide layout. (This requires using the *Layouts* section of the *Tasks pane*.)

Workspace

The *Workspace* has five tabs: **Normal**, **Outline**, **Notes**, **Handout**, and **Slide Sorter**. These five tabs are called **View Buttons** (Figure 99). There are also many toolbars which can be used to create a slide. **View > Toolbars** shows a list of what is available. The *Slide Design* section is below the **View Buttons**. This is where you put the various parts of your selected slide together.

Figure 99: View Buttons

Each view is designed to make completing certain tasks easier.

- *Normal view* is the main view for creating individual slides. Use this view to format and design and to add text, graphics, and animation effects. Many of the other sections in this chapter describe how to create and edit slides in Normal view. Additional information is available in the *Impress Guide*.
- *Outline view* shows topic titles, bulleted lists, and numbered lists for each slide in outline format. Use this view to rearrange the order of slides, edit titles and headings, rearrange the order of items in a list, and add new slides.
- *Notes view* lets you add notes to each slide that are not seen when the presentation is shown. Just click on the words “Click to add notes” and begin typing. You can resize the notes text box using the green resizing handles and move it by placing the pointer on the border, then clicking and dragging. Changes can also be made in the text style using the F11 key.
- *Slide Sorter view* shows a thumbnail of each slide in order. Use this view to rearrange the order of slides, produce a timed slide show, or add transitions between selected slides.
- *Handout vie*w lets you print your slides for a handout. You may choose one, two, three, four, or six slides per page from Task pane > Layouts. This choice determines how many thumbnails are visible. You can rearrange the thumbnails in this view by simply dragging and dropping them.

Task pane

The Task pane has four sections:

- *Master Pages*: Here you define the Page Style you will be using for your presentation. OOo Impress contains five prepackaged Master Pages. One of them is blank, and the rest have a background. Help refers to Master Pages as *Slide Masters*.

Tip *F11* can be used to open the *Styles and Formating* Window. The styles of any *Master Page* can be modified to suit your purpose. This can be done at any time.

- *Layout*: 20 prepackage layouts are shown. You can choose the one you want, or you can choose the first one (the blank one) and modify it as you see fit.
- *Custom Animation*: A variety of animations for selected elements of a slide are listed. Animation can be added to a slide, and it can also be changed or removed later.
- *Slide Transition*: 56 different transitions are available including *None*. You can select the transition speed (slow, medium, fast). You can choose between an automatic transition or manual, and how long you want the selected slide to be shown (automatic transition only).

Building a presentation

This process begins with the decision as to what basic characteristics you want all the slides to have. These characteristics determine which Master Page you will use for your slides and what modifications if any you will make to it.

Choosing a Master Page

Tip OOo defines *Master Page* as the slide master for a presentation. For a given presentation, there is normally only one slide master or Master Page. All slides are created by adding elements to the slide master. Another slide master can be used for some of the slides if you want to do so. If you decide later that the master slide you chose does not meet your needs, you can still choose a different master slide. Or you can change parts of your master slide. All the slides created with this master slide will be changed the same way.

As you are developing your Master Page (slide master) and then succeeding slides, use *F5* or *F9* regularly to see what the slide you are working on looks like full screen. Then use the *Esc* key to return to your work of creating your slide show. You can spot problems sooner and easier this way.

You should first determine the styles you want to use for your presentation. There are five prepackage *Master Pages* from which to choose (Figure 100). Pick the one that comes closest to what you want. We look at how to make changes in the *Master Page* later.

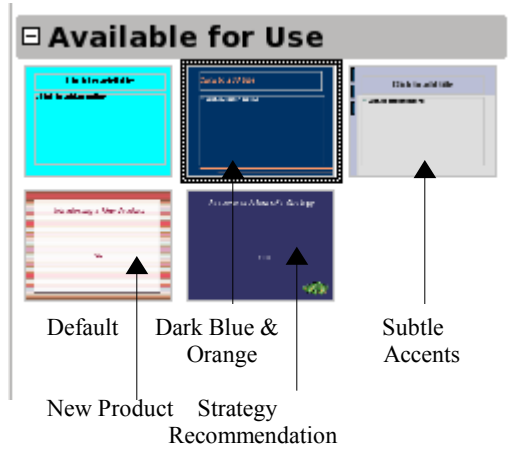


Figure 100: Available Master Pages

Note	The *Default Master Page* is a blank slide with specific page styles. The other four *Master Pages* contain designs as well as specific page styles.

To see what is possible, look at how the prepackaged Master Pages were made. To do this, **View > Master > Master Slide**. Choose the *Blank Slide* in the *Layout* section of the *Task pane*. Open the *Master Pages* section. Since the *Default Master Page* is blank, consider only the other four available Master Pages.

Tip	**View > Master > Master Slide** allows you to make changes in the Master Slide. Whatever changes made to the Master Slide will be made on all the slides of the presentation. **View > Normal** allows you to only work on individual slides. With this selection, you can make changes to all of the slides. But none of these changes will change the Master Slide, itself, in any way.

The first two steps to building a presentation are: Select the slide master which comes closest to meeting your needs, and save the presentation. Then you need to modify the slide master.

Caution	Remember to save frequently while working on the presentation, to prevent any loss of information should something unexpected occur. You might also want to activate the AutoRecovery function. (**Tools > Options > Load/Save > General)**. Make sure *Save AutoRecovery information every* is selected and that you have entered a number of minutes. (I usually select 3 minutes.)

Make changes to the Master Page you have chosen by selecting **View > Master > Master Slide**. Most of this is done using styles. *F11* opens the Styles and Formating window. The Presentation Styles icon should already be selected. (If it is not, select it at this time.) Fourteen styles are listed, and all can be modified. But, no new styles can be added. To change any of these styles, right-click the style name and choose **Modify** from the context menu.

New in 2

Beginning with 2.0.1, **View > Master >Master Slide** also opens the *Master View* toolbar (Figure 101). See the *Impress Guide* for instructions on the use of this toolbar.

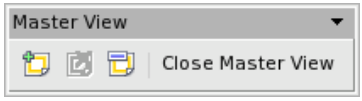


Figure 101: Master View toolbar

1) *Background* styles:

   - *None* means all slide backgrounds will be white.
   - *Color* allows you to select your own background color.
   - *Gradient* has 15 prepackaged backgrounds. The increments between one color and the other is automatically set by default, but you can set it manually if you desire.
   - *Hatching* has 10 prepackaged patterns. More can be created using **Format > Area > Hatching** (tab). A background color can be added to the hatching.
   - *Bitmap* has 20 prepackaged patterns. More bitmaps can be added to this list if they are one of the graphic formats OOo recognizes. **Format > Area > Bitmaps** allows you to do this. If you have a graphic that you want to use with your slides, make sure it is in an acceptable format. (See the note below for how to find the list of acceptable formats.) Use the **Import** button to locate it and give it a name. Using *F11* and selecting *Bitmaps* from *Background* styles, you should see your imported bitmap at the bottom of the list.

Note **Tools > Options > OpenOffice.org > Colors** allows you to create your own custom colors. Once you create a color this way, it will be listed in the selection of colors available for the background.

New Gradients can be created, and these gradients can be modified. To do so, **Format > Area > Gradient** (tab). Doing this is beyond the scope of this chapter.

To see all of the graphic formats OOo will accept as a bitmap, select **Format > Area > Bitmaps**. Click **Import**. *File types* contains the entire list of acceptable graphic formats. You can also create your own bitmap using in the upper left corner of **Format > Area > Bitmaps**.

2) *Background objects* style: Use this to set the characteristics of all objects you add to the Master Page (Master Slide). Make any changes you need. Remember to use *F5* after making a change to make sure that is what you want. Using the *Esc* key afterwards will return you to your work.

Note Just like Paragraph and Character styles in Writer, Background objects styles can be overridden by applying manual formating. So it is possible to have two background objects with different formating.

The use of background objects requires a knowledge of OOo's Draw component and is beyond the scope of this chapter.

3) *Notes*: If you want to have notes attached to your slides, right click the *Notes* style, select **Modify**, and set the formating you want your notes to have. Make sure you make the font size large enough to be readable. Just remember that this formatting will be applied to the note of every slide using the same slide master. The bottom part of the Notes window contains an example of what any of your choices looks like.

Note At the present time, you cannot view your notes while you are running your slide show. Your notes can be included in a printed handout of the slide show.

4) *Outline 1* through *Outline 9*: These styles set the formatting for each level of text in the text boxes of the slides. All of these have default values that are fairly good. You would probably want to leave most if not all of these values as they are. Since in a simple presentation, only one master slide is used, any changes made will affect all slides containing the affect style. For example, five slides have text with the Outline 2 style. When you change the Outline 2 font size from 20 to 18, this change will be made on all five slides to every paragraph using the Outline 2 style.

5) *Title and Subtitle*: Set these styles the same way you set the styles for Outline 1 through Outline 9. Most of these styles work very well as they are.

The parts that you might want to change are the Font, Typeface, Font size, and Font color (**Font Effects** tab).

6) When you are finished making your changes, use **View > Normal**. Or, you could click **Close Master View** in the *Master View* toolbar.

Creating the first slide

The first slide is normally the Title Page. Decide which of the layouts will suit your purposes for your first slide. I suggest that you keep it rather simple. Some simple layouts are *Title Slide* (also contains a section for a subtitle), or *Title Only* slide. The rest of the layouts seem to be better suited for later slides in the presentation, or for more complex presentations.

Note For very simple presentations, you may not need a title. For example, sometimes I put a group of pictures together for someone to see. But in most cases, you will need to use the title as the first slide.

Adding elements to the Title Page

All three suggested slides contain a title section at their top. To create the title, click the phrase *Click to add title*. Type the title. Adjustments to the formating of the title can be done by using the *F11* key, right-clicking the *Title* style, and selecting **Modify** from the context menu.

If you are using the *Title Slide* layout slide, click the phrase *Click to add text*. Type the subtitle. Make any adjustments in the formating you desire. Do this the same way as if you are changing the title formating: use the *F11 key*, right-click the *Subtitle* style, select **Modify** from the context menu, and make your changes. Click **OK** to apply your changes to the subtitle.

The *Title, Object* layout slide can also be used. To do this requires knowledge of how to move and resize graphic images (objects). Insert the object as an *OLE Object*. To do so:

1) Double-click the graphic.
2) Select *Create from file* and click **OK**.

Caution

Click **Link to file** only if you are going to keep the presentation and the file in the same directory in which they were originally saved. Otherwise, you may not be able to access your OLE Objects from your slide show when you need them.

3) Click **Search** to browse to the file's location. Select the file, and click **Open**. Then click **OK**.
4) Resize and center the object to fit the slide as needed.

Inserting additional slides

The steps for inserting additional slides are basically the same as for selecting the title page. It is a process that has to be repeated for each individual slide. Since you are going to be using only one slide master, your only concern right now is the *Layouts* section of the *Tasks* pane on the right.

First, you should insert all of the slides your outline indicates you will need. Only after this should you begin adding special effects such as custom animation and slide transitions. (These are covered in the next section.)

Step 1: Insert a new slide. This can be done in a variety of ways: take your pick.

- **Insert > Slide**.
- Right-click on the present slide, and select **New Slide** from the context menu.
- Click the *Slide* icon in the *Presentation* toolbar (Figure 102).

Figure 102: Presentation toolbar

Step 2: Select the layout slide that bests fits your needs.

If your slide consists only of a title with a graphic, chart, or spreadsheet, inserting it as an OLE Object is the simplest. But be advised, doing this for a chart or spreadsheet is not simple. This is an advanced technique.

Step 3: Modify the elements of the slide. At this stage, the slide consists of everything contained in the slide master as well as the chosen layout slide. This includes removing unneeded elements, adding needed elements (pictures and OLE Objects), and inserting text.

Caution

Changes to any of the prepackaged layouts can only be made using **View > Normal** which is the default. Attempting to do this by modifying a slide master will result in an error message. (The slide master is modify using **View > Master > Master Slide.)**

1) Remove any element on the slide you do not need (Figure 103).
   a) Click the element to highlight it. (The green squares show it is highlighted.)
   b) Press the *Delete* key to remove it.

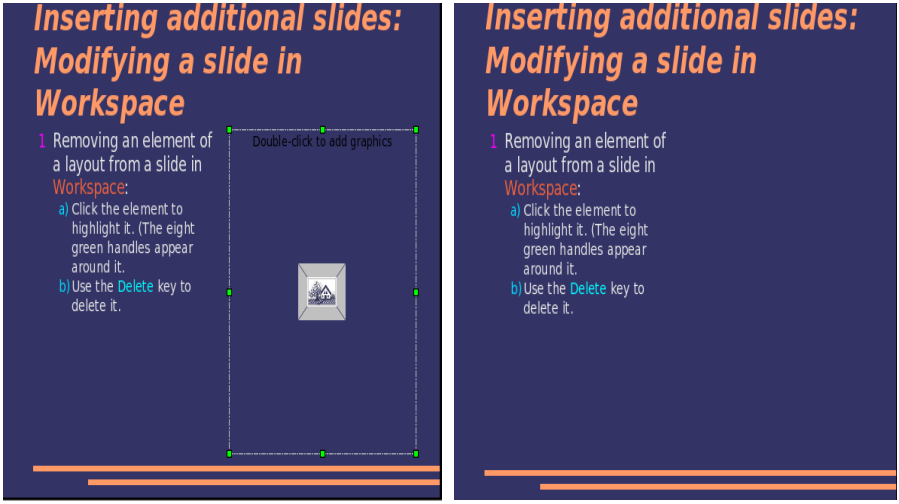


Figure 103: Deleting an element of a slide

Tip Sometimes you will accidentally select the wrong layout slide. If you remove the element or elements you do not want, you can then click the correct layout slide and continue your work.

2) Add any elements to the slide you do need.

   a) Adding pictures to the clipart frame:

      i. Double-click the picture within the frame.

      ii. Browse to the location of the picture.

      iii. Select the picture and click **Open.**

      iv. Resize the picture as necessary. Follow the directions in the Caution note below.

   b) Adding pictures from graphic files to places other than the clipart frame:

      i. **Insert > Picture > From File.**

      ii. Browse to the graphic file, select it, and click **Open.**

      iii. Move the picture to its location.

      iv. Resize the picture if necessary.

   c) Adding OLE Objects is an advanced technique covered in the *Impress Guide*.

Caution

When resizing a graphic, right-click the picture. Select **Position and Size** from the context menu. Make sure **Keep ratio** is selected. Then adjust the height or width to the size you need. (As you adjust one dimension both dimensions will change.) Failure to do so will cause the picture to become distorted.

3) Adding text to a slide: If the slide contains text, click the phrase *Click to add an outline* in the text frame. Type the text into the text frame.

Note Text in the slide is in an outline format: each level is indented more than the previous level as you move from level 1 to level 10.

4) To change Outline Levels as you type, use the **left** and **right** arrow keys (Figure 104).

   - The **left** arrow changes it to the previous Outline Level. (level 3 to level 2 for example)
   - The **right** arrow changes to the next Outline Level. (level 2 to level 3 for example)

Figure 104: Text moving arrows

5) To change the order of the paragraphs (lines), use the **up** and **down** arrow keys.

   - The **up** arrow moves the paragraph higher in the text (Figure 105).
   - The **down** arrow moves the paragraph lower in the text.

Note Moving text around usually requires using a combination of these keys. For example, a paragraph needs to be moved higher and its Outline level needs to be changed to a lower level (closer to 1) or a higher level (closer to 10).

Step 4: To create additional slides repeat steps 1–3.

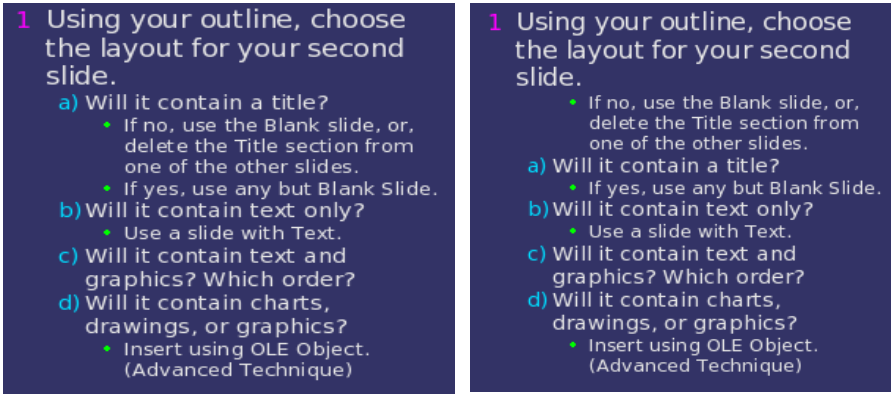


Figure 105: Moving text higher or lower

Working with slides

This is the time to review the entire presentation and answer some questions. Run the slide show at least once before answering them. You might want to add some questions of your own.

1) Are the slides in the correct order? If not, some of them will need to be moved.

2) Would an additional slide make a particular point clearer? The slide needs to be created.

3) Would some custom animations help some of the slides? (Advanced technique)

4) Should some of the slides have a different slide transition than others? The transition of these slides should be changed.

5) Do some of the slides seem unnecessary? Delete the slide or slides after checking if they are indeed unnecessary.

Caution

If one or more slides seems to be unnecessary, hide the slide or slides, and view the slide show a few more times to make sure. To hide a slide, right-click the slide in the Slides pane. Select **Hide Slide** in the context menu. Do not delete a slide until you have done this. Otherwise you may have to create that slide again.

Once you have answered these and your own questions, you should made the necessary changes. This is done the easiest in the Slide Sorter view and will be explained there. If you need one or more new slides, create them using the steps listed in “Inserting additional slides” on page 141.

Custom animations

If you know how to add a custom animation to a slide, do it now. This is an advanced technique and is explained in the *Impress Guide*.

Slide transitions

Your first slide show should probably have the same slide transition for all slides. Setting *Advance slide* to *On mouse click* is the default and a simple setting. If you want each slide to be shown for a specific amount of time, click *Automatic after* and enter the number of seconds. Click **Apply to all slides**.

Tip The Slide transition section has a very useful choice: *Automatic preview*. Select its checkbox. Then when you make any changes in a slide transition, the new slide is previewed in Slide Design area including its transition effect.

Changes that can be made to slide transitions:

1) *Apply to selected slides* has a list of slide transitions.
   a) Make sure *Automatic preview* is checked.
   b) Click one of the members of the *Apply to selected slides* list.
   c) Watch the effects of this slide transition.
   d) Select the slide transition you want.
2) *Modify transition* has two drop down lists.
   - Select the *Speed*: slow, medium, and fast.
   - Select a *Sound* from the list if you want one.
3) Once you have made your selections, if any, click **Apply to all slides** to give all slides the same transition.
4) **Play** and **Slide Show** are used to play one or more slides in the presentation.
   - Clicking **Play** has the same effect as having *Automatic Preview* checked (ticked): a single slide is shown along with its slide transition.
   - **Slide Show** begins the slide show at the selected slide and continues until the end.

TIP If you want to use this button to play the entire slide show, click the top slide in the Slides pane. Then click **Slide Show** in the Slides transitions section of the Task pane.

Workspace

You already know about the first view of Workspace: Normal. All of your work so far has been done in that view, one slide at at time. These other views of Workspace allow you to perform other tasks.

Normal

There are two ways to place a slide in the Slide Design area of the Normal view: clicking the slide thumbnail in the Slides pane, or using the Navigator. To open the Navigator, click the **Navigator** button in the Standard Toolbar (Figure 106). To select a slide, scroll down the Navigator list until you find it and the double click it.

Figure 106: Navigator button

Note One of the purposes of naming the slides is to match them with the outline you created in the beginning. Another purpose is to help find a particular slide that you want to change using the Navigator.

Outline

The Outline view contains all of the slides of the presentation in their numbered sequence. Only the text in each slide is shown. Slide names are not included.

The Outline view serves at least two purposes.

1) Making changes in the text of a slide:

   - You can add and delete the text in a slide just as you would in the Normal view.
   - You can move the paragraphs of text in the selected slide up or down by using the up and down arrows (Figure 107).

Figure 107: Arrows

   - You can change the Outline Level for any of the paragraphs in a slide using the left and right arrows.
   - You can both move a paragraph and change its Outline Level using a combination of these four arrow.

2) The slides can be compared with your outline. If you notice from your outline that another slide is needed, you can return to the Normal view to create the slide. Then return to reviewing all the slides against your outline in the Outline view.

   - If a slide is not in the correct sequence, you can move it to its proper place.
     - Click the slide icon of the slide you are moving.
     - Drag and drop it where you want it.

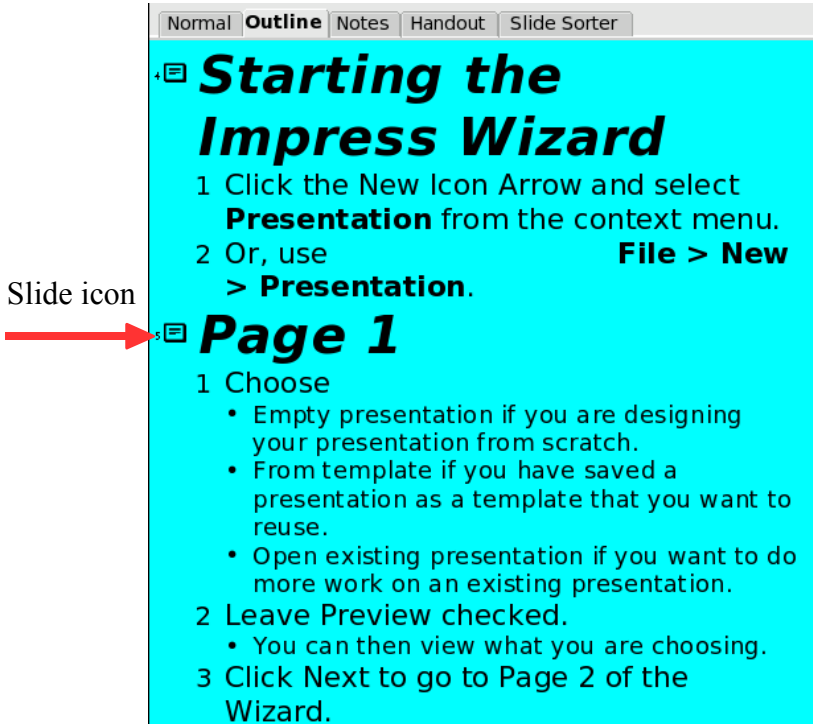


Figure 108: Moving slides in Outline view

Notes

The Notes view is used to add notes to a slide. At the present time, they are not visible to the person running the slide show. They can be printed out as part of a handout, but this is not an easy task.

To add notes to a slide:

1) Click the **Notes** tab in the Workspace (Figure 109).
2) Select the slide to which you will add notes.
   - Double-click the slide in the Slide pane, or
   - Double-click the slide's name in the Navigator.
3) Type the notes in the text box below the slide.

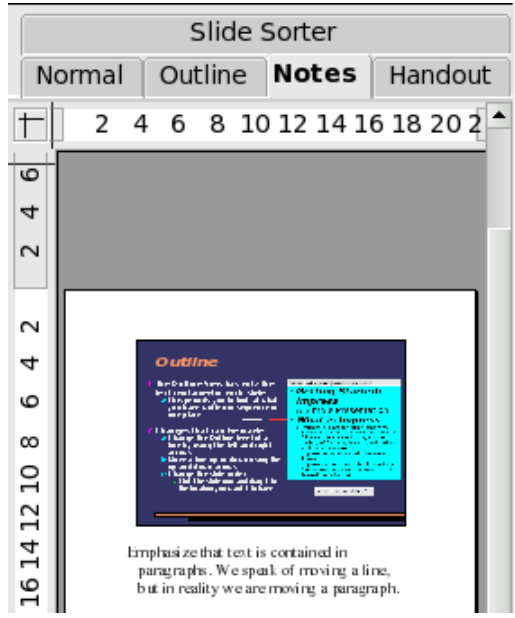


Figure 109: Notes view

Slide Sorter

Slide Sorter view contains all of the slide thumbnails (Figure 110). Use this view for selecting a group of slides. Or you can work with only one slide.

Figure 110: Slide Sorter view

Change the number of slide per row if desired (Figure 111).

1) Check **View > Toolbars > Slide View** make the Slide view toolbar visible.
2) Adjust the number of slides.
3) When you have adjusted the number of slide per row, **View > Toolbars > Slide View** will remove this toolbar from view.

Figure 111: Slide View toolbar

To move a slide in a presentation in the Slide Sorter:

1) Click the slide. It becomes a little larger.

2) Drag and drop it to the location you want.

   - As you move the slide, a black vertical line appears to the right of the slide.
   - Drag the slide until this black vertical line is located where you want the slide.

To select a group of slides:

1) Click the number of the first slide.
2) Hold down the left mouse button.
3) Drag the cursor to the last slide thumbnail. A dashed outline of a rectangle forms as you drag the cursor through the slide thumbnails. Make sure the rectangle includes all the slides you want to select.

To move a group of slides:

1) Select the group.
2) Drag and drop the group to their new location. The same vertical black line appears to show you where the group of slides will go.

Note Selection of a group of slides works in a rectangular fashion. For example: slides 1, 2 ,3, 5, 6, and 7 can be selected, but slides 1, 2, 5, 6, and 7 can not.

You can work with individual slides in the Slide Sorter view (Figure 110) just as you can in the Slide pane.

To make changes, right-click a slide and do the following using the context menu (Figure 112):

1) Add a new slide after the selected slide.
2) Delete the selected slide.
3) Change the Slide Layout.
4) Change the Slide Transition.
   - For one slide, click the slide to select it. Then add the desired transition.
   - For more than one slide, select the group of slides and add the desired transition.
5) Hide the selected slide. It will be shown in the slide show.
6) Copy and paste a slide.

7) Cut and paste a slide.

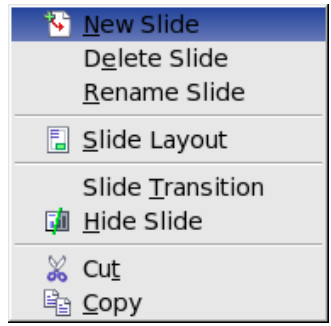


Figure 112: Working with a slide

Handouts

This view is for setting up the layout of your slide for a printed handout. Layout contains five choices: one, two, three, four, and six slides per page (Figure 113). If you want to include slide notes with your hand out, consult the *Impress Guide*. This involves advanced techniques.

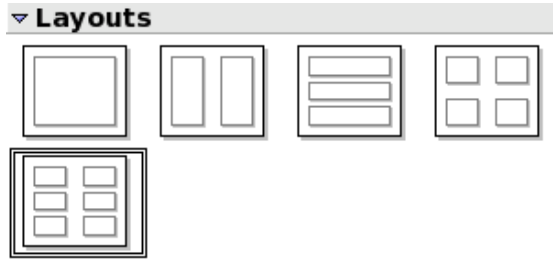


Figure 113: Handout layouts

To print a handout:

1) Select the slides using the Slide Sorter. (Use the steps listed in selecting a group of slides on page 150.)
2) Select **File > Print** or press *Control+P*.
3) Select **Options** in the bottom left corner.
4) Check **Handout** and click **OK**.
5) Select **Print Range**.
6) Click **OK** in the Print window.

Note By selecting a single slide, it is possible to print it and any notes it contains. Printing the entire presentation and all of its notes is beyond the scope of this document.

Running the presentation

To run the slide show, do one of the following:

- Click **Slide Show > Slide Show.**
- Click the Slide Show button (Figure 114).

Figure 114: Presentation Toolbar

- Press *F5* or *F9* to start a slide show.

If the slide transition is *Automatic after x seconds*, let the slide show run by itself.

If the slide transition is *On mouse click*, do one of the following to move from one slide to the next.

- Use the arrow keys on the keyboard to go to the next slide or to go back to the previous one.
- You can also click the mouse.
- Press the spacebar on the keyboard to advance to the next slide.

To exit the slide show at any time including at the end, press the *Esc* key.

New in 2.0

In 1.1.x, slide shows had two ways to be closed. If the slide transition was set at manual, the slide show ended with a black screen with the phrase “Click to exit presentation. A mouse click or pressing any key would then end the slide show. However, if the slide transition was set to automatic, only the *Esc* key would end the slide show. Using any other key on the keyboard would start the slide show again.

In 2.0, only the *Esc* key will end a slide show. All other keys with cause the slide show to begin again.

Chapter 10
Getting Started with Base

Introduction to data sources

A data source, or database, is a collection of information which can be accessed or managed by OpenOffice.org (OOo). For example, a list of names and addresses is a data source which could be used for producing a mail merge letter. A shop stock list could be a data source managed through OOo.

Note	OpenOffice.org uses the terms “Data Source” and “Database” to refer to the same thing, which could be a database such as MySQL or dBase or a spreadsheet or text document holding data.

This chapter is an introduction to the use of data sources. For further information, see the *Database Guide*.

This chapter covers creating a database, showing what is contained in a database and how the different parts are used by OOo. It also covers using the Base component of OOo to register other data sources. A data source can be a database, spreadsheet or text document.

Caution	The database in OOo requires Sun’s Java JRE. If you do not have it on your computer, download it from www.java.com and install it following the instructions on the site. It should be Java 5.0 or higher. In OOo, use **Tools > Options > OpenOffice.org > Java** to register Java.

Creating a database

In this example, we are going to step through the creation of a new database. This database will contain two address books: one for acquaintances and one for relatives and two information sections: one for acquaintances and one for relatives.

Creating a new database

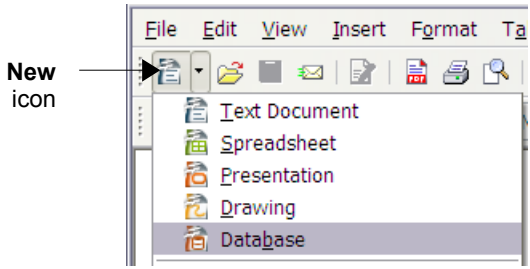


Figure 115: Creating a new database

To create a new database, click the **New** icon. In the drop-down menu select **Database** (Figure 115). This opens the Database Wizard. You may also open the Database Wizard using **File > New > Database**.

The first step of the Database Wizard has one question with two choices: **Create a new database** or **Connect to an existing database**. For this example, select **Create a new database** and then click **Next**.

The second step has two questions with two choices each. The default choice for the first question is **Yes, register the database for me** and the default choice for the second question is **Open the database for editing**. Make sure these choices are selected and click **Finish**.

Note	If the database is not registered, it will not be accessible to the other OOo components such as Writer and Calc. If the database is registered, other components can access it.

Save the new database with the name *Information*. This opens the Information – OpenOffice.org Base window.

TIP	Every time the *Information* database is opened, the Information – OpenOffice.org Base window opens. Changes can then be made to the database.

Creating database tables

Note In a database, a table is where information about one group of things is stored. For example, a table might hold an address book, a stock list, a phone book or a price list. A database can have from one to several tables.

When the Information – OpenOffice.org Base window opens, *Forms* is highlighted. Click on *Tables* to highlight it, as shown in Figure 116. We will create the *Acquaintance Addressses* table using the Table Wizard, and the *Acquaintance Information* table using the Design Mode method. We will create the *Relatives Addresses* and *Information* tables by copying and pasting.

Similarly, both *Information* tables have several fields containing the months of the year in them. By making a table for the months of the year, we can make our work easier when we enter data into each form. This will be obvious after we have created the forms. (This table is only a source for the list to be inserted into the two Information forms we will create, so we do not need to create additional forms.)

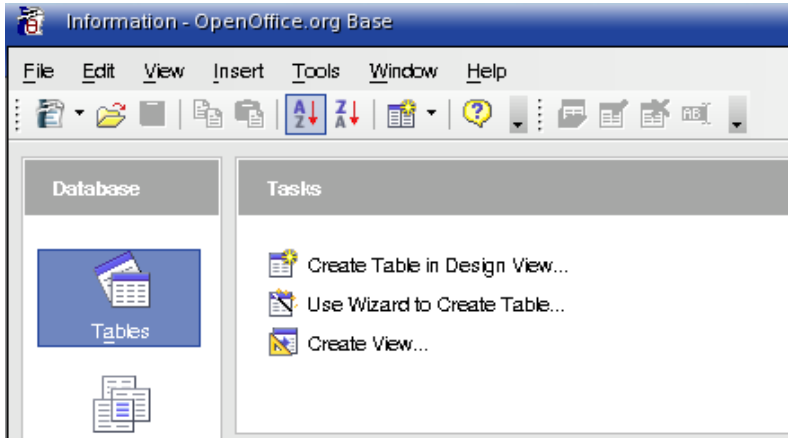


Figure 116: Creating Tables

Using the Wizard to create a table

Caution Every table requires a *Primary key* field. (What this field does will be explained later.) We will use this field to number our entries and want that number to automatically increase as we add each entry.

First table to be created: an address book for acquaintances.

Click *Use Wizard to Create Table*. This opens the Table Wizard.

Note A field in a table is one bit of information. For example, in a price list table, there might be one field for item name, one for the description and a third for the price. More fields may be added as needed.

Step 1: Select fields.

You have a choice of two categories of suggested tables: Business and Personal. Each category contains its own suggested tables from which to choose. Each table has a list of available fields. We will use the Addresses table in the Personal category to select the fields we need.

1) *Category*: Select *Personal*. The *Sample Tables* drop down list changes to a list of personal sample tables.
2) *Sample Tables*: Select *Addresses*. The *Available fields* window changes to a list of available fields for this table.
3) *Selected Fields*: Using the > button, move these fields from the *Available fields* window to the *Selected fields* window in this order: *AddressID, FirstName, LastName, SpouseName, Address, City, StateOrProvince, PostalCode, CountryOrRegion, PhoneNumber, MobileNumber* (cell phone), and *EmailAddress*.
4) If a mistake is made in the order as listed above, click on the field name that is in the wrong order to highlight it. Use the **Up** or **Down** arrow on the right side of the *Selected Fields* list (see Figure 117) to move the field name to the correct position.
5) Click **Next**.

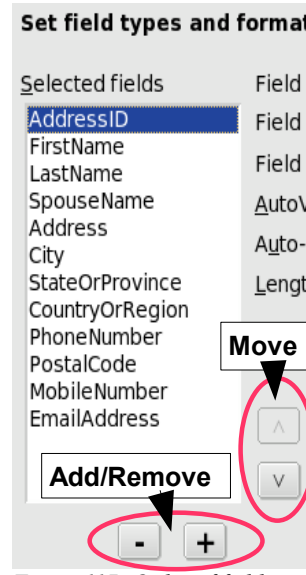


Figure 117: Order of fields

Caution Below the *Selected Fields* list are two buttons: one with a +, and one with a –. These buttons are used to add or to remove fields from the *Selected Fields* list. Be careful when using these buttons until well acquainted with how to create tables (Figure 117).

Step 2: Set field types and formats.

In this step you give the fields their properties. As each field is selected, the information on the right changes. You can then make changes to meet your needs. (See Figure 118.)

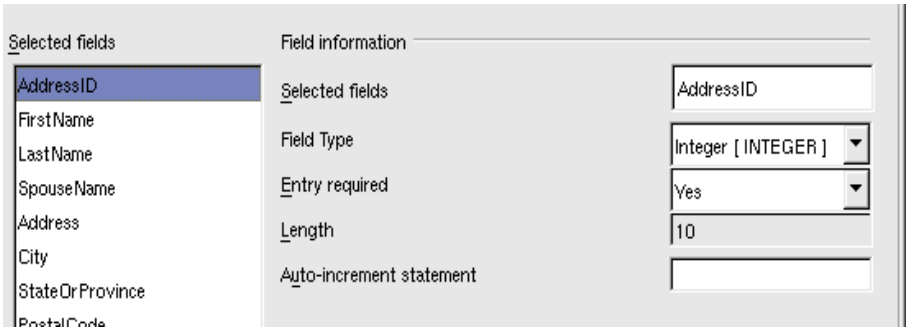


Figure 118: Changing Field Types

Note If any of these fields requires an entry, set *Entry required* to **Yes**. If *Entry required* is set to Yes, this field must have something in it. For example, if FirstName has *Entry required* set to Yes, having an entry with the first name missing will not be allowed. In general, only set *Entry required* to **Yes** if something must always be put in that field. By default, *Entry required* is set to **No**.

- *AddressID:* Change *AutoValue* from **No** to **Yes**.
- *FirstName*:
  - *Entry required*: If a *FirstName* will be entered for every person, change *Entry required to Yes*. Otherwise, leave *Entry required* as *No.*
  - *Length*: Suggestion: Change *Length* to 20. This must be longer than any *FirstName* to be entered. Make it smaller or larger than 20 based upon the length of the longest *FirstName.*

Note In Base the maximum length of each field must be specified on creation. It is not easy to change this later, so if in doubt specify a greater length.

  - *LastName*: *Length=20* should be sufficient.
  - *SpouseName*: *Length=20* should be sufficient. *Entry required* should be *No.* (Not everyone has a spouse.)
  - *Address*: Change *Length* to 50 unless someone's address is longer. In such cases, adjust *Length* accordingly.

- *City*: *Length=20* should be sufficient.
- *StateOrProvince*: *Length* for this depends upon your location. In USA, *2* is sufficient. Select the number which is appropriate for where your addressees live.
- *PostalCode: Length* should match your local area and preferences. Even in the USA, some use only five digits (#####) and others use nine (#####-####). These require a *Length* of *5* and *10* respectively.
- *CountryOrRegion*: *Entry required* should be *No.* Use the *Length* that is appropriate for you.
- *PhoneNumber*: *Entry required* should be *No.* Adjust *Length* according to your needs. Make sure to count all the signs, spaces, parentheses, dashes, and digits. For example, (555) 333-2222 needs a *Length* of *14*. If the phone number includes an extension, make sure you include the number of letters and digits in your *Length*.
- *MobileNumber*: Make the same adjustments as *PhoneNumber*. This could also be used for a pager number. In such cases, make sure to include enough space for all of the needed information.
- *EmailAddress*: Since there are some long email addresses, change only *Entry required* to *no*. Some people may not have an email address.

When you have finished, click **Next**.

Note Each field also has a *Field Type*. In Base the field type must be specified. These types include text, integer, date and decimal. If the field is going to have general information in it (for example a name or a description) then you want to use text. If the field will always contain a number (for example a price) the type should be decimal or another appropriate numeric field. The wizard picks the right field type, so to get an idea of how this works, see what the wizard has chosen for different fields.

Step 3: Set primary key.

1) *Create a primary key* should be checked.
2) Select option *Use an existing field as a primary key.*
3) In *Fieldname* drop down list, select *AddressID*.
4) Check *Auto value*.
5) Click **Next**.

Note A primary key uniquely identifies an item (or record) in the table. For example, you might know two people called “Randy Herring” or three people living at the same address and the database needs to distinguish between them.

The simplest method is to assign a unique number to each one: number the first person 1, the second 2 and so on. Each entry has one number and every number is different, so it is easy to say “record ID 172”. This is the option chosen here: Address ID has nothing to do with a real address; it is just a number assigned automatically by Base to each record.

There are more complex ways of doing this, all answering the question “How do I make sure that every single record in my database can be uniquely identified?”

Step 4: Create the table.

1) If desired, rename the table at this point. If you rename it, make the name meaningful to you. For this example, rename the table to *Acquaintance Addresses*.

2) Leave the option *Insert data immediately* checked.

3) Click **Finish** to complete the table wizard. Close the window created by the table wizard. You are now back to the main window of the database with the listing of the tables, queries, forms, and reports.

Creating a table by copying an existing table

Here we will create a second table which will be the address book for relatives. Since the *Relative Addresses* table is similar to the *Acquaintance Addresses* table, we will create it by making a copy of the *Acquaintance Addresses* table and modifying it.

1) Click on the **Tables** icon in the Database pane to see the existing tables.

2) Right-click on the *Acquaintance Addresses* table icon. Select **Copy** from the context menu.

3) Move the mouse pointer below this table, right-click, and select **Paste** from the context menu. The *Copy table* window opens.

4) Change the table name to *Relative Addresses* and click **Next**.

5) Click the >> button to move all the Fields from the left window to the right window and click **Next**.

6) Since all the Fields already have the proper Field Type formating, no changes should be needed. However, this is the time and place to make these changes if they are needed. (See **Caution** below for the reason why.) Click **Create**. The new table is created.

Caution

Once tables have been created using the wizard, editing them is limited. **The Primary key can not be changed in any way**. It is possible to add new fields and remove fields. It is possible to change the field type when creating the field as well as later as long as it is not the primary key. Once data has been added to the database, deleting a field will also delete any data contained in that field. When creating a new table, it pays to create the fields with the correct names, length and format before data is added.

Creating tables in Design View

Design View is a more advanced method for creating a new table. It allows you to directly enter information about each field in the table.

Note While the *Field type* and *formatting* are different in *Design View*, the concepts are the same as in the Wizard.

Both the Acquaintance Information and Relative Information tables will be created with this method. Both tables use the same fields: *ID*, *FirstName*, *LastName*, *SpouseName*, *WedDateM* (month married), *WedDateD* (date married), *WedDateY* (year married), *HusBDM* (his birth month), *HusBDD* (his birth date), *HusBDY* (year of his birth), *WifeBDM* (her birth month), *WifeBDD* (day of her birth), *WifeBDY* (year of her birth), *Ch1* (oldest child), *Ch1BDM* (month of Ch1's birth), *Ch1BDD* (day of Ch1's birth), and *Ch1BDY* (year of Ch1's birth).

TIP For purposes of an example we are only using one child in the family. Additional fields can be created in the table for those having relatives and acquaintances with more than one child. Those additional fields need to be in the same order as I have them above. For example, for two children the added fields would be: Ch2, Ch2BDM, Ch2BDD, and Ch2BDY.

If you prefer to have the day precede the month, as in 1 January instead of January 1, put each field containing the day before the corresponding field containing the month. For example, put WedDateD just before WedDateM and Ch1BDD just before Ch1BDM.

1) Click *Create Table in Design View.*

2) *ID* entries:

   a) Enter *ID* as the first *Field Name*.

b) Select *Integer[INTEGER]* as the *Field Type*.

c) Change the *Field Properties* in the bottom section.

- Change *AutoValue* from *No* to *Yes* (Figure 119).

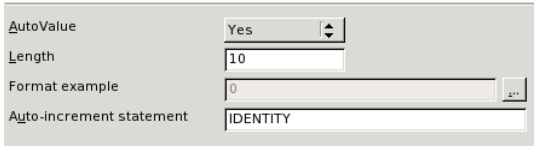


Figure 119: Field Properties section (AutoValue)

d) Set *ID* as the *Primary key*.

- Right-click on the green triangle to the left of *ID*.
- Click *Primary Key* in the context menu. This places a key icon in front of *ID*.

Note The primary key serves only one purpose. Any name can be used for this field. It is not necessary to use *ID* as the name of the primary key field.

3) All other entries:

a) Enter the next field name in the first column (*Field Name* column).

b) Select the *Field Type* for each field.

- For field names ending with D or Y (for example, WedDateD or WedDateY), select *Small Integer[SMALLINT]*.
- All other fields use the default setting (*Text[VARCHAR]*.

c) Select the *Field Properties* (Figure 120).

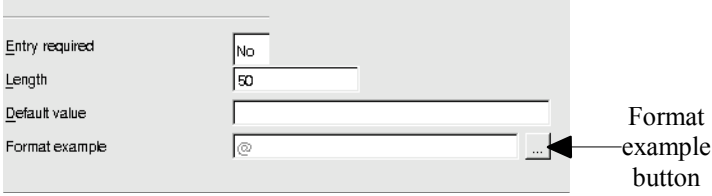


Figure 120: Field Properties section

- Change *Entry required* from *No* to *Yes* only for fields which will always have an entry.
- Change the *Length* to match the longest entry expected for the field. (20 should be sufficient for most name fields unless one of your names is longer.)

- For more detailed formating, click the *Format example* button (Figure 121).

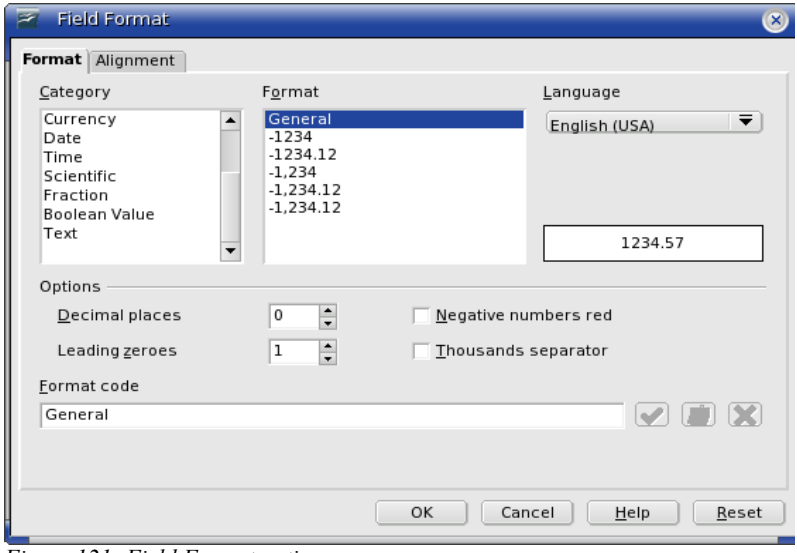


Figure 121: Field Format options

4) Repeat these steps for each field in the table.

   To access additional formatting options, click the button to the right of the Format example panel (*Format example* button).

5) *Description* can be anything, or can be left blank. **(**Figure 122 is an example of this.)

	WedDateM	Text [VARCHAR]	Month of wedding
	WedDateD	Small Integer [SMALLINT]	Day of wedding
	WedDateY	Small Integer [SMALLINT]	Year of wedding
	HusBDM	Text [VARCHAR]	His month of birth
	HusBDD	Small Integer [SMALLINT]	His day of birth
	HusBDY	Small Integer [SMALLINT]	His year of birth
	WifeBDM	Text [VARCHAR]	Her month of birth
	WifeBDD	Small Integer [SMALLINT]	Her day of birth
	WifeBDY	Small Integer [SMALLINT]	Her year of birth
	Ch1	Text [VARCHAR]	Oldest child
	Ch1BDM	Text [VARCHAR]	month of birth
	Ch1BDD	Small Integer [SMALLINT]	day of birth
	Ch1BDY	Small Integer [SMALLINT]	year of birth

Figure 122: Example of Description entries

6) To save and close the table, select **File > Close**. The suggested Table Name can be left as it is. Our example uses *Acquaintance Information* as its name.

The fourth table, *Relative Information*, is created by following the same steps as when you created the *Acquaintance Information* table. Or, you can right-click on *Acquaintance Information*, and select **Copy** from the context menu. Right-click just below *Relative Addresses*, and select **Paste** from the context menu. Follow the directions on page 159.

TIP If you want your primary key field of the *Relative Information* table to have an *Autovalue*, create the entire table as you did the *Acquaintance Information* table. Otherwise you can follow the steps for copying a table as found on page 159.

Creating tables for the list box

When the same information can be used in several fields, design a table for each type of information. Each table will contain two fields: the information field, and *ID* in this order.

1) Follow the directions in "Creating tables in Design View" on page 160. In the table we will create, the two fields can be *name* and *ID*. Make sure that the *AutoValue* is set to **Yes** for the *ID* field. Also make sure to select the *ID* field as the primary key. (See Figure 123.)

2) Save the table using the name *Months*.

	Field Name	Field Type
	name	Text [VARCHAR]
🔑	ID	Integer [INTEGER]

Figure 123: Table in Design View

Note: If you have several tables to create with the same fields, design one table and produce the other tables by cutting and pasting. (See "Creating a table by copying an existing table" on page 159.)

Adding data to the list table

List tables do not require a form. Instead, add their data directly to the table. In our example, add the months of the year in the name field of the *Months* table. The *AutoValue* selection of the *AddressID* field automatically adds consecutive numbers to this field.

We will use the abbreviations for the months of the year found in the **Number Format** for Dates: *Jan., Feb., Mar., Apr., May, Jun., Jul., Aug., Sep., Oct., Nov.*, and *Dec.* as in Figure 124.

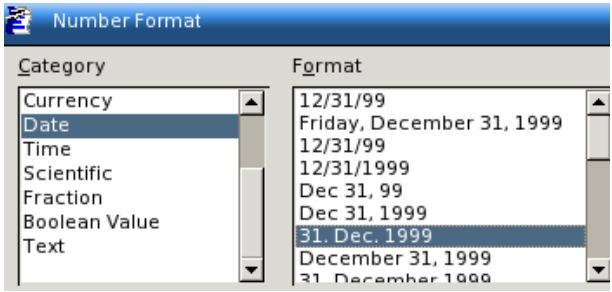


Figure 124: Available date formats

1) In the main database window, click on the *Tables* icon (Figure 125). Right-click on *Months* and select **Open** from the context menu.

2) Enter the name of the first month in the *Name* field. (Use abbreviations for the months.) Use the *Down Arrow* to move to the second row of the *Name* field. Enter the name of the second month. Continue until you have added all twelve months.

3) Save and close the table window.

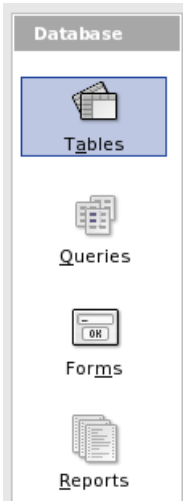


Figure 125: Database parts

Tip	The *Enter* key can also be used to move from field entry to field entry. For this example, enter Jan. in the first *Name* field. *Enter* moves the cursor to the *ID* field. *Enter* then moves the cursor to the second *Name* field.

Note	The *ID* field contains <*AutoField*> until you use the *Down Arrow* to move to the second row. Then it becomes a 1. As you add the names of the months and move down another row, the rows of the *ID* field change to consecutive positive numbers.

Creating a database form

A form is a front end for data entry and editing. Instead of a list of records, a form can include additional text, graphics, selection boxes and many other elements.

Using the Wizard to create forms

Click on **Tables** in the Database pane as in Figure 125, right-click on a table in the *Table* section of the window and **s**elect **Form Wizard** from the menu. (The same wizard can be accessed by clicking on *Forms* in the Database pane and selecting *Use Wizard to Create Form.)*

Step 1: Create the form.

1) Under *Tables or queries* select *Relative Addresses Table* from the drop down list (Figure 126). This creates the fields in the *Available Fields* list.

2) Since these fields are already in the correct order, click >> to move all these fields to the *Fields in the Form* list.

Tip The arrow buttons between the *Available Fields* and *Fields in the Form* lists move fields between these two windows. The up and down arrows on the right side of the *Fields in the Form* window move a selected field up or down.

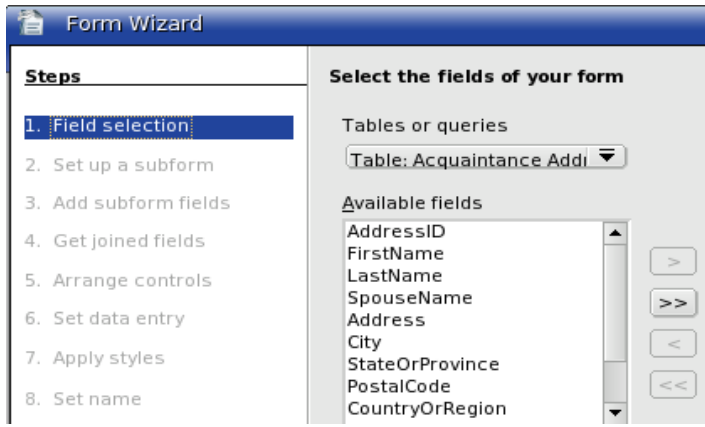


Figure 126: Form Wizard

3) Click **Next**.

4) This form will not have any subform. Click **Next**.

5) *Arrange Controls*: Choices for *Arrangement of the main form* are from left to right: C*olumnar-Labels Left, Columnar-Labels Top, Data Sheet,* and *In Blocks-Labels Above.* Select *Columnar-Labels Top* and then click **Next**.

6) *Set Data Entry*: Use the default selection: *The form is to display all data*. Click **Next**.

7) *Apply Styles*: The *Apply styles* window contains ten backgrounds. Select the one you desire. Suggestion: leave it *Beige*. Select the *Field border* also. Suggestion: *3D look*. Click **Next**.

Tip By moving the top of the *Form Wizard* window down enough to view the top of the form, you can see what a given style will look like by selecting it. Select as many as you want until you see the one that best suits you. This works for selecting the *Field border* also.

8) *Set Name*: Sometimes the *Form Name* should be different from the *Table Name* it is linked with. It is your choice. Suggestion: *Relative Addresses Form.* Since modifications to this form will be made next, select *Modify the Form* under the question *How do you want to proceed after creating the form?* Click **Finish**.

Step 2: Modify the form.

Shorten and then move the fields. The final form contains four rows. Row 1 contains *Address ID.* Row 2 contains *FirstName, LastName* and *SpouseName.* Row 3 contains *Address, City, StateOrProvince, PostalCode* and *CountryOrRegion.* Row 4 contains *PhoneNumber, MobileNumber* and *EmailAddress*. Finally set the *Tab* order of the fields if necessary.

Note When you click a field, it is selected. It has eight green squares (called *handles*)around it. *Control+mouse click* only the *Field* or its *Label* to select one but not both. Figure 127 shows the *AddressID Field* selected but not the *AddressID Label*.

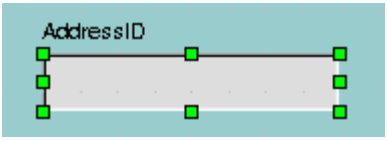


Figure 127: Selected field

1) *Control+click* on the *AddressID Field.* Move the mouse pointer to the middle handle on the right side. It becomes Figure 128. Drag the handle to the left to shorten the field. Suggestion: Reduce the size of the field to half its length.

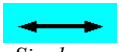


Figure 128: Single arrow

2) Repeat the process for each of the other fields. Adjust the length of a field to what is reasonable for it. (For example, the *StateOrProvince* field can be shortened considerably while the *Address* field might need to remain as it is.)

Note *Control+click* on the label of a field selects it. This allows changes to be made for it. (More details on this are found in the *Design View Form* creation section.)

3) To move a field and its label, click on it to select it. Move the mouse pointer inside the field or its label. The mouse arrow becomes Figure 129. Drag the selected area to the desired place in the form.

Figure 129: Double arrow

Note Hold down the *left mouse button* while dragging the selected area.

Caution

Do not use *Control+click* when moving a field. It moves either the field or the label but not both. To move both, use a *mouse click* and drag to the desired spot.

4) To change the background of the form, right-click on the background to open a context menu and choose **Page > Background**. Select **Color** from the **As** dropdown list. The color can be changed by clicking on the desired color. Suggestion: select *Orange 4*. Click **OK**.

5) By changing the *As* window from *Color* to *Graphic*, a graphic file can be used as the background. (Figure 130 uses flower.gif as its background.)

   a) Click **Cancel** at the bottom of the *Page style: Default* window to close it.

   b) Use **Tools > Options > OpenOffice.org > Paths > graphics** to locate the folder containing flower.gif. (Write it down if necessary.)

   c) Reopen the Page Style: Default window. (Right-click one the page and select **Page > Background** from the context menu.)

   d) Select **As > Graphic,** and click the **Browse** button.

      - Browse to the folder containing *flower.gif*, and select it.
      - Click *Open*, and then click OK in the Page Style: Default window.

6) The finished form should look something like Figure 130.

Figure 130: Addressees form

7) If the words in the Labels of the form are too small, increase the font size.

   a) Control+click on a label to select it.

   b) Right-click on the selected label. Select **Control** from the context menu.

   c) Click on the Font button to open the Font Character window (Figure 131). Here you can change the font, its size, typeface, and font effects (use the Font Effects tab for this last one). Make the changes you desire.

   d) Repeat a) through c) for the other labels.

   e) The fonts for the fields can be changed in the same way.

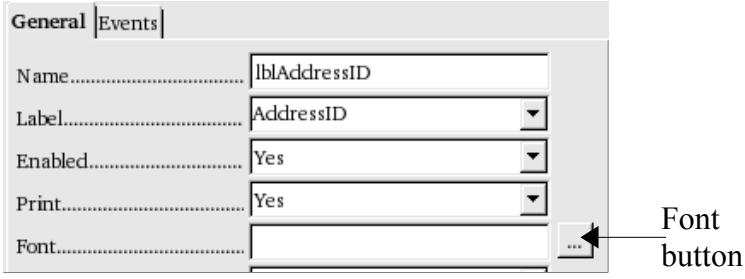


Figure 131: Changing Font characteristics

8) Check the tab order. The tab order should be correct, but we need to make sure.

   a) Click on the *AddressID* field to highlight it.

   b) Click on the *Activation Order* icon in the *Form* toolbar. (See Figure 132.)

Figure 132: Form toolbar

c) Make sure the order of the fields matches the listing in Figure 146. If a field in in the wrong place in the list, click on the field to highlight it.

- If it needs moving up, click the **Move Up** button to put it where you want it.
- If it needs moving down, click the **Move Down** button to put it where you want it.
- When you have the correct order, click **OK** closing the Tab Order Window.

9) The *Acquaintance Addresses* form is completed. Save and close the Acquaintance Addresses OpenOffice.org Writer window to return to the Information – OpenOffice.org Base window.

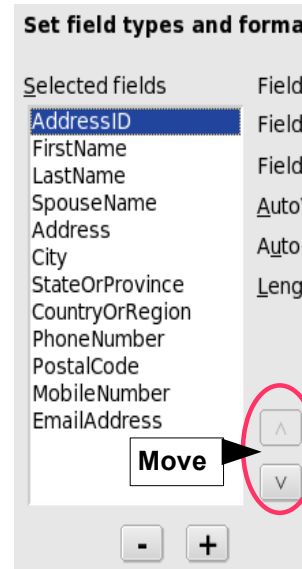


Figure 133: Order of fields

To create the *Relative Addressees* form, follow the same nine steps as you just did for the *Acquaintance Addressees* form.

Caution

Do not use the copy and paste method to create new forms from already created ones. When a form is created, a link is formed between it and the table for which it was created. Copying and pasting preserves this link to the original table. Each form created needs to be linked a separate table.

Creating forms in Design View

This method requires using the *Database Controls* and *Database Form Design Toolbars* extensively. These techniques are beyond the scope of this document. Instructions for creating forms using Design view will be described in the *Database Guide*.

Creating subforms

Again, this is beyond the scope of this document. Creation of subforms will be described in the *Database Guide*.

Creating a view of multiple tables

In the main database window (Information – OpenOffice.org Base), click on the *Table* icon to highlight it. In the *Task* section, there are three icons. The first two we have used to create tables. The third icon is labeled *Create View.* Clicking on this icon opens the *View1 – OpenOffice.org View Design*. While it has a different name, its functions and appearance are similar to when you create a query using the *Design View.*

Queries can be created from this window following the directions given in “Creating queries” on page 176. I advise reading the entire section on creating queries first.

You can also create a table from this window which is a combination of the already created tables. Since the steps are the same as those used when creating a query in Design View, wait until you have read the entire section on creating queries.

To create such a table, follow the first three steps in “Using the Design View to create a query” on page 180. At the end of step 3, a cross-reference returns you to this section. Save the table with a name of your choosing, and then close the window.

Accessing other data sources

OpenOffice.org allows data sources to be accessed and then linked into OOo documents. For example, a mail merge links an external document containing a list of names and addresses into a letter, with one copy of the letter being generated for each entry.

In OpenOffice.org 1.x, the option **Tools > Data Sources** allowed a new data source (or database) to be registered so any OOo component could use it. This option does not exist in OOo2.0.

To register a data source in OOo2.0, select **File > New > Database**, select **Connect to an existing database**, and select the type of data source to connect to. The exact source can then be chosen in the wizard.

Once a data source has been registered, it can be used in any other OOo component (for example Writer or Calc) by selecting **View > Data Sources** or pressing the *F4* key.

New > Database opens the *Database Wizard* window. Select **Connect to an existing database**. This allows access to the list of data sources that can be registered with OOo. These data sources can be accessed similarly to a dBase database as explained in the next section.

Tip Mozilla Address Books and dBase databases (among others) can be accessed, and entries can be added or changed. Spreadsheets can be accessed, but no changes can be made in the spreadsheet entries.

Accessing a dBase database

1) **File > New > Database** opens the *Database Wizard* window.

Note Clicking the *New* icon and *Database* in the drop-down menu also open the *Database Wizard* window. (See Figure 115.)

2) Select **Connect to an existing database**. Pressing the *TAB* key highlights the *Database type* drop-down list. Typing *D* selects *dBase.* Click **Next.**

Note Clicking the arrows opens a menu from which you can select *dBase* (Figure 134*).*

Figure 134: Database type selection

3) Click *Browse* and select the folder containing the database. Click **Next**.

4) Accept the default settings: *Register the database for me,* and *Open the database for editing*. Click **Finish**. Name and save the database in the location of your choice.

5) Create the *Form* using the *Form Wizard* as explained in “Creating a database form” beginning on page 164.

Accessing a Mozilla address book

Accessing a Mozilla Address Book is very similar to accessing a dBase database.

1) Select **File > New > Database.**

2) Select *Connect to an existing database*. Select *Mozilla Address Book* as the database type (Figure 134).

3) Register this data source.

These are steps 1, 2 and 4 of *Accessing a dBase Database* above.

Accessing spreadsheets

Accessing a spreadsheet is also very similar to accessing a dBase database.

1) Select **File > New > Database**.
2) Select *Connect to an existing database*. Select *Spreadsheet* as the *Database type* (Figure 134).
3) Click **Browse** to locate the spreadsheet you want to access. If the spreadsheet is password protected, check the *Password required* box. Click **Next**.
4) If the spreadsheet requires a user's name, enter it. If a password is also required, check its box. Click **Next**.

Registering databases created by OOo2.0

This is a simple procedure. **Tools > Options > OpenOffice.org Base > Databases.** Under *Registered databases,*there is a list of these databases. Below this list are three buttons: **New..., Delete, Edit...** To register a database created by OOo2.0:

1) Click **New.**
2) **Browse** to where the database is located.
3) Make sure the registered name is correct.
4) Click **OK.**

Using data sources in OpenOffice.org

Having registered the data source, whether a spreadsheet, text document, external database or other accepted data source, you can use it in other OpenOffice.org components including Writer and Calc.

Viewing data sources

Open a document in Writer or Calc. To view the data sources available, press *F4* or select **View > Data Sources** from the pull-down menu. This brings up a list of registered databases, which will include Bibliography and any other database registered.

To view each database, click on the + to the left of the database's name. (This has been done for the Information database in Figure 135.) This brings up Tables and Queries. Click on the + next to Tables to view the individual tables created. Now double-click on a table to see all the records held in it.

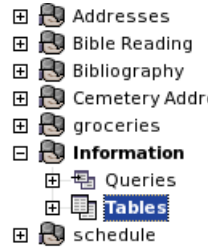


Figure 135: Databases

Editing data sources

Some data sources can be edited in the View Data Sources dialog. A spreadsheet can not. A record can be edited, added or deleted.

The data is displayed on the right side of the screen. Click in a field to edit the value.

Beneath the records are five tiny buttons. The first four move backwards or forwards through the records, or to the beginning or end. The fifth button, with a small star, inserts a new record (Figure 136).

Figure 136: View Data Sources Navigation Buttons

To delete a record, right-click on the gray box to the left of a row to highlight the entire row, and select **Delete Rows** to remove the selected row.

Launching Base to work on data sources

You can launch OOo Base at any time from the View Data Source pane. Just right-click on a database or the Tables or Queries icons and select **Edit Database File**. Once in Base, you can edit, add and delete tables, queries, forms and reports.

Using data sources in OOo documents

To insert a field from a table into a document (for example a Calc spreadsheet or Writer document), click on the field name (the gray square at the top of the field list) and, with the left mouse button held down, drag the field onto the document. In a Writer document, it will appear as <FIELD> (where FIELD is the name of the field you dragged). In Calc it will appear as a text box.

One common way to use a data source is to perform a mail merge. Selecting **Tools > Mail Merge Wizard** or clicking on the Mail Merge icon (a small paper-and-envelope icon on the View Data Source pane) launches the Mail Merge wizard which steps through creating a mail merge document. This is covered in the chapter titled "Using Mail Merge" in the *Writer Guide*.

Entering data in a form

Records are used to organize the data we enter into a form. Enter all the data concerning each person that you want to be a part of the database. When you press the *Tab* key after entering the data in the last field of the form for the first person, all the fields are cleared except possibly the AddressID field. You have just completed making the first record for the Acquaintance Addressees form of your database. Each time you do this, you are adding another record. (For example, the record in Figure 137. If the cursor is in in the EmailAddress field, pressing the *Tab* key clears all of the fields in the form exept for the AddressID field. The number in the box at the bottom left changes from the number 1 to the number 2.)

At the bottom left of the form is the word *Record*. After it is information as to which record is showing and how many records there are. In this case, record 1 of 3 records is showing. To the right of this are additional icons which allow you to move from one record to another (the arrows), add a new record, delete a record, plus more functions.

The purpose of a database is to store information in a way that can be accessed later when needed. This section describes how to enter your data so that it can be used later. You need to be in the Information – OpenOffice.org Base window. In our example we will be entering data in the *Acquaintance Information* form. Adding data to the other forms should be done the same way.

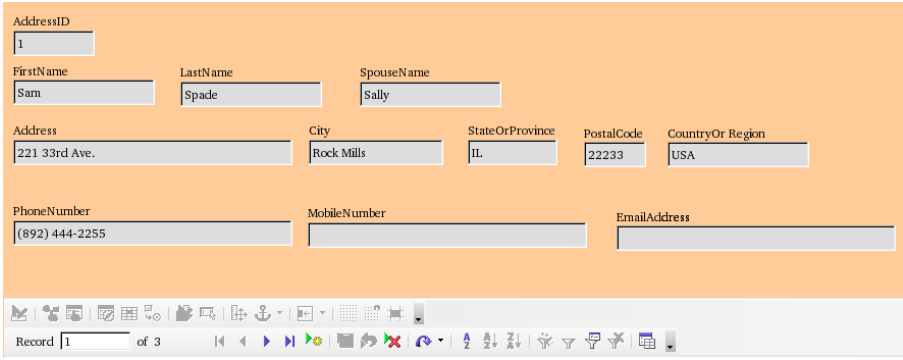


Figure 137: Single Record

If you do not want to use your own data to fill in the fields of this form, use the following information for five fictitious families. Each field entry is separated by a semi-colon (;). If the *ID* field contains <*AutoField*>, begin entering the data with in the *FirstName* field. Otherwise, enter the numbers in the *ID* field: the number 1 in the first record, the number 2 in the second record, and continue through the number 5 in the fifth record. (Not all records will all the fields filled in. For example, Sam & Alice do not have any children)

1; Sam; Spade; Alice; Aug.; 22; 2000; Apr.; 1; 1980; May; 31; 1982

2; Billy; Appleseed; Ruth; Jul.; 4; 1996; Dec.; 25; 1974; Jan.; 1; 1975; Chad; Feb.; 2; 1998

3; Junior; Salesman; Deloris; Jul.; 31; 1992; Apr.; 1; 1973; Sep.; 22; 1975; Samantha; Jan.; 5; 1993

4; Jamie; Spencer; Alice; Jan.; 1; 2004; Apr.; 22; 1985; Jun.; 15; 1985

5; Webster; Callahan; Betty; Nov.; 22; 1990; Aug.; 16; 1968; Dec.; 25; 1970; Ed; Jan.; 10; 1991

1) If the Forms icon is not highlighted, select the *Forms* icon on the left, or use *Alt+m*. Double-click on the *Acquaintance Information* icon.

2) ID field:

   - If <*AutoField*> is **not** present in the ID field, click inside this field and enter a number. (Suggestion: enter 1.) Then press the *Tab* key.
   - If <*AutoField*> is present, click in the FirstName field.

3) For the rest of the fields in the form beginning with FirstName:

   - If a field should be left empty, press the *Tab* key to move to the next field.
   - Otherwise, enter the data and press the *Tab* key to move to the next field.
   - To move backwards through the fields, use the *Shift+Tab* combination.
   - Pressing the *Tab* key in the last field enters all the data for that record (saves it) and begins the next record. (*Shift+Tab* while the cursor is in the first field of a record enters the data for that record (saves it) and moves the cursor to the last field of the previous record. This only works for record number 2 and above.)

4) When you have entered all the data you need, close the Acquaintance Information – OpenOffice.org Writer window.

Enter data in the Acquaintance Addresses form the same way. Note that the first three fields of this form are to be the same as in the Acquaintance Information form. Enter the other data as appropriate following the same steps as for the Acquaintance Information form.

Creating queries

Queries are used to get specific information from a database. In our example database, a simple query could create a list of all the wedding anniversaries in a given month. We will do this using a wizard. A more complex query could create a list of all the birthdays in a given month. We will do this using the Design View. We will create a query searching the Acquaintance Addresses Information tables for all wedding anniversaries in Julyand the addresses of the couples for which this applies. This query will include the following information: *FirstName*, *LastName*, *SpouseName*, *Address*, *City*, *StateOrProvince*, *PostalCode*, *CountryOrRegion*, and the wedding date (month, day, and year). This way we can find out who has a wedding anniversary in July, what day of July it is, and the couple's address so we can send them a card.

Note Queries blur the differences between a database and a data source. A database is only one type of data source. However, searching for usable information from a data source requires a query. Since the query, one part of a database, does this, the data source appears to become one part of that database: its table or tables. Query results, themselves, are special tables within the database.

Using the Wizard to create a query

Make sure you are in the Information – OpenOffice.org Base window. Click the **Queries** icon to highlight it. In the *Task* section of this window, double-click on the *Use Wizard to create Query* icon. This opens the Query Wizard window (Figure 138).

Note When working with a query, more than one table can be used. Since different tables may contain the exact same field names, the format for naming fields in a query is Table name and field name. A period (.) is placed between the table name and the field name. In our example, the table name is two words, so the period comes after the second word of the table name and before the field name. (For example, the FirstName field of the Acquaintance Addressees table is named *Acquaintance Addressees.FirstName*. The FirstName field of the Acquaintance Information table is named *Acquaintance Information.FirstName*.)

Step 1: Select the fields.

1) Since most of the information we want is in the Acquaintance Addresses, make sure this table is listed under *Tables*. All the fields of the Acquaintance Addresses table are listed in the *Available fields* window.

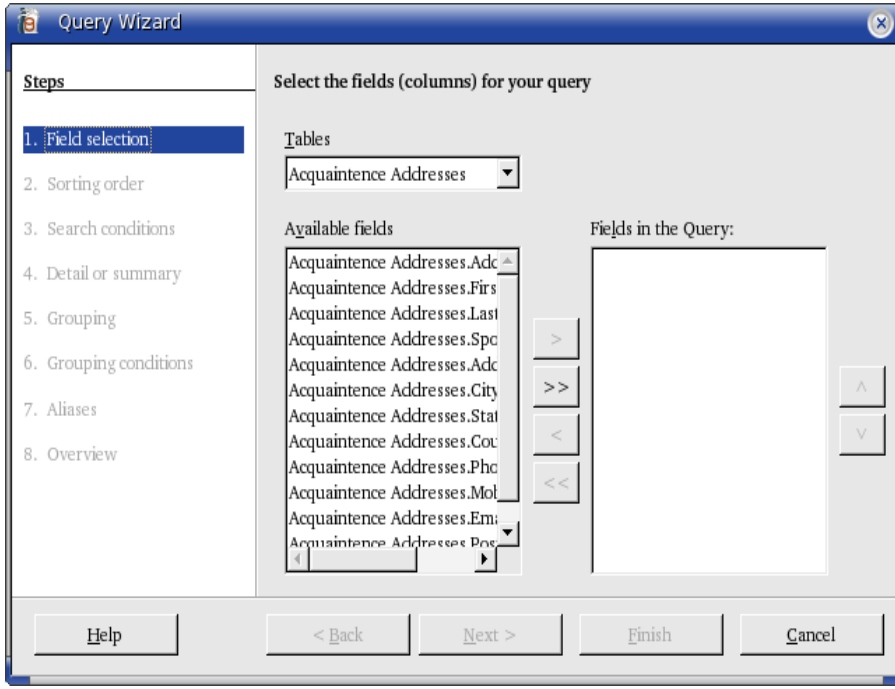


Figure 138: First page of the Query Wizard

Using the arrow (>), move these *Available fields* over to the *Fields in the Query* window: Acquaintance Addressees.FirstName, Acquaintance Addresses.LastName, Acquaintance Addressees.SpouseName, Acquaintance Addresses.Address, Acquaintance Addresses.City, Acquaintance Addresses.StateOrProvince, Acquaintance Addresses.PostalCode, and Acquaintance Addressees.CountryOrRegion.

2) Change the *Tables* drop down entry from *Acquaintance Addresses* to *Acquaintance Information*.

3) Using the arrow (>), move these *Available fields* over to the *Fields in the Query* window: Acquaintance Information.WedDateM, Acquaintance Information.WedDateD, and Acquaintance Information.WedDateY. These three fields will appear below the Acquaintance Addressees.CountryOrRegion field.

4) Click **Next.**

Step 2: Select the sorting order.

Up to four fields can be used to sort the information of our query. A little simple logic helps at this point. Which field is most important? I suggest listing the date of the month first (WedDateD). The LastName could come second. The FirstName or SpouseName could be the third field to sort by. You might want to sort them in a different way. Feel free to do so.

1) In the drop-down list under *Sort by*, select *Acquaintance Information.WedDateD*.
2) In the drop-down list under the first *Then by*, select *Acquaintance Addresses.LastName*.
3) In the drop-down list under the second *Then by*, select *Acquaintance Addresses.FirstName*.
4) Click **Next**.

Step 3: Select the search conditions.

1) Since we are only searching for information in one field, the default setting of *Match all of the following* will work.

Note	*Match any of the following* setting could be used in a query looking for all the birthdays in April for example. This will be done in the next section: Create a report using the Design View.

2) Select *Acquaintance Information.WedDateM* from the top *Fields* drop down list. Set the condition to *is equal to*. Enter *7* as the value. (July is the seventh month of the calendar year.) Click **Next** at the bottom of the window.

Step 4: Select type of query.

We want simple information, so the default setting: *Detailed query* is what we want. Click **Next** at the bottom of the window.

Note	Since we have a simple query, the *Grouping* and *Grouping conditions* are not needed. Those two steps are skipped in our query.

Step 5: Assign aliases if desired.

We want the default settings. Click **Next** at the bottom of the window.

Step 6: Overview.

Name the query (suggestion: *Query_Weddings*). To the right of this are two choices. Select *Modify Query*. Click **Finish**.

Step 7: Modifying the query.

The Query_Weddings window opens. The tables used in our query are shown in Figure 139. We want to link these two tables so that they act as one.

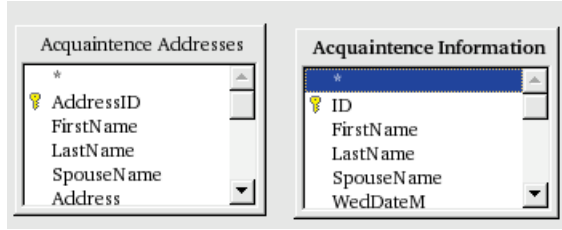


Figure 139: Tables used in Query

If the two tables are not linked, the first three columns look like Figure 140. All of the entries of the first table are listed.

FirstName	LastName	SpouseName
Billy	Appleseed	Ruth
Webster	Callahan	Betty
Junior	Salesman	Deloris
Sam	Spade	Sally
Jamie	Spencer	Alice

Figure 140: Query results with unlinked tables

To link the two tables, click on the AddressID field of the Acquaintance Addressees table (Figure 139) and drag the mouse cursor over to the ID field of the *Acquaintance Information* table of Figure 139. A line will appear connecting the AddressID and ID fields.

Once we have linked the two tables, we can run the query again. To do so, click the *Run Query* icon. (The one with the green check in Figure 141.) The first three columns of the result are in Figure 142. Two couples were married in July, and only these two are listed using the linked tables.

Figure 141: Run Query icon

Billy	Appleseed	Ruth
Junior	Salesman	Deloris

Figure 142: Query results with linked tables

Note When editing a Query, you can change the size and position of the tables. *Click+drag* on the heading of the table to move it. Moving the mouse cursor to an edge cause the cursor to change to a double arrow; increase or decrease the size of the table the same way you increase or decrease the size of a window.

Tip By editing the Query_Weddings we can get a list of the wedding anniversaries for any given month. In the Information – OpenOffice.org Base window, select *Queries*. Right click on the Query_Weddings icon and select **Edit** from the context menu. In the Query_Weddings window, replace the '7' with the number of whatever month you want. (The 7 is in the Criterion row and WedDateM column.) Make sure to put an apostrophe before and after the number. Then rerun the Query (Figure 141).

You can create a form for the Query_Weddings query. Right-click on the Query_Weddings icon, and select **Form Wizard** from the context menu. See "Creating a database form" on page 164 for directions.

Using the Design View to create a query

Creating a query using Design View is not as hard as it may first seem. For our query, we want to know who has a birthday in August. Go to the *Task* section of the Information – OpenOffice.org Base window. Select *Create Query in Design View.* The *Query1 – OpenOffice.org Query Design* and *Add Table* windows open.

Step 1: Add tables.

1) Click on *Acquaintance Addressees*, and then click **Add.**
2) Click on *Acquaintance Information*, and then click **Add**.
3) Click **Close.**

This opens these two tables. (See Figure 139.)

Step 2: Link the two tables.

Click on *AddressID* in the Acquaintance Addresses table and drag the mouse cursor to *Id* in the Acquaintance Information table. A line segment now connects these two fields.

Step 3: Fill in the names of the fields of the query.

Double-click on the fields you want to use in the order you want to use them. Some of the fields will come from the Acquaintance Addressees table, and some of the fields will come from the Acquaintance Information table. If you accidentally put a field in the wrong order, click on the gray rectangle above that field and drag its entire column to the correct position.

1) From the Acquaintance Addressees table, double-click on these fields in this order: *FirstName*, *LastName*, *SpouseName*.

2) From the Acquaintance Information table, double-click on these fields in this order: *HusBDM*, *HusBDD*, *HusBDY*, Wife*BDM*, Wife*BDD*, Wife*BDY*, *Ch1*, *Ch1BDM*, *Ch1BDD*, and *Ch1BDY*.

3) From the Acquaintance Addressees table, double-click on these fields in this order: *Address*, *City*, *StateOrProvince*, *PostalCode*, *CountryOrRegion*.

Tip The above steps can also be used to create a single table from the fields of two or more tables. If this is what you are doing with these three steps, please now return to "Creating a view of multiple tables" on page 170. Otherwise ignore this tip.

Step 4: Enter the criteria for the query.

We enter the information we will be searching for in the *Criterion* row of our query (Figure 143). How we place this information determines what our results will be. If we want two or more fields to have specific information in them at the same time, we enter all of this information in the Criterion row. This is referred to as the *And* condition. The sought for information is all placed in the Criterion row in the columns with the proper field names.

Field	FirstName	LastName	SpouseName
Alias			
Table	Acquaintence Ac	Acquaintence Ac	Acquaintence Ac
Sort			
Visible	☑	☑	☑
Function			
Criterion			
Or			
Or			
Or			
Or			

Figure 143: Query setup table

In our example, we are looking for all families in which at least one of its members has a birthday in August. This is the *Or* condition. (The husband *Or* the wife *Or* the child was born in August.)

Note To fully use queries requires a knowledge of mathematics and specifically set operations (unions, intersections, complements, and any combinations of these).

1) All entries in the Query setup table must be in this form: 'entry' (an apostrophe, the entry, and another apostrophe).

2) Since August is the eighth month, an *8* will be entered in the fields. In , the four rows below the Criterion row are labeled *Or*. When an entry exists in the *Criterion* row and another in the first *Or* row, a search is made for all record which fit either the information in the *Criterion* row or the *Or* row.

3) The fields we are concerned with are HusBDM, WifeBDM, and Ch1BDM.

   - In the Criterion row and HusBDM column, enter '8' (apostrophe 8 apostrophe).
   - In the first Or row and WifeBDM column enter '8'.
   - In the second Or row and Ch1BDM column enter '8'.
   - The results should look somewhat like Figure 144. (The figure does not show the FirstName, LastName, and SpouseName fields. Your table will have these three fields between the column containing the row names and the HusBDM column.)

Field	HisBDM	HisBDD	HisBDY	HerBDM	HBDD	HBDY	Ch1	Ch1BDM
Alias								
Table	Acquaintence	Acquainten	Acquainte:	Acquaintenc	Acquainte	Acquainter	Acquainte:	Acquainte
Sort								
Visible	☑	☑	☑	☑	☑	☑	☑	☑
Function								
Criterion	'8'							
Or				'8'				
Or								'8'

Figure 144: Using the Or condition over three fields

4) Click the *Run Query* icon (Figure 141 pn page 179).

5) Save the Query, name it *Query_Birthdays* and close the window.

Tip This query can be used for finding what people have birthdays in any given month. Change the 8's to the number of a different month. Make sure that an apostrophe comes before and after the number.

Creating reports

Reports provide information found in the database in a useful way. In this they are similar to queries. Reports are generated from the database's tables or queries. They can contain all of the fields of the table or query or just a selected group of fields. Reports can be static or dynamic in nature. Static reports contain the data in the selected fields at the time the report was created. Dynamic reports can be updated to show the latest data.

We will create a dynamic report of the wedding anniversaries of a given month. The Query_Weddings query is the basis for our report: Monthly Wedding Anniversaries. Editing the query for the month we seek and saving the query changes updates the report at the same time.

Step 1: Access the report generating wizard in one of two ways.

- Click on the *Reports* icon in the Information – OpenOffice.org Base window, and click on *Use Wizard to Create Report.*

  or

- Right-click on a query or table and select **Report Wizard** in the context menu.

Step 2: The Report Wizard (Figure 145).

1) In the *Tables or Queries* drop down list, select *Query: Query_Weddings.*
   - Use the double arrow (>>) to move all the fields from *Available fields* to *Fields in report.*
   - Click **Next.**
2) Change the labels for part of the fields.
   - For labels containing more than one word, put a space between words. (For example, FirstName becomes First Name, LastName becomes Last Name, and CountryOrRegion becomes Country Or Region.)
   - Change PostalCode to Postal Code, WedDateM to Month, WedDateD to Date, and WedDateY to Year.
   - Click **Next**.
3) Grouping. We will group items in this report by the LastName field.
   - Click on *LastName* in the *Fields* list and use the arrow (>) to move it to the *Groupings* list.
   - Click **Next**.

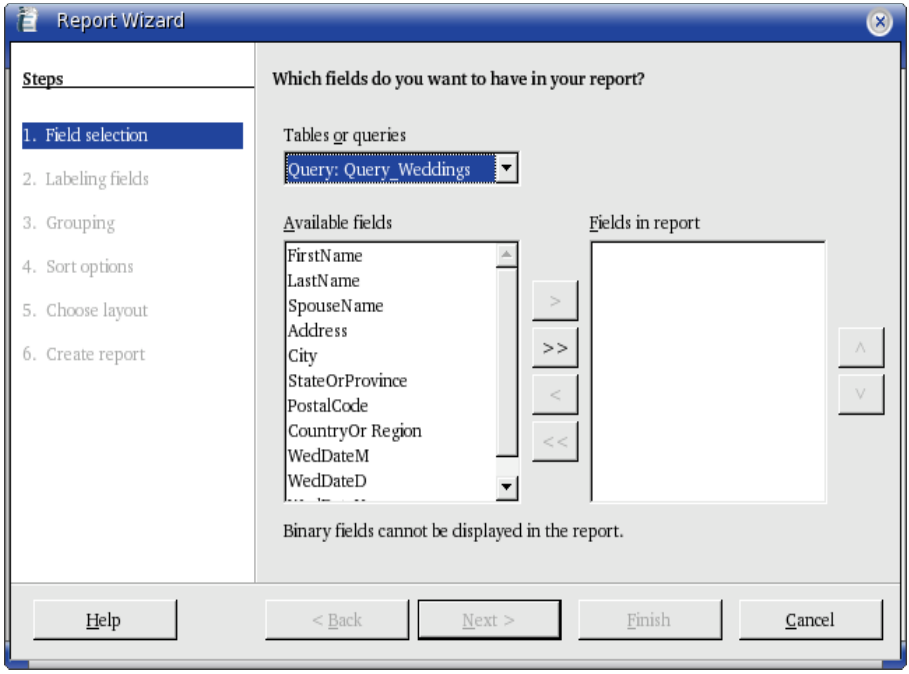


Figure 145. The first page of the Report Wizard

4) Layout of the report: We will use the default settings. This includes the Landscape orientation at the bottom of the Report Wizard. Click **Next**.

Note It might be worthwhile spending some time selecting the different layout choices available in reports just to see which ones can meet your needs.

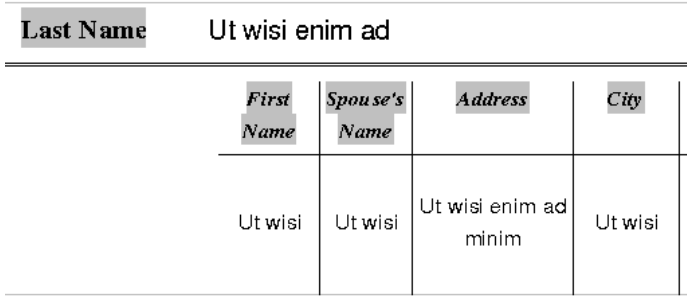
5) Creating the report:

- Name the report *Query_Weddings*.
- What kind of report do you want to create? Select *Dynamic*.
- How do you want to proceed after creating the report? Select *Modify report layout*.
- Click **Finish**.

6) Modifying the report. The report contains a table with the information from the Query. It may contain some unrecognizable words (Figure 146). We will be changing the vertical alignment of the second row.

- Click on the cell below label *First Name* and drag the mouse cursor to the right to highlight the second row.

- Right-click anywhere in a highlighted cell. Select **Cell > Center** to set the correct alignment.
- If you desire, you can change the widths of any of the cells at this point.
- **Save** and **Close** the Query_Weddings – OpenOffice.org Writer window.



Last Name	Ut wisi enim ad		
First Name	Spouse's Name	Address	City
Ut wisi	Ut wisi	Ut wisi enim ad minim	Ut wisi

Figure 146: First part of Report table

Note Queries can be changed from the Information – OpenOffice.org Base window by right-clicking on the desired Query and selecting **Edit** from the context menu.

Tip If a report is created as dynamic and the report is based upon a query, the report will change every time the query changes. (For example, you change the Query_Birthdays query to search for April instead of August. The next time the Query_Birthdays report is accessed, it will list the information for the people with birthdays in April instead of August.)

Chapter 11
Getting Started with Math

OpenOffice.org's Equation Editor

OpenOffice.org (OOo) has a component for mathematical equations. It is most commonly used as an equation editor for text documents, but it can also be used with other types of documents or stand-alone. When used inside Writer, the equation is treated as an object inside the text document.

Note The equation editor is for writing equations in symbolic form (as in equation 1). If you want to evaluate a numeric value, see the *Calc Guide*.

$$\frac{df(x)}{dx} = \ln(x) + \tan^{-1}(x^2) \qquad (1)$$

Getting started

To insert an equation, go to **Insert > Object > Formula**.

The equation editor opens at the bottom of the screen, and the floating Selection window appears. You will also see a small box (with a gray border) in your document, where the formula will be displayed. See Figure 147.

The equation editor uses a markup language to represent formulas. For example, *%beta* creates the Greek character beta (β). This markup is designed to read similar to English whenever possible. For example, *a over b* produces a fraction: $\frac{a}{b}$.

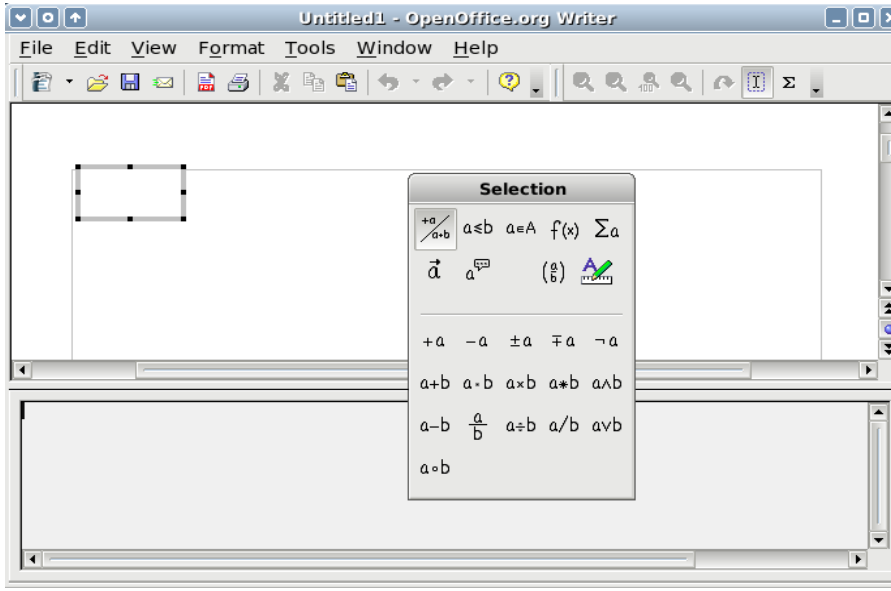


Figure 147. Equation Editor, Selection window, and location of resulting equation.

Entering a formula

There are three ways to enter a formula:

- Select a symbol from the Selection window.
- Right-click on the equation editor and select the symbol from the context menu.
- Type markup in the equation editor.

The context menu and the Selection window insert the markup corresponding to a symbol. Incidentally, this provides a convenient way to learn the OOoMath markup.

Note	Click on the document body to exit the formula editor. Double-click on a formula to enter the formula editor again.

The Selection window

The simplest method for entering a formula is the Selection window, shown in Figure 148.

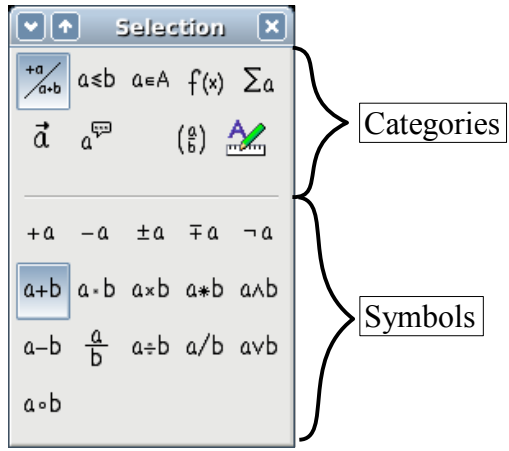


Figure 148. Symbols are divided into categories

The Selection window is divided into two main portions.

- **The top** shows the symbol categories. Click on these to change the list of symbols.
- **The bottom** shows the symbols available in the current category.

TIP You can hide (or unhide) the Selection window with **View > Selection**.

Example 1: 5×4

For this example we will enter a simple formula: 5×4 On the Selection window:

1) Select the top-left button of the categories (top) section (Figure 149).
2) Click on the multiplication symbol (shown in Figure 149).

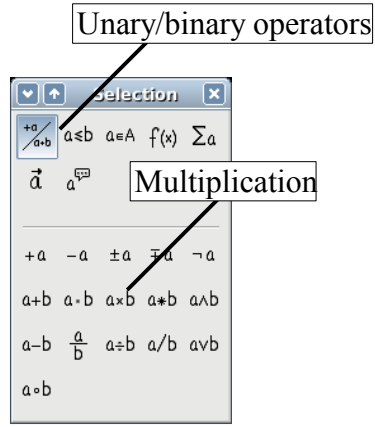


Figure 149. Unary/binary operators

When you select the multiplication symbol on the Selection window, two things happen:

- The equation editor shows the markup: *<?> times <?>*
- The body of the document shows a gray box with the figure: ❑×❑

Figure 150. The multiplication symbol

The " <?> " symbols (Figure 150) are placeholders that you can replace by other text. The equation will update automatically, and the result should resemble Figure 151.

Figure 151. Result of entering "5" and "4" next to the "times" operator

TIP To keep the equation from updating automatically, select **View >AutoUpdate display**.

To update a formula manually, press *F9* or select **View > Update**.

Right-click menu

Another way to access mathematical symbols is to right-click on the equation editor. This produces a menu as shown in Figure 152.

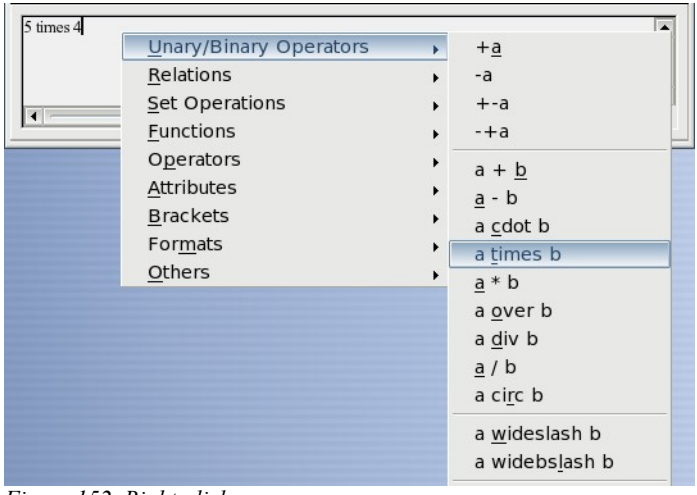


Figure 152. Right-click menu

Note The entries in this menu correspond exactly to those in the Selection window.

Markup

You can type the markup directly on the equation editor. For example, you can type "5 times 4" to obtain 5×4. If you know the markup, this can be the fastest way to enter a formula.

TIP As a mnemonic, the formula markup resembles the way the formula reads in English.

Below is a short list of common equations and their corresponding markup.

Display	Command	Display	Command
$a = b$	a = b	$\sqrt{a}$	sqrt {a}
a^2	a^2	a_n	a_n
$\int f(x)\,dx$	int f(x) dx	$\sum a_n$	sum a_n
$a \leq b$	a <= b	∞	infinity
$a \times b$	a times b	$x \cdot y$	x cdot y

Greek characters

Greek characters ($\alpha, \beta, \gamma, \theta$, etc) are common in mathematical formulas. *These characters are not available in the selection box or the right-click menu*. Fortunately, the markup for Greek characters is simple: Type a % sign followed the name of the character, in English.

- To type a *lowercase* character, write the name of the character in lowercase.
- To type an *uppercase* character, write the name of the character in uppercase.

See the table on the next page for some examples:

Lowercase	Uppercase
%alpha → α	%ALPHA → A
%beta → β	%BETA → B
%gamma → γ	%GAMMA → Γ
%psi → ψ	%PSI → Ψ
%phi → ϕ	%PHI → Φ
%theta → θ	%THETA → Θ

Note A complete table of Greek characters is included in the chapter titled "Math Objects" in the *Writer Guide*..

Another way to enter Greek characters is by using the catalog window. Go to **Tools > Catalog**. The catalog window is shown in Figure 153. Under "Symbol Set" select "Greek" and double-click on a Greek letter from the list.

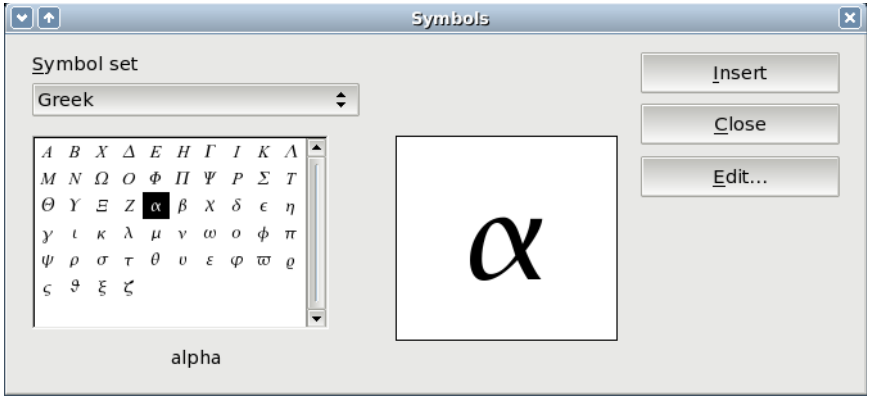


Figure 153. Catalog - used for entering Greek characters

Example 2: $\pi \simeq 3.14159$

For this example we will suppose that:

- We want to enter the above formula (the value of pi rounded to 5 decimal places).
- We know the name of the Greek character ("pi").
- But we don't know the markup associated with the $\simeq$ symbol.

Step 1: Type "%" followed by the text "pi". This displays the Greek character π .

Step 2: Open the Selection window (**View > Selection**).

Step 3: The $\simeq$ symbol is a relation, so we click on the relations button $a \leq b$. If you hover the mouse over this button you see the tooltip "Relations" (Figure 154).

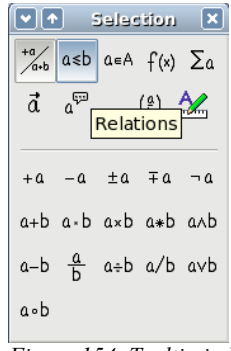


Figure 154. Tooltip indicates the "Relations" button.

Step 4: Delete the <?> text and add "3.14159" at the end of the equation. Hence we end up with the markup " `%pi simeq 3.14159` ". The result is shown in Figure 155.

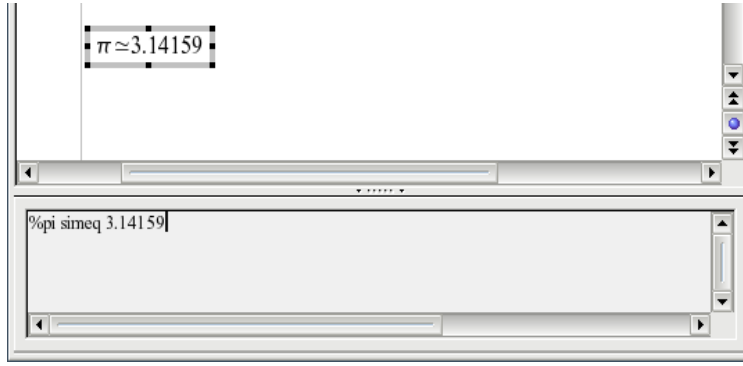


Figure 155. Final result

Customizations

Formula editor as a floating window

As seen in Figure 147, the formula editor can cover a large part of the Writer window. To turn the formula editor into a floating window, do this:

1) Hover the mouse over the editor frame, as shown in Figure 156.

2) Hold down the *Control* key and double-click.

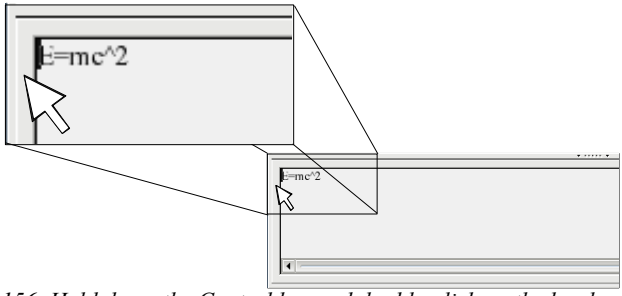


Figure 156. Hold down the Control key and double-click on the border of the math editor to turn it into a floating window.

Figure 157 shows the result. You can make the floating window back into an embedded frame, using the same steps. Hold down the *Control* key and double-click the window frame.

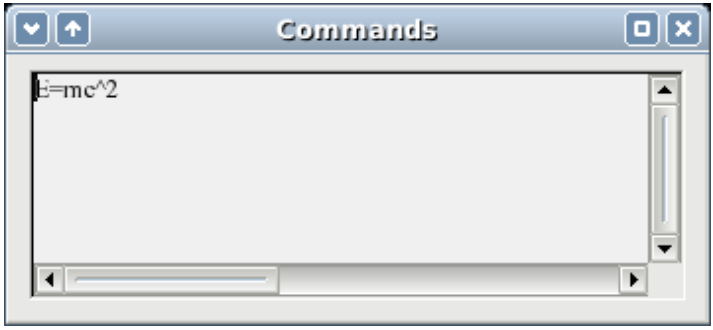


Figure 157. Equation editor as a floating window

How can I make a formula bigger?

This is one of the most common questions people ask about OOoMath. The answer is simple, but not intuitive.

1) Start the formula editor and go to **Fonts > Font size**.

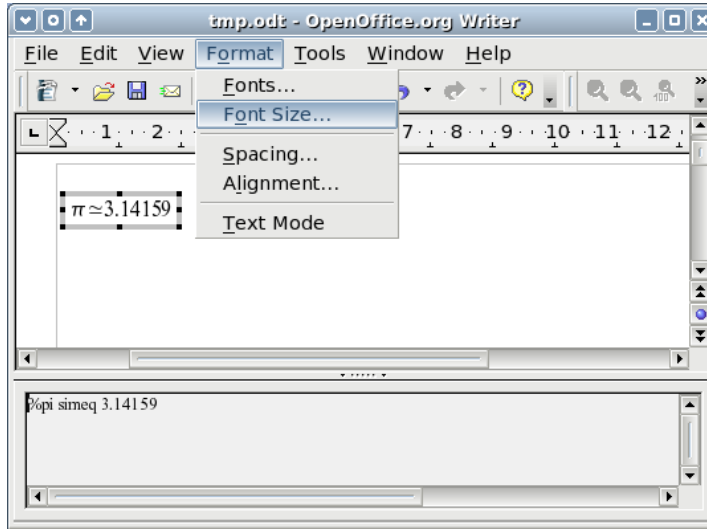


Figure 158. Changing the font size for a formula

2) Select a larger font size under “Base Size” (top-most entry), as shown in Figure 159.

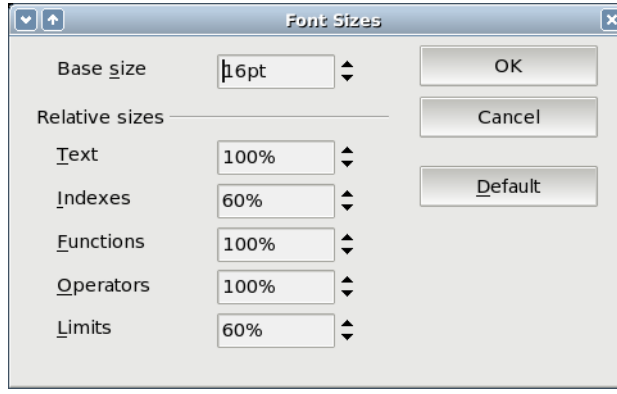


Figure 159. Edit "Base size" (top) to make a formula bigger.

The result of this change is illustrated in Figure 160.

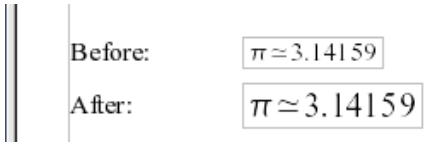


Figure 160. Result of changing the base font size.

Formula layout

The most difficult part of using OOoMath comes when writing complicated equations. This section provides some advice about writing complex formulas.

Brackets are your friends

OOoMath knows nothing about order of operation. You must use brackets to state order of operations explicitly. Consider the following example:

Markup	Result
`2 over  x + 1`	$\frac{2}{x}+1$
`2 over {x + 1}`	$\frac{2}{x+1}$

Equations over more than one line

Suppose you want to type an equation covering more than one line. For example:

$x=3$
$y=1$

Your first reaction would be to simply press the *Enter* key. However, if you press the *Enter* key, though the markup goes to a new line, the resulting equation does not. You must type the newline command explicitly. This is illustrated in the table below.

Markup	Result
`x = 3` `y = 1`	$x=3\ y=1$
`x = 3 newline` `y = 1`	$x=3$ $y=1$

Common problem areas

How do I add limits to my sum/integral?

The “sum” and “int” commands can (optionally) take in the parameters “from” and “to”. These are used for lower and upper limits respectively. These parameters can be used singly or together.

Markup	Result
`sum from k = 1 to n a_k`	$\sum_{k=1}^{n} a_k$
`int from 0 to x f(t) dt`	$\int_{0}^{x} f(t)\,dt$
`int from Re f`	$\int_{\Re} f$
`sum to infinity 2^{-n}`	$\sum^{\infty} 2^{-n}$

Note For more details on integrals and sums, see “Math Objects” in the *Writer Guide*.

Brackets with matrices look ugly!

For background, we start with an overview of the matrix command:

Markup	Result
`matrix { a # b ## c # d }`	$\begin{matrix} a & b \\ c & d \end{matrix}$

Note Rows are separated by two #’s and entries within each row are separated by one #.

The first problem people have with matrices is that brackets don't "scale" with the matrix:

Markup	Result
`( matrix { a # b ## c # d } )`	$(\begin{matrix} a & b \\ c & d \end{matrix})$

OOoMath provides "scalable" brackets. That is, the brackets grow in size to match the size of their contents. Use the commands *left(* and *right)* to make scalable brackets.

Markup	Result
`left( matrix { a # b ## c # d } right)`	$\left(\begin{matrix} a & b \\ c & d \end{matrix}\right)$

TIP Use *left[* and *right]* to obtain square brackets.

How do I make a derivative?

Making derivatives essentially comes down to one trick: *Tell OOo it's a fraction*.

In other words, you have to use the "over" command. Combine this with either the letter "d" (for a total derivative) or the "partial" command (for a partial derivative) to achieve the effect of a derivative.

Markup	Result
`{df} over {dx}`	$\frac{df}{dx}$
`{partial f} over {partial y}`	$\frac{\partial f}{\partial y}$
`{partial^2 f} over {partial t^2}`	$\frac{\partial^2 f}{\partial t^2}$

Note Notice that we had to use squiggly brackets to make the derivative.

Numbering equations

Equation numbering is one of OOoMath's best hidden features. The steps are simple, but obscure:

1) Start a new line.
2) Type "fn" and then press *F3*.

The "fn" is replaced by a numbered formula:

$$E = mc^2 \tag{2}$$

Now you can double-click on the formula to edit it. For example, here is the Riemann Zeta function:

$$\zeta(z) = \sum_{n=1}^{\infty} \frac{1}{n^z} \tag{3}$$

You can reference an equation ("as shown in Equation (2)") with these steps:

1) **Insert > Cross-reference**..
2) Click on the *References* tab (Figure 161).
3) Under *Type*, select *Text*.
4) Under *Selection*, pick the equation number.
5) Under *Format*, choose *Reference*.
6) Click **Insert**.

Done! If you later add more equations to the paper before the referenced equation, all the equations will automatically renumber and the cross-references will update.

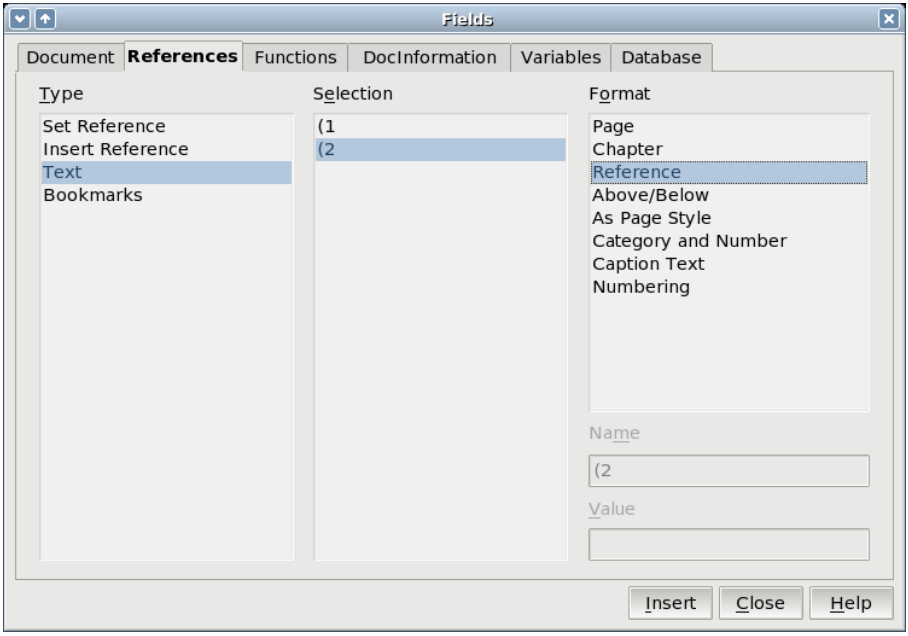


Figure 161. Inserting a cross-reference to an equation number.

TIP To insert the equation number without parentheses around it, choose *Numbering* under *Format* instead of *Reference.*

Chapter 12 Working with Templates

A template is a model that you use to create other documents. For example, you can create a template for business reports that has your company's logo on the first page. New documents created from this template will all have your company's logo on the first page.

Templates can contain anything that regular documents can contain, such as text, graphics, a set of styles, and user-specific setup information such as measurement units, language, the default printer, and toolbar and menu customization.

All documents in OpenOffice.org (OOo) are based on templates. You can create a specific template for any document type (text, spreadsheet, drawing, presentation). If you do not specify a template when you start a new document, then the document is based on the default template for that type of document. If you have not specified a default template, OOo uses the blank template for that type of document that is installed with OOo. See "Setting a default template" on page 207 for more information.

This chapter shows you how to:

- Use a template to create a document.
- Create a template.
- Edit a template.
- Set a default template.

Using a template to create a document

To use a template to create a document:

1) From the main menu, choose **File > New > Templates and Documents.** The Templates and Documents window opens. (See Figure 162.)

2) In the box on the left, click the **Templates** icon if it is not already selected. A list of template folders appears in the center box.

3) Double-click the folder that contains the template that you want to use. A list of all the templates contained in that folder appears in the center box.

4) Click the template that you want to use. You can preview the selected template or view the template's properties:

   - To preview the template, click the Preview icon. (For the location of the Preview icon, see Figure 162.) A preview of the template appears in the box on the right.

   - To view the template's properties, click the Document Properties icon. (For the location of the Document Properties icon, see Figure 162.) The template's properties appear in the box on the right.

5) Click **Open.** The Templates and Documents window closes and a new document based on the selected template opens in OOo. You can then edit and save the new document just as you would any other document.

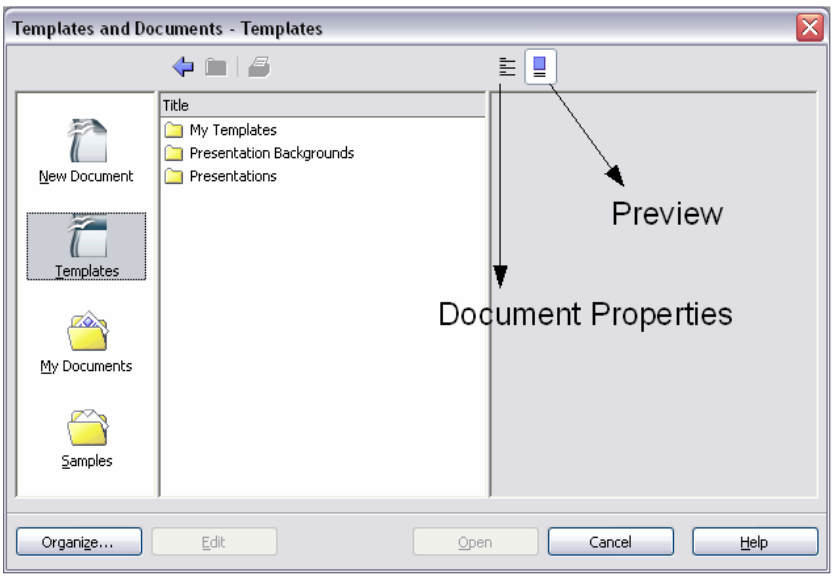


Figure 162. Templates and Documents window

Creating a template

You can create your own templates in two ways:

- From a document.
- Using a wizard.

Creating a template from a document

To create a template from a document:

1) Open a new or existing document of the type you want to make into a template (text document, spreadsheet, drawing, presentation).

2) Add the content and styles that you want.

3) From the main menu, choose **File > Templates > Save.** The Templates window opens (See Figure 163).

4) In the **New template** field, enter a name for the new template.

5) In the **Categories** list box, click the category to which you want to assign the template. (The category is simply the template folder in which you want to save the template. For example, to save the template in the "My Templates" folder, click the **My Templates** category.)

   To learn more about template folders, see "Organizing templates" on page 208.

6) Click **OK**. OOo saves the new template and the Templates window closes.

New in 2.0

OOo 1.X previously used a "Default" folder in place of the new "My Templates" folder.

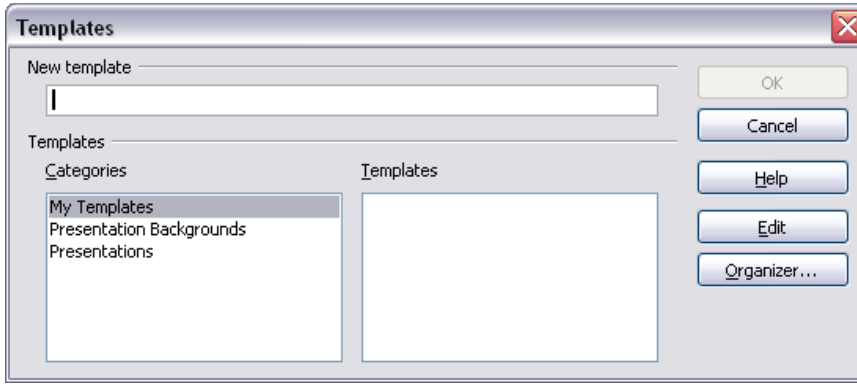


Figure 163. Saving a new template

Any settings that can be added to or modified in a document can be saved in a template. For example, below are some of the settings (although not exhaustive) that can be included in a Writer document and then saved as a template for later use:

- Printer settings: which printer, single sided / double sided, and paper size, etc.
- Styles to be used, including character, page, frame, numbering and paragraph styles.
- Format and settings regarding indexes, tables, bibliographies, table of contents.

Creating a template using a wizard

You can use wizards to create these types of templates:

- Letter
- Fax
- Agenda
- Presentation
- Web page

For example, the Fax Wizard steps you through the following choices:

- Type of fax (business or personal)
- Document elements like the date, subject line (business fax), salutation, and complementary close
- Options for sender and recipient information (business fax)
- Text to include in the footer (business fax)

To create a template using a wizard:

1) From the main menu, choose **File > Wizards >** type of template required (Figure 164).

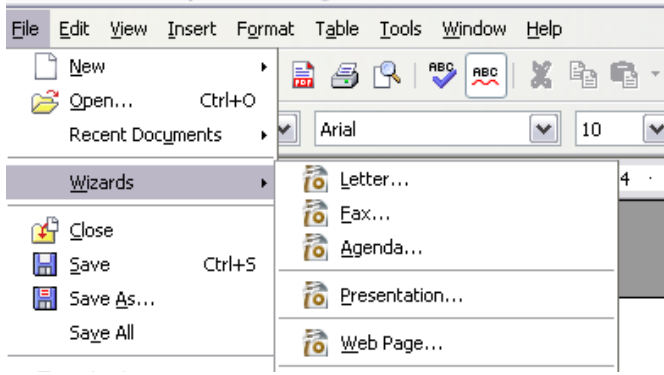


Figure 164. Creating a template using a wizard

2) Follow the instructions on the pages of the wizard. This process will be slightly different for each type of template, but the format is very similar.

3) In the last section of the wizard, the template should be saved. The default location is your user templates directory, but you can choose a different location if you prefer.

4) Finally, you have the option of creating a new document from your template immediately, or manually changing the template. For future documents, you can re-use the template created by the wizard, just as you would use any other template.

Editing a template

You can edit a template's styles and content, and then, if you wish, you can reapply the template's styles to documents that were created from that template. (Note that you can only reapply styles. You cannot reapply content.)

To edit a template:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window opens. (See Figure 165.)

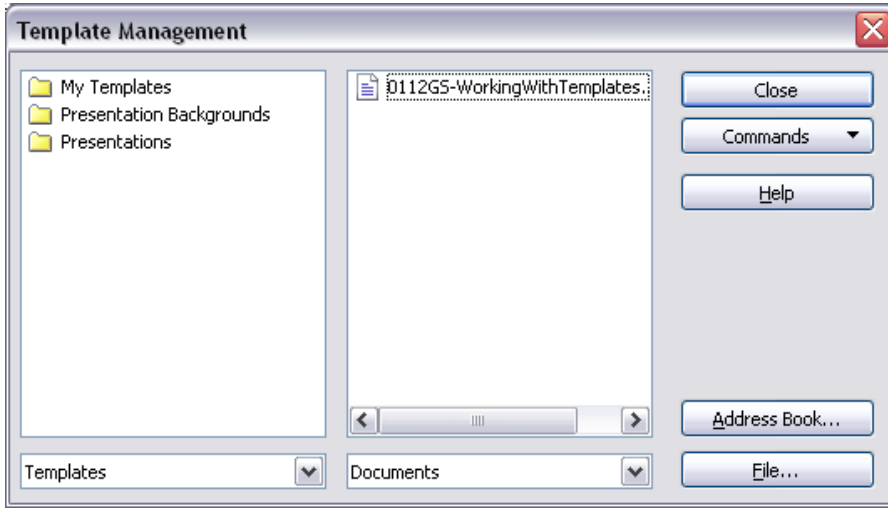


Figure 165. Template management window

2) In the box on the left, double-click the folder that contains the template that you want to edit. A list of all the templates contained in that folder appears underneath the folder name.

3) Click the template that you want to edit.

4) Click the **Commands** button.

5) From the drop-down menu, choose **Edit.** The Template Management window closes and the selected template opens.

6) Edit the template just as you would any other document. To save your changes, choose **File > Save** from the main menu.

The next time that you open a document that was created from the changed template, the following message appears:

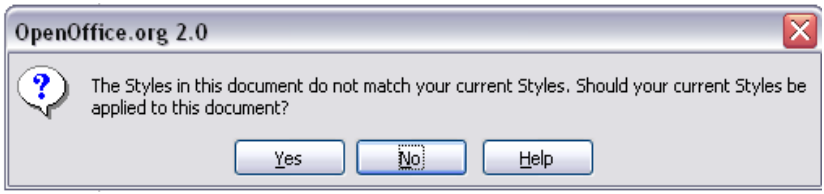


Figure 166. Apply current styles message

Click **Yes** to apply the template's changed styles to the document. Click **No** if you do not want to apply the template's changed styles to the document. Whichever option you choose, the message box closes and the document opens in OOo.

Note

Automatic updating from a template (as described above) does not work in OOo 2.0.2. This is a known bug, which will be fixed in 2.0.3. To re-enable updating in files created using OOo 2.0.2:

1) Use **Tools > Macros > Organize Macros > OpenOffice.org Basic**. Select the document from the list, click the +, and select Standard. If Standard has a + beside it, click that and select a module.

2) Name the macro. For example, you could call it FixDocument. If the **Edit** button is active, click it. If the Edit button is not active, click **New**, type a module name in the pop-up dialog, and click **OK**.

3) In the Basic window, enter the following:

```
Sub FixDocument
TemplateName =
ThisComponent.DocumentInfo.Template
  if TemplateName <> "" then
  ThisComponent.DocumentInfo.Template =
TemplateName
  end if
End Sub
```

4) Click the **Run BASIC** icon, then close the Basic window.

5) Save the document.

Next time when you open this document you will have the update from template feature back.

Setting a default template

If you create a document by choosing **File > New > Text Document** (or **Spreadsheet**, **Presentation**, or **Drawing**) from the main menu, OOo creates the document from the Default template for that type of document. You can, however, set a custom template to be the default. You can reset the default later if you choose.

Setting a custom template as the default

You can set any template to be the default, as long as it is in one of the folders displayed in the Template Management window. To save a template in one of these folders, do one of the following:

- Create the template as described in “Creating a template” on page 203.
- Import the template into the desired folder as described in “Importing a template” on page 209.

To set a custom template as the default:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window (Figure 165) opens.
2) In the box on the left, double-click the folder containing the template that you want to set as the default.
3) Click the template that you want to set as the default.
4) Click the **Commands** button.
5) From the drop-down menu, choose **Set As Default Template.** The next time that you create a document by choosing **File > New,** the document will be created from this template.

Resetting OOo’s Default template as the default

To reset OOo’s Default template for a document type as the default:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window (Figure 165) opens.
2) In the box on the left, click any folder.
3) Click the **Commands** button.

4) From the drop-down menu, choose **Reset Default Template > Text Document**. The next time that you create a document by choosing **File > New,** the document will be created from OOo's Default template for that document type.

Organizing templates

OOo can only use templates that are in OOo template folders. You can, however, create new OOo template folders and use them to organize your templates. For example, you might have one template folder for report templates and another for letter templates. You can also import and export templates.

To begin, choose **File > Templates > Organize** from the main menu. The Template Management window (Figure 165) opens.

Creating a template folder

To create a template folder:

1) In the Template Management window (Figure 165), in the box on the left, click any folder.
2) Click the **Commands** button.
3) From the drop-down menu, choose **New.** A new folder called Untitled appears.
4) Type a name for the new folder and then press the *Enter* key on your keyboard. OOo saves the folder with the name that you entered.
5) To close the Template Management window, click **Close.**

Deleting a template folder

To delete a template folder:

1) In the Template Management window, click the folder that you want to delete.
2) Click the **Commands** button.
3) From the drop-down menu, choose **Delete.** A dialog box appears and asks you to confirm the delete.
4) Click **Yes.** The dialog box closes and the selected folder is deleted.

Moving a template

To move a template from one template folder to another template folder:

1) In the Template Management window, in the box on the left, double-click the folder containing the template that you want to move. A list of all the templates contained in that folder appears underneath the folder name.
2) Click the template that you want to move and drag it to the desired folder.

Deleting a template

To delete a template:

1) In the Template Management window, double-click the folder that contains the template that you want to delete. A list of all the templates contained in that folder appears underneath the folder name.
2) Click the template that you want to delete.
3) Click the **Commands** button.
4) From the drop-down menu, choose **Delete.** A dialog box appears and asks you to confirm the deletion.
5) Click **Yes.** The dialog box closes and the selected template is deleted.

Importing a template

If the template that you want to use is in a different location, you must import it into an OOo template folder.

To import a template into a template folder:

1) In the Template Management window, double-click the folder into which you want to import the template.
2) Click the **Commands** button.
3) From the drop-down menu, choose **Import Template**. The Open window opens.
4) Find the template that you want to import and click **Open.** The Open window closes and the template appears in the selected folder.
5) If you want, type a new name for the template and then press the *Enter* key.

Exporting a template

To export a template from a template folder to another location:

1) In the Template Management window, double-click the folder that contains the template you want to export. A list of all the templates contained in that folder appears underneath the folder name.
2) Click the template that you want to export.
3) Click the **Commands** button.
4) From the drop-down menu, choose **Export Template**. The Save As window opens.
5) Find the folder into which you want to export the template and click **Save**. OOo exports the template to the selected folder, and the Save As window closes.

Note	All the actions made by the **Commands** button in the Template Management window can be made as well by simply right-clicking on the templates or the folders.

Chapter 13
Working With Styles

Introduction to Styles in OpenOffice.org

What are styles?

A *style* is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats at the same time.

OpenOffice.org supports the following types of styles:

- *Page styles* include margins, headers and footers, borders and backgrounds. In Calc, page styles also include the sequence for printing sheets.
- *Paragraph styles* control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, borders, and character formatting.
- *Character styles* affect properties of selected text within a paragraph, such as the font and size of text, or bold and italic formats.
- *Frame styles* are used to format graphic and text frames, including borders, backgrounds, columns, and how text wraps around the frame.
- *List styles* apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.
- *Cell styles* include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.
- *Graphics styles* in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.
- *Presentation styles* include attributes for font, indents, spacing, alignment, and tabs.

Different styles are available in the various components of OOo, as listed in Table 1.

Table 1. Styles available in OOo components

Style Type	Writer	Calc	Draw	Impress
Page	X	X		
Paragraph	X			
Character	X			
Frame	X			
Numbering	X			
Cell		X		
Presentation			X	X
Graphics	(included in Frame styles)		X	X

OpenOffice.org comes with many predefined styles. You can use the styles as provided, modify them, or create new styles, as described in this chapter.

Why use styles?

Many people manually format paragraphs, words, tables, page layouts, and other parts of their documents without paying any attention to styles. They are used to writing documents according to *physical* attributes. For example, you might specify the font family, font size, and any formatting such as bold or italic

Styles are *logical* attributes. Using styles means that you stop saying “font size 14pt, Times New Roman, bold, centered”, and you start saying “Title” because you have defined the “Title” style to have those characteristics. In other words, styles means that you shift the emphasis from what the text (or page, or other element) looks like, to what the text *is*.

Styles help improve consistency in a document. They also make major formatting changes easy. For example, you may decide to change the indentation of all paragraphs, or change the font of all titles. For a long document, this simple task can be prohibitive. Styles make the task easy.

In addition, styles are used by OpenOffice.org for many processes, even if you are not aware of them. For example, OOo relies on heading styles (or other styles you specify) when it compiles a table of contents.

Applying styles

OpenOffice.org provides several ways for you to select styles to apply.

Using the Styles and Formatting window

1) To open the Styles and Formatting window (Figure 167), do any one of the following:
   - Click on the  icon located at the left-hand end of the object bar.
   - Choose **Format > Styles and Formatting**.
   - Press *F11*.

TIP You can move the Styles and Formatting window to a convenient position on the screen or dock it to an edge.

2) Click on one of the icons at the top left of the Styles and Formatting window to display a list of styles in a particular category.

3) To apply an existing style (except for character styles), put the cursor in the paragraph, frame, or page, and then double-click on the name of the style in one of these lists. To apply a character style, select the characters first.

TIP At the bottom of the Styles and Formatting window is a dropdown list (in Figure 167 the window shows *Automatic*, meaning the list includes only styles applied automatically by OOo). You can choose to show all styles or other groups of styles, for example only custom styles .

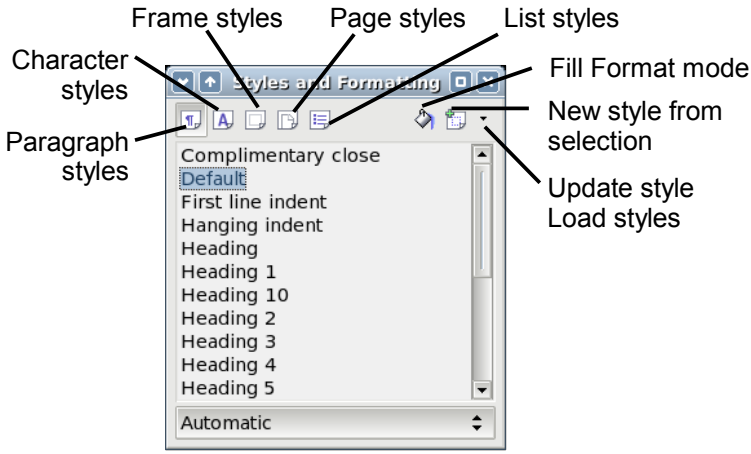


Figure 167. The Styles and Formatting window for Writer, showing paragraph styles

Using Fill Format mode

Use Fill Format to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time. This method is useful for formatting many scattered paragraphs, words, or other items with the same style, and may be easier to use than making multiple selections first and then applying a style to all of them.

1) Open the Styles and Formatting window (Figure 167) and select a style.
2) Click the **Fill Format mode** icon  .
3) Hover the pointer over the paragraph, page or frame and click.
4) To apply a character style, hold down the mouse button while selecting the characters.
5) To quit Fill Format mode, click the icon again or press the *Esc* key.

Caution

When this mode is active, a right-click anywhere in the document undoes the last Fill Format action. Be careful not to accidentally right-click and mistakenly undo actions you want to keep.

Using the Apply Style list

When a style is in use in a document, the style name appears on the Apply Style list (Figure 168) at the left end of the object bar, next to the Styles and Formatting icon.

To apply a style from this list, click on the desired style or use the up and down arrow keys to move through the list, then press *Enter* to apply the highlighted style.

TIP Select **More...** at the bottom of the list to open the Styles and Formatting window.

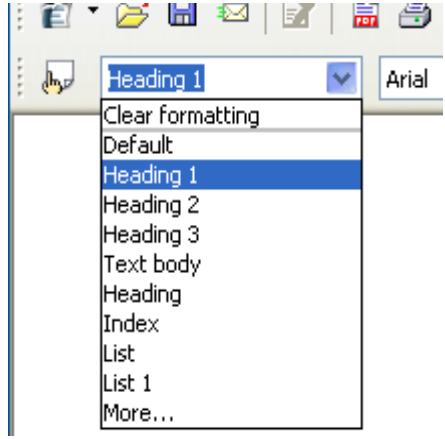


Figure 168. The Apply Style list on the Object Bar

Assigning styles to shortcut keys

New in 2.0

In OOo 2.0 you can configure shortcut keys to assign styles in your document. Some shortcuts are pre-defined, such as *Ctrl+1* for the Heading 1 paragraph style and *Ctrl+2* for Heading 2.

OOo provides a set of predefined keyboard shortcuts that allow you to quickly apply styles. You can modify these shortcuts and create your own.

1) Click **Tools > Customize > Keyboard**.
2) On the Keyboard tab of the Customize dialog (Figure 169), choose the shortcut keys you want to assign a style to. In this example we have chosen *Ctrl+9*.
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 type of style. The *Function* list will display the names of the available styles for the selected type. The example in Figure 169 shows some of OOo's predefined styles.
5) To set *Ctrl+9* to the Text Body style, select *Text Body* in the *Function* list, and then click **Modify**. *Ctrl+9* now appears in the *Keys* list.
6) When you are done assigning shortcuts, click **Save** and close the dialog.

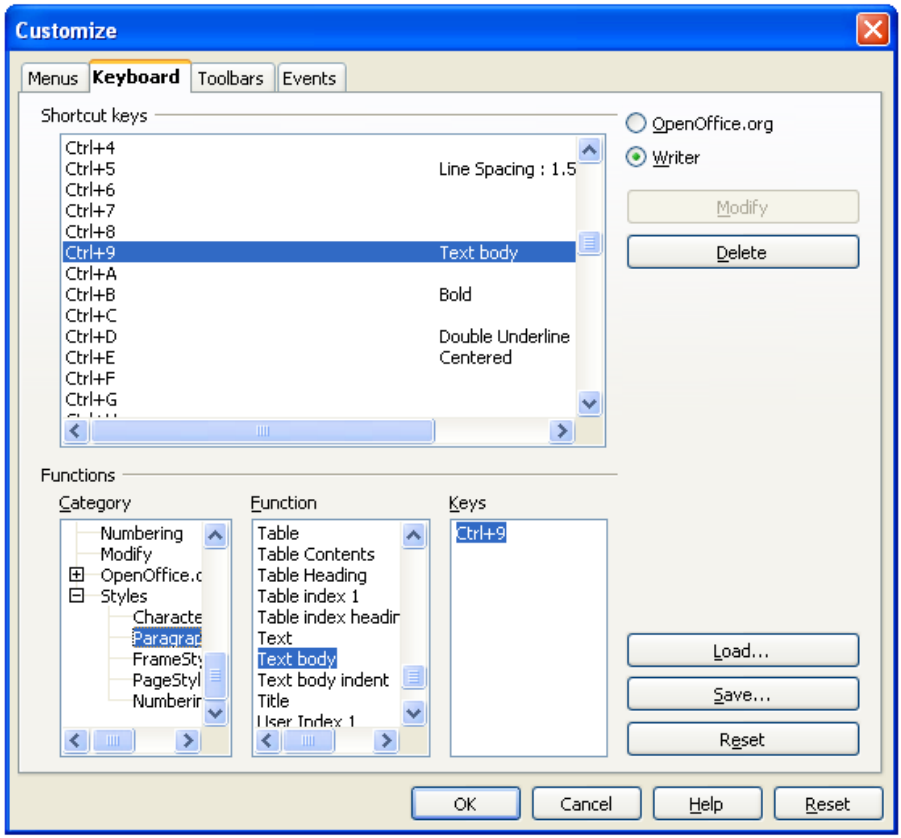


Figure 169. Defining keyboard shortcuts for applying styles

Modifying styles

OpenOffice.org provides two ways to modify styles (both the predefined styles and custom styles that you create):

- Changing a style using the Style dialog.
- Updating a style from a selection.

TIP Any changes made to a style are effective only in the current document. To change styles in more than one document, change the template (see the chapter titled "Working with Templates") or copy the styles into the other documents as described in "Copying and moving styles" on page 220.

Changing a style using the Style dialog

To change an existing style using the Style dialog, right-click on it in the Styles and Formatting window and select **Modify** from the popup menu.

The dialog displayed depends on the type of style selected. Each style dialog has several tabs. See the chapters on styles in the user guides for details.

Updating a style from a selection

Let's use paragraph styles as an example.

1) Open the Styles and Formatting window.
2) Create a new paragraph and edit all the properties you want to go into the style (like indentation, font properties, alignment, etc).
3) Select the paragraph.
4) In the Styles and Formatting window, select the style you want to update (single-click, not double-click), and then click on the triangle next to the **New Style from Selection** icon and select **Update Style** (see Figure 170).

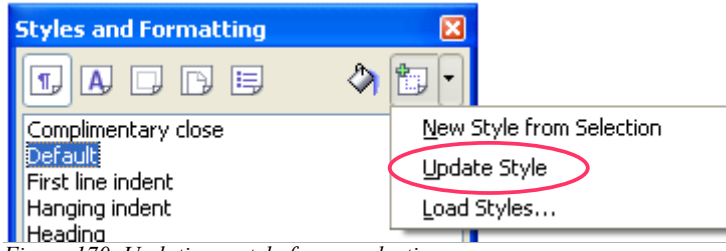


Figure 170. Updating a style from a selection

The procedure to update another type of style (like character, page or frame styles) is the same. Just select the item in question, select the style you want to update, and choose **Update Style**.

Using AutoUpdate (paragraph and frame styles only)

If the AutoUpdate checkbox is selected on the Organizer page of the Paragraph Style or Frame Style dialog, applying direct formatting to a paragraph or frame using this style in your document automatically updates the style itself.

TIP	If you are in the habit of manually overriding styles in your document, be sure that AutoUpdate is **not** enabled.

Updating styles from another document or template

You can update styles by copying or loading them from a template or another document. See “Copying and moving styles” on page 220.

Creating new (custom) styles

In addition to using the predefined styles provided by OOo, you can add new custom (user-defined) styles. OOo provides three ways to add styles.

- Create a new style using the Style dialog.
- Create a new style from a selection.
- Drag and drop a selection to create a new style.

Creating a new style using the Style dialog

Open the Styles and Formatting window (Figure 167). Right-click on a style and select **New**. The style that you choose will be the basis for this new style. If you do not want too many of the options preset for you, choose the *default* style.

The dialog displayed depends on the type of style selected. See the chapters on styles in the user guides for details. The dialogs and choices for defining new styles are the same as for modifying existing styles.

Linking styles

You can *link* a new style to an existing style. For example, suppose that the style *mystyle* specifies a font size of12. Then you create another style (*mysyle2*) linked to *mystyle* and specifies underlined text. If you modify *mystyle* to font size 20, *mystyle2* inherits the new font size but still underlines the text.

TIP If styles are linked, changing the base style, changes all the linked styles. Sometimes this is exactly what you want; other times it is not. It pays to plan ahead. Many predefined styles are already linked to other styles.

Creating a new style from a selection

You can create a new style from the formatting of an object in the current document. For instance, you can change the formatting of a paragraph or frame until it appears as you like, and then you can turn that object’s formatting into a new style. This procedure can save time, because you do not have to create a new style as described above and remember all of the formatting settings.

1) Change the formatting of the object (paragraph, frame, etc) to your liking.
2) Open the Styles and Formatting window. From the drop-down list at the bottom of the window, choose the type of style to create (paragraph, character, and so on).
3) In the document, select the item to save as a style.
4) In the Styles and Formatting window, click the **New Style from Selection** icon and select **New Style from Selection** from the options.
5) In the Create Style dialog (Figure 171), type a name for the new style. The list shows the names of existing custom styles of the selected type. Click **OK** to save the new style.

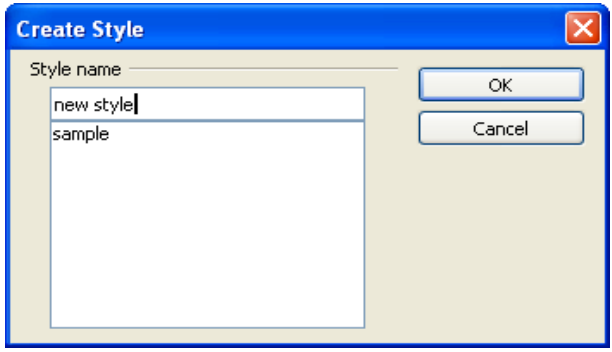


Figure 171. Creating a new style from a selection

Dragging and dropping a selection to create a style

New in 2.0

You can drag and drop a text selection into the Styles and Formatting window to create a new style.

Writer

Select some text and drag it to the Styles and Formatting window. If Paragraph Styles are active, the paragraph style will be added to the list. If Character Styles are active, the character style will be added to the list.

Calc

Drag cell selection to the Styles and Formatting window to create cell styles.

Draw/Impress

Select and drag drawing objects to the Styles and Formatting window to create graphics styles.

Copying and moving styles

When you create a style in a document, it is available only within that document. Styles always stay with a document. So, for example, if you e-mail a document to another person, the styles go with it.

Having created a style, you may want to transfer the style to another document. You can copy or move styles from one template or document to another in two ways:

- Using the Template Management dialog
- Loading styles from a template or document

Using the Template Management dialog

To copy or move styles using the Template Management dialog:

1) Click **File > Templates > Organize**.

2) At the bottom of the Template Management dialog (Figure 172), choose either Templates or Documents, as needed. For example, if you are copying styles between two documents, both entries should say Document.

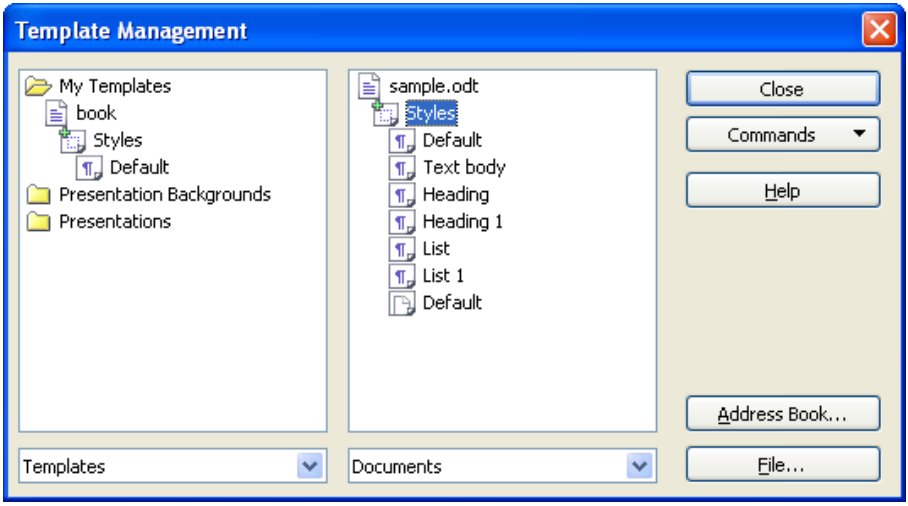


Figure 172. Copying styles using the Template Management dialog

3) To load styles from a file, click the **File** button. When you return to this window, both lists show the selected file as well as all the currently open documents.

4) Double-click on the name of the template or document, and then double-click the Styles icon to show the list of individual styles.

5) To *copy* a style, hold down the *Ctrl* key and drag the name of the style from one list to the other.

   To *move* a style, do not use the *Ctrl* key while dragging. The style will be deleted from the list you are dragging it from.

6) Repeat for each style you want to copy. or move. When you are finished, click **Close**.

Loading styles from a template or document

You can copy styles by loading them from a template or another document:

1) Open the document you want to copy styles into.

2) In the Styles and Formatting window, click on the triangle next to the **New Style from Selection** icon, and then click on **Load Styles** (see Figure 170).

3) On the Load Styles dialog (Figure 173), find and select the template you want to copy styles from.

4) Select the checkboxes for the categories of styles to be copied. Select **Overwrite** if you want the styles being copied to replace any styles of the same names in the document you're copying them into.

5) Click **OK** to copy the styles. You will not see any change on screen.

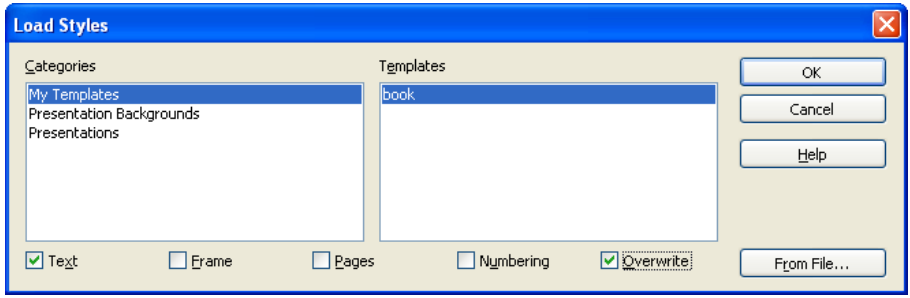


Figure 173. Copying styles from a template into the open document

Note To copy the styles from another document, click the From File button to open a window from which you can select the required document.

Deleting styles

You cannot remove (delete) any of OOo's predefined styles from a template, even if you are not using them.

You can remove any user-defined (custom) styles; but before you do, you should make sure the styles are not in use. If an unwanted style is in use, you'll want to replace it with a substitute style.

Replacing styles (and then deleting the unwanted ones) can be very useful if you are dealing with a document that has been worked on by several writers or has been formed by combining several documents from different sources.

To delete unwanted styles, right-click on them (one at a time) in the Styles and Formatting window and click **Delete** on the pop-up menu.

If the style is in use, you receive the message shown in Figure 174.

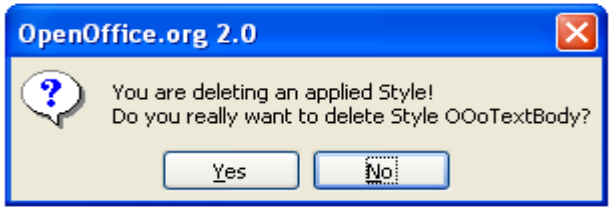


Figure 174. Deleting an applied style

If the style is not in use, you receive the message shown in Figure 175.

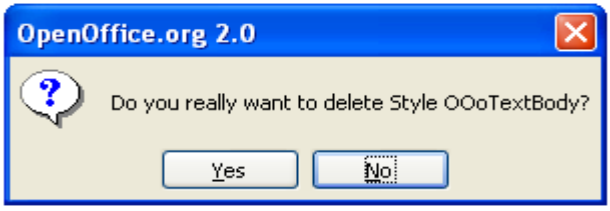


Figure 175. Deleting a style that is not in use

Chapter 14
Working with the Gallery

The **Gallery** contains objects (graphics and sounds) that you can insert into your documents. The default Gallery menu contains 3D Effects, Backgrounds, Bullets, Homepage, My Theme, Rulers, and Sounds. You can create other groups or "themes" as you wish.

To open the Gallery, choose **Tools > Gallery**, or click the Gallery icon  . If the Gallery is open, these choices close it.

Figures 176 and 177 show two views of one of the themes supplied with OpenOffice.org.

You have the option of *Icon* view or *Detailed* view for the Gallery, and you can hide or show the Gallery by clicking on the *Hide* button.

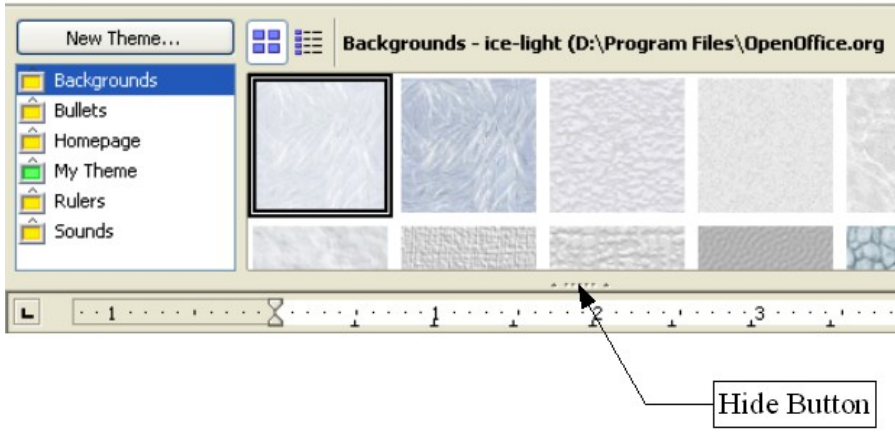


Figure 176. Icon View of one theme in the Gallery

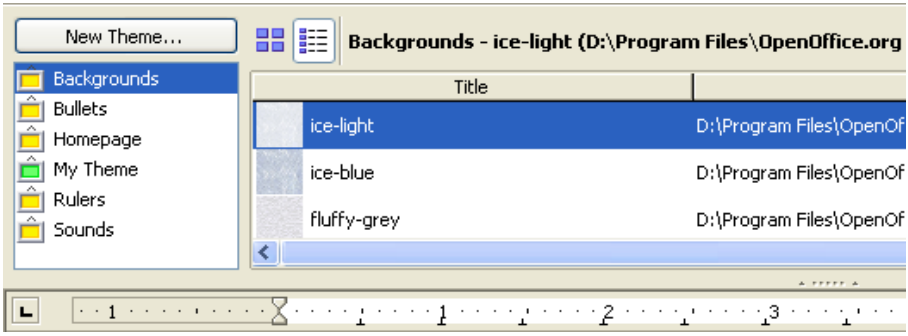


Figure 177. Detailed view of the same theme in the Gallery

Inserting objects into a document

You can copy or link an object from the Gallery into a document. The difference is that a linked object can be updated in your document if the object is changed in the Gallery, simply by updating the link.

To insert an object:

1) Choose **Tools > Gallery** and select a theme.
2) Select an object with a single click, then drag and drop the object into the document. (See Figure 178.)

You also can right-click on the object to open the context menu and select **Insert** and **Copy**.

Inserting objects as links

To insert an object as a link:

1) Choose **Tools > Gallery** and select a theme.
2) Select an object with a single click, then while pressing the *Shift* and *Ctrl* keys, drag and drop the object into the document.

Inserting an object as a background

To insert an object as the background to a page or paragraph:

1) Choose **Tools > Gallery** and select a theme.
2) Select an object with a single click, right-click on the object and choose **Insert > Background > Page or Paragraph**.

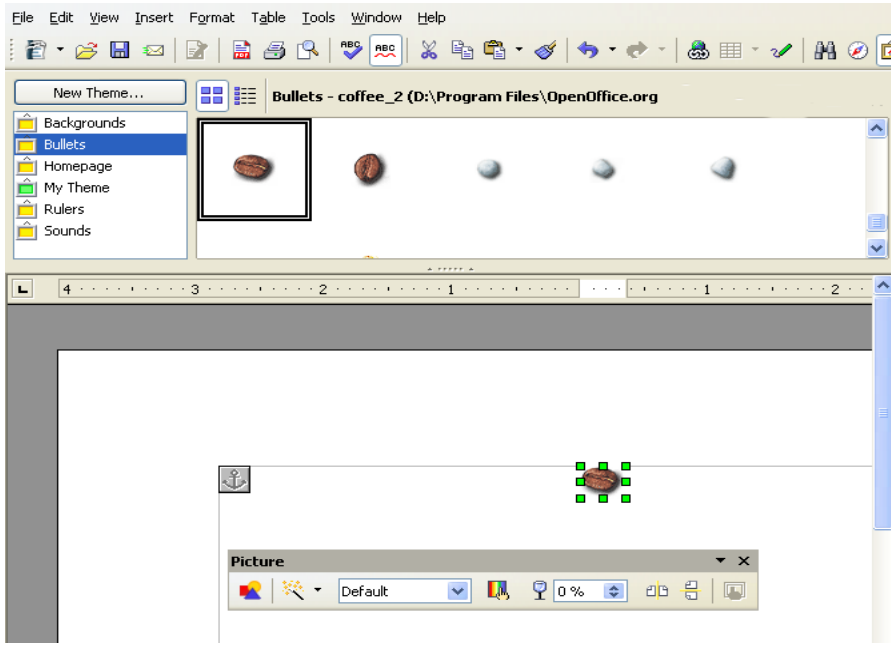


Figure 178. Copying a graphic object from the Gallery into a document

Adding graphics to the Gallery

To add graphics to the Gallery from a document:

1) Display the Gallery theme you wish to add the graphic to.
2) Position the mouse pointer over the graphic in the document and *left-click* one time.
3) Release the mouse button, then *left-click* again, holding the mouse button down for more than two seconds (this copies the graphic into internal memory).
4) Without releasing the mouse button, drag the graphic from the document into the Gallery theme, then release the mouse button. The graphic is now in the theme list.

Deleting graphics from the Gallery

1) Right-click on the name of the graphics file or its thumbnail in the Gallery.
2) Click **Delete** on the pop-up menu.

Note Deleting the name of a file from the list in the Gallery does not delete the file from the hard disk or other location.

Creating a new theme

To create a new theme in the Gallery:

1) Choose **Tools > Gallery** > **New Theme** button > **Files** tab (see Figure 179).

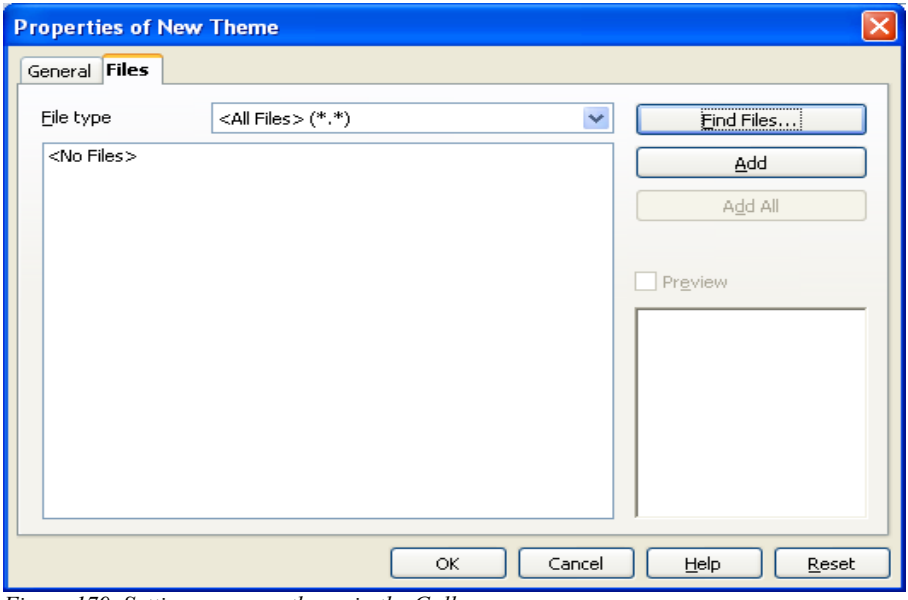


Figure 179. Setting up a new theme in the Gallery

2) Click **Find Files**. The Select Path dialog opens. Browse to the folder that contains the files for the new theme and click **OK**.
3) Back on the Files tab, use *File Type* and/or select a file from the list displayed, to choose to add a file or all files. (See Figure 180.)

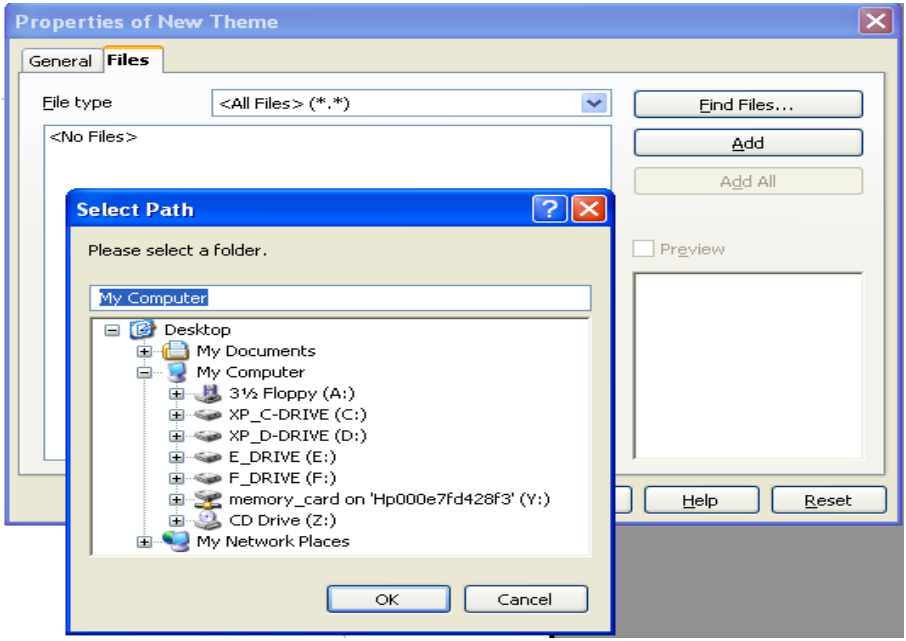


Figure 180. Choosing files to add to the new theme

4) Then click the *General* tab and name your theme, as shown in Figure 181. Click **OK** to finish.

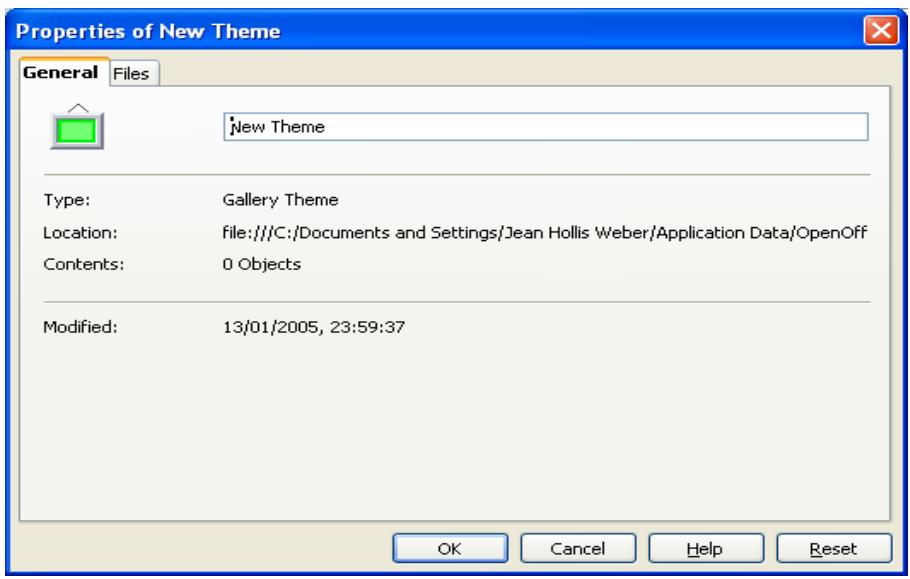


Figure 181. Naming the new theme

Location of Gallery and the objects in it

Graphics and other objects shown in the Gallery can be located anywhere on your computer's hard disk, on a network drive, or on a CD-ROM. Listings in the Gallery refer to the location of each object. When you add graphics to the Gallery, the files are not moved or copied; only the location of each new object is added as a reference.

In a workgroup situation, you may have access to a shared Gallery (where you cannot change the contents unless authorized to do so) and a user Gallery, where you can add, change, or delete objects.

The location of the Gallery is specified in **Tools > Options > OpenOffice.org > Paths**.

Chapter 15
Using Fontwork

Creating Graphical Text Art Objects

With Fontwork you can create graphical text art objects for making your work more attractive. There are many different settings (line, area, position, size, and more), so you have a large choice. You will surely find one that fits your document.

Fontwork is available with each component of OpenOffice.org (OOo), but you will notice small differences in the way that each component displays it.

New in 2.0 — Fontwork changed dramatically with OOo 2.0, with many new features.

The Fontwork toolbars

You can use two different toolbars for creating and editing a Fontwork object.

- Go to **View > Toolbars > Fontwork**.

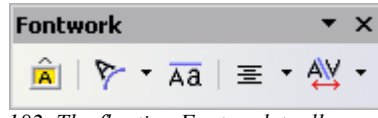


Figure 182. The floating Fontwork toolbar

- If you click on an existing Fontwork object, the Formatting toolbar changes to display the Fontwork options as in Figure 183. The contents of this toolbar vary depending on the OOo component.

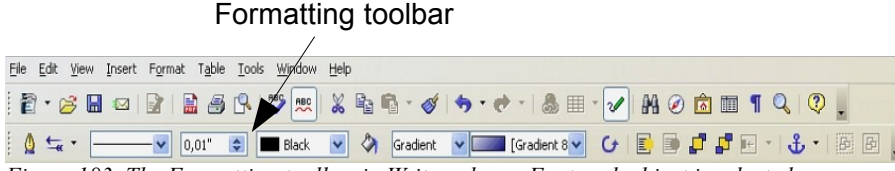


Figure 183. The Formatting toolbar in Writer when a Fontwork object is selected

Creating a Fontwork object

1) On the Drawing or Fontwork toolbar, click the Fontwork Gallery icon. If the Drawing toolbar is not visible, go to **View > Toolbars > Drawing** to display it.

2) In the Fontwork Gallery dialog (Figure 184), select a Fontwork style, then click **OK**. The Fontwork object will appear in your document. Notice the blue squares around the edge (indicating that the object is selected) and the yellow dot; these are discussed in "Moving and resizing Fontwork objects" on page 236.

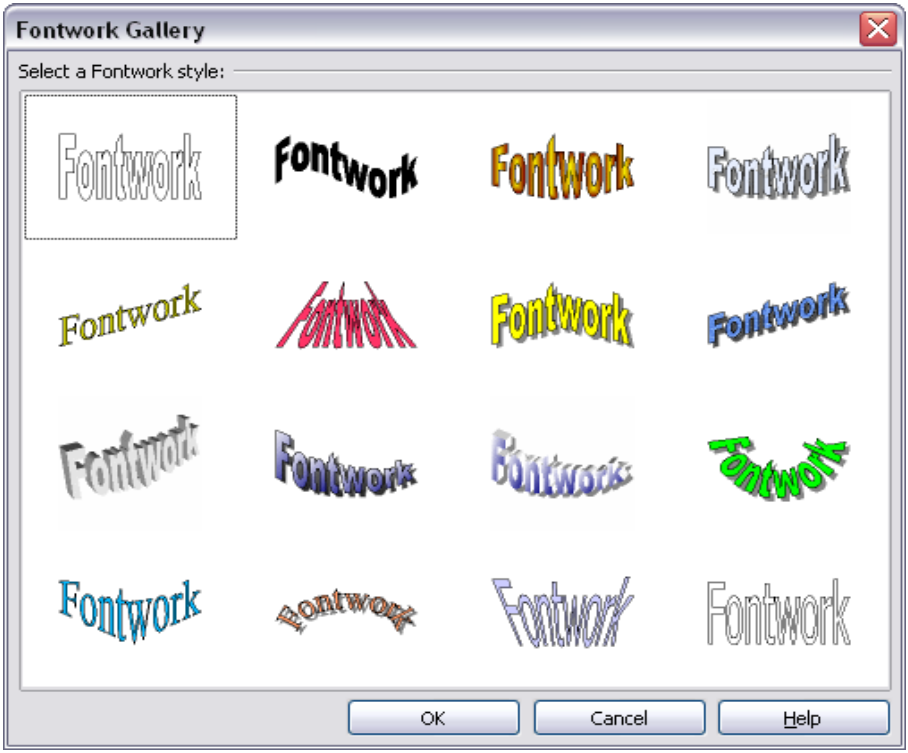


Figure 184. The Fontwork Gallery

3) Double-click the object to edit the Fontwork text

4) Type your own text in place of the black "Fontwork" text that appears over the object (Figure 185).

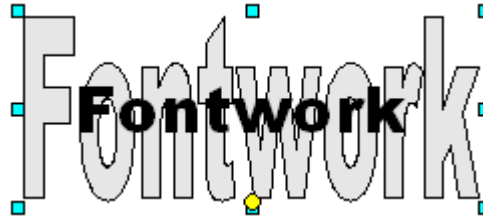


Figure 185. Editing Fontwork text

5) Click anywhere in a free space or press *Esc* to apply your changes.

Editing a Fontwork object

Now that the Fontwork object is created, you can edit some of its attributes. To do this, you can use the Fontwork toolbar, the Formatting toolbar, or menu options as described in this section.

Using the Fontwork toolbar

1) Click on the Fontwork object. The Fontwork toolbar is displayed (Figure 182). If you do not see it, go to **View > Toolbars > Fontwork**.

2) Click on the different icons to edit Fontwork objects:

   - **Fontwork Gallery**: Adds another Fontwork object to the document.
   - **Fontwork Shape**: Edits the shape of the selected object. You can choose from a palette of shapes, as shown in Figure 186.

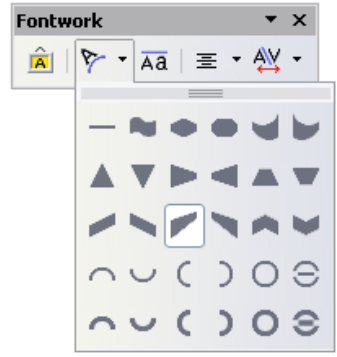


Figure 186. Fontwork toolbar showing palette of shapes

- **Fontwork Same Letter Heights**: Changes the height of characters in the object. Toggles between normal height (some characters taller than others, for example capital letters, d, h, l and others) and all letters the same height. See Figure 187.

Figure 187. Left: normal letters; right: same letter heights

- **Fontwork Alignment**: Changes the alignment of characters. Choices are left align, center, right align, word justify, and stretch justify.
- **Fontwork Character Spacing**: Changes the character spacing and kerning in the object.

Using the Formatting toolbar

Now let us go further and customize the Fontwork object with several more attributes.

Click on the Fontwork object. The Formatting toolbar changes to show all the options for editing the object. (For example, the toolbar shown in Figure 188 will appear when you use Fontwork in Writer.)

On the Formatting toolbar you have a large choice of options for customizing your object. These choices are the same as the ones for other drawing objects. You can read about them in more detail in the chapter titled “Editing Objects Part II” in the *Draw Guide*.

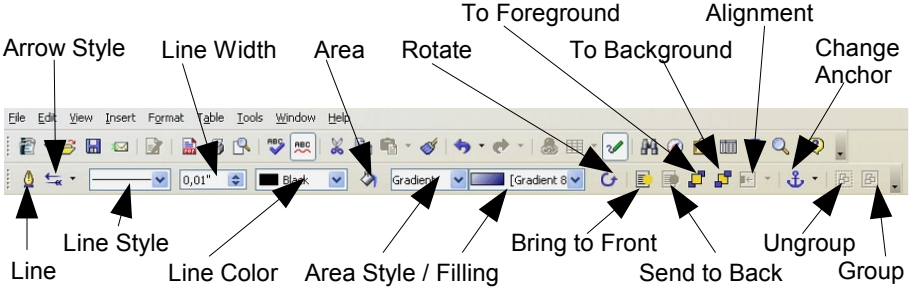


Figure 188. Formatting toolbar with a Fontwork object selected in Writer

Line options

Line icon: Opens a dialog (Figure 189) with three tabs: **Line**, **Line Styles**, **Arrow Styles**.

- Use the **Line** tab to edit the most common properties of the line around the selected Fontwork object, by choosing from previously-defined attributes including line style, line color, and arrow styles.
- Use the **Lines Styles** and **Arrow Styles** tabs to edit the properties of line and arrow styles, and define new styles.

Arrow Style icon: Choose from the different arrow styles.

Line Style box: Choose from the available line styles.

Line Width box: Set the width of the line.

Line Color box: Select the color of the line.

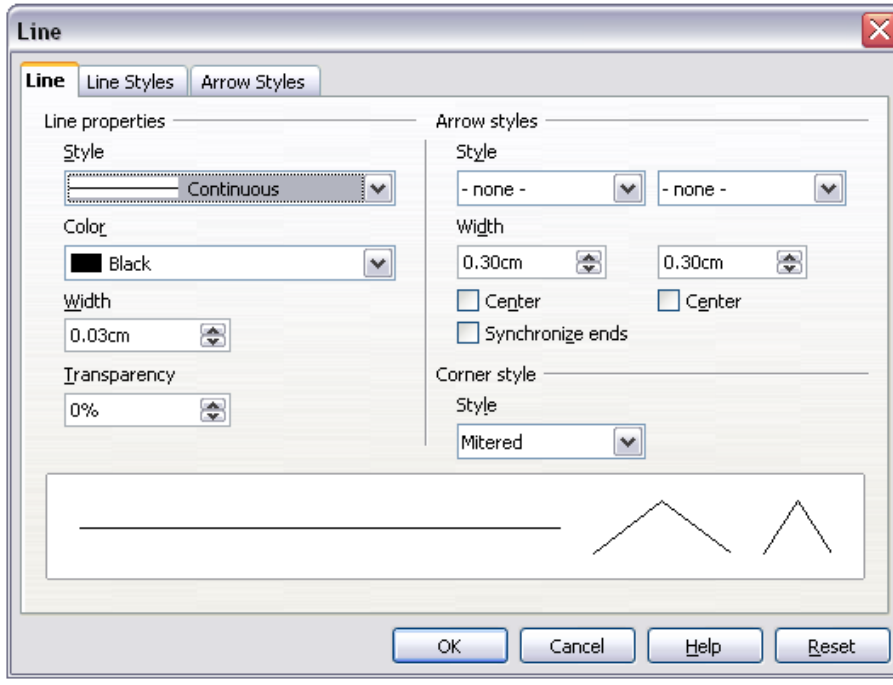


Figure 189. Line options dialog

Area options

Area icon: Opens a dialog (Figure 190) with seven tabs: **Area**, **Shadow**, **Transparency**, **Colors**, **Gradients**, **Hatching**, **Bitmaps**.

- **Area** tab: Choose from the predefined list a color, bitmap, gradient or hatching pattern to fill the selected object.
- **Shadow** tab: Set the shadow properties of the selected object.
- **Transparency** tab: Set the transparency properties of the selected object.
- **Colors** tab: Modify the available colors or add new ones to appear on the Area tab.
- **Gradients** tab: Modify the available gradients or add new ones to appear on the Area tab.
- **Hatching** tab: Modify the available hatching patterns or add new ones to appear on the Area tab.
- **Bitmaps** tab: Create simple bitmap patterns and import bitmaps, to make them available on the Area tab.

Area Style / Filling boxes: Select the type of the fill of the selected object. For more detailed settings, use the Area icon.

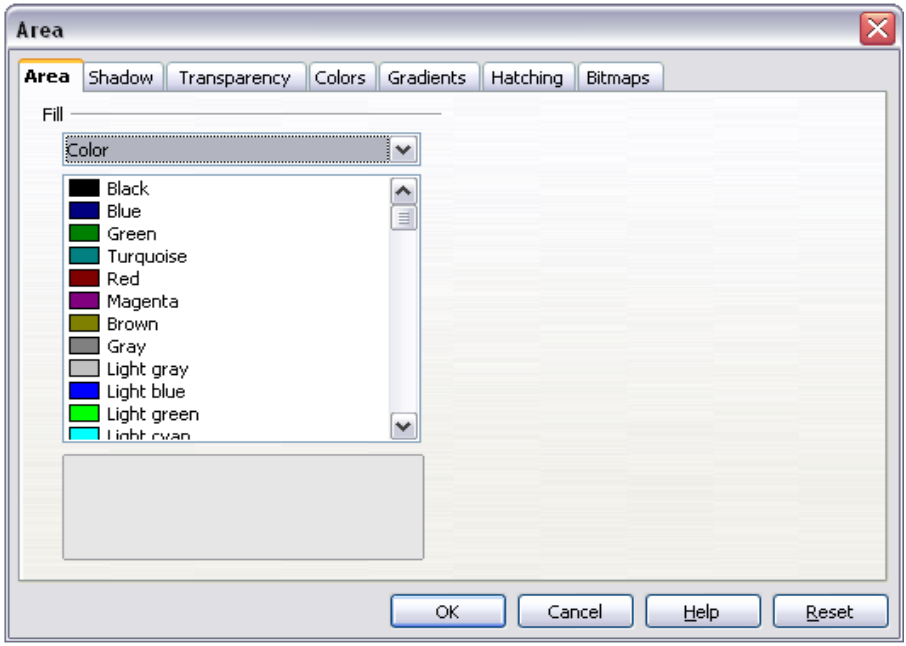


Figure 190. Area options dialog

Positioning options

Rotate icon: Rotate the selected object manually using the mouse to drag the object.

To Foreground icon: Moves the selected object in front of the text.

To Background icon: Moves the selected object behind the text.

Alignment icon: Modifies the alignment of the selected objects.

Bring to front icon: Moves the selected object in front of the others.

Send to back icon: Moves the selected object behind the others.

Change Anchor icon: Switch between anchoring options:

- To Page - The object keeps the same position in relation to the page margins. It does not move as you add or delete text.
- To Paragraph - The object is associated with a paragraph and moves with the paragraph. It may be placed in the margin or another location.
- To Character - The object is associated with a character but is not in the text sequence. It moves with the paragraph but may be placed in the margin or another location. This method is similar to anchoring to a paragraph.
- As Character - The object is placed in the document like any character and moves with the paragraph as you add or delete text before the object.

Ungroup icon: Ungroups the selected objects, so you can manage them individually.

Group icon: Groups the selected objects, so you can manage them as a single object.

Using menu options

You can use some the choices on the **Format** menu to anchor, align, arrange and group selected Fontwork objects, wrap text around them, and flip them horizontally and vertically.

You can also right-click on a Fontwork object and choose many of the same options from the pop-up menu. In addition, the pop-up menu provides quick access to the Line, Area, Text, and Position and Size dialogs. The Line and Area dialogs are described on pages 233 and 234. The Text dialog offers only a few options for Fontwork objects and is not discussed here.

On the Position and Size dialog (Figure 191), you can enter precise values concerning size and position. For more information, see the *Draw Guide*.

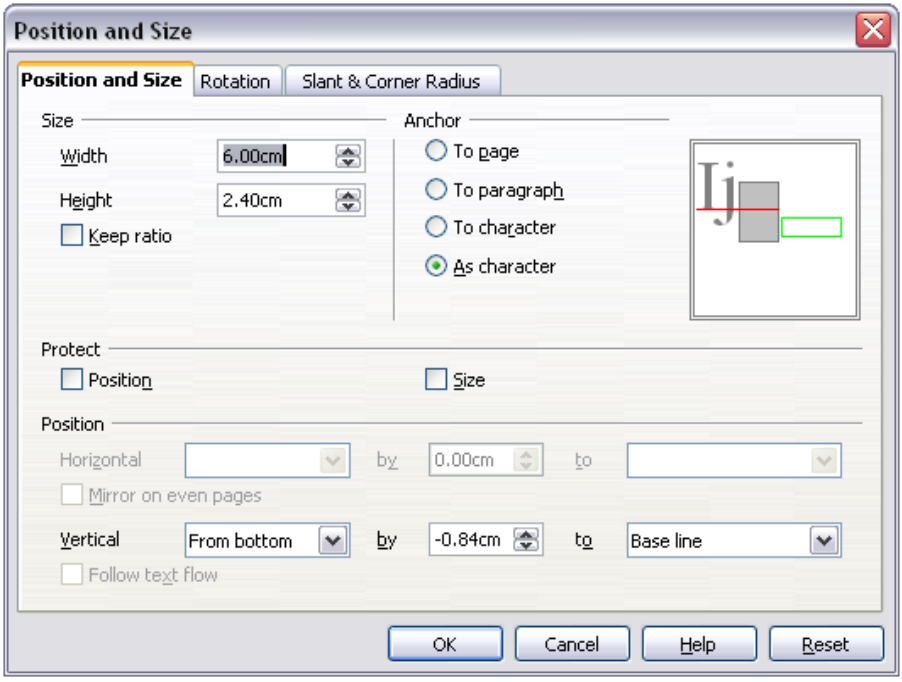


Figure 191. Position and Size dialog

Moving and resizing Fontwork objects

When you select a Fontwork object, eight blue squares (known as *handles*) appear around the edge of the object, as shown in Figure 192. You can drag these handles to resize the object.

A yellow dot also appears on the object. This dot may be along an edge of the object, or it may be somewhere else; see Figure 192 for an example. If you hover the pointer over this yellow dot, the pointer turns into a hand symbol. You can drag the dot in different directions to distort the object.

Figure 192. Yellow dot

Hovering the pointer over other parts of the object turns the pointer into the usual symbol for dragging the object to another part of the page.

For precise control of the location and size of the object, use the Position and Size dialog (Figure 191).

Chapter 16
Creating Web Pages

Saving Documents as HTML Files

This chapter describes how to save documents as web pages from Writer, Calc, Draw and Impress. For more details about using Writer as a web page creator and editor, see the *Writer Guide*.

Saving Writer documents as web pages

Writer's HTML capabilities include saving existing documents in HTML format, creating new documents as HTML and creating several different types of web pages using a wizard.

The easiest way to create HTML documents is to start with an existing Writer document. You can view it as it will appear on a web page by using **View > Web Layout**.

Inserting hyperlinks

You can insert and modify links using the hyperlink dialog. Display the dialog by clicking the **Hyperlink** icon  on the Function Bar or **Insert > Hyperlink**. Writing or pasting a URL into a document will (depending on AutoCorrect settings) automatically convert to hyperlink.

To edit an existing link:

1) Either move the cursor into the link using the keyboard arrow keys, or toggle the "HYP" to "SEL" in the Status Bar (by clicking on the letters *HYP* or *SEL* in the status bar, as shown in Figure 193) and use the mouse to position the cursor.

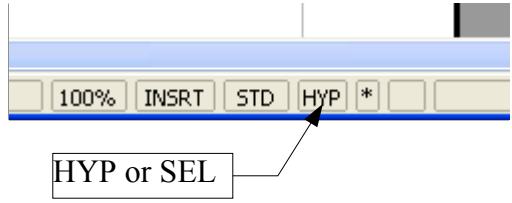


Figure 193. Writer status bar

Note If the status bar says *HYP* and you left-click on a link, OOo will try to open the link in your default web browser. It has to say *SEL* in the status bar for you to be able to click and position the cursor.

2) Click **Edit > Hyperlink**. The Hyperlink dialog (Figure 194) opens.

3) From the Hyperlink dialog, you can choose the type of link, as well as specify the link's address, text and how it should be displayed (for example, in a new window).

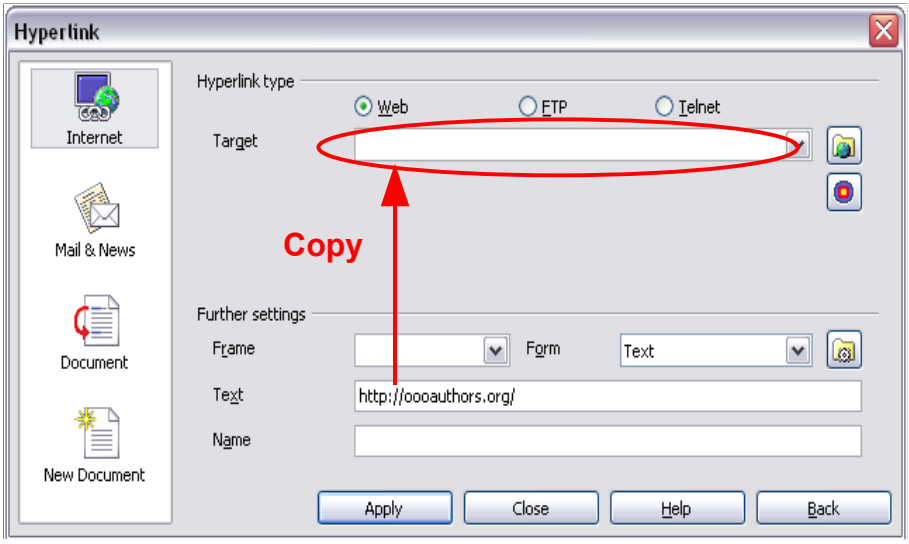


Figure 194. Hyperlink dialog

To turn existing text into a link, highlight it, then open the Hyperlink dialog. Copy the text into the Target field. Click **Apply** to insert the link into the document before closing the dialog.

Note Cross references do not become hyperlinks in an HTML document.

Saving a document as a single Web page

To save a document as a single Web page (HTML format), select **Save As** from the **File** menu and specify **HTML Document** as the file type.

Note Writer does not replace multiple spaces in the original document with the HTML code for non-breaking spaces. If you want to have extra spaces in your HTML file or web page, you need to insert non-breaking spaces in OOo. To do this, press *Control+Spacebar* instead of just *Spacebar.*

Saving a document as a series of Web pages

Writer can save a large document as a series of Web pages (HTML files) with a table of contents page. To do this:

1) Decide which headings in the document should start on a new page and make sure all those headings have the same style (for example, Heading 1).

2) Select **File > Send** and click on **Create HTML Document**.

3) In the dialog (Figure 195), enter the file name to save the pages under. Also specify which style indicates a new page (as decided in step 1).

4) Click **Save** to create the multi-page HTML document. (For those who may be interested, the resulting HTML files conform to the HTML 4 Transitional.)

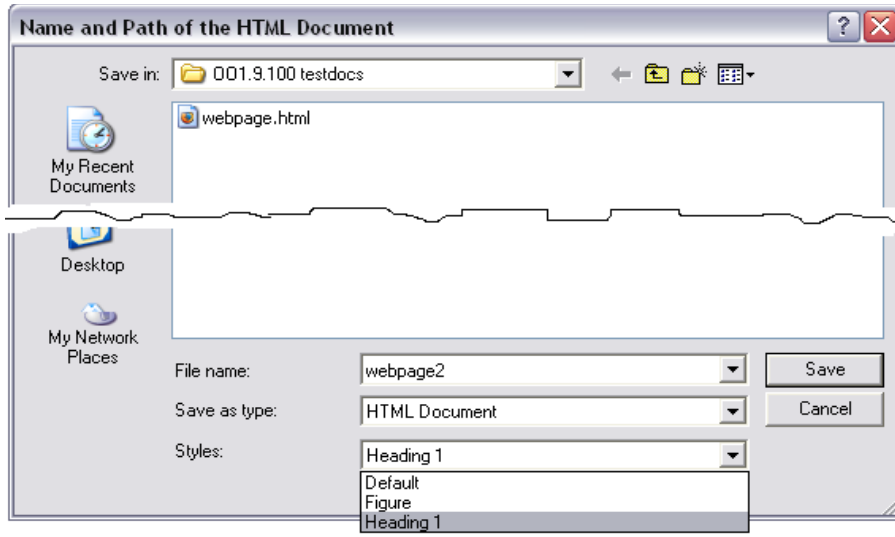


Figure 195. Creating a series of Web pages from one document

Creating Web pages using a Wizard

OOo's Web wizard allows you to create several types of standard Web pages.

1) Select **File > Wizards > Web Page**. On the first page of the Wizard (Figure 196), choose settings and click **Next**.

Figure 196. Web page wizard step 1

Note If this is your first web page, the only settings option is Default.

2) Choose or browse to the document you would like to format and add the *Title*, *Summary* and *Author* information as shown in Figure 197. Click **Next.**

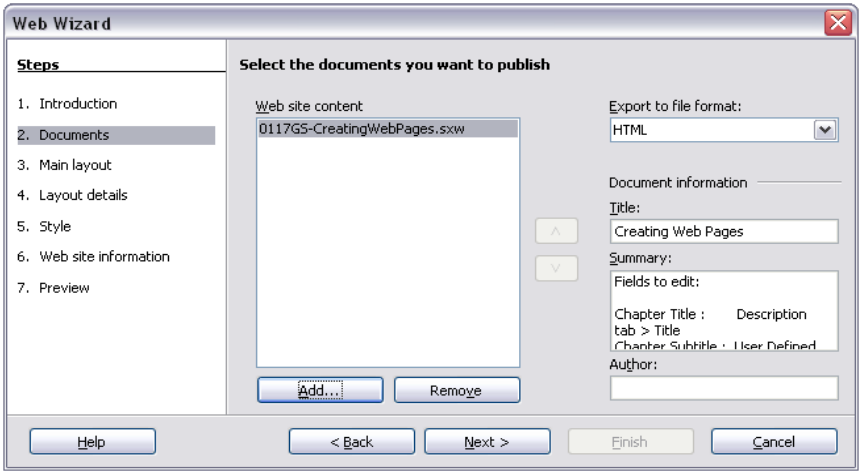


Figure 197. Web page wizard step 2

3) Chose a layout for the web site by clicking on the layout boxes shown in Figure 198. Click **Next.**

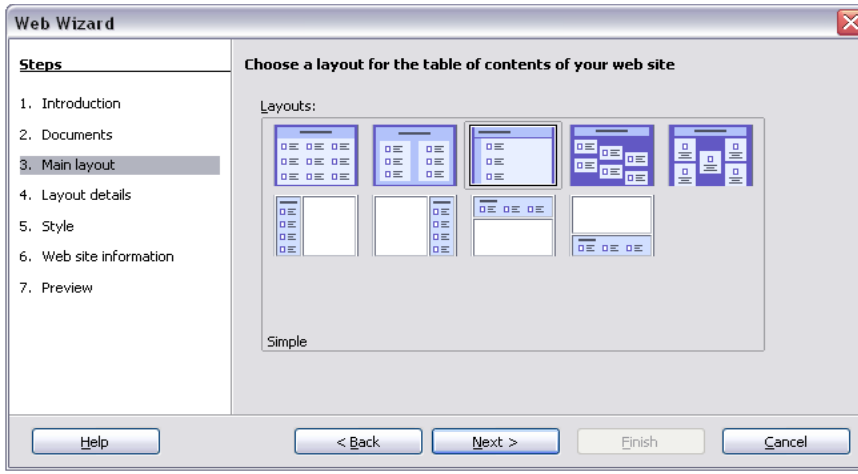


Figure 198. Web page wizard step 3

4) Chose the information to be listed and the screen resolution, as shown in Figure 199. Click **Next.**

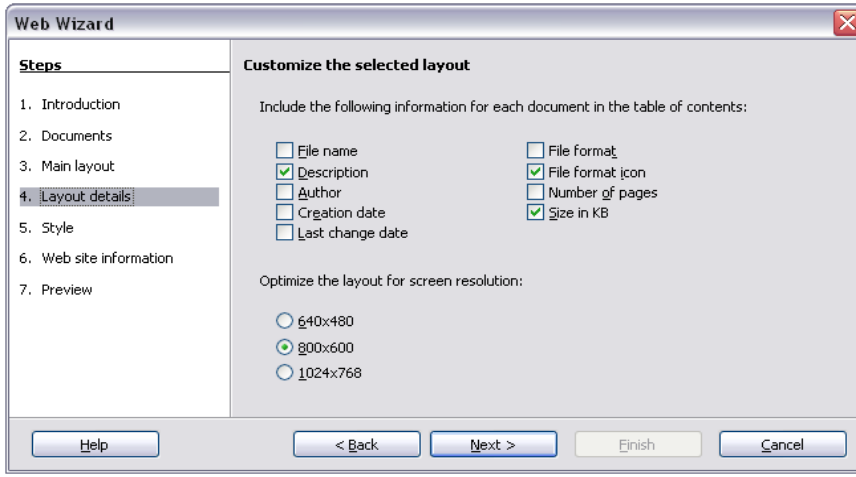


Figure 199. Web page wizard step 4

5) Select a style for the page. Use the drop-down list, shown in Figure 200, to choose different styles and color combinations. You can browse to a background image and icon set from the Gallery. Click **Next.**

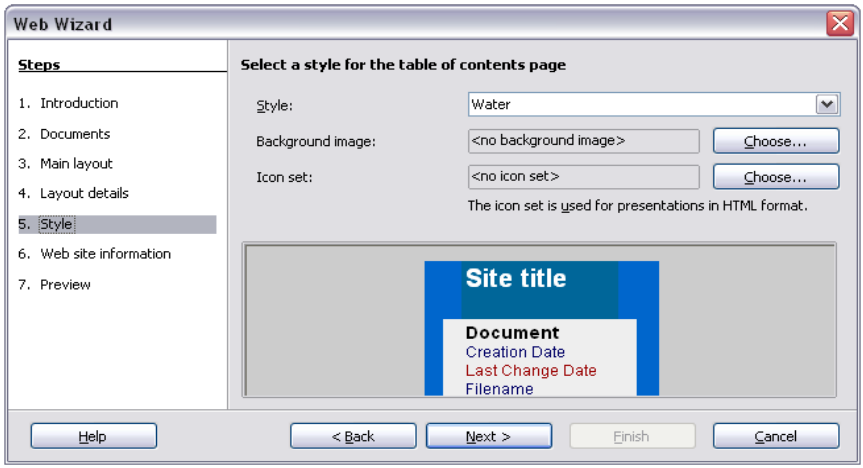


Figure 200. Web page wizard step 5

6) Enter general information such as Title and Metadata information, as shown in Figure 201. Click **Next.**

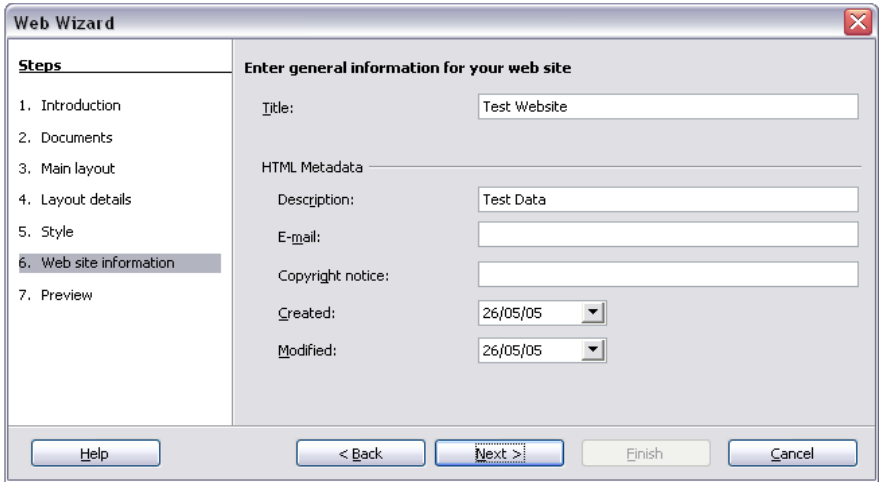


Figure 201. Web page wizard step 6

7) Chose where to save the file and preview the page if you wish, as shown in Figure 202.

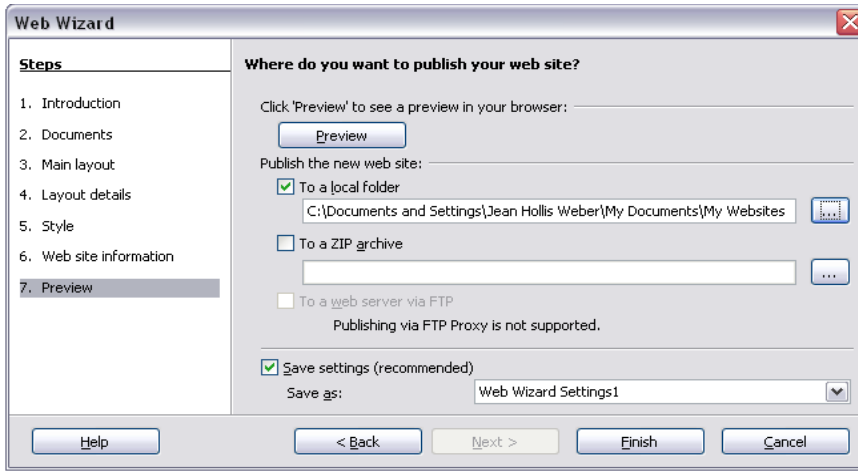


Figure 202. Web page wizard step 7

To edit or view the document's underlying HTML code, click **View > HTMLSource** or click the **HTML Source** icon  on the Main toolbar.

Saving Calc spreadsheets as web pages

Calc can save files as HTML documents. As for Writer, use **File > Save As** and select **HTML Document**, or **File > Wizards > Web Page**.

If the file contains more than one sheet, the additional sheets will follow one another in the HTML file. Links to each sheet will be placed at the top of the document. Calc also allows the insertion of links directly into the spreadsheet using the Hyperlink dialog.

Saving Impress presentations as web pages

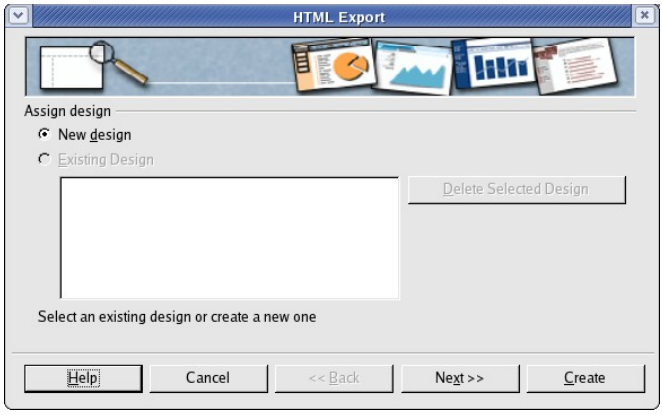
You can export presentations as Macromedia Flash files: select **File > Export** and choose Macromedia Flash for the file type.

You can also convert presentations into a series of Web pages.

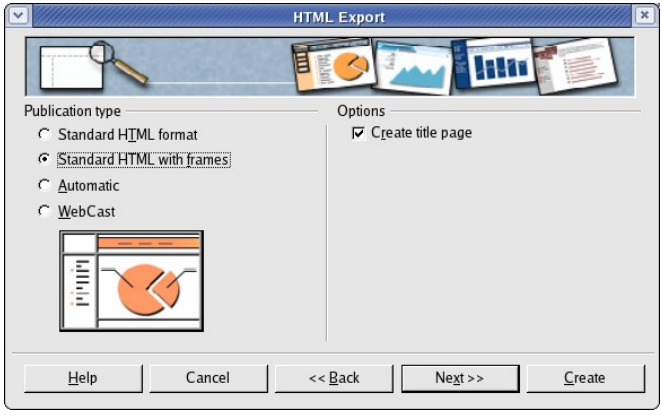
1) To begin, select **File > Export and choose HTML Document** as the file type.

2) Choose a location for the file, supply a name for the resulting HTML file, and click **Save**. The HTML Export Wizard opens.

3) Choose the design for all of the pages, either from an existing design or by creating a new one. If you have not previously saved a design, the *Existing Design* choice is not available.

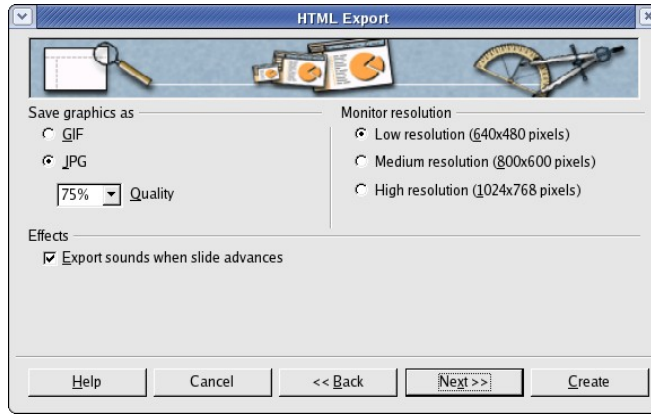


4) Click **Next** to select the type of web pages to create.

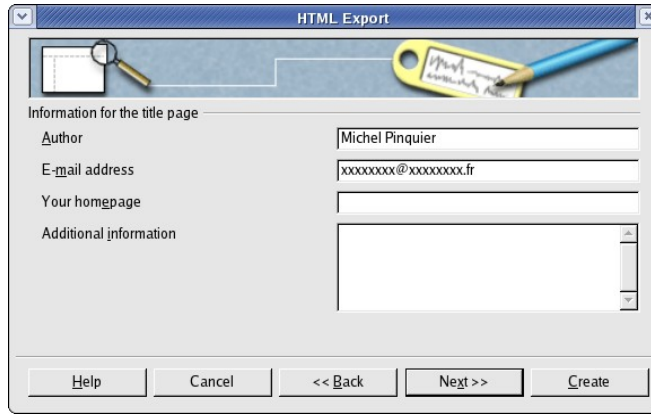


- *Standard HTML*: one page for each slide, with navigation links to move from slide to slide.
- *Automatic:* one page for each slide, with each page set with the Refresh meta tag so a browser automatically cycles from one page to the next.
- *WebCast* generates an ASP or Perl application to display the slides. Unfortunately OOo has no direct support for PHP as yet.

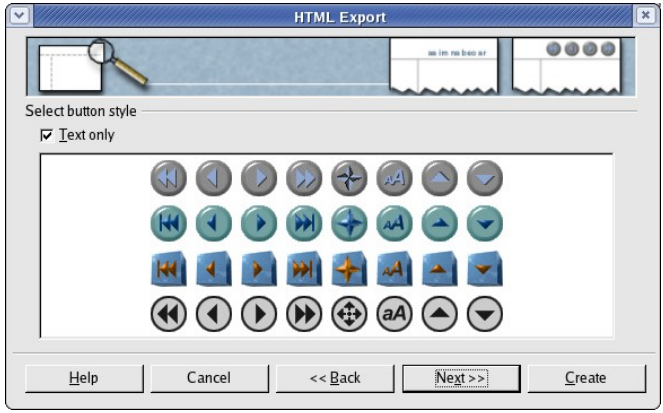
5) Decide how the images will be saved (GIF or JPG) and what resolution to use.



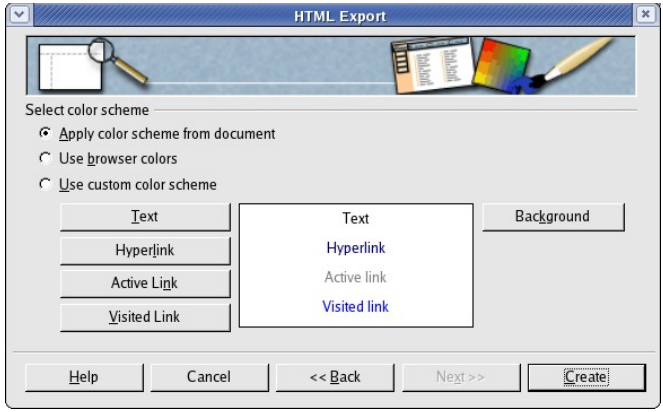
6) If *Create a title page* was chosen in step 4, supply the information for it on the next page. The title contains an author name, e-mail address and home page, along with any additional information you want to include.



7) Choose the navigation button style to use to move from one page to another. If you do not choose any, OOo will create a text navigator.



8) Select the color scheme for the web pages. Available schemes include the document's existing scheme, one based upon browser colors, and a completely user-defined scheme. You can save a new scheme so that it will appear on the first page of the HTML export wizard.



9) Click **Create** to generate the HTML files. On the export page, if you do not use the default option, OOo will suggest several vector or bitmap formats.

Note The HTML and image files are placed in the same directory, so it is advisable to create unique directories for each presentation.

Saving Draw documents as web pages

Exporting drawings from OpenOffice.org's Draw application is similar to exporting a presentation from Impress. Use **File > Export** and select **HTML Document** as the file type.

Appendix
PDF and ODT copies of this book

The PDF version of this *Getting Started* book includes one more chapter:

- Chapter 17, Getting Started with Macros

The PDF version is available through the OpenOffice.org Documentation Project's website (http://documentation.openoffice.org/manuals/) and the OOoAuthors website (http://oooauthors.org/en/authors/userguide2/published/). It is formatted for US letter-size paper.

Individual chapters of this book, including the extra chapter, are also available from those sources, in two formats: ODT and PDF.

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