



Getting Started Guide

Chapter 2

Starting OpenOffice.org

OpenOffice.org

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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 depends 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.x**, where “2.x” corresponds to the version number of OpenOffice.org. See Figure 1. For example, to start Writer with a blank document, select OpenOffice.org 2.0 Writer.

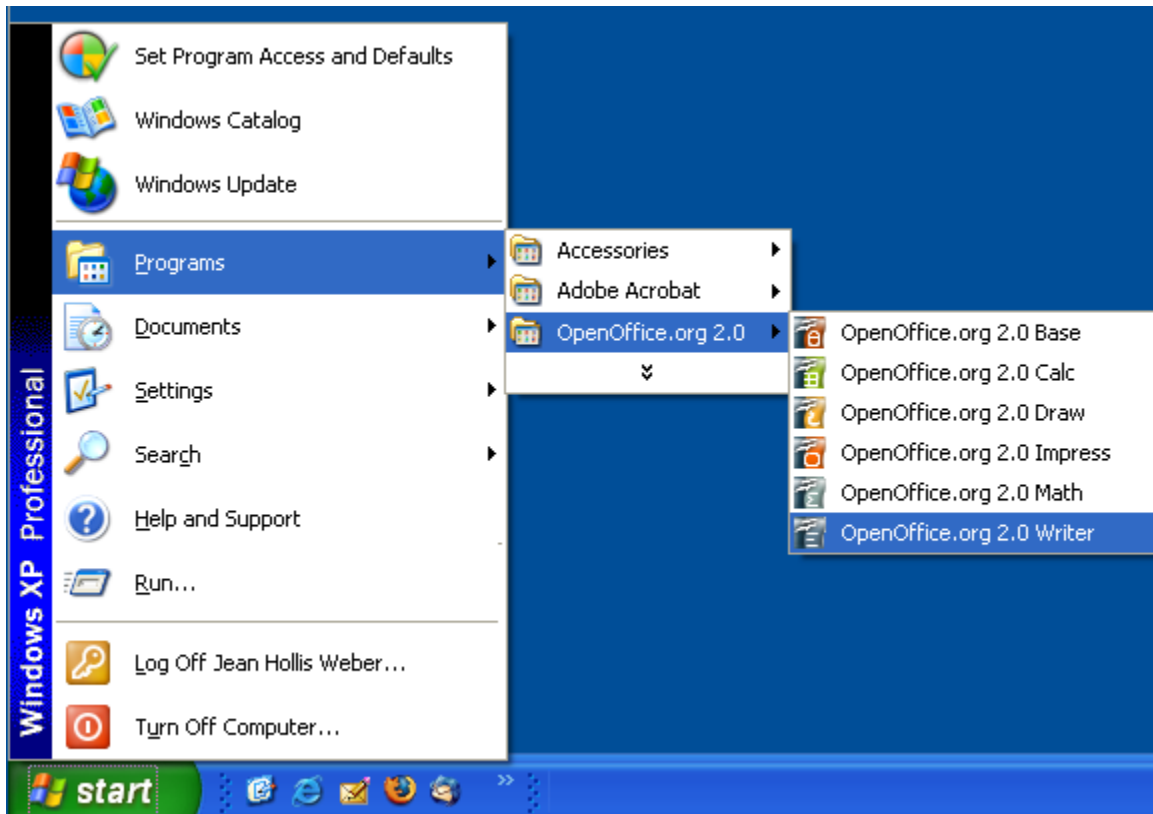


Figure 1: Starting OOo from the Windows Start menu

Linux/GNOME

GNOME installations 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.

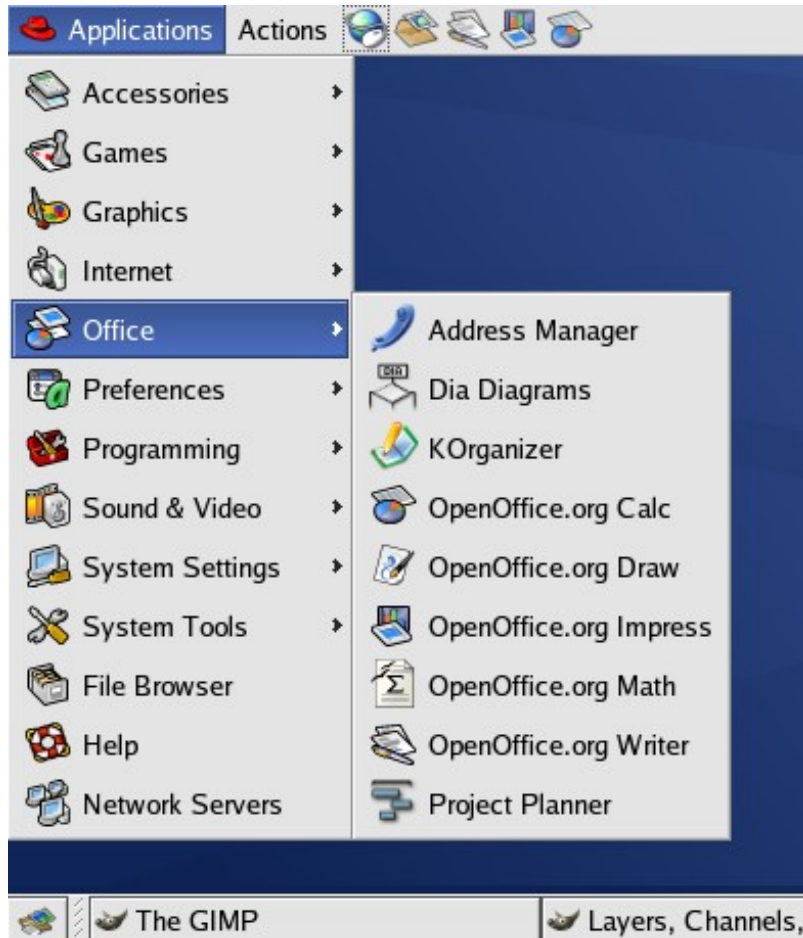


Figure 2: Starting OOo from the GNOME Applications menu

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).

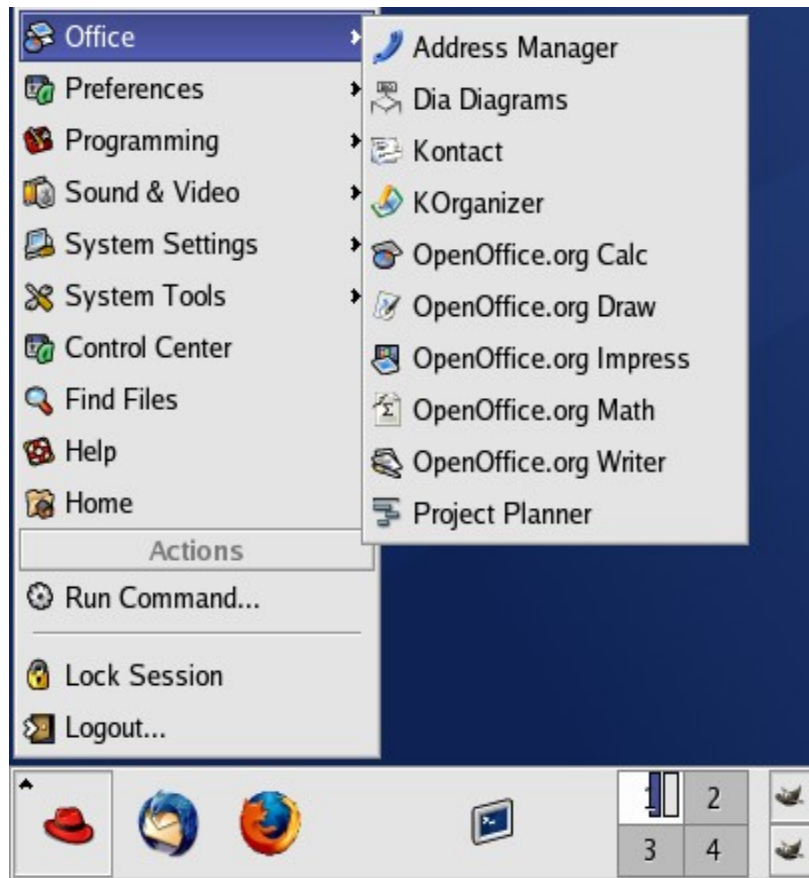


Figure 3: Starting OOo from the KDE start menu

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

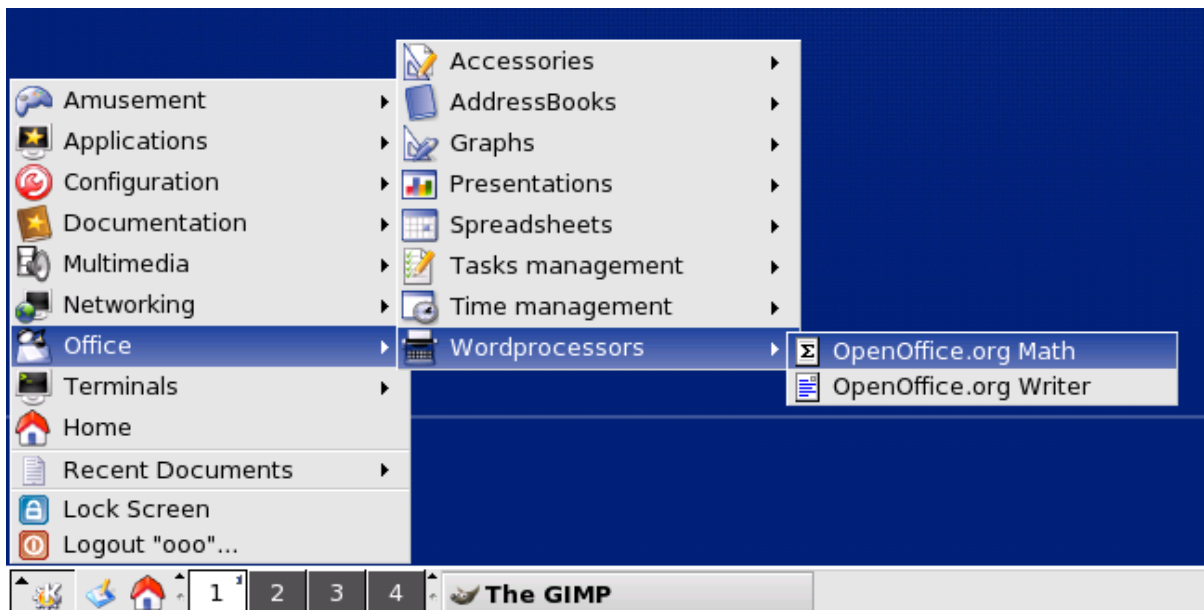


Figure 4: Starting OOo Writer from Mandrake's KDE menu.

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.

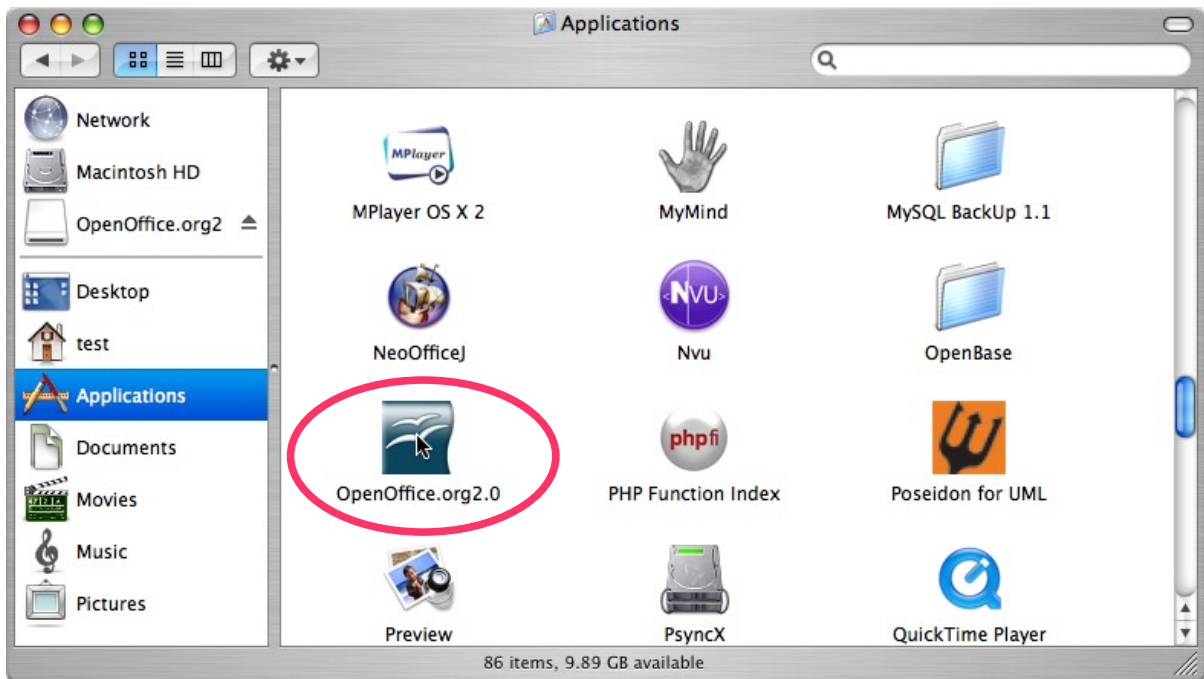


Figure 5: Starting OpenOffice.org from the Mac Applications folder

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.

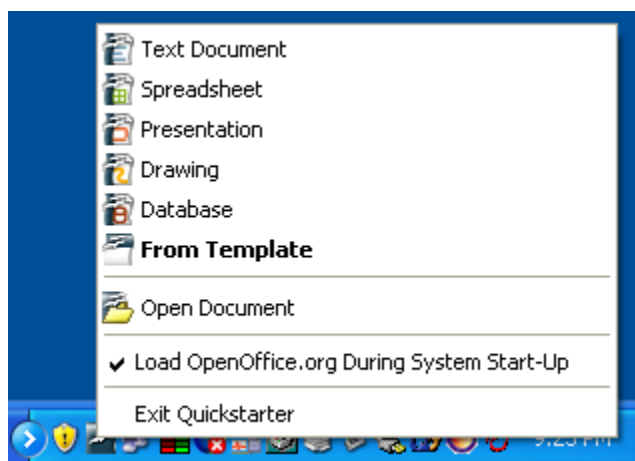


Figure 6: Quickstarter popup menu

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.