



*Getting Started Guide*

# *Chapter 4*

## *Menus and Toolbars*

*Using and customizing those common to all  
OpenOffice.org components*

*OpenOffice.org*

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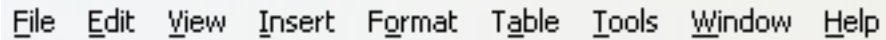
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# Menus

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*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.

A screenshot of the menu bar in a software application. The menu bar is a horizontal strip with a light gray background. It contains ten menu items, each with a small icon to its left: File, Edit, View, Insert, Format, Table, Tools, Window, and Help. The text is in a standard sans-serif font.

*Figure 1. 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 **Header**, **Footer**, 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 2).
- 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 clicking on the **Menu** or **Modify** 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.

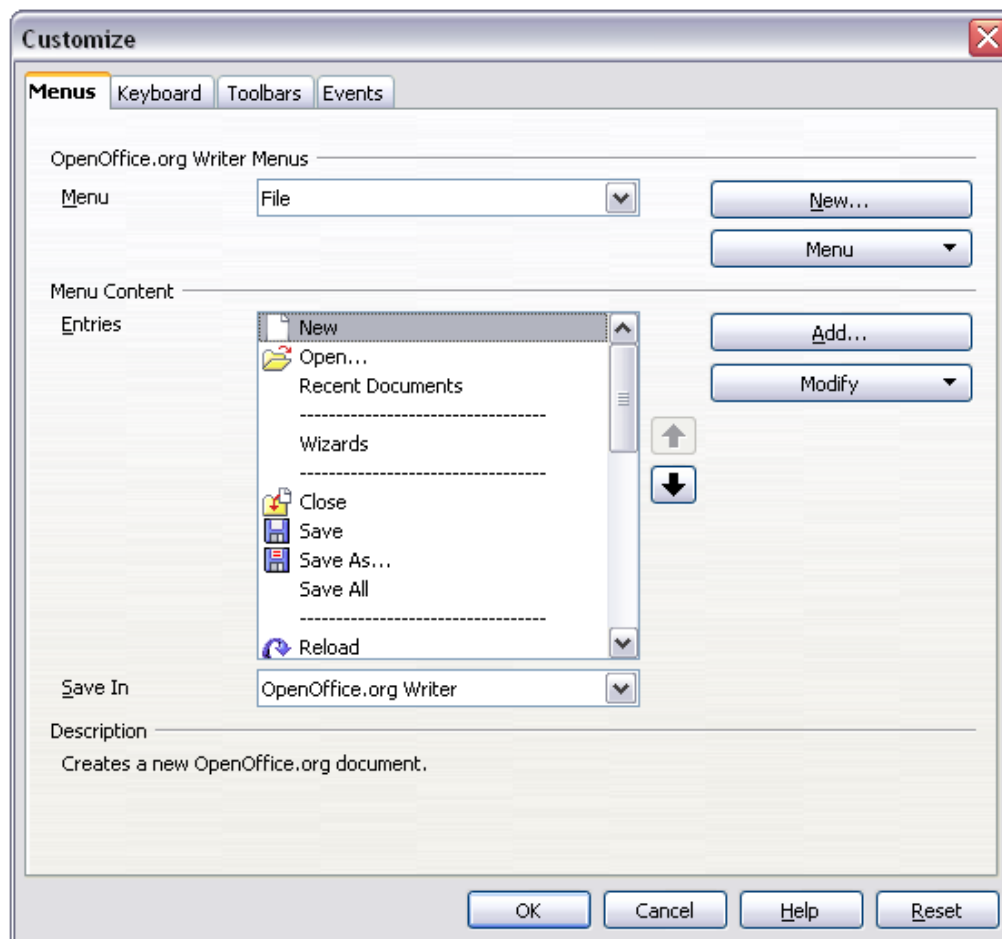
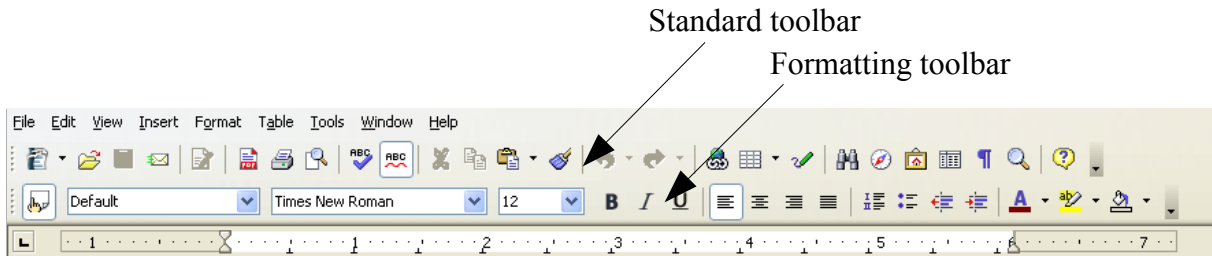


Figure 2. The Menus tab of the Customize dialog

# 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 3 shows the Paste submenu.

Figure 4 shows a tear-off toolbar from the main Draw toolbar.

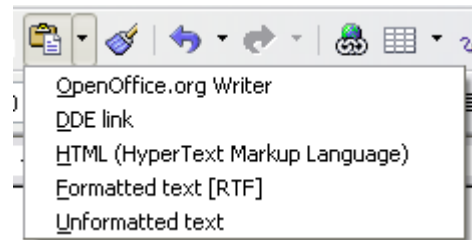


Figure 3: Example of a submenu

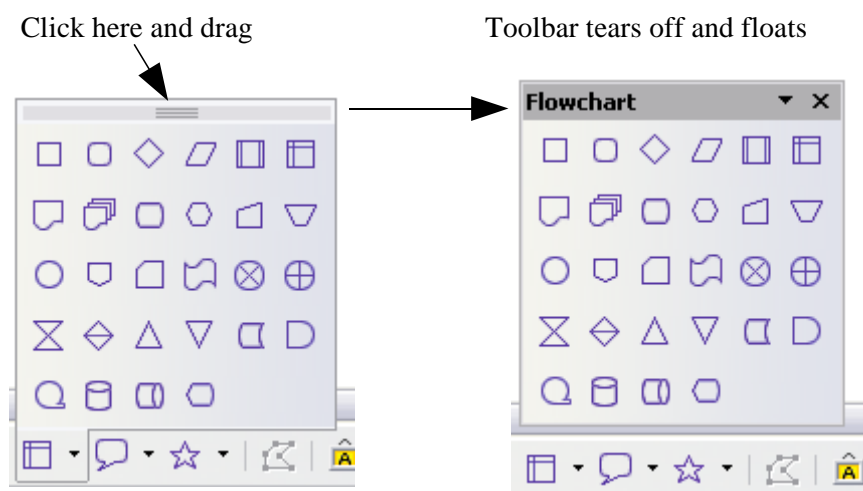


Figure 4: Example of a tear-off toolbar

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.

## 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.

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. Figure 5 shows examples.

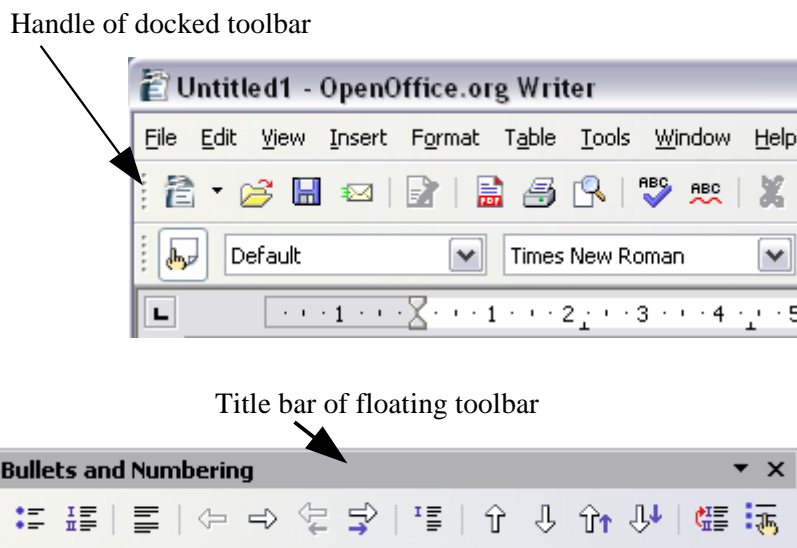


Figure 5: Moving toolbars

## 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 6), choose the toolbars you want to modify and click the **Toolbar** or **Modify** button drop-down list.



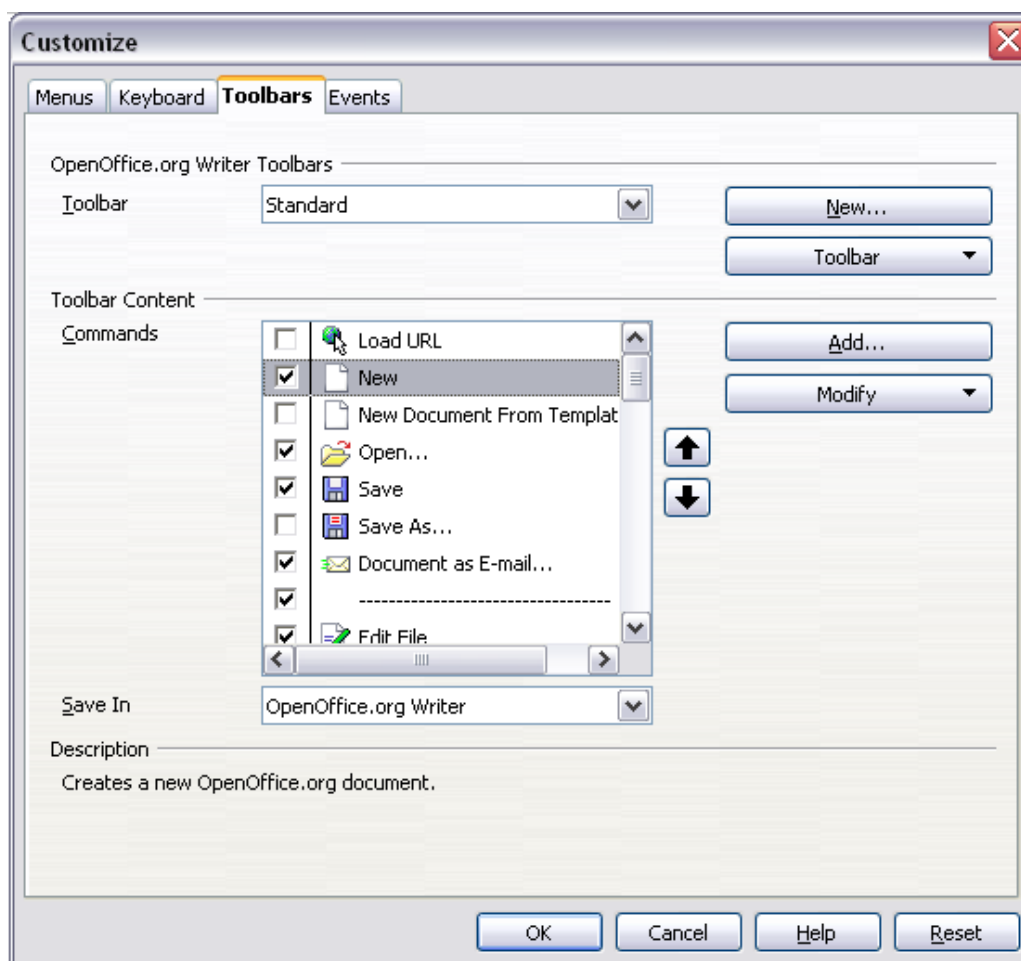


Figure 6. The Toolbars tab of the Customize window

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**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. Oo 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.

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## 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.

## Using dockable/floating windows

Some windows in OpenOffice.org, such as the Navigator and the Styles and Formatting window, 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 7), 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 *Control* key.

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

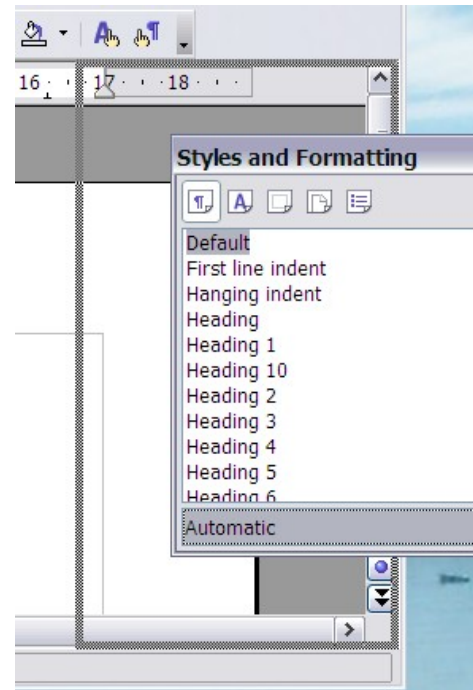


Figure 7: Docking a window

### Notes

The Styles and Formatting window can also be docked or undocked by using *Control*+ *double-click* on the gray area next to the icons at the top of the 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.



The Navigator (Figure 8) displays lists of Headings, Tables, Text frame, Graphics, Bookmarks and other items. In the Navigator windows 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.

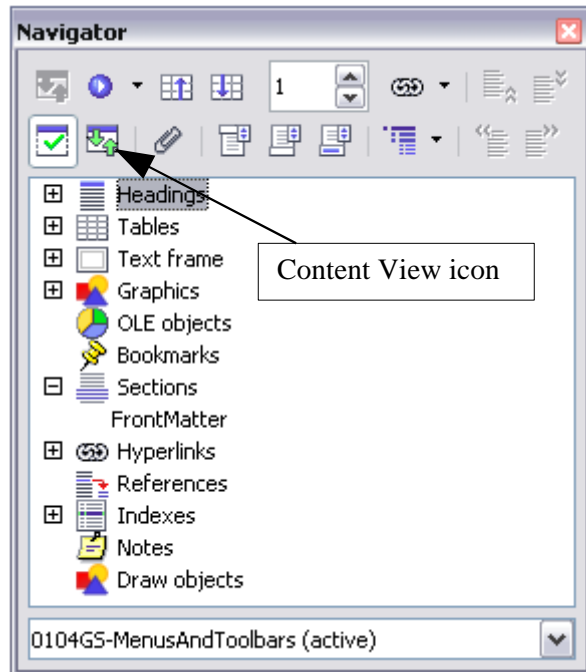


Figure 8. The Navigator

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

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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 9.

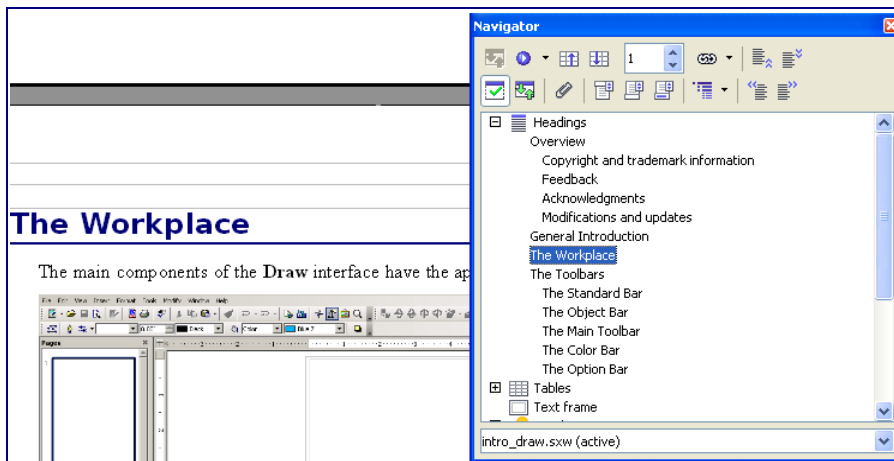


Figure 9. Using the Navigator to jump quickly to a heading in Writer

## 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 Chapter**.

