Chapter 11 Setting Up and Customizing Apache OpenOffice
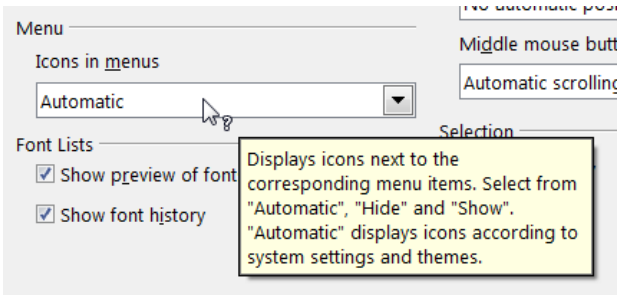
This information is ambiguous. Words (items names) are visible by default.

Menu—Icons in menus
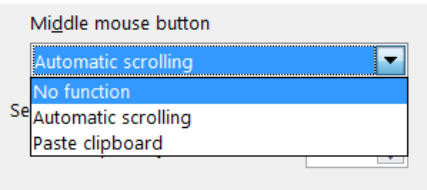Causes icons as well as words to be visible in menus.

"dragging" and "pressing" are not the part of items' name and should not be written in bold.

Middle mouse button
Defines the function of the middle mouse button.
- **Automatic scrolling—dragging** while pressing the middle mouse button shifts the view.
- **Paste clipboard—pressing** the middle mouse button inserts the contents of the "Selection clipboard" at the cursor position.

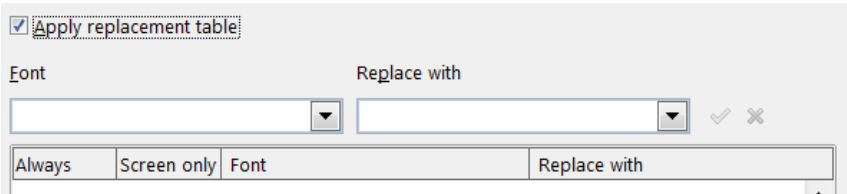4) The checkmark to the right of the **Replace with** box turns green. Click on this checkmark. A row of information now appears in the larger box below the input boxes. Select the options under **Always** and **Screen**.

The name is "Screen only" (as shown in Figure 263).

The name of the button is "Reset".

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

Digital Signature...

Reset

OK   Cancel   Help   Reset

What is the purpose of the dot? (3x)
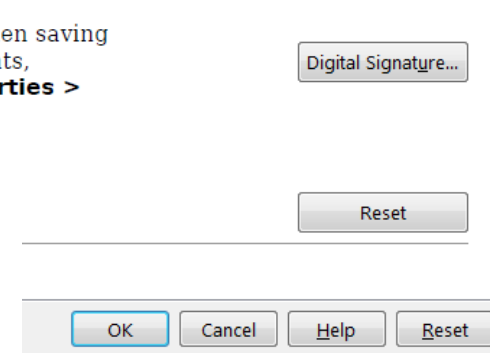
Default file format and ODF settings
ODF format version. ←

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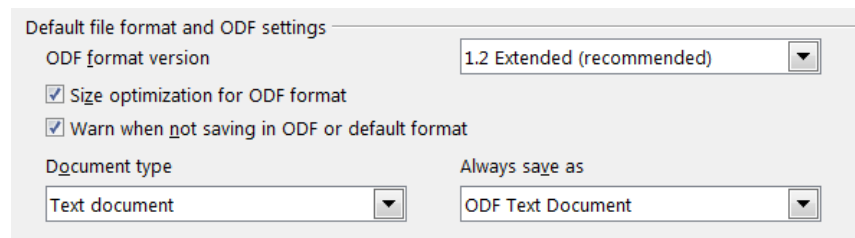
Size optimization for ODF format. ←

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

Document type. ←

If you routinely share documents with users of Microsoft Office, you might want to change the **Always save as** attribute for documents to one of the Microsoft Office formats. The more complicated the documents are, the more likely that the formatting of the non-native file type will be imperfect.

Default file format and ODF settings
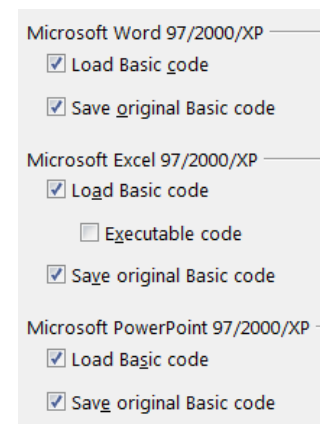ODF format version   1.2 Extended (recommended)
☑ Size optimization for ODF format
☑ Warn when not saving in ODF or default format
Document type   Always save as
Text document   ODF Text Document

The name is "Load Basic code"
(as shown in Figure 272).

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

Microsoft Word 97/2000/XP
☑ Load Basic code
☑ Save original Basic code

Microsoft Excel 97/2000/XP
☑ Load Basic code
☐ Executable code
☑ Save original Basic code

Microsoft PowerPoint 97/2000/XP
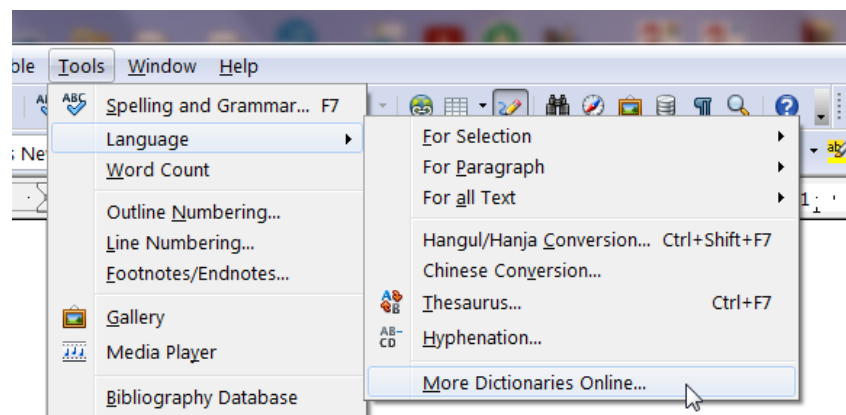☑ Load Basic code
☑ Save original Basic code

Install the Required Dictionaries

AOO automatically installs several dictionaries with the program. To add other dictionaries, be sure you are connected to the Internet, and then use **Tools > Language > Get more Dictionaries Online**. AOO will open your default web browser to a page containing links to additional dictionaries that you can install. Follow the prompts to select and install the ones you want.

Item's name reads: "More Dictionaries Online".

Tools Window Help
ABC Spelling and Grammar... F7
Language   ▶   For Selection   ▶
Word Count   For Paragraph   ▶
                                           For all Text   ▶
Outline Numbering...
Line Numbering...   Hangul/Hanja Conversion... Ctrl+Shift+F7
Footnotes/Endnotes...   Chinese Conversion...
Gallery   Thesaurus...   Ctrl+F7
Media Player   Hyphenation...
Bibliography Database   More Dictionaries Online...

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The reference to Figures: 276 and 277 seems not entirely adequate.

On the right-hand side of the Language Settings – Languages page (Figure 276), change the *User interface*, *Locale setting*, *Default currency*, and *Default languages for documents* as required. In the example, English (USA) has been chosen for all the appropriate settings.

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

If necessary, select the options to enable support for Asian languages (Chinese, Japanese, Korean) and support for CTL (complex text layout) languages such as Urdu, Thai, Hebrew, and Arabic. If you choose either of these options, the next time you open this dialog, you will see some extra choices under Language Settings, as shown in Figure 277. These choices (*Searching in Japanese*, *Asian Layout*, and *Complex Text Layout*) are not discussed here.
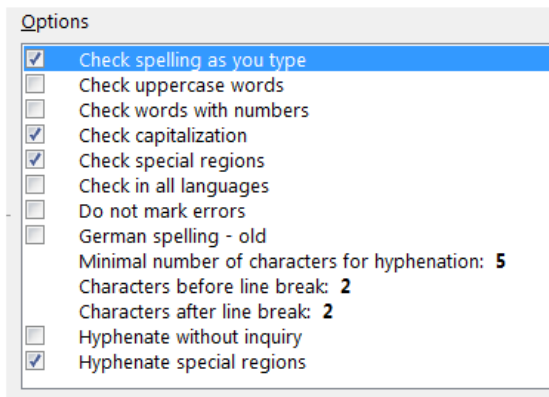
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The last version of OpenOffice to see the "Do not mark errors" option was 3.0.0.

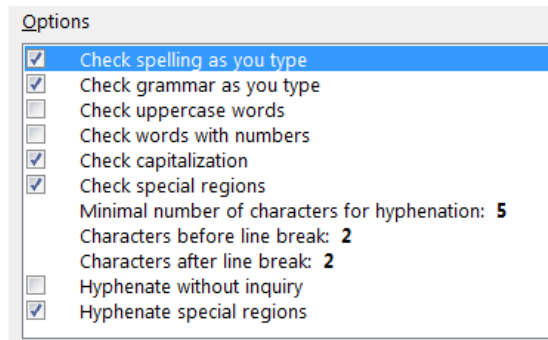(see also the attached .gif file)

Some considerations:

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

3.0.0

Options
- ☑ Check spelling as you type
- ☐ Check uppercase words
- ☐ Check words with numbers
- ☑ Check capitalization
- ☑ Check special regions
- ☐ Check in all languages
- ☐ Do not mark errors
- ☐ German spelling - old
  Minimal number of characters for hyphenation: **5**
  Characters before line break: **2**
  Characters after line break: **2**
- ☐ Hyphenate without inquiry
- ☑ Hyphenate special regions

current version

Options
- ☑ Check spelling as you type
- ☑ Check grammar as you type
- ☐ Check uppercase words
- ☐ Check words with numbers
- ☑ Check capitalization
- ☑ Check special regions
  Minimal number of characters for hyphenation: **5**
  Characters before line break: **2**
  Characters after line break: **2**
- ☐ Hyphenate without inquiry
- ☑ Hyphenate special regions

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Missing space before "Templates"

4) In the section **OpenOffice [name of the program (example: Writer)] Menus**, select from the **Menu** drop-down list the menu that you want to customize. The list includes all the main menus as well as submenus (menus that are contained under another menu). For example, in addition to *File*, *Edit*, *View*, and so on, there is *File | Send* and *File |Templates*. The commands available for the selected menu are shown in the central part of the dialog.

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- "on" -->"On"
  (or change the period sign to a comma)
- "menu"????

Creating a New Toolbar

To create a new toolbar:

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

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