



## Points of View

OpenOffice 1.1 introduced a new approach to defining the appearance of the various document types. It removes some of the redundancy from the previous dialogs by grouping items for multiple document types below the *OpenOffice.org* heading. To access these items, click on *Tools / Options* and then on the plus sign to the left of *OpenOffice.org*. The group of functions in the tree structure allows you globally to customize the view and appearance of all OpenOffice document types.

### View Options

You can configure the look & feel of OpenOffice by selecting *OpenOffice.org / View* in the *Tools / Options* dialog. This takes you to a window with options for the general look & feel, font antialiasing, previews and history, button displays, and mouse settings.

### Color Scheme

The *OpenOffice.org / Appearance* area allows you to customize the OpenOffice color scheme. Let's look at some examples:

• **Document background:** Changes the color of the virtual page. The default setting, *Automatic*, displays a white background.

• **Application background:** Changes the color of the background area (the area between the virtual page, if currently displayed, and control elements such as toolbars, rulers, scrollboxes).

• **Font color:** Changes the default font color. The default setting, *Automatic*, uses a black font.

Some of the items previously stored below *Text Document* and *HTML Document* have now been moved to the color scheme (*OpenOffice.org / Appearance*):

• **Text boundaries:** Enable/disable and define the page margins for your documents.

• **Table boundaries:** Enable/disable and define the lines between the cells in a table; this is a gray hairline by default.

• **Object boundaries:** OpenOffice defines objects as screen elements containing data; that is images, spreadsheets, texts, and so on. If checked, this option displays borders between objects in the selected color.

URLs can appear in many document types. OpenOffice allows you to use the color scheme to distinguish between visited/unvisited links and normal text.

• **Visited links:** Enable/disable highlighting of visited links in the selected color.

• **Unvisited links:** Enable/disable highlighting of unvisited links in the selected color.

### Color Scheme Options for Document Types

Additional color scheme options for the various document types are accessible in the *Tools / Options* dialog. The subheadings are *Text document*, *HTML document*, *Spreadsheet*, *Drawing/Presentation*, and *Basic syntax highlighting*.

### Options for Document Types

In addition to the viewing and color scheme options available in the *Tools / Options / OpenOffice.org* section, the window contains a number of document type-specific settings for the document types *Text Document*, *HTML Document*, *Spreadsheet*, *Presentation*, and *Drawing*. Although a *View* section is available for each document type, each has a different selection of options.

Let's look at the *Text document*, noting that most of the options shown here are also available for the *HTML document* type.

The area below *Guides* allows you to modify the way guides are displayed. The options are:

• **Guides while moving:** If you check this option, frame borders are extended to allow precise positioning using the values on the rulers.

• **Simple handles:** If this option is checked, handles are displayed as simple rectangles without 3D effects.

• **Large handles:** If this option is checked, larger handles are displayed. The area below *View* allows you to select which scroll bars and rulers you would like to display: *Horizontal scroll bar*, *Vertical scroll bar*, *Horizontal ruler* and *Vertical ruler*. The *Smooth scroll* option provides for smoother scrolling of the page. The speed will depend on the area and color depth.

The *Display* area allows you to define which elements of the page to display on screen:

• **Graphics and objects:** If the checkbox is unchecked, both of these elements are replaced by empty placeholders. You can also toggle this option by selecting the *Graphics on/off* icon in the toolbar.

• **Tables:** If this is checked, any tables the document contains are shown on screen.

• **Drawings and controls:** If this is checked, drawings and controls are shown on screen.

• **Field codes:** If this is checked, the field code is displayed instead of the field contents. You can toggle this option using *View / Fields*.

• **Notes:** If this is checked, notes and scripts are displayed as small colored boxes. You can double-click a box to edit the script it contains.

HTML documents have an additional *Settings* area that allows you to specify the unit of measurement for the rulers. The default is *Inch*, but you can opt for *Point*, *Pica*, *Centimeter*, or *Millimeter* instead.

### Spreadsheets

You can choose a color for the *Grid lines*, to brighten up the default *Light gray*, and enable or disable thicker lines for *Page breaks*. Spreadsheets use the same *Guides* and *Handles* as text and HTML documents.

The *Display* area allows you to select the table elements to be displayed on screen:

• **Formulas:** displays formulas rather than their results

• **Zero values:** displays cells with a value of 0

• **Note indicator:** displays a bullet to point out notes in the cells

• **Value highlighting:** cells with text content are displayed in black, cells with numbers are blue, and all others green

• **Anchor:** displays the anchor symbol for an image when you select that image

• **Text overflow:** tells you whether a cell contains more text than it can display

• **Show references in color:** highlights references both in formulas and by drawing a colored border around a cell.

The area below *Objects* allows you to specify whether to show, hide or display placeholders for *Objects/Graphics*, *Charts*, and *Drawing objects*.

The *Window* area on the lower right of the panel allows you to specify the help elements that you want to display in spreadsheets. All of the following elements are enabled by default: *Column and row headers*, *Horizontal scroll bar*, *Vertical scroll bar*, *Sheet tabs*, and *Outline symbols*.

### Presentations and drawings

The *View* submenu is identical for presentations and drawings. There are four options which speed up the screen refresh, all of which are disabled by default.

The *Display* area allows you to specify which elements will be displayed on screen and includes *Rulers visible*, *Guides when moving*, *All control points in Bezier edit*, and *Contour of each individual object*. The *Alternative display* area has selections for *Image placeholders*, *Contour mode*, *Text placeholders*, and *Line contour only*.