Chapter 2
Setting up Writer
Choosing options to suit the way you work
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# Contents

Copyright.................................................................................................................................i
Authors....................................................................................................................................i
Feedback..................................................................................................................................i
Acknowledgments....................................................................................................................i
Publication date and software version......................................................................................i

Choosing options that affect all of OOo ......................................................................................1
  User Data options...................................................................................................................1
  General options....................................................................................................................2
  View options........................................................................................................................4
  Print options..........................................................................................................................6
  Path options..........................................................................................................................7
  Color options........................................................................................................................8
  Font options..........................................................................................................................9
  Security options...................................................................................................................10
  Appearance options.............................................................................................................11

Choosing options for loading and saving documents..............................................................12
  General Load/Save options...................................................................................................12
  VBA Properties Load/Save options.......................................................................................13
  Microsoft Office Load/Save options....................................................................................14
  HTML compatibility Load/Save options...............................................................................15

Choosing options for Writer .....................................................................................................16
  General options...................................................................................................................16
  View options........................................................................................................................18
  Formatting Aids options.......................................................................................................18
  Grid options..........................................................................................................................19
  Default fonts........................................................................................................................19
  Print options........................................................................................................................20
  Default table options..........................................................................................................21
  Change tracking options......................................................................................................22
  Compatibility options..........................................................................................................23
Contents

AutoCaption options.................................................................24
Mail Merge E-mail options.....................................................25
Choosing language settings.....................................................26
  Install the required dictionaries...........................................26
  Change some locale and language settings...........................26
  Choose spelling options.......................................................28
Controlling Writer’s AutoCorrect functions..............................29
Choosing options that affect all of OOo

This section covers some of the settings that apply to all the components of OOo and are particularly important when using Writer. Other general options are discussed in Chapter 5 (Setting Up OpenOffice.org) in the Getting Started guide.

Note
The illustrations in this chapter were taken from the English (UK) version of OOo. The spelling of some terms may be different from those you see on your screen, especially if you are using the default English (US) version.

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 Writer is open.

2) Click the + sign by OpenOffice.org in the left-hand section of the Options – OpenOffice.org dialog box. A list of subsections drops down.

Figure 1: OpenOffice.org Options

Note
The Back button resets options to the values that were in place when you opened OOo. This button has the same behavior on all the Options dialog box pages.

User Data options

Because Writer’s revision features mark your changes and comments with the name or initials stored in the User Data page, you will want to ensure that your name and initials appear there. To do this:

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

2) Fill in the form on the OpenOffice.org – User Data page (Figure 2) or amend or delete any existing incorrect information.
Choosing options that affect all of OOo

General options

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

2) On the **OpenOffice.org – General** page (Figure 3), the options are as described below.

![User Data Entry](image)

**Figure 2. Filling in User Data**

**Help - Tips**

When **Help: Tips** are active, one or two words will appear when you hold the cursor over an icon or field on the main OOo window, without clicking. This setting also affects the display of notes: if both **Help: Tips** and **Extended Tips** are turned off, then you won’t see the contents of a note when you hold the cursor over the note.

![General Options](image)

**Figure 3. Setting General options for OpenOffice.org**
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 box appears when you hold the cursor over 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 pull-down list. For Windows XP, the high-contrast style options are as described below.

<table>
<thead>
<tr>
<th>High-contrast style</th>
<th>Visual effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Black text on white background</td>
</tr>
<tr>
<td>High Contrast #1</td>
<td>Yellow text on black background</td>
</tr>
<tr>
<td>High Contrast #2</td>
<td>Green text on black background</td>
</tr>
<tr>
<td>High Contrast Black</td>
<td>White text on black background</td>
</tr>
<tr>
<td>High Contrast White</td>
<td>Black text on white background</td>
</tr>
</tbody>
</table>

Open/Save dialog boxes
To use the standard Open and Save dialog boxes for your operating system, deselect the Use OpenOffice.org dialogs checkbox. When this checkbox is selected, the Open and Save dialog boxes supplied with OpenOffice.org will be used. See Chapter 3 (File Management) in the Getting Started guide for more about the OOo Open and Save dialog boxes.

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.
**View options**

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

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

2) On the **OpenOffice.org – View** page (Figure 4), set the options to suit your personal preferences. Some options are described below.

**User Interface – Scaling**

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

![Figure 4. Choosing View options for the OpenOffice.org applications](image)

**User Interface – Icon size and style**

The first box specifies the display size of toolbar icons (**Automatic**, **Small**, or **Large**); the **Automatic** icon size option uses the setting for your operating system. The second box specifies the icon style (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 Oo for the user interface, select this checkbox.

**User Interface – Screen font antialiasing**

(Not available in Windows, so not shown in Figure 4.) Select this checkbox to smooth the screen appearance of text. Enter the smallest font size to apply antialiasing.

**Menu – Show icons in menus**

Select this option if you want icons as well as words to be visible in menus.
Font Lists - Show preview of fonts

When you select this option, the font list looks like Figure 5, 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 5, Right). The fonts you will see listed are those that are installed on your system.

![Figure 5. (Left) Font list showing preview; (Right) Font list without preview](image)

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.

3D view – Use OpenGL

Specifies that all 3D graphics from Draw and Impress will be displayed in your system using OpenGL-capable hardware. If your system does not have OpenGL-capable hardware, this setting will be ignored.

3D view – Use OpenGL – Optimized output

Select this option for optimized OpenGL output. Disable the optimization in case of graphical errors of 3D output.

3D view – Use dithering

The Use dithering option uses dithering to display additional colors when the computer’s graphics system offers less than the optimal 16 million (24-bit) colours. Dithering creates the illusion of new colors and shades by varying the pattern of color pixels. Varying the patterns of black and white dots, for instance, produces different shades of grey.

Note

Internally, 3-D graphics are always created with 16 million colors (24-bit color depth) and dithering can be used to compensate when fewer actual colors are available. Without dithering, several bits of color information would be omitted, leading to significantly reduced image quality.

3D view – Object refresh during interaction

Specifies that if you rotate or move a 3-D object, the full display is rotated or moved and not a grid frame.

Tip

Press Shift+Control+R to restore or refresh the view of the current document.
**Mouse positioning**
Specifies if and how the mouse pointer will be positioned in newly opened dialog boxes.

**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.

The “Selection clipboard” is independent of the normal clipboard that you use by *Edit > Copy/Cut/Paste* or their respective keyboard shortcuts. Clipboard and “Selection clipboard” can contain different contents at the same time.

<table>
<thead>
<tr>
<th>Function</th>
<th>Clipboard</th>
<th>Selection clipboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy content</td>
<td><em>Edit &gt; Copy Control+C</em></td>
<td>Select text, table, or object.</td>
</tr>
<tr>
<td>Paste content</td>
<td><em>Edit &gt; Paste Control+V</em></td>
<td>Clicking the middle mouse button</td>
</tr>
<tr>
<td></td>
<td>pastes at the cursor position.</td>
<td>pastes at the mouse pointer position.</td>
</tr>
<tr>
<td>Pasting into another</td>
<td>No effect on the clipboard contents.</td>
<td>The last marked selection is the</td>
</tr>
<tr>
<td>document</td>
<td></td>
<td>content of the selection clipboard.</td>
</tr>
</tbody>
</table>

**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 box or during the printing process (by clicking the *Options* button on the Print dialog box).

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

2) On the *OpenOffice.org – Print* page (Figure 6), 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.

---

**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 7 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.
Choosing options that affect all of OOo

Figure 7. Viewing the paths of files used by OpenOffice.org

Color options

In the OpenOffice.org – Colors dialog (Figure 8), 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 8. 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 9):

   • Select the **Apply Replacement Table** checkbox.
   
   • Select or type the name of the font to be replaced in the **Font** box. (If you do not 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 9. Defining a font to be substituted for another font](image-url)
Choosing options that affect all of OOo

**Security options**

Use the OpenOffice.org – Security page (Figure 10) to choose security options for saving documents and for opening documents that contain macros.

![Security Options](image)

*Figure 10. Choosing security options for opening and saving documents*

**Security Options section**

If you record changes, save multiple versions, or include hidden information or notes in your documents, and you do not want some of the recipients to see that information, you can set warnings to remind you to remove this information, or you can have OOo remove some information automatically. Note that (unless removed) much of this information is retained in a file whether the file is in OpenOffice.org’s default OpenDocument format, or has been saved to other formats, including PDF.

**Remove personal information on saving**

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

**Macro security**

Click the Macro Security button to open the Macro Security dialog, where you can adjust the security level for executing macros and specify trusted sources.

**File sharing options for this document**

Select the Open this document in read-only mode checkbox to restrict this document to be opened in read-only mode only. This option protects the document against accidental changes. It is still possible to edit a copy of the document and save that copy with the same name as the original.
Select the **Record changes** checkbox to enable recording changes. This is the same as Edit - Changes – Record. To allow other users of this document to apply changes, but prevent them from disabling change recording, click the **Protect** button and enter a password.

**Appearance options**

Writing, editing, and page layout are often easier to do when you can see as much as possible of what's going on in your document. You may wish to make visible such items as text, table, and section boundaries, and grid lines (see “Grid options” on page 19). 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 11), you can specify which items are visible and the colors used to display various items.

1) In the Options dialog box, 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.

3) 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.

4) To save your color changes as a color scheme, type a name in the *Scheme* box and click **Save**.

![Figure 11. Showing or hiding text, object, and table boundaries](image-url)
Choosing options for loading and saving documents

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

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 12) are familiar to users of other office suites. Some items of interest are described below.

**General Load/Save options**

- **Load user-specific settings with the document**
- **Always save as**

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 with the document** 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.

**Load printer settings with the document**
If this option (new in OOo 2.3) is **not** selected, the printer settings that are stored with the document are ignored when you print it using the **Print File Directly** icon. The default printer in your system will be used instead.

**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 14), 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.
Choosing options for loading and saving documents

Microsoft Office Load/Save options

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

2) On the Options – Load/Save – Microsoft Office dialog (Figure 15), 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”).
Choosing options for loading and saving documents

**HTML compatibility Load/Save options**

Choices made on the Load/Save – HTML Compatibility dialog (Figure 13) affect HTML pages imported into OpenOffice.org and those exported from OOo. See *HTML documents; importing/exporting* in the Help for more information.

![Figure 16. Choosing HTML compatibility options](image)

**Font sizes**

Use these fields to define the respective font sizes for the HTML `<font size=1>` to `<font size=7>` tags, if they are used in the HTML pages. (Many pages no longer use these tags.)

**Import - Use 'English (USA)' locale for numbers**

When importing numbers from an HTML page, the decimal and thousands separator characters differ according to the locale of the HTML page. The clipboard, however, contains no information about the locale. If this option (new in OOo 2.3) is **not** selected, numbers will be interpreted according to the *Language - Locale setting* in Tools > Options > Language Settings > Languages (see page ). If this option is selected, numbers will be interpreted as for the English (USA) locale.

**Import - Import unknown HTML tags as fields**

Select this checkbox if you want tags that are not recognized by OOO to be imported as fields. For an opening tag, an HTML ON field will be created with the value of the tag name. For a closing tag, an HTML OFF will be created. These fields will be converted to tags in the HTML export.

**Import - Ignore font settings**

Select this checkbox to have OOO ignore all font settings when importing. The fonts that were defined in the HTML Page Style will be used.

**Export**

To optimize the HTML export, select a browser or HTML standard from the **Export** box. If OpenOffice.org Writer is selected, specific OpenOffice.org Writer instructions are exported.
Choosing options for loading and saving documents

Export - OpenOffice.org Basic
Select this checkbox to include OOo Basic macros (scripts) when exporting to HTML format. You must activate this option before you create the OpenOffice.org Basic macro; otherwise the script will not be inserted. OpenOffice.org Basic macros must be located in the header of the HTML document. Once you have created the macro in the OpenOffice.org Basic IDE, it appears in the source text of the HTML document in the header.

If you want the macro to run automatically when the HTML document is opened, choose Tools > Customize > Events. See Chapter 17 (Getting Started with Macros) for more information.

Export - Display warning
When the OpenOffice.org Basic checkbox (see above) is not selected, the Display warning checkbox becomes available. If the Display warning checkbox is selected, then when exporting to HTML a warning is shown that OpenOffice.org Basic macros will be lost.

Export - Print layout
Select this checkbox to export the print layout of the current document as well. It can be read by OpenOffice.org and by Netscape Navigator and Microsoft Internet Explorer 4.0 and above.

The HTML filter supports CSS2 (Cascading Style Sheets Level 2) for printing documents. These capabilities are only effective if print layout export is activated.

Export - Copy local graphics to Internet
Select this checkbox to automatically upload the embedded pictures to the Internet server when uploading using FTP.

Export - Character set
Select the appropriate character set for the export.

Choosing options for Writer
Settings chosen on the pages in the OpenOffice.org Writer section of the Options dialog box determine how your Writer documents look and behave while you are working on them.

1) If the Options dialog box is not already open, click Tools > Options.

2) Click the + sign by OpenOffice.org Writer in the left-hand section of the Options – OpenOffice.org dialog box. A list of subsections drops down.

General options
The choices on the OpenOffice.org Writer – General page affect the updating of links and fields, the units used for rulers and other measurements, whether captions are automatically added to selected objects such as tables or figures, paragraph spacing, and tab stop behavior.
1) Choose **OpenOffice.org Writer > General** on the Options dialog box (Figure 18).

2) Keep in mind the following considerations when selecting options on this page.

**Update links when loading**
Depending on your work patterns, you may not want links to be updated when you load a document. For example, if your file links to other files on a network, you won’t want those links to update when you are not connected to the network.

**Update fields and charts automatically**
You may not want fields or charts to update automatically when you are working, because that slows down performance.

**Settings – Tab stops**
The *Tab stops* setting is also used for the indent distance applied by the **Increase Indent** and **Decrease Indent** buttons on the Formatting Bar.
View options

Two pages of options set the defaults for viewing Writer documents: View and Formatting Aids (described on page 18).

Choose OpenOffice.org Writer > View on the Options dialog box (Figure 19).

If the items on this page are not self-explanatory, you can easily test their effects in a blank document.

This is a good page to check if, for example, you cannot see graphics on the screen or you see field codes instead of the text or numbers you are expecting.

![Figure 19. Choosing View options for Writer](image)

Formatting Aids options

The display of symbols such as paragraph ends and tabs help you when writing, editing, and doing page layout. For example, you might want to know if any blank paragraphs or tabs are included or if any tables or graphics are too wide and intrude into the margins of the page.

On the OpenOffice.org Writer – Formatting Aids page (Figure 20), select the required checkboxes.

![Figure 20. Choosing Formatting Aids options](image)
Note

Direct cursor lets you enter text, images, tables, frames, and other objects in any blank area in your document. OOO inserts blank paragraphs and tabs to position the text or objects.

This feature is incompatible with rigorous use of styles and can lead to many formatting oddities, so it should be avoided by professional writers.

The AutoCorrect tool automatically removes empty paragraphs, tabs, and spaces that are inserted by the direct cursor. If you want to use the direct cursor, then disable the AutoCorrect tool.

Grid options

Specifying “snap to grid” can be very helpful when you are trying to align several objects such as graphics or tables. If the grid intervals (subdivisions) are too large, you may find that you do not have enough control in placing the objects.

On the OpenOffice.org Writer – Grid page (Figure 21), you can choose whether to enable this feature and what grid intervals to use.

![Grid options](image)

Figure 21. Choosing Grid options

Default fonts

The default fonts specified on the OpenOffice.org Writer – Basic Fonts (Western) page apply to both Writer documents and HTML (Web) documents.

1) If you want to change the defaults, do so on the OpenOffice.org Writer – Basic Fonts (Western) page (Figure 22). You can, of course, choose other fonts for use in specific documents, either by applying direct formatting or by defining and applying styles in those documents.

2) When choosing fonts on this page you are not limited to single fonts or to the ones shown in the drop-down list. You can specify a “font family” as a comma-separated set of fonts that includes those suitable for Windows, Macintosh, Linux, and other operating systems. These choices are particularly important in HTML documents.

3) If the document is viewed on a system that does not have the first font specified, it will use one of the other fonts if that one is available. Otherwise, it will substitute a font that is available on the system.
Choosing options for Writer

4) Type the list of fonts, separated by commas, in the boxes. If you want these defaults to apply to the current document only, select that checkbox. The Default button resets the values on this page to the defaults installed with OpenOffice.org.

![Figure 22. Choosing default fonts](image)

Print options

On the OpenOffice.org Writer – Print page (Figure 23), you can choose which items are printed with the document by default. These options are in addition to those on the OpenOffice.org – Print page (Figure 6).

Some considerations:

- When you are working on drafts and you want to save printer ink or toner, you might want to deselect some of the items in the Contents section.

- The Print black selection causes color text (but not graphics) to print as black on a color printer; on a black-and-white printer, this option causes color text to print as solid black instead of shades of grey (dithered).

- Contrast Print black with Convert colors to greyscale on the Options – OpenOffice.org – Print page (Figure 6), which prints all graphics as greyscale on color printers. (On black-and-white printers, color in graphics normally prints as greyscale.)

- If you are printing double-sided on a non-duplexing printer, you might choose to print only left or right pages, then turn the stack over and print the other pages.

- Depending on how your printer ejects pages (face up or face down), you might need to print the pages in reverse order so they stack in the correct order as they are printed.
Tip

You can override any of these defaults when printing a document. Click File > Print, then click the Options button on the Print dialog box. The Printer Options dialog box that appears is similar to the one shown in Figure 23.

![Figure 23. Choosing Print options for Writer](image)

**Default table options**

On the OpenOffice.org Writer – Table page (Figure 24), you can specify the default table behavior.

![Figure 24. Choosing default Table options](image)
Some considerations:

- If most of your tables will require borders or headings, select those checkboxes. If most of your tables are used for page layout, deselect borders and headings.

- *Number recognition* can be very useful if most of your tables contain numerical data; Writer will recognize dates or currency, for example, and format the numbers appropriately. However, if you want the numbers to remain as ordinary text, this feature can be quite irritating, so you will want to deselect it.

- The *Keyboard handling* section specifies the distances that cells move when you use keyboard shortcuts to move them and the size of rows and columns inserted using keyboard shortcuts.

- The choices in the *Behavior of rows/columns* section determine the effects that changes to rows or columns have on adjacent rows or columns and the entire table. You might need to test these selections to fully understand the effects.

### Change tracking options

If you plan to use the change-tracking feature of Writer, use the *OpenOffice.org Writer – Changes* page (Figure 25) to choose the way inserted and deleted material is marked, whether and how attribute changes are marked, and whether and how change bars are marked in the margins.

![Figure 25. Choosing options for tracking changes](image)
Choosing options for Writer

**Compatibility options**

Do you need to import Microsoft Word documents into OOo Writer? If so, you might want to select some or all of the settings on the *OpenOffice.org Writer – Compatibility* page (Figure 26). If you are not sure about the effects of these settings, leave them as the defaults provided by OOo. For information about the settings not described below, see the Help.

![Compatibility options for 0202WG-SettingUpWriter_PHB_20070918](image)

*Figure 26. Choosing compatibility options*

**Use printer metrics for document formatting**

If this checkbox is selected, the printer specified for the document determines how the document is formatted for viewing on screen. The line breaks and paragraph breaks you see on screen match those that apply when the document is printed on that printer.

This setting can be useful when several people are reviewing a document that will eventually be printed on a specific printer or when the document is exported to PDF (a process that uses “Adobe PDF” as the printer).

If this checkbox is not selected, a printer-independent layout will be used for screen display and printing.

**Add spacing between paragraphs and tables (in current document)**

In OpenOffice.org Writer, paragraph spacing is defined differently than it is in MS Word documents. If you have defined spacing between two paragraphs or tables, spacing is also added in the corresponding MS Word documents.

If this checkbox is selected, MS Word-compatible spacing is added between paragraphs and tables in OpenOffice.org Writer documents.
Add paragraph and table spacing at tops of pages (in current document)
You can define paragraphs to have space appear before (above) them. If this checkbox is selected, any space above a paragraph will also appear if the paragraph is at the beginning of a page or column, if the paragraph is positioned on the first page of the document, or after a manual page break.

If you import an MS Word document, the spaces are automatically added during the conversion.

Add paragraph and table spacing at bottom of table cells
Specifies that the bottom spacing is added to a paragraph, even when it is the last paragraph in a table cell.

Use as Default button
Click this button to use the current settings on this page as the default in OpenOffice.org.

AutoCaption options
Do you want OOo to automatically insert captions for tables, pictures, frames, and OLE objects that have been inserted in a Writer document?

| Note | You may not always want captions for every table, for example, if you use tables for layout as well as for tables of data. You can always add captions to individual tables, graphics, or other objects (right-click > Caption).

If you do want automatic captions on one or more object types:

1) Choose OpenOffice.org Writer > AutoCaption on the Options dialog box.
2) On the OpenOffice.org Writer – AutoCaption page (Figure 27), select the checkbox next to an object you want to be automatically captioned (Picture in the example shown).
3) With the item highlighted, specify the characteristics of the caption. The supplied categories for captions are Drawing, Illustration, Table, and Text. However, you are not limited to the supplied categories. If you want to use another name (for example, Figure) for the caption label, type the required term in the box. In the example shown, I have added the category “Figure” to the list.

For more information about numbering captions by chapter, character styles, frame styles, and other items on the AutoCaption page, see other chapters in the Writer Guide.
Mail Merge E-mail options

You can produce form letters using Writer and then use the mail merge function to personalize those letters and send them to a number of addresses taken from a data source, such as an address book. Mail merged documents can be printed and mailed, or sent by e-mail.

Use the Options – OpenOffice.org Writer – Mail Merge E-mail page (Figure 28) to set up the user and server information for sending form letters by e-mail. If you are not sure what information to put in any of the fields, consult your e-mail program or your Internet service provider.
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

OpenOffice.org 2.0 and later versions automatically install 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.

Figure 29: OpenOffice.org Language Options

1) In the Options dialog box, click Language Settings > Languages.

2) On the right-hand side of the Language Settings – Languages page (Figure 30), change the User interface, Locale setting, Default currency, and Default languages for documents as required. In the example, English (UK) has been chosen for all the appropriate settings.

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 labeled 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 page, you will see some extra choices under Language Settings, as shown in Figure 31. 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 box.
Choosing language settings

Note

If you need to use non-Western languages, and especially if you need to use more than one non-Western language in the same document, refer to the tutorial, “OOo in a Multi-Lingual Environment.”

Setting up Writer
Choose spelling options

To choose the options for checking spelling:

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

2) In the Options section of the Language Settings – Writing Aids page (Figure 32), choose the settings that are useful for you. Some considerations:
   - If you don’t 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 of the user-defined (custom) dictionaries are active, or you can add or remove dictionaries by clicking the **New** or **Delete** buttons.

![Figure 32. Choosing languages, dictionaries, and options for checking spelling](image-url)
Controlling Writer’s AutoCorrect functions

Some people find some or all of the items in Writer’s AutoCorrect feature annoying because they change what you type when you don’t 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 box, click Tools > AutoCorrect/AutoFormat. (You need to have a document open for this menu item to appear.)

In Writer, this dialog box has five tabs, as shown in Figure 33.

Figure 33. The AutoCorrect dialog box in Writer, showing the five tabs and some of the choices on the Options tab