



Writer Guide

Chapter 2

Setting up Writer

Choosing options to suit the way you work

OpenOffice.org

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Authors

Jean Hollis Weber
Agnes Belzunce
Daniel Carrera
Janet M. Swisher
Gary Schnabl
Peter Hillier-Brook

Feedback

Maintainer: Jean Hollis Weber
Please direct any comments or suggestions about this document to:
authors@user-faq.openoffice.org

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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.

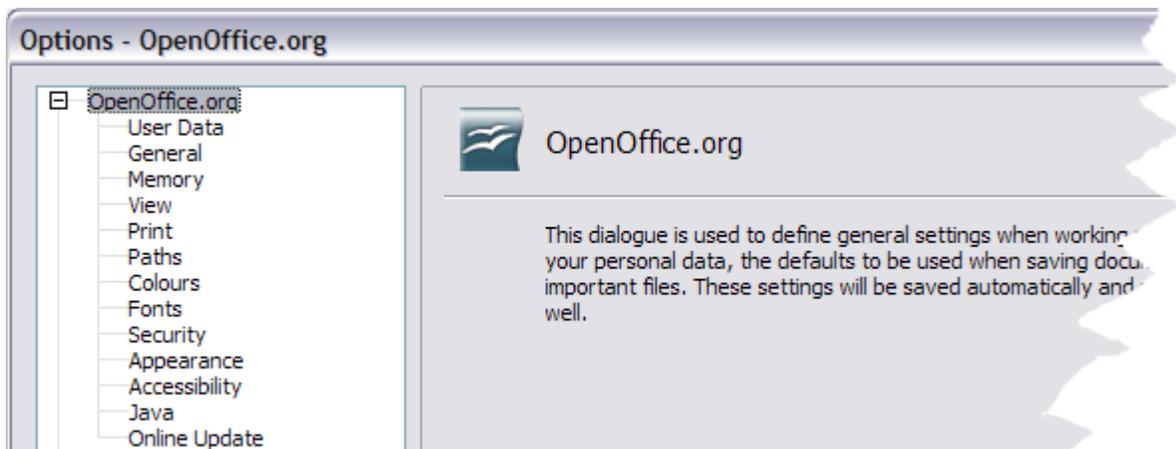


Figure 1: OpenOffice.org Options

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.

Figure 2. Filling in User Data

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.

Figure 3. Setting General options for OpenOffice.org

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.

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.

<i>High-contrast style</i>	<i>Visual effect</i>
Default	Black text on white background
High Contrast #1	Yellow text on black background
High Contrast #2	Green text on black background
High Contrast Black	White text on black background
High Contrast White	Black text on white background

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 OOo 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.

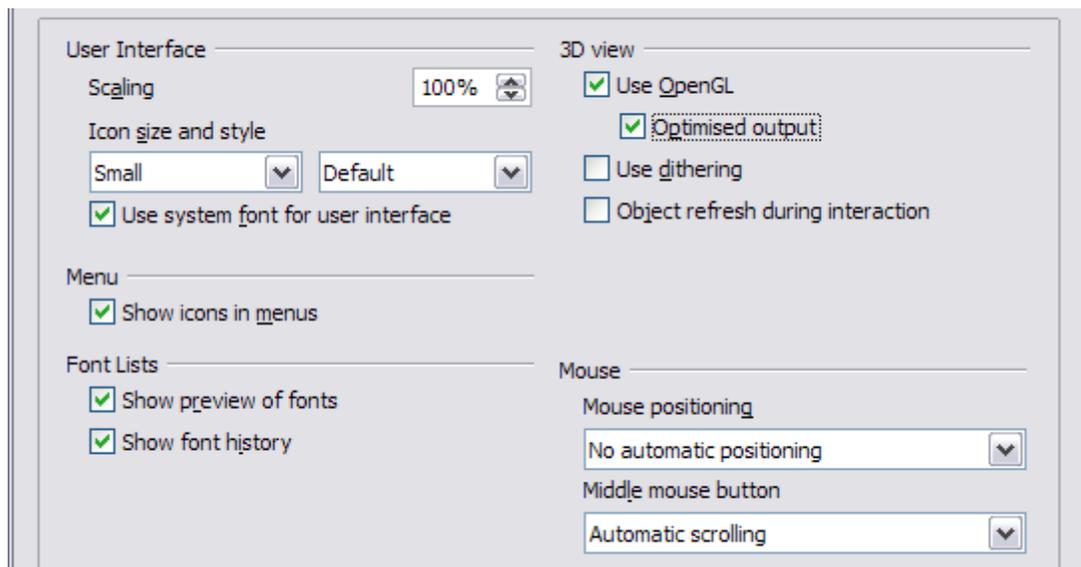


Figure 4. Choosing View options for the OpenOffice.org applications

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 OOo 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.

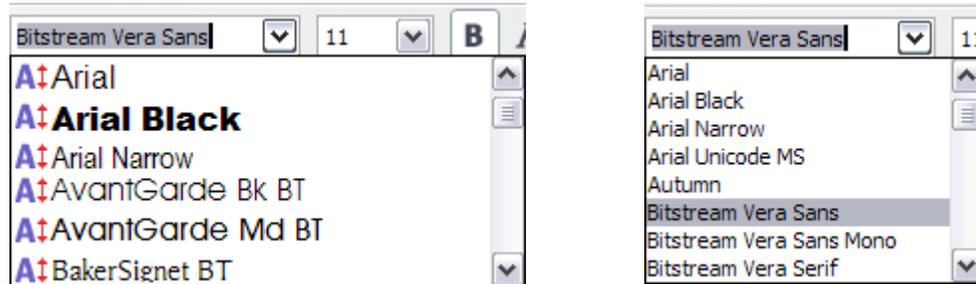


Figure 5. (Left) Font list showing preview; (Right) Font list without preview

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.

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

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.

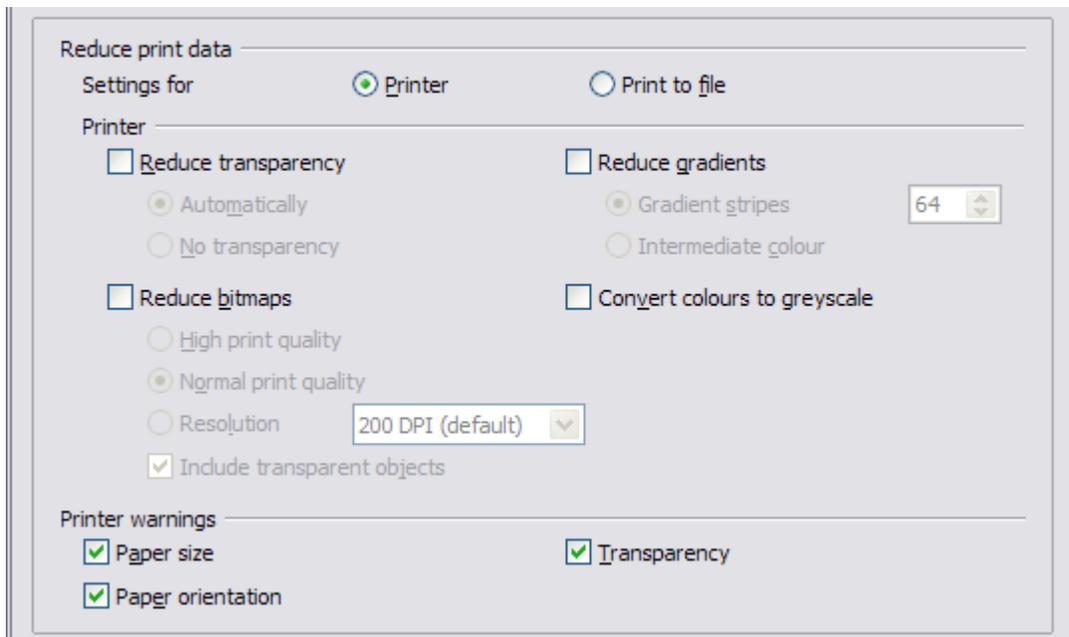


Figure 6. Choosing general printing options to apply to all OOo components

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.

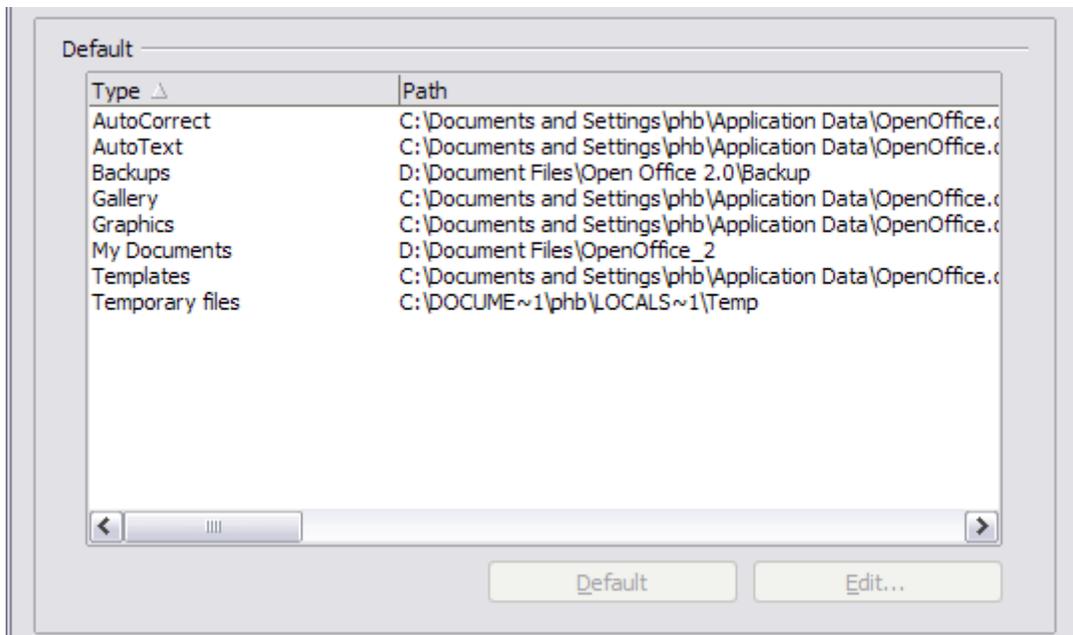


Figure 7. Viewing the paths of files used by OpenOffice.org

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.

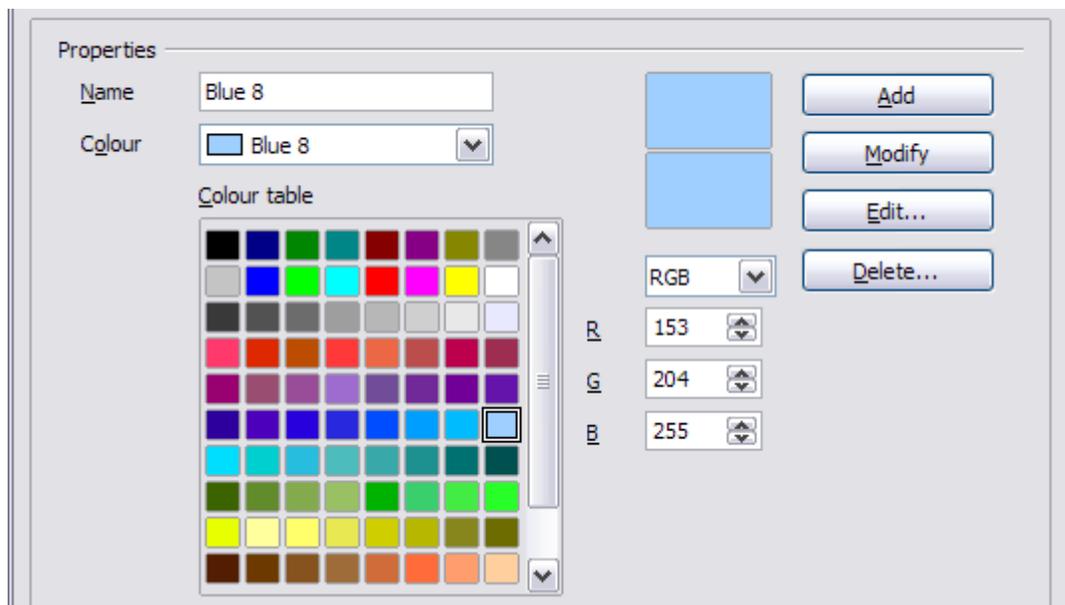


Figure 8. Defining colors to use in color palettes in OOo

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).

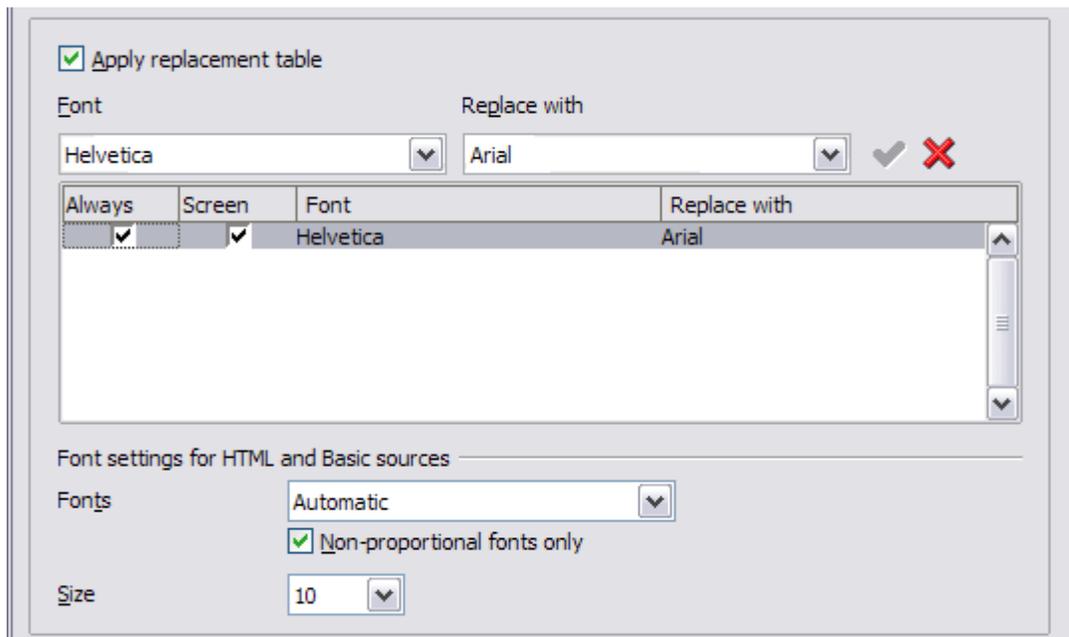


Figure 9. Defining a font to be substituted for another font

Security options

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

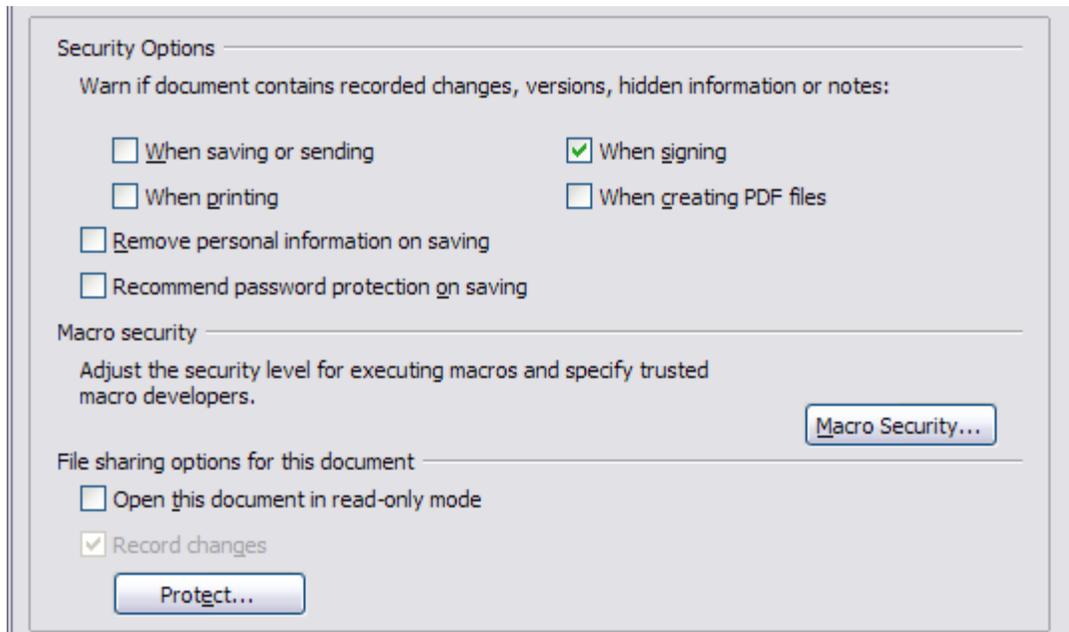


Figure 10. Choosing security options for opening and saving documents

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**.

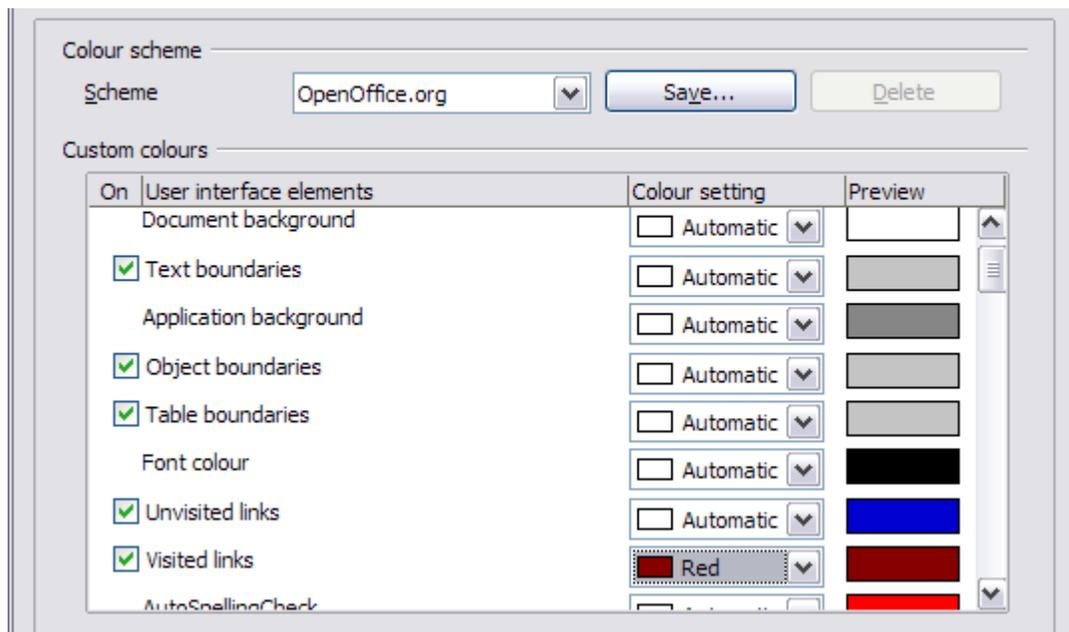


Figure 11. Showing or hiding text, object, and table boundaries

Choosing options for loading and saving documents

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



Figure 12: Load/Save options

General Load/Save options

- 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.

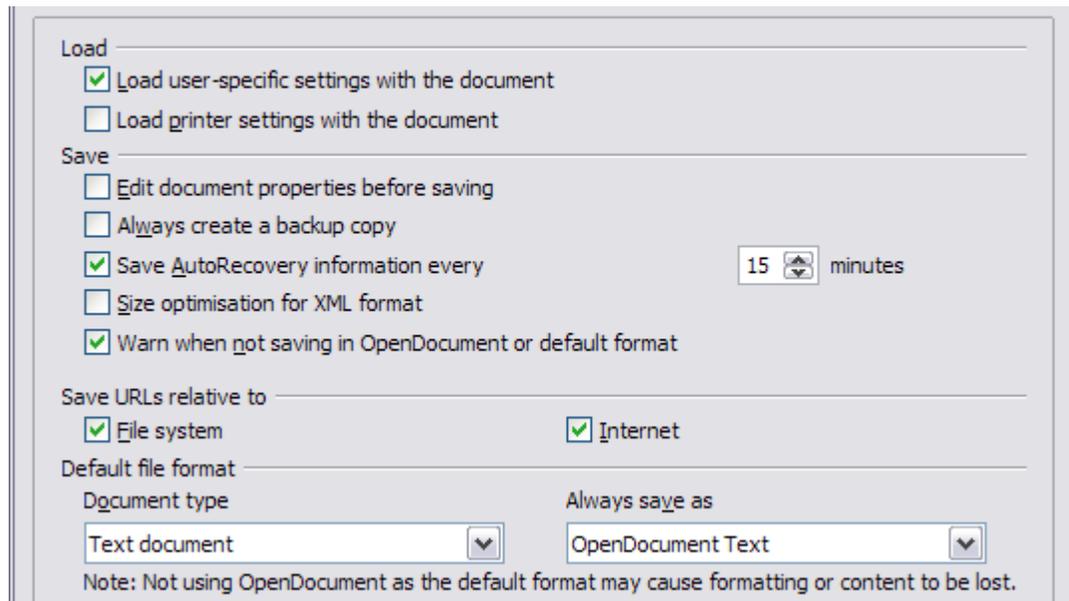


Figure 13. Choosing Load and Save options

Load user-specific settings with the document

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** 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.

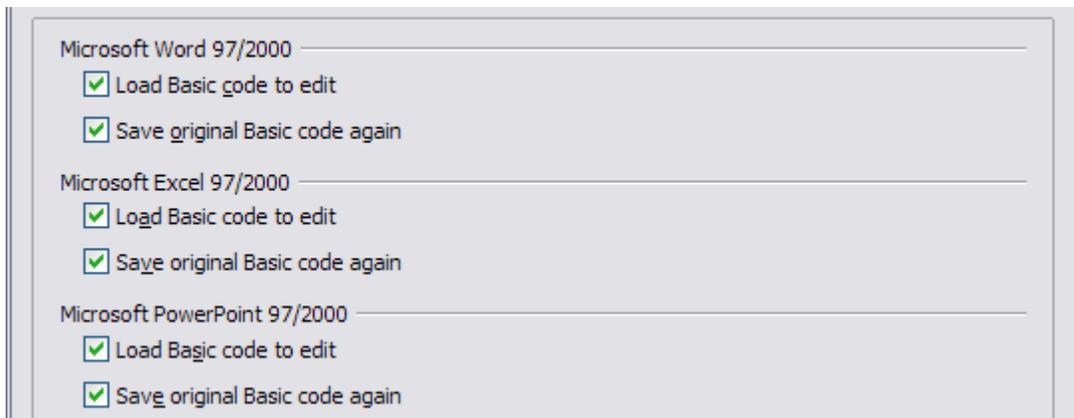


Figure 14. Choosing Load/Save VBA Properties

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”).

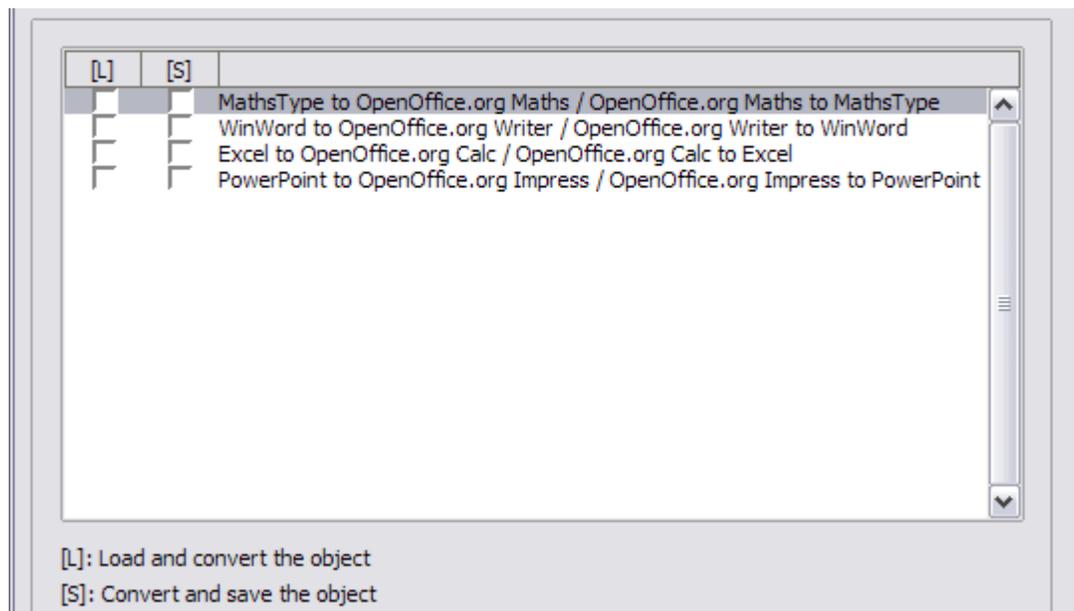


Figure 15. Choosing Load/Save Microsoft Office options

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.

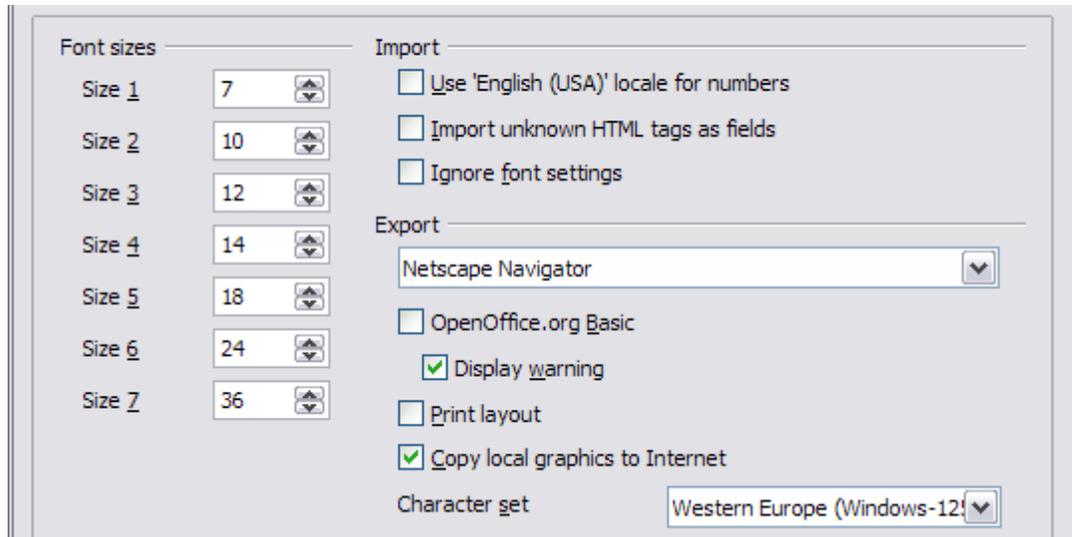


Figure 16. Choosing HTML compatibility options

Font sizes

Use these fields to define the respective font sizes for the HTML to 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.

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.



Figure 17: OpenOffice.org Writer Options

- 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.

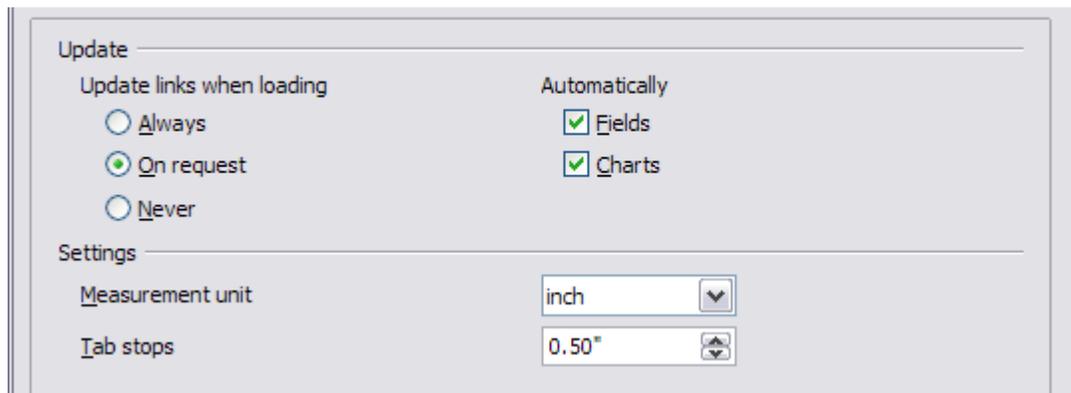


Figure 18. Choosing general options for Writer

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.

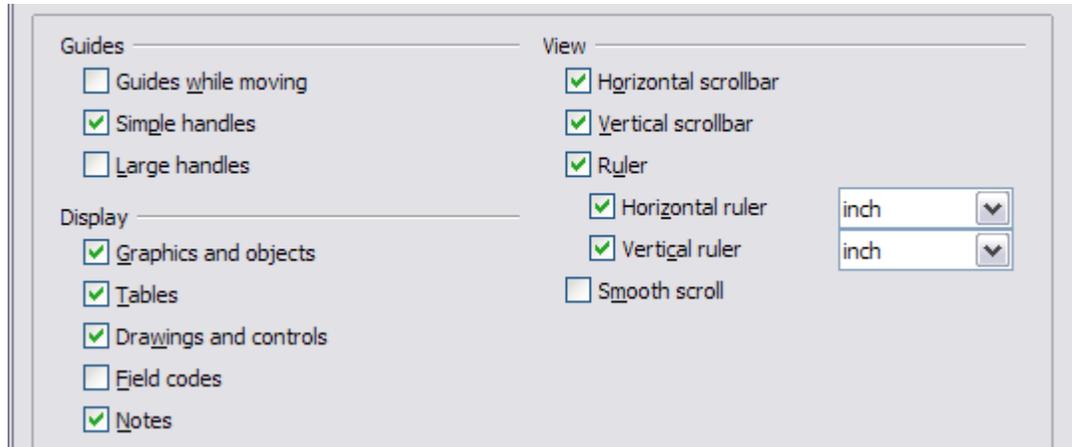


Figure 19. Choosing View options for Writer

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.

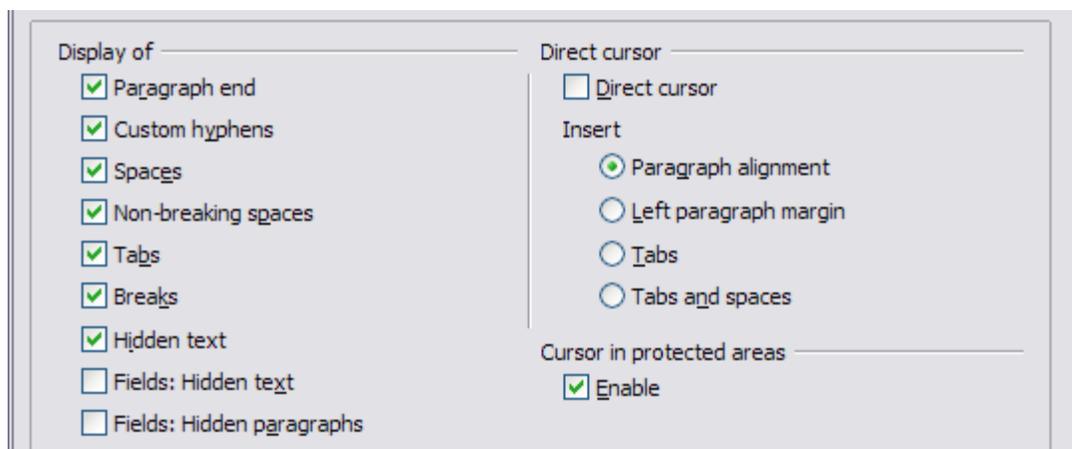


Figure 20. Choosing Formatting Aids options

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.

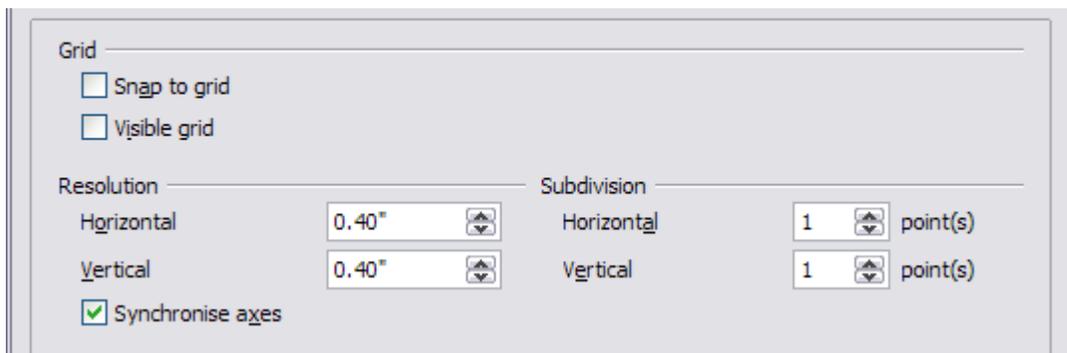


Figure 21. Choosing Grid options

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.

- 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.

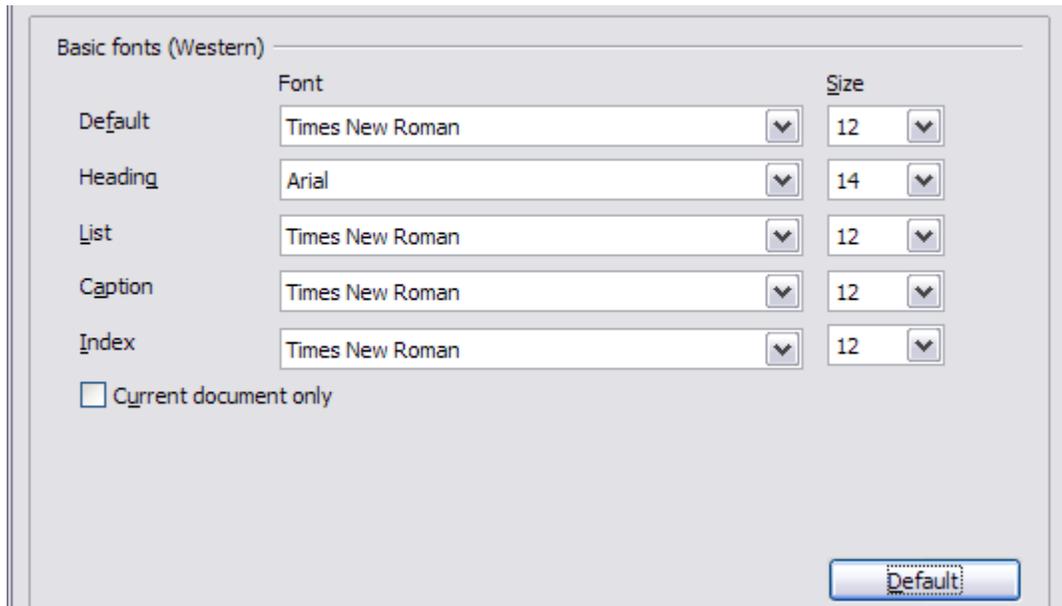


Figure 22. Choosing default fonts

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.

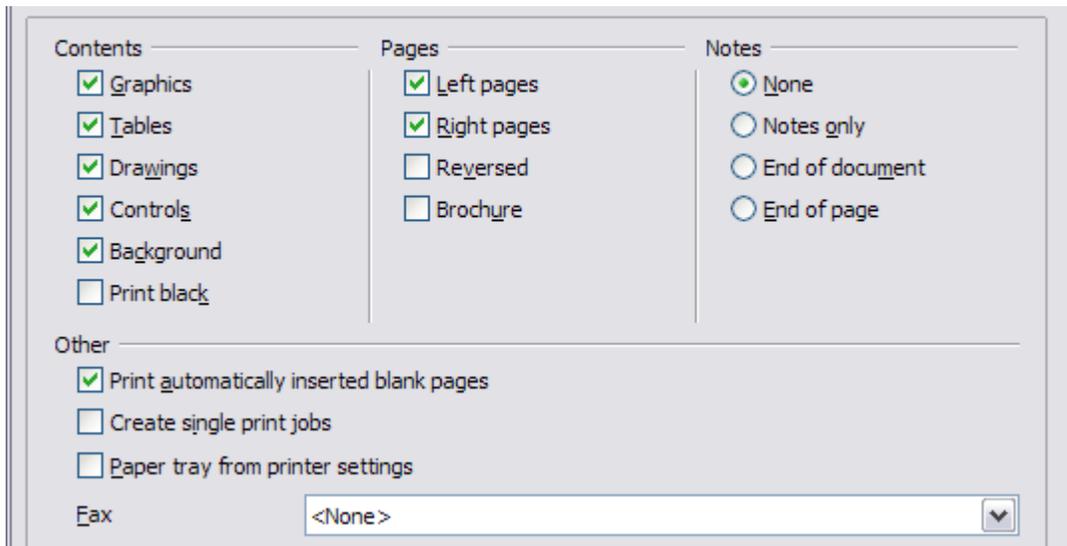


Figure 23. Choosing Print options for Writer

Default table options

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

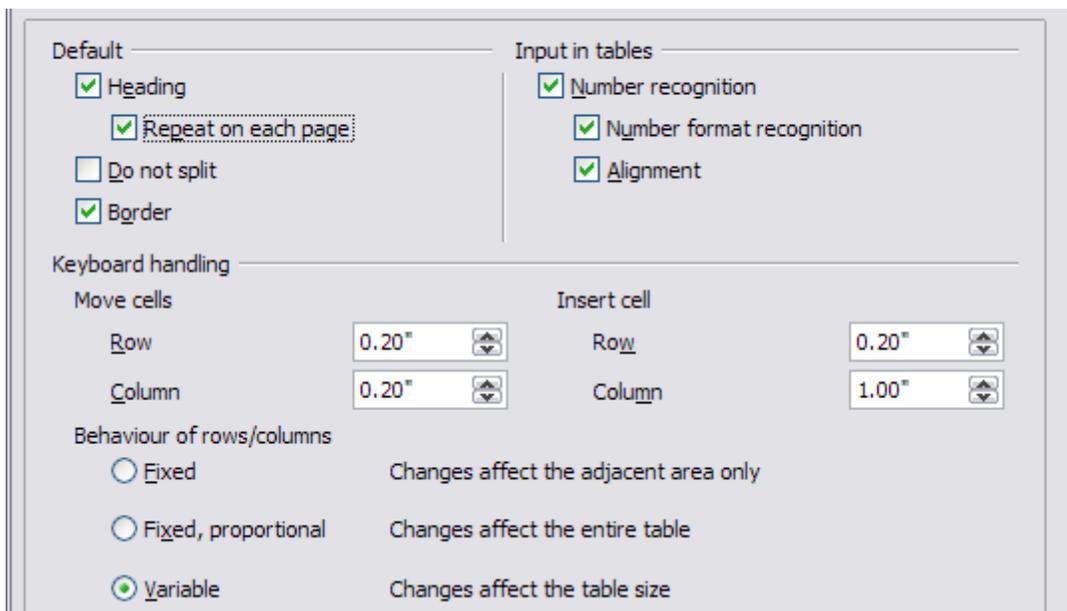


Figure 24. Choosing default Table options

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

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.

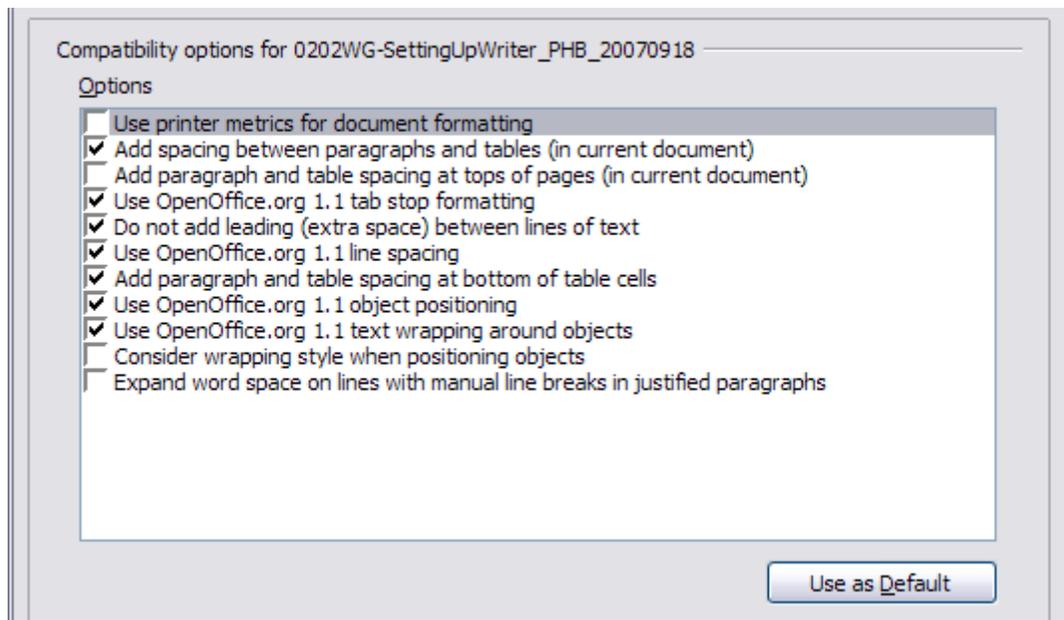


Figure 26. Choosing compatibility options

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 Oo 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*.

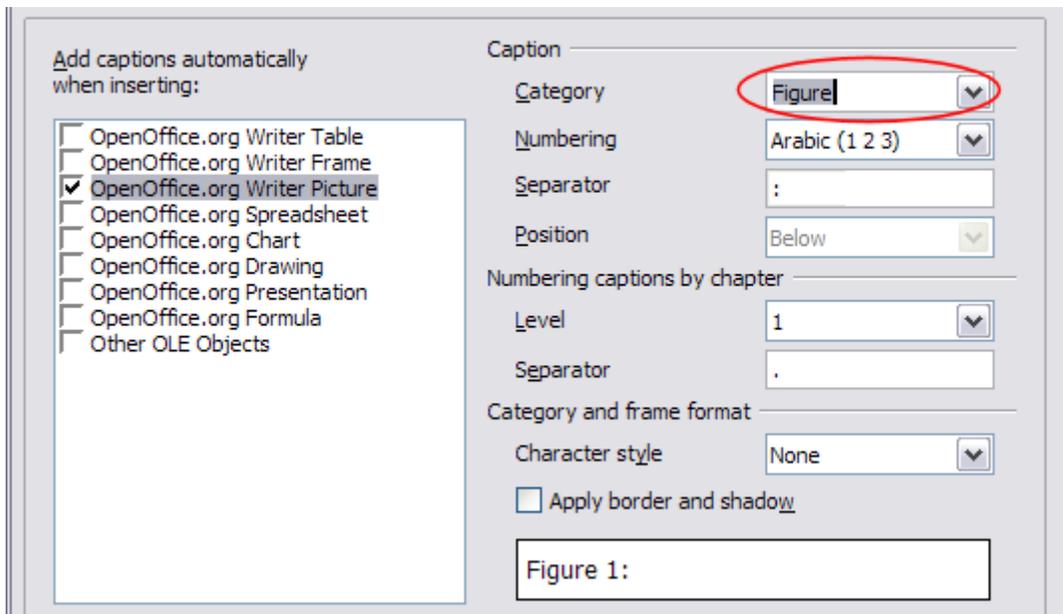


Figure 27. Setting up a new category for automatic captions on graphics

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.

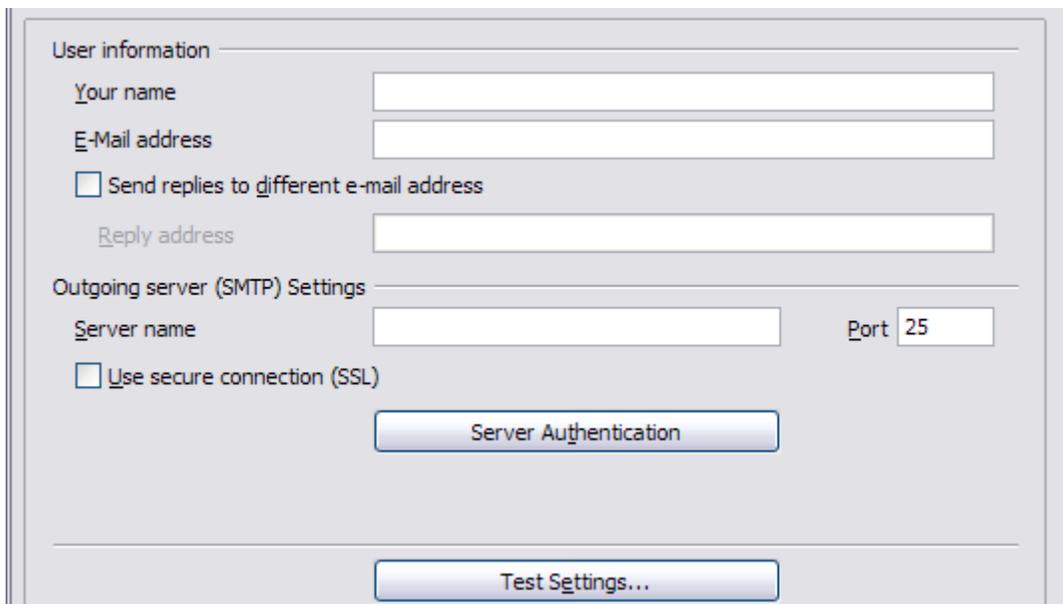


Figure 28: Specifying settings for use when e-mailing mail-merged form letters

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.

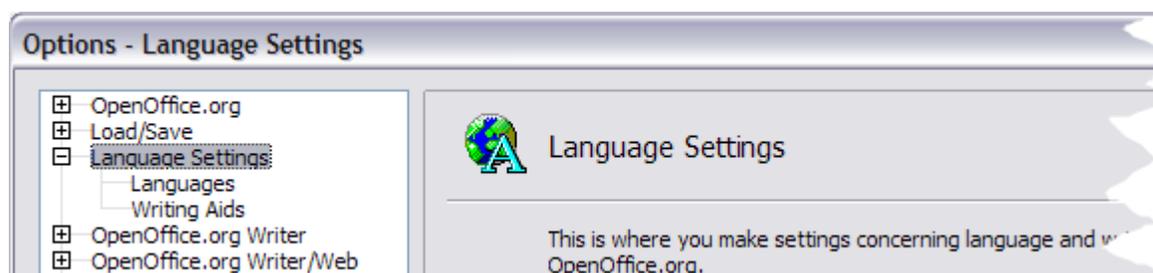


Figure 29: OpenOffice.org Language Options

- 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.

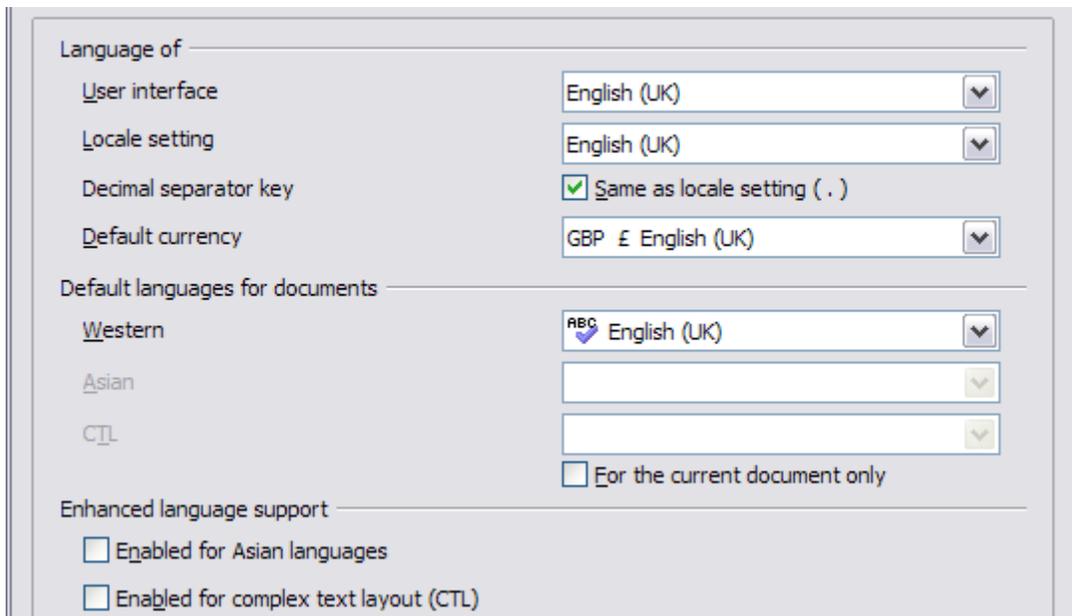


Figure 30. Choosing language options

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.”

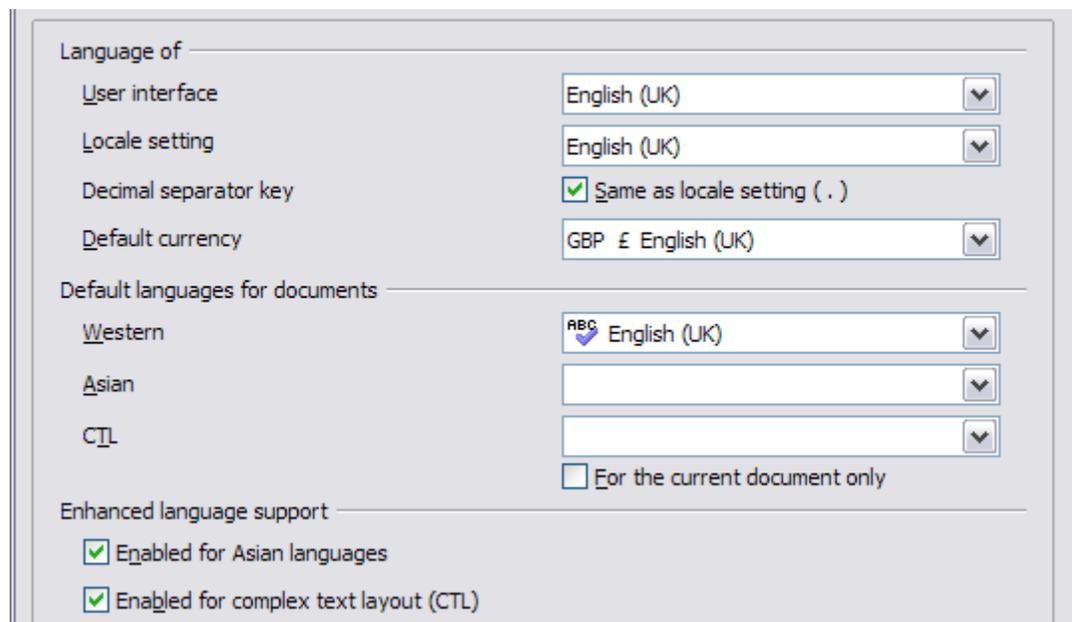


Figure 31. Extra setting choices when enhanced language support options are selected

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.

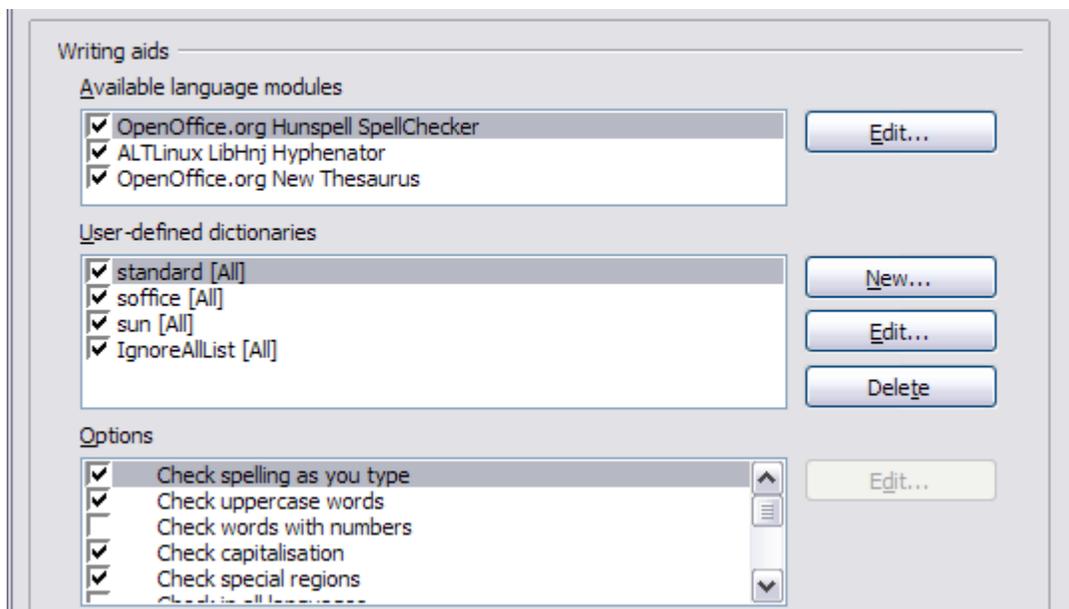


Figure 32. Choosing languages, dictionaries, and options for checking spelling

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.

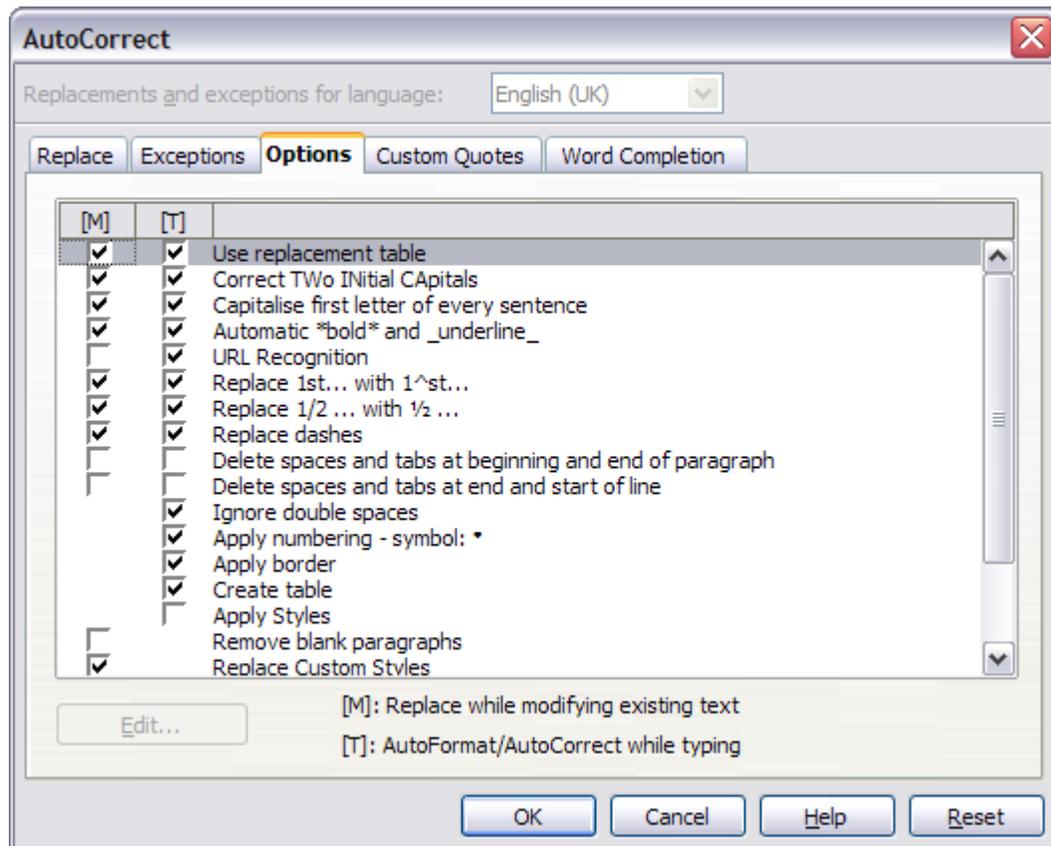


Figure 33. The AutoCorrect dialog box in Writer, showing the five tabs and some of the choices on the Options tab