Getting Started Guide

Chapter 4
Menus and Toolbars

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

OpenOffice.org

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Feedback

Acknowledgments

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Menus

The *Menu bar* (Figure 1) is located across the top of the screen, just below the Title bar. The main menu selections are **File**, **Edit**, **View**, **Insert**, **Format**, **Table**, **Tools**, **Window**, and **Help**. When you choose one of the menus, a submenu drops down to show other options.
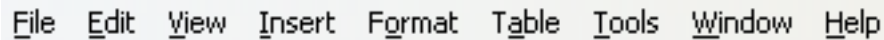
File   Edit   View   Insert   Format   Table   Tools   Window   Help

Figure 1. Menu bar

- **File** contains commands that apply to the entire document such as **Open**, **Save**, and **Export as PDF**.

- **Edit** contains commands for editing the document such as **Undo** and **Find & Replace**.

- **View** contains commands for controlling the display of the document such as **Zoom** and **Web Layout**.

- **Insert** contains commands for inserting elements into your document such as **Header**, **Footer**, and **Picture**.

- **Format** contains commands, such as **Styles and Formatting** and **AutoFormat**, for formatting the layout of your document.

- **Table** shows all commands to insert and edit a table in a text document.

- **Tools** contains functions such as **Spellcheck**, **Customize**, and **Options**.

- **Window** contains commands for the display window.

- **Help** contains links to the Help file, What's This help, and information about the version of OpenOffice.org you have installed.

Customizing the menu font

If you want to change the menu font from that supplied by OOo to the system font for your operating system, do this:

1) Choose **Tools > Options > OpenOffice.org > View**.

2) Check **Use system font for user interface**.

3) Click **OK**.

Customizing menu content

It is possible to customize menus in OpenOffice.org. To customize menus:

1) Choose **Tools > Customize.**

2) On the **Customize** dialog, pick the **Menus** tab (Figure 2).

3) In **OpenOffice.org <name of the program (example: Writer)> Menus**, select the menu you want to customize in the **Menu** drop-down list.

   • You can customize each menu by clicking on the **Menu** or **Modify** buttons.

   • You can add commands in a menu by clicking on the **Add** button.

   • You can create a new menu by clicking on the **New** button.

4) In the **Save In** drop-down list, choose whether to save this changed menu for the application (for example, Writer) or for a selected document.

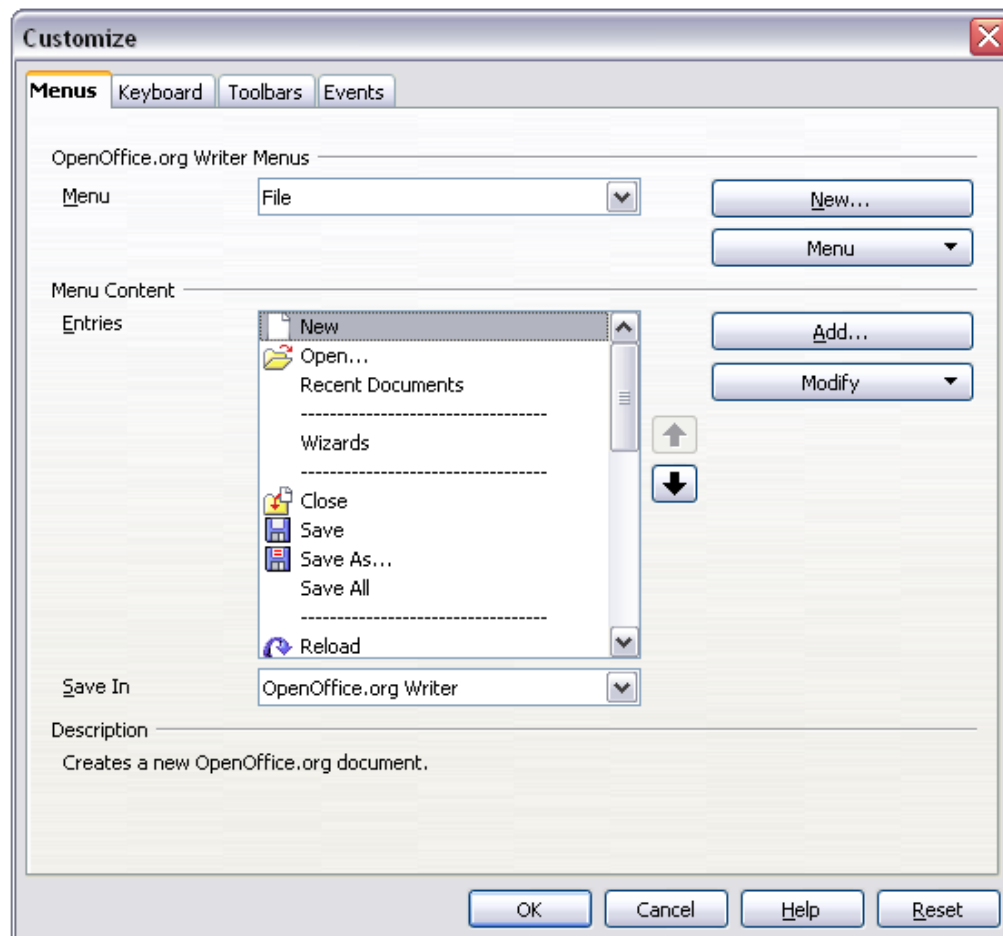5) When you have finished, click **OK** to save your changes.

Figure 2. The Menus tab of the Customize dialog

Toolbars

The top toolbar (default position) is called the *Standard toolbar*. The Standard toolbar is consistent across the OpenOffice.org applications.

The second toolbar across the top (default location) is the *Formatting toolbar*. It is a context-sensitive bar that shows the relevant tools in response to the cursor's current position or selection. For example, when the cursor is on a graphic, the Formatting bar provides tools for formatting graphics; when the cursor is in text, the tools are for formatting text.

Standard toolbar

Formatting toolbar
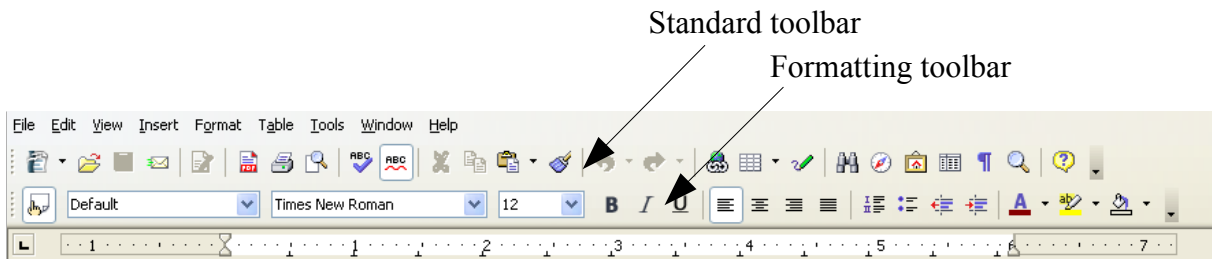
Floating toolbars

Writer includes several additional context-sensitive toolbars, whose defaults appear as floating toolbars in response to the cursor's current position or selection. For example, when the cursor is in a table, a floating *Table* toolbar appears, and when the cursor is in a numbered or bullet list, the *Bullets and Numbering* toolbar appears. You can dock these toolbars to the top, bottom, or side of the window, if you wish (see "Moving toolbars" on page 4).

Long-click buttons and tear-off toolbars

Buttons with a small black triangle will display *submenus*, *tear-off toolbars*, and other ways of selecting things, depending on the button.

Figure 3 shows the Paste submenu.

Figure 4 shows a tear-off toolbar from the Drawing toolbar.

The tear-off toolbars can be floating or docked along an edge of the screen or in one of the existing toolbar areas. To move a floating tear-off toolbar, drag it by the title bar. See "Moving toolbars" on page 4.
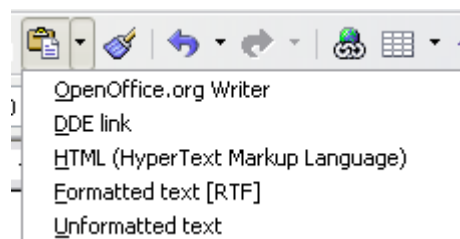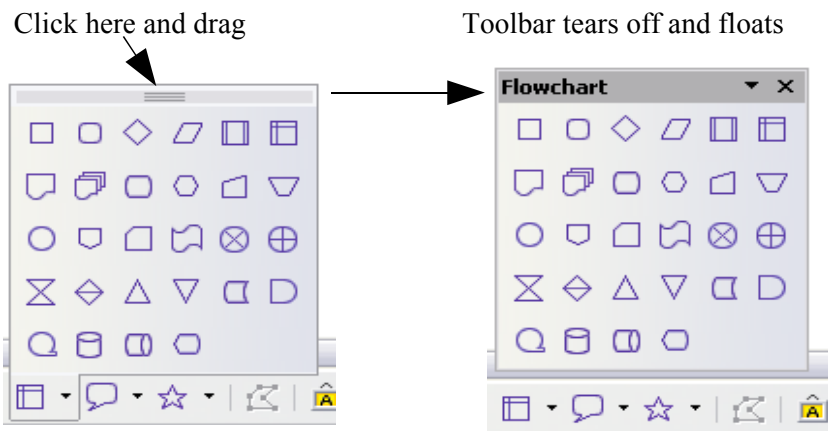
Figure 3: Example of a submenu

Click here and drag   Toolbar tears off and floats

Figure 4: Example of a tear-off toolbar

Displaying or hiding toolbars

To display or hide toolbars, choose **View > Toolbars**, then click on the name of a toolbar in the list. An active toolbar shows a checkmark beside its name. Tear-off toolbars are not listed in the View menu.

Moving toolbars

To move a docked toolbar, place the mouse pointer over the toolbar handle, hold down the left mouse button, drag the toolbar to the new location, and then release the mouse button.

To move a floating toolbar, click on its title bar and drag it to a new location. Figures 5 and 6 show examples.
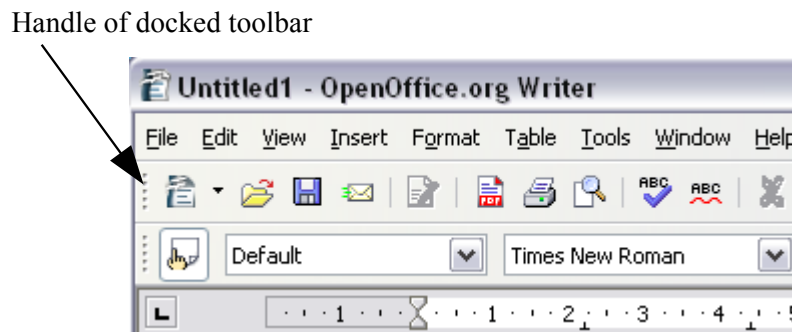
Handle of docked toolbar

Figure 5: Moving a docked toolbar

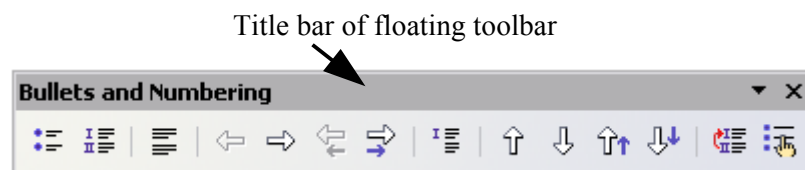Title bar of floating toolbar

Figure 6: Moving a floating toolbar

Docking/floating windows and toolbars

Toolbars and some windows, such as the Navigator and the Styles and Formatting window, are dockable. You can move, re-size or dock them to an edge.

To dock a window or toolbar, do one of the following:

- Click on the title bar of the floating window and drag it to the side until you see the outline of a box appear in the main window (see Figure 7), then release the window. This method depends on your system's window manager settings, so it may not work for you.

- Hold down the *Control* key and double-click on a vacant part of the floating window to dock it in its last position. If that does not work, try double-clicking without using the *Control* key.

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

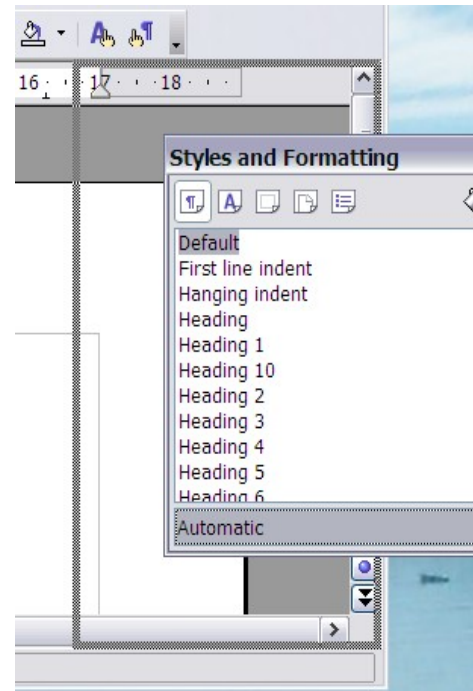| Note	The Styles and Formatting window can also be docked or undocked by using *Control+double-click* on the gray area next to the icons at the top of the window.

Figure 7: Docking a window

Customizing a toolbar

1) Open the Toolbars page of the Customize dialog in one of these ways:

   - On the toolbar, click the arrow at the end of the toolbar and choose **Customize Toolbar**.

   - Choose **View > Toolbars > Customize** from the menu bar.

   - Choose **Tools > Customize** from the menu bar.

2) On the **Toolbars** tab of the Customize dialog (Figure 8), choose in the **Toolbar** drop-down list the toolbar you want to customize.

3) Click the **Toolbar** button on the right to display a drop-down list of choices including **Icons Only**, **Text Only**, **Icons and Text**, and **Restore Default Settings**. For toolbars you created, the choices also include **Rename** and Delete.

4) To display or hide commands, select or deselect the checkboxes in the **Toolbar Content – Commands** section.

5) To change the position of commands on a toolbar, select a command and click the big up and down arrows to the right of the lists.

6) To add commands to a toolbar, click the **Add** button on the right. The Add Commands dialog opens. Follow the instructions on this dialog and then click **Add** to return to the Customize dialog.
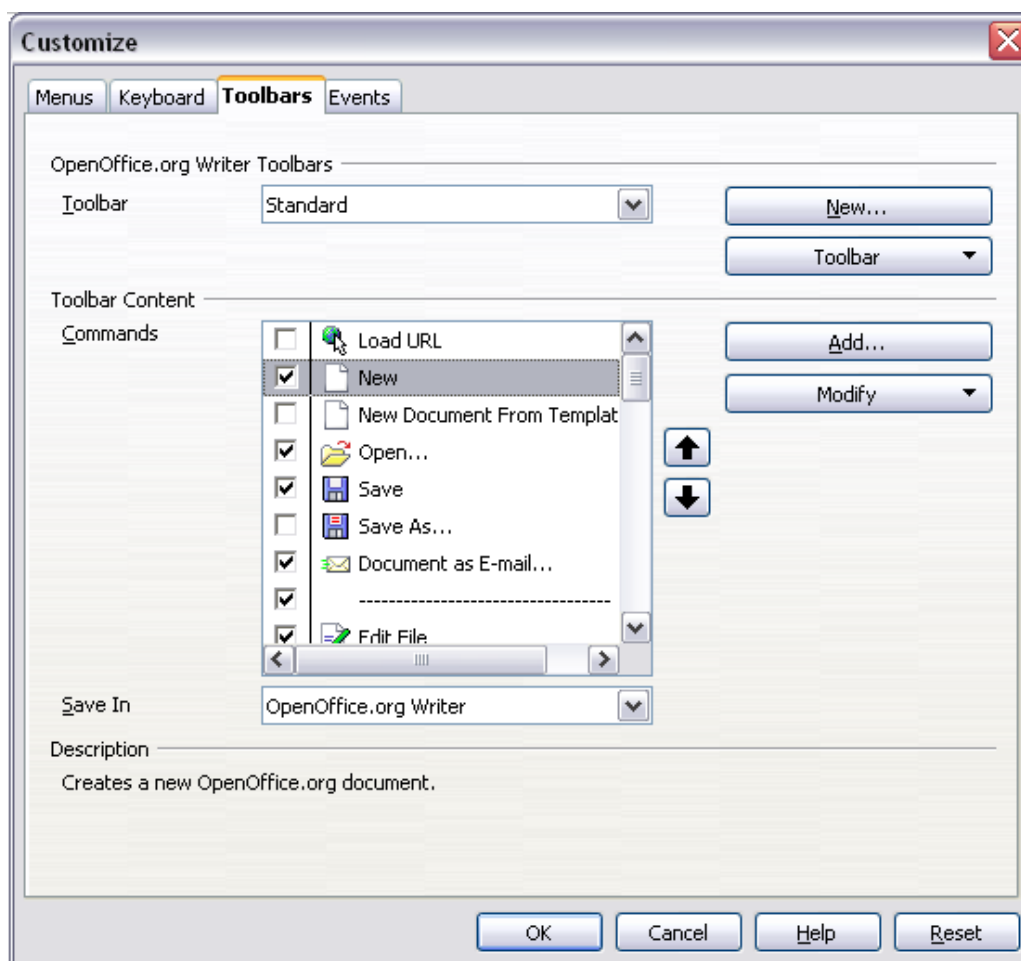
Figure 8. The Toolbars tab of the Customize window

7) In the **Save In** drop-down list, choose whether to save this changed toolbar for the application (for example, Writer) or for a selected document.

8) When you have finished, click **OK** to save your changes.

Note   There is no in-built tool button editor. To use a custom icon, save it to the `{install path}/share/config/symbol` directory in *.bmp format. OOo automatically searches this directory for new icons each time the Customize Buttons dialog is opened. Custom icons must be 16 x 16 or 26 x 26 pixels in size and cannot contain more than 256 colors.


Creating a new toolbar

To create a new toolbar:

1) Choose **Tools > Customize > Toolbars** from the menu bar.

2) Click **New**. This will create a toolbar called *New Toolbar1*.

3) Customize the toolbar as above.

Using the Navigator

The Navigator displays all objects contained in a document. It provides a very convenient way to move around a document and find items in it. The Navigator button is located on the Standard Toolbar.
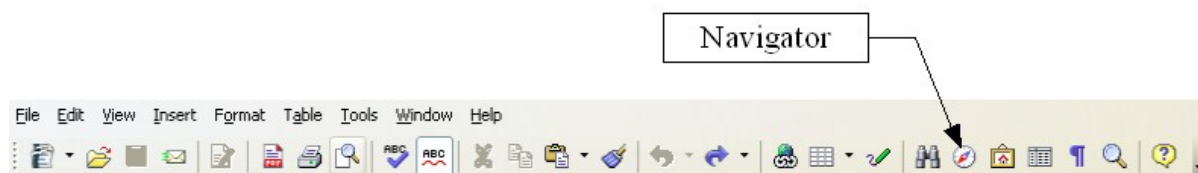
The Navigator (Figure 9) displays lists of Headings, Tables, Bookmarks, Graphics, Text frames, and other items. Click the + sign by any of the lists to display the contents of the list.

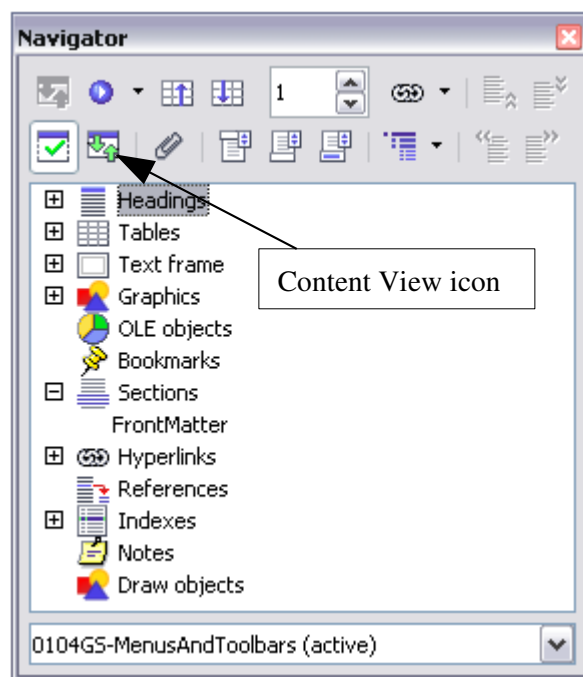If you only want to see the content in a certain category, highlight the category and click the **Content View** icon.

Figure 9. The Navigator

Note	The Navigator looks somewhat different in a master document. See Chapter 13 (Working with Master Documents) in the *Writer Guide* for more details.

The Navigator helps you to reach objects quickly. Double-click on the object in the Navigator to jump directly to that object's location in the document, as shown in Figure 10.
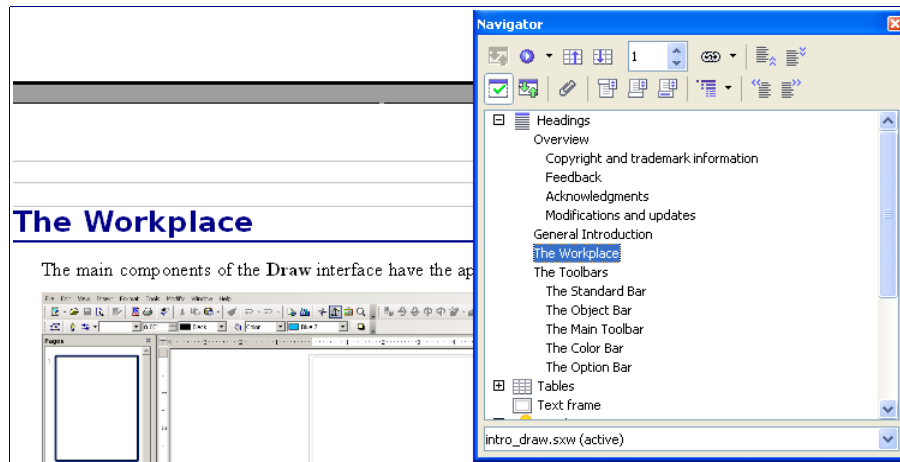
Figure 10. Using the Navigator to jump quickly to a heading in Writer

Arranging chapters using the Navigator

You can arrange chapters and move headings in a Writer document by using the Navigator.

1) Click the **Content View** icon.

2) Click on the heading in question.

3) Drag the heading to a new location on the Navigator or click the heading in the Navigator list, then click **Promote Chapter** or **Demote Chapte**r.