



**LibreOffice**  
Community



## Getting Started Guide

### *Chapter 2*

## *Setting up LibreOffice*

*Choosing options to suit the way you work*

## Copyright

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## Feedback

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### Note

Everything you send to a mailing list, including your email address and any other personal information that is written in the message, is publicly archived and cannot be deleted.

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## Publication date and software version

Published June 2021. Based on LibreOffice 7.1 Community.  
Other versions of LibreOffice may differ in appearance and functionality.

## Using LibreOffice on macOS

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this document. For a detailed list, see the application Help.

<b>Windows or Linux</b>	<b>macOS equivalent</b>	<b>Effect</b>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
Right-click	<i>Control</i> +click or right-click depending on computer setup	Open a context menu
<i>Ctrl</i> (Control)	⌘ (Command)	Used with other keys
<i>F11</i>	⌘+T	Open the Styles deck in the Sidebar

## Contents

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<b>Copyright.....</b>	<b>2</b>
Contributors.....	2
Feedback.....	2
Publication date and software version.....	2
Using LibreOffice on macOS.....	2
<b>Introduction.....</b>	<b>4</b>
<b>Choosing options for all of LibreOffice.....</b>	<b>4</b>
User data.....	5
General.....	5
View.....	7
Print.....	9
Paths.....	9
Fonts.....	10
Security.....	11
Security options and warnings.....	13
Personalization.....	13
Application colors.....	14
Accessibility.....	14
Advanced.....	15
Online update.....	16
OpenCL.....	17
<b>Choosing options for loading and saving documents.....</b>	<b>17</b>
General.....	17
VBA properties.....	19
Microsoft Office.....	20
HTML compatibility.....	21
<b>Choosing language settings.....</b>	<b>22</b>
Install the required dictionaries.....	22
Change some locale and language settings.....	22
Choose spelling options.....	24
English sentence checking.....	25
Grammar checking.....	25
Punctuation.....	26
Others.....	26
Sentence checking in other languages.....	26
<b>Choosing Internet options.....</b>	<b>26</b>
<b>Controlling LibreOffice's AutoCorrect functions.....</b>	<b>27</b>

## Introduction

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This chapter briefly describes some of the setup options found under **Tools > Options** on the Menu bar (**LibreOffice > Preferences** on macOS). Additional options, and more details about the ones given here, are covered in the Help.

### Tip

Many options are intended for power users and programmers. If you do not understand what an option does, it is usually best to leave it on the default setting unless instructions in this book recommend changing the setting.

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## Choosing options for all of LibreOffice

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This section covers some of the settings that apply to all the components of LibreOffice. For information on settings not discussed here, see the Help.

Click **Tools > Options** (**LibreOffice > Preferences** on macOS). The list in the left-hand box of the Options – LibreOffice dialog varies depending on which component of LibreOffice is open. The illustrations in this chapter show the list as it appears when a Writer document is open. If you are using a version of LibreOffice other than US English, some field labels may be different from those shown in the illustrations.

Click the expansion symbol (+ or triangle) next to **LibreOffice**. Select an item in the drop-down list to display the relevant page on the right-hand side of the dialog.

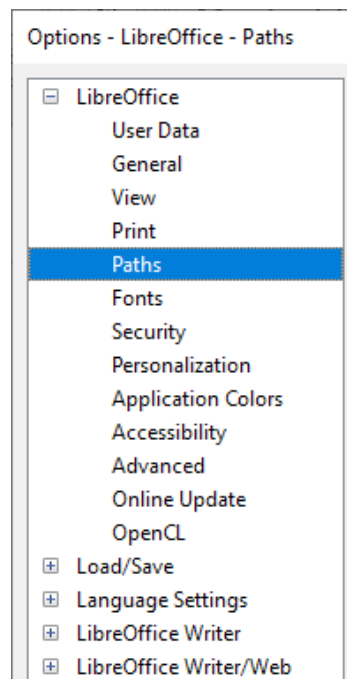


Figure 1: LibreOffice options

### Note

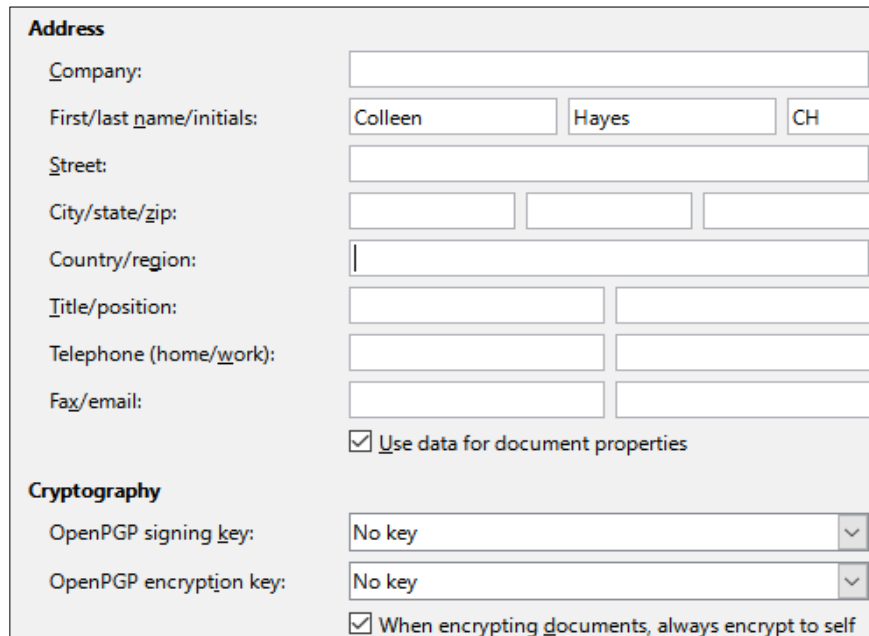
The **Reset** button, located in the lower right of the Options dialog, resets the values on that page to the values that were in place when you opened the dialog. It may be called **Revert** on some installations.

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## User data

Because LibreOffice can use the name or initials stored in the *LibreOffice – User Data* page for several things, including document properties (“created by” and “last edited by” information), the name of the author of comments and changes, and the sender address in mailing lists, you will want to ensure that the correct information appears here.

Fill in the form, or amend or delete any existing information. If you do not want user data to be part of the document’s properties, deselect **Use data for document properties**.



**Address**

Company:

First/last name/initials:

Street:

City/state/zip:

Country/region:

Title/position:

Telephone (home/work):

Fax/email:

Use data for document properties

**Cryptography**

OpenPGP signing key:

OpenPGP encryption key:

When encrypting documents, always encrypt to self

Figure 2: User Data page

In the Cryptography section, you can set the preferred public key for OpenPGP encryption and digital signature. These preferred keys will be pre-selected in the key selection dialog when you sign or encrypt a document (see Chapter 10, Printing, Exporting, Emailing, and Signing Documents).

## General

The options on the *LibreOffice – General* page (Figure 3) are described below.

### Help

#### Extended tips

When Extended tips is active, a brief description of the function of an icon or menu command or a field on a dialog appears when you hold the mouse pointer over that item.

#### Show “No offline help installed” popup

Deselect to disable this popup dialog when you select Help, if offline help is not installed.

#### Show “Tip of the Day” dialog on start-up

Deselect to disable the “Tip of the Day” dialog. You can also disable this from the dialog.

### Open/Save Dialogs – Use LibreOffice dialogs

Select this option to use the Open and Save dialogs supplied with LibreOffice. Deselect to use the standard Open and Save dialogs of your operating system. This guide uses the LibreOffice Open and Save dialogs in illustrations.

### Document Status – Printing sets “document modified” status

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.

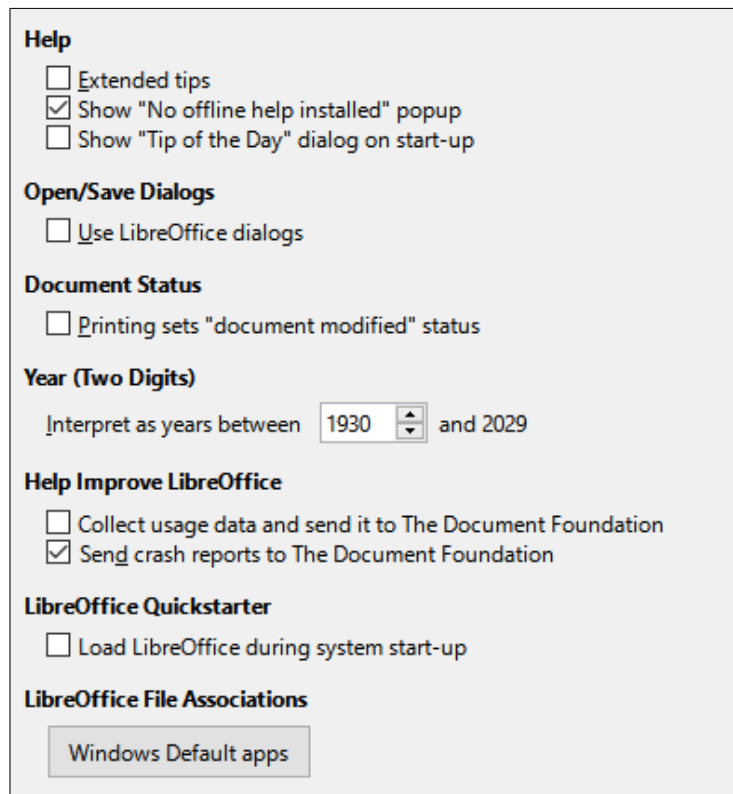


Figure 3: Setting general options for LibreOffice

### 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.

### Help Improve LibreOffice

#### Collect usage data and send it to The Document Foundation

Send usage data to help The Document Foundation improve usability of the software. The usage data is sent anonymously and carries no document contents, only the commands used.

#### Send crash reports to The Document Foundation

(Windows only.) If this option is selected, the Error Report Tool starts automatically when a program crash occurs. The tool gathers all necessary information that can help the program developers to improve the code. You can include some additional information that may help the developers to localize the error. For more information, see the Help.

### LibreOffice Quickstarter – Load LibreOffice during system start-up

When this option is selected, the necessary library files are loaded when the computer is started, resulting in a shorter startup time for LibreOffice components. The old menu in the system tray is no longer used. Not available on macOS.

### LibreOffice File Associations – Windows Default apps button

(Windows only.) Behavior varies: opens Default apps dialog on Windows 7, 8, 8.1; displays a message on Windows 10 telling the user how to open Default apps manually.

## View

The options on the *LibreOffice – View* page affect how the document window looks and behaves. Some of these options are described below Figure 4. Set them to suit your personal preferences. Some of the available options vary with your computer’s operating system; the figure shows the options on Windows 10.

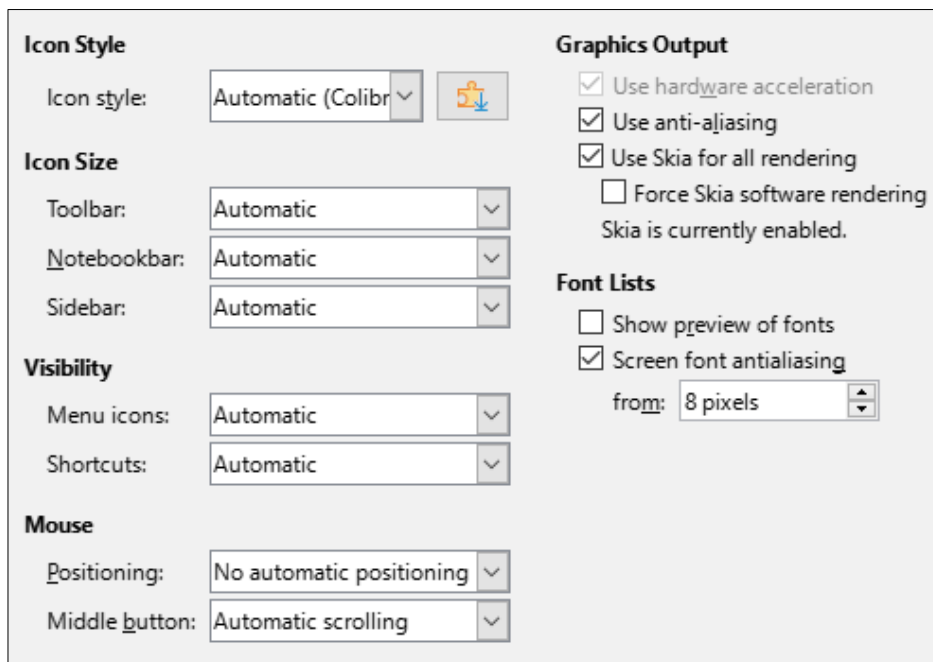


Figure 4: Choosing View options for LibreOffice applications

### Icon style

Choose the icon style used in toolbars and dialogs. The Automatic option uses an icon set compatible with your operating system and choice of desktop. Several icon sets are available: Breeze, Breeze Dark, Colibre, Elementary, Karasa Jaga, Sifr, Sifr Dark, and Sakapura. You can add other icon sets using extensions; see Chapter 14, Customizing LibreOffice. Click the **Extensions** icon to display relevant extensions.

### Icon size – Toolbar, Notebookbar, Sidebar

Choose the display size of toolbar icons (Automatic, Small, Large, Extra Large (only for toolbar)). The Automatic icon size option uses the setting for your operating system. The toolbars, sidebar, and notebookbar (tabbed, grouped, and contextual versions) can have different settings.

### Visibility – Menu icons, Shortcuts

You can choose to hide or show icons as well as text on Menu bar and context menu items.

### Mouse – Positioning

Specifies if and how the mouse pointer will be positioned in newly opened dialogs.

### Mouse – Middle button

Defines the function of the middle mouse button (if present).

- 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**. Clipboard and Selection clipboard can contain different contents at the same time.

<b>Function</b>	<b>Clipboard</b>	<b>Selection clipboard</b>
Copy content	<b>Edit &gt; Copy</b> <i>Ctrl+C</i>	Select text, table, or object.
Paste content	<b>Edit &gt; Paste</b> <i>Ctrl+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.

## Graphics Output

### Use hardware acceleration

Directly accesses hardware features of the graphical display adapter to improve the screen display. Not supported on all operating systems and LibreOffice distributions.

### Use anti-aliasing

Enables and disables anti-aliasing, which makes the display of most graphical objects look smoother and with fewer artifacts. Not supported on all operating systems and LibreOffice distributions.

## Tip

Press *Shift+Ctrl+R* to restore or refresh the view of the current document after changing the anti-aliasing settings, to see the effect.

### Use Skia for all rendering

Enables and disables the use of the 3D graphics language Skia. Not supported on all operating systems and LibreOffice distributions.

### Force Skia software rendering

Forces the use of Skia even if the graphics device is blacklisted. A device is blacklisted when it is buggy or may render graphics with poor quality. Not supported on all operating systems and LibreOffice distributions.

## Font Lists

### Show preview of fonts

Causes the font list to look like Figure 5, Left, with the font names shown as an example of the font; with the option deselected, the font list shows only the font names (Figure 5, Right). The fonts listed are those that are installed on your system. Some fonts show an additional preview of some sample text.

### Screen font anti-aliasing

(Not available in Windows.) Select this option to smooth the screen appearance of text. Enter the smallest font size to apply anti-aliasing.

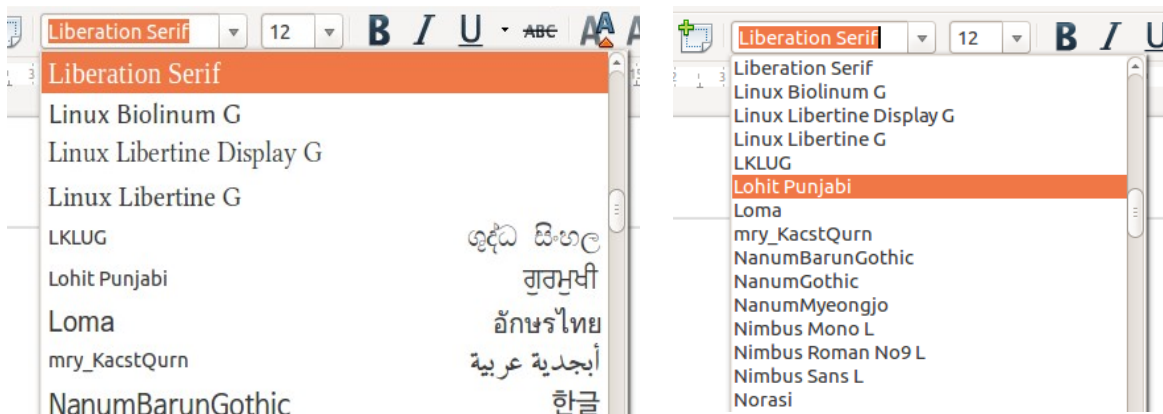


Figure 5: Font list (Left) with preview; (Right) without preview



## Print

On the *LibreOffice – Print* page (Figure 6), you can set the print options to suit your default printer and your most common printing method. Most of these options should be self-explanatory.

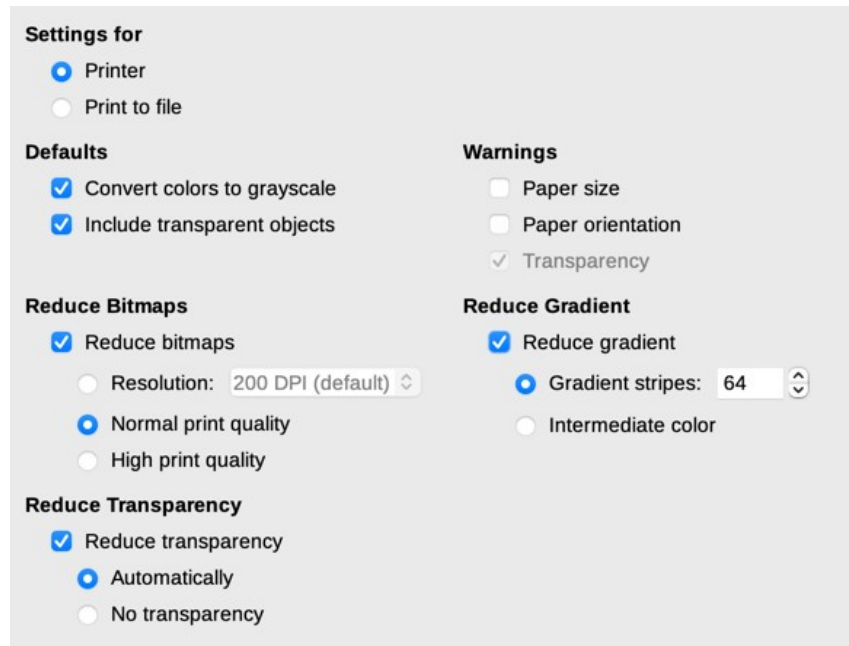


Figure 6: Choosing general printing options for all components

In the *Warnings* section, 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 incorrectly placed on the page or chopped off at the top, bottom, or sides, or the printer is refusing to print, a likely cause is page size incompatibility.

### Note

Linux installations have an extra option (not shown in Figure 6): PDF as Standard Print Job Format. Select this option to change the internal print job format from a Postscript document description to a PDF description. This format has a number of advantages over Postscript. For more information, see [https://www.linuxfoundation.org/collaborate/workgroups/openprinting/pdf\\_as\\_standard\\_print\\_job\\_format](https://www.linuxfoundation.org/collaborate/workgroups/openprinting/pdf_as_standard_print_job_format)

Deselecting this option reverts to a Postscript document workflow.

## Paths

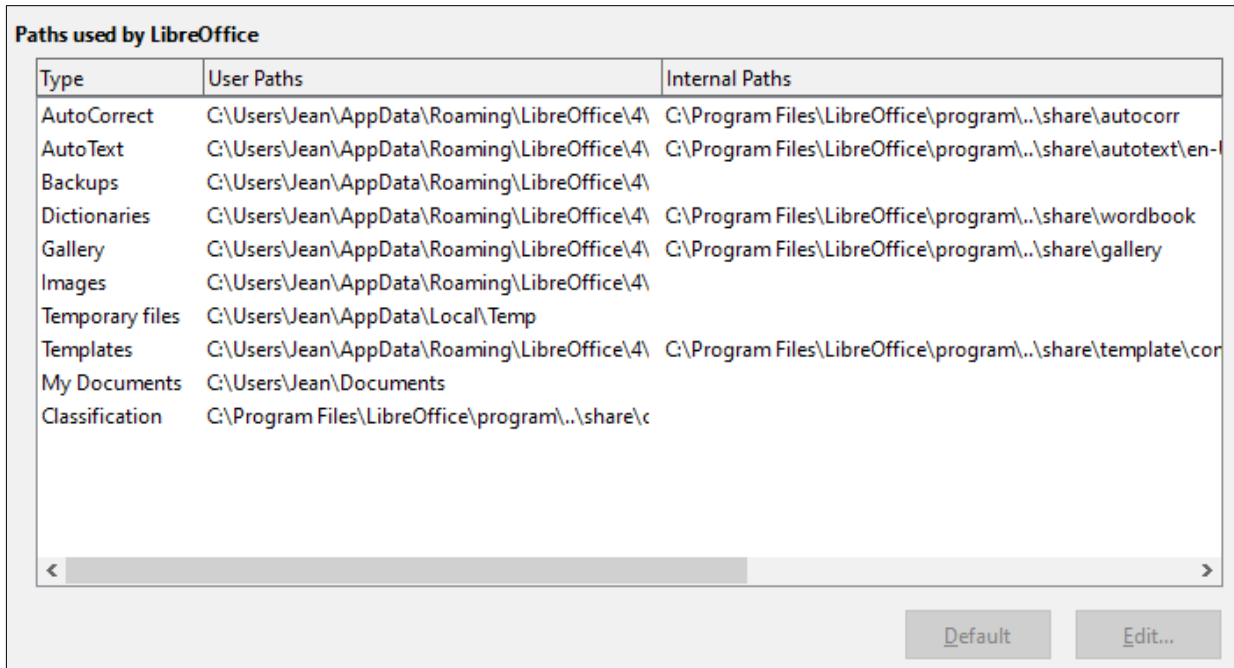
On the *LibreOffice – Paths* page, you can change the location of files associated with, or used by, LibreOffice to suit your working situation. For example, you might want to store documents by default somewhere other than My Documents.

To make changes, select an item in the list shown in Figure 7 and click **Edit**. On the Select Path dialog (not shown; may also be titled Edit Paths), add or delete folders as required, and then click **OK** to return to the Options dialog.

Some items can have at least two paths listed: the User Path is to a user-specific folder (normally on the user's personal computer) and the Internal Path is to a shared folder where LibreOffice is installed (which might be on a network).

### Tip

You can use the entries on the *LibreOffice – Paths* page to compile a list of files, such as those containing AutoText, that you need to back up or copy to another computer.



Type	User Paths	Internal Paths
AutoCorrect	C:\Users\Jean\AppData\Roaming\LibreOffice\4\	C:\Program Files\LibreOffice\program\..\share\autocorr
AutoText	C:\Users\Jean\AppData\Roaming\LibreOffice\4\	C:\Program Files\LibreOffice\program\..\share\autotext\en-1
Backups	C:\Users\Jean\AppData\Roaming\LibreOffice\4\	
Dictionaries	C:\Users\Jean\AppData\Roaming\LibreOffice\4\	C:\Program Files\LibreOffice\program\..\share\wordbook
Gallery	C:\Users\Jean\AppData\Roaming\LibreOffice\4\	C:\Program Files\LibreOffice\program\..\share\gallery
Images	C:\Users\Jean\AppData\Roaming\LibreOffice\4\	
Temporary files	C:\Users\Jean\AppData\Local\Temp	
Templates	C:\Users\Jean\AppData\Roaming\LibreOffice\4\	C:\Program Files\LibreOffice\program\..\share\template\cor
My Documents	C:\Users\Jean\Documents	
Classification	C:\Program Files\LibreOffice\program\..\share\c	

Figure 7: Viewing the paths of files used by LibreOffice

## Fonts

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, LibreOffice will substitute fonts for those it does not find. You might prefer to specify a different font from the one that the program chooses.

### Note

These choices do not affect the default font for your documents. To do that, you need to change the default template for documents, as described in Chapter 3, *Using Styles and Templates*.

On the *LibreOffice – Fonts* page (Figure 8):

- 1) Select the **Apply replacement table** option.
- 2) 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.)
- 3) In the *Replace with* box, select a suitable font from the drop-down list of fonts installed on your computer.

- 4) Click on the tick (check) icon to the right of the *Replace with* box. A row of information now appears in the larger box below the input boxes. Select **Always** to replace the font, even if the original font is installed on your system. Select **Screen only** to replace the screen font only and never replace the font for printing. The results of combining these selections are given in Table 1.
- 5) In the bottom section of the page, you can change the typeface and size of the font used to display source code such as HTML and Basic (in macros).

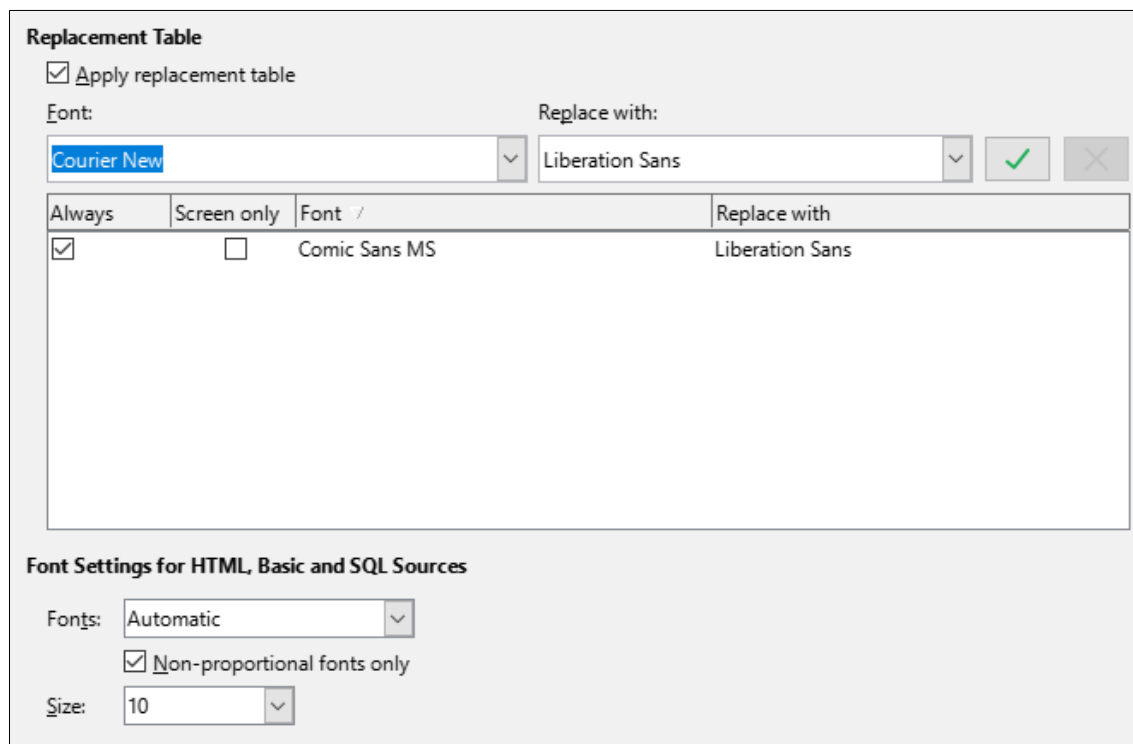


Figure 8: Defining a font to be substituted for another font

Table 1. Font substitution replacement actions

<b>Always checkbox</b>	<b>Screen only checkbox</b>	<b>Replacement action</b>
checked	blank	Font replaced on screen and when printing, whether the font is installed or not.
checked	checked	Font replaced only on screen, whether the font is installed or not.
blank	checked	Font replaced only on screen, but only if font is not available.
blank	blank	Font replaced on screen and when printing, but only if font is not available.

## Security

Use the *LibreOffice – Security* page (Figure 9) to choose security options for saving documents and for opening documents that contain macros.

### Security Options and Warnings

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 it, or you can have LibreOffice remove some of it automatically. Note that (unless removed) much of this information is retained in a file whether the file is in LibreOffice's default OpenDocument format, or has been saved to other formats, including PDF.

Click the **Options** button to open a separate dialog with specific choices (Figure 10). See “Security options and warnings” on page 13.

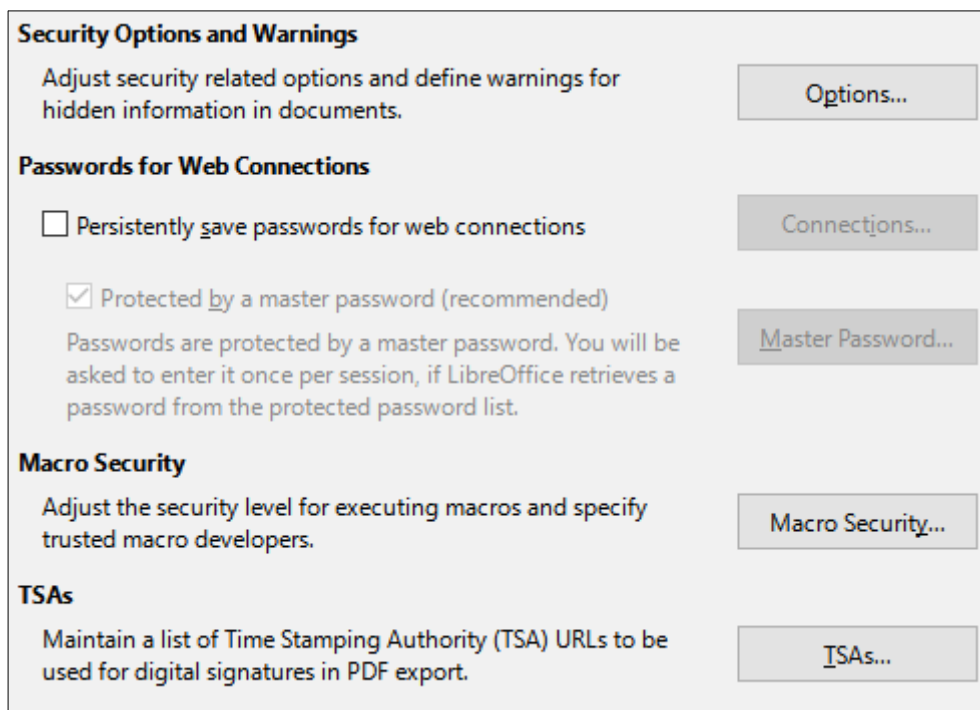


Figure 9: Choosing security options for opening and saving documents

### Passwords for Web Connections

You can enter a master password to enable easy access to websites that require a user name and password. LibreOffice will securely store all passwords that you use to access files from web servers. You can retrieve the passwords from the list after you enter the master password.

### Macro Security

Click the **Macro Security** button to open the Macro Security dialog (not shown here), where you can adjust the security level for executing macros and specify trusted sources.

### Certificate Path (Not available on Windows)

Users can digitally sign documents using LibreOffice. A digital signature requires a personal signing certificate. Most operating systems can generate a self-signed certificate. However, a personal certificate issued by an outside agency (after verifying an individual’s identity) has a higher degree of trust associated with it than does a self-signed certificate. LibreOffice does not provide a secure method of storing these certificates, but it can access certificates that have been saved using other programs. Click the **Certificate** button and select which certificate store to use. Not available on Windows; LibreOffice uses the default Windows location for storing and retrieving certificates.

### TSAs –Time Stamping Authorities

You can optionally select a Time Stamping Authority (TSA) URL for PDF documents created by LibreOffice. Recipients of PDF documents with a trusted timestamp can verify when the document was digitally or electronically signed, as well as verify that the document was not altered after the date the timestamp vouches for.

## Security options and warnings

Most of the options on the Security Options and Warnings dialog (Figure 10) should be self-explanatory.

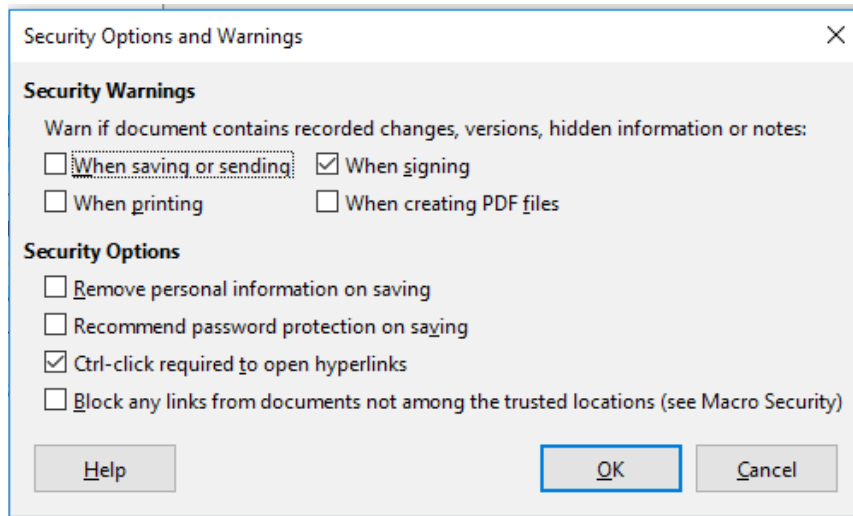


Figure 10: Security Options and Warnings dialog

### Remove personal information on saving

Select this option to always remove user data from the file properties when saving the file. To save personal information with documents and still be able to manually remove personal information from specific documents, deselect this option.

### Ctrl+click required to open hyperlinks

The default behavior to open a hyperlink in LibreOffice is to *Ctrl+click* on the hyperlink. Many people find creation and editing of documents easier when accidental clicks on links do not activate the links. To set LibreOffice to activate hyperlinks using an ordinary click, deselect this option.

## Personalization

You can customize the overall appearance of LibreOffice with themes.

On the *LibreOffice – Personalization* page, select **Preinstalled Theme** and then click on a theme thumbnail and click **Apply**. After a brief pause the appearance of LibreOffice will refresh and reflect the selected theme.

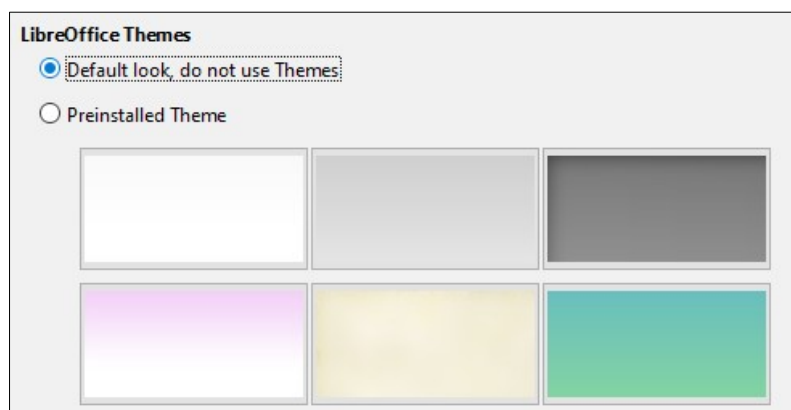


Figure 11: Selecting a preinstalled theme

## Application colors

Writing, editing, and page layout are often easier when you can see the page margins (text boundaries), the boundaries of tables and sections (in Writer documents), page breaks in Calc, grid lines in Draw or Writer, and other features. In addition, you might prefer to use colors that are different from LibreOffice's defaults for such items as comment indicators or field shadings.

On the *LibreOffice – Application Colors* page (Figure 12), you can specify which items are visible and the colors used to display various items.

- To show or hide items such as text boundaries, select or deselect the options next to the names of the items.
- 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 list box. Note that you can change the list of available colors by selecting other available palettes from the drop-down list.
- To save your color changes as a color scheme, click **Save**, type a name in the *Name of color scheme* box in the popup dialog (not shown), and then click **OK**.

### ✓ Note

To change the color settings used in Track Changes mode, go to **Tools > Options > LibreOffice Writer > Changes**.

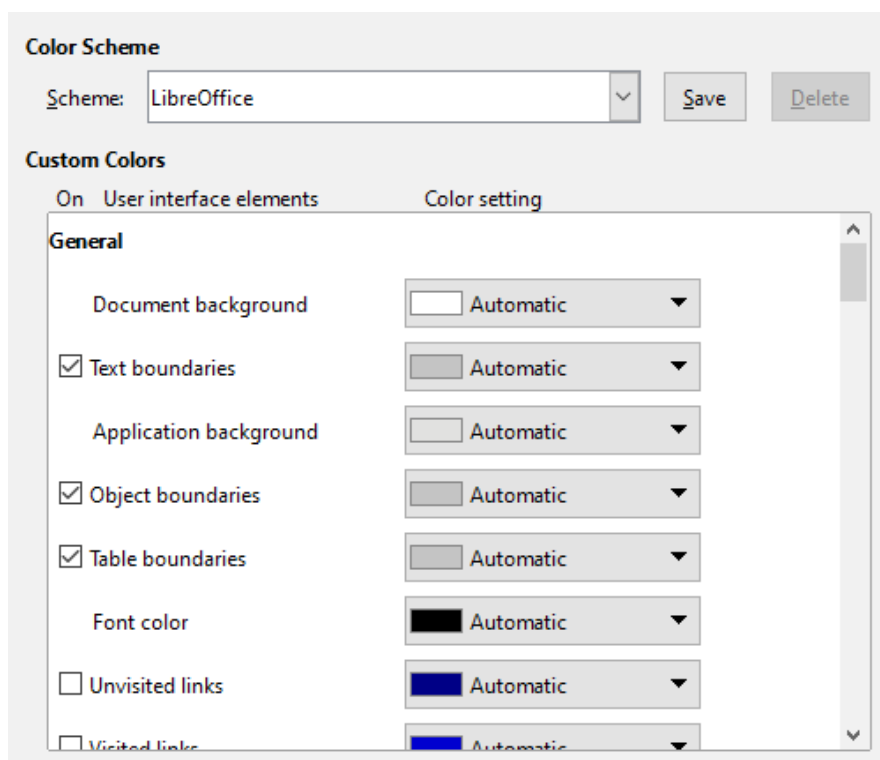


Figure 12: Showing or hiding text, object, and table boundaries

## Accessibility

Accessibility options include whether to allow animated graphics or text, some options for high contrast display, and a way to change the font for the LibreOffice user interface.

Accessibility support relies on the Java Runtime Environment for communication with assistive technology tools. The **Support assistive technology tools** option is not shown on all LibreOffice installations. See *Assistive Tools in LibreOffice* in the Help for other requirements and information.

Select or deselect the options on the *LibreOffice – Accessibility* page (Figure 13) as required.

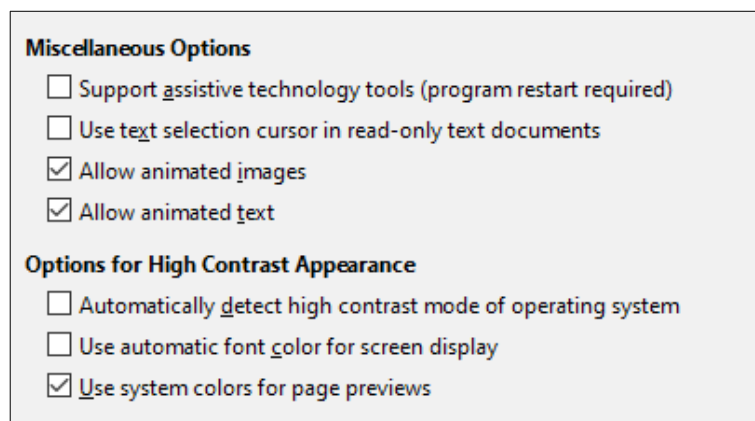


Figure 13: Choosing accessibility options

## Advanced

LibreOffice needs Java to run several wizards, the Mediawiki Publisher (if available; see “Choosing Internet options” on page 26), and some functions in the Base component.

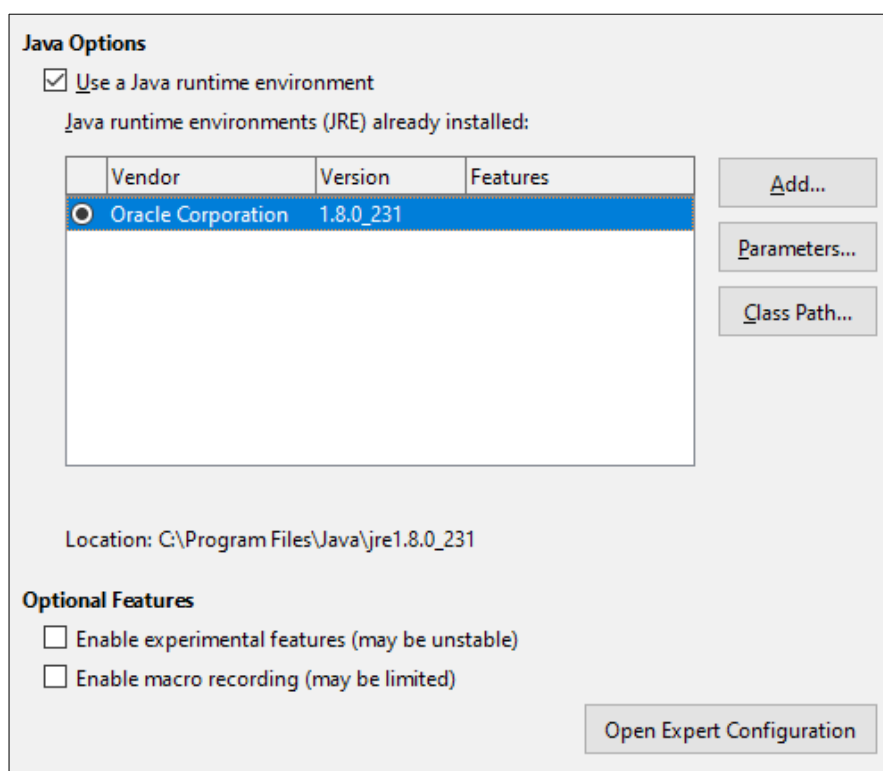


Figure 14: Choosing a Java runtime environment

### Java Options

If you install or update a Java Runtime Environment (JRE) after you install LibreOffice, or if you have more than one JRE installed on your computer, you can use the LibreOffice – Advanced options page to choose the JRE for LibreOffice to use.

If LibreOffice finds one or more JREs on your computer, it will display them in the large box. You can then choose one of the JREs listed.

If you are a system administrator, programmer, or other person who customizes JRE installations, you can use the Parameters and Class Path dialogs (reached using the buttons on the right) to specify this information.

## Optional Features

### Enable experimental features (may be unstable)

Select this option to enable features that are not yet complete or contain known bugs. The list of these features is different version by version.

### Enable macro recording (may be limited)

This option enables macro recording, with some limitations. Opening a window, switching between windows, and recording in a different window to that in which the recording began, are not supported. Only actions relating to document contents are recordable, so changes in options or customizing menus are not supported. For more about macro recording, see Chapter 13, Getting Started with Macros.

### Open Expert Configuration

Most users will have no need to use this. Click this button to open a new dialog in which you can fine-tune the LibreOffice installation. The dialog offers detailed configuration options for many aspects of LibreOffice's appearance and performance. Double-click on a listed preference to enter a value to configure the preference.

## Caution

The Expert Configuration dialog lets you access, edit, and save configuration preferences that can turn the user profile of LibreOffice unstable, inconsistent, or even unusable. If you do not know what an option does, you can best leave it as the default.

## Online update

On the *LibreOffice – Online Update* page (Figure 15), you can choose whether and how often to have the program check the LibreOffice website for program updates. If the **Check for updates automatically** option is selected, an icon appears at the right-hand end of the Menu bar when an update is available. Click this icon to open a dialog where you can download the update.

If the **Download updates automatically** option is selected, the download starts when you click the icon. To change the download destination, click the **Change** button and select the required folder in the file browser window.

If the **Send OS version and basic hardware information** option is selected, information about the computer architecture and operating system will be sent to the server for statistics collection.

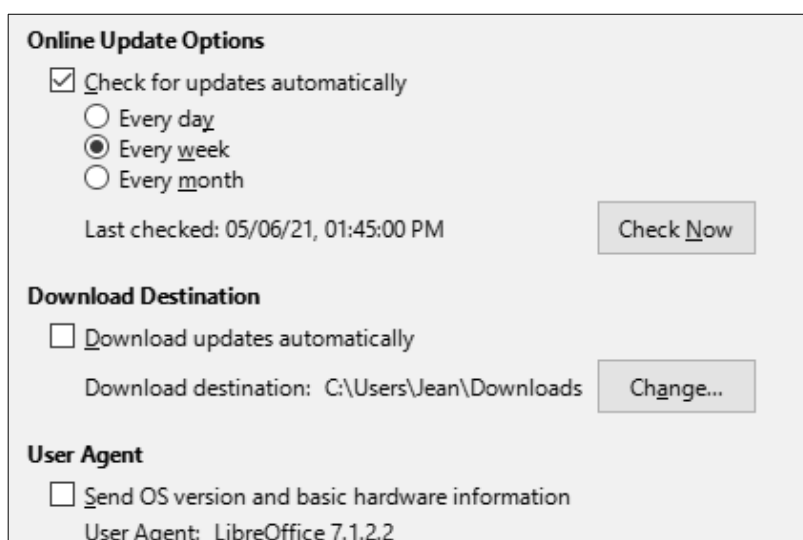


Figure 15: Online update options



## OpenCL

OpenCL (Open Computing Language) is a software architecture used to write programs that run in different processors of the computer, such as the CPU and GPU (graphics processing unit) of the video card. With OpenCL enabled, LibreOffice can benefit from the very fast numerical calculations performed in the GPU, which is especially useful in very large spreadsheets with extensive calculations. The computer's video card driver must have support for OpenCL to use this feature.

## Choosing options for loading and saving documents

You can set the options for loading and saving documents to suit the way you work.

If the Options dialog is not already open, click **Tools > Options**. Click the expansion symbol (+ or triangle) to the left of **Load/Save**.

### General

Most of the choices on the *Load/Save – General* page (Figure 16) are familiar to users of other office suites. Some items of interest are described below.

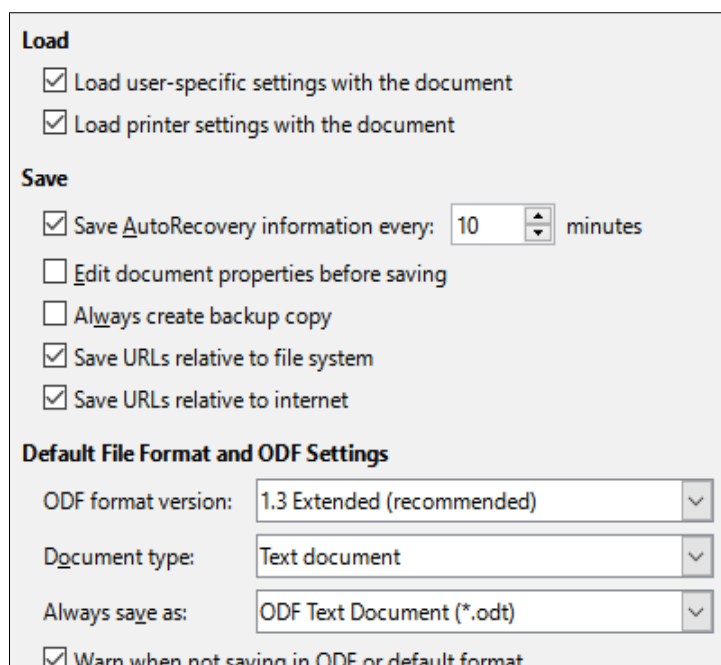


Figure 16: Choosing Load and Save options

#### Load user-specific settings with the document

A LibreOffice document contains settings that are read from the user's system. When you save a document, these settings are saved with it. Select this option so that when a document loads, it ignores the stored settings in favor of the settings on your computer.

Even if you do not select this option, some settings are taken from your LibreOffice installation:

- Settings in **File > Print > Options**.
- Spacing options for paragraphs before text tables.
- Information about automatic updating for links, field functions, and charts.
- Information about working with Asian character formats.
- Data source linked to the document and its view.

If you deselect this option, the user's personal settings do not overrule the settings in the document. For example, your choice (in the options for LibreOffice Writer) of how to update links is affected by the *Load user-specific settings with the document* option.

### **Load printer settings with the document**

If enabled, the printer settings will be loaded with the document. This can cause a document to be printed on a distant printer (perhaps in an office setting), if you do not change the printer manually in the Print dialog. If disabled, your default printer will be used to print this document. The current printer settings will be stored with the document whether or not this option is selected.

### **Save AutoRecovery information every \_\_ minutes**

Choose whether to enable AutoRecovery and how often to save the information used by the AutoRecovery process. AutoRecovery in LibreOffice saves the information needed to restore all open documents in case of a crash. If you have this option set, recovering your document after a system crash will be easier.

### **Edit document properties before saving**

If 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).

### **Always create backup copy**

Saves the previously-saved version of a document as a backup copy in a separate folder whenever you save a document. When LibreOffice creates a new backup copy, the previous backup copy is replaced. The backup copy gets the extension BAK. Authors whose work may be very lengthy should always consider using this option.

To see or change the backup folder, go to **Tools > Options > LibreOffice > Paths**. When opening a backup file, you will be prompted to specify the program to open it with; choose LibreOffice.

### **Save URLs relative to file system / internet**

Use these options to select the default for relative addressing of URLs in the file system and on the Internet. Relative addressing is only possible if the source document and the referenced document are both on the same drive.

A relative address always starts from the directory in which the current document is located. In contrast, absolute addressing always starts from a root directory. The following table demonstrates the difference in syntax between relative and absolute referencing.

<b>Examples</b>	<b>File system</b>	<b>Internet</b>
relative	../images/img.jpg	../images/img.jpg
absolute	file:///c:/work/images/img.jpg	http://myserver.com/work/images/img.jpg

If you choose to save relatively, the references to embedded graphics or other objects in your document will be saved relative to the location in the file system. In this case, it does not matter where the referenced directory structure is recorded. The files will be found regardless of location, as long as the reference remains on the same drive or volume. This is important if you want to make the document available to other computers that may have a completely different directory structure, drive or volume names. It is also recommended to save relatively if you want to create a directory structure on an Internet server.

If you prefer absolute saving, all references to other files will also be defined as absolute, based on the respective drive, volume or root directory. The advantage is that the document containing the references can be moved to other directories or folders, and the references remain valid.

## Default File Format and ODF Settings

**ODF format version.** LibreOffice by default saves documents in OpenDocument Format (ODF) version 1.3 Extended. While this allows for improved functionality, there may be backwards compatibility issues. When a file saved in ODF 1.3 Extended is opened in an editor that uses an earlier version of ODF, some of the advanced features may be lost. If you plan to share documents with people who use editors that use older versions of ODF (such as Apache OpenOffice or LibreOffice 3.x), you may wish to save the document using ODF 1.2 Extended (compatibility mode).

**Document type.** If you routinely share documents with users of Microsoft Office, you might want to change the **Always save as** attribute for documents to the Microsoft Office formats. Current versions of Microsoft Word can open ODT files, so this may no longer be needed.

## VBA properties

On the *Load/Save – VBA Properties* page, you can choose whether to keep any macros in Microsoft Office documents that are opened in LibreOffice.

If you choose **Load Basic code**, you can edit the macros in LibreOffice. The changed code is saved in an ODF document but is not retained if you save into a Microsoft Office format.

If you choose **Save original Basic code**, the macros will not work in LibreOffice but are retained unchanged if you save the file into Microsoft Office format.

If you are importing a Microsoft Word or Excel file containing VBA code, you can select the option **Executable code**. Whereas normally the code is preserved but rendered inactive (if you inspect it with the Basic IDE you will notice that it is all commented), with this option the code is ready to be executed.

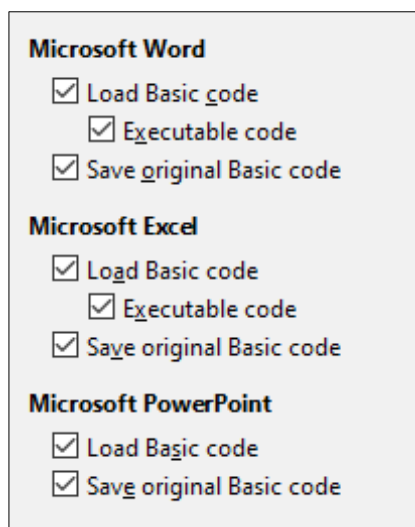


Figure 17: Choosing Load/Save VBA Properties

**Save original Basic code** takes precedence over **Load Basic code**. If both options are selected and you edit the disabled code in LibreOffice, the original Microsoft Basic code will be saved when saving in a Microsoft Office format.

To remove any possible macro viruses from the Microsoft Office document, deselect **Save original Basic code**. The document will be saved without the Microsoft Basic code.

## Microsoft Office

On the *Load/Save – Microsoft Office* page (Figure 18), 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).

The Embedded Objects section specifies how to import and export Microsoft Office OLE objects. These settings are valid when no Microsoft OLE server exists (for example, in UNIX) or when there is no LibreOffice OLE server ready for editing the OLE objects. If an OLE server is active for the embedded object, then the OLE server will be used to handle the object.

Select the [L] options to convert Microsoft OLE objects into the corresponding LibreOffice OLE objects when a Microsoft document is loaded into LibreOffice (mnemonic: “L” for “load”).

Select the [S] options to convert LibreOffice OLE objects into the corresponding Microsoft OLE objects when a document is saved in a Microsoft format (mnemonic: “S” for “save”). Linux installations may include selectable [S] options not shown in the illustration for the last three items.

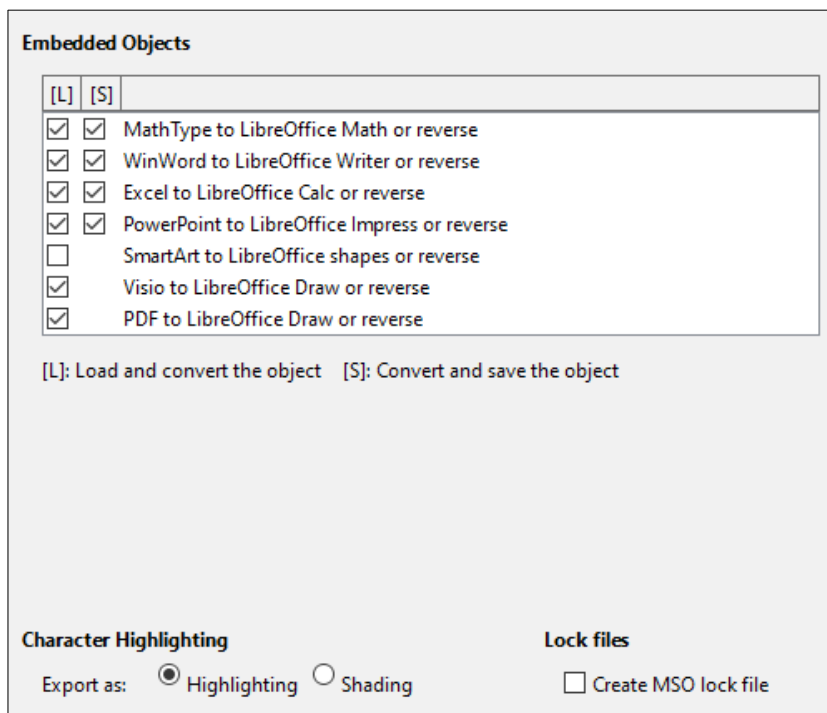


Figure 18: Choosing Load/Save Microsoft Office options

### Character Highlighting – Export as

Microsoft Office has two character attributes similar to LibreOffice character background. Select the appropriate attribute (*Highlighting* or *Shading*) to use during export to Microsoft Office file formats.

### Lock files – Create MSO lock file

LibreOffice can report which Microsoft Office user has locked a document by reading the lock files generated by MSO; and when the **Create MSO lock file** option is selected, LibreOffice will generate such files in addition to its own lock files, so MSO users can know who has locked a document.

## HTML compatibility

Choices made on the Load/Save – HTML Compatibility page (Figure 19) affect HTML pages imported into LibreOffice and those exported from LibreOffice. See *HTML documents; importing/exporting* in the Help for more information.

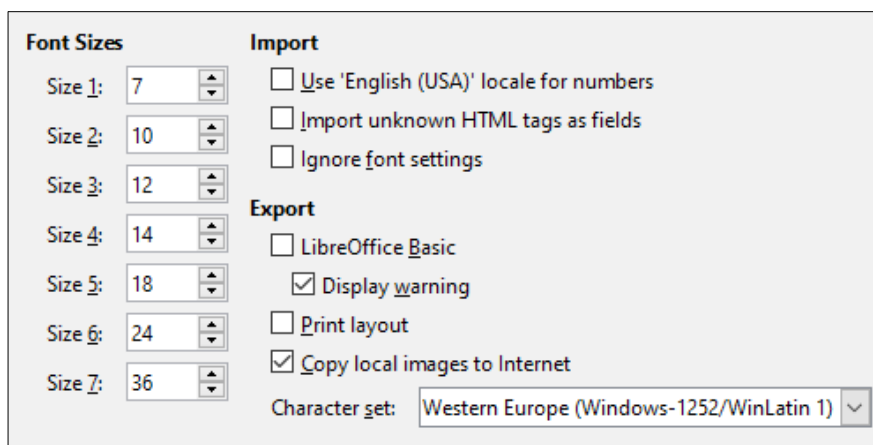


Figure 19: Choosing HTML compatibility options

### 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 is not selected, numbers will be interpreted according to the *Locale setting* in **Tools > Options > Language Settings > Languages** (see “Change some locale and language settings” on page 22). If this option is selected, numbers will be interpreted as for the English (USA) locale.

### Import – Import unknown HTML tags as fields

Select this option if you want tags that are not recognized by LibreOffice 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 option to have LibreOffice ignore all font settings when importing. The fonts that were defined in the HTML page style will be used.

### Export – LibreOffice Basic

Select this option to include LibreOffice Basic macros (scripts) when exporting to HTML format. You must activate this option before you create the LibreOffice Basic macro; otherwise the script will not be inserted. LibreOffice Basic macros must be located in the header of the HTML document. Once you have created the macro in the LibreOffice 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 13, Getting Started with Macros, for more information.

### Export – Display warning

When the **LibreOffice Basic** option (see above) is not selected, the **Display warning** option becomes available. If the **Display warning** option is selected, then when exporting to HTML a warning is shown that LibreOffice Basic macros will be lost.

### Export – Print layout

Select this option to export the print layout of the current document as well. 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 images to Internet

Select this option 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 language settings

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To customize the language settings in LibreOffice, you can do any of the following:

- Install the required dictionaries
- Change some locale and language settings
- Choose spelling options

### Install the required dictionaries

LibreOffice automatically installs many language modules with the program. A language module can contain up to three submodules: spelling dictionary, hyphenation dictionary, and thesaurus. These are usually referred to as “dictionaries” in LibreOffice. To add other language modules, be sure you are connected to the Internet, and then choose **Tools > Language Settings > Writing Aids** and click the **Get more dictionaries online** link (Figure 22). LibreOffice will open a window containing links to additional dictionaries. Select and install the ones you want.

### Change some locale and language settings

You can change some details of the locale and language settings that LibreOffice uses for all documents, or for specific documents.

In the Options dialog, click the expansion symbol (+ or triangle) by **Language Settings**. The exact list shown depends on the language support settings (see Figure 21).

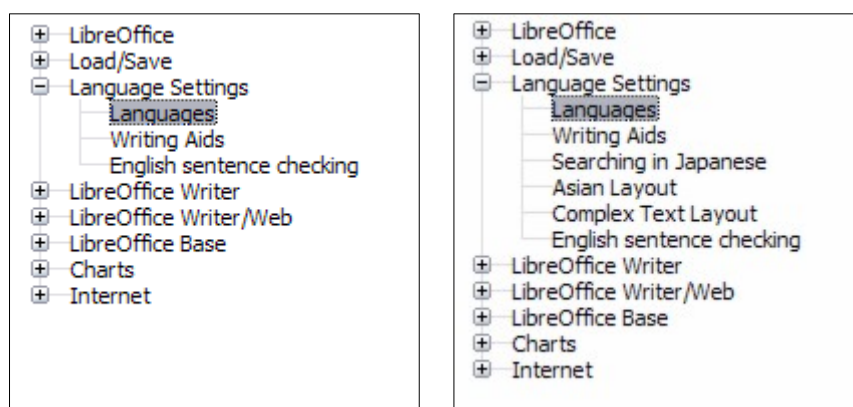


Figure 20: LibreOffice language options, without and with Asian and CTL options enabled

On the right-hand side of the Language Settings – Languages page (Figure 21), change the *User interface*, *Locale setting*, *Default currency*, and *Default Languages for Documents* as required. In the example, English (USA) has been chosen for all the appropriate settings.

**Language Of**

User interface: Default - English (USA)

**Formats**

Locale setting: Default - English (USA)

Default currency: Default - USD

Decimal separator key:  Same as locale setting ( . )

Date acceptance patterns: M/D/Y;M/D

**Default Languages for Documents**

Western: ab Default - English (USA)

Asian: [None]

Complex text layout: [None]

For the current document only

**Enhanced Language Support**

Ignore system input language

Figure 21: Choosing language options

### User interface

The language of the user interface is usually set at the time LibreOffice is installed to match the language of the operating system. If more than one language has been installed for LibreOffice, you can select which language will be used for menus, dialogs, and help files.

### Locale setting

The locale setting is the basis for many other settings within LibreOffice, for example defaults for numbering, currency, and units of measure. Unless you select something else here, the locale of the operating system will be set as default.

### Default currency

The default currency is that used in the country entered as locale. The default currency determines the proper formatting of fields formatted as currency. If the locale setting is changed, the default currency changes automatically. If the default currency is changed, all dialogs involving currency and all currency icons will be changed in all open documents. Documents that were saved with one currency as the default will open using the new currency defaults.

### Decimal separator key

If the *Decimal separator key* – **Same as locale setting** option is selected, LibreOffice uses the character defined by the default locale. If this option is not selected, the keyboard driver defines the character used.

### Date acceptance patterns

Date acceptance patterns define how LibreOffice recognizes input as dates. Locale also defines the default expression of dates. You can define additional date patterns, separated by semicolons, using Y, M, & D for Year, Month, and Day. LibreOffice will always correctly interpret dates entered in ISO 8601 format as Y-M-D and YYYY-MM-DD.

### Caution

Data entered into a Calc spreadsheet or a Writer table must be entered in a format defined by locale in order to be recognized as dates.

## Default Languages for Documents

Select the languages used for the spelling checker, thesaurus, and hyphenation features of LibreOffice. If these options are only for the current document, select **For the current document only**.

Select **Asian**: to enable support for Asian languages (Chinese, Japanese, Korean). Select **Complex Text Layout**: to enable support for languages such as Urdu, Thai, Hebrew, and Arabic. If you select either of these options, you will see some extra choices under Language Settings the next time you open this dialog, as shown in Figure 20. These choices (**Searching in Japanese**, **Asian Layout**, and **Complex Text Layout**) are not discussed here.

### ✓ Note

An ABC icon in front of a language indicates that a spelling dictionary, thesaurus, and hyphenation dictionary are activated for this language.

## Enhanced Language Support – Ignore system input language

Default language settings depend on the locale setting. The default locale is based on that of the computer's operating system. A keyboard layout is normally based on the language used by the operating system but can be changed by the user. If this option is not selected, and there is a change in keyboard layout, input from the keyboard will be different from what is expected.

## Choose spelling options

To choose the options for checking spelling, click **Language Settings > Writing Aids**.

For details on using the *Available Language Modules* and *User-defined Dictionaries* sections, please see the Help.

In the *Options* section of the page (Figure 22), choose the settings that are useful for you.

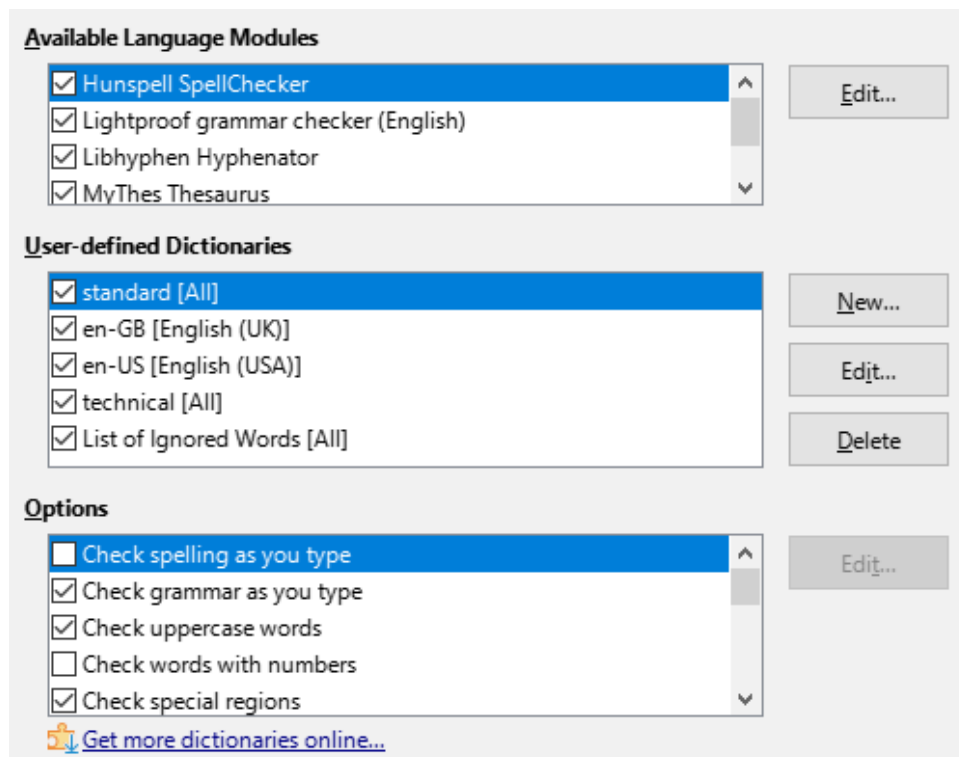


Figure 22: Choosing languages, dictionaries, and options for checking spelling



Some considerations:

- If you want spelling checked while you type, you must have **Check spelling as you type** enabled.
- If you want grammar to be checked as you type, you must have both **Check grammar as you type** and **Check spelling as you type** enabled.
- 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** means that text in headers, footers, frames, and tables are also checked when checking spelling.

Here you can also select which user-defined (custom) dictionaries are active by default, and add or remove user-installed dictionaries, by clicking the **New** or **Delete** buttons. Dictionaries installed by the system cannot be deleted.

## English sentence checking

On the *Language Settings – English Sentence Checking* page (Figure 23), you can choose which items are checked for, reported to you, or converted automatically.

After selecting the additional grammar checks, you must restart LibreOffice, or reload the document, for them to take effect.

Grammar checking	
<input type="checkbox"/> Possible mistakes	<input type="checkbox"/> Capitalization
<input type="checkbox"/> Word duplication	<input type="checkbox"/> Parentheses
Punctuation	
<input checked="" type="checkbox"/> Word spacing	<input type="checkbox"/> Em dash
<input type="checkbox"/> Quotation marks	<input checked="" type="checkbox"/> Multiplication sign
<input type="checkbox"/> Sentence spacing	<input type="checkbox"/> En dash
<input type="checkbox"/> Apostrophe	<input type="checkbox"/> Ellipsis
<input type="checkbox"/> More spaces	<input type="checkbox"/> Minus sign
Others	
<input type="checkbox"/> Convert to metric (°C, km/h, m, kg, l)	
<input type="checkbox"/> Thousand separation of large numbers	
<input type="checkbox"/> Convert to non-metric (°F, mph, ft, lb, gal)	

Figure 23: Choosing options for checking sentences in English

## Grammar checking

### Possible mistakes

Checks for things such as subject-verb conflict, mood, tense; “with it’s”, “he don’t”, “this things” and so on.

### Capitalization

Checks for the capitalization of sentences. The sentence boundary detection depends on abbreviations.

### Word duplication

Checks for all word duplication, rather than just the default words ‘and’, ‘or’, ‘for’, and ‘the’.

### Parentheses

Checks for pairs of parentheses and quotation marks.

## Punctuation

### Word spacing

This option is selected by default. It checks for single spaces between words, indicating instances of double or triple spaces, but not of more spaces than that.

### Quotation marks

Checks for correct typographical double quotation marks.

### Sentence spacing

Checks for a single space between sentences, indicating when one or two extra spaces are found.

### Apostrophe

Replaces an apostrophe with the correct typographical character.

### More spaces

Checks word and sentence spacing for more than two extra spaces.

### Em dash; En dash

These options force a non-spaced em dash to replace a spaced en dash, or force a spaced en dash to replace a non-spaced em dash.

### Multiplication sign

This option is selected by default. It replaces an 'x' used as a multiplication symbol with the correct typographical symbol.

### Ellipsis

Replaces three consecutive periods (full stops) with the correct typographical symbol.

### Minus sign

Replaces a hyphen with the correct minus typographical character.

## Others

### Convert to metric; Convert to non-metric

Converts quantities in a given type of unit to quantities in the other type of unit: metric to imperial or imperial to metric.

### Thousands separation of large numbers

Converts a number with five or more significant digits to a common format, depending on the locale setting for the document. One uses the comma as a thousands separator; the other is ISO format, which uses a narrow space as a separator.

## Sentence checking in other languages

LibreOffice can check sentences in many languages. These checkers are enabled by default if the language is the computer's default language, and others can be added using the Extension Manager. The set of rules available for these sentence checkers depend on the language.

## Choosing Internet options

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The Internet options available depend on your operating system.

Use the Proxy page (if available) to save proxy settings for use with LibreOffice.

If you are using Linux or macOS, an additional page of Email options is available (Figure 24), where you can specify the program to use when you send the current document as email. Under Windows, your default email program is always used.

To suppress (exclude) hidden elements such as tracked changes, hidden sections, hidden tabs in a spreadsheet, or hidden layers in a drawing, select the **Suppress hidden elements of documents** option.

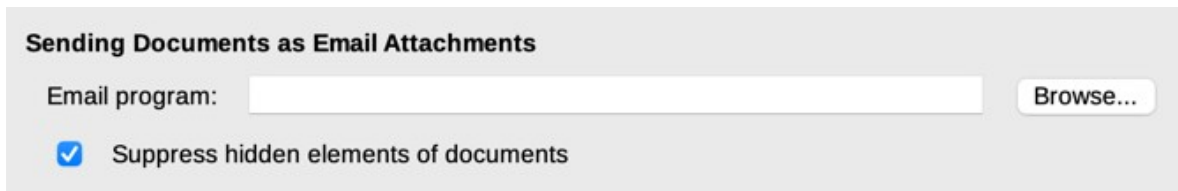


Figure 24: Internet options, showing Email page available to Linux and macOS users

A MediaWiki publisher is included on Windows and Linux. To enable it, select **MediaWiki** in the Internet options, then click the **Add** button to open a dialog where you can specify the address (URL) and login information for a wiki. You can add several wikis to the list. A JRE (Java Runtime Environment) is needed for this feature to work.

## Controlling LibreOffice's AutoCorrect functions

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LibreOffice's AutoCorrect functions automatically detect and replace common symbols, spelling mistakes, and grammar mistakes. Sometimes, AutoCorrect changes something that should have been kept. If unexplained changes appear in your document, the AutoCorrect settings are often the cause.

Click **Tools > AutoCorrect > AutoCorrect Options** to customize AutoCorrect. You must have a document open for this menu item to appear. Use the tabs to add, edit, and delete AutoCorrect options. In Writer, this dialog has five tabs. In other components of LibreOffice, the dialog has only four tabs. Find more details in the relevant component guides.