

LibreOffice
The Document Foundation

Getting Started Guide

Chapter 2

Setting up LibreOffice

Choosing options to suit the way you work

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Contributors

Ron Faile Jr.
Hazel Russman
Jean Hollis Weber
John A Smith

Feedback

Please direct any comments or suggestions about this document to:
documentation@global.libreoffice.org

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| | |
|---------------------|----------------|
| Agnes Belzunce | Daniel Carrera |
| Peter Hillier-Brook | Stefan A. Keel |
| Jean Hollis Weber | Michele Zarri |

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Note for Mac users

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

| <i>Windows or Linux</i> | <i>Mac equivalent</i> | <i>Effect</i> |
|--|-------------------------------------|--|
| Tools > Options menu selection | LibreOffice > Preferences | Access setup options |
| <i>Right-click</i> | <i>Control+click</i> | Opens a context menu |
| <i>Ctrl (Control)</i> | <i>⌘ (Command)</i> | Used with other keys |
| <i>F5</i> | <i>Shift+⌘+F5</i> | Opens the Navigator |
| <i>F11</i> | <i>⌘+T</i> | Opens the Styles and Formatting window |

Contents

| | |
|---|-----------|
| Copyright..... | 2 |
| Contributors..... | 2 |
| Feedback..... | 2 |
| Acknowledgments..... | 2 |
| Publication date and software version..... | 2 |
| Note for Mac users..... | 2 |
| Choosing options for all of LibreOffice..... | 4 |
| User Data options..... | 4 |
| General options..... | 5 |
| Memory options..... | 6 |
| View options..... | 7 |
| Print options..... | 9 |
| Paths options..... | 10 |
| Color options..... | 10 |
| Font options..... | 12 |
| Security options..... | 13 |
| Security options and warnings..... | 14 |
| Personalization..... | 14 |
| Appearance options..... | 15 |
| Accessibility options..... | 16 |
| Advanced..... | 17 |
| Online update options..... | 17 |
| Choosing Load/Save options..... | 18 |
| General..... | 18 |
| VBA Properties..... | 20 |
| Microsoft Office..... | 21 |
| HTML compatibility..... | 22 |
| Choosing language settings..... | 23 |
| Install the required dictionaries..... | 23 |
| Change some locale and language settings..... | 23 |
| Choose spelling options..... | 24 |
| Choosing Internet options..... | 25 |
| Controlling LibreOffice's AutoCorrect functions..... | 26 |

Choosing options for all of LibreOffice

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

Click **Tools > Options**. 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.

Click the marker (+ or triangle) by LibreOffice on the left-hand side. A list of pages drops down. Selecting an item in the list causes the right-hand side of the dialog to display the relevant page.

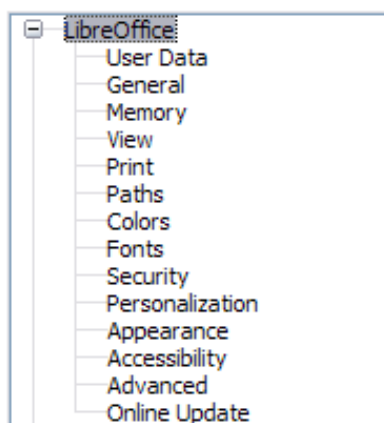


Figure 1: LibreOffice options

Note

The **Revert** button (not shown in the illustration; located in the lower right of the full Options dialog) has the same effect on all pages of the Options dialog. It resets the options to the values that were in place when you opened the dialog.

User Data options

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

A screenshot of the 'User Data' options page in LibreOffice. The page is titled 'Address' and contains several input fields for personal information. The fields are: 'Company' (a single line), 'First/Last name/Initials' (three separate boxes with 'Jared', 'Kobos', and 'JK' entered), 'Street' (a single line), 'City/State/Zip' (three separate boxes), 'Country/Region' (a single line), 'Title/Position' (two separate boxes), 'Tel. (Home/Work)' (two separate boxes), and 'Fax / E-mail' (two separate boxes).

Figure 2: Filling in user data

Fill in the form (shown in Figure 2), or amend or delete any existing incorrect information.

If you are using a version of LibreOffice other than US English, some field labels may be different from those shown in the illustrations.

General options

The options on the *LibreOffice – General* page are described below.

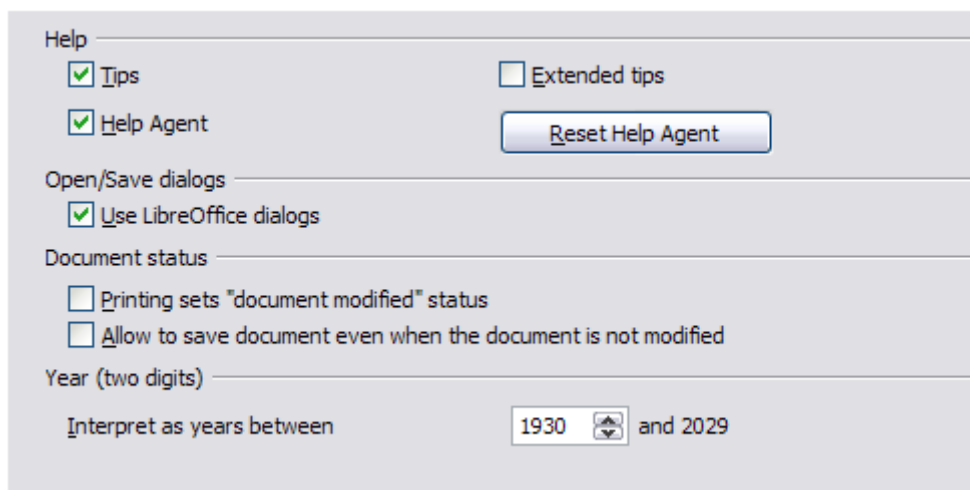


Figure 3: Setting general options for LibreOffice

Help - Tips

When *Tips* is active, one or two words will appear when you hold the mouse pointer over an icon or field, without clicking.

Help - Extended tips

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

Help Agent

To turn off the *Help Agent* (similar to Microsoft's Office Assistant), deselect this option. To restore the default behavior, click **Reset Help Agent**.

Open/Save dialogs – Use LibreOffice dialogs

To use the standard Open and Save dialogs for your operating system, deselect the **Use LibreOffice dialogs** option. When this option is selected, the Open and Save dialogs supplied with LibreOffice will be used. See Chapter 1, *Introducing LibreOffice*, for more about the LibreOffice Open and Save dialogs. This book uses the LibreOffice Open and Save dialogs in illustrations.

Print dialogs – Use LibreOffice dialogs

(Mac only) To use the standard Print dialogs for your operating system, deselect the **Use LibreOffice dialogs** option. When this option is selected, the Print dialogs supplied with LibreOffice will be used. This book uses the LibreOffice Print 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.

Document status – Allow to save document even when the document is not modified

Normally when a document has not been modified, the **File > Save** menu option and the Save icon on the Standard toolbar are disabled and the keyboard shortcut *Ctrl+S* has no effect. Select this option to allow documents to be saved even when they have not been modified.

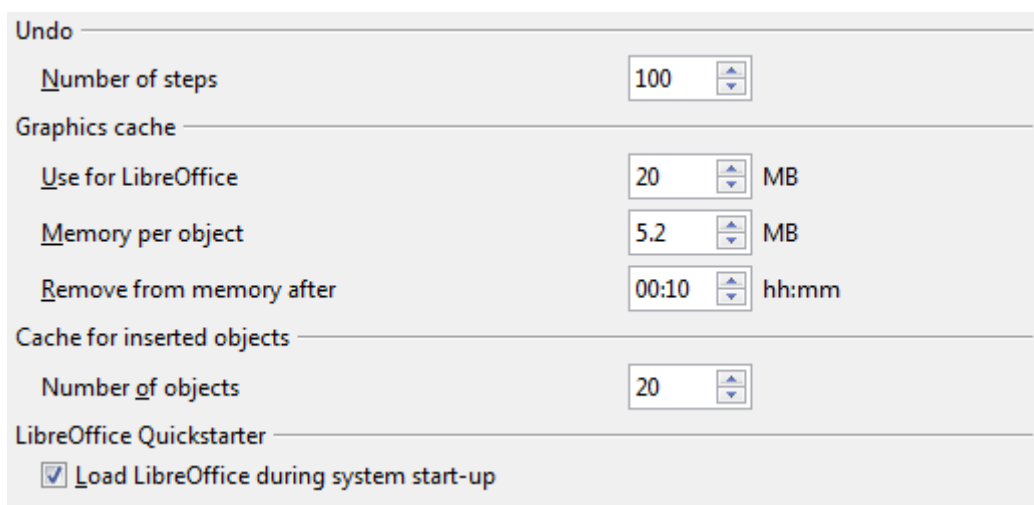
Year (two digits)

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.

Memory options

The options on the *LibreOffice – Memory* page control how LibreOffice uses your computer's memory and how much memory it requires. Before changing them, you may wish to consider the following points:

- More memory can make LibreOffice faster and more convenient (for example, more undo steps require more memory); but the trade-off is less memory available for other applications and you could run out of memory altogether.
- If your documents contain a lot of objects such as images, or the objects are large, LibreOffice's performance may improve if you increase the memory for LibreOffice or the memory per object. If you find that objects seem to disappear from a document that contains a lot of them, increase the number of objects in the cache. (The objects are still in the file even if you cannot see them on screen.)



The screenshot shows the 'LibreOffice – Memory' dialog box. It is organized into several sections with horizontal dividers. The 'Undo' section has a 'Number of steps' spinner set to 100. The 'Graphics cache' section contains three settings: 'Use for LibreOffice' set to 20 MB, 'Memory per object' set to 5.2 MB, and 'Remove from memory after' set to 00:10 hh:mm. The 'Cache for inserted objects' section has a 'Number of objects' spinner set to 20. The 'LibreOffice Quickstarter' section at the bottom has a checked checkbox for 'Load LibreOffice during system start-up'.

| Section | Option | Value | Unit |
|----------------------------|---|-------------------------------------|-------|
| Undo | Number of steps | 100 | |
| Graphics cache | Use for LibreOffice | 20 | MB |
| | Memory per object | 5.2 | MB |
| | Remove from memory after | 00:10 | hh:mm |
| Cache for inserted objects | Number of objects | 20 | |
| LibreOffice Quickstarter | Load LibreOffice during system start-up | <input checked="" type="checkbox"/> | |

Figure 4: Choosing Memory options for the LibreOffice applications

- To load the Quickstarter (an icon on the desktop or in the system tray) when you start your computer, select the option near the bottom of the dialog. This makes LibreOffice start faster; the trade-off is LibreOffice uses some memory even when not being used. This option (called **Enable systray quickstarter** on Linux) is not available on Mac OS X or on systems where the Quickstarter module has not been installed.

View options

The options on the *LibreOffice – View* page affect the way the document window looks and behaves. Some of these options are described below. Set them to suit your personal preferences.

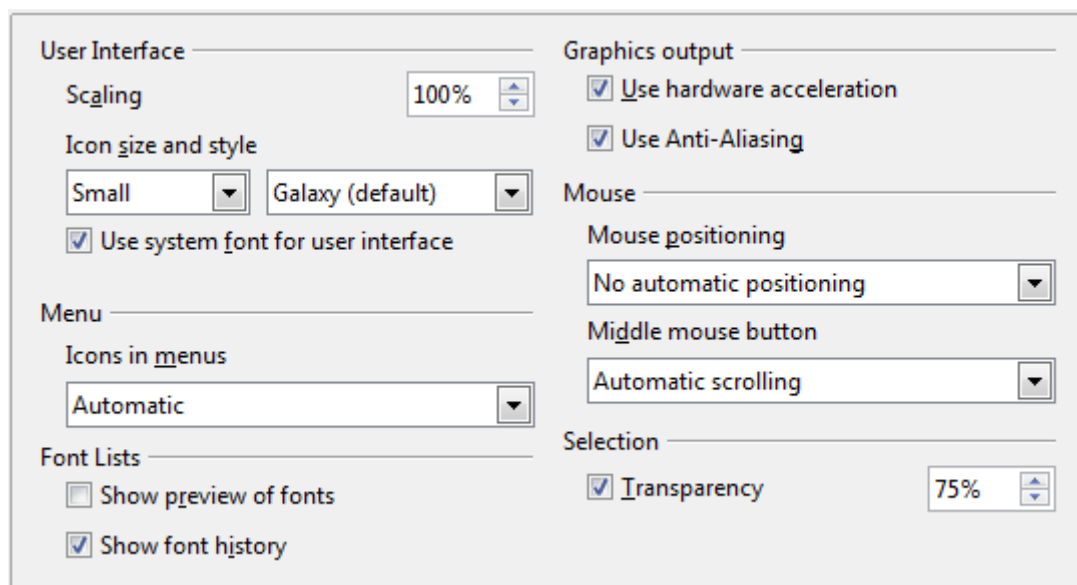


Figure 5: Choosing View options for LibreOffice applications

User Interface – Scaling

If the text in the help files or on the menus of the LibreOffice 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.

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 LibreOffice for the user interface, select this option.

User interface – Screen font anti-aliasing

(Not available in Windows; not shown in Figure 5.) Select this option to smooth the screen appearance of text. Enter the smallest font size to apply anti-aliasing.

Menu – icons in menus

Causes icons as well as words to be visible in menus.

Font Lists - Show preview of fonts

Causes the font list to look like Figure 6, Left, with the font names shown as an example of the font; with the option deselected, the font list shows only the font names, not their formatting (Figure 6, Right). The fonts you will see listed are those that are installed on your system.

Fonts which are tuned for use with a specific script, such as Arabic, Hebrew, Malayalam, and so on, now show an additional preview of some sample text in the target script.

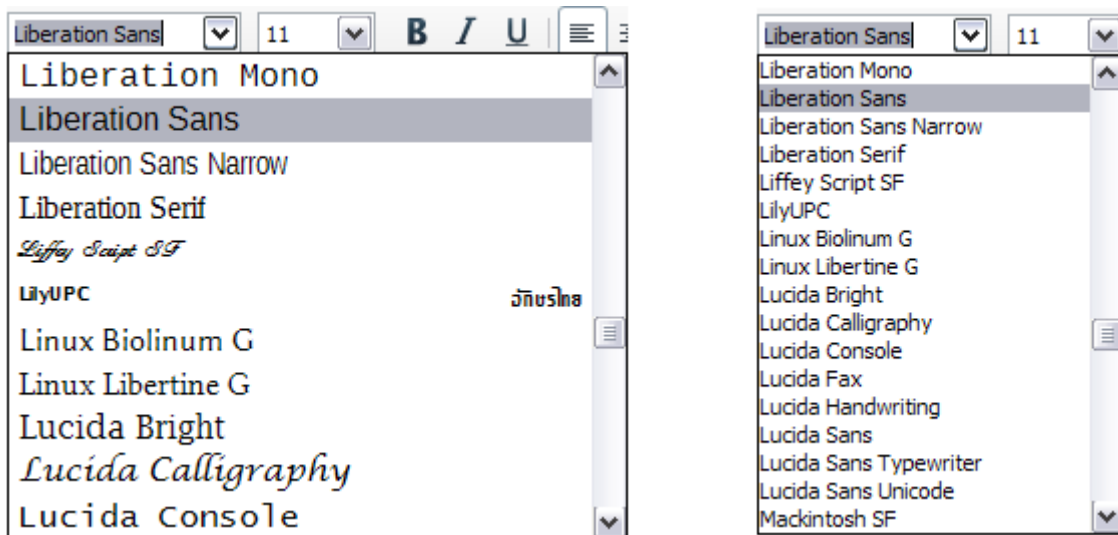


Figure 6. Font list (Left) With preview; (Right) Without preview

Font Lists - Show font history

Causes the last five fonts you have assigned to the current document to be displayed at the top of the font list. Otherwise fonts are shown in alphabetical order.

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.

Graphics output – 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.

Mouse positioning

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

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.

| Function | Clipboard | Selection clipboard |
|-------------------------------|---|--|
| Copy content | Edit > Copy <i>Ctrl+C</i> | Select text, table, or object. |
| Paste content | Edit > Paste <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. |

Selection – Transparency

Determines the appearance of selected text or graphics, which appear on a shaded background. To make the shaded background more or less dark, increase or decrease the Transparency setting.

If you prefer selected material to appear in reversed color (typically white text on a black background), deselect this option.

Print options

On the *LibreOffice – Print* page, set the print options to suit your default printer and your most common printing method.

Figure 7: Choosing general printing options to apply to all LibreOffice components

In the *Printer warnings* section near the bottom of the page, 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, the most likely cause is page size incompatibility.

Paths options

On the *LibreOffice – Paths* page, you can change the location of files associated with, or used by, LibreOffice to suit your working situation. In a Windows system, 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 8 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. Note that some items can 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 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.

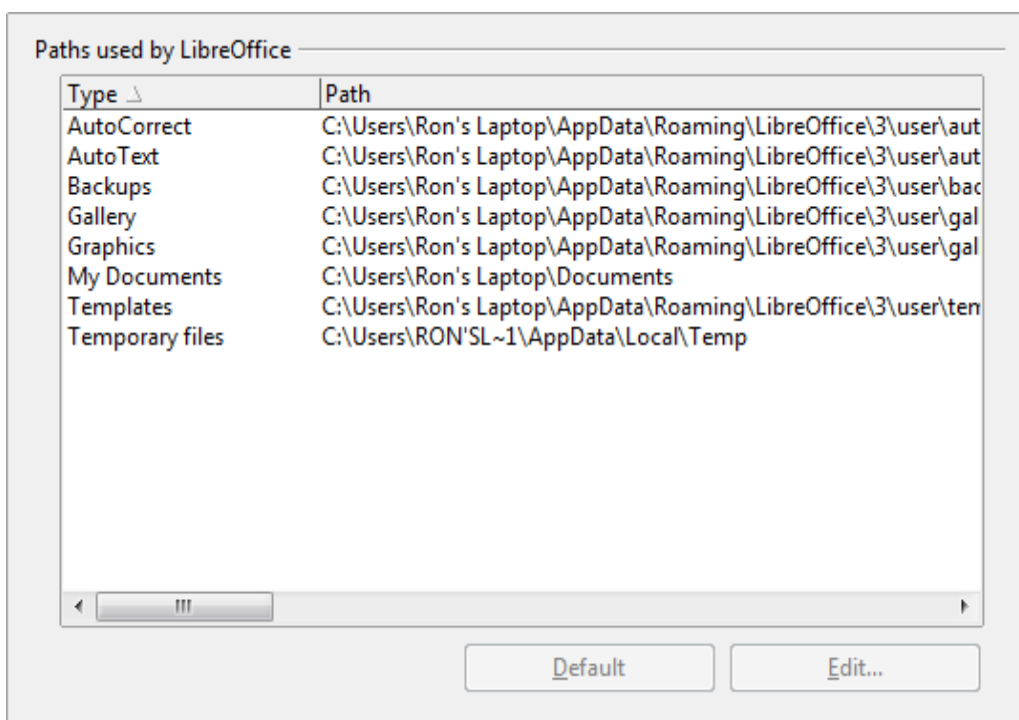


Figure 8: Viewing the paths of files used by LibreOffice

Color options

On the *LibreOffice – Colors* page, you can specify colors to use in LibreOffice documents. You can select a color from a color table, edit an existing color, and define new colors. These colors are stored in your color palette and are then available in all components of LibreOffice.

To modify a color:

- 1) Select the color to modify from the list or the color table.
- 2) Enter the new values that define the color. You can choose the RGB (Red, Green, Blue) or the CMYK (Cyan, Magenta, Yellow, Black) system to specify your color. The changed color appears in the lower of the two color preview boxes at the top.
- 3) Modify the *Name* as required.
- 4) Click the **Modify** button. The newly defined color is now listed in the Color table.

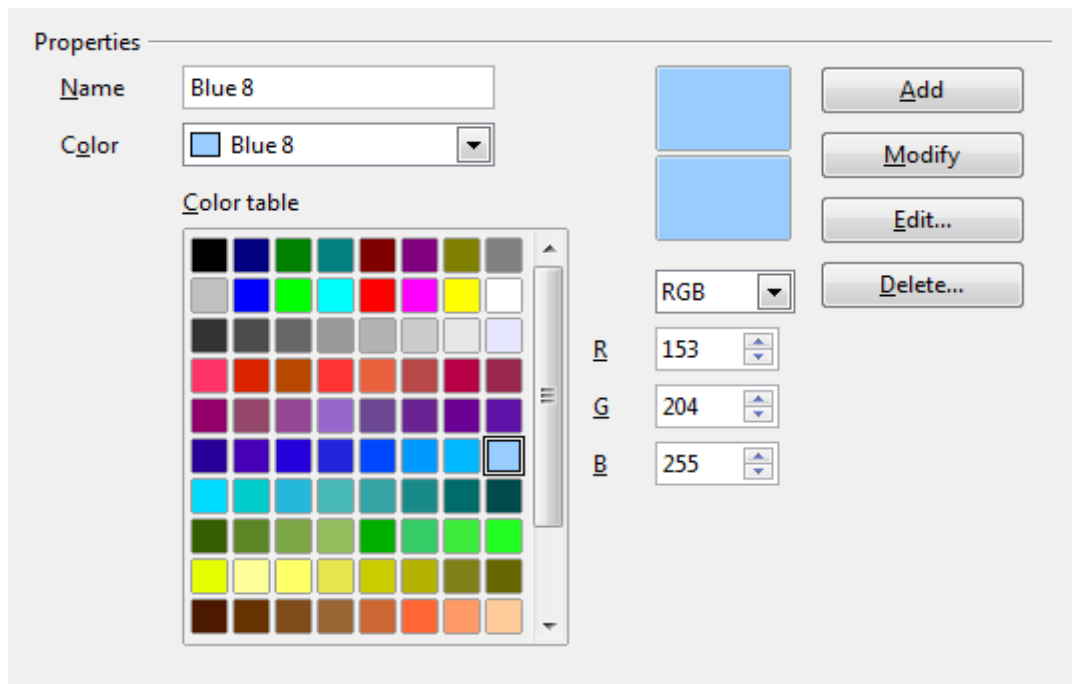


Figure 9: Defining colors to use in color palettes in LibreOffice

Alternatively, click the **Edit** button to open the Color Picker dialog, shown in Figure 10. Here you can select a color from the window on the left, or you can enter values on the right using your choice of RGB, CMYK, or HSB (Hue, Saturation and Brightness) values.

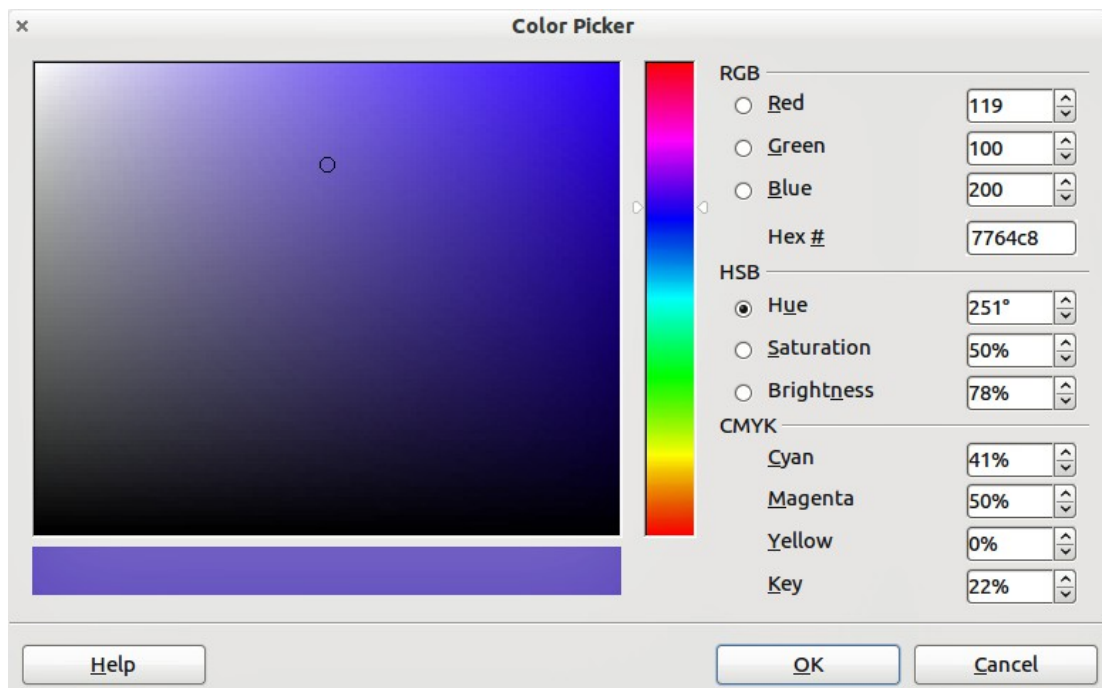


Figure 10: Editing colors

The color window on the left is linked directly with the color input fields on the right; as you choose a color in the window, the numbers change accordingly. The color field at the lower left shows the value of the selected color on the left and the currently set value from the color value fields on the right.

Modify the color components as required and click **OK** to exit the dialog. The newly defined color now appears in the lower of the color preview boxes shown in Figure 9. Type a name for this color

in the *Name* box, then click the **Add** button. A small box showing the new color is added to the Color table.

Another way to define or alter colors is through the Colors page of the Area dialog, where you can also save and load palettes, a feature that is not possible here. In Calc, draw a temporary draw object and use the context menu of this object to open the Area dialog. If you load a palette in one component of LibreOffice, it is only active in that component; the other components keep their own palettes.

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, 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.

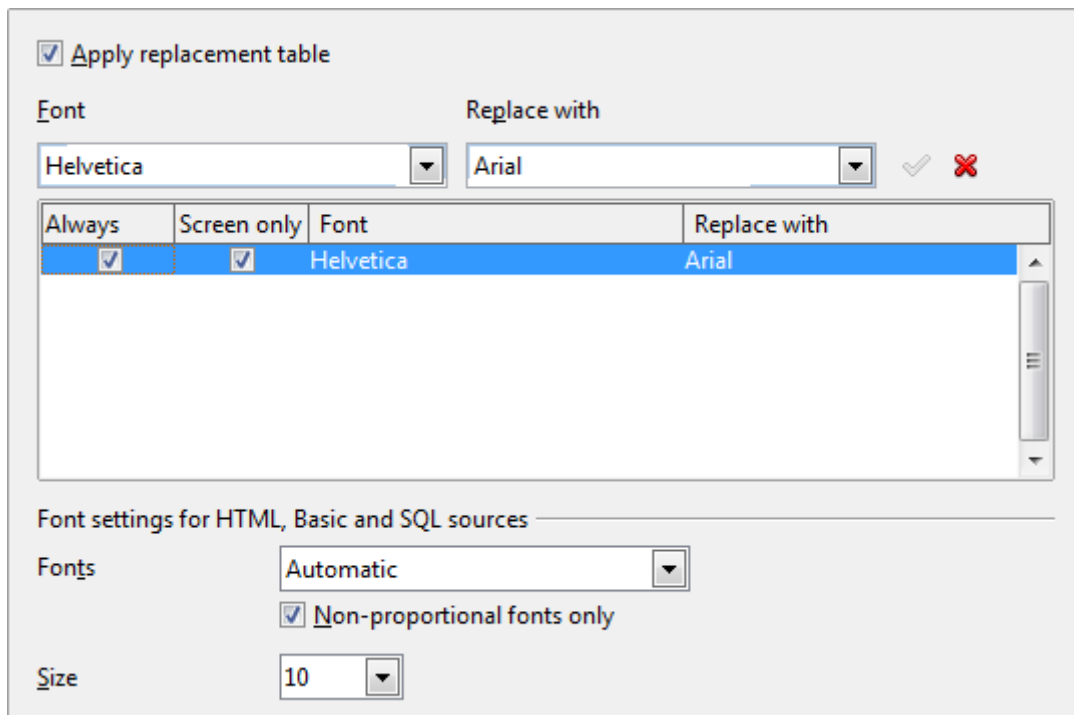


Figure 11: Defining a font to be substituted for another font

On the *LibreOffice – Fonts* page:

- 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) 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 **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).

Table 1. Font substitution replacement actions

| Always checkbox | Screen only checkbox | Replacement action |
|------------------------|-----------------------------|---|
| checked | blank | Font replacement on screen and when printing, whether the font is installed or not. |
| checked | checked | Font replacement only on screen, whether the font is installed or not. |
| blank | checked | Font replacement only on screen, but only if font is not available. |
| blank | blank | Font replacement on screen and when printing, but only if font is not available. |

Security options

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

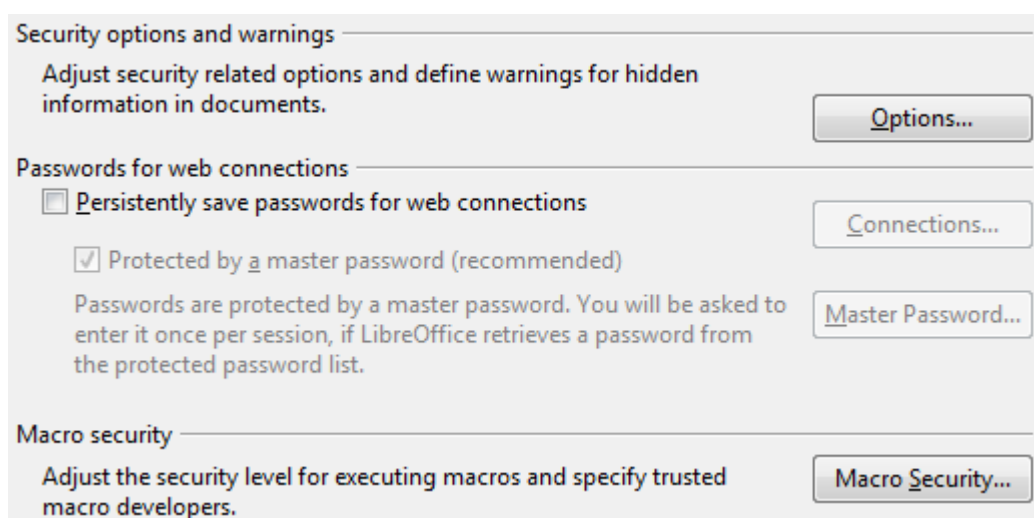


Figure 12: Choosing security options for opening and saving documents

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 13).

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.

Security options and warnings

The following options are on the Security options and warnings dialog (Figure 13).

Remove personal information on saving

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

Ctrl-click required to follow hyperlinks

The default behavior in LibreOffice is to *Ctrl+click* on a hyperlink to open the linked document. 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.

The other options on this dialog should be self-explanatory.

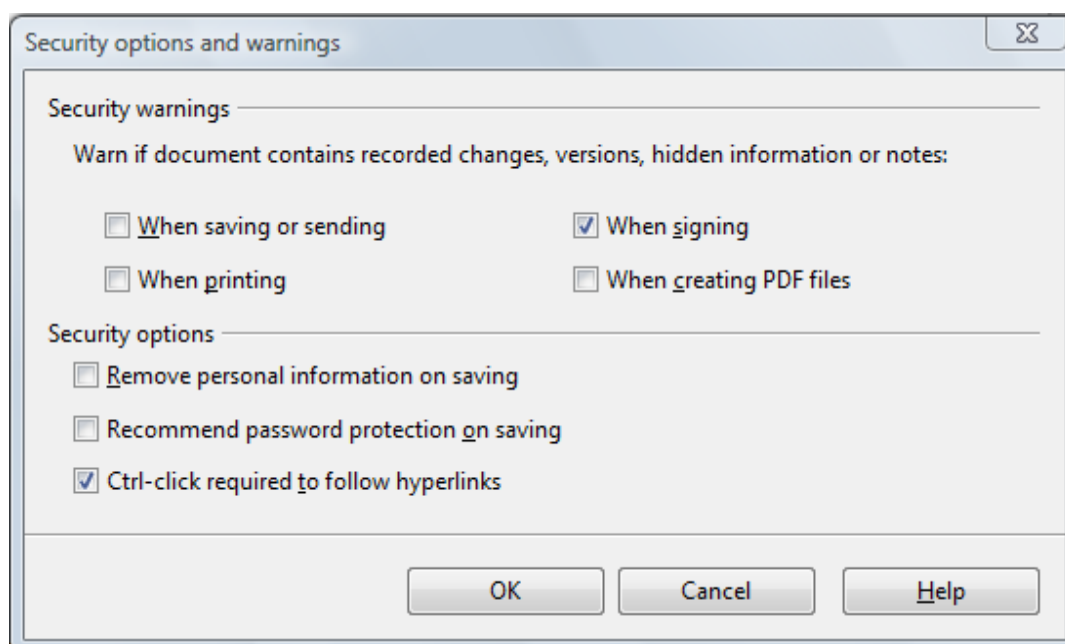


Figure 13: Security options and warnings dialog

Personalization

Personalization allows you to add a theme to your LibreOffice installation. You can choose to not use a Persona, to use a pre-installed Persona if one is available, to select a ready-made persona from the Mozilla Firefox site, or to add your own design. This option defaults to **Pre-installed Persona (if available)** at installation time.

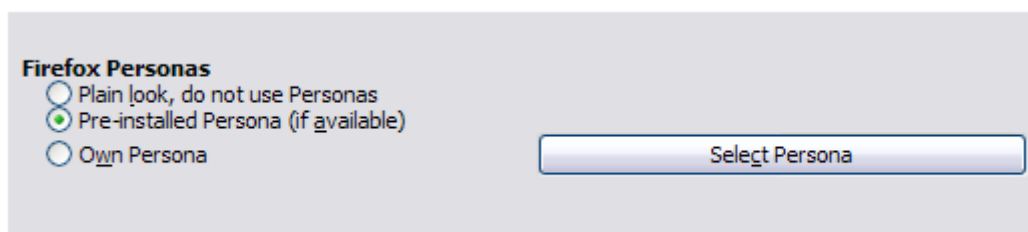


Figure 14: Personalization options

To install a persona, click the **Select Persona** button to open the install dialog, shown in Figure 16. From here you can install your persona by either entering a local URL to the persona, or by clicking

the **Visit Firefox Personas** button (an internet connection is required for this choice). Installation instructions are on the dialog.

Full details about Personas are on the website <http://www.getpersonas.com>

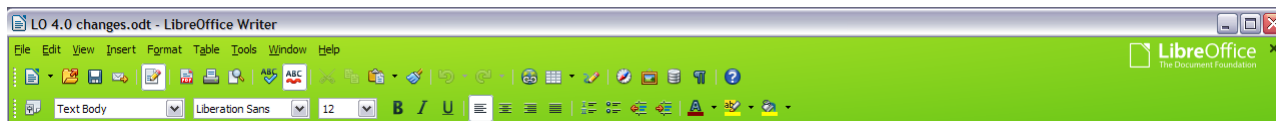


Figure 15: A Persona installed



Figure 16: Persona installation dialog

Appearance options

Writing, editing, and (especially) 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 – Appearance* page (Figure 17), 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 as described in "Color options" on page 10.
- To save your color changes as a color scheme, click **Save**, type a name in the *Scheme* box, and then click **OK**.

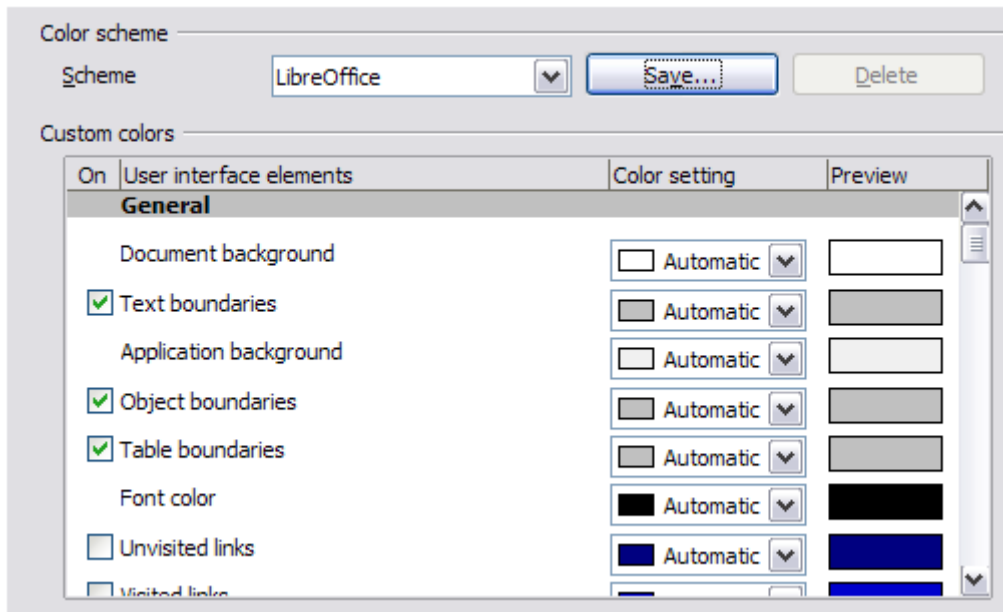


Figure 17: Showing or hiding text, object, and table boundaries

Accessibility options

Accessibility options include whether to allow animated graphics or text, how long help tips remain visible, some options for high contrast display, and a way to change the font for the user interface of the LibreOffice program.

Accessibility support relies on Sun Microsystems Java technology 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 as required.

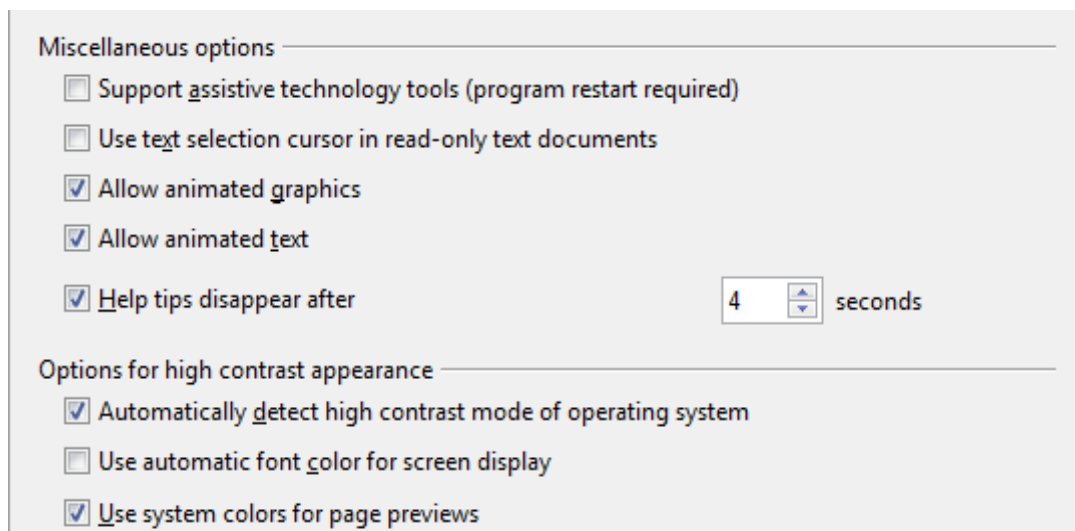


Figure 18: Choosing accessibility options

Advanced

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 – Java options* page to choose the JRE for LibreOffice to use.

If you are a system administrator, programmer, or other person who customizes JRE installations, you can use the Parameters and Class Path pages (reached from the Java page) to specify this information.

If you do not see anything listed in the middle of the page, wait a few minutes while LibreOffice searches for JREs on the hard disk.

If LibreOffice finds one or more JREs, it will display them there. You can then select the **Use a Java runtime environment** option and (if necessary) choose one of the JREs listed.

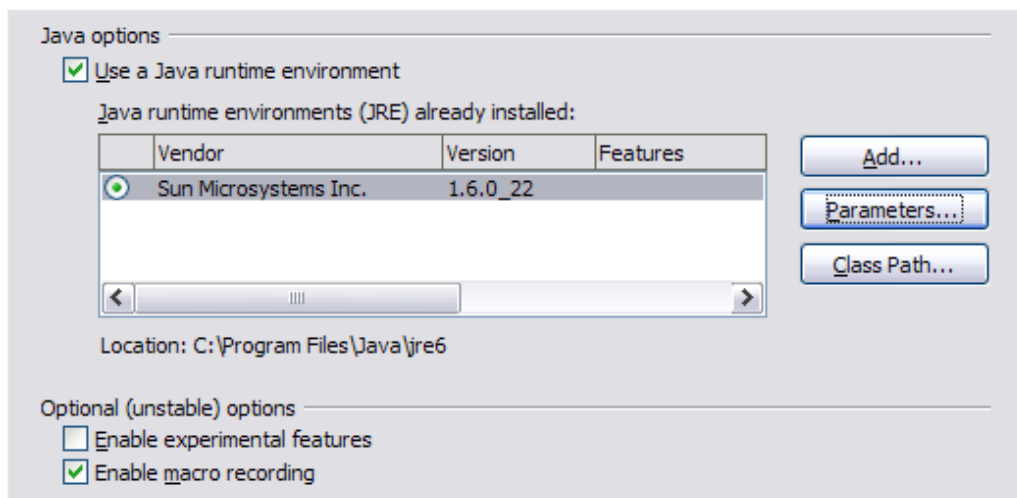


Figure 19: Choosing a Java runtime environment

Optional (unstable) options

Enable experimental features

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

Enable macro recording

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, is 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.

Online update options

On the *LibreOffice – Online Update* page (Figure 20), 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 choose to 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.

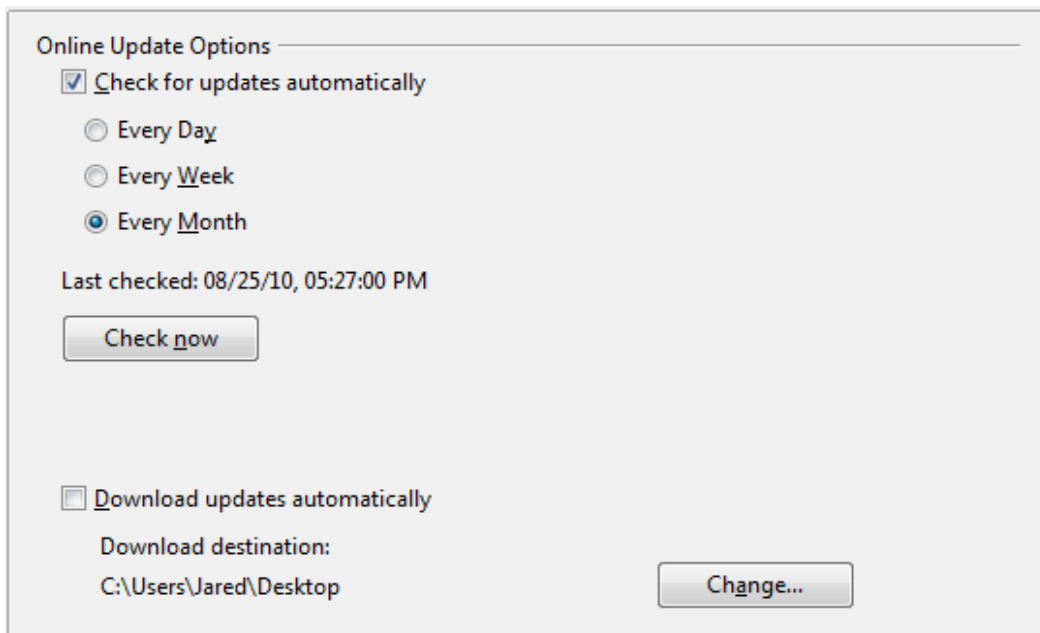


Figure 20: Online update options

Choosing Load/Save options

You can set the Load/Save 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 are familiar to users of other office suites. Some items of interest are described below.

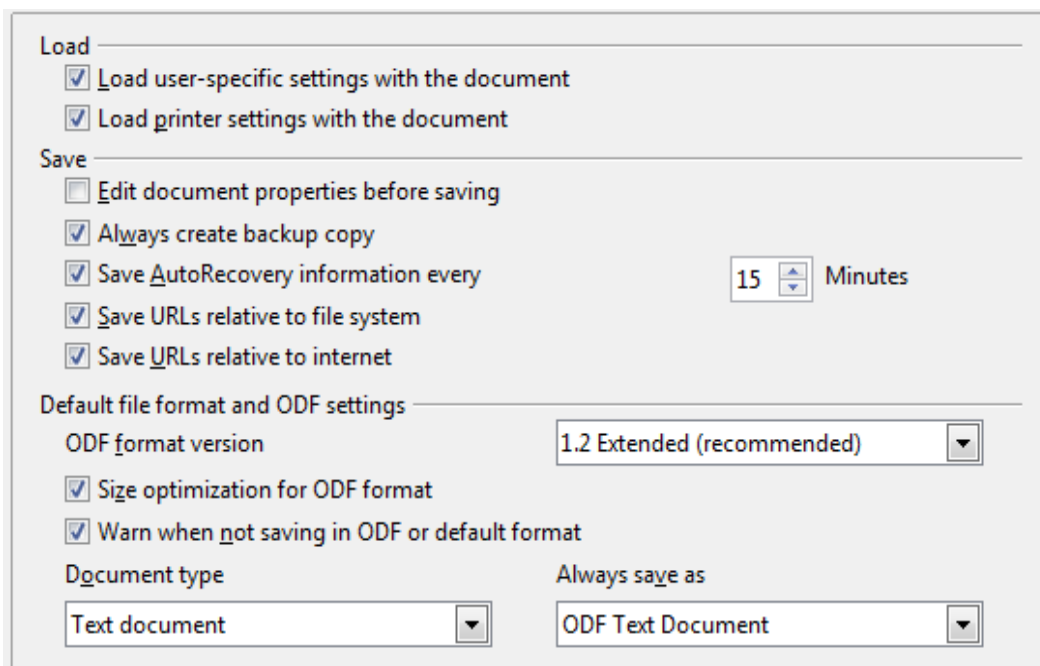


Figure 21. Choosing Load and Save options

Load user-specific settings with the document

A LibreOffice document contains certain 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 available in **File > Print > Options**
- Name of Fax
- Spacing options for paragraphs before text tables
- Information about automatic updating for links, field functions and charts
- Information about working with Asian character formats.

The following settings are **always** loaded with a document, whether or not this option is marked:

- 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** 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 standard 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.

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 previous version of a document as a backup copy whenever you save a document. Every time LibreOffice creates a 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.

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.

Save URLs relative to file system / internet

Use this option 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:

| Examples | File system | Internet |
|-----------------|--------------------------------|---|
| 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 1.2 Extended. While this allows for improved functionality, there may be backwards compatibility issues. When a file saved in ODF 1.2 Extended is opened in an editor that uses earlier versions of ODF (1.0/1.1), some of the advanced features may be lost. Two notable examples are cross-references to headings and the formatting of numbered lists. If you plan to share documents with people who use editors that use older versions of ODF, you may wish to save the document using ODF version 1.0/1.1.

Size optimization for ODF format. LibreOffice documents are XML files. When you select this option, LibreOffice 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.

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 one of the Microsoft Office formats. Current versions of Microsoft Word can open ODT files, so this may no longer be needed.

Note

Although LibreOffice can open and save files in the DOCX and XLSX formats produced by Microsoft Office 2007 and 2010, it does not yet save in PPTX format. This capability is planned for a future release.

VBA Properties

On the *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 StarBasic IDE you will notice that it is all commented), with this option the code is ready to be executed.

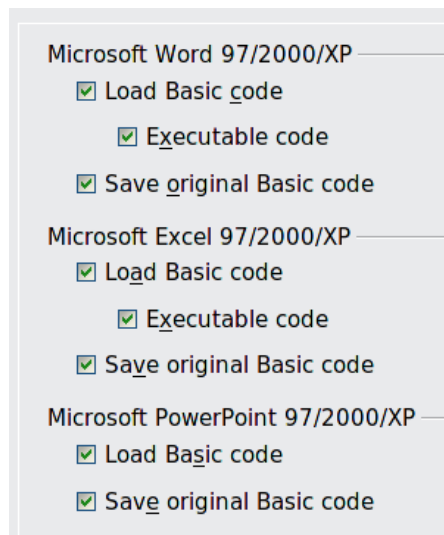


Figure 22: Choosing Load/Save VBA Properties

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, 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] 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”).

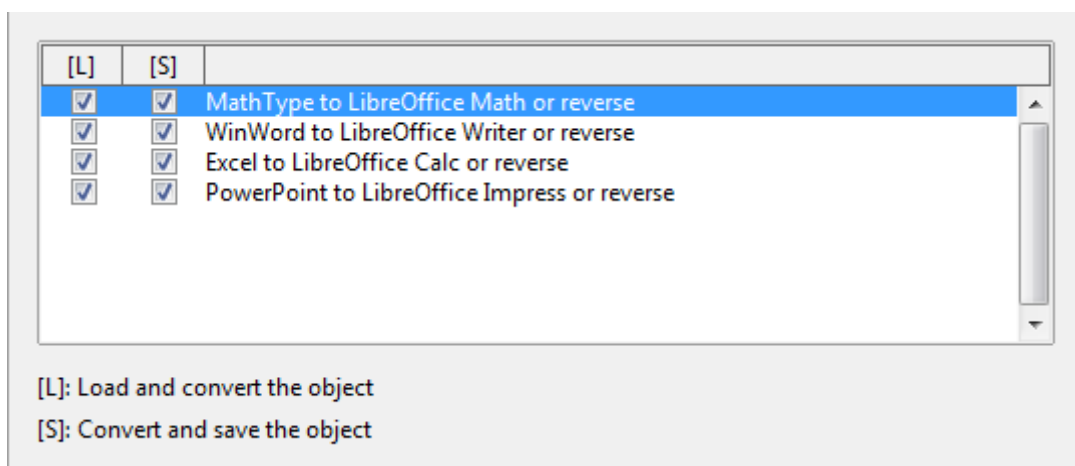


Figure 23: Choosing Load/Save Microsoft Office options

HTML compatibility

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

Figure 24. 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 is **not** selected, numbers will be interpreted according to the **Locale setting** in **Tools > Options > Language Settings > Languages** (see page Error: Reference source not found). 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

To optimize the HTML export, select a browser or HTML standard from the **Export** box. If LibreOffice Writer is selected, specific LibreOffice Writer instructions are exported.

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 graphics 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

There are several options to customize the language setting in LibreOffice:

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

Install the required dictionaries

LibreOffice automatically installs several dictionaries with the program. To add other dictionaries, be sure you are connected to the Internet, and then use **Tools > Language > More Dictionaries Online**. LibreOffice will open your default web browser to a page containing links to additional dictionaries that you can install. Follow the prompts to 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 **Language Settings > Languages**. The exact list shown depends on the *Enhanced language support* settings (see Figure 26).

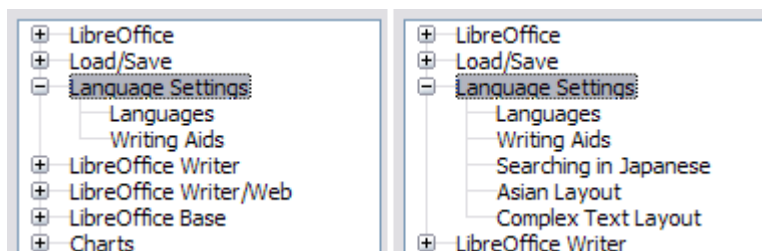
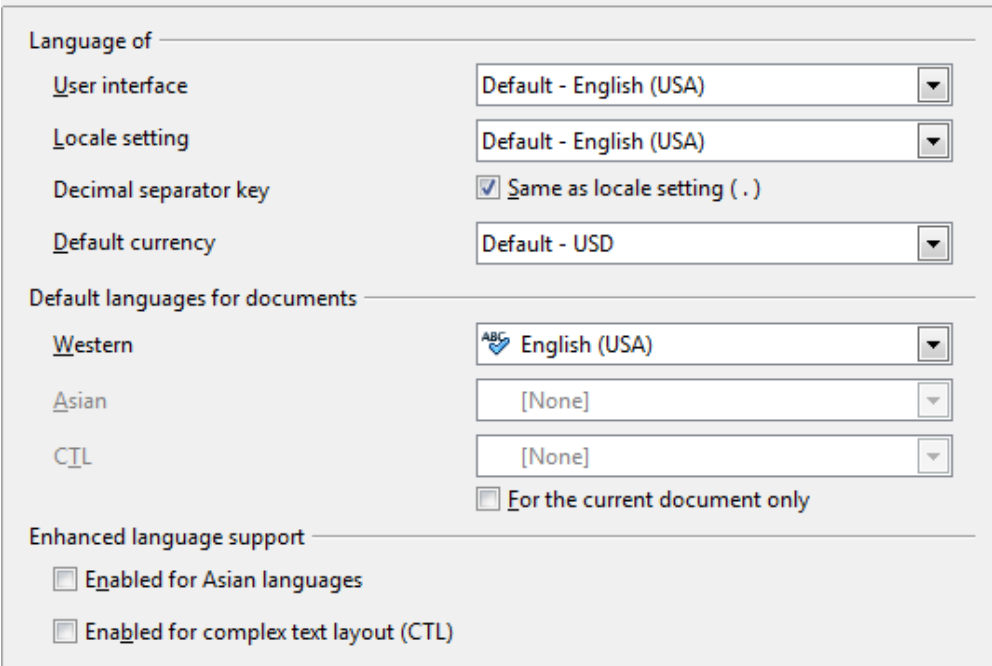


Figure 25: LibreOffice language options, with Asian language options enabled on the right side

On the right-hand side of the *Language Settings – Languages* page, 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.



The screenshot shows the 'Language Settings' dialog box. It is divided into several sections. The 'Language of' section includes 'User interface' (Default - English (USA)), 'Locale setting' (Default - English (USA)), 'Decimal separator key' (checked, Same as locale setting (.)), and 'Default currency' (Default - USD). The 'Default languages for documents' section has three dropdowns: 'Western' (English (USA)), 'Asian' ([None]), and 'CTL' ([None]). Below these is a checkbox 'For the current document only' which is unchecked. The 'Enhanced language support' section at the bottom has two unchecked checkboxes: 'Enabled for Asian languages' and 'Enabled for complex text layout (CTL)'.

Figure 26: Choosing language options

If you want the language setting to apply to the current document only, instead of being the default for all new documents, select **For the current document only**.

If necessary, select the options to enable support for Asian languages (Chinese, Japanese, Korean) and support for CTL (complex text layout) languages such as Urdu, Thai, Hebrew, and Arabic. If you choose either of these options, the next time you open this dialog, you will see some extra choices under Language Settings, as shown in Figure 25. These choices (*Searching in Japanese*, *Asian Layout*, and *Complex Text Layout*) are not discussed here.

Choose spelling options

To choose the options for checking spelling, click **Language Settings > Writing Aids**. In the *Options* section of the page (Figure 27), choose the settings that are useful for you.

Some considerations:

- If you do not want spelling checked while you type, deselect **Check spelling as you type**. This option can also be deselected using the **AutoSpellcheck** button on the Standard toolbar.
- If you want grammar to be checked as you type, you must have **Check spelling as you type** enabled too.
- If you use a custom dictionary that includes words in all upper case 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 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.

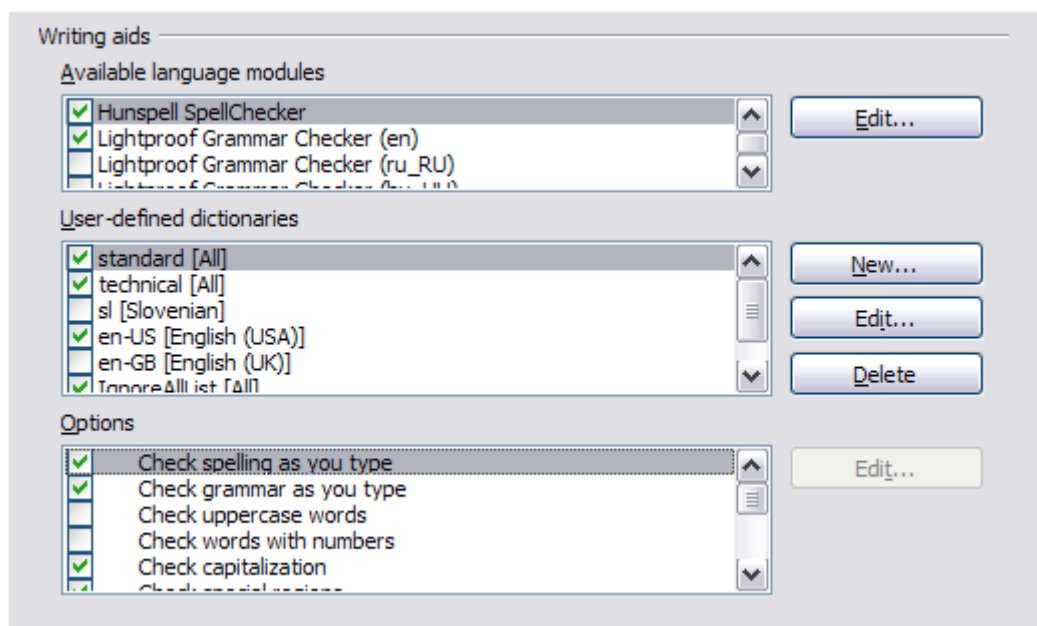


Figure 27: Choosing languages, dictionaries, and options for checking spelling

Choosing Internet options

Use the Internet Options pages to define search engines and save proxy settings for use with LibreOffice.

If you are using a Mozilla browser (such as Firefox) on Windows or Linux, you can enable the Browser Plug-in so you can open LibreOffice files in your browser, print them, save them, and work with them in other ways.

If you are using a Unix- or Linux-based operating system (including Mac OS X), an additional page of E-mail options is available, where you can specify the e-mail program to use when you send the current document as e-mail. Under Windows the operating system's default e-mail program is always used.

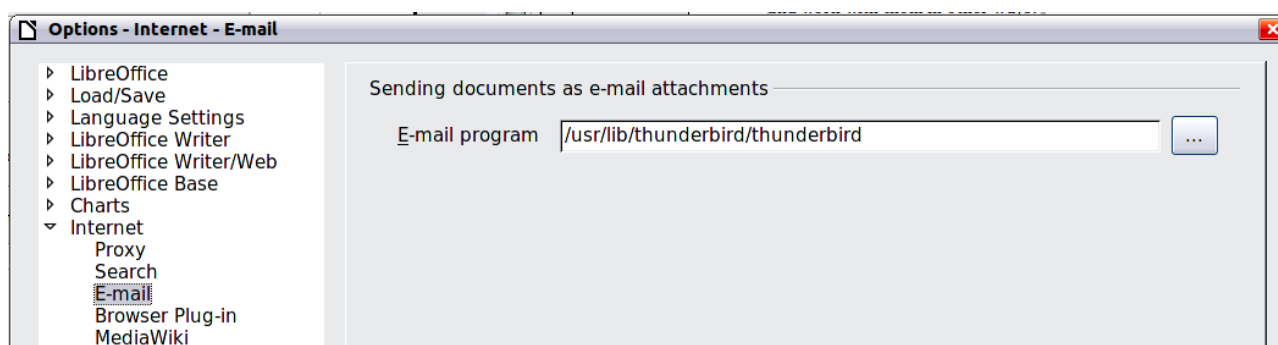


Figure 28: Internet options, showing E-mail page available to Linux users

A MediaWiki publisher is included. To enable it, select MediaWiki in the Internet options, then click the **Add** button to open the dialog shown in Figure 29. Here you can specify the address (URL) and login information for a wiki. You can add several wikis to the list.

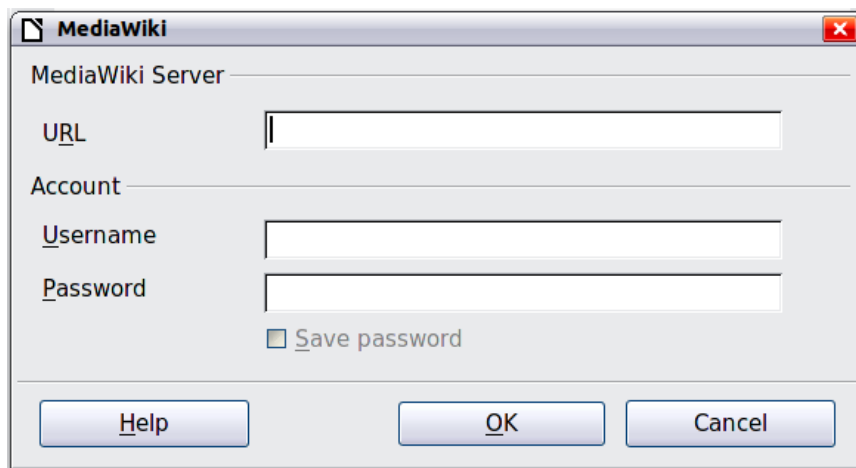


Figure 29: Specifying a MediaWiki server account

Controlling LibreOffice's AutoCorrect functions

Some people find some or all of the items in LibreOffice's AutoCorrect function annoying because they change what you type when you do not want it changed. Many people find some of the AutoCorrect functions quite helpful; if you do, then select the relevant options. 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, click **Tools > AutoCorrect Options**. (You need to have a document open for this menu item to appear.) In Writer, this dialog has five tabs, as shown in Figure 30. In other components of LibreOffice, the dialog has only four tabs. More details are given in the component guides.

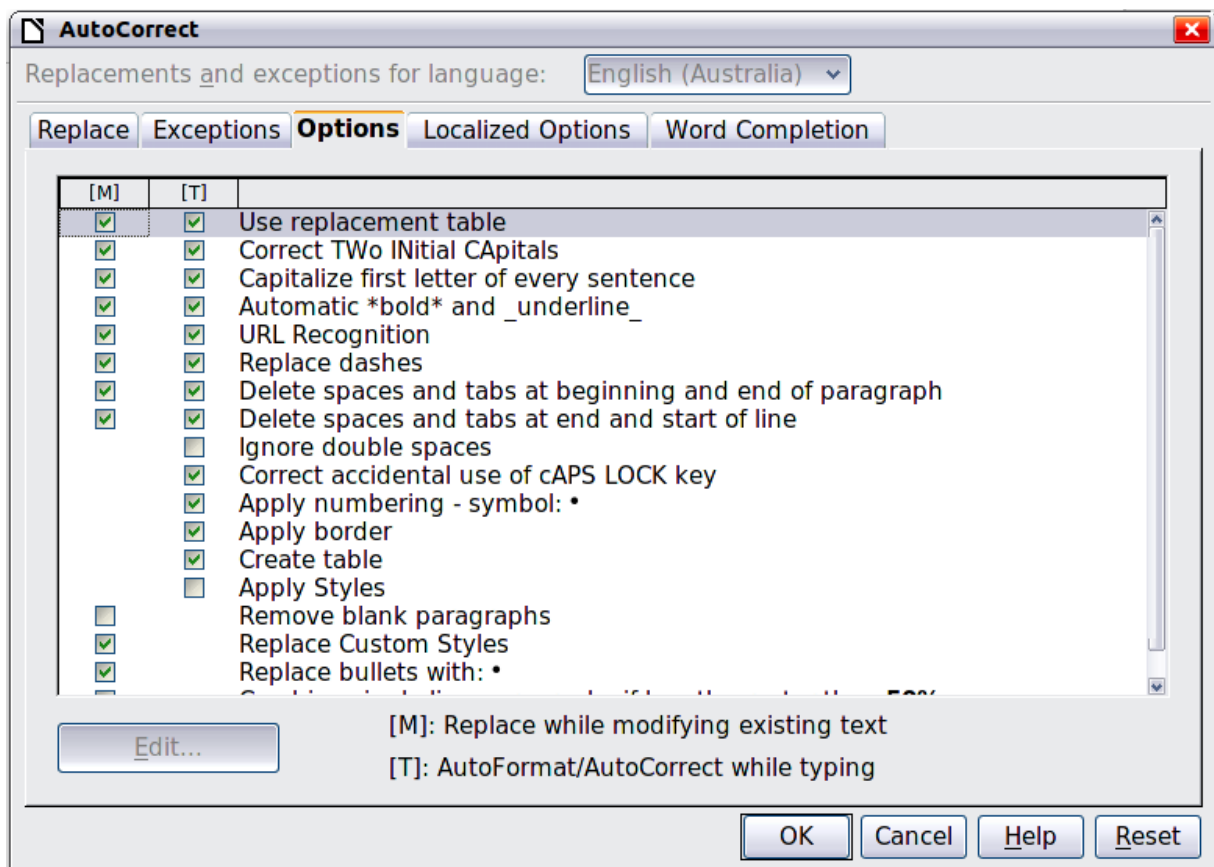


Figure 30: The AutoCorrect dialog in Writer, showing some of the choices on the Options tab