



Writer 5.4 Guide

Chapter 21
Customizing Writer

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Acknowledgments

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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> or <i>right-click</i> depending on computer setup	Opens a context menu
<i>Ctrl (Control)</i>	⌘ (<i>Command</i>)	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Open the Navigator
<i>F11</i>	⌘+T	Open 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
Introduction.....	4
Customizing menu content.....	4
Creating a new menu.....	5
Modifying existing menus.....	5
Adding a command, a separator, or a submenu to a menu.....	6
Customizing toolbars.....	7
Choosing icons for toolbar commands.....	7
Assigning shortcut keys.....	8
Resetting the shortcut keys.....	8
Saving changes to a file.....	9
Loading a saved keyboard configuration.....	9
Assigning macros to events.....	9
Adding functionality with extensions.....	9
Installing extensions.....	9

Introduction

This chapter describes some common customizations that you may wish to do, in addition to the options described in Chapter 20, Setting up Writer.

You can customize menus, toolbars, and keyboard shortcuts in LibreOffice, add new menus and toolbars, and assign macros to events.

Other customizations are made easy by extensions that you can install from the LibreOffice website or from other providers.

Note

Customizations to menus and toolbars can be saved in a template. To do so, first save them in a document and then save the document as a template as described in Chapter 10, Working with Templates.

Customizing menu content

You can add to and rearrange menus on the Menu bar, add commands to menus, and make other changes. You can also modify context (right-click) menus in a similar way.

To customize menus:

- 1) Choose **Tools > Customize**.
- 2) On the Customize dialog, go to the *Menus* page (Figure 1) or the *Context Menus* page.

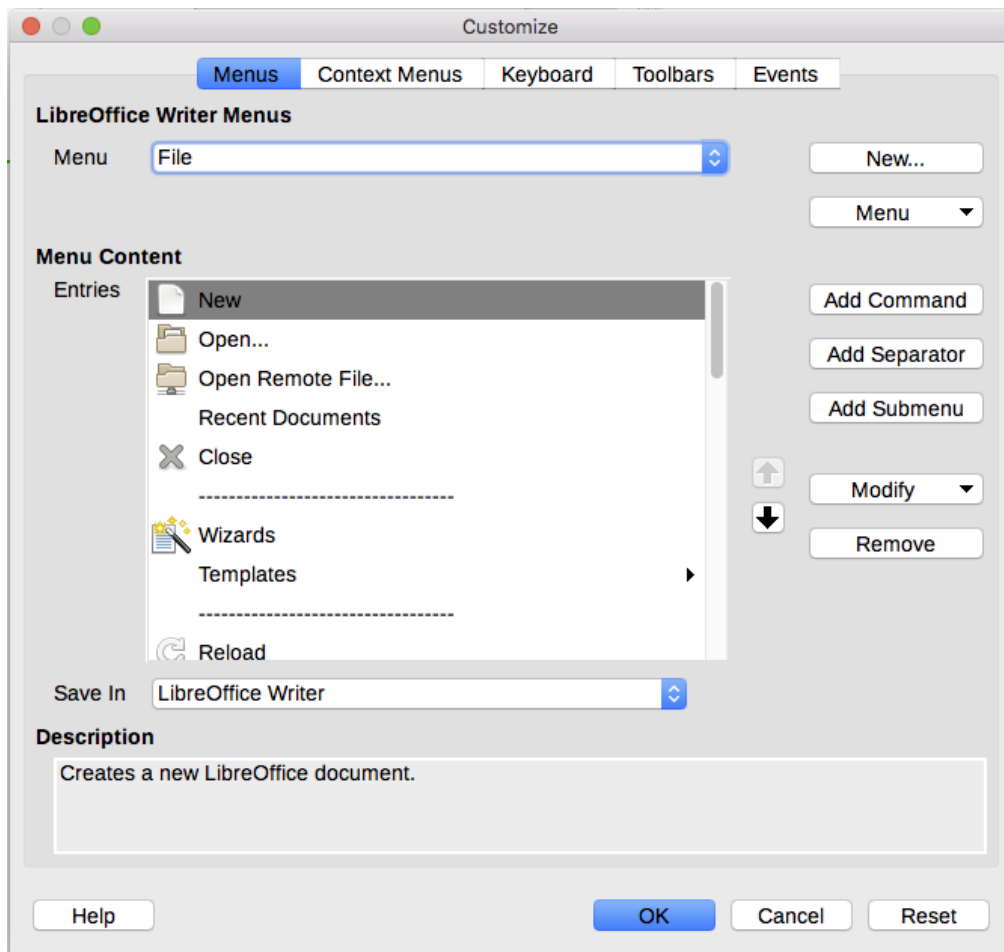


Figure 1: The Menus page of the Customize dialog

- 3) In the *LibreOffice Writer Menus* section, select from the *Menu* drop-down list the menu that you want to customize. The list includes all the main menus as well as submenus, that is menus that are contained under another menu. For example, in addition to File, Edit, View, and so on, there are File | Send, File | Templates, and others. The commands contained in the selected menu are shown in the central part of the dialog (*Menu Content*).
- 4) In the *Save In* drop-down list below the *Menu Content* box, choose whether to save this changed menu for the application (Writer) or for a selected document.
- 5) To customize the selected menu, click one of the buttons on the right of the *Entries* list. These actions are described in the following sections. Use the up and down arrows next to the *Entries* list to move the selected command to a different position.
- 6) When you have finished making all your changes, click **OK** to save them.

Creating a new menu

On the *Menus* page of the *Customize* dialog, click **New** to display the *New Menu* dialog (Figure 2). (Not available for context menus.)

- 1) Type a name for the new menu in the *Menu name* box.
- 2) Use the up and down arrow buttons to move the new menu into the required position on the *Menu bar*.
- 3) Click **OK** to save.

The new menu now appears on the list of menus in the *Customize* dialog. (It will appear on the *Menu bar* itself after you save your customizations.)

After creating a new menu, you need to add some commands to it, as described in “Adding a command, a separator, or a submenu to a menu” on page 6.

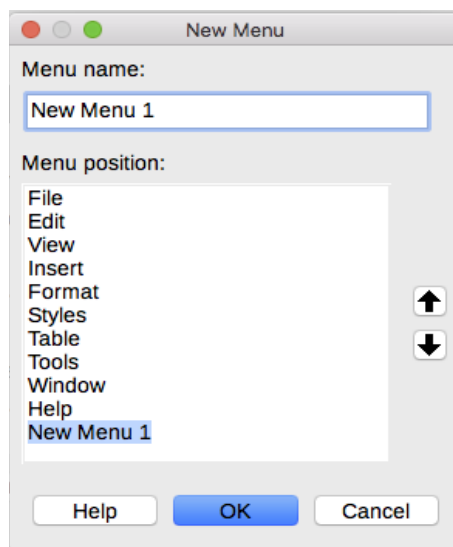


Figure 2: Adding a new menu

Modifying existing menus

To modify an existing menu, select it in the *Menu* list and click the **Menu** button to drop down a list of modifications: **Move**, **Rename**, **Delete**. Not all of these modifications can be applied to all the entries in the *Menu* list. For example, **Rename** and **Delete** are not available for the supplied menus, and **Move** is not available for submenus.

To move a menu (such as File), click the **Menu** button and select **Move**. A dialog similar to the one shown in Figure 2 (but without the *Menu name* box) opens. Use the up and down arrow buttons to move the menu into the required position.

To move commands (such as Close) and submenus (such as File | Send), select the main menu item (File) in the Menu list and then, in the Menu Content section of the Customize dialog, select the command or submenu (Send) in the *Entries* list and use the arrow icons to move it up or down in the sequence. Submenus are easily identified in the *Entries* list by a small black triangle on the right hand side of the name.

To move the commands on a submenu, select the submenu in the *Menu* list and then, in the Menu Content section of the Customize dialog, select the command and use the arrow icons to move it up or down in the sequence.

To rename a custom menu, select it in the *Menu* list, click the **Menu** button, and select **Rename**.

To rename a menu item or a submenu, select the item in the *Entries* list, click the **Modify** button and select **Rename**.



Note

Changes to the menus are not immediately displayed. Changes saved to LibreOffice Writer's menu are displayed the next time Writer is opened. Changes saved to a document's menu are displayed the next time the document is opened.

Adding a command, a separator, or a submenu to a menu

You can add commands to both the supplied menus and menus you have created. On the Customize dialog, select the menu in the Menu list and click the **Add Command** button in the *Menu Content* section of the dialog. The Add Commands dialog (Figure 3) is displayed.

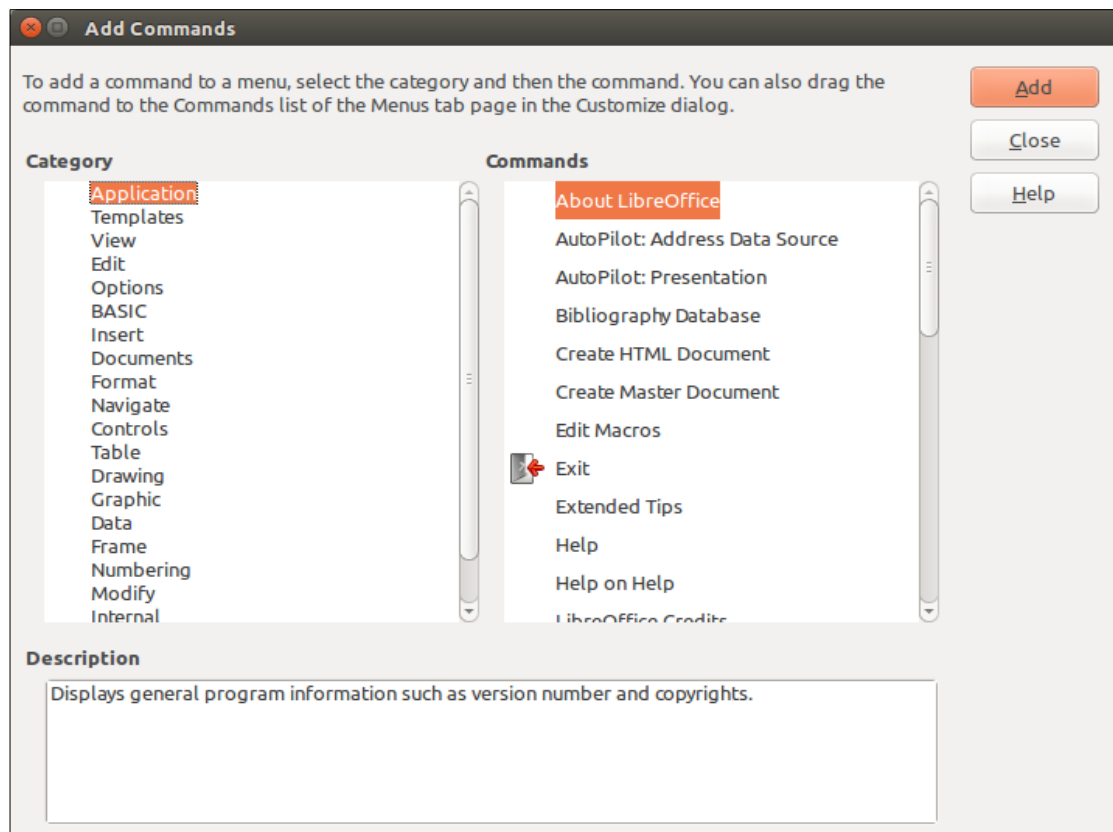


Figure 3: Adding a command to a menu

On the Add Commands dialog, select a category and then the command, and click **Add**. The dialog remains open, so you can select several commands. When you have finished adding commands, click **Close**. Back on the Customize dialog, you can use the up and down arrow buttons to arrange the commands in your preferred sequence.

In addition to adding commands, you can add submenus and group separators by clicking the appropriate button on the Customize dialog.

After adding a submenu, you can select it in the Menu list in the top section of the page and add commands to it. A separator line is added after the highlighted entry.

Customizing toolbars

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar (as described in Chapter 1, *Introducing Writer*), and adding or deleting icons (commands) in the list of those available on a toolbar. You can also create new toolbars. The controls on the *Toolbars* page of the Customize dialog (Figure 4) are similar to those on the *Menus* page.

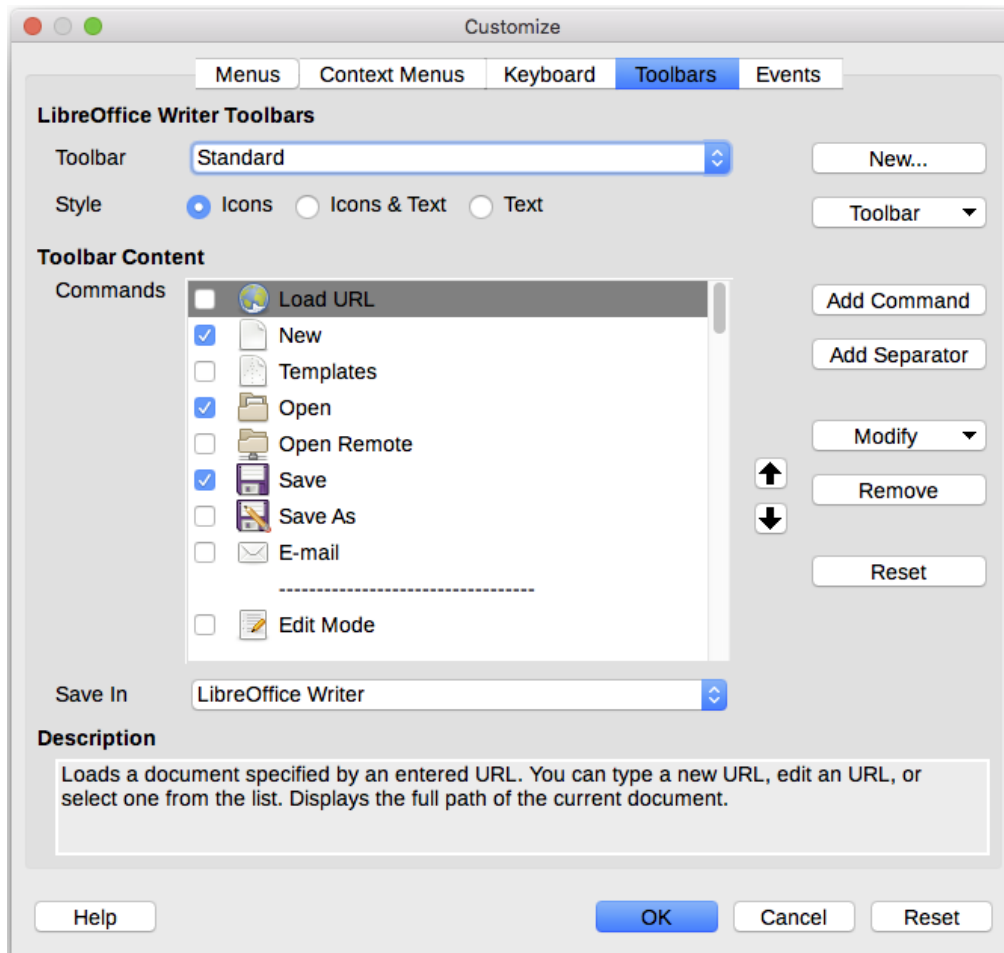


Figure 4: The Toolbars page of the Customize dialog

Choosing icons for toolbar commands

Toolbar buttons usually have icons, not words, on them, but not all of the commands have associated icons.

To choose an icon for a command, select the command in the Toolbar Content – Commands list in the Customize dialog, and click **Modify > Change icon**. On the Change Icon dialog, scroll through the available icons, select one, and click **OK** to assign it to the command.

To use a custom icon, create it in a graphics program and import it into LibreOffice by clicking the Import button on the Change Icon dialog. Custom icons must be 16×16 in size and cannot contain more than 256 colors.

Assigning shortcut keys

In addition to using the built-in keyboard shortcuts, you can define others. You can assign shortcuts to standard LibreOffice functions or your own macros and save them for use with Writer or with the entire LibreOffice suite.

To adapt shortcut keys to your needs, use the *Keyboard* page of the Customize dialog (Figure 5):

- 1) Choose whether to have the shortcut key assignment available in all components of LibreOffice or only in Writer.
- 2) Select the desired shortcut key in the *Shortcut keys* list at the top of the page.
- 3) Select the required function from the *Category* and *Function* lists.
- 4) Click the **Modify** button. The selection now appears in the *Keys* list on the lower right.
- 5) Click **OK** to accept the change.

Repeat as required.



Note

Shortcut keys that are grayed-out in the listing on the Customize dialog, such as *F1* and *F10*, are not available for reassignment.

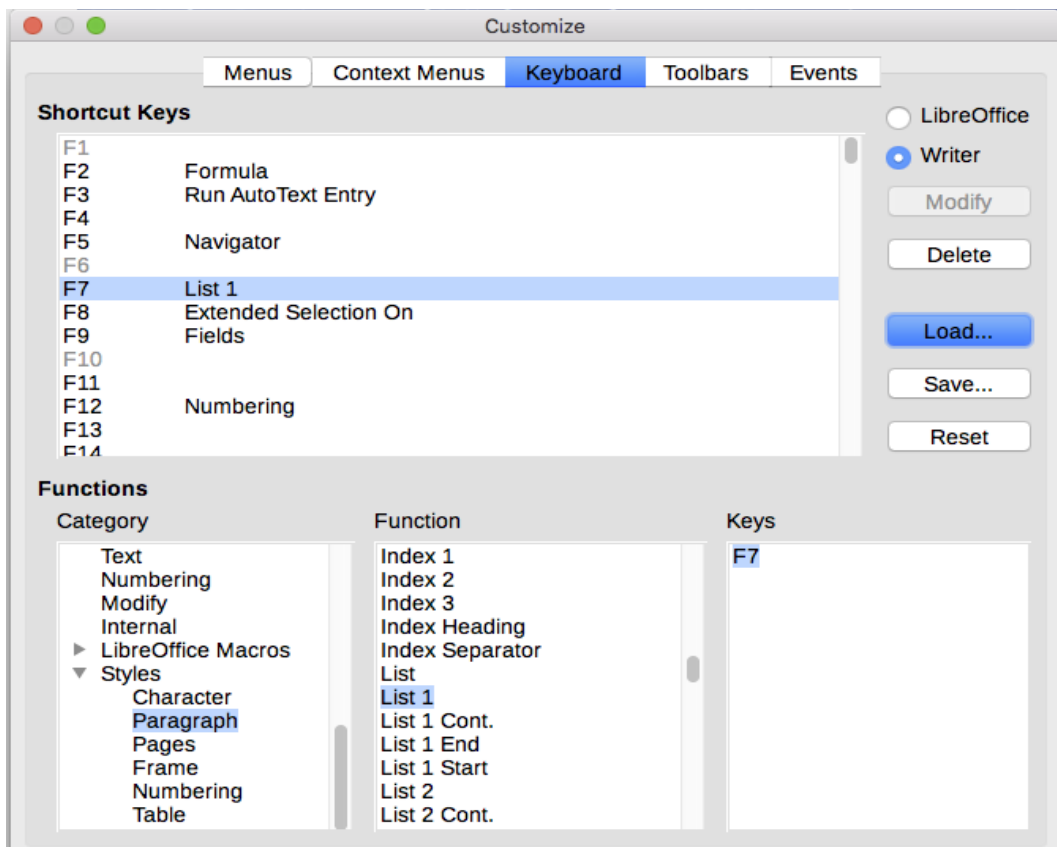


Figure 5: Defining keyboard shortcuts for applying styles

Resetting the shortcut keys

To reset all of the keyboard shortcuts to their default values, click the **Reset** button near the bottom right of the Customize dialog. Use this feature with care as no confirmation dialog will be displayed; the defaults will be set without any further notice or user input.

Saving changes to a file

Changes to the shortcut key assignments can be saved in a keyboard configuration file for use at a later time, so you can create and apply different configurations as needed. To save keyboard shortcuts to a file:

- 1) After making keyboard shortcut assignments, click the **Save** button on the Customize dialog (Figure 5).
- 2) In the Save Keyboard Configuration dialog, type a name for the keyboard configuration file in the **File name** box, or select an existing file from the list. Browse to the location where you want to save the file.
- 3) Click **Save**. A confirmation dialog appears if you are about to overwrite an existing file, otherwise there will be no feedback and the file will be saved.

Loading a saved keyboard configuration

To load a saved keyboard configuration file and replace your existing configuration, click the **Load** button on the Customize dialog, and then select the configuration file from the Load Keyboard Configuration dialog.

Assigning macros to events

In LibreOffice, when something happens, we say that an event occurred. For example, a document was opened, a key was pressed, or the mouse moved. You can associate a macro with an event, so the macro is run when the event occurs. For example, a common use is to assign the “open document” event to run a macro that performs certain setup tasks for the document.

To associate a macro with an event, use the *Events* page of the Customize dialog. For more information, see Chapter 13, Getting Started with Macros, in the *Getting Started Guide*.

Adding functionality with extensions

An extension is a package that can be installed into LibreOffice to add new functionality.

Several extensions are shipped bundled with LibreOffice and are installed with the program. Others can be downloaded from various websites. The official extension repository is located at <http://extensions.libreoffice.org/>. These extensions are free of charge.

Some extensions from other sources are free of charge; others are available for a fee. Check the descriptions to see what licenses and fees apply to the ones that interest you.

Installing extensions

Extensions can be installed in these ways:

- Directly from the *.oxt file in your system's file browser. Double-click the file.
- Directly from **Tools > Extension Manager**, as follows:
 - 1) In LibreOffice, select **Tools > Extension Manager** from the Menu bar.
 - 2) In the Extension Manager dialog (Figure 6), click **Add**.
 - 3) A file browser window opens. Find and select the extension you want to install and click **Open**.
 - 4) Users with administrator or root privileges will see a dialog where they can choose to install extensions "for all users" (shared) or "only for me" (user). Users without those privileges can install, remove, or modify extensions only for their own use.
 - 5) The extension begins installing.

In each case, during the process you may be asked to accept a license agreement. When the installation is complete, the extension is listed in the Extension Manager dialog.

Tip

To get extensions that are listed in the repository, you can open the Extension Manager and click the **Get more extensions online** link. You do not need to download them separately.

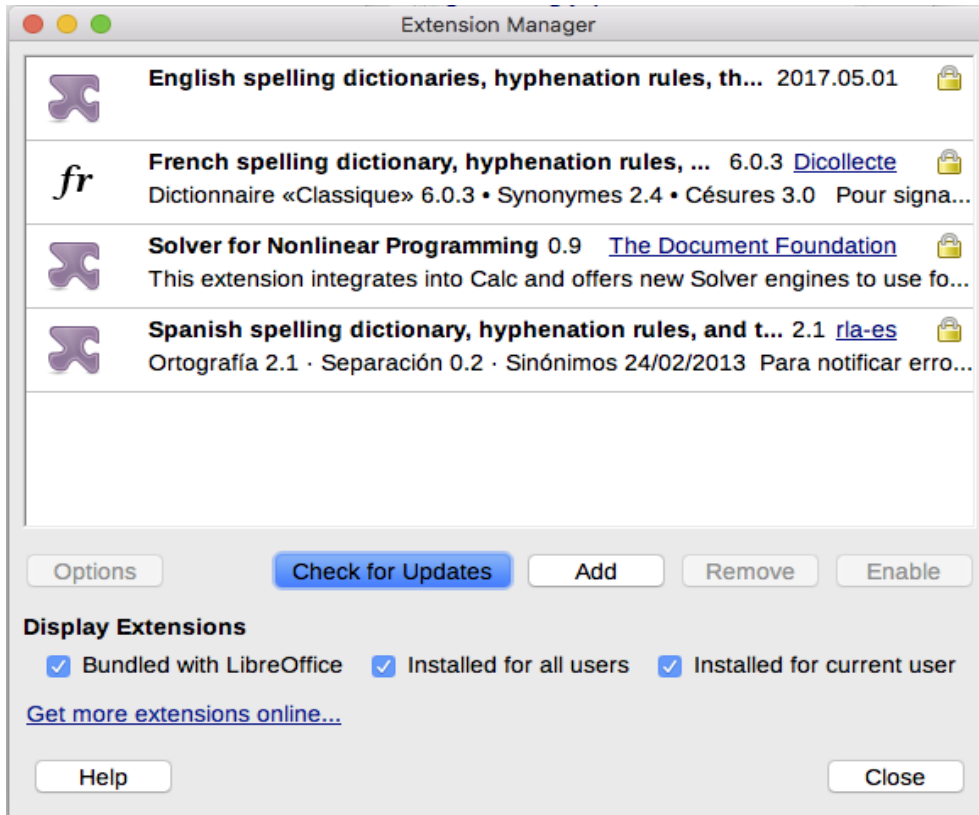


Figure 6: Using the Extension Manager