

***OpenOffice.org***

FOR

**DUMMIES<sup>®</sup>**

**by Gurdy Leete, Ellen Finkelstein, and  
Mary Leete**



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***OpenOffice.org***

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## *Dedication*

To MMY, who showed us that life is a lot like open-source software — unrestricted.

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# Introduction

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**W**elcome to *OpenOffice.org For Dummies*, your friendly companion to the free office suite. In this book, we explain in plain English how to make the most of this feature-rich office suite. *OpenOffice.org For Dummies* aims to give you all the information you need to start using OpenOffice.org right away — with no hassle.

## About This Book

As though you hadn't guessed, *OpenOffice.org For Dummies* covers the OpenOffice.org office suite of programs, including Writer (word processor), Calc (spreadsheet), and Impress (presentation program). We also explain how to use the HTML editor and Draw, the drawing program.

We comprehensively explain OpenOffice.org's features, including

- ✓ Switching to OpenOffice.org from other office suites
- ✓ Creating, editing, and formatting documents in Writer
- ✓ Creating form letters
- ✓ Working with graphics in all the OpenOffice.org applications
- ✓ Creating Web pages with the HTML editor
- ✓ Creating, editing, and formatting a spreadsheet in Calc
- ✓ Calculating and using functions
- ✓ Manipulating data
- ✓ Creating, editing, and formatting presentations in Impress
- ✓ Animating a presentation
- ✓ Creating graphics in Draw

## How to Use This Book

You don't have to read this book from cover to cover. *OpenOffice.org For Dummies* provides just the information you need, when you need it. If you

need the spreadsheet, start with Part III, “Using Calc — The Spreadsheet.” If you need to draw something, go to Part V, “Using Draw — The Graphics Program.” Read what you need and save the rest for later.

For extra information, don’t pass up Part VI, “The Part of Tens,” where we explain ten reasons to use OpenOffice.org and ten places to look for support. Our appendixes help you install and configure OpenOffice.org.

Keep *OpenOffice.org For Dummies* by your computer while you work. You’ll find it to be a loyal helper.

## *Foolish Assumptions*

We assume that you know at least a little about what a word processor, spreadsheet, and presentation program help you accomplish. We also assume that you know the operating system you use. We wrote this book to cover Windows, Linux, and the Mac OS, all at the same time. Talk about foolish! At any rate, we assume that you can get over any minor differences due to your operating system.

## *Conventions Used in This Book*

Sometimes it helps to know why some text is bold and other is italic so that you can figure out what we’re talking about. New terms are in *italics* to let you know that they’re new. Messages and other text that come from OpenOffice.org are in a special typeface, like this.

When we say something like “Choose File→Save As,” it means to click the File menu at the top of your screen and then choose Save As from the menu that opens. When we want you to use a toolbar or toolbox button (or tool), we tell you to click it or choose it.

## *How This Book Is Organized*

We start by introducing you to OpenOffice.org and its environment. We also give you some tips about switching to OpenOffice.org from another office suite. Then we plunge right in and start telling you about each application.

---

To be more specific, this book is divided into six parts. Each part contains two or more chapters that relate to that part. Because some features of OpenOffice.org apply to all the applications, you may find more detail in the part on Writer, which comes early in the book. For example, we don't explain how to spell check three times; instead, we explain it once and then refer to the first mention later on.

## *Part I: Introducing OpenOffice.org*

Part I contains important introductory information about OpenOffice.org, including why it sounds like a Web site, why it's free, how to get it (it's on the CD-ROM that accompanies this book), how it looks, and what applications it includes.

Chapter 2 explains what OpenOffice.org can do for you at home and at work, how OpenOffice.org compares to the other office suites out there, and how to get help.

## *Part II: Using Writer — The Word Processor*

Part II covers everything you need to know about Writer. Chapter 3 explains the basics of opening a document, laying out the page, entering and editing text, navigating through a document, changing views, spell checking, saving, and printing.

Chapter 4 goes more deeply into formatting, including how to use templates and styles, choosing fonts, setting up paragraphs, as well as adding numbered or bulleted lists. Chapter 5 covers how to create complex documents, including setting up personalized form letters (mail merge); adding borders, frames, and graphics; creating tables of contents and indexes; and dividing a page into columns or tables.

Chapter 6 explains how to add hyperlinks and track changes to documents when you collaborate with others. Chapter 7 covers the HTML editor that you use to create Web pages. There's an extra chapter on the CD-ROM with information on setting options, configuring preferences, and making macros.

## ***Part III: Using Calc — The Spreadsheet***

Part III covers the Calc application, which enables you to crunch all the numbers in your life. Chapter 8 explains how to input data, navigate around your huge spreadsheets, and save them for posterity. Chapter 9 explains how to select, move, and copy data as well as how to format your data. Chapter 10 is all about printing. Chapter 11 tells you how to make your data look good. Chapter 12 covers the details of calculating formulas and using Calc's built-in functions. On the CD-ROM, a bonus chapter explains how to use Calc to analyze data.

## ***Part IV: Using Impress — The Presentation Package***

Part IV explains how to create impressive impressions using Impress. Chapter 13 gives you the basics of creating a new presentation, using the various views, adding slides, and saving. Chapter 14 covers editing and formatting. Chapter 15 explains how to add images, create backgrounds, and work with 3-D effects. Chapter 16 is all about animation. Chapter 17 covers the process of delivering your slide show and printing. On the CD-ROM, a bonus chapter gives you some tips for setting up Impress.

## ***Part V: Using Draw — The Graphics Program***

Draw creates great graphics that you can use alone or insert into the other OpenOffice.org applications. Chapter 18 explains the basics of creating and editing shapes. On the CD-ROM, a bonus chapter explains layers, curves, fills, special effects, and 3-D.

## ***Part VI: The Part of Tens***

No *For Dummies* book is complete without its Part of Tens — it's a tradition! Chapter 19 gives you ten reasons to use OpenOffice.org, if you're not already convinced. Chapter 20 provides ten places to look for support, in addition to this book, of course.



## Appendix

Last, but not least, we come to the appendix. It adds some valuable information to the end of this book, including instructions on installing and configuring OpenOffice.org.

## About the CD-ROM

Don't forget to check out the CD-ROM. It contains OpenOffice.org for Windows, Linux and Mac OS X, so you don't have to go far to get it. We make it easy!

## Icons Used in This Book

If you see little pictures in the margins, you have found an icon. Icons point out special information in the text and quickly let you know if you need to pay attention or can ignore it.



This icon alerts you to information that you need to keep in mind to avoid wasting time or falling on your face.



OpenOffice.org has some advanced features you may want to know about — or skip over entirely. This icon lets you know when we throw the heavier stuff at you.



Tips help you finish your work more easily, quickly, or effectively. Don't miss out on these.



Uh-oh! “Watch out here!” is what this icon is telling you, or else you never know what may happen.

## *Where to Go from Here*

If you don't already have OpenOffice.org installed, get out the CD-ROM and install it. Complete instructions for your operating system are in the appendix. Then open OpenOffice.org, turn to Chapter 1 and take the plunge.

Enough of all this talk. Let's move into the real content of this book and start using OpenOffice.org!

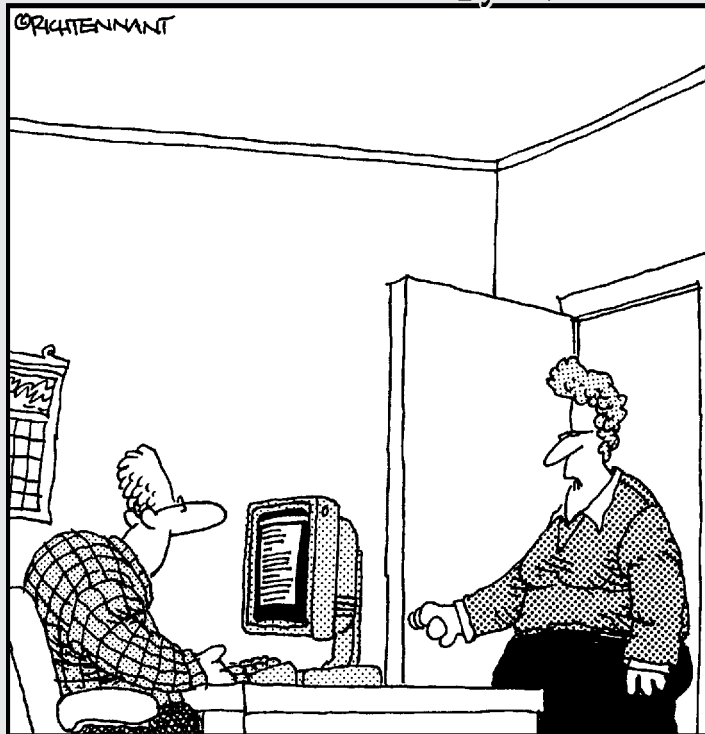
Enjoy!

# Part I

# Introducing OpenOffice.org

## The 5<sup>th</sup> Wave

By Rich Tennant



"The engineers lived on Jolt and cheese sticks putting this product together, but if you wanted to just use 'cola and cheese sticks' in the Users Documentation, that's okay too. We're pretty loose around here."

## *In this part . . .*

**P**art I introduces you to OpenOffice.org. If you're new to OpenOffice.org, read this part to understand the whole framework of open source software and how OpenOffice.org fits in (and where you fit in, too). This part explains what OpenOffice.org is, how to get started, and how you can use OpenOffice.org.

## Chapter 1

# Getting to Know OpenOffice.org

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### *In This Chapter*

- ▶ What is OpenOffice.org?
  - ▶ Getting started with OpenOffice.org
  - ▶ Opening OpenOffice.org
  - ▶ Checking out the applications
  - ▶ Facing the interface
  - ▶ Closing OpenOffice.org
- 

**O**penOffice.org is an exciting new Office suite program that is extremely powerful and completely free to everyone. It operates on Windows, Linux, Macintosh, and Solaris, and it can easily read and write a plethora of file formats, including Microsoft Office. It is currently available in more than 30 languages, and people all over the world are migrating to OpenOffice.org for their entire office suite needs. Over sixteen million people currently use the program, and the total is increasing daily!

You don't have to pay a single dime to use OpenOffice.org — either now or in the future! Sounds too good to be true? The more you learn about OpenOffice.org, the more fascinated you'll become.

## *What Is OpenOffice.org?*

OpenOffice.org, the Office suite, includes the following four major applications:

- ✓ **Writer:** A full-featured word processor that also includes an HTML editor for designing Web pages
- ✓ **Calc:** An extremely capable spreadsheet program that also allows you to link to corporate databases
- ✓ **Draw:** An excellent drawing and graphics program for both 2-D and 3-D

- ✓ **Impress:** A very capable presentation program for creating electronic slide shows

As its name suggests, OpenOffice.org is also a Web site. The Web site, at [www.openoffice.org](http://www.openoffice.org), is the home of the project that creates, markets, and distributes the applications.

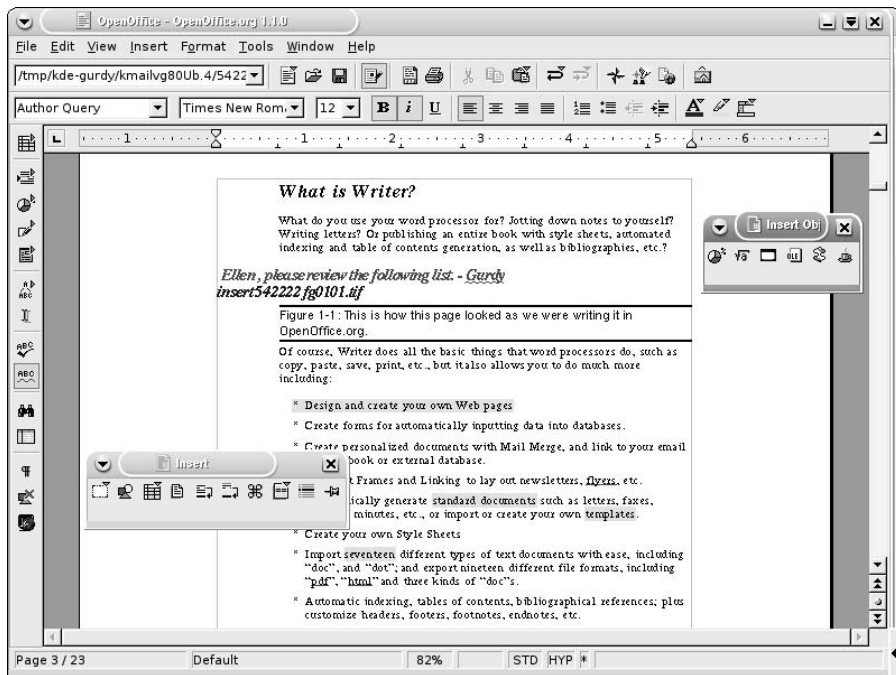
## *What is Writer?*

What do you use your word processor for? Jotting down notes to yourself? Writing letters? Or publishing an entire book with style sheets, automated indexing and table of contents generation, as well as bibliographies? Whether your needs are large or small, Writer is up to the job. Figure 1-1 is an example of a Writer document. Look familiar? This book was written in OpenOffice.org.

Of course, Writer does all the basic things that word processors do, but it also allows you to do much more including:

- ✓ Design and create your own Web pages.
- ✓ Create forms for automatically inputting data into databases.
- ✓ Create personalized documents with Mail Merge, and link to your e-mail address book or external database.
- ✓ Use Text Frames and Linking to lay out such documents as newsletters and flyers.
- ✓ Automatically generate standard documents such as letters, faxes, agendas, minutes, or import or create your own templates.
- ✓ Create your own Style Sheets
- ✓ Import seventeen different types of text documents with ease, including “doc”, and “dot”; and export nineteen different file formats, including “pdf”, “html” and three kinds of “doc”s.
- ✓ Automatic indexing, tables of contents, bibliographical references; plus such details as custom headers, footers, footnotes, and endnotes.
- ✓ Track changes; compare documents, Automatic outlining, Spellchecking, and Thesaurus.
- ✓ Automatically correct words, or automatically complete words as you type. (This is all completely customizable, of course.)
- ✓ Insert Dynamic fields (such as date and time) and hyperlinks.
- ✓ Connect to e-mail software.
- ✓ Create and use macros.

**Figure 1-1:**  
This is how  
this page  
looked as  
we were  
writing it in  
OpenOffice.  
org.



## What is Calc?

Calc can calculate anything you hand it. It's a full-featured spreadsheet program with all the great bells and whistles you'd expect from the best. While Calc is super at doing all the basic spreadsheet things, such as adding, sorting, manipulating rows and columns, and inserting graphics, Calc also lets you do the following:

- ✓ Link to external databases, such as dBase and MySQL (or even your email address book) and view, query, sort, filter, generate automatic reports and more, without affecting your original database.
- ✓ Use an intuitive graphical interface to organize your data from your spreadsheets or database.
- ✓ Filter your spreadsheet or database data to locate information quickly.
- ✓ Use automatic subtotaling with outlining capabilities to give you instant information of the big picture, whenever you need it.
- ✓ Use any and all of 364 built-in functions for financial, mathematical, statistical, database and other purposes. Or create your own formulas.

- ✔ Use extensive formatting capabilities, including autoformating, style sheets, graphical backgrounds, fancy borders, as well as conditional formatting.
- ✔ Freeze headings, create multiple sheets for a 3-D spreadsheet, use split sheets, floating frames...
- ✔ Validate data (for example, require a specified format, such as a date)
- ✔ Save, print, and import and export a variety of formats (including your favorites)
- ✔ Generate 3-D charts, try out goal seeking, protect your documents, create macros, and lots more.

## *What is Impress?*

Impress creates presentations (also known as slide shows) that you display from your computer, often with a projector, so that people can see what is on your screen. Each page of a presentation is called a *slide*. You add slides to a presentation and then add text and graphics to each slide. You also have all you need to create a masterful presentation. Impress allows you to do the following:

- ✔ Create a presentation quickly with AutoPilot or a template
- ✔ Add notes to each slide that are just for the presenter
- ✔ View your presentation in several ways using the Drawing, Outline, Slide, Notes, Handout, and Slide Show views
- ✔ Save, print, and export and import in several formats (including your favorites)
- ✔ Format text characters and paragraphs
- ✔ Create bulleted and numbered lists
- ✔ Control the look of the presentation with a master slide
- ✔ Insert graphics and control them using layers
- ✔ Create your own graphics, including 3-D graphics
- ✔ Add text animation and slide transitions

## *What is Draw?*

Draw is well integrated with the other OpenOffice.org programs but stands completely on its own as well. It's a great drawing program. Of course, it offers the basic drawing functions, such as the ability to automatically create lines, curves, circles, squares, 3-D spheres and more, but you can also use the following more advanced features with Draw:



- ✔ Customize your own glows, transparencies, gradients, bitmaps, or use ready-made gradients and import bitmaps.
- ✔ Use floating toolbars for easy access to create shapes, curves, lines, arrows, dimensional brackets, and more.
- ✔ Merge, subtract, intersect, rotate, and flip your graphics and otherwise modify them in many ways.
- ✔ Edit points to fine-tune curves and polygons.
- ✔ Cross-fade images for animated dissolves and morphing.
- ✔ Create text animation for livening up your Web pages or presentations.
- ✔ Use smart connectors to create flow-charts and organizational charts.
- ✔ Add shadows and 3-D effects; create 3-D objects from 2-D objects. (Careful, this is addicting.)
- ✔ Add shading, texture, lighting, and materials to 3-D graphics; rotate 3-D objects in three dimensions
- ✔ Use layers and groups.
- ✔ Import and export many formats, including SWF Flash Player format.

## Why is OpenOffice.org free?

A few years ago, Sun Microsystems, Inc. noticed that it was paying Microsoft millions of dollars for the use of its software, and at the same time, Sun needed office tools for its Solaris operating system. Sun then bought a company called StarDivision, which had created an office suite that was competitive in features with Microsoft Office, with one important difference — the suite ran on GNU/Linux and Solaris operating systems as well as Windows. The product was called StarOffice.

Sun released the StarOffice programmers' source code as an open source program and called it OpenOffice. At the same time, Sun also sells StarOffice as a proprietary program, because some clients requested that Sun provide guarantees and support for the software. StarOffice adds a few proprietary features to OpenOffice, such as licensed templates, extra clip art, and the Adabas D database, along

with 24-hour support from Sun, and Sun offers StarOffice at a reasonable price.

By making OpenOffice.org open source, Sun generated a community of about 100,000 computer programmers and enthusiasts to create new features, improved documentation, and provide great support for the program — and all for free! Everyone is excited about OpenOffice.org and wants to be a part of this historic endeavor.

Everyone is welcome to participate in the project if you want. If you are a programmer, or even just an OpenOffice.org enthusiast, you might find helping out to be almost irresistible.

If you would like a new feature, you can go to OpenOffice.org, the Web site, and request it. If you're a programmer, you can even contribute a new feature of your own.

## What is open source software?

In *open source software*, the source code of the software is freely available to users. If you are a programmer, you can use, modify, and redistribute the code. (The distribution part has a few rules.) You are encouraged to participate in the OpenOffice.org project (actually, one of its many projects) by contributing to the project—writing new code, issuing bug reports, writing documentation, and so on. (You don't need to be

a programmer to contribute.) You can also join mailing lists to read about various aspects of the project on a regular basis.

The OpenOffice.org Web site shows you the many ways that you can contribute to the project and lets you know how to join one or more of the mailing lists.



OpenOffice.org, the organization, asks that all public communications use OpenOffice.org when referring to the suite of applications, even though simply using OpenOffice seems to make more sense. Leave it to the lawyers and trademark laws to complicate things, but that's okay, this way we can always remember where to go for our free upgrades and online support.

## Can OpenOffice.org replace my current office suite?

With OpenOffice.org you can most likely do everything you currently do with your office suite, and maybe even lots more. You may find OpenOffice.org to be even more handy than your current Office suite. Users report that OpenOffice.org is extremely robust and can handle very large, complex documents with ease. And many users are fond of having their files take up 25 to 60 percent less space than that of the leading office suite. Also since OpenOffice.org is open source, any security holes are dealt with extremely quickly. Anyone in the OpenOffice.org community can find and fix any problem or potential problem in a flash! No waiting for one company to get around to it. This means it is much less likely that anyone could take over your computer from another location without your knowledge and consent through OpenOffice.org.

OpenOffice.org was created as a Microsoft Office clone, so Microsoft Office users generally experience little or no difficulty making the transition. However some situations do exist where it is not recommended that you switch to OpenOffice.org. They are as follows:



- ✓ If your business requires the Exchange Server capabilities of Microsoft Outlook, This feature allows you to have shared workspaces with other people on other computers. OpenOffice.org has no substitute for it — at least not on Windows or Mac.
- ✓ VBA macros written in Microsoft Office, as well as other macros from other office suites do not convert into OpenOffice.org and must be re-programmed. (It is estimated that this may affect five percent of office suite users.)

In other words, unless you are a power-user of another office suite with special needs, converting to OpenOffice.org should be no problem. Chapter 2 explains more about switching to OpenOffice.org.

To write this book with OpenOffice.org, we needed perfect compatibility with Microsoft Word, because the publisher automatically converts Word text and formatting into QuarkXPress to print the book that you are reading. We imported Wiley's custom Word template into OpenOffice.org and wrote the entire book in OpenOffice.org. We checked the document in Microsoft Word. Occasionally, we had to change the document formatting to match what the publisher wanted in Word. However, the actual text transferred perfectly from OpenOffice.org to Word.

## *Getting Started with OpenOffice.org*

Most people who use OpenOffice.org download the program from the Web site of the same name. Other people get it from their friends. But you don't have to do either. The CD-ROM with the complete program for Windows, Mac, and Linux accompanies this book. Check out Appendix A for Installation Instructions.

If you need to go to Appendix A, go ahead. We'll wait for you. Then come back here to continue reading about opening and working in OpenOffice.org.

Once you have OpenOffice.org installed on your system, you are ready to open it and get to work!

To open OpenOffice.org, follow these steps:

- ✓ **Windows:** Choose Start⇨Programs (or All Programs)⇨OpenOffice 1.1, and then choose the application that you want from the submenu. For example, to open the word processor, choose Text Document.
- ✓ **Linux:** The procedure depends on the Linux distribution that you have.

Linux has several different desktop environments. If you are using KDE, then choose **K**→OpenOffice.org 1.1.0 and then choose the application that you want from the submenu. If you are using Gnome, then choose **A**pplications→Office and then choose the application that you want from the submenu. Most Linux desktop environments have a relatively straightforward way of finding OpenOffice.org.

- ✓ **Macintosh:** Navigate to the folder that contains OpenOffice.org (which should be called `OpenOffice.org1.0.1`), and double-click the Start OpenOffice.org icon to open a blank Writer document. To open another application, choose **F**ile→New and choose the type of document that you want to open.

Of course, you can place an alias on your desktop and double-click that or drag the alias to your dock.

The first time you open OpenOffice.org, you see the OpenOffice.org Registration dialog box. To register, choose Register Now and click OK. The OpenOffice.org Web site opens, so that you can register.



## Facing the Interface

Each application in OpenOffice.org has a somewhat different look, of course, but many features of the interface are common throughout the suite of applications.

In the following sections, we use Writer, the word processor, as an example. However, the principles apply to all the applications. For more details, refer to the parts of this book that explain the applications that you want to use.

## Tooling through the toolbars

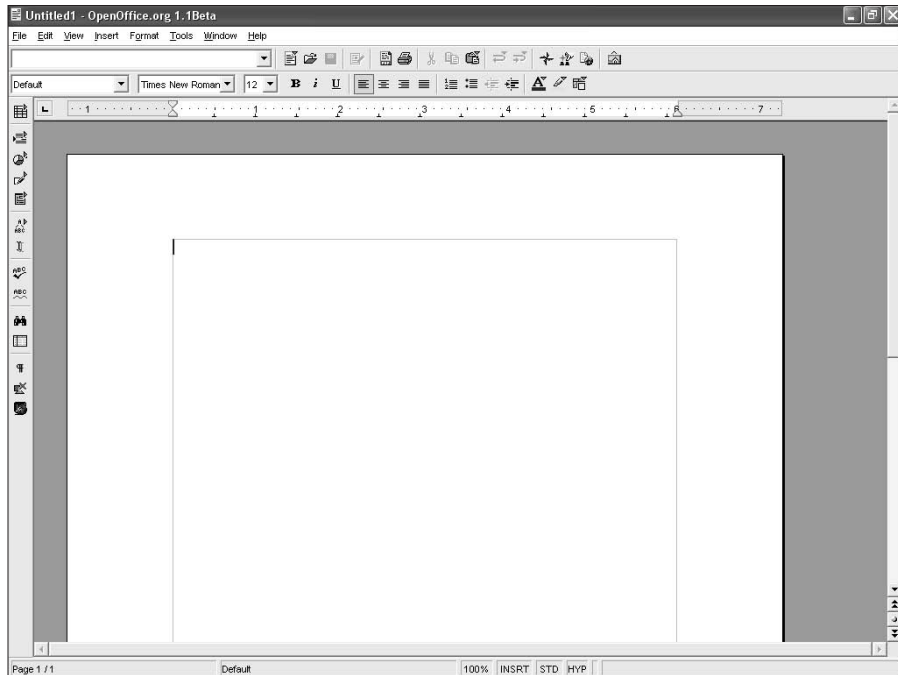
A *toolbar* is a bar of small buttons with pictures on them that you click to execute commands or otherwise complete the task that you are working on. All applications have three commonly used toolbars: the Function toolbar, Main toolbar, and Object toolbar, as shown in Figure 1-2. The toolbar buttons are shown on the Cheat Sheet at the front of this book.

The following sections describe OpenOffice.org's three main toolbars.

### *Function toolbar*

The Function toolbar is the most similar toolbar across all the applications. This toolbar contains basic commands that apply to most types of tasks. You can find the toolbar at the top of the OpenOffice.org application window.

**Figure 1-2:**  
Like other  
OpenOffice.  
org appli-  
cations,  
Writer  
contains  
toolbars.



When you open a window, such as Navigator, Stylist, Gallery, or Preview (in Impress), you can let it float on the desktop or you can *dock* it. The following points explain docking and undocking:

- ✓ To dock a window, press Ctrl and drag the window by its title bar to the right side of the application window.  
When docked, you can use the arrow icon in the window to collapse the window to a tiny bar that takes up little screen space. Click the arrow again when you need to see the window.
- ✓ To undock a window, use the same procedure (press Ctrl and drag the window by its top toolbar).
- ✓ You can also click the Pin icon in the window to change the window from floating to *stick* (docked).

### ***Main toolbar***

The Main toolbar resides along the left side of your screen and contains many often-used commands.



You can turn any fly-out toolbar into a floating toolbar. Click the Insert button on the Main toolbar and hold down the mouse button for a second. You can then drag the fly-out toolbar from its title bar to any location.

### *Object toolbar*

The Object toolbar changes depending on the type of objects that you have in your document or have selected. In general, the Object toolbar has tools for formatting objects. In Writer, you usually see the Text Object toolbar, because you most often work with text in Writer. The purpose of the Text Object toolbar is to help you format text. Other Object toolbars have tools for formatting other types of objects, depending on the application that you are using and the object that you have selected.

### *Other toolbars*

OpenOffice.org has the following additional toolbars:

- ✓ **Hyperlink bar:** Use the Hyperlink bar to search the Internet or edit existing hyperlinks. To display or hide the Hyperlink bar, choose View⇨Toolbars⇨Hyperlink Bar.
- ✓ **Formula toolbar:** Use the Formula toolbar to create formulas in your documents. For example, you can create a table, enter numbers, and then add the numbers. To display or hide the Formula toolbar, choose View⇨Toolbars⇨Formula Bar or press F2.
- ✓ **Status bar:** The status bar at the bottom of the screen displays information about your current document. You can change your display zoom, change from insert to overwrite mode, and so on. If you have made changes to your document since you last saved, you see an asterisk on the status bar. You can display or hide the status bar by choosing View⇨Status Bar.

### *Working with toolbars*

You can add buttons to or remove buttons from any toolbar so that you can more easily find the tools that you need quickly. The easiest way to add or remove buttons is to right-click the toolbar that you want to modify; then choose Visible Buttons from the submenu that appears. Figure 1-3 shows the menu button options for the Text Object toolbar in Writer. You can see, for example, that you could add buttons for line spacing.

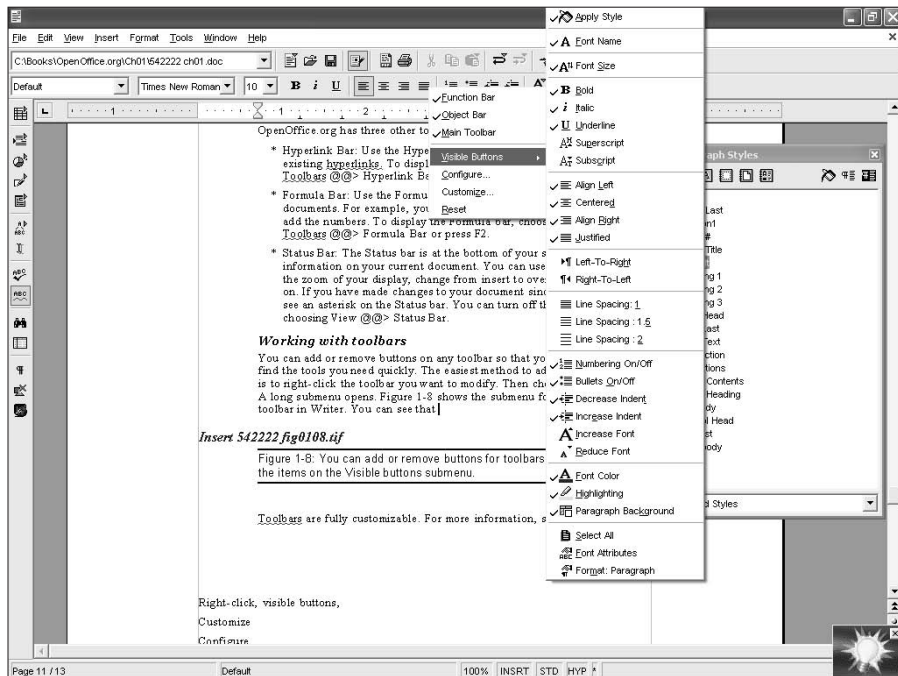
You can add your own buttons and create your own toolbars. For more information about customizing toolbars, see Chapter 8.

## *Using the menus*

A few details may help make your menu experience more fruitful. The following menu items are standard across all the programs:

- ✔ **File:** Provides functions for the file as a whole, including open, save, print, export, AutoPilot, and templates
- ✔ **Edit:** Provides editing functions, including cut, copy, paste, undo, redo, AutoText, and Find & Replace
- ✔ **View:** Provides functions for viewing your document, including zoom, the ruler, toolbars, and nonprinting characters
- ✔ **Insert:** Inserts such items as page breaks, special characters, hyperlinks, headers, footers, tables of contents, indexes, tables, and graphics
- ✔ **Format:** Formats characters, paragraphs, and pages; adds numbering or bullets; changes case (as in uppercase or lowercase); and specifies styles (collections of formatting instructions)
- ✔ **Tools:** Provides Spellcheck, the thesaurus, hyphenation, AutoCorrect, the Gallery, data sources, mail merge, macros, and customization
- ✔ **Window:** Switches among open documents so that you can see what is in documents, copy data from one document to another, and so on
- ✔ **Help:** Get help!

**Figure 1-3:** You can add buttons to or remove buttons from toolbars by clicking one of the items on the Visible Buttons submenu.



Each major application has an additional menu, described as follows:

- Calc has a Data menu for sorting, filtering, and analyzing the data in your spreadsheet.
- Impress has a Slide Show menu for specifying how your presentation runs when you deliver it full-screen.
- Draw has a Modify menu for rotating, flipping, aligning, and otherwise changing your drawing objects.

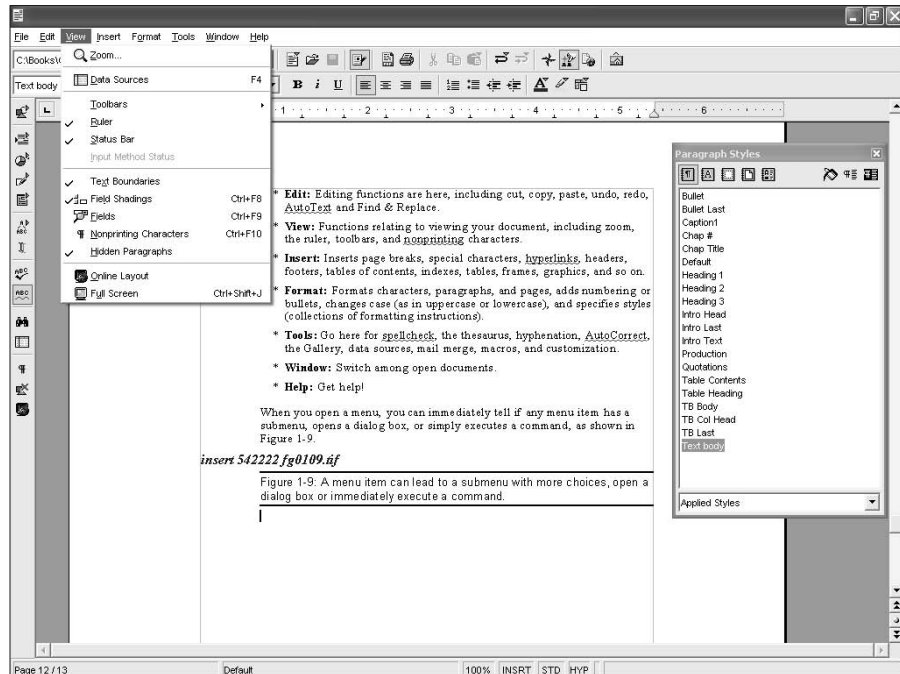
When you open a menu, you can tell whether a menu item has a submenu, opens a dialog box, or simply executes a command, as shown in Figure 1-4.

## Cutting it short with keyboard shortcuts

OpenOffice.org has a huge selection of keyboard shortcuts; you can also create your own shortcuts. Keyboard shortcuts are especially useful in Writer, where your hands are on the keyboard most of the time.

When you open a menu, you can see the keyboard shortcuts listed along the right side of the menu. For example, in Figure 1-4, you can see that pressing Ctrl+F10 toggles nonprinting characters on and off.

**Figure 1-4:**  
A menu item can lead to a submenu with more choices, open a dialog box, or immediately execute a command.





## *Closing OpenOffice.org*

When you have finished creating a document, spreadsheet, or presentation, you can close OpenOffice.org. It will be waiting for you when you return.

To close OpenOffice.org, do one of the following:

- ✓ Choose File⇨Exit.
- ✓ Press Ctrl+Q.
- ✓ Click the Close button at the upper-right corner of the window.



## Chapter 2

# Switching to OpenOffice.org

---

### *In This Chapter*

- ▶ Understanding what OpenOffice.org can do for you
  - ▶ Working with OpenOffice.org compared to other office suites
  - ▶ Using Help
- 

**I**f you are using another office suite — a set of programs that includes a word processor, spreadsheet, and probably a presentation program — how easy is it to switch to OpenOffice.org? Do you have to learn a whole new way of working? Does OpenOffice.org have as many features as Microsoft Office, WordPerfect Office, or StarOffice? Finally, if you have questions about how to accomplish a certain task, how do you get answers?

## *What OpenOffice.org Can Do for You*

What does any office suite do for you? You need to write letters, reports, and memos. You have to crunch numbers for your budget or sales projections. You put it all into a presentation to show employees, prospective customers and investors, or colleagues. OpenOffice.org can do all this and more.

## *Using OpenOffice.org at home*

Unfortunately, you often need to take work home from the office. Or, fortunately, you work at home all the time, but you need to e-mail documents, spreadsheets, and so on to others. Perhaps you just want an office suite for personal use at home. OpenOffice.org is a great option for home use because it's free and compatible with other office suites.

You can type letters to your friends and print and mail these letters. You can also send your letters by e-mail to your friends. If your friends want a document in Microsoft Word format, for example, you can save it that way, and they can open it in Word. That's pretty flexible, isn't it?

If you take work home, you may have access to your company's intranet or database at home, e-mail documents to yourself as attachments, download documents from a company FTP site, or bring home floppy disks or burned CDs with the material that you need. In any event, you can access databases or open documents in a number of other formats, write and edit documents using OpenOffice.org, and then save the documents in the original format. No one will ever know that you didn't use Word, for example!



If the file you are importing has some advanced features listed below in this chapter, your document may open but look different than what you expect. Sometimes styles may change, or slight variations can occur which are easily fixed, or in the worst case, some information is lost or your files won't open at all — but that is very unlikely. (OpenOffice.org Calc, for example, has been reported to open Excel documents that even Excel couldn't read!)

In January 2003, ACM Queue ([www.acmqueue.com](http://www.acmqueue.com)) tested Microsoft Word, Excel, and PowerPoint files by opening them in other office suites. Out of 100 doc files collected at random from the Internet, OpenOffice.org Writer opened 90 perfectly. Three had minor differences, four had less minor but fixable differences, and three did not open at all — all were from older versions of Word. (Calc and Impress scored similarly.) This test, however, was done using an earlier version of OpenOffice.org (version 1.0.1) and significant improvements have been made to the new version to improve its compatibility.

As a matter of fact, if you really want all your documents to be in Microsoft Word, Excel, and PowerPoint format, for example, you can set the default format of OpenOffice.org files to be the same as those that are used in Microsoft Office. That way, you never have to even think about multiple file formats.

Again, if you always work at home (lucky you!), you can open documents that people send you from other office suites and save documents in other formats that others can open.

In Chapter 3, we provide details about opening documents that were created in other formats, saving documents in other formats, and changing the default file format for OpenOffice.org.

## *Using OpenOffice.org at work*

So you want to take the plunge and use OpenOffice.org at work. This may happen in one of the following situations:

- ✔ Your company lets you use whatever program you want (this is unlikely).
- ✔ You are the person that makes the software decisions for the entire company.
- ✔ Your board of directors has chosen to make OpenOffice.org the official office suite for your company.
- ✔ You *are* the company.
- ✔ You're the boss, and everyone has to do what you say.

Whatever the situation, you need everything to work properly and be compatible so that you don't drive your customers, suppliers, and employees crazy. You also don't want to spend two hours writing a letter when you could accomplish the task in one hour. You need advanced features such as mail merge, graphics, tables, hyperlinks, and revision tracking.

As we explained in the previous section about using OpenOffice.org at home, compatibility is a hallmark of this wonderful program, even though the compatibility isn't perfect. The techniques that we described in that section, especially saving in another format, usually take care of any problems.

Advanced features abound in OpenOffice.org. Word processing has been around for a long time, and by now, programmers have a good idea of the features that people need. All the basics and most of the advanced features are built right into OpenOffice.org. Sometimes you need to work a little differently, but that's what this book is for, after all — to explain how to use OpenOffice.org. OpenOffice.org was created as a Microsoft Office clone, so anyone migrating from Office will feel pretty comfortable right from the start.

As with any new software, if you are introducing OpenOffice.org to your employees, some training is helpful and will be appreciated. You'll find many small differences — sometimes they're improvements! — so people may need some time to get up to speed.



Give employees this book to use as a reference.

## ***Comparing OpenOffice.org to other office suites***

Because interacting with other office suites is a fact of life and most people have used another office suite before coming to OpenOffice.org, we often need to compare OpenOffice.org to those office suites.

Such a comparison is useful for the following cases:

- ✓ Deciding whether you should make the switch
- ✓ Justifying a company switch, including preparing a cost/benefit analysis
- ✓ Understanding questions that you may have, such as why the mail merge isn't working the way you expected it to

### *OpenOffice.org and Microsoft Office*

Everyone knows that Microsoft Office is the heavy hitter among the office suites. Office boasts the vast majority of users and is the standard against which users usually compare another office suite. In the following tables, we compare OpenOffice.org with Microsoft Office XP.

The system requirements of OpenOffice.org compared to those of Microsoft Office XP are shown in Table 2-1. As you can see, OpenOffice.org gives you more operating system choices and requires less memory.

<b>Table 2-1 System Requirements</b>		
<i>Requirement</i>	<i>OpenOffice.org</i>	<i>Microsoft Office XP</i>
Operating system	Windows 95 through XP, Linux, Solaris OE	Windows 98 through XP, Mac (with X11 installed)
RAM (memory) (MB)	64	128 (varies with configuration)
Hard drive space (MB)	250–300	210 (varies with configuration)

Even more important are the basic products that are included with OpenOffice.org. Table 2-2 compares OpenOffice.org with Microsoft Office XP Professional, which includes the presentation program PowerPoint.

<b>Table 2-2 Products Included</b>		
<i>Product</i>	<i>OpenOffice.org</i>	<i>Microsoft Office XP Professional</i>
Word processing	Yes	Yes
Spreadsheet	Yes	Yes
Presentation	Yes	Yes
Database	No	Yes (Access)
E-mail	No	Yes (Outlook)

<i>Product</i>	<i>OpenOffice.org</i>	<i>Microsoft Office XP Professional</i>
Calendar	No	Yes (Outlook)
Drawing	Yes	No
Image viewer	Yes	Yes
Formula creator	Yes	Yes
HTML editor	Yes	No (Special Edition version includes FrontPage)

OpenOffice.org doesn't include a database program like Access or an e-mail/calendar program like Outlook. However, OpenOffice.org includes everything else that Office does. In fact, not all versions of Office include FrontPage, but OpenOffice.org has its own HTML editor. Also, OpenOffice.org has its own drawing program, unlike Microsoft Office.

We can't compare every possible feature or we wouldn't have any room left to tell you how to use the features — and which is more important? But Table 2-3 compares some important word processing features of OpenOffice.org Writer and Microsoft Word.

<i>Feature</i>	<i>Writer</i>	<i>Word</i>
Customizable menus and toolbars	Yes	Yes
Shortcut keys	Yes	Yes
Tables	Yes	Yes
3-D effects	Yes	Yes
Revision tracking	Yes	Yes
Headers and footers	Yes	Yes
Tables of contents, indexes	Yes	Yes
Drawing tools	Yes	Yes
Mail merge	Yes	Yes
Macros	Yes (write only)	Yes (write and record)
Programmable	Yes	Yes

Although comparable programs in Microsoft Office and OpenOffice.org may be similar, many details are different. For example, Microsoft Office has AutoShapes, which are graphic objects that you can insert into your documents. OpenOffice.org has its own graphic shapes but doesn't specifically support Office's AutoShapes. Therefore, if you open an Office file that contains AutoShapes in OpenOffice.org, you may have trouble displaying these AutoShapes. In our AutoShapes test, we had good success opening and displaying Microsoft PowerPoint presentations in OpenOffice.org Impress, so you may not have any problems!

In most cases, you will have problems with compatibility between Office and OpenOffice.org only if the formatting is quite complex. Although OpenOffice.org says that the following items may not appear or function correctly, we had excellent experience with most of these items:

- ✓ AutoShapes
- ✓ Revision marks
- ✓ OLE (embedded) objects
- ✓ Form fields
- ✓ Indexes
- ✓ Tables, frames, and columns
- ✓ Hyperlinks
- ✓ Bookmarks
- ✓ WordArt graphics
- ✓ Animated text
- ✓ PivotTables (Excel)
- ✓ New chart types
- ✓ Conditional formatting (Excel)
- ✓ Some functions and formulas (Excel)
- ✓ Background graphics (PowerPoint)
- ✓ Tab, line, and paragraph spacing
- ✓ Grouped objects
- ✓ Some multimedia effects (PowerPoint)



Microsoft Office and OpenOffice.org cannot run the same macros.

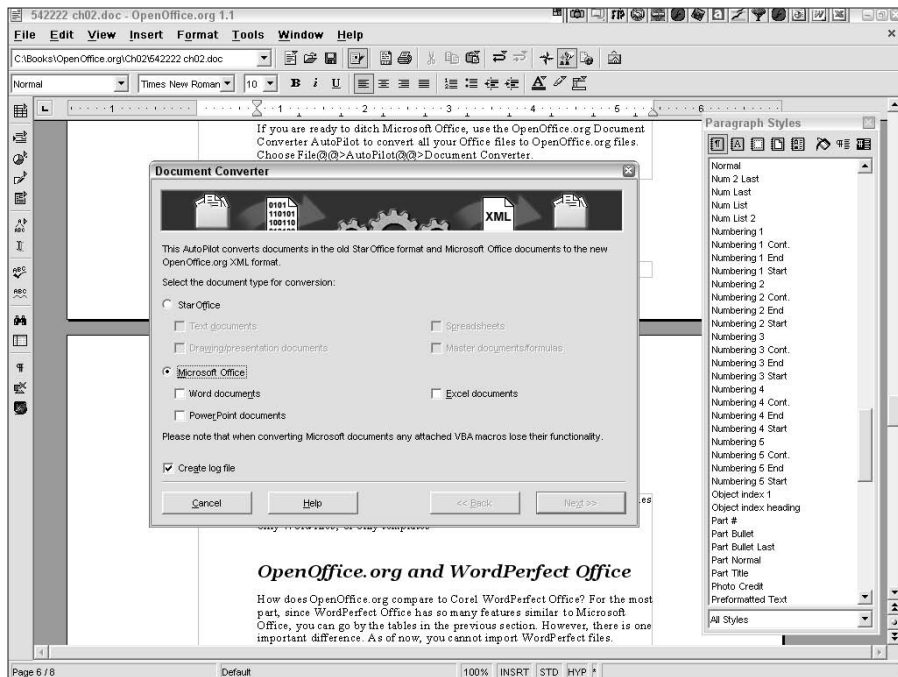


If you are ready to ditch Microsoft Office, use the OpenOffice.org Document Converter AutoPilot to convert all your Office files to OpenOffice.org files. Choose File→AutoPilot→Document Converter to open the Document Converter dialog box, as shown in Figure 2-1.

Select the Microsoft Office option button and then choose which types of documents you want to convert. Then click Next. On the next screen, you can specify the folders that you want to include (you don't have to convert *all* your files) and where you want to save them. You can convert templates and regular application files.

You can specify the folder to be read and the folder where the converted files are to be saved. You can limit the conversion to specific file types, such as only Word files or only templates. You need to indicate the type of file and location for each of the Microsoft Office applications that you choose. The Document Converter confirms your choices. Click the Convert button to convert the files.

**Figure 2-1:**  
The Document Converter is an AutoPilot (wizard) that guides you through the process of converting your Microsoft Office files to OpenOffice.org files.





You may think that the Document Converter actually converts your Office files to OpenOffice.org files, but that's not true. Your original files remain as they are, and the Document Converter creates new files in the OpenOffice.org format. You don't have to worry about losing your original files!

Of course, you can open Microsoft Office documents in OpenOffice.org. However, converting documents first ensures a more perfect fit within OpenOffice.org.

### ***OpenOffice.org and WordPerfect Office***

How does OpenOffice.org compare to Corel WordPerfect Office? For the most part, because WordPerfect Office has so many features that are similar to Microsoft Office, you can use the tables that we provided in the previous section. However, one important difference exists. As of now, you cannot open WordPerfect files.



For word processing, you may find a workaround that exports WordPerfect files to XML or OpenOffice.org's .sxw format. Visit <http://libwpd.sourceforge.net/>, a Web site that contains resources for importing and exporting WordPerfect documents, and go to the Download page.

### ***OpenOffice.org and StarOffice***

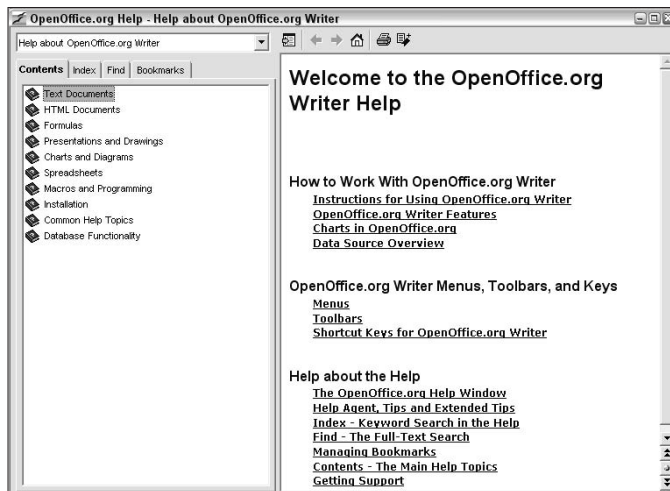
StarOffice is an office suite that is distributed by Sun Microsystems. OpenOffice.org and StarOffice are sisters (brothers?). OpenOffice.org is the same program as StarOffice, with the following important differences:

- ✓ StarOffice costs \$79.95, but OpenOffice.org can easily be obtained for free. (For example, OpenOffice.org is included with this book!)
- ✓ OpenOffice.org is open source software. (We explain open source software in Chapter 1.) It is free software as defined by the Free Software Foundation in that users are free to run the program for any purpose, free to study and modify the program's source code, and free to redistribute modified or unmodified copies of the program, either gratis or for a fee, to anyone anywhere. Although StarOffice's code is mostly the same as OpenOffice.org's, the StarOffice code is not publicly available.
- ✓ Because OpenOffice.org is free software that can be widely redistributed for the public good, thousands of volunteers are attracted to developing it. StarOffice uses the code that's developed by these volunteers, but adds certain features using proprietary code that is not available in OpenOffice.org. Some of these features include a database program, additional Asian fonts, more templates and clip art, and more file filters. However, you can get some of these features by using third-party applications and resources. For more information on such OpenOffice.org resources, see Chapter 20.

If you have an old version of StarOffice, you can convert it to the current version of OpenOffice.org. See the instructions in the section “OpenOffice.org and Microsoft Office,” earlier in this chapter.

## Getting Help

If you have questions as you’re using OpenOffice.org, the Help feature is always there for you. You can usually find what you’re looking for with little difficulty. To start Help, choose Help⇨Contents, as shown in Figure 2-2.



**Figure 2-2:**  
Help is  
there to  
serve you.

The four tabs in the Help window help you find your answer easily. The Contents tab organizes help according to topics. The Index tab lists information alphabetically. Use the Find tab to search for keywords. When you find a page that you may want to refer to later, add it to the Bookmarks tab.

## Using the Contents page

As you can see from Figure 2-2, you can use the Contents page to get help for any OpenOffice.org application. After you decide which application you want, double-click the appropriate book icon on the left side of the page to display

the list of topics for that application. Many topics have subtopics and sub-subtopics, so keep on double-clicking until you find what you want.

In Figure 2-3, you see the topic that discusses turning off the AutoCorrect function. You get to this topic by choosing the following path in the left side of the Contents page: Text Documents⇨Automatic Functions⇨Turning Off AutoFormat and AutoCorrect.

The Help system also contains another complete set of instructions. Choose the following path: Text Documents⇨General Information and User Interface Usage⇨Instructions for Using OpenOffice.org Writer. Here you see a long list of topics from which you can choose. You can probably find the answer you need from either set.

At the bottom of many Help pages, you can find additional related topics that may be just what you are looking for, so always scroll down to the bottom of each page. You can also click on hyperlinked text for more information or to go to another Help page.

## *Finding information from the index*

If you find it cumbersome to search through a list that's organized by topic, try using the Index tab. The index contains an alphabetical list of Help pages. Only the index items are actual topics. To get help on a particular topic, double-click the indented topic.

## *Searching*

If you're really at a loss, try using the Find tab, where you can search for Help by entering keywords. Type a word or phrase in the Search Term text box, and press Enter. Double-click the topic that you want from the resulting list.

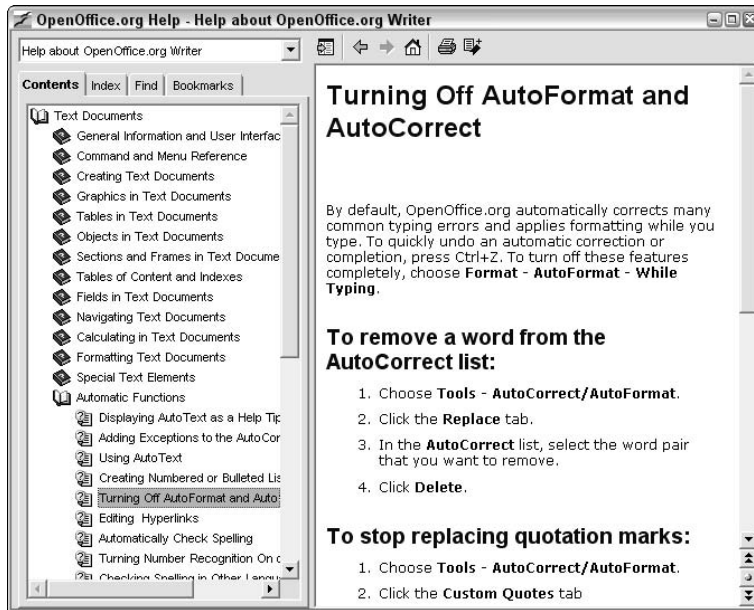


You cannot use Boolean search techniques that you use on the Web, such as AND or a plus sign.

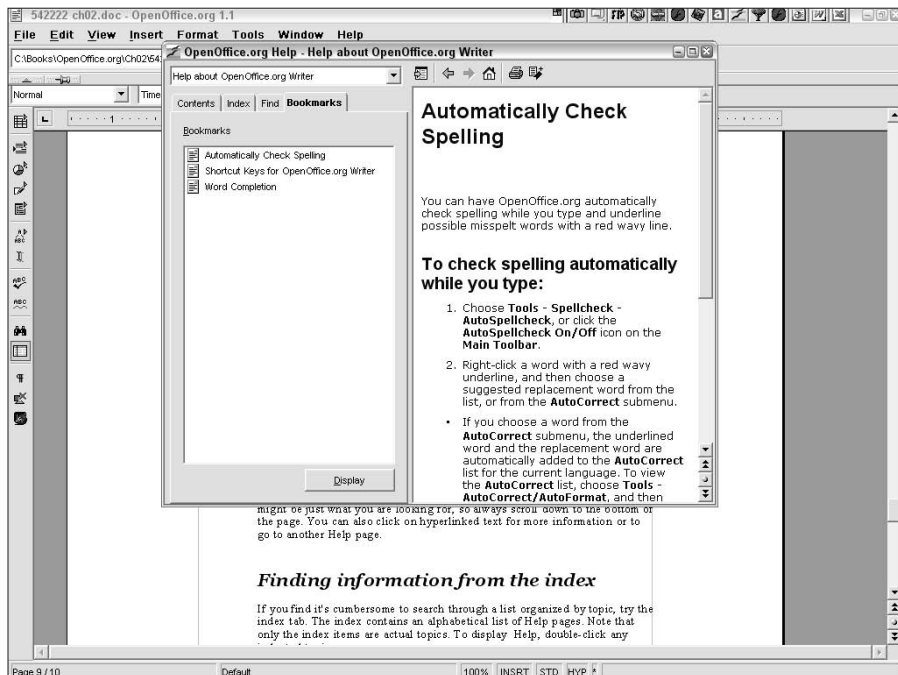
## *Saving bookmarks*

If you find a page that you think you may use again, bookmark it. From that point on, you can find the page quickly by clicking the Bookmarks tab, as shown in Figure 2-4.

**Figure 2-3:**  
This Help page shows you how to toggle AutoFormat and AutoCorrect on and off.



**Figure 2-4:**  
Help's Bookmarks tab saves your favorite Help topics for future use.



To bookmark a topic, follow these steps:

- 1. Display the topic.**
- 2. Click the Add to Bookmarks button at the top of the Help page.**  
The Add to Bookmarks dialog box opens.
- 3. To change the name of the bookmark to something that means more to you, type the new name in the Bookmark text box.**
- 4. Click OK.**

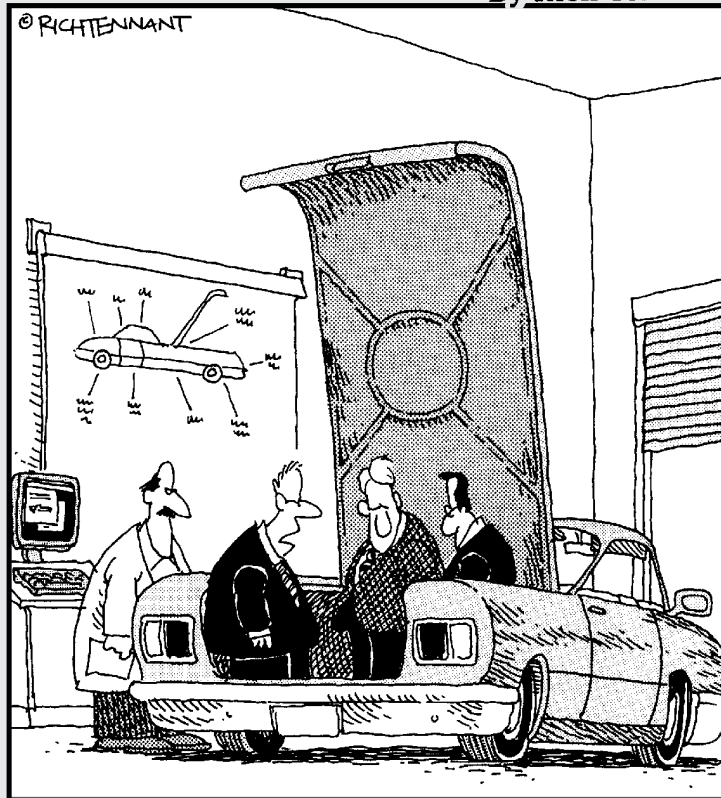
When the Help topics can't answer your question, you can try visiting the OpenOffice.org Web site or asking a question on one of the discussion groups. For more information about online help, see Chapter 20.

# Part II

# Using Writer — The Word Processor

The 5<sup>th</sup> Wave

By Rich Tennant



“Unless there’s a corrupt cell in our spreadsheet analysis concerning the importance of trunk space, this should be a big seller next year.”

## *In this part . . .*

**P**art II is all about processing — not food, but words. Writer doesn't mash up your words; instead, it makes them look great. In any office suite, the word processor is the application that people use most, so you probably don't want to skip this part.

This part covers opening a document, entering and editing text, checking your spelling, printing, formatting, complex documents, and Web hyperlinks and HTML.



## Chapter 3

# Creating a Document

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### *In This Chapter*

- ▶ Starting a document
  - ▶ Setting up a page
  - ▶ Typing and editing
  - ▶ Moving around in a document
  - ▶ Viewing a document
  - ▶ Checking spelling
  - ▶ Saving
  - ▶ Printing
- 

**W**riter is a full-featured word processor. It sounds like you're cooking something delicious — and in a way, you are. You can add ingredients (words) and then stir, whip, and flip them. Finally, you put them in the oven and out comes a fully printed document!

In this chapter, you find out how to create and edit Writer documents. All the basics are here, and everything else is like icing on the cake. If you've used another word processor, much of the material will be familiar. Skim through the chapter anyway. Writer has a few quirks and special features.

## *Opening a Document*

You can't do anything in Writer until you have a *document* to work with. Writer files are called documents, because they document everything that you want to write. You can start with a spanking-new blank document, open a document that you have already created, or import a document.

## Starting from scratch

When you open Writer, a new document awaits you automatically. You can simply start typing away without further ado. To create a new document while you're already in Writer, choose **File**→**New**→**Text Document** or click **New** on the Function toolbar. This looks like a blank sheet of paper with a rectangle that represents your margins.



Writer formats new documents based on the default template. For more information on using templates to control the formatting of documents, see Chapter 4. Chapter 4 explains in detail how to format documents.

A vertical-line cursor is blinking patiently at you. This cursor represents the location where text appears when you start to type.

## Using what you have

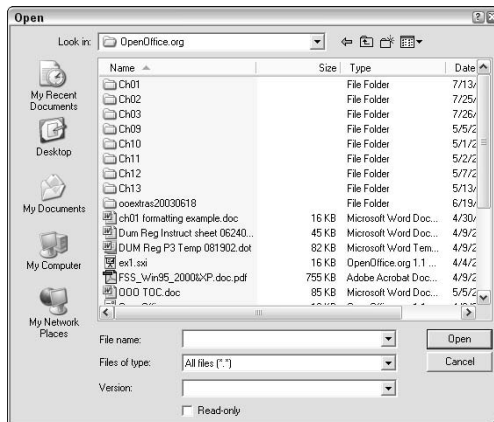


To open an existing document, choose **File**→**Open** to display the Open dialog box, as shown in Figure 3-1. For faster access, click the **Open** button on the Function toolbar or press **Ctrl+O** (**⌘+O** on the Mac). In the Open dialog box, locate the file that you want and double-click it. The dialog box closes, and your document opens at its beginning. If necessary, use the scroll bars to move to another location. Later in this chapter, we explain how to quickly navigate through your document with ease and grace.







The discussion on the Open dialog box in this section is based on the Windows operating system. Other operating systems are either slightly or radically different! If you know your operating system fairly well, you won't have any trouble finding files in this dialog box.

**Figure 3-1:**  
Use the  
Open dialog  
box to open  
existing  
documents.



You can use one of the buttons on the left side of the Open dialog box to help you find your file more easily. The Look in drop-down list displays the current folder or directory. Click this list to display all the folders (or directories) from the current folder back to the drive on which they are located. You can then choose another location to find your file.

The buttons at the top help you navigate as well. These buttons are as follows:

-  ✓ **Back:** Click to return to the previous location (folder or directory). This button is only available after you first use some other method to navigate from one location to another.
-  ✓ **Up One Level:** Moves you one folder or directory closer to the root directory of the drive.
-  ✓ **Create New Folder:** Creates a new folder in the folder that's currently displayed in the Look in list box.
-  ✓ **View Menu:** Choose a view from this drop-down list. You can choose to view a thumbnail image, tiles (large icons), icons (smaller than tiles), a simple list of filenames, or a detailed list of files.

## Importing documents

You can open documents from any other format that OpenOffice.org accepts. Follow these steps to import a document:

1. **Choose File→Open (or use one of the shortcuts that was mentioned in the previous section).**
2. **In the Open dialog box, choose the format of the document from the Files of Type drop-down list.**
3. **Navigate to the file's location.**
4. **Double-click the file.**

Some of the more common formats that OpenOffice.org can import are as follows:

- ✓ Microsoft Word 97/2000/XP (.doc)
- ✓ Microsoft Word 97/2000/XP template (.dot)
- ✓ Rich Text Format (.rtf)
- ✓ Text/Text Encoded (.txt)
- ✓ HTML document (.html, .htm)
- ✓ DocBook (simplified) (.xml)

- ✓ Flat XML (.xml)
- ✓ Microsoft Word 2003 XML (.xml)
- ✓ StarWriter 1.0 (.sdw)
- ✓ StarWriter 2.0 (.sdw)
- ✓ StarWriter DOS (.txt)

If your format is not on the list, you may create one of these formats in your application. For example, maybe you can save your document in .txt, .rtf, or .html format and then import it. (You may lose some of the formatting. In .txt format, you lose all the formatting.)

When you install OpenOffice.org, you can choose whether you want OpenOffice.org to open various types of files. If you say yes, you can also double-click any appropriate file to open it in OpenOffice.org. For example, you can then double-click a .doc file, and that file opens in OpenOffice.org. However, if you said no, when you double-click a .doc file, Word opens (assuming that you still have Word on your computer). So in this case, you first need to open OpenOffice.org and then open the .doc file as described in the previous steps.

If you chose not to use OpenOffice.org to open .doc files when you installed OpenOffice.org, you can change this option by following these steps:

1. **Exit OpenOffice.org.**
2. **Start the OpenOffice.org Setup program, using the same procedure that you used originally. (The procedure depends on your operating system.)**

The Setup window opens.

3. **Select the Modify option button, and click Next.**
4. **Select the Modify option button again.**
5. **Choose the file types that you want to open in OpenOffice.org.**
6. **Click OK.**
7. **Continue through the Setup program to finalize your changes.**

## *Laying Out the Page*

Before typing too much of your word document, you should lay out the page. *Laying out* a page means setting its size, margins, and *orientation* (whether the page is oriented upright like a portrait or on its side like a landscape). You can also create headers and footers, and you can number pages. When

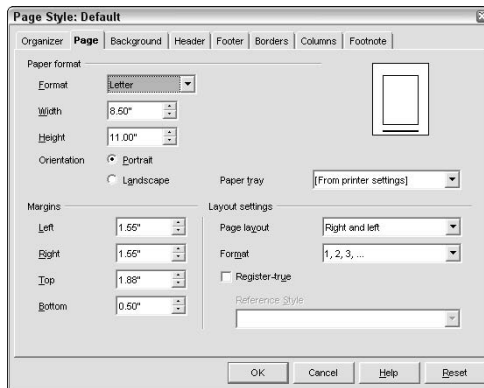
you set up a page early in the game (isn't typing just a game?), you get an accurate idea of how the final document will look when printed.

Some types of layouts, such as tables, columns, and borders, are used only in more complex documents. We discuss these layout elements in Chapter 5.

## Setting paper size, margins, and orientation

The paper size specifies the paper's size and type, of course. The margins decide how much white space you have around the edges of your text. The orientation determines whether the narrow or the wide edge of your paper is on top. To change paper size, margins, and orientation, choose Format⇨Page to open the Page Style dialog box, as shown in Figure 3-2 with the Page tab displayed.

**Figure 3-2:** The Page Style dialog box offers many options for formatting your Writer pages.



The dialog box in Figure 3-2 is called Page Style: Default because the current page uses the default page style. Chapter 4 explains styles in more detail.

### *Paper size and orientation*

Use the Paper Format panel of the Page Style dialog box to specify the page size and orientation. From the Format drop-down list, choose the paper type, which generally means the paper size, although you can also choose various envelope sizes. The default paper type is Letter, which is standard 8½x11-inch paper. When you choose a paper type, the dimensions automatically adjust.

Next, you define the exact paper size. The default is that same 8½x11-inch paper, so most of the time, you don't have to change anything. To change the

paper size, type new dimensions in the Width and Height list boxes or click the arrow keys in the list boxes to change the dimensions.

You can create custom paper sizes. In fact, if you change the dimensions to something unusual, the paper type automatically changes to User. Don't forget to put your special paper in the printer. If you choose an envelope type, put the envelopes in your printer. Your printer usually comes with instructions to let you know the proper direction for inserting envelopes.

Choose Portrait (the narrow edge is on top) or Landscape (the wide edge is on top) to set the orientation. The image of the paper changes accordingly so that you can be sure that you made the right choice. You can also choose the paper tray that the printer uses, if your printer offers these options.

### *Margins*

In the Margins panel of the Page Style dialog box, you set the left, right, top, and bottom margins. You can type a number or click the arrow keys in the list boxes to increase or decrease the current setting.

Specify whether to apply the formatting to odd pages, to even pages, or to both odd and even pages that use the current page style.

### *Layout settings*

In the Layout Settings panel of the Page Style dialog box, you specify settings that determine how the page is laid out. These settings apply to all the other formatting settings and allow you to apply different settings to odd and even pages. In the Page Layout drop-down list box, you have the following options:

- ✓ **Right and left:** Applies the same formatting to both even and odd pages.
- ✓ **Mirrored:** Mirrors the formatting. For example, if you have a larger left margin on the first page to leave room for binding, the second page will have a larger right margin. The margin settings change from left and right to outer and inner.
- ✓ **Only right:** Applies the formatting only to odd pages.
- ✓ **Only left:** Applies the formatting only to even pages.

The Format drop-down list applies to page numbering, which we explain in later in this chapter.



Select the Register-true check box if you want to make sure that lines of text on each page are at the same vertical position on the page. You may use this feature if you want to create a two-page spread and you need text on both pages to line up. Then choose a paragraph style to specify the size of the text that OpenOffice.org uses to calculate the text line heights. Chapter 4 explains styles in detail.

When you're done specifying the settings for the Page Style dialog box, click OK to return to your document.

## Creating headers and footers

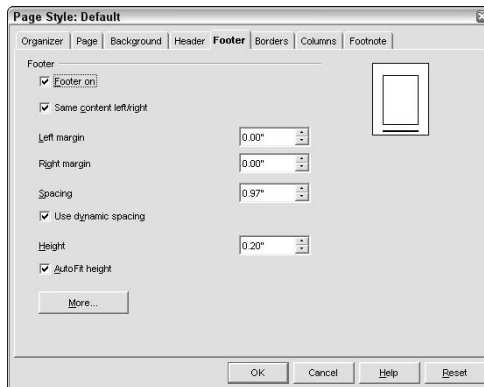
You can create headers and footers for your pages. The most common use for headers and footers is to insert page numbers, which we explain in more detail in the next section. However, you can insert any text that you want.

To create a header or footer, follow these steps:

1. Choose **Format** → **Page** to open the **Page Style** dialog box.
2. Click the **Header** tab or the **Footer** tab.

The Footer tab is shown in Figure 3-3. The Header and Footer tabs are sort of like Tweedledum and Tweedledee — they are identical except that one creates headers and the other creates footers.

**Figure 3-3:**  
Create headers and footers with the Header tab and the Footer tab in the Page Style dialog box.



3. Select the **Header on** check box or the **Footer on** check box.

To turn off a header or footer, deselect the check boxes.

4. Specify the rest of the settings for the header or footer as follows:

- **Same content left/right:** Inserts the same header or footer content on both even and odd pages
- **Left margin:** Sets the left margin between the page and the header or footer
- **Right margin:** Sets the right margin between the page and the header or footer

- **Spacing:** Sets the space between the top or bottom of the page text and the header or footer
- **Use dynamic spacing:** Allows the header or footer to expand toward the text, overriding the spacing setting
- **Height:** Sets the height of the header or footer
- **AutoFit Height:** Adjusts the height of the header or footer according to the amount of text that the header or footer contains

**5. Click OK to return to your document.**

You can now see the header or footer in your document.

**6. Click inside the header or footer, and enter the text that you want to place there.**

You can use headers and footers to insert automatically calculated fields, such as page numbers and today's date. See the next section for information on numbering pages. Chapter 5 explains how to insert other fields.

## *Numbering pages*

The most common use for a header or footer is to insert page numbers. OpenOffice.org uses *fields* (calculated data) to create page numbers. Follow these steps to perfect page numbering:

**1. To place page numbers at the top of the page, create a header. For page numbers at the bottom of the page, create a footer.**

See the previous section for the appropriate steps.

**2. Click inside the header or footer.**

**3. Choose Insert→Fields→Page Number.**

OpenOffice.org inserts page numbers in all the headers or footers.

**4. To move the page number (left-align, right-align, or center it), select a page number.**

Any page number will do. You don't have to (and can't) select them all.

**5. Choose the desired alignment on the Object toolbar.**

Choose Align Left for a left-aligned page number, Centered for a centered page number, or Align Right for a right-aligned page number.

You now have page numbers throughout your document. We explain more about aligning text in Chapter 4.



## Entering and Editing Text

Once you have your page all laid out and set up, you are ready to start creating your document. If you've used other word processors before, this is child's play and you can just skim the next sections. If you're starting from scratch, read the next sections carefully.

### *Starting to say something*

When you start a new document, you can just start typing. All text appears at the vertical blinking cursor. As you type, you may notice that the text automatically wraps to the next line when you reach the right margin. You don't need to press Enter unless you want to create a new paragraph.



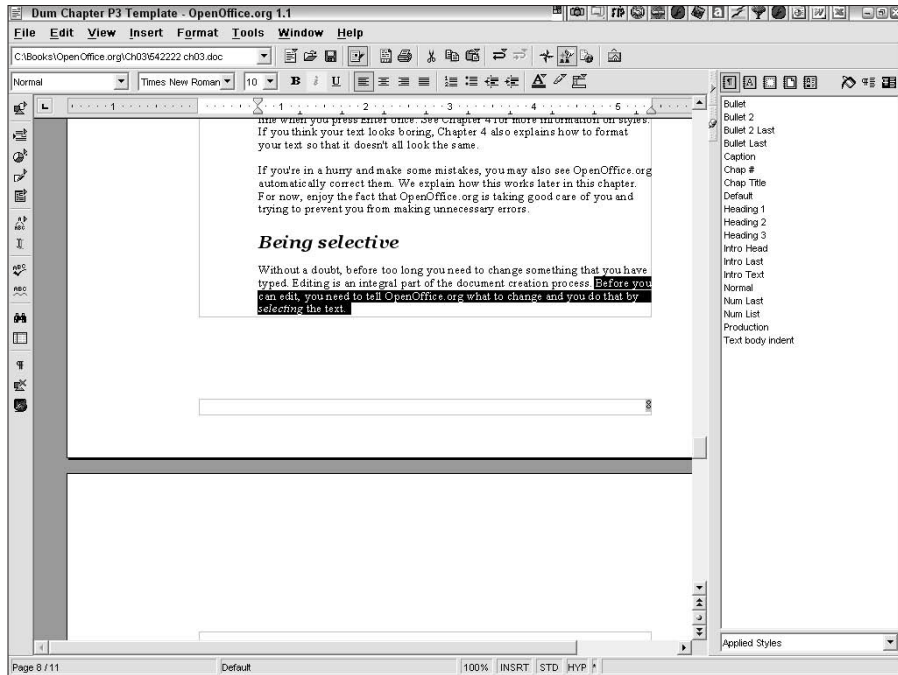
Pressing Enter twice is a quick way to create a blank line between paragraphs. A cleaner way to work is to create a style that automatically creates this blank line when you press Enter once. See Chapter 4 for more information on styles. If you think your text looks boring, Chapter 4 also explains how to format your text so that it doesn't all look the same.

If you're in a hurry and make some mistakes, you may also see OpenOffice.org automatically correct the mistakes. We explain how this works later in this chapter. For now, enjoy the fact that OpenOffice.org is taking good care of you and trying to prevent you from making unnecessary errors.

### *Being selective*

Without a doubt, before too long, you need to change something that you have typed. Editing is an integral part of the document-creation process. Before you can edit, you need to tell OpenOffice.org what to change; you do that by *selecting* the text. OpenOffice.org *highlights* selected text, as shown in Figure 3-4. Once you select text, you can make many changes to it — all you have to do is choose.

Although you see the vertical cursor where typing appears, notice that another cursor, the *I-beam cursor*, shows you your mouse location. Move the mouse and you see the I-beam cursor move accordingly. The basic technique for selecting text is to use the mouse: Click where you want to start selecting and drag across the text. The I-beam cursor shows you where to start and stop dragging. If you drag to the left or right, you select along the same line of text. If you drag up or down, you add additional lines of text to the selection. Stop dragging when all the text that you want to change is highlighted.



**Figure 3-4:**  
Select the text that you want to edit, and then edit it.



To *drag* means to hold the mouse button down as you move the mouse.

The mouse shortcuts can make short work of selecting:

- ✓ **Select a word:** Double-click the word
- ✓ **Select a line of text:** Triple-click the line
- ✓ **Select the entire document:** Choose Edit⇨Select All (or press Ctrl+A [⌘+A on the Mac])

If you like using the keyboard, use the following keyboard shortcuts to select text:

- ✓ **Select a word:** Press Shift+Ctrl+→ (Shift+⌘+→ on the Mac)
- ✓ **Select from the cursor to the end of the line:** Press Shift+End
- ✓ **Select from the cursor to the beginning of the line:** Press Shift+Home
- ✓ **Select from the cursor to one line up:** Press Shift+↑
- ✓ **Select from the cursor to one line down:** Press Shift+↓

When you have selected the text, you are ready to move it, copy it, and format it.

## Modifying text

To change some text, select it and type the new text. Whatever you type replaces selected text. To insert text, you can also place the I-beam cursor where you want to add text and type. By default, the new text that you type appears at the cursor, and existing text politely moves over to the right. This behavior is called *Insert* mode because the new text is inserted in front of the existing text. If you instead want existing text to be overwritten, change to Overwrite mode. To change to Overwrite mode, press Insert or click the Insert button on the status bar. (If you don't see the status bar, choose View⇧ Status Bar to make it appear.) The Insert key is used to toggle between Insert and Overwrite mode.



You should probably use Insert mode for most of your work. If you accidentally press Insert, you find that all your existing text is nuked as you try to insert text.



If you make a mistake, whether while typing or editing, you can undo your last action. Click the Undo button on the Function toolbar, choose Edit⇧Undo, or press Ctrl+Z (⌘+Z on the Mac). To undo several previous actions, click the Undo button's down arrow and choose the actions that you want to undo. To redo an action you have undone, click the Redo button, choose Edit⇧Redo, or press Ctrl+Y (⌘+Y on the Mac).

## Moving and copying text

If you think your logic isn't quite right, you can move some text to a different location. If you think you got a sentence just right, why not copy it and use it again somewhere else in the document? Moving and copying text are common tasks, so you need to know all about these capabilities.

You can move and copy text in the following two ways:

- ✓ **Drag and drop:** This method uses the mouse to move or copy text. To move text, select the text and drag it to a new location. To copy text, press Ctrl as you drag the text (press ⌘ on the Mac). Use drag and drop when you can see both the original location and the destination on-screen at the same time.



From other word processing programs, you may expect an arrow cursor when you point to selected text. You won't find this cursor in OpenOffice.org. However, just click and drag in the same way that you're used to, and the text moves.

- ✓ **Cut, Copy, and Paste:** You use the clipboard to move or copy text. To move text, first select the text and choose Edit⇨Cut. To copy text, first choose Edit⇨Copy. To place the text, click at the desired location and choose Edit⇨Paste. Use this method when the original location and the destination are not both visible on-screen. You can also use this method to move or copy text from document to document or even across applications.

Cut, copy, and paste also have toolbar and keyboard shortcuts, as follows:

- ✓ **Cut:** Click the Cut button on the Function toolbar or press Ctrl+X (⌘+X on the Mac).
- ✓ **Copy:** Click the Copy button on the Function toolbar or press Ctrl+C (⌘+C on the Mac).
- ✓ **Paste:** Click the Paste button on the Function toolbar or press Ctrl+V (⌘+V on the Mac).

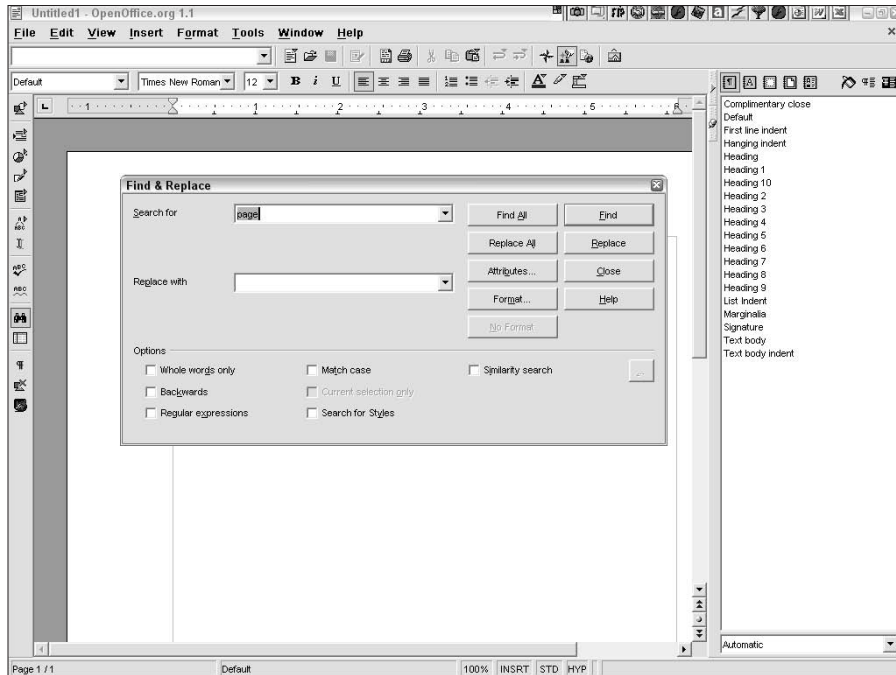
## *Finding and replacing text*

Sometimes you need to change a certain word in many places. For example, you may want to reuse a document that you created for one client for another client by substituting the new client's name each time the name appears. Or, you may want to change a word but can't easily locate it. The Find and Replace feature comes to the rescue! You can simply find a word or use the Replace feature to automate changing the word. To find or replace text, choose Edit⇨Find & Replace to open the Find & Replace dialog box, as shown in Figure 3-5.

Enter the text that you want to find in the Search for list box. To just find the next instance of the text, click the Find button. To select all the instances of the text, click the Find All button. You can then click the scroll bar and scroll through the entire document — each instance of the text is highlighted.

To replace text, enter the new text that you want in the Replace with list box. The careful way to work is to move to the next instance using the Find button and then click the Replace button to replace just that instance. If you're feeling sure of yourself, you can click the Replace All button to replace all instances of the text.

Use the Options panel of the dialog box to specify whole words (so that you don't get *band* if you only want *and*), to match the case (to find only *House* but not *house*), or to search backward. You can also select the Search for Styles check box to search for text in a specific text style. (Chapter 4 explains text styles.) Click the Format button to search for text using specified formatting. For example, you can search for text in a particular font.



**Figure 3-5:**  
The Find & Replace dialog box helps you find what you have lost.



The Regular Expressions option enables you to fine-tune your search. For example, you can use wildcard characters, find only text at the beginning or end of a paragraph, and so on. Click the Help button in the Find & Replace dialog box, and look for the List of Regular Expressions link under the Regular Expressions heading.

When you have finished finding and replacing, click the Close button to return to your document.

## *Correcting mistakes automatically*

For some sophisticated editing, try the AutoCorrect feature, which lets you correct commonly misspelled words automatically. You can also use AutoCorrect to create typing shortcuts. Do you think we typed **OpenOffice.org** each time it appears in this book? Certainly not! Instead, we created an AutoCorrect entry so that when we typed **ooo**, Writer instantly inserted OpenOffice.org. We saved countless seconds that way! You need to save seconds, too, so read on.

To create an AutoCorrect entry, follow these steps:

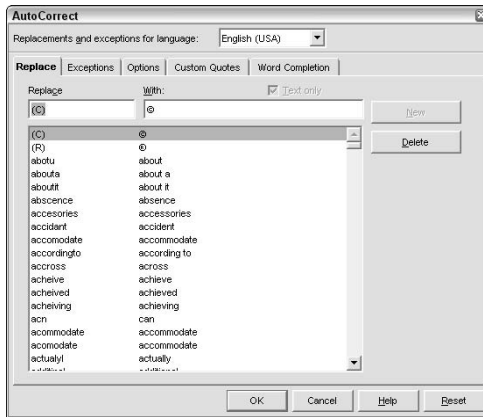
**1. Choose Tools⇨AutoCorrect/AutoFormat.**

The AutoCorrect dialog box opens.

**2. Click the Replace tab, as shown in Figure 3-6.**

You see two columns, Replace and With, including a long list of existing entries. Before adding an entry, check that it doesn't already exist.

**Figure 3-6:**  
The  
AutoCorrect  
entries are  
on the  
Replace tab  
in the  
AutoCorrect  
dialog box.



**3. To add an entry, enter the spelling to replace in the Replace text box.**

If you clicked an existing entry, you see it in the Replace and With text boxes. You can simply select this entry and type your new one — this action doesn't delete the existing entry. Suppose that you often type **dialog** as **dilaog** (we're confessing). In this case, you would type **dilaog** in the Replace text box.



If you are using AutoCorrect to create a shortcut, make sure that you won't use the shortcut in another context, and keep it as short as possible. As we just mentioned, we type **ooo** to get OpenOffice.org. It's easy to type, and we won't use it for anything else. Perhaps we could have even used **oo**.

**4. Enter the correct spelling in the With text box.**

**5. Click the New button.**

To add another entry, repeat Steps 3 through 5.

**6. When you're done, click OK to close the dialog box.**

(Is the word *dialog* in the previous sentence misspelled? No. So AutoCorrect must have worked!)

As you type, OpenOffice.org automatically corrects incorrectly spelled items when you press the spacebar after the word or add a period.

### *Setting AutoCorrect options*

Click the Options tab in the AutoCorrect dialog box to set a whole slew of options that change your text in one way or another. The first option relates to the Replace tab. If you deselect the Use Replacement Table check box, OpenOffice.org ignores the entries that are on the Replace tab.

The next two items on the Options tab correct two initial capital letters and capitalize the first letter of a sentence. Read the list and decide which options you want. Some are pretty annoying; you may find others helpful.

### *Making exceptions to the rule*

You can make exceptions to two of the rules on the Exceptions tab in the AutoCorrect dialog box:

- ✓ **Abbreviations:** The rule on the Options tab that capitalizes the first letter of a sentence determines when a new sentence starts by the existence of a period. But what if you are typing an abbreviation (that ends with a period) in the middle of a sentence? The word after the abbreviation is automatically capitalized. You take care of this problem by listing common abbreviations so that OpenOffice.org knows not to start the next word with a capital letter. OpenOffice.org comes with a long list of common abbreviations. To add your own, enter the abbreviation and click the New button.

If you type an abbreviation that's not on the exceptions list and OpenOffice.org capitalizes the first letter of the next word, you can just select the capital letter and retype it as a lowercase letter.

- ✓ **Words with Two Initial Capitals:** The rule on the Options tab that corrects two initial capital letters in a word can be pretty frustrating if you use certain terms that are supposed to be that way. OpenOffice.org comes with a few examples, such as PCs and CDs. You can add your own terms so that OpenOffice.org doesn't correct what you don't want it to correct.

### *Using AutoText*

The AutoText feature provides another way to create shortcuts to phrases that you use often. We prefer AutoCorrect because it is easier to use, but you can try both and judge for yourself.

One great advantage of AutoText is that you can use it to insert graphics, tables, and other objects.



To create AutoText, follow these steps:

- 1. Type the full version of the text, and select it in your document.**
- 2. Choose Edit⇨AutoText.**

The AutoText dialog box opens.

- 3. In the Name text box, enter a name for the shortcut.**

This name can be anything that you can recognize if you read through the list of AutoText entries.

- 4. In the Shortcut text box, enter your shortcut.**

Notice that OpenOffice.org has suggested a shortcut for you. You can use that one or make up another one. Keep it short!

- 5. Choose AutoText⇨New or AutoText⇨New (text only).**

Use the Text Only option to ignore any selected graphics.

- 6. Click the Close button to return to your document.**

To use AutoText, type the shortcut and then press F3 to change the shortcut to the longer version.

## *Putting words in your mouth with Word Completion*

Did you notice that OpenOffice.org tries to complete your words as you type? Does this drive you crazy? One of the first things that we do when we install OpenOffice.org is to get rid of this feature. Being helpful can go too far.

To get rid of the Word Completion feature, follow these steps:

- 1. Click the Word Completion tab in the AutoCorrect dialog box.**
- 2. Deselect the Enable Word Completion check box.**
- 3. Click the OK button.**

Whew!

If you like Word Completion, you can refine it by limiting the number of words that it collects (remembers) or by telling OpenOffice.org not to collect words. You can also set the minimum word length.



## *Making it go away*

Wrote too much? Deleting words is easy. Select the text and press Delete or Backspace. If you cut text to the clipboard, as explained earlier in this chapter, and never paste it, you effectively delete the text.

## *Navigating Through Your Document*

We know that you have a lot to say, so your documents can get quite long. After a while, the typical scrolling method may get tedious. A few speedy navigation techniques would be helpful! We provide mouse and keyboard techniques and explain the Navigator panel, which is especially helpful for finding your way through long documents.

### *Hiking with your mouse*

The most common way to navigate is with the mouse using the scroll bars. You may be surprised to know that the scroll bars have a few tricks and can be quite efficient. Use the following scroll bar items to increase your productivity:

- ✔ **Click the Up arrow:** Moves the display up one line.
- ✔ **Click the Down arrow:** Moves the display down one line.
- ✔ **Click the Double Up arrow:** Moves the display up one page, that is, to the top of the previous page.
- ✔ **Click the Double Down arrow:** Moves the display down one page, that is, to the top of the next page.
- ✔ **Click the space between the scroll box and the Up arrow:** Moves the display up one screen (displays the preceding screen of your document). You can quickly scan an entire document by using this method, and you won't miss a thing.
- ✔ **Click the space between the scroll box and the Down arrow:** Moves the display down one screen (displays the next screen of your document).
- ✔ **Drag the scroll box up or down:** Scrolls you through the document.

For longer documents, you can create *bookmarks*. A bookmark is simply a saved location in a document. You can then go to any bookmark. To create a bookmark, follow these steps:

**1. Place the cursor where you want the bookmark.**

**2. Choose Insert→Bookmark.**

The Insert Bookmark dialog box opens, as shown in Figure 3-7.

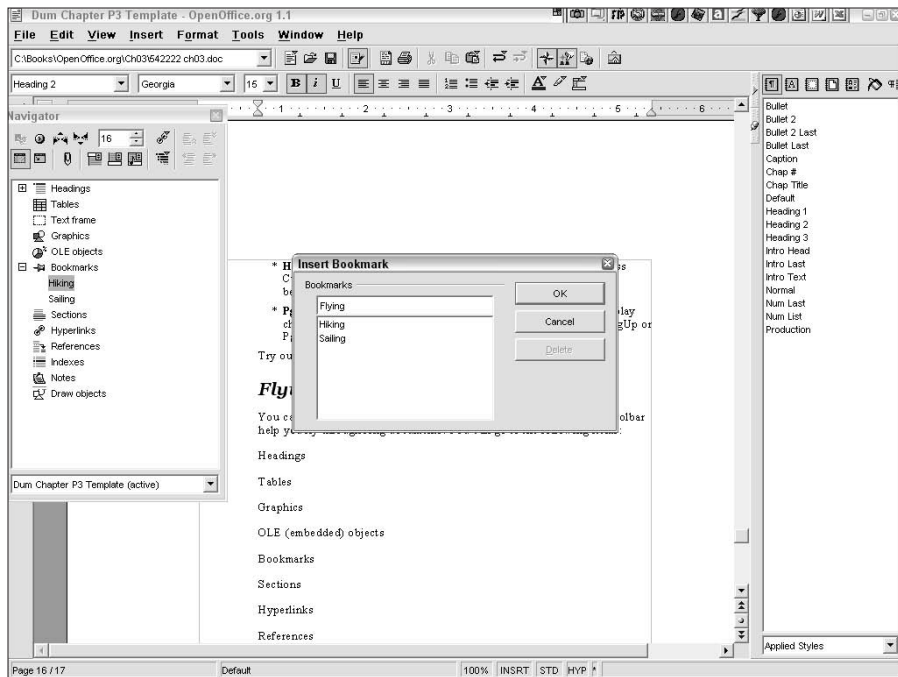
**3. Type a name for the bookmark in the top text box.**

**4. Click OK.**



You cannot use the following characters in a bookmark name: / (slash), \ (backslash), @ (at sign), : (colon), \* (asterisk), ? (question mark), “ (double quotation mark), ; (semicolon), , (comma), . (period), and # (pound sign).

To use your bookmark, right-click (Control+click on the Mac) the page listing at the left end of the status bar. All your bookmarks pop up. Click the one that you want. You can also use the Navigator and the Navigation floating toolbar to find bookmarks, as discussed later in this chapter.



**Figure 3-7:**  
Create bookmarks so that you can easily return to a place in your document.

## *Sailing with the keyboard*

The keyboard offers a number of shortcuts for navigating through a document. These shortcuts are very useful and precise, and you don't need to leave them for the occasional emergency when your mouse isn't working. The shortcuts are as follows:

- ✓ **Left-/right-arrow key:** Moves the cursor one character to the left or right. Press Ctrl+→ or Ctrl+← (⌘+→ or ⌘+← on the Mac) to move one word to the left or right.
- ✓ **Up-/down-arrow key:** Moves the cursor one line up or down.
- ✓ **Home/End:** Moves the cursor to the beginning/end of the line. Press Ctrl+Home/End (⌘+Home/End on the Mac) to move to the beginning/end of the document.
- ✓ **Page Up/Page Down:** Moves the cursor up or down one screen. The display changes only if necessary. Press Ctrl+Page Up or Ctrl+Page Down (⌘+Page Up or ⌘+Page Down on the Mac) to move to the header or footer.

Try out these shortcuts, and you'll soon be moving around like a pro.

## *Flying with the Navigator*

You can walk, you can run, and you can fly. The Navigator panel and Navigation floating toolbar help you fly through long documents. You can quickly go to any of the following items:

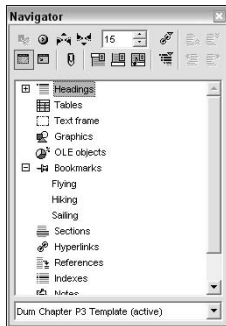
- |                          |                |
|--------------------------|----------------|
| ✓ Headings               | ✓ Hyperlinks   |
| ✓ Tables                 | ✓ References   |
| ✓ Graphics               | ✓ Indexes      |
| ✓ OLE (embedded) objects | ✓ Notes        |
| ✓ Bookmarks              | ✓ Draw objects |
| ✓ Sections               |                |



The Navigator panel, shown in Figure 3-8, is larger and a little easier to use than the Navigation toolbar. To open the Navigator, choose Edit⇨Navigator. You can also click the Navigator button on the Function toolbar or press F5.

**Figure 3-8:**

The Navigator flies you around the world — or at least through your document.



In Figure 3-8, you see a plus sign to the left of the Headings item; this indicates that headings are available. Click any plus sign to expand the list, and then double-click any item to go there. You can also see that the Bookmarks item is already expanded (it has a minus sign next to it), showing the three bookmarks in the document.

To go to any item, double-click the item.



You can dock the Navigator by pressing Ctrl (⌘ on the Mac) and dragging to the left or right of your screen. You can also press Ctrl (⌘ on the Mac) and double-click any empty gray space on the Navigator to alternately dock and undock it automatically.

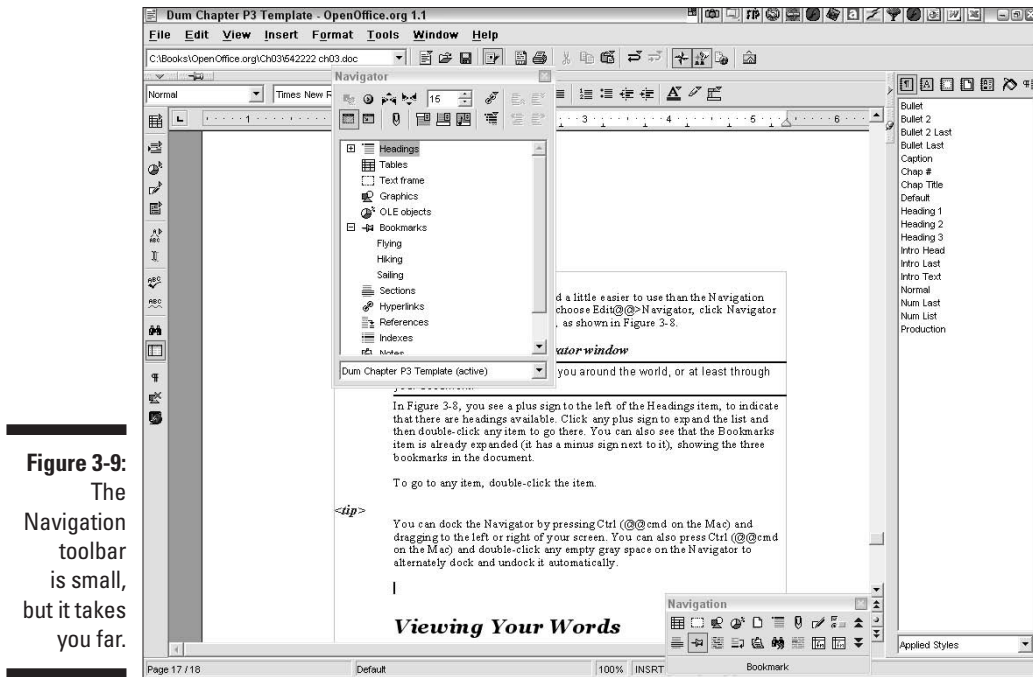
To use the Navigation floating toolbar, click the Navigation button on the vertical scroll bar. The Navigation toolbar opens as shown at the bottom of Figure 3-9. This toolbar has the same features as the Navigator, but in iconic form. Hover your mouse over any button, and a tooltip pops up to tell you what the button does.

To use the Navigation toolbar, follow these steps:

- 1. Click the item that you want to look for, such as Headings or Bookmarks.**
- 2. To find the next instance of that item, such as the next heading, click the Next item button.**

This button changes its name according to the item that you have selected. If you choose Bookmarks, the button's tooltip says Next Bookmark.

- 3. Continue to click the Next item button until you find the item that you want.**



As you can see, you can't choose a specific item as you can in the Navigator; you can only blindly go to the next item and hope that it's the one you want. (Eventually it will be.)

## Viewing Your Words

If you find yourself squinting at the computer monitor, maybe your text is too small. On the other hand, if your text is too big, you may spend a lot of time scrolling around to see what's on the screen.

## Zooming in and out

You can change the size of the display of your text. This feature is called *zooming*; you can zoom in to make text look bigger or zoom out to make it look smaller. Zooming doesn't change the actual size of your text as it will print. (If you want to do that, see Chapter 4, where we explain how to change font size.)

The easiest way to change the zoom is to use the Zoom button on the status bar. Right-click (Control+click on the Mac), and choose an option from the shortcut menu that appears. You can choose from several zoom factors (50%, 75%, 100%, 150%, and 200%), Optimal (which doesn't look very optimal to us), Page Width (to display the entire width of the document), or Entire Page (to show the entire page, did you guess?).

For more control, double-click the Zoom button or choose View⇨Zoom to open the Zoom dialog box. Choose Variable, and enter the zoom that you want.

You can change the default zoom for an OpenOffice.org document. See Chapter 8 for more information.

## Viewing full-screen

If you really want to see the maximum information on your screen, you can hide all the menus and toolbars. You probably don't want to do this for all your work, but it could certainly help when you have a complex structure that you want to see all at once.

To view your document full-screen (without menus or toolbars), choose View⇨Full Screen. A Full Screen On/Off button appears, which you can click to go back to your menus and toolbars.



In full-screen mode, you can still access menus using keyboard shortcuts. For example, you can press Alt (Option on the Mac) plus the underlined letter of any menu (such as *f* for the File menu) to display that menu. You can use all your favorite keyboard shortcuts — such as Ctrl+C (⌘+C on the Mac) to copy selected text to the clipboard.

## Seeing secret characters

Sometimes you can get frustrated trying to get your text just right. Your word processor seems to know something that you don't know, and you want in on the secret. OpenOffice.org can display characters that don't print, such as hard returns (to move text to the next line) and spaces between words. You can use these characters to help you troubleshoot — we don't want you to be frustrated for long.



To display these nonprinting characters, click the Nonprinting Characters On/Off button on the Main toolbar or choose View⇨Nonprinting Characters. The keyboard shortcut is Ctrl+F10 (⌘+F10 on the Mac). Nonprinting characters clutter up your text mightily, so you'll probably want to turn them off, using the same procedure, when you've figured out what the problem was.

## Spelling It Correctly

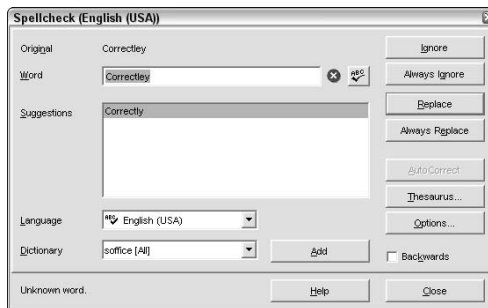
Misspelled words look unprofessional in your document, so take the time to check the spelling. These days, you don't have to find the dictionary to check your words; your word processor has its own dictionary.

To check any word, select it and choose Tools⇨Spellcheck⇨Check or press F7. If the word is not misspelled, OpenOffice.org informs you that the Spellcheck is complete. Click OK to return to your document.

### Using the Spellcheck dialog box

To check the entire document, use the procedure described in the previous section but don't select any text. If you are not at the beginning of the document, OpenOffice.org asks you whether you want to start at the beginning of the document. Click Yes to start at the beginning. Either way, the Spellcheck dialog box opens, as shown in Figure 3-10. (Strangely enough, if you type **Spellcheck** in a document, it comes up as a misspelled word — and rightly so. (So why name a spell-checking dialog this way?)

**Figure 3-10:**  
Use the Spellcheck dialog box to clean up any spelling errors.



The Spellcheck dialog box displays the misspelled word (if Spellcheck finds any) at the top, along with a list of suggested words with similar spellings. To use one of the suggested words, select it and click the Replace button.

- To always replace the misspelled word this way in this document, click the Always Replace button.
- To always replace the misspelled word in every document, click the AutoCorrect button to add an AutoCorrect entry. (AutoCorrect is explained in the section “Correcting mistakes automatically,” earlier in this chapter.)

- ✔ If you think the word is fine as it is (you're the boss), click the Ignore button.
- ✔ To ignore this word throughout the document, click the Always Ignore button.
- ✔ To add the word to the current dictionary (see the Dictionary drop-down list), click the Add button. The word will never appear as being misspelled again.

If you're not sure which word to choose, try one and click the Thesaurus button to get a list of synonyms. You can choose a different language from the Language drop-down list. Click the Options button to specify how spell-checking works. For more information on setting language and spelling options, see Chapter 8.

If you're checking the entire document, when you choose an option for a misspelled word, OpenOffice.org automatically goes to the next word, until the spell-check is complete. At any time, you can click the Close button to close the dialog box and return to your document.

## *Checking spelling as you type*



To correct spelling as you type, turn on Auto Spellcheck. Click the AutoSpellcheck button on the Main toolbar, or choose Tools⇨Spellcheck⇨AutoSpellcheck. When AutoSpellCheck is on, OpenOffice.org places wavy red lines under misspelled words. When you see a wavy red line, right-click (Control+click on the Mac) and choose one of the suggested words from pop-up list that appears. You can also choose one of the following:

- ✔ **Spellcheck:** Opens the Spellcheck dialog box
- ✔ **Add:** Opens a submenu of dictionaries to which you can add the word
- ✔ **Ignore All:** Ignores all instances of the word in the document
- ✔ **AutoCorrect:** Creates an AutoCorrect entry for one of the suggested words

If you don't mind the wavy red lines, AutoSpellCheck is a nice feature and enables you to quickly correct words as you work.

## *Saving Your Opus*

You've created your document, edited it, and now you should save it. In fact, you should save it often. Don't wait until you're finished working on it. You



can save in OpenOffice.org format or in another format. You can also export your document to PDF and other graphic formats. In this section, we explain all you need to know about saving and exporting.

## *Saving for OpenOffice.org*

To save a document, choose File⇒Save, click the Save button on the Function toolbar, or press Ctrl+S (⌘+S on the Mac). The first time you save, the Save As dialog box opens, because the document does not yet have a name or location. From the Save in drop-down list, navigate to the desired location. You can use the buttons on the left side to go to specific locations, such as the My Documents folder or a network location.

The Save As dialog box is similar to the Open dialog box, which was discussed at the beginning of this chapter. (See Figure 3-1.) It has the same buttons at the top that can help you navigate and change the views in the dialog box.

In the File Name list box, type a name for the document. Click the Save button. The OpenOffice.org format adds an `.sxw` extension to the filename.

Once you have saved the document one time, subsequent saves happen invisibly. You can know if you have unsaved changes by looking at the Document Modified section of the status bar. When you make a change, a tiny asterisk (\*) appears to let you know that you haven't saved. As soon as you save, the asterisk disappears. Add so much as a space, and the asterisk reappears to nag you until you save again.

If you tend to forget about saving, set the AutoSave feature to save every 5 minutes or so. For more information, see Chapter 8.

If you save in OpenOffice.org's native `.sxw` format, you can protect the document with a password. Select the Save with Password check box. In the Enter Password dialog box, enter the password twice and click OK. If you give the document to someone, be sure to include the password. And don't forget the password!

## *Saving in other formats*

Let's face it. The whole world doesn't use OpenOffice.org — at least not yet. So you sometimes have to give your documents to people who don't have OpenOffice.org. You can easily share your documents with others by saving the documents in another format.

To save your document in another format, choose File⇨Save As. In the Save As Type drop-down list, choose a file type. If you have already saved your document in OpenOffice.org format, you now have two copies of your document. Of course, if you make further changes, the two documents become different.



If you are saving in another format only for the purpose of sending it to another person, complete the document first and then save it in the new format. Otherwise, you may have two different versions of the document and get confused about which is the final version.

You can also choose to always save your documents in another format. For example, you can set the default file type to be Microsoft Word's .doc format.

You can save in the following formats:

- ✓ Microsoft Word 97/2000/XP (.doc).
- ✓ OpenOffice.org 1.0 Text Document (.sxw), OpenOffice.org's native format.
- ✓ OpenOffice.org 1.0 Text Document Template (.stw), OpenOffice.org's template format. For more information on using templates, see Chapter 4.
- ✓ Microsoft Word 95 (.doc).
- ✓ Microsoft Word 6.0 (.doc).
- ✓ Rich Text Format (.rtf).
- ✓ StarWriter 5.0 (.sdw).
- ✓ StarWriter 5.0 Template (.vor).
- ✓ StarWriter 4.0 (.sdw).
- ✓ StarWriter 4.0 Template (.vor).
- ✓ StarWriter 3.0 (.sdw).
- ✓ StarWriter 3.0 Template (.vor).
- ✓ Text (.txt).
- ✓ Text Encoded (.txt).
- ✓ HTML document (OpenOffice.org Writer) (.html, .htm).
- ✓ DocBook (simplified) (.xml).
- ✓ Flat XML (.xml).

As you can see, you have lots of options. So save away!

## *Exporting to other formats*

When you export an OpenOffice.org document, you save it in a format that isn't really a text format anymore. For example, you can save to Adobe Acrobat PDF format, which is a graphic file format. To export a file, follow these steps:

- 1. Choose File⇨Export to open the Export dialog box.**

This dialog box looks just like the Save As dialog box.

- 2. In the Save as Type drop-down list, choose one of the following options:**

- **PDF - Portable Document Format (.pdf):** A graphic format that can be viewed with the free Adobe Reader
- **XHTML (.xhtml):** An XML markup language that's designed for display on the Web, or HTML that is written in XML



For quicker access, click the Export Directly as PDF button on the Function toolbar or choose File⇨Export to PDF.

- 3. In the File Name text box, enter a filename.**

- 4. Click the Save button.**

If you choose the PDF option, the PDF Options dialog box opens. If you have selected part of your document, you can choose the Selection option. Otherwise, select the All option button or the Range option button. You can enter a range of pages, such as 1-3 or 7;9;11-13. You can also choose a compression option, depending on the intended use of the PDF (printing or viewing). Click the Export button to create the file.

## *Printing*

In most cases, the final product of your work is a printed document. Some variations may exist based on your operating system and printer, but the basic process is the same.

## *Previewing your work and saving a tree*

Before you commit to paper, preview the document to see what it will look like. You can avoid wasting paper this way. To preview a document, choose

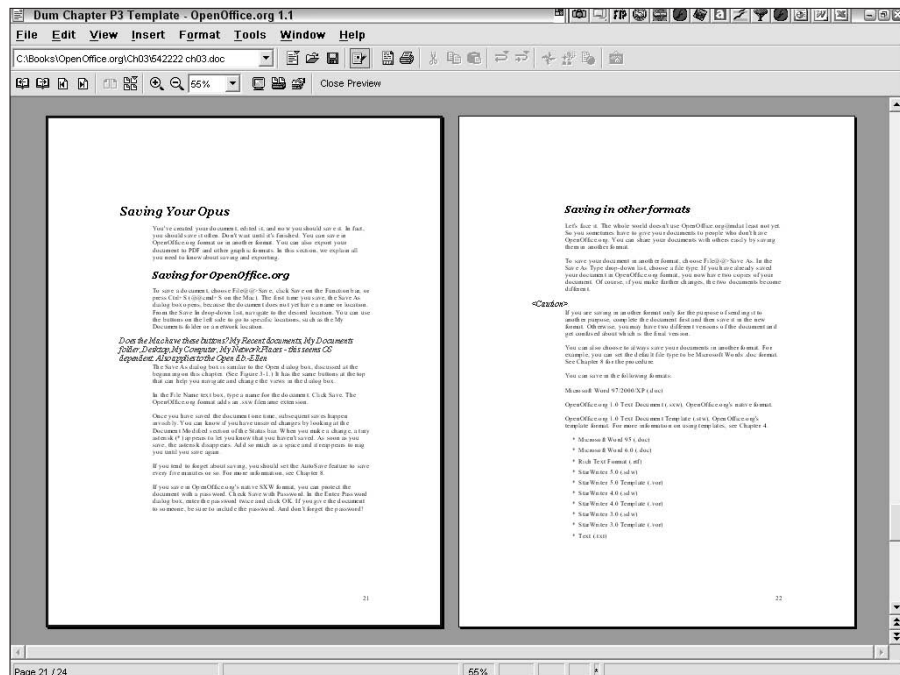
File→Page Preview. The Object toolbar changes to provide you with the tools that are appropriate to the Page Preview mode, as shown in Figure 3-11.

If you like what you see, click the Print Page View button and print away. Otherwise, click the Close Preview button and make any changes that you want before printing. You just saved a tree.

## Getting the words on paper

Printing is very simple, and you are no doubt familiar with the process from other programs. Use one of the following options to print your document:

- Choose File→Print to open the Print dialog box if you want to make any adjustments in your printer settings. For example, you can change the number of copies that you print or choose to print only a portion of the document. You can also click the Options button to fine-tune which types of objects you want to print.
- Click the Print button on the Function toolbar to immediately print your document using the settings in the Print dialog box.



**Figure 3-11:**  
Use the Object toolbar in Page Preview mode to format the display.

## *Sending your document as an e-mail attachment*

You can quickly send your document as an e-mail attachment using your default e-mail program. (This doesn't work if you have a Web-based e-mail program, such as Yahoo! or Hotmail. Some OS X and open source e-mail doesn't work with this feature.)

Follow these steps to send your document as an e-mail attachment:

- 1. Choose File⇨Send⇨Document as E-mail.**

Your default e-mail program opens, with the document already inserted as an attachment.

- 2. Enter the recipient, the subject, and a message.**

- 3. Click the Send button to send the e-mail.**

You can also send your document as a PDF attachment. For more information about the PDF format, see the section “Exporting to other formats,” earlier in this chapter. Choose File⇨Send⇨Document as PDF Attachment. The PDF Options dialog box opens, as explained in that earlier section. Then follow the steps that precede this paragraph.



## Chapter 4

# Formatting to Perfection

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### *In This Chapter*

- ▶ Using AutoPilot to format a document
  - ▶ Working with templates
  - ▶ Formatting fonts
  - ▶ Formatting paragraphs
  - ▶ Creating lists
  - ▶ Using styles
- 

**T**yping and editing is not enough — you want your document to look good, too. OpenOffice.org has excellent tools to help you format your document so that it looks professional and is easy to read. You can keep it simple and just choose the right font and paragraph alignment. Or you can streamline your work using templates and styles. Either way, OpenOffice.org makes it easy to get the results that you want.

## *Molding the New Document*

Well done is half begun. If you start your document out right, the entire process is smoother. You can use *AutoPilot*, which guides you through the creation of documents automatically, or you can use a template to structure the look of the fonts and possibly include some of the text.

## *Creating new documents with AutoPilot*

AutoPilot is a set of screens that guides you through the process of creating a document. You may have worked with *wizards* in other word processing programs — the concept is the same. When you use AutoPilot, you end up with a document that includes fonts and some of the text. You just fill in the

details. Okay, you fill in most of the document. AutoPilot can just give you the basics. The nice thing about AutoPilot is that it creates a template that you can then use repeatedly. (See the next section of this chapter for the low-down on templates.) You can create AutoPilot documents for the following items:

- ✓ Letters
- ✓ Faxes
- ✓ Memos
- ✓ Agendas

To create one of the preceding documents, choose **File**⇨**AutoPilot** and choose the type of document that you want to create from the submenu that opens. AutoPilot opens. The choices vary according to your choice, but in all cases, you complete the information on each screen and then click the **Next** button. For example, to create a memo, follow these steps:

**1. Choose **File**⇨**AutoPilot**⇨**Memo**.**

The first screen appears.

**2. Choose the layout that you want: **Modern, Classic, or Decorative**.**

Unfortunately, the preview doesn't change to show you how your choices change the layout.

**3. Choose whether you want the title of your memo to be text or a graphic.**

If you choose text, enter the title of your memo (such as Memorandum). If you choose a graphic, click the **Select Graphics** button and choose a graphic. Click **Next**.

OpenOffice.org doesn't come with any graphics for you to use. You need to find or create your own. For information on creating your own graphics, see Part V of this book.



Save graphics that you may want to use for this purpose in the folder where you keep your templates. To find your templates, choose **Tools**⇨**Options**. Click the **OpenOffice.org** option to expand it (if necessary) and then click **Paths**. Look for the **Templates** item in the list. Click **OK** to close the **Options** dialog box.

**4. Choose the elements that you want your memo to contain, and then click **Next**.**

Include such items as the date (choose the desired date format from the drop-down list) and the **To** and **From** lines. Click **Next**.

**5. Choose items that you want to see in the headers of continuation pages (if any) and in the footers. Click **Next**.**



**6. You can specify Doc information, whether to automatically assign a filename, and how to name the template.**

Doc information refers to properties that appear when you choose File→Properties. Choose the source of the title and subject from the drop-down lists. Click Next.

**7. Click the Create button to create the document.**

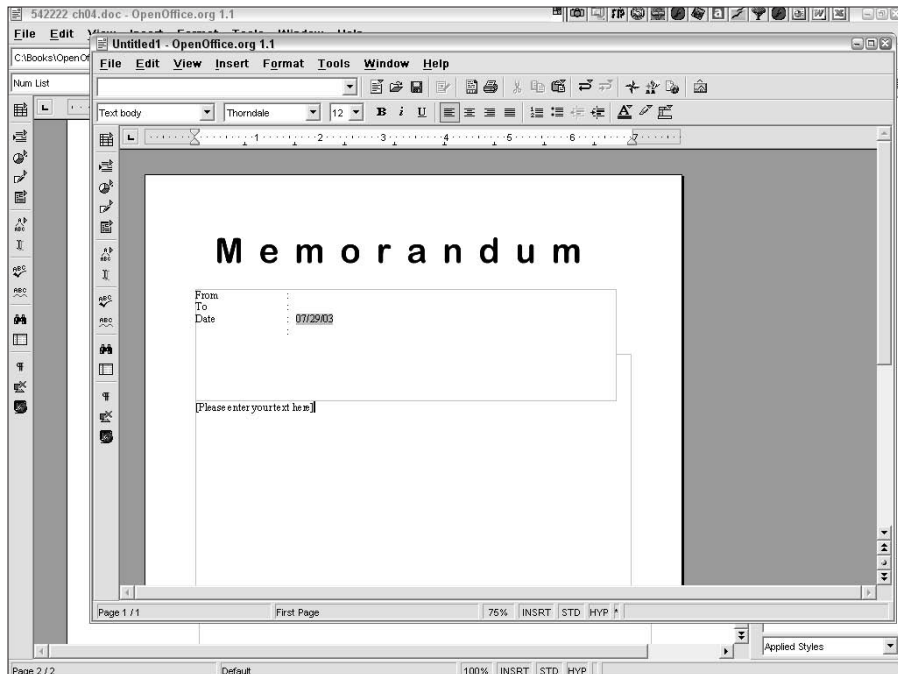
The new document opens, as shown in Figure 4-1.

Once you create your document using AutoPilot, you can reuse the template that it creates to create more documents. See the next section of this chapter for instructions on creating a document from a template.

## *Starting out with a template*

A *template* contains formatting and perhaps text. You use a template as a basis for a new document. The template and the document are separate files; the template just functions to structure the formatting of the document. When you create a new document based on a template, the template is never changed, although you make changes in the document. By default, documents open with the Default template.

**Figure 4-1:**  
Our first memo, which was created using AutoPilot. We're so proud! We used a graphic to create the word *Memorandum*.



A template is a great way to ensure consistency in your documents. If you create memos or letters on letterhead, you can start with the same template, and the repeated content (such as a logo) and the font formatting are always the same. Templates also save a lot of time. You don't have to change the formatting each time you create a document. Instead, you format once, save a template, and then create documents from the template, knowing that your formatting is already there for you.



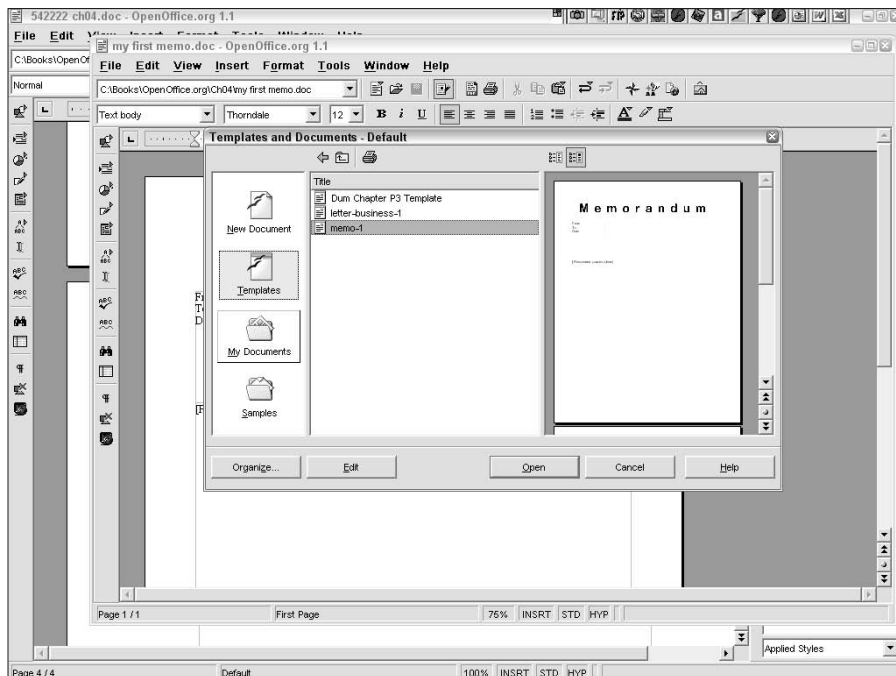
Unfortunately, OpenOffice.org doesn't come with much of a supply of templates for Writer. You can find a few templates at <http://ooextras.sourceforge.net/>. Click the link for your language. Later in this chapter, we explain how to create your own templates.

To create a new document based on a template, follow these steps:

1. Choose **File**⇨**New**⇨**Templates and Documents**.
2. The **Templates and Documents** dialog box opens, with the **Templates** option selected.

You may see a list of folders or a list of templates, depending on what you displayed the last time you used this dialog box.

3. If you see a list of folders, double-click the **Default** folder to display the templates in that folder, as shown in **Figure 4-2**.



**Figure 4-2:**  
Use the  
Templates  
and  
Documents  
dialog box  
to create a  
new  
document  
based on a  
template.

If you have saved templates in another location, navigate to that location. To find the default location for templates, choose Tools⇨Options. Expand the OpenOffice.org option and click Paths. Look for the Templates item in the list.

4. Choose the template that you want to use.
5. To see a preview of the template, click the Preview button.
6. Click the Open button.



A new document opens. You can now use the document. Don't forget to save it!

## *Refining a template*

You can modify any template by editing it as you would edit any document. OpenOffice.org templates have a filename extension of `.stw`. You open STW files in the same way that you open Writer documents. (See Chapter 3 if you need instructions.)

If the template contains text, you can format the text any way you want. See the next major section of this chapter for information on formatting text. You can place the following items in templates:

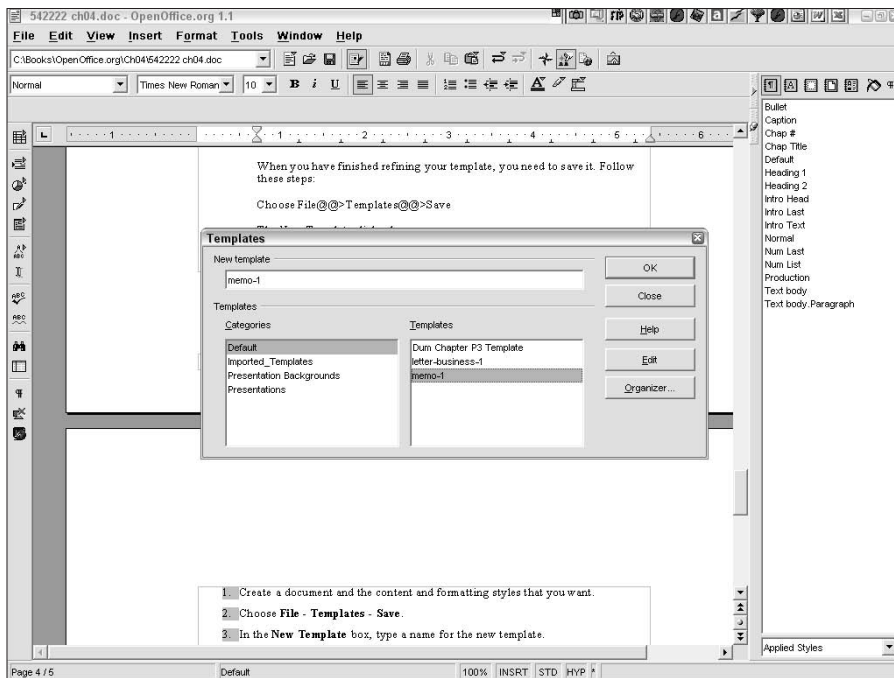
- ✓ **Styles:** Styles are sets of formatting for text, paragraphs, and pages. See the section “Styling with the Stylist” later in this chapter. Styles are the most common formatting that is used in templates.
- ✓ **Graphics:** You can add a logo or any other graphic. See Chapter 5 for the lowdown on inserting graphics in documents. The same steps apply to templates.
- ✓ **Tables:** You can set up a table but leave the content blank so that you can easily complete the table.
- ✓ **Columns:** Perhaps you create a newsletter each month. You can set up the banner heading and the columns. Then all you have to do is add the text for the columns.

## *Creating your own templates*

To create the template when you have finished refining it, you save the template. Follow these steps to save a template

1. Choose File⇨Templates⇨Save.

The Templates dialog box opens, as shown in Figure 4-3.



**Figure 4-3:**  
Use the  
Templates  
dialog box  
to save  
your own  
templates.

2. In the **New Template** text box, type a name for the template.
3. In the **Categories** box, choose **Default**.
4. Click **OK**.

What do you do if you don't want to start with an existing template? You start from a document. If you have created the perfect newsletter, you can save it as a template. Delete the text or leave it in — it's up to you. Saving it as a template ensures that you'll always have the right starting point for your new newsletter.

When the document has the text and formatting that you want, follow the previous steps to save it as a template.

To use a template that you created as the default, you can change the default by following these steps:

1. Choose **File** ⇨ **Templates** ⇨ **Organize**.  
The Template Management dialog box opens.
2. In the **Category** list, double-click the **Default** folder.  
The list of templates appears.

3. **Right-click (Option+click on the Mac) the template that you want to use, and choose Set as Default Template from the shortcut menu that appears.**
4. **Click the Close button.**

## *Importing templates*

You can use templates from Microsoft Word and use them as the basis for documents in OpenOffice.org. Follow these steps to import a template from Microsoft Word:

1. **Choose File⇨Templates⇨Organize.**  
The Template Management dialog box opens.
2. **Click the Imported Templates folder.**
3. **Choose Commands⇨Import Template.**  
The Open dialog box opens.
4. **In the Files of Type drop-down list, choose All Files.**
5. **Navigate to the template, select it, and click the Open button.**  
You are returned to the Template Management dialog box.
6. **Click the Close button.**

## *Fiddling with Fonts*

Most of your document is probably text, so you want the text to look good. *Fonts* define the shapes of the letters. You can choose from all the fonts that you have on your computer, make them any size, make them boldface or italic, underline them, and generally have a good time with them.

### *Choosing a font*

You can choose a font before or after you type. To choose a font before you type, follow these steps:

1. **Choose Format⇨Character.**  
The Character dialog box opens.

2. Click the **Font** tab, as shown in Figure 4-4.
3. From the **Font** list, choose a font.

You can immediately see what the font looks like in the Preview box at the bottom of the dialog box.

4. From the **Typeface** list, choose **Regular**, **Italic**, **Bold**, or **Bold Italic**.

You can also make text bold, italic, or underlined by clicking the appropriate button on the Object toolbar.

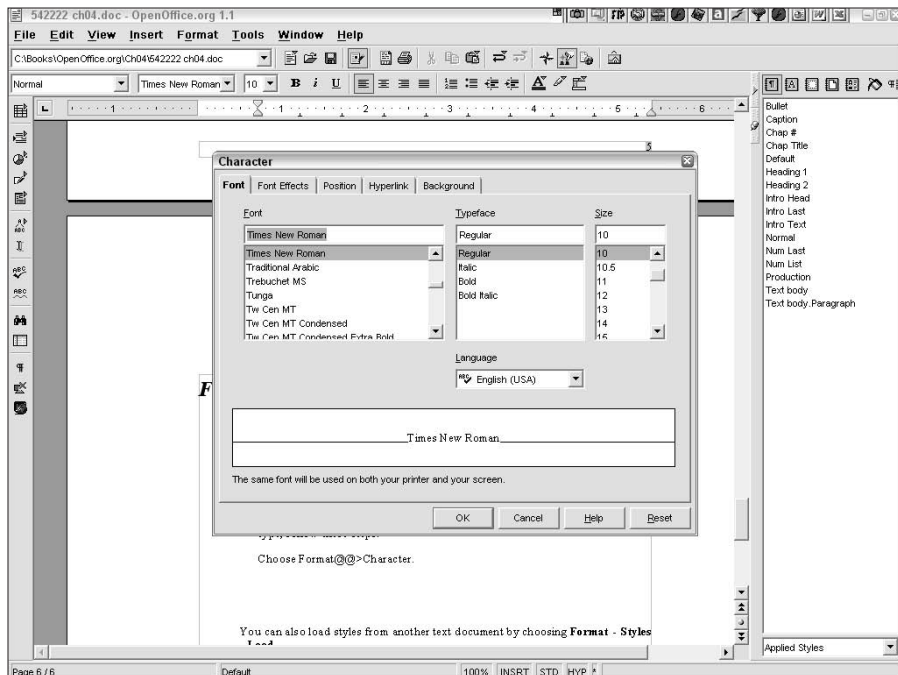
5. From the **Size** list, choose a font size.

Font sizes are measured in *points*. A point is  $\frac{1}{2}$  of an inch. The most common point sizes for paragraph text are 12 and 10. Headings are usually larger.

6. Click **OK**.
7. Start typing.

To apply a font to existing text, first select the text. Then follow Steps 1 through 6.

**Figure 4-4:**  
The **Font** tab  
in the  
**Character**  
dialog box is  
the place to  
choose your  
fonts.



## *Adding character to your characters*

If you think that the plain old fonts are boring, you can add some font effects to your text. Don't overdo it, though — make sure that people can still read what you write! To add font effects, use the various tabs of the Character dialog box, as follows:

- ✓ **Font Effects:** You can add several kinds of underlining, use strikethrough text, change text color, make small capitals, add an embossing or engraving effect, add a shadow, add outlining, and add blinking (please don't!). You can also change the font color by clicking the Font Color button on the Object toolbar.
- ✓ **Position:** You can create superscript or subscript text, rotate text, scale the width of text, and expand or condense text.
- ✓ **Hyperlink:** You can attach a hyperlink to text. For details, see Chapter 6.
- ✓ **Background:** You can add a colored background to selected text.

When you're done making your text look fancy, click OK.

You can also highlight text to make it stand out. Highlighting is usually a temporary effect that is used to remind you (or someone else) that some text needs further attention. To highlight text, select the text and click the Highlighting button on the Object toolbar. Click the down arrow next to the Highlighting button to display a color palette, where you can choose your favorite highlighting color. To get rid of the highlighting, select the text again and choose No Fill from the Highlighting color palette.

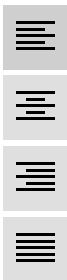
## *Planning Your Paragraphs*

Part of document layout involves aligning paragraphs and setting line spacing. These tasks are easy in OpenOffice.org.

### *Aligning paragraphs*

Do you want your paragraphs to be lined up on the left or right side of the page or centered on the page? Or are you a control freak who likes both sides to be perfectly aligned? You can choose any of these options.

You can set paragraph alignment before or after you type. To set the alignment after you type, select the text first. The easiest way to set paragraph alignment is to use the following buttons on the Object toolbar:



- ✓ **Align Left:** Aligns the text along the left margin of the page.
- ✓ **Centered:** Centers a line of a text on the page. This option is not normally used for long paragraphs. Paragraphs look weird when the Centered option is chosen.
- ✓ **Align Right:** Aligns the text along the right margin of the page.
- ✓ **Justified:** Makes each line of text reach the left and the right margin of the page.

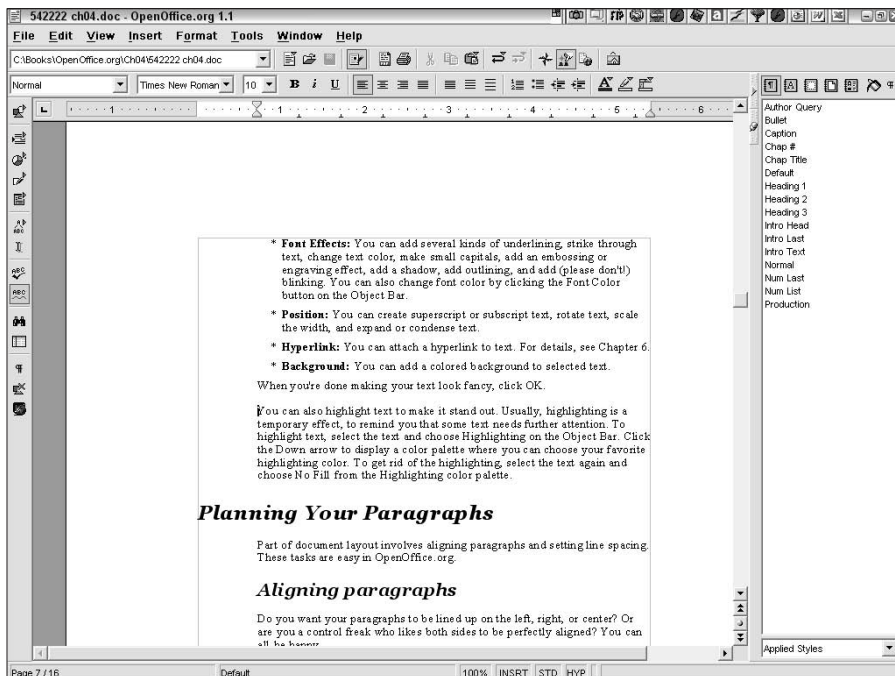
You can also use the ruler to set margins, tabs, and indentation. If the ruler is not visible, choose View⇨Ruler to make it appear. You can use the ruler, shown in Figure 4-5, to perform the following tasks:



- ✓ **Change margins:** Drag the border of the gray areas at the left and right.
- ✓ **Insert or delete tabs:** To insert a tab, click in the paragraph that you want to change and click the ruler where you want to add the tab. To delete a tab, click in the paragraph and drag the tab off the ruler.

You can set the type of tab by clicking the Tab button at the left end of the horizontal ruler. You can set left, right, centered, and decimal tabs.

- ✓ **Set indentation:** Click in the paragraph that you want to change. Drag the left indent marker to change the left indentation. Drag the right indent marker to change the right indentation. Drag the first-line indent marker to change the indentation of the first line of the paragraph.



**Figure 4-5:**  
Use the ruler to quickly set margins, tabs, and indentation without opening a dialog box.





To create a hanging indent, where the first-line margin is to the left of the margin for the rest of the paragraph — such as for numbered items — drag the first-line indent marker to the left of the left indent marker. To indent the first line of a paragraph, drag the first-line indent marker to the right of the left indent marker.

For more control, choose Format⇨Paragraph to open the Paragraph dialog box. Use the tabs to set the indents, spacing, alignment, text flow, numbering, tabs, drop caps, borders, and background.

## *Spacing your lines*

Remember double-spacing your book reports in school to make them look longer? You can still do that. In fact, double-spacing is actually preferred for academic papers. (And you thought you were getting away with something!)

You can set line spacing before or after you type. If you have already typed your text, select the text first. The easiest way to set line spacing is to use the buttons on the Object toolbar, but they are not displayed by default. To display these buttons, right-click (Option+click on the Mac) the Object toolbar and choose Visible Buttons from the shortcut menu that appears. From the list, click one or more of the three line-spacing buttons (1, 1.5, and 2).



You can also select text, right-click it (Option+click it on the Mac), and choose Line Spacing from the shortcut menu that appears. Then choose one of the line-spacing options from the submenu.

## *Making Lists*

Everyone makes lists these days. You're probably tired of lists, but you can't get away from them, either. For the times when you need to make lists, OpenOffice.org can help.

### *Bulleting lists*

Use bulleted lists when the items in the list don't have to be completed in sequential order. Most bullets look like little dots, but you can create other types of bullets. (The bullets in this book look like check marks.)

You can set your bullets before you start typing or change regular text to bulleted text. OpenOffice.org adds a bullet for each paragraph, which means that each time you press Enter (Return on the Mac), you get another bullet. To bullet existing text, select the text first.



To create bulleted text, click the Bullets On/Off button on the Object toolbar. Do the same to get rid of bullets for selected text.

To change the way that your bullets look, choose Format⇨Number/Bullets. Choose the type of bullets that you want from the examples, and click OK.

Still bored? OpenOffice.org has the most amazing collection of picture bullets. You can create bullets of balls, stars, or diamonds, or use your own graphic file. How about bullets made from a photo of yourself? (Not vain enough?) Okay, just because you *can* do it doesn't mean you *should* do it.

To add pizzazz to your bullets, choose Format⇨Number/Bullets and click the Graphics tab. Choose one of the graphical bullets, and click OK. To go even further, follow these steps:

1. **Choose Format⇨Number/Bullets.**
2. **Click the Options tab.**
3. **From the Numbering drop-down list, choose Graphics.**
4. **From the Graphics drop-down list, choose From File.**

You can also choose Gallery to see the same bullets that you see on the Graphics tab. If you choose From File, the Link dialog box opens.

5. **Choose a graphic file, and click the Open button.**

You are returned to the Number/Bullets dialog box. You probably need to change the size of the graphic to make it fit next to a line of text.

6. **Change the size of the image using the Width and Height text boxes.**

To keep the image's proportions the same, select the Keep Ratio check box.

7. **If you want, set the alignment of the bullet in relation to the line of text.**

8. **Click OK.**

## *Numbering lists*

Create numbered lists when you want the items in the list to be performed in order. You can set your numbers before you start typing or change regular text to numbered text. OpenOffice.org adds a number for each paragraph, which means that each time you press Enter (Return on the Mac), you get another number. To number existing text, select the text first.



To create numbered text, click the Numbering On/Off button on the Object toolbar. Do the same to get rid of numbering for selected text.



To specify how your numbers look, choose Format⇨Number/Bullets and click the Numbering Type tab. Choose one of the numbering types, and click OK.

When you number text, you see a gray box around each of the numbers. You can ignore this box — it doesn't show up when you print.

## Styling with the Stylist

*Styles* are collections of font or paragraph settings that define how your text looks. You can ignore styles for short documents, but they are indispensable for longer documents, especially ones with repeated features such as headings. Styles make sure that all your headings look the same. They also help you make global changes if you need to do so. Imagine a 30-page school paper with lots of headings. You hand it in, and your teacher says that the headings need to look different. Do you really want to individually format each heading? Probably not!

If you created the headings with a style, you can just redefine the style, and presto, they all now look just the way your teacher wants them to. You get an A+.

## Understanding styles

In the previous sections, we covered just the basics of formatting, but with styles, you can include many more features. For example, you can specify how much space comes after each paragraph. Specify spacing equal to the size of your font, and you don't need to press Enter (Return on the Mac) twice to create a paragraph. Just press Enter (Return) once, and the style creates the space between the paragraphs. You can also create complex formatting for a paragraph, such as borders and background fills. (For more information on borders and fills, see Chapter 5.)

OpenOffice.org offers the following kinds of styles:

- ✓ **Paragraph:** Formats entire paragraphs. This is the most common style type. In fact, it may be the only type that you need.
- ✓ **Character:** Formats one or more characters.  
Use character styles when you need to vary the formatting of characters within a paragraph.
- ✓ **Frame:** Formats text frames and frames for graphics. (Chapter 5 explains these concepts in more detail.)

- ✓ **Page:** Formats the structure of a document, including such elements as page numbers and margins.

Page styles are great for long, complex documents with varying types of page layouts.

- ✓ **Numbering:** Formats numbers and bullets for lists.

## Using a style

OpenOffice.org comes with many styles already set up for you, so you can just start creating a basic document without any preliminary setup.



The most efficient method of selecting a style depends on how much of your document has been created, as follows:

- ✓ The Stylist panel accesses all styles or a selected set of styles.
- ✓ The Apply Style drop-down list on the Object toolbar accesses styles that are already used in the document. It's not a good place to start, but it's convenient once you have already applied a number of styles.

### Drop-down list

The Apply Style drop-down list is found on the Object toolbar. This list, as shown in Figure 4-6, only includes styles that you have already used in your document.

To apply a style from the Apply Style drop-down list, select the text and choose the style you want from the list.

### Stylist panel

The Stylist panel is devoted to styles. You can open the Stylist panel with any of the following actions:

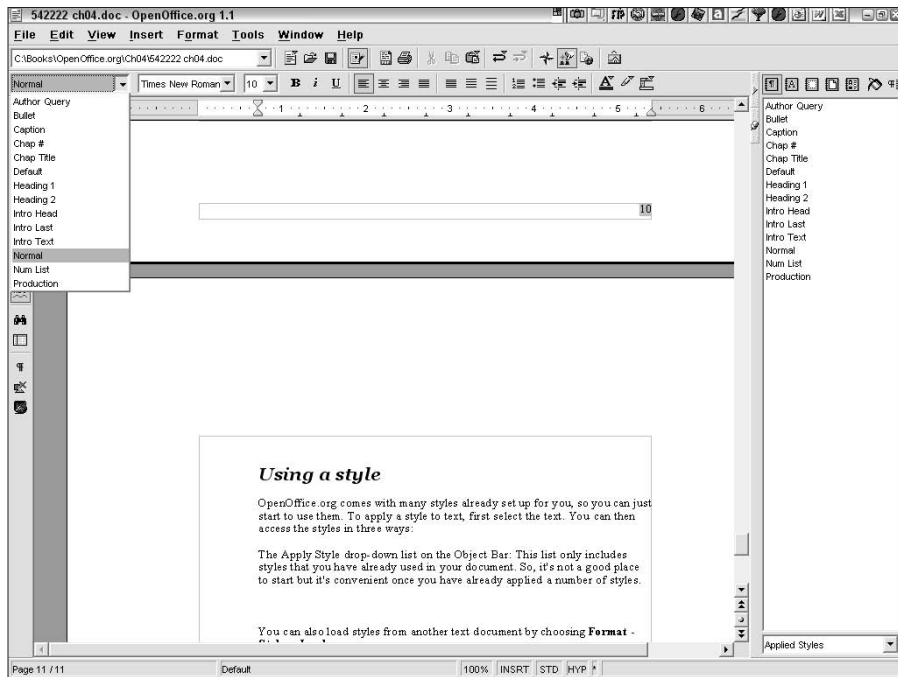
- ✓ Choose Stylist On/Off on the Function toolbar.
- ✓ Press F11.
- ✓ Choose Format⇄Stylist.

The Stylist panel opens, as shown in Figure 4-7.

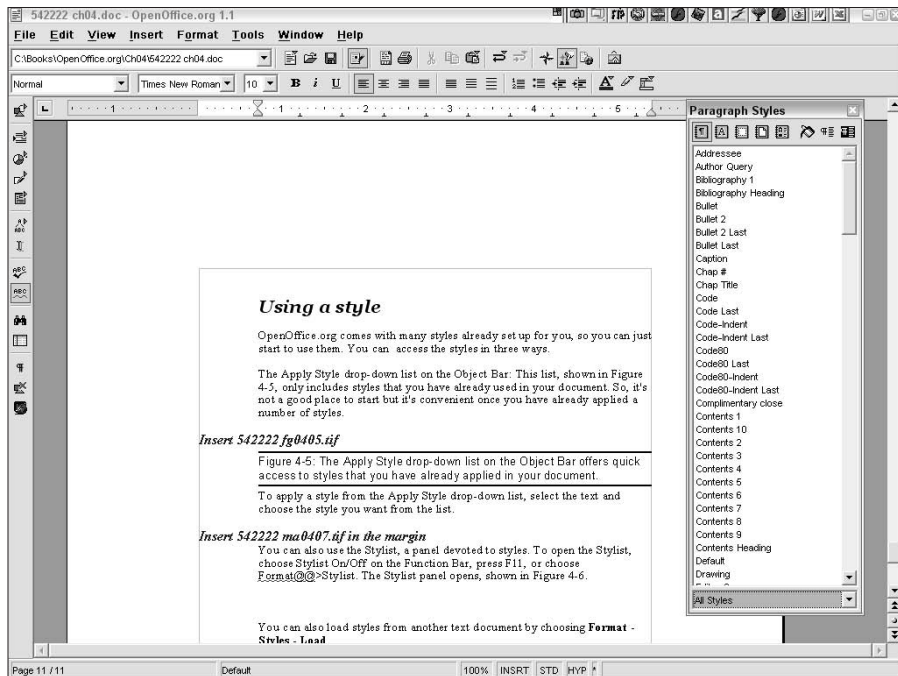


You can dock the Stylist panel so that it doesn't cover your document. Press Ctrl (⌘ on the Mac), and drag the panel to the right side of your screen.

**Figure 4-6:**  
The Apply Style drop-down list on the Object Bar offers quick access to styles that you have already applied in your document.



**Figure 4-7:**  
Use the Stylist panel for easy access to all styles.



A drop-down list at the bottom of the Stylist panel specifies which kinds of styles you see, as follows:

- ✓ **Automatic:** Displays the styles that OpenOffice.org thinks are appropriate for the current use. (How does OpenOffice.org know?) This is the default.
- ✓ **All Styles:** Gives you access to every available style.

You can limit the Stylist panel to specific sets of styles, such as the following:

- ✓ Custom styles that you have created
- ✓ List styles for creating numbered or bulleted lists

To apply a style from the Stylist, select some text, and double-click a style in the Stylist panel.

## *Creating a style*

You don't have to use the styles that are included in OpenOffice.org. In fact, most people design their own styles. You can define a style by using one of the following methods:

- ✓ Formatting some text and using that text as an example
- ✓ Specifying the style settings

### *Create a style by example*

When you create a style by example, you format some text first. You can use the ruler, the buttons on the Object toolbar, and the options on the Format menu to format the example text. When the text is picture-perfect, follow these steps to create a style:

1. **Open the Stylist panel (press F11).**
2. **Click the type of style that you want to create.**

The icons for the style types are along the top of the Stylist panel. For example, to create a paragraph style, click the Paragraph icon. If the Paragraph icon is already selected, you don't need to do anything for this step.

3. **Either click in the text that you formatted (for example, in the paragraph) or select one character or object that you formatted. (For page and frame styles, just select one object in the page or frame.)**
4. **If you clicked in the text, click the New Style from Selection button in the Stylist panel. If you selected text or an object, drag the text or object into the Stylist panel.**



The Create Style dialog box opens.

5. Type a name in the Style Name text box.
6. Click OK.

You can now use your style for other text.

### *Create a style by specifying settings*

If you want to be very precise about your settings, you may want to start by naming a style and then specifying all its settings. You have more control over the settings using this method. Follow these steps:

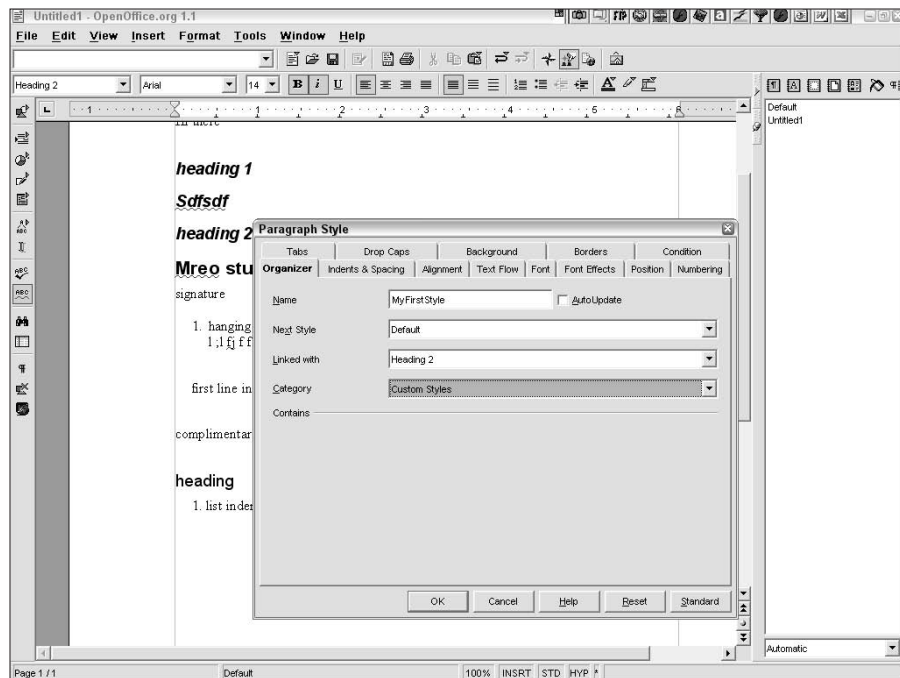
1. Choose **Format**⇒**Styles**⇒**Catalog**.

The Style Catalog dialog box opens.

2. From the drop-down list at the top of the dialog box, choose the type of style that you want to create.
3. Click the **New** button.

The dialog box that opens is named according to the type of style that you chose from the drop-down list. For example, if you chose Paragraph styles, the Paragraph Style dialog box opens. The settings that are available in each dialog box are appropriate for each type of style. The Organizer tab is displayed, as shown in Figure 4-8.

**Figure 4-8:**  
Use the Paragraph Style dialog box to name and format a new paragraph style.



- 4. In the Name text box, type a name for the new style.**
- 5. From the Next Style drop-down list, choose which style should come after the new style.**

OpenOffice.org applies the next style when you press Enter (Return on the Mac) after typing a paragraph using this style. This setting applies to paragraph and page styles only.

- 6. From the Linked With drop-down list, choose a style to use as a basis for your new style.**

If you think that your new style resembles an existing style, choose it here. Then, when you specify your settings, many of them are already set for you on the various tabs. This means that you have to make fewer changes, and you can finish more quickly. To start from scratch (the settings for the Default style), choose None.

- 7. From the Category drop-down list, choose a category.**

Choose a category to help you find the style more easily in the Stylist panel. If you usually work with the Applied Styles list and plan to apply the style (otherwise why create it?), the category is not very important.

- 8. Go through each tab, and specify the settings for your style.**

For example, if you are creating a paragraph style, you have Indents & Spacing, Alignment, Text Flow, Font, Font Effects, Position, Numbering, Tabs, Drop Caps, Background, Borders, and Condition tabs. Whew! That's a lot of settings. If you have questions on any tab, click the Help button to see a description of the functions on that tab.

- 9. Click OK.**

You are returned to the Style Catalog dialog box. Your new style appears on the list.

- 10. Click the Close button to return to your document.**

## *Changing and organizing styles*

You can modify an existing style and all text using that style is automatically updated. This feature is one of the great advantages of styles. You can also copy styles from another template or document.

To modify an existing style, follow these steps:

- 1. Choose Format → Styles → Catalog.**

The Styles Catalog dialog box opens.

- 2. Choose the style that you want to modify.**



**3. Click the Modify button.**

The dialog box that opens depends on the type of style that you chose and the style's name. Each dialog box has the settings that you need for that style.

**4. Go through the tabs, and change any settings that you want to.****5. Click OK to change the style.****6. Click the Close button to close the Styles Catalog dialog box and return to your document.**

Suppose that you have a very nice style in another document or template that you want to use in your current document or template. Why re-create the wheel? Instead you use the Style Manager. Follow these steps:

**1. Open the documents that you want use.**

For example, if you want to copy a style from one document to another, both documents should be open.

**2. Display the document that is to receive the style.****3. Choose Format⇒Styles⇒Catalog.**

The Styles Catalog dialog box opens.

**4. Click the Organizer button.**

The Template Management dialog box opens, as shown in Figure 4-9.

**Figure 4-9:**  
Use the Template Management dialog box to copy styles from one document or template to another.

**5. At the bottom of the dialog box, choose Templates or Documents, depending on the type of file that you want to use.**

For example, to copy a style from one document to another, choose Documents from both drop-down lists. If you're copying from a template to a document, it doesn't matter which side lists the templates and

which side lists the documents. If you chose Documents on either side, you see a list of open documents. If you chose Templates on either side, you see the template folders.

**6. If you're copying from a template, double-click the appropriate template folder and choose the template that has the style that you want. If you're copying from a document, choose the document that has the style that you want.**

**7. Double-click the template or document name to display the word *Styles*.**

**8. Double-click the word *Styles* to display the list of all the styles.**

When the styles are displayed, choose **Commands**⇧**Print** to print a list of all the styles and their settings for the selected document or template. This is a great way to troubleshoot and analyze styles.

**9. On the other side of the dialog box, display the template or document that is to receive the style.**

**10. Choose the style that you want to copy.**

**11. Press Ctrl (⌘ on the Mac), and drag the style to the other side of the dialog box. When you see a horizontal line below the file or template, release the mouse button.**

If you just drag, you move the style. This means that the style is removed from its original source. You rarely want to do this, so be sure to press Ctrl (or ⌘) as you drag!

**12. Click the Close button to return to the Style Catalog dialog box.**

**13. Click OK to return to your document.**

Try out your new style. You should find it in the Stylist panel.



## Chapter 5

# Designing Complex Documents

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### *In This Chapter*

- ▶ Creating tables and columns
  - ▶ Using borders
  - ▶ Adding graphics
  - ▶ Working with long documents
  - ▶ Creating personalized documents
- 

**S**ometimes your work gets complicated. You need to add graphics, create a newsletter, or insert a table. You may be writing your thesis and need to add a table of contents and an index. Or perhaps you want to send out letters (or invoices) to your customers. OpenOffice.org is up to all these tasks, and in this chapter, we explain how to do them.

## *Dividing Text into Tables and Columns*

After a while, plain paragraph text can get boring. And if you're working with lots of numbers, you may need to organize them into a neat, orderly table. In writing a newsletter, you may want to split up the page into columns. Laying out the page into a table or into columns is a common task for many people.

### *Tabling the issue*

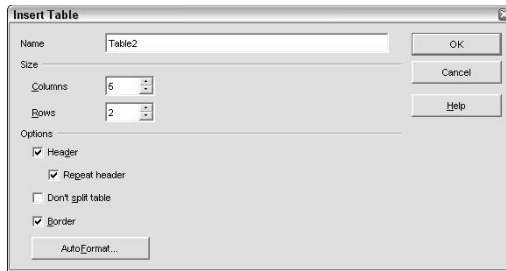
A *table* is a grid of rows and columns that creates cells where you can place text or numbers. Tables are an easy way to make complex data clear, and they are easy to create in OpenOffice.org Writer.

To create a table, follow these steps:

- 1. Choose Insert⇨Table.**

The Insert Table dialog box opens, as shown in Figure 5-1.

**Figure 5-1:**  
Use the  
Insert Table  
dialog box  
to set up a  
table.



2. In the Size panel, set the number of columns and rows in the Columns and Rows text boxes.

3. In the Options panel, set the basic options for the table, as follows:

- **Header:** Creates a header row at the top of the table. The header text is centered, italic, and boldface.
- **Repeat Header:** Repeats the header text on the next page if the table continues to the next page.
- **Don't Split Table:** Prevents the table from being split to more than one page.
- **Border:** Creates a border around the table. (If you deselect this check box, the table is invisible, which makes it difficult to work with. You can always turn off the border when you're finished.)
- **AutoFormat:** Opens the AutoFormat dialog box, where you can choose one of the preset table formats. Click OK after you choose a format.

4. Click OK.



To quickly create a table with the default settings, choose Insert⇨Insert Table. You see a small grid. Drag across the grid to specify the number of rows and columns.

To enter data in the table, click in the upper-left cell and type. Press Tab to go to the next cell to the right. Continue in this way throughout the entire table.

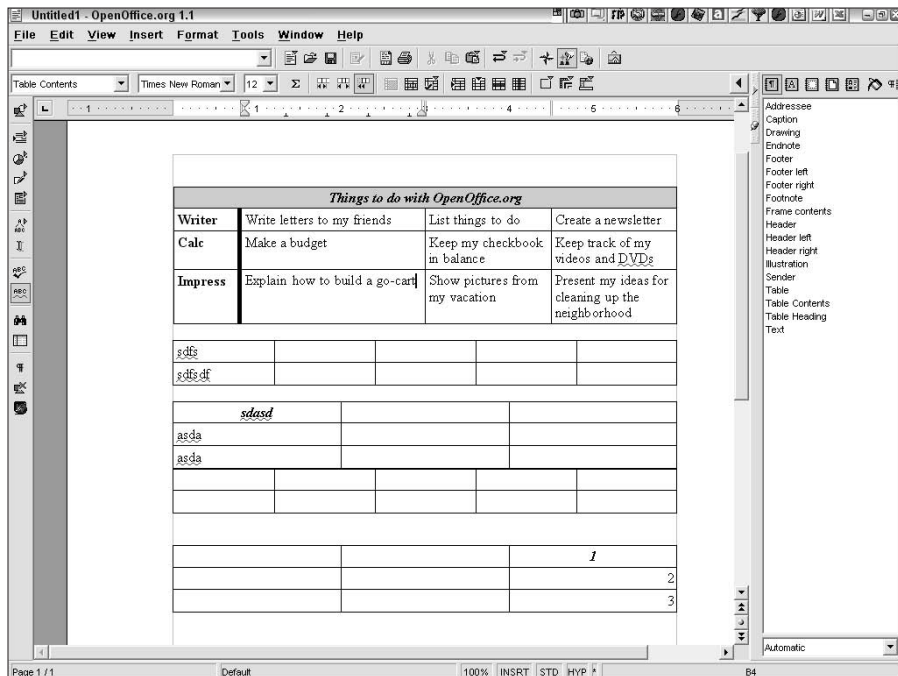
## *Formatting the table*

To format the table, you can use the Object toolbar, which has an entirely new set of buttons when the cursor is inside the table, as shown in Figure 5-2.

Most of these items are self-explanatory, but a couple require some explanation, as follows:

- The table display mode specifies what happens to the entire table when you adjust the number or size of a row or column, as follows:
  - **Fixed:** The width of the table remains the same. Changes to a cell affect only the adjacent cell.
  - **Fixed proportional:** The width of the table remains the same, but changes affect the entire table, so changes affect adjacent cells proportionally.
  - **Variable:** Changes affect the size of the entire table.
- The Optimization setting has four options that automatically set the spacing of the rows and columns, as follows:
  - **Space columns equally:** Makes all the columns the same width
  - **Space rows equally:** Makes all the rows the same height
  - **Optimal row height:** Sets the row height so that it's just high enough for the contents
  - **Optimal column width:** Sets the column width so that it's just wide enough for the contents

**Figure 5-2:**  
Use the Object toolbar to format a table. You see these buttons when the cursor is inside a table.



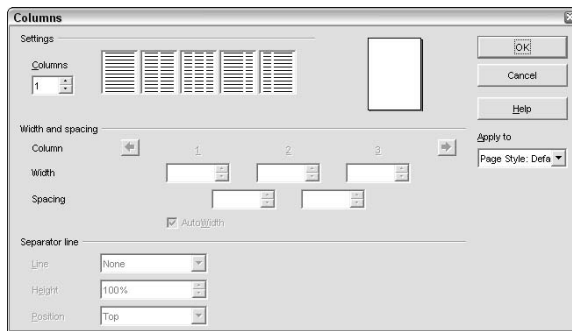
Another way to format a table is to choose **Format**⇨**Table**. This opens the Table Format dialog box. Use the tabs in this dialog box to finesse your table. When you're done, click **OK**. Many of the settings are also on the Object toolbar, but some settings have more options in the dialog box.

## Writing in columns

Columns are ideal for newsletters and whenever you have a long list of short items and want to save space. Follow these steps to perfect columns:

- 1. Choose **Format**⇨**Columns** to create columns in your document.**

The Columns dialog box opens, as shown in Figure 5-3.



**Figure 5-3:**  
The  
Columns  
dialog box  
splits your  
page into  
columns.

- 2. Choose the number of columns that you want in the Columns list box (or use the up and down arrows), or click the type of columns that you want in the sample boxes.**

You see the result in the Preview box.

- 3. To make additional adjustments, use the Width and Spacing panel to individually set the width of each column and the spacing between the columns.**
- 4. To add a separator line between the columns, use the Separator Line panel to specify a line type, height, and position.**
- 5. If you have created page styles, specify the page style for which you want the columns in the Apply to list box.**
- 6. Click **OK**.**

## Working with sections

What do you do if you want one part of your document to have one column and another part to have two columns? You use *sections*. Sections divide your text. You can use sections to vary the numbers of columns.



Another way to lay out columns for part of a document is to put the text in a frame. We explain frames in the section “Using Borders and Frames,” later in this chapter.

To insert a section, follow these steps:

- 1. Click where you want to insert a section. You can also select existing text to convert it to a section.**

The text must be one or more complete paragraphs.

- 2. Choose Insert⇨Section.**

The New Section dialog box opens.

- 3. In the New Section text box, enter a name for the section.**

You can link a section to another file so that the section is automatically updated when that file changes, you can write-protect the section so that no one else can change it (with or without a password), and you can hide the section.

- 4. Click the Columns tab and set the columns, as described in the previous section.**

- 5. Click the Insert button.**

You now have a new section, shown by two horizontal lines. If you selected text before inserting the section, the lines are around the text. If you are creating a spanking-new section, be sure to place the cursor inside the section before you type.

You can also modify a section. Choose Format⇨Sections, and make any adjustments that you want. Click the Options button to find the settings for columns. Click OK when you're done.

## Creating Long, Long Documents

Okay, you have a lot to say. Maybe you're writing a novel or your Ph.D. thesis. In any case, you need some hard-core tools to help you out. You may need to

divide your book into chapters, create a table of contents, or index the book. In this section, we explain how to format your magnum opus.

When you need to create long documents with many parts, you can create a *master document*. A master document is a holder for other documents, such as the chapters of a book. Working with one very long document can get unwieldy, so you can create separate documents for each chapter and then pour all the smaller documents into your master document. Finally, you can add page numbers as well as create a table of contents and index for the whole shebang.

The master document contains only its own text and links to the subdocuments. You make changes to your subdocuments directly and then update the master document so that it is always current. Master documents have their own filename extension, `.sxg`.

## *Heading up your text*

Usually, you start by creating all your subdocuments (for example, your chapters). When the subdocuments are all ready, you create a new master document. However, you can also turn an existing document into a master document.

### *Creating a new master document*

If you already have all your subdocuments, choose `File⇨New⇨Master Document`. The Navigator automatically opens. (See Chapter 3 for more about the Navigator.) However, you have a special toolbar for working with master documents.

The Navigator starts by showing one item, `Text`. To add other files, follow these steps:



- 1. Choose `Insert⇨File` from the Navigator toolbar.**

The Insert dialog box opens.

- 2. Choose the file that you want to insert.**

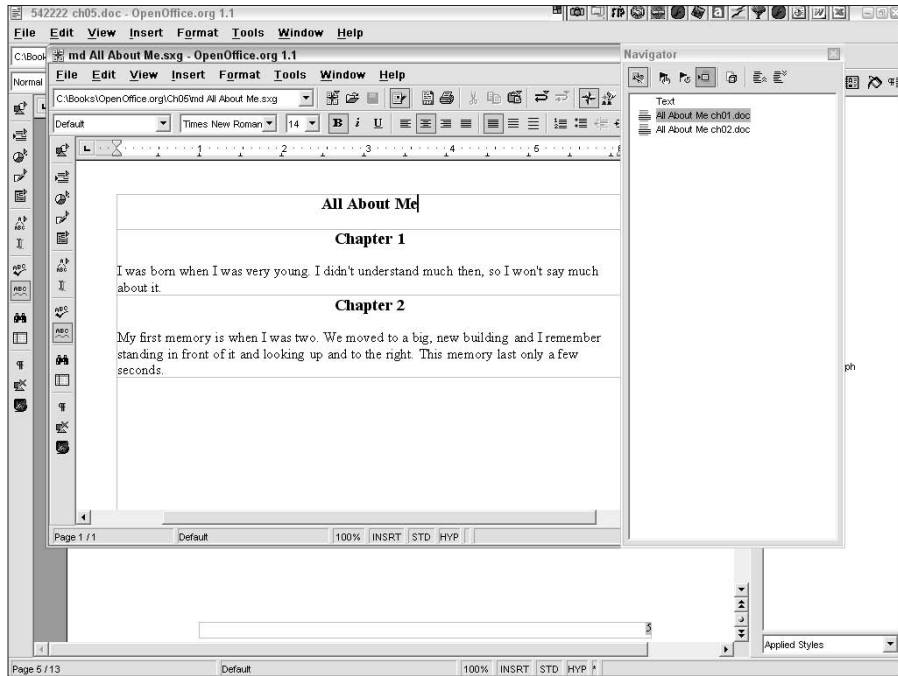
- 3. Click the `Insert` button.**

Figure 5-4 shows a master document with some text and two subdocuments.

To reorder the contents of a master document, select a subdocument or any text in the Navigator and drag it up or down. You can also select any item and use the `Move Up` or `Move Down` button.



**Figure 5-4:**  
A master document contains links to its subdocuments. You can manage all the subdocuments using the Navigator in the master document.



To insert text into the master document, place the cursor in the section below where you want the text and choose Insert→Text from the Navigator toolbar.

If you move a subdocument, right-click the subdocument in the Navigator and choose Edit Link from the shortcut menu that appears. You can then specify a new location for the subdocument.

To delete a subdocument, right-click it in the Navigator and choose Delete from the shortcut menu that appears.

### ***Turn an existing document into a master document***

If you have an existing document, you can convert it to a master document. OpenOffice.org creates a new subdocument at each Heading 1 style. Use this method if you thought you were creating a short story but things got out of hand and you now have a full-fledged novel. You can also insert documents. This method also works well if you want to use a document that was created from your own template and turn it into a master document.

Choose File→Send→Master Document. Name the document, and click the Save button. Don't worry, OpenOffice.org doesn't delete your original document.

## Creating a table of contents

The easiest way to create a table of contents is to use the heading styles that come with OpenOffice.org; these are Heading 1, Heading 2, and so on. You can redefine these headings to look the way you want (as explained in Chapter 4) and save the result as a template (also discussed in Chapter 4). Then use the template to create your document. To create the table of contents, follow these steps:

**1. Click where you want to create the table of contents.**

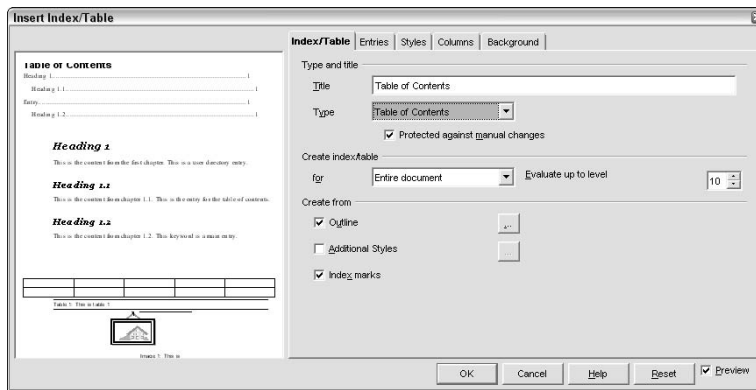
Usually you create the table of contents near the beginning of your document.

**2. Choose **Insert** → **Indexes and Tables** → **Indexes and Tables**.**

The Insert Index/Table dialog box opens.

**3. Click the **Index/Table** tab, as shown in Figure 5-5.**

**Figure 5-5:**  
Define a table of contents in the Insert Index/Table dialog box.



**4. From the **Type** drop-down list, choose **Table of Contents**.**

**5. In the **Create Index/Table** section, choose whether you want to create a table of contents for the entire document or for just one chapter. Also, in the **Evaluate Up to Level** list box, choose what level of heading you want to include.**

If you have four levels of headings, you may only want to include two levels in your table of contents. In that case, you would evaluate up to level 2.

**6. Click **OK**.**



If you don't want to use the preset heading names, you can use other styles for your headings. In the Create From panel of the Insert Index/Table dialog box, select the Additional Styles check box and then click the adjacent ellipsis button. In the Assign Styles dialog box, choose a style and use the double-left and -right arrow buttons to assign a level to the style. For example, if you have MainHeading and SubHeading styles, move MainHeading to level 1 and move SubHeading to level 2. Click OK to finish assigning your styles to levels.

Although you should create your table of contents when your document is finished, is a document ever finished? If your document changes yet one more time, you need to update the table of contents. Just right-click in the table of contents, and choose Update Index/Table from the shortcut menu that appears.



If you find that you cannot place your cursor in the table of contents, choose Tools⇨Options⇨Text Document⇨Formatting Aids. Then select the Enable check box in the Cursor in Protected Areas panel.

To modify the table of contents setting, right-click in the table of contents and choose Edit Index/Table from the shortcut menu that appears. The Insert Index/Table dialog box opens, where you can modify your settings.

To delete a table of contents, right-click in the table of contents and choose Delete Index/Table from the shortcut menu that appears.

## *Indexing your book*

Indexing is a little different from creating a table of contents, because you cannot use standard headings. Instead, you have to specify each place that you want to use as an index entry.

### *Inserting an index entry*

To create an index entry, follow these steps:

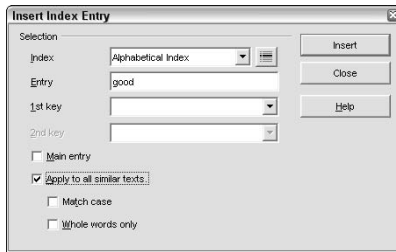
1. **Select the text that you want to put in the index, or click in front of a word that you want to put in the index.**
2. **Choose Insert⇨Indexes and Tables⇨Entry.**

The Insert Index Entry dialog box opens, as shown in Figure 5-6.

You can insert an index entry from the Main toolbar. Long-click the Insert button until the floating toolbar remains open. Place your cursor or select your text, and click the Insert Index Marker button.



**Figure 5-6:**  
Define an  
index entry  
in the Insert  
Index Entry  
dialog box.



- 3. If you want the word to be a subentry to a main entry, type the main entry word in the 1st Key list box.**

You can even create a sub-subentry. Place the main entry in the 1st Key list box and the subentry in the 2nd Key list box.

- 4. Select the Apply to All Similar Texts check box to insert an index entry to the same text where it occurs elsewhere in your document.**

To use this feature, you must have selected the text before you started. Select the Match Case check box to insert an index entry only if the text matches the case of the current entry. Select the Whole Words Only check box to mark only whole words that match the current entry.

- 5. Click the Insert button to insert the index entry.**

The dialog box stays open so that you can enter other index entries if you want. You can select words while the dialog box is open.

- 6. Click the Close button to close the Insert Index Entry dialog box.**

To edit an index entry, place the cursor in front of the entry and choose Edit⇨Index Entry. The Edit Index Entry dialog box opens, which is just like the Insert Index dialog box. Make your changes, and click OK.

### *Creating the index*

When all your index entries are ready, it's time to create the index. Follow these steps to do so:

- 1. Click where you want to insert the index; this is usually at the end of the document.**
- 2. Choose Insert⇨Indexes and Tables⇨Indexes and Tables.**
- 3. Click the Index/Table tab.**
- 4. From the Type drop-down list, choose Alphabetical Index.**
- 5. In the Create Index/Table section, choose whether you want to create an index for the entire document or for just one chapter.**

**6. In the Options panel, set the following items:**

- **Combine identical entries:** Combines all instances of an entry and lists the pages numbers on one line.
- **Combine identical entries with p or pp:** Combines all instances of an entry that occur on one page, followed by the page number and the letter *p* (for example, Mars 3p). Combines all instances of an entry that occur on consecutive pages, followed by the first of the consecutive pages and the letters *pp* (for example, Mars 3pp, if *Mars* occurs on pages 3 and 4).
- **Combine with -:** Combines all instances of an entry on consecutive pages with a hyphen, as in Mars 3-4.
- **Case sensitive:** Distinguishes between uppercase and lowercase words.
- **AutoCapitalize entries:** Capitalizes the first letter of each entry.
- **Keys as separate entries:** Keys are used to create subentries. This option places the subentries on a separate line, indented below the main entries.
- **Concordance file:** Lets you create a separate file that contains index entries. Then choose File⇨New to create the file. (To modify the file, choose File⇨Edit.) The Edit Concordance File dialog box opens, where you can create the concordance file using a preset grid.

**7. Click OK to create the index.**

To update an index, right-click in the index and choose Update Index/ Table from the shortcut menu that appears. You can also delete or edit the index from the shortcut menu that appears when you right-click (or Control+click) the index.

## *Creating Personalized Form Letters*

Sometimes you just want to get personal. If you're sending out the same letter to many people, it's nice to address each letter (and envelope) individually. The process of combining a letter with a list of names and addresses (or any other set of data) is called *mail merge*, and the letter that you create is called a *form letter*.

To create personalized letters, follow these steps:

1. **Create the form letter.**
2. **Create or register a data source.**

A *data source* is a database that contains the data that you use to personalize the letters. The data source often contains names and addresses but could contain any information that you want. To *register* a data source means to let OpenOffice.org know the location and format of the data.

### 3. Drag fields from the data source into the form letter.

A *field* is a column name in the database. For example, FirstName and Address are typical fields.

The term *field* in OpenOffice.org also means any calculated information that you insert into a document. For example, you use a field to insert a page number or today's date.

### 4. Output the form letter to your printer or individual documents. Outputting the form letter also merges the individual rows of data with the form letter.



## Creating the form letter

You create the form letter from any document. At first, don't worry about where the personalized information will go. Just type the letter (or invoice or other document). When you're done, save the letter.

## Creating and registering a data source

This step is a little more complex, because you can use many types of databases. We begin with a simple example. Suppose that you want to maintain a simple text database of your friends. Follow these steps:

### 1. Type your headings, tabbing between each heading. Press Enter, and add your names and addresses. Place tabs between each column. Save the document in .txt format.

For example, your headings could be FirstName, LastName, Address, City, State, and ZipCode. To save a document in .txt format, choose File⇨Save As and choose Text (.txt) from the Files of Type drop-down list. Click the Save button.

### 2. Choose File⇨AutoPilot⇨Address Data Source.

The Address Data Source AutoPilot opens.

### 3. To choose the type of data source, choose one of the options. In our example, choose Other External Data Source. Click Next.

4. On the next screen, click the Settings button to open the Create Data Source dialog box.

5. In the Name text box, type the name of the data source file.

Use the filename of the database.

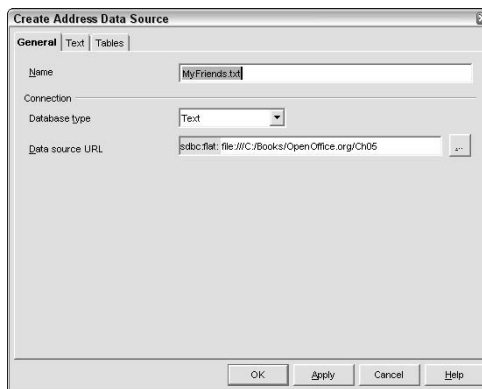
6. From the Database Type drop-down list, choose a type. In our example, choose Text.

If you have your data in a spreadsheet, such as Calc (see Part III of this book), choose Spreadsheet as the type of database.

7. To the right of the Data Source URL, click the ellipsis button to browse for your database file. Find the folder (directory), and click OK.

Your screen should appear similar to what is shown in Figure 5-7.

**Figure 5-7:**  
In the Create Address Data Source dialog box, you specify the name and type of the file that contains your data source.



8. Click the Text tab, and specify the row and file format. In our example, the fields are separated by tabs (the other separators don't matter) and the file is in .txt format. Click OK.

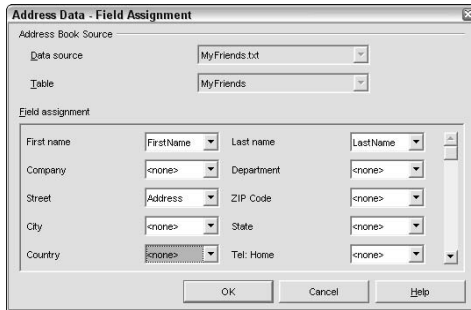
You are returned to the Address Data Source AutoPilot.

9. Click the Field Assignment button to assign field names to specific types of preset fields.
10. In the Address Data - Field Assignment dialog box, choose each type of field that you use and then choose your actual field (column) names from the field's drop-down lists, as shown in Figure 5-8.



Scroll down to the bottom of this screen to find four user fields that you can use as necessary. For example, if you have an Address2 field for apartment or suite numbers, you can use one of these user fields.

**Figure 5-8:**  
Use the  
Address  
Data - Field  
Assignment  
dialog box  
to assign  
field names  
to standard  
fields.



11. Click OK.
12. Click the Create button.
13. Click OK, and accept the message that you can now access this address data.

The steps and screens will differ somewhat for different types of databases. For example, you can use an address book from Microsoft Outlook and other types of address book data.

## *Inserting fields into your form letter*

You are now ready to add the fields in your data source to your form letter. Follow these steps to do so:

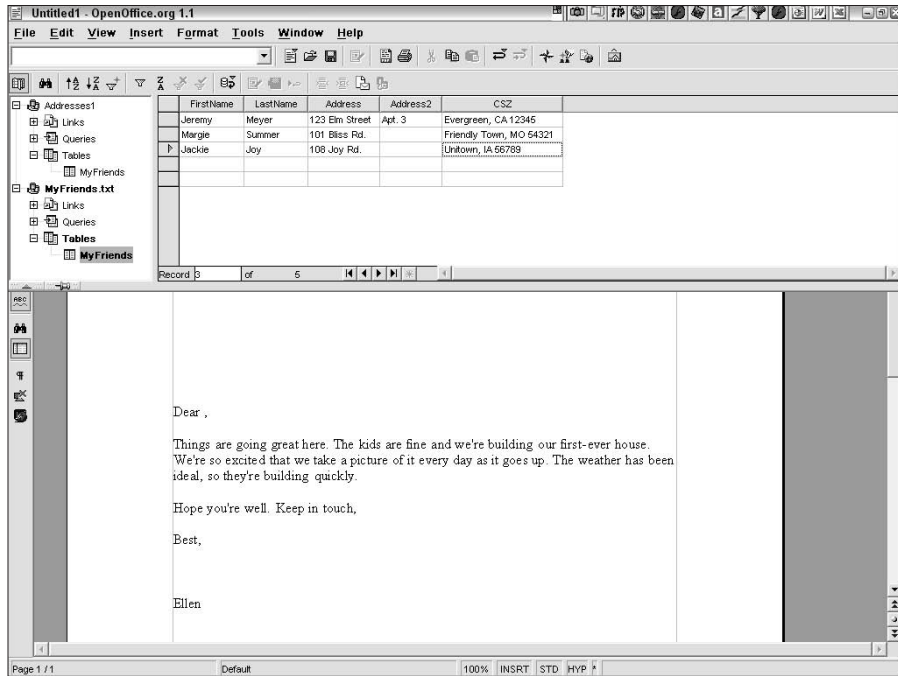
1. **Display your form letter.**
2. **Choose View⇨Data Sources, or press F4.**  
The Data Sources window opens at the top of your document. At the left, you see your registered data sources.
3. **Double-click the data source that you want to use to expand it. If necessary, double-click the Tables item until you see a table listed, as shown in Figure 5-9.**
4. **Double-click the table to display it.**

The data in that table displays in the right side of the Data Sources window, as shown in Figure 5-9. This window has its own toolbar that lets you sort and filter the data in your database.

You can double-click any field heading to widen it so that you can see all the data in that column.







**Figure 5-9:**  
The Data Sources window displays your database.

5. If necessary, scroll through your form letter so that you can see the area where you want to insert the fields. Then drag the field name (that is, the column head) of the first field to the desired location in your form letter.
6. Continue to drag field names into your form letter. Be sure to add spaces where necessary, such as between a first name and a last name.

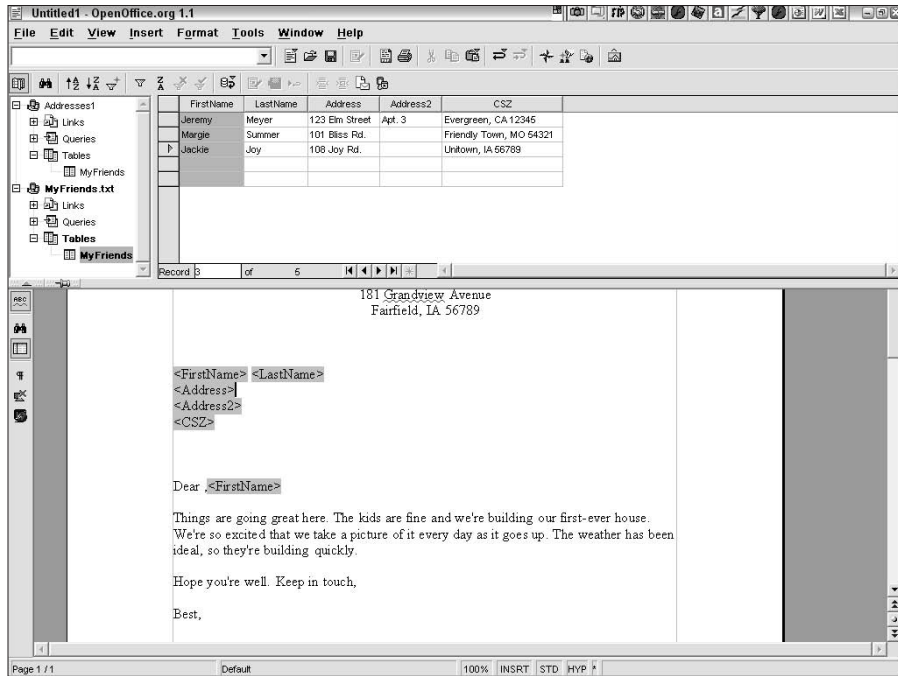
Your letter should look something like what is shown in Figure 5-10.

## *Creating the output*

You're ready to print your letters! You can also save them to a file. The rows in your database will be merged with your form letter at the same time. Follow these steps:

1. Choose **Tools**⇨**Mail Merge**.

The Mail Merge dialog box opens.



**Figure 5-10:**  
A form letter  
with fields.

## 2. Choose From This Document, and click OK.

If you created a template from your form letter, choose From a Template. The Mail Merge dialog box opens. (Okay, you see two Mail Merge dialog boxes. This is the big one.)

## 3. To sort or filter the records, use the toolbar in the dialog box. Otherwise, choose the records that you want to include in the Records section. (The default is All.)

## 4. In the Output section, choose either the Printer or File option.

If you choose File, click the adjacent ellipsis button to choose a location for the files. (OpenOffice.org creates a separate file for each row and numbers the files sequentially.) Choose to name the file according to one of the database fields (which you can choose from the drop-down list) or manually (you get to name the file).

## 5. Click OK.

If the Save As dialog box opens, choose the location and filename again and click the Save button. Your letters are either printed or saved.

## Using Borders and Frames

You've written enough. Now it's time to liven up your documents a little. One simple way is to put a border around text and graphics. You can also add colored backgrounds.

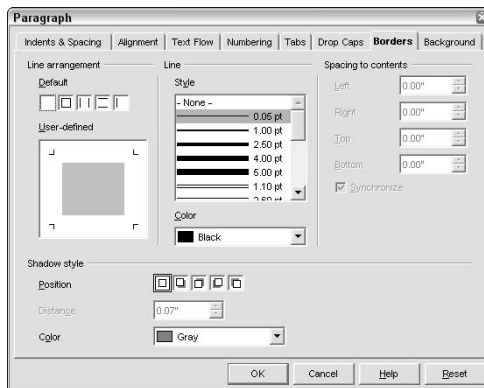
### Boxing text

Boxing text is a great way to make it stand out. You can also place lines above and below the text — or on any side, for that matter. To add a box, use the border feature. Usually, you add a border to an entire paragraph. Follow these steps:

1. Select the paragraph.
2. Choose **Format** → **Paragraph** and click the **Borders** tab, as shown in Figure 5-11.

The Borders tab of the Paragraph dialog box displays.

**Figure 5-11:**  
Use the Borders tab of the Paragraph dialog box to place boxes around your text.



3. In the Line Arrangement panel of the dialog box, click the border arrangement that you want from the small boxes near the top of the panel.

You see the result in the Preview pane in the User-Defined area. Use the left, blank box near the top of the panel to delete all borders. (This box is selected in Figure 5-11.)

4. In the Style area of the Line panel, choose the width and style of the line.
5. From the Color drop-down list, choose a border line color.
6. Use the Shadow Style panel to create a shadow effect, if you want one.
7. In the Spacing to Contents panel, specify the distance between the border line and the text (or other contents).
8. Click OK.



You can click individual sides of the border in the User-Defined area and set different settings for each side.

To give your box a colored background, click the Background tab of the Paragraph dialog box. Choose Color from the As drop-down list, and choose a color. To create a background of an image, choose Graphic from the As drop-down list and browse for the graphic file that you want to use.

## *Framing text*

When you add a border to text, the text stays in the confines of the page's alignment and column settings. But suppose that you want to move a box of text anywhere on your page? For example, if you create a two-column newsletter, you may want a box of text that straddles the middle of the page. This type of text is called a *callout* or a *sidebar*. You use frames to create a movable box of text. Framed text acts like a graphic — you can drag a frame anywhere, resize it, and so on.

To frame text, follow these steps:

1. **Select the text that you want in the frame.**

To create an empty frame, skip this step.

2. **From the Main toolbar, long-click the Insert button and click the Insert Frame Manually button.**

You see a preview of columns.

3. **Choose the number of columns that you want for the framed text.**

Using a frame is one way to specify columns for part of a document. The other way is to use sections. Using sections is explained in “Working with sections,” earlier in this chapter.

4. **Click at one corner of the selected text, and drag to the diagonally opposite corner.**

The text appears with a box and eight *handles*, which are small boxes that you can use to resize the frame. To create an empty frame, drag across an empty area of your page.

**5. Click anywhere outside the frame to deselect the frame.**

You can manipulate a frame in the following ways:

- ✓ **Move it:** Click the frame to select it. Move the cursor so that you see a four-headed arrow, and drag in any direction.
- ✓ **Resize it:** Click the frame. Drag any of the handles.
- ✓ **Delete it:** Click the frame and press Delete.
- ✓ **Edit the text:** Click inside the frame, and edit the text as you would any other text.

For more options, right-click any frame and choose one of the formatting options from the shortcut menu that appears.

## *Linking text frames*

You can link text frames so that the text flows from one frame to another. This is a cool desktop publishing trick and looks great in a newsletter, as long as the frames are not too far apart. Follow these steps to link text frames:

- 1. Create some framed text, following the steps that we described in the previous section.**
- 2. Create an empty frame, also using the previous steps.**
- 3. Click the edge of the first frame.**
- 4. Click the Link Frames button on the Object toolbar.**



This button only appears when you have selected a frame that does not already have a next link.

- 5. Click the edge of the second frame.**

OpenOffice.org draws a line from the first frame to the second frame.

- 6. Type more text in the first frame.**

When the first frame is full, it spills into the second frame. Cool!

To unlink frames, select a frame and choose the Unlink Frames button from the Object toolbar.

## Inserting Graphics

A picture is worth a thousand words, they say, and you would rather add one graphic than type those thousand words. Why waste time? OpenOffice.org offers lots of features for adding graphics.

### Clipping art

The easiest way to insert art is to find some and insert it. Why create it yourself? Of course, don't use copyrighted art without permission. But you can find lots of art that is available for anyone to use — often for free. To insert an image, follow these steps:



1. Click in your document where you want the graphic to appear.
2. Choose **Insert**→**Graphics**→**From File**. Or, long-click the **Insert** button on the **Main** toolbar and choose **Insert Graphics**.
3. In the **Insert Graphics** dialog box, locate and click the graphic file that you want.
4. Click the **Open** button.

The graphic appears with eight square handles that show you that the graphic is selected. Click outside the graphic to deselect it.

### Editing graphics

When you select a graphic, you can do the following things:

- ✓ **Move it:** Point to the graphic so that you see a four-headed arrow cursor. Drag the graphic to a new location.
- ✓ **Resize it:** Click one of the eight handles and drag inward (to make the graphic smaller) or outward (to make it bigger).
- ✓ **Delete it:** Press **Delete**.

When you select a graphic, the **Object** toolbar changes to provide tools for editing the graphic. You can make the following edits:

- ✓ **Filter:** Adds special effects. You have to try the different filters to see what they do.
- ✓ **Graphics mode:** Changes a graphic from its default to grayscale, black and white, or a watermark (a faint image that's often used as a background).
- ✓ **Red, green, and blue:** Changes the coloring of the graphic.

- ✓ **Brightness:** Makes the graphic lighter or darker.
- ✓ **Contrast:** Increases or decreases the contrast.
- ✓ **Gamma:** Increases or decreases the gamma, which determines contrast in dark areas of a graphic.
- ✓ **Transparency:** Sets the percentage of transparency.
- ✓ **Flip horizontally or vertically:** Mirrors the graphic along a horizontal or vertical axis.
- ✓ **Graphic properties:** Opens the Graphic dialog box, where you can set even more properties.

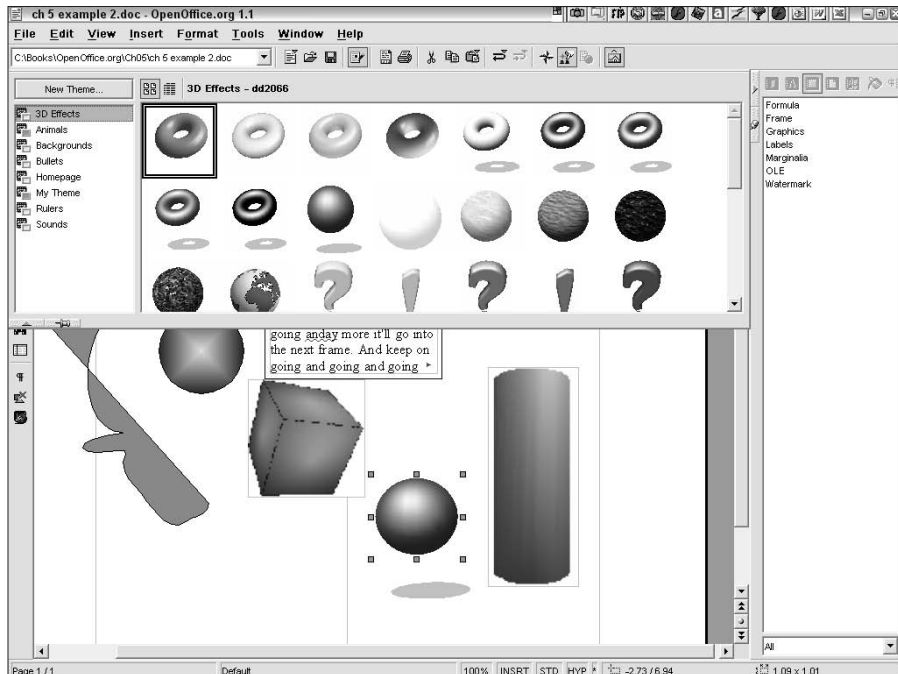
### Using the Gallery

The Gallery is a place to hold graphics for later use. OpenOffice.org comes with a selection of 3-D shapes, bullets, and other graphics, but no clip art. If you have clip art that you may want to reuse, you can add it to the Gallery.

To use the Gallery, follow these steps:

#### 1. Choose Tools⇨Gallery.

The Gallery appears at the top of your screen, as shown in Figure 5-12.



**Figure 5-12:**  
The Gallery  
showing the  
3-D Theme  
graphics.

2. Choose one of the themes in the Gallery.
3. Drag a graphic into your document.

You can create your own themes, which are just categories of graphics. Then you can add graphics files to the themes. Follow these steps:

1. Choose **Tools**⇨**Gallery**.
2. Choose **New Theme**.  
The Properties of New Theme dialog box opens.
3. Click the **General** tab, and enter a name for the theme.
4. Click the **Files** tab.
5. Click the **Add** button. Locate the file, select it, and click the **Open** button to add that file to the Gallery.
6. Click **OK**.

## *Adding shapes*

OpenOffice.org has an excellent supply of tools for creating your own shapes. You can fill the shapes with all sorts of cool fills and otherwise manipulate them as you want.



If you want to create your own graphics, the Draw program offers the most options, including 3-D effects. See Part V of this book for more details on the Draw program. You can create a drawing in Draw and then copy and paste it into your Writer document.

### *Creating shapes*

When you start to draw, you should display the Draw Functions toolbar for easy access to all the tools. Long-click the Show Draw Functions button on the Main toolbar. Then drag the Draw Functions toolbar to a new location so that it stays open, as shown in Figure 5-13.

The Draw Functions toolbar offers the following tools:

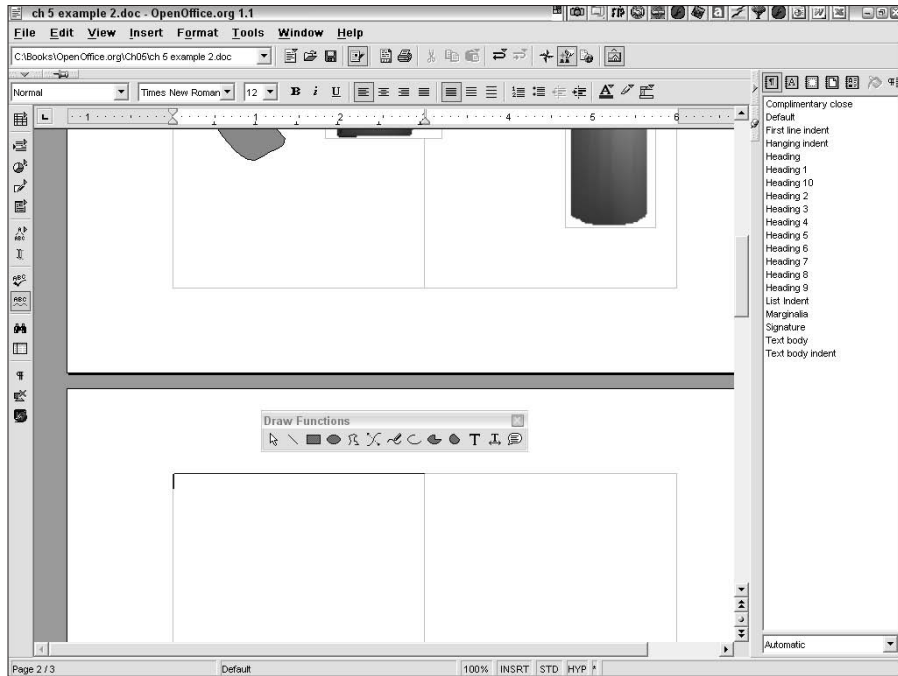
- ✓ **Selection:** Click to select all objects within a rectangular boundary. Drag from one corner to the diagonally opposite corner of the boundary. Then you can move all the selected objects by placing the cursor inside the boundary and dragging. You can also resize all the objects at once by dragging on any of the square handles.

You can press and hold Shift and click to select additional objects.





**Figure 5-13:**  
The Draw Functions  
toolbar holds the  
key to  
drawing in  
Writer.



- ✓ **Line:** Click, drag in the desired direction, and release the mouse button where you want the line to end. To constrain lines to 45-degree angles, press and hold Shift as you drag.
- ✓ **Rectangle:** Click and drag from one corner to the diagonally opposite corner. To create a perfect square, press and hold Shift as you drag.
- ✓ **Ellipse:** Click and drag from one corner to the diagonally opposite corner. Ellipses don't have corners, but try it and you'll get the idea. To create a perfect circle, press and hold Shift as you drag.
- ✓ **Polygon:** Click at the start point and drag; then release the mouse button at the next point. To continue, click at the next point and keep clicking away. Double-click to end the polygon.
- ✓ **Curve:** Click and drag at the start point; then release the mouse button where you want to start defining the curve. Move the cursor to the curve's endpoint and click. Continue this process to create more curves. You can simply click at a new point to create a straight segment. Double-click to end the curve. You have to try this a few times to get used to how it works.
- ✓ **Freeform Line:** Click and drag wherever you want. Just scribble. It's fun! Release the mouse button to stop scribbling.

- ✓ **Arc:** Follow the instructions to draw an ellipse or circle. When you stop, you see a radius line. Click where you want the arc to start; then move counterclockwise and click where you want the arc to end.
- ✓ **Ellipse Pie:** This works just like the arc, but you get a closed shape that looks like a slice of pie. The closed shape is bounded by the arc (a line from the arc's center to the start point and a line from the arc's center to the endpoint).
- ✓ **Circle Segment:** This works like the ellipse pie, but the closed shape is bounded by the arc and a line from the start point to the endpoint of the arc.
- ✓ **Text Frame:** Drag diagonally to define the text frame, and then type your text inside. To modify the frame's properties, right-click and choose from the options on the shortcut menu that appears.
- ✓ **Text Animation:** This inserts text that scrolls horizontally, like a ticker tape.
- ✓ **Callouts:** This creates a callout with a line that points to something and a rectangular box. Double-click inside the callout to type your text. You can change the box to a circle by dragging inward on the largest corner handle when the cursor becomes a hand.

### *Editing shapes*

You can edit shapes like graphics. Click shapes to select them, and follow the instructions that were presented in the section “Editing graphics,” earlier in this chapter.

When you select a graphic, the Object toolbar changes to provide tools for editing the graphic. You can do the following:

- ✓ **Edit Points:** Some types of shapes display points when you click this button so that you can individually drag each point to modify the shape.
- ✓ **Line:** Opens the Line dialog box, where you can change the line style, color, and width.
- ✓ **Line Style:** Offers a choice of line styles, such as dashed and dotted.
- ✓ **Line Width:** Offers a choice of line widths.
- ✓ **Line Color:** Lets you choose the line color.
- ✓ **Area Style/Filling:** Lets you choose the type of fill for closed shapes. You can choose invisible, color, gradient, hatching, or bitmap. For more options, right-click any filled shape and choose Area from the shortcut menu that appears to open the Area dialog box. Use this dialog box to define the fill. You'll find lots of options here!

- ✔ **Area Style/Filling 2:** This drop-down list lets you choose the specific fill based on the type of fill that you chose in the first Area Style/Filling drop-down list. For more options, use the Area dialog box, as explained in the previous item.
- ✔ **Object rotation mode:** Select a shape, click this button, and then drag one of the corner handles to rotate a shape.
- ✔ **Change anchor:** Changes the connection of the shape to a paragraph or page, or places it as a character.
- ✔ **To Foreground:** Moves the selected shape in front of text.
- ✔ **To Background:** Moves the selected shape behind text.
- ✔ **Bring to Front:** Places the selected shape in front of other shapes.
- ✔ **Send to Back:** Places the selected shape behind other shapes.
- ✔ **Arrange Object:** If you select more than one object (press and hold Shift and click to select additional objects), this tool aligns the objects vertically or horizontally for a nice, neat look.



## Chapter 6

# Keeping Control of Your Documents

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### *In This Chapter*

- ▶ Hyperlinking text
  - ▶ Tracking changes in a document
  - ▶ Managing versions of a document
  - ▶ Password-protecting documents
- 

Your documents do not live on an isolated island. Instead, they have connections with other documents, Web pages, Calc spreadsheets, and all sorts of other files. Managing all these relationships can be tricky, but hyperlinking is one way to make your documents friendly with all their relations.

If you're the type that edits, re-edits, and then edits again, you may want to keep track of all your changes. Also, people who work on documents in a collaborative environment often need to know who is changing what. In this chapter, we explain two techniques for keeping control of your documents and their relationships with the outside world.

## *Linking to the World*

A *hyperlink* is a connection to another file. You may want to tell your readers where they can find more information or learn about something new. Either way, you can link text to any other file, whether that file is on your hard drive, on a network or intranet, or on the World Wide Web. Readers who are looking at your document on a computer (as opposed to on paper) can click the hyperlink and immediately view the other file.

## Creating a hyperlink

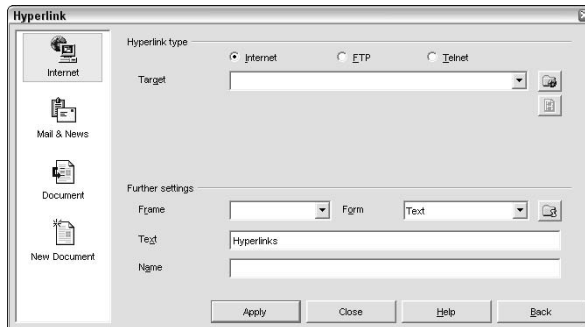
Hyperlinks are easy to create. Follow these steps to create a hyperlink:

1. **Select the text that you want to hyperlink.**
2. **Choose Insert⇨Hyperlink, or click the Hyperlink Dialog button on the Function toolbar.**



The Hyperlink dialog box opens, as shown in Figure 6-1.

If you prefer, you can also use the Hyperlink Bar. Choose View⇨Toolbars⇨Hyperlink Bar. It's quicker for creating several hyperlinks, but you have to type in the URLs or filenames.



**Figure 6-1:**  
The Hyperlink dialog box leads you anywhere in the world.

3. **In the left side of the dialog box, choose the type of link that you want to create — to the Internet, to an e-mail address or newsgroup, to a document, or to a new (as yet uncreated) document.**

The Hyperlink dialog box changes according to your choice.

4. **Specify the location of the Web page, document, or whatever you choose.**

You can browse to find the document, so you don't have to remember its location by heart. If you hyperlink to a document, you can specify a bookmark in the document. For more information on creating bookmarks, see the section "Hiking with your mouse," in Chapter 3.

5. **If you want, change the text that the hyperlink displays.**
6. **From the Form drop-down list, choose to add the hyperlink to the selected text or to create a cute little button next to the text.**



As of this writing, a bug keeps buttons in Design mode after you first create them — and they don't work! To turn off Design mode, select the button. A new toolbar appears. On that toolbar, choose Design Mode On/Off. Now your button works. Future buttons that you create in that document will also work.

7. Click the **Apply** button.
8. Click the **Close** button.

To use a hyperlink, click it. When the cursor is over the hyperlink, the cursor becomes a hand.

## *Editing a hyperlink*

You can edit hyperlinks to change their address or the text that they display. Editing a text hyperlink is somewhat different from editing a button hyperlink.

### *Editing text hyperlinks*

Text hyperlinks are easy to edit. To edit the hyperlink, follow these steps:

1. **Select the hyperlink by pressing and holding Alt and then clicking the hyperlink. (This avoids activating the hyperlink.)**

You can also click the hyperlink box on the status bar (the box display changes from HYP to SEL) so that you can select a hyperlink.

2. **Choose Insert⇨Hyperlink.**

The Hyperlink dialog box opens.

3. **Make any changes that you want in the Hyperlink dialog box.**

See the instructions in the previous section for information on using the Hyperlink dialog box.

4. **Click the Apply button.**
5. **Click the Close button.**

### *Editing button hyperlinks*

Editing button hyperlinks is slightly more involved than editing text hyperlinks, because the button is a *form*, a structure that is used to create interfaces that help you work with your computer software. Follow these steps to edit a button hyperlink:

1. **On the Main toolbar, long-click the Show Form Functions button so that the Form Functions floating toolbar remains open.**



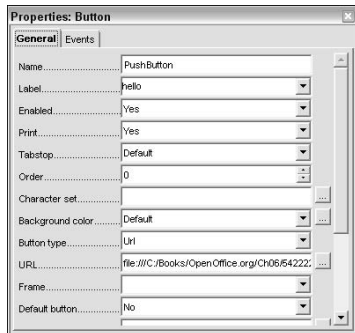
2. **Choose Design Mode On/Off.**

You can now select the buttons in your document.

3. **Click the button hyperlink that you want to edit.**

4. Right-click (Control+click on the Mac) and choose Control from the shortcut menu that appears to open the Properties: Button dialog box, as shown in Figure 6-2.

**Figure 6-2:**  
Use the Properties: Button dialog box to edit hyperlink buttons.



5. Use the URL box to change the URL, and use the Label list box to change the text that appears on the button.
6. Click the Close button in the Properties: Button dialog box.
7. To activate the button hyperlink again, choose Design Mode On/Off from the Object toolbar.

## Tracking Changes in Documents

You may want to keep track of changes that you or another person makes to a document. Perhaps you are not sure that you want to keep the changes and want a way to easily undo them. You may need to show the changes to your boss and get approval before finalizing them. Or maybe you are suggesting changes to a subordinate or colleague but want that person to clearly see what has been changed and then respond to your suggestions. If many people are collaborating on a document, wouldn't you like to know who is suggesting which changes? You have many reasons to want to know exactly what has changed in a document.

The Record Changes feature of OpenOffice.org Writer enables you to mark each change that was made in a document and distinguish the author of all changes. Once a document has changes marked, you can easily

- ✓ See exactly what has changed and how.
- ✓ Know who made the change.



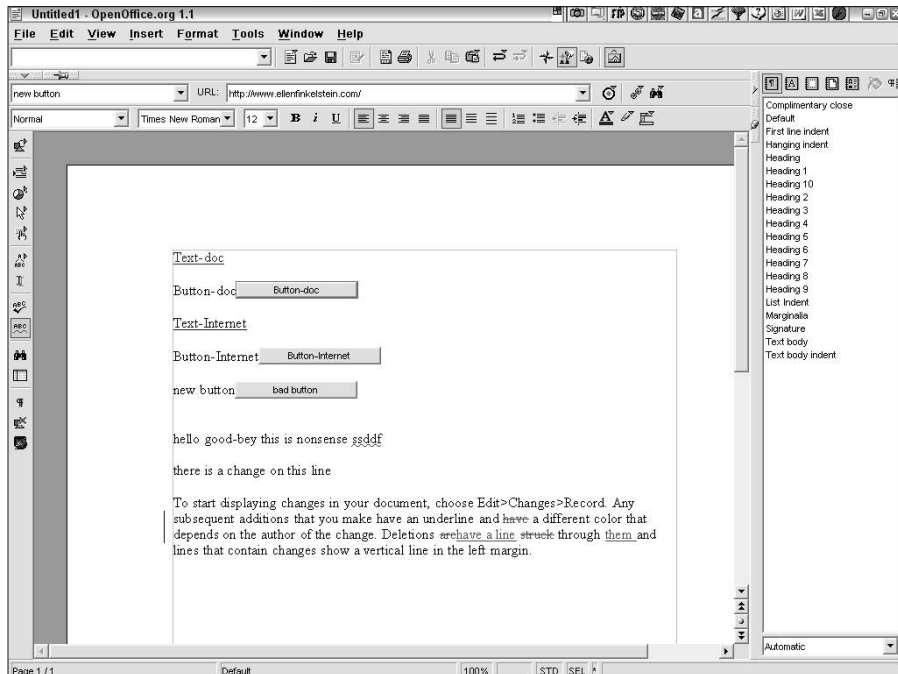
- ✓ Accept or reject any change.
- ✓ Enter a comment for a change — perhaps to explain it to yourself later.
- ✓ Merge changes into the original document.

## Displaying changes

To start displaying changes in your document, choose Edit⇨Changes⇨Record.

- ✓ Any subsequent additions that you make are underlined and have a different color that depends on the author of the change.
- ✓ Deletions have a horizontal line through them.
- ✓ Lines that contain changes show a vertical line in the left margin, as shown in Figure 6-3.

To stop marking changes, choose Edit⇨Changes⇨Record again.



**Figure 6-3:**  
A paragraph  
shows some  
additions  
and  
deletions.



You can specify how changes are marked. Choose Tools⇨Options⇨Text Document⇨Changes.

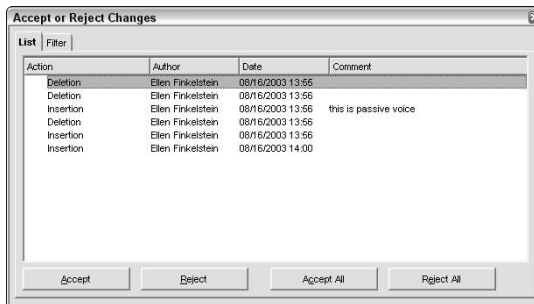
## Working with changes

When you start recording changes, you simply edit your document as you normally would and you see the changes automatically. However, you may want to add a comment to explain why you added text. To add a comment, follow these steps:

- 1. Select the addition.**  
You can't comment on deletions.
- 2. Choose Edit⇨Changes⇨Comment.**  
The Comment dialog box opens.
- 3. In the Text box, enter the comment.**
- 4. Click OK.**

When you create a comment, the comment appears in the Accept or Reject Changes dialog box, which is discussed next and shown in Figure 6-4. If you have Extended Tips turned on (choose Help⇨Extended Tips), the comment also appears when you place the cursor over the change.

**Figure 6-4:**  
Use the  
Accept or  
Reject  
Changes  
dialog box  
to decide  
the fate of  
marked  
changes  
in your  
document.



The most common task that you need to accomplish with a document that marks changes is to accept or reject the changes. (You can follow a simple

rule — accept those that you make and reject those that others suggest!) To accept or reject changes, follow these steps:

**1. Choose Edit⇨Changes⇨Accept or Reject.**

The Accept or Reject Changes dialog box, shown in Figure 6-4, opens, with the List tab displayed.

**2. On the List tab, click the first item.**

OpenOffice.org highlights the insertion or deletion in your document.

**3. Click the Reject button or the Accept button to reject or accept the change.**

Click the Reject All button or the Accept All button to process all the changes at once.

**4. Click the Close button in the Accept or Reject Changes dialog box.**

Click the Filter tab to filter the list of changes. You can filter changes by date, author, action (insertion or deletion), or comment.

Suppose that you want to make sure that no one makes changes without marking them. You can password-protect the Record Changes feature so that no one can turn it off or accept or reject changes. You want complete and final control!

To password-protect the Record Changes feature, choose Edit⇨Changes⇨Protect Records. Enter a password (and confirm it), and click OK. Repeat this process — this time entering the password — to turn off password protection.

In the section “Password-Protecting Documents,” later in this chapter, we explain how to password-protect an OpenOffice.org document so that only authorized people can open it.

## *Comparing and merging documents*

If you forget to use the Record Changes feature and send a document to others for editing, you need a way to find their changes. Proofreading the two documents side-by-side would take forever! OpenOffice.org comes to the rescue with its Compare Documents feature, which essentially creates the addition and deletion markings for you. You can then decide whether to incorporate the changes into your original document. Follow these steps:

**1. Open your original document.**

We'll call the original document Document 1.

**2. Choose Edit⇨Compare Document.**

The Insert dialog box opens.

3. **In the Insert dialog box, choose the document that contains the changes and click the Insert button.**

We'll call this changed document Document 2. You now see, in Document 1, markings that show all the differences between the two documents. The Accept or Reject Changes dialog box opens.



Read carefully now. Text that's in Document 1 but not in Document 2 (text that someone else deleted in Document 2) appears as inserted text (with an underline). Text that's in Document 2 but not in Document 1 (text that someone else added in Document 2) appears as deleted text. (This is the opposite of what we expected.)

4. **To accept the changes that the other person made in Document 2, you reject the insertions and deletions. To keep Document 1 in its original form, accept the insertions and deletions.**

You can find further instructions on using this feature in the previous section of this chapter.

5. **Click the Close button to close the dialog box.**

## Managing Versions

Sometimes you need to keep several versions of a document so that you can quickly go back to an earlier version if necessary. Version management keeps track of successive states of a document within one file. If you want, you can eventually merge your versions.



The Versions feature only works if you save your files in OpenOffice.org's native `.sxw` format.

To save versions of a document, follow these steps:

1. **Create and save a document. Name it Letter to Joanne. Then make further changes to it so that you have an original document and a version of the document that differs from the original.**

2. **Choose File⇨Versions.**

The Versions of Letter to Joanne dialog box opens, as shown in Figure 6-5.

3. **Click the Save New Version button to save a new version of the document.**

The Insert Version Comment dialog box opens.

4. **In the Insert Version Comment dialog box, enter a comment that explains what you have added or deleted and click OK.**

OpenOffice.org automatically includes the date and time of the version as well as the name of the person who saves the version.

**Figure 6-5:**  
When you save versions of a document, OpenOffice.org keeps track of your changes within one file.



5. To be sure that you always save a version for this document, select the **Always Save a Version on Closing** check box.
6. To save the version and return to your document, click the **Close** button.

You can manage your versions in the following ways:

- ✓ To revert to one of the previous versions, choose **File**→**Versions**, select the version and click the **Open** button. OpenOffice.org opens the version as a read-only file. Choose **File**→**Save As** to save the version as a separate file.
- ✓ To display a long comment that doesn't fit in the **Versions of [filename]** dialog box, click the **Show** button to open the **Insert Version Comment** dialog box.
- ✓ To delete a version, select the version and click the **Delete** button.
- ✓ To compare versions, click the **Compare** button. OpenOffice.org marks the changes in your document so that you can see what you have added or deleted, as compared to previous versions. In the **Accept or Reject Changes** dialog box, accept or reject the changes, as explained in the section "Tracking Changes in Documents," earlier in this chapter.

Accepting changes does not delete your versions, so you can still revert to a previous version.



If you use the **File**→**Save As** command to save a copy of a file, OpenOffice.org does not save version information.

## Inserting Notes

If you need to remind yourself about a task that you need to complete (I need to complete this chapter!) or if you want to leave a note for a colleague who

will read the document, you can insert a note. A *note* is a place to store comments that shouldn't go in the text of the document itself. A note shows up as a small yellow rectangle, so you can easily see where the notes are.

To insert a note, follow these steps:

1. **Place the cursor where you want the note to appear.**

2. **Choose Insert⇨Note.**

The Insert Note dialog box opens.

3. **Type the text for the note. If you want to add the author's name, the date, and the time, click the Author button.**

4. **Click OK.**

A thin yellow rectangle appears where you placed the cursor.

To read the note, place the cursor over the rectangle. The note appears as a tooltip. To edit the note, double-click the note and make any changes that you want in the Edit Note dialog box. If you have more than one note in a document, press ← or → to navigate from note to note.

## Password-Protecting Documents

For the ultimate in protection, you can make sure that only people who have your special, secret password can open your documents.



You can only password-protect documents that you save in OpenOffice.org's native .SxW format.

To password-protect a document, follow these steps:

1. **Choose File⇨Save As.**

The Save As dialog box opens.

2. **Select the Save with Password check box.**

3. **Click the Save button.**

If you have already saved the document once and want to resave it with a password but without changing its name or location, confirm that you want to replace the original file. The Enter Password dialog box opens.

4. **Enter the password twice, once in the Password text box and again in the Confirm text box.**

5. **Click OK.**

The next time that you or someone else tries to open the document, the Enter Password dialog box opens. Enter the password and click OK to open the document.



When you password-protect a document, you obviously can't open it without the password. So — don't forget the password!

To remove the password protection, choose File⇨Save As and deselect the Save with Password check box.





## Chapter 7

# Creating Web Pages

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### *In This Chapter*

- ▶ Laying out your Web page
  - ▶ Adding pictures and backgrounds
  - ▶ Linking
  - ▶ Viewing your HTML code
- 

**O**penOffice.org Writer allows you to create great-looking Web pages with astonishing ease. Generate your own Web pages for business or pleasure, and make your presence known in the virtual reality of the World Wide Web.

## *Plunging into HTML Land*

With just a few steps, you, too, can be in HTML land, viewing your own Web page on your browser.

To create a simple Web page, choose View⇒Online Layout or choose File⇒New⇒HTML Document. Then create your Web page by typing what you want and inserting any graphics you like. Insert graphics by choosing, oddly enough, Insert⇒Graphics.

To save your Web page, choose File⇒Save As, type in the filename, choose HTML Document from the File type combo box, and click OK. That's all there is to it! OpenOffice.org automatically generates the HTML code that Web browsers require to display Web pages. HTML is short for HyperText Markup Language, which is the standard language of the World Wide Web.

You can now view your Web page with a browser. When you do this, notice that Writer automatically lines up your graphics vertically and left-justifies them. Also, all your text gets lined up and is left-justified automatically.

You probably want a more detailed layout than just the simplest Web page. Fortunately, OpenOffice.org's Writer allows you to create sophisticated-looking Web sites quickly and easily — without a B.S. in computer science!



Keeping your Web browser window open all the time gives you instant feedback about what your page looks like in a browser window. Just save your HTML document each time you want to take a look at it, and reload the page in your browser to view it.

## Setting the Table

For some reason, HTML likes to use tables — that's right, the same kind of tables that are in a spreadsheet. But with HTML, you don't need as many cells as you have in a spreadsheet, and you can merge cells and split cells so that your table can have a different number of cells in each row. For example, Figure 7-1 has three cells on the first row, six cells on the second row, and then three cells in each of the remaining rows. In a Writer table, unlike a spreadsheet table, your text always wraps in the cell, and when you press Return you can start a new paragraph in the same cell of your table. So any cell in an HTML table can hold as many rows of text as you want. That is why Figure 7-1 has only a total of 12 cells. Neat, huh?



**Figure 7-1:** An easy-to-create Web page that uses a table.

## *Inserting a table*

The first thing that you typically do to create a Web page is to create a table, unless all you want to do is just upload some pictures of your kids so that your mother can see them. In this latter case, you can skip the table. But to create a professional-looking Web site to impress your boss, client, customers — or even your mother — you need to use a table.

To create a table, perform the following steps:

**1. Choose File⇨New⇨HTML Document.**

A new blank HTML document appears, filling your window.

**2. Click the Insert Table icon on the Main toolbar. It's the topmost icon and looks like a grid. (If you long-click the icon, the Insert toolbar appears. Then click the Insert Table icon on the Insert toolbar.)**

The Insert Table dialog box appears.

**3. Choose a name for your table, if you want, or just use the name that Writer inserts.**

**4. Enter the number of columns and rows into the spin boxes.**

In Figure 7-1, we chose three rows and three columns. We chose one row for the title, one row for the buttons, and one row for the body of the Web page. You can always create more cells or merge cells in any row, and you can always add rows or columns later. Or you can insert another table below this table later on.

**5. Select or deselect the Header check box and the Repeat Header check box.**

You'll probably want a header for each Web page. A header automatically chooses the table heading style in the first row of boxes and allows you to repeat the header at the top of every page (if your table is more than one page and if you select the Repeat Header check box).

**6. Select the Border check box, if you want a border.**

This is a personal preference. You can always put borders in or take them out later. We always select the Border check box because we like to see exactly where our cells are.

**7. To AutoFormat your table, click the AutoFormat button, choose a style from the list box in the AutoFormat dialog box, and click OK.**

Unless you have lots of columns and rows, like a spreadsheet, you probably don't want to AutoFormat your table.

#### 8. Click OK.

If you do not select the Borders check box in Step 6, you don't see much change in your page. The only difference is that the ruler now has settings for your cells.

If you select the Borders check box in Step 6, you see your table with borders. Don't be surprised by how small your table is. Remember, as you type text and insert graphics into your cell, the cell (and the entire row) expands vertically to hold it all. That's how just a few cells can become an entire Web page — even a whole Web site!



Save your Web page to a separate folder. Save any graphics for your document in that folder, too. If you have lots of files, you may want to organize them in multiple folders, but keep all the folders within a single main folder that's dedicated to that Web site or that Web page. This keeps everything together as a unit for easy uploading to the Web server.

## *Formatting a table*

Tables with no formatting are like grids. And grids are not very aesthetically pleasing. So, Writer offers ways to format your table. You can change the column width if you want a small column for links on one side of the page and a much larger column for the body of your Web page. Also, with the ease of clicking the mouse, Writer lets you merge cells together or split cells apart. In Figure 7-1, the cells in the second row, which contains the buttons, were split several times.

You may want to insert or delete rows or columns, or you may want to display some nicely aligned graphics. As a result, you may want to equalize some column widths and/or row widths. Writer can do all that for you and more.

### *Resizing columns*

Pass your mouse over the border between two columns (even if it is invisible), and when your mouse pointer changes to a double-headed arrow, click and drag to resize the column.

### *Getting the right look for your table*

Your Table Object toolbar provides easy access to those many useful table features, such as splitting cells, merging cells, adding or deleting rows or columns, spacing rows and columns equally, and so on.

If your Table Object toolbar does not already appear, click the small triangle. If that does not produce the Table Object toolbar, click in a cell of the table, making sure that you do not select a graphic, and look again, or click the small triangle again.

You can get the right look for your table by following these tips:

- ✔ To split a cell, click inside the cell and click the Split Cell icon on the Table Object toolbar. In the Split Cells dialog box, enter the number of cells that you want to split your cell into, and click the direction: Horizontally or Vertically. Then click OK. Your cell is split into the number of parts you specified.
- ✔ To merge two cells, select the cells that you want to merge and click the Merge Cell icon on the Table Object toolbar.
- ✔ To insert a row, select a cell in the row above the row that you want to insert and click the Insert Row icon on the Table Object toolbar.
- ✔ To insert a column, select a cell in the column to the left of the column that you want to insert and click the Insert Column icon on the Table Object toolbar.
- ✔ To optimize your column width, long-click the Optimize icon on the Table Object toolbar to view the Optimizing toolbar. Then click in the column that you want to optimize, and click the Optimal Column Width icon. Writer shrinks the column to fit the largest entry.
- ✔ To space some columns equally, select the columns that you want to evenly space and long-click the Optimize icon on the Table Object toolbar to make the Optimizing toolbar appear. Then click the Space Columns Equally icon.
- ✔ To space all rows equally, select the rows that you want to evenly space and long-click the Optimize icon on the Table Object toolbar to make the Optimizing toolbar appear. Then click the Space Rows Equally icon. After clicking the Space Rows Equally icon, the Optimal Row Height icon becomes available. You can click that icon to optimize the row height, as well, to get the rows spaced equally.
- ✔ To delete a row or column, click in a cell of the row or column that you want to delete. Be careful, of course, not to select a graphic. Then click the Delete Row icon or the Delete Cell icon on the Table Object toolbar.

### ***Selecting your cells***

To select more than one cell, click in a corner cell of the range of cells that you want to select. Hold down the mouse button so that a cursor appears, and without releasing the button, drag to select the entire range of cells.

To select a single cell, click in the cell that you want to select. Hold down the mouse button so that a cursor appears, and without releasing the button, drag to an adjacent cell and then drag back to the original cell.

### ***Adding and modifying borders and colored backgrounds***

Borders and backgrounds add flair to your Web page. You can also use a border to help you begin designing your Web page and then delete the border.

You can use the buttons on the Table icon bar to select your background, background color, and so on, but using the Table Format dialog box gives you more detailed options.

To insert, delete, or modify borders, perform the following steps:

1. **Select the cell or cells in which you want to insert, delete, or modify a border. Or, click in any cell to modify the entire table.**

2. **Choose Format⇨Table, and click the Borders tab.**

The Table Format dialog box appears, with the Borders tab displayed.

3. **Choose an arrangement from one of the Line Arrangement boxes, or click a line in the User-defined list box to define your own border. Then choose your line style from the Style list box, and choose a color from the Color combo box. You can even adjust the Spacing to contents (or you can keep the defaults).**

4. **Click OK.**

Your new border appears (if you chose a line arrangement with no lines or the line style None, your border disappears).

To fill your table cell or cells with a background color, perform the following steps:

1. **Click in the cell, row, or table that you want to fill with a background color.**

2. **Choose Format⇨Table, and click the Background tab.**

The Table Format dialog box appears, with the Background tab displayed.

3. **To apply the background to the entire row or entire table, choose Row or Table from the For combo box. Otherwise, choose the default of Cell.**

4. **Click the color that you want for your background, or click the No Fill button.**

5. **Click OK.**

The background color fills your cell. Save your document, and check it out in your browser. Like it?

## *Getting Your Web-Safe Colors*

Some computers out in Web land are still showing only 256 colors instead of millions of colors. If you don't mind your colors changing a bit

to accommodate the browsers in these computers, you can skip this section. But, if you want all users to see the same colors that you see, you need to change your color palette to Web-safe colors.

To change your color palette to Web-safe colors, perform the following steps:

- 1. Click the Text Animation icon on the Main toolbar. (It's a T with a double arrow under it.)**

This makes the Standard Draw Object bar appear; you need this bar to change your colors. (It has nothing to do with animating text.)

- 2. Click the Paint Can icon on the Object bar beside the Color combo box. Or choose Format⇨Area.**

The Area dialog box appears.

- 3. Click the Colors tab. (Don't click the Colors button; click the tab at the top of the dialog box.)**

The Colors tab appears.

- 4. Click the Load Color List button. It's the small button below the Delete button.**

The Open dialog box appears and displays a list of files with the .soc extension.

- 5. Choose web.soc, and click the Open button.**

The Open dialog box closes, and the colors on the Colors tab in the Area dialog box now show the Web-safe colors. You can tell because when you click any color, that color's name appears in the Name box, and it is a set of numbers. For example, bright yellow is 255 255 0, turquoise blue is 0 255 255, and olive green is 153 204 0.

- 6. Click OK.**

The Area dialog box closes. Now, whenever the color palette appears, it only offers Web-safe colors.

## *Dealing with Text*

Browsers often change fonts, so don't get attached to any beautiful lettering. If you want your text to look exactly how you create it, you need to open a Draw document, type in your text, and then export the document to a GIF file. Then return to your HTML document, choose Insert⇨Graphics, and insert your GIF file into your cell. Having some of your text as GIF files looks nicer, but it takes longer for your browser to read them in, so it may not be practical for your whole Web page. Just a few titles here and there are usually enough to give your page the right touch. In Figure 7-1, the title Fabulous Flowers is a GIF file.

Writer allows you to toggle back and forth between the Text Object bar and the Table Object bar in the table, by clicking the button with the triangle on the left side of the Object bar. Select the text, and use the Text Object bar to change the color of your text, change the justification, or change the type size. Refer to Chapter 4 for the scoop on formatting text.

## *HTML styles*

Writer automatically uses the Table Heading style when you click in the first row. This is boldface and centered. The lower rows all have Table Contents style — not boldface and left-justified. Any of these styles can be changed, of course, but the HTML styles help to create the same look for your text in the browser as in your HTML document window.

## *Aligning text*

Aligning text horizontally is easy — just use the Align buttons on the Text Object bar. But sometimes you also want to center your text vertically, especially when your cell's row height is large enough to hold more than one line of text. To center text vertically, click in the cell in which you want to center your text vertically and then choose Format⇨Table. Then click the Text Flow tab of the Table Format dialog box, select the Centered check box in the Vertical Alignment panel, and click OK. Your text centers vertically in the cell, but you need to save your document and check it out in a browser to really see the effect.



Check out your finished Web page on as many browsers as you can to make sure that it looks good on all of them. Include the Internet Explorer, Netscape, and Safari browsers. Sometimes something that works perfectly in one browser doesn't work another. For example, the vertical alignment of text does not work in the Konquerer browser. This is not Writer's fault. This happens because perfect compliance with evolving HTML standards does not exist in the World Wide Web. Some things may always appear different in different browsers. Webmasters spend much of their time inserting code into HTML documents to adjust for these irregularities.

## *Adding Pretty Pictures*

Pictures are a huge part of Web pages today. Web designers used to need to keep pictures to a minimum in order for Web pages to load quickly, but now many people have DSL or faster connections, and even videos can be downloaded. So, if you want pictures, go ahead and add them. Place your pictures where you want by inserting them or copying and pasting them from a Draw



document or by dragging them in from the gallery. You can also use pictures as backgrounds for your cells. In Figure 7-1, the flowers are imported from the gallery as backgrounds.

To import a graphic from a file or from the gallery into your Web page, perform the following steps:

**1. Copy the graphic file to the folder that contains your HTML document (if they're not already in the same folder).**

- You can do this in Windows by right-clicking a file in Windows Explorer, dragging the file from one folder to the other, and then choosing Copy Here from the shortcut menu that appears.
- On the Mac, you can do this by Option+clicking the file in the Finder and dragging the file from one folder to another.
- The way to copy a file in Linux varies depending on your particular window manager, but the procedure is usually similar.

**2. Click in the cell that you want to import the graphic to.**

A cursor appears in the cell.

**3. Choose Insert⇒Graphics.**

The Insert Graphic dialog box appears.

**4. Browse through your files to the folder that contains your HTML document, and select the image file that you placed there in Step 1.**

**5. Click the Open button.**

The image fills the cell and is selected, and it may even expand the cell's size vertically. The Graphics object bar replaces the Text Object bar or Table Object toolbar.

**6. Resize the image by clicking and dragging the green handles around the edges of the image.**

The image resizes and centers itself.

**7. Select the text wrapping option:**

- To wrap your text around the image on the left, select your image, click the Align Right icon on the Graphics Object bar, and then click the Wrap Left icon.
- To wrap your text around your image on the right, select your image, click the Align Left icon, and then click the Wrap Right icon.

The image moves to the left or the right, and the text flows around it in the space. Notice that there is no icon for centering the image. To recenter the image, you need to do a Ctrl+Z or two immediately, or delete the image and insert it again.

8. To vertically align your image in a cell, click the Anchor icon on the Graphics Object bar and choose As character. Then click the Align Vertical Center icon.

Your image vertically aligns to the cell. Notice that two of the vertical alignment icons on the Graphics Object bar are now highlighted and active: Align Top and Align Vertical Center. To activate the Align Bottom button, click the Anchor icon and choose Page.

9. Add borders to your graphic by clicking the Borders icon and choosing your border style. Then refine it by clicking the Line Style icon and the Line Color of Border icon and Background Color.

That's it!

You can also copy and paste an image into your document, such as an image from Draw. Just copy the object, and then click in your HTML document where you want the image to appear. Make sure that a cursor appears, and then press Ctrl+V to paste the image. Your object appears. Now you can perform Steps 6 through 9.

To insert a gallery item, open the gallery by choosing Tools⇨Gallery. If the gallery is already open, click the Show triangle on the far left above the Object toolbar. Then drag any item into a cell in the table, and perform Steps 6 through 9.



Keep track of how your graphics look with different Web browsers. Some irregularities may be lurking out there.

To create a background in your cell, row, or table by using an image from a file or from the gallery, perform the following steps:

1. Copy the graphic file to the folder that contains your HTML document (if they're not already in the same folder).

- You can do this in Windows by right-clicking a file in Windows Explorer, dragging the file from one folder to the other, and then choosing Copy Here from the shortcut menu that appears.
- On the Mac, you can do this by Option+clicking the file in the Finder and dragging the file from one folder to another.
- The way to copy a file in Linux varies depending on your particular window manager, but the procedure is usually similar.

The path to the gallery files is `OpenOffice.org1.1Beta/share/gallery/www-back`.

2. Click in the cell in which you want to create your background.
3. Choose Format⇨Table, and click the Background tab.

The Table Format dialog box appears, with the Background tab showing a grid of colors.

4. **Choose Cell from the For combo box if you want the background to appear in just the selected cell, choose Row to have the background appear in a row, or choose Table if you want the background to appear in the whole table.**
5. **Choose Graphic from the As combo box.**

The grid of colors closes and a new window appears.
6. **Click Browse to select the file that you want to import.**

The Find Graphics dialog box appears.
7. **Select the file that you want to import. (This is the file that you moved into the same folder as your HTML document in Step 1.)**

The image appears in the Preview area at the far right of the dialog box.
8. **Click the Open button.**

The Find Graphics dialog box closes, and the image appears in the Preview area of the Table Format dialog box. (If it does not, select the Preview check box.)
9. **You usually tile a background, so select the Tile check box. If you don't want to tile it, select the Position check box and click in one of the nine circles to specify where it should be in the cell.**
10. **Click OK.**

Your background now fills your cell, row, or table, depending on what you specified in Step 4.

## *Creating Lots of Links*

Links are one of the most dazzling features of Web design, yet they are also one of the simplest features to add. You can use buttons for links or you can use text — whichever suits your fancy.

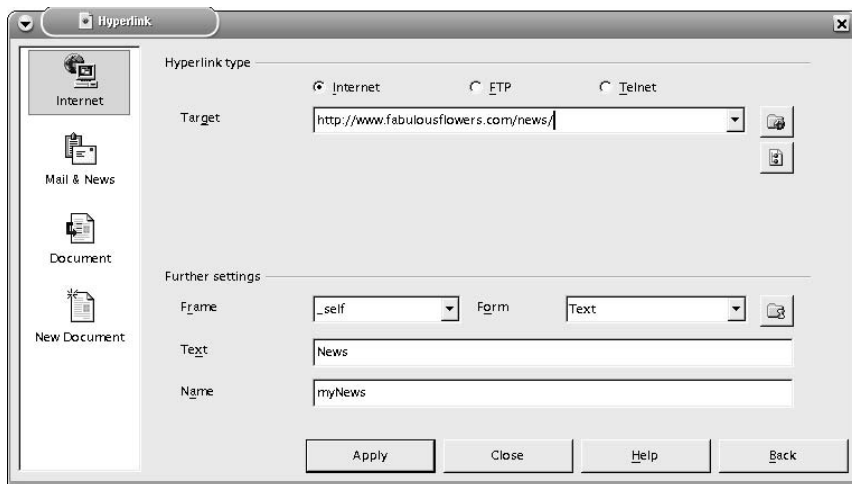
Follow these steps to create a link:

1. **Select the text that you want to transform into a link.**
2. **Open your Web browser, and browse to find the Web page that you want to link to. Then copy the entire URL.**

This URL can be from your own files or from the Internet.
3. **Return to your OpenOffice.org document, and choose Insert→Hyperlink. Or, click the Hyperlink Dialog icon on the Function toolbar.**

The Hyperlink dialog box appears, as shown in Figure 7-2. The selected text appears in the Text input box.

**Figure 7-2:**  
Creating  
links  
with the  
Hyperlink  
dialog box.



4. **Select the Internet option button, if it is not already selected. Then paste your URL into the Target input box.**
5. **From the Frame combo box, choose `_blank` to open a new window with your link. Or, choose `_self` to open the link in the same browser window.**

The commands `parent` and `top` are useful only when using frames. (Frames are HTML documents that can be displayed together in a single Web page so that the browser appears to contain a single document, when it actually contains more than one document. And these frames can link to other frames. So part of your Web page can change when someone clicks a link, and the rest can stay the same.)

6. **Type a unique name into the Name box.**

HTML needs a name for the link. Any name will do; just be sure that it's different from the name of any other link.

7. **Click the Apply button.**

The text that you selected is now underlined and is now active in your HTML document. So don't try selecting it again, unless you want things to happen.

To modify a hyperlink, click the hyperlink box on the status bar. (If the status bar is not visible, choose `View`→`Status Bar` to make it appear.) Clicking this box toggles the hyperlink box between `HYP` and `SEL`. The `SEL` option allows you to select a hyperlink without activating it. Be sure that this box displays `SEL`, and then return to Step 2.

To use buttons as links instead of text, refer to Chapter 6.

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## *Seeing Your HTML Code*

The question is, “Do you really want to see your HTML code?” If you do, click the HTML Source icon on the Main toolbar. Your HTML code appears. Scroll down to get a good look. Like it? If so, you may want to consider a career in computer programming. The typical reaction is to close the window again as soon as possible.

Actually, some reasons exist to fiddle with the code. One reason is that not all browsers work the same. For a specific item in the Web page that is not displaying well on a lone browser, a programmer can modify the code to work for that specific browser. But that kind of fine-tuning is beyond the scope of this book.



# Part III

# Using Calc — The Spreadsheet

**The 5<sup>th</sup> Wave** By Rich Tennant



"I can tell a lot from your résumé. You're well educated, detail oriented and own a really tiny printer."

## *In this part . . .*

**S**preadsheets are a nifty tool for organizing data. They are perfect for keeping track of money, information, all kinds of things. Anything that requires a list is a good candidate for putting into a spreadsheet.

Not only does your spreadsheet store your data, but it can also do wonderful, almost magical things with it. Want to see a pie chart of how you spend your money? Or to figure out your monthly payments on a new home you want to purchase? It's easy in a spreadsheet. How about storing a mailing list for your business and printing out labels in Zip code order? And while you're at it, why not automatically keep track of your inventory, accounts receivable, accounts payable, budgets, payroll, financial statements, and more!

And if your business uses a database program, such as dBase, MySQL, or many other types, you can link to your database using Calc to find the information you need or to create the reports and charts. The number of things that can be done using this program is amazing.

In this part you experience the awesome power of Calc.



## Chapter 8

# Creating a Spreadsheet

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### *In This Chapter*

- ▶ Creating your spreadsheet
  - ▶ Moving around in your spreadsheet
  - ▶ Editing your data
  - ▶ Saving your spreadsheet
- 

**I**n this chapter, you find out how to create a spreadsheet in Calc and navigate around your document. We show you how to easily input and edit your data, and how to add, delete, or hide your columns and rows. And, most importantly, you read about how to save your handiwork.

## *Getting the Basics Down*

A spreadsheet is a grid of boxes. Each box is called a *cell*. Each cell is located in a particular row and column in the grid, as you can see in Figure 8-1. Your spreadsheet's ability to store numbers (and text) is enormous. The spreadsheet can contain 32,000 rows and 255 columns. If each row were about  $\frac{1}{4}$  inch tall, Calc could produce a single sheet in your spreadsheet as tall as a 40-story skyscraper!

Each cell is available to store data. You can store a single number in a cell or an entire book (although that is rare). Or, the cell can be empty. Whatever use you make of your cells is up to you.

More than one cell is called a *range* of cells. You can select a range of cells and move them, copy them, format them, and so on as easily as a single cell.

Usually you use spreadsheets to store a table or groups of tables. A *table* is a range of cells with related data. For example, a grocery list with quantities is a table. Your spreadsheet may have only one table in it, or it may have a hundred tables or more. Tables can be as small as two cells or as big as, well, a 40-story skyscraper.

The screenshot shows a spreadsheet window titled 'screenshots9.1.sxc - OpenOffice.org 1.1'. The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I
1		Checkbook							
2		Check #	Date	To/From	Pd	Recvd	Balance		
3		1001	10/02/03	Thai Dell		5.85	2005.65		
4		1002	10/02/03	Goodyear Tires		269.72	1736.13		
5		1003	10/02/03	Target		40.80	1685.33		
6			10/03/03	Paycheck			531.69		
7		1004	10/03/03	Luckmans Hardware		10.69	2216.33		
8		1005	10/03/03	Fairfield T-Ball		30.00	2186.33		
9		1006	10/05/03	Wal-Mart		25.90	2160.43		
10		1007	10/06/03	Alliant Energy		68.00	2092.43		
11			10/06/03	Bank -Mortgage		431.00	1661.43		
12		1008	10/06/03	Kathak Dance		25.00	1636.43		
13									
14				Totals		906.96	531.69		
15									

**Figure 8-1:**  
The basic anatomy of a Calc spreadsheet.

If you have more than one table that is related, such as a monthly budget, you can stack the tables into *sheets*. By using sheets, you have the ability to add or otherwise manipulate your data in three directions: vertically, horizontally, and by depth.

## Inputting Your Data

To open your spreadsheet, choose **File**→**New**→**Spreadsheet**. A grid of cells appears, with toolbars and a main menu, as shown in Figure 8-1. This is your spreadsheet.

Notice that one cell has a dark frame around it. This is your *active cell*. When you type and enter data into your spreadsheet, Calc places the data in the active cell. The dark frame around the cell is called the *active cell pointer*.

Calc assigns each cell an *address*, which is the column name of the cell, followed by the row name — for example, A1 or Z4026. You refer to a range of cells by using the cell names of the upper-left cell and the lower-right cell, separated by a colon — for example, A1:Z4026.

## Entering your data

To enter data into a cell, just start typing. Your data appears within the active cell. When you press **Enter**, Calc moves the active cell pointer to the cell

below. To enter your data in a different direction, press an arrow key instead of pressing Enter after entering your data. The active cell pointer relocates accordingly.

Want to type a whole lot of text in a single cell? Calc handles text in clever ways. Don't worry if your text is longer than the width of the cell. The text shows in the next cell, as long as that cell is empty. And, if that cell is not empty, you can always double-click the cell with your text, and your full line of text appears.

## *Editing your data*

Entering data is easy with Calc, but what if you want to change what you entered? Fortunately, editing data is just as easy.

To edit the contents of the active cell, follow these steps:

**1. Double-click the cell that you want to edit.**

This transforms the cell into the active cell and causes a cursor to appear within the cell.

**2. Move the cursor with the arrow keys to where you want to edit.**

You can also click anywhere in your data, and the cursor repositions itself.

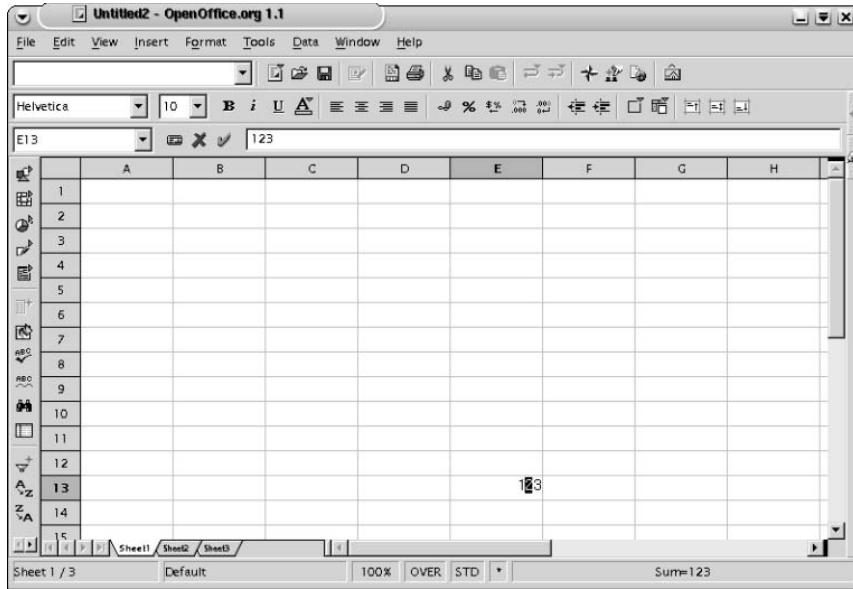
**3. Type in your change.**

**4. Press Enter.**

## *Using Insert mode and Overwrite mode*

Do you like to click buttons, even when you don't know what they do? If the answer is yes, you need to know about Insert and Overwrite modes. Getting stuck in Overwrite mode is no fun. But read on to understand more about the two modes.

Calc has two modes of editing: Insert mode and Overwrite mode. In Insert mode, the text is inserted at the location of the cursor, pushing existing text to the right. In Overwrite mode, text overwrites other text that exists at the location of the cursor. Insert mode is the default mode. You can toggle between Insert mode and Overwrite mode by clicking the mode box in the status bar (the bar at the bottom of your window). The box shows `INSRT` or `OVER`; the latter is shown in Figure 8-2.



**Figure 8-2:**

The status bar indicates whether you are in Insert mode or Overwrite mode. The latter is shown here.



If **INSRT** or **OVER** is not displayed in the status bar, double-click a cell so that a cursor appears. This causes either **INSRT** or **OVER** to appear in the status bar.

## *Deleting the contents of the active cell*

To delete the contents of a cell, click the cell that you want to delete and press **Delete**. The entire contents of the cell are deleted.

## *Filling cells automatically*

Calc has a nifty feature for automatically inputting values. If you want to enter numbers sequentially or in regular multiples (such as 2, 4, 6, 8, and so on) but you don't want to type each one individually, that's no problem. Put Calc to work for you.

To automatically input numbers sequentially into your spreadsheet, perform the following steps:

- 1. Type the number that you want to begin with in the active cell.**

For example, if you want your numbers to read 5, 6, 7, 8, and so on, type **5**.

**2. Return the active cell to the cell that contains your number.**

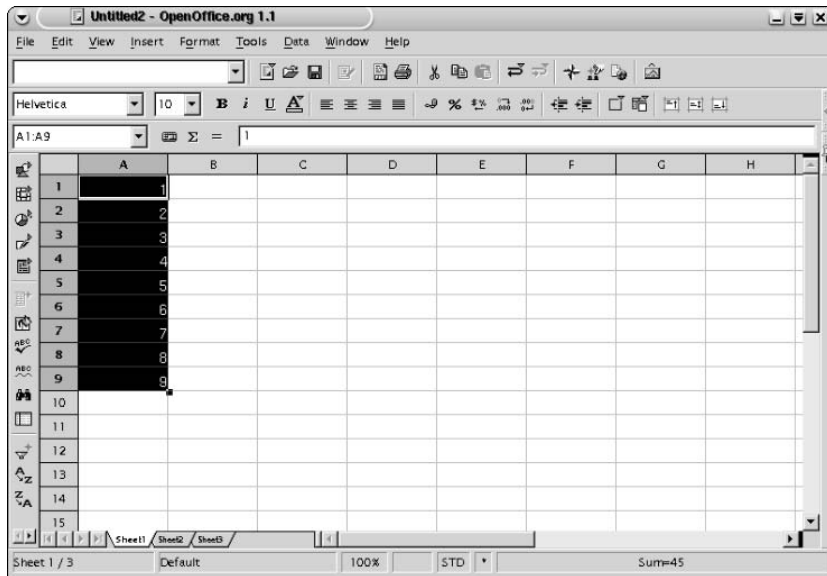
Your active cell moved when you typed your number. Just press the appropriate arrow key, or click the cell with the number that you just typed.

**3. Click and drag the small square in the lower-right corner of the active cell pointer, as shown in Figure 8-3, and drag either up, down, or across the cells.**

Dragging up or to the left counts backward. Dragging down or to the right counts forward. Your range is outlined in red, and a box appears showing the value for the farthest cell. When you stop dragging, your numbers appear.

Once you have a row or column of numbers, you can select the numbers by clicking in the top cell and dragging the mouse to the bottom cell. Selected cells appear shaded. Once your numbers are selected, you can automatically fill a whole table, if you want. Just pull on the Autofill tab of the active cell and drag. Of course, few people really need a whole table of sequential numbers, but you may be the exception.

**Figure 8-3:**  
The Autofill tab is a small square that is located in the lower-left corner of the active cell. Clicking and dragging the square autofills your cells with sequential numbers.



Your numbers can be in multiples instead of being sequential. To automatically input numbers in multiples, perform the following steps:

**1. In two adjacent cells, type the multiple that you want to use.**

For example, type **5** in cell A1 and **10** in cell A2.

2. Select cells A1 and A2 by clicking cell A1 and dragging the mouse to cell A2.
3. Click and drag the small square in the lower-right corner of the active cell pointer.
4. Drag the mouse down over the rows.

When you release the mouse button, the multiples are entered into your cells.

## *Moving and Grooving in the Grid*

Spreadsheets can range in size from the smallest four-cell miniatures to gargantuan, but friendly beasts. Fortunately, getting around even the biggest spreadsheets is no problem. You can navigate with either the mouse or the keyboard.

### *Scurrying around your grid with your mouse*

Mouse movements give you three navigation options:

- ✓ Dragging the scroll bars shows rows and columns that are out of view.
- ✓ Clicking and holding the arrow symbol on a scroll bar allows you to proceed line by line through rows or columns.
- ✓ Clicking and holding the space that's adjacent to the arrow symbol on a scroll bar allows you to proceed page by page through rows or columns.

### *Let your fingers do the walking*

Using your arrow keys to navigate through your document cell by cell gets you around your document easily. But if your document is large, you need more than just the arrow keys to reach your destination efficiently. Press the following keys or key combinations to quickly navigate through your document:

- ✓ **Page Up or Page Down:** Pages through your document.
- ✓ **Home:** Moves the active cell pointer to the first column of a row.
- ✓ **End:** Moves the active cell pointer to the last column of a row.
- ✓ **Ctrl+Backspace:** Finds the active cell.

✓ **Ctrl+arrow (Ctrl plus any arrow key):** Zips around your spreadsheet.

If the active cell is in a table (and not the last entry in the direction that you want to head), Calc moves to the last filled cell of the table in the direction of the arrow. If the active cell is empty, Calc moves to the first filled cell that it encounters in the direction of the arrow. If no more filled cells exist in the direction of the arrow, Calc moves the active cell to the last (or first) cell of the spreadsheet. This is either row 32000 or row 1, or column IV or column A.



If pressing Ctrl+arrow mysteriously stops you at an empty cell when you expect it to take you to the beginning or end of a column or row, or to stop at a cell with data, the cell where it stopped may look empty but actually contain unseen blank spaces or other invisible items. You can clear the cell by pressing Delete.

## Managing Columns and Rows

When you create a new spreadsheet, Calc assigns each column a standard width of about 1/10 of an inch (on our monitor, anyway). But, needless to say, your data does not always conform to those dimensions. Some columns may contain lots of text. Other columns may have only a single digit in them. Calc allows you to easily change the widths of your columns and even change the heights of your rows.

Also, creating a spreadsheet can be a very organic process: One column or row may need to grow into three or five — like the trunk of a tree becoming branches and twigs. You'll no doubt want to add or even prune some rows or columns.

### Changing column widths and row heights

To change column widths and row heights using the mouse, perform the following steps:

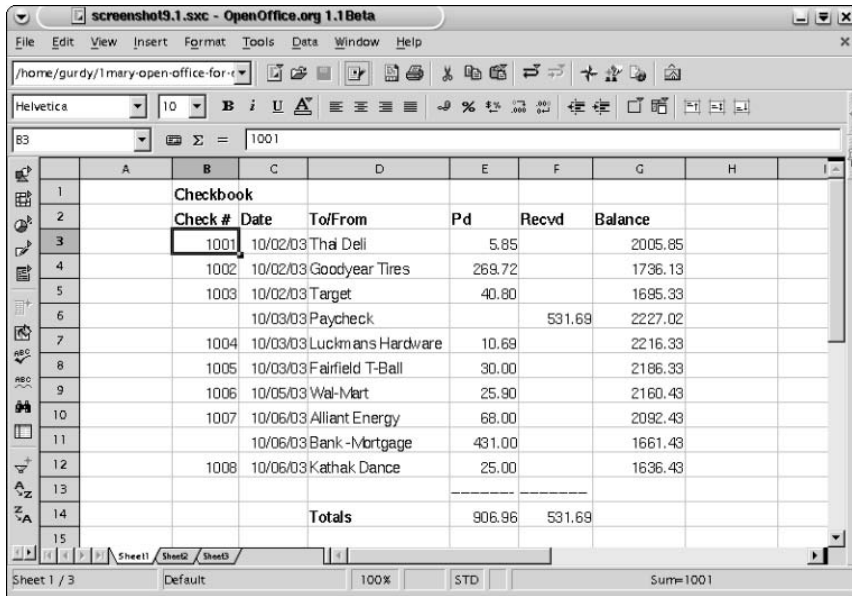
1. **Click the line that separates two column names or row names, as shown in Figure 8-4. Choose the line that is to the right of the column that you want to resize (or below the row that you want to resize).**

For example, the line between columns D and E resizes column D, and the line between rows 3 and 4 resizes row 3. The mouse pointer changes to a double-headed arrow.

2. **While holding down the mouse button, drag the line to the desired column width or row height.**

**Figure 8-4:**

You can easily resize column widths and row heights by clicking and dragging the line that separates the column names or row names. Double-clicking automatically resizes to the optimal width or height.



We know a quick mouse method for changing column widths and row heights. We give it two thumbs up! Double-click the line separating the two column names or row names that is to the right of the column that you want to resize (or below the row that you want to resize), as shown in Figure 8-4. Calc optimizes the column width or row height according to the data that's currently in that column or row.

To change column widths and row heights using the main menu, follow these steps:

1. Click a cell in the column or row that you want to resize.
2. Choose **Format**⇒**Column**⇒**Width** to open the **Column Width** dialog box. Or choose **Format**⇒**Row**⇒**Height** to open the **Row Height** dialog box.
3. Enter the desired size of your column or row.
4. Click **OK**.

Make sure that you like the new column or row size.

To change column widths and row heights using a faster main menu method, perform the following steps:

1. Click a cell in the column or row that you want to resize.



2. **Choose Format⇨Column⇨Optimal Width, or choose Format⇨Row⇨Height.**

Calc optimizes the column width or row height according to the data that's currently in that column or row.

## *Restoring column widths and row heights*

Want to change the formatting of your columns or rows back to their default dimensions? Just double-click the line that separates the two column names or row names, as shown in Figure 8-3. Be sure that the line is to the right of the column or below the row that you want to resize. Your column or row resizes to the default size.

You can also perform the following steps to return your columns and rows to their default sizes:

1. **Place the active cell pointer in a cell in the column or row that you want to restore to the default size.**
2. **Choose Format⇨Column⇨Width, or choose Format⇨Row⇨Height.**  
The Column Width dialog box or Row Height dialog box appears.
3. **Select the Default Value check box.**
4. **Click OK.**

## *Adding columns and rows*

To add columns or rows in between other columns or rows, follow these steps:

1. **Select a cell or a range of cells to the right of the column that you want to add, or below the row that you want to add.**  
Calc inserts one row or column for each row or column that you selected.
2. **Choose Insert⇨Column, or choose Insert⇨Row. You can also click the Insert Cells icon, which is the second icon from the top on the Main toolbar.**  
A pop-up menu of icons appears.
3. **Choose the Insert Column icon or the Insert Row icon. If the Main toolbar is not visible, choose View⇨Toolbars⇨Main Toolbar to make it appear.**

Calc renames all the columns or rows so that they are still in alphabetical or numerical order.

## Deleting columns and rows

Perhaps you want to prune a few twigs here and there. To delete columns or rows, follow these steps:

1. **Select at least one cell in each column or row that you want to delete.**
2. **Choose Edit⇨Delete Cells to open the Delete Cells dialog box.**
3. **Select the Delete Entire Column(s) check box or the Delete Entire Row(s) check box.**
4. **Click OK.**

Calc then renames all the columns or rows as though the deleted rows never existed.

## Hiding columns and rows

Just for fun, try making a column or row disappear. Yes, this is possible. It is formally known as *hiding*. This can be useful when you want to print different versions of your spreadsheet for different clients, but you don't want to go to the trouble of creating new tables.

To hide a column or row, follow these steps:

1. **Click and drag the line that separates the two column or row names.**
2. **Drag the column or row line beyond the line of the preceding column or row.**

For example, click the line between rows H and I, and drag that line to column C.

Your columns now read A, B, C, I, J, and so on. Don't worry, Calc has not devoured your columns. You can get them back whenever you want — we hope. (Just kidding.)

You can also hide a column or row by following these steps:

1. **Select the cells in the columns or rows that you want to hide.**
2. **Choose Format⇨Column⇨Hide, or choose Format⇨Row⇨Hide.**



Hidden columns or rows are restored to the default size. If your rows or columns are resized and you don't want to resize them a second time, do not hide them.

## Restoring hidden columns and rows

Hidden columns or rows are easy to find.

- ✓ If spreadsheet column rows or numbers are missing, such as in the sequence A, B, C, D, J, K, the missing rows or numbers are hidden.
- ✓ Calc highlights the line between two columns where hidden columns exist.
- ✓ To restore hidden columns, use one of the following methods:
  - Double-click slightly to the *right* of the highlighted line between the two visible column names that surround the hidden columns.
  - Select a group of cells on both sides of the hidden columns, and choose Format⇨Column⇨Show.  
  
For example, if columns D and E are hidden, select cells in column C and column F and then choose Format⇨Column⇨Show.
- ✓ To restore hidden rows, use one of the following methods:
  - Double-click slightly *below* the highlighted line between the two visible row names that surround the hidden rows.
  - Select a group of cells on both sides of the hidden rows, and then choose Format⇨Row⇨Show.  
  
For example, if rows 12 and 13 are hidden, select cells in row 11 and row 14 and then choose Format⇨Column⇨Show.



If your double-headed arrow is centered directly on the line and not slightly off center to the right for columns or below for rows, you could double-click forever and not see those hidden columns or rows. (Gulp!)

**1. Select at least two cells, one in each adjacent column or row of the hidden columns or rows.**

For example, if columns D through F are hidden, select cells C1 and G1.

**2. Choose Format⇨Column⇨Show, or choose Format⇨Row⇨Show.**

## Crash! Boom! Quick, Save!

Now that you've created, formatted, and edited your spreadsheet, you probably want to save it as well. Saving is easy in Calc.

Choosing **File**⇨**Save** opens the Save As dialog box the first time that you choose this command. Type in a name for your file in the File name text box. Be sure that the Automatic File Name Extension check box is selected. And unless you are exporting your final data to Microsoft Excel, you probably want the File type to be OpenOffice.org 1.0 Spreadsheet.

Does more than one person use your computer? Want to keep your spreadsheet safe, secure, and secret? If so, select the Save with Password check box. When you enter Save, a dialog box appears requesting you to enter a password twice. Be sure to remember this password, because the next time that you open your spreadsheet, you will be asked for it.

Be sure to save frequently while using OpenOffice.org. You never know when a bolt of lightning may strike or when a tennis ball may land on the on/off switch of your surge protector. For faster saving, press **Ctrl+S**.

For those who just can't remember to save (and have paid the price by losing hours of work), Calc offers an AutoSave option. And why not always create a backup copy of your spreadsheet, as well? Calc offers this option, too.

To activate the AutoSave and the backup options, perform the following steps:

**1. Choose **Tools**⇨**Options**⇨**Load/Save**⇨**General**.**

This opens the Options-Load/Save-General dialog box, as shown in Figure 8-5.

**2. To activate AutoSave, select the AutoSave Every check box and type in or scroll to enter the appropriate AutoSave interval, in minutes. Select the Prompt to Save check box if you want your computer to ask you for permission to save each time.**

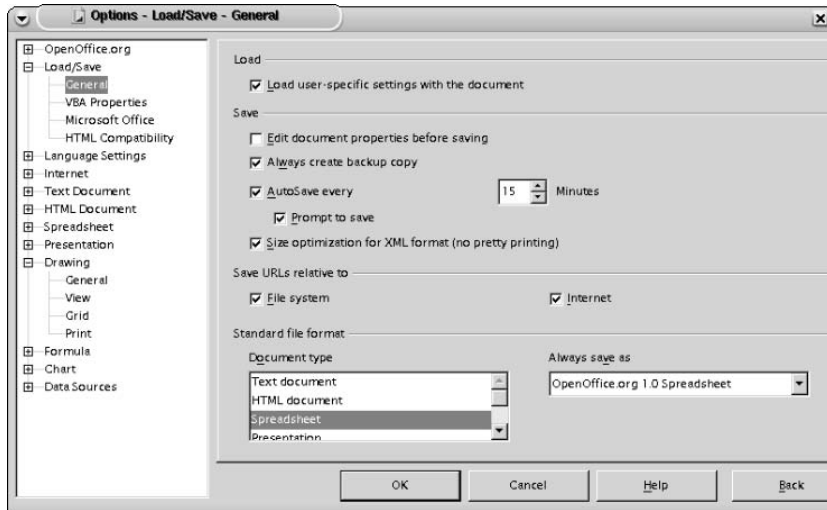
Prompting can be annoying, but if you like to revert to a previous version of your spreadsheet, prompting may be the ideal option for you.

**3. To automatically save a backup copy every time you save your spreadsheet, select the Always Create Backup Copy check box.**

If some calamity occurs and you need to access this backup copy, you can find it in a folder called `backups`. If you do not readily see this folder on your computer, choose **Tools**⇨**Options**⇨**OpenOffice.org**⇨**Paths**. Then search for `Backups` in the list of paths to see where your `Backups` folder is located.

**4. Click **OK**.**

**Figure 8-5:**  
The  
Options-  
Load/  
Save-  
General  
dialog box  
has lots  
of useful  
items.  
Selecting  
the  
AutoSave  
Every check  
box and the  
Always  
Create  
Backup  
Copy check  
box is highly  
recom-  
mended.





## Chapter 9

# At Home on the Range

---

### *In This Chapter*

- ▶ Selecting ranges
  - ▶ Dragging and dropping
  - ▶ Formatting numbers and adding styles
  - ▶ Understanding the ins and outs of sheets
- 

**S**preadsheets are famous for having beautiful columns of numbers — all with two decimal places and maybe some with dollar signs or other currency signs. Spreadsheets often have nice-looking titles and column headings where the text may be enlarged or in boldface. How do we get the look we want? We format.

To format large ranges of cells, you need to know how to readily select the ranges. Once you select your range, you can manipulate all those cells in one fell swoop. Whether you want to drag and drop, format, or make other changes, knowing the ways to select your cells is important. And, because your ranges may not just be on a single sheet but may span many sheets, we discuss how to select sheets and provide a basic understanding of sheets as well in this chapter.

## *Selecting Your Cells*

Suppose that you want to edit large groups of data at the same time. You may also want to delete the contents of many cells all at once. Calc allows you to select large blocks of cells and move them around your spreadsheet — or format them in different ways. You can apply formulas to selected cells. You can even select several blocks of cells at the same time. For faster selection, try using the keyboard method of selecting cells. Two keystrokes can select even the largest table of data.

## Selecting a range of cells

Calc allows you to select cells in a variety of ways. To select a range of cells using the mouse, follow these steps:

1. Click one of the four corner cells of the range that you want to select.
2. Hold the mouse button down, and drag the mouse to the diagonal corner cell of the range.

The cells that are selected appear shaded, as shown in Figure 9-1.

**Figure 9-1:** Calc offers a variety of ways to select your range. Choose the one that fits your mood.

A	B	C	D	E	F	G	H
	Checkbook						
	Check #	Date	To/From	Pd	Recvd	Balance	
	1001	10/02/03	Tha Deli		5.85	2005.85	
	1002	10/02/03	Goodyear Tires		269.72	1736.13	
	1003	10/02/03	Target		40.80	1695.33	
		10/03/03	Paycheck		531.69	2227.02	
	1004	10/03/03	Luckmans Hardware		10.69	2216.33	
	1005	10/03/03	Fairfield T-Ball		30.00	2186.33	
	1006	10/05/03	Wal-Mart		25.90	2160.43	
	1007	10/06/03	Alliant Energy		68.00	2092.43	
		10/06/03	Bank - Mortgage		431.00	1661.43	
	1008	10/06/03	Kathak Dance		25.00	1636.43	



Do not drag the active cell from its lower-right corner. This is the Autofill handle, and cells that are selected when you release the mouse are autofilled with new data.

To select a range of cells using the keyboard, follow these steps:

1. Position your active cell pointer at a corner of a range of cells that you want to select.
2. Press and hold Shift while moving the arrow keys in the directions of the cells that you want to select.

The selected cells appear shaded, as shown in Figure 9-1.

## Selecting a large range of cells

When your spreadsheet is quite large, clicking and dragging the mouse or using arrow keys while pressing Shift to select cells is not practical. (Remember, you could have a 40-story-high spreadsheet.)



To select a large range of cells while using the mouse, follow these steps:

1. **Click one of the four corner cells of the range that you want to select.**
2. **Click the box in the status bar until the box displays EXT. The box may display ADD, or it may show STD (as shown in Figure 9-1).**
3. **Use the scroll bars to locate the opposite diagonal corner of the range of cells that you want to select, and click it.**

Calc selects the range.

To select a large range of cells using the keyboard, follow these steps:

1. **Position your active cell pointer at the upper-left corner of a range of cells that you want to select.**
2. **Press Shift+Ctrl+→. This automatically selects all cells in the first row up to the first empty cell.**
3. **Press Shift+Ctrl+↓.**

This automatically selects all the rows of your table down to the first empty cell in the last column.

To select a large range of cells with the keyboard using a different method, follow these steps:

1. **Locate the sheet area to the right of the input line.**
2. **Type in the cell addresses of two diagonal corners of the range of cells that you want to select.**

A colon must separate the two addresses. Addresses may also refer to sheets. Calc allows you to select cells in more than one sheet at a time.

## *Selecting noncontiguous ranges of cells*

To select a noncontiguous range of cells using the mouse, follow these steps:

1. **Click the box in the status bar until it displays ADD.**
2. **Click and drag to select a block of cells.**
3. **Repeat the preceding step to select as many noncontiguous cells as you want.**

If you select a cell that has already been selected, this method deselects that cell.



Using the ADD feature, you can easily select any cells you want in any arrangement you desire — even the checkerboard pattern that's shown in Figure 9-2.

The screenshot shows a spreadsheet window titled "MortgageTables3.sxc - OpenOffice.org 1.1". The formula bar displays the formula `=PMT($A17/12,$F$4*12,0,-$B$2,0,0)`. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I
4	Interest Rate	30	25	20	15	10	5	3	1
5	7.00%	\$332.65	\$353.39	\$387.65	\$449.41	\$580.54	\$990.06	\$1,543.85	\$4,326.34
6	6.75%	\$324.30	\$345.46	\$380.18	\$442.45	\$574.12	\$984.17	\$1,538.15	\$4,320.58
7	6.50%	\$316.03	\$337.60	\$372.79	\$435.55	\$567.74	\$978.31	\$1,532.45	\$4,314.82
8	6.25%	\$307.86	\$329.83	\$365.46	\$428.71	\$561.40	\$972.46	\$1,526.77	\$4,309.07
9	6.00%	\$299.78	\$322.15	\$358.22	\$421.93	\$555.10	\$966.64	\$1,521.10	\$4,303.32
10	5.75%	\$291.79	\$314.55	\$351.04	\$415.21	\$548.85	\$960.84	\$1,515.44	\$4,297.58
11	5.50%	\$283.89	\$307.04	\$343.94	\$408.54	\$542.63	\$955.06	\$1,509.80	\$4,291.84
12	5.25%	\$276.10	\$299.62	\$336.92	\$401.94	\$536.46	\$949.30	\$1,504.16	\$4,286.10
13	5.00%	\$268.41	\$292.30	\$329.98	\$395.40	\$530.33	\$943.56	\$1,498.54	\$4,280.37
14	4.75%	\$260.82	\$285.06	\$323.11	\$388.92	\$524.24	\$937.85	\$1,492.94	\$4,274.65
15	4.50%	\$253.34	\$277.92	\$316.32	\$382.50	\$518.19	\$932.15	\$1,487.35	\$4,268.93
16	4.25%	\$245.97	\$270.87	\$309.62	\$376.14	\$512.18	\$926.48	\$1,481.77	\$4,263.21
17	4.00%	\$238.71	\$263.92	\$302.99	\$369.84	\$506.23	\$920.83	\$1,476.20	\$4,257.50
18									

**Figure 9-2:** Any configuration of cells can be selected using the ADD option.

To select a noncontiguous range of cells using both the keyboard and the mouse (a hybrid method), follow these steps:

1. Click the active cell, hold down the mouse button, and drag the active cell.
2. Press Ctrl while repeating the preceding step.

## *Selecting one row or column, or many, or all of them*

To select a single row or column, click the row number or column name.

To select several rows or columns, follow these steps:

1. Click the first row or column that you want to select.
2. Press and hold Shift, and click the last row or column that you want to select.

To select the entire active sheet, choose Edit→Select All or press Ctrl+A. You can also click the square at the upper-left corner of your sheet, which is the junction of both the column names and row names.

## *Copying, Pasting, Cutting, Dragging, and Dropping Your Cells*

Now that you have your cells selected, it's child's play to cut and paste them, drag and drop them, and move them all around.

### *Copying and pasting cells*

To copy and paste a range of cells, follow these steps:

1. **Select the range of cells that you want to copy.**
2. **If the Function toolbar is not visible, choose View⇨Toolbars⇨Function Bar to make it appear.**
3. **Choose Edit⇨Copy, press Ctrl+C, or click the Copy icon on the Function toolbar.**
4. **Click the cell that you want to paste the upper-left corner of your range into.**
5. **Choose Edit⇨Paste, press Ctrl+V, or click the Paste icon on the Function toolbar.**

### *Cutting and pasting cells*

To cut and paste a range of cells, follow these steps:

1. **Select the range of cells that you want to copy.**
2. **Choose Edit⇨Cut, press Ctrl+X, or click the Cut icon on the Function toolbar. (If the Function toolbar is not visible, choose View⇨Toolbars⇨Function Bar to make it appear.)**
3. **Click the cell that you want to paste the upper-left corner of your range into.**
4. **Choose Edit⇨Paste, press Ctrl+V, or click the Paste icon on the Function toolbar.**

### *Dragging and dropping cells*

You may find this is the most enjoyable way to cut and paste. Once you know how to drag and drop, you may want to do nothing else.



1. Click the box in the status bar until the box displays **STD**.  
Dragging and dropping can only be performed with single cells or standard rectangular ranges.
2. Click and drag the active cell to create a selected range.
3. Click anywhere in the selected area, and drag the entire range to a new location.

## Formatting Your Numbers and Text

One of the first things that you probably want to do when you create your spreadsheet is to format your numbers. Your numbers may be quantities, dollars, or percentages. If they are dollars, you may want to see the dollar signs — or maybe you don't — but you probably don't want to see more than two numbers after the decimal points. A tenth of a penny just clutters your beautiful spreadsheet. Calc's formatting abilities are as impressive as they are easy to use.

You can format your numbers in two ways: using the toolbar or using the Cell Attributes dialog box.

### Formatting numbers with the toolbar

Locate the toolbar that is shown in Figure 9-3. This toolbar, called the Object toolbar, appears just above the input line in your window. If the Object toolbar is not visible, choose **View⇨Toolbars⇨Object Bar** to make it appear.

To format numbers with the toolbar, follow these steps:

1. **Select the cell or range of cells that you want to format. To format more than one cell, select several cells (a *range* of cells) by placing the mouse pointer in the center of the active cell and clicking and dragging the mouse.**  
The selected cells appear shaded.
2. **Click the icon of the formatting style that you want to use, as follows:**
  - **Currency icon:** Shows your numbers with dollar signs and two decimal places. This format is commonly used on the top row of a table and in the Total rows. Dollar signs throughout an entire table may just look messy.

The screenshot shows a spreadsheet application window titled 'screenshot9.1.sxc - OpenOffice.org 1.1'. The spreadsheet contains a checkbook ledger with the following data:

Check #	Date	To/From	Pd	Recvd	Balance
1001	10/02/03	Thai Deli		5.85	2005.65
1002	10/02/03	Goodyear Tires		269.72	1736.13
1003	10/02/03	Target		40.80	1695.33
	10/03/03	Paycheck		531.69	2227.02
1004	10/03/03	Luckmans Hardware		10.69	2216.33
1005	10/03/03	Fairfield T-Ball		30.00	2186.33
1006	10/05/03	Wal-Mart		25.90	2160.43
1007	10/06/03	Alliant Energy		68.00	2092.43
	10/06/03	Bank -Mortgage		431.00	1661.43
1008	10/06/03	Kathak Dance		25.00	1636.43
<b>Totals</b>				906.96	531.69

The spreadsheet also shows a status bar at the bottom with 'Sum=1001' and a toolbar at the top with various icons for text formatting and alignment.

**Figure 9-3:**  
Calc's  
Object  
toolbar.

- **Percentage icon:** Places a percentage sign after your number, along with two decimal places. If you do not want the decimal places, you can omit them by clicking twice on the Number Format:Delete Decimal Place icon (three icons to the right).
- **Number Format:Standard icon:** If you goof using the other formats and want things to look the way that they did from the start, use this icon to return the cell to the standard format. This is important because simply deleting data does not delete the underlying format of the cell. This icon must be used to eliminate a format from a cell.
- **Add Decimal Place icon:** Adds an additional decimal place for each click of the mouse button. To format currency without currency signs, click twice to add two decimal places to your number.
- **Delete Decimal Place icon:** Deletes a decimal place for each click of the mouse button.
- **Decrease Indent icon:** Allows you to line up your numbers with your text. Remember, Calc left-justifies text in the cell and right-justifies numbers. If you don't want that crooked look in your columns, you need to either left-justify your numbers or right-justify your text. Or you could choose a happy medium. This may sound fishy, but it does not change your numbers' ability to act as numbers.
- **Increase Indent icon:** Allows you to properly line up data in a column.



Once you format your numbers, any subsequent change of the data in that cell also reflects that same format. Even if you delete the contents of the cell, the next time that you enter data into the cell, the same format will appear. To return a cell to its original format, you must select the cell and click the Number Format:Standard icon.

## *Adding style with the toolbar*

Want to change your font type, size, and style right from the toolbar? Calc makes it easy to format text. To choose your font type, size, and style, follow these steps:

- 1. Click the cell that you want to format. Or, select a range of cells — you can do this by clicking the active cell and dragging.**

The selected cells appear shaded.

- 2. Select your font from the list of fonts in the combo box on the Object toolbar. If the fonts combo box is not visible, choose View⇨Toolbars⇨Object bar to make it appear.**

- 3. Select the size of your type from the combo box on the Object toolbar.**

Calc resizes the rows to accommodate the larger or smaller sizes of type.

- 4. Choose your style.**

Choose either boldface, italic, or underline, or choose the color for your type.

- 5. Deselect your cells, which you can do by simply moving your active cell. If moving your active cell does not deselect your cells, click the box on the status bar until the box displays STD. Then try moving your active cell again.**

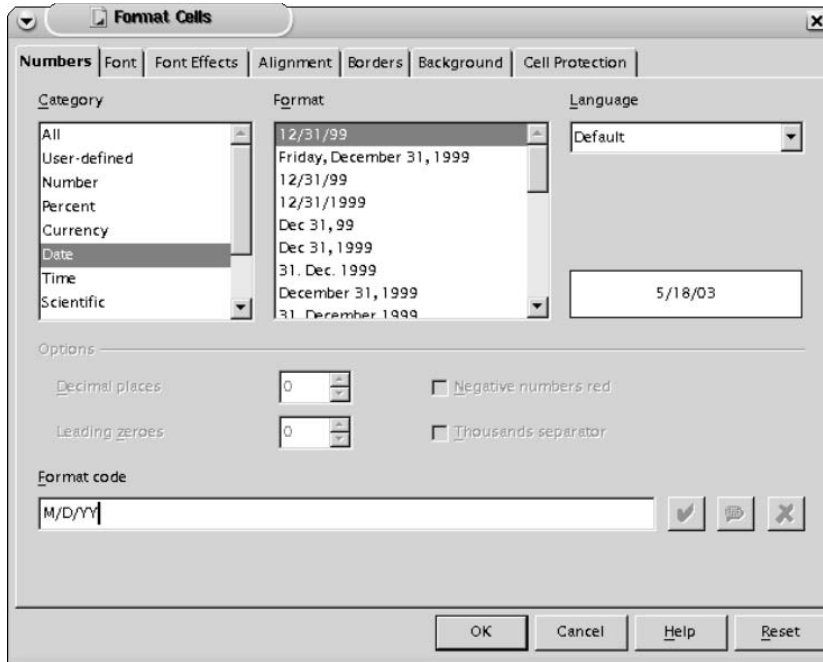
Your change occurs automatically once you deselect your cells.

## *Formatting using the Cell Attributes dialog box*

The Cell Attributes dialog box can do everything that the toolbar can do — and more. For example, if you are from Finland and your spreadsheet is showing the American dollar sign, this is probably not what you want. Or, suppose that you are a scientist, and you need to view your numbers in scientific notation. What if you just want to know what day of the week that you were born on? The Cell Attributes dialog box, shown in Figure 9-4, can do all that and more.

**Figure 9-4:**

The Cell Attributes dialog box offers more formatting options than the Object toolbar, such as scientific notation and many date and time options. It can even tell you what day of the week you were born on.



### *Choosing scientific notation or what day were you born*

To open the Cell Attributes dialog box, follow these steps:

1. Select the cell or range of cells that you want to format.
2. Choose **Format**⇨**Cells** or right-click anywhere in the selected area, and choose **Format Cells** from the shortcut menu that appears.
3. Click the **Numbers** tab.
4. Choose **All** from the **Category** list.
5. To view the formats, scroll through the **Format** list.
6. Click the format that suits your needs. For scientific notation, click one of the numbers with the **E** in the middle of it. (If you're a scientist, you'll recognize it.) And, more importantly, to find out what day you were born on, click **Friday, December 31, 1999**.
7. Click **OK**.
8. **Type in your birthday to test your new format.**

For example, type **6/12/71**, and Calc automatically displays **Saturday, June 12, 1971**. Maybe you will find, like we did, that your whole family was born on the same day of the week!



You may be disappointed to see that instead of your birthday, the symbol ### may appear. Don't fret. Calc is just informing you that it cannot fit everything it needs to display in your narrow column. Just make your column wider to see everything. To make your column wider, click and drag the line between two column headings. For example, if your formatted cell is in column B, drag the line between heading B and heading C.

### *Getting the right look for your money*

Another great function of the Cell Attributes dialog box is its ability to change currency signs.

Want to use the Dutch guilder? Or Euros instead of boring dollars? If you live in beautiful Holland or elsewhere in Europe, you probably want to do that. And while you're at it, you probably don't want to read English dates if you are Russian or Norwegian, or if you speak Spanish. Fortunately Calc allows you to choose from a wide array of currencies and languages. Follow these steps:

1. **Select the cell or range of cells that you want to format.**
2. **Choose Format** ⇨ **Cells.**
3. **In the Cell Attributes dialog box, click the Numbers tab.**
4. **Choose your language from the Language combo box.**
5. **Choose All from the Category list.**
6. **Scroll through the Format list, and choose your currency format.**

The correct currency symbols automatically appear in the list.

You can also choose a date format. Notice that even your Boolean values (TRUE or FALSE) have also been translated.

## *To AutoCorrect or not to AutoCorrect*

As you type your text into the cells of your active sheet, you may notice that once you move to the next cell, the text that you typed may change. Perhaps the first letter suddenly becomes capitalized. Or perhaps you typed **abotu** and Calc changed it to **about**.

Hopefully, Calc is changing things to your liking. But if **abotu** is the name of a Brazilian butterfly and you do not want it changed, or if you are in a particularly touchy mood and you feel like your computer is criticizing you, you may want to modify the options of AutoCorrect.

### *Turning off automatic capitalization*

Some options you probably want to keep, for example, **COrrrect TWo INitial Capitals**. But other options, such as **Capitalize the first letter of every**



sentence, may drive you batty. The problem is that many words that you type into your spreadsheet are not sentences, but data items. And you may not want all your data items capitalized.

To turn off automatic capitalization, follow these steps:

**1. Choose Tools⇨AutoCorrect to open the AutoCorrect dialog box, as shown in Figure 9-5.**

**2. Click the Options tab.**

A list of options appears.

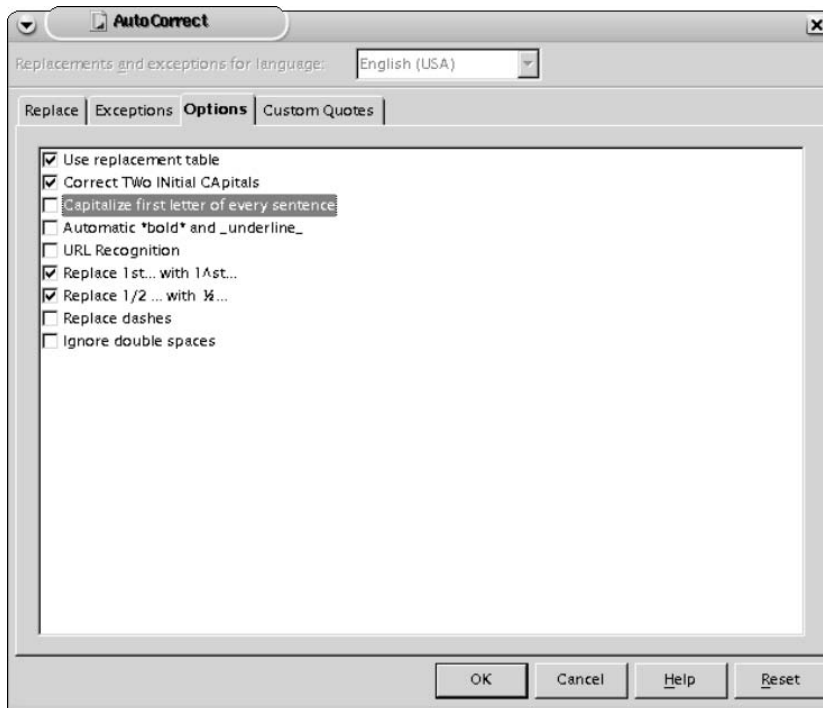
**3. To change any option, select or deselect the appropriate check box.**

**4. Deselect the Capitalize first letter of every sentence check box.**

### *Adding a shortcut or common misspelling to the replacement table*

While you have the AutoCorrect dialog box open, select the Replace tab and glance at the replacement table. Or, perform Steps 1 and 2 of the following instructions to make this tab visible.

**Figure 9-5:**  
The AutoCorrect dialog box allows you to select various AutoCorrect features. When working in some spreadsheets, you may want to deselect the Capitalize First Letter of Every Sentence check box.



The replacement table is not just for misspellings. In fact, the first entry in the list is an easy way of getting the copyright symbol. In your spreadsheet, you can simply type (C) and the copyright symbol © appears automatically. Another use for this table is to create shortcuts. Suppose that you need to type the word *supermarket* many times in a spreadsheet. You can create a shortcut for it by typing **su**.

To add to the replacement table, follow these steps:

**1. To open the replacement table, choose Tools⇨AutoCorrect.**

The AutoCorrect dialog box appears.

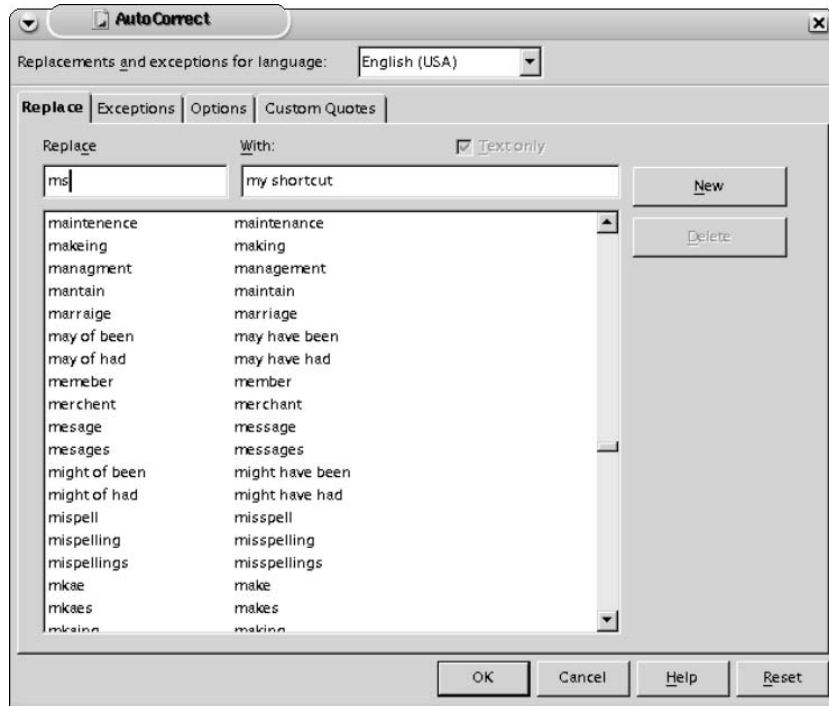
**2. Click the Replace tab.**

Glance at the replacement table, as shown in Figure 9-6. See how commonly misspelled words are listed in the list box on the left and their correct spellings in the list box on the right.

**3. If the replacement list is empty, choose English (USA) from the combo box.**

A replacement table appears that contains many common misspellings. Other languages may need to be entered manually.

**Figure 9-6:**  
The AutoCorrect replacement table allows you to automatically fix common misspellings and allows you to create shortcuts for commonly typed words.



- 4. Type your new commonly misspelled word or shortcut into the Replace text box.**

If a term is already in that box, just select the term and delete it. (This does not delete it from the replacement list.)

- 5. Type the text that you want to use as the replacement into the With text box.**

- 6. Click the New button to enter your words into the replacement list.**

If the New button is unavailable, your new shortcut or common misspelling is probably already in the replacement list. When this happens, the term's replacement is automatically entered into the With text box. To replace the term, type your new replacement into the With text box and click the Replace button.

Want to play a practical joke? Type **the** in the Replace box, and type **turtle** in the With box. Click the New button, and then click OK. Then let someone use your program. Every time he or she types **the**, the computer automatically changes it to **turtle**. Pretty funny? Maybe not, but you didn't learn it from us.

### *Deleting items from the replacement table*

If your name happens to be a commonly misspelled word, or if you just played a practical joke on someone and now need to fix it, you may want to delete items from the replacement table, which you can do by performing these steps:

- 1. Choose Tools⇨AutoCorrect, and click the Replace tab in the AutoCorrect dialog box.**
- 2. Select the item that you want to delete from the table. Or, just type the item into the Replace box, and AutoCorrect selects it for you.**
- 3. Click the Delete button.**

Clicking the Reset button (instead of the Delete button) does not delete your additions to the replacement table; it only erases your current entry.

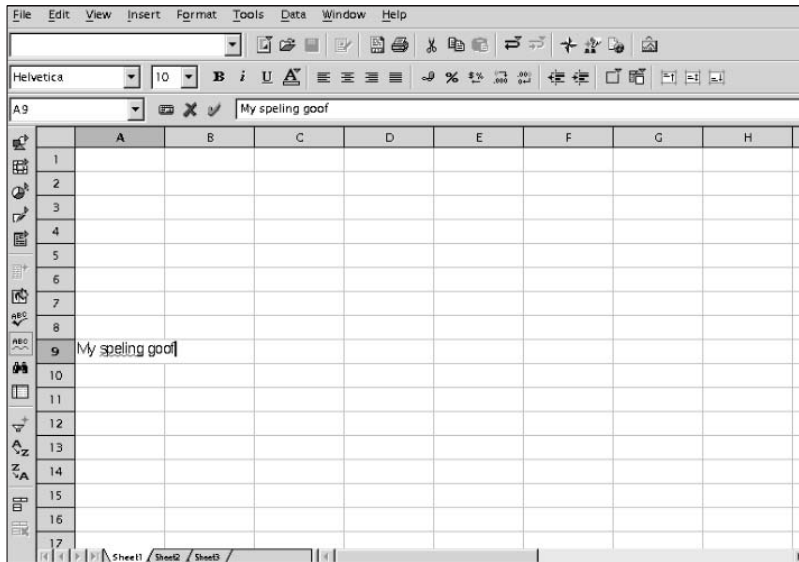
## *Spell-checking*

If you are like we are, you may make lots of spelling mistakes. You appreciate a subtle hint from the computer that something may be awry. A simple red underline of a misspelled word is a nice feature. Of course, if your data consists of text-like product codes instead of complete words, you may be seeing lots of red.

To toggle the Automatic Spellchecking feature on or off, simply click the Automatic Spellchecking icon on the Main toolbar, as shown in Figure 9-7. You can also choose Tools⇨Spellcheck⇨AutoSpellcheck.

**Figure 9-7:**

Click the Automatic Spell-checking icon on the Main toolbar to toggle automatic spell-checking on or off. A wavy red line appears below suspected misspellings.



You also have the option to spell-check the entire document with the help of a dialog box and an automatic dictionary that suggests revisions. Just click the Spellchecking icon on the Main toolbar or choose Tools⇨Spellcheck⇨Check to open the Spellcheck dialog box.

## Seeing Sheer Simplicity in Sheets

When you create your spreadsheet (also called a *worksheet*), Calc creates a three-dimensional workbook that is a collection of stacked sheets. The sheets are given default names of sheet1, sheet2, and sheet3, and tabs with the names of each sheet are located near the lower-left corner of the spreadsheet window. Click the appropriate tab, and a new spreadsheet appears.

The maximum number of sheets that Calc allows in a single workbook is 256. You can add sheets, delete sheets, name sheets anything you like, and manipulate sheets in a variety of ways. You can enter data into one sheet and have the data simultaneously be entered into all the selected sheets. Knowing how to use sheets can make life a breeze — instead of a tornado.

## Adding sheets

When you use up the three sheets that Calc supplies in every new spreadsheet document, you need to add some more.

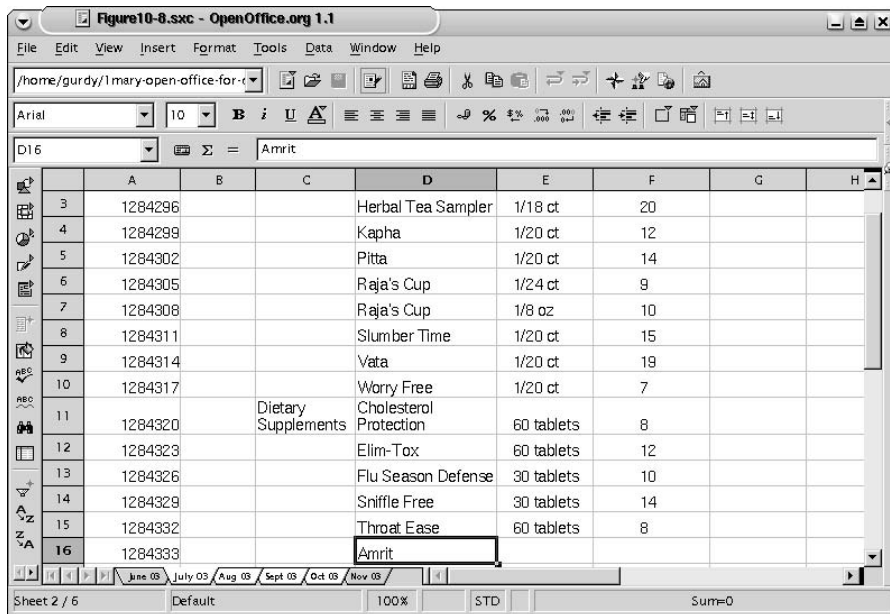
To add a sheet, follow these steps:

1. Click a sheet name that is located either before or after where you want to add new sheets.

Sheet names are located on tabs near the lower-left corner of the spreadsheet window, as shown in Figure 9-8.

2. Choose **Insert** → **Sheet** to open the **Insert Sheet** dialog box. You can also right-click the sheet name and choose **Insert** from the shortcut menu that appears.

**Figure 9-8:**  
Selected sheet name tabs appear white, and deselected sheet name tabs appear shaded. Click the tabs to select or deselect them. When more than one tab is selected, data that is typed into your spreadsheet is entered into all selected sheets simultaneously.



**3. Mark the box to position the new sheet(s) either before or after the active sheet.**

**4. Indicate how many sheets you want to add.**

You can also specify the name of a single sheet. (If you already have a spreadsheet in another file that you want to insert into your workbook, select the From File check box and type in the file address, or click Browse and select your file.)

## *Scrolling through sheets*

Once you have more than just three sheets in your workbook, some of the sheet name tabs may be out of view. To scroll through your tabs, click the arrow buttons that are to the left of the tabs. You can also display more tabs at once by moving the vertical bar between the sheet names and the active sheet scroll bar. Move the vertical bar to the right, making the scroll bar shorter.

## *Entering data into more than one sheet simultaneously*

You can enter data into more than one sheet simultaneously when more than one sheet is selected. Simply select more than one sheet at a time, as we describe in the next section. Then type your data into any cell of the active sheet. The data is recorded in the same place on all selected sheets.

## *Selecting sheets*

Sheet names appear on tabs that are located near the lower-left corner of the spreadsheet.

Selected sheet tabs appear white, and deselected sheet tabs are shaded, as shown previously in Figure 9-8.

## *Selecting a single sheet*

To select a single sheet, simply click its name, and that sheet becomes the active sheet.

## *Selecting several sheets simultaneously*

To select several sheets simultaneously, press and hold Ctrl while clicking the name tab for each sheet that you want to select.

Each tab that you click appears white, indicating that it has been selected.

## *Selecting a large group of sheets*

If you have lots of sheets and want to select many of them, follow these steps:

- 1. Click the first sheet name of a group of sheets that you want to select.**

This becomes the active sheet.

- 2. Press and hold Shift, and click the last sheet name that you want to select.**

Calc selects all the sheets between the active sheet and the sheet name that you Shift+click on.

## *Selecting all sheets*

If you have lots of sheets and want to select them all, follow these steps:

- 1. Right-click any sheet name.**
- 2. Choose Select All Sheets from the shortcut menu that appears.**

## *Deselecting one sheet at a time*

To deselect one sheet at a time, press Ctrl while clicking the sheet name that you want to deselect.

## *Deselecting a large group of sheets*

To deselect a large group of sheets, press and hold Shift while clicking the last sheet that you want to remain selected. Calc keeps all sheets between the active sheet and the sheet that you Shift+click selected, while deselecting all other sheets.

## *Deselecting all sheets except the active sheet*

To deselect all sheets except the active sheet, Shift+click the active sheet name.

## *Renaming sheets*

To rename sheets, follow these steps:

1. **Select the sheet that you want to rename.**
2. **Choose Format⇨Sheet⇨Rename.**

The Rename Sheet dialog box appears. You can also right-click any sheet name tab and choose Rename from the shortcut menu that appears.

(If the Rename option does not appear on the Sheet menu or the shortcut menu, you have more than one sheet selected. Calc can only rename one sheet at a time. In this case, you need to first deselect all but the one sheet that you want to rename.)

3. **In the Rename Sheet dialog box, type in the new name and click OK.**

## *Moving and copying sheets*

To move sheets using the mouse, follow these steps:

1. **Select the sheet name or names.**
2. **Drag the sheet or sheets to a new location within the sheet name tabs.**

To copy sheets using the mouse, follow these steps:

1. **Select the sheet name or names.**
2. **Ctrl+click and drag the copied sheet or sheets to a new location within the sheet name tabs.**

To move or copy sheets using the main menu, follow these steps:

1. **Select the sheet name or names that you want to move or copy.**
2. **Choose Edit⇨Move/Copy Sheet.**

The Move/Copy Sheet dialog box appears.



3. In the Move/Copy dialog box, select the Copy check box to copy your sheet(s). Deselect this check box to move your sheet rather than copy it.
4. Click the name of the sheet that you want to insert — either the original sheet or its copy — and click OK.

## *Deleting sheets*

To delete one or more sheets, follow these steps:

1. Select one or more sheets that you want to delete.
2. Choose **Edit** ⇨ **Delete Sheet**.

A dialog box appears asking whether you are sure that you want to permanently delete the current sheet(s).

3. If you are sure that you want to delete those sheets that are selected, click the **Yes** button.



When deleting sheets, Calc deletes all the sheets that are selected. Double-check to make sure that only the sheets that you want to delete are selected. Selected sheet tabs appear white, and deselected sheet tabs appear shaded.



## Chapter 10

# Knock on Wood and Print!

---

### *In This Chapter*

- ▶ Using Page Preview mode
  - ▶ Adding headers and footers
  - ▶ Inserting page breaks
  - ▶ Printing or suppressing sheets, grids, formulas, and graphics
  - ▶ Scaling and orienting your printout
- 

**W**ouldn't it be convenient if all you needed to do was press a button and your spreadsheet would print exactly how you wanted it? Calc spreadsheets are easy to print, but you still need to learn some basics. Once you do that, printing can be fast and fun.

## *Previewing Your Printout*

Ready to print? The first thing that you want to do is preview your printout. Even if your spreadsheet is Lilliputian, you still want to see what it looks like before you print it.

To preview your spreadsheet before printing, follow these steps:

**1. Choose File⇨Page Preview.**

Your window changes to show the first page of your printout.

**2. To see each subsequent page, click the Next Page icon.**

Look at your page carefully. The header probably says `sheet1`, unless you specified otherwise. You probably want to change that to something more relevant. And while you're at it, you can automatically add the time and date to your printout.



Once you get to the Page Preview window, you may find it difficult to return to your spreadsheet. Ideally a Back to Spreadsheet button or a Spreadsheet button would exist. The button that actually takes you to your spreadsheet is labeled — oddly enough — Page Preview. Now you know. Every great program has at least a few foibles.

Alternatively, you could choose File⇨Page Preview to exit Page Preview.

## Customizing Your Headers and Footers

You can customize your headers and footers, either from the Page Preview window or from the main menu.

To customize your headers or footers, perform the following steps:

1. **Choose Edit⇨Headers & Footers. Or, if you are viewing a Page Preview window, click the Page Format icon on the toolbar to the left of the Page Preview button.**

The Page Style Dialog Box appears.

2. **Click the Header tab or Footer tab, depending on which one you want to customize.**

Several check boxes and margin settings appear.

3. **Deselect the Header on check box or Footer on check box to suppress the header or footer. Or, deselect the Same Content Left/Right check box if you want a different header or footer for left pages and right pages.**

4. **Click the Edit button.**

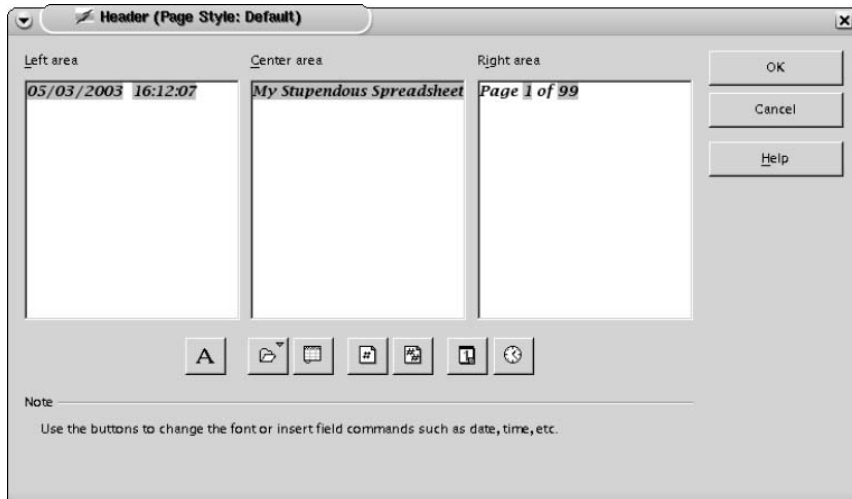
The Header dialog box or Footer dialog box appears, as shown in Figure 10-1, depending on your choice in Step 2. The Header dialog box or Footer dialog box contains three text boxes: Left Area, Center Area, and Right Area. It also contains seven buttons.

5. **Enter your text into any of the three text boxes, or select one of the three text boxes by clicking in it so that a cursor appears. Then click on one of the following buttons: File Name, Sheet Name, Page, Pages, Date, or Time. These buttons are described as follows:**

- The File Name button inserts your filename on each page in the text area that you select.
- The Sheet Name button inserts *Sheet1* as a heading on the pages of your first sheet, *Sheet2* on the pages of your second sheet, and so on.
- The Page button inserts the page number on each page in the text area that you select.

- The Pages button inserts the total number of pages on each page.
- The Date button inserts the current date on each page.
- The Time button inserts the current time on each page.

Perform Steps 6 through 8 to format any of the text in the three text boxes.



**Figure 10-1:** The Header dialog box allows you to enter what you want to appear at the top of each printed page.

6. Select the text that you want to format, and click the **A** button.  
The Text Attributes dialog box appears.
7. Specify the font type, size, and style. You can even choose a color for your text.
8. Click **OK** in the Text Attributes dialog box.
9. Click **OK** in the Header dialog box or Footer dialog box.
10. Click **OK** in the Page Style dialog box. Or, click the **More** button and specify fancy backgrounds and borders for your printout.
11. Inspect your handiwork in the Page Preview window.  
Does the page appear like you wanted it to?

## Dealing with Page Breaks

When printing your spreadsheet, a major consideration is dealing with page breaks. With a little manipulation, you can sometimes squeeze all your

columns or rows onto a single page. Or, you can break your pages at logical points. A little preparation before printing can make all the difference.

The first thing to do is find out where Calc is planning to automatically place the page breaks. You can view automatic page breaks by using Page Preview.

## Previewing page breaks

To view the page breaks for the entire document — or at least several pages at a time — perform the following steps:

### 1. Choose View->Page Break Preview.

This shrinks the view so that your entire spreadsheet is visible. The page breaks are clearly marked, as shown in Figure 10-2.

**Figure 10-2:** Using Page Break Preview allows you to see your entire spreadsheet in one glance, with the page breaks clearly shown.

interest Rate	30	20	15	10	5	3	1	interest Rate	30	20	15
7.00%	399.10	465.16	539.30	696.65	1180.07	1032.63	5191.60	7.00%	598.77	697.77	808.95
6.75%	389.16	456.22	530.95	688.94	1181.01	1045.75	5194.69	6.75%	583.74	684.33	796.42
6.50%	379.24	447.34	522.66	681.29	1173.97	1038.94	5177.79	6.50%	568.86	671.02	784.00
6.25%	369.43	438.56	514.45	673.60	1166.96	1032.12	5170.88	6.25%	554.15	657.04	771.68
6.00%	359.73	429.86	506.31	666.12	1159.97	1025.32	5163.99	6.00%	539.60	644.79	759.47
5.75%	350.14	421.25	498.25	658.62	1153.01	1018.53	5157.09	5.75%	525.22	631.88	747.37
5.50%	340.67	412.73	490.25	651.16	1146.07	1011.75	5150.21	5.50%	511.01	619.10	735.38
5.25%	331.32	404.31	482.33	643.75	1139.16	1005.00	5143.33	5.25%	496.98	606.46	723.49
5.00%	322.09	395.97	474.48	636.39	1132.27	1790.23	5136.45	5.00%	483.14	593.98	711.71
4.75%	312.99	387.73	466.70	629.09	1125.41	1791.53	5129.56	4.75%	469.48	581.60	700.05
4.50%	304.01	379.59	459.00	621.83	1118.58	1794.62	5122.71	4.50%	456.02	569.38	688.49
4.25%	295.16	371.54	451.37	614.63	1111.77	1797.12	5115.85	4.25%	442.75	557.31	677.05
4.00%	286.45	363.59	443.81	607.47	1104.99	1797.14	5108.99	4.00%	429.67	545.38	665.72
3.75%	277.87	355.73	436.33	600.37	1098.24	1764.77	5102.14	3.75%	416.80	533.60	654.30

### 2. Choose View->Page Break Preview again to deselect Page Break Preview and return to normal mode.

The automatic page breaks are indicated on your spreadsheet as slightly darkened lines between certain rows and columns. If these page breaks are not suitable, apply the next set of instructions for inserting manual page breaks. Or, you can resize your rows or columns to fit either inside or outside the page breaks. Page breaks change according to the widths and heights of your columns and rows.

## *Inserting manual page breaks*

To manually insert page breaks, follow these steps:

- 1. Place the active cell pointer either above your desired horizontal page break or to the left of your desired vertical page break.**
- 2. Choose Insert⇨Manual Break⇨Row Break, or choose Insert⇨Manual Break⇨Column Break.**
- 3. Repeat Steps 1 and 2 as necessary, and preview your page breaks again to be sure that your desired result has been attained. Be nice; save a tree.**

## *Orienting your printout sideways*

Suppose that your spreadsheet is wider than it is long. And, suppose that it would fit into a single sheet of paper if it were oriented sideways. To orient your printout sideways, follow these steps:

- 1. Choose Format⇨Page.**

The Page Style dialog box appears.

- 2. Click the Page tab.**

The Paper Format and Margins settings appear, if they were not already visible.

- 3. In the Paper format section, select Landscape Orientation.**

Note that the Page Format width and height values adjust to their proper sizes.

## *Scaling your printout*

What if your spreadsheet is just too large, and nothing that you do can get it to print onto a single piece of paper? Calc offers a solution for everything. Just scale it down.

With a high-resolution printer and a magnifying glass, you're all set.

To scale your printout, repeat the following steps until you like the look of your printout:

- 1. Choose File⇨Print Preview to enter the Print Preview mode (if you are not already in Print Preview).**

2. Click the **Page Format** icon.

The Page Style dialog box appears.

3. Click the **Sheet** tab in the **Page Style** dialog box.
4. In the **Scale** section, select the **Fit Printout on Number of Pages** check box.

5. Click the **up** or **down** arrows to assign the number of pages.

Try starting with 1. If you have a large spreadsheet, it's good for a laugh.

6. Click **OK**.

## Printing a Selection

Suppose that your spreadsheet is humongous and you only want to print a small section of it. Calc makes this easy. To print a section — called a *selection* — follow these steps:

1. Select the range of cells that you want to print.
2. Choose **File**⇨**Print**.

The Print dialog box appears.

3. In the **Print Range** section, select **Selection**.

If the Selection option button does not appear, you are probably in Page Preview mode.

4. Click **OK** to start printing.



## Printing or Suppressing Sheets

Calc prints all your nonempty sheets, unless you specify the sheets that you want to print. To specify the sheets that you want to print, follow these steps:

1. Select the sheets that you want to print.
2. Choose **File**⇨**Print**.

The Print dialog box appears.

3. Click the **Options** box.

The Print Options dialog box appears.

4. Select the **Print Only Selected Sheets** check box.



5. Click OK to return to the Print dialog box.
6. Click OK to start printing.

## *Printing the Grid — or Not*

The majority of people who print spreadsheets consider the grid to be extraneous clutter. But you may be different. If you want to print the grid — and why not the row and column headers, too? — follow these steps:

1. Choose **File**⇨**Page Preview** to enter the Page Preview mode.
2. Click the Page Format icon.
3. Click the Sheet tab.
4. In the Print panel, select the Grid check box.
5. To print the row and column headers, select the Column and Row Headers check box.
6. Click OK, and look at your preview.

Are you sure you want that grid?

## *Expressing or Suppressing Those Doodles*

Want to doodle all over your spreadsheet and still print a clean copy with no trace of your artistic endeavor? To doodle all over your spreadsheet like we did in Figure 10-3, follow these steps:

1. If the Main toolbar is not visible, choose **View**⇨**Toolbars**⇨**Main Toolbar**.
2. Click the Show Draw Functions icon (on the Main toolbar in the left column of the window).
3. Choose from the assortment of drawing tools, and have fun drawing on your spreadsheet.

If you draw over a cell or cells, it does not affect any data that's contained within those cells.

To print your spreadsheet minus all the doodles, follow these steps:

1. Choose **File**⇨**Page Preview**.

The window changes to the Page Preview window.

**2. Click the Page Format icon on the Object toolbar.**

The Page Style dialog box appears.

**Figure 10-3:**

Doodling on your spreadsheet can be an interesting use of your time, and sometimes it's even helpful.

	A	B	C	D	E	F	G	H
2	Loan Amount:	\$50,000.00						
3				Number of Years				
4	Interest Rate	30	20	15	10	5	3	1
5	7.00%	332.65	387.65	449.41	580.54	990.06	1543.85	4326.34
6	6.75%	324.30	380.18	442.45	574.12	984.17	1538.15	4320.58
7	6.50%	316.03	372.79	435.55	567.74	978.31	1532.45	4314.82
8	6.25%	307.86	365.46	428.71	561.40	972.46	1526.77	4309.07
9	6.00%	299.78	358.22	421.93	555.19	966.64	1521.10	4303.32
10	5.75%	291.79	351.03	415.21	548.85	960.84	1515.44	4297.58
11	5.50%	283.89	343.94	408.54	542.63	955.06	1509.80	4291.84
12	5.25%	276.10	336.92	401.94	536.54	949.30	1504.16	4286.10
13	5.00%	268.41	329.98	395.40	530.53	943.56	1498.54	4280.37
14	4.75%	260.82	323.11	388.92	524.24	937.85	1492.94	4274.65
15	4.50%	253.34	316.32	382.50	518.19	932.15	1487.35	4268.93
16								

**3. Click the Sheet tab.**

**4. In the Print panel, deselect the Drawing Objects check box.**

**5. Click OK, and look at your preview.**

It may have lost some pizzazz, but at least you still have a job.

## Printing Formulas

If you are like we are, you end up putting lots of formulas in your spreadsheet, but then you forget if the number you are looking at is a formula or an entry. Normally, formulas are suppressed in a printout, but to keep things straight, you can print your spreadsheet twice: first showing your numbers as usual and then showing your formulas.

To print your formulas, follow these steps:

**1. Choose File⇨Page Preview.**

The window changes to the Page Preview window.

**2. Click the Page Format icon on the Object toolbar.**

The Page Style dialog box appears.

**3. Click the Sheet tab.**

4. In the Print panel, select the Formulas check box.
5. Click OK, and look at your preview.

Formulas can sometimes be quite large. You may want to change your column widths to accommodate them. See Chapter 9 for handy instructions on changing column widths.

## *Printing Your Spreadsheet*

Finally, you are ready to print. You have previewed your pages, and everything looks great. And you've loaded your printer cartridge with a hypodermic needle full of ink (and cleaned up the extra squirts that dripped on your keyboard, mouse, table, and floor). Follow these steps to print your spreadsheet:

1. **Choose File→Print.**

The Print dialog box appears.

2. **Select the printer that you are using. If your printer does not appear on the drop-down list, you need to install the printer driver according to the manufacturer's instructions.**
3. **Click the Properties button to open the Properties of Your Printer dialog box.**

This dialog box varies among printers, but you can generally continue with the next steps.

4. **Choose your paper size (8½×11 inches is standard U.S. letter size), orientation (landscape is sideways, of course), and scale (normally 1).**
5. **Choose the pages that you want to print, or print all the pages.**

Refer to the instructions in the section "Printing a Selection," earlier in this chapter, to print just a selection.

6. **Click OK.**
7. **Hold your breath, cross your fingers, knock on wood, and listen for that soothing sound of whirling gizmos that magically make numbers and letters appear on paper right in front of your eyes.**



## Chapter 11

# Snazzing Up Your Spreadsheet

---

### *In This Chapter*

- ▶ Using AutoFormat for a professional look
  - ▶ Adding borders and backgrounds
  - ▶ Freezing headings
  - ▶ Splitting windows and floating frames
  - ▶ Inserting OLE objects
  - ▶ Adding graphics
  - ▶ Drawing your own graphics
- 

**M**aybe the next logical chapter for this spot is “Making Calculations.” But all those formulas on plain-looking spreadsheets seem too dull. So, first we discuss how to dress up those spreadsheets. This chapter covers the AutoFormat feature as well as adding borders and backgrounds, freezing column headings, splitting windows, adding your art, and more.

Just a few touches can make all the difference. It can set you apart from the crowd by giving your spreadsheet that professional look it needs in today’s highly competitive business world — and perhaps even get you that richly deserved promotion.

## *Getting That Professional Look with AutoFormat*

AutoFormat is a quick and easy method for beautifying your spreadsheet and getting it the attention it deserves — even if it just includes your grocery list. See Figure 11-1 for an example of a table that was created with the AutoFormat feature. To AutoFormat your spreadsheet, follow these steps:

**Figure 11-1:**  
The AutoFormat feature makes every table look good.

	A	B	C	D	E	F
1						
2		<i>Lede Nursery</i>				
3		<u>Projected Sales</u>	2003	2004	2005	2006
4		Elderberry	672	1344	2688	5376
5		Serviceberry	531	1062	2124	4248
6		Dwarf Cherry	702	1404	2808	5616
7		Dwarf Golden Delicious	998	1996	3992	7984
8		Giant Blueberry	203	406	812	1624
9		Mulberry	112	224	448	896
10						
11		<b>Total Sales</b>	4906	7810	13617	25230
12						
13						
14						
15						

### 1. Select the cells that you want to AutoFormat.

Be sure that you select enough cells. AutoFormat does not appear on the Format menu unless you select a range that's at least three cells wide and three cells high.

### 2. Choose Format → AutoFormat.

The AutoFormat dialog box appears.

### 3. Choose your format type from the format list.

Calc shows an example of the format in the center of the dialog box. Take a look at all the formats. Which do you like best? Our favorite is the Yellow.

If your cells are specifically formatted in any way, you could be in danger of losing those formats unless you tell AutoFormat not to change the formats.

### 4. To retain your formats, open the AutoFormat dialog box, click the More button, and deselect the Number Format check box and Font check box. You could also deselect the Autofit Width and Height check box if you don't want your columns and rows to change sizes.

### 5. Click OK, and view your new table.

Like it? If not, it's easy to change.



## *Going Bananas with Backgrounds and Borders*

Some people like to buy flowers in arrangements. Others like to arrange their own. If the AutoFormat feature does not provide precisely what you envisioned for your tables, you can design your own look.

### *Adding background colors*

We never work on a spreadsheet without changing the background color of the table that we're working on. Somehow a soft golden glow on the screen is more soothing to the eyes than glaring white. To change the background color of the table, follow these steps:

- 1. Select the cells of your table.**
- 2. Click the Background Color icon, and select your color from the pop-up swatches.**

Alternatively, you can follow these steps to change the background color of the table:

- 1. Choose Format → Cells.**

The Cell Attributes dialog box appears.

- 2. Click the Background tab.**
- 3. Select your color.**
- 4. Click OK.**



Choose a light shade for your background color so that you don't have to strain to see the numbers clearly. Or, choose a dark background and change your font color to white or yellow — how about pink? Read on for more details.

### *Choosing font colors*

It's no secret that black is not our favorite color, so we never display our numbers in black. Of course, we don't want them in red, either, but the world is a rainbow of colors. It's fun to explore. To change your font colors, follow these steps:

1. **Select the range of cells to be formatted.**
2. **Click the Font Color icon, and select your color from the pop-up swatches.**

Alternatively, you can follow these steps to change the font colors:

1. **Choose Format⇨Cells.**  
The Cell Attributes dialog box appears.
2. **Click the Font tab.**
3. **Select your font color.**
4. **Click OK.**

## *Adding borders and printable grids*

Suppose that you want to border your table with dark lines, or you may want grid lines in your tables, but nowhere else.

To add a black border or black grid lines to your table, perform the following steps:

1. **Select the range of cells to be bordered or gridded.**
2. **Click the Border icon, and select from the range of line arrangement options.**

To add a colored border or grid lines, follow these steps:

1. **Select the range of cells to be bordered or gridded.**
2. **Choose Format⇨Cells.**  
The Cell Attributes dialog box appears.
3. **Click the Borders tab.**
4. **Select your line arrangement. Click the four boxes for a full grid effect.**
5. **Choose the line type and color.**
6. **Select a shadow style, position, and color if you want.**
7. **Click OK.**

Now that you have grid lines formatted on your table, you may want to do away with them elsewhere on your screen, as shown in Figure 11-2. Or, you could choose File⇨Page Preview and preview your printout with no grid lines except those that you formatted. If grid lines still appear everywhere in Page Preview and you don't want them to print, follow the instructions in the section "Printing the Grid — or Not," in Chapter 10.



**Figure 11-2:**  
You can format tables and hide grid lines to give them your own look.

Leete Nursery				
Projected Sales	2003	2004	2005	2006
Elderberry	672	1344	2688	5376
Serviceberry	531	1062	2124	4248
Dwarf Cherry	702	1404	2808	5616
Dwarf Golden Delicious	998	1996	3992	7984
Giant Blueberry	203	406	812	1624
Mulberry	112	224	448	896
<b>Total Sales</b>	<b>4906</b>	<b>7810</b>	<b>13617</b>	<b>25230</b>

## Hiding or showing the screen grids

Want to change the color of the grid on your screen? Or do away with it altogether? Or get it back if it's already done away with? Follow these steps:

### 1. Choose **Tools** ⇨ **Options**.

The Options dialog box appears.

### 2. Click **Spreadsheet** from the list on the left side of the dialog box.

A drop-down menu appears.

### 3. Click the **View** button.

The Options-Spreadsheet-view dialog box appears.

You may be tempted to click the Grid button instead of the View button, but restrain yourself. The Grid option only applies to printing the grid and does not affect the viewing of the grid on-screen.

### 4. In the Visual aids panel, select the grid color from the combo box. You can also deselect the Grid lines check box to make the grid disappear. Select the check box to make the grid reappear.



## Functional Fun

Another way to impress your boss — or just make your spreadsheet more functional — is to split your windows and/or freeze your headings.

## *Freezing column and row headings*

Ever scroll down a very large spreadsheet and suddenly not know which column pertains to what data, because your column headings scrolled off the top of the screen? Or maybe it was your row headings that scrolled off to the left. Calc can freeze those headings so that you never have that problem. And it looks cool.

To freeze column or row headings, follow these steps:

- 1. Place your active cell in the row below the column headings that you want to freeze and in the column to the right of the row headings that you want to freeze.**

If you don't want to freeze your row headings, place your active cell in column A.

- 2. Choose Window⇨Freeze.**
- 3. To unfreeze your headings, choose Window⇨Freeze again to halt the effect.**

## *Splitting your window*

Splitting your window is similar to freezing your headings, except Calc also splits the scroll bars and allows you to see all columns and rows in each window. You can use this feature to line up and compare data from different tables. To split your windows, follow these steps:

- 1. Place your active cell in the row where you want to split your window and in the column where you want the split to occur.**

If you don't want to split your columns, place your active cell in column A.

- 2. Choose Window⇨Split.**

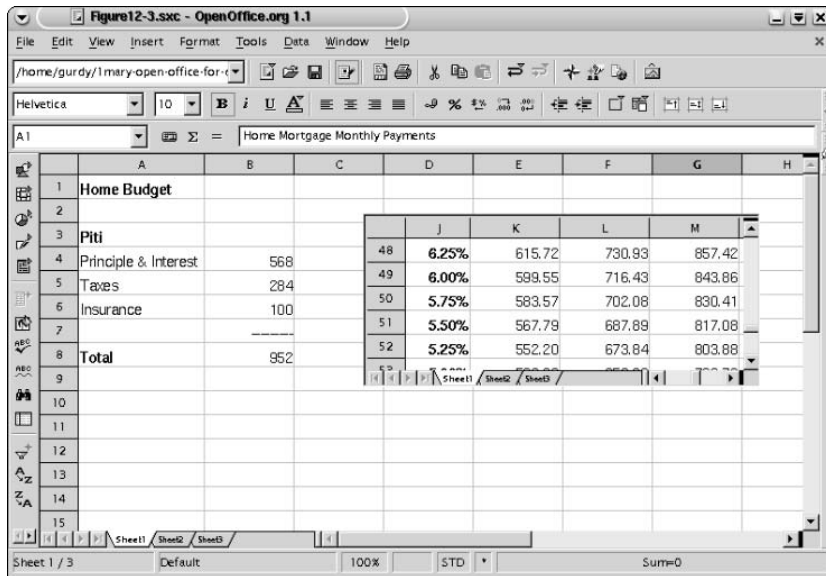
Note that you now have more than one scroll bar on at least one side of your window. And you can scroll through the entire sheet using either adjacent scroll bar.

Typing data into a field on one side of the split automatically records in the other side of the split. In other words, it is still just one sheet; you just see it as if it were two.

- 3. To deactivate your split window, choose Window⇨Split again.**

## Using floating frames

Want to work in more than one spreadsheet at a time? Use floating frames to read in another spreadsheet and float it in a draggable window inside your spreadsheet window, as shown in Figure 11-3. You can work inside your floating frame just as you can work in your main window. Changes are saved to the original file of the floating frame (if you want them to be) as well as to the file of the main window.



**Figure 11-3:**  
A floating  
frame is a  
spreadsheet  
within a  
spreadsheet.

To open a floating frame, follow these steps:

1. Place your active cell where you want your floating frame to appear.
2. Choose **Insert** → **Floating Frame**.  
The Floating Frame Properties dialog box appears.
3. Type in a name for your floating frame.
4. Click the **Browse** icon next to the contents line.  
The Select File for Floating Frame browser window appears.
5. Browse through your files, and double-click the spreadsheet file, text file, presentation file, or graphic that you want in your floating frame.
6. Click the **Open** button.
7. Click **OK** in the Floating Frame Properties dialog box.

### *To move your floating frame*

To move your floating frame, follow these steps:

- 1. If the eight *handles* (green dots) on the perimeter of the floating frame are not showing, move your pointer over the edge of the floating frame so that the pointer sits just slightly outside of the floating frame. Click once.**

The handles should appear. If the handles don't appear, try again, positioning the mouse either slightly closer to or farther from the outer perimeter of the frame.

- 2. Now that the handles are showing, move your mouse over the perimeter (or just outside of the perimeter) so that the pointer changes to a four-directional arrow symbol.**
- 3. Drag the floating frame to its desired location.**

### *To resize your floating frame*

To resize your floating frame, follow these steps:

- 1. If the handles are not showing, move your pointer over the edge of the floating frame so that the pointer sits slightly outside of the floating frame. Click once.**

The handles should appear. If the handles don't appear, try again, positioning the mouse either slightly closer to or farther from the outer perimeter of the frame.

- 2. Now that the handles are showing, click and drag on a handle of your choice to resize your floating frame.**

### *To save your floating frame*

To save your floating frame, follow these steps:

- 1. Make any changes to your floating frame.**
- 2. Choose File⇨Save All.**

This saves all your changes in every floating frame and your workbook.

If the Save All option does not appear in the File menu, choose Save. Save All only appears when more than one window needs to be saved.

## *Making Terrific Text*

You can make lots of nice effects with text. You can use the Object toolbar to select your font type and size, and you can choose boldface, italic, underlined, or colored text. You can center your text horizontally or vertically within its cell, indent it, or justify it to the left, right, top, or bottom. You can give your cells borders or background color — all this can be done from the Object toolbar. If the Object toolbar is not visible, choose View⇨Toolbars⇨Object Bar.

You can also use styles in Calc. Just set up your styles. With one click, your font type, font size, indentations, and so on are all formatted for you. You can create different styles for different headings, titles, and data.

You can do even more things with your text. How about typing several lines of text in one cell? Or you can get fancy with moving text, blinking text, or upside-down text. With Calc, the sky's the limit — almost.

### *Multiline text*

Want to put a whole book into a single cell? With Calc, anything is possible. You can add line breaks in two ways: automatically or manually.

To manually enter line breaks within a cell, follow these steps:

1. **Type your text into a cell.**
2. **To insert a line break, press Ctrl+Enter.**

The row enlarges to accommodate the extra line of text.

As far as we can tell, you can have as many line breaks as you want in a row.

To automatically enter line breaks within a cell, follow these steps:

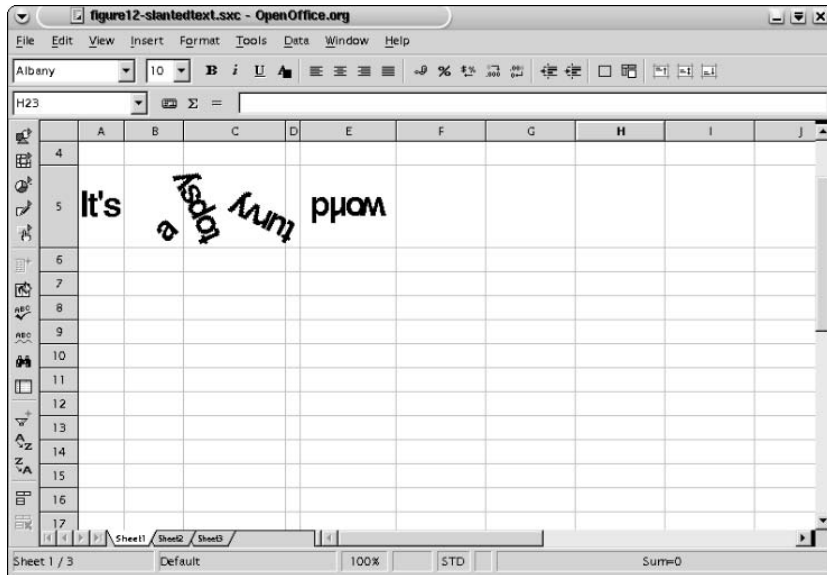
1. **Choose Format⇨Cell.**  
The Cell Attributes dialog box appears.
2. **Click the Alignment tab.**
3. **Select the Line Break check box.**
4. **If you want automatic hyphenation, select the Hyphenation Active check box.**
5. **Click OK.**

## Slanted or upside-down text

Feeling like the whole world is topsy-turvy? Display how you feel with slanted or upside-down text or numbers. To create slanted or upside-down text or numbers, follow these steps:

1. **Select the cell or range of cells that you want to format as slanted or upside-down.**
2. **Choose Format→Cell.**  
The Cell Attributes dialog box appears.
3. **Click the Alignment tab.**
4. **Turn the wheel in the Degrees box to the alignment that you want, type the number of degrees in the Degrees box, or use the arrow keys in the Degrees box to scroll through the numbers.**
5. **To align upside-down text to the top of the box, open the Vertical list box in the Text Alignment panel and choose Top.**

Your upside-down text looks a bit better if you align it to the top of the box, instead of the bottom, as shown in Figure 11-4.



**Figure 11-4:**  
Go wild with  
slanted or  
upside-  
down text.

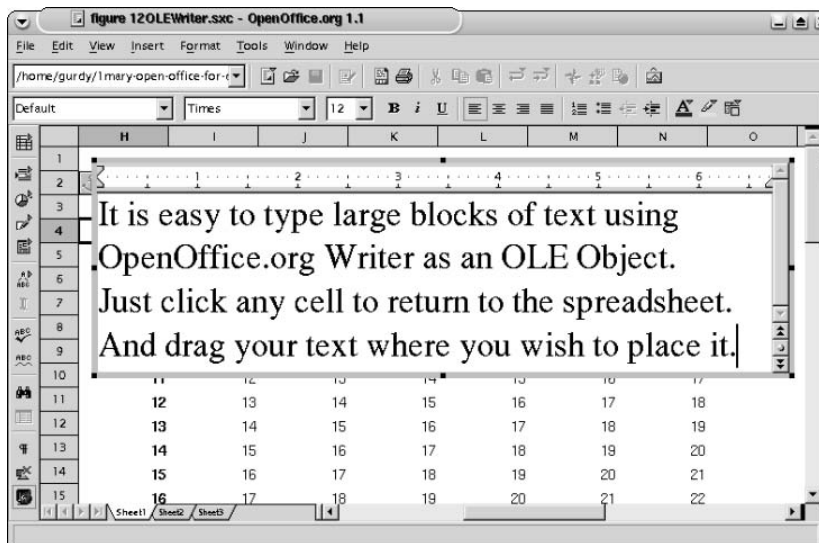
6. Click OK.
7. Enter text into a cell, and press Enter.

Your text slants or flips — whatever you designated.

Ready for another practical joke? Select all the cells in the sheet and format them for upside-down data. Then let a coworker use your spreadsheet. Funny? Hopefully that coworker is not your boss.

## Using OpenOffice.org Writer as an OLE object

OLE stands for *object linking and embedding*. One of the best features of OpenOffice.org is how it can integrate all its various modules. With a click or two of the mouse, you can have the writing program, the drawing program, or the presentation program function embedded within your spreadsheet, as shown in Figure 11-5.



**Figure 11-5:** Calc allows Writer to be inserted as an OLE object.

It is especially useful to open the Writer program within OpenOffice.org's Calc program. You then have the power to fine-tune your text without the restrictions of dealing with cells. Suppose that you have several pages of charts and you want text to appear above, below, and around them. By typing your text into the Writer program and dragging the text to its precise location, you have more power to fine-tune the look of your spreadsheet and your printout.

Follow these steps:

**1. Choose Insert⇨Object⇨OLE Object.**

The Insert OLE Object dialog box appears.

**2. From the list of OLE objects, choose OpenOffice.org 1.0.1 Text.**

A miniature text window appears.

**3. Drag and resize the new text window as you want.**

**4. While the window is selected, you can type your text and access the full menu items of OpenOffice.org's Writer program.**

**5. To return to Calc, click outside of the text window.**

The main menu returns to Calc. The text that you inserted is now free of the text window and can be resized or dragged anywhere in Calc.

**6. If you need to edit the text again, just double-click it.**

The OpenOffice.org Writer window reappears.



If the OpenOffice.org Writer window does not appear, another object must be on top of it. Simply move the other objects off of the text and double-click the text again.

## *Adding the Art*

Calc's formulas and database abilities are fabulous, but its graphics are amazing. Why settle for ordinary spreadsheets when you can insert all kinds of graphic aids into them? Import some animations, resize them, and drag them wherever you want. Or, open a miniature drawing window and create your drawings while in Calc. Just click outside the window; your drawings stay within the spreadsheet and can be dragged and resized.



Your graphics only print if you choose the option to print them. So why not check that now, and save yourself the trouble of having to remember it later?

To format your graphics to print, follow these steps:

**1. Choose Format⇨Page.**

The Page Style dialog box appears.

**2. Click the Sheet tab.**

**3. In the Print panel, select the Objects/Graphics check box.**



## *Going in for the gallery*

The gallery has lots of nifty stuff to check out. To use the gallery, follow these steps:

- 1. Choose Tools⇨Gallery.**

The gallery appears.

- 2. Select 3D Effects, Backgrounds, Bullets, or Rulers.**

- 3. Drag the art of your choice from the gallery to your active sheet.**

If your gallery window covers your active sheet window completely, resize the gallery window by clicking and dragging on the first gray bar below the gallery items. The cursor changes to a double arrow with a short perpendicular bar in the center.

- 4. Resize and position your gallery art, or make the art a background by following the steps that are presented in the next section.**

## *Importing your art*

If levitating donuts and other items in the gallery are not your cup of tea, you can import your own art. Follow these steps to import your art:

- 1. Choose Insert⇨Graphics⇨From File.**

The Insert Graphics browser appears.

- 2. Browse through your files and select a file, or type in the address of the graphic that you want to insert.**

- 3. To specify a file type, click the File Type combo box and select a format.**

Your file can be one of the following formats: BMP (Windows bitmap), DXF (AutoCAD Interchange), EMF (Enhanced Metafile), EPS (Encapsulated Postscript), GIF, JPEG, MET (OS2 Metafile), PBM (Portable Bitmap), PCD (Kodak), PCX (zsoft Paintbrush), PGM (Portable Graymap), PNG, PPM, PSD, RAS, SGF, SVM, TGA, TIFF, WMF, XBM, or XPM.

- 4. Click the Open button, and your graphic appears in the spreadsheet.**

## *Resizing your graphic*

Several dots appear around the edges of each graphic. These dots are called *handles*. To resize your graphic, follow these steps:

1. Place your pointer on a handle.
- A double-headed arrow symbol appears.
2. Click and drag the handle to the new size.

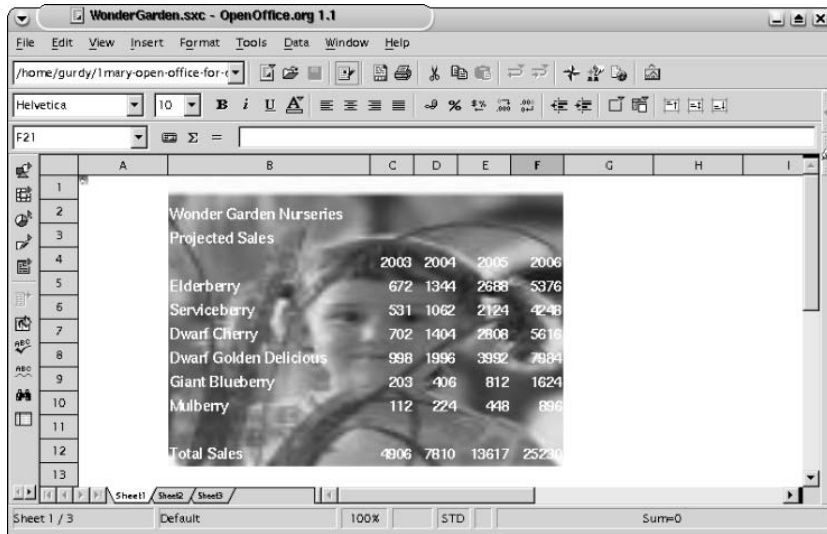
## *Moving your graphic*

To position your graphic, simply click anywhere within your graphic and drag it to a new location.

## *Creating a background with a graphic*

Want to use that great picture of yours as a background for your table, like the one that's shown in Figure 11-6? To create a background with a graphic, follow these steps:

**Figure 11-6:**  
Add  
backgrounds  
to tables  
to emphasize  
your  
statement.



1. Import your graphic into your spreadsheet.
2. Resize the graphic, and position it where you want it to become the background.
3. Choose **Format** → **Arrange** → **To Background**.

Your grid lines should appear, if they are visible in your spreadsheet, as should any data that was beneath your graphic.



At the time of this writing, background graphics cannot be modified or deleted from a spreadsheet easily. To modify or delete your graphic, select and copy all the cells in your sheet. Then open another sheet, and paste your data there. When you do this, your graphics are not pasted. If you have a lot of graphics in your spreadsheet that are not background images, select and copy them and paste them into your new sheet.

## *Drawing your own masterpieces*

Calc gives you the ability to open the drawing program within your spreadsheet and draw whatever you need to make your point — even doodle, if you want. You can draw in Calc by using the draggable Draw Functions toolbar or by inserting the drawing program as an OLE object.

### *Using the Draw Functions floating toolbar*

To draw in Calc by using the Draw Functions toolbar, follow these steps:

- 1. Click the Show Draw Functions icon on the Main toolbar to open the Draw Functions floating toolbar.**
- 2. Click the top bar of the Draw Functions toolbar, and drag the toolbar anywhere — or you can leave it where it is.**
- 3. Click a drawing function icon, such as a rectangle, and draw, just as you would in the drawing program.**

For a more powerful drawing program, you can use OpenOffice.org Draw as an OLE object. Refer to the section “Using OpenOffice.org Draw as an OLE object,” later in this chapter, for more details.

### *Creating callouts*

Callouts are a particularly useful tool in a spreadsheet. They can point to cells in a table and describe the data in more detail. And because your spreadsheet may change in size and shape, you undoubtedly want to anchor your callouts to cells. Follow these steps:

- 1. Click the Show Draw Functions icon on the Main toolbar to open the Draw Functions floating toolbar.**
- 2. Click the Callouts icon.**
- 3. Click and drag, starting from the beginning of the callout and ending where you want the box to be located.**
- 4. Adjust the size of the box by clicking and dragging the handles on the box.**
- 5. Double-click inside the box, and insert your text.**

Calc automatically anchors the callout to the cell.

### *Repositioning your callout*

To reposition your callout to refer to another cell, click and drag on the handle of the callout.

To move the callout box, click and drag on the callout box. The handle of the callout remains positioned in the cell while you drag the box.

### *Anchoring your art*

Sometimes you want your art to refer to a cell, such as a callout. Other times, you may want it to show near the top of each page or be positioned on a page regardless of how you manipulate the data in your tables.

To anchor your art, follow these steps:



- 1. Click your art to select it.**

Backgrounds cannot be selected in this manner.

- 2. Right-click your art, and choose Anchor from the shortcut menu that appears.**

- 3. Click Page if you want your art to remain where it currently is on the page. Or, choose Cell if you want it to move accordingly when rows or columns are added.**

### *Using OpenOffice.org Draw as an OLE object*

The fully operable OpenOffice.org Draw program can be used in a mini-window within a Calc spreadsheet, just as OpenOffice.org Writer can. Follow these steps:

- 1. Choose Insert→Object→OLE Object.**

- 2. From the list of OLE objects, choose OpenOffice.org 1.0.1 Draw.**

A miniature Draw window, which can be dragged and resized, appears.

- 3. Use the drawing toolbars to draw to your heart's content.**

- 4. When you are finished, click outside of the Draw window.**

The menus and toolbars change to Calc, and the drawing window disappears. Only the drawing remains in your spreadsheet.

- 5. You can now resize and drag your drawing anywhere in Calc.**

- 6. To edit your art, just double-click it.**

The OpenOffice.org Draw window reappears.



If the OpenOffice.org Draw window does not appear, another object must be on top of it. Simply move the other objects off of the drawing and double-click the drawing again.

## Chapter 12

# Making Calculations

---

### *In This Chapter*

- ▶ Creating formulas
  - ▶ Generating formula arrays
  - ▶ Nesting functions
  - ▶ Creating conditional formulas
- 

**N**ow it's time to explore the deep power of Calc. Calc takes you far beyond addition and subtraction. Its ready-made functions span a whole range of statistics, business, mathematics, and computing. And you can combine functions with such speed and diversity that Calc rivals powerful programming languages — and it's easy.

## *Formula Basics*

Formulas are found in almost every spreadsheet. Some spreadsheets use formulas just to generate totals. Other spreadsheets use formulas more often, such as for subtracting cost of goods sold from sales to generate net income, and for multiplying net income by the tax rate to roughly calculate taxes. Other spreadsheets, like the mortgage tables that are shown in Figure 12-3, are almost entirely generated by formulas.

Calc begins each formula with an equal sign. Creating a formula can be as simple as typing `=1+1`. Formulas can contain numbers, or they can refer to cell addresses. For instance, the formula `=1+1` returns the same value, 2, as the formula `=A1+A2` if cells A1 and A2 both contain the number 1.

When you type in a formula and press Enter, the formula seems to disappear. What you see is the value that the formula generates. Even though the formula seems to disappear, Calc remembers it. You can see the formula in the input line of the Formula toolbar. To edit your formula, you do so from the input line when the cell is selected. Or, you can double-click the cell, and the value changes to the formula.

Formulas can also be ready-made functions. The AutoPilot:Functions dialog box lists 365 different functions (if I counted correctly) in ten different categories, such as Financial, Statistical, Mathematical, and Date&Time. These functions offer a wide range of applications. You can create your own mortgage tables, calculate standard deviations, manipulate text, and manipulate data in a variety of ways. You can even find out the date of Easter Sunday in the year 5032! (It's always good to plan ahead.)

Then when you start putting formulas together to create more complex formulas, the sky is the limit. Calc offers an infinite range of possibilities.

## *Adding, Subtracting, and More*

Learning to add and subtract is the core of your mastery of the formulas and functions of Calc. The basic skills that are necessary to unleash the awesome power of Calc can be learned from the ins and outs of simple addition.

### *Adding and other arithmetic*

Basic addition and subtraction can be performed in a cell simply by typing `=4+6+9+7+3-2-5+1` and so on.

Multiplication and division are not much different, although you can incorporate parentheses into your equation. An example would be to type `=(2+(5*3)-4)/2`. Nesting parentheses is fine. You can make your formula as short or as long as you want.

You can mix and match cell addresses with numbers. For example, you can enter the formula `=C3/(2*D6)`. Calc easily distinguishes between numbers and cell addresses.



If `#####` appears in your cell instead of your expected value, you need to make the column wider. Calc needs more space to enter the value.

### *Adding with the Sum function*

When adding a long column of numbers, it can be tedious to type each cell address followed by a plus sign, so Calc provides the Sum function. This function can be used in two ways: by using its icon on the Formula toolbar or by typing the function into a cell.

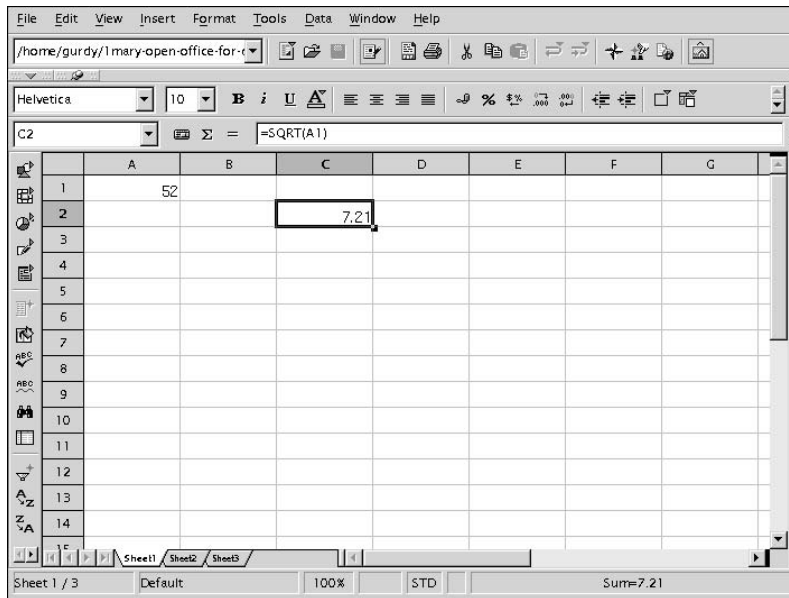
### Using the Sum icon

To add or subtract using the Summation icon, perform these steps:

1. If the Formula toolbar is not visible, choose **View**⇨**Toolbars**⇨**Formula** to make it appear.

The Formula toolbar is shown in Figure 12-1. The toolbar contains the following items:

- **The sheet area combo box:** This box displays the addresses of selected cell(s) and stores any ranges that you name.
- **The input line:** This line shows the formula that resides in the active cell, if there is one; otherwise it displays the value.
- **Three icons — AutoPilot:Functions, Sum (which looks like a crooked E), and Function (=):** The AutoPilot:Functions icon and Sum icon are discussed in the next section of this chapter. The Functions icon just types an equal sign.



**Figure 12-1:**  
Keep your  
Formula  
toolbar  
visible while  
working  
with  
formulas.

2. Place your active cell in an empty cell where you want your total to appear.
3. Click the Sum icon.

A blue box appears bordering the cells that Calc guesses that you want to add. For instance, if your active cell is below a column of numbers, the blue box borders the column of numbers.

Also, the formula is visible in your active cell. All formulas begin with an equal sign followed by the formula type — in this case, SUM. Then the range of cells is listed in parentheses.

- 4. If Calc has not guessed correctly and the blue box does not border any or all of the cells that you want to add, place your cursor over the box so that the cursor changes to a pointing hand (not a plus sign). Click and drag the blue box to the first value that you want to include in your sum.**

Don't worry if your box extends downward and you want to sum rows (across) instead. Changing the shape of the box is discussed in the next step.

- 5. Click and drag the tiny square at the lower-right corner of the blue box over the cells that you want to add.**

Your cursor changes to a plus sign (+) as you position it over the tiny square. As you drag, the box expands or contracts to border the range of cells that you desire.

Be sure that the range of the blue box does not include the active cell. If it does, it means that you are trying to use your sum as a value in your sum. This is known as a *circular reference*. Just like everyone else, computers don't like to go around in circles. In this case, Calc gives you an error message.

- 6. Press Enter.**

Your sum appears in the active cell.



#REF! appearing in your active cell instead of your total indicates that Calc found some invalid data that it could not add. Calc ignores text and empty cells, but it does not always ignore formulas. If #REF appears, look for an invalid formula in the summation range. Then delete or move the invalid formula. Let's keep Calc happy.

### ***Canceling the Sum icon***

If you are in the middle of creating a sum and decide to cancel it, just click the red X icon on the Formula toolbar. This icon only shows when you are in the middle of creating a sum. Clicking the icon causes the blue summation rectangle to vanish, and the formula disappears from the active cell.

If you have already finished creating a sum and want to delete it, click the cell that the total is in and press Backspace. Poof! The sum vanishes.

### ***Entering the Sum function manually***

Some people like things automated, and some don't. Calc caters to both predilections. If you would rather just type in the formula and not have to pull on tiny blue squares and resize rectangles, you can do that. (This is the



method that we prefer.) (We got off on the wrong foot with that blue square and hard-heartedly have never forgiven it.) To enter the Sum function manually, follow these steps:

**1. Click in the cell where you want your total to appear and perform the following steps:**

1. Type =Sum(
2. Type A1:A5 (the range of cells that you want to add)
3. Type )

**2. Press Return.**

Your formula disappears from the cell (but not the input line), and in its place is the total.

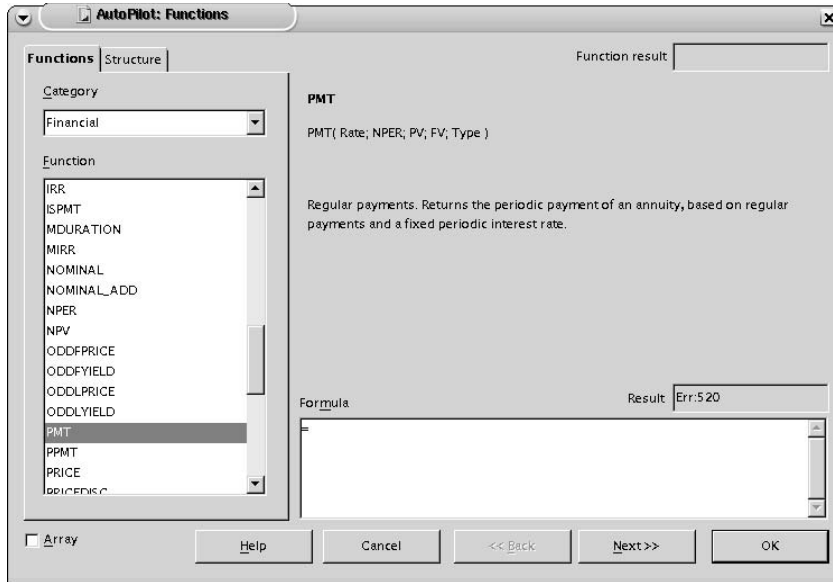
## *Rocketing into Orbit with Functions*

Now it's time to blast off and really have fun. Don't worry about the ins and outs of the laws of aerodynamics; your AutoPilot takes care of everything. Walking on the moon is no less stunning than the heights to which Calc can take you.

### *Using the AutoPilot:Functions dialog box*

The AutoPilot:Functions dialog box, shown in Figure 12-2, has scads of formulas to choose from. And all of them are infinitely useful. The formulas cover the following topics:

- ✓ Database
- ✓ Date&Time
- ✓ Financial
- ✓ Information
- ✓ Logical
- ✓ Mathematical
- ✓ Array
- ✓ Statistical
- ✓ Spreadsheet
- ✓ Text



**Figure 12-2:**  
The  
AutoPilot:  
Functions  
dialog box  
offers 365  
functions.

We count 365 functions in all. One for each day of the year? Plus, you can add functions as well. Combinations and permutations of these functions provide Calc with a scope of computational abilities that is almost unlimited.

To use a function from the AutoPilot:Functions dialog box, perform the following steps:

**1. Select a cell that does not have a formula in it.**

To modify a function instead of inserting a new one, follow the steps for modifying a formula, which are presented later in this chapter.

**2. Choose **Insert**→**Functions**, or click the **AutoPilot** icon on the **Formula** toolbar. If the **Formula** toolbar is not visible, choose **View**→**Toolbars**→**Formula bar** to make it appear.**

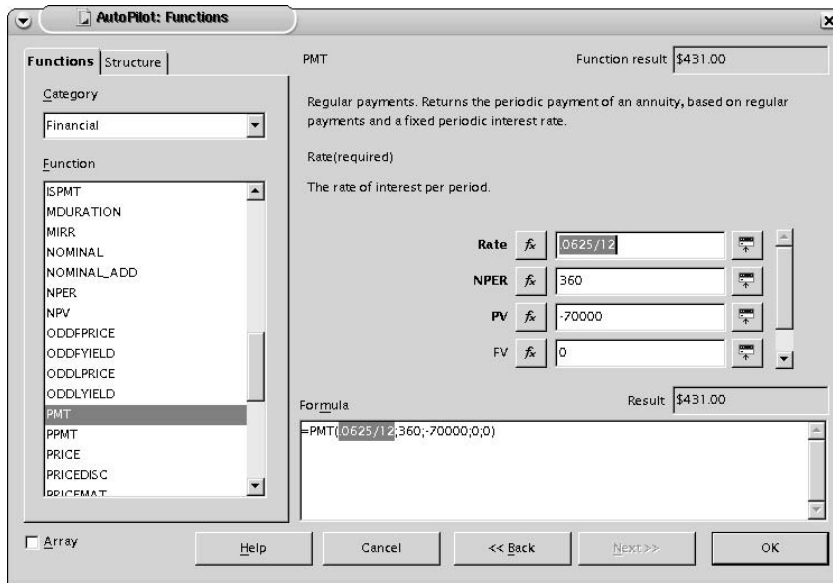
The dialog box should look similar to Figure 12-2, which shows the Functions tab displayed. If the Structure tab is active instead of the Functions tab, your active cell probably contains a formula. Click the Cancel button to return to your active sheet and either choose another active cell or press Backspace to delete the contents of the active cell. Then return and perform Step 2.

**3. Choose a category from the **Category** combo box, and select a function from the **Function** list.**

The name and description of that function appear, as shown in Figure 12-2. Also, the list of arguments that the function needs to return a value appears. For instance, the PMT function returns the periodic payment of an annuity. That's bank jargon for “calculates mortgage payments and other similar investments.” As shown in Figure 12-2, this function requires Rate, NPER, PV, FV, and Type to return a value. The following step provides more information about these arguments.

#### 4. Double-click a function from the Function list.

Input boxes appear so that you can insert values into the function. Some functions, such as NOW in the Date&Time category, do not require information to return a value. No input box appears. Just click OK, and you see the date and time in the active cell. (However, you may need to enlarge the column width to see the date and time.) Other functions require many values, such as the PMT function that is shown in Figure 12-3.



**Figure 12-3:**  
You can use the AutoPilot: Functions dialog box to quickly create formulas.

#### 5. Insert your values or cell references into the input boxes for your function.

Sometimes figuring out exactly what the function expects can be tricky. For instance, Rate, as shown in Figure 12-3, applies to the rate for the monthly period, not the yearly period. In this case, an annual rate of 6.25 percent can be entered as .0625/12. Calc is more than happy to divide or multiply (or perform other actions) in the input boxes.

Other values that are entered in Figure 12-3 are as follows:

- **NPER:** The number of periods for a 30-year loan is 360 monthly periods.
- **PV:** The present value is the amount of the loan — from the bank's point of view that is a negative number.
- **FV:** This is the future value. For a mortgage, this is always 0.
- **Type:** This indicates whether your payment is made at the beginning or end of the period. For a mortgage, this is 0 as well. For other types of investments, 0 indicates that the payment is at the end of the period; 1 means that it's at the beginning.

Notice the button that's labeled **fx** next to each argument name in Figure 12-3. Don't click this button unless you want to nest your formulas. Nesting formulas is covered in the section "Creating Magic Formulas," later in this chapter. If you click the **fx** button, just remember that glorious invention known as the **Back** button.



When you type your value or cell reference in an input box, do not press **Enter**, unless it is the last value or address that you need to enter. Calc interprets pressing **Enter** as if you had clicked **OK** in the dialog box.

If **Err502** — or some other error number — appears, you can find out what the error means by clicking the **Help** button and typing the error number into the input line. Most common errors are invalid parameters. For example, Calc displays an error message when it finds an array when it expects to find a single cell, or when the wrong number of parameters is listed. (This can occur if you use a comma instead of a semicolon, use a colon instead of a semicolon, or forget to enter all the parameters.) We often forget to enter all the parameters, because we forget to scroll down the parameter input lines in the **AutoPilot:Functions** dialog box.

To enter a cell reference instead of typing a value, you can either type the address of the cell or use the **shrink box**.

To use the **shrink box**, follow these steps:

- 1. Place your cursor in the input box in which you want to enter the cell reference.**

- 2. Click the shrink box.**

The **AutoPilot:Functions** dialog box shrinks to include just the input line, the drag bar and close box, and the **Unshrink** button. Your active sheet is now accessible.

- 3. Click the cell that you want to refer to in your formula. Or click and drag from one diagonal corner to the other corner of a range of cells.**

A red box borders the selected cell(s). This box turns blue when you release the mouse button.

**4. Click the unshrink box.**

The AutoPilot:Functions dialog box reappears.

**6. Repeat Step 5 until all values have been entered, ensure that the Array check box is deselected, and click OK.**

The Array check box is an option for creating matrix arrays. We generally don't use this check box. An easier and just as powerful way of dealing with arrays is listed in the section "Creating formula arrays," later in this chapter.

**7. Click OK.**

The result that appears in the Result box of the AutoPilot:Functions dialog box now appears in your cell.

## *Editing functions*

You can edit functions in the following ways:

- ✓ Use the AutoPilot:Functions dialog box.
- ✓ Double-click the cell where the function resides. The function appears and is editable.
- ✓ Select the cell where the function resides and edit it in the input line of the Formula toolbar.

To edit functions using the AutoPilot:Functions dialog box, select the cell where the function resides and click the AutoPilot:Functions icon on the Formula toolbar, or choose Insert⇨Functions. This opens the AutoPilot:Functions dialog box with the Structure tab displayed. Your list of parameters appears in their input boxes, and a graphic representation of your function appears in the structure box. This is useful to see what functions are nested. Nested functions are covered later in this chapter.

To edit a function manually, perform the following steps:

**1. Select the cell that contains your function.**

Your formula appears in the Formula toolbar's input line.

**2. Click the input line on the Formula toolbar (or double-click the cell).**

If you double-click the cell, your formula appears in the cell and becomes editable. If you click the input line, the input line is editable. Color-coded boxes appear in the spreadsheet bordering each cell or range that is referred to in your formula. Your formula also becomes a rainbow of colors — one color for each cell or range.

**3. Reposition the colored borders as you desire, or type in the new addresses that you want to use.**

If you reposition the colored borders, the cell and range addresses change in the formula to reflect their new position. If you type the new addresses into the formula, the borders move to reflect your new formula.

**4. Press Enter.**

This is important. Otherwise, whenever you click on your spreadsheet, you are inadvertently inserting new addresses into your formula and moving colored borders around by mistake. You will feel like you are lost like Alice in Wonderland.

## *Entering functions manually*

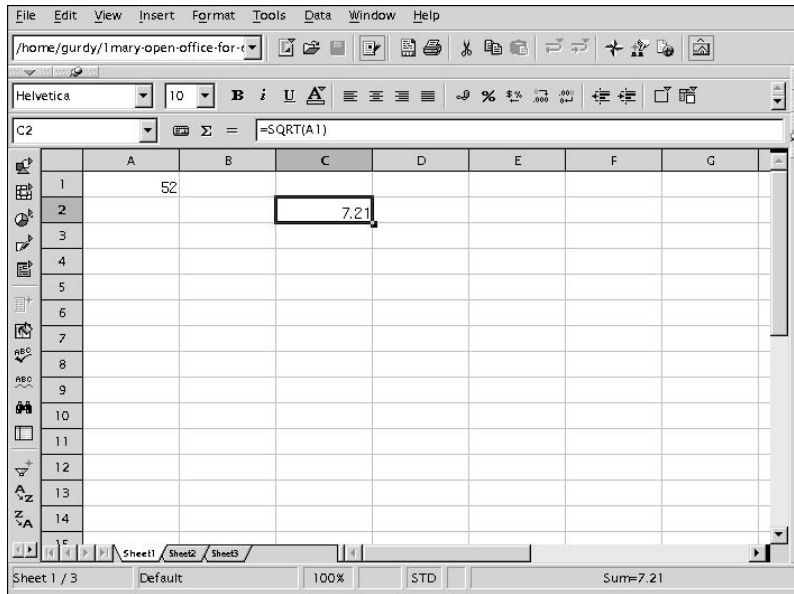
If you don't want to deal with the AutoPilot:Functions dialog box, you can simply type your function into any cell. It's easy. The only trick is knowing what to type. If your function has no parameters, such as `=NOW()` or `=TODAY()`, why not just type it in? And if your function is more complicated, you can look up the parameters using the AutoPilot:Functions dialog box, and then return to the active sheet and type the function into the cell. Just be careful to follow these rules:

- ✓ Start with an equal sign.
- ✓ Place semicolons between the parameters.
- ✓ Be sure that you list the correct number of parameters between the parentheses.
- ✓ Don't misspell *anything*.

## *Copying and pasting formulas*

Formulas containing values can be copied and pasted just like numbers. For example, typing `=EasterSunday(2004)` produces the same value no matter where you copy and paste it. The same is true for typing `=Now()`, which requires no parameters.

If your formula contains a cell reference, for example `=SQRT(A1)`, which returns the square root of the number in cell A1, to copy that formula, you need to understand *relative addressing*. For the example shown in Figure 12-4, Calc always looks one row up and three columns back to find the value to use in the `SQRT` formula, no matter what cell the formula is moved or copied to.



**Figure 12-4:**  
Cell references are often relative and change whenever the formula is moved.

To move or copy a formula that contains a relative address, you may want to move or copy the cell that it is addressing as well.

Relative addressing is very useful, especially in extending totals.

To extend a single total to a whole row of totals for a table, perform the following steps:

1. **Copy the total that you want to extend.**
2. **Select the range of cells that you want to paste your totals into.**
3. **Paste the totals.**

The ranges in the Sum functions change to reflect the columns where the newly pasted formula resides.

## *Creating formula arrays*

If you copy and paste formulas, making use of relative addressing, just add one more step, and you can create tables of formulas, such as the mortgage tables shown in Figure 12-4. That one step that you need to add is called *absolute addressing*.

An absolute address is easier to understand than a relative address. An absolute address is one that does not move. For example, in Figure 12-4, if the formula `=SQRT(A1)` referred to an absolute address of cell A1, whenever you moved or copied that formula, it would always refer to cell A1 for its value. Calc uses dollar signs to denote absolute addresses. The formula with an absolute address would read `=SQRT($A$1)`.

The dollar sign in front of the A fixes column A as nonchanging for this formula, and the dollar sign in front of the 1 fixes Row 1 as nonchanging.

To create a column, row, or array of formulas, perform the following steps:

1. **Type in the variables for your column and/or row headings.**

For example, the column headings for the mortgage table in Figure 12-5 are the number of years for the mortgage. And the row headings are the annual interest rates.

The screenshot shows a spreadsheet window titled "MortgageTables3.xlsx - OpenOffice.org 1.1". The spreadsheet contains a table of mortgage payments. The formula bar at the top shows `=PMT($A5/12,$B$4*12;,$B$2,0,0)`. The table data is as follows:

	A	B	C	D	E	F	G	H
1	Home Mortgage Monthly Payments							
2	Loan Amount:	\$70,000.00						
3				Number of Years				
4	Interest Rate	30	20	15	10	5	3	1
5	7.00%	\$465.71	\$542.71	\$629.18	\$812.76	\$1,386.08	\$2,161.40	\$6,056.87
6	6.75%	\$454.02	\$532.25	\$619.44	\$803.77	\$1,377.84	\$2,153.40	\$6,048.81
7	6.50%	\$442.45	\$521.90	\$609.78	\$794.84	\$1,369.63	\$2,145.43	\$6,040.75
8	6.25%	\$431.00	\$511.65	\$600.20	\$785.96	\$1,361.45	\$2,137.47	\$6,032.70
9	6.00%	\$419.69	\$501.50	\$590.70	\$777.14	\$1,353.30	\$2,129.54	\$6,024.65
10	5.75%	\$408.50	\$491.46	\$581.29	\$768.38	\$1,345.17	\$2,121.62	\$6,016.61
11	5.50%	\$397.45	\$481.52	\$571.96	\$759.68	\$1,337.08	\$2,113.71	\$6,008.57
12	5.25%	\$386.54	\$471.69	\$562.71	\$751.04	\$1,329.02	\$2,105.83	\$6,000.55
13	5.00%	\$375.78	\$461.97	\$553.56	\$742.46	\$1,320.99	\$2,097.96	\$5,992.52
14	4.75%	\$365.15	\$452.36	\$544.48	\$733.93	\$1,312.98	\$2,090.11	\$5,984.51

**Figure 12-5:**  
Mortgage tables are arrays of formulas.

2. **Make a corner cell of your table (or end cell for a single column or row) the active cell. Then insert your formula by using the AutoPilot:Functions dialog box or by typing the formula in the cell.**

The AutoPilot:Functions dialog box creates formulas with relative addresses. During this step, don't concern yourself with relative or absolute addressing. Just get the formula to work using the column



heading and row heading as parameters. In Figure 12-5, the PV (present value) function ( $-\$B\$2$ ) is also a cell reference, and because it is supposed to be a negative number, it contains a negative sign in the formula. Parameters that don't change can be entered as values, such as the fifth and sixth parameters of the mortgage formula in Figure 12-5.

**3. Double-click the cell with your formula.**

Your formula appears in the cell.

**4. Determine what parameters refer to stationary cells, if any, and type a dollar sign (\$) in front of the column name and in front of the row name for that parameter.**

The PMT function that is used in Figure 12-5 has the following parameters:

- PMT
- Rate
- Number of periods
- Present value
- Future value
- Type

The rate changes with each row, and the number of periods changes with each column, but the present value is in a single cell that does not change. Only the present value cell address needs to have dollar signs placed in front of both the row and the column name; that is,  $\$B\$2$ .

If you forget the parameters of a function, you can always open the AutoPilot:Functions dialog box to remind you. Be sure that your active cell is empty or contains no formula, choose **Insert** ⇨ **Function**, and click the function that you need. Write down the parameter(s) so that you don't forget them.



**5. Determine what parameter refers to a row heading, if any, and type a dollar sign in front of the cell address for that parameter.**

In Figure 12-5, the *Rate* parameter becomes  $\$A5/12$  instead of  $A5/12$ . (Remember, you must divide the yearly interest rate by 12 to get the interest rate for a month.) You need to keep the column stationary because the interest rate is always in column A.

**6. Determine what parameter refers to a column heading, if any, and type a dollar sign in front of the row address for that name.**

In Figure 12-5, the column heading is the number of years, which is the number of months times 12. A dollar sign is placed in front of the row name.  $B4$  becomes  $B\$4$ . Row four needs to be stationary because the number of years is always in row 4.

**7. Press Enter.**

Your formula disappears, and in its place is the value that it returns.

8. Copy the cell with the formula, and paste it into every cell of the table, or row or column.

All cells below the number of years and to the right of the interest rates now show their corresponding values.

## *Recalculating formulas*

Recalculating is generally automatic for formulas. When you change a value in a table, the total automatically changes. But some formulas and functions do not recalculate automatically. For instance, the `NOW` function places the time and date into a cell. If you want the current time — not the time that you happened to have inserted that function into the cell — you need to recalculate. Also, very large spreadsheets may require recalculation to produce reliable results.

Recalculating is easy. Just choose `Tools`⇨`Cell Contents`⇨`Recalculate`. Recalculation occurs immediately. Your `Now()` function should show the correct time and date.

If your spreadsheet is not recalculating automatically, be sure that the Automatic Recalculation feature is turned on. Choose `Tools`⇨`Cell Contents`, and be sure that the Automatic Recalculation check box is selected.

## *Creating Magic Formulas*

The functions of Calc, which are listed in the `AutoPilot:Functions` dialog box, are basic formulas. These functions are building blocks that can be placed and stacked together to create more complex formulas that can perform almost any calculation in a spreadsheet. Functions may nest within other functions, making complex formulas, or they may refer to conditions, creating conditional formulas. Regardless of what you call them, formulas and functions are like fairy dust particles that turn your rug into a flying carpet.

## *Nesting functions*

Functions within functions are called *nested functions*. One function's output is the other function's input. For example, to find out what today's week number is — from 1 to 52 — you could use a calendar and count the weeks or you could create the function `=WEEKNUM(TODAY();2)`. The function `TODAY` returns the current date, and the number 2 specifies to start counting the new week with Monday, not Sunday.

You can nest functions with the AutoPilot:Functions dialog box, or you can just type functions into a cell. Remember to start with an equal sign, use the right number of parameters, use semicolons instead of commas between parameters, make no spelling mistakes, and drive carefully.

To nest functions using the AutoPilot:Functions dialog box, perform these steps:

**1. Click the empty cell where you want your function to reside.**

**2. Choose Insert⇒Function.**

The AutoPilot:Functions dialog box appears.

**3. Choose your category, and double-click the desired function.**

In the preceding example, you would double-click WEEKNUM. The input boxes appear for your function.

**4. Click in the first input box.**

**5. Click the fx button to the left of the input box.**

The input boxes disappear, but the Category combo box and the Function list box remain.

**6. Choose All for the category, and in the Function list box, double-click the function that you want to insert.**

For this example, double-click Today. The information for the double-clicked function appears and if the function has parameters; the input boxes for the parameters also appear.

**7. Fill in the parameters of your function (if any), and then click the Back button to return to your original function.**

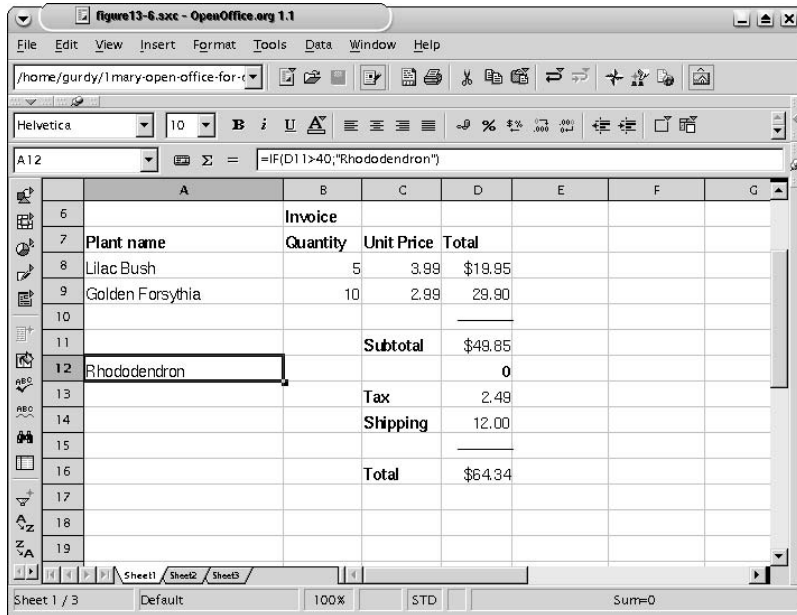
**8. Enter values, cell references, equations, or nested formulas into each input box for the formula.**

**9. Press Enter, or click OK.**

The number of weeks from the beginning of the year to the current date is entered in your active cell.

## *Creating conditional formulas*

Conditional formulas are commonly used in Calc. Suppose that you sell nursery plants and you give free gifts to customers who buy a certain quantity of plants. If your customer buys over \$40 worth of plants, you add a free rhododendron plant to his order. This is a conditional formula. An example of this conditional formula is shown in Figure 12-6.



**Figure 12-6:**  
An automated invoice makes use of a conditional formula.

To create a conditional formula, perform the following steps:

**1. Click the cell where you want your result to reside.**

For example, in Figure 12-6, the formula resides in cell A12.

**2. Choose Insert⇨Function.**

The AutoPilot:Functions dialog box appears.

**3. Choose All or Logical from the category list, and double-click IF in the function list.**

The input boxes appear for the parameters of the IF function.

**4. Click in the first input box, labeled Test, and click the shrink box to the left of the input box.**

Your dialog box shrinks, and your spreadsheet is accessible.

**5. Click the cell that contains or will contain the data that you need to evaluate.**

In Figure 12-6, the cell that contains the subtotal is the desired cell.

**6. Click the Unshrink box.**

The AutoPilot:Functions dialog box reappears. The cell that you chose appears in the Test input box.

**7. Press ←.**

This deselects the cell address. If you did not press ←, your cell address would be replaced by whatever you typed next. The cursor should now be blinking to the left of the cell address.

**8. Type your conditional statement.**

In Figure 12-6, the conditional statement is `D11>40`. The operators: `<`, `>`, `>=`, `<=`, and `=` are all good candidates for conditions.

You can also place `AND` or `OR` into your statement, for example, `D11>40 AND D11<200`. This would be the case if you wanted to give an even bigger gift to people who bought over \$200 worth of items. In that case, you would have to nest another `IF` statement into the `ELSE` portion of the `IF` statement. It can seem complex at first, but programmers do this kind of thing every day.

**9. Click in the input box labeled Then value, and type your value into the box. Use quotes for text.**

In Figure 12-6, this value is "Rhododendron".

**10. To place a different value into your cell if the condition is not met, click in the input box labeled Otherwise value, and type in your value.**

For example, in Figure 12-6, instead of leaving the cell blank if a customer does not order over \$40 worth of goods, you could insert something like, "Sorry, no rhododendrons for you" — or maybe not.

**11. Press Enter, or click OK.**

The value that your formula returns appears in the active cell.

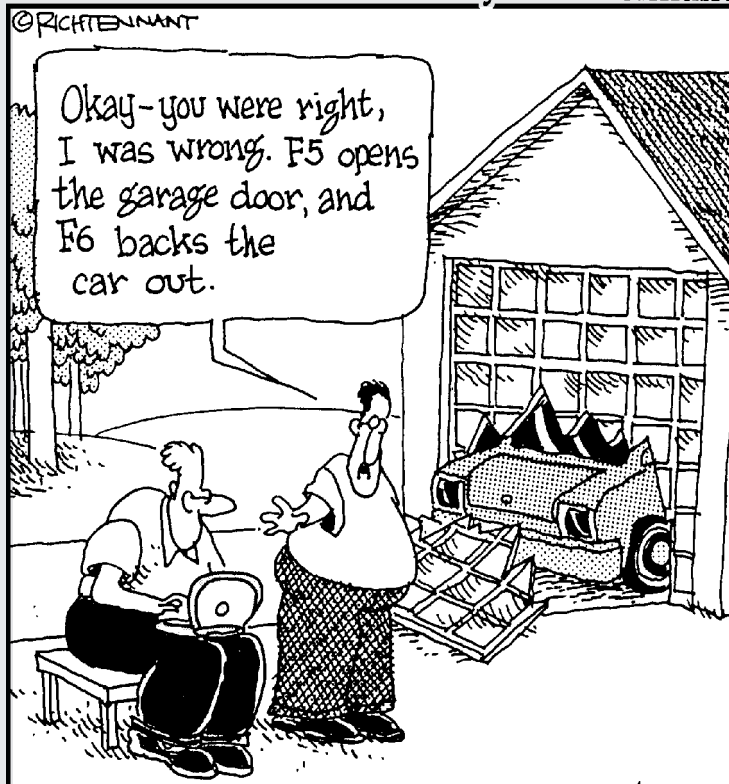


# Part IV

# Using Impress — The Presentation Package

The 5<sup>th</sup> Wave

By Rich Tennant



## *In this part . . .*

**T**his part tells you all you need to know about creating a great presentation. Step by step, it starts with the basics, such as starting a presentation, editing a presentation, creating bullets and paragraphs, and helping your audience with graphics, animation, and handouts.



## Chapter 13

# Creating a Presentation

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### *In This Chapter*

- ▶ Opening a new or existing presentation
  - ▶ Understanding presentation views
  - ▶ Inserting slides
  - ▶ Saving a presentation
- 

**I**n this chapter, we cover the basics of using Impress, OpenOffice.org's presentation application. You discover how to open a presentation, move around in its various views, add some slides, and save the presentation. These skills are the basis for all your presentation creation.

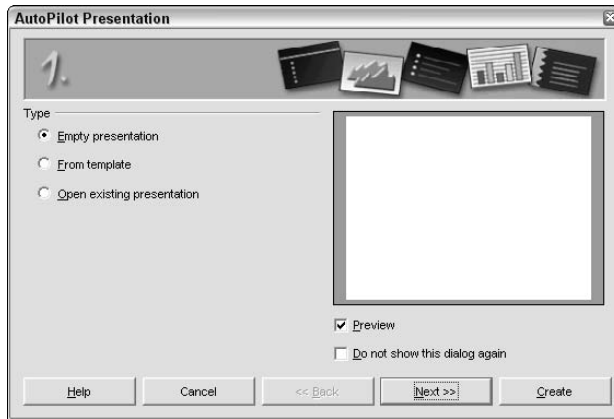
## *Starting a Presentation*

When creating a new presentation, you can start from scratch or use AutoPilot to help you along the way. Of course, you can also open an existing presentation and continue to work on it.

### *Using AutoPilot to start quickly*

By default, when you open Impress, AutoPilot opens to let you start from scratch, use a template, or open an existing presentation, as shown in Figure 13-1. Impress has two kinds of templates. *Presentation backgrounds*, or design templates, include only a background, and you add all the text. *Presentations*, or content templates, include both a background and suggested ideas for text. On the other hand, the current version has two templates of either kind.

**Figure 13-1:**  
The  
AutoPilot  
speeds  
you on your  
way to a  
new pre-  
sentation.



For more templates, go to [www.ooextras.org](http://www.ooextras.org) and click Impress.

Even if you start from scratch, you get to choose a design or content template, the type of output (such as overheads or on-screen), and a transition type. Using the Template option offers you the additional opportunity to specify the name of your company, a subject, and the specific pages (slides) that you want to include if you choose a content template.

AutoPilot varies depending on your choices. The following steps show you how if you choose the Template option. The Empty Presentation option is similar.

- 1. From the drop-down list on the first screen, choose Presentation Backgrounds to start a new presentation with a background, or choose Presentations to choose one of the content templates that provide an outline structure for various kinds of presentations. Choose one of the templates, and click Next.**

For this step, we chose one of the Presentation options, Recommendation of a Strategy.

- 2. On the second screen, choose a slide design.**

If this sounds repetitive, it is. You can choose the same presentation backgrounds and presentations. However, if you've already chosen a background (see Step 1), you can choose a presentation (content template) here to combine the two; that is, the content on the background that you chose. For this step, we chose a custom template that we created.



Later in this chapter, we explain how to add a template to the list of presentation backgrounds. In Chapter 14, we explain how to use Master view, where you design repeating elements of a presentation or a template.

- 3. In the Select an Output Medium panel of the second screen, choose the type of output that you want to create. Click Next.**

This selection determines the size and orientation of your slides. The Original option uses a size that is based on the template that you chose. Use Screen if you plan to use an LCD projector or present from your computer screen. Use Slide to print individual slides (for a carousel projector).

- 4. On the third screen, choose a slide transition effect and speed from the drop-down lists.**

A slide transition effect determines how each slide appears. Select the Preview check box so that when you choose an effect, you can see what the transition looks like in the Preview box.

- 5. In the Select a Presentation Type panel of the third screen, choose Default, which runs the presentation under your control, or choose Automatic, which loops the presentation repeatedly. Click Next.**

If you choose Automatic, set the timing for each slide and the pause after each run-through of the presentation.

- 6. In the fourth screen, you can add the name of your company, the main subject of the presentation, and other ideas that you want to convey. Click Next.**

The items that you enter appear on the title slide of the presentation. You can change them later if you want. This screen does not appear if you chose to create an empty presentation.

- 7. On the fifth screen, choose the pages that you want and click the Create button.**

This screen only appears if you chose a content template.

Figure 13-2 shows the presentation that results from the choices we made.

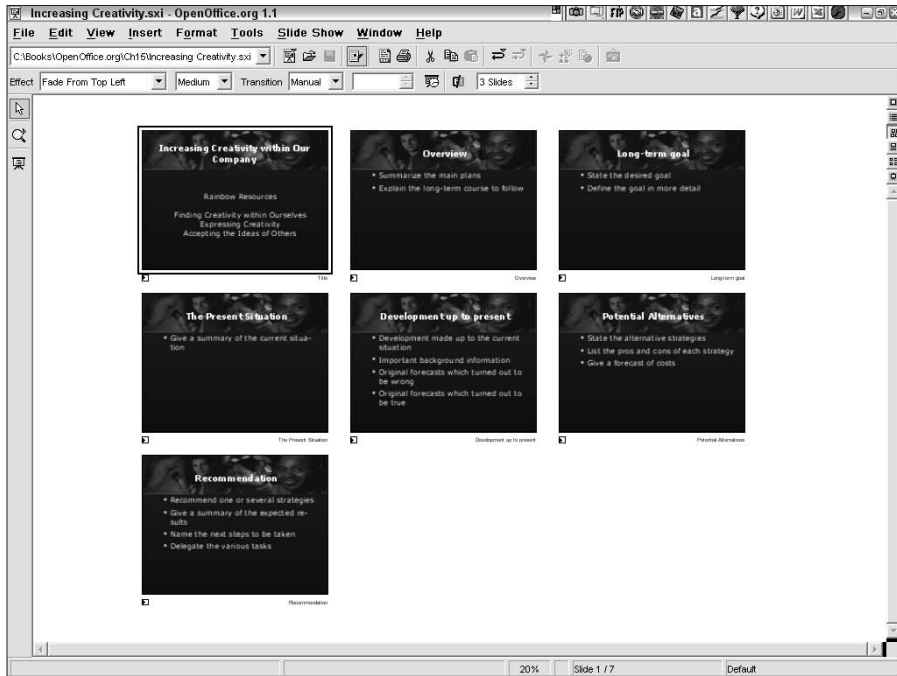
## *Opening an existing presentation*

To open an existing presentation, you can do one of the following, depending on your circumstances:

- ✓ Start OpenOffice.org, and click the File menu. Choose one of the presentations at the bottom of the menu.
- ✓ From any OpenOffice.org application, choose File⇨Open.
- ✓ Start OpenOffice.org Impress and choose File⇨New⇨Presentation. From the AutoPilot screen, choose Open Existing Presentation.

**Figure 13-2:**

A presentation that uses a custom template background and the Recommending a Strategy content template that comes with Open Office.org.



## Viewing Your Presentation

When you have a presentation on-screen, you need to know how to display your presentation in the best way to get your work done and how to navigate through it.

### Using Impress's views

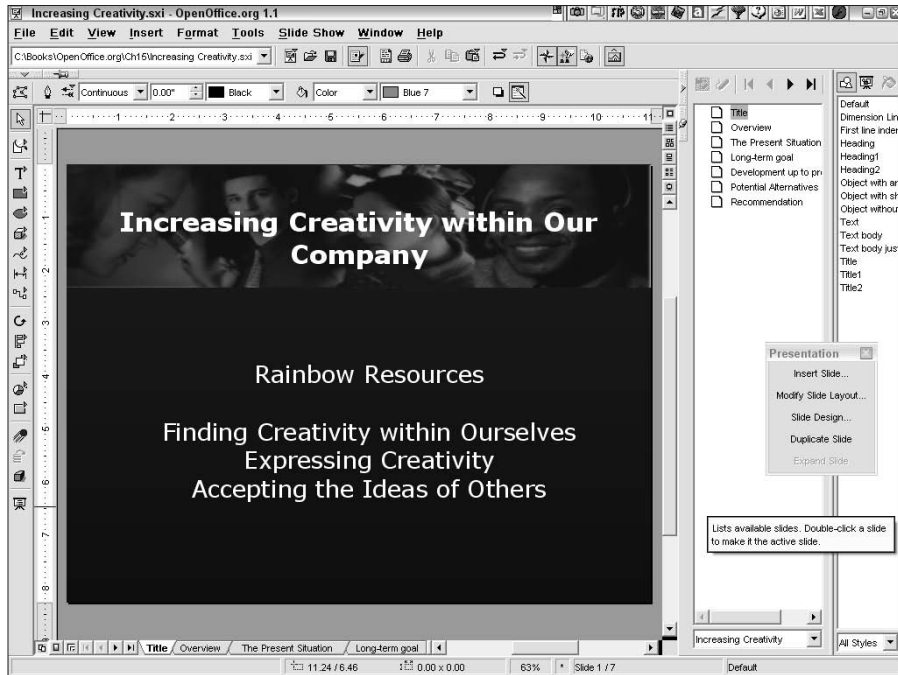
Impress has six views, each of which displays your slides differently. You choose a view based on what you need to see at the moment. The view buttons are at the upper-right corner of your screen. The various views are described as follows:



✓ **Drawing view:** Shows one slide at a time so that you can easily focus on perfecting that slide, as shown in Figure 13-3.



✓ **Outline view:** Shows the text of your presentation only so that you can work on your content and see how it flows. To see a small preview of the current slide at the same time, choose View⇨Preview.



**Figure 13-3:**  
Drawing  
view shows  
one slide at  
a time.



✓ **Slides view:** Shows small views of your slides so that you can see many of them at once, reorder them, delete them, and so on. Figure 13-2 shows a presentation in Slides view.



✓ **Notes view:** Shows one slide with a space at the bottom to add notes for yourself or for someone else who will review the presentation.



✓ **Handout view:** Enables you to format handouts that you can print and give to your audience. Handouts can display from one to six slides per page.



✓ **Slide show view:** Displays the presentation full-screen, slide by slide. You use this view when you deliver your presentation to an audience.

## Understanding Impress's modes

In addition to views, Impress has three modes that display different aspects of the infrastructure of a presentation. Okay, what does that mean and how do you change from one mode to another? In this section, we explain the modes and how they relate to the views. The mode buttons are at the lower-left corner of your screen. The modes are as follows:



✓ **Slide mode:** This is the mode that you normally use to work on creating your presentation. You can only use Drawing or Notes view when you are in Slide mode, because these views are the only views that let you actually add graphics and objects to a slide.



✓ **Master mode:** This mode formats the overall structure of the presentation. For example, you set the font types and colors for the entire presentation in Master mode. You can also add a graphic, such as a logo, that you want to appear on every slide. Master mode with Drawing view sets the structure for the slides. Master mode with Notes view sets the structure of the Notes view. Master mode with Handout view lays out handouts that you print and give to your audience.



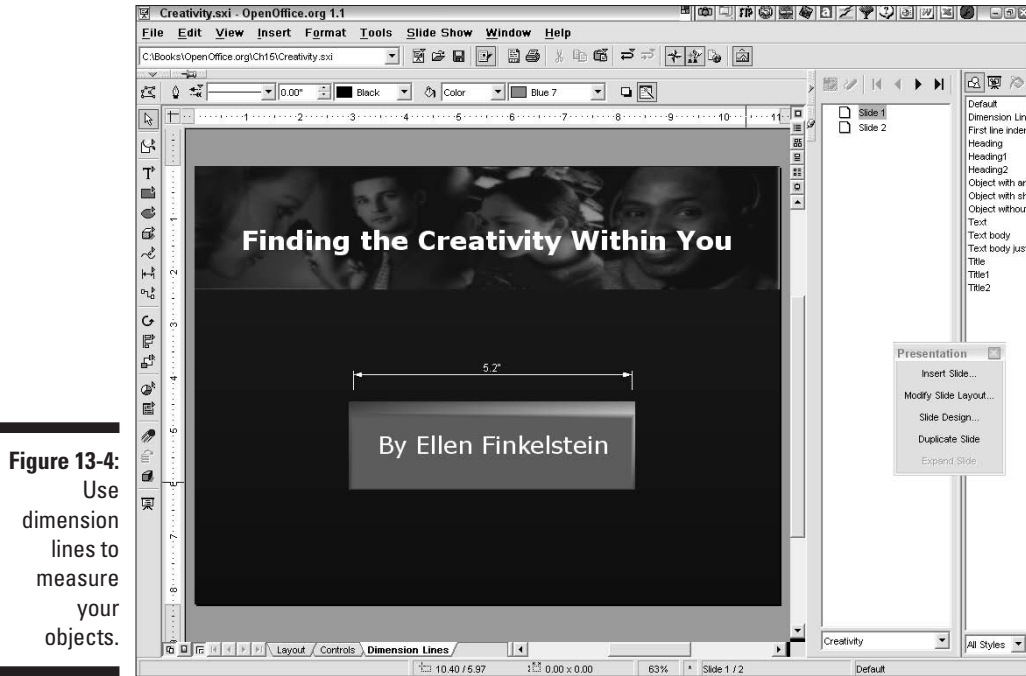
✓ **Layers mode:** This mode enables you to access the layers of a slide. When you enter Layers mode, tabs appear, one for each layer. Click a tab to make its layer current. Layers mode is not exclusive to the other modes — you use the Layers mode button to turn Layers mode on and off with either Slide mode or Master mode active. The default layers are as follows:

- **Layout:** Contains all the normal objects on a slide, such as text and graphics. You use this layer most often.
- **Controls:** Holds buttons that you have created. You usually create buttons to execute a macro.
- **Dimension Lines:** Holds dimensions that you create to measure objects on the screen.

You use dimension lines to measure objects. To draw a dimension line, choose the Dimension Line button from the Lines and Arrows toolbar of the Object toolbar. Click and drag to draw the line. Press Ctrl to snap to an object, and press Shift to hold the dimension line to an exact multiple of 45 degrees. Figure 13-4 shows an example of a dimension line.

You can lock a layer to prevent editing and hide a layer to make it invisible. For example, you may want to measure an object with a dimension line, but you probably don't want that dimension to appear in your presentation. You can also add new layers to help you organize the objects on your slides. Use the following when working with layers:

✓ **Add a layer:** In Layers mode, right-click (Control+click on the Mac) any layer tab and choose Insert Layer from the shortcut menu that appears. Name the layer, set its properties (whether the layer is visible, printable, or locked), and click OK.



**Figure 13-4:**  
Use  
dimension  
lines to  
measure  
your  
objects.

- **Lock or hide a layer:** In Layers mode, right-click (Control+click on the Mac) any layer tab and choose Modify Layer from the shortcut menu that appears. Select the Locked check box to lock the layer. Deselect the Visible check box to hide the layer. You can also deselect the Printable check box to ensure that the layer is not printed.
- **Delete a layer:** In Layers mode, right-click (Control+click on the Mac) any layer tab and choose Delete Layer from the shortcut menu that appears. Click the Yes button to confirm. Deleting a layer deletes any object on that layer.

Click the Layers mode button to leave Layers mode.

## *Adding a template to an existing presentation*

If you start a new presentation using the Empty Presentation option, you can add a template at any time. Follow these steps:

### **1. Switch to Master mode.**

We explain Master mode in the previous section of this chapter.

**2. Choose Format→Styles→Slide Design.**

The Slide Design dialog box opens.

**3. Click the Load button.**

The Load Slide Design dialog box opens.

**4. From the Categories list, choose Presentation Backgrounds.****5. Choose one of the templates from the Templates list.****6. Click OK twice to close both dialog boxes and return to your presentation.****7. Return to Slide mode.**

The slide design appears on your slides. (We explain Slide mode in the previous section of this chapter.)

## *Navigating through a presentation*

As soon as you have more than one slide, you need to know how to navigate through a presentation. You can navigate in the following ways:

- ✓ In Slide mode, each slide has a tab at the bottom of the screen. Click the tab to display the slide. If the tab is not visible, click the left and right arrows to the left of the tabs to scroll through the tabs.
- ✓ Display the Navigator (click the Navigator button on the Function toolbar). Each slide is listed, as shown in Figure 13-5. Double-click any slide in the Navigator to display that slide.

**Figure 13-5:**  
The Navigator quickly whisks you through your presentation.



For details about navigating through a presentation in Slide Show view, when you deliver it, see Chapter 17.



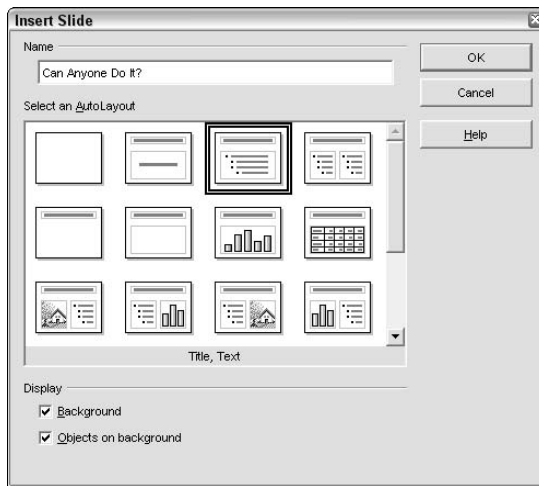
## Adding Slides

To build your presentation, you need to add slides. Usually, you build a presentation slide by slide, so when you finish one slide, you add the next. Of course, if you used AutoPilot to create a presentation using a content template, you may already have the slides that you need. Then again, you may need additional slides.

To add a slide, follow these steps:

1. **Display the slide after which you want to insert a slide.**
2. **Choose Insert⇨Slide.**

The Insert Slide dialog box appears, as shown in Figure 13-6.



**Figure 13-6:**  
The Insert Slide dialog box.



To display the Presentation toolbar, which contains several often-used commands, include Insert Slide. Choose View⇨Toolbars⇨Presentation.

3. **In the Name text box, enter a name for the slide.**

If you don't enter a name, OpenOffice.org inserts Slide 2, depending on the slide number. A name that relates to the topic of the slide, ideally the title of the slide, is more helpful for navigating.

4. **From the Select an AutoLayout panel, choose a layout.**

A layout provides you with a structure for laying out a slide. Choose the layout that best matches what you want to have on the slide.

5. **Click OK.**

Later in this chapter, we explain how to add text to a slide. Chapters 14 and 15 explain how to edit text and add graphics.

## *Creating an outline in Impress*

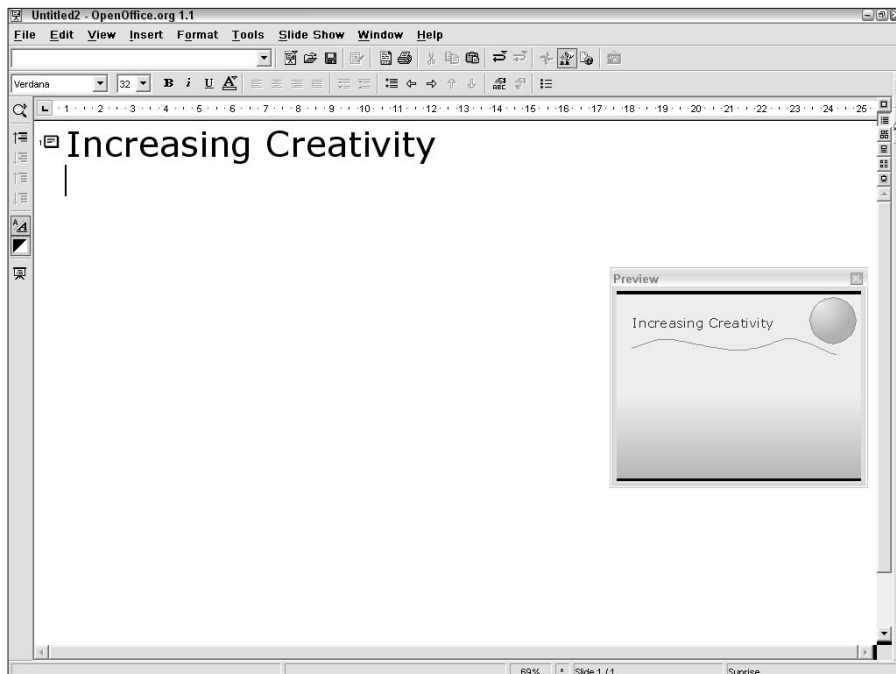
To focus on your content at first and go back and fill in the graphics later, create your presentation using Outline view. To create a presentation in Outline view, follow these steps:



**1. Click the Outline view button on the toolbar.**

You now see a white space where you can start to type. To also see a small view of each slide, choose View⇨Preview. The cursor is next to a slide icon.

**2. Type the title of the slide next to the slide icon, as shown in Figure 13-7.**



**Figure 13-7:**  
Starting a  
presentation  
in Outline  
view.

3. Press Enter, and type the next line of text for the slide. Press Enter again.

A new slide icon appears at the left of the new line of text, indicating that this text will appear on a new slide. You see a new slide if you have a preview. However, you want this text to be on the same slide as the first line of text.



4. Select the new line of text and click the Demote button on the Object toolbar, or press Tab.

The new line of text moves to the right, under the first line of text. If you have a preview, you can see that the new line of text is now on the same slide as the first line.

5. If you want, continue to type more text for the slide.

6. To start a new slide, type the slide title and press Enter.

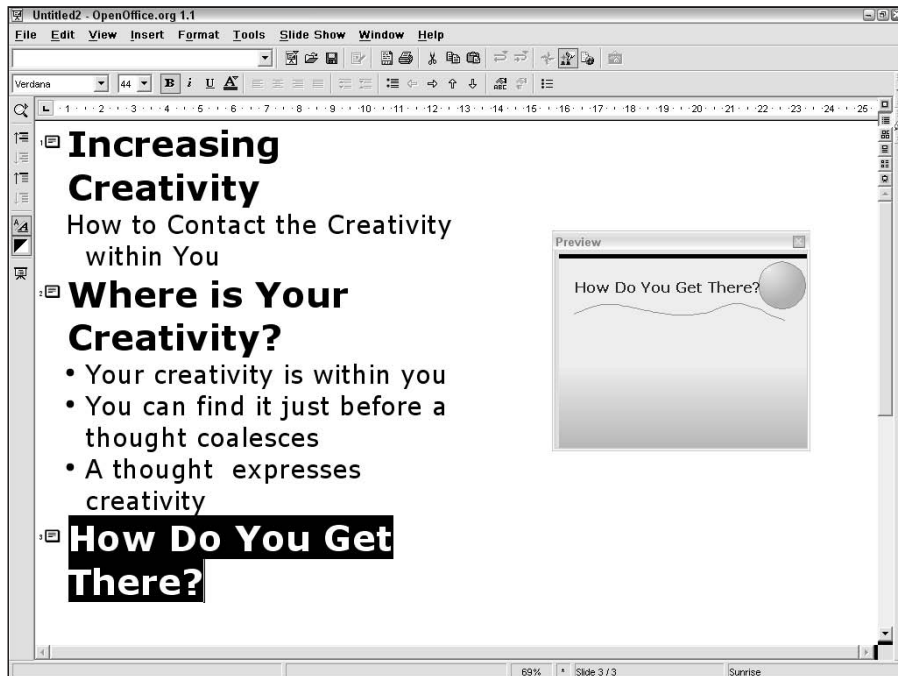
This line of text appears at the end of the previous slide that you were working on.



7. To move the new text to a new slide, select the text and click the Promote button on the Object toolbar or press Shift+Tab.

The new text now appears on a new slide.

8. Repeat Steps 4 through 6 to create more slides, as shown in Figure 13-8.



**Figure 13-8:**  
Creating a  
presentation  
in Outline  
view.

You can move any slide in Outline view by clicking its slide icon and dragging up or down. You can also use the Move Up and Move Down buttons on the Object toolbar.

## *Creating an outline in Writer*

You can create your outline in Writer and then send it to Impress. You may simply find it easier to write in Writer, or you may have an outline that someone already created.

To create the outline in Writer, you need to format it specially so that Impress knows how to divide the text into slides, which text should be a slide title, and which text should be bulleted text on the slide. This is easy:

- ✓ Text that uses a heading style becomes a slide title and starts a new slide.
- ✓ Any text that uses a paragraph style, such as Text Body, becomes bulleted text.

If you're not familiar with styles in Writer, see Chapter 4.



If someone gives you an outline that was created in Microsoft Word, open the outline in Writer and format it as we just described. Then save it as a Writer document.

To create the presentation with this outline, follow these steps:

**1. In Writer, choose File⇨Send⇨AutoAbstract to Presentation.**

The Create AutoAbstract dialog box opens.

**2. In the Included Outline Levels text box, enter the number of levels of heading styles that you want to include.**

**3. In the Subpoints per Level text box, enter the number of bulleted items that you want to include.**

To include all the text, use a high number here. Use lower numbers to use only the first one or two points in your presentation.

**4. Click OK.**

OpenOffice.org creates a new presentation from your outline.

You can now add a template as described earlier in this chapter, and further refine your presentation.

## Adding text to a slide

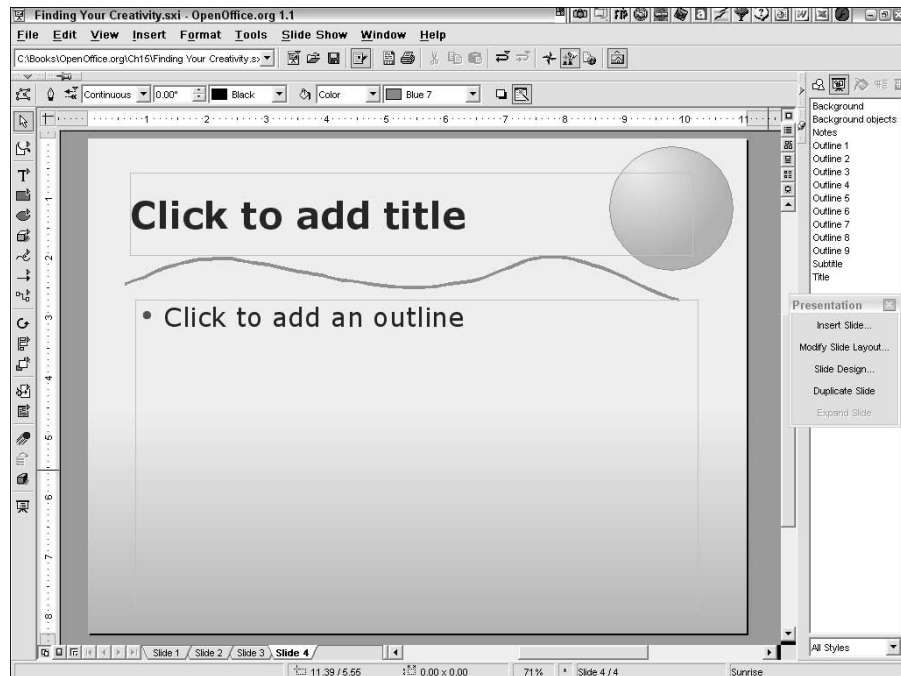
In the previous section, we explained how to add text to a presentation using Outline view. However, you may prefer to add text to each slide individually. When you add text to each slide, you can see how the text looks on the slide more clearly. If you already have graphics on the slide, you can get a better idea of the entire layout of the slide.

### Using text placeholders

The most common way to add text to a slide is to use text placeholders. When you add a slide and choose an AutoLayout, as explained in the section “Adding Slides,” earlier in this chapter, you can choose a slide that includes a text placeholder for bulleted text, such as the one that’s shown in Figure 13-9.

### Inserting a text frame

You don’t need to limit yourself to the text placeholders. You can add text wherever you want. OpenOffice.org offers the following types of text frames:



**Figure 13-9:**  
The Title, Text AutoLayout, includes a place for a slide title and bulleted text.

To add the title of the slide, click the *Click to add title* text and start typing. To add bulleted text, click the *Click to add an outline* text and type away. Press Enter to add a new bulleted item.



✓ **Text Frame:** Click the Text Frame button on the Text floating toolbar on the Object toolbar. Drag a frame to the desired width. You see a frame that is the width that you dragged but with a height of only one line, no matter how you dragged. Don't worry! Start to type, and the frame increases in height as you type to adjust to the amount of text. If you later adjust the width of the frame, the text rewraps to fit the new width. You should probably use this type of frame most of the time.



✓ **Fit Text to Frame:** Click the Fit Text to Frame button on the Text floating toolbar on the Object toolbar. Drag a frame to the desired width. You see four handles indicating the frame size and a cursor that is the full height of the frame! Plunge ahead and start typing. The text is probably huge, unless you dragged a very short frame. When you think you want a new line, press Enter. To finish, press Esc. Only now does the text adjust to the size of the frame. If you later adjust the size of the frame, the text changes size (both height and width), just as a graphic object scales when you adjust its selection border. Use this type of frame when you want text to act like a graphic object.

Chapter 14 explains how to edit and format text in more detail.

## *Saving Your Presentation for Posterity*

Before you create too many slides — or even after creating the first slide — you should save your presentation. You can save in OpenOffice.org format or save to several other presentation formats. You can also export your presentation to a host of other formats, such as PDF (Adobe Reader), SWF (Flash Player), HTML, and many graphic formats.

### *Saving in OpenOffice.org format*

To save a presentation for the first time, follow these steps:

1. **Choose File→Save, click the Save button on the Function toolbar, or press Ctrl+S (⌘+S on the Mac).**

The Save As dialog box opens (but only if you are saving the presentation for the first time).

2. **In the Save in drop-down list, choose a location for the presentation.**
3. **In the File Name text box, enter a name for the presentation.**
4. **Click the Save button.**

After you save your presentation for the first time, you should save every few minutes, using the same method. Now, the Save As dialog box doesn't open because the presentation already has a name and location. The saving process occurs without much fanfare, but you can rest easy knowing that you won't lose your work if your computer crashes or the electricity goes off.

## *Saving in other presentation formats*

To share your presentation with others who don't have OpenOffice.org (is anybody left out there who doesn't have OpenOffice.org?), you can save your presentation in Microsoft PowerPoint format. In fact, you can save in all the following formats:

- ✓ OpenOffice.org presentation (.sxi): Of course.
- ✓ OpenOffice.org Presentation Template (.sti): Save your presentation as a template for future reuse.
- ✓ Microsoft PowerPoint 97/2000/XP (.ppt, .pps): The PPT format is the regular PowerPoint format. The PPS format is the slide show format, which is used when you are delivering a presentation full-screen.
- ✓ Microsoft PowerPoint 97/2000/XP Template (.pot): Save your presentation as a PowerPoint template for future use in PowerPoint.
- ✓ OpenOffice.org Drawing (.sdc): Save in OpenOffice.org Drawing format.
- ✓ StarDraw (.sda, .sdd): Save in two possible versions of StarOffice's Draw format.
- ✓ StarImpress (.sdd): Save in two possible versions of StarOffice's Impress format.
- ✓ StarImpress Template (.vor): Save in two possible versions of StarOffice's Impress template format.

To save your presentation in one of these formats, choose File⇨Save As. In the Save As dialog box, choose the format that you want from the Save As Type drop-down list. Click the Save button. OpenOffice.org creates a copy of your presentation in the new format.

If you save your presentation as a template, you should save the template in a location that you can easily find when you want to create a new presentation based on the template. Follow these steps:

- 1. Choose Tools⇨Options⇨Paths and look for Templates. Write down the location or locations for templates.**

You'll probably find more than one location. In that case, look in those locations to find out where the templates that are used in AutoPilot reside. On our Windows system, these templates are in the `C:\Program Files\OpenOffice.org1.1\share\template\english\layout` folder. If necessary, start AutoPilot again (choose **File**→**New** in Impress) and choose the template option to see the names of the templates there. The filenames don't necessarily exactly match the names that appear in AutoPilot, but they are similar.



To save a content template, look for the location of the presentations that appear in AutoPilot. On our Windows system, the location is the same as that for the design templates, but the last folder is `presnt` instead of `layout`.

- 2. Choose **File**→**Save As**, and choose the **OpenOffice.org Presentation Template (.sti)** option from the **Save as Type** drop-down list. Give your template an easy-to-recognize name.**
- 3. From the **Save in** drop-down list, choose the desired location for the template.**
- 4. Click the **Save** button.**
- 5. Choose **File**→**New**→**Templates and Documents**.**

The **Templates and Documents** dialog box opens.
- 6. In the left panel, choose **Templates**.**

You see in the template folders in the **Title** panel.
- 7. Double-click the folder that contains your template.**

The templates appear in the **Title** panel.
- 8. Choose the template that you want, and click the **Open** button.**

## *Exporting to other formats*

You can also export your presentation to graphic formats. You may want to use a graphic format to insert an image of a slide into a Writer document or onto a Web page. You can also use this format to send a copy of your presentation to other people who don't have a presentation program. Table 13-1 lists the most common export formats.



<b>Table 13-1</b>	<b>Export Formats</b>
<i>Format</i>	<i>Description</i>
HTML	Hypertext Markup Language, the format that browsers read. Used to post a presentation to a Web site.
PDF	Adobe's Portable Document Format, a widely used graphic format. Requires the Adobe Reader, which is a free download from <a href="http://www.adobe.com">www.adobe.com</a> .
SWF	Macromedia Flash Player, a widely used animation format. Requires the Flash Player, which is a free download from <a href="http://www.macromedia.com">www.macromedia.com</a> .
BMP	Windows bitmap, a common bitmap graphic format.
EMF	Enhanced Metafile, a Windows vector format.
GIF	Graphics Interchange Format, a common bitmap graphic format that supports transparency but a limited number of colors.
JPEG	Joint Photographic Experts Group, a common bitmap graphic format that is suitable for photographs as well as other graphic art.
PCT	Mac Pict, a Mac graphic format.
PNG	Portable Network Graphic, an increasingly common bitmap format that supports transparency with a larger color palette than GIF.
SVG	Scalable Vector Graphics, a vector graphic format.
TIFF	Tagged Image File Format, a bitmap format that is often created from scanned images.
WMF	Windows Metafile, a Windows vector format.

## *Exporting to HTML format*

When you export to HTML format, as described in the previous section, the HTML Export AutoPilot opens so that you can specify settings that relate to your HTML file. Follow these steps to export to HTML:

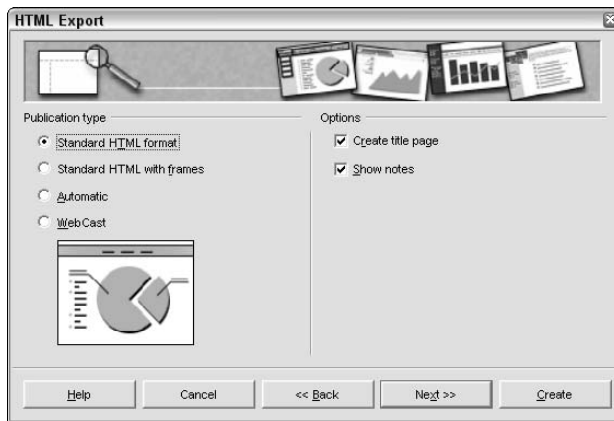
1. Choose **File**⇨**Save As**, and choose **HTML** from the **Save as Type** drop-down list. Click the **Save** button.

2. In the first screen of the HTML Export AutoPilot, choose **New Design** to create a design in the AutoPilot, or choose **Existing Design** (if any are listed).

If you choose Existing Design, choose a design and click Next.

The next steps assume that you chose New Design.

3. On the second screen, shown in Figure 13-10 with the **Standard HTML format option**, choose the publication type, as follows:



**Figure 13-10:**  
The HTML  
Export  
AutoPilot,  
with the  
Standard  
HTML  
format  
chosen.

- **Standard HTML format:** Creates a regular HTML page for each slide, along with navigation tools.
- **Standard HTML with frames:** Creates HTML pages so that the slides are in the main frame. A frame on the left side contains a table of slides with hyperlinks to each slide.
- **Automatic:** Creates an HTML presentation that advances automatically. You can use existing timings for each slide or set a timing here. You can also loop the presentation.
- **WebCast:** Creates Active Server Pages (ASPs) or Perl programming code so that you can deliver the presentation in real-time over the Internet and change the slides in the audience's Web browsers.

To use the WebCast option, you need access to a server that supports ASPs or Perl.

Depending on the type of publication that you choose, the options change accordingly. Choose the options that you want. In the steps that follow, we chose the Standard HTML format option. For this option, you can choose to create a title page and decide whether you want to display notes that you have written for each slide.

4. Click Next.
5. On the next screen, choose the type of graphic format you want to use for the slides: GIF or JPEG. Also, choose the desired resolution. Click Next.
6. If you chose to create a title page, insert information for the title page. Click Next.
7. On the next screen, choose one of the button styles for navigating from slide to slide. Click Next.
8. On the next screen, choose colors for text and hyperlinks. Click the Create button.

The Name HTML Design dialog box opens.

9. To save the parameters that you chose for the HTML document so that you can use them again in the future, enter a name and click the Save button. Otherwise, click the Do Not Save button.

OpenOffice.org creates the HTML presentation in the same folder as your regular presentation. To see the presentation run, find the HTML file and open it. Use the navigation buttons to run through the presentation.



When you create an HTML presentation, you end up with a large number of files. If your presentation is in a folder with many other files, you will probably have a hard time figuring out which files belong to the presentation. Because you need to upload the files to your Web server, you should save your presentation in a new folder before you export it to HTML format.

## *Exiting Impress*

When you finish your working session in Impress and save your presentation, it's time to exit Impress. To exit a presentation, choose File⇨Close. Other presentations or other OpenOffice.org files remain open.

To close OpenOffice.org, choose File⇨Exit or click the Close button on the toolbar.



## Chapter 14

# Modifying a Presentation

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### *In This Chapter*

- ▶ Editing text
  - ▶ Formatting text
  - ▶ Using bullets
  - ▶ Formatting paragraphs
  - ▶ Using Master view
- 

Once you have started a presentation, you always need to edit and change it. In this chapter, we explain how to edit text and make it look good, too. We cover the tricks of the trade for using bullets (the kind that communicate peacefully) and lining up your paragraphs. Finally, we explain how to use Master view to control the design of your entire presentation and give it consistency.

## *Editing Text*

Editing text in Impress is not much different from editing text in Writer, but you should know about the few differences that exist. These differences mainly occur because of the graphical nature of a presentation.

### *Selecting text*

To edit text, you need to select it. You use the same techniques that you use in Writer. You can do any of the following to select text:

- ✓ Drag across text
- ✓ Double-click a word to select the word
- ✓ Triple-click a line to select the entire line of text

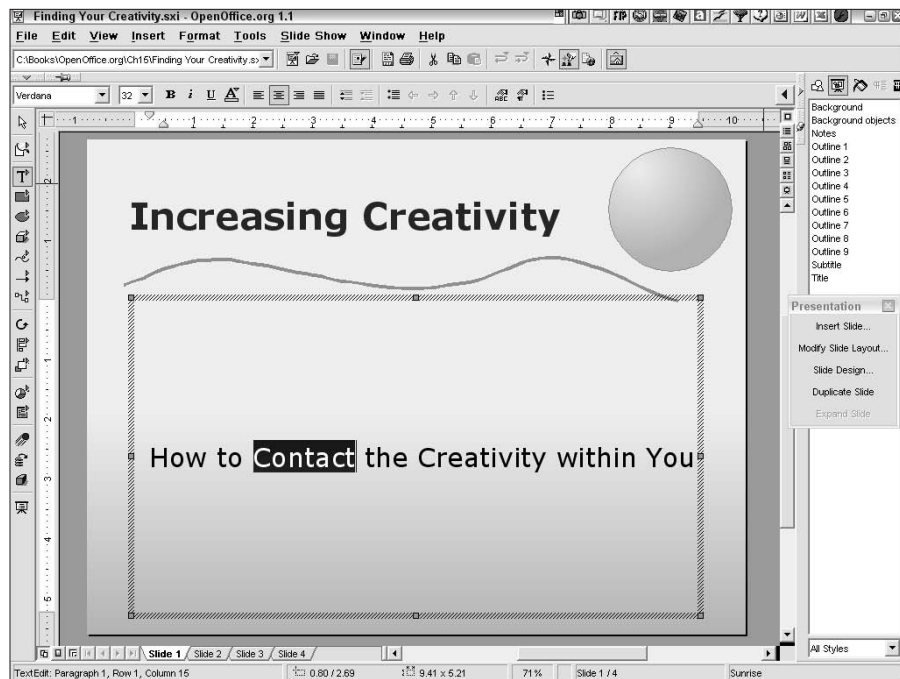
When you select text in a text placeholder or a separate text frame that you added to a slide, you also select the placeholder or frame itself — you see a border and square handles, as shown in Figure 14-1.

Most of the techniques for selecting text in Writer also apply to Impress. For a more detailed list of techniques, including keyboard shortcuts, see the section “Entering and Editing Text,” in Chapter 3.

When you select text, you can’t see its color because of the highlighting. So sometimes you want to deselect text. The easiest way to deselect text is to simply click on the edge of the slide or even completely off the slide, on the gray background.

## Changing text

After you select text, you can type over it to replace what is selected. You can also click between words or letters and type to insert text. These techniques are the same as the ones that you use in Writer.



**Figure 14-1:** When you select text in Impress, you also select its placeholder or frame.

To copy text, you can use the standard techniques of drag and drop and copying to the clipboard, and then pasting. Dragging and dropping text from slide to slide works best in Outline view. Copying and pasting works in Outline view as well as in Slide view. You can also move text using drag and drop or by cutting to the clipboard and then pasting.

To delete text, select it and press Delete. You can also place the cursor after the text and press Backspace.

For more details about changing text, see the section “Entering and Editing Text” in Chapter 3.

If you have text in a placeholder or frame and don’t want any text there, you can delete the placeholder or frame instead. By default, when you click in a text placeholder or text frame, you are in text edit mode, so pressing Delete or Backspace deletes only the text. So how do you delete the placeholder or frame? You need to click the border of the placeholder or frame and then press Delete or Backspace. When you click the border, OpenOffice.org understands that you want to deal with the whole object, not just its text.

## *Using Text with Style*

The presentation template and its Master view control the default font type, font size, and font color. (The Master view is explained more fully in the section “Using Master View,” later in this chapter.) Overall, you should stay as consistent as possible. Using many fonts and font sizes in a presentation yields a chaotic impression. However, you may want some variety or to make an exception for a particular slide. You can easily change the look of any text.

When you change the font of some text, you should choose a font that looks good with other fonts that you are using. Serif fonts have small horizontal lines added to their edges and are ideal for paragraph text. Most of the text in this book is in a serif font. Sans-serif fonts have simpler shapes — use them for headings. For bulleted text you can choose either a serif or a sans-serif font. Legibility is the most important principle; however, you may also want to match the look of your font with your overall design.

To change the font, select the text and choose the font that you want from the Font drop-down list on the Object toolbar. To change the font’s size, choose the size that you want from the Font Size drop-down list on the Object toolbar.

On the same Object toolbar, you can continue to format your text, adding bold, italic, or underline formatting and changing the color.

In Chapter 16, we explain how you can add animation effects to text in text frames.

## *Playing with Bullets*

The most common type of text in a presentation is a bulleted list. Contrary to popular opinion, these bullets are not dangerous — they don't hurt you, your audience, or even the text.

Why are these benign bullets so popular in presentations? Bulleted lists are usually partial sentences that contain just enough content to remind you and your audience of the concept that you are trying to get across. You don't want your audience to read the slide while you're talking — you want them to listen to you. So you use bulleted text to help you keep your presentation on track, but not to read word for word.

### *Creating a bulleted list*

When you create text in a text placeholder by choosing one of the text layouts, your text is automatically formatted with bullets. (Chapter 13 explains how to choose a layout for a slide.) You just type away and press Enter to insert a new bullet.



If you create text in a text frame, you need to select the text and click the Bullets button on the Object toolbar. To remove the bullets, select the text and click the Bullets button again.

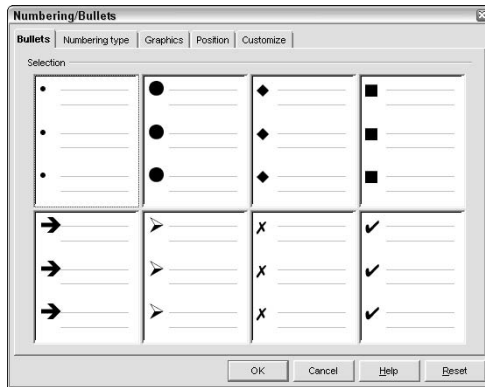
### *Choosing bullets*

You can format the bullets to match your presentation design or bring attention to an item. The bullets automatically follow the style that is used in the Master view, which we explain later in this chapter. To create bullets that differ from those in the Master view, follow these steps:

- 1. Select the bulleted text.**
- 2. Choose Format⇒Numbering/Bullets, and click the Bullets tab.**

The Numbering/Bullets dialog box, shown in Figure 14-2 with the Bullets tab on top, opens.





**Figure 14-2:**  
The Bullets  
tab of the  
Numbering/  
Bullets  
dialog box.

3. Choose the type of bullets that you want.
4. Click OK.

To further format your bullets, click the Customize tab of the Numbering/Bullets dialog box. On the Customize tab, you can change the color and size of the bullets. You can also create a new bullet by choosing a character from any font set.

Finally, you can click the Graphics tab to choose some graphic bullets. Choose the one that you want, and click OK.

## *Creating numbered lists*

If the text on your slide is part of a sequence, you can number the text instead of bulleting it. Follow these steps to number your text:

1. Select the text.
2. Choose **Format** → **Numbering/Bullets**.  
The Numbering/Bullets dialog box opens.
3. Click the **Numbering Type** tab.
4. Choose the type of numbering that you want.
5. Click OK.

You can click the Customize tab to change the color, size, and format of the numbers.

## Formatting Paragraphs

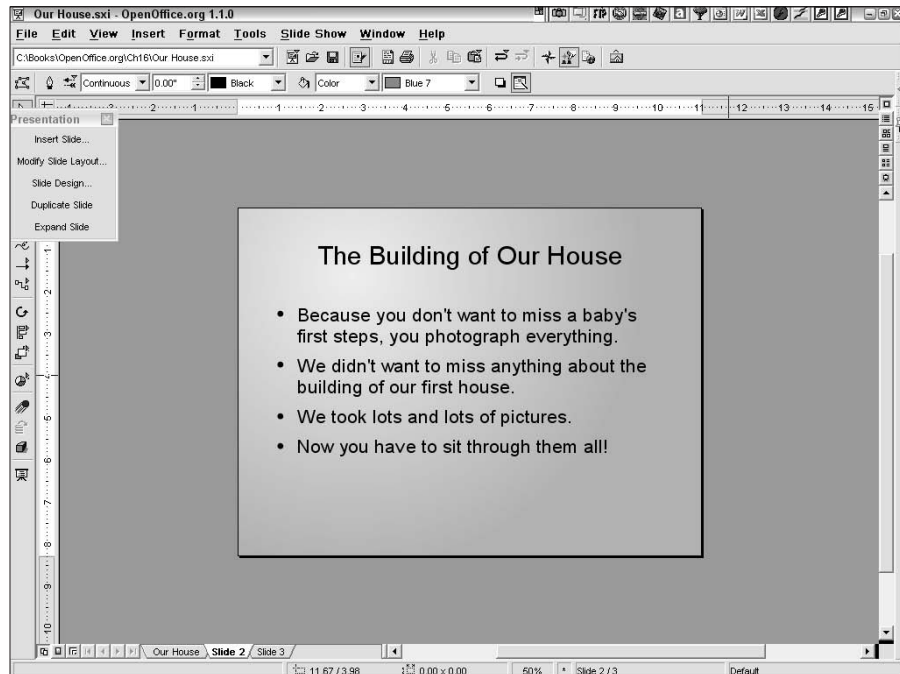
Just as you can format paragraphs in a word processor, you can format paragraphs in Impress. You can change the margins, alignment, and line spacing. Because a presentation is so graphical in nature, you want to make sure that your paragraphs look orderly.

### *Lining up with the ruler*

The easiest and most direct way to set the margins is to use the horizontal ruler that's above each slide. If you don't see this ruler, choose **View** ⇨ **Rulers** to make it appear. You also use the ruler to set indents, as shown in Figure 14-3.

The gray area at the left and right edges of the horizontal ruler defines the slide's margins. You can drag the edges of the gray area to change the margins.

To change indents, use the indent markers. The top marker sets the indent for the first line only. For bulleted lists, this marker is to the left of the bottom marker and creates a hanging indent. The top marker determines the position of the bullets. To change the bullet position, click and drag the top marker to the left or right.



**Figure 14-3:**  
Use the horizontal ruler to set your margins and indents.

The bottom marker sets the indent for the rest of the lines of the paragraph. In bulleted text, this marker sets the position of the left side of the text, which is to the right of the top marker. To move the text, press Ctrl and drag the bottom marker to the left or right. Use this technique to move the text in relation to the bullets.

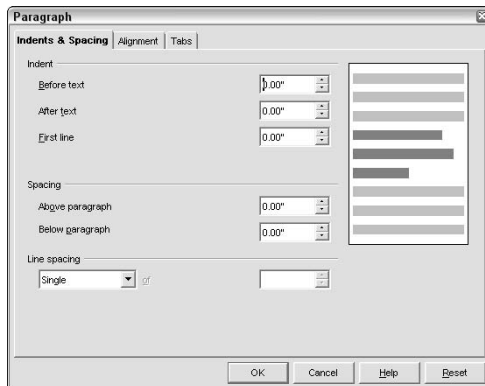
## Aligning text

While most text is left-aligned — that is, the text along the left margin lines up — headings are often centered. Occasionally, you may want to right-align text. You can also justify text. This forces the text to reach both the left and right margins on each line, but justified text sometimes places too much space between the words and may look strange for bulleted text.

To align text, select the text and choose one of the alignment buttons on the Object toolbar.

## Spacing your lines

If you need to fit just a little more text on a slide or expand your text so that it doesn't look lost, you should adjust the line spacing. Select the text and choose Format→Paragraph to open the Paragraph dialog box. Click the Indents & Spacing tab, as shown in Figure 14-4.



**Figure 14-4:**  
The Indents  
& Spacing  
tab of the  
Paragraph  
dialog box.

Use the Spacing panel to change the spacing before or after a paragraph. This panel affects the spacing between paragraphs.

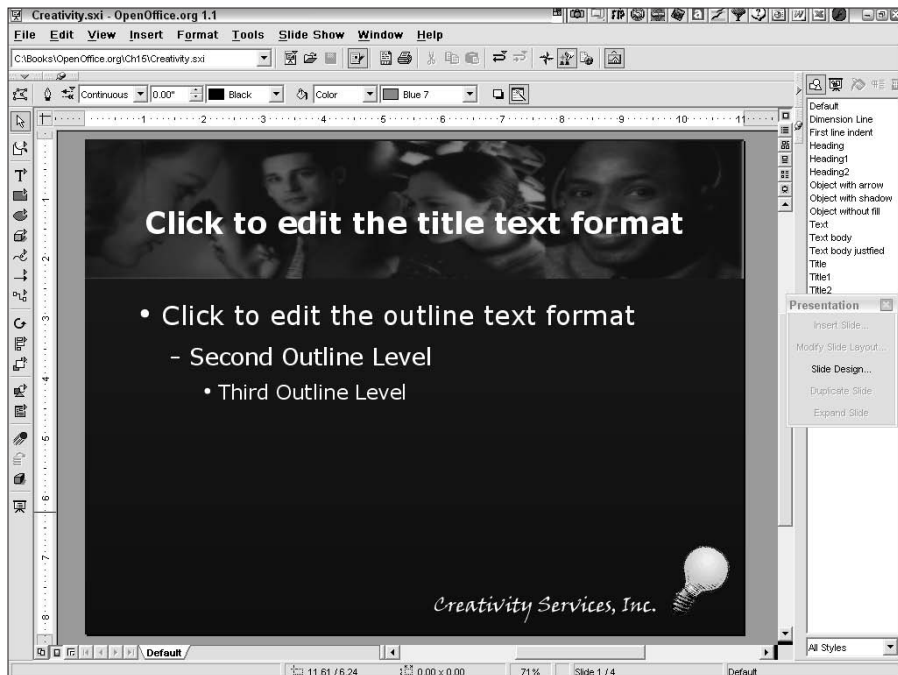
Use the Line Spacing panel to change the line spacing within a paragraph. Choose one of the options from the drop-down list. To set exact line spacing, use the At Least option and enter a distance in the text box. You can experiment with various spacing until you get the look that you want.

## Using Master View

The Master view is the key that controls the look of your entire presentation. In Chapter 13, we explain the various modes, one of which is Master view. To enter Master view, click the Master view icon at the lower-left corner of your screen or choose View⇨Master⇨Drawing, as shown in Figure 14-5.

Typically, you would specify the following items in Master view:

- ✓ **Background:** Choose Format⇨Page and click the Background tab. You can use a solid color, gradient, bitmap image, or *hatch* (repetitive pattern).
- ✓ **Fonts:** Choose Format⇨Character or use the Object toolbar to choose font type, size, and color. You can separately format the title and the bulleted text.



**Figure 14-5:** Use Master view mode to set up the design of your entire presentation.

- ✔ **Bullets:** Choose Format⇨Numbering/Bullets. We explain how to format bullets in the section “Choosing bullets,” earlier in this chapter.
- ✔ **Graphics:** Choose Insert⇨Graphics⇨From File to insert logos or other graphics. You can also use the drawing tools to create your own.

In the same way, you can specify the look for title slides, notes pages, and handouts. Choose View⇨Master⇨Title, Notes, or Handout.

When you have completed setting up your master slide, you may want to save the presentation as a template so that you can use it again easily. For detailed instructions on saving a presentation as a template, see Chapter 13.

If you start with a template, your master slide may be just what you need already. If not, go to Master view before you design your presentation to create the overall look in advance. It’s better to make changes on the master slide than on individual slides. If you later decide to change the bullets, for example, you can change them once on the master slide, instead of changing them on each slide.



## Chapter 15

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# Making Presentations Picture Perfect

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### *In This Chapter*

- ▶ Using graphics
  - ▶ Editing graphics
  - ▶ Working with colors
  - ▶ Adding 3-D effects
- 

**T**ext alone is not enough for a presentation. To effectively communicate, you should add graphics and choose color to enhance your message. Most professional presentations include graphics on at least 50 percent of the slides. As you compose your presentation, think about what kind of art, photos, and drawings could add an extra element of interest and detail.

## *Adding Images*

Inserting a photo of a product helps your audience visualize what you're trying to sell them. Placing a colored rectangle behind some text makes the text stand out. Adding some clip art of a flower livens up your presentation, especially if you're trying to sell florist's ribbon. Each type of graphic has a different effect, depending on how you use it.

To decide what type of graphics you should use, pay attention to other presentations. Look at brochures and Web sites, and get a feel for the effect of combining various types of art with text.

## *Clipping art*

*Clip art* is drawn artwork that you can insert onto any slide. You can find clip art on the Web, both for free and for purchase. You can also buy collections

of clip art on CD-ROMs or DVDs. Clip art can be humorous, such as when you use a light bulb to represent creativity, or iconic, such as when you use an arrow to depict a process. Clip art can also evoke a theme or certain feelings. For example, if you're selling garden furniture, you may want clip art of flowers and plants on each slide to set the right mood.



You need to be careful that you don't use copyrighted artwork without permission. If you find art on a Web site, be sure to read the terms of use.

If you find clip art on the Web, you can download it to your computer. If you have the clip art on a CD-ROM or DVD, you can insert the clip art directly from the disc. Each image is a separate file.

The procedure for inserting a graphic is the same in Impress as it is in Writer. For detailed steps, see the section "Inserting Graphics," in Chapter 5.

When you insert clip art, the image appears at the center of your slide, with eight small square handles around it, as shown in Figure 15-1.



**Figure 15-1:**  
A newly inserted graphic image.

You can immediately drag the image to a new location on the slide and resize the image if you want.

You can use any of OpenOffice.org's editing tools to recolor, rotate, filter, and flip the clip art, among other possibilities. We explain how to edit graphic images in Chapter 5.



## *Drawing objects*

OpenOffice.org has a full complement of drawing objects that you can place on a slide. Impress users often use rectangles, circles, and other shapes behind text to emphasize text and hold text together. Arrows can point out important points, and connectors can create flow charts and other diagrams.

You should adjust the color of these objects to match the colors of your background and text. Always make sure that text is clearly visible on a shape. You can change both the fill and line colors of a shape such as a circle or a rectangle. Of course, arrows and lines don't have a fill color.

You can find all the information you need about creating and editing these drawing objects in the section "Inserting Graphics," in Chapter 5. Don't forget to check out the section "Using the Gallery," also in Chapter 5, for information on saving your drawing objects for future use.

You can also create objects using OpenOffice.org's Draw program and insert them into your presentations. We cover Draw in Chapter 18.

## *Coloring Backgrounds*

An important part of the look of your presentation is the background of your slide. People often think of the background as the main part of the template, although a template also includes font formatting and may include some text content. However, regardless of the background of your template, you can add new backgrounds to your heart's content.

Be careful when adding backgrounds. You typically don't want to use a different background for each slide. However, a little variety can keep your audience awake and emphasize certain slides.

To change a background for the entire presentation, use Master view mode. Choose View → Master → Drawing. Then follow the directions in the next few sections for changing a slide background. When you change a background in Slide mode, OpenOffice.org asks you whether you want to change the background for the entire presentation or for just one slide. If you choose to change the background for the entire presentation, OpenOffice.org changes the master slide for you.

If you change the background for one slide and then change the background for the entire presentation, the background for the one slide that you changed remains unchanged. Changes to individual slides override changes to the master slide.

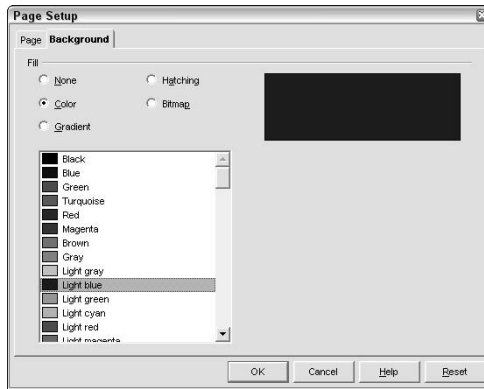


## Creating a plain-colored background

You can simply choose a color as a background for a slide. Maybe it's a little boring, but it's certainly simple. To use a colored background, follow these steps:

1. Display the slide.
2. Choose **Format**⇨**Page**, and click the **Background** tab.

The Page Setup dialog box opens, as shown in Figure 15-2.



**Figure 15-2:**  
The  
Background  
tab of the  
Page Setup  
dialog box.

3. In the **Fill** panel, select the **Color** option button.
4. Choose a color from the list of colors.
5. Click **OK**.

A message appears asking whether you want to use these background settings for all the pages.

6. To change the background for all the slides, click **Yes**. To change only the slide that you displayed, click **No**.

If you can find the color that you are looking for, you can define your own color. For detailed instructions on how to define a color, see “Coloring consummately” in Chapter 18.

## Creating a gradient background

A *gradient* gradually changes from one color to another. Gradients are often used as backgrounds for presentations. However, make sure that your text shows up well against both colors. To use a gradient background, follow these steps:

1. **Display the slide.**
2. **Choose Format→Page, and click the Background tab.**

The Page Setup dialog box opens, as shown previously in Figure 15-2.

3. **In the Fill panel, select the Gradient option button.**
4. **Choose a gradient from the list of gradients.**
5. **Click OK.**

A message appears asking whether you want the background settings for all the pages.

6. **To change the background for all the slides, click Yes. To change only the slide that you displayed, click No.**

You can create your own gradients in a number of styles from any two colors. For detailed steps, see Chapter 18. Once you create and save your gradient, it appears in the Page Setup dialog box so that you can choose it.

## *Hatching a background*

A *hatch* is a pattern made up of parallel lines. You can change the pattern by changing the spacing, angle, and color of the lines. Hatches rarely work well on a slide because they interfere with the legibility of text. To create a hatched background, follow these steps:

1. **Display the slide.**
2. **Choose Format→Page, and click the Background tab.**

The Page Setup dialog box opens, as shown previously in Figure 15-2.

3. **In the Fill panel, select the Hatching option button.**
4. **Choose a hatch from the list of hatches.**
5. **Click OK.**

A message appears asking whether you want the background settings for all the pages.

6. **To change the background for all the slides, click Yes. To change only the slide that you displayed, click No.**

You can create custom hatches, as explained in Chapter 18. A hatch that you create and save appears in the list of hatches so that you can choose it as a background.

## *Using a bitmap image as a background*

Perhaps the most common type of background is an image or photo. The photo is often recolored to match the presentation's color scheme and softened so that it doesn't take attention away from the text. OpenOffice.org includes a set of repetitive bitmap images that are soft enough to use as slide backgrounds. To use one of these bitmaps as a background, follow these steps:

- 1. Display the slide.**
- 2. Choose Format→Page, and click the Background tab.**

The Page Setup dialog box opens, as shown previously in Figure 15-2.
- 3. In the Fill panel, select the Bitmap option button.**
- 4. Choose a bitmap from the list of bitmaps.**
- 5. To fit the bitmap over the entire slide, in the Position panel, deselect the Tile check box and select the AutoFit check box.**
- 6. Click OK.**

A message appears asking whether you want the background settings for all the pages.
- 7. To change the background for all the slides, click Yes. To change only the slide that you displayed, click No.**

### *Importing your own image file as a background*

To use your own image file, you need to open the Area dialog box and import the image there. The image then appears in the Page Setup dialog box list. Follow these steps to import a bitmap image for use as a background:

- 1. Choose Format→Area, and click the Bitmaps tab.**

The Area dialog box opens, with the Bitmaps tab on top.
- 2. Click the Import button.**

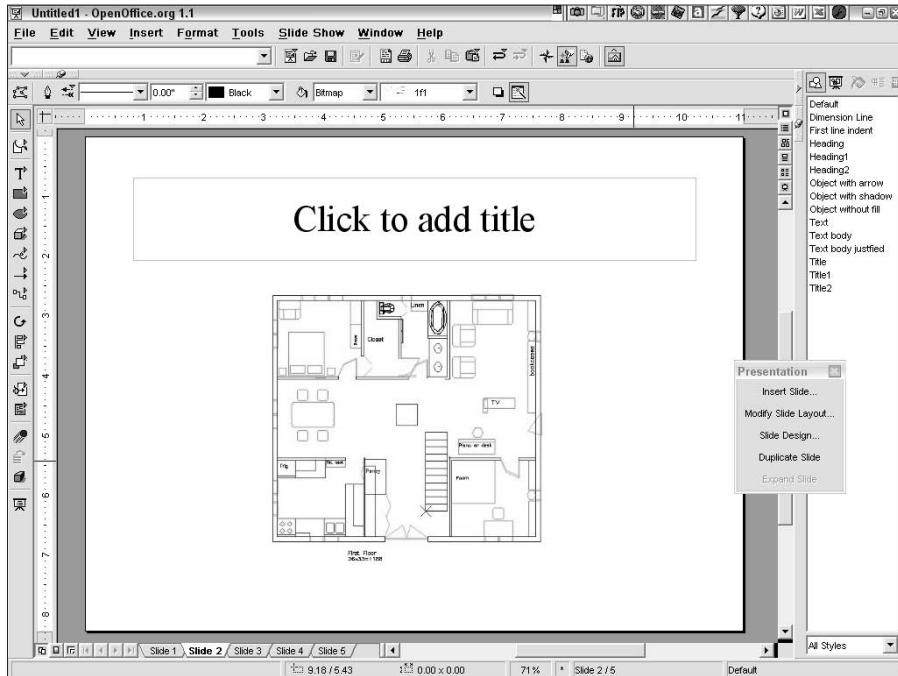
The Import dialog box opens.
- 3. Locate the file that you want to use, and click Open.**

You are returned to the Area dialog box.
- 4. Click OK to return to your presentation.**

### *Customizing your image*

You can use OpenOffice.org to colorize an image so that it works better as a background. For example, you may want to use the floor plan that's shown in Figure 15-3 as a background.

**Figure 15-3:**  
You can use  
this floor  
plan as a  
background.



The problem is that the floor plan has both light and dark areas, so some text won't show clearly. You need to color the image, so that it's mostly blue, and soften it a bit. This procedure involves a number of steps, but they're all easy. Follow these steps to colorize and soften the bitmap:

**1. With any slide displayed, choose Insert→Graphics.**

The Insert Graphics dialog box opens.

**2. Locate the file that you want to use, choose it, and click Open.**

The image appears on your slide, selected.

**3. Use the following controls on the Object toolbar to edit the photo or other image:**



- **Red RGB:** Adjust the value to vary the amount of red in the image. To make a blue image, reduce this value close to nearly 0%.
- **Green RGB:** Adjust the value to vary the amount of green in the image. To make a blue image, reduce this value to nearly 0%.
- **Blue RGB:** Adjust the value to vary the amount of blue in the image. To make a blue image, increase this value to nearly 100%.
- **Brightness:** Adjust the value to make the image lighter (brighter) or darker. For a dark blue image, reduce the value below 0%.



- **Contrast:** Increase the contrast to make the lights lighter and darks darker (more contrast) or decrease the contrast to make the image more monochrome. For a blue image, reduce the value below 0%.



- **Gamma:** Increase the gamma to make the medium and dark tones brighter and decrease it to make them darker. For a dark blue image, decrease the gamma. You need to fiddle with the gamma to get the right value, which varies with the image.



You can also crop the image. Click the Crop button at the right end of the Object toolbar, and use the Crop dialog box to cut off unwanted edges of the image.



- **Filter:** Choose one of the effects from the Filter floating toolbar. You can click the Soften button to get a softer effect for a background. The result of our editing is shown in Figure 15-4.

**4. With your image still selected, choose File⇨Export.**

The Export dialog box opens.

**5. From the File Format drop-down list, choose the file format that you want. Select the Selection check box to export only the selected image.**

The JPEG format is often used for photographs. Other common bitmap formats are GIF and PNG.

**6. In the File Name text box, enter a name for the image.**

**7. Click Save.**

Depending on the format that you chose, a dialog box offering save options may appear. These options control the quality and features of the image.

**8. Specify the settings that you want, if applicable, and click OK.**

**9. To import the image into the bitmap list, choose Format⇨Area and click the Bitmaps tab.**

The Area dialog box opens.

**10. Click the Import button, find the file that you want, and click Open.**

The Name dialog box opens.

**11. Enter a name for the bitmap, and click OK twice to return to your presentation.**

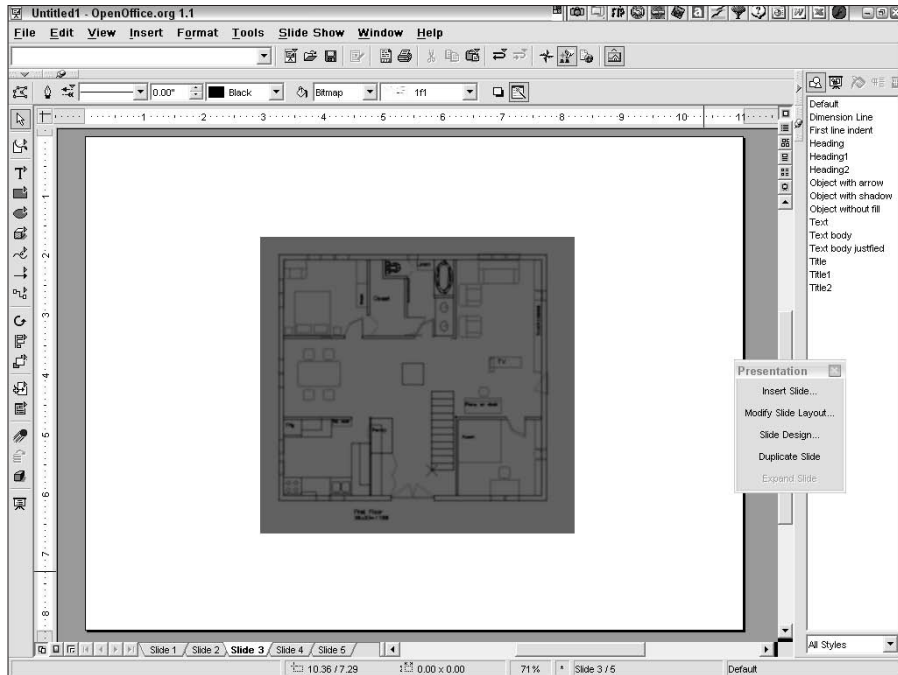
OpenOffice.org adds the bitmap image to the list of bitmaps.

**12. Choose Format⇨Page, and select the Bitmap option button.**

**13. Choose your bitmap from the bitmap list.**

Set the parameters that you want in the Size and Position panels of the Page Setup dialog box. For example, to fit the image over the entire slide, deselect Tile and select AutoFit.

**Figure 15-4:**  
The image  
has been  
colorized,  
darkened,  
and  
softened.



**14. Click OK.**

A message appears asking whether you want to use the background for all the pages (slides).

**15. Click Yes to place the image on all the slides, or click No to place the image on the displayed slide only.**

You now have a suitable image that you can use as a background for your presentation.

### *Applying a design template*

You can also add a background by applying a different design template. Follow these steps to apply a design template:

**1. Choose Format⇒Styles⇒Slide Design.**

The Slide Design dialog box opens.

**2. Click the Load button.**

The Load Slide Design dialog box opens.



3. From the **Categories list**, choose a category, such as **Presentation Backgrounds**.
4. From the **Templates list**, choose the template that you want to use.  
You can preview the template. Click **More**, and select the **Preview** check box.
5. Click **OK**.  
You are returned to the **Slide Design** dialog box. The new template is selected.
6. To use the template for all your slides, replacing any existing templates, select the **Exchange Background Page** check box. To simply add the template, deselect this check box.
7. Click **OK** to return to your presentation.

## *Adding a Coolness Factor with 3-D*

OpenOffice.org has a great complement of 3-D objects and features that you can use to make your presentations pop out from its slides. You can use 3-D effects for both text and graphic objects. You can also create shadows to add a subtle 3-D effect.

### *Creating 3-D text*

A shadow on text gives the impression that the text is slightly above the slide. Figure 15-5 shows some text with and without a shadow.

To add a shadow, follow these steps:

1. **Select the text.**
2. **Choose **Format**⇒**Character**.**  
The **Character** dialog box opens.
3. **Click the **Font Effects** tab.**
4. **Select the **Shadow** check box.**
5. **Click **OK**.**

You can also right-click and choose **Style**⇒**Shadow** from the shortcut menu that appears.





**Figure 15-5:**  
The text above is plain. The text below sports a shadow.

You can convert text to a 3-D object. However, once you do this, you cannot edit the text — it becomes a graphic object. The text must be in a text frame, not a text placeholder. For more information on creating text in text frames, see Chapter 12. To convert text to 3-D text, follow these steps:

1. **Click the text frame.**
2. **The text displays a border, and you see the cursor inside the text.**
3. **Click the border to remove the cursor and display only the eight handles.**
4. **Right-click the text, and choose Convert⇨To 3D from the shortcut menu that appears.**

Figure 15-6 shows some text before and after converting to 3-D. Be careful — text can be hard to read in 3-D. You can adjust the depth and other features of your 3-D text to help make it more readable. For exact instructions, see the section “3-D Basics” in Chapter 16.

## *Inserting 3-D objects*



You can insert 3-D objects, such as boxes and cylinders, onto your slide using the 3D Objects floating toolbar. Long-click the 3D Objects icon on the Main toolbar to find these objects. Click any 3-D object, and drag on your slide to insert the shape. You can place a text frame on top of a 3-D shape so that the 3-D shape appears to have text on it, as shown in Figure 15-7.

For advanced techniques on using 3-D objects, see the section “3-D Basics” in Chapter 18.

You can add shadows to your 3-D objects. OpenOffice.org comes with some preset shadow styles that you can quickly apply to your objects. Follow these steps to add shadows to your 3-D objects:

1. **Select the 3-D object.**
2. **Click the 3D Effects button on the Main toolbar, or choose Format⇨3D Effects.**
3. **Click the Favorites button (the leftmost button at the top of the dialog box).**
4. **Click one of the effects that includes a shadow.**
5. **Click Apply.**
6. **Close the 3D Effects dialog box.**



OpenOffice.org applies the shadow effect to your 3-D shape.

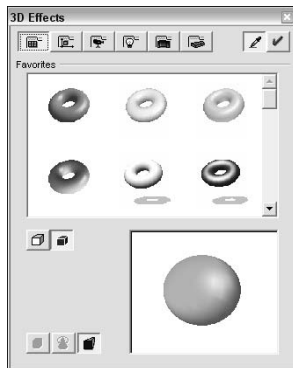


**Figure 15-6:**  
You can turn  
your text  
into 3-D  
shapes.



**Figure 15-7:**  
You can emphasize text by placing a text frame on top of a 3-D object.

Have fun experimenting with other 3-D effects as well! See the section “3-D Basics,” in Chapter 18, for the lowdown on the many ways that you can fiddle with your 3-D objects.



**Figure 15-8:**  
The 3D Effects dialog box.

## Chapter 16

# Animating Impressively

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### *In This Chapter*

- ▶ Adding effects to text
  - ▶ Incorporating sound
  - ▶ Animating objects
  - ▶ Animating GIF files
  - ▶ Adding slide transitions
- 

**M**ovement catches the eye and wakes up your audience. Animation can be very effective when used appropriately. You can also add sound or music to a presentation or a specific slide. In this chapter, we explain how to add motion to text, objects, and the transition from slide to slide.

## *Using Text Effects Effectively*

OpenOffice.org offers two types of animation for text. One type creates moving text like you would see in a ticker tape — the text moves across the screen. We explain this type of animation in this section.

The other type of animation applies to both text and objects and governs how these items appear. Text and objects can fly in from the left, simply appear, or dissolve into existence. We discuss this type of animation in the next section.

Text effects are simple but you should use them judiciously. These effects only apply to text in text frames; you can't apply these text effects to text in placeholders. OpenOffice.org offers the following text effects:

- ✓ **Blink:** The text blinks on.
- ✓ **Scroll Through:** Scrolls into view and continues through to the other side, disappearing there.

- ✓ **Scroll Back and Forth:** Scrolls into view, continues to the other side, and then scrolls back in the opposite direction. You need to specify at least two cycles for this effect to work.
- ✓ **Scroll In:** Scrolls into view and remains in view.

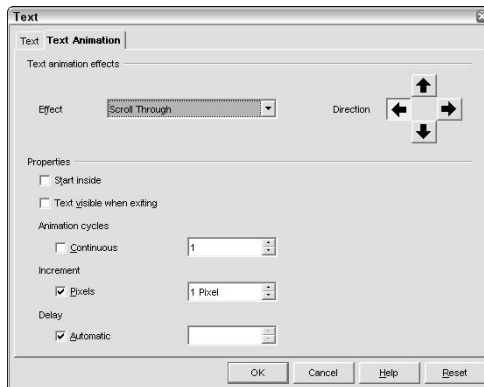
To add a text effect, follow these steps:

1. **Create text in a text frame.**
2. **With the text frame selected, choose Format→Text.**

This menu item is only available if you have selected a text frame. The Text dialog box opens.

3. **Click the Text Animation tab, as shown in Figure 16-1.**

**Figure 16-1:** Use the Text Animation tab of the Text dialog box to create blinking and scrolling animation.



4. **From the Effect drop-down list, choose one of the effects.**
5. **Click one of the arrows to specify the direction of the scroll.**
6. **In the Properties panel, choose the properties that you want for the effect.**

You may have to test a few property options to get the results that you want. For example, the Scroll Through effect normally starts the text from the edge of the text frame, but if you select the Start inside check box, the text starts from the middle of the frame, completely visible, and then scrolls in the direction that you choose. Under Animation cycles, you can repeat the effect. You can also specify a delay in milliseconds.

7. **Click OK to return to your presentation.**
8. **Click the Slide Show View button to view the animation.**

- When you are done previewing the animation, press Esc to return to Drawing view.

## Creating Animation Effects

You can animate how both text and objects appear on a slide. For example, you can make bulleted text appear line by line as you click the mouse so that your audience sees each line as you discuss it. After the animation, you can make the object change color or disappear. You can even move an object along a path. To animate an object, follow these steps:

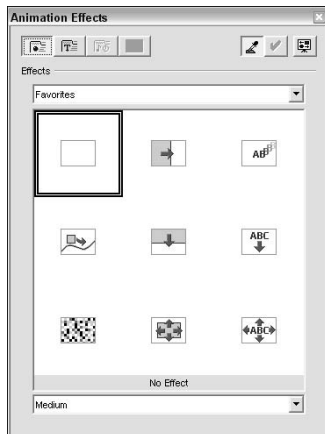
- Select the object that you want to animate.**

For text in a text placeholder, select the entire placeholder — you don't need to highlight the text itself.



- Choose Slide Show→Effects or click the Animation Effects button on the Main toolbar.**

The Animation Effects dialog box opens, as shown in Figure 16-2.



**Figure 16-2:** The Animation Effects dialog box allows you to add animation to objects, including text.



- Click the Effects button in the Animation Effects dialog box.**
- Choose an effect from the Effects drop-down list or from the icons in the large panel (Favorites), or choose Other from the drop-down list for another set of available effects.**

When you click an icon, the name of its animation appears at the bottom of the Animation Effects dialog box.

5. If a set of variations appears in the large panel, choose a variation.
6. From the Speed drop-down list at the bottom of the dialog box, choose a speed.
7. If you selected text, click the Text Effects button and choose an effect for the text, using the same method as described in Steps 4 through 6.

These text effects are like the text effects for objects. They are not the blinking or scrolling effects that you can create for text frames.

8. To specify sound effects and aftereffects, click the Extras button at the top of the Animation Effects dialog box.

Many animations automatically come with a sound. If you don't want the sound, click the Extras button to turn off the sound.

9. To add an aftereffect, in the Extras panel, either

- Click the Object Invisible button to make the object disappear after animation.
- Click the Fade Object with Color button to change the object's color after animation.

If you fade the object, choose a color from the drop-down list.

10. To add a sound that plays during the animation, click the Sound button and choose a sound from the drop-down list. To add your own sound file, click the Open button, locate the sound file, and click Open.

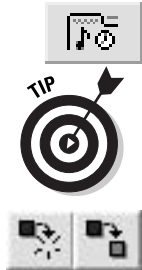
OpenOffice.org comes with a good assortment of sounds. When you click the Open button, you are automatically in the folder that contains the OpenOffice.org sound gallery.

11. To remove a sound, click the Sound button so that it does not appear selected (indented).
12. To assign the sound to the selected object, click Assign.
13. To view the animation in Slide Show view, click the Slide Show View button in the upper-right corner of your screen.

You can go into Slide Show view, view your animation, and return to Drawing view without closing the Animation Effects dialog box. Leaving the dialog box open allows you to go back and make adjustments as you work.

To change the order of animation, click the Order button in the Animation Effects dialog box. Select an object, and drag it to a new position.

To remove animation from an object, select the object and choose the first icon, called No Effect, from the Favorites collection of icons in the Animation Effects dialog box.





## Adding Sound Bytes

Sounds can create a mood or add humor to a presentation. You can add a simple sound or play music. As described in the previous section, you can add a sound to an animation effect. You can also add a sound to a slide transition, as explained later in this chapter. In this section, we explain how to insert a sound object into a slide.

You can add a sound to a slide in the following formats:

- ✓ .au/.snd (SUN/NeXT audio)
- ✓ .wav (Microsoft Windows audio)
- ✓ .voc (Creative Labs/Soundblaster audio)
- ✓ .aiff (SGI/Apple audio)
- ✓ .iff (Amiga audio)

To insert a sound, follow these steps:

- 1. Choose Insert⇒Object⇒Sound.**

The Insert Sound dialog box opens.

- 2. Locate the sound that you want, and select it.**

- 3. Click the Insert button.**

A sound icon appears on your slide.

## Creating Animated GIF Files

A GIF file is a bitmap graphic file. An animated GIF file is a series of small GIF files that differ slightly from each other. An application or browser displays the GIF files quickly in order, giving the appearance of animation. Many ads that you see on the Internet are created using animated GIF files.

OpenOffice.org contains a GIF animator that you can use to create animations for your presentations. You can create drawing objects using OpenOffice.org's tools, or you can import bitmap images. The overall process is simple — you put all the images on a slide, add each image in order to the animation, and set the timing for each image. Follow these steps to create an animated GIF for your presentation:

**1. Create or insert all the images that you want to use on a slide.**

To create an animation effect, the images are usually similar, with just slight differences. You don't have a great deal of control over the placement of the objects, so your animation needs to emphasize shape changes rather than movement.

**2. Choose Slide Show → Animation.**

The Animation dialog box opens.

**3. Select the first object for the animation.**

You can select objects on your slide while the Animation dialog box is open.

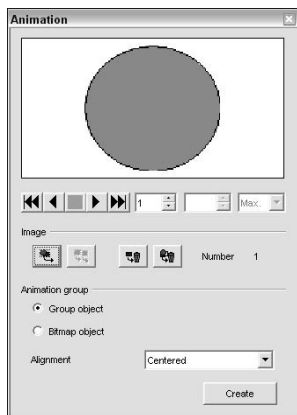


**4. Click the Apply Object button to add the image as one frame in the animation.**

The object appears in the Preview pane, as shown in Figure 16-3.



If you line up all your images in the order that you want to insert them in the animation, you can select them all at once by dragging across them all and then clicking the Apply Objects Individually button, which is to the right of the Apply Object button. In this way, you can create an entire animation in one fell swoop.



**Figure 16-3:**  
The Animation dialog box allows you to create animated GIF files.

**5. Repeat Steps 3 and 4 to add additional objects to the animation until you have all the objects that you need.**

As you add objects, you see the frame number increase in the middle of the Animation dialog box.

**6. In the Animation group panel, select the Bitmap object option button.**

**7. To set the timing for each frame, click the small down arrow to the right of the frame number to return to Frame 1.**

- 8. Set the timing for Frame 1 in the Duration box to the right of the frame number.**

The frames must be short to give the appearance of animation. The unit of the Duration box is seconds, so a setting of 1.00 is 1 second. You can try setting each frame to 0.05 or 0.1 as a start.

- 9. Increase the frame number by 1, and set the duration for each of the frames in your animation.**
- 10. To repeat (loop) your animation, set the number of times in the Loop Count box, which is to the right of the Duration box.**
- 11. Click the Create button to create the animated GIF file.**

The new animation appears on your screen.

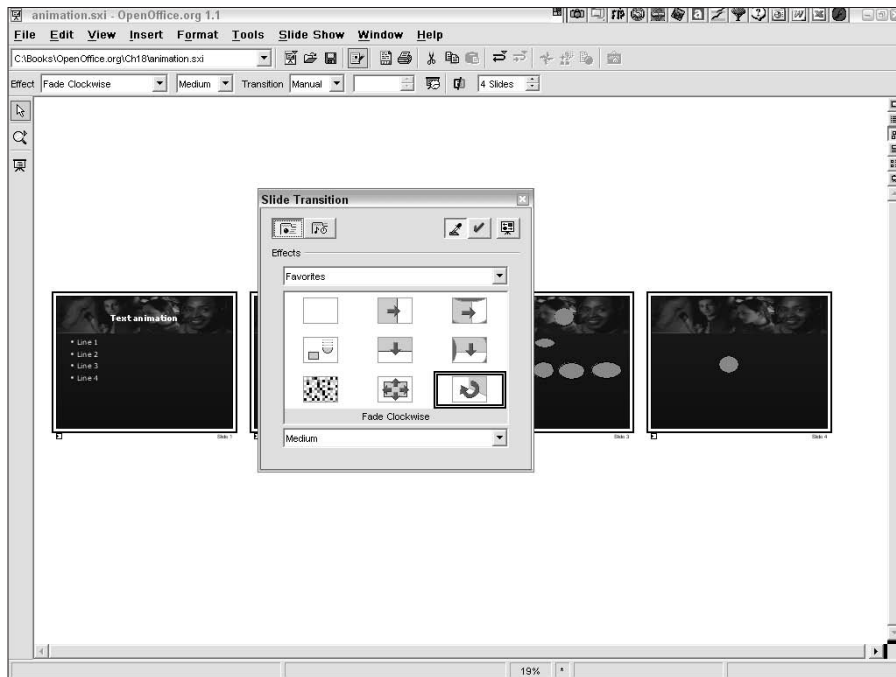
- 12. You can now delete all the objects that you used for your animation, or you can drag them off the slide if you want to save them.**
- 13. To play the animation in the Animation dialog box, set the frame number in the Frame box to 1 and click the Play button. To see the slide in Slide Show view, click the Slide Show View button in the upper-right corner of your screen.**

As you work, you can delete an image in a frame by displaying it in the Animation dialog box and clicking the Delete Current Image button. To change an animation after you have created it, select the animation, choose Slide Show⇨Animation to open the Animation dialog box, make the changes that you want, and resave it (by clicking Create) as a new animation.

## *Adding Slide Transition Effects*

You can add effects that determine how a slide appears. For example, the slide can move in from the left or right or materialize into view. You can add a different transition to each slide (it's a little nerve-racking!) or add one transition to all your slides. Use discretion with slide transitions, and keep them simple. Follow these steps to add a transition:

- 1. Use one of these options to select one or more slides:**
  - Switch to Slides view and drag across the slides to select them (or choose Edit⇨Select All).
  - Select the slide that you want to work with.
- 2. Choose Slide Show⇨Slide Transition to open the Slide Transition dialog box, as shown in Figure 16-4.**



**Figure 16-4:**  
The Slide  
Transition  
dialog box.



**3. Click the Animation Effects button in the Slide Transition dialog box.**

**4. Choose an animation by doing one of the following:**

- Choose one of the animations in the pane.
- Choose an animation from the Effects drop-down list.
- Choose Other from the Effects drop-down list, and then choose one of the animations in the pane.

When you click an animation in the pane, the title appears at the bottom of the dialog box.

**5. If you choose an animation from the drop-down list and variations appear in the pane, choose one of the variations.**

**6. Click the Additional Options button in the Slide Transition dialog box.**

**7. In the Extras panel, choose one of the following options:**

- **Automatic:** The slide advances automatically after the time that you set in the text box. Animation effects for objects also play automatically.
- **Semiautomatic:** The slide advances automatically after the time that you set in the text box, but animation effects for objects only play when you click the mouse.





- **Manual:** Both slide animation and object animation occur only when you click the mouse.



8. **To choose a sound for the slide transition, click the Sound button and choose a sound from the drop-down list.**

Most transitions come with a sound. If the Sound button is selected (indented), you have a sound. To remove the sound, click the Sound button (so that it is no longer indented).

A sound that plays each time you advance a slide can get annoying. In most cases, you want to remove the sound.



9. **Click the Apply button to apply the slide transition and any effects to the selected slides.**

If you are in Slides view, you see a small icon at the lower-left corner of each selected slide, indicating that it has a slide transition.



Play your presentation in Slide Show view to check out your new slide transitions.

To delete slide transitions, follow these steps:

1. **Select the slide or slides.**
2. **Choose Slide Show ⇨ Slide Transition.**
3. **Choose Favorites from the drop-down list.**
4. **Choose the first icon, No Effect.**
5. **Click Apply.**



## Chapter 17

# Showing a Presentation

---

### *In This Chapter*

- ▶ Preparing to deliver your presentation
  - ▶ Presenting your slide show
  - ▶ Printing slides, notes, and handouts
- 

**Y**ou have worked hard and finally completed a beautiful and compelling presentation. Now you need to deliver it to your audience. Before you jump right in, you should practice several times until your delivery is smooth and comfortable. Only then should you get in front of an audience.

## *Preparing to Deliver a Slide Show*

Practice makes perfect. Your presentation is important, and the quality of your delivery is a major factor in the success of your presentation. (The other two factors are your content, including its organization, and the look/layout of the presentation.)

To practice, start by going into Slide Show view (choose Slide Show⇨ Slide Show) and run through the presentation, speaking out loud to your computer, which is your imaginary audience. (Don't worry about what your neighbors think.) The expression *slide show* is often used to indicate a presentation in Slide Show mode but *slide show* and *presentation* can also be used as synonyms.

The second step is to practice with the equipment that you plan to use, including the computer and projector, for example. This step is crucial. We've seen too many disasters, or near disasters (staying up late the night before trying to find a computer that is powerful enough to play a large presentation), that could have been prevented by practicing the entire presentation in advance using the final equipment.

The final step is to practice in your final venue, if possible. This step gives you the opportunity to check out the seating, determine where to put the

projector, see where to stand, know how to set the temperature of the room, and so on.

## *Setting slide timing*

If you want your presentation to advance automatically, you need to set the time for each slide to be viewed. If you are delivering a presentation yourself, you may not want to set slide times. You typically set timings for self-running presentations, such as those that you may use at a convention or in lobbies. To set slide timing, follow these steps:

**1. Choose View→Workspace→Slides View to enter Slides view.**

If necessary, click the first slide so that you start from the beginning.



**2. Click the Rehearse Timings button on the Object toolbar.**

OpenOffice.org automatically places you in Slide Show view so that you see your presentation full-screen. You see a timer at the lower-left corner of your screen.

**3. Start speaking out loud if you plan to use the automatic timings for a presentation that you plan to deliver. Pretend that you are talking to an audience.**

To determine the timings for a self-running presentation, you can read the presentation to get an idea of how much time your audience will need to read each slide.

**4. When you think it's time to move to the next slide, click the timer.**

Don't just click the slide — you have to click the timer itself. OpenOffice.org advances to the next slide.

**5. Continue Steps 3 and 4 until you finish the presentation.**

You now return to Slides view. You can click any slide and see its timing on the Object toolbar. You can manually change the setting for any slide by changing the number in the Timings text box of the Object toolbar.

You don't need to use the timings that you set. As explained in the section “Specifying slide show settings,” later in this chapter, you can decide to advance each slide manually if you want.

## *Hiding slides*

You may want to create variations of your presentation for different audiences or to include slides that you plan to show only if your audience indicates some interest in a specific topic. To hide a slide, follow these steps:



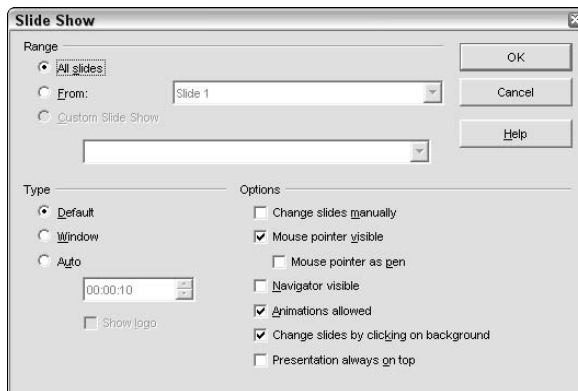
1. Go into Slides view (choose View⇨Workspace⇨Slides View).
2. Click the slide that you want to hide.
3. Choose Slide Show⇨Show/Hide Slide.

## Specifying slide show settings

You can specify a number of settings that determine what happens when you present your slide show. For example, you may have created timings for your slides for practice purposes, but you may not want to use these timings when you actually present. Follow these steps:

1. Choose Slide Show⇨Slide Show Settings.

The Slide Show Settings dialog box opens, as shown in Figure 17-1.



**Figure 17-1:**  
The Slide  
Show  
Settings  
dialog box.

2. In the Range panel, click From and choose a slide if you don't want to start from the first slide.

Otherwise, keep the default setting of All Slides.

3. In the Type panel, choose Default, which plays the presentation once full-screen.

To play the presentation in the OpenOffice.org application window, choose Window. To automatically loop the slide, choose Auto. If you want a delay between repetitions, enter an amount in the Timing text box.

4. In the Options panel, specify the following settings:

- **Change slides manually:** Select this check box to ensure that OpenOffice.org ignores timings that you have set and only advances slides when you use the mouse or a keyboard shortcut to advance a slide.

- **Mouse pointer visible:** Selected by default, this setting displays the mouse pointer in Slide Show view. Deselect this check box to hide the mouse pointer. If you have hyperlinks or other objects that you need to click, you should leave the mouse pointer visible; otherwise, you may not need it.
- **Mouse pointer as pen:** If you display the mouse pointer, you can initially display it as a pen so that you can annotate a slide. We explain how to annotate a slide later in this chapter.
- **Navigator visible:** Starts the slide show with the Navigator visible. We explain how to use the Navigator during a slide show later in this chapter.
- **Animations allowed:** Plays any animations that you created. Deselect this check box to disable animations.
- **Change slides by clicking on background:** Advances a slide when you click it. This is the default.
- **Presentation always on top:** Disallows other application windows from appearing in front of your presentation.

5. Click OK.

## *Delivering a Slide Show*

You're all ready to go. Now you just need to get up in front of that audience and speak. Easier said than done, yes? Actually, it's not that bad. If you have practiced and are well prepared, everything will go more easily. If possible, spend a couple of minutes chatting with individual members of the audience as they come into the room so that it doesn't seem like you're addressing a faceless crowd.

Have your presentation already open and in Slide Show view before you start. You can black out the screen by pressing B, as we explain later, until you are ready to start. Then press B again to display your first slide.

### *Using a mouse and keyboard to run your slide show*

When you go into Slide Show view to deliver a presentation, you don't have any menus or toolbars, so you need to know how to navigate. Usually, you just need to click the mouse to advance to the next animation or next slide.

To go to the previous slide, right-click (Control+click on a Mac). You can also use a number of keyboard shortcuts, as described in Table 17-1.

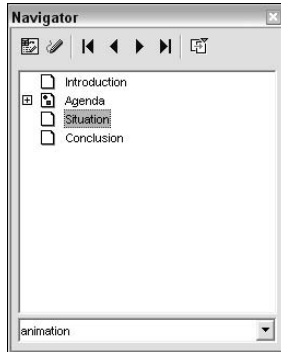
<i>Action</i>	<i>Shortcut</i>
Start slide show	F9
End slide show	Esc, Backspace, or the minus key (-) on the number keypad
Go to next animation or slide	Spacebar
Go to next slide	Enter, ↓, →, Ctrl+Page Down, or N
Go to specific slide	Type number of slide and press Enter
Go to previous slide	←, ↑, Ctrl+Page Up, or P (same as right-clicking)
Go to first slide	Home
Go to last slide	End
Open Navigator	F5 (where you can double-click any slide to go to it directly)
Black out screen	B
White out screen	W

## *Navigating through a slide show*

You can also use the Navigator when you present. Press F5 to open the Navigator, as shown in Figure 17-2.

To go to any slide listed, double-click the slide. If you plan to use the Navigator, you should name your slides. Slide 1, Slide 2, and so on are not helpful names. To name a slide, right-click a slide's tab in Drawing view and choose Rename Slide from the shortcut menu that appears. A good practice is to name the slide based on its title text.

You probably don't want to use the Navigator all the time because it obstructs part of your slides, but for special situations, the Navigator can be a lifesaver.




**Figure 17-2:**  
You can  
use the  
Navigator in  
Slide Show  
view.

### *Annotating a slide*

You can temporarily draw on a slide to emphasize a point, as shown in Figure 17-3. Okay, it's hard to make it look good, but maybe your audience doesn't mind. This type of annotation doesn't last — if you go to the next slide and then return to the annotated slide, your annotation marks are gone.

## Where Is Your Creativity?

- Your creativity is within you
- You can find it just before a thought coalesces
- Creativity is "pre-thought"
- A thought expresses creativity
- Then you act on the thought



*Creativity Services, Inc.*

**Figure 17-3:**  
Annotating  
a slide.  
Someone  
can't draw  
a round  
circle!

To annotate a slide, click the Annotation Pen button in the Navigator. You can then close the Navigator if you want. However, to get rid of the pen cursor, you need to reopen the Navigator and click the Annotation Pen button again.

### *Editing in Slide Show view*

A nice feature enables you to edit slides while in Slide Show view. You may find this invaluable in an informal situation such as a brainstorming session. For example, you can include a slide with a text placeholder and start writing down the ideas that your group comes up with.

Because you don't have menus or toolbars, your options are somewhat limited. For example, you can't insert a new text frame. But you can edit what's already on the slide, and if you have a slide with an empty placeholder, you can add text to the placeholder. Just click to select the placeholder and start typing.

You can access the shortcut (context) menu, however. The shortcut menu contains commands to cut, copy, and paste as well as commands for many formatting options. For example, you can change the font of the text that you have entered.

To edit in Slide Show view, click the Live Mode button in the Navigator. You don't need to keep the Navigator open while you edit your slide. Press F5 to close the Navigator.

## *Printing presentations*

You may never need to print a presentation. On the other hand, printing a presentation has many uses. You can print

- ✓ Handouts to give to your audience that contain images of each slide.
- ✓ Notes for yourself to help tell you what to say for each slide.
- ✓ The outline (the text without any graphics).
- ✓ A paper presentation to give to someone for review, if the person doesn't have Impress or another presentation program.

For information on saving your Impress presentation in another format, see Chapter 15. For example, if a colleague has PowerPoint, you can save a copy of the presentation in PowerPoint format and e-mail the presentation as an attachment instead of printing and mailing the presentation.

## *Printing slides*

You can simply print your slides. To print one or more slides in your presentation, follow these steps:

**1. Choose File⇨Print.**

The Print dialog box opens. By default, OpenOffice.org prints the entire presentation, one slide on each sheet of paper.

**2. To specify specific slides, click Pages in the Print Range panel of the Print dialog box and enter the pages that you want to print.**

**3. Click OK.**

**4. Click the Options button, as shown in Figure 17-4, in the Print dialog box to open the Printer Options dialog box.**

**5. In the Contents panel, choose what you want to print, as follows:**

- **Drawing:** Prints the slides.
- **Notes:** Prints the presentation as it looks in Notes view. This includes the slide at the top and an area for text at the bottom.
- **Handouts:** Prints one or more handouts on a page. To change the number of slides that print on a page, choose Format⇨Modify Layout while you are in Handouts view.
- **Outline:** Prints only the text.

**6. In the Quality panel of the Printer Options dialog box, choose whether to print in color (the default mode), in grayscale, or in black and white.**

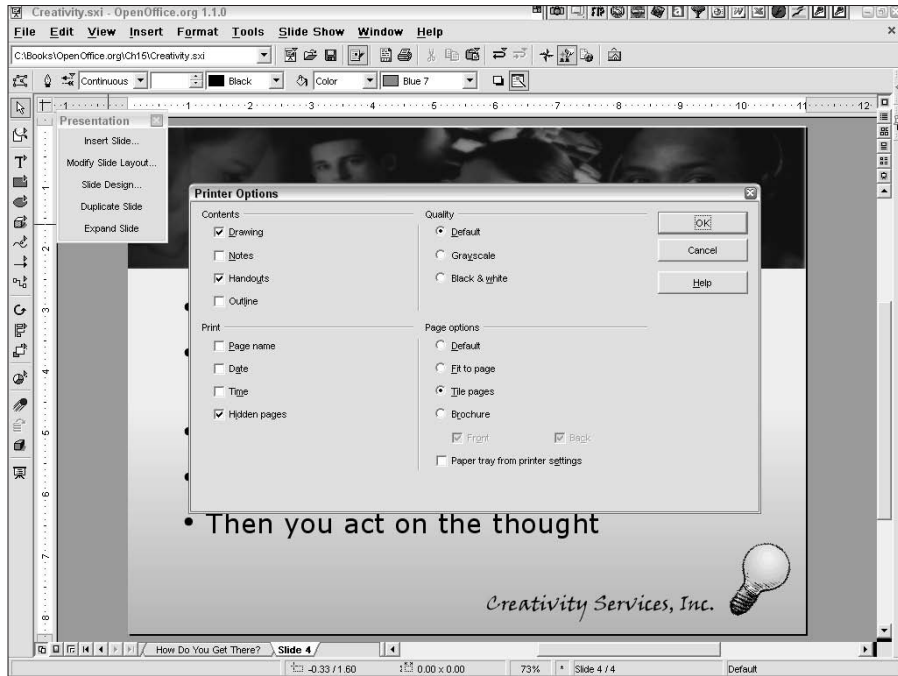
**7. In the Print panel, choose whether to add the page name, date, and time to each slide.**

You can also choose whether to include hidden slides. (We explain hidden slides earlier in this chapter.)

**8. In the Print Options panel, choose whether to print one slide per page, scale slides to fit the page, tile pages (if your slides are larger than your paper), or create a brochure.**

**9. Click OK when you are finished setting the printer options to return to the Printer dialog box.**

**10. Click OK to print.**



**Figure 17-4:**  
The Printer  
Options  
dialog box.



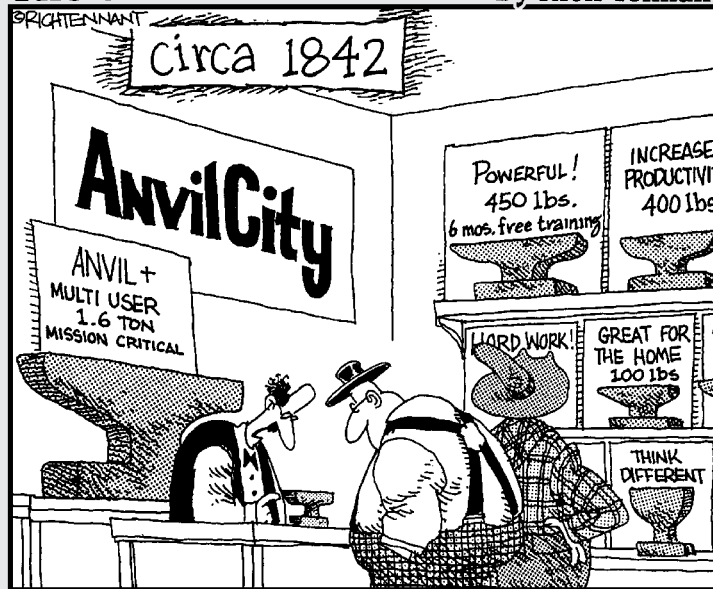


## Part V

# Using Draw — The Graphics Program

The 5th Wave

By Rich Tennant



"Now, if you travel a lot, you'll want one of these laptop anvils. This one's nice and light, but you're limited in how much work you can get done on it..."

## *In this part . . .*

**O**penOffice.org Draw is a serious drawing program for serious artists, yet it's easy enough even for a child to use. With Draw, you can make those images that are crystal clear in your mind become a reality on the computer screen. It's never been easier to become an artist.

Draw has an enormous number of uses. It can be used for Web design, graphic design, architectural drawings and so much more. You can use it to create and edit 3-D images and map textures onto them. You can design your own logo. You can import and manipulate photographic images. You can choose from millions of colors and create customized lists of colors, or use ready-made lists of colors. You can also specify your own gradient colors and use them to make your art look so real you feel you can reach in and touch it. Or generate gradient transparencies to create glowing effects. You can animate text and use the cross-fade tool to create images that can be animated in Impress. You can use layers, which enable you to trace shapes and objects. The uses of Draw are infinite. And the best thing about it is that it's all easy, and in this part we show you how.

## Chapter 18

# Unleashing the Artist Within

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### *In This Chapter*

- ▶ Creating lines, arrows, and shapes
  - ▶ Merging, subtracting, intersecting, and combining shapes
  - ▶ Distorting, duplicating, cross-fading, and more
  - ▶ Understanding color, gradients, bitmaps, hatchings, transparencies, and glows
- 

**I**n this chapter, you enter the amazing world of Draw. Even if you have no training in art, with Draw you can create beautiful graphics for memos, presentations, or brochures; for posters or Web sites; or even for books. You don't need to buy disks of clip art and search through huge piles of images. You don't need to feel guilty about swiping an image from someone's Web site for your own use. Make your own images! It's easy. Even combining a few lines, shapes, and colors or gradients is enough to make some beautifully expressive designs.

In this chapter, we show you how to use Draw to “get graphic,” using lines and arrows and shapes, and how to combine, subtract, and intersect shapes to make complex images. We show you how to use the Distort tool to create wavy curves without even touching the curve tool, and we show you the secret powers of the Duplication tool and many others.

Finally, we discuss how to define your own colors and how to use gradients, bitmaps, hatchings, glows, and transparencies to give a polished, professional look to your art.

## *Getting Graphic*

A great way to get acquainted with Draw is to start playing around with lines and arrows.

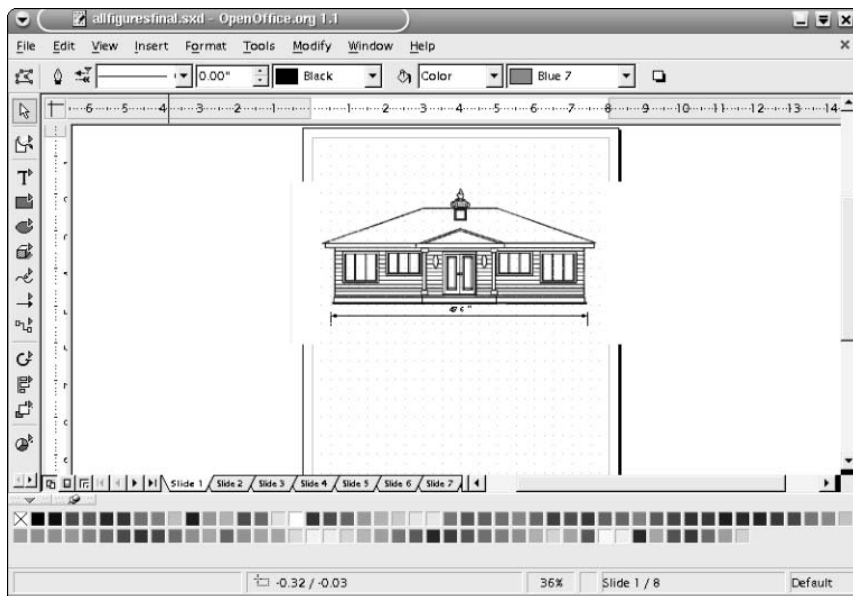
## Lines and arrows

Draw offers you the ability to draw almost any kind of line or arrow that you could possibly imagine. You can specify the thickness, color, and transparency of each line, and you can choose whether you want the line to be continuous, dotted, or dashed. You can even choose the exact number of dots/dashes/spaces combinations and transparencies of your lines or arrows.

- ✓ When you *long-click* (click and hold for a moment) the Lines and Arrows icon on the Main toolbar, the draggable toolbar appears with two line-option icons and several arrow-option icons. (If the Main toolbar is not visible, choose View⇨Toolbars⇨Main Toolbar.)
- ✓ The \ icon lets you draw lines at any angle that you want. Click this icon, and then click and drag in the drawing window to create your line.  
To make your line larger or smaller, just select it and pull the handles to readjust the size of the line.
- ✓ The size and position of the line are shown on the status bar at the bottom of the Draw document. If the status bar is not visible, choose View⇨Status Bar.

If you want straight lines, choose the + icon. This is definitely a timesaver if you just want some straight lines that go across, up, or down — or slanted halfway between. Arrows can be one-directional or two-directional, they can begin or end with a circle or square, or they can be dimensional brackets that are useful for blueprints, as shown in Figure 18-1.

**Figure 18-1:**  
Elevation  
of the  
authors'  
home  
that was  
created in  
OpenOffice.  
org Draw.



Lines and arrows are especially useful for drawing blueprints. We drew most of the plans for our home in OpenOffice.org Draw. We worked with design experts, but we drew almost everything ourselves, and it saved us a lot of expense. And it was easy!

Do you want to change the look of your lines and/or arrows? Make them fatter? Make them more colorful? Make them dots or dashes or both? Just draw the line or arrow, and then select it and use the combo boxes on the Object toolbar to adjust the line style, width, and color.

### *Swapping arrowheads*

Do you want to customize your arrows? Notice that the dimensional brackets in Figure 18-1 do not contain double arrows like the default dimensional line icon. Draw offers an easy way to edit the arrows and customize them to the precise look that you need.

To edit arrows, perform the following steps:

**1. Long-click the Lines and Arrows icon on the Main toolbar.**

The floating Lines and Arrows toolbar appears.

**2. Choose the icon that most closely suits your needs.**

For instance, if you want to have a dimensional line without the arrows, click the Dimensional Line icon.

**3. Click the Arrow Style icon on the Object toolbar (the third icon from the left).**

The floating Arrow Style toolbar appears.

**4. From the left column of arrow styles, click the style that you want to use for the left part of the arrow. And from the right column, click the style that you want for the right part of the arrow.**

To modify the dimensional lines, as in Figure 18-1, click the left bracket and then the right bracket. The new style takes effect. Every time you click on the Lines and Arrows icon, the new style continues.



Changing arrow styles can be perplexing if you inadvertently change the wrong line or arrow icon. For instance, when we first started, we accidentally opened the Arrow Style toolbar and made a few wrong clicks. Afterward, every time we tried to draw a straight line, we got a square on one end and a circle on another. Aargh! To undo your arrow styles, click the icon that needs fixing and open the Arrow Style toolbar. Then click the correct line or arrow styles from both the left and right columns.

### *Drawing to scale*

To make sure that everything is correctly proportioned, you need to select a unit of measure and a drawing scale.

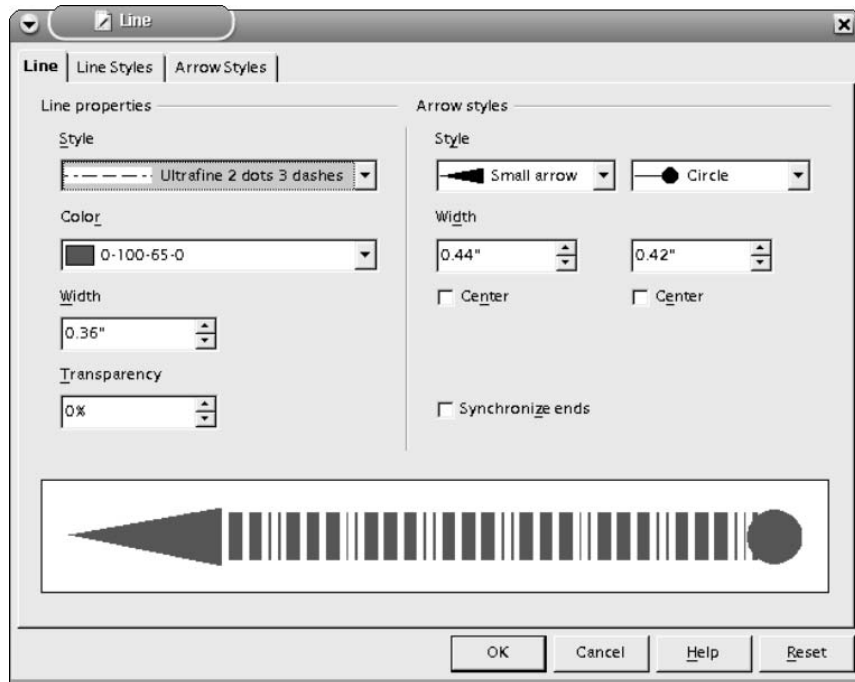
To select a drawing scale and unit of measure for the status bar, choose Tools⇨Options⇨Drawing⇨General. The General dialog box appears. Select the drawing scale from the 23 options that are available in the combo box. You only need to do this if you are creating plans or blueprints, such as drawings for a house. We used a scale of 1:100 so that our drawing would fit on 8½ x 11-inch paper and be faxable. Select a unit of measurement from the combo box. For our home drawing, we selected Foot.

When you create a line, the size of each line is shown in the status bar. When drawing your lines to scale, remember that the status bar shows feet, tenths of feet, and hundredths of feet — not feet and inches.

The dimensional brackets automatically insert the scaled dimension to the nearest foot and no inches (when the line is drawn precisely horizontal). But that's okay. Just select the dimensional line, and click the Text icon. A cursor appears on the dimension above the line. Type in the correct number of inches. You can even change the “ft” to “”.

### *Changing the look of your lines, arrows, and dimensional brackets*

To do something more fancy, such as adding transparency to your lines or arrows or varying the size of the arrowheads independent of the line thickness, as shown in Figure 18-2, you use the Line icon on the Object toolbar. Transparency can also be adjusted by using the Line icon.



**Figure 18-2:**  
Editing lines  
and arrow  
styles.

To modify line and arrow thickness, color, transparency, or style using the Line icon, perform the following steps:

1. **Draw or select the line that you want to modify, and click the Line icon on the Object toolbar (it looks like the tip of a calligraphy pen).**

The Line dialog box appears, as shown in Figure 18-2. The line that is selected in the main drawing window also appears in the Line dialog box.

2. **Choose a color, width, and/or transparency from the combo box and list boxes.**

Watch the image change in the display box as you do so.

3. **From the Line properties Style combo box, choose a style for your line. If you can't find a style that suits your needs, click the Line Styles tab and create a unique line style.**

In Figure 18-2, we wanted a striped pencil, so we chose Ultrafine 2 dots 3 dashes.

4. **Click the Arrow styles options, and set them to your liking.**
5. **Click OK.**

The line or arrow that you had originally selected is now transformed to your specifications.



The trick to getting those fine details looking good is to use the Zoom tool. Long-click the Zoom icon to see the draggable toolbar with the icons. The Zoom In tool is useful for adding those fine touches, and then you can use the Zoom Out tool to see the finished product. Other icons include Zoom 100%, Zoom Previous (which takes you to your previous zoom setting), Zoom Next, Zoom Page, Zoom Width (which fills the width of the window with the width of the page), and Optimal Zoom (which is great when some of your page is empty). Also, Object Zoom is ideal when you have an object or objects selected.

## *Rectangles and squares*

Rectangles and squares are your basic building blocks. Calc provides eight options. Long-click the Rectangle icon to view the four icons of rectangles and four icons of squares, each with straight or rounded corners or filled. These icons are used just like the line and arrow icons. Click the icon, and then click and drag in the drawing page to create your rectangle. And if you want to edit the rectangle, select it and pull the handles to resize.

The color of the lines and the fill color are both changeable. Just select the square or rectangle and use the combo boxes on the Object toolbar. You can

also change the line size of your box or make it dotted — or even invisible. And you can fill your rectangle with an interesting gradient, hatching, bitmap, and so on. You can also make the fill invisible.

## *Circles and ellipses*

The Ellipses icon on the Main toolbar offers some fun options on its draggable toolbar. You have the choice of filled or unfilled circles and ellipses. These are used and modified just like the rectangles and squares that we discussed in the previous section. Draw also offers a circle pie, ellipse pie, circle segment, and ellipse segment. These tools require two extra clicks to define your segments and pies.

To create a circle or ellipse pie, perform the following steps:

- 1. Click the circle or ellipse pie icon, either filled or unfilled, and draw your circle or ellipse in the drawing page.**

A line appears from the center of the circle or ellipse to the edge. When you move your mouse around the outside of the circle or ellipse, the radius line moves.

- 2. Position the radius line at the angle that you want, and click.**

The circle or ellipse disappears, and when you move the mouse, either a wedge or a Pacman (if you used a circle) appears. You can move the mouse and watch the Pacman's mouth open wider or close.

- 3. Position the mouse so that the pie is as small or large as you want, and click.**

Your pie is complete. You can apply different colors, fills, line sizes, or styles from the combo boxes on the Object toolbar.

Circle and ellipse segments are created just like pies, but instead of being wedge-shaped or Pacman-shaped, they are bowl-shaped or globe-shaped and slightly flat on one side.

Arcs are also created like pies and segments. Two extra clicks are required to define arcs.

## *Polygons*

Draw gives you four options for Polygon tool options: regular, 45-degree, filled, and unfilled. You can use the filled 45-degree option to make amazingly complex cityscape silhouettes with just a few clicks of the mouse. The 45-degree angle is perfect for rooftops. Use it when you want to make triangles, too.



The Polygon icon is on the Curves toolbar. Long-click the Curves icon on the Main toolbar to view the Curves icons, and then click the polygon icon of your choice. Then when you click and drag in the Draw document, a line appears. As you release the mouse button, the line stays put, and another line starts from the end of the original line. Each time you click, you create another corner point for your polygon. Double-clicking ends the process and closes the polygon.

## *Natural selection*

You may want to select two or more objects at the same time. For instance, to merge two or more shapes, as described later in this chapter, you need to select all the shapes. This can be done in two ways:

- ✓ Shift+click the objects that you want to select.
- ✓ Click the Select icon (the arrow at the top of the Main toolbar) and then click in an empty area and drag the mouse so that a rectangle of dashed lines appears.

Keep dragging the rectangle to surround the objects that you want to select. Objects that are only partially encompassed in the selection area are not selected.

## *Text*

Well-designed text can make your words jump off the pages of your brochures, posters, Web pages, and more. Draw has awesome powers to transform any boring old text into fabulous-looking text.

To type text into your Draw document, click the Text icon on the Main toolbar (it's the big *T*). Then choose the font, size, style (bold, italic, or underline), and color from the Object toolbar. (If the Object toolbar is not visible, choose View⇨Toolbars⇨Object Bar.) Click in the document, and type in your text. Use the handles of your text box to resize the text box, or click between the handles to drag your text box where you want it to go. Other options, such as centering, left justifying, line spacing, and so on, are available as options on the Object toolbar.

Click outside the text box to deselect your text. To go back and change things, double-click your text. To resize your text box or drag it, click it.

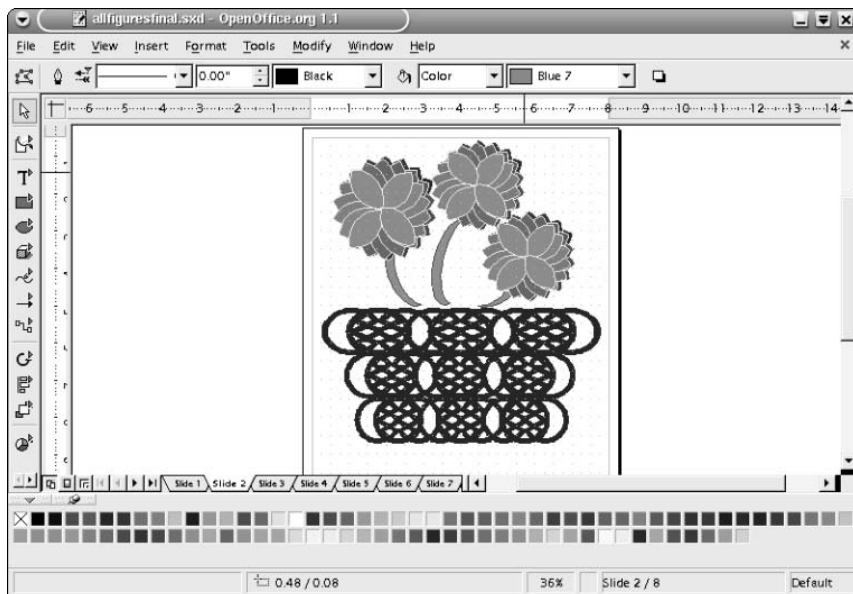
Long-clicking the Text icon makes a draggable toolbar of text icons visible. The two new icons are Fit Text to Frame and Callouts.

Use the Fit Text to Frame tool when you know what size rectangular or square shape that your text needs to fit into. Once you define the size of the text box, any text that you insert automatically resizes to fit the text box. Click the icon, and then click and drag to create a text box in the size that you want it to be in the document. A cursor appears. Type your text. The text does not resize itself until you deselect the text box. When you finish, click outside the text box to deselect it. Your text then resizes so that it fits inside the text box. (The text can get smaller to fit the text box, or it can get larger to expand to fill the text box.)

Callouts are great for pointing at and describing what you are pointing out. Callouts are described in Chapter 11 in the section “Creating Callouts.”

## Building with Shapes

A powerful feature of Draw is its ability to merge, subtract, and intersect shapes. This is your ticket to using basic shapes as building blocks to create your own skyscraper of artwork. Figure 18-3 shows an image of flowers in a flowerpot; the image uses these shapes features. The flowerpot is made up of three rows of the same repeated Pacman shape (the unfilled circle pie), all merged together. The stems of the flowers are each made of two ellipses, one subtracting the other. And the flowers are a single petal shape that was created by simply intersecting two ellipses. The same petal is used repeatedly. In other words, just two shapes — a Pacman pie and an ellipse — are the basis of the entire image.



**Figure 18-3:**  
The vase and flowers are all merged, subtracted, and intersected shapes.

## *Merging shapes*

Merging shapes is a fantastic tool for creating complex images in a simple way. It allows you to have a single border line around multiple shapes. And, your new shape can be selected with the ease of a single click.

If you merge shapes with thickened borders or lines that are 0.02 inches thick or more, any fill that the shape may have disappears and only the border(s) and/or line(s) remain. These borders and lines are cleverly transformed into fills, which means that they can now have gradients, hatchings, or bitmaps applied to them.

To merge shapes, perform the following steps:

**1. Select the two or more shapes and/or lines that you want to merge.**

Oddly enough, the shapes do not have to be touching each other.

**2. Choose *Modify*⇨*Shapes*⇨*Merge*.**

If the shapes overlap, the outline of the top shape disappears at the area of intersection, and the two shapes appear and act as one. Also, if the original shapes are two different colors, the merged shape is transformed into the color, gradient, and so on of the bottom shape.

Once you merge your shapes, you can merge them repeatedly, building more complex shapes, such as the flowerpot shown in Figure 18-3, which is essentially a single unfilled circle pie.



To apply a gradient, hatching, or bitmap to lines, such as straight lines, arrows, or the lines of unfilled shapes, choose *Modify*⇨*Shapes*⇨*Merge* to transform the lines and/or unfilled shapes into fills. The lines must be at least 0.02 inches thick to transform into a fill.

## *Subtracting shapes*

You may have noticed that Draw does not have an eraser tool, as do many art programs. This is because any shape can become an eraser by simply positioning it over the shape or object that you want to erase (or subtract). Select both shapes, and then choose *Modify*⇨*Shapes*⇨*Subtract*. The stems of the flowers in Figure 18-3 were created by overlapping one oval with another oval, just leaving a sliver uncovered, and then selecting them both and choosing *Modify*⇨*Shapes*⇨*Subtract*.

## *Intersecting shapes*

The Intersect feature of the Shapes tool is fun to use when you are searching for imagery that is really striking. Intersecting can create unusual and appealing shapes. The petals of the flower in Figure 18-3 are a simple intersection of two ovals. To create a new shape from the intersection of two shapes, select the shapes and then choose **Modify**⇨**Shapes**⇨**Intersect**.

## *Combining shapes and lines*

The Combine feature is basically the opposite of the Intersect feature. Instead of having the intersections of two shapes remain, the intersections disappear. The Combine feature is not just limited to shapes; it can also be used for intersecting lines and arrows.

- ✓ To combine shapes or lines, select your shapes and then choose **Modify**⇨**Combine**.
- ✓ To undo your combination, select it and then choose **Modify**⇨**Split**.

## *Editing Exceptionally*

Draw has exceptional abilities to edit basic shapes. Transforming shapes by distorting them or using **Set in circle** produces a variety of unique shapes. And those unique shapes — or even ordinary shapes — can be duplicated, rotated, and manipulated in various ways to create fascinating fractal images of varying simplicity or complexity.

## *Moving, flipping, and rotating*

Now that you know the basic shapes that Draw offers, it's time to do something with them. Moving, rotating, and flipping are the three most basic, yet powerful options. Rotating an object is described later in this section. Moving and flipping are accomplished as follows:

- ✓ To move a shape that you created (or any object), simply click and drag. To move the shape more precisely in a single direction, click to select it and use the arrow keys.
- ✓ To flip an object vertically, select it and choose **Modify**⇨**Flip**⇨**Vertically**.
- ✓ To flip an object horizontally, select it and choose **Modify**⇨**Flip**⇨**Horizontally**.

You can also use the Flip icon on the Effects draggable toolbar of the Main toolbar. To use this icon, select the object that you want to flip and then click the Flip icon. A red line indicates where Draw intends to flip the object. If that line is not to your liking, you can move it. To perform the flip, drag a handle of the object from one side of the red bar to the other side.

To rotate an object, perform the following steps:

1. **Select the object or objects that you want to rotate.**
2. **Long-click the Effects icon on the Main toolbar, and click the Rotate icon (which looks like a U-turn arrow). (The Rotate icon on the Main toolbar may or may not be the same as the Effects icon.) Or, choose Modify↔Rotate.**

The handles of the selected object or objects change from green to red. A circle with short lines projecting horizontally and vertically appears in the center.

3. **Click a corner handle and drag.**

The cursor changes to a horseshoe shape, and the object rotates around the center in the direction that you drag. The number of degrees of rotation is shown in the lower bar of the Draw window.

To achieve a 3-D effect for your rotation, click and drag on a side handle instead of a corner handle.



Sometimes you want to rotate an object around something other than its center. To do this, move the circle that appears in the middle of the selection. The object or objects then rotate around wherever that circle is positioned.

## *Arranging, aligning, and grouping*

Three handy ways of moving and grooving in Draw are arranging, aligning, and grouping. These terms are described as follows:

- ✓ Arranging allows you to specify what image goes on top and what stays underneath.
- ✓ Aligning allows you to align your objects for the professional look that they deserve. (A wise person once told us that half of good graphic design is simply getting everything lined up perfectly.)
- ✓ Grouping makes it easy to move complex shapes around with a single click. It is similar to choosing Modify↔Shapes↔Merge, but slightly different.

### *Arranging*

You probably already noticed that your artwork can get lost if you have too many shapes and things piled on top of each other. The natural order of stacking is that the first object that's placed on the page stacks on the bottom, the last object stacks on the top, and everything else stacks in order of its arrival on the page.

If that order does not suit you, Draw offers ways to change it by using the draggable Arrange toolbar, keyboard shortcuts, or the Arrange options of the Modify menu.

Open the Arrange toolbar by long-clicking the Arrange icon on the Main toolbar. The icons on the Arrange toolbar are Bring to Front, Bring Forward, Send Backward, Send to Back, In Front of Object, Behind Object, and Reverse. Bring to Front and Bring Forward perform the same function when only two objects are involved. The same is true of Send to Back and Send Backward.

In Front of Object and Behind Object are great when you want to specify what object the selected object is to be in front of or behind. These two icons require an extra click to specify what objects the selected object needs to be in front of or behind.

Reverse requires more than one object to be selected, and simply reverses the order.

These options are all accessible from the main menus as well as the Arrange toolbar. Choose Modify⇨Arrange, and then choose the desired option. Most of the arrange options also have keyboard shortcuts, which are listed on the drop-down Arrange menu.



The simplest way to bring an object to the front is to just cut and paste the object. That makes your object the most recent on the page and gives it top billing.

### *Aligning*

To align your objects on the page, long-click the Alignment icon on the Main toolbar. The draggable Alignment toolbar appears. (Alternatively, you could choose Modify⇨Alignment from the main menu.) The alignment options are Left, Centered, Right, Top, Center, and Bottom. Select all the objects that you want to align, and then choose the alignment option that suits you best. (Do each row and each column separately, unless you want one big mishmash.)

For even spacing between columns and rows, you can estimate column spacing and row spacing visually. To be more precise, you can select one object from each row and/or column and note their position in the coordinates that

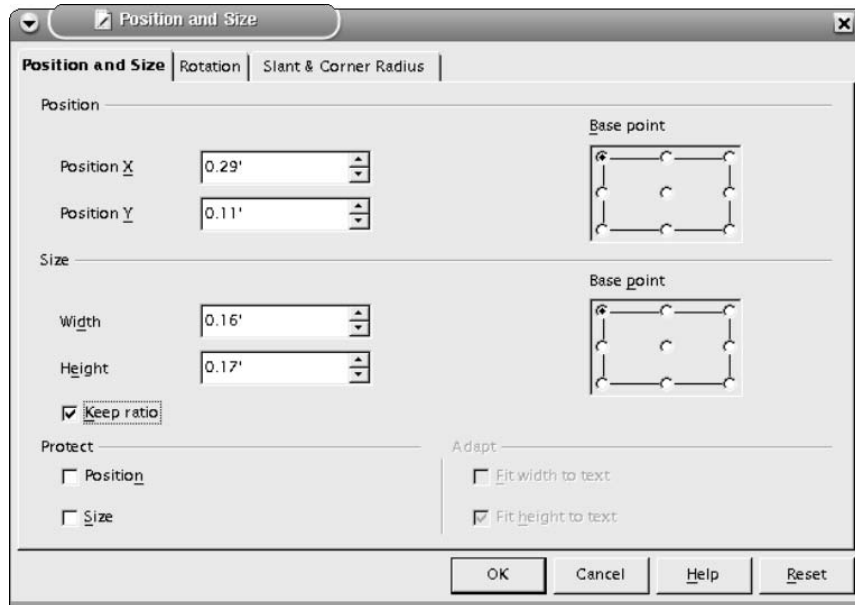
are shown in the status bar at the bottom of the Draw window. (If the status bar is not visible, choose View⇨Status Bar.) The first coordinate is the X coordinate and the second is the Y coordinate. Write down the coordinates for each object. Then it is just a matter of adding and subtracting (and maybe some multiplication and division and a little quantum physics — just kidding) to get those columns and rows even.



You can also find the position of an object by choosing Format⇨Position and Size. Figure 18-4 shows the Position and Size dialog box. The added benefit of using this dialog box is that you can also type a new position for the object into the text boxes and your object moves to the location that you specify. This gives you pinpoint accuracy.

### Grouping

Grouping allows you to combine objects so that you can manipulate them as if they were a single object. Grouping is similar to Merging shapes, but grouping is reversible, whereas Merging shapes requires that you choose Edit⇨Undo to reverse a change. Notice that the Modify menu contains the option Ungroup as well as Group. These options may be hard to read when an object is not selected, but they become accessible when a grouped object is selected.



**Figure 18-4:** The Position and Size dialog box can place your objects on the drawing page with pinpoint accuracy.

To group two or more objects, select the objects and choose **Modify⇨Group**, or press **Control+Shift+G**. To ungroup the objects, select the grouped object and choose **Modify⇨Ungroup**, or press **Alt+Control+Shift+G**.

It's not necessary to ungroup a set of objects to edit a single component. Just double-click the grouped object, and the objects that comprise the group appear normally on-screen (whereas all ungrouped objects appear faded). Edit the grouped objects as you want, and then choose **Modify⇨Exit Group**, or press **Control+F3** to return to normal editing mode.



When you double-click a group, you may be surprised to find that not all the objects are ungrouped. This is because groups may be within groups. If you grouped an object in several grouping sessions and you want to edit that object, you may need to ungroup the object in the reverse order that you grouped it until you free the group that you want to edit.

## Duplicating

In addition to duplicating an object, the Duplicate feature also allows you to rotate your object a specific number of degrees and move your object left or right, up or down, or a specific distance for each duplication. You can enlarge the object or make it smaller. You can morph from a starting color to an ending color. And you can specify the number of duplications of your object. Using this tool can easily add beauty and complexity to your art. And if you just want to resize your object with precision, you can also use the Duplicate tool.

Figure 18-5 shows the values that we entered to create the flower in Figure 18-3. The original shape that we duplicated was a two-petal, propeller-like shape. When you rotate an object with the Duplicate tool, the rotation occurs around the center of the object. You can't change the center of rotation, so a single petal does not rotate into a flower.

To duplicate objects, perform the following steps:

- 1. Create and select the object or objects that you want to duplicate.**

Remember, if you plan to rotate the object, it will rotate around its center, so you may need to duplicate and flip your object and then select both objects if you want them to appear to rotate around an edge instead.

- 2. Choose **Edit⇨Duplicate**.**

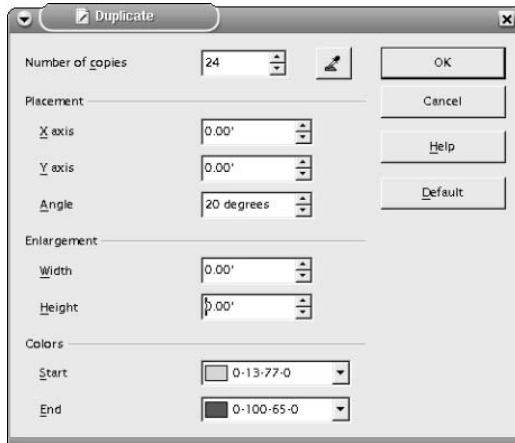
The Duplicate dialog box appears, as shown in Figure 18-5.

- 3. Enter the number of copies into the list box.**

For the flower in Figure 18-3, we entered 24 copies.



**Figure 18-5:** The values in the Duplicate dialog box were used to create the flower effect in Figure 18-4 using two merged petals as the selected shape.



- 4. Enter the distance that you want the X axis of the rotation and Y axis of the rotation to move after each duplication, and enter the angle of rotation.**

Inserting 0 in the X- and Y-axis list boxes fixes your image in place and allows your image to rotate around a constant point. Entering nonzero values in these list boxes sometimes creates a spiral-like image when you rotate. To duplicate in a straight line at any angle that you choose, enter nonzero values in the X- and Y-axis list boxes and enter 0 in the Angle list box. For instance, entering a nonzero value in the X-axis list box, 0 in the Y-axis list box, and 0 in the Angle list box simply duplicates your image in a horizontal line.

- 5. In the Width and the Height list boxes, enter the increment by which you want each successive duplication to enlarge or reduce.**

To maintain the scale as the image size changes, be sure that the width and height that you choose are in the same proportion as the width and height of your selected image. For the flower in Figure 18-3, we did not change the width or height setting.

- 6. Select the colors that you want to start and end with in the combo boxes.**

Gradations of colors can give a nice effect.

- 7. Click OK.**

Check out your duplication. Is it what you expected? If not, press Ctrl+Z to undo the duplication and give it another try. It usually takes a few tries to get it exactly how you like it. To get the effect of a flower, we copied the top double petal, pasted it, and then flipped it horizontally.



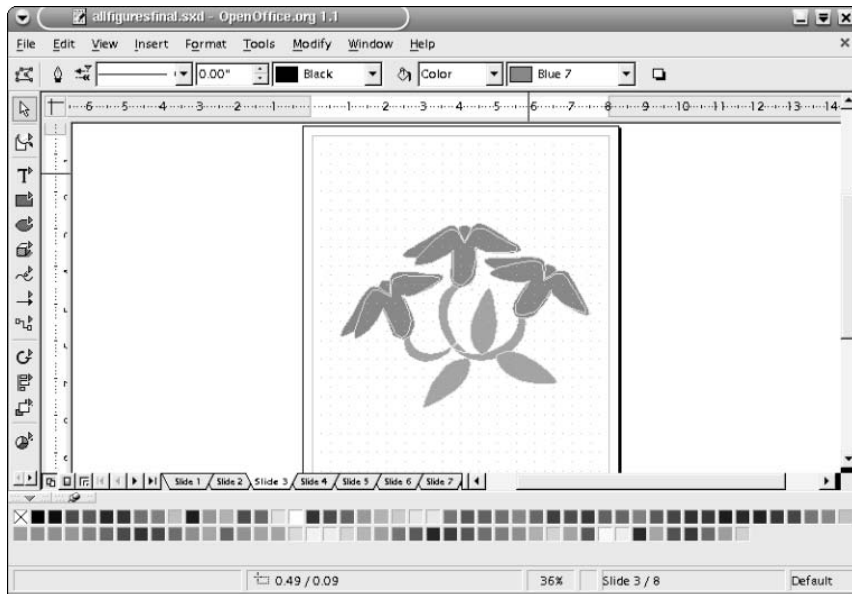
If duplication does not work as expected, the scale of your Draw window may not be 1:1. The values in the list boxes are sensitive to the scale that is set when you choose Tools → Options → Drawing → General. For example, if your scale is 1:10 you need to type 10 instead of 1 into the list boxes to create the desired effect.

## *Distorting and setting in circles*

Does it ever feel like your artwork is sometimes a little too neat and tidy? No problem. Draw has tools to change all that. These tools are Distort, Set in Circle (slant), and Set in Circle (perspective). They all distort and create interesting curves in slightly different ways. Using any or all of these three tools allows you to easily warp all that unwanted symmetry out of existence. Figure 18-6 shows an image that was created by subtracting and merging ellipses, and then applying the Distort tool to get a more organic look and feel.

To use the Distort, Set in Circle (slant), or Set in Circle (perspective) tool, perform the following steps:

1. **Select the object or objects that you want to distort.**



**Figure 18-6:**  
Break the symmetry and create interesting curves by using the Distort tool.

2. **Long-click the Effects icon of the main menu to view the draggable Effects toolbar. Then click the Distort icon, the Set to Circle (slant) icon, or the Set in Circle (perspective) icon.**

A dialog box may appear asking whether you want to convert your selected object to a curve. If so, click Yes. If you click No, almost no effect will take place when you use the tool.

3. **Click and drag a handle of the object to achieve your desired shape.**

The Set in Circle icon or one of the Distort icons appears when the mouse passes over a handle. And when you click, a grid appears over your object. Dragging your mouse distorts the grid. When you release the mouse button, your image maps itself according to the final shape of the grid.

Using these icons involves a bit of trial and error. If you use Distort or the other two tools and your result is not what you hoped, choose Edit⇨Undo and try again. After some practice, you'll be able to visualize better what the final result will be from viewing the warping of the grid.

## *Cross-fading*

Cross-fading offers yet another tool for creating appealing and complex images. With the Cross-fading tool, you select two images and specify how many iterations you want. The Cross-fading tool then creates copies that gradually change from the first image into the second image. One major use of cross-fading is to create animations within Impress. These animations can add pizzazz to your Web site or presentation.

To cross-fade two objects, perform the following steps:

1. **Position both shapes where you want your cross fade to start and end, and select both shapes.**

Cross fades can be performed on normal shapes and on merged, intersected, and subtracted shapes. Grouped shapes and lines and arrows do not cross-fade, and shapes must either be unfilled or filled with color, not with a gradient, bitmap, or hatching.

2. **Choose Edit⇨Cross-fading from the main menu.**

The Cross-fading dialog box appears.

3. **Enter the number of increments in which you want the cross-fading to take place. Also, select the Cross-fade attributes and Same orientation check boxes.**

The Cross-fade attributes option allows the attributes such as line widths and colors to cross-fade properly. The Same orientation option keeps your cross fade from twisting and turning in a way that seems unnatural.

#### 4. Click OK.

The cross fade appears in your drawing page as a grouped object. To select a single shape in the cross fade, you need to ungroup it.

## *Coloring Your World*

A wide range of colors, gradients, bitmaps, and hatchings are provided in the combo boxes on the Object toolbar, but they are small drops in the ocean of possibilities. Draw allows you to explore the millions of colors that exist and to choose the precise colors and gradients that suit your needs. It also allows you to define your own hatchings, import your own bitmap images, specify transparencies, and create your own glows. This all adds up to infinite flexibility for your artwork.

You may want to create your own palette — you can specify what colors, gradients, hatchings, or bitmaps appear in the combo boxes. And these lists may be different for different artworks, so you may want to load and save these lists. Fortunately, Draw allows you to do all this. It even provides you with several samples of different color, gradient, and hatching palettes, such as a Web-safe palette.

## *Coloring consummately*

Draw allows you to choose any color from the millions of colors that are available. You can also limit yourself to the 256-color range. You can add colors by inputting their RGB (red-green-blue) numbers, or you can pick your colors from a rainbow of possibilities.

To add or modify a color in the combo box lists or to apply a new color to a line or area, perform the following steps:

1. **Select the object to which you want to apply the new color. The object must be an object that can accept a fill — not a line or arrow.**

To change the color of a line or arrow, don't select anything. The new color will be added to the line color combo box list, and you can change the line color after performing the following steps.

2. **Click the Paint Can icon on the Object toolbar, or choose Format⇨ Area.**

The Area dialog box appears.

**3. Click the Colors tab.**

The Colors window appears.

**4. To modify a color, select it from the Color combo box.****5. Click the Edit button.**

The Color dialog box appears, containing two large multicolored squares. The left square offers some colors in the 256-color range. You can also change the values in the list boxes to derive any of the 256 colors. The right square provides millions of colors. And, of course, the values in the boxes below the right square can be changed to create colors as well.

**6. Click anywhere in either box, or input values into the boxes to select a new color.**

The color that you select or input appears in a rectangular box in the lower-right corner of the window. The color in the box beside it is the color that you chose in Step 3. Keep clicking, or click and drag or input new values until the perfect color appears.

**7. Click OK.**

The Color dialog box closes. The Area dialog box is visible once again.

**8. If you are adding a new color, type a new name for your color in the Name box and click Add. If you are modifying a color, click Modify.**

The new color is added or changed in the drop-down lists of the Color combo box.

**9. Repeat Steps 3 through 8 to add or modify colors to your heart's content.****10. After you have added or modified your last color, click OK.**

The Area dialog box closes. The color of your selected item changes to the last color that you added or modified. (If nothing was selected, nothing changes color, of course.) Also, if you click Cancel instead of OK, the color of your selected item does not change, but the colors that you added or modified are still in the color combo boxes.

## *Adding great gradients*

Gradients are great for creating amazingly real-looking 3-D objects and adding flourish to your creations. Figure 18-7 shows an example of using two gradients to portray a glowing sun. Draw offers some ready-made gradients in the Fills combo box on the Object toolbar, but the actual number of possible gradients is, of course, infinite. And, it is likely that the particular gradient that you need for your masterpiece is not found in the Gradient combo box list.

Draw allows you to specify the increments of the gradation. That means, if you want your gradient to take place in 5 or 6 steps — instead of 60 or so, as it sometimes does automatically — you can produce an interesting effect. Figure 18-8 is an example of a gradient that has only eight increments. It is made from four triangles that have the same gradient applied to them.

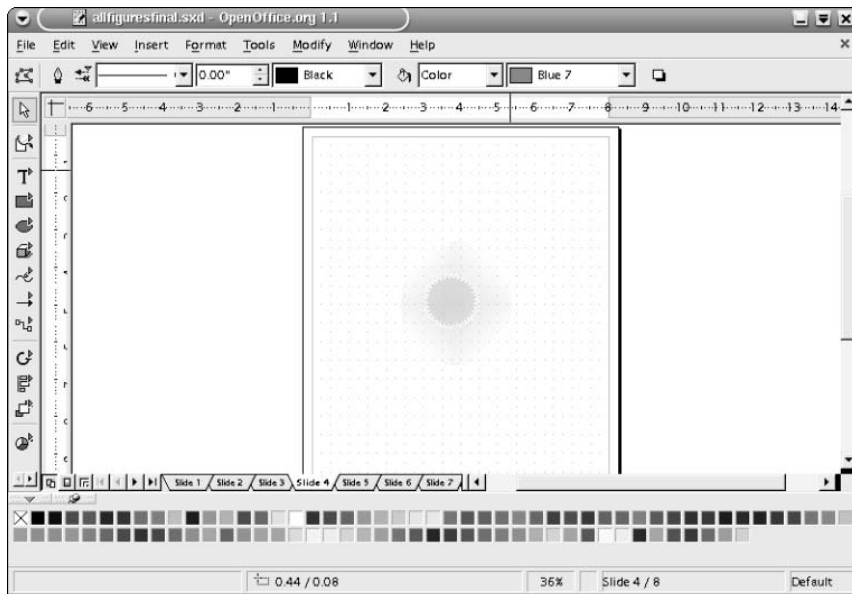
To add or modify a gradient in the combo box list or to apply a new gradient to an object, perform the following steps:

1. **Select the object to which you want to apply the new gradient.**
2. **Click the Paint Can icon on the Object toolbar, or choose Format→Area. When the Area dialog box appears, click the Gradients tab.**

The Gradients panel of the Area dialog box appears.

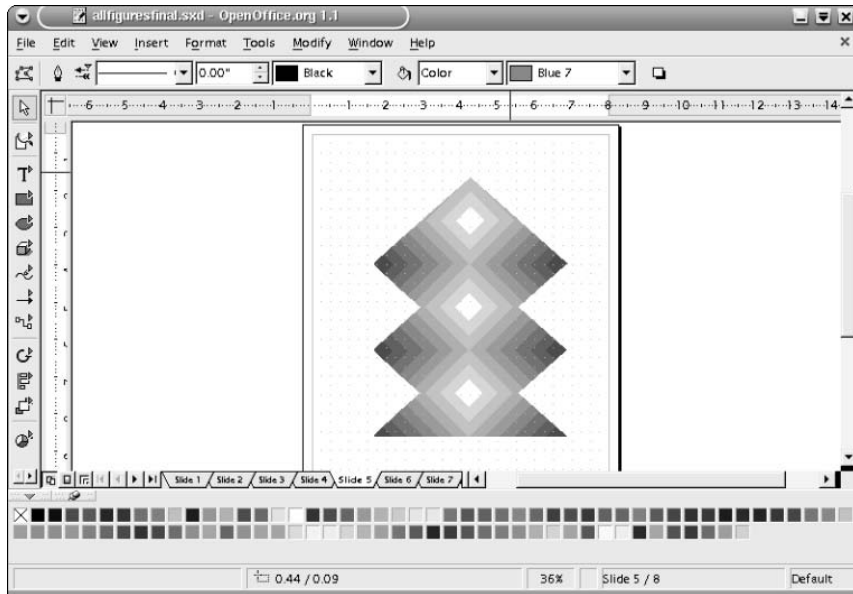
3. **Apply one of these steps to define the gradient:**
  - To modify a gradient, choose the gradient that you want to modify.
  - To add a new gradient, select the gradient that most closely resembles the gradient that you want to create.
4. **Choose the type of gradient you want from the Type combo box, if it is different from the gradient that you already selected.**

Draw offers Linear, Axial (slanted linear), Radial, Ellipsoid, Square, and Rectangular gradients. If you are not sure what each of these do, select each type one at a time and watch how the gradient changes in the Preview window.



**Figure 18-7:**  
This glowing sun uses two gradients.

**Figure 18-8:**  
A gradient produces a lined effect when its increment is set to a low value (less than 10).



**5. Enter values into the Center X, Center Y, Angle, and Border boxes to modify the gradient.**

Watch how your gradient changes with the different values that you enter. The Center X and Center Y boxes are only active for Radial, Ellipsoid, Square, and Rectangular gradient types. And the Angle box, of course, has no effect on Radial gradient types.

**6. Choose the starting and ending colors as well as their intensity values.**

Keep your eyes on the gradient to see whether you like what you choose. Also, if the exact color that you need doesn't exist on the list, feel free to click the Colors tab and add your color to the combo box list.

**7. Click Add if you are adding a gradient, or click Modify if you are modifying an existing gradient.**

A Name dialog box appears, requesting a name for your new gradient. If you clicked Modify, the name of the gradient that you are modifying is in the name input box.

**8. Type in a new name, if desired, and click OK.**

The Name dialog box closes.

**9. Repeat Steps 3 through 8 to add new or modify gradients.**

**10. After you finish, click OK.**

The Area dialog box closes. The gradient of the item that you selected in Step 1 changes to the last gradient that you added. If you click Cancel, the gradient of your selected item does not change, but the gradients that you added or modified are still listed in the combo box.

To change the increments of gradation, as in Figure 18-8, select the object with the gradient that you want to modify and click the Paint Can on the Object toolbar to open the Area dialog box. Click the Area tab, and select the Gradient button check box. The Gradient list appears as well as a box labeled Automatic. Deselect the Automatic check box, and choose the number of increments from the spin box. Watch the gradient change in the viewing rectangle as the numbers get lower. When you see the gradient that you like, click OK. The gradient fills the selected object.

## *Hatching handily*

Hatching is a great way to get lots of lines in your artwork without having to draw them. Remember that hatchings don't have to be devoid of color. You can either put your hatched object on top of a background with a gradient fill or color of your choice, or you can specify a background color. Figure 18-9 is an example of a handy use for hatching. Creating the tennis racket strings would be a tedious chore without the hatching tool.

To create a customized hatching, perform the following steps:

**1. Select the object to which you want to apply the hatching, and click the Paint Can icon on the Object toolbar.**

The Area dialog box appears.

**2. Click the Hatching tab.**

The Hatching panel appears in the Area dialog box.

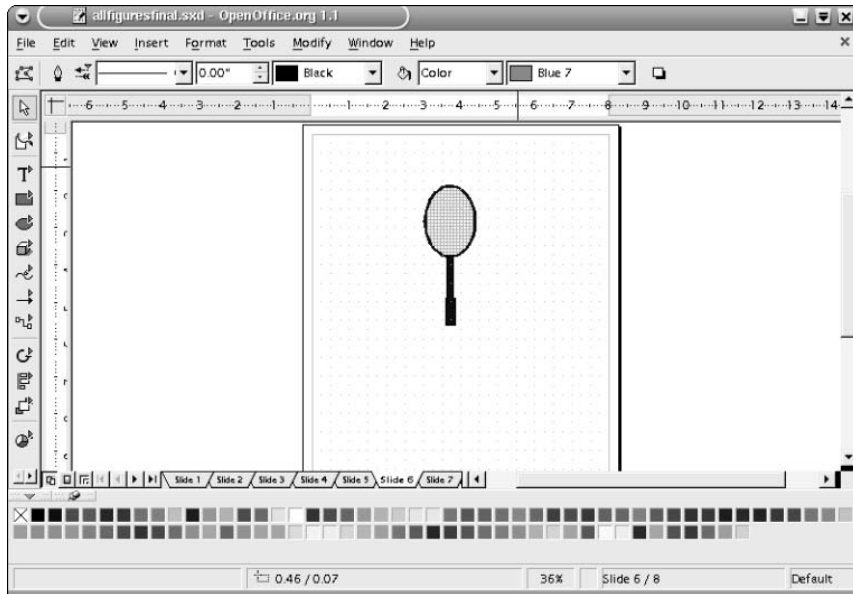
**3. Fill in the Spacing, Angle, Line Type, and Color input boxes to generate your new hatching.**

Watch the hatching change as you modify the parameters. If you want a horizontal, vertical, or 45-degree angle, you can click the line of your choice below the Angle input box, instead of entering the number of degrees.

**4. Click the Add button, and type in a new name.**

You can instead click the Modify button. Both the Add and Modify buttons open the Name dialog box. The Add button suggests a new name in the name field, whereas the Modify button suggests the name of the already existing hatching that is selected.





**Figure 18-9:** Tennis strings are drawn with ease by creating a customized hatching.

##### 5. Click OK.

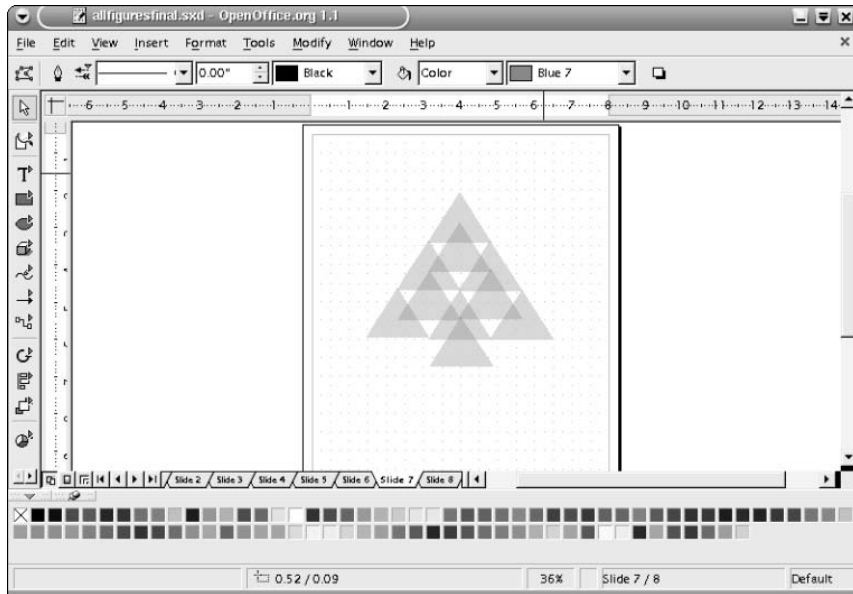
The new hatching is applied to the selected object and added to the list of hatchings in the combo box.

To assign a background color to a hatching, select the object that you want to hatch with a background, and click the Paint Can icon on the Object toolbar to open the Area dialog box. Click the Area tab, and select the Hatching option button. The hatchings list and the Background color check box appear. Select this box, choose the background color from the combo box list of colors, select the hatching of your choice, and click OK.

## *Glorious glows and transparencies*

Transparencies can add fascination and sophistication to your work. They are used in a myriad of ways. Transparencies can be used to allow layers to show through other layers, as shown in Figure 18-10. A Christmas tree is depicted with simple see-through triangles. Another use for transparencies is glows. Glows are created by applying a gradual transparency to a color. Glows are similar to gradients, but glows involve the color becoming more transparent instead of gradually changing to another color. The glow on the sun in Figure 18-7 was created by using yellow changing to white. But it could also have been created by fading out the yellow.

**Figure 18-10:**  
A simple  
decoration  
is created  
using  
transparent  
triangles.



To apply a transparency to a selected object, click the Paint Can icon or choose **Format**→**Area** to open the Area dialog box. Click the Transparency tab. In the Transparency panel, select the Transparency check box and choose the amount of transparency that you want. The higher the number, the more transparent your object is.

To create a glow, perform the following steps:

**1. Select the object or objects that you want to fill with a glow.**

Your object may already be filled with a color, gradient, bitmap, or hatching. (Yes, even a hatching can have a glow applied to it.)

You probably want the lines of your shape(s) to be invisible.

**2. Click the Paint Can icon or choose **Format**→**Area** to open the Area dialog box, and click the Transparency tab.**

The Transparency window of the Area dialog box appears. The fill of your selected object appears in the rectangle of the window. If a different fill appears, you probably selected two or more objects with different fills. You may want to start over and select objects with the same fill so you can edit it.

**3. Select the Gradient check box, and select the type, angle, border, start value, and end value.**

Watch your fill change as you specify the parameters. You should choose a high start value and a low end value for a nice glowing effect. And check out the Quadratic gradient type, along with a 45-degree angle. Keep changing the values until you achieve the desired result.

**4. Click OK.**

The transparency gradient fills your selected shape — hopefully in the way you expected. If not, try again. With a little practice, your work will be glowing with perfection.

## *Bitmapping brilliantly*

Draw offers some interesting bitmaps, such as water, fire, metal, and so on. But you will probably want to import and create your own bitmaps as well. You can import all the most common bitmap file types into Draw.

### *Importing bitmaps*

To import a bitmap, perform the following steps:

**1. Select the object to which you want to apply the bitmap, and click the Paint Can icon on the Object toolbar.**

The Area dialog box appears.

**2. Click the Bitmaps tab to open the Bitmaps window.**

**3. Click the Import button.**

The Import dialog box appears.

**4. Browse your files until you find the file that you want to import.**

To show only the folders and files of the same type that you are looking for, select the file type from the File Type combo box; otherwise select All Formats (the default). Be sure that the Preview box is marked so that you can see your image in the large rectangular box in the right side of the window.

**5. Click Open.**

The Name dialog box appears, requesting a name for your bitmap.

**6. Type in a name, and click OK.**

The image appears in the rectangle below the list box in the Bitmaps window.

**7. Click OK.**

The image is applied to the object(s) that you selected.

### *Customizing the sizing and tiling of your bitmap*

If you import an image, and the image is not exactly how you expected it to look when you apply it, it's easy to size, position, and tile the image to your liking. Even the bitmaps that are provided by Draw may need a bit of editing to work for you.

To customize the sizing and tiling of your bitmap, perform the following steps:

- 1. Select the object that contains the bitmap.**
- 2. Choose Format⇒Area, or click the Paint Can icon on the Object toolbar.**

The Area dialog box appears.

- 3. If the Area tab is not selected, click it and mark Bitmap.**

Your bitmap appears in a rectangle in the Area dialog box. Underneath your bitmap are check boxes and spin boxes for various parameters.

- 4. Deselect the Original Size check box to adjust the size, and click in the Relative box. Then adjust the size according to the percentage of width and height.**

The bitmap adjusts accordingly in the window.

- 5. If you do not want to tile the bitmap, deselect the Tile check box. If tiling is not marked and you want the bitmap to fit the size of your object, select the Autofit check box and go to Step 6. However, to tile the bitmap, select the Tile check box and adjust the tiling to your liking.**

Click the X Offset and Y Offset boxes to offset the tiling, or mark the row or column boxes and select a percentage in the offset spin box to stagger the tiling. The changes are shown in the box that displays your selected bitmap.

- 6. Click OK.**

Your bitmap fills the selected area in the manner that you specified.

### *Creating a unique bitmap*

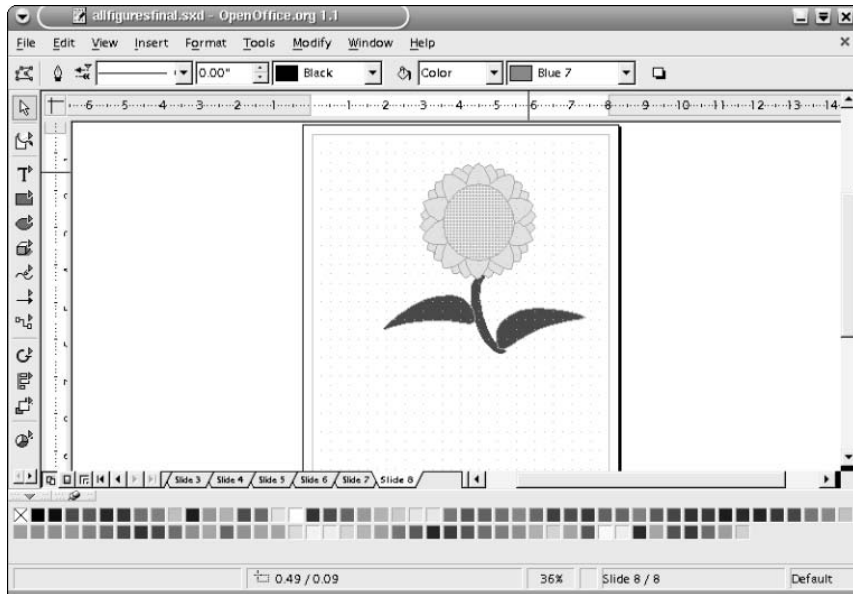
Draw allows you to fill in each pixel of an 8×8-pixel grid with two different colors of your choice. This grid is then repeated to make a new bitmap. Figure 18-11 shows an example of a customized bitmap. The sunflower seeds are created by using this 8×8-pixel grid.

To customize a bitmap, perform the following steps:

- 1. Select the object to which you want to apply the bitmap, and click the Paint Can icon on the Object toolbar.**

The Area dialog box appears.

**Figure 18-11:**  
A customized  
bitmap fills  
the center  
circle of this  
sunflower.



**2. Click the Bitmaps tab to open the Bitmaps window.**

Notice that an 8×8 grid, labeled Pattern Editor, appears in the left side of the window.

**3. Select the colors that you want for your foreground and background, and click in the grid.**

Each click changes a cell from the background color to the foreground color. Or, if the foreground color is already in the cell, clicking the cell reverts the color to the background color.

Watch the pattern develop and change in the rectangular viewing screen below the list box.

**4. Click Add.**

The Name dialog box appears, requesting a name for your bitmap.

**5. Type in a name, and click OK.**

The image appears in the rectangle below the list box in the Bitmaps window.

**6. Click OK.**

The image is applied to the object(s) that you selected.



Your bitmap pattern can be resized using the Area window of the Area dialog box. Suppose that you want your 8×8 grid to be the letter *T* and you want it large enough to be seen. Just create your *T*, and use the Area window to resize and tile the *T* according to your needs, as previously described.

## *Customizing your color, gradient, hatching, and bitmap lists*

Do you want to have your colors list contain just those colors that are optimized for the Web? Or do you want your gradient list to be more colorful and outrageous? You can specify your own colors and add them to the lists, or you can use the different color lists, gradient lists, and hatching lists that Draw offers.

To load a different color, gradient, or hatching list, choose Format⇨Area or click the Paint Can icon to open the Area dialog box. Then click the Colors tab, the Gradients tab, or the Hatching tab. Each of these three windows contains a Load List icon. Click the icon to open the browser to view the available lists. The color lists use the suffix `.soc`, the gradients end with `.sog`, and the hatchings use the suffix `.soh`. Select your new list, and click Open. Notice that the colors, gradients, or hatchings in the Area dialog box are now changed to the new lists.

To save a different color, gradient, hatching, or bitmap list, perform the steps described earlier in this chapter to customize your colors, gradients, hatchings, or bitmaps. Notice that you can delete items from the lists by clicking the Delete button. When your list is complete, click the Save icon and type in a new name. Then click OK, and you now have a new list to access as you please.

# Part VI

## The Part of Tens

The 5<sup>th</sup> Wave By Rich Tennant



"I'll be right there. Let me just take care of this user. He's about halfway through a 3-hour download."

## *In this part . . .*

**T**he arguments for using OpenOffice.org are exciting and compelling, and here we explain the top ten reasons why. No more worrying about restrictive licenses. No more feeling guilty about using any unauthorized copy. No need to pay for frequent upgrades, or even the program itself. And this just scratches the surface.

The technical support you can get for OpenOffice.org is also amazing, and in this section we show you how. Imagine having thousands of people ready and willing to help you with any problem you may have — and all for free. That sums up the support that you can expect from the OpenOffice.org community. The e-mail lists and online forums are awesome with their experienced volunteers providing deep insight into the nuts and bolts of the entire program. Everyone is excited about this ground-breaking, new open source program, and eager to welcome newbies and give them a helping hand, if they need it.



## Chapter 19

# Ten Reasons to Use OpenOffice.org

---

### *In This Chapter*

- ▶ Pay no money now, or ever
  - ▶ Used with great satisfaction by millions of people around the world
  - ▶ Compatible with every major platform
  - ▶ Easy upgrades
  - ▶ Launched as an open source and maintained by Sun Microsystems, Inc.
  - ▶ No worries about end-user license agreements
- 

**W**hy use OpenOffice.org? Maybe this question should be why not use OpenOffice.org? In fact, so many reasons abound for using this program that once you read this chapter, you may wonder why anyone would want to use anything else.

### *It's Free!*

OpenOffice.org is free to all users. It's free now, and it's free forever. Every time a new version of OpenOffice.org is released, that upgrade is free (unlike almost all proprietary software, which forces you to pay every year or so to keep up with the most current version).

If you want to have an extra copy for your home or office, that's free. If you want to give a copy to a friend, that's free. If you need 1,000 copies for everyone in your company, they're all free. It also costs nothing to upgrade those 1,000 copies.

Compare that to the cost of acquiring Microsoft Office XP Standard, which is currently being sold at Amazon.com for \$354.99. Even if you have an older version of Microsoft Office, the upgrade to Microsoft Office XP Standard costs \$200! All this adds up to lots of money now and lots of money later (and for some, lots of money already spent in the past).

We can think of other ways to spend all that money, can't you?

## *You're Free!*

You're free from any guilty conscience that you may have if you accidentally — or purposely — install some extra copies and violate an end-user license agreement (EULA).

You're free from worrying about your version being too old and incompatible because you don't want to shell out money for upgrades.

You're free from wondering if the proprietary software that you just purchased contains spyware that permits a company to eavesdrop on your activities (or audit your license compliance) without your being aware of it.

You're free from worrying about violating an EULA that is too long, too boring, and too legalized to read, yet may contain unusual clauses such as the one that Microsoft included in its FrontPage 2002 software: "You may not use the Software in connection with any site that disparages Microsoft, MSN, MSNBC, Expedia, or their products or services . . ." In this case, you're free to use your freedom of speech.

You're free from having to choose between your bank account and your reputation or conscience when deciding whether to use a bootleg copy of proprietary software.

You're free from the guilt of not being a good example to your children and insisting that they buy their own copies (or that you buy more copies) of a proprietary program, instead of making illegal copies of your software for them.

You are free from the peer pressure of being asked by friends to borrow your copy of a proprietary program to install on their computer. They may even insist that you help them install it!

You're free from trying to remember where you put your activation code for your installation disk when you need to reinstall a proprietary program on your new computer.

Because the source code is freely available, you're free from being at the mercy of a single company to fix bugs that you find. You are free because you can hire any programmer of your choice to fix these bugs. Okay, you probably aren't going to hire someone to fix bugs, but you could, and some companies will.

## *Sun Powers It*

One of the world's largest computer manufacturers and software developers, Sun Microsystems, Inc., bought the StarOffice code from StarDivision in 1999 and launched it as a free Microsoft Office alternative in May 2002. Sun is a multibillion-dollar international corporation that is heavily committed to making OpenOffice.org a success. Sun provides training for OpenOffice.org and support in the form of migration assistance. It also sells StarOffice, an office suite that is based on the source code for OpenOffice.org, with a few extra proprietary features. According to an interview with Danese Cooper from Sun Microsystems, Inc. that was published on the OpenOffice.org Web site, Sun is pleased with the success of OpenOffice.org. OpenOffice.org has "wildly exceeded distribution projections."

Sun views OpenOffice.org as a way to break Microsoft's ever-expanding grip on the world software market. OpenOffice.org also runs on Solaris, Sun's proprietary operating system, and on GNU/Linux, which Microsoft Office does not.

## *Upgrades and Reinstallations Are Easy*

To upgrade your copy of OpenOffice.org, follow these steps:

**1. Pay no money now. (Also, pay no money later.)**

You don't need to order the product (and you obviously don't need to get a purchase order approved). Furthermore, you don't need to worry about product activation. (So far, you haven't had to do anything.)

**2. Wait for the right moment. That can be any time you like.**

In the middle of the night, if you decide that you want to upgrade, you can do it right then and there.

**3. Go to [www.openoffice.org/download](http://www.openoffice.org/download), and click a few items.**

Refer to our installation instructions in Appendix A for more details. Follow the same easy instructions to upgrade OpenOffice.org as you would to install it.

OpenOffice.org downloads on its own; it may take anywhere from 15 minutes to two and a half hours, depending on which version you need for your operating system, and whether you have a fast connection like DSL or a slower dial-up modem. You then click a few more things and it's done.

If you're in a hurry, skip all these steps except Step 3.

## *Commercial Support Is Available, If You Want It*

If you want to convert a medium-sized or large business, or educational institute, or even an entire government to OpenOffice.org and need some help, Sun Microsystems, Inc. would be a good place to start looking for commercial support. Sun, the company that launched OpenOffice.org as a free open source program, provides training and migration assistance for OpenOffice.org as well as its proprietary version, Star Office. Sun offers on-site support during the installation and importation process as well as training for employees, all with minimal disruption to an organization. With Sun's help, even large companies can easily convert to OpenOffice.org. And training can be tailored to the needs of your company (or your government, for example). The URL for Sun's training and support is [www.theofficeworkshop.com](http://www.theofficeworkshop.com).

If you need someone to help you work out any problems with OpenOffice.org, you can hire a consultant. OpenOffice.org is widely used, with an estimated 8 million users at this writing, and its usage is growing by leaps and bounds. Many computer consultants use it themselves and are fully experienced with it. Also, if you want to modify the program to your liking, you can do that as well. OpenOffice.org uses easy-to-understand XML-based file formats, and the source code is freely available. Also, OpenOffice.org has a community of 100,000 people, many of whom are volunteer programmers working on the code. Hiring someone to do something that he is already doing for free should be no problem.

## *Community Support Is Excellent*

One of the main reasons for the success of OpenOffice.org is its community support. Since the launch of the OpenOffice.org Web site on May 1, 2002, an estimated 8 million people have adopted the product and 100,000 people have joined the community project. Sun Microsystems substantially funds the project, but it is the volunteer community that controls most of the coding and documentation contributions. The community also provides free online support in the form of documentation, e-mail discussion lists, and forums on the Web. Support comes readily from this active community. Also, OpenOffice.org has gained much success around the globe because the community helps translate it into many different languages.

The OpenOffice.org community is made up of generous volunteers who are willing to give their time and energy to further the cause of free software. A large and very active segment of the community is even devoted to marketing OpenOffice.org, even though this segment has nothing to gain from the endeavor — because it's free!

The volunteer spirit that abounds around OpenOffice.org is a boon to every OpenOffice.org user.

## *File Formats Are Open Standards*

OpenOffice.org uses XML-based file formats that are easy for programmers to understand and easy for computer programs to interoperate with. Unlike Microsoft Office and other proprietary office suites, the OpenOffice.org file formats are publicly documented instead of being trade secrets. As a result, you never have to worry about a file format becoming obsolete or being unable to access your data. With open source software, you can always access your data.

Not only are the file formats open standards, but you can also acquire the source code for the entire program. This allows you to reconfigure and recompile the program to suit your own tastes. All the tools that are needed to build a new version of the software are free and open to everyone. However, OpenOffice.org is a huge program with over 75 million lines of code, so few people attempt to substantially redesign the software.

Anyone can redistribute OpenOffice.org for free, or sell it in any format, for example, on a CD-ROM. Also, anyone can modify the program and sell his or her own version. In short, anyone can do whatever he or she wants with the program as long as that person complies with the terms of the licenses under which it is distributed. These licenses basically require you to allow anyone else to modify, distribute, and sell any copies of OpenOffice.org that you publish.

The availability of the source code also ensures that no secret back doors or spyware is built into your program that could permit a company to eavesdrop on your activities.

## *It's on Every Major Platform*

What if you want to communicate seamlessly with people who work on other platforms?

OpenOffice.org works on every Windows and every UNIX platform, plus Linux, Solaris, Mac OS X (via X11), FreeBSD, LinuxPPC, IRIX, Linux S/390, and TRU64.

Microsoft Office only works on Windows and Mac operating systems. And at any time, Microsoft could decide to discontinue its versions for the Mac, just as it has decided to discontinue making new versions of Internet Explorer for the Mac.

To date, OpenOffice.org has been translated into 23 languages, and it uses internationally standardized technology that is reported to be remarkably robust. It can also import and export virtually every major word processing, spreadsheet, presentation, and graphics file format. In fact, according to one testimonial on the OpenOffice.org site, someone who was unable to open his corrupted Excel file with Excel could open it with OpenOffice.org!

With 16 million downloads of OpenOffice.org and operation on so many platforms, what other software package is poised to become so ubiquitous?

## *Lock In Is Locked Out*

Microsoft Office uses proprietary file formats that it often changes when it publishes major new versions of its programs. Older versions of Office are often unable to read the formats that are created by newer versions. Therefore, even if you don't care about (or need) the new features of Microsoft Office, you must constantly buy the upgrades, just to be able to read other people's files (unless they take pity on you and export their files to a previous file format). In this way, you are locked in to always buying the most current upgrade of Microsoft Office. As one Microsoft Office user remarked, "Microsoft's office suite seems less and less like a suite and more and more like a tollbooth."

Using OpenOffice.org breaks the cycle of everyone having Microsoft Word, thus requiring you to have it, too. You can almost flawlessly import from and export to Microsoft Word formats, although some styles and macros could be lost. And other formats can just as easily be read by Calc, Impress, and Draw. You don't need to worry about having to buy new upgrades just to read new files. The volunteers at OpenOffice.org can supply new upgrades to import and export any new Word file formats. With 8 million people currently using OpenOffice.org and depending on this service, it will happen.

## *Choice Is Good*

For years, Microsoft has systematically worked to become the de facto standard in as many software categories as possible. This has been an immensely profitable strategy for the company, but do you really want all your software to come from a single monopoly?

OpenOffice.org competes in a way that's very difficult for Microsoft to crush, because OpenOffice.org is free. Thanks in no small part to the power of the Internet, OpenOffice.org can incorporate the good ideas, the development and debugging talents, and the marketing skills of tens of thousands of volunteers from around the world to create a product with an amazing range of features.

You never have to fear that the product will become extinct because its source code will always be available, and programmers even in the distant future will always be able to revise and revive it. Growth and evolution occur in a marketplace when people can make choices, and in a monopoly market, no choice exists. And choice is good.





## Chapter 20

# Ten Places to Look for Support

---

### *In This Chapter*

- ▶ Getting help on your desktop
  - ▶ Searching e-mail lists, newsgroups, and online forums
  - ▶ Using online resources
  - ▶ Signing up for classes and training
  - ▶ Getting commercial support
- 

### *Getting Help on Your Desktop*

By now, you have probably noticed that almost every dialog box in OpenOffice.org has a Help button. These buttons take you straight to the appropriate section in the Help system.

You can also access Help by choosing Help⇨Contents. Click the Contents tab to look through the table of contents, click the Find tab to search for your topics, or click the Index tab to find your topic in the index. Help covers a wide range of topics and is quite “help”ful. See Chapter 2 for more information on Getting Help.

### *Searching the E-Mail Archives at OpenOffice.org*

The best way to find support for OpenOffice.org, besides hiring someone to fix your problem for you, is to check out the e-mail lists. These lists involve thousands of people and are extremely active. Since joining in September, 2002, I’ve received 33,751 messages to date. That’s about 3,000 per month. So, keep in mind the fact that your question may have already been asked before.

Rather than immediately posting questions to an e-mail list, the proper etiquette is to check the archives first.

To search the e-mail lists archives, perform the following steps:

**1. In your Web browser, go to Open.Office.org's home page,**  
[www.openoffice.org](http://www.openoffice.org).

**2. Click Mailing lists on the main menu, which is in a column in the left side of the window.**

The Mailing Lists Guidelines page appears. If you are considering posting to an e-mail list, read these guidelines.

**3. Click Mailing Lists.**

The General & Project Mailing Lists page appears.

**4. Scroll down to General Mailing Lists, and locate the list of your choice.**

The lists include users, announce, and discuss. Other lists in the general mailing lists are devoted to the project of developing the program. You probably want to search the users or the discuss lists. The users list addresses specific problems that need fixing, whereas the discuss list is more general and provides a broader discussion of topics that pertain to OpenOffice.org.

If English is not your native language, check out the foreign language lists in the Project section.

**5. Click Search for the mailing list of your choice.**

The Search Messages window appears, with a Search field.

**6. Choose whether you want to summarize your search results by date, author, subject, or thread.**

Unless you are searching for time-sensitive material, we recommend summarizing by subject or thread.

**7. Enter your topic in the Search field.**

You can type in a general one-word description of your topic and then browse through the results. Or, you can choose a more specific description with multiple words, by using the plus sign (+) as a logical AND between words or by placing multiple words in quotation marks.

**8. Select whether you want to search the subject or the body of the messages.**

**9. Click Search.**

Your results are listed.

## *Posting to the E-Mail Lists at OpenOffice.org*

If you searched the archives and didn't find the answer to your question, try posting your question on a list. You don't have to join any list in order to post a question, although e-mails sent by non-subscribers are moderated to avoid spam.

To post a message, send an e-mail to the address of the list. The address of the users list is `users@openoffice.org`, and the address of the discuss list is `discuss@openoffice.org`. Then search or browse the archives periodically for your answer. Expect to wait at least 24 hours for a response. If you don't receive one after a few days, your question was probably passed over because it had been asked many times before and the answer lies in the archives. Or, it may have been vague or not readily understandable. Check the archives again, and rewrite the question as clearly as you can.

## *Searching the Newsgroups*

You can also find the OpenOffice.org e-mail lists in the newsgroups that are carried by Google Groups. The newsgroup is called `mailing.comp.open-office`. Google has a different search engine than the one at OpenOffice.org, and you may want to use it instead. To access the OpenOffice.org mailing lists at Google, perform the following steps:

- 1. In your Web browser, surf over to `www.google.com`.**
- 2. Click the Groups tab.**
- 3. Click Advanced Groups Search.**
- 4. Type in search criteria that briefly describe your question in one of the four input fields.**
- 5. In the Newsgroup text box, type `mailing.comp.open-office`.**
- 6. Click Sort by relevance (unless your question is time-sensitive, in which case you may want to sort by date instead).**

If you get too many answers, you can repeat the procedure from Step 3 and narrow your search criteria.

Newsgroups, of course, are also accessible by newsgroup readers, which are sometimes bundled with your e-mail software. If you haven't already set up a newsgroup reader, using Google Groups as described above is easier.

## *Using Online Forums*

In addition to the e-mail lists (which also post to Newsgroups), online forums are very helpful. They are available at [www.ooforum.org](http://www.ooforum.org). The forums are as follows:

- ✓ Setup and Troubleshooting
- ✓ OpenOffice.org Writer
- ✓ OpenOffice.org Calc
- ✓ OpenOffice.org Impress
- ✓ OpenOffice.org Draw
- ✓ OpenOffice.org Math
- ✓ OpenOffice.org Macros and API

Questions that are posted on the forums are often answered within just a few hours.

Before you post your question, it is proper etiquette to search the archives to see whether the question has already been answered. Type a keyword into the search box, or click Advanced Search. In the Advanced Search dialog box, type your search query, set your search options, and then click Search. If too few or too many results appear, either browse through the results or click the Search button at the top of the window and change your search criteria.

If the answer to your question is not in a previous thread, consider posting a new topic. To post a question on the forum, click the forum that you want to post to and then click the New Thread button. A Post a new topic page appears. Type in a user name, a topic, and your message. Try to formulate your question clearly and completely. Spend some time on it, because lots of people may read it. When you're satisfied with your message, click Preview to preview the message or click Submit to submit your message.

## *Surfing the OpenOffice.org Web Site*

The OpenOffice.org Web site primarily provides downloads of OpenOffice.org and organizes the community for refining and improving the program. The site also hosts the wonderful e-mail lists. But some other goodies exist as well. If you're excited about OpenOffice.org, and want to make other people excited about it too, direct them to the Product Description link on the Home page. This Web page, along with its links, thoroughly describes the features of each program in the Suite in a fascinating way, and also offers reviews, case studies

and testimonials. Links to fifteen foreign language sites are accessible by clicking the Site Map link on the Home page. And, if you need some extra guidance installing the program, the Setup Guide for OpenOffice.org 1.1 offers detailed installation instructions; the URL is as follows:

```
http://documentation.openoffice.org/setup_guide/index.html
```

For more information on installing OpenOffice.org, see Appendix A.

## *OO Extras: Extras for OpenOffice.org*

The OO Extras Web site, located at <http://ooextras.sourceforge.net/>, offers clip art galleries such as a Flow Chart Symbol gallery as well as some nice icons and graphics. It also offers Impress templates and has some foreign language goodies. Everything is community generated and free to use.

## *Using Other Online Resources*

Because OpenOffice.org is free, it inspires others to give freely as well. The following sections outline some goodies that are available from the Web.

### *The OpenOffice.org Unofficial FAQ v0.1.5a*

A nice list of FAQs for OpenOffice.org is available at the following URL:

```
http://www.bytebot.net/openoffice/faq.html
```

This site has useful frequently asked questions, including “Is there a grammar checker?” and “How do I get my scanner to work under OpenOffice.org?” If you don’t want to type in the entire URL, you can find a link to it at [www.ooforums.org](http://www.ooforums.org).

### *Useful macro information for OpenOffice by Andrew Pitonyak*

This free 241-page online book can be found at [www.pitonyak.org/oo.php](http://www.pitonyak.org/oo.php). The book is in OpenOffice.org’s .sxd format, of course. Pitonyak’s Web site also has lots of good stuff about macros and some great links.

## *Community-based tech support: How to get help with OpenOffice.org*

You can find a nice online reference, in PDF format, at the following URL:

[www.mackmoon.com/00oHelpOutline.html](http://www.mackmoon.com/00oHelpOutline.html)

This 19-page document covers mailing lists, forums, and other useful topics.

## *Signing Up for Classes and Training*

Training for OpenOffice.org is offered by many consultants. You'll probably want to find someone in your area — or at least in your country. If you live in the United States or Canada, you can visit <http://getOpenOffice.org> for information on training by Solveig Haugland, the author of *OpenOffice.org Resource Kit* and *The StarOffice 6.0 Companion*.

You may find training through these resources:

- ✓ Search the Web for OpenOffice.org training.
- ✓ Post a message on the e-mail list at OpenOffice.org and see whether anyone in your area gives lessons, especially if you are searching for individual training.
- ✓ Inquire at your local computer store.

Make sure that you get references and recommendations before you sign up for training.

For languages other than English, check out the e-mail lists at OpenOffice.org that are in your language. You can always check the archives and see who is offering training, or you can post an e-mail.

## *Getting Commercial Support*

Third-party commercial support is widely available as well for migration assistance or for general support. To find commercial support in your area, use the same techniques as you would to find training instructors. In fact, your training instructor may also offer commercial support. You can search the Web, post a message on the e-mail list, or even inquire at your local computer store. Lots of programmers use OpenOffice.org and know its ins and outs. Someone who lives near you may volunteer with the community OpenOffice.org project and be a veritable expert. Again, always check references.

## Appendix

# Installing OpenOffice.org

---

### *In This Appendix*

- ▶ Installing for Windows
  - ▶ Installing for the Mac
  - ▶ Installing for Linux
  - ▶ Downloading upgrades
- 

**I**nstalling OpenOffice.org is easy and simple. You can either download the program from the OpenOffice.org Web site, or you can find it on the CD-ROM that accompanies this book — how much more convenient can you get?

OpenOffice.org is an ongoing project, so it is always changing and evolving. As a result, you may want to download the latest beta version from the Web site to get the newest features. But because beta software is not finalized and formally released, you can expect it to have a few bugs. Many OpenOffice.org users are the adventurous type and like participating in testing the software and reporting bugs so that the programmers can improve OpenOffice.org.

If you don't like taking risks, you can stick to version 1.1, on the CD-ROM, or version 1.0.3 for the Mac. Then, you can always update to the next fully tested version when it is released.

## *Installing on Windows*

If you install OpenOffice.org from the CD-ROM that accompanies this book, you should check the system requirements, discussed in the next section, and then skip to the section "Starting installation." To download OpenOffice.org from the Web site ([www.openoffice.org](http://www.openoffice.org)), keep reading.

## *System requirements*

You should make sure that your system can handle OpenOffice.org. If you have another office suite up and running, you shouldn't have any problem.

However, if you have an older, rickety computer, be sure that you have the following items:

- ✓ A Pentium-compatible processor.
- ✓ Microsoft Windows 98, NT, 2000, or XP (2000, Me, or XP is required for Asian/CJK versions).
- ✓ 64MB of RAM (more is recommended).
- ✓ 250MB of hard drive space. The OpenOffice.org file is a little more than 60MB.
- ✓ An Internet connection, if you intend to download the program from the OpenOffice.org Web site.
- ✓ A decompression utility, such as WinZip, if you intend to download the program from the OpenOffice.org Web site.

## *Downloading from the Web site*

Download OpenOffice.org from the Web site if you want the latest beta version. To download OpenOffice.org, follow these steps:

1. **Go to** [www.openoffice.org](http://www.openoffice.org).
2. **Click the hyperlink for the version of the software that you want.**

You are sent to the download page of the version that you chose.

3. **Scroll down and read the information on this page.**

Partway down, you see the list of all the language versions of OpenOffice.org.

4. **Scroll to the bottom of the page, where you can see the download sites.**

If you click the Windows link on the home page, you go directly to these download sites.

5. **Click a link under the geographic area and language that you want. If you see several links, you can choose any one.**

Your browser starts the download. You may have to choose a location in which to save the file. If you are given a choice to open or save the download file, choose to save. Now all you have to do is wait! When the download is complete, you may see your decompression utility (such as WinZip) open.



- 6. If your decompression utility is open with a list of all the files, choose File→Copy and copy the downloaded file to a temporary folder.**

Create a temporary folder for the purpose of decompressing all the files. Later, you can delete all these files and keep only the compressed (.zip) file. If you saved the downloaded file to a specific location, you can skip this step.

- 7. Navigate to the file that you downloaded, and decompress it.**

For example, in Windows Explorer, double-click the file to open it in your decompression program. Then follow the instructions for your decompression program to extract all the files to a temporary folder.

You are now ready to install OpenOffice.org.

## *Starting installation*

After you decompress the installation file, you are ready to start installation. You should have a long list of files in your temporary folder. Follow these steps to begin the installation:

- 1. From all the files that you extracted, find the `readme.txt` file and double-click it.**

The readme document opens. This document contains information that didn't make it into the formal Help system or other information that you should read *before* installing. When you're done reading this document, you can close it.

- 2. Find the `setup.exe` file, and double-click it.**

The OpenOffice.org installation program opens. The first installation screen appears. At this point, you should close other programs that you have open.

To perform a multiuser installation, go to the following Web site for instructions:

```
www.openoffice.org/dev_docs/instructions.html
```

- 3. Click Next.**

The next screen appears, displaying some information about OpenOffice.org. For example, OpenOffice.org encourages you to register your software and tells you that you can register at any time at the following Web site:

```
www.openoffice.org/welcome/registration-site.html
```



A list of mailing lists also appears. We recommend that you at least subscribe to the users' group, because that's a great way to get help when you need it.

Subscribe to the digest version only; otherwise you'll get dozens of e-mails a day.

**4. Read the information, and click Next.**

The Software License Agreement screen appears. You're supposed to read it! Scroll down or press Page Down as you read.

**5. When you finished reading the agreement, click the I Accept the Terms of This Agreement button. To check the agreement in more detail later, click the Print button. Then click Next.**

The Enter User Data screen appears.

**6. In the Enter User Data screen, complete the information about yourself and click Next.**

Some of this information may already be filled in, taken from the user information on your computer. OpenOffice.org uses this information for templates (such as your name and address at the top of letterhead), to identify who makes changes to documents, and for other similar, legitimate purposes. You don't have to fill out all the information. When you click Next, the Select Installation Type dialog box appears.

**7. In the Select Installation Type dialog box, choose the type of installation that you want and click Next.**

Most people can choose Typical installation. Choose Custom if you're picky, and choose Minimal if you're short on hard drive space. The screen informs you how much space each type of installation requires. When you click Next, the Select Installation Directory dialog box appears.

**8. In the Select Installation Directory dialog box, accept the default, type a new directory, or click the Browse button to navigate to a new location. Click Next.**

*Directory* is geek talk for *folder*. If your folder doesn't exist, OpenOffice.org asks permission to create the folder. It's fine to say yes. OpenOffice.org displays the Start Copying dialog box.

**9. Click the Install button.**

The Setup Program dialog box appears.

Pay attention here. Some people end up making the wrong decision in this dialog box. It's not easy to change this decision later on.



- 10. If you have Microsoft Office documents on your computer and you want OpenOffice.org to open these documents when you double-click them in Windows Explorer, select the check boxes. If not, deselect these check boxes. If you want OpenOffice.org's HTML editor to be your default editor, select the Default HTML Editor check box. If not, deselect the check box. Click OK.**

You can always open Microsoft Office documents in OpenOffice.org by opening OpenOffice.org first and then choosing File→Open. At some point, the Java Setup dialog box appears.

- 11. If you have a Java Runtime Environment listed, choose it. If not, select the Do Not Use Java with OpenOffice.org check box. Click OK.**

So what is a Java Runtime Environment? Java is a programming language. OpenOffice.org uses Java for advanced features such as database connectivity and form creation. You don't need Java, but it's nice to have it if you want to use OpenOffice.org's advanced capabilities. You can always get it later, at <http://java.sun.com>. Double-click the `jvmsetup.exe` file, which is located in your OpenOffice.org Program folder. When you click OK, the installer starts to copy files.

- 12. When you see the message Installation Complete, click OK.**

You're done! Now choose Start→Programs→OpenOffice.org 1.1 and have fun with your new, full-featured, free office suite!

## *Installing on the Mac*

In June 2003, OpenOffice.org 1.0.3 was released for the Mac OS X (pronounced *Mac O S Ten*) operating system. However, OpenOffice.org is not written as a native program for the Mac. It requires an open source program called X11, which is a layer of graphics software that most Unix and Linux graphics applications use. Using X11 made it easier for programmers to adapt OpenOffice.org for the Mac. The native version for the Mac that does not require X11 is being developed but is probably a year or two away from being released.

To run OpenOffice.org 1.0.3 on the Mac, you need to first install X11. It's an easy program to install and run. X11 makes OpenOffice.org look more like a Linux program than a Mac program, so it may be a little disorienting at first, but you get used to it quickly. The biggest challenge may be remembering to press Control+C, Control+X, and Control+V instead of ⌘+C, ⌘+X, and ⌘+V.

X11 is included on the CD-ROM that accompanies this book. To install X11 and OpenOffice.org using the CD-ROM, check out the system requirements that we discuss in the next section, and then skip to the section “Starting installation for OpenOffice.org 1.0.3.” However, if you misplaced the CD-ROM — or your daughter ran over it with her tricycle (or Festiva) — and you want to download X11 and OpenOffice.org from the OpenOffice.org Web site, keep reading.

## *System requirements*

OpenOffice.org 1.0.3 for the Mac OS X operating system using X11 requires the following to run:

- ✓ Mac OS X 10.2 or higher or Darwin 6.0 or higher
- ✓ 256MB of RAM (memory) (512MB is recommended)
- ✓ 300MB free hard drive space
- ✓ 600MB additional hard drive space for installation of auxiliary applications that are required to run OpenOffice.org
- ✓ 1GB additional free space on your system drive for use as a swap file during installation and execution
- ✓ G4/400 or higher processor

## *Downloading X11*

Skip this section if you intend to use the program that is provided on the CD-ROM that accompanies this book.

Downloading and installing X11 is a piece of cake. Follow these steps to do so:

- 1. Open your browser window, and go to [www.apple.com/macosx/x11/](http://www.apple.com/macosx/x11/).**  
The X11 for Mac OS X page appears.
- 2. Click the Download X11 Public Beta button.**  
The Get X11 for Mac OS X page appears. Read this for additional information on X11.
- 3. Scroll down to the Tell Us Who You Are (Optional). Either deselect the I Would Like to Receive Apple News, Software Updates check box or enter your e-mail address in the input box. (You can also enter your name.)**

#### 4. Scroll down, and click the Download X11 button.

It takes about 10 minutes to download X11 through our DSL connection. To monitor the download progress, open the Download Manager window on Internet Explorer (or the equivalent on the browser that you are using). In Internet Explorer, choose Window⇨Download Manager.

## *Installing X11*

To install X11, perform the following steps:

1. **If you downloaded the X11 file, double-click the X11UserForMacOSX.dmg file. Internet Explorer places the file on the desktop. Otherwise, search for the file on your computer or use the file that's on the CD-ROM.**

A few copying progress bars appear and disappear. Then a folder window opens that contains the following two files: `Readme.rtf` and `X11UserForMacOSX.mpkg`. You don't need to read `Readme.rtf`. That information is incorporated into the installer program. You get to see it later.

2. **Double-click the Open Box icon.**

An Authenticate dialog box appears, asking you for the password of the administrative user. If you install software on your Mac, you're probably the administrative user, so this is typically the same password that you type to log on.

3. **Type your password, and click OK.**

The Welcome to the Mac OS X X11 Installer window appears. Okay, you can breathe a sigh of relief now, especially when you see the message `You will be guided through the steps necessary to install this software. It's always nice when your computer takes good care of you.`

4. **Click the Continue button.**

The Important Information window appears. This is where you find the `Readme` file. It's always fun to see what's considered "important," but don't worry if it sounds too technical. You don't need to know most of this material.

5. **Click the Continue button.**

The Software License Agreement appears. Fortunately for us, it is a great license agreement.

**6. Select the Agree check box.**

The Destination dialog box appears. If you have more than one hard drive, more than one icon appears from which you can choose your destination drive. However, if you have just one hard drive, this is a no-brainer.

**7. Click the icon of the hard drive where you want to install X11, and click the Continue button.**

The Easy Install dialog box appears.

**8. Click the Install button.**

A progress bar appears. On our computer it takes about 5 minutes to install X11. You then see the message *Software was successfully installed.*

**9. Click the Close button.**

Congratulations! Now you have X11 installed. It's time to download and install OpenOffice.org.

## *Downloading OpenOffice.org 1.0.3*

Skip this section if you plan to use the enclosed CD-ROM for your installation.

To Download OpenOffice.org 1.0.3 for the Mac OS X (X11) operating system, follow these steps:

**1. Using your browser, go to [www.openoffice.org](http://www.openoffice.org).**

The Web page appears as shown in Figure A-1.

**2. Under the Download OpenOffice.org 1.1 RC3 heading, click the Mac OS X (X11) link.**

Don't be surprised when the download does not take place. Instead, a new window appears, with a list of links to News, Notes, FAQs, and Screenshots. This is worth reading only if you're interested.

**3. Click the Download link.**

A list appears with different countries and various bits of information. Because OpenOffice.org is so big (173MB) and so many people download it (at this writing, over 16 million have downloaded it since 2002), one location can't handle all the downloads. So computers around the world share the job.

**4. Click a location that's near you. (Don't worry about whether the Type is HTTP or FTP. For now, either of them is okay.) You can also select the language that you want for your version.**

Another window appears with links to some files and possibly a greeting and some technical information. Don't spend much time reading it. All you need is the link to the file to be downloaded.

5. **Click the download link**, `ooo103darwin1.dmg.gz`.

Your download begins.

6. **If you are using Internet Explorer, choose Window⇨Download Manager if the Download Manager window is not visible. If you use another Web browser, open the equivalent of the Download Manager window to see how long your download is expected to take.**

If your Download Manager reports a lengthy download — 6 hours or so — cancel the download and delete the partial file that you downloaded. Then click the Back button in your browser to choose another site from which you can download the file.

With a DSL connection, our computer downloads the 170MB file in about an hour.

## *Starting installation for OpenOffice.org 1.0.3*

To install OpenOffice.org for the Mac OS X operating system, perform the following steps:

1. **Close all programs that you have running on your computer.**

If other programs are running, they may interfere with the installation.

2. **If you are using the enclosed CD-ROM, insert the CD-ROM into your CD-ROM drive and go to the next step. Otherwise, follow these steps:**

- If you downloaded the program, locate the `00o 1.0.3 X11` folder on your desktop. This folder contains the `Install_OpenOffice.org` icon.
- If you can't find this folder, locate the `ooo103darwin1.dmg.gz` file, which is probably on the desktop, and double-click it.

3. **Yep, you guessed it. Double-click the `Install_OpenOffice.org` icon. This file is either on your desktop or on your CD-ROM, depending on what method you are using to install OpenOffice.org.**

The Introduction dialog box appears, and the following message is displayed: ZeroG Install Anywhere will guide you through the installation of OpenOffice.org. Okay, go ahead and breathe a sigh of relief here.

Don't worry when you see the message For full functionality, XFree86, dlcompat, freetype and ghostscript are also required. These items are all included with the download and on the CD-ROM.

**4. Click Next.**

The Software License Agreement dialog box appears.

**5. Click the I Accept the Terms of the License Agreement button. (Feel free to read the license agreement, of course.) Click Next.**

The Important Information window opens.

**6. Read through the important information (or skip it, if you're not interested).**

Don't worry when you see the following message: Who should use this build? It is ideally targeted to developers and advanced Mac OS X and Darwin users who are comfortable using X11. You don't have to know anything about X11.

**7. Click Next.**

The Choose Install Folder dialog box appears.

**8. You should probably click the Restore Default Folder button, but if you want to place OpenOffice.org somewhere else, click the Choose button. Then designate the folder of your choice in the dialog box that appears, and click OK.**

**9. Click Next.**

The Choose Default Paper Size dialog box appears.

**10. Select the US Letter check box or the A4 check box, and click Next.**

The Choose Subcomponents dialog box appears with its typical list of programs that it plans to install: OpenOffice.org 1.0.3, fondu, dlcompat, and ESPGhostscript. The installer leads you through the installation of each of these programs. Fortunately, the installation is similar for all of them.

**11. Select the Typical option button, and click Next.**

The Preinstallation Summary window appears, showing a summary of what you requested and how much space it will take as well as how much hard drive space is available on your computer.

**12. Click the Install button.**

A window appears stating that the Darwin PPC version is intended for users who are comfortable using the X11 program. This is just a reminder that it's not going to look like a normal Mac program — but you already knew that.



**13. Click OK.**

The following message is displayed: The dlcompat installer will now be started. You may need to bring the dlcompat installer to the front after it is started by clicking its icon in the Dock.

**14. Click OK.**

The Authenticate dialog box appears, requesting your password.

**15. Type in your password, and click OK.**

A progress bar appears with the following message: Executing dlcompat installer. However, if you take no action at this point, you could wait for hours or days. This progress bar actually represents nothing!

**16. Click the Install Dlcompat window behind the progress bar.**

The window comes to the front, and the progress bar disappears behind it.

The message Welcome to the DLCompat Installer is displayed.

**17. Feel free to ignore all the Geekese on this page, and click the Continue button.**

The Important Information window appears.

**18. Forget about reading this stuff. Just click the Continue button.**

The license agreement appears.

**19. Click the Continue button.**

The dialog box asks you to choose Agree or Disagree.

**20. It's a good license, so click the Agree button.**

The Select a Destination dialog box appears.

**21. Click the icon of the drive on which you want to install OpenOffice.org. (It's safest to choose the same drive that your system files are on.) Then Click the Continue button.**

The Easy Install dialog box appears.

**22. Click the Install button.**

A progress bar appears along with a message indicating that the software has been successfully installed.

**23. Click the Close button.**

A new window appears, displaying the message The ESP Ghostscript Installer will now be started.

**24. Click the Launch Installer button.**

The Authenticate dialog box appears.

- 25. Perform Steps 15 through 23 for the EPS Ghostscript program. (Note that the ESP Ghostscript program contains no Important Information page, so you can skip Step 18.)**

A new window appears, displaying the message `The fondu Installer` will now be started.

- 26. Click the Launch Installer button.**

The Authenticate dialog box appears.

- 27. Perform Steps 15 through 23 for the fondu program.**

A new window appears, displaying the message `XDarwin does not exist in Applications directory`. Don't worry about this.

- 28. Click OK.**

A progress bar appears in the Installing Open Office window. A new window appears, displaying the message `Install complete`.

- 29. Click the Done button.**

Hurray! You did it! Now see if it works. (Don't worry — it will.)

To start OpenOffice.org for the first time, perform the following steps:

- 1. Open the file Applications/OpenOffice.org1.0.3/Start OpenOffice.org.**

The Choose Application dialog box appears, displaying the question `Where is your preferred XWindows Server?` (If this dialog box does not appear, your computer is smarter than ours.)

- 2. In the list box, scroll down and select X11. Click the Choose button.**

The X11 menu appears and a strange-looking window, labeled `xterm`, appears. Fortunately, the only thing that you need to do is to close this window (and only if the sight of it really annoys you).

A blank OpenOffice.org Writer document appears, and the OpenOffice.org Registration dialog box appears.

- 3. By now you are probably so tired of installing the program that you most likely want to mark the “Never register” button. But maybe the “Remind me to register later” button is a more rational choice.**

- 4. Click OK.**

That's it! Now you have OpenOffice.org on your Mac! It's a great program! Enjoy!



Everything about installing OpenOffice.org is straightforward — except for one thing. After typing a password in the Authenticate dialog box and seeing the progress bar that appears, you must click the Install dialog box again and click the Continue button. Otherwise, the progress bar continues churning

forever. (This is mentioned in the installation instructions, but with the reams of material that are provided during the installation, it's easy to overlook that point.)

## *Installing on Linux*

Most people who run the Linux operating system also use OpenOffice.org. The two go together like pizza and pineapple.

To install OpenOffice.org using the enclosed CD-ROM, first review the system requirements that are presented in the next section. Then skip to the section "Installing OpenOffice.org on Linux."

### *System requirements*

If you are running Linux on a newer computer, probably you don't have to worry about meeting the requirements for OpenOffice.org. For the record, these requirements are as follows:

- ✓ Linux Kernel version 2.2.13 or higher
- ✓ Glibc2 version 2.2.0 or higher
- ✓ Pentium-compatible processor
- ✓ 64MB RAM (memory)
- ✓ 300MB available hard drive space (350MB for the CJK version)
- ✓ X Server with 800×600 or higher resolution, with at least 256 colors
- ✓ Gnome 2.0 or higher required for Assistive Technology Tools
- ✓ Window Manager

### *Downloading OpenOffice.org for Linux*

You can skip this section if you plan to use the enclosed CD-ROM.

To download OpenOffice.org from the Web site, follow these steps:

1. **Go to** [www.openoffice.org](http://www.openoffice.org).

The OpenOffice.org Web page opens.

**2. Under the Download OpenOffice.org 1.1 RC3 heading, click Linux.**

A new page opens, with a list of links to sites that offer the OpenOffice.org Linux download.

**3. Click a link that's close to your location.**

A window appears from your browser asking whether you want to open or save the download.

**4. Click the Save As button.**

The Save As dialog box appears, with the name of the download, `00o_1.rc3_LinuxIntel_install.tar.gz`, in the Location input box.

**5. Navigate to any directory using the up arrows and/or list box at the top of the dialog box, and then click the Save button.**

The Save As dialog box closes. The Download Manager window appears, showing the progress of the download. (If the Download Manager window does not appear, you can open it, for example, in Mozilla by choosing Window⇨Download Manager.)

The `00o_1.rc3_LinuxIntel_install.tar.gz` file is downloaded to your computer. (At about 77MB, the download takes 15 minutes on our computer with a DSL connection.)

**6. When the Download Manager indicates that your download is complete, open the Ark KDE utility application (or some other application that decompresses files).**

If you are using Ark, a blank window appears, displaying the message No files in current archive.

The following steps assume that you are using Ark.

**7. Choose File⇨Open.**

The Open dialog box appears.

**8. Navigate to the folder in which you saved the download. Then select the `00o_1.rc3_LinuxIntel_install.tar.gz` file and click OK.**

A number of files appear in the Ark window.

**9. Click the Extract icon.**

A window dialog box appears

**10. Enter the folder name that you want to extract to, or choose the default. In the Files to be Extracted panel, select the All check box and click OK.**

The files are extracted into a new folder, called `00o_1.1rc3_LinuxIntel_install` (which Ark creates), and Ark places the new folder within the folder that you specified (or the default that is specified).

## *Installing OpenOffice.org on Linux*

Now that you have downloaded and uncompressed the OpenOffice.org files, you can install the program. Or, if you plan to use the CD-ROM that accompanies this book, you already saved yourself the trouble of downloading and uncompressing the files. Just pop the CD-ROM into your CD-ROM drive.

To install OpenOffice.org, follow these steps:

- 1. Open the 00o 1.1rc3 LinuxIntel Install folder by double-clicking it. (In some configurations, you can single-click to open the folder.) (The folder is found either on the enclosed CD-ROM or in the directory that you specified in Step 10 of the previous section.)**

The open folder contains a number of files, from f0001 to f426, plus some Readme, and Setup, and Install files.

- 2. Double-click the Setup file.**

Several progress bar windows appear and disappear. Then the OpenOffice.org 1.1.0 installation window appears, displaying the message Welcome to the OpenOffice.org 1.1.0 Setup.

- 3. Click Next.**

The Important Information window appears. This may or may not be important information to you.

- 4. Click Next.**

The Software License Agreement appears. (Read the agreement if you choose.)

- 5. Scroll down, click the Accept the License Agreement button, and click Next.**

A window appears that requests personal information. (No, this is not online dating.)

- 6. You can fill in the information or leave the text boxes blank. Then click Next.**

The Select Installation Type dialog box appears.

- 7. Select the Standard check box (which is the default), and click Next.**

The Select Installation Directory dialog box appears. This dialog box suggests a new directory: /home/myDirectory/OpenOffice.org1.1.0. (This varies according to your directory arrangement.)

- 8. Click Next.**

A dialog box appears, indicating that the folder does not exist. You see the message Create it now? If this message does not appear, skip to Step 10.

**9. Click the Yes button.**

The Start Copying dialog box appears.

**10. Click the Install button.**

The Java Setup dialog box appears. (The AutoPilot Data Source Reports feature does not work without this program.)

**11. Follow one of these steps:**

- If you do not have a Java Runtime environment on your computer, select the Install New Java Runtime Environment check box or select the Do Not Use Java Runtime Environment check box. Click OK.
- If you already have a Java Runtime Environment, select a version in the list box and click OK.

If you already have a Java Runtime Environment, if you chose not to install a Java Runtime Environment, or if you have already proceeded through the Java Runtime Environment installer, a progress bar appears in the Installation dialog box. On our computer, this process takes 2 to 3 minutes.

A Confirm File Replacement dialog box appears if a file already exists.

**12. Click the Replace All button.**

After a few moments, the Installation Completed dialog box appears with the good news.

**13. Click the Complete button.**

Now celebrate! Take a break, and help yourself to a bowl of your favorite ice cream!

## *Downloading Upgrades*

Upgrading OpenOffice.org is not much different from downloading and installing it in the first place. For Windows and Linux versions, the installation program of the new version creates a new folder and installs everything into the new folder, just like it did in the previous version. When the installation is complete, just click the new version to start your program.

Upgrading the Mac is also similar to installing on it, although you can most likely skip the downloading and installing of X11, unless the new version of OpenOffice.org requires a new version of that, too.

After you download and install the program once, it is much easier to do it again. And once you do it a second time, it becomes a snap to do it a third time — and so on. All in all, it's much easier to download and upgrade OpenOffice.org than it is to order and buy an upgrade of any other leading office program. And it's easier on your bank balance, too.

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