



OpenOffice.org **3**

Getting Started Guide

Chapter 1 ***Introducing*** ***OpenOffice.org***

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Contents

| | |
|---|----|
| Copyright..... | 2 |
| What is OpenOffice.org?..... | 5 |
| Writer (word processor)..... | 5 |
| Calc (spreadsheet)..... | 5 |
| Impress (presentations)..... | 6 |
| Draw (vector graphics)..... | 6 |
| Base (database)..... | 6 |
| Math (formula editor)..... | 6 |
| The advantages of OpenOffice.org..... | 7 |
| Minimum requirements..... | 8 |
| How to get the software..... | 8 |
| How to install the software..... | 9 |
| How to get help..... | 9 |
| Help system..... | 9 |
| Free online support..... | 9 |
| Paid support and training..... | 10 |
| Extensions and addons..... | 11 |
| Starting OpenOffice.org..... | 11 |
| Note for Mac users..... | 11 |
| Starting from an existing document..... | 12 |
| Note for Windows users..... | 12 |
| Using the Quickstarter under Windows..... | 12 |
| Using the Quickstarter icon..... | 12 |
| Disabling the Quickstarter..... | 13 |
| Reactivating the Quickstarter..... | 13 |
| Using the Quickstarter in Linux..... | 13 |
| Preloading OOO under Linux/KDE..... | 13 |
| Starting from the command line..... | 14 |
| Parts of the main window..... | 15 |
| Menu bar..... | 15 |

| | |
|--|----|
| Toolbars..... | 16 |
| Displaying or hiding toolbars..... | 16 |
| Submenus and tear-off toolbars..... | 16 |
| Moving toolbars..... | 17 |
| Floating toolbars..... | 18 |
| Docking/floating windows and toolbars..... | 18 |
| Customizing toolbars..... | 19 |
| Right-click (context) menus..... | 19 |
| Starting a new document..... | 19 |
| Opening an existing document..... | 20 |
| Saving documents..... | 20 |
| Password protection..... | 21 |
| Saving a document automatically..... | 21 |
| Renaming and deleting files..... | 21 |
| Using the Open and Save As dialogs..... | 22 |
| Using the Navigator..... | 23 |
| Closing a document..... | 25 |
| Closing OpenOffice.org..... | 25 |

What is OpenOffice.org?

OpenOffice.org (OOo) is both a *software product* and a *community of volunteers* who produce and support the software.

Note Because someone else owns the trademark *OpenOffice*, the correct name for both the open-source project and its software is *OpenOffice.org*.

The OpenOffice.org software is a freely available, full-featured office suite.

OOo 3 is a major upgrade of an already feature-rich office suite. If you have used previous versions of OOo, please look over the [new features list](#) on the OOo wiki.

OOo's native file format is OpenDocument, an open standard format that is being adopted by governments worldwide as a required file format for publishing and accepting documents. OOo can also open and save documents in many other formats, including those used by several versions of Microsoft Office.

OOo includes the following components.

Writer (word processor)

Writer is a feature-rich tool for creating letters, books, reports, newsletters, brochures, and other documents. You can insert graphics and objects from other components into Writer documents. Writer can export files to HTML, XHTML, XML, Adobe's Portable Document Format (PDF), and several versions of Microsoft Word files. It also connects to your email client.

Calc (spreadsheet)

Calc has all of the advanced analysis, charting and decision-making features expected from a high-end spreadsheet. It includes over 300 functions for financial, statistical, and mathematical operations, among others. The Scenario Manager provides "what if" analyses. Calc generates 2-D and 3-D charts, which can be integrated into other OOo documents. You can also open and work with Microsoft Excel workbooks and save them in Excel format. Calc can export spreadsheets to Adobe's PDF and to HTML.

Impress (presentations)

Impress provides all the common multimedia presentation tools, such as special effects, animation, and drawing tools. It is integrated with the advanced graphics capabilities of OOO's Draw and Math components. Slideshows can be further enhanced with Fontwork's special effects text, as well as sound and video clips. Impress is compatible with Microsoft's PowerPoint file format and can also save your work in numerous graphics formats, including Macromedia Flash (SWF).

Draw (vector graphics)

Draw is a vector drawing tool that can produce everything from simple diagrams or flowcharts to 3-D artwork. Its Smart Connectors feature allows you to define your own connection points. You can use Draw to create drawings for use in any of OOO's other components, and you can create your own clipart and add it to the Gallery. Draw can import graphics from many common formats and save them in over 20 formats including PNG, HTML, PDF, and Flash.

Base (database)

Base provides tools for day-to-day database work within a simple interface. It can create and edit forms, reports, queries, tables, views, and relations, so that managing a connected database is much the same as in other popular database applications. Base provides many new features, such as the ability to analyze and edit relationships from a diagram view. Base incorporates HSQLDB as its default relational database engine. It can also use dBASE, Microsoft Access, MySQL, or Oracle, or any ODBC- or JDBC-compliant database. Base also provides support for a subset of ANSI-92 SQL.

Math (formula editor)

Math is OOO's formula or equation editor. You can use it to create complex equations that include symbols or characters not available in standard font sets. While it is most commonly used to create formulas in other documents, such as Writer and Impress files, Math can also work as a stand-alone tool. You can save formulas in the standard Mathematical Markup Language (MathML) format for inclusion in webpages and other documents not created by OOO.

The advantages of OpenOffice.org

Here are some of the advantages of OpenOffice.org over other office suites:

- **No licensing fees.** OOo is free for anyone to use and distribute at no cost. Many features that are available as extra cost add-ins in other office suites (like PDF export) are free with OOo. There are no hidden charges now or in the future.
- **Open source.** You can distribute, copy, and modify the software as much as you wish, in accordance with either of OOo's Open Source licenses.
- **Cross-platform.** OOo3 runs on several hardware architectures and under multiple operating systems, such as Microsoft Windows, Mac OS X, Linux, and Sun Solaris.
- **Extensive language support.** OOo's user interface is available in over 40 languages, and the OOo project provides spelling, hyphenation, and thesaurus dictionaries in over 70 languages and dialects. OOo also provides support for both Complex Text Layout (CTL) and Right to Left (RTL) layout languages (such as Hindi, Hebrew, and Arabic).
- **Consistent user interface.** All the components have a similar "look and feel," making them easy to use and master.
- **Integration.** The components of OpenOffice.org are well integrated with one another.
 - All the components share a common spelling checker and other tools, which are used consistently across the suite. For example, the drawing tools available in Writer are also found in Calc, with similar but enhanced versions in Impress and Draw.
 - You do not need to know which application was used to create a particular file (for example, you can open a Draw file from Writer).
- **Granularity.** Usually, if you change an option, it affects all components. However, OOo options can be set at a component level or even document level.
- **File compatibility.** In addition to its native OpenDocument formats, OOo includes PDF and Flash export capabilities, as well as support for opening and saving files in many common formats including Microsoft Office, HTML, XML, WordPerfect, and Lotus 123 formats. New in OOo3 (using an extension): the ability to import and edit some PDF files.

- **No vendor lock-in.** OOo3 uses OpenDocument, an XML (eXtensible Markup Language) file format developed as an industry standard by OASIS (Organization for the Advancement of Structured Information Standards). These files can easily be unzipped and read by any text editor, and their framework is open and published.
- **You have a voice.** Enhancements, software fixes, and release dates are community-driven. You can join the community and affect the course of the product you use.

You can read more about OpenOffice.org, its mission, history, licensing, and other organizational information on the [OpenOffice.org website](http://www.openoffice.org).

Minimum requirements

OpenOffice.org 3 requires one of the following operating systems:

- **Microsoft Windows** 98, Windows ME, Windows 2000 (Service Pack 2 or higher), Windows XP, Windows 2003, or Windows Vista
- **GNU/Linux** Kernel version 2.2.13 and glibc 2.2.0 or newer
- **Mac OS X** 10.4.x, X11 required; Mac OS X 10.5+ without X11
- **Solaris** version 8 or higher

Some OpenOffice.org features (wizards and the HSQLDB database engine) require that the Java Runtime Environment (JRE) be installed on your computer. Although OOo will work fine without Java support, some features will not be available. You can download OOo with or without JRE included. If you have a slow machine and do not often need the features requiring JRE, you can try to disable it to speed up the loading of the program.

For a more detailed (and up-to-date) listing of requirements, see http://www.openoffice.org/dev_docs/source/sys_reqs_30.html.

How to get the software

Many new computers come with OpenOffice.org installed. In addition, most Linux distributions, such as Ubuntu, include OpenOffice.org.

If you need to install it yourself, it's very easy to do. You can download the OpenOffice.org installation package from the [project's home page](#) or by using a Peer to Peer client such as BitTorrent. [Instructions for BitTorrent are here](#).

The installation package is approximately 150MB. People with slow Internet connections may prefer to purchase a copy on a CD or DVD

from a third-party distributor. The project maintains a [list of distributors](#), but the distributors are not connected with, nor endorsed by, OpenOffice.org.

How to install the software

Information on installing and setting up OpenOffice.org on the various supported operating systems is given here:

<http://download.openoffice.org/common/instructions.html>

You can also download the more detailed *Setup Guide* (in several languages) from http://documentation.openoffice.org/setup_guide2/index.html

[openoffice.org/setup_guide2/index.html](http://documentation.openoffice.org/setup_guide2/index.html)

How to get help

This book and the other OOo user guides and help and user support systems assume that you are familiar with your computer and basic functions such as starting a program, opening and saving files.

Help system

OOo comes with an extensive Help system. This is your first line of support for using OOo.

To display the full Help system, press *F1* or select **OpenOffice.org Help** from the Help menu. In addition, you can choose whether to activate tooltips, extended tips, and the Help Agent (using **Tools > Options > General**).

If tooltips are enabled, place the mouse pointer over any of the icons to see a small box (“tooltip”) with a brief explanation of the icon’s function. For a more detailed explanation, select **Help > What's This?** and hold the pointer over the icon.

Free online support

The OpenOffice.org community not only develops software, but provides free, volunteer-based support. Users of OOo can get comprehensive online support from community venues such as newsgroups, forums, or mailing lists. There are also numerous websites run by users that offer free tips and tutorials.

Free OpenOffice.org support

| | |
|----------------------------------|---|
| Users Mailing List | Free community support provided by a network of hundreds of experienced users. You must be subscribed to post messages. To subscribe, send a blank email to users-subscribe@openoffice.org List archives are here: http://www.openoffice.org/servlets/SummarizeList?listName=users |
| Documentation Project | Templates, user guides, how-tos, and other documentation. http://documentation.openoffice.org/ See also the Documentation wiki, http://wiki.services.openoffice.org/wiki/Documentation |
| Native Language Project | Information, resources, and mail lists in your language. http://projects.openoffice.org/native-lang.html |
| Mac Support | Support for installing and using OOo on Mac OS X. http://porting.openoffice.org/mac/index.html |
| OpenOffice.org Community Forum | Extensive discussion forum for OpenOffice.org issues from setup to advanced programming features. http://user.services.openoffice.org/en/forum/ |
| OpenOffice.org Macro Information | Andrew Pitonyak, the author of <i>OpenOffice.org Macros Explained</i> , maintains this site which provides extensive documentation on OOo's macro capability. Many good referral links are also provided: http://www.pitonyak.org/oo.php |

Read more about the support options for OOo at <http://support.openoffice.org/index.html>

Paid support and training

Alternatively, you can pay for support services. Service contracts can be purchased from a vendor or consulting firm specializing in OpenOffice.org.

OOo is supported by Sun Microsystems, Inc. under the [Sun Software Support program](#), which includes two levels of support that cover extended business hours or around-the-clock service for mission-critical deployments.

A list of independent consultants and the services they offer, listed alphabetically by region and then by country, is provided on the OpenOffice.org website.

Extensions and add-ons

Several websites provide extensions and add-ons to enhance OpenOffice.org. The following table lists a few of these websites. See Chapter 14 (Customizing OpenOffice.org) for more information.

Free OOO templates, artwork, addons, and other resources

| | |
|---------------------------|---|
| OpenOffice.org Extensions | The official repository for extensions to OOO. Most are free, but some are not. http://extensions.services.openoffice.org/ |
| OOExtras | Provides templates, samples, and macros in several languages. http://ooextras.sourceforge.net/ |
| OOoMacros | A repository for OOO macros and add-ons and documentation about writing macros or extending OOO. http://www.oomacros.org/ |
| Open Clip Art Library | An archive of clip art that can be used for free for any use. http://www.openclipart.org/ |

Starting OpenOffice.org

The most common way to launch any component of OOO is by using the system menu, the standard menu from which most applications are started. On Windows, it is called the Start menu. On GNOME, it is called the Applications menu. On KDE it is identified by the KDE logo. On Mac OS X, it is the Applications menu.

When OOO was installed on your computer, in most cases a menu entry for each component was added to your system menu. (If you are using a Mac, see note below.) The exact name and location of these menu entries depends on the operating system and graphical user interface.

Note for Mac users

You should see the OpenOffice.org icon in the Applications folder. When you double-click this icon, a text document opens in Writer. To

open the other components (Draw, Calc, Impress, Base), go to the File menu of the Writer window and select the component you want.

OOo does not automatically put a shortcut icon on the desktop, but you can add one if you wish. If you don't know how to add shortcut icons for launching programs, please consult the help for your operating system.

Starting from an existing document

You can start OOo by double-clicking the filename of an OOo document in a file manager such as Windows Explorer. The appropriate component of OOo will start and the document will be loaded.

Note for Windows users

If you have associated Microsoft Office file types with OOo, then when you double-click on a *.doc (Word) file, it opens in Writer; *.xls (Excel) files open in Calc, and *.ppt (Powerpoint) files open in Impress.

If you did not associate the file types, then when you double-click on a Microsoft Word document, it opens in Microsoft Word (if Word is installed on your computer), Excel files open in Excel, and Powerpoint files open in Powerpoint.

You can use another method to open Microsoft Office files in OOo and save in those formats from OOo. See "Opening an existing document" on page 20 for more information.

Using the Quickstarter under Windows

The Quickstarter is an icon that is placed in the Windows system tray during system startup. It indicates that OpenOffice.org has been loaded and is ready to use. (The Quickstarter loads library .DLL files required by OOo, thus shortening the startup time for OOo components by about half.) If the Quickstarter is disabled, see "Reactivating the Quickstarter" if you want to enable it.

Using the Quickstarter icon

Right-click the **Quickstarter** icon in the system tray to open a pop-up menu from which you can open a new document, open the Templates and Documents dialog, or choose an existing document to open. You can also double-click the **Quickstarter** icon to display the Templates and Documents dialog.

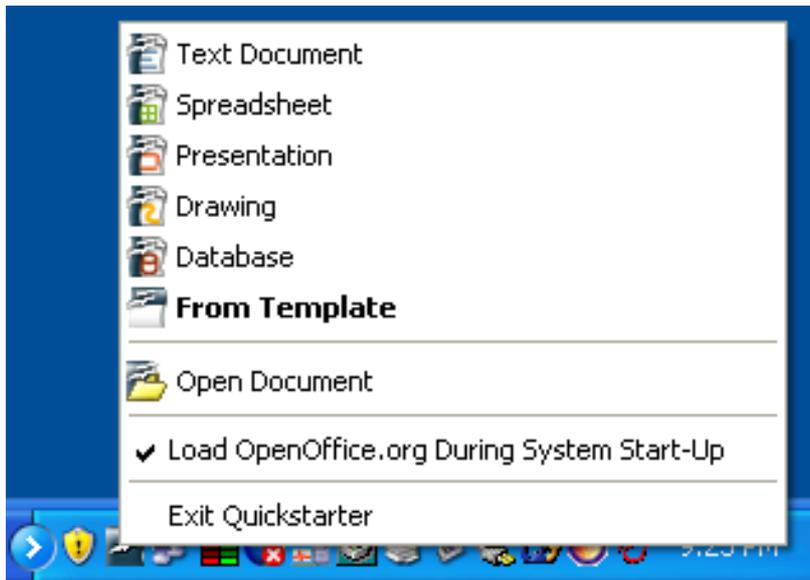


Figure 1: Quickstarter popup menu

Disabling the Quickstarter

To close the Quickstarter, right-click on the icon in the system tray, and then click **Exit Quickstarter** on the pop-up menu. The next time the computer is restarted, the Quickstarter will be loaded again.

To prevent OpenOffice.org from loading during system startup, deselect the **Load OpenOffice.org during system start-up** item on the pop-up menu. You might want to do this if your computer has insufficient memory, for example.

Reactivating the Quickstarter

If the Quickstarter has been disabled, you can reactivate it by selecting the **Load OpenOffice.org during system start-up** checkbox in **Tools > Options > OpenOffice.org > Memory**.

Using the Quickstarter in Linux

Some installations of OpenOffice.org under Linux have a Quickstarter that looks and acts like the one described above for Windows (the checkbox on the Memory page is labeled **Enable systray quickstarter**).

Preloading OoO under Linux/KDE

In Linux/KDE, you can use KDocker to have OoO loaded and ready for use at startup. KDocker is not part of OoO; it is a generic “systray app docker” that is helpful if you open OoO often.

Starting from the command line

You may want to start OOO from the command line (using the keyboard instead of the mouse). Why? Well, by using the command line, you have more control over what happens when OOO is started. For example, using the command line, you can tell Writer to load a document and print it immediately, or to start without showing the splash screen.

Note Most users will never need to do this.

There is more than one way to start OOO from the command line, depending on whether you have installed a customized version or the standard download from the OOO website.

If you installed using the download on the OOO website, you can start Writer by typing at the command line:

```
soffice -writer
```

or

```
swriter
```

Writer will start and create a new document. Likewise, you can start other OOO components from the command line:

| <i>Type of document</i> | <i>Component</i> | <i>Command-line option</i> |
|-------------------------|------------------|----------------------------|
| Text | Writer | -writer |
| Spreadsheet | Calc | -calc |
| Drawing | Draw | -draw |
| Presentation | Impress | -impress |
| Formula | Math | -math |
| Web page | Writer | -web |

To see a list of options you can use when starting Writer at the command line, type:

```
soffice -?
```

Below is a list of some of the more popular options.

| Option | Description |
|-----------------------|---|
| -help | Get a complete list of options. |
| -nologo | Do not show the startup screen. |
| -show <odp-file> | Start presentation immediately. |
| -view <documents ...> | Open documents in viewer (read-only) mode. |
| -minimized | Start OOo minimized. |
| -norestore | Suppress restart/restore after fatal errors. |
| -invisible | No startup screen, no default document and no UI. This is useful for third-party applications that use functionality provided by OOo. |

If you have a customized version of OOo (such as the one provided by Linux Mandrake or Gentoo), you can start Writer by typing at the command line:

```
oowriter
```

Note

Although the command syntax differs, the effect is identical: it starts OOo with an empty Writer document.

Parts of the main window

The main window is similar in each component of OOo, although some details vary. See the component chapters in this book for descriptions of those details.

Common features include the menu bar, standard toolbar, and formatting toolbar at the top of the window and the status bar at the bottom.

Menu bar

The *Menu bar* is located across the top of the screen, just below the Title bar. When you choose one of the menus, a submenu drops down to show commands.

- **File** contains commands that apply to the entire document such as Open, Save, and Export as PDF.
- **Edit** contains commands for editing the document such as Undo and Find & Replace. It also contains commands to cut, copy and paste selected parts of your document.

- **View** contains commands for controlling the display of the document such as Zoom and Web Layout.
- **Insert** contains commands for inserting elements into your document such as Header, Footer, and Picture.
- **Format** contains commands, such as Styles and Formatting and AutoFormat, for formatting the layout of your document.
- **Table** shows all commands to insert and edit a table in a text document.
- **Tools** contains functions such as Spelling and Grammar, Customize, and Options.
- **Window** contains commands for the display window.
- **Help** contains links to the OpenOffice.org Help file, What's This?, and information about the program.

Toolbars

OOo has several types of toolbars: docked, floating, and tear-off. Docked toolbars can be moved to different locations or made to float, and floating toolbars can be docked.

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

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

Displaying or hiding toolbars

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

Submenus and tear-off toolbars

Toolbar icons with a small triangle to the right will display *submenus*, *tear-off toolbars*, and other ways of selecting things, depending on the icon.

Figure 2 shows a tear-off toolbar from the Drawing toolbar.

The tear-off toolbars can be floating or docked along an edge of the screen or in one of the existing toolbar areas. To move a floating tear-off toolbar, drag it by the title bar. See “Moving toolbars” below.

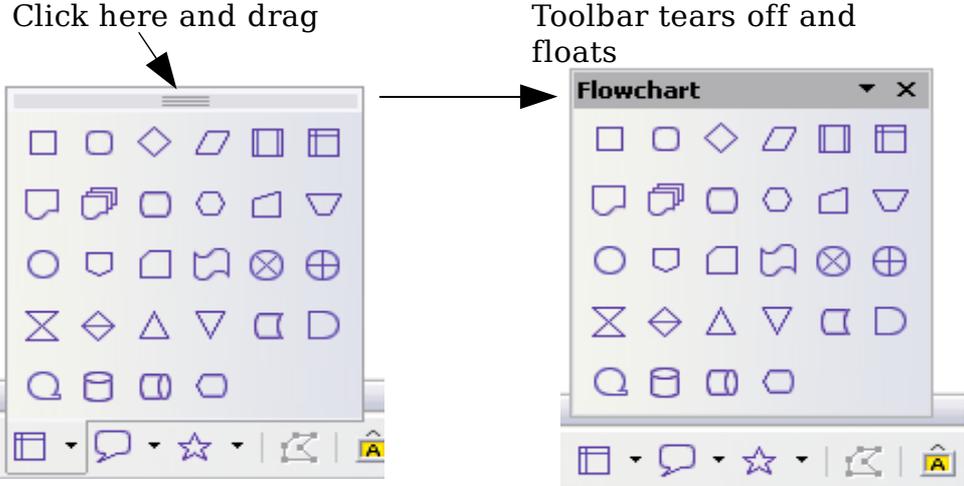


Figure 2: Example of a tear-off toolbar

Moving toolbars

To move a docked toolbar, place the mouse pointer over the toolbar handle, hold down the left mouse button, drag the toolbar to the new location, and then release the mouse button (Figure 3).

To move a floating toolbar, click on its title bar and drag it to a new location (Figure 4).

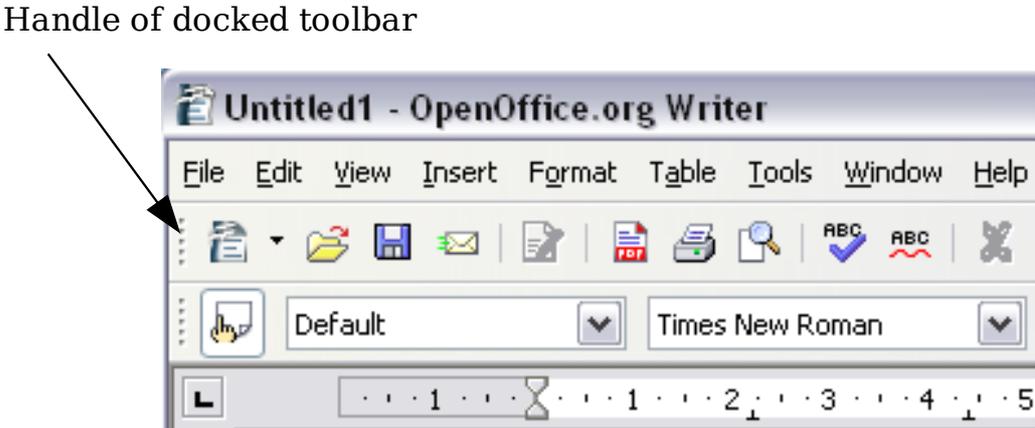


Figure 3: Moving a docked toolbar

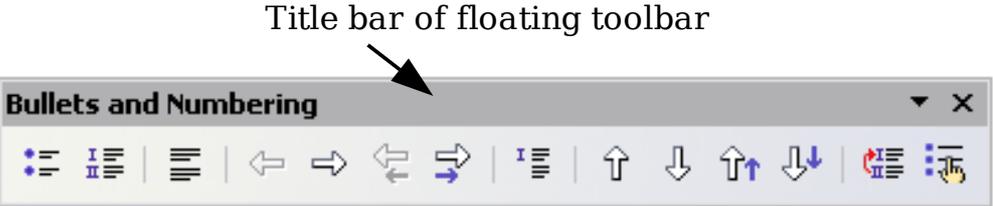


Figure 4: Moving a floating toolbar

Floating toolbars

OOo includes several additional context-sensitive toolbars, whose defaults appear as floating toolbars in response to the cursor's current position or selection. For example, when the cursor is in a table, a floating *Table* toolbar appears, and when the cursor is in a numbered or bullet list, the *Bullets and Numbering* toolbar appears. You can dock these toolbars to the top, bottom, or side of the window, if you wish (see "Moving toolbars" on page 17).

Docking/floating windows and toolbars

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

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

- Click on the title bar of the floating window and drag it to the side until you see the outline of a box appear in the main window, then release the window. This method depends on your system's window manager settings, so it may not work for you.
- Hold down the *Control* key and double-click on a vacant part of the floating window to dock it in its last position. If that does not work, try double-clicking without using the *Control* key.

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

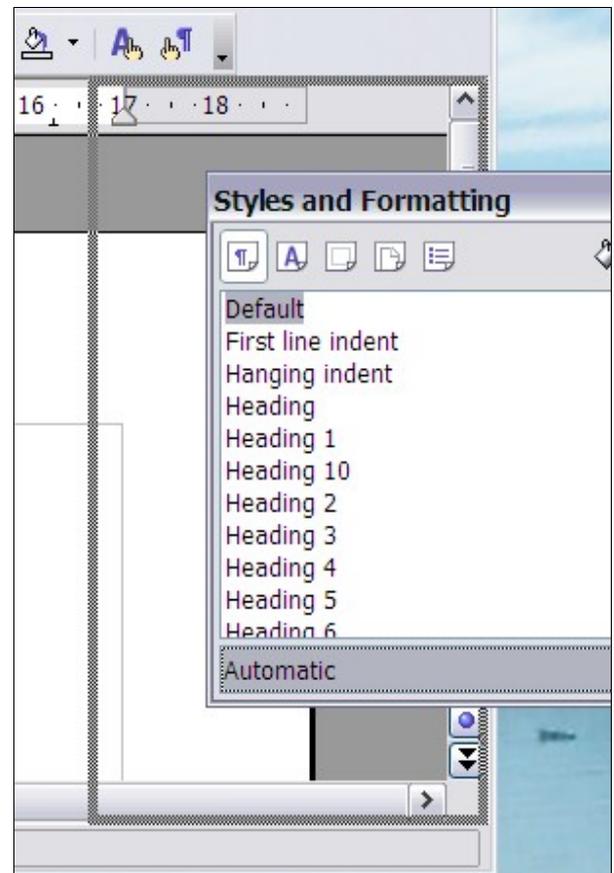


Figure 5: Docking a window

Note

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

Customizing toolbars

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar. You can also add icons and create new toolbars, as described in Chapter 14.

To access a toolbar's customization options, use the down-arrow at the end of the toolbar or on its title bar (see Figure 6).

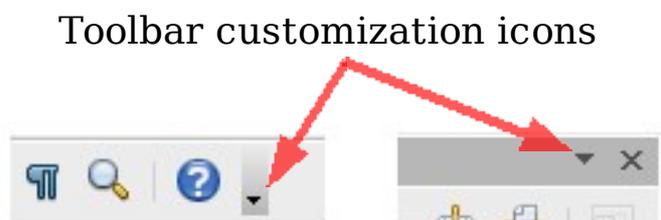


Figure 6: Customizing toolbars

To show or hide icons defined for the selected toolbar, choose **Visible Buttons** from the drop-down menu. Visible icons have a checkmark next to them. Click on icons to select or deselect them.

Right-click (context) menus

You can quickly access many menu functions by right-clicking on a paragraph, graphics, or other object. A context menu will pop up. Often the context menu is the fastest and easier way to reach a function. If you're not sure where in the menus or toolbars a function is located, you can often find it by right-clicking.

Starting a new document

You can create a new, blank document in OOO in several ways.

When OOO is open but no document is open (for example if you close all the open documents but leave the program running), a Welcome screen is shown. Click one of the icons to open a new document of that type, or click the Templates icon to start a new document using a template.

You can also start a new document in one of the following ways. If a document is already open in OOO, the new document opens in a new window.

- Use **File > New** and choose the type of document.
- Use the arrow next to the **New** button on the main toolbar. From the drop-down menu, select the type of document to be created.
- Press *Control+N* on the keyboard.

- Use **File > Wizards** for some types of documents.

Opening an existing document

When no document is open, the Welcome screen provides an icon for opening an existing document.

You can also open an existing document in one of the following ways. If a document is already open in OOo, the second document opens in a new window.

- Click **File > Open**.
- Click the **Open** button on the main toolbar.
- Press *Control+O* on the keyboard.

In each case, the Open dialog appears. Select the file you want, and then click **Open**.

In the Open dialog, you can reduce the list of files by selecting the type of file you are looking for. For example, if you choose **Text documents** as the file type, you will only see documents Writer can open (including .odt, .doc, .txt); if you choose **Spreadsheets**, you will see .ods, .xls, and other files that Calc opens.

You can also open an existing document that is in an OpenDocument format by double-clicking on the file's icon on the desktop or in a file manager such as Windows Explorer.

If you have associated Microsoft Office file formats with OOo, you can also open these files by double-clicking on them.

Note

Under Microsoft Windows you can use either the OOo Open and Save As dialogs or the ones provided by Microsoft Windows. See "Using the Open and Save As dialogs" on page 22.

Saving documents

To save a new document:

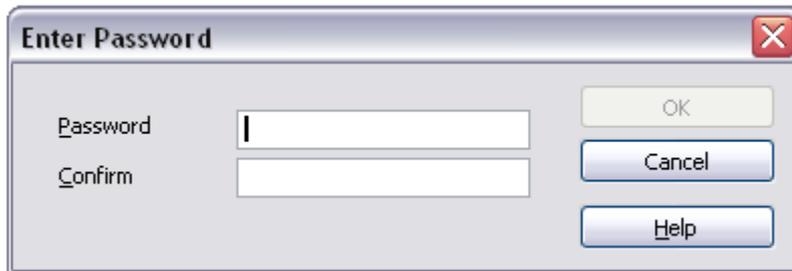
- 1) Choose **File > Save**.
- 2) When the Save As dialog appears, enter the file name and verify the file type (if applicable).

To save an open document with the current file name, choose **File > Save**. This will overwrite the last saved state of the file.

Password protection

To protect an entire document from being viewable without a password, use the option on the Save As dialog to enter a password. This option is only available for files saved in OpenDocument formats or the older OpenOffice.org 1.x formats.

- 1) On the Save As dialog, select the checkbox beside **Save with password**, and then click **Save**. You will receive a prompt:



- 2) Type the same password in the **Password** field and the **Confirm** field, and then click **OK**. If the passwords match, the document is saved password protected. If the passwords do not match, you receive the prompt to enter the password again.

Note

Passwords must contain a minimum of 5 characters. Until you have entered 5 characters, the **OK** button remains inactive.

OOo uses a very strong encryption mechanism which makes it almost impossible to recover the contents of a document in case you lose the password.

Saving a document automatically

You can choose to have OpenOffice.org save files for you automatically. Automatic saving, like manual saving, overwrites the last saved state of the file. To set up automatic file saving:

- 1) Choose **Tools > Options > Load/Save > General**.
- 2) Mark **Save AutoRecovery information every**, and set the time interval.

Renaming and deleting files

You can rename or delete files within the OOo dialogs, just as you can in your usual file manager. However, you cannot copy or paste files within the dialogs.

Using the Open and Save As dialogs

You can choose whether to use the OpenOffice.org Open and Save As dialogs or the ones provided by your operating system. To view or change which type of dialog OpenOffice.org uses:

- 1) Choose **Tools > Options > OpenOffice.org > General**.
- 2) Select the **Use OpenOffice.org dialogs** checkbox.

This section discusses the OpenOffice.org Open and Save As dialogs. See Figure 7 for an example of the Save As dialog; the Open dialog is similar.

The three buttons in the top right of the OOO Open and Save As dialogs are, from left to right:

- Go **Up One Level** in the folder (directory) hierarchy. This is a long-click button if you want to go up higher than just one level.
- **Create New Folder**.
- **View Menu**.

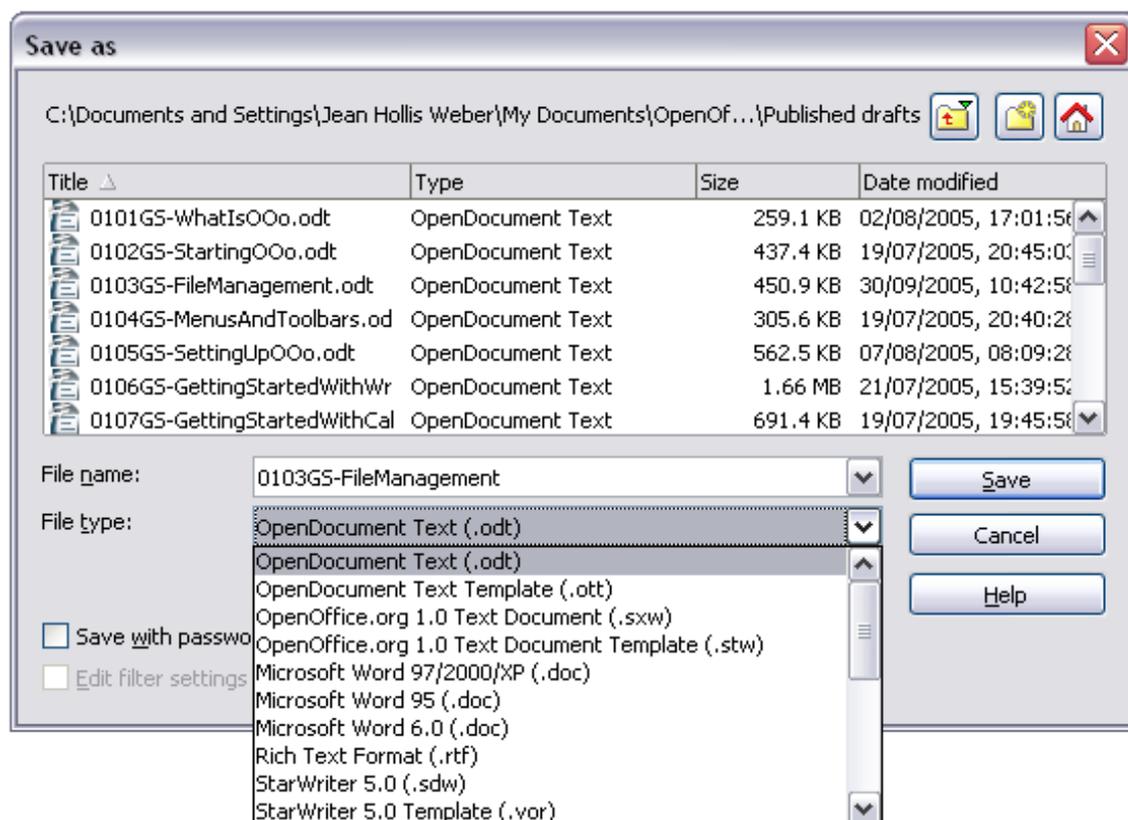


Figure 7: The OpenOffice.org Save As dialog, showing some of the Save formats

For OpenOffice.org documents that have been saved with more than one version, use the version drop-down to select which version you wish to open in read-only mode. For Microsoft Office documents, only the current version can be opened.

Use the **Files of type** field to specify the type of file to be opened or the format of the file to be saved.

The **Read-only** checkbox opens the file for reading and printing only. Consequently, most of the toolbars disappear, and most menu options are disabled. An **Edit File** button is displayed on the Standard toolbar to open the file for editing.

It is possible to open files from the Web using URLs.

Using the Navigator

The Navigator displays all objects contained in a document, collected into categories. For example, in Writer it displays Headings, Tables, Text frames, Notes, Graphics, Bookmarks, and other items (see Figure 8).

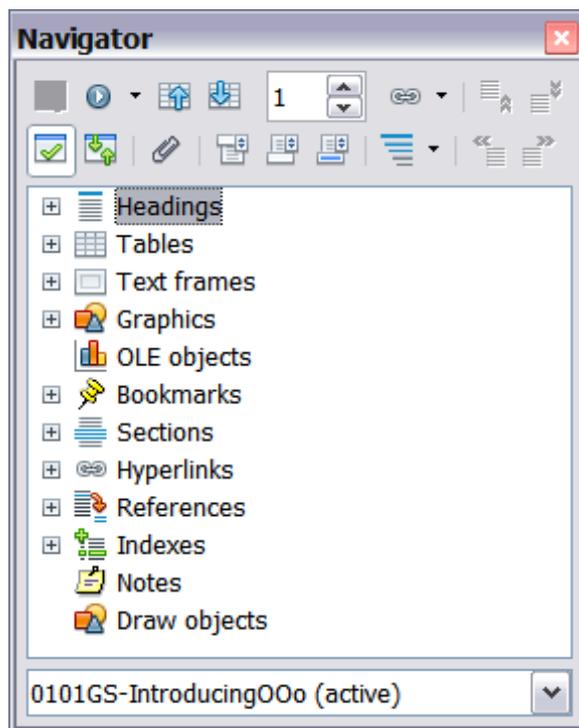


Figure 8: The Navigator

In Calc it shows Sheets, Range Names, Database Ranges, Graphics, Drawing Objects, and other items. In Impress and Draw it shows Slides, Pictures, and other items. Click the + sign by any of the categories to display the list of objects in that category.

To open the Navigator, click its icon  on the Standard toolbar, or press *F5*, or choose **Edit > Navigator** on the main menu bar. You can dock the Navigator to either side of the main OOO window or leave it floating (see “Docking/floating windows and toolbars” on page 18).

To hide the list of categories and show only the toolbars at the top, click the **List Box On/Off** icon (). Click this icon again to show the list box.

The Navigator provides several convenient ways to move around a document and find items in it:

- When a category is showing the list of objects in it, double-click on an object to jump directly to that object’s location in the document. Objects are much easier to find if you have given them names when creating them, instead of keeping OOO’s default graphics1, graphics2, Table1, Table2, and so on—which may not correspond to the position of the object in the document.

If you only want to see the content in a certain category, highlight the category and click the **Content View** icon. Until you click the icon again, only the objects of that category will be displayed.

- Click the  (second icon from the left at the top of the Navigator) to display the Navigation toolbar (Figure 9). Here you can pick one of the categories and use the **Previous** and **Next** icons to move from one item to the next. This is particularly helpful for finding items like bookmarks and indexes, which can be difficult to see. The names of the icons (shown in the tooltips) change to match the selected category; for example, **Next Graphic** or **Next Bookmark**.

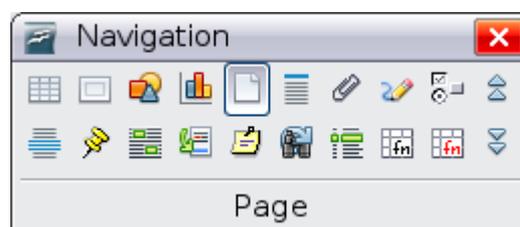


Figure 9: Navigation toolbar

- To jump to a specific page in the document, type its page number in the box at the top of the Navigator.

A bit of experimentation with the other icons will demonstrate their functions. Some component-specific uses are described in the chapters on Writer and the other components.

Closing a document

To close a document, click **File > Close**.

You can also close a document by clicking on the **Close** icon on the document window. This button looks like the red X shown in Figure 10.

If more than one OOO window is open, each window looks like the sample shown on the left in Figure 10. Closing this window leaves the other OOO windows open.

If only one OOO window is open, it looks like the sample shown on the right in Figure 10. Notice the small black X below the large red X.

Clicking the small X closes the document but leaves OOO open.

Clicking the large red X closes OOO completely.



Figure 10. Close icons

If the document has not been saved since the last change, a message box is displayed. Choose whether to save or discard your changes.

- **Save:** The document is saved and then closed.
- **Discard:** The document is closed, and all modifications since the last save are lost.
- **Cancel:** Nothing happens, and you return to the document.

Caution



Not saving your document could result in the loss of recently made changes, or worse still, your entire file.

Closing OpenOffice.org

To close OOO completely, click **File > Exit**, or close the last open document as described in “Closing a document” on page 25.

If all the documents have been saved, OOO closes immediately. If any documents have been modified but not saved, a warning message appears. Follow the procedure in “Closing a document” to save or discard your changes.