



# StarOffice™ 7 Office Suite

## A Sun™ ONE Software Offering

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User's Guide

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## StarOffice Documentation and Help

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There are different ways of obtaining information about working with StarOffice:

- The StarOffice User's Guide - This contains most of the answers to questions about working with StarOffice.
- StarOffice Help - You can get detailed answers to all questions at any time by pressing F1, opening the **Help** menu or clicking the Help buttons. You can find information on using the StarOffice Help starting on page 28.
- Through the Internet, you can find further information, support newsgroups and the latest news about StarOffice at [www.sun.com](http://www.sun.com).

### Using this Guide

This User's Guide is designed for users who are already familiar with the basic functions of their computer.

The User's Guide primarily describes the functions available in the Windows version of StarOffice. There may be differences in certain functions on other operating system platforms.

## Structure of this Guide

### **Chapter 1:** StarOffice Documentation and Help

Introduction to the User's Guide and to StarOffice Help.

### **Chapter 2:** Working With StarOffice

Overview of general topics of relevance to the whole of StarOffice.

### **Chapter 3:** Creating Text Documents With StarOffice Writer

Instructions for word processing in StarOffice Writer.

### **Chapter 4:** Creating Spreadsheets With StarOffice Calc

Instructions for using spreadsheets in StarOffice Calc.

### **Chapter 5:** Creating Presentations With StarOffice Impress

Instructions for presentations in StarOffice Impress.

### **Chapter 6:** Creating Drawings With StarOffice Draw

Instructions for drawing in StarOffice Draw.

### **Chapter 7:** Advanced Tips for Working With StarOffice

Instructions for working with data sources, the gallery and copying between different program modules.

In Appendix you will find additional information for specific groups of users, plus a list of all keyboard shortcuts. At the end of the manual is an **alphabetical index** to help you find the keywords that you need.

# Icons and Conventions

## Icons in the Documentation

There are three icons used to call your attention to additional helpful information.



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The "Important!" icon points out important information regarding data and system security.

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The "Note" icon points out extra information: for example, alternative ways to reach a certain goal.

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The "Tip" icon points out tips for working with the program in a more efficient manner.

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The names of menu commands, icons, dialogs and other control elements of StarOffice are hereafter printed in **bold**.

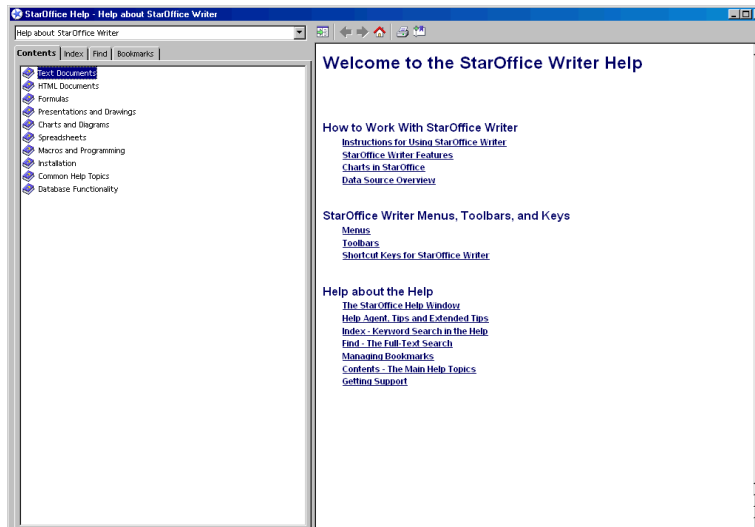
To delineate the steps for opening dialogs, a special shorthand is used. For example, when you read "choose **Tools - Options - StarOffice - User Data**", this means that you first choose the **Tools** menu on the menu bar, choose **Options** from the submenu that then appears, then in the dialog choose StarOffice and finally **User Data**.

# Using the StarOffice Help

Different kinds of help are available in StarOffice. You can choose step-by-step instructions in the StarOffice **Help**, Help Tips that pop up next to the mouse pointer, or, similar to Help tips, more detailed explanations in Extended Tips.

## The StarOffice Help

To access the StarOffice **Help**, use the **Help - Contents** menu or click the **Help** buttons in the individual dialogs.



The StarOffice Help is context-sensitive. This means that, to get help about a spreadsheet in StarOffice Calc, you first open a spreadsheet and only then look for help, or select the help you need from the combo box at the top of the Help window. The combo box at the top of the Help window limits the search function to the chosen application.

Press F1 in the StarOffice Help window to see instructions how you can get the most out of the StarOffice Help.

# Tips

It is best to keep the **Tips** switched on (mark the menu **Help - Tips**).



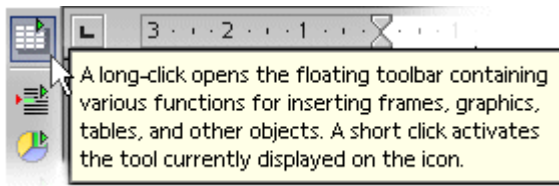
If you pause with your mouse pointer on an icon in StarOffice, the icon name is displayed as a Tip. You can also see Tips on other items in StarOffice such as when you scroll through a table, the Tip appears on the row or column.

## Showing or Hiding Tips

- Choose **Help - Tips**.


## Extended Tips

We recommend that you switch on the **Extended Tips** until you are familiar with StarOffice.



This gives you a brief description of each item on the screen when you allow the mouse pointer to rest there for a moment.

## Turning extended tips on and off

- Choose **Help - Extended Tips** to turn extended tips on and off. The command is marked if the **Extended Tips** function is switched on.
-  ■ Press Shift+F1 to turn **Extended Tips** on temporarily. The pointer turns into the Extended Tips pointer. You now see the Extended Tips for any element on the screen where you move the pointer. As soon as you click with the mouse or press a key, it turns back into the normal mouse pointer.

## Help Agent



When you perform certain actions in StarOffice, the Help Agent automatically appears. This is a small window in a corner of the document.

The Help Agent normally remains visible for 30 seconds. When you click it, a help window opens, providing some helpful advice about the current topic.

If you repeatedly ignore or close a Help Agent dealing with the same topic instead of clicking it, it will not appear again for this topic. Resetting the Help Agent restores it to the way it was when StarOffice was first installed.

## Turning the Help Agent on and off

- If there is a check mark next to the **Help - Help Agent** menu, the Help Agent will appear when you perform certain actions in StarOffice.
- In **Tools - Options - StarOffice - General**, you can activate and reset the Help Agent and set its display duration.

## Working With StarOffice

---

This chapter starts with a general explanation of the most common features to control StarOffice, such as toolbars, floating toolbars and dockable windows. This is followed by information on functions that can be used in almost all the modules of StarOffice, such as printing, spellcheck, and search and replace.

### The User Interface

StarOffice offers some specialties not available in other programs:

- Some of the StarOffice functions are accessed by right-clicking on an object.
- Some of the icons on the StarOffice toolbars expand into a window with more icons on it after you perform a long-click on the icon.
- Some dialogs appear after you drag-and-drop an object with the mouse.

### Starting StarOffice

Once you have installed the program under Windows, you will find the StarOffice 7 group on the Start menu under Programs. To start with a blank text document in StarOffice Writer, click Text Document. To start with a blank spreadsheet in StarOffice Calc, click Spreadsheet, and so on. On other operating systems, the location of the icons or links to start StarOffice depends on the window manager in use.

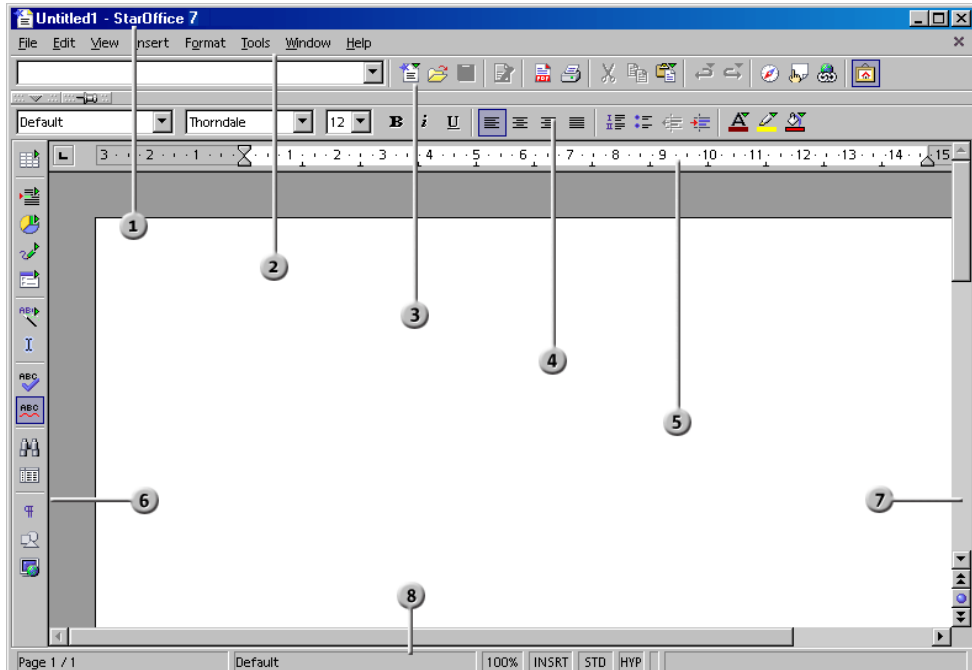


When working under Windows, you can use the StarOffice 7 Quick-starter. On the Windows task bar you will find an icon that you can either double-click or right-click to open its context menu.

Right-clicking Quickstarter opens a submenu from which you can open a new, blank document. Double-click Quickstarter to open the **Templates and Documents** dialog (see page 41).

## The StarOffice Window

A text document is displayed and edited in the StarOffice Writer window. A spreadsheet, presentation or drawing is displayed in a very similar window, except the menus and icons change automatically depending on the context.



### Toolbars in the StarOffice Window

- |   |              |   |                     |
|---|--------------|---|---------------------|
| 1 | Title Bar    | 5 | Horizontal ruler    |
| 2 | Menu Bar     | 6 | Main Toolbar        |
| 3 | Function Bar | 7 | Vertical scroll bar |
| 4 | Object Bar   | 8 | Status Bar          |



## The Title Bar

The title bar shows the name of StarOffice and usually the file name of the current document. If you gave the document a title in **File - Properties - Description**, you will see this instead of the file name.

## The Menu Bar

At the top of the StarOffice window is the menu bar. Point with the mouse to a command on the menu bar and press the left mouse button. The menu opens, allowing you to choose a command from the submenu by clicking it.

The menus are organized into basic functions. On the **Edit** menu, for example, are the functions you need to edit the current document (cut, copy, paste, undo changes and so on), while on the **View** menu are functions that allow you to control your view of the elements displayed on the screen.



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The window containing the document you want to work on must be selected in order to use the menu commands. Similarly, you must select an object in the document to use the menu commands associated with the object.

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The menus are context sensitive. This means that those menu items are available that are relevant to the work currently being carried out. If the cursor is located in a text, then all of those menu items are available that are needed to edit the text. If you have selected graphics in a document, then you will see all of the menu items that can be used to edit graphics.

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You can see only the menu items that can currently be chosen. The other inactive menu items are hidden. If you choose **Tools - Options - StarOffice - View**, you can select the **Inactive menu items** box to see the inactive menu items as gray items.

In StarOffice you can change and adapt the menu bar the way you like. You can also modify many of the toolbars and the Status Bar (**Tools - Configure**, see page 407).

## The Toolbars

Below the menu bar is the **Function Bar**. This bar contains icons for several important commands and functions that you can use in StarOffice - to open a document or print the current document, for example.



Immediately above the document is the **Object Bar**. This offers features that are always appropriate to the current context. For example, if you select a piece of normal text, you will see different icons than if the cursor is positioned in a bulleted list or in a text table. If the cursor is positioned in a bulleted list within a text table, for example, you can toggle the Object Bar with an icon at the far right of the Object Bar.

On the left edge of the document is the **Main Toolbar**. This varies depending on the document type (text, spreadsheet, presentation, drawing or formula).

It is easy to modify the toolbars. For example, if you would rather have the Main Toolbar on the right edge of the document instead of on the left, hold down Ctrl and drag it there. If you want to change the sequence of icons on a bar, you can drag the icons to the new location while pressing the Alt key (in the Windows version). You can find more information about adapting StarOffice starting on page 407.

Many icons open **floating toolbars**. These icons have small triangles to indicate that you can open the floating toolbar with a long click. These icons behave differently depending on whether you do a short or long click on them.

## Using Floating Toolbars

The **Insert** icon is located at the top of the **Main Toolbar** of a text document. Long-click on this icon. This opens a floating toolbar containing further icons.



You now have a choice: either click the icon that you want to activate, or seize the floating toolbar by its title bar and drag it away from the **Main Toolbar** while holding down the mouse button. You first have to release the mouse button, otherwise you cannot seize the title bar with the mouse.

Now look at the icon at the top of the **Main Toolbar** with which you opened the floating toolbar. You always see the icon from the floating toolbar that you used last. If you click the **Insert Graphics** icon, you will see that icon at the top of the **Main Toolbar** instead. A short click opens the directly visible function, whereas a long click opens the floating toolbar again.

## The Document Window

At the top left hand edge of the document window are the toolbars that you need in your work, and that vary depending on the document type and context. At the bottom edge is the Status Bar.

The Status Bar contains different fields displaying information appropriate to the type of document. Some of these fields give you access to special functions, either by double-clicking or by opening the relevant context menu. For more detailed explanations, refer to StarOffice Help.

## Docking Windows

To show or hide a docked window, click the arrow icon. To change to or from a floating state, click the pushpin icon. A floating docked window may overlap some of the underlying document. A fixed docked window does not overlap the document.

A window docked by its left edge has the following icons:

Show



Click the **Show** icon to open a docked window.

Hide



Click the **Hide** icon to close a docked window.

Stick



Click the **Stick** icon to fix a floating docked window.

Floating



Click the **Floating** icon to change a fixed docked window to a floating docked window.

On any window edge where another window is docked you will see two buttons which allow you to show, hide or fix the window.

- If you use the arrow button on the window edge to show the other window, the window will remain visible until you manually hide it again (with the same button).
- If you show the window by clicking the window border, you activate the **Auto-Hide** function. The AutoHide function allows you to temporarily show a hidden window by clicking on its edge. When you move the pointer outside of the window area, it will become hidden again.

# Opening and Saving Documents

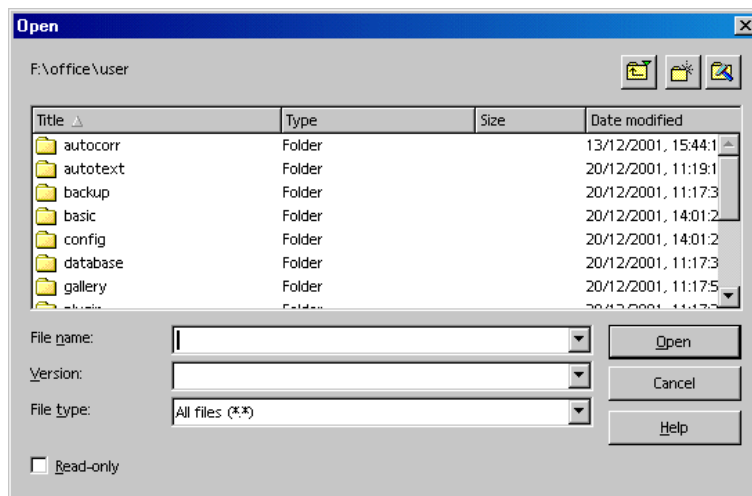
There are various ways of loading or opening documents. For example, you can use the **Open** dialog and the **Templates and Documents** dialog. To save the current document, press Ctrl+S. If you want to use the current document as a template, use the menu **File - Templates - Save**.

## Opening Documents



To open a document that was saved before, you have several choices. You can choose **File - Open**, click the **Open File** icon on the function bar, or use the Ctrl+O shortcut keys.

You see the **Open** dialog. Under Windows, a system dialog is automatically displayed when opening and saving StarOffice documents. Choose **Tools - Options - StarOffice - General** and mark **Use StarOffice dialogs**. Then you will see the StarOffice dialogs shown in this guide.



This dialog is described in detail in the StarOffice Help. However, here are a few tips:

You can change the size of the dialog by dragging the borders of the dialog with your mouse.



Click the **Default Directory** icon to go straight to your work directory. To define your work directory, choose **Tools - Options - StarOffice - Paths**.



You can long-click or short-click the **Up One Level** icon. A short click takes you one directory higher. A long click opens a submenu with a choice of superordinate directories.

To only see files containing a certain name, enter the name with wildcards in the **File name** combo box and press Enter. If you use \*.txt for example, only the files having .txt at the end of their names will be displayed. If you use s\* all names beginning with the letter s will be displayed.

## Using Microsoft Office and StarOffice

StarOffice can open and save documents in the Microsoft Office file formats.

### Opening a Microsoft Office File

- Choose **File - Open**. Select a Microsoft Office file in the StarOffice file open dialog.

MS Office file...	...will open in StarOffice module
MS Word, *.doc	StarOffice Writer
MS Excel, *.xls	StarOffice Calc
MS PowerPoint, *.ppt, *.pps	StarOffice Impress

## Saving as a Microsoft Office File

1. Choose **File - Save As**.
2. In the **File type** box, select a Microsoft Office file format.

## Always Save Documents in Microsoft Office Formats

1. Choose **Tools - Options - Load/Save - General**.
2. In the **Standard file format** area, first select a document type, then select the file type for saving.

From now on, if you save a document, the **File type** will be set according to your choice. Of course, you still can select another file type in the file save dialog.

## Always Use StarOffice to Open Microsoft Office Files

The following applies to MS Windows only:

1. Exit StarOffice and the StarOffice Quickstarter.
2. Run the StarOffice Setup program.
3. In the StarOffice Setup, check the **Modify** option and click **Next**.
4. In the next dialog, click the **Modify** button.
5. In the next dialog, select or deselect the file types. Click **OK** and complete the StarOffice Setup program.

## Converting Many Microsoft Office Files into StarOffice Files

The **Document Converter AutoPilot** will convert all Microsoft Office files in a folder into StarOffice documents. 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.

- Choose **File - AutoPilot - Document Converter** to start the AutoPilot.

## Macros in Microsoft Office and StarOffice

Microsoft Office and StarOffice cannot run the same macro code. Microsoft Office uses VBA (Visual Basic for Applications) code, and StarOffice uses StarBasic code based on the StarOffice API (Application Program Interface) environment.

Although the programming language is the same, the objects and methods are different.

If you use macros in one of the applications and want to use the same functionality in the other application, you must edit the macros. StarOffice can load the macros that are contained within Microsoft Office files and you can then view and edit the macro code in the StarOffice Basic IDE editor.

### You can choose to preserve or delete VBA macros

Open a Microsoft Office document that contains VBA macro code. Change only the normal contents (text, cells, graphics), and do not edit the macros. Save the document as a Microsoft Office file type. Open the file in Microsoft Office, and the VBA macros will run as before.

You may delete the VBA macros from the Microsoft Office file on loading or on saving.

- Choose **Tools - Options - Load/Save - VBA Properties** to set the VBA macro handling of StarOffice.

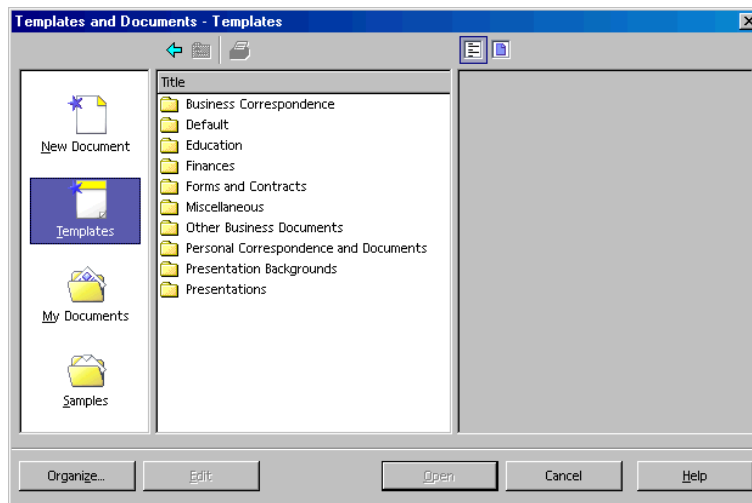


# The Templates and Documents Dialog

The **Templates and Documents** dialog allows you to manage your templates and sample documents.

To open the **Templates and Documents** dialog, do one of the following:

- Choose **File - New - Templates and Documents**
- Press Shift+Ctrl+N.
- Double-click the **StarOffice 7 Quickstarter** icon on the task bar.



The dialog offers the following areas, which you can select by clicking in the left field:

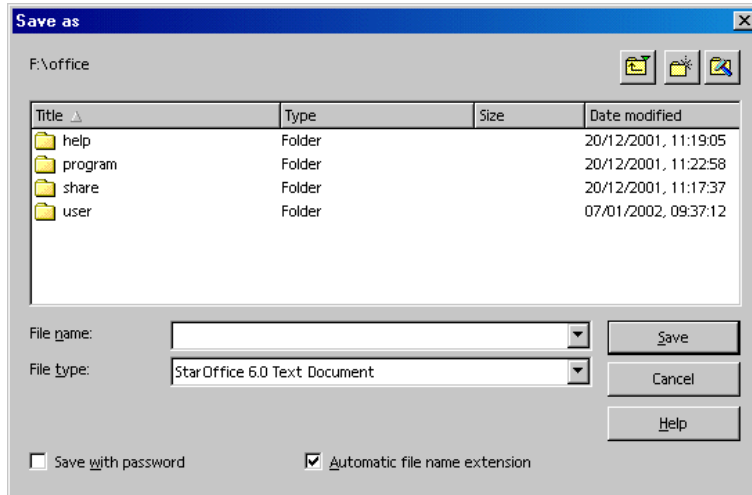
- **New Document** - This is one way of creating a new, empty document.
- **Templates** - Choose from the many ready-to-use document templates we have prepared for you.
- **My Documents** - A quick route to the documents in your work directory. To define your work directory, choose **Tools - Options - StarOffice - Paths**.
- **Samples** - The provided samples show you what you can do with StarOffice.

# Saving Documents



To save your current document, use the **Save** command in the **File** menu, the **Save Document** icon on the Function Bar, or just press Ctrl+S.

When you save a new document for the first time, a dialog will appear where you can choose where you want to store the file.



Assign your text document a name when you save it the first time. Choose any name you would like, according to the restrictions of your operating system.

Save your documents regularly as you work on them. The simplest way is to save the current document by pressing Ctrl+S. This replaces the document on the data medium with the current document.

## Exporting Documents to PDF

You can export the current document as an Adobe PDF (Portable Document Format) file. This format ensures that the formatting will be kept as intended even if the user opens the document on another computer with another operating system.

A PDF file can be opened by the Adobe PDF Reader software, which is available for all operating systems for which you can get StarOffice. You cannot open a PDF file in StarOffice, but you can export any StarOffice document to PDF.

To export the current document to PDF, do one of the following as applicable:

- Click the **Export Directly as PDF** icon on the Function Bar.
- Choose **File - Export as PDF**. Enter a name and click **Export**. This will open a dialog with a choice of options.

## Changing the Title of a Document

The title of the current document is displayed on the title bar of StarOffice.

When you create and save a document for the first time, the title is the same as the file name.

### How to change the title of the current document

1. Choose **File - Properties**. This opens the **Properties of** dialog.
2. Select the **Description** tab.
3. Type the new title in the **Title** box and click **OK**.

## Saving Documents in Other Formats

1. Choose **File - Save as**. You will see the **Save as** dialog.
2. In the **Save as type** list box, select the desired format.
3. Enter a name in the **File name** box and click **Save**.

If you **always** want to save your StarOffice documents in another format, select that format in **Tools - Options - Load/Save - General** in the **Standard file format** area.

## Changing Your Work Directory

When you start a dialog to open or save a document, StarOffice initially displays your work directory. To change this directory:

1. Choose **Tools - Options - StarOffice - Paths**.
2. Click **My Documents** and click the **Edit button**, or double-click on **My Documents**.
3. In the **Select Path** dialog, choose the work directory you want and click **OK**.

You also use this procedure to change the directory displayed by StarOffice when you want to insert a graphic. Choose **Tools - Options - StarOffice - Paths - Graphics**, then follow step 3.

## Saving Documents Automatically

To create a backup file every time you save a document

1. Choose **Tools - Options - Load/Save - General**.
2. Mark **Always create backup copy**.

If the **Always create backup copy** option is selected, the old version of the file is saved to the backup directory whenever the latest version of the file is saved. If this option is not selected, the old version of the file is overwritten by the latest version.

- The backup directory is {installpath}\user\backup. You can change the backup directory by choosing **Tools - Options - StarOffice - Paths**, then change the **Backups** path in the dialog.
- The backup copy has the same name as the document, but the extension is .BAK. If the backup folder already contains such a file, it will be overwritten without warning.

## To save automatically every n minutes

1. Choose **Tools - Options - Load/Save - General**.
2. Mark **AutoSave every** and select the time interval in the spin button.
3. Mark **Prompt to save** if you want to be asked prior to automatic saving whether you want to save the document.

This command saves the current document as if you pressed Ctrl+S. If the document was saved previously, the latest version of the file will overwrite the old version.

## XML File Formats

StarOffice uses an XML file format as the default for saving and opening its documents.

### XML file format names

StarOffice uses the following XML formats:

<b>Application</b>	<b>File extension</b>
StarOffice Writer	*.sxw
StarOffice Writer templates	*.stw
StarOffice Calc	*.sxc
StarOffice Calc templates	*.stc
StarOffice Impress	*.sxi
StarOffice Impress templates	*.sti
StarOffice Draw	*.sxd
StarOffice Draw templates	*.std
StarOffice Math	*.sxm
Master documents	*.sxcg

These file name extensions allow better differentiation if you are searching through a lot of files of different file types in a directory. The extension also clearly indicates that compressed XML files are involved that must first be unpacked before being read.



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If you want to work permanently with another file format, you can define that format as the default. Choose **Tools - Options - Load/Save - General** to find alternative file formats that can be selected for each StarOffice document type.

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## XML file structure

The StarOffice XML file formats are compressed according to the ZIP method. Use an unpacking program of your choice to unpack the content of an XML file with its subdirectories. You see a structure similar to the following illustration.

Name	Type	Path
content.xml	XML Document	
layout-cache	File	
meta.xml	XML Document	
settings.xml	XML Document	
styles.xml	XML Document	
script.xml	XML Document	Basic\
Modul1.xml	XML Document	Basic\Standard\
manifest.xml	XML Document	meta-inf\

- The text content of the document is located in **content.xml**.

By default, **content.xml** is stored without formatting elements like indentation or line breaks to minimize the time for saving and opening the document. On the **Tools - Options - Load/Save - General** tab page you can activate the use of indentations and line breaks by clearing the check box **Size optimization for XML format (no pretty printing)**.

- The file **meta.xml** contains the meta information of the document, which you can enter under **File - Properties**.

If you save a document with a password, all XML files except **meta.xml** will be encrypted.

- The file **settings.xml** contains further information about the settings for this document.
- In **styles.xml**, you find the Styles applied to the document that can be seen in the Stylist.
- The **meta-inf/manifest.xml** file describes the structure of the XML file.

Additional files can be contained in the packed file format. For example, illustrations can be contained in a **Pictures** subdirectory, Basic code in a **Basic** subdirectory, and linked Basic libraries in further subdirectories of **Basic**.

## Definition of the XML formats

The DTD (Document Type Description) files can be found in {installpath}\share\dtd.

Note that the formats are subject to certain licenses. You can find notes on the licenses at the start of the DTD files. More detailed information can be found on the OpenOffice.org website.

## Viewing File Properties

File properties, such as author name, subject, and keywords, help you manage and identify your documents. StarOffice also tracks file statistics, including the number of words and the number of pages in a document, and automatically adds the statistics as part of the file property.

You can view file properties for the current document or for a document in the Open dialog.

To view file properties for the current document:

- Choose **File - Properties**.

To view file properties for a document listed in the Open dialog (Windows only):

1. Choose **File - Open**.
2. Select a file in the list.
3. Right-click and choose **Properties**.

## Sending Documents as E-mail

Working in StarOffice, you can send the current document as an e-mail attachment.

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

StarOffice opens your default e-mail program. If you want to send it with another e-mail program, you can select it with **Tools - Options - StarOffice - External Programs**.

2. In your e-mail program, enter the recipient, subject and any text you want to add, then send the e-mail.

## Printing a Document

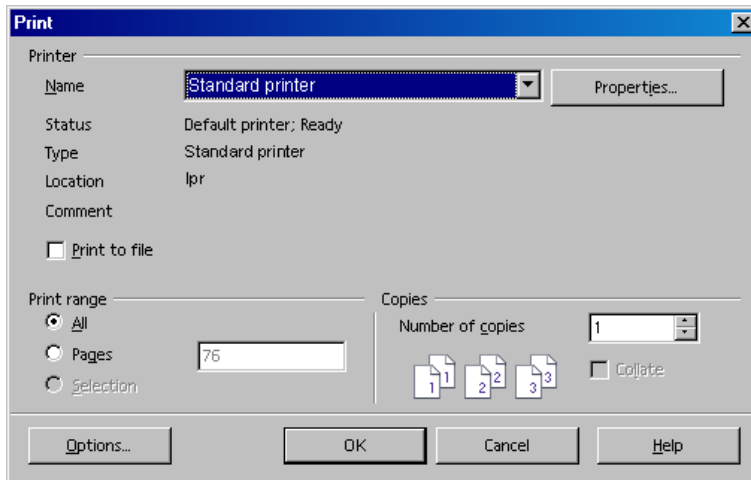
StarOffice has various options for printing the current document.



Click the **Print File Directly** icon on the Function Bar to print the current document without the intervention of a dialog.

You control printing mainly with the **Print** dialog, which you open by choosing **File - Print**, or with the shortcut keys Ctrl+P.





In this dialog, you can select a specific printer (if you have installed more than one printer). Under **Print range**, you can determine how many pages you want to have printed (or only certain pages), and how many copies you want.



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By default StarOffice uses a "virtual printer" to ensure that the pages on the screen look like the printed pages on paper. You can tell StarOffice to use the printer metrics of your installed printer instead of the "virtual printer" for each document type. Choose the menu **Tools - Options - (name of document type) - General**.

If you use printer metrics, the selected printer defines the width and height of the characters, and therefore also the line and page breaks.

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Define printer options for the current print job by clicking the **Options** button in the **Print** dialog. Define options that will apply for all future print jobs by choosing **Tools - Options - (name of document type) - Print**.

You can print the current document "to file". When you print to a file, all the information that would otherwise be sent to the printer is initially written to a file. On another computer, the file can then be copied directly to the printer connected to it.

## Previewing a Page Before Printing

1. Choose **File - Page Preview**.
2. Use the zoom icons on the **Object Bar** to reduce or enlarge the view of the page.






3. Use the arrow keys or the arrow icons on the **Object Bar** to scroll through the document.



## Printing Multiple Pages on One Sheet

In Page Preview mode, you have the option to print multiple pages on one sheet.

1. Choose **File - Page Preview**.
2. Do one of the following:
  -  To print two pages side by side on the same page, click the **Page Preview: Two Pages** icon on the **Object Bar**.
  -  To print multiple pages on the same page, click the **Print options page view** icon on the **Object Bar** and set the options that you want.
3. Click the **Print page view** icon.
  -  Print page view

# Printing in Black and White

## Printing text and graphics in black and white

1. Choose **File - Print**. The **Print** dialog opens.
2. Click on **Properties**. This opens the Properties dialog for your printer.
3. Select the option to print in black and white. For further information, refer to the user's manual of your printer.
4. Confirm the **Properties** dialog and click **OK** in the **Print** dialog.

The current document will be printed in black and white.

## Printing in black and white in StarOffice Impress and StarOffice Draw

1. Choose **Tools - Options - Presentation** or **Tools - Options - Drawing**, as appropriate.
2. Then choose **Print**.
3. Under **Quality**, select either **Grayscale** or **Black & white** and click **OK**.

When either of these options is selected, all presentations or drawings will be printed without color. If you only want to print in black for the **current** printing process, select the option in **File - Print - Options**.

**Grayscale** converts everything to a maximum of 256 gradations from black to white. All text will be printed in black. A background set by **Format - Page - Background** will not be printed.

**Black & white** converts everything into the two values black and white. All borders around objects are printed black. All text will be printed in black. A background set by **Format - Page - Background** will not be printed.

## Printing only text in black and white

In StarOffice Writer you can choose to print color-formatted text in black and white. You can specify this either for all subsequent text documents to be printed, or only for the current printing process.

### Printing all text documents with black and white text

1. Choose **Tools - Options - Text Document** or **Tools - Options - HTML Document**.
2. Then choose **Print**.
3. Under **Contents**, mark **Print black** and click **OK**.

All text documents or HTML documents will be printed with black text.

### Printing the current text document with black and white text

1. Choose **File - Print**. This opens the **Print** dialog.
2. Click the **Options** button. This opens the **Printer Options** dialog.
3. Under **Contents** mark **Print black** and click **OK**.

The text document or HTML document now being printed will be printed in black text.

## Printing Brochures

StarOffice text documents consisting of more than one page can be printed automatically as a brochure. Two pages of a text document will be reduced in size and printed next to each other on a page in landscape (horizontal) orientation. Most printers require that you take out the paper after the first half of the printing process and feed it in again with the blank side of the page facing upward. StarOffice will automatically print the pages so that you can read them as a brochure.

StarOffice automatically arranges the pages in such a way that you can read the text continuously if you lay the pages together, fold them in the center and staple them.

- To use this function with the current document, choose **File - Print**. In the dialog that opens, click the **Options** button. Mark the **Brochure** check box.

## Spellcheck

StarOffice has an automatic spellcheck which can be active as you type, or which you can start any time later.

### Automatic Spellcheck

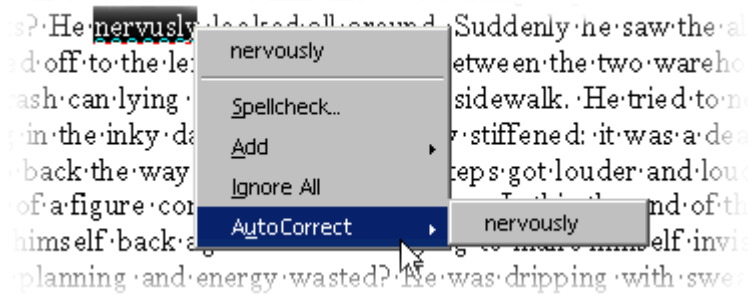
You can turn the automatic spellcheck on and off by choosing **Tools - Spellcheck - AutoSpellcheck**. In StarOffice Writer and Calc, there is an icon on the Main Toolbar. With automatic checking enabled, words recognized as incorrect are highlighted with a wavy red underline.

A word is marked with an underline if all the following conditions are met:

- A language must be assigned to the word, or to the Paragraph Style or the document where the word is contained
- A spellcheck module must be installed and enabled for the language of the word
- The word is not listed in the main spellcheck module
- The word is not listed in any activated user dictionary

You can create any number of user dictionaries. You create and activate a user dictionary on the tab page **Tools - Options - Language Settings - Writing Aids**.

When you proofread your text, the wavy underlines will draw your attention to possible spelling mistakes. As long as the automatic spellcheck is activated, the red markings can be seen on the screen but will not be printed.



The easiest way to correct a red-underlined word is to right-click it. This opens a context menu that offers you several alternative words to choose from. If you click one of the alternatives, the red-underlined word is replaced with the alternative. You can also include the red-underlined word in your user dictionary through this context menu.

When you replace a red-underlined word with an alternative word from the context menu, the replacement is kept in memory for the remainder of the session. If you repeat the same typing error, StarOffice automatically replaces the mistyped word with the word stored in memory.

## Checking Multilingual Texts

StarOffice Writer can manage spellchecking (plus thesaurus and hyphenation) in multiple languages. In the StarOffice Setup program, during "Custom Installation" and later with the "Modify" option, you can choose which language modules you want to install.

The default language for your text document is set in **Tools - Options - Language Settings - Languages**. You can also restrict this language setting to the current document by selecting **For the current document only**. You can also associate a language setting with a Paragraph Style (for example, by right-clicking in the paragraph and choosing **Edit Paragraph Style** and open the **Font** tab page). For individual words, you can set a language with a Character Style, or with the menu **Format - Character**.

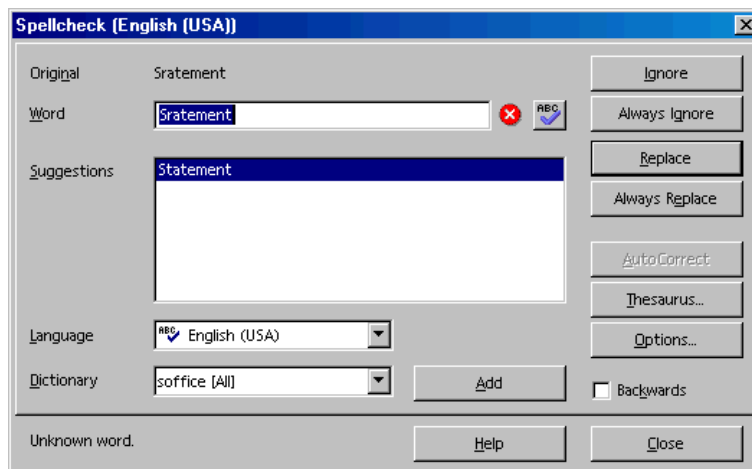
In **Tools - Options - Language Settings - Writing Aids** you can mark the option **Check in All Languages**. Now the spellcheck will take all installed languages into

account. Words that are correctly typed in any of the installed languages are regarded as correctly typed, irrespective of their language attribute.

In multilingual texts, the automatic spellcheck offers you another choice as well. In the context menu of a red-underlined word that is marked as incorrect, you can specify that the word or the whole paragraph is to be assigned another language. The language of the underlined characters or all characters in the paragraph is automatically assigned as a direct formatting attribute.

## Starting the Spellcheck

To check your entire text for spelling mistakes, go to the **Tools** menu and choose **Spellcheck - Check**. The **Spellcheck** dialog will only appear if there are words in your text unknown to the Spellcheck. The various options to be seen in the Spellcheck dialog are described in detail in the StarOffice Help.



In the Spellcheck dialog, if you include an unrecognized word in a user dictionary, you can at the same time define the permitted hyphens for the automatic hyphenation. Enter the hyphens in the word as an equals sign (=). (Note: placing the equals sign at the end of the word means that this word will never be automatically hyphenated.)

## Excluding Text From the Spellcheck

If you do not want certain areas, words or tables to be checked by the spellcheck function because they are, for example, in a foreign language for which you have no module, then specify [None] as the language. You can either use direct formatting to do this (select your text and then choose **Format - Character - Font**) or modify the corresponding Style for the text (open the context menu and choose **Edit Paragraph Style**).

## Selecting the Document Language

The language you select for your document determines the dictionary used for spellcheck, thesaurus and hyphenation, the decimal and thousands delimiter used and the default currency format.

- The language you select applies to the whole document.
- Within the document, you can apply a separate language to any Paragraph Style. This has priority over the language of the whole document.
- You can assign a language to selected pieces of text in a paragraph, either by direct formatting or with a Character Style. This assignment has priority over the Paragraph Style and document language.

## Selecting a language for the whole document

1. Choose **Tools - Options**. Go to **Language Settings - Languages**.
2. Under **Default languages for documents**, select the document language for all newly created documents. If you mark **For the current document only**, your choice will only apply to the current document. Close the dialog with OK.



## Selecting a language for a Paragraph Style

1. Place the cursor in the paragraph whose Paragraph Style you want to edit.
2. Open the context menu and select **Edit Paragraph Style**. This opens the **Paragraph Style** dialog.
3. Select the **Font** tab.
4. Select the **Language** and click OK.

All paragraphs formatted with the current Paragraph Style will have the selected language.

## Applying a language directly to selected text

1. Select the text to which you want to apply a language.
2. Choose **Format - Character**. This opens the **Character** dialog.
3. Select the **Font** tab.
4. Select the **Language** and click OK.

In StarOffice Calc, choose **Format - Cells** and proceed accordingly.

## Selecting a language for a Character Style

1. Open the Stylist and click on the **Character Styles** icon.
2. Click on the name of the Character Style to which you want to apply a different language.
3. Then open the context menu in the Stylist and select **Modify**. This opens the **Character Style** dialog.
4. Select the **Font** tab.
5. Select the **Language** and click OK.

Now you can apply the Character Style to your selected text.

# Using Automatic Functions

StarOffice has several intelligent assistants to help you in your work, all of which have names beginning with "Auto".

Here we introduce you to just a few of these auto-functions. For detailed explanations, refer to the StarOffice Help.

## Using AutoCorrect and AutoFormat

StarOffice can format your documents as you type, and correct any typing errors you may make. Once you have gotten used to using the AutoFormat and AutoCorrect functions while you type, you will be able to draft your documents much more efficiently. Here are a couple of examples:

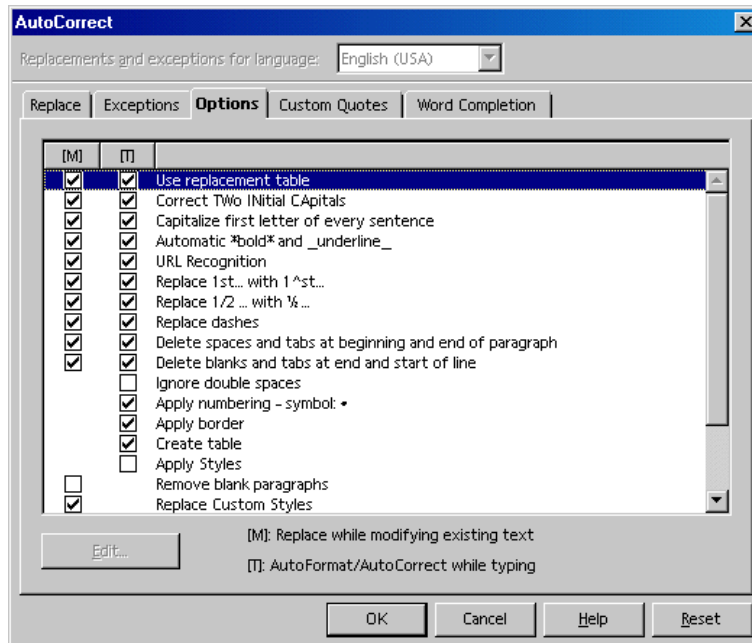
AutoCorrect functions are helpful if you often make the same typing errors. If, for example, you tend to capitalize not only the first letter of some words but also the second, simply select the AutoCorrect function that corrects mistakes of this sort while you type.

AutoFormat formats your texts. One of the AutoFormat functions automatically detects a paragraph beginning with a minus sign followed by a tab stop or space, and reformats it as a bullet point. The automatic bulleting is then applied to subsequent paragraphs as well. Automatic bulleting ends when you do not enter any text in a new paragraph, but only press Return.

To switch AutoFormat for text documents on and off, choose **Format - AutoFormat**. In the submenu, mark the **While Typing** command, if you want AutoFormat to work as you type. Alternatively, choose the menu command **Apply** later on, to automatically format the whole document or the current selection afterwards.

The **Apply and Edit Changes** command reveals all document changes made through AutoFormat. You then have the choice of accepting or rejecting all changes or reviewing each change separately.

You set the options in **Tools - AutoCorrect/AutoFormat**. AutoCorrect offers many functions that you can turn on and off individually for typing and post-processing. The Replace and Exceptions lists depend on the text language.



Note the functions listed in the dialog. A detailed explanation of each function is given in StarOffice Help. In addition to the functions shown here, you can also select **Custom Quotes**. This means that all quotation marks that you enter as a computer character with Shift+2 are automatically turned into correct typographer's quotes. You can choose the characters to be used for this purpose.

## Turning off Automatic URL Recognition

When you enter text, StarOffice automatically recognizes a word that may be a URL and replaces the word with a hyperlink. StarOffice formats the hyperlink with direct font attributes (color and underline) the properties of which are obtained from certain Character Styles.

If you do not want StarOffice to automatically recognize URLs as you are typing, there are several ways of turning off this feature.

## Undo URL Recognition

- When you are typing and notice that a text has just been automatically converted into a hyperlink, press **Ctrl+Z** to undo this formatting.
- If you do not notice this conversion until later, select the hyperlink and choose the menu command **Format - Default**.

## Turn off URL Recognition

1. Load a document of the type for which you want to modify the URL recognition.

If you want to modify the URL recognition for text documents, open a text document.

2. Choose **Tools - AutoCorrect**. (In StarOffice Writer, choose **Tools - AutoCorrect/AutoFormat**.)
3. In the **AutoCorrect** dialog, select the **Options** tab.
4. If you unmark **URL Recognition**, words will no longer be automatically replaced with hyperlinks.

In StarOffice Writer there are two check boxes in front of **URL Recognition**. The box in the first column is for later post-editing and the box in the second column is for AutoCorrect as you type.

## Other AutoCorrect functions

The **AutoCorrect** dialog includes a **Replace** tab, containing many instances of automatically replaced text. This is where you can enter your most frequent typos and have AutoCorrect replace them with the right word. You can also use this feature to enter characters that normally take time to enter from the keyboard. For example, when you type (C), this is immediately turned into the copyright symbol, provided the **Use replacement table** check box on the **Options** tab page is marked.

On the **Exceptions** tab, you can enter exceptions for two types of automatic correction which are described below.

If you select the option to automatically start each sentence with a capital (uppercase) letter, then a lowercase "d" following "e.g." would be capitalized, for example. You can enter "e.g." as an exception to prevent this type of correction.

If you select the option to automatically convert the second of two capital letters at the beginning of a word to a lowercase letter, you can enter exceptions that are correctly written with two capital letters, such as PC and CD.

These exceptions can also be automatically incorporated into the tab page. To do this, use **Add Automatically** fields on the **Exceptions** tab page. If you have selected these and you then use an idiom in your text that is automatically corrected even though it isn't wrong, you need to immediately press the "Undo" key Ctrl+Z. Doing this undoes the automatic "correction", and also sees to it that this particular "correction" will not be made automatically again.

AutoCorrect can also be used to replace one word with another - for example, "ASAP" with the text "as soon as possible" - although the StarOffice AutoText function is much better suited for such purposes.

## Creating a Letter Template With the AutoPilot

If you are writing a personal letter, the AutoPilot and standard AutoTexts are not essential, but in formal business correspondence these aids can save you a lot of time and make your work much easier.

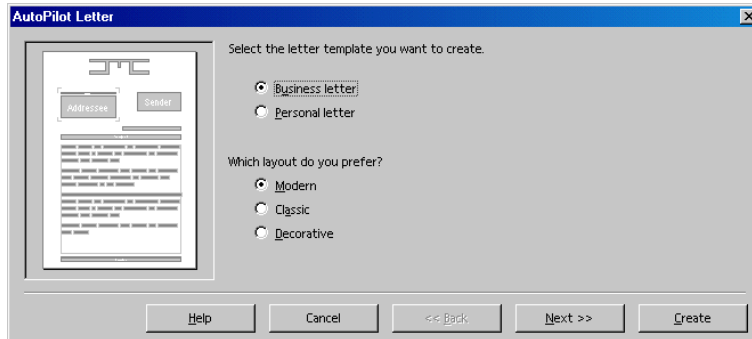


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If you need to produce a standard letter, have a look at the supplied templates. Simply press the shortcut keys Shift+Ctrl+N or choose **File - New - Templates and Documents**.

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Start the AutoPilot with the **File - AutoPilot - Letter** menu command.



In this short introduction, accept all the defaults provided by the AutoPilot. If you want, you can click **Next** on every dialog page to familiarize yourself with this AutoPilot.

Have a look through the AutoPilot pages for creating a letter template. You do not have to enter data or modify options on each page, but you can if you want to. Each page allows you to make modifications according to your preferences. Of course, sender and recipient addresses can also be entered manually.

The sender information is automatically taken from the details that you entered at the time of installation. You can change these details at any time by choosing **Tools - Options - StarOffice - User Data** and entering new details.

You do not need to go through all the steps of the AutoPilot each time you want to write a letter. Although the AutoPilot does produce a document that you can immediately fill in, print, and send, the main purpose of the AutoPilot is to help you create a customized document template.

The AutoPilot creates a template which can be edited and then used as a customized template for all your letters. This ensures that your correspondence will have a consistent format. This also applies to other types of documents which can also be created with the AutoPilot (for example, faxes).

## Inserting Hyperlinks

You can insert hyperlinks in two ways: as text or as a button. In both cases, the visible text can be different from the URL.

1. Display the **Hyperlink Bar** by choosing **View - Toolbars - Hyperlink Bar**. Type the visible text in the left field and the full URL in the right field, including `http://` or `file://`.
2. Place the text cursor in the document at the point where you want to insert the hyperlink. Click the **Hyperlink** icon on the **Hyperlink Bar**, or click **Accept** in the **Hyperlink** dialog. The hyperlink is inserted as text.
3. If you want to insert the hyperlink as a button, click and hold the **Hyperlink** icon and select **As Button** from the sub-menu, or select **Button** from the **Form list** in the **Hyperlink** dialog.



If you would rather use the Hyperlink dialog instead of the **Hyperlink Bar** to define the hyperlink, you can open it using the icon on the **Function Bar**.



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If you wish to jump to a specific position in the same text document, enter a bookmark at that position (**Insert - Bookmark**). If you wish to branch out to a cell in a table, enter a name for the cell (**Insert - Names - Define**).

In the **URL** combo box, enter only the short form of the URL when jumping within the same document: If the bookmark is called **Target**, enter **Target**. To jump to another document, enter the complete URL.

StarOffice can automatically help you to write the URL: By entering `C:\Docu\File1.sdw#Target`, StarOffice automatically inserts the correct way of writing - `file:///C:/Docu/File1.sdw%23Target`.



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Hyperlinks can also be inserted by drag-and-drop from the Navigator. Hyperlinks can refer to references, headings, graphics, tables, objects, directories or bookmarks.

- If you wish to insert in a text a hyperlink that refers to Table 1, drag the entry Table 1 from the Navigator and drop it in the text. To do this, the **Insert as Hyperlink** drag mode must be selected in the Navigator.
-

# Editing Hyperlinks

## Change the text of a hyperlink as follows

- Option 1: Click on the hyperlink while keeping the ALT key pressed.
- Option 2: Click on the **HYP** field on the Status Bar so that **SEL** appears in it.
- Option 3: Move the cursor with the arrow keys to the hyperlink.

You can now edit the text without activating the hyperlink.

## Change the URL of a hyperlink as follows

- Option 1: As described above, move the cursor to the hyperlink and open **Hyperlink** dialog (icon on the **Function Bar**).
- Option 2: Open **Hyperlink Bar** (View - Toolbars - Hyperlink Bar). Click on the hyperlink, do not release the mouse button and drag the hyperlink to the hyperlink bar. The mouse pointer points to where you can drop the hyperlink. Edit the URL on the **Hyperlink Bar** and press the Return key.

## Change the attribute of all hyperlinks

Edit the color and formatting of hyperlinks in your document through the "Internet Link" and "Visited Internet Link" character styles in the Stylist.

## Edit a hyperlink button

If the hyperlink is a button, click on the border to select it, or press the ALT key while clicking. Open the **Properties** dialog through the context menu. You can edit the label text under "Caption," and modify the address in the "URL" field.



## Switch off the automatic recognition of hyperlink

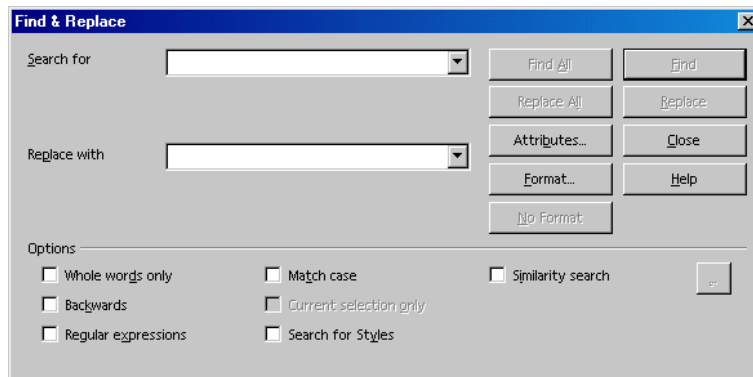
Switch the automatic recognition of hyperlinks on and off by choosing **Tools - AutoCorrect/AutoFormat - Options** in the **URL Recognition** check box.

## Find & Replace

The **Find & Replace** dialog in StarOffice Writer, Calc, Impress and Draw can find variations of the search terms, or limit the search to certain places in the document, such as the beginning of a word or the end of a paragraph.

### Finding a Word in Text

Activate the Search function with **Ctrl + F**. Type the word you want to find and press **Enter**.



StarOffice will start searching, moving from the cursor position downwards. When the end of the document is reached, a dialog will appear asking if you want to continue the search at the beginning of the document. Press the **Enter** key to confirm. If the text string is found, it will be highlighted.

The **Find & Replace** dialog will remain open. You don't have to close the dialog and you can move it to any place on the screen.

A useful feature is the multi-selection facility available in StarOffice, used in conjunction with the **Find All** button. Suppose, for example, you want to set every occurrence of the word "bold" in your text in bold type. Type the word in the **Search for** box, then click **Find All**. All occurrences are now selected, and you can click the **Bold** icon in the text Object Bar.

## Searching for Whole Words Only

Select the **Whole words only** option if you only want to find whole words that match the searched for word. For instance, if the word "in" is entered as the search term in the **Search for** field, all instances of "in" or "In" as stand-alone words in the text will be found. Words like "bin" or "chin" will not be found if this check box is selected. If you are searching for regular expressions or Styles, do not select this option.

## Match Case

When this check box is selected, the search is case-sensitive to uppercase and lowercase letters. So if you search for "in," it will be found, but not the word "In." You can combine a **Match case** search with the **Whole words only** option.

## Using Wildcards in Text Searches

You can use wildcards when you find and replace text in a document. For example, "s\*n" finds "sun" and "son".

1. Choose **Edit - Find & Replace**.
2. Select the **Regular expressions** check box.
3. In the **Search for** box, type the search term and the wildcard(s) that you want to use in your search.
4. Click **Find** or **Find All**.

## Regular Expression Examples

You can only search for regular expressions within paragraphs.

- The wildcard for any string of characters is an asterisk. For example: "come\*" finds "come" "complete", and "completely".
- The wildcard for a single character is a period (.). This is equivalent to the ? wildcard when you search for file names.
- The wildcard combination for several characters in succession is .\* (period and asterisk). This is equivalent to the \* wildcard in file names.
- The wildcard combination for the end of a paragraph is the dollar sign (\$), while the wildcard combination for the first character at the start of a paragraph is the caret and the period (^.).

## Searching Backward

If you want to find a specific word that is used often in a particular part of a long text, you would probably enter the word under **Search for** and then skip each irrelevant location by repeatedly clicking the **Find** button. However, you might click **Find** once too often by mistake. In this case, select **Backward** and click **Find** again to return to the previous location found.

## Current Selection Only

Select the **Current selection only** option if you do not want to search the entire document. The search will be restricted to the selected text. If you select a text before activating the **Find** command, the search will automatically take place only within the selected range.

## Searching for Styles

This option enables you to quickly reformat all or part of a text. For example, text formatted with the Style "Heading 2" can be replaced with the Style "Heading 3." Select the Paragraph Style in the list box under **Search for**. Then select the new Paragraph Style in the **Replace with** field.

Start the replacement process with the **Replace** button. All matching strings found in the text will be displayed one after the other. You can decide each time whether or not to replace the string found in the text, to replace this and all other strings found in the text, or to cancel the process.

## Searching for Special Formats

Click the **Format** button to open a dialog in which to select the specific formats you want to search for. For example, if you have manually centered a few lines in your text, you can search for them using the options in the **Text Format (Search)** dialog.

If you want to replace the found attribute with another, first position the cursor in the **Replace with** field. Next, click the **Format** button and then choose the replacement attribute. The chosen attributes will be listed under the **Search for** and **Replace with** fields. If you do not indicate the replacement for the attribute found in the text, the default settings are automatically applied.

Only formats that were entered directly will be found. If the formats are part of a Style, you will only find the formats if you check the **Including Styles** box.

## Creating Text Documents With StarOffice Writer

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This section describes StarOffice Writer, the StarOffice word processing module. Basic instructions are provided first, followed by more advanced instructions using sophisticated functions.

For additional information on working with texts in StarOffice Writer refer to:

- "The User Interface" section in chapter 2 on page 31. This section describes the StarOffice menus, windows, floating toolbars, and so on.
- Chapter 7 "Advanced Tips for Working With StarOffice " on page 377. This chapter provides information about customizing the StarOffice user interface as well as working with data sources (for example, for form letters) and about the revision marking function.

### StarOffice Writer Features

StarOffice Writer lets you design and produce text documents that can include graphics, tables, or charts. You can then save the documents in a variety of formats, including Microsoft Word, HTML, or even Adobe's Portable Document Format (PDF).

## Writing

StarOffice Writer lets you create both basic documents, such as memos, faxes, letters, resumes and merge documents, as well as long and complex or multi-part documents, complete with bibliographies, reference tables and indexes.

StarOffice Writer also includes such useful features as a spellchecker, a thesaurus, AutoCorrect, and Hyphenation as well as a variety of templates for almost every purpose. You can also create your own templates using the AutoPilots.

## Designing and Structuring

StarOffice offers a wide variety of options to design documents. Use the Stylist to create, assign and modify styles for paragraphs, individual characters, frames and pages. In addition, the Navigator helps you to quickly move around inside your documents, lets you look at your document in an outline view, and keeps track of the objects that you have inserted into your document.

You can also create various indexes and tables in text documents. You can define the structure and appearance of the indexes and tables according to your individual needs. Live hyperlinks and bookmarks let you jump directly to the corresponding items in the text.

## Desktop Publishing with StarOffice Writer

StarOffice Writer contains numerous desktop publishing and drawing tools to assist you in creating professionally styled documents, such as brochures, newsletters and invitations. You can format your documents with multi-column layouts, text frames, graphics, tables, and other objects.

## Calculations

Text documents in StarOffice have an integrated calculation function that helps you execute sophisticated calculations or logical links. You can easily create a table in a text document in order to perform calculations.

## Creating Drawings

The StarOffice Writer drawing tool lets you create drawings, graphics, legends, and other types of drawings directly in text documents.

## Inserting Graphics

You can insert pictures with different formats into a text document, including graphics with a JPG or GIF format. The most common formats can be edited directly in a text document with the image editor. In addition, the Gallery provides a collection of clipart graphics organized by theme.

## Flexible Application Interface

The program interface is designed so that you can configure it according to your preferences, including customizing icons and menus. You can position various program windows, such as the Stylist or the Navigator as floating windows anywhere on the screen. You can also dock some windows to the edge of the workspace.

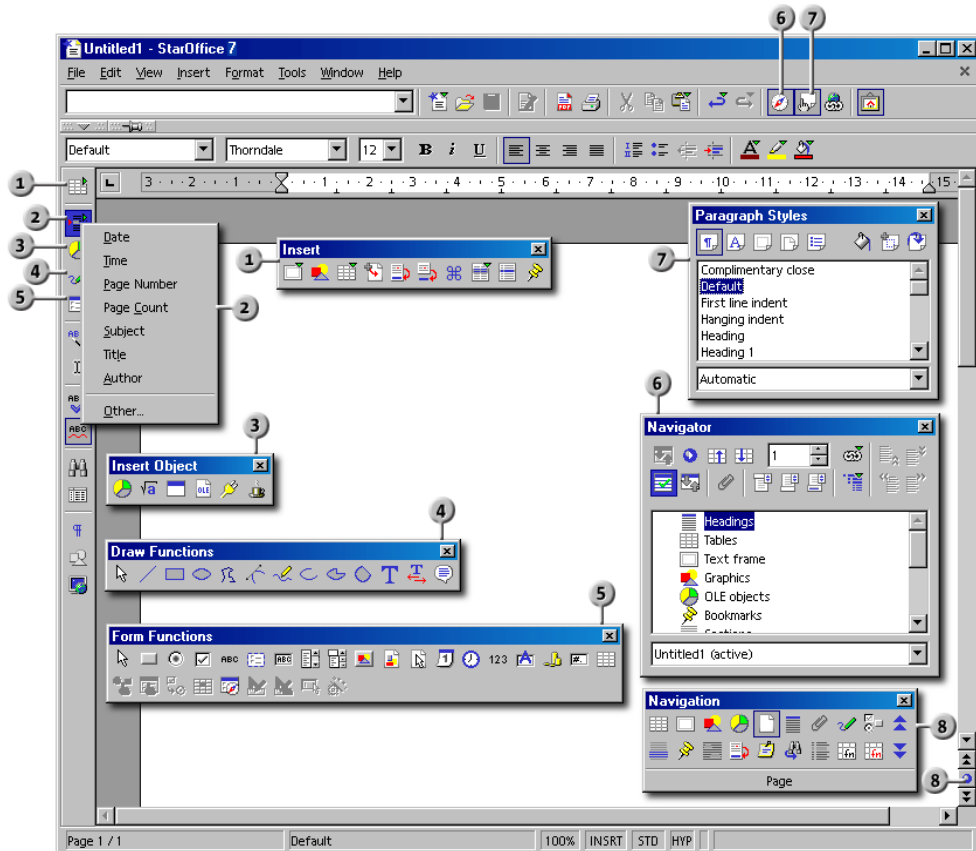
## Drag&Drop

The drag-and-drop feature enables you to work quickly and efficiently with text documents in StarOffice. For example, you can drag-and-drop objects, such as graphics from the Gallery, from one location to another in the same document, or between active StarOffice documents.

## Extensive Help Functions

You can use the extensive online Help system as a complete reference for StarOffice applications, including instructions for simple and complex tasks.

# The StarOffice Writer Window



## Windows in StarOffice Writer

- |   |                                 |   |                                 |
|---|---------------------------------|---|---------------------------------|
| 1 | Insert floating toolbar         | 5 | Form Functions floating toolbar |
| 2 | Insert Fields submenu           | 6 | Navigator Window                |
| 3 | Insert Object floating toolbar  | 7 | Stylist Window                  |
| 4 | Draw Functions floating toolbar | 8 | Navigation Window               |



# Entering and Formatting Text

You do not have to work in any particular sequence to enter or format text. You can format text while you type (for example, with italics) or afterwards. You can even split a section of text into two columns. You never have to delete and retype text to alter the formatting.

To edit text, select it and then choose the relevant command, for example, by clicking the Italic icon on the Object Toolbar. There is more than one method for selecting text in a document: hold down the Shift key while pressing an arrow key, or by holding down the left mouse button and dragging the mouse over the text that you want to select. Similarly, there is often more than one way to choose a command, for example, by selecting a menu command, clicking a toolbar icon, or by using keyboard shortcuts (shortcut keys).

## Switching Insert Mode and Overwrite Mode

With the keyboard:

Press Insert to toggle between overwrite mode and insert mode. The current mode is displayed on the Status Bar.

With the mouse:

On the Status Bar, click on the area indicating the current mode in order to switch to the other mode:

- **INSRT**

Insert mode is enabled. The text cursor is a blinking vertical line. Click on the area to enable the overwrite mode.





- **OVER**

The overwrite mode is enabled. The text cursor is a blinking block. Click on the area to enable insert mode.

# Using the Direct Cursor

The direct cursor allows you to enter text anywhere on a page.

To set the behavior of the direct cursor, choose **Tools - Options - Text Document - Formatting Aids**.

1. On the **Main Toolbar**, click the **Direct Cursor On/Off**.
2. Click in a free space in the text document. The mouse pointer changes to reflect the alignment that will be applied to the text that you type.
  -  Align Left
  -  Centered
  -  Align Right
3. Type your text. StarOffice automatically inserts the required number of blank lines, and, if the options are enabled, tabs and spaces.

## Navigating and Selecting With the Keyboard

You can navigate through a document and make selections with the keyboard.

Key	Function	+ Ctrl key
Right/left arrow keys	Moves the cursor one character to the left or to the right.	Moves the cursor one word to the left or to the right.
Up/down arrow keys	Moves the cursor up or down one line.	(Ctrl+Alt) Moves the current paragraph up or down.
Home	Moves the cursor to the beginning of the current line.	Moves the cursor to the beginning of the document.
Home In a table	Moves the cursor to the beginning of the contents in the current cell.	Moves the cursor to the beginning of the contents of the current cell. Press again to move the cursor to the first cell in the table. Press again to move the cursor to the beginning of the document.
End	Moves the cursor to the end of the current line.	Moves the cursor to the end of the document
End In a table	Moves to the end of the contents in the current cell.	Moves the cursor to the end of the contents of the current cell. Press again to move the cursor to the last cell in the table. Press again to move the cursor to the end of the document.
PgUp	Scrolls up one page.	Moves the cursor to the header.
PgDn	Scroll down one page.	Moves the cursor to the footer.

## Inserting Special Characters

This function allows you to insert special characters, such as check marks, boxes, and telephone symbols, into your text.

- To view a selection of all characters, choose **Insert - Special Character**.
- In the large selection field click the desired character or several characters in succession. The characters are displayed at the bottom of the dialog. When you close the dialog with OK, all displayed characters in the selected font are inserted in the current document.
- In any text input field (such as the URL field of the **Function** Bar or in the input fields in the **Find&Replace** dialog) you can press Shift+Ctrl+S to call the **Special Characters** dialog.

## Inserting Protected Spaces, Hyphens and Conditional Separators

### Non-breaking spaces

To prevent two words from being separated at the end of a line, press the Ctrl key when you type a space between the words.

### Non-breaking dash

An example of a non-breaking dash is a company name such as A-Z. Obviously you would not want A- to appear at the end of a line and Z at the beginning of the next line. To solve this problem, press Shift+Ctrl+ minus sign. In other words, hold down the Shift and Ctrl keys and press the minus key.

## Hyphen, dash

In order to enter longer dashes, you can find under **Tools - AutoCorrect /Auto-Format - Options** the **Replace dashes** option. This option replaces one or two minus signs under certain conditions with a long dash (see StarOffice Help).

For additional replacements see the replacements table under **Tools - AutoCorrect /AutoFormat - Replace**. Here you can, among other things, replace a shortcut automatically by a dash, even in another font.

## Definite separator

To support automatic hyphenation by entering a separator inside a word yourself, use the keys Ctrl+minus sign. The word is separated at this position when it is at the end of the line, even if automatic hyphenation for this paragraph is switched off.

## Emphasizing Text

Here are a few examples of how to emphasize text in a document:

- Select the text and apply a different font style or effect, such as **bold**.
- Right-click in a paragraph, choose **Paragraph**, set the options that you want, for example, the background color, and then click **OK**.
- Select the text, and then choose **Insert Frame**.



Use the **Text** tools in the **Draw Functions** floating toolbar on the **Main Toolbar** in conjunction with **FontWork**. To open the **FontWork** window, choose **Format - FontWork**.

## Changing the Color of Text

Long-click the **Font Color** icon to activate a floating toolbar from which you can choose from a range of colors.



Font Color



The following only applies to StarOffice Writer: If you click the icon with a short-click while no text is selected, then the mouse pointer changes its appearance and is displayed as a watering can. Use this watering can symbol with the mouse key pressed to drag across a text area. This text area takes the selected color. The function remains active for as long as the icon is pressed, or until you click without dragging, or until you press the Escape key.

The following applies to all modules (StarOffice Writer, Calc, Draw, Impress): Select the text that is to take another color, then click the color you want on the floating toolbar.

## Highlighting Text With a Brush



Highlighting

There are two different procedures for highlighting a text.




If you click and hold the mouse button (long click) on the **Highlighting** icon, the floating toolbar appears, allowing you to choose from the available background colors. When you have selected a color, it will appear as the background to the word at the cursor position. The currently selected color is the color of the icon.

If you short-click the icon, the mouse pointer becomes a paint can. A gray vertical line appears below it, which you can use to select a text area as you would with a cursor. The area is automatically highlighted with the color selected as a background on the **Highlighting** floating toolbar. The function remains active as long as the **Highlighting** icon is active or until you press Escape.

If you select the **No Fill** entry on the **Highlighting** floating toolbar, the background color is removed from the selected text.

# Rotating Text

You can only rotate text that is contained in a drawing object.

-  1. On the **Main Toolbar**, open the **Draw Functions** floating toolbar.
-  2. Select one of the **Text** tools.
  3. Drag in your document to draw the text object, and then type your text.
-  4. Click the edge of the object, and then click the **Object Rotation Mode** icon.
  5. Drag one of the corner handles of the text object.

You can also right-click the text object, choose **Position and Size**, click the **Rotation** tab, and then enter a rotation angle or a new position for the object.

## Defining Borders for Pages



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You can only define borders for page styles, not individual pages. All changes made to borders apply to all pages that use the same page style. Note that page style changes cannot be undone by the Undo function in StarOffice.

---

### Setting a Predefined Border Style

1. Choose **Format - Page - Borders**.
2. Select one of the default border styles in the **Default** area.
3. Select a line style and color for the selected border style in the **Line** area. These settings apply to all border lines that are included in the selected border style.
4. Select the distance between the border lines and the page contents in the **Spacing to contents** area.
5. Click **OK** to apply the changes.

## Setting a Customized Border Style

1. Choose **Format - Page - Borders**.
2. In the **User-defined** area select the edge(s) that you want to appear in a common layout. Click on an edge in the preview to toggle the selection of an edge.
3. Select a line style and color for the selected border style in the **Line** area. These settings apply to all border lines that are included in the selected border style.
4. Repeat the last two steps for every border edge.
5. Select the distance between the border lines and the page contents in the **Spacing to contents** area.
6. Click **OK** to apply the changes.

## Defining Borders for Paragraphs

### Setting a Predefined Border Style

1. Place the cursor in the paragraph for which you want to define a border.
2. Choose **Format - Paragraph - Borders**.
3. Select one of the default border styles in the **Default** area.
4. Select a line style and color for the selected border style in the **Line** area. These settings apply to all border lines that are included in the selected border style.
5. Select the distance between the border lines and the page contents in the **Spacing to contents** area. You can only change distances to edges that have a border line defined.
6. Click **OK** to apply the changes.



## Setting a Customized Border Style

1. Choose **Format - Paragraph - Borders**.
2. In the **User-defined** area select the edge(s) that you want to appear in a common layout. Click on an edge in the preview to toggle the selection of an edge.
3. Select a line style and color for the selected border style in the **Line** area. These settings apply to all border lines that are included in the selected border style.
4. Repeat the last two steps for every border edge.
5. Select the distance between the border lines and the page contents in the **Spacing to contents** area. You can only change distances to edges that have a border line defined.
6. Click **OK** to apply the changes.

## Defining Borders for Tables and Table Cells

### Setting a Predefined Border Style

1. Select the table cells that you want to modify.
2. Click the **Borders** icon on the **Table Object Bar** to open the **Borders** window.

If the icon is not available, the **Object Bar** may be in the wrong context. Right-click on the **Object Bar** and select **Table Object Bar** from the menu or click the arrow icon at the far right of the **Object Bar**.

3. Click one of the predefined border style.

This **adds** the selected style to the current border style of the table cells. Select the blank border style at the top left of the **Borders** window to clear all border styles.

## Setting a Customized Border Style

1. Select the table cells that you want to modify.
2. Choose **Format - Table - Borders**.
3. In the **User-defined** area select the edge(s) that you want to appear in a common layout. Click on an edge in the preview to toggle the selection of an edge.
4. Select a line style and color for the selected border style in the **Line** area. These settings apply to all border lines that are included in the selected border style.
5. Repeat the last two steps for every border edge.
6. Select the distance between the border lines and the page contents in the **Spacing to contents** area.
7. Click **OK** to apply the changes.

## Defining Borders for Objects

You can define borders around OLE objects, Plug-ins, diagrams/charts, graphics and frames. The name of the menu to be used depends on the object selected.

## Setting a Predefined Border Style

1. Select the object for which you want to define a border.
2. Click the **Borders** icon on the **Object Bar** to open the **Borders** window.  
  
If the icon is not available, the **Object Bar** may be in the wrong context. Right-click on the **Object Bar** and select the correct **Object Bar** from the menu or click the arrow icon at the far right of the **Object Bar**.
3. Click one of the predefined border styles. This replaces the current border style of the object with the selected style.

## Setting a Customized Border Style

1. Select the table cells that you want to modify.
2. Choose **Format - (object name) - Borders**.  
Replace (object name) with the actual name of the object type you selected.
3. In the **User-defined** area select the edge(s) that you want to appear in a common layout. Click on an edge in the preview to toggle the selection of an edge.
4. Select a line style and color for the selected border style in the **Line** area. These settings apply to all border lines that are included in the selected border style.
5. Repeat the last two steps for every border edge.
6. Select the distance between the border lines and the page contents in the **Spacing to Contents** area.
7. Click **OK** to apply the changes.

## Making Text Superscript or Subscript

1. Select the text that you want to make superscript or subscript.
2. Do one of the following:
  - Choose **Format - Character - Position**, and then select **Superscript** or **Subscript**.
  - Press Ctrl+Shift+P to make the text superscript, and Ctrl+Shift+B to make the text subscript.

## Changing the Case of Text

You can change the case of text, format text with small capitals, or capitalize the first letter of each word in a selection.

## To capitalize text:



1. Select the text that you want to capitalize.
2. Do one of the following:
  - Choose **Format - Case/Characters - Uppercase**.
  - Choose **Format - Character**, click the **Font Effects** tab, and then select the type of capitalization in the **Effects** box. "Capitals" capitalizes all of the letters in the selection. "Title" capitalizes the first letter of each word in the selection. "Small capitals" capitalizes every letter in the selection, but in a reduced font size.

## To change text to lowercase:

1. Select the text that you want to change to lowercase.
2. Do one of the following:
  - Choose **Format - Case/Characters - Lowercase**.
  - Choose **Format - Character**, click the **Font Effects** tab, and then select "Lowercase" in the **Effects** box.

## Moving and Copying Text in Documents

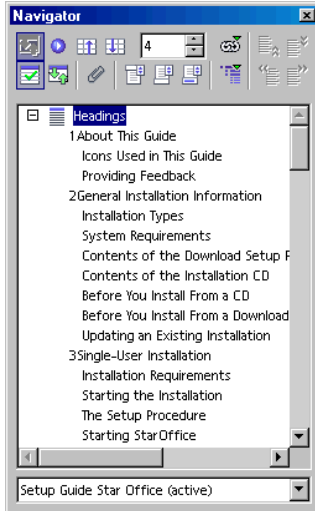
1. Select the text that you want to move or copy.
2. Do one of the following:
  - To move the selected text, drag the text to a different location in the document and release. While you drag, the mouse pointer changes to include a gray box.
  - To copy the selected text, hold down Ctrl while you drag. The mouse pointer changes to include a plus sign (+).

Mouse Pointer Shape	Meaning
	Moving
	Copying

## Resetting Font Attributes

- You can quickly exit manual formatting by pressing the right-arrow key. For example, if you are pressed Ctrl+B to apply the bold typeface to the text that you type, press the right arrow to return to the default character format of the paragraph.
- To reset all direct formatting of existing text, select that text, then choose the menu command **Format - Default**.

## Rearranging a Document by Using the Navigator



You can move headings and subordinate text up and down in a document text by using the Navigator. You can also promote and demote heading levels. To use this feature, format the headings in your document with one of the predefined heading paragraph styles. To use a custom paragraph style for a heading, choose **Tools - Outline Numbering**, select the style in the **Paragraph Style** box, and then double-click a number in the **Levels** list.



To quickly move the text cursor to a heading in the document, double-click the heading in the **Navigator** list.

To move a heading up or down in the document:

1. On the **Function Bar**, click the **Navigator** icon.
2. On the **Navigator**, click the **Content View** icon.



Content View

3. Do one of the following:
  - Drag a heading to a new location in the **Navigator** list.
  - Click a heading in the **Navigator** list, and then click the **Promote Chapter** or **Demote Chapter** icon.



---

To move the heading without the subordinate text, hold down Ctrl while you drag or click the **Promote Chapter** or **Demote Chapter** icons.

---

To promote or demote the level of a heading:

- Select the heading in the **Navigator** list, and then click the **Promote Level** or **Demote Level** icon.

To dock the **Navigator**, hold down Ctrl and drag the title bar to the edge of the workspace. To undock the **Navigator**, hold down Ctrl and double-click a free area in the icon area.

To change the number of heading levels that are displayed:



Click the **Heading Levels Shown** icon, and then select a number from the list.

## Quickly Applying Paragraph Styles

You can use the keyboard to quickly apply the same paragraph style to two consecutive paragraphs.

To apply the paragraph style of the first paragraph to the second paragraph:

1. Click at the end of the first paragraph.
2. Press Delete until the second paragraph is added to the end of the first paragraph.
3. Press Enter.

To apply the paragraph style of the second paragraph to the first paragraph:

1. Click at the beginning of the second paragraph.
2. Press Backspace until the second paragraph is added to the end of the first paragraph.
3. Press Enter.

## Using Sections

Sections are named blocks of text, including graphics or objects, that you can use in a number of ways:

- To prevent text from being edited.
- To show or hide text.
- To reuse text and graphics from other StarOffice documents.
- To insert sections of text that uses a different column layout than the current page style.

A section contains at least one paragraph. When you select a text and create a section, a paragraph break is automatically inserted at the end of the text.

You can insert sections from a text document, or an entire text document as a section into another text document. You can also insert sections from a text document as links in another text document, or in the same document.



---

To insert a new paragraph immediately before or after a section, click in front or behind the section, and then press Alt+Enter.

---

## Sections and Columns

You can insert sections into an existing section. For example, you can insert a section containing two columns into a section that contains one column.

A column layout that is defined in a page style is not applied to a section that you insert into a page using that page style.

## Inserting Sections

You can insert new sections, or links to sections in other documents into the current document. If you insert a section as a link, the content of the link changes when you modify the source document.

To insert a new section:

1. Click in your document where you want to insert a new section, or select the text that you want to convert to a section.

If you select a text that occurs within a paragraph, the text is automatically converted into a new paragraph.

2. Choose **Insert - Section**.
3. In the **New Section** box, type a name for the section.
4. Set the options for the section, and then click **Insert**.



## To insert a section as a link:

Before you can insert a section as link, you must first create sections in the source document.

When you open a document that contains linked sections, StarOffice prompts you to update the contents of the sections. To manually update a link, choose **Tools - Update - Links**.

You can also insert linked sections in HTML documents. When you view the page in a web browsers, the content of the sections corresponds to the content of the sections at the time the HTML document was last saved.

1. Click in your document where you want to insert the linked section.
2. Choose **Insert - Section**.
3. In the **New Section** box, type a name for the section.
4. In the **Link** area, select the **Link** check box. Under **Windows**, you can also select the **DDE** check box to automatically update the contents of the section when the section in the source document is changed.
5. Click the browse button (...) next to the **File name** box.
6. Locate the document containing the section that you want to link to, and then click **Insert**.
7. In the **Section** box, select the section that you want to insert.
8. Click **Insert**.

## Editing Sections

You can protect, hide, and convert sections to normal text in your document.

1. Choose **Format - Sections**.
2. In the **Section** list, click the section you want to modify.
3. Do one of the following:

- To convert a section into normal text, click **Remove**.
  - To make a section read-only, select the **Protected** check box in the **Write Protection** area.
  - To hide a section, select the **Hide** check box in the **Hide** area.
4. Set the other options that you want, and then click **OK**.

## Formatting Text With and Without Styles

Use formatting to structure your text or to emphasize individual words, quotations or references.

### Direct Formatting or Formatting With Styles

You apply text attributes such as bold, italics, font type, and font size with direct formatting or with formatting Styles. A direct format is obtained by directly applying a certain attribute to a text area. For example, by clicking the Bold icon on the text Object Bar you directly apply the bold format to a selected text area. On the other hand, you can use Styles to indirectly apply attributes to text. A Style is a named set of default settings for formatting text.

Direct formatting is appropriate for one-time use. If, for example, you want to make a word bold, just position the cursor in the word and click the Bold icon.

Styles allow you to apply the same format to selected blocks of text or to the entire document. Whenever possible, use styles to format your document and not direct formatting. When you change the formatting of a style, the formatting of all of the text that uses the style is also changed.

For example, you have formatted each heading in a document with a 24 point Helvetica font. To change the font of all the headings in the document to 20-point Times bold with direct formatting can be a lengthy process. Instead, apply one of the predefined heading styles, for example "Head1", to the headings in your docu-

ment. You can then update the formatting of all of the headings that use this style by changing the formatting of the "Head1" style.

## The Style Concept in StarOffice

Styles for characters, paragraphs, frames, numbered lists and pages (or cells in table documents) are always saved with the document. If you want, you can copy the Styles of a text document into another text document (see page 102).

You can turn any document and the Character, Paragraph, Frame, Numbering, and Page Styles that it contains into a template (see the following pages). You can then use any of these styles when you create a new document that is based on this template.

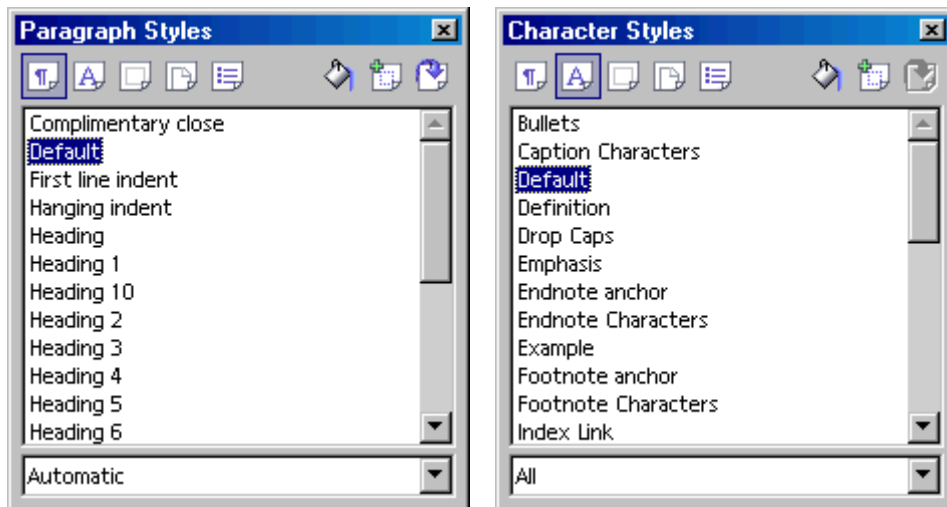
When you start StarOffice for the first time, certain predefined Styles apply to all document types. For example, when you create a new text document by choosing File - New - Text Document, the styles of the default template are used. The Styles contained in the the default template are available to all new documents. If you want, you can turn any document into the default template (see page 98).

The following table contains a selection of Styles.

<b>Style Type</b>	<b>Attribute Selection</b>
Paragraph Styles	Indents and Spacing, Alignment, Hyphenation, Tabs, Font, Language, Initials
Character Styles	Font, Font Size, Language
Frame Styles	Position, Anchoring, Borders
Page Styles	Header, Footer, Margins, Columns
Numbering Styles	Numbering Type, Outline, Bullets, Assigning Numbering Styles

## The Styles in the Stylist

Open the Stylist by choosing the Stylist command from the **Format** menu, by pressing F11, or by clicking the **Stylist** icon on the Function Bar. All the Stylist functions are explained in the StarOffice Help.



At the top of the Stylist are icons for selecting the Style type that you want to display. These are, from left to right: Paragraph, Character, Frame, Page, and Numbering Styles. The main area of the Stylist lists the available Styles for the selected style type. Only the Styles for the active Style category, specified in the list box at the bottom of the Stylist, are displayed.

For example, if the word "Automatic" is selected in the list box, StarOffice offers the Styles that make sense in the current context. If you want to see all the Styles of a Style type, select "All Styles" from the list box.

### Paragraph Styles



To see a list of the available Paragraph Styles, click the Paragraph Styles icon in the Stylist.

To apply a paragraph style, click in the paragraph that you want to format, and then double-click an entry in the list of Paragraph Styles in the Stylist. To apply a different format to the paragraph, double-click a different Paragraph Style.

To format a paragraph as a heading:

1. Click in the paragraph that you want to format as a heading.
2. Choose **Format - Stylist**, or press F11 to open the Stylist.
3. Click the **Paragraph Styles** icon, and then double-click one of the heading styles in the list, for example, "Heading 1".

To view or modify the formatting attributes that are associated with a heading style, right-click the name of the style in the Stylist, and then choose **Modify**. Any changes that you make to the style are applied to all of the paragraphs that use the style.

You can also apply formatting changes to heading Paragraph Styles in the Hierarchical view of the Stylist. To change to the Hierarchical view, choose "Hierarchical" in the lower list box of the Stylist. When you modify the format of a heading style in this view, the formatting changes are automatically inherited by (applied to) all of the heading styles that occur lower in the hierarchy. However, changes that you make directly to a style override any inherited formatting styles. On the **Organize** tab in the Paragraph Styles dialog, the name of the style that the current style is derived from is listed in the **Based on** list box.

## Character Styles

Character formatting styles can be applied to single words or to a selected text range.

You can use or modify the predefined Character Styles, or you can define and use custom styles. The best way to create a new Character Style is to right-click an existing style in the Stylist and then choose **New**. You can then modify the style and assign it a different name.

## Hierarchical Styles

Styles can be hierarchically linked to each other, that is, you can derive a style from an existing one, and then make changes to the derived style. When you change the original style, the linked style is automatically updated.

For example, the Paragraph Style "text body" uses a 12-point "Times" font and the derived style "indented text" uses the same font characteristics and differs only in that it has a left indent. If you change the font in "text body" to 14-point "Thorndale", the font in the "indented text" style is also changed to 14-point Thorndale. However, if you change the left indent in "text body", the left indent in "indented text" is not changed because in the hierarchy, the more closely associated format always has priority.

## Numbering Styles

You can create bulleted or numbered lists by clicking the **Bullets On/Off** or **Numbering On/Off** icons in the Object Bar.

When working with Styles, the Stylist offers various Numbering Styles. You apply these by double-clicking the name of the Style.

## Creating New Character Styles or Paragraph Styles

You can create a new Style that is based on an existing Style as follows:

1. Apply the formatting that you want to use in a style to a text selection, for example, by using the **Text Object Bar** or by choosing Format - Character or **Format - Paragraph**.
2. Click in the paragraph or word containing the formatting that you applied, or select a character that you formatted.
3. Depending on the style that you want to create, click the Paragraph Styles or the Character Styles icon at the top of the Stylist.
4. At the top of the Stylist, click the New Style from Selection icon. The Create Style dialog opens.
5. Enter a name for the new Style and click **OK**.

The new style is added to the "Custom Styles" group in the Stylist.

You can also create a new Style without using an existing Style as the starting point:

1. Depending on the style that you want to create, click the Paragraph Styles or the Character Styles icon at the top of the Stylist.
2. Right-click in the Stylist and then choose New.
3. Set the formatting options for the new style and then click **OK**.

The following example shows you how to define a Paragraph Style for a subtitle. This assumes that you have several subtitles in your text that you want to format with a custom Paragraph Style.

1. Click in a paragraph in the text that you want to format with the new Paragraph Style.
2. Double-click a Paragraph Style in the Stylist, for example, "Heading 1".
3. Select the entire paragraph.
4. Apply any direct formatting that you want to use in the heading, for example, choose **Format - Character - Font**, or click one of the formatting icons on the **Object Bar**.
5. In the Stylist, click the New Style from Selection icon, enter a name for the new Style in the dialog box, for example, "Head1", and then click **OK**.



To apply a Paragraph Style, click in the paragraph, and then double-click a Style name in the Stylist. If the Style is already applied in the document, you can also click in the paragraph, and then select the Style in the Apply Style box on the **Object Bar**.

## Creating a Document Template

You can create a template to use as the basis for creating new text documents.

1. Create a document and add the content and formatting styles that you want.  
You can also load styles from another text document by choosing **Format - Styles - Load**.
2. Choose **File - Templates - Save**.

3. In the **New Template** box, type a name for the new template.
4. Select a template category in the **Categories** list.
5. Click **OK**.


To create a document based on the template, choose **File - New - Templates and Documents**, select the template, and then click **Open**.

## The Advantages of the Stylist

Above we have shown you how to apply the Styles in the Stylist to your text, and you also know how to apply your own Styles. Styles have the advantage that they do not have to be redefined every time. In this way, you can apply the desired formatting to your document quickly and easily. But the Stylist offers you still more possibilities.

## Formatting Multiple Paragraphs


In the work described in this section, you applied the same Paragraph Style "Heading 1" to several paragraphs. The Stylist can save you a lot of time on this task:

1. In the Stylist, select the Style you want to apply to multiple paragraphs by clicking the Style once.
-  2. At the top of the Stylist, click on the **Fill Format Mode** icon. The mouse pointer changes to a symbol indicating this mode as soon as you move back into the document.
3. Click once on every paragraph in the text you want to apply the selected Style to.
4. Finally, to switch off this mode, click the Fill Format Mode icon again or press the Escape key.



## Easy Way to Change a Style

After having formatted all headings with the new "Head1" Style, you may decide that it would look better if the headings were spaced with slightly wider gaps between the letters. Select the longest heading and increase the defined spacing until it fits onto one line without a break. Now you want all other headings to be spaced in exactly the same way. In this case, simply modify one of the paragraphs formatted with the "Head1" Style, and then add the changes to the Style in the Stylist, making it valid for all paragraphs of this type. Here are the steps:

1. In the text, select the longest heading formatted with the "Head1" Style. Click three times in the heading to select the entire line.
2. Make the desired changes. To lock the character spacing, as in this example, choose **Format - Character**, or choose **Character** from the context menu for the selected line. In the **Character** dialog, click the **Position** tab and in the **Spacing** list box select "Expanded". In the spin button, increase the spacing to make the heading wider. Close the dialog with **OK**.
3. You have now additionally used direct formatting on one of the headings formatted with the Style "Head1". All direct and Style formatting should now be added to the "Head1" Paragraph Style. This Style is still selected in the Stylist.
-  4. At the top of the Stylist, click the **Update Style** icon. All headings formatted with "Head1" will be automatically reformatted with the modified Style.

When creating a new Style, you can also make it adapt to any changes automatically. In the properties dialog for the Style, click the **Organizer** tab and mark **AutoUpdate**. Now, if you change the formatting of, say, a paragraph formatted with this Style, the formatting of all other paragraphs with the same Style will be automatically changed as well.

## Page Styles Summary

If you assign a Character Style or Paragraph Style, first select the text in which you want to use that Style and then double-click in the Stylist on the name of the Style. The method is a bit different with Page Styles.

A Page Style is always a property of the first paragraph of a page. This can be the first paragraph of the current page or the first paragraph of a previous page. Not every first paragraph has the **Page Style** attribute. StarOffice Writer searches for the Page Style attribute of the current page by starting at the cursor's position and going back towards the beginning of the document, checking each first paragraph of a page to see if it has a Page Style as attribute.

You can set another Page Style using, for example, the context menu of the field in the Status Bar which displays the current Page Style. If you do this, StarOffice Writer will search backwards until the first paragraph at the beginning of a page has been found in which the current Page Style will be applied. This paragraph will now be given the newly selected Page Style and this Style will be applied from this point up to the end of the document or until a new first paragraph containing another Page Style is found.

## Changing the Default Template

The default template contains the default formatting information for new text documents. If you want, you can create a new template and use it as the default template.

1. Create a document and the content and formatting styles that you want.
2. Choose **File - Templates - Save**.
3. In the **New Template** box, type a name for the new template.
4. In the **Categories** list, select "Default", and then click **OK**.
5. Choose **File - Templates - Organize**.
6. In the category list, double-click the "Default" folder.
7. Right-click the template that you created, and choose **Set as Default Template**.
8. Click **Close**.

To reset the default template:

1. Choose **File - Templates - Organize**.
2. Right-click a folder in the category list, choose **Reset Default Template - Text Document**.
3. Click **Close**.

## Templates and Styles

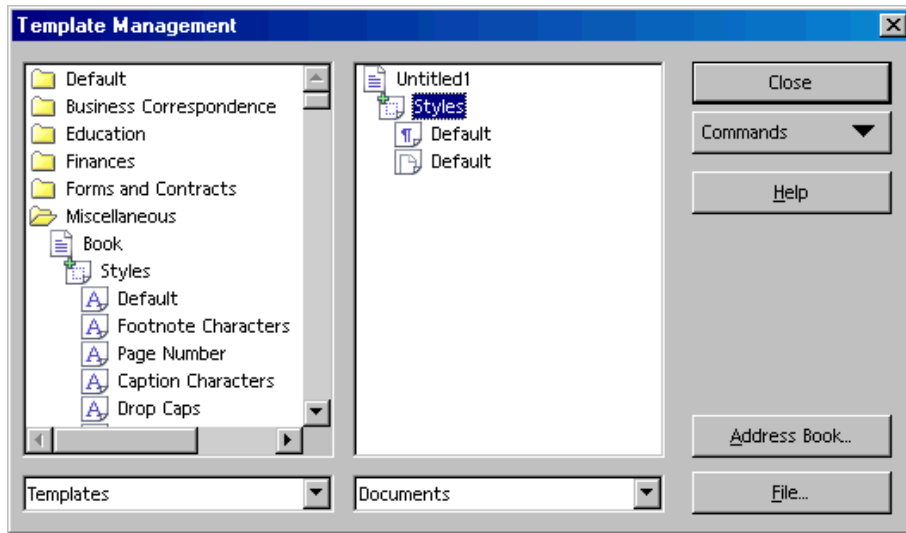
A template is a document that contains specific formatting styles, graphics, tables, object, and other information. A template is used as the basis for creating other documents. For example, you can define paragraph and character styles in a document, save the document as a template, and then use the template to create a new document with the same styles.

Unless you specify otherwise, every new StarOffice text document is based on the "Default" template.

StarOffice has a number of predefined templates that you can use to create different types or text documents, such as business letters.

## Viewing and Organizing Styles in Templates

1. Choose **Format - Styles - Catalog**, and then click **Organizer**.
2. In the category list, double-click a folder.
3. Double-click a template, and then double-click **Styles**.



You can also use the **Template Management** dialog to copy styles between templates, documents, or between templates and documents.

- To copy a style, drag it to another template or document.

## Creating New Styles From Selections

You can quickly create a new style from an existing style that you have applied manual formatting to.

1. Choose **Format - Stylist**.
2. Click the icon of the style type that you want to create.
3. Click in the document where you want to copy the style from, for example, in a paragraph that you applied manual formatting to.
4. Click the **New Style from Selection** icon.



New Style from Selection



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

To create a new style by drag-and-drop:

1. Choose **Format - Stylist**.
2. Click the icon of the style type that you want to create.
3. Select at least one character, or object, in the style that you want to copy. For page and frame styles, select at least one character or object in the page or frame.
4. Drag the character or object to the Stylist window and release.

## Applying Styles in Fill Format Mode

You can quickly apply styles, such as paragraph and character styles, in your document by using the Fill Format Mode in the Stylist.

1. Choose **Format - Stylist**.
2. Click the icon of the style type that you want to apply.
-  3. Click the style, and then click the **Fill Format Mode** icon.
-  4. Move the mouse pointer to where you want to apply the style in the document, and click. To apply the style to more than one item, drag to select the items, and then release.
5. Press Esc when finished.

## Updating Styles From Selections

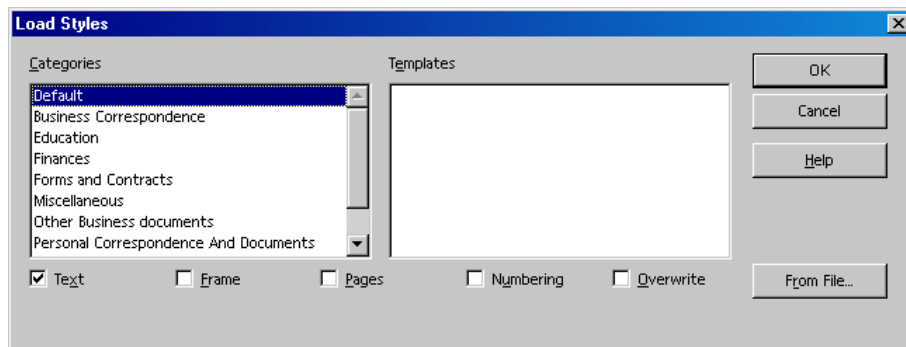
1. Choose **Format - Stylist**.
2. Click the icon of the style type that you want to update.
3. Click in the document where you want to copy the updated style from, for example, in a paragraph that you applied manual formatting to.
4. In the Stylist, click the style that you want to update.
5. Click the **Update Style** icon.



## Using Styles From Another Document or Template

You can import styles from another document or template into the current document.

1. Choose **Format - Styles - Load**.



2. Use the check boxes at the bottom of the dialog to select the style types that you want to import. To replace styles in the current document that have the same name as the ones you are importing, select **Overwrite**.

3. Do one of the following:
  - Click an entry in the **Categories** list, then click the template containing the styles that you want to use in the **Templates** list, and then click **OK**.
  - Click **From File**, locate the file containing the styles that you want to use, and then click name, and then click **Open**.

## Entering and Formatting Text Automatically

This section deals with certain automatic functions that help you enter and format text.

### Turning Off AutoFormat and AutoCorrect

By default, StarOffice automatically corrects many common typing errors and applies formatting while you type. To quickly undo an automatic correction or completion, press Ctrl+Z. To turn off these features completely, choose **Format - AutoFormat - While Typing**.

To remove a word from the AutoCorrect list:

1. Choose **Tools - AutoCorrect/AutoFormat**.
2. Click the **Replace** tab.
3. In the **AutoCorrect** list, select the word pair that you want to remove.
4. Click **Delete**.

To stop replacing quotation marks:

1. Choose **Tools - AutoCorrect/AutoFormat**.
2. Click the **Custom Quotes** tab
3. Clear the **Replace** check box(es).

To stop capitalizing the first letter of a sentence:

1. Choose **Tools - AutoCorrect/AutoFormat**.
2. Click the **Options** tab.
3. Clear the **Capitalize first letter of every sentence** check box.

To stop drawing a line when you type three identical characters:

StarOffice automatically draws a line when you type three of the following characters and press Enter: - \_ = \* ~ #

1. Choose **Tools - AutoCorrect/AutoFormat**.
2. Click the **Options** tab.
3. Clear the **Apply border** check box.

## Automatically Check Spelling

You can have StarOffice automatically check spelling while you type and underline possible misspelt words with a red wavy line.

To check spelling automatically while you type:

1. Choose **Tools - Spellcheck - AutoSpellcheck**, or click the **AutoSpellcheck On/Off** icon on the **Main Toolbar**.
2. Right-click a word with a red wavy underline, and then choose a suggested replacement word from the list, or from the **AutoCorrect** submenu.
  - If you choose a word from the **AutoCorrect** submenu, the underlined word and the replacement word are automatically added to the **AutoCorrect** list for the current language. To view the **AutoCorrect** list, choose **Tools - AutoCorrect/AutoFormat**, and then click the **Replace** tab.

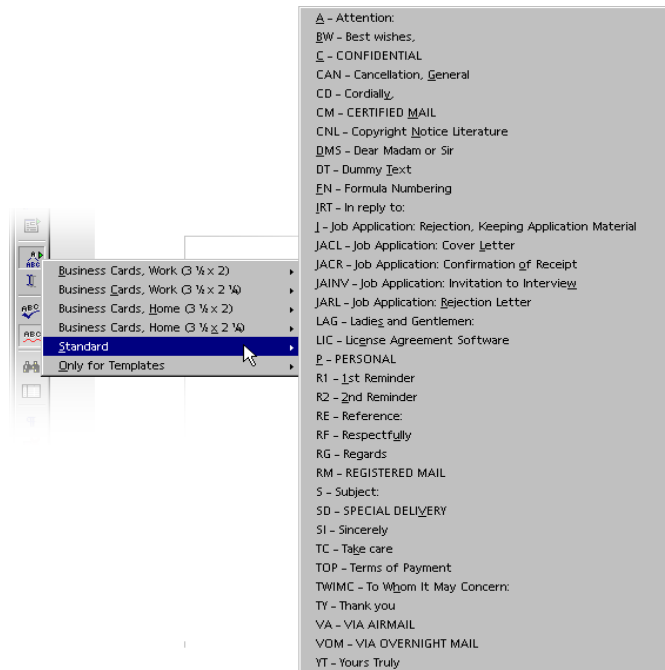


- You can also add the underlined word to your custom dictionary by choosing **Add**.

To exclude words from the spellcheck:

1. Select the words that you want to exclude.
2. Right-click and choose **Character**.
3. Click the **Font** tab, and then select **[None]** in the **Language** box.

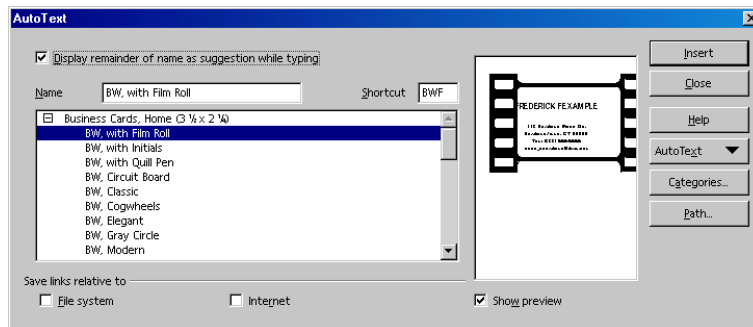
## Using AutoText



StarOffice Writer allows you to store text, text with graphics, tables, and fields as AutoText, so that you can quickly insert them in a document later on. If you want, you can also store formatted text.

## Creating an AutoText Entry

1. Select the text, text with graphics, table, or field that you want to save as an AutoText entry. A graphic can only be stored if it is anchored as a character and is preceded and followed by at least one text character.
2. Choose **Edit - AutoText**.
3. Select the category where you want to store the AutoText.
4. Type a name that is longer than four characters. This allows you to use the **Display remainder of name as suggestion while typing** AutoText option. If you want, you can modify the proposed shortcut.
5. Click **AutoText**, and then choose **New**.



## Inserting an AutoText Entry

1. Click in your document where you want to insert an AutoText entry.
2. Choose **Edit - AutoText**.
3. Select the AutoText that you want to insert, and then click **Insert**.

You can also type the shortcut for an AutoText entry, and then press F3, or long-click the **Edit AutoText** icon on the **Main Toolbar**, and then choose an AutoText entry.



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To quickly enter a math formula, type "FN", and then press F3. If you insert more than one formula, the formulae are sequentially numbered. To insert dummy text, type "DT", and then press F3.

---

## Printing a List of AutoText Entries

1. Choose **Tools - Macros - Macro**.
2. In the **Macro from** list, double-click "Gimmicks".
3. Select "AutoText" and then click **Run**. A list of the current AutoText entries is generated in a separate text document.
4. Choose **File - Print**.

## Using AutoText in Network Installations

You can store AutoText entries in different directories on a network.

For example, you can store "read-only" AutoText entries for your company on a central server, and user-defined AutoText entries in a local directory.

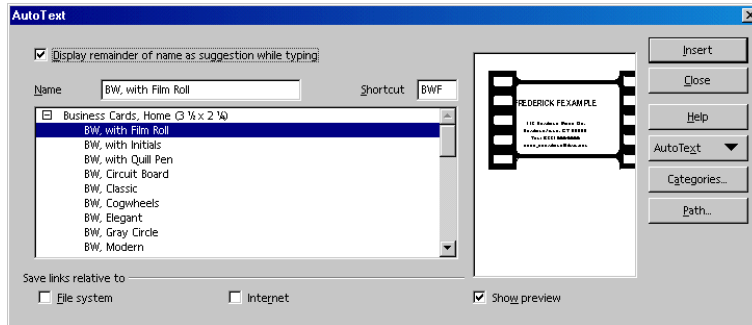
To view the paths for the current AutoText directories, choose **Tools - Options - StarOffice - Paths**, select **AutoText**, and then click **Edit**.

Two directories are listed here. The first entry is on the server installation and the second entry is in the user directory. If there are two AutoText entries with the same name in both directories, the entry from the user directory is used.

## Displaying AutoText as a Help Tip

You can display an **AutoText** entry as a Help tip after you type three letters at the beginning of a word that match a name in the **AutoText** list.

1. Choose **Edit - AutoText**, and then select **Display remainder of name as suggestion while typing**.



2. Type the first three letters of a word that matches a name in the AutoText list, and then press Enter to insert the displayed AutoText.

If more than one AutoText name matches the letters that you type, press Ctrl+Tab to scroll forward through the list of available AutoText entries. To scroll backwards through the list, press Shift+Ctrl+Tab.

## Adding Exceptions to the AutoCorrect List

You can prevent AutoCorrect from correcting specific abbreviations or words that have mixed capital letters and lowercase letters.




---

To quickly undo an AutoCorrect replacement, press Ctrl+Z. This also adds the word or abbreviation that you typed to the AutoCorrect exceptions list.

---

### To add an exception to the AutoCorrect exceptions list

1. Choose **Tools - AutoCorrect/AutoFormat**, and then click the **Exceptions** tab.
2. Do one of the following:
  - Type the abbreviation followed by a period in the **Abbreviations (no subsequent capital)** box.
  - Type the word in the **Words with TWo INitial CAPitals** box.

See also the functions for automatic numbering of headings, starting on page 126.

# Moving Text, Drawing Lines

If you want your text to look good as well as read well, you can customize its appearance for maximum impact.

## Inserting, Editing, and Linking Text Frames

A text frame is a container for text and graphics that you can place anywhere on a page. You can also use a frame to apply a column layout to text.

### Inserting Text Frames



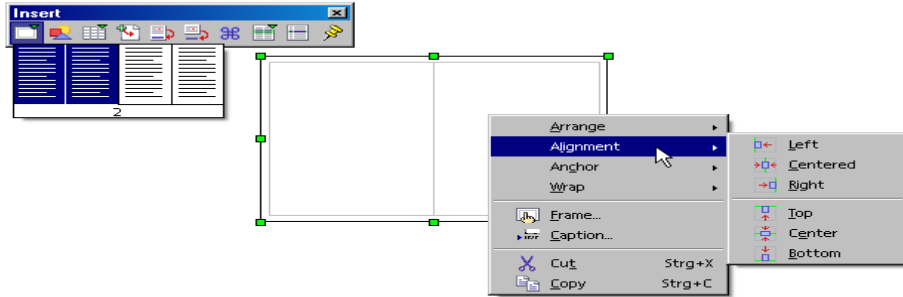
1. Select the text that you want to include in the frame.
2. On the **Main Toolbar**, long-click the **Insert** icon, and rest the mouse pointer over the **Insert frame manually** icon.
3. In the column preview, move the mouse pointer to select the number of columns that you want in the frame, and then click.
4. Drag in the document to draw the frame.

### Editing Text Frames

To edit the contents of a text frame, click in the frame, and make the changes that you want.

To edit a frame, select the frame, right-click, and then choose a formatting option. You can also right-click the selected frame, and choose **Frame**.

To resize a text frame, click an edge of frame, and drag one of the edges or corners of the frame. Hold down Shift while you drag to maintain the proportion of the frame.



## Hiding Text From Printing

Any text frame can be set to a mode which allows viewing the text on screen, but hides the text from printing.

1. Select the text frame (you see the eight handles).
2. Choose **Format - Frame - Options**.
3. In the **Properties** area, unmark the **Print** check box and click **OK**.

## Linking Text Frames

You can link text frames so that their contents automatically flow from one frame to another.

1. Click the edge of a frame that you want to link. Selection handles appear on the edges of the frame.
2. On the **Object Bar**, click the **Link** icon.
3. Click the frame that you want to link to.

You can only link frames if:

- The target frame is empty.
- The target frame is not linked to another frame.
- The source and the target frames are in the same section. For example, you cannot link a header frame to a footer frame.
- The source frame does not have a next link.
- The target or the source frame are not contained in each other.

When you select a linked frame, a line is displayed that connects the linked frames.



---

You can only change the height of the last frame in a series of linked frames.

---

## Using a Frame to Center Text on a Page

1. Select the text that you want to center on the page.
2. Choose **Insert - Frame**.
3. In the **Anchor** area, select **To page**.
4. In the **Size** area, set the dimensions of the frame.
5. In the **Position** area, select "Center" in the **Horizontal** and **Vertical** boxes.
6. Click **OK**.



---

To hide the borders of the frame, select the frame, and then choose **Format - Frame**. Click the **Borders** tab, and then click in the **Set No Border** box in the **Line Arrangement** area.

---

To resize the frame, drag the edges of the frame.

## Animating Text

You can only animate text that is contained in a drawing object, such as rectangles, lines, or text objects. You can create a text container with any of the tools on **Draw Functions** floating toolbar.


1. Select the drawing object containing the text that you want to animate.
2. Choose **Format - Text**, and then click the **Text Animation** tab.
3. In the **Effect** box, select the animation that you want.
4. Set the properties of the effect, and then click **OK**.

## Drawing Lines in Text

You can incorporate lines into your text with custom angles, width, color, and other attributes.

- Create a horizontal line by applying the preset Paragraph Style **Horizontal Line**. Place the cursor on a blank line and double-click the **Horizontal Line** Style in the Stylist. If the entry for horizontal lines is not visible in the list of Paragraph Styles, switch the view in the Stylist from "Automatic" to "All Styles".
- You can draw a line above, beside or below a paragraph by choosing **Format - Paragraph - Borders**.
- To define the line attributes and direction, use the **Line** drawing object as follows:
  1. On the **Main Toolbar**, long-click the **Show Draw Functions** icon to open the **Draw Functions** floating toolbar and click the **Line** icon. The mouse pointer changes to a cross-hair symbol with a line beside it.



2. In your document, click where the line should begin. Hold down the mouse button and drag to the point where you want the line to end. If you also hold down the Shift key, you can draw only horizontal, vertical, and diagonal lines.
-  3. Release the mouse button once the line has the desired direction and length. You can then draw more lines. End this function by pressing the Esc key or by clicking the **Selection** icon from the **Draw Functions** floating toolbar.
4. After clicking the **Selection** icon, you can select all of the lines at the same time by clicking each line while holding down the Shift key. This multiple selection enables you to assign all of them a common color, width or other attribute.



---

The lines and other drawing objects that you insert in text are not defined in HTML, and are therefore not exported directly into HTML format. Instead, they are exported as graphics.

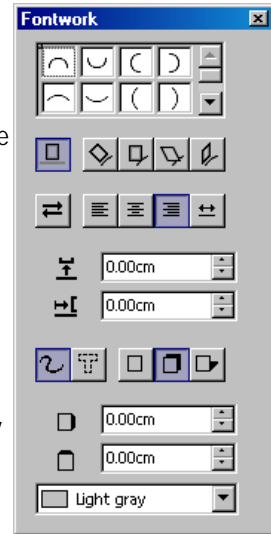
---

## Editing Text Objects With FontWork

The FontWork command allows you to wrap text around a variety of shapes, for example, an arc or a slant. You can also align and reposition the text as well as add shadows or create an outline. You can only use FontWork on text that is contained in a text or drawing object. The effects are applied to all characters in the object.

1. Select a text object in your document.

2. Choose **Format – FontWork**.
3. Do one of the following:
  - To change the shape of the text, click a baseline shape in the upper box, and then click a wrapping style in the top row of buttons.
  - To change the alignment options of the text, the orientation of the text flow, or to resize the text to fit the text object frame, use the buttons in the second row from the top.
  - To change the spacing options for the text, enter new values in the **Distance** and **Indent** boxes.
  - To apply other text effects, including shadows, use the buttons in the bottom row of the dialog.



You can change the size of the text object by dragging one of the handles on the object frame.

## Aligning Text to a Line

To align text to a freeform line:

1. On the **Main Toolbar**, open the **Draw Functions** floating toolbar, and click the **Freeform Line** tool.
2. In your document, drag to draw the line that you want to align the text to.
3. Double-click the line, and enter or paste the text.
4. Choose **Format - FontWork**.
5. In the first row of buttons, click the **Rotate** button.

## To align text to a straight line:

1. On the **Main Toolbar**, open the **Draw Functions** floating toolbar, and click the **Line** tool.
2. In your document, drag to draw the line that you want to align the text to.
3. Double-click the line, and enter or paste the text.
4. In the **Line Style** box on the **Object Bar**, select "Invisible".

## The Navigator

The Navigator lets you quickly jump to specific parts or objects in your document and provides information about the content of the document in a clear and understandable way.

In text documents, the Navigator provides you with complete lists of all objects (for example, graphics), frames, sections, and tables in your document. Double-click an item in the Navigator to jump to it in your document.

The Navigator can do more than just navigate. For example, in texts with headings, you can rearrange the sequence of chapters and sub-chapters by dragging the appropriate icons in the Navigator.



Activate the Navigator by clicking the icon in the Function Bar.

## Jumping to a Specific Page

One of the functions of the Navigator is to allow you to jump quickly to a specific page in a long document. You can even do this if the Navigator is not open - double-click the current page number on the **Status Bar** and the Navigator opens. Type the number of the page that you want to jump to in the box and then press Enter. To close the Navigator, double-click the current page number on the **Status Bar** again. You can also press Ctrl+Shift+F5 to open the Navigator and place the cursor in the page number box.



---

You do not have to press Enter after you enter a page number. Instead, enter the number, wait one or two seconds, and the page opens.

---

## Jumping From One Reminder to Another

In the Navigator, you can set temporary reminders that stay in effect until you close the document. This method makes it easy to move between particular locations in the document, for example, if you want to look up or add something later.

1. Position the cursor in the text where you want to set a reminder.
2. Click the **Set Reminder** icon in the Navigator. The reminder is not visible in the document.
3. If you want to jump to a reminder, select the **Reminder** entry in the **Navigation** window (see the following section). You can now move through the reminders by clicking the **Previous** and **Next** arrows.

## Jumping From One Object to Another in Text

Clicking the **Navigation** icon in the Navigator or in the vertical scroll bar opens the **Navigation** window. This works like a "mini navigator" which you can, for example, use to move in your document from one graphic object to the next one or to the previous one. To make the navigation arrows visible, drag the title bar of the Navigation window out of the Navigator. Click the "Graphics" icon and then either the Previous graphic or Next graphic arrows. This also works for tables, frames, sections, and so on.





In the **Navigation** window, click the object type you want to jump to, and then click one of the arrow icons to go to the previous or next object of this type in your document.

If the navigation arrows in the scroll bar (in the lower right corner) appear black, you can scroll through the pages of your document. If the arrows appear blue, you can scroll to each object of the same category you have selected last (for example, to each table or bookmark, and so on).

In the main section of the Navigator there are entries for Headings, OLE objects, Hyperlinks, References, and so on. A plus sign in front of one of the entries means that there are corresponding objects in the selected document and that you can have the list of the objects of this type shown by clicking the plus sign or double-clicking the entry. Double-click one of the object names to display it in the document and move the cursor to that position.

## Other Navigator Features

The Navigator can help, for example, if you have an HTML page open. The Navigator tells you at a glance which hyperlinks the page contains.

The Content View in the Navigator helps you organize and rearrange chapters with their sub-chapters, provided you have formatted them with the headings Styles. For detailed instructions, refer to the StarOffice Help.

# Indexes and Tables of Contents in StarOffice Writer

In your StarOffice Writer documents you can have any number of predefined or user-defined indexes. For example, you can have a table of contents, alphabetical index, illustration index or bibliography.

## Defining Index or Table of Contents Entries

### Defining Index Entries

1. Click in a word, or select the words in your document that you want to use as an index entry.
2. Choose **Insert - Indexes and Tables - Entry**, and do one of the following:
  - To change the text that appears in the index, type the text that you want in the **Entry** box. The text that you type here does not replace the selected text in the document.
  - To add an index mark to similar words in your document, select **Apply to all similar texts**.
  - To add the entries to a custom index, click the **New User-defined Index** icon, enter the name of the index, and then click **OK**.

### Defining Table of Contents Entries

The best way to generate a table of contents is to apply the predefined heading paragraph styles, such as "Heading 1", to the paragraphs that you want to include in your table of contents. You can also use custom paragraph styles, so long as you assign them one of the predefined outline levels.

To use a custom paragraph style as a table of contents entry:

1. Choose **Tools - Outline Numbering** and click the **Numbering** tab.
2. Select the paragraph style that you want to include in your table of contents in the **Paragraph Style** box.
3. In the **Level** list, click the hierarchical level that you want to apply the paragraph style to.
4. Click **OK**. You can now apply the style to headings in your document and include them in your table of contents.

## Editing or Deleting Index and Table Entries

Index entries are inserted as fields into your document. To view fields in your document, choose **View** and ensure that **Field Shadings** is selected.

1. Place the cursor immediately in front of the index entry in your document.
2. Choose **Edit - Index Entry**, and do one of the following:
  - To change the entry, enter different text in the **Entry** box.
  - To remove the entry, click **Delete**.

To cycle through the index entries in your document, click the next or the previous arrows in the **Edit Index Entry** dialog.

## Creating a Table of Contents

The best way to generate a table of contents is to apply the predefined heading paragraph styles, such as "Heading 1", to the paragraphs that you want to include in your table of contents. After you apply these styles, you can then create a table of contents.

1. Click in your document where you want to create the table of contents.

2. Choose **Insert - Indexes and Tables - Indexes and Tables**, and then click the **Index/Table** tab.
3. Select "Table of Contents" in the **Type** box.
4. Select any options that you want.
5. Click **OK**.

If you want to use a different paragraph style as a table of contents entry, select the **Additional Styles** check box in the **Create from** area, and then click the (...) button next to the check box. In the **Assign Styles** dialog, click the style in the list, and then click the >> or the << button to define the outline level for the paragraph style.

## Updating a Table of Contents

Do one of the following:

- Right-click in the table of contents and choose **Update Index/Table**.
- Choose **Tools - Update - All Indexes and Tables**.

## Creating Alphabetical Indexes

1. Click in your document where you want to insert the index.
2. Choose **Insert - Indexes and Tables - Indexes and Tables**.
3. On the **Index/Table** tab, select "Alphabetical Index" in the **Type** box.
4. If you want to use a concordance file, select **Concordance file** in the **Options** area, click the **File**, and then locate an existing file or create a new concordance file.
5. Set the formatting options for the index, either on the current tab, or on any of the other tabs of this dialog. For example, if you want to use single letter headings in your index, click the **Entries** tab, and then select **Alphabetical delimiter**. To change the formatting of levels in the index, click the **Styles** tab.
6. Click **OK**.



7. To update the index, right-click in the index, and then choose **Update Index/Table**.

## User-Defined Indexes

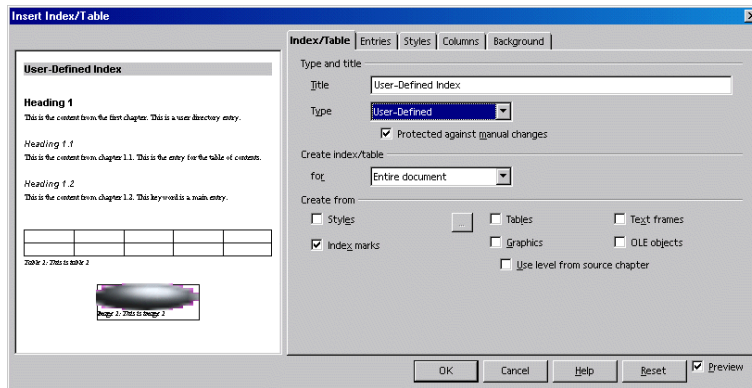
You can create as many user-defined indexes as you want.

### Creating a User-Defined Index

1. Select a word or words that you want to add to a user-defined index.
2. Choose **Insert - Indexes and Tables - Entry**.
3. Click the **New User-defined Index** button next to the **Index** box.
4. Type a name for the index in the **Name** box and click **OK**.
5. Click **Insert** to add the selected word(s) to the new index.
6. Click **Close**.

### Inserting a User-Defined Index

1. Click in the document where you want to insert the index.
2. Choose **Insert - Indexes and Tables - Indexes and Tables**.
3. On the **Index/Table** tab, select the name of the user-defined index that you created in the **Type** box.



4. Select any options that you want.
5. Click **OK**.

If you want to use a different paragraph style as a table of contents entry, select **Styles**, and then click the (...) button next to the box. Click the style in the list, and then click the >> or the << button to define the outline level for the paragraph style.

## Creating a Bibliography

A bibliography is a list of works that you reference in a document.

### Storing Bibliographic Information

StarOffice stores bibliographic information in a bibliography database, or in an individual document.

To store information in the bibliography database:

1. Choose **Tools - Bibliography Database**.
2. Choose **Insert - Record**.
3. Type a name for the bibliography entry in the **Short name** box, and then add additional information to the record in the remaining boxes.
4. Close the **Bibliography Database** window.

To store bibliographic information in an individual document:

1. Click in your document where you want to add the bibliography entry.
2. Choose **Insert - Indexes and Tables - Bibliography Entry**.
3. Select **From document content** and click **New**.
4. Type a name for the bibliography entry in the **Short name** box.
5. Select the publication source for the record in the **Type** box, and then add additional information in the remaining boxes.
6. Click **OK**.
7. In the **Insert Bibliography Entry** dialog, click **Insert**, and then **Close**.



---

When you save a document that contains bibliography entries, the corresponding records are automatically saved in a hidden field in the document.

---

## Inserting Bibliography Entries From the Bibliography Database

1. Click in your document where you want to add the bibliography entry.
2. Choose **Insert - Indexes and Tables - Bibliography Entry**.

A screenshot of the 'Insert Bibliography Entry' dialog box. The dialog has a title bar with the text 'Insert Bibliography Entry' and a close button. It contains two radio buttons under the 'Entry' label: 'From bibliography database' (which is selected) and 'From document content'. Below these are text fields for 'Author' (Sautter, Karlheinz), 'Title' (Der bhv Coach, StarOffice 5.0), and 'Short name' (SAU99). On the right side of the dialog, there are five buttons: 'Insert', 'Close', 'Help', 'New', and 'Edit'.

3. Select **From bibliography database**.

4. Select the name of the bibliography entry that you want to insert in the **Short name** box.
5. Click **Insert** and then click **Close**.

## Updating, Editing and Deleting Indexes and Tables of Contents

1. Place the cursor in the index or table of contents.

If you cannot place your cursor in the index or table of contents, choose **Tools - Options - Text Document - Formatting Aids**, and then select **Enable** in the **Cursor in protected areas**.

2. Right-click and choose an editing option from the menu.

You can also make changes directly to an index or table of contents. Right-click in the index or table of contents, choose **Edit Index/Table**, click **Index/Table** tab, and then clear the **Protected from manual changes** check box.

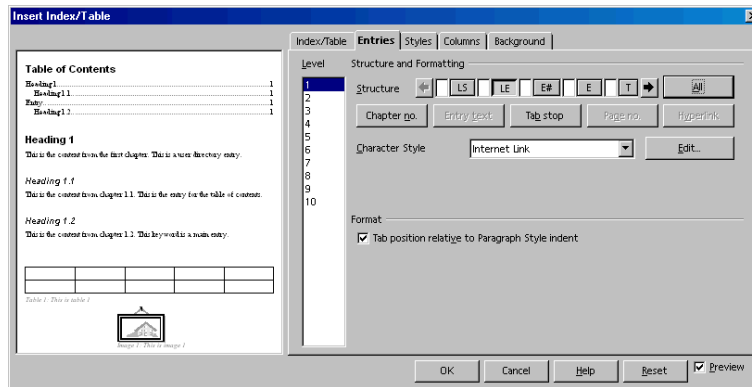
## Formatting an Index or a Table of Contents

You can apply different paragraph styles, assign hyperlinks to entries, change the layout of indexes, and change the background color of indexes in the **Insert Index** dialog.

To apply a different paragraph style to an index level:

1. Right-click in the index or table of contents, and then choose **Edit Index/Table**.
2. Click the **Styles** tab.
3. Click an index level in the **Levels** list.
4. Click the style that you want to apply in the **Paragraph Style** list.
5. Click the assign button <.

6. Click **OK**.



To assign hyperlinks to entries in a table of contents:

You can assign a cross-reference as a hyperlink to entries in a table of contents.

1. Right-click in the table of contents, and then choose **Edit Index/Table**.
2. Click the **Entries** tab.
3. Click the heading level that you want to assign hyperlinks to in the **Level** list.
4. In the **Structure** area, click in the box in front of **E#**, and then click **Hyperlink**.
5. Click in the box behind the **E**, and then click **Hyperlink**.
6. Repeat for each heading level that you want to create hyperlinks for, or click the **All levels** button to apply the formatting to all levels.

## Indexes Covering Several Documents

There are several ways to create an index that spans several documents:

- Create an index in each individual document, copy and paste the indexes into a single document, and then edit them.

- Select each index, choose **Insert - Section**, and then enter a name for the index. In a separate document, choose **Insert - Section**, select **Link**, click the **browse button (...)**, and then locate and insert a named index section.
- Create a master document, add the files that you want to include in the index as subdocuments, and then choose **Insert - Index and Tables - Indexes and Tables**.

More information about master documents can be found starting on page 134.

## Headings and Numbering

In long text documents, you can profit from the automatic functions for headings and numbering.

### Numbering and Numbering Styles

You can apply numbering to a paragraph manually or with a paragraph style.

- To apply numbering manually, click in the paragraph, and then click the **Numbering On/Off** icon on the **Object Bar**.



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You cannot apply manual numbering to paragraphs that are listed under "Special Styles" in the Stylist.

---



#### To apply numbering with a paragraph style:

Paragraph styles give you greater control over numbering that you apply in a document. When you change the numbering format of the style, all paragraphs using the style are automatically updated.

1. Choose **Format - Stylist**, and then click the **Paragraph Styles** icon.
2. Right-click the paragraph style that you want to apply numbering to, and then choose **Modify**.
3. Click the **Numbering** tab.

4. In the **Numbering Styles** box, select the type of numbering that you want to use.
5. Click **OK**.
6. Apply the style to the paragraphs that you want to add numbering to.

## Adding Bullets

1. Select the paragraph(s) that you want to add bullets to.
2. On the **Text Object Bar**, click the **Bullets On/Off** icon.  
 To change the formatting and the hierarchy of a bulleted list, click in the list, and then click the **Left** arrow on the **Text Object Bar**. The **Numbering Object Bar** appears.  




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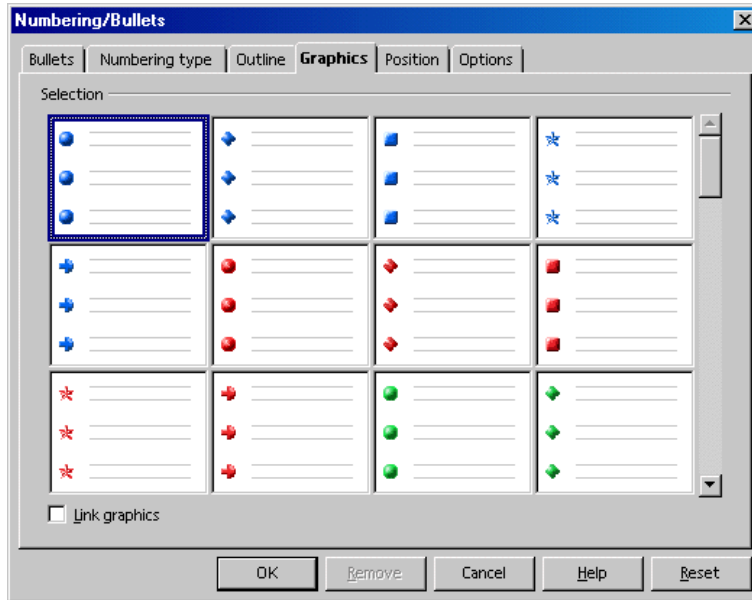
To remove bullets, select the bulleted paragraphs, and then click the **Bullets On/Off** icon on the **Text Object Bar**.

---

## Formatting Bullets

To change the formatting of bulleted list, click the **Edit Numbering** icon on the **Numbering Object Bar**, or choose **Format - Numbering/Bullets**.

For example, to change the bulleting symbol, click the **Options** tab, click the browse button (...) next to **Character**, and then select a special character. You can also click the **Graphics** tab, and then click a symbol style in the **Selection** area.



## Adding Numbering

1. Select the paragraph(s) that you want to add numbering to.
2. On the **Text Object Bar**, click the **Numbering On/Off** icon.
  - To change the formatting and the hierarchy of a numbered list, click in the list, and then click the **Left arrow** on the **Text Object Bar**. The **Numbering Object Bar** appears.




---

To remove numbering, select the numbered paragraphs, and then click the **Numbering On/Off** icon on the **Text Object Bar**.

---

## Formatting a Numbered List

To change the formatting of numbered list, click the **Edit Numbering** icon on the **Numbering Object Bar**, or choose **Format - Numbering/Bullets**.



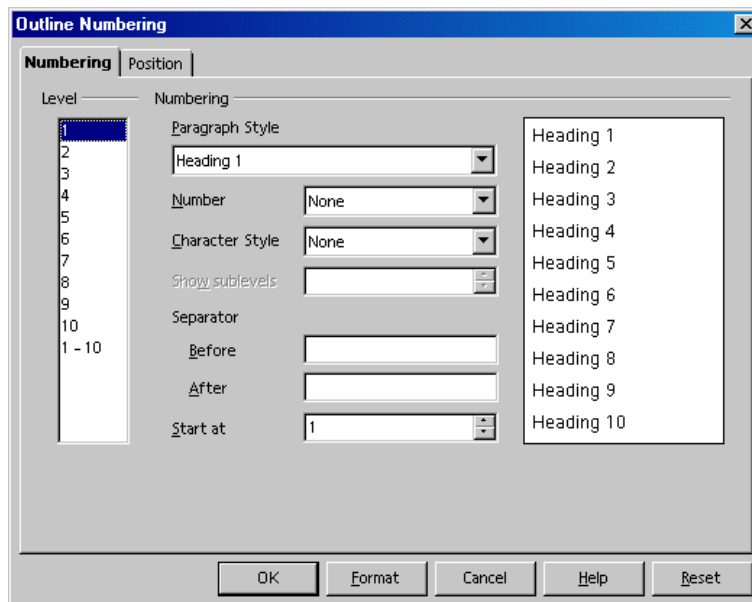
For example, to change the numbering style, choose **Format - Numbering/Bullets**, click the **Numbering Type** tab, and then click the style that you want to apply.

## Outline Numbering

You can modify the heading hierarchy or assign a level in the hierarchy to a custom paragraph style. You can also add chapter and section numbering to heading paragraph styles. By default, the "Heading 1" paragraph style is at the top of the outline hierarchy.

To add automatic numbering to a heading style:

1. Choose **Tools - Outline Numbering**, and then click the **Numbering** tab.
2. In the **Paragraph Style** box, select the heading style that you want to add a chapter number to.
3. In the **Numbers** box, select the numbering style that you want to use, and then click **OK**.



## To use a custom paragraph style as a heading:

1. Choose **Tools - Outline Numbering**, and then click the **Numbering** tab.
2. Select the custom style in the **Paragraph Style** box.
3. Click the heading level that you want to assign to the custom paragraph style in the **Level** list.
4. Click **OK**.

## To rearrange the headings in a text document:

You can quickly rearrange the heading order, or change the heading hierarchy in a text document by using the Navigator. You can choose to include or exclude the subordinate text of a heading when you reorder the hierarchy.



1. Open a text document.
2. On the **Function Bar**, click the **Navigator** icon.
3. Do one of the following:
  - To change the order of a heading, drag the heading to a different location in the list.
  - To move a heading down one level in the hierarchy, click the **Demote Level** icon.
  - To move a heading up one level in the hierarchy, click the **Promote Level** icon.
  - To move a heading to the beginning of the document, click the **Promote Chapter** icon.
  - To move a heading to the end of the document, click the **Demote Chapter** icon.

The numbering of affected headings is automatically updated.

## Creating Numbered or Bulleted Lists as You Type

StarOffice can automatically apply numbering or bullets as you type.

To enable automatic numbering and bulleting:

1. Choose **Tools - AutoCorrect/AutoFormat**, click the **Options** tab, and then select **Apply Numbering - Symbol**.
2. Choose **Format - AutoFormat**, and ensure that **While Typing** is selected.

To create a numbered or bulleted list while you type:

1. Type 1., i., or l. to start a numbered list. Type \* or - to start a bulleted list. You can also type a right parenthesis after the number instead of a period, for example, 1) or i).
2. Enter a space, type your text, and then press Enter. The new paragraph automatically receives the next number or bullet.
3. Press Enter again to finish the list.

## Adding Chapter Numbers to Captions

You can include chapter numbers in captions.

Ensure that the text in your document is organized by chapters, and that the chapter titles and, if you want, the section titles, use one of the predefined heading paragraph styles. You must also assign a numbering option to the heading paragraph styles.

1. Select the item that you want to add a caption to.
2. Choose **Insert - Caption**.

3. Select a caption title from the **Category** box, and select a numbering style in the **Numbering** box. You also can enter a caption text in this dialog. If you want, enter text in the **Caption** box.
4. Click **Options**.
5. In the **Levels** box, select the number of heading levels to include in the chapter number.
6. Type the character that you want to separate the chapter number(s) from the caption number in the **Separator** box, and then click **OK**.
7. In the **Caption** dialog, click **OK**.



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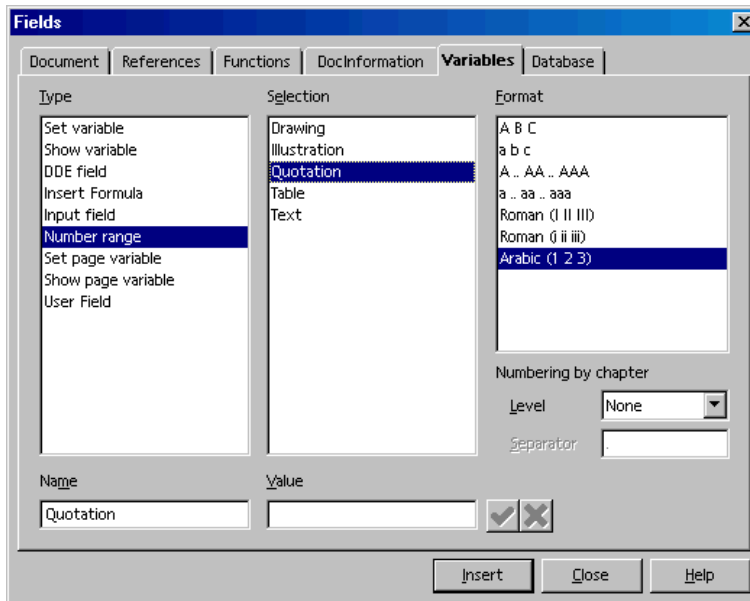
StarOffice can automatically add a caption when you insert an object, graphic, or table. Choose **Tools - Options - Text Document - General**, and in the **Caption** area, select **Automatic**. Click the ... button next to **Object selection**, select the items for which you want StarOffice to insert a caption, and then click **OK**.

---

## Defining Number Ranges

You can automatically number similar items, such as quotations, in your document.

1. Type the text that you want to assign numbering to, for example, "Quotation Number".
2. Choose **Insert - Fields - Other**, and then click the **Variables** tab.



3. Click "Number range" in the **Type** list.
4. Type "Quotation" in the **Name** box.
5. Do one of the following:
  - Type a number in the **Value** box, or leave the box empty to use automatic numbering.
  - Select the outline level where you want the numbering to restart in the **Level** box.
6. Click **Insert**, and then click **Close**.

# Using Master Documents and Subdocuments

A master document lets you manage large documents, such as a book with many chapters, by acting as a container for individual StarOffice Writer files. The individual files are called subdocuments. You can also separate a large document that is being worked on by several people into subdocuments and then add them to a master document.

When you add an existing file as a subdocument to a master document or create a new subdocument, a link to the subdocument is created. You cannot edit the content of a subdocument in a master document.

Page, caption, footnote, endnote, and any other numbering that you have set in the subdocuments, is carried over into the master document. For example, if the last footnote in the first subdocument is footnote 6, then the first footnote in the next subdocument will be footnote 7.

Styles that are used in subdocuments, such as paragraph styles, are automatically imported into the master document after you save the master document. When you modify the style in the master document, the style in the subdocument is unaffected.



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Use the same document template for the master document and its subdocuments. When you modify or create a style, add it to the document template, and then reload the master document to apply to the subdocuments.

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When you print a master document, the contents of all subdocuments, indexes, and any text that you entered are printed.

You can create a table of contents and index in the master document for all of the subdocuments.

To create a master document:

1. Do one of the following:

Choose **File - New - Master Document**.

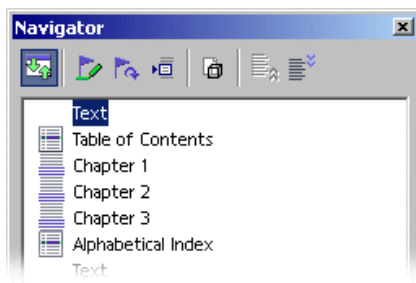
Open an existing document and choose **File - Send - Create Master Document**.

2. If you are creating a new master document, the first entry in the Navigator should be a **Text** entry (see illustration). Type an introduction or enter some text. This ensures that the styles that you define in the master document are valid in the subdocuments.

3. In the **Navigator**, long-click the **Insert** icon, and do one of the following:

To insert an existing file as a subdocument, choose **File**, locate the file that you want to include, and then click **OK**.

To create a new subdocument, choose **New Document**, type a name for the file, and then click **Save**.




4. Choose **File - Save**.

## Working With Master Documents

Use the Navigator for rearranging and editing the subdocuments in a master document.

You would like to know the link for a subdocument? Position the mouse pointer in the Navigator on the subdocument's name. The path information of the original document will appear in a small window. If the file is no longer found under the original path, the warning **File not found** is shown in red in addition to the path.

- To open a subdocument for editing, right-click the subdocument in the Navigator list, and then choose **Edit**.
- To add text to a master document, right-click an item in the Navigator list, and then choose **Insert - Text**. A text section is inserted before the selected item in the master document where you can type the text that you want.

- To delete a subdocument from the master document, right-click the subdocument in the Navigator list and choose **Delete**. The source file is not affected by this command.
  - To reorder the subdocuments in a master document, drag a subdocument to a new location in the Navigator list. You can also select a subdocument in the list, and click the **Move down** or **Move up** icon.
  - To add an index, such as a table of contents, to a master document, right-click a subdocument in the Navigator list, and then choose **Insert - Index**. The index is inserted before the selected subdocument in the master document.
-  To update an index in a master document, select the index in the Navigator, and then click the **Update** icon.

To start each subdocument on a new page:

1. Ensure that each subdocument starts with a heading that uses the same paragraph style, for example "Heading 1".
2. In the master document, choose **Format - Stylist**, and click the **Paragraph Styles** icon.
3. Right-click "Heading 1" and choose **Modify**.
4. Click the **Text Flow** tab.
5. In the **Breaks** area, select **Enable**, and then select **Page** in the **Type** box.
6. If you want each subdocument to start on an odd page, select **With Page Style**, and select "Right page" in the box.
7. Click **OK**.

To save a master document as a StarOffice text document:

1. In the **Navigator**, click the **Toggle** icon.
2. In the Navigator list, double-click "Sections".



3. Right-click a section name and choose **Edit**.
4. Select all of the sections in the **Section** list, and then click **Remove**.
5. Click **OK**.
6. Choose **File - Save as**, set the file type to "StarOffice Text Document", and then click **Save**.

## Changing the Outline Level of Numbered and Bulleted Lists

- To move a numbered or bulleted paragraph down one outline level, click at the beginning of the paragraph, and then press Tab.
- To move a numbered or bulleted paragraph up one outline level, click at the beginning of the paragraph, and then press Shift+Tab.
- To insert a tab between the number or bullet and the paragraph text, click at the beginning of the paragraph, and then press Ctrl+Tab.

## Modifying Numbering in a Numbered List

You can remove the numbering from a paragraph in a numbered list or change the number that a numbered list starts with.

To remove the number from a paragraph in a numbered list:

1. Click in front of the first character of the paragraph that you want to remove the numbering from.
2. Do one of the following:
  - To remove the number while preserving the indent of the paragraph, press the Backspace key.

- To remove the number and the indent of the paragraph, click the **Numbering on/off** icon on the **Object Bar**. If you save the document in HTML format, a separate numbered list is created for the numbered paragraphs that follow the current paragraph.

To change the number that a numbered list starts with:

1. Click anywhere in the numbered list.
2. Choose **Format - Numbering/Bullets**, and then click the **Options** tab.
3. Enter the number you want the list to start with in the **Start at** box.
4. Click **OK**.

## Adding Line Numbers

StarOffice can automatically count and add line numbers to the lines in an entire document or to selected paragraphs in your document. Line numbers are included when you print your document, but not when you save the document as HTML. You can specify the line numbering interval, the starting line number, and whether to count blank lines or lines in frames. You can also add a separator between line numbers.

To add line numbers to an entire document:

1. Choose **Tools - Line Numbering**.
2. Select **Show numbering**, and then select the options that you want.
3. Click **OK**.

To add line numbers to specific paragraphs:

1. Choose **Tools - Line Numbering**.
2. Select **Show numbering**.
3. Press F11 to open the **Stylist**, and then click the **Paragraph Styles** icon.
4. Right-click the "Default" paragraph style and choose **Modify**.



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All paragraph styles are based on the "Default" style.

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5. Click the **Numbering** tab.
6. In the **Line Numbering** area, clear the **Include this paragraph in line numbering** check box.
7. Click **OK**.
8. Select the paragraph(s) where you want to add the line numbers.
9. Choose **Format - Paragraph**, and then click the **Numbering** tab.
10. Select **Include this paragraph in line numbering**.
11. Click **OK**.

You can also create a paragraph style that includes line numbering, and apply it to the paragraphs that you want to add line numbers to.

To specify the starting line number:

1. Click in a paragraph.
2. Choose **Format - Paragraph**, and then click the **Numbering** tab.
3. Select the **Include this paragraph in line numbering** check box.
4. Select **Restart at the paragraph** check box.
5. Enter a line number in the **Start with** box.
6. Click **OK**.

# Tables in Text, Calculating in Text

You can have tables and spreadsheets in your text documents. You can choose either "normal" text tables, or spreadsheets imported from StarOffice Calc using drag-and-drop or from a data source view.

## Inserting Tables

There are several ways to create a table in a text document. You can insert a table from the **Insert** floating toolbar, through a menu command, or from a StarOffice Calc spreadsheet.

To insert a table from the Insert floating toolbar:

1. Place the cursor in your document where you want to insert the table.
2. On the **Main Toolbar**, long-click the **Insert** floating toolbar.
3. Rest the mouse pointer over the **Insert table** icon until the table grid appears.
4. In the table grid, drag to select the numbers of rows and columns that you want, and then release.

To cancel, drag upwards or to the left until **Cancel** appears in the preview area of the grid.

To insert a table with a menu command:

1. Place the cursor in your document where you want to insert the table.
2. Choose **Insert - Table**.
3. In the **Size** area, enter the number of rows and columns.
4. Select the options that you want, click **OK**.

## Inserting a Table From a StarOffice Calc Spreadsheet

1. Open the StarOffice Calc spreadsheet containing the cell range that you want to insert.
2. In the spreadsheet, drag to select the cells.
3. Choose **Edit - Copy**.
4. In your text document, do one of the following:
  - Choose **Edit - Paste**. The cell range is pasted as an OLE object. To edit the contents of the cells, double-click the object.
  - Choose **Edit - Paste Special**, and choose from the following options:

Option	Is inserted as...
"StarOffice 7 Spreadsheet"	OLE object - as with Ctrl+V or drag-and-drop
GDIMetaFile	Graphic
Bitmap	Graphic
HTML	HTML table
Unformatted text	Text only, tab stops as separators
Formatted text [RTF]	Text table
DDE link (only under Windows)	Table structure and contents, without formatting. With updating

## Drag-and-Drop a Cell Range From a StarOffice Calc Spreadsheet

1. Open the StarOffice Calc spreadsheet containing the cell range that you want to insert.
2. In the spreadsheet, drag to select the cells.
3. Click in the selected cells and wait a moment.
4. Drag the selected cells into the text document.

## Deleting Tables or the Contents of a Table

You can delete a table from your document, or delete the contents of the table.

To delete a table, do one of the following:

- Select from the end of the paragraph before the table to the start of the paragraph after the table, and then press **Delete** or **Backspace**.
- Click in the table, press **Ctrl+A**, and then choose **Format - Row - Delete**.

To delete the contents of a table, click in the table, press **Ctrl+A**, and then press **Delete** or **Backspace**.

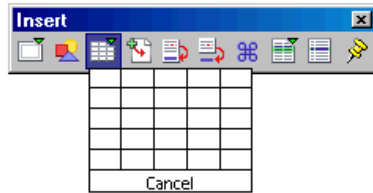
## Inserting Text Before a Table at the Top of Page

If you want to insert text before a table that is at the top of a page, click in the first cell of the table, in front of any contents of that cell, and then press **Enter**.

## Preparing Tables in Text Documents

### Inserting Tables in Text Documents

1. For this example, open a new text document with **File - New - Text Document**.
2. Place your cursor at the position in the text document where you want to insert a table.
3. Long-click the **Insert** icon on the **Main Toolbar** to open a floating toolbar which contains the **Insert Table** icon. Drag the floating toolbar into your document.



4.
  - Click **Insert Table** and, keeping the mouse button pressed, drag to select the desired amount of rows and columns. When you release the mouse button, a table with the selected rows and columns will appear in your document.

## Formatting Tables in Text Documents

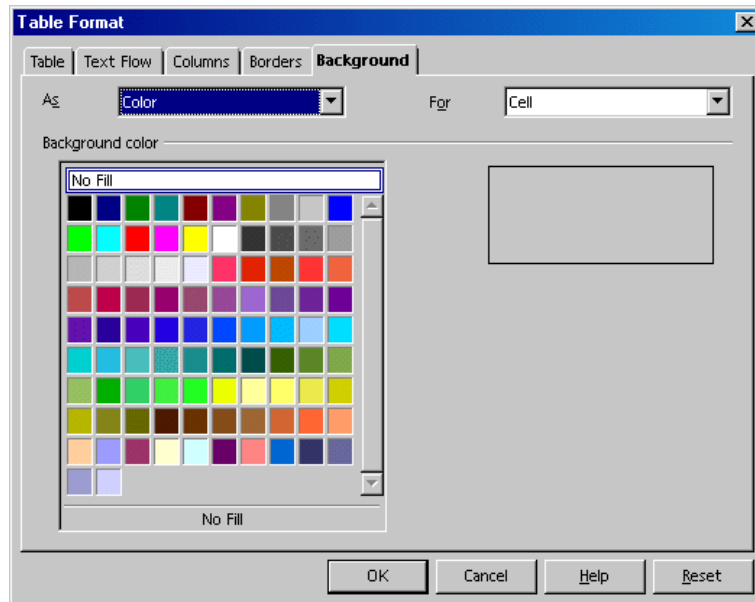
A new table inserted into a text document will be pre-formatted. The first row will have the Paragraph Style "Table Heading," and all other rows will have the "Table Contents" Style. Text entered in the first row will automatically be bold and centered. The following describes various formatting options that determine the overall appearance of a table.

With tables in text documents, the first thing to note is that not all cells have to be sized according to the general grid of rows and columns. You can easily merge neighboring cells into a single cell, or split individual cells horizontally or vertically. The relevant icons, called **Merge Cells** and **Split Cells**, can be found on the Table Object Bar.

In the **Table Format** dialog, you can decide on formatting attributes for a table. Open this dialog either with the menu command **Format - Table** or the **Table** command in the context menu.

If you want to change the table background, for example, proceed as follows:

1. Select the cells to which you want to assign a background color.
2. Now, either choose **Format - Table** or click **Table** in the context menu of the selected cells.
3. In the **Table Format** dialog, click the **Background** tab.



Notice the two list boxes at the top of the dialog. In the left box, you can choose a color or graphics as the background. In the right box you can define whether to apply the background to the selected cells, the whole row, or the entire table. Cell formatting takes priority over row formatting.

4. Click **OK** when you have made your choice.

You can design your tables with even greater impact using thematically appropriate backgrounds. Background colors and graphics are always inserted behind text and values in a table.

Graphics and other objects can also be inserted into the table.

1. Place your cursor in the cell where you want the object to appear.
2. To insert graphics, choose **Insert - Graphics - From File**.
3. In the **Insert Graphics** dialog, select the desired graphics file. Click **Open**.
4. Click on the inserted graphic object and select the **Graphics** command in the context menu (or double-click on the graphic object). In the **Graphic** dialog, you can define various settings for the graphic and its function in the document.



## Calculating in Text Documents

You can insert a calculation directly into a text document or into a table in a text document.

1. Click in the document where you want to insert the calculation, and then press F2. If you are in a table cell, type an equals sign =.
2. Type the calculation that you want to insert, for example, "=10000/12", and then press Enter.

You can also click the **Formula** icon on the **Formula Bar**, and then choose a function for your formula.

## Calculating Complex Formulas in Text Documents

You can use predefined functions in a formula, and then insert the result of the calculation into a text document.

For example, to calculate the mean value of three numbers, do the following:

1. Click in the document where you want to insert the formula, and then press F2.
2. Click the **Formula** icon, and choose "Mean" from the list.
3. Type the first number, followed by a vertical slash (/), and repeat for the second and third numbers.
4. Press **Enter**. The result is inserted as a field into the document.

To edit the formula, double-click the field in the document.

## Calculating and Pasting the Result of a Formula in a Text Document

If your text already contains a formula, for example "12+24\*2", StarOffice can calculate, and then paste the result of the formula in your document, without using the **Formula Bar**.

1. Select the formula in the text. The formula can only contain numbers, operators, and currency symbols and cannot contain spaces.
2. Choose **Tools - Calculation**, or press Ctrl+Plus Sign (+).
3. Place the cursor where you want to insert the result of the formula, and then choose **Edit - Paste**, or press Ctrl+V.

If the formula is selected, it is replaced by the result.

## Displaying the Result of a Table Calculation in a Different Table

You can perform a calculation on cells in one table and display the result in a different table.

1. Open a text document, insert a table with multiple columns and rows, and then insert another table consisting of one cell.
2. Enter numbers into some of the cells of the large table.
3. Place the cursor in the table with the single cell, and then press F2.
4. In the **Formula Bar**, enter the function that you want to perform, for example, "=SUM".
5. Click in a cell in the larger table that contains a number, press the plus sign (+), and then click in a different cell containing a number.
6. Press **Enter**.

You can format the table with the single cell to display like normal text. Anchor the table as a character, so that it will stay with the adjacent text when you insert or delete text.

## Calculating Across Tables

You can perform calculations that span across more than one table in a text document.

1. Open a text document, insert two tables, and type numbers in a few cells in both tables.
2. Place your cursor in an empty cell in one of the tables.
3. Press F2.
4. In the **Formula Bar**, enter the function that you want to perform, for example, "=SUM".
5. Click in a cell containing a number, press the plus sign (+), and then click in a different cell containing a number.
6. Press **Enter**.

## Calculating Cell Totals in Tables

1. Choose **Insert - Table**, and insert a table with one column and more than one row into a text document.
2. Type a number in each cell of the column, but leave the last cell in the column empty.
3. Place the cursor in the last cell of the column, and then click the **Sum** icon on the **Table Object Bar**.

The **Formula Bar** appears, and StarOffice inserts a formula for calculating the sum of the values in the current column. Individual cells are separated by a vertical slash |.

4. If the formula is correct, press Enter, or click **Apply** in the **Formula Bar**. The sum of the values in the current column is entered in the cell.

If you enter a different number anywhere in the column, the sum is automatically updated.

Similarly, you can also quickly calculate the sum of a row of numbers.

To calculate the sum of a series of table cells:

1. Click in a blank cell in the table.
2. On the **Formula Bar**, click the **Sum** icon.
3. Click in the first cell of the series, drag to the final cell, and then release.
4. Press **Enter**.

## Merging and Splitting Cells

You can select adjacent cells, then merge them into a single cell. Conversely, you can take a large cell that has been created by merging single cells, and divide it back into individual cells.

The commands are different in StarOffice Writer and Calc.

### Merging Cells in StarOffice Writer

1. Select the adjacent cells.
2. Choose **Format - Cell - Merge**.

### Splitting Cells in StarOffice Writer

1. Place the cursor in the cell to be split.
2. Choose **Format - Cell - Split**.

A dialog allows you to split the cell into two or more cells, horizontally or vertically.

## Merging Cells in StarOffice Calc

1. Select the adjacent cells.
2. Choose **Format - Merge Cells - Define**.

## Canceling the merging of cells in StarOffice Calc

1. Place the cursor in the cell to be split.
2. Choose **Format - Merge Cells - Remove**.

## Adding or Deleting a Row or Column to a Table Using the Keyboard

You can add or delete rows or columns in table as well as split or merge table cells using the keyboard.

- To insert a new row in a table, place the cursor in a table cell, press Alt+Ins, and then press the up or down arrow key. You can also move the cursor to the last cell in the table, and then press Tab.
- To insert a new column, place the cursor in a table cell, press Alt+Ins, and then press the left or right arrow key.
- To split a table cell instead of adding a column, press Alt+Ins, and then hold down Ctrl while you press the left or right arrow key.
- To delete a row, place the cursor in a table cell, press Alt+Del, and then press the up or down arrow key.
- To delete a column, place the cursor in a table cell, press Alt+Del, and then press the left or the right arrow key.
- To merge a table into an adjacent cell, place the cursor in the cell, press Alt+Del, hold down Ctrl, and then press the left or the right arrow key.

## Repeating a Table Header on a New Page

You can repeat a table header on each new page that the table spans.

1. Choose **Insert - Table**.
2. In the **Options** area, select the **Header** and the **Repeat header** check boxes.
3. Select the number of rows and columns for the table.
4. Click **OK**.

To repeat multiple table header rows:

1. Select the first row of the table.
2. Right-click and choose **Cell - Split**.
3. In the **Split** area, enter the number of rows that you want to include in the header.
4. In the **Direction** area, click in the **Horizontally** box. If you want the rows to have equal heights, select the **Into equal proportions** check box.
5. Click **OK**.

## Resizing Rows and Columns in a Table

You can resize the width of table cells and columns, as well as change the height of table rows.



You can also distribute rows and columns evenly using the icons on the **Optimize** floating toolbar on the **Table Object Bar**.

## Changing the Width of Columns and Cells

To change the width of a column:

Do one of the following:

- Rest the mouse pointer over the column dividing line until the pointer becomes a separator icon, and then drag the line to a new location.
- Rest the mouse pointer over the column dividing line on the ruler until the pointer becomes a separator icon, and then drag the line to a new location.
- Place the cursor in a cell in the column, hold down the Alt key, and then press the left or the right arrow key.
- To increase the distance from the left edge of the page to the edge of the table, hold down Alt+Shift, and then press the right arrow key.



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You can specify the behavior for the arrow keys by choosing **Tools - Options - Text Document - Table**, and selecting the options that you want in the **Keyboard handling** area.

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To change the width of a cell:

- Hold down Alt+Ctrl, and then press the left or the right arrow key

## Changing the Height of a Row

- To change the height of a row, place the cursor in a cell in the row, hold down the Alt key, and then press the up or the down arrow key.

# Modifying the Behavior of Rows and Columns for Table

When you insert or delete cells, rows or columns in a table, the **Behavior of rows/columns** options determine how the neighboring elements are affected. For example, you can only insert new rows and columns into a table with **Fixed** row and column dimensions if space permits.

To set the **Behavior of rows/columns** options for tables in text documents, choose **Tools - Options - Text Document - Table**, or use the **Fixed**, **Fixed/Proportional**, and **Variable** icons on the **Table Object Bar**. There are three display modes for tables:

- **Fixed** - changes only affect the adjacent cell, and not the entire table. For example, when you widen a cell, the adjacent cell becomes narrower, but the width of the table remains constant.
- **Fixed, proportional** - changes affect the entire table, and wide cells shrink more than narrow cells. For example, when you widen a cell, the adjacent cells become proportionally narrower, but the width of the table remains constant.
- **Variable** - changes affect the table size. For example, when you widen a cell, the width of the table increases.

## Copying Spreadsheet Areas to Text Documents

1. Open both the text document and the spreadsheet.
2. Select the sheet area you want to copy.
3. Point to the selected area and press the mouse button. Keep the mouse button pressed for a moment, then drag the area into the text document.

If the documents are not visible next to each other, first drag the mouse pointer to the destination document button. Continue to hold down the mouse button. The document is displayed, and you can move the mouse pointer within the document.



4. Once the cursor is located in the place where you want to insert the sheet area, release the mouse button. The sheet area is inserted as an OLE object.
5. You can select and edit the OLE object at any time.
6. To edit the OLE object, double-click on it.  
  
Alternatively, select the object and choose **Edit - Object - Edit** or choose **Edit** from the context menu. You edit the object in its own frame within the text document, but you see the icons and menu commands needed for spreadsheets.
7. Choose **Open** to open the source document of the OLE object.

## Images, Drawings, Clipart and FontWork

You can insert images, graphics, drawings and clipart in your text document, or you can distort text with FontWork.

### Positioning Objects

You can use anchors to position an object, graphic, or frame in a document. An anchored item remains in place, or moves when you modify the document. The following anchoring options are available:

Anchoring	Effect
As character	Anchors the selected item as a character in the current text. If the height of the selected item is greater than the current font size, the height of the line containing the item is increased.
To character	Anchors the selected item to a character.
To paragraph	Anchors the selected item to the current paragraph.
To page	Anchors the selected item to the current page.
To frame	Anchors the selected item to the surrounding frame.

When you insert an object, graphic, or frame, an anchor icon appears where the item is anchored. You can position an anchored item by dragging the item to another location. To change the anchoring options of an item, right-click the item, and then choose an option from the **Anchor** submenu.

## Adding Captions

In text documents, you can add continuously numbered captions to graphics, tables, and drawing objects.

You can edit the text and the number ranges for different captions.

When you insert a caption, the selected item and the caption text are placed in a frame. To move both the selected item and the caption, select the frame, and then drag. To update the caption numbering after you move the frame, press F9.

## Defining Captions

1. Select the item that you want to add a caption to.
2. Choose **Insert - Caption**.
3. Select the options that you want, and then click **OK**. If you want, you can also enter different text in the **Category** box, for example "Figure".



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You can edit caption text directly in the document.

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A caption is formatted with the paragraph style that matches the name of the caption **Category**. For example, if you use insert a "Table" caption, the "Table" paragraph style is applied to the caption text.



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StarOffice can automatically add a caption when you insert an object, graphic, or table. Choose **Tools - Options - Text Document - General**, and in the **Caption** area, select **Automatic**. Click the ... button next to **Object selection**, select the items for which you want StarOffice to insert a caption, and then click **OK**.

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1. Start the **Fields** dialog, by pressing Ctrl+F2 for example.
2. Click **Insert** and close the dialog box.

## Adding Chapter Numbers to Captions

You can include chapter numbers in captions.

Ensure that the text in your document is organized by chapters, and that the chapter titles and, if you want, the section titles, use one of the predefined heading paragraph styles. You must also assign a numbering option to the heading paragraph styles.

1. Select the item that you want to add a caption to.
2. Choose **Insert - Caption**.
3. Select a caption title from the **Category** box, and select a numbering style in the **Numbering** box. You also can enter a caption text in this dialog. If you want, enter text in the **Caption** box.
4. Click **Options**.
5. In the **Levels** box, select the number of heading levels to include in the chapter number.
6. Type the character that you want to separate the chapter number(s) from the caption number in the **Separator** box, and then click **OK**.
7. In the **Caption** dialog, click **OK**.



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StarOffice can automatically add a caption when you insert an object, graphic, or table. Choose **Tools - Options - Text Document - General**, and in the **Caption** area, select **Automatic**. Click the ... button next to **Object selection**, select the items for which you want StarOffice to insert a caption, and then click **OK**.

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## Inserting a Graphic From a File

1. Click in the document where you want to insert the graphic.
2. Choose **Insert - Graphics - From File**.
3. Locate the graphic file that you want to insert, and then click **Open**.

By default, the inserted graphic is centered above the paragraph that you clicked in.

## Inserting Graphics From StarOffice Draw or Impress

1. Open the document where you want to insert the object.
2. Open the Draw or Impress document containing the object that you want to copy.
3. Hold down Alt and click and hold the object.
4. Drag to the document where you want to insert the object.

If a hyperlink is attached to the object in the original document, the hyperlink is inserted instead of the object.

## Inserting Graphics From the Gallery With Drag-and-Drop

You can drag-and-drop an object from the gallery into a text document, spreadsheet, drawing, or presentation.

To replace a gallery object that you inserted in a document, hold down Shift+Ctrl, and then drag a different gallery object onto the object.

## Inserting a Scanned Image

To insert a scanned image, the scanner must be connected to your system and the scanner software drivers must be installed.

The scanner must support the TWAIN standard under Windows, or the SANE standard under UNIX operating systems.

1. Click in the document where you want to insert the scanned image.
2. Choose **Insert - Graphics - Scan**, and choose the scanning source from the submenu.
3. Follow the scanning instructions.

## Inserting a Calc Chart into a Text Document

### Inserting a Copy of a Calc Chart in a Text Document

1. Open the text document that you want to copy the chart to.
2. Open the spreadsheet containing the chart that you want to copy.
3. In the spreadsheet, click the chart. Eight handles appear.
4. Drag the chart from the spreadsheet to the text document.

You can resize and move the chart in the text document as you would any object. To edit the chart data, double-click the chart.



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The chart is not updated when you modify the chart data in the spreadsheet containing the original chart.

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### Linking a Chart to Data in a Spreadsheet

When you insert chart data as a link to a spreadsheet, the chart is automatically updated when the spreadsheet is changed.

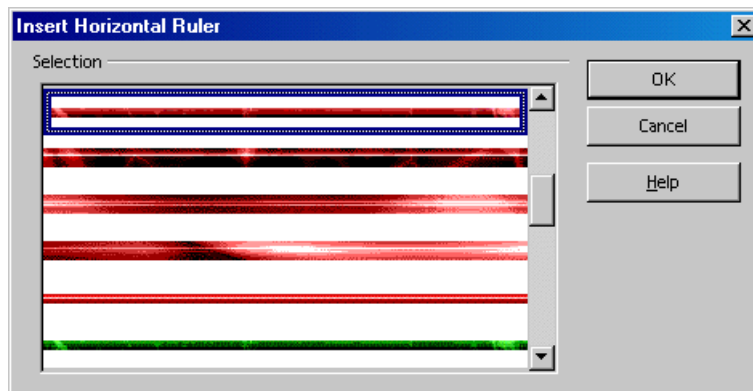
1. Open a spreadsheet and copy the cell range that you want to use for your chart data.
2. Open and text document, long-click the **Insert** icon, and then choose **DDE Link**.

The linked data is inserted as a table in the text document.

3. Click in the table.
4. Choose **Insert - Object - Chart**.
5. Follow the instructions, and then click **Create**.

## Inserting a Horizontal Line

1. Click in the document where you want to insert the line.
2. Choose **Insert - Horizontal Line**.



3. Click the line that you want to insert in the **Selection** list.
4. Click **OK**.

The inserted line is anchored to the current paragraph and centered between the page margins. You can also insert one of these lines by dragging it from the **Rulers** folder in the **Gallery** into the current document.

# Headers, Footers and Footnotes

Add headers and footers to your text pages. For example, in the header you may insert a field to display the current chapter heading, and in the footer you may enter a field to display the page number.

Insert footnotes or endnotes to add some remarks to your text.

## About Headers and Footers

Headers and footers are areas in the top and the bottom page margins, where you can add text or graphics. Headers and footers are added to the current page style. Any page that uses the same style automatically receives the header or footer that you add. You can insert fields, such as page numbers and chapter headings, in headers and footers in a text document.

- To add a header to a page, choose **Insert - Header**, and then select the page style for the current page from the submenu.
- To add a footer to a page, choose **Insert - Footer**, and then select the page style for the current page from the submenu.



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The page style for the current page is displayed in the **Status Bar**.

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- You can also choose **Format - Page**, click the **Header** or **Footer** tab, and then select **Header on** or **Footer on**. Clear the **Same content left/right** check box if you want to define different headers and footers for even and odd pages.
- To use different headers or footers in your document, you must add them to different Page Styles, and then apply the styles to the pages where you want the headers or footer to appear.

## Headers and Footers in HTML Documents

Some of the header and footer options are also available for HTML documents. Headers and footers are not supported by HTML and instead are exported with

special tags, so that they can be viewed in a browser. Headers and footers are only exported in HTML documents if they are enabled in Online Layout mode. When you reopen the document in StarOffice, the headers and footers are displayed correctly, including any fields that you inserted.

## Inserting Page Numbers in Footers

1. Choose **Insert - Footer** and select the page style that you want to add the footer to.
2. Choose **Insert - Fields - Page Number**.

If you want, you can align the Page Number field as you would text.

You can also add a page count to the footer, for example, in the form "Page 9 of 12":

1. Click in front of the Page Number field and type "Page ", click after the field, enter a space and then type "of ".
2. Choose **Insert - Fields - Page Count**.

## Inserting a Chapter Name and Number in a Header or a Footer

Before you can insert chapter information into a header or footer, you must first set the outline numbering options for the paragraph style that you want to use for chapter titles.

To create a paragraph style for chapter titles:

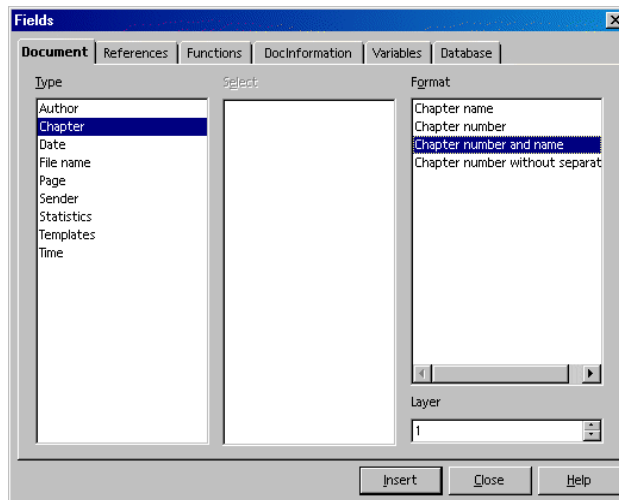
1. Choose **Tools - Outline Numbering**.
2. In the **Style** box, select the paragraph style that you want to use for chapter titles, for example, "Heading 1".
3. Select the numbering style for the chapter titles in the **Number** box, for example, "1,2,3...".



4. Type "Chapter" followed by a space in the **Before** box.
5. Enter a space in the **After** box.
6. Click **OK**.

To insert the chapter name and number in a header or a footer:

1. Apply the paragraph style that you defined for chapter titles to the chapter headings in your document.
2. Choose **Insert - Header** or **Insert - Footer**, and then select the page style for the current page from the submenu.
3. Click in the header or footer.
4. Choose **Insert - Fields - Other** and click the **Document** tab.



5. Click "Chapter" in the **Type** list and "Chapter number and name" in the **Format** list.
6. Click **Insert** and then click **Close**.

The header on every page that uses the current page style automatically displays the chapter name and number. You can also insert other fields in your header or footer, such as **Date**, **Time**, **Page Number**, **Page Count**, **Subject**, **Title** and **Author**.

## Defining Different Headers and Footers

You can use different headers and footers on different pages in your document, so long as the pages use different page styles. StarOffice provides several predefined page styles, such as **First page**, **Left page** and **Right page**, or you can create a custom page style.

You can also use the mirrored page layout if you want to add a header to a page style that has different inner and outer page margins. To apply this option to a page style, choose **Format - Page**, click the **Page** tab, and in the **Layout settings** area, choose **Mirrored** in the **Page layout** box.

For example, you can use page styles to define different headers for even and odd pages in a document.

1. Open a new text document.
2. Choose **Format - Stylist** and click the **Page Styles** icon in the Stylist.
3. Right-click "Right Page" in the list of page styles and choose **Modify**.
4. In the **Page Styles** dialog, click the **Header** tab.
5. Select **Header on** and click the **Organizer** tab.
6. In the **Next Style** box, select "Left Page".
7. Click **OK**.
8. In the **Stylist**, right-click "Left Page" in the list of page styles and choose **Modify**.
9. In the **Page Styles** dialog, click the **Header** tab.
10. Select **Header on** and click the **Organizer** tab.
11. In the **Next Style** box, select "Right Page".
12. Click **OK**.
13. Double-click "Right Page" in the list of page styles to apply the style to the current page.

14. Enter text or graphics in the header for the Left Page style. After the next page is added to your document, enter text or graphics in the header for the Right Page style.

## Inserting Page Numbers of Continuation Pages

You can easily insert the page number of the next page in a footer by using a field.

The page number is only displayed if the following page exists.

1. Choose **Insert - Footer** and select the page style that you want to add the footer to.
2. Place the cursor in the footer and choose **Insert - Fields - Other**.
3. In the **Fields** dialog, click the **Document** tab.
4. Click 'Page' in the **Type** list and 'Next page' in the **Select** list.
5. Click a numbering style in the **Format** list.

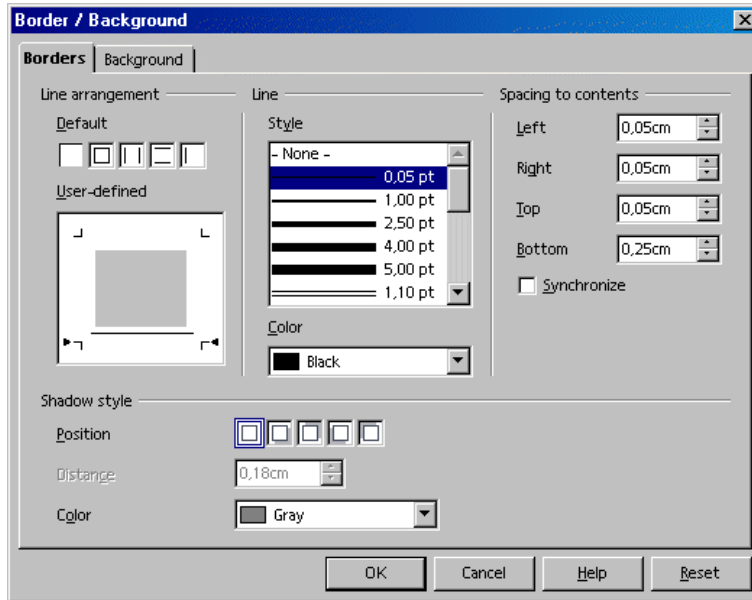
If you select 'Text' in the **Format**, only the text that you enter in the **Value** box is displayed in the field.

6. Click **Insert** to insert the field with the page number.

## Formatting Headers or Footers

You can apply direct formatting to the text in a header or footer. You can also adjust the spacing of the text relative to the header or footer frame or apply a border to the header or footer.

1. Choose **Format - Page** and select the **Header** or **Footer** tab.
2. Set the spacing options that you want to use.
3. To add a border or a shadow to the header or the footer, click **More**. The **Border/Background** dialog opens.



- To add a separator line between the header or the footer and the content of the page, click the bottom edge of the square in the **Line arrangement** window. Click a line style in the **Line** box and select a color for the line.
- To adjust the spacing between the content of the header or footer and the line, clear the **Synchronize** box, and then enter a value in the **Bottom** box.

## Inserting and Editing Footnotes or Endnotes

Footnotes reference more information about a topic at the bottom of a page and endnotes reference information at the end of the document. StarOffice automatically numbers the footnotes that you insert in your document.

To insert a footnote or endnote:

1. Click in your document where you want to place the anchor of the note.
2. Choose **Insert - Footnote**.

3. In the **Numbering** area, select the format that you want to use. If you select **Character**, click the browse button (...) and select the character that you want to use for the footnote.
4. In the **Type** area, select **Footnote** or **Endnote**.
5. Click **OK**.
6. Type the note.



You can also insert footnotes or endnotes by long-clicking the **Insert** icon on the **Main Toolbar** and clicking the **Insert Footnote** icon.




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On pages that use a multiple column layout, the footnote is at the base of the column that contains the footnote anchor.

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## Editing Footnotes or Endnotes

- To edit the text of a footnote or endnote, click in the note, or click the anchor for the note in the text.
  -  The mouse pointer changes to a hand when you rest it over a footnote or endnote anchor in your document.
- To change the format of a footnote, click in the footnote, press F11 to open the Stylist, right-click "Footnote" in the list, and then choose **Modify**.
- To jump from the footnote or endnote text to the note anchor in the text, press PgUp.
- To edit the numbering properties of a footnote or endnote anchor, click in front of the anchor, and choose **Edit - Footnote**.
- To change the formatting that StarOffice applies to footnotes and endnotes, choose **Tools - Footnotes**.
- To edit the properties of the text area for footnotes or endnotes, choose **Format - Page**, and then click the **Footnote** tab.
- To remove a footnote, delete the footnote anchor in the text.

## Spacing Between Footnotes

If you want to increase the spacing between footnote or endnote texts, you can add a top and bottom border to the the corresponding paragraph style.

1. Click in a footnote or endnote.
2. Choose **Format - Stylist**.
3. Right-click the Paragraph Style that you want to modify, for example, "Footnote", and choose **Modify**.
4. Click the **Borders** tab.
5. In the **Default** area, click the **Set Top and Bottom Borders Only** icon.
6. In the **Line** area, click a line in the **Style** list.
7. Select "White" in the **Color** box. If the background of the page is not white, select the color that best matches the background color.
8. In the **Spacing to contents** area, clear the **Synchronize** check box.
9. Enter a value in the **Top** and **Bottom** boxes.
10. Click **OK**.

# Page Numbers With Different Styles



You want to create a text document without a page number on the title page, with roman numerals (like I, II, III, IV, and so on) for the table of contents (you do not know how many pages yet), and then you want to start the page numbering with arabic numerals (like 1, 2, 3, and so on).

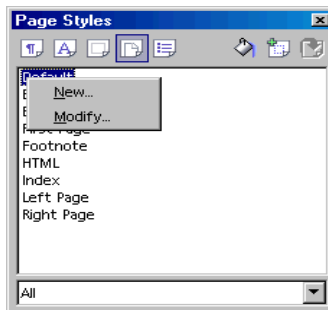
It is best to have page numbers in footers or headers, to make sure that the page numbers do not change their position when text is inserted or deleted.

If you want different page number styles on your pages, you must use different Page Styles and assign them to the pages.

1. Create Page Styles
2. Apply Page Styles
3. Edit Page Styles

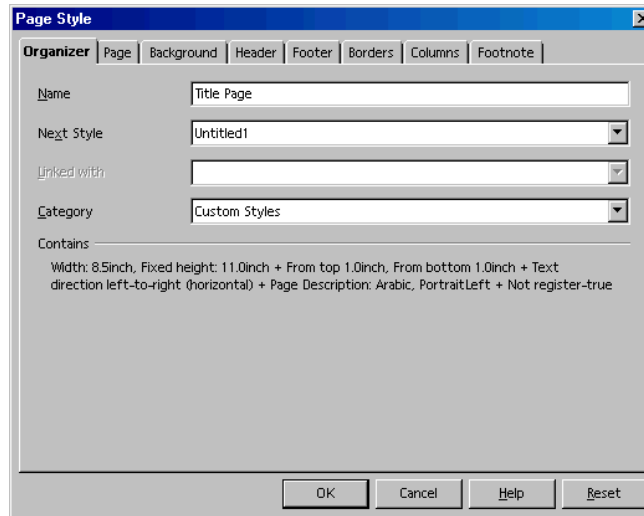
## Create Page Styles

1. Open the document in which you want to enter or change the page numbers.
2. Open the Stylist.
3. Select the Page Styles view in the Stylist.



4. Call up the context menu of one of the Page Styles and select **New**.

The **Page Style** dialog opens. Click the **Organizer** tab. Enter a name for the new Page Style in the **Name** text box.



5. Enter **Title Page** and press the Enter key. You can change the properties of the new Page Styles later.
6. In the context menu of the Stylist click the **New** command again and define another new Page Style with the name **Table of contents**.
7. Repeat the whole procedure again for the new **Main text** Page Style. Of course, the names used here are only meant as examples. Put in the names you would like to use.

You have created three new Page Styles and can apply them to your document.

## Applying Page Styles

1. Place the cursor on the first page of your document. Double-click the **Title page** entry in the Stylist.

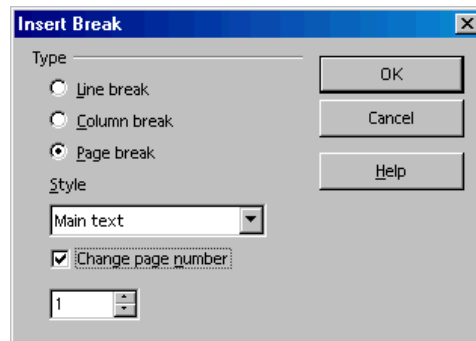
So, now you have assigned the first page this Page Style. To confirm this, check to see if **Title page** appears in the **Page Style** field on the Status Bar below.



If, however, you now scroll through the pages of your document, you may notice that the **Title page** Page Style has been applied to every page. If all the pages previously had the **Default** Page Style, they now all have the new **Title page** Style.

Page Styles always apply to all preceding and following pages until a page break with a change of Page Style is encountered.

2. On the **Organizer** tab page of the **Title page** Style, if you enter a Next Style, this means that after a page break (whether you enter it manually or it occurs automatically) the Next Style will be taken as the Page Style. In the example described here, for the Page Style **Title page** you can select the Next Style **Table of Contents**. The **Table of Contents** Page Style is then always applied to the next page after the title page.
3. On the **Organizer** tab page of the **Table of Contents** Style, you should enter the **Table of Contents** Style to be the Next Style. You may have more than one page in your table of contents.
4. Place the cursor at the beginning of the first line in your main text.
5. Choose **Insert - Manual Break**.



6. Set **Type** to **Page Break**. In the **Style** box, select the **Main text** Page Style. Select **Change page number**, set the value in the spin box to 1 and click **OK**.

## Editing Page Styles

To edit the Page Style with the name **Main text** in such a way that it has a footer containing a centered page number, do the following:

1. Select the **Main Text** entry in the Stylist, open the context menu of that entry and choose **Modify**.

You see the **Page Style: Main Text**.

2. Go to the **Footer** tab. Select the **Activate Footer** check box. Click **OK**.

An empty footer appears at the bottom of the page.

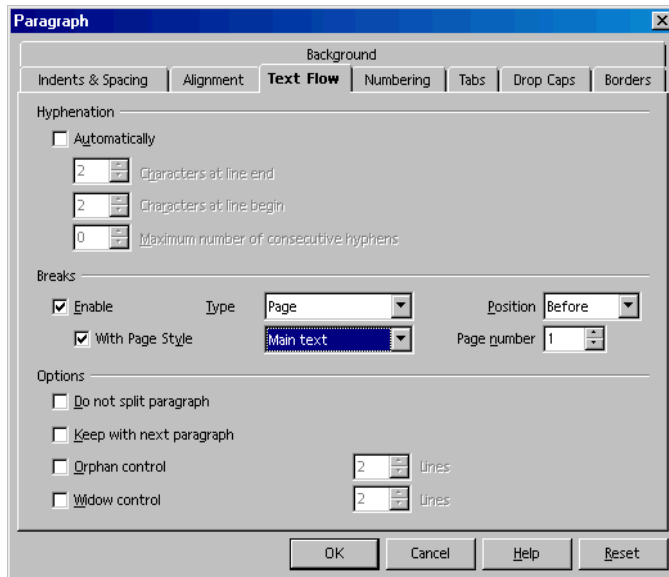
Place the cursor in the footer and choose **Insert - Field - Page Numbers**. The page number appears in a gray field. To associate the word "Page" with the number, place the cursor in front of the field and type "Page ".



Click the **Center** icon on the Object Bar to center the current paragraph.

## Page Breaks as Paragraph Formats

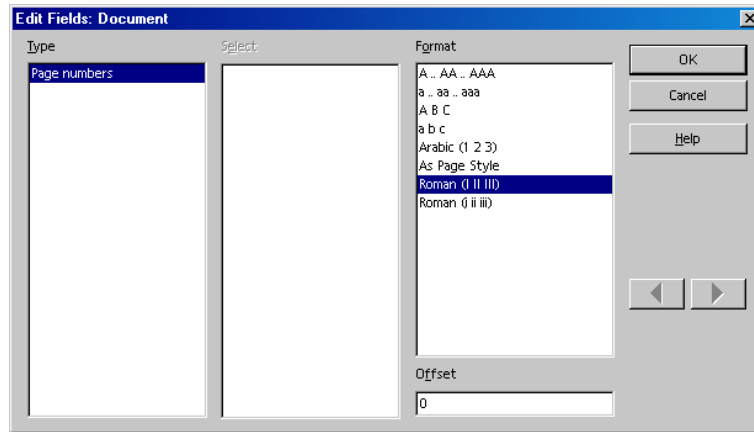
When you inserted the manual break at the first paragraph of the main text, that information was automatically stored as a format attribute of the first paragraph. To check this for the first paragraph after the manual break, choose **Format - Paragraph - Text Flow** and look at the **Breaks** area.



## Changing the Format of Page Numbers

You can specify page numbers as a direct format or as a Page Style attribute. To use direct formatting, proceed as follows:

1. Double-click the field with the page number. You will now see the **Edit Fields: Document** dialog.



2. Select the field format and click **OK**.



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Do not use the **Offset** box in **Insert - Fields - Other - Document** to change page numbers. The offset is used, for example, at the end of a page to display the number of the next page, that is, to offset the display.

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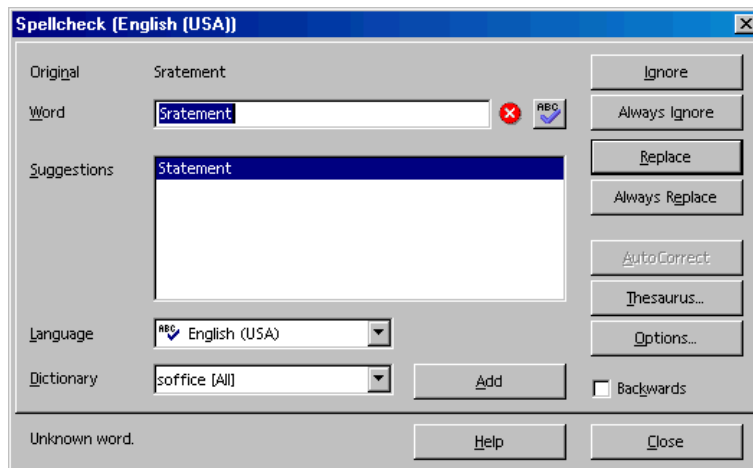
# Spellcheck, Dictionaries, Hyphenation

## Checking Spelling Manually

You can manually check the spelling of a text selection or the entire document. The spellcheck starts at the current cursor position, or at the beginning of the text selection.

1. Click in the document, or select the text that you want to check.
2. Choose **Tools - Spellcheck - Check** or press F7.
3. When a possible spelling error is encountered, the **Spellcheck** dialog opens and StarOffice offers a suggested correction.

StarOffice first searches the user-defined dictionaries, and then the default StarOffice dictionaries.



4. Do one of the following:
  - To accept the correction, click **Replace**.
  - Type a correction in the **Word** box, and then click **Replace**.



To check the spelling of the word that you typed, click the **Check Word** button.

- To add the word to a user-defined dictionary, click **Add**.



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To open the **Spellcheck** dialog in a document that does not have misspelled words, type an misspelled word, and then choose **Tools - Spellcheck - Check** or press F7.

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## Automatically Check Spelling

You can have StarOffice automatically check spelling while you type and underline possible misspelt words with a red wavy line.

To check spelling automatically while you type:

1. Choose **Tools - Spellcheck - AutoSpellcheck**, or click the **AutoSpellcheck On/Off** icon on the **Main Toolbar**.
2. Right-click a word with a red wavy underline, and then choose a suggested replacement word from the list, or from the **AutoCorrect** submenu.
  - If you choose a word from the **AutoCorrect** submenu, the underlined word and the replacement word are automatically added to the **AutoCorrect** list for the current language. To view the **AutoCorrect** list, choose **Tools - AutoCorrect/AutoFormat**, and then click the **Replace** tab.
  - You can also add the underlined word to your custom dictionary by choosing **Add**.

To exclude words from the spellcheck:

1. Select the words that you want to exclude.
2. Right-click and choose **Character**.
3. Click the **Font** tab, and then select **[None]** in the **Language** box.

## Removing Words From a User-Defined Dictionary

1. Choose **Tools - Options - Language Settings - Writing Aids**.
2. Select the user-defined dictionary that you want to edit in the **Book** box, and then click **Edit**.
3. Select the word that you want to delete in the **Word** list, and then click **Delete**.

## Hyphenation

By default, StarOffice moves words that do not fit on a line to the next line. If you want, you can use automatic or manual hyphenation to avoid this behavior:

### Automatic hyphenation

Automatic hyphenation inserts hyphens where they are needed in a paragraph. This option is only available for paragraph styles and individual paragraphs.

To automatically hyphenate text in a paragraph:

1. Right-click in a paragraph, and choose **Paragraph**.
2. Click the **Text Flow** tab.
3. In the **Hyphenation** area, select the **Automatically** check box.
4. Click **OK**.

To automatically hyphenate text in multiple paragraphs:

If you want to automatically hyphenate more than one paragraph, use a paragraph style.

For example, enable the automatic hyphenation option for the "Default" paragraph style, and then apply the style to the paragraphs that you want to hyphenate.

1. Choose **Format - Stylist**, and then click the **Paragraph Styles** icon.

2. Right-click the paragraph style that you want to hyphenate, and then choose **Modify**.
3. Click the **Text Flow** tab.
4. In the **Hyphenation** area, select the **Automatically** check box.
5. Click **OK**.
6. Apply the style to the paragraphs that you want to hyphenate.

## Manual Hyphenation

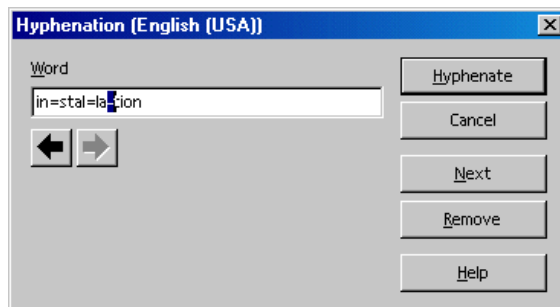
You can insert a hyphen where you want on a line, or let StarOffice search for the words to hyphenate, and then offer a suggested hyphenation.

- To quickly insert a hyphen, click in the word where you want to add the hyphen, and then press Ctrl+Hyphen(-).

If you insert a manual hyphen in a word, the word is only hyphenated at the manual hyphen. No additional automatic hyphenation is applied for this word. A word with a manual hyphen will be hyphenated without regard to the settings on the **Text Flow** tab page.

To manually hyphenate text in a selection:

1. Select the text that you want to hyphenate.
2. Choose **Tools - Hyphenation**.



3. When StarOffice encounters a word to hyphenate, do one of the following:
  - To accept the hyphenation suggestion, click **Hyphenate**.
  - To insert the hyphen in another part of the word, click the arrow buttons.

## Preventing Hyphenation of Specific Words

1. Choose **Tools - Options - Language Settings - Writing Aids**
2. Select a dictionary in the **User-defined dictionary** list, and then click **Edit**.  
If the list is empty, click **New** to create a dictionary.
3. In the **Word** box, type the word you want to exclude from hyphenation, followed by an equal sign (=), for example, "pretentious=".
4. Click **New**, and then click **Close**.



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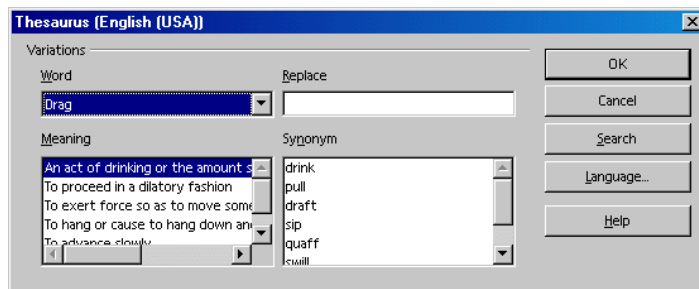
To quickly exclude a word from hyphenation, select the word, choose **Format - Character**, click the **Font** tab, and select "None" in the **Language** box.

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## Thesaurus

You can use the thesaurus to look up synonyms, and related words.

1. Click in the word that you want to look up.
2. Choose **Tools - Thesaurus**, or press Ctrl+F7.
3. In the **Meaning** list, select the definition that matches the context of the word.





4. Select the replacement word in the **Synonym** list.
5. Click **OK**.



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To look up the word in a different language, click **Language** in the **Thesaurus** dialog, select one of the installed languages, and then click **OK**. In the **Thesaurus** dialog, click **Search**. The thesaurus may not be available for all installed languages.

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If you applied a different language setting to individual words, or paragraphs, the thesaurus for the applied language is used.

## Form Letters, Business Cards and Labels

You can write form letters and output them to printer or to files. Design business cards and produce labels. Obtain the data from a data source registered in StarOffice, or enter the data directly with the help of the AutoPilot dialogs.

### Creating a Form Letter

To create a form letter, you require a template document that contains one or more placeholders, and access to a data source. Creating a form letter is a three-step process:

1. Creating a template document
2. Specifying a data source and inserting placeholders
3. Printing or saving the output of a form letter

### Creating a Template Document

The template document for the form letter contains the text content of the letter and placeholders for data, such as the name of a recipient and addresses.

To create a template for a form letter:

1. Do one of the following:
  - Choose **File - New - Templates and Documents** and choose a template.
  - Choose **File - New - Text document**.
  - Choose **File - Open** and select the text document that you want to use as form letter.
2. Add or edit the letter content, and adjust the layout of the letter.
3. Choose **File - Save**, but do not close the document.

## Specifying a Data Source And Inserting Placeholders

The placeholder fields that you insert into your form letter are replaced with text from the data source when you print the letter.

The first time you access one of the supplied form letter templates, you will automatically see the Address Data Source AutoPilot. After a few clicks, your preferred address book is registered with StarOffice. To manually register an address book, choose **File - Autopilot - Address Data Source** and follow the instructions. You only need to register an address book once.

To insert placeholders from a data source into a form letter:

1. Choose **View - Data Sources** or press F4. The Data Source browser opens at the top of the document window.
2. In the left pane of the Data Source browser, double-click the data source that you want to use for your form letter.
3. Double-click **Tables** to expand the list of tables for the data source.

You can also use a query as a data source.

4. Select the table name that contains the data that you want to use in your form letter. A list of the fields contained in the table appears in the right pane of the data source browser.

5. Drag a **column header** for the field that you want to use as a placeholder to where you want it to appear in your form letter and release. Repeat this step for every field you want to add.

You can also add placeholders from the **Database** tab in the **Fields** dialog.

6. Choose **File - Save**, but do not close the document.

## Printing or Saving the Output of a Form Letter

The final steps in creating a form letter are to merge the template document with the data from the database, and output the letter.

To specify the data to include in a form letter output:

1. Choose **Tools - Mail Merge** to open the **Mail Merge** dialog.
2. In the **Records** area, select the data range you want to include in the form letter.
3. To only include a subset of the data in your form letter, ctrl-click the corresponding row headers. If you want, you can also filter the data that you use in the form letter.

To print the output of a form letter:

- Select **Printer** in the **Output** area, and then click **OK**. The form letters are sent to the printer as one print job. If you want to send each form letter to the printer as a separate print job, select **Single print jobs**.

To save the output of a form letter:

1. Select **File** in the **Output** area.
2. Specify where you want to save the form letter files in the **Path** box.
3. Do one of the following:

Select a field to use for the file name in the **Generate file name from** box.

Enter a name in the **Manual setting** text box. StarOffice automatically generates a sequence number and adds the number to the end of the file name.

4. Click **OK**. A separate file is created for each form letter.

## Creating and Printing Labels and Business Cards

### Designing Business Cards Through a Dialog

Choose **File - New - Business Cards** to open the **Business Cards** dialog, which allows you to choose how your business cards will look.

### Designing Labels and Business Cards

You can design both labels and business cards through the **Labels** dialog.

1. Choose **File - New - Labels** to open the **Labels** dialog.
2. On the **Labels** tab, under **Format**, define the label format.

StarOffice Writer contains many formats of commercially available sheets for labels, badges, and business cards. You can also add other, user-defined formats.

3. On the **Labels** tab, under **Inscription**, you can choose what you want written on the labels.

This often involves database fields, so that the labels can be printed with varying content, when sending "Form Letters" for example. It is also possible to have the same text printed on every label.

Use the **Database** and **Table** list boxes to select the database and table from which the data fields are obtained. Click on the arrow button to transfer the selected data field into the inscription area. Press Enter to insert a line break. You can also enter spaces and any other fixed text.

On the **Format** tab you can define your own label formats, not covered by the predefined formats. To do this, select "User" from the **Type** list box. On the **Options** tab, you can specify whether all labels or only certain ones are to be created.

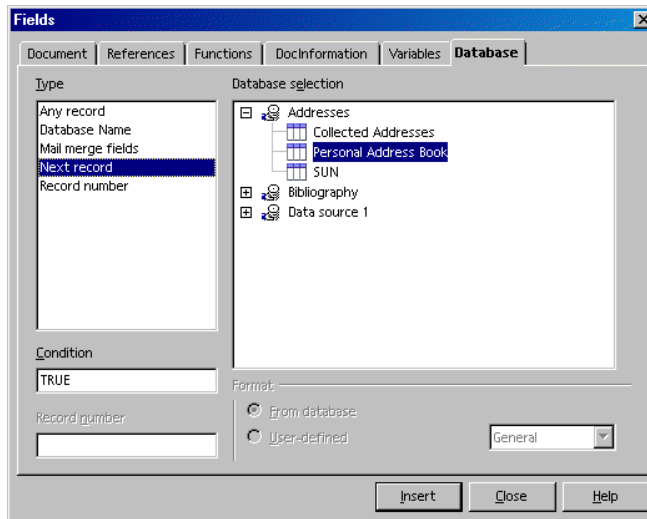
4. On the **Options** tab page, make sure that the **Synchronize contents** box is selected. If this is selected, a label only has to be entered (on the top left label) and edited once.
5. As soon as you click on **New Document**, you will see a small window with the **Synchronize Labels** button. Enter the first label. When you click on the **Synchronize Labels** button, the current individual label is copied to all the other labels on the sheet.
6. Click on **New Document** to create a new document with the settings you have entered.

## Printing Address Labels

To print address labels:

1. Choose **File - New - Labels** to open the **Labels** dialog.
2. Select the format of the label sheets you want to print on. Remember to mark **Synchronize contents** on the **Options** tab. Click on **New Document** to close the dialog.
3. When you see the label document, open the data source view by pressing the F4 key. Click the thumb tack icon at the edge of the data source view if it covers the first label.
4. In the data source view, select your address data source table.
5. Drag the data fields needed for the Address individually into the top left label. For example, click on the column header NAME and, keeping the mouse button depressed, drag it into the label. This inserts a field. Put the fields in order to complete the address in the first label at top left.
6. Place the cursor at the last text position (after the last field) in the first label.

- Open the **Fields** dialog by pressing the shortcut keys Ctrl+F2, and go to the **Database** tab.



- Select the type **Next record**, click on **Insert** and then on **Close**.
- You can now synchronize the labels. Click on the **Synchronize Labels** button in the small window.
- In the data source view, select the records for which you would like address stickers, by clicking on the row headers to the left. Use the Shift or Ctrl key in the usual way to select several records at the same time.
- On the **Database Bar**, click the **Data to Fields** icon.
- You can then save and/or print the label document.

# Newsletters

This section shows you how to use a text document to create a newsletter or newspaper.



## Creating a Newsletter From a Template

In the **File** menu choose **New - Templates and Documents**. On the left, double-click **Miscellaneous**. Double-click to open the **Newspaper Template**.

In a dialog you can now select the type of newspaper or newsletter you want to create. Depending on the type, some variables will be differently pre-defined, for example, the **Headline**.

Choose whether to format the newsletter for one-sided or double-sided printing. Depending on your choice, the left and right margins will be set to accommodate a binding space.

The document contains several elements that you could make good use of in your newsletter. It contains, for example, an automatic page numbering system and a field with the fixed date. You can see how to use linked text frames and how to embed a frame for a table of contents.

You can now enter text and position graphic objects.

Text with gray shading are variables that you can double-click to modify.

After you have finished creating the document, you can save and print it.

You can also use page styles to modify the layout of your newsletter.

## Creating Page Styles

If you want to include large graphics in your document, you should create a separate Page Style.



Open the Stylist and click the **Page Styles** icon. In the context menu, choose **New** to open the **Page Styles** dialog. On the tab page **Organize**, assign a descriptive name for the Style.

Next, click the **Page** tab and define the page format and margins. Mark the check box **Register-true** and choose the reference Paragraph Style **Text Body**.



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The register-true option aligns the baselines of all paragraphs using the Text body Style so that when you print a double-sided page, the baselines of the register-true paragraph have the same relative position in on the page. To define another Paragraph Style as register-true, open the properties dialog for that Paragraph Style. For example, choose **Modify** in the Stylist context menu and select **Activate** in the Register-true field of the **Indents and Spacing** tab.

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## Editing Headers

To edit a header, click in the header field in your document. With the context menu **Page**, activate the **Page Styles** dialog. Click the **Headers** tab and choose **Options**. In the **Borders/Background** dialog, choose a background color and click **OK**, then confirm the following dialog as well.

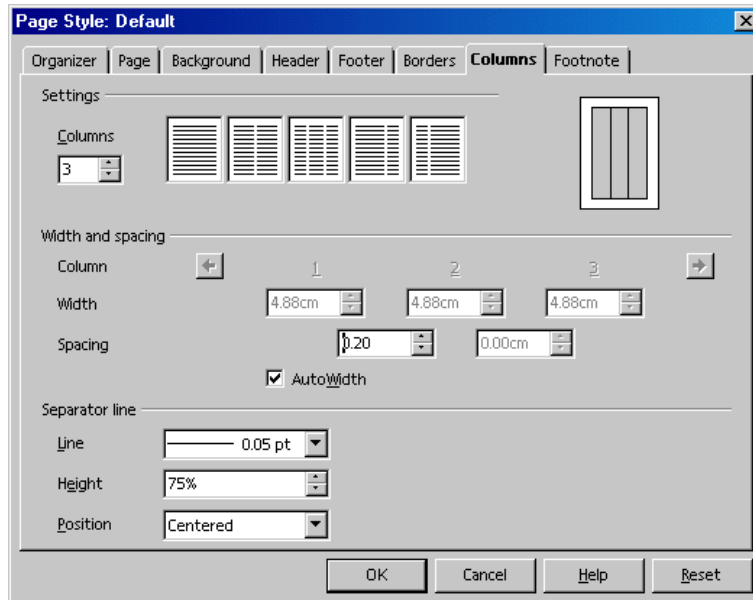
## Editing Columns


To change the number of columns or create a dividing line between columns, open the **Page Styles** dialog through the **Page** context menu.




Click on the **Columns** tab. Change the number of columns in **Amount** box, and modify the distance between the columns in the **Spacing** box. Make sure that the **Automatic Width** field is selected.

To create a dividing line, select a narrow line from the **Line** list box under **Separator**, set the **Height** to 75%, and define the position as **Centered**. Click **OK** to close the dialog.



 To add headings or subheadings that are more than a column wide into a multi-column text, use a text frame. You can freely scale and position your text frame on the page.

 You can insert a frame with the Insert Frame icon on the Insert floating toolbar. If you want, you can display the borders of the frame.

## Editing Paragraph Styles

If you want to change the font, click the **Paragraph Styles** icon in the Stylist and select the Paragraph Style you want to modify. You can also right-click in a paragraph and choose **Modify** from the context menu to open the **Paragraph Styles** dialog.

Experiment with different font effects, for example drop caps. Click the respective tab and select **Show Drop Caps**. You can even assign a Style to the drop caps in the **Character Styles** list box under **Contents**.



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A newsletter or newspaper requires a variety of main headings, subheadings, and text wraps to make it easier to read. In the **Paragraph Styles** dialog of the Stylist context menu, it would thus be a good idea to create several appropriate Paragraph Styles (go to the Stylist - context menu - click **New**).

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## Working with Frames

A frame positioned over one or more columns can give the newspaper a less crowded, more interesting appearance. Such a frame can contain text, graphics, or even a chart.



Click the **Insert** icon on the main toolbar and from the floating toolbar, select the **Insert Frame Manually** icon. The mouse pointer changes to a small cross which you use to drag open a frame and position it over one or more columns in your document.

## Formatting a Frame

Put the cursor in the frame (deselect the frame first, then click inside it) and enter your text or graphics. The appearance and properties of the frame can, of course, be modified at any time. Select the frame by clicking it, call up the context menu and click **Frame**. A dialog with several tabs will appear where you can, for example, on the **Borders** tab, apply a colored shadow to the frame.

## Anchoring Frames

In the Frame dialog, click the Type tab and select the type of anchor under the heading Anchor to. If the frame is to always remain on the same page - which is important for a table of contents, for example, - select Page. If you want the frame to flow with the text, for example, for small symbols which always appear in the margin accompanying a certain word in the text, select To Character. If you want the frame to move in flowing text as a character, select As Character. To anchor a frame to a specific paragraph, select Paragraph.



You can specify the type of anchor through the context menu. Alternatively, click the **Change Anchor** icon in the **Object Bar** to quickly change the anchor.

## Defining a Frame Wrap

To define the frame wrap, open the **Frame** dialog (context menu - **Frame**), and click the **Wrap** tab. Select the desired wrap style, and under **Spacing**, define the spacing between the frame and text. Finally, select the option **First Paragraph**.



The **First Paragraph** field (or the menu command in the context menu) ensures that when a graphic is positioned between two paragraphs, only the first paragraph wraps around the picture.

## Defining a Wrap Region

If you want to make your newsletter more attractive with objects or graphics, you can have the text flow around the object. For example, draw a polygon with the **Polygon** icon in the **Show Draw Functions** floating toolbar. Place the polygon over the text and assign the text the Wrap - Contour with its context menu.

You can also assign a wrap contour to 3D objects you define. Create a 3D object with StarOffice Draw, copy it to the clipboard and paste it into the text document. Open the context menu of the inserted object and choose **Wrap - Contour**.

In the context menu of an object with a wrap contour is the Wrap - Edit Contour command. This command opens the **Contour Editor** where you can manually edit

the automatic contour. For more information on using this tool, refer to the instructions in the StarOffice Help.

## Linking Frames and Facilitating Text Flow

If you want your text to be continued like in a newspaper, from a frame on page 1 to a frame on page 4, and where the text flow from frame to frame is done automatically, you need to use linked frames.

Create two (or more) frames by opening the **Insert** floating toolbar, clicking **Insert Frame Manually**, and then selecting the first frame (click the border of the frame).

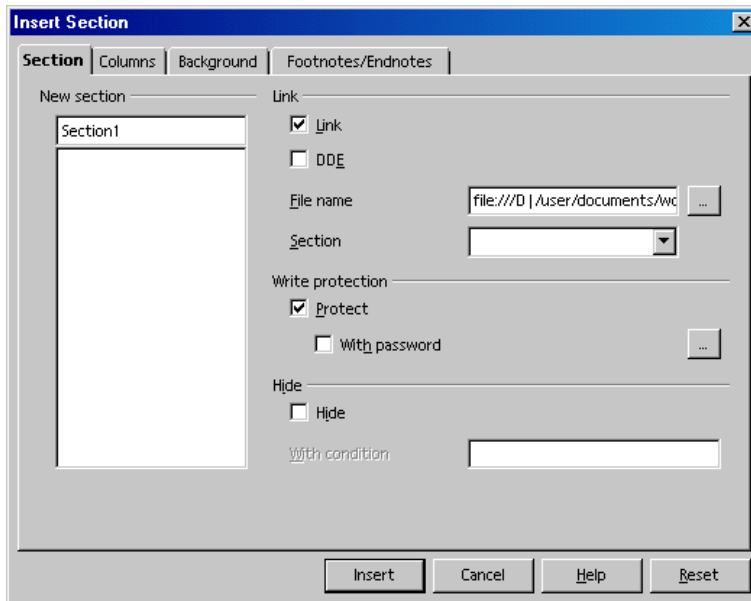


Click the **Link Frames** icon on the Object Bar. Now, click the second frame.

To enter text in the linked frames, position the cursor in the first frame and type in text or insert it from the clipboard.

If you want a text from a document to flow in the linked frames, first put the text cursor in the first frame (first click the "normal" text to cancel the frame selection and then click the frame).

You can insert text in frame as a copy or a link to a file (linked text is automatically updated when the source file is changed). If you only want to insert a copy of the source text, choose the menu command **Insert - File**.



If you want to insert a linked section of text from another file, choose **Insert - Section**. In the **Insert Section** dialog, click **Link**, click the ... button, locate the file that you want to link to, and then click **Insert**.

## Using Colored Backgrounds

To assign a colored background to a paragraph, place the cursor in that paragraph and click the **Background Color** icon on the **Object Bar**. On the floating color palette, click the color that you want to use.



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You can assign a background color to a Paragraph Style and then apply the style to the paragraphs that you want to add a background color to.

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If you want, you can also use a graphic as a background instead of color. Paragraph backgrounds can be specified in a Paragraph Style (to apply the background to all the paragraphs using the style) or through **Format - Paragraph** (for individual paragraphs). In both cases, click the **Background** tab and select "graphics" in the list box **As** to choose your graphic.

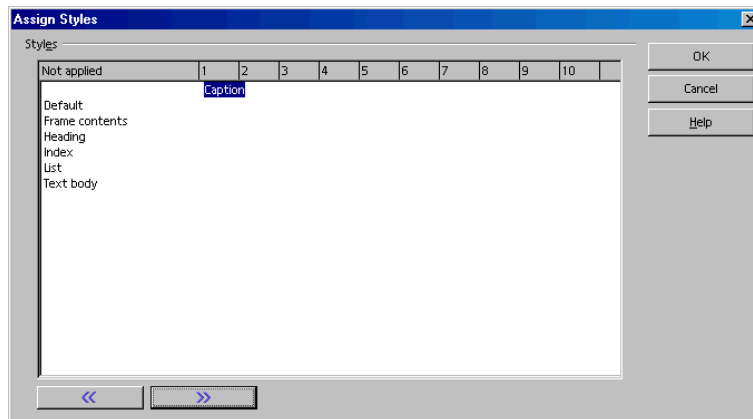
## Creating a Table of Contents

A table of contents can be created manually, but if the contents are altered, the table of contents must be manually updated, as well. It is much more convenient (and time-saving) to have the program create a table of contents for you.

The best way to generate a table of contents is to apply the predefined heading paragraph styles, such as "Heading 1", to the paragraphs that you want to include in your table of contents. After you apply these styles, you can then create a table of contents.

1. Click in your document where you want to create the table of contents.
2. Choose **Insert - Indexes and Tables - Indexes and Tables**, and then click the **Index/Table** tab.
3. Select "Table of Contents" in the **Type** box.
4. Select any options that you want.
5. Click **OK**.

If you want to use a different paragraph style as a table of contents entry, select the **Additional Styles** check box in the **Create from** area, and then click the (...) button next to the check box. In the **Assign Styles** dialog, click the style in the list, and then click the >> or the << button to define the outline level for the paragraph style.



## Further Information

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**Using Automatic Hyphenation.** When working with columns, it makes sense to activate automatic hyphenation for every Paragraph Style (do so by calling up the context menu of the Stylist and clicking **Modify** to access the **Paragraph Style** dialog - click the **Text Flow** tab). Enter a "3" for **Characters at line end** and **Characters at line begin** to ensure that hyphenated words have at least three characters at the beginning or end of a line. For text alignment in columns, choose **Justify** on the **Alignment** tab.

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## Letters With Envelopes

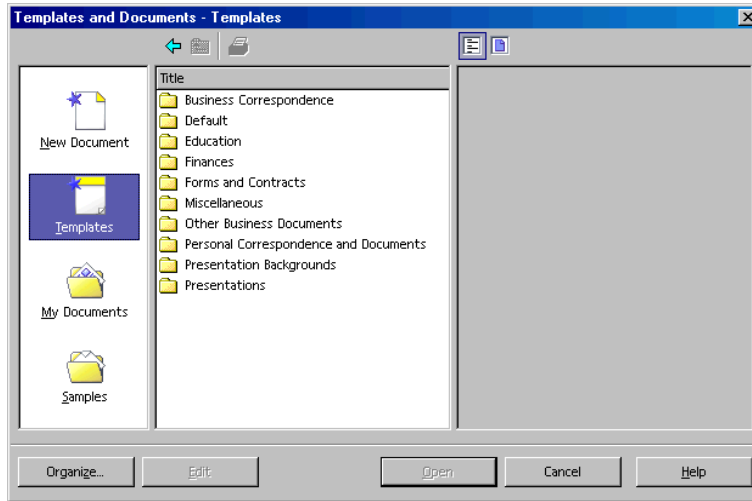
With StarOffice Writer, you can write a letter in no time. We will show you how easy it is.

There are two really easy ways for you to get the result you want:

- Use one of the many supplied letter templates
- Use the AutoPilot to create a letter template that is tailored to your needs

## Using a Ready-Made Letter Template

1. Press Shift+Ctrl+N to open the **Templates and Documents** dialog:



2. Select a template, for example, from the **Personal Correspondence and Documents** category.
3. Enter the details required for the various wildcards, such as the salutation. Type in the remaining text.

Templates use your user data that you can enter and modify whenever you like in **Tools - Options - StarOffice - User Data**.

## Creating a Letter Template Using the AutoPilot

1. To start the AutoPilot, choose **File - AutoPilot - Letter**.
2. Select **Personal Letter** and then click **Next**. A second page with additional options appears.
3. Select **No Logo** and click **Next**. A dialog appears where you can enter the sender details. The sender address is shown on the page.
4. Under **Show sender?** select **Yes**. In the **Position and size** area, click the top right symbol, and then click **Next**.



If the input field does not contain a sender, the AutoPilot cannot generate the letter. In this case, click **Cancel**, choose **Tools - Options - StarOffice**, click the **User Data** tab, and enter the necessary data.

5. Click **Next** until you arrive at the page with the footer options. Clear the **Footer on** check box and click **Next** twice. On the page for saving the template, type the name of the template in the **Name** field. If necessary, enter any additional information in the **Info** field.

The template is stored in the template folder under the name you have entered.

1. Click **Next** again. Enter the printer trays if you want to use different paper trays for the first and subsequent pages. This is useful if you want the first page to be on letterhead paper.
2. Click **Create**.

StarOffice saves the document template in the template folder and opens a new, untitled document that is generated from this template.

You can start to enter text and then print and save the document. However, if you would like to keep on working on the layout of the document template or create an envelope for it, close the new document without saving it and continue reading.

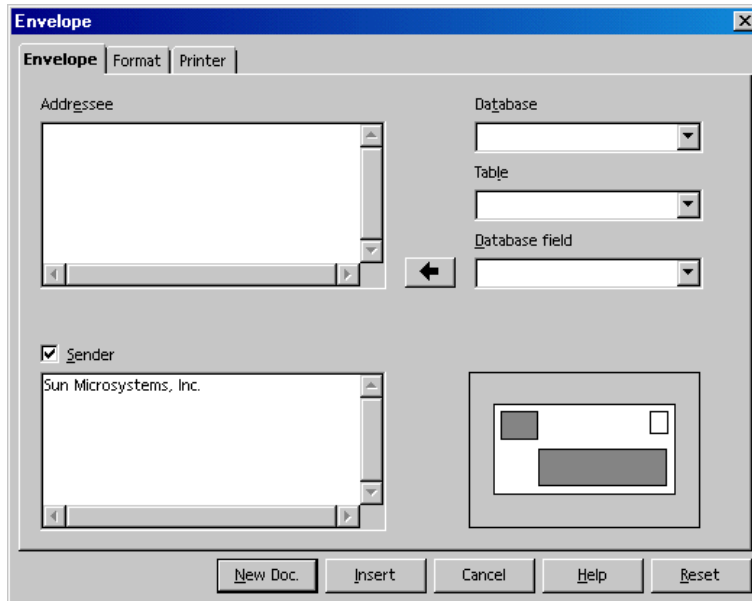
## Creating an Envelope

This section describes how to create a template for an envelope and provides tips for enhancing the design of your template(s).

Before you save the envelope, open the letter template.

1. Choose **File - Templates - Edit**, locate the letter template you just created, and open the template. The templates are in the {installpath}\user\template directory.
2. Choose **Insert - Envelope**.

3. On the **Envelope** and **Format** tab pages, specify the envelope format and where you want to place the addresses of the sender and the recipient. On the **Printer** tab page, you can define the print settings for the envelope.



## Inserting an Envelope into a Document

Click **Insert - Envelope**, and then click **Insert**. The envelope is inserted before the first page of the active document (in this case, the envelope is inserted before the first page of the personal letter template).

To edit the envelope format, right-click the envelope, choose **Page**, and then click the **Page** tab. The **Page Style: Envelope** dialog opens where you can make your changes.

## Adjusting the Printer for the Printout

The method for printing envelopes depends on the type of printer that you use. Some printers require a special cassette, while others have a multi-purpose tray that can feed envelopes. If in doubt, consult the manual for your printer.

To specify the print options for the envelope, right-click the envelope, choose **Page**, and then click the **Page** tab. Set the print options in the **Paper Format** area and then close the **Page Style: Envelope** dialog.

## Creating and Printing a Letter With an Envelope

Once you have created a customized template for personal letters, you will surely want to try it out and write and print a letter.

1. Choose **File - New - Templates and Documents**.

2. Select your new template and click **OK**.

StarOffice creates a document based on the template (the template is not changed when you work in your document).

3. Enter the text of your letter in the document.

4. Check if the addressee information on the envelope is correct.

5. If you plan to print or edit this document later on, save it and enter a name.

6. Place an envelope in your printer.

7. Choose **File - Print** and print page 1, which is your envelope.

8. Place normal letter paper in your printer, select the command **File - Print** again, and print the second page. If your letter has more than one page of text, you can specify which pages you want to print under **Pages**.

## Summary

To create a document based on a certain template, choose **File - New - Templates and Documents**, select the template you want and click **Open**.

To edit a template, choose **File - New - Templates and Documents**, select the template you want and click **Edit**.



# Creating Spreadsheets With StarOffice Calc

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StarOffice Calc is the spreadsheet module of StarOffice. It provides all the functions necessary for advanced use, lots of financial and statistical functions as well as database functions, plus much more.

## StarOffice Calc Features

StarOffice Calc is a spreadsheet application that you can use to calculate, analyze, and manage your data. You can also import and modify Microsoft Excel spreadsheets.

### Calculations

StarOffice Calc provides you with functions, including statistical and banking functions, that you can use to create formulas to perform complex calculations on your data.

You can also use AutoPilots to help you create your formulas.

## What-If Calculations

An interesting feature is to be able to immediately view the results of changes made to one factor of calculations that are composed of several factors. For instance, you can see how changing the time period in a loan calculation affects the interest rates or repayment amounts. Furthermore, you can manage larger tables by using different predefined scenarios.

## Database Functions

Use spreadsheets to arrange, store, and filter your data.

StarOffice Calc lets you drag-and-drop tables from databases, or lets you use a spreadsheet as a data source for creating form letters in StarOffice Writer.

## Arranging Data

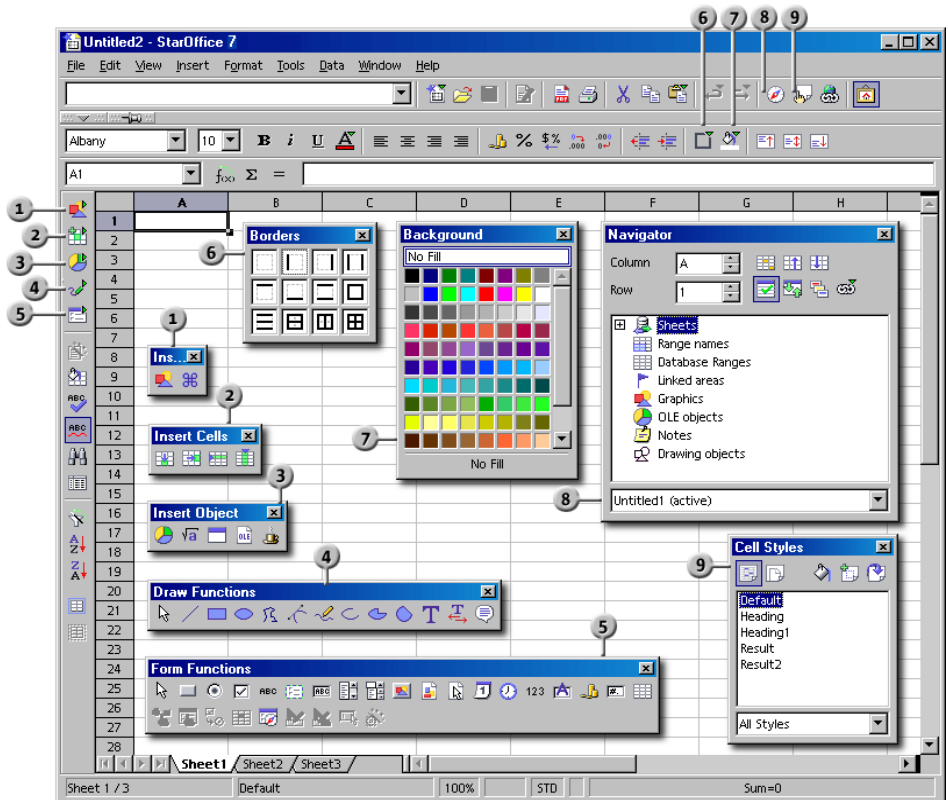
With a few mouse-clicks, you can reorganize your spreadsheet to show or hide certain data ranges, or to format ranges according to special conditions, or to quickly calculate subtotals and totals.

## Dynamic Charts

StarOffice Calc lets you present spreadsheet data in dynamic charts that update automatically when the data changes.

## Opening and Saving Microsoft Files

Use the StarOffice filters to convert Excel files, or to open and save in a variety of other formats.



## Toolbars and Windows in StarOffice Calc

- |   |                                 |   |                             |
|---|---------------------------------|---|-----------------------------|
| 1 | Insert floating toolbar         | 6 | Borders floating toolbar    |
| 2 | Insert Cells floating toolbar   | 7 | Background floating toolbar |
| 3 | Insert Object floating toolbar  | 8 | Navigator window            |
| 4 | Draw Functions floating toolbar | 9 | Stylist window              |
| 5 | Form Functions floating toolbar |   |                             |

# Structure of a Spreadsheet

A spreadsheet is made up of individual sheets. Each sheet contains various cells, arranged in rows and columns. Each cell can contain either a formula or a text or value.

A calculation can be entered directly as a formula, for example,  $=4 + 5$ . But the main reason for using a spreadsheet is that its formulas can refer to other cells. An example of such a formula might be  $=\text{SUM}(A1:A8)$ . This calculates the sum of the values in cells A1 through A8 and displays the result in the cell containing the formula. Additional formulas may also be entered in cells A1 through A8, each referring to other cells and their contents, and so on.

Open a new spreadsheet with the command **File - New - Spreadsheet**. It is named "Untitled1" until you save it under a name of your own. If you look at the new, still empty document, you will notice several typical elements, which are discussed in the following sections.

## Rows and Columns

On a spreadsheet, rows are numbered from 1 to 32000, and the columns are designated with the letters A through Z, AA through AZ, and so on; the last column is labeled with the letters IV. Each cell on the sheet can be uniquely referenced by row and column. For example, cell A1 is the first cell in the upper left corner of the sheet.

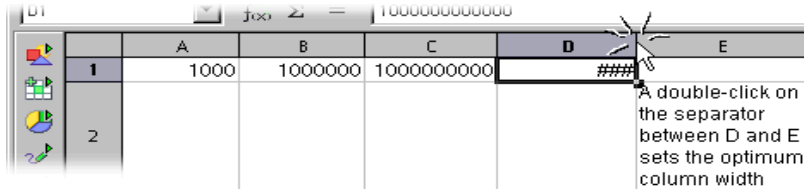
These numbers and letters appear along the edge of the window. The row header contains the row numbers, and the column header names the columns. If you click on one of these areas, the entire row or column will be selected. To select the entire sheet, click on the unlabeled button at the intersection of the row and column headers at the top left.

Enter some text in cell A1. As you type, you will see that the text appears both in the cell and in the input line of the formula bar. You will also notice that you can enter more text than appears to fit in the cell.

In fact, any cell can accommodate text longer than the cell. The whole length of the text is displayed and printed, provided the adjacent cells to the right are vacant. If



the cell to the right is not vacant, you will see a small triangle on the right hand edge of the first cell, indicating that it contains more text than can be displayed. (You can turn off these triangles by choosing **Tools - Options - Spreadsheet - View** and unmarking **Text overflow**.)



If a number cannot be displayed in a cell because it is too long, you will see "###". In this case, you will need to increase the column width. Set the width to "optimal" by simply double-clicking the right divider in the column header.

You can use the common text edit functions. Notice, however, that the right and left arrow keys will move the cell cursor to the next cell. If you double-click a cell or have pressed the F2 key, you will enter the edit mode. The left and right arrow keys will now position the text cursor within the cell. Press Ctrl+Enter to enter a new line in the cell.

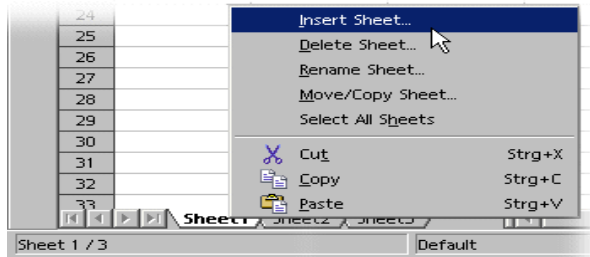
When you press the Enter key, the text in cell A1 is finished and the cursor moves to cell A2. The active cell is always the one with the cell cursor and that is where you can make entries and changes.

## Multiple Sheets in a Document

At the lower edge of the sheet you find sheet tabs for switching between the various sheets of your document.

# Applying Multiple Sheets

By default StarOffice displays three sheets "Sheet1" to "Sheet3", in each new spreadsheet.



## Insert sheet

In the context menu, use the **Insert Sheet** command to insert either a new sheet or an existing sheet from another file.

## Select multiple sheets

The sheet tab of the current sheet is always visible in white in front of the other sheet tabs. The other sheet tabs are gray when they are not selected. By clicking other sheet tabs while pressing Ctrl you can select more sheets.

## Undo selection

In order to undo the selection of a sheet, click its sheet tab again while pressing the Ctrl key. The sheet that is currently visible cannot be removed from the selection.

## Write values simultaneously to multiple sheets

If multiple sheets are selected, all values entered into the active sheet are automatically inserted into the other selected sheets. For example, data entered in Sheet 1, cell A1 is automatically entered into the same cell in Sheet 2.

## Calculate function across multiple sheets

As an example, enter the formula as follows: `=MEAN(Sheet1.A1:Sheet50.A1)`. In the formula cell the mean is now shown across all the A1 cells of your 50 sheets.

## Renaming Sheets

1. Click the name of the sheet that you want to change.
2. Open the context menu and choose the **Rename** command. A dialog box appears where you can enter a new name.
3. Enter a new name for the sheet and click **OK**.
4. Alternatively, hold down the Alt-key and click on any sheet name and enter the new name directly.



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The name of a sheet may consist only of letters and numbers. Spaces are also permitted.

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The name of a sheet is independent of the name of the spreadsheet. You enter the spreadsheet name when you save it for the first time as a file. The document can contain up to 256 individual sheets, which can have different names.

## Values and Formulas as Cell Contents

Individual cells can contain text, numbers, dates or formulas. You can specify or modify the cell contents, and you can update them at any time by recalculating the formulas with current data.

The box at the bottom right in the Status Bar always displays helpful information. In a spreadsheet, this box can be used to permanently display the sum of all selected cells. You can also display other values, such as the maximum value of all selected cells. Use the context menu to change the value displayed in this box. In case of an error, this box will display an error message.

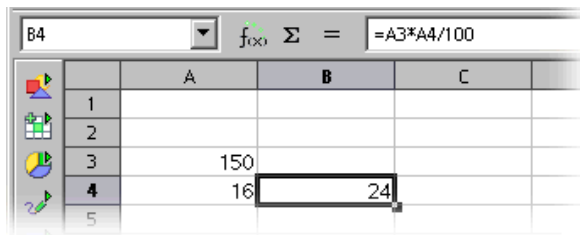
# Calculating in Spreadsheets

The following is an example of a calculation in StarOffice Calc. It describes a percentage calculation that you can perform in a spreadsheet:

1. Position the cursor in cell A3.
2. Enter the number 150 and press the Enter key. The cursor then moves down to cell A4.
3. Enter the number 16 in cell A4. This time, however, press the Tab key instead of the Enter key. The cursor moves to the right to cell B4.
4. Enter the following in cell B4:

`=A3 * A4 / 100`

If you start the input with an equals sign, you are indicating that you want to enter a formula. You will see the formula in the input line of the Formula Bar.



5. Press Enter to finish the formula. You will see the result of the calculation (16 percent of 150) in cell B4.
6. Click on cell A3, enter 200, and press the Enter key. Notice that the calculation result is adjusted automatically.
7. Click on cell B4, and then click at the end of the formula in the input line of the Formula Bar. A blinking text cursor indicates that you can make a new entry.
8. Add "+ A3" (without the quotation marks) to the formula and press the Enter key. The newly calculated value of the formula appears in cell B4: the previous 16 percent of A3 plus the contents of A3.

StarOffice provides you with various sample spreadsheets and templates which you can fill out and use according to your needs.

Besides the four basic arithmetic operations, you can enter other operators, nested brackets and many other functions. The **AutoPilot: Functions** is there to help you with the inputting of functions.

## What Can a Cell Contain?

As you have already seen from a few examples, cells can contain different types of content. In the following sections, you will find more information about cell contents.

### Text

When you enter text in a cell, you can use almost all of the editing and formatting functions available in a text document. For example, to select a word, you can double-click the word either in the input line or in a cell. If you select a different font or other attribute from the **Text Object Bar**, the modifications will apply only to the selected word.



- Pressing the Ctrl+Enter keys inserts a manual line break. This shortcut only works directly in the cell, not in the input line.

If you want the text to automatically break at the right border of the cell, proceed as follows:

1. Select all the cells where you want the text to break at the right border.
2. In **Format - Cells - Alignment**, mark the **Automatic line break** option and click **OK**.

Even with texts, you can do "calculations". For example, enter a text in cell A1 and another text in A2. In cell A3, insert the formula `"=CONCATENATE(A1;A2)"` to concatenate the two texts, in other words, to string them together.

You can format numbers as text in StarOffice Calc. Open the context menu of a cell or range of cells and choose **Format Cells - Numbers**, then select "Text" from the **Category** list. Any numbers subsequently entered into the formatted range are interpreted as text. The display of these "numbers" is left-justified, just as with other text.



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When numbers are formatted as text, they cannot be used in calculations or formulas.

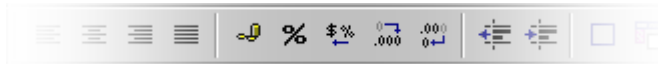
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If you have already entered normal numbers in cells and have afterwards changed the format of the cells to "Text", the numbers will remain normal numbers. They will not be converted. Only numbers entered afterwards, or numbers which are then edited, will become text numbers.

If you decide to enter a number directly as text, enter an apostrophe (') first. For example, for years in column headings, you can enter '1999, '2000 and '2001. The apostrophe is not visible in the cell, it only indicates that the entry is to be recognized as a text. This is useful if, for example, you enter a telephone number or postal code that begins with a zero (0), because a zero (0) at the start of a sequence of digits is removed in normal number formats.

## Numbers

You can display one and the same figure in various ways, but internally it always remains the same number.



For example, enter the number 12345.6789. The number is displayed with only two decimal places in the sheet, that is, 12345.68. However, all four decimal places are still remembered by the program.

You can select other display options by choosing **Format - Cells**. All the defined formats are lists on the **Numbers** tab. A preview shows you how the result will look. In this dialog you can define your own formats, that you can then apply to numbers or other content of your spreadsheets.

There are various ways to enter integers starting with a zero:

- Enter the number as text. The easiest way is to enter the number starting with an apostrophe (for example, '0987). The apostrophe will not appear in the cell, and the number will be formatted as text. Because it is in text format, however, you cannot calculate with this number.
- Format a cell with a number format such as \0000. This format can be assigned in the **Format code** field under the **Format - Cells - Numbers** tab, and defines the cell display as "always put a zero first and then the integer, having at least three places, and filled with zeros at the left if less than three digits".

If you want to apply a numerical format to a column of numbers in text format (for example, text "000123" becomes number "123"), do the following:

1. Select the column in which the digits are found in text format. Set the cell format in that column as "Number".
2. Choose **Edit - Find & Replace**
3. In the **Search for** box, enter `^[0-9]`
4. In the **Replace with** box, enter `&`
5. Check **Regular expressions**
6. Check **Current selection only**
7. Click **Replace All**

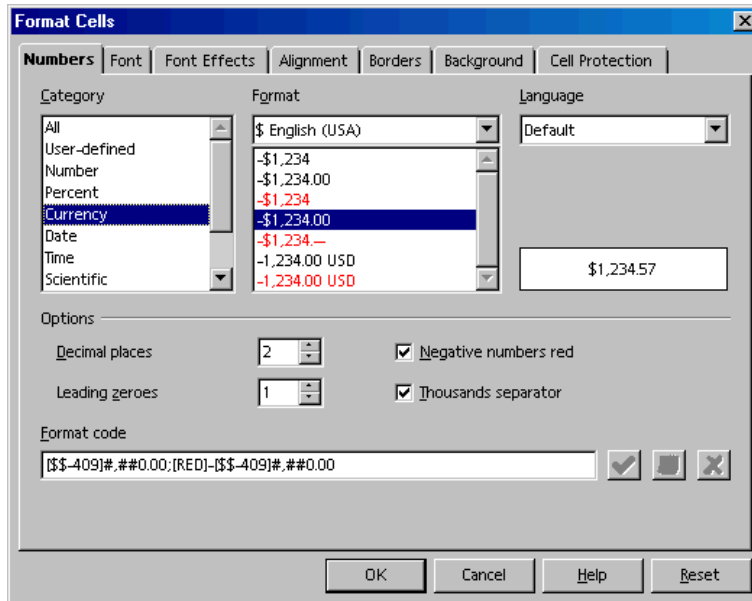
## Cells in Currency Format



In StarOffice Calc you can give numbers any currency format. When you click the **Currency** icon in the **Object Bar** to format a number, the cell is given the default currency format set in StarOffice under **Tools - Options - Language Settings - Languages**.

The international exchange of StarOffice Calc documents could lead to misunderstandings, if your StarOffice Calc document is loaded by a user who uses a different default currency format.

In StarOffice Calc you can define that a number that you have formatted as "1,234.50 €", still remains in euro in another country and does not become dollars.



You can change the currency format in the **Format Cells** dialog (choose **Format - Cells - Numbers** tab) by two country settings. In the **Language** box select the basic setting for currency symbol, decimal and thousands separators. In the **Format** box you can select possible variations from the default format for the language.

- For example, if the language is set to "Default" and you are using a german locale setting, the currency format will be "1.234,00 €". A point is used before the thousand digits and a comma before the decimal places. If you now select the subordinate currency format "\$ English (US)" from the **Format** box, you will get the following format: "\$ 1.234,00". As you can see, the separators have remained the same. Only the currency symbol has been changed and converted, but the underlying format of the notation remains the same as in the locale setting.
- If, under **Language**, you convert the cells to "English (US)", the English-language locale setting is also transferred and the default currency format is now "\$ 1,234.00".



# Calculating With Formulas

All formulas begin with an equals sign. The formulas may contain numbers or text, and other data is also possible such as format details. The formulas also contain arithmetic operators, logic operators or function starts.



Remember that the basic arithmetic signs (+, -, \*, /) can be used in formulas using the "Multiplication and Division before Addition and Subtraction" rule. Instead of writing =SUM(A1:B1) it is better to write =A1+B1.

Parentheses can also be used. The result of the formula =(1+2)\*3 produces a different result than =1+2\*3.

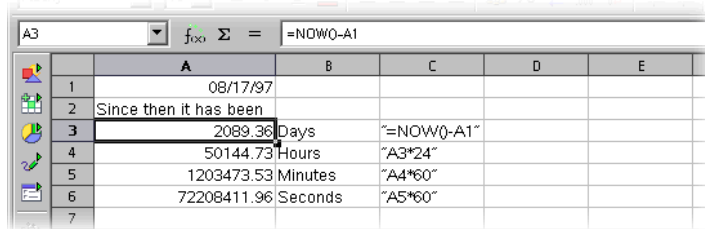
Here are a few examples of StarOffice Calc formulas:

=A1+10	Displays the contents of cell A1 plus 10.
=A1*16%	Displays 16% of the contents of A1.
=A1 * A2	Displays the result of the multiplication of A1 and A2.
=ROUND(A1;1)	Rounds the contents in cell A1 to one decimal place.
=EFFECTIVE(5%;12)	Calculates the effective interest for 5% annual nominal interest with 12 payments a year.
=B8-SUM(B10:B14)	Calculates B8 minus the sum of the cells B10 to B14.
=SUM(B8;SUM(B10:B14))	Calculates the sum of cells B10 to B14 and adds the value to B8.
=SUM(B1:B32000)	Sums all numbers in column B.

It is also possible to nest functions in formulas, as shown in the example. You can also nest functions within functions. The **Function AutoPilot** assists you with nested functions.

## Calculating With Dates and Times

In StarOffice Calc, you can perform calculations with dates and times, since they are both taken from the internal clock of your computer. As an example, to find out exactly how old you are in seconds or hours, follow these steps:



The screenshot shows a spreadsheet with the following data:

	A	B	C	D	E
1	08/17/97				
2	Since then it has been				
3	2089.36	Days	"=NOW()-A1"		
4	50144.73	Hours	"A3*24"		
5	1203473.53	Minutes	"A4*60"		
6	72208411.96	Seconds	"A5*60"		
7					

1. In a spreadsheet, enter your birthday in cell A1.
2. Enter the following formula in cell A3: =NOW()-A1
3. After pressing the Enter key you will see the result in date format. Since the result should show the difference between two dates as a number of days, you must format cell A3 as a number.
4. Place the cursor in cell A3, right-click to open a context menu and choose **Format Cells**.
5. The **Format Cells** dialog appears. On the **Numbers** tab, the **Number** category will appear already highlighted. The format is set to "Standard", which causes the result of a calculation containing date entries to be displayed as a date. To display the result as a number, set the number format to "-1,234" and close the dialog with the **OK** button.
6. The number of days between today's date and the specified date is displayed in cell A3.
7. Experiment with some additional formulas: in A4 enter =A3\*24 to calculate the hours, in A5 enter =A4\*60 for the minutes, and in A6 enter =A5\*60 for seconds. Press the Enter key after each formula.

The time since your date of birth will be calculated and displayed in the various units. The values are calculated as of the exact moment when you entered the last formula and pressed the Enter key. This value is not automatically updated, although "Now" continuously changes. In the **Tools** menu, the menu item **Cell**

**Contents - AutoCalculate** is normally active; however, automatic calculation does not apply to the function NOW. This ensures that your computer is not solely occupied with updating the sheet.

## Inserting and Editing Notes

You can assign a note to each cell by choosing **Insert - Note**. The note is indicated by a small red square, the note indicator, in the cell.

- The note is visible whenever the mouse pointer is over the cell, provided you have activated **Help - Tips** or **Extended Tips**.
- When you select the cell, you can choose **Show Note** from the context menu of the cell. Doing so keeps the note visible until you deactivate the **Show Note** command from the same context menu.
- To edit a permanently visible note, just click in it. If you delete the entire text of the note, the note itself is deleted.
- To show or hide the note indicator, choose **Tools - Options - Spreadsheet - View** and mark or unmark the **Note indicator** check box.

To display a help tip for a selected cell, use **Data - Validity - Input Help**.

## Handling Multiple Sheets

When working with a spreadsheet, you are not limited to just one sheet. In fact, you can use up to 256 sheets laid on top of each other. Each sheet has its own name displayed on a "sheet tab" at the bottom of the window.



You can append additional sheets or insert them in front of the current sheet. Open the context menu of a sheet tab and choose the corresponding command. Select **Rename Sheet** in the context menu to modify the name of a sheet.

## Navigating Through Sheets Tabs



Use the navigation buttons to display all the sheets belonging to your document. Clicking the button on the far left or the far right displays, respectively, the first or last sheet tab. The middle buttons allow the user to scroll forward and backward through all sheet tabs. To display the sheet itself click on the sheet tab.

If there is insufficient space to display all the sheet tabs, you can increase it by pointing to the separator between the scroll bar and the sheet tabs, pressing the mouse button and, keeping the mouse button pressed, dragging to the right. In doing so you will be sharing the available space between the sheet tabs and horizontal scroll bar.

## Working With Multiple Sheets

Each sheet of a spreadsheet is independent of the other sheets in a spreadsheet document. You can however, incorporate the same data into several sheets. If you would like to insert data at the same location in the first three sheets, select all three sheets together and enter the data in only one of the sheets.

To select several sheets together, click the sheet tabs of the sheets in question whilst pressing the Ctrl key. All selected sheets now have white sheet tabs, as opposed to the gray sheet tabs of the unselected sheets.

StarOffice Calc includes the name of the sheet in the reference. Instead of referring to \$A\$1, StarOffice Calc refers to \$Sheet1.\$A\$1.

- If you want to address the first cell from both Sheet1 and Sheet2 in a single reference, for example, summarize, the 3D formula will read =SUM(Sheet1.A1:Sheet2.A1). The sum function has one addend here, namely, the range from Sheet 1.A1 to Sheet 2.A1. In this range there are two cells (as long as no more cells are included between Sheet 1 and Sheet 2). The simple formula (not a 3D formula) would only list two addends: =SUM(Sheet1.A1; Sheet2.A1).
- If you also want to include any subsequently inserted sheets found between Sheet 1 and Sheet 2, the formula would then be =SUM(Sheet1.A1:Sheet2.B2).

The full address of a cell also contains the complete path and file name of the spreadsheet document. So, in its full form, the reference to cell A1 in sheet1 of the document "name.sxc" on drive C is `"=file:///c:/name.sxc#$sheet1.A1"`. Note the single quotes surrounding the file name, and the # character that describes the location within the file, in accordance with URL convention.

## Printing Spreadsheets



If you click the **Print File Directly** icon in the **Function Bar**, all the sheets in your document will be printed. However, if you have selected a print range, then only that part will be printed. You can set the print range by selecting the cells that you want to print, then use the **Format - Print Ranges - Define** command. You can find further information on this topic in the StarOffice Help.

If you only want to print the current sheet go to menu **File - Print**. In the **Print** dialog, choose the **Selection** option and click **OK**. Only the current sheet will be printed. If, however, you have selected a certain range of cells, only those cells will be printed, and done so only in the column width shown in the sheet.

If you want to simultaneously print various sheets, for example, Sheet 1 and Sheet 2, select both of them beforehand (hold down the Ctrl key and click the sheet tabs). The white tabs are the selected ones. Now, go to the **Print** dialog and choose the **Selection** option and only the selected sheets will be printed. After having printed the desired sheets, remember to click the sheet you are working on while holding down the Shift key so that only that sheet is selected. If you don't do this, all modifications you then make will apply to all sheets.

# Formatting a Spreadsheet

A spreadsheet can always be improved by formatting the cell contents. Text and numbers can be given certain formats, and the cells themselves can be formatted with different colors, borders and other attributes.

You can either define the formats yourself, or you can use one of the many predefined formats. For cells, a wide selection of cell styles is provided and you can also define your own cell styles in the same way you do text styles.

You may want to give certain values in your spreadsheets particular emphasis. For example, in a table of turnovers you can show all the values above the average in green, and all those below the average in red. You can do this with conditional formatting (see page 278).

## Formatting Numbers With Decimals

Enter a number into the sheet, for example, 1234.5678. This number will be displayed in the default number format, with two decimal places. You will see 1234.57 when you confirm the entry. Only the display in the document will be rounded off; internally, the number retains all four decimal places after the decimal point.

To format numbers with decimals:

1. Set the cursor at the number and choose **Format - Cells** to start the **Format Cells** dialog.
2. On the **Numbers** tab you will see a selection of predefined number formats. In the bottom right in the dialog you will see a preview of how your current number would look if you were to give it a particular format.



If you only want to modify the number of the decimal places displayed, the easiest method is to use the **Number Format: Add Decimal Place** or **Number Format: Delete Decimal Place** icons on the **Object Bar**.

## Formatting Dates and Times

As you can see from the list of options from the previous example, you can format the date and time in many different ways.

1. Set the cursor in the cell containing the date or time and choose **Format - Cells** to start the **Format Cells** dialog.
2. In the **Category** list box, click on **Date** or **Time** to see a selection of predefined number formats. In the middle right of the dialog you will see a preview of how the date or time looks if you give it a particular format.

## Formatting Years

The year in a date entry is often entered as two digits. Internally, the year is managed by StarOffice as four digits, so that in the calculation of the difference from 1/1/99 to 1/1/01, the result will correctly be two years.

- Under **Tools - Options - StarOffice - General** you can define the century that is used when you enter a year with only two digits. The default is 1930 to 2029.

This means that if you enter a date of 1/1/30 or higher, it will be treated internally as 1/1/1930 or higher. All lower two-digit years apply to the 20xx century. So, for example, 1/1/20 is converted into 1/1/2020.

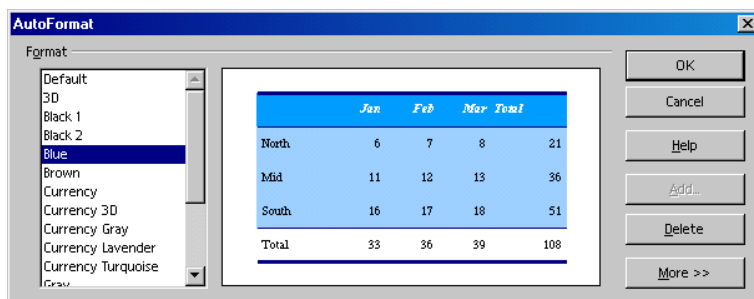
## Formatting Cells and Sheets

The distinction between direct and style formatting holds true for cells as well as for text documents. You have the choice, for instance, between applying a particular font size directly as direct formatting to a cell or defining a style to apply the desired font size. For documents which you expect to work with extensively, it makes sense to use styles. It does not make sense to use styles for documents you only print and discard.

## Using AutoFormat for Tables



A quick way to format a sheet or a cell range is offered by the AutoFormat function. In your spreadsheet first select the cells to which you want to apply AutoFormatting, including the column and row headers and any sum rows or columns. At least 3x3 cells must be selected before this command can be chosen. Then open the **AutoFormat** dialog by choosing **Format - AutoFormat**.



The preview shows an example of how each format you select in the **Format** field will look. Click **OK** to apply the format to the selected range of cells.



If you do not see any change in color of the cell contents, then under **Tools - Options - Spreadsheet - View - Display** or in the **View** menu, you may have **Value highlighting** marked. In this case default colors will be used.

A format that you define yourself can be set as an AutoFormat:

1. Format a spreadsheet to your liking.
2. Select the whole sheet, for example, by clicking the empty button in the top left corner (above the first row header).
3. Call up the **AutoFormat** dialog and click **Add**. A dialog appears in which you give the new format a name.

The new format can then be used in other spreadsheets.

Use the **More** button to display additional options in the dialog. In the additional section that is then displayed, you can choose which properties of the chosen format are to be excluded from the automatic formatting. For example, if you



remove the check mark in front of **Font**, the font will not be taken into account by the AutoFormat.

## Layout of Spreadsheets

Your sheets do not have to have the look that StarOffice has defined. There are various ways you can apply a different layout for spreadsheets and also for tables in text documents.

## Designing Spreadsheets

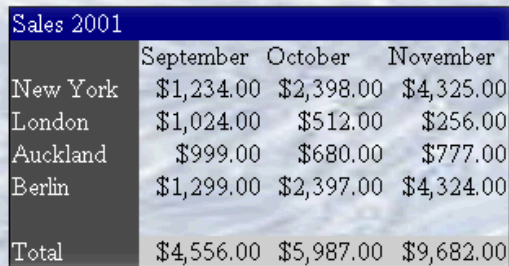
StarOffice helps you design your sheet in a variety of ways. For example, here are three different views of the same sheet, varying only in layout:

	A	B	C	D	E
1					
2		Sales 2001			
3			September	October	November
4		New York	1234	2398	4325
5		London	1024	512	256
6		Auckland	999	680	777
7		Berlin	1299	2397	4324
8					
9		Total	4556	5987	9682
10					

This is a sample sheet without any special formatting, as it appears by default.

	A	B	C	D	E
1					
2		Sales 2001			
3			September	October	November
4		New York	\$1,234.00	\$2,398.00	\$4,325.00
5		London	\$1,024.00	\$512.00	\$256.00
6		Auckland	\$999.00	\$680.00	\$777.00
7		Berlin	\$1,299.00	\$2,397.00	\$4,324.00
8					
9		Total	\$4,556.00	\$5,987.00	\$9,682.00
10					

You can format the sheet with one of the AutoFormats. It requires no further editing on your part.



Sales 2001	September	October	November
New York	\$1,234.00	\$2,398.00	\$4,325.00
London	\$1,024.00	\$512.00	\$256.00
Auckland	\$999.00	\$680.00	\$777.00
Berlin	\$1,299.00	\$2,397.00	\$4,324.00
Total	\$4,556.00	\$5,987.00	\$9,682.00

Here the example sheet has been formatted with certain cell attributes in the **Format - Cells** dialog. In addition the view of the gridlines and sheet headers has been deactivated in **Tools - Options - Spreadsheet - View** and a graphics file loaded as background in **Format - Page - Background**.



---

An image that you load with **Format - Page - Background** is only visible in print or in **File - Page View**.

If you want to have a background image displayed on screen as well, insert the graphic image by choosing **Insert - Graphics - From File**. Then send the image behind the cells by way of the context menu **Arrangement - To the Background**.

To later select the background image, use the Navigator.

---

## Formatting Text in a Spreadsheet

1. Select the text you want to format.
2. Choose the desired text attributes from the Spreadsheet Object Bar. You can also choose **Format - Cells**. The **Format Cells** dialog will appear in which you can choose various text attributes on the **Font** tab page.

## Formatting Numbers in a Spreadsheet

1. Select the cells containing the numbers you want to format.
2. To format numbers in the default currency format or as percentages, use the icons on the Spreadsheet Object Bar. For other formats, choose **Format - Cells**. You can choose from the preset formats or define your own on the **Numbers** tab page.

## Formatting Borders and Backgrounds for Cells and Pages

- You can assign a format to any group of cells by first selecting the cells (for multiple selection, hold down the Ctrl key when clicking), and then activating the **Format Cells** dialog in **Format - Cell**. In this dialog, you can select attributes such as shadows and backgrounds.
- To apply formatting attributes to an entire sheet, choose **Format - Page**. You can define headers and footers, for example, to appear on each printed page.

## Addressing Cells

Cells can be addressed directly by means of their rows and columns. You can use absolute or relative referencing, or you can give cell ranges their own names.

## Addresses and References, Absolute and Relative

### Relative Addressing

The cell in column A, row 1 is addressed as A1. You can address a range of adjacent cells by first entering the coordinates of the upper left cell of the area, then a colon followed by the coordinates of the lower right cell. For example, the square formed by the first four cells in the upper left corner is addressed as A1:B2.

By addressing an area in this way, you are making a relative reference to A1:B2. Relative here means that the reference to this area will be adjusted automatically when you copy the formulas.

## Absolute Addressing

Absolute references are the opposite of relative addressing. A dollar sign is placed before each letter and number in an absolute reference, for example, \$A\$1:\$B\$2.



---

StarOffice can convert the current reference, in which the cursor is positioned in the input line, from relative to absolute and vice versa by pressing Shift +F4. If you start with a relative address such as A1, the first time you press this key combination, both row and column are set to absolute references (\$A\$1). The second time, only the row (A\$1), and the third time, only the column (\$A1). If you press the key combination once more, both column and row references are switched back to relative (A1)

---

StarOffice Calc shows the references to a formula. If, for example you click the formula =SUM(A1:C5;D15:D24) in a cell, the two referenced areas in the sheet will be highlighted in color. For example, the formula component "A1:C5" may be in blue and the cell range in question bordered in the same shade of blue. The next formula component "D15:D24" can be marked in red in the same way.

## When to Use Relative and Absolute References

What distinguishes a relative reference? Assume you want to calculate in cell E1 the sum of the cells in range A1:B2. The formula to enter into E1 would be: =SUM(A1:B2). If you later decide to insert a new column in front of column A, the elements you want to add would then be in B1:C2 and the formula would be in F1, not in E1. After inserting the new column, you would therefore have to check and correct all formulas in the sheet, and possibly in other sheets.

Fortunately, StarOffice does this work for you. After having inserted a new column A, the formula =SUM(A1:B2) will be automatically updated to =SUM(B1:C2). Row numbers will also be automatically adjusted when a new row 1 is inserted. Absolute and relative references are always adjusted in StarOffice Calc whenever the referenced area is moved. But be careful if you are copying a

formula since in that case only the relative references will be adjusted, not the absolute references.

Absolute references are used when a calculation refers to one specific cell in your sheet. If a formula that refers to exactly this cell is copied relatively to a cell below the original cell, the reference will also be moved down if you did not define the cell coordinates as absolute.

Aside from when new rows and columns are inserted, references can also change when an existing formula referring to particular cells is copied to another area of the sheet. Assume you entered the formula =SUM(A1:A9) in row 10. If you want to calculate the sum for the adjacent column to the right, simply copy this formula to the cell to the right. The copy of the formula in column B will be automatically adjusted to =SUM(B1:B9).

There are various ways to copy a formula. One suggested method is:

1. Select the cell containing the formula.
2. Choose **Edit - Copy**, or press Ctrl+ C to copy it.
3. Select the cell into which you want the formula to be copied.
4. Choose **Edit - Paste**, or press Ctrl+V. The formula will be positioned in the new cell.

If you want to copy a formula into multiple cells, there is a quick and easy way to copy into adjacent cell areas:

1. Select the cell containing the formula.
2. Position the mouse on the bottom right of the highlighted border of the cell, and continue holding down the mouse button until the pointer changes to a cross-hair symbol.
3. With the mouse button pressed, drag it down or to the right over all the cells into which you want to copy the formula.
4. When you release the mouse button, the formula will be copied into the cells and automatically adjusted.

If you do not want values and texts to be automatically adjusted, then hold down the Ctrl key when dragging. Formulas, however, are always adjusted accordingly.

## Addressing by Name

A good way of making the references to cells and cell ranges in formulas legible is to give the ranges names. For example, you can name the range A1:B2 **Start**. You can then write a formula such as "=SUM(Start)". Even after you insert or delete rows or columns, StarOffice still correctly assigns the ranges identified by name. Range names must not contain any spaces.

For example, it is much easier to read a formula for sales tax if you can write "= Amount \* Tax\_rate" instead of "= A5 \* B12". In this case, you would name cell A5 "Amount" and cell B12 "Tax\_rate."

In order to specify range names, you must first select the area, then choose the command **Insert - Names - Define**, or the Ctrl + F3 key combination. Enter the name for the first range and click **Add**. You can also name other cell ranges in this dialog by entering the name in the field and then selecting the respective cells. Use the **Define Names** dialog to define names for formulas or parts of formulas you need more often. Close the dialog with OK.

## Recognizing Names as Addressing

StarOffice can correlate names with areas automatically, as long as you have entered the row and column coordinates. Refer to the following illustration:

	A	B	C	D	E	F
1	Sales 2001					
2		July	August	September		
3	New York	\$1,234.00	\$2,398.00	\$4,325.00	\$7,957.00	
4	London	\$1,024.00	\$512.00	\$256.00	\$1,792.00	
5	Auckland	\$999.00	\$888.00	\$777.00	\$2,664.00	
6	Berlin	\$1,233.00	\$2,397.00	\$4,624.00	\$8,254.00	
7						
8	<b>Total</b>	\$4,490.00	\$6,195.00	\$9,982.00		
9						
10						
11						

The automatic formula recognition allows you to enter, for example, the formula =SUM(July) in cell B8. This formula can then be copied to the right. Cell C8 automatically shows the formula =SUM(August), cell D8 =SUM(September), and so on.

This feature also works for horizontal calculations. Try it by entering the formula =SUM(London) in cell E4. The New York entry is a special case: Because this name contains a space, it must be enclosed in single quotation marks: =SUM('New York').

Automatic recognition does not work with formulas. You cannot enter the formula =SUM(sum) in cell E8. Instead you must enter =SUM(B8:D8) or =SUM(E3:E6). The latter formula will also be inserted automatically if you place the cursor in cell E8 and click the **Sum** icon in the **Formula Bar**.

This function is active by default. If you want, you can turn it off under **Tools - Options - Spreadsheet Document - Calculate**. Remove the check in the check box in front of **Automatically find column and row labels**.

You can also define the names yourself with **Insert - Names - Labels**.



---

In order for names to be automatically recognized, they must consist of alphanumeric characters and the first character must be a letter. If you want to use non-alphanumeric characters (including spaces), enclose the names in single quotation marks ('). If a single quotation mark appears in a name, for example, **Jan '97**, you must enter a backslash in front of the quotation mark (**Jan \'97**). This type of referencing is not compatible with earlier versions of StarOffice.

---

StarOffice automatically recognizes a range of cells that belong together. To see which cells make up a particular range, click in that range and press Ctrl and \* from the numeric key pad. The range will be highlighted.

## Only Copy Visible Cells

Assume you have hidden a few rows or columns in a cell range. Now you want to copy only the visible cells.

StarOffice behaves differently depending on how you hid the invisible cells and what you intend to do with them.

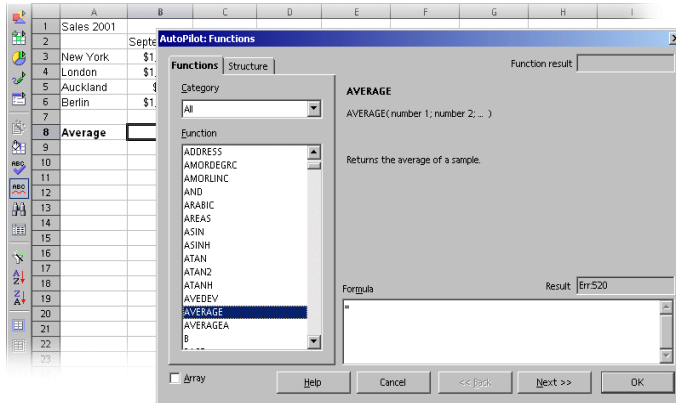
Method and Action	Result
Cells were filtered by AutoFilters, standard filters or advanced filters. <b>Copy</b> the visible cells using copy and paste through the clipboard, or using the middle mouse button, or by drag-and-drop while pressing the Ctrl key.	Only the visible cells are copied.
Cells were filtered by AutoFilters, standard filters or advanced filters. <b>Move</b> the visible cells, using cut and paste through the clipboard or by drag-and-drop without pressing an additional key.	All cells, including the hidden ones, are moved.
Cells were hidden using the <b>Hide</b> command in the context menu of the row or column headers, or through an outline. Copy or move the visible cells.	All cells, including the hidden ones, are copied or moved.



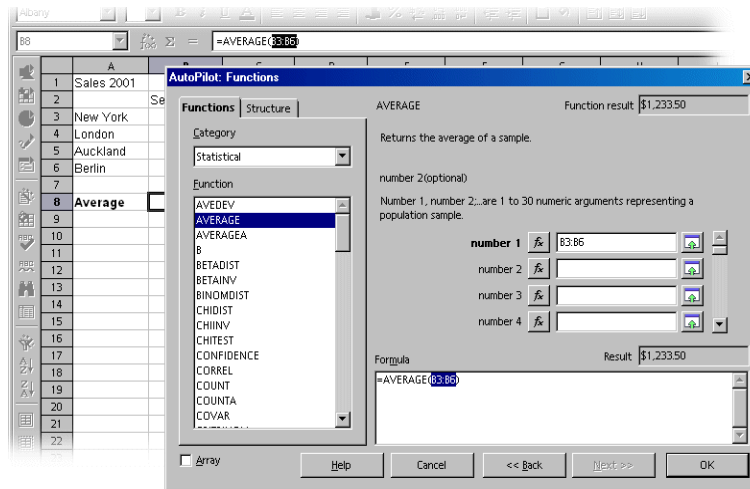
# Using References in Formulas

So far you have been introduced to formulas containing values, absolute and relative references, and references to named ranges. Occasionally we have also mentioned the **AutoPilot: Functions**. Here is an example of references used in formulas, with the help of the **AutoPilot: Functions**.

Consider the example from the previous topic. Now, use the functions AutoPilot to calculate the average of monthly sales for each location.



1. Position the cursor in cell B8, where you want the average to be displayed. Activate the **AutoPilot: Functions** by clicking its icon on the **Formula Bar**.
2. Select the AVERAGE function.
3. Click **Next** in the **AutoPilot: Functions**. On the right half of the AutoPilot, another input area will appear where you can enter the arguments of the function.



4. Click in the input field, in this case field "number 1." Enter either "B3:B6" or "January" or use the mouse to select that range in the sheet. To do so, click on the first cell B3, hold down the mouse button and drag to B6.

While you drag the mouse to mark the desired range, the AutoPilot dialog will be automatically minimized so that only the active input field is visible. You may also reduce or enlarge the dialog manually by clicking the **Shrink** / **Maximize** button to the right of the input field.

5. Click **OK** to close the AutoPilot. The formula will be calculated and the final result will appear in cell B8.

## References to Other Sheets and Referencing URLs

In a sheet cell you can show a reference to a cell in another sheet.

1. Open a new, empty spreadsheet.
2. By way of example, enter the following formula in cell A1 of Sheet1:

=Sheet2.A1

3. Click the Sheet 2 tab at the bottom of the spreadsheet. Set the cursor in cell A1 there and enter text or a number.
4. If you switch back to Sheet1, you will see the same content in cell A1 there. If the contents of Sheet2.A1 change, then the contents of Sheet1.A1 also change.

In the same way, a reference can also be made to a cell from another document. Open another spreadsheet in addition to the current spreadsheet. The current spreadsheet must have already been saved as a file.

1. If you have installed the samples you can, for example, by choosing **File - Open**, open the Movie1 document from the spreadsheet samples.
2. Change back to the original spreadsheet. Set the cursor in a free cell and enter an equals sign to indicate that you want to begin a formula.
3. Now switch to the document you have just loaded, Movie1. Click cell C3.
4. Switch back to the original spreadsheet. In the calculation row you will now see how StarOffice Calc has added the reference to the formula for you. If you have used the previous example, the following will now be located there:

```
=file:///C:/{installpath}
/share/samples/english/spreadsheets/Movie1.sdc'#$movievisits.C3
```

5. Confirm the formula by clicking the green check mark.

The reference to a cell of another document contains the name of the other document in single inverted commas, then a hash #, then the name of the sheet of the other document, followed by a point and the name of the cell. The name of the sheet automatically receives a leading dollar sign, since the sheet has absolute addressing.

If you examine the name of the other document in this formula, you will notice that it is written as a URL. This means that you can also enter a URL from the Internet. For example, if you found an Internet page containing current stock exchange information in spreadsheet cells, you can load this page in StarOffice Calc by using the following procedure:

1. In a StarOffice Calc document, position the cursor in the cell into which you want to insert the external data.
2. Choose **Insert - External Data**. The **External Data** dialog appears.

3. Enter the URL of the document or Web page in the dialog. The URL must be in the format: `http://www.my-bank.com/table.html`. The URL for local or local area network files is the path seen in the **File - Open** dialog. Press Enter.

StarOffice loads the Web page or file in the "background", that is, without displaying it. In the large list box of the **External Data** dialog, you can see the name of all the sheets or named ranges you can choose from.

4. Select one or more sheets or named ranges. You can also activate the automatic update function every "n" minutes and click **OK**.

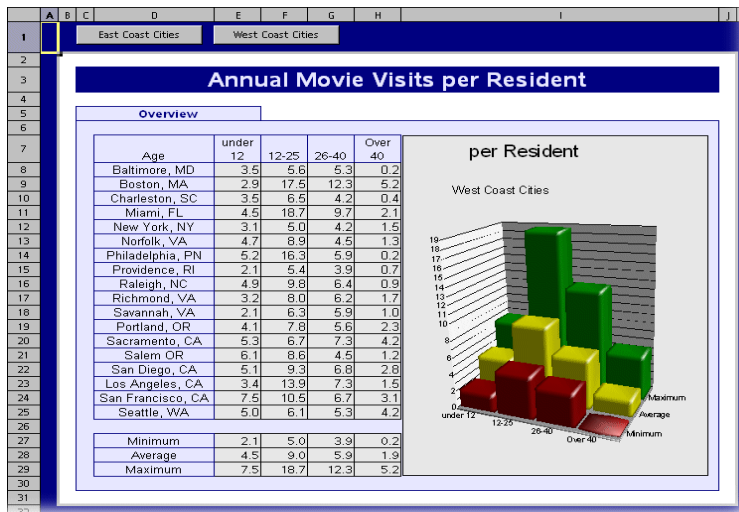
The contents will be inserted as a link in the StarOffice Calc document.

5. Save your spreadsheet. When you open it again later, StarOffice Calc will update the linked cells following an inquiry.
6. Under **Tools - Options - Spreadsheet - General** you can choose to have the update, when opened, automatically carried out either always, upon request or never. The update can be started manually in the dialog under **Edit - Links**.

# Using Charts

Data from spreadsheets can be represented graphically in a chart. You can select from a variety of charts suited for illustrating the structure of the data.

1. Open a spreadsheet and enter some data with row and column headings.
2. Select the data together with the headings.
3. Long-click the **Insert Object** icon found in the Main Toolbar to display the floating toolbar. Then click the **Insert Chart** icon. The mouse pointer will change to a cross-hair symbol with a small chart symbol.
4. In the spreadsheet, drag open a rectangle defining the initial location and size of the chart.
5. As soon as you release the mouse button, a dialog appears in which you can make further entries. You can also click the **Create** button to create a chart with the default settings.



The example data show the number of times people of different age groups in various cities go to the movie theater annually. Look for the document in your samples folder.

If you would rather put the cities than the age groups on the horizontal axis, you can "tilt" the chart: With the chart still selected, the Main Toolbar contains a **Data in Columns** icon and a **Data in Rows** icon. Click on one of the icons.

You are free to make any changes to all objects of your own charts. You can either double-click on the objects or, with the chart selected, choose the commands from the **Format** menu. For example, if you double-click on a color preview in the legend, you can reformat all data points of that data series. If you double-click the background in the box of the legend, you can format the background of the legend.

If you created the chart from the data of a StarOffice Calc spreadsheet, the data series that you click on in the chart are highlighted in the table.



Suppose you placed the chart in your StarOffice Calc spreadsheet in the background, and now you are wondering how to select it for further editing.



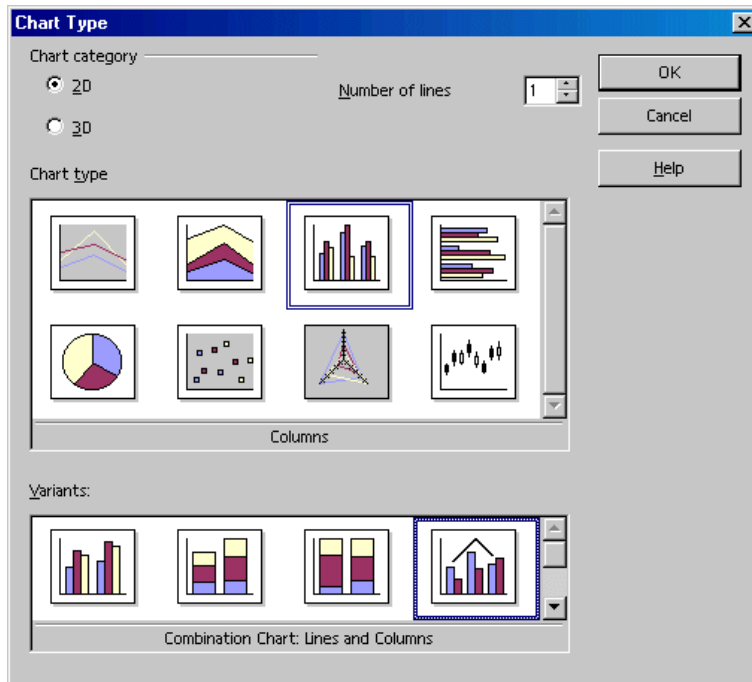
Open the **Show Draw Functions** floating toolbar and select the first tool, the **Select** arrow. Now you can click on the chart to select it.

In a StarOffice Calc chart, you can move a data series forward or backward. You can arrange the series in such a way that the lowest 3D bars are placed in the foreground and the higher ones in the background. To change the arrangement in the chart, use a command in the context menu of a data series or choose **Format - Arrangement**. The corresponding cell ranges in the StarOffice Calc spreadsheet will not be rearranged.



- 
- When you insert a chart in a presentation or drawing document with the **Insert Object - Insert Chart** toolbar, it is displayed with a set of sample data. When you insert a chart in a spreadsheet, you first select the cells in the spreadsheet whose values should be displayed in the chart.
  - In StarOffice Writer documents, you can insert a chart obtained from the data of a StarOffice Writer table. If you have not selected any data in a StarOffice Writer table, choosing **Insert - Object - Chart** inserts a chart containing sample data.
  - You can change the sample data values by double-clicking on the chart and then choosing **Edit - Chart Data**. If you want to change the values of a chart obtained from selected cells, you have to change the values in the table cells. If the chart is in a text document, press F9 to update the chart.
  - An easy method to change the numbers in a chart is **drag-and-drop**: select any table cell range, then drag and drop them at the chart. The chart updates with the new values.
  - Modification of chart data is also possible if you, for example, have copied a chart from a StarOffice Calc document into a StarOffice Writer document and now double-click the chart in the StarOffice Writer document. Remember, however, you are only editing the copy and not the original document.
- 

You can change the type of chart any time. When you double-click on the chart and choose **Format - Chart Type**, a dialog appears, presenting you with various types to choose from.



Try out the different options in the **Chart Type** dialog. You can also switch between 2D and 3D representation. With the **Columns** chart type you can select a **Combination Chart** of lines and columns.

- The three-dimensional charts offer some special effects. For example, you can adjust the illumination settings, such as light source, ambient light and color filters.
- 3D charts can be rotated and tilted with the mouse for an optimal point of view.
- By choosing **Insert - Statistics**, you can apply statistical indicators to charts of type "XY Chart". Indicators include standard deviations, with regression curves and more. A single or double logarithmic representation of the axes can also be set here.
- In Line Charts you can use the data series symbols that are applied automatically by StarOffice Chart. You can also select symbols yourself from graphic files or from the Gallery.



## Opening Binary StarOffice Chart Files

There is a special read-only mode to open a binary Chart file that was saved by a previous version of StarOffice. Double-click the file in your file manager or enter the full name including the .sds extension in the Open file dialog. You can then look at and print the chart.

To retrieve or edit the chart data of a StarOffice Chart .sds file, follow these steps:

1. Open a StarOffice Calc document.
2. Choose **Insert - Object - OLE Object**.
3. In the dialog, click **Create from file**. Click the **Search** button and select the .sds file. The chart is inserted and selected.
4. The chart data can be retrieved or edited after clicking the **Chart Data** icon in the Main Toolbar.

In a chart, you can select individual data series or data points by clicking on them, then open the context menu to find numerous options for formatting the view.

## Editing Chart Titles

To edit a chart title that you have inserted into a StarOffice document:

1. Double-click on the chart.  
  
A gray border appears around the chart and the menu bar now contains commands for editing the objects in the chart.
2. Double-click on the default title text. A gray border appears around the text and you can now make changes. Press Enter to create a new line.
3. A single-click on the title allows you to move it with the mouse.
4. If you want to change the formatting of the main title, choose **Format - Title - Main Title**. This opens the **Title** dialog.
5. Select one of the available tabs in the dialog to make modifications.
6. Click **OK**. In your document, click outside the chart to exit chart editing mode.

## Editing Chart Legends

To edit a chart legend:

1. Double-click on the chart.

A gray border appears around the chart and the menu bar now contains commands for editing the objects in the chart.

2. Choose **Format - Legend** or double-click on the legend. This opens the **Legend** dialog.
3. Choose from the available tabs to make modifications, then click **OK**.



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To select the legend, first double-click on the chart (see step 1), then click on the legend. You can now move the legend within the chart using the mouse.

If you move the legend over another object of the chart, you can no longer open its **Properties** dialog by double-clicking on it. To open the **Properties** dialog either use the **Format** menu or click once on the legend, then open the context menu and select **Object Properties**. The same applies to all other objects of the chart.

---

## Adding Texture to Chart Bars

You can add texture to the bars in a graph or chart (instead of the default colors) via bitmap graphics:

1. Enter edit mode by double-clicking on the chart.
2. Double-click on the bar you want to edit. All bars of this series are now selected.
3. In the context menu choose **Object Properties**. Then choose the **Area** tab.
4. Click on **Bitmap**. In the list box select a bitmap as a texture for the currently selected bars. Click **OK** to accept the setting.

## Editing Chart Axes

To edit the axes of a chart that you have inserted:

1. Double-click on the chart.  
A gray border appears around the chart and the menu bar now contains commands for editing the objects in the chart.
2. Choose **Format - Axis**, then select the axis (or axes) that you would like to edit. A dialog appears.
3. Select from the available sections and make the required changes (for example, select the **Scale** tab if you want to modify the scale of the axis).
4. Click **OK**. In your document, click outside the chart to exit chart editing mode.

## Database Functions in StarOffice Calc

Spreadsheets in StarOffice Calc are also able to manage records consisting of several fields, as in a database. Think of each row of the StarOffice Calc spreadsheet as a record whose fields are arranged in individual columns. Then, for example, you can sort or group the StarOffice Calc database by rows, look for key words and calculate totals.



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The database ranges in StarOffice Calc spreadsheets have nothing to do with the databases and tables that you address in **Tools - Data Sources** and edit in the data source browser F4.

- In StarOffice **Calc**, you work with a spreadsheet that can contain several sheets. You can combine several adjacent rows of a spreadsheet into a database range, for example, to sort them together. Furthermore, you can import external files, for example files in dBase format, into a StarOffice Calc spreadsheet. The records from the dBase file would then become rows and the data fields would become columns in a StarOffice Calc spreadsheet.
  - In the data source browser, on the other hand, you edit the dBase tables (or other data source) directly, and you can perform SQL queries, for example.
-

# Defining Database Ranges

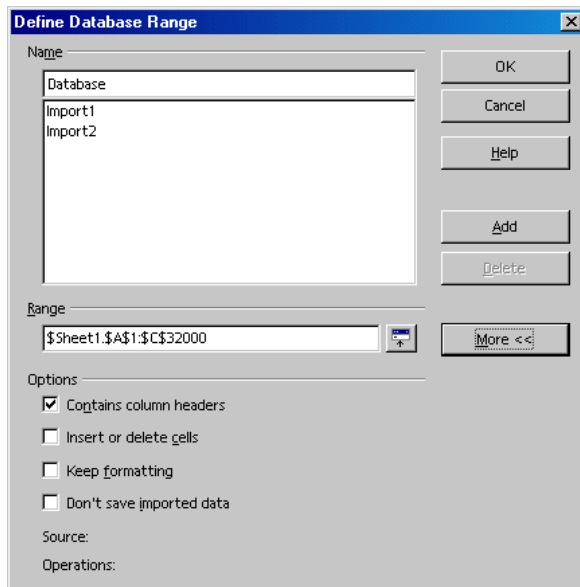
StarOffice Calc spreadsheets are also able to manage records consisting of several fields, as in a database. A database range consists of the records selected for this purpose. Think of each row of the spreadsheet as a record whose fields are arranged in individual columns. Then you can sort or group the records by rows, look for key words, and calculate totals.



The database ranges in StarOffice Calc spreadsheets have nothing to do with the databases and spreadsheets that you address in **Tools - Data Sources** and edit in the data source browser.

In the data source browser, you edit dBase (or other data source) files directly and can perform SQL queries.

1. Select the area to be defined as a database range by choosing **Data - Define Range**.
2. Enter a name for the range and click **More**.
3. Be sure to mark the check box **Contains column labels** so that the first row is correctly taken into account. Click **OK** to close the dialog.

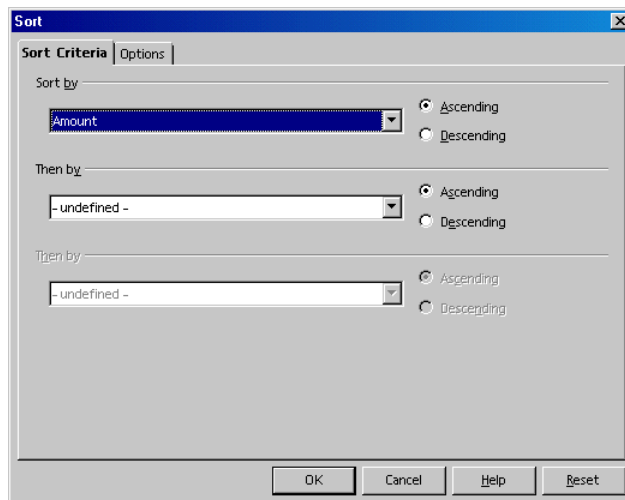


The selected range is now defined as a database range. Sort lists and filters you have defined for the database range can now be updated.

## Sorting Database Ranges

Select a range of cells and define these as a database range by choosing **Data - Define Range**.

Set the cursor in the database range and choose **Data - Sort**. In the dialog that appears, select the column to be sorted as the sort criterion and click OK.



You may specify up to two additional criteria, one to follow the other, for the sort function. For instance, you can sort expenditures first by date, then by item if they have the same date, and then by amount if they have the same date and item.

## Filtering Database Ranges

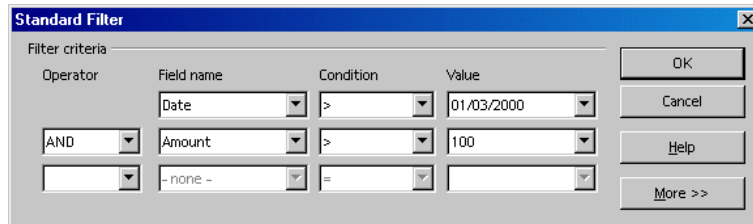
To filter out certain records so that you can modify them, use the spreadsheet filtering function. You can choose between using a dialog to specify the criteria exactly (in which case range definitions are also possible), or creating an

AutoFilter that will help whenever you want to filter according to specific values or text.

As an example, you want to see only those records in a list that occurred after 1/2/2000 and which have an amount in excess of 100 currency units.

- Set the cursor in the database range and choose **Data - Filter - Standard Filter** to open the dialog. Enter the following: Date > 1/2/2000 AND Amount > 100.

In the dialog, you can select the existing contents of the data fields in the combo boxes, but you can also enter the amount 100 directly.



If you click **OK**, you will now only see the records that meet all criteria. Choose **Data - Filter - Remove Filter** to reset the view.

To display only records with a specific content using the AutoFilter:

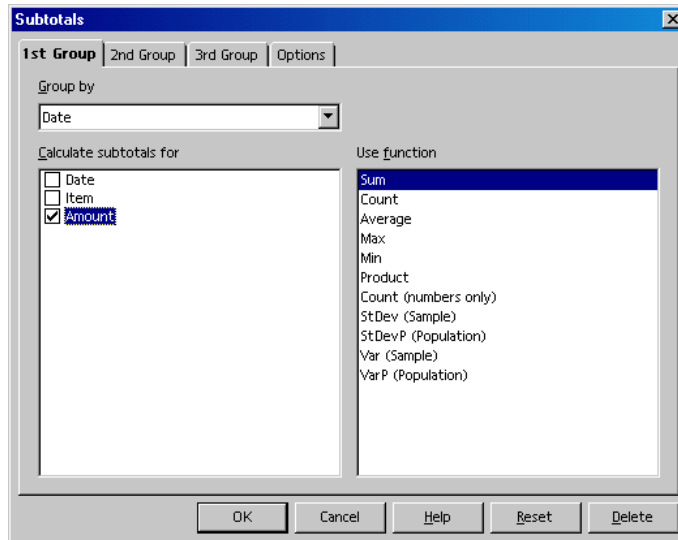
1. Place the cursor in the database range.
2. Click on the **AutoFilter** icon on the **Main Toolbar**. The column headers of the database range now contain small buttons.
3. Click on the button next to the desired field and select a criteria from the list. Only records that contain that criteria are displayed.

On the **Main Toolbar**, reset the view with the **AutoFilter** icon.

## Grouping Database Ranges and Calculating Subtotals

If you want to expand the sample data and in order to use it, you will also want to summarize and print the data in totals and subtotals. This can be done in just a few steps:

1. Place the cursor in the database range.
2. Choose **Data - Subtotals**. The **Subtotals** dialog appears.
3. Specify the options for calculating the subtotals. For example, group by "Date" (a subtotal is calculated for each new date), and calculate subtotals for "Amount" using the function "Sum" (adds the subtotals).



As soon as you press Enter or click OK, the database range will be grouped with subtotals. For every group of rows with an identical date, a subtotal is calculated. The grand total is displayed at the bottom.

1	2	3	A	B	C
	1		<b>Date</b>	<b>Item</b>	<b>Amount</b>
	2		01/02/03	Flowers	\$12.80
	3		<b>01/02/03</b>	<b>0</b>	<b>\$12.80</b>
	4		37624	Breakfast	\$2.48
	5		<b>37624</b>	<b>0</b>	<b>\$2.48</b>
	6		01/04/03	Software	\$49.50
	7		<b>01/04/03</b>	<b>0</b>	<b>\$49.50</b>
	8		37626	Newspaper	\$0.60
	9		<b>37626</b>	<b>0</b>	<b>\$0.60</b>
	10		01/06/03	Fishing Trip	\$22.50
	11		<b>01/06/03</b>	<b>0</b>	<b>\$22.50</b>
	12		37628	Hat	\$6.25
	13		<b>37628</b>	<b>0</b>	<b>\$6.25</b>
	14		01/08/03	Shoes	\$99.40
	15		<b>01/08/03</b>	<b>0</b>	<b>\$99.40</b>
	16		<b>02/10/21</b>	<b>0</b>	<b>\$193.53</b>
	17				

Notice the controls to the left of the row headers. They enable you to view which records (rows) have been summarized. If you click on a minus sign, only the row with the results is shown. The easiest way to control the display is with the small digits above the group area. If you click on 1, only the grand total is displayed; 2 reveals the subtotals, and 3 shows all elements.

## Transferring Data From a Data Source to a Spreadsheet

You can transfer any tables from the data source browser into your StarOffice Calc spreadsheet.

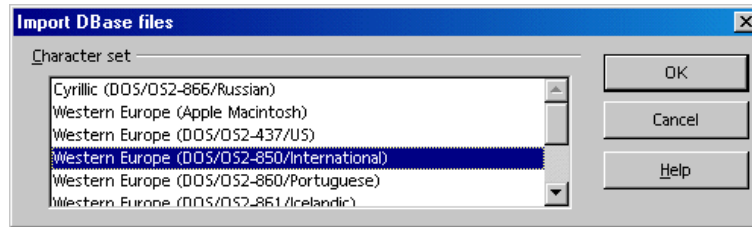
There are two different methods for transferring data. You can open a database file in dBase or text format directly through the **File - Open** dialog, in which case you import the whole database table into a StarOffice Calc spreadsheet, or you can use drag-and-drop.

### Opening a Database File in StarOffice Calc

You can open a file in dBase or text format as a StarOffice Calc spreadsheet.



1. Choose **File - Open**.
2. In the dialog, go to the folder where the database file is located. Enter the name of the file or go to the **File type** list box, select for example, "dBase" and click the name. Click **Open**. If you want to open a text document, select the file type "Text CSV".
3. When importing from dBase you will see a dialog where you can choose the character set of the file.



4. After you confirm this dialog with **OK**, the database file is opened in the StarOffice Calc spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1	PRE	FIRSTN	LASTN	TITLE, C, 254	COMPANY, C, 254	DEPARTM	ADDRESS, C, 254	CITY, C, 254	STA	POSTALCO	COUNTY	PO
2	Ms.	Patricia	Fisher		PTH TV		2345 1st. St. NW	Washington	DC	20001-3456	U.S.A.	Sec
3	Mr.	Alan	Brown		Houseware Inc.	Controlling	123 Main Street	Kissimmee	FL	34742-2354	U.S.A.	Man
4	Ms.	Julie	Clark		ICM							
5	Mr.	Peter	Smith		Motor Works Ltd.	Sales	1234 Amsterdam Ave.	New York	NY	10025-1234	U.S.A.	Sal
6												
7												

The first row provides information on the type and length of the individual data fields. This information is contained as dBase header in the file.

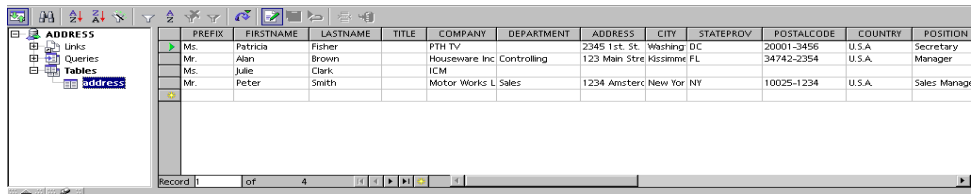
Before working on the data in the spreadsheet, we would like to introduce the second method for transferring selected records from the data source view to the StarOffice Calc spreadsheet.

## Dragging and Dropping Copies into Spreadsheets

This method works with all formats, and you have the choice of transferring all or only selected records into the spreadsheet document. To use this method you first need to register the data source in StarOffice.

1. Choose **Tools - Data Sources**.

2. You will see the **Data Source Administration** dialog. Click **New Data Source**.
3. In the **Database type** field, select "dBase" to register a dBase database. Click the ... button and select the folder containing the database files in \*.dbf format. Click **OK**.
4. In the **Name** field, enter a name to be displayed for the data source.
5. Click **Apply**. Click the **Tables** tab. Put a check mark next to the names of the tables you want to see in the data source view. Click **OK**.
6. Press F4 to open the data source browser.
7. Click on the plus sign next to "Tables" to view the existing tables in the database. In a dBase database, each \*.dbf file in the directory is a table of its own.
8. Click the name of the table. The records are displayed in the data source browser.



PREFIX	FIRSTNAME	LASTNAME	TITLE	COMPANY	DEPARTMENT	ADDRESS	CITY	STATEPROV	POSTALCODE	COUNTRY	POSITION
Ms.	Patricia	Fisher		PTH TV		2345 1st. St.	Washing	DC	20001-3456	U.S.A.	Secretary
Mr.	Alan	Brown		Houseware Inc.	Controlling	123 Main Stre	Kissimmee	FL	34742-2354	U.S.A.	Manager
Ms.	Julie	Clark		ICM							
Mr.	Peter	Smith		Motor Works L	Sales	1234 Amsterc	New Yor	NY	10025-1234	U.S.A.	Sales Manag

You can select the records and insert them into your spreadsheet.

1. To manually select a record that you want to transfer into the spreadsheet, click the row header of the record (the gray field without text at the left). You can click the first and last record row headers of a continuous range of records while pressing the Shift key, or you can hold down the Ctrl key and click the desired records individually.
2. Drag the selected records to the row headers in the StarOffice Calc sheet where the records are to be inserted. Then release the mouse button.

If you want to automatically transfer only some records from a database into the spreadsheet, you can use the filters in the data source browser:

1. Place the cursor in the data field containing the data that is the same in all filtered records. For example, to filter only records that have "Main Street" in their address, place the cursor in a field containing "Main Street".

2. Click the **AutoFilter** icon.
3. Now you only see the records containing the precise text "Main Street".
4. Select the Main Street records and drag them into the spreadsheet document. Release the mouse button at the cell where you want the first field to appear.

## Evaluating Data With StarOffice Calc

StarOffice Calc provides you with several powerful tools for evaluating data. The DataPilot allows you to produce any kind of sub-evaluation of your data. You can analyze your data through consolidation, goal seek and multiple operations.

### DataPilot

The DataPilot allows you to combine, compare and analyze large amounts of data. You can view different summaries of the source data, and you can display the details for areas of interest and create reports.

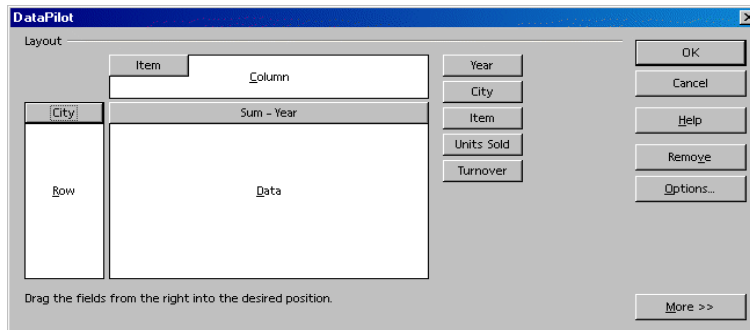
A table that has been created with the DataPilot is an interactive table. Data can be arranged, rearranged or summarized according to different points of view.

As an example, you have a data analysis table containing your company's sales figures, not only for specific product groups, but also for branches and years. Use the DataPilot to quickly find the data you are interested in.

	A	B	C	D	E	F
1	Sales					
2						
3	Article	Area	Sales person	1998	1999	2000
4	Video	New York	Fisher	\$200,000.00	\$197,000.00	\$220,000.00
5	Audio	New York	Fisher	\$350,000.00	\$235,000.00	\$420,000.00
6	Accessories	New York	Fisher	\$50,000.00	\$60,000.00	\$70,000.00
7	Video	New York	Fisher	\$300,000.00	\$180,000.00	\$310,000.00
8	Audio	New York	Fisher	\$270,000.00	\$200,000.00	\$270,000.00
9	Accessories	New York	Fisher	\$25,000.00	\$50,000.00	\$40,000.00
10	Video	New York	Fisher	\$189,000.00	\$320,000.00	\$234,000.00
11	Audio	New York	Fisher	\$210,000.00	\$240,000.00	\$290,000.00
12	Accessories	New York	Fisher	\$100,000.00	\$80,000.00	\$90,000.00
13	Video	Miami	Brown	\$150,000.00	\$160,000.00	\$180,000.00
14	Audio	Miami	Brown	\$210,000.00	\$250,000.00	\$300,000.00
15	Accessories	Miami	Brown	\$10,000.00	\$20,000.00	\$15,000.00
16	Video	Kissimmee	Clark	\$250,000.00	\$300,000.00	\$340,000.00
17	Audio	Kissimmee	Clark	\$250,000.00	\$290,000.00	\$350,000.00
18	Accessories	Kissimmee	Clark	\$100,000.00	\$120,000.00	\$130,000.00
19	Video	Washington	Smith	\$200,000.00	\$220,000.00	\$250,000.00
20	Audio	Washington	Smith	\$240,000.00	\$260,000.00	\$300,000.00
21	Accessories	Washington	Smith	\$80,000.00	\$60,000.00	\$90,000.00
22						
23	Filter					
24						
25	Sum - 1998	Area				
26	Article	Kissimmee	Miami	New York	Washington	Total Result
27	Accessories	\$100,000.00	\$10,000.00	\$175,000.00	\$80,000.00	\$365,000.00
28	Audio	\$250,000.00	\$210,000.00	\$830,000.00	\$240,000.00	\$1,530,000.00
29	Video	\$250,000.00	\$150,000.00	\$689,000.00	\$200,000.00	\$1,289,000.00
30	Total Result	\$600,000.00	\$370,000.00	\$1,694,000.00	\$520,000.00	\$3,184,000.00
31						
32						

## Creating DataPilot Tables

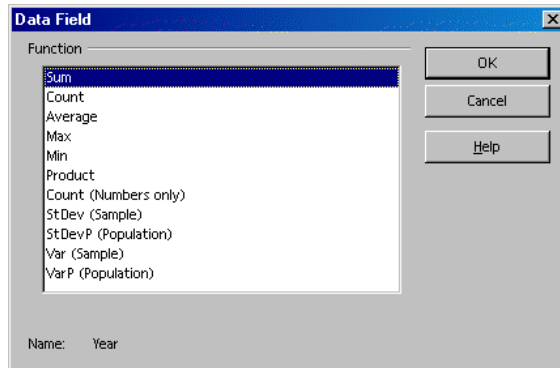
1. Position the cursor within a range of cells containing values, row and column headings.
2. Choose **Data - DataPilot - Start**. The dialog **Select Source** appears. Choose **Current selection** and confirm with **OK**. The table headings are shown as buttons in the **DataPilot** dialog. Drag these buttons as required and drop them into the layout areas "Column", "Row" and "Data".
3. Drag the desired buttons into one of the three areas.



If the button is dropped in the **Data** area it will be given a caption that also shows the formula that will be used to calculate the data.

- By double-clicking on one of the fields in the **Data** area you can call up the **Data Field** dialog.

Use the **Data Field** dialog to select the calculations to be used for the data. To make a multiple selection, press the Ctrl key while clicking the calculations.



- The order of the buttons can be changed at any time by simply moving them to a different position in the area with the mouse.
- Remove a button by dragging it back to the area of the other buttons at the right of the dialog.
- To open the **Data Field** dialog, double-click one of the buttons in the **Row** or **Column** area. Use the dialog to select if and to what extent StarOffice calculates display subtotals.

Exit the DataPilot dialog by pressing OK. A **Filter** button will now be inserted into the table below the source data. Two rows further down the DataPilot table is inserted. It has a bold outline.

23	Filter					
24						
25	Sum - 1998	Area				
26	Article	Kissimmee	Miami	New York	Washington	<b>Total Result</b>
27	Accessories	\$100,000.00	\$10,000.00	\$175,000.00	\$80,000.00	<b>\$365,000.00</b>
28	Audio	\$250,000.00	\$210,000.00	\$830,000.00	\$240,000.00	<b>\$1,530,000.00</b>
29	Video	\$250,000.00	\$150,000.00	\$689,000.00	\$200,000.00	<b>\$1,289,000.00</b>
30	<b>Total Result</b>	<b>\$600,000.00</b>	<b>\$370,000.00</b>	<b>\$1,694,000.00</b>	<b>\$520,000.00</b>	<b>\$3,184,000.00</b>
31						

## Selecting DataPilot Output Ranges

Click the button **More** in the **DataPilot** dialog. The dialog will be extended.

You can select a named range in which the DataPilot table is to be created, from the **Results to** box. If the results range does not have a name, enter the coordinates of the upper left cell of the range into the field to the right of the **Results to** box. You can also click on the appropriate cell to have the coordinates entered accordingly.

If you mark the **Ignore empty rows** check box, they will not be taken into account when the DataPilot table is created.

If the **Identify categories** check box is marked, the categories will be identified by their headings and assigned accordingly when the DataPilot table is created.

## Editing DataPilot Tables

Click one of the buttons in the table that the DataPilot has created and hold the mouse button down. A special symbol will appear next to the mouse pointer.

By dragging the button to a different position in the same row you can alter the order of the columns. If you drag a button to the left edge of the table into the row headings area, you can change a column into a row.

To remove a button from the table, just drag it out of the DataPilot table. Release the mouse button when the mouse pointer positioned within the sheet has become a 'not allowed' icon. The button is deleted.

To edit the DataPilot table, click a cell inside the DataPilot table and open the context menu. In the context menu you find the command **Start**, which displays the **DataPilot** dialog for the current DataPilot table.



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By double-clicking on some buttons inside the DataPilot table you can hide the subelements below it.

---

## Filtering DataPilot Tables

You can use filters to remove unwanted data from a DataPilot table.

Click the **Filter** button in the sheet to call up the dialog for the filter conditions. Alternatively call up the context menu of the DataPilot table and select the **Filter** command. The **Filter** dialog appears. Here you can filter the DataPilot table.

## Updating DataPilot Tables

If the data of the source sheet has been changed, StarOffice recalculates the DataPilot table. To recalculate the tables, choose **Data - DataPilot - Refresh**. Do the same after you have imported an Excel Pivot table into StarOffice Calc.

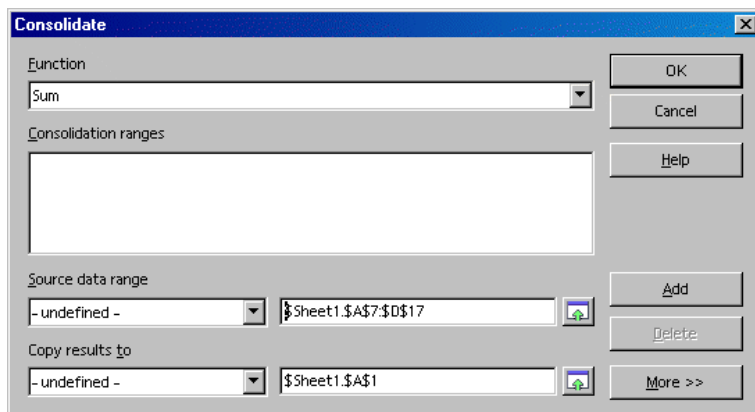
## Deleting DataPilot Tables

In order to delete a DataPilot table, select any cell in the DataPilot table, then choose **Delete** in the context menu.

## Consolidating Data

During consolidation, the contents of the cells from several sheets will be combined in one place.

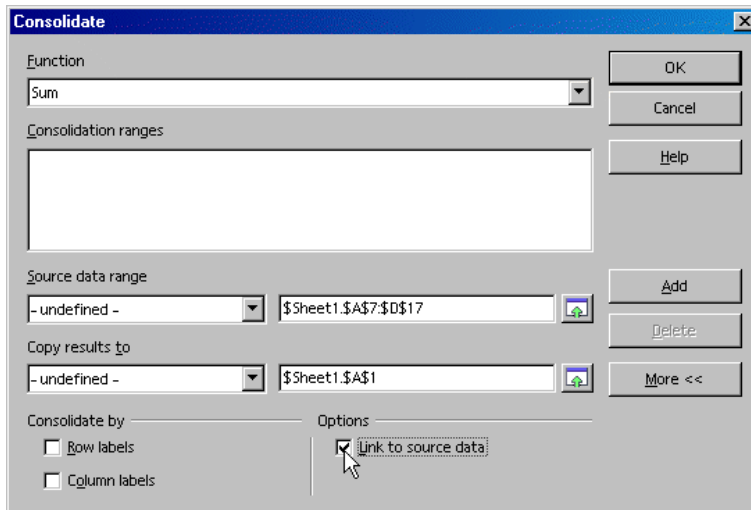
1. Open the document that contains the cell ranges to be consolidated.
2. Choose **Data - Consolidate** to open the **Consolidate** dialog.



3. From the **Source data area** box select a source cell range to consolidate with other areas.
4. If the range is not named, click in the field next to the **Source data area**. A blinking text cursor appears. Type a reference for the first source data range or select the range with the mouse.
5. Click **Add** to insert the selected range in the **Consolidation areas** field.
6. Select additional ranges and click **Add** after each selection.
7. Specify where you want to display the result by selecting a target range from the **Copy results to** box.
8. If the target range is not named, click in the field next to **Copy results to** and enter the reference of the target range. Alternatively, you can select the range using the mouse or position the cursor in the top left cell of the target range.
9. Select a function from the **Function** box. The function specifies how the values of the consolidation ranges are linked. The "Sum" function is the default setting.
10. Click OK to consolidate the ranges.

If you prefer to retain links to the source ranges instead of copies, or if you want to consolidate ranges in which the order of rows or columns varies, click the **More** button in the **Consolidate** dialog.





1. Select **Link to source data** to insert the formulas that generate the results in the target range, rather than the actual results. If you link the data, any values modified in the source range are automatically updated in the target range.

The corresponding cell references in the target range are inserted in consecutive rows, which are automatically ordered and then hidden from view. Only the final result, based on the selected function, is displayed.

2. Under **Consolidate by**, select either **Row labels** or **Column labels** if the cells of the source data range are not to be consolidated corresponding to the identical position of the cell in the range, but instead according to a matching row label or column label.

To consolidate by row labels or column labels, the label must be contained in the selected source ranges.




---

The text in the labels must be identical, so that rows or columns can be accurately matched. If the row or column label does not match any that exist in the target range, it will be appended as a new row or column.

---

The data from the consolidation ranges and target range will be saved when you save the document. If you later open a document in which consolidation has been defined, this data will again be available.

# Applying Goal Seek

With the help of Goal Seek you can calculate a value that, as part of a formula, leads to the result you specify for the formula. You thus define the formula with several fixed values and one variable value and the result of the formula.

Goal Seek is best illustrated by means of an example:

To calculate annual interest, create a table with the values for the capital (C), number of years (n), and interest rate (i). The formula is:

$$I = C * n * i / 100$$



You can also enter the formula using the variable names as entered in the headings cells:

$$= \text{'Capital (C)' * 'Years (n)' * 'Interest rate (i)' / 100}$$

Each name must be spelled in the formula **exactly** as it is seen in the cell, and the name must be enclosed in single quotes.

	A	B	C	D	E	F
1						
2						
3	<b>Capital (C)</b>	<b>Years (n)</b>	<b>Interest rate (i)</b>		<b>Interest</b>	
4						
5	\$150,000.00	1	7.50%		\$11,250.00	
6						
7						

In this example, the investment capital of \$150,000 and an interest rate of 7.5% is calculated to result in annual interest income of \$11,250. (The cells are formatted after calculation.)

## Start Goal Seek

Let us assume that the interest rate (7.5%) and the number of years (1) will remain constant. However, you may want to know how much the investment would have to be modified in order to attain a particular annual return. For this example, calculate how much capital would be required if you want an annual return of \$15,000.

1. Place the cursor in cell E5, and choose **Tools - Goal Seek**. The **Goal Seek** dialog appears.
2. The correct cell is already entered in the field **Formula Cell**.
3. Place the cursor in the field **Variable Cell**. In the sheet, click in the cell (A5) that contains the value to be changed.
4. Enter the expected result of the formula in the **Target Value** text box. In this example, the value is 15,000. Click **OK**.
5. A dialog appears informing you that the Goal Seek was successful. The result is indicated for you to use if you want to. Click **Yes** to enter the result in cell A5.

## Applying Multiple Operations

### Multiple Operations in Columns or Rows

If the data of a data range is arranged in columns or arranged in rows, select the data range together with the cell or cell range next to or below it as the target range. In the **Column/Row** field, enter the cell reference to the first cell in the data range. In the **Formula** field, enter the cell reference to the cell with the formula that applies to the data range.

## Examples

You produce toys which you sell for \$10 each. Each toy costs \$2 to make, in addition to which you have fixed costs of \$10,000 per year. How much profit will you make in a year if you sell a particular number of toys?

Consider the following table:

	A	B	C	D	E	F
1	Selling price	10		Annual sales	Annual profit	
2	Direct costs	2		500	-6000	
3	Fixed costs	10000		1000	-2000	
4	Quantity	2000		1500	2000	
5	Profit	= B4*(B1 - B2) - B3		2000	6000	

## Calculating With One Formula and One Variable

1. To calculate the profit, first enter any number as the quantity (items sold) - in this example 2000. The profit is found from the formula Profit=Quantity \* (Selling price - Direct costs) - Fixed costs. Enter this formula in B5.
2. In column D enter certain annual sales, one under the other; for example, in steps of 500 from 500 to 5000.
3. Mark the range D2:E11, and thus the values in column D and the empty cells alongside in column E.
4. Choose **Data - Multiple operations**.
5. With the cursor in the **Formulas** field, click cell B5.
6. Set the cursor in the **Column** field and click cell B4. This means that: B4, the quantity, is the variable in the formula, which is replaced by the marked column values.
7. Close the dialog with **OK**. You will see the profit in column E.

## Calculating with Several Formulas Simultaneously

1. Delete column E.
2. Enter the following formula in C5: = B5 / B4. You are now calculating the annual profit per item sold.
3. Select the range D2:F11, thus three columns.
4. Choose **Data - Multiple Operations**.
5. With the cursor in the **Formulas** field, mark cells B5 thru C5.
6. Set the cursor in the **Columns** field and click cell B4.
7. Close the dialog with **OK**. You will now see the profits in column E and the annual profit per item in column F.

## Multiple Operations Across Rows and Columns

StarOffice allows you to carry out joint multiple operations for columns and rows in so-called cross-tables. The formula cell has to refer to both the data range arranged in rows and the one arranged in columns. Select the range defined by both data ranges and call the multiple operation dialog. Enter the reference to the formula in the **Formula** field. The **Row** field is used to enter the reference to the first cell of the range arranged in rows, and the **Column** field the first cell of the range arranged in columns.

## Calculating with Two Variables

Consider columns A and B of the sample table above. You now want to vary not just the quantity produced annually, but also the selling price, and you are interested in the profit in each case.

Expand the table. D2 thru D11 contain the numbers 500, 1000 and so on, up to 5000. In E1 through H1 enter the numbers 8, 10, 15 and 20.

	A	B	C	D	E	F
1	Selling price	10			8	10
2	Direct costs	2		500	-7000	-6000
3	Fixed costs	10000		1000	-4000	-2000
4	Quantity	2000		1500	-1000	2000
5	Profit	= B4*(B1 - B2) - B3		2000	2000	6000

1. Select the range D1:H11.
2. Choose **Data - Multiple Operations**.
3. With the cursor in the **Formulas** field, click cell B5.
4. Set the cursor in the **Rows** field and click cell B1. This means that B1, the selling price, is the horizontally entered variable (with the values 8, 10, 15 and 20).
5. Set the cursor in the **Column** field and click in B4. This means that B4, the quantity, is the vertically entered variable.
6. Close the dialog with OK. You will see the profits in the range E2:H11. In some cases you must first press F9 to update the table.

## Using Scenarios

StarOffice Calc Scenarios are important aids for making numbers that are dependent upon each other, and their resulting calculations, visible. Scenarios allow you create a list of values to select from for a given cell or group of cells. The contents of these cells change when you select different items from the list.

Modify specific basic requirements in the table and you will see the new result. You can give a name to the scenario created in this manner and compare it with other scenarios.

## Using Ready-Made Scenarios

We have provided a ready-made example of scenarios for you to work with.

1. Choose **File - New - Templates and Documents**, and from the dialog open **Samples**.
2. Open the spreadsheet examples.

Now you see the spreadsheet documents that come with the program.

3. Double-click the document with **Recar** in the name.

What you see is a sample spreadsheet in which several scenarios have been created.

Areas in which the scenarios are located are surrounded by frames. Select the appropriate scenario in the list box appearing at the top of every frame.

Scenarios can also be selected in the Navigator:

1. Open the Navigator with the F5 key or the **Navigator** icon on the Function Bar.
2. Click the **Scenarios** icon in the Navigator (the icon with the question and exclamation marks).

In the Navigator, you see the defined scenarios with the comments that were entered when the scenarios were created.

## Creating Your Own Scenarios

To create a scenario, select all the cells that provide the data for the scenario. In our example you can create an additional scenario called "High Dollar Rate":

1. Select the cells that are already highlighted by the frame of the existing scenario. You can also select multiple cells distributed across the table. To select multiple cells, hold down the Ctrl key as you click each cell. In our example, however, select the range F18:F23.
2. Choose **Tools - Scenarios**. The **Create Scenario** dialog appears.

3. Enter "High Dollar Rate" as the name of the scenario and leave the other fields unchanged with their default values. Close the dialog with OK. Your new scenario is automatically activated.
4. Change the values in the frames to the values you want to apply to your new scenario. In this case, modify the dollar rate and all other values that you believe could be affected by it (for example, economic growth and sales prices). The effects of your operating figures are then displayed.

If you want to know which values in the scenario affect other values, choose **Tools - Detective - Trace Dependents**. You will see arrows to the cells that are directly dependent on the current cell.

## Validity of Cell Contents

For each cell, you can define in advance what type of contents is valid for that cell. This allows you to guide users through data entry in StarOffice Calc by restricting cells to receive specific values and ranges.

The validity rule is activated when a new value is entered. If an invalid value has already been inserted into the cell, or if you insert a value in the cell either with drag-and-drop or by copying and pasting, the validity rule will not take effect. You can choose **Tools - Detective** at any time and choose the command **Mark Invalid Data** to display which cells contain invalid values.

Additional details about data validity can be found in the StarOffice Help.

## Using Cell Contents Validity

1. Select the cells for which you want to define a new validity rule. You can select multiple cells by clicking on all the cells while holding down the Ctrl key.

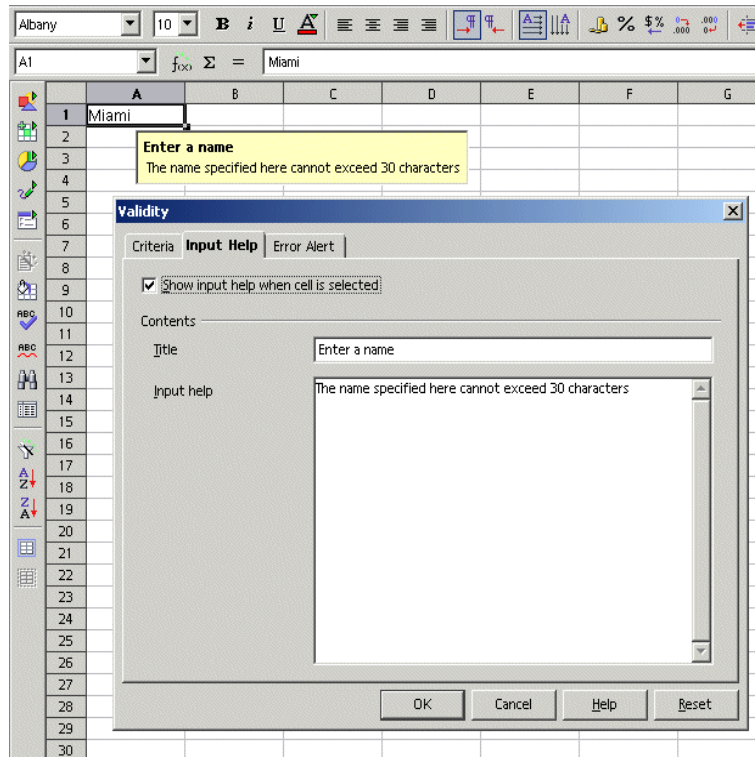


---

The validity rule is a component of the cell format. To copy the validity rule to other cells, choose **Edit - Copy** and **Edit - Paste Special**, and select "Formats."

---





2. Choose **Data - Validity**. The **Validity** dialog appears.
3. On the **Criteria** tab page, enter the conditions for new values entered into cells. Values you have already entered will not be affected.
4. In the **Allow** field, "All Values" is selected by default. To place a condition on a cell entry, choose from one of the other options listed.
5. This choice already sets the first condition. If you choose "Whole Numbers", values such as "12.5" are not allowed, even if they satisfy the other conditions. Choosing "Date" allows date information both in the local date format as well as in the form of a serial date. Similarly, the "Time" condition permits time values such as "12:00" or serial time numbers. "Text Length" stipulates that cells are allowed to contain text only.
6. After you have set the first condition under **Allow**, select the next condition under **Data**. According to what you choose, additional text fields (**Value**, **Minimum** and **Maximum**) may appear to further refine the condition.

7. A few possible conditions resulting from this register could be as follows: "Integer greater than 1", "Decimal between 10 and 12.5", "Date earlier than or equal to 1/1/2000", "Time not equal to 00:00", "Text with a length of more than 2 characters".

After you have determined the conditions for cell validity, you can use the other two tabs in the dialog to create input help and error/invalid entry messages:

- On the **Input Help** tab page, enter the title and the text of the tip, which will then be displayed if the cell is selected.
- On the **Error Alert** tab page, select the action to be carried out in the event of an error.

If you select "Stop" as the action, invalid entries are not accepted, and the previous cell contents are retained.

Select "Warning" or "Information" to display a dialog in which the entry can either be canceled (the cell value will be retained) or accepted (even if the new value violates the validity rule).

If you select "Macro", then by using the **Browse** button you can specify a macro to be run in the event of an error.



---

To display the error message, mark the **Show error message when invalid values are entered**. If the option is unmarked, no error message will be displayed, even with an invalid entry.

---

#### Sample macro:

```
Function ExampleValidity(CellValue as String, TableCell as String)
Dim msg as string
msg = "Invalid value: " & "'" & CellValue & "'"
msg = msg & " in table: " & "'" & TableCell & "'"
MsgBox msg ,16,"Error message"
End Function
```



---

After changing the action for a cell on the **Error Alert** tab page and closing the dialog with OK, you must first select another cell before the change takes effect.

---

# Printing or Exporting Spreadsheets

There are many print options to output your spreadsheets on paper. Another way of distributing your data is to publish it on the Internet in HTML format.

## Printing Sheet Details

When printing a sheet you can select which details are to be printed:

- Row and column headers
- Sheet grid
- Notes
- Objects and graphics
- Charts
- Drawing objects
- Formulas

To choose the details proceed as follows:

1. Select the sheet you want to print.
2. Choose **Format - Page**.

The command is not visible if the sheet was opened with write protection on. In that case, click the **Edit File** icon on the **Function Bar**.

3. Select the **Table** tab. In the **Print** area mark the details to be printed and click OK.
4. Print the document.

## Defining Number of Pages for Printing

If a sheet is too large for a single printed page, StarOffice Calc will print the current sheet evenly divided over several pages. Since the automatic page break does not always take place in the optimal position, you can define the page distribution yourself.

1. Go to the sheet to be printed.
2. Choose **View - Page Break Preview**.
3. You will see the automatic distribution of the sheet across the print pages. The automatically created print ranges are indicated by dark blue lines, and the user-defined ones by light blue lines. The page breaks (line breaks and column breaks) are marked as black lines.
4. You can move the blue lines with the mouse. You will find further options in the Context menu, including adding an additional print range, removing the scaling and inserting additional manual line and column brakes.

## Printing Sheets in Landscape Format

In order to print a sheet you have a number of interactive options available under **View - Page Break Preview**. Drag the delimiter lines to define the range of printed cells on each page.

To print in landscape format, proceed as follows:

1. Go to the sheet to be printed.
2. Choose **Format - Page**.

The command is not visible if the sheet has been opened with write protection on. In that case, click the **Edit File** icon on the **Function Bar**.

3. Select the **Page** tab. Select the **Landscape** paper format and click OK.
4. Choose **File - Print**. You will see the **Print** dialog.

Depending on the printer driver and the operating system, it may be necessary to click the **Properties** button and to change your printer to landscape format there.

5. In the **Print** dialog under **Print range**, select the pages to be printed:

**All** - All sheets will be printed.

**Pages** - Enter the pages to be printed. The pages will also be numbered from the first sheet onwards. If you see in the Page Break Preview that Sheet1 will be printed on 4 pages and you want to print the first two pages of Sheet2, enter 5-6 here.

**Selection** - Only the selection will be printed. If cells are selected, these are printed. If no cells are selected, all those sheets whose names (at the bottom on the sheet tabs) are selected will be printed. By pressing Ctrl while clicking a sheet name you can change this selection.

If under **Format - Print ranges** you have defined one or more print ranges, only the contents of these print ranges will be printed.

## Printing Rows or Columns on Every Page

If you have a sheet that is so large that it will be printed multiple pages, you can set up rows or columns to repeat on each printed page.

As an example, If you want to print the top two rows of the sheet as well as the first column (A) on all pages, do the following:

1. Choose **Format - Print Ranges - Edit**. The **Edit Print Ranges** dialog appears.
2. Click the icon at the far right of the **Rows to repeat** area.

The dialog shrinks so that you can see more of the sheet.

3. Select the first two rows and, for this example, click cell A1 and drag to A2.

In the shrunk dialog you will see \$1:\$2. Rows 1 and 2 are now rows to repeat.

4. Click the icon at the far right of the **Rows to repeat** area. The dialog is restored again.

5. If you also want column A as a column to repeat, click the icon at the far right of the **Columns to repeat** area.
6. Click column A (not in the column header).
7. Click the icon again at the far right of the **Columns to repeat** area.



---

Rows to repeat are rows from the sheet. You can define headers and footers to be printed on each print page independently of this in **Format - Page**.

---

## Saving and Opening Sheets in HTML

### Saving Sheets in HTML

StarOffice Calc saves all the sheets of a Calc document together as an HTML document. At the beginning of the HTML document, a heading and a list of hyperlinks are automatically added which lead to the individual sheets within the document.

Numbers are shown as written. In addition, in the <SDVAL> HTML tag, the exact internal number value is written so that after opening the HTML document with StarOffice you know you have the exact values.

1. To save the current Calc document as HTML, choose **File - Save As**.
2. In the **Save as type** list box, in the area with the other StarOffice Calc filters, choose the file type "HTML Document (StarOffice Calc)".
3. Enter a **File name** and click **Save**.

### Opening Sheets in HTML

StarOffice offers various filters for opening HTML files, which you can select under **File - Open** in the **Save as type** list box:

Choose the file type "HTML Document (StarOffice Calc)" to open in StarOffice Calc.

All StarOffice Calc options are now available to you. However, not all options that StarOffice Calc offers for editing can be saved in HTML format.

- Choose the file type "HTML Document" to open in StarOffice Writer/Web. This is the default for HTML documents in StarOffice.

All the options of StarOffice Writer/Web are now available to you, such as **Show HTML source**.

- Choose "HTML Document (StarOffice Writer)" to open in StarOffice Writer.

All the options of StarOffice Writer are now available to you. Not all options that StarOffice Writer offers for editing of documents can be saved in HTML format.

## Importing and Exporting Text Files

Comma separated values (CSV) files are text files that contain the cell contents of a single sheet. Commas, semicolons, or other characters can be used as the field delimiters between the cells. Text strings are put in quotation marks, numbers are written without quotation marks.

### Importing a CSV File

1. Choose **File - Open**.
2. In the **Save as type** field, select the format "Text CSV". Select the file and click **Open**. When a file has the .csv extension, the file type is automatically recognized.
3. You will see the **Import text files** dialog. Click OK.
4. If the csv file contains formulas as formulas, clear the **Formulas** check box in **Tools - Options - Spreadsheet - View**, so that you see the calculated results in the table.

## Exporting Formulas and Values as CSV Files

1. Click the sheet to be written as a csv file.
2. If you want to export the formulas as formulas, for example, in the form =SUM(A1:B5), proceed as follows:

Choose **Tools - Options - Spreadsheet - View**.

Under **Display**, mark the **Formulas** check box. Click OK.

If you want to export the calculation results instead of the formulas, do not mark **Formulas**.

3. Choose **File - Save as**. You will see the **Save as** dialog.
4. In the **File type** field select the format "Text CSV".
5. Enter a name and click **Save**.
6. From the **Export of text files** dialog that appears, select the character set and the field and text delimiters for the data to be exported, and confirm with OK.

Caution: If the numbers use commas as decimal separators or thousands separators, do not select the comma as the field delimiter. If the text contains double quotation marks, you must select the single quotation mark as separator.

7. If necessary, after you have saved, clear the **Formulas** check box to see the calculated results in the table again.

## AutoFill

You can copy text, values and other cell contents to a spreadsheet with the mouse. When you copy several values at once, StarOffice forms a logical series out of the initial values, and if you copy certain text entered in sort lists, the list will be continued accordingly.



## Applying Sort Lists

Sort lists allow you to type one piece of information in a cell, then drag it to fill in a consecutive list of items.

For example, enter the text "Jan" or "January" in an empty cell. Select the cell and click the mouse on the lower right corner of the cell border. Then drag the selected cell a few cells to the right or downwards. When you release the mouse button, the highlighted cells will be filled with the names of the months.

The predefined series can be found under **Tools - Options - Spreadsheet - Sort Lists**. You can also create your own lists tailored to your needs, such as a list of your company's branch offices. When you use the information in these lists later (for example, as headings), just enter the first name in the list and expand the entry by dragging it with your mouse.

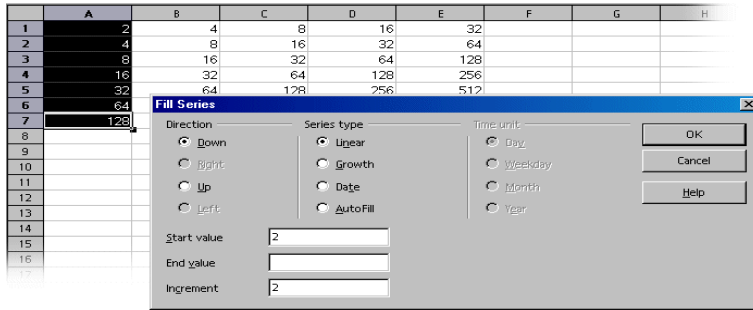
## Automatically Calculating Series

1. Enter a number in a cell.
2. With the mouse, drag the bottom right corner of the cell downwards.
3. When you release the mouse button, the cells selected in this manner are filled with numbers. The number you entered is increased by 1 in each case.

If you have selected two or more adjacent cells, that contain different numbers, and you drag these together, any recognizable arithmetic pattern of the numbers is continued.

An example: If A1 contains the number 1 and A2 the number 3, then joint copying of the two cells by dragging downwards causes the series to continue with 5, 7, 9, 11 and so on.

1. First select the range in the table that you want to fill.
2. In the dialog, which you can open by choosing **Edit - Fill - Series**, select the type of series. For example, select 2 as the starting value, 2 as the increment and **Growth** as the **Series type**. The result in this case is a list of the powers of 2.



You can also automatically fill in series of dates. For example, to insert the first date of each month of the year as row headers:

1. Enter a date, such as "1/1/03", into a cell (without the quotation marks).
2. Select this cell and the 11 cells below it.
3. Choose **Edit - Fill - Series**.
4. In the dialog, select **Month** under **Time unit**. Click OK.

The first day of each month automatically appears in the selected cells.

## Managing Your Stock Portfolio

This template will be of interest to anyone who owns shares. StarOffice Calc portfolio management offers you an overview of your shareholdings, any movements, buying prices, market values and much more besides. In the following sections, we explain how you can manage your own portfolio with StarOffice.

You can always find out the current daily stock prices for your shares from newspapers, but they are much more current if you get them online, over the Internet.




---

StarOffice comes with a template that you can fill with your data. You will find the StarOffice Calc **Stocks Manager** file in **File - New - Templates and Documents - Finances** category.

---

First open the **Stocks Manager** template delivered with StarOffice. We will be working with this document in the following section.

## Selecting the Currency

In the **Portfolio Currency** dialog, in the list box, select the currency you prefer. In this dialog, specify the currency for your portfolio as well as the stock exchange used for an Internet update of the values.



---

To use more than one currency for your portfolio, create a second document using the template.

---

Confirm your selection with **OK**.

## Overview

Your portfolio management template consists of three components:

- the actual portfolio overview,
- the representation of individual movements (transactions),
- and the fees charged for each transaction.

In order to work with the stocks manager, you first have to enter a few values in your portfolio. For the purposes of this description we use the shares from Airtrans Inc. (ticker number 123456), price \$18, 300 shares.

## Buying Shares

It is easy to apply this transaction to the portfolio overview using this template.

1. Click the **Buying Shares** button.
2. Enter the sample values in the boxes for the name of the stock, the ticker symbol, the quantity and price.
3. Confirm your entries with **OK**.

A new line is created for this transaction in the portfolio overview where you can see all the pertinent figures.

A new line is created on the **Movements** tab.



---

In your portfolio overview, you can take into account shares with a buying price of zero (for example, free shares) or shares for the selling price. A separate dialog alerts you to these shares.

---

## Portfolio Overview

The portfolio overview gives you a current overview of all individual positions in your portfolio.

This tab page contains the following columns:

Column Header	Explanation
Name	This column displays the name and/or ticker symbol for the stock.
Ticker Symbol	This is the unique stock identification code.
Quantity	Current number of shares
Each Purchased at	This contains the average purchase price per share, taking into account the commission that was paid. Example: You purchase 10 shares at 10 dollars each and pay a commission of 20 dollars. The purchase price of the shares (without commission) is thus 100 dollars (10 shares * 10 dollars). But the price you actually paid for the shares (taking into consideration the commission) is 120 dollars (10 shares * 10 dollars + 20 dollars). If you divide this figure by the number of shares purchased, you will find that the price you paid per share was 12 dollars.
Current Price	Enter the current price of the stock here.
Buying Price	This tells you the total cost for buying the current holdings, taking into consideration the commission paid.

Column Header	Explanation
Selling Value	In this column you have the possible profit from selling at the current stock price (market value) less commissions.
Potential Profit (amount)	This displays the possible profit or loss if sold at the current market price, taking into account the commission as an amount and the change as a percentage.
Profits Realized	In this column you can see profits already realized from previous sales and dividends paid.



With **Help Tips** turned on, move the mouse pointer over the headers of the sheet. Brief explanations of the functionality of the headers appear as you move the mouse over them.

The **Current Price** column (the entries in this column are in different colors) is the column where you edit the figures. All other columns are calculated automatically or are filled in through the input screen.

Today, at the end of a positive fiscal year, you receive a new stock price for Airtrans Inc. from the Internet. News of the dividend (distributed today), fixed at \$1.15 a share, has caused the stock price to rise to \$37.60.

To apply the current stock price, click the cell containing the current price of Airtrans Inc. and enter the new value. Confirm the entry. After you have confirmed the entry, all figures associated with this value will be updated. Thus you have an immediate overview of all information at your finger tips.

## Internet Update

The Internet Update makes it even easier to apply the current values. (In our fictitious example, this is not possible. Please try it with shares for a real company).

Click the **Internet Update** button to update the values in your portfolio. To check if the values are indeed the most current, position your mouse pointer on the **Current Price** field. (The Help Tips must be active.) You will see the date and time of the last update.

## History (Only for US Dollars)

This is where you can see the price changes for specific shares over a certain period of time.

1. Click the **History** button to open the dialog in which you specify the share name, the start date and end date as well as the split.
2. Confirm with **OK**.

A new chart will be created with your settings.

## Dividend Payment

To take the dividend into consideration, click the **Dividend Payment** button.

Select the appropriate entry in the list box (in our example Airtrans Inc.)

In the Dividends/Stocks field, enter \$1.15, or in the Total Dividends field enter \$345 (300 shares \* \$1.15).

Confirm your entries with **OK**.

The dividend that has been paid is added in the **Realized Profits** column and is posted on the **Transactions** tab in the **Dividend Paid** column and in **Realized Profit**. This is the current page view.

To switch back to the portfolio overview again, click the Sheet tab of the same name.

## Selling Shares

Since Airtrans Inc. has actually made some money, you've decided to sell 100 shares. We have placed a sell order at the current stock price with the brokerage firm, and will proceed based on the execution of the order.

1. Click the **Selling Shares** button to accept this transaction into the portfolio view.
2. Select the appropriate entry in the list box (in our example Airtrans Inc.)
3. The entry screen shows you all the relevant values for Airtrans Inc. as well as an overview of fees that are payable as a result of these transactions.
4. In the **Quantity** field, change the setting to 100. The total number of shares of Airtrans Inc. held in the account is 300, but only 100 shares are to be sold.
5. Confirm your entries with **OK**.

The profit created by this transaction is added into the **Profits Realized** column and is recorded in a newly created line on the **Movements** tab page.

## Stock Split

A stock split is the change from old shares to new shares, whereby the number of shares usually doubles in a 1 to 2 split and the value gets cut in half. The point of this is, among other things, to make shares at least appear cheaper.

1. In order to accommodate this action in the overview, click the **Stock Split** button.

The **Stock Split** input mask will appear.

2. Fill out the fields: Name of Stock, Exchange Rate (old->new), Exchange Date.
3. Confirm with **OK**.

## Movements

This gives you an overview of all transactions you have initiated for your account.

This page contains the following columns:

<b>Column Header</b>	<b>Explanation</b>
Name	This column displays the name and/or ticker symbol for the stock.
Date	Date of the transaction
Quantity	Shares purchased are represented by positive numbers and shares sold are represented by negative numbers.
Price	Actual buying or selling price
Commission	Costs of buying or selling
%	The current commission for the transaction calculated as a percentage
Min.	Minimum commission applying to this transaction
Fixed	Fixed costs of this transaction
Paid	Commission actually paid for this transaction
Costs	Summary of costs (number of shares * current price + fees)
Proceeds	Proceeds realized (number of shares + selling price - fees)
Bought	Number of shares purchased
Sold	Number of shares sold
On Hand	The number of shares purchased minus the number of shares already sold
Costs of On Hand	Proportional costs for purchasing the remaining shares held.
Proceeds Realized	The sales proceeds after deducting the commission
Dividends paid	The total amount of dividends paid
Profit Made	In this column you can see profits (hopefully) already realized from previous sales, and dividends paid.



## Brokerage Fees

In order to buy or sell stock, you need access to a market (stock exchange) where the shares are traded. It is customary in the United States to submit your orders through a brokerage company and pay fees to them. In many other countries, banks and savings and loans companies are associated with such transactions. Whether the order is placed through a bank or a brokerage company, you will invariably pay a brokerage fee for each transaction. This page takes these fees into account. Here you will find a breakdown of the brokerage fee to pay. Traditionally, this fee has been a percentage of the total value of the transaction, although flat rate fees are now common in the United States. In our example, the fee is 1% of the total transaction. Sometimes a minimum commission applies (in our example \$25). Your credit institution or brokerage company can provide you with this information. Finally, a fixed amount is often charged in addition to other fees (for example, telephone expenses). All of these fees are taken into consideration when you calculate the actual return. This allows you to see the actual profit or loss you have realized at any time, including fees.

## Completing the Stocks Document

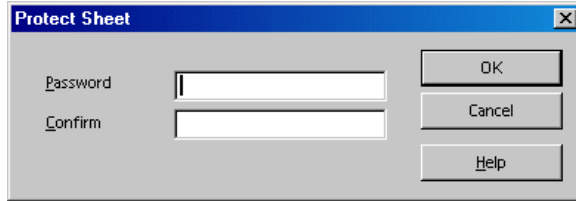
The document is now completely created and can be saved. In the following section we use several examples to describe how you can make further adjustments to this sheet.

### Protecting Sheets

If you want to prevent the values entered in a sheet from being modified by another person, you must protect the sheet. To do this, display the **Protect Sheet** dialog (**Tools - Protect Document - Sheet**). Enter a password, then click **OK**. You can also protect the entire document. Then it is only possible to open it by entering the password.

- All cells in a newly created spreadsheet document have the "protected" attribute. You can turn this attribute on and off on the **Cell Protection** tab page of the **Cell Attributes** dialog, which you can open by choosing **Format - Cells** or with the **Format Cells** context menu command.

- The "Protected" attribute can be set or removed for each cell individually. In any case, it does not take effect until you protect the entire sheet and/or the entire document. You can apply this protection with **Tools - Protect Document**.



- You can set a password for protecting the sheet and the document, but this is not required. If a password is set, then protection can only be removed later by entering the correct password. If no password is set, there is still effective protection against your document being accidentally modified.
- Sheet protection prevents modification of the contents of this specific sheet. Document protection prevents the sheets from being inserted, deleted, resorted or renamed.
- If you have a document with confidential data that you want to protect from being opened by unauthorized persons, you can protect it with a password. The password for protection of the entire document is independent of the protection mechanism of cells, sheets and documents described above. To save a document with a password, choose **File - Save As** and check the **Save with password** box.

## Creating a Reference

If you want to insert a value, say the result of your profits, into another sheet or into another spreadsheet document, you must create a reference. Select the cell where you want to insert the result and enter "=". Now select the cell that contains the original result and press Enter. This cell can also be included in another spreadsheet or in another file. The result is automatically inserted into the reference cell and is also updated if changes are made later.

You can drag the content of a cell to a cell in another document. You can either choose to transfer a copy of the cell, as it now stands, into the other document or

create a link so that the other document always reflects the current content of the cell.

## Further Information

### Protecting Documents

The document created with this template is protected by default. To edit the cells, you need to disable the protection through **Tools - Protect Document - Spreadsheet**. You must repeat this step for every protected sheet in the document including hidden sheets.

### Inserting a Note

If you want to write a note to remind you to sell a certain share, select the relevant cell and choose **Insert - Note**. A shadowed area appears in the document where you can enter text. To make this note visible all the time, click in the relevant cell (cells with notes have a small red dot in the corner, provided "Note Indicator" in **Tools - Options - Spreadsheet - View** is marked), open the context menu and choose **Show Note**. Otherwise, you only see the note when you move the mouse pointer on to the cell.

### Inserting a Sheet Into Another Document

Select the cell range and copy it to the clipboard (**Copy** icon on the Function Bar). Open the document into which you want to insert the sheet (generally a text document) and insert the sheet (**Insert** command).

### Displaying Formulas

To display the references in your spreadsheets, choose **Tools - Options - Spreadsheet - View** and mark **Formulas**. The best way to examine an individual formula is to click the cell containing the formula and then click the **AutoPilot: Functions** icon on the Formula Bar.

## Using Print Ranges

Print ranges have been used in the sample document to print specifically targeted cells.

## Shift Plan (Duty Roster)

Using a variety of functions in StarOffice, you can produce a shift plan with a minimum of effort. A shift plan is an extended timetable, combining the schedules of several employees into a common spreadsheet.

Shift plan for the week from 12/16/2001 to 12/22/2001							
Overall Plan	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early shift	PG	FD	FD	FD	RB	RB	
Day shift	RB	RB	WM	WM	DM	WM	
Late shift	DM	WM	RB	PG	PG	DM	
Night shift	WM	PG	PG	DM	FD	FD	

## Creating a Shift Plan with a Template

Open a document based on the shift plan template by choosing **File - New - Templates and Documents**. Select **Miscellaneous**, then **Shift Plan**. Finally, click **Open** and you will see the document.



The following explains the document and not the template on which the document is based. If you want to make fundamental changes to the layout, open and edit the template.

The StarOffice templates often contain protected areas so that you cannot change them by mistake. If, however, you do want to change a template, you have to first disable the protection. For spreadsheets, use the menu **Tools - Protect Document**.

The document consists of three sheets: **Overall Plan**, **Individual Plan** and **Personnel**. Click the **Personnel** tab and enter the employee names and initials in the respective columns.

Next, select the **Overall Plan** sheet. Enter the employee names in the cells and, if necessary, change the predefined rows and columns. After the plan is completely filled out, you can use the special functions of the **Individual Plan**.

Enter the initials of the employees in the cell to the right of the cell labeled **Initials** and press the Enter key. This gives you an overview of the weekly shifts a particular employee is scheduled to work.



---

This function can also be used to create a weekly shift plan for each employee.

---

## Inserting a Date Row

The **Overall Plan** spreadsheet has only one row containing the days of the week. To insert another row for dates, you need to disable the default sheet protection in **Tools - Protect Document - Spreadsheet**. Then, select the cell **Early shift** and click **Row** in the **Insert** menu. A new blank row appears below the days of the week.

Click the cell below **Sunday**, type the respective date and press Enter. Select the cell and move the mouse pointer to the lower right corner of the cell. The mouse pointer will turn into a cross-hair symbol. Now drag a red selection frame across the newly inserted row to the column **Saturday**. As soon as you release the mouse button, the dates for each day will appear in the selected row.

## Applying Colored Shading for Columns

Weekends and holidays are not usually work days; therefore it makes sense to distinguish these days from the rest. Select the columns **Saturday** and **Sunday**, click the **Background Color** icon on the Object Bar, and choose the desired color from the floating toolbar.

## Creating Individual Shift Plans

Since every shift plan depends on the nature of the work in question, here we merely describe how a shift plan might look. You will also see how to incorporate other useful functions into your shift plan with a minimum of effort.

Open a new spreadsheet (**File - New - Spreadsheet**).

Enter the names of the employees in a column. Next, insert a row for the time period (for example, Monday or 04/01/03). You can also insert two rows to display both types of information.



---

To create sequences in a spreadsheet (for example, Mon., Tues., Wed.) use the Fill Series and Sort List functions. Type "Mon" in a cell in the first row and then select the cell. Move the mouse pointer to the lower right corner (the mouse pointer will turn into a small cross symbol), and drag down over a range of cells. After you release the mouse button, the range will be filled with the other days of the week. You can create your own sort lists under **Tools - Options - Spreadsheet - Sort Lists**.

---

Finally, assign a background color to the cells containing employee names and the days of the week. You can use a different color to highlight the columns "Saturday" and "Sunday".

## Freezing Columns

Select the column to the right of the employee names by clicking on the column header, and click **Freeze** in the **Window** menu. You can now scroll horizontally, while the area to the left of the freeze line remains fixed. This enables you to constantly view the column containing the employee names.

## Conditional Formatting

With this function, you can display employee information simply by entering a letter. This enables you, for example, to instantly find out if a particular employee is present, sick, or on vacation.

First open the Stylist (click the icon in the Function Bar) and create three Cell Styles. For the Cell Styles, choose names that correspond to the information you want to represent. In this case, you could choose: "Sick," "Vacation" and "Present."

Click in the Stylist, and open the context menu where you then click the **New** command to activate the **Cell Style** dialog. On the **Organize** tab, enter the word

"Sick" and assign a background color to the Cell Style by way of the **Background** tab page. Click **OK** and repeat this process for the two remaining Cell Styles.

Now select, with the mouse, the range to which you want the conditional formatting to apply. Choose **Format - Conditional Formatting** to open the **Conditional Formatting** dialog.

For **Condition 1** define: **Cell value - equals-"s"** (s=sick). In the **Cell Style** list box, select the Style **Sick**.



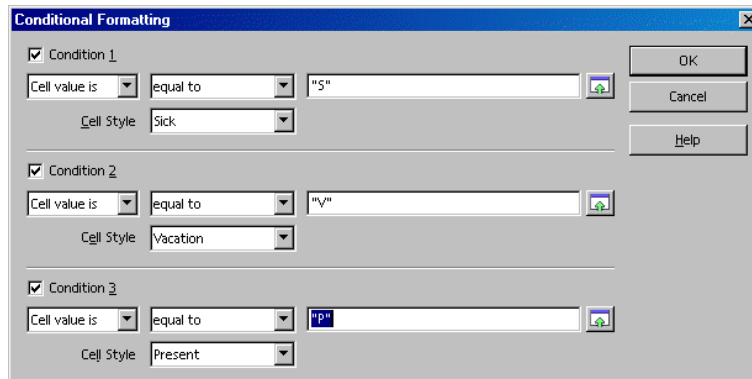
---

The use of quotation marks is necessary to define conditions!

---

For **Condition 2** define: **Cell value - equals-"v"** (v=vacation). In the **Cell Style** list box, select the Style **Vacation**.

For **Condition 3** define: **Cell value - equals-"p"** (p=present). In the **Cell Style** list box, select the Style **Present**.



If you now enter a "v" (without quotation marks) in a cell in the previously selected area and press the Enter or Arrow key, the cell will be displayed in the defined color.



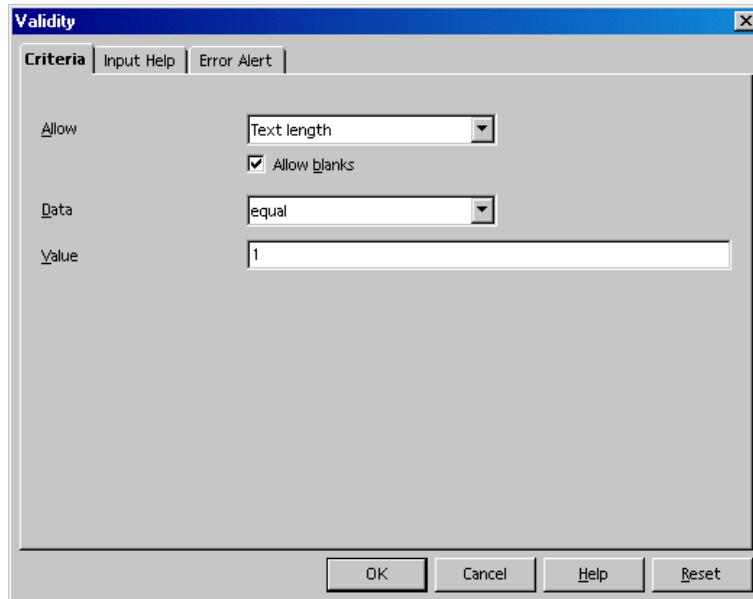
---

A maximum of three conditions is possible.

---

## Defining Validity

To avoid invalid entries in the shift plan, you can define a validity condition. Select the cells to which you want the validity condition to apply, and open the **Validity** dialog (in the **Data** menu). On the **Criteria** tab, define the acceptable entry criteria (in this example: **Text length, equal** and **1**) in the appropriate lists and fields.



Next, click on the **Error Alert** tab. Select the option **Show error message when invalid values are entered** and click **Stop** in the **Action** list box. Under **Error message**, enter an appropriate text (for example, "Only v (vacation), p (present), or s (sick) are valid entries.") .

If a user were to now enter more than one letter in the corresponding cell in the sheet, your defined message will appear: "Only v (vacation), p (present), or s (sick) are valid entries."





---

**Creating Input Help.** In the **Validity** dialog, you can create your own help function for a previously selected area. Select the **Input Help** tab and check the box **Show input help when cell is selected**. Enter a title in the respective field, and enter the help text in the field below. This text is then displayed as a Help tip for the user.

---

## Calendar

StarOffice allows you to create your own personal calendar. All you need do is enter your data and click a few buttons. StarOffice takes care of everything else.

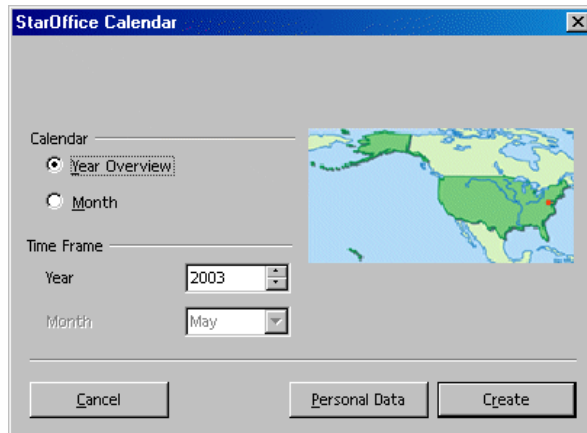
November 03		
Date	Event	Comments
Sat 01		
Sun 02		
Mon 03		
Tue 04		
Wed 05		
Thu 06		
Fri 07		
Sat 08		
Sun 09		
Mon 10	Marine Corps Day	
Tue 11	Veteran's Day	
Wed 12		
Thu 13		
Fri 14		
Sat 15		
Sun 16		

## Creating a Calendar with a Template

Choose **File - New - Templates and Documents**. Select **Templates - Miscellaneous** and **Monthly/Annual Calendar**.

Click **Open** to display the calendar in the work area.

First, specify whether you want to create a calendar for a month or an entire year and specify that under **Calendar**.



If you know some important dates in advance, such as birthdays and anniversaries, you can enter these directly into the calendar.

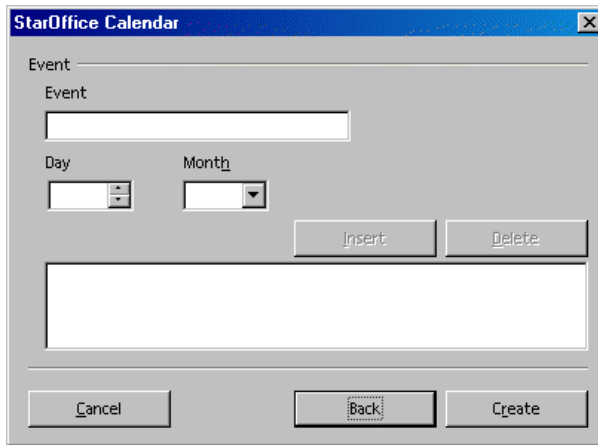
To do this, click **Personal Data**. Enter a descriptive text in the **Event** field, and specify the **Month** and **Day** with the buttons.



---

Keep the text as short as possible, otherwise the full text may not be displayed in the corresponding cell of the calendar.

---



Click **Insert**, and the event will be displayed in the list box. You can now specify other dates, if you wish. To remove an event, select it and click **Delete**.

After you have entered all your important dates, click **Create** to display your personal calendar.



# Creating Presentations With StarOffice Impress

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Presentations are more than just drawings and graphics. Link several slides to form a slide show. Animate the objects on your slides and assign special transition effects between slides. Use the outline view mode to organize your slides in a hierarchical structure.

There are several ways to create a presentation:

- You can start with the **AutoPilot Presentation**.
- You can use the templates and sample documents supplied, which you modify as necessary.
- You can also begin with an empty document.

StarOffice Impress provides you with many features for creating your presentations, which are found in StarOffice Draw, too. We suggest that you also read the chapter on StarOffice Draw starting on page 323 to find out about the complete capabilities of StarOffice Impress.

## StarOffice Impress Features

StarOffice Impress lets you create professional slide shows that can include charts, drawing objects, text, multimedia and a variety of other items. If you want, you can even import and modify Microsoft PowerPoint presentations.

For on-screen slide shows, animation, slide transitions and multimedia are a few of the techniques you can use to make your presentation more exciting.

## Creating Vector Graphics

Many of the tools for creating vector graphics in StarOffice Draw are available in StarOffice Impress.

## Creating Slides

StarOffice Impress provides you with templates to create professional-looking slides.

You can also assign a number of dynamic effects to your slides, including animation and transition effects.

## Creating Presentations

Several views are available when you design a slide show. For example, the Slide view displays an overview of your slides in thumbnail form, while the Handout view contains both the slide and the text you want to distribute to the audience.

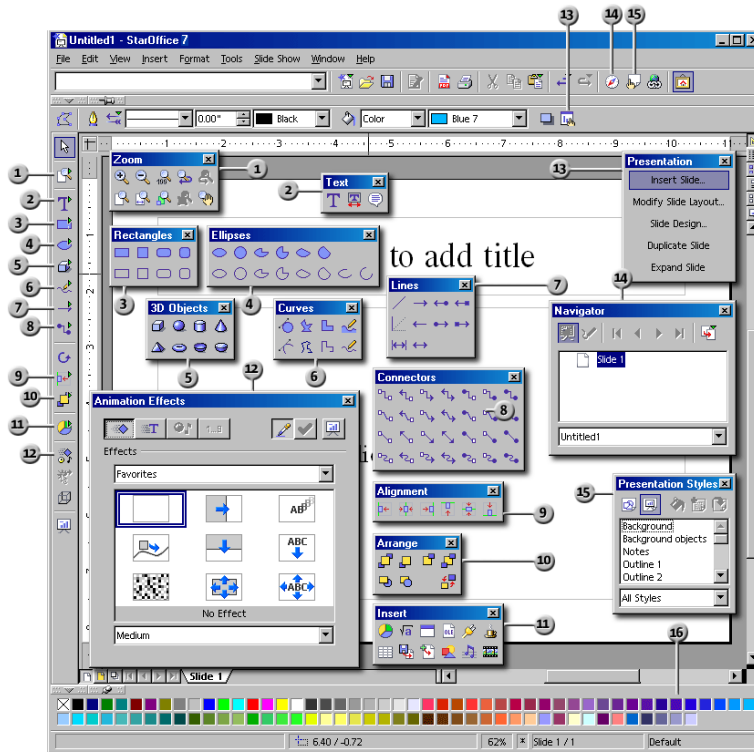
StarOffice Impress also lets you rehearse the timing of your slide show.

## Publishing Presentations

You can publish your slides on-screen, as handouts, or as HTML documents.

## Giving Presentations

StarOffice Impress gives you the choice of running a slide show automatically or manually.



### Toolbars and Windows in StarOffice Impress

- |   |                             |    |                            |
|---|-----------------------------|----|----------------------------|
| 1 | Zoom floating toolbar       | 9  | Alignment floating toolbar |
| 2 | Text floating toolbar       | 10 | Arrange floating toolbar   |
| 3 | Rectangles floating toolbar | 11 | Insert floating toolbar    |
| 4 | Ellipses floating toolbar   | 12 | Effects window             |
| 5 | 3D Objects floating toolbar | 13 | Presentation window        |
| 6 | Curves floating toolbar     | 14 | Navigator window           |
| 7 | Lines floating toolbar      | 15 | Stylist window             |
| 8 | Connectors floating toolbar | 16 | Color bar                  |

# A Basic Presentation

In this brief step-by-step example, we show you how to create a presentation document.

For more information on the dialogs used, refer to the StarOffice Help.

As with text documents, there are various ways to start creating your presentation:

- Open the **AutoPilot Presentation** by choosing **File - AutoPilot - Presentation**. The AutoPilot will start automatically each time you create a new presentation, although you can switch off the automatic mode on the first page of the AutoPilot, if desired. The AutoPilot is described in detail in the StarOffice Help.
- If you turn off the AutoPilot in **Tools - Options - Presentation - General**, you can start with a new, empty document (for example, by choosing **File - New - Presentation**).
- Alternatively you can open a new document, modify it, and save under a different name. The supplied sample documents may be suitable for this purpose.
- Or you can use one of the many templates available in the **Templates and Documents** dialog. You can open this dialog by pressing Shift+Ctrl+N.

## Creating a Presentation With the AutoPilot

1. Choose **File - New - Presentation**.

The AutoPilot Presentation opens automatically. The first page lets you start with an empty presentation, a template or the last presentation opened. If you click the **From template** option, StarOffice Impress collects all existing presentation templates and displays them in the list box.

2. For the purposes of this example, select the template "Introducing a New Product" and click **Next**.

On page two of the AutoPilot dialog you can choose another Page Style if you want.



On this page, you can select the presentation medium for your presentation: Slide, Overhead, Screen or Paper. The dimensions, margins, and orientation of your presentation will depend on your selection.

3. To continue following this example, do not change the background or medium of your presentation. Click **Next**.

Page three of the AutoPilot deals with the slide transition.

4. In the first list box select the slide effect "Cross-Fade From Left". Select the default "Medium" for the speed of change.
5. Select **Automatic** as the presentation type. An automatic presentation flips through the slides at a defined duration until the Escape key is pressed.
6. Use the **Duration of page** spin box to determine how long each slide is shown before the next one appears. Once you have finished your presentation, you can set a different duration for each slide individually.
7. Use the **Duration of pause** spin box to determine how long the pause will be at end of the presentation before it starts again. If the **Show Logo** check box is marked, you will have the "Created with StarOffice" logo displayed on the pause page.

The **Default** presentation type runs the presentation from beginning to end using a manual slide transition (for example, a mouse click).

8. Click **Next**.
9. Enter additional text which you want to have appear in your presentation on page four. Click **Next**.

On the final page of the AutoPilot you can determine the number of the slides you want to have in your presentation. You also see the list of names of all the slides in your presentation. If there are some slides you want to remove from your presentation, click the page icon with the green check mark next to the name. The check mark will disappear, which indicates that that slide will not be included in your presentation. You can reverse this action by clicking the page icon again.

10. If you click the plus sign in front of a slide, the headings from the first outline level will be shown.

11. If you check the **Create summary** check box, the Auto Pilot will create an additional last slide with a summary of all the titles of the previous slides in the presentation. Normally this is not necessary, since most templates already include such a page.
  12. Click **Create** and your presentation will be created.
- You can click **Create** on any of the AutoPilot pages. You don't always have to go through all the pages of the Auto Pilot.
  - You can now edit, save, and print or run your presentation, and so on.



To start a presentation on a computer screen, press F9 key or click the **Presentation** icon on the Main Toolbar.

## Creating a Simple Presentation Without the AutoPilot

This section explains, with the help of a simple example, how to create a presentation based on one of the existing templates.

- Open a new presentation document based on one of the supplied templates by choosing **File - New - Templates and Documents**, or with Shift+Ctrl+N.
- In the **Templates and Documents** dialog that now appears, click the **Templates** icon on the left and then double-click "Presentation Backgrounds". Double-click one of the templates, such as "Note Pad".
- You now see a slide in which you can replace the predefined text with text of your own.



---

If the document is in Master view mode when you open it, click on the Slide view mode icon in the lower left corner of the document window. A document is opened in the view in which it was last saved.

---



To create a second slide, click the **Insert Slide** command in the small **Presentation** window. (If the small **Presentation** window is not visible, click the **Presentation Box On/Off** icon on the Object Bar). In the next dialog, select a page layout and confirm with **OK**.

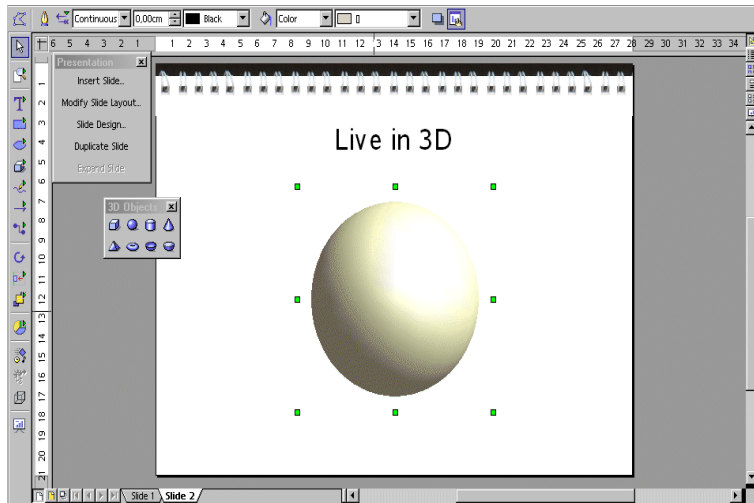


Alternatively you can also click in the area right of the "Slide 1" tab to create a new slide, without any selection dialog. The new slide has the same layout as the current slide.

1. You will then see "Slide 2". After pressing OK, click once on the lower text frame and delete it, for example, with the Delete key.
2. Click in the text frame at the top and enter a title. Now you are going to insert a 3D object.



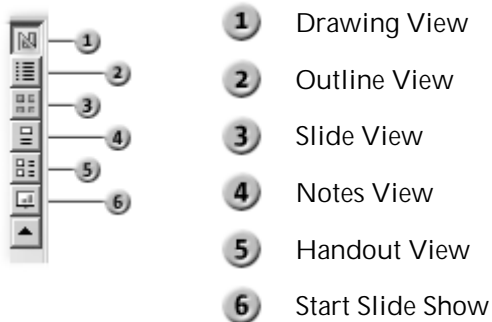
3. Long-click the **3D Objects** icon to open its floating toolbar. Select the **Sphere** icon.
4. Click on the slide below the **Live in 3D** text, drag open a 3D rectangle, and then release the mouse button. You now have a 3D sphere.
5. Drag the sphere into the center of the slide and enlarge it by dragging one of the handles in one of the corners.
6. Assign an interesting color or color gradient to the sphere by way of the list boxes on the Object Bar. In chapter 3D Globe on page 362, we describe how to place a bitmap as a pattern on a 3D object, for example, a world map from the Gallery.



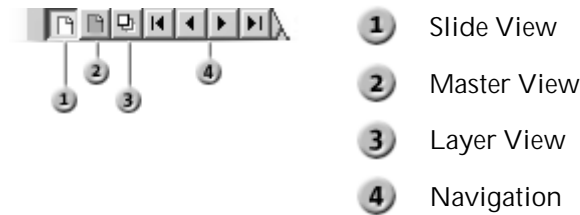
You can now save your presentation by pressing the Ctrl+S shortcut keys and specifying the name and location for the file.

## Switching Presentation Views

To the right, above the vertical scroll bar, there are some icons for switching views and for starting the presentation.



To the left of the horizontal scroll bar, you see (in the drawing view, notes view and handout view) the following icons:



## Incorporating Slide Show Effects

In the Slide View mode, you can define transition effects to precede the display of each slide:

1. Click on the second slide once to select it.
2. On the Object Bar under **Transition**, select "Automatic" and enter the desired display time for the first slide, for example 00:01:00. That means that the second slide will be displayed for one minute.
3. Select a desired effect from the **Effects** list on the Object Bar.
4. Click the small button to the left underneath the second slide to preview the selected effects.
5. Save your presentation again using Ctrl+S.

## Showing a Presentation



No doubt you would like to take a look at your finished presentation now. To run it, click the **Slide Show** icon on the Main Toolbar, and the presentation will start automatically in default mode, that is to say, in full-screen mode.

If you click once, the second slide will be displayed (preceded by the defined transition effect). After the last slide, you will see a black slide. End the presentation by pressing the Escape key (also used to stop the presentation before the end).

# Editing a Presentation

Here we show you how to use StarOffice Impress to fine-tune your presentation. Many of the methods available in StarOffice Draw can also be used in StarOffice Impress. You can input text and convert it into 3D, turn objects into curves and polygons, edit connectors and glue points and so on. You can also refer to the StarOffice Draw chapter.

## Changing the Slide Background Fill

You can change the background color or the background fill of the current slide or all of the slides in your document. For a background fill, you can use hatching, a gradient, or a bitmap image.



If you want to change the background fill for all of the slides, click the **Master View** button in the lower left corner of the workspace. To change the background fill of a single slide, click the **Slide View** button in the lower left corner of the workspace.



---

A background fill applied to a single slide overrides the master page background. However, objects on the master page remain visible. In StarOffice Impress, you can hide the master page objects from the current slide by choosing **Format - Modify Layout**, and clearing the **Objects on background** check box.

---

To use a color, gradient, or hatching pattern for the slide background

1. Choose **Format - Page**, and then click on the **Background** tab.
2. In the **Fill** area, do one of the following:
  - Select **Color**, and then click a color in the list.
  - Select **Gradient**, and then click a gradient style in the list.

- Select **Hatching**, and then click a hatching style in the list.
3. Click **OK**.

## To use an image for the slide background

You can display an entire image as a slide background, or you can tile the image to produce a patterned background.

1. Choose **Format – Page**, and then click on the **Background** tab.
2. In the **Fill** area, select **Bitmap**, and then click an image in the list.



---

If you want to use a custom image for the slide background, close the **Page Setup** dialog, and then choose **Format - Area**. Click the **Bitmaps** tab, and then click **Import**. Locate the image you want to import and click **Open**. When you return to the **Background** tab, the image you imported will be in the **Bitmap** list.

---

3. Do one of the following:
  - To display the entire image as the background, clear the **Tile** check box in the **Position** area, and then select **AutoFit**.
  - To tile the image on the background, select **Tile**, and set the **Size**, **Position**, and **Offset** options for the image.
4. Click **OK**.

This modification is only valid for the current presentation document.

## Applying a Slide Design to a Master Slide

A master slide determines the text formatting style for the title and outline and the background design for individual slides, or for all of the slides in a presentation. You can change the appearance of a master slide by applying a new slide design.

To apply a new slide design:

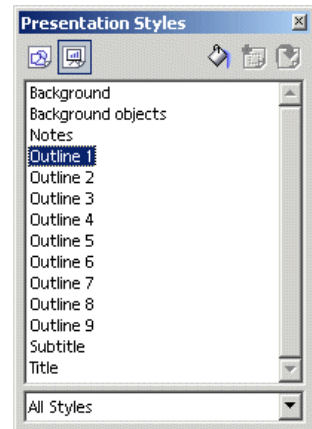
1. Select **Format - Styles - Slide Design**.
2. Click **Load**.
3. Under **Categories**, select a slide design category.
4. Under **Templates**, select a template with the design that you want to apply. To preview the template, click **More**, and then select the **Preview** box.
5. Click **OK**.
6. Do one of the following:
  - To apply the slide design to all of the slides in your presentation, select the **Exchange background page** check box, and then click **OK**.
  - To apply the slide design to the current slide only, clear the **Exchange background page** check box, and then click **OK**.

## Presentation Styles

Along with the slide design you can also assign a whole set of Presentation Styles to your slides. Open the Stylist to see a list of the pre-defined Styles. You can modify the existing Styles and you can create new Styles.

The Styles Outline 1 through Outline 9 enable you to give the outlined headings and topics on your slides a uniform look.

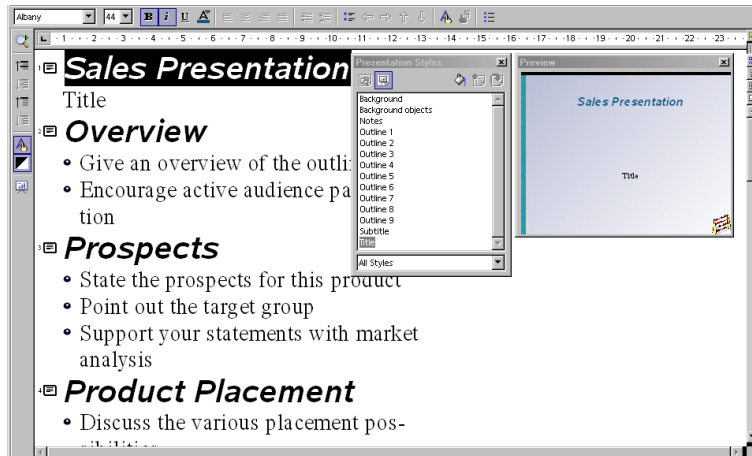
1. Open a new, empty presentation with a slide layout that allows outline levels. The slide layout called "Title, Text" is suitable for this purpose.



The slide layout you choose determines the number of outline levels. If you choose a slide layout which does not enable any outline, you will have no access to outlines.



2. Activate the outline view mode by choosing menu **View - Workspace - Outline View** or by pressing F12.



One way to create a completely new presentation is in the Outline View mode. All slide titles will appear in a list along with the headings and sub-topics. The hierarchy of the headings as well as the sequence of the slides can be easily modified.

1. If the preview window is not open, choose **View - Preview**. The Preview window enables you to view the slide layout, including text, background, and background objects. You can dock the Preview window at the window border if you press the Ctrl key and drag the window to the border.
2. In addition, open the Stylist either by choosing **Format - Stylist** or with the F11 key.
3. The cursor is now blinking next to the small icon for slide 1. Enter the desired text, for example First Page. This will be the title for slide 1.
4. If you press the Enter key, a small icon for slide 2 appears in the next line of the Outline view. Enter a title for the second slide, for example, **Second Page**.
5. Press the Enter key again. You can now enter the text for the subtitle of slide 2 on the next line.
6. Now press the Tab key before you enter any text. By doing that, you ensure that the text you then enter here will be a subtitle on slide 2.

7. You can also first start entering the text for the subtitle and then press the Tab key. In a case like this where you have already entered text in the line, you will see a message which warns you that with this action, you will delete slide 3 and asks for a confirmation. Confirm it with **OK**.
8. Continue to enter more subtitles of the first level on page two. By pressing the Tab key, you move the line down one level and with Shift + Tab one level up. This enables you to even make a new slide out of a sub-topic.

The levels you create with these steps automatically contain the Presentation Styles title, outline 1, outline 2, and so forth. These Styles can be modified by having a new slide design assigned to them, for example, a new font, font size and font color. You can, of course, edit these designs (for example, with the Stylist's context menu).

## Zooming With the Keypad

You can use the keypad to quickly enlarge or reduce the view on your slide.

- To zoom in, press the Plus Sign.
- To zoom out, press the Minus Sign.
- To fit the page in the current view, press the Multiplication Sign.
- To fit the selected object in the current view, press the Division Sign.

## Copying Slides From Other Presentations

You can insert slides from another presentation into the current presentation. You can also copy and paste slides between presentations.

To insert a slide from another presentation:

1. Open a presentation, and choose **View - Workspace - Drawing View**.
2. Choose **Insert - File**.

3. Locate the presentation file containing the slide that you want to insert, and click **Insert**.
4. Click the plus sign next to the icon for the presentation file, and then select the slide(s) that you want to insert.
5. Click **OK**.

To copy and paste slides between presentations:

1. Open the presentations that you want to copy and paste between.
2. In the presentation containing the slide(s) that you want to copy, choose **View - Workspace - Slides View**.
3. Select the slide(s), and then choose **Edit - Copy**.
4. Change to the presentation where you want to paste the slide(s), and then choose **View - Workspace - Drawing View**.
5. Select the slide that you want the copied slide to follow, and then choose **Edit - Paste**.

## Slide Transitions, Effects and Animation

Use slide transition effects and animation in your presentation to grab the attention of your audience.

### Automatic Slide Transition

If you want to show a series of slides, use the slide transition effects to present them in an interesting way. For example, the current slide can roll out of the window while the new slides rolls in. This effect is called "roll from left".

The easiest way to assign slide transition effects is in Slide View. Click on the third icon from the top in the scroll bar on the right of the presentation window or choose **View - Workspace - Slide View**.



In the slide view, all slides which have a slide transition effect, have a small button. Click this button to preview the selected effect.

The **Slide Transition** window is described in detail in the StarOffice Help.

## Effects for Objects

The objects in your slide can have various effects, for example, they can roll into your presentation from the left side, the text can be slowly drawn onscreen, and so on.

1. All these effects can be assigned using the Drawing View (**View - Workspace - Drawing View**).
2. Open the **Effects** window, for example by clicking the **Effects** icon in the Main Toolbar.
3. First you must select the object to which you want to apply the effect. Then open the **Effects** window and select the desired effect. Click the **Assign** icon in the **Effects** window, or double-click the effect to assign it.
4. You can also have your object faded in (**Effects** button) and, additionally, faded out (in the Effects window, on the **Extras** tab click the **Object Invisible** icon) per mouse-click.

The **Effects** window is described in detail in the StarOffice Help.

## Selecting Underlying Objects

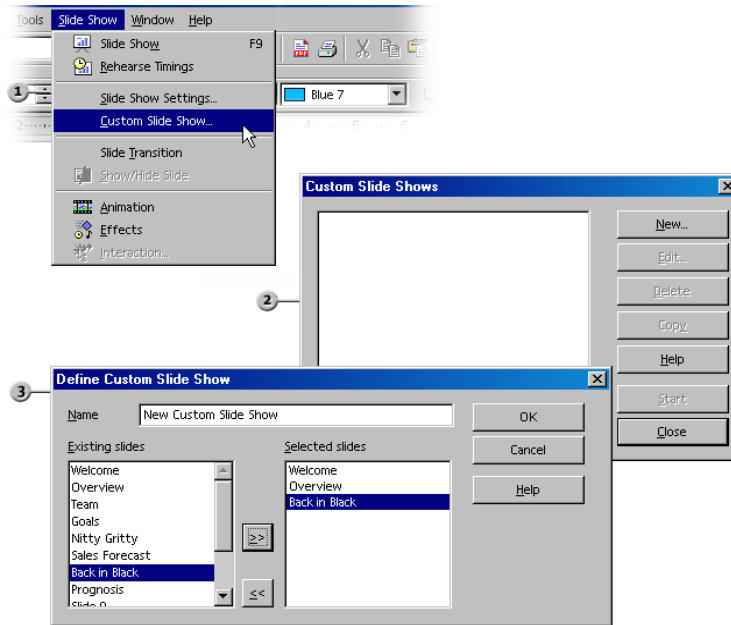
- To select an object that is covered by another object, hold down **Alt** and click the object.
- To select an object that is covered by several objects, hold down **Alt** and click through the objects until you reach the underlying object. To cycle through the objects in reverse order, hold down **Alt+Shift** when you click.
- To select an object that is covered by another object using the keyboard, press **Tab** to cycle through the objects on the slide. To cycle through the objects in reverse order, press **Shift+Tab**.

## Creating a Custom Slide Show

You can create a custom slide show to meet the needs of your audience using slides within the current presentation. You can create as many custom slide shows as you want. StarOffice also allows you to start slide shows from the current slide as well as hide slides during a slide show.

To create a custom slide show:

1. Choose **Slide Show - Custom Slide Shows**, and then click **New**.
2. Enter a name for your slide show in the **Name** box.
3. Under **Existing Slides**, select the slides you want to add to your slide show, and click the **>>** button. Hold down **Shift** to select a range of slides, or **Ctrl** to select multiple slides.
4. You can change the order of the slides in your custom slide show, by dragging and dropping the slides under **Selected Slides**.



To start a custom slide show:

1. Choose **Slide Show - Custom Slide Show**.
2. Select the show you want to start from the list.
3. Click **Start**.



---

To start the selected custom slide show when you click the **Slide Show** icon on the **Main Toolbar**, or when you press F9, select **Use Custom Slide Show**.

---

## Options for Running a Slide Show

To always start a slide show from the current slide:

1. Choose **Tools - Options - Presentation - General**.
2. In the **Start presentation** area, select the **Always with current page** check box.



---

Do not select this option if you want to run a custom slide show.

---

To hide a slide:

1. Choose **View - Workspace - Slides View**, and then select the slide(s) that you want to hide.
2. Choose **Slide Show - Show/Hide Slide**.

The name of the hidden slide is highlighted in gray. The slide is not removed from your document.

To show a hidden slide:

1. Choose **View - Workspace - Slides View**, and then select the hidden slide(s) that you want to show.

The name of a hidden slide is highlighted in gray.



2. Choose **Slide Show - Show/Hide Slide**.

## Rehearse Timings of Slide Changes

StarOffice assists you in defining the right rehearse timings for automatic slide changes.

Prepare the slides, start the show using a special icon, tell your imaginary audience what you want to tell for the first slide, then advance to the next slide and so on. StarOffice records the display time for each slide, so the next time you play the show with automatic slide changes, the timing will be as recorded.

To record a show with rehearse timings:

1.  Open a presentation, and switch to **Slide View**.
2.  Start the show with the **Rehearse Timings** icon in the **Object Bar**. You see the first slide and a timer in the bottom corner.
3. When it's time to advance to the next slide, click the timer. Continue for all slides in your presentation.
4. StarOffice has recorded the display time for each slide. You may edit the timings in the **Object Bar**. Save your presentation.
5. If you want the whole presentation to auto-repeat, open the menu **Slide Show - Slide Show Settings**. Click **Auto** and **OK**.



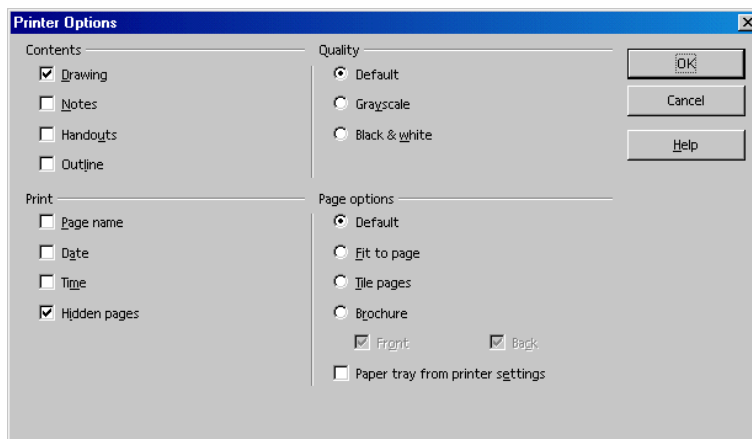
# Exporting, Printing and Presenting

There are many possible ways of outputting finished presentation documents. You can create presentations as files or print the pages in color, you can have high-resolution transparencies produced or transfer them to other applications and then use them within those applications.

## Printing Presentations

### Default printer settings

- To set the default printing options for StarOffice Impress, choose **Tools - Options - Presentation - Print**.



### Setting printer options for the current presentation

1. Choose **File - Print**.
2. Click **Options**, and then select the printer options.

These settings override the default printer options in **Tools - Options - Presentation - Print** for the current print job only.

## Printing a range of slides

1. Choose **View - Workspace - Slides View**.
2. Hold down Shift, and click the range of slides that you want to print.
3. Choose **File - Print**.
4. In the **Print range** area, click **Pages**.
5. Ensure that the numbers of the selected slides appear in the **Pages** box, and then click **OK**.



In StarOffice, you can print the current document by clicking the **Print File Directly** icon in the Function Bar. The document will be printed immediately according to the printer default settings, without a dialog appearing.

To print in StarOffice, choose **File - Print** or press Ctrl+P. The **Print** dialog opens. Use this to set your printing options, for example, whether to print a selected range of pages, individual pages or all of the pages in the document.

## Printing a Slide to Fit a Paper Size

You can reduce the size of a slide when you print, so that the slide can fit on a printed page.

1. Open the document that you want to print.
2. In **Drawing View**, choose **Format - Page**, and then click the **Page** tab.
3. In **Layout settings** area, select the **Fit object to paper format** check box.
4. In the **Paper format** area, select a **Format**.
5. Click **OK**. The slide is resized to fit the printed page, while maintaining the relative positions of the objects on the slide.

# Exporting Presentations as Web Pages

When you choose the **Web Page** export file format, StarOffice Impress automatically starts an AutoPilot to help you produce an attractive HTML presentation. A number of HTML pages are created that are connected to one another by hyperlinks and in which the graphics are saved as GIF or JPEG images. You can work on these HTML pages in the text module of StarOffice to give them headings and additional hyperlinks, for example.

1. Choose **File - Export**.
2. Select the file format **HTML Document (StarOffice Impress)**.
3. Enter a file name and click **Save**.
4. This opens the **HTML Export AutoPilot**. This is described in detail in the StarOffice Help.

In the **HTML Export AutoPilot** you can choose a variety of options. For example, you choose if the presentation is displayed in frames, if graphic buttons are used for navigation, or if the user can download the original StarOffice Impress presentation.



In addition to the export of default HTML documents and HTML documents with frames, you can export Impress documents as WebCast and in the automatic mode.

During the WebCast export, scripts for web servers with Perl or ASP support are generated automatically (examples can be found in {installpath}\share\config\webcast). This allows a presenter (for example, during a telephone



press conference with accompanying slideshow over the Internet) to change the slides on the viewers' browsers.

The automatic export also exports the settings for the viewing length of each page in the presentation. A default HTML presentation is the result, in which the pages are changed automatically.

The sounds played when changing slides can also be exported. The sound files are copied in the target directory and played back when a HTML page is loaded.

## Exchanging Data Through the Clipboard

Objects in a drawing or presentation document can also be copied to the clipboard and then inserted elsewhere. The objects are stored as vector graphics on the clipboard using the following procedure:

-  1. Select an object in the current document and copy it to the clipboard with Ctrl+C.
2. Switch to the application where you want to insert the object.
-  3. Insert the contents of the clipboard at the desired location with Ctrl+V.

# Business Report

Here we explain how to create a business report for a presentation. In the following example, we assume that you want to show the presentation on a computer.

## Creating a Business Report in Presentation Form

A template for a business report is provided, which you can fill out with your own text and data.

1. Choose File - New - Presentation. The Presentation AutoPilot opens.
2. On the first page, select From Template.
3. Select "Presentations" in the list box and then click "Business Report" in the list of templates.
4. Click Create.
5. Replace the text in the business report with your own text and then save the file.

You can also print out the presentation or press F9 to run the presentation.

If you want to start from scratch with a completely new document, proceed as follows:

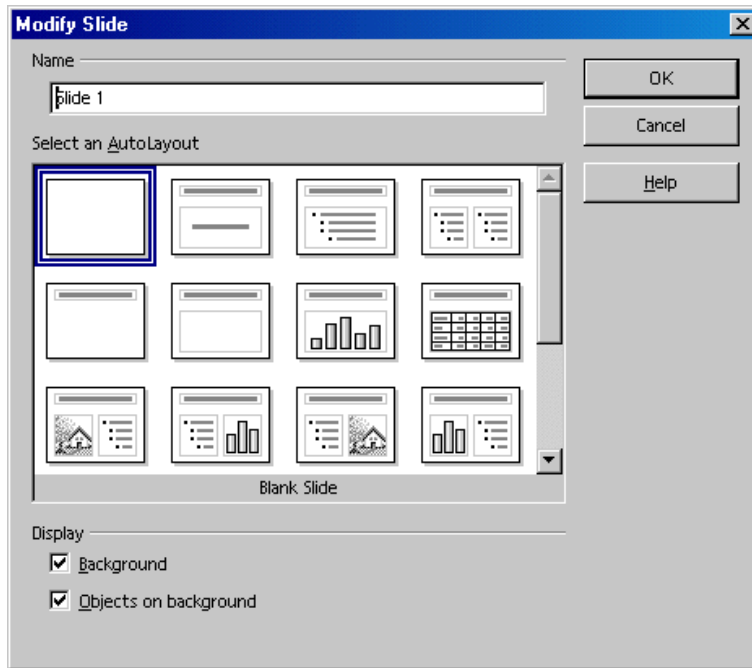
1. Choose **File - New - Presentation**.

The **Presentation** AutoPilot opens.

2. Select **Empty presentation** and click **Create**.

The **Modify Slide** dialog opens where you can define the appearance of the first slide.

3. Enter a name and select the desired layout, for example, **Title slide**.




4. The "title slide" opens. Click on the existing text and replace it with your own text, for example "Energy Software" and "Annual Turnover 2000".
5. To insert another slide, click the area next to the tab at the bottom of the screen. Assign a name for the new slide and choose a layout (in the context menu of the slide tab, click **Modify Slide**).




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Do not assign a name like "Slide2." If you later insert other slides or change the order of the slides, you might become confused. Descriptive names like "Overview" or "Introduction" are more useful.

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- 
 Insert additional slides, as necessary. The corresponding tabs appear at the bottom of the screen. Click the tab of the slide you want to edit, for example, Overview, and then click the **Outline View** icon above the vertical scroll bar.

## Entering Text in the Outline View

To establish an outline, use the Outline View mode. With the icons in the Object Bar, you can either promote or demote an outline point one level, or move it up or down in the hierarchy. You can also use icons in the Main Toolbar to determine which outline levels you want to have displayed. In the Outline view, all slides in the presentation document are listed hierarchically, and the title of each slide is preceded by a slide icon.

Enter the desired text and use the icons in the Main Toolbar to structure your outline. You can add a subsection to a slide by placing the cursor at the start of the respective line and pressing the Tab key. Use the Shift + Tab key combination to move the line up one level in the hierarchy. After you have finished editing the presentation outline, click the Drawing View icon (directly above the Outline View icon) to return to the drawing view.

## Changing the Slide Layout

To change the slide layout, you must be in the Drawing View (the first icon in the vertical scroll bar). Double-click the tab of the slide you want to modify and select the desired layout from the pre-defined layouts.

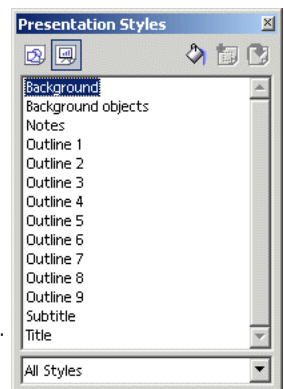
## Designing Slides

To design a slide, switch to the Drawing View.

If you want to change the font size and style of the title, for example, select it using the **Selection** tool and assign new attributes from the **Font** and **Font Size** fields in the Object Bar.

To apply a uniform background and recurring elements (company name, subject) to all slides, click the **Master View** icon to the left of the horizontal scroll bar. You do not need to worry about the default texts in the master view - these texts are not visible on the slides. The only text visible on the slides is that which you enter yourself. Using the **Text** floating toolbar on the Main Toolbar, in this view you can open a frame for your background text.

Open the **Stylist**. Then, click the **Presentation Styles** icon. Select a background style, and open the **Modify** dialog through the context menu. Click the corresponding slide



tab and make your changes. By modifying the **Background** Style you can assign all slides the same background.

## Creating a Slide Show

A few additional steps are necessary before your presentation is complete.

### Defining or Changing Slide Order

- ☐ To change the slide order, click the **Slide View** icon above the vertical scroll bar. In this mode, all slides in the presentation document are displayed in reduced size. Click the slide you want to move and drag it with the mouse to the desired position. The position where the slide will be inserted is indicated by a vertical black bar.

### Creating Cross-Fade Effects

To apply cross-fade effects, you have to be in the Slide View or Drawing View.




Click on the slide when in the Slide View mode. Set the effect and transition period that is to apply to the slide transition using the two left list boxes.

When you are in the Drawing View, choose **Slide Show - Slide Transition**. A dialog appears in which you can define slide transition effects.

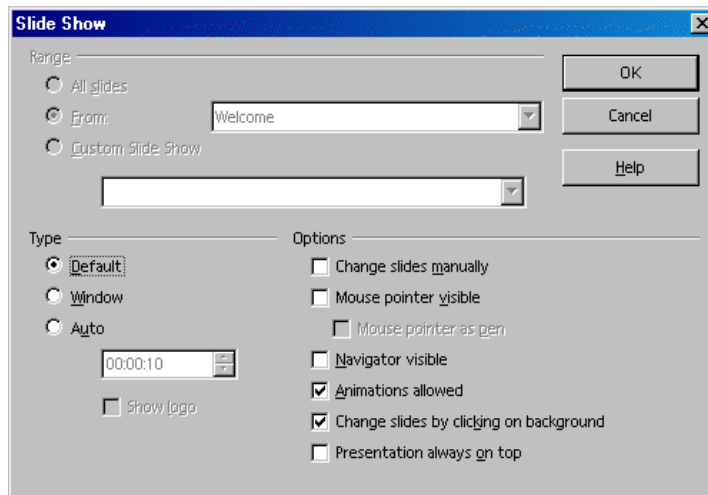
In the **Slide Transition** dialog, select the option **Manual Transition**. You can then switch from one slide to the next in your presentation by clicking the mouse or pressing the right arrow key.



## Starting Presentations

 To start a presentation, click the **Slide Show** icon on the Main Toolbar or choose **Slide Show - Slide Show**. The on-screen presentation starts immediately.

Presentation settings can be adjusted under **Slide Show - Slide Show Settings**.



In this dialog, you can determine which slides to include in the presentation. Select any other desired options, and click **OK**.

## Presenting a Product

Do you need to create an impressive presentation to present a new product? Here we show you how to do it. We will explain how to achieve a product presentation using a template.

## Creating a Presentation with a Template

1. Choose **File - New - Templates and Documents**.
2. Select the Templates category and double-click the Presentations folder.

3. Select the "Introducing a New Product" template and click **Open**.
4. Replace the title placeholder text with your own text. If you want, you can add graphics to your document by choosing **Insert - Graphics**.
5. At the bottom of the screen, click the name of the second slide to make it the active slide and then edit it.



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If you have several slides, not all slide tabs may be visible. By clicking the arrow icons on the horizontal scroll bar, you can "shift" the tabs to view them. You can also expand the area in which the tabs are displayed. When you position the mouse pointer on the scroll bar divider, the pointer changes to a double-headed arrow, and you can move the divider while pressing the mouse button.

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6. Edit the remaining slides of your presentation.



Once you have finished creating the presentation, start the presentation by clicking the **Slide Show** icon on the Main Toolbar.

## Inserting, Deleting and Renaming Slides

To insert a slide, select the slide that you want to insert a new slide after, and then click the empty space between the tab and the horizontal scroll bar. The new slide uses the page layout of the previous slide. You can also choose **Insert Slide** from the context menu of the slide tab area. In the **Insert Slide** dialog, you can assign a name to the new slide and define a layout.

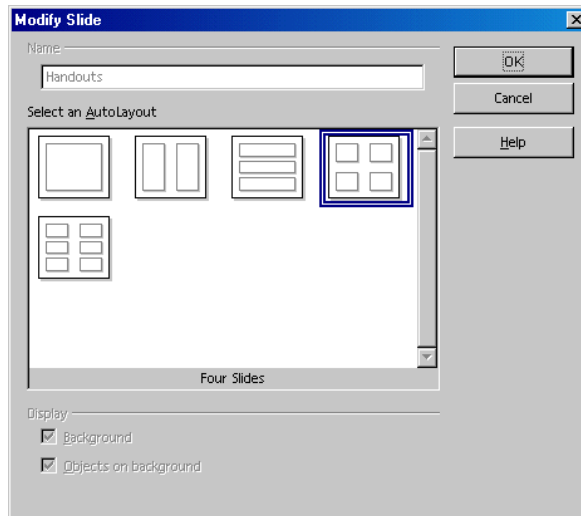
If you want to delete a slide, click the tab at the bottom of the work area to activate it and open the context menu. Choose **Delete Slide**. Confirm the subsequent warning with **Yes** to delete the slide.

To rename a slide, activate the respective slide by clicking the name on the tab, then press the **Alt** key and click the slide name again. The old name will be selected and can then be overwritten.

## Creating and Printing Handouts

If you want to provide handouts to help the audience follow your presentation, you can use the Handout View mode. Since the handouts contain both the individual slides and space for notes, they can be a very helpful presentation aid.

- In the vertical scroll bar, click the **Handout View** icon. Open the **Modify Slide** dialog through the context menu (**Slide - Modify Slide**) to specify how many slides are printed on a single sheet of paper.



Click **OK** to create the handouts. To print them, choose **File - Print** and click **Options** to define the print settings.

## Organizing and Printing Notes

Enter notes for individual slides in the Notes view. You can access the Notes view using the **Notes** icon located at the right of the document window scroll bar.

To print slide notes:

1. Choose **File - Print** and click **Options**.
2. In the **Printer Options** dialog, select **Notes** in the **Contents** area and click **OK**.

3. In the **Print** dialog, select the slides that you want to print and click **OK**.

Remember to clear the **Notes** check box in the **Printer Options** dialog if you do not want to include notes in the print out.



The settings in **Printer Options** apply only to the current document. If you want specific settings for all presentations, choose **Tools - Options - Presentation** and select the **Print** tab.

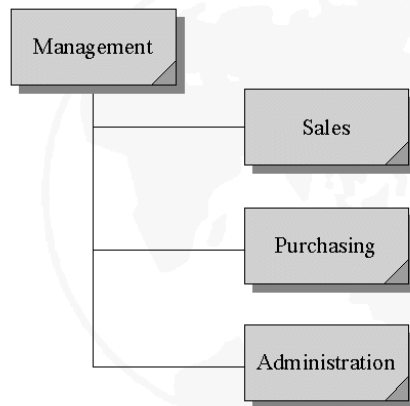


**Using the Navigator** You can move from slide to slide quickly by opening the Navigator (function key F5). Double-click a slide title to jump to that slide.

## Organization Chart

You can use an organization chart to show the organization of your company or the structure of your homepage.

### ➤ East-West Trading Co.: Departments



East-West Trading Co. / 8 New St. / Boston, MA 02109 / (333) 111-2222

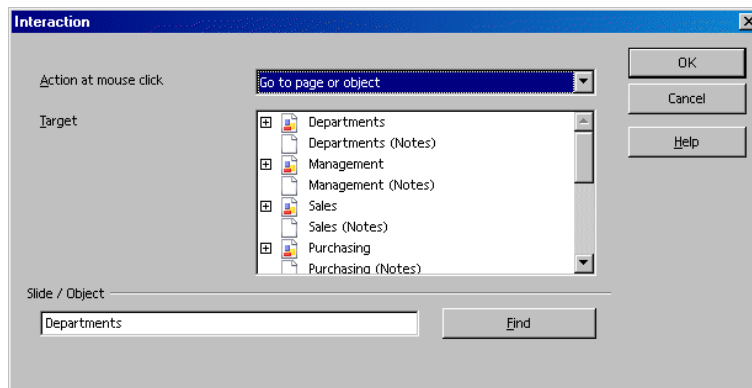


StarOffice provides a sample document of an organization chart. The **Organization Chart** can be found in the folder **Samples - Presentations**. The following example can be adapted for your daily use.



# Creating Company Organization Charts

First open the sample document **Company Organization Chart** (Choose **File - New - Templates and Documents, Samples** icon, then the **Presentations** folder). These flowcharts provide a fairly detailed overview of the structure of a sample company. You can adapt this structure to match the organization of your own company.

Delete the company name in the document background (switch to master view on the horizontal scroll bar) and replace it with your own company's name. Change the sample address at the bottom of the page, as well. Now, click in the various frames of the organization chart, select the contents and overwrite them with your own text.



## Edit Jump Targets

-  In the bottom corners are areas for which you can define an interaction. To edit or view the interaction, click (again in background mode) on the area while pressing the **Alt** key and open the context menu where you can choose the **Interaction** command.
-  The **Interaction** Gallery theme contains additional buttons you can drag to your pages using the mouse. This way, your slides can contain interactive objects without additional programming.



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You can link your own graphic objects, 3D Objects and object groups with **Interaction**.

---

## Modifying Object Size

If you want to change the object size, drag a selection frame around the respective objects.



---

Instead of using a selection frame, you can also click on the individual objects and press the Shift key at the same time to make a multiple selection.

---

After you have selected the objects, open the **Position and Size** dialog from the context menu. On the tab page **Size** in the **Size** box, you can apply the same size to all selected objects.

## Creating Additional Objects

If you need additional objects, you can copy one and insert it as often as necessary. Then, position the rectangles in your document and align them with the snap lines.

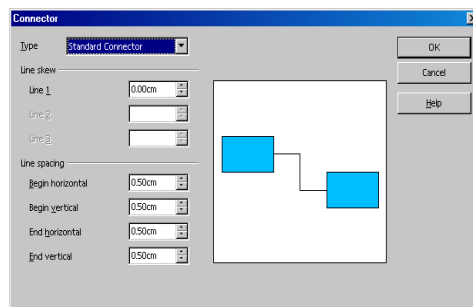


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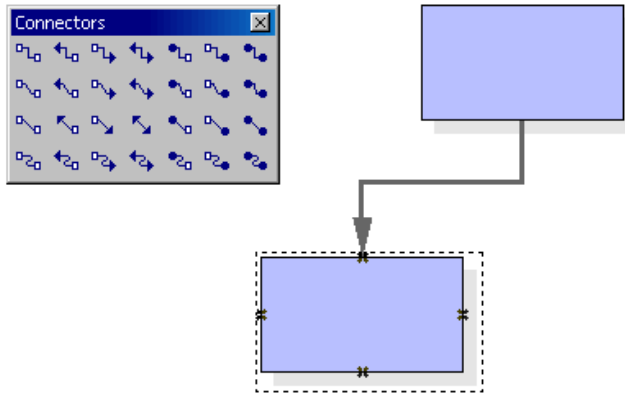
To display vertical and horizontal snap lines, click on the respective ruler and drag a snap line from the ruler to the desired position.

---

## Working with Connectors



In addition to the individual frames, connectors are important components of an organization chart because they help represent the relationships within the organization. StarOffice provides a variety of connector types. Click on the **Connectors** icon in the Main Toolbar, and a floating window with the available types appears.



You can link frames and connectors either from "edge to edge" or from "middle to middle," or a combination of both. These possibilities are described below.

### "Edge to Edge" Connectors

Click the desired connector, and then drag it to the first frame. A small symbol is displayed on every edge of the frame. Put the mouse pointer on one of the symbols (the symbol will be given a dashed-line border). Press the mouse button and drag the connector to the desired frame. As soon as the mouse touches the frame, symbols appear on each edge here as well. Continue dragging the connector to the desired symbol - that symbol also receives a small, black border - and release the mouse button.

If you move a frame that is connected to another frame, you will notice that the connector also changes position. The connection line remains the same type, so that for minor shifting of the frames, the connector usually does not have to be edited. With major frame movements, however, it is often necessary to reedit, because the connector may shift to a different position.

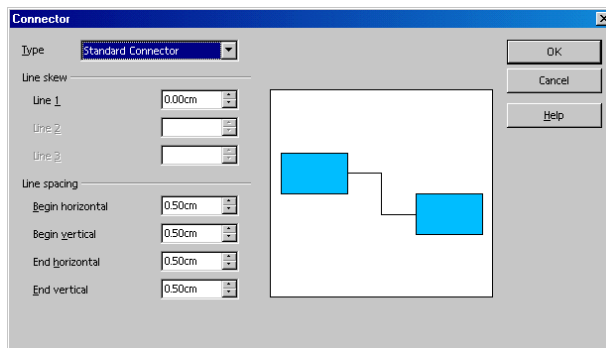
To change the position of a connector, click on it. Small points appear at both the beginning and end of the connector. If you rest the mouse on one of the points, a small square appears next to the mouse pointer. Press the mouse button and drag to the frame.

## "Middle to Middle" Connectors

If you select a connector from the **Connectors** floating toolbar and click in the middle of one of the frames, a black, dashed-line border appears around the entire frame. Press the mouse button and drag the connector into the middle of another frame, which also receives a black border, and release the mouse button.

## Editing Connectors

To change the properties of a connector, select it and click **Connector** in the context menu to open the **Connector** dialog.



Choose the desired connector type from the list box. The **Standard Connector** is the default. You can also modify the line skew and the line spacing in this dialog. All changes will be shown in the small **Preview** window.

To apply a different color to the connector, right-click the connector and open the **Line** dialog from the context menu.

## Changing Font and Font Size

If you want to change the font or font size, use a **Style**. Changes made to a **Style** are applied to all objects using that **Style**. Click in one of the frames and open the **Stylist**. The Graphics **Style Object with shadow** is selected. In the context menu, choose **Modify** to open the **Graphics Style: Object with shadow** dialog, and click on the **Font** tab to define the font type and size. After you click **OK**, the new settings are applied to the text in all of the frames.



## Modifying Colors



To assign a different color to a frame, use the mouse to drag a selection frame around the respective frame. Select **Area** in the context menu to open the dialog of the same name.

Select a color on the **Object Fill** tab. Further design options are available with the various color schemes in the **Gradients** tab. Choose one of the existing color gradients, all of which can also be edited and modified.

## Further Information

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**Using a Snap Grid.** To work with higher precision, you can use the grid function. To display a grid, select **Use Snap Grid** under **Tools - Options - Presentation - Grid**. In addition, you can also select **Visible Grid** to help you position the objects more easily.

**Editing Glue Points.** By default, the connectors dock to the handles in the center of the object borders. However, using the glue points, you can make the connectors dock to any point of an object. For detailed instructions on glue points, refer to the StarOffice Help.

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# Creating Drawings With StarOffice Draw

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Using StarOffice Draw, you can create drawings ranging from simple diagrams to an interactive multi-page document.

You can create custom drawings or graphics in an empty document or work with the templates and the sample graphics that are provided with StarOffice Draw. To view the available templates, choose **File - New - Templates and Documents**. To view the available graphics, choose **Tools - Gallery**.

You can draw and save vector graphics in StarOffice Draw. You can also export these graphics as pixel graphics (bitmaps) or insert pixel graphics into your drawing.

## StarOffice Draw Features

StarOffice Draw lets you create simple and complex drawings and export them in a number of common image formats. You can also insert tables, charts, formulas and other items created in StarOffice programs into your drawings.

### Vector Graphics

StarOffice Draw creates vector graphics using lines and curves defined by mathematical vectors. Vectors describe lines, ellipses, and polygons according to their geometry.

## Creating 3D Objects

You can create simple 3D objects such as cubes, spheres, and cylinders in StarOffice Draw and even modify the light source of the objects.

## Grids and Snap Lines

Grids and snap lines provide a visual cue to help you align objects in your drawing. You can also choose to snap an object to a grid line, snap line or to the edge of another object.

## Connecting Objects to Show Relationships

You can connect objects in StarOffice Draw with special lines called "connectors" to show the relationship between objects. Connectors attach to glue points on drawing objects and remain attached when the connected objects are moved. Connectors are useful for creating organization charts and technical diagrams.

## Displaying Dimensions

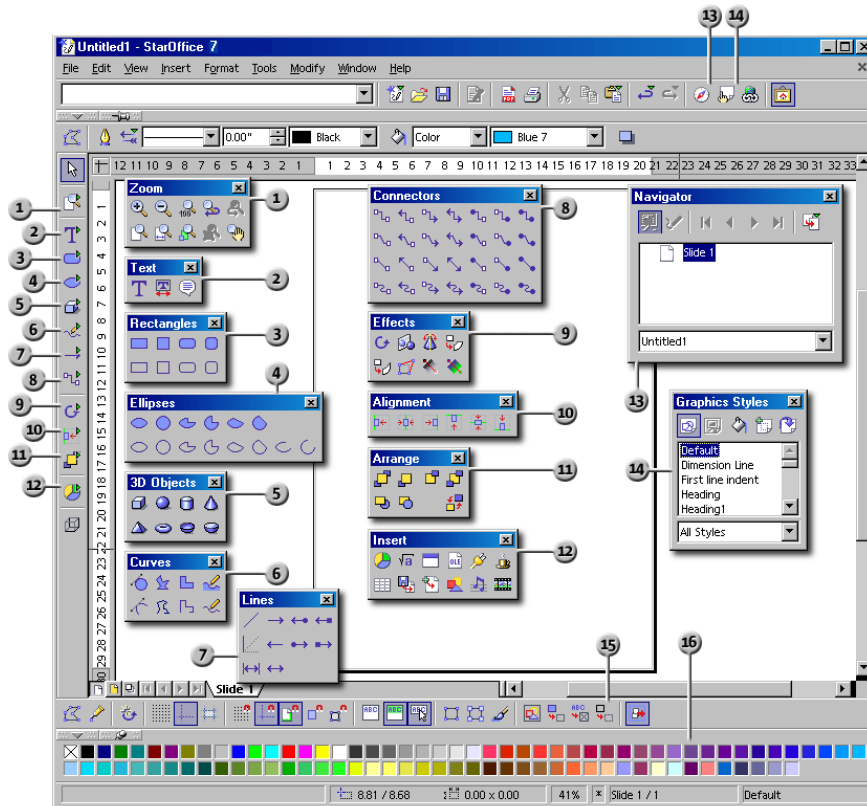
Technical diagrams often show the dimensions of objects in the drawing. In StarOffice Draw, you can use dimension lines to calculate and display linear dimensions.

## Gallery

The Gallery contains images, animations, sounds and other items that you can insert and use in your drawings as well as other StarOffice programs.

## Graphic File Formats

StarOffice Draw can export to many common graphic file formats, such as BMP, GIF, JPG, and PNG.



### Toolbars and Windows in StarOffice Draw

- |   |                             |    |                            |
|---|-----------------------------|----|----------------------------|
| 1 | Zoom floating toolbar       | 9  | Effects floating toolbar   |
| 2 | Text floating toolbar       | 10 | Alignment floating toolbar |
| 3 | Rectangles floating toolbar | 11 | Arrange floating toolbar   |
| 4 | Ellipses floating toolbar   | 12 | Insert floating toolbar    |
| 5 | 3D Objects floating toolbar | 13 | Navigator window           |
| 6 | Curves floating toolbar     | 14 | Stylist window             |
| 7 | Lines floating toolbar      | 15 | Option bar                 |
| 8 | Connectors floating toolbar | 16 | Color bar                  |

# Drawing Rectangles and Ellipses, Entering Text

StarOffice Draw has many functions for creating and editing vector graphics. In this section, we introduce the most commonly used functions.

Open a new drawing document by choosing **File - New - Drawing**.

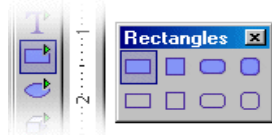
In addition to the blank drawing page, you will see the Main Toolbar on the left and the Object Bar for drawings at the top of the work area. With the **View - Toolbars** command, you can also display the Option Bar and the Colors Bar at the bottom edge of the window.



If you use these instructions to create a presentation document instead of a new drawing document, you will notice one of the visible differences between StarOffice Impress and StarOffice Draw: The buttons at the top right above the scroll bar (only in StarOffice Impress) indicate that you are in the drawing view, while the buttons at the bottom left indicate that you are in the slide view.

The toolbars contain several floating toolbars. When opened, these toolbars provide additional related icons. The floating toolbars are indicated by small triangles on icons and are opened by long-clicking the corresponding icon until the floating toolbar appears. Since the toolbar is "floating", you can drag it away from its original position and position it anywhere else in the work area.

1. Long-click the **Rectangle** icon to open the floating toolbar and click on the **Rectangle** icon. The pointer changes to a cross-hair symbol with a small square.



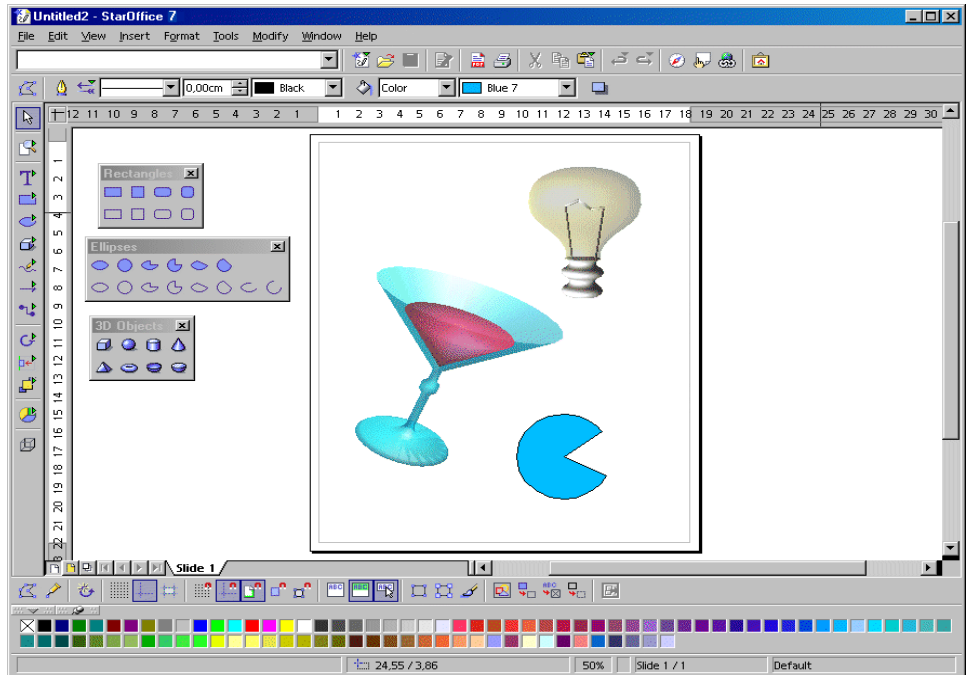
2. Draw a rectangle on the slide. It has preset attributes, including a blue fill and a thin black line as a border. There are eight handles which you can drag to change the size of the object.



By clicking **once** on any tool, you are making the tool available for only one **single** task. Double-click the icon to allow it to remain active until you choose another tool.


You can change the defaults, for example, blue as the filling color. Make sure that no object is selected and choose a different color on the Object Bar as the new default.

3. Draw further shapes. Click the **Ellipse** icon and draw a few ellipses. You can also draw a few 3D objects, as shown in the illustration.
4. Click each of the objects and modify the fill color, line color, and the line width using the list boxes and icons on the Object Bar.

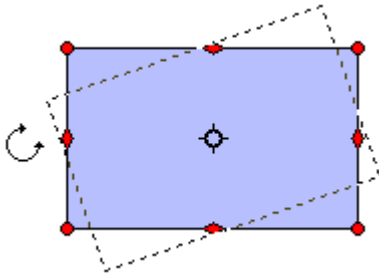


## Rotating Objects

You can rotate an object around its default pivot point (center point) or a pivot point that you designate.

-  Select the object you want to rotate. On the **Effects** floating toolbar in StarOffice Draw or on the **Main** toolbar in StarOffice Impress, click the **Rotate** icon.

Move the pointer to a corner handle so that the pointer changes to a rotate symbol. Drag the handle to rotate the object.



To change the pivot point, drag the small circle in the center of the object to a new location.

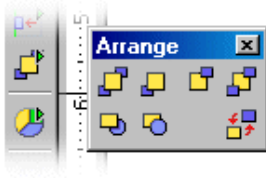
To skew the object vertically or horizontally, drag one of the side handles.

## Arranging and Aligning Objects

### Arranging Objects

Each object that you place in your document is successively stacked on the preceding object. You can re-arrange the stacking order of a selected object by right-clicking and choosing **Arrange** or by opening the **Arrange** floating toolbar.





To arrange objects:

Right-click an object, choose **Arrange** and one of the following: **Bring to Front**, **Bring Forward**, **Send Backward** or **Send to Back**.

To arrange a selected object behind an object:

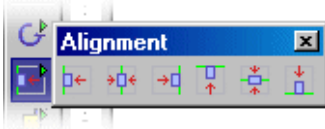
1. Right-click and choose **Arrange - Behind Object**. The mouse pointer changes to a hand.
2. Click the object you want to arrange the selected object behind.

To reverse the stacking order of two objects:

1. Shift-click to select both of the objects.
2. Right-click and choose **Arrange - Reverse**.

## Aligning Objects

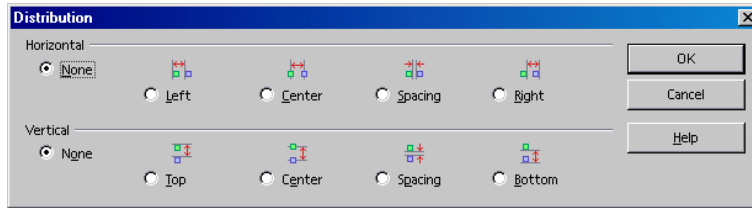
The **Alignment** floating toolbar enables you to align objects relative to each other. You can also right-click the objects to access the **Alignment** command.



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You can align individual objects relative to the page margins.

---



- If you select three or more objects, you can also use the **Distribution** command to distribute the vertical and horizontal spacing evenly between the objects.

Selected objects are distributed evenly along the horizontal axis (right edge, center, left edge) or the vertical axis (top edge, center, bottom edge). The two outermost objects are used as reference points and do not move when the **Distribution** command is applied.

## Drawing Sectors and Segments

The **Ellipse** floating toolbar contains tools for drawing ellipses and circles. You can also draw segments and sectors of circles and ellipses.

To draw a sector of a circle or an ellipse:

1. Open the **Ellipses** floating toolbar and click one of the **Circle Pie** or **Ellipse Pie** icons. The mouse pointer changes to a cross hair with a small icon of a sector.
2. Position the pointer at the edge of the circle you want to draw and drag to create the circle.




---

To create a circle by dragging from the center, press **Alt** while dragging.

---

3. Release the mouse button when the circle has reached the size you want. A line corresponding to the circle radius appears in the circle.
4. Position the pointer where you want to place the first boundary of the sector and click.

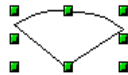


---

As the radius line that follows the pointer is constrained to the circle boundaries, you can click anywhere in the document.

---

5. Position the pointer where you want to place the second boundary of the sector and click. The completed sector is displayed.



To draw a segment of a circle or ellipse, follow the steps for creating a sector based on a circle.

To draw an arc based on an ellipse, choose one of the arc icons and follow the same steps for creating a sector based on a circle.

## Adding Text

There are three types of text you can add to a drawing or presentation: Text in a text frame, text that behaves like a graphic (Fit Text to Frame) and text in a Callout.

- To add text to a drawing or presentation, open the **Text** floating toolbar on the **Main Toolbar**.



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For vertical text, you need to enable Asian language support in **Tools - Options - Language Settings - Languages**.

---

## Adding a Text Frame



1. Click the **Text** icon and move the mouse pointer to where you want to enter the text.
2. Drag a text frame to the size you want in your document.
3. Type or paste your text in the text frame. If you want, you can format your text.

To resize, rotate or move the text frame, drag to select the text frame and apply the changes.

If you want to edit the text, double-click it.

## Fitting Text to Frames



1. Click the **Fit Text to Frame** icon and move the mouse pointer to where you want to enter the text.
2. Drag a frame to the size you want in your document. Type or paste your text in the text frame. The size of the frame determines the size of the text.



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Resizing the frame also resizes the text.

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## Callouts



1. Click the **Callouts** icon and move the mouse pointer to where you want the Callout to start.
2. Drag to where you want to add the Callout text.
3. Press Enter and type or paste your text.
4. If you want to add an arrow to the Callout, right-click the Callout and choose **Line**. Then, choose one of the **Arrow styles** and click **OK**. To change other object properties of the Callout, right-click the Callout and choose one of the commands.

## Creating 3D Text

1. With the **Select** tool, drag a selection box around the text object you want to convert to 3D.
2. Right-click and choose **Convert - To 3D**.

The text object is converted to a 3D text object.

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You cannot edit the text in a 3D text object.

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To rotate 3D text:

1. Select the 3D object to rotate.
2. Click the 3D object again so that the corner handles appear red or click the **Rotate** icon on the **Effects** floating toolbar of the **Main Toolbar** in StarOffice Draw or on the **Main Toolbar** in StarOffice Impress.
3. Move the pointer to a corner handle so that the pointer changes to a rotate symbol.
4. Drag the handle to rotate the object. Press Shift while dragging to constrain the rotation to the horizontal or the vertical axis.

To change the pivot point for the rotation, drag the small circle in the center of the object to a new location.



You can edit the 3D effects applied to the text by clicking the **3D Controller** icon on the **Main Toolbar**. More information on the **3D Effects** tool is found in the StarOffice Help.

# Drawing, Editing and Converting Curves and Objects

With vector graphics in drawing and presentation documents, you can design ellipses and rectangles, and also irregularly shaped curves forming open or closed figures.

## Drawing Graphics With the Draw Functions

Open **Show Draw Functions** on the Main Toolbar.



Show Draw Functions

When you select a function, the relevant icon appears on the Main Toolbar. You can restart this function by clicking on it. A long-click opens the floating toolbar from which you can select a different function.

Draw objects can be subsequently edited and modified. Drawing elements created in this way are vector graphics, which you can scale freely without any loss of quality. Drag the floating toolbar on to the screen as a separate window if you want to draw several elements.

To create a rectangle, click the rectangle icon and move your cursor to the place in the document where you want one corner of the rectangle to be. Press the mouse button and hold it down while dragging to the opposite corner of the rectangle. When you release the mouse button, the rectangle is inserted in the document. It is selected, and you can edit its properties through the context menu.

- If you want to open up draw objects from the center instead of dragging from one corner to the other, hold down the Alt key while dragging. Holding down the Shift key while dragging limits the created object. For example, instead of a rectangle with sides of different length, you obtain a square.
- To scale the objects, first select them by clicking on them with the selection tool. You then see eight handles around the object. When you drag one of the four

corner handles, the opposite corner remains fixed while the other three corners move. When you drag one of the side handles, the opposite side remains fixed.

- To move draw objects, first select them. To select more than one object, press the Shift key while clicking. Select text objects by clicking exactly on their edge. While holding down the mouse button, drag the objects to the new location. If you hold down Shift while dragging, the objects can only be positioned in places compatible with the page margins and the other objects on the page.
- Hold down Ctrl while dragging the draw object to copy the object.



---

To revert to normal text mode after creating and editing draw objects, click in an area of the document containing no draw or other objects. If you are in a drawing view, first exit this by clicking the **Select** icon.

---

## Creating Round Corners

When you insert a rectangle or a callout box using the drawing functions and activate **Edit Points**, you see a small frame at the upper left corner of the object. The frame indicates the amount by which the corners are rounded. When the frame is positioned at the top left corner, no rounding occurs. When the frame is positioned on the handle centered at the top of the object, the corners are rounded as much as possible. You adjust the degree of rounding by moving the frame between these two positions.



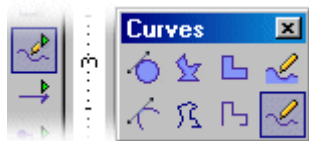
If you place the cursor on the box it changes to a hand symbol. You can now drag the box to change the amount of rounding. An outline shows a preview of the result.

## Drawing Curves

- The **Curve** tool lets you draw a curved line that consists of one or more line segments. Each Bézier curve segment is defined by two data points (endpoints) and one or two control points (handles) that you can drag to adjust the arc of the curve. A control point is connected to a data point by a control line. Moving a control point pulls the curve towards it, and changes the shape of a curve.

A Bézier curve has three types of data points:

- A symmetrical data point has the same line curvature on either side, and two control lines that move together as a straight line.
- A smooth data point has different line curvatures on either side, and two control lines that move together as a straight line.
- A corner data point has one or two control lines and joins different line segments.



1. Open the **Curves** floating toolbar, and select the **Curves** tool.
2. Click where you want the curve to start, and drag a short distance in the direction you want the curve to go. To create a straight line segment, hold down Shift while you drag.
3. Release the mouse.
4. Move the pointer to where you want the curve segment to end and do one of the following:
  - Click to draw the curve segment using the current arc.
  - Drag in any direction to define an arc for the curve, and then click.



- If you want to close the shape and continue drawing the curve, hold down **Alt** and click. You can then move your pointer to where you want the curve to continue and draw a line.
5. If you want, you can continue to add line segments by clicking and dragging.
  6. Double-click to finish drawing the line. To create a closed shape, double-click the starting point of the line.



---

To connect the endpoints of a line, or two different lines, choose **View - Toolbars - Option Bar**, and then click the **Snap to Object Points** icon on the **Option Bar**. Select a line tool, and drag a line from one endpoint to the other. The line snaps to each endpoint.

---

## Editing Curves

A curved line segment consists of two data points (endpoints) and two control points (handles). A control line connects a control point to a data point. You can change the shape of a curve by converting a data point to a different type, or by dragging the control points to a different location.

You can also modify the properties of the line by selecting the line and choosing **Format - Line**.



To view the data points and control points of a curved line, select the line, and then click the **Edit Points** icon on the **Object Bar**. The data points are represented by squares and the control points by circles. A control point might overlay a data point.

To adjust a curved line segment:

1. Select a curved line, and then click the **Edit Points** icon on the **Object Bar**.
2. Do one of the following:

- Drag a data point to resize the line. If a control point overlies the data point, drag the control point until you can see the data point, and then drag the data point.
- Drag a control point. The curve pulls in the direction that you drag the control point.

### To split a curved line:

You can only split a curved line that has three or more data points.

1. Select a curved line, and then click the **Edit Points** icon on the **Object Bar**.
2. Select a data point, and then click the **Split Curve** icon on the **Object Bar**.

### To create a closed shape:

1. Select a curved line, and then click the **Edit Points** icon on the **Object Bar**.
2. On the **Object Bar**, click the **Close Bézier** icon.

### To convert a data point on a curved line:

1. Select a curved line, and then click the **Edit Points** icon on the **Object Bar**.
2. Click the data point you want to convert, and do one of the following:
  - To convert the data point to a smooth point, click the **Smooth Transition** icon on the **Object Bar**.
  - To convert the data point to a symmetrical point, click the **Symmetric Transition** icon on the **Object Bar**.
  - To convert the data point to a corner point, click the **Corner Point** icon on the **Object Bar**.

To add a data point:

1. Select a curved line, and then click the **Edit Points** icon on the **Object Bar**.
2. On the **Object Bar**, click the **Insert Points** icon.
3. Click the line where you want to add the point, and drag a short distance.



---

If a data point does not have a control point, select the data point, and then click the **Convert to Curve** icon on the **Object Bar**.

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To delete a data point:

1. Select a curved line, and then click the **Edit Points** icon on the **Object Bar**.
2. Click the point you want to delete.
3. On the **Object Bar**, click the **Delete Points** icon.

## Connecting Lines

When you connect lines, lines are drawn between neighboring endpoints.

To connect lines:

1. Select two or more lines.
2. Right-click and choose **Modify - Connect**.

To create a closed object, right-click a line and choose **Close Object**.



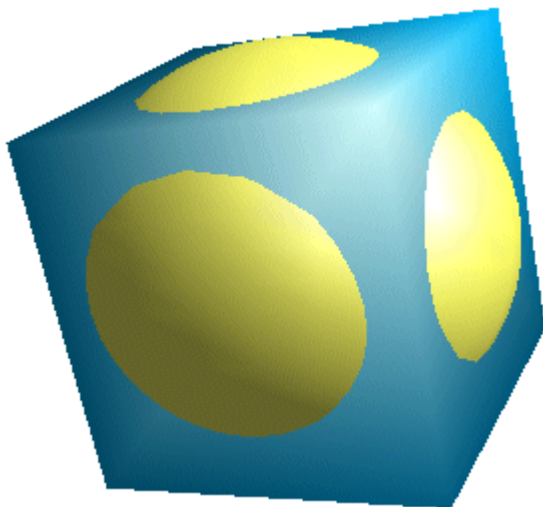
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You can only use the **Close Object** command on connected lines, **Freeform Lines** and unfilled **Curves**.

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## Assembling 3D Objects

You can combine two or more 3D objects into a single object.



To combine 3D objects:

1. Insert a 3D object from the **3D Objects** floating toolbar (for example, a cube).
2. Insert a second slightly larger 3D object (for example, a sphere).
3. Select the second 3D object (sphere) and choose **Edit - Cut**.
4. Double-click the first object (cube) to enter its group.
5. Choose **Edit - Paste**. Both objects are now part of the same group. If you want, you can edit the individual objects or change their position within the group.
6. Double-click outside the group to exit the group.



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You cannot intersect or subtract 3D objects.

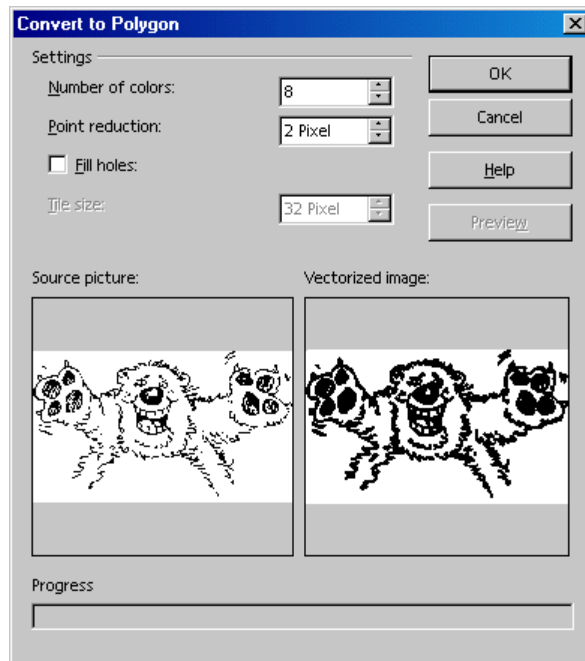
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# Converting Bitmap Images into Vector Graphics

A vector graphic can be resized without losing the quality of the graphic. In [Soffice] Draw and Impress, you can convert a bitmap image into a vector graphic.

1. Select the bitmap image that you want to convert.
2. Do one of the following:
  - In StarOffice Draw, choose **Modify - Convert - To Polygon**.
  - In StarOffice Impress, right-click the object, and then choose **Convert - To Polygon**.
3. Set the conversion options for the image, and then click **OK**. See **Convert to Polygon** for a description of the conversion options.

The bitmap is converted into MetaFile format.



# Converting Text Characters into Drawing Objects

You can convert text characters into curves that you can edit and resize as you would any drawing object. Once you convert text into a drawing object, you can no longer edit the content of the text.

To convert text into a drawing object:



1. Select the text that you want to convert, and do one of the following:



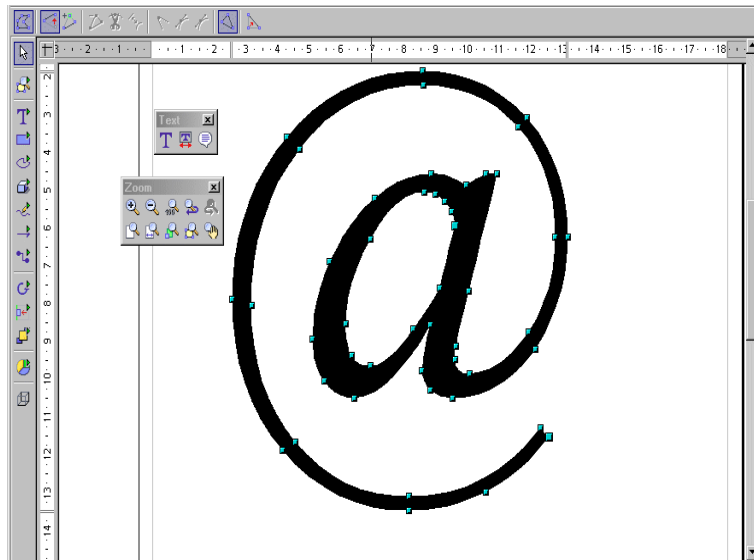
- In StarOffice Draw, choose **Modify - Convert - To Curve**.
- In StarOffice Impress, right-click the object, and then choose **Convert - To Curve**.



If your text contains more than one character, the converted text becomes a grouped object. Double-click the group to edit individual objects. Press Esc when finished.



2. Now, click the **Edit Points** icon on the Object Bar. Click the object. You can see all the Bézier points of the object. On the Object Bar, you can find various icons for editing, inserting and deleting points.



# Converting 2D Objects to Curves, Polygons, and 3D Objects

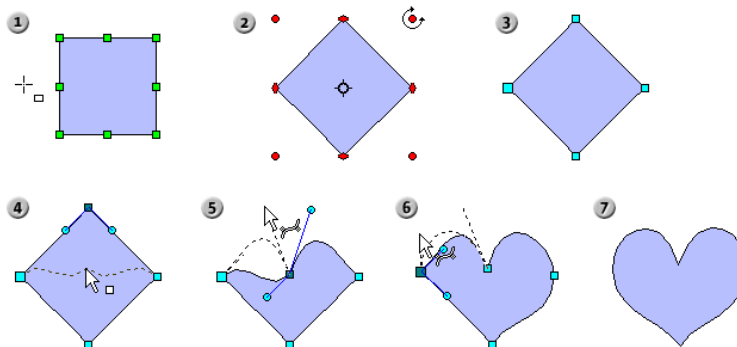
You can convert two dimensional (2D) objects to create different shapes. StarOffice can convert 2D objects to the following object types:

- Curved object based on Bézier curves
- Polygon object consisting of straight line segments
- 3D object with shading and a light source
- 3D rotation object with shading and a light source

To convert an object to a curved shape:

1. Select a 2D object on the slide.
2. Do one of the following:
  - In StarOffice Draw, choose **Modify - Convert - To Curve**.
  - In StarOffice Impress, right-click the object and choose **Convert - To Curve**.

To modify the shape of the object, click the **Edit Points** icon on the **Object Bar**, and drag the handles of the object (Figure 4). You can also drag the control points of a handle to modify the shape of the curve (Figures 5 and 6).




To convert a 2D object to a polygon:

1. Select a 2D object on the slide.
2. Do one of the following:
  - In StarOffice Draw, choose **Modify - Convert - To Polygon**
  - In StarOffice Impress, right-click the object and choose **Convert - To Polygon**.

To modify the shape of the object, click the **Edit Points** icon on the **Object Bar**, and drag the handles of the object.

To convert a 2D object to a 3D object:


1. Select a 2D object on the slide.
2. Do one of the following:
  -  ■ In StarOffice Draw, choose **Modify - Convert - To 3D**
  - In StarOffice Impress, right-click the object and choose **Convert - To 3D**



To modify the shape of the 3D object, click the **Edit Points** icon on the **Object Bar**, and drag the handles of the object. To modify the properties of the 3D object, choose **Format - 3D Effects**.

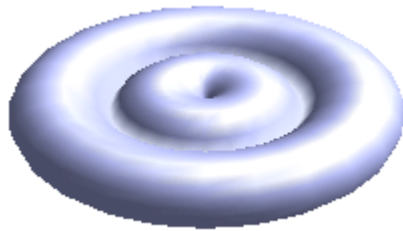
To convert a 2D object to a 3D rotational object:

A 3D rotation object is created by rotating the selected object around its vertical axis.

1. Select a 2D object on the slide.
2. Do one of the following:
  -  ■ In StarOffice Draw, choose **Modify - Convert - To 3D Rotation Object**.



- In StarOffice Impress, right-click the object and choose **Convert - To 3D Rotation Object**



To modify the shape of the 3D object, click the **Edit Points** icon on the **Object Bar**, and drag the handles of the object. To modify the properties of the 3D object, choose **Format - 3D Effects**.



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You can rotate the 2D object before converting it to create a more complex shape.

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Here we converted only basic objects, simple rectangles. Just imagine how much you can do when you convert complex objects.



For example, drag a graphic object from the Gallery into your document and convert the graphic object into a 3D object. StarOffice positions the parts contained in the 3D object in various 3D levels corresponding to their arrangement in the original graphic. For example, in 3D the stars from the European flag stand out from the blue background of the flag.

You can convert just about all objects to 3D:

- Groups can be converted as long as they contain convertible objects.
- Bitmaps will be laid as a texture over a rectangular object of adequate size.
- Draw objects with text on them display the text in raised form on their surface (for example, a rectangle which you have double-clicked and put text on).

## Working With Objects

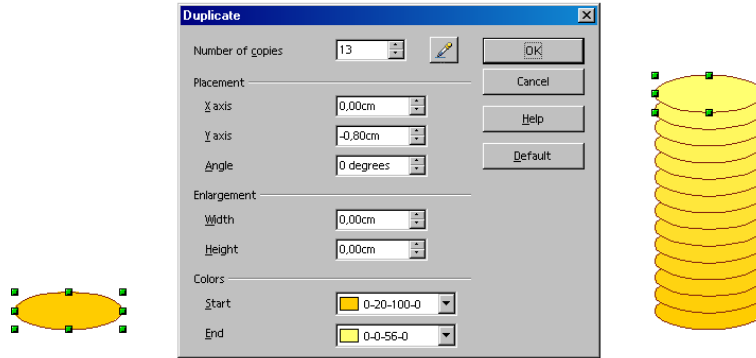
You can select, copy, cut, and paste individual objects in a presentation or drawing document in much the same way as words in text documents. You can also perform actions specific to graphic objects. For example, you can duplicate, cross-fade or group graphic objects. Any figure placed in the drawing areas is treated as an object (circles, lines, and so on).

## Duplicating Objects

You can create duplicate or multiple copies of an object. The copies can be identical or can differ in size, color, orientation and location.

The following example creates a stack of coins by making multiple copies of a single ellipse.

1. Use the **Ellipse** tool to draw a solid yellow ellipse.
2. Select the ellipse and choose **Edit - Duplicate**.
3. Enter the values shown on the following illustration.



Positive values shift the x-axis to the right and the y-axis down.

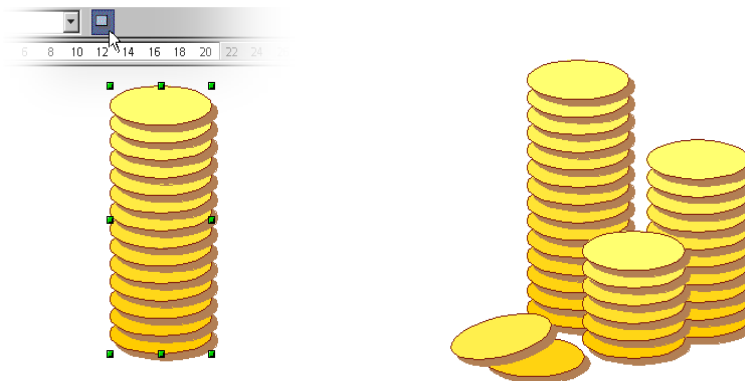
5. Enter a negative value for the **Width** and **Height** so that the coins decrease in size as you go up the stack.
6. To define a color transition for the coins, select a color in the **Start** and **End** boxes. The **Start** color is applied to the object that you are duplicating.
7. Click **OK** to create the duplicates.




---

Objects created with the **Duplicate** command are not grouped.

---



# Cross-Fading Two Objects

Cross-fading creates shapes and distributes them by uniform increments between two drawing objects.



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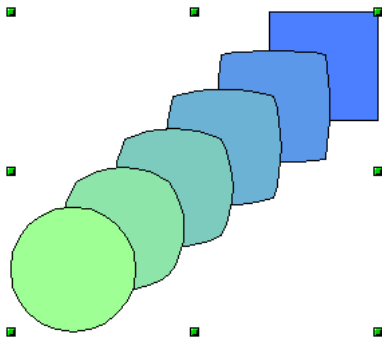
The cross-fading command is only available in StarOffice Draw. You can, however, copy and paste cross-faded objects into StarOffice Impress.

---

To cross-fade two objects:

1. Hold down Shift and click each object.
2. Choose **Edit - Cross-fading**.
3. Enter a value to specify the number of objects between the start and end of the cross-fade in the **Increments** box.
4. Click **OK**.

A group containing the two original objects and the specified number (increments) of cross-faded objects is displayed.



You can edit the individual objects of a group by selecting the group and pressing F3. Press Ctrl+F3 to exit the group editing mode.


# Grouping Objects

You can combine several objects into a group so that they act as a single object. You can move and transform all objects in a group as a single unit. You can also change the properties (for example, line size, fill color) of all objects in a group as a whole or for individual objects in a group. Groups can be temporary or assigned:

- Temporary - group only lasts as long as all of the combined objects are selected.
- Assigned - group lasts until it is ungrouped through a menu command.

Groups can also be grouped in other groups. Actions applied to a group do not affect the relative position of the individual objects to each other in the group.


To group objects:


-  Select the objects you want to group and choose **Modify - Group**.

For example, you can group all of the objects in a company logo to move and resize the logo as a single object.

After you have grouped objects, selecting any part of the group selects the entire group.

## Selecting Objects in a Group

-  You can select single objects in a group by entering the group. Double-click a group to enter it and click on the object to select it. You can also add or delete objects to and from a group in this mode. The objects that are not part of the group are grayed out.

-  To exit a group, double-click anywhere outside it.

## Combining Objects and Constructing Shapes

Combined drawing objects act as grouped objects, except that you cannot enter the group to edit the individual objects.

---



You can only combine 2D objects.

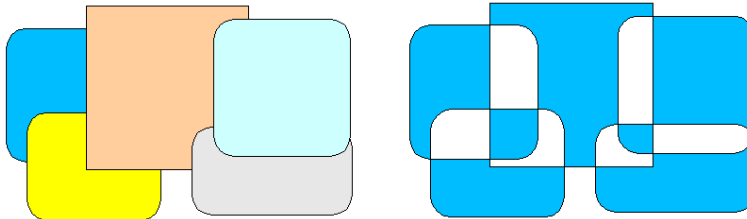
---

To combine 2D objects:

1. Select two or more 2D objects.
2. Choose **Modify - Combine**.

Unlike groups, a combined object takes on the properties of the lowermost object in the stacking order. You can split apart combined objects, but the original object properties are lost.

When you combine objects, holes appear where the objects overlap.



In the illustration, the uncombined objects are on the left and the combined objects on the right.

## Constructing Shapes

You can construct shapes by applying the **Shapes - Merge, Subtract and Intersect** commands to two or more drawing objects.

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Shape commands only work on 2D objects.

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Constructed shapes take on the properties of the lowermost object in the stacking order.

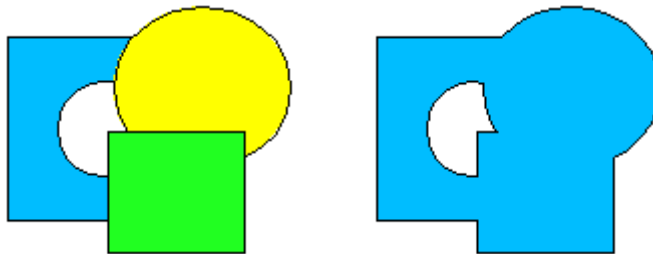
To construct a shape:

1. Select two or more 2D objects.
2. Choose **Modify - Shapes** and one of the following:
  - **Merge**
  - **Subtract**
  - **Intersect.**

## Shape Commands

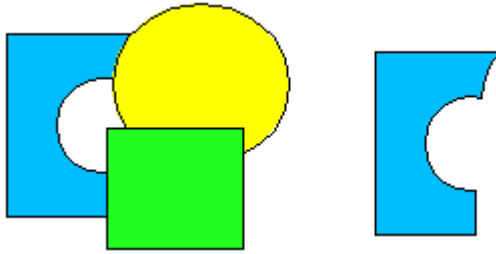
In the following illustrations, the original objects are on the left and the modified shapes on the right.

### Shapes - Merge



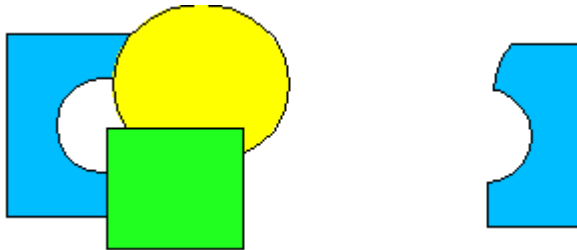
Adds the area of the selected objects to the area of the lowermost object in the stacking order.

## Shapes - Subtract



Subtracts the area of the selected objects from the area of the lowermost object in the stacking order.

## Shapes - Intersect



The overlapping area of the selected objects creates the new shape.

The area outside the overlap is removed.



## Graphic Objects in Drawings and Presentations

StarOffice Draw and StarOffice Impress use a vector graphic format. You can also insert pixel graphics or bitmap graphics into your presentations or drawings and export a document or selections of a document in a pixel graphic format.



# Adding Text to Bitmaps

You can add text to a bitmap image and export the result as a graphic.


1. Click where you want to insert the image.
-  2. Choose **Insert - Graphics** and locate the image you want to insert.
3. Click **Open**.
-  4. Open the **Text** floating toolbar on the **Main Toolbar** and choose the **Fit Text to Frame** tool.
5. Drag a frame around the image. Type or paste your text in the frame. The size of the frame determines the size of the text.
6. Format the text the way you want.



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The background of the text is automatically transparent.

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7. Drag a selection frame around the image and the text frame.
-  8. Choose **File - Export** and ensure that the **Selection** check box is selected.
9. Select an image format and click **Save**. If prompted, set the image properties and click **OK**.

If you select a bitmap object (for example, an inserted GIF or JPEG image) in StarOffice Impress or StarOffice Draw, you will automatically see the Graphics Object Bar. This bar enables you to modify the color tone, brightness and contrast of the bitmap object.

You can also change the transparency value of bitmap objects. At a higher transparency value the bitmap object becomes see-through, and you can discern objects lying behind it. When you export your work into a graphic format, the transparency is only exported if the graphic format supports the transparency.

# Inserting, Editing, Saving Bitmaps

## Inserting Bitmaps

A bitmap image can be inserted in StarOffice Writer, StarOffice Calc, StarOffice Draw and StarOffice Impress documents.

1. Choose **Insert - Graphics - From File**. In StarOffice Draw and StarOffice Impress choose **Insert - Graphics**.
2. Select the file. In the **File type** box you can restrict the selection to certain file types.
3. Check the **Link** box if you want a link to the original file.

If the **Link** box is marked, whenever the document is updated and loaded the bitmap image is reloaded. The editing steps that you have carried out in the local copy of the image in the document are re-applied and the image is displayed.

If the **Link** box is not marked, you are always working with the copy created when the graphic was first inserted.

To embed graphics that were first inserted as links, go to **Edit - Links** and click the **Break Link** button.

4. Click **Open** to insert the image.

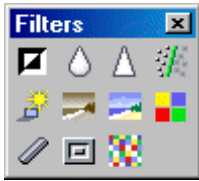
## Editing Bitmaps

When you select the bitmap image, the **Object** Bar offers you the tools for editing the image. Only a local copy is edited in the document, even if you have inserted an image as a link.

The **Object** Bar may look slightly different depending to the module you are using. The illustration shows the Object Bar in StarOffice Draw:



A number of filters are located on the **Filter** floating toolbar, which you can open with the icon on the far left of the **Object Bar**:



Some of the filters open a dialog, which you can use to select, for example, the intensity of the filter.

In StarOffice Draw and StarOffice Image, you can add text and graphics, select these objects together with the bitmap, and export the selection as a new bitmap image.

## Saving Bitmaps

If you want to save in a format such as GIF, JPEG or TIFF, you must select and export the bitmap image. This is only possible in StarOffice Draw and StarOffice Impress.

1. Select the bitmap image. You can also select additional objects, such as text, to be exported with the image by pressing the shift key while selecting or by opening a selection frame around all objects.
2. Choose **File - Export**. The **Export** dialog opens.
3. In the **File format** field, select the file format you want, for example GIF or JPEG.
4. If you only want to export the selected objects, mark the **Selection** box.  
If **Selection** is not marked, the entire page of the document is exported.
5. Enter a name for the file and click **Save**.

# Working With Colors

On the Object Bar is a list box where you can choose the color for a selected object from a number of predefined colors. You can choose the color of the border line independently of the color of the filling.

## The Color Bar

You can show the Color Bar on the edge of a drawing or presentation. You can color the selected object by clicking on a color, or by dragging and dropping a color from the Color Bar onto an object. Choose **View - Toolbars - Color Bar**.

The Color Bar displays all predefined colors with their names in the same order as in the list box of the Object Bar. If you define colors, these will appear at the end of the Color Bar and the bottom of the list box.



The field at top left of the Color Bar is for the color "Invisible".

## Defining Custom Colors

If you want, you can mix a custom color and add it to a color table.

### To define a custom color

1. Choose **Format - Area** and click the **Colors** tab. A table of the predefined colors is displayed.



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Changes made to the standard color table are permanent and are saved automatically.

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2. Click a color in the table that is similar to the one you want to mix. The color appears in the upper preview box to the right of the table.
3. Select the RGB or CMYK color model in the box below the preview boxes.

The RGB color model mixes red, green and blue light to create colors on a computer screen. In the RGB model, the three color components are additive and can have values ranging from 0 (black) to 255 (white). The CMYK color model combines Cyan (C), Magenta (M), Yellow (Y), and black (K, also used for "Key") to create colors for printing. The four colors of the CMYK models are subtractive and are defined as percentages. Black corresponds to 100 % and white to 0 %.

4. Enter a numeric value in the boxes next to the color components. The new color appears in the preview box directly above the color model box.

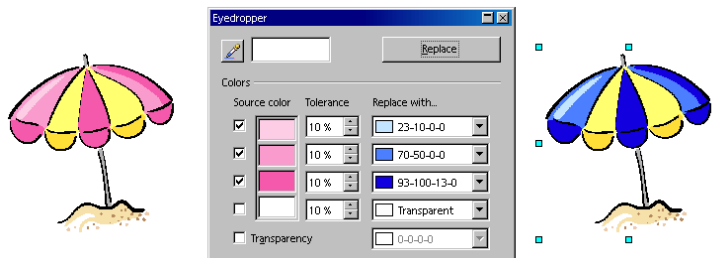


You can also create a color using a color spectrum. Click the **Edit** button to open the **Color** dialog. Click a color and click OK. Use the Hue, Saturation, and Brightness boxes to adjust your color selection.

5. Do one of the following:
  - If you want to replace the color in the standard color table that your custom color is based on, click **Modify**.
  - If you want to add your custom color to the standard color table, enter a name in the **Name** text box and click **Add**.

## Replacing Colors

You can replace colors in bitmaps with the **Eyedropper** tool.



Up to four colors can be replaced at once.

You can also use the **Transparency** option to replace the transparent areas of an image with a color.

Similarly, you can use the **Eyedropper** to make a color on your image transparent.

## To replace colors with the Eyedropper tool

Ensure that the image you are using is a bitmap (for example, BMP, GIF, JPG, or PNG) or a metafile (for example, WMF).

1. Choose **Tools - Eyedropper**.
2. Click the Eyedropper icon and position the mouse pointer over the color you want to replace in the image. The color appears in the box next to the eyedropper icon.
3. Click the color in the image. The color appears in the first **Source color** box and the check box next to the color is selected.
4. In the **Replace with** box, select the new color.



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This replaces all occurrences of the **Source color** in the image.

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5. If you want to replace another color while the dialog is open, select the check box in front of **Source color** in the next row and repeat steps 3 to 5.
6. Click **Replace**.



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If you want to expand or contract the color selection area, increase or decrease the tolerance of the **Eyedropper** tool and repeat your selection.

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# Gradients and Patterns for Objects and Background

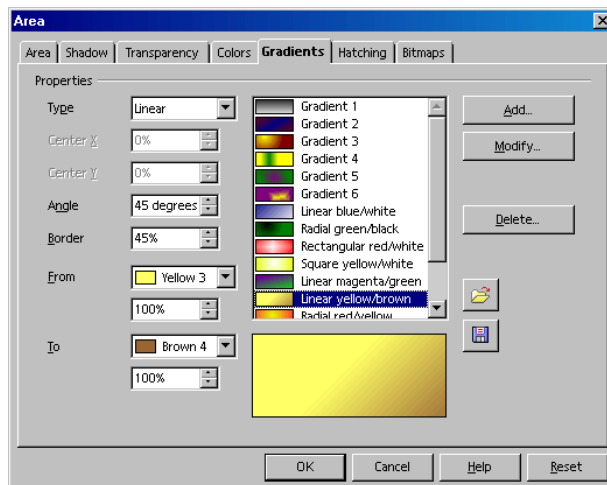
The objects in your drawings and presentations do not have to have uniform colors. They can also have color gradients, transparency gradients, patterns and hatching effects. You can also define a color, a gradient or a pattern for a background that is visible in all slides of a presentation.

## Creating Gradient Fills

A gradient fill is a incremental blend of two different colors or shades of the same color that you can apply to a drawing object.

To apply a gradient:

1. Select a drawing object.
2. Choose **Format - Area** and select **Gradient** as the **Fill** type.
3. Select a gradient style from the list and click **OK**.



## Creating Custom Gradients

You can define your own gradients, modify existing gradients as well as save and load a list of gradient files.



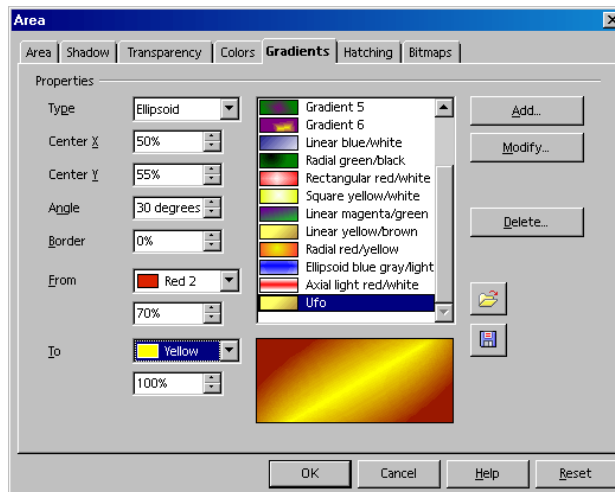
---

You do not have to select an object to define a gradient.

---

To create a custom gradient:

1. Choose **Format - Area** and click the **Gradients** tab.



2. Select a gradient from the list to use as the basis for your new gradient and click **Add**.
3. Enter a name for the gradient in the text box and click **OK**. The name appears at the end of the gradient list and is selected for editing.
4. Set the gradient properties and click **Modify** to save the gradient.
5. Click **OK**.



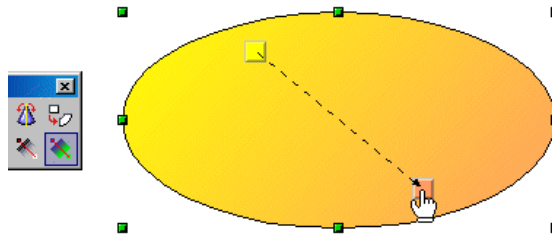
## Using Gradients and Transparency

You can adjust the properties of a gradient as well as the transparency of a drawing object with your mouse.

To adjust the gradient of a drawing object:

1. Select a drawing object with the gradient you want to modify.
2. Open the **Effects** floating toolbar on the **Main** toolbar.
3. Click the **Gradient** icon. A line joining the two color endpoints (small boxes) of the gradient appears in the gradient fill of the object.

Depending on the gradient, you can drag one or both of the endpoints with the mouse to change where the gradient starts, ends or even the angle of the gradient. If the **Color Bar** is visible, you can also drag-and-drop colors onto the endpoints.



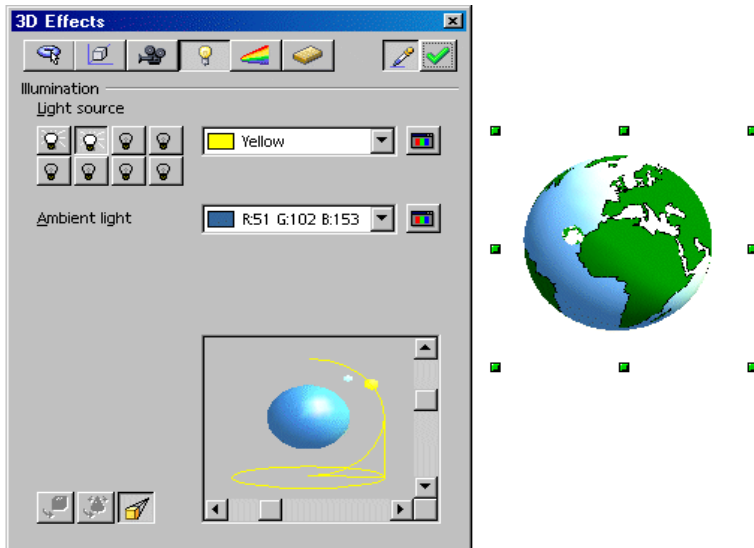
4. To adjust the transparency of an object, select the object and click the **Transparency** icon on the **Effects** floating toolbar. A line joining two transparency endpoints (0% and 100%) appears in the object. Drag the endpoints to define the transparency gradient.

## Organizing the Attribute Tables

The icons **Load Gradients List** and **Save Gradients List** open dialogs for opening and saving gradients. The current gradient list, for instance, might consist of all gradients which you have defined for a certain project. Save the list, so that you can reload it later, when you are working on the same project again. The same procedure applies for loading and saving lists of hatching and bitmaps.

# 3D Globe





You can create a globe with StarOffice in just a few steps. You can rotate the finished globe with the mouse.



## Creating Texture on a 3D Object

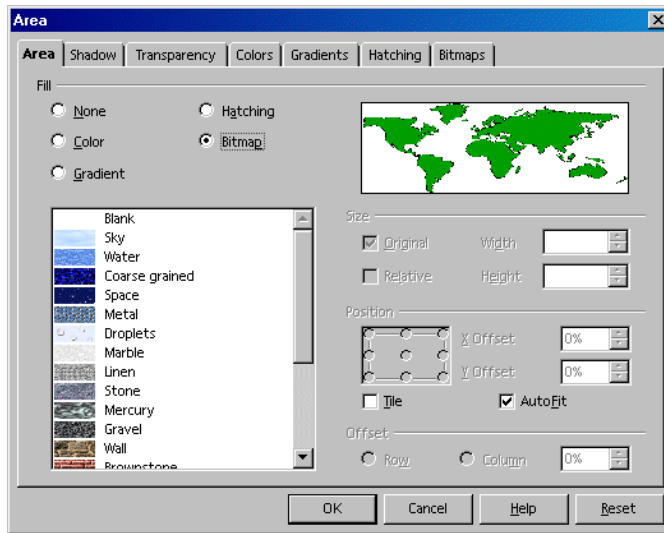
Before we go on, please note: If you only need the globe shown here, and do not want to learn how to create a similar one yourself with just a few clicks of the mouse, we have prepared a finished globe for you. Open the Gallery and select the **3D Effects** theme, where you will find what you are looking for. Drag the globe into your document.

To create your own 3D globe, first open an empty drawing document, insert a sphere and then apply the bitmap worldmap2.wmf from the Gallery as a texture to the sphere. Then you can adjust the illumination.

1. Open an empty drawing document by choosing **File - New - Drawing**, for example.
-  2. From the Main Toolbar, open the **3D Objects** floating toolbar. Select **Sphere** on the floating toolbar.
3. Drag open a square to create an exact globe. All 3D objects can be opened in this way. If you prefer to create an oblong shape, press the Shift key while dragging.
-  4. Open the Gallery.
-  5. Click the **Maps** theme.
6. Click the world map named worldmap2.wmf.
7. Hold down the Shift and Ctrl keys and drag the map of the world onto the sphere. This lays the map of the world on the sphere as a texture.
-  8. If the Gallery hides the globe, close it. Alternatively, you can fix the Gallery window so that it no longer overlaps with the document. At the edge of the Gallery window click the **Stick/Floating** icon.

The texture is laid onto the sphere in its default size. Since the map of the world is not the same size as the sphere, you must change the size.

1. Click the sphere to select it.
2. Display the context menu for the sphere and choose **Area**. The **Area** dialog appears with the **Area** tab page.




3. Select the **Bitmap** option, and remove the mark in the **Tile** box. Close the dialog with **OK**.


Now you can see the world map as a texture on the sphere. StarOffice has automatically selected the most appropriate projection method, as you can see if you rotate the globe.

In **Tools - Options - StarOffice - View** tab, mark the appropriate box if you want 3D objects to refresh during interaction.

## Using Illumination

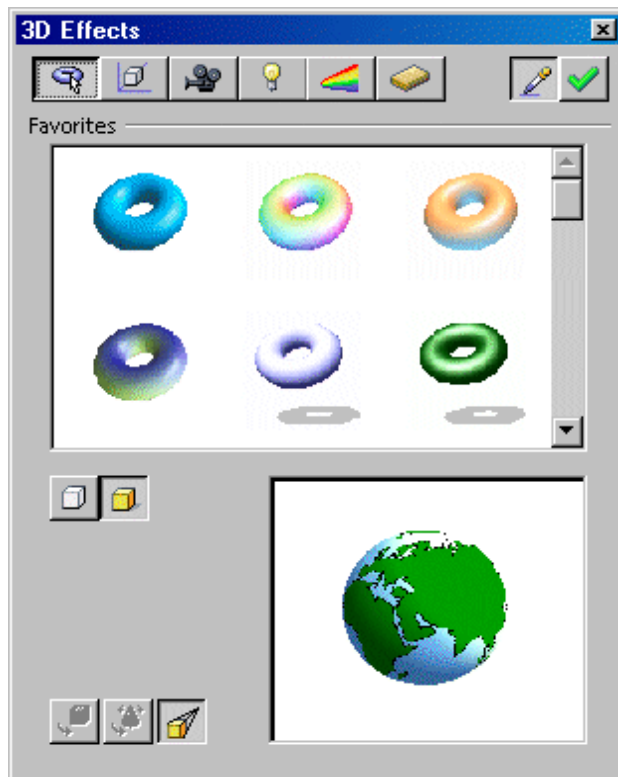
Now you need to provide illumination for the world globe. Select an overall blue illumination, for example, so that the oceans will have a blue color, and a yellow highlight that will shine on the side of the earth facing the sun.

1. Select the world globe since the illumination preferences you set always refer to the currently selected object.
2.  Open the **3D Effects** window by clicking the **3D Controller** icon at the bottom of the Main Toolbar.

-  3. In the **3D Effects** window, click the **Illumination** button. That is where you can change the default setting of the light source to "blue" and move it down and to the left. Then click **Assign**. You can also have a second light source in "yellow" shine on the earth from the above right.

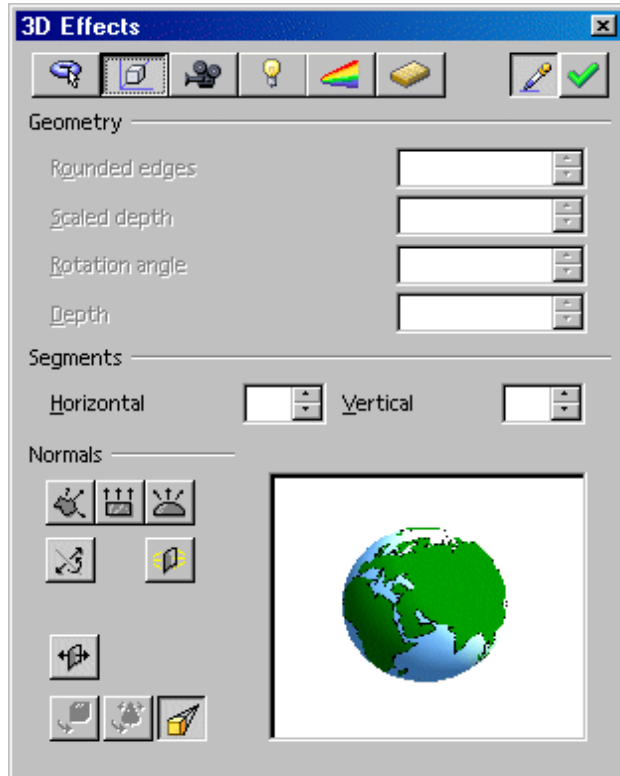
## 3D Effects: Favorites

This is where you can see a few special effects that you can use on the 3D object. If you want to save a few interesting effects so that they are available for selection on this tab, file the appropriate 3D object in the Gallery, more specifically in the **3D** theme folder.



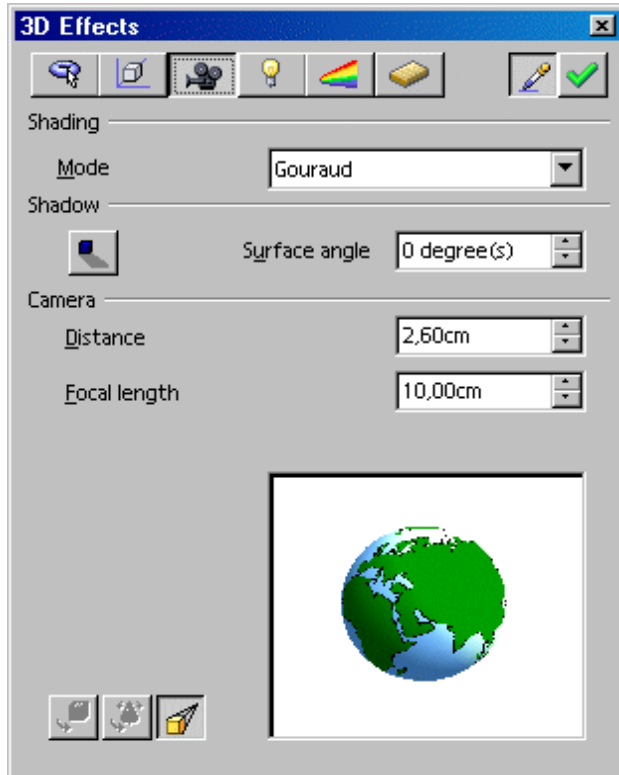
## 3D Effects: Geometry

In this section, you can control the degree to which the surface is geometrically calculated and the quality of its display. For example, you can produce interesting effects by reducing the number of segments in a sphere. You can also set the properties for 3D font here (for example, bevel and depth).



## 3D Effects: Shading

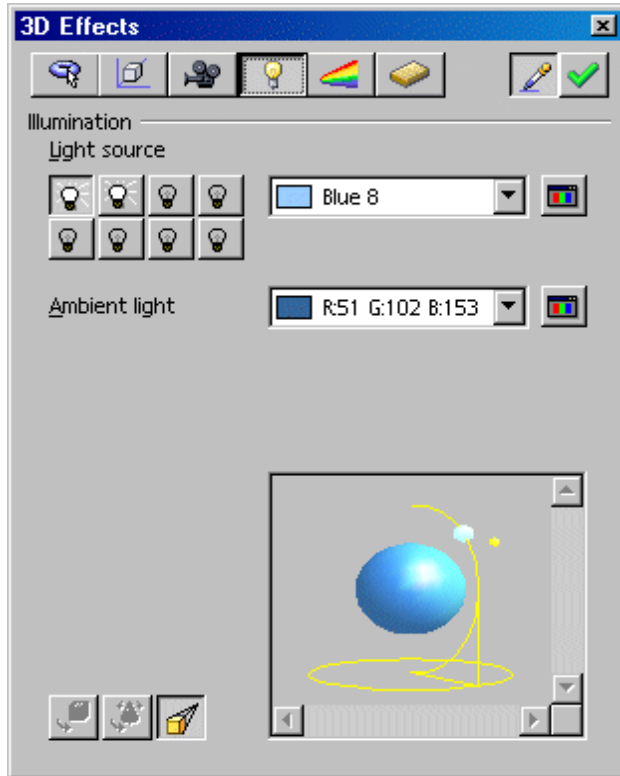
This is where you can specify the setting of the shader (flat, phong or Gouraud) to be used to display the 3D object. Gouraud provides the best shading, but requires the most computing time.



You can also specify a shadow for the 3D object here and select the camera distance and focal length.

## 3D Effects: Illumination

You can control the illumination of the selected 3D object in a variety of ways. In addition to the general ambient light, eight additional light sources are available, all of which you can align, adjust for color, or turn on and off individually.



## 3D Effects: Textures and Material

With these two sections you control the appearance of the surface of 3D objects. The numerous possibilities are presented for you in the StarOffice Help.



# Logo

We have supplied a brief, step-by-step introduction showing you how to use 3D text and procedures to create a logo.



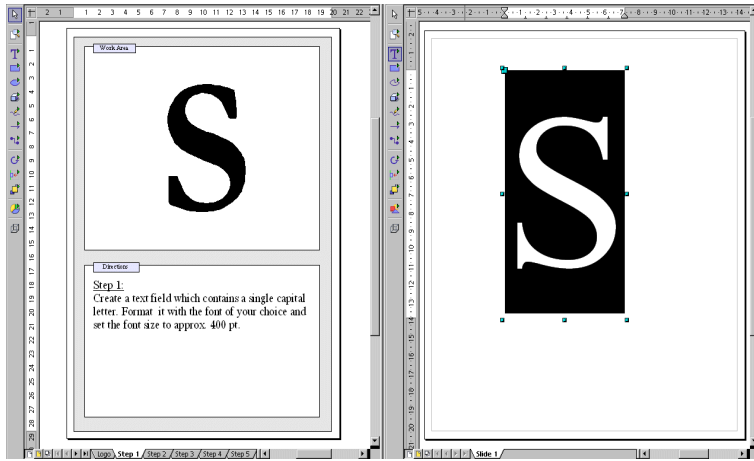
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The **Workshop** document is located in the **Samples - Drawings** folder. The following section describes this sample document.

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# Designing 3D Objects From Font Characters

- Open the Samples/Drawings/Workshop document. Switch to the "Step 1" page.
- Choose **File - New - Drawing** to create an empty draw document for this exercise.
- So that you can see both documents side by side, change the task size of the new, empty drawing document "Untitled1" and the document "Workshop", so that you can see them both together on the screen.



**Step 1:** Create a text box containing a single capital letter. You can format it with a character set of your choice. Then set the font size to about 400 pt. This font size is just to let you check: when you convert to 3D the text will take up exactly the space you have drawn for the text, independent of the font size you selected.

- Draw the text box using the **Text** icon on the floating toolbar of the same name from the Main Toolbar. Select the letter and then manually enter 400 in the **Size** field on the Text Object Bar. You may then select another typeface, such as bold.

**Step 2:** Select the text box with the letter and choose **Convert - To 3D** on the **Modify** menu. You can modify the color of the object by selecting **Area** on the **Format** menu. Of course it is also possible to assign a gradient or a bitmap graphic to the object.

**Step 3:** The 3D object can be modified in a different way. Select the object and then click the **Format/ 3D Effects** menu item. The options available include options for setting the depth of the object and the focal length of the camera. In addition, you can set the individual illumination and the texture model.

- The sample object was given its special shape by adjusting the camera to an extremely short focal length.

**Step 4:** Now let us add some handwriting to the logo. Insert a text box with the name of the company and format as you like. If you want a border around the handwriting, you will need to convert the text to a polygon. You can do this by choosing **Modify - Convert - To Polygon**. Of course, the surface of the newly created object can also be modified.

- For a border around each letter of the company name, convert the text into polygons. Then you can select a line width greater than 0.00 and a line style not equal to "transparent" on the Object Bar to make the borders of each letter visible. You would then assign different colors to the border and to the letters' area.

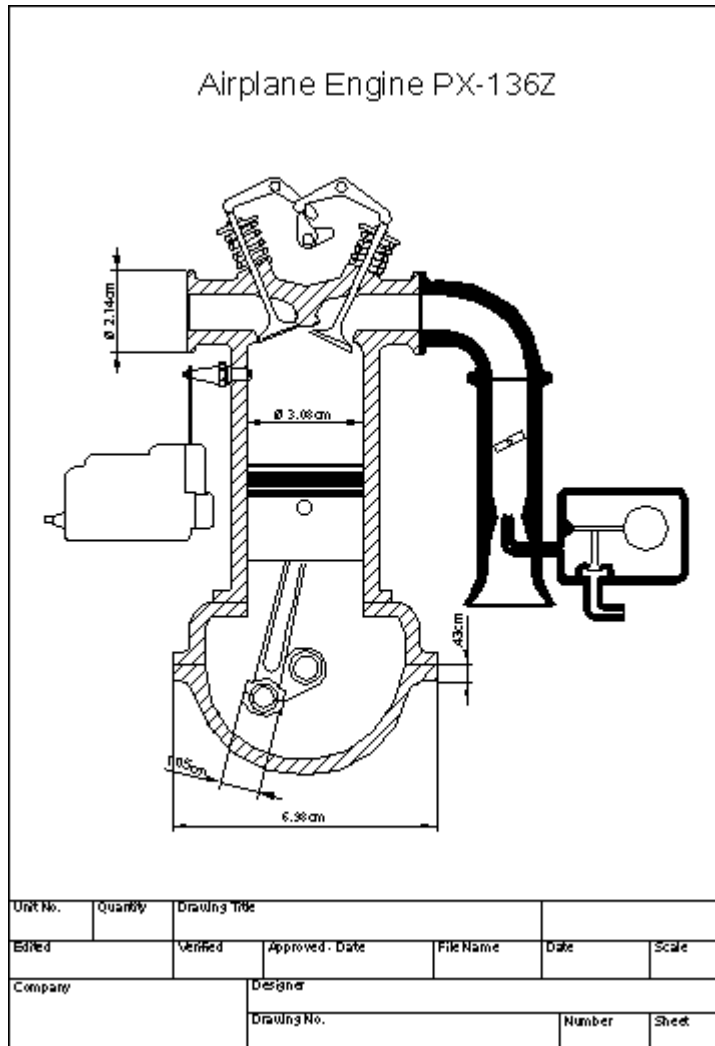
**Step 5:** You can create a draw object as a background for the logo, for example an ellipse. Choose **Modify - Arrange** to place the object all the way to the back.

- Note that the you can also access the functions through the context menu instead of menu commands, which makes for less work with the mouse.

Now you have a perfect 3D logo created with StarOffice in only five steps!

# Construction Drawing

Here we explain how to produce a construction drawing with StarOffice.



StarOffice includes a sample document for a construction plan. The document **Airplane Engine** is found under **Samples - Drawings**.

# Creating a Construction Plan

Click the **Rectangle** icon and drag the floating toolbar into your work area. Then, select **Curves** and **Lines and Arrows** and drag these floating toolbars into your work area as well. Choose a tool with which to begin, for example, **Rectangle**, and use it to drag open an area to represent the first surface. Finally, draw in the details with the Line tool.

## Using Snap Lines

It is advisable to use snap lines to help you position lines and objects more precisely.



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Snap lines are lines which are visible only on the screen and are used for the sole purpose of precise positioning and alignment. You can create an unlimited number of horizontal and vertical snap lines.

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To display a snap line, click on a ruler and hold down the mouse button to drag it into your document. To move the snap line, rest the mouse pointer on it until a double arrow appears. Shift the line by holding down the mouse button and dragging the line to the desired position. If you want to delete a snap line, simply drag it back onto the ruler. In StarOffice Draw, you can also position snap lines in a numerically exact way using the **Edit Snap Line** command in the context menu of the snap line.

## Using Dimension Lines

With StarOffice you can insert dimension lines directly into your drawing.



Drag the snap lines from the ruler into your document and position them so that there is a snap line over every major line in the drawing. Then, click the **Dimension Line** icon on the **Lines** floating toolbar. The mouse pointer will turn into a cross and you can drag a dimension line directly from one side to the other, or, even better, from one snap line to another.

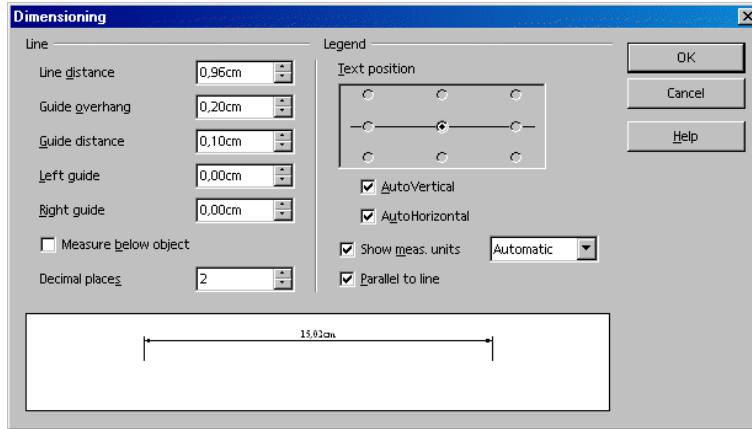


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To obtain an absolutely horizontal or vertical dimension line or one at a 45° angle, press the Shift key while dragging the dimension line.

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To edit the look of dimension lines, select them, open the context menu and click **Dimensions**. A dialog appears, where you can determine the appearance and position of the dimension lines.



To increase the space between a dimension line and the measured object, move the mouse pointer to one of the points on the dimension line. The mouse pointer will turn into another icon, enabling you to either expand or reduce the space.

## Protecting Objects

Click on some objects and try to move or scale them. You will find that this is not possible for some of the objects. Some objects are protected against accidentally moving or resizing them.

To protect an object, click and right-click the object, then choose **Position and Size** from the context menu. On the **Position and Size** tab page, set your options in the **Protect** area.

There is another way to protect objects. Use multiple layers, and set a layer to **Locked** mode. See more about layers in the next section.

## Working With Multiple Layers


The next step is to position the details in the motor drawing. It is a good idea to use the layer function if you want to try out several different variations.



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You can visualize layers as transparent sheets, one on top of the other, which together form a complete picture. It is also possible to view individual layers.

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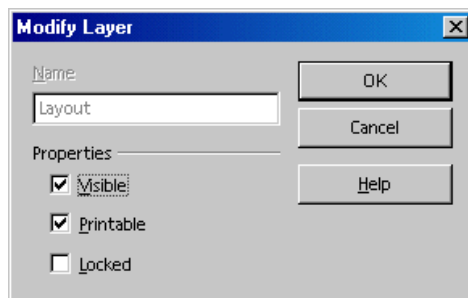
 To get a better overview, turn on the **Layer view**, by pressing the symbol on the bottom left border of the work area. Alternatively, you can also choose **View - Layer** (a check mark will appear in front of the command).

To insert a new layer, open the dialog **Insert Layer**. It can also be opened through the context menu of the tabs arranged at the bottom of the screen. Enter a unique name, for example, **Sketch1**. Repeat this procedure for another level and enter the name as **Sketch2**.

Now click the **Sketch1** tab and place the details of this level, for example, by dragging the desired clipart from the Gallery into your document.

After you have positioned the details on **Sketch1**, click the **Sketch2** tab and arrange elements there as well. You will notice that you can see the elements from **Sketch1**. To change this, click the **Sketch1** tab and call up the context menu and select **Modify Layer**. In the **Modify Layer** dialog, remove the check from the **Visible** check box and click **OK** to view only the **Layout** level and the **Sketch2** level.

All layers are displayed by default. If you only want to view a particular layer, clear the **Visible** check box in the **Modify Layer** dialog on all of the other layers.



After you completed your drawing, you can save and print the document.





# Advanced Tips for Working With StarOffice

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This section contains instructions on topics of interest to advanced users of StarOffice.

This includes information on the revision marking function (redlining) in StarOffice Writer and StarOffice Calc, working with data sources in StarOffice and customizing the user interface of StarOffice.

## Revision Marking Function

The revision marking function in StarOffice Writer and Calc highlights changes to documents so that you can see who changed what and when. At any time, you can choose which changes you want to integrate into the document and which should stay as revision markings.

## Recording and Displaying Changes

When several authors are working on the same text or spreadsheet, the review function records and displays who made the various changes. On the final edit of the document, it is then possible to look at each individual change and decide whether it should be accepted or rejected.

For example: You are an editor and are delivering your latest report. But before publication the report must be read by the senior editor and the proofreader, and both will add their changes. The senior editor writes "clarify" after one paragraph

and crosses out another entirely. The proofreader corrects the spelling of your document.

The edited document comes back to you, and you can incorporate or ignore the suggestions of the two reviewers.

Let's say you also e-mailed a copy of the report to a good friend and colleague who has done research on a similar topic in the past. You asked for a few suggestions, and the document is now returned by e-mail with your colleague's suggestions.

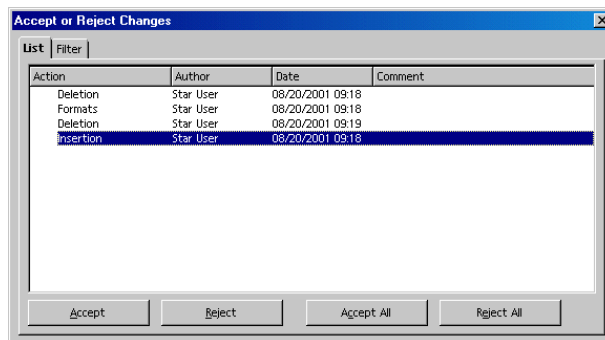
As all your colleagues and the managers in your company work with StarOffice, you can produce a final version of the document from the results you get back.

## Accepting or Rejecting Changes

When you edit a document in which others have made changes, you can accept or reject the changes individually or all together.

1. If you have put multiple copies of the document in circulation, first merge these into one document (see Merging Versions).
2. Open the document and choose **Edit - Changes - Accept or Reject**. The **Accept or Reject Changes** dialog appears.
3. Select a change on the **List** tab. The change is selected and displayed in the document and you can now enter your decision with one of the buttons.

If one author has modified another author's change, you will see the changes hierarchically arranged with a plus sign for opening up the hierarchy.



If the list of changes is too long, you can switch to the **Filter** tab in the dialog and specify that you only want to see the changes of certain authors, or only the changes of the last day, or that you want the list to be restricted in some other way.

Color-coded entries display the result of the filter that is set. Entries in black can be accepted or rejected and match the filter criteria. Entries in blue do not themselves match the filter criteria, but have subentries that are included by the filter. Gray entries cannot be accepted or rejected and do not match the filter criterion. Green entries do match the filter but cannot be accepted or rejected.

## Comparing Versions of a Document

If one of the authors has made changes to a document without recording them, you can compare the changed document to your original document.

1. Open your original document and then choose **Edit - Compare Document**.
2. A file selection dialog appears. Select the copy of the document and confirm the dialog.

StarOffice combines both documents into your original document. All text passages that occur in your document but not in the copy are identified as having been inserted, and all text passages that are missing in your original document are identified as deletions.

3. You can now accept the "insertions", in which case the relevant texts stay in their original form, or you can accept the "deletions", in which case the marked text contained in the copy is not inserted in your document.

## Merging Versions

When a document has been edited by more than one person, it is possible to merge the edited copies into the original. The only requirement is that the documents differ only and exclusively in the recorded changes - all other original text must be identical.

1. Open the original document into which you want to merge all copies.
2. Choose **Edit - Changes - Merge Document**. A file selection dialog appears.
3. Select the copy of the document from the dialog. If there have been no subsequent changes to the original document, the copy is merged into the original.  
  
If changes have been made to the original document, an error dialog appears that informs you that the merge is unsuccessful.
4. After you merge the documents you will see the recorded changes from the copy in the original document.

## Recording Changes

The review function is available in StarOffice for text documents and spreadsheet documents. Not all changes are recorded. For example, the changing of a tab stop from align left to align right is not recorded. However, all usual changes made by a proofreader are recorded, such as additions, deletions, text alterations, and usual formatting.

1. To start recording changes, open the document to be edited and choose **Edit - Changes** and then choose **Record**.
2. Now start making your changes. You will note that all new text passages that you enter are underlined in color, while all text that you delete remains visible but is crossed out and shown in color.
3. If you move to a marked change with the mouse pointer, you will see a reference to the type of change, the author, date and time of day for the change in the Help Tip. If the Extended Tips are also enabled (on the **Help** menu), you will also see any available comments on this change.

Changes in a spreadsheet document are highlighted by a border around the cells; when you point to the cell you can see more detailed information on this change in the Help Tips.

You can enter a comment on each recorded change by placing the cursor in the area of the change and then choosing **Edit - Changes - Comment**. In addition to

Extended Tips, the comment is also displayed in the list in the **Accept or Reject Changes** dialog.

To stop recording changes, choose **Edit - Changes - Record** again. The check mark is removed and you can now save the document.

In a text document, you can highlight all lines that you have changed with an additional colored marking. This can be in the form of a red line in the margin, for example.

To change the settings for tracking changes, choose **Tools - Options - Text Document - Changes** or on the **Tools - Options - Spreadsheet - Changes**.

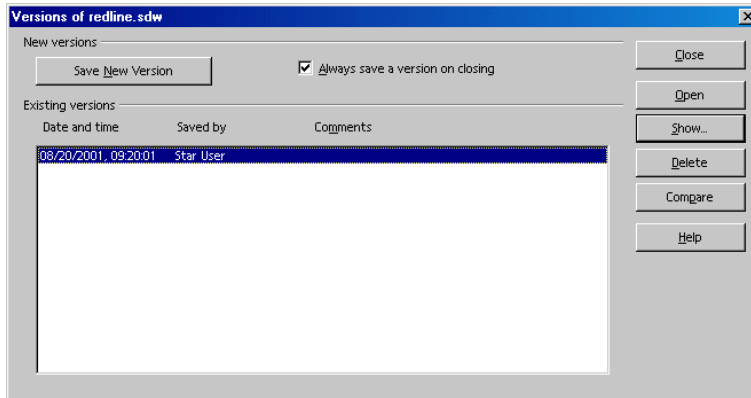
## Protecting Records

To protect the changes made in a document during editing, choose **Edit - Changes - Protect Records**. To turn off the function or to accept or reject changes it is necessary to enter the correct password first.

1. Choose **Protect Records**. This opens the **Password** dialog.
2. Enter a password consisting of at least 5 characters and confirm it. Click **OK**.

## Version Management

The **File** menu contains a **Versions** command. The Versions function allows you to save multiple versions of the same document in the same file.



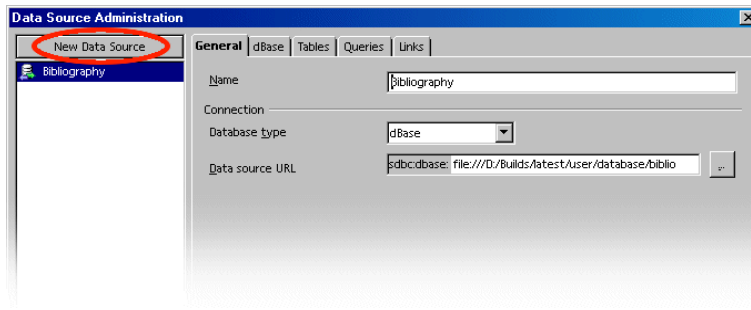
You can choose to view individual versions of a document, or you can display the differences between versions with color markings.

In the dialog to open a document, you can select from a combo box which version of this document you want to open.

## Data Sources in StarOffice

You can register various types of data sources in StarOffice. To "register a data source" means to tell StarOffice how to access the data source, which name it should have within StarOffice, and which tables of the database you want to access from StarOffice.

To register a data source for viewing or editing in StarOffice, choose **Tools - Data Sources**. This command opens the **Data Source Administration** dialog, which is described in detail in the StarOffice Help.



To register a data source in StarOffice, click **New Data Source** in the top left corner of the dialog. Then choose the type of data source in the **Database type** combo box.

You can choose from the following database types (depending on the operating system):

Database type	Meaning
Adabas	A slightly scaled-down version of the well-known relational database system. Adabas is installed with its own setup program.
JDBC	Link to databases contacted through a JDBC driver.
ODBC	Link to databases contacted through an ODBC driver.
MySQL	Link to MySQL databases contacted through MyODBC or Connector/J3.
dBase	dBase files can be edited directly with the driver for direct access in the file system.
ADO	(Windows only) Link to databases contacted through the ADO driver. This driver can access MS Access data files.
Text	You can register text files, such as comma-separated CSV files (read-only).
Spreadsheet	You can register StarOffice Calc and MS Excel spreadsheets (read-only).
Address Book	This address book driver allows you to register the system address book or another address book source (read-only).



Choose **View - Data Sources** to view and edit the data sources, including tables and queries.

Identifier	Type	Author	Pages	Publisher	Title
BOR02a	1	Borges, Malte; Schumacher, Jörg	900	Markt & Technik Verlag	StarOffice 6.0 Kompendium
BOR02b	1	Borges, Malte; Schumacher, Jörg	384	Heyne Wilhelm Verlag GmbH	StarOffice 6.0
BUS00	1	Busch, David D.; Olsen, J.W.	704	Sybex	Mastering StarOffice 5.2 for Linux
DAND00	1	Dandenell, Mallin; Ek, Jesper	423	Pagina	StarOffice 5.2 für Alle
FAC01	1	Facundo Arena, Hector	216	Mp Ediciones Sa	StarOffice 5 Libros en 1 con CD-ROM: Manuales Users, en Espan
GAE02	1	Gäbler, Rene	350	Computer u. Literatur	Star Office 6.0
HAB00	1	Habraken, Joe	366	Prentice Hall	StarOffice 5.2 Calc Handbook
JON00	1	Jones, Floyd; Haugland, Solveig	1144	Prentice Hall	StarOffice 5.2 Companion
MOL02	1	Molla, Ricard	312	Editores Alfaomega	Primeros pasos con StarOffice: Manual interactivo
RAPO0	1	Rapion, Anne		ENI (Bien utiliser)	StarOffice Writer 5.2 : Le traitement de texte de StarOffice
RIND1	1	Rinne, Karin	256	Franzis Verlag	StarOffice 5.2 echt einfach. Das kinderleichte Computerbuch.

In the Data Sources view, the left side contains the Data Sources Explorer and the right side contains the table view.

In the Data Sources Explorer on the left you can open a data source by clicking the plus sign in front of its name. This opens the subordinate "containers" for links, queries and tables. As soon as you click a query or table, its contents appear in the table view on the right.

You can create new tables, queries and links to forms and reports by clicking the relevant entry in the Data Sources Explorer and right-clicking to open the context menu.

## Registering an Address Book

In StarOffice you can register different data sources. The contents of the data fields are then available to you for use in various fields and controls. Your system address book is such a data source.

StarOffice templates and AutoPilots use fields for the contents of the address book. When activated, the general fields in the templates are automatically replaced with the fields from the data source of your address book.

In order for the replacement to take place, you must tell StarOffice which address book you use. The dialog asking for this information appears automatically the first time you activate, for example, a business letter template. You can also call the dialog by following the steps listed below.

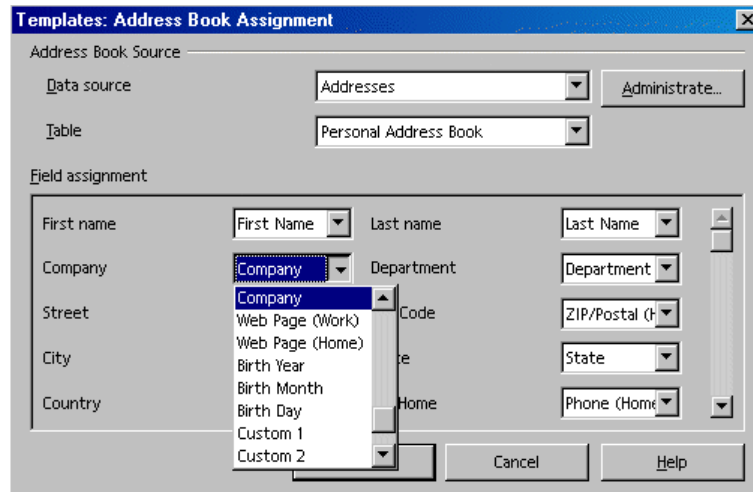


## Address Data Source AutoPilot

To call the Address Data Source AutoPilot, choose **File - AutoPilot - Address Data Source**. For more information, see section Address Data Source in the StarOffice Help.

## Manual Registration of Existing Address Book

1. Choose **File - Templates - Address Book Source**. The **Templates: Address Book Assignment** dialog appears.



2. In the **Data source** combo box, select the system address book or the data source you want to use as an address book.

If you have not yet registered the system address book in StarOffice as the data source, click the **Administrate** button. This takes you to the **Data Source Administration** dialog, in which you can register your address book as a new data source in StarOffice. You can find more information in the following section, **System Address Book as Data Source**.

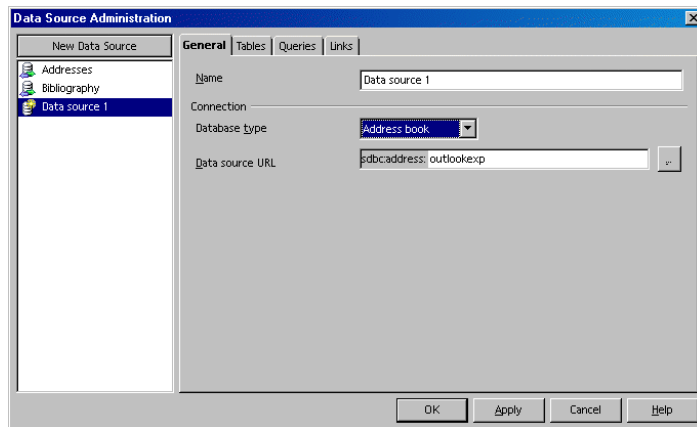
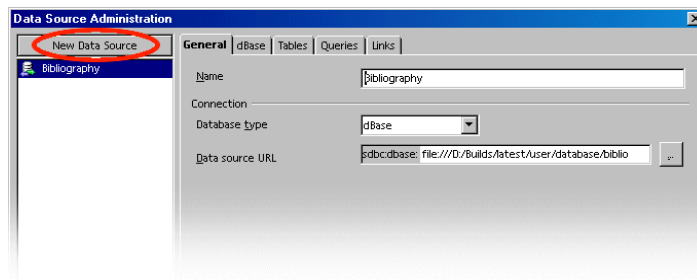
3. In the **Table** combo box, select the database table you want to use as the address book.
4. Under **Field assignment**, match the fields for first name, company, department, and so on to the actual field names used in your address book.

For example, in the field "Tel: Home", select from your address book the field that applies best, which may be called "Phone (Home)". When finished, close the dialog with **OK**.

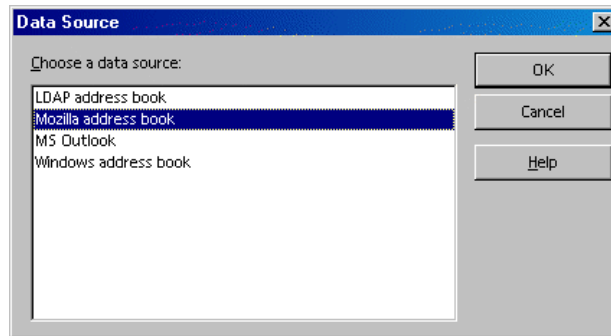
5. Now your data source is registered in StarOffice as the address book. If you now open a template from the **Business Correspondence** category, StarOffice can automatically insert the correct fields for a form letter.

## System Address Book as Data Source

1. Choose **Tools - Data Sources** to call the **Data Source Administration** dialog, or you can choose **File - Templates - Address Book Source** and click the **Administrate** button.
2. Click the **New Data Source** button.



3. Under **Database type** choose the **Addressbook** entry.
4. Click the ... button to call the **Data Source** dialog.



5. Select the data source and click **OK**.  
If you selected "LDAP address book", the **Data Source Administration** dialog will display a **LDAP** tab page, where you enter the LDAP server and its parameters.
6. Go to the **Tables** tab page. Mark the tables that should be visible in StarOffice.
7. On the **General** tab page, enter a name for this data source in the **Name** field. Close the dialog by clicking **OK**.

## Importing and Exporting Data in Text Format

If you want to exchange data with a database that does not have an ODBC link and does not allow dBase import and export, you can use a common text format.

### Importing Data Into StarOffice

To exchange data in a text format use the StarOffice Calc import/export filter.

1. Export the desired data from the source database in a text format. The CSV text format is recommended. This format separates data fields by using delimiters such as commas or semi-colons, and separates records by inserting line breaks.

2. Choose **File - Open** and select "Text CSV" from the **File type** combo box. Select the file and click **Open**.
3. The **Text Import** dialog appears. Decide which data to include from the text document.

Once the data is in a StarOffice Calc spreadsheet, you can edit it as needed. You have two ways of saving the data as a StarOffice data source:

- Save the current StarOffice Calc spreadsheet in dBase format in the folder of a dBase database. To do this, choose **File - Save As**, then select the **File type** "dBase" and the folder of the dBase database.
- Select the data range in the StarOffice Calc spreadsheet and drag the range to a table container in the data source view. The table container is the "Tables" line (see illustration) in the database explorer. An AutoPilot starts automatically.

Identifier	Type	Author	Pages	Publisher	Title
BOR02a	1	Borges, Malte; Schumacher, Jörg	900	Markt & Technik Verlag	StarOffice 6.0 Kompendium
BOR02b	1	Borges, Malte; Schumacher, Jörg	384	Heyne Wilhelm Verlag GmbH	StarOffice 6.0
BUS00	1	Busch, David D.; Olsen, J.W.	704	Sybex	Mastering StarOffice 5.2 for Linux
DAND00	1	Dändeneil, Malin; Ek, Jesper	423	Pagina	StarOffice 5.2 för Alla
FAC01	1	Facundo Arena, Hector	216	Mp Ediciones Sa	StarOffice 5 Libros en 1 con CD-ROM: Manuales Users, en Espan
GAE02	1	Gäbler, Rene	350	Computer u. Literatur	Star Office 6.0
HAB00	1	Habraken, Joe	366	Prentice Hall	StarOffice 5.2 Calc Handbook
JOND00	1	Jones, Floyd; Haugland, Solveig	1144	Prentice Hall	StarOffice 5.2 Companion
MDU02	1	Molla, Ricard	312	Editores Alfaomega	Primeros pasos con StarOffice: Manual interactivo
RAPO0	1	Rapion, Anne		ENI (Bien utiliser)	StarOffice Writer 5.2 : Le traitement de texte de StarOffice
RIND01	1	Rinne, Karin	256	Franzis Verlag	StarOffice 5.2 echt einfach. Das kinderleichte Computerbuch

## Exporting in CSV Text Format

You can export the current StarOffice spreadsheet in a text format which can be read by many other applications.

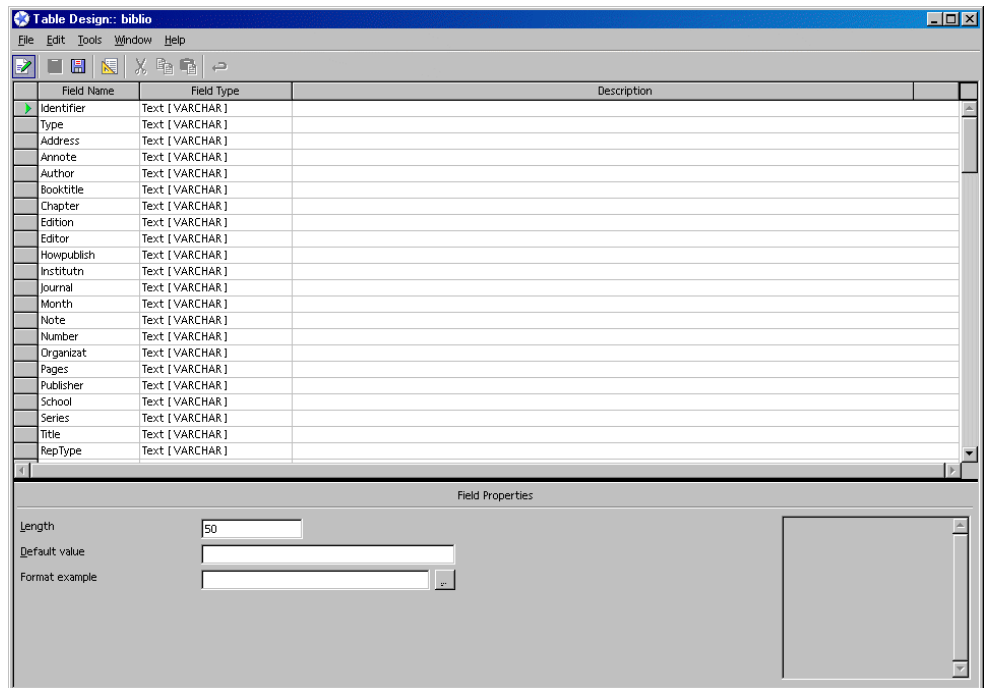
1. Choose **File - Save as**.
2. In **File type** select the filter "Text CSV". Enter a file name and click **Save**.
3. This opens the **dBase Export** dialog, in which you can select the character set, field delimiter and text delimiter. Click **OK**. A warning informs you that only the active sheet was saved.

# Table Design

This section contains information about how to create a new database table in the design view.

Open the data source view (F4). Open a data source by clicking the plus sign in front of the name. You see the tables container, called "Tables". Open the table container and click a table. Right-click the table name to open the context menu. Choose **New Table Design** to create a new table.

In the Design view, you can now create the fields for your table.



- Enter new fields in rows from top to bottom. Click the **Field Name** cell and enter a field name for each data field.
- In the next cell to the right, define the **Field Type**. When you click in the cell, you can select a field type in the combo box.



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Each field can only accept data corresponding to the specified field type. For example, it is not possible to enter text in a number field. Memo fields in dBase III format are references to internally-managed text files which can hold up to 64KB text.

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You can enter an optional **Description** for each field. The text of the description will appear as a tip on the column headings in the table view.

## Field Properties

Enter properties for each selected data field. Depending on the database type, some input facilities may not be available.

In the **Default value** box, enter the default contents for every new record. This contents can be edited later.

In the **Entry required** box, specify whether or not the field may remain empty.

For the **Length** box, a combo box may be shown that provides the available choices.



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If you want to change the name or change the type of a data field, the table itself must not be opened for data entry; open the table only in the design view.

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## Form Design

Any StarOffice document can be expanded into a form. Simply add one or more form functions.



The **Form** icon of the Main Toolbar opens a floating toolbar by long clicking the icon. This floating toolbar contains the basic functions needed to edit a form. These functions can also be found in the Object Bar if you select a form element in the document.

If you click a form element while in the editing mode, the Object Bar icons, **Format** menu commands, and form context menus offer context-sensitive editing functions.

In the form design you can include controls, apply properties to them, define Form properties, and define subforms.



The **Form Navigator** icon on the Object Bar opens the **Form Navigator**.



The **Open in Design Mode** icon allows you to save a form document so that it always opens in editing mode.

If there is an error when assigning properties to the objects contained in the form (for example, when assigning a non-existent database table to an object), a corresponding error message appears. This error message may contain a **More** button. If you click **More**, a dialog displaying more information about the current problem appears.

## Create, Use, and Edit Database Reports

The **Report AutoPilot** guides you through all necessary steps to create reports on your database tables or queries. The **Report AutoPilot** offers a sequence of dialogs, and in accordance to your selections in those dialogs, the report is built and filled with data.

### Create a Report With the AutoPilot

- Call the **Report AutoPilot** with the menu **File - AutoPilot - Report**.

These are the main steps performed by the **Report AutoPilot**:

1. Select the database and the table or query
2. Edit the names that are printed for the database fields, if required
3. Choose how to group and sort the database fields
4. Choose a layout from one of the supplied templates

5. The report will be created either as a template or as a static report:

A report template can be re-used any time with the then current data.

A static report is a snapshot of the data at the time of creation of the report.

## Use a Report

The report templates can be opened any time from the database explorer:

1. Press F4 to open the data source view.
2. In the data source explorer, click the "+" icon left of a database name to display the database components.
3. Click the "+" icon left of the **Links** entry to display the links.
4. Double-click one of the report links to open the report as a new StarOffice Writer document. These links have been added to the **Links** entry automatically by the Report AutoPilot.

## Edit a Report

- On the last dialog page of the Report AutoPilot, you can choose to edit the report template before first use.
- Later on, you can edit any report template from its context menu under the **Link** entry in the data source view.

Feel free to edit the page styles for the first page and the following pages, the paragraph styles, the number formats, the printed field labels, and more. However, you should not edit the report's SQL statement, database name, the hidden form controls, and related information, unless you have a thorough understanding of the database technology in use.



To edit the column width for a column in the report:

1. Open the report template in edit mode (see the previous section about how to edit a report template).
2. Click into the main table area, where the data fields' contents will be filled in later.
3. Open the context menu and choose the **Table** command.
4. In the next dialog, select the **Columns** tab page and edit the column width. Close the dialog with **OK**.
5. Save the template by clicking the **Save Document** icon.

## Searching Tables and Form Documents



In spreadsheets and documents in which form functions are used, you can click the **Find Record** icon on the form bar to open a dialog to find any text and values.

You can search in one or in all data fields. You can select whether the text must be at the beginning, end or any location of the data field. You also can use the ? and \* wildcards, as in the **Find & Replace** dialog. You can find additional information about the database search function in the StarOffice Help.

## Searching With a Form Filter

1. Open a form.



As an example, open an empty text document and press F4. Open the bibliography database table **biblio** in the data source view. While pressing Shift+Ctrl, drag a few column headers into the document so that the form fields are created.

2. Turn off the design mode.



To turn off the design mode, open the **Form Functions** floating toolbar and click the **Design Mode On/Off** icon.



3. On the **Form** toolbar, click the **Form-based filters** icon. The current document is displayed with its inserted form functions as an empty edit mask. At the bottom edge you will see the **Filter Bar**.
4. Enter the filter conditions into one or several fields. Note that if you enter filter conditions into several fields, the conditions will be joined by the Boolean AND.

When formulating filter conditions, various operators and commands are available to you. Apart from the relational operators, there are SQL-specific commands that query the content of database fields. If you use these commands in the StarOffice syntax, StarOffice automatically converts these into the corresponding SQL syntax. You can also enter the SQL command directly. The following tables give an overview of the operators and commands:

Operator	Meaning	Condition is satisfied if...
=	equal to	... the content of the field is identical to the indicated expression.  The operator = will not be displayed in the query fields. If you enter a value without any operator, the operator = will be automatically adopted.
<>	not equal to	... the content of the field does not correspond to the specified expression.
>	greater than	... the content of the field is greater than the specified expression.
<	less than	... the content of the field is less than the specified expression.
>=	greater than or equal to	... the content of the field is greater than or equal to the specified expression.
<=	less than or equal to	... the content of the field is less than or equal to the specified expression.

StarOffice command	SQL command	Meaning	Condition is satisfied if...
IS EMPTY	IS NULL	is null	... The field name is empty. For Yes/No fields with three states, this command automatically queries the undetermined state (neither Yes nor No).
IS NOT EMPTY	IS NOT NULL	is not empty	... the field name is not empty.
LIKE (placeholder * for any number of characters placeholder ? for exactly one character)	LIKE (% placeholder for any number of characters Placeholder _ for exactly one character)	is an element of	... the data field contains the indicated expression. The (*) placeholder indicates whether the expression x occurs at the beginning of (x*), at the end of (*x) or inside the field content (*x*). You can enter as a placeholder in SQL queries either the SQL % character or the familiar (*) file system placeholder in the StarOffice interface.  The * or % placeholder stands for any number of characters. The question mark (?) in the StarOffice interface or the underscore (_) in SQL queries is used to represent exactly one character.
NOT LIKE	NOT LIKE	Is not an element of	... the field name does not contain the specified expression.
BETWEEN x AND y	BETWEEN x AND y	falls within the interval [x,y]	... the field name contains a value that lies between the two values x and y.





StarOffice command	SQL command	Meaning	Condition is satisfied if...
NOT BETWEEN x AND y	NOT BETWEEN x AND y	Does not fall within the interval [x,y]	... the field name contains a value that does not lie between the two values x and y.
IN (a; b; c...)  Note that the semicolons are used as separa- tors in all value lists!	IN (a, b, c...)	contains a, b, c...	... the field name contains one of the specified expressions a, b, c,... Any number of expressions can be specified, and the result of the query is determined by an Or link. The expressions a, b, c... can be either numbers or characters
NOT IN (a; b; c...)	NOT IN (a, b, c...)	does not contain a, b, c...	... the field name does not contain one of the specified expressions a, b, c,...
= TRUE	= TRUE	has the value True	... the field name has the value True.
= FALSE	= FALSE	has the value false	... the field name has the value false.

### Examples

= 'Ms.'	returns field names with the field content "Ms."
LIKE 'g?ve'	returns field names with field content such as "give" and "gave".
LIKE 'S*'	returns data fields with field contents such as "Sun".
BETWEEN 10 AND 20	returns field names with field content between the values 10 and 20. (The fields can be either text fields or number fields).

IN (1; 3; 5; 7)	returns field names with the values 1, 3, 5, 7. If the field name contains an item number, for example, you can create a query that returns the item having the specified number.
NOT IN ('Smith')	returns field names that do not contain "Smith".

More information about wildcards and operators can be found in Query Design.

-  If you click the **Apply filter** icon on the **Filter Bar**, the filter is performed in the database. You see the **Form** toolbar and can browse the records.  
If you click on the **Close** button on the **Filter Bar**, the form is displayed without a filter.
-  In the form, click the **Apply Filter** icon to change to the filtered view.
-  The filter that has been set can be removed by clicking **Remove Filter/Sort** icon.
-  To connect several filter conditions with Boolean OR, click the **Filter navigation** icon on the **Filter Bar**. The **Filter navigator** window appears.

The filter conditions that have been set appear in the **Filter navigator**. As soon as a filter is set, you see a blank filter entry at the bottom of the **Filter navigator**. You can select this entry by clicking the word "Or". Once you have selected the blank filter entry, you can enter additional filter conditions in the form. These conditions are linked by Boolean OR to the previously defined conditions.

The context menu can be called for each entry in the **Filter navigator**. You can edit the filter conditions in this area directly as text. If you wish to check if a field has content or no content, you can select the filter conditions "empty" (SQL: "Is Null") or "not empty" (SQL: "Is not Null"). It is also possible to delete the entry by using the context menu.

You can move filter conditions in the **Filter navigator** by dragging and dropping, or use the keys Ctrl+Alt+ArrowUp or Ctrl+Alt+ArrowDown. To copy filter conditions, drag them while holding down the Ctrl key.

# Copying and Moving Data Using Drag-and-Drop




An often very intuitive way to copy and move data in StarOffice is by dragging and dropping with the mouse. This normally works within documents and from one document to another.

In addition, several windows support drag-and-drop; for instance you can drag graphics to and from the Gallery, drag colors from the Color Bar onto objects, and you can copy objects from one document to another using the Navigator window.


## Dragging and Dropping Within a StarOffice Document

There are many options for moving or copying objects using drag-and-drop. Text sections, drawing objects, graphics, form functions, hyperlinks, cell ranges, and many more can be moved or copied with the mouse.

Note that the mouse pointer displays a plus sign when copying and an arrow when creating a link or hyperlink.

Mouse Pointer	Description
	Moving
	Copying
	Creating a link

If you press Ctrl or Shift+Ctrl while releasing the mouse button, you can control whether the object is copied, moved, or a link is created.

-  If you drag objects out of the **Navigator**, you can specify in the submenu of the Navigator's **Drag Mode** icon whether to copy the object, insert it as a link or insert it as a hyperlink.



---

You can cancel a drag-and-drop operation in StarOffice at any time by pressing the Esc key before releasing the mouse button.

---

## Inserting Objects From the Gallery

You can insert an object in a document either as a **copy** or as a **link**. A copy of an object is independent of the original object. Changes to the original object have no effect on the copy. A link remains dependent on the original object. Changes to the original object are also reflected in the link.

### Inserting an object as a copy

1. Open the Gallery by clicking the **Gallery** icon on the **Function Bar**, or by selecting **Tools - Gallery**.
2. Select a theme in the left area.
3. Select an object using a single click.
4. Drag the object into the document, or right-click to open the context menu and select **Insert** and **Copy**.



## Inserting an object as a link

1. Open the Gallery by clicking the **Gallery** icon on the **Function** Bar, or by selecting **Tools - Gallery**.
2. Select a theme in the left area.
3. Select an object by a single click.
4. Drag the object into the document while pressing the Shift and Ctrl keys, or right-click to open the context menu and select **Insert** and **Link**.

## Inserting an object as a background graphic

1. Open the Gallery by clicking the **Gallery** icon on the **Function** Bar, or by selecting **Tools - Gallery**.
2. Select a theme in the left area.
3. Select an object by a single click.
4. Open the context menu and choose **Insert - Background - Page** or **Paragraph**.

## Inserting an object as a texture (pattern) for another object

1. Open the Gallery by clicking the **Gallery** icon on the **Function** Bar, or by selecting **Tools - Gallery**.
2. Select a theme in the left area.
3. Select an object by a single click.
4. Drag the object on to the other object in the document while pressing Ctrl.

## Copying Graphics From the Gallery

If you drag a graphic from the Gallery into a text, spreadsheet or presentation document, the graphic will be inserted there.



If you release the graphic **directly on a draw object**, please note the following:

- If you move the graphic (drag it without pressing any key, in which case no additional symbol appears next to the mouse pointer), only the attributes are copied from the graphic and applied to the draw object on which you release the mouse button.
- If you copy the graphic (drag it while holding down the Ctrl key, in which case a plus sign appears next to the mouse pointer), the graphic will be inserted as an object.
- If you create a hyperlink (drag while holding down Shift and Ctrl, in which case a linking arrow appears next to the mouse pointer), the drawing object is replaced by the graphic from the Gallery, but the position and size of the replaced draw object are retained.

## Adding Graphics to the Gallery

You can place a graphic from a document such as an HTML page in the Gallery by drag-and-drop.

1. Display the Gallery theme to which you want to add the graphic.
2. Position the mouse pointer above the graphic, without clicking.
3. If the mouse pointer changes to a hand symbol, the graphic refers to a hyperlink. In this case, click the graphic while pressing the Alt key to select it without executing the respective link.

If the mouse pointer does not change to a hand symbol, you can simply click the graphic to select it.

4. Once the graphic is selected, release the mouse button. Click again on the graphic image, keeping the mouse button pressed for more than two seconds. The graphic image is copied to the internal memory.
5. Without releasing the mouse button, drag the graphic into the Gallery.

## Copying Graphics Between Documents

You can copy a graphic from one document to another by drag-and-drop. If you plan to publish your document, please observe copyright laws and obtain the consent of the authors.

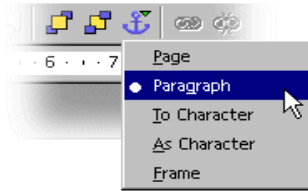
1. Open the document in which you want to insert the graphic object.
2. Open the document from which you want to copy the graphic.
3. Click the graphic while pressing the Alt key, to select it without executing any hyperlinks it may refer to.
4. Keep the mouse button pressed and wait a moment while the object is copied to an internal memory.
5. Drag the graphic into the other document. If the documents are not visible side by side, first move the mouse pointer to the button of the target document while keeping the mouse button pressed. The document in question is then displayed and you can move the mouse pointer into the document.
6. Release the mouse button as soon as the gray text cursor indicates the position where you want to insert a copy of the picture.
7. If the graphic is connected with a hyperlink, the hyperlink and not the graphic is inserted.

## Copying Drawing Objects Into Other Documents

In StarOffice it is possible to copy drawing objects between text, spreadsheets and presentation documents.

1. Select the drawing object or objects.
2. Copy the drawing object to the clipboard, for example, by using Ctrl+C.
3. Switch to the other document and place the cursor where the drawing object is to be inserted.
4. Insert the drawing object, for example, by using Ctrl+V.

## Inserting into a text document



An inserted drawing object is anchored to the current paragraph. You can change the anchor by selecting the object and clicking the **Change Anchor** icon on the Object Bar. This opens a popup menu where you can select the anchor type.

## Inserting into a spreadsheet



An inserted drawing object is anchored to the current cell. You can change the anchor between cell and page by selecting the object and clicking the **Change Anchor** icon on the Object Bar.

## Drag-and-Drop With the Data Source View

A fast way of copying from a data source into a text or spreadsheet document, or of creating forms based on a data source, is by drag-and-drop.



Copying with Drag-and-Drop

If you want to reverse a drag-and-drop, position the cursor in your document and choose **Edit - Undo**.



---

It is also possible to copy by drag-and-drop from a document into a data source:

- A text table or the selected range of a spreadsheet can be dragged using drag-and-drop to a table container in the data source explorer.
  - Plain text can be copied using drag-and-drop from one document to a data field in the data source view.
-

## Using data in a text document

You can insert a database field in a text document by dragging a field name from the column header of the data source view into the document. This is especially useful when designing form letters. Drag the desired fields - home address, form of address, and so on - into your document.

To insert a complete record, select the corresponding header and drag it into the document. When you release the mouse button, the **Insert database columns** dialog appears, in which you can decide whether to use all database fields, and whether to copy the data into the document as text, a table or fields. All currently selected records will be inserted.

## Applying data to a table document

You can insert one or more records into the current sheet of a spreadsheet by selecting the rows in the data source view and dragging and dropping them into the spreadsheet. The data is inserted at the place where you release the mouse button.

## Inserting controls in a text form

When you create a text form linked to a database, you can generate controls by drag-and-drop from the data source view.

When you drag a database column into the text document, you insert a field. If you hold down Shift+Ctrl while dragging, a text field is inserted, grouped with an appropriate label field. The text field already contains all the database information that you need for the form.

## Copying Spreadsheet Areas to Text Documents

1. Open both the text document and the spreadsheet.
2. Select the sheet area you want to copy.

3. Point to the selected area and press the mouse button. Keep the mouse button pressed for a moment, then drag the area into the text document.

If the documents are not visible next to each other, first drag the mouse pointer to the destination document button. Continue to hold down the mouse button. The document is displayed, and you can move the mouse pointer within the document.

4. Once the cursor is located in the place where you want to insert the sheet area, release the mouse button. The sheet area is inserted as an OLE object.
5. You can select and edit the OLE object at any time.
6. To edit the OLE object, double-click on it.

Alternatively, select the object and choose **Edit - Object - Edit** or choose **Edit** from the context menu. You edit the object in its own frame within the text document, but you see the icons and menu commands needed for spreadsheets.

7. Choose **Open** to open the source document of the OLE object.

## Inserting Data From Spreadsheets

- Use the clipboard to copy the contents of a single cell. You can also copy a formula from a cell into the clipboard (for example, from the input line of the Formula Bar) so that the formula can be inserted into a text.
- To copy a cell range into a text document, select the cell range in the sheet and then use either the clipboard or drag-and-drop to insert the cells into the text document. You will then find an OLE object in the text document, which you can edit further.
- If you drag cells to the drawing view of a presentation document, the cells will be inserted there as an OLE object. If you drag cells into the outline view, each cell will form a line of the outline view. If you just drag the cells you will move the cells. The cells will only be copied if you press the Shift key when dragging.
- When you copy a cell range from StarOffice Calc to the clipboard, the drawing objects, OLE objects and charts within this range are also copied. They are also

copied when you start a drag-and-drop action. However, the objects will be inserted only if you drop them within the same document.

- If you insert a cell range with an enclosed chart, the chart will keep its link to the source cell range only if you copied the chart and the source cell range together.

## Inserting Data From Text Documents

You can insert text into other document types, such as spreadsheets and presentations. Note that there is a difference between whether the text is inserted into a text frame, a spreadsheet cell, or into the outline view of a presentation.

- If you copy text to the clipboard, you can paste it with or without text attributes. Use the shortcut keys Ctrl+C to copy and Ctrl+V to paste.



To select the format in which the clipboard contents will be pasted, long click the **Paste** icon on the Function Bar, or choose **Edit - Paste Special**, then select the proper format.

- If a text document contains headings formatted with the Heading Paragraph Style, choose **File - Send - Outline to Presentation**. A new presentation document is created, which contains the headings as an outline.
- If you want to transfer each heading together with its accompanying paragraphs, select the **File - Send - AutoAbstract to Presentation** command. You must have formatted the headings with a corresponding Paragraph Style to be able to see this command.

## Copying Text Using Drag-and-Drop

- If you select text and drag it into a spreadsheet with drag-and-drop, it will be inserted as text into the cell where you release the mouse.
- If you drag text to the drawing view of a presentation, an OLE object is inserted as a StarOffice plug-in.
- If you drag the text to the outline view of a presentation, it will be inserted at the cursor location.

# Modifying and Customizing the User Interface of StarOffice

You have a lot of freedom to configure menus, toolbars and keys to suit your preferences. For example, you can change the toolbars for all text documents or only for the current text document. The same is true for spreadsheets, drawings, and presentation documents, and for changing the menus and keystrokes.

## Configuring StarOffice

You can customize your StarOffice to suit your needs.

- You are free to change the items on the menu bar. You can delete items, add new ones, copy items from one menu to another, rename them, and so on.
- The toolbars may be freely configured. You can drag-and-drop icons (in Windows) while holding down the Alt key.
- You can change the shortcut keys as you want.

To change these, choose **Tools - Configure** to open the **Configuration** dialog.

## Customizing Toolbars

To move a button on a toolbar:

- Hold down Alt and drag the button to a new location in the toolbar.

To copy a button to another toolbar:

- To copy a toolbar button, hold down Alt and drag the button to a different toolbar.

To delete a button from a toolbar:

- To delete a toolbar button, hold down Alt and drag the button off the toolbar.

To insert or delete a separator between buttons on a toolbar:

- To insert or delete a dash between two toolbar buttons, hold down Alt and drag one of the buttons slightly to the left or to the right.

To add a button to a toolbar:

Right-click on a toolbar and choose **Visible Buttons** and then select the button you want to display.

You can also edit the list of **Visible Buttons**.

To add a button to the list of Visible Buttons:

1. Choose **Tools - Configure**, click on the **Toolbars** tab, and then click **Customize**.
2. In the **Toolbars** box, select the toolbar you want to change.
3. Select a button in the **Available buttons** box and click **Add**.
4. If you want, you can rearrange the **Buttons in use** list by selecting a button name and clicking **Move Up** and **Move Down**.
5. Click **OK**.

## Inserting, Moving and Deleting Icons on Toolbars

We will show you later how you to deal with all the functions possible in StarOffice (including custom macros) to connect a function as an icon in a toolbar.

1. Open a document of the type for which you want to modify the toolbar. For example, if you want to modify the **Text Object Bar** for all text documents, open a text document.



2. Open the context menu of the toolbar and select the **Customize** command. The **Customize Toolbars** dialog appears.
3. Select the desired toolbar from the **Toolbars** list.
4. Select the desired function category and the function from the **Available buttons** list and click **Add**.
5. If no suitable icon is displayed for this function, click the **Icon** button and select an appropriate icon. Confirm with **OK**.
6. The new icon appears in the **Buttons in use** list. You can specify whether the icon is visible on the toolbar by marking the corresponding check box next to the icon name in the list.
7. If you wish to move this icon to a new position, click the **Move Up** or **Move Down** buttons until the icon is in the desired location.
8. Click **OK** to apply the changes, or click the **Default** button to restore the toolbar to its original configuration.

You can also move the icon to a new position directly on the toolbar by keeping the Alt key pressed (only under Windows) while dragging it to the desired location.

If you wish to remove an icon from a toolbar, drag it out of the toolbar while keeping the Alt key pressed (only under Windows).

If the toolbar needs to be docked with another border, proceed as follows:

1. Hold the Ctrl key down and double-click a gray area of the toolbar. The toolbar changes to a free window.
2. Drag the toolbar to its new position. If you release the mouse key while holding down the Ctrl key, and if the toolbar is also over a window border, the toolbar will dock with the window border.

## Saving Configurations With Documents

You can set a global configuration so that it applies to all documents of this type, or you can connect the configuration to a specific document, which must exist as a file.

1. Load the document that you want to connect to the configuration, or open any document of the same type.
2. Set the configuration. For example, select the toolbars you want to have visible or define what is on the toolbars, menus or Status Bar, and so on. All such configuration options are found under **Tools - Configure**.
3. Click **Save** in the dialog **Tools - Configure**. Another dialog appears in which you can save the configuration.
4. In the **File Type** combo box, select <All files>.
5. In the large list box of the **Save** dialog, select the file you want to connect to the configuration.
6. Click **Save**. A prompt appears, asking whether you want to replace the file or not. This query concerns only the configuration connected to the document, not the contents of the document.
7. Confirm overwrite.

The current configuration is now connected to the document that you selected in the **Save** dialog.

As soon as you load or open this document, the saved configuration becomes active. The global default configuration is restored when you load or open another document that does not contain custom configuration information. You can select manual settings at any time by choosing **Tools - Configure** and clicking the **Reset** button.

## Changing Icon Views

You can change the icon view between flat icons and 3D icons.

1. Choose **Tools - Options - StarOffice** .
2. On the **View** tab page, unmark the **Flat buttons** check box.
3. Click **OK**.

The preceding procedure also applies to the **Large buttons** option, in which you can change the icon view between large and small icons.

## Changing the Look of the User Interface

If you prefer a different operating system to the one currently used, with StarOffice you can at least change the windows and dialogs to suit your taste:

Choose **Tools - Options - StarOffice - View**. In the **Look & Feel** combo box, you can choose an appearance reminiscent of Macintosh, X Window, or OS/2 windows. The "Standard" setting is the one shown in the illustrations in this manual. It has the look of a Microsoft Windows application.

## Selecting Measurement Units

You can select separate measurement units for StarOffice Writer, StarOffice Writer/Web, StarOffice Calc, StarOffice Impress and StarOffice Draw documents.

1. Choose **Tools - Options**.
2. In the left list box, click on the document type for which you want to select the measurement unit.  
  
Click on **Text Document** if you want to select the measurement unit for StarOffice Writer.
3. Click on **General**.
4. On the **General** tab page, under **Settings**, there is a combo box for selecting the measurement unit. Close the dialog with **OK**.

## Switching Object Bars With the Context Menu

The Object Bar is context-dependent. If the cursor, for example, is pointed toward a text table, the icon for editing the table is automatically prepared. If the cursor points to a bullet, you will see an Object Bar with icons that are appropriate for bullets.

If the cursor is in a bullet within a table, you can switch between the possible Object Bars as follows:

- Click on the last icon on the right side of the Object Bar.
- Or open the context menu of the Object Bar. You will see a list of the possible Object Bars where you can click on the desired toolbar.

StarOffice remembers which Object Bar you chose in the respective context and shows this first the next time.

## Changing Default Templates

When you open a new document with **File - New**, a blank document appears based on a StarOffice template. You can edit, modify, or replace this template so that the new document contains your customized Styles or other contents.

## Modifying Default Templates

- First, open either an existing StarOffice template and modify it, or open a new, empty document and edit it as necessary to create the desired template.

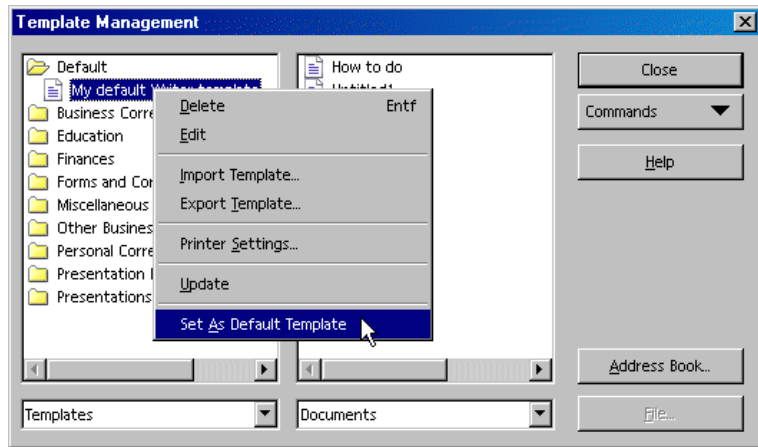


---

You can define a document template for each StarOffice module. The following describes how to proceed for text documents.

---

1. Save the document by choosing **File - Templates - Save** and saving the document in the **Default** category.
2. Choose **File - Templates - Organize**.



3. Double-click **Default** in the list on the left. You will see the user-defined templates in the directory {installpath}\user\template. Select the template you have just saved and open the context menu or open the submenu of the **Commands** button.
4. Choose **Set As Default Template**. The next time you open a new text document, the new document will be based on the new default template.

## Resetting Default Templates

To reset the modified text template to the original default template:

1. Choose **File - Templates - Organize**.
2. Open the context menu and choose **Reset default template**. In the submenu, select the document type whose default setting you want to restore. Thereafter, when you open an empty text document, it will again correspond to the StarOffice default template for text documents.

## Using Custom Templates

There are several ways to make your work easier by using your own custom templates. One of the most important is quick access to the templates. You can

store your templates in different locations in StarOffice. Opening a new document with one of your templates will then differ accordingly.

## Templates in the Template Folder

You can save a new template with **File - Templates - Save** or by selecting "Template" file type in any Save dialog. Save the template in the {installpath} /user/template directory to access through the **File - New - From Templates and Documents** dialog. Opening the template applies the template formatting to a new document.

You may need to update the view of the templates in the dialog before you can see a newly created template. In this case, choose **File - Templates - Organize** and in the submenu of the **Commands** button, choose **Update**.

To open the template for editing, choose **File - Templates - Edit**.

## Changing the Color of Text

Long-click the **Font Color** icon to activate a floating toolbar from which you can choose from a range of colors.



Font Color



The following only applies to StarOffice Writer: If you click the icon with a short-click while no text is selected, then the mouse pointer changes its appearance and is displayed as a watering can. Use this watering can symbol with the mouse key pressed to drag across a text area. This text area takes the selected color. The function remains active for as long as the icon is pressed, or until you click without dragging, or until you press the Escape key.

The following applies to all modules (StarOffice Writer, Calc, Draw, Impress): Select the text that is to take another color, then click the color you want on the floating toolbar.

# Protecting Content in StarOffice

The following is an overview of the different ways of protecting contents in StarOffice from being modified, deleted or viewed.

## Protecting All Documents When Saving

All documents that are saved in XML format can be saved with a password. Documents that are saved with a password cannot be opened without the password. The content is secured so that it cannot be read with an external editor. This applies to content, graphics and OLE objects.

---

Turning on protection	Choose <b>File - Save As</b> and mark the <b>Save with password</b> check box. Save the document.
Turning off protection	Open the document, entering the correct password. Choose <b>File - Save As</b> and clear the <b>Save with password</b> check box.

---



Information entered in **File - Properties** is not encrypted. This includes the name of the author, creation date, word and character counts.

---

## Protecting Revision Marking

With every change made in StarOffice Calc and StarOffice Writer, the review function records who made the change. This function can be turned on with protection, so that it can only be turned off when the correct password is entered. Until then, all changes will continue to be recorded. Acceptance or rejection of changes is not possible.

---

Turning on protection	Choose <b>Edit - Changes - Protect Records</b> . Enter and confirm a password of at least 5 characters.
Turning off protection	Choose <b>Edit - Changes - Protect Records</b> . Enter the correct password.

---

## Protecting Cell Ranges in StarOffice Calc

In StarOffice Calc you can protect sheets and the document as a whole. You can choose whether the cells are protected against accidental changes, whether the formulas can be viewed, whether the cells are visible or whether the cells can be printed.

Protection can be provided by means of a password, but it does not have to be. If you have assigned a password, protection can only be removed once the correct password has been entered.

Note that the cell protection for cells with the **Protected** attribute is only effective when you protect the whole table. In the default condition, every cell has the **Protected** attribute. Therefore you must remove the attribute selectively for those cells where the user may make changes. You then protect the whole table and save the document.

---

Turning on protection For cells: Select cell range. Choose **Format - Cells - Cell Protection** tab.

For the current sheet: Choose **Tools - Protect Document - Sheet**.

For spreadsheet documents: Choose **Tools - Protect Document - Document**.

Enter and confirm a password of at least 5 characters.

---

Turning off protection For the current sheet: Choose **Tools - Protect Document - Sheet**.

For spreadsheet documents: Choose **Tools - Protect Document - Document**.

Where a password has been assigned, enter the correct password.

---



## Protecting Sections in StarOffice Writer

Any section of a StarOffice Writer text document can be protected against changes with a password.

---

Turning on protection Select the text. Choose **Insert - Section - Section**, then under **Write protection** mark the **Protect** and **With password** check boxes. (If the section already exists: **Format - Sections**.) Enter and confirm a password of at least 5 characters.

---

Turning off protection Choose **Format - Sections - Section** and under **Write protection** clear the **Protect** check box. Enter the correct password.

---

## Protecting Cells in a StarOffice Writer Table

You can protect the contents of individual cells of a StarOffice Writer text table from changes.

---

Turning on protection Place the cursor in a cell or select cells. Choose **Format - Cell - Protect**.

---

Turning off protection Place the cursor in the cell or select the cells. First, if necessary, choose **Tools - Options - Text Document - Formatting Aids** and mark **Cursor in protected areas - Enable**. Then choose **Format - Cell - Unprotect**.

Select the table in the Navigator, open the context menu and select **Table - Unprotect**.

Use Shift+Ctrl+T to remove protection for the entire current table or all selected tables.

---

## Automatic Protection of Indexes and Tables

Tables of contents and indexes created automatically in a StarOffice Writer text are automatically protected against accidental changes.

---

Turning on protection	Place the cursor in the index/table of contents.  From the context menu choose <b>Edit Index/Table</b> . On the Index/Table tab page, mark <b>Protected against manual changes</b> .
Turning off protection	Place the cursor in the index. First of all, if necessary, under <b>Tools - Options - Text Document - Formatting Aids</b> , mark <b>Cursor in protected areas - Enable</b> .  From the context menu choose <b>Edit Index/Table</b> . On the Index/Table tab page, unmark <b>Protected against manual changes</b> .  In the Navigator, select the index, then open the context menu in the Navigator and select <b>Index - Read-only</b> .

---

## Protecting Frames, Graphics, and OLE Objects

You can protect the content, position and size of inserted graphics. The same applies to frames (in Writer) and OLE objects.

---

Turning on protection	For example, for graphics inserted in Writer: Choose <b>Format - Graphics - Options</b> tab. Under <b>Protect</b> , mark <b>Contents, Position</b> and/or <b>Size</b> .
Turning off protection	For example, for graphics inserted in Writer: Choose <b>Format - Graphics - Options</b> tab. Under <b>Protect</b> , unmark as appropriate.

---

## Protecting Drawing Objects and Form Objects

The draw objects that you insert into your documents with the **Draw Functions** floating toolbar can be protected from being accidentally moved or changed in size. You can do the same with form objects inserted with the **Form Functions** floating toolbar.

---

Turning on protection Choose **Format - Position and Size - Position or Size** tab. Mark the **Protect** check box.

---

Turning off protection Choose **Format - Position and Size - Position or Size** tab. Unmark the **Protect** check box.

---

## Protect Access to Servers Through WebDAV and FTP

You can save some passwords for the duration of a session, or permanently to a file protected by a master password. For example, passwords for accessing WebDAV or FTP servers are stored permanently if you enter a master password when prompted. Otherwise, they are only stored for the current session.

You must enter the master password to access a file or service that is protected by a saved password. You only need to enter the master password once during a session.

# Recording a Macro

Information about macro programming in StarOffice is provided in another section.



Record Macro

The **Record Macro** icon can be added to the **Function Bar** by the context menu command **Visible Buttons**.

1. Open the document for which you want to record a macro.
2. Click the **Record Macro** icon or choose the menu command **Tools - Macros - Record Macro**.

You see the small **Recording** dialog with just one button called **Stop Recording**.

3. Perform the actions you want to be recorded in the document.

Press the Escape key to deselect an object, as the macro recorder currently does not record this action by mouse click.

4. Click **Stop Recording**.

The **Macro** dialog appears, in which you can save and run the macro.

If you want to abort the recording without saving a macro, click the **Close** button of the **Recording** dialog.

5. To save the macro, first select the object where you want the macro to be saved in the **Save macro in** list box.
6. If you want the macro to be saved into a new library or module, click the **New Library** or **New Module** button and enter a name for the library or module.
7. Enter a name for the new macro in the **Macro name** text box.
8. Click **Save**.

# StarOffice Math Features

This section contains an overview of some of the important functions and capabilities that StarOffice Math offers.

StarOffice Math provides numerous operators, functions and formatting assistants to help you create formulas. These are all listed in a selection window, in which you can click the required element with the mouse to insert the object into your work. There is an exhaustive reference list and numerous samples contained in the Help.

## Creating a Formula

As with charts and images, formulas are created as objects within a document. Inserting a formula into a document automatically starts StarOffice Math. You can create, edit and format the formula using a large selection of predefined symbols and functions.

## Typing a Formula Directly

If you are familiar with the StarOffice Math language, you can also type a formula directly into the document. For example, type this formula into a text document: "a sup 2 + b sup 2 = c sup 2". Select this text and choose **Insert - Object - Formula**. The text will be converted into a formatted formula.



---

Formulas cannot be calculated in StarOffice Math because it is a formula editor (for writing and showing formulas) and not a calculation program. Use spreadsheets to calculate formulas, or for simple calculations use the text document calculation function.

---

## Creating a Formula in the Commands Window

Use the StarOffice Math Commands window to describe and edit formulas. As you make entries in the Commands window, you see them in the text. To maintain an overview when creating long and complicated formulas, use the formula cursor on the Main Toolbar. When this function is activated, the cursor location within the function in the Commands window is reflected in the text window; the reverse is also true. If you click a specific location in either one of the windows, you will see it in the other one.

## Individual Symbols

You can create your own symbols and import characters from other fonts. You can add new symbols to the basic catalog of StarOffice Math symbols, or create your own special catalogs. Numerous special characters are also available.

## Formulas in Context

To make working with formulas easier, use the context menus, which can be called up with a right mouse click. This applies especially to the Commands window. This context menu contains all the commands that are found in the Selection window, and also operators, and so on, which can be inserted into your formula by mouse-click without having to key them into the Commands window.

## Appendix

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### Writing Top to Bottom or Right to Left

StarOffice can be used for languages where the writing direction can be different from the Western style of writing in horizontal lines from left to right:

- In some languages text is allowed to be written in vertical columns from top to bottom
- In some languages text is allowed to be written in horizontal lines from right to left

Both text directions can be used together, also mixed with the Western style, in the same document.

To enable different text directions, as well as other special features available for writing in the relevant languages:

1. Choose **Tools - Options - Language Settings - Languages**.
2. Click the **Enabled** check box for the required language support and close the dialog with **OK**.

Now you will find some additional icons and tab pages in several places.

3. Again open **Tools - Options - Language Settings - Languages** and select your preferred Asian or CTL (Complex Text Layout) language in the respective boxes.



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You can only write in Asian or CTL languages if an appropriate font is installed on your computer. In addition, you need an IME (Input Method Editor) system program to enter the non-ASCII characters.

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- To enter text in vertical columns open the **Draw Functions** toolbar from the Main Toolbar and select the **Vertical Text** icon.
- To enter text from right to left, choose an appropriate font and enter the respective characters. StarOffice will automatically use the direction from right to left.

For more information open the StarOffice Help and enter "Asian" or "CTL" as search terms.

## Error Report Tool

The Error Report Tool starts automatically when a program crash occurs. If the program enters into an endless loop, so that it does not respond to mouse-clicks or keypresses, you can also start the Error Report Tool manually.

The Error Report Tool gathers all necessary information that can help the program developers to improve the code, so that in later versions this error can possibly be avoided. Please help us to improve the software and send the generated error report.

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## Starting the Error Report Tool

With most program crashes the Error Report Tool will start automatically. However, if the program seems to be stuck and the tool does not start automatically, you can start the tool manually:

- Go to the {installpath}\program folder and start the crashrep.exe file.



## Completing the Report

On the main Error Report Tool dialog, you can enter some additional information that may help our developers to localize the error. For example, if the error only appears after a change in your hardware or software environment, or if you clicked on a button, please include that information.

## Sending the Error Report

The Error Report Tool uses the HTTP PUT / SOAP protocol to send the report data. You may optionally enter some descriptive text that will help us to identify the context of the program crash. Then click the **Send** button.



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You will not get an answer to your error report. If you need support, please visit our Support Forum on the Internet.

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You may choose to respond to questions that our developers may have about the reported error. Mark the check box if you will allow us to contact you by e-mail, should additional information be required. By default this box is not marked, so you will not get any e-mail from us.

## What Data is Sent?

The error report consists of several files. The main file contains information about the error type, operating system name and version, memory usage, and the description that you entered. You can click the **Show Report** button on the main dialog of the Error Report Tool to view what will get sent in the main file.

In addition, relevant memory contents and stack traces are gathered by some system standard tools ("dbghelp.dll" on Windows systems, "pstack" on UNIX systems). This information will be sent also.

# Sample Macros Provided

We have provided a number of sample macros to help you in programming macros but also to serve as useful aids that you can use immediately.



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These macros are only available in English.

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## Calling the Sample Macros

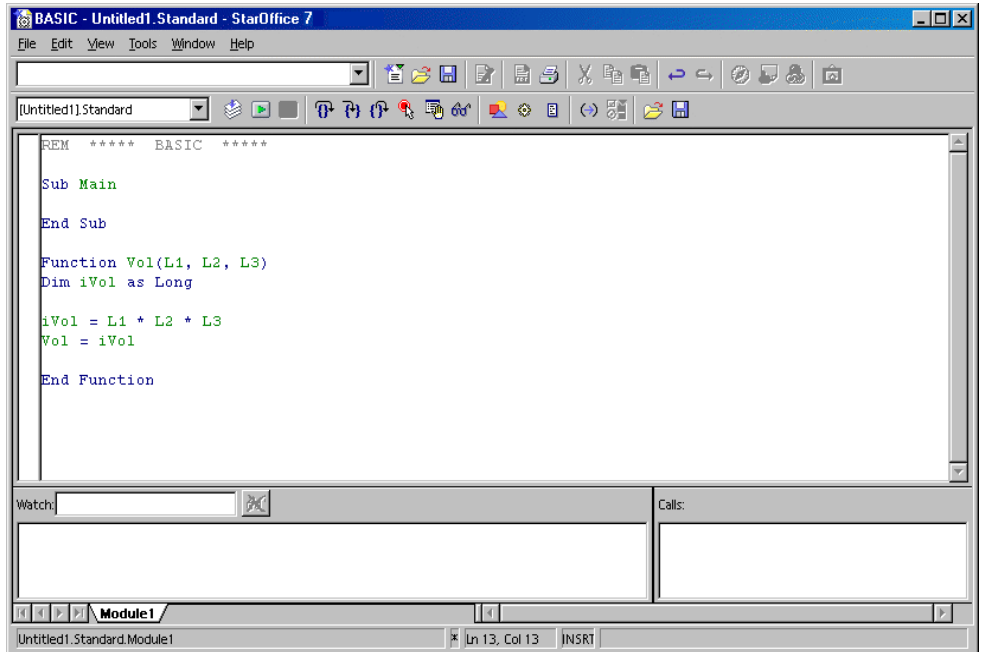
1. Choose **Tools - Macros - Macro**. The **Macro** dialog appears.
2. In the **Macro from** box, double-click **Gimmicks**. The Gimmicks modules appear.



3. Select the **AutoText** module, for example.
4. Click the **Run** button to run the module.
5. Press Shift+Ctrl+Q to abort a running macro.

## Editing the Sample Macros

1. Follow the steps as described under "Calling the Sample Macros", but click the **Edit** button instead of the **Run** button in the last step.
2. The Basic IDE appears. This is where you can view and edit the program code. The following illustration shows a self-defined program code.



Instructions on how to use the Basic IDE can be found in the StarOffice Help. Call the StarOffice Help and select the entry "Help about StarOffice Basic" in the top left list box.

In the Basic IDE editor window, you can position the cursor on any keyword and press F1 to get a descriptive Help about that keyword.

## The Sample Macros

At the time of this writing, you can find the following sample macros in the **Gimmicks** module.

### AutoText

This macro opens an empty StarOffice Writer document and inserts a table in which the names of all the AutoTexts are listed.

You can print the document to have a handy list of the available AutoTexts.

## ChangeAllChars

Use this macro in a text document to replace all text and numbers with the characters "x" and "X". This can be helpful, for example, if you want to use the document as a template but do not want the original text to be legible.

When you edit this macro, you can define other replacement characters in the program code.

## GetTexts

This macro carries out a search in the current document (text document, spreadsheet, or drawing) and compiles a list of the contents.

This sample helps you learn how to reference objects in the documents.

## ReadDir

Use this macro to see how a StarOffice Drawing can be filled with contents and how the contents of folders are read.

A dialog asks you to specify a folder and then the macro creates a graphic list of all the files and subdirectories.

## Userfields

You can manage several sets of user data with this macro and switch back and forth between them. This is helpful when more than one person uses the same StarOffice and each person wants to see his or her own user data in the fields.

# Accessibility in StarOffice

The following accessibility features are part of StarOffice:

- Support of external devices and applications
- Access to all functions by keyboard. The keys that replace the mouse actions are listed in the StarOffice Help
- Improved readability of screen contents
- Zooming of on-screen user interface for menus, icons, and documents

The user interface is scalable through your operating system settings. The default font size for dialogs is 12pt, corresponding to a scale of 100%. You can also change the font size for dialogs in **Tools - Options - StarOffice - View**.

The zoom factor of a document can be changed in **View - Zoom**, or by double-clicking the zoom factor displayed in the Status Bar.



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Please note that accessibility support relies on Sun Microsystems Java technology for communications with assistive technology tools. This means that the first program startup may take a few seconds longer, because the Java runtime environment has to be started as well.

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## Assistive Tools in StarOffice

StarOffice supports some assistive technology tools like screen magnification software, screen readers, and on-screen keyboards. Most of these tools communicate with StarOffice by means of the the Java(TM) Access Bridge software, that uses the Java Accessibility API, a part of the Java runtime environment.

## Requirements to use assistive tools in StarOffice

- Java Runtime Environment (JRE) version 1.4.1\_01 and higher, or version 1.4.0\_02 with the locale set to "en\_us".
- Most recent version of the software for your assistive tool

- On Windows systems, Java Access Bridge software version 1.0.3 or higher
- On UNIX(R) systems, the GNOME 2 desktop environment with the Java Access Bridge software for GNOME

## Supported Assistive Tools

On Windows systems, StarOffice directly supports most on-screen keyboard software. Additional support for assistive tools is provided by the Java Access Bridge software. The following is a list of some assistive tools that use the Java Access Bridge software to exchange data with StarOffice:

- ZoomText Screen Magnifier (version 7.11 or higher)(Windows)
- Gnopernicus Screen Reader and Magnifier, using GNOME Assistive Technology Service Provider Interface (at-spi) and Java Accessibility API software
- GNOME On Screen Keyboard (GOK), using GNOME at-spi and Java Accessibility API software

## Supported Input Devices

StarOffice provides the ability to use alternative input devices for access to all functions of StarOffice.

- Screen magnification software allow users with low vision to work in StarOffice with caret and focus tracking.
- On-screen keyboards enable users to perform almost all data input and commands with a mouse.
- Screen readers allow visually impaired users to access StarOffice with text-to-speech and Braille displays.



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When accessibility support in StarOffice is enabled, the Java Runtime Environment is loaded, and increases the startup time for StarOffice.

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# General Shortcut Keys in StarOffice

## Using Shortcut Keys

A great deal of your application's functionality can be called up by using shortcut keys. For example, the Ctrl+O shortcut keys are shown next to the **O**pen entry in the **F**ile menu. If you want to access this function by using the shortcut keys, press and hold down the key Ctrl and then press the O key. Release both keys after the dialog appears.

When operating your application, you can choose between using the mouse or the keyboard for almost all of the operations available.

## Calling Menus With Shortcut Keys

Some of the characters shown on the menu bar are underlined. You can access these menus directly by pressing the underlined character together with the ALT key. Once the menu is opened, you will again find underlined characters. You can access these menu items directly by simply pressing the underlined character key.

## Using Shortcut Keys to Control Dialogs

There is always one element highlighted in any given dialog - usually shown by a broken frame. This element, which can be either a button, an option field, an entry in a list box or a check box, is said to have the focus on it. If the focal point is a button, pressing Enter runs it as if you had clicked it. A check box is toggled by pressing the spacebar. If an option field has the focus, use the arrow keys to change the activated option field in that area. Use the Tab key to go from one element or area to the next one, use Shift + Tab to go in the reverse direction.

Pressing ESC closes the dialog without saving changes. If you place the focus on a button, not only will you see the dotted line framing the name of the button, but also a thicker shadow under the button selected. This indicates that if you exit the dialog by pressing the Enter key, it is the equivalent of pressing that button itself.

## Shortcut Keys for Mouse Actions

If you are using drag-and-drop, selecting with the mouse or clicking objects and names, you can use the keys Shift, Ctrl and occasionally Alt to access additional functionality. The modified functions available when holding down keys during drag-and-drop are indicated by the mouse pointer changing form. When selecting files or other objects, the modifier keys can extend the selection - the functions are explained where applicable.

## Practical Text Input Fields

- You can open a context menu, which contains some of the most often-used commands.
- Use the shortcut keys Shift+Ctrl+S to open the **Special Characters** dialog to insert one or more special characters.
- Use Ctrl+A to select the entire text. Use the right or left arrow key to remove the selection.
- Double-click a word to select it.
- A triple-click selects the entire line.
- Use Ctrl+Del to delete everything from the cursor position to the end of the word.
- By using Ctrl and right or left arrow key, the cursor will jump from word to word; if you also hold down the Shift key, one word after the other is selected.
- INSRT is used to switch between the insert mode and the overwrite mode and back again.
- Drag-and-drop can be used within and outside of a text box.
- The Ctrl+Z shortcut keys are used to undo modifications one step at a time; the text will then have the status it had before the first change.
- StarOffice has a very useful AutoComplete function which activates itself in some text and list boxes. For example, enter c:\a into the URL field and the



AutoComplete function displays the first file or first directory found on the C: drive that starts with the letter "a".

- Use the down arrow key to scroll through the other files and directories. Use the right arrow key to also display an existing subdirectory in the URL field. Quick AutoComplete is available if you press the End key after entering part of the URL. Once you find the program, document or directory you want, press Enter.

## Interrupting Macros

If you want to terminate a macro that is currently running, press Shift+ Ctrl+Q.

## List of General Shortcut Keys in StarOffice

The shortcut keys are shown on the right hand side of the menu lists next to the corresponding menu command.

Shortcut	Action
Enter key	Activates the focused button in a dialog
Esc	Terminates the action or dialog. If in StarOffice Help: goes up one level. The cursor is positioned in the URL on the Function Bar: returns the cursor to the document. If the URL has been selected, you have to press the key twice.
Spacebar	Toggles the focused check box in a dialog
Arrow keys	Changes the active control field in an option section of a dialog
Tab	Advances focus to the next section or element in a dialog.
Shift + Tab	Moves the focus to the previous section or element in a dialog

<b>Shortcut</b>	<b>Action</b>
Alt+Down Arrow	Opens the list of the control field currently selected in a dialog. These shortcut keys apply not only to combo boxes but also to icon buttons with pop-up menus. Close an opened list by pressing the Escape key.
Del	Deletes the selected item(s) into the recycle bin.
Shift+Del	Deletes the selected item(s) without putting them in the recycle bin.
Backspace	When a folder is shown: goes up one level (goes back)
Ctrl + Tab	Switches to the next open document (except when positioned at the start of a header, instead a tab is inserted)
Shift + Ctrl + Tab	Moves to the previous document that is open.
Enter	If an OLE object is selected: Activates the selected OLE object.
Enter	If a drawing object or text object is selected: Activates text input mode
Ctrl + O	Opens a document
Ctrl + S	Saves the current document
Ctrl + N	Creates a new document
Shift+Ctrl+N	Opens Templates and Documents dialog
Ctrl + P	Prints document
Ctrl + Q	Exits application
Ctrl + X	Cuts out the selected elements
Ctrl + C	Copies the selected items
Ctrl + V	Pastes from the clipboard
Ctrl + A	Selects all
Ctrl + Z	Undoes last action
Ctrl + Y	Redoes last action
Ctrl+F	Calls the Find & Replace dialog.

Shortcut	Action
Ctrl+Shift+F	Searches for the last entered search term.
Ctrl+Shift+J	Toggles the view between fullscreen mode and normal mode
Ctrl+Shift+R	Redraws the document view.
Shift+Ctrl+I	Enable or disable the selection cursor in read-only text or in the Help viewer.
Ctrl+I	The Italic attribute is applied to the selected area. If the cursor is positioned in a word, this word is also marked in italic.
Ctrl+B	The Bold attribute is applied to the selected area. If the cursor is positioned in a word, this word is also put in bold.
Ctrl+U	The Underlined attribute is applied to the selected area. If the cursor is positioned in a word, this word is also underlined.
Ctrl+Shift+O	Sets the cursor on the Load URL field on the Function Bar.
Alt+O	In the Spelling dialog, the word that was originally marked as unknown/incorrect (original) will be transferred to the input box (word).

## Shortcut Keys Using the Function Keys

Shortcut	Action
F1	Starts the StarOffice Help In the StarOffice Help: jumps to main help page.
Shift + F1	Context Help
Shift+F2	Turns on Extended Tips for the currently selected command, icon or control.
Ctrl+F4 or Alt+F4	Closes the current document (close StarOffice when the last open document is closed)

Shortcut	Action
F6	Sets focus in next subwindow (for example, document/data source view)
Shift+F6	Sets focus in previous subwindow
F10	Activates the first menu (File menu)
Shift+F10	Opens the context menu
Ctrl+F11	Opens the Style Catalog

## Shortcut keys in the Gallery

Shortcut	Action
Tab	Moves between areas
Shift+Tab	Moves between areas (backwards)
<b>Shortcut keys in the New Theme area of the Gallery:</b>	
Up arrow	Moves the selection up one
Down arrow	Moves the selection down
Ctrl+Enter	Opens the Properties dialog
Shift+F10	Opens a context menu
Ctrl+U	Refreshes the selected theme
Ctrl+R	Opens the Enter Title dialog
Ctrl+D	Deletes the selected theme
Insert	Inserts a new theme
<b>Shortcut keys in the Gallery preview area:</b>	
Home	Jumps to the first entry
End	Jumps to the last entry
Left Arrow	Selects the next Gallery element on the left
Right Arrow	Selects the next Gallery element on the right

Shortcut	Action
Up Arrow	Selects the next Gallery element above
Down Arrow	Selects the next Gallery element below
Page Up	Scroll up one screen
Page Down	Scroll down one screen
Ctrl+Shift+Insert	Inserts the selected object as a linked object into the current document.
Ctrl+I	Inserts a copy of the selected object into the current document.
Ctrl+T	Opens the Enter Title dialog
Ctrl+P	Switches between themes view and object view
Spacebar	Switches between themes view and object view
Enter	Switches between themes view and object view

## Navigating through StarOffice without a mouse

Shortcut	Action
F6	Moves the cursor from top to bottom and from right to left through every part of the StarOffice window.
Shift+F6	Moves the cursor in the opposite direction through every part of the StarOffice window.
Ctrl+F6	Places the cursor in the document
Ctrl+Tab	Moves the cursor from top to bottom and from right to left through every part of the StarOffice window.
Shift+Ctrl+Tab	Moves the cursor in the opposite direction through every part of the StarOffice window.
Left/Right Arrows	Moves left/right to the next element in a horizontal bar

Shortcut	Action
Up/Down Arrow	Moves up/down to the next element in a vertical bar
Home	Moves to the first entry
End	Moves to the last entry
Enter	Press the Enter key to execute the command associated with the icon.
Esc	Closes a menu or floating toolbar.

## Editing Shortcut Keys in the Customize Toolbars dialog

Shortcut	Action
+ key	Opens the list of available buttons for a button category.
- key	Closes the list of available buttons for a button category.
Spacebar	Toggles button visibility in <b>Buttons in use</b> list.
Insrt	Adds the icon selected in the left list box to the right list box.
Del	Removes the selected icon from the <b>Buttons in use</b> list.

## Selecting Rows and Columns in a Table

Shortcut	Action
Spacebar	Toggles row selection, except when the row is in edit mode.
Ctrl+Spacebar	Toggles row selection
Shift+Spacebar	Selects the current column

## Shortcut Keys for Drawing Objects

Shortcut	Action
Select the toolbar with F6. Use the Down Arrow and Right Arrow to select the desired toolbar icon and press Ctrl+Enter.	Inserts a Drawing Object
Select the document with Ctrl+F6 and press Tab	Selects a Drawing Object
Tab	Selects the next Drawing Object
Shift+Tab	Chooses the previous Drawing Object
Ctrl+Home	Selects the first Drawing Object
Ctrl+End	Selects the last Drawing Object
Esc	Ends Drawing Object selection
Esc (in Handle Selection Mode)	Exit Handle Selection Mode and return to Object Selection Mode.
Up arrow	Moves the selected Drawing Object up
Down Arrow	Moves the selected Drawing Object down
Left Arrow	Moves the selected Drawing Object left
Right Arrow	Moves the selected Drawing Object right
	Moves the selected Drawing Object one pixel (in Selection Mode)
	Re-sizes a Drawing Object (in Handle Selection Mode)
Alt+Up/Down/Left/Right Arrow	Rotates a Drawing Object (in Rotation Mode)
	Opens the properties dialog for a Drawing Object
	Activates the Point Selection mode for the selected drawing object

Shortcut	Action
Spacebar	Select a point of a drawing object (in Point Selection mode) / Cancel selection  The selected point blinks once per second.
Shift+Spacebar	Select an additional point in Point Selection mode
Ctrl+Tab	Select the next point of the drawing object (Point Selection mode)  In Rotation mode, the center of rotation can also be selected.
Shift+Ctrl+Tab	Select the previous point of the drawing object (Point Selection mode)
Ctrl+Enter	A new drawing object with default size is placed in the center of the current view.
Ctrl+Enter at the Selection icon	Activates the first drawing object in the document.
Esc	Leave the Point Selection mode. The drawing object is selected afterwards.  Edit a point of a drawing object (Point Edit mode)
Up/down/left/right arrow	Move the selected point (the snap-to-grid functions are temporarily disabled, but end points still snap to each other).
Any text or numerical key	If a drawing object is selected, switches to edit mode and places the cursor at the end of the text in the drawing object. A printable character is inserted.



# Shortcut Keys for StarOffice Writer

You can use shortcut keys to quickly perform common tasks in StarOffice. This section lists the default shortcut keys for StarOffice Writer.

You can also use the general shortcut keys in StarOffice.

## Function Keys for StarOffice Writer

Shortcut	Action
F2	Formula Bar
Ctrl+F2	Insert Fields
F3	Complete AutoText
Ctrl+F3	Edit AutoText
F4	Open Data Source View
F5	Navigator on/off
Shift+F5	Select next frame
Ctrl+Shift+F5	Navigator on
F7	Spellcheck
Ctrl+F7	Thesaurus
F8	Extension mode
Ctrl+F8	Field shadings on / off
Shift+F8	Additional Selection
F9	Update fields
Ctrl+F9	Show fields
Shift+F9	Calculate Table
Ctrl+Shift+F9	Update Input Fields
Ctrl+F10	Nonprinting Characters on/off

<b>Shortcut</b>	<b>Action</b>
F11	Stylist on/off
Shift+F11	Create Style
Ctrl+Shift+F11	Update Style
F12	Numbering on
Ctrl+F12	Insert or edit Table
Shift+F12	Bullets on
Ctrl+Shift+F12	Numbering / Bullets off

## Shortcut Keys for StarOffice Writer

<b>Shortcut</b>	<b>Action</b>
Ctrl+A	Select All
Ctrl+J	Justify
Ctrl+D	Double Underline
Ctrl+E	Centered
Ctrl+F	Find and Replace
Ctrl+Shift+P	Superscript
Ctrl+L	Align Left
Ctrl+R	Align Right
Ctrl+Shift+B	Subscript
Ctrl+Y	Redo last action
Ctrl+1	Single Line Spacing
Ctrl+2	Double Line Spacing
Ctrl+5	1.5 Line Spacing

Shortcut	Action
Ctrl+ Plus Key(+)	Calculates the selected text (for example, if 3487+3456 is selected, it calculates the result). The result is copied to the clipboard and can be pasted into the document.
Ctrl+Hyphen(-)	Custom hyphen; hyphenation set by you.
Ctrl+Shift+minus sign (-)	Non-breaking dash (is not used for hyphenation)
Ctrl+multiplication sign * (only on number pad)	Run macro field
Ctrl+Space	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.
Shift+Enter	Line break without paragraph change
Ctrl+Enter	Manual page break
Ctrl+Shift+Enter	Column break in multicolumnar texts
Alt+Enter	Inserting a new paragraph without numbering
Alt+Enter	Inserting a new paragraph directly before or after a section or a table.
Arrow Left	Move cursor to left
Shift+Arrow Left	Move cursor with selection to the left
Ctrl+Arrow Left	Go to beginning of word
Ctrl+Shift+Arrow Left	Selecting to the left word by word
Arrow Right	Move cursor to right
Shift+Arrow Right	Move cursor with selection to the right
Ctrl+Arrow Right	Go to end of word
Ctrl+Shift+Arrow Right	Selecting to the right word by word
Arrow Up	Move up one line

<b>Shortcut</b>	<b>Action</b>
Shift+Arrow Up	Selecting lines in an upwards direction
Arrow Down	Move cursor down one line
Shift+Arrow Down	Selecting lines in a downward direction
Home	Go to beginning of line
Shift+Home	Go and select to the beginning of a line
End	Go to end of line
Shift+End	Go and select to end of line
Ctrl+Home	Go to start of document
Ctrl+Shift+Home	Go and select text to start of document
Ctrl+End	Go to end of document
Ctrl+Shift+End	Go and select text to end of document
Ctrl+PageUp	Switch cursor between text and header
Ctrl+PageDown	Switch cursor between text and footer
Insert	Insert mode on/off
PageUp	Screen page up
Shift+PageUp	Move up screen page with selection
PageDown	Move down screen page
Shift+PageDown	Move down screen page with selection
Ctrl+Del	Delete text to end of word
Ctrl+Backspace	Delete text to beginning of word
Ctrl+Shift+Del	Delete text to end of sentence
Ctrl+Shift+Backspace	Delete text to beginning of sentence
Ctrl+Tab	Next suggestion with Automatic Word Completion
Ctrl+Shift+Tab	Use previous suggestion with Automatic Word Completion

Shortcut	Action
Alt+W	Spellchecker dialog: Call back the original unknown word into the text box
Ctrl+ double-click or Ctrl+Shift+F10	Use this combination to quickly dock or undock the Navigator, Stylist or other windows.

## Shortcut Keys for Paragraphs and Heading Levels

Shortcut	Action
Ctrl+Alt+Up Arrow	Move the active paragraph or selected paragraphs up one paragraph.
Ctrl+Alt+ Down Arrow	Move the active paragraph or selected paragraphs down one paragraph.
Tab	The heading in format "Heading X" (X = 1-9) is moved down one level in the outline.
Shift+Tab	The heading in format "Heading X" (X = 2-10) is moved up one level in the outline.
Ctrl+Tab	At the start of a heading: Inserts a tab stop. Depending on the Window Manager in use, Alt+Tab may be used instead.



To change the heading level with the keyboard, first position the cursor in front of the heading.

## Shortcut Keys for Tables in StarOffice Writer

Shortcut	Action
Ctrl+A	If the active cell is empty: selects the whole table. Otherwise: selects the contents of the active cell. Pressing again selects the entire table.

Shortcut	Action
Ctrl+Home	If the active cell is empty: goes to the beginning of the table. Otherwise: first press goes to beginning of the active cell, second press goes to beginning of the current table, third press goes to beginning of document.
Ctrl+End	If the active cell is empty: goes to the end of the table. Otherwise: first press goes to the end of the active cell, second press goes to the end of the current table, third press goes to the end of the document.
Ctrl+Tab	Inserts a tab stop (only in tables). Depending on the Window Manager in use, Alt+Tab may be used instead.
Ctrl+Shift+ Arrow Up	Jump to start of table
Ctrl+Shift+ Arrow Down	Jump to end of table
Alt+Arrow Keys	Increases/decreases the size of the column/row on the right/bottom cell edge
Alt+Shift+ Arrow Keys	Increase/decrease the size of the column/row on the left/top cell edge
Alt+Ctrl+ Arrow Keys	Like Alt, but only the active cell is modified
Ctrl+Alt+ Shift+Arrow Keys	Like Alt, but only the active cell is modified
Alt+Insert	3 seconds in Insert mode, Arrow Key inserts row/column, Ctrl+Arrow Key inserts cell
Alt+Del	3 seconds in Delete mode, Arrow key deletes row/column, Ctrl+Arrow key merges cell with neighboring cell
Ctrl+Shift+T	Removes cell protection from all selected tables. If no table is selected, then cell protection is removed from all of the tables in the document.

Shortcut	Action
Shift+Ctrl+Del	If nothing is selected, the contents of the next cell are deleted. If cells are selected, the whole line of the selection will be deleted. If all rows are selected completely or partially, the entire table is deleted.
Alt+Enter	Inserting a new paragraph directly before or after a section or a table.

## Shortcut Keys for Moving and Resizing Frames, Graphics and Objects

Shortcut	Action
Esc	Cursor is inside a text frame and no text is selected: Escape selects the text frame. Text frame is selected: Escape clears the cursor from the text frame.
F2 or Enter or any key that produces a character on screen	If a text frame is selected: positions the cursor to the end of the text in the text frame. If you press any key that produces a character on screen, and the document is in edit mode, the character is appended to the text.
Alt+Arrow Keys	Move object.
Alt+Ctrl+Arrow Keys	Resizes by moving lower right corner.
Alt+Ctrl+Shift+Arrow Keys	Resizes by moving top left corner.
Ctrl+Tab	Selects the anchor of an object (in Edit Points mode).

# Shortcut Keys for Spreadsheets

To fill a selected cell range with the formula that you entered on the Input line, press Alt+Enter. Hold down Alt+Enter+Shift to apply the cell format of the input cell to the entire cell range.

To create a matrix in which all the cells contain the same information as what you entered on the Input line, press Shift+Ctrl+Enter. You cannot edit the components of the matrix.

To select multiple cells in different areas of a sheet, hold down Ctrl and drag in the different areas.

To select multiple sheets in a spreadsheet, hold down Ctrl, and then click the name tabs at the lower edge of the workspace. To select only one sheet in a selection, hold down Shift, and then click the name tab of the sheet.

To insert a manual line break in a cell, click in the cell, and then press Ctrl+Enter.

To delete the contents of selected cells, press Delete. This opens the Delete Contents dialog, where you choose which contents of the cell you want to delete. To delete the contents of selected cells without a dialog, press the Backspace key.

## Navigating in Spreadsheets

Shortcut	Action
Ctrl + Home	Moves the cursor to the first cell in the sheet (A1).
Ctrl + End	Moves the cursor to the last cell on the sheet that contains data.
Home	Moves the cursor to the first cell of the current row.
End	Moves the cursor to the last cell of the current row.
Ctrl + Left Arrow	Moves the cursor to the left edge of the current data range. If the column to the left of the cell that contains the cursor is empty, the cursor moves to the next column to the left that contains data.



Shortcut	Action
Ctrl + Right Arrow	Moves the cursor to the right edge of the current data range. If the column to the right of the cell that contains the cursor is empty, the cursor moves to the next column to the right that contains data.
Ctrl + Up Arrow	Moves the cursor to the top edge of the current data range. If the row above the cell that contains the cursor is empty, the cursor moves up to the next row that contains data.
Ctrl + Down Arrow	Moves the cursor to the bottom edge of the current data range. If the row below the cell that contains the cursor is empty, the cursor moves down to the next row that contains data.
Ctrl + Shift + Arrow	Selects all cells containing data from the current cell to the end of the continuous range of data cells, in the direction of the arrow pressed. If used to select rows and columns together, a rectangular cell range is selected.
Ctrl+ Page Up	Moves one sheet to the left. In the page preview: Moves to the previous print page.
Ctrl + Page Down	Moves one sheet to the right. In the page preview: Moves to the next print page.
Alt + Page Up	Moves one screen to the left.
Alt + Page Down	Moves one screen page to the right.
Ctrl + * where (*) is the multiplication sign on the numeric key pad	Selects the data range that contains the cursor. A range is a contiguous cell range that contains data and is bounded by empty row and columns.
Ctrl + / where (/) is the division sign on the numeric key pad	Selects the matrix formula range that contains the cursor.

Shortcut	Action
Enter - in a selected range	Moves the cursor down one cell in a selected range. To specify the direction that the cursor moves, choose Tools - Options - Spreadsheet - General.

## Function Keys Used in Spreadsheets

Shortcut	Action
Ctrl+F1	Displays the note that is attached to the current cell
F2	Switches to Edit mode and places the cursor at the end of the contents of the current cell. Press again to exit Edit mode. If the cursor is in an input box in a dialog that has a Minimize button, the dialog is hidden and the input box remains visible. Press F2 again to show the whole dialog.
Ctrl+F2	Opens the AutoPilot for Functions.
Shift+Ctrl+F2	Moves the cursor to the Input line where you can enter a formula for the current cell.
Ctrl+F3	Opens the Define Names dialog.
F4	Shows or Hides the Database explorer.
Shift+F4	Rearranges the relative or absolute references (for example, A1, \$A\$1, \$A1, A\$1) in the input field.
F5	Shows or hides the Navigator.
Shift+F5	Traces dependents.
Shift+Ctrl+F5	Moves the cursor from the Input line to the Sheet area box.
F7	Checks spelling in the current sheet.
Ctrl+F7	Opens the Thesaurus if the current cell contains text.
Ctrl+F5	Traces precedents.

Shortcut	Action
F8	Turns additional selection mode on or off. In this mode, you can use the arrow keys to extend the selection. You can also click in another cell to extend the selection.
Ctrl+F8	Highlights cells containing values.
F9	Recalculates all of the formulas in the sheet.
Ctrl+F9	Updates the selected chart.
F11	Opens the Stylist where you can apply a formatting style to the contents of the cell or to the current sheet.
Shift+F11	Creates a document template.
Shift+Ctrl+F11	Updates the templates.
F12	Groups the selected data range.
Ctrl+F12	Ungroups the selected data range.
Alt + Down Arrow	Increases the height of current row.
Alt + Up Arrow	Decreases the height of current row.
Alt + Right Arrow	Increases the width of the current column.
Alt + Left Arrow	Decreases the width of the current column.
Alt + Shift + Arrow Key	Optimizes the column width or row height based on the current cell.

## Formatting Cells Using Shortcut Keys

Shortcut	Action
Ctrl+Shift+1 (not on the number pad)	Two decimal places, thousands separator
Ctrl+Shift+2 (not on the number pad)	Standard exponential format
Ctrl+Shift+3 (not on the number pad)	Standard date format
Ctrl+Shift+4 (not on the number pad)	Standard currency format

Shortcut	Action
Ctrl+Shift+5 (not on the number pad)	Standard percentage format (two decimal places)
Ctrl+Shift+6 (not on the number pad)	Standard format

## Using the DataPilot

Shortcut	Action
Tab	Changes the focus by moving forwards through the areas and buttons of the dialog.
Shift+Tab	Changes the focus by moving backwards through the areas and buttons of the dialog.
Up arrow	Moves the focus up one item in the current dialog area.
Down arrow	Moves the focus down one item in the current dialog area.
Left arrow	Moves the focus one item to the left in the current dialog area.
Right arrow	Moves the focus one item to the right in the current dialog area.
Home	Selects the first item in the current dialog area.
End	Selects the last item in the current dialog area.
Alt and the underlined character in the word "Row"	Copies or moves the current field into the "Row" area.
Alt and the underlined character in the word "Column"	Copies or moves the current field into the "Column" area.
Alt and the underlined character in the word "Data"	Copies or moves the current field into the "Data" area.
Ctrl+Up Arrow	Moves the current field up one place.

Shortcut	Action
Ctrl+Down Arrow	Moves the current field down one place.
Ctrl+Left Arrow	Moves the current field one place to the left.
Ctrl+Right Arrow	Moves the current field one place to the right.
Ctrl+Home	Moves the current field to the first place.
Ctrl+End	Moves the current field to the last place.
Alt+O	Displays the options for the current field.
Delete	Removes the current field from the area.

## Shortcut Keys for StarOffice Impress

The following is a list of shortcut keys for StarOffice Impress.

### Function Keys for StarOffice Impress

Shortcut	Action
F2	Edit text
F3	Edit group
Ctrl+F3	Exit group
Shift+F3	Duplicate
F4	Position and Size
F5	Navigator
F7	Spellcheck
Ctrl+F7	Thesaurus
F8	Edit Points
Ctrl+Shift+F8	Fit text to frame
F9 (or Ctrl+F2)	Start Slide Show

Shortcut	Action
F11	Stylist
F12	Outline View
Ctrl+F12	Drawing View

## Shortcut Keys in Slide Shows

Shortcut	Action
F9 (or Ctrl+F2)	Start Slide Show
Esc or Backspace or (-) Minus key on the numerical keypad	End presentation
Spacebar	Next animated object or next slide
Enter or Arrow Down or N	Go to next slide
[number] - Enter	Type a number of a slide and press Enter to go to the slide.
Arrow Left or Arrow Up or P	Go to the previous slide
Arrow Right	Go to the next slide
Pos 1	Jump to first slide in the slide show
End	Jump to the last slide in the slide show
Ctrl+Page Up	Go to the previous slide
Ctrl+Page Down	Go to the next slide
F5	Open the Navigator
B	Toggle screen to black
W	Toggle screen to white

## Shortcut Keys in the Drawing View

Shortcut	Action
Plus(+) Key	Zoom in
Minus(-) Key	Zoom out
Times(×) Key (number pad)	Fit page in window
Divide(÷) Key (number pad)	Zoom in on current selection
Shift+Ctrl+G	Group selected objects
Shift+Ctrl+Alt+A	Ungroup selected group
Ctrl + click	Enter a group, so that you can edit the individual objects of the group. Click outside the group to return to the normal view.
Shift+Ctrl+K	Combine selected objects.
Shift+Ctrl+K	Split selected object. This combination only works on an object that was created by combining two or more objects.
Shift+Ctrl+ Plus key	Bring to Front
Shift+Ctrl+Plus key	Bring Forward
Shift+Ctrl+Minus key	Send Backward
Shift+Ctrl+Minus key	Send to Back

## Shortcut Keys for StarOffice Impress

Shortcut	Action
Arrow key	Moves the selected object or the page view in the direction of the arrow.
Ctrl+Arrow Key	Move around in the page view.
Shift + drag	Constrains the movement of the selected object horizontally or vertically.
Ctrl + drag (with Copy when moving option active)	Hold down Ctrl and drag an object to create a copy of the object.
Alt Key	Hold down Alt to draw or resize objects by dragging from the center of the object outward.
Alt key+click	Select the object behind the currently selected object.
Alt+Shift+click	Select the object in front of the currently selected object.
Shift+click	Select adjacent items or a text passage. Click at the start of a selection, move to the end of the selection, and then hold down Shift while you click.
Shift+drag (when resizing)	Hold down Shift while dragging to resize an object to maintain the proportions of the object.
Tab key	Select objects in the order in which they were created.
Shift+Tab	Select objects in the reverse order in which they were created.
Escape	Exit current mode.
Enter	Activate a placeholder object in a new presentation (only if the frame is selected).
Ctrl+Enter	Moves to the next text object on the slide. If there are no text objects on the slide, or if you reached the last text object, a new slide is inserted after the current slide. The new slide uses the same layout as the current slide.



## Navigating with the Keyboard in Slide View

Shortcut	Action
Escape	Moves the focus to the first slide.
Arrow key	Moves the focus to the next slide.
Spacebar	Makes the slide with the focus the current slide.

## Shortcut Keys for Drawings

The following is a list of shortcut keys specific to Drawing documents.

### Function Keys for Drawings

Shortcut	Action
F2	Add or edit text
F3	Opens group to edit individual objects
Ctrl+F3	Close group editor
Shift+F3	Opens the Duplicate dialog
F4	Opens the Position and Size dialog
F5	Opens the Navigator
F7	Checks spelling
Ctrl+F7	Opens the Thesaurus
F8	Edit points on/off
Ctrl+Shift+F8	Fits to frame
F11	Opens Stylist

## Shortcut Keys for Drawings

Shortcut	Action
Plus(+) Key	Zooms in
Minus(-) Key	Zooms out
Multiple(x) Key (number pad)	Zooms to fit entire page in screen
Divide (÷) Key (number pad)	Zooms in on the current selection
Ctrl+Shift+G	Groups selected objects
Shift+Ctrl+Alt+A	Ungroups selected group
Ctrl+Shift+K	Combines selected objects
Ctrl+Alt+Shift+K	Uncombines selected object
Ctrl+Shift++	Bring to front
Ctrl++	Bring forward
Ctrl+-	Send backward
Ctrl+Shift+-	Send to back

## Shortcut Keys Specific to Drawings

Shortcut	Action
Arrow Key	Moves the selected object in the direction of the arrow key.
Ctrl+Arrow Key	Moves the page view in the direction of the arrow key.
Shift+ drag with mouse	The movement of the selected object is constrained by multiples of 45 degrees.

Shortcut	Action
Ctrl+Click while dragging an object. Note: you must first enable the Copy when moving option in Tools - Options - Drawing - General to use this shortcut key.	Creates a copy of the dragged object when mouse button is released.
Ctrl+Enter with keyboard focus (F6) on an object in Main Toolbar	Inserts a drawing object of default size into the center of the current view.
Shift+F10	Opens the context menu for the selected object.
F2	Enters text mode.
Enter	Enters text mode if a text object is selected.
Ctrl+Enter	Enters text mode if a text object is selected. If there are no text objects or if you have cycled through all of the text objects on the page, a new page is inserted.
Alt	Press the Alt key and drag with the mouse to draw or resize an object from the center of the object outward.
Alt + click on an object	Selects the object behind the currently selected object.
Alt+Shift+click an object	Selects the object in front of the currently selected object.
Shift key while selecting an object	Adds or removes object to or from the selection.
Shift+drag while creating or resizing an object	Constrains the dimensions of the object to multiples of 45 degrees.
Tab	Cycles through the objects on the page in the order in which they were created.
Shift+Tab	Cycles through the objects on the page in the reverse-order in which they were created.
Esc	Exits current mode.

## Shortcut Keys for 3D Effects (Illumination tab)

<b>Shortcut</b>	<b>Action</b>
Page Up	Changes the light source in the preview window.
Page Down	Changes the light source in the preview window.
Arrow keys	Moves the current light source in the direction of the arrow.
Spacebar	Enables the current light source and turns it on or off.

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