



StarOffice™ 6.0

User's Guide

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StarOffice Documentation and Help

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. You can find an overview of the structure and content of the StarOffice User's Guide starting on page 19.
- 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 22.
- Through the Internet, you can find further information, support newsgroups and the latest news about StarOffice at 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. If functions described here are not available on your platform, this is a system-related limitation caused by the platform you are using.

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 the use of 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 other information, and at the end of the manual is an **alphabetical index**.

Icons and Conventions

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



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



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



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

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

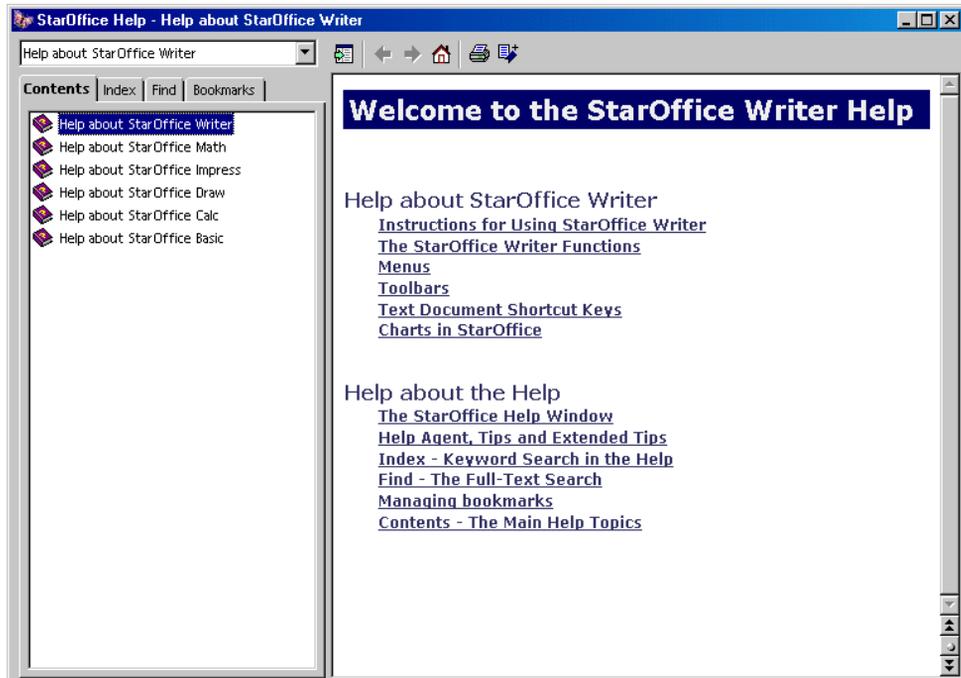
To delineate the steps for opening dialogs, a special shorthand is used. For example, when you read "choose **Tools - Options - StarOffice - User Data**", this means that you first choose the **Tools** menu on the menu bar, choose **Options** from the submenu that then appears, then choose **StarOffice**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

Using the StarOffice Help

Different kinds of help are available in StarOffice. You can choose step-by-step instructions with full references in the contents of 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** 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 sets the search function to the current section.

Tips

Tips should always be switched on (in the **Help** menu, **Tips** should be marked).



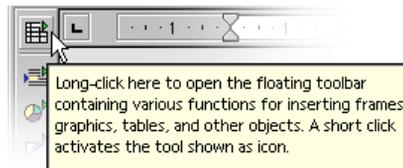
Then, for example, when you let the mouse pointer rest on an icon, you will see its name displayed. You can see tips in a lot of other places in StarOffice besides. For example, when you scroll through a table, the tip shows you the row or column.

Turning tips on and off

- Choose **Help - Tips**.

Extended Tips

At least for the first few weeks you use StarOffice, we recommend that you switch on the **Extended Tips**.



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, it is replaced by a help window 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

- Choose **Help - Help Agent** if you want the Help Agent to appear. If the command is marked, the Help Agent is automatically displayed 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 control features in StarOffice, such as toolbars, floating toolbars and dockable windows.

This is followed by information on functions that can be used in all, or nearly all, program modules of StarOffice.

The User Interface

StarOffice provides not only the usual control elements found in other applications, such as menus and icons, but a host of other special features besides. For example, many of the special StarOffice features can be accessed via a context menu, opened by right-clicking on the selected objects. Other user-friendly functions are available by dragging and dropping with the mouse.

Starting StarOffice

Once you have installed the program (see the separate setup guide), you will find the **StarOffice 6.0** group on the Windows Start menu under Programs. To create a blank text document in StarOffice Writer, click **Text Document**. For a blank spreadsheet in StarOffice Calc, click **Spreadsheet**, and so on.

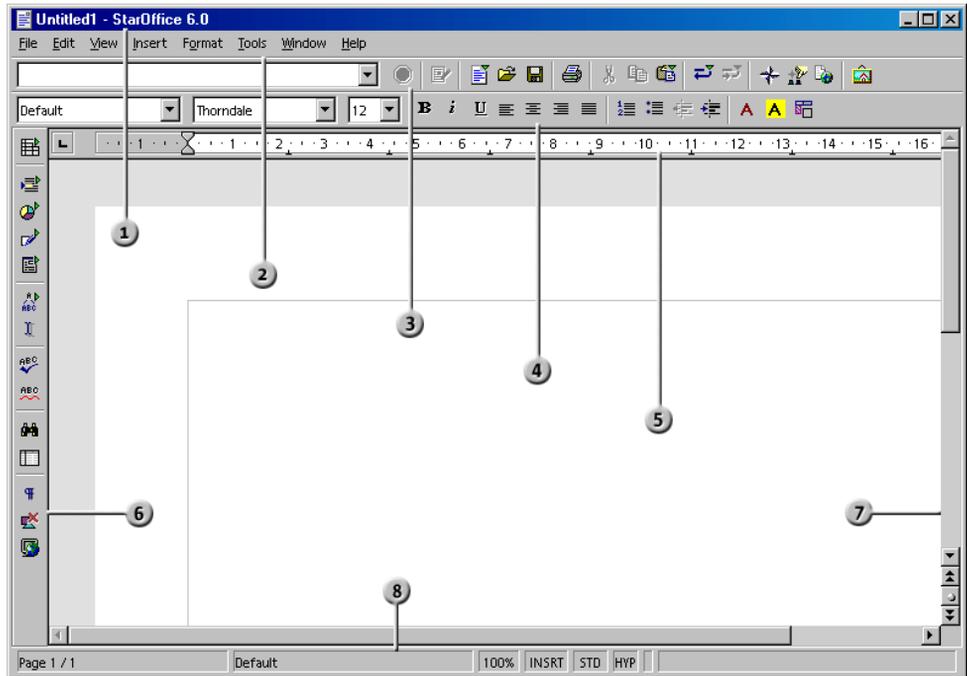


When working under Windows, you can use the StarOffice 6.0 Quickstarter. On the Windows task bar you will find an icon that you can either double-click or right-click to open its context menu.

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 33).

The StarOffice Writer 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.

You can also access the menu bar from the keyboard, by pressing the (Alt) key.

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), whilst on the **View** menu are functions that allow you to control your view of the elements displayed on the screen.



The commands, which can be used for editing, viewing, sequencing, formatting and printing, etc. a document or its contents, can only be called up if the document is open and active. Active means, in this case, that the document has to be in front of any others on the screen. If you want the commands to correspond to an object in the document, then that object has to be selected.



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

You now see only the menu entries that can also be started. The other inactive menu items are hidden. If you choose **Tools - Options - StarOffice - View** you can mark the **Inactive Menu Entries** field if you wish to see the inactive menu entries as gray entries.

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 401).

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).

Other toolbars such as the option bar and color bar will be described later.

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, simply 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 whilst pressing the (Alt) key (in the Windows version). You can find more information about adapting StarOffice starting on page 401.

Many icons open what we call **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 (see page 28).

Using Floating Toolbars

The **Insert** icon is at the top of the main toolbar of a text document. Do a 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 will see that the icon you used before is still there. If you now 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 longer 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

Some windows in StarOffice are dockable windows, e.g. the Stylist, the Navigator and the Gallery. You can move these windows, re-size them or dock them to an edge. On each edge you can dock several windows on top of or alongside each other; then, by moving the border lines, you can change the relative proportions of the window.

To undock and re-dock, double-click in the window while pressing Ctrl. Double-click a vacant area of the window; in the Stylist double-click a gray part of the window, e.g. next to the icons.

You can hide or show the window with the arrow button. The second button switches between a fixed and floating state. In the floating state, the window floats above the workplace so that the windows below it are partially covered. Switch to the fixed state to display the docked window next to the workplace.

If the window is docked to the left of the workplace, the following buttons appear depending on the state:

Show



A hidden window can be shown by clicking the arrow button.

Hide



Click the arrow button to hide a window.

Stick



Click this button to fix a floating window.

Floating



Click this button to change a fixed window to a floating 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. Hiding is then automatic.

Seize a window by the title bar or by a vacant area and move it across the screen. Hold down the (Ctrl) key while moving it to dock the window to the edges.

If you want to dock another window to one which is already docked, you can have them one on top of the other or side by side. Note the change in the window edge. This shows you where the window will dock and how big it will be.

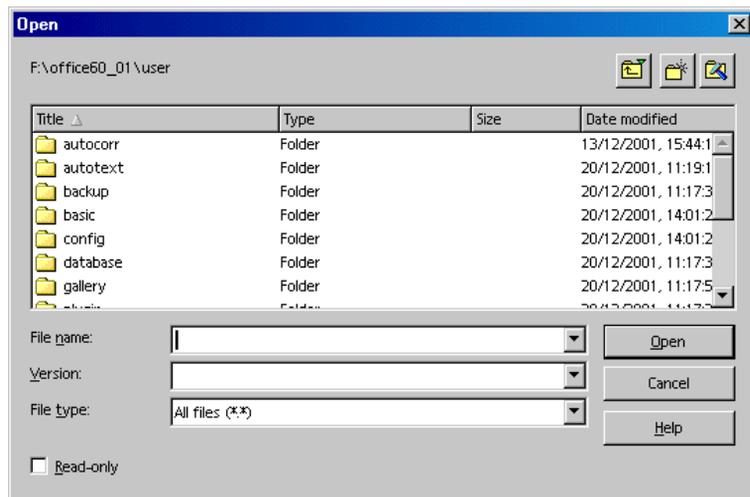
Opening and Saving Documents

There are various ways of loading or opening documents. For example, you can use the **Open** dialog and the **Templates and Documents** dialog.

Opening Documents

-  To open an existing document that was saved on the hard drive or on a disk, you have several possibilities. You can either choose **File - Open**, click the **Open File** icon on the function bar, or use the Ctrl+O shortcut keys.

Now 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**.



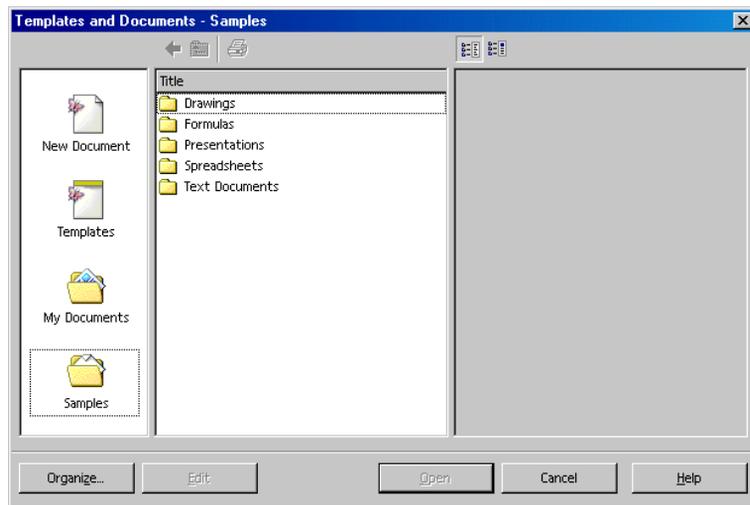
You can long-click or short-click the **Up One Level** icon. A short click takes you one directory higher. A long click opens a submenu with a choice of superordinate directories.

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.

The Templates and Documents Dialog

The **Templates and Documents** dialog can be regarded as a kind of command center for StarOffice documents. It provides easy access to your work directory and to the supplied sample documents. Here you can find all document templates - both the supplied ones and those you have created yourself.

To open the dialog, choose **File - New - Templates and Documents** or press Shift+Ctrl+N. In Windows, double-click the StarOffice 6.0 Quickstarter icon on the task bar.



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

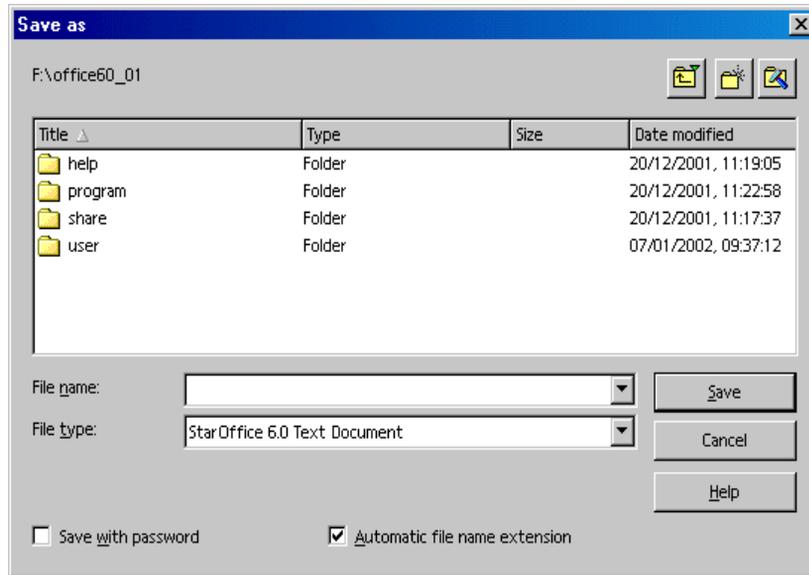
- **New Document** - This is one way of creating a new, empty document.
- **Templates** - Choose from the many ready-to-use document templates we have prepared for you.
- **My Documents** - A quick route to the documents in your work directory. To define your work directory, choose **Tools - Options - 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 document for the first time a dialog will appear in which you choose where you want to store the file.



Assign your text document a name when you save it the first time. You can, for the most part, choose any name you'd like (according to the restrictions of your operating system). When you want to open the document later, you can find it under that name.

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.

Changing Your Work Directory

When you start a dialog in StarOffice to open a document, initially you see your work directory there. You can change the directory which StarOffice displays here, as follows:

1. Choose **Tools - Options - StarOffice - Paths**.
2. Double-click the entry **My Documents**.
3. In the **Select Path** dialog, choose the work directory you want and click **Select**. Close the following dialog with OK.

In a similar way you can change the directory displayed by StarOffice when you want to insert a graphic: Change the path for the entry **Graphics**.

Saving Documents Automatically

To save a backup every time you save a document

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

If you save the current document with **File - Save** or (Ctrl)(S), under the path and file name from which you opened it, the old version will be overwritten by the new version. If the **Always create backup copy** check box is marked, the old version is first copied to the backup directory.

- The backup directory is `staroffice6.0\user\backup`. You can change it in the **Tools - Options - StarOffice - Paths** dialog in the "backup" entry.
- The 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 or not you want to save the document.

This command saves the current document as if you pressed Ctrl+S, for example. If the document was saved previously, the old version will be overwritten by the current version.



If you mark both check boxes **Always create backup copy** and **AutoSave every**, the file will be overwritten every n minutes. At the same time, the backup copy will be replaced by the last version.

XML File Formats

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

XML file format names

If in the dialogs for saving and opening StarOffice documents you do not select any other file type, StarOffice uses the following XML formats:

Application	File extension
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	*.sxc

These file name extensions on the one hand allow better differentiation if you are searching through a lot of files of different file types in a directory. And on the other, from the name, it is clear that compressed XML files are involved that must first be unpacked before being read, for example, by a text editor.



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

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 your 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**. You can view this file with, for example, a pure text editor.

By default content.xml without indents is stored at the start of the line in order to minimize the time for saving and opening. By choosing **Tools - Options - Load/Save - General** you can change this procedure so that the lines are saved with a structured indent.

- **meta.xml** contains, inter alia, the meta information on the document, which you can enter under **File - Properties**.

If you save a document with security, only meta.xml is not secured.

- **settings.xml** contains further information on settings for this document, for example on the printer, on the recording of changes, the associated data sources and so on.
- In **styles.xml** you find the styles defined for the document that can, for example, 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. Illustrations are, for example, contained in a **Pictures** subdirectory, Basic code in a **Basic** subdirectory and linked Basic libraries are found in further subdirectories of **Basic**.

Definition of the XML formats

The DTD (Document Type Description) files can be found in **staroffice6.0\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.

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 program, select it with **Tools - Options - StarOffice - External Programs**.

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

Printing a Document

Once you have finished creating your document, you may want to print it out on paper. Although more and more documents are being produced that are not intended to be published on paper, such as the pages of StarOffice Help, graphics for Internet pages, presentations and so on, it may be helpful to print out a hard copy, rather than having to check everything on screen.

You print the current document either directly to a printer, or "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.

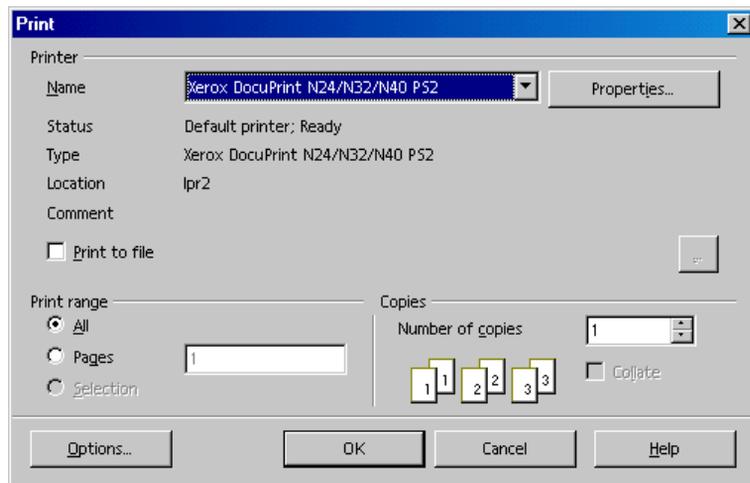


StarOffice Writer always formats documents so that they are printed as well as possible with the selected printer. Therefore you must always define a default printer, even if you do not have a printer.



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.



There are many different printers with widely varying properties. The printing functions differ according to the operating system, printer driver and printer model used.

The selected printer defines the width and height of the characters, and hence also the line and page breaks. StarOffice Writer and Calc always format the pages in the way they will appear when printed.

Besides the general printing options already mentioned, you can define special printer options for the different document types in StarOffice using additional dialogs that allow you to control the way the contents or the pages of the document are printed. Define these printer options for the current print job by clicking the **Options** button in the **Print** dialog. You can create a general definition by choosing **Tools - Options - (name of document type) - Print**.

Displaying Print Previews

Before printing out a document, you can obtain a preview of how the printed document will look, so you can adjust margin widths, optimize page breaks etc.

1. Switch to the document you want to preview.
2. Choose **File - Page Preview**.
3.  Use the icons on the object bar to zoom in or out.
4.  Use the arrow keys or object bar icons to scroll through the pages of the document and check how they will appear in print.

Reduced Printing of Documents

If you would like a reduced printout of your text document so as to save paper, choose **File - Page Preview**. Here you can decide whether to have two, four or any number of pages beside and on top of each other.

To print two pages beside one another on one sheet of paper

1. Choose **File - Page Preview**.
2.  You will see the Page Preview with two pages alongside each other. If you see more or fewer pages, click the icon **Page Preview: Two Pages** on the object bar.
3.  Click on the **Print page view** icon. Click OK to confirm.
4.  Clicking the **Print options page view** icon starts a dialog where you can enter settings for reduced printing.

Printing in Black and White

If you have a color printer but only wish to print in black and white, you have the following options:

Printing text and graphics in black and white

1. Choose **File - Print**. This opens the **Print** dialog.
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 help for your printer or read your printer manual.
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.

From now on, **all** presentations or drawings will be printed without color. If you only want to get rid of color for the **current** printing process, select the option in **File - Print - Options**.

Selecting the **Default** quality option allows documents to be printed in color again later on.

Grayscale converts everything to a maximum of 256 gradations from black to white.

Black & White converts everything into the two values black and white.

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 text documents to be printed subsequently, or only for a printing process of the current text document.

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 from now on 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. Both sides of the page will be printed (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 open separately.

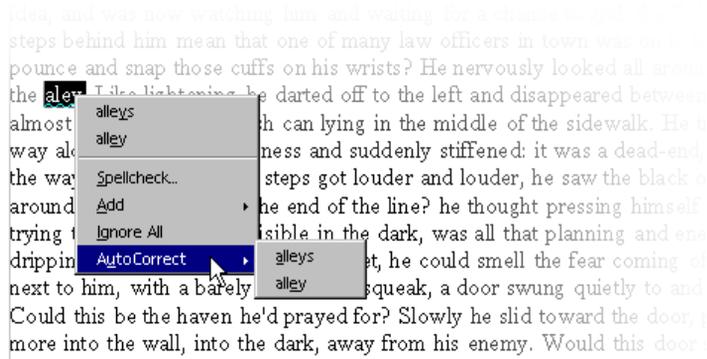
Automatic Spellcheck

You can turn the automatic spellcheck that works as you type on and off by clicking the **AutoSpellcheck on/off** icon on the main toolbar. With automatic checking enabled, words recognized as incorrect are highlighted with a wavy red underline.

A word is recognized as incorrect if all the following conditions are met: a spell-check module is installed for the language of the word, this is enabled, the word is not found there and the word is not in any active user dictionary.

You can create any number of user dictionaries. You create a user dictionary by choosing **Tools - Options - Language Settings - Writing Aids** .

When you proofread your text, the wavy underlines will draw your attention to possible spelling mistakes. Of course, the Spellcheck function won't be able to catch spelling mistakes that form other recognizable words (such as "fun" instead of "run"). 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 will be replaced with the alterna-

tive. If you want to include the red-underlined word in your user dictionary, because it is correctly typed, you can do this via the context menu as well.

When you replace a red-underlined word with a suggestion from the spellcheck via the context menu, you will find your work is made much easier when it comes to dealing with frequent typing errors. When you click the suggestion, StarOffice not only replaces the red-underlined word with the suggestion you clicked, it also remembers this replacement for the remainder of this StarOffice session. As soon as you make the same typing error, StarOffice automatically replaces the mistyped word with the word you replaced it with previously.

Checking Multilingual Texts

StarOffice Writer can manage spellchecking (plus thesaurus and hyphenation) in several 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.

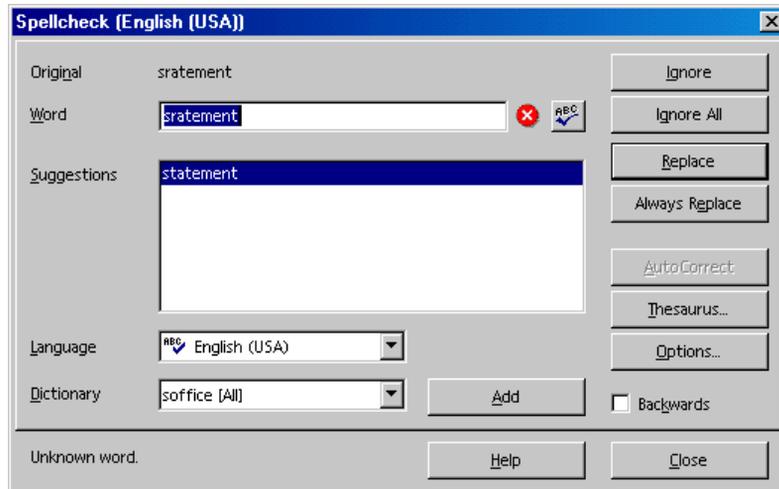
You select the language of your entire text document with **Tools - Options - Language Settings - Languages**. If applicable, mark **For the current document only**. For all paragraphs formatted with the same Paragraph Style, you can apply a language via the Paragraph Style. You can select a language for individual words via Character Styles, or directly with **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 checking that you enabled by clicking the icon on the main toolbar offers you another facility as well. In the context menu of a red-underlined word that is recognized as incorrect, you can specify that the word or the whole paragraph is present in one of the other installed languages. The language of the underlined characters or all characters of the paragraph is automatically assigned as a direct character format.

Starting the Spellcheck

To check your entire text for spelling mistakes in the "classic" way (i.e. letting the Spellcheck go through the whole document on its own), go to the **Tools** menu and choose **Spelling - 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, if you want, 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 "Unknown" 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...**).

Using Automatic Functions

StarOffice has all kinds of 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

If you want it to, StarOffice will format your documents as you type or thereafter, 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.

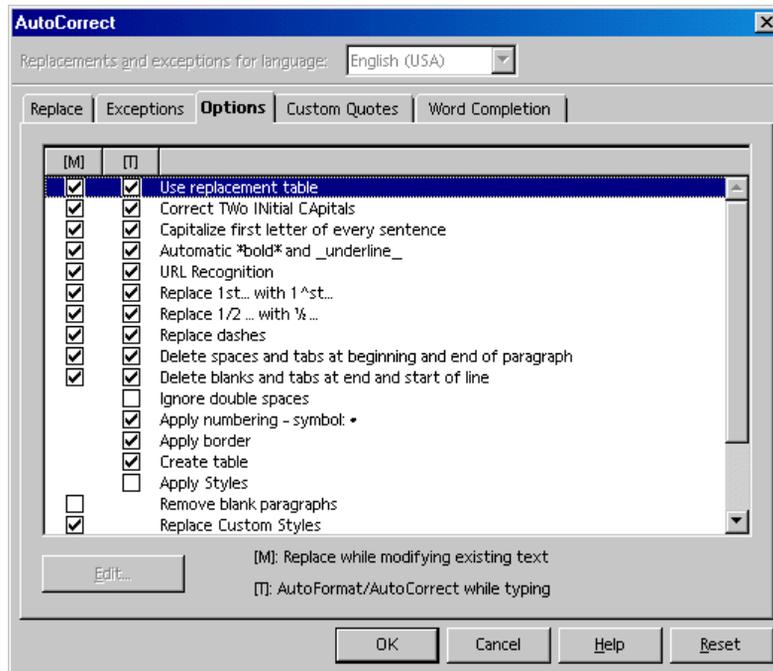
AutoCorrect functions are helpful if you often make the same typing errors. If, for example, you tend to capitalize not only the first letter of some words but also the second, simply select the AutoCorrect function that corrects mistakes of this sort while you type.

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.

By using the **Apply and Edit Changes** command you will see all document changes made via 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, in some cases separately for typing and post-processing. The Replace and Exceptions lists are language-dependent. StarOffice first searches in the list applicable to the language of the text, then in a list for the higher ranking language family, and finally in all installed languages (e.g. first in "English (US)", then in "English", then in "All Languages").



Note the functions in the illustrated 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 simple computer character with (Shift)(2) are automatically turned into correct typographer's quotes. You yourself can choose the characters to be used for this purpose.

Turning off URL Recognition by AutoCorrect

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 **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 field in the first column is for later post-editing and the field 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.



The fonts supplied with StarOffice include the euro symbol. If you work with other fonts, you can easily insert the euro symbol from another font using AutoCorrect. When working in a text document, choose **Insert - Special Character**. Look for the euro symbol and click **OK**.

Select the euro symbol. Choose **Tools - AutoCorrect/AutoFormat**. The selected euro symbol has already been inserted in the **Replace with** text box (although it may not appear if the system font used in the dialog does not contain this symbol).

Enter in the **Abbreviation** text box eu, for example. The **Text only** box should not be marked. Click **New**. Now close the dialog. As soon as you enter the eu followed by a space or at the end of a sentence, a euro symbol will be inserted.

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 Ctrl+Z. Doing this not only undoes the automatic "correction", but 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.

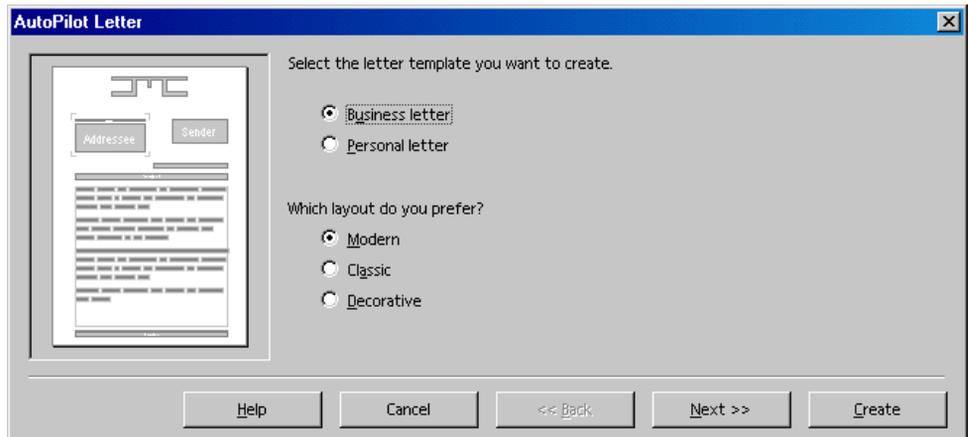
Creating a Letter Template With the AutoPilot

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.



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**.

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



In this short introduction, accept all the defaults provided by the AutoPilot without changing them, and then print the result. You could click on the **Create** button right away, but to familiarize yourself with this function you should click **Next** on each dialog page, so that you have seen every page at least once.

Have a look through the AutoPilot pages for creating a letter template. You don't 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, because, although predefined elements will appear, you have the final say as to which elements you want to include in your letter.

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 (e.g. faxes).

Thanks to the AutoPilot, you don't have to start from scratch but can use pre-existing texts when creating your own templates, whether for business letters, faxes, memos, or other documents.

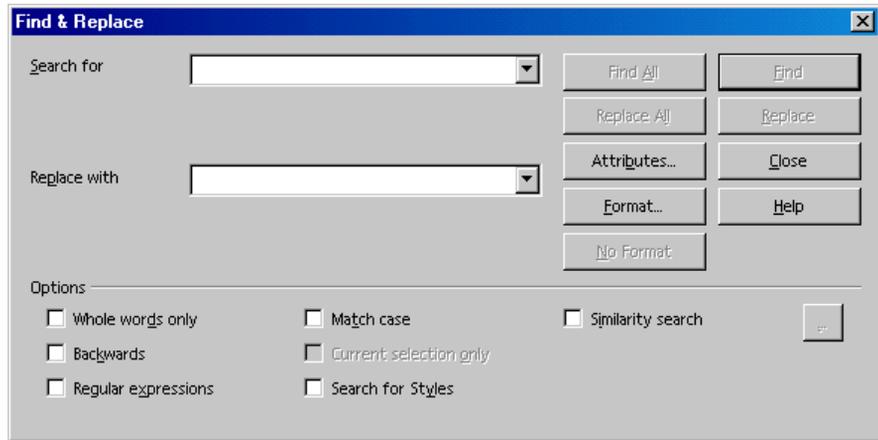
Find & Replace

It is very useful when working with a computer to be able to locate certain pieces of text quickly. The Find function in StarOffice Writer, Calc, Impress and Draw can also 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.

The text strings found in the text can be replaced by other strings with or without confirmation, although sometimes manual editing is still necessary (e.g. a deviation of gender in other languages).

Finding a Word in Text

Imagine you have read (or written) the word "Holland" somewhere in a long text. Now you want to return to that point in the text, but can't remember where it was. If this happens, 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. However, if you do choose to close it, it will retain the previously entered strings so you won't have to enter them again for the next search, but can select them from the list box.

A very useful feature is the multiselection 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, for example, click the **Bold** icon in the text object bar, to format all occurrences in bold.

As you can see in the dialog, there are several ways of expanding or restricting your search in both the **Options** group box and with the buttons. Examples for each option are described below.

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.

Searching for Text With Wildcards

1. Call the **Find & Replace** dialog, using Ctrl+F.
2. Mark the **Regular expressions** check box.
3. Enter the search term with the desired wildcards and click **Find**.

Regular expressions are shown in a form that should be familiar to Unix command line users.

- The wildcard for any number of a given character is the character itself followed by an asterisk. For example:
If you enter "Hawai*" as the search word, this means than any number of "i's" may occur after "Hawa", but do not have to. The words "Hawa", "Hawai" and "Hawaii" will be found.
- The wildcard for a single character is the period. This is equivalent to the wildcard ? in file names.
- The wildcard for several characters in succession is .* (period and asterisk). This is equivalent to the wildcard * in file names.
- A paragraph end can be found with the dollar sign (\$), and the first character at the beginning of a paragraph with the string ^. (caret and period).
- You can only search for regular expressions within paragraphs.

There are many other wildcards that you can use listed in the StarOffice Help.

Searching Backward

If you want to find in a particular part of a long text a specific word that is used often, 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 again on **Find** 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 range selected in the document. If you select a text before activating the **Find** command, the search will automatically take place only within the selected range.

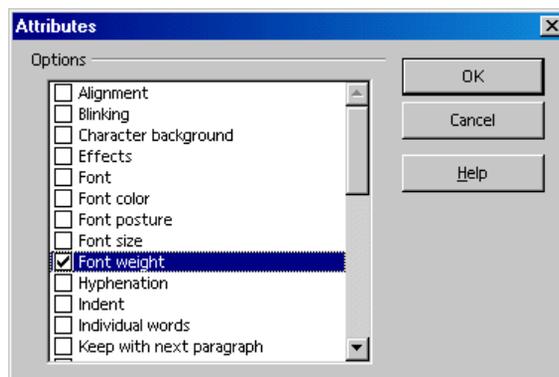
Searching for Styles

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 Attributes

Click **Attributes** to open a dialog in which you select specific text attributes to search for within a document. StarOffice will then find all attributes that differ from the format of the Paragraph Style.



In this dialog, if you mark the **Font Weight** check box, for example, you can find all words that have a heavier font than normal. These are words to which you have applied the **Bold** attribute through direct or indirect formatting, but also words that you have highlighted with a font previously defined as a bold font, such as ones containing the words "Bold" or "Black" in their name.

By default, only direct attributes are looked for. However, after you have looked for the attributes, you can mark the **Including Styles** check box in the Find & Replace dialog (this appears in the place where **Search for Styles** previously stood). Then, besides the direct attributes, it also finds the indirect attributes, i.e. those set with styles.

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.

The Similarity Search

This function looks not only for the search term, but also for similarly typed words. You yourself can specify the degree of similarity when you click the button opposite the "Similarity search" check box.

Creating Text Documents With StarOffice Writer

In this section, you will learn about the StarOffice word processing module, called StarOffice Writer. First, basic instructions are given, then more sophisticated functions are described. At the end of the chapter, we explain some of the templates and sample documents supplied with the module.

Further important information on working with texts in StarOffice Writer can also be found in the other chapters of this guide.

- The general use of menus, windows, floating toolbars and so on is described in the chapter "The User Interface" starting on page 25.
- Information about customizing the user interface of StarOffice, working with data sources, e.g. for form letters, and about the revision marking function is contained in a separate chapter "Advanced Tips for Working With StarOffice", starting on page 373.

The StarOffice Writer Functions

This section contains a brief overview of the functionality and capabilities of StarOffice Writer.

Writing

StarOffice Writer helps you to create all sorts of written documents. You can produce personal letters, form letters, brochures, faxes, and even professional manuals. Documents that you use often can be saved as templates, for example, an invoice form. The spellcheck and thesaurus functions are at your disposal. If you want, you can have the AutoCorrect and hyphenation functions active as you type.

There is no restriction to the length of a text document in StarOffice. You can use the Navigator to move around easily and quickly within the document.

StarOffice Writer comes with a variety of templates for almost every purpose. You can also create your own using the AutoPilot.

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 can help you create structured texts and also allows you to modify the structure, for instance, by shifting paragraphs from one position to another.

Additionally, you can 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 functions to assist you in creating perfectly styled documents. Text can be formatted multi-columnar, and have text frames, graphics, tables, etc. integrated into it. The text frames can be linked all over the place, even beyond page limits to create a newspaper format. Functions such as making lines register-true, flow of contours through and around graphics, and defining of characters, paragraphs and tables in any color complement your tools to lend your documents a professional look.

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

A handy drawing tool lets you create drawings, graphics, legends, etc. 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 each user can configure it according to individual preferences. The various windows (Stylist, Navigator, etc.) can be positioned as floating windows anywhere on the screen and some can be docked to an edge. Visible icons and menus can be customized as well.

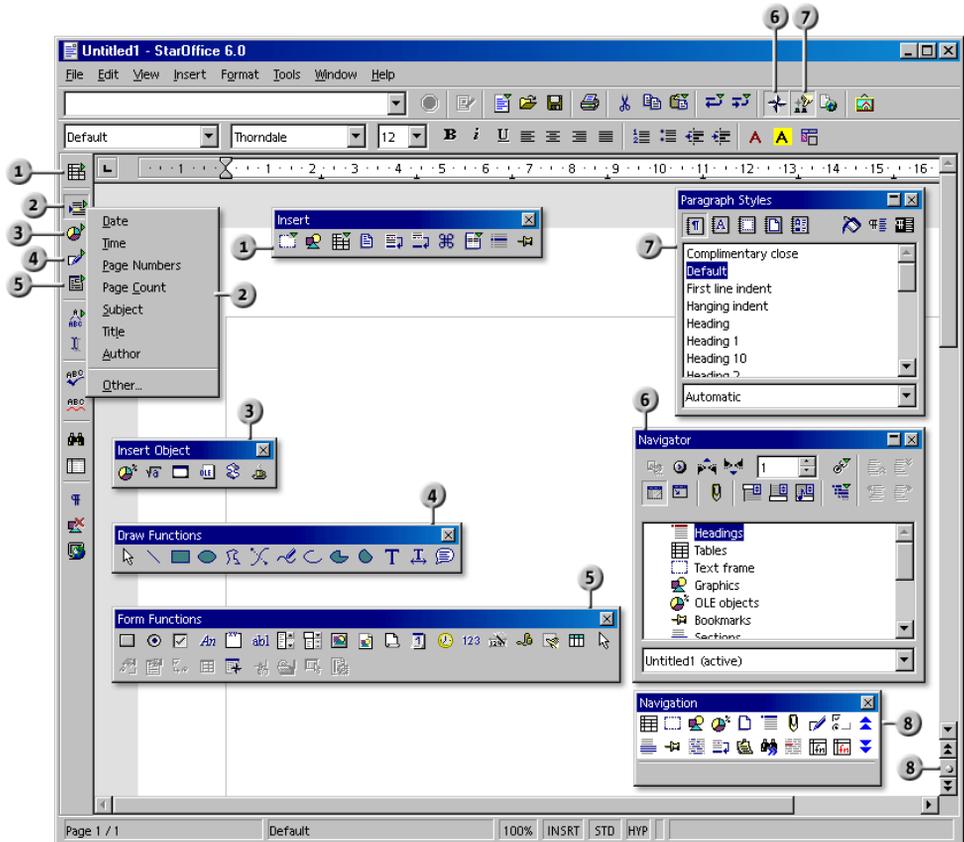
Drag&Drop

The drag-and-drop feature enables you to work even more quickly and efficiently with text documents in StarOffice. For instance, you can drag graphics directly from the Gallery into an active document.

Extensive Help Functions

The program provides an extensive Help function which serves as a reference guide to the program elements in StarOffice as well as includes a variety of 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 enter text and, let us say, underline it or italicize it while you type or afterwards, and you can decide either there and then or later on to split a section of text into two columns. You never have to delete text and retype simply because you want to alter the formatting.

Basically, to edit text, you first select it and then choose the relevant command, such as the one to format the text in italics. There are several ways of selecting text, for example, using the arrow keys whilst holding down the Shift key, or with the mouse whilst keeping the mouse button depressed. Often there are different ways of choosing a command, for example, with a menu command, with a toolbar icon or with shortcut keys.

Entering New Text

To enter new text:

1. Open an existing text document or create a new one.
2. Enter text using the keyboard.
If you want to enter special characters which are not available on your keyboard, choose **Insert - Special Character** and select the desired character from the table.
3. Press Enter to begin a new paragraph.

Line breaks

You do not need to worry about line breaks as the software inserts these automatically. Only press Enter where you want to start a new paragraph.

Automatic correction

StarOffice Writer can make various corrections automatically while you type. For example, it can automatically start every sentence with a capital letter.

Word completion

The automatic word completion helps you enter text. If you often use the same, long word, StarOffice Writer will suggest the recognized word. Press Enter (or you can define another key) to accept the suggestion.

Inserting Text

1. Open an existing document.
2. Using the mouse or the arrow keys, place the cursor at the point where text is to be added, and enter new text.

By default, you are in **Insert mode**; text after the insertion point is moved on as you enter the new text. If you would like the existing text at this point to be overwritten with the new text, select **Overwrite mode**.

Switching Between Insert Mode and Overwrite Mode

With the keyboard:

Press **Ins** 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 button indicating the current mode to switch to the other mode:

- **INSRT**

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

- **OVER**

Overwrite mode is enabled. The text cursor is a blinking block. Click in the field to enable insert mode.

Entering Text Anywhere on a Page

The direct cursor enables you to enter text at any position within the type area in your text document.

1.  Click the **Direct Cursor on/off** icon on the main toolbar. Clicking the icon turns the direct cursor on and off. When the icon appears pressed, the direct cursor is enabled.
2. Click on a free space in the text document. The shape of the mouse pointer shows you how the text you enter will be aligned.



Align Left



Centered



Align Right

3. Enter your text. StarOffice automatically inserts the requisite number of blank lines, tabs and spaces.

Selecting and Deleting Text

Deleting a character

- If the cursor is after the character to be deleted, press Backspace (above the Enter key). This key deletes one character to the left of the cursor.
- If the cursor is before the character to be deleted, press the Delete key (above the arrow keys). This key deletes one character to the right of the cursor.

Deleting text

Selecting text to delete with the mouse

1. Left-click on the first character to be deleted.
2. Keeping the mouse button depressed, drag the pointer to the last character to be deleted.
3. Release the mouse button.
4. Press the Delete key to delete the selected text.

Selecting text to delete with the keyboard

1. Use the arrow keys to go to the first character to be deleted.
2. Hold down the Shift key.
3. Using the arrow keys, move the cursor to just after the last character to be deleted.
4. Release the Shift key. The text appears selected.
5. Press the Delete key to delete the selected text.



You can also delete selected text by pressing Ctrl+X instead of Delete. This cuts out the text and places it on the clipboard. You can then paste it back in, wherever and as often as you like, by pressing Ctrl+V.

Deleting non-adjacent pieces of text.

1. Press Ctrl and keep it pressed.
2. Left-click on the first character of the first piece of text to be deleted.
3. Keeping the mouse button depressed, drag the pointer to the last character of this piece of text.
4. Release the mouse button and the Ctrl key.
5. Repeat steps 1 to 4 for each piece of text to be deleted.
6. Press the Delete key to delete the selected text.

Navigating and Selecting With the Keyboard

To navigate and select with the keyboard, in addition to the arrow keys you can also use Home, End, PgUp and PgDn. Certain keys have different functions depending on whether they are used on their own or in combination with the Ctrl key. The following table provides an overview of the keys used for navigation.

Key	Function	+Ctrl key
Right/left arrow keys	Go one character to the left or right	Go one word to the left or right
Up/down arrow keys	Go one line up or down	Move the current paragraph up or down
Home	Go to the beginning of the current line	Go to the beginning of the document
Home In a table	Go to the beginning of the current cell	1. Go to the beginning of the current cell 2. Go to the beginning of the table 3. Go to the beginning of the document
End	Go to the end of the current row	Go to the end of the document
End In a table	Go to the end of the current cell	1. Go to the end of the current cell 2. Go to the end of the table 3. Go to the end of the document
PgUp	Scroll one page up the screen	Switch to the header and back
PgDn	Scroll one page down the screen	Switch to the footer and back

Inserting Special Characters

This is how to insert special characters (such as check marks, boxes, telephone symbols etc.) in your text.

- To view a selection of all characters, choose **Insert - Special Characters**.
- 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 (e.g. in 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. This is important, for example, between a title and the person's name.

Non-breaking dash

An example of a non-breaking dash would be in 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/AutoFormat - Options** the **Replace dashes** option. This option replaces one or two minus signs under certain circumstances 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, have a shortcut that you have defined automatically replaced when input by an optional dash, even in another font.

Definite separator

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

Emphasizing Text

There are many ways of emphasizing text in a special way. Here are some of them:

- Use the "normal" **Formatting** (e. g. with the icons in the text Object bar). Some possibilities are: create the text in bold or in another font style, change the text color and background, or center the text.
- If you want to visually emphasize a whole paragraph, open its context menu and select **Paragraph**, then click on, for example, the **Borders** tab. Here you can select a border to frame the paragraph, and also a shadow if desired. If necessary you can change the interval between the border and the paragraph text under **Spacing to contents**.
- Enter the text in a **Text Frame**. You have the following possibilities: The text can receive a border, it can be placed outside of the text margin on the side of the page, and you can link text frames if a text should flow from one frame to another.
- Choose **Format - Paragraph - Background** to apply a background color to the paragraph.

T Use the **Text** drawing function: With the **Text** icon on the **Draw function** floating toolbar (from the main toolbar), drag open a frame and enter your text. This text can be positioned as you like, which includes rotating at various angles, or curving and slanting your text with the help of **Format - FontWork**.

Changing the Color of Text

Click the **Font Color** icon in Writer and other modules, and keep the mouse button pressed to obtain a floating toolbar from which you can choose from a range of colors.

-  Font Color (Writer)
-  Font Color (other modules)

The following only applies to StarOffice Writer: If you confirm the symbol 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 symbol is "pressed", or until you just click without dragging, or until you press the (Esc) key.

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

Rotating Text

If you want to rotate text, type it into a text frame:

-  Open the **Draw Functions** floating toolbar on the main toolbar.
-  On the floating toolbar, click on the **Text** icon. The mouse pointer now indicates that you can open up a text frame.
Open up a text frame, release the mouse button and type in your text.
-  Click on the edge of the text frame. You will now see the Draw Object Bar, which contains the **Object Rotation Mode** icon. Click on it.

Now, if you click on one of the handles in the corners of the text frame and drag the mouse, the whole text frame turns with the text.

In the context menu of the Text Frame, you can start the **Position and Size** dialog by selecting the **Rotation** tab. This allows you to define the precise angle of rotation numerically.

Defining Borders

You can define the borders of pages, paragraphs, tables and other objects in two places:

- Choose **Format - (object name) - Borders**
- **Borders** floating toolbar on the object bar, if the object is selected (does not apply to all objects).

Choose Format from the menu bar, Borders tab page

To set a border, you can also use the **Borders** icon on the object bar. This opens a floating toolbar from which you can select predefined borders.

Icon on the Object Bar:



The border is previewed in the lower field.

The four outer edges are marked in this field with small angles. To edit an outer margin, click in the appropriate position between the small angles.

For tables there are two additional pairs of brackets indicating the horizontal and vertical lines between cells. Click in the center of the preview field to define a border for both horizontal and vertical lines.

The selected border elements will be indicated by black triangles. If you now choose a line style or a color, it will be applied to the selected part of the border.



If you select an empty line in the preview, that is to say, if, of the three conditions "Line", "Gray Line" and "No Line", the condition "No Line" appears, this means that the relevant part of the border will be deleted.

Clicking repeatedly on an element in the **Borders** dialog will switch between three alternative modes:

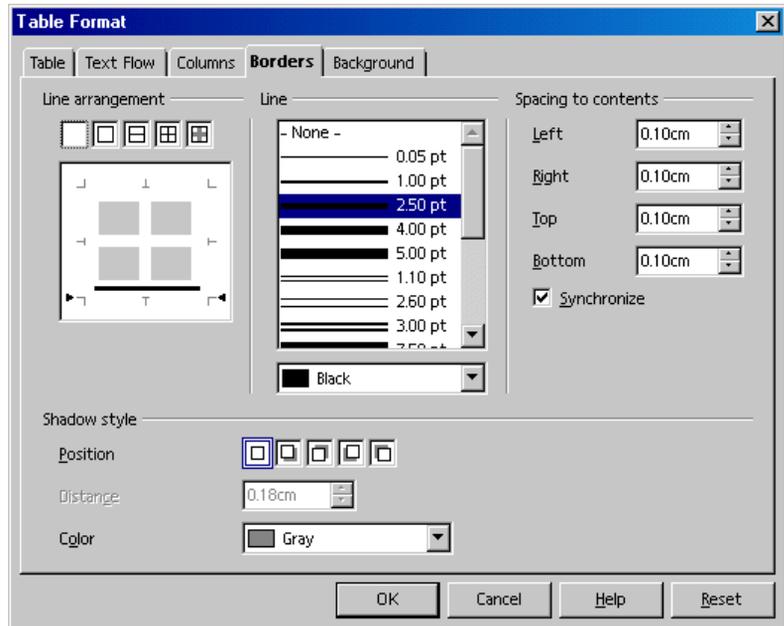
The element is displayed as a line	Clicking OK will apply the format to the element.
The element is displayed as a thick black line	If you click OK , the object will remain unchanged.
The element is not displayed	Clicking OK will delete the element.

Use the Borders floating toolbar

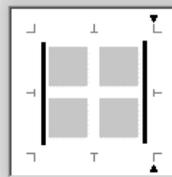
Suppose you want to use the following table border for your document:

Berlin	New York	London
Germany Spree	USA Hudson	Great Britain Thames
> 3 Mio Citizens	> 7 Mio Citizens	> 6 Mio Citizens

1. Place the cursor at the position in your document where the table is to be inserted.
2. Choose **Insert - Table** to open the **Insert Table** dialog, and insert a table of the required size, e.g. 3 columns and 5 rows.
3.  Select the whole table, press (Ctrl)(A) twice, then click the **Borders** icon on the object bar. On the floating toolbar click the icon at top left, which means "No Border".
4. Now, with the mouse, select the whole of the first row, open the context menu and choose **Table** to open the **Table Format** dialog.
5. Open the **Borders** tab page.
6. In the **line** field select the required line thickness, e.g. **2.50 pt**.
7. In the large **Line arrangement** field, click once in the area between the two bottom angles (see illustration) and then on **OK**.



8. Now select the middle column of the table and again open the **Table Format** dialog by choosing **Table** in the context menu.



9. Under **Line arrangement** , click the areas representing the right and left lines (see illustration).
10. In the **Style** field select the required line thickness and click **OK**.
11. Select the bottom row of the table and again open the **Table Format** dialog by choosing **Table** in the context menu.
12. In the **Style** field select the required line thickness, previously 2.50 pt, and in **Line arrangement** click the areas representing the top and bottom lines.
13. Click **OK**. Now the table is finished.

Making Text Superscript and Subscript

You have the following options for superscripting or subscripting text:

- Use the keyboard shortcuts Ctrl+Shift+P and Ctrl+Shift+B.
- Choose **Format - Character - Position**.
- Use the icons: Open the context menu of the text object bar, choose **Visible Buttons** and on the submenu mark **Subscript** and **Superscript**. You will now see the icons on the text object bar.

Making text superscript/subscript while typing

Suppose you want to type 1 m² (superscript 2):

1. Type 1 m2. After the 2, press the space bar or another key defining the end of a word.

m2 automatically becomes m², if this replacement pair is entered under **Tools - AutoCorrect/AutoFormat** on the **Replace** tab. You can add other items to the list.

2. After the automatic replacement, carry on typing as normal.

Suppose you want to type H₂O with a subscript 2:

1. Type the H.
2. Press Ctrl+Shift+B.

Ctrl+Shift+B is the keyboard shortcut for subscript text, Ctrl+Shift+P for superscript text.

3. Type the 2.
4. Press the keyboard shortcut again.

If you are at the end of a paragraph, there is an even easier way: Press the right arrow key once.

5. Type the O.

Applying subscripts/superscripts retrospectively

Suppose you want to change H2O to H₂O with a subscript 2. Either use the key shortcut above or the following method via the menu command:

1. Select the character that you want in subscript/superscript. In this example you should select the 2.
2. Choose **Format - Character**. This opens the Character dialog.
3. Click the Position tab.
4. Select **Subscript** and click OK.

The 2 now appears in subscript.

Writing in Uppercase or Lowercase

How can text be changed to uppercase or lowercase letters?

You have the following options for re-formatting text in uppercase or lowercase. Decide whether you want to apply a font effect to the text for display and printing purposes only, or whether you want to replace the characters permanently.

- Display in uppercase: Select the text and choose **Format - Character - Font Effects** tab, and under Effects select **Capitals**.
- Display in lowercase: Select the text and choose **Format - Character - Font Effects** tab, and under Effects select **Lowercase**.
- Convert to uppercase: Select text, then choose **Format - Case/Characters - Uppercase**.
- Convert to lowercase: Select text, then choose **Format - Case/Characters - Lowercase**.

Moving Text Sections in Documents

1. Select the text that you want to move.
2. Place the mouse pointer in the selected text, then press the mouse button and keep it pressed.
3. Drag the mouse until a symbol appears next to the pointer, indicating that the selected area will be moved. In addition, a gray text cursor moves with the mouse pointer, indicating where the selection is to be inserted.

Mouse Pointer Shape	Meaning
	Moving
	Copying

If you do not want to move the text, but rather only copy it, press Ctrl while performing this action. This is indicated by a plus sign next to the mouse pointer. You can press and release the Ctrl key as often as you like - the action applies to the condition prevailing at the time you released the mouse button.

Resetting Font Attributes While Typing

You may want to apply direct formatting while you are typing text. After that you may want to reset all formatting and continue entering text in the default format.

Enter the text using direct character formatting, then press the right arrow key once to revert to the default Paragraph Style. Now, continue entering text at the end of the current paragraph.

Example

Suppose you want to type the words "This is written in bold italic", and set the last two words to bold italic as you are typing. Type "This is written in ", then click on the **Bold** and **Italic** icons on the Object Bar. Type "bold italic". Then, instead of clicking on the two icons again, simply press the right arrow key once. Then carry on typing in the default format of the paragraph you are in.

Chapters in Navigator

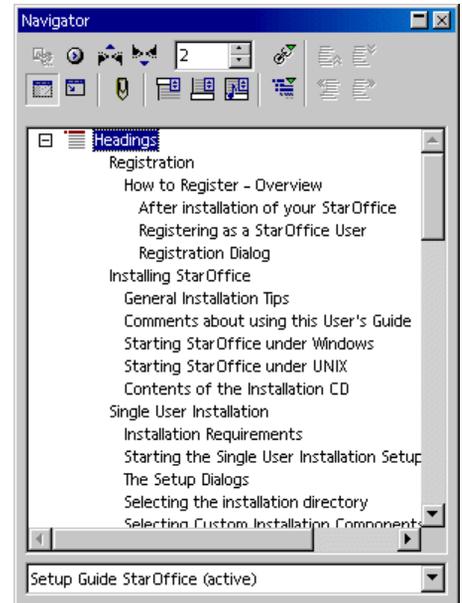
In long documents, you can use the Navigator to obtain an overview and change the sequence of chapters or their level in the hierarchy of chapters and sub-chapters. The only condition is that you must apply "Heading" Paragraph Styles to the chapter headings (or enter the Paragraph Styles you have chosen for your headings under **Tools - Outline Numbering**).

Navigator as variable-size window or minimized

- Hold down (Ctrl) and double-click on the gray area at the edge of the Navigator, e.g. next to or below the icons.

This docks the Navigator against the side of the window, or turns it back to a variable window whose size and position you can select for yourself by dragging and dropping with the mouse. The size and position are automatically remembered. Double-click to switch between docked and variable Navigator windows.

- Inside the Navigator, double-click on a heading to move the cursor to the relevant point in the text.
- Drag and drop to change the sequence of chapters. You can also do this by clicking on the **Promote Chapter** and **Demote chapter** icons. The content of the chapters and of the relevant sub-chapters is of course also moved.
- If you want to move the chapter headings without moving their contents, drag and drop while holding down the (Ctrl) key. (The **Drag Mode** icon only affects drag and drop behavior between Navigator and document). When using this function, switch on **Heading Levels Shown** by clicking on the relevant icon in the Navigator, so that you can see what is happening in the document.



Quick Formatting Using the Adjacent Paragraph Format

Maybe you have two consecutive paragraphs with different paragraph formats and you would like them both to be formatted the same way. This is the quickest method:

1. Delete the paragraph mark (nonprinting character) between two paragraphs.
2. Press Enter.

Both paragraphs now have the same format with the same Style.

- When you delete by going to the end of the first paragraph and pressing the Delete (Del) key, the second paragraph will be brought into the first (known as "deleting to the right"). If you then turn the text back into two paragraphs by pressing the Enter key twice, the second paragraph assumes the format of the first.
- If you delete by going to the beginning of the second paragraph and pressing Backspace (above the Enter key), the second paragraph stays the same (known as "deleting to the left"). Then press Enter to get two paragraphs with the format of the second paragraph.

Using Sections

The sections in text documents mark off blocks of text for special purposes.

Thus there are the following areas:

- Sections of text with a different number of columns than the master text
- Sections that are protected from further editing
- Sections that are only to be shown under certain circumstances or not shown at all
- Sections that are to be inserted into a document as files or parts of files
- Sections that can be incorporated into other text documents via DDE

A section always consists of at least one paragraph. When you select a text and define it as a section, it is automatically ended with a paragraph break.

You can insert another text document as a section within a text document. A section from another text document can also be inserted as a section. Sections within a single document can also be linked to other locations.

To insert a new paragraph immediately before or after a section, place the cursor at the very beginning or end of the section and press Alt+Enter.

Sections and Columns

- **Multicolumn section:** A section can contain other sections. This feature allows you, for example, to create a two-column section on a page of text, and then create a three-column section within that section.
- **Multicolumn page:** The page format (**Format - Page - Columns**), which always applies to all pages with the current Page Style, is independent of the sections.
- **Multicolumn frame:** You can also insert frames containing columns of text which you can move freely around the page (from main toolbar, long-click to open **Insert** floating toolbar, click **Insert frame** icon). For these frames, for example, you can select that the text in the frame be positioned a certain distance from the edge of the frame (Choose **Format - Frame - Wrap**).

Inserting Sections

1. Place the cursor at the point where you want to insert a new section, or select the text that is to form a new section.
2. Choose **Insert - Section**. You can define other settings for the section in the dialog.
3. Click **Insert**.

You can insert other documents or sections from other documents. In this case, **Links** must be marked. You can enter a file name in the text box, or click "..." to search for a file. You can select a named section of the document in the **Section** combo box.

When you open a document that contains linked sections, you will be asked whether you want to update these sections. If you answer yes, the current versions of the linked sections will be updated.

Under Windows you can also use the DDE method to keep inserted sections up to date with the current status of the original files.

You can also have sections as files in HTML documents. The inserted sections are automatically updated when StarOffice loads the relevant HTML document again. Web browsers show the content of the sections as at the time the content was saved as an HTML document.

Editing Sections

You can edit the sections in your text document by choosing **Format - Sections**. This dialog allows you to protect sections, unprotect sections, reveal hidden sections, change the conditions and remove sections, i.e. turn them back into normal text.

Formatting Text With and Without Styles

Text often appears monotonous unless you apply visual effects to it. To give structure to the text, to emphasize individual words, quotations or references and to break up solid areas of prose, it is usual to apply special formatting to sections of text.

Direct Formatting or Formatting With Styles

When working with StarOffice, you can choose between direct formatting and formatting with Styles to apply text attributes such as bold, italics, font type and font size. 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 more 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. This works quickly and intuitively.

Indirect formatting with the help of Styles is always preferable when you want to format lengthy texts in a uniform way. Styles require more advance preparation,

though. First you must create the Style, then you apply the Style to the text. Both tasks are best done using the Stylist.

Assume you have formatted each of the headings in a long text with a 24 point Helvetica font. If you need to change all the headings to a 20 point Times font and in bold, it would take a long time to make each change by hand. But if you had defined the format as a Style, for example with the name "Head1", and applied it to the headings in the document, you would simply have to change the "Head1" Style, and all headings would be automatically modified accordingly.

The Style Concept in StarOffice

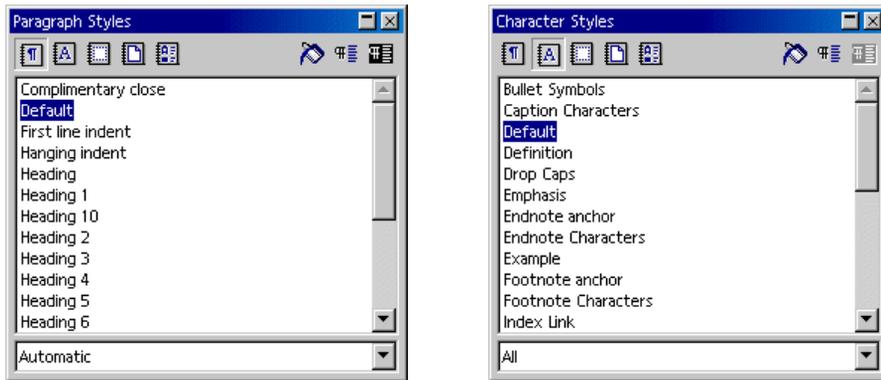
Styles for characters, paragraphs, frames, numbered lists and pages (or cells in table documents) are always saved with the document. If you want, you can copy the Styles of a text document into another text document (see page 99). You can choose whether to overwrite or not replace Styles of the same name.

You can turn any document, together with the Character, Paragraph, Frame, Numbering and Page Styles it contains, into a template (see page 80). When you open a new document based on this template, all those Styles are available to you.

When you start StarOffice for the first time, certain predefined Styles apply to all document types. When you open a new text document with **File - New - Text Document**, for example, a new, blank document will be opened with these fixed settings, which together form the **default template**. If you want, you can turn any document into the default template (see page 95). The Styles that you have defined and that are now contained in the default template will then apply to all new documents.

The Styles in the Stylist

Open the Stylist by choosing the Stylist command from the **Format** menu or by pressing F11 or by clicking the icon on the function bar. All the Stylist functions are explained in 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 of the selected type. But you only see the Styles of the active Style category, specified in the list box at the bottom of the Stylist.

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



Select Paragraph Styles, if not already selected, by clicking the Paragraph Styles icon in the Stylist. You will then see a list of Paragraph Styles.

Double-click an entry in the list of Paragraph Styles. The paragraph in which the cursor is positioned will now be formatted with that Paragraph Style. Double-click in the Stylist on another Paragraph Style, and the formatting of the current paragraph changes accordingly.

If you want to format a paragraph as a heading, for example, here is how to do it:

1. Type the line to be formatted as a heading and press the Enter key.
2. Set the cursor in the line.

3. Open the Stylist, for example, by pressing the F11 key.
4. Double-click the Paragraph Style "Heading 1".

This one paragraph now has the paragraph format "Heading 1". If you want to know which attributes are included in this paragraph format, click "Heading 1" in the Stylist, then right-click to open the context menu. Then choose **Modify** to open the **Paragraph Style: Heading 1** dialog, which tells you everything about the properties of this Paragraph Style.

If you don't want to modify this Paragraph Style, close the dialog by clicking the **Cancel** button. But, if you want to modify this Paragraph Style define the corresponding modifications and close the dialog with the **OK** button. These modified settings will now apply to all paragraphs (old and new) having the "Heading 1" Paragraph Style.

You can also apply the changes to all Paragraph Styles that are derived from the Paragraph Style "Heading 1". The Paragraph Styles "Heading 1" to "Heading 10" are all hierarchically derived from the Paragraph Style "Heading". If you switch to a hierarchical view in the Stylist, by selecting "Hierarchical" from the list box at the bottom of the Stylist, you can immediately see which Style ranks above and below another Style in the hierarchy.

If you change the left indent to 2 cm in the Paragraph Style "Heading", for example, you will change the left indent for all Paragraph Styles "Heading 1" to "Heading 10" to 2 cm. Changes that you make directly in one of the Style dialogs have priority over the properties "inherited" from higher-ranking Styles. If you choose the **Organize** tab in the **Paragraph Styles** dialog, in the **Based on** list box you will see which superordinate Style the current Style is derived from.

Character Styles

In the previous illustration, the Stylist (seen on the right) displays a list of available Character Styles. These Styles do not modify the whole paragraph, but only the single word in which the cursor is currently positioned or a selected text range.

You can use or modify the supplied Styles, or you can define your own Styles and use those. The best way is to start by selecting a Style from the Stylist (with a single click), which you then use as the starting point for creating your own Style. You then merely have to enter the properties that are different from the selected Style, since the other properties are "inherited" from the parent Style.

The following table contains a selection of Styles.

Style Type	Attribute Selection
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

Hierarchical Styles

The Styles can be hierarchically linked to each other. You can derive one defined Style from another, so that the new Style contains only the changes not found in the "basic" Style. If you decide to change the "basic" Style later on, the text in the deduced Style will also be changed accordingly.

For example, the Paragraph Style "text body" uses the font "Times" in "12" point. Derived from this Style, you have created a Style called "indented text", in which you only added a left indent but the font and size stay the same. If at some point in time you decide to change the font in "text body", the font will automatically change in the "indented text" Style.

Sticking with this example, if you redefined the left indentation in the "text body", it would have no effect on the paragraphs formatted with "indented text" because, in the hierarchy, the more closely associated format always has priority.

Numbering Styles

Using the corresponding icons from the object bar, you can easily assign bulleting and numbering to your text document. As with the icons for bold, italic, etc. you assign direct formatting which is not already determined by the Style.

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 on the basis of an existing Style as follows:

1. First of all, apply new, direct formatting to any characters or any paragraph, which will become the Style. To do this, either use the text object bar or open the **Format** menu and choose **Character** or **Paragraph**.
2. Select the text or paragraph containing the new formatting. For words or paragraphs, simply position the cursor in the respective word or paragraph.
3. At the top of the Stylist, click the **Paragraph Styles** icon if you want to create a new Paragraph Style. Click the **Character Styles** icon to create a new Character Style.
4. At the top of the Stylist, click **New Style from Selection**. This opens the **Create Style** dialog.
5. Enter a name for the new Style and click **OK**.

As you can see in the Stylist, you have created a new Style in the "Custom Styles" group. Now you can use your new Style for indirect formatting in your document.

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

1. In the Stylist, choose whether you want to create, for example, a Paragraph Style or Character Style, by clicking the respective icon.
2. Call the context menu of the Stylist (click right mouse button).
3. Choose **New...**
4. Enter the data for the desired Style and close the dialog with **OK**.

The following example demonstrates how to define a Paragraph Style for a subtitle. Assume you have several subtitles in your text which you want to format with a custom Paragraph Style.

1. Position the cursor in a paragraph in the text that you want to format with the new Paragraph Style.
2. Apply a Paragraph Style to the paragraph as an initial format. This way you do not need to define all of the attributes yourself. For example, double-click on the "Heading 1" Paragraph Style in the Stylist.

The paragraph is now formatted as "Heading 1." Now you can make any desired changes, such as formatting the subtitles to appear in italics.

1. Select the entire paragraph. It will appear highlighted.
2. Modify the type of characters by selecting an italic font in the **Character** dialog (Choose **Format - Character - Font**) or by clicking the **Italics** icon on the text object bar.
3. In the Stylist, click on the **New Style by Example** icon and enter a name for the new Style in the dialog box, for example, "Head1." Click **OK**.

Do you know how to apply a Paragraph Style? Place the cursor in the paragraph and double-click the Style name in the Stylist. If the desired Style already exists in the document, you can also select it from the **Apply Style** combo box on the object bar.



Creating Document Templates

To make your user-defined Paragraph or Character Styles available in other documents, you need to create a template. The template contains all the Styles from the current document.

1. If you want, you can delete all text from the current document, leaving only the Styles.

You can apply Styles from one text document to another text document:
Choose **Format - Styles - Load**.

2. Call the menu command **File - Templates - Save**.
3. In the dialog **Document Templates**, select the category in which you would like to save your template. In the **New Template** text field, enter the name for your template and click **OK**.

Later, you can open a dialog with **File - New - Templates and Documents** and select a template to be used in creating a document. The defined Text and Paragraph Styles will then be available for the new document.

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 **Auto-Update**. 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 and Page Numbers

You want to create a text document without a page number on the title page, with lowercase or uppercase roman numerals on the pages of the table of contents (you do not know how many yet), and then you want to start the page numbering with arabic numerals.

Different Page Styles are the StarOffice Writer equivalent of "section changes" in other text programs.

It is best to have page numbers in footers or headers rather than in the running text, to make sure that the page numbers do not change their position when text is inserted or deleted. You can do this for example by following these steps:

1. Create new Page Styles
2. Apply Page Styles
3. Edit Page Styles
4. If you want, you can format the page numbers in the Paragraph Style of the footer.

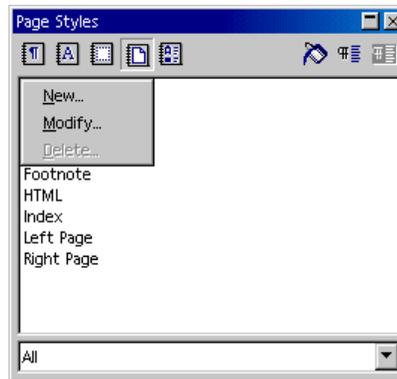


Do not use the Offset box under **Insert - Fields - Other - Document** tab to change the page number of a page. The offset is only used, for example, at the end of a page to display the number of the next page, i.e. to offset the display; it does not change the page number itself.

The manually entered page number (in contrast to the automatically numbered page numbers) is an attribute of that particular page. This property is set as direct formatting in the first paragraph of that page.

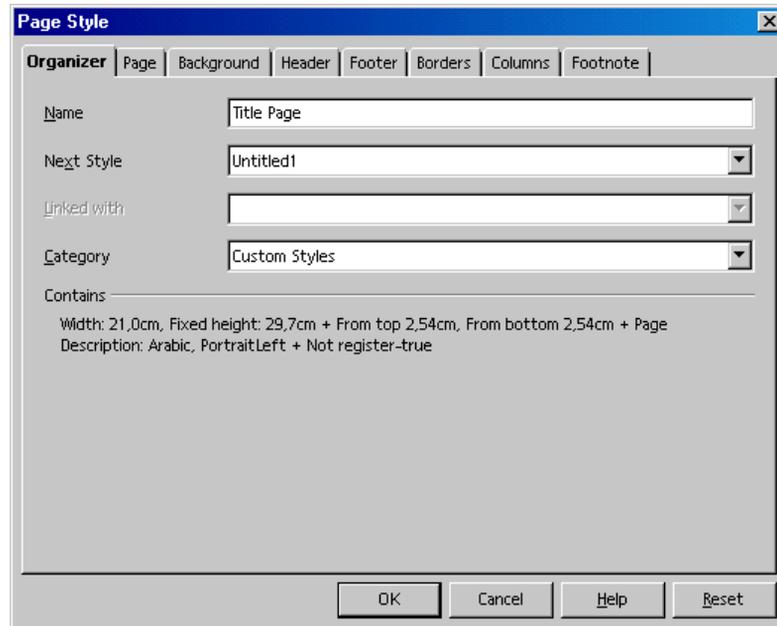
Create Page Styles

1. Open the document in which you want to enter or change the page numbers. You can also begin with a new text document, although you need to first enter some text and page breaks to be able to follow the steps described here.
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 the **New...** command.

You will see the **Page Style** dialog with the **Organizer** tab page. The cursor will be blinking in the **Name** text box where you can directly enter the name of the first new Page Style.



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 the 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. In a real situation you would naturally enter the names of your choice.

You have now created the three new Styles.

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, you will see the name **Title page** in the **Page Style** field on the status bar below. By the way, you can also edit (double-click) and assign existing Page Styles via the context menu of the **Page Style** field on the status bar.

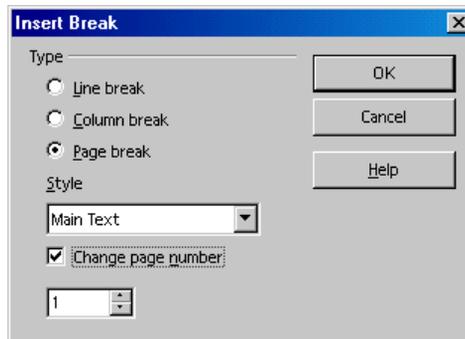
If, however, you now scroll through the pages of your document, you may notice that the **Title page** Page Style has been applied to every page. If all the pages had been defined by the **Standard** Page Style, they are now all defined by the new Style. Page Styles always apply to all preceding as well as following pages, unless a page break occurs with a change of Page Style.

On the **Organizer** tab page, if you enter a Next Style for a Page 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. This saves you from having to go through the procedure described below involving the **Manual Break** dialog.

Please note that you should always choose the **Table of Contents** Page Style as the Next Style to follow the **Table of Contents**, since you cannot be sure how many pages long your Table of Contents will be.

2. Now place the cursor at the beginning of the page where the Table of Contents should begin. Go ahead and enter a manual page break with a change of Page Styles.
3. **Choose Insert - Manual Break**. The **Insert Break** dialog appears.
4. Select as **Type** the **Page break** option. In the list box select the **Table of Contents** Page Style which will then begin at this point in your document. Click OK.
5. Place the cursor at the beginning of the first line in your main text.

6. Choose **Insert - Manual Break**. The **Insert Break** dialog appears.



7. Select as **Type** the **Page break** option. In the combo box, select the **Main text** Page Style, which should be applied after this point. Mark the **Change page number** check box and select the new page number 1. Now click **OK**.



If you want headers or footers to contain different contents on the right and left sides, you just have to unmark the **Same content left/right** check box.

Under **Format - Page - Page**, you can select the **page layout** "mirrored". This lets you define an inner and an outer margin for the text.

The left and right pages of the main text often have different Page Styles so that, for example, the left pages have a header, but the right ones do not. There are already **Left page** and **Right page** Page Styles provided for you. You can use these instead of **Main text**. The first page of the main text is page 1 and contains the **Right page** Style; assign the **Left page** Style as the Next Style and vice versa. You can assign these Styles to the corresponding pages in the Stylist context menu with the **Modify** command. On the **Organizer** tab page, you can choose the Next Style.

Editing Page Styles

Your new Page Style with the name **Main text** should have a page number in the middle of the footer. Follow these instructions:

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. Mark the **Activate Footer** check box. Click OK.

You will now see an empty footer on the document page. Use the mouse cursor to select it.

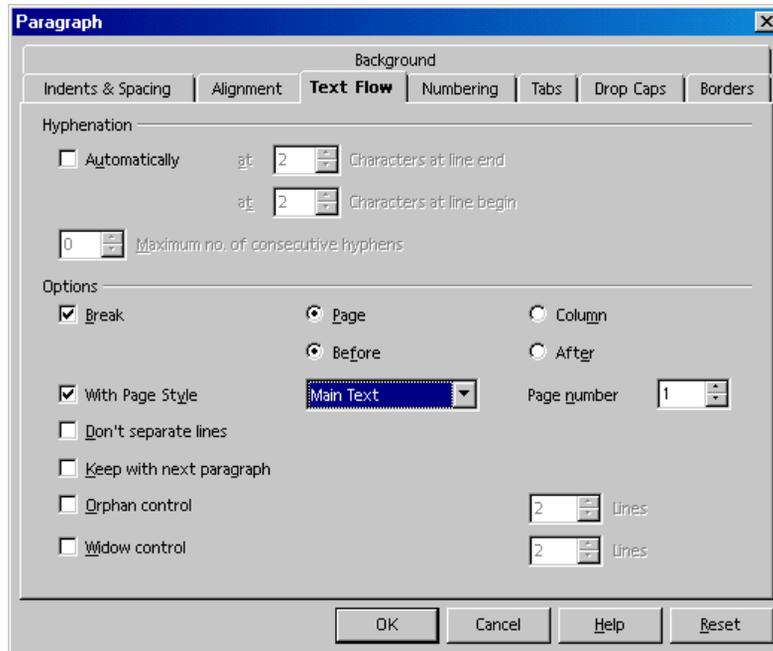
When the cursor is placed in the footer, choose **Insert - Field - Page Numbers**. The page number will appear in a gray field. To have "Page" precede the page number, place the cursor in front of the field and enter "Page".



Click the **Center** icon on the object bar to center the current paragraph.

Page Breaks as Paragraph Formats

In the first paragraph of the main text, direct paragraph formatting was automatically applied, determining that the text automatically begins on the new page 1. This will also apply if no text exists after the manual break on the new page. To check this for the first paragraph after the manual break, choose **Paragraph...** from the context menu (not **Edit Paragraph Style**, since this is a direct formatting attribute for a paragraph).

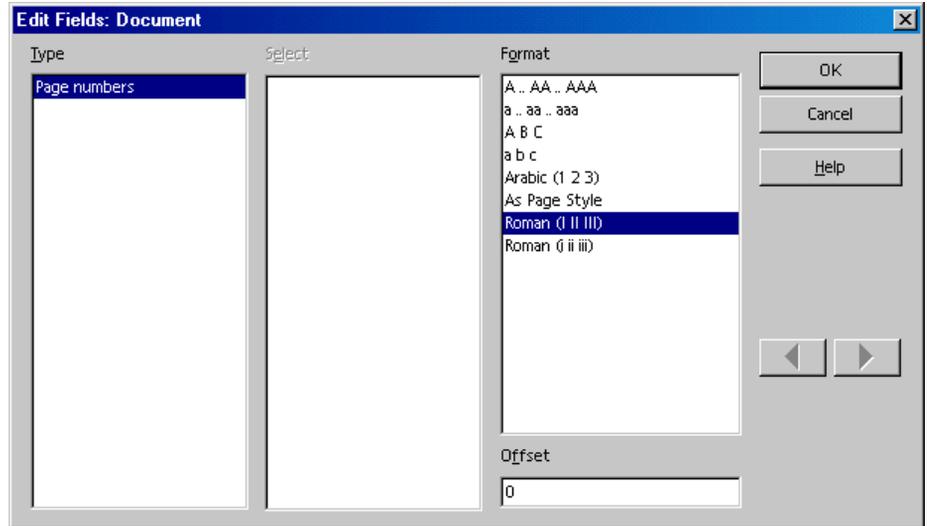


If you want a particular paragraph to be on a new page with a new Page Style, then that would be a property of that particular paragraph. Assign this property under **Format - Paragraph - Text Flow**.

Changing the Format of Page Numbers

The page numbers can, like other text attributes, be specified as either direct or as a property of the Page Style. The direct format, however, should only be used in a few instances. When direct formatting, you edit the the field directly 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. Now click OK.

Normally, you would determine the page number format as a property of the Page Style:

1. Open the context menu on the page and select **Page**. Then you will see, for example, the **Page Style: Default** dialog. Instead of "Default", the title bar of the dialog contains the name of the current Page Style.
2. Go to the **Page** tab.
3. In the **Numbering** combo box, determine how you want the numbering to look on all pages with this Style. Then close the dialog with **OK**.
4. Now select the **As Page Style** format for the field which shows the page number (see the description of direct formats above).

If you want to change other properties in the footer, e.g. the font, you need to edit the **Footer** Paragraph Style so that the changes will apply to all footers.

- Place the cursor in the footer. Call the context menu and choose **Edit Paragraph Style**.

If you want to increase the spacing of the footer from the text above, this is a format attribute of the Page Style:

- Change the Page Style in the Stylist with the **Modify...** command in the the context menu. In the **Page Style** dialog you can determine the width and height of the footer.

Page Styles Summary

If you assign a Character Style or Paragraph Style, first select the text in which 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.

Defining Default Templates

If you find you always have to change the formatting of your new documents to suit your requirements, it is time to use a separate template, known as the **default template**. This default template will be used every time you open a new text document, by choosing **File - New - Text Document**, for example.

1. Create or open a document that contains your favorite Styles and formatting.
2. You can delete the text of the document if you want, so that only the Styles and other settings remain.
3. Save the document as template by choosing **File - Templates - Save**.

Doing so saves the document as a template in `staroffice6.0\user\template`.

4. Choose **File - Templates - Organize**.
5. In the left list box of templates, double-click "Default". The name of the default template you have saved will appear. Click the name.
6. Open the context menu and choose **Set as Default Template**. Close the dialog. This template will now be used as the default template.

Reset Default Template

1. Choose **File - Templates - Organize**.
2. Open the context menu of one of the list boxes or open the submenu of the **Commands** button.
3. Choose **Reset Default Template**. This command opens a submenu in which you see every document type for which you have selected a default template. Select the document type you want to assign the default settings to.

Templates and Styles

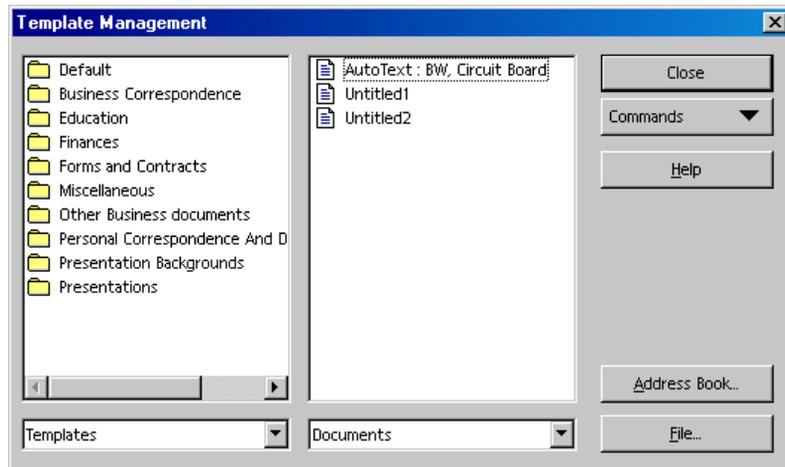
The **templates** in StarOffice are files you can use as basis for creating your own documents. Templates can contain text, logos, other graphic objects etc. In addition, every template contains a large number of **Styles**, all of which can be viewed in the Stylist. For each document type (text, table, drawing, presentation etc.), a single template file is defined as the **default template (file)**: this is always used when, for example, you create a new (usually empty) document with **File - New**.

Nearly every document type has its own template. Lists of the different templates for text documents can be found in the StarOffice Help about text documents. The same applies to templates for presentations and spreadsheets.

Choose **Format - Styles - Catalog** to open a dialog offering different Styles depending on the nature of the current document. For example, if you opened a text document and call this command, the dialog will look like this:



Here, as in the Stylist, you can select the type of Styles from a list box, modify the Styles belonging to this type, delete Styles you have created yourself and create new Styles. However, you can also click **Organizer**. Then you will see a dialog with contents similar to the following illustration:



You can use this dialog to copy the Styles contained in a particular template or in a particular document individually to another document. Look at the illustration. If you double-click the name of a folder in the left window you will see below it all the templates contained in that folder. Double-clicking one of these files causes the two categories **Styles** and **Configuration** to appear. Once again, double-click to open a list of the objects contained. But in the case of a document you will only see the Styles that are actually used in that document.

If you drag and drop elements from one dialog page to the other, you can see how the mouse pointer shows where you can drag the contents to. Either the mouse pointer is a circle with a line through it, in which case you cannot move the content to that place, or the mouse pointer has an insert line that tells you the place where the content will be moved to when you release the mouse button.

Creating New Styles From Selections

You can create a new Style by copying an existing Style, as follows:

1. Open the Stylist.
2. In the document, select a formatted text or paragraph the format of which you want to adopt as a Style.
3. In the Stylist, click the icon:

 New Style from Selection

A new Style from Selection can also be made by using drag and drop:

1. Choose the type of Style to be used (Paragraph Style, Character Style, etc.) by clicking the corresponding icon at the top of the Stylist.
2. Select that part of the paragraph, text or object which is to form the basis of the new Style.
3. Drag this to the main Stylist area and release the mouse button over a free area when the insertion line is no longer visible.

Transferring Formats With Fill Format Mode

Applying a new Style in **Fill Format Mode**:

1. Open the Stylist.
2. In the Stylist, select the Style you want to copy.
3. Click the **Fill Format Mode** icon.
4. Position the watering can on the object to apply the Style currently selected and press the mouse button.

There is an exception to this procedure: when applying a **Character Style** in the Fill Format Mode, select the character with the mouse (watering can) while holding down the mouse button instead of only clicking.

To quit the fill format mode, click the icon again or press Esc.



If the watering can icon is activated, a right-click anywhere in the document undoes the last watering can action. Be careful not to accidentally right-click and thus undo actions you want to keep.

Updating Styles From Selections

This is how to update a Style:

1. Open the Stylist.
2. In the document, select a formatted text or paragraph the format of which you want to adopt as a Style.

3. In the Stylist, select the Style you want to update (single-click, do not double-click!)
4. In the Stylist, click on the icon:



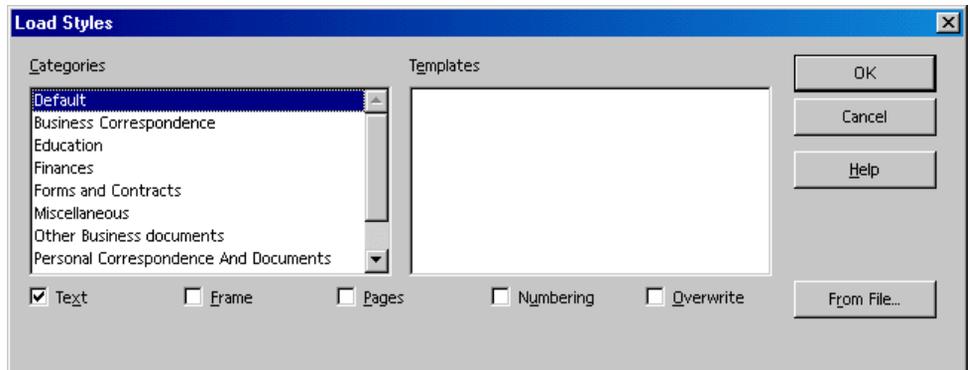
You can also update the Style by using drag and drop:

1. Select the Style to be updated in the Stylist.
2. Select the section of paragraph text, the format of which is to be used to update the Style selected in the Stylist.
3. Drag the text into the main Stylist area and release the mouse button when you see the insertion line above an entry.

The Paragraph Style directly above the insertion line is assigned the new format.

Copying Styles into Documents

You can load the Styles from another document into the current document.



Choose **Format - Styles - Load** to select a document. Choose whether to apply Text Styles (i.e. Paragraph Styles and Character Styles), Frame Styles, Page Styles and/or Numbering Styles, and whether you want to overwrite the Styles in the current document with the new ones.

In the dialog, click the **From File** button to start a dialog in which you can make a selection like under **File - New - Templates and Documents**.

Entering and Formatting Text Automatically

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

Turning Off AutoCorrect Function

By default, StarOffice Writer corrects many common typing errors. However, you may not always want this. You can undo any automatic correction immediately after it is made, for example by pressing (Ctrl)(Z)

Below we indicate the places in StarOffice where you can turn off automatic corrections (and turn them on again):

Quotation marks are replaced with Custom Quotes

1. Open a text document.
2. Choose **Tools - AutoCorrect/AutoFormat**.
3. Click on the **Custom Quotes** tab. Unmark **Replace**.

Sentences always begin with a capital letter

1. Open a text document.
2. Choose **Tools - AutoCorrect/AutoFormat**.
3. Click on the **Options** tab. Unmark **Capitalize first letter of every sentence**.

A word is replaced with another word

1. Open a text document.
2. Choose **Tools - AutoCorrect/AutoFormat**.
3. Click on the **Replace** tab. Look for the word pair and delete it.

Three identical characters will become a whole line

When you enter three of the following characters at the start of a new paragraph and press Return, a complete line of various thickness will result: - _ = * ~ #

1. Open a text document.
2. Choose **Tools - AutoCorrect/AutoFormat**.
3. Go to the **Options** tab. Unmark the **Apply border** check box if you no longer want this automatic conversion to occur.
The line is a border of the previous paragraph. Choose **Format - Paragraph** to edit or delete it.

Automatic Spellcheck

- From within a text document, click the **AutoSpellcheck on/off** icon on the main toolbar. All words marked as incorrect by the spellchecker will then be underlined in red.
- Click on words underlined in this way with the right mouse button. A context menu then appears.
- The context menu often provides a list of suggested words, one of which you may click on to select it. The suggested word then replaces the word underlined in red.

If you replace the wrongly typed word using the **AutoCorrect** function in the context menu, the word pair will be entered in the AutoCorrect replacement table. To call up this table, choose **Tools - AutoCorrect/AutoFormat - Replace** tab.

If the word underlined in red is correct, you can place it in your custom dictionary using the **Add** command.

To exclude words from the spellcheck:

1. Select the words.
2. Open the context menu of one of the words.
3. Choose **Character**.
4. Choose **Format - Character - Font** tab.
5. Now select the language [**None**].

Using AutoText



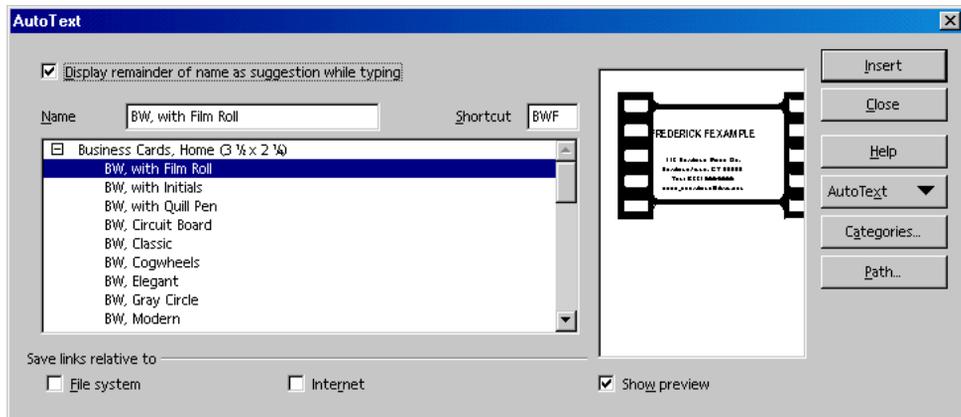
StarOffice Writer contains an AutoText function which allows you to compose whole texts for letters, faxes or any other documents by entering predefined or user-defined shortcuts.

To insert AutoText you can:

- Enter the shortcut for an AutoText item and press the F3 key.

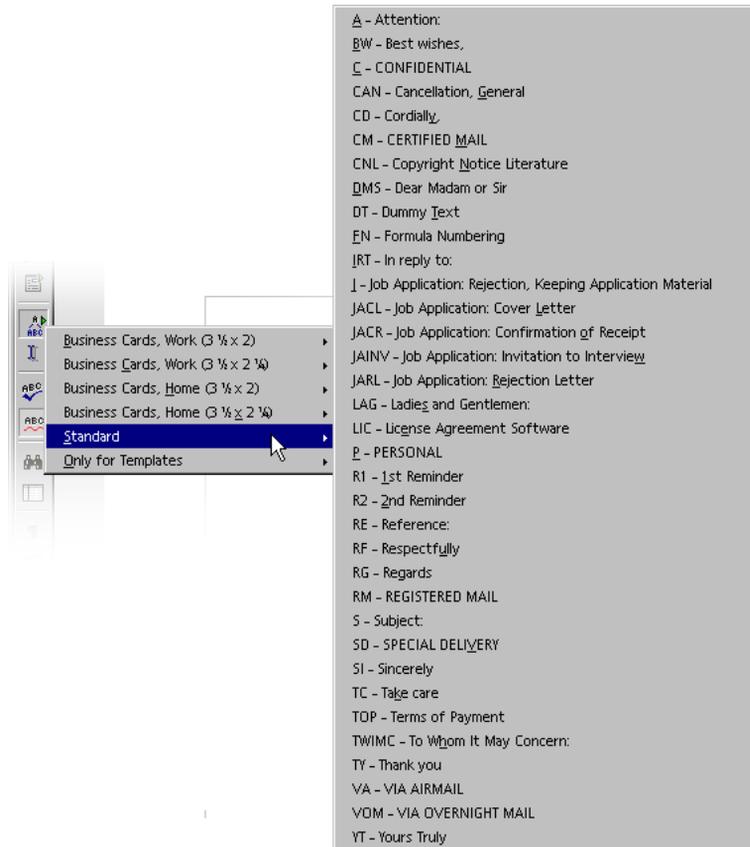
Some predefined AutoText blocks are provided. For example, enter **DT** and press F3 to insert a dummy text which can be used to check the look of a page filled with text (and other objects). Enter **FN** and press F3 to insert a StarOffice Math formula with sequential numbering at the right border.

- Choose **Edit - AutoText**.



The **AutoText** dialog contains a number of AutoTexts. As you will see, AutoTexts can even contain graphics and tables.

- Long-click on the **Edit AutoText** icon on the main toolbar and select an AutoText.
- You can also use the AutoComplete function. Directions for using this function are found in the StarOffice Help.



Move the mouse pointer to the AutoText that you want to insert in the text at the cursor position. When you release the mouse button, the text is inserted.

Defining AutoText

Write the desired text. It may contain formatting and embedded graphics. Select the text. Now, click briefly on the **AutoText** icon in the Main Toolbar. In the large list box, select the category (e.g. 'Default'), assign a name for the new text component in the text box and correct the abbreviation if necessary. You may now save the text component via **AutoText - New**; afterwards, you should close the dialog.

Using AutoText in Networks

You can use AutoTexts from different directories. An example would be in a typical StarOffice network installation:

Read-only "company AutoTexts" could be in a directory on the server, while you write and read your own, user-defined AutoTexts in your own files.

- Choose **Tools - Options - StarOffice - Paths**. Double-click **AutoText**.

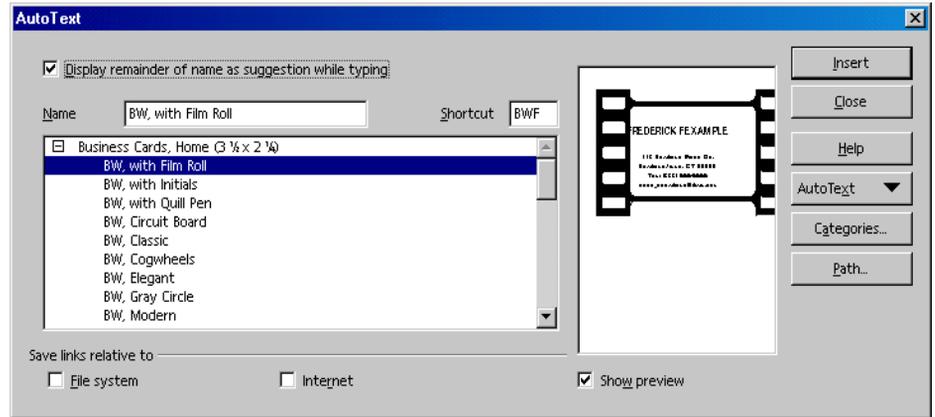
Two paths have been entered here. The first path takes the AutoTexts from the server installation. The second path takes the AutoTexts from your user directory. If two AutoTexts from two different directories have the same name, StarOffice will use the AutoText from your user directory.

Printing AutoTexts

To print a list of all AutoTexts, use a macro from the StarOffice Basic Gimmicks library. The macro lists all AutoText names and shortcuts in a new text document. Choose **Tools - Macro**, double-click "Gimmicks" in the right list of the **Macro** dialog, select "AutoText" and then click **Run**.

AutoText With AutoComplete

1. In the **AutoText** dialog, mark **Display remainder of name as suggestion while typing**.



2. When you enter a word in the text that exists as an AutoText name, after the third matching letter is typed a Help tip will appear containing the whole name of the AutoText.
3. Press Enter to insert the AutoText.

If you see a Help tip containing several AutoText names that begin the same way, use (Ctrl)(Tab) to scroll forwards and (Shift)(Ctrl)(Tab) to scroll backwards through the AutoText names.

Exceptions in AutoCorrect

If AutoCorrect corrects a word you have entered, and if you do not want this correction, you can restore the word using the Undo function. This word will also be placed in the list of exceptions in AutoCorrect, if AutoInclude is marked in the **AutoCorrect** dialog. (By default it is marked.)

Example

By default, AutoCorrect automatically corrects two capitals at the start of a word. But in the case of product names and the like you might actually want two initial capitals.

Suppose you have a new product called "ESt". AutoCorrect will automatically change this to "Est".

- Press (Ctrl)(Z).

This will undo the automatic replacement and the word "ESt" is automatically included in the list of exceptions in the **AutoCorrect** Dialog.

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

Inserting Text Frames

Place the text in a text frame. On the **Insert** floating toolbar, you can use the **Insert Frame Manually** icon to do this.



To insert text in a text frame after you have already typed it in, proceed as follows:

1. Select the text that is to be in the frame.
2.  Long-click the **Insert** icon on the main toolbar and open its floating toolbar. On the **Insert** floating toolbar, press the mouse button on the **Insert frame manually** icon. While still pressing the mouse button, move the pointer down a bit and select the desired amount of columns by highlighting them in the window that appears. Release the mouse button when you have selected the desired number.
3. If you now move the mouse cursor into the text document, a cross-hair symbol indicates that you can drag open a frame. If you decide not to do so, press the Escape key to change the cursor back to a text cursor again.
4. With the crosshairs, create a selection frame which defines the new location for the paragraph.

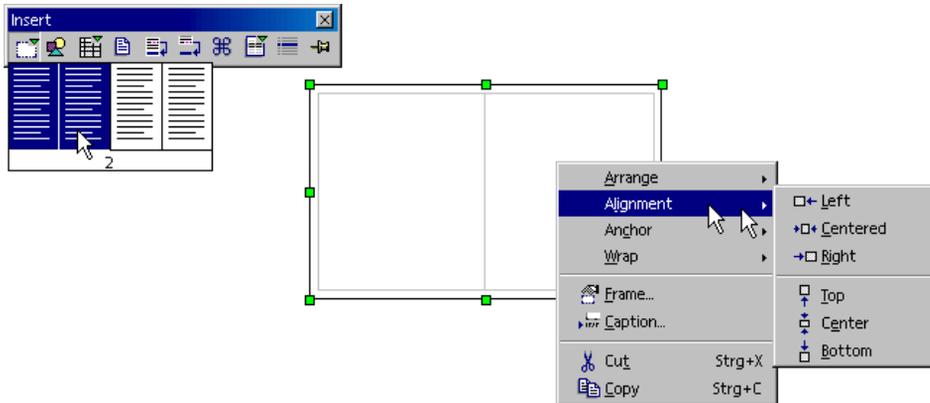
The selected text is now automatically deleted from the normal, continuous text and inserted in a text frame.

Click the edge of the text frame to select it. You can recognize a selected text frame by the eight handles that appear, four of which are located in the corners and one in the middle of each side.

Editing Text Frames

Once you have selected a text frame, you can change it by dragging and dropping with the mouse button pressed. By dragging the edge (not one of the handles), you move the whole frame. Dragging one of the handles changes the size of the frame. The corner or side opposite the one you are dragging stays in the same place. Dragging a handle on one of the sides enlarges or compresses the text frame in one direction only, whereas dragging a corner handle enlarges or reduces it in both dimensions. If you hold down the Shift key while dragging one of the eight handles, the frame will retain the same proportions, in other words the side ratios remain constant.

The options in the context menu of a selected frame allow you to make further adjustments.



From the context menu of a text frame you can select, for example, the **Alignment** relative to other frames, drawing objects, graphics etc. Use the **Wrap** submenu to choose whether and on what side the normal text of your document should wrap around the text frame. Clicking on **Frame** in the context menu is the same as choosing **Format - Frame** from the menu bar. This opens a dialog giving you access to all properties of the frame.

The functions available in text frames are the same as in text documents. In addition to text, frames can contain pictures, multiple columns, etc.

Linking Text Frames

You can link several text frames to each other even when they are on different pages of a document. The text will automatically flow from one to the other.

1. In order to create a link, click the edge of the frame you want to link. Eight handles will appear around the edges.
2.  Click the **Link** icon on the object bar.
3. Click the frame that is to be linked.

When a linked frame is selected, any existing links are indicated by a connecting line.



The height of a frame that is linked with a subsequent frame is automatically fixed. The height is no longer automatically adapted to the content of the frame. Only the height of the last frame of a chain can be adapted to the text content.

If you click the **Link** of the object bar when a frame is selected, the cursor changes. It can now display two icons: a chain with an arrow if two frames can be linked by clicking, or a chain with a stop sign if linking is not possible where the cursor is positioned. A note is displayed in the status bar in each case, e.g., why linking is not possible.

-  Linking is only possible from one frame to the next. That means that a frame that is already linked to a frame cannot be linked to another frame which follows. Therefore, the link icon cannot be activated if a frame already has a next link. Also, two frames can only be unlinked with the **Unlink Frames** icon from the first frame.

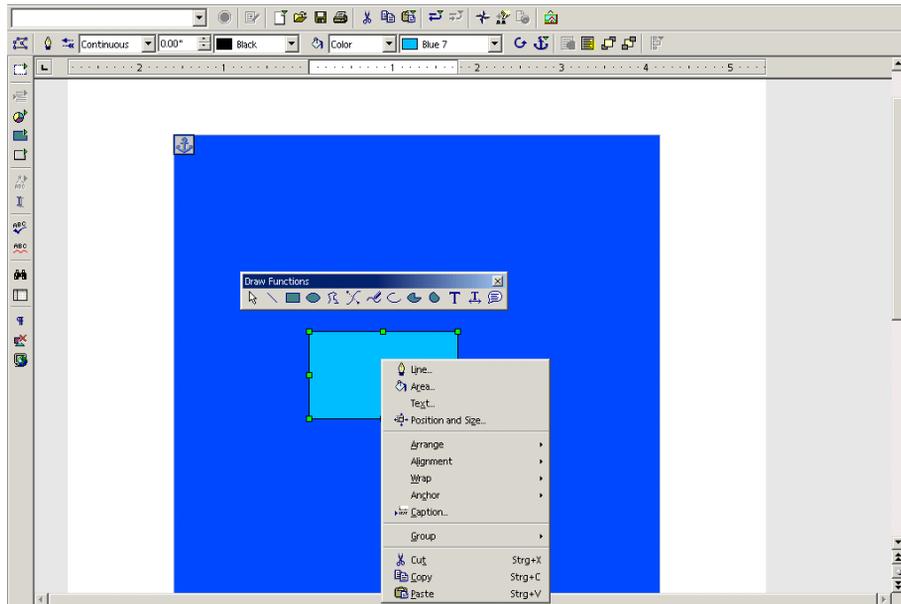
The linking of frames is not allowed under the following conditions:

- The target is not empty. An (automatically) captioned frame is not empty and can therefore not be the target of a link.
- The target already has a previous link.
- Source and target are in different sections, e.g. one frame is in a header and the other frame is in a footer.
- The source already has a next link.
- Source and target are the same.
- Closed chains or chains from the inside out or from the outside in are also not permissible. The latter is the case if you inserted a frame into another frame and want to link them with each other.

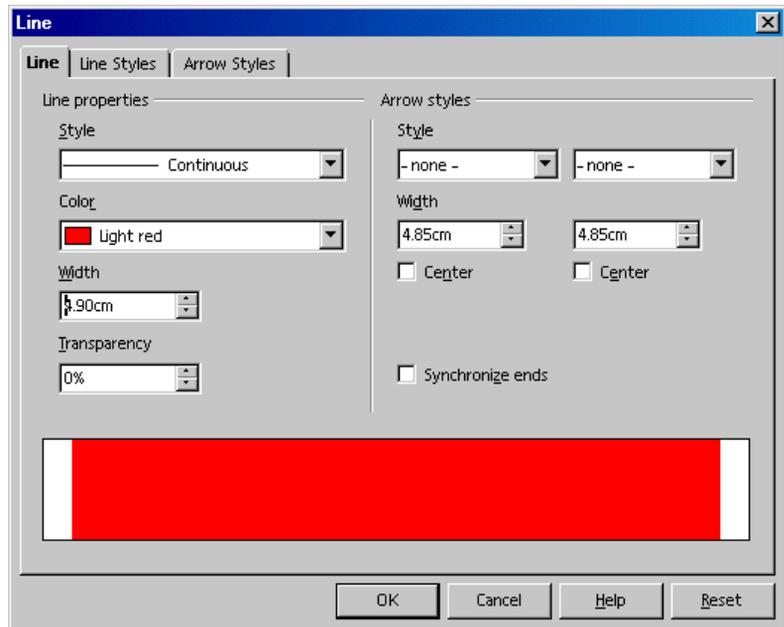
Using Text Animation

Suppose you want to compose an application with colored, animated text suitable for a simple web site. This is how to do it:

1. Open a new, blank StarOffice Writer document.
2. Select **Format - Page** to select a background for the whole page.
3.  Open the **Draw Functions** floating toolbar from the main toolbar and click the **Rectangle** icon.
4. Create a rectangle in the center of the page:



5. Open the context menu for the selected drawing object.
6. Choose the **Area** command to assign a color or pattern to the area inside the rectangle.
7. On the left side of the **Area** tab page, select the option **Gradients** and choose e.g. "gradient 4". Close the dialog with **OK**.
8. Open the context menu once more and select the **Line...** command to define the border properties of the rectangle.



9. For the line, choose a color and a width. Close the dialog with **OK**.
10. Double-click in the middle of the rectangle and type your text. It does not matter if the text extends beyond the width of the rectangle.
11. Click again on the border of the rectangle in order to select it. Then open the context menu and select **Text**.
12. In the **Text** dialog, click the **Text Animation** tab. Under **Text Animation** select **Effects** and in the combo box the option "Scroll Through". On the **Text** tab page you can set the distance from the left and right borders. (The border of a frame goes half inside and half outside.) Click **OK**.
13. Now you just have to undo the selection of the rectangle by clicking on another place in the document. In a moment the text animation will start to run.
14. To change the size of the animated text, select the rectangle again and double-click in the center. Now you can select the text and apply a larger font size. You can also select a suitable text color by opening the context menu and choosing **Character**.



You can enlarge or reduce the page view either by choosing **View - Zoom** or via the context menu of the scale field on the status bar. If the screen display is to be refreshed, press Shift+Ctrl+R.

Drawing Lines in Text

You can incorporate lines in your text, the angle, width, color, etc. of which can be defined however you'd like.

- Create a horizontal line suitable, for example, for a website, 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**. This function is explained in detail in the StarOffice Help.
- To define the line attributes and direction yourself, 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 any other attribute.

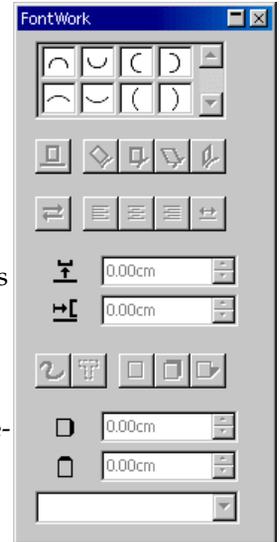


These lines and other draw objects which you insert in text are not defined in the Internet page description language HTML and are therefore not exported directly into HTML format. Instead, they are exported as graphics.

Editing Text With FontWork

The FontWork program module is used for graphical text effects. This is what you do:

1.  Open the **Drawing Functions** floating toolbar from the Main toolbar and click the **Text** icon.
2. Draw a text frame on your page, and then type in text, for example "FontWork".
3. Choose **Format - FontWork**. This opens the FontWork window, from which you select the desired effects:
4. Click the upper-left icon with the semicircle to display the text as a curve.
5. Click **Vertical** in the Shadow options. Specify 0.10 inches for the x-axis shadow distance. The text should now appear similar to the illustration.
6. Since the first and last letters are not very easy to see, insert two blank spaces before and after the text. Double-click the text, edit it, and then click outside the object.
7. When you select the FontWork object, eight handles appear. To change the size and shape of an object, simply drag one of the handles in the desired direction. Additionally, you can copy the finished object to the clipboard and paste it from there into other documents where you can also modify its size and other attributes.



Aligning Text With Lines

Aligning text with freeform line

1. Draw the freeform line (**Draw Functions** floating toolbar).
2. Double-click on the line.
3. Enter the desired text or copy it from the clipboard.
4. Choose **Format - FontWork**.
5. Click for example on the **Rotate** icon.

Aligning text with straight lines

If you want to slant a text, so that it runs precisely from one point on the text page to another point, this is what you do:

1. Using the draw functions, draw a straight line from one point to another.
2. In the list box on the object bar, select the **line style** "Invisible".
3. Double-click on the line, which is now invisible (but you can still see the two ends). Double-click exactly between them.
4. Enter the text, then click outside the line object.

The Navigator

In addition to the Stylist, which is designed to help you format documents (see page 80), another important feature of StarOffice that you will find helpful is the Navigator. On the one hand, the Navigator helps you navigate, or move accurately, to the parts of your document you are looking for. On the other hand, the Navigator provides a lot of information about the content of the document in a clearly understandable way.

In text documents, the Navigator provides you with complete lists of all graphics and tables in your document. In addition, you can double-click the list entry in the Navigator, and by doing so, go straight to that place in your document.

But the Navigator can do a lot more. For example, in texts that you have structured through the use of headings, you can change the sequence and hierarchical levels of whole chapters and sub-chapters quite easily by clicking the appropriate icons in the Navigator.



Activate the Navigator by clicking the corresponding item in the **Edit** menu.

You can dock the Navigator to the edge of a window by dragging its title bar while pressing the Ctrl key. You can dock and undock the window by pressing Ctrl and double-clicking in a vacant area of the Navigator.

Jumping From One Object to Another in Text

Clicking the **Navigation** icon at the top of the Navigator opens 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 do so, you need to first drag the blue title bar of the navigation floating toolbar to position it outside of the Navigator. Now the arrow icons will be visible at the right side. Just click the "Graphics" icon and then either the **Previous graphic** or **Next graphic** arrows. This also works for tables, frames, sections, and so on.





With the help of the Navigator, you can "jump" to any object in your document. Another way to achieve the same result is to use the Navigation button (the "mini navigator") found in the vertical scroll bar at the bottom right-hand side of the document window. This is a floating toolbar that can be positioned anywhere on your screen. 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 Navigator 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 in the Navigator (e.g. to each table or bookmark, and so on).

In the main section of the Navigator there are entries for Headings, OLE objects, Hyperlinks, References, etc. 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.

By the way, the names of the elements in the Navigator can be easily modified: In the context menu of the name (right-click the name) you will find the command for renaming.

Jumping From One Reminder to Another

In the Navigator, you can also 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 at the position in the text where you want to set a reminder.
2. Click the **Set Reminder** icon in the Navigator. The reminder will not be visible in the document.
3. If you want to jump to a reminder, select the **Reminder** entry in the "mini Navigator". You can now move through the reminders by clicking the **Previous** and **Next** arrows.

Jumping to a Specific Page

One of the functions of the Navigator is to allow you to move quickly to particular pages in long documents. There is a very handy way of doing this, even if you have not yet opened the Navigator. All you need do is double-click the current page number on the status bar, and the Navigator opens. Double-clicking the display field on the status bar closes the Navigator again.

At the top of the Navigator is a spin button where you can enter the number of the page you want to go to. After entering the page number, press Return and the cursor is automatically placed on that page.

There is also a keyboard shortcut to do the same thing. Press Ctrl+Shift+F5 to move the cursor to the spin box in the Navigator where you directly enter the desired page number. Now press the Enter key.



You do not have to change to the new page with the cursor. Enter a page number in the Navigator spin box and wait one or two seconds. The respective page will appear. If you enter another number, that page will appear. The cursor is placed on the page only when you press the Enter key.

Other Navigator Features

The Navigator can be very helpful, particularly in longer documents, when you want to know about the objects in the document. For example, if you have an HTML page open, the Navigator tells you at a glance which hyperlinks the page contains. (Any hidden hyperlinks will be shown as well, without reference text.)

The Content View in the Navigator helps you organize and rearrange whole chapters with their sub-chapters, provided you have formatted them with the Styles defined for the chapter numbering. 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/Table of Contents Entries

Before creating an index or table of contents, determine which entries in your document you want included. For entries in the table of contents, the simplest method is: Assign the Paragraph Styles "Heading 1" to "Heading 10" to your headings, according to the hierarchical level. The table of contents can then be created automatically. (You can also add paragraphs formatted with other Paragraph Styles to the table of contents, see *Creating a Table of Contents*.)

First define entries for other indexes as entries in the document.

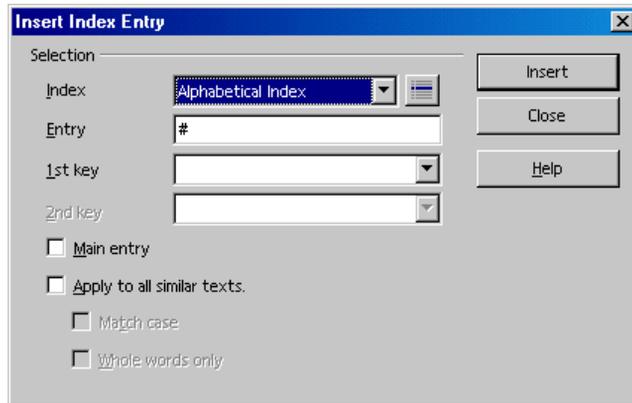
1. Select the word or words in your document which are to be listed in the index. Several words can be selected by holding down the Shift key if they are listed one after the other, or by holding down the Ctrl key if they are spaced apart. When selecting a single word you only need to position the cursor in the word to select - it does not need to be highlighted.
2. Enter the selected words in an index by choosing **Insert - Indexes - Entries**. If you want a different term to appear in the index, you enter it in the **Entry** field. For example, you could enter "dictionary, defining", whereas only the word "dictionary" appears in the text.

You can define all similar words in your text as entries by choosing **Insert - Indexes and Tables - Entry** and marking **Apply to all similar texts**.

If you want to include the words in a separate index with a name of your choice, in the **Insert Index Entry** dialog, click on the **New User-defined Index** icon. This opens a dialog in which you can enter a name for the index. This name later appears as the title of the index. You can change the title of an index without the content of the index changing.

Editing or Deleting Index and Table Entries

The defined index entries are shaded gray in the document, so you can recognize them more easily. However, the shading will not be printed. If you prefer not to display the shaded entries on-screen either, you can switch the highlighting on or off with **View - Field Shadings**.



1. To edit an entry, place the cursor immediately before or inside this entry.
2. Then choose **Edit - Index Entry**.
3. You can alter the text in the **Entry** text box.
4. Click on the **Delete** button to delete this entry from the list.

If you modified the displayed text of the entry, the altered text will be inserted into the generated index. You will now only see a thin gray mark in the document where the entry was. If you want to edit an entry such as this, place the cursor directly after the thin mark and choose **Edit - Index Entry**.

Use the arrow buttons in the **Edit Index Entry** dialog to switch to the next or previous entry of the same index type.

Creating a Table of Contents

1. Place the cursor where you want to create the table of contents.
2. Choose **Insert - Indexes and Tables - Indexes and Tables**. The **Insert Index/Table** dialog appears. Click the **Index/Table** tab and select "Table of Contents" as Type (the first time you start this dialog, this tab page and type are already selected).
3. Click on OK if you want to generate the table of contents from the headings and entries you have defined.
4. If you want to insert additional paragraphs of another Paragraph Style into the table of contents, mark the **Additional Styles** check box and click the icon next to the box. A dialog will open where you can define which Paragraph Styles are also to appear in the table of contents and on which level they are to be shown.

If you later want to change the headings, rearrange their sequence or insert new chapters, you will have to update the table of contents:

- Place the cursor in the table of contents. Call the context menu and choose **Update Index/Table**.
- You can also select **Tools - Update - All Indexes and Tables** to update all the indexes and tables of contents in a document.

Creating Alphabetical Indexes

1. Place the cursor where you want to create the index.
2. Choose **Insert - Indexes and Tables - Indexes and Tables**.
The **Insert Index/Table** dialog appears.
3. On the **Index/Table** tab, select "Alphabetical Index" as Type.
4. To generate the alphabetical key word index using the default settings, click OK.

You have the options, of whether letters under which entries exist, are to be highlighted as subtitles ("alphabetical delimiter" in the **Entries** tab) or if case-sensitivity is to be taken into account when sorting and much more.

If you want to change the formatting of the individual lines in the index, it is best to edit the Paragraph Styles in the Stylist. All direct formatting will be overwritten at the next update.

Using a Concordance File

If required, you can add index entries from a concordance file. A concordance file contains a number of key words and information as to how these words are to be seen in an index.

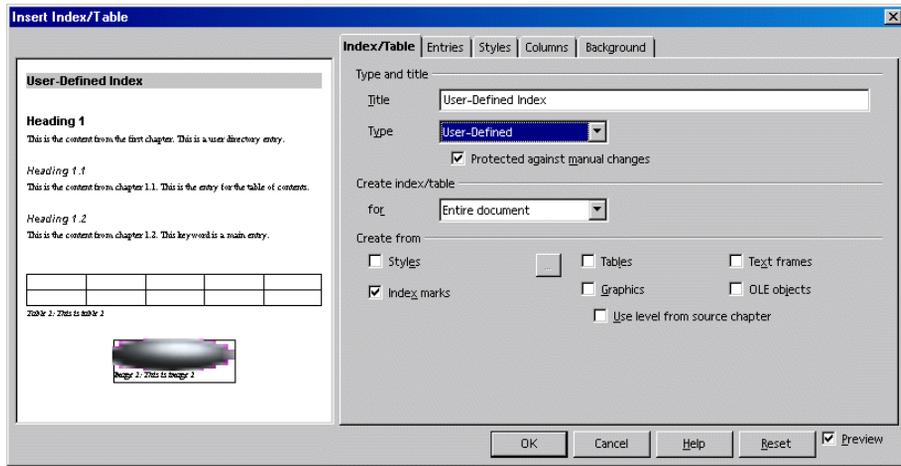
1. Choose **Insert - Indexes and Tables - Indexes and Tables**.
2. On the **Index/Table** tab page, select the type **Alphabetical Index**.
3. Mark the **Concordance file** check box.

Click the **File** button to select whether to open, create, or edit a concordance file. Further information on the structure of the concordance file can be found in the StarOffice Help.

Creating User-Defined Indexes

You can create as many user-defined indexes as you want. Click the icon **New User-Defined Index** in the dialog **Insert Index Entry** and enter the name of the new index. After this you can carry out the entries for this new index. Finally you can create the index in your document:

1. Position the cursor on the place where the user-defined index is to be created.
2. Choose **Insert - Indexes and Tables - Indexes and Tables....** The dialog **Insert Index/Table** will appear. Select the "user-defined" type on the **Index/Table** tab page. If you have given the user-defined index a name select this name from the **Type** list box.
3. Select the index type in the list box and click OK to generate the index from marked entries.



4. Mark **Styles** and after clicking the ... button choose one of the Styles used in the document to generate the index from all those paragraphs having the corresponding Style.
5. Mark the other check boxes under **Create from** if you want to create the index from all the objects of a certain type.
6. Enter a fitting title into the **Title** field for the index (you can alter the title directly in the document entry but it will be overwritten when the index is updated).

The names of the objects will appear in the index. You can assign names to the objects on the **Options** tab of the corresponding property dialog.

Creating Bibliographies

A bibliography entry could be shown in the text as follows: "Smith [Smith 1995] has also carried out research on this matter". The reader will then know that more detailed information can be found in the bibliography under "Smith 1995", for example, the full name of the author, title of the book, publisher, etc.

You can decide which details should appear in the bibliography by going to the **Insert Index/Table** dialog, choosing the Type "Bibliography" and clicking the **Entries** tab.

For example, you will use different entries for magazine articles than for entries concerning books. For this reason the bibliography database is divided into different types of sources of literature.

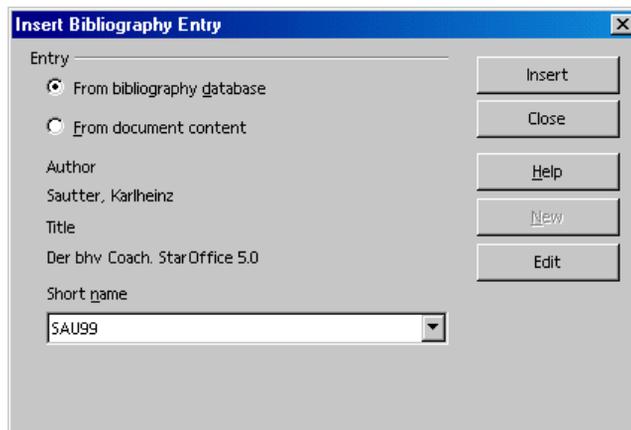
To edit the bibliography database, choose **Tools - Bibliography Database**.

You can also generate a new record in the **Insert Bibliography Entry** (by clicking the **New** button), but these "ad hoc" records will be saved only in the current document, not in the Bibliography Database, and then only if you actually insert the relevant new entry.



When saving a document with bibliography entries, all information belonging to the entries will automatically be saved in a hidden field. In this way, all data will be included when you distribute the document, for example, on a disk. It does not matter whether the bibliography was created in the document or not.

1. To insert the bibliography entries into the text, position the cursor in the text where the entry is to appear and then choose **Insert - Indexes and Tables - Bibliography Entry**. The following dialog will appear:



2. You should first decide if you want to select the entry from the records contained in the bibliography database or from the entries that are contained in the current document (and which can differ from entries of the same name in the bibliography database).
An entry in the document content can be identical to an entry in the Bibliography Database. The entry in the document has precedence.
3. If the required entry already exists as a data record select it in the list box **Short name** and click **Insert**.
If the desired entry does not yet exist, create a new entry.
If you use the **New** button to do this, you can define a new record, but this will only be recognized in the current document.
If the record should be included in your bibliography database, choose **Tools - Bibliography Database**, enter the new record and then insert the bibliography database entry in the document.

Updating, Editing and Deleting Indexes and Tables of Contents

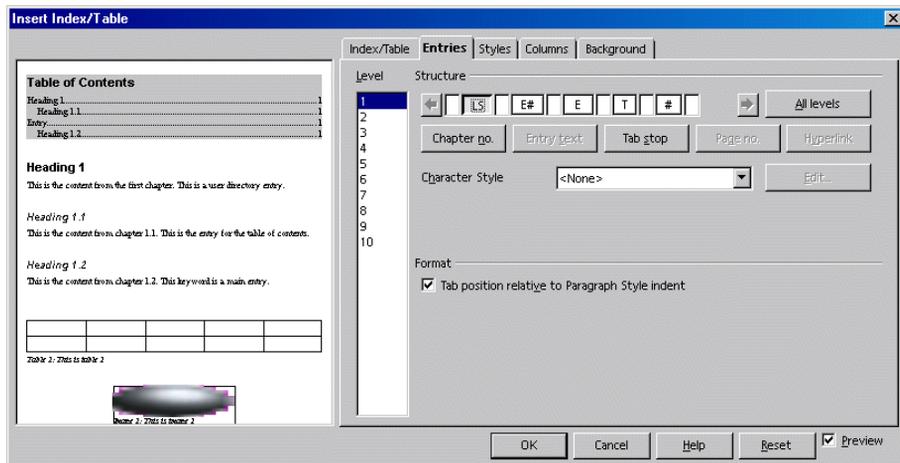
1. Place the cursor in the index/table and call the context menu.
2. The context menu contains commands for updating, editing or deleting the current index or table of contents.

By default they are protected from changes. You can only set the cursor in an index or table of contents when under **Tools - Options - Text Document - Formating Aids the Cursor in protected areas - Enable** check box is marked.

To now edit the index or table of contents, call from the context menu the command **Edit Index/Table**. In the dialog that appears, go to the **Index/Table** tab page and unmark the **Protected from manual changes** check box.

Editing the Format of an Index/Table of Contents

In the **Insert Index** dialog, on the **Entries** tab you can also edit the format of the index. Amongst other things, you can alter the way in which entries, tab stops and page numbers are arranged. On the **Styles** tab you can assign other Paragraph Styles. For detailed instructions, refer to the StarOffice Help.



You can automatically assign hyperlinks to the entries in the table of contents.

- To do this, go to the **Entries** tab page, place the cursor in the structure row before the entry <E#>, click the **Hyperlink** button, then place the cursor after <E> and click **Hyperlink** again.

In the list of contents of your document you can then click a hyperlink to go straight to the first occurrence. The table of contents must be generated from headings.

Indexes Covering Multiple Documents

There are several ways of creating an index covering multiple documents:

- You can create an index in each individual document, then copy the indexes into a document and post-edit them.
- A more elegant solution is to select each individual index as a section (**Insert - Section**) and insert these sections in a common index document as a link.
- If you are working with a master document, common indexes are possible across all sub-documents.

More information about master documents can be found starting on page 132.

Headings and Numbering

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

Numbering and Numbering Styles

You can apply numbering in your text either as direct formatting or by using a Style, just as you can with other paragraph attributes such as "Justified" or "Line Spacing". The icons on the numbering object bar and the options in the **Format - Numbering/Bullets** dialog apply direct formatting. Direct formatting is also applied when you use automatic numbering via the AutoFormat/AutoCorrect function.



The AutoNumbering of AutoCorrect is not applied to the Styles listed in the Stylist under "Special Styles".

You can apply a particular **Numbering Style** to certain Paragraph Styles or apply the Numbering Style directly to the paragraphs. In those cases, you can take advantage of the paragraph formatting system for numbering as well.

When you change the Numbering Style, all numbering that you have created with this Style will be automatically reformatted. The Numbering Styles are described in the StarOffice Help.

Turning Bullets On and Off

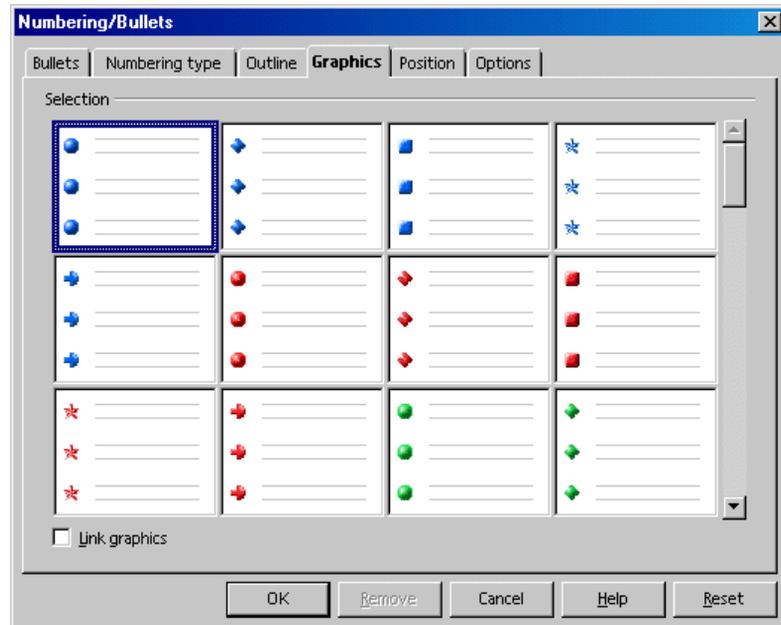
This is how to turn a bulleted list on and off:

1. Place the cursor in a paragraph that you would like to mark with a bullet symbol, or select a number of paragraphs.
2.  Click on the **Bullets on/off** icon on the Text Object Bar. The paragraph or paragraphs will be formatted as a bulleted list.
3.  In an existing bulleted list, if you click on the **Bullets on/off** icon, the paragraphs will turn back into normal text.

4.  In a bulleted list, clicking on the icon at the far right of the object bar changes the Text Object Bar to the Numbering Object Bar. You can also select which bar to display by opening the context menu on the object bar.

The Numbering Object Bar contains icons for moving and rearranging numbered paragraphs.

You can select further settings for the bulleted list in which your cursor is positioned with the **Format - Numbering/Bullets** dialog.



If you would like a different bullet symbol, you can select one under **Format - Numbering/Bullets - Options** by clicking on the button with three dots, which opens the **Special Characters** dialog. You can only see this button if you selected "Bullet" in the **Numbering** combo box.

Turning Numbering On and Off

This is how to turn numbering on and off:

1. Select the paragraphs you want to number.
2.  Click on the **Numbering on/off** icon on the Text Object Bar. The paragraphs are formatted as a numbered list.
 In an existing numbered list, if you click on the **Numbering on/off** icon, the paragraphs will turn back into normal text.

Like bulleted lists, the best way to control numbered lists is with the icons on the Numbering Object Bar. When you move a numbered list down a level, the subordinate numbered list at this level starts from one again. Using the **Show sublevels** box, you can select which previous levels should be included in the numbered list. To access these options, choose **Format - Numbering/Bullets - Options**.

Example

1. Line one
2. and line two
 1. and a sublevel of line 2

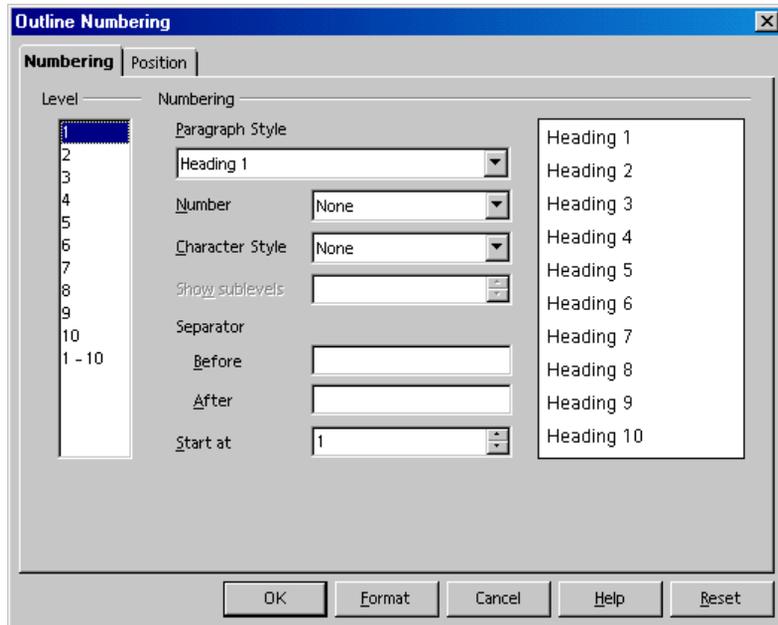
In this example, the list is not fully numbered. The full number of the last line with the sublevel of 2. would be 2.1.

Outline Numbering

To number your headings automatically, choose **Tools - Outline Numbering**. By default, the Paragraph Style "Heading 1" is assigned to the highest level of Outline Numbering.

- If you select a Numbering Style from the **Number** combo box, then all paragraphs in your document that have the "Heading 1" format will have consecutive numbers placed in front of them.

If you have created your own Paragraph Styles and you would like to use these for your headings, you can apply the styles in this dialog to the individual levels.



1. Suppose, for example, that you have created a Paragraph Style "Head1" to be used for headings of level 1. In the **Level** list box select 1 and in the **Paragraph Style** combo box select Head1.
2. Click OK.

Now, all paragraphs with Head1 applied to them will be listed in the Navigator under "Headings".

You can rearrange the chapters in the Navigator if you want to change their order or their place in the hierarchy and thus also the numbering.



- Click on one of the icons **Promote Chapter**, **Demote Chapter**, **Promote Level** and **Demote Level**, or
- move the chapter heading in the Navigator using the mouse.

The numbering of all affected chapters is adjusted automatically.

Automatic Numbering/Bullets

StarOffice also automatically recognizes bullets and numbering during entry if you have previously chosen **Format - AutoFormat - While Typing**. Numbering that uses Roman numerals is also recognized and continued. The list can start with any value: e.g., you do not have to begin with I.

An example with Roman numerals:

1. Enter **I**. (with a period after it), also followed by a space and text. You can also use a right parenthesis here instead of a period.
2. Press the Enter key to create a new paragraph.
3. The new paragraph will begin with **II**, i.e., the Roman numeral for two. Enter some text, press the Enter key and the next paragraph will begin with **III**. and so forth.

You can begin your Roman numbering with any numeral you want, for example, with **ci** (corresponds to 101), followed by **cii** (102) etc.

Numbering Illustrations by Chapters

To number illustrations by chapter, so that illustrations are labeled "Illustration 1.1", "Illustration 1.2", etc. in the first chapter and "Illustration 2.1", "Illustration 2.2", etc. in the second, proceed as follows.

1. Organize your document by chapters if you have not already done so. Choose **Tools - Outline Numbering** to number the chapter headings that you have formatted, for example, with the Paragraph Style "Heading 1". Select the "Heading 1" Style from the Paragraph Style list box and the option "1, 2, 3,.. " from the **Number** list box below it.
2. Select the first illustration you want to number.
3. Choose **Insert - Caption....**
4. In the dialog that appears, select **Illustration** as the category and Arabic (1 2 3) as the numbering. You also can enter your caption text in this dialog.
5. Click **Options**. Specify the chapter numbering in the **Number Range Options** dialog. For this example, select option "1" under **Level** and specify the separator you want for chapter-wise numbering. Click **OK**.
6. In the **Caption** dialog, click **OK**. Your illustrations are now numbered by chapters.

Do the same for all other illustrations in your document.

The numbering occurs automatically: All illustrations within one chapter level are numbered, and you can enter at which chapter level you want the numbering to switch in the **Number Range Options** dialog.



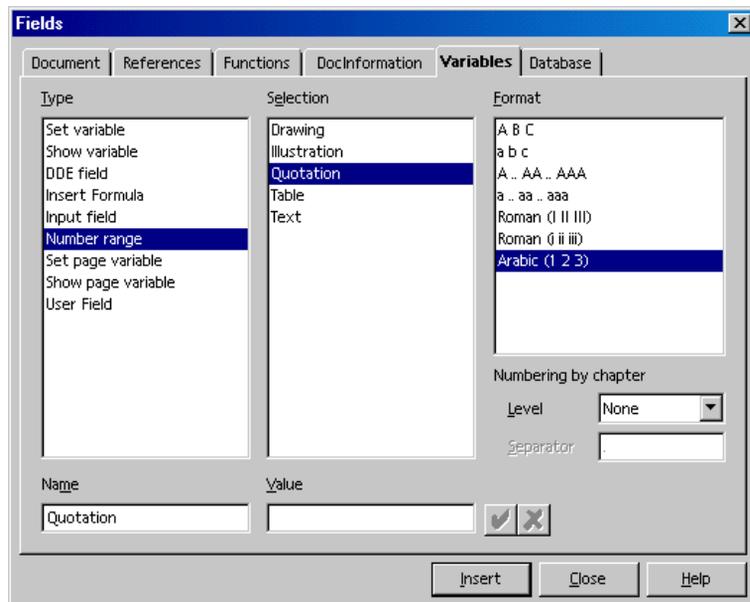
Choose **Tools - Options - Text Document - General**, and under **Caption** mark the **Automatic** check box. When you click the button next to **Object selection**, the **Caption** dialog appears. This is where you can, for example, determine that from now on all illustrations in text documents receive a caption automatically.

Defining Number Ranges

To number all the elements in your document that belong together, for example all the notes, warning messages, quotations, etc., you can define a separate number range, or sequence, for each group.

Example

1. For example, type "Quote Number" in front of the first quote.
2. Choose **Insert - Fields - Other...**



3. On the **Variables** tab page, select the "Number Range" field. For the **Name**, enter "Quote."
4. Click **Insert** and close the dialog.

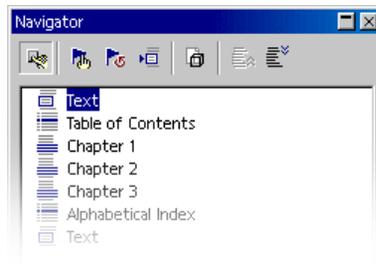
The "Quote" number range enables you to automatically number all the quotes in your document. In the field **Value**, you can select a new initial value for the entire number range. This is useful when you are dealing with a document in a series of connected documents.

Number ranges and captions can be restarted at each chapter. In the **Caption and Fields** dialogs you can choose the chapter level at which to begin renumbering.

Using Master Documents and Subdocuments

You can either create a new empty master document by choosing **File - New - Master Document**, or create a master document from an existing document by choosing **File - Send - Create Master Document**.

You can open a master document by choosing **File - New - Master Document**. The new master document is opened as an empty text document. You will immediately see the Navigator in global mode.



The Navigator in master mode provides the functions you need for navigating and editing. Double-click a document in the Navigator to load it for editing.



When opening an existing master document, note the extension ".sxd", which distinguishes a master document from "normal" StarOffice Writer documents in the Open File dialog. There is a sample master document provided with the StarOffice samples.



Now you can either enter text, e.g., for headings, or insert subdocuments, by clicking the icon **Insert** and choosing the desired entry **Text** or **File**.

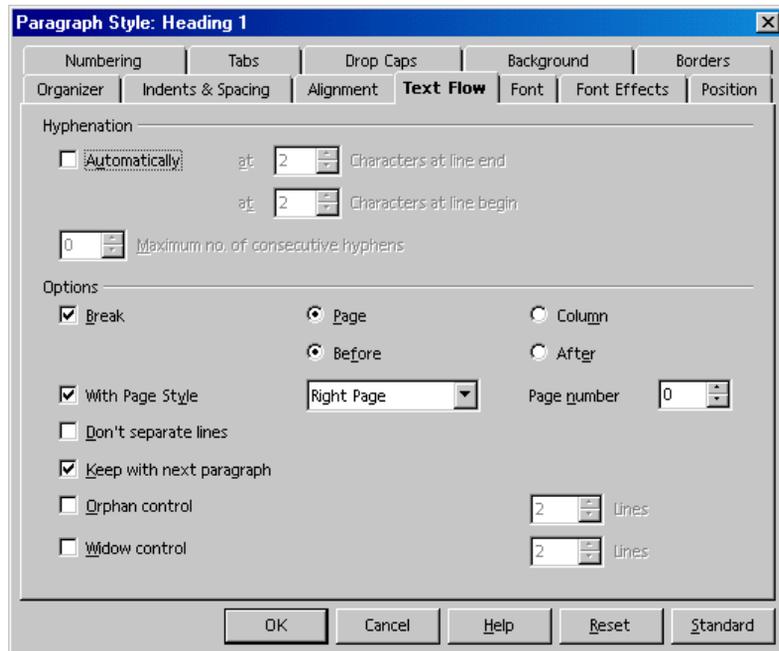
You can also insert a new document with the entry **New document**; in this case, first enter a name and a path; after that, you can write the new document and save it.

Paragraph Styles you define and use in the subdocuments are automatically adopted in the master document. If you save the master document afterwards, these Styles will be available everywhere in the master document. The Styles defined in the master document have priority over Styles with the same name in subdocuments.



It is a good idea to base all subdocuments and the master document itself on the same document template. If a new Style is needed in the documents now, you simply have to add it to the document template and reload the master document. Then the new Style can be applied to all documents automatically.

Use Page Styles, if you want all subdocuments to always start on a new page (e.g. always on a new right page). We included a Page Style called "Right page" that you can, for example, link to the Paragraph Style "Header 1". If you assign a page break to the Paragraph Style "Header 1", every "Header 1" will always be at the top of a right page. As the Next Style assigned to the Page Style "Right page" you now choose "Left page" and vice versa.



If the cursor is positioned in a text in the master document, the entry **Text** is shaded gray because consecutive texts are always combined to one single text. Between individual inserted documents, you can insert new **text**. The new documents or texts are always inserted above the current entry. However, you can easily change their order with Drag&Drop or with the icons **Move down** and **Move up**.

The inserted documents are inserted in the master document as protected areas. That means that you cannot edit the documents within the master document. It is possible, however, to navigate through the document with the cursor in order to read them.

All **indexes** are created directly in the master document, i.e., in the *.sxd file. They automatically include all subdocuments.



If you change one or more subdocuments after creating an index, you should update the indexes in the master document. To do this, click the icon **Update** on the Navigator for master documents and select the entries to be updated from the submenu.

References work between Master Document and subdocuments, as well as within subdocuments, when these are definite in all documents involved. Therefore, if the figures in a subdocument are numbered from "figure 1" to "figure 10", the figures in the next subdocument can start with "figure 11).

If you want, you can save the master document together with all its parts as a combined StarOffice Writer document. To do this, choose the command **File - Save as** and choose a "normal" StarOffice Writer format in the list box **File type**.

When printing the master document, all subdocuments, texts, and indexes will be printed.



You would like to know if a link exists for all subdocument? Position the mouse pointer in the Navigator on the corresponding entry. 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.

Importing Lists From Other Text Programs

Every text program has its own way of internally organizing bulleted lists and numbering. If the import filter of StarOffice fails to evaluate this information correctly, this is what you should do:

1. Import the document from the other application (**File - Open** and then the **Files of type** list box). If the bullets are not applied correctly, try saving the document in the other application in RTF format and then import it.
2. Select the string of characters which now appears at the start of each list and copy to the clipboard. This can be, for example, an asterisk * followed by a tab.
3. Start the **Find & Replace** dialog.
4. Insert the content of the clipboard in the **Search for** field.



You can ensure that the search text is only found at the start of the paragraph by inserting ^ before the search text and marking **Regular expressions**.

5. Click on **Find All**. All imported lists are now selected. Do not close the **Find & Replace** dialog just yet.
6. Click on the **Bullets on/off** icon on the Object Bar. All the imported lists now become StarOffice lists.
7. In the **Find & Replace** dialog, click on **Replace All**. Since the field is empty, all selected strings consisting of, for example, asterisk * and tab will be deleted.
8. In the **Numbering/Bullets** dialog you can define the type of bullets for your bulleted lists.

Changing Numbering via the Keyboard

- If you want to move your numbering down a level in the hierarchy (or further to the right), place the cursor at the beginning of the numbered paragraph and press the Tab key.
- Press Shift and Tab together to move an indented bulleted or numbered list up one level (to the left).
- If you want to insert a tab stop at the beginning of a numbered line, press (Ctrl)(Tab).

Interrupting and Continuing Numbering

In a series of automatically numbered paragraphs, we want one paragraph not to have a number, as in the following example:

1. First paragraph.
2. Paragraph two.
An unnumbered paragraph.
3. Paragraph number three.

You can choose from the following methods:

Delete the automatic numbering

1. Select all paragraphs 1 to 4 and click on the **Numbering on/off** icon.
2. Place the cursor before the first character of the third paragraph.
3. Press the Backspace key to delete one character to the left.

The paragraph remains indented but loses its number. The fourth character now has the number 3. This method also produces the desired result after saving in HTML format.

Formatting the paragraph

1. Select all paragraphs 1 to 4 and click on the **Numbering on/off** icon.
2. Place the cursor in the third paragraph.
3. Click again on the **Numbering on/off** icon.

The third paragraph loses its number and its indentation. In HTML format, the interruption creates two separately numbered lists.

Continuing numbering with a new starting value

1. Number paragraphs 1 and 2 with the **Numbering on/off** icon.
2. Place the cursor in the fourth paragraph.
3. Choose **Format - Numbering/Bullets** and go to the **Options** tab.
4. In the **Numbering** combo box select "1, 2, 3 ...". In the **Start at** spin box select the starting value - in this case 3. Click OK.

Numbering Lines

- Select line numbering properties under **Tools - Line Numbering**.

Use line numbering to number the lines within your document. You can decide, for the whole of the document, whether blank lines should be counted as well, and whether lines in text frames should likewise be counted. You can decide the intervals at which lines are numbered and insert separators between these intervals to identify a particular line number. The line numbering appears on your screen and is printed.

You can apply other line numbering properties to the paragraph (**Format - Paragraph - Numbering**) or to the Paragraph Style. Doing it this way ensures greater flexibility, as you can exclude a paragraph from the line numbering or restart the numbering at a paragraph with any starting value.

Line Numbering for All Paragraphs

1. Choose **Tools - Line Numbering**.
2. Mark the **Show Numbering** check box.

Now all the paragraphs in the document will be numbered.

Line Numbering for Particular Paragraphs

1. Enable the line numbering for all paragraphs as described above.
2. Open the Stylist and click the **Default** Paragraph Style.
3. Right-click to open the context menu where you then choose **Modify**.

The **Paragraph Style: Default** dialog appears.

4. Go to the **Numbering** tab page.
5. Remove the mark in front of **Include this paragraph in line numbering**.

As all Paragraph Styles are derived from the **Default** Style, no paragraph will be numbered unless a subordinate Paragraph Style was modified accordingly.

6. In the document, select all the paragraphs that are to be numbered.
7. Choose **Format - Paragraph - Numbering**, mark the **Include this paragraph in line numbering** check box and 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 various ways of inserting a table in your text document:

To insert a blank table with the mouse:

1. Place the cursor at the position in the text where you want to insert the table.
2. Point with the mouse to the **Insert table** icon on the **Insert** floating toolbar.
3. Press the mouse button and move the mouse down and to the right until the required numbers of rows and columns appear in the preview area under the icon.
4. Then release the mouse button. (If you want to abort the process, before releasing the button move the mouse up or to the left until the word **Cancel** appears in the preview area.)

To inserting a blank table via dialog:

1. Place the cursor at the position in the text where you want to insert the table.
2. Click briefly on the **Insert table** icon on the **Insert** floating toolbar. This opens the **Insert Table** dialog.

Inserting from StarOffice Calc with the clipboard

1. Open your text document and a StarOffice Calc document from which you want to insert a range of cells.
2. Select a range of cells from the spreadsheet. Copy it to the clipboard, for example with (Ctrl)(C).

3. Switch to the text document. You now have various options for inserting the range of cells:
 - You can use the "normal" command **Edit - Paste** or (Ctrl)(V) to insert the range of cells as an OLE object. You can double-click on the OLE object in order to edit it with StarOffice Calc tools and commands. Click outside the object to quit edit mode.
 - Choose **Edit - Paste Special** to open the **Paste Special** dialog, where you have several options to choose from. The same options can also be found on the submenu of the **Paste** icon on the Function Bar:

Options	Is inserted as...
"StarOffice 6.0 Spreadsheet" or "Star Embed Source"	OLE object - as with (Ctrl)(V) or drag-and-drop
GDI MetaFile	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.

Inserting from StarOffice Calc using drag-and-drop

1. Open your text document and a StarOffice Calc document from which you want to insert a range of cells.
2. Select a range of cells from the spreadsheet. Click in the selected range of cells and hold down the mouse button. Wait a moment.
3. Without releasing the mouse button, drag the selected range of cells into the text document. If the text document is not visible, first move the mouse pointer to the text document icon on the task bar and wait a moment until the text document opens. In the text document, a gray insertion cursor follows the mouse pointer, showing you where the table can be placed.
4. Release the mouse button when the gray insertion cursor is in the place where you would like the table to be inserted.

Deleting Tables

Suppose you want to delete a whole table from your text document. You have the following options:

- Select from the end of the paragraph before the table to the start of the paragraph after the table. Press (Del) or Backspace.
- Or place the cursor in the table, select all cells, for example by pressing (Ctrl)(A), open the context menu and select **Row - Delete**. This method also works at the beginning or end of a document.

Inserting Paragraphs Before Tables at Start of Page

Suppose you have inserted a table at the very beginning of a text document or immediately after a fixed page break, and now you want to insert text before this table.

1. Place the cursor in the first cell of the table, right at the start of any content in that cell.
2. Press Enter.

The table now moves down a line.

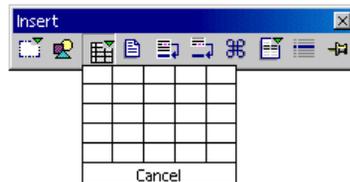
To delete this line before the table, place the cursor in this (empty) line and press Delete.

Preparing Tables in Text Documents

When you insert a table in a text document, you have several ways of formatting it.

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

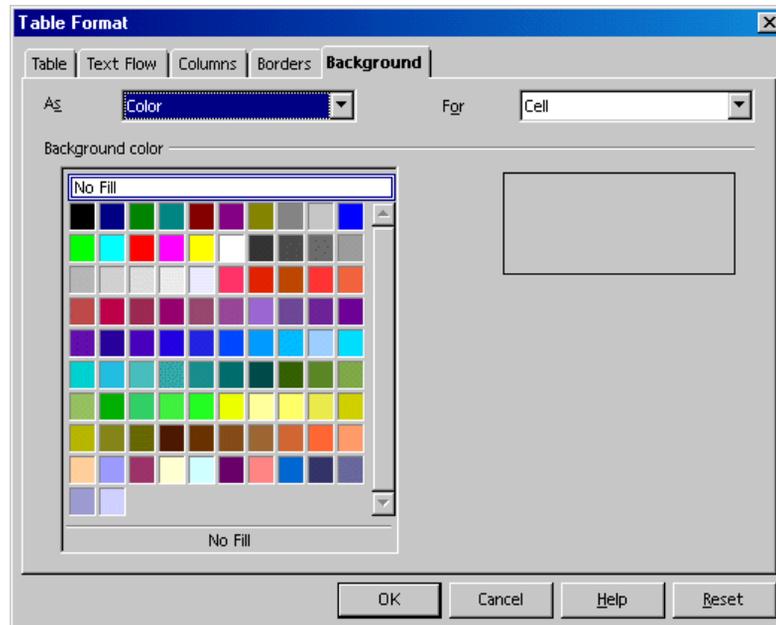
A new table inserted into a text document will be pre-formatted. The first row will have the Paragraph Style "Table Heading," and all other rows will have the "Table Contents" Style. Text entered in the first row will automatically be bold and centered. The following describes various formatting options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

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.

For example, you can define a text wrap and determine if the text should flow around the graphic object and on which side. You can also set a hyperlink which will then be loaded whenever the graphic object in the text document is clicked. Furthermore, you can link the graphic object to a macro and in so doing, assign various events to it. You could, for example, use this capability to program certain functions, such as having a sound played when the mouse pointer touches the graphic object.

Calculating in Text Documents

You can enter calculations in your text documents, both in running text and in tables that you have created in the text documents.

- Press function key (F2) within any table cell or anywhere in the text to show the formula bar.
- Within a table, all you have to do is enter an equals sign.

This is the signal that you want to enter a calculation formula. Press (F2) again or (Esc) to hide the formula bar again.

To perform calculations directly within the text

- Type, for example, the following: "\$10000 per year is \$ per month."
- Place the cursor at the point where you want to insert the result and press (F2).
- You will now see the formula bar. The cursor is already waiting there for your entry.
- Type 10000/12 and press Enter.
- The result of the calculation is inserted in the text.

Calculating in Text

1. Place the cursor at the position in the text where the calculation result should appear.
2. Press (F2) to display the Formula bar.
3. Enter the desired formula, for example $(4+6)*100$.
4. Press Enter or click on **Apply** to insert the result.

Use the **Formula** icon to perform more complex calculations. Clicking on this icon opens a branched submenu from which you can select a formula. The formulas are placed on the formula bar at the cursor position, and you are free to switch between inputting formulas and values from the keyboard and via the **Formula** icon.

As an example of a more complex calculation to be performed in a text, suppose we want to calculate the mean value of three figures.

1. Display the Formula bar with (F2).
2. Open the submenu of the **Formula** icon.
3. Choose "Median" from the statistical functions. The input field will display "=median."
4. Enter the first number and then a vertical slash (|) as the list separator.
5. Enter the second number, another separator and then the third number. The input field may now show, for example, "=median 12|22|34."
6. Press Enter, and the result appears in the text. It is inserted as a field.

Double-click on the field to edit it.

Calculating With Formulas Located in Text

If you already have a formula in your text, you can enter the result into your text without using the Formula bar.

1. In the text, select the calculation formula, which must not contain anything other than figures, arithmetic operators and any currency symbols.
Example: $12 + 24 * 2$

2. Press Ctrl+plus sign, or choose **Tools - Calculation**.

The calculation result will be stored on the clipboard.

3. Place the cursor at the point where you want to insert the result of the calculation and press Ctrl+V, or choose **Edit - Insert**.

In the example, 60 is inserted. If the formula is still selected at the time of insertion, the result replaces the formula.

Performing Calculations With Tables in Text Documents

You can carry out calculations in StarOffice Writer tables. With calculations that go beyond the current table, the table name serves as a clear table identifier.

To multiply the first cell of Table1 by the first cell of Table2 and return the result in cell A2 in the current table, position the cursor in cell A2 in the current table, press

```
=<Table1.A1> * <Table2.A1>
```



With the help of the Navigation Bar you can navigate quickly and easily between the table formulas in your document.



If a table formula refers to an invalid table cell, a "***Faulty expression**" is displayed in the cell. Invalid table cells are either deleted cells or those which are themselves faulty.

To add cells B1:B10 from Table1 and see the result in the single-cell Table2 (which should be somewhere in your text), do the following:

1. Create the text and Table1. Write the text where you want the result to appear.
2. Now insert a frame (**Insert - Frame** menu command). In the **Frame** dialog select the character to be used as an anchor, and deselect the border.
3. You can deselect the frame by clicking outside it; when you want to enter text in the frame, click in the very center of the frame. The frame should not be selected, but the text cursor should be inside the frame.
4. Insert the single-cell table inside the frame (**Insert - Table**). Select a row and a column and click OK. The cursor is positioned in Table2.

5. Define the mathematical formula by entering an equal sign. You can see the Calculation Bar.
6. Select the cells in Table1 in which the "summand" formula is positioned; keep the button pressed as you drag the mouse from the first to the last cell you want. The formula for calculating the total of cells B1 to B10 is:
=<Table1.B1:B10>
7. Close the mathematical formula by clicking the **Accept** icon on the Calculation Bar. You will see the result of the calculation in Table2.
8. After making changes to the "summands", you can update the result by pressing function key (F9).
9. Instead of first inserting the border and then inserting a table inside the border, you can start by inserting a single-cell table, then select the whole of this cell - the only way to do this is with the shortcut keys (Ctrl)(A) - and then click on the **Insert - Frame** icon. The border automatically surrounds the table (incidentally, this also works with any section of text). Now you can set the anchor to character, cut the whole table to the clipboard and paste it where you want, remove the borders from the frame and table and apply further settings.

Calculating Across Multiple Tables

- In a text document, insert two tables each with several rows and columns.
- Enter a few figures in the tables, but leave at least one cell empty.

The tables were automatically named "Table1" and "Table2". You can give a table a different name (**Format - Table, Table** tab, text box **Name**). Use only letters and numbers in the name.

1. Position the cursor in an empty cell.
2. Press (F2) to display the Formula bar.
3. As an example, enter SUM.
4. Now you can click in both tables in the cells containing figures. After each click, enter a plus sign (+) from the keyboard, then click on the next cell containing a figure.
5. Finally, click the **Apply** icon on the Formula Bar. If, for example, you want to add up the first two rows of each table and show the total in Table2, the formula is =sum<Table1.A1>+<A1>.

Calculating Cell Totals in Tables

1. Insert a table with multiple rows (**Insert - Table**) into a new text document.
2. Enter a series of numbers into a column, one number per row, leaving the last cell of the column empty.
3. Position the cursor in the last empty cell of the column, and click the **Sum** icon in the Table object bar.
4. The Formula bar appears, and a formula indicates the cells of the column to be added. The cells are separated by a vertical slash (/).
5. Press the Enter key to confirm, or click **Apply** in the Formula bar. The sum will appear in the last cell.

If you change the numbers in the table, the sum will automatically be updated. If, for example, you want to format the numbers as currency, select the cells and choose **Number Format** from the context menu. The **Number Format** dialog appears, where you can choose a new format.

Merging and Splitting Cells

You can select adjacent cells together, 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**.

Inserting or Deleting Rows/Columns Using the Keyboard

This is how to insert and delete rows and columns using the keyboard:

- To insert a new column or row, first of all switch the table to the insert mode for tables by pressing (Alt)(Ins). This lasts for three seconds. During these three seconds, press the relevant arrow key to insert a new row or column to the right or left, above or below the current row or column. If you hold down the (Ctrl) key as well as the arrow key, the adjacent cell will be split.
- To delete a column or row, first of all switch the table to the delete mode for tables by pressing (Alt)(Del). This lasts for three seconds. During these three seconds, press the relevant cursor key to delete a row or column to the right or left, above or below the current row or column. If you hold down the (Ctrl) key as well as the arrow key, the current cell will be merged with the adjacent cell into one cell.

Repeating Several Heading Rows in Tables

Within a table, if you want to automatically repeat more than one row following a page break, this is how to do it:

1. Select the first table row.
2. Open the context menu and choose **Cell - Split**.
3. In the **Split Cells** dialog, select the "horizontal" direction. Enter the number of rows that are to be repeated and confirm your choice with "Ok".

All rows at the beginning of the table created in this way will now be repeated after a page break.

Enlarging and Reducing Cells in Text Tables

You can change the width and height of rows and columns using the keyboard, by dragging and dropping with the mouse or by commands in the context menu. You can also change the column width numerically via a dialog.



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

With the mouse, you can modify rows and columns either in the table directly, or with the aid of the rulers. If you rest the mouse on a vertical dividing line in the table, the pointer appears as a separator symbol, and you can simply drag the dividing line to the desired position. (You may need to click once outside the table before this procedure will work.) You can move the dividing lines on the ruler in the same way.

When you enlarge and reduce using the keyboard, you must always hold down the (Alt) key. If you also press one of the four arrow keys, the current column or row will be enlarged or reduced by an amount that you can set under **Tools - Options - Text Document - Table** under **Keyboard handling**, with rows and columns being handled separately.

The current row or column is enlarged or reduced at its right-hand or lower edge. If you press the Shift key as well as (Alt), the left-hand or upper edge will be moved. Here are two examples:

- Position the cursor in the middle of a medium to large text table.
- Hold down the (Alt) key, and press the right arrow key. The current column will be expanded by the amount specified in the tab **Table** under **Tools - Options - Text Document**. The left edge of the column remains fixed while the right edge moves.
- Now, hold down the (Alt) key together with the Shift key and press the right arrow key. The right edge remains fixed and the left edge moves to the right, thus reducing the column.

You can adjust the height of the rows in the same way. However, since the rows are preset to a minimum height, you must first enlarge them before you can see the result.

If you also press the (Ctrl) key during the process, the enlargement or reduction applies only to the active cell instead of to the entire row or column. The proportions of the table remain fixed.

Adapting Table Widths

The display attributes of a table are defined by the settings under **Tools - Options - Text Documents - Tables**. You can also click the icons in the Table object bar to switch between the attributes Fixed, Fixed/Proportional, and Variable.

- **Table Mode Fixed** means, for example, that if you make one cell wider the adjacent cell will become narrower. Other cells will not be affected, and the overall width of the table stays the same.
- **Table Mode Fixed and Proportional** means that all adjacent cells become proportionally narrower. In other words, wide cells will shrink more than narrow ones. Again, table width remains constant.
- **Table Mode Variable** means that the width of the entire table is variable. Whenever an individual cell is made wider, the entire width of the table expands as well.

When you insert or delete (cells, rows or columns), the table mode decides how the neighboring cells, rows or columns should behave. In the table mode, new rows and columns are only inserted in a fixed way if there is sufficient space.

Copying Sheet 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 addressed in this way 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, simply 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

There are various ways of anchoring the objects on a text page, such as graphics and text frames. We will describe the various options, based on the example of a frame:

Anchoring	Effect
as a Character	Frames are placed in the document like any other character, hence, they have an impact on the line size of the line and the line break.
to Character	Frame is with its X and Y coordinates associated to a character, for example, in the X direction always to the margin and in the Y direction always to the height of the character (marginal frame). The frame should be set at "Flow".
to Paragraph	Frame is associated to a paragraph, changes its position with the paragraph.
on the Page	Frame has always the same position in relation to the page margins.
on Frame	Frame is inside the superior frame in a fixed position.

The position in relation to the anchor can be chosen through various possibilities. For example, it is possible to set the frame on a fixed position in relation to a page margin, to a paragraph margin, to a text area, etc.

The frame position on even pages can be automatically mirrored, so that a fixed position in relation to the right side of the page produces a corresponding position on the left side of the page. For example, you can position a graphic always inside the outer edge of pages. Where the graphic is, say, an arrow pointing to the text, it is a good idea to mirror this automatically on even pages too. To do this, use the **Mirror on even pages** option on the **Type** tab of the **Graphics** dialog (choose **Format - Graphics**).

Captions and Number Ranges

In text documents you can create separate, continuously numbered captions for figures, tables and drawing objects.

You can also define as many separate number ranges as you like.

The captions are linked to the figures, tables or drawing objects in a frame. Select the frame when you move the object.

Defining Captions

1. Select the figure or the object or place the cursor in the table for which you want to insert a caption.
2. Open the **Caption** dialog with the command **Insert - Caption**.
3. The dialog shows you a preview of how the caption will look. You can add further text in the **Caption** field. Click OK.



If you would like to place a tab stop between the automatic captions (e.g., "Figure 1") and the additional text, you can insert it in the document later. Press Ctrl+Tab to insert a tab stop at the beginning of a paragraph.

The paragraph format of the automatically applied caption is obtained from the Paragraph Style "Illustration", "Table", "Drawing" or "Text". All of these Paragraph Styles are derived from the "Caption" Paragraph Style. So if you want all captions always to appear in green, for example, simply modify the "Caption" Paragraph Style accordingly in the Stylist. Switch the Stylist to the "All Styles" view or to the hierarchical view.

Editing or deleting captions

A caption is normal text which is placed together with an object in a common frame.

- Edit the caption text just like normal text.
- Delete the caption text just like normal text.

Inserting an object in a number range

Suppose your document contains illustrations as linked graphics, and these are labeled in a number range called "Illustration". Now you want to add a drawing obtained with the drawing tools as a further illustration. Extend the automatic number range "Illustration" as follows:

1. Below the additional illustration, insert a new line and apply the Paragraph Style "Illustration."
2. Start the **Fields** dialog, by pressing (Ctrl)(F2) for example.
3. On the **Variables** tab select the Type "Number range". Under **Selection** select "Illustration".
4. Click **Insert** and close the dialog box.

If you move illustrations with your captions by hand so that the sequence changes, it may be necessary to update the numbers by pressing F9.

Numbering Illustrations by Chapters

To number illustrations by chapter, so that illustrations are labeled "Illustration 1.1", "Illustration 1.2", etc. in the first chapter and "Illustration 2.1", "Illustration 2.2", etc. in the second, proceed as follows.

1. Organize your document by chapters if you have not already done so. Choose **Tools - Outline Numbering** to number the chapter headings that you have formatted, for example, with the Paragraph Style "Heading 1". Select the "Heading 1" Style from the Paragraph Style list box and the option "1, 2, 3,..." from the **Number** list box below it.
2. Select the first illustration you want to number.
3. Choose **Insert - Caption....**
4. In the dialog that appears, select **Illustration** as the category and Arabic (1 2 3) as the numbering. You also can enter your caption text in this dialog.
5. Click **Options**. Specify the chapter numbering in the **Number Range Options** dialog. For this example, select option "1" under **Level** and specify the separator you want for chapter-wise numbering. Click **OK**.

6. In the **Caption** dialog, click **OK**. Your illustrations are now numbered by chapters.

Do the same for all other illustrations in your document.

The numbering occurs automatically: All illustrations within one chapter level are numbered, and you can enter at which chapter level you want the numbering to switch in the **Number Range Options** dialog.



Choose **Tools - Options - Text Document - General**, and under **Caption** mark the **Automatic** check box. When you click the button next to **Object selection**, the **Caption** dialog appears. This is where you can, for example, determine that from now on all illustrations in text documents receive a caption automatically.

Inserting Graphics

There are several ways of inserting a graphic object in a text document.

Inserting Graphics via Dialog

1. Place the cursor at the position in the document where you want to insert the graphic.
2. Choose **Insert - Graphics - From File**. You will see a dialog **Insert Graphics**.
3. Select the desired graphic and click on **Open**.

By default, the graphic is inserted so that it is centered above the current paragraph.

Inserting Graphics From StarOffice Draw or Impress

You can copy a graphic object from one document to another by drag and drop. If you plan to publish your document, please observe copyright laws and be sure to obtain the consent of the authors of the original page.

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 object.
3. While pressing the Alt key, click the graphic object. This selects the object without activating a hyperlink that may be connected to it.
4. Keep the mouse button pressed and wait a moment while the object is copied to the clipboard.
5. Drag the graphic object 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. Keep 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 graphic object.
7. If the object is connected to a hyperlink, the hyperlink will be inserted instead of the graphic object.

Inserting Graphics via Drag and Drop From the Gallery

Drag and drop a graphic object from the gallery into a text document, spreadsheet or presentation to insert the graphic object.

When you release a graphic object **directly on a drawing object**, the following rules apply:

- When dragging without pressing a key (i.e. you do not see another sign next to the mouse pointer) only the drawing attributes are transferred from the Gallery and applied to the drawing object over which you release the mouse button.
- When dragging while pressing the Ctrl key (i.e. you see a plus sign next to the mouse pointer) the graphic object is inserted as an object.
- When dragging while pressing the Shift and Ctrl keys (i.e. you see a linking arrow next to the mouse pointer) the drawing object will be replaced by the object from the Gallery. The position and size of the object that was replaced will remain valid for the new graphic.

Inserting Graphics With a Scanner

To carry out scanning in StarOffice, you must have installed a scanner with appropriate driver software on your system.

Under Windows, StarOffice supports the TWAIN standard. Under Unix, StarOffice supports the SANE standard.

1. Place the cursor at the position in the document where you want to insert the graphic.
2. Choose **Insert - Graphics - Scan**.

The submenu contains a command to open a dialog for selecting the scanning source.

3. From the submenu, select the command to request scanning.

The scanner driver opens a window in which you should follow the scanner manufacturer's instructions. Once the scanning process is completed, the image is inserted in your StarOffice document.

Inserting a Chart From StarOffice Calc

Dragging and Dropping a Copy of the Chart

1. Open the StarOffice Writer document in which the chart is to be inserted.
2. Open the StarOffice Calc document containing the chart.
3. Select the chart with a single click. Eight handles will appear around the chart.

If you accidentally double-click the chart, it will be put in the edit mode, indicated by a gray border. To exit the edit mode, single-click outside the chart.

4. Drag the chart into the StarOffice Writer document.

If the StarOffice Writer document is not visible, you can first arrange the windows appropriately. If your operating system or windows manager provides a task bar, you can drag the chart to the StarOffice Writer button on the task bar, hold that position for a moment while the StarOffice Writer window opens in the foreground and then drop it in the now visible document.

5. In the StarOffice Writer document, position the chart or modify the scale as you would any object. To later modify the chart data, double-click and edit it.

Charts with Linked Data

If the data in the StarOffice Calc document changes, the chart inserted by this method will not automatically be updated. To always have the data up-to-date, you can do as follows:

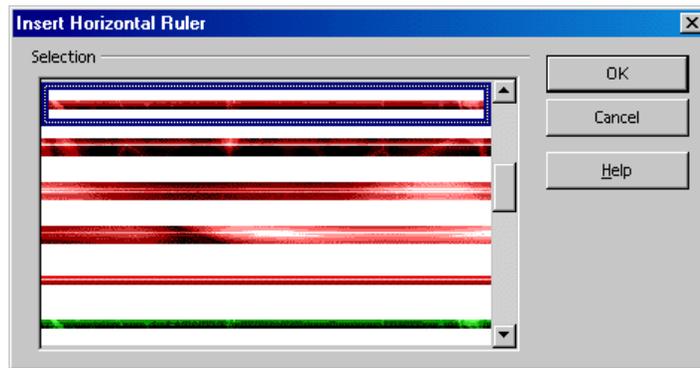
1. In the Calc document, copy the cell range from which the chart is created.
2. Go to the Writer document, long-click the **Insert** icon to open the submenu, then select **DDE Link**.

The data is now in a table in the Writer document and is always linked via DDE to the source data in the Calc document.

3. Position the cursor in the table. Long-click the **Insert Objects** icon on the main toolbar to open the floating toolbar where you then click the **Insert Chart** icon.

Inserting Decorative Horizontal Lines

Choose **Insert - Horizontal Line** to open a dialog for selecting decorative lines.



The lines are graphics anchored to the current paragraph and centered between the margins.

You can also find these lines in a Gallery theme. If you want to continue using a line from the Internet, add it to the relevant theme in the Gallery. The line can then be selected from this dialog.

Headers, Footers and Footnotes

Add headers and footers to your pages of text. Insert footnotes or endnotes.

Remarks Concerning Headers and Footers

Headers and footers are always linked to the Page Style. All pages with the same Page Style automatically have the same headers and footers. By using Fields in the headers and footers you can insert variable content in your text documents, such as page numbers and chapter headings.

- If you want to have other differences in the content of headers and footers, it is best to create different Page Styles and apply these to the pages.
- Choose **Insert - Header** or **Insert - Footer** to select the Page Style in which you want to insert or remove headers or footers.
- You can also choose **Format - Page** to start a dialog that allows you to select headers or footers for the current Page Style. Here you will find a check box **Same content left/right**. If this is not marked, you can format different headers and footers on the left sides than on the right sides.



If you only want to assign a single page a different header, you could also insert a text box to cover the header text. Anchor the frame to the page, and assign the "Wrap Through" option and the background color "White."



Remarks concerning headers and footers in HTML format

Some of the header and footer commands are also available for HTML documents. Since these headers and footers are not provided in the HTML definition, they are exported as special tags and are correctly interpreted again upon loading an HTML page with StarOffice. Web browsers show the content of the header or footer as the text which was there at the time of the HTML export, whereas StarOffice inserts a field again and updates this as and when necessary. (However, author and sender are only inserted as a field if you yourself are the author or were the last one to modify the document.) Headers and footers are exported in HTML documents if they are enabled in Online Layout mode.

Inserting Page Numbers in Footers

1. Insert a footer. Choose **Insert - Footer** and select from the submenu the Page Style you would like for the footer. The cursor now appears in the footer.
2. Choose **Insert - Fields - Page Numbers**. The page number appears as a field in the footer.
3. Select the page number and click on the **Centered** icon on the object bar.

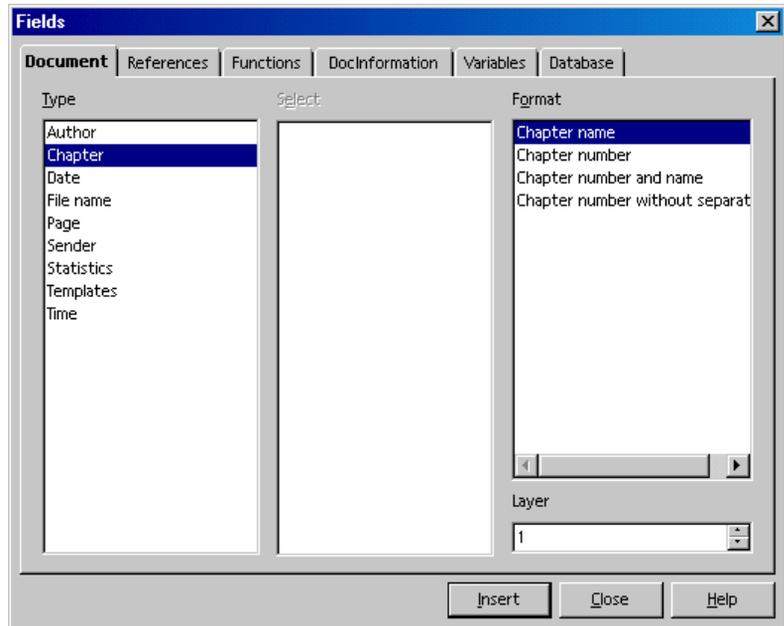
If you would like the footer text to be in the form "Page 9 of 12", you should also do as follows:

1. Type the word "Page " before the field and " of " after the field.
2. Choose **Insert - Fields - Page Count**.

Inserting Chapter Information in Headers

In the document header you can insert fields that contain the file name, date, time, chapter headings, etc.

1. Enter text in a long document and apply the style "Heading 1" to chapter headings.
2. Activate the header for the document (**Format - Page - Header** or **Insert - Header**).
3. Click within the header to position your cursor in it.
4. Enter "Chapter: "
5. Choose the command **Insert - Fields - Other** .



6. In the **Fields** dialog, select the **Document** tab, type **Chapter**, format **Chapter name**. If you want the header to contain paragraphs formatted with Heading 2 instead of Heading 1, enter a 2 under **Layer**.
7. Click **Insert** to add the desired information to the header, and then close the dialog box.

Now every page of your document will automatically display the chapter heading of your choice in the header.

Other information can be inserted in the same manner. You'll find further menu commands under **Insert - Fields**. You can choose from **Date**, **Time**, **Page Numbers**, **Page Count**, **Subject**, **Title** and **Author**. All additional field commands can be selected under **Other**.

Defining Different Headers

A defined header and footer appear in all pages that have the same Page Style. However, you may often need a different header for the first page or for even and odd-numbered pages. For example, you may want the name of the chapter to appear on the left (even) pages and the name of the first subchapter to appear on the right (odd) pages. Since headers are a property of the Page Styles, you need to define two different Page Styles and apply them to the respective pages. There are preset Styles for **First page**, **Left page** and **Right page**, which you can adapt to your specific needs.

For example, the Page Style for left pages might have different inner and outer margins, and the style for right pages would be a mirror image of those margins. If you don't need different headers and footers, simply choose a mirrored page layout (under Page Layout in the tab **Page**).

Switching between odd and even Page Styles and between **First Page** and **Left Pages** can be done automatically by defining the Next Style. If you define the Page Style with Next Style and apply the new Page Style to the first page, then StarOffice will automatically apply the correct Page Styles to the continuation pages.

1. Open a new text document.
2. Click the **Page Styles** icon in the Stylist.
3. Select the Style **First Page** to use as the basis for your own Page Style.
4. Open the context menu and choose **New**.
5. In the **Page Styles** dialog, go to the tab **Organizer**. Give your Page Style a name, such as "Page1," and define "Left Page" as the Next Style.
6. For the "Left Page" define "Right Page" as the Next Style, and for the "Right Page," choose "Left Page."

Inserting Page Numbers of Continuation Pages

With **Insert - Footer**, insert a footer. Set your cursor in the footer and in your main menu go to **Insert - Fields - Other...** Select the **Document** tab. Under "Type" select "Page", under "Select" select "Next page" and under "Format", select "As Page Style". Finally click **Fields** to insert the field command in the footer of your current document.

In your document you'll have displayed the page number of the next page, with the exception of the last page.

If the word "page" should also appear in front of the page number, insert another field of the same type but with another format: Set the cursor in front of the field that you just inserted in the document and call the **Fields** dialog. Again, select a field of the "Page" type, under **Select**, select "Next page" and under "Format", select "Text". In the **Value** text box, enter the text to be displayed if a next page exists in the document. Enter "Continue on page " (note the space at the end!) and click **Insert**.

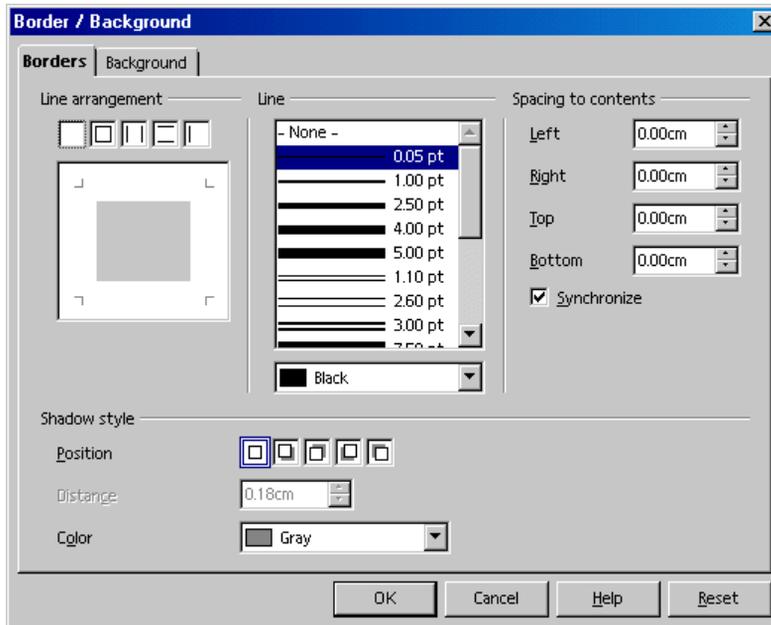
Of course, you can also enter instead of "Continue on page " , something else. For example, ".../", to indicate the number of the next page.

Inserting Lines Under Headers

You can adjust the appearance of the header directly in the header itself. If you click on an existing header, you can then format the text individually or as a whole paragraph. Additional attributes are available in the **Format - Page** dialog in the tab **Header**.

You can also select the **Header** tab to define a document header for the first time. Mark **Header on**. When you close the dialog by clicking on OK, a header is created which you can then fill out in the document.

- If you click the **More** button on the **Header** tab, you can choose additional settings for the border and background of a header.



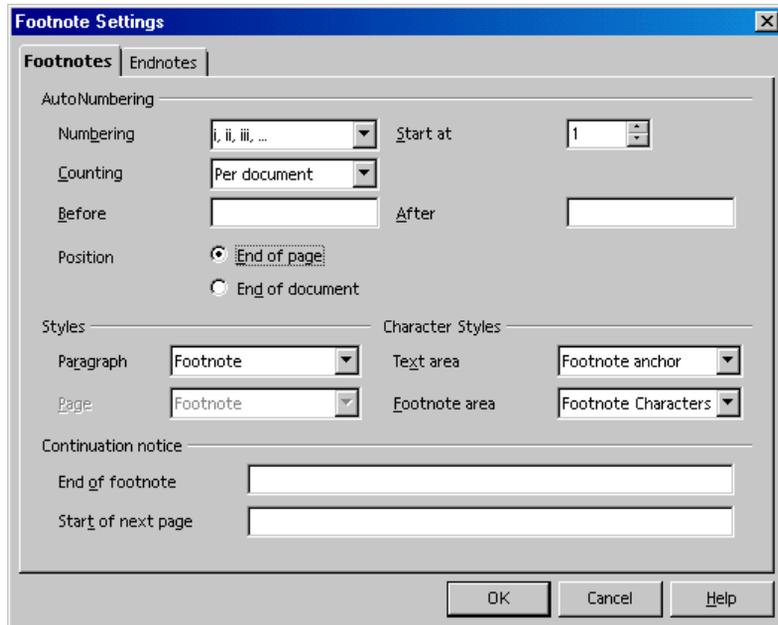
- Draw a line under the header by going to the **Borders** tab. Under **Line arrangement** click between the two lower angle marks at the bottom of the rectangle.

You can also use this tab page to define the style of the line and the distance between the header text and the line.

Footnotes and Endnotes

You can display footnotes in a text document at the bottom of a page (or column if you are using more than one column) or at the end of a document. The settings are defined by choosing **Tools - Footnotes**.

The following information is also valid for endnotes. Endnotes are footnotes that appear collectively at the end of a document instead of at the foot of each page.



You can jump from a footnote anchor in the document to the footnote text quite easily by clicking on the footnote anchor. Press PgUp to return from the footnote to the text.

- The footnote format can be changed by modifying the Paragraph Style "Footnote," which is automatically applied to all footnotes in a document.
- To delete a footnote, simply delete the footnote mark in the text. The footnote text will automatically be deleted as well.

Inserting and Editing Footnotes

You can insert a footnote in two ways: with an icon or with a dialog.

This is how to insert a footnote with an icon

1. Place the cursor in the text at the point where the footnote anchor should appear.
2.  Open the **Insert** floating toolbar on the main toolbar.
3.  Click on the **Insert Footnote Directly** icon.

This is how to insert a footnote with a dialog

1. Place the cursor in the text at the point where the footnote anchor should appear.
2. Choose **Insert - Footnote** to open the **Insert Footnote** dialog.

When you insert a footnote with the icon, footnote numbering is automatic. The **Insert Footnote** dialog on the other hand allows individual settings for the footnote.

Tips for Working with Footnotes

- To edit the text of a footnote, click in it and then you can modify it.
- Press (PgUp) to jump from the footnote area to the footnote anchor in the text.
- To edit the properties of a previously inserted footnote, place the cursor in the document immediately before the footnote character and choose **Edit - Footnote** or double-click immediately before the footnote character.
- To define general settings applied automatically to footnotes in the document, choose **Tools - Footnotes** to open the **Footnote Settings** dialog.
- You can format footnotes with Page Setup by choosing **Format - Page... - Footnote**.

In multicolumn pages, the footnote is inserted in the column where the footnote anchor is situated.



You can also use the mouse to jump from the footnote anchor to the footnote. The mouse pointer changes its appearance as soon as it is over the footnote anchor.

Spacing Between Footnotes

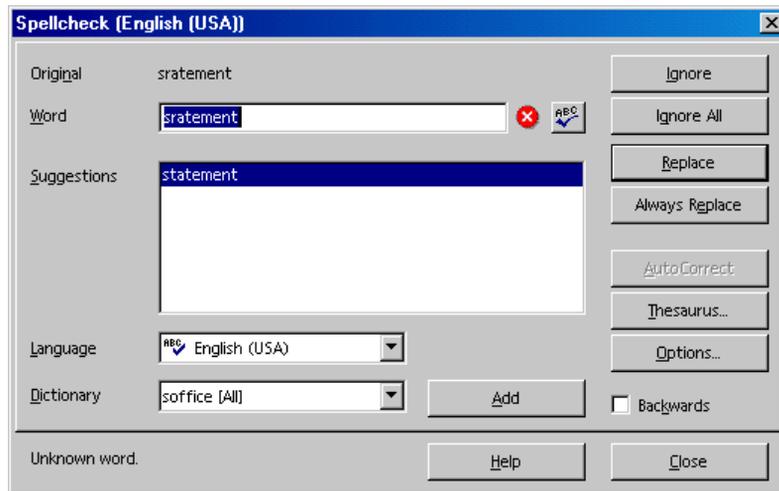
If you want a bigger distance between the different footnotes or endnotes, you can add an invisible (white) line as the lower border to the corresponding paragraph format:

1. Place the cursor in a footnote.
2. Open the Stylist.
3. Click on the Paragraph Style to be modified (footnote).
4. Open the context menu and select **Modify**.
5. On the **Borders** tab page, select a top and a bottom line and give them both the color white.
6. In the **Spacing to contents** area, unmark the **Synchronize** check box.
7. Increase the value of the upper or lower spacing.
8. Click OK.

Spellcheck, Dictionaries, Hyphenation

Controlling the Spellcheck via Dialog

Often a little trick is necessary in order to open the Spellcheck dialogs. If you choose **Tools - Spellcheck - Check** or press F7, but there are no unknown words in your document, you will not see the dialog. In this case, you need to enter a deliberately misspelled or unknown word.



You will see the **Spellcheck** dialog when you call the spellchecker manually via the menu or by pressing F7. This method has the advantage that, before calling the dialog, you can select text and then check the spelling only in the text you have selected. The **Spellcheck** dialog is described in detail in the StarOffice Help.

A manually initiated spellcheck always begins at the cursor position, unless the text was selected (in which case it begins at the beginning of the selected text and ends at its end). If the spellcheck does not begin at the beginning of the document, and if the end of the document is reached during the checking process, a dialog appears asking whether you want to continue checking at the beginning of the document.

The system always searches first through the selected user-defined dictionaries. If the word is not found there, it searches through the main dictionary. If the word is not there either, you will see the dialog illustrated, which allows you to replace the

word. Type it correctly in the Word field or select a word from the list of Suggestions, and click on **Replace**.

The word in the **Word** text box can be permanently added to the user-defined dictionary. First, select the **Dictionary** combo box. Then, click **Add**.



When you replace the word in the Word field with another word, you can check this other word by clicking on the **Check Word** button.

If you want, you can automatically enter all unknown words in a text in the active user-defined dictionary. For instructions, refer to StarOffice Help.

Automatic Spellcheck

- From within a text document, click the **AutoSpellcheck on/off** icon on the main toolbar. All words marked as incorrect by the spellchecker will then be underlined in red.
- Click on words underlined in this way with the right mouse button. A context menu then appears.
- The context menu often provides a list of suggested words, one of which you may click on to select it. The suggested word then replaces the word underlined in red.

If you replace the wrongly typed word using the **AutoCorrect** function in the context menu, the word pair will be entered in the AutoCorrect replacement table. To call up this table, choose **Tools - AutoCorrect/AutoFormat - Replace** tab.

If the word underlined in red is correct, you can place it in your custom dictionary using the **Add** command.

To exclude words from the spellcheck:

1. Select the words.
2. Open the context menu of one of the words.
3. Choose **Character**.
4. Choose **Format - Character - Font** tab.
5. Now select the language [**None**].

Removing Words From User-Defined Dictionaries

1. Choose **Tools - Options - Language Settings - Writing Aids** tab.
2. Select the user-defined dictionary and click **Edit**.
3. Now you will see the **Edit User-Defined Dictionary** dialog, in which you can search through an alphabetic list.
4. Select the word and click on **Delete**.

Hyphenation

You can carry out hyphenation in text documents either automatically or manually.

- Automatic hyphenation is an attribute of paragraphs and Paragraph Styles. This means that you can switch the hyphenation on or off for a paragraph or for a paragraph format and select its properties.
- Manual hyphenation gives you individual control, but is time-consuming.

Automatic hyphenation

Automatic hyphenation is turned off by default.

1. If you want to switch on hyphenation for one or more selected paragraphs, open the context menu and select **paragraph**.

If you want to switch on hyphenation for all paragraphs formatted with a certain Paragraph Style, open the context menu in one of the paragraphs and select **Edit Paragraph Style**.

To use hyphenation in all paragraphs, edit the **Default** Paragraph Style from which the other Paragraph Styles are derived.

2. In the next dialog, click on the **Text Flow** tab.
3. Under **Hyphenation**, mark **Automatically**.

Manual Hyphenation

- For manual hyphenation, place the cursor at the point where the word should be separated and press (Ctrl)(-).

The word will be separated if it is possible, even if automatic hyphenation is turned off for the paragraph.

If you have entered a hyphen directly, StarOffice will not apply the automatic hyphenation for that word. Let's assume the word "Antarctica" would be hyphenated: An-tarcti-ca, but you want it: Ant-arc-ti-ca. Enter all three hyphens manually (directly), including the one between "i" and "ca" that is the same as in the automatic hyphenation.



There is a quick way to prevent a particular word from being affected by the hyphenation (or spellcheck) functionality:

- Select the word and choose **Format - Character**. On the **Font** tab select Language **None**.

If you want to permanently prevent a word from being automatically hyphenated, so that it will never be separated, place it in an active user-defined dictionary with an equals sign after it:

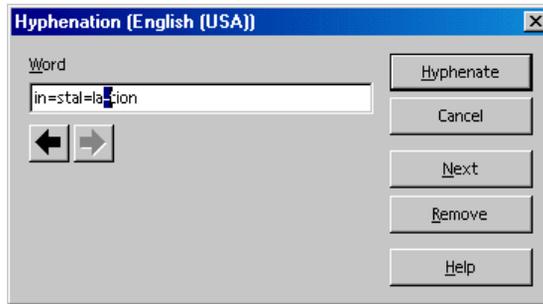
1. Choose **Tools - Options - Language Settings - Writing Aids**
2. Select a User-defined dictionary and click the **Edit** button.

If you do not yet have a user-defined dictionary, you can create one by clicking the **New** button.

3. In the next dialog **Edit Custom Dictionary** enter the word, for example, "Companyname=" (without quotation marks) and close the dialog with **Close** and **OK**.

Now, the word "Companyname" will never be hyphenated.

You do not have to search through the text yourself to find words to hyphenate manually. Choose **Tools - Hyphenation**. This starts a dialog showing, one after the other, all words that could be hyphenated with the current line break.

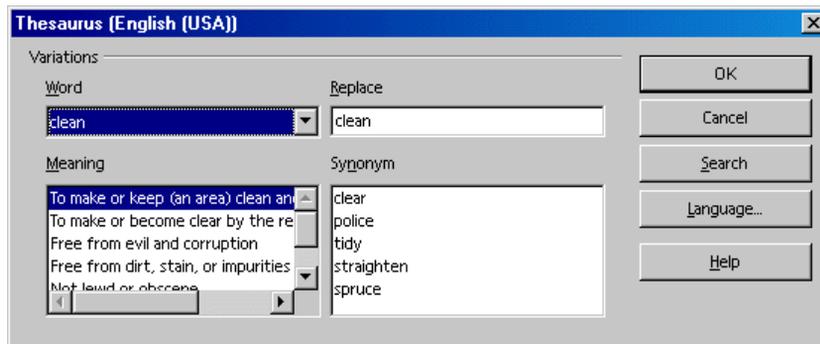


The place at which the word could best be hyphenated with the current line break is highlighted. Click on the left arrow button to move the highlighting to the left if you would like the word to be hyphenated at an earlier place. As soon as you click on **Hyphenate**, the word will be hyphenated at the highlighted place. Then you will see the next word that could be hyphenated.

If the spellcheck recognizes the word, the hyphens entered there will be displayed as well.

Thesaurus

You can use the thesaurus to look up related words.



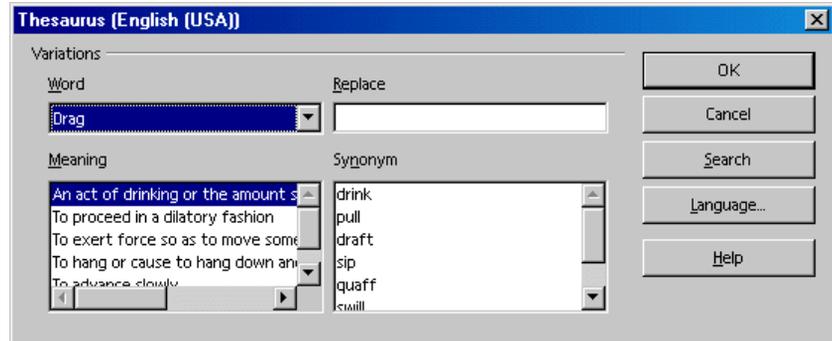
1. Within your text, select the word you want to look up in the thesaurus.
2. Choose **Tools - Thesaurus** or press (Ctrl)(F7).

In the dialog which then appears, you can scroll down the two lower list boxes until you find a suitable word. If you close the dialog by clicking on OK, the selected word will be replaced by the word in the **Replace** field.



The thesaurus is not available in all languages for which a spellcheck has been installed.

If you are looking for alternatives for a word in another language for which a thesaurus is installed, for example an English word, select the word in the text and call up the thesaurus. Click on the **Language** button to switch to "English (UK)" or "English (US)", in order to select British or North American style. Then click on **Search**.



If you applied English language attributes to the English words in your text (**Format - Character, Font** tab, **Language** list box), then the spellcheck, thesaurus and hyphenation will automatically be in this language. You can assign a language to Paragraph Styles in the same way.

Form Letters, Business Cards and Labels

Write form letters, design business cards and produce labels - all from data obtained from a data source or that is sequentially numbered.

Creating Form Letters

To aid you in creating form letters, the following section first gives you brief instructions and then detailed instructions.

Brief Instructions (For Quick Results)

1. Register an address data source in StarOffice, if you have not done so already.

You can find instructions under the search term "address book" in the StarOffice Help.

2. Press Shift+Ctrl+N to open one of the form letter templates provided.

In the **Business Correspondence** category, select the **Elegant Letter**, for example.

3. Select the addresses to be used for the form letter, or enter them now.
4. Let StarOffice create the form letter and print it.

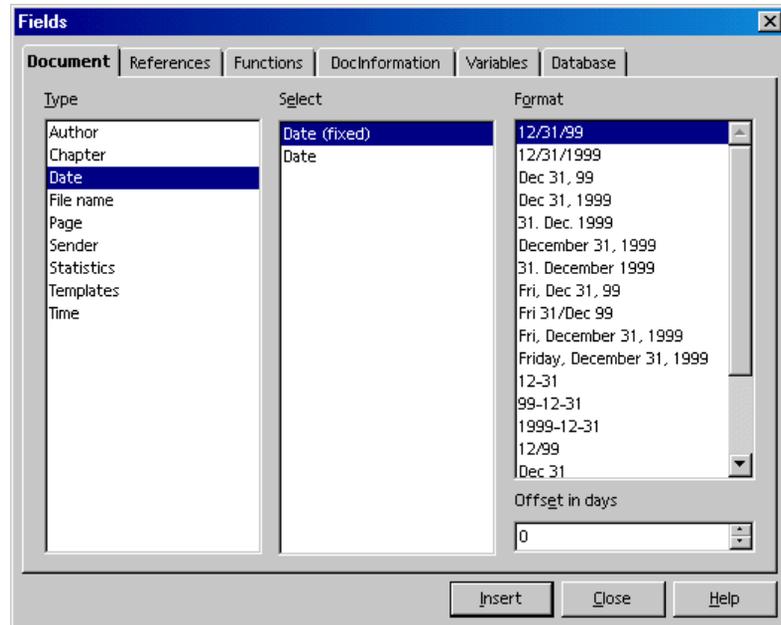
Detailed Instructions (With Background Information)

To create a form letter you need the recipients' addresses, which should be in the form of a database table, and a text document containing the text of the letter. You will notice that fields appear at the positions in the text where the name and address should be printed. These fields draw their information from the corresponding database fields. You can define these fields if you go to the **Insert** menu and choose **Field** and from the sub menu select **Other**. The **Fields** dialog will appear, where you can define the fields.

Fields are a type of place holder in your document. These can be chosen when first inserting a field or opening or printing a current document. You can carry out an update manually with the (F9) key.

Fixed and Variable Fields

"Fixed" fields are fields which are filled out only once, i.e., when the field is inserted into the document. For example, if you write an invoice based on an invoice template you can use a "fixed" date. The minute you set up the invoice document, you will see in the field position the actual date which will not change later on. That is, the date of the invoice is determined only once.



On the other hand, a "variable" date is updated every time you open and print the document. A manual update of the fields (i.e. with the F9 key) sets the actual date in the field entered as "Variable date"

If, for example, you want to insert a date as a field in your form letter, you have to decide if it is to be inserted as a fixed or as variable date:

- Choose to use a fixed date if the date should never change, i.e., as if you could have typed in the date directly (without a field). What is then the advantage of using a field? You can save the form letter as a template, and if you later want to write a new form letter based on that template, the date will automatically be updated.
- If you choose the variable date, the date will be updated every time you open or print the document.

Apart from the date there are various other fields which you can also use in your form letter. The most important fields are the ones which determine where the different elements of the recipient's address are to be placed. These fields have a direct connection to the database table which contains your address list. A field will be inserted in the form letter for each data field (i.e. name, street, city, etc.). When printing, StarOffice Writer inserts the desired data fields in the fields for each record.



If you want to create a completely new document containing the necessary form letter fields, you can use drag and drop to do so: Open the text document and press F4 to show the desired database table. Point to a column header and, holding down the mouse button, drag it into the document. The field for inserting this item from this database table is automatically placed in the document.

- Choose **File - New - Templates and Documents** to open a document based on the **Elegant Letter** template from the **Business Correspondence** category.

A form letter based on the "Elegant Letter" template will be displayed. It already contains fields for the address, date, sender, etc.

- In the **Use of this Template** dialog that automatically appears, select the option **Several recipients (address database)**.
- Since the "Elegant Letter" template is linked to an address database, the address table is opened automatically in the data source view. If this does not happen, press F4 to open the data source for the current document.
- Select the records you want to use in the form letter by clicking the row headers at the left in the data source view. Press the Shift key and/or the Ctrl key to make your selection. To print a form letter for all the records in the table, click the empty field above the row headers to select all records.



Now click the **Form Letter** icon on the database bar at the top of the data source view. The **Form Letter** dialog appears, where you can choose what you want to send as e-mail or print. You can also choose if you want to print selected records, all records or a particular range. If you want to print a range, e.g., records 1 to 5, make sure that the numbers follow the order displayed in the data source view.



You can sort or filter records in the data source view by clicking the respective icons on the database bar. For example, to sort all records according to ZIP (postal) code, place the cursor in the ZIP CODE field of any record and click **Sort Ascending**.

Now your form letter is all ready to go!

Avoiding Blank Paragraphs

If you have chosen the form letter field **COMPANY** to appear in the recipient field, a blank line might appear in your printed letter. That happens if the **COMPANY** database field in the database is empty. However, it is possible to prevent empty fields from being included.

Place the cursor in your text document before the form letter field **COMPANY**. Choose **Insert - Fields - Other** to open the **Fields** dialog. On the **Functions** tab select the type **Hidden Paragraph**.

Now, in the **Condition** field, enter the following text (without quotation marks):

not (Company)

If the **COMPANY** database field is now empty, the **COMPANY** line will not be printed, and the rest of the lines will be moved upward.

Creating and Printing Labels and Business Cards

Designing Business Cards via Dialog

Choose **File - New - Business Cards** to open a dialog with several tabs which allow you to choose how your business cards will look.

Designing Labels and Business Cards

There is yet another way of designing business cards - if you regard business cards as a simplified, special kind of label. In general, all business cards are the same. Labels can be filled with different contents obtained from a database, or they can be marked with serial numbers.

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, business cards etc. You can 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. But it is equally possible to have the same text printed on every label.

Use the combo boxes to select the database and table from which the data fields are obtained. Click on the big arrow 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 be able to do this, the label type on the **Labels** tab must be set to "User-defined". 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** check box is marked. If this is marked, an identically repeated 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.

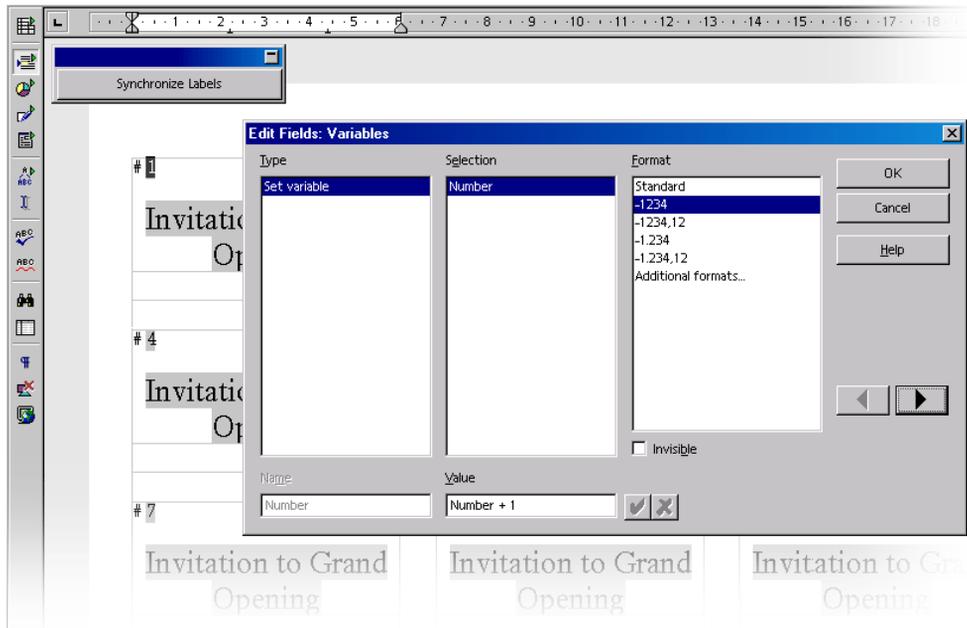
6. Click on **New Document** to create a new document with the settings you have entered.
7. Print the new document.

Printing Labels With Serial Numbers

If, for example, you want to print lottery tickets or entry tickets with serial numbers on them, this is how to do it:

1. Choose **File - New - Labels**. This opens the **Labels** dialog.
2. On the **Labels** tab, under **Format**, select the format in which you want to print. These label tags or rolls, available from specialist suppliers, are often made from stiff paper with tear-off perforations, or they are self-adhesive labels on a backing material.
3. If you want to define the format yourself, select the **Format** tab.
4. On the **Options** tab, mark **Synchronize contents**.
5. Click on **New Document**.

A new document is now created, divided up in the way you want. You only have to edit the top left label, then press **Synchronize labels** to make all labels appear the same. The button is only visible if you previously marked **Synchronize contents** on the **Options** tab.

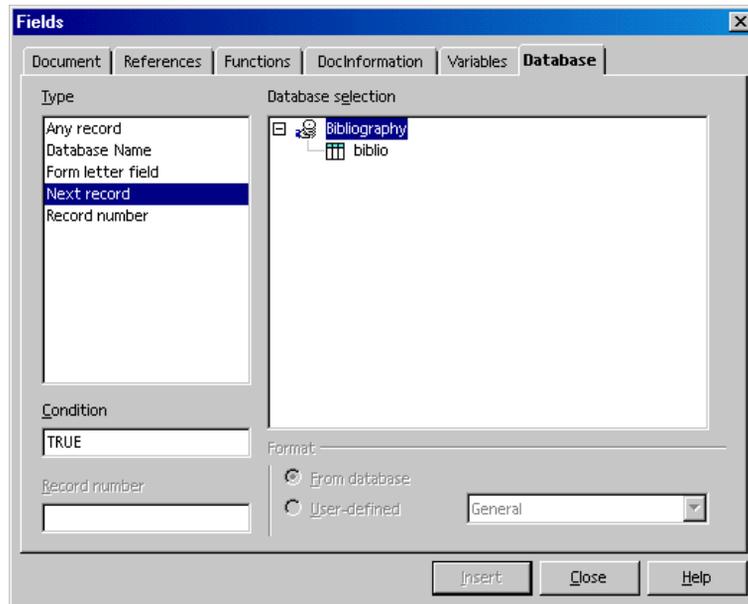


7. Enter your text in the top left label and format the font the way you want it.
8. You can include serial numbering by inserting a field. Place the cursor at the point where the number should appear. Press (Ctrl)(F2) or choose **Insert - Fields - Other**.
9. In the **Fields** dialog, go to the **Variables** tab.
10. Select the type **Set variable**, if it is not already marked.
11. In the **Name** box, enter a name of your choice for the counting variable, for example **Number**.
12. To increment the variable from one label to the next by 1, enter the following formula in the **Value** text box: **Number+1**.
13. Click **Insert**, then close the **Fields** dialog.
14. Click **Synchronize Labels**.
15. Now you can save and print the finished document.

Printing Address Labels

If you want to print address stickers, for form letters which do not fit in window envelopes, for example, this is how to do it:

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.
7. Open the **Fields** dialog, for example by pressing the shortcut keys (Ctrl)(F2), and go to the **Database** tab.



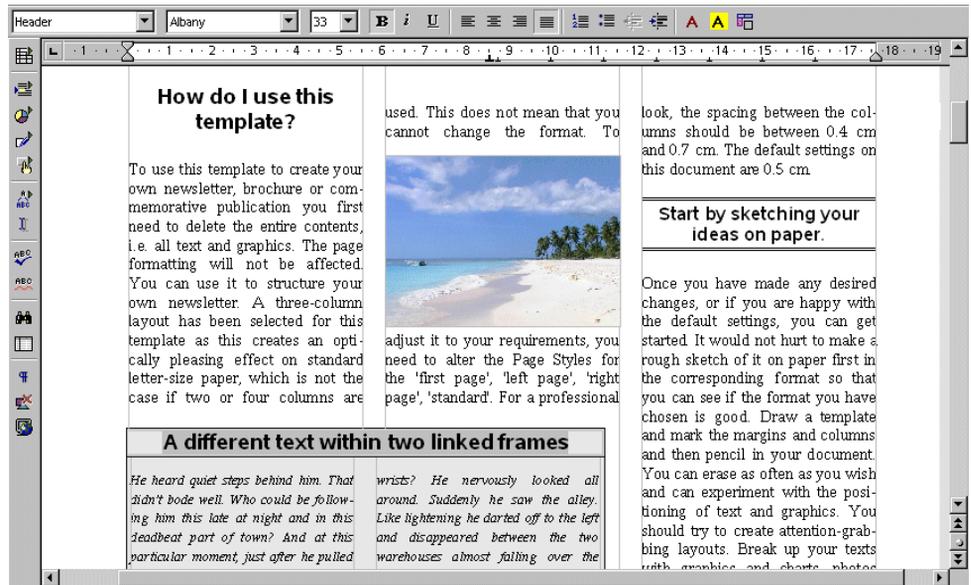
8. Select the type **Next record**, click on **Insert** and then on **Close**.
9. You can now synchronize the labels. Click on the **Synchronize** button in the small window.
10. In the data source view, select the records for which you would like address stickers, by clicking on the row headers to the left. Use the Shift or Ctrl key in the usual way to select several records at the same time.
11.  On the **database bar**, click the **Data in Fields** icon.
12. You can then save and/or print the label document.



After the last label on the page, the command **Next Record** is effected automatically. Therefore, do not insert the command manually after the last label on a page.

Newsletters

In this section, learn how to create a newsletter/newspaper as a text document. This is useful for creating newsletters for your company or club, or in celebration of a special event.



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 predefined, e.g. for the **Headline**.

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 now enter text and position graphic objects.

Click the headline. This text is an input field. You can modify the existing heading in a dialog.

A few other texts highlighted in gray are variables, which you double-click to modify.

After you have finished creating the document, you can save and print it.

However, if you would like to have a more personal and interesting layout, you can edit the template a bit more.

Creating Page Styles

If you want to have a page which includes not only text but also several larger graphics, you should create a separate Page Style for this purpose.



Open the Stylist and click the **Page Styles** icon. In the context menu, select the command **New** to open the **Page Styles** dialog. In the tab **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**.



If you activate the register-true option, the baselines of all paragraphs with the **Text Body** Style will be exactly aligned so that they are at the same position in each column and on each page in relation to the page. With double-side printing, the baselines of the register-true paragraph will have the same position. You will normally take as a Paragraph Style the Style you used to create your actual text. To define another Paragraph Style as register-true, call up the properties dialog of that Paragraph Style. Call it up, for example, in the Stylist via the context menu of that particular Paragraph Style, select the **Modify** command. On the **Indents and Spacing** tab, in the field under **Register-true**, select **Activate**.

Editing Headers

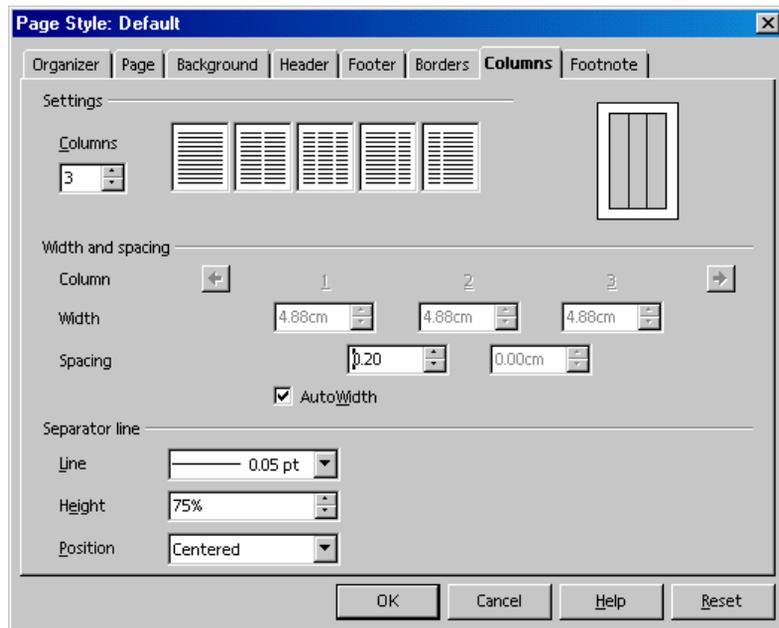
To edit a header, click in the header field in your document. With the context menu (**Page**), activate the **Page Styles** dialog. Select the **Headers** tab and click **Options**. In the **Borders/Background** dialog, choose a background color and click **OK**, then confirm the following dialog as well.

Editing Columns

To change the number of columns or create a dividing line between columns, activate the **Page Styles** dialog via the **Page** context menu.

Click on the **Columns** tab. Change the number of columns in the spin box **Amount**, and modify the distance between the columns in the spin box **Spacing**. 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**. Finally, click **OK** to close the dialog.



To place headings or subheadings that are more than a column wide into a multi-column text, we suggest you put them in 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. Text frames can have borders, but do not have to.

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. Via the **Modify** command in the context menu, call up the **Paragraph Styles** dialog. In this dialog, you will find several tabs with various settings and options.



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**.



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...**).

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, e.g., for small symbols which always appear in the margin accompanying a certain word in the text, select **To Character**. If, in flowing text, the frame should move with the text as a character, select **As Character**. To anchor a frame to a specific paragraph, select **Paragraph**.



You can specify the type of anchor via 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. Just 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 calls the Contour Editor where you can manually reedit the automatic contour. 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.

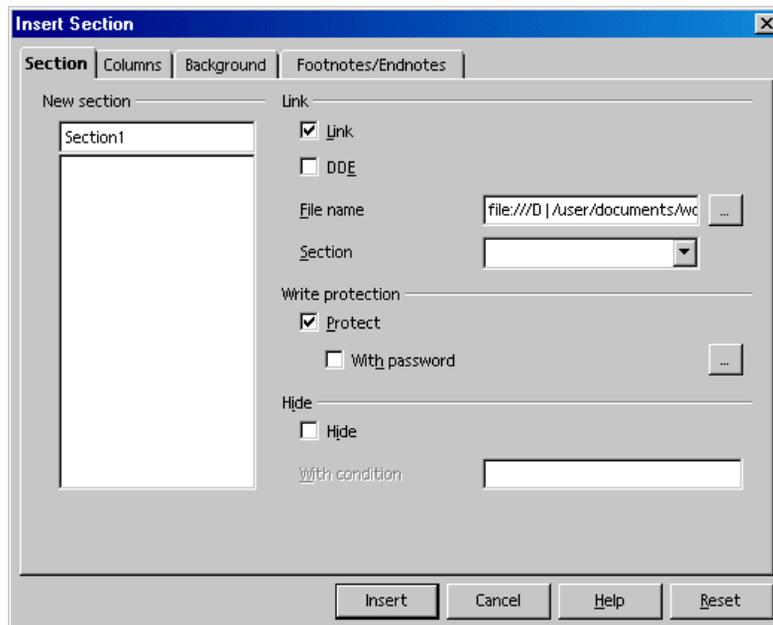
Create two (or more) frames by opening the **Insert** floating toolbar, clicking **Insert Frame Manually**), then selecting the first frame (click the border of the frame).

 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).

Now you have to decide if you want to have the text as a copy in the frame or if it should keep a link to the original document (in this case it would always return to the actual stand of the original document). If the text is only to be copied, choose the command menu **Insert - File**.



If the text is a section linked to another file choose **Insert - Section**. In the **Insert Sections** dialog that appears, click **Link** and select the file you want with the ... button. Finally, click the **Insert** button.

Using Colored Backgrounds

To assign a colored background to a paragraph, place the cursor in that paragraph and click the **Background Color** icon in the Object bar. A floating color palette will appear from which you choose the desired color by clicking it once.



If you would like to make frequent use of a background color for a certain paragraph, it would be best to create a Paragraph Style for this purpose.

Instead of a color background, you can have a background graphic image. The background graphic image is assigned to a paragraph either via the Paragraph Style (in that case, all paragraphs based on this Style will have the same graphic background), or edit it via menu **Format - Paragraph...** Click the **Background** tab and in the list box **As** select "graphics" in order to pick out an appropriate graphic image.

Creating a Table of Contents

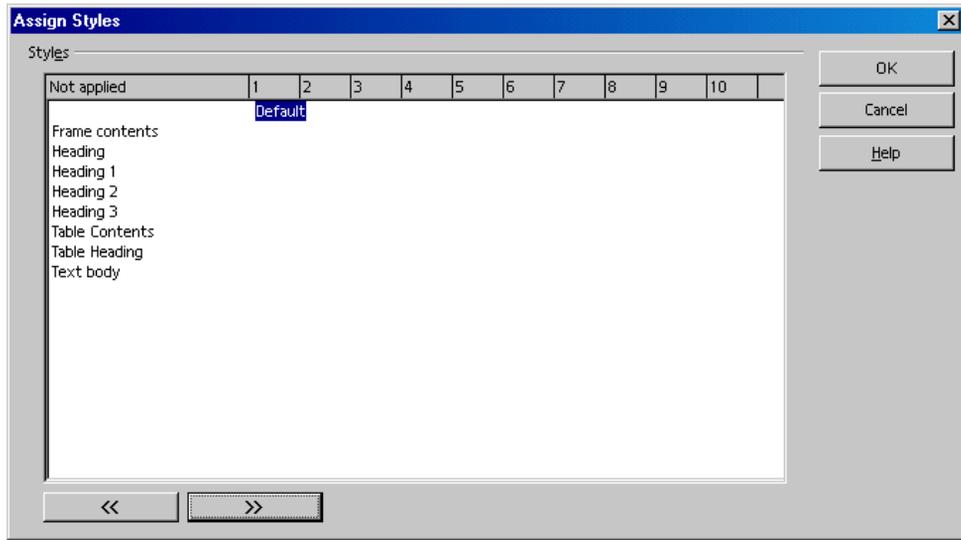
A table of contents can be created manually, but if the contents are altered, the table of contents must be manually updated, as well. It is much more convenient (and time-saving) to have the program create a table of contents for you.

- Now that you have entered the text, you may want to create a table of contents on the front page of your newspaper or newsletter. To do so, follow these steps: draw a frame manually on the front page, choose **To Page** as anchor. Press the Escape key to see the cursor in the frame.
- Open the **Insert Index/Table** dialog (choose **Insert - Indexes and Tables - Indexes and Tables**). On the **Index/Table** tab page, select "Table of Contents" as **Type**, and enter an appropriate heading, e.g., "In this issue..." in the **Title** field.

If you want to create a table of contents using the headings in the document, specify the desired outline structure using the **Evaluation level** spin box.

First, you have to have assigned one of the Paragraph Styles which is determined for the chapter numbering to the headings. You can determine the Styles under **Tools - Chapter Numbering**. The predefined Paragraph Styles are "Heading1" through "Heading10".

If you have used other Paragraph Styles of your own for the headings, you can also incorporate these into the table of contents. To do so, go to the **Insert Index/Table** dialog, click the **Index/table** tab and in the **Create from** area, mark the **Additional Styles** check box. Click the button to the right of the check box. The **Assign Styles** dialog will appear.



This is where you determine to which level the Style should be assigned in the table of contents for each Style used in the document.

You can choose more settings on the **Entries** and **Styles** tab pages. Click **OK** to create your table of contents.

After your newsletter is finished, you can save and print it.

Further Information

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.

Letters With Envelopes

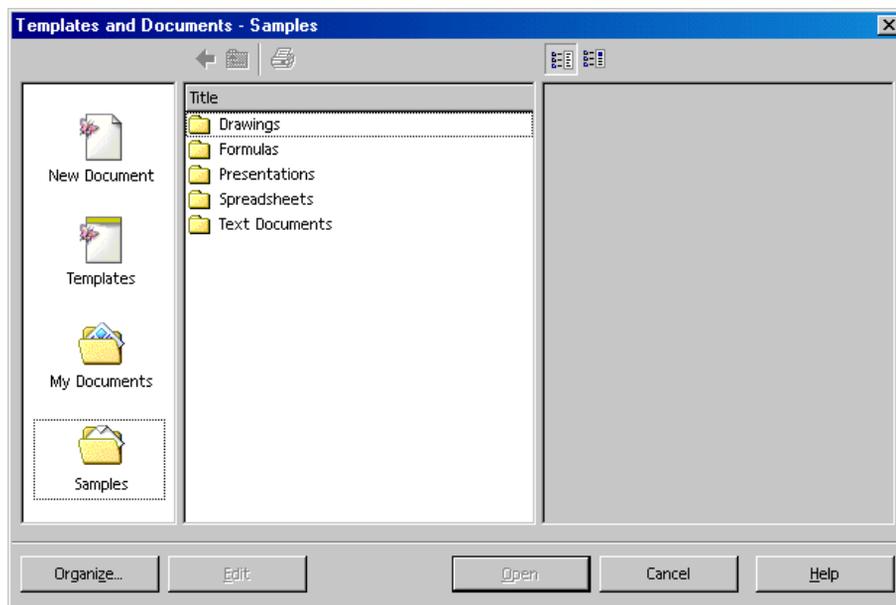
With StarOffice Writer, you can write a letter in no time. We will show you how easy it is.

There are two really easy ways for you to get the result you want:

- You can use one of the many supplied letter templates, or
- use the AutoPilot to create a letter template 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, e.g. 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**. Click **Letter** in the submenu and you will see the first page of the AutoPilot for Letters.
2. Select **Personal Letter**, and then click the button **Next**. A second page with additional options appears. Choose the option **No Logo**, and click **Next**. A dialog will appear in which you can enter the sender details.
3. You should already be able to see the sender address. Under **Show sender?** select **Yes**. Now click the symbol **top right** in the **Position and size** area and once again click **Next**.



If the input field does not contain a sender, the program will lack the necessary details. In this case, click **Cancel**, open the **User Data** tab (in **Tools - Options - StarOffice**) and enter the necessary data. After that, you can open the AutoPilot again and carry on as described up to this point. You can also enter your sender details directly in the input field of the AutoPilot. But if you did not enter these details in **User Data**, you will need to repeat this process for every new template that you create with the AutoPilot.

4. Click **Next** until you arrive at the page with the footer options. Deactivate the check box **Footer on** and click **Next** twice. Now, 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 will be stored in the template folder under the name you have entered.

5. Again, click **Next**. Enter the printer trays if you want to use different paper trays for the first and subsequent pages. This is especially practical when the only the first page is to be on letterhead paper. The last step is to click **Create**.

After you click the **Create** button, StarOffice creates a document template and places it in the template folder. At the same time, a new, unnamed document appears on the screen, that has been generated as a copy from this template.

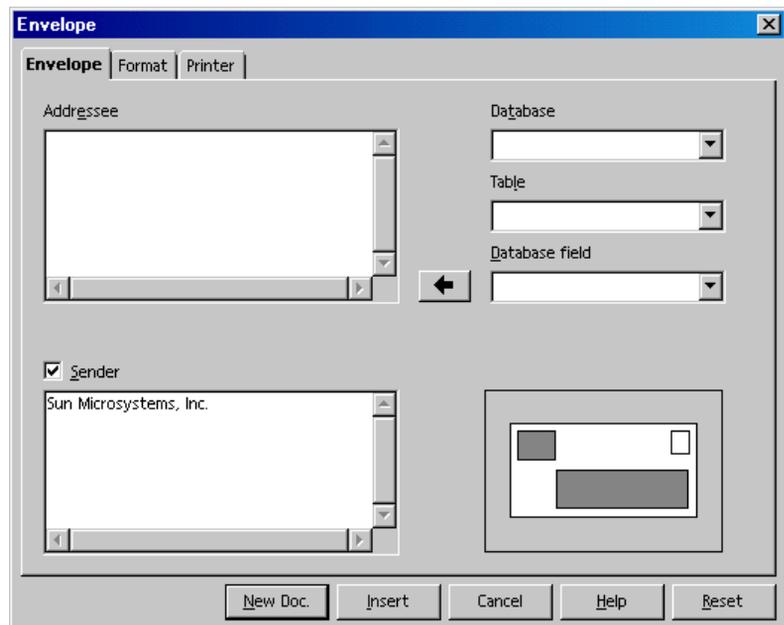
You can start to enter text and then print and save the document. However, if you would like to keep on working on the layout of the document template or create an envelope for it, close the new document without saving it and continue reading.

Creating an Envelope

This section contains a description of how to create a template for an envelope after you have completed your letter template. We will also be giving tips on how to continue polishing the design of your template(s).

As the envelope should be saved together with its template, you should first open the letter template.

1. Choose **File - Templates - Edit**. A dialog will appear in which you find the letter template you just created and open it. The templates are found under `staroffice6.0/user/template`.
2. After opening the template, go to the **Insert** menu and choose **Envelope**. A dialog of the same name appears.
3. On the tab pages **Envelope** and **Format**, you should specify the envelope format and where you want the addresses of the sender and addressee to be positioned on the envelope. On the **Printer** tab page you can define the appropriate print options.



Inserting an Envelope into a Document

Click on the **Insert** button in the **Envelope** dialog. The envelope will be inserted above the first page of the active document. (In this case, before the first page of the personal letter template)

To continue editing the envelope (for instance, to change the format again), open the **Page Style: Envelope** dialog (in the context menu of the envelope click **Page...** and select the **Page** tab).

Adjusting the Printer for the Printout

The method for printing envelopes depends on the type of printer used. 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.

Specify your print options in the **Page Style: Envelope** dialog. To open this dialog, click an empty spot on the envelope, open the context menu, and select **Page...** Then select the **Page** tab. Define the desired settings under **Paper Format**.

Applying Various Fonts

To permanently change the font size and style for all paragraphs with a particular paragraph format, you will need to modify the Paragraph Style. First, position the cursor in the text that you want to modify and select the command **Edit Paragraph Style** in the context menu.

You will see the **Paragraph Style** dialog, with various tabs. Click on the **Font** tab and specify the type, size, and style of the font.



If you want to emphasize a particular passage in a letter, just select the text and click the **Bold** or **Italic** icon. To format only a single word, simply place the cursor anywhere in the word and click **Bold** or **Italic**.

Make any other necessary changes, then click the **Save Document** icon and close your document template.



When creating a template, remember not to type a text for a particular letter. The main purpose of a template is to define the general layout of a document. Use the documents based on the template to add text for a letter.

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. In the dialog that now appears, select your new template and click **OK**.

StarOffice will create a document based on the template, though the template itself remains unchanged no matter how you modify the 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. Select the command **File - Print** and print page 1, which is your envelope.
7. 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 document, choose **File - New - Templates and Documents**, select the template you want and click **Edit**.

Creating Spreadsheets With StarOffice Calc

StarOffice Calc is the powerful spreadsheet program in StarOffice. It provides all the functions necessary for professional use, lots of financial and statistical functions as well as database functions, plus much more.

The Functions in StarOffice Calc

This section contains a short overview of some important functions and capabilities of StarOffice Calc.

Calculating

StarOffice Calc is primarily a spreadsheet program. It provides you with a spreadsheet containing cells in which you can enter text, digits and formulas and calculate simple and complex results. StarOffice Calc has numerous automatic functions to facilitate your work.

Not only does StarOffice Calc provide the basic calculation types but also numerous calculation methods that can be entered interactively with the AutoPilot: Functions. Additionally, you can enter text and flexibly arrange the cells, so you can comfortably style, fill out, calculate and print your own forms with StarOffice Calc.

Database Functions

If your data can be summarized into records, such as addresses, inventory levels, customer orders or similar, then these can also be managed by StarOffice Calc. Even if you do not want to calculate anything, you can, for example, quickly sort the database range and search your data for specific characteristics, such as maximum or minimum values.

In addition, a sheet in StarOffice Calc can serve as a data source for creating form letters with StarOffice Writer.

Arranging Data

You can organize data in easy-to-read lists. With just a few mouse-clicks, you can reorganize the view to show or hide certain data ranges, format ranges according to special conditions, or calculate subtotals and totals.

Examining and Extrapolating Data

The data in your StarOffice Calc tables can be examined in detail in many different ways. StarOffice Calc is useful for creating term papers because it supports many statistical functions such as regression analyses. And for daily calculations at work, the integrated financial functions are helpful, because they can be used to print detailed tables of current credits and loans and other data.

What-If Calculations

An interesting feature is immediately viewing results of changes made to one factor of calculations composed of several factors. For instance, see how changing the period in a loan calculation affects the interest rates or repayment amounts.

Furthermore, you can manage larger tables by using different predefined scenarios.

Dynamic Charts

StarOffice Calc lets you display spreadsheet data in a clear way by selecting the data to be displayed and clicking the **Insert Chart** icon. Drag open a frame at the required position, define specific chart settings in the dialog that appears. The chart is inserted at the selected position and, if the source data is modified, will be dynamically updated.

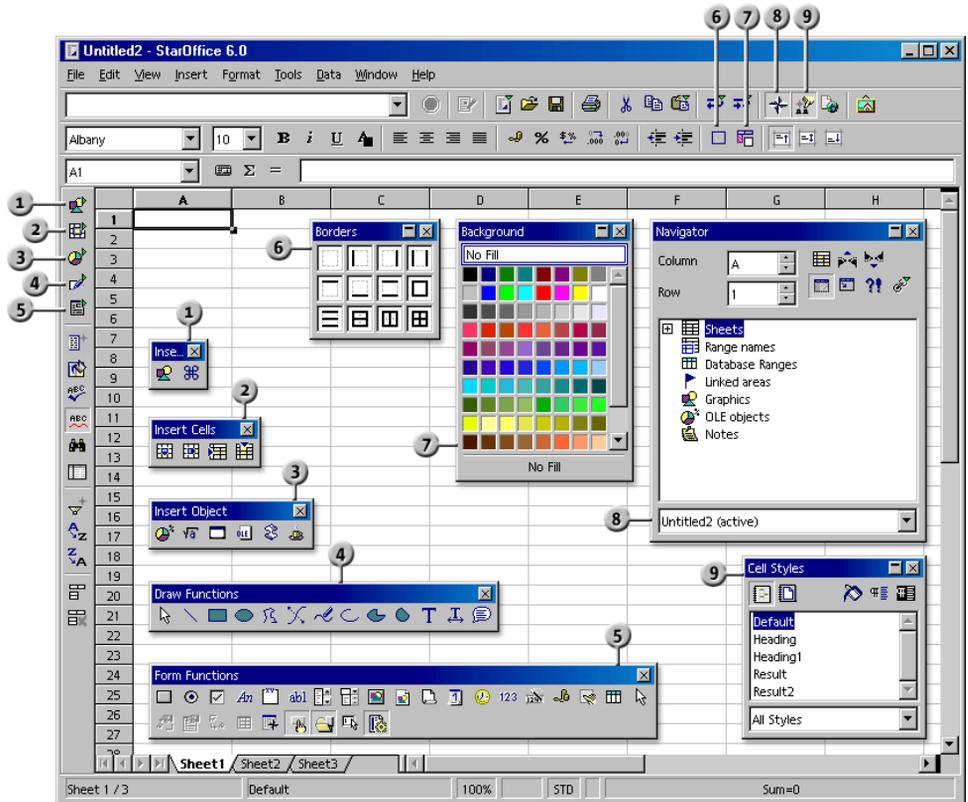
Importing and Exporting Data

You can import data from other spreadsheets programs, edit them in StarOffice Calc and, if you want, output them in different export formats.

Referencing Data in Networks and Internet

Instead of having a fixed value or formula that refers to other cells in the sheet, each StarOffice Calc cell can also contain a reference to contents in other documents. The documents referred to do not have to exist on your local computer, they can also be stored in a network or anywhere in the Internet.

The StarOffice Calc Window



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 an arithmetic formula or a text or value (of virtually any length).

A calculation can be entered directly as a mathematical formula, e.g., $=4 + 5$. But the main reason for using a spreadsheet is that its formulas can refer to other cells. An example of such a mathematical formula might be `=SUM(A1:A8)`. This calculates the sum of the values in cells A1 through A8 and enters 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. As you can see, this allows you to calculate extremely complex relationships.

Open a new spreadsheet with the command **File - New - Spreadsheet**. It is named "Untitled1" until you save it under a different name. If you look at the new, still empty document, you will notice several typical elements, which are discussed in the following.

Rows and Columns

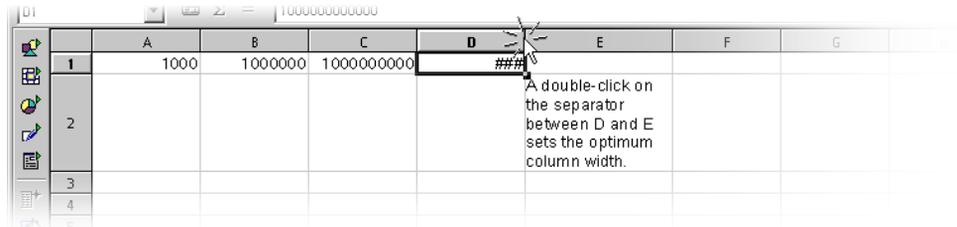
On a spreadsheet, rows are numbered from 1 to 32000 and the columns are designated with the letters A through Z, AA through AZ, and so on; the last column is labeled with the letters IV. Each cell on the sheet can be uniquely referenced by row and column. For example, cell A1 is the first cell in the 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, or due to the formatting, e.g., currency format, 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.

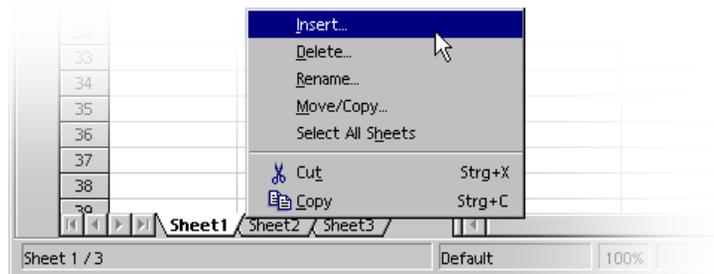
You can use all the usual functions to edit the text. Notice, however, that the right and left arrow keys will replace the cell cursor if you are in the Entry mode (by clicking in a cell and entering characters). If you edit a cell with a double-click or have pressed the F2 key or click in the entry row, you will enter the Edit mode. The left and right arrow keys will now replace the text cursor. When you press the Enter key, the text in cell A1 is finished and the cursor automatically 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 spreadsheet document you will find tabs for switching among the various sheets of your document. A new, empty spreadsheet initially contains three sheets, each titled "SheetX" (X stands for the numbers 1 through 3).

Inserting Sheets

1. Point the mouse to the sheet tab at the bottom of the window.
2. Start the Context menu. You will see commands for editing the sheets.



3. Choose the **Insert** command. You will see the **Insert sheet** dialog .
4. Select the position and quantity of sheets to be inserted and click **OK**.

Renaming Sheets

1. Click the name of the sheet that you want to change, e.g. "Sheet1".
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.



The name of a sheet may consist only of letters and numbers. Spaces are also permitted.

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 very easily, and you can update them at any time by recalculating the formulas with current data.

By values in spreadsheets we mean numbers, dates, times and results of formulas. You can emphasize values by marking **Value Highlighting** in the **View** menu. You can also mark this option in **Tools - Options - Spreadsheet - View**, in which case this function will apply permanently for the current document and all documents created in the future (other, already existing documents retain their settings). If this function is enabled, numbers and dates are automatically shown in blue, and values in cells containing formulas in light green. Text remains in black. If **Value Highlighting** is not marked, you are free to choose the colors and other formatting of the content of your spreadsheets.

As you have already seen, you can type a text in a cell even if it appears to be too long for the cell. Now try entering a very long whole number. If the number is too long to fit in the cell, you will see the overflow indicator ###. If you now double-click the right hand edge of the heading of this column, the column will be automatically set to the optimal width.

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 field. In case of an error in the spreadsheet, this field will also display an error message.

Calculating in Spreadsheets

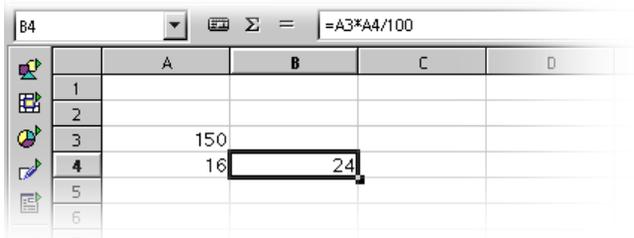
In the following we show you a simple example of the percentage calculation that you can perform in a spreadsheet:

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 thereby 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.

You are now acquainted with the most important steps in working with spreadsheets: creating and entering formulas, entering data (text and numbers), obtaining results, modifying source data or formulas, and how to view results of new data or formulas.

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.

Using a Function Based on the Example of Euro Conversion

If you enter a formula (e.g. =4+5 or =A3*A4/100) in a cell and then press the Enter key, the end result of your calculation will appear in the cell. You can also enter functions in your formula. An example could be =SIN(1), which shows you the result of sine of one (rounded to two decimal places).

StarOffice Calc has several other functions, too, and you can add additional functions yourself using StarOffice Basic or AddIns. The StarOffice Help shows you how to do this. In most cases though, the standard functions provided in the program are enough to fulfill your needs. The function with the Syntax CONVERT(arguments) will be introduced here as an example.

If you want to convert a sum of \$ 100 into euros, you can write the following formula in a cell:

```
=CONVERT (100 ; "USD" ; "EUR" )
```

The result you obtain will be the number of Euros for 100 US dollars. The sum to be converted is always stated first within the parentheses. It can be entered directly, as here, or as a reference. If the amount is, for example, in cell D2, you can enter D2 in the formula as the first part of the function. The other parts of the function name the unit of the amount and the unit into which it is to be converted. All three parts of the function are separated from each other by semicolons.

Using the formula =CONVERT (50 ; "EUR" ; "USD") you will obtain the number of US dollars for 50 Euros.

If in column D, from D2 to D20 you have a number of USD sums and in column E from E2 to E20 you want the same sums in Euros, proceed as follows:

1. Click in cell E2.
2. Enter the following: =CONVERT (
3. Click in cell D2. D2 is now defined as the first part of the function. The cursor remains at D2 in the formula.
4. Enter the following text: ; "USD" ; "EUR" (enter the text with both semicolons and the quotation marks) and press the Enter key.
5. This completes the entire formula which now reads =CONVERT (D2 ; "USD" ; "EUR"). Cell E2 now contains the result of the calculation.

6. Click cell E2, then the small filled square in the bottom right hand corner of cell E2 and, pressing the mouse button, drag down to cell E20. Release the mouse button there.
7. You have now copied the formula from E2 to E20. The references have been automatically adapted so that they always refer to the neighboring cell on the left.

What Can a Cell Contain?

As you have already seen from a few examples, cells can accommodate different elements. We now explain these in turn.

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 the text should automatically break at the right border of the cell, proceed as follows:

1. Select all cells in which the text should break at the right border:
2. In **Format - Cell - Alignment** mark the **Line break** field and then click OK.

Even in 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 also enter numbers in the "Text" format. Format the desired cells with the format "Text" (open the context menu of the cell and choose **Format Cells - Numbers - Text** category), and enter numbers in the cells. These will be inter-

puted as text. The display of these "numbers" is left-justified just like normal text. But note: You cannot calculate with numbers in text format!

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 thereafter 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 '1999, '2000 and '2001. The apostrophe is not visible in the cell, it only signals that the entry is to be recognized as a text. This is useful, for example, if you enter a telephone number or ZIP 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.



Enter the number 12345.6789, for example. You will see that the number appears in the sheet with only two decimal places, i.e. 12345.68. However, the exact number with all four decimal places is still remembered by the program.

You can also enter a fractional number in a cell and use it for calculation:

- Enter "0 1/5" in a cell (without the quotation marks) and press the input key. In the input line you will see the value 0.2 which will be used for the calculation.

If you enter "0 1/2" AutoCorrect causes the three characters 1, / and 2 to be replaced by a single character. The same applies to 1/4 and 3/4. This replacement is defined in **Tools - AutoCorrect Replace** tab.

If you want to see multidigit fractions such as "1/10", you must change the cell format to the multidigit fraction view (Context menu of the Cell, choose **Format cells**). You can then enter fractions such as 12/31 or 12/32 - the fractions are however automatically reduced, so that in the last example you would see 3/8.

You can select other display options by choosing **Format - Cells**. All the defined formats are listed 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 be entered in the cell and the number will be formatted as text. Because it is in text format, however, you won't be able to calculate with this number.
- Format a cell with a number format such as \0000. This format can be assigned in the **Format code** box under **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, however, you have imported an entire column with numbers in "text format", i.e. in the form of "000123", which you now want to turn into "real" numbers again without zeros in front of them, i.e. in the form of "123", proceed as follows:

1. Select the column in which the digits are found in "text format". Set the cell format in that column as "Number".
2. Call up **Edit - Find & Replace**
3. In the **Search for** box, enter `^[0-9]`
4. In the **Replace with** box enter: `&`
5. Put a check in front of **Regular expressions**
6. Put a check in front of **Current selection only**
7. Click **Replace All**

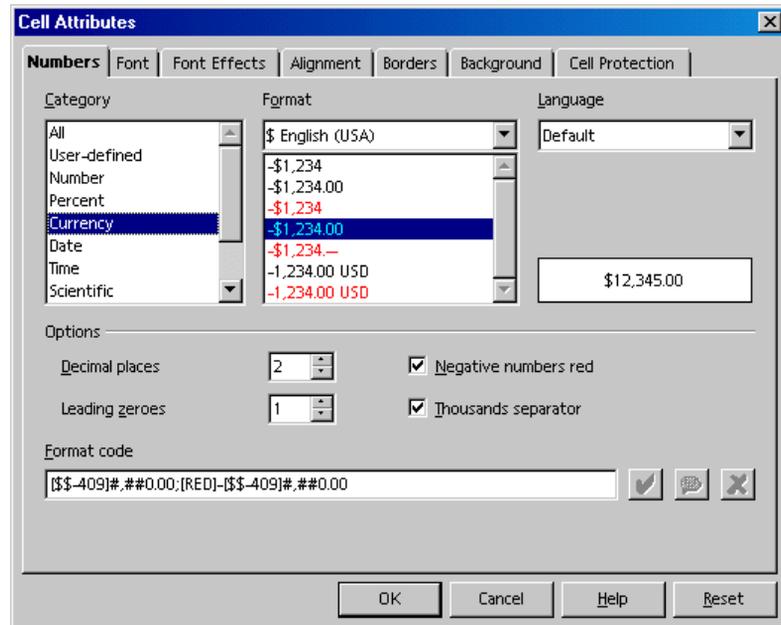
Cells in the Currency Format



In StarOffice Calc you can give the numbers any currency format. When you click the **Currency** icon in the object list to format a number, the cell is given the default currency format set in StarOffice under **Tools - Options - Language Settings - Languages**.

Without currency formats, the international exchange of StarOffice Calc documents could lead to misunderstandings. Imagine that 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, for example.



You can influence the currency format in the **Cell Attributes** dialog (Choose **Format - Cells - Numbers** tab) by two country settings. In the **Language** list box select the basic setting for currency symbol, decimal and thousands separators. In the **Format** list box select any deviations from the currency symbol of the format defined by the language.

- If, for example, 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 in the **Format** list box the subordinate currency format "\$ English (US)", 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 it is set in the locale setting.
- If from the start in **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". You can also make a change here so that the format is like "1,234.00 €". This notation is more familiar to people in English-speaking countries.

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, that specify how the numbers are to be formatted. Naturally the formulas will 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's better to write =A1+B1.

Parentheses are also possible. The result of the formula =1+2*3 means something different than =(1+2)*3.

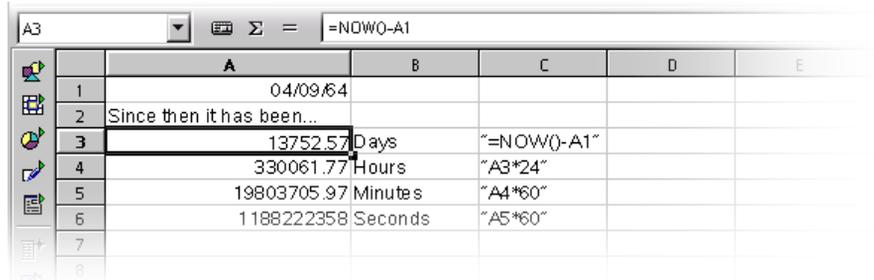
Here are a few examples of StarOffice Calc formulas:

=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 at 5% annually with 12 payments.
=B8-SUM(B10:B14)	Calculates the sum of the cells B10 to B14 minus the value of B8.
=SUM(B8;SUM(B10:B14))	Calculates the sum of cells B10 to B14 and adds the value to B8.

It is also possible to nest functions in formulas, as shown in the example. You can also nest functions within functions. For example, instead of =ROUND(A1;1), you could also calculate the sine function with =ROUND(SIN(A1);2). The Function AutoPilot assists you with nested functions.

Calculating With Dates and Times

In spreadsheets you can do more than just display dates and times (both taken from the internal clock of your computer). You can also perform calculations with dates and times. For instance, to find out exactly how old you are in seconds or hours, follow these steps:



1. Open a new spreadsheet. Enter your birthday in cell A1, e.g., "4/9/64".
2. Enter the following formula in cell A3: =NOW()-A1
3. After pressing the Enter key or clicking the Accept icon (the green check mark on the formula bar) you will see the result in date format. Since you would like to see the difference between two dates as a number of days, you have to format cell A3 as a number.
4. Set the cursor in cell A3, right-click this cell (i.e. call its context menu) and choose **Format Cells...**
5. The **Cell Attributes** dialog will appear. On the **Numbers** tab, the **Number** category will appear already highlighted. The format is set to "General" and causes, among other things, the result of a calculation containing date entries to also be displayed as a date. If you want to make a number be displayed instead, set the number format to "-1,234" for example, and close the dialog with the **OK** button.
6. You should now see in cell A3 the number of days between today's date and the specified date.
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, of course. In the **Tools** menu, the menu item **Cell Contents - AutoCalculate** is normally active; however, automatic calculation does not apply to the function NOW. If it were, your computer would be solely occupied with updating the sheet.

Canceling the automatic calculation function is only necessary if your spreadsheets contain a very large amount of data or very complicated formulas which you want to modify before viewing the calculation results. Calculation time naturally becomes longer as the complexity and size of a spreadsheet increases.

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, then the note itself is deleted.
- Another way to delete a note is by choosing **Edit - Delete Contents**, or calling the same dialog with the Delete key.
- To show or hide the note indicator, choose **Tools - Options - Spreadsheet - View** and mark or unmark the **Note indicator** check box.

Handling Multiple Sheets

When working with a spreadsheet, you are not limited to just one sheet. In fact, you can use several 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 to your document or insert them in front of the current sheet. Activate the context menu of a sheet tab and choose the corresponding command. Select **Rename** in the context menu to modify the name of a sheet.

Showing Multiple Sheets

 Using the navigation buttons connect up the display of the sheet tabs for all sheets. Click the button on the far right of this group and the display of the sheet tabs will be moved so that you can see the name of the last sheet. To display the sheet itself click on the name.

If at the lower window border there is insufficient space to display the sheet tabs, you can increase it. In doing so you will be sharing the available space between the sheet tabs and horizontal scroll bar. Point to the separator between the scroll bar and the sheet tabs, press the mouse button and, keeping the mouse button pressed, drag to the right.

Working With Multiple Sheets

Each sheet of a spreadsheet is completely 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. In order to undo the selection of a sheet, click its sheet tab again whilst pressing the (Ctrl) key. If you click the sheet tab of the current sheet whilst pressing the Shift key, only this one will be selected.

If you have some experience in assigning sheet references, maybe you have noticed that 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, select 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, just go to the **Print** dialog and select 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 is hardly ever used without formatting. Cell contents, such as texts and numbers, are given certain formats, and the cells themselves are formatted with different colors, borders and other attributes.

You can either define the numbers format 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, e.g. in a table of turnovers show all the values above the average in green and all those below the average in red. You can do this with Conditional Formatting for spreadsheet documents (see page 278).

Formating Numbers

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.

1. Set the cursor at the number and choose **Format - Cells** to start the **Cell Attributes** 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.
3. In this dialog, you can define other attributes (in addition to number formats) which apply to the selected cells or cell contents. On the **Font** tab page, for example, you can define a font, size, and color.



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.

As you can see from the list of options, you can format the date and time any way you would like.

The year in the date details is often stated as two digits. Internally the year is managed by StarOffice as four digits, so that in the calculation of difference from 1/1/99 to 1/1/01 the result will correctly be two years.

- Under **Tools - Options - StarOffice - General** you can define up to which year a two-digit year "xx" should be displayed as "20xx".

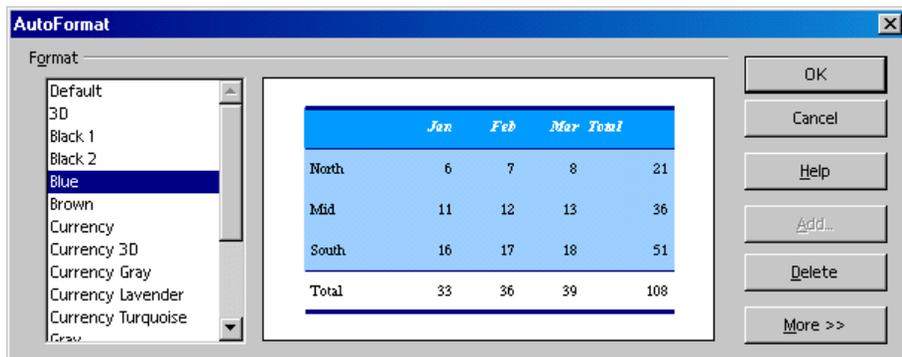
This means that if you enter a date of 1/1/30 or higher, it will be treated internally as 1/1/1930 or higher. All lower years apply to the next century. So, for example, 1/1/20 is converted into 1/1/2020.

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 table or a cell range is offered by the **Format - 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 marked before this menu item is activated. Then start the **AutoFormat** dialog.



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 in the spreadsheet.



If you do not see any change in color of the cell contents, then under **Tools - Options - Spreadsheet - View - Show** or in the **View** menu, you may still have **Highlight values** marked. In this case the specified 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, e.g. 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 will appear in which you give the new format a name.

The format defined in this way can then be used in the future on other spreadsheets. By choosing an appropriate background color and a pattern for the cells in the sheet, you can create an appealing spreadsheet.

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 checkmark 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 we have defined. There are many ways you can apply a different layout for spreadsheets, as well as tables in text documents.

Designing Spreadsheets Clearly

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	F	G
1							
2		Sales 2001					
3			September	October	November		
4		New York	1234	2398	4325		
5		London	1024	512	256		
6		Auckland	999	888	777		
7		Berlin	1233	2397	4324		
8							
9		Total	4490	6195	9682		
10							
11							

This is a sample sheet without any special formatting, as it appears by default.

	A	B	C	D	E	F	G	H
1								
2		<i>Sales 2001</i>						
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	\$888.00	\$777.00			
7		Berlin	\$1,233.00	\$2,397.00	\$4,324.00			
8								
9		Total	\$4,490.00	\$6,195.00	\$9,682.00			
10								

If you simply format the sheet with one of the AutoFormats, it will look appealing without requiring any further editing on your part.

<i>Sales 2001</i>			
	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	\$888.00	\$777.00
Berlin	\$1,233.00	\$2,397.00	\$4,324.00
Total	\$4,490.00	\$6,195.00	\$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 via **Format - Page - Background**, is only visible in print or via **File - Page View**.

If you want to have a background image on screen as well, insert the graphic image by choosing **Insert - Graphics - From File** and put the image behind the cells by way of the context menu command **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 **Cell Attributes** 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

- Basically, 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 **Cell Attributes** dialog via **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 coordinates in the row-and-column matrix. 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, e.g., \$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 which contains a percent value, for example. 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 didn't 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, for example, 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 neat way of making the references to cells and cell ranges in formulas legible is to give the ranges names. You can, for example, name the range A1:B2 **Start**. Then in the formula simply write "=SUM(Start)". Following the insertion or deletion of rows and columns StarOffice also correctly assigns the ranges identified by name. Range names should 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 area and click **Add**. You can also name other cell ranges in this dialog by entering the desired 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 for the most part automatically, as long as you have entered the row and column coordinates. Refer to the following illustration.

	A	B	C	D	E	F	G
1	Umsatz 2001						
2		Juli	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 €	4.324,00 €	7.954,00 €		
7							
8	Summe	4.490,00 €	6.195,00 €	9.682,00 €			
9							

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 out 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...**



To have names automatically recognized, the names 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, e.g., **Jan '97**, you have to 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 an area, usually referred to as a "**range**", of cells that belong together. To determine which cells make up a particular range, place the cell cursor in the desired range and press **Ctrl + ***. Use the * from the numerical 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	Result
Cells were filtered out by way of AutoFilters, default filters or special filters. Copy the visible cells, for example, with copy and paste via the clipboard, with the middle mouse button or drag and drop while pressing the Ctrl key.	Only the visible cells are copied.
Cells were filtered out by way of AutoFilters, default filters or special filters. Move the visible cells, for example, by way of cut and paste via the clipboard or drag and drop without pressing an additional key.	All cells, including the hidden ones, are moved.
Cells were hidden manually by way of the Hide 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.

Cursor Positioning via the Keyboard

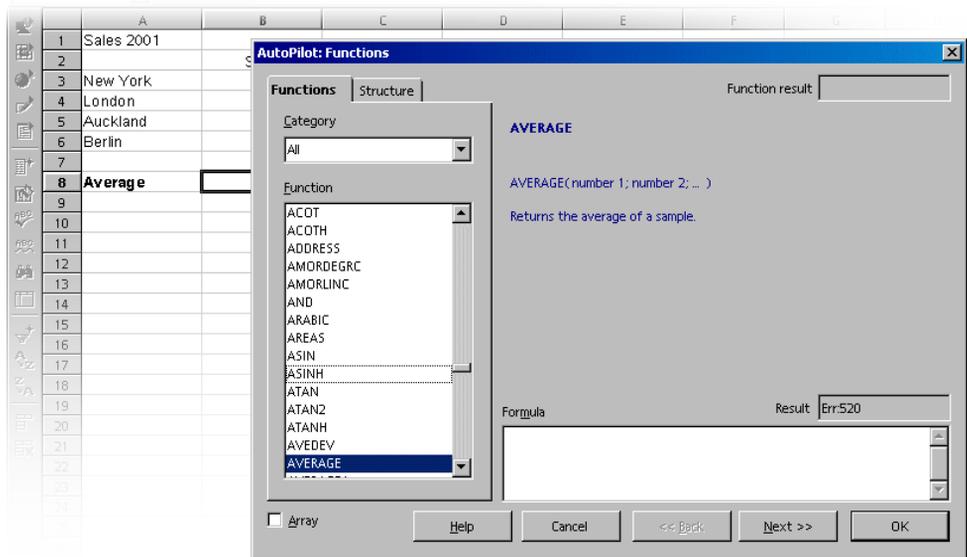
Use the arrow keys on your keyboard to quickly move to another cell. A list of all possible shortcut keys can be found in the StarOffice Help.

Shortcut Keys	Effect
Ctrl + Pos1	Positions the cursor in cell A1
Ctrl + End	Positions the cursor in the last cell containing data on the spreadsheet. If the last row containing data is row 10 and the last column in which values are found is column F, the cursor will be positioned in cell F10.
Pos1	Positions the cursor in the first column (A) of the row currently selected.
End	Positions the cursor in the last column containing data of the currently selected row.
Ctrl + × × is the multiplication sign on the numeric key pad	Selects the entire range in which the cursor is located. A range is a contiguous area of cells containing data.
Enter - in a selected range	Positions the cursor in the next cell when in a range. The direction the cursor moves can be defined under Tools - Options - Spreadsheet - General .
Ctrl + Left Arrow	Goes to the column at the left of the current range or goes to the previous range. If a range does not exist, then goes to the first column (A).
Ctrl + Right Arrow	Goes to the column at the right of the range currently selected or goes to the next range. If a range does not exist then goes to the last column (IV).
Ctrl + Up Arrow	Goes to the uppermost row of the range currently selected or goes to the previous range. If a range does not exist, then goes to the first row (1).
Ctrl + Down Arrow	Goes to the last row of the current range or goes to the next range. If a range does not exist, it goes to the last row (32000).
Ctrl+ Page Up	Goes to previous spreadsheet In the page preview: Jumps to previous print page.
Ctrl + Page Down	Goes to next spreadsheet In the page preview: Jumps to next print page.
Alt + Page Up	Scrolls one screen page to the left
Alt + Page Down	Scrolls one screen page to the right

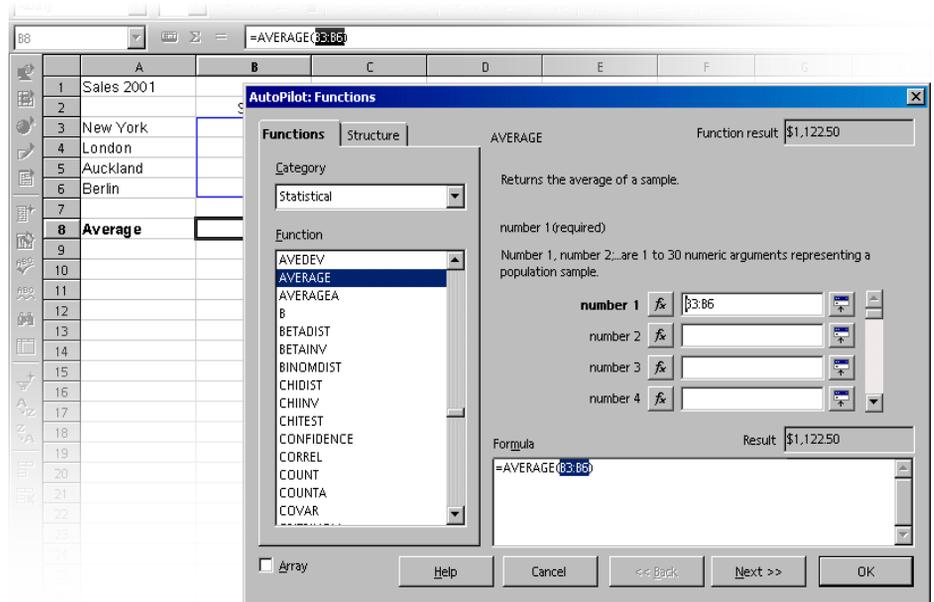
Using References in Formulas

So far you have been introduced to formulas containing absolute 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. If you do not know which category contains this function, simply leave the default set to "all" categories and repeatedly press the letter "A" until the AVERAGE function is selected.
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 which you want to enter values, in this case starting with field "number 1." Enter either "B3:B6" or "January" or use the mouse to select that range in the sheet. To do so, simply 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. The field indicates the area being selected with the mouse. You may also reduce or enlarge the dialog "manually" by clicking the Shrink / Maximize button to the right of the input field.

5. Finally, click **OK** to close the AutoPilot. The formula will be calculated according to the given arguments, and the final result will appear in cell B8.

References to Other Sheets

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 in cell A1 of Sheet1 the following formula and complete the input with the Enter key:

```
=Sheet2.A1
```

3. If you now click the sheet tab with the label text Sheet2 on the bottom window border, you will go to Sheet2 of the current document. 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 a corresponding way a reference can also be made to a cell of another document. Open another spreadsheet in addition to your new spreadsheet, which is already saved as a file (this does not work unless a document has previously been saved).

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 your new, still almost empty 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 new spreadsheet. In the calculation row you will now see how StarOffice Calc has added the reference to the formula for you. By way of example, the following will now be located there:

```
='file:///C:/staroffice6.0/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 thus contains the name of the other document in single inverted commas, then a hash #, then the name of the sheet in the other document followed by a point and the name of the cell there C3. The name of the sheet automatically receives a leading dollar sign, since the sheet has absolute addressing.

If you closely 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. If, for example, you found an Internet page containing current stock exchange information in spreadsheet cells, you can load this page in StarOffice Calc. Just follow these steps:

1. In a StarOffice Calc document, position the cursor in the cell starting from which you want to insert the external data.
2. Choose **Insert - External Data**. The **External Data** dialog appears.
3. In the dialog, enter the URL of the document or Web page. Write the URL in the following way: (fictional example) `http://www.my-bank.com/table.html`. You can enter a file name from the local or network file system in the usual way, i.e., like in the **File - Open** dialog.

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 areas you can choose from.

4. Select one or more sheets or areas, if you want, activate the automatic update function every n minutes and click OK.

The contents will be inserted as a link in the StarOffice Calc document.

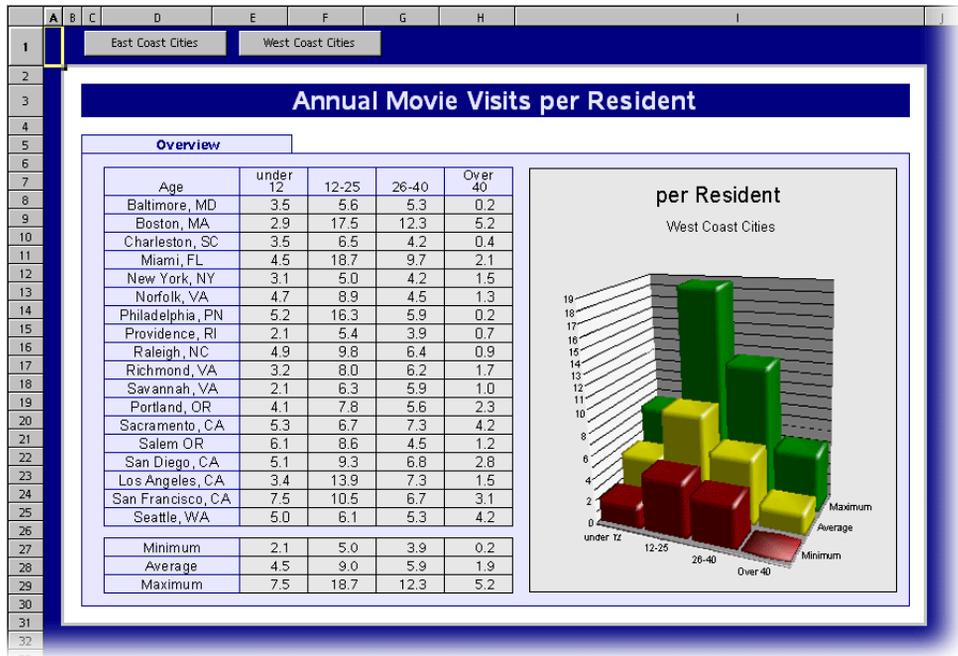
5. Save your spreadsheet. When you open it again later, StarOffice Calc will update the linked cells following an inquiry.
6. Under **Tools - Options - Spreadsheet - General** you can choose to have the update, when opened, automatically carried out either always, upon request or never. The update can be started manually in the dialog under **Edit - Links**.

In the sample spreadsheets in StarOffice, you will find a currency converter that downloads the current exchange rates from the Internet.

Using Charts

Data from spreadsheets can be represented graphically in a chart. You can select from a wide variety of charts and diagrams suited for illustrating the structure of the data.

1. Open an existing spreadsheet or enter data in a new sheet 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 and the cursor will change to a cross-hair symbol with a small chart symbol.
4. In the spreadsheet document, open a selection rectangle defining the location and size of the chart. Both can be modified subsequently.
5. As soon as you release the mouse button, a dialog appears in which you can make further entries. You can also simply click the **Create** button to create a chart with the default settings.



This example shows the number of times people of different age groups in various cities go to the movie theater annually.

If you would rather put the age groups than the towns on the horizontal axis, you can "tilt" the chart subsequently: As long as the chart remains selected, the main toolbar contains a **Data in Columns** icon. Click on it.

You are free to make other changes to the individual elements of the chart. You can either double-click on the individual parts of the chart or, with the chart selected, choose the individual functions from the **Format** menu. For example, if you double-click on the color preview in the legend, you can automatically reformat all relevant data points. On the other hand, if you click on the background in the box of the legend, you just format the background to 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.



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. This allows you to click on the chart.

In a StarOffice Calc chart, you can move a data series forwards or backwards. You can arrange the series in such a way that the lowest 3D representations are as far forward as possible and the higher ones further back. To change the arrangement in the chart, use a command in the context menu of a data series or choose **Format - Order**. The output data in the StarOffice Calc spreadsheet will not be rearranged.



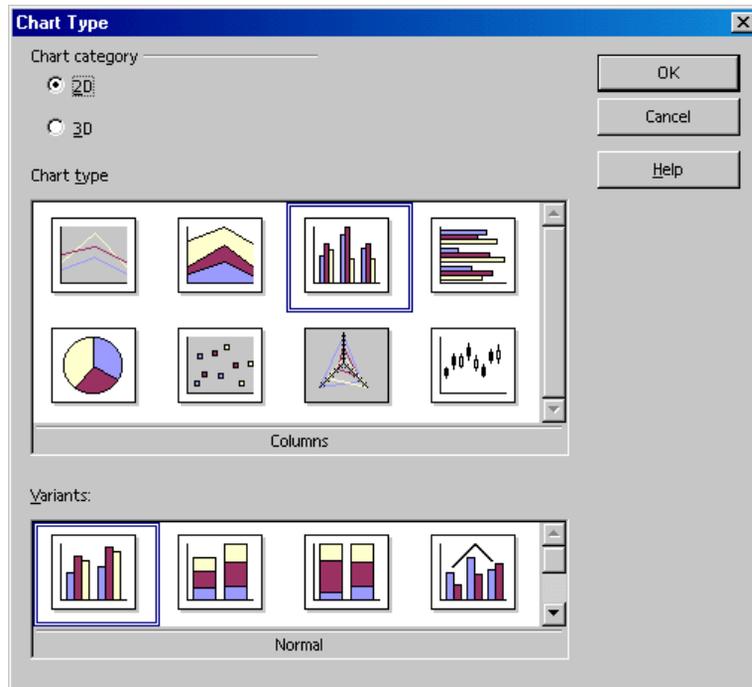
When you insert a chart in a presentation or drawing document with the **Insert - Insert Chart** floating toolbar, it is displayed with a set of sample data. If you want to insert a chart in a spreadsheet, you have to select the cells in the spreadsheet whose values should be displayed in the chart.

In StarOffice Writer documents too, 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** also inserts a chart containing sample data in StarOffice Writer.

You can change the values in a chart containing sample data 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 data, you have to alter the values in the cells of the table. If the chart is in a text document, press (F9) to update the chart.

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 subsequently. 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 representations make special effects possible. In 3D charts, you can even adjust the illumination settings, such as light source, ambient light and the color filter.
- 3D charts can be rotated and flipped with the mouse for optimal design.
- By choosing **Insert - Statistics**, you can apply statistical indicators to XY charts, such as standard deviations, with regression curves and more besides. A single or double logarithmic representation of the axes can also be set here.
- In line charts you can work with various icons. These can be applied automatically by StarOffice Chart if desired. You can also select them yourself from graphic files or from the Gallery.

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

Suppose you have inserted a chart in a StarOffice Calc document and want to change the title.

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 now you can change it. Press Return to create a new line.
3. If you single-click on the title instead of double-clicking, you can move it with the mouse.
4. Choose **Format - Title - Main Title** to edit the formatting of the main title. This opens the **Title** dialog.
5. Select, for example, the **Characters** tab if you want to change the font.
6. Click OK. In your document, click outside the chart to exit chart editing mode.

Editing Chart Legends

Suppose you have inserted a chart in a StarOffice Calc document and want to apply a color gradient to the 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. Select, for example, the **Area** tab if you want to modify the background of the legend. From the combo box select **Gradient**. Select a gradient from the list.
4. Click OK. In your document, click outside the chart to exit chart editing mode.



You can define your own gradients, hatching, bitmaps and colors in StarOffice Draw.



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

Assign a bar type to a bitmap (instead of, for example, a full color).

1. You switch to edit mode by double-clicking on the chart.
2. Double-click on the corresponding bar (all bars of this color are now selected).
3. In the context menu select the **Object Properties** entry then the **Area** tab page.
4. Click on **Bitmap**. You can now select a bitmap in the list box as texture for this bar. By clicking **OK** you accept the setting.

Editing Chart Axes

Suppose you have inserted a chart in a StarOffice Calc document and you want to change the scale of the vertical Y axis.

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 - Y axis** if you want to edit the Y axis, or double-click on the Y axis. This opens the **Y axis** dialog.
3. Select, for example, 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 the individual columns. Then, for example, you can sort or group the StarOffice Calc database 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 (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 area, 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 file (or other data source) directly, and you can perform SQL queries, for example.

Defining Database Ranges

For example, if you would like to manage your household budget with StarOffice Calc, enter the records in an empty StarOffice Calc spreadsheet and select the area as a database range.

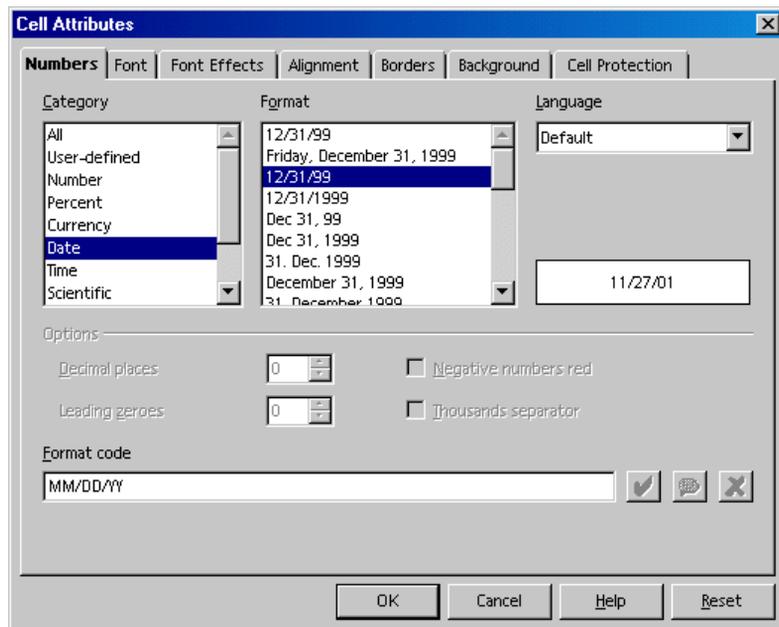
Creating Records in a Spreadsheet

1. Open a new spreadsheet.
2. Enter the column titles in the first row, e.g., "Date" in cell A1, "Item" in cell B1, "Amount" in C1. Then enter some information.

	A	B	C	D	E	F
1	Date	Item	Amount			
2	01/02/00	Flowers	\$12.80			
3	01/03/00	Breakfast	\$2.48			
4	01/04/00	Software	\$49.50			
5	01/05/00	Newspaper	\$0.60			
6	01/06/00	Fishing Trip	\$22.50			
7	01/07/00	Hat	\$6.25			
8	01/08/00	Shoes	\$99.40			

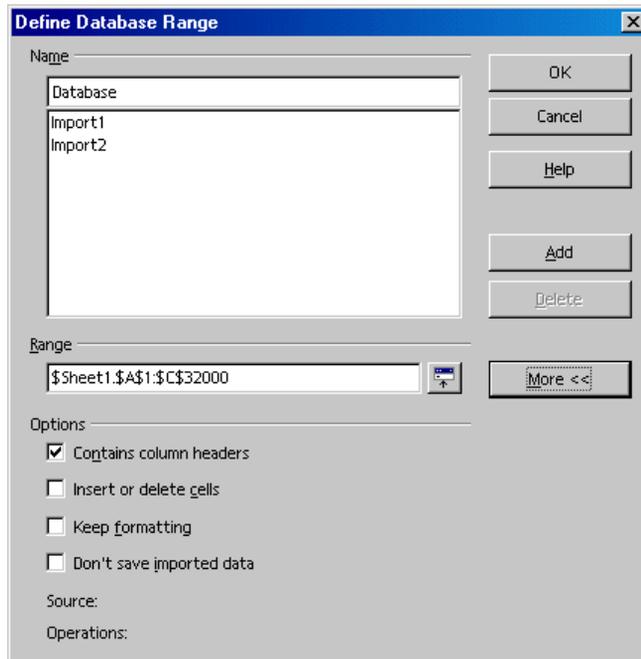
To format your sheet as in the illustration, proceed as follows:

1. Select row 1 by clicking on the row header. Click the **Bold** icon.
2. Select the entire column A by clicking on the column header. Open the context menu and choose **Format Cells**. In the **Cell Attributes** dialog, click the **Numbers** tab and choose a date format for Column A.
3. Select column C by clicking on the column header, and apply a currency format. You only need to click the **Number Format: Currency** icon on the object bar.



Defining Database Ranges

1. Select the three column area and define the selected area as a database range by choosing **Data - Define Range**.
2. The selected range already appears in the **Define Database Range** dialog. Be sure to mark the check box **Contains column headers** so that the first row is correctly taken into account. This box becomes visible when you click the **More** button.
3. Enter a name for the range and close the dialog with **OK**.

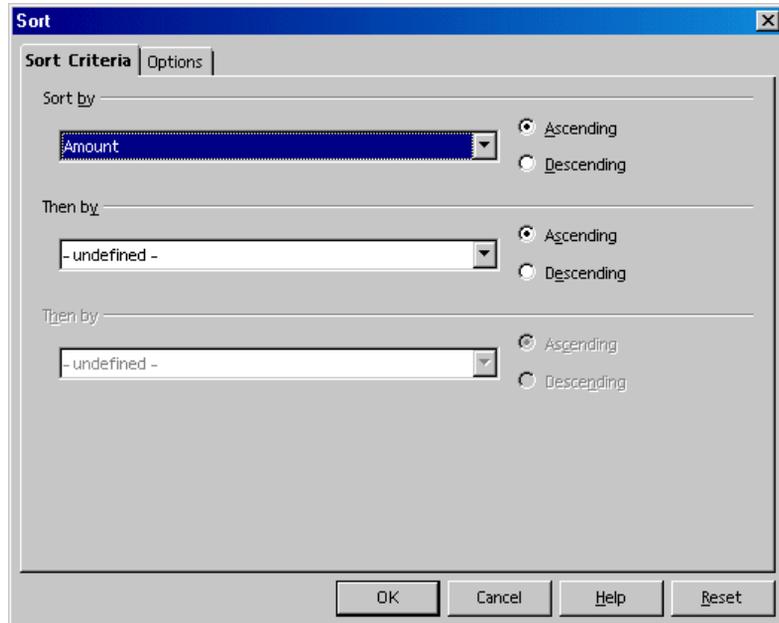


The selected range is now defined as a database range, which among other things, means that the rows (records) can be conveniently sorted. Sort lists and filters you have defined for the database range will be updated.

Sorting Database Ranges

You have selected a range of cells and defined 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, e.g. "Amount", 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 the 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.

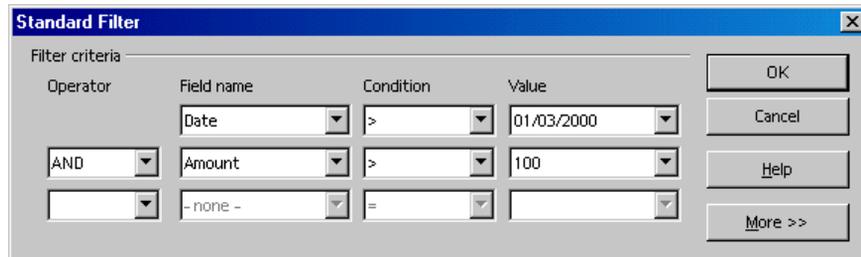
Filtering Database Ranges

To filter out only 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 that case range definitions are also possible), or creating an AutoFilter that will help whenever you want to filter according to specific values or text.

Imagine that the output list is already 8000 records long. You can no longer get an overview. Now you want to see only those records that occurred after 1/2/2000 and which apart from this involve 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, you can easily do this with the aid of the AutoFilter.

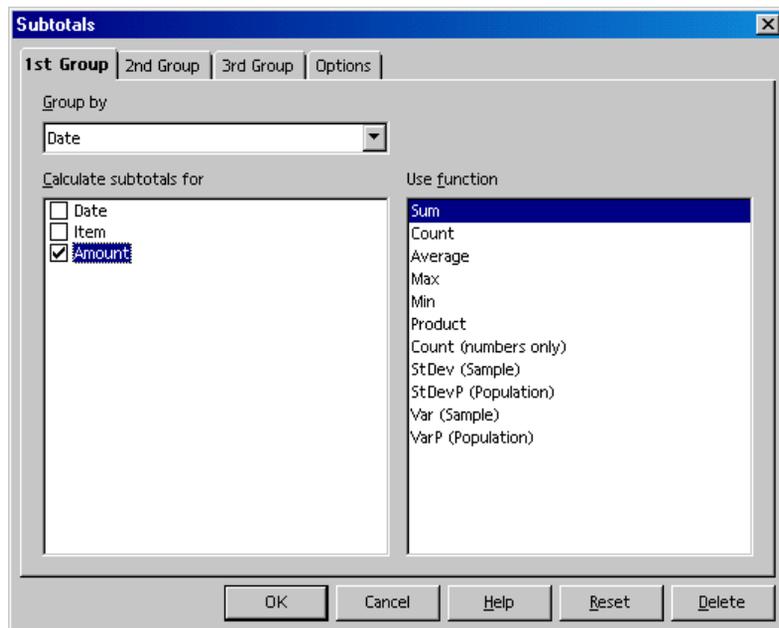
1. Place the cursor in the database range.
2. Click on the **AutoFilter** icon on the main toolbar. The column headers of the database range have now been given small buttons.
3. Click on the button next to the **Date** field and select for example, 1/2/00. Only records that contain this date will be shown.

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 actually use it for a budget, 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 desired options for calculating the subtotals. Group subtotals according to "Date" (i.e. calculates a new subtotal for each date), and use the function "Sum" (adds the subtotals) to calculate "Amount."



As soon as you press Enter or click **OK**, the sheet will be grouped according to the subtotals. For every group of entries with an identical date, a subtotal is calculated. The grand total is displayed at the bottom.

1 2 3	A	B	C	D
1	Date	Item	Amount	
2	01/02/00	Flowers	\$12.80	
3	01/02/00 Sum		\$12.80	
4	01/03/00	Breakfast	\$2.48	
5	01/03/00 Sum		\$2.48	
6	01/04/00	Software	\$49.50	
7	01/04/00 Sum		\$49.50	
8	01/05/00	Newspaper	\$0.60	
9	01/05/00 Sum		\$0.60	
10	01/06/00	Fishing Trip	\$22.50	
11	01/06/00 Sum		\$22.50	
12	01/07/00	Hat	\$6.25	
13	01/07/00 Sum		\$6.25	
14	01/08/00	Shoes	\$99.40	
15	01/08/00 Sum		\$99.40	
16	Grand Total		\$193.53	
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

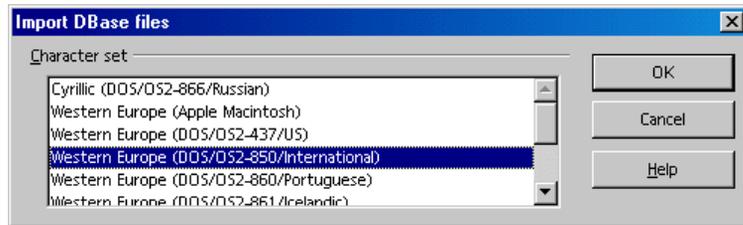
You can transfer individual spreadsheets from the data source browser into your StarOffice Calc spreadsheet document.

You have a choice of two different methods for transferring data. You can load the desired database file in dBase or text format directly via the File - Open dialog, in which case you import the whole database table into a StarOffice Calc spreadsheet document.

Opening a Database File in StarOffice Calc

You can import any file in dBase or text format to a StarOffice Calc spreadsheet. Open it as you would open any StarOffice file.

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 e.g. "dBase" and click the name. Click **Open**. If you want to open a text document, select the file type "Text CSV".
3. When making a dBase import you will see a dialog where you can choose the character set of the file. For example, in some languages, databases created under DOS use different characters than those used in databases created under Windows. The dBase IV format uses Codepage 437 (US).



4. After you confirm this dialog with **OK**, the database file is loaded in the StarOffice Calc spreadsheet document.

	A	B	C	D	E	F	G	H	I	J	K	L
1	PREN	FIRSTN	LASTN	TITLE, C,254	COMPANY, C,254	DEPARTM	ADDRESS, C,254	CITY, C,254	ST	POSTALCO	COUN	PR
2	Ms.	Patricia	Fisher		PTH TV		2345 1st. St. NW	Washington	DC	20001-3456	U.S.A.	SA
3	Mr.	Alan	Brown		Houseware Inc.	Controlling	123 Main Street	Kissimmee	FL	34742-2354	U.S.A.	MA
4	Ms.	Julie	Clark		ICM							
5	Mr.	Peter	Smith		Motor Works Ltd.	Sales	1234 Amsterdam Ave.	New York	NY	10025-1234	U.S.A.	CA
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. (When saving a StarOffice Calc sheet with the **file type** "dBase", the first row of data is used to create the header information.)

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 log into 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 log into a dBase database. Click the **...** button and select the folder containing the database file(s) 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 table(s) you want to see in the data source view. Click **OK**.
6. Open the data source browser (F4).
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	COUNT
▶	Ms.	Patricia	Fisher		PTH TV		2345 1st. St.	Washing DC		20001-3456	U.S.A
▶	Mr.	Alan	Brown		Houseware Inc.	Controlling	123 Main Stre.	Kissimmee FL		34742-2354	U.S.A
▶	Ms.	Julie	Clark		ICM						
▶	Mr.	Peter	Smith		Motor Works L.	Sales	1234 Amsterc	New Yor NY		10025-1234	U.S.A
▶	*										

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 top 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 sheet where the records are to be inserted. Then release the mouse button.

If you want to automatically transfer only specific records from a large database into the spreadsheet, you can also use the filters in the data source browser:

1. Place the cursor in the data field which contains the data that should be 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, for example, using the Shift key as described above, drag the selected records into the spreadsheet document and release the mouse button at the point where the first field to be inserted should 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 as a separate spreadsheet. You can analyze your data thoroughly via consolidation, Goal Seek and multiple operations.

DataPilot

The DataPilot allows you to analyze and assess data that has already been entered. It allows you, from one and the same value, to generate reports as a function of the point of view that is most prominent.

Imagine 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.

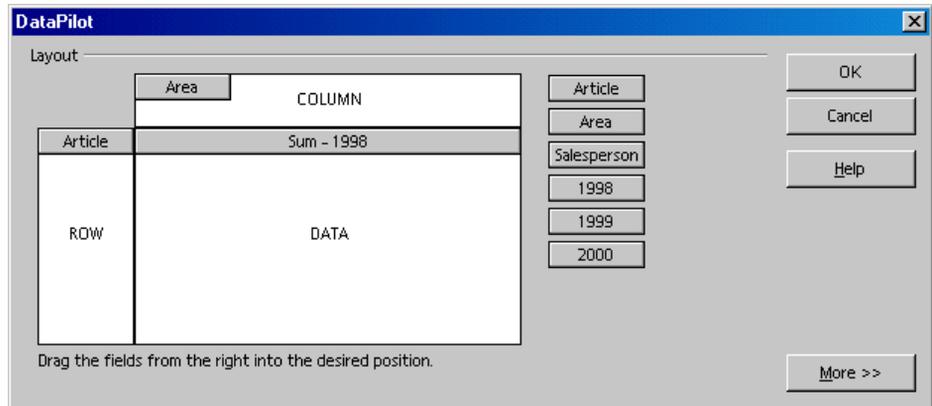
	A	B	C	D	E	F
1	Sales					
2						
3	Article	Area	Sales person	1998	1999	2000
4	Video	New York	Fisher	\$200,000.00	\$197,000.00	\$220,000.00
5	Audio	New York	Fisher	\$350,000.00	\$235,000.00	\$420,000.00
6	Accessories	New York	Fisher	\$50,000.00	\$60,000.00	\$70,000.00
7	Video	New York	Fisher	\$300,000.00	\$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						

What do you need the DataPilot for?

A table that has been created with the DataPilot is an interactive table, i.e. data can be arranged, rearranged or summarized according to different points of view. This functionality is especially useful for Sales Controlling. On the one hand it may be important to view the turnover figures at regular intervals, on the other it may be relevant to analyze sales figures on a regional basis.

Creating DataPilot Tables

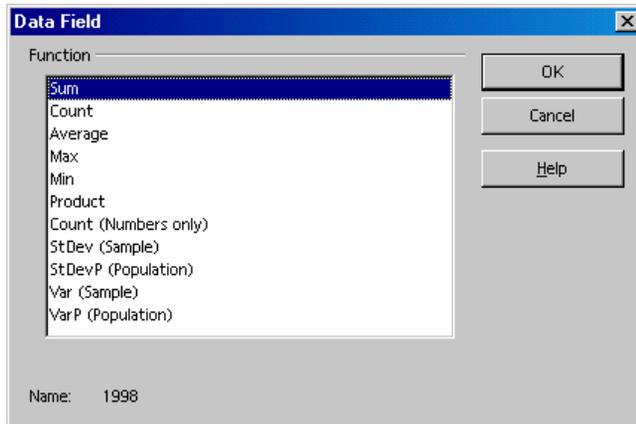
1. Select the data range of a table together with the row and column headings.
2. Choose **Data - DataPilot - Start**. The dialog **Select Source** appears. Select the option **Current selection** and confirm with **OK**. The column headings of the table will be shown as buttons in the **DataPilot** dialog, which can then be positioned via drag and drop as required in the layout areas "Column", "Row" and "Data".
3. Drag the required fields into one of the three areas. The field will be dropped accordingly.



If the button is dropped in the **Data** area it will be given a caption that also shows the formula that will be used in the data range to create the data.

- By double-clicking on one of the fields in the **Data** area you can call up the **Data Field** dialog.

Use this dialog to select the functions to be used for displaying the data in the data area. To make a multiple selection, press the **Ctrl** key while clicking the functions.



- 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.
- Replace a button by dragging it to the other buttons.
- When you double-click one of the buttons in the **Row** or **Column** area, you will see the Data Field dialog. This is where you can select if and to what extent StarOffice should calculate and display subtotals.

Exit the DataPilot by pressing **OK**. A **Filter** button will now be inserted into the table - the default position is under the selected area, two lines 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	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						

Selecting DataPilot Output Ranges

Click the button **More** in the **DataPilot** dialog. The dialog will be extended.

You can select a named area in which the DataPilot table is to be created, from the list box **Results to**. If the required output area does not have a name, enter the coordinates of the upper left cell of the area into the field to the right of the list box

Results to. You can also click on the appropriate cell with the mouse to have the coordinates entered accordingly.

If you activate the check box **Ignore empty rows**, they will not be taken into account when the DataPilot table is created.

If the check box **Identify categories** is activated, the categories will be recognized by means of 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 row you can alter the order of the columns. If you drag a button from the row to the left edge of the table into the line headings area, you can change a column into a row. The mouse pointer alters its appearance from the icon for a column heading to that of a line heading.

To remove a button from the table, just drag it out of the table. Release the mouse button when the mouse pointer positioned within the sheet has become a 'not allowed' icon. The button is deleted.



By double-clicking on the name of a table element you can hide or show the merged elements below it.

Filtering DataPilot Tables

Although the DataPilot tables have usually been created according to the user's requirements, there may be occasions when not all of the data provided by the tables is of interest. If this should be the case, filters are used whereby conditions are applied to the data and if they are not met the excess data will be removed from the tables.

Click the **Filter** button in the sheet to call up the entry mask for the filter conditions. The **Filter** dialog will appear. This dialog provides different criteria which can be used for selecting data.

Updating DataPilot Tables

If the data of the basis table has been changed, StarOffice will have to recalculate the tables to bring the analysis up-to-date. To recalculate the tables, click with the right mouse button on one of the button fields and choose the **Refresh** entry or choose **Data - DataPilot - Refresh**.

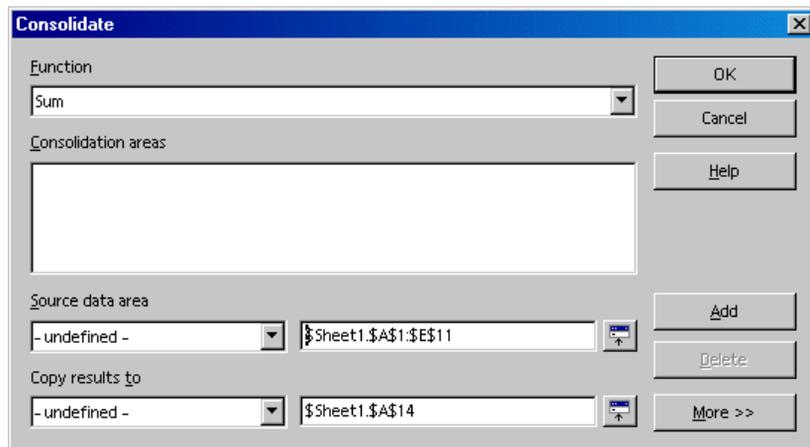
Deleting DataPilot Tables

In order to delete a DataPilot table, select any cell in the analysis table, then choose **Data - DataPilot - Delete**.

Consolidating Data

During consolidation, the contents of the cells from several sheets will be combined in one place. Choose a function so that you can, for example, see the sum, the standard deviation or the variance of the data.

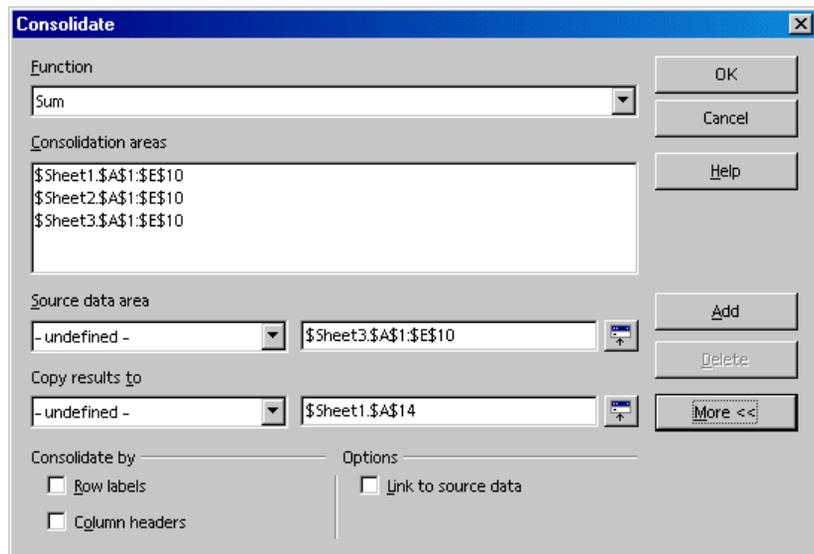
1. Go to the document that contains the areas to be consolidated.
2. Choose **Data - Consolidate** to open the **Consolidate** dialog.



3. From the **Source Data Area** list box, select an area as a starting point to consolidate with other areas.

4. If the area 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 area or select the area in the sheet with the mouse.
5. Click **Add** to insert the selected area as a **Consolidation Area**.
6. Select additional areas and click **Add** after each selection.
7. Specify where you want to display the result by selecting a target area from the **Copy results to** list box.
8. If the target area is not named, click in the field next to **Copy results to** and enter the reference of the target area (or the top left cell in the target area). Alternatively, you can select the area using the mouse or simply position the cursor in the top left cell of the target area.
9. Select a calculation rule for determining how the values of the consolidation areas should be linked. The sum function is the default setting.
10. Click OK to consolidate the area.

If you do not want to create a new sheet independent from the source areas, but would prefer to retain links to the source areas, or if you want to consolidate areas 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 only the formulas that generate the results in the target area, rather than the actual results. If you link the data, any values modified in the source area are automatically updated in the target area.

The corresponding cell references in the target area are inserted in consecutive rows, which are automatically ordered and then hidden from view. Only the final result, based on the selected calculation rule, is displayed.

2. Under **Consolidate by**, select either **Row Labels** or **Column Headers** if the cells of the source area are not to be consolidated corresponding to the identical position of the cell in the area, but instead according to a matching row label or column header.

To consolidate by row or column headers, the text must be contained in the selected source areas, or included in the selection with the mouse.



The text in the headers or 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 area, it will be appended as a new row or column.

The data from the consolidation and target areas 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: Interest = Capital * Year * Interest rate / 100.

	A	B	C	D	E	F	G
1							
2							
3	Capital (C)	Years (n)	Interest rate (i)		Interest		
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: A5 and E5 as currency, and C5 as percent. The cell width is adjusted automatically.)

We recommend that you assign names to cells so that you can use these names in the formula.

Naming Cells

1. Select cell A5 in our example, then choose **Insert - Names - Define**. The **Define Names** dialog appears.
2. Enter the name "C" in the text field. At the bottom of the dialog, you will see the reference: \$Sheet1.\$A\$5. Double-check for accuracy, then click **Add**.
3. In the next field, enter an "i," place the cursor in cell B5, and again click **Add**.
4. Next, enter an "n" in the empty field, place the cursor in cell C5, and click once more on **Add**. Close the dialog with OK.
5. You can now enter the formula in E5 using the variables = C*n*i instead of = A5*B5*C5.

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 (i.e., the desired value) under **Target Value**. 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 one above the other (for columns) or next to each other (for 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 annum. 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, e.g. 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 shown above. 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 A1. 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

Scenarios are important aids for making numbers that are dependent on each other and their resulting calculations visible.

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 the **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 that differ by initial values 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" for example. Do the following:

1. Select the cells that are already highlighted by the frame of the existing scenario. You can also multiple-select cells that are not contiguous, i.e. that are 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, i.e. economic growth and sales prices. In just a moment you see the effects of your operating figures.

If you want to know which values in the scenario affect other values, choose **Tools - Detective - Track to 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 will be valid for this cell. This will make it easier for users of your sheets to employ them correctly.

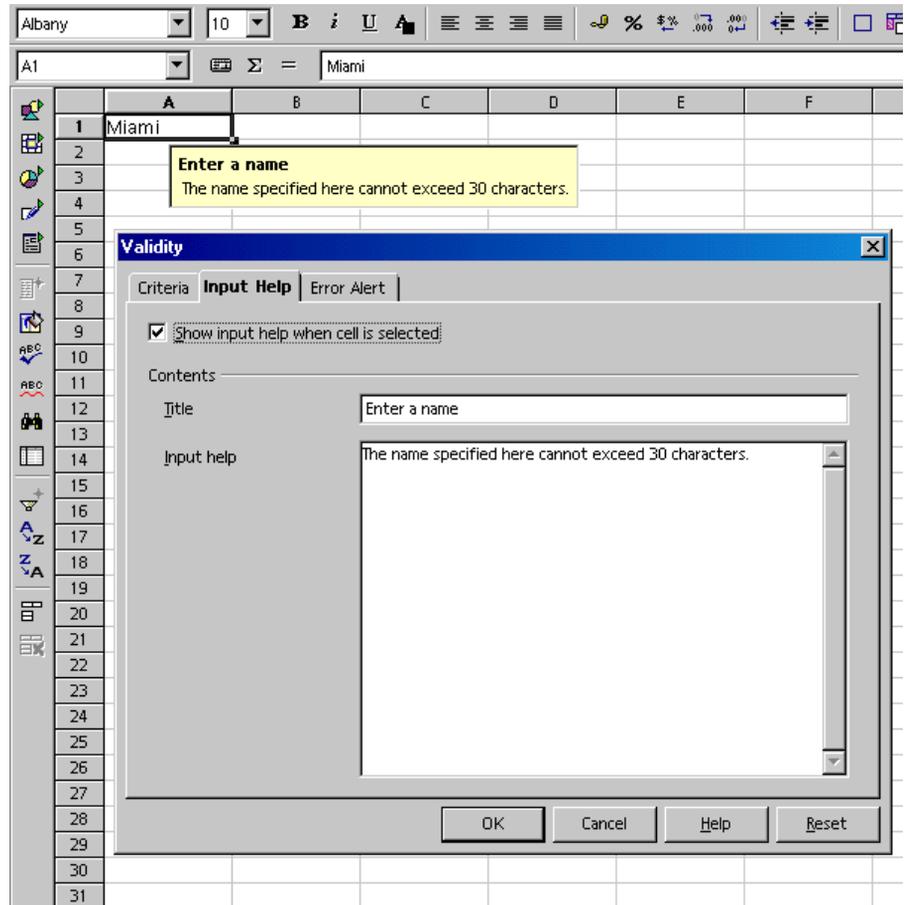
The validity rule is activated when a new value is entered. If an invalid value has already been inserted into the cell, or if you insert a value in the cell either with drag and drop or by copying and pasting, the validity rule will not take effect. You can choose **Tools - Detective** at any time and 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 respective 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 "Format."



2. Choose **Data - Validation....** The **Data Validation** dialog appears.
3. On the **Values** tab page, enter the conditions for new values entered into cells. Values you have already entered will not be affected.

4. In the field **Allow**, "All Values" is selected by default. This means that there are no restrictions. You can choose one of the other options: Whole Number, Decimal, Date, Time, and Text Length.
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 form "1/1/97" as well as in the form of a serial date. Similarly, the "Time" condition permits time values 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 specify 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, if any values are subsequently entered which do not meet the conditions, StarOffice will display a warning message. Fill out the other two tabs in the dialog to specify more detailed messages to aid a user working with your spreadsheet.

- 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 inputs will not be accepted, and the previous cell contents will be 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 carried out in the event of an error.

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 for putting 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**. To make a hard copy in landscape format, proceed as follows:

1. Go to the sheet you want to print.
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 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 range** 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

You have a sheet that is so large that it will be printed on four pages. The pages will be arranged as follows:

Page 1	Page 3
Page 2	Page 4

The top two rows of the sheet should not be printed on pages 1 and 3, but should be the topmost rows on print pages 2 and 4. The first column A should not be printed on pages 1 and 2, but should be on pages 3 and 4.

1. Choose **Format - Print ranges - Edit**. You will see the **Edit print ranges** dialog.
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 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 via **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 start 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 area with the other StarOffice Calc filters, choose the **File type** "Web Page".
3. Enter a **File name** and click **Save**.

Opening Sheets in HTML



HTML documents are always opened with write-protection on. To edit an opened HTML document, click the **Edit File** icon on the function bar.

StarOffice offers various filters for opening HTML files, which you can select under **File - Open** (dialog appears) in the **File type** field (pay attention to the area, as the name "Web page" is always the same):

- Open in StarOffice Writer/Web filter "Web page" or as default, do not select a filter.

All the options of StarOffice Writer/Web are now available to you, such as **Show HTML source**.

- In the StarOffice Writer filter open "Web page".

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.

- In the StarOffice Calc filter open "Web page".

All the options of StarOffice Calc are now available to you. Not all options that StarOffice Calc offers for editing of documents can be saved in HTML format.

Formulas and Values as CSV File

Csv-files are pure text files, which contain the contents of the cells of a table. Commas or semicolons, for example, are used as the field delimiters between the cells. Texts are automatically put in quotation marks, numbers are written directly.

Exporting Formulas and Values as CSV Files

1. Go to the table that is to be written as a csv file.
2. If you want to export the formulas as formulas, e.g. in the form =SUM(A1:B5), proceed as follows:

Choose **Tools - Options - Spreadsheet - View**.

Under **Display**, mark the **Formulas** field. Click OK.

If instead of the formulas you want to export the calculation results, 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 Text** dialog that appears, select the records and the field and text delimiters for the data to be exported and confirm with OK.

Caution: If the numbers contain commas as the decimal separator or thousands separator, you should not select the comma as the field delimiter. If the text contains double quotation marks, you must select the single quotation mark as separator and vice versa.

7. If necessary, after you have saved, unmark **Formulas** to see the calculated results in the table again.

Importing a CSV File

1. Choose **File - Open**. You will see the **Open** dialog .
2. In the **File 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, unmark **Formulas** (in **Tools - Options - Spreadsheet - View**), so that you see the calculated results in the table.

AutoFill

You copy text, values and other cell contents to your spreadsheet very easily with the mouse. Here you need to bear a few special features in mind. When you copy several values at once, StarOffice forms a logical series out of the initial values, and if you copy certain texts entered in sort lists, the list will be continued accordingly.

Applying Sort Lists

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. Drag over several 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 later want to use the information in these lists (for example, as headings), just enter the first name in the list and expand the entry by dragging it with your mouse.

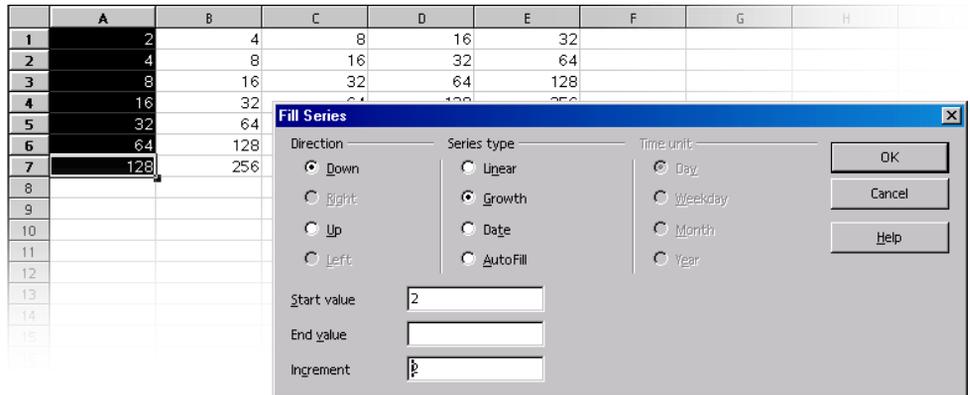
Automatically Calculating Rows

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 progression to continue with 5, 7, 9, 11 and so on.

1. First select the range in the table that you want to completely fill.
2. In the dialog, which you can now open by choosing **Edit - Fill - Row**, select the type of progression. For example, select 2 as the starting value, 2 as the increment and geometric progression as the progression type. In this way you obtain a list of the powers of 2.



As you can see in the dialog, you can also automatically fill in series of dates and times. For example, to insert the first date of each month of the year as row headers, proceed as follows:

1. Enter a date, e.g., "1/1/99" 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 **Date** and **Month**. Click **OK**.

The first date 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 a complete overview of your shareholdings, any movements, buying prices, market values and much more besides. In the following we explain how easy it is to 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 easily 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 **Currency/Stock Exchange** 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 (i.e. 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.

- Click the **Buy Shares** button.
- Enter the sample values in the boxes for the name of the stock, the ticker symbol, the quantity and price.
- 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.



When buying and selling shares, you can take shares at the buying price of zero (e.g. free shares) or shares at the selling price of zero into account in your portfolio overview. You will be alerted to this via a separate dialog.

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	This is the only column in which you should make a setting on this tab. 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.
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 (hopefully) already realized from previous sales and dividends paid.



With Help Tips turned on, move the mouse pointer over the headers of the sheet. You will see a brief explanation there of the functionality available from the headers.

But now on to your portfolio. As we have already explained, the **Current Price** column (the entries in this column are in different colors) is the column in which

you should change the figures. All other columns are calculated automatically or are filled in through the input screen.

Today you received a new stock price for Airtrans Inc. from the Internet. Because of a very positive fiscal year that has just ended, a dividend (to be distributed today) has been fixed at \$1.15 per share. This news has caused the stock price to shoot up 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 **Sell 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, for example, an old share to two 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 (one share at \$150 is more expensive than one share at \$75).

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**.

In the portfolio overview, the row with the split stock will be updated.

Movements

This gives you an overview of all transactions you have initiated for your account.

This tab contains the following columns:

Column Header	Explanation
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 (i.e. on hand).
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 to have access to a market (stock exchange) where the shares are traded. Since only brokers have this access, it is customary in the United States to submit your orders through and pay fees to your brokerage company. In many other countries, banks and savings and loans institutions are more closely 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 tab takes these fees into account. Here you will find a breakdown of the applicable brokerage fee you must pay to your brokerage firm or credit institution. 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 all of this information. Finally, a fixed amount is often charged in addition to other fees (for telephone expenses, etc.). 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

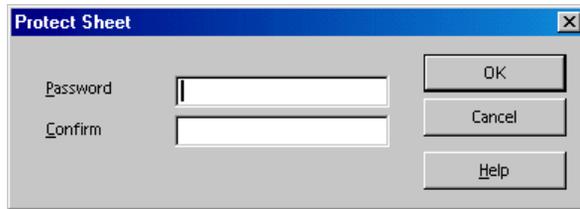
The document is now completely created and can be saved. In the following section we use several examples to describe how you can make further adjustments to this sheet.

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 - Sheet...** or **Tools - Protect Document - 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 makes this protection of the entire document dependent on the protection mechanism of cells, sheets and documents described above. To save a document with a password, choose **File - Save As...** and mark the **Save with Password** check 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.

After you have set all the necessary preferences and changes, you can save the document and print it.

Further Information

The document based on this template is protected. In order to make modifications in the protected cells, you have to first disable the protection via **Tools - Protect Document - Spreadsheet**. This must be done individually for every protected sheet, including the hidden sheets.

Inserting a note

If you want to keep a note, perhaps reminding you to sell a certain share later on, select the relevant cell and choose **Insert - Note**. You will see a shadowed area 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 a greatly extended timetable, combining the schedules of several employees into a common spreadsheet. By creating links to other spreadsheets, the information contained in the shift plan can be used selectively and processed further.

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.



In the following we will work on the document, not the template on which the document is based. If you want to make fundamental changes to the layout, you should 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, the menu command to do this is found under **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 to add the dates, you first have to disable the protection of the sheet via **Tools - Protect Document - Spreadsheet**. Then, select the cell **Early shift** and click **Row** in the **Insert** menu. A new blank row will appear 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, such as Monday, Tuesday, etc., or 12/01/02, 12/02/02, etc. You can also insert two rows to display both types of information.



To create sequences in a spreadsheet (e.g., Mon., Tues., Wed.) use the list function. 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 a frame over a range of cells. After you release the mouse button, the area will automatically be filled with the other days of the week. You can create your own 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. This function is especially useful for large sheets.

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 you must 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.

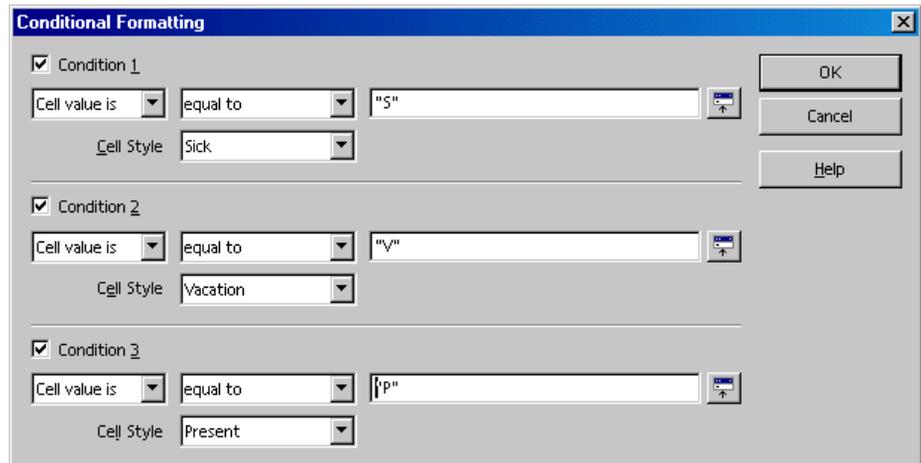
For **Condition 1** define: **Cell value - equals-"s"** (s=sick). In the **Cell Style** list box, select the Style **Sick**.



The use of quotation marks is absolutely 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**.



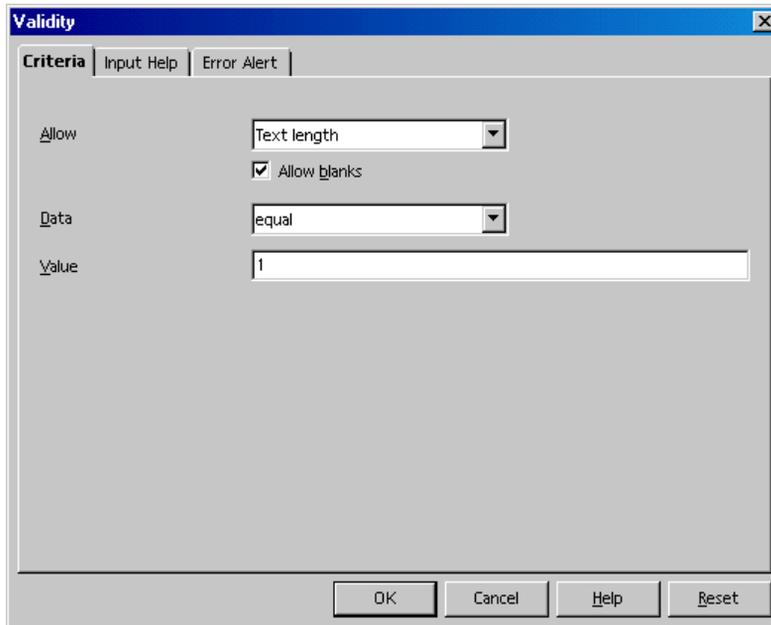
If you now enter a "v" (without quotation marks) in a cell in the previously selected area and press the Enter or Arrow key, the cell will be displayed in the defined color.



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 (e.g., "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."

Further Information

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.

Linking Sheet Information

The information contained in a schedule can also be used by linking it to the vacation accounts and automatically subtracting used vacation days, for example.

Calendar

Here we explain how to create your very own personal calendar. All you need do is enter your data and click a few buttons. StarOffice takes care of everything else.

November 02		
Date	Event	Comments
Fri 01		
Sat 02		
Sun 03		
Mon 04		
Tue 05	Election Day	
Wed 06		
Thu 07		
Fri 08		
Sat 09		
Sun 10	Marine Corps Day	
Mon 11	Veteran's Day	
Tue 12		
Wed 13		
Thu 14		
Fri 15		
Sat 16		
Sun 17		
Mon 18		

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 **Period**.



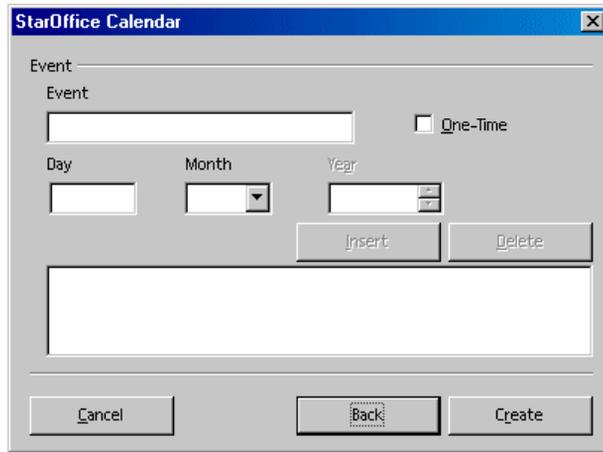
Select your state/province in the **Public holidays** list box. The appropriate public holidays will be noted on the calendar.

If you know some important dates in advance, e.g., birthdays and anniversaries, you can enter these directly into the calendar using a macro.

To do this, click **Personal Data**. Enter a descriptive text in the **Event** field, and specify the **Month** and **Day** with the spin buttons. For a non-recurring occasion, choose the option **One-Time**, and then specify the year, as well.



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 window of the dialog box. You can now specify other dates, if you wish. To remove an event, select it in the window and click **Delete**.

After you have entered all your important dates, click **Create** to display your personal calendar.

When your calendar is complete, you can save and print it.

Creating Presentations With StarOffice Impress

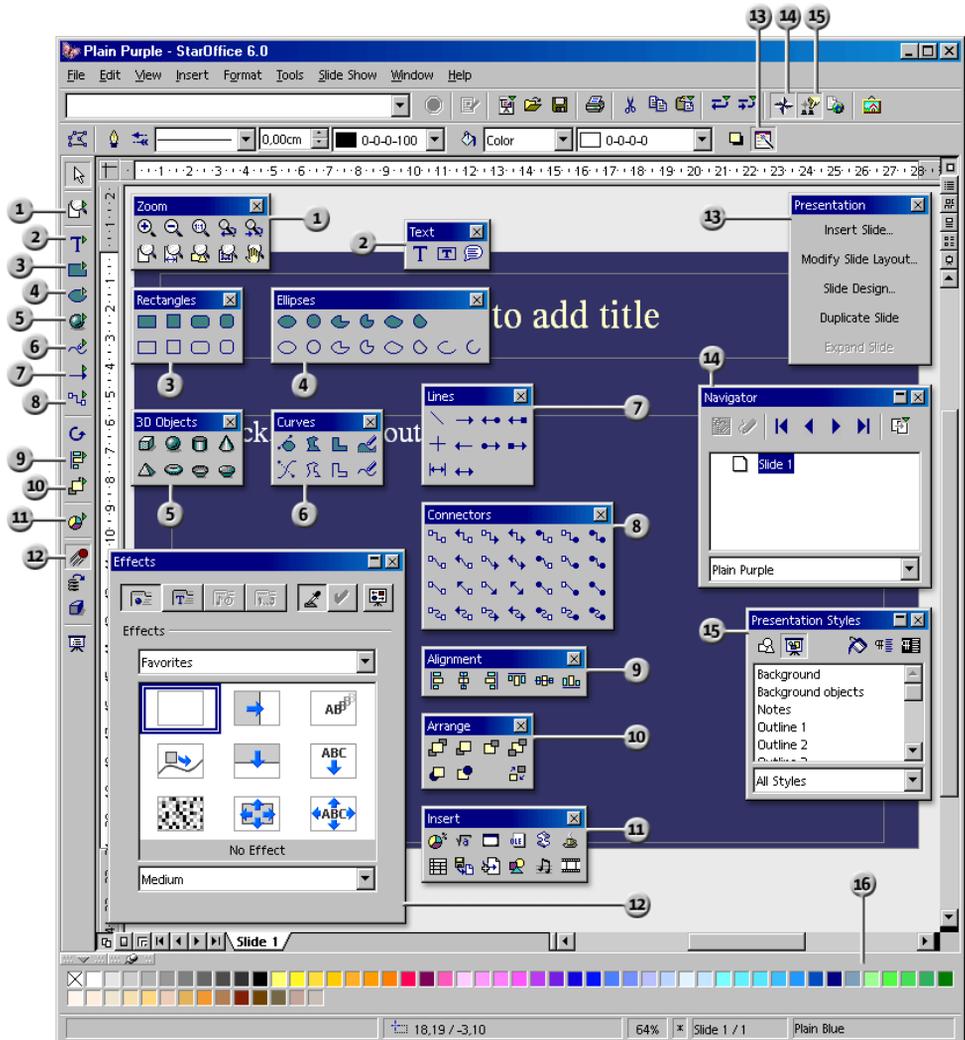
Presentations have more than just drawings and graphics to offer. Use presentations to link several slides to form a slide show, to animate the elements on your slides and to assign special transition effects between slides. Slides often contain text which, in the outline view mode, is displayed and entered in a hierarchical structure. You can change the text or rearrange the order of the slides at any time.

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 lots of graphics features for creating your presentations, all of 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.

The StarOffice Impress Window



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.

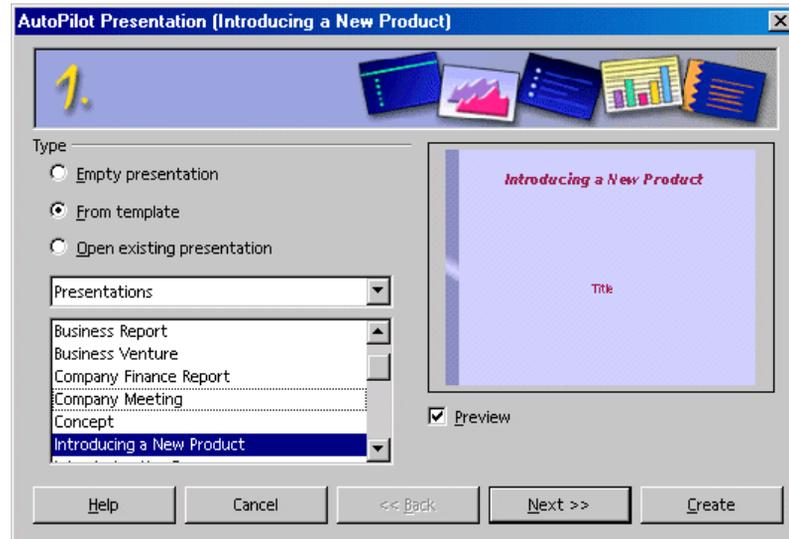
For more information on the dialogs used, refer to the StarOffice Help.

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 (e.g. by choosing **File - New - Presentation**).
- Alternatively you can open a document that you modify how you want 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

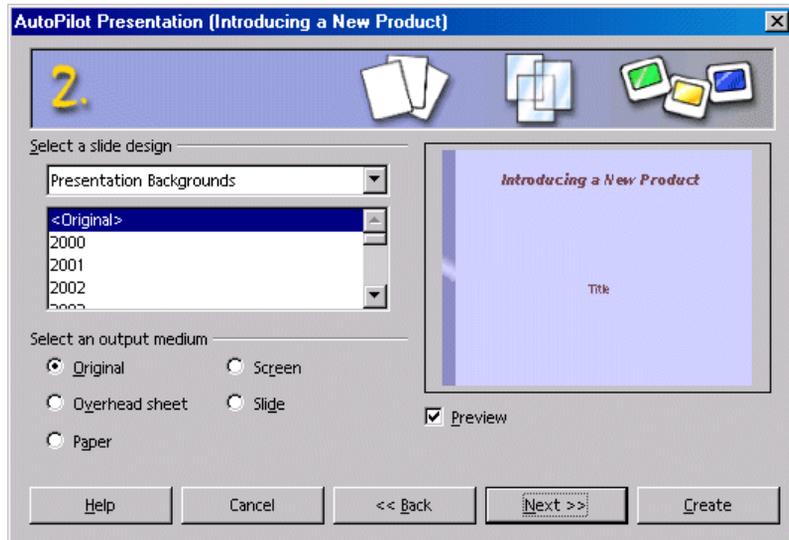
1. Choose **File - New - Presentation**.



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**.

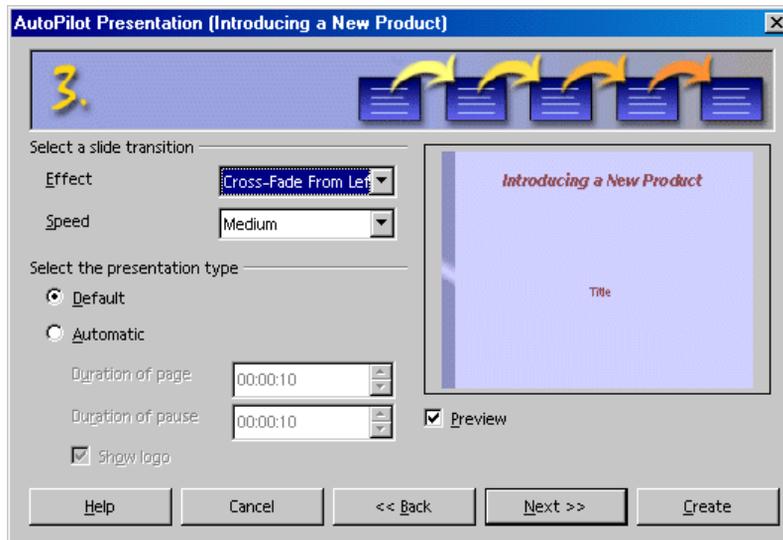
On page two of the AutoPilot dialog you can choose another Page Style if you want. The selection of presentation layouts available to choose from are from the predefined template directories. As on the first page of the AutoPilot, all templates are displayed as Page Styles. On this page, however, the default is "Presentation Backgrounds".



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.



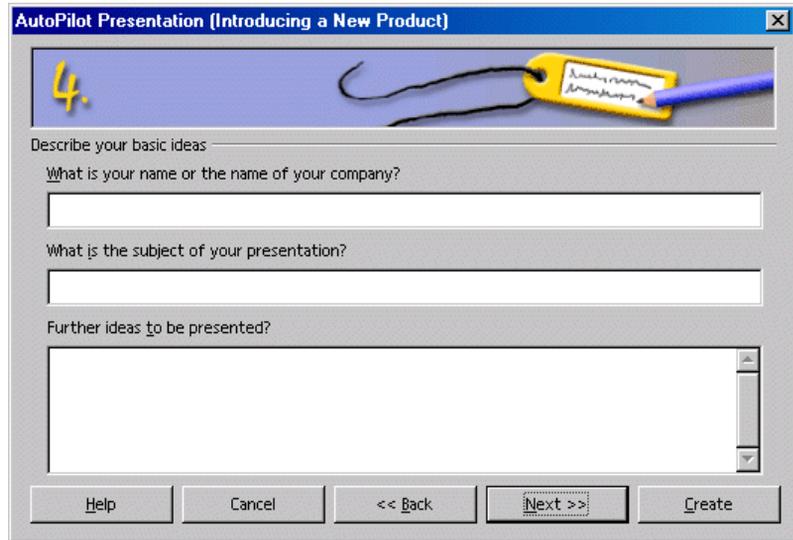
4. In the first list box select the slide effect "Cross-Fade From Left". Select the default "Medium" for the speed of change.
5. Select **Automatically** as the presentation type (i.e. repeatedly runs through presentation, with fixed time lapses, until the Escape key is pressed).

Now you can determine further parameters:

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.

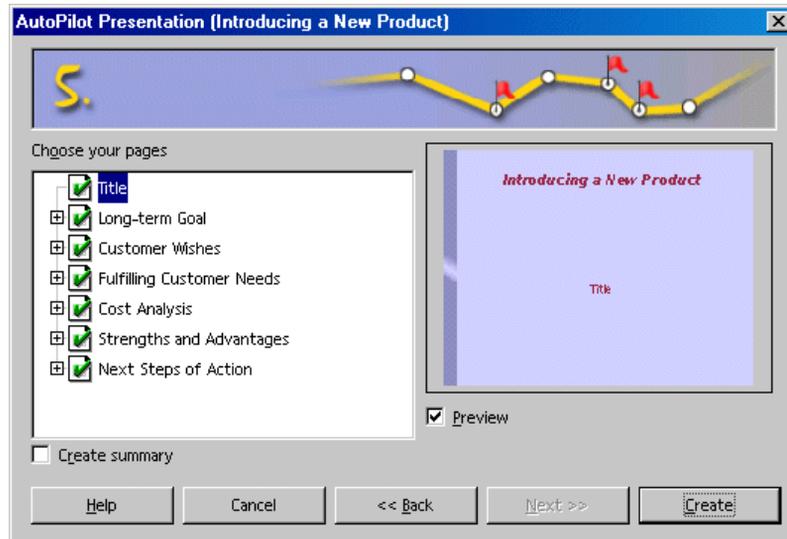
The **Default** presentation type runs the presentation from beginning to end with manual slide transition, e.g. by mouse click.

8. Click **Next**.



9. Enter additional text which you want to have appear in your presentation on page four. Click **Next**.

On the fifth and 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, etc.
-  To start a presentation on a computer screen, just press Ctrl+F2 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 the Master view mode after you open it, you should switch to the Slide view mode using the respective icon in the lower left corner of the document window. A document will always be opened in the view in which it was last saved.



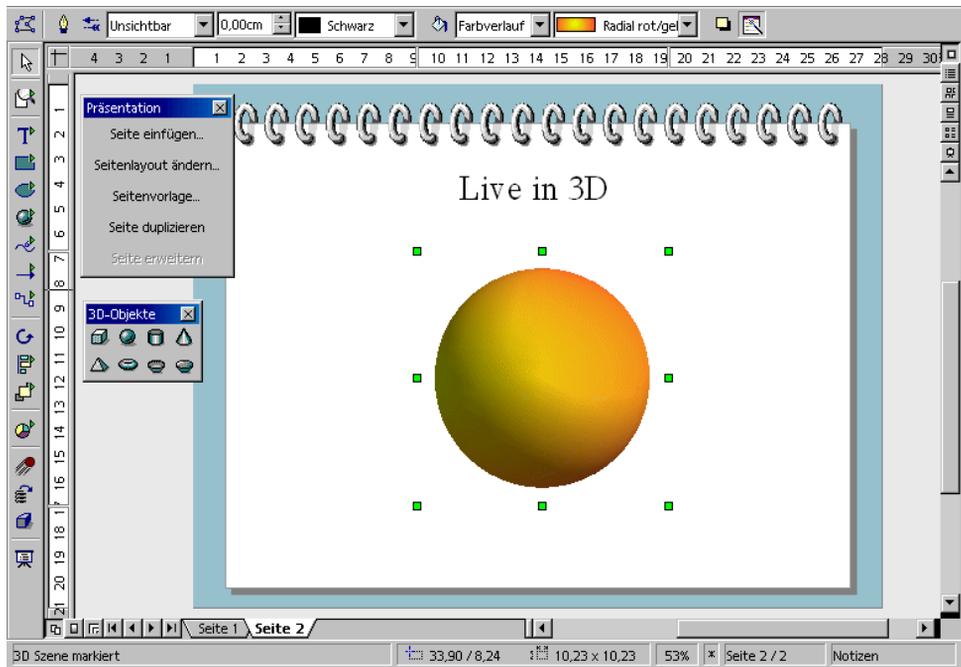
To create a second slide, click the **Insert Slide...** command in the small **Presentation** window. (If the small presentation window is not visible, click the **Presentation Box On/Off** icon on the Object bar). In the next dialog, select a page layout and confirm with OK.



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, e.g. 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.

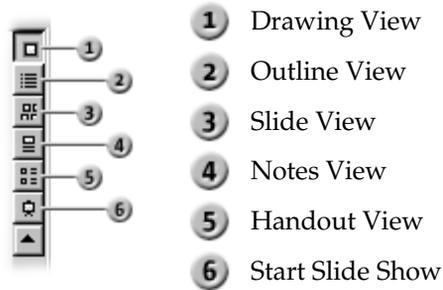
3.  Long-click the **3D Objects** icon to open its floating toolbar. Select the **Sphere** icon.
4. Click on the slide below the **Live in 3D** text, drag open a 3D rectangle, and then release the mouse button. You now have a 3D sphere.
5. Drag the sphere into the center of the slide and enlarge it by dragging one of the handles in one of the corners. When dragging you must hold down the Shift key so that the sphere remains a sphere.
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 360, we describe how to place a bitmap as a pattern on a 3D object, for example, a world map from the Gallery.



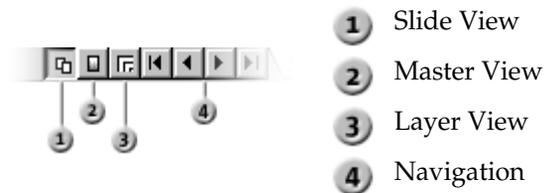
You can now save your presentation by pressing the Ctrl+S shortcut keys and specifying the name and location for the file.

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:



Arranging Slides

 Switch to the Slide View by clicking the respective icon above the vertical scroll bar located at the right of your screen. Now you can rearrange the position of individual slides and define effects for the transition between slides.

In the slide view, change the sequence of the slides by dragging them to any other position in the presentation.

When you long-click a slide in the slide view, you can copy the slide using drag and drop while pressing the Ctrl key. The mouse pointer will have a small plus sign next to it while you drag to indicate a copy. You can also drag and drop between the slide views of StarOffice Impress documents.

If you call up the context menu of a selected slide, you will see the **Show/Hide Slide** command. You can use this command to temporarily remove the current slide from your presentation, without deleting it from the actual document. A slide that is not shown in the presentation receives a name highlighted in gray.

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, which means that the presentation is over. End the presentation by pressing the Escape key (also used to stop the presentation before the end if necessary).

Feel free to add more slides to your presentation or try out other effects.

Editing a Presentation

Here we show you how to use the versatile features of 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. Please also refer to the chapter on StarOffice Draw.

Defining Background Colors

You can draw and create the background of a slide in a presentation or drawing document either in the master view or by assigning another Page Style to the slides.



Switch to the master view using the icon in the lower left-hand corner of the work area.

- In the master view, you can edit the background for all slides. All objects that you enter in this view, whether company logos, lines or text, are displayed in the background on all slides that use the current Page Style (the masterpage). This allows you to reproduce headers and footers on presentation slides. The objects that you insert in the Master View cannot be modified in the normal Slide View.
- If you want to give a uniform texture to the background, this is also possible without having to go into the Master View: Choose **Format - Slide - Background** tab. Select a color, gradient, hatching or bitmap for the background. When you quit the dialog, you are asked if the settings should apply to all slides or just to the current slide. If you answer "Yes" to the question "Background settings for all slides?", the **Background** Presentation Style will be modified for the current master page. All slides that use the same Page Style will have the modified background. If you answer "No", only the background of the current slide will be modified.

In StarOffice Impress you can modify the Presentation Styles in the Stylist by following these steps:

1. In the Stylist, click the **Presentation Styles** icon, if it is not already selected. Now you can see all existing Styles of this type in the Stylist.
2. Click the **Background** Style. Open the context menu for this Style and choose **Modify**.
3. In the dialog that then appears, select a suitable color for the background of all slides with the current Page Style. Click OK.

Note that this modification is only valid for the current presentation document.

Switching Page Styles

The subordinate designs which make up the slide design determine the way an object looks, including its background. The slide design can also be called a "Master Slide". In StarOffice Impress, you can assign a different slide design to each slide if you want.

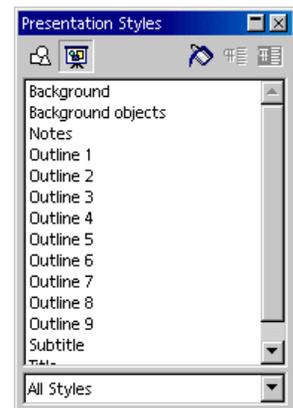
1. Go to the slide that is to have a different Masterpage.
2. Select **Format - Styles - Slide Design....** You will see the **Slide Design** dialog.
3. Click **Load....** You will see the **Load Slide Design** dialog.
4. Select a new slide design on the dialog, e.g. from the area "Presentation Backgrounds" and confirm this with **OK**.
5. Notice the **Exchange background page** check box. If it has a check mark in it, the new slide design will apply to all pages of the current document. If it doesn't have a check mark in it, then it will only apply to the current slide. This gives you the flexibility to define a different slide design, and thus a different background, for example, for one single slide.

The background you have selected will now be assigned to the slide currently in use.

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 (any modifications are valid only for those slides in the current document that uses this slide design) 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.

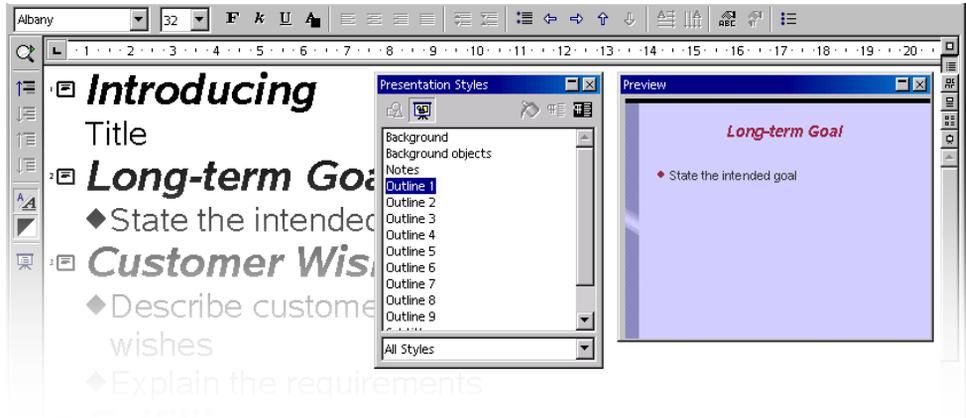


1. Open a new, empty presentation with a slide layout that allows greater structural depth. The slide layout called "Title, Text" is suitable for this purpose.



The slide layout you choose determines the number of levels of your outline. If you chose a slide layout which does not permit any outline, you will notice that the outline functions are not available.

2. Activate the outline view mode by clicking **View - Master View - Outline View** (starting in the Menu bar) or by pressing the F12 key.



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. The preview window should have opened; if not, you can show it by choosing **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 position you choose.
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, you will see in the next line of the Outline view a small icon for slide 2. Enter a title for the second slide, for example, **Second Page**.

5. Press the Enter key again. You can now enter the next text in the next line, which begins with a small icon for slide 3 where you would enter the title for slide 3, but, in this example slide 2 should get a subtitle.
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 grade 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 following these steps automatically contain the Presentation Styles title, outline 1, outline 2, etc. 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).

Slide Transitions, Effects and Animation

Make use of the possibilities a computer presentation offers you in order to grab your audience's attention with animated objects and interesting slide transitions.

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 best thing to do is to assign this effect in the Slide View. Simply click on the third icon from the top in the scroll bar on the right of the presentation window or choose **View - Master View - 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, etc.

1.  All these effects can be assigned using the Drawing View (**View - Master View - Drawing View**).
2.  Access the **Effects** window, i.e. with 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 Hidden Objects

- To select an object that is completely covered by another object, click on its position while holding down the (Alt) key.
- If several objects are lying on top of one another, every (Alt)-click selects a different object lying in this position. Hold down Shift as well to click through the objects in the reverse order.
- Press (Tab) to select an object. Press (Tab) again to select the next object. Press (Shift)-(Tab) to go through the objects in the reverse order.

Individual Presentations

You can show your slides from beginning to end, for example by clicking the **Slide Show** icon on the main toolbar, or with the keyboard shortcut (Ctrl)(F2).

Usually, a presentation always starts with the first slide. To begin with the current slide, proceed as follows:

1. Choose **Tools - Options - Presentation - General**.
2. In the area **Starting the presentation** mark the **Always with current slide** check box.

Note that this setting has priority over the **Individual Presentation** described below.

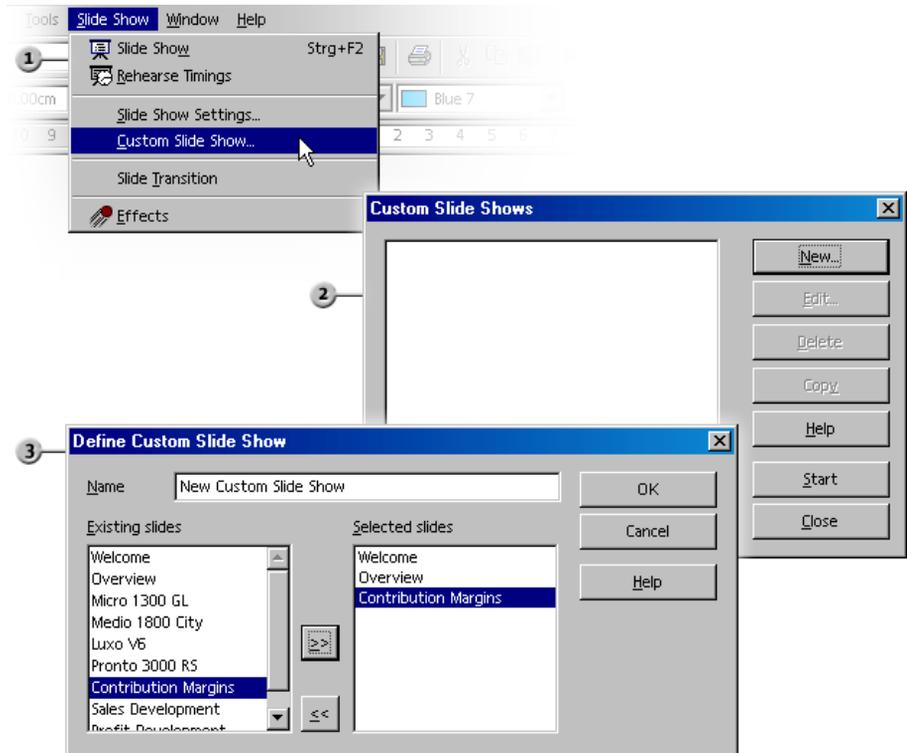
You have other options to show only or never show certain slides:

1. If you do not wish to show a slide, go to the Slide View (for example by choosing **View - Master View - Slides View**), select the slide and select **Slide Show - Show/Hide Slide** .

The name of the selected slide will now appear highlighted in gray, meaning that the slide will not be shown.

2. Choose **Presentation - Show/Hide Slide** again when you want to have the slide shown again.

A more elegant way to keep individual slides hidden in certain presentations can be found under **Presentation - Custom Slide Shows**.



1. In the **Custom Slide Shows** dialog, click the **New** button. The **Define Custom Slide Show** dialog appears.
2. In this dialog, enter a name for your presentation. On the left, you can see a list of the existing slides. Select a slide you want to show in your custom slide show and click the button with the arrows pointing to the right.
3. The slide will be inserted in the right field. All slides listed on the right will be shown in the custom slide show.
4. You can rearrange the order of your slides in the right field via Drag&Drop.

Exporting, Printing and Presenting

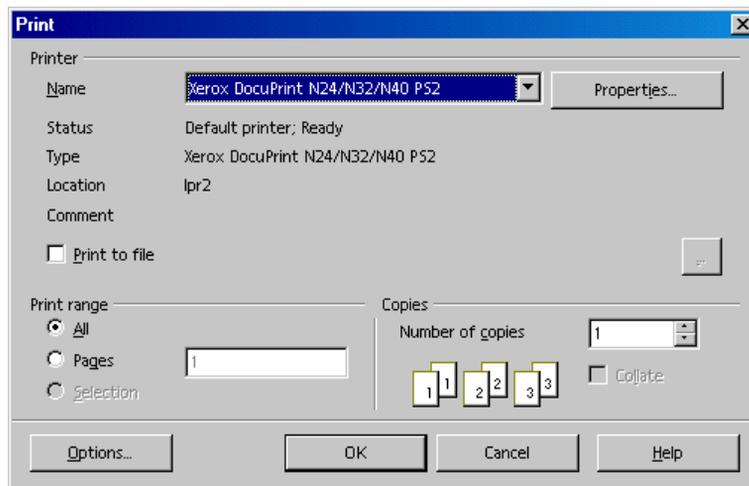
There are many possible ways of outputting finished presentation documents. You can create finished presentations or print the pages in color, you can have high-resolution transparencies produced or transfer them wholly or partially to other applications and then use them within those applications. When printing, you can also choose whether to output your document directly to a printer, or first print them to a file that you then copy to a printer. With StarOffice Impress Player, you can also run your presentation on a computer on which StarOffice is not installed.

Printing a Presentation Slide



In StarOffice, you can easily print the current document by clicking the **Print File Directly** icon in the function bar. It will be printed immediately according to the printer default settings, without a dialog appearing. There is an exception in text documents when you have selected a certain area of text. In this case, a dialog will appear after you have clicked the **Print** icon. This dialog asks you to confirm if you want to print the whole text or only the selected area.

When you print via the **Print** dialog, StarOffice lets you choose whether to print only a selected range of pages, only certain pages identified by their page numbers or all pages of the document. Take a look at the print dialog, which you can open with **File - Print** or by pressing (Ctrl)(P).



The appearance of the **Print** dialog may vary according to the selected printer. However, you will always have the option to specify whether you want to print the entire presentation, certain slides, or only the current selection. You can also specify how many copies to print and how these should be sorted.

Click the **Options...** button in the **Print** dialog to display additional options. When printing text, drawing and presentation documents, you can choose the Brochure option for multi-page text. The size of the pages will be reduced and printed two to a page and double-sided, so that you only need to fold the pile in the middle to create a brochure.

Since the presentation objects are usually in the form of vector graphics, you can print them out in any resolution supported by your printer or film recorder. If you want to send a slide to a film recording service or have it printed on a high-resolution color printer in a printshop, mark the **Print to file** check box in the Print dialog. It will then be printed to a file that you can send to a film recording service. But first you must install and select on your system the printer driver for the printer or film recorder that will be used by the printing or film recording service. Most printing and film recording services require files created for a PostScript printer. You can install a PostScript printer driver and print to a file with this driver, even if you do not have a PostScript printer.

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**.
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 whether the created Internet presentation should contain frames, whether you want to navigate with graphic buttons or with text links and whether a link should be offered on the home page allowing the user to download the original StarOffice Impress presentation.



In addition to the export of default HTML documents and HTML documents with frames, you can now 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 `staroffice6.0\share\config\webcast`). This allows a presenter (e.g. during a telephone press conference with accompanying slideshow over the Internet) to change the slides on the viewers' browsers.

The automatic export takes over the settings for the viewing length of each page in the presentation. A default HTML presentation is the result, in which the pages are "turned" automatically.

The sound reminders for turning the pages can also be exported, if desired. The sound files would then be copied in the target directory and played back when a HTML page is loaded.

Exchanging Data via 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

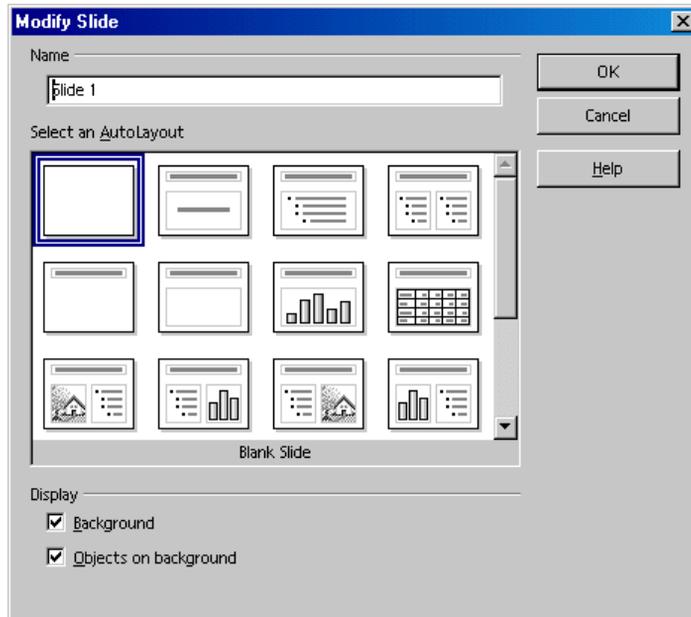
A template for a business report is provided, which you can fill out with your own text and data.

- Go to the Menu bar and select **File - New - Presentation**. The AutoPilot for Presentations will appear. Select **From Template** on the first page. Now select "Presentations" in the list box and then in the field beneath it, "Business Report". Click **Create**.

All that's left is to replace the text in the business report with your own. Save the report and then print it - or present it on the screen by pressing Ctrl + the F2 key.

If you want to start from scratch with a completely new document, proceed as follows:

1. Create an empty presentation document (**File - New - Presentation**). You will see the **AutoPilot Presentation** described in StarOffice Help.
2. Select **Empty presentation** and click **Create**. You will see the **Modify Slide** dialog. Here you can define the appearance of the first slide.
3. Enter a name and select the desired layout, e.g. **Title slide**.



4. You will now see the first page, the "title slide". Click on the existing text and overwrite 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**).



Do not assign a name like "Slide2." If you later want to change the order of the slides, you might not remember the content of this slide. Clear, descriptive names like "Overview" or "Introduction" are more useful.



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, e.g. 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 create 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 normal 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, you have to be in the Drawing View as well, and the Select tool must be activated.

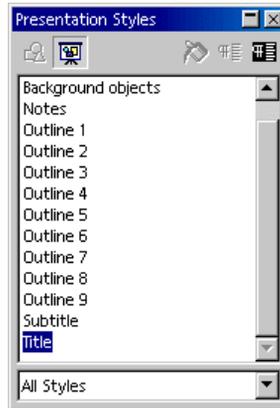
If you want to change the font size and style of the title, for example, select it and assign new attributes from the **Font** and **Font Size** fields in the Object bar.

You can also define borders by clicking the paragraph you want to apply a border to and defining the attributes in the list boxes **Line Width** and **Line Style**.

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 by clicking the **Stylist** icon in the Function bar. Then, click the **Presentation Styles** icon. Select a background style, and open the **Modify** dialog via 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.



Since the Master View can be activated at any time, it is always possible to make changes at a later time.

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.

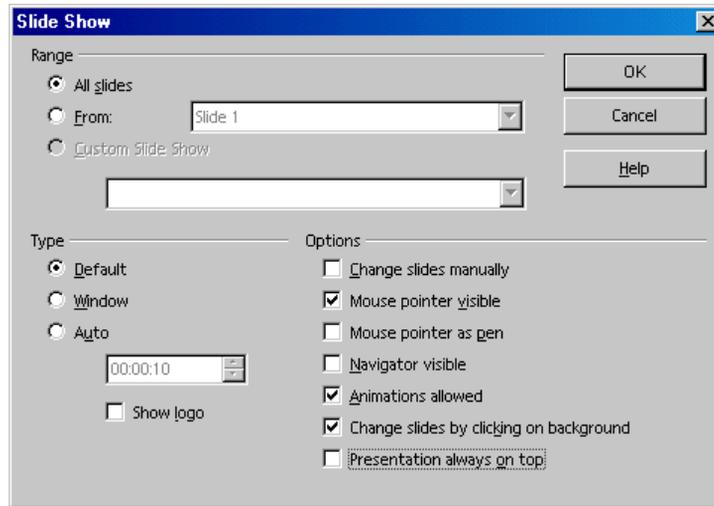
When you are in the Drawing View, choose **Slide Show - Slide Transition**. A dialog appears in which you can define slide transition effects.

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**.

Further Information

Using Your Mouse as a Pointer

Select the option **Mouse pointer as pen** in the **Slide Show** dialog in order to highlight charts or point to important aspects during a presentation. To change slides manually, you must double-click the mouse.

Changing Bullet Symbols in Outline View

To change a bullet symbol in the Outline view, place your cursor in the desired line/paragraph and click the **Bullets and Numbering** icon (only visible in the Object bar of the Drawing view). A dialog appears where you can choose a different symbol.

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

Choose **File - New - Templates and Documents**. Select the **Templates** category, then the folder **Presentations**, then the entry **Introducing a New Product**. Then click **Open** and you will see the document.



Since each presentation will naturally have to be adapted to a specific purpose, you could also choose any other template to base your presentation document on.

Type your own text over the existing title. If you want, insert graphics (choose **Insert - Graphics**) in your document.

At the bottom of the screen, click the name of the second slide to make it the active slide and then edit it.



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.

Edit all the slides of your presentation one after the other, and change the background to the presentation if necessary.



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 an additional slide, activate the slide that you want to put the new slide behind. Now click the empty space between the tab and the horizontal scroll bar and a new slide appears with the page layout of the previous slide. Alternatively, 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.

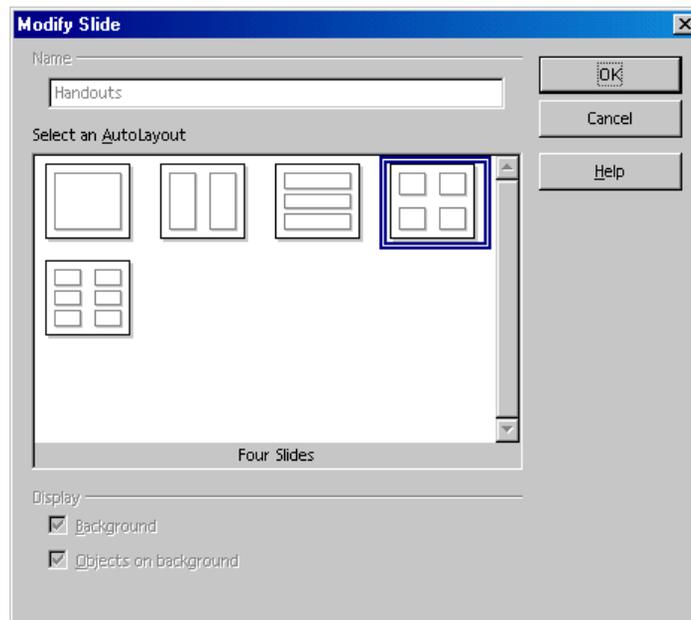
If you want to delete a slide, click the tab at the bottom of the work area to activate it and open the context menu. Choose **Delete Slide**. Confirm the subsequent warning with **Yes** to delete the slide.

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 via 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 open a further window in which you then decide how the handout should be printed.

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.

- You can enter and print a page of notes for each slide. To print, choose **File - Print...** and click **Options...**. The **Printer Options** dialog appears.
- In the **Printer Options** dialog, in the **Contents** area, select **Notes**. Click **OK**. In the Print dialog, select the slides you want to print (all or specific ones) and click **OK**. Be sure to go back and deselect Notes in the **Printer Options** dialog, otherwise the document will always be printed with notes.



The settings in **Printer Tools** apply only to the current document. If you want specific settings for all presentations, choose **Tools - Options - Presentation...** and select the **Print** tab.

Further Information

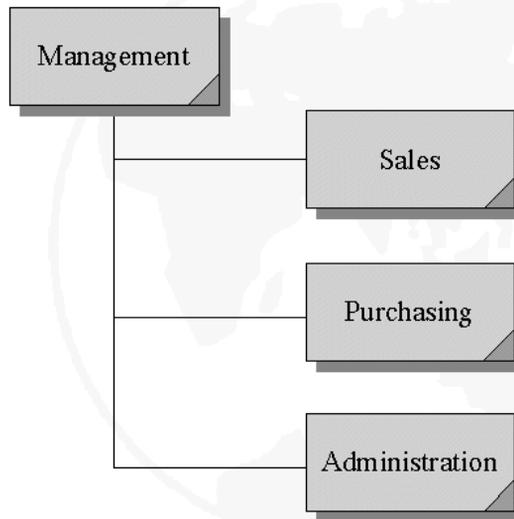
Using the Navigator

You can move from slide to slide quickly by opening the Navigator (function key F5). All the slides of your presentation are listed here. Simply double-click the relevant slide title to jump to that slide.

Organization Chart

Whether you want to show the organization of your company or the structure of your homepage, here we explain how to do it. You will be surprised how easy it is to present even complex structures in a comprehensible way.

➤ East-West Trading Co.: Departments



East-West Trading Co. / 8 New St. / Boston, MA 77777 / (333) 111 - 2222

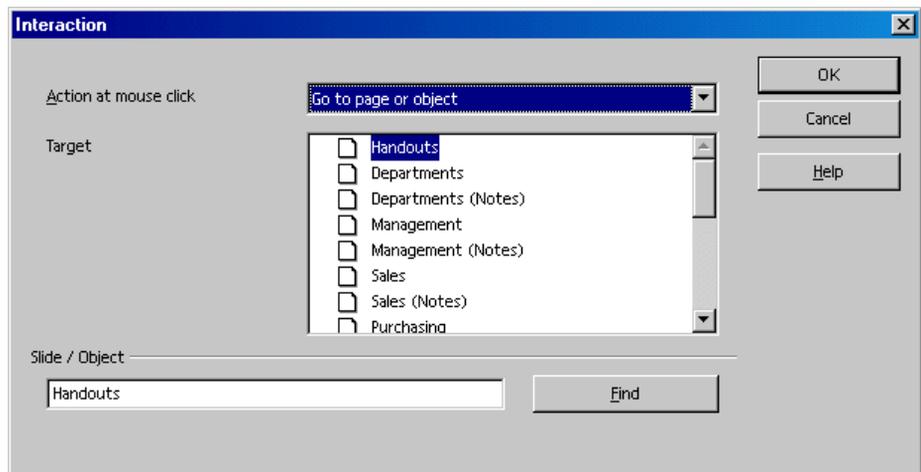


StarOffice provides a sample document of an organization chart. The **Organization Chart** can be found in the folder **Samples - Presentations**. The following example can be adapted for your daily use.

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.



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 frames, open the **Position and Size** dialog from the context menu. In the tab **Size**, you can apply the same size to all selected frames under the group box **Size**.

Creating Additional Objects

If you need additional objects, you can copy one and simply insert it as often as necessary. Then, position the rectangles in your document and align them with the snap lines.

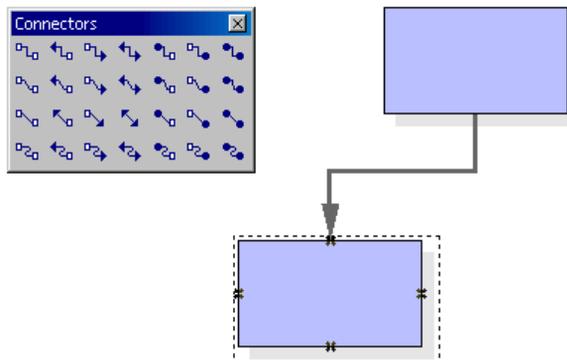


To display vertical and horizontal snap lines, click on the respective ruler and drag a snap line from the ruler to the desired position.

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

Select the desired connector by clicking it, 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 actual connection line between the two frames remains the same, 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, simply 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 the beginning or end point to the desired frame.

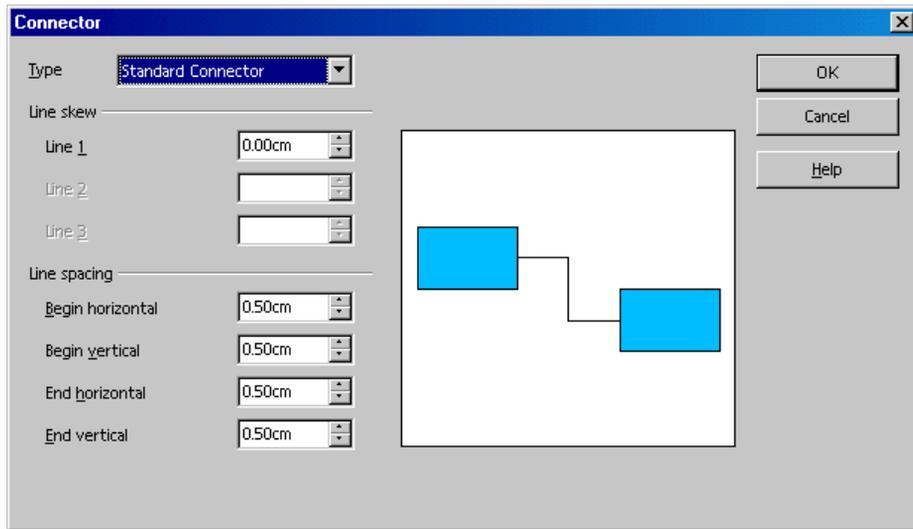
"Middle to Middle" Connectors

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.

The advantage of this method is that when you want to move the frames later, the connector fits perfectly, so that the beginning and end of the connectors lie in the middle of each frame. This function will come in handy if you want to switch the position of two frames, because you will not have to edit the connectors manually.

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, open the **Line** dialog with the context menu.

Changing Font and Font Size

If you want to change the font and font size, you should do so using a Style, so that you only have to make these changes once. 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 desired font type and size. After you click **OK**, the text in all of the frames will be displayed according to your settings.

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

Using a Snap Grid

To work with greater precision, you can also use the grid function. To display a grid, click the option **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 pages. However, using the glue points, you can make the connectors dock to any point of an object. For detailed instructions, refer to the StarOffice Help.

Creating Drawings With StarOffice Draw

Using StarOffice Draw, you can create drawings with different degrees of complexity. This ranges from a simple drawing to an interactive multi-page document.

To create drawings or graphics, you can either open an empty document and design all the elements yourself, or work with the templates and sample graphics, which you can reach by choosing **File - New - Templates and Documents** or from the Gallery.

You can draw and save vector graphics in StarOffice Draw. You can also export these graphics as pixel graphics. Furthermore, it is also possible to insert pixel graphics (bitmaps) into your drawing pages at any time.

The StarOffice Draw Functions

This section contains an overview of some of the StarOffice Draw capabilities.

Creating and Publishing Vector Graphics

StarOffice Draw is an object-oriented vector graphic drawing program. The objects can be lines, rectangles, 3D cylinders or other polygons. All objects already have set properties, such as size, color of the surfaces, color of contours, linked files, associated actions when clicked and much more. All of the properties can be modified at any time.

Thanks to the vector technology you can rotate objects in any direction and alter their size, without unsightly step effects occurring on the edges. Furthermore, as all of the objects can be controlled individually, you can move and overlap them at will.

Creating 3D Objects

You are not restricted to two dimensions when using StarOffice Draw. You can create cubes, spheres, cylinders and other 3D objects, rotate them at will and even illuminate each object by means of various light sources. These features together with default or freely defined color gradients, enable you to quickly create eye-catching company and Internet presentations.

Manage Organization Charts

StarOffice Draw is object-oriented. The objects could be rectangles, for example, containing text and linked to each other. If you move the rectangles, the connectors will automatically follow. This makes drawing and maintaining your company or departmental organizational charts much easier. The connectors can also be freely placed at glue points, which makes the creation of technical drawings with explanatory texts easier.

Drawing

Draw in the usual ways straight lines, free lines, bezier curves and other types of rectangles and geometrical figures. The 3D functions can be used to create 3D objects such as cubes, spheres, cylinders, tori and more. You can also rotate your own two dimensional contours in the third dimension. Choose coloring, with

bitmap textures if required, perspectives and illumination and you will create impressive 3D objects for your invitation cards, brochures and business cards.

To insert additional elements into your drawing use the many cliparts available in the gallery. It doesn't matter if they are vector or pixel graphics.

Export

Use StarOffice Draw to create buttons and icons for your Web pages quickly and easily and export them as GIF, JPG, PNG or other formats.

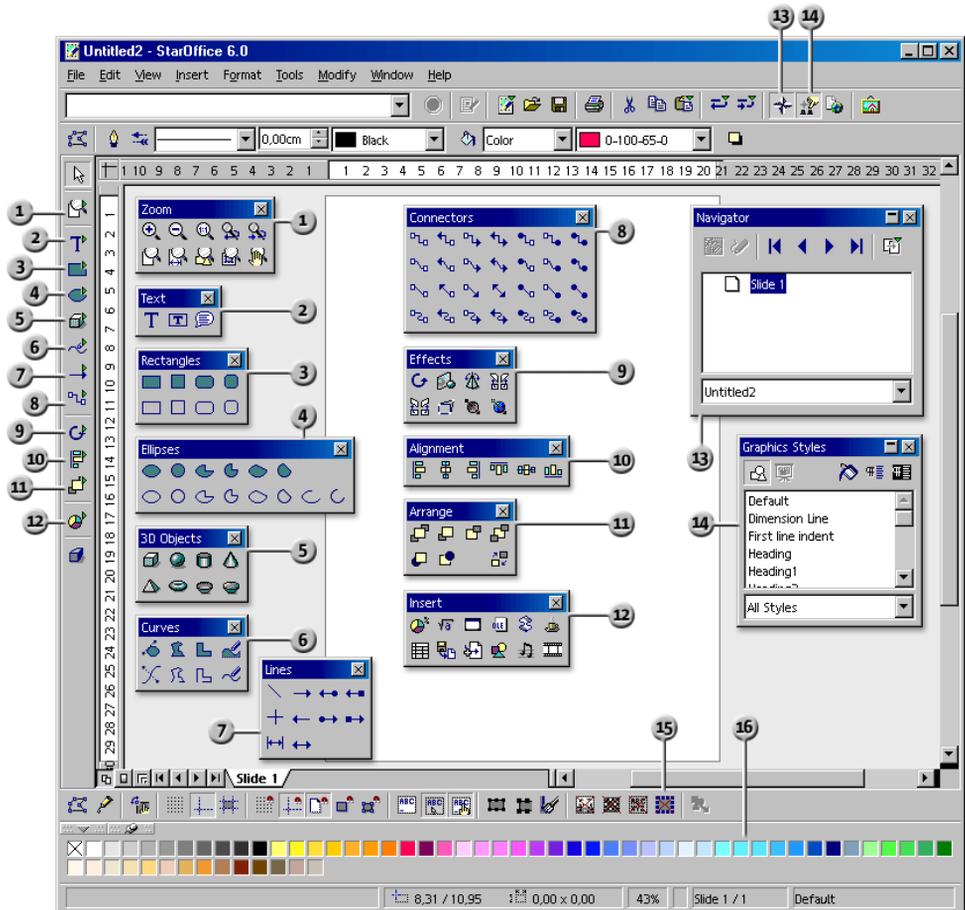
Construct

There are many assistants to help you create exact drawings. Define a grid to which your object is to be snapped while constructing and moving, or temporarily snap new objects to the edges and points of existing objects. The size of the object can be altered at any time by entering the required measurements in the Properties dialog. It is also simple to insert dimension lines which can be used in a variety of ways.

Integrate

And it is self evident that you can add texts, tables, charts and formulas from the other program modules of StarOffice into your drawing.

The StarOffice Draw Window



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

The drawing module in StarOffice (StarOffice Draw) has many functions for creating and editing vector graphics. In this section, we introduce the most commonly used functions.

Further information can be found in the StarOffice Help.

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 at the bottom edge of the window.



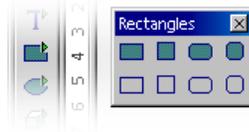
If you use these instructions to create a presentation document instead of a new drawing document, you will notice one of the visible differences between StarOffice Impress and StarOffice Draw: The buttons at the top right above the scroll bar (only in StarOffice Impress) indicate that you are in the drawing view, while the buttons at the bottom left indicate that you are in the slide view.

You can draw and edit vector graphics in the drawing view. The other views, which are only available in StarOffice Impress by clicking the buttons at top right, help you create presentations. They are introduced in the chapter on StarOffice Impress and are described in the StarOffice Help.

In the slides view, you work on the individual slides of the presentation, whereas the master view allows you to define a uniform background for all slides. In addition, you can turn the layer view on and off as you like. For example, the layer view is where you can manage objects that are not always supposed to be visible.

The main toolbar contains 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 on the main toolbar 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.



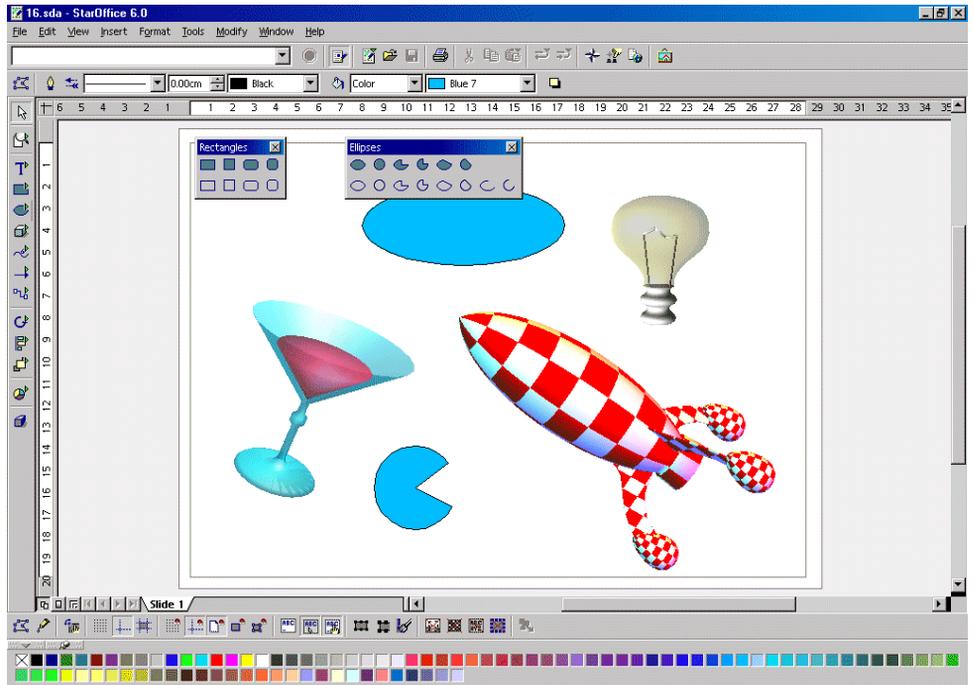
2. Draw a rectangle on the slide. It has preset attributes, including a blue fill and a thin black line as a border. There are eight handles which you can drag to change the size of the object.



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, e.g. 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 rectangles. You can also overlay these with the existing rectangles. Click the **Ellipse** icon and draw a few ellipses. You can also draw a few 3D objects, as shown in the illustration. Several examples are installed, e.g. in the 3D (three-dimension) file.
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.

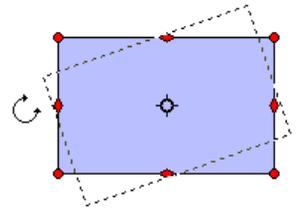


Rotating Objects

When you click the object for the first time, the eight handles with which you can change the size appear. You can also drag the whole object to move it to another position on the slide.

-  Click the **Rotate** icon that in StarOffice Draw can be found on the main toolbar under **Effects** and directly on the main toolbar in StarOffice Impress.

If you position the mouse pointer over a handle, the pointer indicates that you can rotate the object by dragging the mouse. In the middle of the object, a small circle indicates the pivot point. It can be moved to any other position with the mouse. When you drag the corners of the object with the mouse, the object rotates around the pivot point. Dragging the middle points on the sides slants the object in relation to the opposite edge.



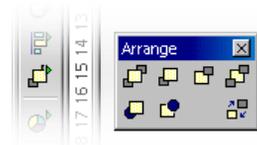
Click on the object once again to display the eight handles. If you double-click within the object, the handles change and the text cursor appears positioned in the middle of the object. You can now enter text which is automatically connected to the object.

Some interference may appear on screen. Press Ctrl+Shift+R. You can then refresh the screen.

Arranging and Aligning Objects

Arranging Objects

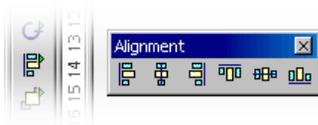
If your objects are overlapping and you want to position individual objects in the foreground or background, use either the context menu commands, or use the icons on the **Arrange** floating toolbar.



- Click on an object which you want to move either in front of or behind other objects. Then click on one of the icons in the upper row of the **Arrange** floating toolbar to move the object completely to the back, for example. If you want to position it directly behind another object, click the **Behind Object** icon. Then click on the object which you want the current object to be positioned behind. You will only see an effect if the objects are presently overlapping or are moved to do so later.
- You can also select two objects at the same time (hold down the Shift key and click one after the other) and then click **Reverse**. This switches the order of the two objects.

Aligning Objects

You can position the objects anywhere with the mouse. However, to position an object at exactly the upper margin of a slide, for instance, or center two objects vertically above each other, use the icons on the **Alignment** floating toolbar.



- If you select an individual object and then click on one of the icons on the **Alignment** floating toolbar, the object is aligned at the page margins. If you have selected two or more objects together, they will be aligned to each other.
- A special type of alignment is the **Distribution** of objects. If you select at least three objects at once, you can use the **Distribution** command. In StarOffice Impress, this command is found on the context menu, whereas in StarOffice Draw it is found on the **Modify** menu.

The selected objects are distributed so that their borders or midpoints are the same distance apart. The two objects that are the horizontally or vertically farthest apart from each other are fixed points, i.e. immovable. The other objects between the outermost objects can be moved using this function.



Remember that everywhere in StarOffice a multi-level undo function is available. Activate this function by clicking the **Undo** icon on the function bar or by pressing Ctrl+Z. Each time you use this command, it reverses a previous action.

Drawing Sectors and Segments

The **Ellipse** floating toolbar contains several icons for drawing sectors and segments. Sectors look like "perfectly cut pieces of pie". Segments look like halves of a pie.

Drawing sectors of an ellipse or circle requires multiple steps, though the process functions intuitively:

1.  Open the **Ellipse** floating toolbar and click on the **Circle Pie** icon. The pointer changes to a cross-hair symbol accompanied by a small sector symbol.
2. Use the mouse to drag open the shape of a circle. The outline of a circle follows the movement of the mouse.

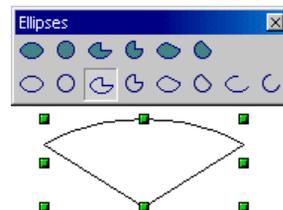


Your first click defines the first corner of the delimiting rectangle which surrounds the circle. The delimiting rectangle will later be obvious via the eight handles seen when you select the circle. To draw the circle such that the first click defines the center, press the Alt key while dragging the mouse.

3. Release the mouse button when the circle has reached the desired size. Now you'll notice that a radius which follows the movement of the mouse is drawn in the circle.

4. Position the radius at the point where you want to place one boundary of the sector and click once.
5. Now when you move the mouse, you'll see that the first radius is set and a second radius follows the movement of the mouse. As soon as you click again, the circle pie is complete.

Drawing ellipse pies is done in a similar fashion. The dimensions of the delimiting rectangle, formed when you first drew the shape, determines the dimensions of the ellipse. When drawing a segment, proceed in exactly the same manner as described above for sectors. The only difference is that in the last step no second radius follows the movement of the mouse, but rather a secant (straight line) cuts through the circle.



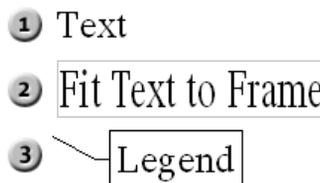
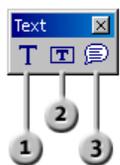
With the other icons in the **Ellipse** floating toolbar, you can draw ellipses and arcs. This process also functions as described above although, only the perimeter of the ellipse or the circle is drawn.

Entering Text

If you want to enter a text in your drawing, you can decide if you want the text to have a "normal" format as in a text document or if the text should be handled as a graphic object that you can rotate, expand, minimize, etc. You can also have a "normal" text appear in the form of a legend (in a frame with an arrow).

- Open the **Text** floating toolbar from the main toolbar.

(If you have activated the Asian language support under **Tools - Options - Language Settings - Languages**, you will see additional icons for entering vertical text.)



Normal Text

1. You can enter "normal" text by clicking the **Text** icon.
2. Drag open a delimiting frame in your document which sets the position and maximum width the text area should have. If your text is long, you can extend the frame in order to incorporate the whole text. Of course you can later modify the position and the size of the frame using your mouse. However, you will not be able to make the frame smaller than the text itself.
3. Enter the text. Select the text by holding down the Shift key while using the arrow keys or use the mouse. You can now modify the font and font size as you would in regular text documents.

When you click the mouse on the document outside the text you leave the Text edit mode. If you click the text once again, the text will be selected as an object. Now, you can, for example, rotate or shift the entire text.

When you double-click the text you can edit it again, for example, delete characters or set additional font attributes.

Fitting Text to Frames

1. With the **Fit Text to Frame** icon, you can draw a delimiting frame which predetermines the position and size of the text. Once having done so, immediately enter your text.
2. Enter your text and afterwards, click in any free area of the document.

You will notice that the text you entered will be scaled so that it exactly fits into the frame.

Callouts

1. Using the **Callouts** icon, drag your mouse from the point which the callout arrow should point to, to the point where the callout text should appear. Once you release the mouse button, you can edit the size of the frame of the callout.
2. As soon as you want to enter text into the callout, just double-click the line. The callout frame will appear with a wide gray border, indicating that you are now in the text edit mode.
3. Enter the callout text.
4. Change the line properties by clicking on the line, opening your context menu and clicking on the **Line** command. You can select arrowheads for the lines in the **Style** combo box on the **Line** tab page.

Converting Text Into 3D

If a text is selected, you can transform the text into a 3D body by choosing **Convert - To 3D** from the context menu. The 3D body will take on the area you created for your text frame.

The word "Text" is rendered in a bold, grey, 3D font. The letters have a slight shadow and a beveled appearance, giving them a three-dimensional look.

 You can rotate the 3D text with the **Rotate** icon in the Effects floating toolbar in the Main toolbar.

When you click inside the delimiting frame and drag while pressing the mouse button, the object will rotate on all the axes at the same time. But when you click one of the eight handles and drag it with a pressed mouse button, the object will rotate on only one axis.

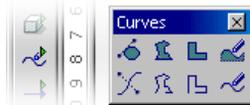
You can shift the pivot point, which first appears as a small circle in the middle. When you then rotate the object, it will rotate around the new pivot point.

Open the **3D Effects** window by clicking the **3D Controller** icon. You can apply another illumination to the 3D object, for example. The **3D Effects** window is described in the StarOffice Help.

Drawing, Editing and Converting Curves and Objects

With vector graphics in drawing and presentation documents, you can design not only ellipses and rectangles, but also irregularly shaped curves forming open or closed figures. StarOffice Impress and StarOffice Draw make it very easy for you to draw and edit even quite unusual figures.

Drawing Curves

1.  You will find the tools for drawing special shapes in the **Curves** floating toolbar. Drag the floating toolbar away from the Main toolbar into an empty drawing or presentation document. 
2.  Select the **Curve** icon. The cursor appears as a cross-hair symbol with an accompanying symbol that indicates the new function.
3. You can now create a curve with the mouse. The point where you first click the mouse button determines the starting point. The direction in which the point where you release the mouse button lies, defines the direction the curve takes from the starting point. Now, move the mouse without holding the button down - the curve will follow the movement of the mouse - and click where the second point of the curve should be.

If you keep holding down the mouse button, you can define the direction of the curve from the second point to the next point (just as you did from the starting point), release the mouse and move to the third point, click again and keep the mouse button pressed, and so on.

But when you release the mouse button after clicking on the second point of the curve, and then click on another point in the slide, the second point is defined as a corner point. At a corner point, the curve abruptly changes direction, thus forming a corner. If you also define point three as a corner point in this way, you will obtain a straight section between points two and three.

When you hold down the Shift key, the directions will be limited to multiples of 45 degrees. When you hold down the Alt key, the curve closes, and you can draw an additional curve, which you can combine with the first one to form a single object.

4. To end curve drawing, double-click the last point to be set. You can now continue working with other tools.

The curves you have drawn are Bézier curves. The points on a Bézier curve are called data points.

- Each data point on the Bézier curve can be "symmetric". The curve then has the same curvature either side of the point.
- Or the data point is "smooth". The curve then has different curvatures either side of the point.
- If the curve is not steadily continued at the data point, but instead forms a corner or tip, it is a corner point.

You can convert any type into any other, giving you great control over the shape of the curve.

TIP: How to link two existing points in a drawing using lines.



To precisely link two points within a drawing using lines, click the Line icon on the main toolbar and also activate the option bar via **View - Toolbars - Option Bar**. Select the **Snap to Object Points** icon on this toolbar.

Editing Curves



You can edit the data points if they are displayed as small rectangles. If you want to work on a curve later, when it is no longer activated, click the **Edit Points** icon on the object bar and select the curve. If the object bar is not visible, click briefly on **Select** on the main toolbar:

1. Now click **Edit Points** on the far left of the object bar or on the option bar.
2. Click once on the point you want to edit. It will appear as a filled square, and you will see two Bézier lines with control points at the ends. (Please note that sometimes one of the control points is directly on top of the Bézier point and thus hard to see.) In the case of corner points which define right angles, the control points lie directly on the Bézier point.
3. You may now move the Bézier point and the control points as you wish. Note how the curve changes accordingly. The change in form of the cursor indicates in each case the function that can be executed.

The object bar contains several icons with which you can, among other options, change the type of the selected point. A detailed explanation of the various options can be found in the StarOffice Help.

4. If you want to convert the type of data point, select the point. The object bar shows the type of point: corner point, smooth transition or symmetric transition.
5. Click one of the icons to change the type of point.

Of course, you can also edit curves in the "conventional" manner, i.e., changing width, color, and (in the case of a filled curve) the object fill. The options for changing these attributes are found in the Object bar. However, if the **Edit points** icon is not pressed you can use the context menu or the **Format** and **Modify** menus.

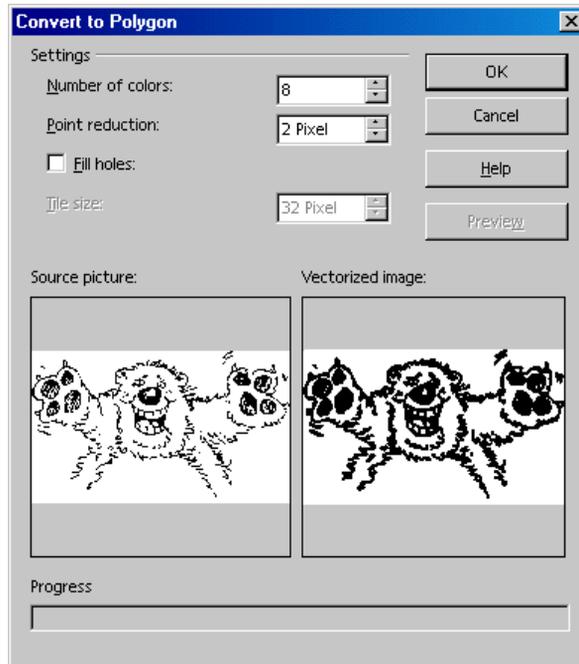
Also try out the other icons on the **Curves** floating toolbar. When you finish a filled curve by double-clicking, it is automatically closed and all "internal areas" are filled.

Vectorizing Bitmaps

With StarOffice Impress or StarOffice Draw, you can also transform pixel images, so called bitmaps, into vector drawings. One of the advantages of vector graphics is that they look good in any scale when printed. This is different when printing scaled bitmaps, since unattractive effects may appear, such as missing or zigzag lines, etc.

1. Select the bitmap you want to vectorize, for example by clicking once on the object.
2.  Choose **Convert - To Polygon**. In StarOffice Draw, choose the command from the **Modify** menu. In StarOffice Impress from the context menu of the selected object.

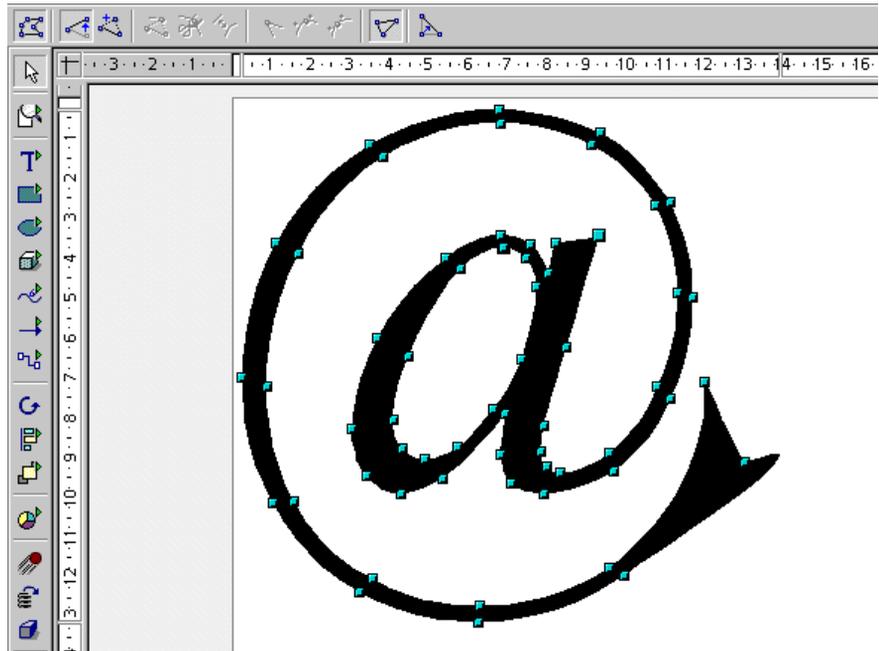
In the **Convert to Polygon** dialog you can set some parameters for the conversion and preview the result.



3. Clicking on OK replaces the selected bitmap with a vector graphic in a MetaFile format.

Converting Text Characters to Curves

1.  Type the text, letters or special characters in a StarOffice Draw document. Select an adequate font size and a suitable font type, so that you do not have to do an unnecessary amount of editing. To enter text, use the **Text** icon from the **Text** floating toolbar on the main toolbar.
2.  With the text object still selected, choose the command **Modify - Convert to Curve**. The text is converted to a vector object that can be edited.
3.  If your text consists of more than one character, the characters will be displayed as a grouped object. To edit a single character, you have to enter the group. To do this, use the **Enter Group** command in the context menu of the group or press F3. Then click the character you want to edit.
4.  Now, click the **Edit Points** icon on the option bar (top left in the illustration). 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.

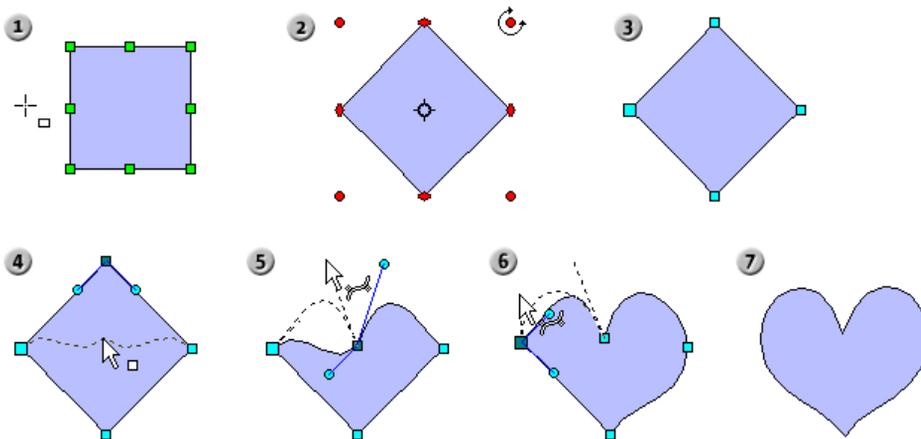


5.  Use the **Zoom** floating toolbar to enlarge the view. If the black filling of the characters is a nuisance during the editing process, you can temporarily change it to, say, 10% gray by choosing **Format - Area**.

Converting to Curves, Polygons, 3D

You can edit many objects quite effectively by converting them. Let's look at a simple example to illustrate this:

- Open a rectangle. This has the default settings for color, line thickness etc. and should now be selected.
- Choose **Modify - Convert** (in StarOffice Impress you will find the corresponding command on the context menu of the rectangle). You will see the menu subcommands To Curve, To Polygon, To 3D, To 3D Rotation Object.
- Choose **Modify - Convert - To Curve** to convert the rectangle into a Bézier curve. You can now edit the existing points. You can move the points, convert them from corner points into rounded points, delete them, insert new points etc. All these options are described in detail in the StarOffice Help under the search words **Edit points** and **Bézier object bar**.
- Choose **Modify - Convert - To Polygon** to convert the original rectangle into a "Polygon with 4 points", as will then be stated on the status bar.



You can now, for example, break a polygon down into its basic parts by choosing **Break** from the **Modify** menu. The status bar will then read "4 Lines selected". You can shift each of the lines separately.

With the polygon selected, you can also click the **Edit Points** icon to modify points, insert new ones and so on.

 Choose **Modify - Convert - To 3D** to generate a three-dimensional object by so-called extrusion of the two-dimensional object. The polygon is "pulled" perpendicular to its plane by a certain amount into the third dimension.



You can rotate the 3D object and edit it with the help of the **3D Effects** window that is called up via the context menu.

 Choose **Modify - Convert - To 3D Rotation Object** to create a 3D object by means of a rotation extrusion. A polygon will be rotated 360 degrees around an axis into the third dimension.



If you rotate the rectangle a little bit before converting it into a 3D rotation object, a more striking object will be created.

Here we converted only basic objects, simple rectangles. Just imagine how much you can do when you convert complex objects.



For example, drag a drawing from the Gallery to the page and convert it into a 3D object. StarOffice positions the objects contained in the drawing in various 3D levels corresponding to their arrangement in 2D levels. For example, in 3D the stars from the European flag stand out vividly 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.
- Metafiles will be broken down into a group of polygons and then converted.
- Draw objects with text on them display the text in raised form on their surface (e.g. a rectangle which you have double-clicked and put text on).

Working With Objects

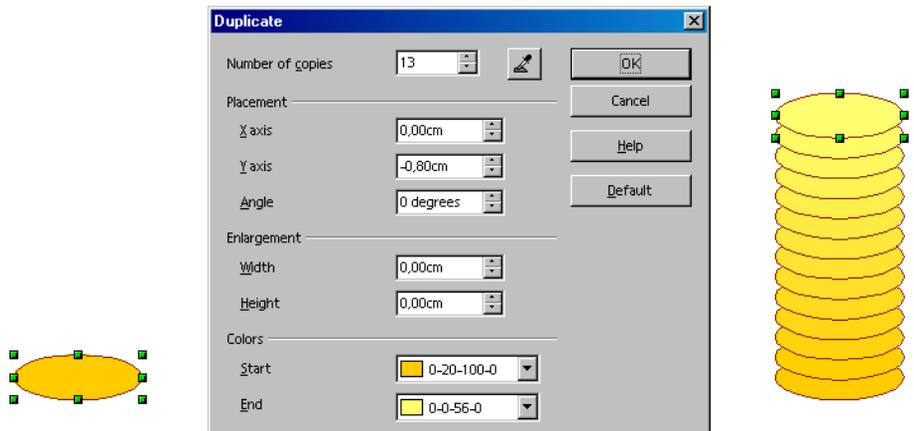
You can select, copy, cut and paste the individual objects in a presentation or drawing document in much the same way as words in your texts. You can also perform other actions that are only available for graphic objects. For example, you can duplicate, cross-fade or group these objects. Figures placed in the drawing area - rectangles, circles, lines etc. - are treated as objects.

Duplicating Objects

Duplicating an object allows you to easily make a set number of copies of an object which differ in consistent degrees from one copy to the next in position, orientation, size, and color.

If you want to draw a stack of coins, for instance, you can use the duplicate function. Your basis consists of the bottom coin:

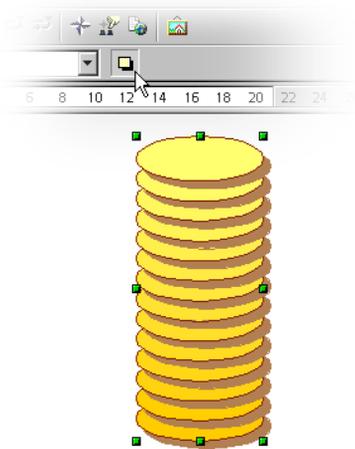
1. Draw an ellipse or circle at the bottom of the slide.
2. Choose the **Edit - Duplicate...** command to open the **Duplicate** dialog.
3. Enter the following values:



4. Select 30 as the number of copies. The x-axis is the horizontal axis from left to right. If you enter positive values in the field for the x-axis placement, this causes a shift to the right. If the stack of coins should increase from the bottom up, enter a negative value in the (vertical) y-direction.
5. If you want the coins to become smaller the higher they get, enter a negative value for the width and height.
6. Finally, define a color scheme from bottom to top. Select, for example, a darker yellow for the beginning color (bottom) and a lighter yellow color for the end color (top).
7. Click **OK** to create the duplicates.

The copies are not grouped automatically. After the end of the operation, the top coin is selected. If you want to make the stack of coins lean over, first you must select all the coins together.

- To select all of the coins, press either the Ctrl + A key combination, if there are no other objects on the page; or drag a selection frame around the coins.



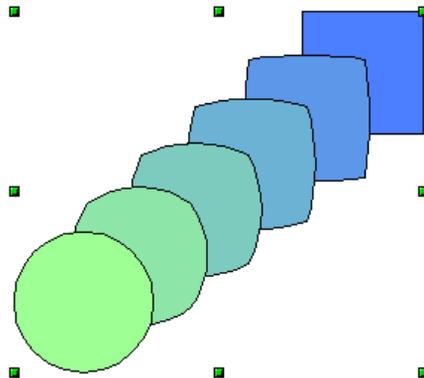
Cross-Fading Between Two Objects

The cross-fading function is only available for drawings in StarOffice Draw and not in StarOffice Impress documents. To insert into a presentation an object that was created by cross-fading two objects, copy it from the drawing into the presentation document by way of the clipboard.

In the process of cross-fading a transition between two objects is calculated and the increments will be positioned on the page. In the increments, the form, orientation, and color of the objects, as well as other attributes, are adjusted uniformly.

1. For example, in an empty drawing document, draw an object at the bottom left and another one at the upper right (use two different colors).
2. Select both objects.
3. Choose the command **Edit - Cross-fading**. A dialog appears where you can define further settings.
4. Click **OK**.

StarOffice Draw calculates the increments and displays the results.



This new object is a group which consists of the specified number of individual objects. You can enter the group (press F3) to edit the individual objects. The **Modify** menu in StarOffice Draw contains all the necessary commands for working with groups and these functions can be also found in StarOffice Impress under the **Format - Group** menu command or in the context menu. Further information can be found in the StarOffice Help.

Working With a Group of Objects

Several objects at one time can be selected, grouped, combined, merged, subtracted and intersected.

- Selecting several objects at the same time has a temporary effect - as soon as you click elsewhere on the page or slide, the area will be deselected.
- Grouping and combining are valid until the group or the combination is deselected with the command from the context menu or the **Modify** menu.

You can also combine these commands, for example, to group together several groups, add a combination and combine the results as a group or combination.

Grouping Objects

You can combine several objects into a group. To do this, select them together and call the context menu where you choose **Group**. All changes made to a group will have an effect on all objects in the group. In particular, groups can be moved, rotated, etc. as a single object.

For example, if you want to draw a bicycle, you can first construct a wheel, composed of a tire, rim, spokes, and hub, and then you can group these objects together. This makes it easy to rotate the wheel, duplicate it, and move the second wheel to the appropriate position. Finally, draw the frame and the rest of the bicycle, and form a new group.

To edit an object that is part of a group, you do not need to redefine the group; you simply need to "enter" the group. You can edit an object in the group, and exit the group when you are finished.

Entering Groups

You enter a group by first selecting (either click it or use the keyboard - see instructions below). Then you can decide whether you want to use a context menu command, the F3 key or double-click the group to enter it. After entering a group with a double-click, no object in the group is selected).

Exiting Groups

To exit a group, you have a choice of using a menu command, the key combination Ctrl+F3, or double-clicking outside all of the objects in the group. After you exit the group, it is selected, which means that you can quickly enter and exit a group using the keyboard.

View of Entered Groups

In order to emphasize the group and the contents thereof, all objects which are not in the entered group (including other groups), will be depicted in the new "Ghost Mode" in faded colors. That makes it easy for you to see which objects are available for interaction and which are not, as well as whether you are in a group or not.

Navigating Between Objects of a Group (or on a Page)

Using the Tab and Shift+Tab keys you can move forward and backward along the row of objects in a group edited with F3 or on a page. If you repress the keys on a final object while going in one direction, the first object selected will appear next.

Combining Objects and Constructing Shapes

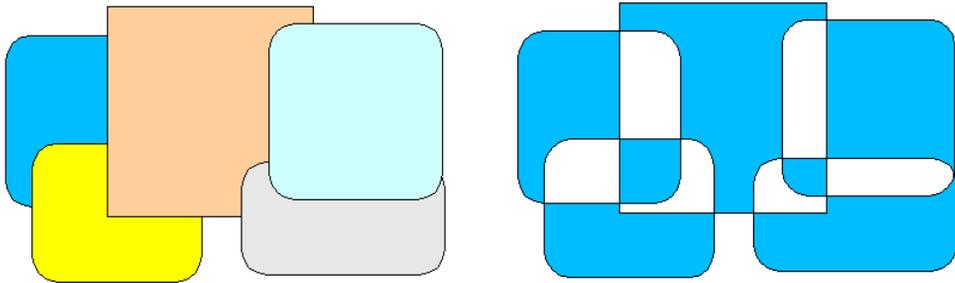
In StarOffice Draw and StarOffice Impress you can combine graphic objects in different ways. Several single objects can be brought together to create new objects by using Boolean set operators on the original geometry.

Combining Objects

1. Select several objects.
2. Choose **Combine** from the context menu.

In contrast to groups, which consist of single objects, a combination fuses the component objects into one single new geometric object with its own new properties. The combination may be undone again later, but the individual objects get lost.

You recognize the property that stands out the most in a combination when the individual objects overlap. In this case, the style quantity overall is punched out as "holes" where a number of objects overlaps. This is a Boolean exclusive-OR (XOR) operation.



In the illustration, you can see several objects at the left before being combined, and at the right after being combined. The combination is given the attributes of the object farthest to the back (i.e. undermost object).

Constructing Shapes

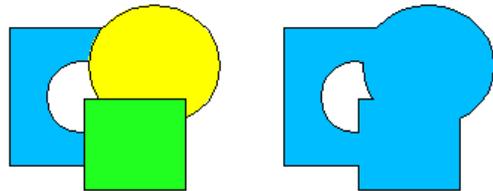
The commands **Shapes - Merge**, **Subtract** and **Intersect** also form a new geometric object out of the original objects. The new object comes into being due to the use of logical amount operators on the source geometries.

1. Select several objects.
2. Choose **Shapes** from the context menu. In the submenu, choose **Merge**, **Subtract** or **Intersect**.

In the following illustrations you see the original shapes on the left and the result on the right.

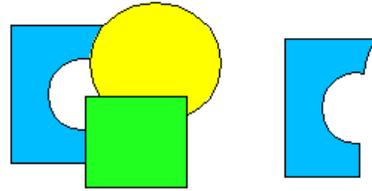
Shapes - Merge

The selected polygons are merged so that they make one object, the surface of which is the sum of all the parts (Boolean OR).



Shapes - Subtract

All other polygons selected are subtracted from the undermost polygon. This entails the other polygons first being merged and then subtracted from the polygon positioned under/behind all the others.

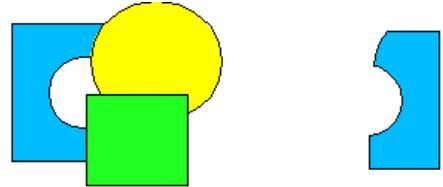


Holes will be taken into account. Logically this operation corresponds to the following formula:

$$A - (B1 \mid \dots \mid Bn)$$

Shapes - Intersect

The selected polygons are joined into one single polygon that corresponds to the intersection area (Boolean AND).



Only the area where **all** polygons overlap remains.

You can also choose **Shapes - Subtract** and **Shapes - Intersect** to cut parts out of a bitmap, for example. The illustration shows examples.



Graphic Objects in Drawings and Presentations

StarOffice Draw and 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 certain sections of a document in a pixel graphic format.

Applying Text to Bitmaps

To apply text to a pixel image in JPEG format, for example, follow these steps:

1. Open a new drawing document.
2. Insert the pixel image by choosing **Insert - Graphics**.
3. Deselect the image by clicking somewhere else in the document.
4. Open the **Text** floating toolbar from the Main toolbar and select, for example, the **Fit Text to Frame** icon.
5. Draw a frame around the pixel image and enter some text inside this frame.
6. You can select this text and assign another color to it. The background of the text is automatically transparent.
7. Select the pixel image and the text by, for example, drawing a frame around both. On the Status bar you will read "2 draw objects selected".
8. Choose **File - Export** and, in the **Export** dialog, select the file type "JPEG - Joint Photographic Experts Group" and enter a name. Mark the **Selection** check box to export only the selected objects.
9. Click **Save**. In another dialog you can now set the options to define the quality of the JPG image. Remember that the higher the quality, the larger will the file be.

If you select a graphic object (for example, an inserted Pixel image) in StarOffice Impress or StarOffice Draw, you will automatically see the graphic object bar. This bar enables you to modify the color tone, brightness and contrast of your graphic object.

You can also change the transparency value of graphic objects. At a higher transparency value the graphic object becomes see-through, and you can discern objects lying behind it. When you save your work as a StarOffice document, the transparency is saved too. When you export it into a graphic format, it is only saved if the graphic format supports the transparency and you enable this function at the time of export.

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 - Graphic**.
2. Select the file. With the **File type** field you can limit 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, and 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 checked, you are always working with the copy created with the first insertion.
4. Click **Open** to insert the image.

Editing Bitmaps

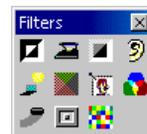
When you select the bitmap image, the object bar offers you the tools for editing the image. Only a local copy is edited in the document, even if you have inserted an image as a link.

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, that you can open with the icon on the far left of the object bar.

Some of the filters open once a dialog is started, and you can use these, for example, to select the intensity of the filter.



You can provide the bitmap image with text and graphics, select these objects together and export the selection as a new bitmap image.

Saving Bitmaps

If you want to save the changes to a bitmap image as an image file, for example in the GIF, JPEG or TIFF file format, you must select and export the bitmap image. This is only possible in StarOffice Draw and StarOffice Impress.

1. Select the bitmap image. Also select additional objects as necessary (with the shift key pressed or by opening a frame around all objects) if, for example, you want to provide the bitmap image with text.
2. Choose **File - Export**. You see the **Export** dialog .
3. In the **File type** field select the file format you want, e.g. GIF or JPEG.
4. If you only want to export the selected objects, check the **Selection** box.
If **Selection** is not checked, 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

If you want, you can show a color bar on the edge of a drawing or presentation. The color bar offers you a choice of colors. You can color the selected object by simply clicking on a color. Choose **View - Toolbars - Color Bar**.

The Color bar displays all predefined colors with their respective 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".

You can change the size of the color bar with the mouse. Alternatively, hold down the (Ctrl) key and double-click in the gray part of the color bar to obtain a movable, variable-size window. Then you can manipulate the color bar in the same way as most other windows. For example, you can move it by dragging the title bar and change its size by dragging the edges or corners of the window. To dock the window again, hold down (Ctrl) and double-click on a gray area of the floating color bar.

Defining Your Own Colors

You can define any number of colors, assign them names and save in color palette files.

1. In a drawing document, choose **Format - Area...** to open the **Area** dialog.
2. In the dialog, click the **Colors** tab.



Here you will find everything you need to modify the color of a selected object. You can also define and organize new colors.

If you want to apply a color which is not yet in the color palette, you first have to define a new color and assign a name to it.



Modifications to the standard color palette are permanent. They will be saved automatically, and are irreversible. This will not present problems if you only want to add one new color to the palette, but it can create difficulties if you change the standard colors.

1. To define a new color, the best thing to do is choose a color from the color palette which resembles the new color. It will be displayed in the upper of the two preview boxes.
2. Select the color model in the list box according to how you want to define the new colors. The list box recognizes the two settings RGB and CMYK.

The color models RGB and CMYK are just two of the models most used to define colors. RGB stands for red-green-blue. It describes very well the corresponding colors if the colors are combined on the computer monitor form the three basic colors. CMYK stands for Cyan-Magenta-Yellow-black or Cyan-Magenta-Yellow-Key. It is the color model that best describes the subtractive color creation in print colors. Select the color model that corresponds to the desired output medium (monitor or a printer). If you are exposing image files, it is best to ask the photo-exposure service in which color model and format the image is expected.

3. Define the colors by modifying the values in the spin boxes. Enter values directly, or click the buttons to change the existing values. The result is shown immediately in the lower preview box.

If you do not want to specify the values with the spin buttons but would rather select them from a color spectrum, click **Edit**. This opens the Color dialog. In this dialog it is also possible to specify the color in the HSV or HSB (Hue-Saturation-Value/Brightness) model. Select the color and click OK.

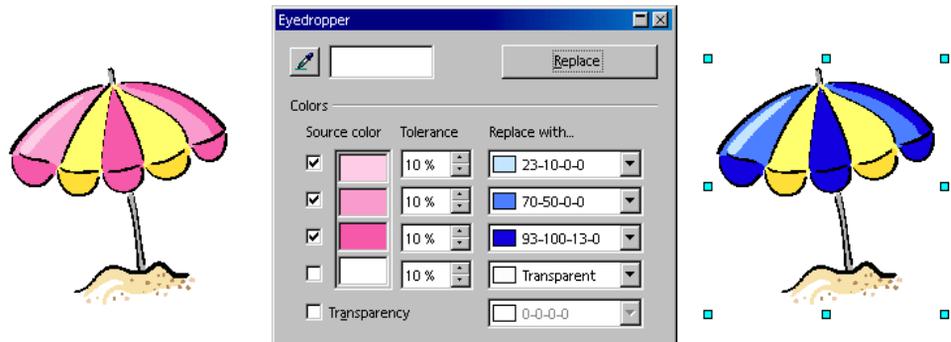
4. Once you have chosen a new color, you must specify whether it should replace the original color or be defined independently. Click **Modify**, if you want to replace the color displayed in the upper preview box. We suggest, however, that you only replace custom-defined colors.
5. To set the new user-defined color, assign a name to the color in the **Name** field, and click **Add** and **OK**.

Your new color will immediately be added to the palette of existing colors. If you close the dialog with **Cancel**, the color of the current object will not change. However, the modifications in the color palette will remain in effect.

You can find further instructions in the StarOffice Help on saving and loading the color palette and other palette files.

Replacing Colors With the Eyedropper

You can edit images inserted in a bitmap format (e.g., GIF, JPEG and metafile images (e.g., WMF) in StarOffice Draw and StarOffice Impress using **Eyedropper**. Open the Eyedropper by choosing **Tools - Eyedropper**. You then see the **Eyedropper** window.



The Eyedropper can replace selected colors and, to a point, similar colors, with other colors. You can replace up to four colors at one time. If you do not like the replacement you can reverse it with one click on **Undo** on the function bar. Use the Eyedropper to match the colors of different bitmaps or to redo a bitmap with the colors of your company logo.

The **Transparency** attribute also serves as a color. You can replace the transparency in an image with a color, for example, with white. This is helpful if, for example, your printer driver is having problems with printing transparent graphics.

If you want to produce an image on HTML pages to publish in the internet, like the illustration of a product, for example, it usually looks better when you do not see a rectangular picture, but rather only the illustration of the product which is then seen against the uniform background of the web page. If there is a white background in the picture behind the product, use the Eyedropper to replace the color white with "Transparent" (i.e. no color) and save and/or export the image in a format that supports the transparency attribute (such as GIF). When using this method, be sure that the illustration of the product itself does not contain any white parts, since these would also become transparent just like the background.

To replace colors with the Eyedropper

1. Insert an image in a Bitmap format (e.g., BMP, GIF, JPG, TIF) or in a metafile format (e.g, WMF). To do this, choose **Insert - Graphics** in StarOffice Draw and StarOffice Impress.
2. Open the **Eyedropper** window by choosing **Tools - Eyedropper**.
3. In the Eyedropper window, click the Eyedropper icon in the upper left-hand corner. The mouse pointer will turn into a special pointer with which you then indicate the color to be replaced in the current document. The color box next to the eyedropper icon in the Eyedropper window displays the color the mouse pointer is resting on.
4. Click the left mouse button when you find the color you want to have replaced. This color will automatically be registered in the first of the four rows in the Eyedropper window.
5. Now, in the list box to the right in the same row, select the new color which should replace the selected color in the whole bitmap image.
6. If in the same editing step you want to replace another color, click the check box in front of the next row. Now select the eyedropper icon in the upper left-hand corner again and choose a new color. Up to four colors can be replaced in one editing step.
7. Select the bitmap image or the metafile image you want to change the colors in by clicking it.
8. In the **Eyedropper** window click **Replace**.

If too many similar colors were replaced, undo the step through Ctrl+Z and decrease the color tolerance in the spin button. Then click **Replace**.

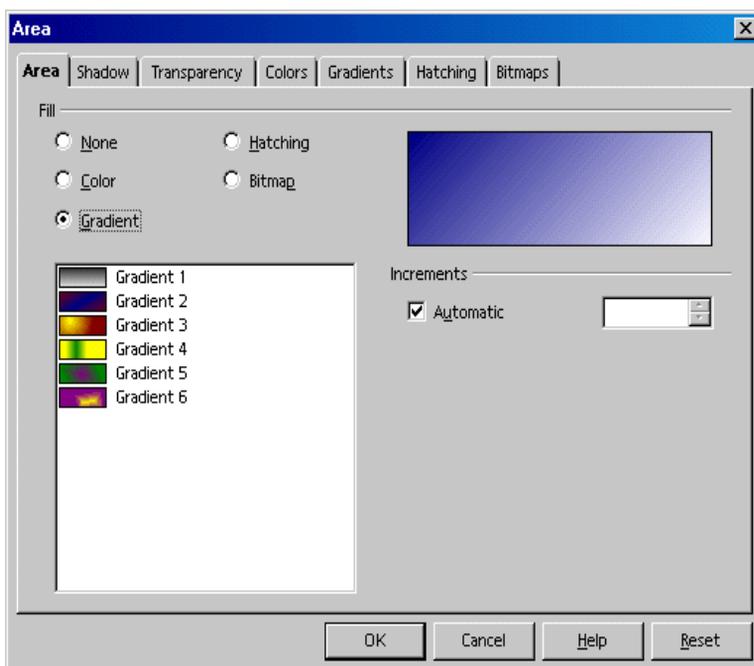
Gradients and Patterns for Objects and Background

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.

Defining Gradients

To assign a predefined gradient to an object, proceed as follows:

1. Select the object.
2. From the context menu or under **Format** on the menu bar, choose **Area...**
3. Select the **Gradient** option, then make your selection from the gradient list.

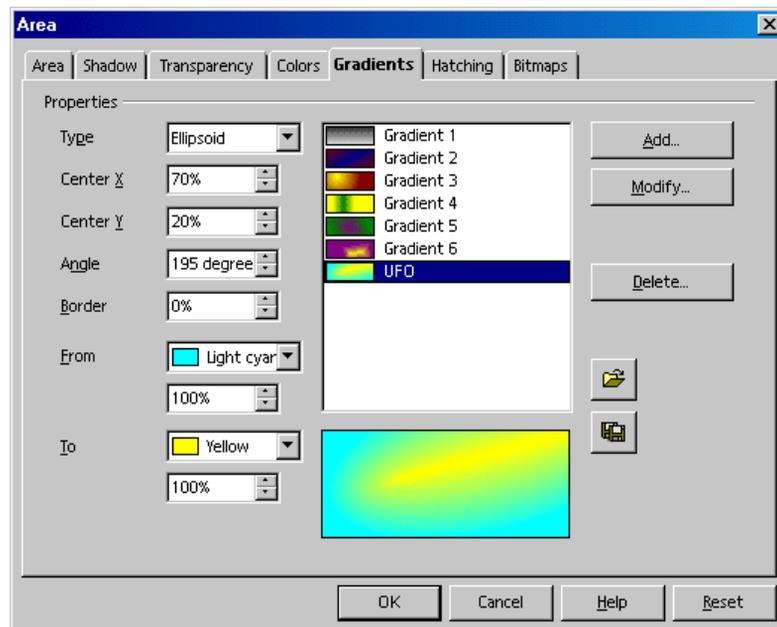


Defining Your Own Color Gradient

You can define your own color gradient, save the current color gradient list as a file, or load a different list from another file.

If you have selected an object and then define a new gradient, the new gradient is immediately assigned to the selected object. If you do not want immediate assignment, you must undo the selection before opening the dialog for defining gradients. To do this, click with the selection tool on a position where there are no objects.

1. In the **Area** dialog, click the **Gradients** tab. This is where you can define all of the options for new color gradients.



2. From the list of existing color gradients, click the gradient you want to use as a basis for creating your new color gradient.
3. Click the **Add...** button. In the dialog that appears, you can assign a name for the new gradient. For example, enter the name "UFO" and click **OK**. The name appears as a new entry at the end of the list and will already be selected for editing.

4. Click **Modify** to save the changes in the new gradient. The preview shows how the gradient looks.
5. Close the **Area** dialog with **OK**. You can use the new color gradient immediately.

Interactively Defining a Color Gradient

Color gradients can be modified by clicking and dragging them with the mouse. In order to be defined interactively, the object must already have a color gradient.

1. Select an object which has a color gradient.
2.  In StarOffice Draw, open the **Effects** floating toolbar from the Main toolbar.
3.  On the **Effects** floating toolbar, click the **Gradient** icon.

You will now see two objects in color which are linked by a vector. Depending on the type of gradient, you can move one or both of the objects with the mouse and thus determine the origin, end and angle of the color gradient. When the color bar is displayed, you can move colors by drag and drop to each object to determine the start and end colors.

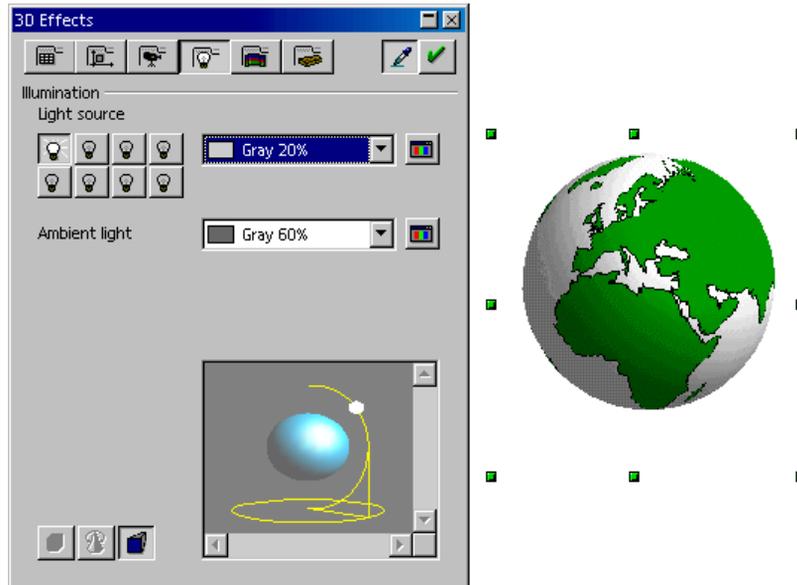
-  In a similar way the transparency of an object can be determined with the **Transparency** icon. Here you can define a grayscale gradient which spans from black (0% transparency, i.e. opaque) to white (100% transparent).

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, then reload the standard list. This way you can keep the list (and the memory space) free from resources you do not need. If you later want to continue working on this project, reload the gradient list. The same procedure applies for loading and saving lists of hatching and bitmaps.

3D Globe

Here you can create a three-dimensional globe with StarOffice in just a few steps. You can rotate the finished Globe with the mouse.



Creating Texture on a 3D Object

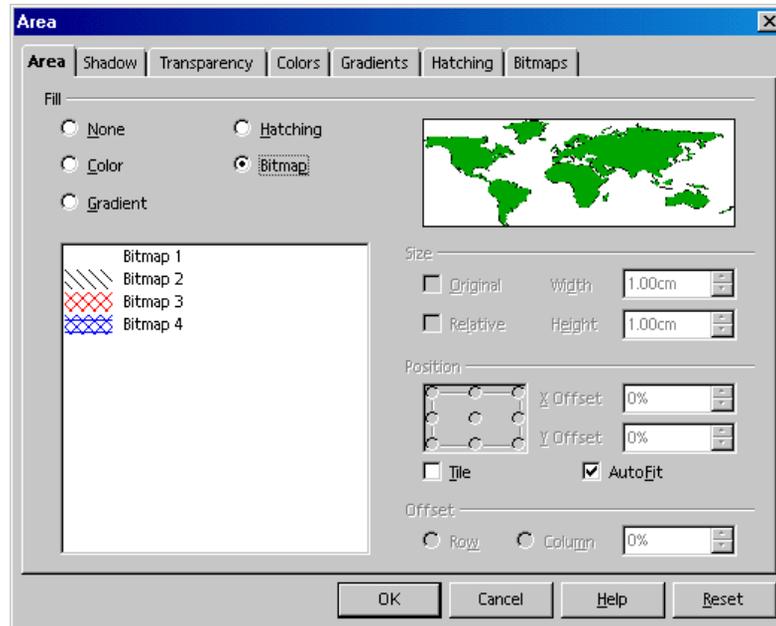
Before we go on, please note: If you only need the globe shown here, and do not want to learn how to create a similar one yourself with just a few clicks of the mouse, we have prepared a finished globe for you. Open the Gallery and select the **3D Effects** theme, where you will find what you are looking for. Drag the globe into your document.

To create your own 3D globe, first open an empty drawing document, insert a globe and then apply the world map worldmap2.wmf from the gallery as a texture to the globe. Then you can adjust the illumination.

1. Open an empty drawing document by choosing **File - New - Drawing**, for example. Now you can see the new document and the associated toolbars.
2.  At the left of the Main Toolbar, open the **3D Objects** floating toolbar. Select **Sphere** in 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. This behavior for 3D objects is opposite to the way other objects such as ellipses and rectangles behave.
4.  Open the Gallery. The Gallery themes appear as subdirectories.
5.  Click the **Maps** theme. The Gallery shows you the maps.
6. Click the rectangular 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, 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 (looks like a thumb tack).

The texture is laid onto the sphere in its original size in the default setting. Since the map of the world is much larger than the sphere, you see only a small segment as a green area on the sphere. This will soon be changed.

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** field, removing the mark in the **Tile** field. Close the dialog with **OK**.

Now you can see the world map as texture on the sphere. StarOffice has automatically selected the most appropriate projection method, as you can see clearly if you click twice on the sphere and then rotate it.

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.

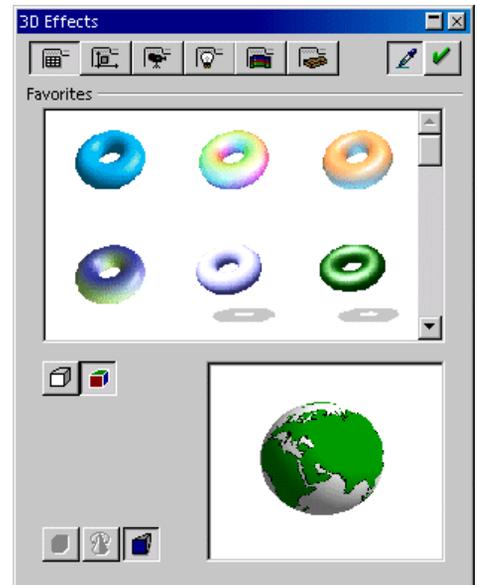
3.  In the **3D Effects** window, click the **Illumination** button. That is where you can change the default setting of the light source to "blue" and move it down and to the left. Then click **Assign**. You can also have a second light source in "yellow" shine on the earth from the above right.

Further Information

Take a look at the **3D Effects** window. The individual tabs and icons are described in detail in StarOffice Help. We give just a brief overview here:

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

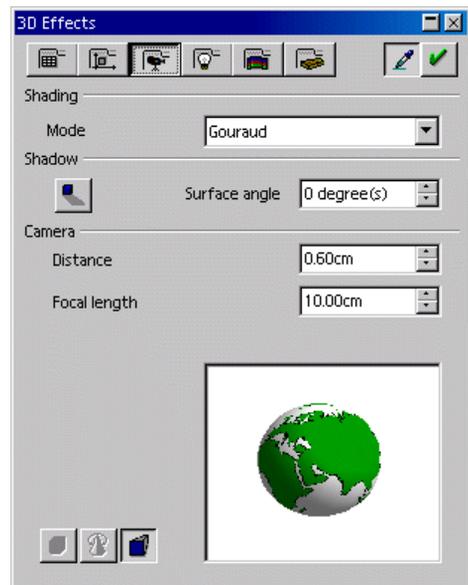
In this section, you can control the quality at which the surface is geometrically calculated and displayed. You can produce interesting effects by deliberately reducing the number of segments of a sphere, for example. Properties of the 3D font, such as the slant of the edge (bevel), depth, etc. are determined here.



3D Effects: Shading

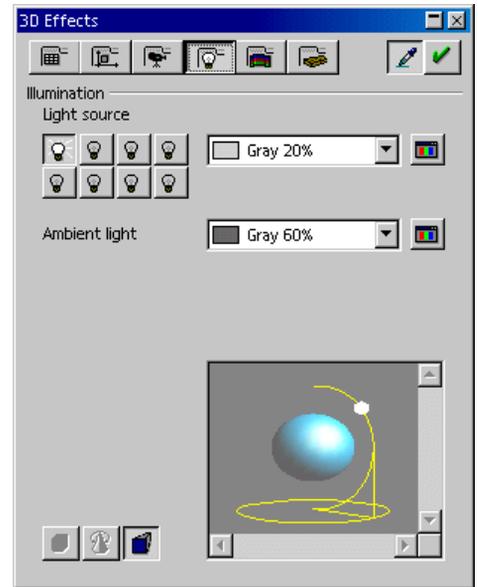
This is where you can specify the setting of the shader (flat, phong or Gouraud) to be used to display the 3D object. Gouraud provides the best shading, but requires the most computing time.

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.

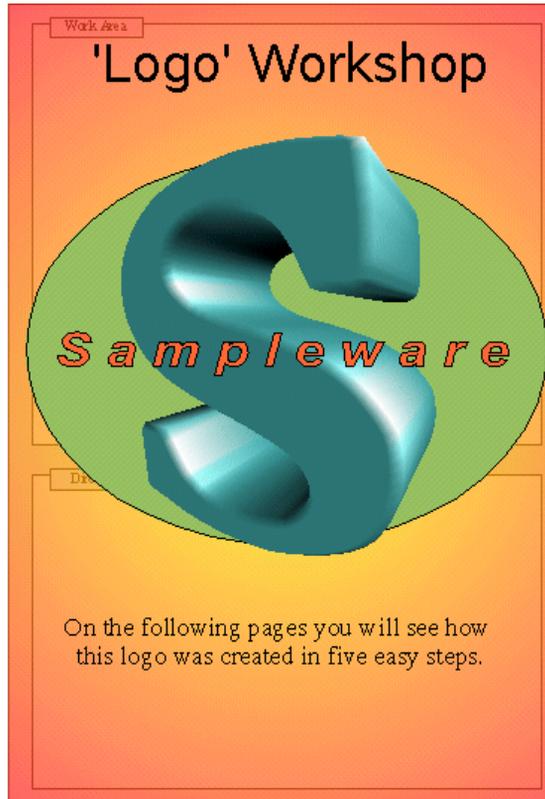


3D Effects: Textures and Material

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

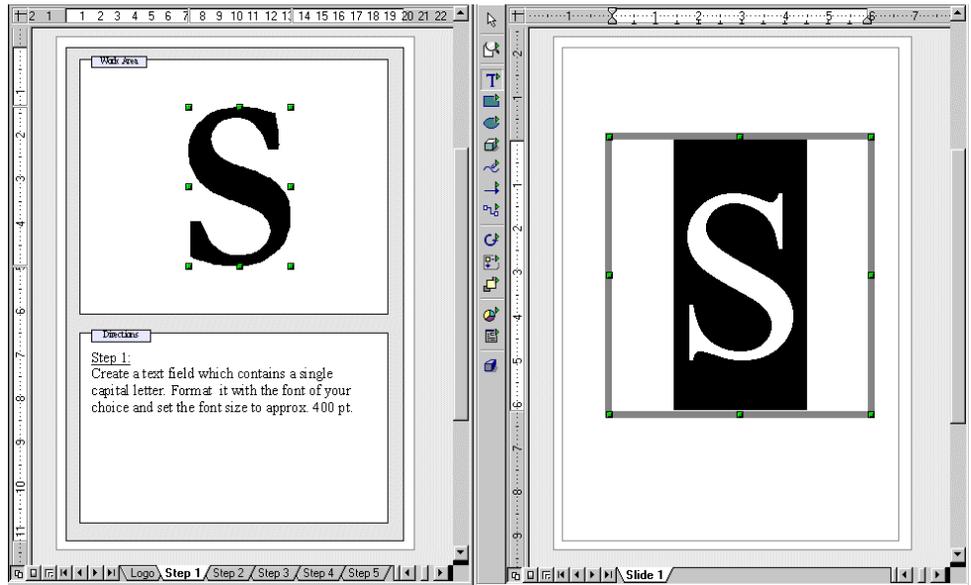
We have supplied a brief, step-by-step introduction showing you how to use 3D text and procedures to create a logo.



The **Workshop** document is located in the **Samples - Drawings** folder. The following section describes this sample document.

Designing 3D Objects From Font Characters

- Open the Samples/Drawings/Workshop document. Switch to the "Step 1" page.
- To do the practice exercise, you should also open an empty drawing document (choose **File - New - Drawing**).
- 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 field 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.

- After you have moved on to step 2 in the "Workshop" document, click in the other window and select the letter "S" again.

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 the company name, convert it 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.

Step 5: You can create a simple drawing object as a background for the logo, for example an ellipse. Choose **Modify - Position** 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!

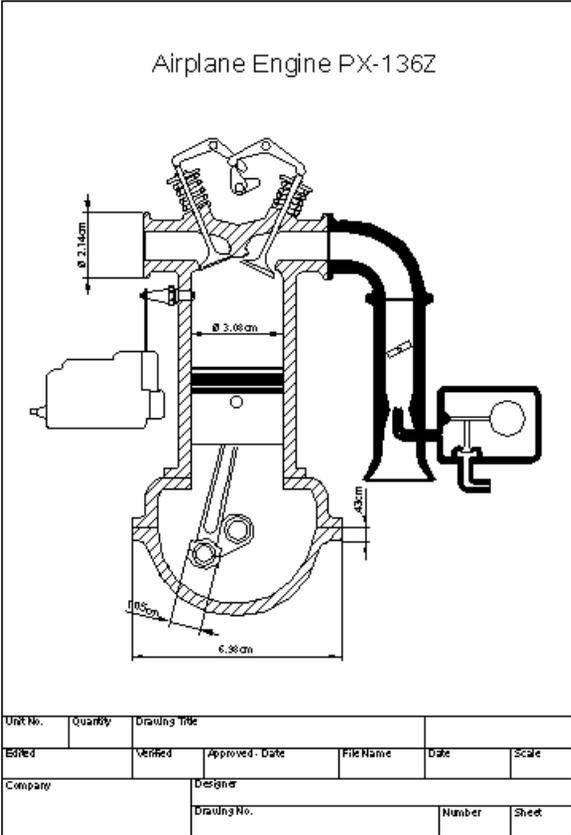
Further Information

Using a Grid

To work with great precision, for example to place rectangles one on top of the other, you can use the grid function. To turn on the grid, choose **Tools - Options - Drawing - Grid** and select the **Snap to Grid** option. As an additional aid, you can also select **Visible Grid**. This makes it easy to place documents exactly on top of each other in the document.

Construction Drawing

Here we explain how to produce a construction drawing with StarOffice.



StarOffice includes a sample document for a construction plan. The document **Engine** is found in the folder **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, e.g. **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.



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.

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.

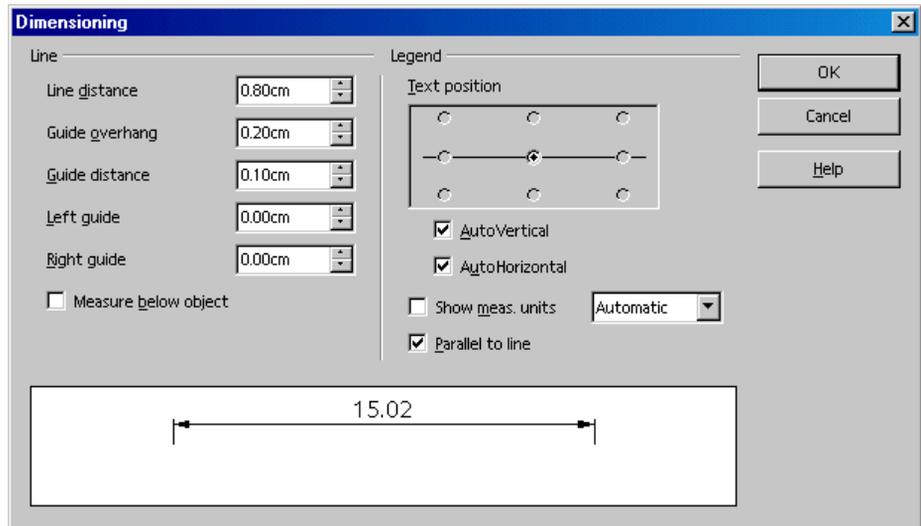


Drag the snap lines from the ruler into your document and position them so that there is a snap line over every major line in the drawing. Then, click the **Dimension Line** icon on the **Lines** floating toolbar. The mouse pointer will turn into a cross and you can drag a dimension line directly from one side to the other, or, even better, from one snap line to another.



To obtain an absolutely horizontal or vertical dimension line or one at a 45° angle, press the Shift key while dragging the dimension line.

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.

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.



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 "transparencies", i.e. layers.

-  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).

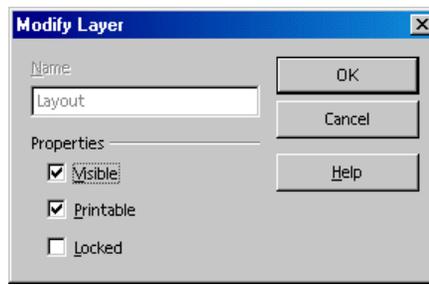
To insert a new layer, open the dialog **Insert Layer**. It can also be opened through the context menu of the tabs **Layout**, **Controls** and **Dimension Lines** arranged at

the bottom of the screen. Enter a unique name, e.g. "Sketch1". Repeat this procedure for another level and enter the name as "Sketch2".

Now click the **Suggestion1** tab and place the details of this level, e.g. by dragging the desired clipart from the Gallery into your document.

After you have positioned the details on **Layer1**, 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.

As a rule all layers will be displayed. If you only wish to view a particular layer, you should deactivate the **Visible** field on all the other layers.



After you have completed your drawing, you can save and print the document.

Further Information

Using One Color per Layer

If more than one layer at a time is displayed, apply an identical color to all elements on the same layer for a better overview.

Advanced Tips for Working With StarOffice

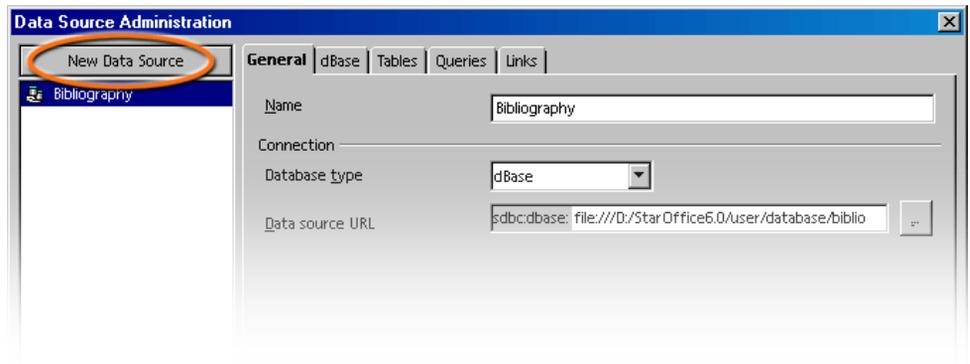
This is where you find instructions on topics mainly of interest to advanced users of StarOffice.

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.

Data Sources in StarOffice

You can register various types of data sources in StarOffice.

To register a data source for viewing and/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 via a JDBC driver.
ODBC	Link to databases contacted via an ODBC driver.
dBase	DBase files can be edited directly with the driver for direct access in the file system.
ADO	Link to databases contacted via the ADO driver.
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). It also ensures that data fields are correctly assigned to the templates supplied by us, in form letters, for example.

How to register a new data source of a particular database type is explained in the StarOffice Help.



Choose **View - Data Sources** to view and if necessary edit the data sources with your spreadsheets and queries. At the upper edge is a window which you can show or hide, move around and dock to another edge (see page 29).

Identifier	Type	Address	Annote	Author	Booktitle	Chapter	Edition	Editor	Howpublish	Institutn	Journal	Month
SAU99	1	Kaarst-Bütt		Sautter, Ka								
SEES9A	1	Kaarst-Bütt		Seeboerger								
BORG9A	1	München		Borges, Mal								
STAG9	1	München		Staa, Dietr								
ES99A	1	Düsseldorf		Esser, Hein								
BORG9	1	Haar		Borges, Mal								
SEES98	1	Kaarst-Bütt		Seeboerger								
BORG9B	1	Haar		Borges, Mal								
STAG9	1	München		Staa, Dietr								
DAN1999	1	München		Dangel, Dav								

In the Data Sources view, on the left you will see the Data Sources Explorer and on the right is 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 by clicking the relevant entry in the Data Sources Explorer and right-clicking with the mouse 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, in fields and controls for example. The address book which perhaps you already use on your system is such a data source, e.g. an LDAP server or a Netscape address book.

In the templates and AutoPilots from StarOffice, fields are used for the contents of the address book. When you activate those fields, the general fields we have used in the templates are automatically replaced with the actual fields used in your system.

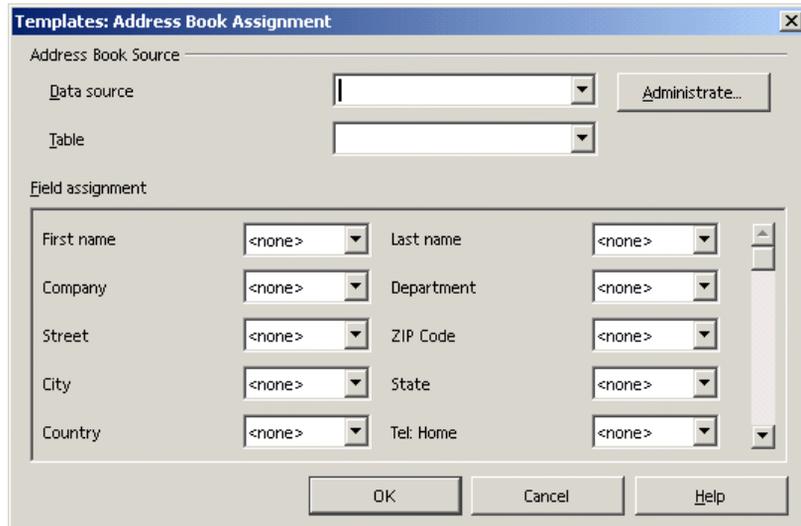
In order for the replacement to take place, you must tell StarOffice which address book you use. The dialog asking for this information appears automatically the first time you start StarOffice. You can also call the dialog by following the steps listed below.

Address Data Source AutoPilot

To call this AutoPilot, choose **File - AutoPilot - Address Data Source**. This AutoPilot is described 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** box, select the system address book or the data source you want to use as address book.

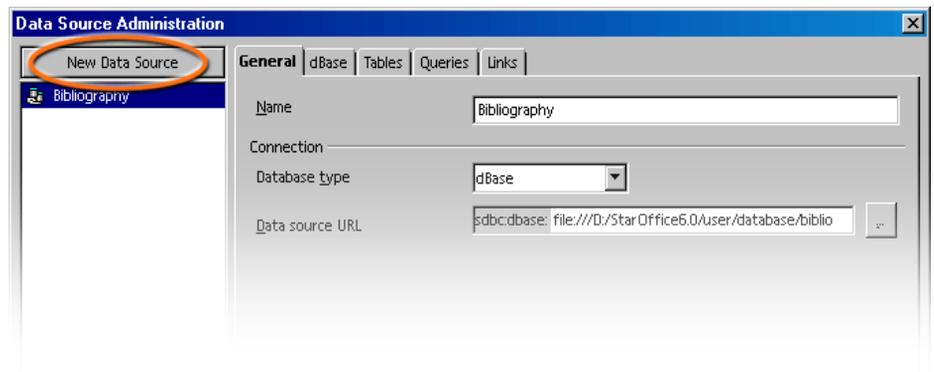
If you have not yet registered the system address book in StarOffice as the data source, click the **Administrate** button. This takes you to the **Administrate Data Sources** dialog, in which you can register your address book as a new data source in StarOffice. You can read further how to do this under **System address book as data source**.

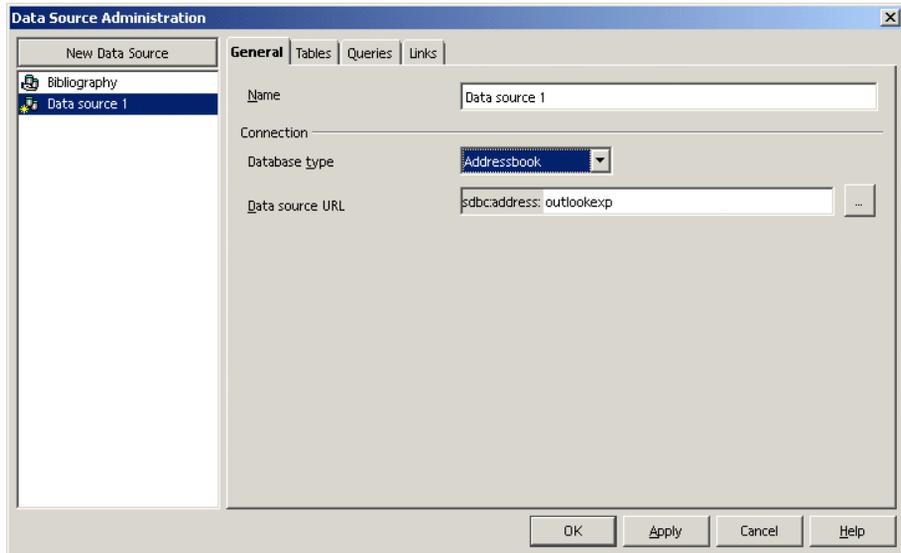
3. In the **Table** box, select the database table you want to use as address book.
4. Under **Field assignment**, you can set the fields for company, department, first name, etc. to the actual field names used in your address book.

5. After this point, your data source is recognized in StarOffice as the address book. If you now open a template from the **Business Correspondence** category, StarOffice can automatically correctly insert the fields for a form letter.

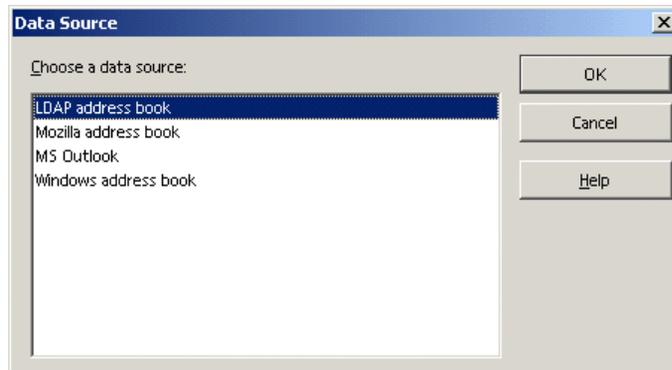
System Address Book as Data Source

1. Choose **File - Templates - Address Book Source** and click the **Administrate** button to call the **Data Source Administration** dialog (see also instructions above). Another way to call the same dialog is to choose **Tools - Data Sources**.
2. Click the **New data source** button.





3. Under **Database type** choose the **Address book** 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** box. Close the dialog by clicking **OK**.

Importing and Exporting Data in Text Format

If you want to exchange data with a database which does not have an ODBC link and which does not allow dBase import and export, it is often possible to exchange the data via 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 highly recommended since it separates data fields by using commas and records by inserting line breaks.
2. Open the data with the "Text CSV" file filter. Select this file filter in the **Open** dialog in the **Files of type** list box. Select the file and click **Open**.
3. You will see the **Import text files** dialog. Here you can decide which data to include from the text document.

Once the data is in a StarOffice Calc spreadsheet, you can edit it as you want. You have two ways of saving the data in 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.
- Check the data range in the StarOffice Calc spreadsheet and drag the area into a table container in the data source view. The table container is the area on the left of the database explorer that is designated "Tables" (see diagram). An AutoPilot is started automatically.

Identifier	Type	Address	Annote	Author	Booktitle	Chapter	Edition	Editor	Howpublish	Institutn	Journal	Month
SAU99	1	Kaarst-Bütt		Sautter, Ka								
SEE98A	1	Kaarst-Bütt		Seeboerger								
BOR98A	1	München		Borges, Mal								
STA99	1	München		Staes, Diet								
ES598A	1	Düsseldorf		Esser, Hein								
BOR98	1	Haar		Borges, Mal								
SEE98B	1	Kaarst-Bütt		Seeboerger								
BOR98B	1	Haar		Borges, Mal								
STA98	1	München		Staes, Diet								
DAN1999	1	München		Dangel, Dav								

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 **Save as type** select the filter "Text CSV". Enter a file name and click **Save**.
3. This opens the **Export of text files** 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

Here you will see how to create a new database table in the design view.

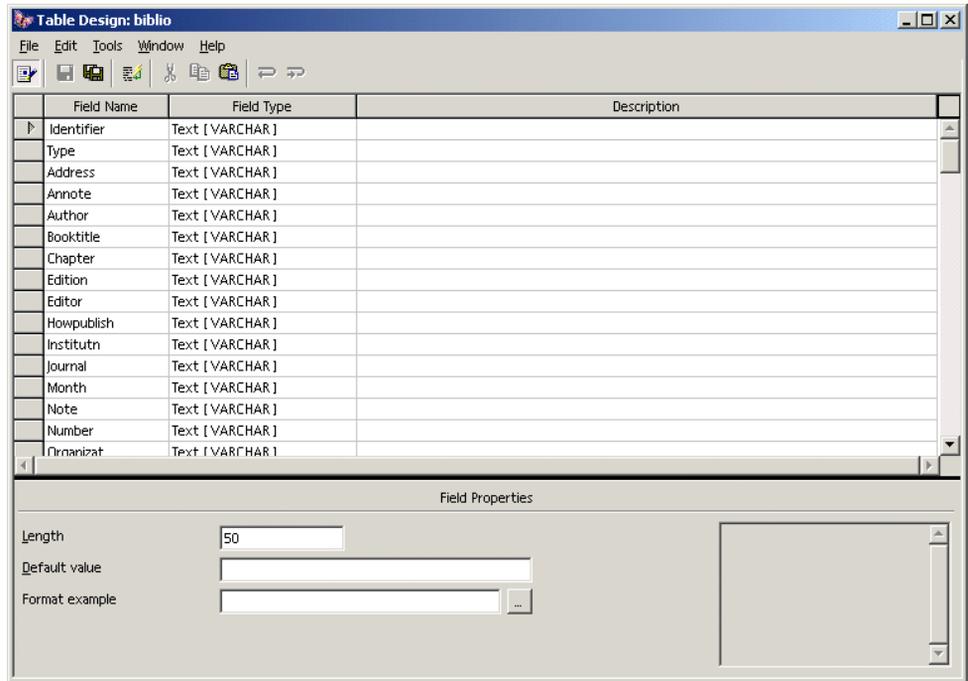
Open the data source browser (F4). Open a data source by clicking the plus sign in front of the name. You see the tables container, called "Tables". Open the table container and click a table. Right-click the table name to open the context menu. Choose **New Table Design** to create a new table.

In the Design view, you can now create the fields for your table.

- Enter new fields from top to bottom rowwise. Click the cell at the far left and enter a field name for each **data field**.
- In the adjacent cell to the right, define the **field type**. When you click in the cell, you can select a field type in the drop down list box



Each field can only accept data corresponding to the specified field type. It is not possible to enter text, for example, in a number field. Memo fields in dBase III format are references to internally-managed text files which can hold up to 64KB text.



If you wish, you can also 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, it is possible that not all input facilities are available.

In the **Default** box, enter the contents that you want to have entered for every new record. This can, of course, be subsequently modified.

In the **Entry required** box, specify whether or not the field may remain empty.

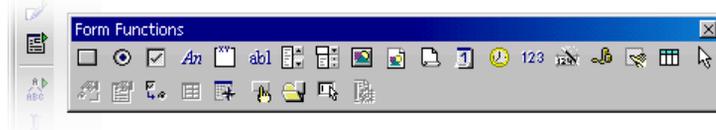
No matter which **field type**, a list box provides the available types



If you want to change the name or type of a data field subsequently, please note that the table itself may not be opened during this modification; only the design view may be opened.

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 to edit a form. You will find again many of these functions in the object bar if you select a form element in the document.

If you click a form element in the editing mode, Object bar, **Format** menu commands and 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.

-  Here the **Form Navigator** that you open on the object bar or the floating toolbar is a useful tool.

-  With the command **Open in Design Mode** you can save a form document so that it always opens in editing mode.

If you receive an error when assigning the properties for the objects contained in the form (for example, when assigning a non-existent database table to an object), you'll see a corresponding error message. This error message can have an **More** button. If you click **More**, you'll see then a dialog displaying clear information, warnings and errors about the current problem.

Searching in Tables and Form Documents

-  In spreadsheets and documents in which form functions are used, you can click the **Find Record** icon to open a dialog to find any text and values. Use the icon at the bottom of the form bar, not the similar looking icon on the main toolbar on the left.

You can search in all data records 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 and 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. Switch off the design mode.

Just 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 there.

2. Turn off the design mode.

To do this, open the **Form Functions** floating toolbar and click the Design Mode on/off icon, so that it does not appear to be pressed.

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.

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 \$[office-name] interface. The * or % placeholder stands for any number of characters. The question mark (?) in the \$[officename] 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 separators 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 'H?llo	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".

Remarks about possible wildcards and operators can be found in the Help about Query Design. If you enter filter conditions into several fields they will be joined by the Boolean AND.

-  If on the filter bar you click the **Apply filter** icon, the filtering is performed in the database. You see the form bar and can navigate the habitats.
If you click on the button **Close** in the filter bar then the form will be displayed without a filter.
-  In the form view, click the **Apply Filter** icon to change to the filtered view.
-  The filters that have been set can be removed by clicking on the icon **Remove Filter/Sort**.
-  If you want to connect several filter conditions with OR, click the **Filter Navigation** icon on the filter bar. The dockable **Filter Navigator** window appears.

The filter conditions that are set appear in the **Filter Navigator**. As soon as a filter is set, at the bottom of the **Filter Navigator** you will see a blank filter level, which you can select by clicking on the word "Or". Once you have selected the blank filter level, you can enter other filter conditions in the form. These conditions are linked by Boolean OR to the previously defined conditions.

The context menu can be called for every entry in the Filter Navigator. You can edit the filter conditions in this area directly as text. In addition you can also select the filter conditions (SQL:"Is Null") or (SQL: "Is not Null") if you wish to check if a field has content or not. It is also possible to delete the entry by using the context menu.

You are able to move the filter conditions within a form in the Filter Navigator by Drag&Drop or copy them by holding down the Ctrl Key.

While designing your form, you can set the "Filter proposal" property for each text box in the **Data** tab of the corresponding Properties dialog. These fields allow you in a subsequent search in the filter mode, to select in a combo box all the summarized information contained in such fields. The field contents can also be easily selected using the AutoComplete function. Please note however, that this function requires a lot of memory space especially when used in large databases and should, therefore, be used sparingly.

Copying and Moving Data Using Drag and Drop

The easiest way to copy and move data in StarOffice is by drag and drop with the mouse.

Dragging and Dropping Within a StarOffice Document

There are many options for moving or copying objects using drag and drop. Selected text, text areas, draw objects, graphics, buttons and other form functions, hyperlinks, table areas and many more can be moved with the mouse.

Pay attention when dragging using the mouse pointer. The mouse pointer shows a plus sign when copying and an arrow when making a link or hyperlink.

Mouse Pointer	Description
	Moving
	Copying
	Creating a link

If you press Ctrl or Shift+Ctrl when releasing the mouse button, you can usually influence whether the item is copied, moved, or a link is created.



Drag objects out of the **Navigator**; in the submenu of the **Drag Mode** icon, specify whether to copy the object, insert it as a link or insert it as a hyperlink.



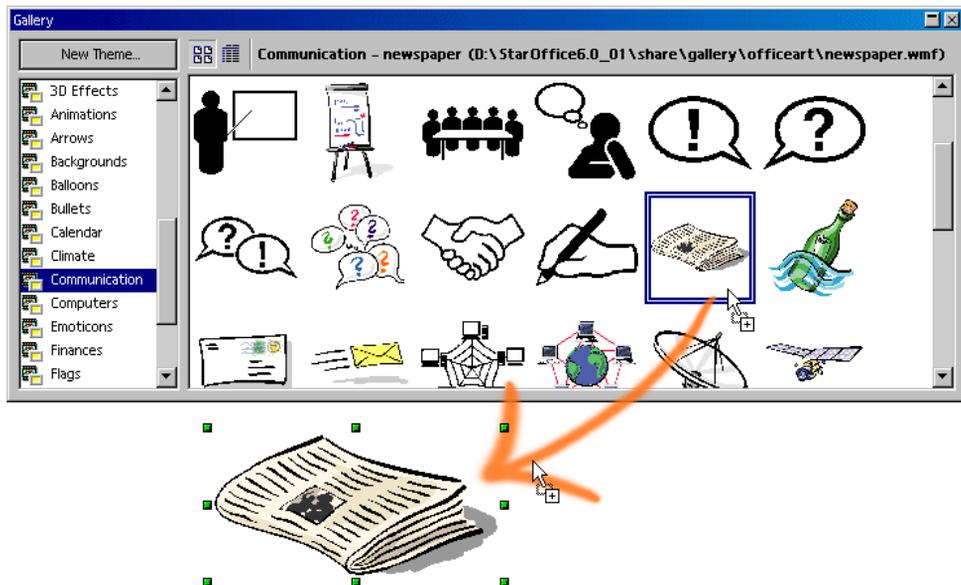
You can cancel a drag and drop operation in StarOffice at any time by pressing the Esc key before releasing the mouse button.

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.
2. Select a theme in the left area.
3. Select the object by 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.
2. Select a theme in the left area.
3. Select the 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.
2. Select a theme in the left area.
3. Select the 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.
2. Select a theme in the left area.
3. Select the 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 it (drag it without pressing any key, in which case no additional symbol appears next to the mouse pointer), only the font attributes are copied from the graphic and applied to the draw object on which you release the mouse button.
- If you copy it (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.

Inserting Graphics From a Document in the Gallery

You can place a graphic - from an HTML page, for example - in the Gallery by drag-and-drop.

1. Display the Gallery theme that you want to add the graphic to.
2. Position your 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, to copy the graphic image to an internal memory.
5. Without releasing the mouse button, drag the graphic into the Gallery.

Draw objects that you have created with the **Draw functions** floating toolbar, cannot be incorporated in 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, for safety, obtain the consent of the authors of the original.

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 your clipboard.
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. Keep 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.

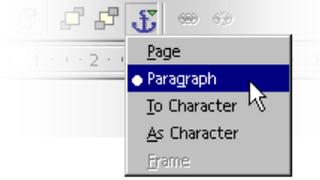
Copying Draw Objects into Other Documents

In StarOffice it is possible to directly copy draw objects between text, spreadsheets and presentation documents.

1. Select the draw object or objects.
2. Copy the draw object to the clipboard, for example, by using (Ctrl)(C).
3. Switch to the other document and place the cursor where the draw object is to be inserted.
4. Insert the draw object to the target position, for example, by using (Ctrl)(V).

Inserting in a text document

An inserted draw object is anchored in a text document at the current paragraph. You can change the anchor by selecting the object and clicking on the **Change Anchor** icon on the object bar. This opens a popup menu where you can change the possible types of anchor.



Inserting in a spreadsheet

-  An inserted draw object is anchored to a spreadsheet in the current cell. You can change the anchor between cell and page and back by selecting the object and clicking on the **Change Anchor** on the object bar.

Drag and Drop With the Data Source View

The simplest and quickest way of transferring data from a data source into a text or spreadsheet document, or creating forms based on a data source, is the drag-and-drop method.



Copying with Drag&Drop

If you make a mistake during drag and drop and want to reverse the function, position the cursor in your document and choose the Undo command from the **Edit** menu (or via the keyboard).



Copying by drag and drop is likewise possible in the other direction:

- A text table or a selected range of a spreadsheet can be dragged using drag and drop to a table container in the data source explorer.
 - Simpler text can be copied using drag and drop from one document to a data field in the data source view. You can read up on how this happens in the StarOffice Help.
-

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 inserts a field for this database field in the document. This is especially useful when designing form letters. Simply drag the desired fields - home address, form of address etc. - into your document.

The best way to insert a complete record is to select the corresponding header and drag it into the document. When you release the mouse button, the **Insert database columns** dialog appears, where 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 in 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 Sheet 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 addressed in this way 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, simply 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

- If you only want to copy the contents of a cell (text or numbers), use the clipboard. You can even copy formulas that are in the cells into the clipboard (e.g., from the input lines of the formula bar) so that they can then be inserted into a text.
- If you want to copy a simple, rectangular area of cells into a text document as a sheet, select the cells in the sheet and then use either the clipboard or drag & drop to insert them into the text document. You will then find an OLE object in the text document which you can edit further if you want.
- If you drag cells to the character view of a presentation document, they will also re-appear there as OLE objects. Once dragged into the outline view, each cell will form a line of the outline view. Dragging using drag-and-drop will move the cells. Only if you press the shift key when dragging, will it be copied.

Inserting Data From Text Documents

You can transfer text into other document types such as spreadsheets and presentations. We make a distinction depending on whether the text should be set in its own text frame or whether it should be transferred into a spreadsheet cell or into the structure of a presentation.

- If you transfer text via the clipboard, you can paste it to the destination 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, do a long click on the **Paste** icon on the function bar. Select the format from the submenu.
- To obtain a selection of formats, choose **Edit - Paste Special**.
- In a text document you will find in the **File** menu the command **Send - Outline to presentation**. A new presentation document is created, that contains the headings from the text document as the outline. You must have formatted the headings with a corresponding Paragraph Style to be able to see this command.
- If you want to also transfer the same headings to the first superordinate paragraph (or several paragraphs) of the text, then select the **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 a text section and drag it into a spreadsheet with drag & drop, it will be inserted as text into the cell where you release the mouse.
- If you drag a text section to the character view of a presentation, an OLE object is inserted as a StarOffice plugin.
- If you drag the text to the outline view of a presentation, it will be inserted where the cursor is.

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.

Recording and Displaying Changes

When several authors are working on the same text or spreadsheet, the review function (marking changes, redlining) makes it possible to document who made which changes, so that this is clear to everyone. 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.

Imagine 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. Perhaps the senior editor writes "clarify" after one paragraph and crosses out another entirely. The proofreader checks the spelling of your document and notes two cases where explicit references to the gender of an imaginary person could be reworded to avoid gender entirely.

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, it is a simple matter to produce a final version of the document from the results you get back.

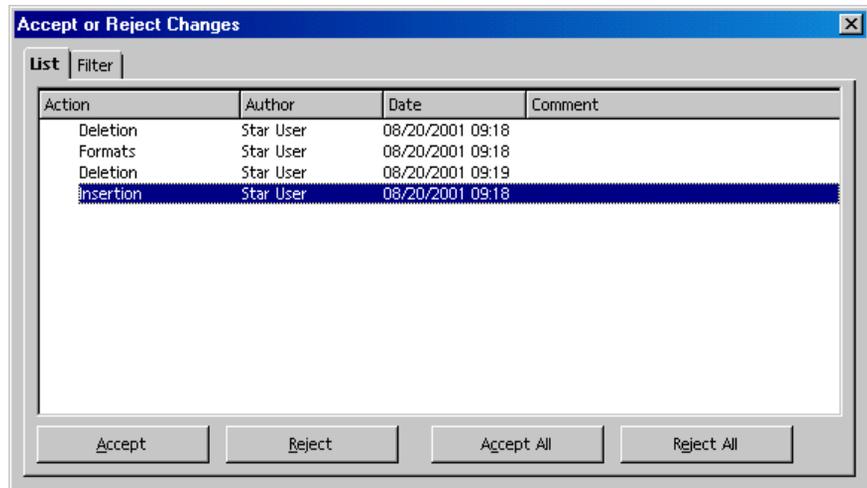
Accepting or Rejecting Changes

When you bring your document in which others have noted their changes back together again, you can accept or reject the changes individually or all together.

- If you have put multiple copies of the document in circulation, first of all you merge these into one document (see Merging Versions).

- Open the document and choose **Edit - Changes - Accept or Reject**. The **Accept or Reject Changes** dialog appears.
- Select a change on the **List** tab. The change is selected and displayed in the document and you can now make your decision with one of the dialog buttons.

If one author has changed 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.

You can also filter them by the descriptions. Wildcards (as with regular expressions in the Find & Replace dialog) are permitted when entering the filter.

Text document changes that have not yet been accepted are displayed in the list. Changes that have been accepted are removed from the list and appear in the text without any further marking.

Spreadsheet changes that have been accepted are combined in the list in a single entry, so that you can continue to see which changes have already been accepted.

Color-coded entries inform you about 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 in spite of this cannot be accepted or rejected.

Comparing Versions of a Document

Perhaps one of the authors who received a copy of your document made changes but did not record them by choosing **Edit - Changes - Record**. You can compare the delivered copy of the document with your original document.

- **Open your original document and then choose Edit - Compare Document.**
- You see a file selection dialog where you can select the copy of the document. Confirm the dialog.

Now StarOffice combines both documents in 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.

- 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 are not inserted in your document.

Merging Versions

It is not always one and the same document that is edited by different authors and passed from one to the next author. It often makes more sense to give a separate copy of the document to each author. In our example, this means you'll receive three copies back in addition to the original document, with different changes in each copy.

It is easy to merge these documents into your original. The only requirement is that the documents differ only and exclusively in the recorded changes - all "normal" text must be identical.

1. Open your original document in which you want to merge all the copies.
2. Choose **Edit - Changes - Merge Document...** You'll see a typical file selection dialog in which to select a copy of the document.
3. After you merge the documents you will see the designated 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, usual formatting etc.

1. To start Revision Marking, open the document to be edited and choose **Edit - Changes** and put a check mark in front of **Record**.
2. Now start making your changes. You will note that all new text passages 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 marked 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 and return it to the person who asked for the changes.

In a text document, you can highlight all lines which you have changed with an additional marking. This can be in the form of a red line in the margin, for example.

You can select the type of additional selection under **Tools - Options... - Text Document** on the **Changes** tab or under **Tools - Options - Spreadsheet** on the **Changes** tab. Here you can determine how and in what color the changes should be flagged, where on the page the dash should be and so forth.

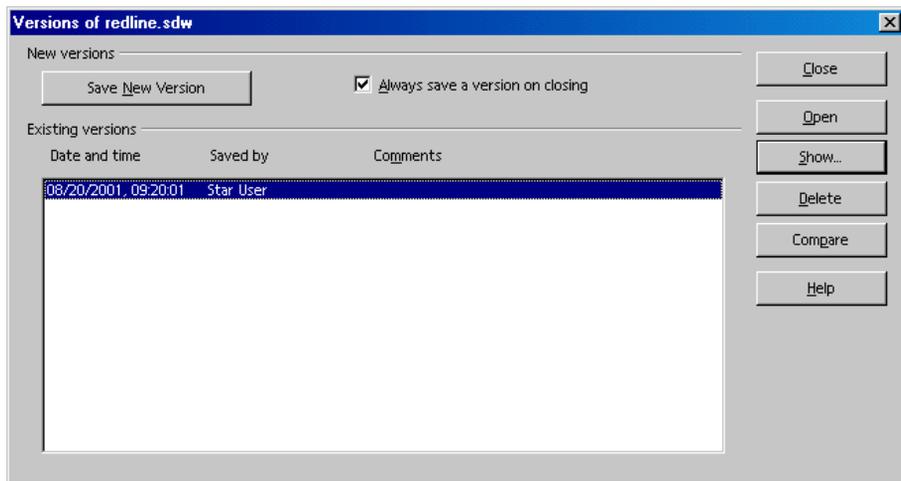
Protecting Records

You can record the changes made in a document by choosing **Edit - Changes - Record** or **Edit - Changes - Protect Records**. If you select **Protect Records**, you must enter the correct password in order to turn off the function or accept or reject changes.

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 list box which version of this document you want to open.

Modifying and Customizing the User Interface of StarOffice

You have a lot of freedom to configure menus, toolbars and keys to suit your preferences.

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.

Configuring the Keyboard

You can add all unknown words in a text document to the active user dictionary with a single command. However, you yourself first have to assign the command to shortcut keys or to a separate icon.

1. Open a text document.
2. Choose **Tools - Configure**. The **Configuration** dialog appears.
3. Select the **Keyboard** tab to specify a key combination. Select the **Toolbars** tab to specify an icon for this function.
4. Here we describe the procedure for modifying the shortcut keys. To find out how to reconfigure a toolbar, see the instructions for creating a fax icon.
5. Select the **Tools** area at the lower left of the **Keyboard** tab, and then select the **Adding unknown words** function next to it.
6. Search for an available key combination in the **Keyboard** list box (e.g. F10).
7. Click **Modify** and close the dialog with **OK**.

Now, by pressing the key or shortcut keys you have selected, you can start a spell-check of the current text document, automatically placing all unknown words in an active user-defined dictionary.

To include the unknown words in a dictionary, you must fulfill the following conditions:

- The dictionary should be activated.
- This dictionary cannot be a "negative dictionary".
- The language of the dictionary has to be set up on "All".
- The dictionary file cannot be a read-only file.

Configuring Menus

Note: Integrating a scanner requires a scanner driver compatible with your operating system. Currently, StarOffice supports the integration of TWAIN drivers under Windows and SANE drivers under Unix. The method for integrating commands into a StarOffice menu shown here can also be used for other functions.

StarOffice modules include scanning menu commands that let you edit graphics. The commands work only if you have a TWAIN-compatible driver for your scanner or digital camera. The following explains how you can integrate scanning commands into the File menu of a text document.

A TWAIN driver is usually integrated into the File menu. A new item called "Scan" should appear, as well as two subitems called "Select Source" and "Scan In". The dialogs and functions associated with these items are on the TWAIN driver; StarOffice only gives you access to them.

1. Open a text document.
2. Choose **Tools - Configure**. The **Configuration** dialog appears.
3. Click the **Menu** tab.
4. In the large list box, click the command into which you want to integrate the new scan command (e.g. "Last Version").
5. Click the **New Menu** button. A new item called "Menu" appears under the last selected item. The subordinate item appears as a dash.
6. Right-click the new entry ("Menu") and enter the new name ("Scan").

7. Click the subordinate item (i.e. the dash). Any new menu item you define here is included as a submenu for scanning.
8. Select the "Insert" function in the left list box and the "Scan Source" function in the right list box.
9. Click **New**. The new menu command is inserted in the large list box.
10. Select the "Scan Request" function in the right list box and click **New**. This item is also inserted.
11. Click the dash and then **Delete** to remove it.
12. You can rename the two submenu items if you want (by right-clicking the items).
13. You can change the order of the items by moving the names to the large list box using Drag&Drop.
14. Click OK to close the **Configure** dialog. StarOffice automatically saves the changes.

The new menu items are now available.

Changing Toolbars

- If you want to copy an icon, say from an object bar to the function bar, so that it is always visible, simply hold down the (Alt) key and drag the icon to its new location. StarOffice automatically remembers the configuration of the toolbars.
- To delete an icon, hold down the (Alt) key while dragging it out of its toolbar and drop it outside of the toolbars.
- If you want to have a separating dash on the toolbar, drag an icon slightly to the right while holding down the (Alt) key. To delete a separating dash, drag the icon to the right of the separating dash slightly to the left while holding down the (Alt) key.

The context menu of the toolbars contains a **Visible Buttons** command. This opens a submenu with a list of predefined icons. Icons with ticks beside them are visible on the toolbar in question. Click on an item to switch the icon from visible to hidden and vice versa.

You can also use the **Visible buttons** command in the context menu of the toolbars to have a quick overview of the icon names and their functions.

Inserting, Moving and Deleting Icons on Toolbars

We will show you later how you to deal with all the functions possible in StarOffice (including self-writing 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. If you want to modify the text object bar for all text documents, open a text document, and then do the same for the other document types.
2. Open the context menu of the toolbar and select the **Edit** command.
3. At the bottom of the dialog select the desired function category and the function.
4. If no suitable icon is displayed for this function, click **Icon...** and select an appropriate icon. Confirm with **OK**.
5. Now drag the selected icon out of the dialog while keeping the mouse button pressed and drop it on the toolbar. Release the mouse in the place where you want the new icon to be. Close the dialog.
6. If you wish to move this icon to a new position, drag it to the new position while keeping the (Alt) key pressed (only in Windows).
7. If you wish to remove an icon from a toolbar, drag it out of the toolbar while keeping the (Alt) key pressed (only in Windows).

If the toolbar has to be docked with another border, proceed as follows:

1. Hold the (Ctrl) key down and double-click a gray area of the toolbar. You come 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.

Sending Faxes and Configuring StarOffice for Faxing

To send a fax directly from StarOffice, you need a fax modem and a fax driver that allows applications to communicate with the fax modem as they would with a printer.

Sending a Fax via Dialog

Print the current document with the fax machine as a printer:

1. Open the **Print** dialog by choosing **File - Print** and select the fax driver in the **Name** combo box.
2. Clicking **OK** opens the dialog of your fax driver where you can enter the fax recipient.

Configuring StarOffice for Faxing via Icon

You can configure faxing from StarOffice in such a way that a single click on one icon is sufficient to send a fax:

1. Choose **Tools - Options - Text Document - Print**.
2. Select the **Fax** combo box of your fax driver and close the dialog by clicking **OK**.
3. Open the context menu on the function bar and click **Visible Buttons**.

You see a list of immediately configurable buttons for this toolbar. All buttons that are currently visible have a mark.

4. In the context menu, click to mark the **Send Standard Fax** button .

The button is now visible on the function bar. By clicking on it the fax driver entered in step 2 is activated to send the current document.

Saving Configuration With Document

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 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, etc. All such configuration options are found under **Tools - Configure**.
3. Click **Save...** in the dialog under **Tools - Configure**. Another dialog appears in which you can save the configuration.
4. In the **File Type** list box, select <All>.
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 "actual" contents of the document.
7. Confirm overwrite.

The configuration is now connected to the active document. You can check this by loading the document and choosing **File - Document Template - Organizer** then double-clicking the document.

As soon as you load or open this document, the configuration saved therein 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. In the **View** register unmark **Flat buttons**.
3. Click OK to confirm the new settings and close the dialog.

The **Flat buttons** check box switches between flat and 3D view. The **Large buttons** check box switches 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, XWindows or OS/2. The "Standard" setting has the familiar 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. 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**, is a combo box for selecting the measurement unit. Close the dialog with OK.

Moving, Deleting or Copying Icons

- To move an icon keep the (Alt) key pressed and drag the icon to its new position. It will be moved within the same toolbar and copied between toolbars.
- To delete an icon from a toolbar, keep the (Alt) key pressed and drag the icon to a place where there is no toolbar.
- To insert or delete a dash, drag the icon in the same way to the side.

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.

Inserting and Editing Tab Stops

You set a tab stop by clicking on the ruler. Alternatively, you can set tab stops by choosing **Format - Paragraph**. Both methods affect the current paragraph or all selected paragraphs.



To assign tabs directly to a current Paragraph Style, open the context menu of that paragraph and choose **Edit Paragraph Style** to call the **Paragraph Style** dialog where you then enter the tabs.

Click the ruler once to set a left-justified tab. Right-click a tab icon on the ruler to see the context menu in which you can change the tab type.

To set several decimal tabs one after the other, keep clicking the icon to the left of the ruler until the desired tab type is shown, then click on the ruler.

Selection	Description:
	Setting left tabs
	Setting right tabs
	Setting decimal tabs
	Setting centered tabs

Double-click the ruler to open the **Paragraph** dialog.

Double-click the white area of the ruler to set one tab. The **Paragraph** dialog appears with the **Tabs** tab page.

Moving Tabs on the Ruler

- Move individual tab stops on the ruler using the mouse.
- To move several tab stops on the ruler, press the Shift key before you click a tab. Drag one tab while continuing to press Shift to move that tab as well as all the tabs to the right of it. The spacing between those tabs remains the same.
- Press Ctrl instead of Shift when you drag a tab on the ruler to move that tab and all the tabs to the right of it. This results in the spacing between those tabs changing proportionally to their distance from the margin.

Changing the Properties of Tabs

To change tab type, click the tab you want to change on the ruler, then open the context menu.

Deleting Tabs

Deleting a tab with the mouse is easy. Simply hold down the mouse button while you drag the tab outside the ruler.

Changing the Defaults

If you want to change the settings of your default tab stops, you will find further information under **Tools - Options - (Document Type) - General**.

The Context Menu of the ruler toolbar allows you to change the displayed units to centimeters, inches, point, pica etc. These changes are only valid until you exit StarOffice, and they only apply to the ruler on whose context menu you made the change. If you want to change the ruler measurement units permanently, choose **Tools - Options - Text Document - General** and change the measurement unit there.

Changing Default Templates

When you open a new document with **File - New** a blank document appears based on a StarOffice template. You can edit or modify this document or replace it with an existing document so that the new document contains your customized format attributes or other contents.

Modifying Default Templates

- First, open a new, empty document and edit it until you feel it would make a good template. For example, edit the Styles in the Stylist. If you have already found a StarOffice document which satisfies your needs, this step is not necessary.



You can define a template for each StarOffice module. The following describes how to proceed for text documents.

1. Now save the document by choosing **File - Templates - Save** and saving the document in, for example, 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 `staroffice6.0\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**. That is all you have to do. The next time you open a new text document, the new document will correspond to the template you selected.

Resetting Default Templates

To reset the modified text template to the original default template, proceed as follows:

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 via **File - Templates - Save** or select the "Template" file type in the "normal" Save dialog. If you save the template in the `staroffice6.0/user/template` directory, you can access this template anytime by selecting it in the **New** dialog (**File - New - From Templates and Documents**). When you open the template, a new document will be created based on that template.

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 modify the template yourself, you can call this file via **File - Templates - Edit** and then edit it.

Changing the Color of Text

Click the **Font Color** icon in Writer and other modules, and keep the mouse button pressed to obtain a floating toolbar from which you can choose from a range of colors.

 Font Color (Writer)

 Font Color (other modules)

The following only applies to StarOffice Writer: If you confirm the symbol 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 symbol is "pressed", or until you just click without dragging, or until you press the (Esc) key.

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

Protected Contents in StarOffice

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 (StarOffice 6.0 Format) can be provided with a password. These documents can no longer be opened without the password. The content is secured, so that it cannot be read with an external editor either. This applies to content, graphics and OLE objects.

Turning on protection	Choose File - Save As and mark Save with password . Save the document.
Turning off protection	Open the document, entering the correct password. Choose File - Save As and unmark Save with password .



The information that you can enter under **File - Properties** and which includes the name of the author, date created, word and character counts etc., will not be encrypted.

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 is not possible.

Turning on protection	Choose Edit - Changes - Protect Records . Enter and confirm a password of at least 5 characters.
Turning off protection	Choose Edit - Changes - Protect Records . Enter the correct password.

Protecting Cell Ranges in StarOffice Calc

In StarOffice Calc you can protect whole spreadsheets and the document as a whole. In the process you can choose whether the cells are protected against accidental changes, whether the formulas can be viewed, whether the cells are visible and/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.

Please 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 will 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	<p>For cells: Select cell range. Choose Format - Cells - Cell Protection tab.</p> <p>For spreadsheets: Choose Tools - Protect Document - Sheet.</p> <p>For documents: Choose Tools - Protect Document - Document.</p> <p>Enter and confirm a password of at least 5 characters.</p>
Turning off protection	<p>For spreadsheets: Choose Tools - Protect Document - Sheet.</p> <p>For documents: Choose Tools - Protect Document - Document.</p> <p>Where a password has been assigned, enter the correct password.</p>

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 section. 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 unmark Protect . 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, alphabetical indexes and so on created automatically in an 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 Edit Index/Table . On the Index/Table tab page, mark Protected against manual changes .
Turning off protection	Place the cursor in the index. First of all, if necessary, under Tools - Options - Text Document - Formatting Aids , mark Cursor in protected areas - Enable . From the context menu choose Edit Index/Table . On the Index/Table tab page, unmark Protected against manual changes . In the Navigator, select the index, then open the context menu and select Index - Read-only .

Protecting frames, graphics and OLE objects

Many objects can be inserted in StarOffice documents. You can protect the content, position and/or 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 Format - Graphics - Options tab. Under Protect , mark Contents, Position and/or Size .
Turning off protection	For example, for graphics inserted in Writer: Choose Format - Graphics - Options tab. Under Protect , unmark as appropriate.

Protecting Drawing Objects and Form Objects

The draw objects that you insert in 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.

Access to servers via WebDAV and FTP protection

Some passwords in StarOffice can be saved. This saving applies according to context and dialog either for the duration of the current StarOffice session, or it is permanently stored in a file.

- Passwords are stored permanently for access to WebDAV services functions and FTP, provided that in the corresponding dialogs you check the **Save password** box and enter a master password.
- If you do not enter a master password, the passwords are only saved for the duration of the current StarOffice session.
- If the saving is permanent in a file, the file is protected by the master password. If in a new StarOffice session you access a permanently saved password for the first time, you are automatically first asked for the master password. If you enter it correctly, all permanently saved passwords are known and are not asked for again in the current StarOffice session.

Appendix

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.



These macros are only available in English regardless of the installation language.

Calling the Sample Macros

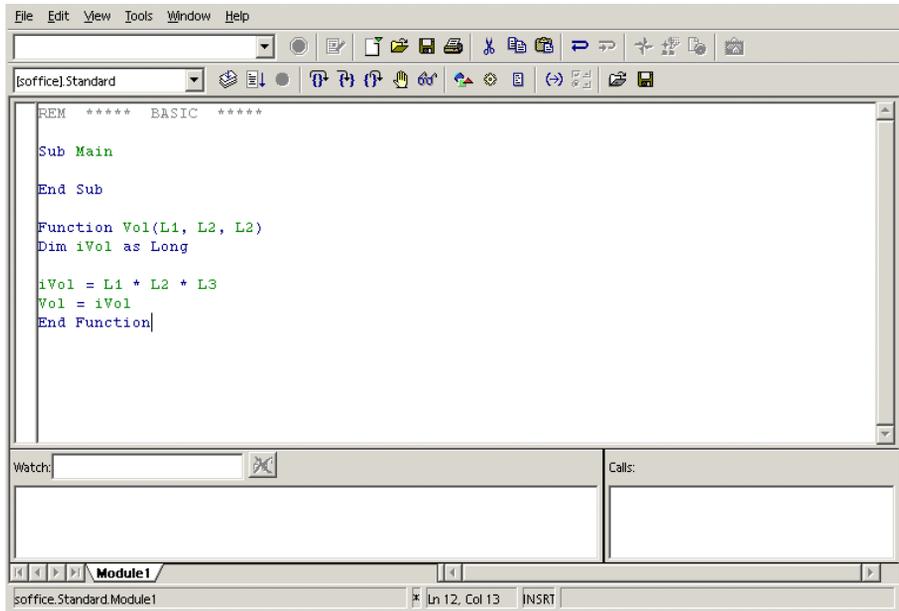
1. Choose **Tools - Macro**. The **Macro** dialog appears.
2. In the middle field, double-click **Gimmicks**. The Gimmicks modules appear.



3. Select the **AutoText** module, for example, by clicking the entry.
4. Click the **Run** button, to run the module.

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.



The screenshot shows the StarOffice Basic IDE interface. The main window displays the following code:

```
REM ***** BASIC *****  
  
Sub Main  
  
End Sub  
  
Function Vol(L1, L2, L3)  
Dim iVol as Long  
  
iVol = L1 * L2 * L3  
Vol = iVol  
End Function
```

The interface includes a menu bar (File, Edit, View, Tools, Window, Help), a toolbar with various icons, and a status bar at the bottom showing "soffice.Standard.Module1" and "Ln 12, Col 13 INSRT".

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.

The Sample Macros

You can find the following sample macros in the **Gimmicks** module. (May have changed after this guide went to press.)

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 active 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 content and how the contents of directories are read.

A dialog asks you to specify a directory 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.

General Shortcut Keys in StarOffice

This gives the default shortcut keys used throughout 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, objects, text passages and cells, rows and columns in tables, the modifier keys enhance, among other things, the selection - the functions are explained accordingly in the descriptions of the individual options.

Practical Text Input Fields

Convenient edit options are available in all text boxes and combo boxes, where you can enter text directly.

- 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&Drop cannot only be used within a text box but also from and to the "outside".
- 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 combo boxes. For example, enter C:\ into the URL field and the AutoComplete function displays the first file or first directory found on the C: drive (or the equivalent for other operating systems).
- 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.

List of General Shortcut Keys in StarOffice

The shortcut keys that you can use instead of the menu commands are shown on the right hand side of the menu lists next to the corresponding menu command.

Shortcut Keys	Effect
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
Cursor 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
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	Goes to the next document that is open (except when positioned at the start of a header, instead a tab is inserted).
Shift+Ctrl+Tab	Goes to the previous document that is open.
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
Shift+Ctrl+Q	Terminate a macro that is currently running
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

Shortcut Keys	Effect
Ctrl+F	Calls the Find & Replace dialog.
Ctrl+Shift+F	Searches for the least entered search term.
Ctrl+Shift+J	Toggles the view between Full screen mode/normal mode
Ctrl+Shift+R	Re-creates the document window
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 row (word).

Shortcut Keys Using the Function Keys

Shortcut keys	Effect
F1	Starts the StarOffice Help In the StarOffice Help: jumps to summary page.
Shift+F1	Context Help
Ctrl+F4 or Alt+F4	Closes the current document (close StarOffice when the last open document is closed)
F6	Sets focus in next subwindow (e.g. document / data source view).
Shift+F6	Sets focus in previous subwindow
Shift+F10	Opens the context menu

Shortcut Keys in Plug-Ins

The following shortcut keys can be used in Plug-Ins used in StarOffice:

Shortcut keys	Effect
F4	Inserts a hyperlink
F6	Inserts an OLE object

Shortcut Keys for Text Documents

This section contains a list of the shortcut keys that are of interest for work with text documents.

Moreover, the general shortcut keys in StarOffice also apply.

Function Keys Used in Text Documents

Shortcut Keys	Effect
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	Go to next frame
Ctrl+Shift+F5	Navigator on
F7	Spellcheck
Ctrl+F7	Thesaurus
F8	Extended Selection
Ctrl+F8	Field shadings on / off
Shift+F8	Additional Selection
F9	Update fields
Ctrl+F9	Show fields
Ctrl++	Calculate Table
Ctrl+Shift+F9	Update Input Fields
Ctrl+F10	Nonprinting Characters on/off
F11	Stylist on/off
Shift+F11	Create Style
Ctrl+Shift+F11	Update Style
F12	Numbering on
Ctrl+F12	Insert Table
Shift+F12	Bullets on
Ctrl+Shift+F12	Numbering / Bullets off

Shortcut Keys Specific to Text Documents

Shortcut Keys	Effect
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	Style Catalog
Ctrl+1	Single Line Spacing
Ctrl+2	Double Line Spacing
Ctrl+5	1.5 Line Spacing
Ctrl++	Calculates the selected area (e.g. 3487+3456). The result is copied to the clipboard and must be pasted into the document from there.
Ctrl+minus sign (-)	Custom hyphens; hyphenation set by you.
Ctrl+Shift+minus sign (-)	Non-breaking dash (is not used to separate syllables)
Ctrl+multiplication sign only on number pad)	Run macro field
Ctrl+Space	Non-breaking spaces. Non-breaking spaces are not wrapped at the end of a line 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.
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

Shortcut Keys	Effect
Ctrl+Shift+Arrow Right	Selecting to the right word by word
Arrow Up	Move up one line
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
Pos1	Go to beginning of line
Shift+Pos1	Go to the beginning of a line and select it
End	Go to end of line
Shift+End	Go to end of line and select it
Ctrl+Pos1	Go to start of document
Ctrl+Shift+Pos1	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
CtrlPageUp	Switch cursor between text and header
Ctrl+PageDown	Switch cursor between text and footer
Insrt	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
Alt+W	Spellchecker dialog: Accept a word marked as unknown or incorrect in the given input row (word)
Ctrl+double mouse click	Use this combination to quickly dock or undock the Navigator, Stylist or other windows.

Moving Paragraphs and Switching Heading Levels

The numbering is automatically adjusted.

Shortcut Keys	Effect
Ctrl+ArrowUp	Move the active paragraph or selected paragraphs up one paragraph
Ctrl+ArrowDown	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



To change the heading level with the keyboard, first position the cursor in front of the heading.

Shortcut Keys in Tables

Shortcut Keys	Effect
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.
Ctrl+Pos1	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)
Ctrl+Shift+Arrow Up	Start of table
Ctrl+Shift+Arrow Down	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

Shortcut Keys	Effect
Ctrl+Alt+Shift+Arrow Keys	Like Alt, but only the active cell is modified
Alt+Ins	3 seconds in Insert mode, Arrow Keys insert row/column, Ctrl+Arrow Keys insert cell
Alt+Del	3 seconds in Delete mode, Arrow keys delete row/column, Ctrl+Arrow keys merge cell with neighboring cell
Ctrl+Shift+T	Removes cell protection from all selected tables. If the cursor is anywhere in the document, i.e. if a table has not been selected, then cell protection is removed from all tables.
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.

Moving and Resizing Frames, Graphics and Objects

Shortcut Keys	Effect
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.

Shortcut Keys for Spreadsheets

This section contains the shortcut keys specifically for use in spreadsheets.

Moreover, the general shortcut keys in StarOffice also apply.

The shortcut keys **Alt+Enter** are used in spreadsheets to fill selected ranges with the content of the cell currently active. Select a range in the spreadsheet, enter a value or formula and conclude it by using these shortcut keys. The entire range selected will be filled. If you also hold down the **Shift** key at the same time, the cell format of the input cell will be applied to the whole of the range.

If, after you have created a range and entered a value or a formula, you press **Shift+Ctrl+Enter**, you will create a matrix area in which all the cells contain the same information as the entry. The components of a matrix area cannot be modified.

The **Ctrl** key is used when selecting individual cells with the mouse to enable multiple areas to be defined. The cells selected with your mouse as you hold down the control key will combine to give a multiple area.

If you want to simultaneously edit or print several tables of the document currently active, select them together by holding down the **Ctrl** key and clicking the table tab at the lower edge of the document. Light-colored table tabs show the selected tables, gray table tabs denote tables not selected. There is also a command in the context menu for selecting all of the tables. If you click the table tab of the current table while holding down the **Shift** key, only this table will be selected.

Use the shortcut keys **Ctrl+Enter** to directly insert a manual line break in a cell (not in the input box at the top of the window). You can, independent of this, activate the check box **Line break** located under **Format - Cell - Alignment**, which automatically breaks the text flow at the right column margin.

Use the **Del** key to call the Delete Contents dialog, where you choose which contents of the cell you want to delete. Use the backspace key (above the **Enter** key) to delete the cell contents without a dialog.

Navigating in Spreadsheets

Shortcut Keys	Effect
Ctrl+Pos1	Positions the cursor in cell A1
Ctrl+End	Positions the cursor in the last cell containing data on the spreadsheet. If the last row containing data is row 10 and the last column in which values are found is column F, the cursor will be positioned in cell F10.
Pos1	Positions the cursor in the first column (A) of the row currently selected.
End	Positions the cursor in the last column containing data of the currently selected row.
Ctrl+× × is the multiplication sign on the numeric key pad	Selects the entire range in which the cursor is located. A range is a contiguous area of cells containing data.
Enter - in a selected range	Positions the cursor in the next cell when in a range. The direction the cursor moves can be defined under Tools - Options - Spreadsheet - General .
Ctrl+Left Arrow	Goes to the column at the left of the current range or goes to the previous range. If a range does not exist, then goes to the first column (A).
Ctrl+Right Arrow	Goes to the column at the right of the range currently selected or goes to the next range. If a range does not exist then goes to the last column (IV).
Ctrl+Up Arrow	Goes to the uppermost row of the range currently selected or goes to the previous range. If a range does not exist, then goes to the first row (1).
Ctrl+Down Arrow	Goes to the last row of the current range or goes to the next range. If a range does not exist, it goes to the last row (32000).
Ctrl+Page Up	Goes to previous spreadsheet In the page preview: Jumps to previous print page.
Ctrl+Page Down	Goes to next spreadsheet In the page preview: Jumps to next print page.
Alt+Page Up	Scrolls one screen page to the left
Alt+Page Down	Scrolls one screen page to the right

Function Keys Used in Spreadsheets

Shortcut Keys	Effect
F2	Toggles to Edit mode
Ctrl+F2	Opens the Function AutoPilot
F3	Inserts names
Ctrl+F3	Calls up the Define Names dialog
F4	Show/Hide Current Database
Shift+F4	Rearranges the relative/absolute references in the input field (A1, \$A\$1, \$A1, A\$1)
F5	The Navigator
Shift+F5	Traces dependents
Ctrl+F5	Traces precedents
F7	Starts spell checking
Ctrl	Starts thesaurus
F8	Additional selection on/off
Shift+F8	Extend Selection on/off
Ctrl+F8	Value Highlighting
F9	Recalculates
Ctrl+F9	Update Chart
F11	Stylist
Shift+F11	Creates templates
Shift+Ctrl+F11	Updates templates
F12	Grouping on
Ctrl+F12	Grouping off

Formatting Spreadsheets Using Shortcut Keys

The following cell formats can be set directly from the keyboard:

Shortcut Keys	Effect
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
Ctrl+Shift+5 (not on the number pad)	Standard percentage format (two decimal places)
Ctrl+Shift+6 (not on the number pad)	Standard format
Ctrl+×	Selects the current area
× is the multiplication sign on the numeric key pad	
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	Sets the column width or row height to the optimal width or height based on the contents of the cell currently active

Shortcut Keys for Presentations

The shortcut keys that can be used when working with presentations are listed in this section. Moreover, the general shortcut keys in StarOffice also apply.

Function Keys for Presentations

Shortcut Keys	Effect
F2	Edit text
Ctrl+F2	Slide show
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
F11	Stylist
F12	Outline View
Ctrl	Drawing View

Shortcut Keys During Presentation Show

Shortcut Keys	Effect
Esc	End presentation
Spacebar	Next animated object or next slide
Enter	Next slide
nn x Enter	Slide transition to slide number nn
Arrow Left	Slide transition to previous slide
Arrow Right	Slide transition to next slide
Pos 1	Slide transition to first slide
End	Slide transition to last slide
PageUp	Switch to previous page
PageDown	Switch to next page
F5	Run Navigator

Shortcut Keys in the Drawing View

Shortcut Keys	Effect
PageUp	Switch to previous page
PageDown	Switch to next page
+ Key	Zoom in
- Key	Zoom out
× Key (number pad)	Zoom in current selection
÷ Key (number pad)	Zoom on whole page
Shift+Ctrl+G	Group/Grouping
Shift+Ctrl+Alt+A	Ungroup
Shift - left mouse button	Group by pressing Shift until you have finished selecting the objects with mouse clicks.
Ctrl - left mouse button	Edit group, i.e. select individual objects of a group for editing by mouse-click
Shift+Ctrl+K	Combination
Shift+Ctrl+K	Split
Shift+Ctrl+	Bring to front
Shift+Ctrl+	Bring forward
Shift+Ctrl -	Send backward
Shift+Ctrl -	Send to back

Shortcut Keys Specific to Presentations

Shortcut Keys	Effect
Arrow key	Moves the selected object in the direction of the arrow.
Crtl+Arrow Key	Moves the page view in the direction you want.
Press Shift key and drag with mouse	Moves the selected object horizontally or vertically in the direction you want.
Ctrl and dragging with Copy when moved option active	When moving the selected object, a copy is made.
Alt Key	If you press the Alt key before moving or zooming in on the object, the object is centered.
Alt key and click the object	Selection of overlapping objects. The object behind the currently selected object is selected.
Alt+Shift and click the object	Selection of overlapping objects. The object before the currently selected object is selected.
Shift key when selecting objects	Object is added to the selection if it has not been selected, or is removed from the selection if it has been selected.
Shift key when zooming in/creating	Zoom in is proportional to the original shape of the object. Straight lines can be changed only with respect to their direction.
Tab key	Individual objects are selected in the order in which they were created, from first to last.
Shift+Tab	Individual objects are selected in the reverse order in which they were created, from last to first.
Shift key while dragging in Edit Points mode	Enables changing the length of the dimension line.
Esc key	Switches to selection mode when a creation tool is active. Deselects any object that is selected. Returns an object in text entry mode to its previous mode. The object remains selected.

Shortcut Keys for Drawings

This section contains a list of the shortcut keys that are specifically used in drawing documents. Moreover, the general shortcut keys in StarOffice also apply.

Function Keys for Drawings

Shortcut Keys	Effect
F2	Edit text
F3	Enter group
Ctrl+F3	Exit group
Shift+F3	Duplicate Dialog
F4	Position and size dialog
F5	The Navigator
F7	Spelling check
Ctrl+F7	Thesaurus
F8	Edit points on/off
Ctrl+Shift+F8	Fit to frame
F11	Stylist

Shortcut Keys for Drawings

Shortcut Keys	Effect
+ Key	Zooms in
- Key	Zooms out
× Key (number pad)	Zoom on whole page
÷ Key (number pad)	Zoom in the current selection
Ctrl+Shift+G	Group
Shift+Ctrl+Alt+A	Ungroup
Ctrl+Shift+K	Combination
Ctrl+Alt+Shift+K	Split (remove combination)
Ctrl+Shift++	Bring to front
Ctrl++	Bring forward
Ctrl+-	Send backward
Ctrl+Shift+-	Send to back

Shortcut Keys Specific to Drawings

Shortcut Keys	Effect
Arrow Key	Moves the selected object in the direction of the arrow
Ctrl+Arrow Key	Moves the slide view in the chosen direction
Shift+drag with mouse	The selected object is moved exactly horizontally or vertically in the selected direction.
Ctrl+drag with the mouse and activated Copy while moving option	While the selected object is being moved, a copy is generated.
Alt	While creating objects or changing their size, after pressing Alt key, the object will be centricly constructed.
Alt+mouse click on object	Selection of overlapping objects. The object behind the currently selected object will be selected.
Alt+Shift+click the object	Selection of overlapping objects. The object in front of the currently selected object will be selected.
Shift key while selecting	The object will be added to the selection if it has not yet been selected or will be removed from the selection if it has already been selected.
Shift key during zoom in/create	The size of the object is increased in proportion to the original shape. A straight line can only be changed along its direction.
Tab	Individual objects will be selected in the order in which they were created, from first to last.
Shift+Tab	Selecting objects in the order of creation, from last to first object.
Shift+drag with the mouse in Edit Point mode	Allows you to change the length of a dimension line.
Esc	Switches to selection mode if a creation tool is active. Turns the selection off if an object is selected. Turns text entry mode off for an object in text entry mode. The object remains selected.

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