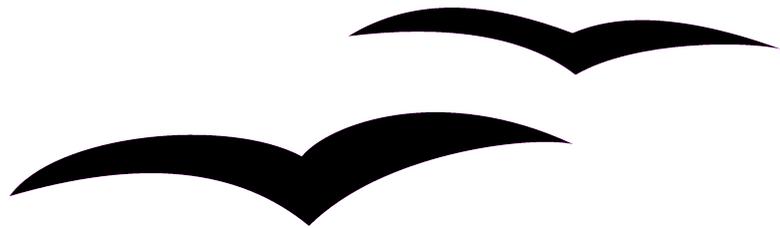




***NeoOffice User Guide, based on
OpenOffice.org User Guide***
for Version 2.x



[Based on OpenOffice.org User Guide for 2.0]
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NeoOffice version 2007



NeoOffice[®]

Bringing the power of OpenOffice.org to Mac OS X

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Feedback

Please direct any comments or suggestions about the original OpenOffice.org document to: grsingleton@openoffice.org.

Note: Gerry Singleton passed away on 12 May 2007. Please direct communication to dev@documentation.openoffice.org now.

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Notes Concerning NeoOffice Edition

Editing by Peter Mitchell and Jacqueline Gouguenheim-Desloy

Most screenshots in the NeoOffice Edition contain icons from the Akua Iconset developed for NeoOffice 2.x Copyright © 2006-2007 Armando Nava, Daniel Pimley & Oscar Van Vliet

To contact Peter Mitchell about the NeoOffice Edition, email NeoOfficeUser@pbm-au.net

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With thanks to Patrick Luby and Ed Peterlin, to all the helpful and encouraging people on Trinity forum (for users of NeoOffice), and to James Birch.

In Memoriam Gerry Singleton, without whose enormous efforts this publication would not have been possible.

Modifications and updates to User Guide for OpenOffice.org 2.0

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NeoOffice Version	Feb-July 2007	Major changes to cater for differences in OS and between versions: includes mostly new screenshots, many edits to instructions, some removal of instructions not relevant to OS X, and some minor edits for typographical errors etc. Changes to most pages throughout.

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Overview

Overview

The NeoOffice User Guide is based on *OpenOffice.org User's Guide*. It attempts to provide answers to questions about working with NeoOffice. It is focused on NeoOffice 2.x releases, but it should also be useful with NeoOffice 1.x releases. Graphics, for the most part, use the newer style Akua icons rather than the older default iconset.

In addition, use of the NeoOffice Help facility is also covered. Through **Help**, users can get detailed answers to all questions at any time by pressing *F1*, opening the **Help** menu or clicking the **Help** buttons. More information on using **Help** can be found in Chapter 1, *Working with NeoOffice*.

Other sources of support are available through the trinity forum for NeoOffice users <http://trinity.neooffice.org/modules.php?name=Forums> and the NeoOffice news page at <http://trinity.neooffice.org/index.php>, the OpenOffice.org support newsgroups provided by gmane.org and the latest news about OpenOffice.org at www.openoffice.org.

Using the Guide

This User's Guide is designed for users who are already familiar with the basic functions of their Mac. Where there are differences in certain functions between the Mac and other OpenOffice.org supported operating systems, these differences are explained. If functions described here are not available on OS X, this is explained.

We will attempt to keep up with newer releases of NeoOffice by updating this guide and informing users via the trinity NeoOffice forum. The guide's first edition is aimed at users of NeoOffice 2.0 and later.

Using Abbreviations and Shortcuts

Throughout this Guide, we commonly use these OS X shortcuts and abbreviations:

- The “control” key is referred to as *Ctrl*
- The “command” key is referred to as *Cmd*. This is the key labelled with ⌘ and .
- The alt/option key is usually referred to as *Option*.
- The Mac keyboard is the basis for our instructions. Those using a non-standard mac keyboard may wish to note that in relation to keys such as *Esc*, *delete*, *Return*
- Where a right-click is referred to, users of a single-button mouse may use *Ctrl-click*.
- Keystrokes to be carried out simultaneously are linked by a dash, not by a plus sig (e.g. when in Wondows one might put Ctrl+F9, here we would put *Ctrl-F9*)

Screen pics in the Guide may use either blue or graphite for buttons, sliders etc.

US spellings are generally used throughout e.g. color, theater, meter. On the other hand, the *Guide* has been prepared in A4 size, the most popular size outside North America.

The pathway **Tools > Options** is exactly the same as selecting **Preferences...**. This is a carry-over from Windows/Unix. Feel happy doing either. The result will be the same.

Highlighting and Bolding

The approach used in the *Guide* is as follows:

- **Bold** is used for instructions which appear on memos, tabs, toolbars (e.g. **A14-F12**)
- Helvetica font is used to show entries in tables or the words quoted (e.g. Heading1, Default)
- *Italics* are used for buttons or keys (e.g. *OK*; *Cmd-F7*)

New Features with NeoOffice 2.x

Open Standards XML File Format (OASIS OpenDocument)

Beginning with version 2.0, OpenOffice.org uses the open standard OASIS OpenDocument XML format as the default file format. Hence NeoOffice, which is based on the OpenOffice.org code base, uses XML format as the default file format. The OASIS OpenDocument format is a vendor- and implementation-independent file format, and thus guarantees freedom and independence.

In addition to OpenOffice.org itself, the open source office suite Koffice, as well as OpenOffice.org derivatives like the StarOffice software, support the OASIS OpenDocument file format. The OASIS OpenDocument file format is also one of the file formats recommended by the European Commission. From version 2.1, NeoOffice allows Mac users to utilize OpenXML documents, opening, editing, and saving of Microsoft Office 2007 OpenXML documents.

New Multi-pane View

The new Multi-pane view increases the productivity and usability of NeoOffice. The Multi-pane view provides all important tools and windows through one coherent, integrated, and simple user interface. Former Microsoft PowerPoint users should find NeoOffice 2.x easy to use.

New CustomShapes (compatible with Microsoft AutoShapes)

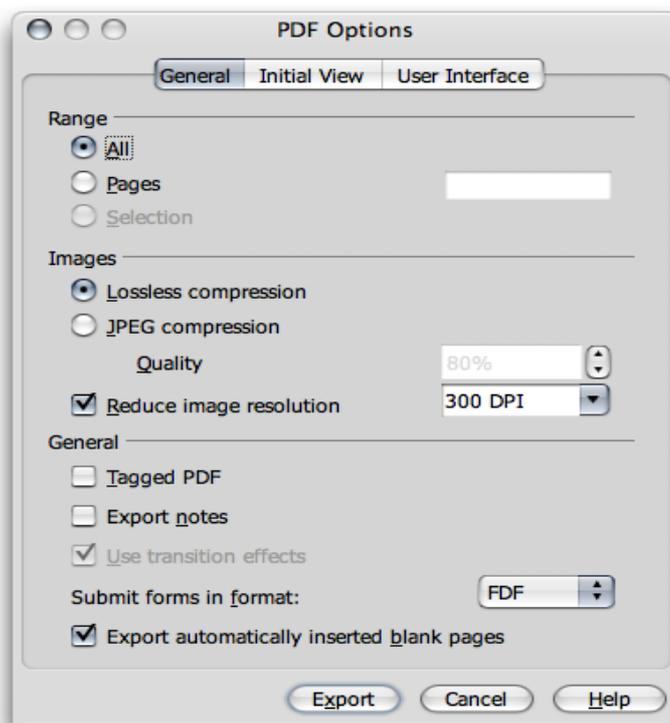
NeoOffice now supports CustomShapes, which are very similar to Microsoft's AutoShapes. As a consequence, AutoShapes are imported and displayed correctly. CustomShapes are shapes that can change not only their size but also their appearance.

More Slide Transitions and Animation Effects

NeoOffice now supports many more animation effects and slide transitions. Now users have more options to give their presentations a professional appearance. In addition, the extended support for effects improves the Microsoft PowerPoint compatibility.

Enhanced PDF Export

NeoOffice 1.x introduced the PDF export feature. Version 2.x now extends the basic export feature. With the new version, it is possible to define the compression levels of embedded images. In addition, the PDF support now correctly handles thumbnail images and hyperlinks.



New enhanced Database Frontend

NeoOffice now includes a database program. OpenOffice.org always had database frontend tools, but in past versions they were very hidden. NeoOffice 2.x starts to handle databases like any other application, i.e. a new database can be created via the "File - New" menu. For novice users, NeoOffice provides a new Table Wizard that allows you to create database tables without any knowledge of databases and SQL. The new embedded Java-technology-based HSQLDB database engine allows users to create "database documents". These simple database files don't require a backend database server like MySQL or Adabas D. All information (table definitions, data, queries, forms, reports) is stored in one XML file.

Mail Merge Wizard

The new Mail Merge Wizard will make it very easy to do mailings to hundreds of recipients. The wizard guides you step by step through the process. Different data sources can be used for the address information. There are differences though from previous versions.

Enhanced Word Count Feature

With 1.x, it was only possible to find document statistics under "File > Properties ..." or by installing a word count macro to count the number of words in a selection. NeoOffice 2.0 eliminates this restriction. Now a new word count dialogue can be found in the "Tools" menu.

Support for Nested Tables

With NeoOffice 2.0 it is now possible to create tables within tables (nested tables). This increases the overall usability, but also improves the Microsoft Word compatibility.

Digital Signatures Support

Another new feature is the support of digital signatures. NeoOffice uses certificates stored in the regular repositories. Os X certificates are available through Keychain Access.

XForms Support

NeoOffice 2.x now allows you to create forms based on the open W3C XForms standard. With XForms it is very easy to implement simple logic without any programming.

WordPerfect® Filters

NeoOffice 2.x includes a WordPerfect® filter developed by the open source community. Developers are invited to contribute to this project.

Calc now has 65,536 Rows

NeoOffice 1.x supported only 32,768 rows in spreadsheet documents, which caused some Microsoft Excel interoperability issues. The new version now takes NeoOffice to the same level as Microsoft Excel.

Enhanced DataPilot Support

With the DataPilot in NeoOffice 2.x (similar to Microsoft Excel's PivotTable feature) it is now possible to create new groups, filter data based on values, show differences and percentages instead of absolute values, etc.

The new DataPilot features turn NeoOffice Calc into a very powerful tool for data analysis.

Native Desktop Integration

NeoOffice 2.x integrates nicely into the OS X desktop environment. The programmers have worked hard to make it behave as a native Mac program. Thus, NeoOffice looks and behaves largely like any other Mac application. The level of integration into the OS X GUI is increasing with each release.

Floating Toolbars

Toolbars are much more flexible in NeoOffice 2.x. It is now very easy to attach and detach toolbars, move them around and customize them.

Icons

From release 2.1, a new default iconset, Akua, has been introduced. This has been designed from the ground up to fit the OS X GUI. It replaces the old Default set. There are still alternative iconsets available via the **Tools** menu, including the KDE Crystal iconset and the expected Tango iconset (which replaces the Industrial iconset in later versions of OpenOffice.org 2.x). A new icon has been added to the **Standard** toolbar. This icon is a shortcut to the style painter in the **Style and Formatting** Window.

Solver

NeoOffice now provides support to Novell's Solver function.

Chapter 1: Help



***NeoOffice User Guide, based on
OpenOffice.org User Guide
for Version 2.x***



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Feedback

Please direct any comments or suggestions about the original OpenOffice.org document to: grsingleton@openoffice.org.

Note: Gerry Singleton passed away on 12 May 2007. Please direct communication to dev@documentation.openoffice.org now.

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As printed in OpenOffice.org 2.0 User Guide: I wish to recognize the Technical Writers of Sun Microsystems for the fine model they have provided for organizing this document. I also wish to thank Erwin Tenhumberg for his blog, Mary Ellen Dawley for indexing and Ross Johnson for his editing/corrections.

Notes Concerning NeoOffice Edition

Editing by Peter Mitchell and Jacqueline Gouguenheim-Desloy

Most screenshots in the NeoOffice Edition contain icons from the Akua Iconset developed for NeoOffice 2.x Copyright © 2006-2007 Armando Nava, Daniel Pimley & Oscar Van Vliet

To contact Peter Mitchell about the NeoOffice Edition, email NeoOfficeUser@pbm-au.net

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With thanks to Patrick Luby and Ed Peterlin, to all the helpful and encouraging people on Trinity forum (for users of NeoOffice), and to James Birch. In Memoriam Gerry Singleton, without whose enormous efforts this publication would not have been possible.

Chapter 1: Using NeoOffice Help

Different kinds of help are available in NeoOffice.

- Step-by-step instructions with full references via the **Contents** and **Index** selections of NeoOffice **Help**
- Help **Tips** that pop up next to the mouse pointer
- **Extended** tips with more detailed explanations than provided with Tips
- The NeoOffice user **forum** at <http://trinity.neooffice.org>

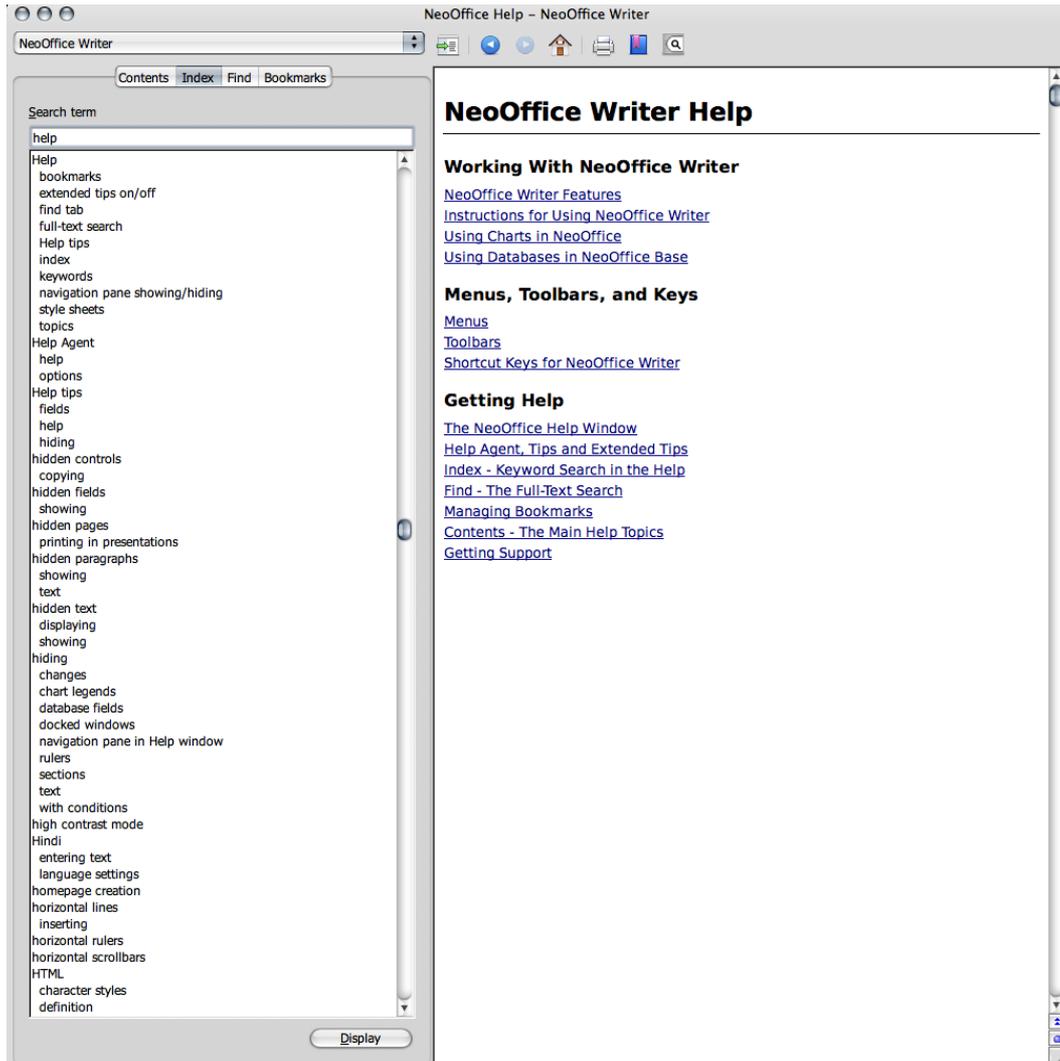


Illustration: Help menu, NeoOffice Writer

NeoOffice Step-by-Step Help

To access **Help**, use the Help menu item or click the **Help** buttons in the individual dialogues.

NeoOffice Help is context-sensitive. This means that, when **Help** is opened in Writer it is specific to Writer. Similarly, to get help about Calc, either first open a spreadsheet and only then look for help, or select **Help** for the specific module from the pull-down list at the top of the **Help** window. The pull-down list at the top of the **Help** window sets the selected module as the current section for searching.

Tips

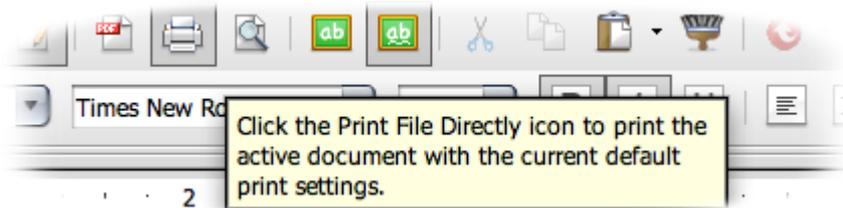
Tips are on at installation by default and it is recommended that this feature should always be switched on. With **Tips** activated one can, for example, let the mouse pointer rest on an icon so that its name is displayed. Tips may also be seen in many other places in NeoOffice. For example, when scrolling through a table, the tip shows the row or column.

Turning tips on and off

Select **Tools > Options > NeoOffice > General > Tips** to enable or disable this feature.

Extended Tips

Switch on the **Extended Tips** during the first few weeks of NeoOffice usage. Enabling this option gives a brief description of each item on the screen when the mouse pointer is hovered over the item for a moment.



Turning extended tips on and off

Choose **Tools > Options > NeoOffice > General > Extended Tips** to turn extended tips on and off. The command is checked when the **Extended Tips** function is switched on.



Press *Shift-F1* to turn **Extended Tips** on temporarily. The pointer turns into the Extended Tips pointer. Now see the **Extended Tips** for any element on the screen as the mouse pointer is moved. As soon as the mouse is clicked or a key pressed, the pointer returns to the normal mouse pointer.

Help Agent



When certain actions are performed in NeoOffice, 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 clicked, it is replaced by a help window providing some helpful advice about the current topic.

If a **Help Agent** dealing with the same topic is repeatedly ignored or closed instead of being clicked, it does not appear again for this topic. Resetting the **Help Agent** restores it to the way it was when NeoOffice was first installed.

Turning the Help Agent on and off

- Choose **Tools > Options > NeoOffice > General** and check **Help Agent** to have the **Help Agent** appear. If the command is checked, the **Help Agent** is automatically displayed when certain actions are performed in NeoOffice.
- Choose **Tools > Options > NeoOffice > General** to reset the **Help Agent**.

Chapter 2: Working



***NeoOffice User Guide, based on
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Chapter 2: Working With NeoOffice

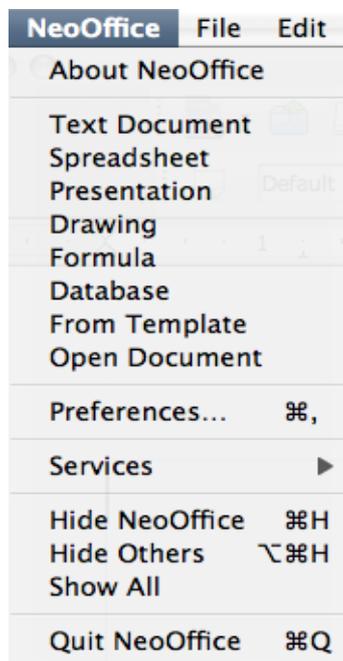
NeoOffice, like its parent OpenOffice.org, is reasonably intuitive but is sufficiently different to other suites that a period of familiarization may be required before your use is fluid and effective. This chapter starts with a general explanation of the most common control features in NeoOffice, such as toolbars, floating toolbars and dockable windows. This is followed by information on functions that can be used in most of the program modules of NeoOffice.

The User Interface

NeoOffice 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 NeoOffice 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. Throughout this guide, you will be reminded that right-clicking can be achieved with a *Ctrl*-click on a one-button mouse.

Starting NeoOffice

In Mac OS X, start NeoOffice as you would any other native OS X program: i.e. by double-clicking on its icon on the desktop or in the dock, or by using the “open” command in the Finder. If you are starting afresh with a new document, start NeoOffice. The program will load and you will be invited to begin a document. From the drop-down “File” menu at the left of screen, choose what sort of document you wish to create or work with:



For example, to create a blank text document in Writer, roll down and click **Text Document**. For a blank spreadsheet in Calc, click **Spreadsheet**, and so on.

As with other OS X applications, double-clicking on the icon of a NeoOffice document will open both the program and the document – provided that NeoOffice has been set as the default program for opening that sort of document. For instance, if you have set NeoOffice as the default program for opening .odt documents, when you click on a file with that .odt suffix, NeoOffice will start and will open the document.

NOTE: from the NeoWiki

Setting the default application to open NeoOffice or OpenOffice.org, Microsoft Office, WordPerfect, and HTML, RTF or plain text documents

General method

- 1. Select a document of one of the types, i.e., foo.odt, in the Finder.**
- 2. Select Get Info from the Finder's File menu (or type Cmd-I).**
- 3. Click on the disclosure triangle next to "Open with:" to expand that section.**
- 4. Choose the appropriate launcher application from the drop-down list.**
- 5. Click the "Change All" button and "OK" in the resulting dialog, dialog**

Note 2: You should be able to tell from the document's icon whether it will automatically open with NeoOffice. If the icon is one of the NeoOffice icons, then double-clicking it will open and load the document as a NeoOffice file.

The NeoOffice Writer Window

A text document is displayed and edited in the Writer window. Spreadsheet, presentations or drawings are displayed in very similar windows, except the menus and icons change automatically depending on the context.

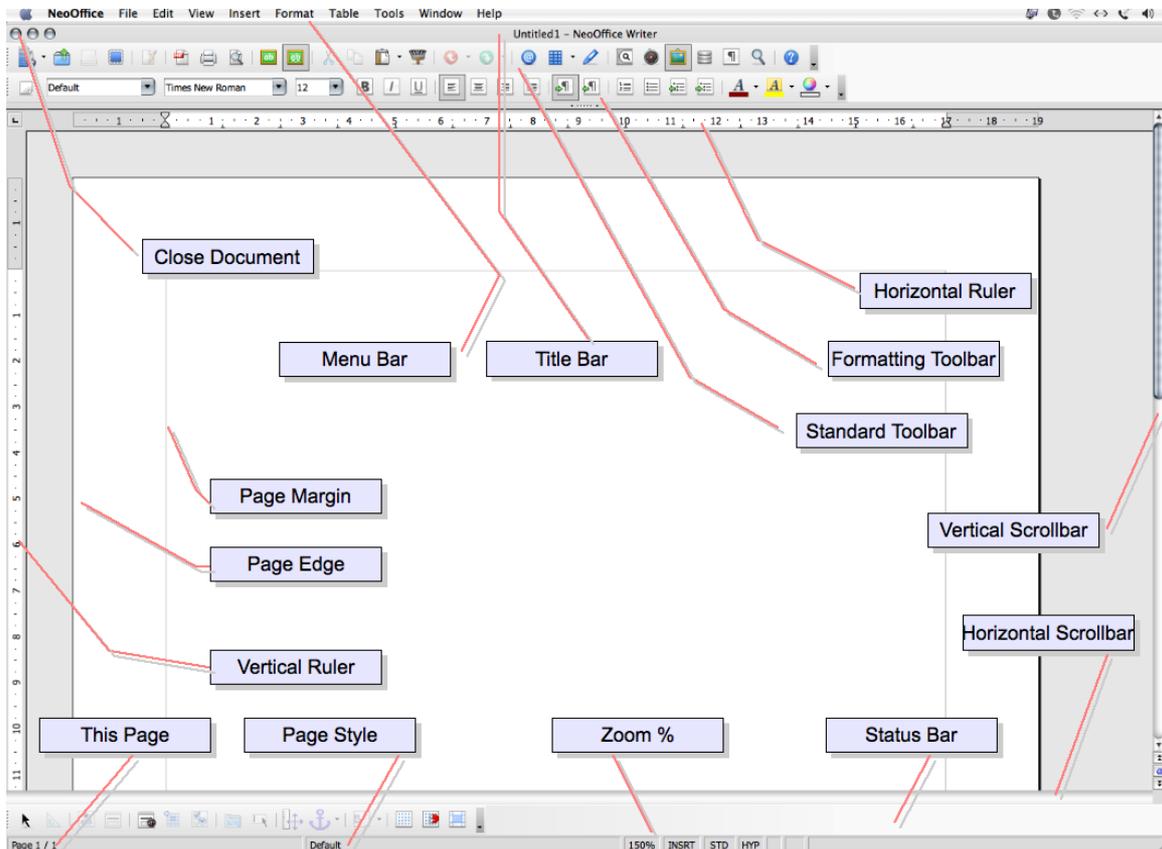


Illustration: major features of the NeoWriter window

Toolbars in the NeoOffice Window

The Title Bar

The title bar shows the name of the program, (Writer, Calc etc.), and usually the file name of the current document. If a document title has been entered in **File > Properties > Description**, this title is displayed rather than the file name.

The Menu Bar

Above the document window, immediately above the title bar, is the menu bar. This provides drop-down menus in the traditional OS X manner.

The menus are organized into basic functions. The **Edit** menu, for example, provides the functions needed to edit the current document (cut, copy, paste, undo changes and so on), while the **View** menu has functions that allow control of the view of the elements displayed on the screen. The commands used for editing, viewing, sequencing, formatting and printing a document can only be used when the document is open and active. Active, in this sense, means that the document is front of any others on the screen. If the commands are to correspond to an object in the document, then that object has to be selected.

In addition, the menus are context sensitive. This means that only those menu commands that are relevant to the current work will be available. For example, if the cursor is located in a *text* document, then only the *text* editing menu commands are available. Likewise, if *graphics* are selected in a document, then only the menu commands that can be used to edit *graphics* will be available. The other inactive menu items are hidden.

NeoOffice lets you change and customize the menu bar as desired. Many of the toolbars and the status bar may thus be modified to suit personal requirements.

The Toolbars

Below the title bar is the **Standard toolbar**. This toolbar contains icons for several important commands and functions that can be used in NeoOffice to open a document, export to PDF, undo and redo, access the navigator or gallery, or print the current document.

Immediately above the **horizontal ruler** is the **Formatting toolbar**. This offers features that are always appropriate to the current context such as alignment, font styles, lists and indenting. For example, if a piece of normal text is selected, you will see different icons from those within a text table.

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 color bar will be described later.

It is easy to change the position of the toolbars. For example, if you wish the position of the main toolbar to be on the right edge of the document instead of on the left, simply drag the knurled handle at the far left in the toolbar to a new location around the edge of the main window.

NOTE: *as with most OS X applications, toolbars may be docked at the edges of the screen.*

Some icons have small triangles to indicate that there are more functions available. These are called **floating toolbars**. When a long click is applied to these icons, a new window opens giving access to all those features associated with that icon. Short clicks may sometimes deliver different behavior to a long click but give the same functionality.

Examples of Floating Toolbars

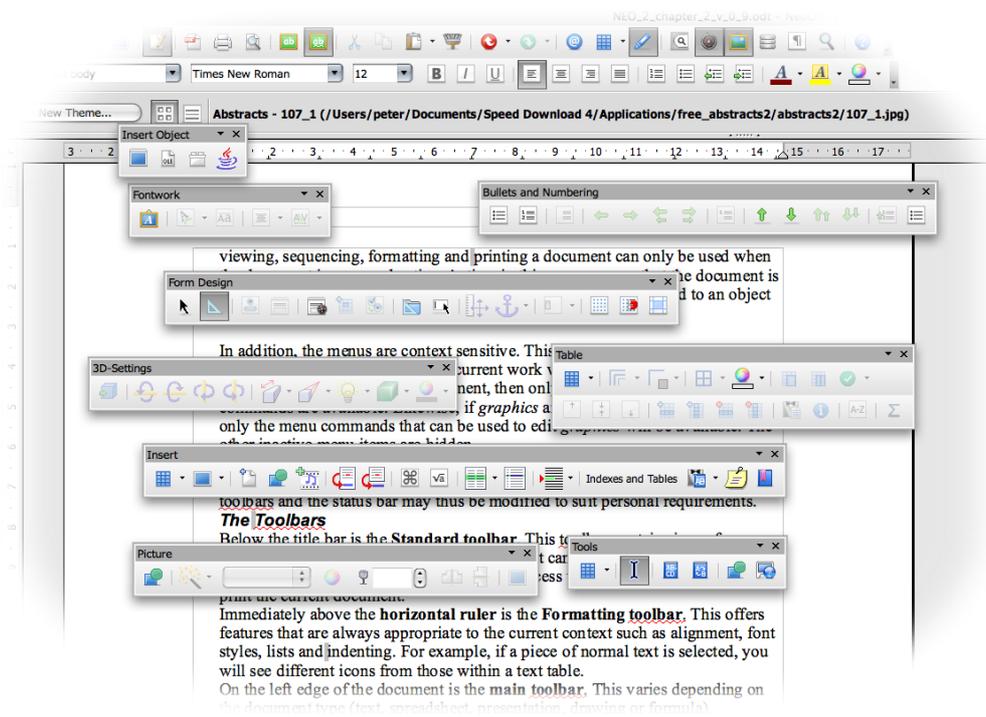


Illustration: shows examples of many different floating toolbars in NeoOffice Writer

Using Floating Toolbars

When editing a text document, the **Insert** icon is in the **Tools** toolbar. Click on the little triangle next to this icon. This opens a floating toolbar containing further icons.



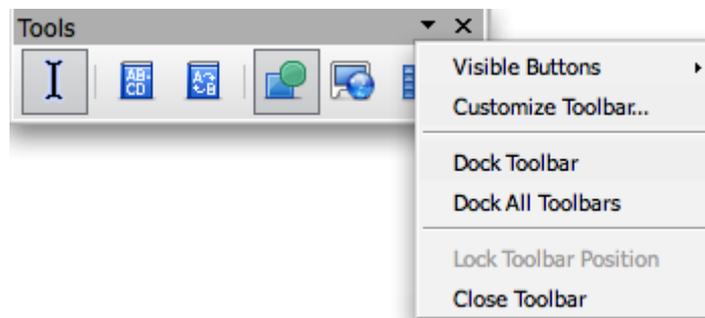
You now have a few choices to make: either to click the icon on this new toolbar to activate the feature, or to grab the new toolbar window by its title bar and drag it away from the main toolbar while holding down the mouse button (remember to first release the mouse button that was clicked to open the popup, otherwise the title bar cannot be grabbed with the mouse).

The document window

At the top left hand edge of the document window are the toolbars that are needed for work, and these 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 access to special functions, either by double-clicking or by opening the relevant context menu. For more detailed explanations, refer to **Help**.

Docking toolbars

All toolbars may be positioned as either floating windows or dockable panes. These floating windows may be docked on any of the edges of the NeoOffice window. On each edge several toolbars may be docked alongside each other. To undock and re-dock, hold and drag the toolbar to the top or bottom menu bars or to the right or left of the screen. When you hold and drag it to the top or bottom menu bars, you will notice that a grayed-out frame appears to show you may release the mouse button. To undock, grab the handle on the left hand edge of the tool box. You may also dock the tool bar by clicking on the little black triangle on the top right of the toolbar. This will give you menu options including dock and undock:



In the floating state, the toolbar floats above the workplace so that the windows below it are partially covered. Switch to the locked state to display the docked window next to the workplace. If the window is docked to the left of the workplace, the following menu can be accessed by clicking on the little black triangle at the bottom of the toolbar:

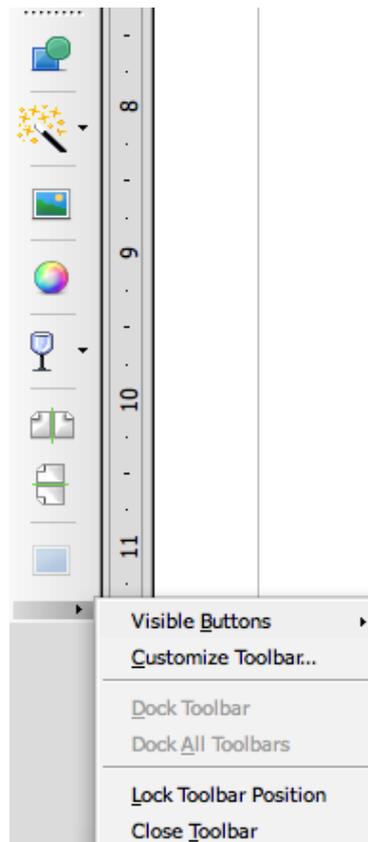


Illustration: the Tools toolbar docked to left of screen, and showing the lock/customize submenu

Docking windows

Some tools in NeoOffice open in popups that are dockable, such as the **Styles and Formatting** toolbars. These floating windows may be docked at either the left or right edges of the main NeoOffice window.

To dock one of these windows, drag the title bar of the window to the edge until an outline appears. This outline indicates the size and position of the pane that will contain the tool when the mouse button is released. Another window may also be docked adjacent to one which is already docked. Users can choose to have one on top of the other or side by side. As a window is moved, note that an outline displays showing where the window will dock and how big it will be.

To undock a tool and make it a floating window again, point to the gray area of the tools toolbar and drag the tool away from the edge until the outline indicates that it is no longer attached.

Changing the Visibility of Buttons on Toolbars

Tools and functions are initially grouped together on a default set of toolbars. Not all buttons are visible by default.

To quickly make a button visible or not on its toolbar:

1. Click on the small black triangle at the far right of the toolbar and select **Visible Buttons**.

2. Toggle the checked status of the button. Make sure to click the black triangle appropriate to the toolbar because toolbars may be placed side-by-side.

Note: While buttons may be moved or duplicated across toolbars, or new toolbars may be created or removed completely, we will start with just the NeoOffice provided toolbars.

Opening and Saving Documents

There are multiple methods of loading or opening documents: for example, by using the **File > Open** dialog, the **Open** icon on the Standard toolbar or the **File > New** menu.

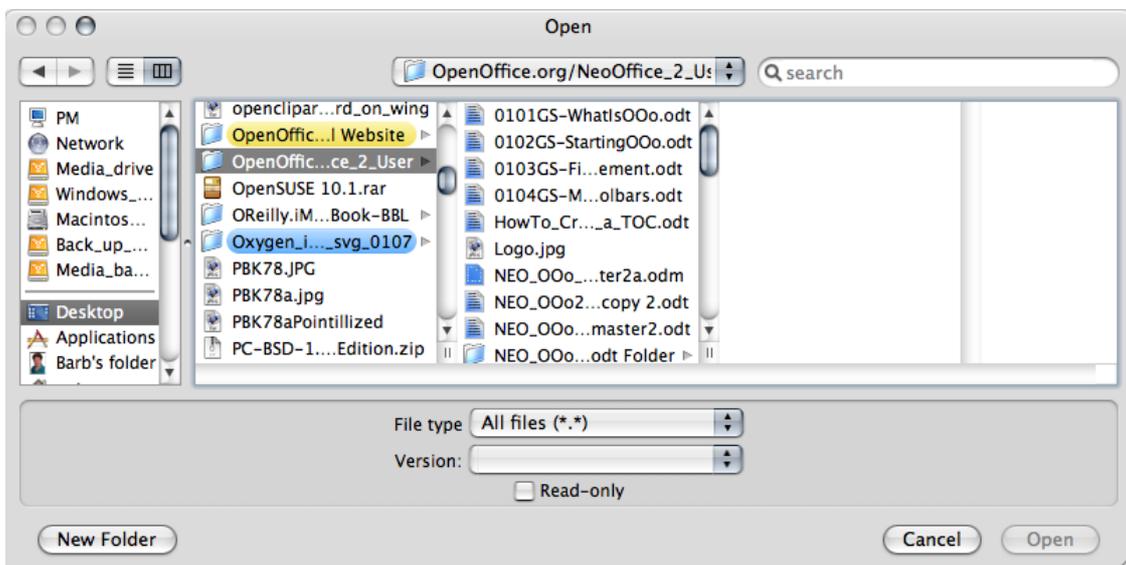
dialogdialogdialogNote: In OS X, you may also simply double-click on the icon of the document you wish to open, provided that NeoOffice has been set as the default to open that type of document [see earlier in this chapter]

Opening Documents



To open an existing document that was saved on the hard drive or on a removable disk, there are four possibilities. Either choose **File > Open**, click the **Open File** icon on the Standard toolbar, use the **Cmd-O** [⌘-O] shortcut keys or double-click on the icon of the document.

In the last case, NeoOffice will load and the document will open automatically. In the first three cases, the **Open** dialog is displayed.



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



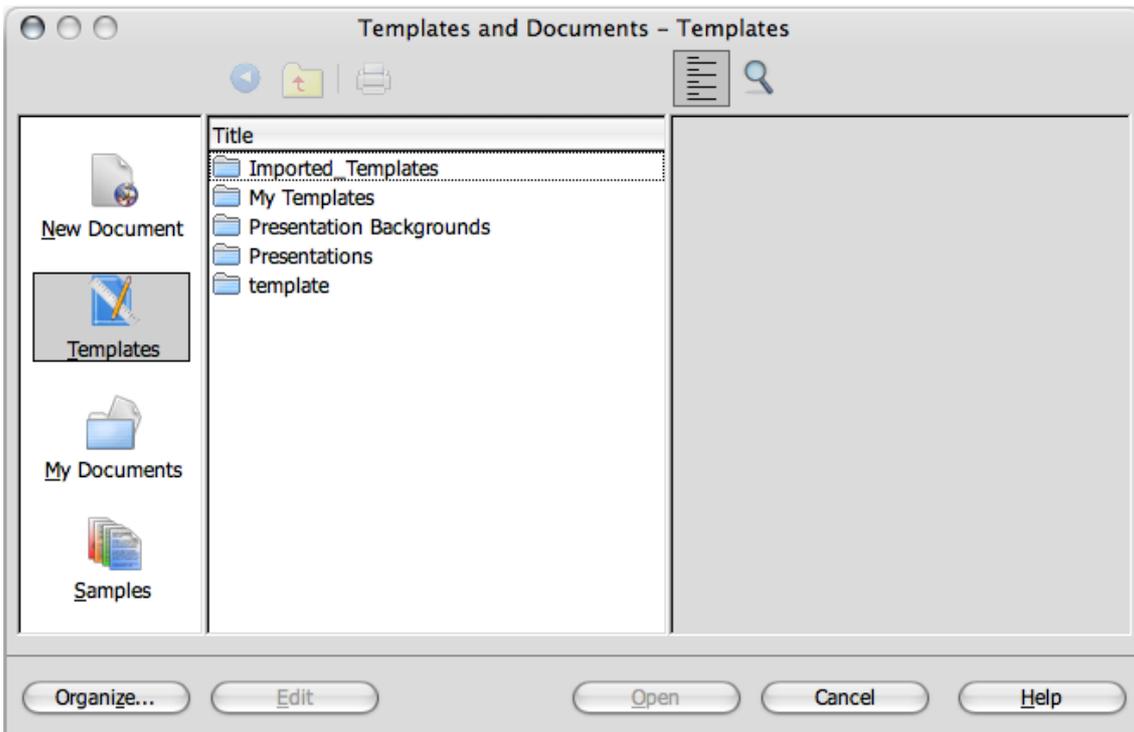
Change the size of the dialog by dragging the handle in the bottom right corner of the dialog with the mouse (see pic at left).

Change the width of the column by dragging the parallel bars at bottom-right of the scroll bar for that column. Hold the mouse button down and drag to the right: this helps when you want to read long file-names.

Nested folders (where there is a gray arrow to the right of a file name) are revealed by clicking once on the name.

The Templates and Documents dialog

The **Templates and Documents** dialog can be regarded as a kind of command center for NeoOffice documents. It provides easy access to a user's work directory and to any supplied sample documents. Here you will find all document templates - both the supplied ones and any personally created ones. To open the dialog, choose **File > New > Templates and Documents** or press *Cmd[⌘]-shift-N* or the **Templates & Documents** icon under the **New** menu . 



The dialog offers the following areas, which can be selected by clicking one of the offerings in the shortcut bar on the left:

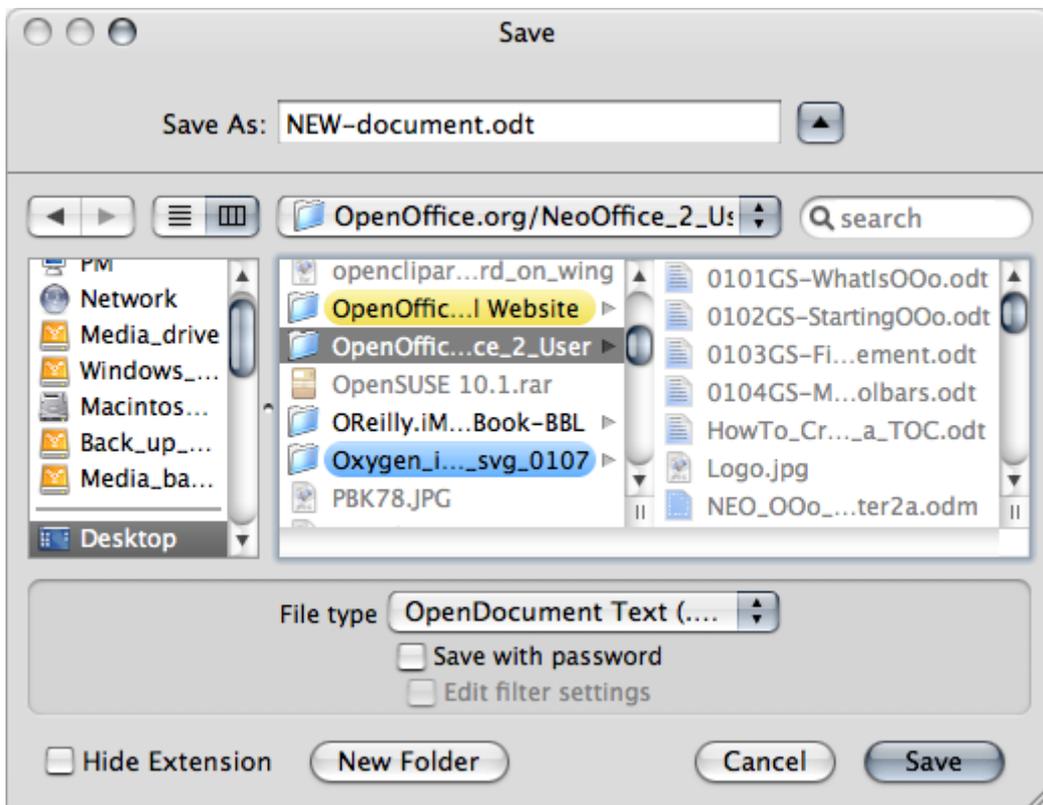
- **New Document** - A way to create a new, empty document from a set of prepared templates.
- **Templates** - Choose from the many ready-to-use document templates.
- **My Documents** - A quick route to the documents in a work directory. A work directory may be defined by selecting **Tools > Options > NeoOffice > Paths** and entering the path required for **My Documents**.

- **Samples** – This is an empty folder when installed; however, some examples may be downloaded from http://documentation.openoffice.org/Samples_Templates/User/template/index.html. (See New Document for example templates). Further samples are listed in the NeoWiki, in the section headed *Editing Default Styles and Using Templates*.

Saving Documents

Saving the current document can be done in three ways: using **File > Save** command, the **Save Document**  icon on the Standard toolbar, or just press `Cmd[⌘]-S`.

For a first time save, use **File > Save as**. A dialog box pops up to allow choosing where to store the file.



With **File > Save as**, one assigns the document a name, whereas the other two options save without asking for the file to be named. Therefore, using the **Save as** feature is especially important when saving files for the first time. This is where you get the chance to name your document. For the most part, choose any name desired (limited only by the restrictions imposed by OS X). When the document is to be opened later, find it under that name. Remember to save the document in a folder where you will be likely to find it later. You will be given the option of saving in various “file types”. This allows you to save in OpenDocument format, or Microsoft Word format, or even the new Microsoft Word XML format. Notice that you also have the option of saving with a password, if you want to keep your document confidential, or want strong control over editing.

Save documents regularly as work progresses. The simplest way is to save the current document by pressing *Cmd[⌘]-S* or the **Save** icon . This replaces the document you had saved previously with the current document.

Note: An untitled document must be given a unique name for AutoSave to obey the settings in Tools > Options > Load and Save > General. Disabling AutoSave is not recommended.

Changing the Work Folder

When the Open dialog comes up, the work folder is displayed. You as the user can change this folder as follows:

1. Select **Tools > Options > NeoOffice > Paths**.
2. Double-click **My Documents** to open the edit dialog.
3. You will be presented with a dialog window, where you can navigate to your preferred “work” folder. Alternatively, in the **Select Path** dialog, enter the work folder wanted and click **Select**.
4. Close with *OK*.

Likewise, other folders can be selected using the same method. For example, to display a different default folder for inserting graphics, change the path for the entry **Graphics**.

Saving Documents Automatically

Backup a File Automatically

To create a backup copy of a document every time a document is saved:

1. Select **Tools > Options > Load/Save > General**.
2. Check **Always create a backup copy**.

If the current document is saved, using the same path and file name with which it was first opened, using **File > Save** or *Cmd-S [⌘-S]*, or pressing the **Save** icon,  the

old version will be overwritten by the new version. If the **Always create backup copy** is checked, the old version is first copied to the backup directory.

- The default backup folder is `username/Library/Preferences/ NeoOffice 2-x/user/backup/`. Change this, as described above, in **Tools > Options > NeoOffice > Paths > Backups** entry.
- The backup copy retains the same name as the document, but the extension is changed to `.bak`. If the backup folder already contains such a file, it is overwritten without warning!

Saving Recovery Information Automatically Every 'n' Minutes

1. Select **Tools > Options > Load/Save > General**.
2. Check **Save AutoRecovery information every** and then select the time interval in the list box.

OpenOffice.org & NeoOffice File Formats

OpenOffice.org [and hence NeoOffice] uses an XML file format as the default for saving and opening documents.

XML file format names

In saving and opening OpenOffice.org/ NeoOffice documents if no other file type is selected, NeoOffice uses the following XML formats:

<i>Application File</i>	<i>extension</i>
OpenOffice.org/NeoOffice Writer	*.odt
OpenOffice.org/NeoOffice Writer templates	*.ott
HTML Document	*.html
HTML Document Template	*.oth
OpenOffice.org/NeoOffice Calc	*.ods
OpenOffice.org/NeoOffice Calc templates	*.ots
OpenOffice.org/NeoOffice Impress	*.odp
OpenOffice.org/NeoOffice Impress templates	*.otp
OpenOffice.org/NeoOffice Draw	*.odg
OpenOffice.org/NeoOffice Draw templates	*.otg
OpenOffice.org/NeoOffice Formula/Math	*.odf
Master documents	*.odm

Note: Once an .odt file has been unzipped/expanded, it cannot be opened by NeoOffice. It is suggested that you duplicate any .odt file you wish to expand and then expand the copy to examine the contents

- The text content of the document is located in **content.xml**. This file can be viewed with, for example, a pure text editor.

By default, **content.xml** is stored without indents or any other type of formatting, so that the time needed for saving and opening is minimized. By unchecking **Tools > Options > Load/Save > General > Size optimization for XML format** this procedure can be changed so that the lines saved are structured in a more human readable format.

- **meta.xml** contains the meta information on the document, which is entered via **File > Properties**.

In documents saved with security, **meta.xml** remains unsecured.

- **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.
- **styles.xml** retains the styles defined for the document. For example, these can be seen in the **Styles and Formatting** window.

META-INF/manifest.xml file describes the structure of the XML file.

Additional files can be contained in the packed file format. For example, Graphics can be found in the **Pictures** subfolder, Basic code in the **Basic** subfolder and linked Basic libraries are found in further subfolders of **Basic**.

Definition of the XML formats

The DTD (Document Type Description) files can be found in
NeoOffice/Contents/share/dtd/officedocument/1.0/

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

Setting Tabstops

NeoOffice offers multiple ways by which one can set and edit the tabstops used in a document. The procedures for setting and editing tabstops are described in **Help > NeoOffice Help > Index > Search term > tab stops** and are quite complete.

Sending Documents as E-Mail

Single Messages

Working in NeoOffice, you can send your current document as an e-mail attachment providing that the default e-mail program up is set up correctly.

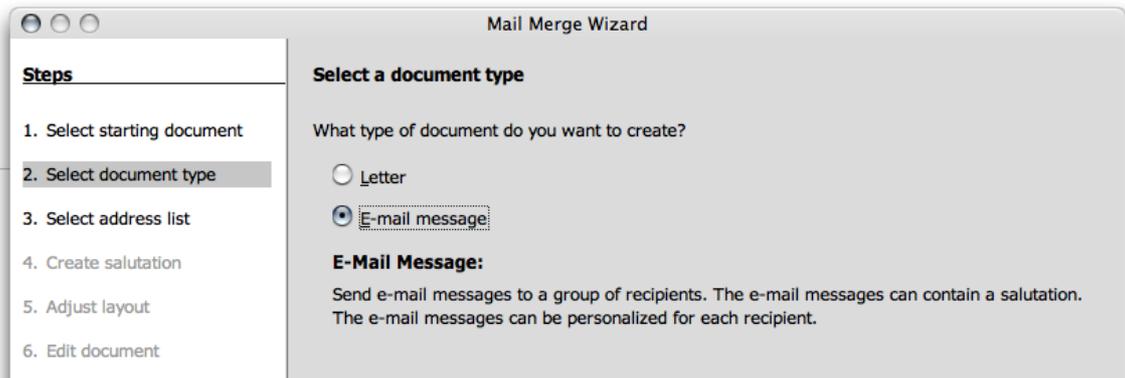
*Note: To set up this feature, select **Tools > Options > Internet > E-Mail** and configure the program to use.*

1. Choose **File > Send > Document as E-mail**.
2. When the e-mail composer window appears, enter a recipient, subject and any text and send the e-mail.

MailMerge

As of NeoOffice 2.x, users have the opportunity to use email to send messages to multiple recipients. This feature also allows printing of these for delivery by post.

1. Choose **Tools > Mail Merge Wizard**
2. Follow the dialogs. The second screen allows you to choose to send the file as email.



Printing Documents

Once you have created a document, normally you will want to print it out on paper.

Print the current document either directly to a printer, or to file. When you are printing 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.

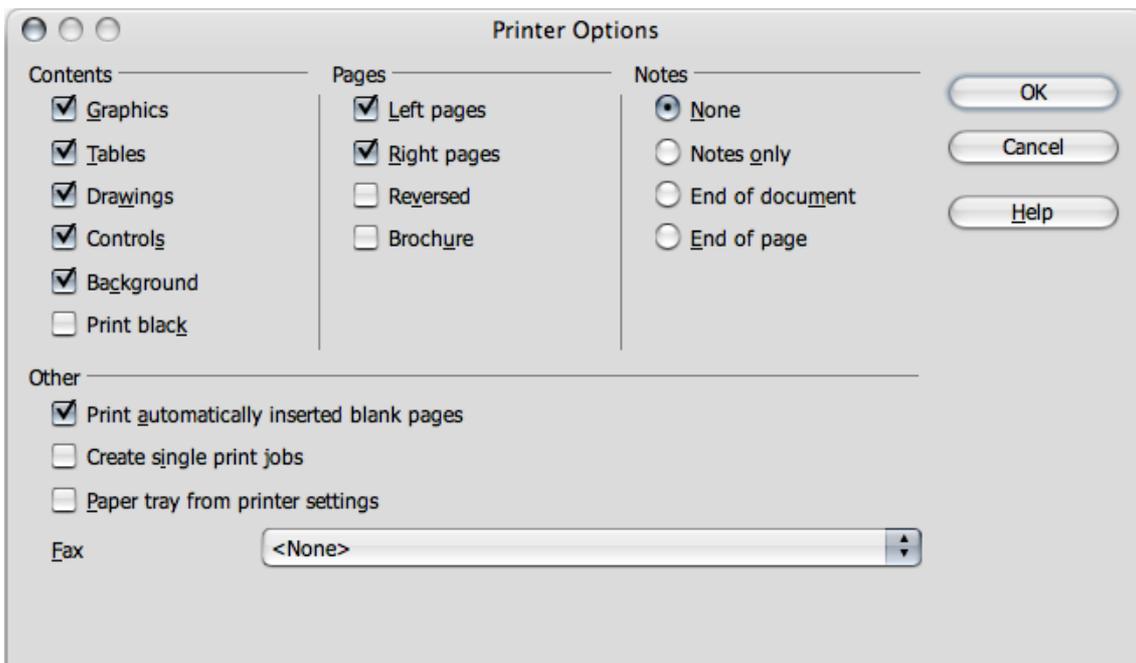
Note: NeoOffice Writer always formats documents so that they are printed as well as possible with the selected printer. Therefore, always define a default printer, even if the printer is not currently available .



Click the **Print File** icon on the **Standard** toolbar to print the current document without the intervention of a dialog.

To retain finer control of printing, either select **File > Print**, or use the keyboard shortcut *Cmd-P*.

In the **File > Print** dialog, select a specific printer (if there is more than one installed printer). Under Print range, determine how many pages to print (or only certain pages), and how many copies are wanted. After you have used the traditional menu for your printer, NeoOffice will present you with more printer options with this menu:



In addition to the general printing options already mentioned, you can also choose special printer options for the different document types in NeoOffice, using additional dialogs. These dialogs 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 selections in the first dialog (that for your own printer). dialog To create a general definition for normal use, select **Tools > Options > (name of document type e.g. Writer, Calc) > Print**

Note: 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. NeoOffice Writer and Calc always format the pages in the way they will appear when printed. One thing to check when you first set up NeoOffice is whether A4 or US Letter is the default paper size.

Displaying Print Previews

Before printing out a document. It is a good idea to review how the printed document will appear on paper. NeoOffice offers a **Print Preview** feature for this purpose, thereby allowing adjustment of margin widths, optimization of page breaks, et cetera.

1. Switch to the document for preview.

2. Select **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

To get a reduced printout of a text document, choose **File > Page Preview**. Here, 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. Locate the Page Preview icon . If there are more or fewer pages than desired, long click the icon to the right of the grayed out **Page Preview: Two Pages** on the object bar and select the number of pages needed for previewing.

3. Click on the **Print page view** icon. 

4. Clicking the **Print options page view** icon  opens a dialog where one can enter settings for reduced printing.

5. Click **OK** to confirm.

Printing in Black and White

If there is a color printer installed but printing should be restricted to black and white only, use one of the following options:

Printing text and graphics in black and white

1. Select **File > Print**. This opens the OS X **Print** dialog for your printer.

2. You may select black and white printing in this dialog.dialog
3. Choose the option to print in black and white. For further information, refer to the help for the printer or read the printer manual.
4. Confirm the **Properties** dialog and click Print in the **Print** dialog.
5. The current document will be printed in black and white.

Printing all documents in grayscale

1. Choose **Tools > Options > NeoOffice** or **File > Preferences > NeoOffice** , as appropriate.
2. Then choose **Print**.
3. Check **Convert colors to grayscale** and click **OK**. From now on, **all** presentations or drawings will be printed without color

Printing only text in black and white

In Writer,you can choose to print color-formatted text in black and white. This can be specified either for all text documents to be printed subsequently, or only for a printing process of the current text document.

Printing all Writer documents with black and white text

1. Choose **Tools > Options > NeoOffice Writer** or **Tools > Options > NeoOffice Web/Writer**.
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 Writer document with black and white text

1. Choose **File > Print**. This opens the **Print** dialog.
2. Check options as appropriate in the dialog for your printer. Select **Print**. 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.

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

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

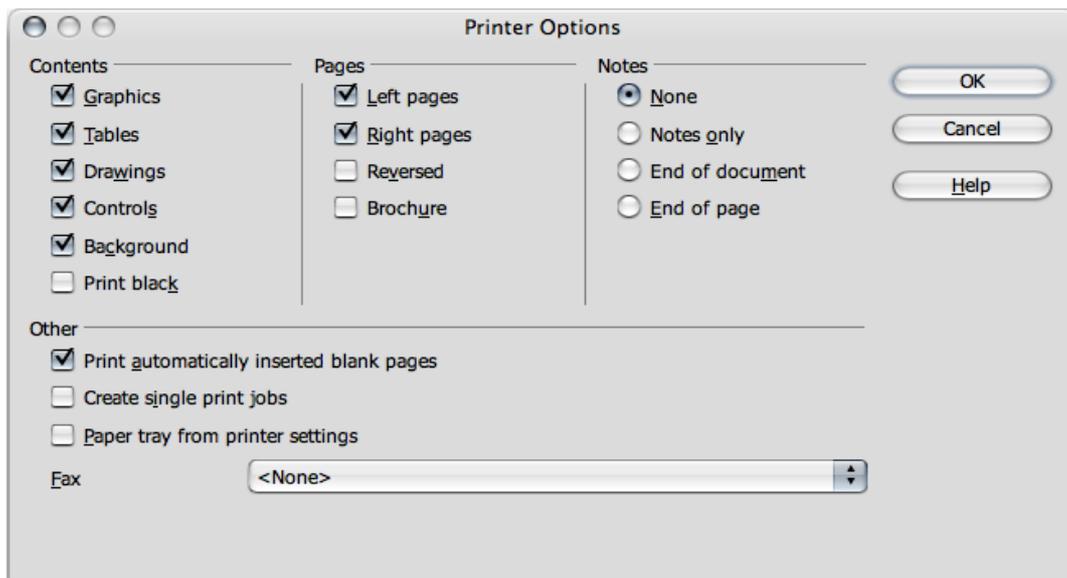
Printing Brochures

NeoOffice 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 users take out the paper after the first half of the printing process and feed it in again in such a way as to print on the blank side, although increasingly printers include an automatic duplexing function). NeoOffice will automatically print the pages so that they can be read as a brochure. NeoOffice automatically arranges the pages in such a way that the text can be read continuously by laying the pages together, fold them in the center and stapling them in the fold.

To make a brochure using the current document, select **File > Print**. In the dialog that opens, do the following:

1. In your printer's dialog make sure Orientation is set to landscape
2. While still in this dialog, set the Paper size of the document to A4 or US letter, as needed.
3. Click **Print** to close the dialog and open the Printer Options menu.

dialog



4. In the **Printer Options** dialog select whether to print right and left pages all at once, right pages or left pages. The following should provide sufficient information to make a decision:
 - (a) If the printer is capable of duplex printing, choose Left and Right pages and brochure.
 - (b) With a single sided printer:
 - i. Choose Left or Right and brochure.
 - ii. Click **OK** then go to step 6.

- iii. When printing is complete, take the pages from the output tray and put them into the input tray in such a way as to print on the blank side and choose the opposite Page setting as in step 1. Repeat step (ii).
5. Click **OK**
6. Click **OK**

Spellcheck

NeoOffice has an automatic spellcheck which can be active while typing, or activated manually.

Automatic Spellcheck

The automatic spellcheck can be turned on and off by clicking the **AutoSpellingCheck on/off** icon on the Standard toolbar. With automatic checking enabled, words recognized as incorrect are highlighted with a wavy red underline.

Incorrect words are recognized as incorrect if all the following conditions are met:

- a spellcheck module is installed for the language of the word,
- this module is enabled,
- the word is not found in the installed dictionaries.
- the word is not in any active user dictionary.

Users can create any number of custom/user dictionaries.

Create a user dictionary by selecting **Tools > Options > Language Settings > Writing Aids**.

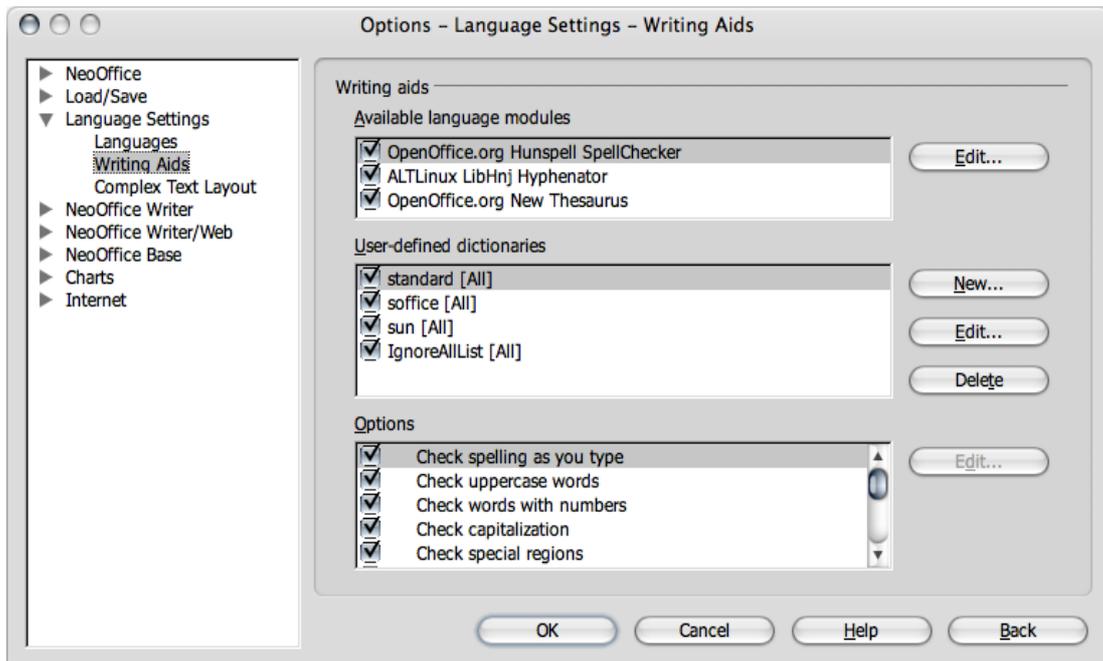
As text is proofread, the wavy red underlines draw attention to possible spelling mistakes. Of course, **Spellcheck** will not catch spelling mistakes that form other recognizable words (such as “fun” instead of “run”). As long as the automatic spellcheck is activated, the red markings can be seen on the screen but are not printed.

... was running across the park, out of breath. He wore a suit and was waving his mobile phone. The group around the older man ignored the intruder, seeming to know him. The new man fell into pace alongside the older man, who kept the same determined grin on his face. They walked together for a hundred metres. Suddenly, a group of protesters were running across the park in the direction of the group. They were dressed as koala bears, platypi, even a logger, and they carried placards. The media group were suddenly alert, cameras clicking or whirring, reporters jotting notes and recording the time. As the protesters reached the group of walkers, the younger men in suits and track suits barred their progress.



The easiest way to correct a red-underlined word is to right-click it [or *Ctrl*-click]. This opens a context menu (see screenpic above) that offers suggested corrected spellings, and options to add the word to the dictionary or to ignore it. Simply click the correct suggested spelling to replace the red-underlined word. Spellcheck not only replaces the red-underlined word with the suggestion selected, it also remembers this replacement while the document is open. If the same typing error is made again, Spellcheck automatically replaces the mistyped word with the corrected spelling.

If the word is spelled correctly, it may be added to a dictionary by clicking **Add** and specifying to which dictionary it is to be added. To ignore a correctly spelled, but infrequently used word, click **Ignore All**.



Checking Multilingual Texts

NeoOffice Writer can manage spellcheck (plus thesaurus and hyphenation) in multiple languages (33 at the time of writing). The NeoOffice **setup** program offers this at installation via the the installation of many dictionaries.

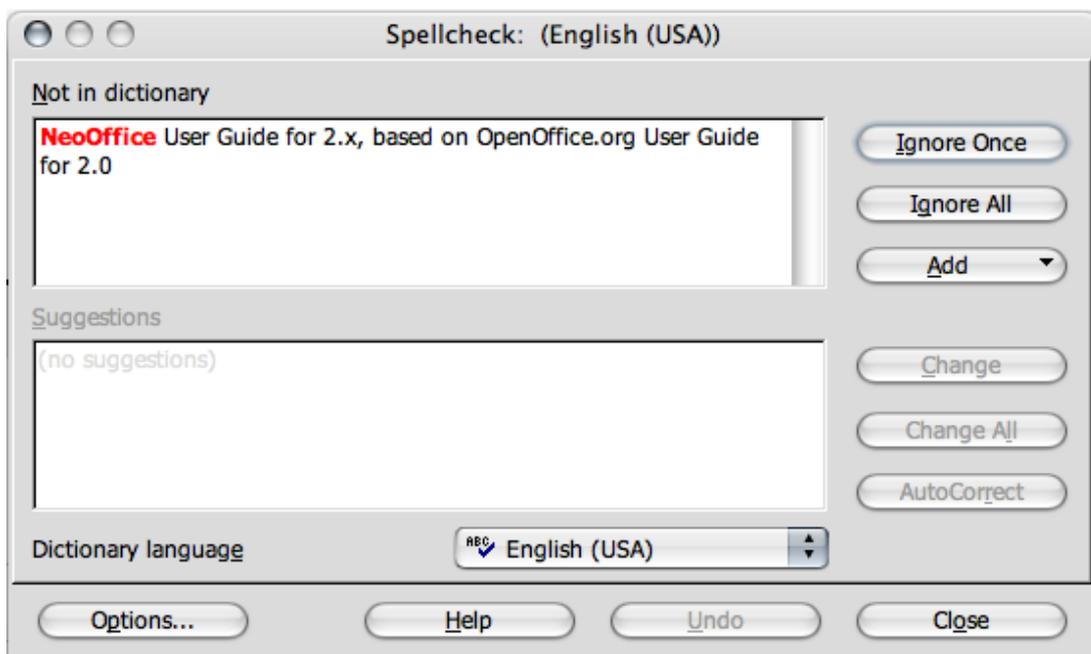
Select the language of an entire text document with **Tools > Options > Language Settings > Languages**. If it applies to the user's needs, check **For the current document only**. For all paragraphs formatted with the same Paragraph Style, apply a language via the Paragraph Style. A language can be defined for individual words via Character Styles, or directly with **Format > Character**.

In **Tools > Options > Language Settings > Writing Aids**, check the option **Check in All Languages**. Now, 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 was enabled by clicking the icon on the Standard toolbar, offers another facility as well. In the context menu of a red-underlined word that is recognized as incorrect, specify that the word or the whole paragraph is one of the other installed languages. The language of the underlined characters or all characters of the paragraph is automatically assigned as a character format.

Starting Spellcheck

To check the entire text for spelling mistakes in the “classic” way (i.e. letting Spellcheck go through the whole document on its own), either click on the Spellcheck icon in the Standard toolbar or go to the **Tools** menu and choose **Spellcheck**. The **Spellcheck** dialog will only appear if there are words in a text unknown to the Spellcheck. The various options to be seen in the Spellcheck dialog are described in detail in the NeoOffice Help.

Note: The user dictionary can also be used to ensure that a word is not automatically hyphenated, even though the automatic hyphenation function is turned on. Provided that the word is included in the user dictionary, using the Spellcheck dialog, enter an equals sign (=) at the end of the word. The equals sign ensured that the word will not be hyphenated.



Excluding Text From the Spellcheck

If certain areas, words or tables should not be spell checked because they are, say, in a foreign language for which there is no installed module, then specify "Unknown" as the language to be checked by **Spellcheck**. Do this by either using direct formatting by selecting the text and then choosing **Format > Character > Font** or by modifying the corresponding **Style** for the text (e.g. open the context menu and choose **Edit Paragraph Style...**).

Adding Writing Aids for Other Languages

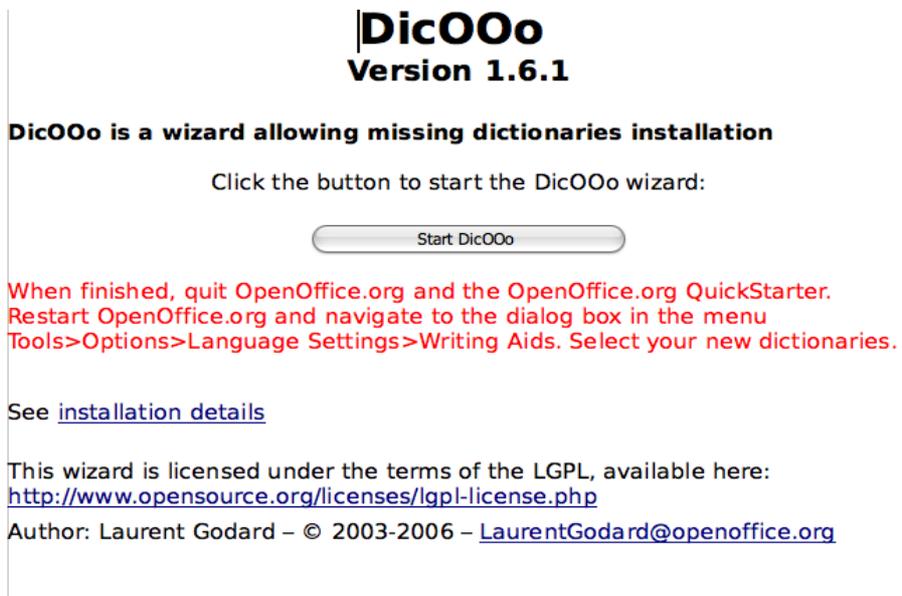
NeoOffice offers users the opportunity to change the language of the user interface as well as providing a wizard to install more dictionaries, hyphenation dictionaries and thesauruses.

This allows use of more than one language in a document as an attribute of the entire document or a group of words.

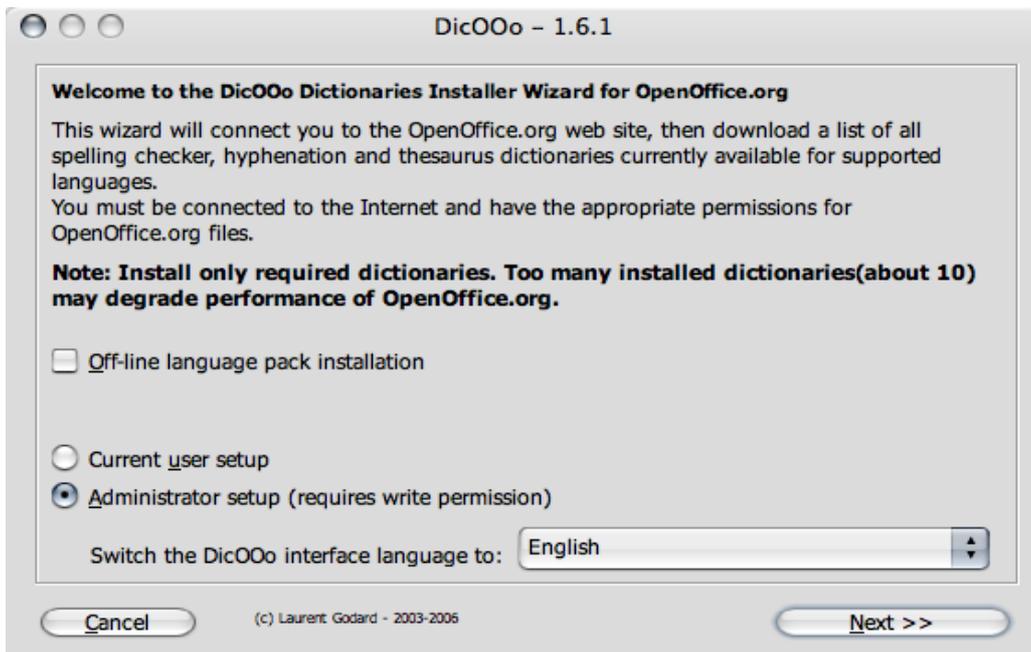
As an adjunct to the addition of writing aids in various languages, you can change the default language used either generally or for a single document by means of selecting that language in **Tools > Options > Language settings > Languages**. Remember that the writing aids must be installed first.

Getting New Writing Aids

1. Select **File - Wizards - Install new dictionaries ...** to start the process to install more languages. You will need to be connected to the internet for this process to be successful.
2. Click the language needed on this page for instructions in that language.
3. Click the big button in the middle of the document page to start the installation process:



4. The following dialog opens to begin the selection of the needed components:



5. Click **Next**
6. Click “Retrieve the list” and select those dictionaries needed. You may use the Previous button to go back to the lists.
7. Click **Next** and select the Hyphenation dictionaries needed and click **Next** when done.
8. Click **Next** and select the Thesauruses needed and click Next when done
9. Clicking **Next**, starts the download and installation of the items selected in the previous steps.

Using Automatic Functions

NeoOffice has all kinds of intelligent assistants to help, all of which have names beginning with “auto”.

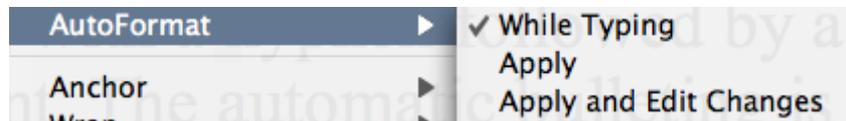
The section introduces a few of these auto-functions. For detailed explanations, refer to the NeoOffice **Help**.

Using AutoCorrect and AutoFormat

In addition to catching typing errors, NeoOffice can format documents while typing - or afterwards. AutoFormat and AutoCorrect permit the user to draft documents much more efficiently by automatically formatting and correcting common errors while the user types. Here are a couple of examples.

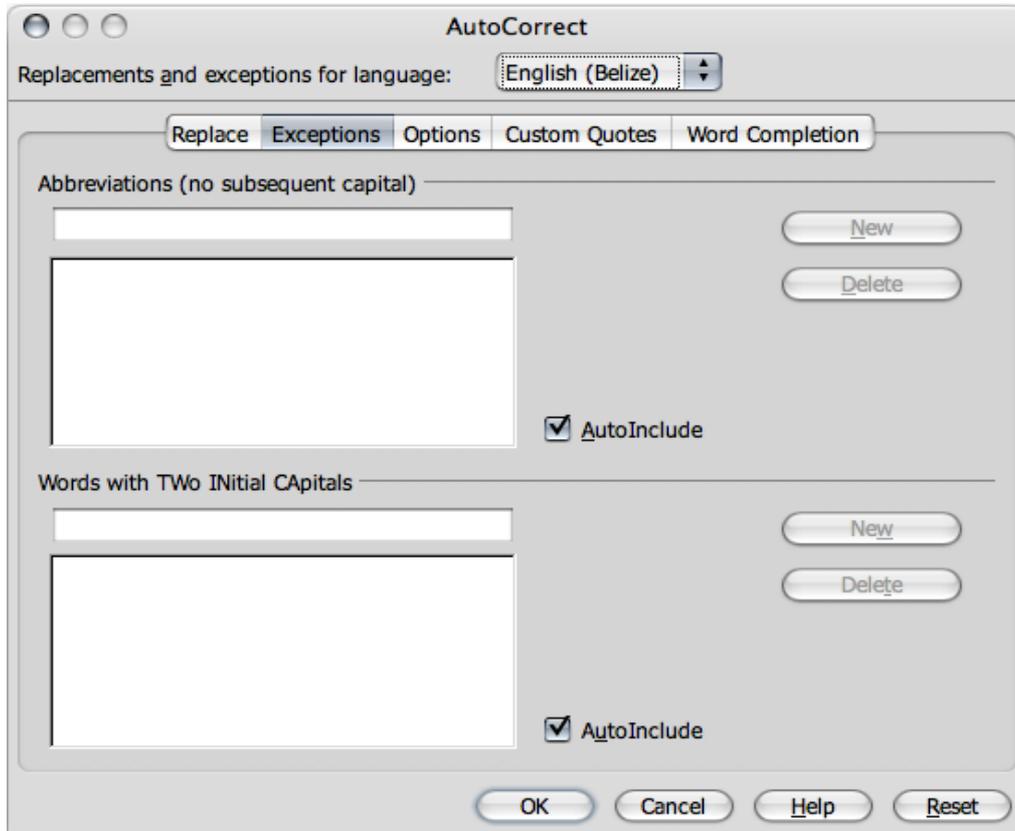
- AutoCorrect is useful if you often make the same typing errors. For example, if you tend to capitalize not only the first letter of some words but also the second, simply select the AutoCorrect function that corrects mistakes of this sort while typing.
- AutoFormat formats texts. One AutoFormat feature automatically will detect paragraphs beginning with a hyphen followed by a tab or space, and reformat the paragraph as a bullet point. The automatic bulleting is then applied to any paragraphs that follow as well. Automatic bulleting ends when you enter a blank paragraph containing only a Return.

In text documents, toggle AutoFormat on or off by selecting **Format > AutoFormat**. A submenu with three selections appears. To automatically format while typing, check the **While Typing** selection. To have Writer automatically format the entire document or the current selection at a later time, check the menu selection **Apply**. Selecting **Apply and Edit Changes** lets you see all document changes made via AutoFormat. You then may accept or reject all changes or may review each change separately.



You may also select and set the options in **Tools > AutoCorrect**. AutoCorrect offers many options that can be selectively turned on and off. Some of these offer different methods for formatting while typing and post-processing. The **Replace** and **Exceptions** lists are language dependent. NeoOffice first searches in the list of the language of the text, then the list for the higher-ranking language family, and finally in all installed languages (for example, first in "English (US)", then in "English", then in "All Languages").

The following graphic shows the various functions available in this dialog under **Options**. A detailed explanation of each function is given in NeoOffice **Help**.



In addition to the functions shown here, one can also select **Custom Quotes**. This means that all quotation marks are automatically turned into correct typographer's quotes. Users can choose the “quote” characters to be used for this purpose. Click on the appropriate button for the default buttons you wish to define, and you will be taken to the menu for custom quotation marks.

Turning off URL Recognition by AutoCorrect

When text is entered, NeoOffice automatically recognizes a word that may be a URL and replaces the word with a hyperlink. NeoOffice formats the hyperlink with direct font attributes (color and underline) the properties of which are obtained from certain Character Styles. E.g. www.woolywilds.co.uk is recognized automatically, and shows as a hyperlink.

If you don't want NeoOffice to automatically recognize URLs while typing, turn off this feature using one of the following methods.

Undo URL recognition

1. Press *Cmd-Z* [⌘-Z] or press the **Undo** icon  to undo text that has been automatically converted into a hyperlink, but which you did not want as a hyperlink.
2. Select the hyperlink and choose **Format > Default Formatting** if this conversion is not noticed until later.

Turn off URL recognition

1. Load a document of the type in which URL recognition is to be modified. For example, if modifying URL recognition for text documents, open a text document.
2. In NeoOffice Writer select **Tools > AutoCorrect ...**.
3. In the **AutoCorrect** dialog, choose the **Options** tab.
4. Deselect **URL Recognition**, so that words will no longer be automatically replaced with hyperlinks.

In Writer there are two checkboxes in front of **URL Recognition**. The field in the first column [M] is for modifying in a post-edit session while the field in the second column [T] enables AutoCorrect to make the corrections while typing.

Other AutoCorrect functions

The **Tools > AutoCorrect > Replace** tab has a default list of items that will be automatically replaced provided that **Use replacement table** on the **Tools > AutoCorrect > Options** tab page is checked. You can add all of your most frequent typos to this list and have **AutoCorrect** replace them with the right text. Also use this feature to enter special characters or phrases that are keyboard intensive or complicated to do normally. For example, if you type (C) it is immediately turned into the copyright symbol.

Note: The fonts supplied with NeoOffice include the Euro symbol. If working 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**.

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 the eu is entered followed by a space or at the end of a sentence, a Euro symbol will be inserted.

On the **Exceptions** tab, enter any exceptions for the two types of automatic correction:

- Assume the **Replace** option is enabled to automatically start each sentence with a capital (uppercase) letter. If “e.g.” is entered and is followed by a lowercase “d”, then the “d” would be capitalized. So, to compensate for this behavior, enter “e.g.” into the **Exception** list to prevent this type of correction.
- Again, if the **Replace** option is enabled to automatically convert the second of two capital letters at the beginning of a word to a lowercase letter, enter any exceptions that are correctly written with two capital letters, such as *UK*, *PC* and *CD*.

These exceptions can also be automatically included by selecting the **Autoinclude** checkboxes on the **Exceptions** tab. When this feature is enabled and you then use an idiom in the text that is automatically corrected but which should not be corrected, immediately press *Cmd-Z* [**⌘-Z**] or use the **Undo** icon . Doing this not only undoes the automatic “correction”, but also sees to it that this particular “correction” will not be made automatically again in the session.

AutoCorrect can also be used to replace one word or abbreviation with something more appropriate. For example, you can replace “*ASAP*” with the text “*as soon as possible*”. However, the NeoOffice **AutoText** function is a better choice for doing this.

Activating the Writing Tools for Your Preferred Language

NeoOffice 2.0 ships with the same set of writing tools that the standard build of OpenOffice.org supplies (see the list below). Other writing tools can be downloaded and activated as described later in this section. In some cases, NeoOffice 2.0 can also use the tools you installed in NeoOffice 1.x.

US English, UK English, Austrian German, Swiss German, and German all have the dictionary, thesaurus, and hyphenation pre-installed in NeoOffice 2.0. Dictionaries for Hungarian (also hyphenation), Italian (also hyphenation), Dutch (also hyphenation), Swahili, and Thai, thesauruses for Czech and Slovak, and hyphenation for Danish and Russian are also included.

In NeoOffice 2.0 Alpha, the download and activation of writing tools uses the standard cross-platform OpenOffice.org Dictionary Wizard method. Choose **Install new dictionaries...** from the **Wizards** submenu of the **File** menu, then follow the steps in the wizard.

Because the writing tools authors and their communities are always updating these tools, you should run the Dictionary Wizard even if your language's writing tools were pre-installed (or if you upgraded from NeoOffice 1.x).

Users of non-US or non-UK English

The new language tools system in NeoOffice 2.0 no longer maps other English variants to the US or UK English tools; you must install the dictionary, etc., for your language to have working writing tools. If you upgraded from NeoOffice 1.x, your list of installed writing tools was preserved and may now be incorrect and cause problems. You can safely delete `~/Library/Preferences/NeoOffice-2.x/user/wordbook/dictionary.lst` to fix potential problems.

Note: This advice may possibly apply to other languages with regional variants

Installing Third-Party Dictionaries

Due to licensing problems and other issues, there may be dictionaries for some languages that are not available via the dictionary wizard. If you find a dictionary for your language in either Hunspell (preferred) or MySpell format, it is possible to use this dictionary with NeoOffice.

To install the downloaded dictionary (in .zip format),

1. Quit NeoOffice if it is running
2. Copy the zip file into NeoOffice's share/dict/ooo folder

Known Sources of Third-Party Dictionaries

Check these out at http://neowiki.neooffice.org/index.php/Activating_Dictionaries

Selecting the Dictionary to be Used in a Document or Section

- From NeoWiki

If you have multiple languages and dictionaries enabled, you can control which dictionary is used in a document (or section thereof) by setting the appropriate preferences.

To set the language of an entire document, select **Preferences...** from the NeoOffice menu, then click the "plus in a box" next to **Language Settings** to expand that section. Next select the **Languages** item and set the "Default languages for documents" as desired (either for all new documents, or for the current document only with the appropriate checkbox).

To set the the language of a particular section of text, select the text and choose **Character...** from the **Format** menu; set the appropriate language via the appropriate **Language** box in the **Font** tab.

Be sure to set the language of the document and/or each section of text appropriately or spell-check will not work.

Another approach is to click on the NeoOffice menu, and choose **Preferences**. In the resulting dialog box, click on the triangle next to "**Language settings**" and then select "**Writing Aids**." In the bottom box labeled "**Options**," scroll down to the option "**Check in all languages**" and click to put a checkmark in the box. NeoOffice will now use all the dictionaries you have installed when spell-checking, regardless of the language "setting" of a given document or section.. The advantage of this approach is that you don't have to set the language of the document and/or sections. The disadvantage is that NeoOffice will not identify words that are misspelled in one language but correctly spelled in another. For example: If I have installed English and French dictionaries, and I type the sentence: "I went to the parc," NeoOffice will not identify "parc" as misspelled, because that is the correct French spelling.

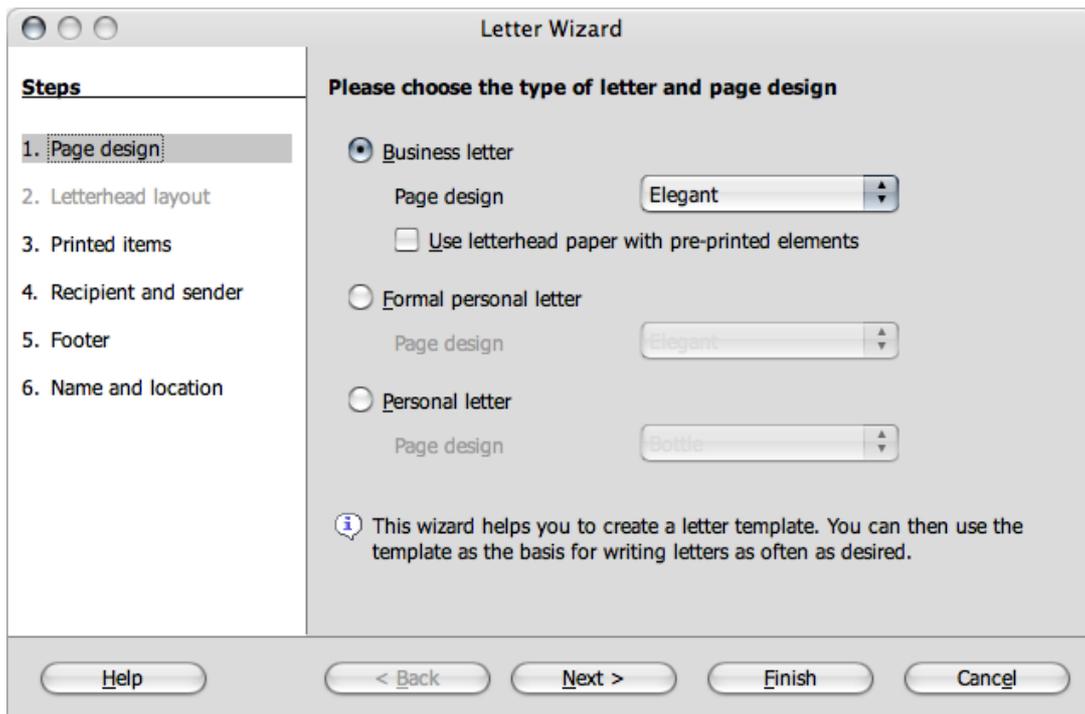
- End of section from the NeoWiki.neooffice.org

Creating a Letter Template With the Wizard

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

Note: To produce a standard letter, have a look at the supplied templates. Simply press the shortcut keys `Cmd-shift-N` [⌘-shift-N] or choose **File > New > Templates and Documents**.

Start the Wizard with the **File > Wizards > Letter** menu command.



Treat this section as a tutorial on the NeoOffice template Wizard. Although the Wizard does produce a document that can immediately be filled in, printed, and sent, using the Wizard is really meant to help create customized templates. You can use customized templates for such things as business letters, faxes and other types of documents for which there is a Wizard. This ensures that correspondence has a consistent format.

While you may do so if you wish, there is no need to go through all the steps of the Wizard each time you want to write a letter. However, in order to get the most from the following, it is recommended that you accept all the defaults provided without changing them, and then print the result. Click Next on each dialog page, so that you see every page during the learning process. Examine each of the Wizard pages while going through the process of creating a letter template. Enter data or modify options on each page as necessary. Each page allows modifications according to your preferences including sender and recipient addresses, both of which can also be entered manually. (For example, sender information is automatically taken from the personal details that each user enters at the time of installation. These details may be changed at any time by selecting **Tools > Options > NeoOffice > User Data** and entering new information or editing existing details.) Predefined elements will appear but users always have the final say on what to include in their letter.

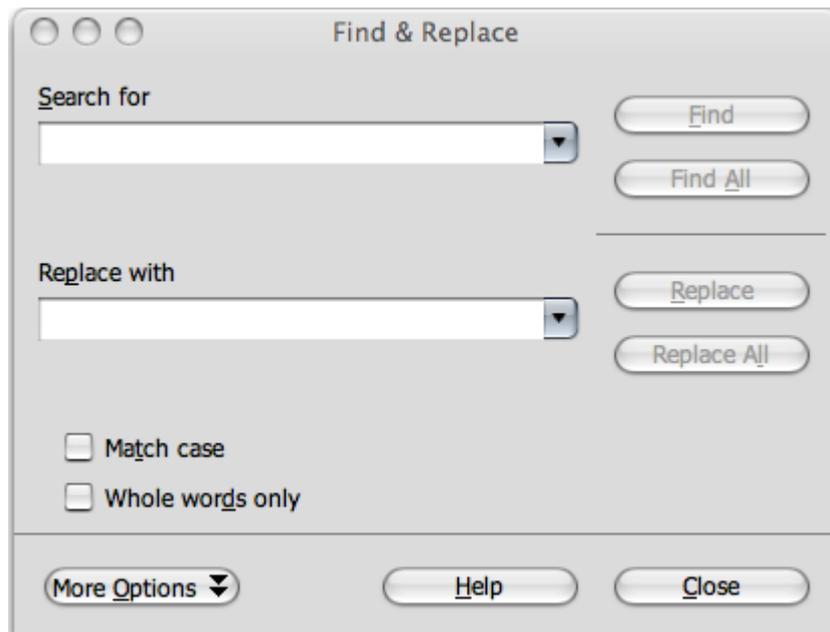
Thanks to the Wizard, you don't have to start from scratch but can use pre-existing texts when creating custom templates, whether for business letters, faxes, memos, or other documents.

Find & Replace

When working with a computer it is often useful to be able to locate certain pieces of text quickly. The **Find** function in NeoOffice Writer, Calc, Impress and Draw is the tool to use for this purpose. **Find** can also locate variations in the given search term or limit the search to certain places in the document, such as the beginning of a word or the end of a paragraph.

Text strings found in the text can be replaced by other strings with or without confirmation, although sometimes manual editing is still necessary where, for example, there are deviations in gender found in other languages.

Note: in OS X, you may prefer to use Spotlight, which works with NeoOffice.



Finding a Word in Text

Let's say the word “Holland” appears somewhere in a long text and you wish to locate it. Activate the **Find** function with *Cmd-F*. Enter the string you want to find in the **Search for** field and press *Return*. NeoOffice starts searching from the current cursor position toward the end of the document. Upon reaching the end of the document, the program opens a new dialog asking whether or not to continue the search at the beginning of the document. Tap the *Return* key to confirm, or click *OK*. If the text string is found, it is highlighted.

The **Find & Replace** dialog can remain open without interfering with text entry, and it can be moved to any place on the screen. However, when it is closed, it remembers the previously entered strings so they do not need to be re-entered for the next search, but can be selected from the list box, a drop-down menu indicated by the “down” button on the **Search** box.

One very useful feature is the multi-selection facility **Find All**. For instance, using **Find All**, you could set every occurrence of the word “document” in the text to boldface. Enter the search term in the **Search for** field and then click **Find All**. All occurrences are now selected. Place the cursor in the **Replace** field, and click the **Bold** icon  in the **Standard** toolbar to boldface all occurrences of the search term.

The dialog graphic above illustrates that there are several ways of expanding or restricting searches by combining selections from the **Options** group box and the buttons. Examples for each option are described below.

Searching for Whole Words Only

Select the **Whole words only** option 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 **Whole words only** checkbox is selected. If searching using regular expressions or for Styles, do not select this option.

Match Case

When this checkbox is selected, the search is case-sensitive to uppercase and lowercase letters. So if searching for “in,” it will be found, but not the word “In.” Combine a **Match case** search with the **Whole words only** option as needed. For instance, if both boxes are checked, and you enter a search for “OK”, then the search will not find “ok” or “book” or “Oklahoma”.

Searching for Text With Wildcards

1. Start Find by selecting **Edit > Find & Replace** dialog or use *Cmd-F* [⌘-F] or use the **Find & Replace** icon 

2. Check the **More Options > Regular expressions** box.

3. Enter the search term with the desired wildcards and click **Find**.

Regular expressions are entered using text combined with keyboard characters and symbols that have special meaning in this context:

- The wildcard for any number of a given character is the character itself followed by an asterisk (*). Note that this is different to the way '*' is used in file names.
Example: Enter “*Hawai**” in the Search for field. This means that any number of “*i*’s”, including none at all, may follow “*Hawa*”. Thus the words “*Hawa*”, “*Hawai*” and “*Hawaii*” will be found.
- The wildcard for a single character is the period or dot (.). This is equivalent to the wildcard '?' in file names.
- Combining the above two rules, the wildcard for several unspecified 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).
- Regular expressions may only be searched within paragraphs.

There are many other wildcards that can be used that are listed in Help > NeoOffice **Help** with a search term of “Regular expression”. This complete *List of Regular Expressions* is included in this document.

If you need more information about Regular Expressions, please see http://www.opengroup.org/onlinepubs/009695399/basedefs/xbd_chap09.html.

Searching Backward

When locating a frequently-appearing word in a long text, you might click **Find** once too often by mistake. Check the **Backward** box and click again on **Find** to return to the location of the previously found item.

Current Selection Only

Check the **Current selection only box** option in the **Find & Replace > More Options** menu to limit the search rather than causing the entire document to be searched. The search will be restricted to the lines that are highlighted in the document. Note that, if text is selected before activating the **Find** command, the search will automatically take place only within that selected range.

Searching for Styles

Quickly reformat all or part of a text using this feature. For example, text formatted with the Style “Heading 2” can be replaced with the Style “Heading 3.” Check the **Search for Styles** option in the **Find & Replace > More Options** menu. 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 styles found in the text will be displayed in sequence. You can decide each time whether or not to do the single replacement, replace all matching styles found in the text, or to cancel the process.

Searching for Text Attributes

In the **Find & Replace > More Options** menu, select **Attributes** to open a dialog from which you can select those text attributes to be employed to search within a document. NeoOffice then finds all attributes that differ from the format of the Paragraph Style. For example, in this dialog, if the **Font Weight** checkbox is selected, the program can find all words that have a heavier font than normal. These could be words that have the **Bold** attribute applied, either through direct or indirect formatting, or that have been highlighted with a font previously defined as a bold font, such as ones containing the words “*Bold*” or “*Black*” in their name. By default, **Find** searches only for direct attributes. However, after searching for the attributes, you may enable the **Including Styles** checkbox in the groups section of the **Find & Replace** dialog where **Search for Styles** was previously. Then, the search extends from the direct attributes we selected previously to include indirect attributes, such as those set with styles.

Searching for Special Formats

By clicking the **Format** button, you open a dialog from which you can select the specific formats in the search. For example, if you have manually centered a few lines in the text, find them using the options of **Format** in the **Find & Replace** dialog. Now let's say that the found attribute must be replaced with another: to do this take the following steps:

1. Position the cursor in the **Replace with** field.
2. Click the **Format** button.
3. Choose the replacement attribute.

The chosen attributes are listed under the **Search for** and **Replace with** fields. If no replacement is indicated for the attribute found in the text, the default settings are automatically applied.

Similarity Search

This function seeks not only for the search term, but also for similarly-typed words. As needed, fine-tune the degree of similarity by clicking the button immediately to the right of the “**Similarity search**” checkbox.

List of Regular Expressions

This list is also in **Help** but is included here as a convenience.

Character	Result/Use
.	Represents any single character. The search term "sh.rt" finds both "shirt" and "short".
*	Finds zero or more of the character immediately in front of the "*". For example, "Ab*c" finds "Ac", "Abc", "Abbc", "Abbbc", and so on.
+	The character before this symbol must appear at least once: "AX+4" finds "AX4", "AXX4", but not "A4".
?	Finds zero or one of the characters in front of the "?". For example, "Texts?" finds the words "Texts" and "Text".
\	Only finds the character (no digits) that is specified. Used to turn off any special interpretation of the character by NeoOffice. For example, if one searches for “*+” , ”**” , “***” and “****” will be found. That is, the regular expression interpretation of '*' is turned off only for that one instance.
^	Using ^Peter will find this search term only if it appears at the beginning of a paragraph. Special characters (for example, blank spaces and character-anchored frames) at the beginning of a paragraph are ignored.
\$	This symbol represents the 'paragraph break' for use in a regular expression. For example, using \$ will only find the search term if it appears at the end of a paragraph. So, if one searches for, say, Peter at the end of a paragraph, enters <i>Peter\$</i> in the Search for box. Special characters (for example, blank spaces and character-anchored frames) at the end of a paragraph are ignored.
^\$	Finds empty paragraphs.
^.	Finds the first character of a paragraph.
\n	When searching for represents 'line break' that was inserted with the Shift+Enter key combination but when replacing with represents 'paragraph break'.
\t	Finds a tab space. Users can also use this expression in the Replace with box.
\>	Only finds the search term if it appears at the end of a word. For example, "book\>" finds "checkbook", but not "bookmark".
\<	Only finds the search term if it appears at the beginning of a word. For example, "\<book" finds "bookmark", but not "checkbook".
&	Use this character in the Replace with box to add the characters that matched the search criteria when a replacement is made. For example, if one enters "window" in the Search for box and "&frame" in the Replace with box, the word “window” is replaced with "window frame". Users can also enter a “&” in the Replace with box to modify the Attributes or a different Format of the search criteria entered in the Search for box.
[abc123]	Finds the characters that are between the brackets.
[a-e]	Finds the characters that are between a and e.
[a-eh-x]	Finds the characters that are between a-e and h-x.
[^a-s]	Finds all characters except for a-s
\xXXXX	Finds a special character based on its four-digit hexadecimal code (XXXX).

Character	Result/Use
	The code for the special character depends on the font used. Users can view the codes by choosing Insert - Special Character .
	Finds the search terms that occur before and after the " ". For example, "this that" finds both "this" and "that" in the search.
{2}	Defines the number of times that the character in front of the opening bracket occurs. For example, "tre{2}" finds "tree".
{1,2}	Defines the number of times that the character in front of the opening bracket can occur. For example, "tre{1,2}" finds both "tree" and "treated".
()	Defines the characters inside the brackets as a reference. One can then refer to the first reference in the current expression with "\1", to the second reference with "\2", and so on. For example, if the text contains the number 13487889 and one searches using the regular expression (8)7\1\1, "8788" is found.
[:digit:]?	Finds a single digit number. To find a number with more than one digit, use [:digit:]*.
[:space:]?	Finds white space such as spaces and tabs.
[:print:]?	Finds printable characters.
[:cntrl:]?	Finds nonprinting characters.
[:alnum:]?	Finds alphanumeric characters (numbers and text characters).
[:alpha:]?	Finds alphabetic characters.
[:lower:]?	Finds lowercase characters if Match case is selected in the Options area.
[:upper:]?	Finds uppercase characters if Match case is selected in the Options area.

Note: The longest possible text within the paragraph is always found. If the paragraph contains the text "AX4 A4", the search term "A.*4" finds the first A to the last 4, i.e. "AX4 A4".

Note: The '()' and '\1..\9' reference RE combinations will be familiar to programmers who have used standard RE's, however the NeoOffice version is confined to the search term. The '\1..\9' cannot be used in the replace term as would normally be expected for standard REs. Use '&' to transfer the entire matching search term to the replace term

Using Clipart

(From the NeoWiki at <http://neowiki.neooffice.org>)

Like document templates, clipart plays a big part in many uses of an office suite like NeoOffice. Unlike document templates, which many people can make for themselves, most users of office suites aren't artists who can fire up their favorite drawing tool (like NeoDraw) and create clipart, so third-party collections of clipart are even more important.

Commercial software like MS Office or AppleWorks often license commercial clipart collections to include in the package, but commercial licensing and free/open source software don't interact well on this point. NeoOffice includes a small collection of graphics in its Gallery, but don't worry; the clipart picture is not as grim as it might seem.

Sources of clipart

First of all, if you have existing clipart collections, either a collection that came with another piece of software or that you purchased separately, in most cases you'll be able to use them with NeoOffice. Changing software doesn't render existing clipart obsolete!

If you don't have any clipart, don't worry; the open source community has clipart that is freely available, too!

Freely-available clipart

The NeoWiki maintains a list of freely-available Clipart. This points the way to literally hundreds of thousands of pieces of clipart: cartoons, pictures, drawings, prints, photographs and so on. Go to this address:

http://neowiki.neooffice.org/index.php/Using_Clipart

In some cases, there may be restrictions on the use of these images, so always check the "Read Me" first. In particular, there are often situations where you can freely use images provided that you don't use them for *commercial* purposes, when you may be asked for a fee by the copyright holder.

Sources of photographic imagery

There are numerous sites on the web where you can find free photos to populate your Gallery for NeoOffice. Always check to see what conditions there are regarding copyright, usage, and licensing: these vary from site to site. And don't use these images for commercial purposes without checking copyright conditions very carefully - this may require payment to the copyright holder.

There are, to the best of our knowledge, no completely copyright-free photography collections to compare with the clipart collection available for download as one package at www.openclipart.org, since almost all photography sites only allow shot-by-shot downloads.

Other Resources

You can also use resources you probably already have on your hard drive to make a new Theme:

- open source collections
- your iPhoto collection(s),
- any free, non-restricted program collections elsewhere on your hard drive.

Using clipart or photos within NeoOffice

The first step to using clipart in NeoOffice is to make sure your clipart is in one of the types of graphics file formats that NeoOffice can read. Check out on NeoWiki the list of vector and bitmap file formats NeoDraw can open; all of the formats in the left-hand (Open) column can be used as clipart. (If you need to use Computer Graphics Metafiles (.cgm), simply create a new NeoImpress document, open the CGM via Impress's Open... menu, then copy the content and paste it into your Writer, Draw, or Calc document. Similarly, you can copy graphics from existing documents and paste them into new documents—but please respect the copyright and licensing of those images or graphics.)

If you just use clipart occasionally, you can simply use the **Insert Graphics...** function (**Insert > Graphics > From File...** option) to select a piece of clipart and insert it into your document. There's one caveat here: unlike opening "text-like" documents, the OpenOffice.org graphics code in use here can't guess which type of file something is; the filename extensions of the files have to match exactly the ones in the list referenced above.

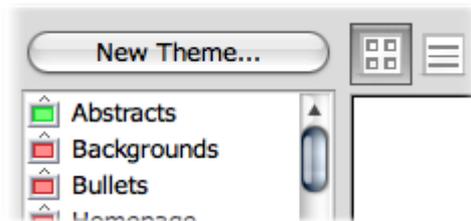
Listing your clipart or photos in the Gallery

The following instructions assume that you've downloaded part of the Open Clip Art Library mentioned in the links above, but the steps are the same for any clipart or photo collection, including those already on your Mac.

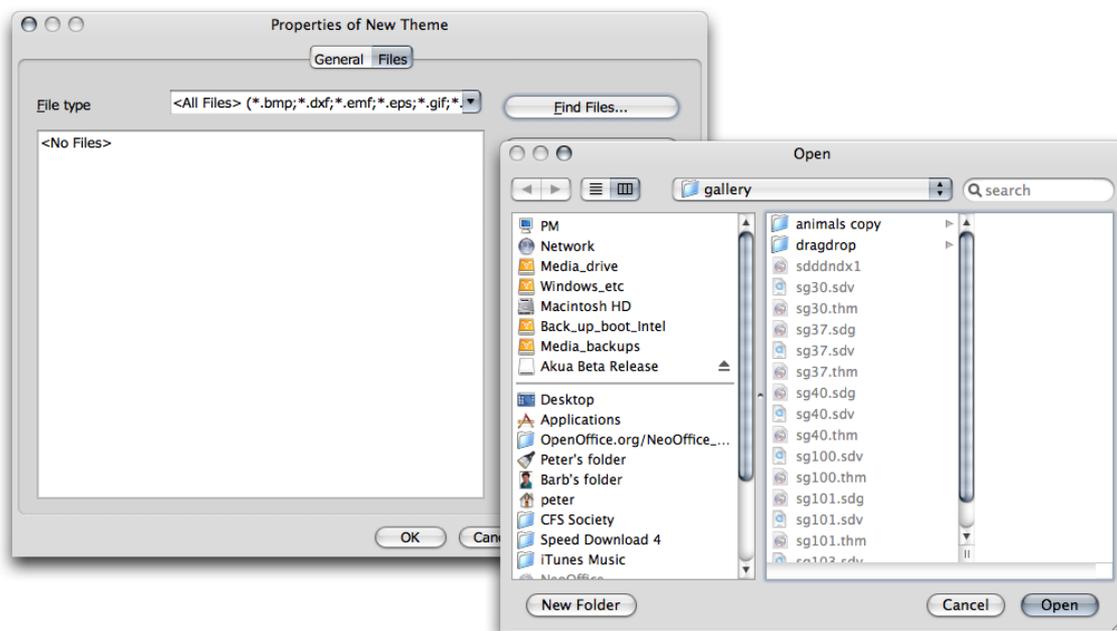
Download the clipart of your choice from one of the links noted above and decompress the archive. Please respect the terms of usage established by the respective sites.

1. If NeoOffice is the only software you want to use the clipart with, you might want to strip any file formats that are not useful from that folder now:
 - Open the folder in the Finder.
 - Select "List view" from the Finder's View menu or from the folder's toolbar.
 - Click the "Kind" heading so that the files appear sorted in order by their format (e.g., .jpg, .png, .svg file types) and delete the formats you do not need; again, consult the list of supported vector and bitmap file formats; the Gallery can also contain WAV, AIFF, and AU audio files for presentations).
 - Repeat the above steps for any subfolders within those folders, and don't forget to empty trash afterwards.
2. Organize your clipart in folders based on subjects (e.g., holidays, sports, borders). This will help you find items later and allow you to create separate groups ("Themes") for each subject in the NeoOffice Gallery; you may have to search through and rearrange your downloaded clipart before proceeding.
3. Move the clipart folder to a place of your choice, e.g. your user's ~/Documents folder (keeps the clipart easily available for use with applications other than NeoOffice) or to a location on the disk or network that's accessible to others (if you wish to make the clipart available to all users of your Mac or your network).
4. Launch NeoOffice.

5. Click the **Gallery** icon on the toolbar (top-right, looks like a picture frame) , or select **Tools** on the drop-down menu and then click on **Gallery** to select it.
7. Click the **New Theme** button directly above the list of existing collections (again, top left). If this area is hidden, it can be revealed by clicking and dragging on the knurled area just below the Gallery icon at the bottom of the toolbars.



8. In the resulting dialog, click the **General** tab and add a name for your Theme (e.g., Sports).
9. Click the **Files** tab to prepare to select the clipart files you want in this Theme.



10. Click the **Find Files** button to search for and select the clipart folder whose contents you want in this Theme. When the correct folder is highlighted, click the **Select** button.

** N.B. Selecting a folder which contains sub-folders will cause the contents of the folder and all sub-folders (recursively) to be added to the new Theme. If your clipart folder contains sub-folders for different subjects (e.g., holidays, sports, borders) intended to be in different Themes, be sure to choose the sub-folder (e.g., Sports) rather than the main clipart folder in this step.*

11. Click **Add All** to add all the files showing in your list to the new Theme, and then **OK** to close the dialog.

** Repeat steps 7-11 for each folder/Theme you wish to add. Other NeoOffice users on your Mac will have to follow these steps to add the clipart to their Gallery as well.*

12. If you want to change a Theme's name later on, just *Ctrl*-click or right-click the Theme from the list of Themes and you can rename it (you may want to give it a name which reminds you where it came from, e.g., "Animals_oqa_collection" or "Animals_aa42").

Using the Gallery to insert clipart into a document

To insert a piece of clipart into your document, just open the Gallery (if it's not already open), select your Theme from the list at the left, and select the piece of clipart you want to use. Then drag the graphic into your document (or *Ctrl*-click on it to set additional options when inserting). That's it; your existing clipart collections are now readily available from within NeoOffice!

- end of NeoWiki section

Printing or Exporting Documents

There are many print options for putting documents on paper, including printing to file. Other ways of distributing documents are to publish in HTML format, XHTML, TeX, bib, docbook or as PDF files. These should be familiar to most users as they have been a part of NeoOffice for some time.

Note: This section, concerning a feature of OpenOffice.org 2.0, is not relevant to NeoOffice 2.0. It may be relevant in part to later versions of NeoOffice.

What is new is that, as of OpenOffice.org 2.0.4, and NeoOffice 2.x, export to PDF has some added security features beyond digital signing. These are encryption and some digital rights management (DRM) features such as copy, printing options, changes options and accessibility. For more information on PDF export, see the [specification](#).

The following graphic shows these options.

Note: This section, concerning a feature of OpenOffice.org 2.0, is not relevant to NeoOffice 2.0 through 2.2. It may be relevant in part to later versions of NeoOffice.

With the new PDF Export security tab the user has the following possibilities:

- create a PDF document that can be opened only with the correct password, once password-opened the user can do whatever it likes with it (see [Only “open password”, no restriction](#));
- create a PDF document that can be opened only with the correct password, but with restricted permissions; for example the document cannot be printed, or any of the selections from 6 to 9 in (see [“open password”, restricted](#));

- create a PDF document that can be opened by anyone, but with restricted permissions; for example the document cannot be printed, or any of the selections.
- create a PDF document without restrictions, everything is allowed (see [PDF without restriction](#)).

Methods of Exporting PDF compared

- From NeoWiki. This section **is** relevant to NeoOffice.

Why do PDFs created by NeoOffice's **Export as PDF...** feature lower-quality than those created by Mac OS X's **Save as PDF...** (in the Print dialog box)?

Export Directly as PDF

The **Export Directly as PDF** toolbar button creates a PDF file using the quality and compression settings in the OpenOffice.org-provided PDF Options dialog, which is not displayed when using the toolbar button. If you have not changed these settings, the default is Screen optimized, which uses a resolution of 72 DPI.

In comparison, the native Mac OS X PDF export (using the **Print** dialog) has a default resolution of 300 DPI.

While the difference in file size may be trivial for many text documents, the difference in the size of the resulting PDF is huge when there are *images* in the source document. In general terms, the **Export Directly as PDF** button is used to quickly export PDF files that are small enough to be mailed, whereas the files created using the native **Print** dialog are designed to print at a consistently high quality.

Experience in "real-life" suggests that, with few exceptions, NeoOffice's "Print optimized" quality generally offers the best compromise between print quality and file size, often producing smaller file sizes than Mac OS X's native **Print** dialog while producing comparable print quality from most office printers. (In order to select this option, you must first follow the steps below.)

Both the built-in OpenOffice.org **Export as PDF...** function and the native Mac OS X **Save as PDF...** function offer ways of adjusting the size and quality of the final PDF.

Exporting as PDF

Export as PDF... menu item and **Export Directly as PDF** toolbar button

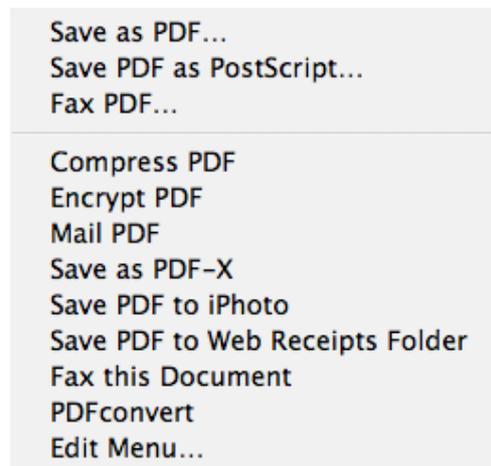


As noted above, the **Export Directly as PDF** toolbar button uses current settings in the **PDF Options** dialog when it creates a PDF (much as the **Print** toolbar button uses the current **Print Options** settings when printing and does not display that extra dialog during the printing process). The **PDF Options** dialog is accessed through the **Export as PDF...** item in the file menu. By selecting this item, you will be able to specify one of five compression (75, 150, 300, 600 or 1200 DPI) or quality settings, in either lossless or jpeg versions, as well as the print range, for your resulting PDF. (Counter-intuitively, the **PDF Options** dialog only appears after the **Export** dialog in which you provide the name and location for saving the resulting PDF.)

In the **PDF Options** dialog, you can select from Screen optimized (smallest file size), Print optimized, and Press optimized, with the latter giving both the highest quality PDF and the largest file size of the three settings. Any future use of the **Export Directly as PDF** toolbar button will use the settings you have selected after exporting the current PDF.

Saving as PDF

Save as PDF... button in the **Print** dialog



To access the file-size and compression options of the Mac OS X PDF generator, select **ColorSync** from the third drop-down box in the **Print** dialog. This will in turn present two other drop-down boxes; the bottom one, labeled **Quartz Filter** allows access to the desired features. There is a built-in **Reduce File Size** filter, but you can adjust the settings, or add a new filter, by selecting the **Add Filters...** option (this will launch ColorSync Utility after most of the printing process is complete, so launching ColorSync Utility from /Applications/Utilities first and setting up your filters is often a better idea.)

-end of NeoWiki.neooffice.org section.

Only “open password”, no restriction

To create a PDF document that can be opened by users having the correct password and to enable those users to do anything they want with the PDF, do as follows:

1. Select **Encrypt the PDF document**

2. Click **Set Open Password** to set and confirm the password; the password can be empty or up to 32 characters long;
3. Deselect **Restrict permission**

Note: An empty open password means that the PDF document can be opened by anyone.

“open password”, restricted

1. Select **Encrypt the PDF document**
2. Click **Set Open Password** to set and confirm the password; the password can be empty or up to 32 characters long.
3. Select **Restrict permission** to set and confirm the password. As above, the password can be empty or up to 32 characters long.
4. Select the permissions as desired, see [Permissions available](#). for a description of available permissions.

Permission restricted only

1. Deselect **Encrypt the PDF document**
2. Select **Restrict permission** to set and confirm the password. As above, the password can be empty or up to 32 characters long.
3. Select the permissions as desired, see [Permissions available](#). for a description of available permissions.

PDF without restriction (Default behavior)

1. Deselect **Encrypt the PDF document**
2. Deselect **Restrict permission**

Permissions available

Note: This section, concerning a feature of OpenOffice.org 2.0, is not relevant to NeoOffice 2.0 and later. It may be relevant in part to later versions of NeoOffice, beyond 2.2.

The following is a description of the available permissions. These will only effect the PDF document where the chosen viewer respects the settings.

Printing

Point (6) in . The user can choose if the document can be printed or not. The “Not permitted” selection will disable the printing.

Changes

Point (7) in . The changes allowed to the PDF document can be selected here, they are self descriptive.

The “Not permitted” selection will disable all the changes (but copy, see [Enable copy](#)).

Enable copy

Point (8) in . Enable copy (selection) of text and images to be used in other documents (through paste). It can be selected independently from the other permissions.

Enable accessibility

Point (9) in . Enable the use of accessibility tools with the PDF document. It can be selected independently from the other permissions.

Programming PDF Security in Macros

The following table lists the property values that can be used in programming. For more information on programming with macros, see Chapter 10.

Note: The following table, concerning a feature of OpenOffice.org 2.0, is not relevant to NeoOffice 2.0 to 2.2. It may be relevant in part to later versions of NeoOffice beyond 2.2.

Name	Type	Default value	Notes
EncryptFile	boolean	false	specifies that the PDF document should be encrypted while exporting it, meaningful only if the “DocumentOpenPassword” property is not empty. It corresponds to item (1) in .
DocumentOpenPassword	String	empty	the password that a user will need to read the exported PDF, should be in clear text. Must be used with the flag “EncryptFile” above. It corresponds to item (2) in .
RestrictPermissions	boolean	false	specify that PDF related permissions of this file must be restricted. It is meaningful only if the “PermissionPassword” property below is not empty. It corresponds to item (4) in .
PermissionPassword	String	Empty	the password that a user will need to change the permissions of the exported PDF, should be in clear text. Must be used with the flag “RestrictPermissions” above. It corresponds to item (5) in .
Printing	int	2	specifies what printing is allowed: <ul style="list-style-type: none"> • 0 meaning that the document cannot be printed • 1 meaning the document can be printed at low resolution only, • 2 meaning the document can be printed at maximum resolution. It corresponds to item (6) in .
Changes	int	4	specifies the changes allowed to the document. <ul style="list-style-type: none"> • 0 meaning the document cannot be changed • 1 meaning inserting, deleting and rotating pages is allowed • 2 meaning filling of form field is allowed, • 3 meaning filling of form field and commenting is allowed, • 4 meaning all the changes of the previous selections are permitted, with the only exclusion of page extraction. It corresponds to item (7) in .
EnableCopyingOfContent	boolean	true	specifies that the pages and the document content can be extracted to be used in other documents (copy from the PDF document, paste elsewhere). It corresponds to item (8) in .

Name	Type	Default value	Notes
EnableTextAccessForAccessibilityTools	boolean	true	specifies that the document content can be extracted to be used in accessibility applications. It corresponds to item (9) in .

Chapter 3: Writer



***NeoOffice User Guide, based on
OpenOffice.org User Guide
for Version 2.x***



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<http://www.openoffice.org/licenses/PDL.rtf>.

The Original Documentation is "OpenOffice.org User Guide for Version 2.x".

Contributor(s): G. Roderick Singleton.

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[*Note: a copy of the PDL is included in this template, at the back of NeoOffice User Guide for 2.x, and is also available at: <http://www.openoffice.org/licenses/PDL.rtf>.]*

Feedback

Please direct any comments or suggestions about the original OpenOffice.org document to: grsingleton@openoffice.org.

Note: Gerry Singleton passed away on 12 May 2007. Please direct communication to dev@documentation.openoffice.org now.

Acknowledgements

As printed in OpenOffice.org 2.0 User Guide: I wish to recognize the Technical Writers of Sun Microsystems for the fine model they have provided for organizing this document. I also wish to thank Erwin Tenhumberg for his blog, Mary Ellen Dawley for indexing and Ross Johnson for his editing/corrections.

Notes Concerning NeoOffice Edition

Editing by Peter Mitchell and Jacqueline Gouguenheim-Desloy

Most screenshots in the NeoOffice Edition contain icons from the Akua Iconset developed for NeoOffice 2.x Copyright © 2006-2007 Armando Nava, Daniel Pimley & Oscar Van Vliet

To contact Peter Mitchell about the NeoOffice Edition, email NeoOfficeUser@pbm-au.net

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With thanks to Patrick Luby and Ed Peterlin, to all the helpful and encouraging people on Trinity forum (for users of NeoOffice), and to James Birch. In Memoriam Gerry Singleton, without whose enormous efforts this publication would not have been possible.

Chapter 3: Managing Text Documents With Writer

In this chapter, you will learn about the NeoOffice word processing module, called Writer. Starting with the basics, we will introduce the more sophisticated functions and lastly provide an explanation of some of the templates and sample documents that are part of the distribution.

Remember to examine other chapters in the *Guide* for other important information on working in Writer:

- Usage of menus, windows, floating toolbars et cetera is described in Chapter 1.
- A separate chapter, *Advanced Techniques*, provides information about customizing the user interface of NeoOffice, working with data sources, e.g. form letters, and about the revision marking function.

The NeoOffice Writer Functions

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

Writing

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 are used often can be saved as templates: for example, an invoice form. **Spellcheck** and thesaurus functions are at your disposal. If desired, you may have the **AutoCorrect** and hyphenation functions active while typing.

There is no restriction to the length of a text document in NeoOffice. For instance, this book was prepared wholly as an OpenOffice.org/ NeoOffice document. Use the **Navigator** to move around easily and quickly within the document. NeoOffice Writer comes with a variety of templates for almost every purpose. And you can create your own templates using the Wizard.

Designing and Structuring

NeoOffice offers a wide variety of options to design documents. Use the **Styles and Formatting** window to create, assign and modify styles for paragraphs, individual characters, frames and pages. In addition, the **Navigator** can help create structured texts and also allows modification of the structure: for instance, by shifting paragraphs from one position to another.

Additionally, various indexes and tables can be created in text documents. You can define the structure and appearance of the indexes and tables according to your individual needs. Live hyperlinks and bookmarks allow jumping directly to the corresponding items in the text.

Desktop Publishing with NeoOffice Writer

NeoOffice Writer contains numerous functions to assist 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 the tools to lend documents a professional look.

Calculations

Text documents in NeoOffice have an integrated calculation function that helps you to execute sophisticated calculations or logical links. Tables in a text document can easily be created in order to perform calculations.

Creating Drawings

Draw, NeoOffice's vector drawing tool, lets you create drawings, graphics, legends, et cetera, directly in text documents.

Inserting Graphics

Pictures with different formats can be inserted 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, and clipart collections may be imported into NeoOffice.

Customizable Program Interface

The design of NeoOffice's program interface is such that each user can configure it according to individual preferences. The various windows (**Styles and Formatting** window, **Navigator**, et cetera) 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 NeoOffice. For instance, you can drag graphics directly from the Gallery into an active document.

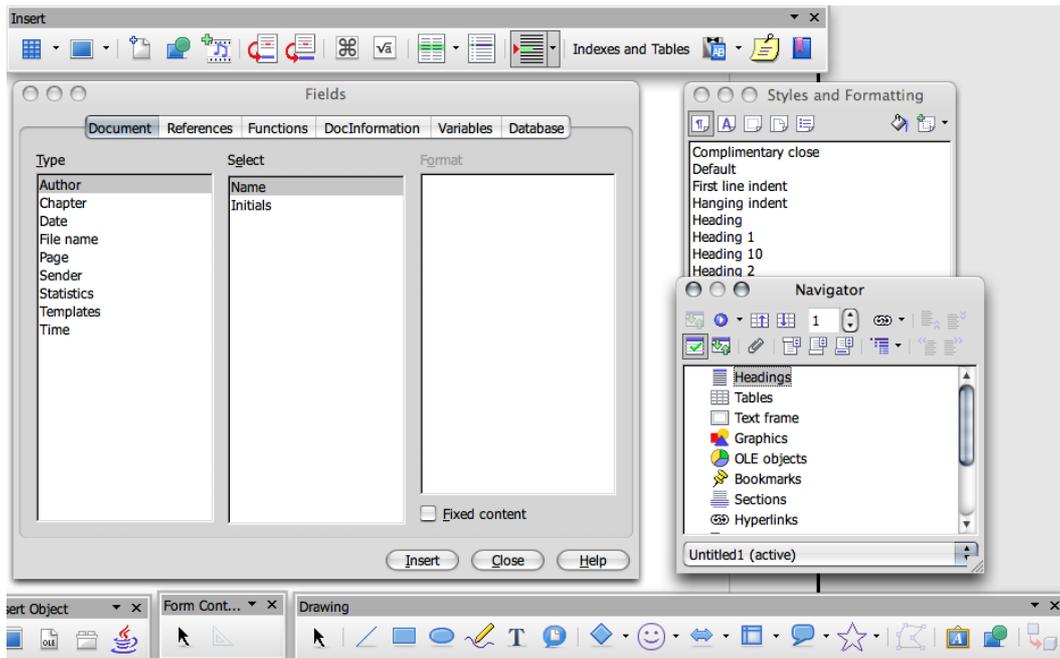
Extensive Help Functions

The program provides an extensive **Help** function which serves as a reference guide to the program elements in NeoOffice and also includes a variety of instructions for simple and complex tasks.

The NeoOffice Writer Window

Windows of NeoOffice Writer

The graphic below shows the various windows and toolbars available for use in managing documents and where their associated icons are located. For clarity, the windows, listed counter-clockwise from the top, are **Insert** floating toolbar, **Insert Fields** “submenu, **Insert Object** floating toolbar, **Form Controls** floating toolbar, **Drawing** floating toolbar, **Navigator** Window and **Styles and Formatting** window Window.



Entering and Formatting Text

There is no prescribed sequence in which to work. You can enter text and, let's say, underline it or italicize it while typing - or choose to do this later. You can also decide whether or not to split a section of text into two columns immediately, or to delay the action. You will never have to delete and retype text simply because formatting needs changing.

Basically, to edit text, first select it and then choose the relevant command, such as the command 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.

When special characters (such as the copyright symbol or accented characters that are not available on the keyboard are to be entered) select **Insert > Special Character** and choose what is needed from the table.

3. Press *Return* to begin a new paragraph.

Line breaks

You never need to worry about line breaks as the software inserts these automatically. Only press *Return* to start a new paragraph.

Automatic correction

NeoOffice Writer includes a configurable auto-correction tool that can make various corrections while typing: for example, automatically capitalizing the start of every sentence.

Word completion

The automatic word completion function helps when entering text. For example, let's say there's an often-used long word. In this case, once you have typed three letters or more, Writer suggests a word it recognizes as matching what has been typed so far. If the suggestion is what is wanted, press *Return* (or define another key) to accept it. To reject it, simply keep typing.

Word Completion for Text Documents

NeoOffice collects words that you frequently use in the current session. When you later type the first three letters of a collected word, NeoOffice automatically completes the word. If you want, you can also save the current list of collected words so that it can be used in the next session.

If there is more than one word in the AutoCorrect memory that matches the three letters that you type, press **Cmd-Option-Tab** to cycle through the available words.

Note: in OS X, it appears that there is no keystroke combination to cycle in the opposite direction, unlike Windows/Linux.

Switching off the Word Completion Function

1. Choose **Tools > AutoCorrect > Word Completion** .
2. Clear **Enable word completion** .

Inserting Text

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

Entering Text Anywhere on a Page

Writer enables you to enter text at any position within the typed area in the text document. This is the direct cursor function, a feature turned on/off via **Tools - Options - NeoOffice Writer - Formatting Aids**.

1.  Click the **Direct Cursor on/off** icon on the Tools 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 how the text that is entered will be aligned.



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

Selecting and Deleting Text

Some basic steps to start.

Deleting characters

- To delete one character to the left of the cursor, press *Delete* (above the *Return* key).
- To delete one character to the right of the cursor, press the *Delete Forward* key (below the *F14* and *help* keys, and labelled with the word “delete” and a forward arrow).

Deleting text

Selecting text to delete with the mouse

1. Click to set the cursor on the first character to be deleted.

2. Keeping the mouse button depressed, drag the pointer to the last character to be deleted. The characters will be highlighted.
3. Release the mouse button.
4. Press the *Delete* key to delete the selected text.

Selecting text to delete with the keyboard

1. Click to show the location of the cursor on the page, then 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 is highlighted.
5. Press the *Delete* key to delete the selected text.

*Note: To put the selected text into the clipboard for use later or to put elsewhere in the document, press **Cmd-X** (⌘-X) rather than *Delete*. This “cuts” out the text and places it on the clipboard. To paste it back in, wherever and as often as desired, press **Cmd-V** (⌘-V) when the cursor is set to the correct location.*

Deleting non-adjacent pieces of text.

1. Press *Cmd* (⌘) and keep it pressed.
2. Click to set the cursor at the first character of the first piece of text to be deleted.
3. Press and hold the mouse button and drag the pointer to the last character of the text to be deleted.
4. Release the mouse button and the *Cmd* (⌘) 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.

Status bar uses

Setting the Viewing Zoom Factor



Note: the area that is double-clicked (or right-clicked) to change the Zoom factor

By double-clicking or right-clicking in the area shown above, you can select the display Zoom factor for the document. The “Optimal” setting is particularly useful when the **Styles and Formatting** window or **Navigator** are docked and opened at various times during a session, in that the full width page of text is always displayed.

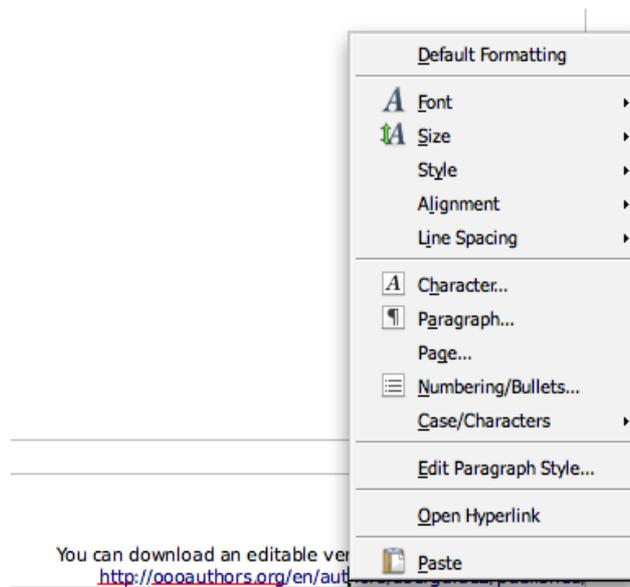
Editing or Activating Hyperlinks



Clicking in this field (arrowed) on the status bar switches the text hyperlinks in the document from active (*HYP*) to edit (*SEL*).

<i>Display</i>	<i>Effect</i>
<i>HYP</i>	Click a Hyperlink to load the corresponding URL.
<i>SEL</i>	Click a Hyperlink text and edit it, as with normal text.

To edit the URL instead of the Hyperlink text, the status bar must have *HYP* displayed in this field. Highlight the Hyperlink, then right-click or *Ctrl*-click to bring up this context menu:



If the Hyperlink is inserted as a button rather than as text (see **Link** button), the Hyperlink can only be edited if you change the properties of the control field: select the button, open its context menu and choose the **Control** command and then edit the text on the button and the URL from the **Properties** dialog of the button.

Clicking a hyperlink in a document loads a browser and opens the link dialog.

Applying Various Fonts

Modify the Paragraph Style to permanently change the font size and style for all paragraphs with that particular paragraph format. First, position the cursor in the text that is to be modified and *Ctrl*-click or right click to bring up a context menu similar to that above. Select the command **Edit Paragraph Style** in the context menu.

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

Note: If you want to emphasize a particular passage in a letter, simply 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 the document template.

Note: When creating a template, remember not to type a text for an actual 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.

Keyboard Navigating and Selection in Writer

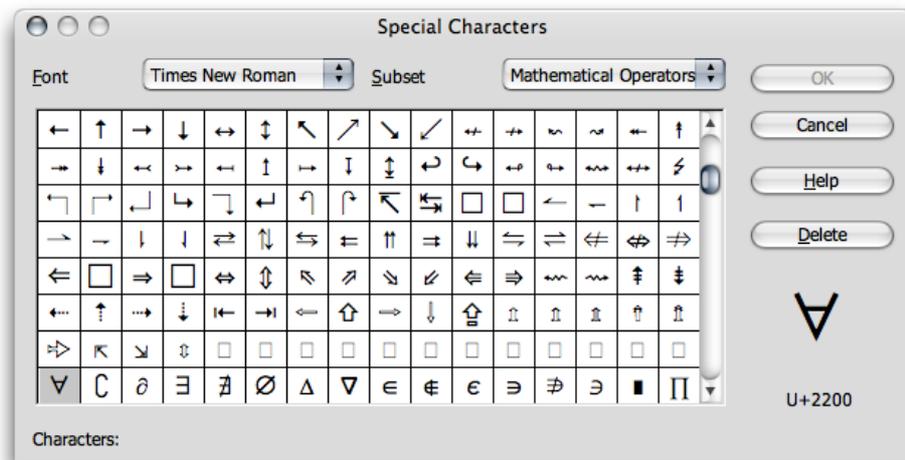
Navigating and selection using the keyboard is done using the arrow keys. You can also use *home*, *end*, *page up* and *page down*. Certain keys have different functions depending on whether they are simply pressed, or are used in combination with the *Cmd* key. The following table provides an overview of the keys used for navigation.

Key	Function	With Cmd 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
Page Up	Scroll one page up the screen	Switch to the header and back
PageDown	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 text:

- Select **Insert > Special Characters** to view the selection of characters available.
- In the large selection field select the desired character (or more than one) by clicking with the mouse or by navigating by keyboard in succession. The characters are displayed at the bottom of the dialog box, and/or below the “Delete” button, as here (below). Upon closing the dialog with *OK*, all displayed characters in the selected font are inserted in the current document at the cursor.

dialogdialog

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 *Option* key while typing the space between the words. This is important, for example, between a title and the person's name e.g. Sir Humphrey Appleby, where you do not wish the words “Sir” and “Humphrey” to be separated.

Non-breaking hyphen

An example of a non-breaking hyphen would be in a company name such as A-Z. Obviously having *A-* appear at the end of a line and *Z* at the beginning of the next line is not usually desired. To solve this problem, press *Shift-Cmd-minus* sign. In other words, hold down the *Shift* and *Cmd* keys and press the *minus* key on the numerical keyboard.

Hyphen, em-dash and en-dash

To enter longer dashes, add the character sequences and replacement under **Tools > AutoCorrect > Replace, as below.**

*Note: There is a **Replace dashes** under the **Options** tab but be aware that this selection is for creating paragraph borders. When a sequence of three hyphens or three equals signs are entered, these are replaced by a single line border and a double line border respectively.*

Here is a method to use:

1. Open a text document and place the cursor in a convenient location.
2. Use the **Special Character** dialog to find the long (em) dash to use and insert it in the document.
3. Copy the character.
4. Open **Tools > AutoCorrect > Replace.**

5. Paste the dash character into the *With* field
6. Enter the desired character sequence into the *Replace* field. For example, two hyphens (--) to trigger the replacement.

Now you have defined a shortcut that automatically replaces your defined input sequence with the optional dash selected. This dash can also be in another font.

Manual Hyphenation

Although NeoOffice offers automatic hyphenation by entering a separator inside a word, users can override this feature by entering *Cmd-minus*. Thus the word can be hyphenated at the end of the line regardless of the state of automatic hyphenation for this paragraph.

Emphasizing Text

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

- Use the icons in the **Formatting** toolbar for regular formatting needs. For example, use the icons to change the text to bold or to another font style, to change the text color and background, or centre the text.
- Whole paragraphs can be emphasized using borders. Place the cursor in the paragraph that is to be emphasized, right-click or *Ctrl*-click to its context menu and select **Paragraph**, then click on, for example, the **Borders** tab. At this point, a border may be selected to frame the paragraph, and also with shadow shading, if desired. If necessary the distance between the border and the paragraph text can be adjusted under **Spacing to contents**.
- Using a **Text Frame**, provides the following possibilities:
 - a) Text can receive a border
 - b) Text can be placed outside of the text margin on the side of the page.
 - c) Text frames can be linked when text should flow from one frame to another.
- Choose **Format > Paragraph > Background** to apply a background color to the paragraph.
- Use the **Draw Text** function: Open the **Draw function** toolbar (on the **Standard** toolbar), select the **Text** icon , drag open a frame and enter the text. This text can be positioned as desired, which includes rotating at various angles, or curving and slanting the text with the help of **Format > Object > FontWork**.

Changing the Color of Text



Click the little black triangle (down arrow) of the **Font color** icon in Writer and other modules to obtain a floating toolbar with a range of colors from which to choose. Alternatively, long-click the icon itself to drop down the color selection.

Note the currently selected font color is shown in the bar at the bottom of the icon: in the picture above it is dark red.

Note: The following OpenOffice.org function does not appear to work in quite this way in NeoOffice 2.x: when using a short-click in OpenOffice.org with no text selected, the mouse pointer changes its appearance to a tilted paint can pouring paint. Drag the hot spot of the mouse pointer across the target text area. This text area now takes on the selected color. The function remains active for as long as the icon is active (looks depressed), or until simply clicking without dragging, or until the (Esc) key is pressed.

Rotating Text

Text can be rotated by entering it into a text frame as follows:



Open the **Show Draw Functions** floating toolbar on the **Standard** toolbar.



On the **Draw Functions** toolbar, click on the **Text** icon. The mouse pointer changes to a '+' which indicates that a text frame may be defined and opened.

Open up a text frame, release the mouse button and type in any text.



Click on the edge of the text frame. Now see the **Drawing Object Properties** toolbar, which contains the **Object Rotation Mode** icon, appears. Click on that icon.

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



dialog

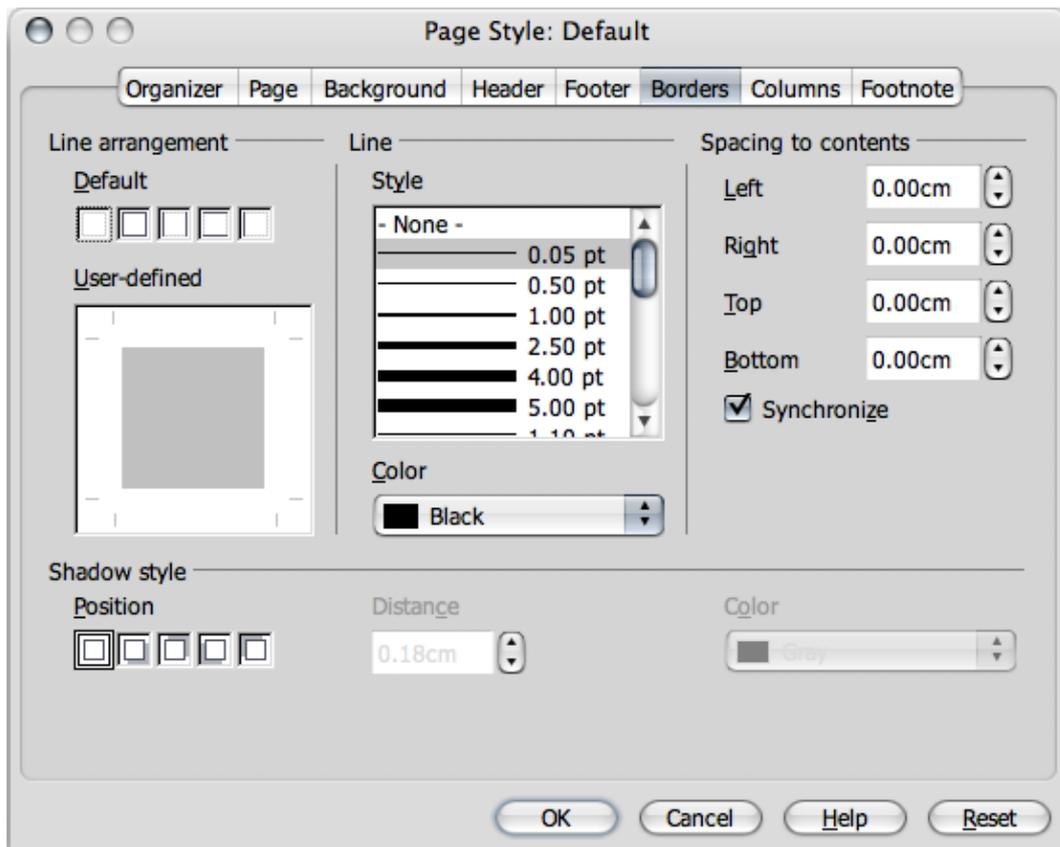
Defining Borders

Borders of pages, paragraphs, tables and other objects can be defined in two places:

- Choose **Format > (object name) > Borders** where *<object name>* is either page or paragraph.
- In tables, use the **Borders** floating toolbar on the object bar.

Choose Format from the menu bar, Borders tab page

To set a border, select **Format > Page > Borders** or **Format > Paragraph > Borders** which opens the following dialog:



On the left of the dialog panel is the Line arrangement group. Below that is an intuitive aid to formatting, the User-defined box. Notice that the four outer edges of the User-defined area are marked with small gray angles. To edit an outer margin, click in the appropriate position between the small angles. Above this area are four predefined Default borders which may also be used. The User-defined box gives you a graphical representation of what will happen on your page. You can set up your borders here very quickly.

In both cases, the selected border elements will be indicated by black triangles. Now choose a line style or a color. It will be applied to the selected part of the border.

***Note:** If an empty line is selected in the preview, 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 User-defined** dialog switches 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 *OK* is clicked, the object remains unchanged.

The element is not displayed

Clicking *OK* deletes the element.

Use the Borders floating toolbar with Tables

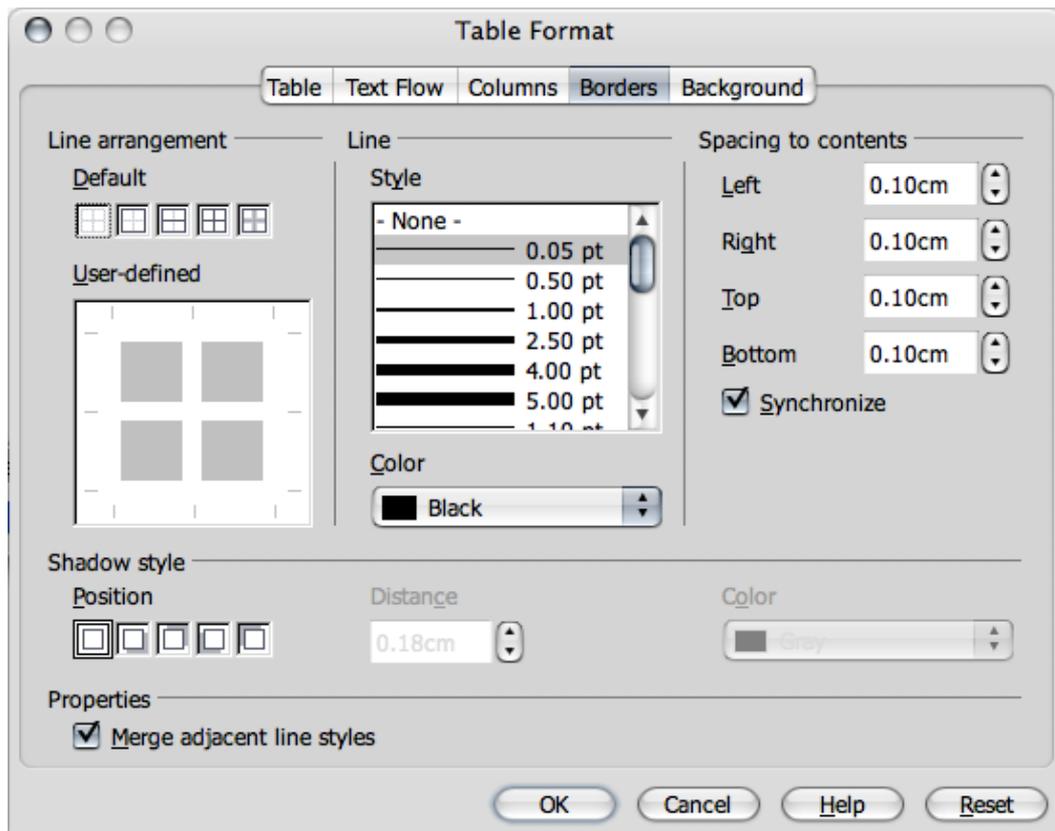
Suppose the following table border is required for a document:

	Berlin	New York	London
Country	Germany	USA	Great Britain
River	Spree	Hudson	Thames
Population	> 3 Million Citizens	> 7 Million Citizens	> 6 Million Citizens

1. Place the cursor at the position in the 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, i.e. 4 columns and 3 rows.
3. Select the whole table by pressing *Cmd-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”.



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. First select full bordering from the Defaults
8. In the large **User-defined** box, click once in the area between the two top angles (see illustration) to remove the top line and then click on *OK*.
9. Now select the second row of the table and again open the **Table Format** dialog by choosing **Table** in the context menu.
10. In the **User-defined box**, click the areas between the two bottom angles (see illustration) to remove the bottom line between the rows and then click on *OK*.
11. Now select the third row of the table and again open the **Table Format** dialog by choosing **Table** in the context menu.
12. In the **User-defined box**, click the areas between the two top angles (see illustration) to remove the top line between the rows and then on *OK*.
13. In the **Style** field select the required line thickness and click *OK*.
14. Now the table is finished.

Superscripts and Subscripts

You have the following options for superscripting or subscripting text:

1. Use the keyboard shortcuts *Cmd-Shift-P* and *Cmd-Shift-B*

2. Choose **Format > Character > Position**.
3. Use the **Text Object** toolbar Superscript/Subscript buttons. If these buttons are not visible in the toolbar, expose them using the method described later (*Changing the Visibility of Buttons on Toolbars*).

Making text superscript/subscript while typing

Suppose you want to type $1 m^2$ (superscript 2):

1. Type the character “m”.
2. Press *Cmd-Shift-P*. *Cmd-Shift-P* is the keyboard shortcut for superscript text.
3. Type the 2.
4. Press the keyboard shortcut, *Cmd-Shift-P* again to disable superscripting.

Note: At the end of a paragraph, an easier way to disable superscripting is to press the right arrow key once.

5. Continue entering the text.

Suppose that entering H₂O with a subscript 2 is wanted:

1. Type the H.
2. Press *Cmd-Shift-B*. *Cmd-Shift-B* is the keyboard shortcut for subscript text, *Cmd-Shift-P* for superscript text.
3. Type the 2.
4. Press the keyboard shortcut again.

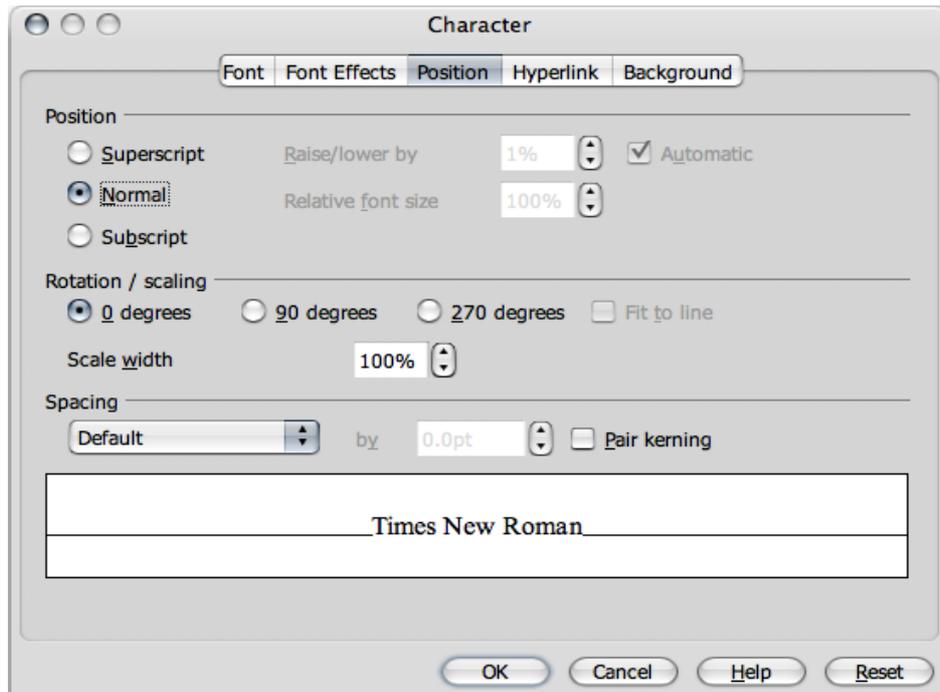
There is an even easier way when the cursor is at the end of a paragraph: Press the right arrow key once.

5. Type the O.

Applying subscripts/superscripts retrospectively

Let's say that while proofing text, you decide that the text H₂O needs to be altered to include a subscripted “2” giving (H₂O). To do so, use either the key shortcut method, described above, or use this method method via the menu command:

1. Highlight the character that should be in subscript/superscript. For example, select the 2.
2. Choose **Format > Character**. This opens the Character dialog.



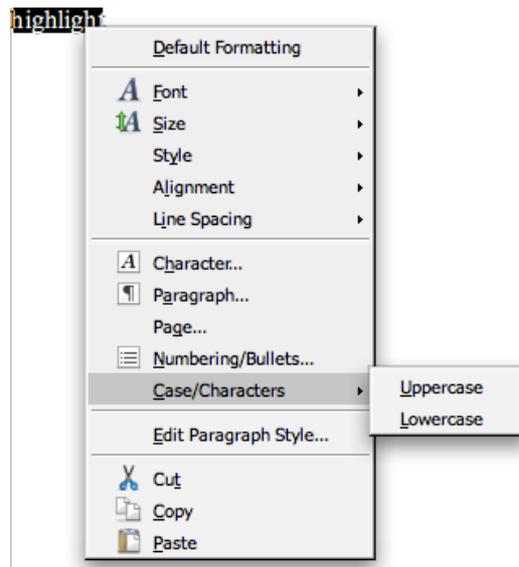
3. Click the Position tab.
4. Select **Subscript** and click *OK*.

The 2 now appears in subscript.

Writing in Uppercase or Lowercase

Writer has the following methods for re-formatting text in uppercase or lowercase.

- To display in uppercase: Highlight the text and choose **Format > Character > Font Effects** tab, and under **Effects** select **Capitals**.
- Displaying in lowercase: Highlight the text and choose **Format > Character > Font Effects** tab, and under **Effects** select **Lowercase**.
- Converting to uppercase: Highlight text, then choose **Format > Case/Characters > Uppercase** or right-click (*Ctrl*-click) and make the same selection from the popup menu.



- Converting to lowercase: Highlight text, then choose **Format > Case/Characters > Lowercase** or right-click and make the same selection from the popup menu.

Moving Text Sections in Documents

1. Select the text that is to be moved.
2. Place the mouse pointer in the selected text, then press the mouse button and keep it pressed.
3. Drag the mouse until a hand symbol replaces 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.

Resetting Font Attributes While Typing

You may apply direct formatting while typing text and later decide to reset all formatting and continue entering text using the default format. Text is entered using direct character formatting. To reset the formatting to default, *Ctrl-click* to bring up a context menu and amend the Paragraph Style. Now, continue entering text at the end of the current paragraph.

Example procedure for resetting Font Attributes

Suppose you want to type the words “*Enter this in **bold italic***”, and set the last two words to bold italic while typing. First type *Enter this in*, then click on the **Bold** and **Italic** icons on the **Formatting** toolbar followed by entering the words *bold italic*. To continue with normal setting, simply press the right arrow key once and finish the paragraph. This is simpler than clicking on the two icons again.

Quick Formatting Using the Adjacent Paragraph Format

When there are two consecutive paragraphs with different paragraph formats that should be formatted the same way, do it quickly with the following method:

Delete the paragraph mark between two paragraphs.

a) Press *Return*.

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

Note: to see paragraph marks, enable *View > Non printing Characters* or press *Cmd-F10*

Delete paragraph marks in the following two ways:

1. Go to the end of the first paragraph and press the *Delete* key. This action merges the second paragraph into the first (known as "deleting to the right"). To turn the text back into two paragraphs, Press the *Return* key twice and the second paragraph has the same format as the first.
2. Go to the beginning of the second paragraph and press delete (usually above the *Return* key). the second paragraph merges with the first paragraph but keeps its format (known as "deleting to the left"). Pressing *Return* creates two paragraphs but both have the format of the second paragraph.

Using Sections

Sections in NeoOffice Writer text documents isolate blocks of text for special purposes. One example of their use in Writer is in preparing complete documents using Master documents. Another is in preparing contracts from a set of fixed codicils.

The following are the ways that sections can be incorporated in a Writer document:

- Sections of text that have a different number of columns than the master text.
- Sections protected from further editing.
- Sections that are only to be shown under certain circumstances or hidden.
- Sections that are to be inserted into a document as files or parts of files.
-

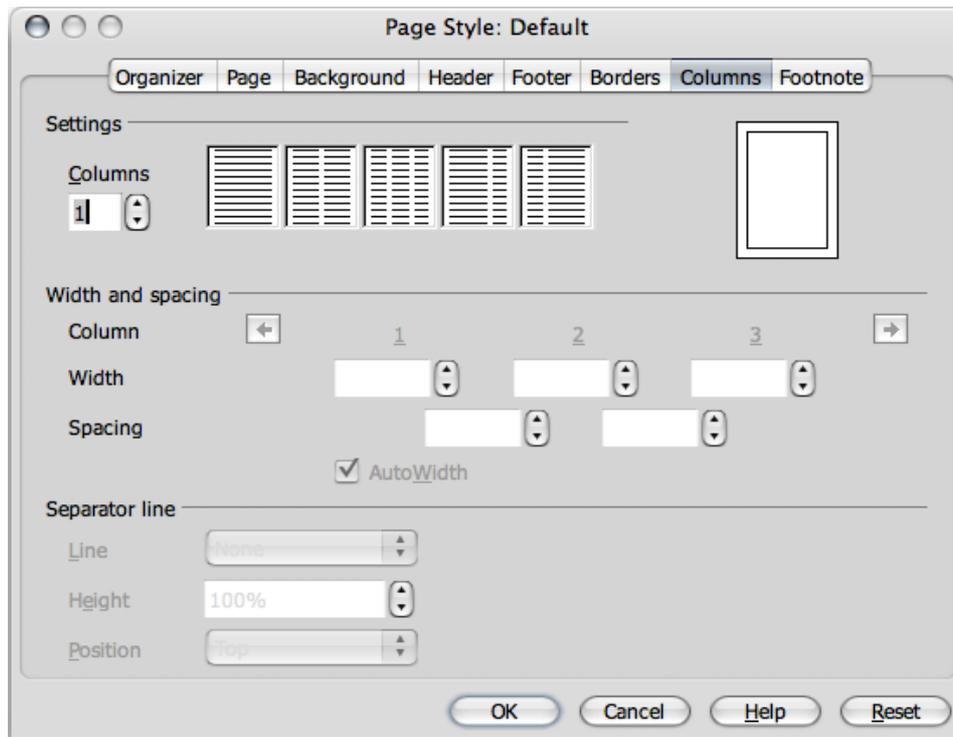
A section **must** consist of at least one paragraph. When selected text is defined as a section, it automatically ends with a paragraph break.

Another text document may be inserted as a section within a text document. A section from another text document can also be inserted as a section. Sections can be linked, within a single document, 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 *Option-Return*.

Sections and Columns

Multicolumn section: A section can contain other sections. This feature allows the user, 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.

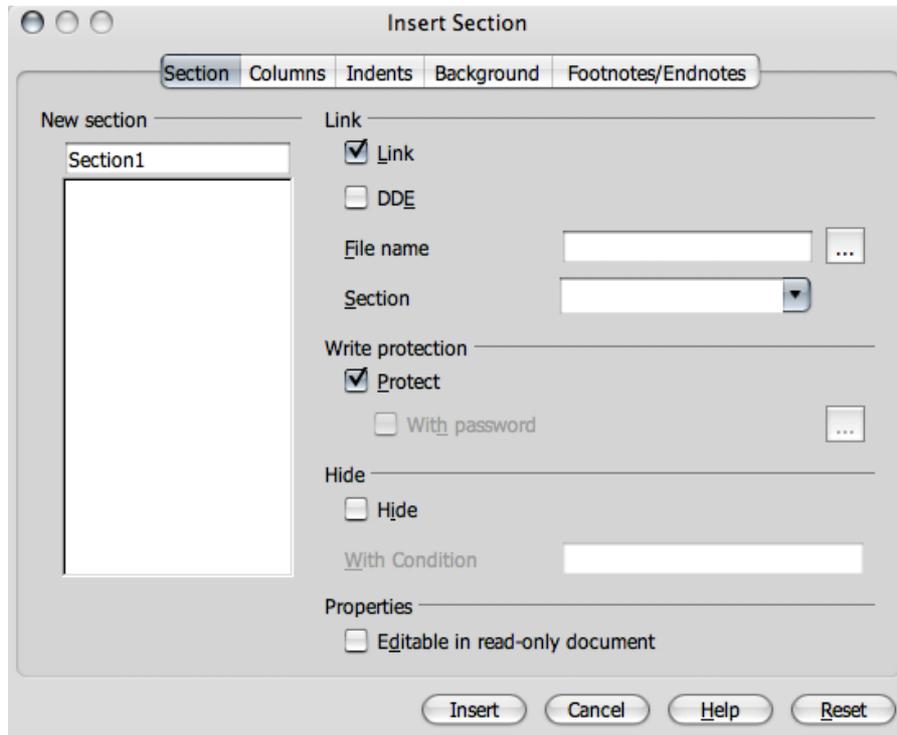


*Illustration: **Format > Page > Columns** calls up this menu, allowing you to set the number of columns, their width and spacing*

Multicolumn frame: Frames containing columns of text may be inserted. These can be moved freely around the page (from **Tools** 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 to insert the new section, or select the text that is to form a new section.
2. Choose **Insert > Section**. In the dialog, define other settings for the section.
3. Click **Insert**.



Other documents, or sections from other documents, can be inserted. In this case, **Links** must be checked. Enter a file name in the text box, or click the box “. . .” to search for a file. Select a named section of the document in the **Section** pull-down list.

When opening a document that contains linked sections, a popup asks you to update these sections. If the answer is yes, the current versions of the linked sections will be updated.

Editing Sections

Edit the sections in the text document by choosing **Format > Sections**. This dialog allows you to protect sections, unprotect sections, reveal hidden sections, change the conditions and remove sections; that is, turn them back into normal text.

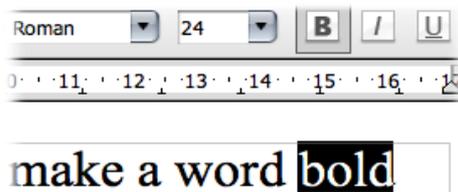
Formatting Text With and Without Styles

Plain text can be too bland unless you apply visual effects to it, such as giving overall structure to the text, emphasizing individual words, quotations or references, or breaking up solid areas of text. Thus you should consider giving special formatting to sections of text.

Direct Formatting or Formatting With Styles

When working with Writer, you can choose between direct formatting and formatting with **Styles**, to apply text attributes such as bold, italics, font type and font size.

Apply direct format by directly setting a certain attribute(s) to the selected text area. For example, clicking the **B** icon on the **Formatting** toolbar applies the bold format directly to a selected text area or to subsequent characters after the cursor while typing. Direct formatting is more appropriate for one-time use. For example, to make a word bold, just position the cursor in the word and click the **B** icon. This works quickly and intuitively.



Styles, on the other hand, apply attributes to text in an indirect manner. A Style is a labelled collection of default settings that format text. Indirect formatting, with the help of Styles, is much preferable when formatting lengthy documents in a uniform fashion.

Styles do require some advance preparation. First you must create the Style, then apply the Style to the text. Both tasks are best done using the **Styles and Formatting** window.

By way of example, let's assume that each of the headings is formatted with a 24 point *Helvetica* font but this now needs to be changed in all the headings to a 20 point *Times* font and in bold. Doing this manually requires time and patience; however, had the format been defined as a Style, say with the name "*Head1*", that was applied to the headings in the document, you could simply modify the "*Head1*" Style, and all headings would be automatically changed to match the new settings.

The Style Concept in NeoOffice

Styles for characters, paragraphs, frames, numbered lists and pages (or cells in tables) are always saved with the document. If you wish, you can copy the Styles of one document to another document and choose whether or not to overwrite (replace) Styles of the same name.

One nice feature of NeoOffice is that you can turn any document, (including the Character, Paragraph, Frame, Numbering and Page Styles it contains) into a template. When a new document based on this template is opened, all those Styles are available to the user.

NeoOffice comes with predefined Styles for all document types. Thus, when you want a new text document, use **File > New > Text Document**. A new, blank document is opened with these fixed settings. You may add or modify the styles used with a document as work progresses and, if desired, this document can be turned into a **default template** by saving it via **File > Templates > Save**. Any Styles that are custom defined and are contained in the default template will then apply to all new documents created with this template.

This is particularly useful when you are producing documents in a series, or when you want all of your documents to portray a “corporate image”.

The Styles in the Styles and Formatting Window

Open the **Styles and Formatting window** by selecting **Format > Styles and Formatting** or by clicking the **Styles and Formatting** icon on the **Formatting** toolbar. All the **Styles and Formatting** window functions are explained in NeoOffice **Help**.

At the top of the **Styles and Formatting** window are icons for selecting the Style type to display. These are, from left to right: Paragraph, Character, Frame, Page, Numbering Styles, Fill Format Mode, New Style from Selection and Update Style.

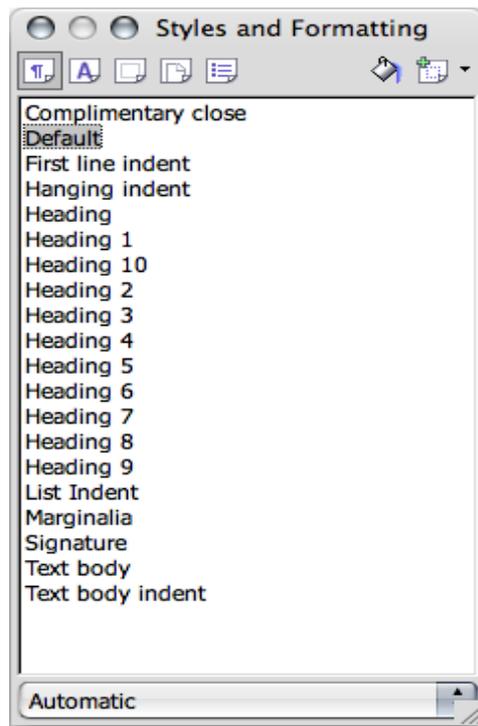


The scrolling frame of the **Styles and Formatting** window lists available styles in the active Style category. That is specified in the list box at the bottom of the **Styles and Formatting** window.

For example, in the graphic below, the word “*Automatic*” is selected in the list box at the bottom of the window. Writer offers the Styles in that “Automatic” category. To see all the Styles of a Style type, select “*All Styles*” from the list box.

Paragraph Styles

Select Paragraph Styles, if it is not already selected, by clicking the Paragraph Styles icon in the Styles and Formatting window. The list of Paragraph Styles appears.



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 (eg “Default” in the example above). Double-click in the **Styles and Formatting** window on another Paragraph Style, and the formatting of the current paragraph changes accordingly.

To format a paragraph as a heading, follow this procedure:

1. Type the line to be formatted as a heading and press the *Return* key.
2. Set the cursor in that line.
3. Open the **Styles and Formatting** window: for example, by pressing the **Styles and Formatting** icon  in the **Formatting** toolbar.
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 **Styles and Formatting** window, then right-click (*Ctrl-Click*) to open the context menu. Then choose **Modify** to open the **Paragraph Style: Heading 1** dialog, which tells everything about the properties of this Paragraph Style.

If you decide not to modify this Paragraph Style, simply close the dialog by clicking the **Cancel** button. But if you modify the style, note how this Paragraph Style defines the corresponding modifications. Then close the dialog with the *OK* button. These modified settings will now apply to all paragraphs (old and new) having the “Heading 1”.

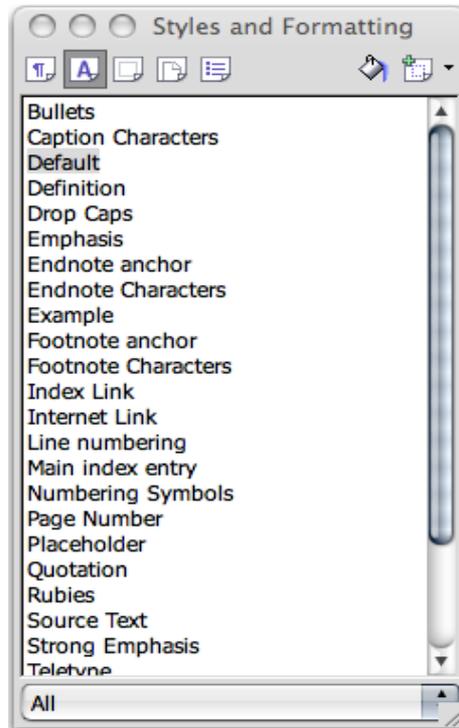
Paragraph Style.

Changes can also be applied 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”. By selecting “Hierarchical” from the click-down list box at the bottom, you can immediately see where a selected Style fits in the hierarchy of styles. Simply put, the style immediately higher up is the one from which the style is derived and the following one, which is derived from the custom style.

By way of example, if you change the left indent to 2.54 cm (1 inch) in the Paragraph Style “Heading”, for example, that this will change the left indent for all Paragraph Styles “Heading 1” to “Heading 10” to 2.54 cm. Changes that you make directly in one of the Style dialogs have priority over the properties “*inherited*” from higher-ranking Styles. Right click (*Ctrl*-click) on a style and open it with Modify to get the **Paragraph Styles** dialog and then choose the **Organize** tab. If the **Linked with** list box is checked, you will see from which Style the selected Style is derived.

Character Styles

In the following illustration, the **Styles and Formatting** window 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).



Use or modify the supplied Styles, or define custom Styles and use those. The best way is to start by selecting a Style from the **Styles and Formatting** window (with a single click), which may then be used as the starting point for creating a custom 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 describes the base Styles and the various attributes available .

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

Styles can be hierarchically linked to each other. Thus, one defined Style can be derived from another with the result that the new Style contains only the differences from the “*basic*” Style. This is convenient, if you later change the “*basic*” Style, to have all text with the derived Style also updated accordingly.

For example, start with the Paragraph Style “**default**”. It uses the font “Times New Roman” in “12” point to create a Style called “**indented text**” where the only addition is a left indent with no other changes. Later, if you decide to change the font in “**text body**”, then the font is automatically changed in the “**indented text**” Style as well.

Sticking with this example, if you redefined the left indentation in the “**default**”, it would have no effect on the paragraphs formatted with “**indented text**” because, in the hierarchy, the more closely associated format always has priority. That is, because the indentation is the *only* attribute of that style, it is not over-ridden by that [indenting] aspect of the default.

Numbering Styles

Simple bulleting and numbering in a document can be easily set using the icons on the Writer Formatting toolbar. Likewise, the icons for bold, italic etc. can be used to assign direct formatting that is not already part of the Style. The **Styles and Formatting** window, too, offers various Numbering Styles that may be applied by double-clicking the name of the Style.

For more control of numbering in a document, use **Format > Bullets and Numbering** which offers several other options that may be more suitable and which can be used to create custom styles.

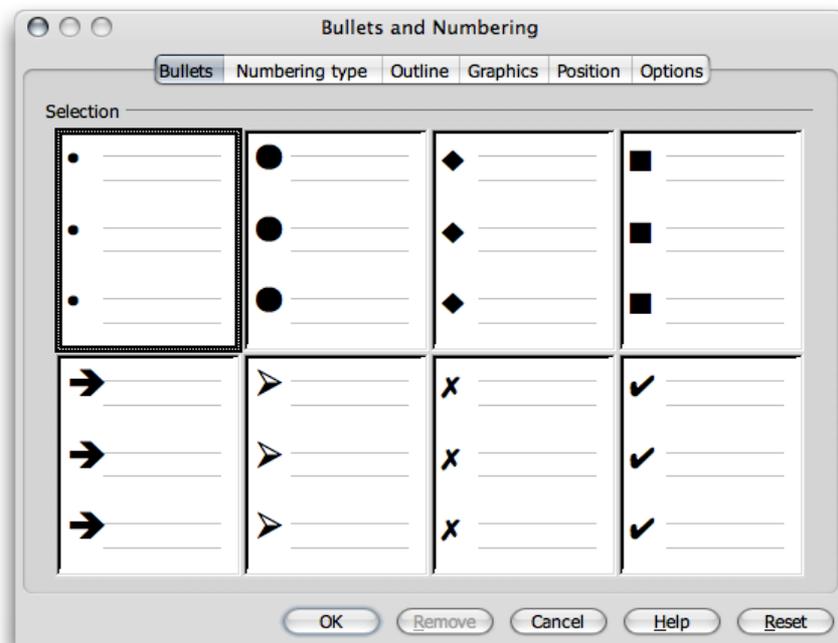
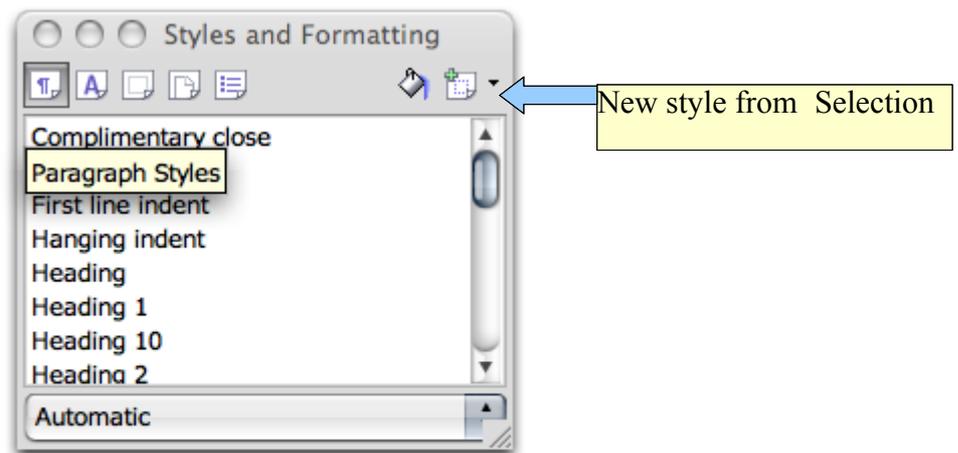


Illustration: the Bullets and Numbering window offers the possibility of changing the types of bullets, the use of graphics as bullets, the use of Roman or Arabic numbering styles, starting or re-starting a list with a number other than 1, etc.

Creating New Character Styles or Paragraph Styles

Creating a new Style on the basis of an existing Style is a straight forward process. The following is a step-by-step procedure with which to start:

- First of all, apply new, direct formatting to any characters or any paragraph, which will become the Style. To do this, either use the **Formatting** toolbar or go to the **Format** menu and choose **Character** or **Paragraph**.
- Select the text or paragraph containing the new formatting. For words or paragraphs, simply position the cursor in the respective word or paragraph.
- At the top of the **Styles and Formatting** window, click the **Paragraph Styles** icon to create a new Paragraph Style. Likewise, click the **Character Styles** icon to create a new Character Style.



- At the top of the **Styles and Formatting** window, click **New Style from Selection**. This opens the **Create Style** dialog.
- Enter a name for the new Style and click *OK*

As can be seen in the **Styles and Formatting** window, a new Style has been created in the “Custom Styles” group making it available for use for indirect formatting in documents.

You may also create a new Style without using an existing Style as the starting point. Here is a method by which to create a new paragraph style.

- In the **Styles and Formatting** window, choose Paragraph Style by clicking its icon. (the one farthest to the left in the **Styles and Formatting** windows toolbar.)
- Call the context menu of the **Styles and Formatting** window (click right mouse button or *Ctrl*-click).
- Choose *New . . .*

d) Enter the data for the desired Style

e) Close the dialog with *OK*.

Yet another example shows how to define a Paragraph Style for a subtitle and assumes there are several subtitles in the text that are candidates for formatting with a custom Paragraph Style.

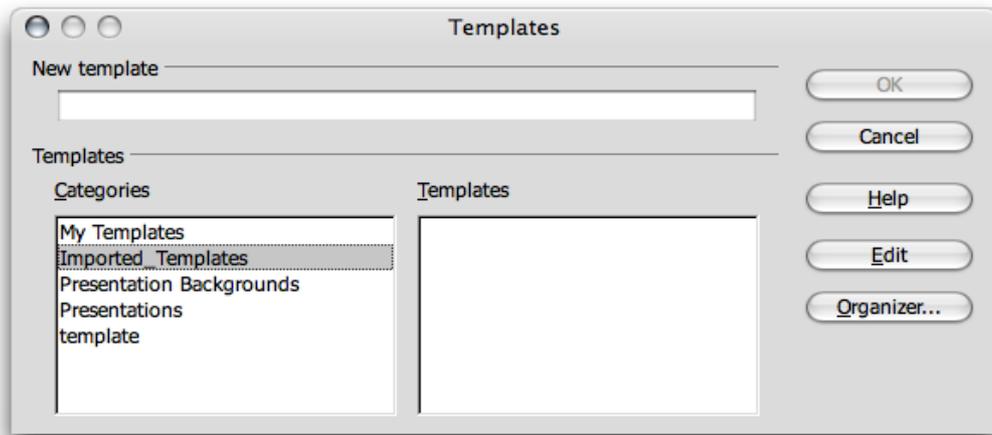
1. Position the cursor in a paragraph in the text that is to be formatted with the new Paragraph Style.
2. Apply a Paragraph Style to the paragraph as an initial format. This way you do not need to define all of the attributes yourself. For example, double-click on the “Heading 1” Paragraph Style in the Styles and Formatting window.
3. The paragraph is now formatted as “Heading 1.”
4. Highlight the entire paragraph. It will appear highlighted.
5. 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.
6. In the **Styles and Formatting** window, click on the **New Style by Example** icon and enter a name for the new Style in the dialog box, for example, “Head1”
7. Click *OK*.
8. Now apply the new “Head1” Paragraph Style by placing the cursor in the paragraph and double-clicking the “Head1” Style name in the Styles and Formatting window.

Where the desired Style already exists in a document, select and apply it from the **Apply Style** pull-down list on the object bar.

Creating Document Templates

For any user-defined Paragraph or Character Styles to be available in other documents, first create a template. It is best if you use a current document so that the template will contain all the Styles you want and need. The following steps will help create a new template:

1. Have the documents open. If desired, delete all text from the current document, leaving only the Styles.
2. Call the menu command **File > Templates > Save**.



In the dialog **Templates**, select the category into which you want to save the template. In the **New Template** text field, enter the name for the template.

3. Click *OK* to complete the process of creating a template.

With the template saved, the next time when **File > New > Templates and Documents** is used to select a template for creating a document, this template will be selectable from those available. All the user-defined Text and Paragraph Styles will then be available for the new document.

The Advantages of the Styles and Formatting Window

From the preceding instructions you now know how to apply the styles in the **Styles and Formatting** window to text, how to apply custom Styles and how to create a template that uses these custom styles. This gives an advantage in that Styles do not have to be redefined every time. Plus, you can apply Styles from one text document to another text document by selecting **Format > Styles > Load**. In this way, the desired formatting can be applied to the document quickly and easily. But the **Styles and Formatting** window offers still more possibilities.

Formatting Multiple Paragraphs

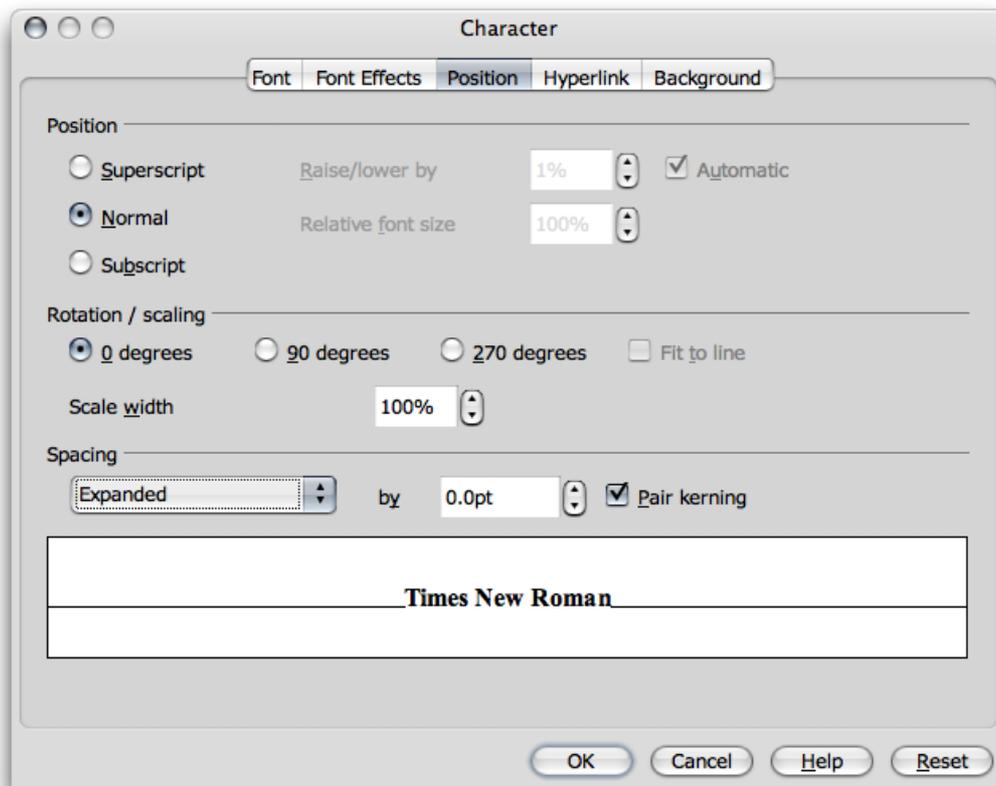
In the work described above, the same Paragraph Style “Heading 1” was applied to each of several paragraphs. The **Styles and Formatting** window can save a lot of time on this task:

1. In the **Styles and Formatting** window, select the Style that should be applied on multiple paragraphs by clicking the name of the Style once.
2. At the top of the **Styles and Formatting** window, click on the **Fill Format Mode**  icon. The mouse pointer changes to a grayed line indicating this mode as soon as it moves back into the document.
3. Click once on every paragraph in the text to which you want to apply the selected Style.
4. Finally, to switch off this mode, click the **Fill Format Mode** icon again or press the Escape key.

Changing a Style the Easy Way

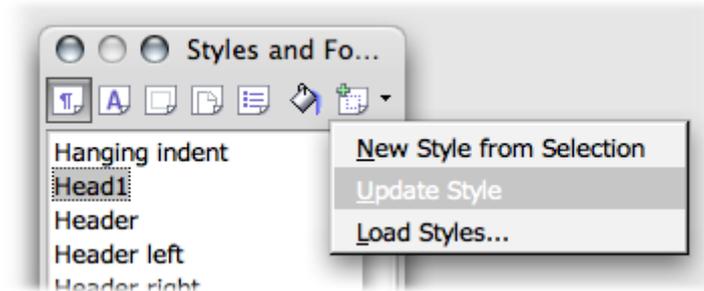
The section provides a scenario for making a style change quick and easy. To start, you have used the custom Style made in the previous sections to format a document with the new “Head1” Style. However, later, you may decide that it would look better if the headings were spaced with slightly wider gaps between the letters (this is known as *kerning*). The following gives the steps to making this change:

1. Locate the longest heading formatted with the “Head1” Style in the document and click three times in that heading to select the entire line.
2. Make the desired changes. To lock the character spacing, use this method:
 - a) Choose **Format > Character**, or choose **Character** from the context menu for the selected line.



- b) In the **Character** dialog, click the **Position** tab and in the **Spacing** list box select “Expanded”. In the spin button, increase the spacing (from the 0.0pt spacing shown above to say 1.5pt or 2.0pt) to make the heading wider.
 - c) Close the dialog with *OK*.
3. Now additional direct formatting has been applied 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 **Styles and Formatting** window.

4. At the top of the **Styles and Formatting** window, click the **Update Style** icon (hold down on the little black triangle next to the New Style from Selection icon). All headings formatted with “Head1” will be automatically reformatted with the modified Style.



Styles can also be configured to adapt to any changes automatically. In the **Properties** dialog for the Style, click the **Organizer** tab and mark **Auto-Update**. This allows you to change the formatting of, say, a paragraph formatted with this Style and have the formatting of all other paragraphs with the same Style be automatically changed as well.

Page Styles and Page Numbers

Often you may create text documents without a page number on the title page but with lowercase or uppercase roman numerals on the pages of the Table of Contents (you may not know how many yet), but you will want to start numbering the rest of the pages with Arabic numerals. So you want the sequence to be (no number on title page), i. ii. iii...., 1,2,3... etc

Note: Different Page Styles are the NeoOffice Writer equivalent of “section changes” in other text programs.

Page numbers are better located in footers or headers rather than in the running text, to ensure that they do not change their position when text is inserted or deleted. The steps below show how to do this:

1. Create a new Page Style
2. Apply the new Page Style
3. Edit the Page Style
4. Use the footer Paragraph Style to format page numbers.

Note: 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.

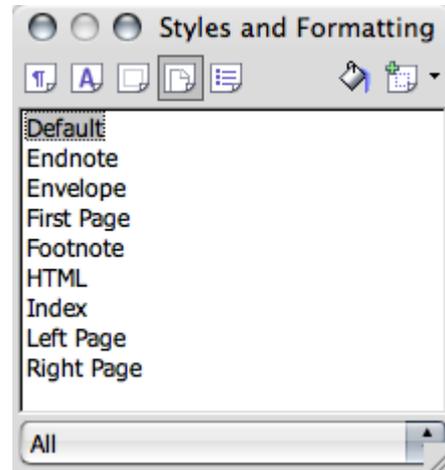
The manually entered page number (in contrast to the automatically numbered page numbers) is an attribute of that particular page. This property is set as direct formatting in the first paragraph of that page.

Create Page Styles

1. Open the document in which you would like to enter or change the page numbers. Or, begin with a new text document (although you will need to first enter some text and page breaks to be able to follow the steps described here).

2. Open the **Styles and Formatting** window. 

3. Select the Page Styles view in the **Styles and Formatting** window.



4. Call up the context menu of one of the **Page Styles** by right-clicking or *Ctrl*-clicking on its name and select the **New...** command.

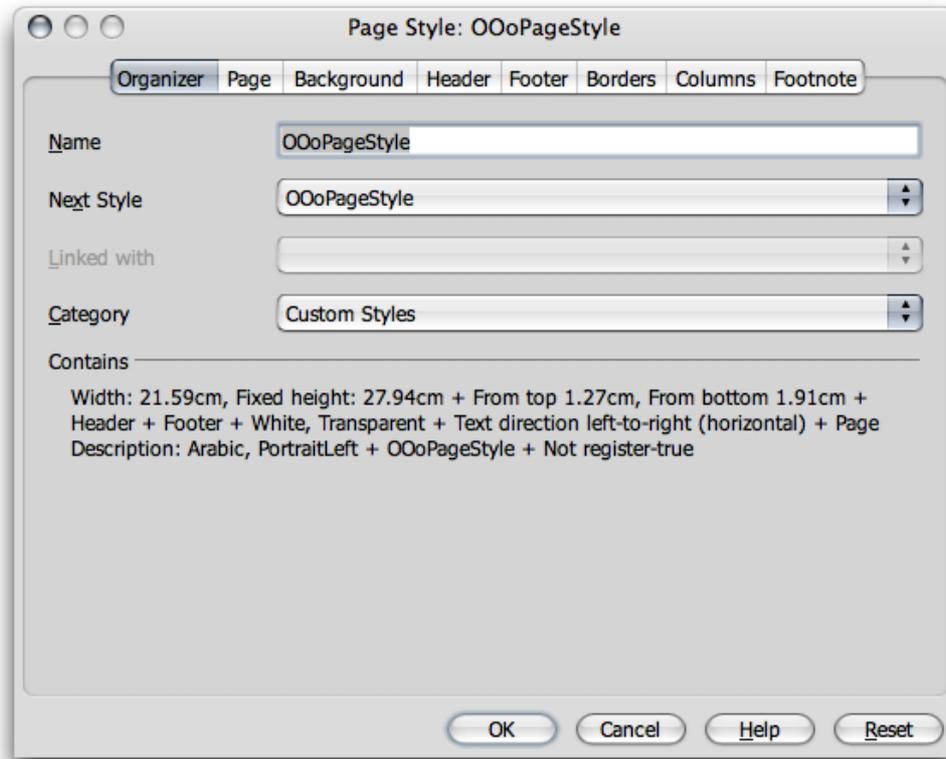
You will now see the **Page Style** dialog with the **Organizer** tab page. The cursor will be blinking in the **Name** text box.

5. Enter the name of the first new Page Style: enter **Title Page** and press the *Return* key. The properties of the new Page Styles can be changed later.

6. In the context menu of the **Styles and Formatting** window (reached by a right-click or *Ctrl*-click as described above in 4.) 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 choice.)

With the completion of the above steps, there should now be three new Styles that have been created.



1. Place the cursor on the first page of the document. Double-click the **Title page** entry in the **Styles and Formatting** window.

So, now the first page is assigned this Page Style. To confirm this, you will see the name **Title page** in the **Page Style** field on the status bar below at the bottom of your NeoOffice window. 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 the 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 a Next Style for a Page Style is entered, this means that after a page break (whether it is entered manually or 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.

***Note:** Always choose the **Table of Contents** Page Style as the Next Style to follow the **Table of Contents**, since no one can be sure yet about the number of pages that the Table of Contents will require.*

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. Select **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 the document.
5. Click *OK*.
6. Place the cursor at the beginning of the first line in the main text.
7. **Choose Insert > Manual Break**. The **Insert Break** dialog appears.
8. Select as **Type** the **Page break** option. In the pull-down list, 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.
9. Now click *OK*.

*Note: For headers or footers to contain different contents on the right and left sides, just uncheck the **Same content left/right** check box under **Format > Page > Footer**.*

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 use; so 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. These Styles can be assigned to the corresponding pages in the Styles and Formatting window context menu with the **Modify** command. On the **Organizer** tab page, choose the Next Style.

Caution: There is an active issue in OpenOffice.org that inserts blank pages where one least expects them. If this is a problem in your version of NeoOffice, please use the workaround described elsewhere in this book.

Editing Page Styles

Note: this following advice does not appear to apply to NeoOffice, but has been included because it appears in the OpenOffice.org 2.x User Guide.

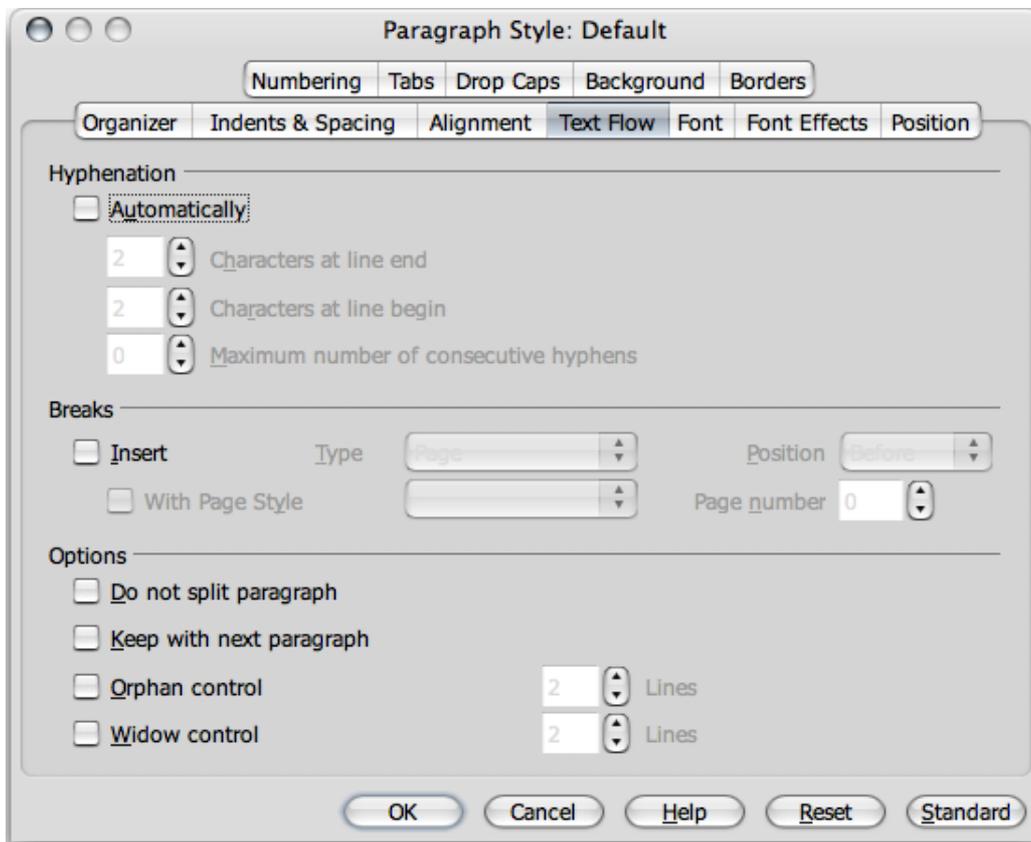
The new **Main text** Page Style can have a page number in the middle of the footer. To make it so, do the following:

1. Select **Main Text** in the **Styles and Formatting** window, right-click or *Ctrl*-click to open the context menu and select **Modify**.
2. The paragraph Style dialog window opens to display the definitions for **Main Text**.
3. Click the **Footer** tab.
4. Check the **Footer on** box.
5. Click *OK* which places an empty footer on the document page.
6. Click the mouse cursor in the footer area of the page to enter data.
7. Choose **Insert > Fields > Page Number**. If **View > Field Shadings** is enabled, the page number appears in a gray field otherwise with no shading.

8. To have the word “Page” precede the page number, place the cursor in front of the field and enter “Page”.
9. Click the **Centred** icon on the object bar to centre the current paragraph.
10. The appearance of the footer and its contents are now defined.

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), by right-clicking or *Ctrl*-clicking within the paragraph.

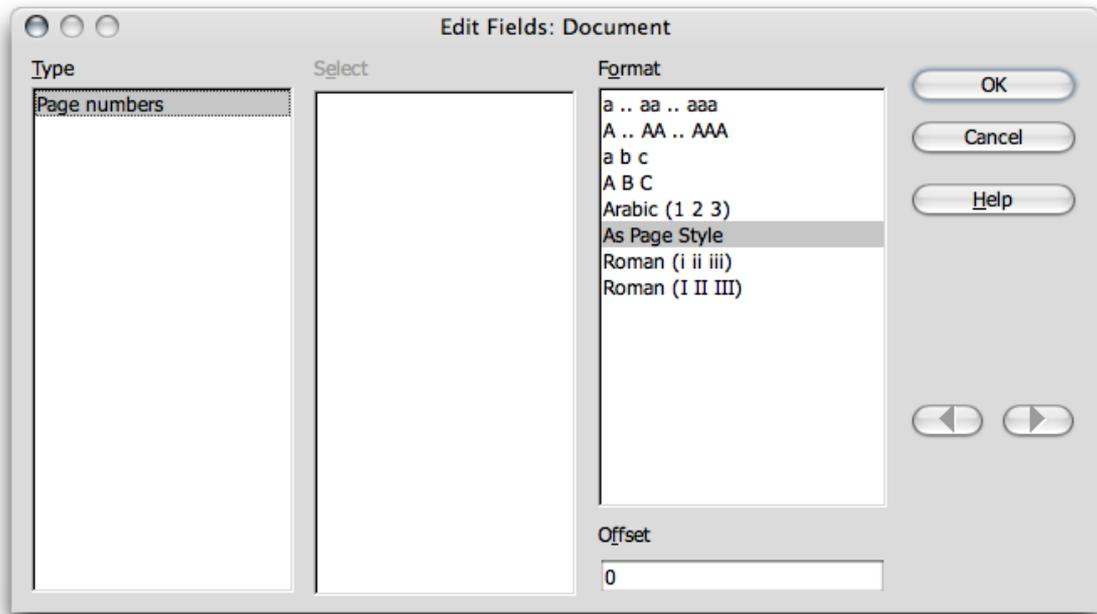


If a particular paragraph should be on a new page with a new Page Style, then that would be a property of that particular paragraph. Assign this property under **Format > Paragraph > Text Flow**.

Changing the Format of Page Numbers

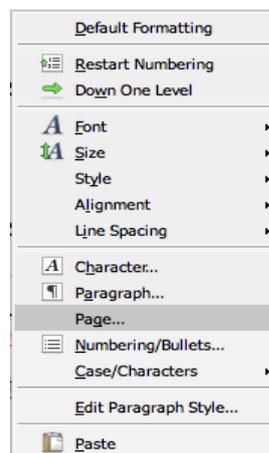
Page numbers may be specified as either direct or as a property of the Page Style, just like other text attributes. Using direct formatting, however, should only be employed in a few instances. When direct formatting, you edit the the field directly as follows:

1. Double-click the field with the page number. The **Edit Fields: Document** dialog opens. Select the desired field format.
2. Click *OK*.



Better than the direct formatting method, just described, is to make the page number format a property of the Page Style as explained below:

1. Open the context menu on the page by placing your cursor somewhere in the page and right-clicking or *Ctrl*-clicking. Select **Page**:



2. Then the user 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.
3. Go to the **Page** tab.

4. In the **Format** (numbering) pull-down list, determine how the numbering should appear on all pages with this Style.
5. Close the dialog with *OK*.
6. Now select the **As Page Style** format for the field which shows the page number (see the **Edit Fields** screenshot and description of direct formats above).

You may change other properties in the footer, such as the font, by editing 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**.

Increasing the spacing of the footer from the text above is also a format attribute of the Page Style:

1. Select the page style in the **Styles and Formatting** window.
2. Right click or *Ctrl*-click and select the **Modify...** command in the the context menu.
3. In the **Page Style** dialog set the desired width and height of the footer.

Page Styles Summary

Unlike assigning a character style or paragraph style, where you first select the text then double-click in the **Styles and Formatting** window on the name of the style in order to apply that style, applying page styles is different.

A page style is always a property of the first paragraph of a page whether or not this is the first paragraph of the current page or the first paragraph of a previous page. However, not every first paragraph has the **Page Style** attribute. Since this is the case, NeoOffice Writer searches for the page style attribute of the current page by starting at the current cursor position and continues to search toward the beginning of the document, checking each first paragraph of a page to locate a page style as attribute.

To change from one page style to another, use the context menu of the field in the Status bar which displays the current page style .

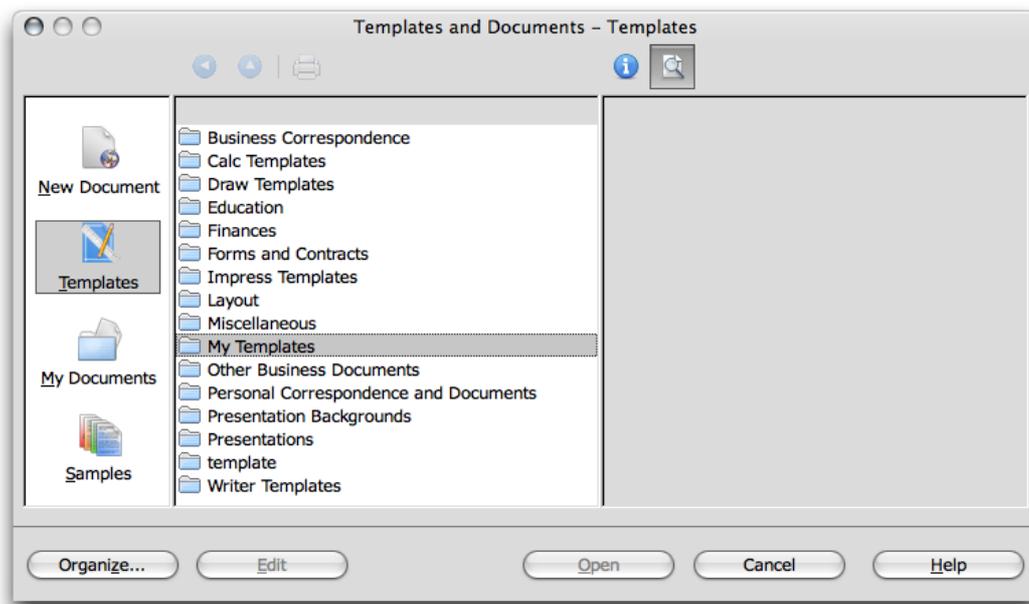


Right-click or *Ctrl*-click on this field: you will see a popup containing a list of page styles. Select the page style wanted for this page and Writer searches backwards until the first paragraph at the beginning of a page has been found. This paragraph is now given the newly selected page style and 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

Whenever you find that you are forever changing the formatting of new documents to suit requirements, it is time to use a separate template. In Writer, this is known as the **default** template. If you choose, this default template can be set so that it appears every time a new text document is opened, and this is the template that is employed upon selecting **File > New > Text Document**. The following demonstrates one way that this can be done:

1. Create or open a document that contains your favorite styles and formatting.
2. Delete the text of the document, as desired, so that only the styles and other settings remain.
3. Save the document as a template by choosing **File > Templates > Save**. Doing so saves the document as a template in user/Library/Preferences/NeoOffice-2.x/user/template/. This is the user's default template directory.
4. Select **File > Templates > Organize**.
5. In the left list box of templates, double-click “My Templates”. The expanded list view will include the name of the default template that was saved. 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.

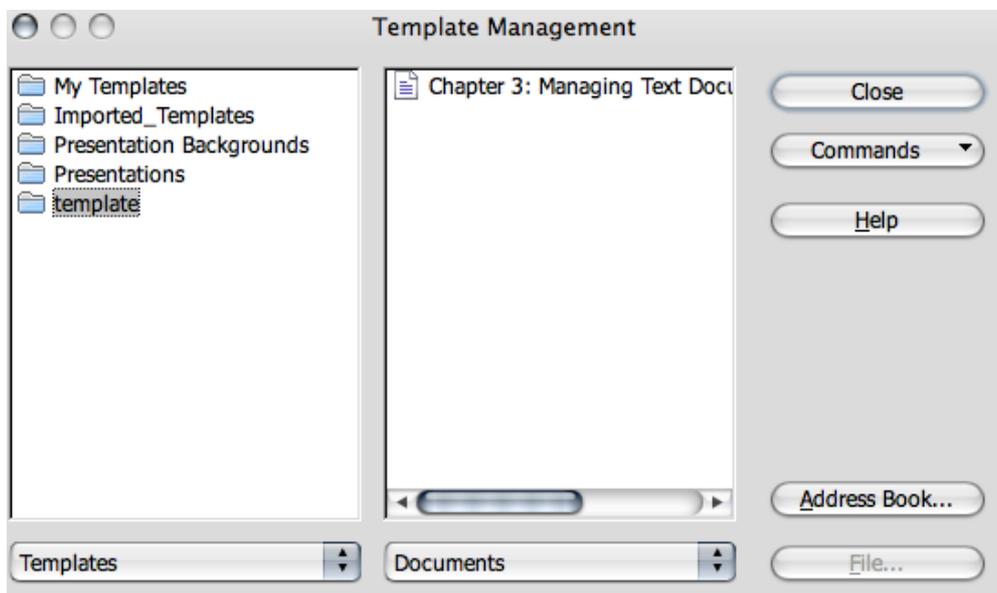
Templates and Styles

NeoOffice **templates** are files that you can use as a base for creating personal, custom documents, in the manner of a road map. Templates can contain text, logos, other graphic objects and other constructs. Also, every template contains a set of **styles** that are viewable in the **Styles and Formatting** window. For each document type (text, table, drawing, presentation etc.), a single template file is defined, called a **default template (file)**. This template is always used as the default 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 NeoOffice **Help** about text documents, as can those that apply to drawings, presentations and spreadsheets.

Copying Styles Between Templates and Documents

By selecting **File > Templates > Organize...**, the following dialog appears.



Use this dialog to copy the Styles contained in a particular template or in a particular document individually to another document. Double-clicking the name of a folder in the left window expands to list all the templates contained in that folder. Double-clicking one of these files in turn causes the category **Styles** to appear as a sub-menu. Once again, double-click to expand the list of the styles contained in the template document. In the case of a document you only see the Styles that are actually used in that document.

When dragging and dropping elements from one template or document to another, the mouse pointer shows the location to which the content may be dragged. Either the mouse pointer is a circle with a line through it, in which case the content cannot be moved to that place, or the mouse pointer has an insert line that marks the place where the content will be moved to when the mouse button is released.

Creating New Styles From Selections

Create a new style by copying an existing style, as follows:

1. Open the **Styles and Formatting** window.
2. In the document, select formatted text or a paragraph that has the format from which to create the new style.
3. Click the **New Styles from Selection** icon  on the **Styles and Formatting** window toolbar.

New Style from Selection

New styles can also be created from a selection by dragging and dropping it:

1. Select the type of style to be made by clicking the corresponding icon at the top of the **Styles and Formatting** window (e.g. Paragraph, Character, Frame, Page or Numbering).
2. Select that part of the paragraph, text or object from which to form the new style.
3. Drag this to the main **Styles and Formatting** window area and release the mouse button over a free area when the insertion line is no longer visible. Give the style a name and click *OK*

Transferring Formats With Fill Format Mode

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

1. Open the **Styles and Formatting** window.
2. In the **Styles and Formatting** window, select the style to copy.
3. Click the **Fill Format Mode** icon (the paint can pouring icon).
4. Position the cursor on the object to which to apply the style selected.
5. Press the mouse button.

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

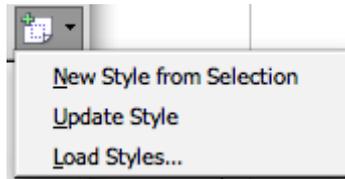
To quit the fill format mode, click the icon again or press Esc.

Updating Styles From Selections

This is how to update a Style:

1. Open the **Styles and Formatting** window.
2. In the document, select a formatted text or paragraph with the format to adopt as a style.
3. In the **Styles and Formatting** window, select the style to update (single-click, do not double-click!)

4. In the **Styles and Formatting** window, click on the little triangle next to the **New Style from Selection Icon** to get the sub-menu allowing a selection of **Update Style**:



Style can also be updated by using drag and drop:

1. Select the style to be updated in the **Styles and Formatting** window.
2. Select the section of paragraph text, whose format is to be used to update the style selected in the **Styles and Formatting** window.
3. Drag the text into the main **Styles and Formatting** window area and release the mouse button when the insertion line is seen above an entry.

With this procedure, the paragraph style directly above the insertion line is given the new format.

Entering and Formatting Text Automatically

This section deals with certain automatic functions that involve entering and formatting text.

Disabling the AutoCorrect Function

Writer has functions that are turned on by default to correct many common typing errors as you work. However, this behavior may not always be desirable. Any automatic correction can be reversed immediately after it is made by pressing *Cmd-Z* (⌘-Z).

Below is a description of the places in NeoOffice where you can disable automatic corrections (and re-enable them):

ASCII Quotation marks are replaced with Custom Quotes

1. Open a text document.
2. Choose **Tools > AutoCorrect**.
3. Click on the **Custom Quotes** tab. Uncheck **Replace**.

Sentences always begin with a capital letter

1. Open a text document.
2. Choose **Tools > AutoCorrect**.
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**.

3. Click on the **Replace** tab. Look for the word pair and delete it.

Three identical characters will become a whole line

When three of the following characters (- _ = * ~ #) are entered at the start of a new paragraph and *Return* is pressed, a page-wide line of various thickness results. The line is a border of the previous paragraph. Choose **Format > Paragraph > Borders** to edit or delete it.

To turn this feature off:

1. Open a text document.
2. Choose **Tools > AutoCorrect**.
3. Go to the **Options** tab. Uncheck the **Apply border** check box if this automatic conversion should no longer occur.

Automatic Spellcheck

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

If the wrongly typed word is replaced 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 > Replace** tab.

If the word underlined in red is correct, it can be stored in a custom dictionary using the **Add** command.

To exclude words from Spellcheck

For words marked as incorrect, you can exclude them from spell checking as follows.

1. Right click (*Ctrl*-click) on the word to open the context menu.
2. Choose **Ignore All**.

Using AutoText



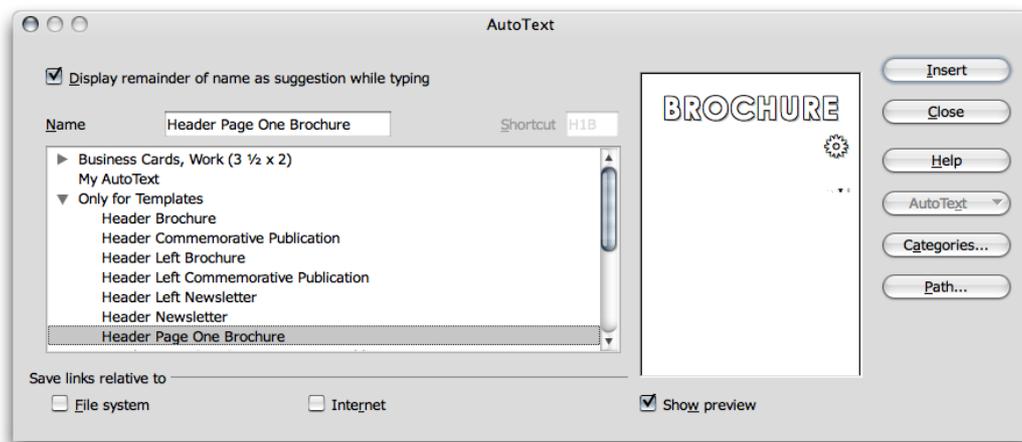
Writer contains an AutoText function which helps you with shortcuts and abbreviations to add expanded words to letters, faxes or any other NeoOffice documents.

To insert AutoText do the following:

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

There is a set of predefined AutoText blocks already in existence. For example, enter **DT** and press the *F3* key to insert a dummy text which can be used to check the look of a page filled with text (and other objects). Likewise entering **FN** and pressing *F3* will insert a NeoOffice **Math** formula that is sequentially numbered at the right page margin.

- Choose **Edit > AutoText**.



- The **AutoText** dialog contains a number of AutoTexts. As can be seen above, AutoTexts can even contain graphics and tables.

Use the procedure above, or click on the little triangle next to the **AutoText** icon on the **Insert** toolbar and select an AutoText category as shown below:

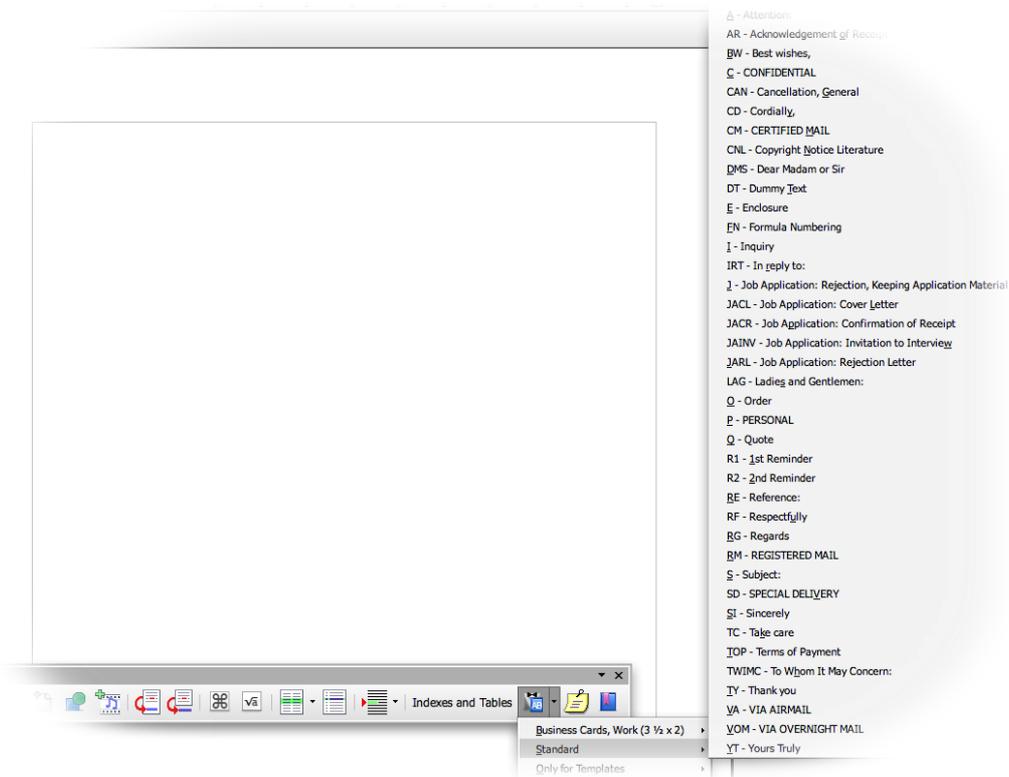


Use the (left) mouse button to select the AutoText for insertion. Upon releasing the mouse button, the text is inserted in the document at the cursor position.

*Note: Use the **AutoComplete** function in a similar manner. Directions for doing this function are found in **Help**.*

Defining AutoText

Write the desired text. It may contain formatting and embedded graphics. Select the text. Now select **Edit > AutoText**. 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.



Now save the text component via **AutoText > New** and close the dialog.

Using AutoText in Networks

Multiple **AutoText** lists can be used. An example would be in a typical NeoOffice network installation:

A read-only company-wide AutoText list might be located on the server and a user-defined AutoText list located in a user's individual work area. Both can be read and used while typing.

- Choose **Tools > Options > NeoOffice > Paths**.
- Double-click **AutoText**. Two paths are entered here. The first path will take the selected AutoText list from the server installation while the second path takes the AutoText list from the user work area. When two AutoText lists from the different locations have the same name, NeoOffice uses the one from the user location, rather than the network.

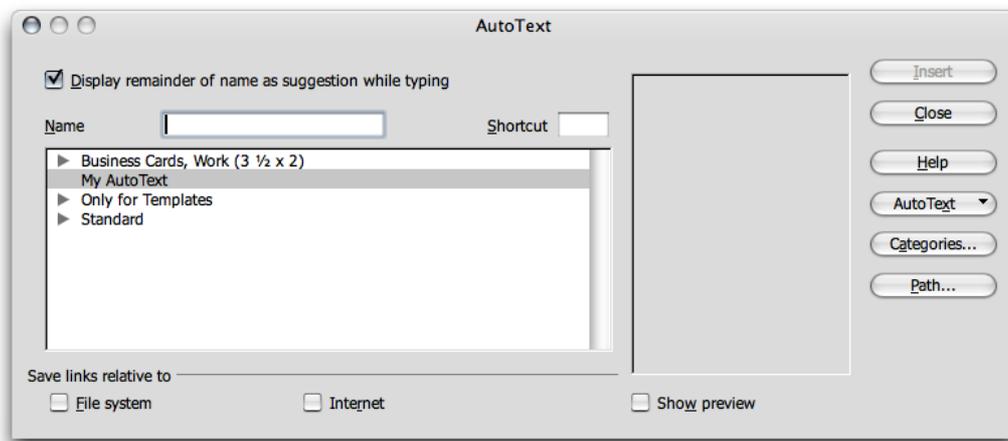
Printing AutoTexts

To print a list of all AutoTexts, run the AutoText macro from the NeoOffice Basic Gimmicks library . This macro lists all AutoText names and shortcuts in a new text document.

1. Select **Tools > Macros > Run Macro**.
2. Double-click NeoOffice Macros and then double-click **Gimmicks** in the expanded left hand list.
3. Select **AutoText** then **Main** in the newly expanded list.
4. Click **Run**.

AutoText With AutoComplete

To enable AutoCompletion of selections in the **AutoText** dialog, check **Display remainder of name as suggestion while typing** (top left of menu below).



Then while typing, enter a word in the text that exists as an AutoText name; this sequence is recognized after the third matching letter is typed and a **Help** tip appears containing the whole name of the AutoText entry. If the offering is acceptable, press *Return* to insert the AutoText.

***Note:** Help tip sometimes contains several AutoText names that begin the same way; use *Cmd-Option-Tab* to scroll forwards. In *OpenOffice.org* there is a keyboard combination to scroll backwards through the list to select the text wanted, but this appears not to be the case in *NeoOffice*.*

Exceptions in AutoCorrect

Should AutoCorrect correct a word that is entered but this correction is not what you wanted, restore the original word by using the *Undo* function. This action will also add the word to the list of exceptions in AutoCorrect proving that **AutoInclude** is checked in the **AutoCorrect** dialog. (By default it is checked.)

Example

By default, AutoCorrect automatically corrects two capitals at the start of a word. However, in the case of product names and other similar texts, two initial capitals may be exactly what is needed.

Suppose there's a new product called “ESt”. Under normal settings, AutoCorrect automatically changes this to “Est”; however, by pressing the *Cmd-Z* key sequence the automatic replacement is reversed (*Undo*) and the word “ESt” is automatically added to the list of exceptions in the **AutoCorrect** dialog.

Note: See also the functions for automatic numbering of headings in **Help**.

Text Frames

Making text look as good as it as reads is desirable. To achieve this, users can customize the document appearance for maximum impact.

Inserting, Editing and Linking Text Frames

A text frame is a bounded area that can contain text, graphics and other objects and be placed anywhere on a page; for example, to make columns for a newsletter.

Linking the content of a frame to another, lets the text flow backward and forward between them.

Click the edge of any text frame to select it and eight handles appear, four of which are located in the corners and one in the middle of each side.

Inserting Text Frames

Existing text may be put into a frame, or an empty frame opened into which text can be added later. Follow these steps to create a frame. If using existing text, highlight the text for the frame then proceed as shown below:

1. Long-click the **Insert** icon on the **Tools** toolbar and open its floating toolbar.
2. On the **Insert** floating toolbar, press the mouse button on the **Insert frame manually** icon to open the column preview.



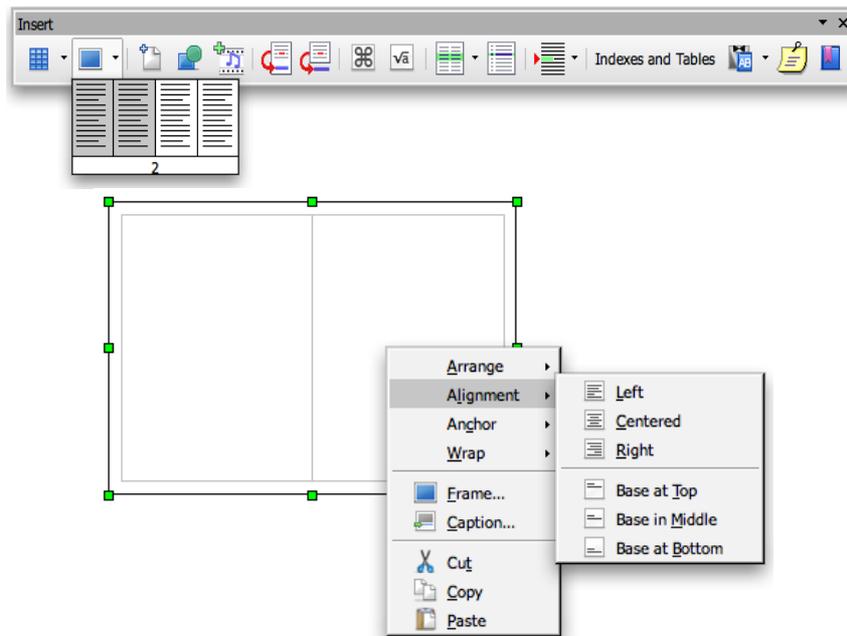
3. In the preview, drag the mouse to select the desired number of columns.
4. With the crosshair cursor, create a selection frame to define the new location and area for the paragraph. Press the *Esc* key to cancel frame formation.

Any text that was highlighted is now automatically deleted from the normal, continuous text and inserted into the text frame.

Editing Text Frames

Select a text frame by clicking on one of its edges. Once it is selected, you can drag and drop to change its position by grabbing an edge and thus move the whole frame. If you do the same action using one of the handles, the size of the frame changes. So, 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 *two dimensions*.

Right clicking within a selected frame pops up the context menu. The options in this menu allow you to make further adjustments.



As seen in the above graphic, a number of selections can be made. For example, choose **Alignment**, which positions the frame relative to other frames, drawing objects, graphics et cetera. Use the **Wrap** submenu to choose if normal text should wrap around the frame, wrap on one of the sides, or not wrap at all. Selecting **Frame** in the context menu is the same as choosing **Format > Frame** from the menu bar, and opens a dialog that gives access to managing all properties of the frame.

The contents and functions available for use in text frames are the same as in text documents and can contain pictures, multiple columns, tables, drawings et cetera.

Linking Text Frames

Several text frames may be linked to each other over different pages of a document. The text automatically flows from one to the next.

1. In order to create a link, click the edge of the frame to be linked. Eight handles 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.

Note: 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.

Click the **Link** of the object bar when a frame is selected and the cursor changes. The cursor can display as one of two icons: a chain with an arrow when two frames can be linked by clicking, or a chain with a stop sign when linking is not possible where the cursor is positioned. A note is displayed in the status bar in each case: for example, why linking is possible or not possible.



Note: 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.

Linking of frames cannot happen under the following conditions:

- The target is not empty. Automatically captioned frames are not considered empty and, thus, can not be the target of a link.
- The target already has a previous link.
- Source and target are in different sections. For example, 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 a frame is inserted into another frame and these must be linked with each other.

Using Text Animation

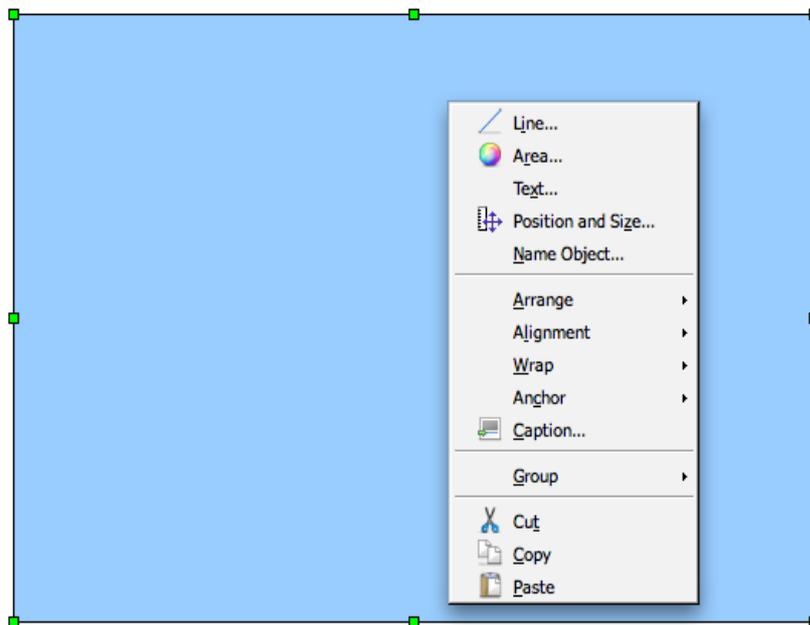
Writer's Text Animation feature enables composition of applications with colored, animated text. This may be useful, for example, for a simple web site. The following step-by-step procedure shows how to do it:

1. Open a new, blank NeoOffice Writer document.
2. Select **Format > Page** to select a background for the whole page.
3. Open the **Draw Functions** toolbar using the **Show Draw Functions** icon in the **Standard** toolbar

4. Click the **Rectangle** icon.

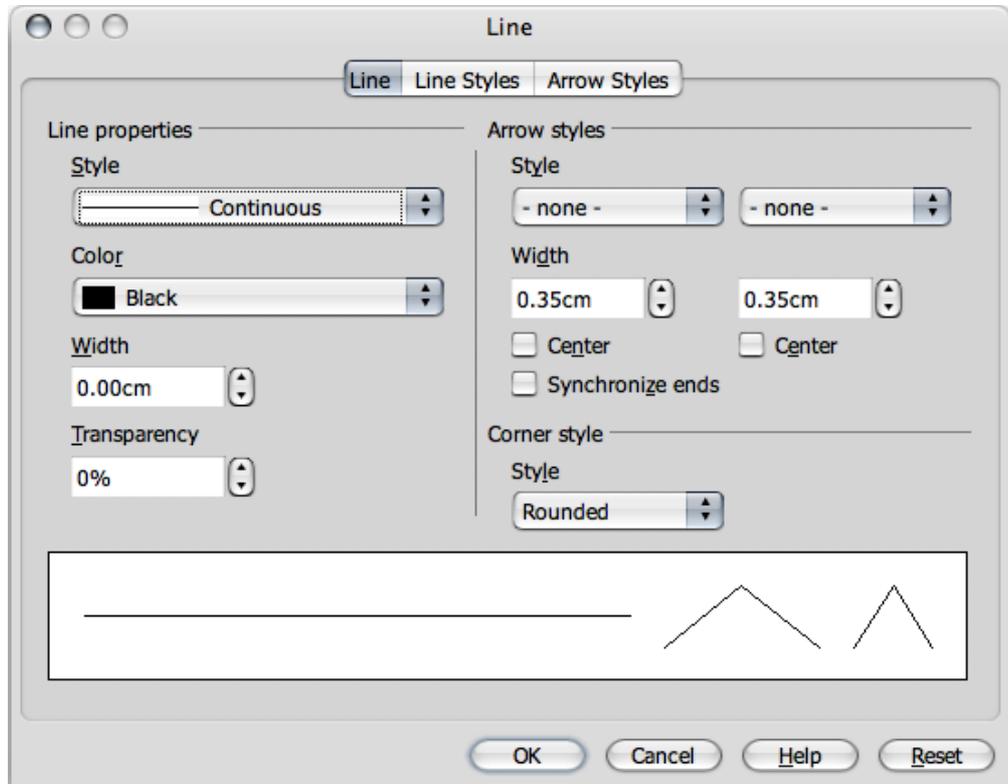


5. Create a rectangle in the centre of the page.

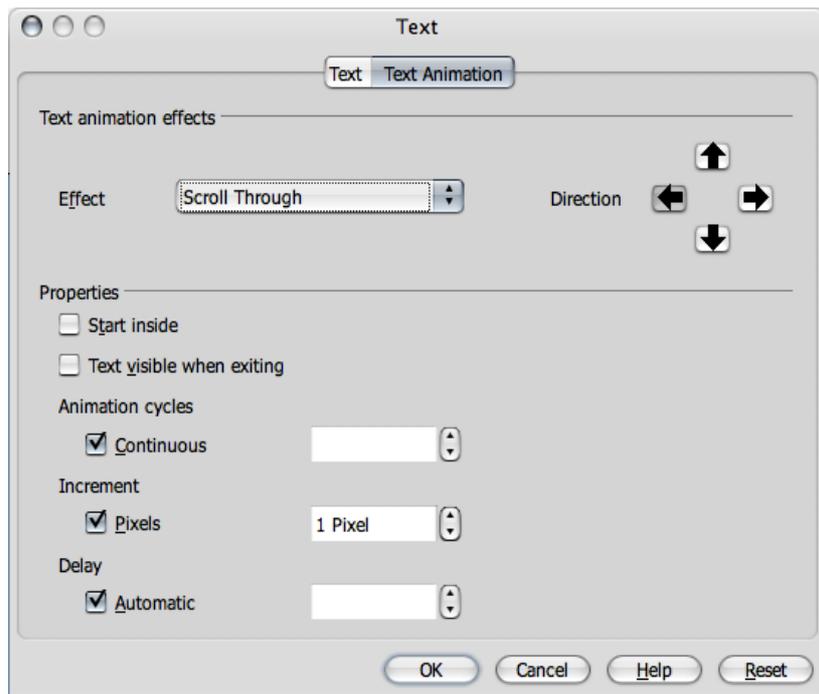


6. Open the context menu for the rectangle object by right-clicking (*Ctrl*-clicking) somewhere within it.
7. Choose **Area** to open the **Area** dialog and then select the **Area** tab.
8. In the Fill section list box choose either **Color** or **Gradient** if the one wanted isn't currently selected.
9. Select a color or a gradient.
10. Close the dialog with *OK*.

11. Open the context menu once more.
12. Select the **Line...** command to define the border properties of the rectangle and choose a color and a width.



13. Close the dialog with *OK*.
14. Double-click in the middle of the rectangle and enter any text regardless of whether the text extends beyond the width of the rectangle or not.
15. Click again on the border of the rectangle in order to select it.
16. Open the context menu and select **Text**.
17. In the **Text** dialog, click the **Text Animation** tab.
18. Under **Text Animation**, select **Effects**



19. Select from the pull-down list the option “Scroll Through”.
20. On the **Text** tab page, set the distance from the left and right borders. (The border of a frame goes half inside and half outside.)
21. Click *OK*.
22. The text animation will start to run immediately.
23. To alter the size of the animated text, select the rectangle again and double-click in the center. Now select the text and apply a larger font size.
24. A suitable text color can also be chosen by opening the context menu and choosing **Character**.

***Note:** Enlarge or reduce the page view either by choosing **View > Zoom** or via the context menu of the scale field (the field which reads 100% or 150% etc) on the status bar. If the screen display is to be refreshed, press *Shift-Ctrl-R*.*

Drawing Lines in Text

There are a number of ways to add lines to a page of text and any lines that are incorporated in a document can have attributes defined, such as the angle, width, color, et cetera, whatever you choose.

Here are some ways to add lines.

- Use the shortcuts described under *Three identical characters will become a whole line* on page 103.
- Apply the preset paragraph style **Horizontal Line** by placing the cursor on a blank line and double-clicking the **Horizontal Line** style in the **Styles and Formatting** window. If the entry for horizontal lines is not visible in the list of Paragraph Styles, switch the view in the Styles and Formatting window from “Automatic” to “All Styles”.
- Draw a line above, beside or below a paragraph by choosing **Format > Paragraph > Borders**. This function is explained in detail in the NeoOffice Help.
- To personally define the line attributes and direction, use the **Line** drawing object as follows:
 1. On the **Standard** toolbar, click the **Show Draw Functions** icon  to open the **Draw Functions** toolbar.
 2. Click the **Line** icon. The mouse pointer changes to a cross-hair symbol with a line beside it.
 3. In a document, locate where the line should begin, click, hold down the mouse button and drag to the point where to end the line. Holding down the *Shift* key, restricts drawing to horizontal, vertical, and diagonal lines only.
 4. Release the mouse button once the line has the desired direction and length.
 5. To draw more lines, repeat steps 2 and 3.
 6. End this function by pressing the *Esc* key or by clicking the **Selection** icon from the **Draw Functions** floating toolbar.
 7. Once all lines are complete, select all of the lines at the same time by clicking each line while holding down the *Shift* key. By using this multiple selection method, you can assign all of them a common color, width or any other attribute as needed.

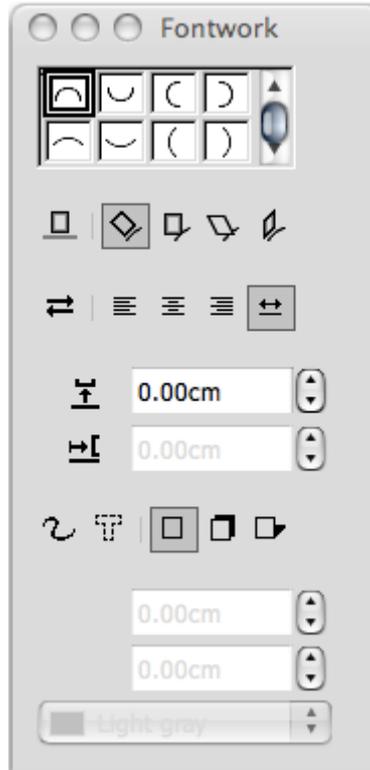
Note: If these lines or other draw objects are exported in a text document to HTML, be aware that such objects are not defined as part of the Internet page description language HTML and are therefore not exported directly into HTML format but are exported as graphics.

Editing Text With FontWork

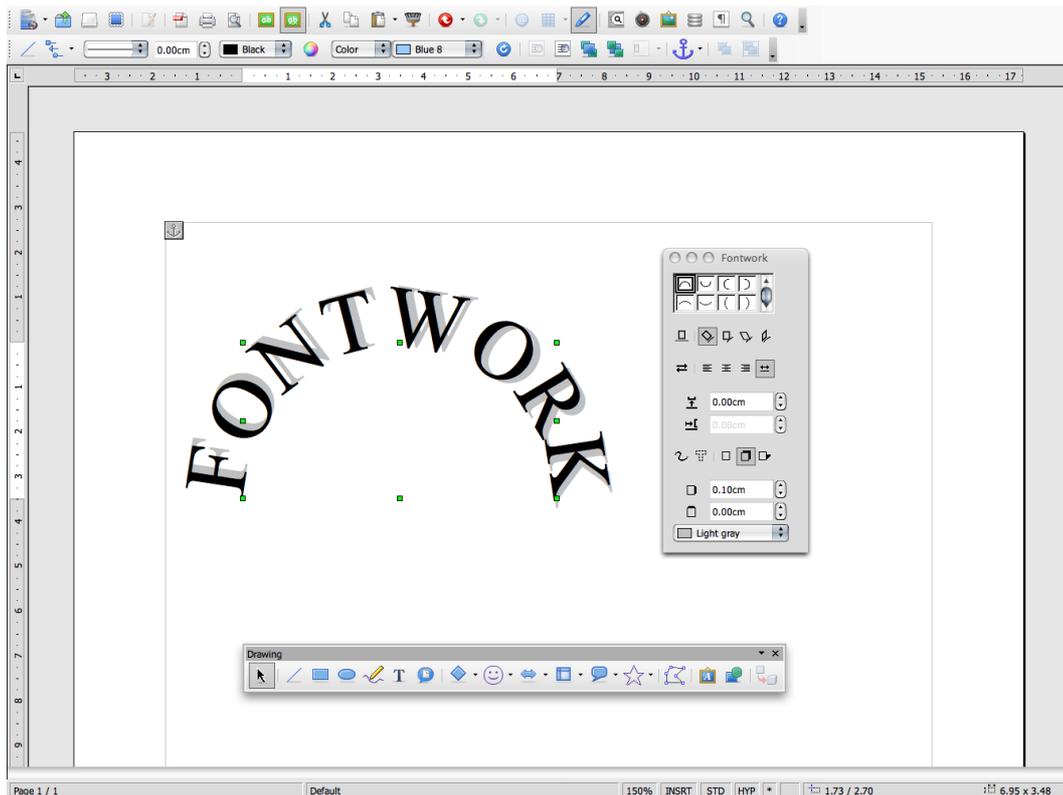
The **FontWork** program module is used for graphical text effects in a similar manner to the WordArt® function available with Microsoft Office. If this functionality is needed, here is the procedure to follow:

1. Open the **Drawing Functions** floating toolbar from the **Standard** toolbar.

2. Select the **Text** icon.



3. Draw a text frame on the page.
4. Enter the text, for example “**FontWork**”.
5. Choose **Format > Object > FontWork**. This opens the **FontWork** window, from which to select the desired effects:
6. Click the upper-left icon with the semicircle to display the text as a curve.
7. 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.



8. Since the first and last letters may not be easy to see, insert two blank spaces before and after the text. Double-click the text, edit it, and then click outside the object.
9. Selecting the **FontWork** object causes eight handles appear which can be used to change the size and shape of an object. For example, drag one of the handles in the desired direction.
10. Finished **FontWork** objects can be copied to the clipboard and so pasted into other documents for modification, sizing or other attributes.

Aligning Text With Lines

Aligning text on a free form line

1. Draw a free form line using the free form line **Functions** floating toolbar.
2. Double-click on the line.
3. Enter the desired text or copy it from the clipboard.
4. Choose **Format > Object > FontWork**.
5. Click for example on the **Rotate** icon.

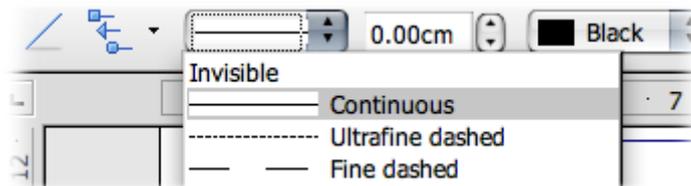


function on the **Draw**

Aligning text with straight lines

Slanting text so that it follows an angle from one point on the text page to another point uses a similar procedure to aligning text on a free form line. Here's how:

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 the two ends may still be seen).
4. Double-click exactly between them.
5. Enter the text.
6. Click outside the line object.

The Navigator

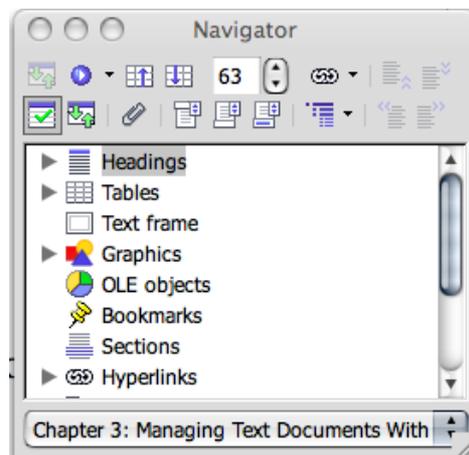
The Navigator is another important feature of NeoOffice which, along with the **Styles and Formatting** window, helps manage formatted documents.



Activate the Navigator by clicking the corresponding item in the **Edit** menu, or click on the Navigator icon on the Standard toolbar.

In particular, the Navigator helps one to navigate, or move accurately, to the parts of a document required and provides detailed information about the content of the document in an understandable manner.

In text documents, the Navigator provides complete lists of all heading, graphics, tables et cetera in a document. Simple navigation, such as going straight to a specific place in a document, only requires double-clicking the desired entry in the Header list. Besides simple navigation, the Navigator can do much more in assisting you to manage documents. For example, a document is structured using headings so, through the Navigator, you can change the sequence and hierarchical levels of whole chapters and sub-chapters quite easily by clicking the appropriate icons in the Navigator.

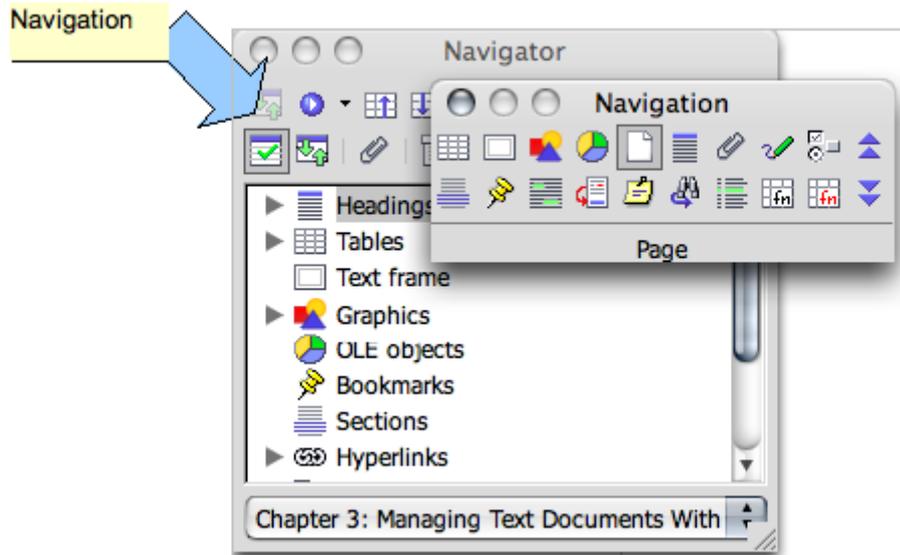


The Navigator can be docked to the edge of a window using the procedure described elsewhere in this guide.

Jumping From One Object to Another in Text

Clicking the **Navigation** icon in the Navigator window toolbar opens the **Navigation** window.

This Navigation window has functions to allow movement in a document from one object (graphic, table, et cetera) to the next or previous one of the same type.



For example, click the **Navigation** icon in the **Navigator** window and in the **Navigation** window click the **Graphics** icon. The graphic object type will be selected and the **Navigation** window will disappear immediately so that you can access the **Previous** and **Next** icons in the **Navigator** window toolbar. Press either the **Previous** or **Next** icons to search for the next nearest graphic in that direction.

In the **Navigation** window, the double-arrows at the right-hand end of the toolbar may also be used to search.

***Note:** To have the **Navigation** window stay open, first grab its edge and drag it away from its initial position. Any distance will do. Now it will stay on top until closed.*



Another way to access the **Navigation** window can be found in the vertical scroll bar at the bottom right-hand side of the document window.



When the **Navigation** double arrows in the vertical scroll bar appear black, a user can move through the document page-by-page. Likewise, if the arrows appear blue, as here, you can search to each object of the same category that has been last selected in the **Navigation** window.

Jumping From One Reminder to Another

Use the **Navigator** to set temporary reminders that stay in effect until the document is closed. This is handy when looking up or adding something later, as it makes it easy to move between particular locations in the document. For example:

1. Position the cursor where the reminder is to be set .
2. Click the **Set Reminder** icon in the **Navigator**. The reminder will not be visible in the document.

3. When jumping to a reminder, select the **Reminder** entry in the Navigation window and you can now move through the reminders by clicking the **Previous** and **Next** arrows.

Jumping to a Specific Page

Moving quickly to particular pages in long documents is easy even if the Navigator is not opened or docked.

Double-click the current page number on the Status bar, and the Navigator window switches between open and closed.

Enter the number of the target page number into the spin button at the top of the Navigator panel. After a short delay the page is automatically displayed. Press *Return* and the cursor is automatically placed at the top of that page.

A keyboard shortcut, *Cmd-shift-F5*, places the cursor in the Navigator page spin button. If the Navigator is inactive it is opened first.

Chapters in Navigator

In long documents, 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 “**Heading**” Paragraph Styles must be applied to the chapter headings (or choose the Paragraph Styles which will be recognised as headings under **Tools > Outline Numbering**).

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 subsections is of course also moved.

To move the chapter headings without moving their contents, drag and drop while holding down the *Cmd* key. (The **Drag Mode** icon only affects drag and drop behaviour between Navigator and document). When using this function, switch on **Heading Levels Shown** by clicking on the relevant icon in the Navigator, to see what is happening in the document.

Other Navigator Features

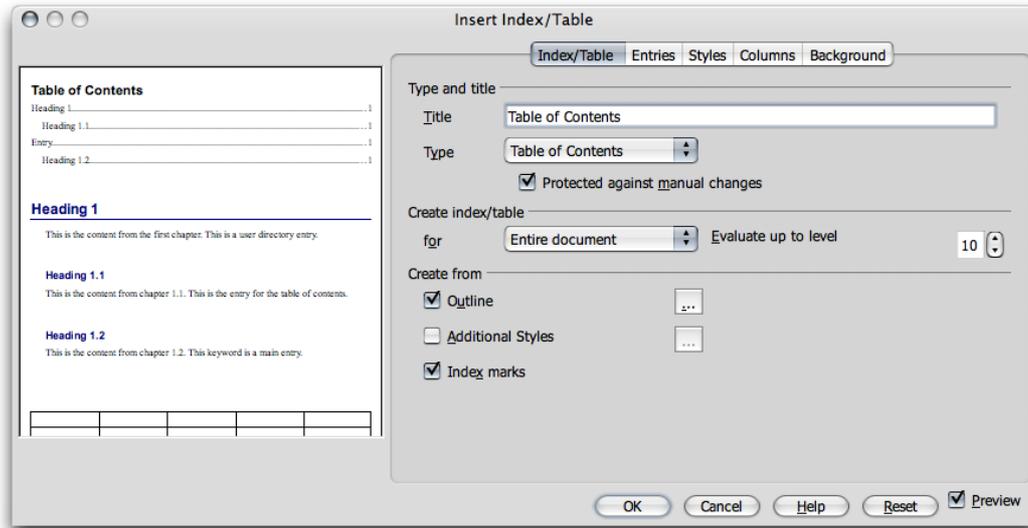
When you want to know about the objects in a document, the Navigator can be very helpful, particularly in longer documents. For example, if there is an HTML page open, the Navigator tells at a glance which hyperlinks the page contains, including any hidden hyperlinks. However, hidden hyperlinks will be without reference text.

Indexes and Tables of Contents in Writer

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

Defining Index/Table of Contents Entries

The first step in preparing indexes, such as a table of contents or other index, is to determine which entries in the document should be included.



First define entries for the index(es) as entries in the document in the following manner:

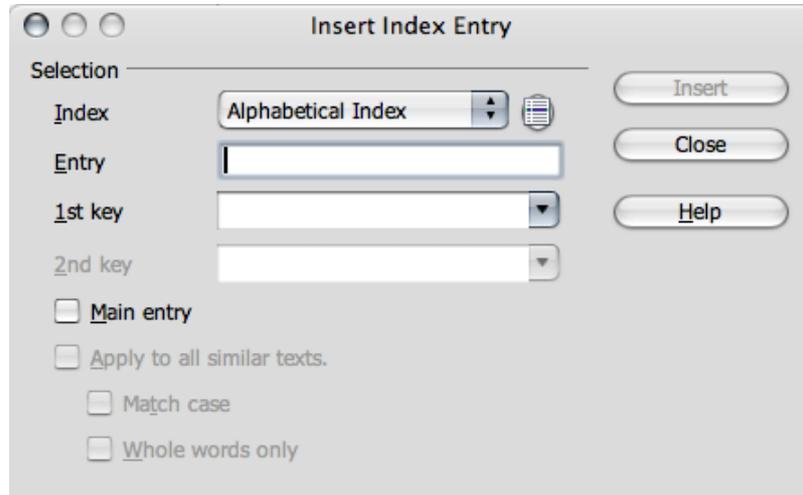
1. Select the word or words in the document which are to be listed in the index. Several words can be selected by holding down the *Shift* key if they are listed one after the other, or by holding down the *Cmd* key if they are spaced apart. When selecting a single word, simply position the cursor in the word – it does not need to be highlighted. For a Table of Contents, using Headings is easiest.
2. Enter the selected words in an index by choosing **Insert > Indexes and Tables > Entries**. If a different term is to appear in the index, enter it in the **Entry** field. For example, you could enter “dictionary, defining”, whereas only the word “dictionary” appears in the text.

To define all similar words in a text as entries, select **Insert > Indexes and Tables > Entry** and check **Apply to all similar texts**.

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

Editing or Deleting Index and Table Entries

All defined index entries are shaded gray in the document for easy recognition, but this shading is not printed. If you do not wish to display the shaded entries on-screen, switch the highlighting on or off using **View > Field Shadings**.



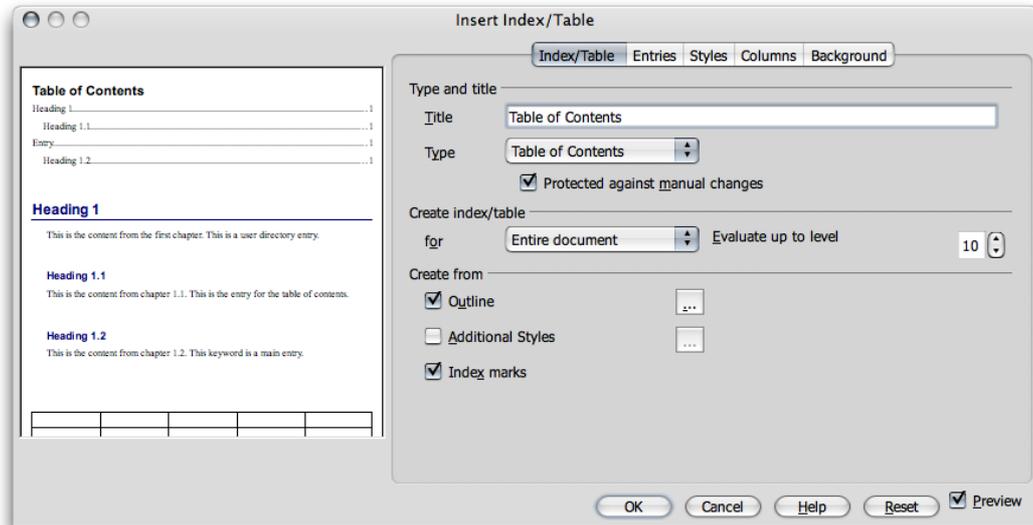
1. To edit an entry, place the cursor immediately before or inside it.
2. Then choose **Edit > Index Entry**.
3. Alter the text in the **Entry** text box as needed.
4. Click on the **Delete** button to delete this entry from the list.

If the displayed text of the entry is modified, the altered text is inserted into the generated index. Only a thin gray mark in the document remains where the entry was. 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 at the location where you wish 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 this dialog is started, this tab page and type are already selected).



3. Click on *OK* to create the table of contents from the headings and entries already defined. These are defined by their Styles: eg Heading 1, Heading 2, Heading 3.
4. To insert additional paragraphs of another paragraph style into the table of contents, check **Additional Styles**
5. Click the icon next to the box to open the dialog
6. Define the paragraph styles that are also to appear in the table of contents and the level they are to be shown. Click the  icon near Outline to open the **Assign Styles** dialog. This dialog sets paragraph styles for each level of the index, starting at the top level.

Select one of the existing document paragraph styles from which to generate each entry at this level of the index.

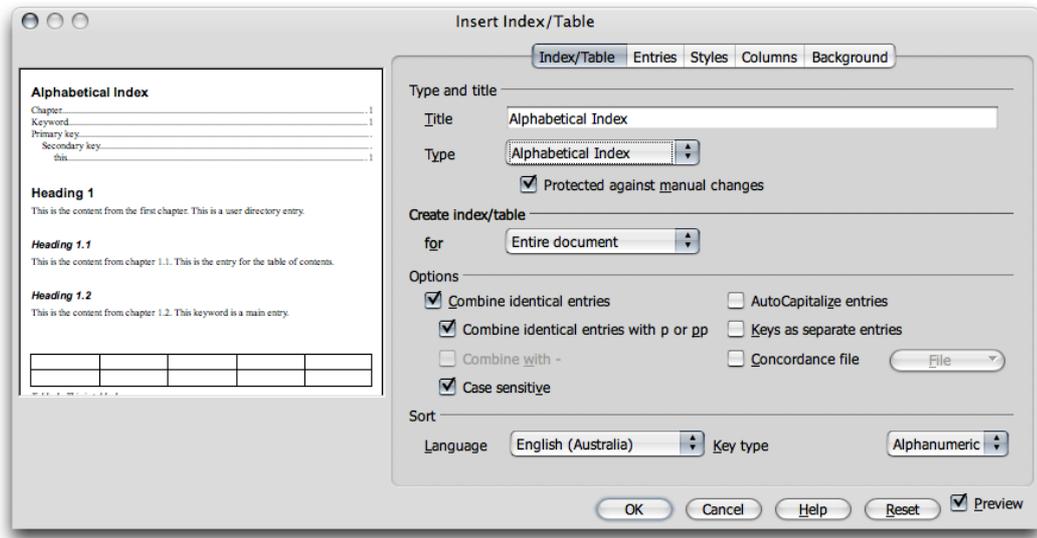
When changing headings, rearranging their sequence or inserting new chapters, remember to update the table of contents as follows:

- Place the cursor in the Table of Contents.
- Right click or *Ctrl*-click to activate the context menu
- Select **Update Index/Table**.
- Select **Tools > Update > All Indexes and Tables** to update all the indexes and tables of contents in a document.

Note: there is an excellent step-by-step guide to working with tables of contents, called “How to Create and Maintain a Table of Content”, from the OpenOffice.org authors. Go to http://documentation.openoffice.org/HOW_TO/index.html and look for that title.

Creating Alphabetical Indexes

1. Place the cursor in which to create the index.
2. Select **Insert > Indexes and Tables > Indexes and Tables**.
3. The **Insert Index/Table** dialog appears.



dialog

On the **Index/Table** tab, select “Alphabetical Index” in **Type**.

Click *OK* to generate the alphabetical key word index using the default settings.

There are several options that can enhance the usability of any index. For example, to highlight letters under which entries exist as subtitles (“alphabetical delimiter” in the **Entries** tab), or to allow case-sensitivity to be taken into account when sorting, and much more.

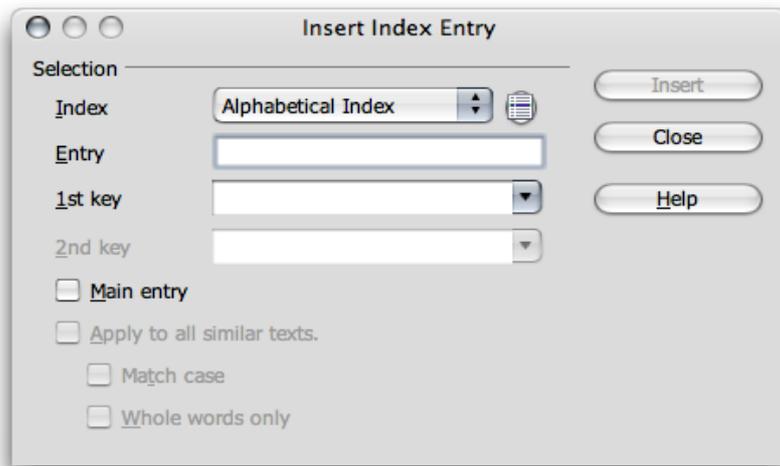
Editing the paragraph styles in the **Styles and Formatting** window is the best method for changing the formatting of the individual lines in the index, as all direct formatting is overwritten at the next update.

Creating User-Defined Indexes

You can create as many user-defined indexes as needed.

Step 1... Create a named index entry collection:

- a) Open **Insert > Indexes and Tables > Entry**



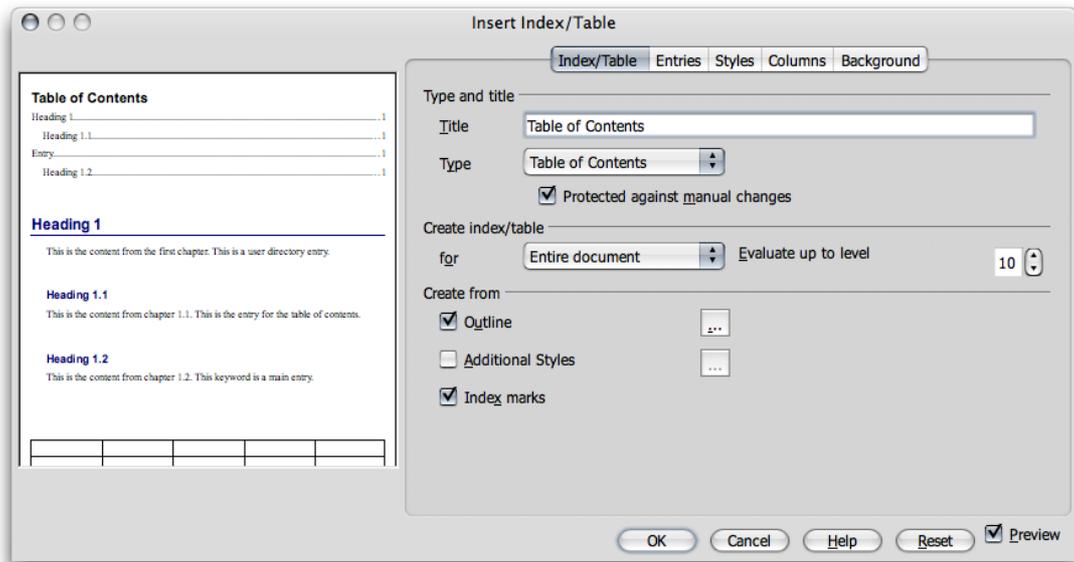
Step 2... Select User-Defined from the **Index** list box

- a) Click the **New User-Defined Index** icon in the dialog
 - i. Name the new index.
 - ii. Click *OK*.
- b) Add entries for this new index. At least one entry must be inserted into the new index before closing the **Index Entry** dialog, or the index won't be created:
 - i. In the document, find a candidate location or text for the new index.
 - ii. Position the text cursor at that position, or select a word or phrase that will go into the index.
 - iii. In the **Index Entry** floating window click the button **Insert**.
 - iv. Repeat this process from step 2.b.i. or continue with step 2.c.
- c) In the **Index Entry** floating dialog click the button **Close**.

Step 3... Finally, create the index in the document:

Position the cursor on the place where the user-defined index is to be created.

- a) Choose **Insert > Indexes and Tables > Indexes and Tables...** to open the dialog **Insert Index/Table**.
- b) In the **Type** list box, select the entry matching the name that was given to the index collection in step 2.b.i. Give the index a title by editing the **Title** box.
- c) Check the **Styles box**
- d) Click the  icon to open the **Assign Styles** dialog. This dialog sets paragraph styles for each level of the index, starting at the top level.



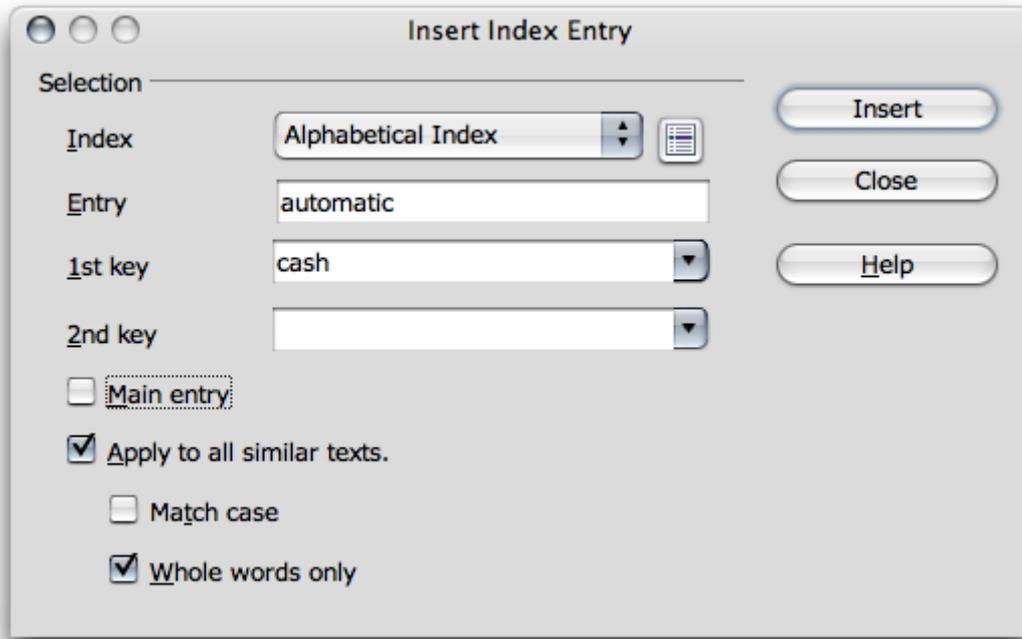
- Step 4... Select one of the existing document paragraph styles from which to generate each entry at this level of the index.
- i. Click the >> button to record that style and move to the next index level.
 - ii. For each index level, repeat this process from step 2.f.i, or continue with step 2.g.
- b) Click *OK*.
 - c) Mark the other check boxes under **Create from** to create the index from all the objects of a certain type.
 - d) Assign names to the objects in the **Options** tab of the corresponding property dialog.
 - e) Click *OK* to generate the index from marked entries.

Making Index Entries

Much of the information about concordance files is relevant to alphabetical index entries generally. Consider the entry menu below. If you have a word “automatic” in the text and you want it to feature in the alphabetical index, in the form, “cash, automatic”, then you proceed as follows:

1. First select the word in the text. Then select **Insert > Indexes and Tables > Entry...** to bring up the menu below.
2. The word “automatic” should be in the Entry line. If not, type it in there.
3. Put “cash” in the 1st key box. This is the term that it will appear under in the index.
4. In this case don't check main entry, because you want “cash” to be the main entry.
5. Check “apply to all similar texts” if you want to pick up “automatic” every time it appears.

6. You will probably want to select “whole words”, rather than have parts of words selected. That way, “automatically” won't be selected.
7. You probably don't want to match the case here, because you do want “Automatic Cash” and “Automatic cash” to be picked up as well.
8. Click Insert to enact.



To edit entries, place your cursor next to the entry in the text. Select **Edit > Index Entry**. You may delete an entry (not delete the word in the text, just delete its appearance in the index), change the first and/or second keys (see below for an explanation of keys) or make it a Main Entry via this menu.

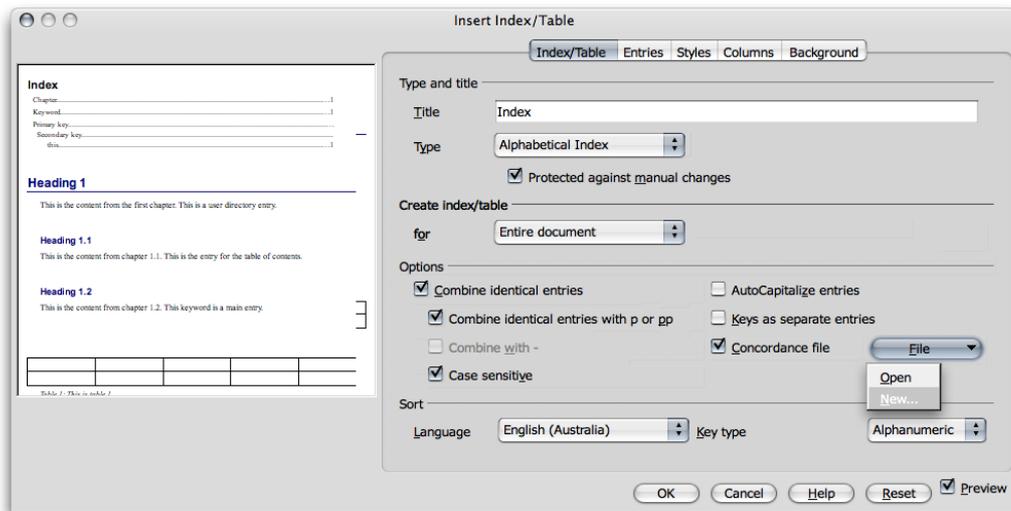
Using a Concordance File

A concordance file is a variation of an index in that it provides exact references to words in the document and permits cross-referencing and sub-indexing. Thus a concordance file contains a number of key words and information as to how these words are to be seen in an index.

One way to create an *alphabetical index* is to use a concordance file. You will need to know what terms are wanted in the index, and how these should be displayed. NeoOffice allows an index to have up to three levels: parent, sub-parent, indexed item.

Preparation

Place the cursor in the document where the index is to be inserted then select **Insert > Indexes and Tables > Indexes and Tables**. On the **Index/Table** tab, enter into the Title box the name that will be displayed at the beginning of the index. In the Type box, choose **Alphabetical Index**. Under **Options** check **Concordance file** and after clicking on **File**, choose **New**. A **Save As** dialog box pops up and a name must be assigned to the index and saved. The extension automatically given to the concordance file is **.sdi**. The other fields and tabs in the Insert Index/Table screen are used to design the layout of the index.



Entering Data

The 'Edit Concordance File' screen is now displayed with seven columns: Search term, Alternative entry, 1st key, 2nd key, Comment, Match case, and Word only.

- 'Search term' is the actual term to be searched for in the document. The search term can be more than one word.
- 'Alternative entry' is the term that will be shown in the index. If the Search and Alternative terms are the same, Alternative can be left blank.
- '1st key' is the parent term that the current term should be listed under in a multi-level index and is left blank if the term is to stand on its own.
- '2nd key' is the sub-parent term that the current term should be listed under in a multi-level index and is left blank if the term is to stand on its own or if it only has one parent.
- The information in the Comment field does not get printed in the index and can be used for any additional information.
- 'Match case' means that uppercase and lowercase letters are considered when searching for a term and is 'No' by default.

- 'Word only' means terms will only be picked up if the full search term word(s) are found in the correct order. For example, if the search term is 'in present' every instance of the word 'in' followed by the word 'present' will be indexed but 'in presentation' or 'in a present' will not be indexed. 'Word only' is 'No' by default.

After entering the terms press 'OK' to save the concordance file.

To review or change entries, right click or *Ctrl*-click anywhere in the the document and choose **Edit > Indexes and Tables** to bring up the **Indexes and Tables** dialog. Then choose 'Edit' under the 'File' button.

A concordance file can also be created or modified manually. (An example is shown below). Follow the above steps to create a concordance file, though it is only necessary to enter one line of data. Save the file to create the .sdi file. This file can now be opened in Writer, and additional entries can be made, or existing entries can be modified. When saving the modified document, you may see a warning message about formatting; answer 'Yes' to save in the Text file format. This will keep the .sdi extension.

The text document displays each entry of the concordance file as a separate line and the items are separated by semi-colons. The fields are: *Search term;Alternative entry;1st Key or Parent 1;2nd Key or Parent 2;Match Case;Word only*

If there is no information for a specific field, that spot should be left empty.

Commented lines begin with # and are ignored by the indexing system.

'Match case' and 'Word only' are interpreted as 'No' or 'False' if they are empty or contain a zero. All other contents are interpreted as 'Yes' or True.

If the search term and alternative entry are the same, leave the alternative entry blank. If the user wants to make sure the term is displayed a particular way, enter it in the Alternative entry field exactly as it should be displayed. For example, searching for the word 'e-mail' in the document, it should be indexed regardless of whether it is upper or lower case; however, display of the index entry must be upper case. Thus, the concordance file entry should be `e-mail;E-mail;;;0;1` OR `E-mail,E-mail;;;0;1`. Without the alternative entry, the index will display the first instance of 'e-mail' found in the document so it may or may not be capitalized.

If the search term has no parent, leave *Parent 1 and Parent 2 blank*. Parent 1 is the highest parent, Parent 2 is a sub-parent of Parent 1.

Example file

In a document on animals the index could have a listing for cat breeds. Parent 1 would be 'cats', Parent 2 would be 'longhaired', 'shorthaired' or 'semi longhaired'

Examples of entries (the commented lines are given for explanation and are not required):

```
#American Shorthair is the search term and the #alternative entry so only
needs to be listed #once

#Cats is the highest level parent with #shorthaired as a sub-parent.

#Match case is 0 which means false, so all upper #and lower case instances
will be selected
```

#Word only is 1 which means true, so only #instances of the full words will be selected.

#It would not #include American shorthaired.

American Shorthair;;cats;shorthaired;0;1

Himalayan;;cats;longhaired;0;1

Maine Coon;;cats;semi longhaired;0;1

Norwegian Forest;;cats;semi longhaired;0;1

Persian;;cats;longhaired;0;1

Abyssinian;;cats;shorthaired;0;1

Bengal;;cats;shorthaired;0;1

#feed cats and cat treats are both search terms #that will be included in the following index #entry:

#cats

care

feeding

feed cats;feeding;cats;care;0;1

cat treats;feeding;cats;care;0;1

Once entries are made in the concordance file, it may be necessary to make sure only the desired text is indexed. You can either look at the index results or use 'Find and Replace' in the document and enter each search term to see what text will be indexed. If something is being indexed that is not wanted, you will need to modify the search term to eliminate the unwanted text.

For example, a document on nature could include information about trees and animals. An index entry for bark would pick up tree bark and text about animals barking. To ensure that only the tree bark text is indexed, a user might have to change the entry from:

bark;;tree;;0;1

to:

tree bark;bark;tree;;0;1

and:

bark of the tree;bark;tree;;0;1

The order of entries in a concordance file does not affect the display order, which is alphabetical. However, keeping like items together makes it easier to track down any errors or to find an entry that needs to be changed.

Turning on **View > Field Shadings** allows users to see which terms are indexed and might help determine what index items have been forgotten.

Creating Bibliographies

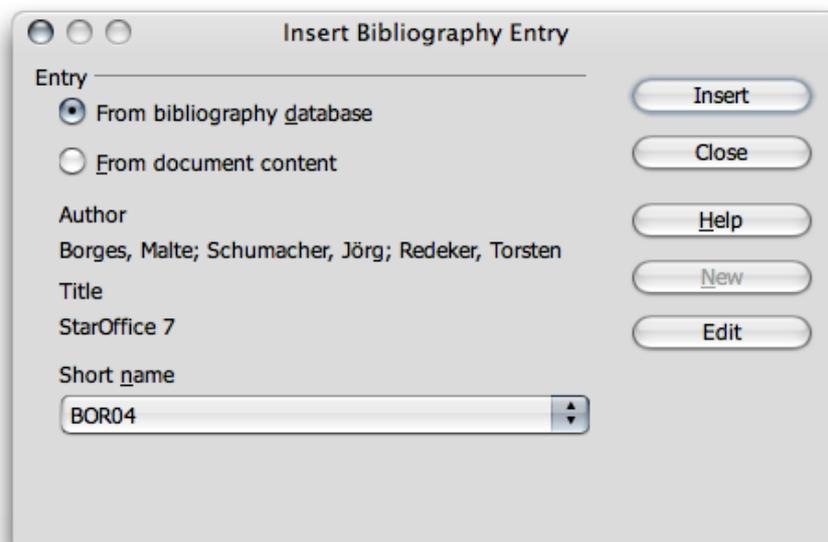
Bibliography entries are often in the form of: “Smith [Smith 1995] has also carried out research on this matter” or similar, so that the reader knows that more detailed information can be found in the bibliography under “Smith 1995” with the full name of the author, title of the book, publisher, date of publication and a myriad of other possible terms.

Decide what details should appear in the bibliography and then use **Insert > Indexes and Tables > Indexes and Tables** with a **Type** of **Bibliography** to define how the entries will look when displayed.

Select **Tools > Bibliography Database** to open the bibliography database. Examine the columns and find one labelled **Type** then 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. A new record can be inserted 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 the relevant new entry is actually inserted.

Note: 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 the document is distributed, 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:



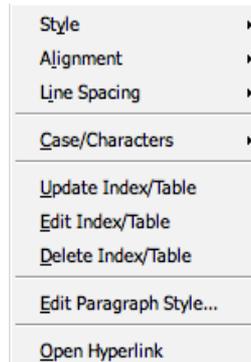
2. First decide whether to select the entry from the records contained in the bibliography database, or from the entries that are contained in the current document (and which can differ from entries of the same name in the bibliography database). An entry in the document content can be identical to an 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 the **New** button is used 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 the 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

Indices and Table of Contents are snapshots of what is present at the time they are created. Obviously there are occasions when these need updating, editing or deleting. The following instructions give the steps needed to accomplish any of the above tasks.

1. Place the cursor in the index/table and right click or *Ctrl*-click to open the context menu.
2. Select the desired command:



- a) Update Index/Table
- b) Delete Index/Table
- c) Edit Index/Table
- d) Edit Paragraph Style

*Note: (d) Edit Index/Table is only available if **Insert > Indexes and Tables > Indexes and Tables > Index/Table > Protected from manual changes** is selected. This is because, by default, indices and tables of contents are protected from changes.*

Editing the Format of an Index/Table of Contents

The **Entries** tab on the **Insert > Indexes and Tables > Indexes and Tables** dialog permits editing the format of an index. In this tab, alter the way in which entries, tab stops and page numbers are arranged et cetera. Using the **Styles** tab, assign other Paragraph Styles. For detailed instructions, refer to the NeoOffice **Help**.

Hyperlinks can be automatically assigned to the entries in the table of contents using the following method:

1. Go to the **Entries** tab page,
2. Place the cursor in the structure row before the entry <E#>
3. Click the **Hyperlink** button, then place the cursor after <E> and click **Hyperlink** again.

Where the list is a table of contents for the document, click a hyperlink to go straight to the first occurrence; however, for this to work, the table of contents must be generated from headings.

Indexes Covering Multiple Documents

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

- 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 later in this manual.

Headings and Numbering

Most text documents benefit from use of headings and numbering. Writer provides automatic functions that help you manage the structure and formatting of documents via headings and numbering.

Numbering and Numbering Styles

Numbering in a document may be applied either as direct formatting or by using a Style, in the same manner as is done with other paragraph attributes such as “Justified” or “Line Spacing”. The icons on the **Bullets and Numbering** toolbar and the options in the **Format > Bullets and Numbering** dialog apply direct formatting. Direct formatting is also applied when automatic numbering is used via the AutoFormat/AutoCorrect function.

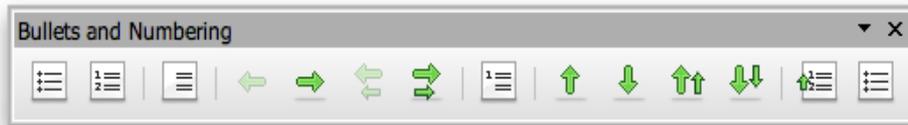
*Note: The AutoNumbering of AutoCorrect is not applied to the Styles listed in the **Styles and Formatting** window under “Special Styles”.*

A **Numbering Style** can be applied as part of certain Paragraph Styles or applied directly to the paragraphs. With the former case, you can take advantage of the paragraph formatting system for numbering as well. Changing a Numbering Style ensures that all numbering created with this Style will be automatically reformatted. Numbering Styles are described in the NeoOffice **Help**.

Turning Bullets On and Off

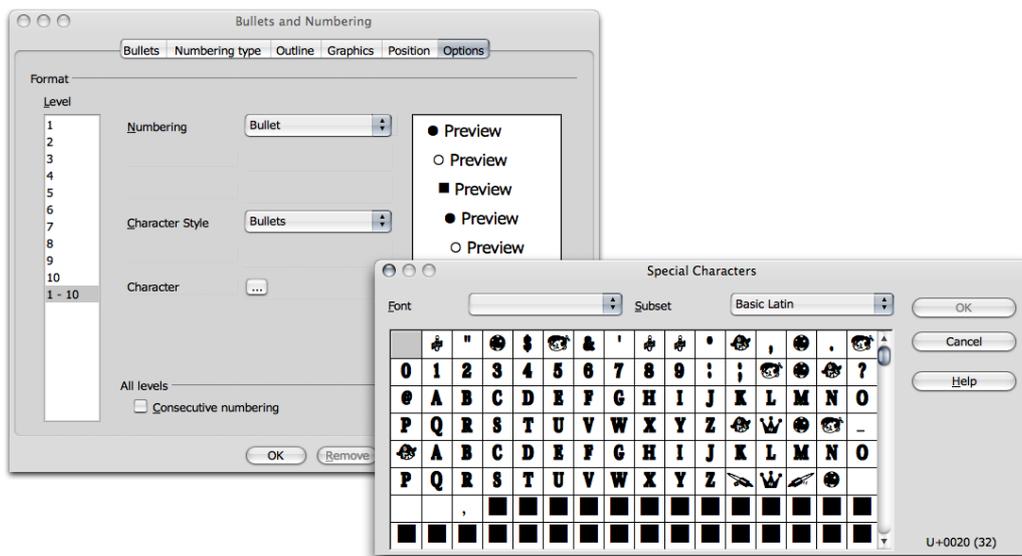
Bullets may be turned on and off in a document. The following is one method to turn a bulleted list on and off:

1. Place the cursor in a paragraph to be marked with a bullet symbol, or select a number of paragraphs.
2. Click on the **Bullets on/off** icon  on the **Bullets and Numbering** toolbar or on the **Formatting toolbar**. The paragraph or paragraphs will be formatted as a bulleted list.
3. In an existing bulleted list, if you click the **Bullets on/off** icon, the paragraphs will turn back into normal text.
4. The **Bullets and Numbering** toolbar contains icons for moving and rearranging numbered paragraphs, e.g. up or down one level, and with or without subpoints.



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

- Choose different bullet symbols under **Format > Bullets and Numbering > Options**. Select “**Bullet**” in the **Numbering** pull-down list. Click on the button with three dots. This opens the **Special Characters** dialog.



Turning Numbering On and Off

Turning numbering on and off can be accomplished as follows:

1. Highlight the paragraphs to be numbered or returned to normal text.
2. Click on the **Numbering on/off** icon  on the **Formatting** toolbar or the **Bullets and Numbering** toolbar. The paragraphs are formatted as a numbered list or, with an existing numbered list, the paragraphs will turn back into normal text.

Numbered lists are best controlled in the same manner as bulleted lists, i.e. with the icons on the **Bullets and Numbering** toolbar. When a numbered list is moved down a level, the subordinate numbered list at this level starts from one again. Using the **Show sublevels** box in **Format > Bullets and Numbering > Options**, select which previous levels should be included in the numbered list.

Example numbered list with sublevels:

- 1 Line one

2 and line two. If you enter a return the next the new paragraph will automatically be numbered 3. Pressing a **Tab** at this point increments the list sublevel, indents and changes the number to 1 at which point you can add text.

1. and now there is a sub level of line 2. To decrement the sublevel of a list paragraph, put the cursor at the beginning of the paragraph text and press *Shift-Tab*.

The above list is not numbered as fully as it might be, but serves as an example. Normally the full number of the last line should indicate the sublevel as 2.1 as well. To do this, apply **Format > Bullets and Numbering > Outline** to that level. This will be reflected in **Format > Bullets and Numbering > Options**.

Outline Numbering

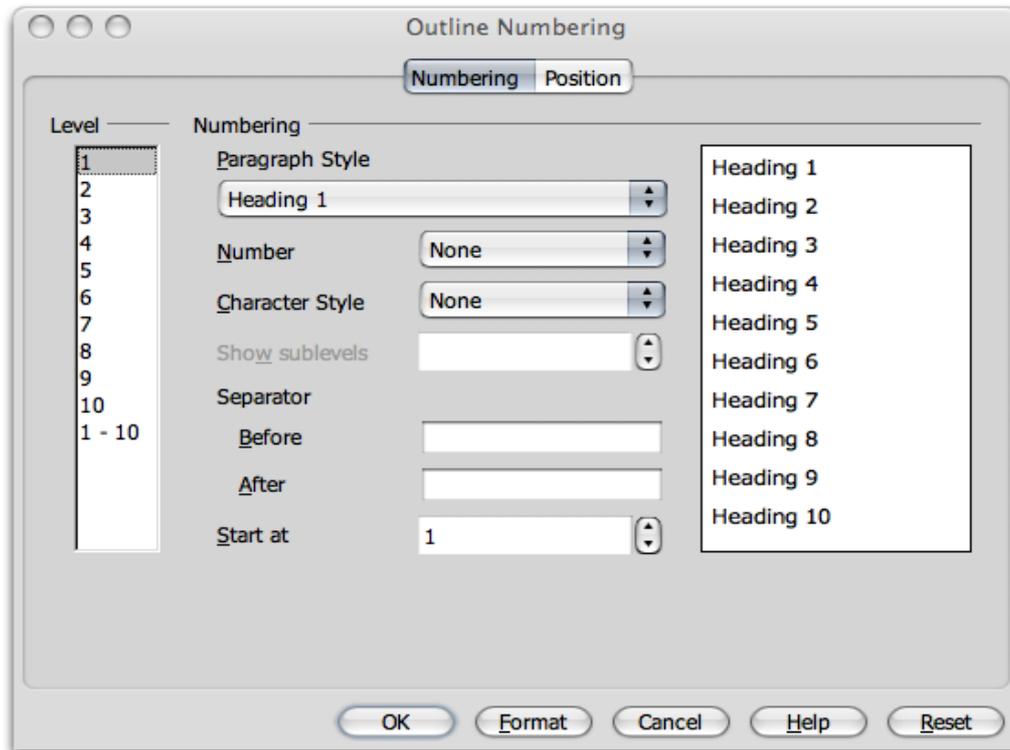
Choose **Tools > Outline Numbering** to number headings automatically. By default, the Paragraph Style “**Heading 1**” is assigned to the highest level of **Outline Numbering**.

For custom paragraph styles that should be used, apply these styles in this dialog on each individual level.

*Note: If a Numbering Style is selected from the **Number** pull-down list, then all paragraphs in a document that have the “**Heading 1**” format will have consecutive numbers placed in front of them.*

With respect to custom styles where there is, currently, a Paragraph Style “**Head1**” that is used for headings at level 1.

1. In the **Level** list box select 1
2. In the **Paragraph Style** pull-down list select **Head1**.
3. Click *OK*.



Now, all paragraphs to which **Head1** is applied will be listed in the Navigator under “Headings”.

Remember that chapters can be rearranged in the Navigator (see the section on the Navigator) when changing their order or their placing in the hierarchy. Using this feature also updates the numbering.



Click on one of the icons **Promote Chapter**, **Demote Chapter**, **Promote Level** and **Demote Level** (the four icons shown darker above), or

Move the chapter heading in the Navigator using the mouse.

The result is that numbering of all affected chapters is adjusted automatically.

Automatic Bullets and Numbering

Writer also automatically recognizes bullets and numbering during entry if **Format > AutoFormat > While Typing** was previously chosen. Numbering that uses Roman numerals is also recognized and continued.

Note: A list can start with any value: i.e., it does not have to begin with *I*.

A step-by-step example with *Roman* numerals:

1. Enter **I.** (with a period after it), also followed by a space and text. A right parenthesis may also be used as a substitute for a period.
2. Press the *Return* key to create a new paragraph.
3. The new paragraph will begin with **II.**, i.e., the Roman numeral for two.
4. Enter some text, press the *Return* key and the next paragraph will begin with **III.**
5. Repeat as needed.

Roman numbering can begin with any numeral desired: for example, with **ci** (corresponds to 101), which will be followed by **cii** (102) et cetera.

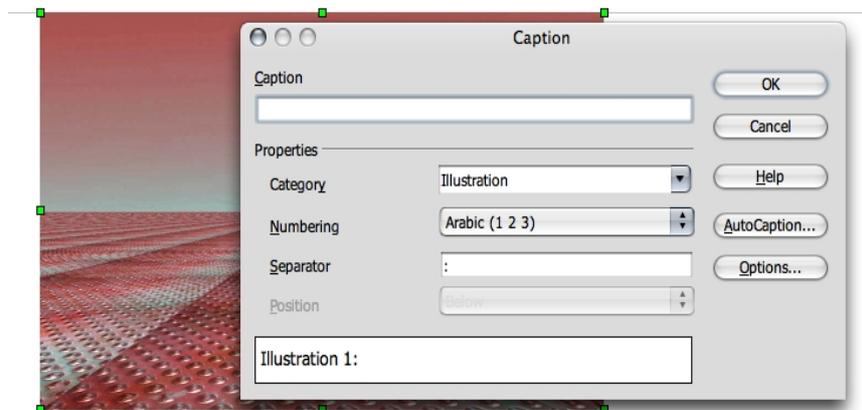
Numbering Illustrations by Chapters

Numbering illustrations by chapter, so that illustrations are labelled “Illustration 1.1”, “Illustration 1.2”, and so on in the first chapter and “Illustration 2.1”, “Illustration 2.2”, et cetera. in the second, is easily done. Use the following procedure to do this:

1. Organize a document in chapters.

Choose **Tools > Outline Numbering** to number the chapter headings that are formatted. For example, where there is 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 for numbering.
3. Choose **Insert > Caption...**



4. In the dialog that appears, select **Illustration** as the category and Arabic (1 2 3) as the numbering. Caption text can also be entered in this dialog.
5. Click **Options**.
6. Specify the chapter numbering in the **Number Range Options** dialog. For example, select option “1” under **Level** and specify the separator wanted for chapter numbering.
7. Click *OK*.
8. In the **Caption** dialog, click *OK*. The illustrations are now numbered by chapters.
9. Repeat 1-7 for all other illustrations in the document.

Numbering now occurs automatically: all illustrations within one chapter level are numbered appropriately, and the chapter level numbering desired can be changed in the **Number Range Options** dialog.

*Note: Choose **Tools > Options > NeoOffice Writer > AutoCaption, or Preferences > NeoOffice Writer > AutoCaption**, where you can check several boxes to set up the appropriate options. Here you can, for example, determine that all illustrations in text documents from now on receive captions automatically.*

Defining Number Ranges

Define separate number ranges, or sequences to number each group of elements in a document that belong together: for example, notes, warning messages, quotations, et cetera. The following procedure shows how to do this:

1. For example, type “**Note Number**” in front of the first note.
2. Choose **Insert > Fields > Other...**
3. On the **Variables** tab page, select the “**Number Range**” field.
4. For the **Name**, enter “**Note.**”
5. Click **Insert**
6. Close the dialog.

This “**Note**” number range enables you to automatically number all the notes in a document. In the field **Value**, select a new initial value for the entire number range. This is useful when dealing with a document in a series of connected documents.

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

Using Master Documents and Subdocuments

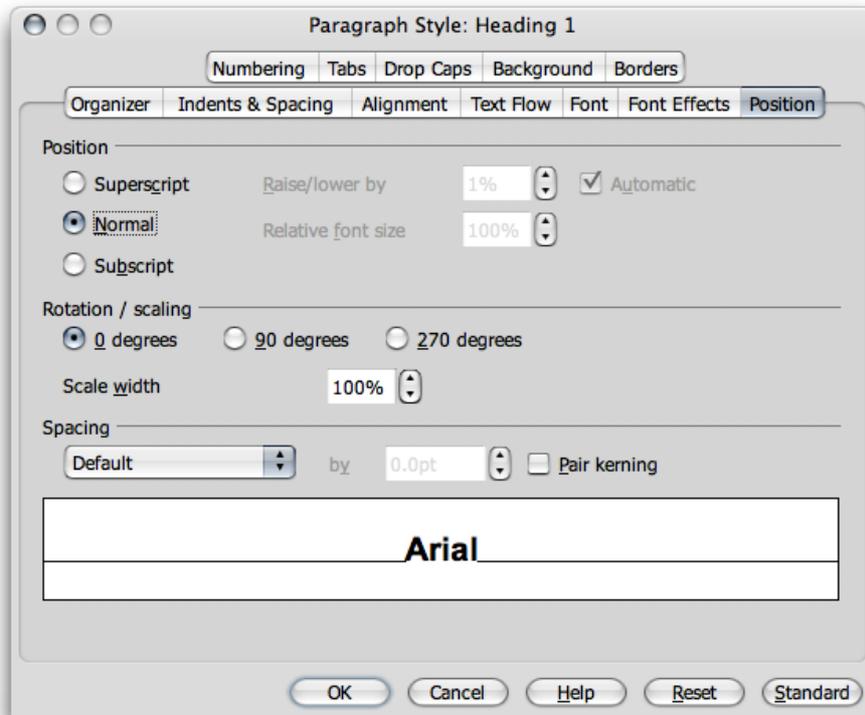
A master document and subdocuments will usually be a book and its chapters. The book is the master document and the subdocuments are chapters. A new empty master document is created by choosing **File > New > Master Document**, or creating a master document from an existing document by choosing **File > Send > Create Master Document**.

*Note: Existing master documents have the extension **.odm**, thus distinguishing a master document from “normal” Writer documents (**.odt**) in the **Open File** dialog.*

Open a master document by choosing **File > New > Master Document** and the new master document is opened as an empty text document. Providing that the Navigator is not docked and collapsed, the Navigator opens immediately in global mode.

The Navigator provides the functions needed for navigating and editing a master document.

Double-click a document in the **Navigator** to load it for editing. Now you can either enter text, such as headings, or insert subdocuments, by clicking the **Insert** icon  and choosing the desired entry **Text** or **File**. A new document can also be inserted by a long click on the icon to get the context list and selecting **New** document whereupon you first enter the name and path for the document, and then continue on to write the new document and save it.



Paragraph Styles that you define and use in the subdocuments are automatically adopted in the master document. If the master document is saved 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.

***Note:** When using master documents, use the same template as a base for all subdocuments and the master document itself. When a new Style is needed in the document, simply add it to the document template and reload the master document so that the new Style can be applied to all documents automatically.*

Use **Page Styles** to ensure that all subdocuments (e.g. all chapters in a book) always start on a new page (i.e. always on a new right-hand page). There is a built-in Page Style called “**Right page**” that could, for example, be linked to the Paragraph Style “**Header 1**”. For example, by assigning a page break to the Paragraph Style “**Header 1**”, every “**Header 1**” will always be at the top of a right page. If the **Next Style** is assigned to the Page Style “**Right page**” select “**Left page**” instead 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. New text can be inserted between individual inserted documents. 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**.

Documents are inserted in the master document as protected areas. That means these documents cannot normally be edited within the master document but it is possible to navigate through the document with the cursor and read them.

All **indexes** are created directly in the master document and, automatically, include all subdocuments.



When one or more subdocuments (e.g. chapters in a book) are changed after creating an index, the indexes in the master document should also be updated. To do this, click the icon **Update** (as shown to the left) on the Navigator for master documents and select the entries to be updated from the submenu. Likewise, references work in a Master Document and its subdocuments, in the same manner as in subdocuments themselves when these are defined in the documents involved. For example, if figures in a subdocument are numbered from “**Figure 1**” to “**Figure 10**”, figures in the next subdocument can be numbered starting at “**Figure 11**”.

A Master document, together with all its parts, can be saved as a combined NeoOffice Writer document. To do so, do the following:

1. In the **Navigator**, click the **Toggle** icon.
2. In the Navigator list, double-click “Sections”.
3. Right-click a section name and choose **Edit**.
4. Select all of the sections in the **Section** list, and then click **Remove**.
5. Click *OK*.
6. Choose the command **File > Export**. and select the normal NeoOffice Writer text format in the list box **File type**.

Printing a master document with all subdocuments, texts, and indexes is the same as printing any other NeoOffice document. Simply use the print direct icon on the **Standard** toolbar or via **File > Print** dialog.

To check if a link exists for a single subdocument or all subdocuments, position the mouse pointer in the Navigator on the corresponding entry. The path information for the original document appears in a small popup window. Should the file no longer be found at the original path, a warning **File not found** is shown, along with the original path, and the entry is displayed in red in the Navigator.

Warning: In OpenOffice.org [and also in NeoOffice], Graphics inserted in a sub-document and anchored “to page” will not be displayed in the master document even though the graphic always appears correctly in the subdocument. According to the closing entry on issue 50669, this is expected behaviour. To quote:

“It's a limitation of the OpenOffice.org master document concept. It is not possible to use reference to a certain "page" defined in a subdocument because the master document reorganizes the page flow, page number and references to collate all documents together. This way, the absolute reference to a page X in a sub doc is lost in the master doc. The graphic loses its anchor reference and simply disappears.”

WORKAROUND To avoid this problem do the following:

- a) Set the anchor to "To Character" or "To Paragraph" and
- b) Choose suitable horizontal and vertical references to the page in the properties dialog, under "Type > Position".

Importing Lists From Other Text Programs

Each word processor internally organizes bulleted and numbered lists in a unique manner, such as using special fonts or graphics that may not be available in NeoOffice. So, should NeoOffice import foreign text and present this information incorrectly, use the following steps to overcome these import problems:

1. Import the document from the other application (**File > Open** and then the **Files of type** list box). Where bullets are not applied correctly, use the other application to try saving the document in another export format, such as in RTF format, and then import this new document.
2. Use the **Find & Replace** dialog.
 - a) Select the string of characters which now appears at the start of each list and copy to the clipboard. This could be, for example, an asterisk (*) followed by a tab.
 - b) Start **Find & Replace**.
 - c) Insert the contents of the clipboard in the **Search for** field (*Cmd-V*).

*Note: To ensure that the search text is only found at the start of the paragraph, insert a caret (^) before the search text and check the **Regular expressions** box.*

- d) Click on **Find All** to select all imported lists, but do not close the **Find & Replace** dialog at this time.
- e) Click on the **Bullets on/off** icon on the **Bullets and Numbering** toolbar to convert all the imported lists to NeoOffice lists.
- f) Back in the **Find & Replace** dialog, click on **Replace All**. Since the **Replace with** field is empty, all selected strings will be deleted. For example, the asterisk * and tab, used above, will disappear.
- g) In the **Bullets and Numbering** dialog, define the type of bullets for bulleted lists.

Changing Numbering via the Keyboard

- To move the 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).
- May not work in NeoOffice: To insert a tab stop at the beginning of a numbered line, press (*Ctrl-Tab*).

Interrupting and Continuing Numbering

Sometimes, with a series of automatically numbered paragraphs, there is one paragraph that must not have a number as the following example demonstrates:

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

To do this, 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 Delete key to delete one character to the left.

Note: The paragraph remains indented but loses its number. The fourth paragraph 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.

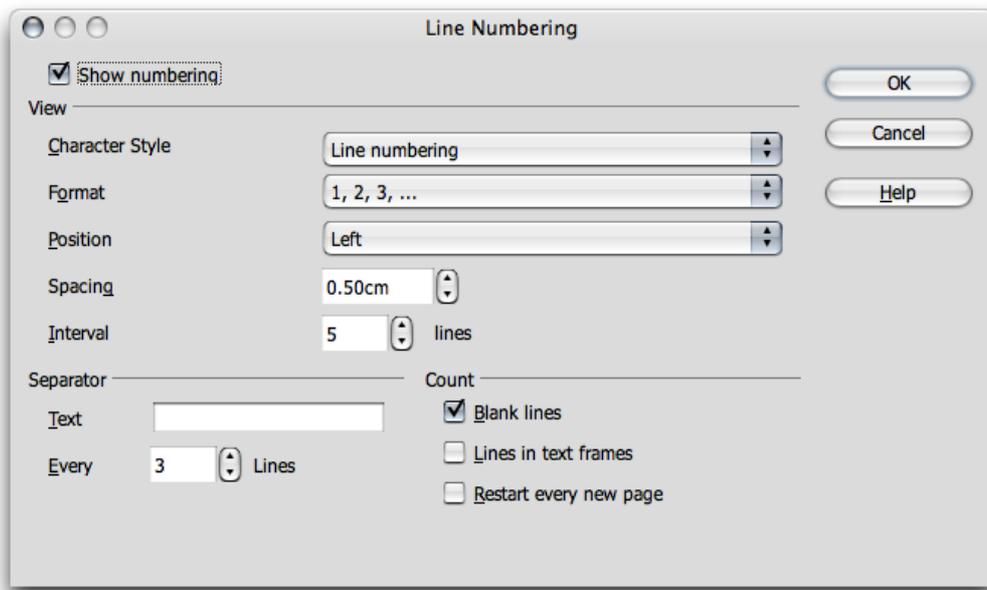
This is how the unnumbered paragraph was produced in the example above. However, with HTML format, the interruption creates two separately numbered lists.

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 > Bullets and Numbering** and go to the **Options** tab.
4. In the **Numbering** pull-down list select “1, 2, 3 ...”.
5. In the **Start at** spin box select the starting value – in this case 3.
6. Click *OK*.

Numbering Lines

When lines are to be numbered within a document, select the line numbering properties that are wanted via the **Tools > Line Numbering**. 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. 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 the screen and is printed.



Other line numbering properties can be applied 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 value.

Line Numbering for All Paragraphs

1. Select **Tools > Line Numbering**.
2. Check the **Show numbering** check box.

This numbers all the paragraphs in the document.

Line Numbering for Particular Paragraphs

1. Enable the line numbering for all paragraphs as described above.
2. Open the **Styles and Formatting** window and click the **Default** paragraph style.
3. Right-click or *Ctrl*-click to open the context menu.
4. Click **Modify** to open the **Paragraph Style: Default** dialog.
5. Select the **Numbering** tab.

6. Uncheck **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 exists and was modified accordingly.
7. Now, in the document, highlight all the paragraphs that are to be numbered.
8. Select **Format > Paragraph > Numbering**, check the **Include this paragraph in line numbering** check box.
9. Click *OK* when done.

Tables in Text

Tables and spreadsheets can be included in text documents.

Inserting Tables

There are a number of ways to insert tables in text documents:

Inserting an empty table using the mouse:

1. Place the cursor at the position in the text where you wish 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. Release the mouse button. (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.)

Inserting an empty table via the Insert menu or floating toolbar:

1. Place the cursor at the position in the text where to insert the table.
2. Select **Insert > Table** from the **Function** toolbar or click briefly on the **Insert Table** icon on the **Insert** floating toolbar. Either opens the **Insert Table** dialog.

Inserting a single row table by typing ++ . . . or | | . . .

Type a sequence of two or more '+' or '|' characters at the start of a new paragraph and end it by pressing the *Return* key. The paragraph is automatically converted to a table with a single row and the number of columns equal to one less than the number of '+' or '|' characters.

Separate the '+' or '|' characters by one or more of any of (-, <tab>, <space>, =, _) in order to determine the initial column widths.

This feature can be turned off/on via the **Tools > AutoCorrect > Options** dialog, by toggling the **Create Table** check box.

Inserting from NeoOffice Calc with the clipboard

1. Open the text document and the Calc document from which you wish to insert a range of cells.

2. Select a range of cells from the spreadsheet. Copy it to the clipboard, for example with *Cmd-C*.
3. Switch to the text document. There are now various options for inserting the range of cells:
 - Use the “normal” command **Edit > Paste** or *Cmd-V* to insert the range of cells as an OLE object. Double-click on the OLE object in order to edit it with Calc tools and commands. Click outside the object to quit edit mode.

Choose **Edit > Paste Special** to open the **Paste Special** dialog which has several options from which to choose. The same options can also be found on the submenu of the **Paste** icon on the **Standard** toolbar:

Options	Is inserted as...
“Calc”	OLE object — as with <i>Cmd-V</i> or drag-and-drop
GDI metaFile	Graphic
Bitmap	Graphic
HTML (HyperText Markup Language)	A HTML table.
Formatted text [RTF]	A standard NeoOffice Writer table object
Unformatted text	Plain text with Tab delimiters

Inserting from NeoOffice Calc using drag-and-drop

Open the text document and the Calc document from which to insert a range of cells.

1. Highlight the range of cells from the spreadsheet that should be in the document.
2. Click in this selected range of cells and hold down the mouse button. Wait a moment until the cursor changes to a hand.
3. Without releasing the mouse button, drag the selected range of cells into the text document. Should the text document not be 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 to the location of where the table is to be placed.
4. Release the mouse button when the gray insertion cursor is at the location where the table is to be inserted.

Deleting Tables

When deleting a whole table from a text document, you have the following options:

1. By paragraph:
 - a) Select from the end of the paragraph before the table to the start of the paragraph after the table.
 - b) Press (*Delete*).
2. By table:
 - a) place the cursor in the table.

- b) select all cells, for example by pressing *Cmd-A*
- c) open the context menu, by *Ctrl-click* or right-clicking on the area selected
- d) select **Row > Delete**.

Note: Method 2 (by table) also works at the beginning or end of a document.

Inserting Paragraphs Before Tables at Start of Page

Occasionally you may insert a table at the very beginning of a text document or immediately after a fixed page break, and then decide you must insert text before this table. This is not difficult - but working out how to do it can be puzzling. Here's how:

1. Place the cursor in the first cell of the table, right at the start of any content in that cell.
2. Press *Return*, which adds a paragraph before the table and moves the cursor to it.

Formatting Tables in Text Documents

A new table inserted into a text document can have the default format which means that the first row has the Paragraph Style “Table Heading”, and all other rows will have the “Table Contents” Style. Text entered in the first row will automatically be bolded and centered. This section describes various formatting options that can be used to determine the overall appearance of a table.

Resize columns, rows, and cells

Table columns and rows can easily be resized just by moving their borders. You can also easily merge ranges of cells into a single cell, or split individual cells horizontally or vertically. For this there are icons on the **Table** toolbar, called **Merge Cells** and **Split Cells**, which can be used, or use the corresponding entries in the **Table menu**. This gives great flexibility in formatting any table.



Illustration: where the Merge Cells and Split Cells icons are located.

Table AutoFormat

To quickly set up existing tables, a number of predefined table styles are available via the **Table > AutoFormat** dialog.

Auto formatting cannot be applied, however, if the table has already had its cell structure modified (cells merged or split, even if cells were merged and then restored to their original split state, et cetera).

Table properties in general

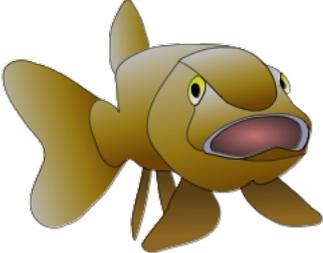
With the cursor in the table, open the **Table Format** dialog either with the menu command **Table > Properties** or the **Table** command in the context menu.

To change the table background, for example, proceed as follows:

1. Select the cells to which you wish to assign a background color.
2. Now, either choose **Table > Properties** 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, choose a color or graphics as the background. In the right box, 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* upon making a choice.
5. Tables can be designed with even greater impact using thematically appropriate backgrounds. While 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.
 - a. Set the cursor in the cell where the object is to appear.
 - b. To insert graphics, choose **Insert > Picture > From File...**

Sea Life	Domestic Pets	Insects
		
		

- c. In the **Insert Picture** dialog, select the desired graphics file.
- d. Click **Open**.
- e. Click on the inserted graphic object and select the **Picture** command from the context menu (or double-click on the graphic object). In the **Picture** dialog, various settings can be defined for the graphic and its function in the document.

For example, define how text is to wrap around, which will determine if the text should flow around, through or beside the graphic object. You can also set a hyperlink which can be loaded whenever the graphic object in the text document is clicked. Furthermore, you may link a 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

Formulae in Text Documents

Pressing *F2* opens the **Formula** toolbar under the **Formatting** toolbar.. Clicking the

Formula icon  in the Formula bar opens a submenu from which you can insert a formula.

The formula appears in the input line at the current cursor position. To specify a range of cells in a table, select the desired cells with the mouse. The corresponding cell references also appear in the input line. Enter additional parameters, as necessary, and click **Apply** to confirm the entry. A formula can also be entered directly, if the appropriate syntax is known. This is necessary, for example, in the **Insert Fields** and **Edit Fields** dialogs.

Note: The SUM function is only valid in formulae within a table cell.

Formula Options

Basic Calculation Functions

Addition	+	Calculates the total. Example: <A1> + 8
Subtraction	-	Calculates the difference Example: 10 - <B5>
Multiplication	MUL or *	Calculates the product. Example: 7 MUL 9
Division	DIV or /	Calculates the quotient Example: 100 DIV 15

Basic Functions in the Submenu

Sum	SUM	Calculates the sum of the selected cells. Example: SUM <A2:C2> displays the sum of the values in cells A2 to C2
Round	ROUND	Rounds a number to the specified decimal places. Example: 15.678 ROUND 2 displays 15.68
Percent	PHD	Calculates a percentage Example: 10 + 15 PHD displays 10.15
Square Root	SQRT	Calculates the square root. Example: SQRT 25 displays 5.00

Power	POW	Calculates the power of a number. Example: 2 POW 8 displays 256.00
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Operators

Various operators may be inserted in a formula. Choose from the following functions:

List Separator		Separates the elements in a list. Example of using a list: MIN 10 20 50 <C6> <A2:B6> 20
Equal	EQ or ==	Checks if selected values are equal. If they are unequal, the result is zero, otherwise 1 (true) appears. Example: <A1> EQ 2 displays 1, if the content of A1 equals 2.
Not Equal	NEQ or !=	Tests for inequality between selected values. Example: <A1> NEQ 2 displays 0 (wrong), if the content of A1 equals 2.
Less than or Equal	LEQ	Tests for values less than or equal to a specified value. Example: <A1> LEQ 2 displays 1 (true), if the content of A1 is less than or equal to 2.
Greater than or Equal	GEQ	Tests for values greater than or equal to a specified value Example: <A1> GEQ 2 displays 1 (true), if the content of A1 is greater than or equal to 2.
Less	L	Tests for values less than a specified value Example: <A1> L 2 displays 1 (true), if the content of A1 is less than 2.
Greater	G	Tests for values greater than a specified value Example: <A1> G 2 displays 1 (true), if the content of A1 is greater than 2.
Boolean Or	OR	Tests for values matching the Boolean OR Example: 0 OR 0 displays 0 (false), anything else results in 1 (true)
Boolean X Or	XOR	Tests for values matching the Boolean exclusive OR Example: 1 XOR 0 displays 1 (true)
Boolean And	AND	Tests for values matching the Boolean AND Example: 1 AND 2 displays 1 (true)
Boolean Not	NOT	Tests for values matching the Boolean NOT Example: NOT 1 (true) displays 0 (false)

Statistical Functions

Choose from the following statistical functions:

Mean	MEAN	Calculates the arithmetic mean of the values in an area or a list. Example: MEAN 10 30 20 displays 20
Minimum Value	MIN	Calculates the minimum value in an area or a list. Example: MIN 10 30 20 displays 10
Maximum Value	MAX	Calculates the maximum value in an area or a list. Example: MAX 10 30 20 displays 30.00

Trigonometric Functions

Choose from the following trigonometric functions:

Sine	SIN	Calculates the sine in radians Example: SIN (PI/2)
Cosine	COS	Calculates the cosine in radians. Example: COS 1
Tangent	TAN	Calculates the tangent in radians. Example: TAN <A1>
Arc Sine	ASIN	Calculates the arc sine in radians. Example: ASIN 1
Arc Cosine	ACOS	Calculates the arc cosine in radians. Example: ACOS 1
Arc Tangent	ATAN	Calculates the arc tangent in radians. Example :ATAN 1

More Defined Values

PI	PI	3.1415...
Euler's constant	E	2.7182...
True	TRUE	not equal to 0
False	FALS E	=sum<C4>

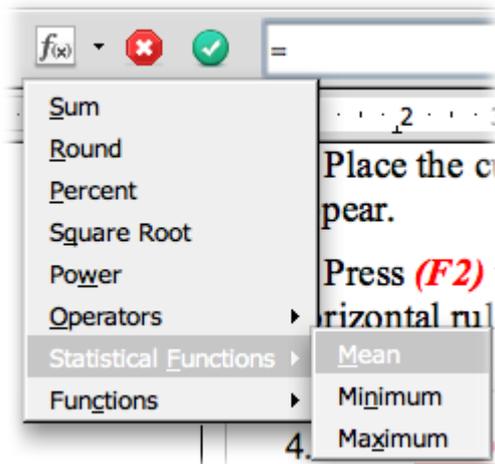
Calculating in Text

1. Place the cursor at the position in the text where the calculation result should appear.
2. Press (*F2*) to display the Formula bar at the top of the main edit window (above the horizontal ruler if rulers are shown).
3. Enter the desired formula, for example $(4+6)*100$.
4. Press *Return* 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 formulae are placed on the formula bar at the cursor position, and you are free to switch between inputting formulae 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 “Mean” from the statistical functions. The input field will display “=mean.”
4. Enter the first number and then a vertical bar (|) as the list separator.
5. Enter the second number, another separator and then the third number. The input field may now show, for example, “=mean 12|22|34.”
6. Press *Return*, to inset the result as a field in the text.
7. Double-click on the field to edit it.

Calculating With Formulae Located in Text

If the text already has a formula, the result can be entered into the text without using the Formula bar as follows:

1. Select the calculation formula in the text. This text must not contain anything other than figures, arithmetic operators and any currency symbols.
Example: $12 + 24 * 2$
2. Hold the *Cmd* key down and press the numberpad plus (+) key, or choose **Tools > Calculate**. The calculation result will be stored on the clipboard.
3. Set the cursor at the point where the result of the calculation is to be inserted.
4. Press *Cmd-V*, or choose **Edit > Paste**.

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

Conditional Text

Fields can be used in a document to display text when a condition is met. For example, you can define the conditional text that is displayed in a series of reminder letters.

Setting up conditional text is a two-part process:

1. Create a variable, then
2. Create the condition.

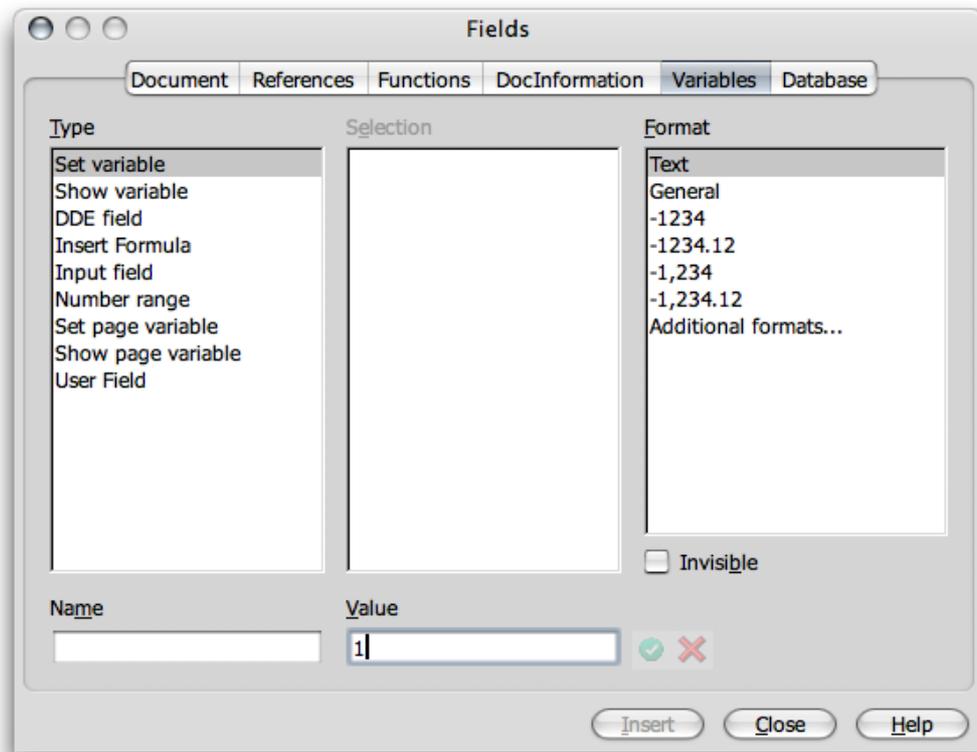


Illustration: Defining a conditional variable

Defining and using conditional text – by example

Defining a conditional variable

The first step in the process is defining a variable for the condition statement.

Type “Reminder” in the document, and then add space.

1. Select **Insert > Fields > Other**.
2. Click the **Variables** tab.
3. Click “Set variable” in the **Type** list.
4. Type a name for the variable in the **Name** box, for example “*Reminder*”.
5. Click “Text” in the **Format** list.
6. Enter “1” in the **Value** box,

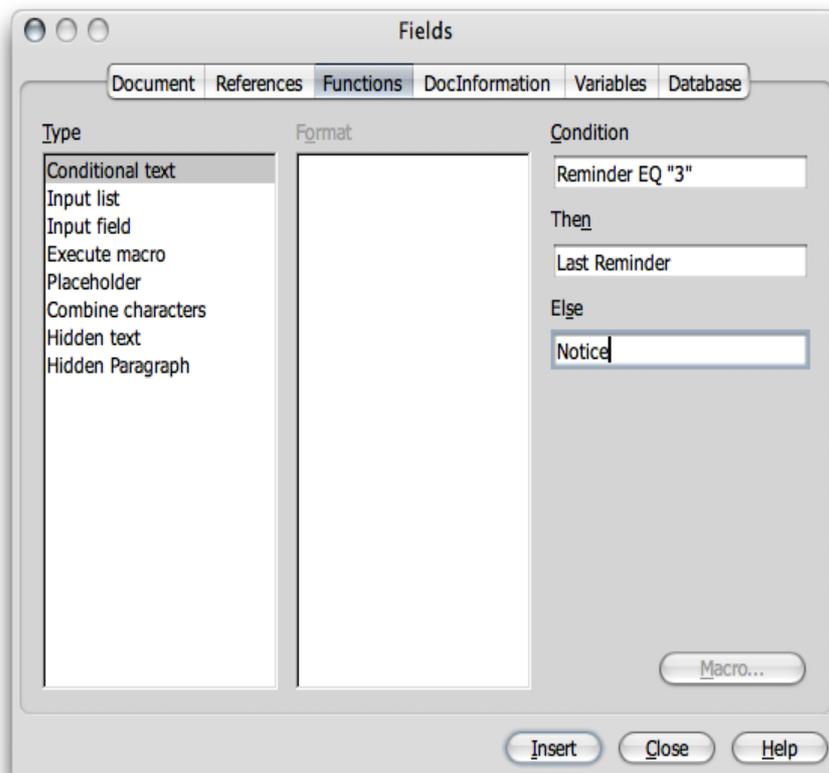
7. Click **Insert**.

To display integers, click the “- 1234” format.

Defining a condition and the conditional text:

The second step in the process is to define the condition that must be met, the text to be displayed when the condition is met or not met, and to insert the place holder for displaying the conditional text in the document.

1. Place the cursor where the conditional text is to be inserted in the text.
2. Choose **Insert > Fields > Other**.
3. Click the **Functions** tab.
4. Click “Conditional text” in the **Type** list.
5. Type *Reminder EQ "3"* in the **Condition** box. In other words, the conditional text will be displayed when the variable in the field that was defined in the first part of this example is equal to three.



6. The quotation marks enclosing the number 3 indicate that the variable, defined in the first part of this example is a text string. See above for a list of operators that can be used when defining a condition.
7. Type the text to display when the condition is met in the **Then** box. There is no limit to the length of the text that can be entered. You can even copy and paste a paragraph into this box.

8. Click **Insert**, and then click **Close**.

Displaying the conditional text:

In this example, the conditional text is displayed when the value of the conditional variable is equal to 3.

1. Place the cursor in front of the field that was defined in the first part of this example.
2. Choose **Edit > Fields**.
3. Replace the number in the **Value** box with "3" .
4. Click **Close**.
5. If the field does not automatically update, press *F9*.

Calculating in Text Document Tables

NeoOffice Writer tables can also include calculations, and these can extend between tables.

For example, there are two tables, labelled **Table1** and **Table2**, in which the first cell of **Table1** must be multiplied by the first cell of **Table2** and the product returned in cell **A2** of the current table. In this case, the table names serve as table identifiers.

Here's how:

1. Enter numbers into cells **A1** of **Table1** and **A1** of **Table2**.
2. Position the cursor in cell **A2** of **Table2**.
3. Press *F2* to bring up the Formula bar. It already starts with an '=' ready for the user to type a formula.
4. Click on cell **A1** of **Table1**. NeoOffice will insert the cell reference <**Table1.A1**> into the formula bar.
5. The formula bar is still waiting for you to continue entering the formula, so now type * (the multiply operator).
6. Click on cell **A1** in **Table2**. NeoOffice will insert the cell reference <**A1**> into the formula bar with no user action. Note that this time the reference does not need the table identifier.
7. Press *Return* now to complete the formula and the product is presented in **Table2** cell **A2**.

Note: With the help of the Navigation Bar you can navigate quickly and easily between the table formulae in the 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.*

It is only possible to refer to table cell values from within tables. One trick to inserting a table calculation result within text is demonstrated by this next example.

To add cells B1 : B10 from Table1 and present the sum in a line of text, :

Create the text and Table1.

1. Place the cursor in the text where the sum is to appear.
2. Insert a frame (**Insert > Frame** menu command). In the **Frame** dialog select the **Anchor** as **As Character**.
 - a) Deselect the border.
 - b) Click *OK* to close the dialog.
3. Deselect the frame by clicking outside it.

Note: when entering text in the frame, click in the very centre of the frame. The frame should not be selected, but the text cursor should be inside the frame.

- a) Insert a single-cell table inside the frame using **Insert > Table**.
 - b) Set a row and a column value of 1, uncheck Heading, and uncheck Border.
 - c) Click *OK*.
 - d) The cursor is positioned in Table2.
4. Define the formula by either pressing F2 or typing an equal sign (=) into the cell (this is a short-cut), at which point the Formula bar will be displayed.
The formula for calculating the total of cells B1 to B10 is: “ = <Table1.B1:B10> ”.
But don't type this yet because there is a simpler way.
5. Highlight the cells in Table1 to be summed. Do this by keeping the mouse button pressed as the pointer is dragged from the first to the last cell being summed.
6. Close the mathematical formula by clicking the **Accept** icon on the Calculation Bar. The result of the calculation will be seen in Table2.
7. If there are changes in the cells being summed, update the result by pressing function key (F9) .

*Note: Instead of first inserting the border and then inserting a table inside the border, 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 *Cmd-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 set the anchor to Character, cut the whole table to the clipboard and paste it where it should go, remove the borders from the frame and table and apply further settings.*

Calculating Across Multiple Tables

Calculations in any text document, where there is more than one table containing data required for calculation, can be done in NeoOffice Writer. For example:

- 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 should be automatically named “Table1” and “Table2”. If you choose, each table can be given a different name (**Table > Properties**, **Table** tab, text box **Name**) using only letters and numbers for naming.

1. Position the cursor in an empty cell.

2. Press *F2* to display the Formula bar.
3. As an example, enter *SUM*.
4. Individually click the cells containing figures in both tables that are part of the calculation. After each click, enter a plus sign (+) from the keyboard, and continue to the next cell containing a figure.
5. Finally, click the **Apply** icon on the Formula Bar. For example, if adding up the first two rows of each table and showing 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. Place the cursor in the last empty cell of the column.
4. Click the **Sum** icon  in the Table toolbar.
5. The Formula bar appears, with the word “SUM”. Click and drag the mouse to cover all cells that need to be added.
6. Press the *Return* key to confirm, or click **Apply** in the Formula bar. The sum will appear in the last cell.

When numbers are changed in the table, the sum is automatically updated. If, for example, formatting 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, a large cell that has been created by merging single cells can be divided back into individual cells.

The commands are different in NeoOffice Writer and Calc.

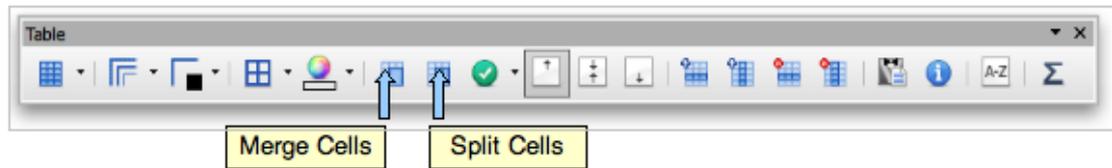
Merging Cells in NeoOffice Writer

1. Highlight all the cells to be included in the merged cell.
2. Select **Table > Merge Cells**.

Splitting Cells in NeoOffice Writer

1. Set the cursor in the cell to be split.
2. Select **Table > Split Cells**.

A dialog allows splitting the cell into two or more cells, horizontally or vertically. This can also be done using the icons on the Table toolbar.



Merging Cells in NeoOffice Calc OLE Objects

1. Highlight all the cells to be included in the merged cell.
2. Select **Format > Merge Cells**. The state of this menu item is toggled on. Note that this menu item reflects the state of the current selected cell.

Cancelling the merging of cells in NeoOffice Calc OLE Objects

1. Set the cursor in the cell to be split.
2. Select **Format > Merge Cells**. The state of this menu item is toggled off.

Repeating Multiple Heading Rows in a Table

If you wish to automatically repeat more than one row within a table 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**.
 - a) In the **Split Cells** dialog, select the “horizontal” direction.
 - b) Enter the number of rows that are to be repeated
 - c) Confirm with “OK”.

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

Enlarging and Reducing Cells in Text Tables

The width and height of rows and columns are changeable using the keyboard, by dragging and dropping with the mouse or by commands in the context menu. Column widths can also be changed numerically via a dialog.



Rows and columns can also be evenly distributed with the icons on the **Optimize** floating toolbar on the **Table** toolbar, by clicking on the small black triangle to its right, or by long-clicking the **Optimize** icon.

Rows and columns can also be modified either in the table directly, or with the aid of the rulers. If the mouse pointer is rested 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.) The dividing lines on the ruler can be moved in the same way.

When the keyboard is used to enlarge and reduce a table, always hold down the *Option* key while pressing one of the four arrow keys. The current column or row is enlarged or reduced by whatever amount is set under **Tools - Options > NeoOffice Writer > Table > Keyboard** handling. Rows and columns are handled separately.

When you make these adjustments, by pressing the *Option* and arrow keys, 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 *Option*, while clicking on one of the arrow keys, the left-hand or upper edge will be moved. Here are two examples that expect that the cursor is set somewhere in the middle of a medium to large text table:

1. Hold down the *Option* key, and press the *right arrow* key. The current column is expanded by the amount specified in **Tools > Options > NeoOffice Writer > Table**. The left edge of the column remains fixed while the right edge moves.
2. Now, hold down the *Option* key together with the *Shift* key and press the *right arrow* key. The right edge will remain fixed while the left edge will move to the right, thereby reducing the column.

The height of the rows can be adjusted in the same way. However, since the rows are preset to a minimum height, you must first *increase* their size before the result is obvious.

Adapting Table Widths

The display attributes of a table are defined by the settings under **Tools > Options > NeoOffice Writer > Table**.

- **Behavior of rows/columns — Fixed** means, for example, that if one cell is made wider the adjacent cell will become narrower. Other cells will not be affected, and the overall width of the table stays the same.
- **Behavior of rows/columns — 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.
- **Behavior of rows/columns — 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 inserting or deleting (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.

Images, Drawings, Clipart and FontWork

Images, drawings, clipart, and special **FontWork** objects can be inserted in the text document.

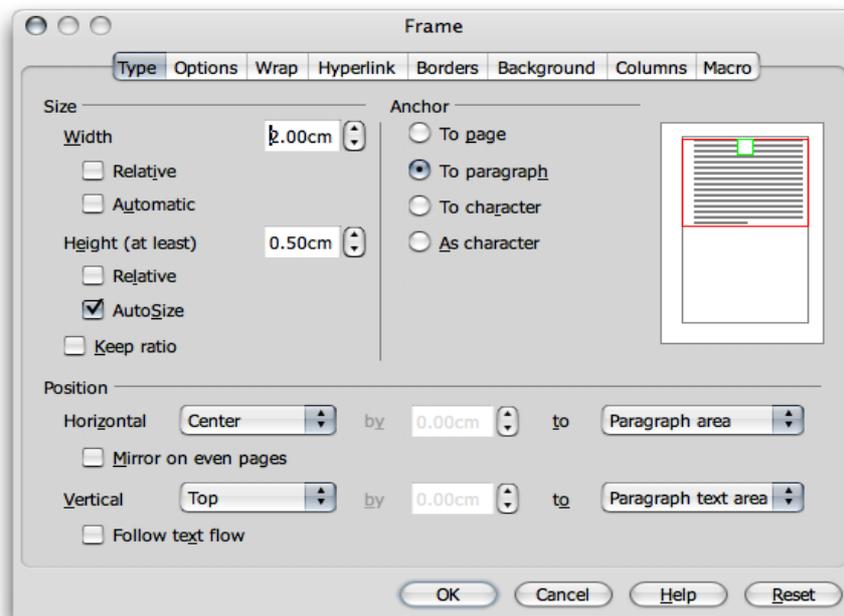
Positioning Objects

There are various ways of anchoring the objects on a text page, such as graphics and text frames. The following describes 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 behaves 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 anchor determines what specific text feature the object is bound to as the document's content and formatting is altered. 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, a graphic can always be positioned 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 **Picture** in the context menu of the graphic).

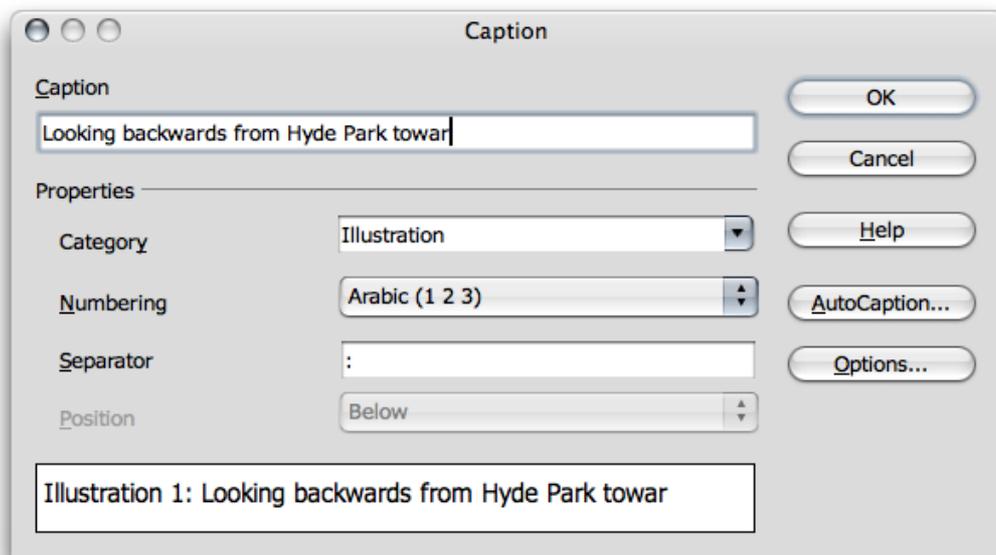
Captions and Number Ranges

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

Users can also define as many separate number ranges as desired. The captions are linked to the figures, tables or drawing objects in a frame. Select the frame when the object is moved.

Defining Captions

1. Select the figure or the object or place the cursor in the table that requires a caption.
2. Open the **Caption** dialog with the command **Insert > Caption**.
3. The dialog shows a preview of how the caption will look. Further text can be inserted in the **Caption** field.



4. Click *OK*.

Note: If you would like to place a tab stop between the automatic captions (e.g., “Figure 1”) and the additional text, it can be inserted in the document later. Press *Ctrl-Tab* to insert a tab stop at the beginning of a paragraph.

The paragraph format of an 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 all captions always are to appear in green, for example, simply modify the “Caption” Paragraph Style accordingly in the **Styles and Formatting** window. To examine this, switch the **Styles and Formatting** window 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.

1. Edit the caption text just like normal text.
2. 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 labelled in a number range called “Illustration”. Now you want to do a drawing and add it as a further illustration. You can extend the automatic number range in “Illustration” as follows:

1. Below the additional illustration, insert a new line and apply the Paragraph Style “Illustration.”
2. Open the **Insert > Fields > Other** dialog. Pressing *Cmd-F2* is another way to open this dialog.
3. On the **Variables** tab, select the Type “Number range”. Under **Selection** select ”Illustration”.
4. Click **Insert**
5. Close the dialog box.

If illustrations and their captions are moved around by hand in the document so that the sequence changes, it may be necessary to update the numbers by pressing *Cmd-F9*.

Numbering Illustrations by Chapters

Numbering illustrations by chapter, so that illustrations are labelled “Illustration 1.1”, “Illustration 1.2”, etc. in the first chapter and “Illustration 2.1”, “Illustration 2.2”, et cetera in the second is often useful. Here's how to proceed:

1. Organize the document by chapters if this is not already done. Select **Tools > Outline Numbering** to number the chapter headings that are 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 to number.
3. Select **Insert > Caption...**
4. In the dialog that appears, select **Illustration** as the category and **Arabic (1 2 3)** as the numbering. Caption text can also be entered 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 wanted for chapter-wise numbering.
6. Click *OK*.
7. In the **Caption** dialog, click *OK*. The illustrations are now numbered by chapters.

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

*Note: Choose **Tools > Options > NeoOffice Writer > AutoCaption dialog** This is where you can, for example, determine that from now on all illustrations in text documents receive a caption automatically.*

Inserting Graphics

Graphic objects can be inserted in a text document in several ways. The following sections describe the most useful.

Inserting Graphics via dialog

1. Set the cursor at the position in the document where you wish to insert the graphic.
2. Choose **Insert > Picture > From File...** The dialog **Insert Picture** will appear.
3. Select the desired graphic and click on **Open**.

By default, graphics are inserted with their alignment centered above the current paragraph.

*Note: In OS X, you can insert screenshots this way. The screenshot will usually show up on your desktop as *Picture 1.png*, *Picture 2.png* etc, and you insert as above.*

Inserting Graphics From the Clipboard

Graphic objects can be copied to the clipboard when you select it and press the **Copy** icon, or via the keystrokes *Cmd-C*. The item can then be pasted as follows:

1. Set the cursor at the position in the document where you wish to insert the graphic.
2. Press the **Paste** icon, or *Cmd-V*.

Inserting Graphics From NeoOffice Draw or Impress

Graphic objects can be copied and inserted from one document to another by dragging and dropping the object.

1. Open the document in which the graphic object is to be inserted.
2. Open the document from which to copy the graphic object.
3. If the graphic has a hyperlink connected to it then the mouse pointer will change to a Grabbing Hand when the mouse is over the graphic. In this case switch from *HYP* mode (in the Status bar) to *SEL* (select) mode by clicking in the box where it appears.

4. Select the graphic by clicking on it.

Note: This needs confirmation in NeoOffice - On some systems, pressing the *OptionAlt* key and clicking the graphic object selects the object while in HYP mode without activating a hyperlink that may be connected to it. On other systems the *Option Alt* key is used to shift the focus to the Menu bar.

5. While holding down the *Cmd* key, keep the mouse button pressed and drag the graphic object into the other document. The cursor changes to a green plus sign.
6. Release the mouse button as soon as the gray text cursor is at the position to insert the copy of the graphic object.

If the object is connected to a hyperlink you may use this method, rather than the one outlined in the note above. The hyperlink may then be inserted instead of the graphic object. Graphics inserted from a webpage are generally linked to the remote web site. Use **Edit > Hyperlink** to embed the graphic in the document.

Inserting Graphics via Drag and Drop From the Gallery

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

1. When dragging and dropping, without pressing a key or while pressing the *Cmd* key, a plus sign appears on the mouse pointer and the graphic object is inserted as an object.
2. When dragging and dropping while pressing the *Shift* and *Cmd* keys together, you will see a linking arrow next to the mouse pointer, and the object is inserted as a linked object. A linked object is not copied into the document but refers to an object elsewhere. If the object elsewhere is modified, then all linked instances of it are also changed. The size of the object in the document does not change, so NeoOffice will automatically scale the view of the object if necessary.

When a graphic object is released **directly on a drawing object**, the following rules apply:

1. When dragging and dropping, without pressing a key or while pressing the *Cmd* key, a plus sign appears next to the mouse pointer and the graphic object is inserted as an object on top of the existing object.
2. When dragging and dropping while pressing the *Shift* and *Cmd* keys together, a linking arrow is seen next to the mouse pointer and the existing drawing object is replaced by the object from the Gallery. The position and size of the object that is replaced remains valid for the new graphic.

Adding Graphics To the Gallery via Drag and Drop

Graphic objects can be added to the Gallery and, thus, you may have them conveniently available for use in any document.

1. Select **My Theme** in the **Gallery** themes box, or add a new graphic via the **New Theme** button and select it. See the NeoWiki at http://neowiki.sixthcrusade.com/index.php/Using_Clipart for detailed instructions and tips about this topic, including how to build up a collection of free clipart.

2. Press and hold the *Cmd* key while dragging and drop a graphic object from the document to the Gallery images box.
3. Open the context menu of the new gallery image with a *Ctrl*-click or right-click and select **Title**. Enter a name for the image and press *OK*.

Add any themes to organize personal, ready-use images.

Inserting Graphics With a Scanner

Note: Scanning in NeoOffice is not supported. Some have achieved success using the free SANE drivers, but the recommendation of the programmers is to scan outside of NeoOffice, do the manipulation as desired and then drag-and-drop, or insert the graphic as described above. To carry out scanning in Writer, a scanner with appropriate driver software must be installed on the local system. (Under Windows®, OpenOffice.org supports the TWAIN standard while , under Unix, OpenOffice.org supports the SANE standard.)

1. Set the cursor at the position in the document where the graphic is to be inserted.
2. Select **Insert > Picture > 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 to follow the scanner manufacturer's instructions.

4. Once the scanning process is completed, the image is inserted in the document.

Inserting a Chart From NeoOffice Calc

Dragging and Dropping the Chart with Move or Copy

1. Open the NeoOffice Writer document into which the chart will be inserted.
2. Open the NeoOffice Calc document containing the chart.
3. Click and hold the mouse button on the chart. Wait until the mouse pointer changes to the hand.

Drag the chart into the NeoOffice Writer document.

This will move the chart. To copy the chart, press and hold the *Ctrl* key while dragging.

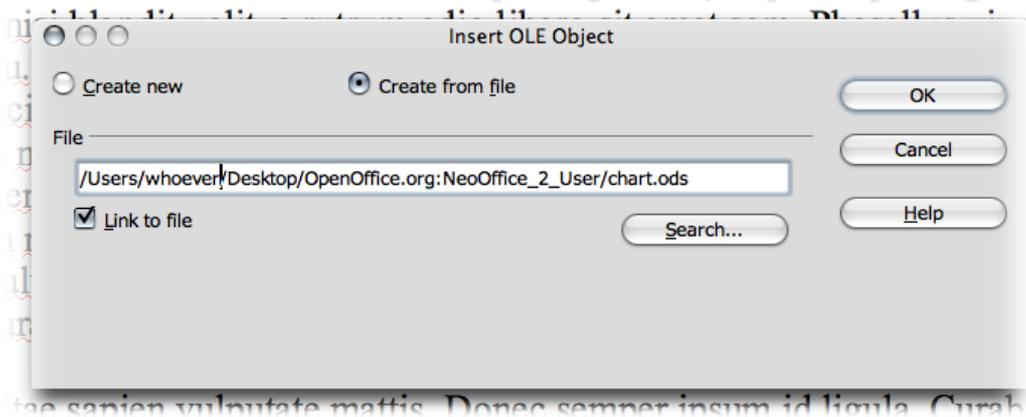
Note: *If the Writer document is not visible, first arrange the windows appropriately. If the operating system or windows manager provides a task bar, drag the chart to the Writer button on the task bar, hold that position for a moment while the Writer window opens in the foreground and then drop it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

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

Charts with Linked Data

If a chart depends on data in a Calc document and this data changes, a chart inserted by the above method is not automatically updated. To keep the chart and the data up-to-date, do as follows :

1. Create the chart so that it appears on first sheet of a Calc spreadsheet, filling it from top left.
2. Save and close the spreadsheet.
3. In your Writer document, go to **Insert > Object > OLE Object**, or select the OLE Object icon on the Insert Object toolbar.
4. In the dialog, select first your type of file (a chart in this instance), then **Create From File**: browse to the file saved in 2. above.
5. Check the box **Link to file** .. this will load the last saved version of sheet and show the chart. This is the critical step in making your link to your chart data.
6. Save the Writer document.
7. Use **Tools > Update > Links** (or **Update All**) to update your link from chart to chart.



8. Open the spreadsheet saved in 2 above; change the chart data and save the spreadsheet.
9. Open the Writer document; reply “yes” to the box which appears with "Update all links?", and the document will show the updated and saved chart.
10. Go back to the spreadsheet; change the chart data and save your spreadsheet.
11. Go back to Writer document, go to **Edit > Links ... > Update**, and your document will show the updated and saved chart when the screen is refreshed.

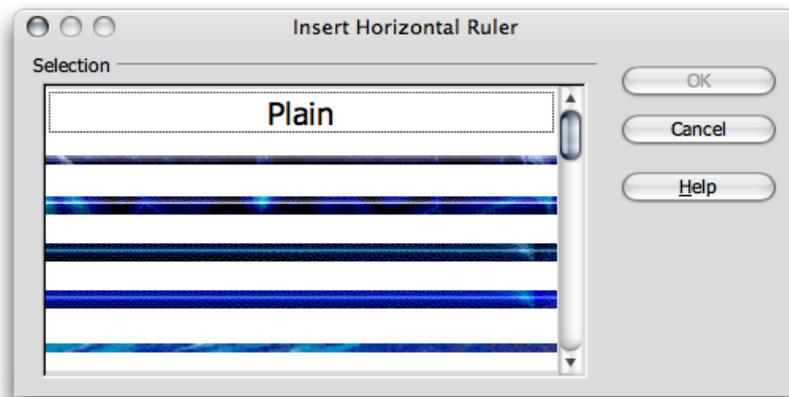
Note: this is different to the instructions in the OpenOffice.org user guide, which were found not to work in NeoOffice.

Inserting Decorative Horizontal Lines

Choose **Insert > Horizontal Ruler** to open a dialog for selecting decorative lines.

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

These lines may also be found in a Gallery theme. If you want to continue using a line from the Internet, add it to the relevant (lines) theme in the Gallery. The line can then be selected from this dialog.



Inserting, changing and removing notes

You can place notes in a document to share thoughts and ideas with others working with the same file. Notes are marked by a small yellow rectangle in the document and are read either by holding the mouse pointer over it, or double clicking on it.

Notes are inserted by choosing **Insert > Note...** and then filling in the text box. If you have entered your initials in the NeoOffice settings these will automatically be included together with the comment.

To edit a note, you simply double click on the yellow marker and change the text.

Removing a note (ie. the yellow marker *as well as* its content) is done by putting the cursor in front of the yellow marker and pressing the *Delete* button on the keyboard. If you empty the comment text residing within the yellow marker, the *marker itself* will *not* disappear.

*Note: If you would like to print the notes together with a document you can have a look at the **File > Print... > Printer Options > Notes** property. The default setting is not to include the notes in print.*

Headers, Footers and Footnotes

Some Notes 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 a text document, such as page numbers and chapter headings.

Headers and footers are also available for HTML Writer documents. However, because headers and footers are not provided in the HTML definition, they are exported as special tags and are correctly interpreted again upon loading an Writer HTML page. Thus, web browsers show the content of the header or footer as the text which was there at the time of the HTML export while Writer inserts the fields again and updates these as and when necessary. (Author and sender, on the other hand, are only inserted as fields if the user *is* the author, *or* was the last one to modify the document.) Headers and footers are exported in HTML documents if they are enabled in **Web Layout** mode.

If the content of headers and footers needs to change at different points within a document, it is best to create different Page Styles and apply these to the pages.

Choose **Insert > Header** or **Insert > Footer** to toggle headers or footers on/off for a particular Page Style. These operations don't affect the current page, unless the current page has that Page Style.

Format > Page may also be chosen to start a dialog that allows selecting 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 may format different headers and footers on the left sides than on the right sides.

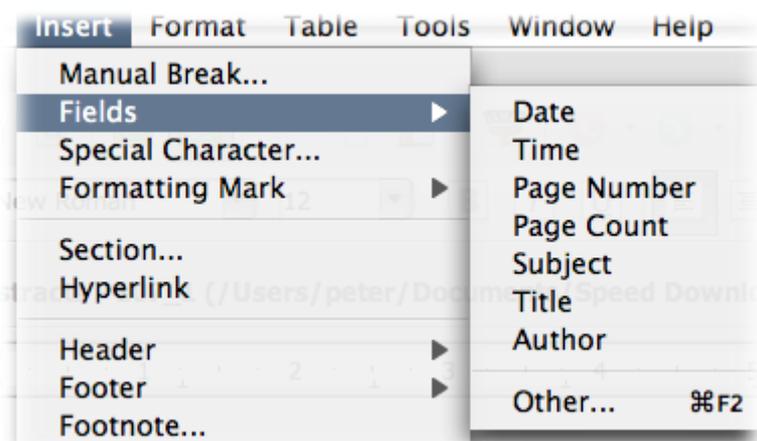
Note: If you only want to assign a different header to a single page, you could also insert a text box to cover the header text. Anchor the frame to the page, and assign the "Wrap Through" option and the background color "White."

Inserting Page Numbers in Footers

Suppose that the cursor is on a page that has a page style that now requires a footer to be inserted. By doing so, you will ensure that *all* pages that also use this style will also display this footer.

Note: This is the only way to edit the content of a header or footer, that is, by finding or creating a page with the target page style first.

1. Choose **Insert > Footer** and select, from the submenu, the page style corresponding to the style being used for current page. This will toggle the footer on for this page style (assuming it was not on already). The cursor now appears in the footer.
2. Choose **Insert > Fields > Page Number**. The page number appears as a field in the footer.

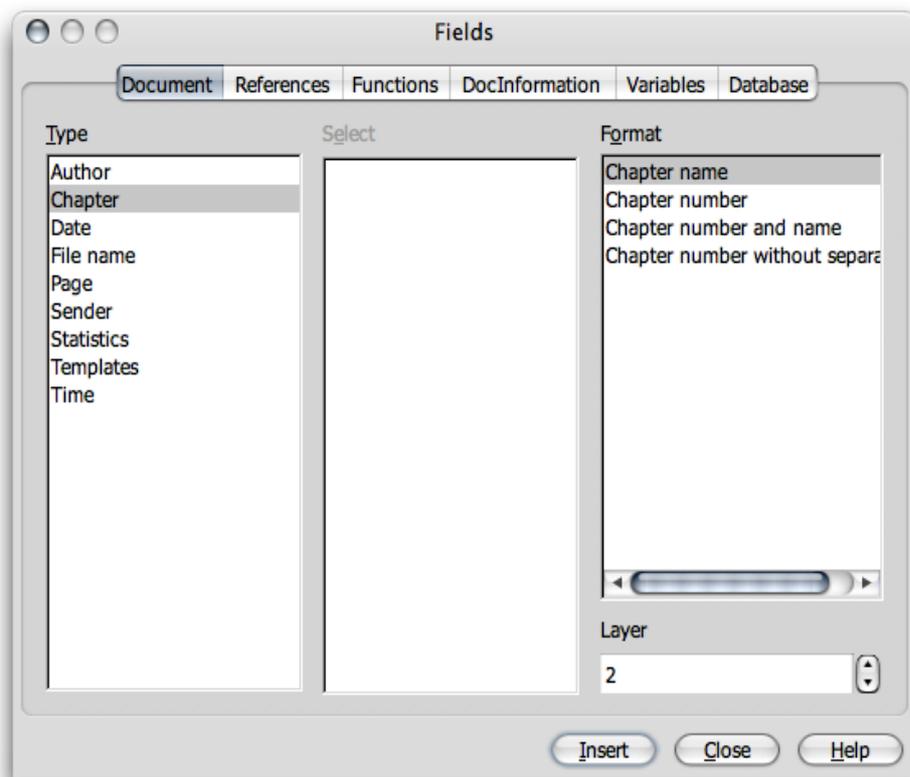


3. That's it. If you now want to format this field, for example by centering it across the page and adding some text so that it appears as “Page 9 of 12”, this is how it's done:
 - i. Place the cursor anywhere in the footer and click on the **Centered** icon on the **Formatting** toolbar.
 - ii. Type the text “Page ” before the field and “of” after the field.
 - iii. Now choose **Insert > Fields > Page Count**.

Inserting Chapter Information in Headers

Fields containing the file name, date, time, chapter headings, et cetera can be inserted into a header.

1. Enter text in a document. Apply the style “Heading 1” to chapter headings.
2. Activate the header for the page style used by the current page (**Format > Page > Header** or **Insert > Header**).
3. Click within the header to position the cursor in it.
4. Type “Chapter: ”
5. Select the **Insert > Fields > Other** command.
 - a) In the **Fields** dialog:



- b) Select the **Document** tab
- c) Choose **Chapter** in the Type box,

- d) Format **Chapter name**. Where the header is to contain paragraphs formatted with **Heading2** instead of **Heading1**, enter a 2 under **Layer**.
- e) Click **Insert** to add the desired information to the header, and then close the dialog box.
- f) Now every page of the document using this page style will automatically display the chosen chapter heading in the header.

Other information can be inserted into a header in the same manner. Find other menu commands under **Insert > Fields**. Choose from **Date, Time, Page Number, Page Count, Subject, Title** and **Author**. Additional field commands can be selected or defined under **Other**.

Formatting Headers and Footers

Headers and footers can be formatted with multiple objects - where an object could be text, a field or whatever. The footer used in this document uses a *table* to contain the Title field and the page number field.

Tabstops can also be used effectively for this purpose. The procedure for setting and editing tabstops can be found via **Help > Contents > Index > Search term > tab stops**.

Defining Different Headers

A defined header and footer will appear in all pages that have the same Page Style. However, different headers for the first page or for even and odd-numbered pages are often needed. 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, users 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 can be adapted to your specific needs.

Take the Page Style for left pages: this style might have different inner and outer margins, while the style for right pages has a mirror image of those margins. If different headers and footers are not needed, 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 NeoOffice will automatically apply the correct Page Styles to the following pages. Here is a method:

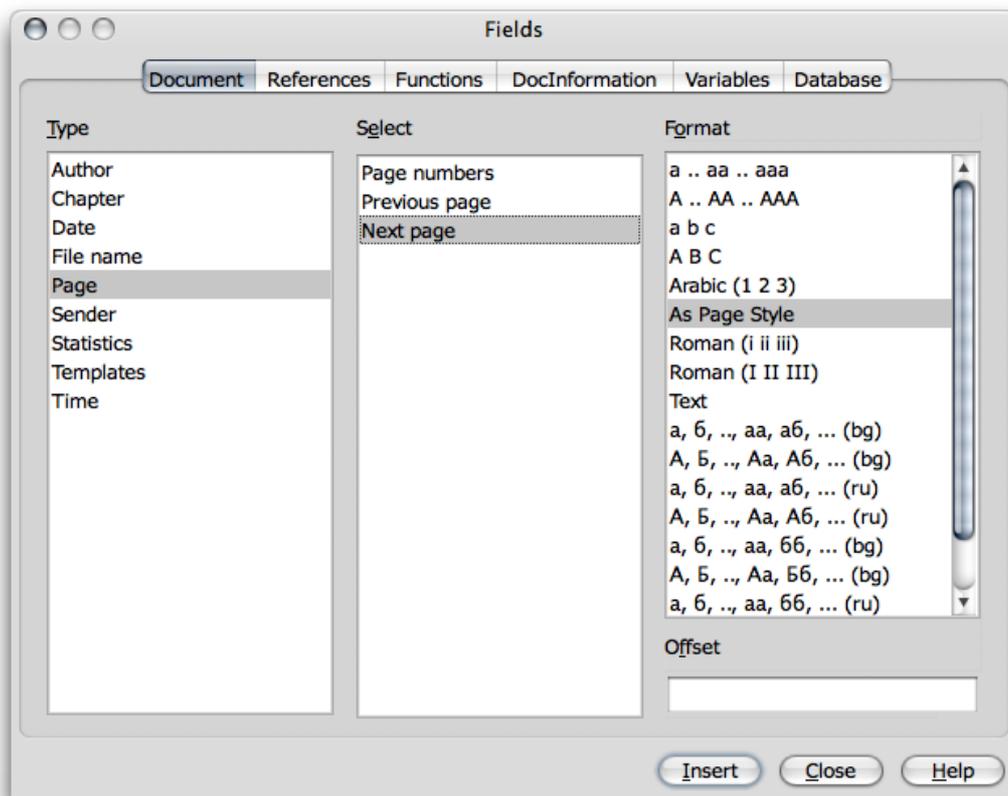
1. Open a new text document.
2. Click the **Page Styles** icon in the **Styles and Formatting** window (**Format > Styles and Formatting**).
3. Choose the Style **First Page** to use as the basis for a custom Page Style.
4. Open the context menu and choose **New**.
5. In the **Page Styles** dialog, go to the tab **Organizer**.
 - a) Give the Page Style a name, such as "Page1," and
 - b) define "Left Page" as the Next Style.

- 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

Footers are inserted using **Insert > Footer**.

- After creating the footer, set the cursor in it and select **Insert > Fields > Other...**
- Choose the **Document** tab and under “Type” select “Page”, under “Select” select “Next page” and under “Format”, select “As Page Style”.



- Finally click **Insert** to insert the field command in the footer of the current document.

The document will display the page number of the next page, with the exception of the last page.

If you wish the words “Continue on page” to also appear in front of the page number but not to appear if there is no next page, do this:

- Set the cursor in front of the field that was just inserted in the document
- Open the **Fields** dialog.
- Select a field of the “Page” type, under **Select**, select “Next page” and under “Format”, select “Text”.

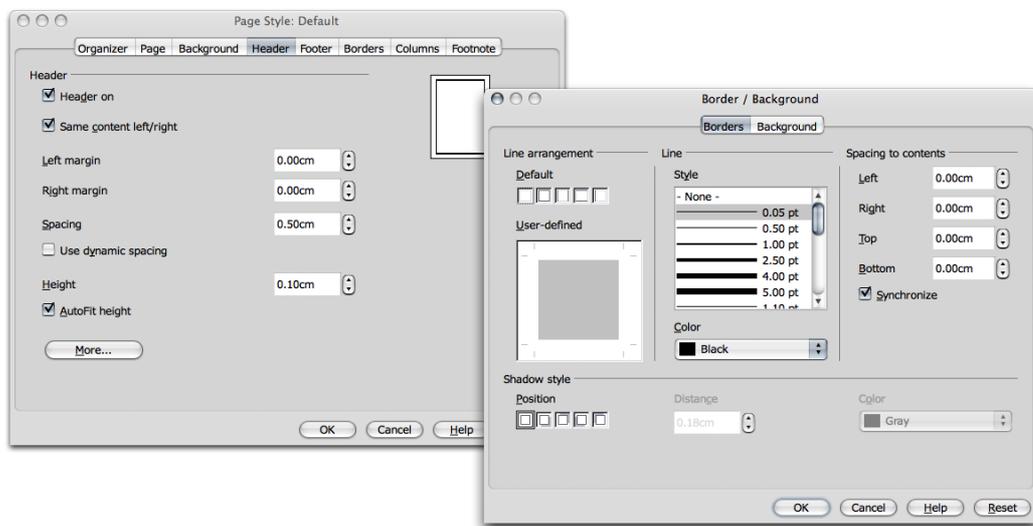
4. In the **Value** text box, enter the text to be displayed if a next page exists in the document. Enter “Continue on page ” (note the space at the end!).
5. Click **Insert**.

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

Inserting Lines Under Headers

Adjust the appearance of the header directly in the header itself. For example, by clicking on an existing header, you can format the text individually or as a whole paragraph. Additional attributes are available in the **Format > Page** dialog under the tab **Header**.

Selecting the **Header** tab permits defining a document header for the first time. Mark **Header on**. When the dialog is closed by clicking on *OK*, a header is created which can then be filled out in the document.



Click the **More** button on the **Header** tab to 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. This tab page can also be used to define the style of the line and the distance between the header text and the line.

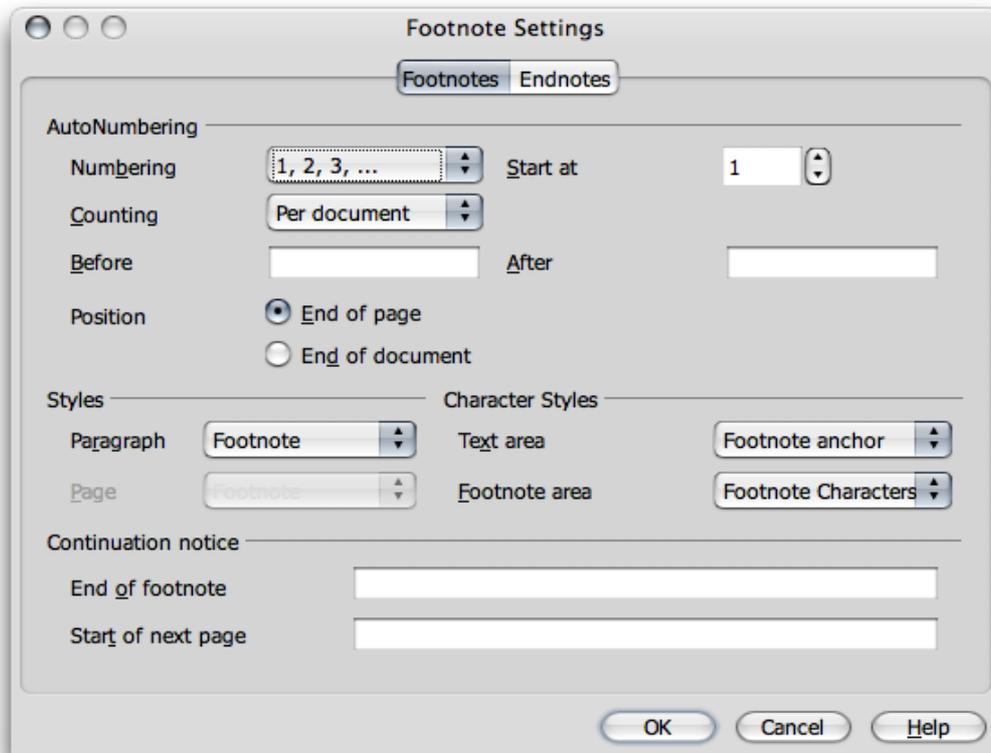
Footnotes and Endnotes

Footnotes in a text document can be displayed at the bottom of a page (or column where there is 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 **page up** 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 and the footnote text is automatically deleted as well.

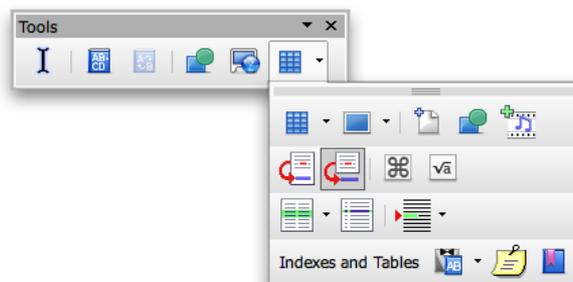


Inserting and Editing Footnotes

Footnotes can be inserted in two ways: via an icon or via a dialog.

Inserting a footnote via an icon

1. Set the cursor at the point where the footnote anchor should appear.
2. Open the **Insert** floating toolbar.
3. Click on the **Insert Footnote Directly** icon (grayed out on the submenu in the illustration below).



Inserting a footnote via a dialog

1. Set the cursor in the document at the point where the footnote anchor should appear.
2. Select **Insert > Footnote** to open the **Insert Footnote** dialog.

When inserting a footnote using 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

1. Click in the text of a footnote to allow editing or modification.
2. Press **page up** to jump from the footnote area to the footnote anchor in the text.

Place the cursor in a document immediately before the footnote character of a previously inserted footnote to edit its properties, and choose **Edit > Footnote**; or, double-click immediately before the footnote character.

When defining general settings applied automatically to footnotes in the document, select **Tools > Footnotes** to open the **Footnote Settings** dialog.

Format footnotes with Page Setup by choosing Format > Page... > Footnote.

In multicolumn pages, the footnote is inserted at the foot of the column where the footnote anchor is located.

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

Spacing Between Footnotes

If you would like 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:

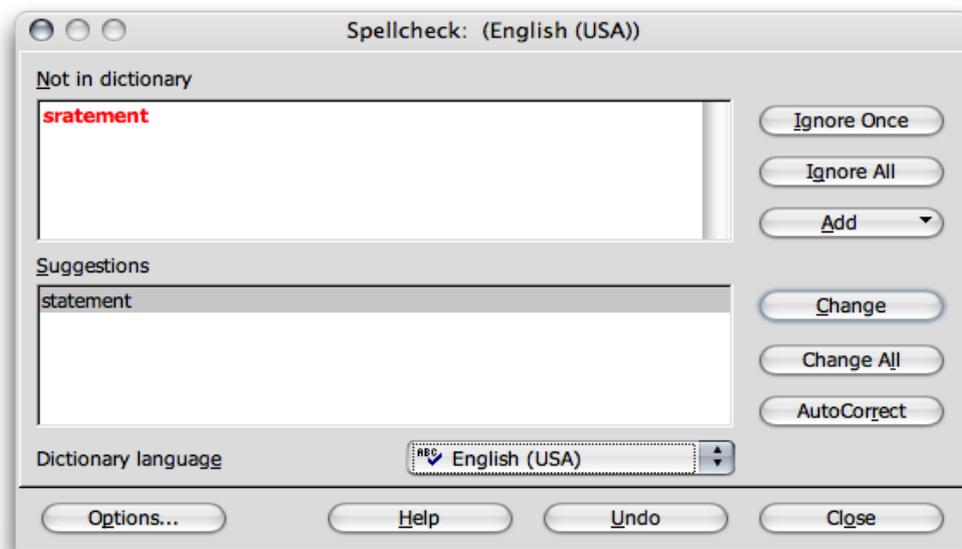
1. Set the cursor in a footnote.
2. Open the **Styles and Formatting** window.
3. Click on the footnote Paragraph Style to be modified.
4. Open the context menu by right-clicking or *Ctrl*-clicking.
5. Select **Modify**.
6. On the **Borders** tab page, select a top and a bottom line and give them both the color white.
7. In the **Spacing to contents** area, uncheck **Synchronize**.
8. Increase/decrease the value of the upper or lower spacing.
9. Click *OK*.

Spellcheck, Dictionaries, Hyphenation

Controlling Spellcheck via the dialog

Choose **Tools > Spellcheck**, click on the **Spellcheck** icon  in the **Standard** toolbar, or press *F7*.

Spellcheck compares words in the document with words in its dictionary/ies. Its job is to alert you to words unknown to it, on the assumption that an “unknown” word is likely to be a misspelled word. In a document where there are no unknown words, Spellcheck will complete and display a message box to say as much. Clicking the OK button there will close the Spellcheck dialog, so sometimes you need to deliberately spell a word incorrectly to see how Spellcheck works. See a demonstration of this below, where we deliberately misspelled “**statement**”



Normally the **Spellcheck** dialog appears when you call it up manually via the menu, clicking on the icon, or by pressing *F7*. Selecting text before calling the dialog and then checking the spelling *only in the text that is selected* can be an advantage, and a time-saver. The **Spellcheck** dialog is described in detail in **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). When the spell checking does not begin at the beginning of the document, or if the end of the document is reached during the checking process, a dialog appears asking you to confirm that checking is to continue at the beginning of the document.

The system always searches first through the selected user-defined dictionaries and, if the word is not found there, it searches through the main dictionary. Should the word not be there either, the dialog, shown above, is displayed and this allows you to replace the word. Either type it correctly in the Word field (the top box) or select a word from the list of Suggestions, and click on **Replace**. Spellcheck will then continue to the next unknown word.

The word in the **Word** text box can be permanently added to the user-defined dictionary. First, select the preferred dictionary from the **Dictionary language** pull-down list. Then, click **Add**.

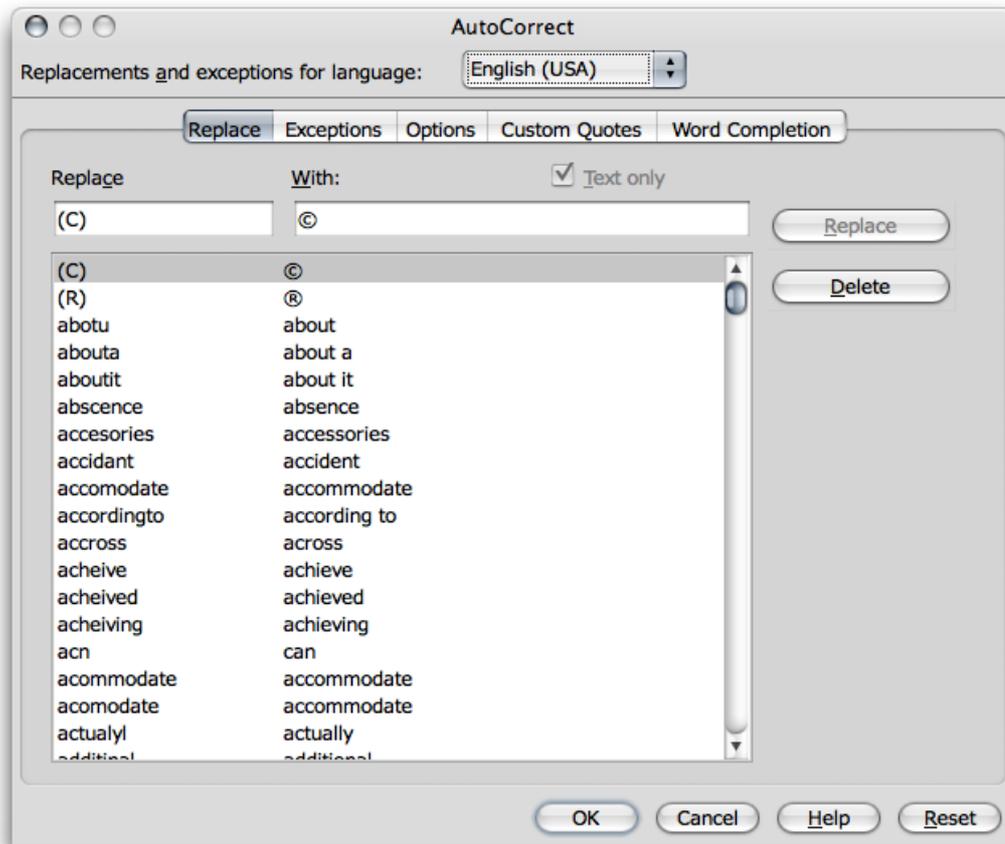
If needed, all unknown words in a text can be automatically entered in the active user-defined dictionary. For instructions, refer to NeoOffice **Help**.

Automatic Spellcheck

- From within a text document, click the **AutoSpellingCheck on/off** icon  on the **Standard** toolbar. All words marked as incorrect by the spelling checker will then be underlined in red.
- Right click or *Ctrl*-click on words underlined in this way and a context menu appears.
- The context menu often provides a list of suggested words, one of which may be clicked to select it. The suggested word then replaces the word underlined in red.

The tourists were fascinated by the sight of a gaggle of people in an open park as they moved through the mist of a cold Canberra morning. They had been held up for hours in customs and with security checks, and were only looking forward to checking into their hotel for a rest day before a long day's sightseeing the next day. Now, they were suddenly alert and interested. In the midst of a sleepy, ordered and silent country town, was this spe A crowd, led by an old man, was rushing through a park. The man was wearing a sport and track pants, with old-fashioned joggers. He was followed by a group of younger me in sports clothing, some in suits. Further un the walking track was a group of obvious media tvnes. waiting exnectantly.

If you accept a suggested word from the **AutoCorrect** context menu, that word and the wrongly typed word are entered as a word pair in the AutoCorrect replacement table. To call up this table, choose **Tools > AutoCorrect > Replace** tab.



If the word underlined in red is *correct*, you may wish to make sure that Spellcheck does not pick it up again. To do this, place it in a custom dictionary using the **Add** command.

To exclude words from the Spellcheck:

There are a number of reasons why you might want to exclude a word from being picked up by Spellcheck. For instance, you might want Spellcheck to ignore a local abbreviation that you often use, or words like “spellcheck” itself, that may not yet be in a dictionary.

1. Select the words.
2. Open the context menu of one of the words.
3. Select **Character... Font** tab, or select the **Format > Character... > Font** tab.
4. Select the language pull down [**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 the **Edit User-Defined Dictionary** dialog appears allowing you to search through an alphabetic list.
4. Select the word

5. Click **Delete**.

While in that window, look in the IgnoreAll list: you should find your own name there. NeoOffice is making sure that it doesn't pick up your name each time it does a Spellcheck.

Hyphenation

Hyphenation in text documents can either be done 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 individual control, but can be tedious.

Automatic hyphenation

In NeoOffice, automatic hyphenation is turned off by default. The following steps are useful for enabling hyphenation on an “as needed” basis:

1. For one or more selected paragraphs, open the context menu and select **paragraph**.
2. For all paragraphs formatted with a certain Paragraph Style, open the context menu in one of the paragraphs and select **Edit Paragraph Style**.
 - a) In the next dialog, click on the **Text Flow** tab.
 - b) Under **Hyphenation**, check on/off **Automatically**.
3. To enable hyphenation in all paragraphs, edit the parent paragraph style of all derived paragraph styles.
 - a) In the next dialog, click on the **Text Flow** tab.
 - b) Under **Hyphenation**, check on/off **Automatically**.

To enable automatic hyphenation without queries, select **Tools > Options > Language Settings > Writing Aids > Options** and select **Hyphenate without inquiry**.

Manual Hyphenation

- For manual hyphenation, place the cursor at the point where the word should be separated and press *Cmd* and **-**.

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

If a hyphen is entered directly, Writer will not apply the automatic hyphenation for that word. Let's assume the word “Antarctica” would be hyphenated: **An-tarcti-ca**, but this should be: **Ant-arc-ti-ca**. Enter all three hyphens manually (directly), including the one between “i” and “ca”, as is used in 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 a word should be permanently set to prevent automatic hyphenation such 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.
3. Click the **Edit** button. Where there is no user-defined dictionary, as yet, create one by clicking the **New** button.
4. In the **Edit Custom Dictionary** dialog, enter the word. e.g., "Companyname=" (without quotation marks)
5. Click **Close** to close the dialog.
6. Click **OK**.

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

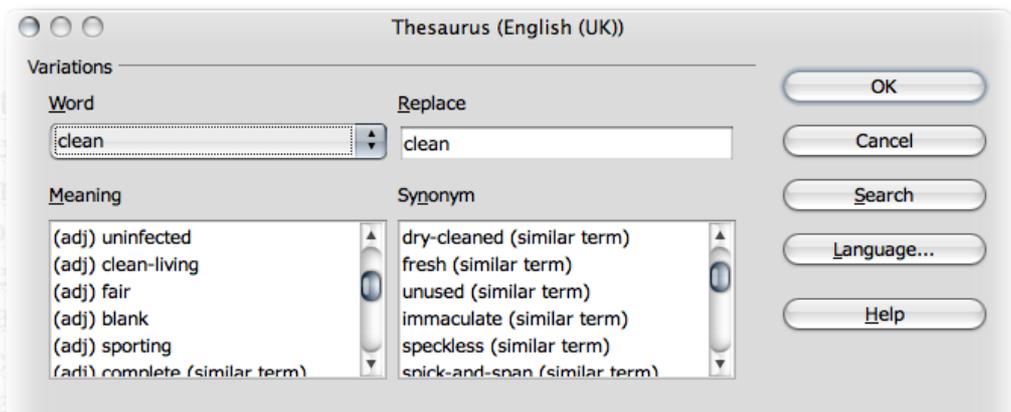
Selecting **Tools > Language > Hyphenation** avoids searching manually through the text in order to find words to hyphenate. This starts the following dialog which shows all the words that could be hyphenated with the current line break, one after the other. The syllable at which the word could best be hyphenated at the current line break is highlighted. In the case where the word to be hyphenated should have the hyphen at an earlier place in the word, use the left arrow button to move the highlighting to the left. Click on **Hyphenate** to hyphenate the word at the highlighted place, and the next word that could be hyphenated is displayed.

When Spellcheck recognizes the word, the default hyphens are displayed as well.

Thesaurus

The NeoOffice thesaurus provides a means to look up words that may be used instead of the highlighted word.

1. Highlight the word in the text for which an alternative is desired from the thesaurus. For example, the word "clean".
2. Select **Tools > Language > Thesaurus** or press *Cmd-F7*.



3. In the dialog which then appears, scroll down the two lower list boxes until a suitable word is found. If the dialog is closed by clicking on **OK**, the selected word is replaced by the word in the **Replace** field.

Note: Not all languages have a thesaurus to accompany an installed dictionary.

When looking for alternatives for a word in another language for which a thesaurus is installed, for example an English word:

1. Select the word in the text
2. Call up the thesaurus.
3. Click on the **Language** button to switch to “English (UK)” or “English (US)”, in order to select British or North American spelling.
4. Then click on **Search**.

If English language attributes are applied to the English words in the text (**Format > Character, Font** tab, **Language** list box), then 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 in creating form letters, the following section first gives some brief instructions and then detailed instructions.

Brief Instructions (For Quick Results)

1. Register an address data source in NeoOffice, if not done previously.
Instructions may be found with the search term “address book” in **Help**.
2. **File > Wizards > Letter** to open the dialog.
3. Set up the template.
4. Select the addresses for the form letter, or enter them manually.
5. Click Create. Writer can now create the form letter.

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 writing an invoice based on an invoice template, use a *fixed* date. By doing so when setting up the invoice document, you ensure that the field position will contain the current date and will not change later on. That is, the date of the invoice is determined only once. This can be useful when you need to send letters with a particular date on them, e.g. if you are printing some one day and some a day or two later.

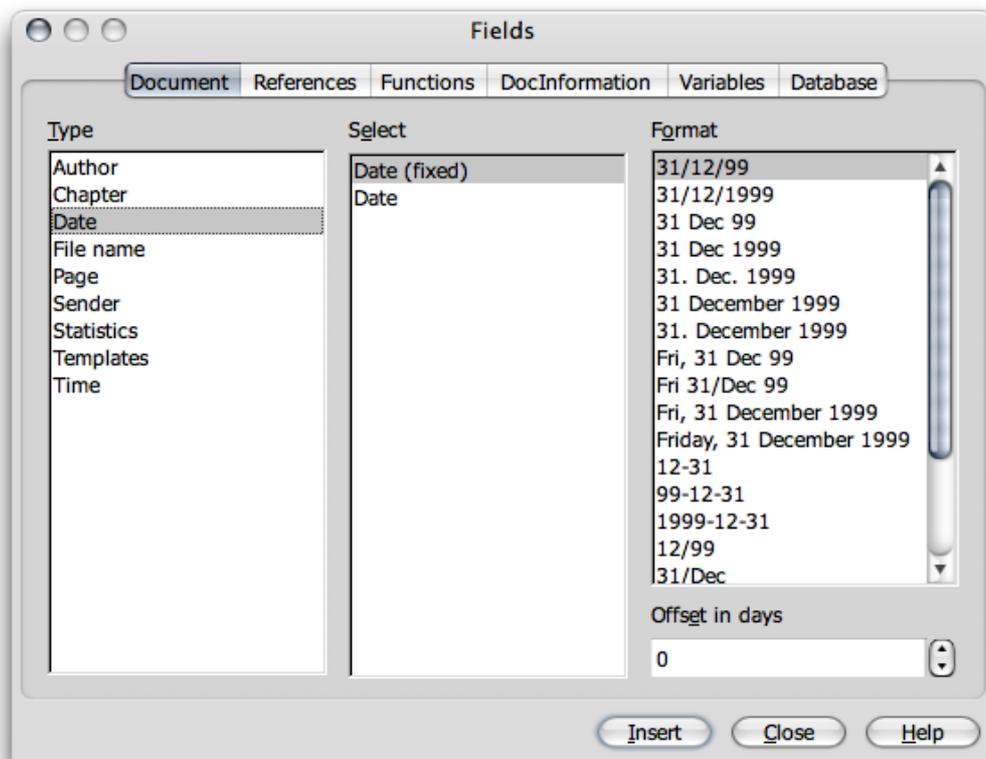
On the other hand, a *variable* date is updated every time the document is opened and printed. A manual update of the fields sets the actual date in the field entered as *Variable date*.

If, for example, when inserting a date as a field in a form letter, you must decide if it is to be inserted as a fixed or as variable date:

- Where the date should never change; that is, as if the date is typed in directly (without a field), select a fixed date format. The advantage to using a fixed date field means that the form letter can be saved as a template. Using this template to create a new form letter, will avoid having the date automatically updated to today's date.
- On the other hand, if you select a variable date, the date will be updated every time the document is opened or printed.

(Note: This menu above is called up by **Insert > Fields > Other...** or *Cmd-F2*.)

Apart from the date, there are various other fields which can also be used in a 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 the address list. A field will be inserted in the form letter for each data field, such as name, street, city, et cetera. When printing, Writer inserts the desired data fields in the fields from each record. In most cases, create the form letter template.



1. **File > Wizards > Letter** to open the dialog.
2. Set up the template.
3. Select the database containing the addresses for the form letter.
4. Set the fields as directed by the Wizard
5. With each dialog, select the features needed.

6. Click **Create** to add this document to the templates and to open a Writer session to complete the body.
7. If the body text will be used in the future, use **File > Template > Save** and overwrite the initial instance of the template.

Having done this, you can use this template for other form letters:

1. Select **Tools > Mail Merge Wizard** to start the process of creating a form document based on the template just created. The letter based on this template will be displayed and already contain the fields for the address, date, sender, et cetera.
2. Choose **From a template** in the **Mail Merge** dialog.
3. Press *F4* to open the data source for the current document.
4. Select the records necessary for 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 **Cmd** key to make a 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.
5. Edit to suit personal requirements.
6. Save the document.
7. Now click the **Mail Merge** icon on the **Table Data** toolbar at the top of the data source view. The **Form Letter** dialog appears, where two choices are offered, to save as file(s) or print. You can also choose to print selected records, all records or a particular range. If printing a range (for example, records 1 to 5), ensure that the numbers follow the order displayed in the data source view.

To sort or filter records in the data source view, click the respective icons on the database bar. For example, to sort all records according to postal code, place the cursor in the **POSTAL CODE (ZIP)** field of any record and click **Sort Ascending**. Now the form letter is all ready to go!

***Note:** If a completely new document containing the necessary form letter fields is being created, 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.*

Creating and Printing Labels and Business Cards

Designing Business Cards via dialog

Choose **File > New > Business Cards** to open a dialog with several tabs that help design the look of business cards. These are generally fairly simple, which may or may not be what is wanted.

Designing Labels and Business Cards

Using **File > New > Labels** for designing business cards is often the best method, as business cards may be regarded as a simplified, special kind of label. Like labels, all business cards are the same and, as labels, can be filled with different contents, graphics, data obtained from a database, or they can be marked with serial numbers.

1. Select **File > New > Labels** to open the **Labels** dialog.

2. On the **Labels** tab, under **Format**, define the label format.

Writer contains many formats of commercially available sheets for labels, badges, business cards etc. User-defined formats can also be added, and there are templates freely available from a number of online sources.

3. On the **Labels** tab, under **Inscription**, choose what to write 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 pull-down lists 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 *Return* to insert a line break. Entering spaces and any other fixed text is also possible.

Using the **Format** tab, define custom 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, specify whether all labels or only certain ones are to be created.

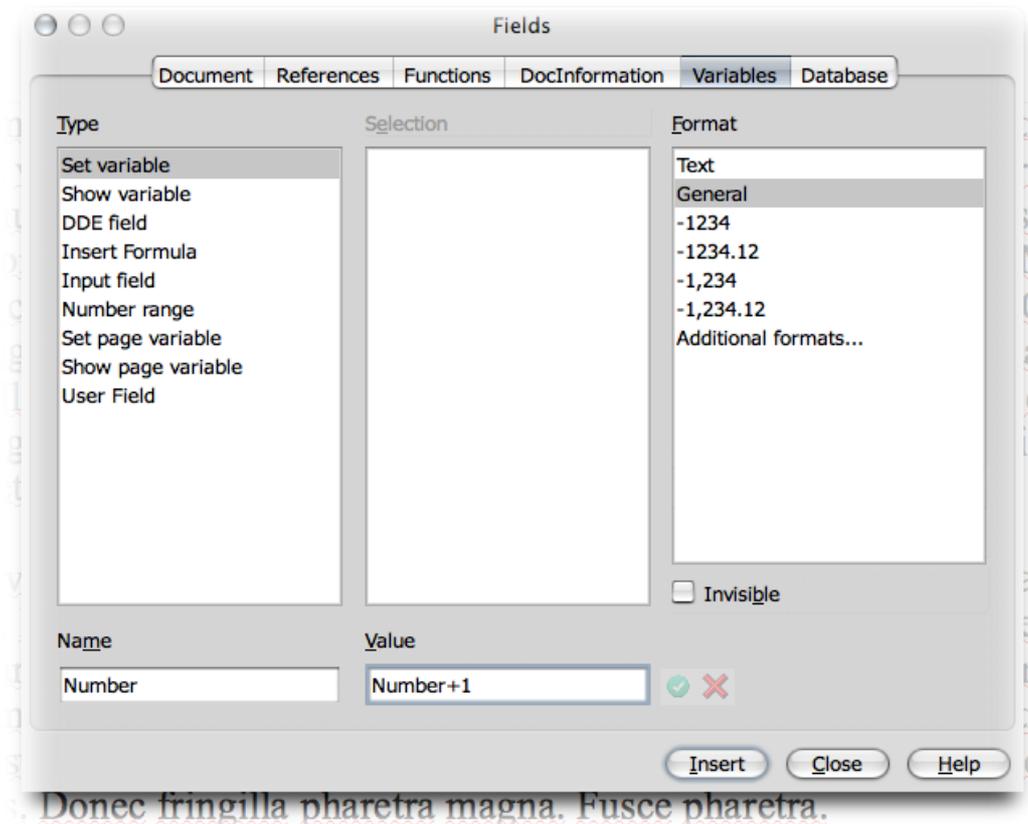
4. Enable **Synchronize contents** check box on the Options tab. If this is checked, only one (the top left label) has to be entered and edited while the remainder will be repeated identically
5. Upon clicking **New Document**, a small window opens with the **Synchronize Labels** button. Enter the first label. When the **Synchronize Labels** button is clicked, 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 that have been entered.
7. Print the new document.

Printing Labels With Serial Numbers

Printing lottery tickets or entry tickets with serial numbers on them is quite easy. This is how to do it:

1. Select **File > New > Labels**. This opens the **Labels** dialog.
2. On the **Labels** tab, under **Format**, select the format in which to print.
3. Tickets, label tags or rolls are available from specialist suppliers and are often made from stiff paper with tear-off perforations, or as self-adhesive labels on a backing material.
4. To define a custom format, select the **Format** tab.
5. Check **Synchronize contents** on the **Options** tab.
6. Click on **New Document**.
7. A new document is now created, divided up as wanted. Only the top left label needs to be edited. When satisfied, press **Synchronize labels** to make all labels appear the same. This button is only visible if **Synchronize contents** is checked on the **Options** tab.

8. Enter the desired text in the top left label and format the contents.
9. Serial numbering can be applied by inserting a field.
10. Place the cursor at the point where the number should appear.
11. Press *Cmd-F2* or choose **Insert > Fields > Other**.
 - a) In the **Fields** dialog, go to the **Variables** tab.
 - b) Select the type **Set variable**, if it is not already marked.
 - c) In the **Name** box, enter a name for the counting variable, for example **Number**.
 - d) To increment the variable from one label to the next by 1, enter the following formula in the **Value** text box: **Number+1**.
 - e) Click **Insert**, then close the **Fields** dialog.



12. Click **Synchronize Labels**.
13. Now save and print the finished document.

Printing Address Labels

When printing address stickers for form letters that do not fit in window envelopes, do the following:

1. Select **File > New > Labels** to open the **Labels** dialog.

2. Select the format of the label sheets that will be printed from the dropdown menu. Remember to check **Synchronize contents** on the **Options** tab.
 3. Click on **New Document** to close the dialog.
 4. When the label document opens, invoke the data source view by pressing the *F4* key.
 5. Click the **Tack** icon at the edge of the data source view to avoid having it cover the first label.
 6. In the data source view, select the address data source table.
 7. 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.
 8. Put the fields in order to complete the address in the first label at top left.
 9. Place the cursor at the last text position (after the last field) in the first label.
 10. Open the **Fields** dialog by pressing the shortcut keys *Cmd-F2*.
 11. Choose the **Database** tab.
 - a) Select the type **Next record**,
 - b) Select the database
 - c) Click on **Insert**
 - d) Click **Close**.
 12. Now synchronize the labels by clicking the **Synchronize** button in the small window.
 13. In the data source view, select the records that will be printed on the labels, by clicking on the row headers to the left. Use the **Shift** or **Cmd** key in the usual way to select several records at the same time.
 14. On the **Table Data** toolbar (the one which opens above the data display when you press *F4*), click the **Data to Fields** icon. 
- Now 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.*

Avoiding Blank Paragraphs

Sometime fields in a form letter can be empty and a blank line is printed. For example, there is a field named **COMPANY** that should appear in the recipient field, but for some records this field is empty. To prevent these empty fields from being included do the following:

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

4. In the **Condition** field, enter the following text (without quotation marks):

not(Company)

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

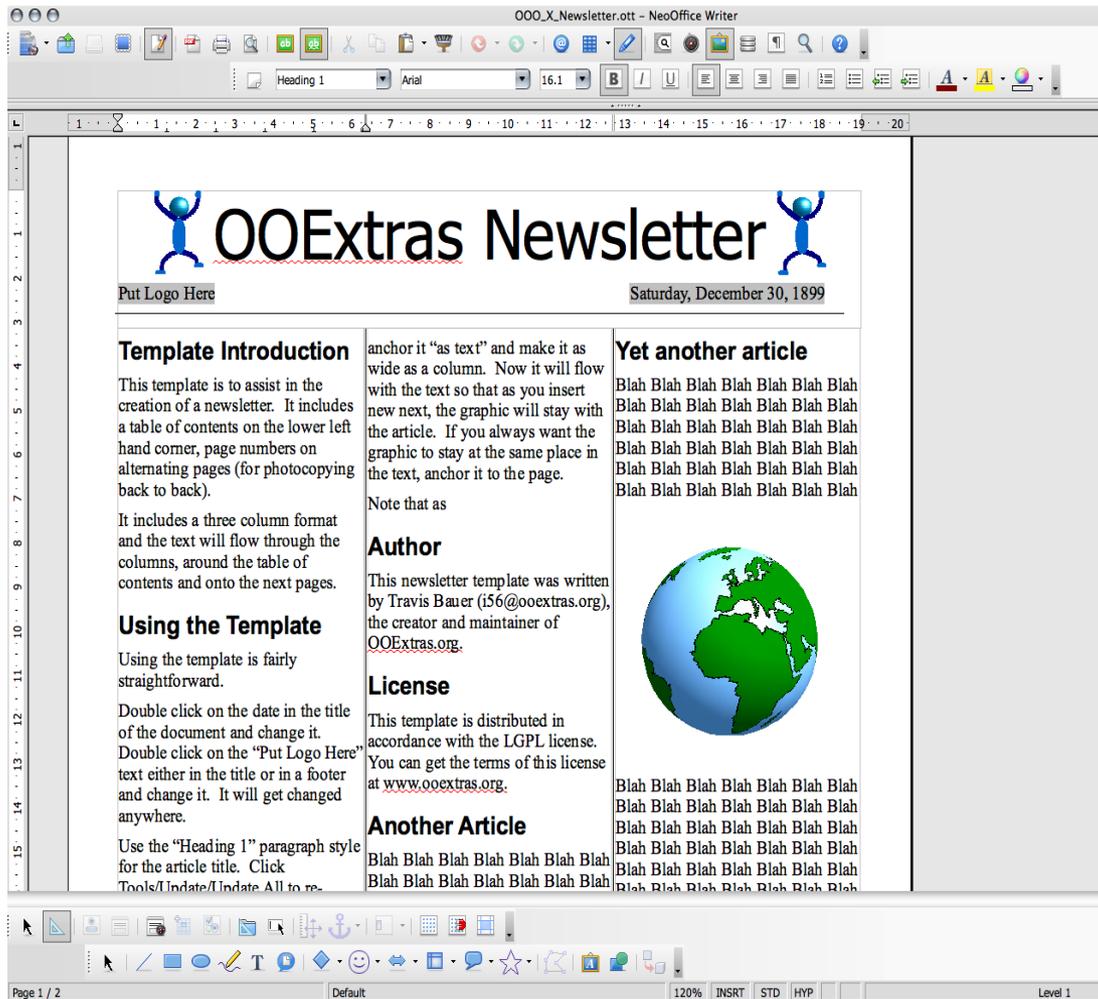
Newsletters

In this section, you may learn how to create a newsletter/newspaper as a text document. This is useful for creating newsletters for a company or club, or in celebration of a special event. Currently NeoOffice does not have a resident newsletter template but there is a nice one that works available from <http://ooextras.sourceforge.net/> and this is one used in this section.

To install the template after downloading, do the following:

1. Open the template in NeoOffice Writer.
2. Select **File > Templates > Save**
3. Choose where to save the template. Default is probably best as no special permissions are needed.
4. Name the template
5. Click *OK*

Voila, there is now a newsletter template ready for use.



Creating a Newsletter From a Template

In the **File** menu choose **New > Templates and Documents**. Locate and double-click to open the **Newspaper Template**.

The document contains several useful elements that could be of good use of in a 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.

Modify the existing heading as needed, and insert any graphics.

A few other texts highlighted in gray are variables, which you can modify.

When the document is completed, save and print it.

Edit the template (**File > Templates > Edit**) for any personalization and layout changes.

Creating Page Styles

Where a page must include not only text but also several larger graphics, create a separate Page Style for this purpose.

1. Open the **Styles and Formatting** window and click the **Page Styles** icon.
2. From the context menu, select the command **New** to open the **Page Styles** dialog.

3. In the tab **Organizer**, assign a descriptive **Name** for the Style.
4. Next, click the **Page** tab and define the page format and margins.
5. Check **Register-true** and choose the reference Paragraph Style **Text Body**.

*Note: If the register-true option is activated, 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. Normally use the Paragraph Style used to create the 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 **Styles and Formatting** window 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

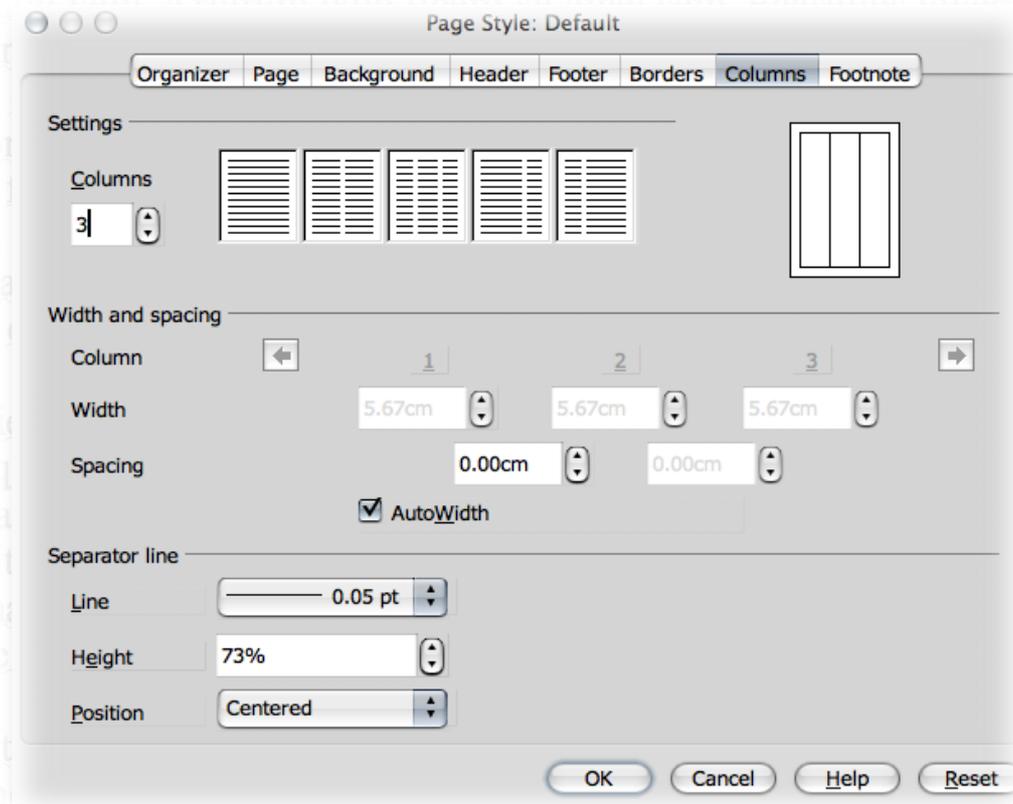
To edit a header, click once in the header field in the document. Do a right-click or *Ctrl*-click to bring up the context menu, and select **Page..**, to activate the **Page Styles** dialog. Select the **Headers** tab and click **Options**. In the **Background** dialog, choose a background color and 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 (right-click or *Ctrl*-click to bring up the context menu, and select **Page...**

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, try putting them in a text frame. The text frame can be freely scaled and positioned on the page. Insert a frame using the **Insert Frame** icon on the **Insert** floating toolbar. Text frames can also have borders, but this is not always necessary.

Editing Paragraph Styles

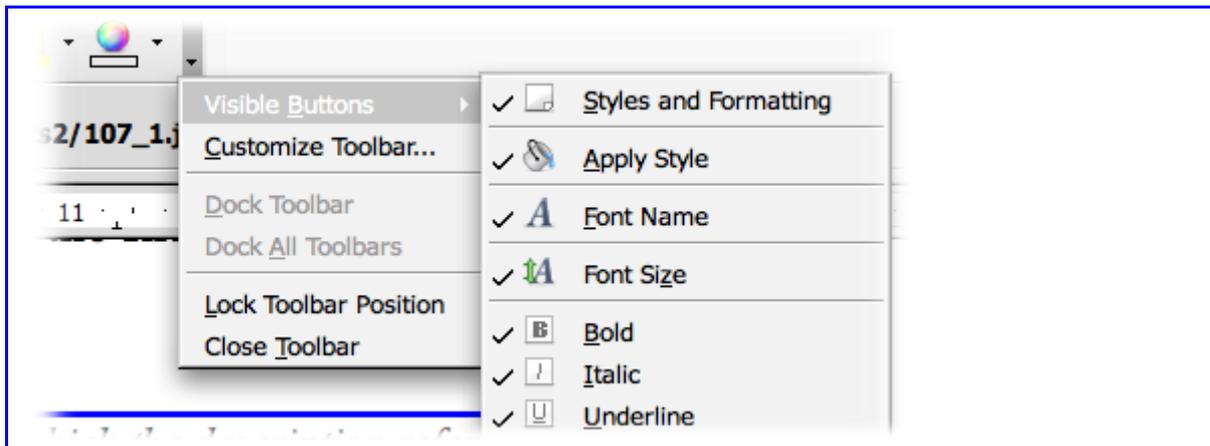
1. Click the **Paragraph Styles** icon in the **Styles and Formatting** window and select the paragraph style to be modified.
2. Select the **Modify** command from the context menu, call up the **Paragraph Styles** dialog. In this dialog, there are several tabs with various settings and options.

Experiment with font effects, for example drop caps. Click the respective tab and select **Show Drop Caps**. Drop caps may even be assigned a Style in the **Character Styles** list box under **Contents**.

***Note:** Newsletters or newspapers require a variety of main headings, subheadings, and text wraps to make them easier to read. In the **Paragraph Styles** dialog of the **Styles and Formatting** window context menu, it would thus be a good idea to create several appropriate paragraph styles (go to the **Styles and Formatting** window > 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.



Making a newsletter more attractive with objects or graphics is done easily by having the text flow around an object. Simply draw a polygon using the Polygon icon in the **Draw Functions** toolbar. Place the polygon over the text and assign the text the **Wrap > Optimal** with its context menu.

A wrap contour to 3D objects can also be defined. Create a 3D object with NeoOffice Draw, copy it to the clipboard and paste it into the text document. Open the context menu of the inserted object and choose **Wrap > Optimal**. In the context menu of an object with a wrap contour is the **Wrap > Edit Contour** command. This command calls the Contour Editor from which manually re-editing the automatic contour is possible. Refer to the instructions in **Help**.

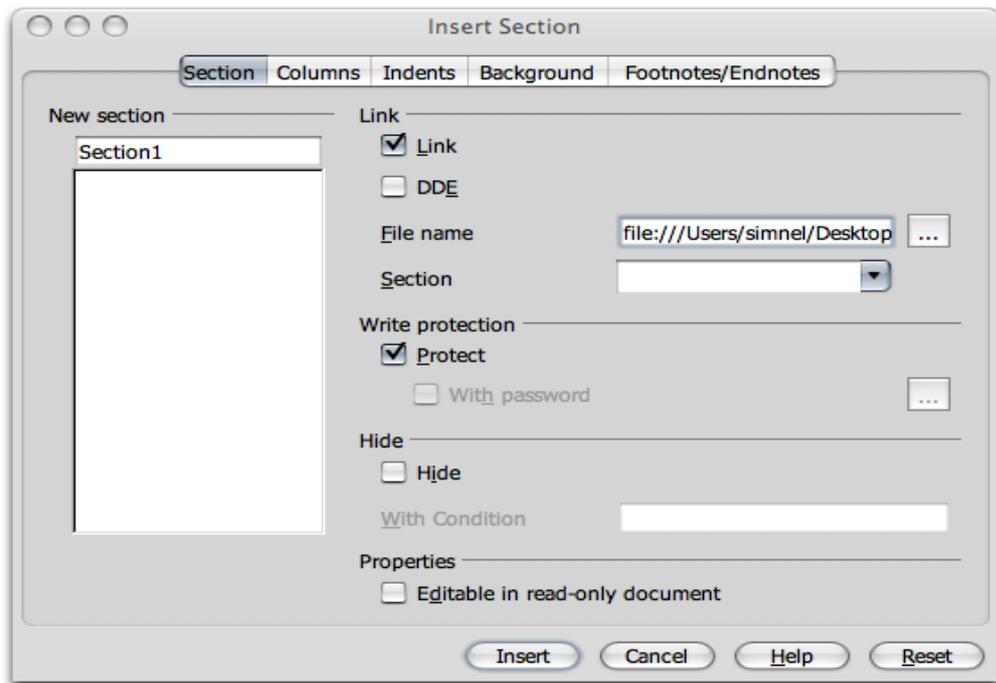
Linking Frames and Facilitating Text Flow

If the text should be continued in the same manner as in a newspaper (i.e. from a frame on page 1 to, say, a frame on page 4), and where the text flow from frame to frame must be done automatically, use linked frames.

1. Create two (or more) frames by opening the **Insert** floating toolbar, clicking **Insert Frame Manually**.
2. Select the first frame (click the border of the frame).
3. Click the **Link Frames** icon  on the **Frame** toolbar.
4. Now, click the second frame.
5. To enter text in the linked frames, position the cursor in the first frame and type in text or insert it from the clipboard.

Note: If certain text from a document is to flow in 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).

6. Now decide if the text should be 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**.



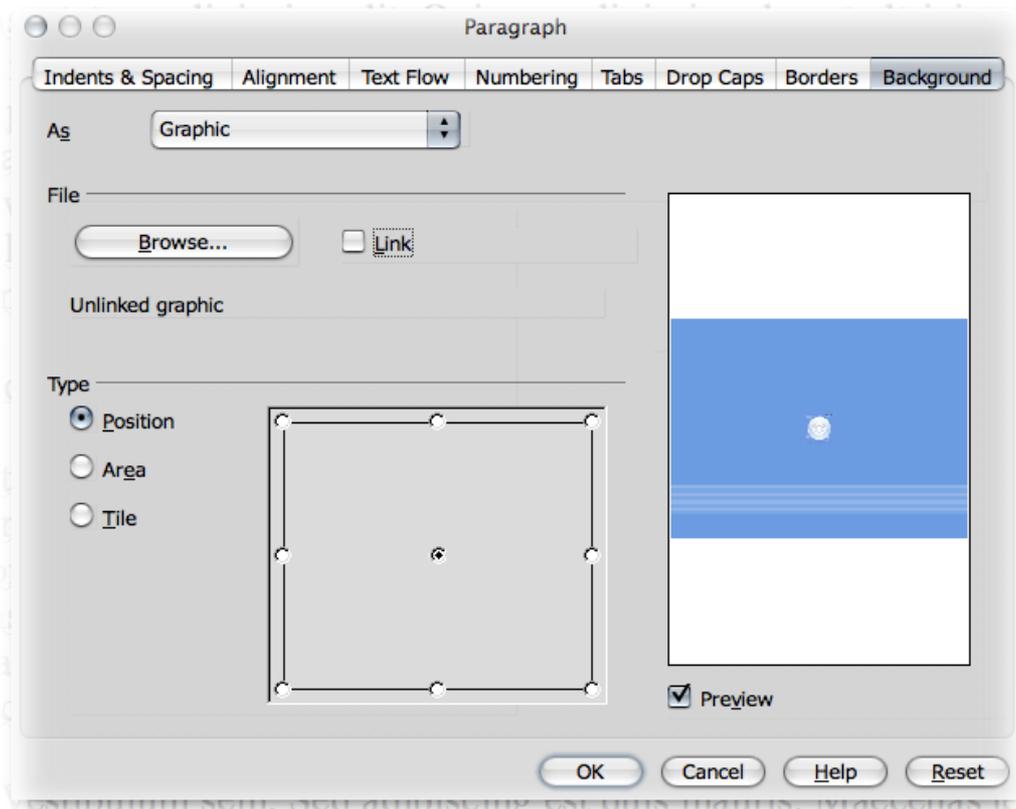
7. If the text is a section linked to another file choose **Insert > Section**. In the **Insert Sections** dialog that appears, click **Link** and select the file wanted with the . . . button.
8. Finally, click the **Insert** button.

Using Colored or Graphic 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 appears, from which you select the desired color by clicking it once.

Note: When frequent use of a background color for certain paragraphs is used, it is best to create a Paragraph Style for this purpose.

A background can be a graphic image rather than a color. 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 use **Format > Paragraph...** to edit it. Click the **Background** tab and in the list box **As** select “graphics” in order to pick out an appropriate graphic image from your collections. In this case, we have chosen to see a preview of the graphic, which will be paced behind the text.



Creating a Table of Contents

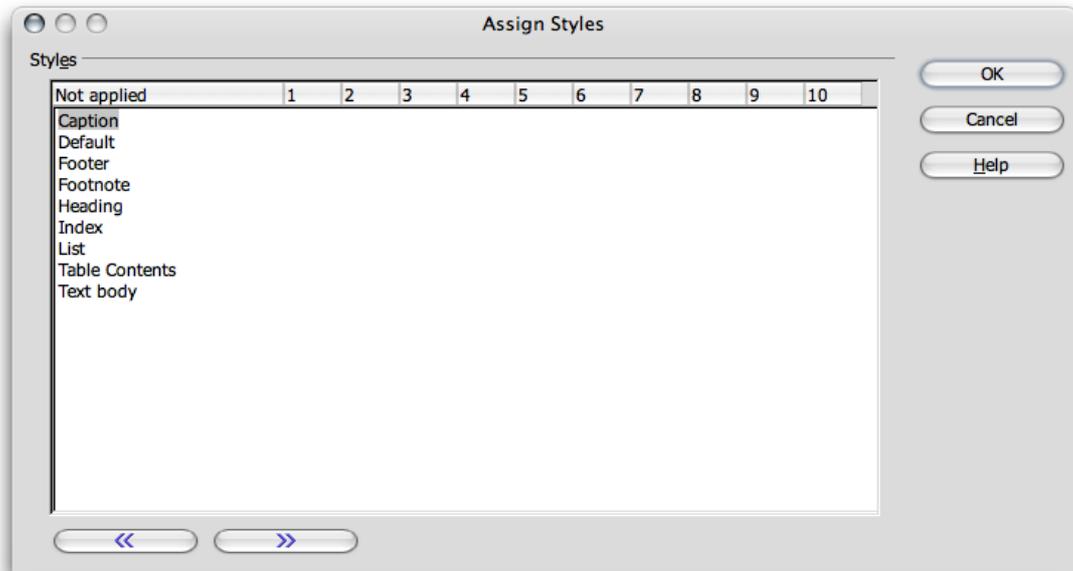
Tables of contents can be created manually; however, if the contents are altered, the table of contents must be manually updated, as well. It is much more convenient (and time-saving) to have the program create a table of contents automatically. Here is where it is vital that you are using Styles: your table of contents is so much easier to set up.

1. With the text entered, creating a table of contents on the front page of the newspaper or newsletter may be in order. To do so, follow these steps:
 - a) Draw a frame manually on the front page,
 - b) Select **To Page** as anchor.
 - c) Press the **Escape** key to set the cursor in the frame.
2. Open the **Insert Index/Table** dialog (choose **Insert > Indexes and Tables > Indexes and Tables**).
3. On the **Index/Table** tab page, select “Table of Contents” as **Type**,
4. Enter an appropriate heading, e.g., “In this issue...” in the **Title** field.

Ensure that one of the “heading” Paragraph Styles is assigned, so that chapter numbering may be determined for the headings. These are determined by the Styles under **Tools > Outline Numbering**. The predefined Paragraph Styles are “Heading1” through “Heading10”.

If the table of contents should use the headings in the document, specify the desired outline structure using the **Evaluate up to level** spin box.

If other, customized Paragraph Styles for the headings have been defined, these can also be incorporated 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 the level of the Style is assigned, in the table of contents, for each Style used in the document.



Choose more settings on the **Entries** and **Styles** tab pages and Click *OK* to create the table of contents.

Once the newsletter or newspaper is finished, 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 **Styles and Formatting** window 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

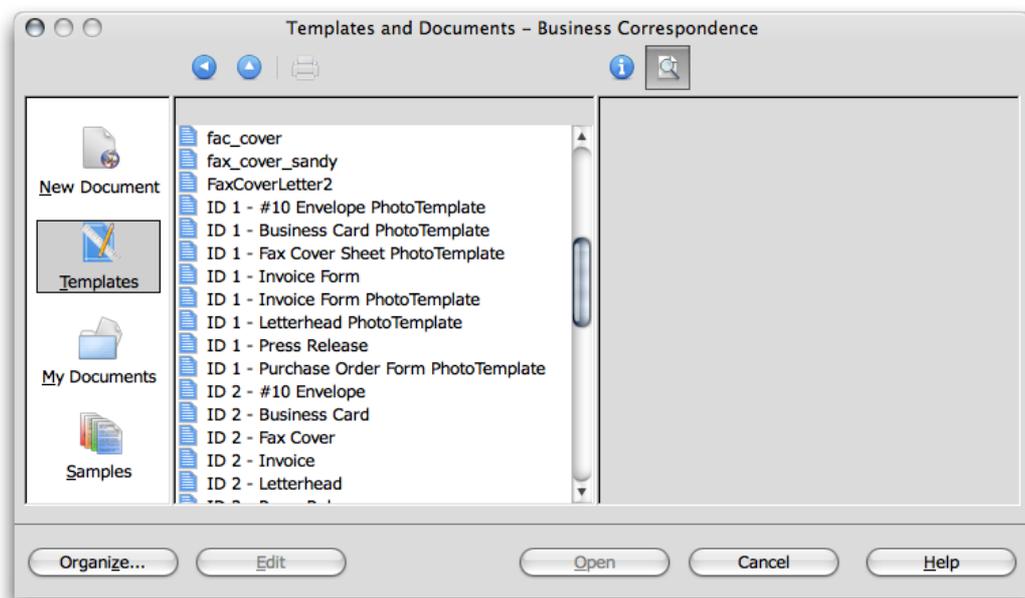
With NeoOffice Writer, a letter can be written in no time. These instructions show how easy it is.

There are two really easy ways to get a result:

- Use a letter template,
- or
- Use the Wizard to create a custom tailored letter template.

Using a Ready-Made Letter Template

1. Press *Cmd-Shift-N* to open the **Templates and Documents** dialog:



2. Select a template.
3. Enter the details required for the various wildcards, such as the salutation.
4. Type in the remaining text.

Templates include the user data that was entered in **Tools > Options > NeoOffice > User Data** and which may be modified at any time.

Creating a Letter Template Using the Wizard

1. Start the Wizard by selecting **File > Wizards**.
2. Click **Letter** in the submenu to see the first page of the Wizard for Letters.
3. Select **Personal Letter**.
4. Click **Next** to bring up a second page with additional options.
5. Choose the option **No Logo**.

6. click **Next**. A dialog will appear in which you can enter the sender details.
7. The sender address is displayed at this point. Thus, under **Show sender?** select **Yes**.
8. Click the symbol **top right** in the **Position and size** area.
9. Click **Next**.

Note:** 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 > NeoOffice**) and enter the necessary data. After that, re-open the Wizard and carry on as described up to this point. Sender details may also be entered directly in the input field of the Wizard; however, these details are not currently entered in **Tools > Options > NeoOffice > User Data**, this process for every must be repeated with new template created with the Wizard. **Some of these steps may be grayed out in your program.

10. Continue to click **Next** until reaching the page with the footer options.
11. Deactivate the check box **Footer on**
12. Click **Next** twice.
13. Enter 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 chosen.)
14. Click **Next**.
15. Enter the printer trays if different paper trays are to be used for the first and subsequent pages. This is especially practical when the only the first page is to be on letterhead paper.
16. The last step is to click **Create**.

After clicking the **Create** button, NeoOffice 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.

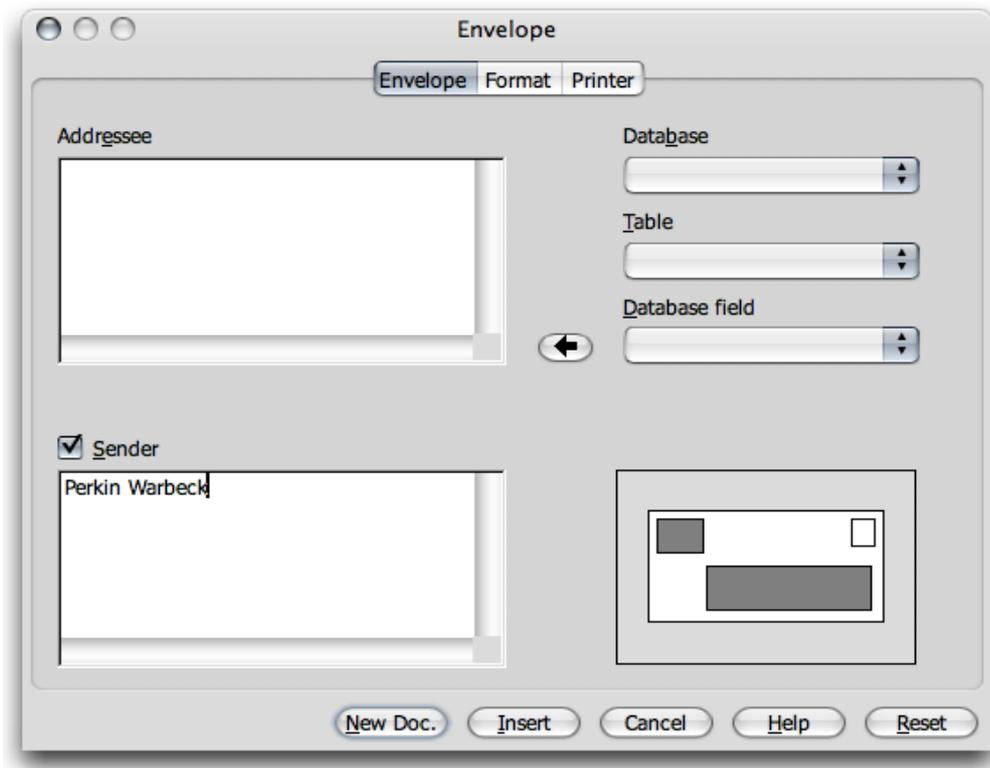
Now start entering text and then save and print the document. However, if you would like to keep on working on the layout of the document template or create an envelope for it, close the new document without saving it.

Creating an Envelope Template

This section contains a description of how to create a template for an envelope after completing a letter template plus some tips on how to continue polishing template design.

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

1. Select **File > Templates > Edit**.
2. Locate the letter template wanted and open it. The templates are found in the NeoOffice directory user/template in the user's home directory. (Path names may vary with different releases.)
3. Go to the **Insert** menu
4. Select **Envelope**. A dialog of the same name appears.



- On the tab pages **Envelope** and **Format**, specify the envelope format and the position of the addresses of the sender and addressee on the envelope. Use the **Printer** tab page to define 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 (use a right click or *Ctrl*-click to open the context menu of the envelope, click **Page...** and select the **Page** tab).

Adjusting the Printer for the Printout

Printing envelopes depends very much 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 the printer.

Specify any 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**.

Check **File > Print ... > Properties** to ensure that the printer knows the size of the envelope being used. When this step is skipped, printing of an envelope becomes unpredictable.

Creating and Printing a Letter With an Envelope

With the creation of a customized template for personal letters, write and print a letter.

1. Select **File > New > Templates and Documents**.
2. In the dialog select the template.
3. Click *OK*. NeoOffice creates a document based on the template without changing the template itself no matter what modifications you make to the document as you are working on it.
4. Enter the text of the letter in the document.
5. Check if the addressee information on the envelope is correct.
6. If this document is to be printed or edited later on, save it and enter a name.
7. Place an envelope in the printer.
8. Select the command **File > Print** and print page 1, which is the envelope.
9. Place normal letter paper in the printer, select the command **File > Print** again.
10. Print the second page. If the letter has more than one page of text, specify which pages to print under **Pages**.

Creating a Single Envelope

1. Open NeoOffice Writer
2. **Insert > Envelope..**
3. On the **Envelope** tab, enter the address info.
4. On the **Format** tab, set **Size > Format** to DL. Adjust layout to suit.
5. On the **Printer** tab, select the layout that reflects how to feed.
6. On the same tab, click on **Setup**. This opens a new dialog.
7. On the **Setup** dialog, select the printer and click **Properties**.
8. On the **Properties** dialog, select the envelope size in the Paper size dropdown list. In this case, Envelope DL.
9. In the same dialog, select **Orientation**. This depends on how the envelope feeds (see step 5) In any case, landscape means that the text is rotated 90 degrees so that it is parallel to the long axis of the envelope and vice versa for portrait.
10. If there is a manual feed tray, select this under **Device**.
11. Click *OK*
12. Click *OK*
13. Select New Doc if you only want the envelope, or **Insert** to add it to the existing document.
14. In the new window, check that all is okay and click the print icon.

Adding a POSTNET Bar Code to an Envelope

Get a POSTNET font

First thing to do is get a suitable POSTNET font. Do not be duped by the shareware notion of 'free', which must be interpreted as 'free download' of a demo or crippled version of a commercial product for which users must pay but, thanks to the the tenacity of Ross Johnson, there is one available that works. Please see <http://www.adams1.com/pub/russadam/fonts.html> and in the POSTNET group select <http://www.adams1.com/pub/russadam/shareware/uspsbarcode.ttf>. This is listed as “A POSTNET TTF”- author unknown and which is unconditionally free.

Simply install this font set in OS X by following the instructions for installing fonts that come with the Mac. Once you've done that, shutdown all NeoOffice windows and restart them; the font will be listed in the font list.

Now, you can type some numbers, select them, then change the font and, Voila!, POSTNET bar code that is almost correct. In other words, this bar code is incomplete and will be unacceptable if printed on the envelope as it is.

Note: Disable the default font preview mode so that you can see the font name listed. Failure to do so will cause this font set to appear as a blank entry in the list.

a) In NeoOffice2.x, Use **Tools > Options > NeoOffice > View > Font Lists** and uncheck **Show preview of fonts**.

b) In NeoOffice1.x Use **Tools > Options > General > View > Font Lists** and uncheck **Show preview of fonts**.

Building a Complete POSTNET Bar Code for Printing

While numbers can be represented by the bar code, a correct POSTNET bar code for most postal services requires additional information.

The first piece of additional information is a check digit, which is calculated from the postal code as follows :

1. Start with the Postal code, say '12345', and sum the digits:
 $1+2+3+4+5 = 15$
2. Calculate the number that is needed to add to this number to make the last digit of the sum a zero (0). That is, $15 + ? = ?0$ The answer in this case is: '5'.
e.g.. $15 + 5 = 20$
3. Add this number to the postal code as the last digit. In this example, the POSTNET sequence is now: 123455
4. Finally, wrap the digit sequence in square brackets. The final text for the POSTNET bar code should now be [123455]

When you format this text using the POSTNET bar code font, a POSTNET bar code results. For example, enter [123455] into Writer, select the whole [123455] text and change the font to the POSTNET bar code font that has been installed.

Note: Calculating this sequence, and putting it on an envelope easily may prove problematic. Perhaps others can help out with automating the process; however, by using a database or spreadsheet to store an address list, then you could simply add a POSTNET sequence column with the postal code pre-computed in POSTNET format or perhaps as format the bar code as part of a database query. Using OpenOffice.org macros is yet another way to obtain results .

With respect to using 9 digit postal codes, where there is a 5 digit zip plus 4 digit suffix, the rules are the same. Add all 9 digits, find the check digit (sum + check = ?0), append that digit to make 10 digits and, finally wrap the sequence in square brackets. e.g.
[1234567895]

There is apparently another two digit code that can be added if it is wanted, and the same rule applies for the 11 digit version to make a 12 digit code wrapped in [] .

All three forms are valid.

Chapter 4: Calc



***NeoOffice User Guide, based on
OpenOffice.org User Guide
for Version 2.x***



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The Original Documentation is "OpenOffice.org User Guide for Version 2.x".

Contributor(s): G. Roderick Singleton.

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[*Note: a copy of the PDL is included in this template, at the back of NeoOffice User Guide for 2.x, and is also available at: <http://www.openoffice.org/licenses/PDL.rtf>.*]

Feedback

Please direct any comments or suggestions about the original OpenOffice.org document to: grsingleton@openoffice.org.

Note: Gerry Singleton passed away on 12 May 2007. Please direct communication to dev@documentation.openoffice.org now.

Acknowledgements

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Notes Concerning NeoOffice Edition

Editing by Peter Mitchell and Jacqueline Gouguenheim-Desloy

Most screenshots in the NeoOffice Edition contain icons from the Akua Iconset developed for NeoOffice 2.x Copyright © 2006-2007 Armando Nava, Daniel Pimley & Oscar Van Vliet

To contact Peter Mitchell about the NeoOffice Edition, email NeoOfficeUser@pbm-au.net

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Chapter 4: Spreadsheets in Calc

Calc is the powerful spreadsheet program of the NeoOffice suite. It provides the functions necessary for professional use with financial and statistical functions as well as database functions and much more.

Overview of the Functions in Calc

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

Calculating

Calc works primarily as a spreadsheet program, i.e. it provides a spreadsheet containing cells into which text, digits and formulas can be entered and, from these, calculate simple and complex results. Calc, like the other components of NeoOffice, has numerous automatic functions to ease usage.

While Calc provides all the basic calculation types, it also has numerous calculation methods that can be entered interactively via the **Wizard: Functions**. In addition, it allows entering text and flexibly arranging cells, so forms can be comfortably styled, filled in, calculated and printed.

Database Functions

Data that can be summarized into records, such as addresses, inventory levels, customer orders or similar, can also be managed by Calc. Even if there are no calculations, Calc can quickly sort a database range and search the data for specific characteristics, such as maximum or minimum values.

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

Arranging Data

Data can be organized in easy-to-read lists. With just a few mouse-clicks, the view can be reorganized to show or hide certain data ranges, or format ranges, according to special conditions, or calculate subtotals and totals.

Examining and Extrapolating Data

The data in Calc tables can be examined in detail in many different ways. Calc is useful for creating term papers because it supports many statistical functions such as regression analysis. 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

Results of changes made to one factor of calculations composed of several factors can be viewed immediately. For example, you can see how changing the period in a loan calculation affects the interest rates or repayment amounts. Furthermore, larger tables are made manageable by using different predefined scenarios.

Dynamic Charts

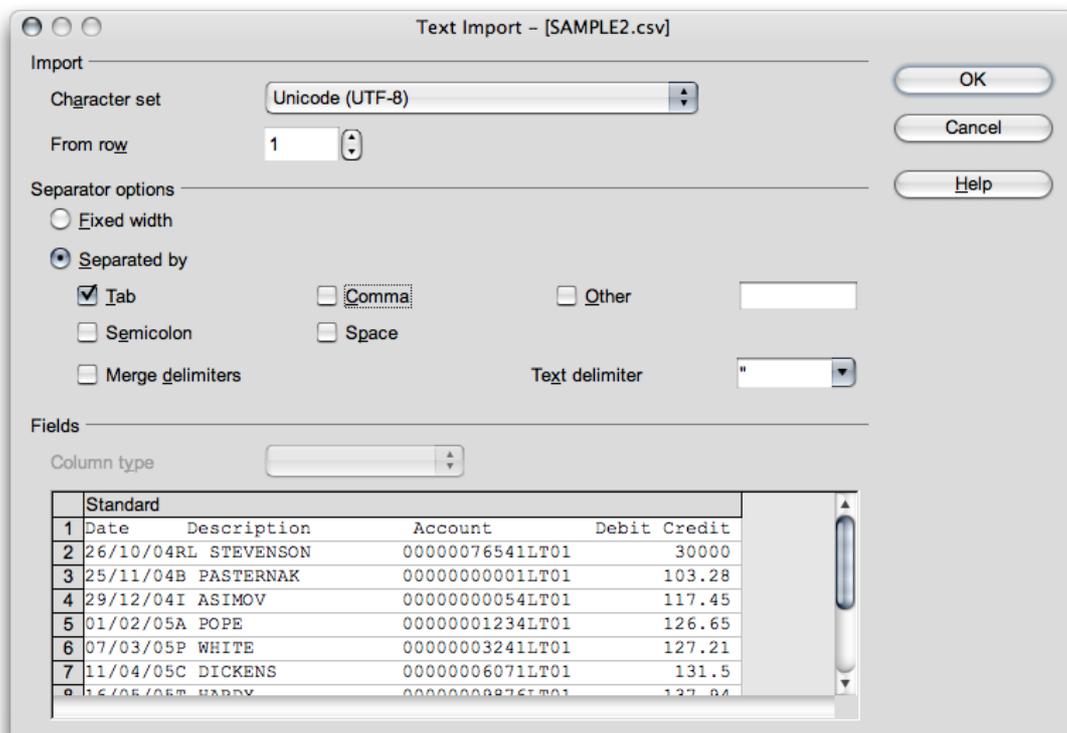
Calc has a charting function that can display spreadsheet data graphically by selecting the data to be displayed and clicking the **Insert Chart** icon. Drag open a frame at the required position, define specific chart settings in the dialog that appears. The chart is inserted at the selected position and, when the source data is modified. It is dynamically updated.

Importing and Exporting Data

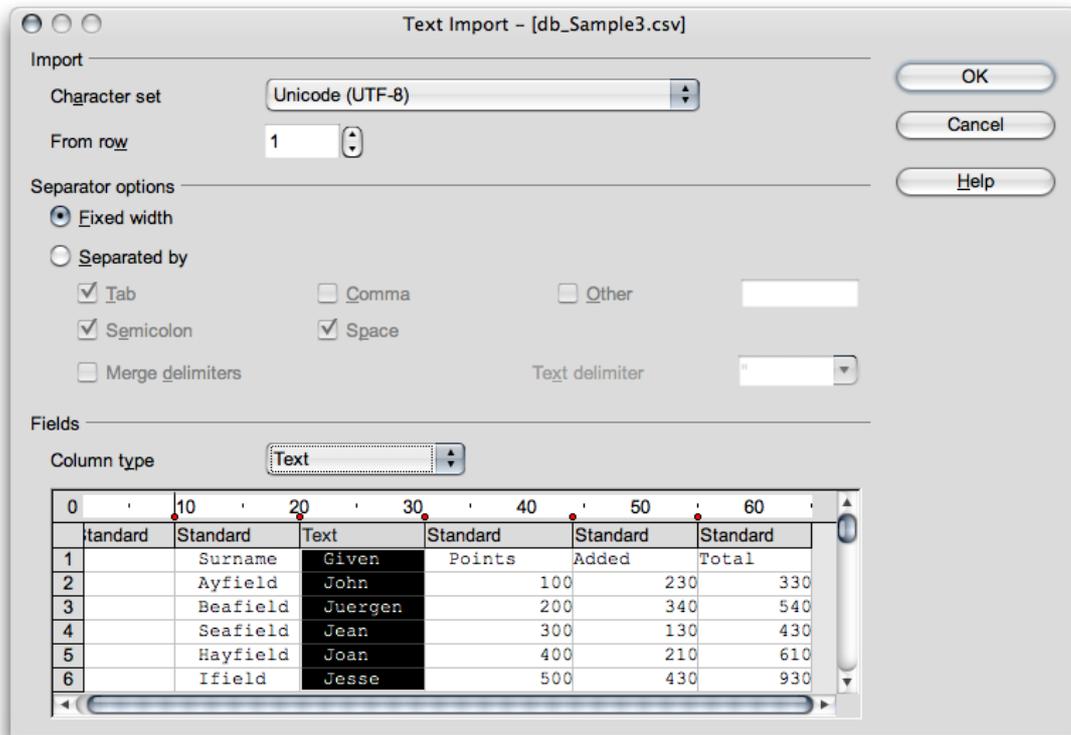
Data from other spreadsheet programs can be imported, edited in Calc and output in different export formats.

You are presented with a dialog similar to the following when you select Text CSV as the file type and the input file uses a character to separate the fields (tab in this example):

Importing into Calc



Where the input file is in fixed width fields, check the **Fixed width** box and set the column widths in the measurement bar as shown below:



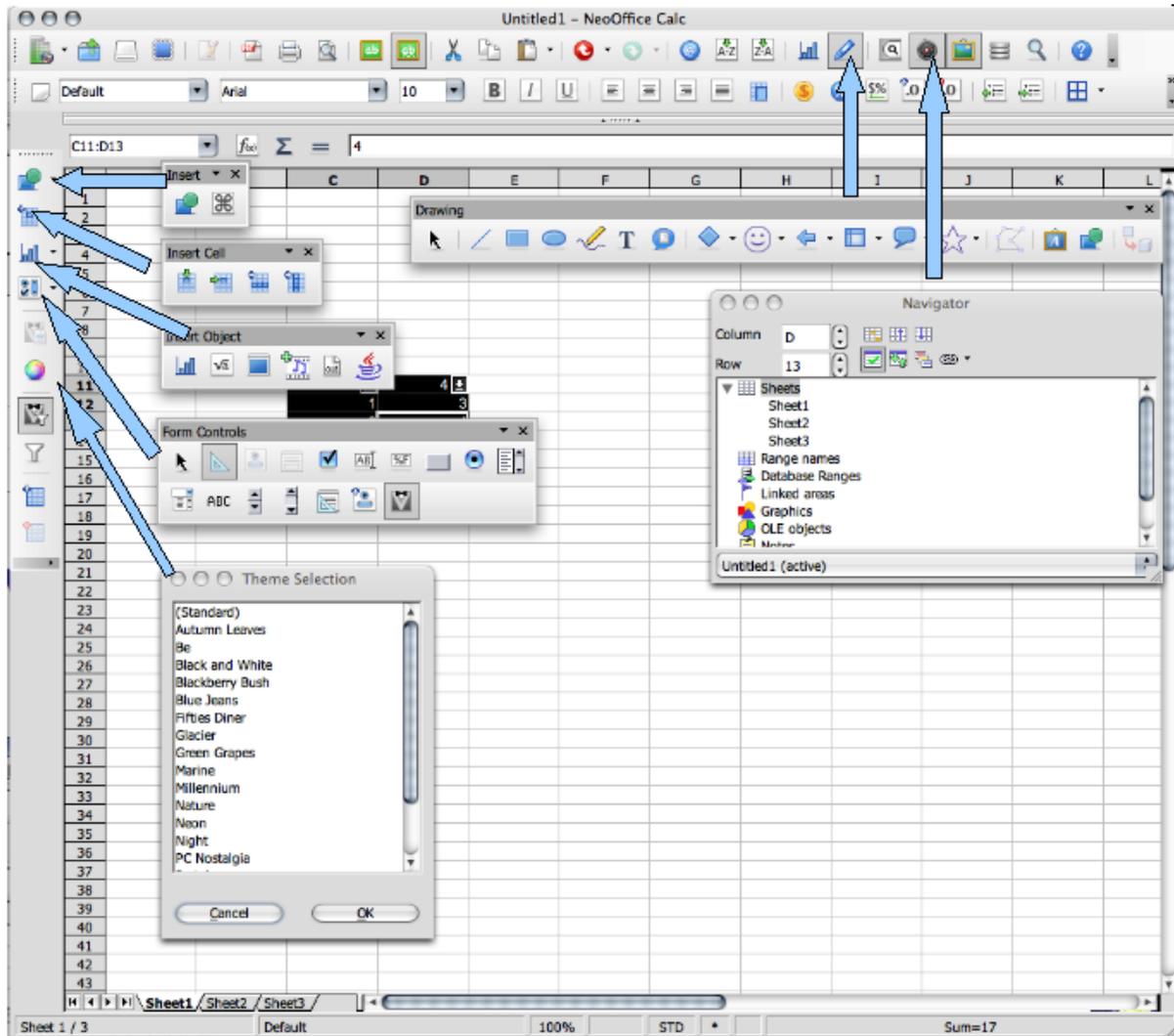
Exporting from Calc

Usually, you would simply use the **Save as...** dialog. Other export options, such as PDF are also available in the same manner as for Writer or the other NeoOffice modules.

Referencing Data in Networks and the Internet

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

The Calc Window



Toolbars from bottom left, clockwise are **Theme Selection, Form Control, Insert Object, Insert Cell, Insert, Drawing, and Navigator**. The toolbar is launched by the icon indicated by an arrow in each case. 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, text or value (of virtually any length).

A calculation can be entered directly as a mathematical formula. For example, $=4 + 5$. But the main reason for using a spreadsheet is that its formulas can refer to other cells. An example of such a mathematical formula might be $=\text{SUM}(A1:A8)$. 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 calculation of extremely complex relationships.

A new spreadsheet is opened with the command **File > New > Spreadsheet**. Initially it is named “Untitled1” and retains that name until saved under a different name. Look at the new, still empty document for the various elements that are discussed in the following sections.

Rows and Columns

On a spreadsheet, rows are numbered from 1 to 65536 and the columns are designated with the letters A through Z, AA through AZ, and so on; the last column is labelled 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.

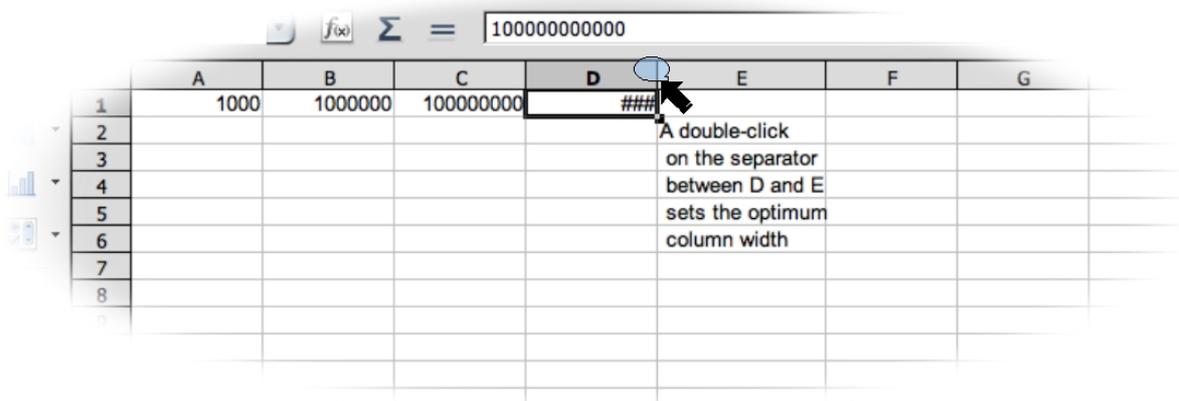
These numbers and letters appear along the edge of the window. The *row* header contains the row numbers, and the *column* header names the columns. Clicking on one of these areas, selects the entire row or column. To select the entire sheet, click on the unlabelled button (box) at the intersection of the row and column headers at the top left.

Enter some text in cell A1. As text is typed, notice that the text appears both in the cell and in the input line of the formula bar. Continue typing to see that more text can be added than appears to fit in the cell.

In fact, any cell can accommodate text longer than a cell. The whole length of the text is displayed and printed, provided the adjacent cells to the right are empty. If the cell to the right is not empty, a small triangle on the right hand edge of the first cell appears, indicating that the cell contains more text than can be displayed.

Note: Turn off these triangles by choosing **Tools > Options > NeoOffice Calc > View** and unchecking the **Text overflow** box.

When a number cannot be displayed in a cell because it is too long, or due to the formatting, e.g., currency format, “###” is displayed. In this case, increase the column width. Set the width to optimal” by simply double-clicking the right divider in the column header.



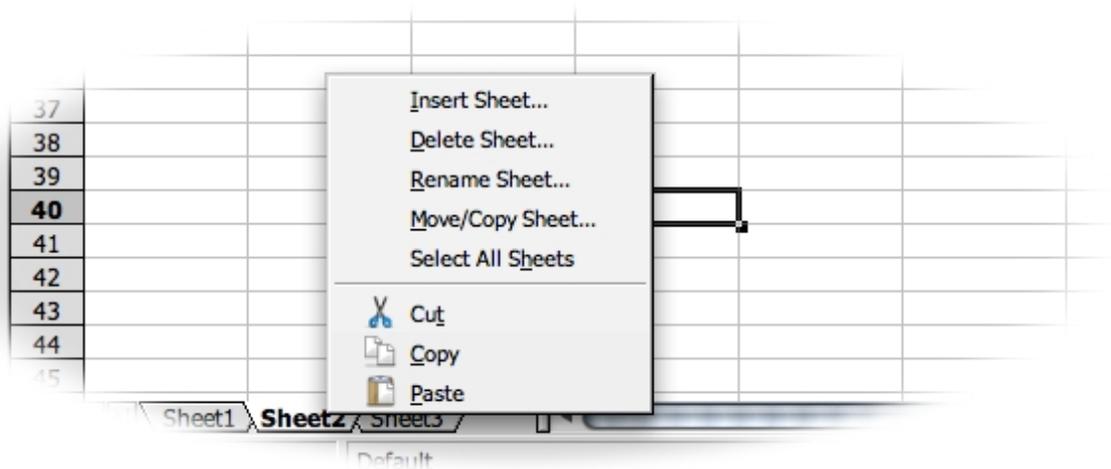
Use all the usual functions to edit text. Notice, however, that the right and left arrow keys will replace the cell cursor if **Entry** mode (by clicking in a cell and entering characters) is enabled. Double-clicking or pressing the F2 key or clicking in the entry row, enters the **Edit** mode. The left and right arrow keys now replace the text cursor. Upon pressing 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 entries and changes are made.

Multiple Sheets in a Document

At the lower edge of the spreadsheet document there are tabs for switching among the various sheets of a document. A new, empty spreadsheet initially contains three sheets, each titled **SheetX** (where X stands for the numbers 1 through 3).

Inserting Sheets

1. Using the mouse, put the pointer in one of the sheet tabs at the bottom of the window.
2. Right click to open the Context menu for the commands governing editing sheets.



3. Choosing the **Insert** command, opens the **Insert sheet** dialog .
4. Select the position and quantity of sheets to be inserted
5. Click *OK*.

Renaming Sheets

1. Right click or *Ctrl*-click the tab of the sheet for renaming, e.g. **Sheet1**.
2. Open the context menu and choose the **Rename** command.
3. A dialog box appears in which you can enter a new name.
4. Enter a new name for the sheet
5. Click *OK*.
6. Note: In NeoOffice, you may alternatively, double-click on any sheet name to enter the new name in a **Rename** pop-up window.

Note: 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. Enter the spreadsheet name when saving it for the first time as a file. The document can contain up to **256** individual sheets, each of which can have different names.

Values and Formulas as Cell Contents

Individual cells can contain text, numbers, dates or formulas. Cell contents are very easily specified or modified and these may be updated at any time by recalculating the formulas with current data.

Values in spreadsheets mean numbers, dates, times and results of formulas. Emphasize values by marking **Value Highlighting** in the **View** menu, or *Cmd-F8*.

If desired, check this option in **Tools > Options > NeoOffice Calc > View**, or **Preferences > NeoOffice Calc > 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 spreadsheet.

Text can be entered 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, the overflow indicator **###** appears. By double clicking the right hand edge of the heading of this column, the column is 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. Other values may also be displayed, 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

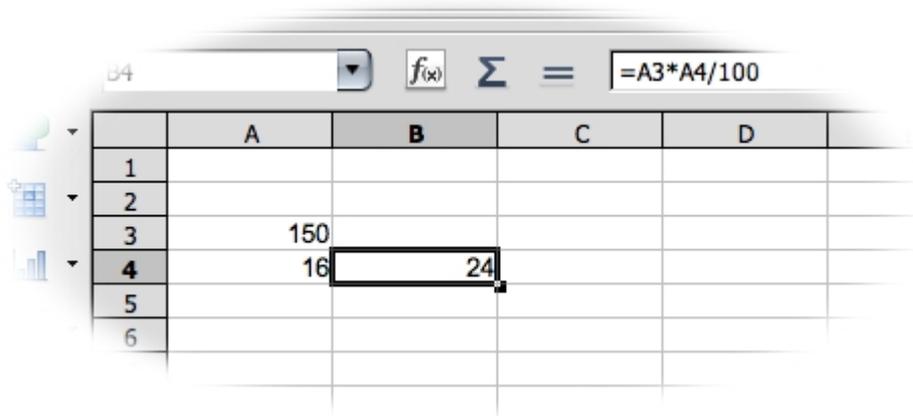
The following demonstrates a simple percentage calculation that can be done in a spreadsheet:

1. Position the cursor in cell **A3**.
2. Enter the number **150** and
3. press the *Return* key. The cursor then moves down to cell **A4**.
4. Enter the number **16** in cell **A4**.
5. Press the *Tab* key this time rather than the *Return* key and the cursor moves to the right to cell **B4**.

6. Enter the following in cell B4:

`=A3 * A4 / 100`

When input is started with an equals sign, this indicates that a formula is being entered and the formula will be seen in the input line of the formula bar.



7. Press *Return* to finish the formula.

8. The result of the calculation is (16 percent of 150) in cell B4.

9. Click on cell A3, enter 200.

10. Press the *Return* key, at which time the calculation result is automatically adjusted.

11. Click on cell B4.

12. Click at the end of the formula in the input line of the Formula bar.

13. The blinking text cursor indicates a new entry can be made.

14. Add "+ A3" (without the quotation marks) to the formula.

15. Press the *Return* key.

16. The newly calculated value of the formula appears in cell B4: the previous 16 percent of A3 plus the contents of A3.

These steps introduce 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.

Besides the four basic arithmetic operations, there are other operators, nested brackets and many other functions. The **Wizard: Functions** button  on the **Formula** toolbar is a useful aid when inputting functions. Using Built-in Functions

Calc has many built-in functions, one of which converts Euros to another European currency, against which the Euro exchange rate is fixed. The following provides an example of using functions to achieve a goal.

Note: A list of functions is available from *Help > Contents > Index > Search term > function list; Calc.*

1. Enter a formula (e.g. =4+5 or =A3*A4/100) in a cell.
2. Press the “Return” key.
3. The result of the calculation appears in the cell.

However, functions can also be entered in a formula. An example could be =SIN(1), which will give a result of sine of one (rounded to two decimal places).

Calc has several other functions, too, and additional functions can be added using **StarBasic** or **AddIns**. **Help** has a section outlining how to do this. In most cases though, the standard functions provided in the program are sufficient for most requirements. The function with the Syntax **CONVERT(arguments)** is shown here as an example that will convert a sum of FRF 100 into Euros by entering the following formula in a cell:

=CONVERT(100;"FRF";"EUR")

The result will be the number of Euros per 100 French francs. The value for conversion is always stated first within the parentheses. It can be entered directly, as shown, or by reference. If the amount is, for example, in cell D2, enter D2 in the formula as the first part of the function. The remaining parameters 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**.

Thus, using the formula =CONVERT(50;"EUR";"FRF"), displays the number of French francs that is the equivalent of 50 Euros. To try this, proceed as follows:

In a new spreadsheet, enter in column D, from D2 to D20 a number of FRF sums

1. Designate column E from E2 to E20 as the cells in which the same sums in Euros must appear.
2. Click in cell E2.
3. Enter =CONVERT(
4. Click in cell D2. D2 is now defined as the first part of the function. The cursor remains at D2 in the formula.
5. Enter "FRF"; "EUR". i.e. enter the text with both semicolons and the quotation marks.
6. Press the *Return* key.
7. This completes the entire formula which now reads

=CONVERT(D2;"FRF";"EUR").
8. Cell E2 will contain the result of the calculation.
9. Click cell E2, then the small filled square in the bottom right hand corner of cell E2 and, pressing the left mouse button, drag down to cell E20.
10. Release the mouse button there.
11. The formula is now copied from E2 to E20. And all references have been automatically adapted so that they always refer to the neighbouring cell on the left.

A Short Description of What Cells Can Contain

The previous examples show that cells can accommodate different elements. These are described below.

Text

Text in a cell can be formatted and edited with most of the functions available in a text document. For example, to select a word, double-click the word either in the input line or in a cell. If a different font or other attribute from the text object bar is needed, the modifications apply only to the selected word.



Pressing the *Cmd-Return* keys inserts a manual line break. This shortcut only works directly in the cell, not in the input line.

When text must break automatically 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**
3. Check the Wrap Text Automatically field
4. Click **OK**.

Calculations are possible even in text. For example, enter text in cell A1 and more text in A2. In cell A3, insert the formula `=CONCATENATE(A1;A2)` which will concatenate the two texts, in other words, to string them together.

Numbers may also be entered in the Text format. Format the desired cells as Text (open the context menu of the cell, by right clicking, and choose **Format Cells > Category > Numbers > Text**), and enter numbers in the cells. These will be interpreted as text. The display of these numbers is left-justified just like normal text; however, calculations with numbers in text format are not possible.

If normal numbers have first been entered in cells and the format of the cells has been later changed to **Text**, these numbers remain normal numbers and will not be converted. Only numbers entered later or numbers which are then edited become text numbers.

To enter a number directly as text, enter an apostrophe (') first, e.g. for years in column headings '1999, '2000 and '2001. The apostrophe will be not visible in the cell, as it only signals that the entry is text. This can be useful when entering numbers, such as a telephone number or ZIP code, that begins with a zero (0) since a zero (0) at the start of a sequence of digits is removed in normal number formats.

Numbers

While numbers are displayed in various ways, internally these always remain numeric. For example, '1' and '1.0' are the same.



Enter the number 12345.6789, for example, and the number will appear in the sheet with only two decimal places, i.e. 12345.68. Nonetheless, the exact number with all four decimal places is kept by the program.

Fractional numbers can also be entered in a cell and used for calculation:

1. Enter 0 1/5 in a cell.
2. Press the *Return* key and, in the input line, will be the value 0.2. This will be used for the calculation providing that the cell format is number. Calc does recognize fractions and will automatically use 1/5 and display this.

However, if 0 1/2 is entered, **AutoCorrect** replaces the three characters 1, / and 2 with a single character. Likewise with 1/4 and 3/4. This replacement is defined in the **Tools > AutoCorrect > Replace** tab.

If multi digit fractions such as 1/10 are needed, change the cell format to the *fraction* view (Context menu of the Cell, choose **Format cells**). Fractions such as 12/31 or 12/32 may be entered; however, the fractions are automatically scaled down so that, in the last example, 3/8 is displayed.

Select other display options by choosing **Format > Cells**. All the defined formats are lists on the **Numbers** tab. A preview shows how the result will look. In this dialog, define personal formats, that can then be applied to numbers or other content of a 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, no calculations are possible.
- 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.

Entire columns, (with numbers in text format i.e. in the form of 000123) can be turned into real numbers again (without zeros in front of them, i.e. in the form of 123) 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. Check **Regular expressions**
6. Check **Current selection only**
7. Click **Replace All**

Cells in the Currency Format

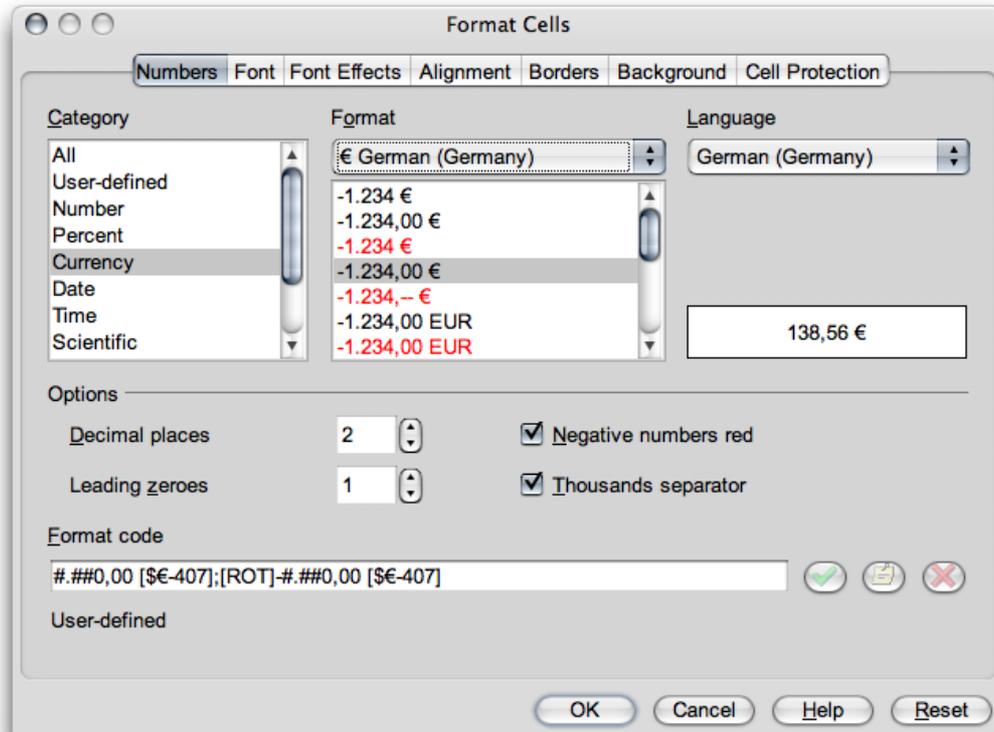


In Calc, numbers can have any currency format. Clicking the **Currency** icon in the object list formats the number, and the cell is given the default currency format as set in NeoOffice under **Tools > Options - Language Settings > Languages**.

Without currency formats, the international exchange of Calc documents could lead to misunderstandings, e.g. where a Calc document is loaded by a user who uses a different default currency format.

In Calc, you can define a number, formatted as “1,234.50 €”, to remain in Euros in another country and not change to the local currency. Use the **Format Cells** dialog to influence the currency format (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 German (Germany), the currency format will be 1.234,00 € and, per the locale definition, a point is used before the thousand digits and a comma before the decimal places. Now select the subordinate currency format \$ English (USA) from in the **Format** list box, to get the following format: \$ 1.234,00. Note that the separators remain the same and that only the currency symbol is changed and converted. The underlying **Format** of the notation remains the same as it is set in the locale setting, while the currency changes from euros to dollars.



Calculating With Formulas

All formulas begin with an equals sign. 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.

When using the basic arithmetic signs (+, -, *, /) in formulas, remember that 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 useful for grouping. For example, the result of the formula =1+2*3 means something different than =(1+2)*3.

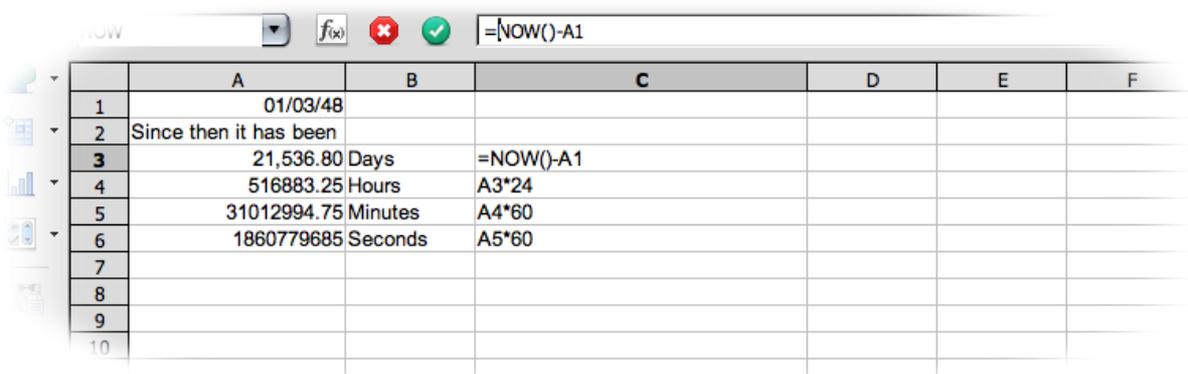
Here are some typical Calc formulas:

=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 value of B8 minus the sum of the cells B10 to B14
=SUM(B8;SUM(B10:B14))	Calculates the sum of cells B10 to B14 and adds the value to B8.

It is also possible to nest functions in formulas, as shown in the example. Functions may also be nested within functions. For example, instead of simply =ROUND(A1;1), calculate and round a sine function using =ROUND(SIN(A1);2). Use the Function Wizard to help form 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 the computer). You can also *make calculations* with dates and times. For instance, to find out exactly your age in seconds or hours, follow these steps:



1. Open a new spreadsheet.

2. Enter a date in cell A1. e.g. a birthday, such as, 1/3/48.
3. Enter the following formula in cell A3: =NOW()-A1
4. Press *Enter* or click the **Accept** icon on the formula bar . The result appears in date format.
5. Right-click this cell (i.e. bring up its context menu) since the exercise is to see the difference between two dates as a number of days, the format of cell A3 should be set as a number.
6. Select **Format Cells...**
7. The **Format Cells** dialog appears.
 1. On the **Numbers** tab, the **Number** category will appear highlighted. The format is set to **General** which causes, among other things, the result of calculations containing date entries to also be displayed as a date.
 2. Set the number format to -1,234, for example.
 3. Press *OK* to close the dialog.
8. Cell A3 will now contain the number of days between today's date and the specified date.
9. Experiment with some additional formulas:
 1. in A4 enter =A3*24 to calculate the hours.
 2. in A5 enter =A4*60 for the minutes.
 3. in A6 enter =A5*60 for seconds.
 4. Press the *Return* key after each formula.

The time since the birthday will be calculated and displayed in the various units. The values are calculated as of the exact moment when the last formula was entered and confirmed by pressing the *Return* 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**. Consider that, if it were, the computer would use all its resources updating the sheet.

When spreadsheets contain a very large amount of data or very complicated formulas that may be modified before viewing the calculation results, it may be prudent to cancel or disable the automatic calculation function. Calculation time naturally becomes longer as the complexity and size of a spreadsheet increases.

Inserting, Editing and Removing Notes

A note may be assigned to each cell by choosing **Insert > Note**. All notes are indicated by a small red square, the note indicator, in the cell. Notes made visible whenever the mouse pointer is over the cell, provided **Help > Tips or Extended Tips** is active.

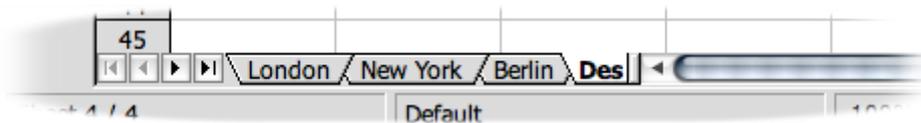
- For a selected cell, choose **Show Note** from the context menu of the cell. Doing so keeps the note visible until the **Show Note** command is deactivated from the context menu.
- To edit a permanently visible note, just click in it. When the entire text of the note is deleted, then the note itself is deleted.
- Another way to delete a note is by choosing **Edit > Delete Contents**, dialog and check “Notes” only.
- Select **Tools > Options > NeoOffice Calc - View** to show or hide the note indicator by checking or unchecking the **Note indicator** box.

For **NeoOffice 2.1 and later**, the above method for editing an existing note no longer works. For those versions, follow these steps:

- * Right-click or *Ctrl*-click the cell.
 - * In the context menu that appears, check **Show Note**.
 - * Double-click the note in order to edit it.
 - * Right-click or *Ctrl*-click the cell.
 - * In the context menu that appears, check **Show Note** again. The note will be hidden.
- To delete a note, simply erase the contents.

Handling Multiple Sheets

Spreadsheets are not limited to just one sheet. In fact, several sheets may be laid on top of each other. Each sheet has its own unique name displayed on the sheet tab at the bottom of the window.



Additional sheets can be appended to a document or inserted in front of the current sheet. Activate the context menu of a sheet tab by right-clicking or *Ctrl*-clicking on it, and choose the corresponding command. Choose **Rename** in the context menu to modify the name of a sheet.

Displaying Multiple Sheets



Use these navigation buttons to display the sheet tabs of all the available sheets. Click the button on the far right of this group to move to the the last sheet tab to see its name. To display the sheet itself, click on the name.

When there is insufficient space to display the sheet tabs on the lower window border, increase it by moving the separator bar between the tab bar and the horizontal scrolling bar with the mouse button. Keep the mouse button pressed and drag to the right.

Remember this shares the available space between the sheet tabs and horizontal scroll bar.

Working With Multiple Sheets

In a spreadsheet document, each sheet is completely independent of the other sheets. However the same data can be incorporated into several sheets. For example, the same data should be inserted at the same location in the first three sheets. To do so, select all three sheets together and enter the data in only one of the sheets.

Selecting several sheets together, is simply a matter of clicking the sheet tabs of the sheets in question while pressing the *Cmd* key. All selected sheets will now have white sheet tabs, instead of the gray sheet tabs of the unselected sheets. To undo the selection of a sheet, click its sheet tab again whilst pressing the *Cmd* key. Clicking the **Sheet** tab of the current sheet while pressing the *Shift* key, ensures that only this one is selected.

Calc includes the name of the sheet in the reference when assigning sheet references. Thus, instead of referring to **\$A\$1**, Calc refers to **\$Sheet1.\$A\$1** which makes multi-sheet referencing easy and straight forward as shown in the examples below:

- 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)**.
- 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** could be **= 'file:///home/username/name.sxc' #Sheet1.A1** under where **/home** is the hard drive and **username** specifies the directory where the file is stored.

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



Clicking the **Print File Directly** icon in the Standard toolbar sends all the sheets in the document to the printer. However, if there's a print range selected, then only selection is printed. To set the print range, select the cells to be printed, then use the **Format > Print Ranges > Define** command. There is further information on this topic in the *NeoOffice Help*.

To print the only current sheet, go to menu **File > Print...** In the **Printer Options** dialog, select the **Selected sheets** option and click **OK**. The **Printer Options** dialog also gives one the choice to suppress the printing of empty pages.

If various sheets are to print simultaneously, for example, **Sheet 1** and **Sheet 2**, select them beforehand (hold down the *Cmd* key and click the sheet tabs). The white tabs are the selected ones. Next, go to the **Print** dialog, enable the **Selection** option and only the selected sheets will be printed. After having printed the desired sheets, remember to click the sheet that is being worked on while holding down the *Shift* key so that only that sheet is selected. Failure to do this will result in all modifications being applied on 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 colours, borders and other attributes.

Either create the numbers format or use one of the many predefined formats. For cells, a wide selection of cell Styles is provided and personal cell Styles can be defined in the same way as one defines text Styles.

Certain values in spreadsheets are often given particular emphasis, e.g. in a table of turnovers, to show all the values above the average in green and all those below the average in red. This is possible using the Conditional Formatting for spreadsheet documents (covered in a later chapter.)

Formatting 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. One will see 1234.57 when the entry is confirmed. 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 **Format Cells** dialog.
2. On the **Numbers** tab there is a selection of predefined number formats. A preview box, in the bottom right of the dialog, shows how the current number will appear with a particular format.
3. This dialog also allows defining other attributes (in addition to number formats) which apply to the selected cells or cell contents. For example, font, size, and color can be defined on the **Font** tab page.



Modifying the number of the decimal places displayed in a cell is sometimes required. The easiest method is to use the **Number Format: Add Decimal Place** (icon shown at left) or **Number Format: Delete Decimal Place** icons on the **Formatting** toolbar.

Dates

Likewise, from the list of options, the date and time can be formatted as desired.

The year in the date details is often stated as two digits. Internally the year is managed by NeoOffice 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.

- **Tools > Options > NeoOffice > General** defines up to which year a two-digit year “xx” should be displayed as “20xx” eg 1930 to 2029

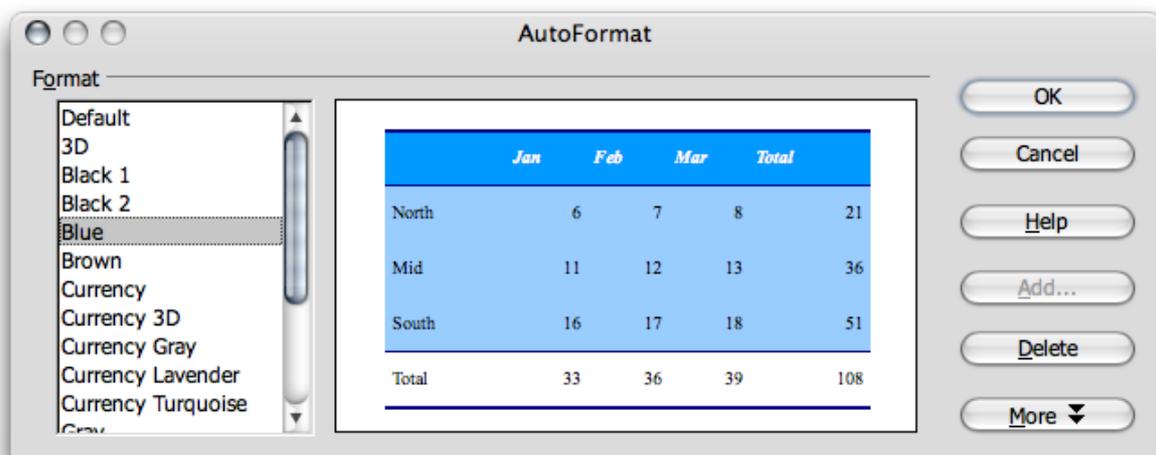
This means that if a date of 1/1/30 or higher is entered, it will be treated internally as 1/1/1930 or higher. All *lower* years apply to the next century. So, for example, 1/1/20 is converted into 1/1/2020.

Formatting Cells and Sheets

The distinction between direct and Style formatting holds true for cells as well as for text documents, e.g. a choice between applying a particular font size directly as direct formatting to a cell or defining a Style to apply the desired font size. Styles make particular sense for documents that are used extensively or are to be templates. It does not make sense to use Styles for documents that are only printed and discarded.

Using AutoFormat for Tables

A quick way to format a table or a cell range is offered by the **Format -> AutoFormat** function. In a spreadsheet, first select the cells where you want to apply AutoFormatting, including the column and row headers and any sum rows or columns. At least 3x3 cells must be highlighted before this menu item is activated. Then start the **AutoFormat** dialog.



The preview shows an example of how each selected format in the **Format** panel will look. Click *OK* to apply the format to the selected range in the spreadsheet.

*Note: If there is no change in color of the cell contents, then under **Tools > Options > NeoOffice Calc > View > Show** or in the **View** menu, **Highlight values** may be checked. In this case, the specified colours will be used.*

A user-format can also be set as an AutoFormat:

1. Format a spreadsheet as desired.
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 where you can 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, an eye-appealing spreadsheet is created.

Use the **More** button to display additional options in the dialog. In the additional section that is then displayed, select which properties of the chosen format are to be excluded from the automatic formatting. For example, removing the check mark in front of **Font**, means the font will not be taken into account by the AutoFormat.

Layout of Spreadsheets

Sheets do not have to have the look of any of the predefined formats. There are many ways to apply a different layout for spreadsheets, as well as tables in text documents.

Designing Spreadsheets Clearly

Calc assists in designing a 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							
12							
13							

Illustration: This is a sample sheet without any special formatting, as it appears by default.

	A	B	C	D	E	F	G	H
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								

Illustration: The above graphic shows the sheet formatted using one of the AutoFormats; it will look appealing without requiring any further editing.

Sales 2001	September	October	November
New York	1234	2398	4325
London	1024	512	256
Auckland	999	888	777
Berlin	1233	2397	4324
Total	4490	6195	9682

*Illustration: In this example, the sheet has been formatted with certain cell attributes in the **Format > Cells** dialog. In addition the view of the grid lines and sheet headers has been deactivated in **Tools > Options > NeoOffice Calc > View** and a graphics file loaded as background in **Format > Page > Background**.*

Note: An image loaded via **Format > Page > Background**, is only visible in print, OS X Print Preview or via **File > Page View**.

For a background image to appear on screen as well, insert the graphic image by choosing **Insert > Picture > 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 for formatting.
2. Choose the desired text attributes from the spreadsheet **Formatting** toolbar.

Note: **Format > Cells** is another choice. The **Format Cells** dialog allows choosing various text attributes on the **Font** tab page.

Formatting Numbers in a Spreadsheet

1. Select the cells containing the numbers to be formatted.
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...**. Choose from the preset formats or define a personal format on the **Numbers** tab page.

Formatting Borders and Backgrounds for Cells and Pages

- Basically, a format can be assigned to any group of cells by first selecting the cells (for multiple selection, hold down the *Cmd* key when clicking), and then activating the **Format Cells** dialog via **Format > Cell**. In this dialog, select attributes such as shadows and backgrounds.
- To apply formatting attributes to an entire sheet, choose **Format > Page**. This permits defining 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. Use absolute or relative referencing, or 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**. 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 the formulas are copied.

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**.

Calc 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*. When starting with a relative address such as **A1**, the first time this key combination is pressed, 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**). Pressing the key combination once more, both column and row references are switched back to relative (**A1**)

Calc shows the references to a formula. If, for example, the formula **=SUM(A1:C5;D15:D24)** is clicked in a cell, or highlighted in the input line, 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

First examine what happens without a relative reference. Assume a calculation in cell **E1** that sums the cells in range **A1:B2**. The formula to enter into **E1** would be: **=SUM(A1:B2)**. If, later, a new column must be in front of column **A**, the elements to be added would then be in **B1:C2** and the formula would be in **F1**, not in **E1**. After inserting the new column, all formulas would therefore have to be checked and corrected in the current sheet, and possibly in other sheets.

Fortunately, Calc does this work automatically. After inserting a new column **A**, the formula **=SUM(A1:B2)** is updated to **=SUM(B1:C2)**. Row numbers are also automatically adjusted when a new row **1** is inserted. Absolute and relative references are always adjusted in Calc whenever the referenced area is moved. But be careful when *copying* a formula since in that case only the *relative* references will be adjusted but *not* any absolute references.

Absolute references are used *when a calculation refers to one specific cell in the sheet*. 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 the cell coordinates are not defined 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, the formula **=SUM(A1:A9)** is entered in row **10** but the calculated sum must be in the adjacent column to the right. In this case, 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 many methods to copy a formula, one of which is:

1. Select the cell containing the formula.
2. Choose **Edit > Copy**, use the **Copy** icon on the **Standard** toolbar, or press *Cmd-C* to copy it.
3. Select the cell into which the formula is to be copied.
4. Choose **Edit > Paste**, use the **Paste** icon on the **Standard** toolbar, or press *Cmd-V*. The formula will be positioned in the new cell, and all non-absolute references will be updated.

Copying a formula into multiple cells can be quick and easy. One way to copy into adjacent cell areas is as follows:

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 the formula will be copied.
4. Upon releasing the mouse button, the formula will be copied into the cells and automatically adjusted.

Where values and texts must **not** be automatically adjusted, hold down the *Cmd* key when dragging. Formulas, however, are always adjusted accordingly when dragging.

Now look at what happened when rows and columns are added. Assume a calculation in cell E1 that sums the cells in range A1:B2. The formula to enter into E1 would be: =SUM(A1:B2). If, later, a new column must be in front of column A, the elements to be added would then be in B1:C2 and the formula would be in F1, not in E1. After inserting the new column, all formulas would therefore have to be checked and corrected in the current sheet, and possibly in other sheets.

Fortunately, Calc does this work automatically. After inserting a new column A, the formula =SUM(A1:B2) is updated to =SUM(B1:C2). Row numbers are also automatically adjusted when a new row is inserted. Absolute and relative references are always adjusted in Calc.

Addressing by Name

A neat way of making the references to cells and cell ranges in formulas legible is to give the ranges names. For example, name the range A1:B2 as **Start** then in the formula simply enter =SUM(Start). Following the insertion or deletion of rows and columns NeoOffice also correctly assigns the ranges identified by name. Remember, range names cannot contain any spaces.

For example, it is much easier to read a formula for sales tax if written as = Amount * Tax_rate instead of = A5 * B2. In this case, cell A5 would be named as Amount and cell B2 as Tax_rate.

	A	B	C
1	Sales Tax Rates	Amount	Tax
2		5	\$11.00
3		6	\$12.00
4		7	\$13.00
5		8	\$14.00
6		9	\$15.00

In order to specify range names, follow these steps:

1. First highlight the area to be named.
2. Select **Insert > Names > Define**, or use the *Cmd-F3* key combination.

3. Enter the name for the first area.
4. Click **Add**.

Other cell ranges can also be named 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 needed more often.

5. Close the dialog with *OK*.

Recognizing Names as Addressing

NeoOffice can correlate names with areas for the most part automatically, as long as the row and column coordinates are entered. Refer to the following graphic.

	A	B	C	D	E	F
1	Sales 2001					
2		July	August	September		
3	New York	\$1,234.00	\$2,398.00	\$4,325.00	\$7,957.00	
4	London	\$1,024.00	\$512.00	\$256.00	\$1,792.00	
5	Auckland	\$999.00	\$888.00	\$777.00	\$2,664.00	
6	Berlin	\$1,233.00	\$2,397.00	\$4,324.00	\$7,954.00	
7						
8	Total	\$4,490.00	\$6,195.00	\$9,682.00		
9						

The automatic formula recognition allows entering, 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 must be treated as a special case because this name contains a space. Thus, 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, enter `=SUM(B8:D8)` or `=SUM(E3:E6)`. The latter formula will also be inserted automatically if the cursor is placed in cell E8 and the **Sum** icon in the Formula bar is clicked.

This function is active by default. To turn it off, select **Tools - Options... > Spreadsheet Document > Calculate** and uncheck the box in front of **Automatically find column and row labels**.

Use **Insert > Names > Labels...** to define any names required as shown in the previous section.

Note: To have names automatically recognized, names must consist of alphanumeric characters and the first character must be a letter. To use non alphanumeric characters (including spaces), enclose the names in single quotation marks ('). Where a single quotation mark appears in a name, e.g., **Jan '97**, enter a backslash in front of the quotation mark (**Jan \'97**). This type of referencing is not compatible with earlier versions of NeoOffice.

Calc automatically recognizes an area, called a **range**, of cells that belong together.

Only Copy Visible Cells

Assume you have hidden a few rows or columns in a cell range and now only the visible cells are to be copied.

Calc behaves differently depending on the method used to hide the invisible cells and what is the intended action to be performed upon them.

<i>Method</i>	<i>Result</i>
Cells were filtered by AutoFilters, standard filters or advanced filters. Copy, delete, move, or format a selection of currently visible cells.	Only the visible cells of the selection are copied, deleted, moved, or formatted.
Cells were hidden using the Hide command in the context menu of the row or column headers, or through an outline . Copy, delete, move, or format a selection of currently visible cells.	All cells of the selection, including the hidden cells, are copied, deleted, moved, or formatted.

Referencing a Cell in Another Document

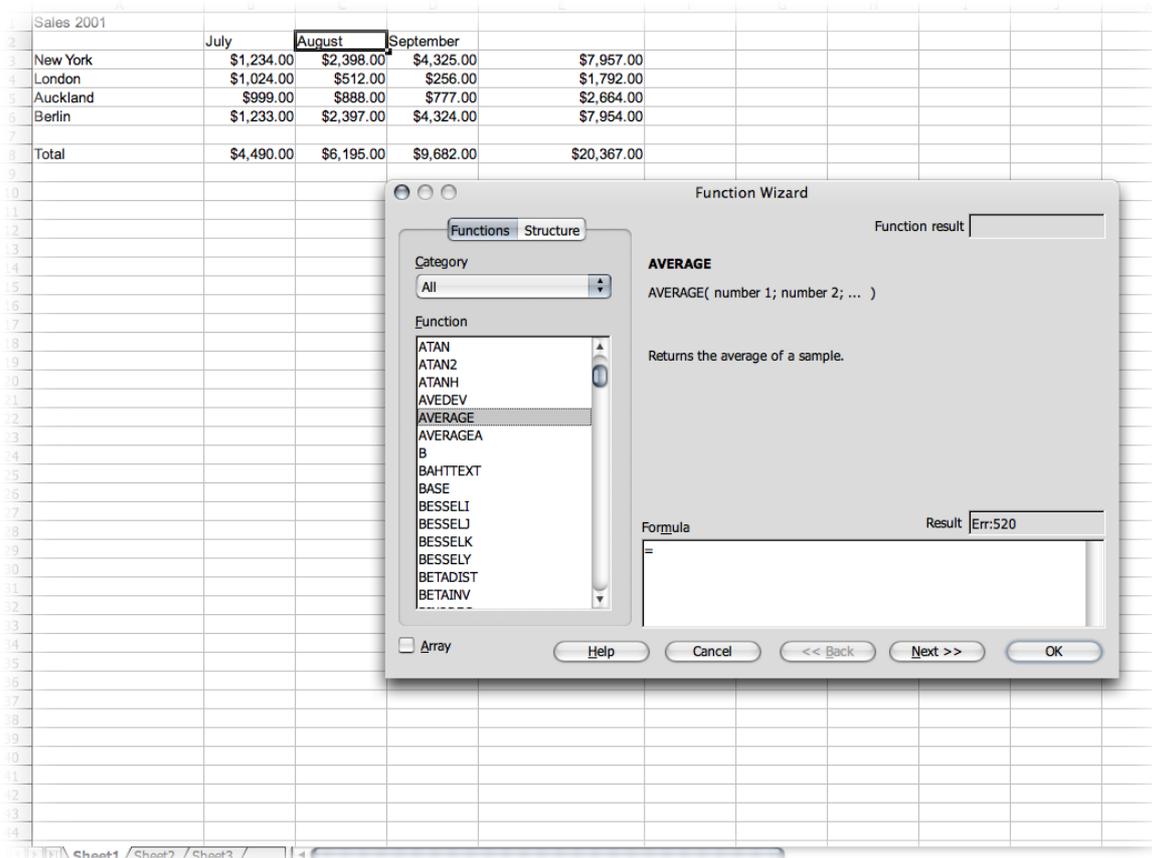
Cells can also be referenced in other spreadsheets:

1. For the following example, the source document is named 'HD/User/Spreadhseets/test.sxc ' ; and it contains a sheet named **Sheet1**.
2. Open a different or new spreadsheet document.
3. Place the cursor in cell **A1** and enter the following formula:
='HD/User/Spreadhseets/test.sxc #Sheet1.A1
4. Alternatively, enter the file name as a URL designation:
='file:///HD/User/Spreadhseets/test.sxc #Sheet1.A1. Similarly access a file on the Internet by using: ='http://www.sun.com/test/test.sxc'#Sheet1.A1.
5. Drag the box in the lower right corner of the active cell to select a range of cells. NeoOffice automatically inserts the corresponding references in the adjacent cells. As a result, the sheet name is preceded with a "\$" sign to designate it as an absolute reference.

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 Wizard: Functions. Here is an example of references used in formulas, with the help of the Wizard: Functions.

Consider the example from the previous topic. Now, use the functions Wizard to calculate the average of monthly sales for each location.



1. Position the cursor in cell B8, where the average will be displayed. Activate the **Wizard: Functions** by clicking its icon on the formula bar.
2. Select the **AVERAGE** function. Where the category that contains this function is unknown, 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 Wizard: Functions. On the right half of the Wizard, another input area will appear where you can enter the arguments of the function.
4. Click in the input field into which values are to be entered, in this case starting with field number 1. Enter either **B3:B6** or **July** 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 dragging the mouse to highlight the desired range, the Wizard dialog will be automatically minimized so that only the active input field is visible. The field indicates the area being selected with the mouse. The dialog can be reduced or enlarged manually by clicking the Shrink / Maximize button to the right of the input field.

5. Finally, click *OK* to close the Wizard.

The formula is calculated according to the given arguments, and the final result appears in cell B8.

References to Other Sheets

In any sheet cell, you can show a reference to a cell in another sheet.

1. Open a new, empty spreadsheet.
2. For example, enter in cell A1 of Sheet1 the following formula and complete the input with the *Return* key:
=Sheet2.A1
3. Now click the sheet tab labelled Sheet2 on the bottom window border to go to Sheet2 of the current document. Set the cursor in cell A1 there and enter text or a number.
4. Upon switching back to Sheet1, see the same content in cell A1 as was entered on Sheet2. 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 the new spreadsheet, which is already saved as a file (this does not work unless a document has previously been saved).

1. If the samples from <http://www.pathtech.org/OpenOffice.org/templates/> are installed [Note: these were wiped out by a disk crash and Movie1 does not appear to have been recovered], choose **File > Open** and open the **Movie1** document from the spreadsheet samples.
2. Change back to the new, still almost empty spreadsheet. Set the cursor in a free cell and enter an equals sign to begin a formula.
3. Now switch to the document that has **Movie1** loaded. Click cell C3.
4. Switch back to the new spreadsheet. In the calculation row notice that Calc has added the reference to the formula. **visits.C3**
5. Confirm the formula by clicking the green check mark.

The reference to a cell of another document contains the name of the other document in single inverted commas, then a hash #, then the name of the sheet 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.

Examine the name of the other document in this formula and notice that it is written as a URL. This means that a URL from the Internet can be entered too. For example, supposing there is an Internet page containing current stock exchange information in spreadsheet cells, just follow these steps to load this page in Calc:

1. In a Calc document, position the cursor in the cell where you wish to start inserting the external data.
2. Select **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-broker.com/table.html`. Enter a file name from the local or network file system in the usual way, i.e., via the **File > Open** dialog.

NeoOffice loads the Web page or file in the background, that is, without displaying it. In the large list box of the **External Data** dialog are the names of all the sheets or areas from which to choose.

4. Select one or more sheets or areas, optionally activate the automatic update function to every *n* minutes and click *OK*.

The contents are inserted as a link in the Calc document.

5. Save the spreadsheet. Upon re-opening, Calc updates the linked cells.
6. Under **Tools > Options > NeoOffice Calc > General**, choose to have the update, on opening, execute always, upon request or never. The update can be started manually in the dialog under **Edit > Links**.

Using Charts

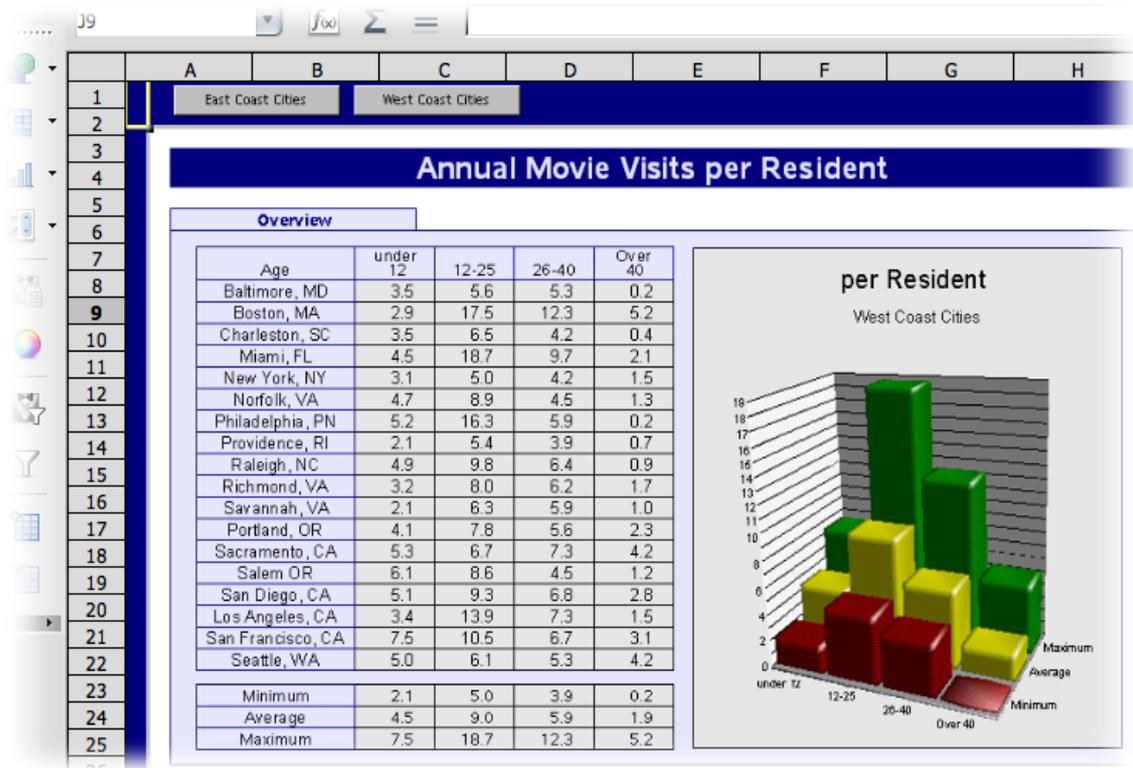
Data from spreadsheets can be represented graphically in a chart. A wide variety of charts and diagrams suited for illustrating the structure of the data can be selected and created from a spreadsheet.

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. Click the **Insert Chart** icon found in the Main toolbar. 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 the mouse button is released, a dialog appears that makes further entries possible. Simply clicking the **Create** button creates a chart with the default settings.



This example, using Movie1.sxc from the sample archive mentioned above, shows the number of times people of different age groups in various cities go to the movie theater annually.

If the age groups, rather than the towns, should appear on the horizontal axis, tilt the chart. As long as the chart remains selected, the main toolbar contains a **Data in Columns** icon. Click and rotate it with the mouse.

Other changes to the individual elements of the chart are also possible. 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, double-clicking on the colour preview in the legend automatically reformats all relevant data points. On the other hand, clicking on the background in the box of the legend, formats the background to the legend.

If the chart was created from the data of a Calc spreadsheet, clicking on the data series in the chart becomes highlighted.



Suppose there's a Calc spreadsheet in the background, and now it needs to be selected for further editing. Open the **Show Draw Functions** floating toolbar and select the first tool, the **Select** arrow. This allows the chart to be selected by clicking.

In a Calc chart, a data series can be forwards or backwards. A series can be arranged 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 the appropriate command from the context menu of a data series or choose **Format > Arrangement**. The output data in the Calc spreadsheet will not be rearranged.

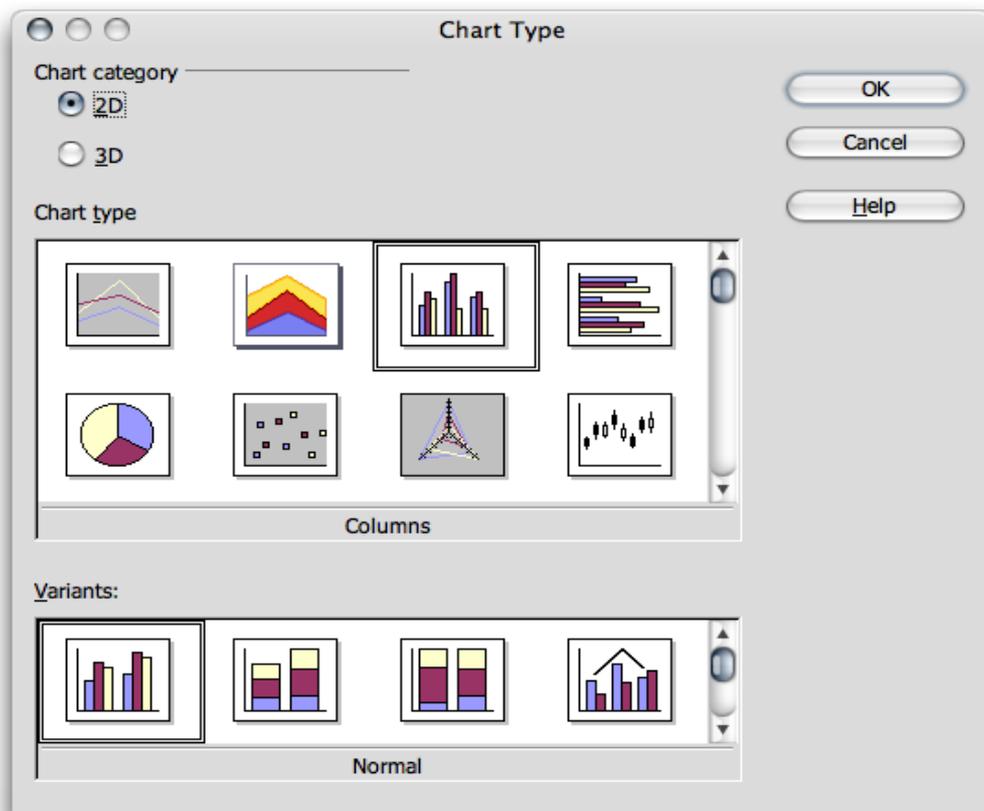
***Note:** When a chart is inserted in a presentation or drawing document with the **Insert > Insert Chart** floating toolbar, it is displayed with a set of sample data. To insert a chart in a spreadsheet, highlight the cells in the spreadsheet whose values should be displayed in the chart.*

*In Writer documents too, charts can be inserted that are obtained from the data of a Writer table. Where no data are selected in a NeoOffice Writer table, selecting **Insert > Object > Chart** also inserts a chart containing sample data in NeoOffice Writer.*

*Values in a chart containing sample data can be changed by double-clicking on the chart and then choosing **Edit > Chart Data**. When the values of a chart obtained from selected data are changed, the values in the cells of the table must be changed. If the chart is in a text document, press (F9) to update the chart.*

Modification of chart data is also possible if, for example, a chart is copied a chart from a Calc document into a Writer document and is now double-clicked in the Writer document. Remember, however, only this copy is being edited and not the original document.

The type of chart can also be changed, after the fact. Double-click on the chart and choose **Format > Chart Type**. A dialog appears offering various types from which to choose.



Experiment with the different options in the Chart Type dialog. Try switching between 2D and 3D representations. With the **Columns** chart type, a **Combination Chart** of lines and columns can be created.

- The three-dimensional representations make special effects possible. In 3D charts, one can even adjust the illumination settings, such as light source, ambient light and the colour filter.
- 3D charts can be rotated and flipped with the mouse for optimal design.
- By choosing **Insert > Statistics**, users 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, there are various icons that can be applied automatically via NeoOffice Chart, as desired. Manual application is also possible, using graphic files or graphics from the Gallery such as Bullets.

In a chart, individual data series or data points can be selected by clicking on them and then opening the context menu to choose one of the numerous options to format the view.

Editing Chart Titles

Suppose you have inserted a chart in a 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, which can now be changed.
3. Press *Return* to create a new line.
4. A single-click on the title, instead of double-clicking, allows moving it with the mouse.
5. Select **Format > Title > Main Title** to edit the formatting of the main title. This opens the **Title** dialog.
6. Select the **Characters** tab to change the font or other similar attributes.
7. Click *OK*.
8. In the document, click outside the chart to exit chart editing mode.

Editing Chart Legends

Suppose there is a chart in a Calc document that requires application of 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. Select **Format > Legend** or double-click on the legend. This opens the **Legend** dialog.

3. Select the appropriate tab, for example, the **Area** tab for modifying the background of the legend.
4. From the pull-down list select **Gradient**.
5. Select a gradient from the list.
6. Click *OK*.
7. In the document, click outside the chart to exit chart editing mode.

Note: You can define custom gradients, hatching, bitmaps and colors in NeoOffice Draw.

To select the legend, first double-click on the chart (see step 1), then click on the legend. Now the legend may be moved within the chart using the mouse.

If the legend is moved over another object of the chart, its Properties dialog can no longer be opened by double-clicking on it, as Calc won't know which object is meant. 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 rather than, say, using full color.

1. 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. From the context menu, select the **Object Properties** entry
4. Choose the **Area** tab page.
5. Click on **Bitmap**. Now select a bitmap from the list box as texture for this bar.
6. Click *OK* to accept the setting.

Editing Chart Axis

When the scale of the vertical Y axis requires changing, do the following:

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. Select **Format > Axis > Y axis** to edit the Y axis, or double-click on the Y axis. This opens the **Y axis** dialog. Modify as needed.

To modify the scale of the y-axis,

1. Select the **Scale** tab and make any adjustments.
2. Click *OK*.
3. In the document, click outside the chart to exit chart editing mode.

Database Functions in Calc

Spreadsheets in Calc are also able to manage records consisting of several fields, as in a database. Think of each *row* of the Calc spreadsheet as a *record*, whose *fields* are arranged in the individual *columns*. Then, for example, sort or group the Calc database by rows, look for key words and calculate totals.

Note: The database ranges in Calc spreadsheets have nothing to do with the databases and spreadsheets that are addressed in **Tools > Data Sources** and edited in the data source browser (F4).

In Calc, a spreadsheet can contain several sheets which are manipulated. Combining several adjacent rows of a spreadsheet into a database area is a way, for example, to sort them together. Furthermore, external files can be imported into a Calc spreadsheet, for example files in dBase format. The records from the dBase file would then become rows and the data fields would become columns in a Calc spreadsheet.

In the data source browser, on the other hand, the dBase file (or other data source) is edited directly, and SQL queries, for example, may be performed.

Defining Database Ranges

For example, if you would like to manage the household budget with Calc, enter the records in an empty Calc spreadsheet and select the area as a database range.

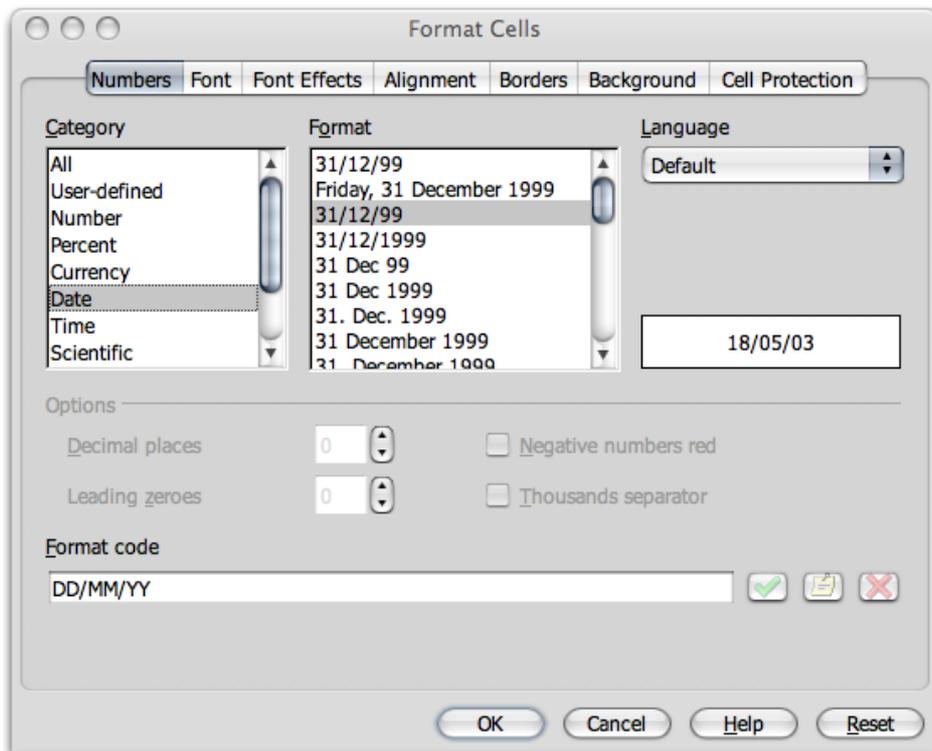
Creating Records in a Spreadsheet

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.

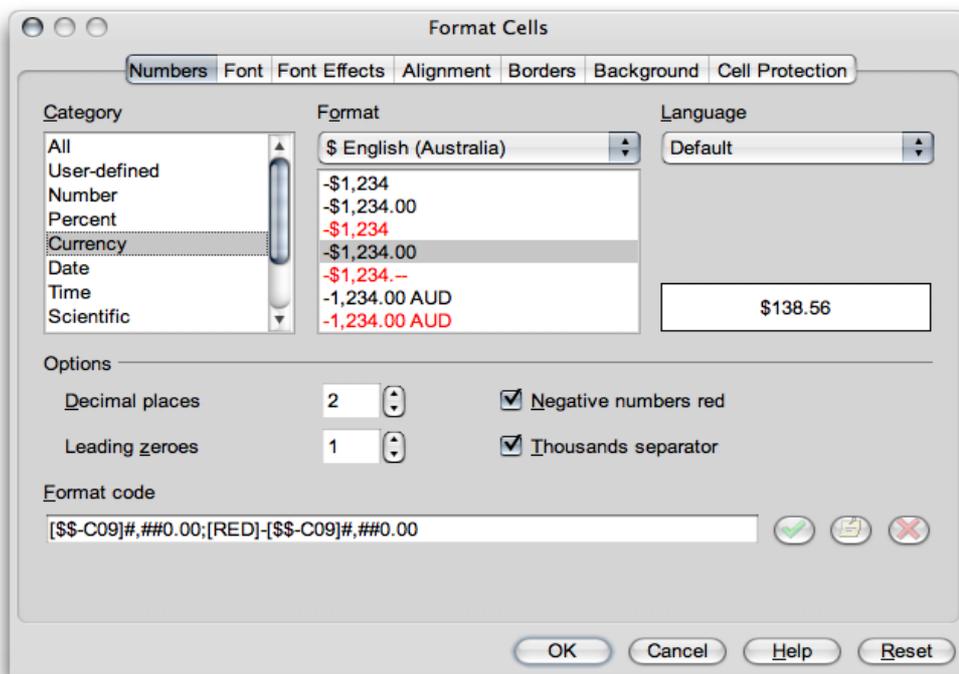
	A	B	C	D	E
1	Date	Item	Amount		
2	01/02/00	Flowers	\$12.80		
3	01/03/00	Breakfast	\$2.48		
4	01/04/00	Software	\$49.50		
5	01/05/00	Newspaper	\$0.60		
6	01/06/00	Fishing Trip	\$22.50		
7	01/07/00	Hat	\$6.25		
8	01/08/00	Shoes	\$99.40		
9					

To format the sheet in the same manner as in the illustration above, proceed as follows:

1. Select row 1 by clicking on the row header.
2. Click the **Bold** icon.
3. Select the entire column A by clicking on the column header.
4. Open the context menu
5. Choose **Format Cells**.
6. In the **Format Cells** dialog, click the **Numbers** tab
7. Choose a date format for Column A.

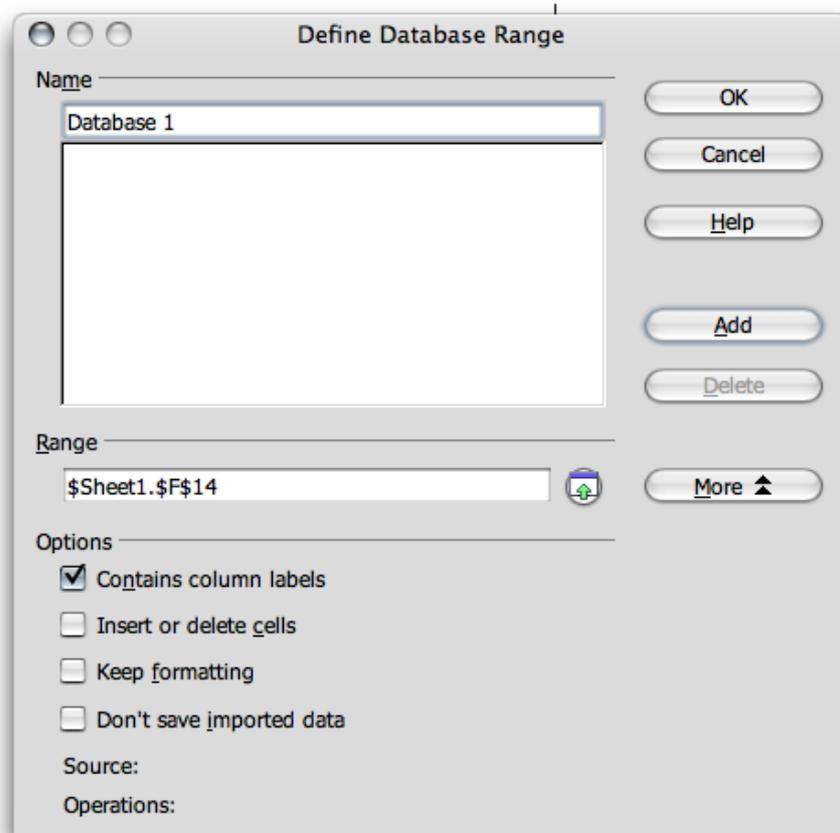


8. Select column C by clicking on the column header,
9. Apply a currency format. Clicking the **Number Format: Currency** icon on the object bar is sufficient.



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 the **More** button is clicked.
3. Enter a name for the range
4. Close the dialog with *OK*.

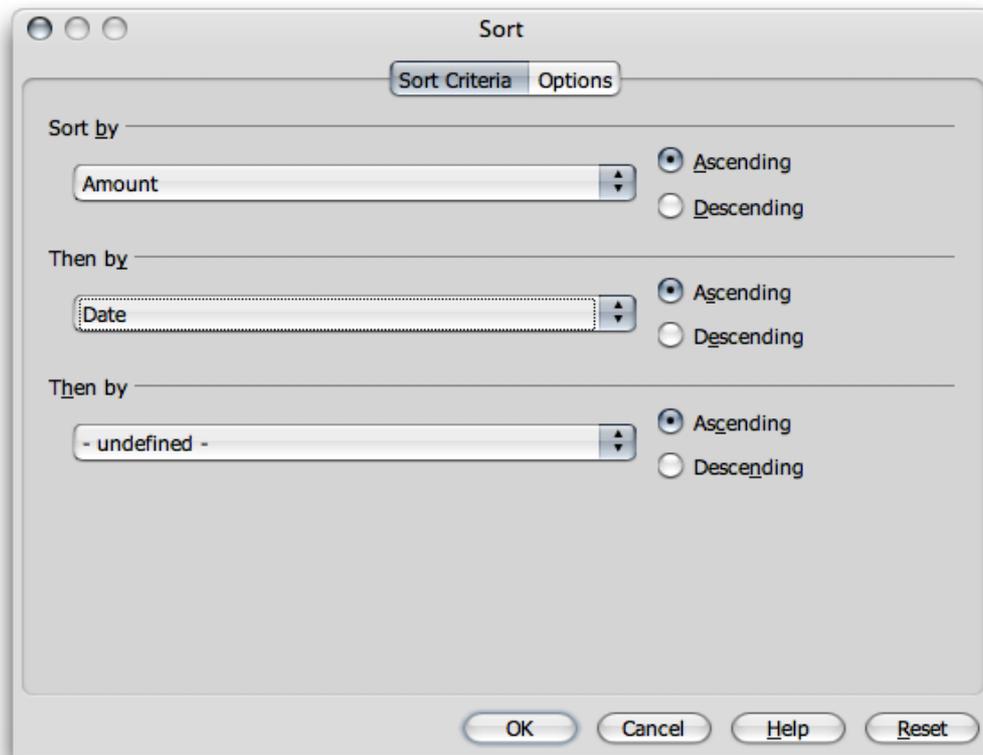


The selected range is now defined as a database range, which among other things, means that the rows (records) can be conveniently sorted. Any sort lists and filters that have been defined for the database range will also be updated.

Sorting Database Ranges

Select a range of cells and define these as a database range by choosing **Data > Define Range**.

Set the cursor in the database range and choose **Data > Sort**. In the dialog that appears, select the column to be sorted, for example, **Amount**, as the sort criterion and click *OK*.



Up to two additional criteria can be specified, one to follow the other, for the sort function. For instance, sort the expenditures first by date, as above, then by item if they have the same date, and then by amount if they have the same date and item.

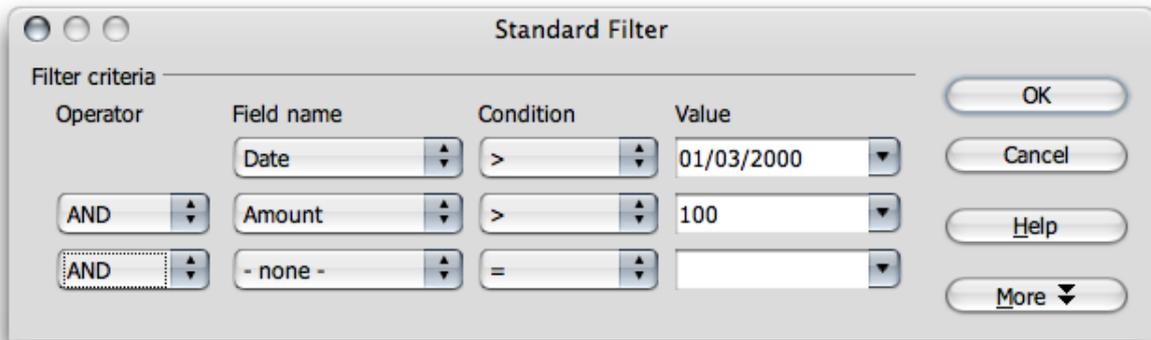
Filtering Database Ranges

To filter out only certain records so that they can be modified, use the spreadsheet filtering function. 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 filter according to specific values or text.

Imagine that the output list is already 8000 records long. With this number of records it is no longer possible to get an overview. Now, let's say that you decide to show only those records that occurred after 1/2/2000 and which also involve an amount in excess of 100 currency units. Here is one way:

1. Set the cursor in the database range
2. Choose **Data > Filter > Standard Filter** to open the dialog.
3. Enter the following:
 - a) Date > 1/2/2000 AND Amount > 100.

In the dialog, the existing contents of the data fields in the pull-down lists can be selected, or an amount, say 100, can be entered directly.



If **OK** is clicked at this time, only those records that meet all criteria are shown. Select **Data > Filter > Remove Filter** to reset the view.

Displaying only records with a specific content is easily done with the aid of the AutoFilter:

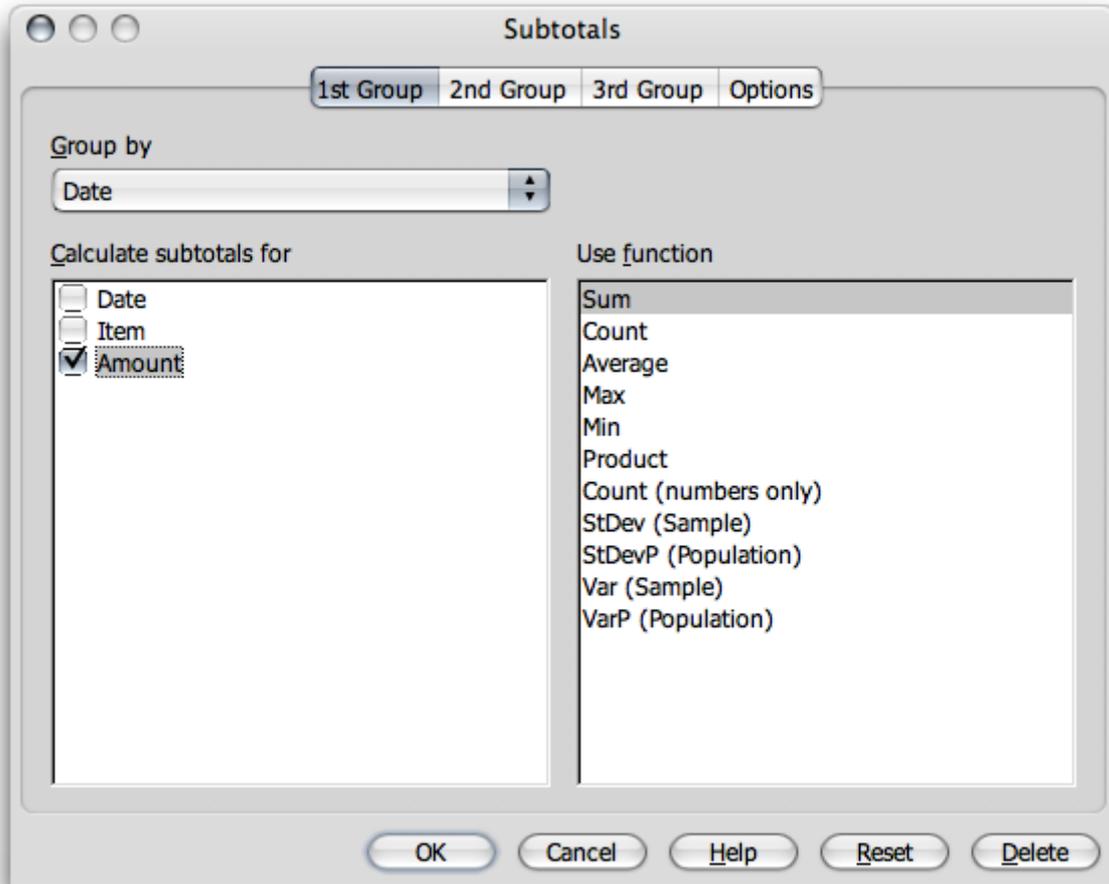
1. Place the cursor in the database range.
2. Click on the **AutoFilter** icon on the main toolbar. The column headers of the database range have now been given small buttons.
3. Click on the button next to the **Date** field and select for example, 1/2/00. Only records that contain this date will be shown.

On the main toolbar, reset the view with the **AutoFilter** icon.

Grouping Database Ranges and Calculating Subtotals

Assuming there is sample data that can be expanded and actually used for a budget, the date should be summarized and printed 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.
4. Group subtotals according to **Date** (i.e. calculates a new subtotal for each date), and
5. Use the function **Sum** (adds the subtotals) to calculate **Amount**.



When you press the *Return* key 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						
	18						

Notice the controls to the left of the row headers. These enable you to view which records (rows) have been summarized. Clicking on a minus sign shows only the row with the results. The easiest way to control the display is with the small digits above the group area, shaded in blue here. When 1 is clicked, only the grand total is displayed. Clicking 2 reveals the subtotals, while selecting 3 shows all elements.

Transferring Data From a Data Source to a Spreadsheet

Individual tables of data from the data source browser are transferable into a Calc spreadsheet document.

There is a choice of two different methods for transferring the data. One, the desired database file, in dBase or text format, can be loaded directly via the **File > Open** dialog, in which case the whole database table is imported into a Calc spreadsheet document. Or, two, the data can be transferred by dragging and dropping what is selected.

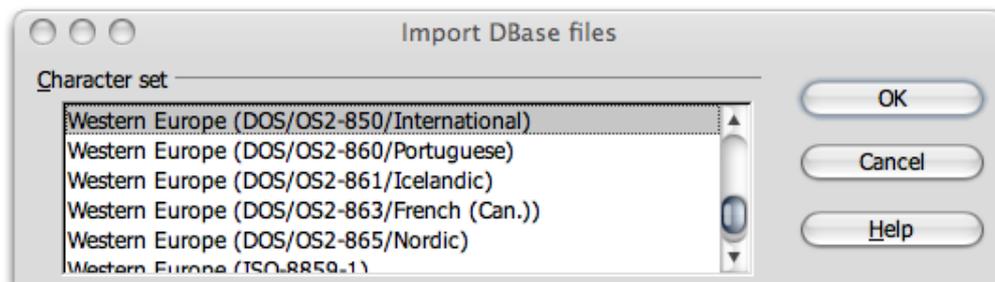
Opening a Database File in Calc

Open a dBase or text format document as one opens any NeoOffice file.

1. Choose **File > Open**.
2. In the dialog, go to the folder where the database file is located.
3. Enter the name of the file or go to the **File type** list box, select **dBase**, for example.
4. Select the name.
5. Click **Open**.

To open a text document, select the file type **Text CSV**.

When making a dBase import, a dialog opens, from which the user chooses the character set of the file. The dBase IV format uses **Codepage 437 (US)**.



After confirming this dialog with *OK*, the database file is loaded in the Calc spreadsheet document.

	A	B	C	D	E	F	G	H	I	J	K	
1	PREFIX	FIRST NAME	LAST NAME	TITLE	C.25	COMPANY	DEPARTMENT	ADDRESS	CITY, C.254	STATE	POSTAL CODE	COUNTRY
2	Ms.	Patricia	Fisher			PTH TV		2345 1st St.	Washington	DC	2001-3456	U.S.A.
3	Mr.	Alan	Brown			Houseware	Controlling	123 Main St.	Kissimmee	FL	34742-2354	U.S.A.
4	Ms.	Julie	Clark			ICM						
5	Mr.	Peter	Smith			Motor Work	Sales	1234 Amste	New York	NY	1025-1234	U.S.A.
6												

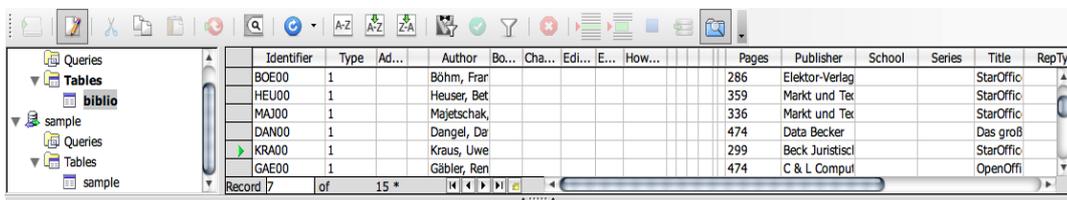
The first row provides information on the type and length of the individual data fields. This information is contained as dBase header in the file. (When saving a Calc sheet with the file type **dBase**, the first row of data is used to create the header information.)

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 Calc spreadsheet.

Dragging and Dropping Copies into Spreadsheets

This method works with all formats, and users have the choice of transferring all or only selected records into the spreadsheet document. To use this method, log into the data source in Calc.

1. Choose **Tools > Data Sources**.
2. The **Data Source Administration** dialog opens.
3. Click **New Data Source**.
4. In the **Database type** field, select **dBase** to log into a dBase database.
5. Click the “. . .” button
6. Select the folder containing the database file(s) in * .dbf format.
7. Click *OK*.
8. In the **Name** field, enter a name to be displayed for the data source.
9. Click **Apply**.
10. Click the **Tables** tab. Put a check mark next to the names of the table(s) needed in the data source view.
11. Click *OK*.
12. Open the data source browser (*F4*).
13. Click on the plus (+) sign next to **Tables** to view the existing tables in the database.
14. In a **dBase** database, each * .dbf file in the directory is a table of its own.
15. Click the name of the table. The records are displayed in the data source browser.
- 16.



Identifier	Type	Ad...	Author	Bo...	Cha...	Edi...	E...	How...	Pages	Publisher	School	Series	Title	RepTyp
BOE00	1		Böhm, Frar						286	Elektor-Verlag			StarOffic	
HEU00	1		Heuser, Bet						359	Markt und Tex			StarOffic	
MAJ00	1		Majetschak,						336	Markt und Tex			StarOffic	
DAN00	1		Dangel, Da						474	Data Becker			Das groß	
KRA00	1		Kraus, Uwe						299	Beck Juristisc			StarOffic	
GAE00	1		Gäbler, Ren						474	C & L Comput			OpenOffi	

Select the records and insert them into the spreadsheet.

1. To manually select a record(s) for transfer into the spreadsheet, click the row header of the record (the gray field without text at top left). Click the first and last record row headers of a continuous range of records while pressing the *Shift* key to select the range, or hold down the *Cmd* 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.

To automatically transfer only specific records from a large database into the spreadsheet, use the filters in the data source browser:

1. Set the cursor in the data field which contains the data (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 only the records containing the precise text, **Main Street**, are visible.
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 should be inserted.

Evaluating Data With Calc

Calc provides several powerful tools for evaluating data. The DataPilot helps produce any kind of sub-evaluation of the data as a separate spreadsheet. With the DataPilot, analyzing the data thoroughly is made easy via consolidation, Goal Seek and multiple operations.

DataPilot

The DataPilot helps to analyze and assess data that has already been entered.

It allows you to generate reports from a number of points of view, using one and the same set of data.

Imagine a data analysis table containing a company's sales figures, not only for specific product groups, but also for branches and years. Use the DataPilot to quickly find the data which is interesting and pertinent to current requirements.

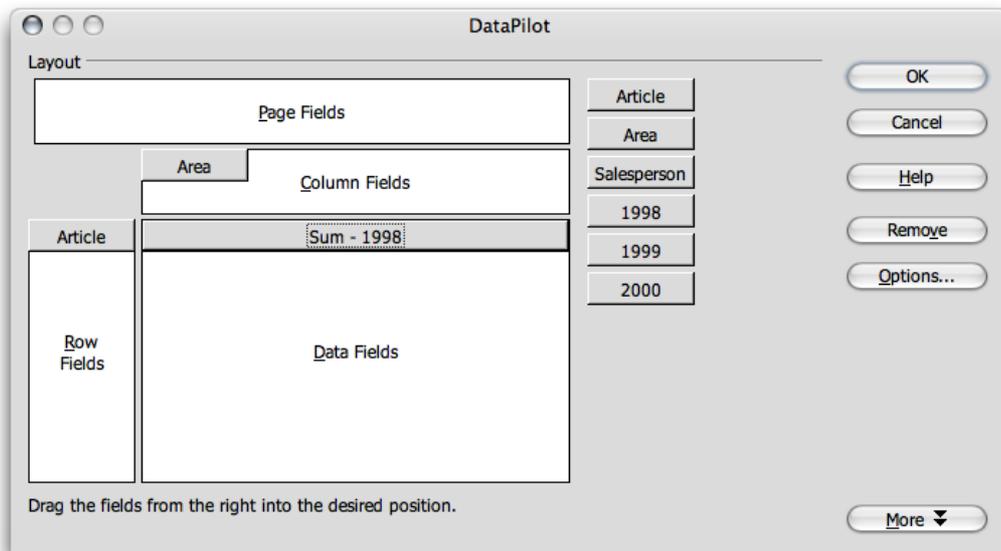
	A	B	C	D	E	F
1	Sales					
2						
3	Article	Area	Salesperson	1998	1999	2000
4	Video	New York	Fisher	\$200,000.00	\$197,000.00	\$220,000.00
5	Audio	New York	Fisher	\$350,000.00	\$235,000.00	\$420,000.00
6	Accessories	New York	Fisher	\$50,000.00	\$60,000.00	\$70,000.00
7	Video	New York	Fisher	\$300,000.00	\$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

What use is the DataPilot?

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 Control. On the one hand it may be important to view the turnover figures at regular intervals, while on the other hand it may be relevant to analyze sales figures on a regional basis.

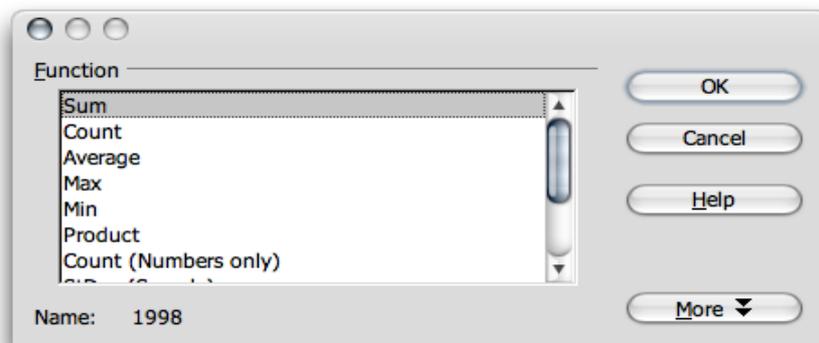
Creating DataPilot Tables

1. Select the data range of a table together with the row and column headings, i.e. On this table leave the heading "Sales" off the selection.
2. Choose **Data > DataPilot > Start**. The dialog **Select Source** appears.
3. Select the option **Current selection**.
4. Confirm with *OK*.
5. 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**.
6. 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. If the “1998” button is dragged into the **Data** area, it shows as “Sum-1998”

- Double-clicking on one of the fields in the **Data** area calls 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 *Cmd* key while clicking the functions.

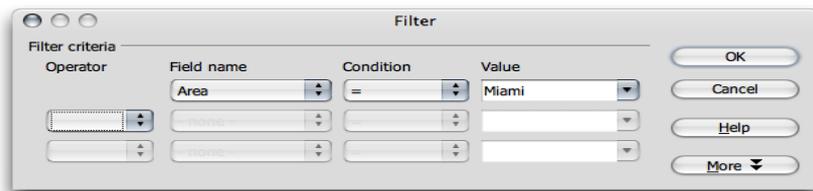


- The order of the buttons can be changed at any time, by simply moving them to a different position in the area with the mouse.
- Replace a button by dragging it to the other buttons.
- When double-clicking one of the buttons in the **Row** or **Column** area, the Data Field dialog appears. Here, select if and to what extent Calc 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, and two lines further down. The DataPilot table is inserted with a bold outline as shown below.

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

Use the **Filter** button to break down the elements of the chart. For example, to find out how Miami had done in the 1998 figures, press the **Filter** button, select Area and use the drop-down menu to select Miami.



The results are shown in the same area of the page:

Filter		
Sum - 1998	Area	
Article	Miami	Total Result
Accessories	\$10,000.00	\$10,000.00
Audio	\$210,000.00	\$210,000.00
Video	\$150,000.00	\$150,000.00
Total Result	\$370,000.00	\$370,000.00

Selecting DataPilot Output Ranges

Click the button **More** in the **DataPilot** dialog. The dialog will be extended. Select a named area from the list box **Results to** in which to create the **DataPilot** table. 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**. Clicking on the appropriate cell with the mouse also enters the coordinates.

By activating the check box **Ignore empty rows**, you ensure that these 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 appears next to the mouse pointer.

Dragging the button to a different position in the row alters the order of the columns. If a button from the row to the left edge of the table is dragged into the line headings area, a column can be changed 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 becomes a *not allowed* icon. The button is, thus, deleted.

Note: Double-clicking on the name of a table element hides or shows the merged elements below it.

Filtering DataPilot Tables

Although the DataPilot tables are usually created according to your 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 should be used that apply conditions to the data such that if the conditions are not met the excess data is 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 base table has changed, Calc recalculates the tables to bring the analysis up-to-date. Here are the steps involved in recalculating the tables:

1. Click with the right mouse button or *Ctrl*-click on one of the button fields
2. Choose the **Refresh** entry or choose **Data > DataPilot > Refresh**.

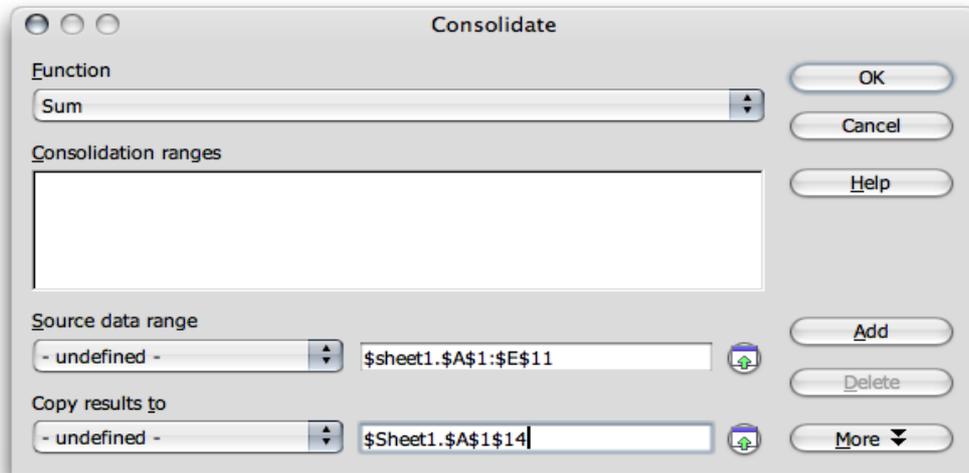
Deleting DataPilot Tables

To delete a DataPilot table, select any cell in the analysis table, then choose **Data > DataPilot > Delete**.

Consolidating Data

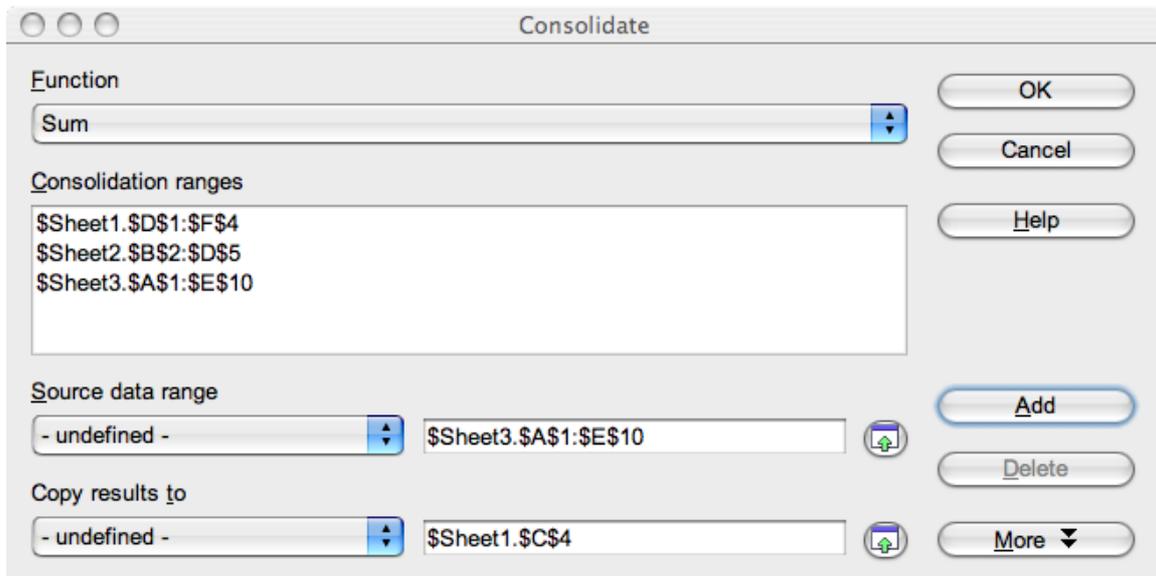
During consolidation, the contents of the cells from several sheets will be combined in one place. Choose a function so that, for example, you can display the sum, the standard deviation or the variance of the data.

1. Open the document that contains the areas to be consolidated.
2. Choose **Data > Consolidate** to open the **Consolidate** dialog.



- 3.
4. From the **Source Data Area** list box, select an area as a starting point to consolidate with other areas.
5. 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.
6. Click **Add** to insert the selected area as a **Consolidation Area**.
7. Select additional areas and click **Add** after each selection.
8. Specify where to display the result by selecting a target area from the **Copy results to** list box.
9. 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, select the area using the mouse or simply position the cursor in the top left cell of the target area.
10. Select a calculation rule for determining how the values of the consolidation areas should be linked. The sum function is the default setting.
11. Click *OK* to consolidate the area.

Let's say that you don't wish to create a new sheet, independent from the source areas. Rather, you would prefer to retain links to the source areas or consolidating areas in which the order of rows or columns varies. Click the **More** button in the **Consolidate** dialog.



1. Select **Link to Source Data** at the bottom of the window to insert only the *formulas* that generate the results in the target area, rather than the actual results. With linked 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** do the following:

- a) Select either **Row Labels** or **Column Headers** if the cells of the source area are to be consolidated according to a matching row label or column header rather than to the identical position of the cell in the area.

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 data from the consolidation and target areas is saved when the document is saved. If you later open a document in which consolidation has been defined, this data will again be available.

Note: 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.

Applying Goal Seek

With the help of Goal Seek you can calculate a value that, as part of a formula, leads to the result specified for the formula. Thus the formula is defined 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: $I = C * n * i / 100$

Note: Formula can also be entered using the variable names:

$$\text{Interest} = \text{Capital} * \text{Year} * \text{Interest rate} / 100.$$

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.)

For ease of use, assign names to cells so that they can be used in the formula.

Naming Cells

Using the example graphic above:

1. Select cell A5 in the example
2. Select **Insert > Names > Define**. The **Define Names** dialog appears.
3. Enter the name **C** in the text field. At the bottom of the dialog, the reference: **\$Sheet1.\$A\$5** is displayed.
4. Double-check for accuracy.
5. Click **Add**.
6. In the next field, enter **n**, set the cursor in cell B5. The number of years appears in B5.
7. Click **Add**.
8. Next, enter **i** in the empty field, set the cursor in cell C5. The interest rate appears in C5.
9. Click **Add**.
10. Close the dialog with **OK**.

	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%		=C*n*i		
6							
7							

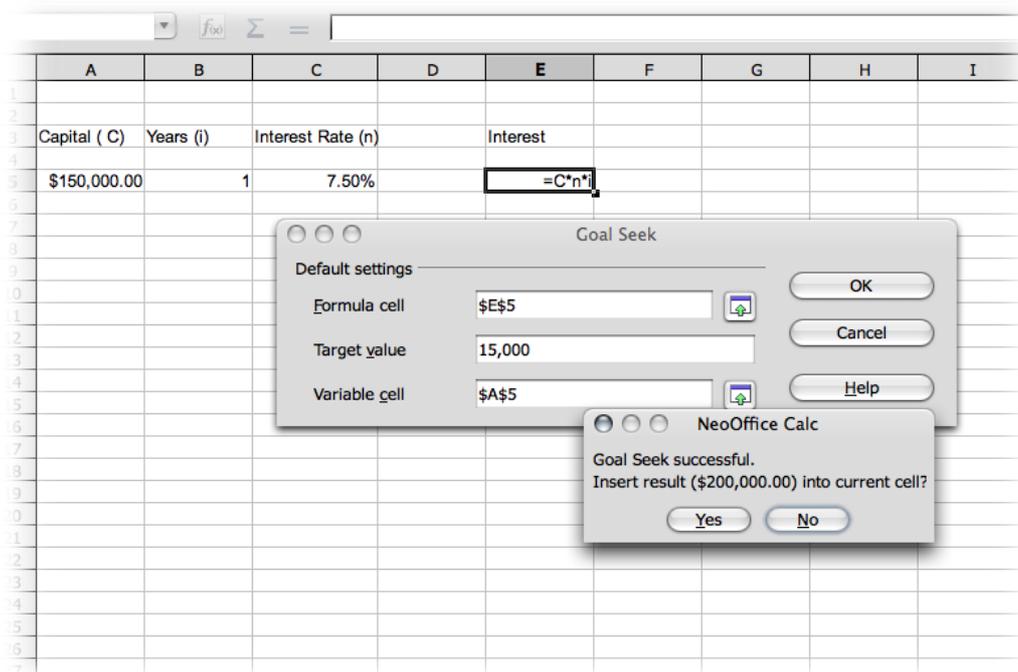
11. Now enter the formula in E5 using the variables = C*n*i instead of =A5*B5*C5.

Start Goal Seek

Assume an interest rate of 7.5% and that the number of years (1) will remain constant. However, the user may want to know how much more or less investment would be needed to attain a particular annual return. For example, calculate how much capital would be required for an annual return of \$15,000 by performing the following steps:

1. Place the cursor in cell E5.
2. Select **Tools > Goal Seek** and the **Goal Seek** dialog appears.

3. The correct cell, (E5), should already be entered in the field **Formula Cell**.
4. Place the cursor in the field **Variable Cell**.
5. In the sheet, click in the cell (A5) that contains the value to be changed.
6. Enter the expected result of the formula (i.e., the desired value) under **Target Value**. In this example, the value is 15,000.
7. Click **OK**.
8. A dialog appears with the result of the **Goal Seek**. The result is provided for use as desired. If the result should be used, 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

The company produces toys which sell for \$10 each. Each toy costs \$2 to make, in addition to which there are fixed costs of \$10,000 per annum. How much profit will be made in a year, if a particular number of toys are sold?

Consider the following table:

	A	B	C	D	E	F
1	Selling price	10		Annual sales	Annual profit	Profit per item
2	Direct costs	2		500	-6000	-12
3	Fixed costs	10000		1000	-2000	-2
4	Quantity	2000		1500	2000	1.33
5	Profit	= B4*(B1 - B2) - B3	=B5/B4	2000	6000	3

Calculating With One Formula and One Variable

1. Open a new spreadsheet for this tutorial.
2. 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.
3. In column D enter certain annual sales one under the other, e.g. in steps of 500 from 500 to 5000.
4. Highlight the range D2:E11, and thus the values in column D and the empty cells alongside in column E.
5. Choose **Data > Multiple operations**.
6. With the cursor in the **Formulas** field, click cell B5.
7. Set the cursor in the **Column** field and click cell B4. This means that the quantity in B4 is the variable in the formula which is replaced by the highlighted column values.
8. Close the dialog with **OK**.
9. Profit will be displayed in column E.

Calculating with Several Formulas Simultaneously

1. Use the spreadsheet created above/
2. Delete column E.
3. Enter = B5 / B4 in C5:.. This calculates the annual profit per item sold.
4. Select the range D2;F11. i.e all three columns.
5. Select **Data > Multiple Operations**.
6. With the cursor in the **Formulas** field, mark cells B5 through C5.
7. Set the cursor in the **Columns** field and click cell B4.
8. Close the dialog with **OK**.
9. Profit will be displayed in column E and the annual profit per item in column F.

Multiple Operations Across Rows and Columns

Calc allows 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. Now try varying not only the *quantity* produced annually, but also the selling price, and calculate the profit in each case.

Expand the table shown above so that D2 through 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		Annual sales	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. Highlight the range D1:H11.
2. Select **Data > Multiple Operations**.
3. With the cursor in the **Formulas** field, click cell B5.
4. Set the cursor in the **Rows** field and click cell B1. This means that B1, the selling price, is the horizontally entered variable (with the values 8, 10, 15 and 20).
5. Set the cursor in the **Column** field and click in B4. This means that B4, the quantity, is the vertically entered variable.
6. Close the dialog with *OK*.
7. See profits in the range E2:H11. In some cases, pressing *F9* is needed to update the table [Note: this may conflict with Exposé operation in OS X: if so, the Exposé shortcut can be turned off in System Preferences].

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 see the new result. Name a scenario, created in this manner, and compare it with other scenarios.

Using Ready-Made Scenarios

If the samples from <http://www.pathtech.org/NeoOffice/templates/> are installed, choose one of the ready-made example scenarios with which to work.

Note: these samples appear to have been lost in a server crash in 2006.

1. Choose **File > New > Templates and Documents** and from the dialog open the **Samples**.
2. Open the spreadsheet examples to see the spreadsheet documents available.
3. Double-click the document with **Recar** in the name.

This 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:

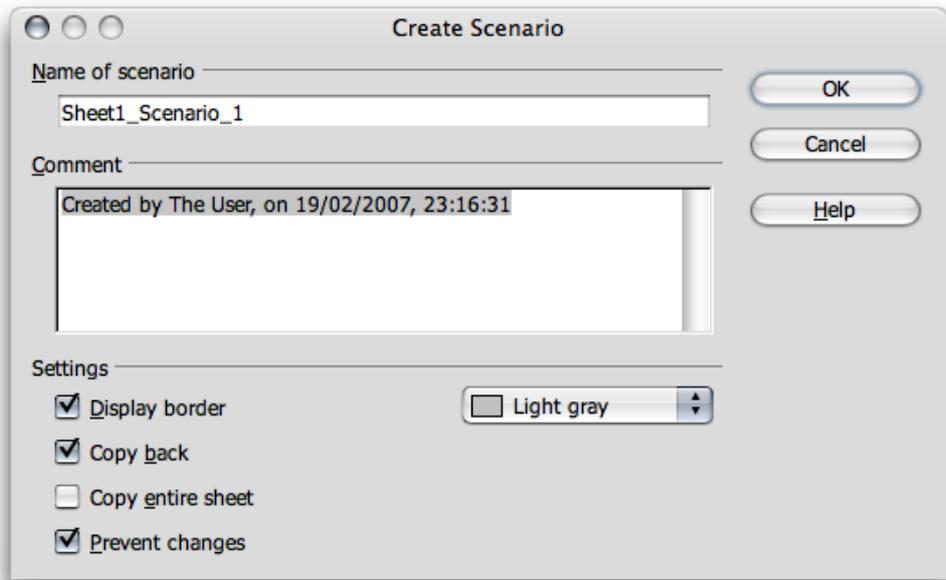
1. Open the Navigator with the **F5** key or the **Navigator** icon on the Standard toolbar.
2. Click the **Scenarios** icon in the Navigator (the icon with the three sheets).

In the Navigator, see the defined scenarios with the comments that were entered when the scenarios were created.

Creating Personal Scenarios

Assuming that the spreadsheet used in the previous section is available, create a scenario by selecting all the cells that provide the data for the scenario. For example, create an additional scenario called **High Dollar Rate** using the following steps:

1. Select the cells that are already highlighted by the frame of the existing scenario. Remember, multiple-select cells that are not contiguous, (i.e. that are distributed across the table, may also be selected. To select multiple cells, hold down the *Cmd* key as each cell is clicked. However, In this case, simply 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 at their default values.
4. Close the dialog with *OK*. The new scenario is automatically activated.
4. Change any values in the frames to the values that are to apply to the new scenario. In this case, modify the dollar rate and all other values that could be affected by it, i.e. economic growth and sales prices. As changes are made, moments later the results from these operating figures are displayed.

To discover which values in the scenario affect other values, choose **Tools > Detective > Trace Dependents**. Arrows appear, pointing to the cells that are directly dependent on the current cell.

Validity of Cell Contents

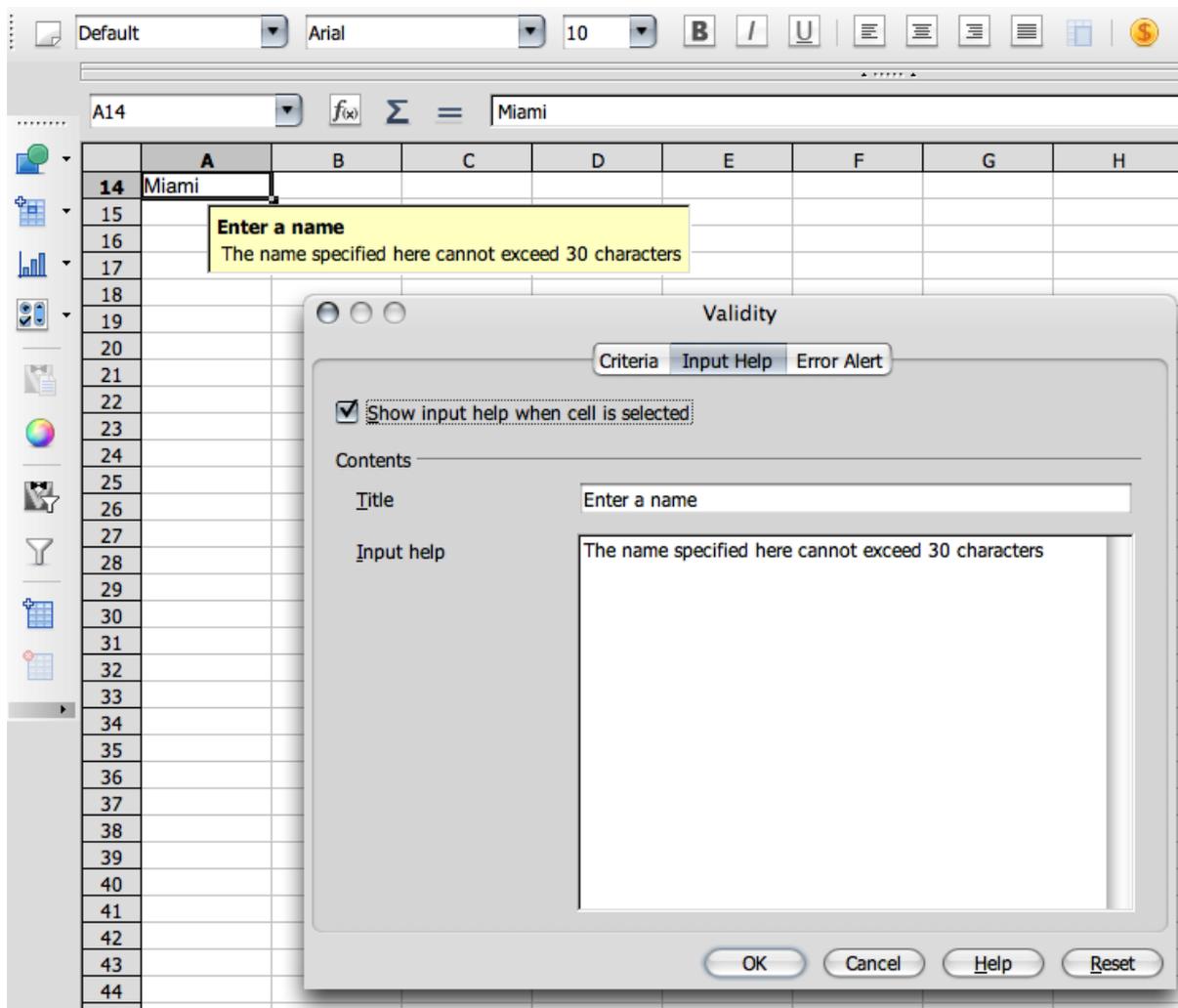
For each cell you can define, in advance, what type of contents will be valid for this cell. This will make it easier for other users to employ these sheets correctly.

The validity rule is activated when a new value is entered. If an invalid value has already been inserted into the cell, or if a value is inserted in the cell either with drag and drop or by copying and pasting, the validity rule will not take effect. To determine and display which cells contain invalid values, choose **Tools > Detective** at any time and select the command **Mark Invalid Data**.

Additional details about Data Validity can be found in the NeoOffice **Help**.

Using Cell Contents Validity

1. Select the cells where you want to define a new validity rule. Where needed, select multiple cells by clicking on all respective cells while holding down the *Cmd* key.



2. 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**.
3. Select **Data > Validity...**. The **Validity** dialog appears.

4. On the **Criteria** tab page, enter the conditions for new values entered into cells. Values already entered will not be affected.
5. In the field **Allow**, **All Values** is selected by default. This means that there are no restrictions. As needed, choose one of the other options: **Whole Number**, **Decimal**, **Date**, **Time**, and **Text Length**.
6. This choice sets the first condition. By choosing, for example, **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.

7. After setting the first condition under **Allow**, select the next condition under **Data**. According to what is chosen, additional text fields (**Source**, **Minimum** and **Entries**) may appear to further specify the condition.
8. 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 the conditions for cell validity have been determined, if any values are subsequently entered which do not meet the conditions, Calc displays a warning message. Fill out the other two tabs in the dialog to specify more detailed messages to aid a user working with a 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 **Stop** is selected as the action, invalid inputs are not accepted, and the previous cell contents will be retained.
- Select **Warning** or **Information** to display a dialog in which the entry can either be cancelled (the cell value will be retained) or accepted (even if the new value violates the validity rule).
- If **Macro** is selected, then specify the macro to be carried out in the event of an error via the **Browse** button.

Sample macro:

Function Example Validity(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
```

Note: After changing the action for a cell on the **Error Alert** tab page and closing the dialog with **OK**, another cell must be selected before the change takes effect.

Printing or Exporting Spreadsheets

There are many print options for putting spreadsheets on paper. Another way of distributing data is to publish it on the Internet in HTML format or as PDF files.

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 for printing.
2. Choose **Format > Page**.

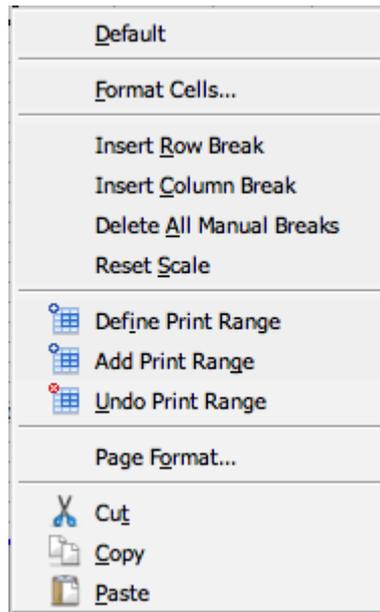
*Note: This command is not visible or available if the sheet was opened with write protection on. In that case, click the **Edit File** icon on the **Standard** toolbar.*

3. On the Organizer tab, edit the name if needed. Details on the Page and Sheet tabs may also need altering to suit (see below).
4. Click *OK*.
5. Print the document. The **Print** and **Printer Options** dialogues will follow as normal in NeoOffice,

Defining Number of Pages for Printing

If a sheet is too large for a single printed page, Calc prints the current sheet evenly divided over several pages. Since the automatic page break does not always take place in the optimal position, you may define the page distribution yourself.

1. Go to the sheet to be printed.
2. Choose **View > Page Break Preview**.
3. This displays the automatic distribution of the sheet across the print pages. The automatically created print ranges are indicated by dark blue lines, and user-defined ones by light blue lines. The page breaks (line breaks and column breaks) are marked as black lines.
4. The blue page break lines can be moved using the mouse. Look for further options in the Context menu, including adding an additional print range, removing the scaling and inserting additional manual line and column breaks (as below).



Printing Sheets in Landscape Format

In order to print a sheet, use one of the 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 for printing.
2. Select **Format > Page**.

This command is not visible if the sheet has been opened with write protection on. In that case, click the **Edit file** icon on the Standard toolbar.

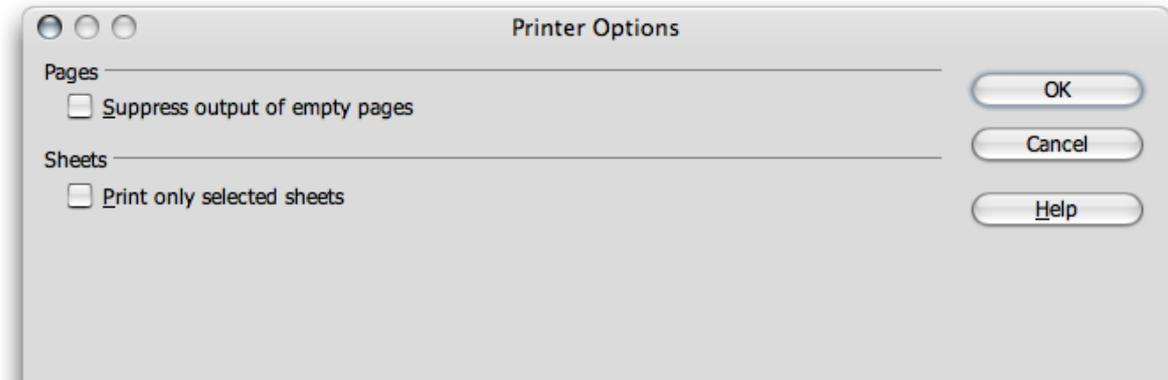
3. Select the **Page** tab.
4. Select the **Landscape** paper format
5. Click *OK*.
6. Choose **File > Print** to open the **Print** dialog .

Depending on the printer driver and the operating system, it may be necessary to click the **Properties** button and to change the printer to landscape in that dialog.

In the **Print** dialog under **Print range**, select the pages to be printed:

- **All** > All sheets will be printed.
- **From** > Enter the pages to be printed. The pages will also be numbered from the first sheet onwards. If one sees, in the **Page Break Preview**, that **sheet1** will be printed on 4 pages and only the first two pages of **sheet2**, enter 1-6 here.

If under **Format > Print range** you have defined one or more print ranges, only the contents of these print ranges will be printed. In OS X, after the **Print** dialog for the User's printer, a **Printer Options** dialog appears:



Printing Rows or Columns on Every Page

Suppose a sheet is so large that it must 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 only 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 only on pages 1 and 2, but should also be on pages 3 and 4.

1. Select **Format > Print Ranges > Edit** and the **Edit Print Ranges** dialog opens.
2. Click the icon at the far right of the **Rows to repeat** area.
The dialog shrinks so that more of the sheet can be displayed.
3. Select the first two rows and, for example, click cell A1 and drag to A2.
In the shrunken dialog the user 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 one also wants 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.

Note: Rows to repeat are rows from the sheet.

8. 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

Calc saves all the sheets of a spreadsheet together as one 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 the exact values are available when opening the HTML document with Writer.

1. To save the current Calc document as HTML, choose **File > Save As**.
2. In the area with the other Calc filters, choose the **File type** HTML Document.
3. Enter a **File name** and click **Save**.

Opening Sheets in HTML

HTML documents may be opened with write-protection enabled. To edit a read-only HTML document, click the **Edit File** icon on the Standard toolbar.

NeoOffice offers various filters for opening HTML files, which may be selected via the **File > Open** dialog in the **File type** field via a very long drop-down menu (pay particular attention to the area, as the name **Web pages** is always the same):

- Open in Writer/Web filter **Web pages** or as default which does not require selecting a filter.

All the options of NeoOffice Writer/Web are now available, such as **Show HTML source**.

- In the NeoOffice Writer filter open **Web pages**.

All the options of Writer are now available. However, please note that not all editing options that Writer offers can be saved in HTML format.

- In the Calc filter open **Web pages**.

All the options of Calc are now available to you. Again, note that not all options that Calc offers for editing can be saved in HTML format.

Formulas and Values as CSV Files

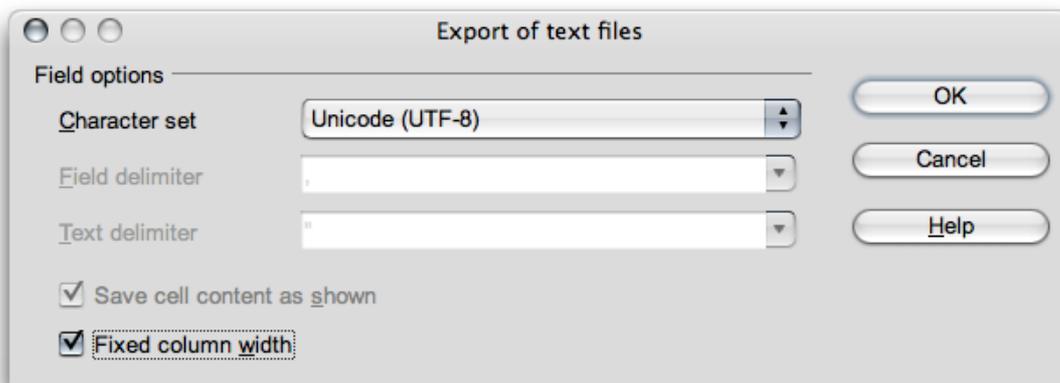
CSV is an acronym for “Comma Separated Values.” CSV-files are pure text files, which contain the contents of the cells of a table/area of a spreadsheet. Commas, tabs, spaces, colons or semicolons can be used as the field delimiters between the cells. Text is automatically put between either quotation marks or single quotes, as selected, while numbers are written directly.

Exporting Formulas and Values as CSV Files

1. Select the area/table that is to be written as a csv file.
2. Where formulas are to be exported as formulas, e.g. in the form =SUM(A1:B5), proceed as follows:
 - a) Choose **Tools > Options > NeoOffice Calc > View**.
 - b) Under **Display**, check the **Formulas** field.
 - c) Click *OK*.

To export the calculation results instead of the formulas, do not mark **formulas**.
3. Choose **File > Save as** to open the **Save as** dialog .
4. In the **File type** field select the format **Text CSV**.
5. Enter a name and click **Save**.
 - a) From the **Export Text** dialog that appears, select the records and the field and text delimiters for the data to be exported.
 - b) Confirm with *OK*.

Caution: If the numbers contain commas as the decimal separator or thousands separator, do not select the comma as the field delimiter. If the text contains double quotation marks, select the single quotation mark as separator and vice versa.



6. If necessary, after saving the document, uncheck **formulas** in order to see the calculated results in the table again.

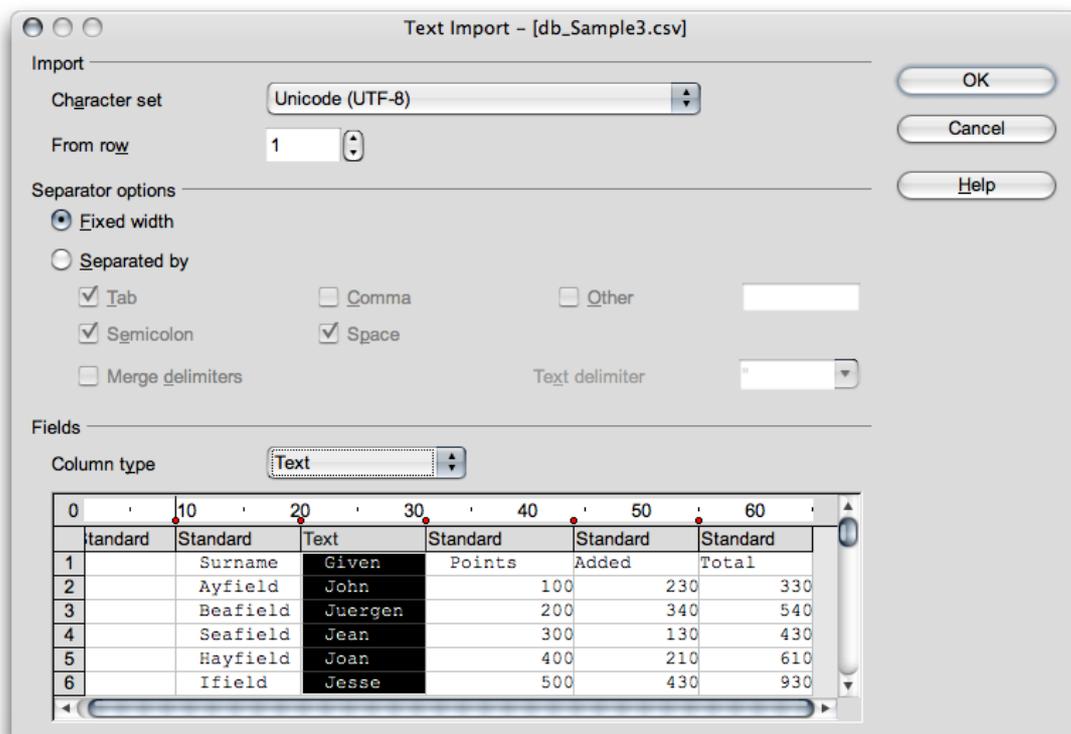
Importing a CSV File

1. Choose **File > Open** to bring up the dialog .

2. In the **File type** field, select the format **Text CSV**.
3. Select the file from the list.
4. Click **Open**.

When a file has the .csv extension, the file type is automatically recognized.

5. The **Import text files** dialog opens.
6. Click **OK**.
7. If the CSV file contains formulas as formulas, uncheck **formulas** (in **Tools > Options > NeoOffice Calc > View**), so that the calculated results are visible in the table.



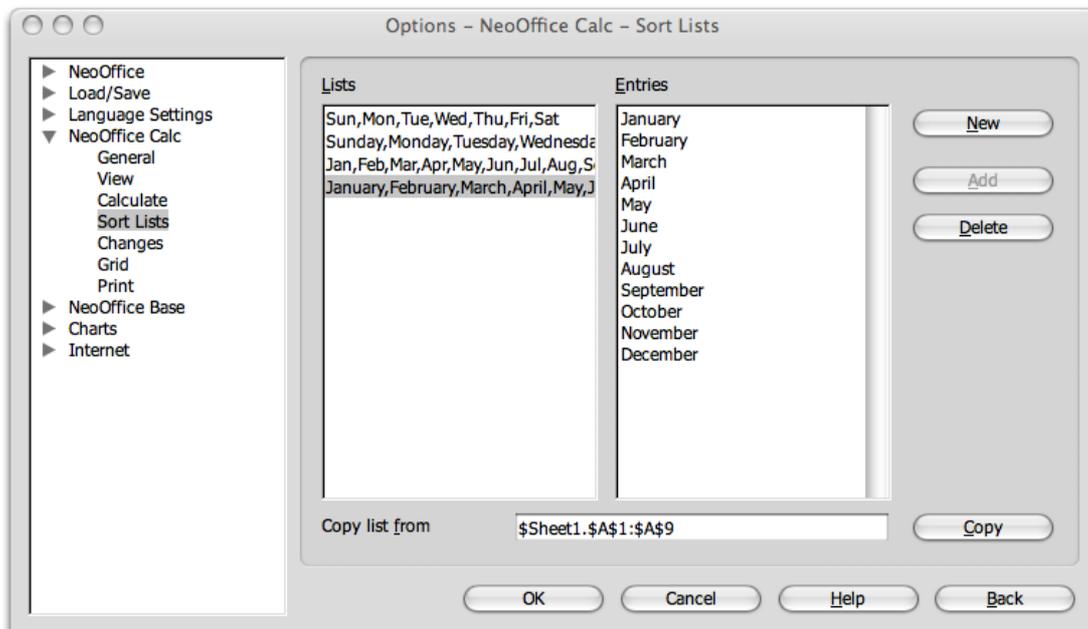
AutoFill

Copying text, values and other cell contents to a spreadsheet is very easily done, using the mouse. Here you need to consider a few special features. When several values are copied at once, Calc forms a logical series out of the initial values, such that, if certain texts are entered that are in sort lists, the list will be continued accordingly.

Applying Sort Lists

By way of experiment, enter the text **Jan** or **January** in an empty cell. Select the cell and click the mouse on the box in the lower right corner of the cell border. Drag over several cells to the right or downwards. Upon releasing the mouse button, the highlighted cells will be filled with the names of the months.

This predefined series can be found under **Tools > Options > NeoOffice Calc > Sort Lists**. Custom lists can also be tailored to local needs, such as a list of a company's branch offices. These lists are handy for expanding as headings and other repetitive tasks by simply entering the name in the list with which to start and then expanding this entry by dragging as described above.



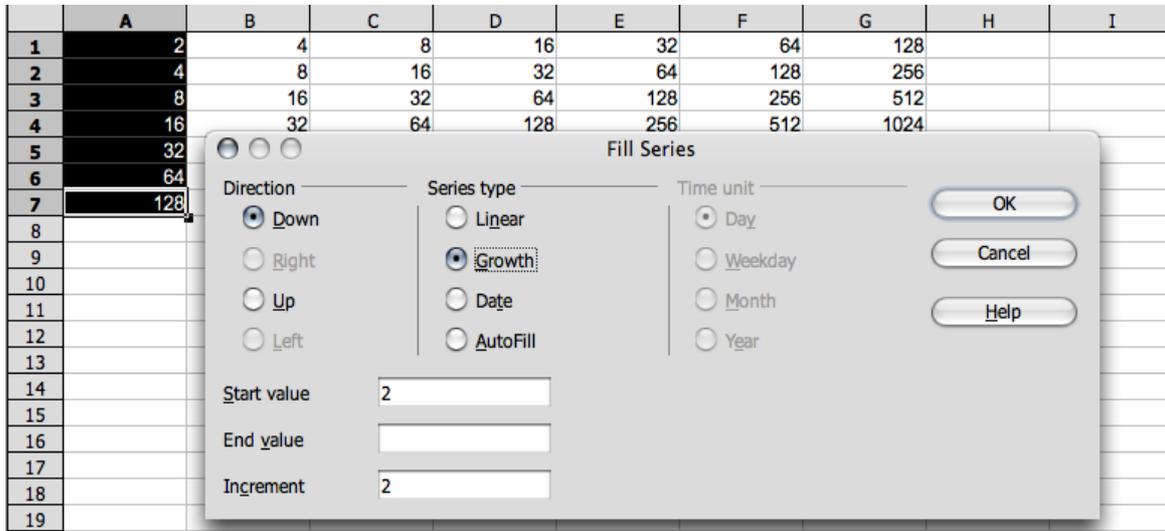
Automatic Row Filling

1. Enter a number in a cell.
2. With the mouse drag the bottom right corner of the cell downwards.
3. When the mouse button is released, the cells selected in this manner are filled with numbers. The starting number is increased by 1 in each case.

If two or more adjacent cells have been selected, that contain different numbers, and these are dragged together, any recognizable arithmetic pattern of the numbers is continued. For 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 to completely fill.
2. Select **Edit > Fill > Row** to open the dialog
3. Select the type of progression. e.g. select 2 as the starting value, 2 as the increment and geometric progression as the progression type.

In this way a list of the powers of 2 is produced.



The dialog also allows series of dates and times to be automatically filled in. 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 quotation marks).
2. Highlight this cell and the 11 cells below it.
3. Select **Edit > Fill > Series**.
4. In the dialog, select **Date** and **Month**.
5. Click *OK*.

The first date of each month automatically appears in the selected cells.

Selecting and Filling a Range of Cells

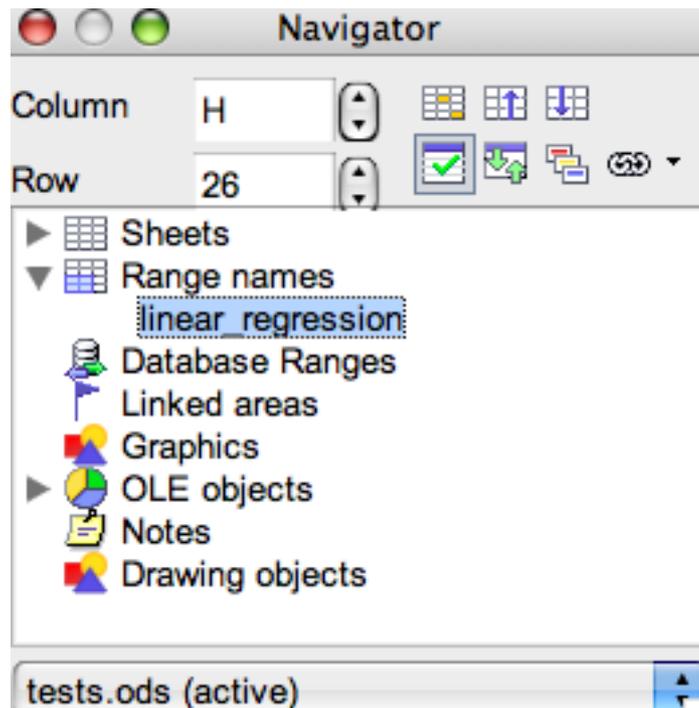
– from the NeoWiki

Sometimes you might wish to fill an entire row or column in your spreadsheet with data “automatically,” e.g., sequential dates or numbers. You can do this in NeoOffice using the following steps:

Selecting a range

1. In the “**Input field**” in the left top of the sheet, type the name of the beginning cell and then the name of the ending cell of the desired range, separated by a colon (:), e.g. A1:A20, and press the *Return* key.

2. You can also select the range with the mouse, or by clicking in the top-left cell in the range and shift-clicking in the bottom right cell in the range, if you do not have the cell references memorized.
3. You can save that range for easier future use by giving it a significant name. Open the **Insert** menu, then the **Names** sub-menu, and select the **Define...** item. Type in a name and press **Add**. (This name will now be visible in the **Range** names section in the **Navigator** window.)
4. Afterwards, it will be easy to select the range by double-clicking its name in the **Range** names section in the **Navigator**.



Filling a range

1. Select a cell range and choose the **Edit** menu then the **Fill** sub-menu and the **Series...** item.
2. Four types of series Linear, Growth, Date and AutoFill are available.
3. The automatic filling is done from a sort list. You can see all the available lists by selecting **Sort Lists** in the NeoOffice Calc section of the **Preferences** sub-menu of the NeoOffice menu.
4. You can add here your personal lists:
 - Click **New**
 - Enter the successive values of your list, separated with a line break. Click **OK**
 - That series will be available via the **Series...** item in the **Fill** sub-menu of the **Edit** menu by checking the case **AutoFill** in the **Series type** section and choosing the first element of the list as the Start value.

Drag-and-Fill

You'll notice a little black square in the bottom-right corner of the current cell. This is a drag-and-fill tool; click-and-drag the square along the row/column you wish to fill, from the 'source' cell to the last cell you want filled, and then release the corner. The tool behaves differently depending on what's in the current cell (or cells - note that this also works with blocks of cells, though only in one direction at a time):

1. **Text** - copies the same text into all the target cells
2. **Number** - adds 1 to each succeeding cell, useful for filling a column/row quickly with 1-50 (disconcertingly, it also does this with non-integer cell values, so you can get the sequence e.g. -1.1, -0.1, 0.9, 1.9!)
3. **Formula** - equivalent to copying/pasting the formula (see *Copying Formulas* below), i.e. the cell references get updated for each cell filled, unless the cell reference in the formula is absolute, i.e. $\$B\1 will stay $\$B\1 all the time, but B1 will become B2, B3 etc. (or C1, D1 if you're filling a row)

Copying formulas

The **Fill** function allows you to apply a recurrent formula to a cell range.

Example :

1. Select the range A1:A20, enter 1 in A, choose the **Edit** menu then the **Fill** sub-menu, click **Series**.
2. Set up the **Type** to Linear, the Start value to 1, the End value to 20 and the Increment to 1.
3. Click *OK*.
4. The series of the first 20 integers appears in the selected range.
5. Enter 1 in the cell B1.
6. Select the cell B2 and enter in the formula line, in the top of the page : `"=B1+A2"` (without quotes). Press *Return*. The sum 3 appears in the cell B2.
7. Select the range B2:B20, choose the **Edit** then the **Fill** sub-menu and the **Down** item. Now every cell of the selected range contains the sum of the successive integers and the cell B20 contains the sum of the first 20 integers, i.e. 210.

Showing the formulas

If in the **View** section of NeoOffice Calc of the **Preferences** sub-menu of the NeoOffice menu, you check the **Value** highlighting option, the cells which contain values will be displayed in blue, and those which contain formulas in green. If you choose that option, you'll not be able to change the character color in those cells.

- end of NeoWiki section

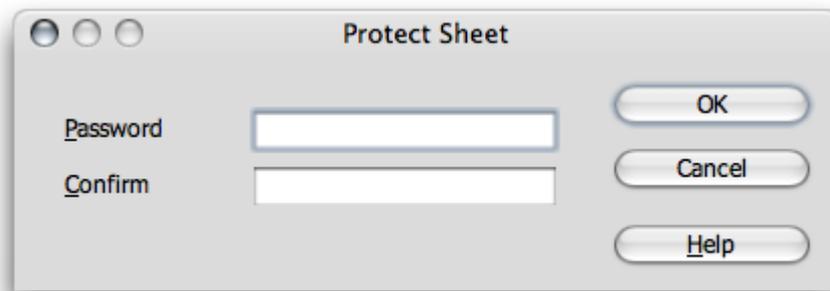
Protecting Sheets

To prevent the values entered in a sheet from being modified by another person, protect the sheet. To do this, follow these steps:

1. Display the **Protect Sheet** dialog (**Tools > Protect Document > Sheet**).
2. Enter a password,
3. Click *OK*.

Likewise the entire document can be protected so that it is only possible to open it by entering the password.

- All cells in a newly created spreadsheet document have the **protected** attribute. This attribute can be turned on and off via the **Cell Protection** tab page of the **Format Cells** dialog, which is opened by choosing **Format > Cells** or via 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 the entire sheet and/or the entire document is protected. Apply this protection using **Tools > Protect Document > Sheet...** or **Tools > Protect Document > Document...**



- While a password can be applied for protecting the sheet and the document, this is not required. However, 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 a 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 should be protected from being opened by unauthorized persons, 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, select **File > Save As...** and check the **Save with Password** check box.

Creating a Reference

If you want to insert a value (say, the result of a profit calculation) into another sheet or into another spreadsheet document, a reference must be created.

1. Select the cell where one wants to insert the result
2. Enter =.
3. Next select the cell that contains the original result
4. Press *Return*.

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 when changes are made later.

The content of a cell can be dragged to a cell in another document. With this action, 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 setting all the necessary preferences and changes, 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, 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

To keep a note, perhaps reminding you to sell a certain share later on, select the relevant cell and choose **Insert > Note**. A shadowed area in the document appears in which 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 > NeoOffice Calc > View** is marked), open the context menu and choose **Show Note**. Otherwise, you only see the note when the mouse pointer is moved on to the cell.

Inserting a sheet into another document

Select the cell range and copy it to the clipboard (**Copy** icon on the Standard toolbar). Open the document into which to insert the sheet (generally a text document) and insert the sheet with **Paste** command or **Paste** icon [Alternatively, one may select **Insert > Object > OLE Object**. This brings up a menu from which you can select to create a new NeoOffice spreadsheet within the text document. Then the cell range can be inserted within that nested spreadsheet.]

Displaying Formulas

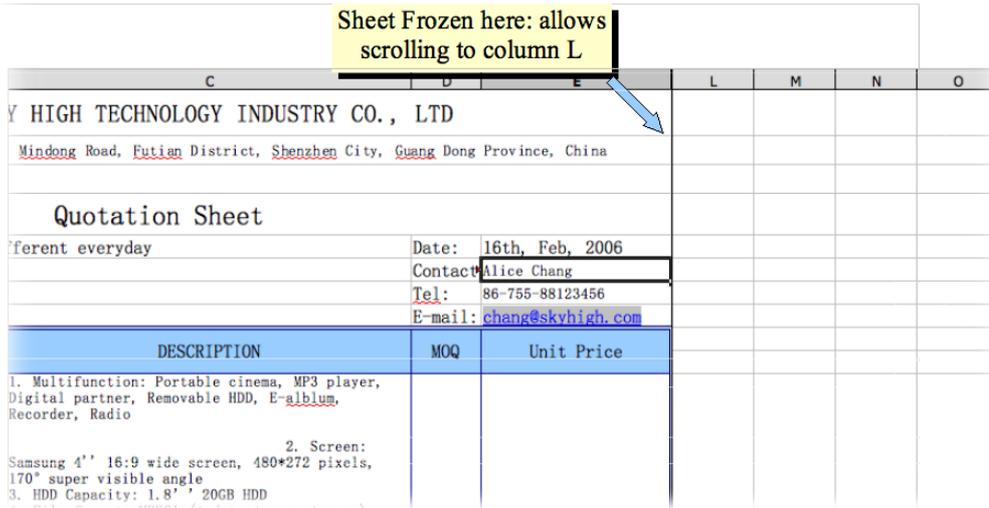
To display the references in the spreadsheets, choose **Tools > Options > NeoOffice Calc > View** and check **Formulas**. The best way to examine an individual formula is to click the cell containing the formula, and the formula appears in the input line on the formula bar.

Using print ranges

Print ranges have been used in the sample document to print specifically targeted cells.

Freezing Columns

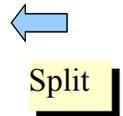
Select the column to the right of the column to be frozen, say a list of names, by clicking on the column header, and click **Freeze** in the **Window** menu. This makes it possible to scroll horizontally, while the area to the left of the freeze line remains fixed. This fixes the display so that the column containing the names is always in view. This function is especially useful for large sheets.



Splitting a Calc Window

Sometimes you may need to work with a spreadsheet in which the active data is in different rows. Scrolling up and down can be inconvenient. In this case splitting the display can be an advantage. Select the cell at which to split the display, and click **Split** in the **Window** menu. This makes it possible to scroll vertically in each of the split sections. This function can be especially useful for large sheets.

	A	B	C	D	E	F	G	H	I	J	K
1			Alberta	Boston	Chicago	Detroit	Enfield	Hobart	Indianapo	Jo'burg	Karachi
2	2000										
3		Jan									
4		Feb									
5		Mar									
6		Apr									
7		May									
8		Jun									
9		Jul									
10		Aug									
11		Sep									
12		Oct									
13		Nov									
14		Dec									
15	2001										
16		Jan									
17		Feb									
18		Mar									
19		Apr									
20		May									
21		Jun									
22		Jul									
23		Aug									
24		Sep									
25		Oct									
26		Nov									
27		Dec									
28	2002										
29		Jan									
30		Jan									
31		Feb									
32		Mar									
33		Apr									
34		May									
35		Jun									
36		Jul									
37		Aug									
38		Sep									
39		Oct									
40		Nov									
41		Dec									
42	2003										
43		Jan									
44		Feb									
45		Mar									
46		Apr									
47		May									
48		Jun									



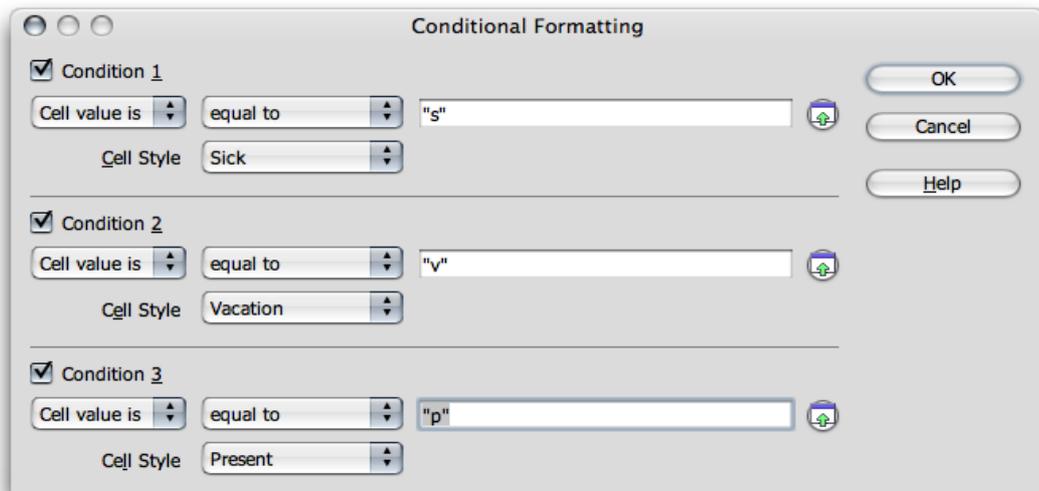
Conditional Formatting

With this function, information can be displayed simply by entering a letter. For example, if this is an employee list, use this feature to instantly find out if a particular employee is present, sick, or on vacation.

To do so, use the following steps:

1. Open the **Styles and Formatting** window (click the icon in the **Standard** toolbar)
2. Create three Cell Styles.
3. For the Cell Styles, choose names that correspond to the information to be represented. In the case of the employee list, choose: **Sick**, **Vacation** and **Present**.
4. Click in the **Styles and Formatting** window, and open the context menu and click the **New** command to activate the **Cell Style** dialog.
5. On the **Organize...** tab, enter the word **Sick** and assign a background colour to the Cell Style by way of the **Background** tab page.
6. Click **OK**.

7. Repeat this process for the two remaining Cell Styles.
8. Now, using the mouse, select the range to which to apply the conditional formatting. Choose **Format > Conditional Formatting** to open the **Conditional Formatting** dialog.
9. For **Condition 1** define: **Cell value > equals -“s”** (s=sick). In the **Cell Style** list box, select the Style **Sick**.
10. For **Condition 2** define: **Cell value > equals -“v”** (v=vacation). In the **Cell Style** list box, select the Style **Vacation**.
11. For **Condition 3** define: **Cell value > equal -“p”** (p=present). In the **Cell Style** list box, select the Style **Present**.



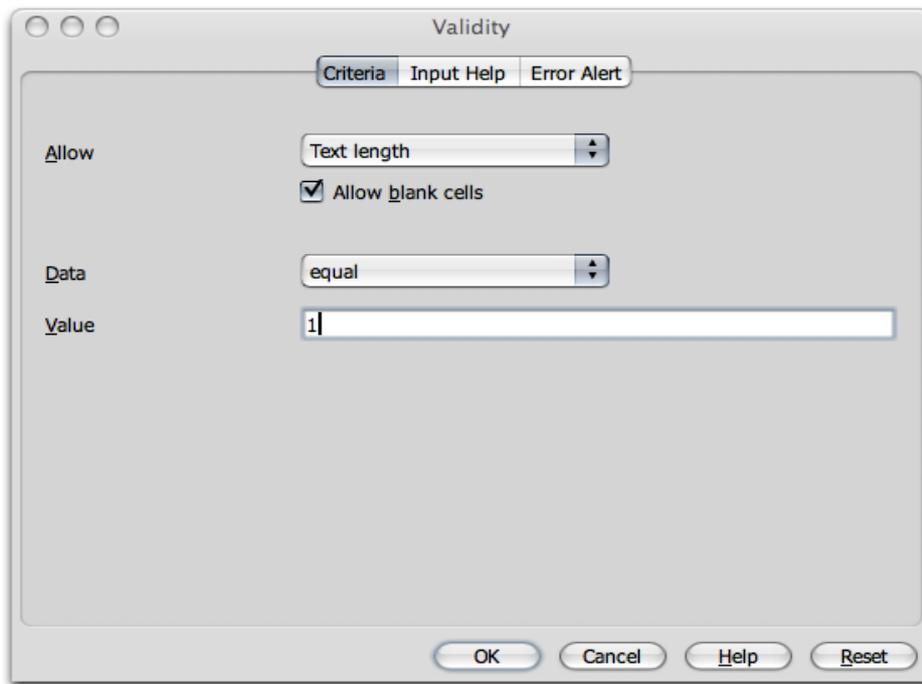
Note: The use of quotation marks is absolutely necessary to define conditions!

Upon entering a “v” (without quotation marks) in a cell in the previously selected area and pressing the *Return* or *Arrow* key, the cell will be displayed in the defined colour.

Note: A maximum of three conditions is possible.

Defining Validity

To avoid invalid entries in a spreadsheet, define a validity condition. Select the cells to which the validity condition is 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 you were to now enter more than one letter in the corresponding cell in the sheet, the message defined above appears.

Creating Input Help

Using the **Validity** dialog, custom help functions can be created 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.

The Solver

- from the NeoWiki

The Solver in Calc is a tool that helps you to calculate the conditions which maximize profit and minimize cost while satisfying some constraints. It can solve linear or non-linear problems, but keep in mind that the non-linear problems are much more difficult to solve. The example below shows the utilisation of the Solver function in Calc.

Problem Presentation

Let us assume that a factory produces three types of machines, A1, A2, A3. Let p_i be the cost of the raw material and h_i the number of hours which are necessary to produce a machine of the type A_i . The profit per machine of the type A_i is equal to b_i .

The decision variables are the numbers x_i of machines of the type A_i which are produced. We want to calculate the values of the numbers x_i which maximize the total profit.

These data have to satisfy some constraints, for example:

- every number x_i must be an integer. We want to produce at least 30 machines of each type.
- the total cost of raw material must be less than or equal to \$10,000
- the total number of working hours must be less than or equal to 5,200.

Machines	A1	A2	A3
Number of machines	x_1	x_2	x_3
Cost of raw material per machine	p_1	p_2	p_3
Number of working hours per machine	h_1	h_2	h_3
Profit per machine	b_1	b_2	b_3
Profit to maximize	$b_1x_1+b_2x_2+b_3x_3$		
Constraints	$x_1 \geq 30, x_2 \geq 30, x_3 \geq 30$	$p_1x_1+p_2x_2+p_3x_3 \leq 10\,000$	$h_1x_1+h_2x_2+h_3x_3 \leq 5\,200$

Solving the Problem

1. Open a Calc document
2. In the spreadsheet, enter the data as in the table below:

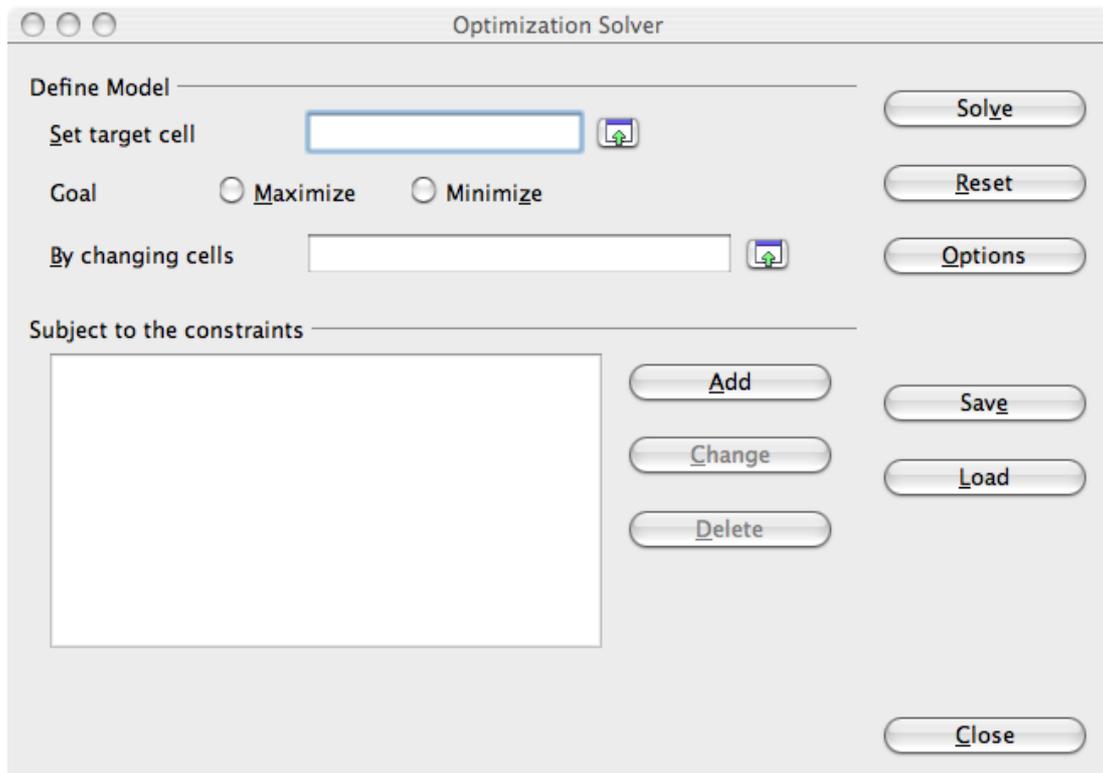
	A	B	C	D	E
1	Machines	A1	A2	A3	
2	Number of machines	30	30	30	
3	Cost of raw material per machine	70	60	80	
4	Number of working hours per machine	25	20	18	
5	Profit per machine	50	30	50	
6					
7	Profit to maximise		3900		
8	Constraints		1890		≤ 5200
9			6300		≤ 10000

The value 1890 contained in the cell B8 is the sum of working hours necessary to produce 30 machines of each type, namely `SUMPRODUCT(B2:D2;B4:D4)`.

The value 6300 contained in the cell B9 is the cost of raw material necessary to produce 30 machines of each type, namely `SUMPRODUCT(B2:D2;B3:D3)`.

We have to maximize the total profit: `SUMPRODUCT(B2:D2;B5:D5)`

3. Choose **Solver...** from the **Tools** menu. The **Optimization Solver** window appears.



4. Define the model:

Note: All the references are automatically translated into absolute references by the solver. That explains the presence of the prefix "\$" in the cells adresses.

- Click on the little green arrow to the right of the **Set target cell** field, then
- Click on the cell which contains the measure to optimize, here B7 which contains the formula giving the total profit.
- Click on the arrow to the right of the input field again, the value \$Sheet1.\$B\$7 is automatically placed in the **Set target cell** field.
- Click on **Maximize**. That is the goal to calculate.
- Click on the little green arrow to the right of the **By changing cells** field, in order to choose the cells containing the decision variables whose values allowing the profit maximization have to be computed
- Select the three cells B2, C2, D2 by dragging the mouse.
- Click on the arrow to the right of the input field again. The range \$Sheet1.\$B\$2:\$D\$2 is automatically placed in the **By changing cells** field.

5. Define the constraints:

Let us set the following constraints:

$$\text{SUMPRODUCT}(B2:D2;B4:D4) \leq 5\ 200$$

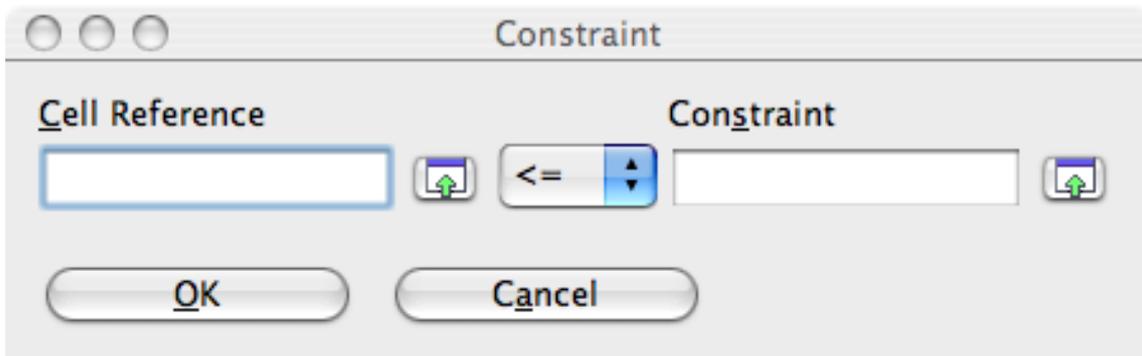
$$\text{SUMPRODUCT}(B2:D2;B3:D3) \leq 10\ 000$$

$$B2 \geq 30$$

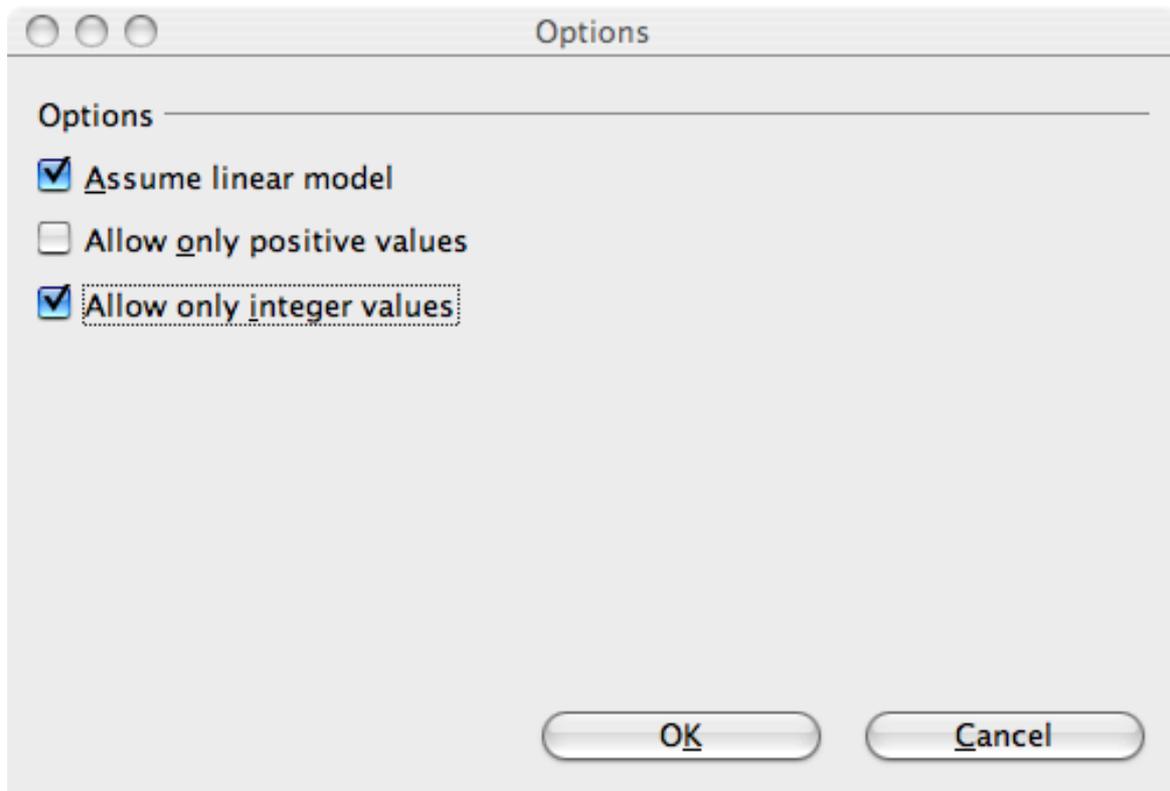
$$C2 \geq 30$$

$$D2 \geq 30$$

- Click the **Add** button on the **Optimization Solver** window. The **Constraint** window appears.



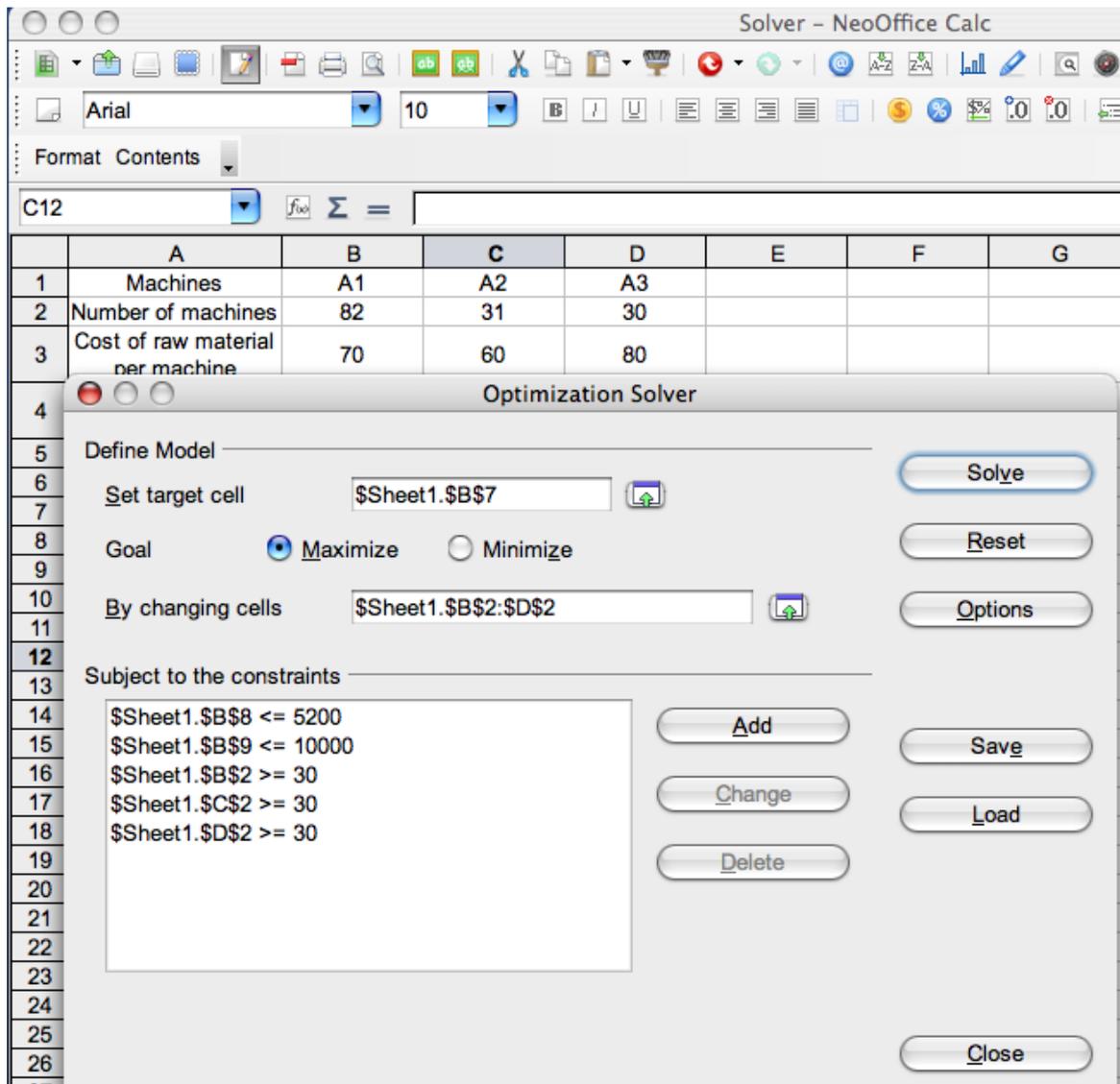
- Click on the little green arrow to the right of the Cell reference field and click on the cell **B8**, then on the arrow again.
 - In the **Constraint** field enter the value you desire, namely **5200**.
 - Click *OK*.
 - Click on the **Add** button again and add the four other constraints in turn, in the same way. Click *OK* after each constraint input. Change the sign "<=" into ">=" for the constraints that are imposed on the values *xi*.
6. Choose the options:
- Click on the **Options** button



- In the **Options** window that appears, leave the default option **Assume linear model** checked and check the **Allow only integer values** option.
- Click *OK*.
- Click on the **Solve** button.
- The message **Solution found** appears in a dialog box.
- Click *OK*.

The values of cells B2 to D2 have been changed so that the profit may be the maximum, under the conditions set by the constraints.

In that example we get $x_1 = 82$, $x_2 = 31$ and $x_3 = 30$.



You can save that model by clicking the **Save** button. By clicking the **Load** button, you will be able to display it later and, for instance, modify the values of the constraints or of the production costs.

Controls, Fields, Buttons

From http://wiki.services.openoffice.org/wiki/Optimization_Solver#User_Interface

Name	Type	Description
Target cell	text input	This field takes the address of the cell whose value is to be optimized.
Goal	radio button	This radio button defines whether the target cell value is to be maximized or minimized.
Variable cell	text input	This field takes the range address of cells that whose values will change during optimization run.

Constraint box	list box	This list box maintains a list of currently defined constraints.
Add	button	Add a new constraint to the list of constraints.
Change	button	Modify the highlighted constraint definition.
Delete	button	Delete the highlighted constraint definition.
Solve	button	Optimize the highlighted constraint definition.
Reset	button	Reset all input values. This essentially removes all input values.
Options	button	Launch a separate Options dialog.
Save	button	Save the current input values to document's metadata section. Note that clicking this button only puts the data into the document model on memory. You still need to save the file after clicking this button to permanently save the data to disk.
Load	button	Load input values from document's metadata section.
Close	button	Close this dialog.

Chapter 5: Impress



***NeoOffice User Guide, based on
OpenOffice.org User Guide***
for Version 2.x



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The Original Documentation is "OpenOffice.org User Guide for Version 2.x".

Contributor(s): G. Roderick Singleton.

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[*Note: a copy of the PDL is included in this template, at the back of NeoOffice User Guide for 2.x, and is also available at: <http://www.openoffice.org/licenses/PDL.rtf>.*]

Feedback

Please direct any comments or suggestions about the original OpenOffice.org document to: grsingleton@openoffice.org.

Note: Gerry Singleton passed away on 12 May 2007. Please direct communication to dev@documentation.openoffice.org now.

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Notes Concerning NeoOffice Edition

Editing by Peter Mitchell and Jacqueline Gouguenheim-Desloy

Most screenshots in the NeoOffice Edition contain icons from the Akua Iconset developed for NeoOffice 2.x Copyright © 2006-2007 Armando Nava, Daniel Pimley & Oscar Van Vliet

To contact Peter Mitchell about the NeoOffice Edition, email NeoOfficeUser@pbm-au.net

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Chapter 5: Creating Presentations With Impress

You can use presentations to link several slides to form a slide show, to animate the elements on the 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:

- Use **Wizard Presentation**.
- Use the templates and sample documents supplied, which are modified as necessary.
- Start with an empty document, and design your own from scratch.

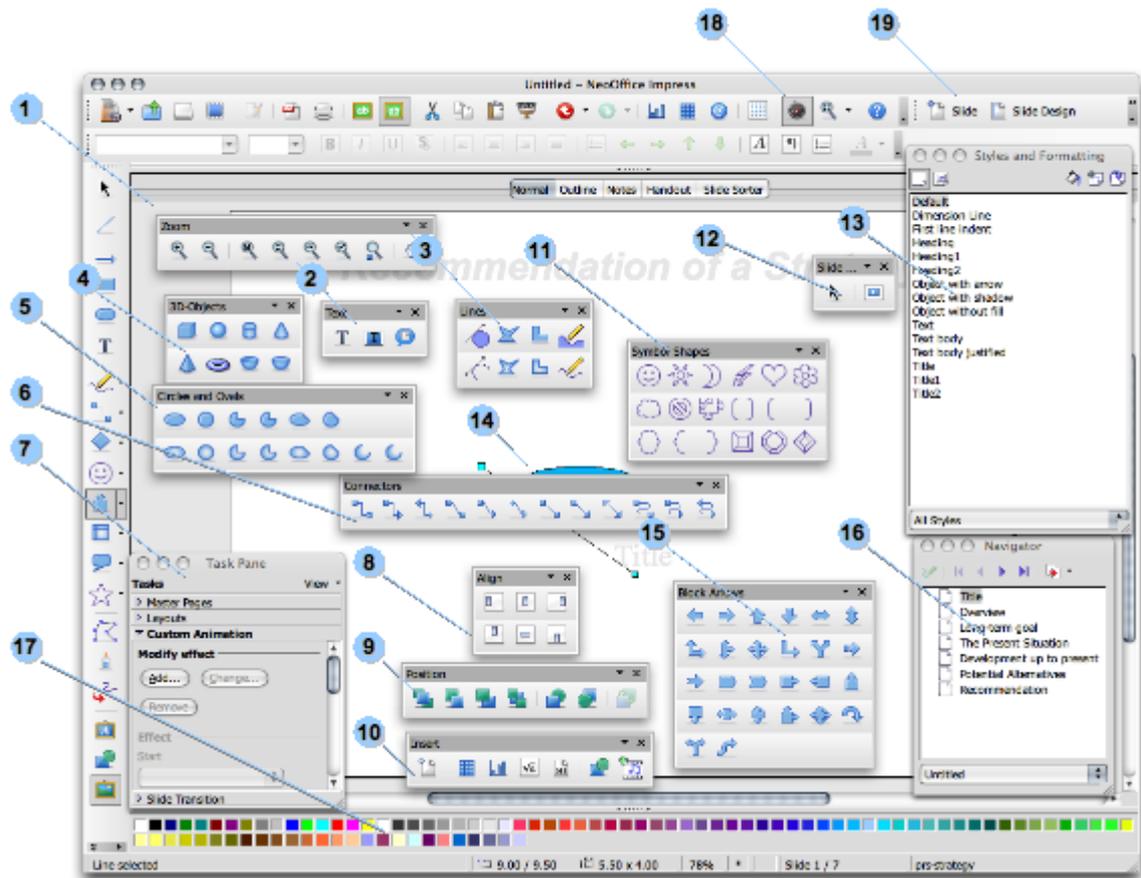
NeoOffice Impress provides many graphics features for creating presentations, all of which are found in NeoOffice Draw, too. Please take the time to also read chapter 6 on NeoOffice Draw to discover the complete capabilities of Impress.

There are many locations on the internet where you can find free templates for OpenOffice.org, and these should all be seamlessly compatible with NeoOffice. Check out the NeoWiki for information.

Note: Some sample documents referenced in this section were previously found at <http://www.pathtech.org/OpenOffice.org/templates/Samples/> but these appear to have been lost in a server crash.

A good presentation will tell a story succinctly and dramatically. On the other hand, a bad presentation can be as dull as a bad speech. What we do in this chapter is show you how to use the program Impress. How to use it *well* takes practice and thought.

NeoOffice Impress Toolbars and Windows



- | | | | |
|-----------|---------------------------|-----------|------------------------------|
| 1 | Zoom Toolbar | 11 | Symbols Shapes Toolbar |
| 2 | Text Toolbar | 12 | Slide Sorter |
| 3 | Lines Toolbar | 13 | Styles and Formatting Window |
| 4 | 3D Objects Toolbar | 14 | Slide |
| 5 | Circles and Ovals Toolbar | 15 | Block Arrows Toolbar |
| 6 | Connectors Toolbar | 16 | Navigator Window |
| 7 | Task Pane | 17 | Color Bar |
| 8 | Align Toolbar | 18 | Navigator Icon |
| 9 | Position Toolbar | 19 | Presentation Toolbar |
| 10 | Insert Toolbar | | |

How to Create a Basic Presentation

The following brief step-by-step example demonstrates different methods of how to create a presentation document.

As with text documents, there are various ways to start creating a presentation in NeoOffice:

- Open the **Wizard Presentation** by choosing **File > Wizards > Presentation**. The Wizard starts automatically each time a new presentation is created. If desired, switch off the automatic mode on the first page of the Wizard. The Wizard is described in detail in the **Help**.

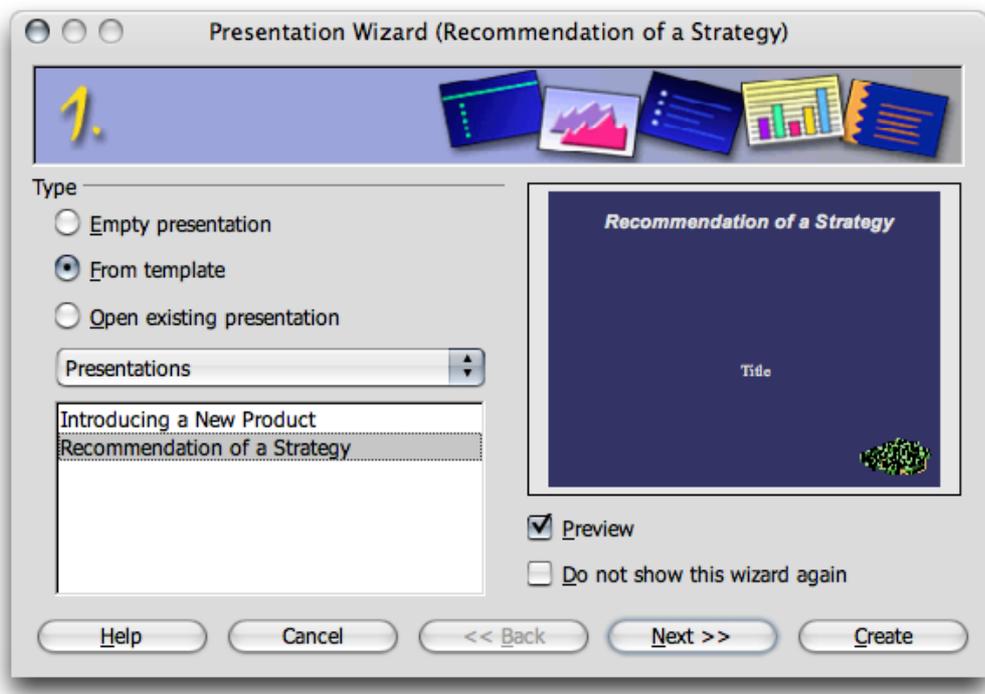
- By turning off the Wizard in **Tools > Options > NeoOffice Impress > General**, a new, empty document (for example, by choosing **File > New > Presentation**) is opened.
- Alternatively, open an existing presentation document that is modified and saved under a different name.
- Or use one of the many templates available in the **Templates and Documents** dialog. Pressing *Cmd-Shift-N* opens this dialog, or use **File > New > Templates and Documents**.

For more information on the various dialogs used here, refer to **Help**.

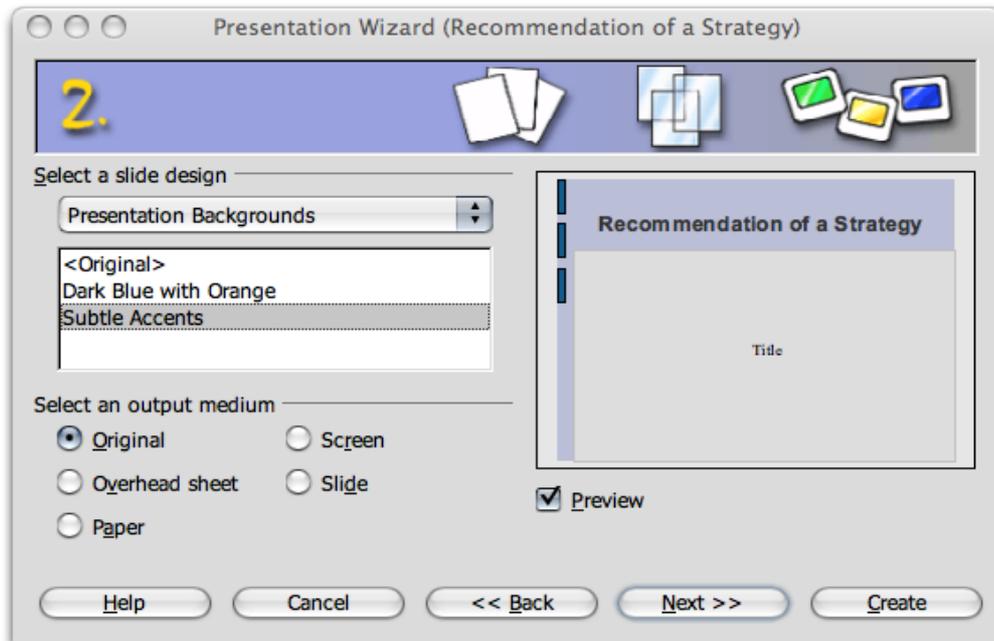
Creating a Presentation With the Wizard

1. Choose **File > New > Presentation**.

The Wizard Presentation opens automatically. The first page allows you to start with an empty presentation, a template or the last presentation opened. If you click the **From template** option, NeoOffice Impress collects all existing presentation templates and displays them in the list box.

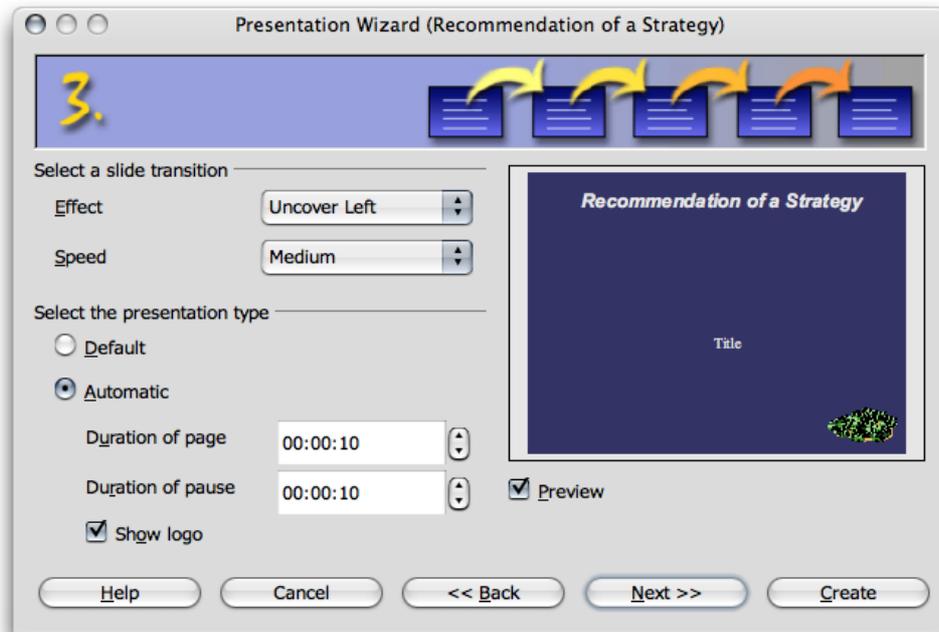


For the purposes of this example, select the template “*Recommendation of a Strategy*” and click **Next**. On page two of the Wizard dialog choose another **Page Style** if needed. The selection of presentation layouts available to choose from are from the predefined template directories. As on the first page of the Wizard, all templates are displayed as **Page Styles**.

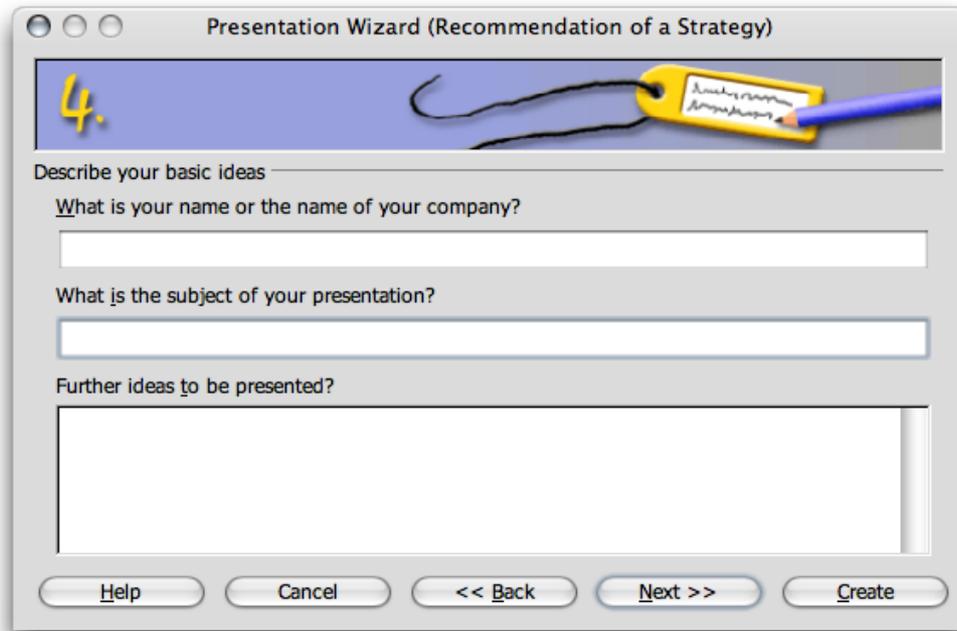


On this page, however, the default is “Presentation Backgrounds”. At the bottom of the dialog, select the output medium for the presentation: **Slide**, **Overhead**, **Screen** or **Paper**. The dimensions, margins, and orientation of the presentation will depend on these selections.

2. To continue following this example, do not change the background or output medium of the presentation. Click **Next**.
3. Page three of the Wizard deals with the slide transition.
 - a) In the first list box select the slide effect “**Uncover Left**”. This determines what happens as you change from one slide to the next.
 - b) Select the default “**Medium**” for the speed of the change.

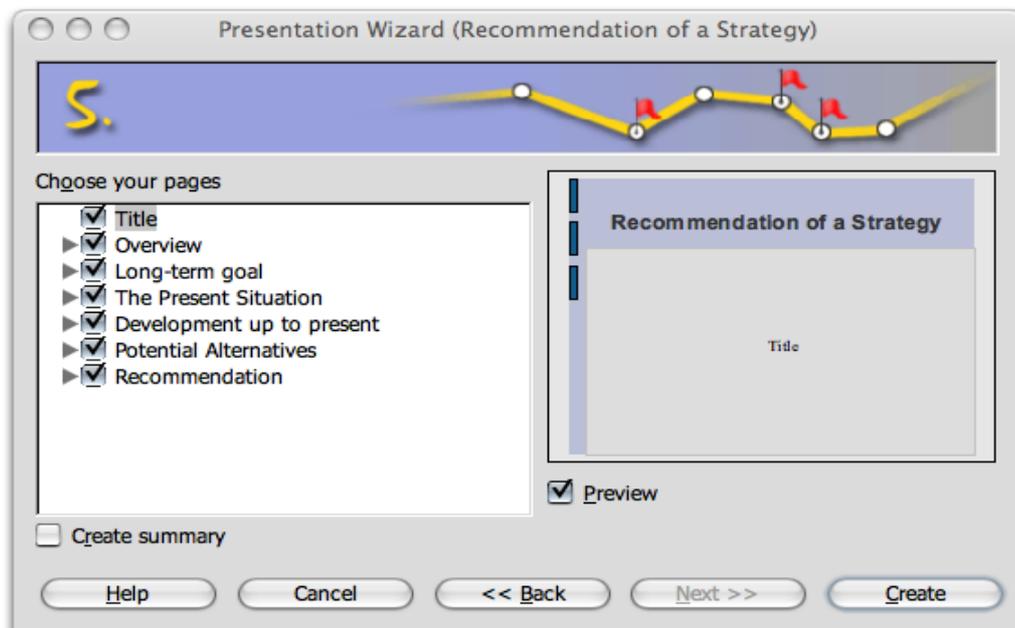


4. Select **Automatic** as the presentation type (i.e. slide show repeatedly runs through presentation, with fixed time lapses, until the *Esc* key is pressed).
5. Now you can determine further parameters:
 - a) Use the **Duration of page** spin box to determine how long each slide is shown before the next one appears. Once the presentation is completed, a different duration for each slide can be set individually.
 - b) 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, a **NeoOffice** logo will be 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.
6. Click **Next**.



7. On page four, enter any additional text which should appear in the presentation. Click **Next**.

The fifth and final page of the Wizard determines the number of slides needed in the presentation. A list of names of all the slides in the presentation is also presented. If there are some slides to be removed from the presentation, click the check mark next to the name. The check mark/s will disappear, which indicates that that slide/s will not be included in the presentation. To reverse this action, click the page icon again.



8. Click the triangle in front of a slide. The headings from the first outline level will be shown.
9. If you check the **Create summary** check box at bottom left of the dialog, the Auto Pilot creates 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.
10. Click **Create** to create the presentation.
 - Clicking **Create** on any of the Wizard pages creates the presentation and eliminates the need to go through all the remaining pages of the Auto Pilot.
 - Once you have created the presentation, edit, save, and print or run it, et cetera.

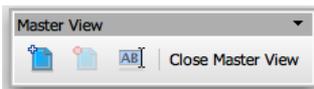


To start a presentation on a computer screen, simply press *Cmd-F2* key or click the **Slide Show** icon on the main toolbar.

Creating a Simple Presentation Without the Wizard

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 *Cmd-Shift-N*.
- In the **Templates and Documents** dialog that appears, click the **Templates** icon on the left and then double-click “**Presentation Backgrounds**”. Double-click one of the templates, such as “**Note Pad**”.
- Now there is a slide in which any predefined text can be replaced with the text of choice.



Note: If the document is in the Master view mode when opened, switch to the Slide view mode using the Master View toolbar. A presentation will always be opened in the view in which it was last saved. If Tips and/or

Extended tips is enabled, hovering the mouse pointer over one of these will popup to tell you.



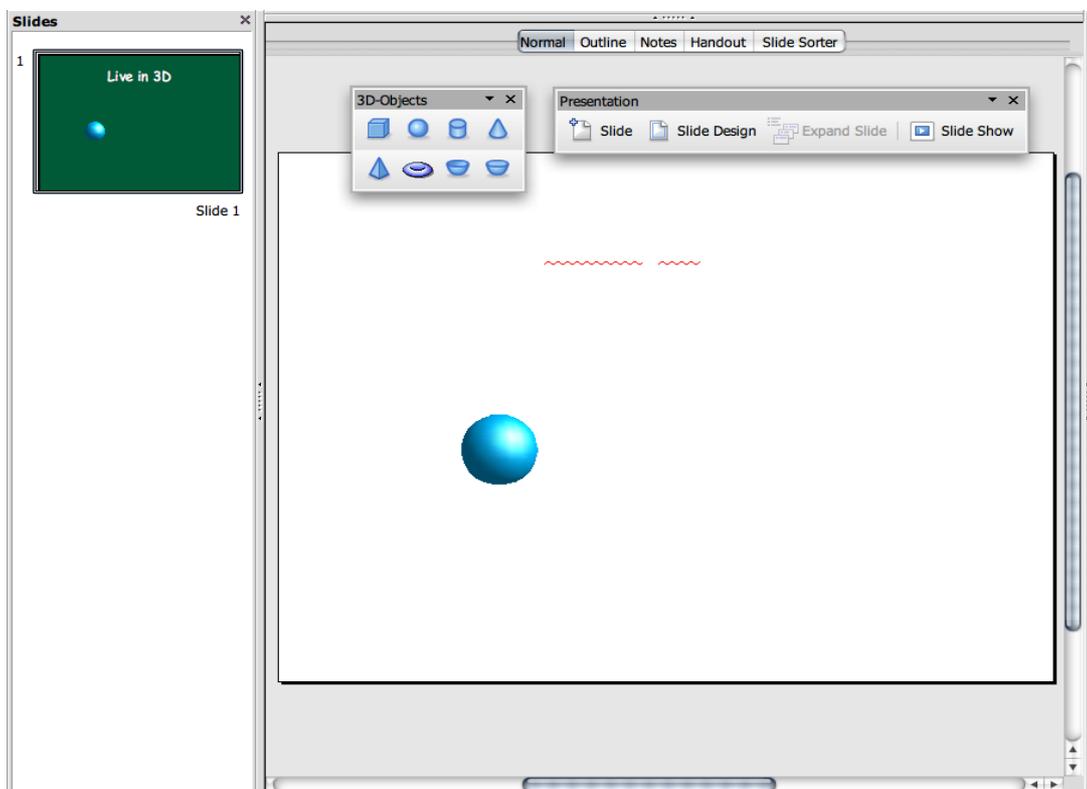
To create a second slide, in normal View, click the **Insert > Slide** command from the menu bar, or click on the Add Slide icon on the **Presentation** toolbar, or the **Insert** Toolbar. In the next dialog, select a page layout and confirm with *OK*.

You will then see “Slide 2”.

1. Press *OK*.
2. Click once on the lower text frame and delete it, say, with the *Delete* key.
3. Click in the text frame at the top and enter a title.
4. **View > Toolbars > 3D Objects**. This will open the 3D Objects floating toolbar.



5. Select the **Sphere** icon.
6. Click on the slide, drag open a 3D rectangle, and then release the mouse button. Voila, a 3D sphere.
7. Drag the sphere into the centre of the slide and enlarge it by dragging one of the handles in one of the corners. When dragging, hold down the *Cmd* key so that the sphere remains a sphere.
8. Assign an interesting color or color gradient to the sphere by way of the list boxes on the object bar. Placing a bitmap as a pattern on a 3D object, for example, a world map from the Gallery is covered in another chapter.



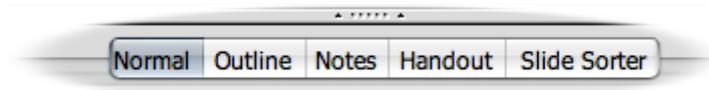
Save the presentation by either pressing the *Cmd-S* shortcut keys and specifying the name and location for the file, or use **File > Save as** and again specify the location for storage.

Drawing

If you found the previous section difficult, you may benefit by jumping to the next chapter, on the program Draw. The Draw and Impress programs work hand-in-hand within the NeoOffice suite.

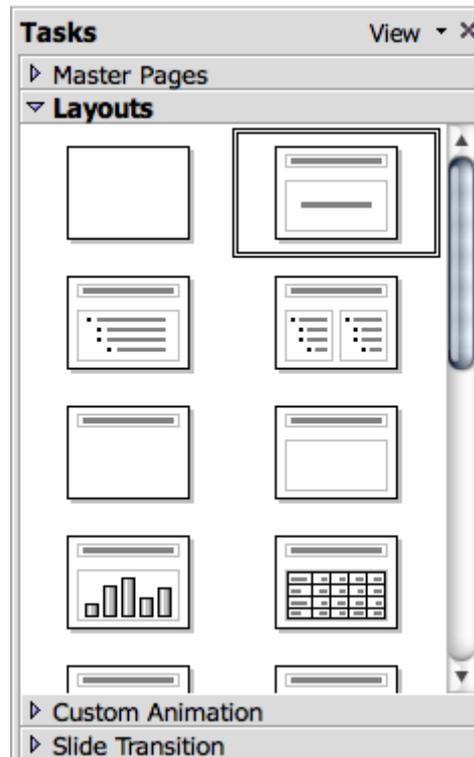
Switching Presentation Views

Notice the bar at the top of the slide with five buttons, for the different viewing modes. This is an important set of shortcuts, which will be referred to often after this. You may switch views by pressing on the buttons at the top of the slide:



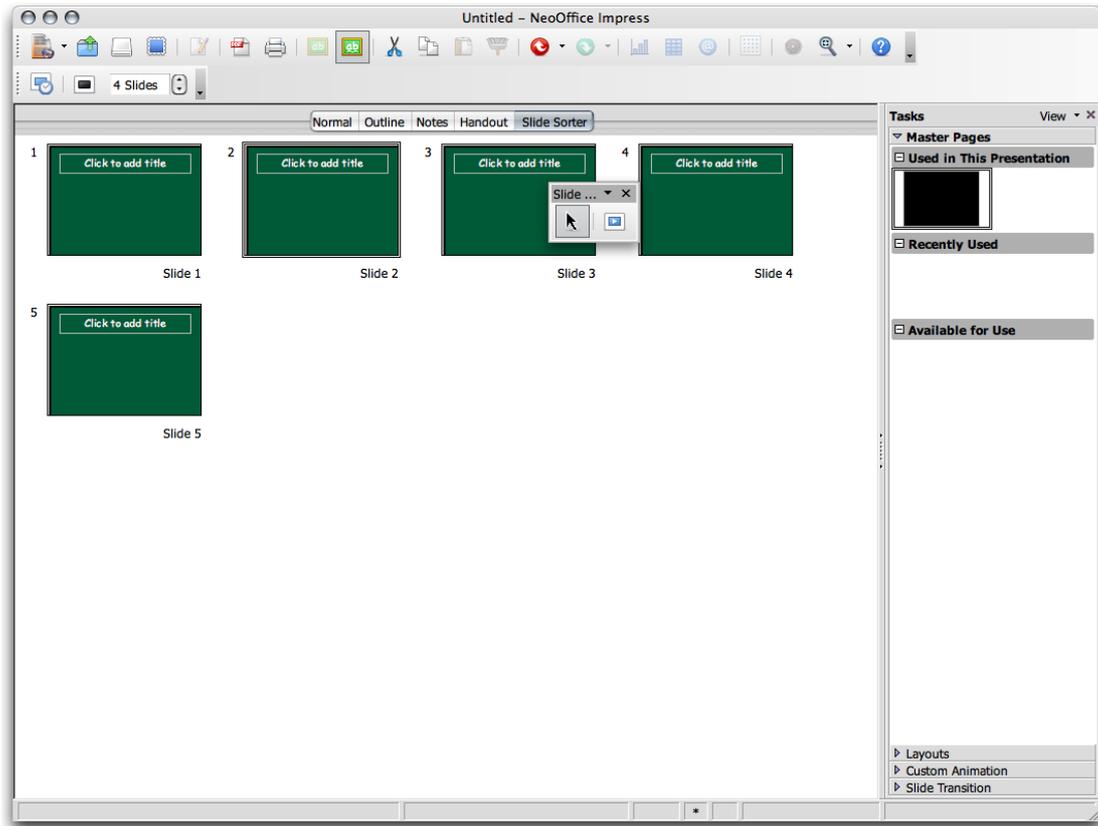
Task Pane

It is recommended that you use the task pane at all times with Impress, unless you have limited screen space. It can be opened by **View > Task Pane**. The pane gives you access to a number of powerful and quick functions within Impress. It can be docked or retained as a floating toolbar. Docking requires you to click on the little arrow top right of the pane next to the word “View”, and selecting **Dock Task Pane**.



Arranging Slides

Switch to the Slide View by clicking on the Slide Sorter button at the top of the slide. Now the position of individual slides can be rearranged, and effects defined for the transition between slides.



In the **Slide Sorter** view, change the sequence of the slides by dragging them to any other position in the presentation.

To copy a slide in the slide view use drag and drop while pressing the *Cmd* key. The mouse pointer will have a small green circle next to it when dragging, to indicate a copy. Drag and drop is also possible *between* the slide views of two NeoOffice Impress documents.

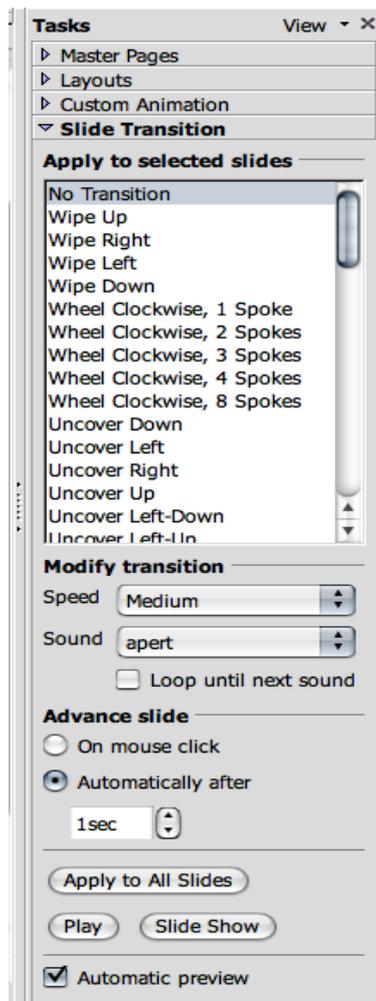
If the context menu of a selected slide is called up, the **Show/Hide Slide** command will be seen. You can use this command to temporarily remove the current slide from the presentation, without deleting it from the actual document. A slide that is not to be shown in the current presentation receives a number with a box round it highlighted in gray.

Incorporating Slide Show Effects

In the Slide Sorter mode, define transition effects to precede the display of each slide:

1. In **Normal** view, select the slide that you want to add the transition effect to.
2. On the **Task Pane**, click **Slide Transition**.
3. Select a slide transition from the list.
4. Click the **Play** button bottom left on the task pane to preview the selected effects inside the document window.
5. Save the presentation again using *Cmd-S* or from **File > Save** menu item.

You can preview the transition effect fullscreen by pressing the **Slide Show** at the bottom of the **Task Pane**.



In-Slide Effects

NeoOffice 2.x offers in-slide effects such as fade-in et cetera. To add effects within a slide use Custom Animations.

Showing a Presentation

By following the previous steps you now have a finished presentation ready for display.



To run it, in **Slide Sorter** View, click the **Slide Show** icon on the **Slide Sorter** toolbar, and the presentation will start automatically in default mode, that is to say, in full-screen mode.

Click once with the mouse and the second slide will be displayed (preceded by the defined transition effect). After the last slide, a black slide is displayed, which means that the presentation is over. End the presentation by pressing the *Esc* key. The *Esc* key may also be used to stop the presentation before the end, as necessary.

At this point, more slides may be added to the presentation or some of the other effects attempted.

Editing Presentations

This section shows how to use the versatile features of Impress to fine tune a presentation. Many of the methods available in Draw can also be used in Impress, such as entering text and converting it into 3D, turning objects into curves and polygons, editing connectors and glue points and so on. For details, please refer to chapter 6 on Draw.

Defining Background Colors

The background of a slide in a presentation or drawing document can be handled either in the master view or by assigning another Page Style to the slides, or by modifying the current Page Style.



Switch to the MasterView by using the **Master View** toolbar if it is available, or by using **View > Master > Slide Master**

- The Master View permits editing the background for all slides. All objects that are entered in this view, whether company logos, lines or text, are displayed in the background on all slides that use the current Page Style (the master page). This allows headers and footers to be reproduced on all presentation slides. Objects inserted in the Master View are protected: they cannot be modified in the normal Slide View.
- Change only the background used in the presentation using the following steps:
 - a) Click in any slide
 - b) Choose **Format > Page Setup**
 - c) Select the **Background** tab
 - d) Choose a color, gradient, hatching or bitmap for the background.
 - e) Click *OK*
 - f) The next dialog asks if the settings should apply to all slides, or just to the current slide. By answering “Yes” to the question “Background settings for all pages?”, you ensure that the **Background** Presentation Style will be modified for the current master page, and all slides with this Page Style will have the modified background. Answering “No”, means that only the background of the current slide is modified.
- Modify the Presentation Styles in the **Styles and Formatting** window by following these steps:
 1. Open the **Styles and Formatting** window,
 2. Click the **Presentation Styles** icon  if it is not already selected, to see all existing Styles of this type in the **Styles and Formatting** window.
 3. Select the **Background** Style.
 4. Right-click or *Ctrl*-click to open the context menu for this Style and choose **Modify**.
 5. Choose the background for all slides with the current Page Style.

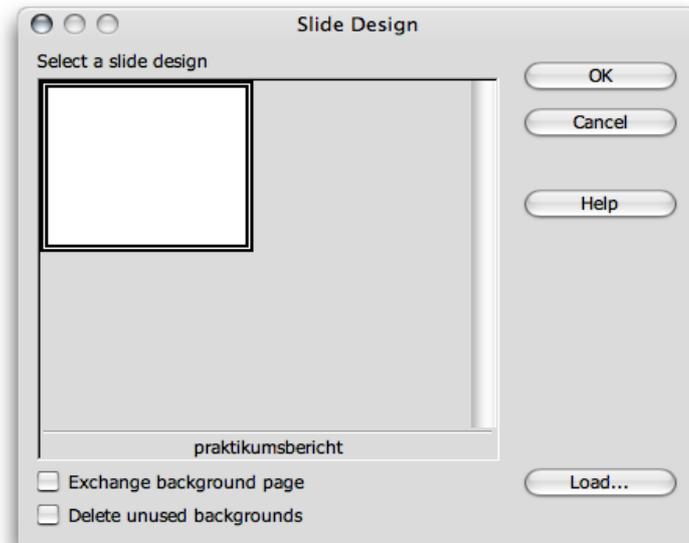
6. Click *OK*.

Note that this modification is only valid for the current presentation document.

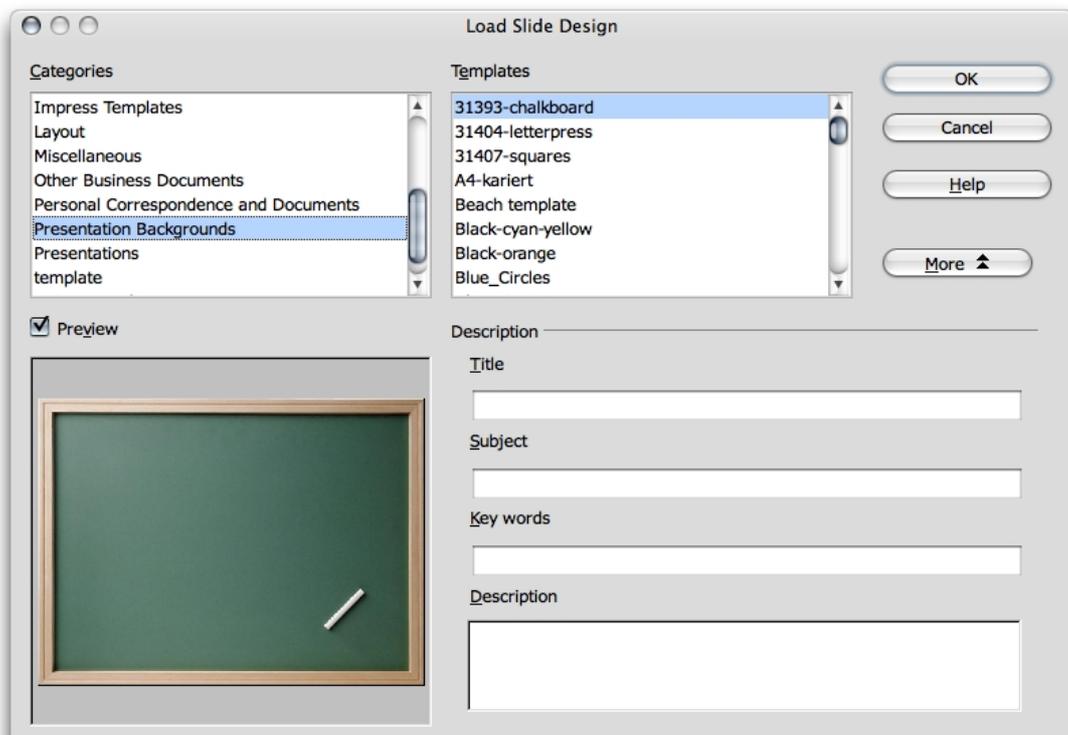
Switching Page Styles

The underlying designs which make up the overall slide design determine the way an object looks, including its background. The slide design can also be called a “Master Slide”. In Impress, assign a different slide design to each slide as desired.

1. Go to the slide that is to have a different Master page.
2. Select **Format > Slide Design** to open the dialog



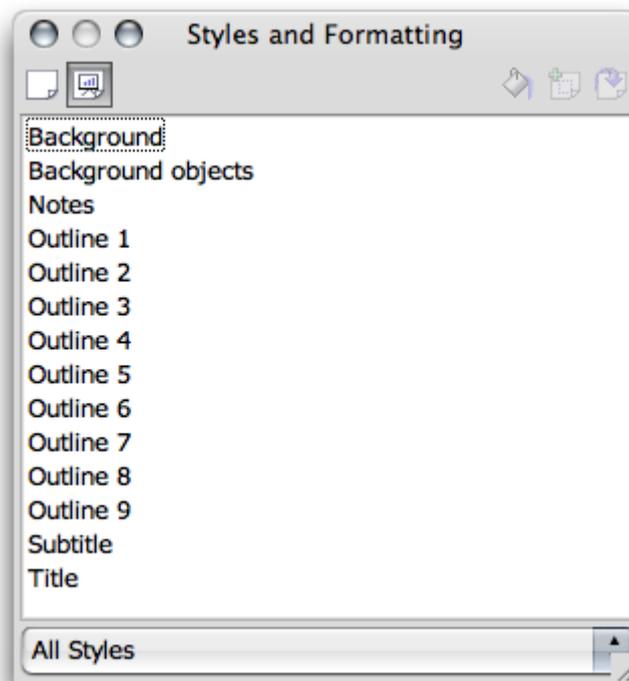
3. Click **Load...** at bottom right to see the **Load Slide Design** dialog.



4. Select a new slide design from the dialog, e.g. from the area “**Presentation Backgrounds**”. You may want to click on the **More** button at right to open up the selections at the bottom of the above screenshot.
5. Confirm this with *OK*.
6. If the **Exchange background page** check box is checked, the new slide design applies to all pages of the current document. If there is no check mark in it, then this action only applies to the current slide. This provides the flexibility to define a different slide design, and thus a different background, for example, for one single slide. Assuming that **Exchange background page** is not checked, the background selected will now be assigned to the slide currently in use.

Presentation Styles

As part of slide design there are a whole set of Presentation Styles that may be assigned to the slides. Open the **Styles and Formatting** window to see a list of the predefined Styles. Existing Styles may be modified but any modifications are valid only for those slides in the current document that uses this slide design or new Styles created.



The built-in Styles, Outline 1 through Outline 9, enable you to give the outlined headings and topics on the slides a uniform look.

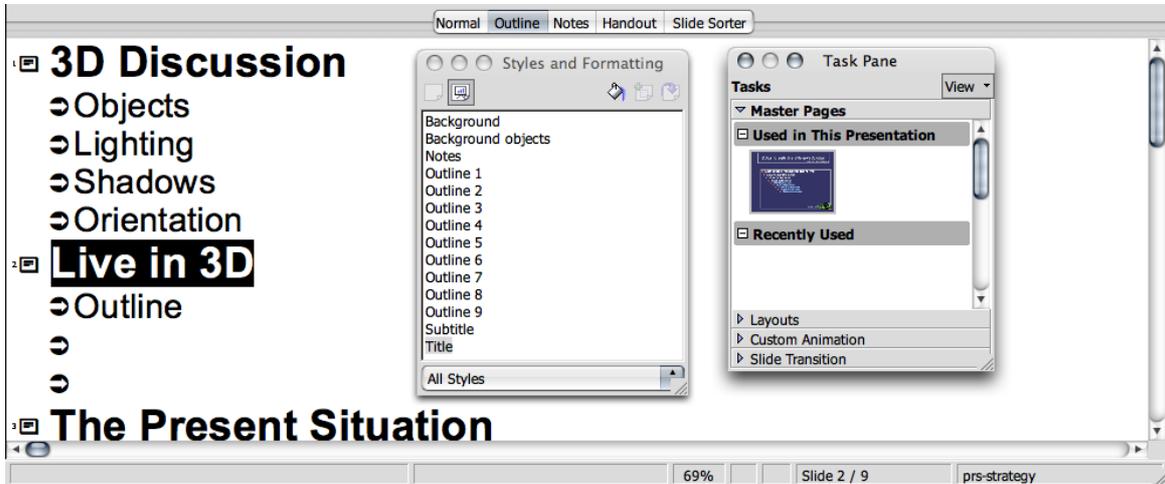
Open a new, empty presentation with a slide layout that allows greater structural depth. The slide layout called “**Title, Text**” is suitable for this purpose.

Activate the outline view mode by clicking **View > Outline** (starting in the Menu bar).

Note: The slide layout chosen determines the number of levels of outline. If a slide layout which does not permit any outline is chosen, notice that the outline functions are not available.

Using Outline View

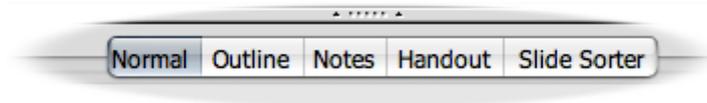
One way to create a completely new presentation is in the **Outline View** mode. All slide titles appear in a list along with the headings and sub-topics. The hierarchy of the headings as well as the sequence of the slides can be easily modified.



1. The Task Pane preview window should have opened; if not, it can be shown by choosing **View > Task Pane**. By clicking on the triangle, one can select Master Pages, Layouts etc. The Master Page view allows you to view the slide layout, including text, background, and background objects. **View > Slide Pane** shows a view of each page in a scrolling window at the side of your display
2. Now open the **Styles and Formatting** window either by choosing **Format > Styles and Formatting** or with the *Ctrl-F11* key or opening it if it is docked.
3. The cursor should now be blinking next to the small icon for **slide 1**.
4. Enter the desired text, for example **Introduction**. This will be the title for **slide 1**.
5. Press the *Return* key. This displays a small icon for **slide 2** in the next line of the Outline view.
6. Enter a title for the second slide, for example, **Overview**. Don't use titles like Page 1, Page 2, etc., unless you are very confident that you will not be changing the page order, adding or subtracting pages.
7. Press the *Return* key again to get the small icon for **slide 3**.
8. Now press the *Tab* key before entering any text. This action ensures that the text entered here will be a subtitle on **slide 2**.
9. Continue to enter more subtitles of the first level on page two.
10. Pressing *Shift-Tab* moves one level up. This enables you to make a new slide out of a first level sub-topic.

The levels created by following these steps automatically contain the **Presentation Styles** title, **outline 1**, **outline 2**, et cetera. These Styles can be modified by having a new slide design assigned to them, for example, a new font, font size and font colour. These designs can, of course, be edited (for example, via the **Styles and Formatting** window's context menu).

As suggested previously, you may switch views by pressing on the buttons at the top of the slide:



Slide Transitions, Effects and Animation

With Impress, grabbing an audience's attention using animated objects and interesting slide transitions is easy.

Automatic Slide Transition

When showing 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 Sorter** View. Simply click on the third icon from the top in the scroll bar on the right of the presentation window or choose **View > Slide Sorter**.

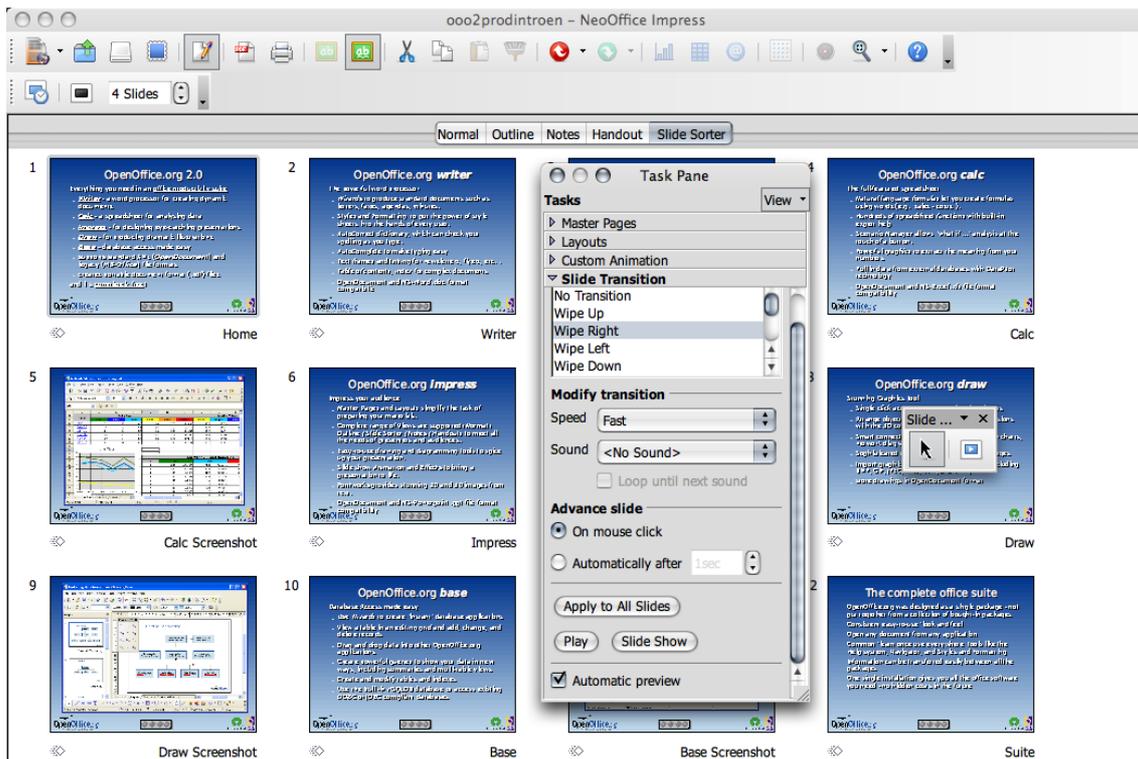
In the slide view, all slides which have a slide transition effect, can be previewed via the **Play** button on the **Slide Transition** tab in the **Task Pane**. Click this button to preview the selected effect.

The **Slide Transition** window is described in detail in NeoOffice **Help**.

Effects for Objects

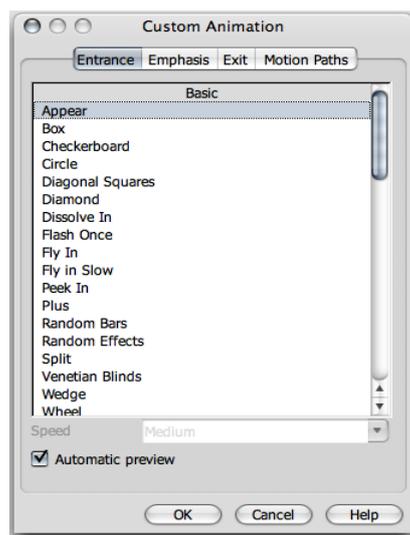
The objects in a slide can have various effects; for example, they can roll into the presentation from the left side, the text can be slowly drawn on screen, et cetera.

All these effects can be assigned in the **Custom Animation** tab in the **Task Pane**.



1. Highlight the item/items to which the effect will apply (e.g. a series of dot points).
2. Click **Add...** in the **Task Pane > Custom Animation** window. The Custom Animation Window will open.
3. Select the the desired effect and the speed required.
4. Click on **OK**.

Animations and effects are described in detail in NeoOffice **Help**.



Selecting Hidden Objects

- *Note: In OpenOffice.org one may select an object that is completely covered by another object, and click on its position while holding down the Alt/Option key. However, this may cause a crash in NeoOffice. The following steps must be regarded with caution.*
- *If several objects are lying on top of one another, every Option-Click selects a different object lying in this position. Hold down Shift as well to click through the objects in the reverse order.*
- *Press the Tab key 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

A slide show presents the slides in sequence, from beginning to end. To start presenting the slides in the presentation, either click the **Slide Show** icon on the main toolbar, or use the keyboard shortcut *Cmd-F2*.

Presentations usually start with the first slide; however, to begin with the currently selected slide, proceed as follows:

1. Choose **Tools > Options > NeoOffice Impress > General**.
2. In the area **Starting the presentation**, check the **Always with current slide** box.

Note: that this setting has priority over the **Individual Presentation** described below.

Other options permit you to show only or to never show certain slides:

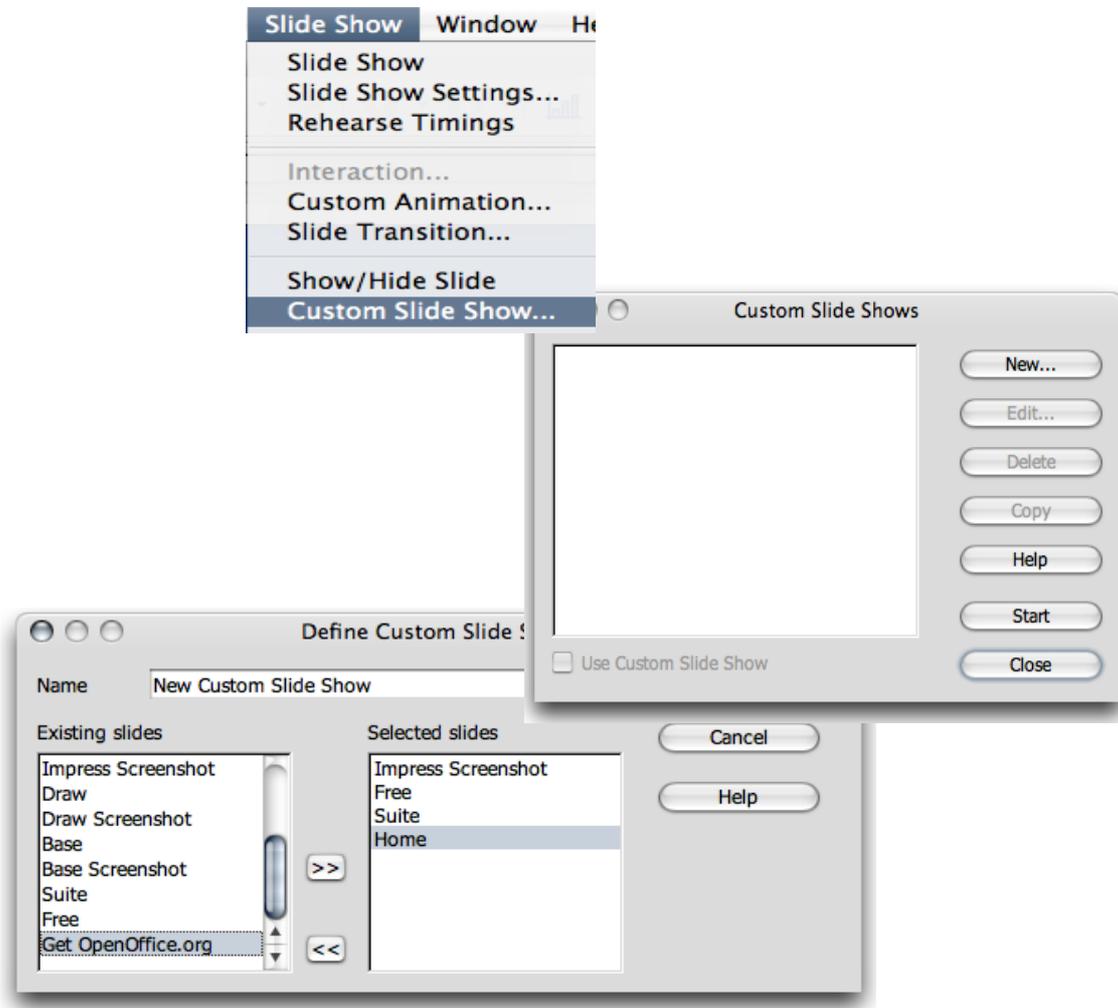
1. To prevent display of a slide, go to the Slide View (for example by choosing **View > Slides Sorter**), select the slide and select the icon **Show/ Hide Slide**  on the

Slide View toolbar, or **Slide Show > Show/Hide Slide** in the main menu.

The number of the selected slide will now appear highlighted in gray inside a square, meaning that the slide will not be shown.

2. Click on the **Show/Hide Slide** icon or **Slide Show > Show/Hide Slide** again when the slide should be included again.

A more elegant way to keep individual slides hidden in certain presentations can be found under **Slide Show > Custom Slide Shows**.



1. Open the **Slide Show > Custom Slide Shows** dialog,
2. Click the **New** button. The **Define Custom Slide Show** dialog appears.
3. In this dialog, enter a name for the presentation. In the left-hand box, there is a list of the existing slides. Select a slide you want to be part of the custom presentation and click the button with the arrows pointing to the right.
4. The slide will be inserted in the right field. Any slide listed on the right will be shown in the custom slide show.
5. Rearrange the order of the slides in the right field via Drag & Drop.

Exporting, Printing and Presenting

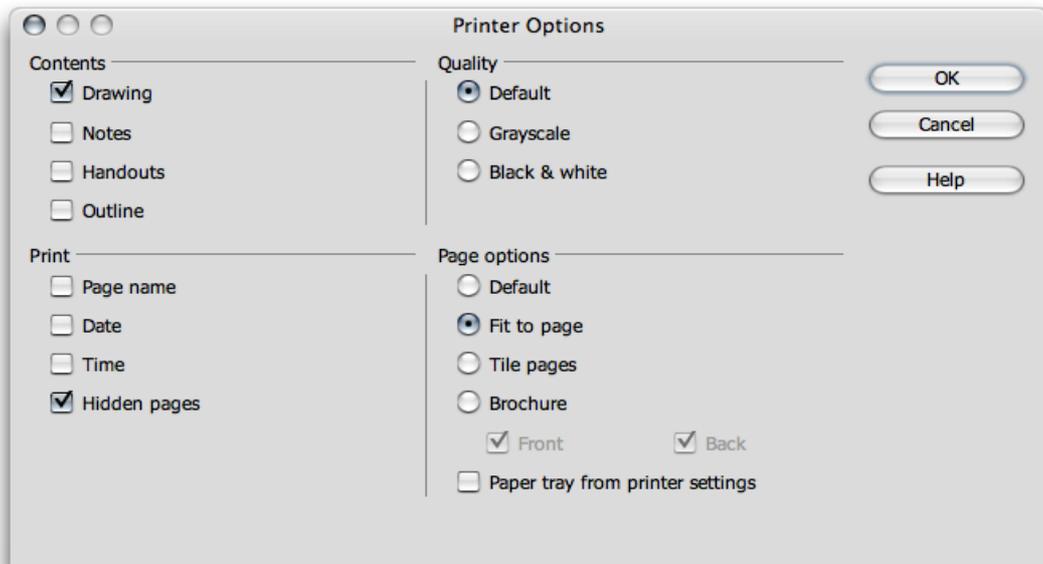
There are many possible ways of outputting finished presentation documents. For example, you can electronically display finished presentations, print the pages in color on paper or print high resolution transparencies, or transfer them wholly or partially to other applications and then use them within those applications. Printing offers a choice between outputting the document directly to a printer, or printing it to a file that may then be copied to a printer.

Printing a Presentation Slide

In Impress, the current document is easily printed by clicking the **Print File Directly** icon in the **Standard** toolbar. Printing proceeds to the installed printer screens. dialog. (There is an exception in text documents where a certain area of text is selected and, in this instance, a dialog appears upon clicking the **Print** icon. This dialog asks for confirmation of printing the entire document or only the selected area.)

When printing via the **Print** dialog, Impress offers choices of 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 is opened via **File > Print** or by pressing *Cmd-P*. The appearance of the **Print** dialog may vary according to the selected printer. However, in most cases, there are options to specify whether to print the entire presentation, certain slides, or only the current selection. Other options specify how many copies to print and how these should be collated.

Click the **Options...** button in the **Print** dialog to display additional options. When printing text, drawing and presentation documents, the Brochure option is available for two-to-a-page text on a single sheet. The size of the pages is reduced and printed in two columns per page and double-sided, so that the pages need only be folded and fastened in the middle to create a complete brochure.



Since presentation objects are usually in the form of vector graphics, they can be printed out in any resolution supported by the local printer or film recorder. Where the slides are to be sent to a film recording service or to be printed on a high-resolution color printer in a print shop, **Export as PDF File** from the **File menu.dialog** It will then be printed to a PDF file that can be sent to the film recording service or commercial printer.

***Note:** You may need to first install and select 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. If there is no PostScript printer available, NeoOffice permits installation of a PostScript printer driver that can be used to print to a file.*

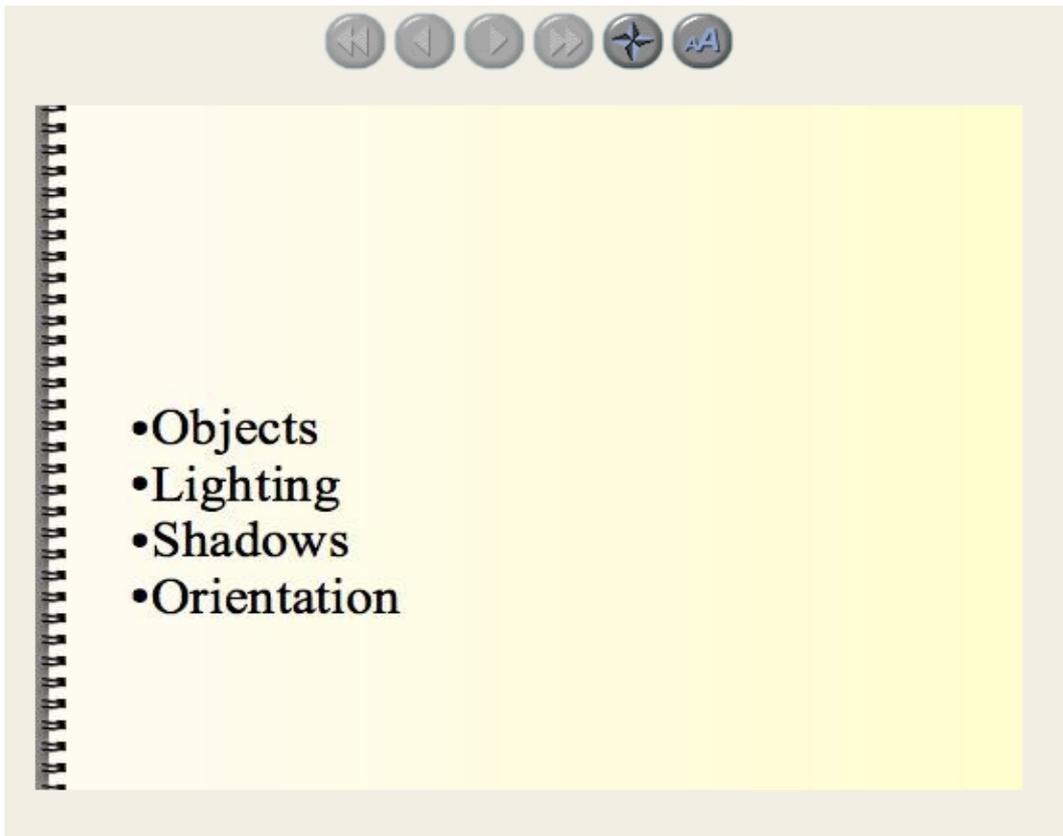
Exporting Presentations as Web Pages

When the **Web Page** export file format is chosen, Impress automatically starts a Wizard to help produce an attractive HTML presentation. A number of HTML pages are created that are connected to one another by hyperlinks. The graphics in these pages are saved as GIF or JPEG images. You can work on these HTML pages in Writer to give them headings and additional hyperlinks, for example.

1. Select **File > Export...**
2. Choose the file format **HTML**.
3. Enter a file name
4. Click **Save**.

This opens the **HTML Export Wizard**. This Wizard is described, in detail, in NeoOffice **Help**.

In the **HTML Export Wizard**, you can choose whether the created Internet presentation should contain frames, be able to be navigated using graphic buttons or with text links and whether a link should be offered on the home page allowing you to download the original Impress presentation.



In addition to the export of default HTML documents and HTML documents with frames, Impress documents can be exported as WebCast or in the automatic mode.

- WebCast export automatically produces scripts for web servers with Perl or ASP support. This format allows a presenter (e.g. during a telephone press conference with accompanying slide show over the Internet) to change the slides on the viewers' browsers.

Note: For those confident to open the Application Package, examples may be found in Applications/NeoOffice 2.x/Contents/share/config/webcast

- Automatic export takes over the settings for the viewing time of each page in the presentation. A default HTML presentation is the result, in which the pages are “turned” automatically.

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

2. Copy it to the clipboard with *Cmd-C*.
3. Switch to the application into which to insert the object.
4. Insert the contents of the clipboard at the desired location with *Cmd-V*

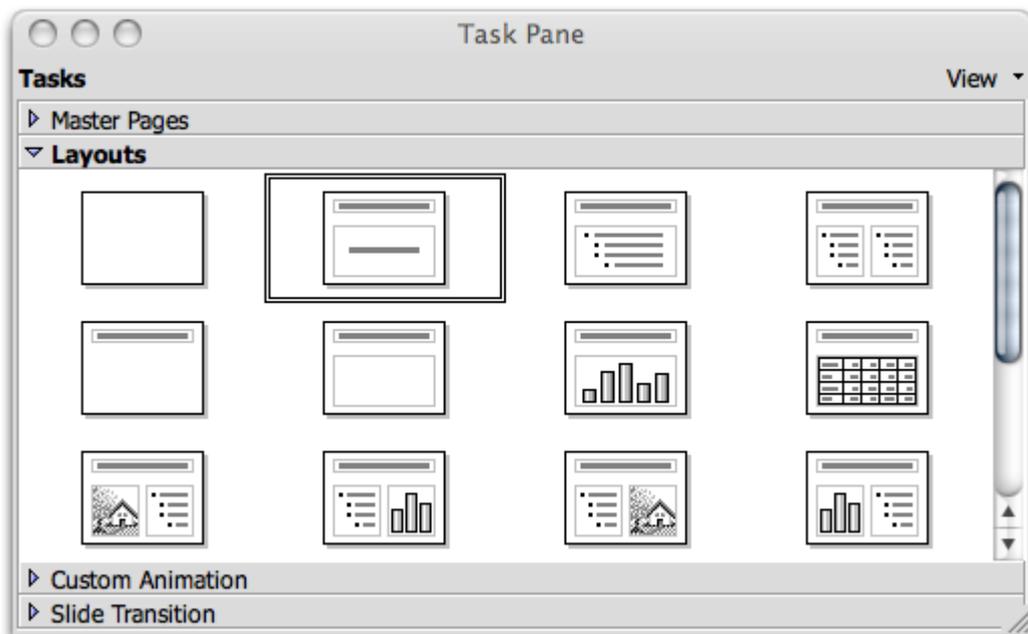
Creating a Business Report

This section explains how to create a business report for a presentation. In the following example, it is assumed that the presentation will be shown via a computer.

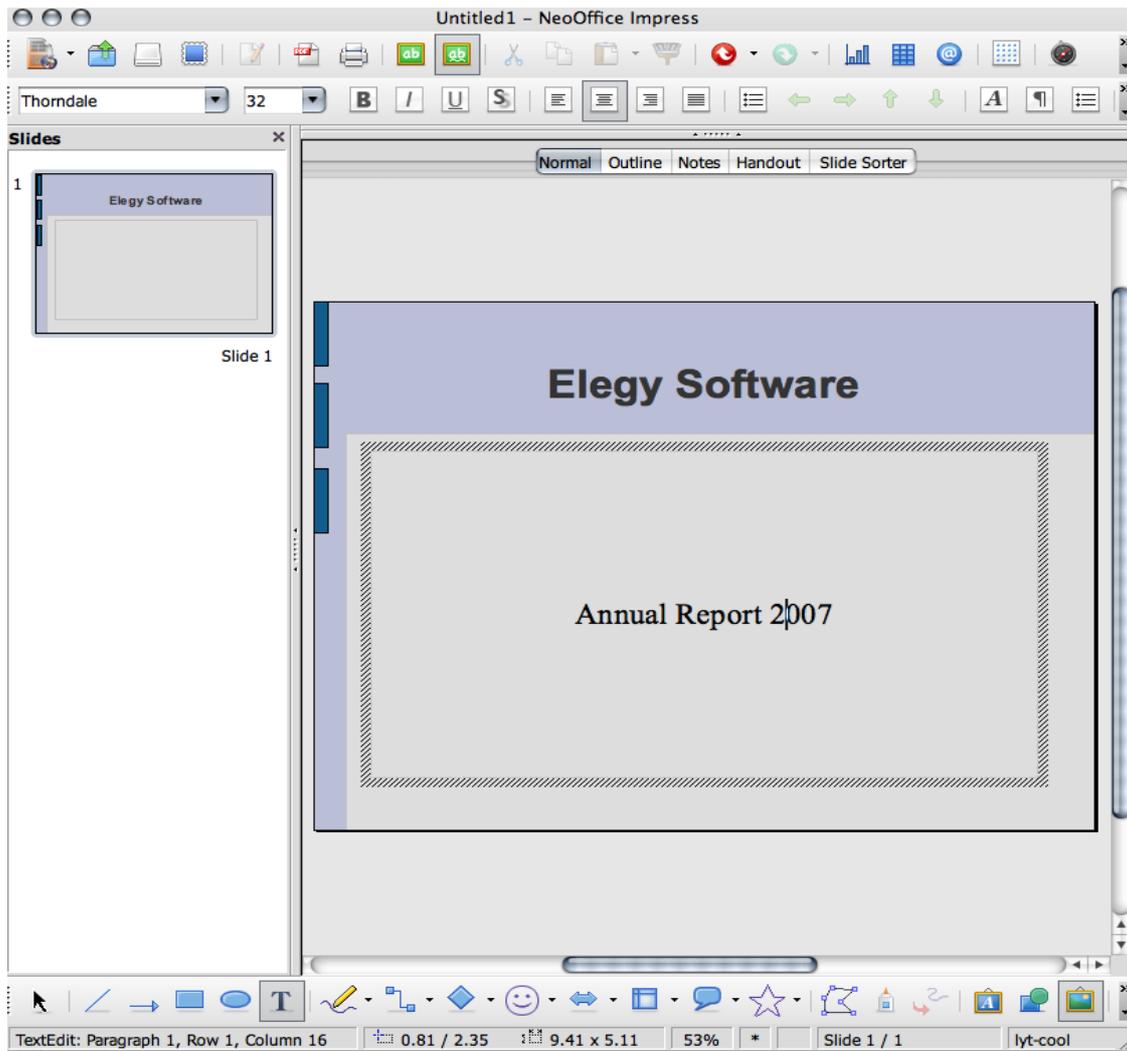
Creating a Business Report in Presentation Form

Since NeoOffice Impress has no business report template, this section will start with a completely new document. To start, follow these steps:

1. Create an empty presentation document (**File > New > Presentation**). Using **Wizard Presentation** is described quite well in NeoOffice **Help**.
2. Select **Empty presentation**
3. Click **Create**. This brings up the viewer. Use the Slide sorter or Normal viewer to select the second slide [one with text]. dialog



4. On this “Title slide” click on the existing text and overwrite it with appropriate text, for example “Elegy Software” and “Annual Report 2007”.



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 (*Ctrl-click* or right-click while the cursor rests somewhere on the slide itself to bring up the context menu, select **Rename Slide**, rename it and save, by pressing *OK*, then via the context menu again, **Modify Slide**).

Note: Do not assign a name like “Slide2.” If the order of the slides needs to be changed later, the label might not describe the content of this slide. Clear, descriptive names like “Overview” or “Introduction” are more useful.

Insert additional slides, as necessary, from the **Insert > Slide** menu on the main toolbar (a long click may be needed). *Ctrl-click* or right-click on the thumbnail of the slide to edit, e.g. **Overview**, and then click the **Outline View** button at the top of the slide.

Entering Text in the Outline View

To establish an outline, use the **Outline View** mode. The **Outline** toolbar is added to the top menu bar. Using the icons in the **Outline** toolbar, promote or demote an outline point one level, or move it up or down in the hierarchy. The icons in the main toolbar can also be used to determine which outline levels are to be displayed.



In the Outline view, all slides in the presentation document are listed hierarchically, and the title of each slide is preceded by a generic slide icon.

Enter the desired text and use the icons in the Main toolbar to structure the outline. Create a subsection to a slide by placing the cursor at the start of the respective line and (if the slide icon is showing there) pressing the *Tab* key. Use the *Shift-Tab* key combination to move the line up one level in the hierarchy. Or use the icons on the **Outline** toolbar [above] to shift up and down levels. After completing the edit of the presentation outline, click the **Normal View** button on the top of the slide to return to the **Normal** view.

Note: In NeoOffice, Normal View may sometimes be referred to as Drawing View

Changing the Slide Layout

Changing the slide layout can only be done while in the **Normal View** (the first button in the row of buttons at the top of the slide). Right-click or *Ctrl*-click while the cursor is somewhere on the slide. This brings up a context menu. The first selection, Slide, has a submenu which allows editing of the slide layout and/or design.

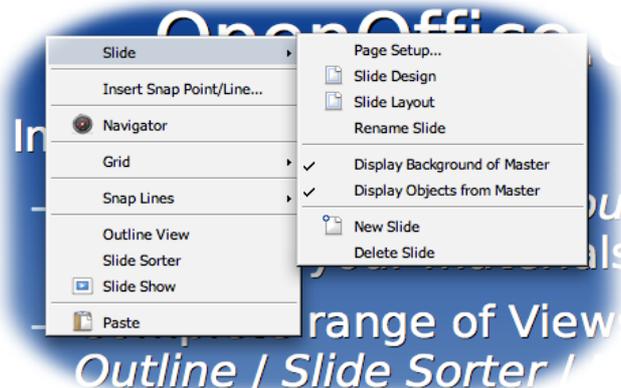
Designing Slides

Designing a slide can only be done in the **Normal View**, and the *Selection* tool  must be activated.

To change the font size and style of the title, for example, turn on text formatting by **View > Toolbars > Text Formatting**, select the characters/words/lines for change and assign new attributes from the **Font** and **Font Size** fields in the **Text Formatting** bar.

Borders may be defined by clicking the paragraph to which to apply the border 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 **View > Master > Master Slide** or **View > Toolbars > Master View**.



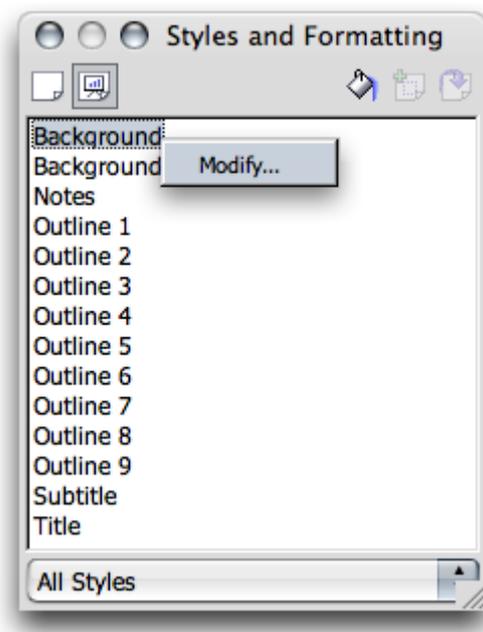
You may safely ignore the default texts in the Master View. These are not visible on the slides. The only text visible on the slides is that which you entered. If there is no click-to-edit text, use the **Text** icon on the **Drawing** toolbar, to open a frame for background text, or use **View > Toolbars > Text** to open the floating **Text** toolbar and click on the **Text** icon.



Using the **Styles and Formatting** window is an excellent method for managing the appearance of the slides. Here is a step-by-step procedure:

1. Open the Styles and Formatting window by **View > Styles and Formatting** .
2. Click the **Presentation Styles** icon.
3. Select a background style, and
4. Open the **Modify** dialog via the context menu.
5. Click the corresponding slide tab and make any changes.

By modifying the **Background** Style, you can assign the same background to all slides.



Note: 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

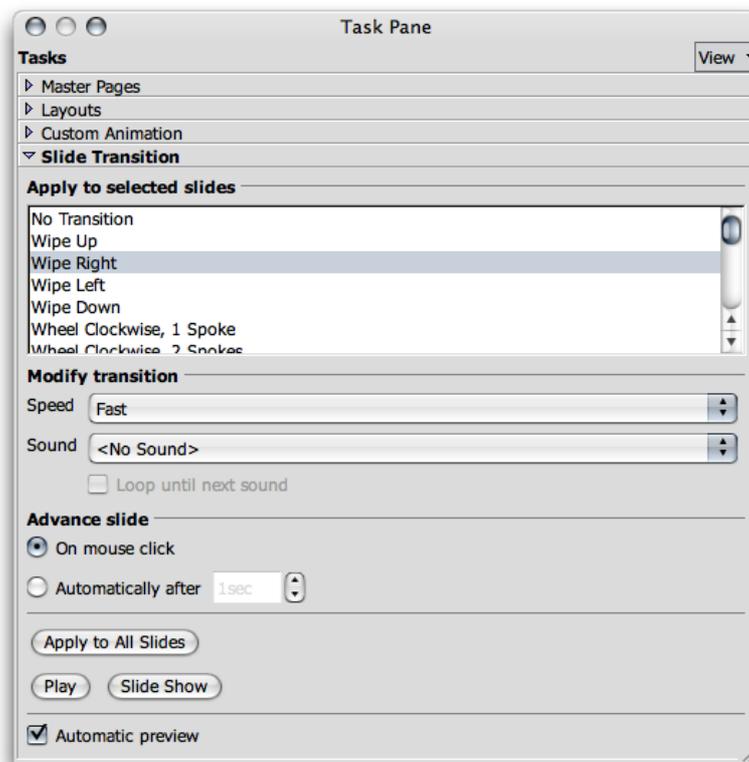
In completing a slide show, it is necessary to take a few additional steps to ensure a successful presentation.

Defining or Changing Slide Order

To change the slide order, click the **Slide Sorter** button at top of the slide. In this mode, all slides in the presentation document are displayed in reduced size. Click the slide to be moved 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, one must have Impress in the **Slide View** or **Normal View**. Ensure that the **Task Pane** is open (activated from the **View** menu). Click on the slide when in the **Slide Sorter** mode.

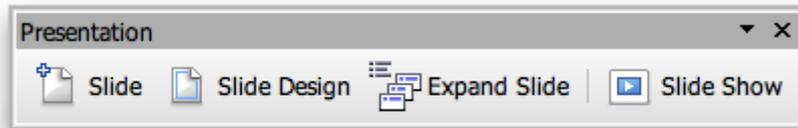


Set the effect and transition period that is to apply to the slide Transition using the controls above.

In **Normal View**, choose **Slide Show > Slide Transition** to bring up the same dialog in which slide transition effects are defined. In the **Slide Transition** dialog, select the option “Advance slide... on mouse click”. This will switch from one slide to the next in the presentation when you click the mouse or press the right arrow key.

Starting Presentations

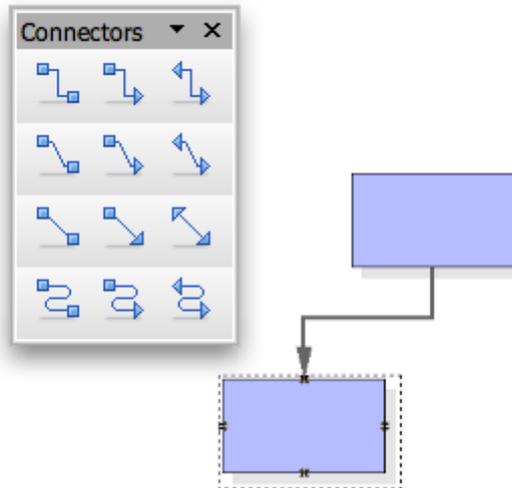
The easiest way to start a presentation is by selecting from the main menu **Slide Show > Slide Show**. Alternatively, click the **View > Toolbars > Presentation** to bring up the toolbar below. Click on the **Slide Show** icon, , or choose **Slide Show > Slide Show**. The on-screen presentation starts immediately. Presentation settings can be adjusted under **Slide Show > Slide Show Settings**.



This dialog also lets you determine which slides to include in the presentation. Select any other desired options, and click *OK*.

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. Impress provides a variety of connector types. When you click on the **Connectors** icon in the Main toolbar, a floating window with the available types appears.



Frames and connectors can be linked 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.

When a frame that is connected to another frame is moved, 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 the cursor is rested 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.

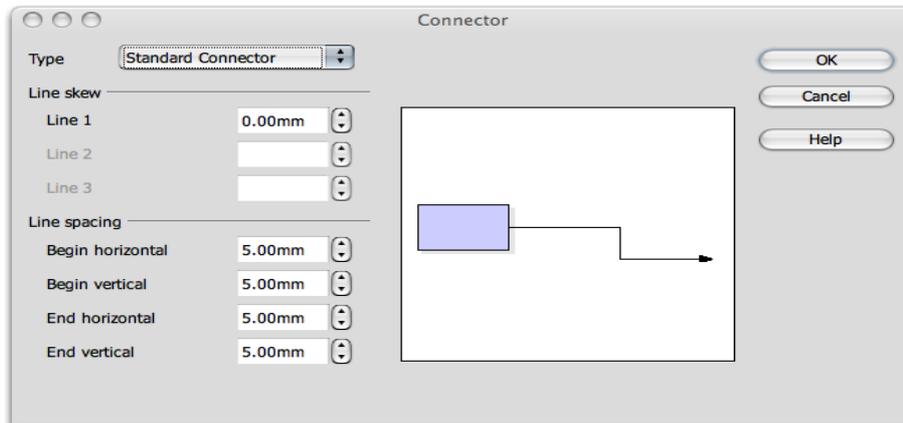
“Middle to Middle” Connectors

Select a connector from the **Connectors** floating toolbar. Click in the middle of one of the frames, and 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 the frames are moved later, the connector fits perfectly, so that the beginning and end of the connectors lie in the middle of each frame. This function comes in handy in switching the position of two frames because the connectors need not be edited 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. The user 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.

Hints and Tips for a Successful Presentation

Using a Snap Grid

To work with greater precision, use the grid function. To display a grid, click the option **Snap to Grid** under **Tools > Options > NeoOffice Impress > Grid**. In addition, you can also select **Visible Grid** to help position the objects more easily.

Editing Glue Points

By default, the connectors dock to the handles in the centre 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 **Help > Contents > Index > Search term > glue points**.



Using the Mouse as a Pointer

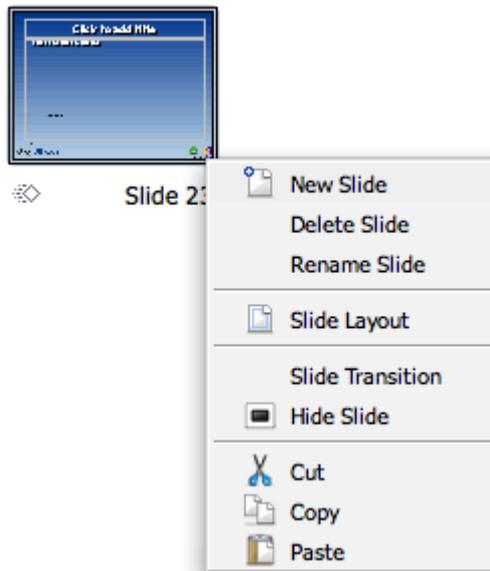
There are occasions when using the mouse as a pointer is preferable to other methods, such as a laser pointer. To use the mouse, select the option **Mouse pointer as pen** in the **Slide Show Settings** dialog. This allows highlighting charts or pointing to important aspects during a presentation. To change slides manually, double-click the mouse.

Changing Bullet Symbols in Outline View

To change a bullet symbol whilst in the **Outline** view, place the cursor in the desired line/paragraph and click the **Bullets and Numbering** icon (only visible in the menu bar of the **Outline View**). A dialog appears from which you can choose a different symbol.

Inserting, Deleting and Renaming Slides

1. To insert, delete, copy or paste a slide, or to insert an additional slide, do the following:
 - a) In **Slide Sorter**, select the slide that precedes where the new slide will be put.
 - b) Now *Ctrl*-click the slide.
 - c) A context menu appears. The options it provides are:



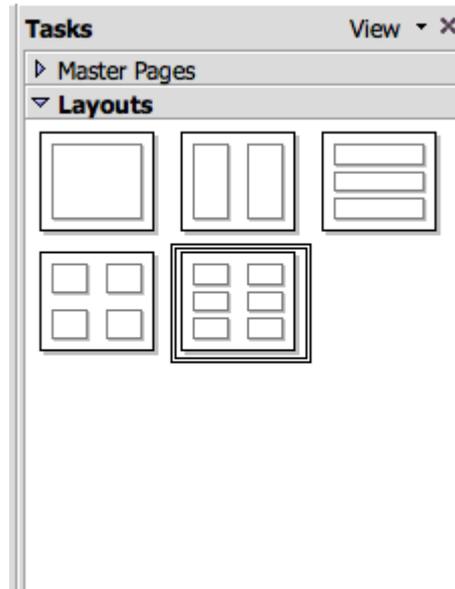
Alternatively, to insert a new slide, choose **Insert Slide** from the main menu . dialog

2. Other useful shortcuts, achieved in **Slide Sorter** view by first highlighting the slide on which to carry out an action:
 - a) *Cmd-C* to copy a slide.
 - b) *Cmd-V* to paste a slide.
 - c) *Cmd-X* to delete a slide.

Creating and Printing Handouts

Providing handouts, to help the audience follow a presentation, is often useful. To prepare handouts, 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.

At the top of the slide, press the **Handout** button at the top of the slide. The **Task Pane** should be open, and will allow you to dialogspecify how many slides are printed on a single sheet of paper (see **Task Pane** below). If the **Task Pane** is not open, open it by **View > Task Pane**.



Click on the most appropriate selection and click *OK* to create the handouts. To print them, choose **File > Print** and click **Printer Options** to open a dialog in which you choose how the handout should be printed.

Organizing and Printing Notes

Enter notes for individual slides in the Notes view. Access the Notes view using the **Notes** icon located at the right of the document window scroll bar.

- Once notes are entered, print them by selecting **File > Print...** then 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 for printing (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.

Note: The settings in **Printer Tools** apply only to the current document. For specific settings for all presentations, choose **Tools > Options > NeoOffice Impress...** and select the **Print** tab.

Using the Navigator

Move quickly from slide to slide by opening the Navigator . All the slides of the presentation are listed here. Simply double-click the relevant slide title to jump to that slide.

Edit Jump Targets

[Note: this works in OpenOffice.org, but may cause crashing in NeoOffice: In the bottom corners are areas for which one can define an interaction. To edit or view the interaction, click (again in background mode) on the area while pressing the Option key and open the context menu and choose the **Interaction** command.]

Modifying Object Size

To change the object size, drag a selection frame around the respective objects.

After selecting the frames, open the **Position and Size** dialog from the context menu. In the tab **Size**, apply the same size to all selected frames under the group box **Size**.

Note: Alternatively, rather than using a selection frame, click on the individual objects and press the Shift key at the same time to make a multiple selection.

Creating Additional Objects

For additional objects, copy one and simply insert it as often as necessary. Then, position the rectangles in the document and align them using the snap lines.

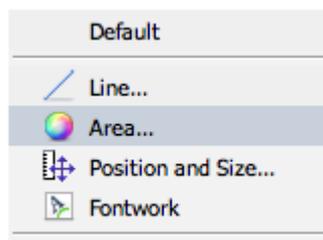
Note: To display vertical and horizontal snap lines, click on the respective ruler and drag a snap line from the ruler to the desired position.

Changing Font and Font Size

Change fonts and font sizes using a Style, so that these changes only have to be made once. Click in one of the frames and open the **Styles and Formatting** window. 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. When you click **OK**, the text in all of the frames will be displayed according to the selected 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 **Colors** 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.

Shortcut Keys in Slide Shows

Shortcut Keys	Effect
Esc or Backspace or (-) Minus key on the numerical keypad	End presentation.

Spacebar	Next animated object or next slide.
Enter or Arrow Down or N	Go to next slide.
[number] - Enter	Type a number of a slide and press Enter to go to the slide.
Arrow Left or Arrow Up or P	Go to the previous slide.
Arrow Right	Go to the next slide.
Home	Jump to first slide in the slide show.
End	Jump to the last slide in the slide show.
Ctrl+Page Up	Go to the previous slide.
Ctrl+Page Down	Go to the next slide.
B	Toggle screen to black.
W	Toggle screen to white.

Navigating with the Keyboard in Slide Sorter

Shortcut Keys	Effect
Esc	Moves the focus to the first slide.
Arrow key	Moves the focus to the next slide.
Spacebar	Makes the slide with the focus the current slide.

Chapter 6: Draw



*NeoOffice User Guide, based on
OpenOffice.org User Guide
for Version 2.x*



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The Original Documentation is "OpenOffice.org User Guide for Version 2.x".

Contributor(s): G. Roderick Singleton.

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[*Note: a copy of the PDL is included in this template, at the back of NeoOffice User Guide for 2.x, and is also available at: <http://www.openoffice.org/licenses/PDL.rtf>.*]

Feedback

Please direct any comments or suggestions about the original OpenOffice.org document to: grsingleton@openoffice.org.

Note: Gerry Singleton passed away on 12 May 2007. Please direct communication to dev@documentation.openoffice.org now.

Acknowledgements

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Notes Concerning NeoOffice Edition

Editing by Peter Mitchell and Jacqueline Gouguenheim-Desloy

Most screenshots in the NeoOffice Edition contain icons from the Akua Iconset developed for NeoOffice 2.x Copyright © 2006-2007 Armando Nava, Daniel Pimley & Oscar Van Vliet

To contact Peter Mitchell about the NeoOffice Edition, email NeoOfficeUser@pbm-au.net

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With thanks to Patrick Luby and Ed Peterlin, to all the helpful and encouraging people on Trinity forum (for users of NeoOffice), and to James Birch. In Memoriam Gerry Singleton, without whose enormous efforts this publication would not have been possible.

Chapter 6: Creating Drawings with Draw

NeoOffice Draw can be used to create drawings with different degrees of complexity. This ranges from a simple drawing to an interactive multi-page document. To create drawings or graphics, open an empty document and design all the elements by hand, or work with the templates and sample graphics that can be reached by selecting **File > New > Templates and Documents** or directly from the Gallery, in the case of graphics.

Draw enables creation and saving of vector graphics. These graphics can also be exported as pixel graphics. Furthermore, it is also possible to insert pixel graphics (bitmaps) into Draw pages at any time.

NeoOffice Draw Functions

This section contains an overview of some of the NeoOffice Draw capabilities.

Creating and Publishing Vector Graphics

NeoOffice 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. Any or all of the properties can be modified at any time.

Because of the vector technology, objects can be rotated in any direction and have their size altered, without unsightly step effects (“jaggies”) occurring on the edges. Furthermore, as all of the objects can be controlled individually, they can be moved and overlapped as required.

Creating 3D Objects

Draw does not restrict graphics to two dimensions. Cubes, spheres, cylinders and other 3D objects, can be created, rotated at will - and each object can be illuminated individually by means of various light sources. These features together with default or freely defined color gradients, allow quick and easy creation of eye-catching company and Internet presentations.

Manage Organization Charts

NeoOffice Draw is object-oriented. The objects could be rectangles, for example, containing text and linked to each other. If rectangles are moved, connectors will automatically follow. This makes drawing and maintaining a company or departmental organizational chart much easier. The connectors can also be freely placed at glue points, which makes the creation of technical drawings with explanatory texts easier.

Drawing

Make straight lines, free lines, bezier curves and other types of rectangles and geometrical figures in the usual ways. The 3D functions can be used to create 3D objects such as cubes, spheres, cylinders, tori and more. Rotate two dimensional contours in the third dimension. Choose coloring, coloring with bitmap textures, perspectives and/or illumination to create impressive 3D objects for invitation cards, brochures, business cards and other stationery.

To insert additional elements into a drawing use clipart available in the gallery. It doesn't matter if they are vector or pixel graphics.

Export

Use Draw to quickly and easily create buttons and icons for Web pages et cetera and export them as GIF, JPG, PNG or other formats.

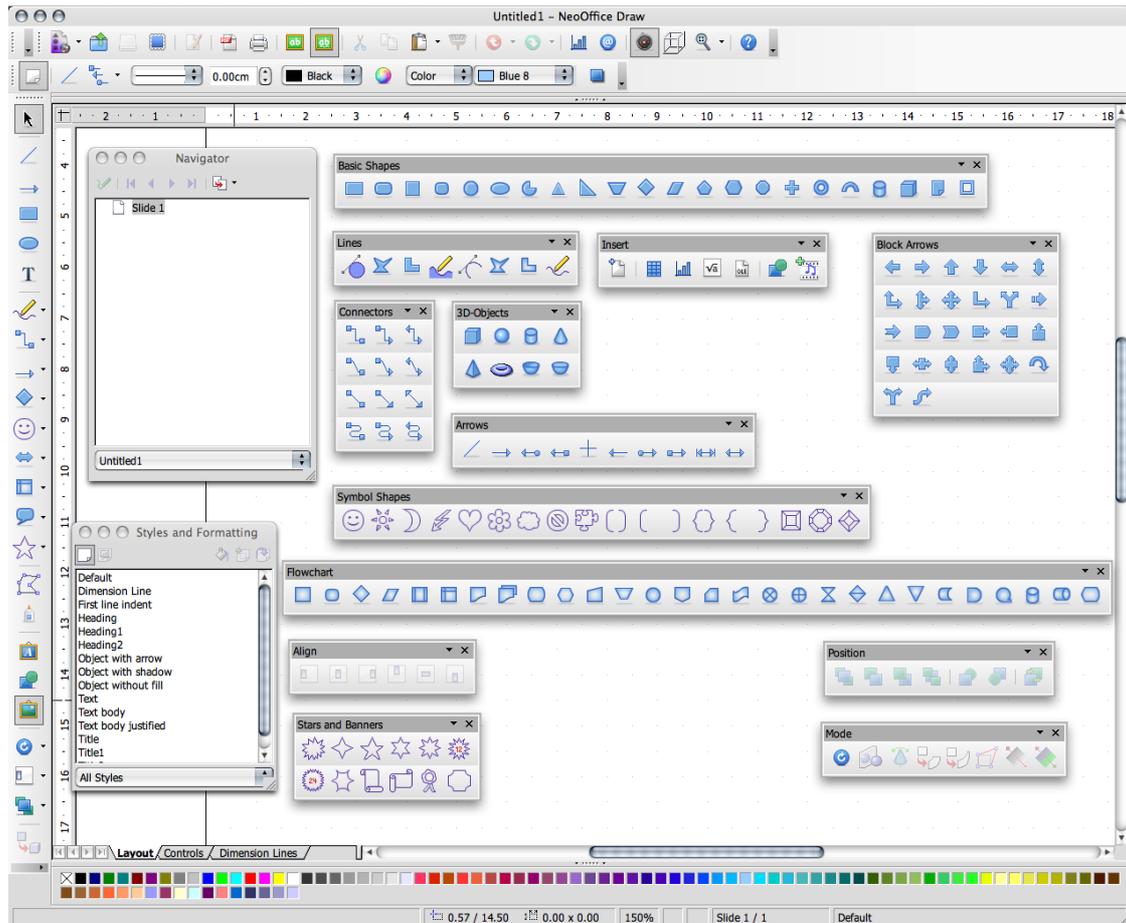
Construct

There are many tools that help create exact drawings. For example, define a grid to which an object can be snapped during construction 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, in case it is not obvious, Draw allows you to add texts, tables, charts and formulae from the other program modules of NeoOffice into any drawing.

The NeoOffice Draw Window



Toolbars and Windows in NeoOffice Draw

The above graphic shows the various floating windows that enable NeoOffice Draw. Each window has a corresponding icon on one of the toolbars (e.g. Basic Shapes, Lines, Insert, Block Arrows, Connectors). Most are icons located on the **Drawing** toolbar that is on the left of NeoOffice main window in this screenpic. This toolbar and many others can be turned on by the path **View > Toolbars > [Select toolbar]**. Please ensure that at least **Help > Tips** is enabled so that hovering the cursor over an icon provides a meaningful explanation of what each does. Enabling **Extended Tips** gives even more information.

***Note:** that you can also access functions through the context menu instead of using menu commands, which makes for less work with the mouse.*

Drawing Rectangles and Ellipses and Entering Text

The drawing module in NeoOffice (Draw) has many functions for creating and editing vector graphics. This section introduces the most commonly used functions.

More detailed information can be found in NeoOffice **Help**.

Open a new drawing document by choosing **File > New > Drawing**. In addition to the blank drawing page, notice the main toolbar on the left and the object bar for drawings at the top of the work area. With the **View > Toolbars** command, adding the option bar and/or the color bar at the bottom edge of the window is easy and useful as shown in the following illustration:



These instructions may be used to create a *presentation* document instead of a new *drawing* document. There are a number of visible differences between Impress and Draw: eg the **Task Pane** in Impress, and the tabs along the bottom of the Draw document.

Draw and edit vector graphics in the drawing view. The other views, which are only available in Impress by clicking the buttons at top right, help create presentations. They are introduced in the chapter on Impress and are also described in **Help**.

In the Slides view of Impress, 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, the layer view can be turned on and off as desired. For example, the layer view is where objects that are not always supposed to be visible can be managed.

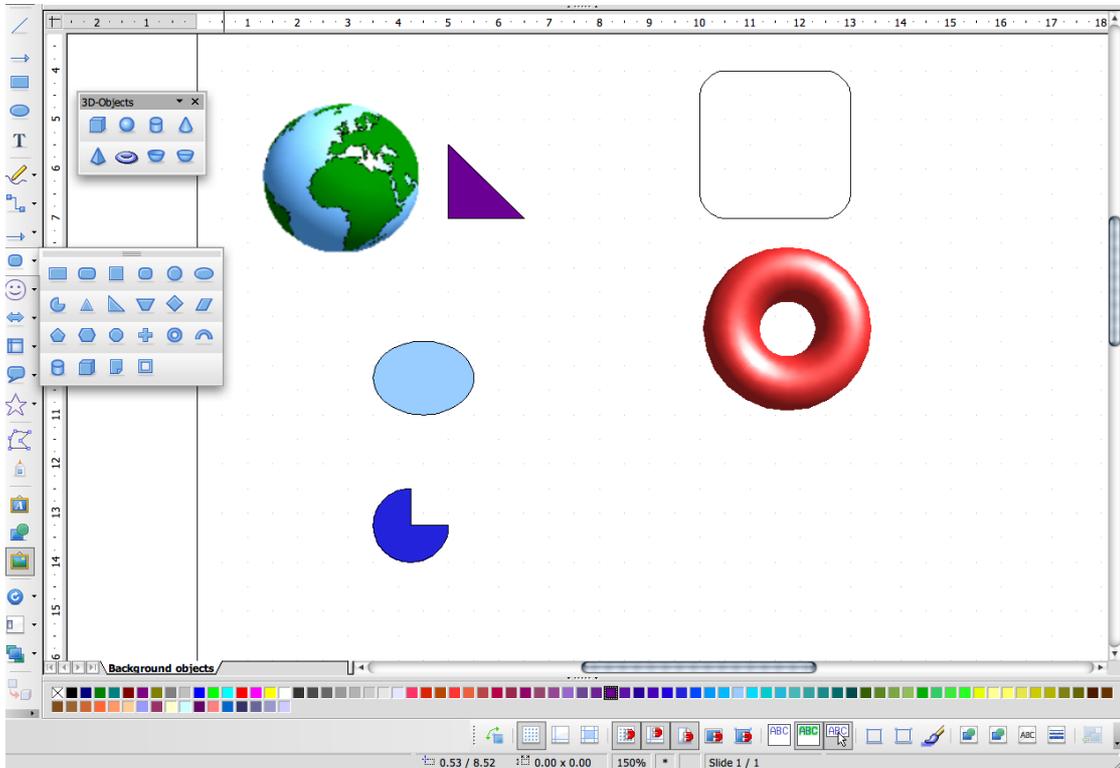
The main **Drawing** toolbar contains several floating toolbars. When opened, these toolbars provide additional related icons. The floating toolbars are indicated by small triangles on icons and are opened by long-clicking the corresponding icon on the main toolbar until the floating toolbar appears. When a toolbar is "floating", it can be moved from its original position and placed anywhere else in the work area.

Long-click the **Basic Shapes** icon  to open the floating toolbar and click on the **Rectangle** icon. The pointer changes to a cross-hair symbol with a small square.



1. 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 with which can be dragged to change the size of the object.
2. Draw further rectangles. These can be overlaid with the existing rectangles.

3. Click the **Basic Shapes** icon again, and draw a few ellipses. Also try drawing a few 3D objects, as shown in the illustration. Several examples are available in the 3D (three-dimension) theme in the Gallery, if your Gallery collection contains that theme
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.



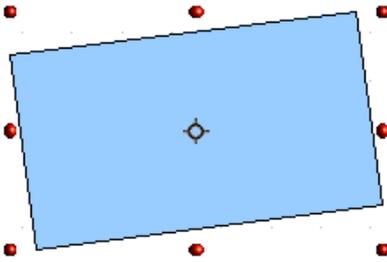
Note: Clicking *once* on any tool, makes the tool available for only one **single** task. Double-click the icon to allow it to remain active until another tool is chosen.

Defaults, such as blue as the filling color, can be changed. Make sure that no object is selected and choose a different color on the object bar as the new default.

Rotating and Resizing Objects

When clicking an object for the first time, eight handles appear with which the size may be changed. The whole object can also be dragged to move it to another position on the slide.

Click the **Rotate** icon on the main **Drawing** toolbar under **Effects**  and directly on the main toolbar in Impress.



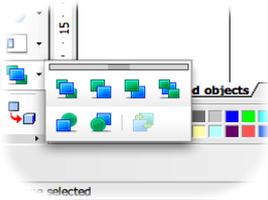
When the mouse pointer is positioned over a handle, the pointer indicates that the object can be rotated by dragging the mouse. In the middle of the object, a small circle indicates the pivot point. It can be moved to any other position with the mouse. When the corners of the object are dragged with 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. By double-clicking within the object, the handles change and the text cursor appears positioned in the middle of the object. Text can now be entered which is automatically connected to the object. Some interference may appear on screen. Press *Cmd-Shift-R* to refresh the screen.

To resize an object, simply click on one of the handles and drag until the object is the size needed.

Arranging and Aligning Objects

Arranging Objects



Where objects are overlapping and the position of the individual objects in the foreground or background must be changed, use either the context menu commands, or use the icons on the **Arrange** floating toolbar, accessed on the main **Drawing** toolbar

- Click on the object which is 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, for example, to move the object completely to the back. To position it directly behind another object, click the **Behind Object** icon. Then click on the object behind which the current object is to be positioned. This effect will only be seen if the objects are presently overlapping or are moved to do so later.



Select two objects at the same time by holding down the *Shift* key and clicking the objects, one after the other, and then clicking **Reverse**. This switches the order of the two objects.

Aligning Objects



Position objects anywhere using 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, accessed on the main **Drawing** toolbar.

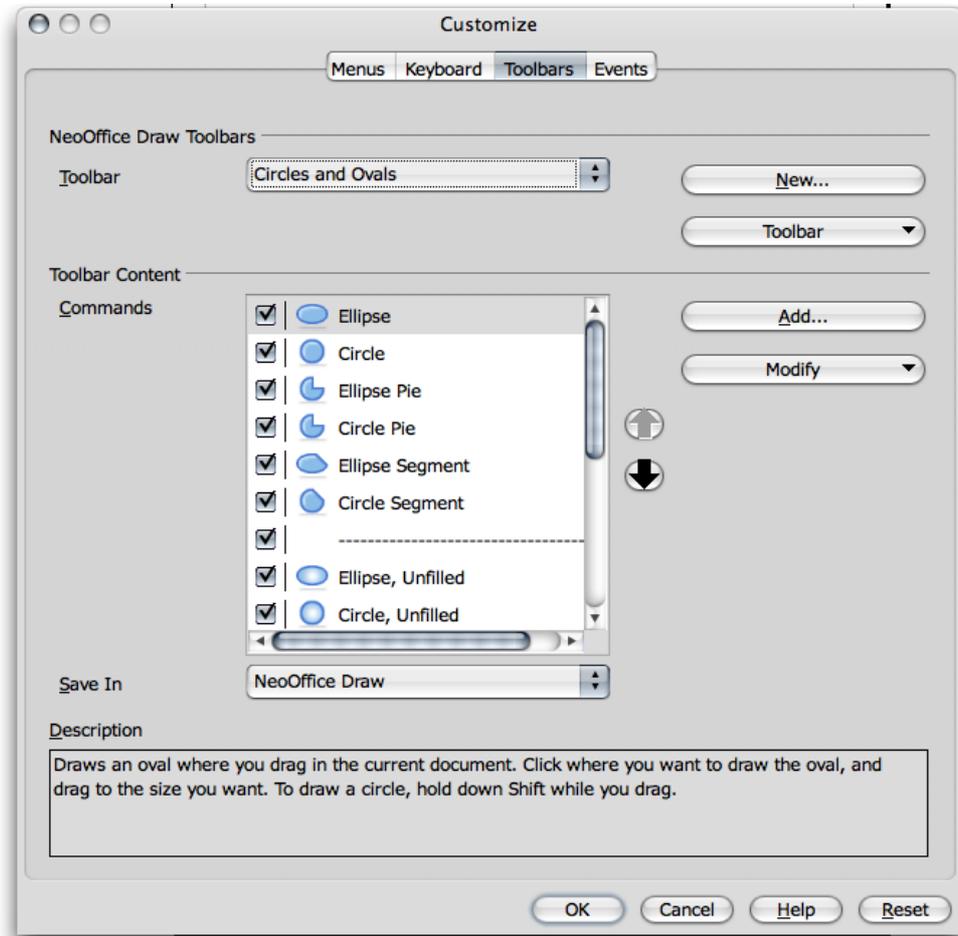
- If an individual object is selected and then one of the icons on the **Alignment** floating toolbar is clicked, the object is aligned at the page margins. Two or more objects selected together, will be aligned to each other.
- A special type of alignment is the **Distribution** of objects. When at least three objects are selected at once, use the **Distribution** command. In Impress, this command can be found in the context menu, while in Draw it is found as an option in 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.

***Note:** Remember that everywhere in NeoOffice a multi-level undo function is available. Activate this function by clicking the **Undo** icon on the Standard toolbar or by pressing **Cmd-Z**. Each time this command is used, it reverses a previous action.*

Drawing Sectors and Segments

*Note: to go through these examples, the **Circles and Ovals** (known as **Ellipse** in **OpenOffice.org**) toolbar may need to be added. To do this, follow this path **Tools > Customize...** This brings up a window, where you may select the **Circles and Ovals** Toolbar: **Save it In Draw** as indicated at the bottom of the menu. Or it may be necessary to create a new toolbar by selecting **New...**, naming the toolbar **Circles and Ovals**, saving it in **Draw**, and then pressing **Add...** to select the circle and ellipse icons one by one. Press **Close** to save finally, and you should find that when you go to **View > Toolbar**.*

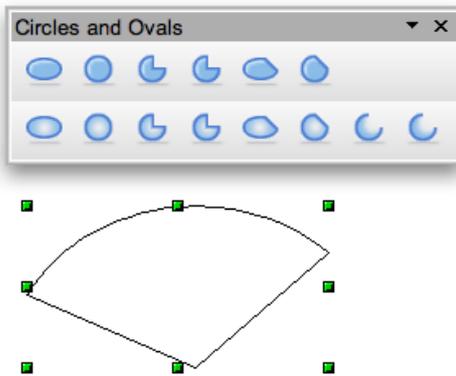


The **Ellipse** or **Circles and Ovals** floating toolbar contains several icons for drawing sectors and segments. Sectors look like “perfectly cut pieces of pie”. Segments look like halves of a pie.

Drawing sectors of an ellipse or circle requires multiple steps, though the process functions intuitively:

1. Open the **Ellipse** or **Circles and Ovals** floating toolbar by this path **View > Toolbars > Ellipse** or **View > Toolbars > Circles and Ovals** and make sure that there is now a check mark next to the word **Ellipse**. 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.

Note: The first click defines the first corner of the delimiting rectangle which surrounds the circle. The delimiting rectangle will later be obvious from the eight handles that appear when selecting the circle. To draw the circle such that the first click defines the centre, press the Option key while dragging the mouse.



3. Release the mouse button when the circle has reached the desired size. Now notice that a radius which follows the movement of the mouse is drawn in the circle.
4. Position the radius at the point where it is wanted so as to place one boundary of the sector and click once.
5. Now when moving the mouse, notice that the first radius is set and a second radius follows the movement of the mouse. Click again to complete the circle pie.

Drawing ellipses is done in a similar fashion. The dimensions of the delimiting rectangle, formed when first drawing 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.

The other icons in the **Ellipse** floating toolbar can be used to 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

To enter a text in a drawing, decide if the text should have a “*normal*” format as in a text document or if the text should be handled as a *graphic* object that can be rotated, expanded, minimized, et cetera. “*Normal*” text can also appear in the form of a legend (in a frame with an arrow).

Open the **Text Object** floating toolbar from this path **View > Toolbars > Text Object** from the main toolbar.

Note: Where Asian language support is enabled under **Tools > Options > Language Settings > Languages**, there will be additional icons for entering vertical text.)



1. Enter “*normal*” text by clicking the **Text** icon in the **Drawing** toolbar.
2. *Ctrl*-click or right-click on the text box. From the context menu, select **Edit Style...** A window will open with lots of tabs to select from. On the **Text** tab page, select the **Fit to frame** checkbox. Click *OK*. Drag open the frame in the document which sets the position and maximum width the text area should have. If the text is long, extend the frame in order to incorporate the whole text. The position and the size of the frame can later be changed using the mouse; but the frame cannot be made 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. The font and font size can now be modified as in regular text documents.
4. When the mouse is clicked anywhere on the document other than the text, text edit mode is no longer in effect. Clicking the text once again, the text will be selected as an object. Now, it can, for example, be rotated or the entire text moved. By double-clicking the text it can be edited again, for example, delete characters or set additional font attributes.

Adding a Text Frame

1. Click the **Text** icon  and move the mouse pointer to where you want to enter the text.
2. Drag a text frame to the size you want in your document.
3. Type or paste your text in the text frame.

Double-click the text to edit it or to format text properties, such as font size or font color. Click the border of the text object to edit the object properties, such as border color or arranging in front or behind other objects.

Fitting Text to Frames

1. Create a text frame as described in the steps above. The size of the frame determines the size of the text.

2. With the text object selected, choose **Format - Text**. The **Text** dialog opens, allowing the changing of any aspect of the format.

Callouts

1. Using the **Callouts** icon,  select a callout shape. The cursor changes to a cross-hair. Drag the mouse. The starting point will be where the bottom of the callout frame will sit. The crosshairs will show where the top of the callout will be.
2. Release the mouse button.
3. Edit the size of the frame of the callout.
4. To start entering text into the callout, just double-click the line. The callout frame appears with eight markers on its rim and a blinking cursor, indicating text edit mode.
5. Enter the callout text.
6. Change the line properties by right-clicking (*Ctrl*-clicking) on the line, opening the context menu and clicking on the **Line** command. Select arrowheads for the lines in the **Style** pull-down list on the **Line** tab page.

Converting Text Into 3D

Selected text can be transformed into a 3D body by choosing **Convert > To 3D** from the main menu. If the Convert to 3D is grayed out, double-click on an area outside the frame and start again. The 3D body will fill the area created for the text frame. This example has been colored for effect.



3D text can be rotated using the **Rotate** icon  from the **Effects** floating toolbar on the main **Drawing** toolbar.

By clicking inside the delimiting frame and dragging with the mouse button pressed, the object will rotate on all the axes at the same time. However, by clicking one of the eight handles and dragging it with a pressed mouse button, the object rotates on only one axis.

The pivot point, which first appears as a small circle in the middle, can be moved. Thus, while rotating the object, it rotates around the new pivot point. Open the **3D Effects** window by right-clicking or *Ctrl*-clicking to open a context menu and select **3D Effects**, from which another, different illumination can be applied to the 3D object. The **3D Effects** window is described in more detail in **Help**.

With the text object selected, choose **Format > Text**. The **Text** dialog opens, allowing you to change any aspect of the format.

Drawing, Editing and Converting

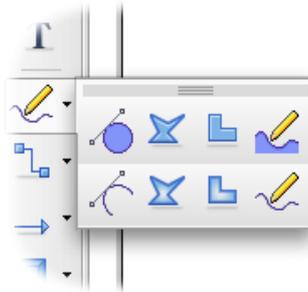
Curves and Objects

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. Both Impress and Draw make it very easy to draw and edit even quite unusual figures.

Drawing Curves

1. The tools for drawing special shapes are found in the **Curves** floating toolbar

indicated by this icon  on the main **Drawing** toolbar. Drag the floating toolbar away from the Main toolbar into an empty drawing or presentation document.



2. Select the **Curves** icon . The cursor appears as a cross-hair symbol.
3. Create a curve using the mouse.
 - a) The point where the mouse button is first clicked determines the starting point.
 - b) Move the mouse in the direction the curve should take from the starting point. The point where the mouse button is released, defines this direction.
 - c) Move the mouse without holding the button down and the curve will follow the movement of the mouse.
 - d) Click where the second point of the curve should be.

By holding down the mouse button, the direction of the curve from the second point can be defined to the next point (in the same manner as was done at the starting point); release the mouse and move to the third point, click again and keep the mouse button pressed, and so on.

Notice that, when the mouse button is released after clicking on the second point of the curve, and another point in the slide is clicked, the second point will be defined as a corner point. At a corner point, the curve abruptly changes direction, thus forming a corner. If there is a point three defined as a corner point in this way, a straight section between points two and three will appear.

When the *Shift* key is held down, directions are limited to multiples of 45 degrees. By holding down the *Option* key, the curve will be closed, and an additional curve can be drawn. These can be combined with the first one to form a single object.

4. To end curve drawing, double-click the last point to be set then continue working with other tools.

The curves, that have been drawn using the above steps, 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. Any type of data point can be converted into any other, thus giving good control over the shape of the curve.

Note: When precisely linking two existing points in 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

Data points can be edited if they are displayed as small rectangles. To work on a curve later, when it is no longer selected, click the **Edit Points** icon  on the **Drawing** toolbar and select the curve.

1. Now click **Edit Points** on the far left of the object bar or on the option bar.
2. Click once on the point for editing. It will appear as a filled square, and there should be 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.

Now move the Bézier point and the control points as needed. 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 can, among other options, change the type of the selected point. A detailed explanation of the various options can be found in **Help**.

3. 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.
4. Click one of the icons to change the type of point.

Of course, curves can also be edited 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 context menu, or the **Format** and **Modify** menus.

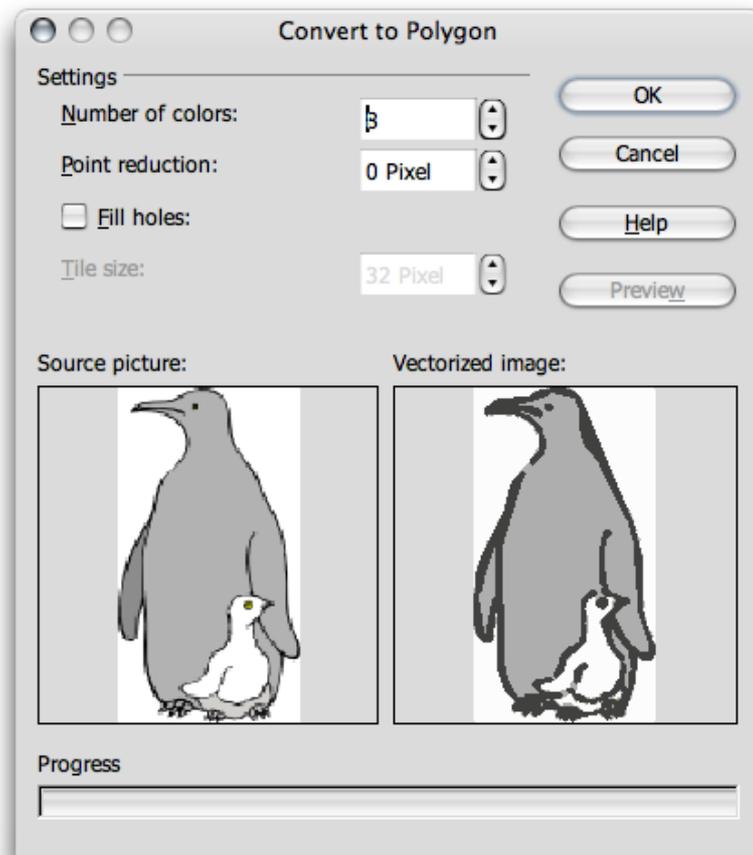
Also try out the other icons on the **Curves** floating toolbar. When a filled curve is finished by double-clicking, it is automatically closed and all “internal areas” are filled.

Vectorizing Bitmaps

With NeoOffice Draw or Impress, you can 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 to printing scaled bitmaps, since unattractive effects may appear in bitmap images, such as missing or zigzag lines, et cetera.

1. Select the bitmap to vectorize, for example by clicking once on the object.
2. Select **Modify > Convert > To Polygon** from the **Modify** command in the main menu. For Impress, select from the context menu of the selected object.

The **Convert to Polygon** dialog enables setting some parameters for the conversion and previewing the result.



3. Click on *OK* and the selected bitmap is now a vector graphic.

Converting Text Characters to Curves

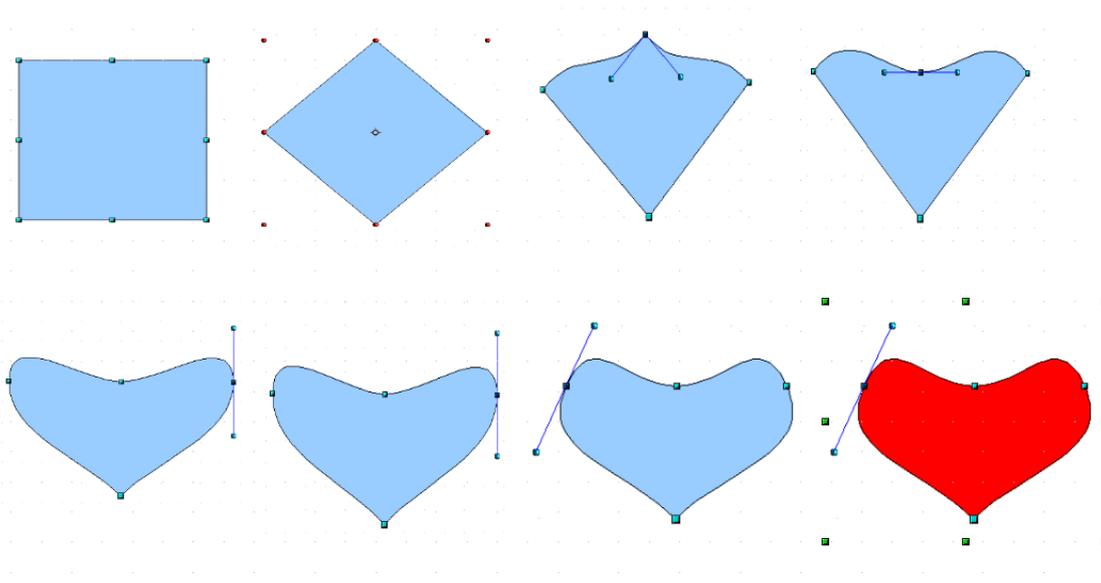
Sometimes you need to fancy up some text, say for a logo or sign, such that the text is non-linear. The following procedure shows one way to accomplish this task.

1. Use the **Text** icon  from the **Drawing** toolbar and then type the text, letters or special characters in a Draw document. Remember to use a reasonable font size and font type to avoid unnecessary editing later.
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 the text consists of more than one character, the characters maybe displayed as a grouped object. To edit a single character, enter the group. To do this, use the **Enter Group** command  in the context menu of the group, or just double-click somewhere in the document, then click the character to be edited.
4. Now, click the **Edit Points** icon on the **Drawing** toolbar (top left in the graphic below). Click the object to see all the Bézier points of the object. The **Edit Points** bar provides 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 distraction during the editing process, temporarily change it to, say, 10% gray by choosing **Format > Area**.

Converting to Curves, Polygons, 3D

Many objects can be quite effectively edited by converting them. The following examples illustrate this concept:

- Open a rectangle. This has the default settings for color, line thickness etc. and should now be selected.
- Choose **Modify > Convert** (in Impress the corresponding command can be on the context menu of the rectangle). The menu subcommands are: To Curve, To Polygon, To 3D, To 3D Rotation Object.
- Choose **Modify > Convert > To Curve** to convert the rectangle into a Bézier curve. Now edit the existing points. As shown in the following graphic, move the points, convert them from corner points into rounded points, delete them, insert new points et cetera as the rectangle is converted into a heart shape. All these options are described in detail in **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. Now, for example, a polygon down can be broken down into its basic parts by choosing **Break** from the **Modify** menu. The status bar will then read “4 Lines selected”. Each of the lines can be shifted separately.

With a polygon selected, click the **Edit Points** icon to modify points, insert new ones and anything else needed in this mode.



Select **Modify > Convert > To 3D** to generate a three-dimensional object from the two-dimensional object in red above. This conversion uses an extrusion method such that the polygon is “pulled” perpendicular to its plane by a certain amount into the third dimension.



3D objects can be rotated and edited via the **3D Effects** window that is called up from the context menu.

To create a 3D object by means of a rotation extrusion, choose **Modify > Convert > To 3D Rotation Object**. A polygon will be rotated 360 degrees around an axis into the third dimension. See how our red heart is converted into an interesting shape as a 3D Rotation Object.



By rotating a rectangle a little bit before converting it into a 3D rotation object, a more striking object will be created.

While these examples showed conversion of only basic objects, such as simple rectangles, imagine how much can be done when converting complex objects.

For example, drag a drawing from the Gallery to the page and convert it, first into a Metafile (**Modify > Convert > Metafile**) and then into a 3D object. Draw 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.



Most objects can be converted 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. (Sometimes you can observe the program re-drawing the polygons, if it is a particularly intensive operation.)
- Draw objects with text on them display the text in raised form on their surface (e.g. a rectangle which was double-clicked and on which text was placed).



*Illustration: 3D letters on a 2D background: use **Modify > Convert > Metafile** then **Modify > Convert > To3D***

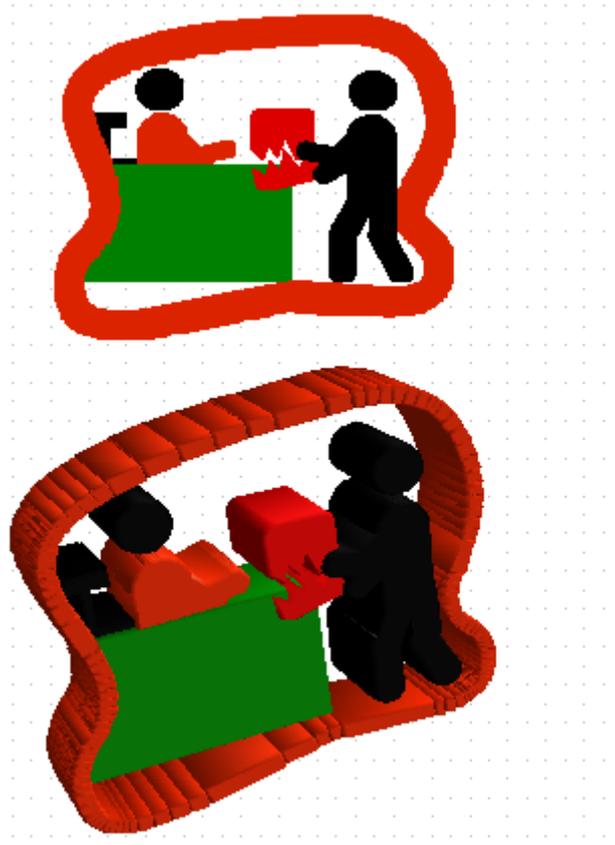


Illustration: Two versions of a graphic, one 2D and one 3D

Working With Objects

Individual objects in an Impress or Draw document can be selected, copied, cut and pasted in much the same way as words in text. Other actions are also possible that are only available for graphic objects. For example, objects may be duplicated, cross-faded or grouped. Figures placed in the drawing area, such as rectangles, circles, lines et cetera, are treated as objects.

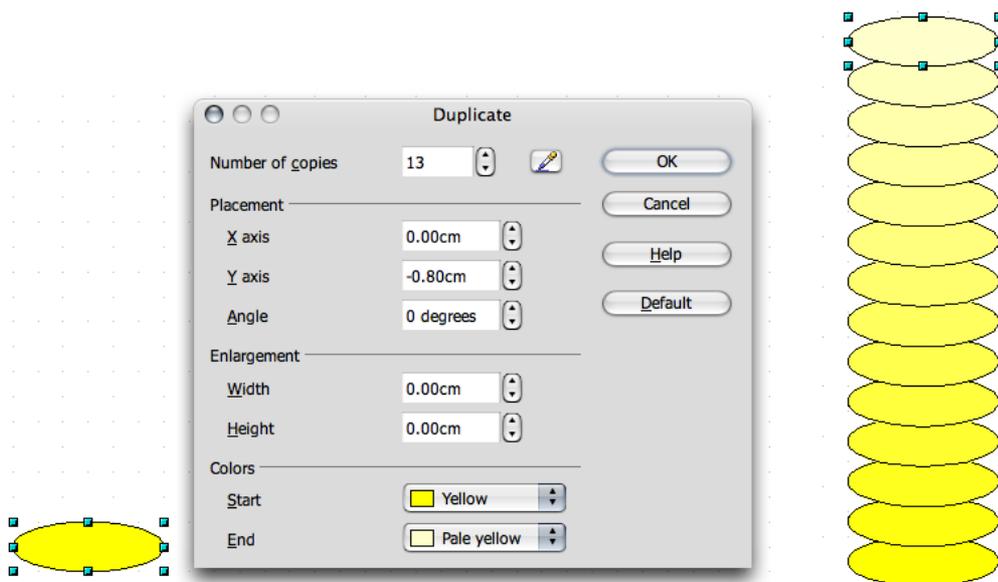
Duplicating Objects

Objects, in Draw, are easily duplicated. This feature allows you to 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.

For example, to create a stack of coins, use the duplicate function.

First create the bottom coin by doing the following as shown in the graphic below:

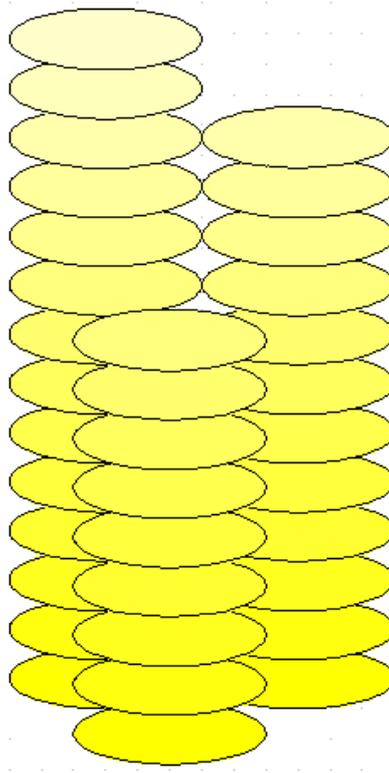
1. Draw an ellipse or circle at the bottom of the slide.
2. Choose the **Edit > Duplicate...** command to open the **Duplicate** dialog.
3. Enter the following values:



Follow these steps to create a stack of coins as shown on the right of the above graphic:

1. Select **13** as the number of copies. The **x-axis** is the horizontal axis from left to right. Entering positive values in the field for the **x-axis** placement causes a shift to the right. If the stack of coins should increase from the bottom up, enter a negative value in the **y** direction (vertical).
2. To make the coins become smaller the higher they get, enter a negative value for the width and height.
3. 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).

4. Click **OK** to create the duplicates.
5. To create piles, hold down the mouse button as the cursor covers the whole pile. A dotted rectangle will show what has been selected. Notice that each of the coins in the pile is highlighted. Press *Cmd-C* to copy and *Cmd-V* to paste the new pile. Move the new pile to an appropriate location. Click outside the picture somewhere. Now it is possible to highlight each “coin” individually and remove some from the top of a pile to create different-sized piles.



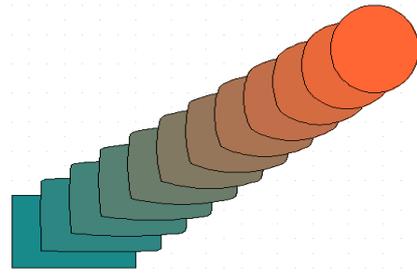
Cross-Fading Between Two Objects

The cross-fading function is only available for drawings in Draw and not in 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. Select the command **Edit > Cross-fading**. A dialog appears where further settings can be defined.
4. Click **OK**.

Draw calculates the increments and displays the results. This new object is a group which consists of the specified number of individual objects. Enter the group and then edit the individual objects. The **Modify** menu in Draw contains all the necessary commands for working with groups and these functions can be also found in Impress under the **Format > Group** menu command or in the context menu. Further information can be found in **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; i.e. whenever the mouse is clicked elsewhere on the page or slide, the grouped area is deselected.
- Grouping and combining are valid until the group or the combination is deselected using the command from the context menu or the **Modify** menu.

These commands can also be used to group together several groups, add a combination and combine the results as a group or combination.

Grouping Objects

Several objects can be combined into a group. To do this, select them together by pressing *Shift*, right-click to bring up the context menu and choose **Group**, or go to the **main menu Modify > Group**. Any and all changes made to a group have an effect on all objects in the group. In particular, groups can be moved, rotated, etc. as a single object.

For example, in drawing a bicycle, first construct a wheel, composed of a tire, rim, spokes, and hub, and then 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, there is no need to redefine the group. Use the **Enter Group** command on the context menu, which allows editing any object in the group. When edits are completed, exit group and re-save as Group.

Entering Groups

Enter a group by first selecting it, either by clicking it or by using the keyboard. Once selected, you can decide whether to employ the context menu command or double-click the group to enter it.

Exiting Groups

Exiting a group may be accomplished in these two ways: using a menu command, or double-clicking outside all of the objects in the group. The group remains selected upon exit; thus making it possible to quickly enter and exit a group using the keyboard.

Navigating Between Objects of a Group

Using the *Tab* and *Shift-Tab* keys you can move forward and backward along the row of objects in a group on a page. If the keys are pressed again on a final object while going in one direction, the first object selected will appear next.

Combining Objects and Constructing Shapes

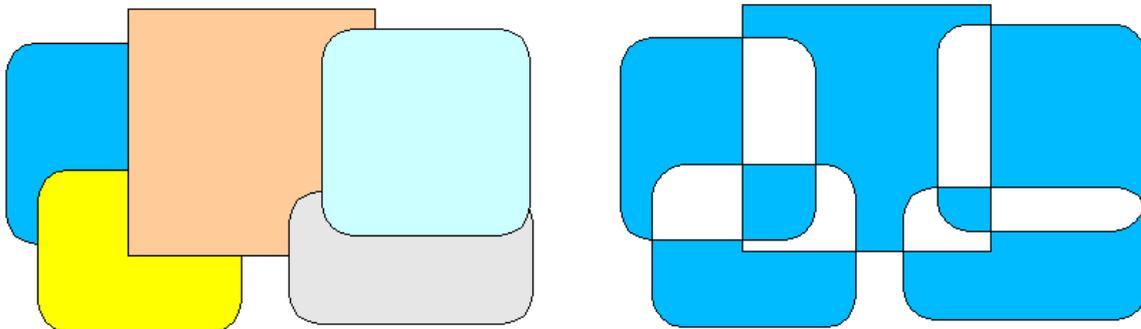
In Draw and Impress graphic objects may be combined in different ways. Several single objects can be brought together to create new objects by using Boolean set operators on the original geometry.

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 may not be recoverable.

You should recognize the property that stands out the most in a combination when the individual objects overlap. In this case, the combination is the result of the Boolean/logical operator XOR, and shapes, discussed later, are other logical combinations. The areas of overlap are the ones which stand out the most in a combination, as they will be converted into “holes”.



In the illustration, several objects are shown to the left as they are 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).

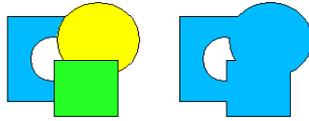
Constructing Shapes

The commands **Shapes > Merge, Subtract and Intersect** also form a new geometric object out of the original objects. The new object comes into being through the use of logical amount operators (boolean O) on the source geometries.

1. Select several objects.
2. Choose **Shapes** from the context menu. In the submenu, choose **Merge, Subtract or Intersect**.

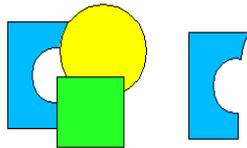
In the following illustrations the original shapes are shown on the left and the result on the right.

Shapes - Merge



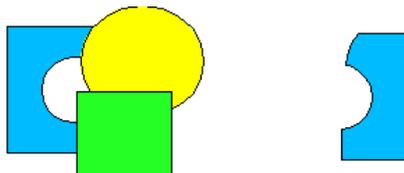
The selected polygons are merged so that they make one object, the surface of which is the sum of all the parts (Boolean OR).

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 are 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.

Choosing **Shapes > Subtract** and **Shapes > Intersect** also permits cutting parts out of a bitmap. The illustration below shows an example.



Graphic Objects in Drawings and Presentations

Both Draw and Impress use a vector graphic format. However, pixel graphics or bitmap graphics may also be inserted into presentations or drawings and documents or certain sections of a document can be exported in a pixel graphic format.

Inserting Bitmaps

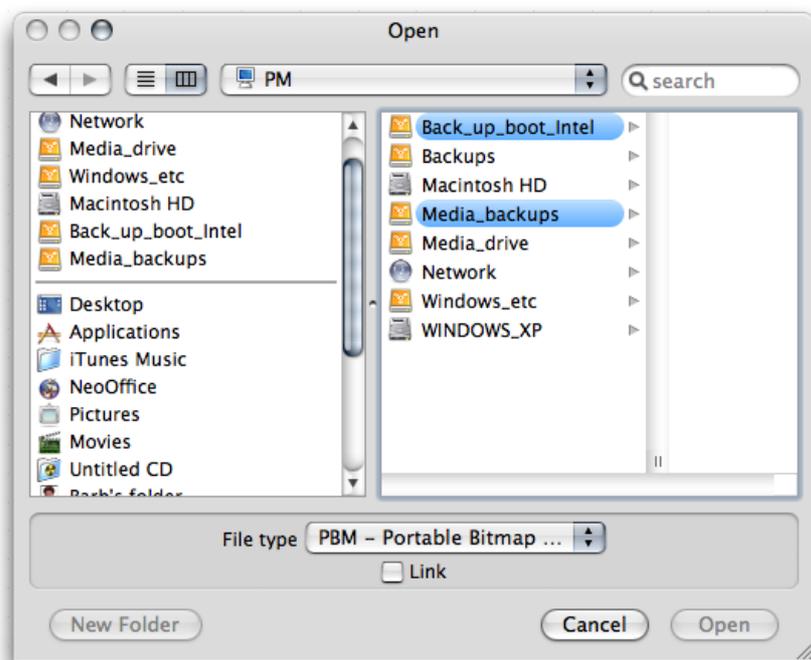
Bitmap images can be inserted in any Writer, Calc, Draw or Impress document.

1. Choose **Insert > Picture > From File...**
2. Select the file. With the **File type** field you can limit the selection to certain file types.
3. Check the **Link** box to hyperlink to the original file where embedding is not needed.

If the **Link** box is checked, whenever the document is updated and loaded the bitmap image is reloaded, and any editing steps, that have been applied to the local copy of the image in the document, are re-applied and the image is displayed.

If the **Link** box is not checked, the copy created with the first insertion is embedded and used.

4. Click **Open** to insert the image.



Editing Bitmaps

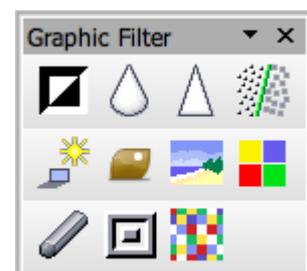
When a bitmap image is selected, the toolbar offers the tools for editing the image. Only a local copy is edited in the document, even if an image is inserted as a link.

The toolbar may look slightly different depending on the module being used. The illustration shows the **Picture** toolbar in 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 another dialog when started, and you can use these options, for example, to select the intensity of the filter.



Text and graphics can be added to the bitmap image by selecting these objects together and exporting the selection as a new bitmap image.

Applying Text to Bitmaps

To apply text to a pixel image and save it in JPEG format, for example, follow these steps:

1. Open a new drawing document.
2. Insert the pixel image by choosing **Insert > Picture**.
3. Unselect the image by clicking somewhere else in the document.
4. Click the **Text** icon on the main **Drawing** toolbar.
5. The mouse changes to a crosshair symbol. Hold down the mouse button and draw a frame around the pixel image with the mouse.
6. Enter some text inside this frame.
7. If desired, select this text and assign another color to it. The background of the text is automatically transparent.
8. Select the pixel image and the text by drawing a frame around both with the mouse. The Status bar will read “2 draw objects selected”.
9. Choose **File > Export** and, in the **Export** dialog,
10. Select the file type “JPEG - Joint Photographic Experts Group”
11. Enter a name.
12. Check the **Selection** check box to export only the selected objects.
13. Click **Save** dialog
14. During **Save**, another dialog permits setting options to define the quality of the JPEG image, up to 100%, and in grayscale. Remember that the higher the quality, the larger the file will be.

When a graphic object (for example, an inserted Pixel image) is selected in Impress or Draw, the **Picture** toolbar will be automatically displayed, some via the **Color** list menu (see below). This **Picture** toolbar enables modification of the color tone, brightness and contrast of the graphic object.

Changing the transparency value of graphic objects is also possible via the **Picture** toolbar. At higher transparency values, a graphic object becomes see-through, and objects lying behind it will be visible. When the work is saved as a NeoOffice document, the transparency is saved too.

NOTE: When exported as a graphic format, transparency is only saved where the graphic format supports the transparency and this function is enabled at the time of export.

Saving Bitmaps

Saving changes to a bitmap image as an image file, for example in one of the GIF, JPEG or TIFF file formats, is only possible in Draw or Impress by selecting and exporting the bitmap image. The following provides a step-by-step procedure:

1. Select the bitmap image.

Also select any additional objects as necessary. Press the *Shift* key for each selection or open a frame around all objects, to include, say, text with the bitmap image.

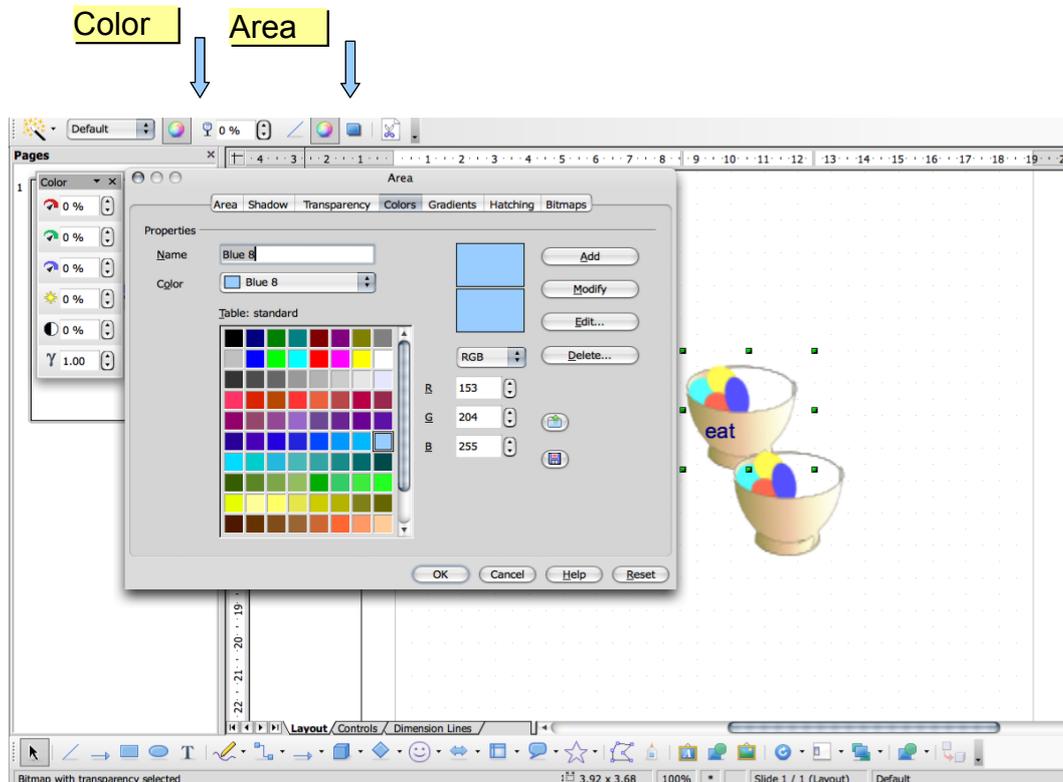
2. Choose **File > Export** to open the dialog.
3. In the **File type** field select the file format desired. For example GIF, JPEG, PNG et cetera.
4. To only export the selected objects, check the **Selection** box.

If **Selection** is not checked, the entire page of the document is exported.

5. Enter a name for the file.
6. Click **Save**.

Working with Colors

The **Picture** toolbar has two color control icons. Click the one on the left to produce the **Color** list box, which allows a huge range of selection of the R, G, B colors, and also of transparency and contrast and brightness. Click the icon on the right and another (**Area**) dialog appears. This allows you to choose redefined colors via the Colors tab.



The Color Bar

If wanted or needed, the color bar can be displayed on the edge of a drawing or presentation. The color bar offers a choice of colors. Selected objects can be colored by simply clicking on a color. To display the color bar, select **View > Toolbars > Color Bar**.

The color bar displays all predefined colors with their respective names in the same order as in the Color tab list box of the **Area** menu. User-defined colors appear at the end of the color bar and the bottom of the list box.



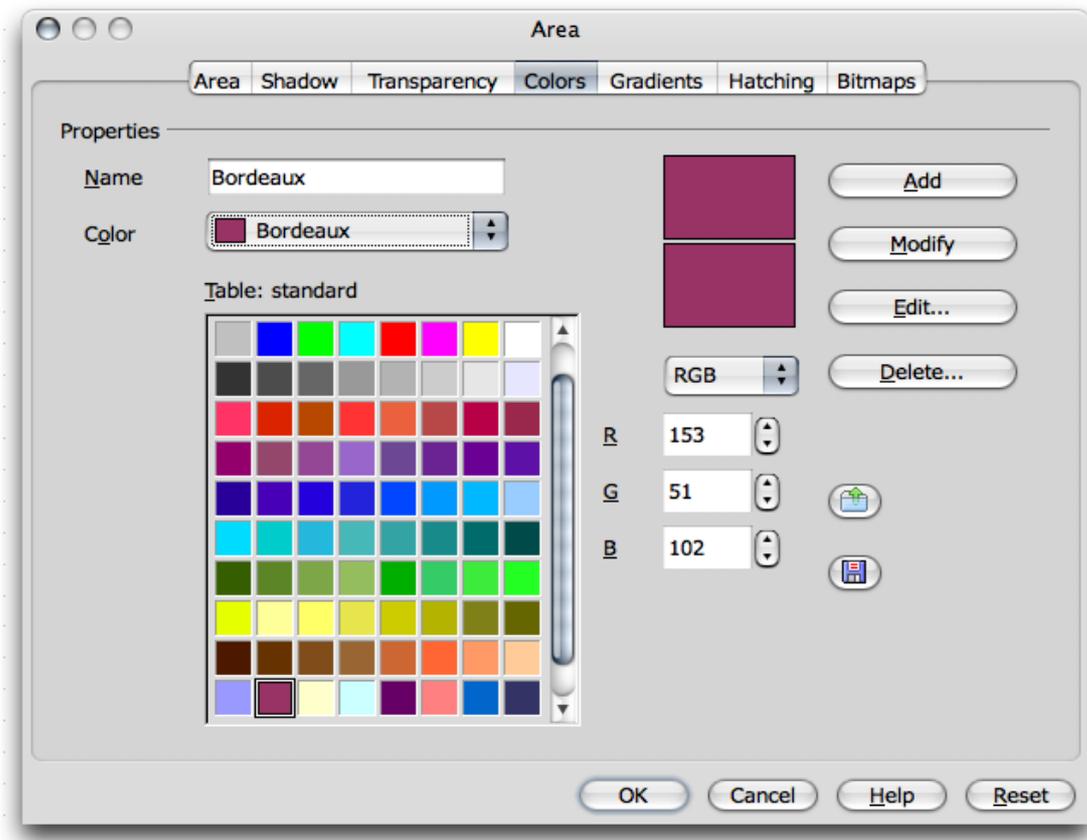
The field at top left of the color bar is for the color “Invisible”.

Change the size of the color bar using the mouse. Alternatively, dragging the color bar with the mouse converts it to a movable, variable-size window that can be manipulated in the same way as most other windows. For example, it can be moved by dragging the title bar and its size changed 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 Custom colors

Any number of colors can be defined by the user, have names assigned and be saved 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.



This provides everything needed to modify the color of a selected object. Here, you can also define and organize new colors.

To apply a color that is not yet in the color palette, first define the new color and assign a name to it.

Note: Modifications to the standard color palette are permanent. These are saved automatically, and are irreversible. This should not present problems if only adding a new color to the palette, but it can create difficulties if the standard colors are changed.

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. The list box provides two settings, **RGB** and **CMYK**, for defining the color via the spin button. Select the color model in the list box that corresponds to what is needed for this color.

The color models **RGB** and **CMYK** are just two of the models most used to define colors. **RGB** stands for **red-green-blue** and this model is particularly useful for colors being displayed on a computer monitor as it combines the three basic colors used. **CMYK** stands for **Cyan-Magenta-Yellow-black** or **Cyan- Magenta-Yellow-Key** and is the color model that best describes the subtractive colors used in printing. Select the color model that corresponds to the desired output medium (monitor or a printer). When exporting image files, it is best to ask the photo-exposure service in which color model and format the image is expected.

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 selecting colors from a color spectrum is preferable to specifying the values with the spin buttons, 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**.

3. Once a new color is chosen, specify whether it should replace the original color or be defined independently.

Note: *It is recommended that only custom-defined colors be replaced.*

1. To replace the color displayed in the upper preview box, click **Modify**.
2. To set the new user-defined color, assign a name to the color in the **Name** field, and click **Add** and **OK**.

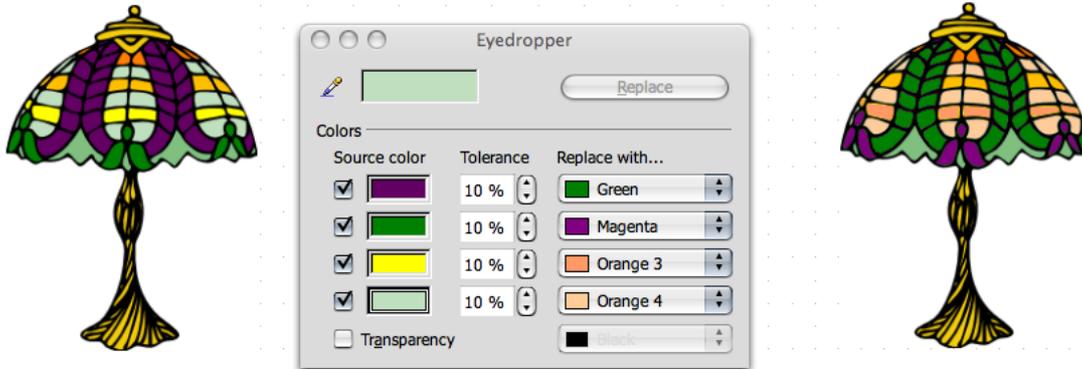
The new color will immediately be added to the palette of existing colors; however, if the dialog is exited by using the **Cancel** button, the color of the current object does not change.

Nonetheless, the modifications in the color palette do remain in effect.

Further instructions on saving and loading the color palette and other palette files are found in **Help**.

Replacing Colors using the Eyedropper

In Draw and Impress, images inserted in a bitmap format such as, GIF, JPEG, PNG and metafile images like WMF can have their colors edited using the **Eyedropper**. To open the Eyedropper window, choose **Tools > Eyedropper**.



The Eyedropper can replace selected colors and, to a point, similar colors, with other colors, up to four colors at one time. If the replacement is not what is desired or needed, reverse it with one click on **Undo** on the Standard toolbar. Use the Eyedropper to match the colors of different bitmaps or to redo a bitmap with, say, the colors of a company logo.

To replace colors with the Eyedropper

1. Insert an image in a Bitmap format (e.g., BMP, GIF, JPG, TIG, PNG) or in a metafile format like WMF. To do this, choose **Insert > Picture** in Draw and 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 can then be used as a pointer with which one can 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. Notice how it changes as it hovers over different colors in the picture.
4. Click the (left) mouse button when the color is found which is to be 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 in which the colors are to be changed, by clicking in it.

8. In the **Eyedropper** window click **Replace**. If too many similar colors were replaced, undo the step using *Cmd-Z* and decrease the color tolerance in the spin button. Then click **Replace**.

The **Transparency** attribute also serves as a color. Transparency in an image with a color can be replaced, for example, with white. This is helpful when, say, the printer driver has 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 we do not see a rectangular picture, but rather see only the illustration of the product 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). See how this has been done with the liberty lamp below, which had a white background previously. 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.



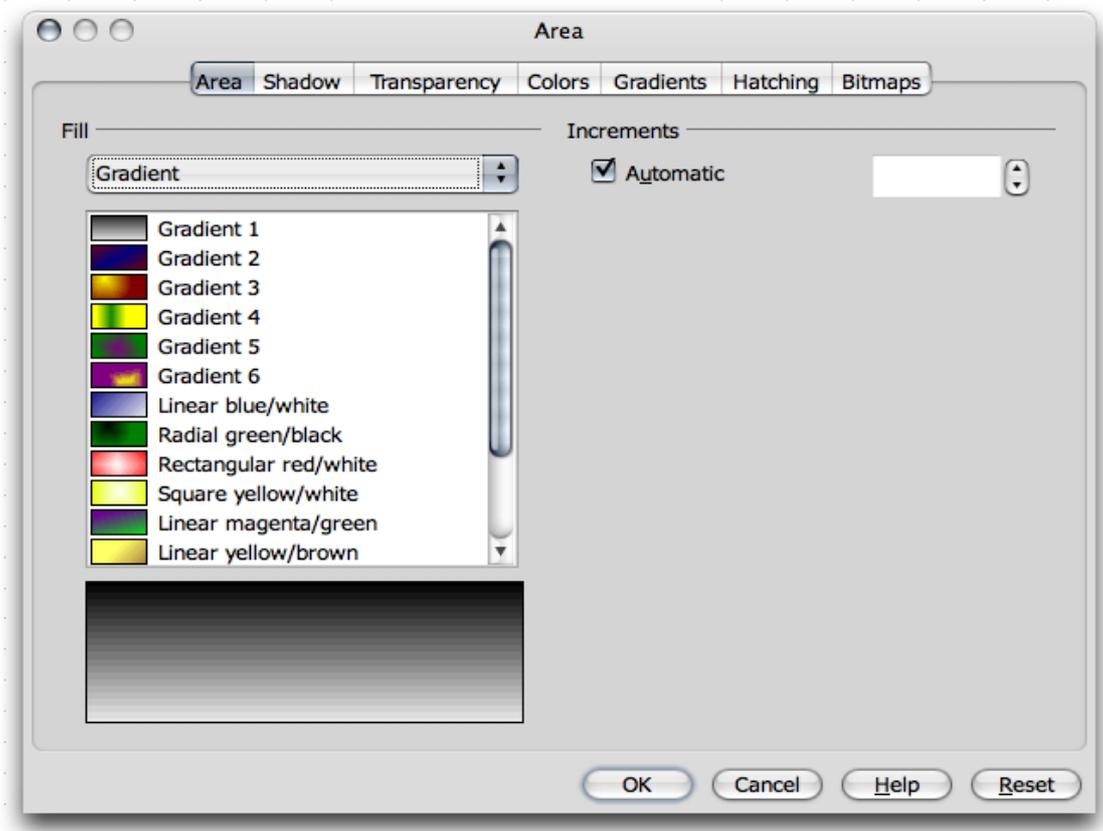
Gradients and Patterns for Objects and Background

The objects in 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 in the spin button, then make a selection from the gradient list.



Defining a Custom Color Gradient

Before defining a new, custom color gradient, save the current color gradient list as a file to ensure there is a backup or load a different list from another file.

If you have selected an object and then defined a new gradient, the new gradient is immediately assigned to the selected object. If you do not want immediate assignment, 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 tab enables definition of all of the options for new color gradients.
2. From the list of existing color gradients, click the gradient to use as a basis for creating the new color gradient.
3. Click the **Add...** button.
 - a) In the dialog, assign a name for the new gradient. For example, enter the name “UFO”.
 - b) Click *OK*. The name will appear as a new entry at the end of the list and is 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*.

The new color gradient may be used immediately.

Interactively Defining a Color Gradient

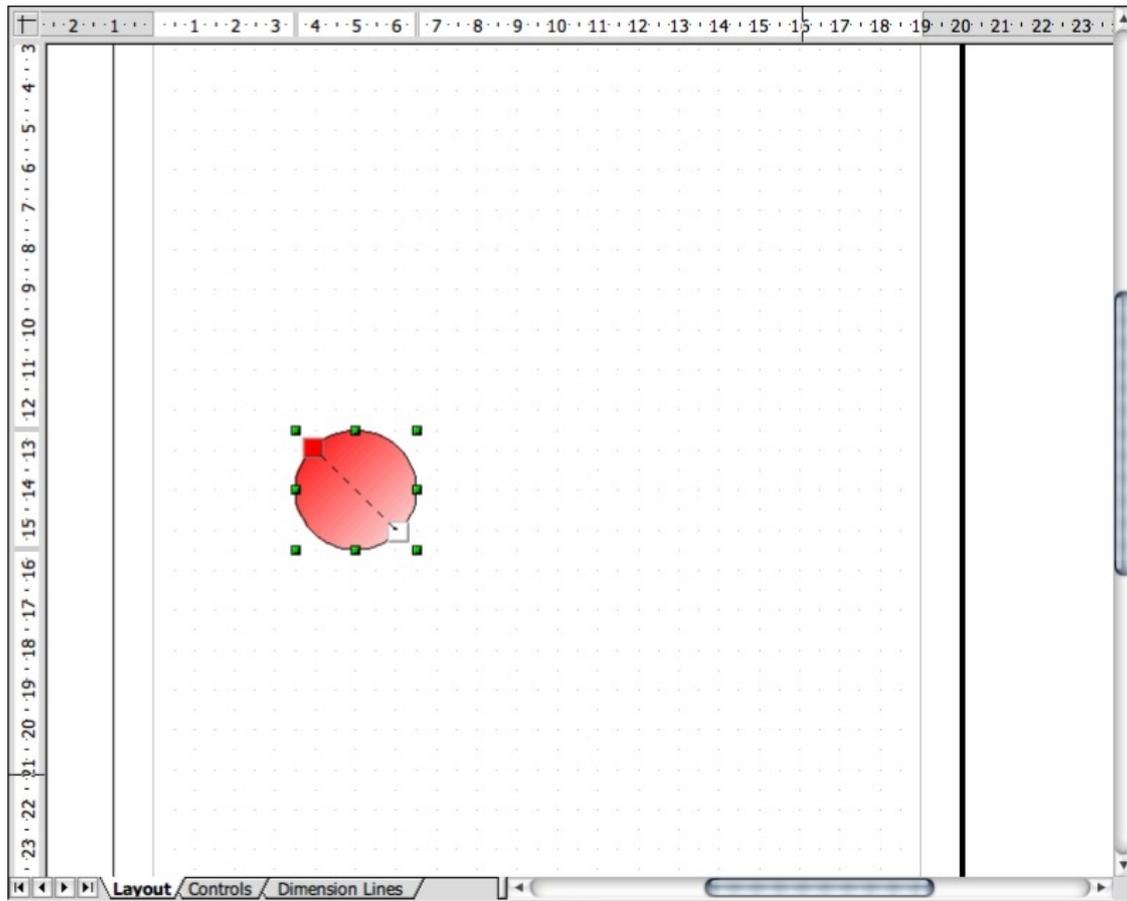
Color gradients can be modified by clicking and dragging them with the mouse. However, in order to be defined interactively, the object must already have a color gradient.

1. Select an object which has a color gradient.
2. In Draw, open the **Effects** floating toolbar  from the **Drawing** toolbar.
3. On the **Effects** floating toolbar, click the **Gradient** icon. 

Two objects in color which are linked by a vector should now be visible.

Depending on the type of gradient, one or both of the objects can be moved with the mouse and thus determine the origin, end and angle of the color gradient. When the color bar is displayed, assign colors by dragging and dropping the selection to each object to determine the **start** and **end** colors.

In a similar manner, the transparency of an object can be set using the **Transparency** icon. (The user may need first to call up the context menu of the object by right-clicking or *Ctrl*-clicking on it, select **Area**, then the **Transparency** tab, to check that transparency is “on”.) With the tool, defining a grayscale gradient which spans from black (0% transparency, i.e. opaque) to white (100% transparent) is possible.



Organizing the Attribute Tables

The buttons **Load Gradients List**  and **Save Gradients List**  in the **Gradients** tab, open dialogs for opening and saving gradients. The current gradient list, for instance, might consist of all gradients which are custom defined for a certain project. Save the list, then reload the standard list. This way the list (and the memory space) can be kept free from resources that are not needed. To continue working on this project later, simply reload the custom gradient list. The same procedure applies for loading and saving lists of hatchings and bitmaps.

3D Globe

This section describes how to create a three-dimensional globe with Draw in just a few steps. When finished, rotate the finished Globe using the mouse.

Creating Texture on a 3D Object

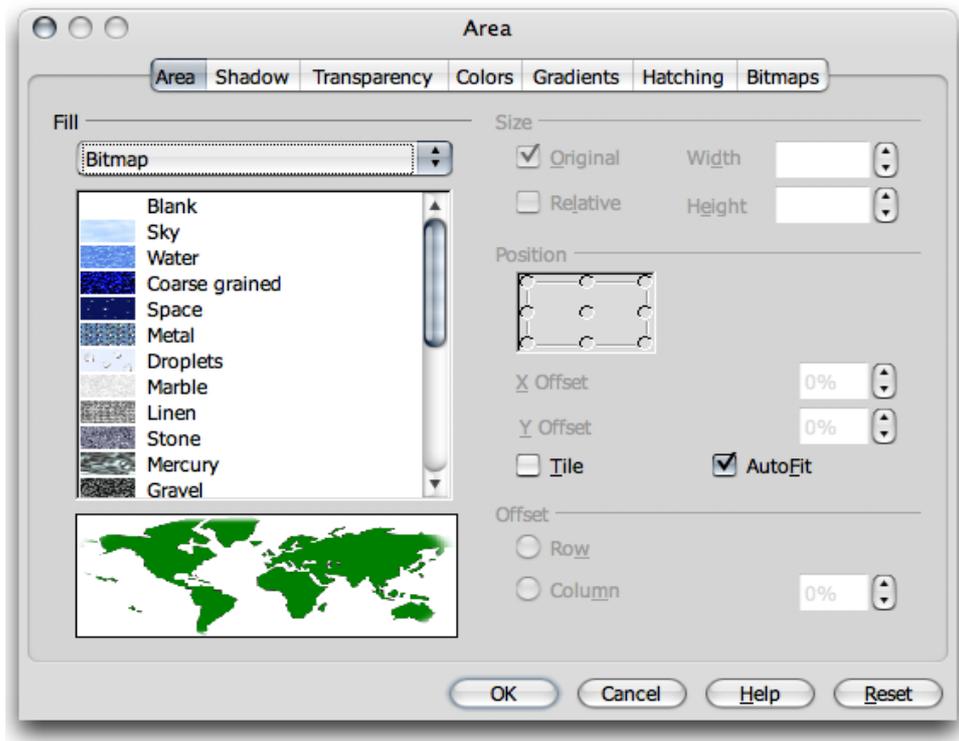
*Note: If only the globe shown here is needed, and creating a similar one is not needed, use the finished globe from the Gallery in the **3D Effects** theme. Drag the globe into the document.*

To create a custom 3D globe, first open an empty draw document, insert a globe and then apply a world map as a texture to the globe (worldmap2.wmf from the StarOffice collection is a good choice but there are others available via the Internet). Then adjust the illumination.

1. Open an empty drawing document by choosing **File > New > Drawing**.
2. Open the **3D Objects** floating toolbar  on the left of the **Drawing** toolbar.
3. Select **Sphere** from the toolbar,
4. Drag open a area to create the globe. All **3D** objects can be opened in this way. If creating an oblong shape is preferable, press the *Shift* key while dragging. This behaviour for **3D** objects is opposite to the way other objects such as ellipses and rectangles behave.
5. Open the Gallery.  The Gallery themes appear as subdirectories (folders in OS X).
6. Locate the map to be used. If there is a **Maps** theme, click on it and the Gallery shows the maps. If not, see the section on importing clipart, or check the NeoWiki.
7. Click any rectangular world map, say, worldmap2.wmf.
8. Hold down the *Shift* and *Cmd* keys and drag the map of the world onto the sphere. This lays the map of the world on the sphere as a texture.
9. If the Gallery hides the globe, users can fix the Gallery window so that it no longer overlaps with the document. At the bottom edge of the Gallery window is a dotted handle. Click on this with the mouse and drag it up as far as is needed,

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, only a small segment is seen 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.
4. Close the dialog with **OK**.

Now the world map can be seen as texture on the sphere. NeoOffice has automatically selected the most appropriate projection method. To see this, double-click on the sphere and then rotate it.



In **Tools > Options > NeoOffice > View** tab, check the appropriate box for 3D objects to refresh during interaction.

Using Illumination

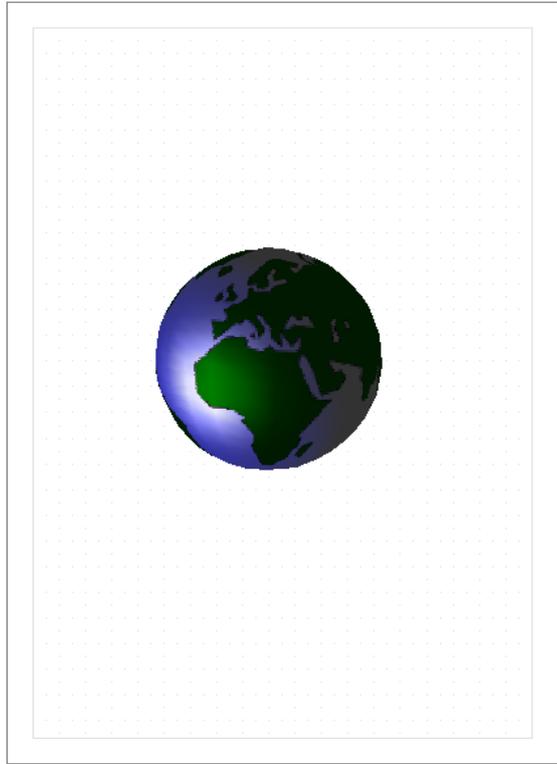
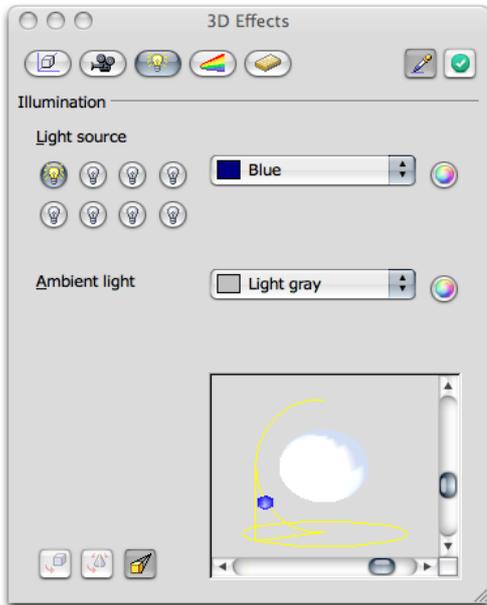
Now you need to provide illumination for the world globe. Select an overall blue illumination, for example, so that the oceans will have a blue color, and a yellow highlight that will shine on the side of the earth facing the sun.

1. Select the world globe since the illumination preferences being set always refer to the currently selected object.
2. Open a context menu by right-clicking or *Ctrl*-clicking on the globe. Select 3D Effects.

In the **3D Effects** window, click the **Illumination** button.



- a) Use this feature to change the default setting of the light source to “blue” and move it down and to the left.
- b) Click **Assign**. 

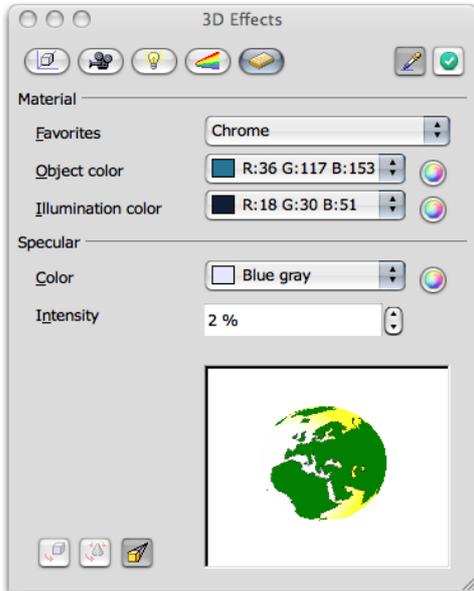


3. Repeat step 3 to apply a second light source in “yellow” to shine on the earth from the above right.

More 3D Effects

Take a look at the **3D Effects** window. The individual tabs and icons are described in detail in **Help**. What follows is just a brief overview:

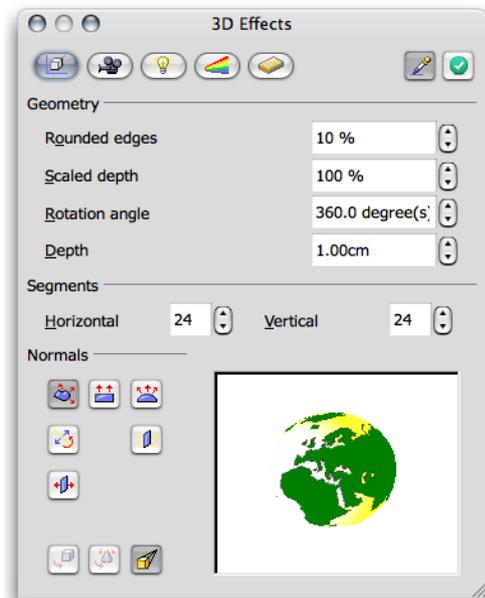
3D Effects: Favourites



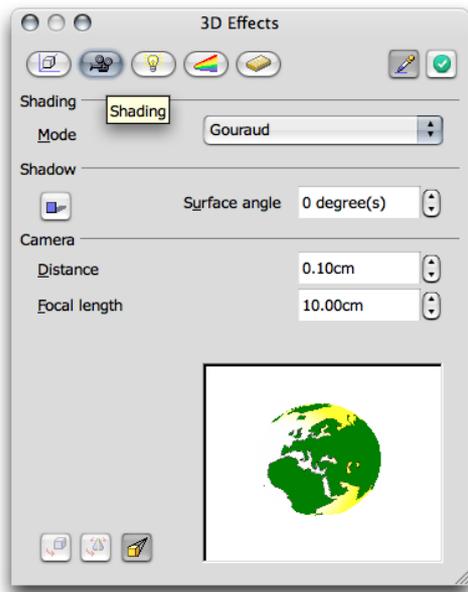
This dialog window offers a few special effects that can be used on the 3D object. To save interesting effects so that they are available for selection on this tab, file the appropriate 3D object in the Gallery, more specifically in the **3D** theme folder.

3D Effects: Geometry

By using this feature, the user can control the manner and quality of how the object surface is geometrically calculated and displayed. For example, interesting effects can be produced by deliberately reducing the number of segments of a sphere. Properties of the 3D font, such as the slant of the edge (bevel), depth, et cetera are determined here.



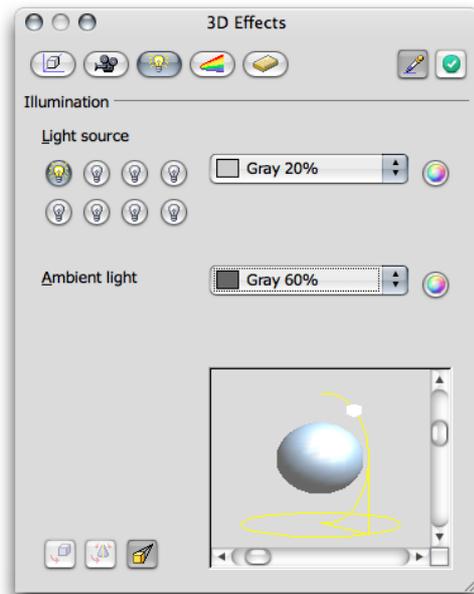
3D Effects: Shading



This feature permits specifying 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. Also use this feature to specify a shadow for the 3D object and to select the camera distance and focal length.

3D Effects: Illumination

Control of illumination of a selected 3D object is easily done in a variety of ways. In addition to the general ambient light, eight additional light sources are available, all of which can be aligned, adjusted for color, or turned on and off individually.



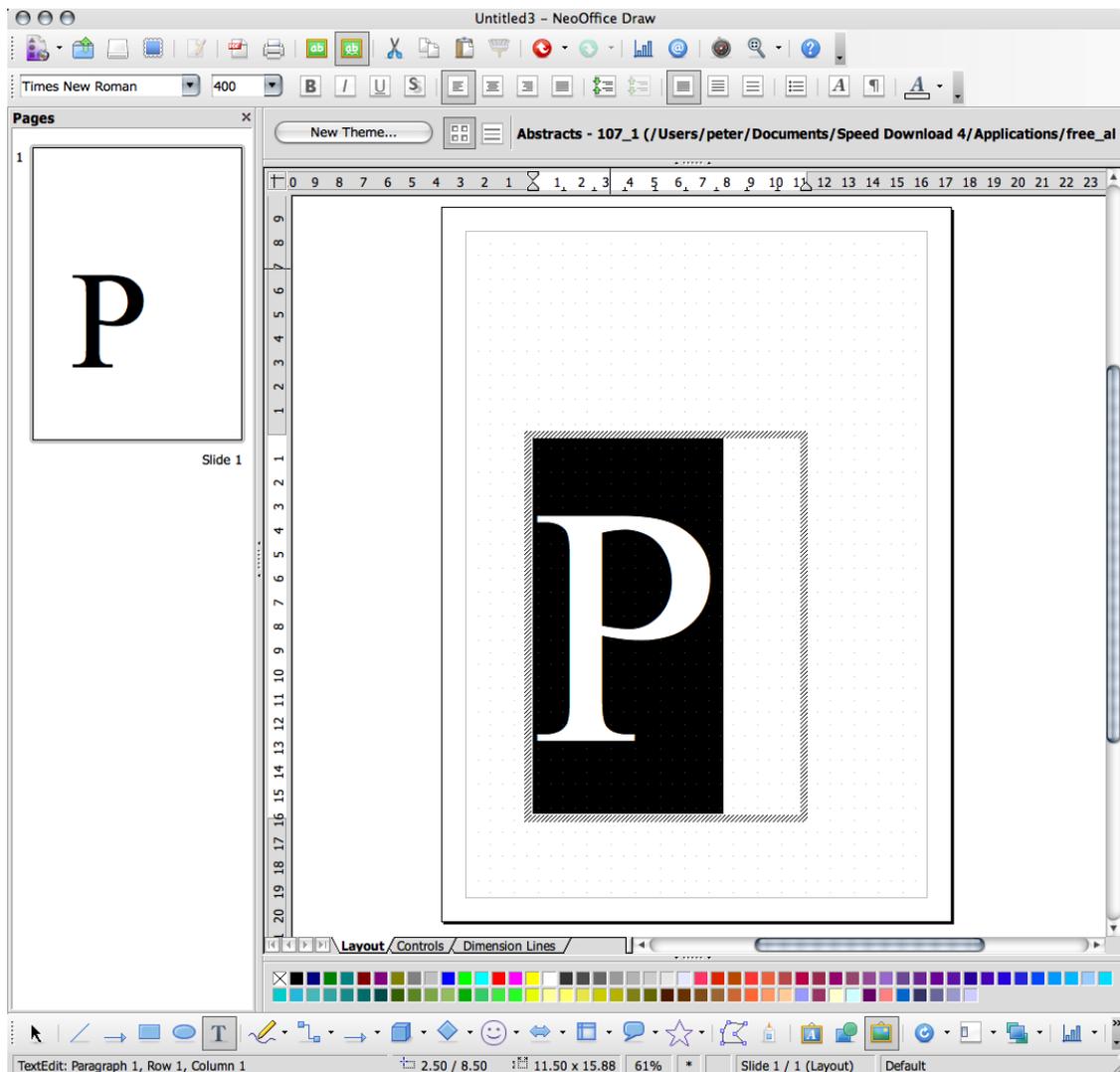
3D Effects: Textures and Material

With these two sections, control the appearance of the surface of 3D objects. See **Help** for an explanation of the numerous possibilities.

Designing 3D Objects From Font Characters

The step-by-step methodology described below is particularly useful in preparing objects that could be used for logos and other identifiers. What follows is presented in tutorial form.

First Step:



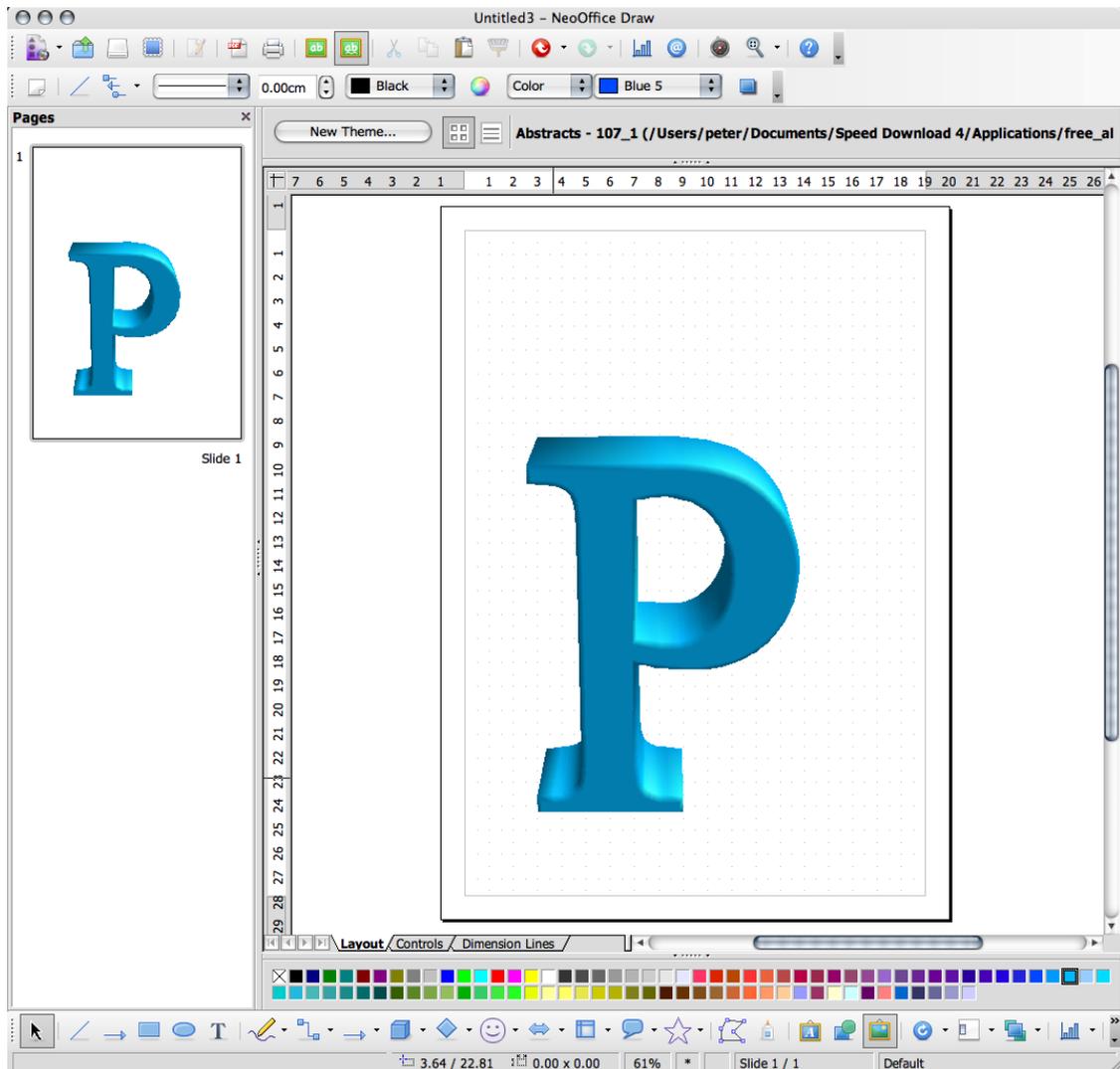
1. Open an empty drawing document either using **File > New > Drawing** or the New icon on the Function toolbar.
2. Create a text box containing a single capital letter. In this procedure, the letter “P” is used.
3. Choose a character set for formatting.
4. Set the font size to about 400 pt.

This font size is to provide a usable sized object that, when converted to 3D, the text takes up exactly the space that is drawn for the text, independent of the font size selected.

5. Draw the text box using the **Text** icon on the floating toolbar.
6. Select the letter and then manually enter 400 in the **Size** field on the text object bar. At this point, other attributes, such as another typeface or emphasis attribute, like bold, may be selected.

Second Step:

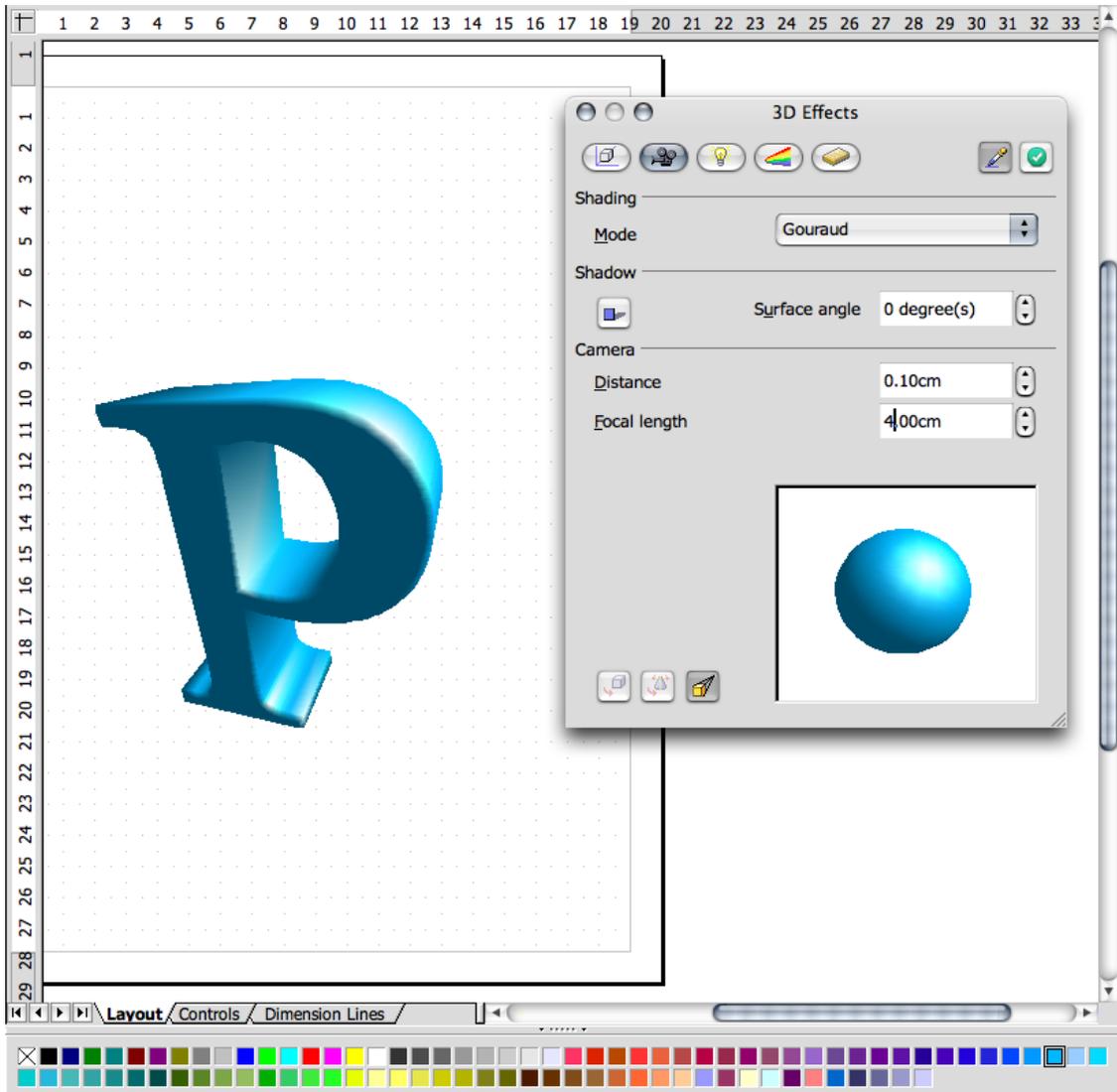
Select the text field with the letter and choose **Convert > To 3D** on the **Modify** menu. Modify the color of the object by selecting **Area** on the **Format** menu. Of course it is also possible to assign a gradient or a bitmap graphic to the object.



Third Step:

Select the letter "P" again so that it can then be modified in a different way. Use a right-click or *Ctrl*-click to bring up a context menu and select **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 (4 cm in this case, at a distance of 0.10 cm.).



Fourth Step:

Now add some text to the logo. Start by inserting a text box and populate it with name of the company and in a format that is suitable. To put a border around the text, convert the text to a polygon 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 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.

Fifth Step:

Create a simple drawing object as a background for the logo, for example an ellipse. Choose **Modify > Arrange > Send to Back** to place the object all the way to the back.



Now there is a perfect 3D logo created with NeoOffice in only five steps!

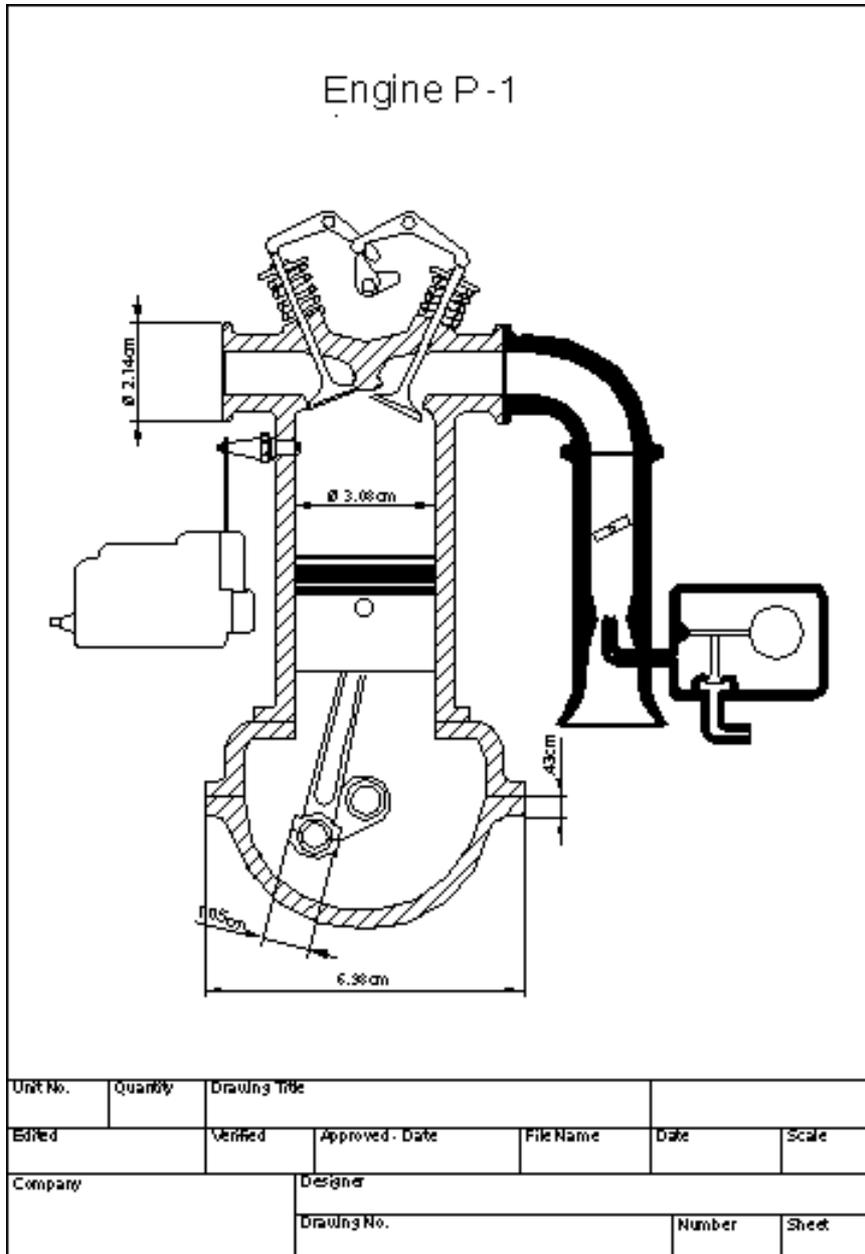
Note: that you can also access the functions through the context menu instead of using menu commands, which makes for less work with the mouse.

Using a Grid

To work with great precision, for example to place rectangles one on top of the other, use the grid function. To turn on the grid, choose **Tools > Options > NeoOffice Draw > Grid** and select the **Snap to Grid** option. As an additional aid, selecting **Visible Grid** makes it easy to place documents exactly on top of each other in the document.

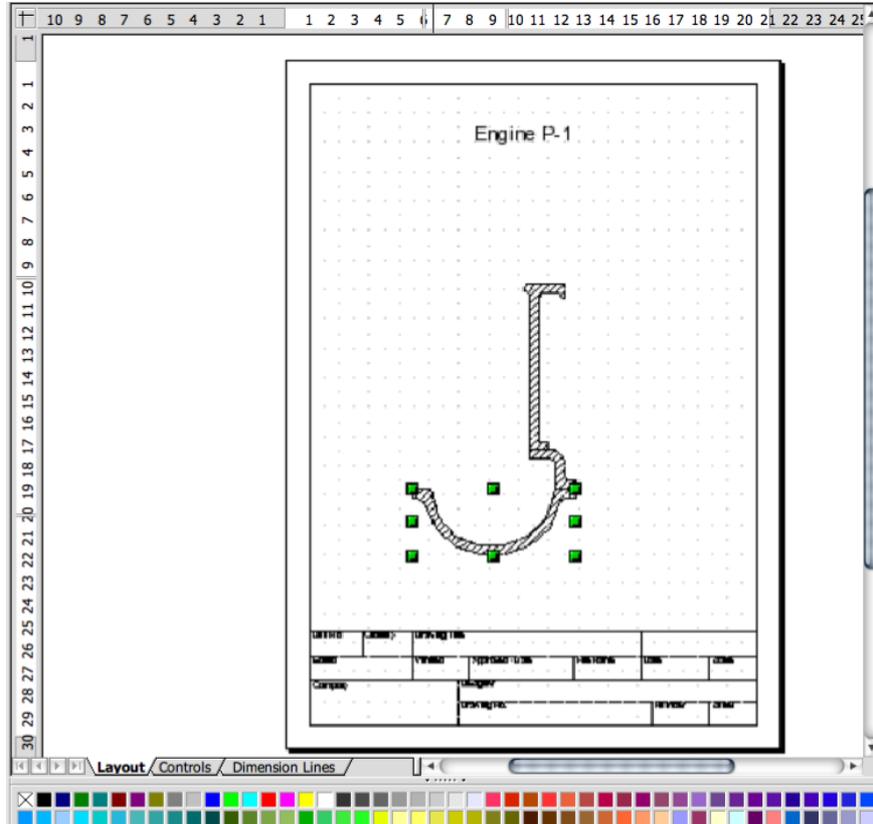
Mechanical or Construction Drawings

This section explains how to produce a mechanical drawing with NeoOffice. The same method can be used to create other similar drawings, such as, construction blueprint, garden layout et cetera.

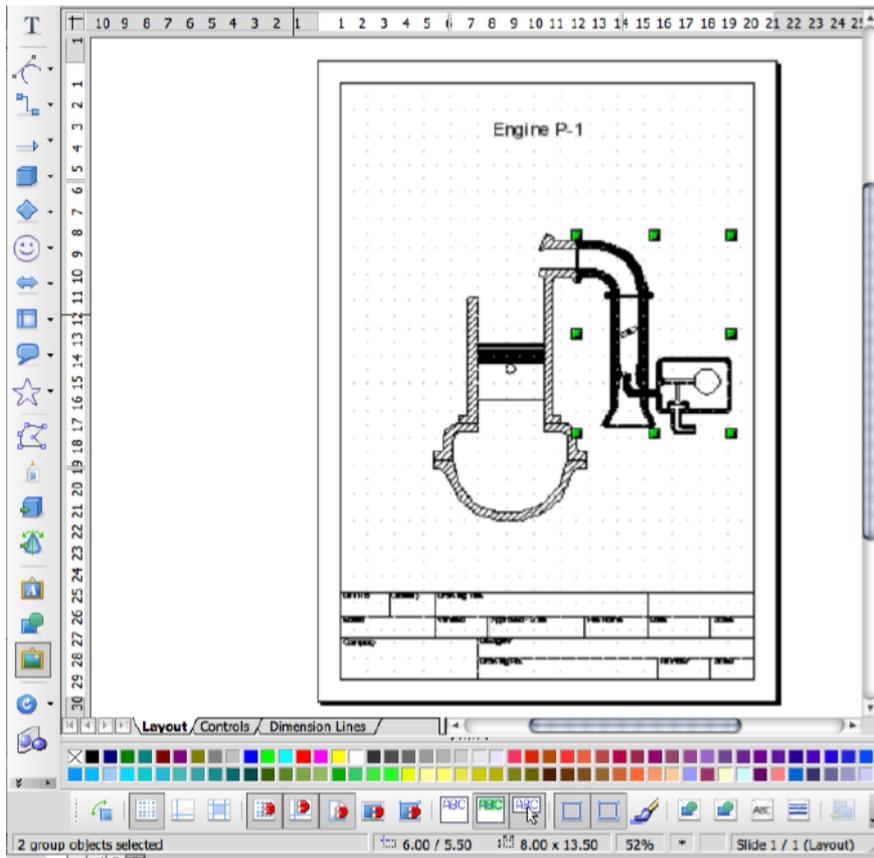


Creating a Construction Plan

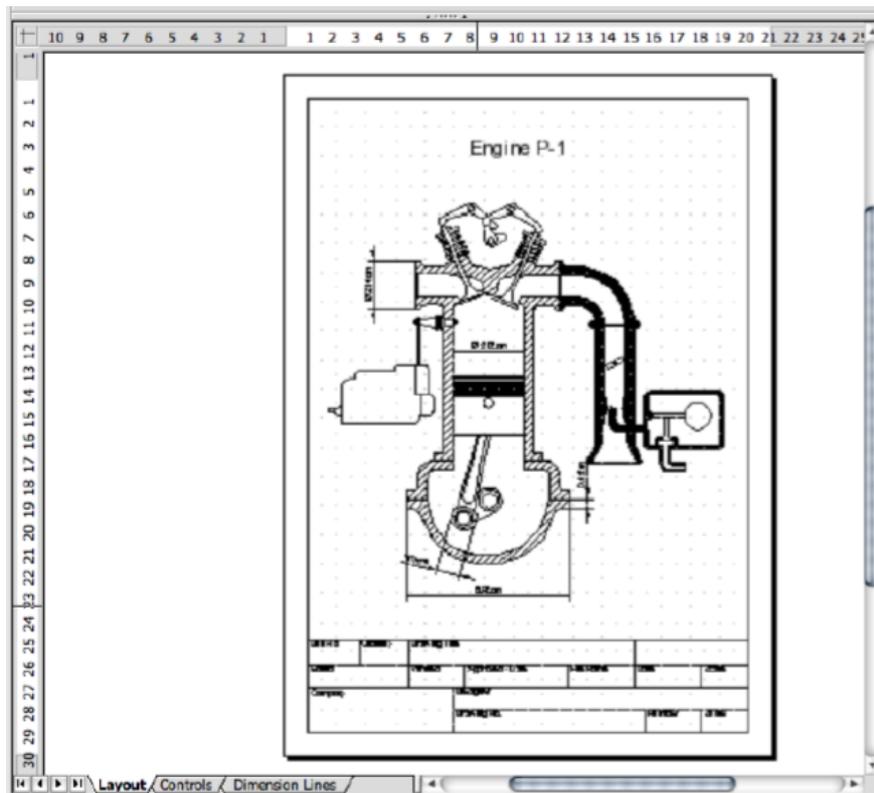
To create a drawing like the preceding illustration, click the **Rectangle** icon and drag the floating toolbar into the work area. Then, select **Curves** and **Lines and Arrows** and drag these floating toolbars into the work area as well. Choose a tool with which to begin, such as the **Rectangle**, and use it to drag open an area to represent the first surface. Finally, draw in the details with the **Line** tool.



Add some more details.



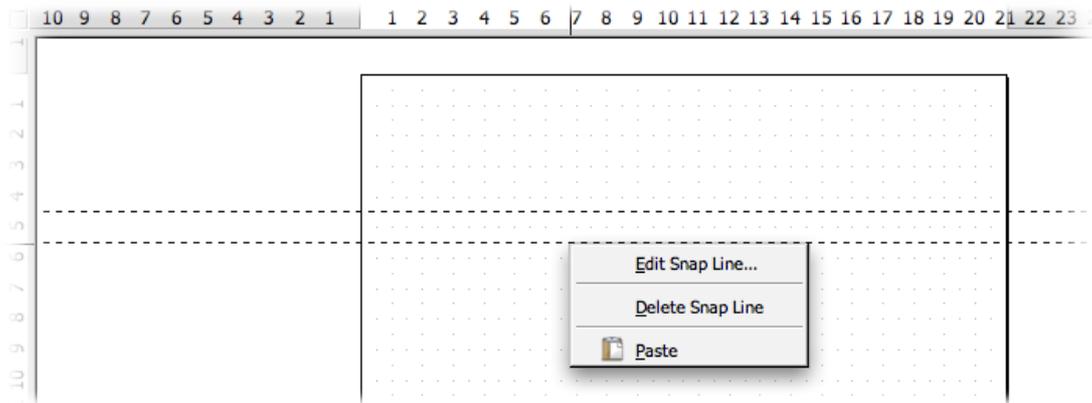
Complete the drawing.



Using Snap Lines

It is advisable to use snap lines to position lines and objects more precisely.

To display a snap line, click on a ruler and hold down the mouse button to drag it into the 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. To delete a snap line, simply drag it back onto the ruler. In Draw, snap lines can also be positioned in a numerically exact way using the **Edit Snap Line...** command from the context menu of the snap line.

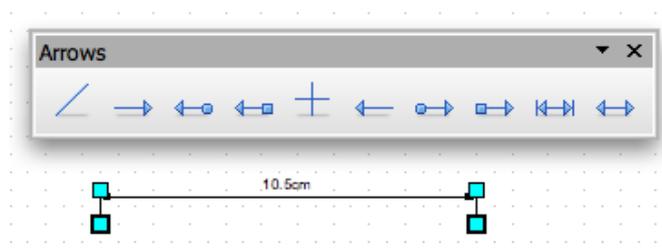


Note: Snap lines are lines which are visible only on the screen and are used for the sole purpose of precise positioning and alignment. An unlimited number of horizontal and vertical snap lines can be created.

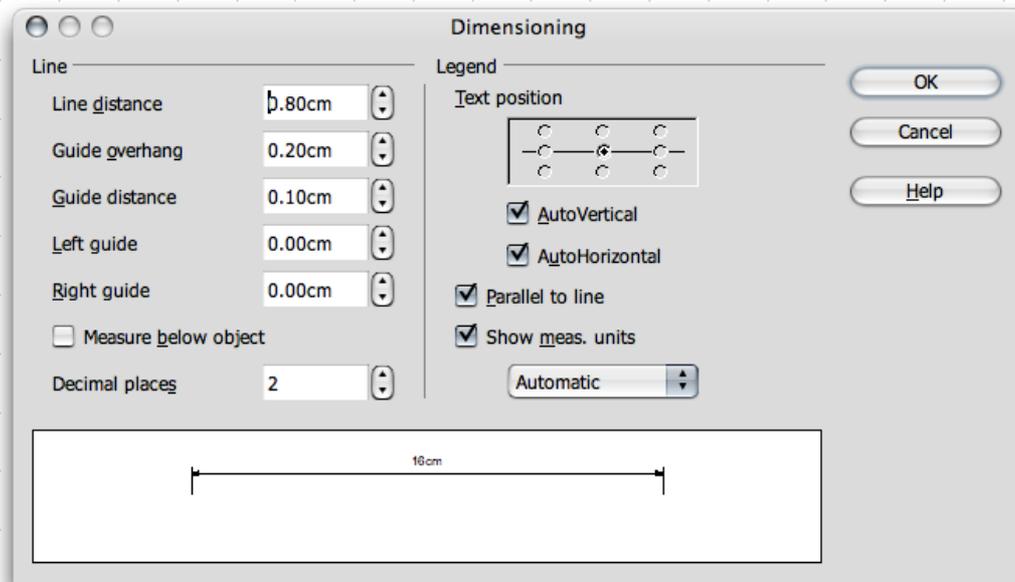
Using Dimension Lines

With Draw, dimension lines can be directly inserted into a drawing. Drag the snap lines from the ruler into a document and position so that there is a snap line over every major

line in the drawing. To do this, click the **Dimension Line** icon  on the **Arrows** floating toolbar, called up via **Views > Toolbars > Arrows**. The mouse pointer will turn into a cross and a dimension line may be dragged directly from one side to the other, or, even better, from one snap line to another.



To edit the look of dimension lines, select them, open the context menu and click **Dimensions...**. The dialog that appears, permits determination of 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 either expansion or reduction of the space. **Note:** To obtain an absolutely horizontal or vertical dimension line or one at a 45° angle, press the *Shift* key while dragging the dimension line.

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 testing several different variations.

The **Layout** layer is the default workspace. The **Layout** layer determines the location of title, text, and object placeholders on your page.

The **Controls** layer can be used for buttons that have been assigned an action, but that should not be printed. Set the layer's properties to “not printable”. Objects on the **Controls** layer are always in front of objects on other layers.

The **Dimension Lines** layer is where you draw, for example, the dimension lines. By switching the layer to show or hide, you can easily switch these lines on and off.

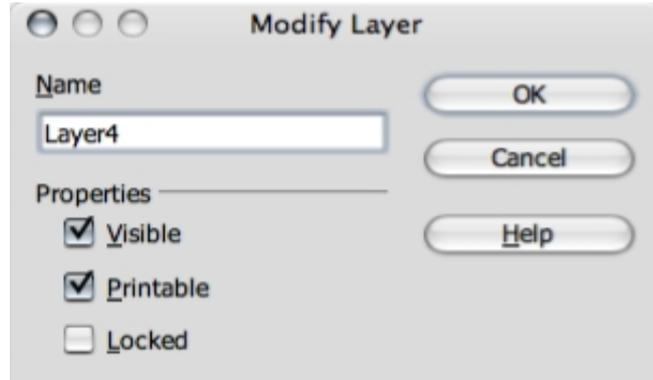
To insert a new layer, open the dialog **Insert Layer**. It can also be opened through the context menu of the tabs **Layout**, **Controls** and **Dimension Lines** arranged at the bottom of the screen, or by right-clicking or *Ctrl*-clicking on the gray area at the end of that tab bar. Enter a unique name, e.g. “**Sketch1**”. Repeat this procedure for another level and enter the name as “**Sketch2**”.

Now click the **Sketch1** tab and place the details of this level; for example, by dragging the desired clipart from the Gallery into the document.

After the details are positioned on **Layer1**, do the following:

1. Click the **Sketch2** tab and arrange elements there as well. Notice that the elements from **Sketch1** are visible.
2. To change this, click the **Sketch1** tab and call up the context menu and select **Modify Layer**.

3. In the **Modify Layer** dialog, remove the check from the **Visible** check box



4. Click **OK** to view only the **Layout** level and the **Sketch2** level.

As a rule all layers will be displayed. To view a particular layer, deactivate the **Visible** field on all the other layers.

After completing the drawing, save and/or print the document as needed.

***Note:** 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**.*

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.

Chapter 7: Base



*NeoOffice User Guide, based on
OpenOffice.org User Guide
for Version 2.x*



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The Original Documentation is "OpenOffice.org User Guide for Version 2.x".

Contributor(s): G. Roderick Singleton.

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[*Note: a copy of the PDL is included in this template, at the back of NeoOffice User Guide for 2.x, and is also available at: <http://www.openoffice.org/licenses/PDL.rtf>.*]

Feedback

Please direct any comments or suggestions about the original OpenOffice.org document to: grsingleton@openoffice.org.

Note: Gerry Singleton passed away on 12 May 2007. Please direct communication to dev@documentation.openoffice.org now.

Acknowledgements

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Notes Concerning NeoOffice Edition

Editing by Peter Mitchell and Jacqueline Gouguenheim-Desloy

Most screenshots in the NeoOffice Edition contain icons from the Akua Iconset developed for NeoOffice 2.x Copyright © 2006-2007 Armando Nava, Daniel Pimley & Oscar Van Vliet

To contact Peter Mitchell about the NeoOffice Edition, email NeoOfficeUser@pbm-au.net

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Chapter 7: Databases and Data Sources

Versions of OpenOffice.org Base prior to 2.x required a connection to an external data source. While 2.x retains this functionality, it also introduces the ability to create an HSQLDB database as an internal data source. Now all the data tables, forms, queries and reports for a database can reside in one .ODB file. **NeoOffice** previously did not have a database program built-in. Now it has one, called simply Base.

This chapter introduces built-in HSQLDB databases and touches on some of the functionality still retained from earlier versions of (OpenOffice.org) Base. The examples found in this chapter are some of the steps used to create the Calendar example database.

The large amount of preparatory work done when you are actually designing a database is beyond the scope of this chapter. Briefly, the preparatory work for creating the Calendar database involved sketching out what you wanted to see as the end result and working from there to design tables that would follow good database design theory or, failing that, that would at least be easy to implement and maintain.

Creating a Database File

After the preparatory work, a file or container must be created to hold all the parts of the database.

If NeoOffice is already open, you can choose **File > New > Database**. You can also open NeoOffice Base itself using the NeoOffice program icon.

The **Database Wizard** opens to **Step 1, Select database**.

Make sure the option is set to **Create New Database** and click **Next**.

In **Step 2, Save and proceed**, you will want the option regarding registering the database (**Do you want the wizard to register the database in NeoOffice?**) set to **Yes, register the database for me**.

When you register a database, NeoOffice now knows where the data is located and how it is organized. In spreadsheets and text documents, you can use **View > Data Source** to connect to the data.

Under **After the database file has been saved, what do you want to do?** Make sure you check **Open the database for editing**.

The other option, **Create tables using the table wizard** check box opens the **Table Wizard**. The **Table Wizard** offers a set of sample tables from which fields, with corresponding types and formats, can be chosen to create a new table. Fields can be chosen from multiple tables to create the particular table.

Click **Finish**.

1. In the **Save As** window that opens, name the database and select a location in which to store it. Leave the **Save as type** set to **OpenDocument Database**.
2. Click **Save**.

A NeoOffice Base window will open for the new database. At this point, we have created an empty database file.

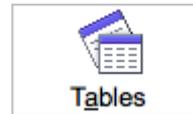
Creating a Table

An empty database file is not much use. The next step is to create a table in which to store the data. In previous versions of OpenOffice.org Base, you would connect to an external data source such as Adabas, JDBC, ODBC, dBase, ADO, Text, Spreadsheet, or Address Book. You can still do this (as discussed below) but, as mentioned above, you can also create HSQL tables that will reside in the database file itself.

Each field in a table is represented in the design of that table by a row. Each row has fields for **Field Name**, **Field Type** and **Description**. **Description** is an optional field that can be used to provide a description of what the field is used for.

Additionally, each of the table fields have **Field Properties**. These vary based on the type of field.

The main table in our Calendar database is the Appointments table and the following steps explain how that table was created.

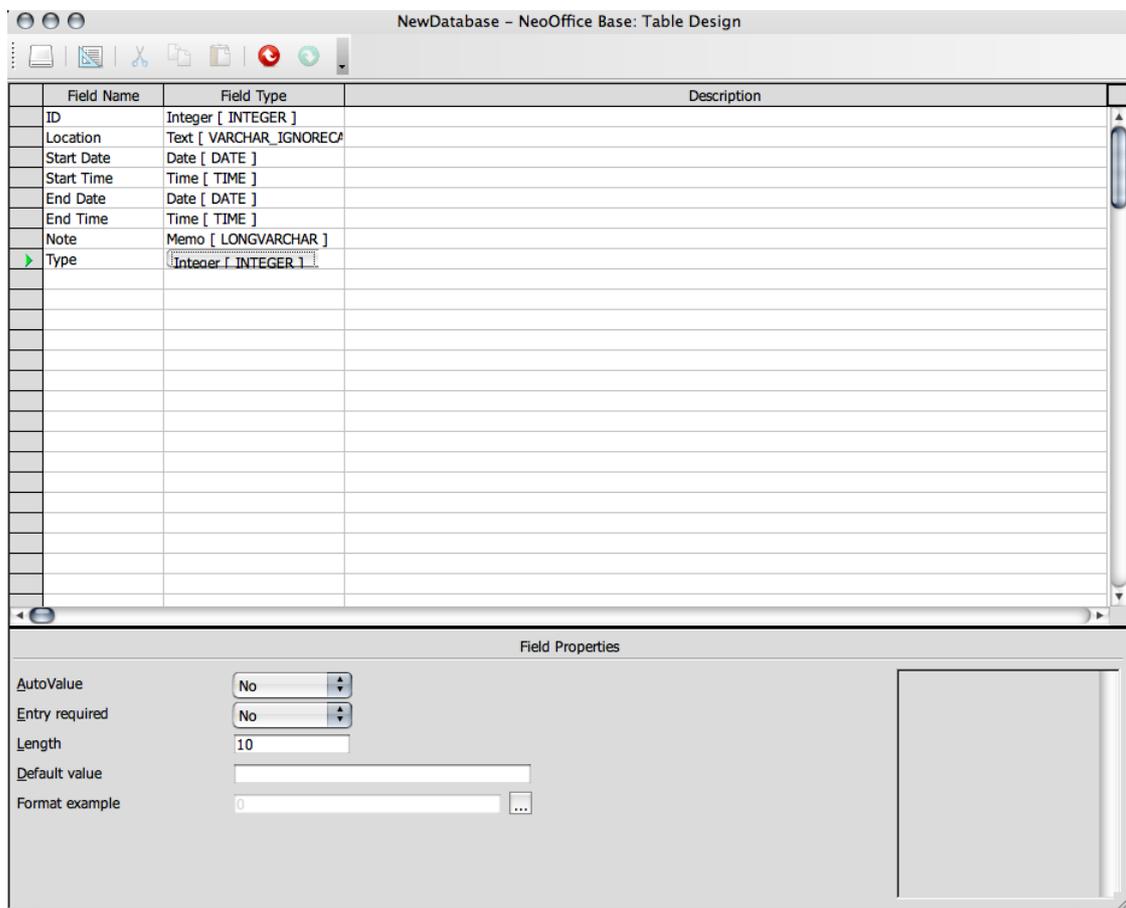


1. In the database window, click the **Tables** icon in the left-hand column.
2. In the **Tasks** pane at the top of the window, click the **Create Table in Design view** icon. A **Table Design** window opens.
3. In the first row in the Table Design window, in the **Field Name** box, type ID and hit the **Tab** key on the keyboard.
4. In the **Field Type** box that the cursor jumps to, hold down the mouse on the text displayed, and a drop-down list appears. Choose **Integer [INTEGER]**.
5. In the **Field Properties** section at the bottom of the window, change the value for **AutoValue** to **Yes**.
6. Create the fields listed below by repeating steps 3 through 5 using the information in the table below. Obviously, do not go back to the first row in the design window and **do not** set the **AutoValue** option on any other fields to **Yes**.

Field Name	Field Type	Field Properties
Subject	Text [VARCHAR]	Entry Required = Yes; Length = 50
Location	Text [VARCHAR_IGNORECASE]	Entry Required = No; Length = 50
Start date	Date [DATE]	Entry Required = Yes

Start time	Time [TIME]	Entry Required = No
End date	Date [DATE]	Entry Required = No
End time	Time [TIME]	Entry Required = No
Note	Memo [LONGVARCHAR]	Entry Required = No
Type	Integer [INTEGER]	AutoValue = No; Entry Required = No

Your screen should look like this on the next page:



- Right-click or *Ctrl*-click the field selector for the ID field (this is the area to the left of the word ID, probably showing a green arrow) and choose **Primary Key** from the list presented. A key will now appear next to the green arrow:

	Field Name	Field Type
	ID	Integer [INTEGER]
	Subject	Text [VARCHAR]
	Location	Text [VARCHAR_IGNORECA]

8. Click **File > Save**.
9. Enter **Appointments** for the **Table Name** and click **OK**.
10. Close the table design window by clicking **File > Close**.
11. In the database window, click **File > Save** to save the work done so far on the database.

Note: The type VARCHAR_IGNORECASE is a special type of VARCHAR specific to HSQLDB. It is case-insensitive which means entries such as Home and HOME are the same.

Note: 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.

Creating a Related Table

The last field of the Appointments table is the Type field. Since we are trying to follow good database design procedures here, we want to put our appointment types in another table and link the tables using an ID field. The basic reason for this is that, because so many of our appointments are going to have the same type, we want to cut down on data entry errors and make it easier to update all the records if we decide to change the name of a type.

To create the Types table in the Appointments database.

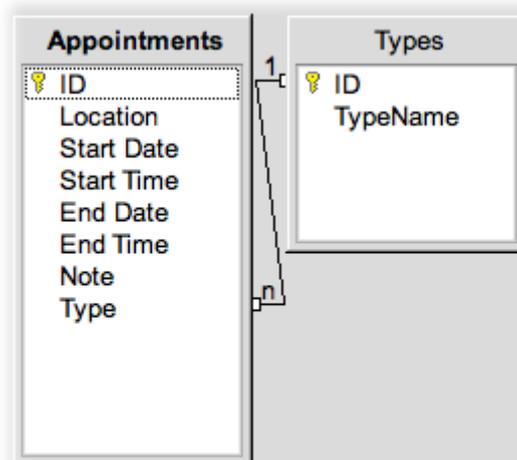
1. Go to the opening screen of the New Database file, and click once on the Tables icon.
2. In the database window, click **Create Table in Design View**.
3. Create the table using steps 3 through 5 in the previous example and the information below. Make the appropriate changes to the field properties at the bottom of the database window.
4. Right-click or *Ctrl*-click the field selector for the ID field [see above 7.] and choose **Primary Key**.
5. Click **File > Save As**.
6. Enter **Types** for the table name and click **OK**.
7. Close the table design window by clicking **File > Close**.
8. Click **File > Save** in the database window to save your work.

Field Name	Field Type	Field Properties
ID	Integer [INTEGER]	AutoValue = Yes
TypeName	Text [VARCHAR]	Entry Required = Yes; Length = 50

Creating a Relationship between Tables

Now, to make the Types table more useful to us, we need to create a relationship between the two tables. A relationship means that two or more tables share information. They link a primary key to a foreign key. A primary key is unique. In the Calendar database, the primary key for the relationship we set up in the follow steps is the ID field in the **Types** table. The foreign key is the Type field in the **Appointments** table.

1. Open a database by **File > New > Database**. Instead of **Create a new database**, **open an existing database** and navigate to to the “New Database” file made earlier. (Alternatively, double-click on that file to start it up).
2. Click **Tools > Relationships**. The **Relation design** window is displayed with the **Add Tables** dialog in front of it.
3. Click the **Appointments** table in the list and click **Add**.
4. Click the **Types** table and click **Add**. Both tables should appear in the **Relation design** window.
5. Click **Close** in the **Add Tables** dialog.
6. In the **Relation design** window, click the lower edge of the Appointments table and drag down to make the window for the table larger.
7. Click the **Type** entry in the **Appointments** table and drag it over the ID entry in the Types table. A curved arrow will appear at the end point. When you release the mouse button, a line will connect the two entries.
8. Click **File > Save** to save your work.
9. Close the **Relation design** window.
10. Save the database.

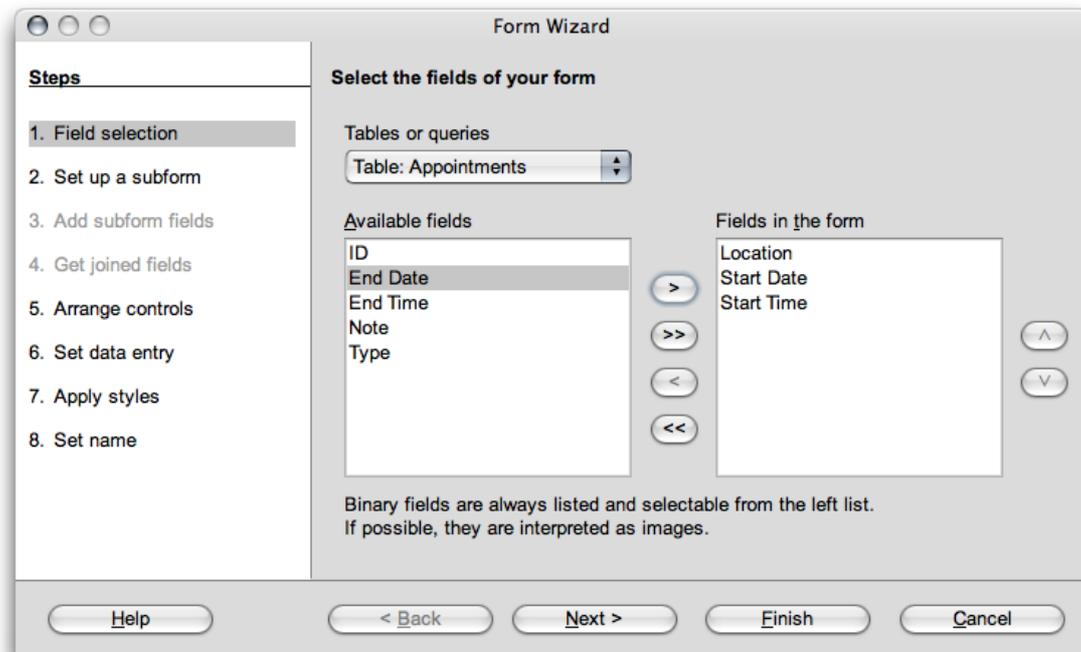


At this point in the creation of the sample database, a form was created to simplify data entry into the Types table. For the sake of brevity, these steps are skipped. Data may be directly entered into a table, though it is not recommended.

Creating a Data Entry Form

However, the following steps for creating the data entry form for new appointments are presented here.

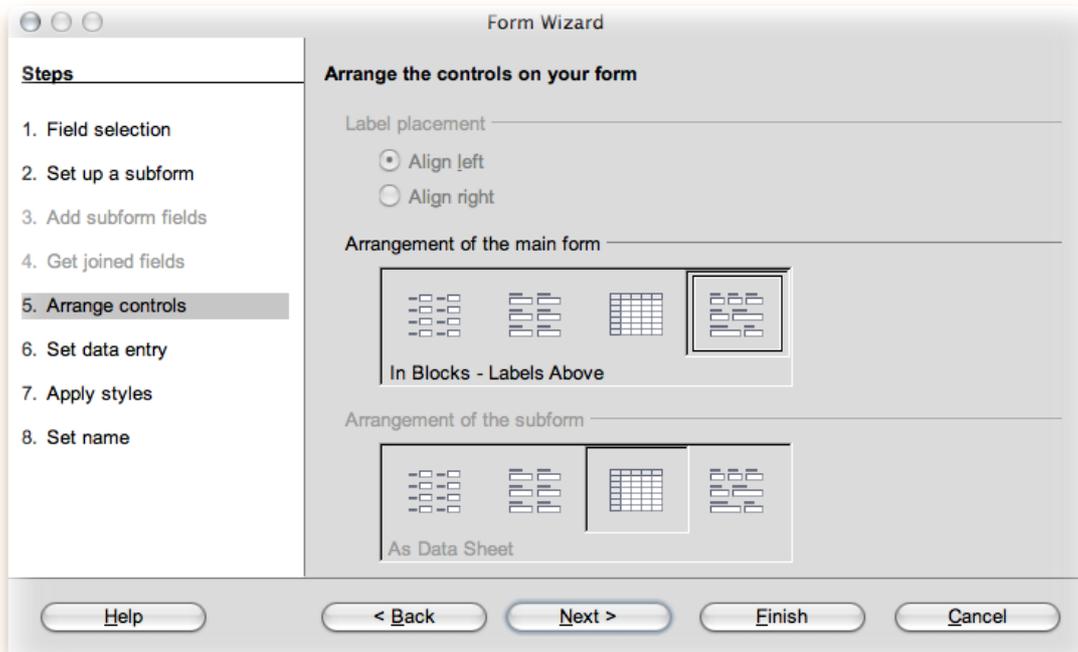
1. In the database window, click the **Forms** icon on the left side.
2. Click the **Use Wizard to Create Form** button.
3. The **Form Wizard** opens to **Step 1, Field Selection**. Click the **Tables or queries** drop-down and choose **Table: Appointments**, if it is not already selected.
4. Move all the fields except ID to the **Fields in the form** list by clicking the > button for each desired field. Click **Next**.



5. **Step 2, Set up a subform**, is not needed for this form since we will not be including a subform. Simply click **Next**.

Note: A subform allows you to access related data for a database. For example, if multiple types were allowed per appointment, they might be displayed in a subform.

6. The wizard automatically skips steps 3 and 4 since they are related to subforms.
7. **Step 5, Arrange controls**, allows you to design a rough, basic layout for the form controls. This choice is open to preference but, in creating the sample database, we chose **In Blocks – Labels Above**, the fourth option. Select by clicking on that diagram. Click **Next**.



8. **Step 6, Set data entry**, is where the designer of the database can narrow the use of a form. In this example, this is a new appointment form so we only want user to be able to enter data. Set the option here to **The form is to be used for entering new data only. Existing data will not be displayed.** Click **Next**.
9. **Step 7, Apply styles**, is also open to personal preference. The **Flat** field border style does have some nice built-in visual effects and was chosen for the example database. We also chose **Ice Blue** as the style. Click **Next** after selecting the options.
10. **Step 8, Set name**, allows us to name the form. Enter **New Appointment** for the name.
11. Set the option to **Modify the form** and click **Finish**.
12. The form opens to edit mode, as opposed to data entry mode. Now the form can be modified.

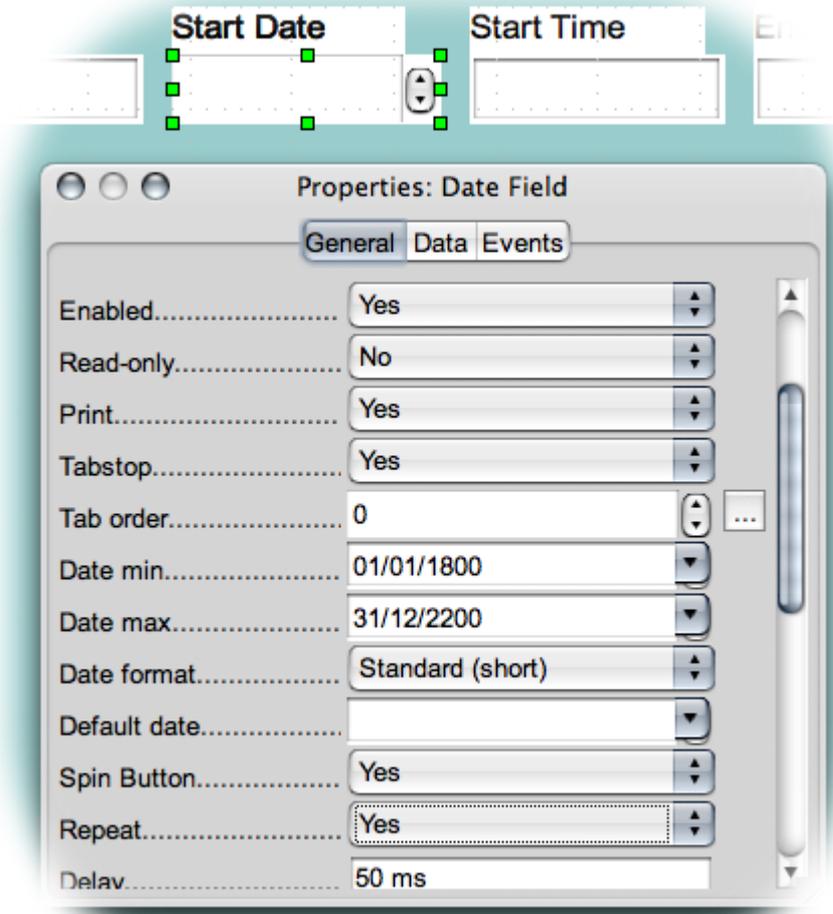
Making Data Entry Easier

The easiest thing to do to simplify data entry is to move the fields around. This can be done by clicking and dragging the fields while the form is in edit mode. The following sections detail other ways to simplify data entry. These example steps assume that the New Appointment form is open in edit mode.

Modifying a Date Field

A text box that is related to a date field can very easily be turned in to a date picker control.

1. Click once on the **Start Date** field.
2. Right-click the field and choose **Group > Edit Group**.
3. If the text box itself is not selected, click away from the text box.
4. Double-click the text box for the **Start Date** field, not the label.
5. The **Properties: Date Field** dialog box opens.
6. On the **General** tab, make sure the following options are set (you will probably have to scroll down to see them):
 - **Spin Button** should be set to **Yes**.
 - **Repeat** should be set to **Yes**.



7. Repeat steps 1 through 6 for the following:
 - **End Date- Dropdown: Yes; Repeat: Yes**
 - **Start Time- Default Time: 9:00:00; Spin Button: Yes; Repeat: Yes.**
 - **End Time- Default Time: 9:30:00; Spin Button: Yes; Repeat: Yes.**
8. Close the **Properties** dialog box.
9. Click **File > Save** to save our modifications to the form.

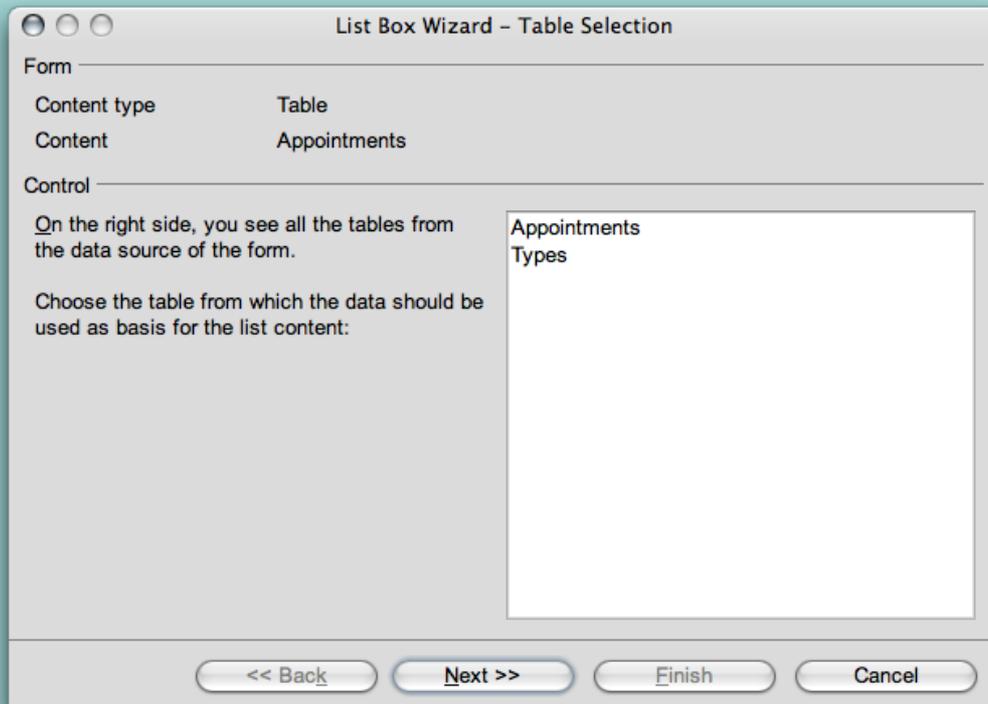
For the time fields, we made them easier to use by giving them a default time other than midnight. Additionally, the spin button may be used instead of keyboard entry.

Adding a List Box to a Form

If the database has a related field (such as the Calendar database's Type field) that will have a finite, usually fairly short, list of entries, it may simplify data entry to create a list box to replace the text box on a form. With a list box, we choose one value and actually add a related value to the table.

1. In the **Form Controls** toolbar, usually at the bottom of the screen, or by this path **View > Toolbars > Form Controls**, click the **List Box** button  .

2. Click and drag in an empty area of the form to create a box about the size of the **Type** field that is already on the form.
3. The **List Box** wizard opens.
4. On the first screen, **Table Selection**, click **Types**. This is the table that contains the data for the list box.

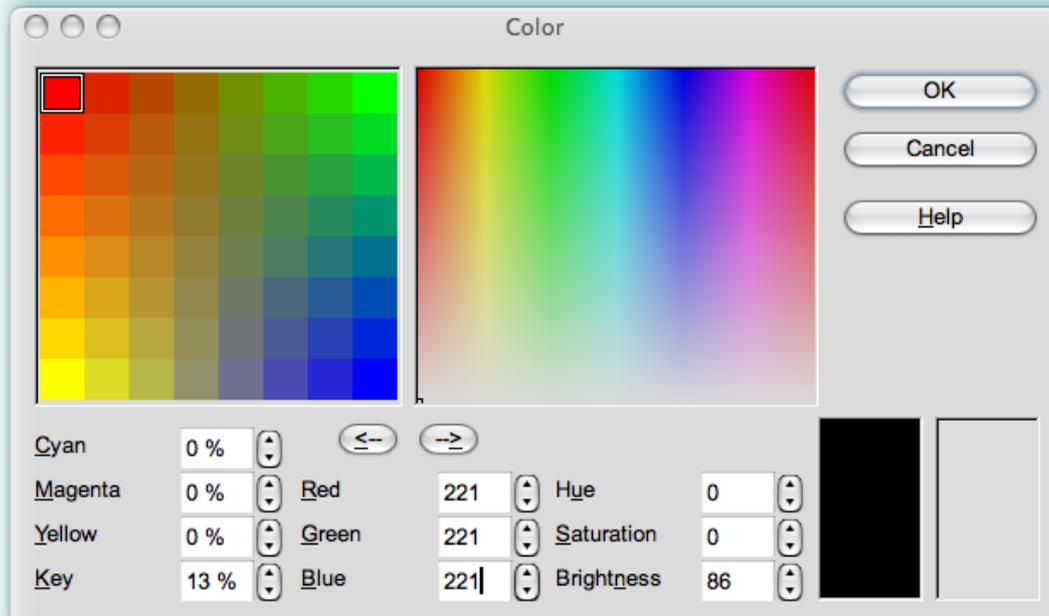


5. Click **Next**.
6. On the second screen, **Field Selection**, click **TypeName**. This is the field containing the display text for the list box entries. Its name appears now in the Field from the List Table box.
7. Click **Next**.
8. On the third screen, **Field Link**, in the **Field from the Value Table** list, click **Type** and, in the **Field from the List Table** list, click **ID**. The names appear in their respective boxes without the need for typing in. This creates the link between the key value that underlies the displayed value and the field that the value is written to.
9. Click **Finish**.

The new form control might have a different look from the other controls on the form. In the Calendar database, we had to do the following:

1. Double-click the list box to bring up the **Properties** dialog box.
2. Set the **Border color** property to **Black**.

3. Click the ellipsis (three dots (...)) button that is to the right of the **Background color** property field.
4. In the **Color** dialog box, set the **Red**, **Green** and **Blue** values each to **221**. Click **OK**.
5. Close the **Properties** dialog.



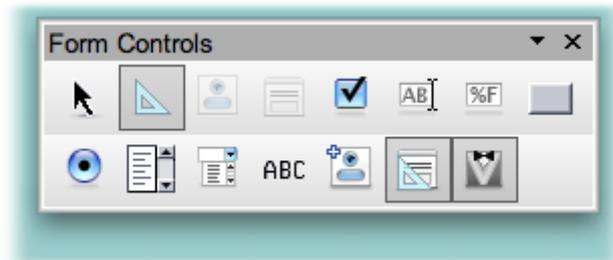
Field background colors may be matched by checking the background color values of the other fields on the form. Now, however, the form seems to have two **Type** fields and one **Type** label.

1. Click the **Type** field that was created by the wizard. Right-click the field and choose **Group > Edit Group**.
2. If the text box itself is not selected, click away from the textbox then back on it to select just the field, not the label.
3. Delete the field by pressing the **Delete** key on the keyboard.
4. Move the **Type** list box to where the text field was so that the list box replaces it.
5. Select both the list box and the label (click one, hold down the *Shift* key and click the other).
6. Right-click the selection and choose **Group > Group**.

Adding a Combo Box to a Form

Another way to make data entry easier is to add a combo box to a form. The combo box, unlike the list box, can only display the value it is adding to the field. That is, when choosing from a list box, an identifier (such as a number) is put into the related field whereas with a combo box the actual value of the combo box is put into the field.

The **Location** field is a good candidate for a combo box. While editing the New Appointment form:



1. On the **Form Controls** toolbar, usually at the bottom of the screen, click the **Combo Box**  button.
2. Click and drag a combo box in an empty area of the form. The **Combo Box** wizard will open.
3. On the first screen, **Table Selection**, click **Appointments**.
4. Click **Next**.
5. On the second screen, click on **Location** in **Existing Fields**.
6. On the third screen, **Database Field**, set the option to **Yes, I want to save it in the following database field:** and choose **Location** from the drop-down list.
7. Click **Finish**.

The look of this field should also be made consistent.

1. Double-click the combo box to bring up the **Properties** dialog box.
2. Set the **Border color** property to **Black**.
3. Click the **ellipsis** button (to the right of the **Background color** property).
4. In the Background Color dialog box, set the **Red**, **Green** and **Blue** values to **221** (assuming that the same color scheme is being used – this is a light gray).
5. Close the **Properties** dialog.
6. Move the combo box so that it matches up with the **Location** label.

Changing the Tab Order of a Form

The tab order of the form we have been creating and modifying through these steps probably does not make sense because we added some form controls and may have moved others. To change the tab order of a form:

1. Click on any control on the form.
2. Click the **Activation Order**  button on the **Form Design** toolbar. You may need to follow this path: **View > Toolbars > Form Design**.
3. Set the order as follows:
 1. txtSubject
 2. ComboBox
 3. datStart date
 4. timStart time
 5. datEnd date
 6. timEnd time
 7. ListBox
 8. txtNote

This can be accomplished by clicking a control name in the list and using the **Move Up** and **Move Down** buttons to change the order of the controls.

ComboBox is the default name provided for the **Location** combo box and **ListBox** is the name provided for the **Type** list box.

Obviously this order assumes the form is set up similarly to the form in the Calendar database. If it is not, use a different order for the fields.

Remember to save the form and, after it is closed, save the database container.

Viewing Data

The database still does not have a convenient way to view the appointments it stores. We could look at the table itself but this is neither attractive presentation nor good database design. Additionally, because the New Appointment form is a data entry form, we cannot use it to view previously entered records.

Since a lot of time and effort was put in to creating the New Appointment form and its format is also good for viewing data, the following sections will discuss copying a form and changing some of the properties of the new form.

Copying the Form

1. In the **Forms** section of the database, right-click the **New Appointment** form.
2. Click **Copy**.
3. Right-click in the (Forms part of the) database window and choose **Paste**.
4. In the dialog box that appears, enter **All Appointments** for the form name and click **OK**.
5. Save the database.

Changing the Form's Properties

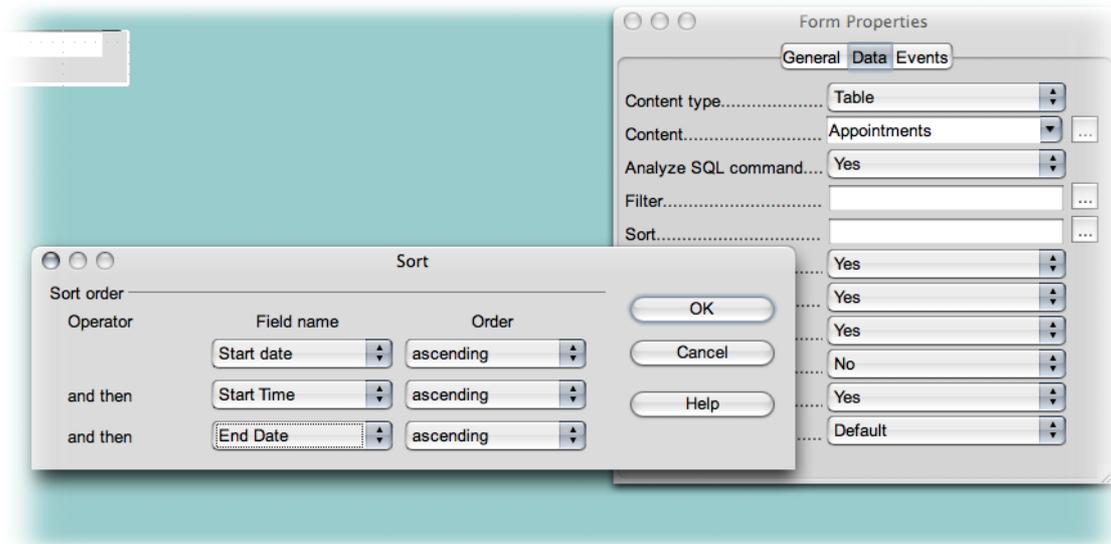
Obviously, since the New Appointment form was a data-entry only form, we will need to change the related form property.

1. Right-click the **All Appointments** form and choose **Edit**.
2. Click the **Form Navigator**  button on the **Form Design** toolbar. This toolbar is generally found at the bottom of the NeoOffice Writer window. (Writer is the application used to edit forms in NeoOffice.) If not, **View > Toolbars > Form Design**.
3. In the Form Navigator dialog, right-click the **Main Form** item and choose **Properties**.
4. On the **Data** tab of the **Properties** dialog, set the **Add data only** property to **No**.
5. Close the **Properties** dialog.
6. Close the **Form Navigator**.
7. Save the form.
8. Click the **Design Mode On/Off**  button on the **Form Design** toolbar.
9. You can now use the Form Navigation toolbar to navigate through the records in the database.

Setting a Sort Order for a Form

The records are currently in the order in which they were added to the database. This is not very useful in the long run. Adding a sort order to the form will make it more useful for viewing all the appointments in the database.

1. Re-enter form design mode by clicking the **Design Mode On/Off** button again.
2. Click any control on the form.
3. Click the **Form** button  on the **Form Controls** toolbar.
4. In the **Form Properties** dialog, on the **Data** tab, click the **ellipsis** button to the right of the **Sort** property.
5. For the first field name, choose **Start Date** and leave the **Order** as **ascending**.
6. For the second field name, choose **Start Time**. Leave the **Order** as **ascending**.
7. The third field name should be set to **End Date**. Leave the **Order** as **ascending**.
8. Click **OK** in the **Sort** dialog box (see illustration below).
9. Close the **Form Properties** dialog, save the form and close it.
10. Save the database.



Creating a Query to Find Today's Appointments

Queries extract information from a database. A list of today's appointments would be a useful query.



1. Click the **Queries** icon on the left side of the database window.
2. Click **Create Query in Design View**.
3. The **Add Tables** window opens in front of the **Query Design** window. Add both tables to the query.
4. Click **Close** in the **Add Tables** window.
5. Add the following fields from the Appointments table: **Subject, Location, Start date, Start time, End date, End time, Notes**. This can be done by double-clicking on each of these terms in order. They will be placed at the top of their own column.
6. Add the **TypeName** field from the Types table.
7. In the **Start date** column, on the **Criterion** row, enter any date such as 3/9/1972.
8. Click the **Switch Design View On/Off** button . The SQL statement that underlies the query is now visible. Toward the end of the statement something like the following appears: `AND (("Appointments"."Start date" = {D '1972-03-09'}))`. This statement finds records where the Start date equals the date 3/9/1972.
9. Replace `{D '1972-03-09' }` with the text `CURRENT_DATE` and click the **Switch Design View On/Off** button again.
10. Click the **Run Query** button . The query results appear at the top of the resulting window.

11. Save the query as **Appointments for Today** and close the query.

If the database does not contain appointments for today, add an appointment for today and rerun the query by double-clicking on it.

Field	Subject	Location	Start date	Start Time	End Date	End Time
Table	Appointments	Appointments	Appointments	Appointments	Appointments	Appointments
Sort				ascending		
Visible	<input checked="" type="checkbox"/>					
Function						
Criteria			CURRENT_DA			
Join						
Join						
Join						

Add a Sort Order to the Query

There will be days with more than one appointment. In that case, it would be useful to sort the results of the query.

1. Open the query for editing by right-clicking the icon for the query and choosing **Edit**.
2. To add a sort order to a column, click in the **Sort** row in that column. The **Sort** row is just below the **Table** row. Click the **Sort** row in the **Start time** column.
3. Click the drop-down for **Sort** and choose **Ascending**.
4. Set the **Sort** to **Ascending** for the **End date** and **End time** fields as well.
5. Save the query.

If the database contains appointments for the current day, try running the query.

Changing the Join Type in the Query

When the query is run, as it exists currently, some appointments won't appear.

The default type of join is an Inner join, which only returns records where the joined fields are equal. If the **Type** field for an appointment does not contain data, the join field for that appointment's record would not match any entries in the join field in the Types table.

We can fix this by changing the join type in the query.

1. Right-click the join line between the tables in the top portion of the query design.
2. Choose **Edit**.
3. In the **Join Properties** dialog, in the **Options** section, click the **Type** drop-down and choose **Left join**.

4. Click *OK*.
5. Save the query.
6. Close the query.
7. Save the database.

Creating a Report

A query can, of course, be viewed and used by double-clicking to execute the query. It can also be used as the underlying data for a form. The form wizard has already been discussed. Copying a form and changing the underlying data has also been discussed.

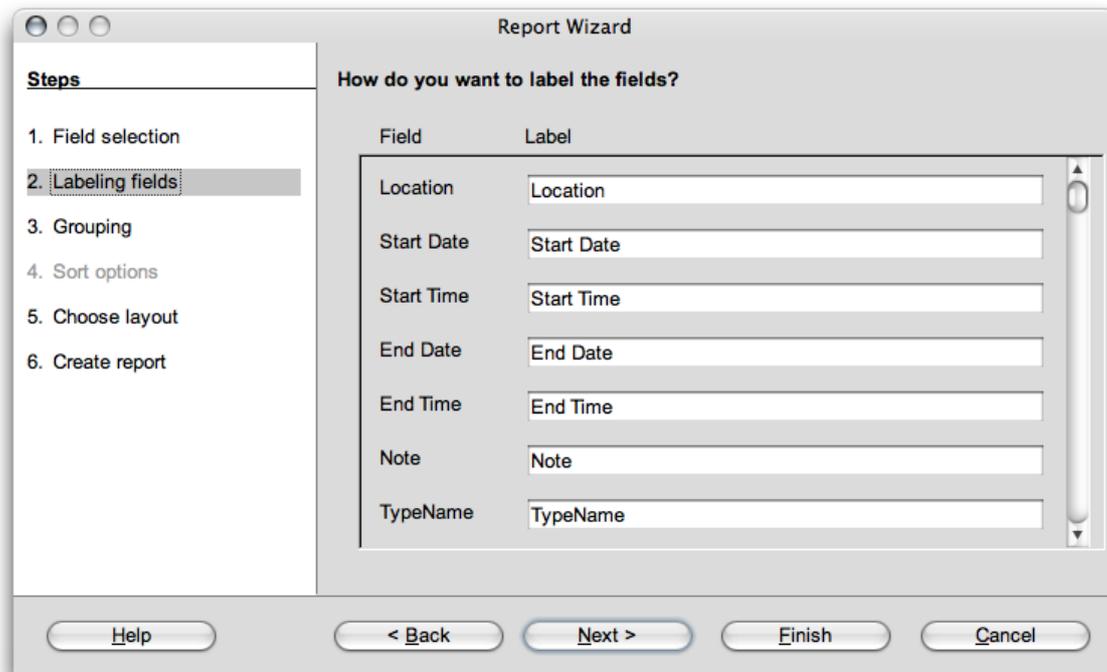
A query or a table can also be used to generate a report. The following section uses the Appointments for Today query created in the steps above as the basis for a report.

1. Click the **Reports** icon on the left side of the database window.
2. Click **Use Wizard to Create Report**.
3. The **Report Wizard** opens to **Step 1, Field Selection**. Change the **Tables or queries** drop-down to **Query: Appointments for Today**.
4. Click the >> button to move all the fields from the **Available fields** list to the **Fields in the report** list.
5. Click **Next**.
6. In **Step 2, Labeling fields**, click **Next** to use the default labels.
7. **Step 3, Grouping**, can also be skipped since this report does not really need grouping. Click **Next** without moving any fields



.Note: Grouping is a way of collecting records that share certain data. For example, we could create another report grouped by Type. This report would list all of the appointments of each type together. Grouping creates the first levels of sorting in any report with grouping.

8. **Step 4, Sort options**, is automatically skipped because a query is selected. This may be changed in later versions.



9. In **Step 5, Choose layout, Align Left – Modern** was chosen for the **Layout of data** and **Generic** for **Layout of headers and footers**. Click **Next** when this step is complete.
10. In **Step 6, Create report**, leave **Title of Report** as **Appointments for Today**. This report is a Dynamic report so leave that option set. The option to **Create report now** should also be set.
11. **Click Finish.**

Title: **Appointments for Today**Author:

Date: 3/9/07



Location	Start Date	Start Time	End Date	End Time	Note	Type Name
Ut wisi enim ad						Ut wisi enim ad minim

Report Wizard

Steps

1. Field selection
2. Labeling fields
3. Grouping
4. Sort options
5. Choose layout
6. Create report

Decide how you want to proceed

Title of report

What kind of report do you want to create?

Static report

Dynamic report

How do you want to proceed after creating the report?

Modify report layout

Create report now

Page 1/1

The report is generated and will appear after a few moments. The report will need to be modified to be more attractive and useful. Since the report is simply a Writer document and the data itself resides in a table, modifying the report is not covered here.

However, to open a report for modification:

- In the Reports section of the database, right-click the report and choose Edit.

Some Tips for Using the Calendar Database

The following tips, while specific to the Calendar sample database, can be generalized to other Base databases.

Adding Data to a Related Table

Occasionally, you may wish to add an appointment type while working in an appointment form. While the types appear on the form, the actual type names reside in a separate table and the new type must be added to that table. There are at least two ways to accomplish this, by opening the form for the related table (assuming there is one) or by opening the Data Sources window.

Open the form for the related table

If the related table has its own form, as it does in the case of the Calendar database:

1. Switch to the database window.

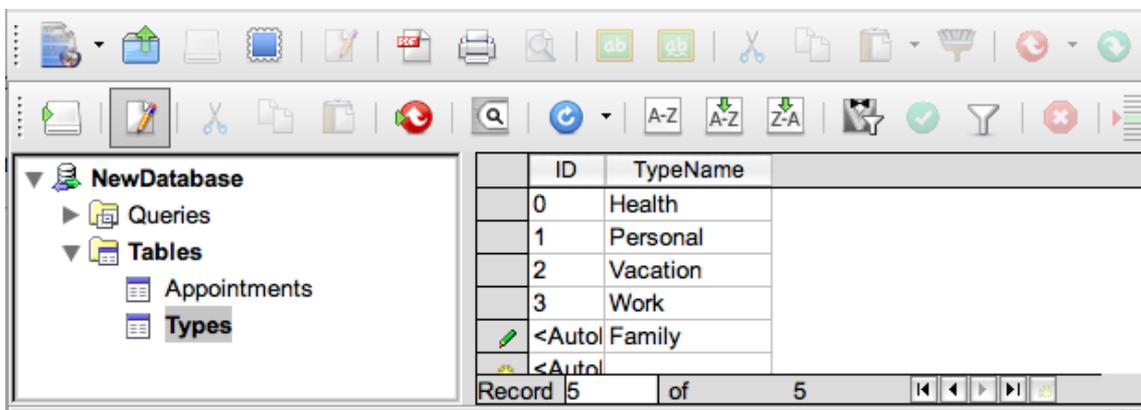
2. Open the form, in this case the Types form.
3. Add the data to the form.
4. Be sure to click the **Save Record** button. 
5. Close the form.

Open the Data Sources window

You may use the following steps if the related table does not have a form. On an appointment form:

1. Choose **View > Data Sources** or press the *Cmd-F4* key on the keyboard.
2. This opens the **Data Sources** pane at the top of the form window. Make sure the database is expanded.
3. Expand the **Tables** icon by clicking the triangle next to it next to it.
4. Click the icon for the **Types** table.
5. Enter a **TypeName**.
6. Click the **Save Current Record** button at the top left of the **Data Sources** pane.
7. Close the Data Sources pane by choosing **View > Data Sources**
8. Or, by pressing the *Cmd-F4* key combination.

The example below shows a similar outcome:



Refreshing the form

Once a new type is added, the Types list box must be updated by clicking the **Refresh**

button  at the bottom of the form.

The drop-down should contain the new type.

Filtering Data

If you wish to see only a certain day's appointments it is possible to create a query that only returns that particular day. However, it is also possible (and easier) to use the All Appointments form and filter for a particular day.

One way to filter data is as follows:

1. Go to a record for the particular day.
2. Click in the **Start Date** field.
3. Click the **AutoFilter** button  on the **Form Navigation** toolbar (usually at the bottom of the screen).

The form is filtered based on the record chosen in step 1.

*Note: In the original Guide for OpenOffice.org 2.0, the reader is offered a second way to filter data, which appears not to work in NeoOffice: Click the **Form-Based Filters** button,  also on the **Form Navigation** toolbar. The **Form Filter** toolbar opens, as does a blank copy of the form. Enter a date in the **Start Date** field. Click the **Apply Form-Based Filter** button. .*

The form is now filtered based on the data entered. A filter can be removed by clicking

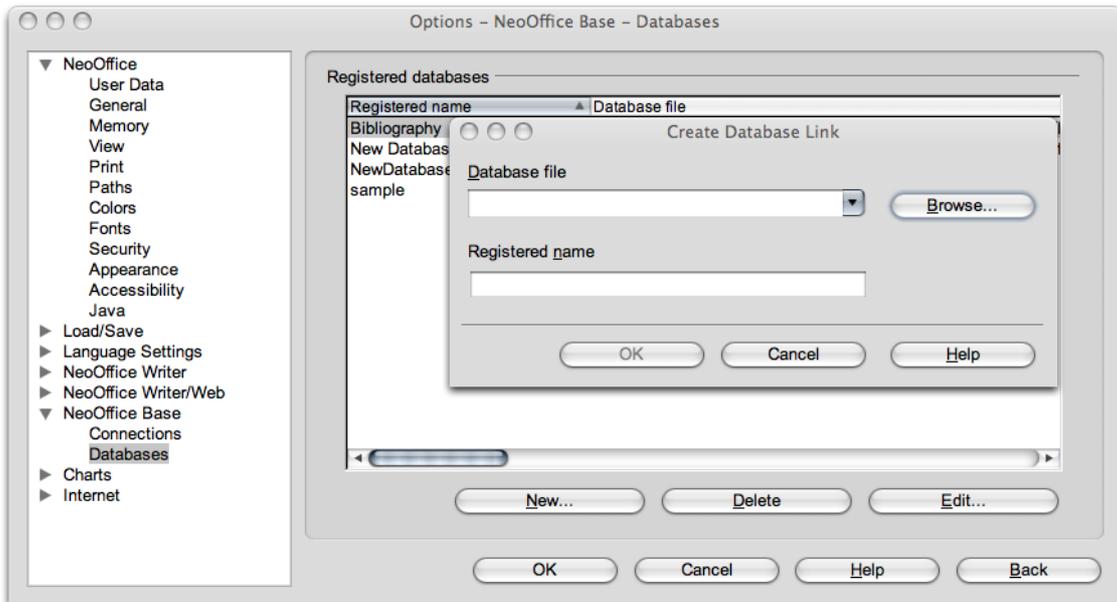
the **Remove Filter/Sort** button.  Please see the section “Searching With a Form Filter” below for further information.

Note: The rest of this chapter, though originally written for versions prior to NeoOffice 2.x, has been verified and updated.

Registering a Data Source

When you are creating a database, NeoOffice allows you to register the database with the currently running copy of NeoOffice. To register a data source for viewing and/or editing in NeoOffice at a later time (or after copying the database to a new computer), do this:

1. Select **Tools > Options**. This command opens the **Options** dialog.
2. In the category list at the left of the dialog, expand **NeoOffice Base** then click **Databases**.
3. Click **New**. The **Create Database Link** dialog opens.



4. Click **Browse**. The **Open** dialog is displayed.
5. Navigate to the location of the database, select the database and click **Open**.
6. If desired, change the **Registered name** of the database.
7. Click **OK**. The **Create Database Link** dialog closes.
8. Click **OK**. The **Options** dialog closes.

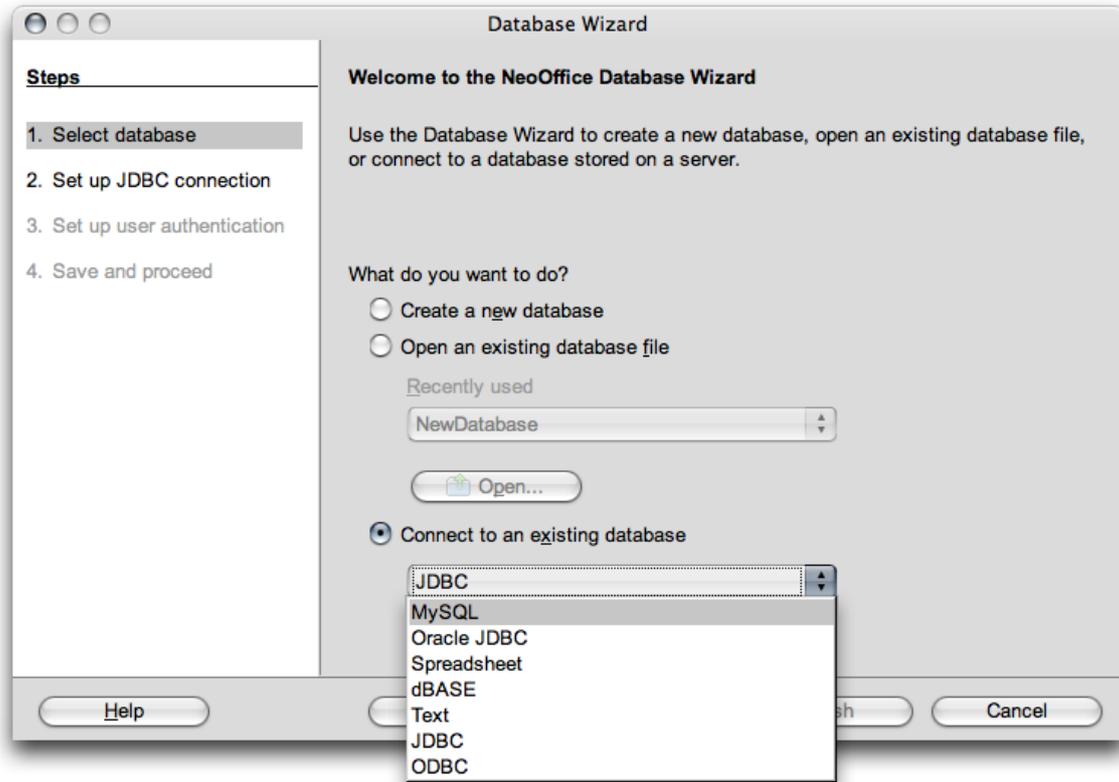
Connecting to Other Types of Databases

The **Database Wizard** also allows you to link to other types of data sources rather than creating a new database.

NOTE for 2.0 dBase users: To open a connection to a dBase database, you must select the "Connect to an existing database" radio button and choose "dBase" from the drop-down list box. This should work even if you have never had any dBase installed on the computer, because a basic dBase functionality is built in to %PRODUCTNAME.

To create a database that links to external data source:

1. In any NeoOffice window, click **File > New > Database**.
2. Set the **What do you want to do?** option to **Connect to an existing database**.



3. Select the appropriate type from the drop-down. The various types are briefly discussed in the table below.
4. Refer to **Help > NeoOffice Help** for information on registering particular database types. Check the **Index** for **Database Wizard**.

Select from the following database types (depending on the operating system):

Database type	Meaning
MySQL	The MySQL migration tools for Mac OS X are available at http://dev.mysql.com/downloads/gui-tools/5.0.html
JDBC	Link to databases contacted via a JDBC driver.
ODBC	Link to databases contacted via an ODBC driver.
dBase	Files can be edited directly with the driver for direct access in the file system.
Oracle ODBC	See below
Text	Register text files, such as comma-separated CSV files (read-only).
Spreadsheet	Can register NeoOffice Calc and MS Excel spreadsheets (read-only).

It is advisable to check the NeoWiki for the latest advice on the use of Base with existing databases.

Address Books

Registering an Address Book

As seen in the table above, a NeoOffice database can connect to an external address book. Available address books include Mozilla, Thunderbird, LDAP and certain operating system address books.

NeoOffice templates and Wizards, such as the letter and mail merge wizards, use fields that can represent the contents of an address book. When the document is connected to the data source, the general fields used in the templates are replaced by the actual fields from the data source.

While an actual Base database allows more flexibility, the data is still read only. Because of this, NeoOffice allows you to register address books as data sources.

Using the Wizard to Import an Address Book

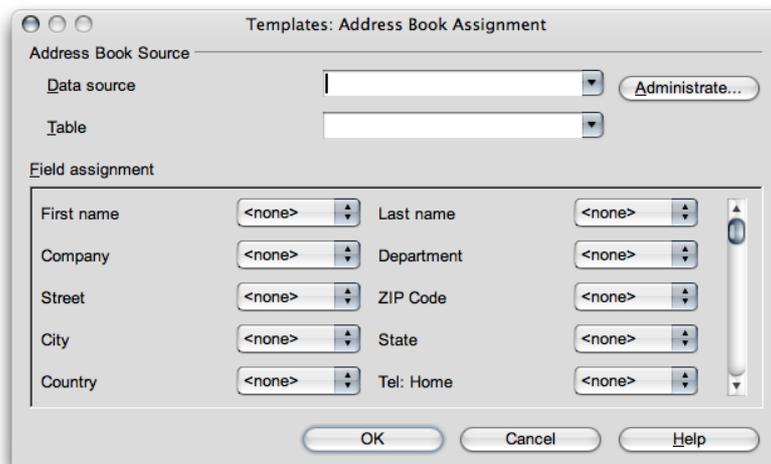
Select **File > Wizards > Address Data Source**. This Wizard is described in **Help**.

Manually Registering an 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 to use as the address book.

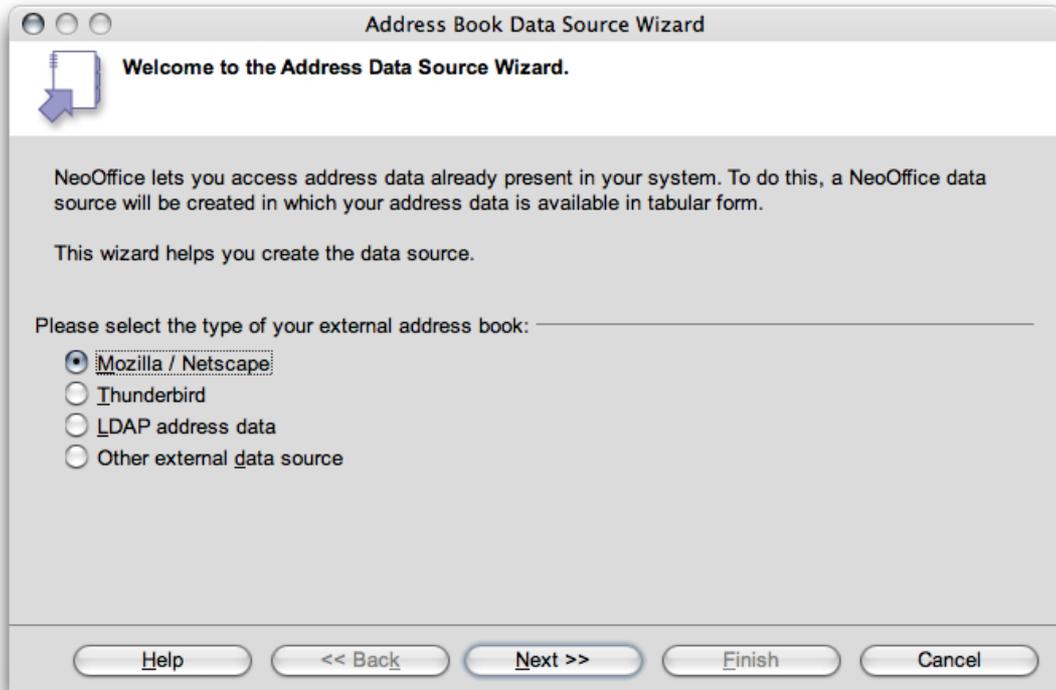
If the system address book is not yet registered in NeoOffice as a data source, click the **Administrate** button. This opens the **Address Book Data Source Wizard**, in which the address book can be registered as a new NeoOffice data source. Read further how to do this in the next section, **System address book as data source**.

3. In the **Table** box, select the database table to use as the address book.
4. Under **Field assignment**, set the fields for company, department, first name, et cetera to the actual field names used in the address book.
5. Click **OK**. After this point, the address book is recognized as a NeoOffice address book data source.



System Address Book as Data Source

1. Select **File > Templates > Address Book Source**.
2. Click the **Administrate** button to call the **Address Book Data Source Wizard** (see also instructions above).



3. Select the type of external address book and click **Next**.
4. Data sources vary at this point. Additional settings may need to be chosen. Some address books have multiple tables, only one of which can be used per data source. Click **Next** after completing this step.
5. In the **Data Source Name** step, choose a location in which to save the database and a name for NeoOffice to use as the name for the data source.
6. Click **Finish**.

Importing Data Into NeoOffice

If you are exchanging data with a database that 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 and Exporting Data in Text Format

To exchange data in a text format use the 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. This displays the **Text Import** dialog. Here you can decide which data to include from the text document.

Once the data is in a Calc spreadsheet, it can be edited as desired. You have two ways of saving the data as a NeoOffice data source:

- Save the current NeoOffice 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 NeoOffice 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). A wizard is started automatically.

Identifier	Type	Address	Annote	Author	Booktitle	Chapter	Edition	Editor	Howpublish	Institutn	Journal	Month
SAL99	1	Kaerst-Butti		Sautter, Ka								
SEES8A	1	Kaerst-Butti		Seeboerger								
BORG9A	1	München		Borges, Mal								
STAS9	1	München		Stas, Diets								
ESSE9A	1	Düsseldorf		Esser, Heini								
BORG8	1	Haar		Borges, Mal								
SEES8B	1	Kaerst-Butti		Seeboerger								
BORG8B	1	Haar		Borges, Mal								
STAS8	1	München		Stas, Diets								
DANI99E	1	München		Daniel, Dev								

Exporting in CSV Text Format

The current Calc spreadsheet can be exported 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**.
3. Enter a file name.
4. Click **Save**.
5. A dialog warning the document may contain formatting or content that is incompatible with the CSV format is displayed. Click **Yes** to save the file in CSV format.
6. This opens the **Export of text files** dialog, in which to select the character set, field delimiter and text delimiter.

Click **OK**. A warning informs you that only the active sheet was saved.

Form Design

Forms in NeoOffice

In some situations, you may want to create a document that contains some fixed text, but allows others to enter some items and perhaps take some actions on those items. Such a document is called a form, analogous to the preprinted forms everyone has filled out dozens of times. You can create custom forms in most of the NeoOffice applications; forms that you create without using the **Form Wizard** do not have to connect to a data source (though they can - see below). If the form isn't connected to a data source, any information you enter is simply saved with the form. (This method is handy when sending a form to a group of people for them to fill out and return.) Writer, Calc, Impress, and Draw all support forms.

To create a form, start with a document in the appropriate application. Click **View > Toolbars > Form Controls**. (In some cases, you may have to add the button to the toolbar first.) The **Form Controls** toolbar (top illustration) appears. The toolbar includes an assortment of controls that can be put on forms, as well as buttons for managing the form as a whole.



Illustration. Use the Form Controls (above) and More Controls (below) toolbars to add controls to a document, in order to create an input form.



As with the other toolbars, docking it is an option. When designing a form involving a number of controls, this can be a very handy feature.

Most items on the **Form Controls** toolbar are controls. Others are a variety of options for working with forms and controls. Most of them are discussed later in this chapter.

To add a control to a form, click it on the **Form Controls** toolbar. The cursor changes to crosshairs. Click and drag the new control to the location desired. Once a control is chosen from the **Form Controls** toolbar, continue dropping that type of control. To turn off that control type, either click another control to select it, click the form itself without dragging, click the same control on the **Form Controls** toolbar, or click the **Select** button on the **Form Controls** toolbar.

Available controls

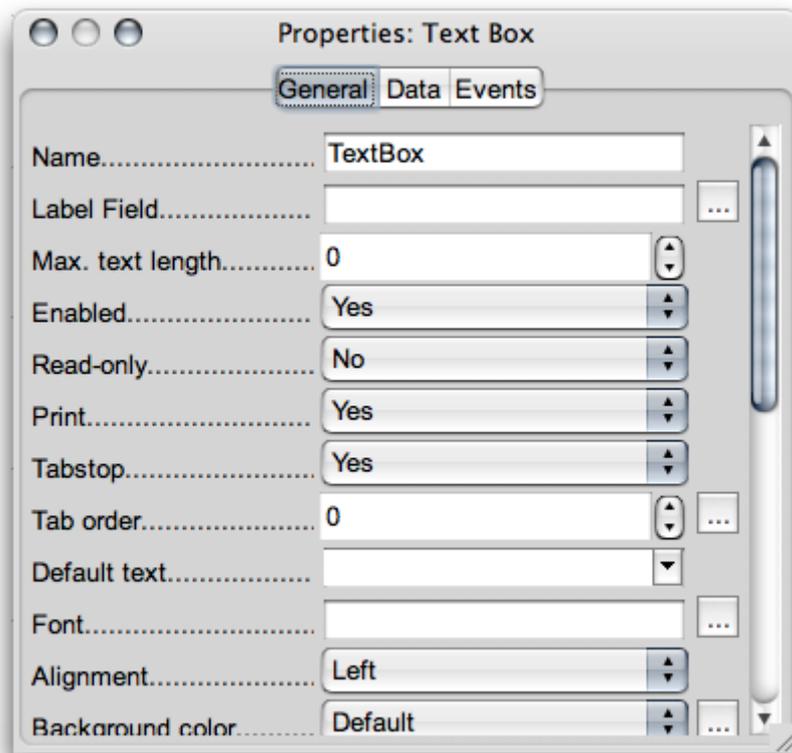
Control	Use
Check Box	Used for on/off or yes/no choices.
Text Box	Used to enter free-form text.
Formatted Field	Used to enter text applying formatting codes as in Calc.
Push Button	Used to execute commands.
Option Button	Used, with one or more other option buttons, to allow choice among mutually exclusive options. See Group Box.
List Box	Offers a list of choices. User can choose one or, in some cases, several.
Combo Box	Offers a list of choices. User can choose one or enter a new value.
Label Field	Used to provide labels for other controls. Doesn't accept input.
Spin Button	Used to increment and decrement the displayed numeric value by clicking with the mouse.
Scroll Bar	Provides navigation through the content by scrolling horizontally or vertically.
Image Button	Used to execute commands; has a picture rather than a text caption.
Image Control	Displays a picture on the form.
Date Field	Used to enter a date. Supports up arrow and down arrow to change portions of the date.
Time Field	Used to enter a time. Supports up arrow and down arrow to change portions of the time.
File Selection	Allows user to point to a file.
Numerical Field	Used to enter numbers. Optionally has spinner arrows to change value with the mouse.
Currency Field	Used to enter monetary values. Supports up arrow and down arrow to change value. Optionally has spinner arrows to change value with the mouse.
Pattern Field	Used to enter text, applying a specific formatting pattern.
Group Box	Used to visually combine several controls, as well as create groups of option buttons.
Table Control	Used to display data from a table or query in a grid format.
Navigation Bar	Reproduces most of the Form Navigation toolbar on the form itself

Table. The selection of controls available for use in NeoOffice forms is extensive. Controls are shown here in the order in which they appear on the Form Controls and More Controls toolbars.

Customizing controls

With some controls, you can simply drop them on a form and use them as is. That works for things like a **Text Box**, **Date Field**, or **Time Field**. With others, though, once the control is added, you may need to provide additional information. Even for those that work immediately, you may customize their appearance or behavior.

To set up a control, click it to select it (sizing handles appear around the edges), and then choose **Control** from the shortcut menu, **Format > Control** from the menu, or **Control** from the **Form Controls** toolbar. The **Properties** dialog for the control appears. The contents of the **Properties** dialog vary, depending on the type of control.



Just as the contents of the **Properties** dialog vary with the type of control, so does what you need to do to get it working. The table following lists some of the items common to a number of controls.

Property	Meaning
Name	Identifies the control. In some cases, including option buttons, assigning the same name to several controls turns them into a group.
Label	The caption that appears on the control.
Label field	Links the control to a Label Field control. Used for controls (like Text Boxes) that don't have their own label.
Enabled	Determines whether the control is available to the user.
Tabstop	Determines whether the control is part of the tab order, that is, whether the user can reach it by tabbing from one control to the next.
Order	Determines the position of the control in the tab order.
Character set	Specifies the font characteristics for the control.
Default value	Specifies the initial value displayed in the control.
Background color	Specifies the background color for the control.
Help text	Specifies the tooltip for the control.

Table. The Properties dialogs for the various controls lets you set them up as wanted. The properties shown here are common to a number of the controls.

Individual controls have additional properties related to their purpose. For example, a Check Box has a Default Status property that determines whether it's initially checked and a Text Box has a MultiLine input property that determines whether you can put multiple lines of text into the control.

Some controls need certain properties specified in order to be useful. In some cases, wizards are available to help you specify the necessary information. The next few sections consider some of those controls.

Creating a group of option buttons

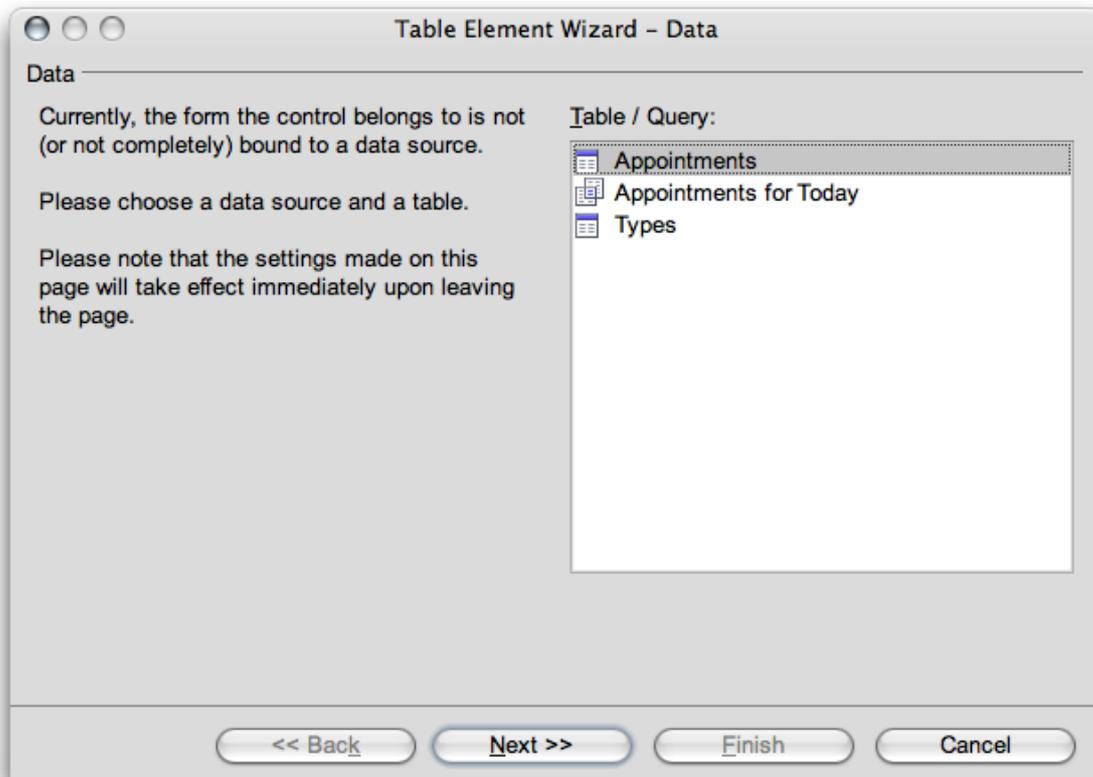
Option buttons (also known as radio buttons) let you choose one item from among a mutually exclusive group.

The easiest way to set up a group of option buttons is:

1. Make sure the **Wizards On/Off** button on the **Form Controls** toolbar is switched on . (When it's on, it has a thin border around it.)
2. Put a group box on the form by click the **Group Box** button  on the **More Controls** toolbar and then clicking and dragging in the form. The **Group Element Wizard – Data** appears, to guide creation of an option group.
3. On the first page, specify the options to appear in the group. For each, type it in, and then press *Enter* or click the >> button. When all the items have been entered, click **Next**.
4. On the second page, indicate which item in the list should be initially selected. You can also specify no item be selected. Click **Next**.
5. On the third page you can associate a value with each item. Specifying a value is particularly significant when data on the form is tied to a data source. (See "*Activating form controls in a document*" below.) To specify the value for an item, click that item in the list, and then type the appropriate value in the text box. By default, character items are associated with numbers starting from 1. Click **Next** to move to the **Database Field** page.
6. The **Database Field** page lets you automatically save the your choice to a field in a table. If preferred, you can specify that the value is available only in the form. Click **Next** to reach the final page of the wizard.
7. On this page, you specify a name for the option group - the name appears as a caption on the surrounding box. Click **Finish** to exit the wizard and create the option group.

Do Any Other Controls Have a Wizard?

Most of the remaining controls are simple enough to configure that no wizard is needed or provided. However, the **Table** control  is fairly complex. It provides a grid type display of the data in a table, along with navigation controls. The **Table Element wizard** lets you choose which fields display and in what order.



Attaching a data source to a form

Using the wizards for some kinds of controls requires you to specify a data source for the form. However, sometimes, you may want to do so even if you are not creating a combo box or list box.

To link a data source to a form:

1. In the database window, right-click the form and choose **Edit** to enter Design mode.
2. Click the **Form Navigator** button on the **Form Design** toolbar.
3. In the **Form Navigator** dialog, right-click the **Main Form** item and choose **Properties**.
4. Click the **Data** tab.
5. Make sure the **Content Type** is set correctly (**Table**, **Query**, **SQL command**).

6. Choose appropriate table or query from the **Content** drop-down or click the builder button (the ellipsis button) to create an SQL command.

Associating data with a field

Once the form has a data source, you can link fields to controls. To do so:

1. Add the control to the form or click once to activate an existing control.
2. Ungroup the control by right-clicking and choosing **Group > Edit Group**.
3. Deselect the ungrouped controls.
4. Right-click the data control, not the label, and choose **Properties**.
5. Click the **Data** tab.
6. Choose a field from the **Data Field** drop-down.
7. Close the **Properties** dialog box.
8. Regroup the control by selecting the control and the label then right-clicking and choosing **Group > Group**.

Be aware that when linking a field to a control in this way, every time that control is used, changes that are made are stored in the actual data source.

Activating form controls in a document

While editing a data source is one use for forms, you may want to use a form for other things. For example, you can use forms to add a button to a spreadsheet that performs a calculation or to a presentation that runs a video clip.

Each control has a number of events associated with it. An event is something that occurs due to user action. For example, when the mouse is moved, an event fires each time it enters the area of a control and each time it leaves that control's area. Typing a character also fires an event. So does clicking the mouse.

The **Events** tab of the **Properties** dialog for each control lists the events available for that control. For each event, you can specify what happens when that event fires. Do so by clicking the ellipsis button (three dots) next to the event, and then pointing to the NeoOffice macro that performs the desired action.

The form itself has events, as well. To access these:

1. When editing the form, click the **Form Navigator** button  on the **Form Design** toolbar.
2. In the **Form Navigator** dialog, right-click the **Main Form** item and choose **Properties**.
3. Click the **Events** tab.

As with control events, you can assign a macro to any form event.

How to use the form

Once you finish laying out a form, it can be "run" by clicking the **Design Mode On/Off**



button on the **Form Design** toolbar. When design mode is off, the controls operate as expected – you can select and clear check boxes, open combo boxes and drop-down lists, and so forth.

Ordinarily, when you open a saved form, design mode is automatically turned off. So, a user opening a form the designer supplies, sees it as they would expect. (Be aware, however, that a user can turn design mode on and change the form.)

When a form linked to a data source has design mode turned off, the **Form Navigation** toolbar appears at the bottom of the form.

NeoOffice doesn't have a mechanism to prevent users from changing forms to Design mode. In Microsoft Office, you can protect a form document and give it a password to prevent users from seeing inside.

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 on the **Form Navigation** toolbar, not the similar looking icon on NeoOffice's Standard toolbar.

There are various search options, including searching in one field rather than all fields, position of the value within the field, which direction to search in the database, etc.

The ? and * wildcards can also be used, as in the **Find and Replace** dialog. Additional information about the database search function can be found in **Help**.

Searching With a Form Filter

To search with a form filter:

1. Open a form.
2. Click the **Form-Based Filters** button,  on the **Form Navigation** toolbar.
3. The **Form Filter** toolbar opens. Enter a value in the appropriate field.
4. Click the **Apply Form-Based Filter** button .
5. The form is now filtered based on the data entered.

A filter can be removed by clicking the **Remove Filter/Sort** button .

When formulating filter conditions, various operators and commands are available. Apart from the relational operators there are SQL-specific commands that query the content of database fields. If these commands are used, in the NeoOffice syntax, NeoOffice automatically converts these into the corresponding SQL syntax. SQL commands can also be entered directly. The following tables give an overview of the operators and commands:

Operators

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 a value without any operator is entered, 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.

Commands

NeoOffice command	SQL command	Meaning	Condition is satisfied if...
IS EMPTY	IS NULL	is null	... The field 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 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*). Either the SQL % character or the familiar (*) file system placeholder can be entered as a placeholder in SQL queries in the \$[officename] 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 does not contain the specified expression.
BETWEEN x AND y	BETWEEN x AND y	falls within the interval [x,y]	... the field contains a value that lies between the two values x and y.

NeoOffice 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 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 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 does not contain one of the specified expressions a, b, c,...
= TRUE	= TRUE	has the value True	... the field has the value True.
= FALSE	= FALSE	has the value false	... the field has the value false.

Examples of Usage

Command/Operator	Result
= 'Ms.'	returns records with the field content "Ms."
LIKE 'g?ve'	returns records with field contents such as "give" and "gave"
LIKE 'S*'	returns records with field contents such as "Sun" or "Stop".
BETWEEN 10 AND 20	returns records with field contents between the values 10 and 20. (The fields can be either text fields or number fields).
IN(1; 3; 5; 7)	returns records with the values 1, 3, 5, 7.
NOT IN ('Smith')	returns records that do not contain "Smith".



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 several filter conditions are to be connected with OR, click the **Filter Navigation** icon on the **Form Filter** toolbar. The **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** notice a blank filter level in which Or can be selected by clicking on it. Once the blank filter level is selected, 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**. 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") to check if a field has content or not. It is also possible to delete the entry by using the context menu.

Filter conditions can also be moved within a form in the **Filter Navigator** by Drag&Drop or copy them by holding down the *Cmd* Key.

While designing a form, set the **Filter proposal** property for each text box in the **Data** tab of the corresponding **Properties** dialog. These fields allow subsequent searches in the filter mode, selections via a pull-down list 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.

Chapter 8: Customization



*NeoOffice User Guide, based on
OpenOffice.org User Guide
for Version 2.x*



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Feedback

Please direct any comments or suggestions about the original OpenOffice.org document to: grsingleton@openoffice.org.

Note: Gerry Singleton passed away on 12 May 2007. Please direct communication to dev@documentation.openoffice.org now.

Acknowledgements

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Chapter 8: Customizing NeoOffice

Use this section as a guide on customizing the user interface of NeoOffice. This should be mainly of interest to advanced users of NeoOffice.

Modifying and Customizing the User Interface of NeoOffice

There is a great deal of freedom in configuring menus, toolbars and keys to suit personal preferences.

You are free to change:

- Items on the menu bar. These can be deleted, new ones added, copied from one menu to another, renamed, and so on.
- Toolbar configuration. Toolbars may be freely configured to suit.
- Shortcut keys as desired.

To make configuration changes, select **Tools > Customize...** to open the **Customize** dialog. **Help** also provides much useful guidance for configuring NeoOffice.

Configuring the Keyboard

In most instances, you configure new keyboard shortcuts to enable a macro to perform a certain action on a document. Other actions can also be given a shortcut: for example, inserting the date with a single command to shortcut keys or to a separate icon. The following procedure is a simple example which illustrates how to enable a keyboard shortcut in NeoOffice:

1. Open a text document.
2. Choose **Tools > Customize...**. The **Customize** dialog appears.
3. Select the **Keyboard** tab to specify a key combination.
4. Search for an available key combination in the **Keyboard** list box such as *F4*.
5. Click **Modify**.
6. Select **Category > Insert** area at the lower left of the **Keyboard** tab.
7. Select the **Date** function next to it.
8. Click **Modify**.
9. Close the dialog with *OK*.

Now, by pressing the *F4* key or whatever shortcut keys were selected, you can insert the date in the active document.

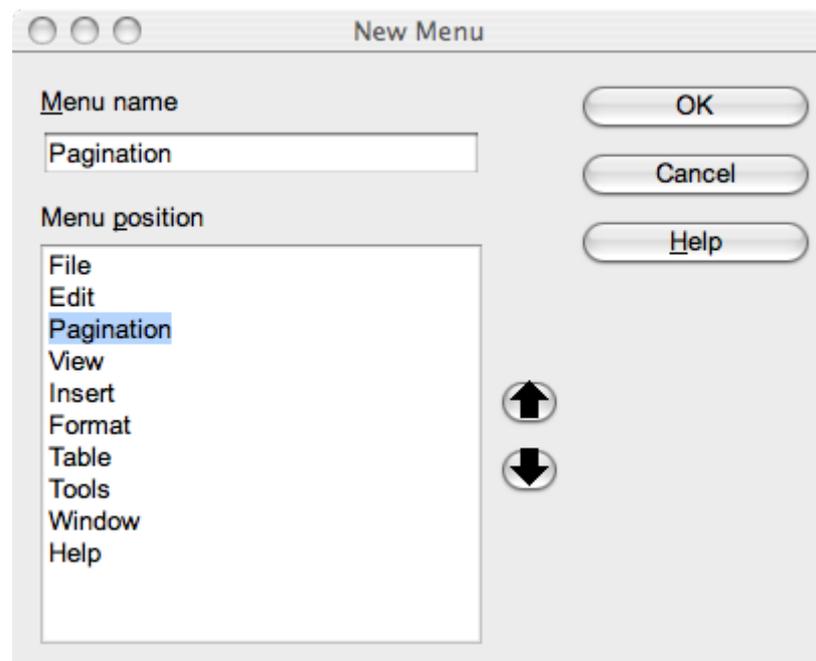
Configuring Menus

Configuring a menu item is similar to configuring a keyboard shortcut as shown above. The step-by-step procedure that follows should help in setting up a new menu item, in this case, the "Pagination Addon" from oomacros.org. Pagination provides a dialog where you can choose some options for numbering the pages of your documents.

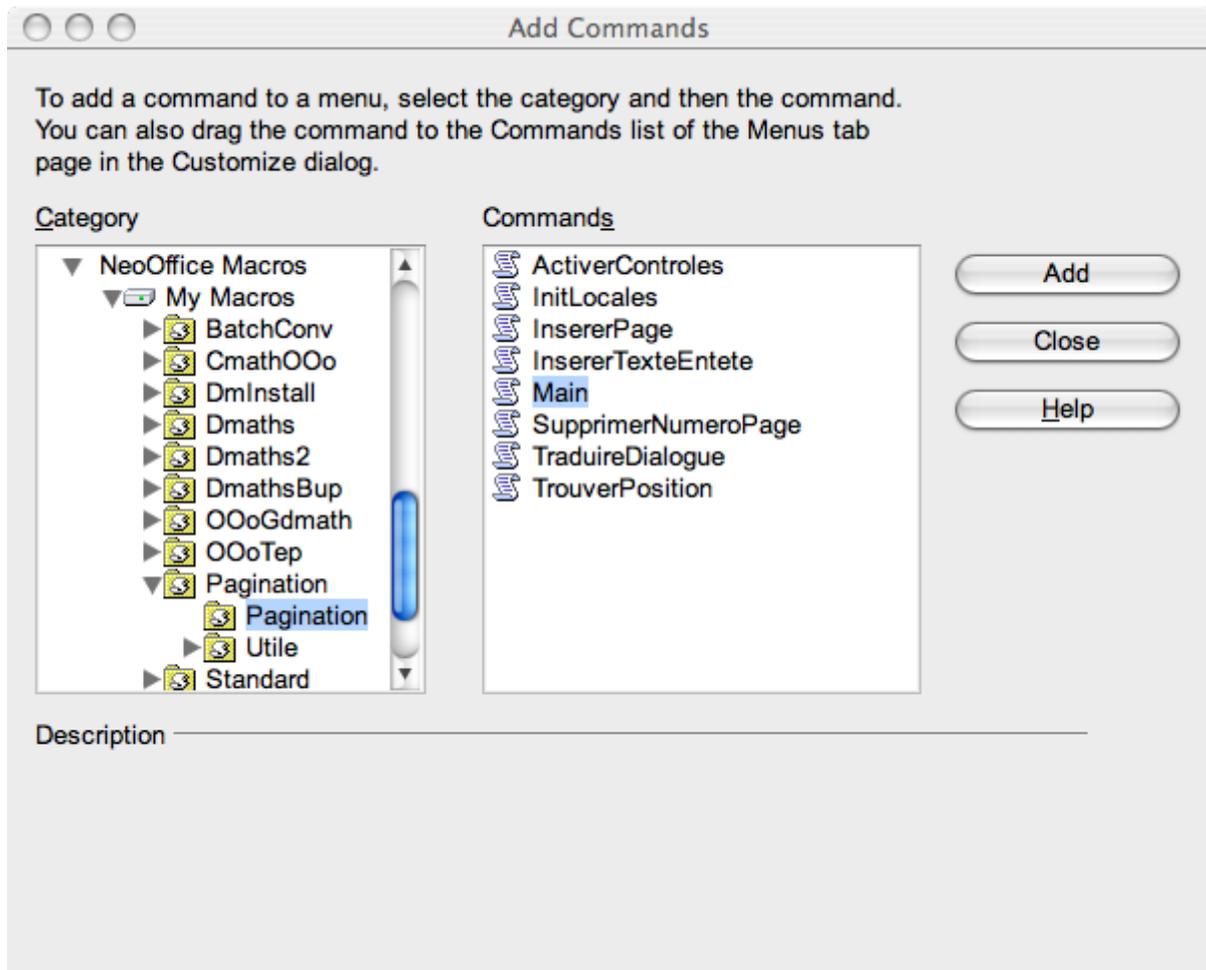
First, download **Pagination** from the sourceforge.net site. You have to install **Pagination** via the **Tools > Extension Manager...**

To configure the menu item, proceed as follows:

1. Open a document.
2. Choose **Tools > Customize** to open the **Customize** dialog.
3. Click the **Menu** tab. Click **New**.



4. In dialogue that opens, give a name to the new menu: **Pagination**. You can choose the menu position using the black directional arrows. Click **OK**.
5. In the **Customize** window, the **Pagination** menu is selected. Click **Add**. In the section **Category**, click the little triangle near **NeoOffice Macros**, then click the triangle near **My Macros**, and the one near **Pagination**.
6. Select **Pagination**, and in the **Commands** section, click **Main**.
7. Click **Add**.



8. You can rename the menu entry. Select **Main**. Click **Modify** and **Rename**. Choose a better name, **Numbering Options** for example.
9. In the **Customize** window click **OK**. The new menu command is inserted in the menu bar.

Deleting Menus

1. Choose **Tools > Customize** to open the **Customize** dialogue. Click the **Menu** tab.
2. In the drop-down menu **Menu**, select the menu you want to delete. Click **Modify**, then **Delete**.
3. Close the **Customize** dialogue by clicking **OK**.

Changing Toolbars

1. To have a separating dash after an icon on the toolbar, open the **Customize Toolbar** dialogue, by clicking the little triangle at the right end of the toolbar.
2. Click the corresponding command in the **Toolbar Content > Commands** then click **Modify > Begin a Group**.
3. To delete a separating dash, click it in the **Toolbar Content > Commands**, then click **Modify > Delete**.

The context menu of a toolbar contains a **Visible Buttons** command. This opens a submenu with a list of predefined icons. Icons with check marks beside them are visible on the selected toolbar. Click on an item to switch the icon from visible to hidden and vice versa. NeoOffice automatically remembers the configuration of the toolbars.

The **Visible buttons** command in the context menu of the toolbars may also be used to have a quick overview of the icon names and their functions.

Inserting, Moving and Deleting Icons on Toolbars

Open a document of the type which has the toolbar to modify. For example, to modify the text object bar for all text documents, open a text document, and then do the same for the other document types.

If you want to insert an icon, proceed as follows:

1. Open the context menu of the toolbar by clicking the little triangle at the right end of the toolbar and select the **Customize Toolbar...** command.
2. In the dialogue that opens, click **Add**.
3. Select the desired function category then the command. Click **Add**.
4. If no suitable icon is displayed for this function, click **Modify** in the **Customize** dialogue. Then click **Change Icon...** and select an appropriate icon. Confirm with *OK*.
5. Close the **Customize** dialogue.

If you want to move an icon, proceed as follows:

1. Open the context menu of the toolbar by clicking the little triangle at the right end of the toolbar and select the **Customize Toolbar...** command.
2. Select the icon that you will move. Click the appropriate button showing a black arrow to move the icon upward or downward.

If you want to delete an icon, proceed as follows:

1. Open the context menu of the toolbar by clicking the little triangle at the right end of the toolbar and select the **Customize Toolbar...** command.
2. Select the icon that you will delete. Click **Modify**.
3. Click **Delete**.

To display toolbars:

1. To open a toolbar, follow this menu path: **View > Toolbars > [Toolbar Name]**
2. Drag the toolbar to its new position.
3. Alternatively, a docked toolbar can be used as a floating toolbar by clicking the handle (the knurled edge) at the left hand edge of the toolbar and dragging the toolbar into the window.
4. To attach a floating toolbar it is sufficient to drag it right to an edge of the window. A shaded shape should appear indicating the location of the docked toolbar. Release the mouse button and the toolbar should be docked.

Changing Icon Views

Icon views can be changed between several choices, that appear in the two menus in the section **Icon size and style**.

1. Choose **NeoOffice > Preferences > NeoOffice**.
2. In the **View** section choose the size and the style of the icons. The default style is **Automatic**. It is the new Akua set of toolbar icons with a more Aqua appearance. Other choices include Crystal (a KDE style iconset) and Industrial (originally a GNOME style, but from version 2.3 an iconset based on Tango).
3. Click *OK* to confirm the new settings and close the dialogue.

Changing the Look of the User Interface

Selecting Measurement Units

You can select separate measurement units for Writer, Writer/Web, Calc, Impress and Draw documents.

1. Select **NeoOffice > Preferences**.
2. Click on the document type that is to have its measurement unit changed. For example, click on **NeoOffice Writer** to select the measurement unit for Writer.
3. Click on **General**.
4. On the **General** section, under **Settings**, is a drop-down menu for selecting the measurement unit.
5. Close the dialogue with **OK**.

Customizing Colors

To customize the colors of user interface elements, for example the application background, proceed as follows:

1. Select **NeoOffice > Preferences > NeoOffice > Appearance**.
2. In the **General** section, choose **Gray 10%** in the drop-down menu facing **Application background**. Click **OK**.

Now, the document windows have a more "Mac-like" background .

Sending Faxes

To send a fax directly from NeoOffice, a fax modem must be installed. If your computer has a modem that is connected to a phone line, it is automatically configured to send faxes.

1. Open the **Print** dialogue by choosing **File > Print** or click the **Print File Directly** icon in the **Standard** toolbar, and choose **Fax PDF** from the **PDF** pop-up menu.
2. Type the fax number in the **To** field.
3. Make sure the correct modem is selected from the **Modem** pop-up menu.
4. Click **Fax**.

Further Information

You can find further information about NeoOffice customization, in [the NeoWiki](#).

Chapter 9: Advanced



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Feedback

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Chapter 9: Advanced Techniques

This contains topics of interest to advanced users of NeoOffice including information on revision marking function (**redlining**) in Writer and Calc.

Copying and Moving Data Using Drag and Drop

The easiest and often most intuitive way to copy and move data in NeoOffice is by dragging and dropping with the mouse.

Dragging and Dropping Within a NeoOffice 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 Shape	Description
Arrow	Moving
Arrow with green ball	Copying
Curved arrow	Creating a Link

As with other OS X applications, drag-and-drop is carried out by highlighting the words or image to be moved, then holding down the mouse button while dragging to a new location. Pressing *Cmd* when dragging will copy the object. The pointer is accompanied by a green ball with a plus sign. To insert a hyperlink, click on the Navigator icon on the main menu. In the submenu, select **Drag Mode** icon, which will adopt one of three guises, depending on whether link, hyperlink or Copy has been selected (so, with Tips turned on, hover your cursor over the menu bar of Navigator to locate it – see below) specify whether to copy the object, insert it as a link or insert it as a hyperlink. Drag and drop operations in NeoOffice can be cancelled at any time by pressing the *Esc* key before releasing the mouse button.

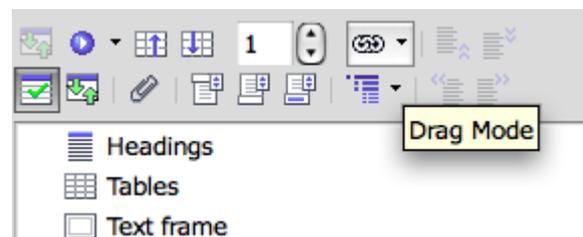


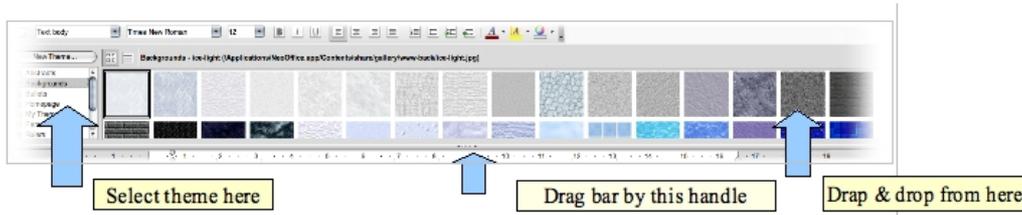
Illustration: How and where to find the drag mode in Navigator

Inserting Objects From the Gallery

Objects can be inserted in a document as either a **copy** or as a **link**. A **copy** of an object is independent of the original object. It is a whole new object. Changes to the original object have no effect on the copy. **Links**, on the other hand, remain dependent on the original object; thus, changes to the original *object* are also reflected in the *link*.

Inserting an object as a copy

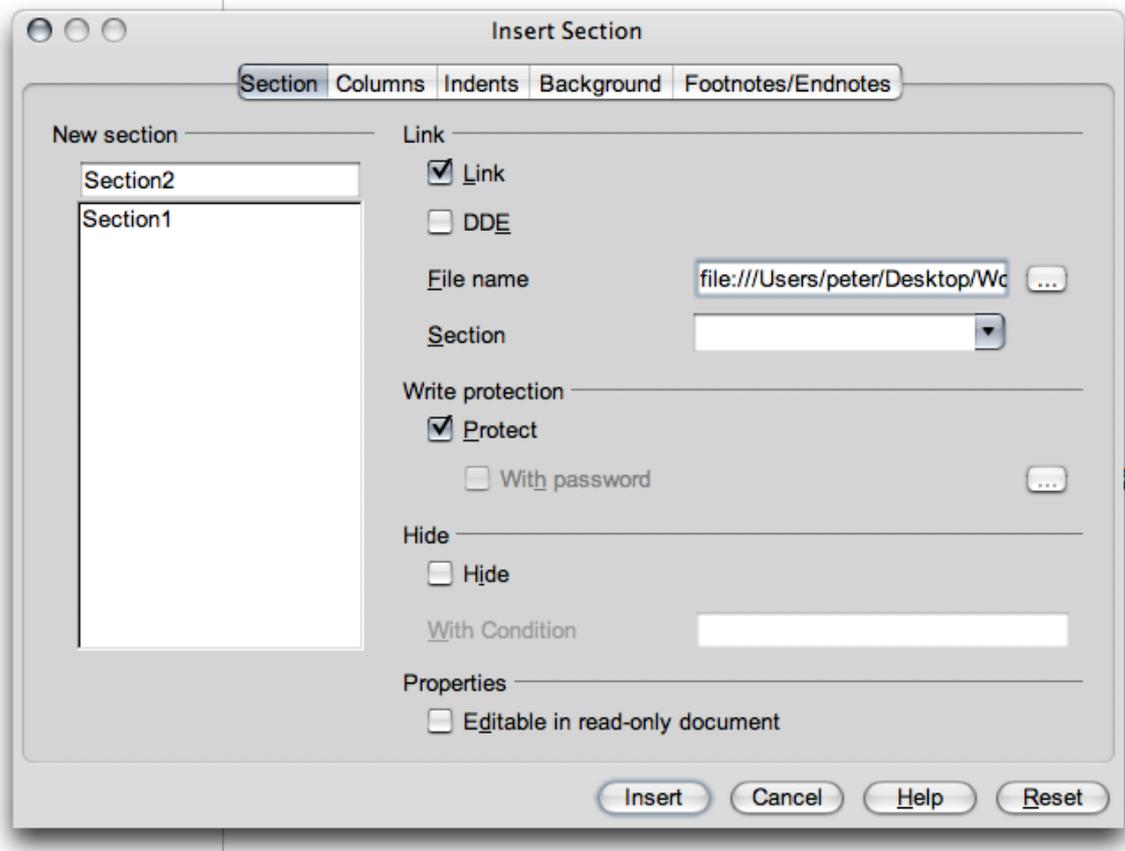
1. Open the Gallery, e.g. by clicking on the **Gallery** icon  on the main menu.
2. If necessary, drag down the top bar of the gallery view by dragging on the dotted section.
3. Choose a theme from the left area.



4. Select the object by a single click.
5. Drag the object into the document or right-click [or *Ctrl*-click] to open the context menu and select **Insert** and **Copy**.

Inserting an object as a link

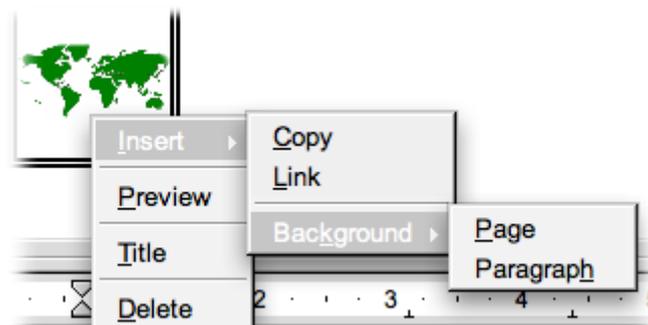
1. Place the object in a location that is easy to navigate to (e.g. the Desktop)
2. Follow this path: **Insert** > **Section**. The **Insert Section** window opens, and you may select **Link**.



3. Or, right-click [*Ctrl*-click] on the image to open the context menu and select **Insert > Link**.

Inserting an object as a background graphic

1. Open the Gallery.
2. Choose a theme from the left area.
3. Select the object by a single click.
4. Open the context menu and choose **Insert > Background > Page** or **Paragraph**, depending on whether you wish the graphic to be a background for a whole page or only a paragraph.



Note: these two functions from OpenOffice.org do not appear to work in OS X :

a. Inserting an object as a texture (pattern) for another object

1. Open the Gallery.
2. Choose a theme from 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*.

b. Copying Graphics From the Gallery

Graphics, dragged from the Gallery, are inserted into a text, spreadsheet or presentation document where they are dropped.

If the graphic is released directly on a draw object, please note the following:

- *If it is moved, by dragging without pressing any key (no additional symbol appears next to the mouse pointer), only the font attributes are copied from the graphic and applied to the draw object where the mouse button is released.*
- *If it is copied by dragging while holding down the *Cmd* key (a plus sign appears in a green sphere next to the mouse pointer), the graphic is inserted as an object, e.g. it will displace text around it.*
- *If a hyperlink is created, by dragging while holding down *Cmd-Shift* (a linking arrow appears in place of the pointer), the drawing object is replaced by the graphic from the Gallery; however, the position and size of the replaced draw object are retained.*

Inserting Graphics From a Document in the Gallery

Graphics, from HTML pages and other similar sources, can be placed in the Gallery by drag-and-drop.

1. Display the Gallery theme to which you want to add the graphic.
2. Position the mouse pointer above the graphic, without clicking.
3. If the mouse pointer changes to a hand symbol, the graphic refers to a hyperlink. In this case, click the graphic while pressing the *Option* key to select it without executing the respective link.

However, if the mouse pointer does not change to a hand symbol, simply click the graphic to select it.

4. Once the graphic is selected, release the mouse button.
5. Click again on the graphic image, keeping the mouse button pressed for more than two seconds, to copy the graphic image to memory.
6. Without releasing the mouse button, drag the graphic into the Gallery.

Note: *a. Draw objects that are created using the **Draw functions** floating toolbar, cannot be incorporated in the gallery.*

*b. This function works as described in OpenOffice.org. It may not work in NeoOffice. If so, there is a workaround. Carry out steps 1-3 above. Then right-click or *Ctrl-click* to bring up a context menu and **Copy the image**. The image is now in the clipboard. You may wish to open **Preview** and **File > New From Clipboard**, and **Save the file as .png** in a place that's easy to find eg your desktop. Close **Preview**. Move to select the theme where you want to store this image. Right-click or *Ctrl-click* on its name to bring up a context menu and select **Properties**. Click on the **Files** tab and **Find Files**. Now you need to navigate to the **Clipboard** (or to wherever you stored it) to find your copied image. Select **Open** to add the image.*

Copying Graphics Between Documents

Graphics can be copied from one document to another.

Note: If the document is to be published, please observe copyright laws and, for safety, obtain the consent of the authors of the original.

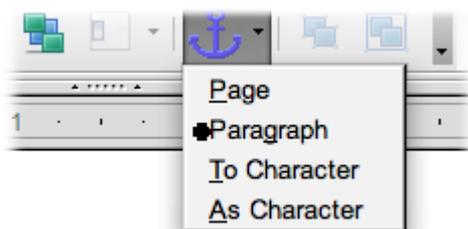
1. Open the document in which you want to insert the graphic object.
2. Open the document from which you want to copy the graphic.
3. Click the graphic to select it.
4. Right-click or *Ctrl*-click to open the context menu and select **Copy**, or use *Cmd-C*, or press the **Copy** icon  on the **Standard** menu.
5. This will place the graphic into the clipboard.
6. Bring the target document into focus.
7. Select the location for the graphic.
8. Right-click or *Ctrl*-click to open the context menu and select **Paste** at the position where you wish to insert a copy of the picture or select the **Paste** icon  on the Standard toolbar, or use *Cmd-V*.
9. If the graphic is connected with a hyperlink, the hyperlink and not the graphic is inserted.

Copying Draw Objects into Other Documents

In NeoOffice 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 by using *Cmd-C* or by right-clicking to open the context menu and selecting **Copy**, or use the **Copy** icon [above].
3. Switch to the other document and place the cursor at which to insert the draw object.
4. Insert the draw object at the target position by using *Cmd-V* or use the **Paste** command from the context menu, or the Paste icon [above].

Inserting a Draw Object in a Text Document



An inserted draw object is anchored in a text document at the current paragraph. Anchors can be changed by selecting the object and clicking on the **Change Anchor** icon on the object bar. This opens a popup menu that permits changing the possible types of anchor.

Inserting a Draw Object in a Spreadsheet



An inserted draw object is anchored to a spreadsheet in the current cell. 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

To reverse a mistake made during a drag and drop operation, position the cursor in the document and choose the **Undo** command from the **Edit** menu (or via the keyboard with *Cmd-Z*).

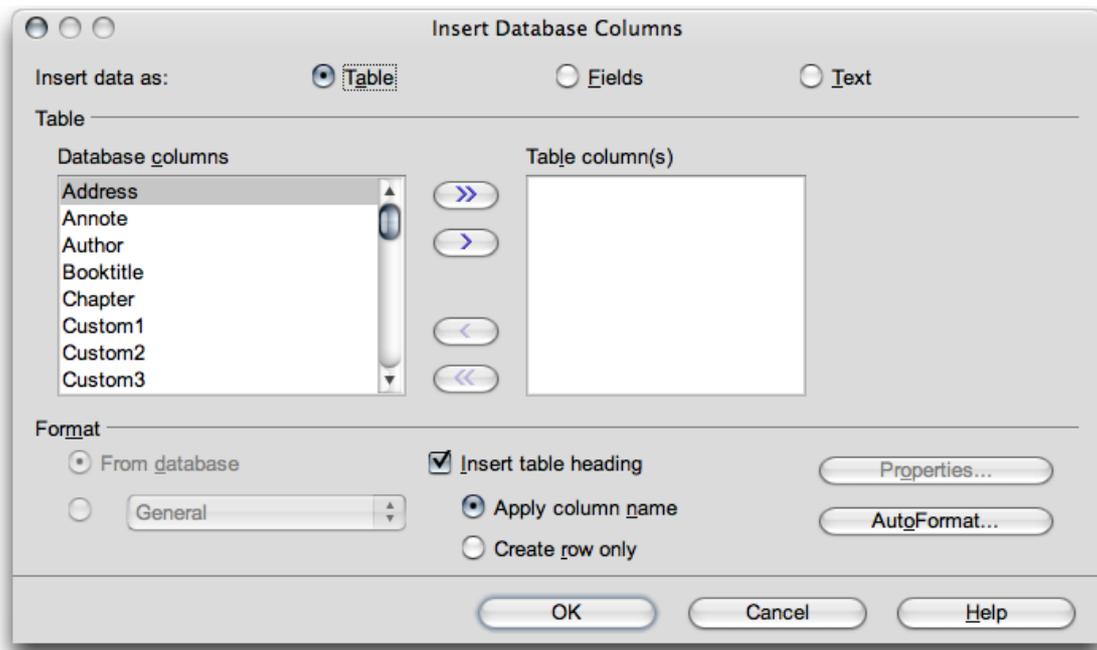
Note: Copying by drag and drop is possible in both directions:

- *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 or vice versa.*
- *Likewise, simpler text can be copied using drag and drop from one document to a data field in the data source view. Read up on how this happens in **Help**.*

Using data in a text document

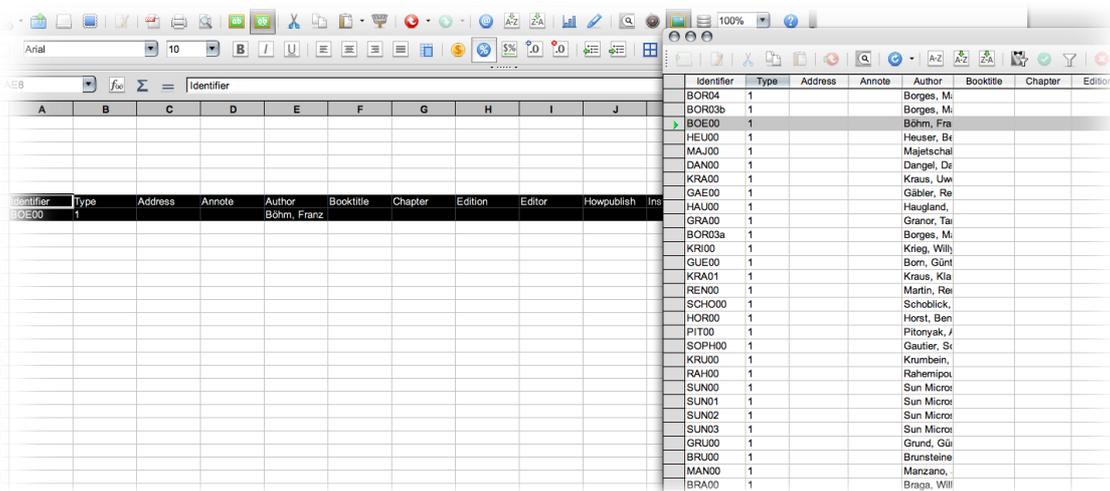
A database field e.g. <Address> can be inserted in a text document by dragging a field name from the column header of the data source view into the document. This inserts a field for this database field in the document. This is especially useful when designing form letters. Simply drag the desired fields (such as home address, form of address et cetera), into the document.

The best way to insert a complete record is to select the corresponding header by clicking once in the empty box to the top left of the table in data source view, and dragging it into the document. When the mouse button is released, 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

One or more records can be inserted into the current sheet of a spreadsheet by selecting the rows in the data source view [click once to bring up a green arrow to the left of the row required, then click and drag that arrow] and dragging and dropping them into the spreadsheet. A green sphere with a “plus” sign follows the cursor arrow. The data is inserted in the place where the mouse button is released.



Inserting controls in a text form

When a text form, linked to a database, is created, you can generate controls by drag-and-drop from the data source view: When a database column is dragged into the text document, a field is inserted. If you hold down *Cmd-Shift* while dragging, the pointer turns to a curved linking arrow, and a text field is inserted, grouped with an appropriate label field. The text field already contains all the database information that is needed for the form.

Copying Sheet Areas to Text Documents: OLE Objects

This process, like much of the above, is fairly intuitive for OS X users, since it uses familiar drag-and-drop and mouse-clicking procedures.

1. Open both the text document and the spreadsheet.
2. Select the sheet area 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 the mouse pointer can be moved within the document.

4. Once the cursor is located in the place where you wish to insert the sheet area, release the mouse button. The sheet area is inserted as an OLE object, i.e. one whose components can be edited.

Select and edit this OLE object at any time.

- 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. The object can be edited in its own frame within the text document, but the icons and menu commands needed for spreadsheets are visible.

- Choose **Open** to open the source document of the OLE object.

Inserting Data From Spreadsheets

When you want to copy the contents of a cell (text or numbers), using the clipboard is best. Copying formulae that are in the cells into the clipboard, such as from the input lines of the formula bar, is also possible; thus, they can now be inserted into the text.

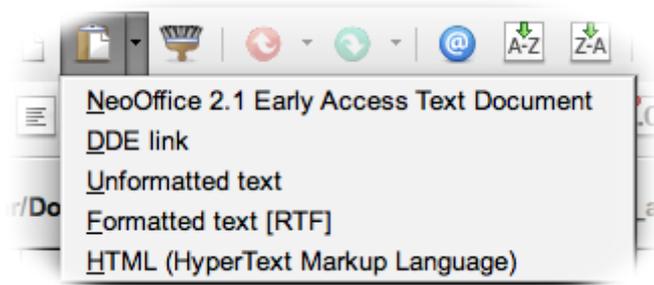
To copy a simple, rectangular area of cells into a text document as a sheet, select the cells in the sheet and then use either the clipboard or drag & drop to insert them into the text document. This will be an OLE object in the text document that can be edited.

If cells are dragged to the normal slide 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. Press the *Shift* key, when dragging, to create a copy.

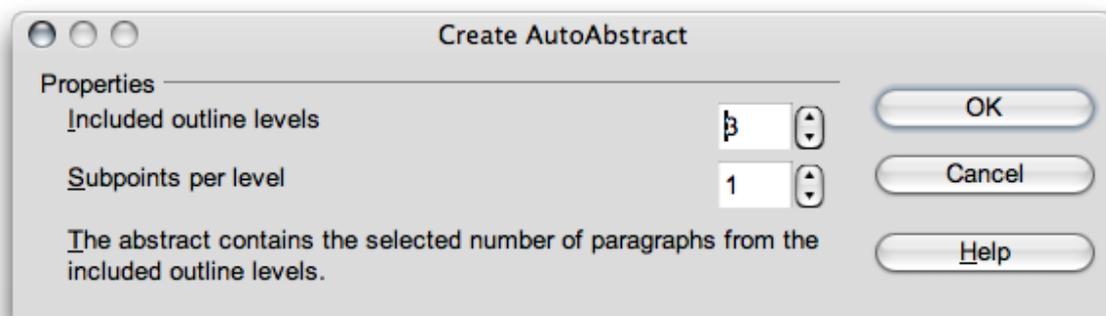
Inserting Data From Text Documents

Text can be transferred into other document types such as spreadsheets and presentations. However, there are differences depending on whether the text should be set in its own text frame, transferred into a spreadsheet cell or transferred into the structure of a presentation.

- If text is transferred via the clipboard, you can paste it to the destination with or without text attributes. Use the shortcut keys *Cmd-C* to copy and *Cmd-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 Standard toolbar, or click on the little triangle next to it. Select the format from the submenu.



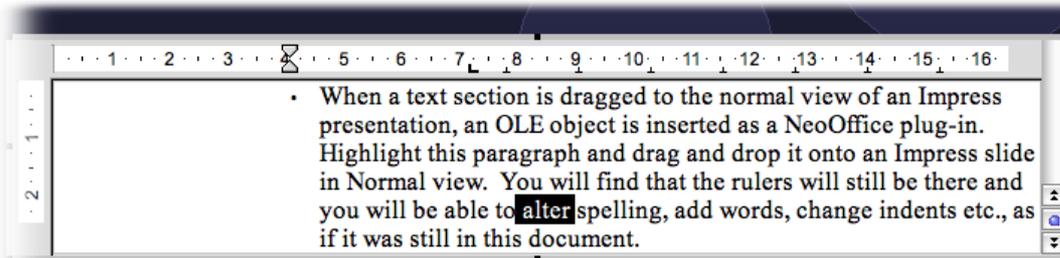
- To obtain the same selection of formats via the keyboard, choose **Edit > Paste Special**.
- In a text document use **File > Send > Outline to presentation** to create a new presentation document that contains the headings from the text document as the outline. The headings must be formatted with a corresponding Paragraph Style before the user can see this command.
- To transfer the same headings to the first superordinate paragraph (or several paragraphs) of the text, select the **File > Send > AutoAbstract to presentation** command. Again, the headings must be formatted with a corresponding Paragraph Style before you can 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 then be inserted as text into the cell where the mouse is released.

- When a text section is dragged to the normal view of an Impress presentation, an OLE object is inserted as a NeoOffice plug-in. Highlight this paragraph and drag and drop it onto an Impress slide in Normal view. Double-click on it and you will find that the rulers will still be there and you will be able to alter spelling, add words, change indents etc., as if it was still in this Writer document.



- If text is dragged to the outline view of a presentation, it is inserted at the point where the cursor is positioned. (This is intuitive behaviour for drag-and-drop users.)

Revision Marking Function

The revision marking function in Writer and Calc highlights changes to documents so that whoever is editing the file 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.

For purposes of illustration, imagine having to deliver a report. Now, 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 the 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 choose to incorporate or ignore the suggestions of the two reviewers. Plus, 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, asking for a few suggestions, and the document is now returned by e-mail with suggestions. It is now a simple matter to produce a final version of the document from the results that are returned.

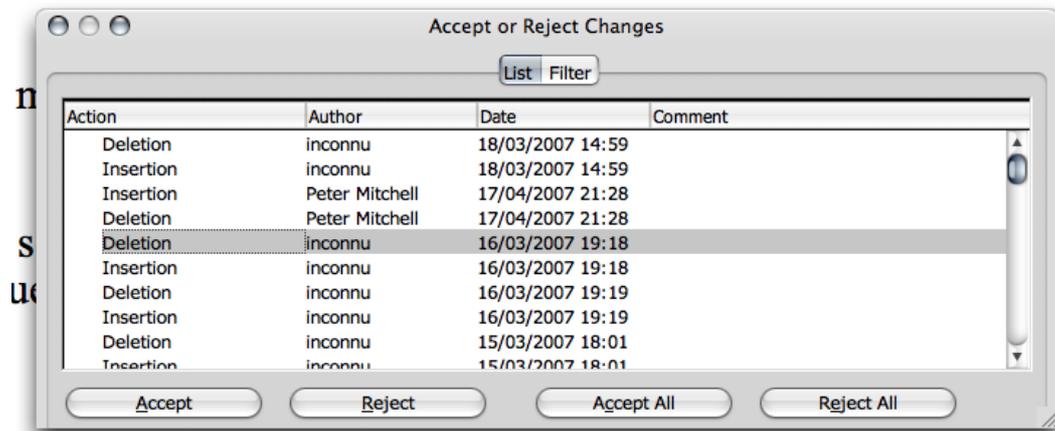
Accepting or Rejecting Changes

When bringing a 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, merge these into one document (see **Merging Versions** just below).

- 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 now you make a 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.



When the list of changes is too long or confusing, switch to the **Filter** tab in the dialog and specify only the changes of certain authors, or only the changes of the last day, or that the list should be restricted in some other way.

Changes can also be filtered 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. Grayed 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 the document made changes but did not record them by choosing **Edit > Changes > Record**. Nonetheless, the delivered copy of the document can be compared with the original document.

1. Open the original document and then choose **Edit > Compare Document**.
2. From the file selection dialog, select the copy of the document.
3. Confirm the dialog.

Now NeoOffice combines both documents in the original document. All text passages that occur in the document but not in the copy are identified as having been inserted, and all text passages that are missing in the original document are identified as deletions.

Now start the revision process by accepting the “*insertions*”, in which case the relevant texts stay in their original form, or accepting the “*deletions*”, in which case the marked text contained in the copy are not inserted in the 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. For example, three copies are returned in addition to the original document, with different changes in each copy.

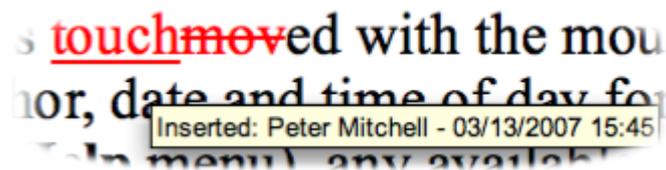
It is easy to merge these documents into the original. The only requirement is that the documents differ only and exclusively in the recorded changes. In other words, all “*normal*” text must be identical.

- 1 Open the original document into which to merge all the copies.
- 2 Select **Edit > Changes > Merge Document...** This opens a typical file selection dialog from which you can choose a copy of the document.
- 3 After merging the documents, the designated changes from the copy in the original document will be visible.

Recording Changes

The review function is available in NeoOffice for both 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 et cetera.

1. To start Revision Marking, open the document to be edited and choose **Edit > Changes** and click **Record** (this will display a check mark when enabled).
2. Now start making any changes. Note that all new text passages entered are underlined in color, while all deleted text remains visible but is crossed out and shown in color.
3. If a marked change is touched with the mouse pointer, one will see a reference to the type of change, the author, date and time of day for the change in **Help** Tips.



If **Extended Tips** is also enabled (on the **Help** menu), any available comments on this change will be displayed.

Changes in a spreadsheet document are highlighted by a border around the cells; when a cell is pointed to more detailed information on this change is seen in **Help** Tips when **Extended Tips** is also enabled (on the **Help** menu).

Comments on each marked change may be entered 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 to disable the function (the check mark is removed). Now the document can be saved and returned to the person who asked for the changes.

In a text document, you may highlight all lines that have changed with an additional marking. This can be in the form of a red line in the margin, for example.

Select the type of additional selection under **Tools > Options... > Text Document** on the **Changes** tab or under **Tools > Options > NeoOffice Calc** on the **Changes** tab. In these dialogs, determine how and in what color the changes should be flagged, where on the page the dash should be and so forth.

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 display the differences between versions with color markings. In the dialog for opening a document, choose which version of the document is wanted for editing from a list box.

Protecting Contents in NeoOffice

The following is an overview of the different ways of protecting contents in NeoOffice from being modified, deleted or viewed.

Protecting All Documents When Saving

All documents that are saved in XML format (OpenOffice.org or NeoOffice 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

1. Select **File > Save As**
2. Check **Save with password**.
3. Save the document.

Note: As always with passwords, make sure it is one you will remember, or you may lock yourself out of this document.

Turning off protection

1. Open the document and enter the correct password.
2. Choose **File > Save As** and uncheck **Save with password**.

Information that is entered under **File > Properties**, such as the name of the author, date created, word and character counts et cetera, is not encrypted.

Protecting Revision Marking

With every change made in Calc and 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 continue to be recorded and acceptance or rejection is not possible.

Turning on revision protection

1. Choose **Edit > Changes > Protect Records**.
2. Enter and confirm a password of at least 5 characters.

Turning off revision protection

1. Choose **Edit > Changes > Protect Records**.
2. Enter the correct password.

Protecting Cell Ranges in Calc

In Calc, protection can be applied to spreadsheets and the whole document. As part of the process, 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 may be password protected, but this is not always necessary. Once protection is assigned a password, protection can only be removed by entering the correct password.

***Note:** Cell protection for cells, setting the **Protected** attribute, is only effective when the whole table is protected. The default condition of a protected table is that every cell receives the **Protected** attribute. Thus, in cells where the user may make changes, the attribute must be removed selectively for those cells. Once this is done then protect the whole table and save the document.*

Turning on protection	For cells: Select cell range. Choose Format > Cells > Cell Protection tab. For spreadsheets: Choose Tools > Protect Document > Sheet . For documents: Choose Tools > Protect Document > Document . Enter and confirm a password of at least 5 characters.
Turning off protection	For spreadsheets: Choose Tools > Protect Document > Sheet . For documents: Choose Tools > Protect Document – Document . Where a password has been assigned, enter the correct password.

Protecting Sections in Writer

Any section of a NeoOffice Writer text document can be protected against changes with a password.

Turning on protection

1. Select the section.
2. Choose **Insert > Section > Section**,
3. Under **Write protection** mark the **Protect** and **With password** check boxes. (If the section already exists: **Format > Sections**.)
4. Enter and confirm a password of at least 5 characters.

Turning off protection

1. Choose **Format > Sections > Section**
2. Under **Write protection**, uncheck **Protect**.
3. Enter the correct password.

Protecting Cells in a NeoOffice Writer Table

The contents of individual cells of a Writer text table can also be protected from changes.

Turning on protection	Place the cursor in a cell or select cells. Choose Table > Protect Cells
Turning off protection	First, ensure that Tools > Options > NeoOffice Writer > Formatting Aids > Cursor in protected areas has Enable checked. Place the cursor in the cell or select the cells. Right-click or <i>Cmd</i> -click to bring up the context menu and select Cell > Unprotect .

Automatic Protection of Indexes and Tables

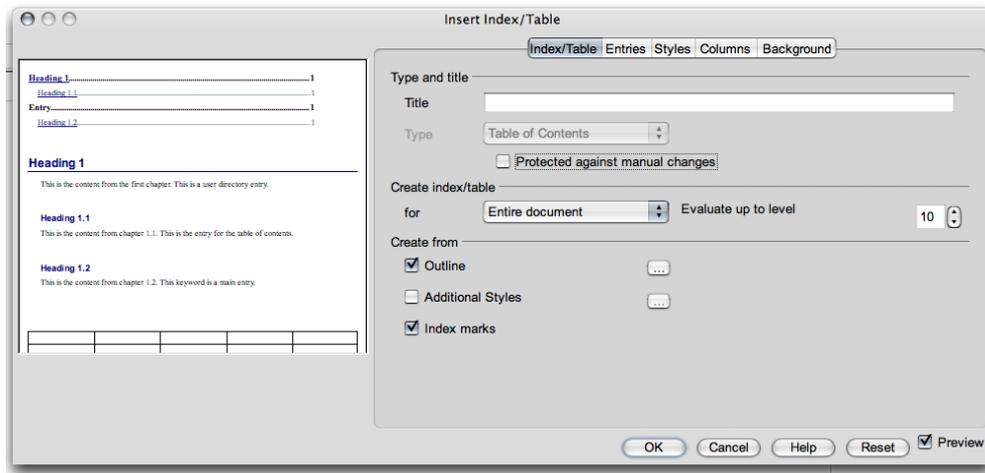
Tables of contents, alphabetical indexes and so on that are created automatically in Writer, are automatically protected against accidental changes.

Turning on protection

1. Place the cursor in the index/table of contents.
2. From the context menu choose **Edit Index/Table**.
3. On the Index/Table tab page, check **Protected against manual changes**.

Turning off protection

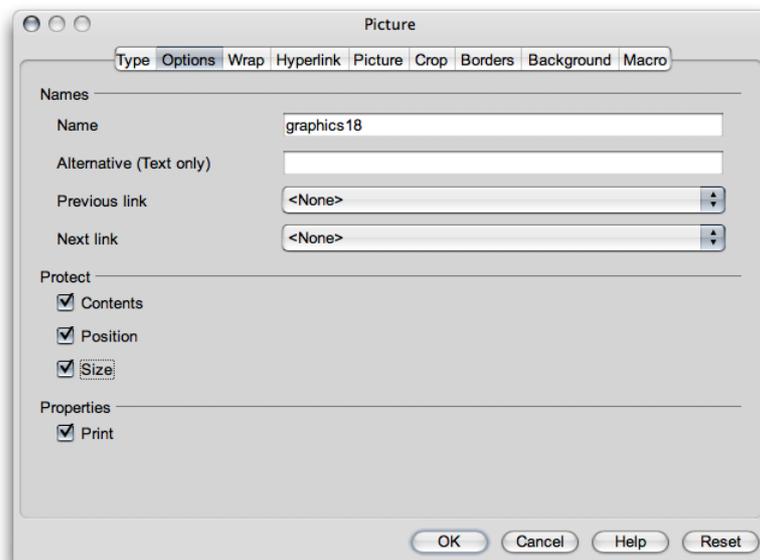
1. Ensure that **Tools > Options > NeoOffice Writer > Formatting Aids > Cursor in protected areas** has **Enable** checked.
2. Place the cursor in the index.
3. From the context menu choose **Edit Index/Table**.
4. On the Index/Table tab page, uncheck **Protected against manual changes** or, in the Navigator, select the index, open the context menu and select **Index > Read-only** .



Protecting frames, graphics and OLE objects

Many objects can be inserted in NeoOffice 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 graphics inserted in a document: Choose Format > Picture > Options tab. Under Protect , mark Contents , Position and/or Size . |
| Turning off protection | For graphics inserted in a document: Choose Format > Picture > Options tab. Under Protect , uncheck as appropriate. |

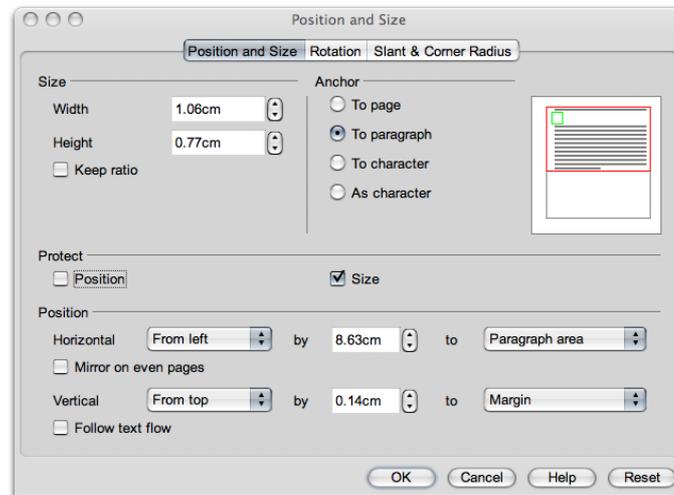


Protecting Drawing Objects and Form Objects

Draw objects, that are inserted in a document using the **Draw Functions** floating toolbar, can be protected from being accidentally moved or changed in size. Likewise, you can do the same with form objects inserted using the **Form Functions** floating toolbar.

Turning on protection

1. Select **Format > Object > Position and Size > Position and Size** tab.
2. Check the **Protect** check box respectively for Size and/or Position.



Turning off protection

1. Choose **Format > Object > Position and Size > Position and Size** tab.
2. Uncheck the **Protect** check box for Size and/or Position as appropriate.

Protecting Records

Changes made in a document can be recorded by choosing either **Edit > Changes > Record** or **Edit > Changes > Protect Records**. If **Protect Records** is selected, you must enter the correct password in order to turn off the function or accept or reject changes.

1. Select **Protect Records**. This opens the Password dialog.
2. Enter a password consisting of at least 5 characters and confirm it.
3. Click **OK**.



Digital Signatures and Encryption¹

Overview

Use of Digital signatures in NeoOffice is new to NeoOffice 2.0 and is relatively new in other office applications. Nonetheless,, the requirement to protect data from being modified has existed for a long time.

¹ Specification -- http://specs.openoffice.org/appwide/security/Electronic_Signatures_and_Security.sxw

While NeoOffice 1.1.x offered protection for documents with encryption and passwords, digital signatures offer enhanced secure protection of document content, both inside NeoOffice 2.0 and externally.

Another aspect of using digital signatures, is for ensuring Macro security. This can be a very important topic because when you access a document containing macros, or receive them via email, you cannot know if these can be trusted or whether they may harm the system. Given there is no easy way to determine whether a macro is harmful, the decision whether to trust a macro or not to trust must be based on the trustworthiness of the macro author. Unfortunately, you cannot know that the macro really comes from the author or that it has not been modified by somebody else. Digital certificates and signatures are the solution. Authors can sign the macro with a private key and you can then verify the signature with the author's public keys. An added benefit of using digital signatures is the assurance that the content has not been modified.

Certificates

How to get a Certificate?

There are really only two ways to get a certificate. One, to create one for yourself or, two, to obtain one from a trusted signing authority.

Self-signed certificates

These are user-created using certificate creation tools. The following list provides some that are known at the time of writing this section. In this case, users are expected to know and understand the basics of the procedure.

Product	OS	Vendor
SelfCert.exe	Windows	Microsoft – part of Office
abylon SELF CERT	Windows	http://www.abylonsoft.com/frame.htm
Certificate Assistant	Mac OS X	Built-in, via Applications/Utilities/Keychain Access/Certificate Assistant
CA.pl	Linux, BSD, Solaris10	Comes with OpenSSL.
keytool	JDK or JRE	Part of Java (Solaris)

Please see the instructions in the Operating System documentation for your system.

Certificates from a Certificate Authority

Depending on your needs, getting a certificate from a Certificate Authority may be free or have a cost attached. Some Certificate Authorities offering certificates are listed below:

Vendor	Cost	Type	Contact
Thawte	Free	Email	http://www.thawte.com/
Comodo	Free 30 day trial	Server and email	http://www.instantssl.com

Vendor	Cost	Type	Contact
			/
Verisign	Cost	All types	http://www.verisign.com/
CAcert	Free	All types	http://www.cacert.org/

Integrating a Certificate with NeoOffice

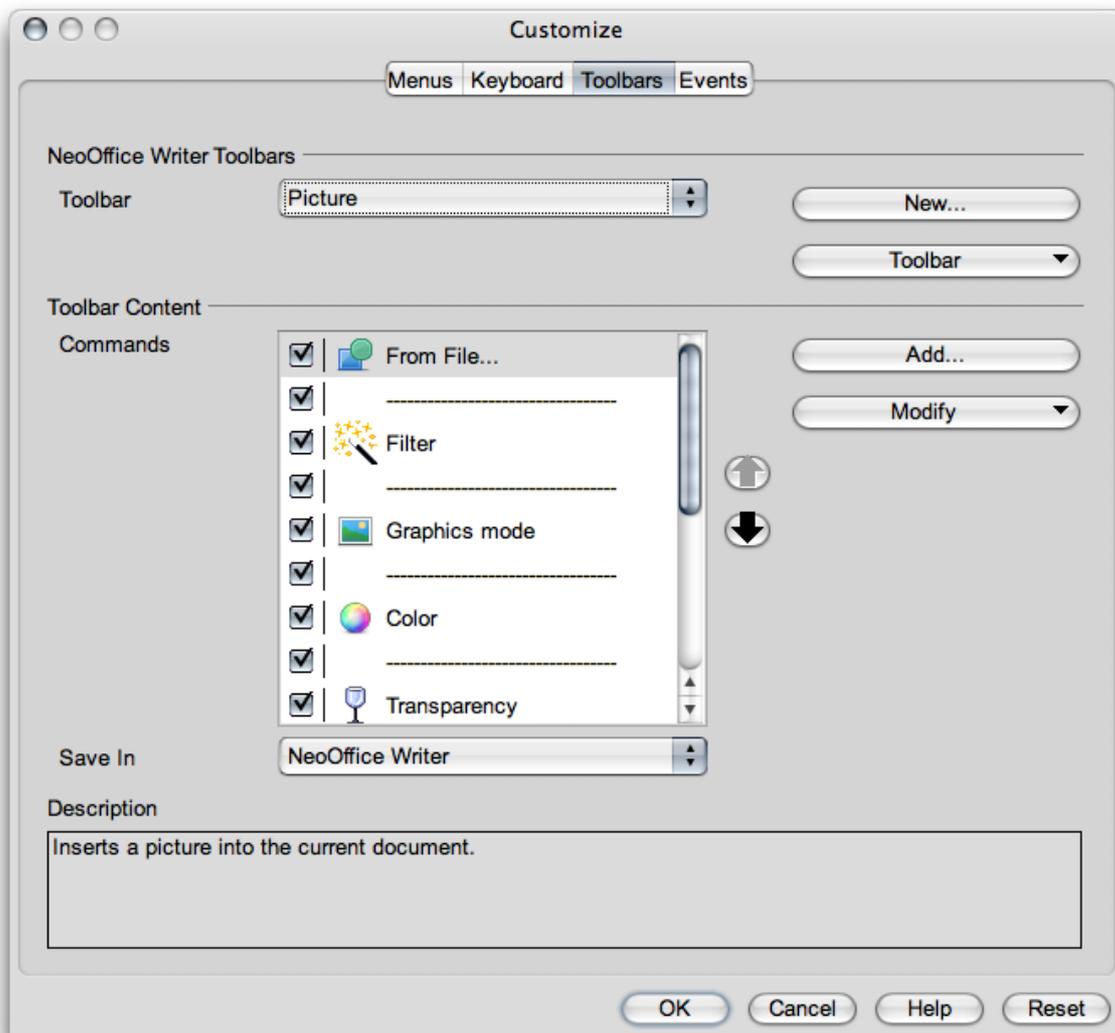
See **Help > Contents > Index > Search term > digital signatures** for instructions on enabling Digital Signatures in NeoOffice for instructions.

Changing Defaults and Other Configuration Items

Saving Configuration With Document

You can set a global configuration (so that it applies to all documents of this type), or can connect the configuration to a specific document, which must exist as a file.

1. Load the document to which you wish to connect the configuration, or open any document of the same type.
2. Set the configuration. For example, select the toolbars that should be visible or define what is on the toolbars, menus or status bar and so on. All such configuration options are found under **Tools > Customize**.



3. Click **Save in** in the dialog under **Tools > Customize**. Select from the drop-down menu.
4. Click *OK* to confirm overwrite.
5. Select **File > Save As..** and select from among file-types.

The configuration is now connected to the active document. Check this by loading the document and choosing **File > Template > Organize** then double-clicking the document name.

As soon as you load or open this document, the configuration that was saved with it becomes active. The global default configuration is restored when another document is loaded or opened that does not contain custom configuration information. Select manual settings at any time by choosing **Tools > Customize** and clicking the **Reset** button.

Inserting and Editing Tab Stops

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.

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 the tab type can be changed.

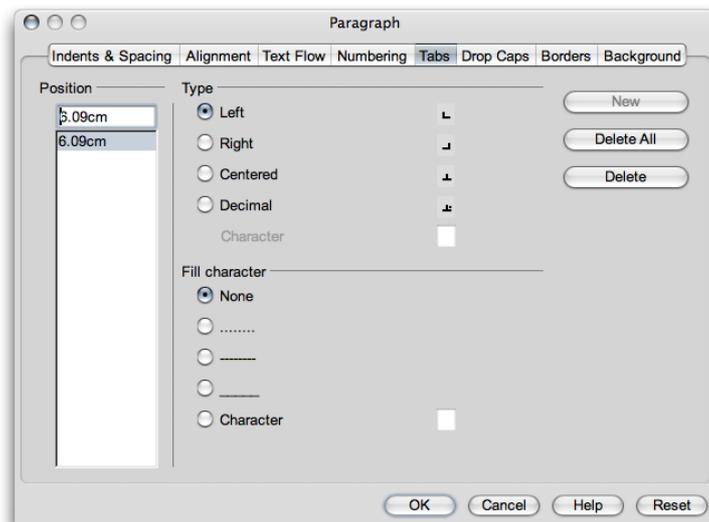
To set several decimal tabs one after the other, keep clicking the icon to the left of the ruler until the desired tab type is shown, then click on the ruler.

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.

Note: 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 tabs are then entered.



Moving Tabs on the Ruler

There are three ways to set tabs:

1. Move individual tab stops on the ruler using the mouse.

2. To move several tab stops on the ruler, press the *Shift* key before clicking 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.
3. Press *Ctrl* instead of *Shift* when dragging 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.

Note: while the hint in 3. above works in OpenOffice.org, it may not work in OS X

Changing the Properties of Tabs

To change tab type, click the tab to be changed on the ruler, then open the context menu by right-clicking or *Cmd-clicking*.

Deleting Tabs

Deleting a tab with the mouse is easy. Simply hold down the mouse button while dragging the tab outside the ruler e.g. down onto the document itself.

Changing the Defaults

To change the settings of the default tab stops, see the settings in **Tools > Options > (Document Type) > General**. The Context Menu of the ruler toolbar allows changes to the displayed units to centimetres, inches, point, pica et cetera. These changes are only valid until exiting NeoOffice, and they only apply to the ruler from which context menu the changes were made. To change the ruler measurement units permanently, choose **Tools > Options > NeoOffice Writer > General** and change the measurement unit *there*.

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 to choose from the range of colors. The example above has the color red selected, indicated in the bar below the “A”.



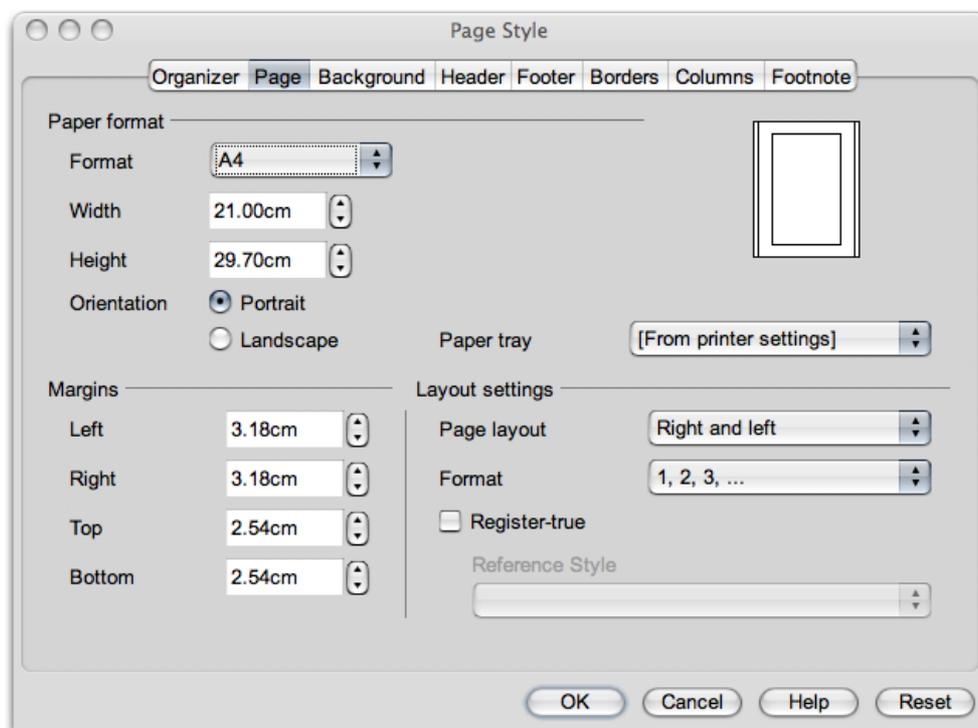
Drop-down menu for selection of your font color. The menu contains over 90 pre-set colors, and you may add more to it easily.

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

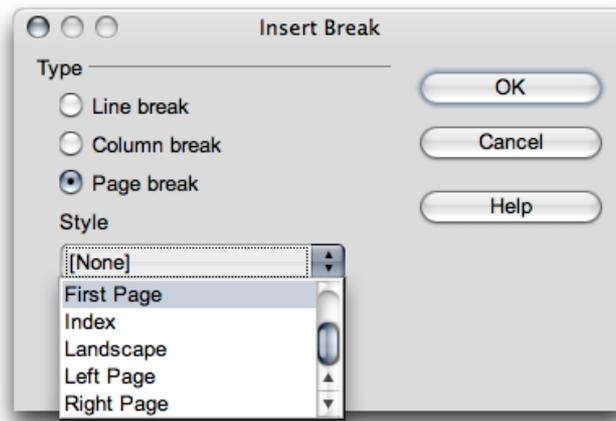
*Note: Only in Writer: If you click on the **Font Color** icon with a short-click while no text is selected, the mouse can then be used to identify the text whose color is to be changed. Use the mouse key pressed to drag across a text area. This text area takes the selected color. The function remains active for as long as the symbol is “pressed”, or until clicked without dragging, or until the Esc key is pressed.*

Inserting Landscape pages into a Portrait-oriented Document

1. Open the **Styles and Formatting** window (**Format > Styles and Formatting** or *Ctrl-F11*)
2. In the **Styles and Formatting** window, click on the **Page Styles** icon (fourth icon from left)
3. The type "Standard" or similar title should already be highlighted; do a right-click or *Ctrl*-click while on the highlighted title to see the context menu and choose "New..."
4. In the dialog that appears, give the new page style a descriptive name; for example, Landscape
5. Click on the **Page** tab and change the page orientation to Landscape by clicking on the corresponding radio button. At the same time, make other changes to the page style, as needed (such as adjusting the margin sizes).
6. Click on *OK*. The new style will appear as one of the style choices.



7. Place the text cursor in the document at the location at which to insert the Landscape page
8. Select **Insert > Manual Break**
9. In the dialog that appears, select **Page Break** and in the **Style list**, select the new page style, e.g. "Landscape";
10. Click *OK*



More on Templates

Changing Default Templates

When a new document is opened using **File > New**, a blank document appears based on the default NeoOffice template for that document type. You can edit or modify this document or replace it with an existing document so that the new document contains personalized custom format attributes or other contents.

Modifying Default Templates

If there is an existing NeoOffice document which is satisfactory, use it. However, if you find that there is no suitable example, you can do the following to create a new template:

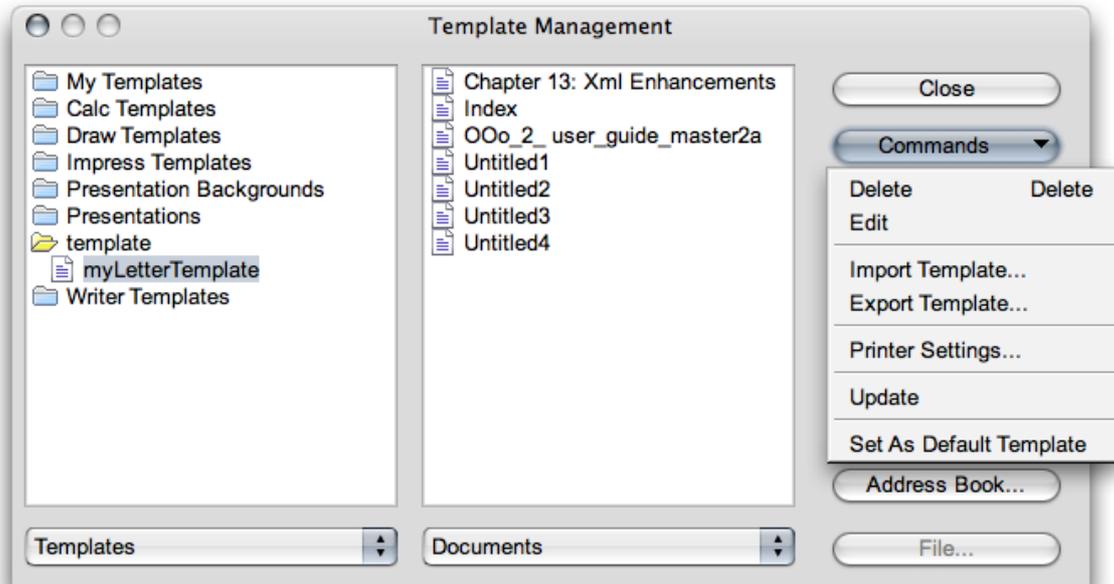
1. Open a new, empty document
2. Edit it until it makes a good template. For example, edit the styles in the **Styles and Formatting** window.
3. By way of example, the following describes how to proceed for *text* documents and these steps can be applied for other types of NeoOffice documents. Templates, of course, can be defined for each NeoOffice module.
 - a. Now save the document, created in step 2, by choosing **File > Templates > Save** and saving the document in, say, the **Default** category.
 - b. Select **File > Templates > Organize**.
 - c. Double-click **Default** in the list on the left. This will display the user-defined templates in the User/Library/Preferences/NeoOffice-2.x/user/template directory.
 - d. Select the template which was just saved and open the context menu or open the submenu of the **Commands** button.
 - e. Choose **Set as default template**.

That is all that is needed. The next time a new text document is opened, the new document will correspond to the template defined as “Default” in step 5 above.

Resetting Default Templates

To reset the modified text template to the original default template, proceed as follows:

1. Select **File > Templates > Organize**.
2. Open the context menu and choose **Reset default template**. In the submenu, select the document type to restore. Thereafter, when you open an empty text document, it will again correspond to the NeoOffice default template for text documents.



Using Custom Templates

There are several ways to make work easier by using custom templates. One of the most important ways is via quick access to the templates. Templates can be stored in different locations in NeoOffice. The process of opening a new document using a custom template will then differ accordingly.

New templates are saved using **File > Templates > Save** or by selecting the “*Template*” file type in the “*normal*” **Save** dialog. User templates are usually stored in the `User/Library/Preferences/NeoOffice-2.x/user/template` directory.. The template is made available, anytime, by selecting it in the **New** dialog (**File > New > From Templates and Documents**). When the template is opened, a new document will be created, based on that template.

Remember to update the view of the templates in the dialog to ensure that newly created templates are visible. In this case, select **File > Templates > Organize** and in the submenu of the **Commands** button, choose **Update**. To modify the template oneself, call this file via **File > Templates > Edit** and then edit it.

NOTE: This may or may not work depending on whether or not the network filesystem is set up correctly. Please see the NeoWiki, or check your file locations.

Chapter 10: Basic/Macros



*NeoOffice User Guide, based on
OpenOffice.org User Guide
for Version 2.x*



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Feedback

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Chapter 10: Introducing NeoOffice Basic and Macros

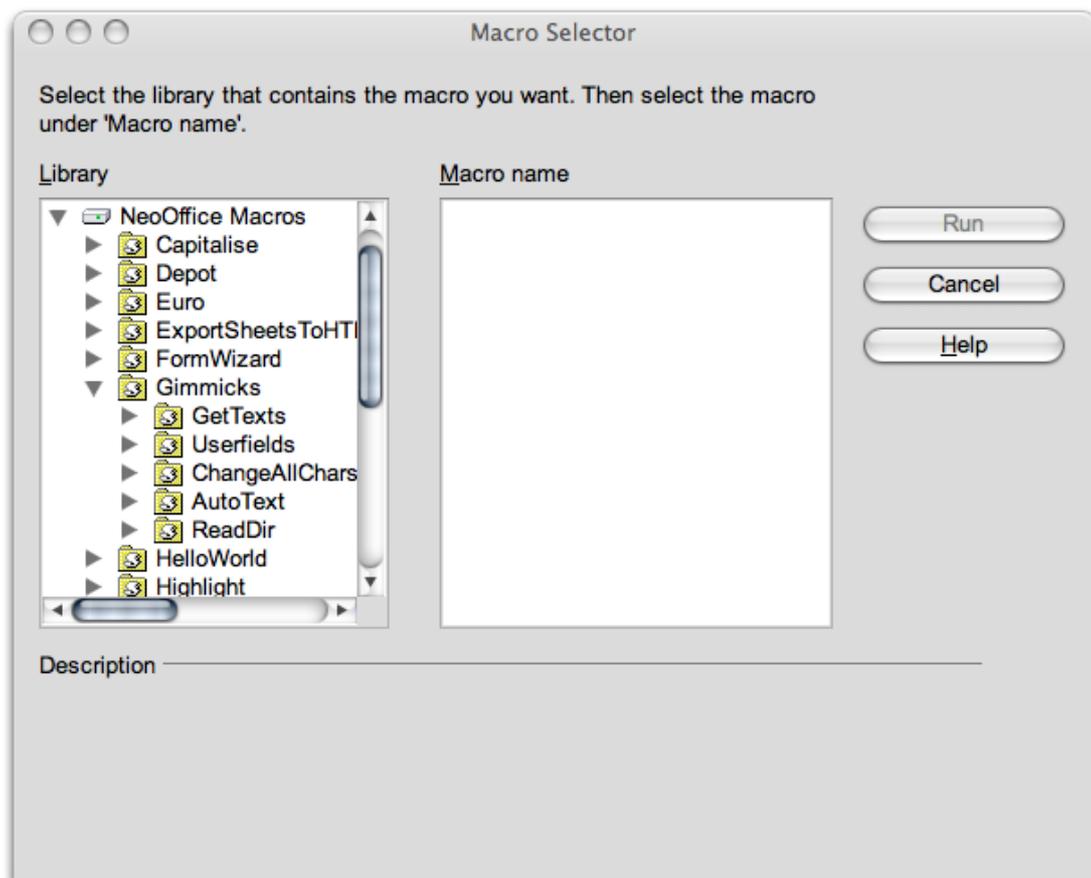
NeoOffice provides a number of sample macros to help guide you in programming macros, but also to serve as useful aids that can be used immediately. Use these to get an overview of how to write a macro.

These macros are only available in English, regardless of the installation language.

Accessing the Sample Macros

Calling the Sample Macros

1. Select **Tools > Macros > Run Macro**. The **Macro Selector** dialog appears.
2. In the **Library** field, double-click **NeoOffice Macros**
3. The list will expand; double-click **Gimmicks**, or click on the triangle next to it. The **Gimmicks** modules appear.



4. Choose one of the modules (e.g. the **AutoText** module) by clicking the entry.
5. Click **Main** in the **Macro name** field.
6. Click the **Run** button to run the module.

7. A new document is created, listing the AutoText entries available to this installation of NeoOffice.

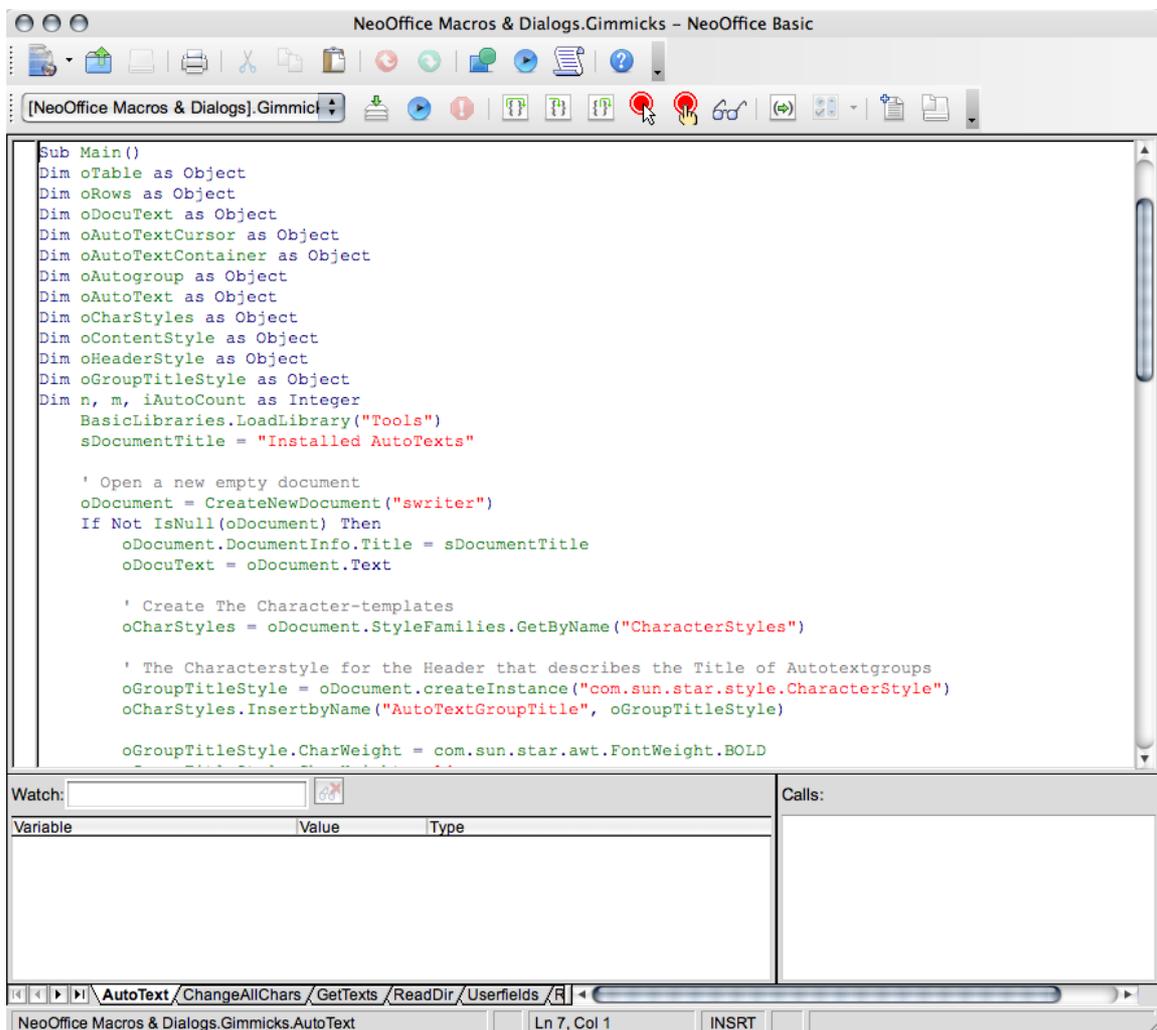
Since the object of this exercise was to run a macro, **Run Macro** was selected. Below an alternative, **Organize Macros**, is used to uncover other features.

Editing the Sample Macros

1. Select **Tools > Macros > Organize Macros > NeoOffice Basic**. The **NeoOffice Basic Macros** dialog appears.
2. In the **Macro from** field, double-click **NeoOffice Macros**.
3. The list will expand; double-click **Gimmicks**. The **Gimmicks** modules appear.
4. Choose one of the modules (e.g. the **AutoText** module) by clicking the entry.
5. Click **Main** in the **Existing Macros in:** field if it is not already selected.
6. Click the **Edit** button.

The **Basic IDE** appears. This is where you can view and edit the program code.

The following illustration shows some of the code you would see by following these instructions.



You can find instructions on how to use the Basic IDE by opening NeoOffice help (**Help > NeoOffice Help**) and choosing the **Contents** tab. From there: **Macros and Programming > General Information and User Interface Usage > NeoOffice Basic IDE**. The NeoWiki may also have some tips.

*Note: **Tools > Macros > Organize Macros** also contains entries for Python, BeanShell, and JavaScript. These are other languages that can be used to write NeoOffice macros. Each language has samples for review.*

The Sample Macros

The following sample macros are in the **Gimmicks** module.

AutoText

Use the Main macro.

This macro opens an empty 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 the ChangeAllChars macro.

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 the document is to be used as a template but the original text is not to be legible.

If you edit this macro, other replacement characters can be defined in the program code.

GetTexts

Use the Main macro.

This macro carries out a search in the active document (text document, spreadsheet, or drawing) and compiles a list of the contents.

This sample will help you learn how to reference objects in the documents.

ReadDir

Use the Main macro.

Use this macro to see how a NeoOffice Draw document can be filled with content and how the contents of directories are read.

A dialog asks for a directory and then the macro creates a graphic list (tree view) of all the files and subdirectories.

Userfields

Use the StartChangesUserfields macro.

This macro helps users manage several sets of user data and allows switching back and forth between them. This can be quite helpful when more than one person uses the same copy of NeoOffice and each person wants to see his or her own user data in the fields.

Chapter 11: Math



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Chapter 11: Using NeoOffice Math

NeoOffice Math

Most people who are using Math will know what it is for, so this explanation is for those new to the program. It is a specialist program described as OpenOffice.org's (and hence NeoOffice's) component for mathematical equations. It is most commonly used as an equation editor for text documents, but it can also be used with other types of documents or stand-alone. When used inside Writer, the equation is treated as an object inside the text document. Similarly, one can also insert these equations into other NeoOffice/OpenOffice.org programs like Calc and Impress.

Using Math, there are three main ways of entering a formula:

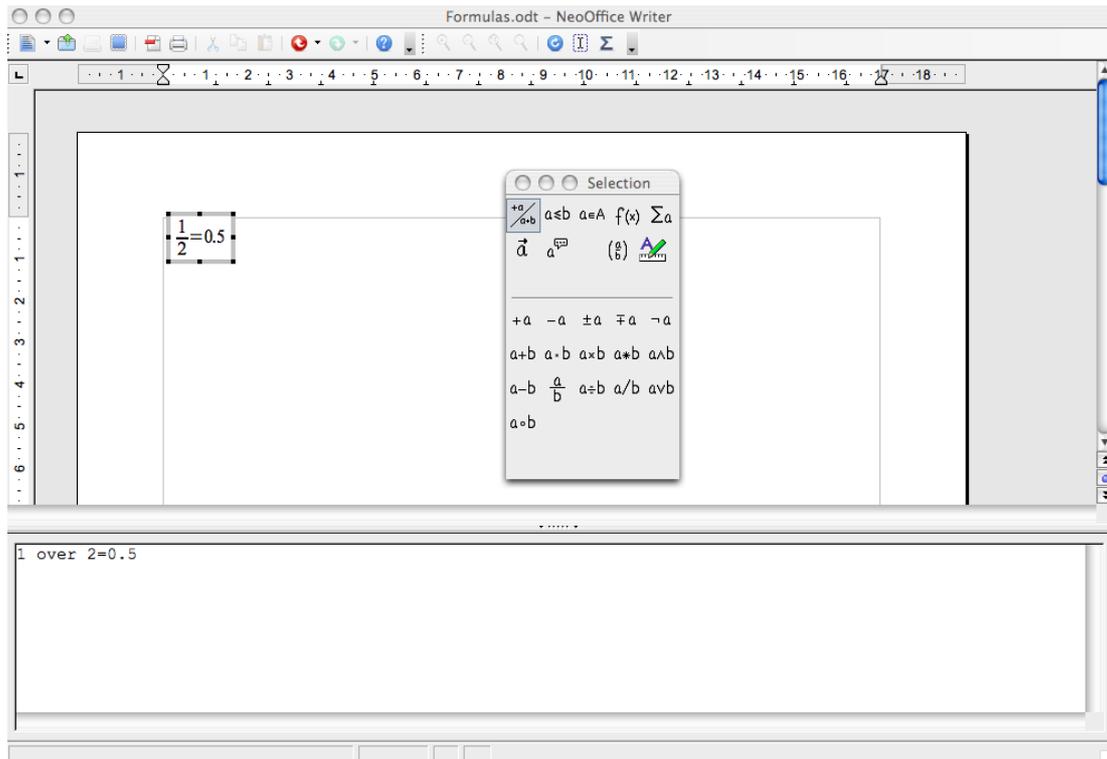
- Type markup in the equation editor.
- Right-click on the equation editor and select the symbol from the context menu.
- Select a symbol from the Selection toolbox.

(- reference, <http://www.openoffice.org/product/math.html>)

It is similar to Microsoft Equation Editor. It supports multiple fonts and can export to PDF.

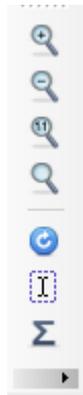
Formula Entry

Main View of NeoOffice Formula.



Tool bar

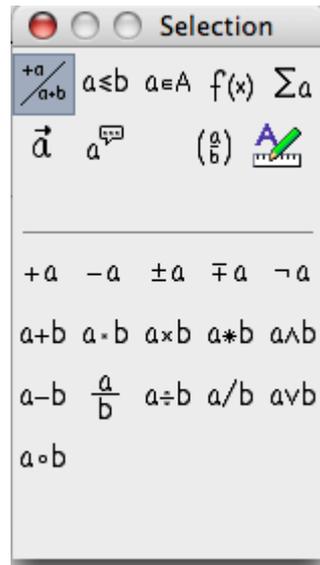
The tool bar is divided into two parts.



The upper part is for adjusting the on screen size of the image. It is only active when you open an independent formula: **File > New > Formula**. The lower part contains an icon for an interactive cursor, and an icon for inserting special characters. It is always active.

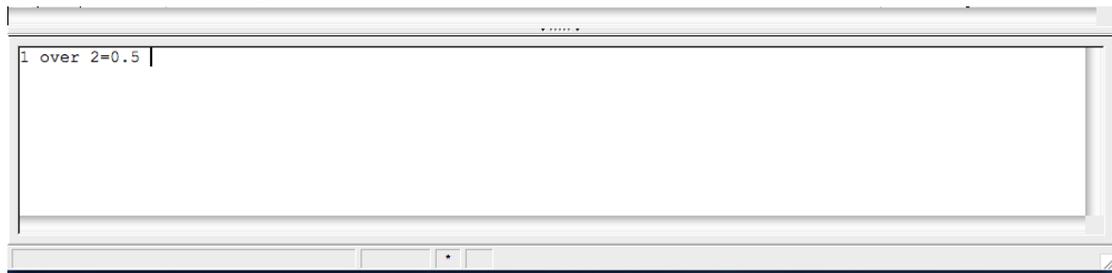
Command Icon Box

The command icon box provides a method of writing an equation using GUI similar to other word processors.



The upper two rows in the icon box are menus that call the actual command buttons into the lower portion of the command box. The command buttons are used to insert the appropriate command at the cursor position in the command field.

Command Dialog Box



The command dialog box displays the commands that create the equation. The dialog box can be edited directly.

Creating an Equation with Dialog Commands

To create an equation with equation editor, enter the programming commands in logical sequence into the dialog box. The commands entered are similar to the commands used to generate equations in TeX (a scientific publishing format).

Maintaining logical consistency of the commands entered into the dialog box is important. The brackets used in the dialog box must be matched, for example all "(" must have a corresponding ")".

Here are some examples. As can be seen, it is really simple to type formulae in the dialog box.

Command Input Field

1+1=2

Formula

1 + 1 = 2

The next example shows how round brackets () and braces { } are used. The parenthesis are used when it is desired to display grouping in the equation, the brace is used to group the commands, but to not display. If braces are needed in an equation, then the lbrace and rbrace commands are used.

Command Input Field

(1+2) over (2+3)

{ 1+2 } over { 2+3 }

lbrace 1+2 rbrace over lbrace 2+3 rbrace

Formula

$$\frac{(1+2)}{(2+3)}$$

$$\frac{1+2}{2+3}$$

$$\frac{1+2}{2+3}$$

$$\frac{\{1+2\}}{\{2+3\}}$$

$$\frac{\{1+2\}}{\{2+3\}}$$

$$\frac{\{1+2\}}{\{2+3\}}$$

Here is a more complicated example.

Command Input Field

{{1 over 5} +4} over {5+{4+1}over{3+3+1}}

Formula

$$\frac{\frac{1}{5}+4}{5+\frac{4+1}{3+3+1}}$$

Special Formatting

Of course there are many other types of groupings that can be created with NeoOffice.

Exponentiation:

Command Input Field

2^3
5^(1+3+3^2)

Formula

2^3
 $5^{(1+3+3^2)}$

Subscripting:

Command Input Field

a_3
(1 over i)_%alpha +%delta_3

Formula

a_3
 $\left(\frac{1}{i}\right) + \delta_3$

Leading and trailing superscript and subscript:

Command Input Field

2 lsub (123)
2 rsub (123)
2 lsup (123)
2 rsup (123)
Bi lsup {209} + fe lsup {58} toward Mt
lsup {266} lsub {109} + n lsup {1}

Formula

${}_{(123)}2$
 $2_{(123)}$
 ${}^{(123)}2$
 $2^{(123)}$
 ${}^{209}Bi + {}^{58}fe \rightarrow {}^{266}_{109}Mt + {}^1n$

In the last example, the 'Mt' has both leading superscript and subscript applied. This requires only typing both commands after 'Mt'.

Centre subscript / superscript:

Command Input Field

{2-4*3} csub (123)

+18 csup (plus) - (1+2+3+4) csub {minus}

Formula

2- 4 * 3

(123)
(plus)

+ 18 - (1+2+3+4)
minus

Under brace / Over brace:

Command Input Field

+ 18 underbrace plus - (1 + 2 + 3 + 4)
underbrace minus

+ 18 overbrace plus - (1 + 2 + 3 + 4)
overbrace minus

Formula

+18- (1+2+3+4)

plus minus
plus minus

+18- (1+2+3+4)

Various types of Brackets

In almost all equations various types of brackets are required. NeoOffice formula allows the use of several kinds of brackets.

{ } **structural braces:** used to group parts of an equation for programming purposes.

() **Parenthesis:** used to group parts of an equation. Parenthesis are displayed in the final equation.

[] **square brackets:** usage is the same as parenthesis ().

{ } **braces:** as the keyboard characters { } are used for program commands and are not displayed in the resulting formula, braces must be typed as `lbrace` for '{' and `rbrace` for '}'

The size of brackets can be controlled with the commands 'left' and 'right'

Command Input Field

(1+2 - 2 cdot (2 over (2 - 1)))

left (1+2-2 cdot left (2 over {2-1} right) right)

left lbrace a^2+b^2=c^2 right rbrace

Formula

(1+2-2·($\frac{2}{2-1}$))

(1+2-2·($\frac{2}{2-1}$))

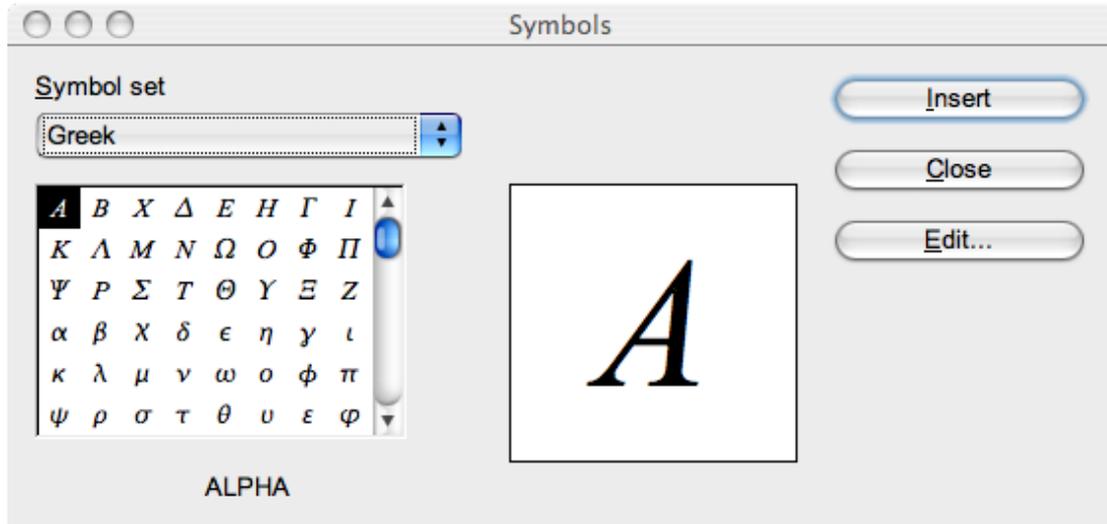
$\{a^2 + b^2 = c^2\}$

Special Characters

Many equations use special characters in addition to the usual characters of the alphabet. NeoOffice provides an easy method to use Greek characters, while any other character in the available fonts can be used.

The Sigma appears in the tool bar when NeoOffice Formula is active. This activates the dialog for special characters.

The Greek letters and other symbols can be entered directly into the command dialog box by entering the name of the special character preceded by %, for example %SIGMA produces Σ and %mu gives μ .



Special Operators

The following examples show the use of some special operators

Integral Sign:

Command Input Field

int from {1} to {+infinity} {x^{-3 over 2} over 3} dx = "?"

Formula

$$\int_1^{+\infty} \frac{x^{-\frac{3}{2}}}{3} dx = ?$$

Summation Character:

Command Input Field

sgn (%sigma) cdot sum from {%SIGMA in %PHI} {1 over {1 - aleph_%sigma^2}}

Formula

$$\operatorname{sgn}(\sigma) \cdot \sum_{\sigma \in \Phi} \frac{1}{1 - \aleph_{\sigma}^2}$$

Product Character:

Command Input Field

prod from {i=1} to {i=100} { (x_{i+1}) cdot x_i^3 over { x_i^2 - 1 } } = "?"

Formula

$$\prod_{i=1}^{i=100} \frac{(x_{i+1}) \cdot x_i^3}{x_i^2 - 1} = ?$$

Vectors and Matrices

Vectors and Matrices are created by the 'stack' and 'matrix' commands respectively. These commands are used with the octothorp # to indicate elements, and double octothorp ## to indicate new line. An empty element is indicated by structural braces {}.

Vector

Vectors are composed using the 'stack' command as follows:

Command Input Field

left(stack { A # B # a+b=c } right)

left(stack { alignr 1 # 2 } right) + left(stack { 2 # 3 } right) + left(stack { 3 # 1 } right)

Formula

$$\begin{pmatrix} A \\ B \\ a + b = c \end{pmatrix}$$

$$\begin{pmatrix} 1 \\ 2 \end{pmatrix} + \begin{pmatrix} 2 \\ 3 \end{pmatrix} + \begin{pmatrix} 3 \\ 1 \end{pmatrix}$$

Matrix

Matrices are composed using the matrix command as follows:

Command Input Field

left(matrix { 1 # 2 ## 2 # 3 } right) = x

abs matrix { a # b ## c # {} } = y

left[matrix { { 1 over 2 } # b ## c # d } right] = z

Formula

$$\begin{pmatrix} 1 & 2 \\ 2 & 3 \end{pmatrix} = x$$

$$\begin{vmatrix} a & b \\ c & \end{vmatrix} = y$$

$$\begin{bmatrix} \frac{1}{2} & b \\ c & d \end{bmatrix} = z$$

Formatting

There are some additional formatting commands that are available in NeoOffice Formula. These allow adjustment of the size, colour, and layout of the equation.

Size

The instruction size changes the size of text in the equation.

Command Input Field

size -2 { a+b } = size +10 { C }

Formula

$$a + b = C$$

Colour

The instruction “colour” changes the colour of the text in the equation.

Colours available are red, blue, green, yellow, white, and black (default),

Command Input Field

```
colour blue A
left( matrix { { colour red 1} # { colour blue
2} ## {colour green 3} # 4 } right) = colour
black {x}
```

Formula

$$A \begin{pmatrix} 1 & 2 \\ 3 & 4 \end{pmatrix} = x$$

Layout

Various text formatting commands are available to change the layout.

Command Input Field

```
bold {"bold"} newline "newline"
```

Formula

```
bold
newline
```

Alignment

The alignment commands are available to change the position of the elements of an equation with respect to each other.

Command Input Field

```
stack{ alignr a ={} # alignr b+c+d ={}}
stack{ alignl 12 # alignl b^2-2 }
```

Formula

$$a = 12$$

$$b + c + d = b^2 - 2$$

Examples

Now for the complicated examples:

Command Input Field

$\sqrt[4]{\sqrt[3]{\frac{1}{3} + x^2}}$

$\begin{matrix} \text{R}_\alpha \\ \left(\begin{matrix} \sin \alpha & -\cos \alpha \\ \cos \alpha & \sin \alpha \end{matrix} \right) \end{matrix}$

$\frac{\partial}{\partial t} x(t) + a(x) = \lambda \cdot F(x, t)$

$\begin{matrix} \text{matrix} \{ \\ a_{11} \# a_{12} \# \dots \text{saxis} \# a_{1m} \} \#\# \\ a_{21} \# a_{22} \# \dots \text{saxis} \# a_{2m} \} \#\# \\ \dots \text{vert} \# \dots \text{vert} \# \dots \text{down} \# \dots \text{vert} \#\# \\ a_{n1} \# a_{n2} \# \dots \text{saxis} \# a_{nm} \} \\ \} \\ \sqrt{1-x} = 1 - \frac{x}{2} - \frac{1}{2} \frac{x^2}{4} - \dots \end{matrix}$

$t = \int_{r_0}^{r_t} \frac{dr}{\sqrt{\frac{2}{\mu} [E_{cm} - V(r)] - \frac{l^2}{\mu^2 r^2}}}$

$\left(\begin{matrix} n \\ k \end{matrix} \right) = \frac{n!}{k! \cdot (n-k)!}$

$f(x) = \begin{cases} 1 & \text{if } x \in \mathbb{Z} \\ x & \text{if } x \in \mathbb{Q} \\ 0 & \text{if } x \in \mathbb{R} \end{cases}$

$[a; a_0, a_1, a_2, \dots] = a + \frac{1}{a_0 + \frac{1}{a_1 + \frac{1}{a_2 + \dots}}}$

Formula

$\sqrt[4]{\sqrt[3]{\frac{1}{3} + x^2}}$

$\|R_\alpha\| = \begin{vmatrix} \sin \alpha & -\cos \alpha \\ \cos \alpha & \sin \alpha \end{vmatrix}$

$\frac{\partial}{\partial t} x(t) + a(x) = \lambda \cdot F(x, t)$

$a_{11} \quad a_{12} \quad \dots \quad a_{1m}$

$a_{21} \quad a_{22} \quad \dots \quad a_{2m}$

$\vdots \quad \vdots \quad \ddots \quad \vdots$

$a_{n1} \quad a_{n2} \quad \dots \quad a_{nm}$

$\sqrt{1-x} = 1 - \frac{x}{2} - \frac{1}{2} \frac{x^2}{4} - \dots$

$t = \int_{r_0}^{r_t} \frac{dr}{\sqrt{\frac{2}{\mu} [E_{cm} - V(r)] - \frac{l^2}{\mu^2 r^2}}}$

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$f(x) = \begin{cases} 1 & \text{if } x \in \mathbb{Z} \\ x & \text{if } x \in \mathbb{Q} \\ 0 & \text{if } x \in \mathbb{R} \end{cases}$

$[a; a_0, a_1, a_2, \dots] = a + \frac{1}{a_0 + \frac{1}{a_1 + \frac{1}{a_2 + \dots}}}$

Chapter 12: Xforms



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Chapter 12: Building Forms with Xforms

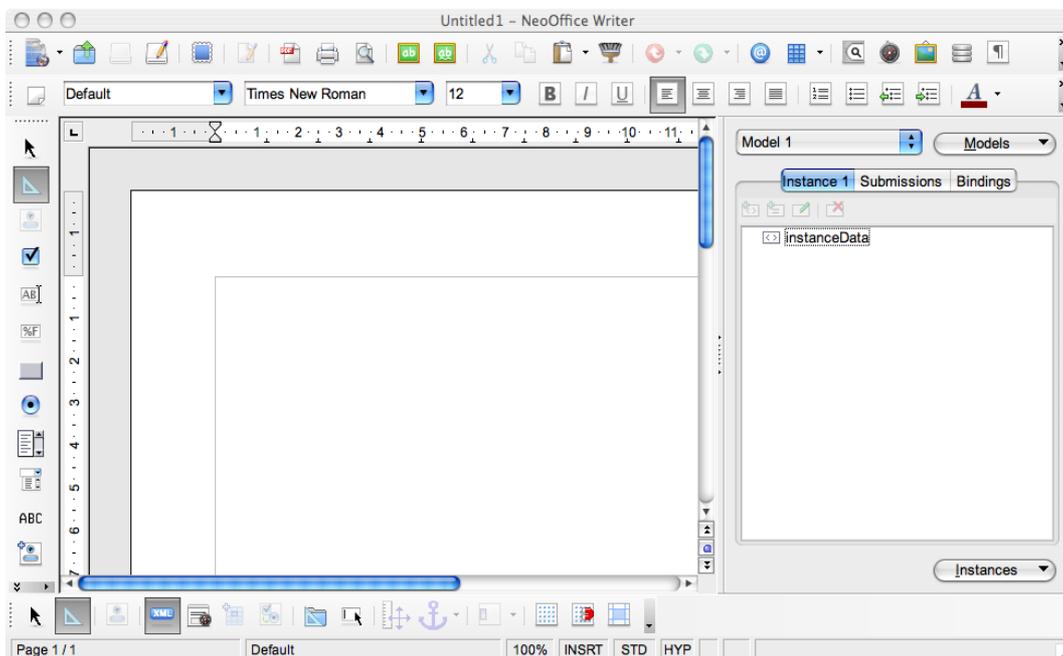
NeoOffice 2.0 now allows you to create forms based on the open W3C XForms standard. With XForms it is very easy to implement simple logic without any programming.

This simple example describes creation of a forms document which can be used to create and collect data-sets of a predefined structure in order to exchange this data with other parties.

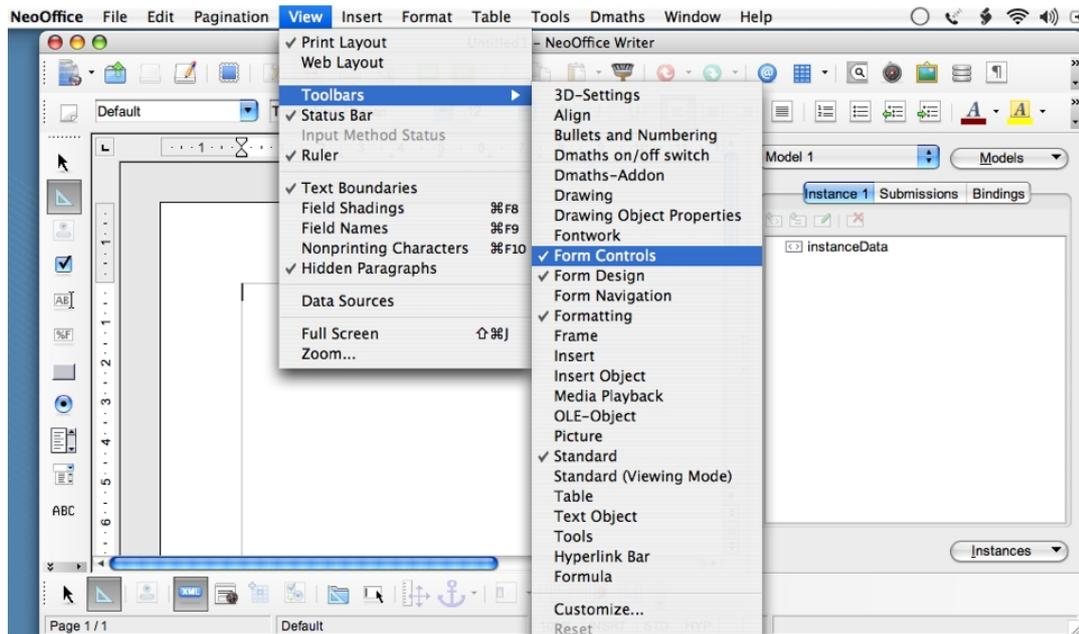
1. You create a new document as shown below.
2. You add form controls and layout of the document.
3. When your layout is completed, you can start to work on the properties of the individual form controls. The first step is binding the controls to their respective counterparts in the instance data.
4. You add a submission control. Normally the instance data is saved together with the document or to a linked instance. By using a *submit button*, the instance data can be sent to a server, to an email recipient or can be saved to a file.
5. You can now switch off Design Mode to use the form. Where the finished form is to be shared with others, you should also set the form to open in usage mode (i.e. not in Design Mode) by default.

Step-by-Step Procedure

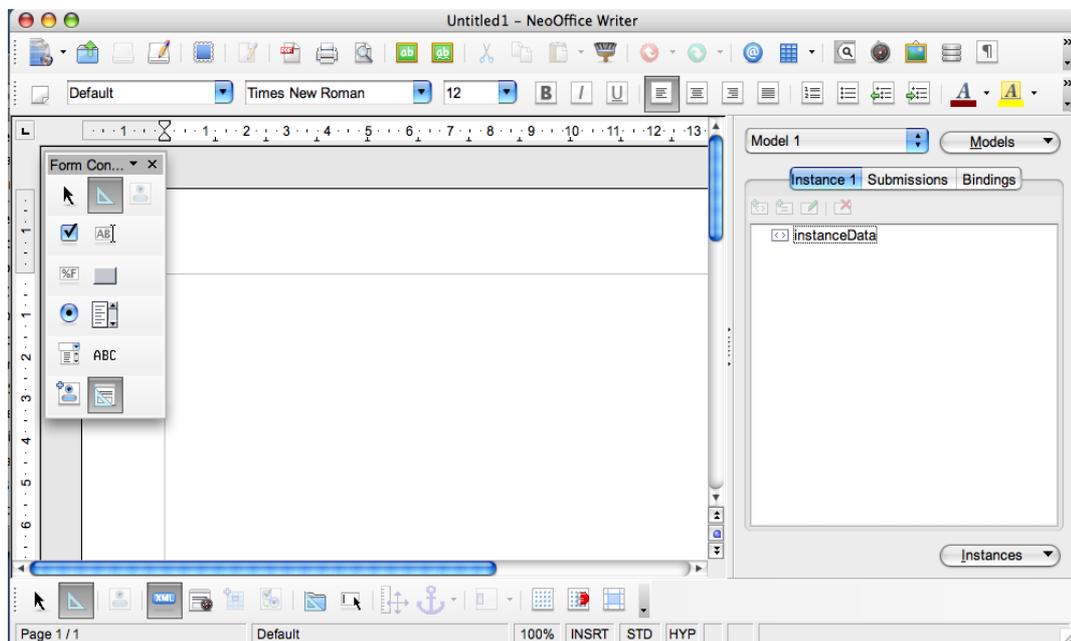
1. Start with **File > New > XML Form Document** as shown below:



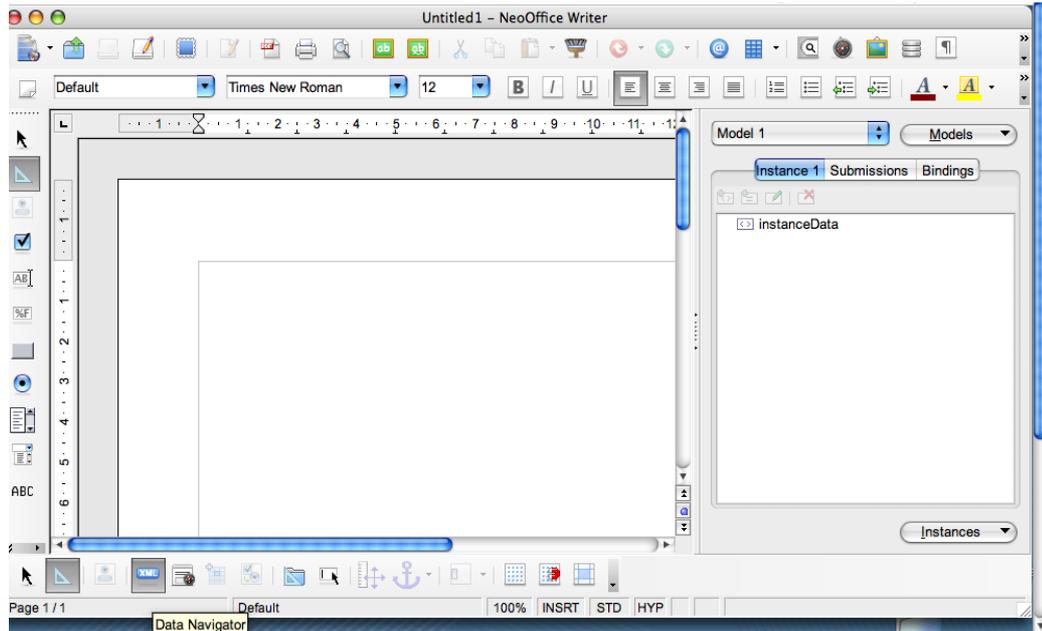
- Then Use **View > Toolbars** and ensure that the Form Control and Form Design toolbars are checked.



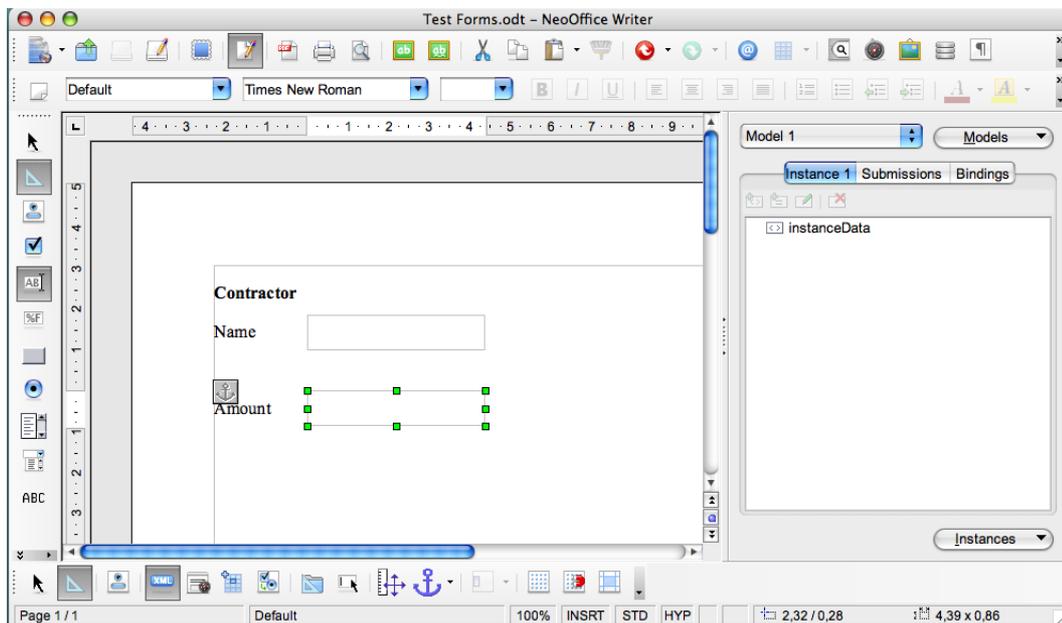
- You may dock any that are floating.



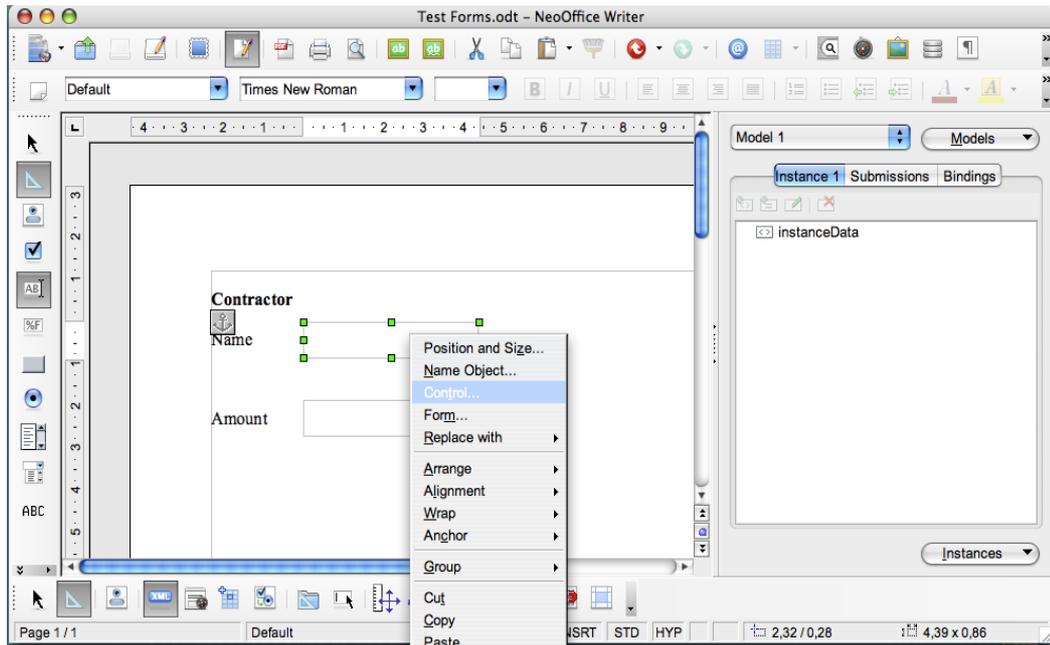
4. Ensure that Data Navigator is enabled as shown below (bottom of the window).



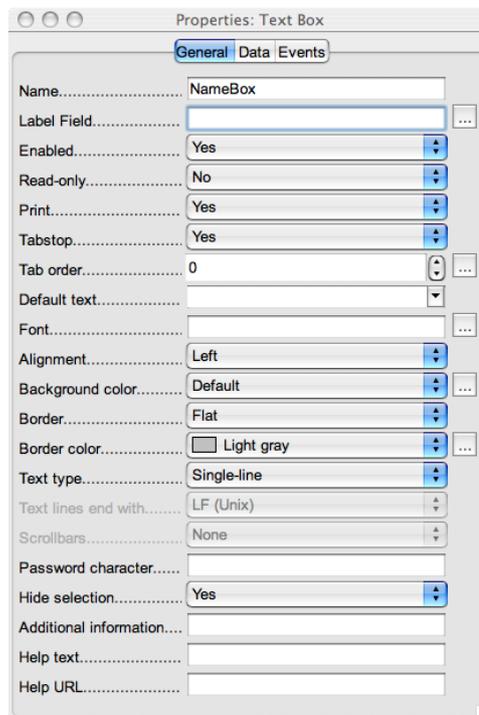
5. Edit the form and add text boxes (click on the **Text Box** icon in the **Form Control** menu) for those fields that are needed.

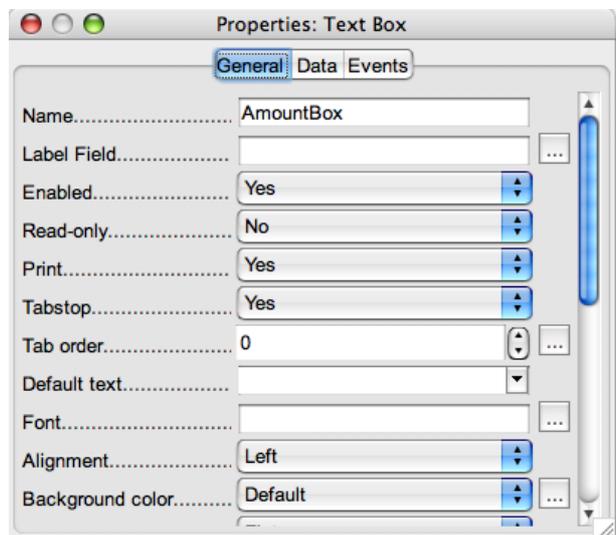
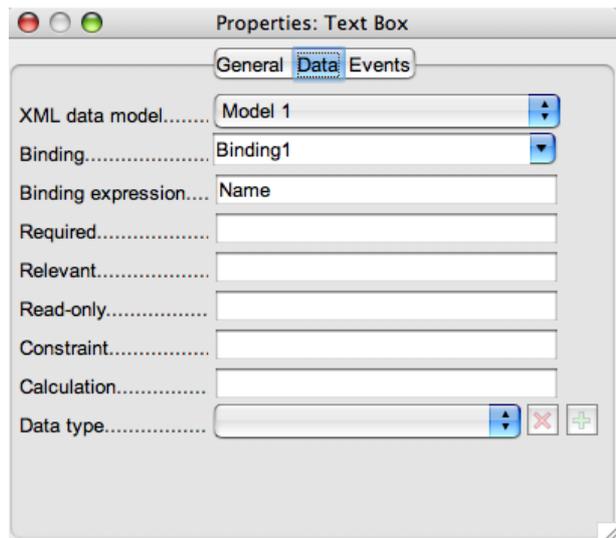


6. Select one of the text boxes and right-click or *Ctrl*-click to bring up the context menu. Select **Control** as shown here.

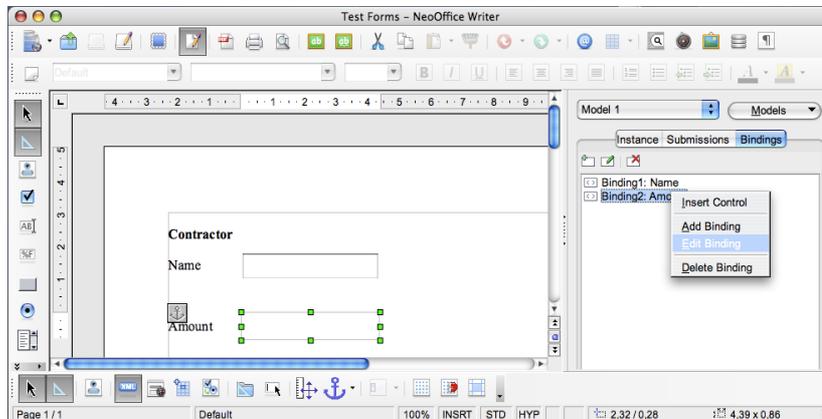


7. When the window comes up for each text box, adjust these values as shown: you will need to type in the words “NameBox” and “AmountBox”, and the “Binding” values; other selections can be made via buttons.

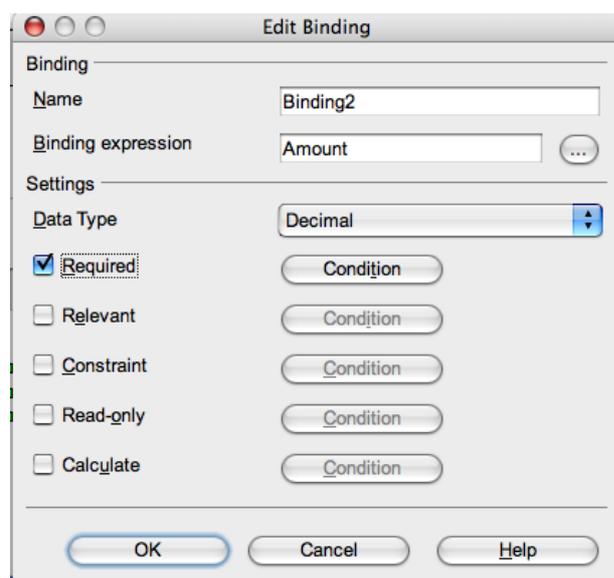


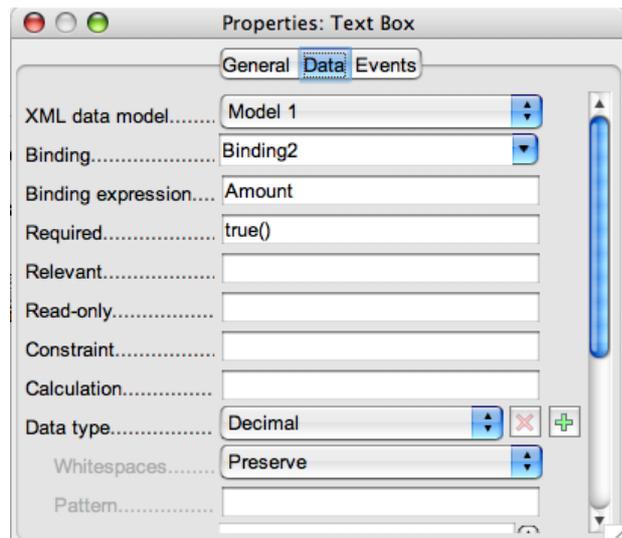


8. Use the Data Navigator at the right hand side of your window. Under the "Bindings" tab the defined bindings should be visible and the default model should be listed in the drop-down menu on the left side of the "Models" button. In the Data Navigator pick a binding, do a right-click and select Edit Binding:

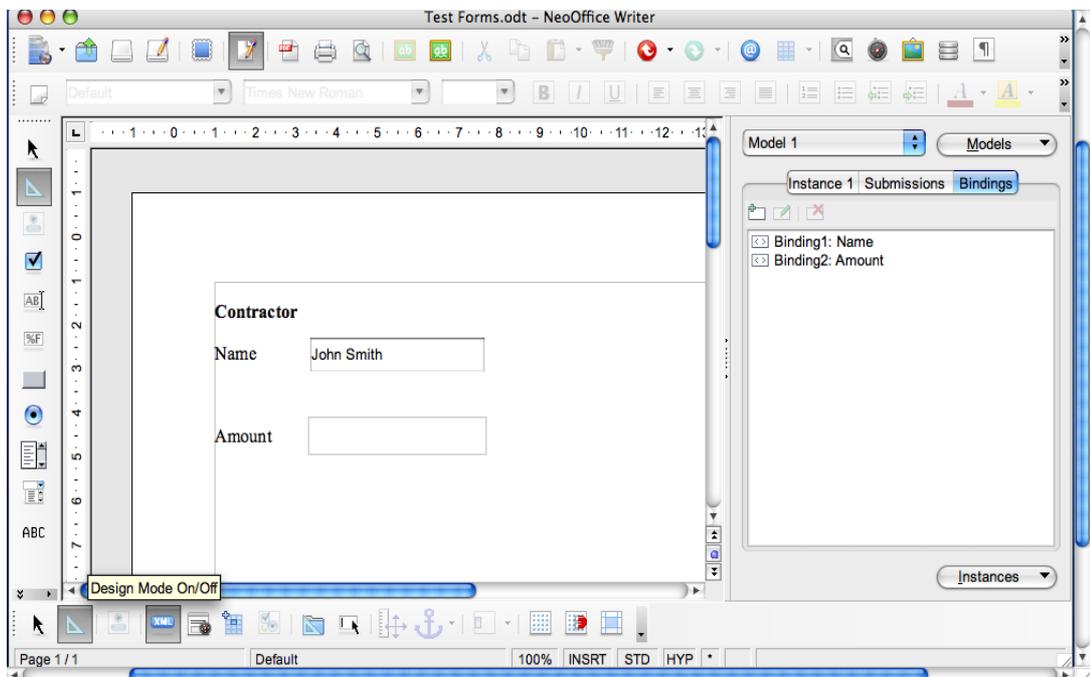


9. In this dialog, select the settings needed. For this example, these are
- Name: type in "Binding 1"
 - Binding Expression: type in "Name"
 - Data type as "String"
 - Check "Required" as Condition
 - Name: type in "Binding 2"
 - Binding Expression: type in "Amount"
 - Select Data type "Decimal"
 - Check "Required" as Condition

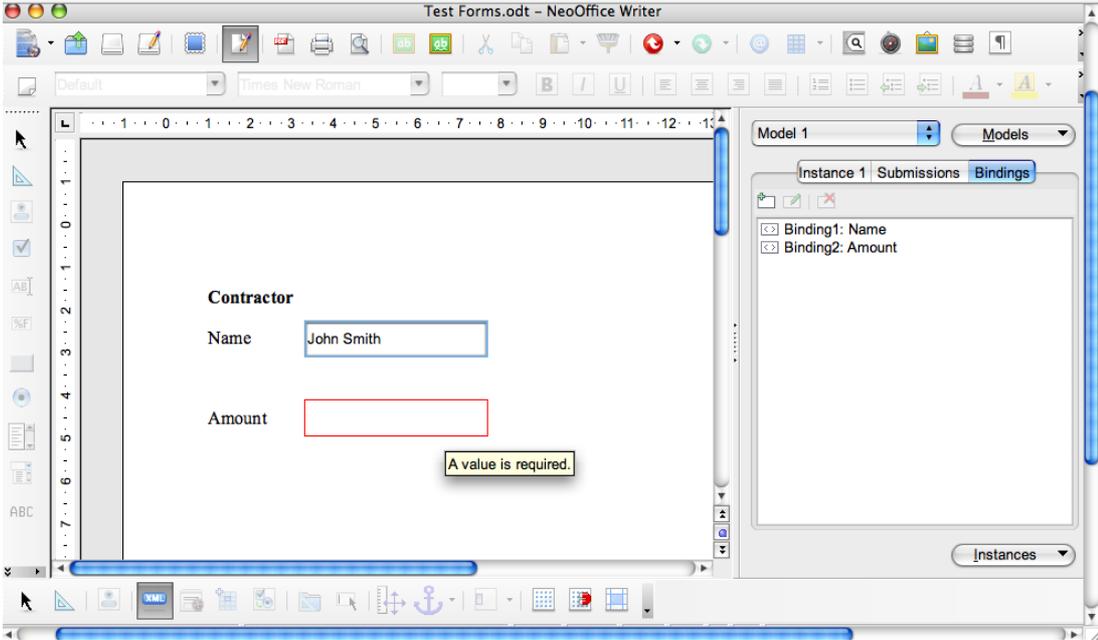




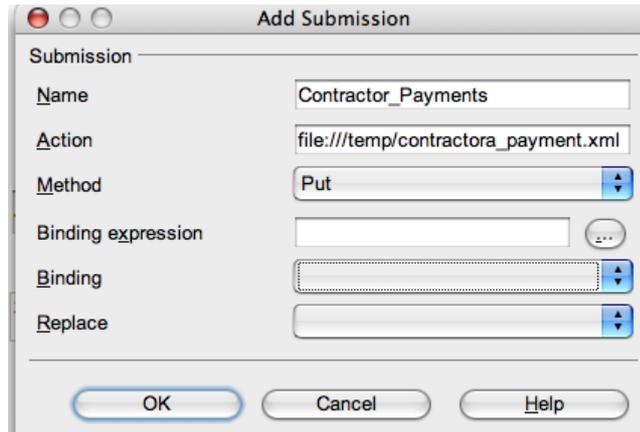
10. Now deselect Design mode by clicking on **Design Mode On/off** icon on the **Form Control** toolbar. We do this so that the form may be tested in Run mode.



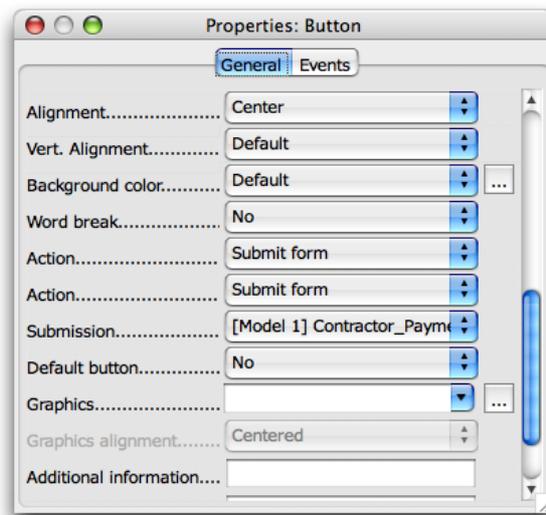
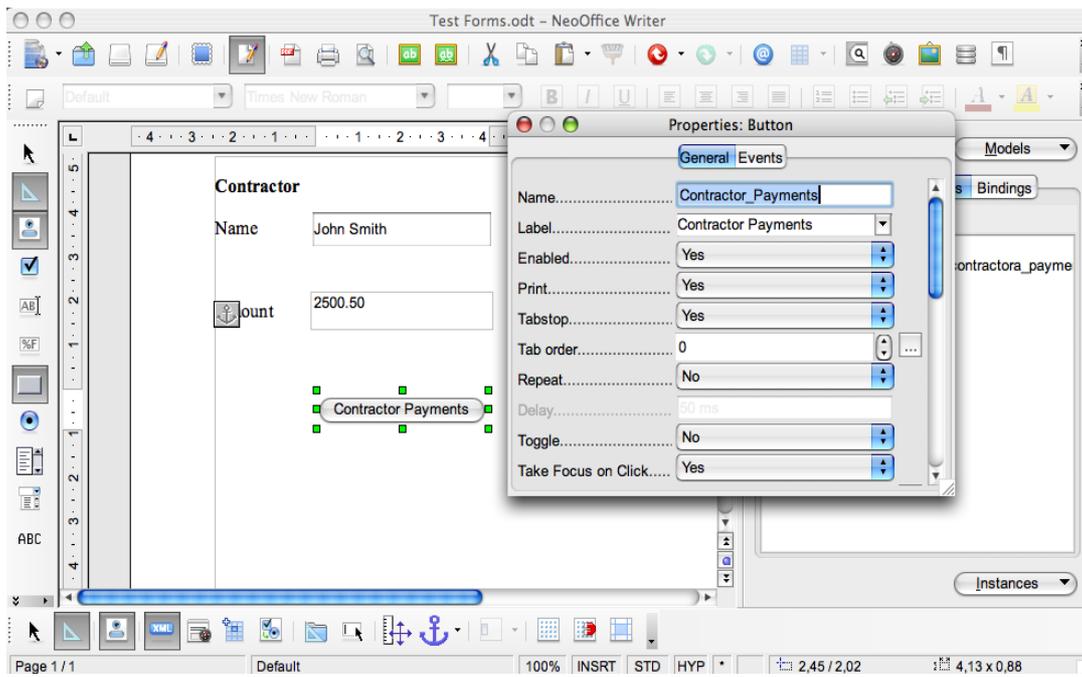
11. Enter data in the fields. Note in the graphic below, the red frame and the error message indicate that the Amount field is mandatory and must be filled in:



12. Because you usually want to do something with the data from the form, it is important to add a "Submission". Therefore toggle back to the Design mode, go to the Data Navigator window again then click on the "Submission" tab and click the Add icon.
13. Next, fill out the "Add Submission" dialogue as shown below. In this example data is simply saved to a file, like this one following:
file:///Users/yourname/Desktop/Contractor_payments1.xml You may employ more complicated methods as suits your requirements.



14. With the Design Mode toggled On, click on the box next to the title "Contractor Payments" in the Data Navigator window, and drag to a position on the form. When you release the mouse button, a click-button with that title should appear on the form. Alternatively, you may add a button as shown below via the commands **Form Controls > Push Button**. Use the cross-hairs to draw and place the button, then select it and use a right-click or *Ctrl*-click to bring up a context menu. Select **Controls** and you should see the **Properties** menu as shown. Fill in as shown.

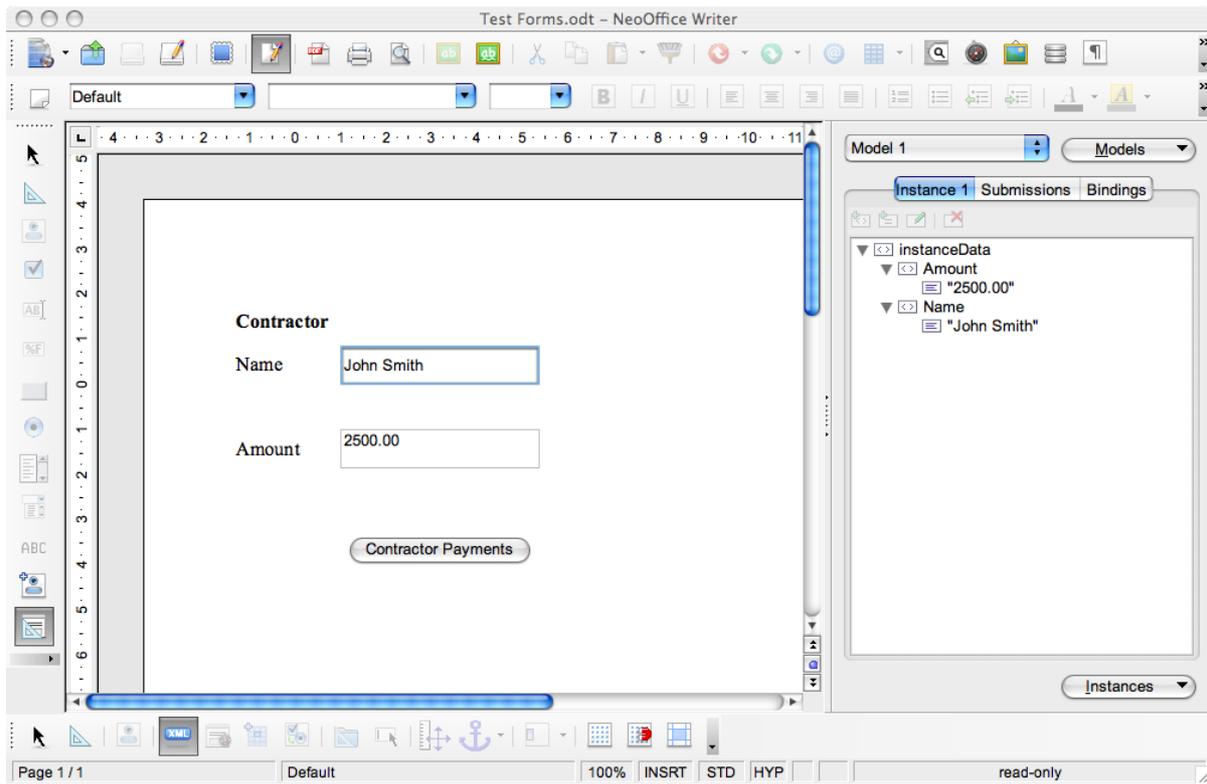


15. Toggle Design On/Off to Off and test.
16. This graphic shows the content of the submit as stored in the files specified above. Repeat with different amounts and the previous instance is recorded at the front of the report.

```

<?xml version="1.0"?>
<instanceData>280.00<Amount>230</Amount><Name>Jeanes</Name></instanceData>
    
```

The instance data are saved with the document.

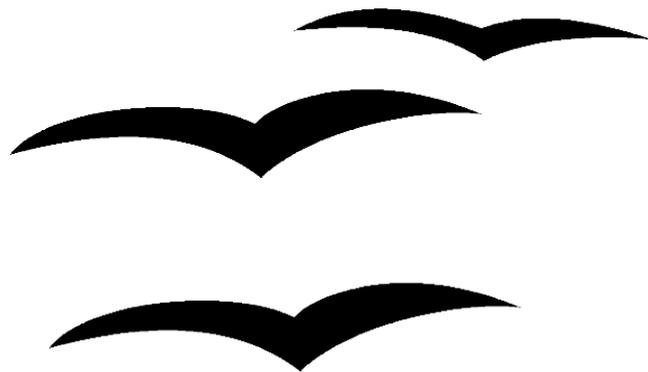


Using Xforms and further xml processing can thus produce very usable reports et cetera.

Chapter 13: XML



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Chapter 13: Xml Enhancements

This section contains hints and tips for using **Tools > XML Filter Settings** to create new filters.

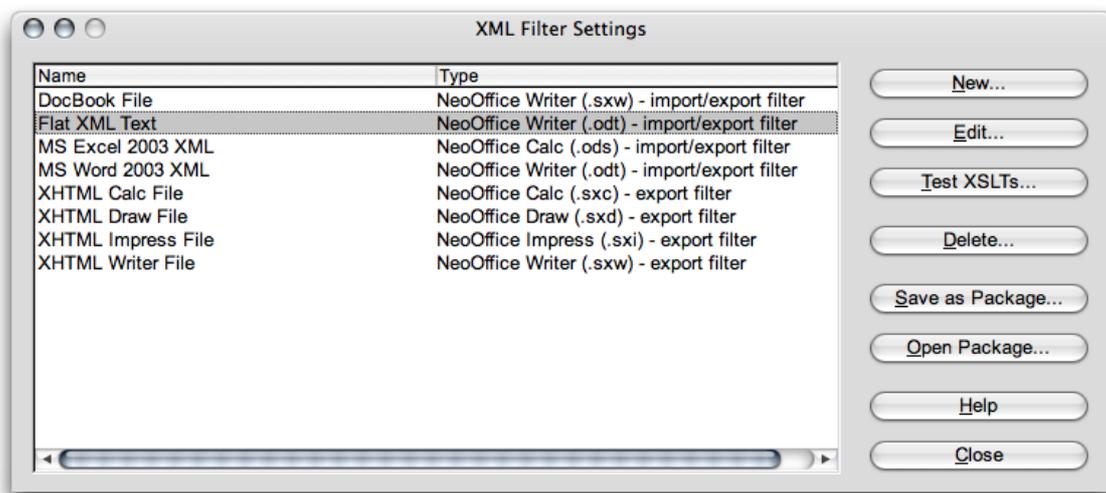
Flat XML filter

There are two different ways to get OpenOffice.org to output Flat Xml files:

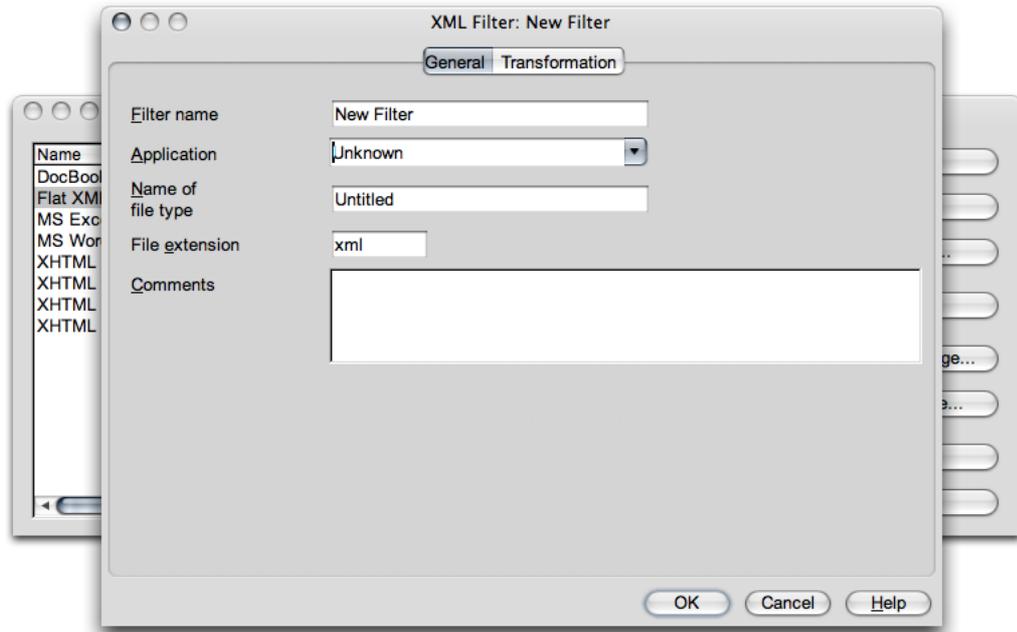
1. Using the method from the SDK (See <http://api.openoffice.org/>)
2. Using **Tools > XML Filter Settings**

Outputting Flat XML files and importing them is fairly straight forward with the built-in tool. The following is a step-by-step procedure that will let you save and open flat XML files:

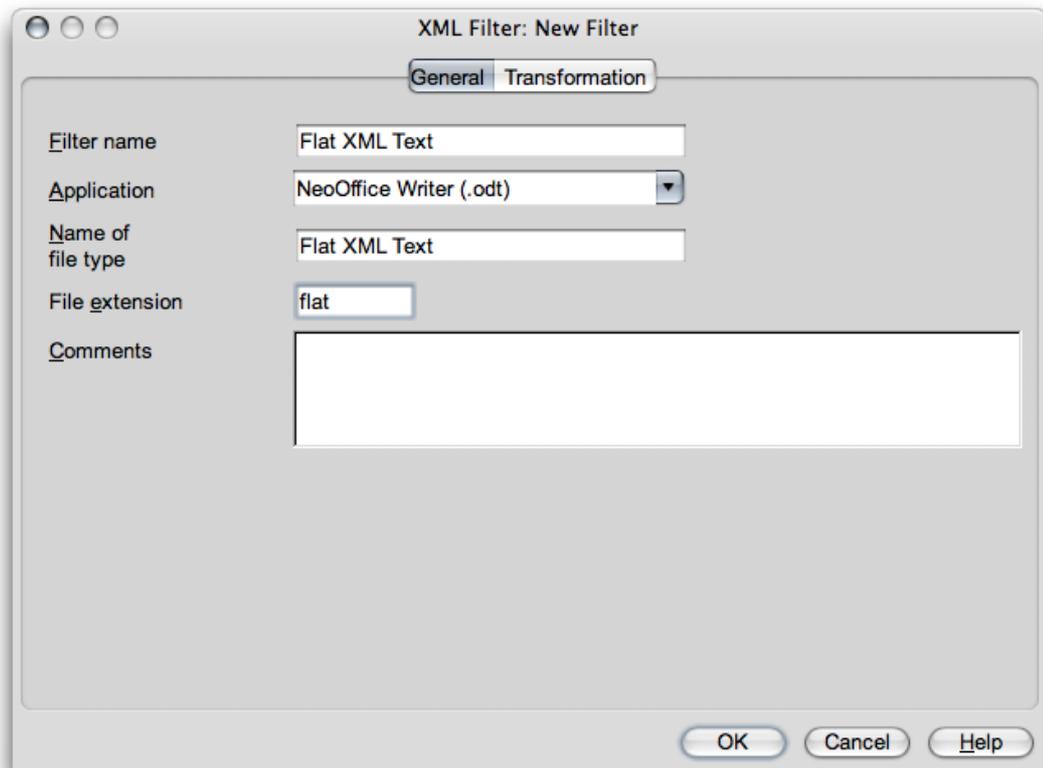
1. Click on **Tools > XML Filter Settings**

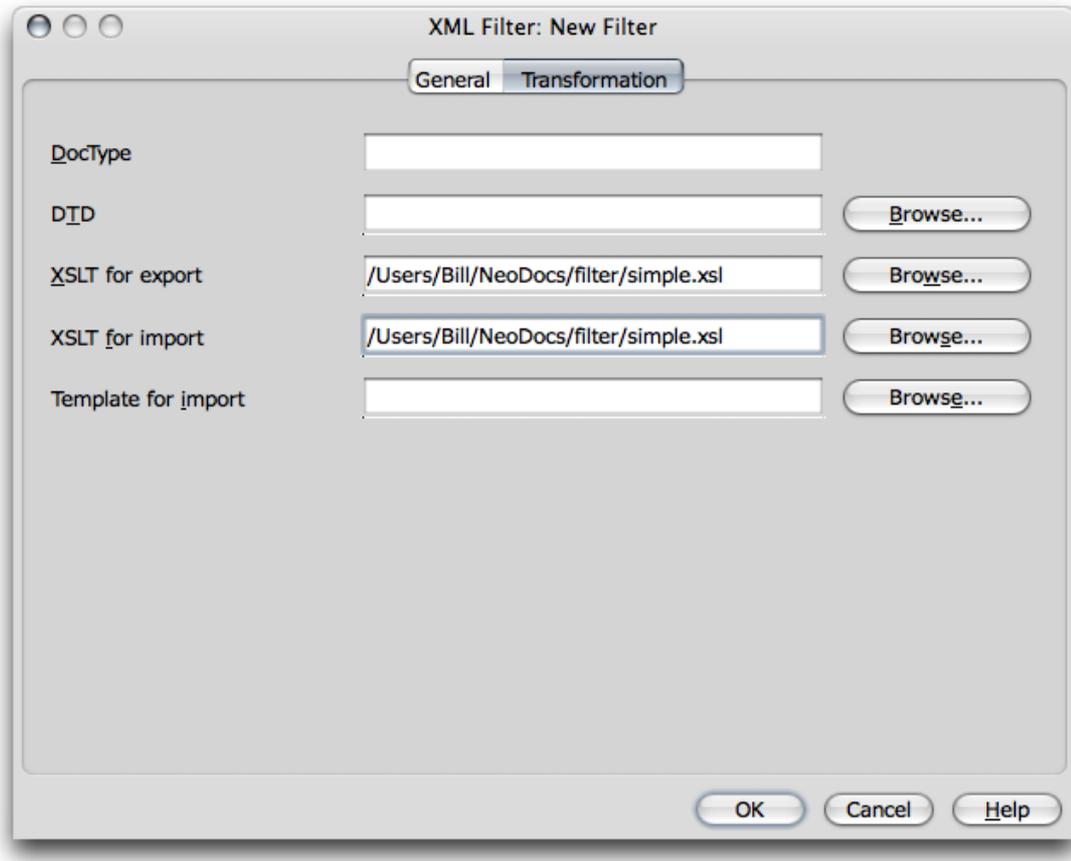


2. Click on **New**



3. Enter your settings as shown in the following illustrations:





An XML filter may be useful if you work in an organisation which has proprietary XML formats.

4. Test your filter using the current document. A display will open that provides output similar to the following:

```
<?xml version="1.0" encoding="UTF-8"?><office:document
xmlns:office="urn:oasis:names:tc:opendocument:xmlns:of
fice:1.0"
xmlns:style="urn:oasis:names:tc:opendocument:xmlns:sty
le:1.0"
xmlns:text="urn:oasis:names:tc:opendocument:xmlns:text
:1.0"
xmlns:table="urn:oasis:names:tc:opendocument:xmlns:tab
le:1.0"
xmlns:draw="urn:oasis:names:tc:opendocument:xmlns:draw
ing:1.0"
xmlns:fo="urn:oasis:names:tc:opendocument:xmlns:xsl-
fo-compatible:1.0"
xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:dc="http://purl.org/dc/elements/1.1/"
xmlns:meta="urn:oasis:names:tc:opendocument:xmlns:meta
:1.0"
xmlns:number="urn:oasis:names:tc:opendocument:xmlns:da
tastyle:1.0"
xmlns:svg="urn:oasis:names:tc:opendocument:xmlns:svg-
compatible:1.0"
xmlns:chart="urn:oasis:names:tc:opendocument:xmlns:cha
rt:1.0"
xmlns:dr3d="urn:oasis:names:tc:opendocument:xmlns:dr3d
:1.0" xmlns:math="http://www.w3.org/1998/Math/MathML"
xmlns:form="urn:oasis:names:tc:opendocument:xmlns:form
:1.0"
xmlns:script="urn:oasis:names:tc:opendocument:xmlns:sc
ript:1.0"
xmlns:config="urn:oasis:names:tc:opendocument:xmlns:co
nfig:1.0"
xmlns:ooo="http://openoffice.org/2004/office"
xmlns:ooow="http://openoffice.org/2004/writer"
xmlns:oooc="http://openoffice.org/2004/calc"
xmlns:dom="http://www.w3.org/2001/xml-events"
xmlns:xforms="http://www.w3.org/2002/xforms"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
office:version="1.0" office:mimetype="application/x-
vnd.oasis.openoffice.text">

    <office:meta>

        <meta:generator>OpenOffice.org/2.0$Linux
OpenOffice.org_project/680m3$Build-8968

        </meta:generator>

        <dc:title>Using Data Sources</dc:title>

        <meta:initial-creator>Ian
Laurenson</meta:initial-creator>

        ...
```

5. Use **Save As** and select the **Flat** filter from the list.

Of course, you need to supply an XSLT file to provide the instructions needed to do the conversion. Here is a simple example that you can use and it is the content of the file `simple.xsl` that was used above.:

```
<xsl:stylesheet version="1.0"
  xmlns:xsl="http://www.w3.org/1999/XSL/Transform">
  <xsl:strip-space elements="*" />
  <xsl:template match="/">
    <xsl:copy-of select="." />
  </xsl:template>
  <xsl:output method="xml" indent="yes" />
</xsl:stylesheet>
```

Chapter 14: Troubleshooting



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Chapter 14: Troubleshooting Common Problems

Note: The bulk of this chapter has been taken from the NeoWiki at http://neowiki.neooffice.org/index.php/Main_Page

What is printed here has been edited: much more detail is available in the NeoWiki.

In the case of problems with NeoOffice, you are advised to check the NeoWiki as a matter of good practice. The second step, if the solution is not available on NeoWiki, should be to post questions on the support forum at Trinity, NeoOffice's `forum base`: <http://trinity.neooffice.org/modules.php?name=Forums>

Always make sure that you are using the latest iteration of Mac OS X (e.g., 10.3.9 or 10.4.8) and the latest available security and Java updates from Apple (see below for instructions on using Software Update and checking your Java version) as well as the latest NeoOffice patch, from <http://www.planamesa.com/neojava/en/patch.php>

Installation

Before Installing

Users of NeoOffice often ask if they need to uninstall NeoOffice before installing a newer version. The short answer is NO; in fact, completely uninstalling NeoOffice using the linked instructions before launching the new version may actually cause your old preferences to be reset and dictionaries, macros and other user files to be deleted.

NeoOffice 2.0 will install over top of an existing NeoOffice 1.2.2 installation, replacing the old version while preserving a number of "user" files that live inside of the application bundle. On first launch, NeoOffice 2.0 will also offer to import your NeoOffice 1.2.2 preferences. After upgrading, you should be sure to install the most current version of any language packs and check for upgrades to any installed dictionaries.

Upgrading from NeoOffice/J 1.1

NeoOffice 2.0 installs separately from NeoOffice/J 1.1 in /Applications and will offer to import the NeoOffice/J 1.1 preferences into its new preferences folder the first time it launches. You can use either version without affecting the other after this point. After installing NeoOffice 2.0, you should be sure to install the most current version of any language packs and check for upgrades to any installed dictionaries.

If you no longer want to keep one of the versions, follow the Uninstalling NeoOffice instructions; be sure to empty the trash, or documents may fail to open in the remaining version (this is an Apple bug).

Installation Issues

1. When double-clicking on the .dmg file, there is an error about "No mountable file systems":

1. This error usually means that the NeoOffice .dmg was not completely downloaded. Some combinations of browsers and internet connections frequently cause large downloads like NeoOffice to stop before the entire file is downloaded but do not inform you that the download has failed.
2. In this case, you might try using the command-line `curl` tool to complete the download (this tool is also useful if you are on a dial-up connection and may need to stop and start the download to use the phone line). Instructions on using `curl` to download NeoOffice can be found via the NeoWiki.
2. When running the NeoOffice installer, the "test" returns with "NeoOffice can not be installed on this computer":
 - This can sometimes occur simply because your current version of NeoOffice is open. Check whether that is the case, and quit NeoOffice if it is open. Try again to install.
 - The BSD subsystem is installed by default on 10.3.x and 104.x as part of the BaseSystem.pkg. If this problem occurs on 10.3.x machines, your BSD subsystem may have been somehow removed or messed up. It is not recommended that you reinstall BaseSystem.pkg alone, since this may leave your system in an unusable state. Instead, reinstall Mac OS X from your retail CD; select the "Upgrade" option to preserve all of your settings, documents, etc. Then reinstall the latest Mac OS X updates and security updates to return you system to an up-to-date state.
 - N.B.: Since this requires a fairly significant amount of work, and perhaps time, you should probably check the trinity forums first, to see if someone can determine if something else is the problem and find another solution.
3. Installation stalls when it gets to the "Select Destination" screen
 - Installation sometimes stalls or hangs when it gets to the "Select Destination" screen (and no drives will appear to choose from). The Apple Installer is known to hang when probing all of the volumes on your system, if any of your volumes are unreadable.
 - Try opening each of the volumes on your desktop in the Finder and unmounting any iPods. Once you can open all volumes, then try re-running the installer. If opening any volumes causes the Finder to hang, you have found the cause of the problem and you might need to reboot to force Mac OS X to unmount the offending volume.
4. Installation fails with a "generic" error message
 - For some users, installation will fail and the following error message will appear:
 - There were errors installing the software
 - Please try installing again.

- If you see this message, you need to open the System Preferences application (/Applications/System Preferences), click on the International icon, select the Languages tab, move English to the top of the list, log out, login again, and then rerun the installer. After installation, you can (and should) revert to your preferred language.
- This behavior is required to work around a rare but serious bug in the Mac OS X Installer on some versions of Mac OS X; for more information, see the NeoWiki.

Post-Installation Issues

NeoOffice fails to start, or crashes during startup

If NeoOffice fails to start, or crashes during startup or right after starting

1. Check the Console.log (via /Applications/Utilities/Console.app) for messages about Java, soffice.bin, or NeoOffice
 - If NeoOffice starts but “hangs” during startup (longer than a minute or so on recent Macs), take a sample before force-quitting NeoOffice. One of the developers or community support team might be able to deduce the problem based on the log information.
 - If NeoOffice crashes, check for a current entry in ~/Library/Logs/CrashReport/soffice.bin.crash.log (the crash log for NeoOffice and also, unfortunately, OpenOffice.org)
 - These logs will often contain useful information, and even if they are gibberish to you, one of the developers or community support team can often deduce the problem based on log info.
2. Check to see if you are running the most up-to-date version of Java 1.4.2 (or Java 1.5 on Mac OS X 10.4)
3. Run the Mac OS X Software Update application (from the Apple menu) and install any Mac OS X Updates, Security Updates, and Java Updates that are offered. You may need to run Software Update multiple times in order to completely update your system.

Check the Java Version

Open the Terminal (/Applications/Utilities/Terminal.app) and type the first line below, and then press return. You should get a message like that below:

```
java -version

+ Mac OS X 10.3.9:
java version "1.4.2_12"
Java(TM) 2 Runtime Environment, Standard Edition (build 1.4.2_12-270)
```

```

Java HotSpot(TM) Client VM (build 1.4.2-70, mixed mode)
+ Mac OS X 10.4.8:
java version "1.5.0_07"
Java(TM) 2 Runtime Environment, Standard Edition (build 1.5.0_07-164)
Java HotSpot(TM) Client VM (build 1.5.0_07-87, mixed mode, sharing)

```

Check for a corrupt Java 1.4.2 installation

Create a plain-text file called Test.java and put the following lines in it, saving afterwards:

```

import java.awt.*;

public class Test {

    public static void main(String[] args) {

        Frame f = new Frame();
        Panel p = new Panel();
        f.add(p);
        f.setSize(500, 500);
        f.show();

    }

}

```

1. Open the Terminal (/Applications/Utilities/Terminal.app) and "cd" to the folder that you put the Test.java file in.
2. Compile the Test.java file using the following terminal command:

```
javac Test.java
```

3. Run the compiled program with Java 1.4.2 using the following terminal command:

```

/System/Library/Frameworks/JavaVM.framework/Versions/1.4.2/Commands
/java -classpath . Test

```

4. If a blank window appears when you run the program, then you know that Java 1.4.2 is working.

Haxies

Haxies work by injecting their code into running applications in order to customize the behavior of Mac OS X or an application in a way that neither Apple nor the application developer intended. A haxie may have a bug that causes an application to crash, or it may simply create a condition that the application is not prepared to handle and thereby cause a crash.

Because of the scope of the NeoOffice project and the limited time and resources of the NeoOffice developers, no effort will be made to fix a bug that only occurs when a haxie is present.

- Disable any installed haxie(s), or add NeoOffice to the exclusions list for the haxie(s)

Corrupted user preference files

(Force-)Quit NeoOffice, move your NeoOffice preferences folder aside, and restart (don't let NeoOffice 2.x (re-)import your NeoOffice 1.x preferences). Here is where the preference folder for respective versions of NeoOffice is located:

- + NeoOffice 2.x: ~/Library/Preferences/NeoOffice-2.x
- + NeoOffice 1.2.x: ~/Library/Preferences/NeoOffice-1.x
- + NeoOffice/J 1.1: ~/Library/NeoOfficeJ-1.1 Error Message contains "Get Storage: "No Content"

Performance

Common causes of slow or lackluster performance

1. Background processes

Constantly-running background processes can degrade the performance of NeoOffice

- [Folding@Home](#)
 - [Seti@Home](#)
 - DNET client (<http://www.distributed.net/>)
 - Dashboard/widgets - disable all inessential widgets for best performance
 - Others?
2. Turn off Auto Spellchecking, because the wavy lines are a problem to draw. This is due to the fact that OOo code sets individual pixels but Cocoa and Java, used in NeoOffice, don't have any functions for setting individual pixels; so NeoOffice must do a much more expensive operation of drawing a 1x1 pixel filled rectangle
3. Less than 512 MB of RAM: NeoOffice is a big suite of programs, and generally requires at least 512 MB of RAM to run comfortably. While NeoOffice will run on a Mac with less than 512 MB of RAM, it will run (and launch) more slowly, particularly if you have other applications also running (Mac OS X really runs best with 512 MB or more of RAM).
4. Large number of fonts installed. Font Book allows the OS X user to manage fonts very quickly and effectively. Take a minute to disable fonts that are rarely used.
5. OpenOffice.org 2.0: OpenOffice.org 2.0 by default creates converted copies of all of your installed Mac fonts. Because these fonts are stored inside an application bundle in OpenOffice.org 2.0 (as opposed to simply being in a normal folder in OpenOffice.org 1.1.2), all of the duplicate fonts are loaded by the Apple Type Server (ATS) process and made available to Mac OS X apps. These duplicate fonts seriously degrade the performance of NeoOffice, may cause fonts to display incorrectly, and may even cause crashes. To remedy this,
- Do not use the standard OpenOffice.org 2.0 .app package; use Start OpenOffice.org and the "stand-alone" OpenOffice.org 2.0 instead
 - After using OpenOffice.org 2.0, reboot before using NeoOffice to clear the extra fonts from ATS.

6. Virus-scanning applications:

- Some virus scanners scan all files when the files are opened
- Some virus scanners scan archive files (.sit, .tar, .gz, and .zip and its cousins, like .jar) when those files are accessed
- NeoOffice opens and accesses a large number of files at startup, including a number of .zip and .jar archives, so they may all be scanned in turn by the virus scanner.
- To remedy, disable virus scanning of the NeoOffice application and preferences directory (~/.Library/Preferences/NeoOffice-2.x), or of archive files in the NeoOffice application and preferences directory.

Hints and Tips

Preferences don't seem to stick

When preferences or settings changes don't seem to apply or don't stick between restarts of NeoOffice, the most likely cause is a some sort of corruption of your profile/preferences. Allowing NeoOffice to create a fresh set should fix the problem.

1. Move or rename your ~/.Library/Preferences/NeoOffice-2.x folder (~/.Library/Preferences/NeoOffice-1.x folder for NeoOffice 1.x; in this case, also rename or move aside your ~/.Library/NeoOfficeJ-1.1 folder, if you had ever installed NeoOffice/J 1.1)

2. Launch NeoOffice; it will then create a fresh user profile and settings (for NeoOffice 2.0, be sure not to let the "wizard" import preferences from older versions when starting)

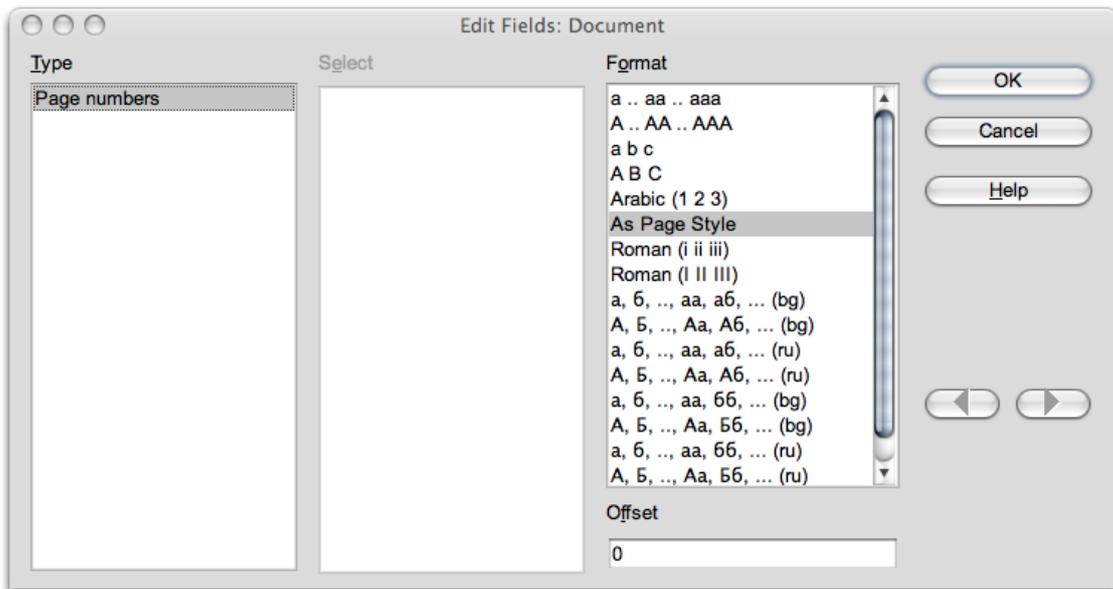
In some cases the corruption may only be present in the NeoOffice 2.x or 1.x profile. In this case, allowing NeoOffice to re-import your NeoOffice 1.x or NeoOffice/J 1.1 profile could restore some of your settings without reintroducing the corruption. In that case, simply move or rename only the ~/.Library/Preferences/NeoOffice-2.x (~/.Library/Preferences/NeoOffice-1.x for NeoOffice 1.x) folder before launching NeoOffice.

How to get the page count to ignore a title page

- (How do I "offset" the page count?)

If you have a title page or cover page in the document, Writer's "page count" field still counts those pages, and so your overall page count will be too high.

1. Place the cursor directly in front of the page number (in the header or footer) on *any* page. If the pages are yet to be numbered, follow the instructions for numbering, then start this process again.
2. Double-click to bring up the **Edit Fields** dialog

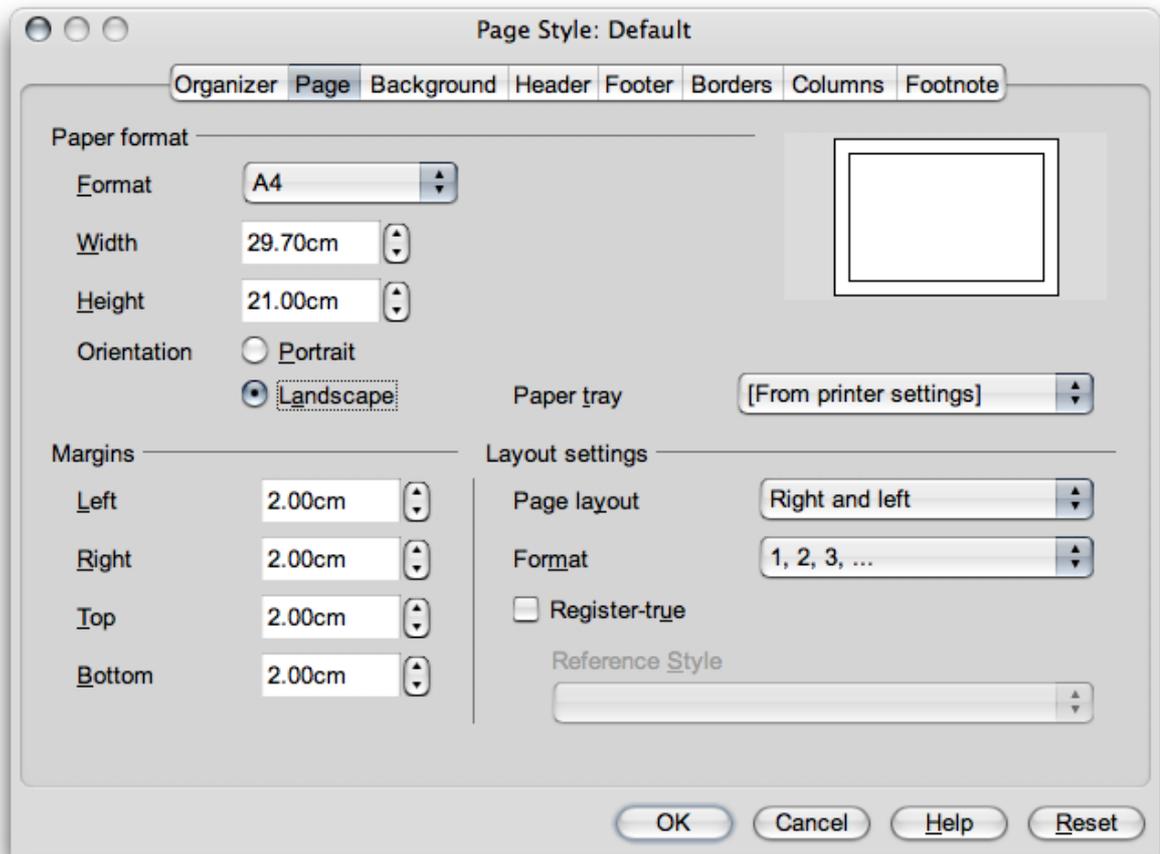


3. Enter -1 in the Offset box at the bottom [or -x, where x is the number of pages to be kept un-numbered at the start]
4. Press *OK*.

Note: *If there are pages added later at the beginning of the document, this process may need to be repeated.*

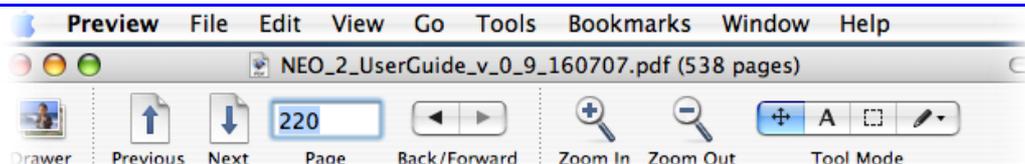
NeoOffice refuses to print Landscape

There is a tendency for OS X users to expect that all they need to do to change from printing portrait to printing landscape (and back) is to change settings via **File > Page Setup**. Unfortunately, this is not sufficient in NeoOffice. The key is to go to **Format > Page**. Select the **Page** tab, and you will see the selections of Portrait and Landscape there. Select as relevant and close the menu. This is counter-intuitive for Mac users, but it works.



Index

Note: In this first version of the NeoOffice User Guide for 2.x, indexed page numbers include the preface and table of contents pages. For that reason, using the Preview “page” window may provide problems. You need to add 30 to the page numbers shown here in order to locate the referenced item via the page numbers shown in Preview. Eg if the reference “Contour Editor” is shown in the Index as page 190, adding 30 to that will take you to page 220 of the pdf, where you may expect to find the reference to Contour Editor. If you are using the page window of Preview to find the reference, type in “220”, press Return and you will be there. You would notice that the actual page number at the bottom of the page was 190 in this example, as shown in the Index .



If you are moving manually to the page, in this example you would simply go to the page numbered 190 as shown in the Index.

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