

# OpenOffice.org 2 Guidebook

## Table of Contents

	Preface .....	xiii
	Acknowledgements .....	xv
	<b>Part I: Getting Started</b>	<b>1</b>
Chapter 1:	Making OpenOffice.org Work The Way You Want It .....	3
	What This Chapter Is About .....	4
	Starting and Running OpenOffice.org .....	4
	Setting Up Backups and Autosave .....	5
	Making OpenOffice.org Run Faster .....	6
	Changing the Automatic Formatting .....	7
	How to Find Features You're Looking For .....	9
	Using OpenOffice.org Buttons .....	9
	Using OpenOffice.org Toolbars .....	12
	Customizing Toolbars and Icons .....	17
	Setting the Ruler Unit of Measure .....	24
Chapter 2:	Working With OpenOffice.org and Microsoft Office .....	25
	Introduction to Working With Other Office Suites .....	26
	Opening and Saving Microsoft Office Files in OpenOffice.org .....	26
	Formatting Issues Between Office Suites .....	27
	Working With Microsoft Office Users .....	33
Chapter 3:	Saving Time With Templates and More .....	37
	Templates: The Key to Efficiency .....	38
	Creating a New Category for Templates .....	38
	Using Existing Writer, Calc, and Impress Templates in OpenOffice.org .....	39
	Creating a New Template .....	41
	Converting Microsoft Templates to OpenOffice.org Format .....	42
	Creating a Document Based on a Template .....	42
	Setting up How New Documents Look .....	43
	Shortcuts for Frequently Used Text .....	46
Chapter 4:	PDF, Publishing, and the Web .....	51
	Why PDF Is an Incredibly Useful Feature .....	52
	Printing to PDF .....	53
	Emailing a Document as a PDF Attachment in One Step .....	54
Chapter 5:	Getting Help and Finding More Information .....	57
	How to Get More Information .....	58
	Using the Help .....	58
	General Tips .....	59
	Using Other Resources .....	60

---

<b>Part II: Writer Text Documents</b>	<b>61</b>
Chapter 6: Text Formatting in Writer	63
Creating and Opening Text Files	64
Selecting, Copying and Other Tips	64
Making Text Look How You Want It: Basic Formatting	71
Formatting Using the Paragraph and Character Windows	78
Viewing Carriage Returns and Other Formatting Markups	93
Spellchecking, Search and Replace, and Word Count	95
Inserting and Printing Notes	100
Chapter 7: Margins, Page Numbers, Page Layout, and More.	101
Introduction to Page Layout	102
Page Layout	102
Headers, Footers, and Page Numbers	107
Decorative Page Formatting	111
Sections	116
Power Tip: Creating a Trifold Brochure	118
Chapter 8: Creating and Formatting Lists.	119
How Lists and List Formatting Tools Make Life Easier	120
Basic Lists	122
Formatting Lists	124
Indenting and List Management	134
List Power Tip: Using Fields for More Control	139
Chapter 9: Guide to Good Layout and Formatting.	141
What This Chapter Is About	142
The Old Way of Formatting	142
Use Spacing Below the Line Rather Than an Extra Carriage Return	143
Use Indenting Instead of Tabs or Spaces	144
Using Tables, Not Tabs, for Parallel Columns of Text	145
Capture Your Formatting in Styles	146
Chapter 10: Saving Enormous Time and Effort With Styles	147
Understanding How Useful Styles Are	148
Applying, Creating, and Modifying Styles	151
List Styles	156
Using Multiple Page Layouts in the Same Document	169
Getting Styles Into Your Document	174
Chapter 11: Creating and Formatting Tables	177
Using Tables	178
Creating Writer Tables	178
Formatting Tables	182
Adding and Managing Rows and Columns	189
Creating and Applying AutoFormats	193
Converting Between Text and Tables	195
Automatic Number Formatting	198
Sorting Data in a Table	199

	Doing Calculations in Tables	201
Chapter 12:	Using Graphics in Documents	203
	Adding Graphics	204
	Resizing a Graphic	205
	Positioning Graphics	206
	Wrapping Text Around Graphics	209
	Adding a Border	210
	Creating a Watermark	211
	Editing Inserted Graphics	214
	Making Your Own Graphics in OpenOffice.org Draw	214
	Using the Drawing Tools	214
	Frames	214
	Reference: Formatting and Managing Graphics and Frames	218
	Captions	219
Chapter 13:	Printing in Writer	223
	Printing in Writer	224
	Additional Printing Tips	225
	Emailing Your Document in One Step	229
	Printing to PDF	230
Chapter 14:	Simple Envelopes and Labels	231
	How Envelopes and Labels Work	232
	Envelopes	233
	Labels	237
Chapter 15:	Tables of Contents	241
	How Tables of Contents Work	242
	Table of Contents Basics	243
	Working With Advanced Table of Contents Features	245
<b>Part III: Calc Spreadsheets</b>		<b>253</b>
Chapter 16:	Calc Basics	255
	Creating, Opening, and Saving Files	256
	Entering and Deleting Data	258
	Templates	258
	Managing Rows and Columns	258
	Text Formatting	265
	Number Formatting	267
	Cell Formatting	269
	Using AutoFormats and Cell Styles	271
	Cell and Sheet Protection	271
	Data Entry Shortcuts	273
	Referencing Other Cells and Spreadsheets	279
	Inserting and Printing Notes	283
	Creating Good Spreadsheets	284

---

Chapter 17:	Calculations and Functions . . . . .	287
	Getting Started With Calculations . . . . .	288
	Regular Calculations . . . . .	289
	Cell References . . . . .	292
	Functions . . . . .	295
	More Information About Calc Functions . . . . .	299
	Using Subtotals . . . . .	299
Chapter 18:	Page Setup, Headers and Footers, and Printing . . . . .	303
	Page Size, Margins, Headers and Footers . . . . .	304
	Printing to PDF . . . . .	306
	Printing Spreadsheets . . . . .	306
	Power Spreadsheet Printing Setup . . . . .	311
	Emailing Your Spreadsheet in One Step . . . . .	312
Chapter 19:	Creating Charts in Writer and Calc . . . . .	313
	How Charts Work . . . . .	314
	Creating a Chart . . . . .	315
	Modifying a Chart . . . . .	317
Chapter 20:	Sorting and Filtering Data . . . . .	331
	Sorting . . . . .	332
	Filtering . . . . .	337
<b>Part IV: Impress Presentations</b>		<b>341</b>
Chapter 21:	Creating and Running Presentations . . . . .	343
	Creating Presentations and Templates . . . . .	344
	Managing Slides . . . . .	345
	Changing the Slide Layout . . . . .	347
	Templates . . . . .	348
	Formatting Text and Bulleted Lists . . . . .	348
	Creating a Custom Presentation . . . . .	349
	Running a Presentation . . . . .	351
	Guide to Creating Good Presentations . . . . .	352
Chapter 22:	Creating and Modifying Master Pages (Backgrounds). . . . .	353
	How Master Pages Work . . . . .	354
	Applying an Existing Master Page to a Slide . . . . .	355
	Creating and Modifying Master Pages . . . . .	357
	Importing and Applying a Master Page From Another Presentation . . . . .	361
	Adding Footer Information to a Presentation in Standard, Notes, or Handouts View . . . . .	364
Chapter 23:	Using Handouts, Outline, and the Slide Sorter . . . . .	367
	About the Impress Views . . . . .	368
	Creating and Printing Handouts . . . . .	368
	Using Notes View . . . . .	375
	Using Outline View . . . . .	376
	Using the Slide Sorter View . . . . .	379

Chapter 24:	Object Animation, Slide Transitions, and Interaction . . . . .	383
	Applying Custom Animation to Objects and Text . . . . .	384
	Applying Slide Transitions . . . . .	389
	Playing Movies and Sounds . . . . .	390
	Additional Effects: Interaction . . . . .	391
Chapter 25:	Printing Presentations . . . . .	393
	Printing Presentations . . . . .	394
	Exporting Presentations . . . . .	395
	Emailing Your Presentation in One Step . . . . .	399
<b>Part V: Drawings</b>		<b>401</b>
Chapter 26:	Using Text, Objects, and 3D . . . . .	403
	Drawing Tools in Impress and Draw . . . . .	404
	Creating a New Drawing . . . . .	404
	Basic Drawing . . . . .	406
	Text Boxes and Fontwork . . . . .	413
	Using 3D Shapes and Text . . . . .	417
	Copying, Pasting, and Arranging . . . . .	421
	Using the Grid . . . . .	427
	Editing Graphics . . . . .	430
	Exporting a Drawing to a JPG or Other Graphic Format . . . . .	432
Chapter 27:	Lines, Curves, Connector Lines, and Arrows . . . . .	433
	Drawing and Modifying Lines . . . . .	434
	Modifying a Line . . . . .	435
	Drawing Dimension Lines . . . . .	436
	Using Connector Lines for Diagrams . . . . .	439
Chapter 28:	Creating Colors, Gradients, and Other Fills . . . . .	443
	Creating Area Fills . . . . .	444
	Creating a Color . . . . .	444
	Creating a Gradient . . . . .	446
	Creating a Bitmap . . . . .	447
	Creating a Hatching . . . . .	448
<b>Part VI: Mail Merge and Databases</b>		<b>449</b>
Chapter 29:	Understanding Databases and Mail Merges . . . . .	451
	What Databases Are For . . . . .	452
	What Databases Are Made Of . . . . .	452
	What Mail Merges Are and How They Work . . . . .	452
Chapter 30:	Creating Databases and Queries . . . . .	455
	Creating a Database From a File . . . . .	456
	Connecting to an Existing Database . . . . .	458
	Creating a Base Database . . . . .	459
	Entering Data in a Base Database Manually . . . . .	464
	Importing Content From Another Database or Spreadsheet . . . . .	465
	Creating a Query . . . . .	471

Chapter 31:	Creating and Printing Mail Merge Documents . . . . .	483
	Making Mail Merge Documents . . . . .	484
	Previewing Data in a Mail Merge . . . . .	490
	Printing Mail Merge Documents . . . . .	492
<b>Part VII: Appendix</b>		<b>495</b>
Appendix A	Installing OpenOffice.org . . . . .	497
	Getting the Software . . . . .	498
	Installation . . . . .	498
	Starting and Registering OpenOffice.org . . . . .	498
	Updating Documents . . . . .	500
	Templates . . . . .	500
	Where to Find Other Resources . . . . .	500
Appendix B	Learning More About Advanced Topics . . . . .	501
	Everything Didn't Make It Into the Book . . . . .	502
	The Gallery . . . . .	502
	Indexing . . . . .	503
	Advanced Publishing Features . . . . .	503
	Advanced Pagination . . . . .	506
	Version Control and Change Tracking . . . . .	507
	Scenarios and Goal Seek . . . . .	509
	The Data Pilot . . . . .	510
	Equations . . . . .	511
	Macros . . . . .	511
	Forms and Reports . . . . .	512
	Image Maps . . . . .	514
Appendix C	OpenOffice.org Guidebook Online Supplements . . . . .	515