# Setting Up OpenOffice.org: Icons and Toolbars

This section covers setup tips that customize OpenOffice.org and make it easier to use.

Making Icons Easier to See

In any program, there are a few tricks that make life a lot easier. Here are the main ones for OpenOffice.org. Do all of these steps on any computer where you use OpenOffice.org.

1   Be sure OpenOffice.org is running. If it isn't, choose Start > Programs > OpenOffice.org 2.0 > OpenOffice.org Writer.

2   Choose Tools > Options.

3   Under the OpenOffice.org category, find View. In the window shown, change the **Scale** to something like 125%. This affects the *display* size of the *content* of a document; the stuff you put into it like text and graphics.

4   Select the **Large** item from the Icon Size list.
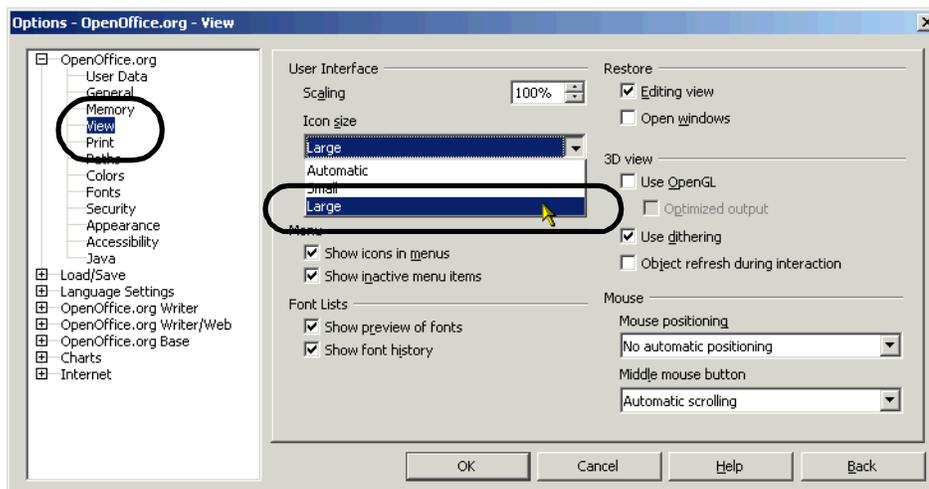
5   Click OK to save your changes and close the window.

Seeing All the Icons on a Toolbar

If you increase icon size or shrink your window, you won't see all the icons at once. Your icon for changing text color, for instance, might disappear. Here's how to see the indicators that some icons are hidden, and how to get to them.

1   If you don't have a Writer document open, open one you've already worked with, or choose File > New > Text Document to create a new document..

2   Shrink the window to about half its usual size.

3 Find the set of arrows at the right side of the toolbar.
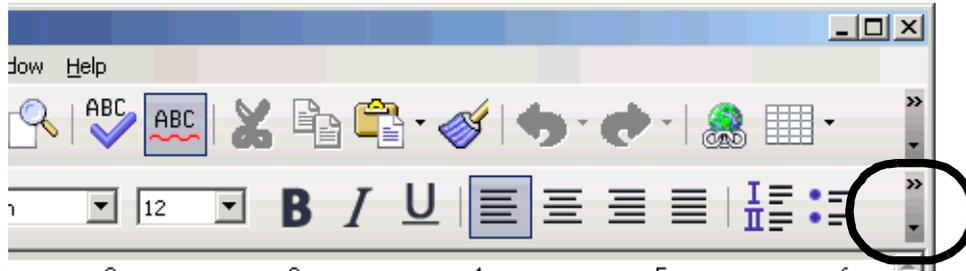
4 Click the horizontal double arrowhead. You'll see the names of all the icons that there isn't currently room to display on that toolbar.
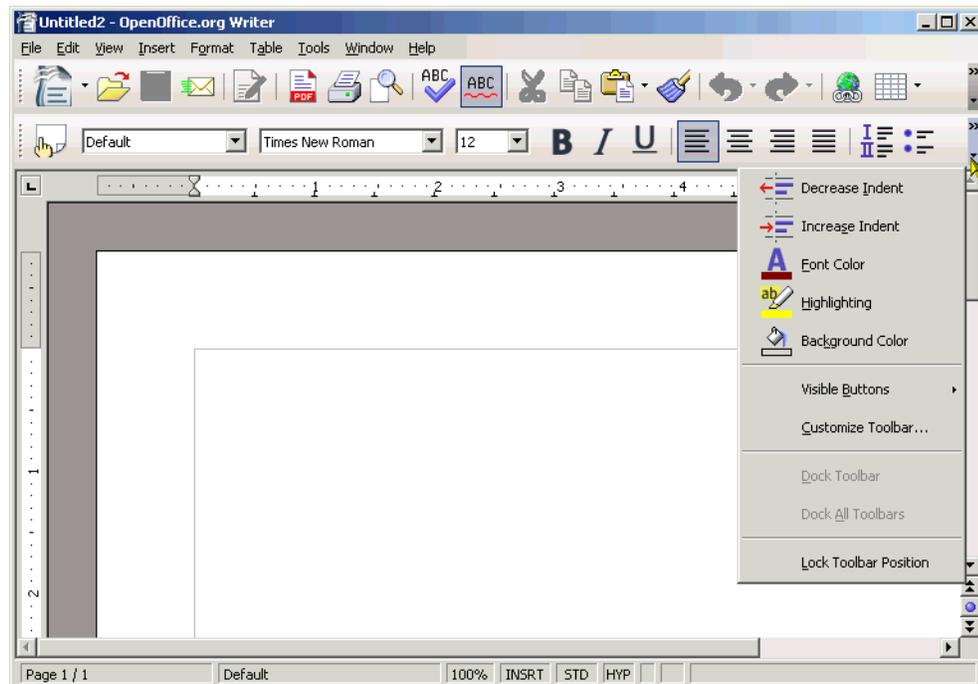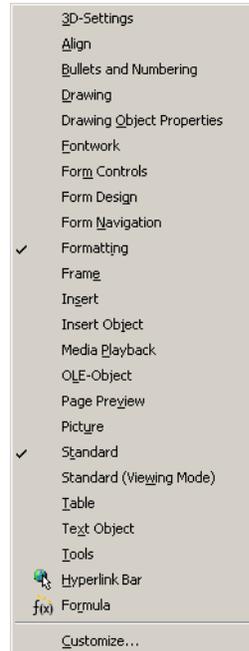
5 Select the function you want.

Note: You'd normally want to select the text you want to apply the function to first; for instance, if you want to indent text, you'd select that text, then click on the double arrow, then select the function you want.

Viewing the OpenOffice.org Toolbars

OpenOffice.org shows you the basic toolbars when you open a new document. Here's how to show or hide any of the many others.

1 If you don't have a Writer document open, choose File > New > Text Document to create one.

2 Choose View > Toolbars. There are a lot of choices, including some pretty specialized ones.

```
              3D-Settings
              Align
              Bullets and Numbering
              Drawing
              Drawing Object Properties
              Fontwork
              Form Controls
              Form Design
              Form Navigation
          ✓   Formatting
              Frame
              Insert
              Insert Object
              Media Playback
              OLE-Object
              Page Preview
              Picture
          ✓   Standard
              Standard (Viewing Mode)
              Table
              Text Object
              Tools
          🔗  Hyperlink Bar
         f(x)  Formula

              Customize…
```

3 Select Bullets and Numbering. That's the specialized list toolbar. Use this anytime you want to do complicated indented lists.

4 Click the X in the upper right corner to close it. If there isn't an X, choose View > Toolbars > Drawing again to hide the toolbar.

5 Choose View > Toolbars > Drawing. The Drawing toolbar will appear, probably at the bottom of the work area.

6 Choose View > Toolbars > Drawing again to hide the toolbar.

Docking and Other Ways of Displaying and Positioning Toolbars

The 2.0 OpenOffice.org interface lets you drag around the toolbars to wherever you want.

Here are some general guidelines to review before beginning the exercises.

- **Showing** – If you want a toolbar to show, just choose View > Toolbars > *name* and it'll show. (There needs to be a checkmark by the toolbar for it to be displayed.)

    ✓   Formatting

    If it's floating and showing, just click the X to make it go away.

- **Floating or docked** – The toolbar appears *floating* or *docked* on the toolbar. Docked just means it looks like a normal toolbar and it's next to the other toolbars
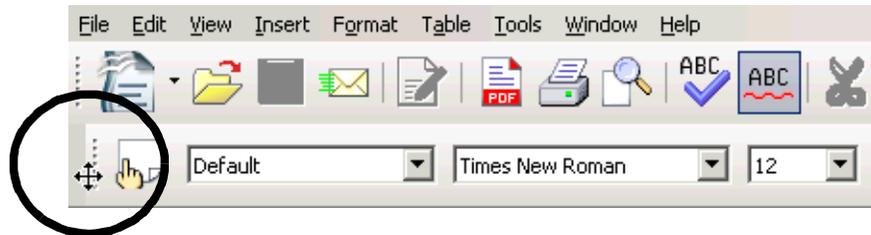
Floating

Docked

Docking a floating toolbar

1   Drag it to where you want it near the other docked toolbars.

2   A dashed outline of the toolbar will show where it'll end up.

3   Release your mouse.

Making a docked toolbar float

1   Locate the vertical dashed line at the left side of the toolbar.

2   Drag it to the work area.

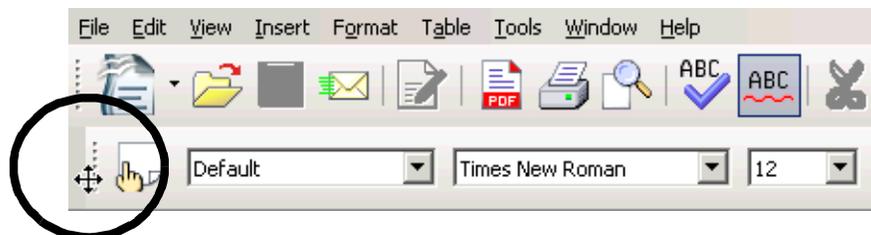**3**   A dashed outline of the toolbar will show where it'll end up.

4   Release your mouse.

Repositioning a docked toolbar

You can move the toolbar from right to left as you like.

**1**   Locate the vertical dashed line at the left side of the toolbar.

2 Drag the toolbar where you want it to be.

3 Release your mouse.

Showing More Icons on Your Toolbars

The OpenOffice.org developers put what they think are the most commonly used icons on the toolbars, but those aren't the only ones available. You can add others that you like better, and remove the ones there already.

1 Be sure OpenOffice.org is running with a document open. If it isn't, choose Start > Programs > OpenOffice.org 2.0 > OpenOffice.org Writer.

2 Click on the downward-facing arrow on the formatting toolbar and choose Visible Buttons.
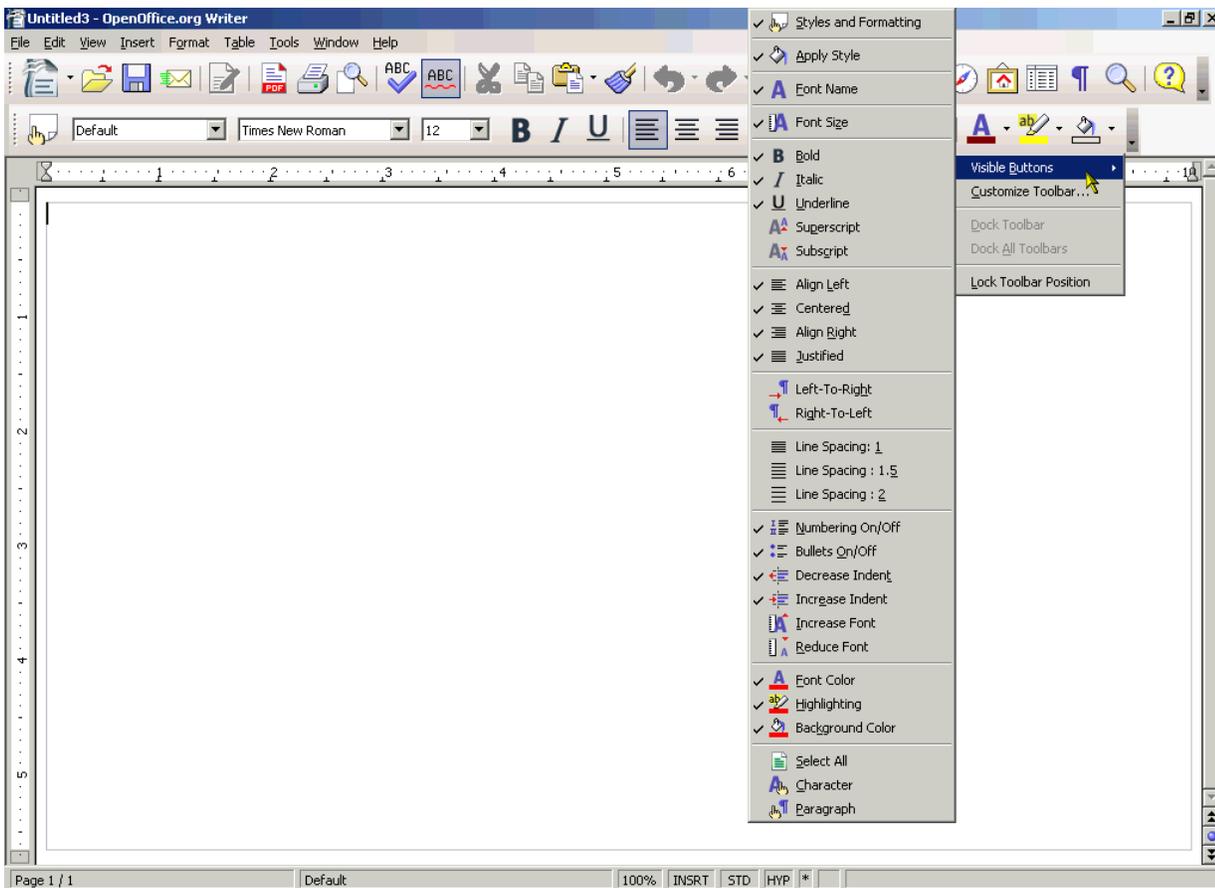
3 A list of all the icons available to put on that toolbar will appear. To add an item, find one without a check mark next to it and select it.

4 To delete an item, find an item with a check mark next to it and select it.