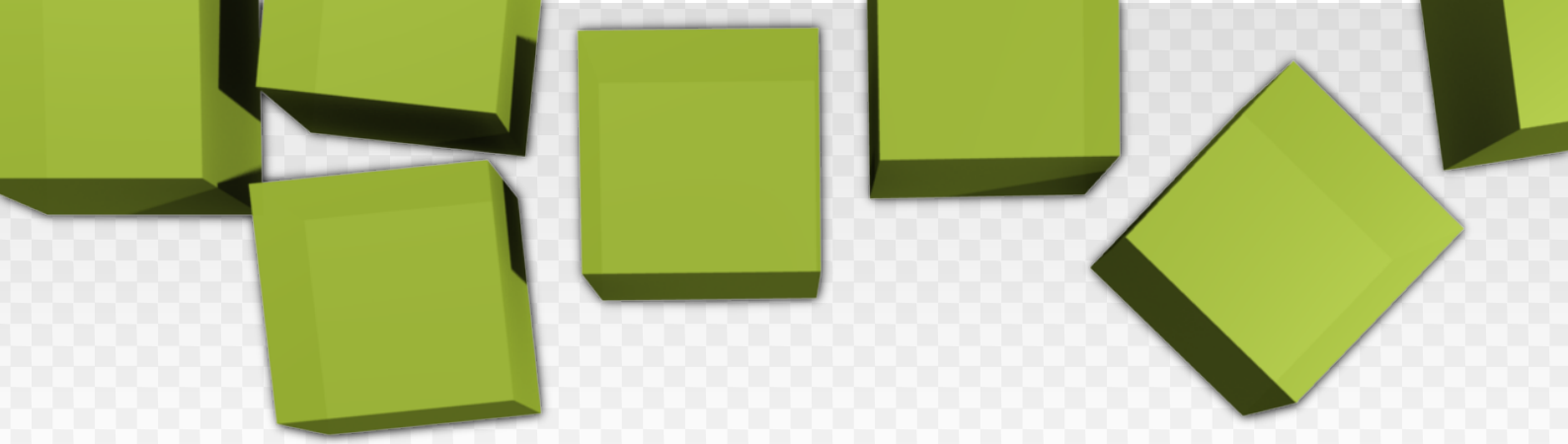
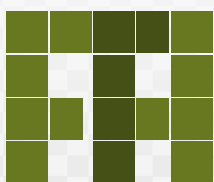




TOOLS AND UTILITIES IN FREE SOFTWARE

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**FREE
TECHNOLOGY
ACADEMY**



Tools and utilities in free software

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Preface

Software has become a strategic societal resource in the last few decades. The emergence of Free Software, which has entered in major sectors of the ICT market, is drastically changing the economics of software development and usage. Free Software – sometimes also referred to as “Open Source” or “Libre Software” – can be used, studied, copied, modified and distributed freely. It offers the freedom to learn and to teach without engaging in dependencies on any single technology provider. These freedoms are considered a fundamental precondition for sustainable development and an inclusive information society.

Although there is a growing interest in free technologies (Free Software and Open Standards), still a limited number of people have sufficient knowledge and expertise in these fields. The FTA attempts to respond to this demand.

Introduction to the FTA

The Free Technology Academy (FTA) is a joint initiative from several educational institutes in various countries. It aims to contribute to a society that permits all users to study, participate and build upon existing knowledge without restrictions.

What does the FTA offer?

The Academy offers an online master level programme with course modules about Free Technologies. Learners can choose to enrol in an individual course or register for the whole programme. Tuition takes place online in the FTA virtual campus and is performed by teaching staff from the partner universities. Credits obtained in the FTA programme are recognised by these universities.

Who is behind the FTA?

The FTA was initiated in 2008 supported by the Life Long Learning Programme (LLP) of the European Commission, under the coordination of the Free Knowledge Institute and in partnership with three european universities: Open Universiteit Nederland (The Netherlands), Universitat Oberta de Catalunya (Spain) and University of Agder (Norway).

For who is the FTA?

The Free Technology Academy is specially oriented to IT professionals, educators, students and decision makers.

What about the licensing?

All learning materials used in and developed by the FTA are Open Educational Resources, published under copyleft free licenses that allow them to be freely used, modified and redistributed. Similarly, the software used in the FTA virtual campus is Free Software and is built upon an Open Standards framework.

Evolution of this book

The FTA has reused existing course materials from the Universitat Oberta de Catalunya and that had been developed together with LibreSoft staff from the Universidad Rey Juan Carlos. In 2008 this book was translated into English with the help of the SELF (Science, Education and Learning in Freedom) Project, supported by the European Commission's Sixth Framework Programme. In 2009, this material has been improved by the Free Technology Academy. Additionally the FTA has developed a study guide and learning activities which are available for learners enrolled in the FTA Campus.

Participation

Users of FTA learning materials are encouraged to provide feedback and make suggestions for improvement. A specific space for this feedback is set up on the FTA website. These inputs will be taken into account for next versions. Moreover, the FTA welcomes anyone to use and distribute this material as well as to make new versions and translations.

See for specific and updated information about the book, including translations and other formats: <http://ftacademy.org/materials/fsm/>. For more information and enrolment in the FTA online course programme, please visit the Academy's website: <http://ftacademy.org/>.

I sincerely hope this course book helps you in your personal learning process and helps you to help others in theirs. I look forward to see you in the free knowledge and free technology movements!

Happy learning!

Wouter Tebbens

President of the Free Knowledge Institute
Director of the Free technology Academy

The authors would like to thank the Foundation for the Universitat Oberta de Catalunya for financing the first edition of this work, and a large share of the improvements leading to the the second edition, as part of the Master Programme in Free Software offered by the University in question, where it is used as material for one of the subjects.

The translation of this work into English has been made possible with the support from the SELF Project, the SELF Platform, the European Comission's programme on Information Society Technologies and the Universitat Oberta de Catalunya. We would like to thank the translation of the materials into English carried out by lexia:park.

The current version of these materials in English has been extended with the funding of the Free Technology Academy (FTA) project. The FTA project has been funded with support from the European Commission (reference no. 142706-LLP-1-2008-1-NL-ERASMUS-EVC of the Lifelong Learning Programme). This publication reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Introduction

The term **free software** refers not only to software that enables users to freely run programs but also to that which allows source code access, adaptation of the latter to user needs, distribution of copies of the software to others and the publication of new versions of this software.

When we talk about free software, we often think of applications in text mode that are run on servers, but the movement also offers a wide range of utilities for the average desktop user.

This tools and utilities course will introduce students to some of the programs designed for the desktop environments of end users. We can use these programs to browse the Internet securely (Mozilla), manage our e-mail and work in groups (Ximian Evolution) and to create Microsoft-Office style text documents, spreadsheets and presentations (OpenOffice.org).

On this course, students will also discover how to work with these free tools in proprietary environments such as Microsoft Windows, as well as GNU/Linux of course.

The course contents are organised into two main parts. The first, which covers Units 1 and 2, deals with Internet tools, while the second focuses on the OpenOffice.org program, which needs more units due to its complexity.

Objectives

At the end of this subject, students should have:

1. Witnessed the advantages of free tools in terms of cost, security and features.
2. Learned how to use tools in environments such as Windows and GNU/Linux.
3. Discovered how these utilities can replace their proprietary equivalents without a loss of productivity.

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Module 1

Firefox: using and configuring the browser

David Megías Jiménez, Jordi Mas, Ana-Elena Guerrero Roldán and Jesús Corrius i Llavina

1. Firefox installation and setup
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Module 2

Novell Evolution. E-mail manager and personal information manager

David Megías Jiménez, Jordi Mas, Ana-Elena Guerrero Roldán and Jesús Corrius i Llavina

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3. Contact manager
4. Calendar
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Module 3

OpenOffice.org. Program installation

David Megías Jiménez, Jordi Mas, Ana-Elena Guerrero Roldán and Jesús Corrius i Llavina

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David Megías Jiménez, Jordi Mas, Ana-Elena Guerrero Roldán and Jesús Corrius i Llavina

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Open Writer. OpenOffice.org word processor

David Megías Jiménez, Jordi Mas, Ana-Elena Guerrero Roldán and Jesús Corrius i Llavina

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David Megías Jiménez, Jordi Mas, Ana-Elena Guerrero Roldán and Jesús Corrius i Llavina

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3. Creating graphs from data

Module 7

Open Impress. OpenOffice.org presentations

David Megías Jiménez, Jordi Mas, Ana-Elena Guerrero Roldán and Jesús Corrius i Llavina

1. Basic use of the program
2. Adding content to the presentation

Module 8

Open Draw. Drawing with OpenOffice.org

David Megías Jiménez, Jordi Mas, Ana-Elena Guerrero Roldán and Jesús Corrius i Llavina

1. Basic use of the program
2. Creating drawings with basic objects

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Databases in OpenOffice.org

David Megías Jiménez, Jordi Mas, Ana-Elena Guerrero Roldán and Jesús Corrius i Llavina

1. Creating a new database
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Glossary

cookie / Small text file stored by the browser on our computer when requested by an Internet server.

Javascript / Programming language interpreted by our browser used to create websites with advanced features.

plug-in / Small program integrated into the browser that adds further functionality.

SSL / Open protocol allowing secure communication between the browser and a web server.

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Firefox: using and configuring the browser

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Introduction

Firefox is a very fast, lightweight, powerful and flexible Internet browser. The program is based on the well-known Mozilla browser whose source code was released in March 1998, although it offers many improvements over the original product. In fact, Firefox is only based on the essence of Mozilla, the web page layout engine called *Gecko*, which confers the browser its power but with a much more modern and attractive user interface.

In its day, Netscape Communicator, the "parent" product of Mozilla, introduced most of the technologies used on the Internet today, including the SSL protocol for accessing safe sites, frames, tables, **cookies** and the JavaScript programming language. The influence of this program was key to the Internet's development.

This unit supposes that students have a basic knowledge of the Internet. It will not explain basic browsing concepts, but it will look at how they can be applied to this excellent tool.

We will look at the program's interface and its basic configuration, but we will focus mainly on the privacy and security options that we consider very important and one of the main reasons for choosing free software over proprietary solutions.

The main aims of this unit are:

- 1) to teach students how to use the diverse web browsing features of the Firefox program,
- 2) to explain how to customise these features to adapt them to students' own needs, and
- 3) to configure the program correctly to make web browsing as secure as possible.

1. Firefox installation and setup

Firefox is a very popular program that comes as standard with all modern distributions of the GNU/Linux system. For instance, if you are using the latest version of Red Hat, you can open the program from the panel launcher or with the Internet -> Web browser main menu option. Nevertheless, new versions of the program are released on a regular basis so you will probably be tempted to try a newer version of the product. We will discuss how to do this in this section.

The first thing we will need to do is to download the original package from the project website at <http://www.mozilla.com/firefox/>. You will see a link for downloading the program on this first page. Pay attention and you will see that there are different versions available. Unless you know exactly what you are doing, we would advise you to download the normal version, called the stable version, for GNU/Linux in a package with the tar.gz extension, which you should copy to your user folder.

We will suppose that you have downloaded the firefox-1.5.tar.gz file (the exact filename will obviously be different for each new version of the program) to your personal folder. There are a number of ways of extracting the contents of the package and running the installation program but the one way that is almost certain to work is to enter the following commands in a terminal window of your system.

```
$ tar -xvzf firefox-1.5.tar.gz
```

A new folder entitled firefox will be created inside your personal folder.

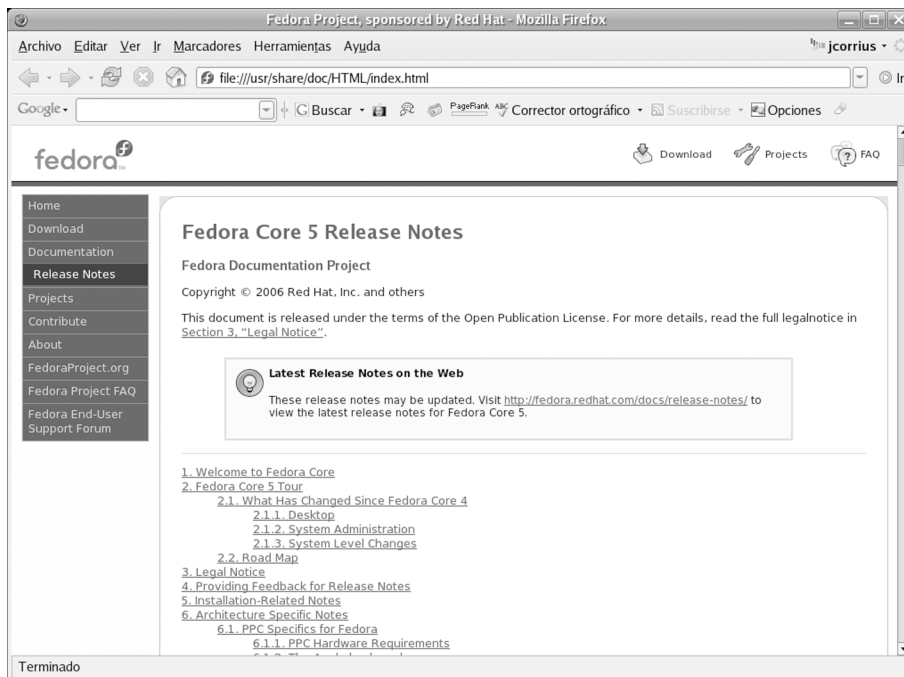
This folder contains all of the programs and configuration files needed to run the application in your personal **home** folder. This means that we can install different versions of this program on our computer without them interfering with the stable version that came with our GNU/Linux system.

To run the program, go to the directory created by the package you downloaded after it was decompressed and enter the following command:

```
$ ./firefox &
```

In a few moments, the Firefox main window will appear on the screen.

Figure 1. Firefox main window



1.1. Selecting profiles

The program may ask which profile to use the first time you run it, especially if you had previously installed another version of Firefox. If there are no profiles, one will be automatically created in your personal user folder.

Figure 2. Profile selection dialog box



The Firefox program uses profiles to store information such as e-mail messages, contacts, browsing histories, browser customisations etc. If different people are going to use the computer, it is a good idea to create a profile for each one. If you create more than one profile, the program will ask which profile to use every time you run it unless you tick the option in this dialog box. A green

arrow next to the profile name indicates that it is a profile from a previous version of the program and needs to be migrated before it can be used. This operation is usually automatic and the user does not need to do anything here.

On the left of the screen are the buttons for operating with the profiles. We can create a new profile, delete an existing one or change its name. The only information we need to enter to create a new profile is the name and geographical location. The information on geographical location is used to determine the language that the program interface will be shown in if the language package is installed.

1.2. Advanced profile features

Now that we have seen that the profiles store all of our information and configurations, we need to know the actual location of this information so that we can make backups of it. This location will depend on the operating system we use.

In GNU/Linux, profiles are stored in each user's personal folder in a hidden folder with the following path:

```
~/.mozilla/firefox/[random_string].[profile_name]
```

```
~/.firefox/xq9m0u3x.jesus/
```

Where [profile_name] is the name used to log on to the system and [random_string] is a random string containing numbers and letters. Although the use of a folder with a random name may seem a little strange and perhaps even inconvenient for backing up data, it actually considerably enhances the security of the data stored in the profile because it means that much more complex programs are required (viruses or Trojan Horses) to extract the data from the system.

If you use the Windows platform, the profile folder will depend on whether you are working in 95, 98 or ME or in a NT/2000/XP system. In the first case, the path is as follows:

```
%APPDATA%\Mozilla\Profiles\[profile_name]\[random_string].slt\
```

And for Windows NT/200/XP:

```
C:\Documents and Settings\[user_name]\Program files  
\Mozilla\Profiles\[profile_name]\[random_string].slt\
```

```
C:\Documents and Settings\jesus\Program files\Firefox\Profiles\jesus\xvod4stn.slt
```

If you cannot find the profile name for any reason, you can always search your hard drive for the file entitled prefs.js. In Windows, you can use the search utility, which you can launch from the "Start -> Search -> Files and folders..." option in the task bar.

In GNU/Linux, you can use a similar utility to that used by Windows in the operating environment or you can enter the following command in the terminal window:

```
$ find . -name prefs.js -print
```

We will now take a brief look at the most important files in our profile folder. This will be very useful if we have a problem with Firefox or simply wish to back up certain information.

Folders	
Cache	Contains temporary Internet files
cert8.dir	Database of digital certificates
chrome	Styles defined by the user, installed themes and applications.

Files	
[a_number].s	Password data
[a_number].w	Form data
bookmarks.HTML	Bookmark data
cert7.db and cert8.db	Client certificate databases
component.reg	Mozilla XPCOM component registry
cookies.txt	File with the cookies we have installed
cookperm.txt	Data on the configuration of the cookies and image permissions
downloads.rdf	Download manager data
history.dat	History of visited pages
key3.db	Key database
localstore.rdf	Information on the status of windows, position, icons, toolbars etc.
mimeTypes.rdf	Definition of MIME types configured in Firefox
panels.rdf	Customised configuration of the side panel
parent.lock	If this file appears in the folder it means that the profile is currently in use
prefs.js	All of our customisations

Files	
prefs.bak	Backup of the previous file
search.rdf	Data on search engines
secmod.db	Security module databases
URL.tbl	List of websites excluded from automatic forms
user.js	User configuration

This is a non-exhaustive list of the main elements found in the profile folder. A full list of these files can be obtained from the following website: <http://gemal.dk/mozilla/files.HTML>

1.3. Installing a language package

Although some versions have been fully translated into many of the world's languages (installer included), we have chosen to install a version in English so that we can see how to install a language package for the program. The project website, where you can check on the status of translation projects and download language packages, is:

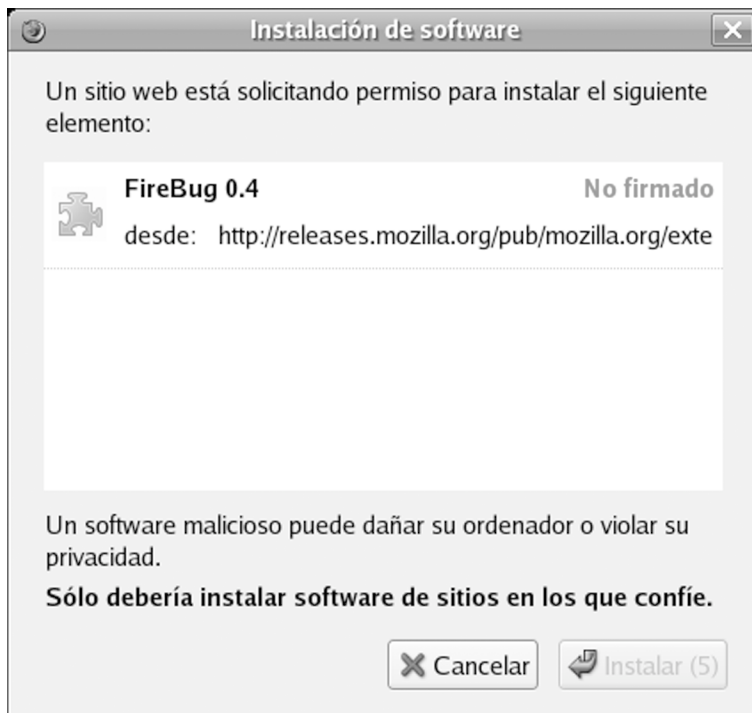
http://wiki.mozilla.org/L10n:Home_Page

By way of example, we will walk you through installation of the Spanish language package. The volunteers who translate the program into Spanish belong to a project called Proyecto Nave. You can visit their website at:

<http://nave.escomposlinux.org/>.

You will find the language package in the XPI section on the download page. You can in fact choose from a number of packages: language, which includes translation of the user interface only; regional, which adds regional content such as language community website links to the application, or you can opt for the global package, which includes both of the above. For our demo, we will select the global package.

Figure 3. Package installation dialog box



When you click on the link to the package with the XPI extension, a dialog box will pop up asking for permission to install it. Since we are downloading from a reliable source, click on Install now to begin installation. The program will be downloaded from the Internet and installed automatically. If the download is completed correctly, a window will pop up with the instructions to follow.

Click on OK and exit Firefox by closing the program's main window. The next time you run Firefox, the interface will be displayed in the language you chose. You can install as many languages as you like but you can obviously use only one at a time.

1.4. Installing plug-ins

There are now many **plug-ins** that are virtually essential for browsing any modern website. The most common of these are the ones by Macromedia, which allow us to execute Flash files, the Acrobat Reader **plug-in**, for viewing documents in PDF format, and the ever-present Sun Microsystems **plug-in** for running Java programs. Unfortunately, the Firefox project cannot incorporate these **plug-ins** into its program or distribute them with it because they are proprietary applications. Obviously, GNU/Linux distributions do not usually distribute them either for the same reasons. We will see that the installation and configuration of these **plug-ins** are necessary for a completely satisfactory web browsing experience.

We will now turn then to their installation.

1.4.1. Installing the Java plug-in

You will find the Java virtual machine **plug-in** on the Sun Microsystems website:

<http://java.sun.com/products/plugin/>

containing a link to the latest version of the product. On the page of the latest version of the product, click on the blue Download button in the top right-hand corner.

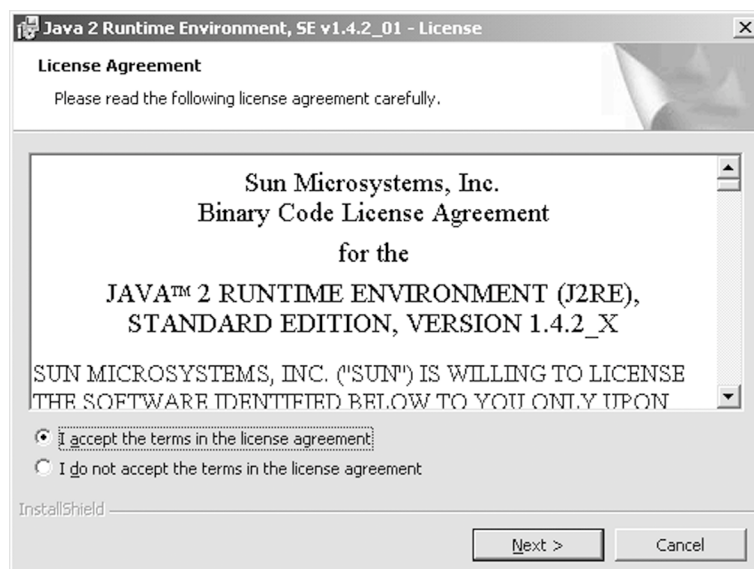
On the downloads page, go to the J2SE section and find the version for your platform.

The JRE version is simply the virtual machine used to run programs in Java. The SDK version includes programming tools besides the virtual machine. If you are not interested in developing programs in this language you will not need to install SDK.

The next step in the process is to accept the product installation licence. To do this, click on "I agree" in the lower section of the licence page.

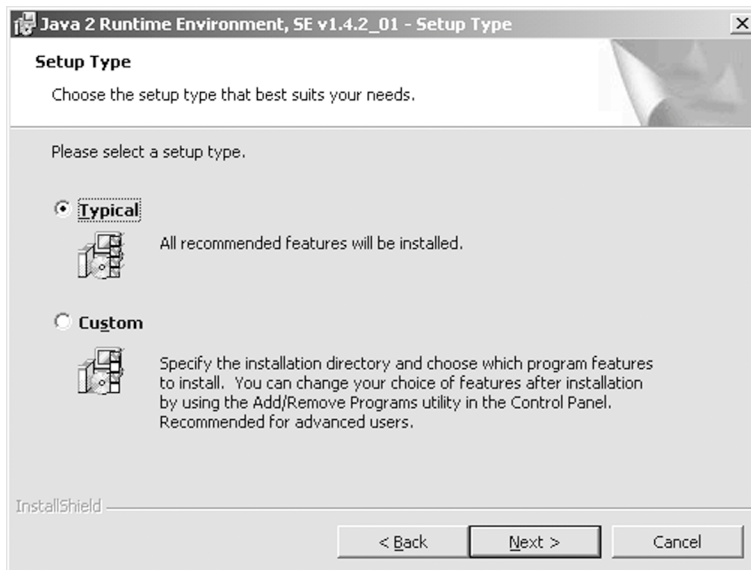
The Windows version uses Microsoft Windows Installer, so it integrates perfectly into the environment of this operating system.

Figure 4. Licence acceptance dialog box



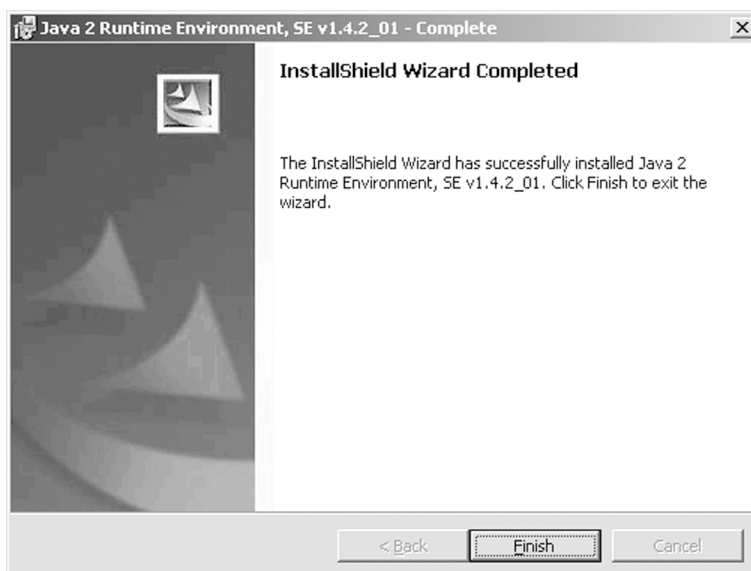
The first screen we see when we run the program is the licence acceptance dialog box. Here, you will need to read the conditions of use of the program and tick the "I accept the terms of the license agreement" option. Click on Next to continue.

Figure 5. Selection of type of installation dialog box



In the selection of type of installation window, you must choose the type of installation you require. The best option is Typical, which will install the default components. After this, click on Next to begin installation. The time that this takes will depend on whether you downloaded the full program or the installer alone. If you only downloaded the installer, the program must download the rest of the files from the Internet and this can take some time, depending on how fast your Internet connection is.

Figure 6. Final installation dialog box



The final installation dialog box indicates that the process has concluded satisfactorily. Now you simply need to restart Firefox to access all of the functionalities of the Java environment for web browsing. When Firefox is running a Java **applet**, it displays a small white icon in the system tray with the Java programming language logo, which is a cup of coffee.

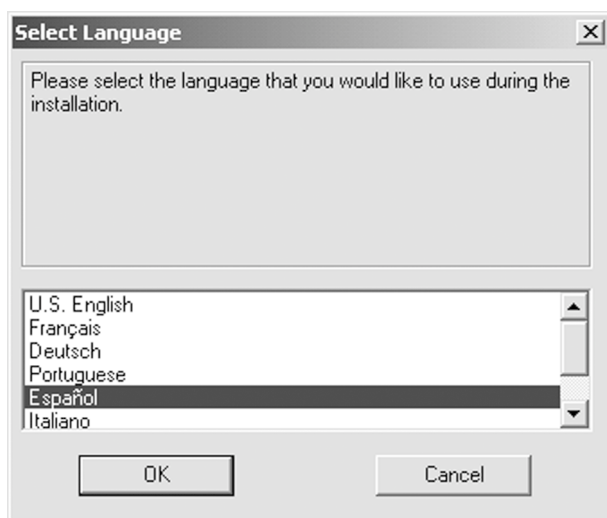
The process is very similar on the GNU/Linux platform except that text mode is used. We must accept the licence terms and then indicate the installation folder. As in Windows, we cannot download the **plug-in** alone; we need to download the entire environment with it. In the sections on other **plug-ins** we will see how this process is carried out.

1.4.2. Installing the Macromedia Flash plug-in

If you use the Windows platform, you will need to visit the Macromedia downloads site. The address is <http://www.macromedia.com/downloads/>. Here, you will need to select the Macromedia Flash Player option. When you click on it, the site will detect the version of the browser you are using and a page will appear with a link where you can download an installer program for the **plug-in**.

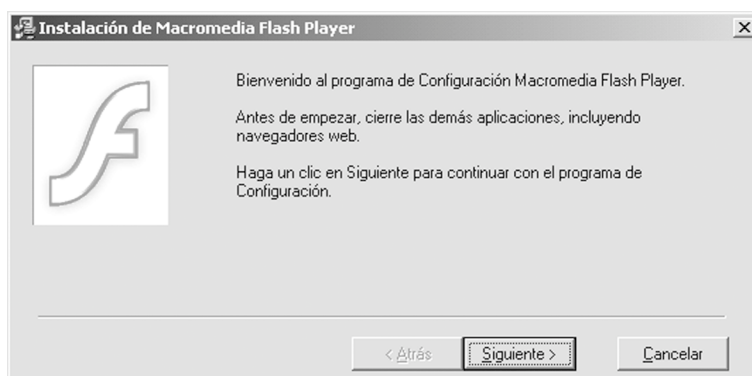
Click on Download now to save the program to your hard drive. The program takes a while to download. Once the process is complete, double-click on the program to run it.

Figure 7. Language selection dialog box



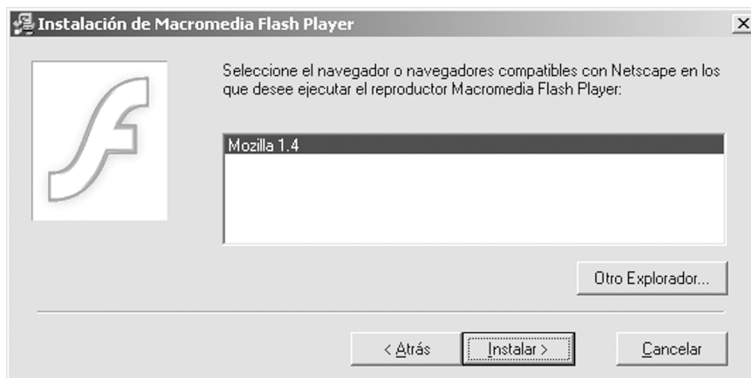
In the first screen, you can select the language you want the installation program to use. Select the language you require and click on OK to continue.

Figure 8. Welcome screen



The first screen is for information purposes only. So simply click on Next.

Figure 9. Web browser selection dialog box



This screen should automatically detect that you have Firefox installed on your system as well as the version. Otherwise, you will need to select the Other Explorer option and manually enter the folder where the program is located. After selecting Firefox correctly, click on Install.

Figure 10. Final installation dialog box



This screen indicates that the **plug-in** installation process has been completed successfully. When you close the installation application, Firefox will automatically close (be prepared for this if you need to save any information first) and the Macromedia website will appear automatically running an application in Flash.

If you are running GNU/Linux and wish to install the Flash **plug-in**, you will need to download the web package as we saw earlier for Windows. This time, instead of an executable, the file will be a zipped package that you need to download to your user folder. You should then unzip and run the installation program following the example below, where the package name is `install_flash_player_7_linux.tar.gz`:

```
# tar-xvzf install_flash_player_7_linux.tar.gz
# cd install_flash_player_7_linux
# ./flashplayer-installer
```

In this case, installation will be in text mode. If you run the program as the superuser, you can install the **plug-in** for all system users. If it is run with your privileges, the **plug-in** will be installed in your personal profile and only you will be able to use it. The program may prompt us to install the **plug-in** in the Mozilla or Netscape folder if we have or have had these two programs installed on the system or if we use a Mozilla-based browser (such as Galeon, Epiphany or Firefox). In our case, we should select the Firefox folder.

1.4.3. Installing the Acrobat Reader plug-in

To download the latest version of the Acrobat Reader **plug-in** for viewing PDF documents in your web browser, you will need to go to the following website:

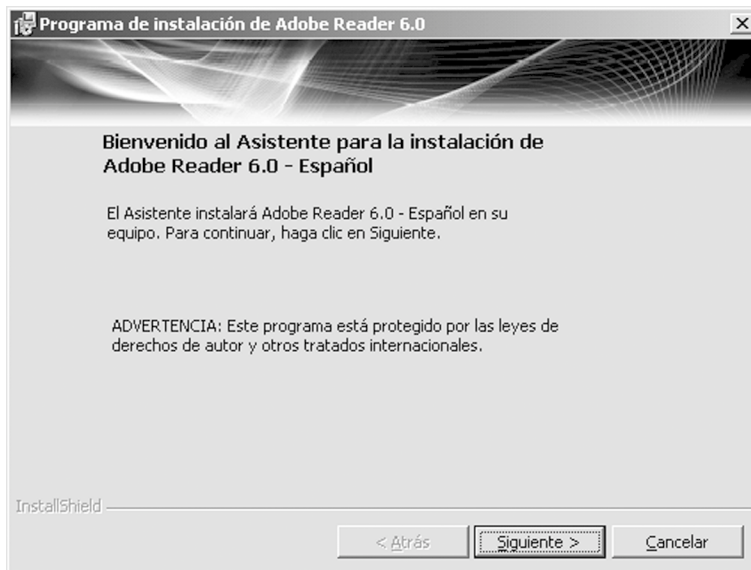
<http://www.adobe.com/products/acrobat/readstep2.HTML> and select your application language, operating platform and whether you have a broadband connection. You can also choose whether or not to download the full product. One of the more useful options of the full product is the possibility of searching for text in PDF documents. As the full product option is ticked by default, leave it as it is.

Once you have ticked and selected the required options, click on the Download button to open the Firefox downloads dialog box. Either run the application directly or save it to disk, to a location that you will be able to find easily.

When you run the program you have downloaded, Acrobat Download Manager will launch and download the rest of the files needed from the Internet. This can take a while, depending on the speed of your connection, but it will not take as long as the Java **plug-in**

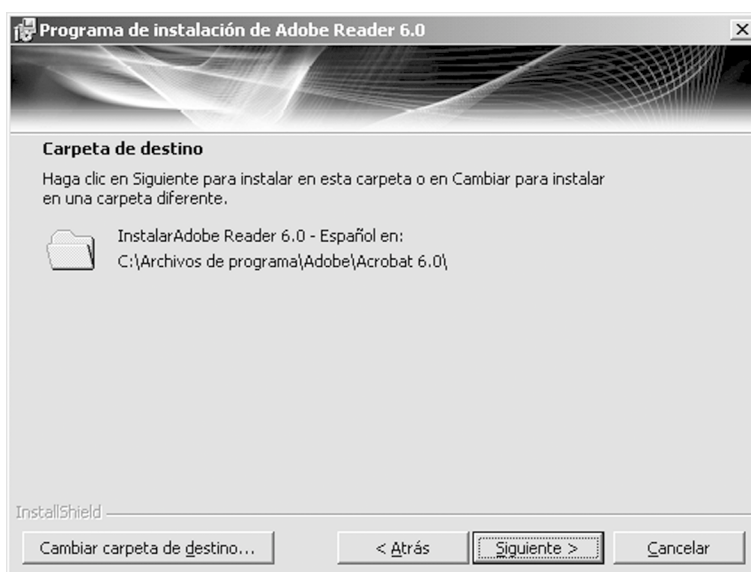
When all of the necessary files have been downloaded, the welcome screen will appear.

Figure 11. Welcome screen



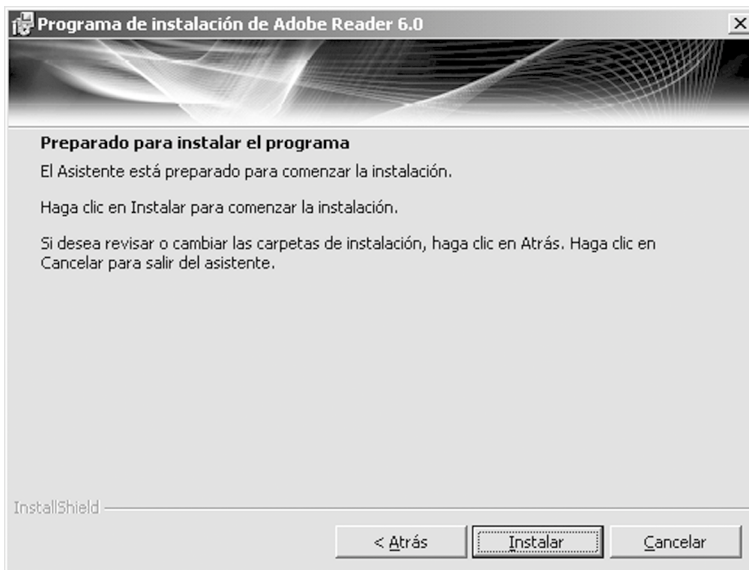
The welcome screen is for information purposes only and is not important to us. Click on Next to continue the installation process.

Figure 12. Folder selection dialog box



In this dialog box, you can select the installation folder for the application. Unless you have a justified reason for installing it in another location, it is always best to use the default folder. Click on Next to continue.

Figure 13. Review of installation settings dialog box



When you reach this window, installation is ready to begin, although you still have time to change the information you have entered before this point. To do so, click on Back to return to the previous windows. If you are sure that all the information is correct, simply click on Install to start copying the files.

Figure 14. Final installation dialog box



If the final installation dialog box appears, this indicates that installation was successful and the program has been installed correctly on the system. In this dialog box, click on the End button to exit the installation program.

If your operating platform is GNU/Linux, installation is also very similar to the installation of Macromedia Flash Player. Firstly, download the package from the website and decompress it to a folder. This time, a new folder will not be created with the name of the package; you have to create it your-

self beforehand. For instance, if the name of the file you downloaded was `AdbeRdr701_linux_enu.tar.gz`, you can enter the following in a terminal window:

```
$ tar-xvzf AdbeRdr701_linux_enu.tar.gz
$ cd AdobeReader
$ ./INSTALL
```

The program will display a text with the licence, which you must accept by typing in `Accept`. You must then specify the installation folder. To install it in the suggested folder for use by all system users, you must have superuser privileges.

2. Interface and general use of the program

The program's GUI is very similar to that of any other web browser, so you should have no problems getting to work with it. It has a browser bar, buttons and menus, the functions of which should be immediately familiar.

If you are used to much more complex web browsers, you will see that Firefox does not include the small icons usually found in the bottom left of the main application window, giving access to various functions. Firefox is a very straightforward program that has no default mail manager, address book or IRC program, but it can be built on and complemented very easily with different add-ons, browser bar and themes.

2.1. Themes

The program comes with a default grey theme called Firefox 2.0, but you can use other themes to customise your browser. It is even possible to use buttons and colours that are very similar to those of Internet Explorer. Besides the theme that comes with Firefox, you can obtain many more from the Internet.

To change the appearance of the program, go to the Tools -> Themes menu, which will indicate the options for selecting themes.

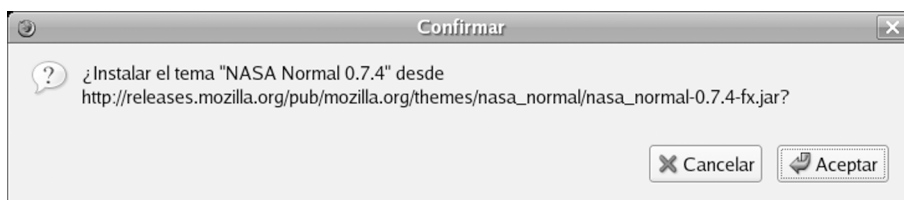
Figure 15. Theme selection preferences dialog box



If you have not previously downloaded a Firefox theme, you will only see the Firefox 2.0 theme, which cannot be uninstalled. When you select a theme, you will see how the program will look in the preview window. In the bottom of the dialog box, you will see a Download new themes link, which will take you to a website containing many different themes that you can use.

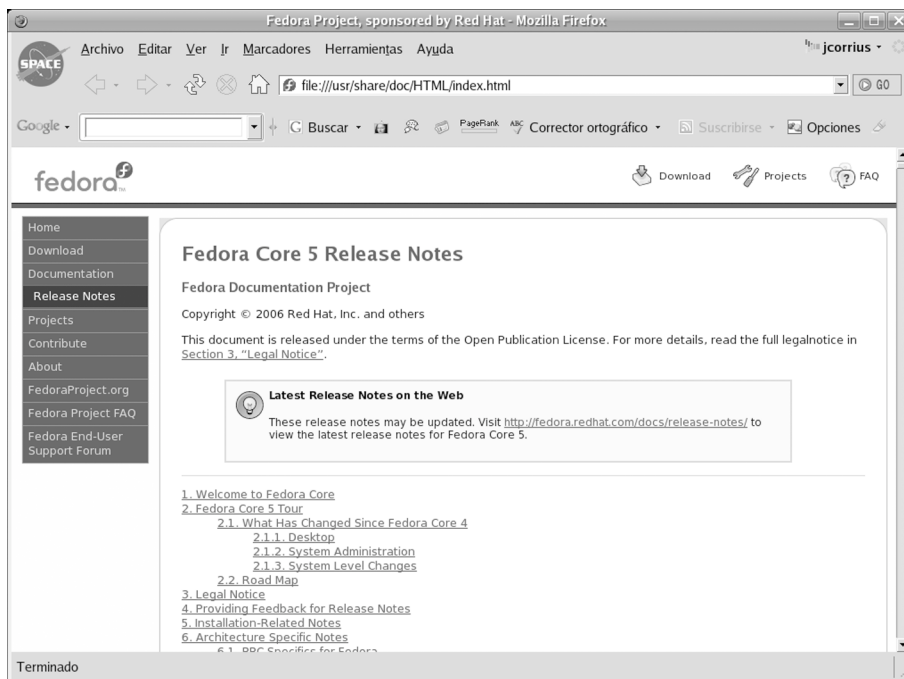
The system for installing new themes is very similar to installation of a language package but in this case the files have the extension JAR instead of XPI. An alert dialog box will appear first of all, asking whether you wish to install the theme. The software installation dialog box will then appear on the screen, indicating the progress of the installation. If installation is successful, you will have a new theme in the selection dialog box.

Figure 16. Theme installation alert dialog box



Once you have selected the theme you wish to use, you must quit the application and open it again for Firefox to adopt the new appearance.

Figure 17. Main Firefox window with a new theme

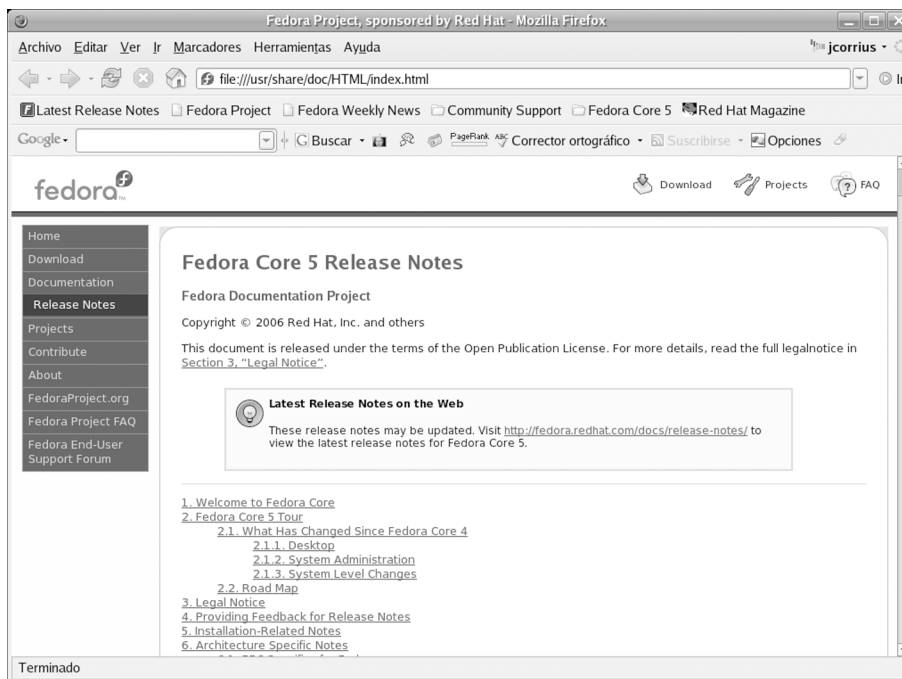


2.2. Bookmarks toolbar

This personal toolbar is used to save the customised addresses of websites for easy access to them. If it is not enabled by default, you can turn it on with the View -> Toolbars -> Bookmarks Toolbar menu option.

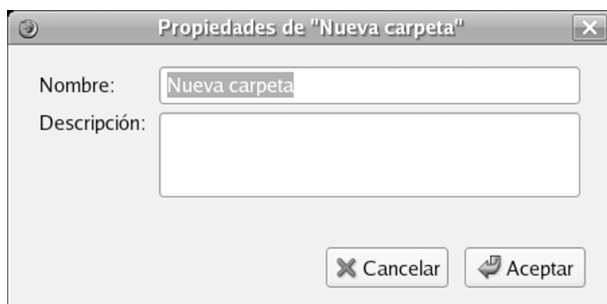
It is very useful for saving sites so that we do not need to type in the address again. It offers the same features as Bookmarks but is much easier to use. To add a site to the Bookmarks toolbar, simply select the address and drag it to the toolbar.

Figure 18. Firefox Bookmarks toolbar



We are not limited to creating direct links to websites; we can also create folders to group them into different categories. To create a new folder, right-click the toolbar and select the New Folder option. A dialog box will appear in which you can enter the name and, if necessary, a short description.

Figure 19. Folder properties dialog box

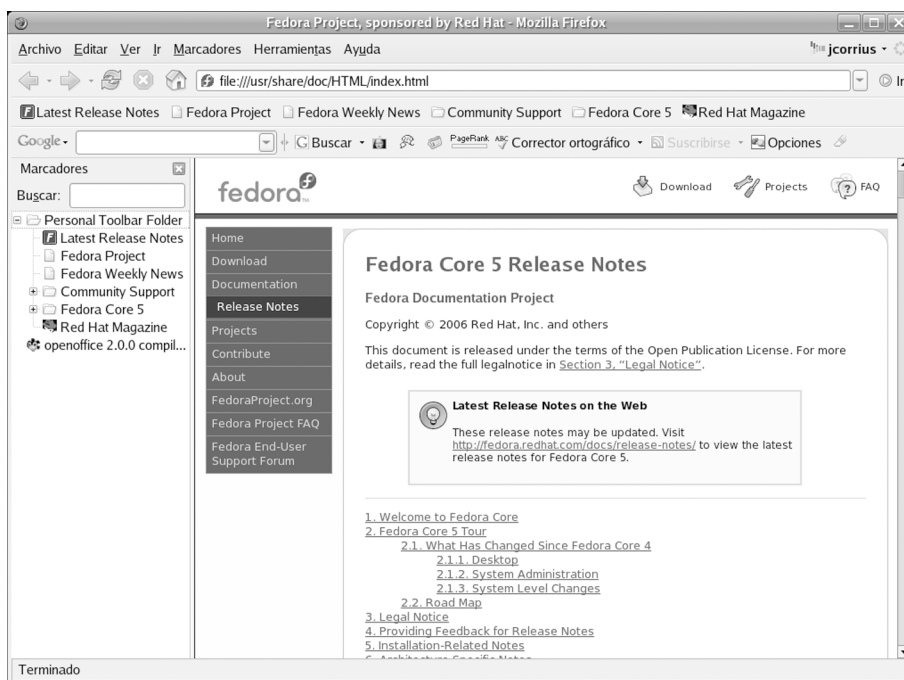


To add a link to a folder, drag the address to it as you did in the previous example. To select a link from a folder, click on its name inside the folder, which will display a drop-down list of the items that you have added to it.

2.3. The Sidebar

Although the Sidebar may initially seem a bit of a nuisance because it takes up valuable screen space, when used properly, it can be very useful. The Sidebar can display our downloads, bookmarks and browsing history and can be closed by clicking the X in the top right-hand corner of the panel. To display the Sidebar, simply select the View -> Toolbars -> Sidebar menu option. Repeat this step to hide the bar again.

Figure 20. Browser window with the Sidebar



The two standard options offered by the Sidebar are bookmarks and browsing history. The top section of the Sidebar contains a text box for quick searching within these items and, in the case of histories, a button to arrange the data by diverse preset criteria.

2.4. Web browsing with tabs

In other browsers, we can view more than one web page at a time if we open a browser window for each. One of the best features of Firefox is the possibility of Internet browsing with tabs, allowing the user to view various web pages at a time inside the same window. To open a new tab, select the File -> New tab option from the main menu or use the Ctrl+t key combination, which is the fastest way of opening a new tab.

Figure 21. Browsing with tabs



You can open as many tabs as you like in a single window. However, if you open too many, it might be difficult to work with them all so it is better to spread them out across several windows. To switch tabs, simply click on the tab title. If you right-click the tab title, you will see the various actions you can perform, such as closing the tab. It is also possible to close the current tab by clicking on the X button to the right of the tab title.

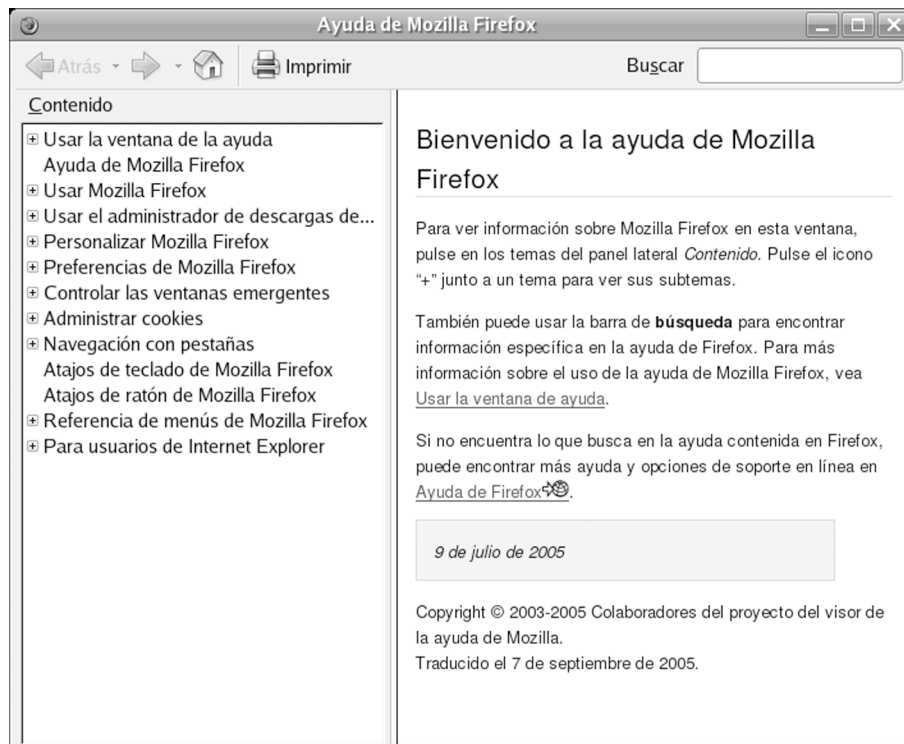
Just as we can open a link in a new window, we can open it in a new tab. To do so, right-click the link with the mouse and select the Open in a New Tab option from the context menu.

In Firefox 1.5, it is possible to drag tabs into the main window for better organisation. To do this, simply click on the tab title and hold down the left mouse button as you drag the tab to the desired location.

2.5. Help

The Firefox browser free software project is one of the best for documentation. You can access this general information from the Help -> Help Contents menu option and there is also a Help button in most windows and dialog boxes. The Help is very thorough and you will almost certainly find the answer to your questions here.

Figure 22. Main Help page



3. Basic browser configuration

We will now look at the program's configuration and customisation tools. We will deal specifically with determining the behaviour of the browser, web searching and the management of the different types of file we can find while browsing the Internet. This section will deal with the basic configuration of the program and look only at the most important options. The next section will focus on everything that concerns web browsing security.

All of these options are grouped into a series of windows in Preferences. Those of you who remember previous versions of Mozilla or Netscape will see that this dialog box has been greatly simplified. To access these options, go to Tools -> Options.

Figure 23. Browser preferences window



We can customise the following options in this initial preferences window:

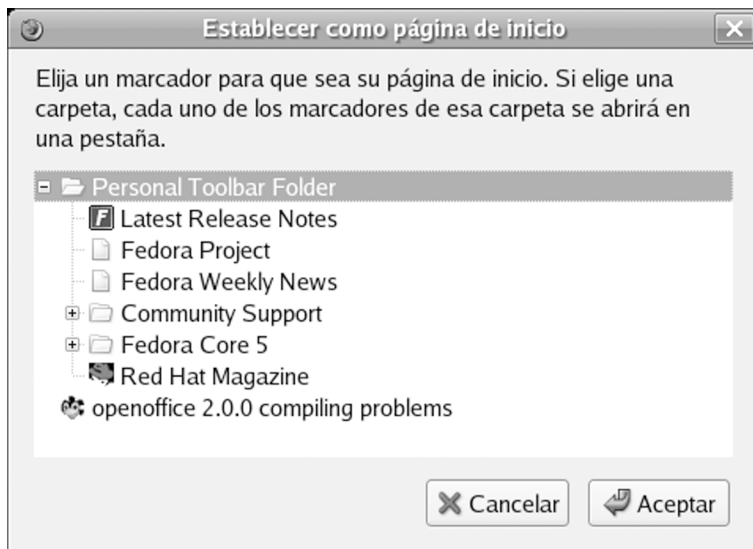
Home page

In the text box, we can select or type in the page that will be shown by the program for each of the following actions: when Firefox is launched, when a new window is opened and when a new tab is created. This is also the page

that will appear when you click on the Home page button. This gives us greater flexibility when it comes to customising our browser behaviour. The available options are as follows:

- **Current Page:** If you check this option, Firefox will open at the last page you visited. For privacy reasons, if you share your computer with other users, it is important to check the selected page because the other users will see the last page you visited and it may contain confidential information. If you have more than one tab open, Firefox will open as many tabs as are open, using their current addresses.
- **Bookmarks:** Here you can select a web address from your Bookmarks folder to replace the page indicated as your home page in the Address text field.

Figure 24. Bookmark selection dialog box



- **Blank Page:** If you check this option, the program will not display a page, so the new window or tab will be opened instantaneously because there is no need to wait for a page to load before you can start using the browser.

Default browser

The button in Default browser makes Firefox the default system browser. The following options are available here:

- **Check to see if Firefox is the default browser:** Every time you launch the program, Firefox will check to see whether it is the system's default browser. If it is not, a dialog box will appear asking you whether you wish to make it the default browser.
- **Check Now:** When you click on this button, Firefox will immediately check to see if it is the default web browser for the system.

Connection

For obvious security reasons, many companies block Internet access from their networks. This means that third parties cannot access important information in the company network from other computers. This protection uses a proxy server or firewall.

If your company has a firewall or your Internet provider needs one, the browser may need to go through a proxy server to connect to the Internet. You can configure this using the Settings button under Connection.

Figure 25. Internet options configuration dialog box



The options offered in this configuration dialog box are:

- **No proxy:** this is the default option for the program, indicating that we do not want to use a proxy to connect to the Internet.
- **Auto-detect proxy:** If the network is configured with automatic proxy settings (using a configuration file), we can select this option. This means that we will not have to update the settings if the network configuration changes.
- **Manual proxy configuration:** If there is only one proxy for connecting to the Internet, type the address in the appropriate text box. It is also possible

to enter a different address or port for each of the available services if greater flexibility is required in the configuration settings.

3.1. History

Figure 26. History preferences dialog box



The history preferences dialog box is used to customise the behaviour of Firefox for the pages we have visited. The following fields can be customised:

- **Browsing history**

The history file contains all the addresses visited over the last few days. We can access these from the Sidebar or by using the Ctrl+H key combination.

In the text field, you can enter the number of days you wish to keep the visited pages for. To delete the record, click on Clear history.

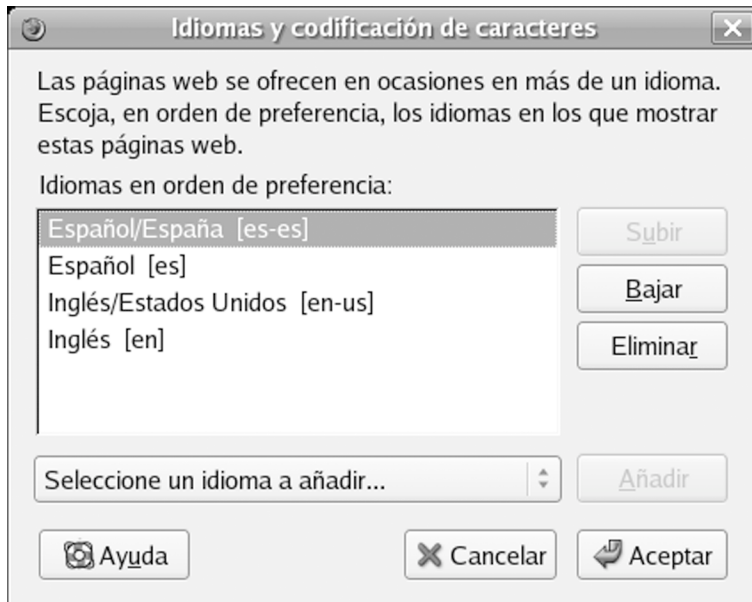
- **Address bar history**

The address bar also has a mini-history of the last pages visited, although it is much less exhaustive than the main history. However, as you start to write a website address in the address bar, Firefox will display the last pages visited that match the address you are typing. So, if you always visit the same pages, this feature offers very easy access to them. To visit one of the suggested pages, click on the address in the drop-down list.

The Clear addresses button is used to delete this history so that the above suggestions are not displayed.

3.2. Languages

Figure 27. Language preferences dialog box



The next section, Languages, is used to select the language in which you would like websites to appear, when a site offers versions in different languages. The websites of leading companies normally have these features. If the page is only available in one language, these options will have no effect.

- **Languages for websites**

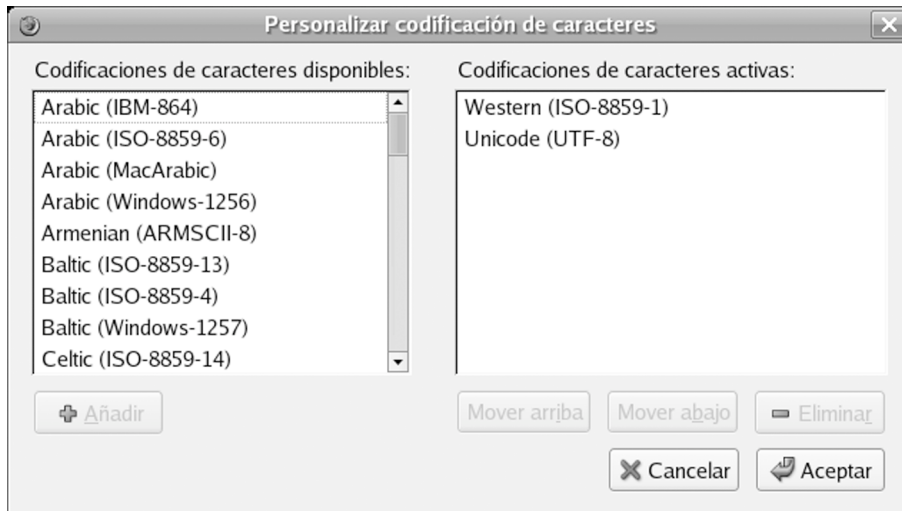
By default, the program uses US English. If you want to enable more languages, click on the Add button. This action will open a dialog box in which you can select your preferred language, or you can enter its ISO code in the text field. The languages are organised by order of preference, so, for example, if you want websites to be displayed in Spanish first and then English, select Spanish and move it to the top using the Move Up button on the right-hand side of the dialog box.

- **Character encoding**

Character encoding determines text decoding. In general, the default encoding will be correct and it will not need to be changed. This is the place to go when, for instance, certain letters appear as question marks or funny symbols as this tells us that the character set is incorrect.

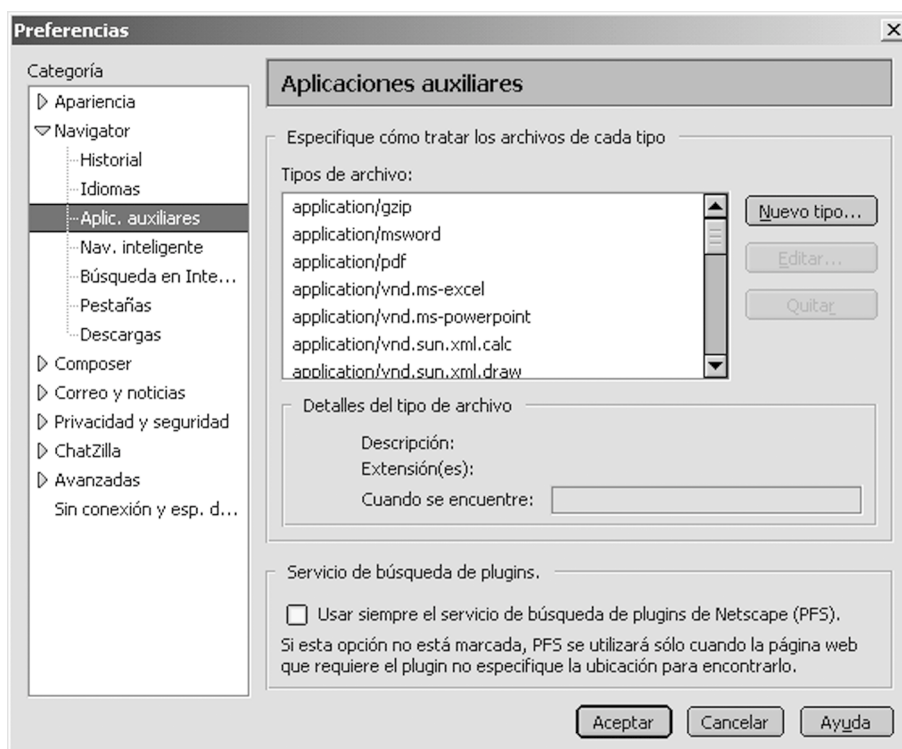
To change the default browser character encoding, go to Tools -> Options -> Content -> Font and Colours -> Advanced and select the default encoding.

Figure 28. Dialog box for default encoding selection



3.3. Accessory applications

Figure 29. Dialog box with the accessory application preferences



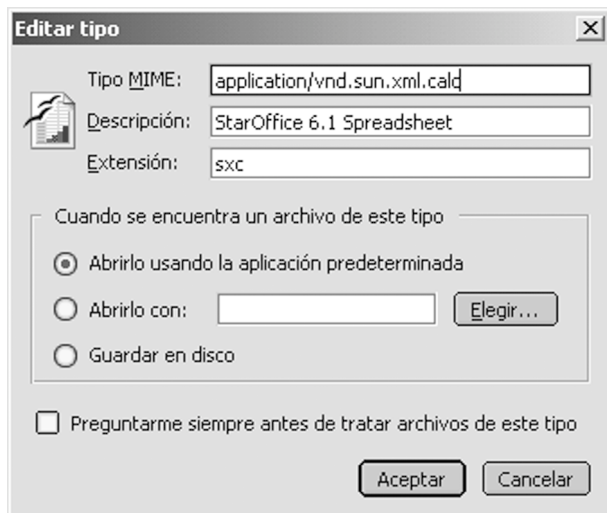
In this dialog box, you can specify the accessory applications. We can come across several file formats on the Internet that Firefox cannot open alone, such as audio tracks in mp3 format or video files. In these cases, the program calls up accessory applications, which display or run these files for us.

There is normally no need to change any of the options in this window because the program will prompt you to indicate which program you wish to use to open a file in an unfamiliar format to Firefox. However, it can be useful if you want to enter new formats to be automatically opened without being prompted or, more importantly, if you have made a mistake. Imagine that you

want to open an audio file and mistakenly tell the program to use the system notebook (for instance, gEdit) to open it. From this point on, Firefox will always open this type of audio file with the selected program. You can change this behaviour in this setup window.

To change an existing type, first select it and then click on Edit. A dialog box will appear with a number of fields, as shown below:

Figure 30. File type editing dialog box



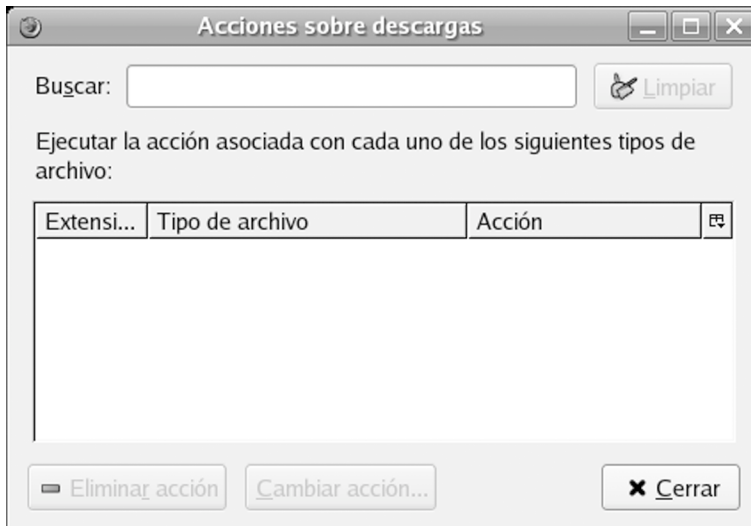
The features of the file type are displayed in the upper part of the window. Each has a specific MIME.

MIME is the abbreviation for **Multipurpose Internet Mail Extensions** and is a standard for displaying e-mail message content. For example: text/plain for text or image/jpeg for a JPEG image.

There are websites on the Internet with lists of all available MIME types. To create a new type, you will need to consult these lists to find out which type corresponds to the extension. However, this is a very advanced topic that will not be dealt with in this module.

Click on the Change Action button to specify the default behaviour of the browser when you have one of these files. A new dialog box will open with a list of options:

Figure 31. 'Change Action' dialog box



- **Open using the default application**

If you select this option, the file will be opened with the default system application. Thus, it would open in the same way if, for example, you clicked on it while using Nautilus.

- **Open with**

If you want Firefox to open the file in another application not included by default in the system, click on Select to find the path for the application you wish to use.

- **Save to disk**

If you select this option, the file will be downloaded to your user folder and you will have to open it manually.

- **Always ask for files of this type**

If this option is checked, the program will always ask which action to take regardless of what was entered in the previous fields.

3.4. Tabs

Figure 32. Tab preferences dialog box



We have already looked at basic tab browsing. In this dialog box, we will see how to configure some of its features. At the top of the dialog box, we see that the options for opening an external link from another program using Firefox as the default browser are:

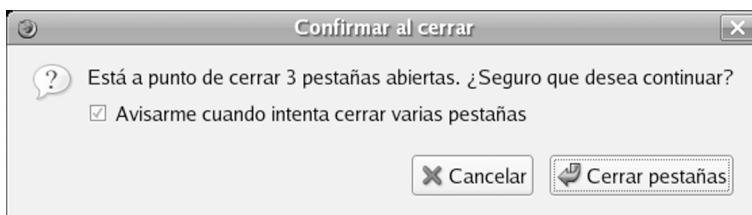
- **A new window:** The external browser link will open in a new window.
- **A tab in the current window:** The external link that we clicked on will open in a new tab in our window and will be automatically added to the existing tabs.
- **Current window/tab:** The web contents of the external link will replace the contents of our current window or tab, meaning that the previous contents of the browser window will be lost.

This window also offers advanced user options. Let's look to these individually:

- **Force links that open in a new window to open in:** This option enables us to change the default behaviour of windows that open in a new window when we click on them on a web page. When this option is checked, we can indicate whether these windows should open in the current window or in a new tab rather than a new Firefox window.

- **Hide the tab bar when there is only one tab in the window:** When this option is checked, the tab bar disappears when the window only has one tab open. This is the default behaviour of the tab bar.
- **Select new tabs opened from links:** If this option is selected, Firefox will change the new tabs opened from links into active tabs. If this option is not marked, the active tab will always be the current one when we open a new tab from a link.
- **Warn me when closing multiple tabs:** If you try to close a window containing more than one open tab, Firefox will display a warning message.

Figure 33. Warning message when closing a window with multiple tabs.



3.5. Downloads

Figure 34. Downloads preferences dialog box



The downloads dialog box can be used to customise the behaviour of Firefox when downloading programs from the Internet.

There are three options for this feature:

- **Download folder**

We can tell Firefox to either always save our Internet downloads to the same folder (user desktop by default) or to ask us each time where to save the file being downloaded.

- **Open download manager**

If you mark this option, the download manager will appear when downloading begins. The download manager can be used to pause and restart a download in the same session provided that the server supports this.

- **Download actions**

Here, Firefox can be configured to perform a specific action after downloading a given type of Internet file. This is a very convenient option but we need to be very cautious with it (particularly if we are Windows users) because some file types can be Trojan Horses or viruses that can put the security of our system at risk.

3.6. Advanced

Figure 35. Advanced preferences dialog box



The advanced preferences dialog box has a number of tabs with different functions covering three broad areas: General, Updates and Security. We will now look briefly at each of these areas.

- **General**

This section is used to customise accessibility, browsing and language preferences. The accessibility options, designed particularly for individuals with some form of disability, allow us to select text using the keyboard instead of the mouse and to automatically perform text searches in a page when we start typing, without the need to tell it to do so first.

The configurable browsing options are used to indicate whether to adjust images displayed in the browser to fit the screen and the different types of scrolling to use for navigating around the window contents. Finally, the language selection section is used for selecting website languages, which we dealt with in detail earlier.

- **Updates**

The updates tab is used to configure diverse aspects of Firefox updates, which are installed automatically by default. It is a good idea to leave this as automatic because it will install all program security updates without the need for user intervention. This means that we will always be protected.

Figure 36. Advanced update preferences dialog box



- **Security**

Figure 37. Advanced security preferences dialog box



The advanced security preferences allow us to indicate the secure web protocols we wish to use while browsing the Internet and to operate with our security certificates. We will deal with all this in the next section, which discusses how to configure Firefox for the most secure browsing experience.

4. Privacy and security in Firefox

This is an important aspect that needs to be taken into consideration when choosing a common tool for Internet use. Browsers have become essential tools of any computer environment. However, they are also one of the biggest threats to user security and privacy.

Firefox is generally a very secure web browser, both in GNU/Linux and in proprietary environments like Windows. Rather than list the technical details of its security features or dwell on the astounding loopholes detected in Microsoft products in the past, we would do well to note that computer "pirates" mainly seek out holes in common products and that the vast majority of users currently use Internet Explorer and Outlook.

The default configuration of the program shows how all of these aspects have been taken into account. We need to be aware that absolute security does not exist and the ultimate responsibility for this lies with the user. This section will look at the security features and options of Firefox.

4.1. *Cookies*

Of all of the elements affecting privacy, **cookies** are usually the biggest concern for users. **Cookies** do not pose security risks because they are simply small text files containing information. In most cases, they actually make web browsing easier for users because they remember the pages we have visited, the options we have chosen etc. For example, if we are registered users of the Amazon site, **cookies** remember who we are so that, every time we connect to the site, we are given tailored information on offers based on our tastes and hobbies. However, **cookies** also allow companies to compile statistics on how we use the Internet and what pages we visit, without our knowing it.

We can access the program's **cookie** options through the Tools -> Options... -> Privacy -> Cookies menu option.

Figure 38. Cookie preferences dialog box



For ease of browsing, we will need to accept **cookies** on all websites. If we do not, we might not be able to access all of their features or enter certain sections. For increased security, we can check the Accept cookies option, which will generate a dialog box asking whether or not we want to accept the cookie in question.

Figure 39. Cookie acceptance dialog box



If you think the asking option will work best for you, check the Use this option for all cookies on the site option so that the program asks us just once for each website we visit.

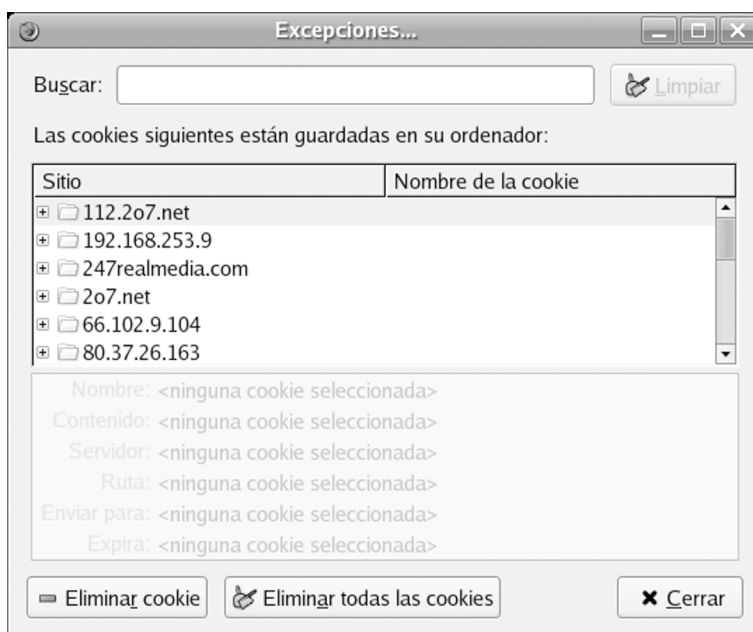
The program offers different options for the use of cookies , depending on our browsing needs and habits. A foolproof way of visiting websites without being asked anything is to uncheck the "Warn me before accepting a cookie" option and to check Limit maximum life of cookies to: - current session. This means that our system will accept cookies and store them on our hard drive but that they will all be deleted when we close the program. This will ensure access to all websites but the data will only be saved for the current browsing session.

Although they may be useful to some users, it is not generally a good idea to use the Only accept cookies originating from the same server as the page being viewed and Enable cookies based on privacy settings options because they are affected by factors that we cannot always control. These properties can allow access to most websites but this may not always be the case. It is best to use one of the options described at the start.

If you are an advanced user or simply prefer only certain sites to store your data (for example, an Internet banking site where you have an account), you can use the **cookies**. If you are visiting a site where you want to block or allow the use of **cookies**, simply select the relevant option from the Tasks -> Cookie manager main menu option.

For a more advanced setup, you will need to access the **cookie** manager per se, either by clicking on the Show cookies button in the preferences screen or by using the menu option: Tasks -> Cookie Manager -> Manage stored cookies.

Figure 40. Firefox Cookie Manager dialog box



This window is used for very detailed customisation of the **cookies** we wish to keep on our computer.

4.2. Images and banners

Another of the program's features is that it allows us to block advertising images in the Options menu, although it is not directly available through the Security section. You can access these settings from the Tools -> Options... -> Content menu option.

Figure 41. Content options dialog box



We will now look at the available options.

- **Display images**

As one might well imagine, unchecking the Display images option blocks all graphic content from the Internet. To display images, you will need to right-click on the frame of the same name and select the Display image option. You can use this feature to browse in text mode. However, in this day and age, there can be no doubt that the best option for surfing the Internet is Display images, as this will allow us to view all graphics without restrictions. The alternative option of displaying only images originating from the server can be very effective if we wish to avoid displaying advertising banners but some servers, particularly those with a great demand for pages, store copies of images on other servers. This means that we would be unable to view them automatically. Later on, we will see how to block images from specific servers.

- **Only display images from the original server**

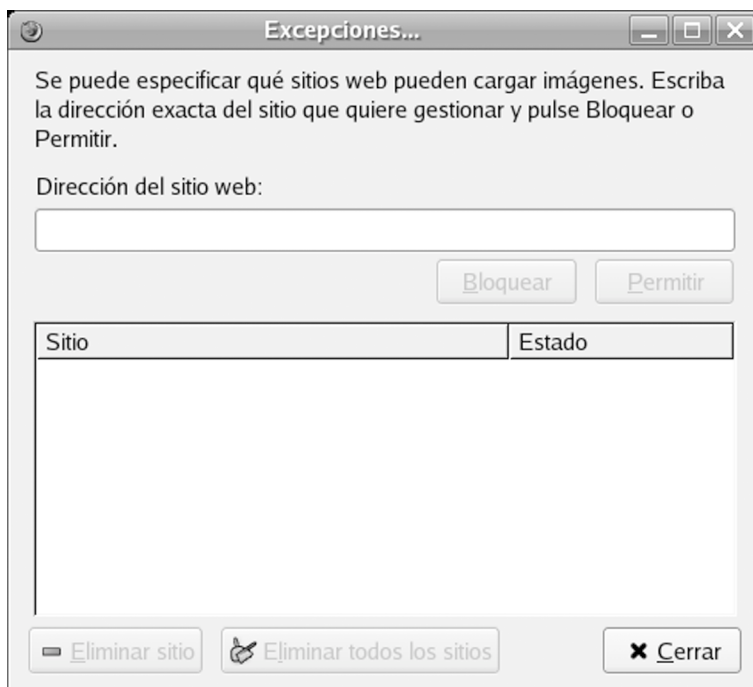
Although we will not dwell here on the e-mail program, this is a very important option because it redirects a lot of junk mail. If you use Thunderbird to read your e-mail, it is almost essential to check this option because many junk mail messages are written in HTML format. In this format, invisible one-pixel images can be incorporated that contain identifiers for our e-mail address. If we open the message and the remote image is loaded, the person sending us

the message knows that the e-mail address is correct and that we have read the message, meaning that we will receive more junk mail. This option only blocks remote images; it does not block images on the page that we have opened.

Recently, there has been a rise in the number of viruses and Trojan Horses that use images as their method of propagation and we are at even greater risk if we use Windows. It is therefore important to mark this option in web browsers too, rather than just in e-mail programs.

As these rules are very general and we probably require much greater image blocking flexibility, Firefox gives us a tool to customise all of this. To access the Image Manager, click on the Exceptions button to modify image blocking for specific websites.

Figure 42. Firefox Image Manager dialog box



The Image Manager lists the websites for which the program will load images. To delete a site from the list, highlight the name and click on the Delete site button.

The quickest way of blocking all images from a given server is to right-click the mouse on one of its images and select the following *option* : Block Images from this server.

Bear in mind though that this will block the entire domain. For example, if we block images from a personal page in the `www.geocities.com` domain, we will effectively block all images from this domain and we probably do not want to do so. On the other hand, we will often find that advertising images always

come from the same domain and this feature will prove very useful in this respect. To quickly block images from a server, simply right-click an image and select Unblock Images from this Server.

4.3. Popups

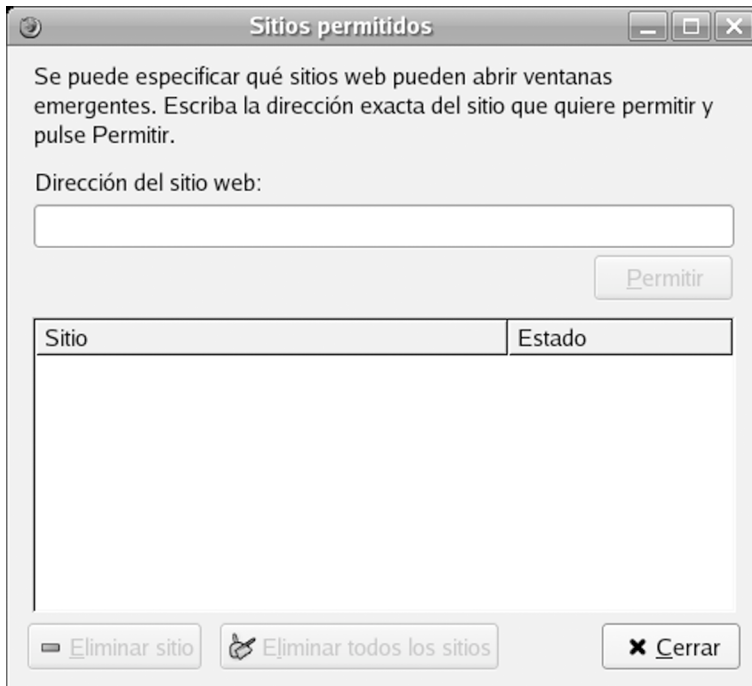
Popup windows are probably one of the most irritating items that Internet users come across while browsing. The worst offenders are those that appear when we close a window. This section will cover the Firefox tools designed to rid you of these nightmares. Obviously, there may be new techniques for opening pop-ups that Mozilla still cannot block. You can display the program options using the Tools -> Options... -> Content menu option.

Figure 43. Content options dialog box



In this dialog box, select the Block popup windows option (the default configuration in the program). This will enable popup blocking and automatically notify the user when the program is blocking a popup. This is important as Firefox may block popups that are not advertising. Some websites use them to gain users or to allow programs to be downloaded from other servers. If you are on a site and click on a link where something should happen and nothing does, check the Firefox bar to see whether it has blocked a popup. If this is the case, an icon with an exclamation mark on an orange background will appear in the bottom right of the window. If you double-click this icon, the program's Popup Window Manager will launch and you can add the site to those allowed to use popups. All popup windows are blocked by default so you will need to specify exactly when you want a site to display popups.

Figure 44. Popup Manager dialog box



After giving permission, you will need to load the page again for the new properties to take effect.

4.4. Passwords

The use of passwords to access certain Internet services or content (for instance, newspaper content or free e-mail accounts) is increasingly common. If, as recommended, we use a different password for each one, we may find it difficult to remember them all. However, it is more risky to use the same password for all of them because if it falls into the hands of a malicious user, they could use it to access all of our data.

If you are going to have problems memorising them all, you can use the Firefox Password Manager. To enable this option, go back to the program's preferences dialog box. The path is: Tools -> Options... -> Security -> Passwords.

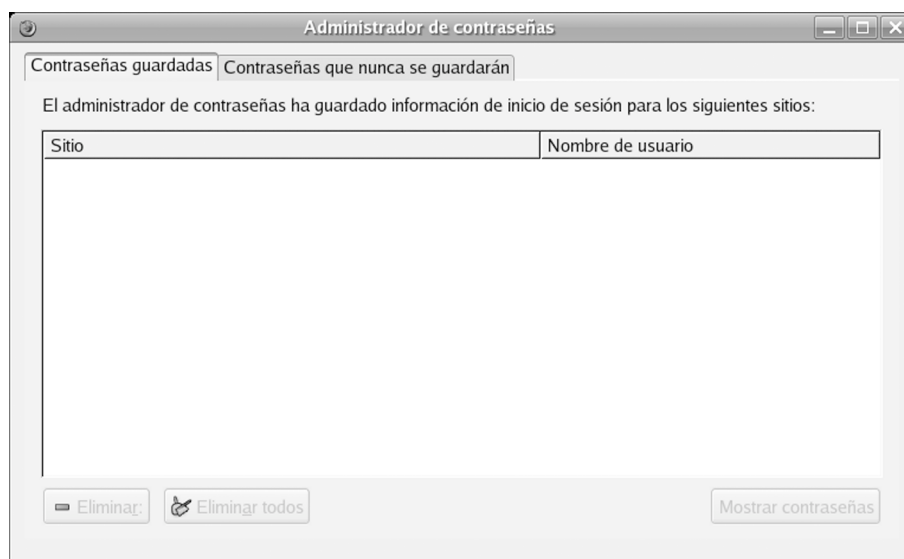
Figure 45. Passwords preferences dialog box



If you want the program to save the passwords, you will need to check the Remember passwords option. By default, Firefox uses encryption to store confidential information in order to enhance password security. As a result, you will need a master password to access the data. We will look at this now.

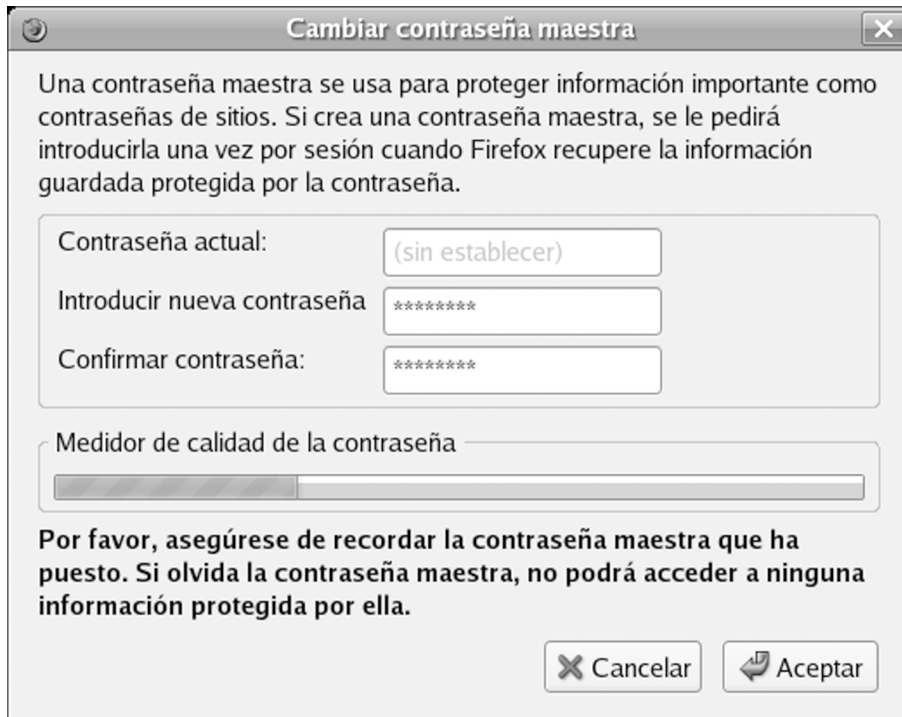
Firstly, you must go to the Master Password dialog box. If you are in Password Preferences, simply click on the Master Password button to the right of the window.

Figure 46. Master Password preferences dialog box



Once inside this window, click on the Change Master Password button, which will open a dialog box where you can enter your password. One very useful feature of this dialog box is the password quality meter, which indicates the reliability of our password.

Figure 47. Master Password dialog box



There are a few basic rules to bear in mind when choosing a password. The first is that it should be easy to remember. The second is that we should not use words that can be easily related to us (such as our own date of birth or the name of our dog). It is important to use a combination of letters, numbers and symbols. When these elements are added, the deciphering difficulties increase exponentially. The password quality meter bar will give us a rough idea of this difficulty.

We need to take special care with this password because a malicious user could access all of the other passwords saved by Firefox.

After entering the password, click on OK to save it.

It is only natural to be wary about saving all of our passwords in Firefox, considering that it is a computer program that connects to the Internet and is hence vulnerable to computer attacks. Absolute security does not exist but the system used to save them by the program, with encrypted data and a variable profile folder, is much more secure than the one supplied by default in Microsoft's Internet Explorer.

4.5. Scripts and plug-ins

One of the basic features of the Internet today is its use of JavaScript and **plug-ins**, such as Macromedia's popular Flash Player, to increase the usability and attractiveness of web browsing. But because nothing is perfect, all of these improvements could seriously compromise the security and privacy of Internet users if they are not adequately controlled. We will now look at the tools offered by Mozilla for their control.

To access these options, go to Edit -> Preferences...-> Advanced -> Scripts and plug-ins, which will bring up the following dialog box:

Figure 48. Content options dialog box



The options offered here are:

- **Enable Java**

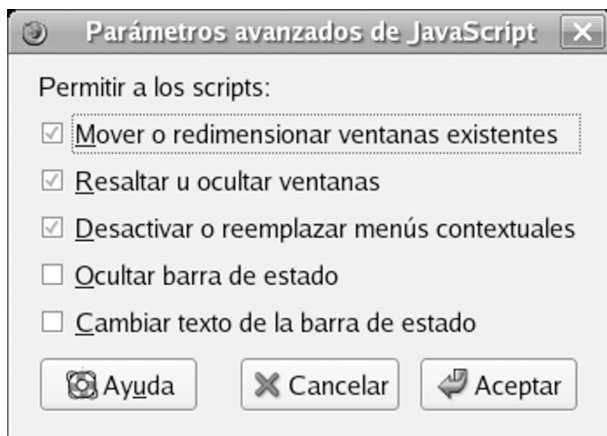
The Java virtual machine can be very useful for sites with advanced content, such as dynamic maps created by users or other complex web applications. Java programs that come from known websites are generally quite safe and do not usually cause security problems. Nonetheless, if you never visit sites that use Java, it is best to turn it off, just in case. It is important to disable whatever you do not use.

- **Enabling Javascript:**

For satisfactory web browsing, you must enable the Javascript option because it is a language used by most Internet sites. However, this option should never be enabled in an e-mail program. Javascript code can be used in a message to send data to a server in a similar fashion to invisible images in junk mail. There is no use for Javascript in a normal e-mail message. No friend would send us an e-mail with Javascript in it.

If you want to further customise your control over Javascript for, although necessary, it can be used to bother the user with advertising, click on the Advanced button to configure its behaviour.

Figure 49. Advanced Javascript options dialog box



For security reasons and particularly for the bother it can cause, it is best to uncheck the Move or resize existing windows, Raise or lower windows and Hide the status bar options. In contrast, it is important to allow the creation, modification and reading of cookies, so we should select the Create or change cookies and Read cookies options. The other options will depend on the individual user but they will not have a direct impact on security.

4.6. Digital certificates

Digital or electronic certificates are an increasingly important aspect of security. In an Internet environment, these documents serve to verify the source of the displayed data. In other words, they are used to check that the issuer of the data really is who they say they are. We can therefore think of it as an identity card allowing us to identify ourselves on a network.

Security certificates can also be used to sign or encrypt e-mail messages but we will look at this later. We will focus exclusively on the web environment here.

We can obtain a personal certificate from a CA (certification authority). These organisations must have the authority to issue this type of certificate. Different types of certificate are available depending on their purpose, but it is usually fairly easy to obtain one for purely personal reasons. If you need a

company certificate, the process tends to be far more complicated. The most widely known certification authority is VeriSign Inc, whose website is <http://www.verisign.com/>, but there are many others too.

4.6.1. Secure websites

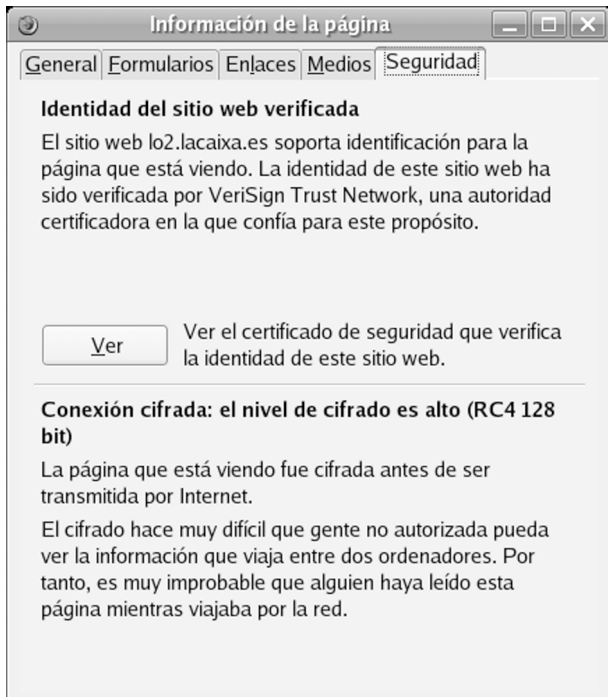
In the web environment, certificates are used for visiting websites securely. If you look at the address of these sites, you will see that it begins with `https://`, rather than `http://`, indicating that we are on a secure site. When this happens, the colour of the address bar in Firefox turns bright yellow.

A much easier way of checking this is to observe the padlock icon displayed in the status bar in the bottom right of the main window. It is very important to know the meaning of the different positions of the padlock icon.

- A closed padlock icon means that all data sent between the server and our web browser are encrypted.
- An open padlock means that communication between the server and our web browser uses data that are not protected.
- If we see a broken padlock on a red background, this means that not all of the elements of the page were received as encrypted although the page containing them is marked as encrypted.

For more information about the status of the page, click on the padlock icon to display a dialog box containing information about the page in the security tab. You can also access this information from the Tools -> Page Info -> Security menu option.

Figure 50. Dialog box displaying security information for a page



The top section of the dialog box indicates whether the website to which the page belongs has been validated and which authority has certified it. Click on the View button to see the full details of the certificate.

In the rest of the dialog box, we can see whether the contents of the current website are encrypted and to what level. There are different levels of encryption, offering varying degrees of security.

Summary

This unit on the popular Firefox web browser has looked at various aspects of its installation and configuration and described key elements that can be very important when using the tool. Throughout, the approach has been to provide an introduction to Firefox, rather than to web browsing, so we have not covered basic aspects that we believe students will already be familiar with.

We have seen the process for installing the program and the different plug-ins that make web browsing much more attractive, since this is one of the big usability problems faced by users who use programs not developed by Microsoft and the software giants that only support Internet Explorer and Outlook Express.

Another key area that we have looked at in this unit is data backups. Users do not normally pay attention to this but we consider this information essential if users are to be able to use the program comfortably and with peace of mind.

We have looked in detail at the program's security and its configuration, since we consider this one of the most important aspects that need to be underlined in Firefox and all free software in general.

Novell Evolution. E-mail manager and personal information manager

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Introduction

We have already seen Firefox work and how its parent program Mozilla and cousin Thunderbird allow it to be used for everyday e-mail purposes. This unit will look at one of the leading free software programs: Novell Evolution, Novell since the multinational bought out Ximian, the company that created the product.

Evolution is not just an e-mail manager; it is a complete and attractive environment for managing information and group work that is very similar in appearance to the popular Microsoft Outlook, though for free software environments and UNIX in general. One of its most interesting features is the possibility of working with a Microsoft Exchange server, a widespread phenomenon in business IT environments nowadays.

In recent years, this program has been gaining ground as the default mail manager for most commercial distributions of GNU/Linux to the detriment of the Mozilla mail manager and Thunderbird, which are two very good products. This should give us an idea of the importance of the product we will be looking at over the next few pages.

This unit will also look at the program's vast group work capabilities along with its powerful contact management and capacity for organising everyday tasks.

Because of its importance in business environments, Evolution is among the fastest moving free software programs. This unit will look at the basic program, for which we can use any version, although we would recommend using a sufficiently updated version.

The main aims of this unit are:

- 1) to explain how to install and configure Novell Evolution on our GNU/Linux platform,
- 2) we will study all of the features of the program's e-mail manager in detail, from the most basic to the most advanced, and
- 3) we will also learn how to use the schedule and contact manager for organising group work.

1. Installation and setup

Most modern distributions of GNU/Linux already come with a customised version of the product (which now forms part of the GNOME desktop) installed on our computer in the standard installation of the distribution. Nonetheless, we will describe the installation process, which is very quick and easy.

For automatic installation, you must have a supported version of a GNU/Linux distribution. You should find this out from the Novell support pages but if you have a modern version of Red Hat, SuSE or Mandrake, you should not have difficulty installing it like this.

Then, you will need to connect to the Internet and type the following command in a terminal window as a superuser:

```
wget -q -O - http://go.novell.com |sh
```

After the Novell Desktop installation has launched, go to Novell Desktop Core Environment in the component selection screen and uncheck all available options except for Evolution. If you do not have a supported distribution and want to install a more recent version or product development, you can download the GNOME CVS program source codes and compile it yourself. However, you will probably already have the program installed with your distribution. If not, you can install it very easily with the tools available, such as apt-get for Debian-based distributions or yum in distributions based on Red Hat.

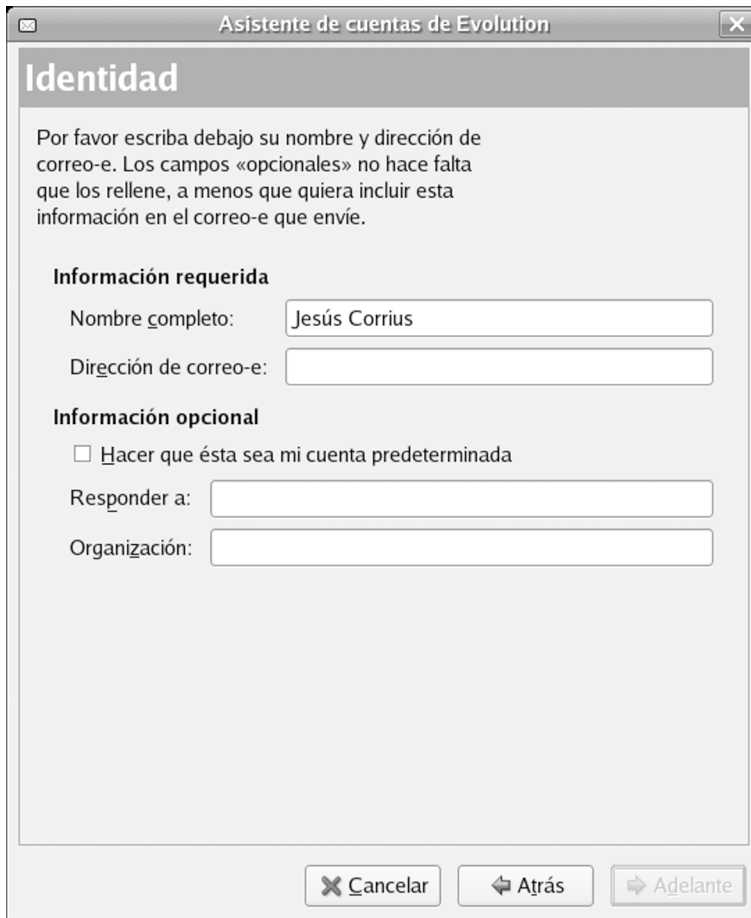
Once the Novell Evolution program is installed, you can launch it from the desktop panel menu or the command line by typing in "evolution". As with most programs, we can access the full list of options that we can add to the program by entering "man evolution" or "evolution -help".

When we use a program that allows us to save sensitive information, it is always very important to know where this data is located so that it can back them up. In this case, the program creates a folder called evolution in our user folder. All of the data saved there is in standard file formats, allowing the information to be recovered by third-party applications.

1.1. Setup wizard

The first time you run the program, a wizard will launch to configure an e-mail account and import data from other applications. We will look at the various steps to this process, skipping out the wizard dialog boxes that only give us information.

Figure 1. User identity dialog box



Asistente de cuentas de Evolution

Identidad

Por favor escriba debajo su nombre y dirección de correo-e. Los campos «opcionales» no hace falta que los rellene, a menos que quiera incluir esta información en el correo-e que envíe.

Información requerida

Nombre completo:

Dirección de correo-e:

Información opcional

☐ Hacer que ésta sea mi cuenta predeterminada

Responder a:

Organización:

The first wizard screen is the user identity definition screen. Here, you type in your name, e-mail address and, if you like, your reply address and organisation. If you have several e-mail accounts, you can set up different identities later in Edit -> Preferences -> Mail Accounts.

Figure 2. Message receiving dialog box

Asistente de cuentas de Evolution

Recepción de correo

Por favor seleccione entre las siguientes opciones

Tipo de servidor: POP

Descripción: Para conectarse y descargar correo de servidores POP.

Configuración

Servidor:

Usuario:

Seguridad

Usar conexión segura: Sin encriptación

Tipo de autenticación

Contraseña

☐ Recordar contraseña

The message receiving dialog box is used to configure the type of server from which you will receive e-mail. The configuration options shown will depend on the type of server you selected. It is also possible not to select a type of server if you are not going to use this account to consult your e-mail.

If you select POP or IMAP, you will be asked for the following information:

- The name of the server (you can also use its IP address).
- Username.
- Whether you want to use secure SSL connections (if your server allows this).
- The type of authentication (if you are not sure, click on Check supported types).
- Whether you want the program to remember your password (so that you do not have to enter it every time you run the program).

If you are not sure of the server to use or the settings information for this page, you will need to ask the systems administrator of your e-mail service. In most cases, it will be a POP server.

Figure 3. More e-mail options dialog box



If you selected POP or IMAP, another dialog box will appear with more mail configuration options. These will depend on the type of server selected. To change this configuration after creating the account, go to Tools -> Configuration -> Mail Accounts, select the account you want to modify and click on Edit.

For POP servers, the two options you will be asked are:

- Whether you want the program to check whether you have new e-mail and at what interval.
- Whether you want to leave a copy of the messages you have downloaded on the server.

Figure 4. Sending e-mail screen

Asistente de cuentas de Evolution

Envío de correo

Por favor escriba debajo la información acerca de cómo enviará su correo. Si no está seguro, pregúntele a su administrador de sistemas o a su Proveedor de Servicios de Internet.

Tipo de servidor: SMTP

Descripción: Para entregar correo conectándose a un servidor de correo usando SMTP.

Configuración del servidor

Servidor: smtp.uoc.edu

☒ El servidor requiere autenticación

Seguridad

Usar conexión segura: Sin encriptación

Autenticación

Tipo: PLAIN [Comprobar tipos soportados](#)

Usuario: jesus

☐ Recordar contraseña

The Sending e-mail screen offers two basic options: using your own computer to send e-mail or using a remote server.

To send e-mails from your computer, you must have the Sendmail program (or a similar application such as Postfix) correctly installed and configured as a service. If you are using any modern GNU/Linux distribution, the manufacturer will probably have included it.

However, remember that if you do not have the program correctly configured and updated, it can pose a serious security risk for the system. If you are not familiar with the Sendmail program, it is better to use an external mail sending server.

In this case, you will need to fill in the following options:

- Server: the name of the server or its IP address.
- Use secure connections (SSL): whether you want to use secure SSL connections (the best option if your server allows it).
- Server requires authentication: check this option if the mail sending server requires you to enter a password to send messages.

- Authentication type: the best option in this case is to leave the default option unless your system administrator has requested otherwise.
- Username: usually the name you use to read your e-mail.
- Remember this password: select this option if you do not want to enter your password every time you send a message.

Figure 5. Mail account management screen

Asistente de cuentas de Evolution

Administración de cuentas

Introduzca un nombre descriptivo para esta cuenta en el espacio de abajo.
Este nombre se usará sólo para mostrarlo.

Información de la cuenta

Teclee el nombre por el que quiere identificar a esta cuenta.
Por ejemplo: «Trabajo» o «Personal»

Nombre:

You can enter a name in the Account Management screen to refer to this account in the program and indicate whether you want it to be the default account.

Figure 6. Time zone selection screen



In the time zone selection screen, simply select your geographical location on the world map.

Novell Evolution will now be configured and ready to use.

1.2. Importing data

You can import e-mail from other programs with the File -> Import menu option, but if during configuration the wizard detects that you have e-mail saved on your hard drive or known files containing contact details, the import wizard will launch during this initial configuration.

The Novell Evolution program can import the following data formats:

- **VCard (vcf, gcrd).** This is the standard address book format used by most contact managers. Any program of this nature should be able to export its data to this format for Novell Evolution to then import it.
- **Microsoft Outlook.** E-mail data from this program can be imported directly to Novell Evolution if your version allows. Some versions of the program cannot be imported because of the use of a proprietary data format in Microsoft's program. Nonetheless, you can try to import your e-mail using Mozilla as an intermediate stage between Outlook and Novell Evolution or by exporting the data to CSV.
- **LDAP.** This widely-used protocol was created for users to exchange contact information through the network, sharing access to a central directory

where all contacts are stored. Many companies have an LDAP directory for their internal or client contacts.

- **Berkeley e-mail inbox (mbox).** This is the standard UNIX mail data system used by Mozilla, Netscape and Eudora, among others. Most historical programs support this format.

1.3. Exporting data

Exporting data is even more important than importing data, so Novell Evolution uses standard formats to store information. If you use this program to save important data, you should have no problem exporting it to other applications if you need to.

For your information, the format for mail is Mbox, for calendars it is iCal, and for the address book it is vCards. If you look at any information management application on the market today, you will see that most of them can recover data in these formats.

1.4. Connection to a Microsoft Exchange server

One of the most useful features of Evolution for business is the possibility of connecting to a Microsoft Exchange server to obtain and synchronise e-mail, contacts and appointments with other members of staff at the company, regardless of whether they use Windows or GNU/Linux. This section will study the steps required to connect to a Microsoft Exchange 2000 or 2003 server through the Evolution Exchange connector. This connector is free software, licensed under the GNU GPL licence.

There are two requirements for connecting to an Exchange server. We first need the Evolution Exchange connector installed on our system. This connector will be available for our platform but the GNU/Linux distribution we use will probably not install it by default. If you do not install the connector, the options below will not be available in the program.

The other requirement is that the Microsoft Exchange server be one of the versions supported by the program. It now only supports versions 2000 and 2003 and also requires Outlook Web Access (OWA) to be enabled. In addition, each user will need a valid Microsoft Exchange server account, which includes a valid licence.

In Evolution 2.6, the program comes with a tool for the straightforward creation of Exchange accounts. If you have not yet set up an account, the configuration wizard that launches at the start of Evolution will allow you to cre-

ate it. The wizard only asks for the Outlook Web Access (OWA) URL and your username and password. Evolution will obtain the rest of the information automatically.

Figure 7. Evolution Exchange Wizard dialog box



If we cannot launch automatic account setup, it is usually because we have already added an account to our computer and so we will have to set up the new account manually. To do so, go to Edit -> Preferences and click on the Add button. In this case, you will create the account in the same way as in the previous section, selecting Microsoft Exchange in the message receiving window.

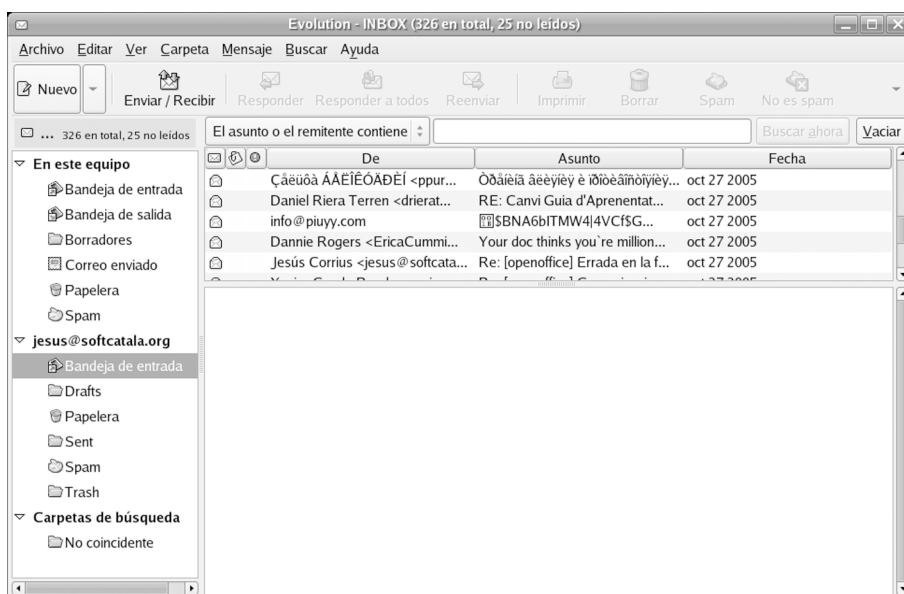
If you wish to create more Microsoft Exchange accounts, you must carry out these steps again. Evolution currently only allows one account to be set up at a time.

2. E-mail

One of the most interesting features – and one of the strong points – of the Novell Evolution program is its capacity for work and e-mail management. This section will look at all of these features in detail.

To launch the e-mail client program, click on the Entrance icon on the shortcut or select an e-mail folder from the folder bar.

Figure 8. E-mail management feature main screen



2.1. Straightforward operations with the e-mail reader

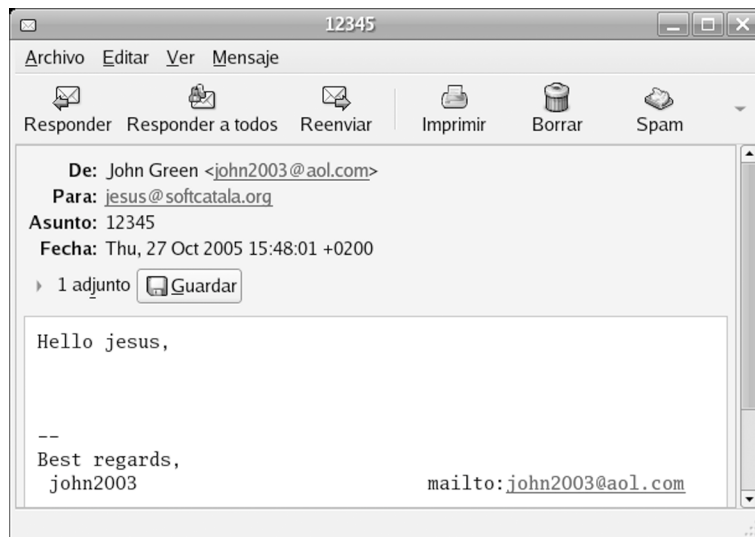
This section will look at the most common e-mail options, such as reading and deleting messages.

2.1.1. Reading

To read a message, simply select it from the list of messages and it will appear in the screen display, in the bottom right of the application. To view a message in full-screen mode, double click on it or use the Ctrl+O key combination if you prefer to use the keyboard.

Once you are familiar with it, the keyboard can be a very fast way of accessing the program's diverse actions. For example, it is quicker to use the space bar and the delete key to scroll up and down in an e-mail message than it is to use the mouse.

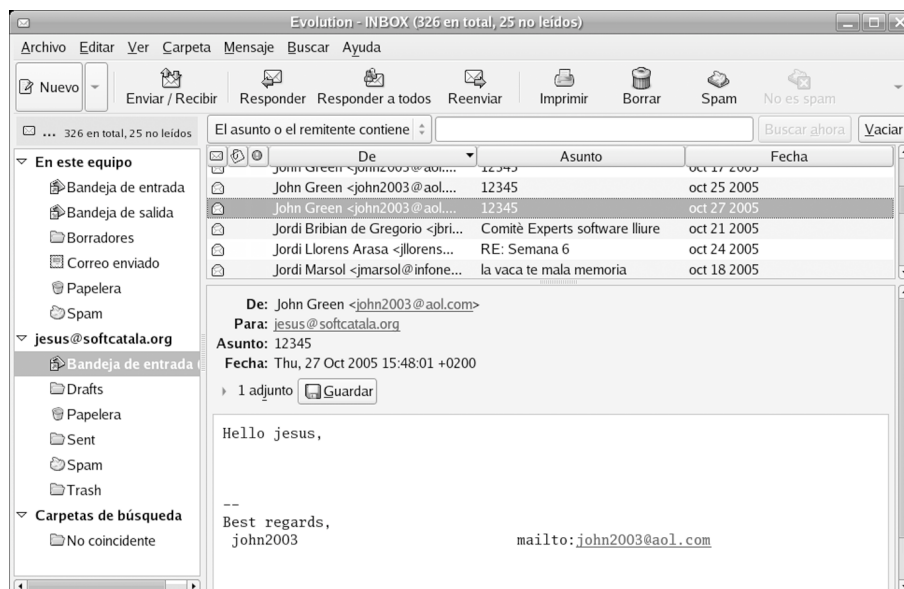
Figure 9. An e-mail message in full-screen mode



2.1.2. Sorting

As with most e-mail viewers, Novell Evolution allows us to sort lists of e-mail messages. We can sort them by sender, subject or date by clicking on the bars above the list of messages. The direction of the arrows beside the name of the bars indicates the direction of the order, which can be reversed by clicking on this bar again.

Figure 10. Messages sorted by name of sender



By default, the list of messages column contains the following fields: an envelope icon that tells us whether we have read or replied to a message, an exclamation mark indicating its priority, and the message recipient, subject and date fields. If you right-click the bar, you can also configure the order and add

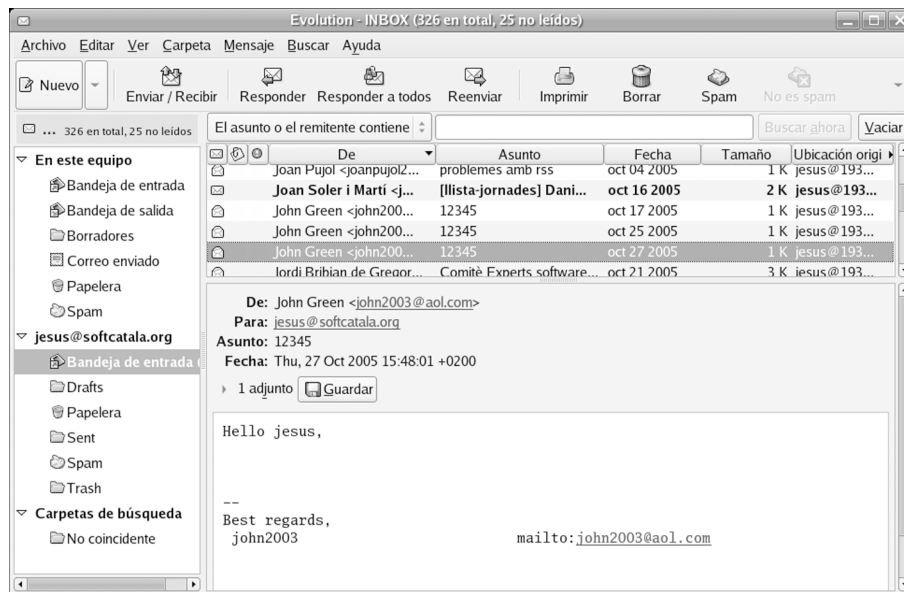
or remove information from the messages you wish. For example, if you have a slow Internet connection, displaying message size is very useful. The process for adding a new column is as follows:

- 1) Right-click the column header.
- 2) Select the "Add column" option.
- 3) Drag the column you wish to add between two existing column headers. A red arrow will indicate the position of the new column.

For a list of message sorting options, select the column header you wish to use to sort messages and right-click on it. A list of the actions you can perform will be displayed, which are:

- **Sort ascending:** sorts messages from the highest column field value to the lowest.
- **Sort descending:** sorts messages from the lowest column field value to the highest.
- **Group by this field:** instead of sorting messages by a given criterion, messages with the same value (e.g. sender or date) are grouped together and separated from the rest.
- **Remove this column:** deletes the selected column from the message view. Another way of removing it is to drag it outside the columns headers.
- **Add column:** with this option, a new column can be added by dragging it to the column header bar we saw above.

Figure 11. Diverse e-mail message features



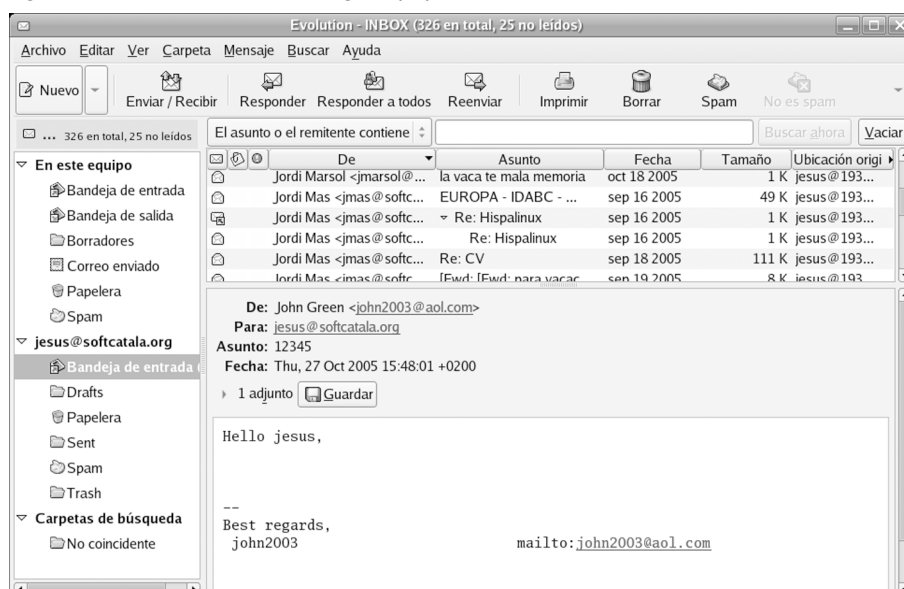
2.1.3. Message information

There are two more useful options for configuring how the program displays our messages. Both can be enabled and disabled from the View menu. The first is in View -> Message Display and allows us to select the message information we wish to see. If you only want to view the message contents, it is best to leave the default option, which is Normal View.

2.1.4. Threaded message view

The other useful option for enhancing viewing in this program is to group replies to a message with the original for easier communication follow-up. To turn this feature on or off, go to View -> Threaded Message List.

Figure 12. A threaded e-mail message displayed with the full header

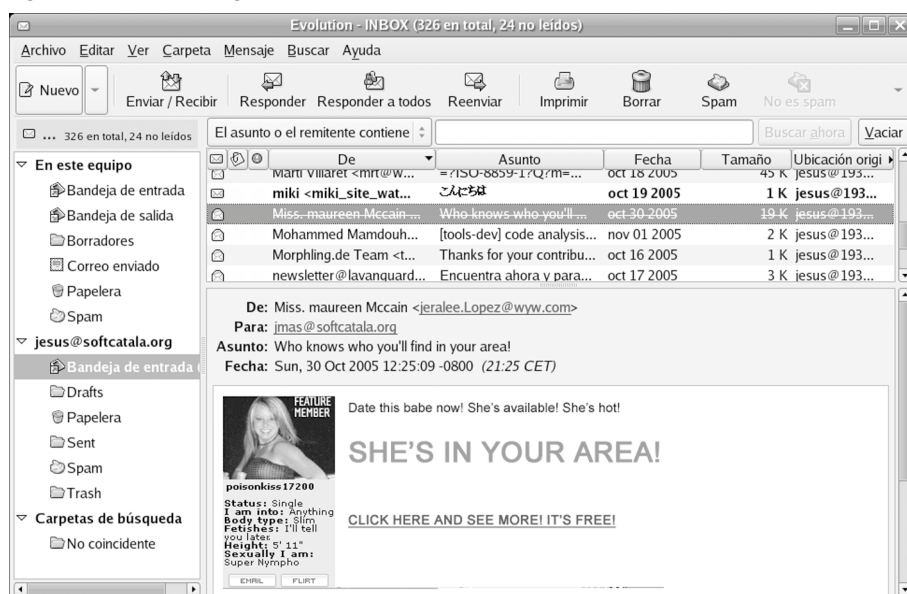


2.1.5. Deleting messages

To delete an e-mail message, select it first by right-clicking on it. You now have a number of options to delete it. The first is to click on the trash button in the application's Main toolbar. Other alternatives are to use the **Del** key or to right-click the message and select the Delete option.

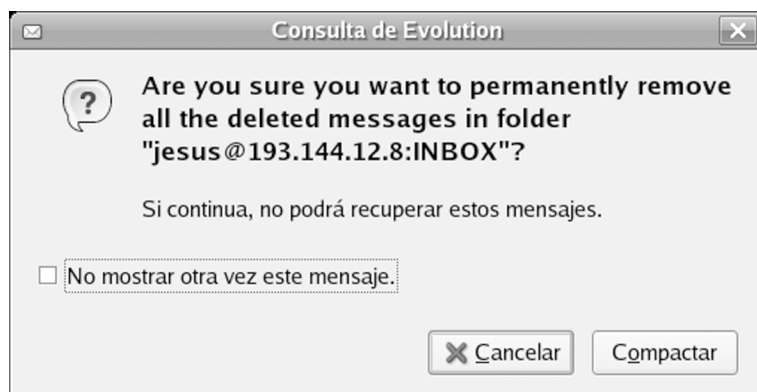
Note that when we tell the program to delete a message, it is not actually deleted; it is simply marked for deletion for when the folder is expunged.

Figure 13. E-mail message marked for deletion



To expunge the folder, go to the Folder menu and select the Expunge option or press the key combination **Ctrl+E**. When we do so, a warning message will pop up asking if we want to permanently delete the messages from the folder. If you do not wish to see this message every time you expunge a mail folder, mark the Do not ask me again option in the warning dialog box.

Figure 14. Warning dialog box shown before expunging a folder



Although this system gives us an extra level of protection so that we do not permanently delete messages by accident, users who are used to other e-mail management programs may find the procedure tedious because it adds another

er step to the process. If this is your case, you can hide the process using the View -> Hide Deleted Messages option. From now on, the deleted messages will only appear in the trash, as occurs with other programs.

2.1.6. Restoring deleted messages

It is impossible to restore messages that were permanently deleted from a folder when it was expunged. However, we can restore messages marked for deletion by selecting the Edit -> Undelete menu option or using the key combination **Ctrl+U**.

This action will unmark the message for deletion and remove it from the trash.

2.1.7. Checking for new mail

To check for new messages, click on Send/Receive in the toolbar. If you have not yet entered your e-mail account details, the wizard that launched when you first opened Novell Evolution will appear again. The first time you download e-mail or if you have not told the program to save your password, a dialog box will appear prompting you to enter the password.

2.1.8. Folders

Novell Evolution saves e-mail and other program elements in folders to keep them organised. We can take advantage of this feature to create our own e-mail folders. The program has some pre-defined basic folders, such as Inbox, Outbox or Trash, but you can create others to organise your e-mail better. For instance, you could create a folder called "University" and save all messages on this topic there. To create a new folder, go to the New Folder menu option. The program will display a dialog box where you can enter the name and type of folder and the desired location.

Figure 15. New folder dialog box



The new folder is created when you click on OK and you can see it in the folder tree. You will be able to use this folder just as you use the others. To move messages to the new folder, simply drag them to it or use the Move button on the Main toolbar. If you want to drag more than one message at a time, you can use the same technique as Microsoft's Windows Explorer. Hold down the **Ctrl** key as you click on messages to select them individually. Alternatively, hold down the **Shift** key as you do so to select a range of messages.

2.1.9. E-mail search

If you have a lot of messages in your e-mail program, you may have problems when it comes to searching for a particular one. Even if you are organised and have created a folder for each message topic, you will need to be able to use Novell Evolution's search features.

To use the program's search facility, simply type in the word or phrase in the text field just below the Main toolbar and then select the type of search. The program offers a number of search options:

- **Body or Subject Contains**

This option will search for the word or phrase you typed into the search field in the subject and text of your e-mail messages.

- **Body Contains**

With this option, you only search for the text in the body of the messages, not in the subject.

- **Subject Contains**

This option will find the messages containing the search text in the subject. It does not search in the message text.

- **Body Does Not Contain**

Select this option to find messages that do not contain the word or phrase in the message body. Messages containing the text in their subject will be displayed so long as the text is not found in the body.

- **Subject Does Not Contain**

This option is used to find a message whose subject does not contain the search text.

- **Sender Contains**

Use this search option to find messages whose sender contains the text string or name indicated.

- **Recipients Contain**

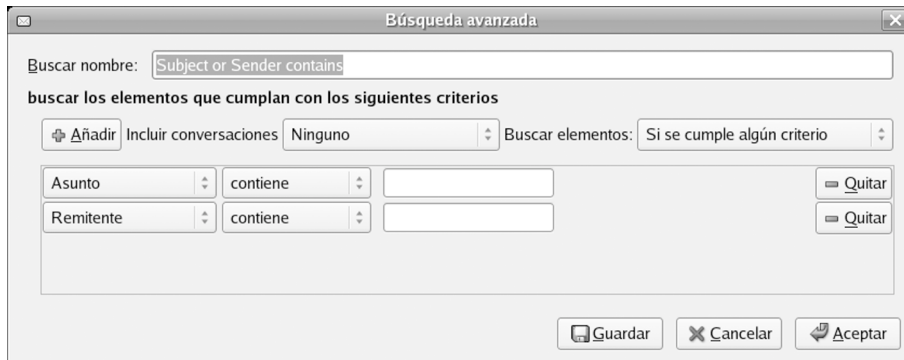
Select this option to search for messages whose recipients contain the specified words or text.

Enter the text and search criteria and press the Enter key for the program to display the messages it finds.

To view all of your messages again, select the Clear option from the search bar. You can also perform an empty search, which will produce the same result as the above operation.

Although we can search very quickly using this system, the available options are somewhat limited. To perform more complex searches, we will need to select the Advanced option from the list of search bar options. A new dialog box will appear in which we can select the search criteria we have already seen. Nonetheless, this is a much more flexible option because it allows us to search for messages matching all or just one of our criteria. To launch the message search, click on Search Now.

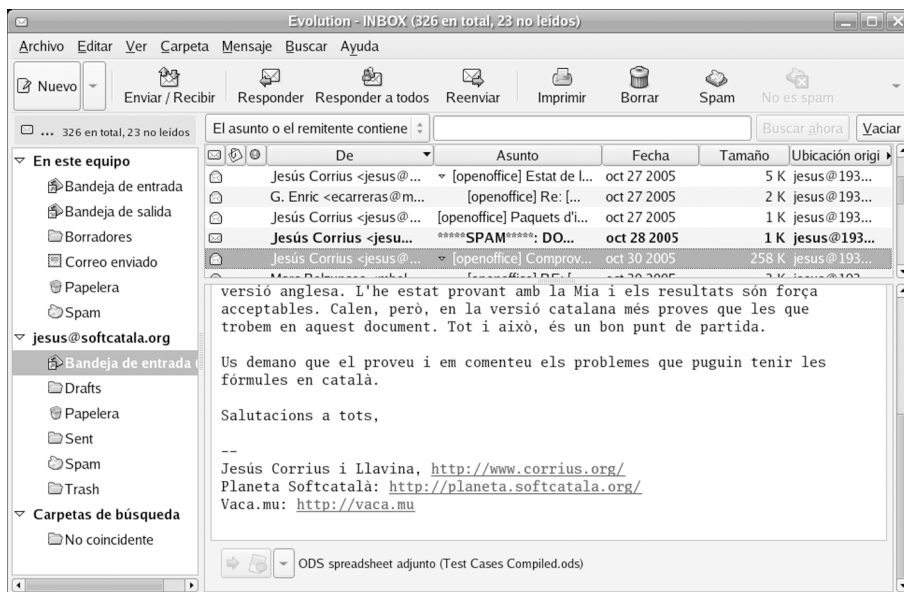
Figure 16. Advanced search dialog box



2.1.10. Attachments and HTML

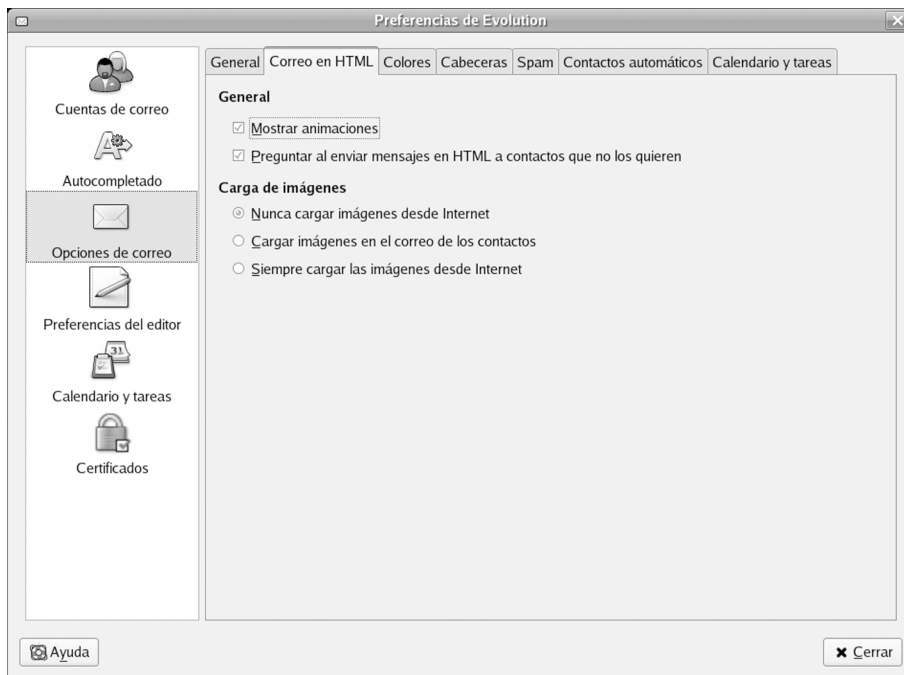
The program usually displays e-mail attachments at the end of the message, except if the attachments form part of the format of a HTML message. In the latter case, these elements (for example, graphics or sounds inserted in the text) are displayed in the message and not as attachments.

Figure 17. An e-mail with attachments



An image does not have to be included as a message attachment for the program to display it with the text. The image can also be a link to an image located on a remote server. Novell Evolution can display this type of remote image if you enable the View -> Load images option inside the message.

Figure 18. Tab for configuring the display of remote images



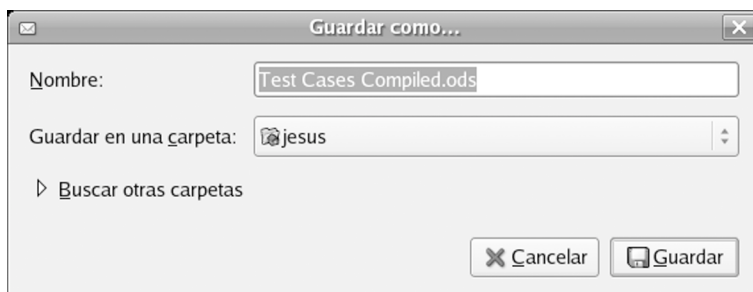
These images are not displayed by default because they are often used by spammers to obtain statistics on the efficiency of the message and other data concerning the privacy of the recipient. This option can be customised in:

Edit -> Preferences... --> Mail Preferences -> HTML Mail

If you receive an e-mail with a text attachment, you can save it to disk or open it directly with an application. To save the file to disk:

- 1) Click on the attachment button arrow at the bottom of the message.
- 2) Select the location where you would like to save the message.
- 3) Click on OK.

Figure 19. Saving an e-mail attachment to disk

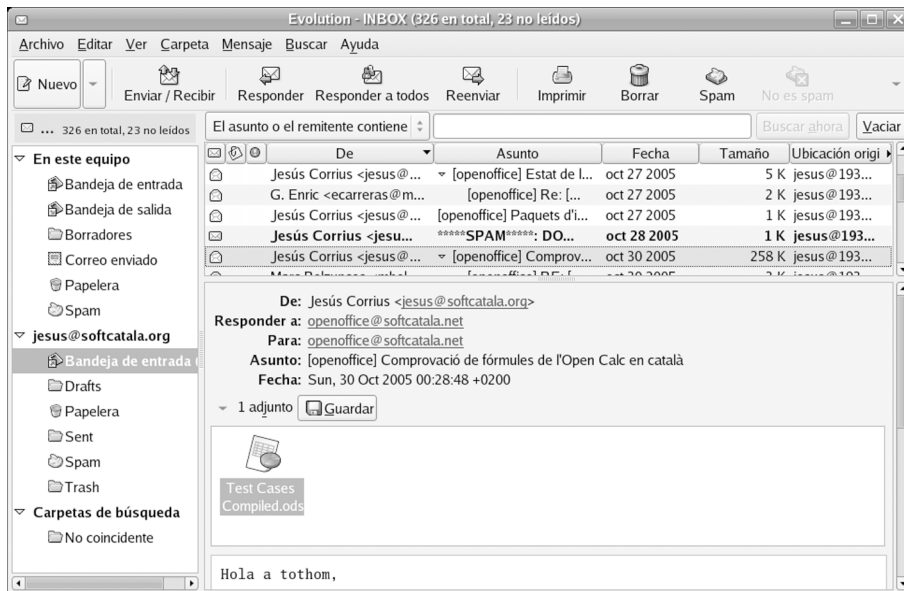


The process for opening an attachment with an application is very similar to the one above.

- 1) Click on the attachment button arrow at the bottom of the message.
- 2) Select the program you wish to use to open the attachment.

This will launch the program you have chosen and open the attachment in it.

Figure 20. Opening an e-mail attachment with an application

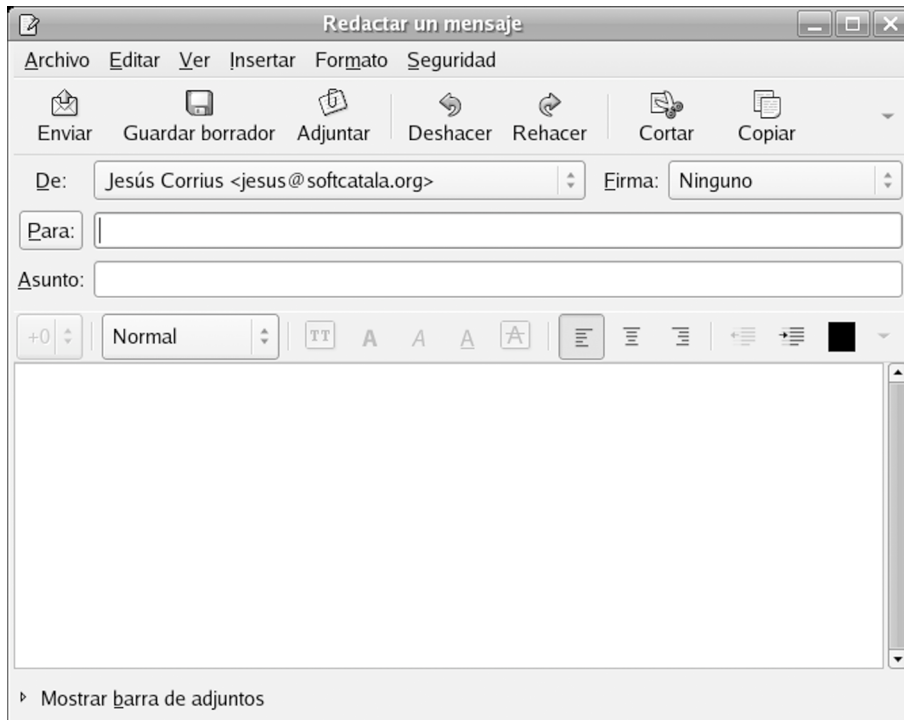


2.1.11. Composing e-mail messages

You can compose a new e-mail message by selecting the Messages -> New Mail Message option or by clicking on the New button in the toolbar when you are in the e-mail application. You will see that, although the appearance of the button varies depending on the application you are using, you can always use the arrow next to it to select the new element you wish to create.

After selecting this option, the new message composition window will open.

Figure 21. New message composition window



The message composition process is very similar for all e-mail management programs. A brief description of the steps is as follows: enter the address of the person you wish to send the message to in the To: text field, then add a Subject and finally enter the message text in the box at the bottom of the window. When you have finished writing the message, click on the Send button.

2.1.12. Drafts

If you are writing a very long and complicated message or you simply wish to pause for a while, you can save a draft of your message in a special drafts folder and pick up where you left off at a later time, knowing that your data is safe. To do this, simply select the File -> Save Draft menu option in the message composition window.

Another of the program's features is the possibility of saving messages as text files. For this, simply go to File -> Save As and select a name for the text file.

2.1.13. Working offline

The Novell Evolution program has a Working Offline mode for computers that do not have a permanent Internet connection. You can work as you normally would in this mode but actions requiring an Internet connection will be completed when you next connect to the Internet. E-mail messages are saved in the Outbox folder.

Go to the File -> Work Offline menu to turn on this mode and to File -> Work Online to reconnect.

The availability of e-mail messages during offline mode will depend largely on the communication protocol you use to read messages on the server. If you use POP, all of your messages will be available because they are deleted from the server and copied to a folder on your computer. However, if you use other protocols, such as IMAP, the messages are stored on the server and you cannot generally access them without a connection.

If you work with one of these protocols, you can force the program to keep a local copy of these messages for permanent access to them, regardless of whether you are connected to the mail server.

To do this, select the folder, right-click on it and select Properties. Then select the Copy Folder Content Locally for Offline Operation option. Now, when Novell Evolution connects, it will copy the contents of this folder to the user's local computer.

Figure 22. Offline folder selection tab



2.2. Advanced composition features

Now that we have seen the basic operation of the program's e-mail facility, we will now look at the more advanced aspects of message composition that we have not yet described.

2.2.1. Attachments

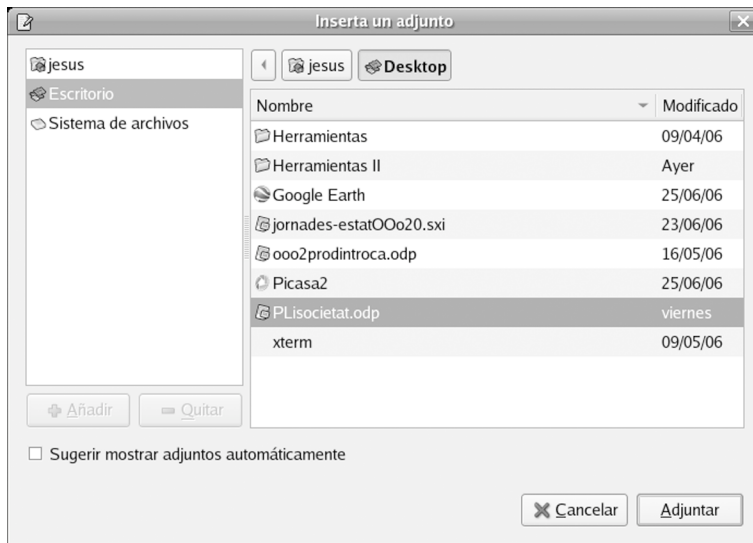
The use of e-mail solely for the purpose of exchanging text messages is a now thing of the past. It is increasingly common to send documents attached to messages nowadays.

Novell Evolution makes this a very easy task. To create an attachment, go to the text composition window and carry out the following steps:

- 1) Click on the Attach button in the toolbar.
- 2) Select the file or files to attach to the message.

3) Click on OK.

Figure 23. Creating an e-mail attachment



When you return to the message composition window, you will see that the files have been added to the composition window. If you have selected the wrong file, you can remove the attachments by right-clicking on them and selecting Remove.

You can opt to display message attachments in the View -> Display Attachments main menu option. It is always a good idea to keep this option checked for your reference and to avoid mistakes.

In addition to the option we have just seen, the program offers a very quick alternative for automatically creating mail attachments that requires us simply to drag the attachments to the composition window. When we do this, we need to be sure that we are dragging the actual file with its contents and not a link to it. In case of doubt, check the size of the attached file to see whether you have made a mistake.

2.2.2. Entering recipients

All e-mail management programs allow us to enter three different types of message recipient:

- Top-level recipients (To:)
- Second-level recipients (CC:)
- Third-level or hidden recipients (BCC:)

Grouping recipients into a specific level is ultimately a matter of personal choice and there are no hard and fast rules on which to base our decision. We generally use the first level when we have just one or only a few recipients and we combine the first and second when there are many, taking into account how useful the message will be to these people.

We generally use the second level to send copies of messages to people not directly interested in the subject. CC is the abbreviation of Carbon Copy, which is the method that was used in the past to copy documents.

The third level is more complex. BCC means Blind Carbon Copy. It is used in the same way as the second level but these recipients are hidden from the other message recipients. It can be used to send messages to large groups of people who do not know one another or where privacy is required. If you cannot see this field in the composition window, you can enable it using the View -> BCC field menu option.

One final feature of Novell Evolution is the possibility of setting up a different reply address to the message sender address. In this case, if the recipients send replies, they will be sent to this address rather than the address from which the message was sent. To enable this field, select the View -> Reply-To field menu option and enter the address.

Figure 24. E-mail message with all recipient fields active



With this program, you can quickly enter the names of recipients in your contact list. To do so, simply click on the recipient field you require and in the dialog box that appears select the people you have entered in your contact list.

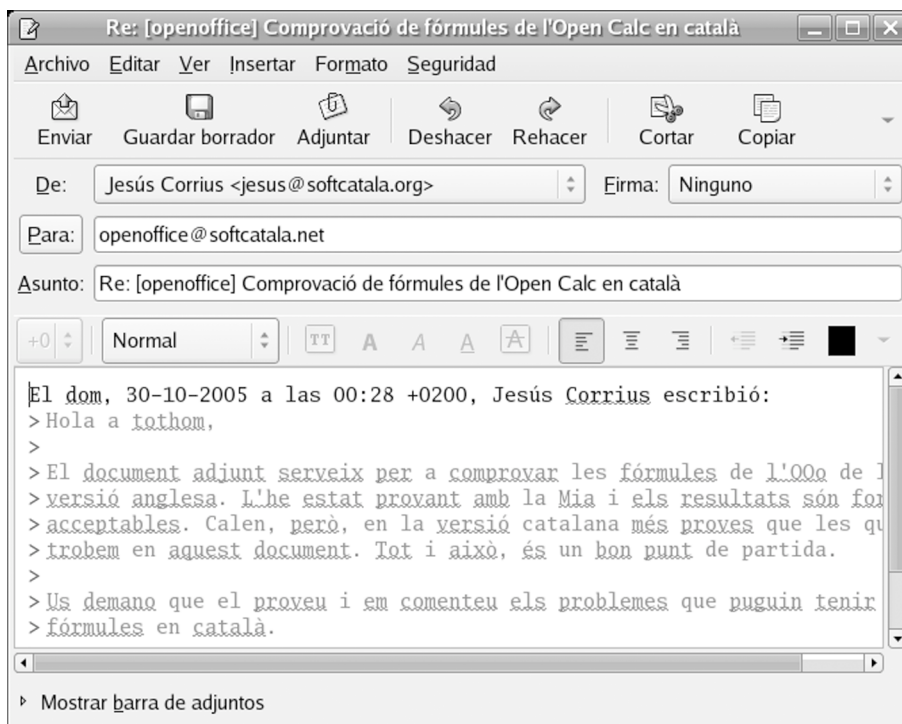
2.2.3. Replying to e-mail messages

To reply to an e-mail message, click on the Reply button on the toolbar or select and right-click the message and choose the option you wish. This provides greater flexibility because we are given more options, such as replying to sender only, replying to a list or replying to all message recipients.

Note: the Reply to All option does not include those who were added in the BCC field of the original message because we cannot see them and hence do not know their e-mail addresses.

When you reply to a message, the composition screen opens with the To: and Subject: fields automatically filled in by the program, although you can change these details if you need to. The full text of the previous message is also inserted in the new one so you can use the previous text as a reference for your reply if need be.

Figure 25. Automatic e-mail reply



2.2.4. Use of HTML elements for composing messages

Like most modern e-mail management programs, Novell Evolution can be used to compose e-mail messages in HTML format. However, this option is not enabled by default for the reasons we will see below.

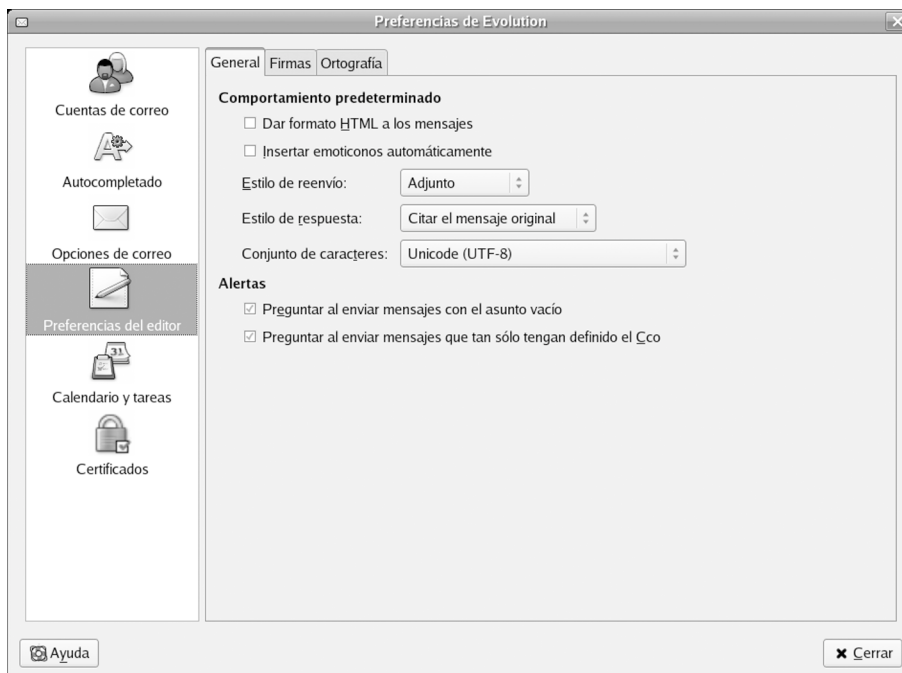
It is generally preferable not to send messages in this format because, in our view, it has only one advantage and many disadvantages.

- The advantage is simply a matter of aesthetics. These messages are much more attractive: we can insert graphics, adopt styles and use a range of fonts with their respective formats etc.
- The disadvantages are numerous: not everybody uses e-mail clients that accept HTML messages; these messages are much bigger than text-only messages, which can be a problem for those who read their personal e-mail on PDAs with memory limits using a mobile GPRS connection; Internet distribution lists do not accept these messages and lastly, many people prefer to receive messages in plain text format.

In the light of this, we can see that it is generally a bad idea to send text in HTML format to people we do not know, Internet mailing lists or for serious communication. However, we can use it without problems for sending personal messages to friends or people who we know will not have difficulty receiving them.

To change the format of an e-mail message during composition, go to the Format -> HTML menu option to check or uncheck it, depending on whether you wish to use this format to compose this message. You can change this preference globally by going to the Edit -> Preferences... -> Composer Preferences -> General menu and selecting the Give HTML Format to Messages option. However, as we have explained, we do not recommend setting this as the default format unless you are going to be using the program to send messages to friends or acquaintances you know can receive these messages without problems.

Figure 26. Message sending format selection tab



We will now look at the HTML composition options of Novell Evolution. Click on the Main toolbar to open a new message composition window. Then go to format to ensure that HTML format is enabled. If not, you will need to turn it on to be able to use any of the composition features indicated below.

The HTML formatting tools are located on the toolbar in the space immediately above the part of the window where you type the body of the message and in the Format and Insert menus. When you hover over a button, a short description will pop up to give you a clear idea of each button's function.

Figure 27. HTML formatting toolbar in the composition window

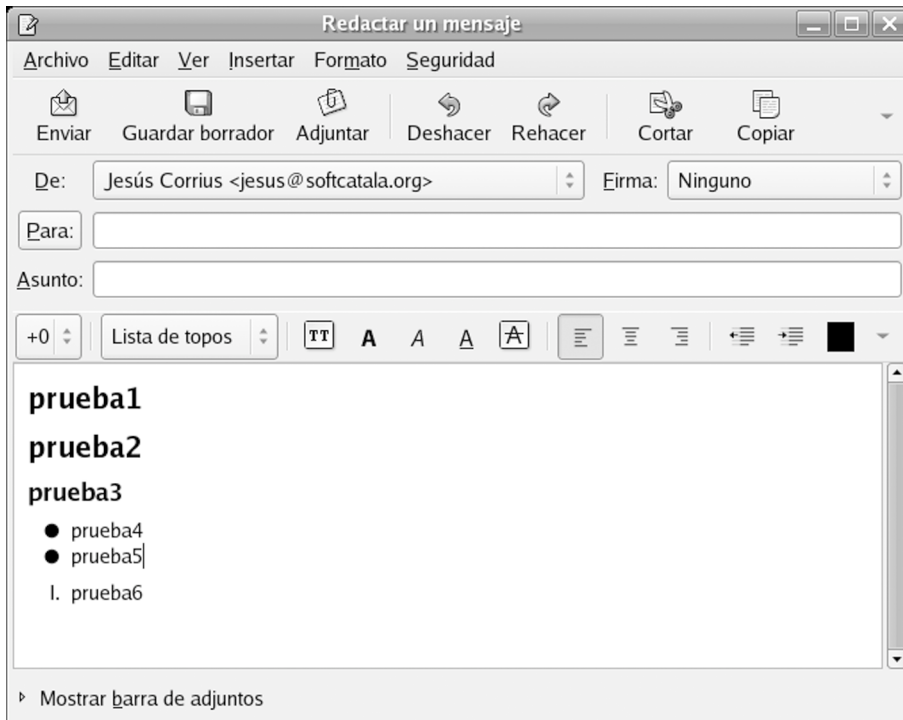


We will now look at each of these actions, grouped into categories based on their features:

- **Headers and lists**

The left-hand side of the toolbar contains a list from which we can select the style of text we wish to write in. We use Normal as the default message text and the Header 1 to Header 6 styles for varying preformatted header sizes, from large to small. Other styles include lists allowing us to organise message contents more effectively.

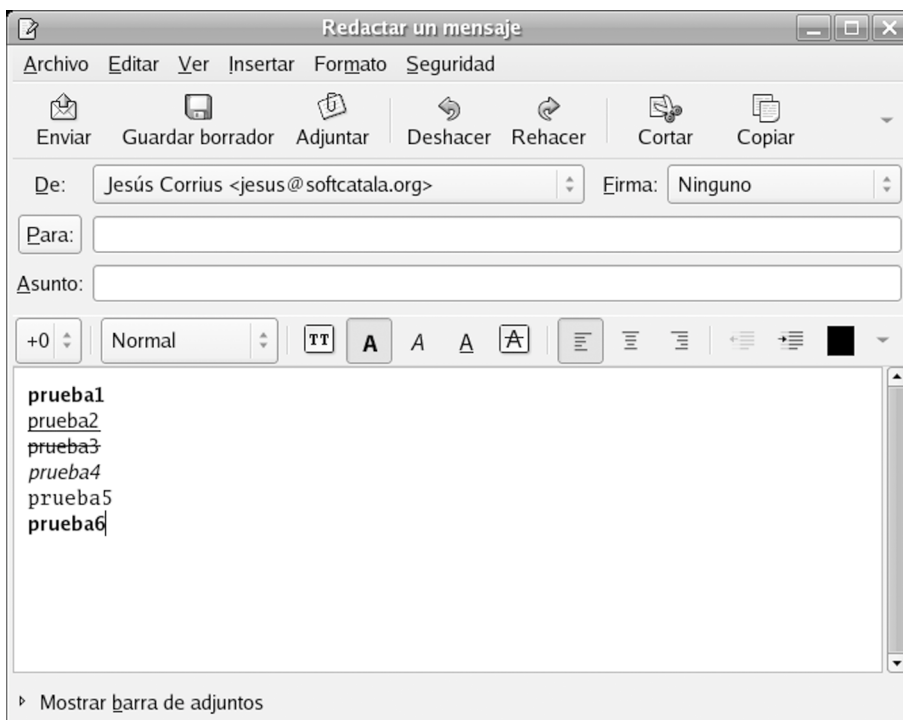
Figure 28. Message formatted with headers and lists



- Text style

The text style buttons (bold, underlined, italics and strike through) determine the appearance of the letters of the text we enter. If we select a text and then select a new style, this style will be applied to the text. If we have not previously selected any text, the style will be applied to the next text we type.

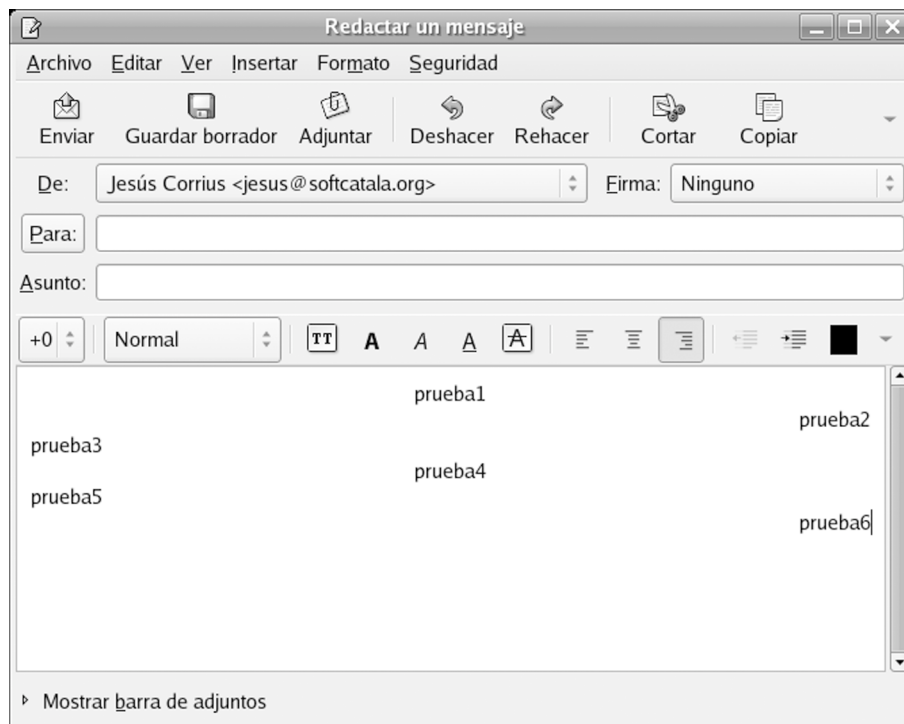
Figure 29. Message formatted with text styles



- **Alignment**

To the left of the style buttons we saw in the previous section, there are three paragraph alignment buttons which, like the others, will no doubt be familiar to readers. The button to the far left aligns the text of the paragraph to the left, the one in the middle, centres it and the one on the right aligns the text to the right.

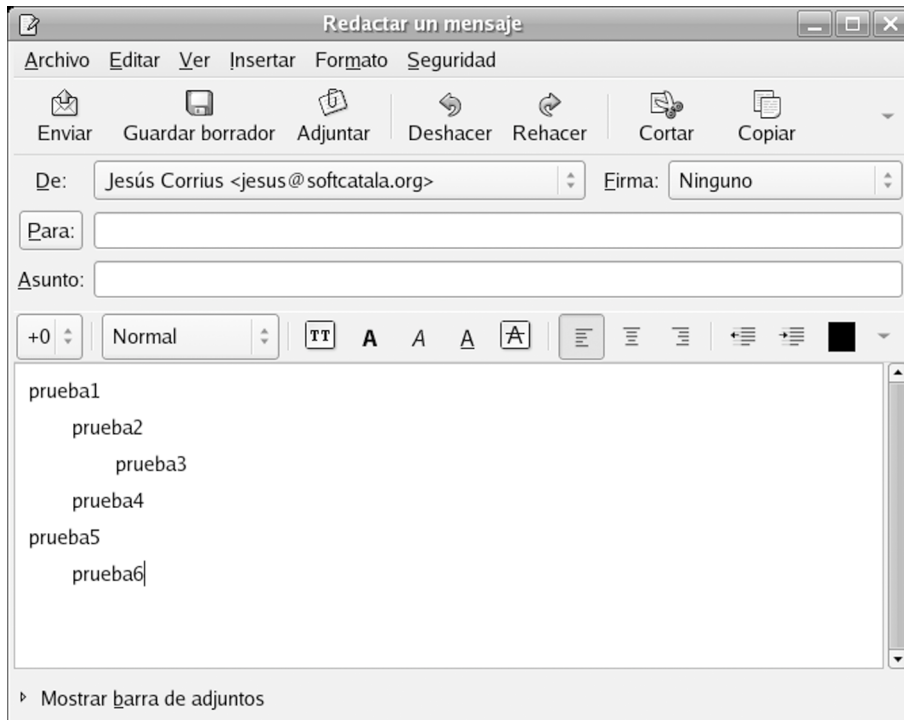
Figure 30. Message with aligned texts



- **Indentation**

The button with the arrow pointing left reduces the paragraph indentation while the one with the arrow pointing right increases it.

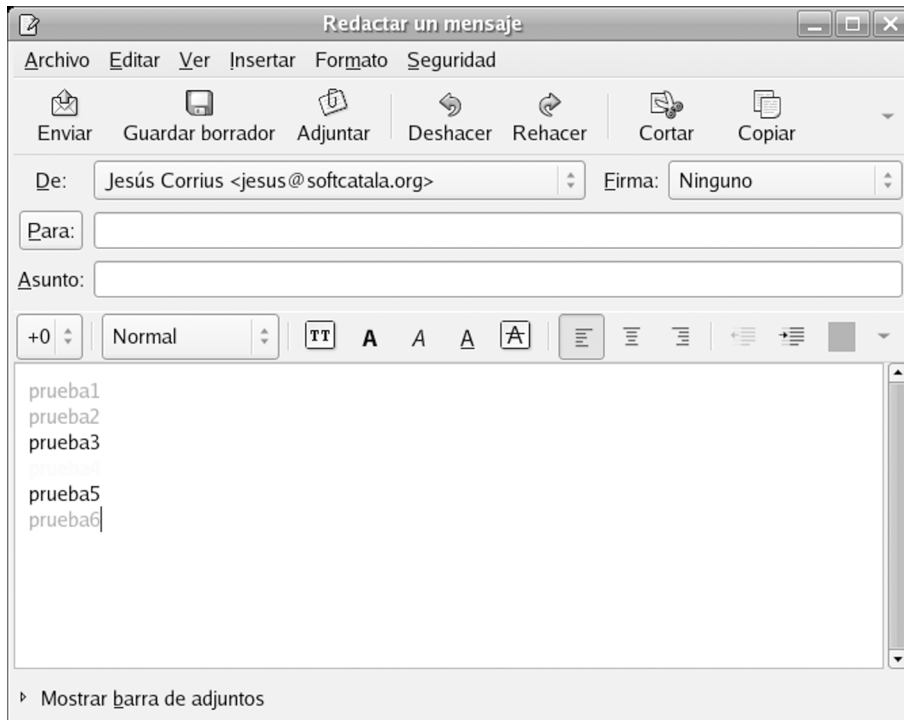
Figure 31. Message with indentations



- **Colour selection**

On the far right of the formatting toolbar is the colour section tool. The colour of the button indicates the text colour currently selected. If you choose a new colour while you have text selected, this colour will automatically be applied to the text. If not, the new colour will be applied to the next text you type in. You can only change text colour with this option. To change the colour of the page, right-click the message text box and select Page. A dialog box will appear where you can select the background colour as well as other options.

Figure 32. Message with different coloured texts



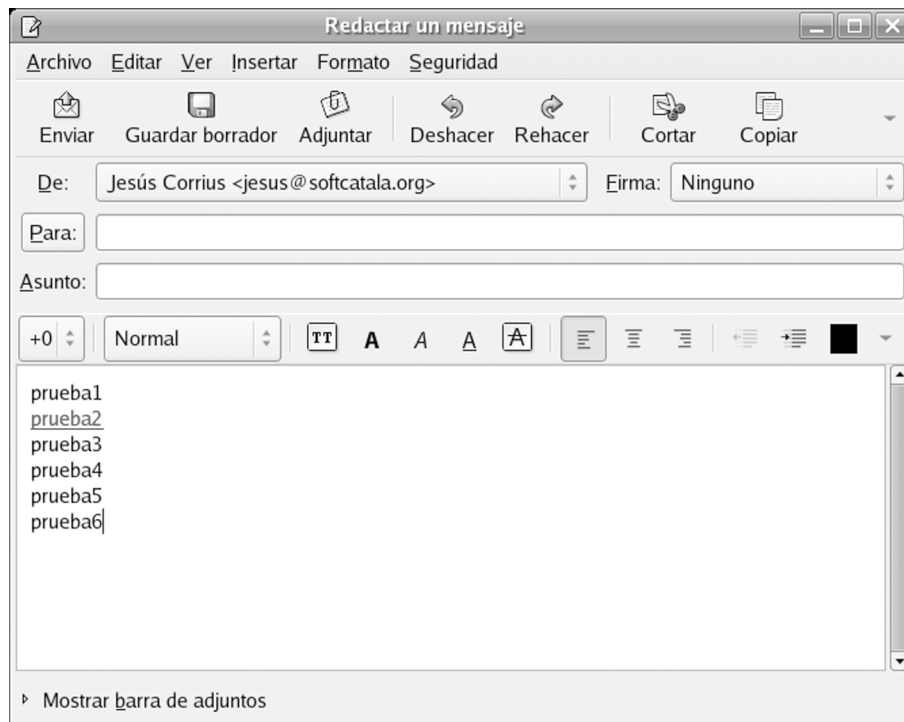
Other options for enhancing the format of the document using HTML can be found in the Insert menu of the message composition window. Their features are as follows:

- **Links**

The Link option of the Insert menu, also accessible from the toolbar, can be used to insert a link associated with a text. If you simply wish to insert a link to a website that might be of interest to your recipient, you do not need this option. Just type the web address in the message body and the program will automatically detect it and convert it into a link.

If you have already written the text, select it and then enable the function. You will see how the text automatically appears in the text field associated with the link.

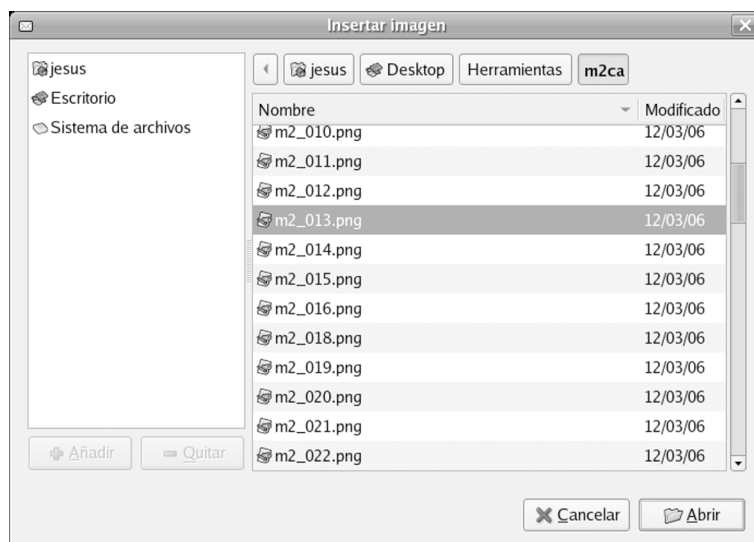
Figure 33. Message with link and text with link



- **Images**

To insert an image in the text, go to the Insert menu and select Image or click on the toolbar button.

Figure 34. Image insertion dialog box

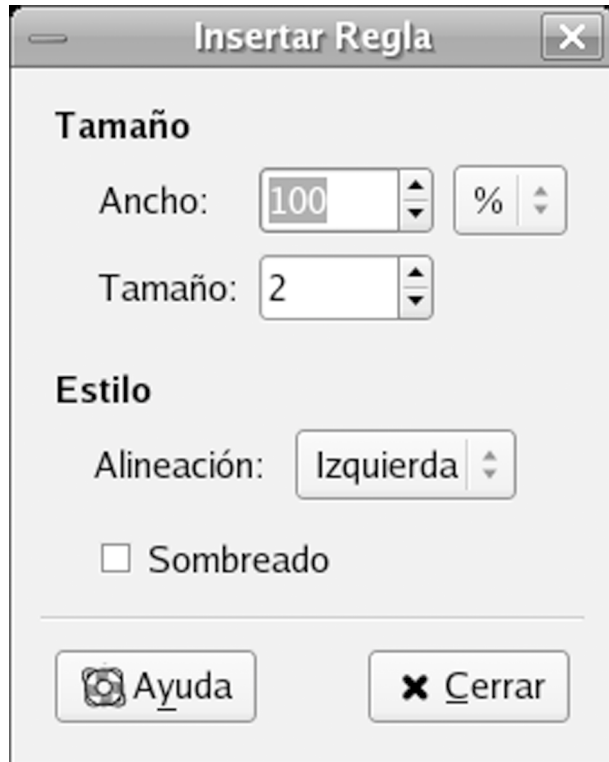


An image insertion dialog box will appear in which you can select the location of the image you wish to insert in the message, together with different formatting possibilities and the possibility of converting the inserted image into a link.

- **Rules**

Another message composition possibility is to insert horizontal lines in the text to divide it into different sections. To insert a horizontal line, select the option from the Insert menu or from the toolbar. The Rule dialog box will appear. Here, you need to select the type of rule from the available options, along with size, alignment and style. After completing your selection, click on the Insert button.

Figure 35. Rule inserting dialog box



- **Tables**

Tables are a much cleaner and elegant way of dividing text into different sections. As with the other options, you can turn them on in the Insert menu or from the toolbar. In the Table insertion dialog box you can select a number of templates to give a twist to the tables you create. You can, of course, change attributes too, such as the number of rows, columns and space between them. After customising the table to suit your needs, click on Insert to add it to the document.

Figure 36. Table insertion dialog box

Insertar Tabla

General

Filas: 3 Columnas: 3

Distribución

☒ Anchura: 100 % Espaciado: 2

Alineación: Izquierda Relleno: 1

Borde: 1

Fondo

Color:  Imagen: Examinar...

Ayuda Cerrar

You can edit a table after inserting it in a message by right-clicking on it. If you select the Table option, it will take you to a very similar dialog box to the previous one, where you can modify the features of the table. To insert or delete rows or columns, use the Insert table and Delete table options.

Figure 37. Message formatted with tables

Redactar un mensaje

Archivo Editar Ver Insertar Formato Seguridad

Enviar Guardar borrador Adjuntar Deshacer Rehacer Cortar Copiar

De: Jesús Corrius <jesus@softcatala.org> Firma: Ninguno

Para:

Asunto:

+0 Normal TT A A A      

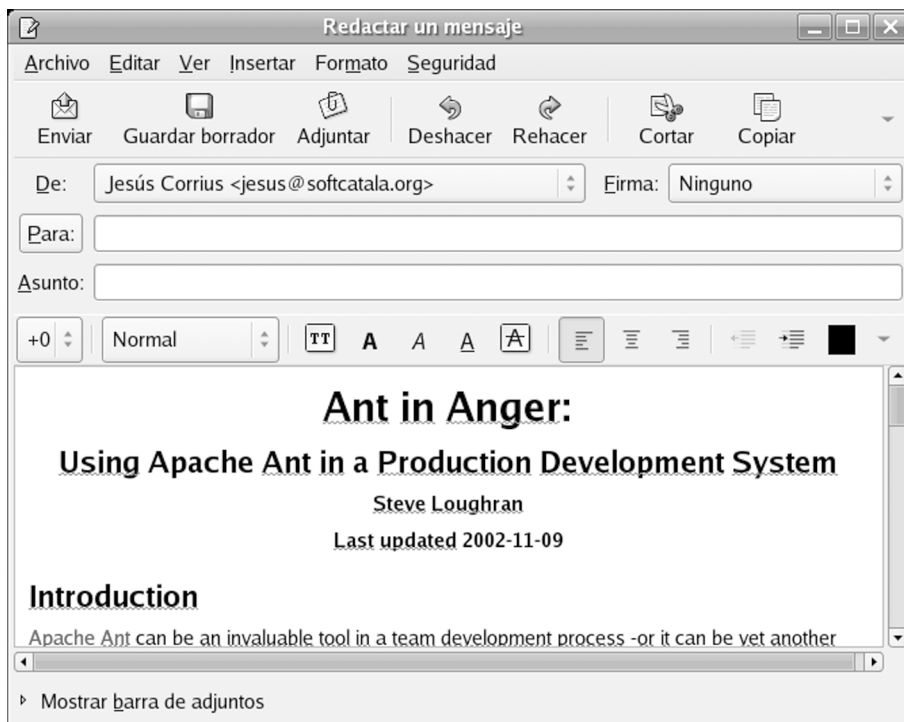
prueba1	
	prueba3
prueba5	

Mostrar barra de adjuntos

- HTML templates

Besides being able to individually insert elements of messages formatted in HTML, the program also comes with a number of templates containing pre-designed elements that we can use to enhance the appearance of our messages very easily and with professional results. To use a template for a message, go to the Insert menu and select Template or simply click on this button on the toolbar. The template insertion dialog box will appear, where you can select the template you require from those available, together with its size and alignment. Then click on Insert to position the template at the current cursor position. To customise the templates, click on the texts or images and replace them with the ones of your choice.

Figure 38. Message formatted with HTML templates



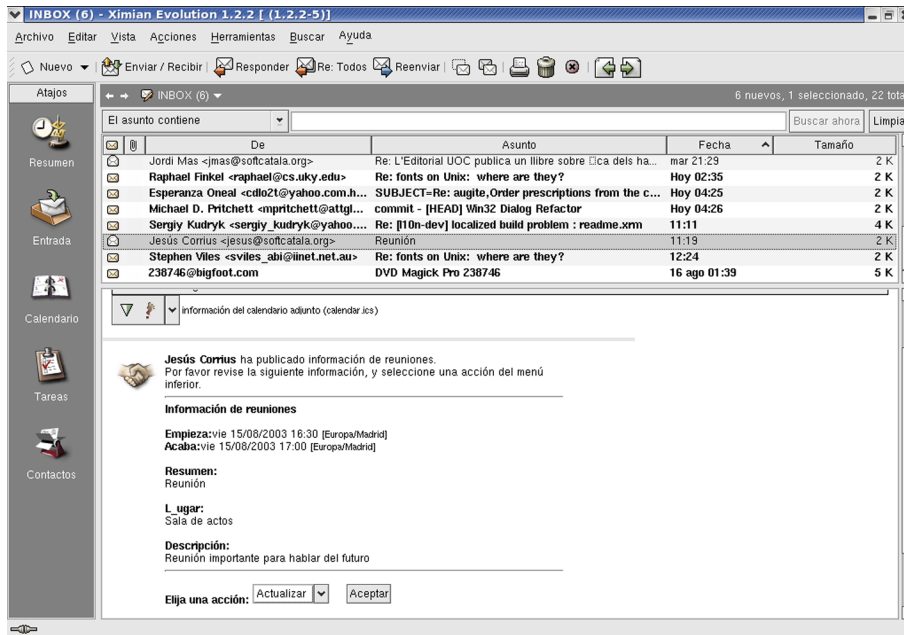
2.3. Additional features of the e-mail manager

Thus far, we have seen the main tools and options for e-mail use and we have seen all of the program's most important composition features. However, to complete this overview of the program, we have yet to see some other key features, even though they may not be used regularly by all users. We will now look briefly at these.

2.3.1. Receiving invitations by mail

As Novell Evolution is a personal information manager as well as an e-mail manager, it can be used to create events in the calendar and e-mail them using the mail management tool. The invitation is seen as an attachment in iCal format.

Figure 39. Invitation received as an e-mail message attachment



To reply to a request, click on the attachment button and select the View online option to see all of the information in it. Once you have read all this information, you have a number of options:

- **Accept**

Select this option if you are sure that you will attend the meeting. When you click on OK, the meeting will be automatically entered in your calendar.

- **Tentatively accept**

This option indicates that you will probably attend the meeting but are not 100% sure. When you click on OK, the appointment will be entered in your calendar but it will be marked as tentative.

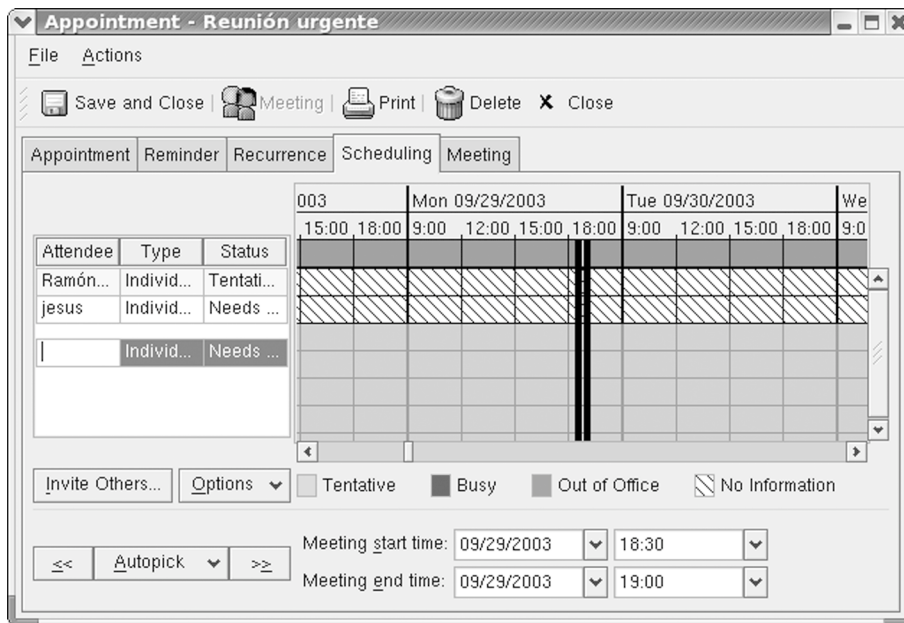
- **Decline**

Select this option if you cannot attend the meeting. The meeting will not be automatically added to your calendar but a reply will be sent to the event host if the RSVP option was selected.

- **RSVP**

When this option is turned on, as recommended, a reply is sent to the event organiser.

Figure 40. Accepting invitations dialog box



We will see how to send these invitations later on when we look at the features of the program's calendar.

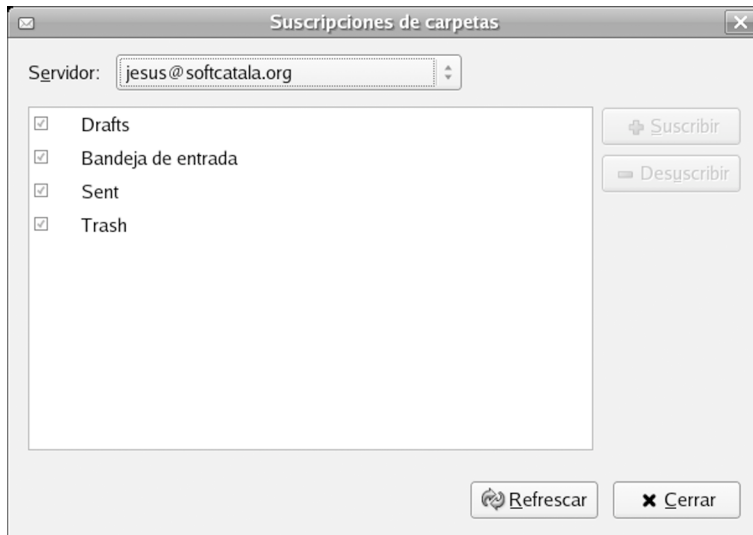
2.3.2. Folder subscription system

If you use the IMAP protocol to connect to your mail server, one very important feature is the possibility of subscribing only to certain folders to check whether they have mail. There will generally only be one, two or three server folders that we wish to check for new mail because this protocol operates remotely, meaning that these operations take up a considerable amount of time and resources. The server can also contain empty folders and there is no point in checking these for new mail.

We will now see how to subscribe to selected folders.

- 1) Go to the Folders -> Subscriptions menu option.
- 2) Select the e-mail account that you wish to change your subscriptions for.
- 3) Select the folders you wish to subscribe to by clicking on them. Some servers using the IMAP protocol can also display folders that are not e-mail folders. In this case, ignore them and do not subscribe to them.
- 4) Once you have selected the folders using the above criteria, click on Subscribe to add them to the list of subscribed folders.
- 5) Close the window.

Figure 41. Remote folder subscription tab



2.3.3. Encrypting e-mail messages

Although the aim here is not to provide a detailed description of the complex topic of encryption, we will need to deal with some concepts if we are to understand how this process works in relation to the features of Novell Evolution.

Encrypting is a technique that encodes messages so that only their recipients can read them. Although a third-party could intercept the message before it reaches the recipient, the contents will be illegible to this person.

Novell Evolution uses the GPG program to encrypt and decrypt messages.

The GPG program uses two types of key: public and private. With this technique, we can give out our public key to anybody who wishes to receive encrypted messages and we can also upload it to a public key server on the Internet for public access to it. In contrast, a private key must be kept very safe and you must never allow anybody access to it.

This dual key system is very secure but it is not very straightforward to use, because it requires us to carry out different actions depending on our intentions.

- **Encrypting an entire message so that it can only be read by the recipient**

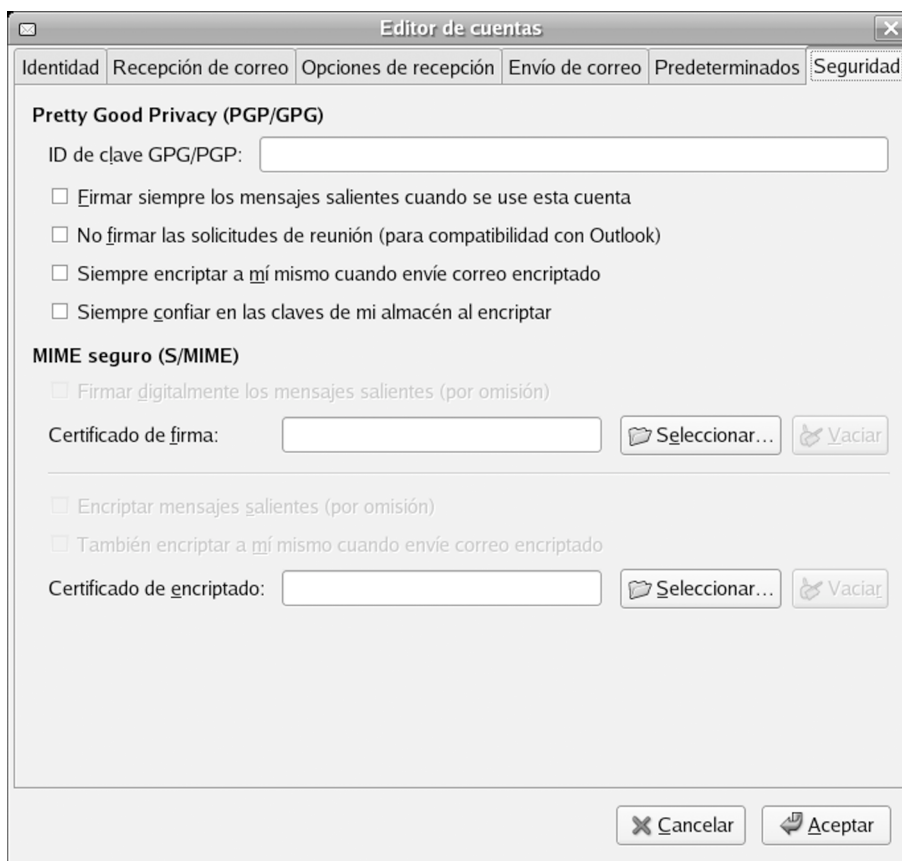
To send an encrypted message to somebody, we need to encrypt the message using the recipient's public key. Thus, to receive encrypted messages, we need to make sure that the person who wants to send us a message has our public key.

- **Write the message in normal text and attach an encrypted signature so that everybody can read the message and the recipient can use the encrypted signature to confirm its authenticity.**

To sign messages, we have to do the opposite. Encrypt the signature with our private key so that the message recipient can use our public key to confirm the authenticity of the signature and the message.

We can tell the program to always encrypt outgoing messages. To do this, go to the Edit -> Preferences...-> Mail Accounts menu and select the account you wish to use to always send encrypted messages from and then click on Edit. In the mail account configuration screen that appears, click on the Security tab. Then check the Always Sign Outgoing Messages When Using This Account option.

Figure 42. Mail account security tab



Basic use of the GNU Privacy Guard (GPG) program

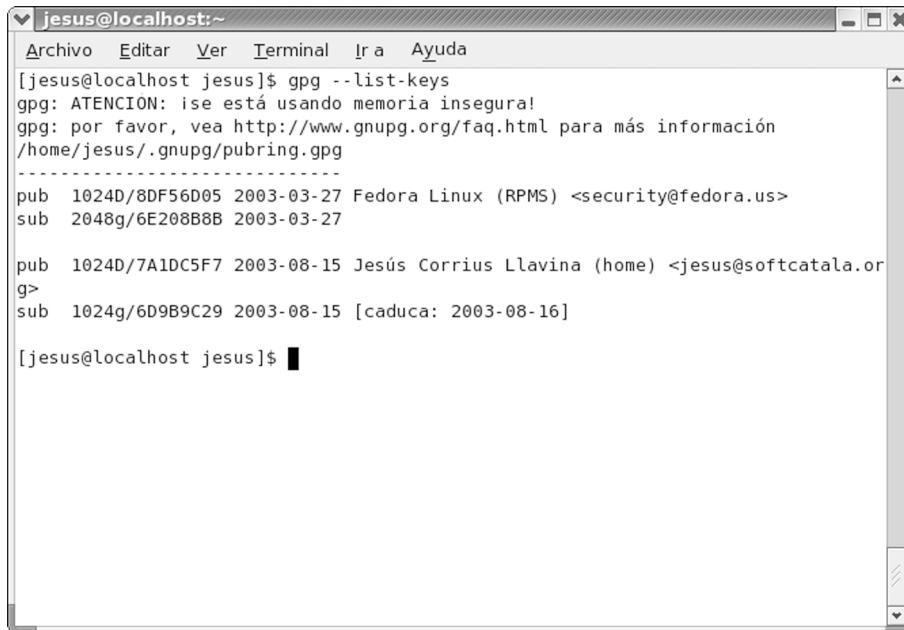
We have already seen that we need two encryption keys (one public and one private) to digitally sign a message. We will now see step by step how we can obtain these with the GPG program.

- 1) Open a terminal and type in "gpg -- abans era --gen-key".

- 2) When you are prompted for the encryption algorithm, select the one that comes by default with the DSA and ElGamal program.
- 3) It is now time to select the key length. The longer the key, the more difficult it is for third parties to decrypt the message. The default option, 1,024 bits, is more than enough for today's needs.
- 4) You must now decide whether you want your keys to expire and when.
- 5) The next step is to enter your details: name, e-mail address and a comment. The comment can be any information about you or the details you have entered that you consider it necessary to add. For example, you could point out that these are your personal keys, if you plan to create additional professional keys. It is important to enter this information correctly because it will be used for your electronic signature.
- 6) You should then enter a password. It is very important not to lose this because the keys would become invalid and you would be unable to read coded messages sent to you by others. It is also a good idea to use a different key to any another used for the system to make it very difficult for others to find out.
- 7) Once you have completed this step, the program will generate the keys. Depending on the size of key chosen, the process can take a while. GPG uses different computer status variables to generate random numbers, so it is a good idea to move your mouse or launch a program while the keys are being generated as this will create a better quality key.

To confirm that the process was successful, you can view your key information using the command: `gpg --list-keys` as shown below:

Figure 43. Terminal with the list of keys generated



```
jesus@localhost:~  
Archivo  Editar  Ver  Terminal  Ir a  Ayuda  
[jesus@localhost jesus]$ gpg --list-keys  
gpg: ATENCION: ise está usando memoria insegura!  
gpg: por favor, vea http://www.gnupg.org/faq.html para más información  
/home/jesus/.gnupg/pubring.gpg  
-----  
pub 1024D/8DF56D05 2003-03-27 Fedora Linux (RPMS) <security@fedora.us>  
sub 2048g/6E208B8B 2003-03-27  
  
pub 1024D/7A1DC5F7 2003-08-15 Jesús Corrius Llavina (home) <jesus@softcatala.or  
g>  
sub 1024g/6D9B9C29 2003-08-15 [caduca: 2003-08-16]  
  
[jesus@localhost jesus]$
```

While it generates the keys, the GPG program also creates a list of public and private keys. These lists are found in different files in the user folder on the `~/.gnupg/` path. The public key file is called `pubring.gpg` and can be sent to the people we want to have our public key so that they can send us encrypted messages.

If you want your keys to be generally available, you can upload them to a public key server. This means that anybody can access your public key and send you encrypted messages or confirm your signature without contacting you for the key. To do this, you need to continue inside the terminal window.

Firstly, you must obtain your key ID. The easiest way to do this is to type the `gpg -- abans era --list-keys` command again and copy the eight-character string after 1024D in the line beginning pub. In the above screenshot, this is: 7A1DC5F7.

Once you have the key ID, enter the command: `gpg -- abans era --send-keys --keyserver wwwkeys.pgp.net 7A1DC5F7`. Enter the key password when requested.

Before leaving this basic introduction to GPG, we will look at how to obtain and import public keys from others in order to send them encrypted messages. Although all operations are automatically performed by Novell Evolution, we have to manually import the recipient's public key into our list.

The command for this operation, also entered from a terminal window, is:

```
gpg -- abans era --rev-keys -- abans era --keyserver wwwkeys.pgp.net pass
```

, replacing pass with the ID of our recipient. We will need to type in our password again before the key is automatically imported to our key list. Now, when we send this person a message, Novell Evolution will allow us to encrypt it.

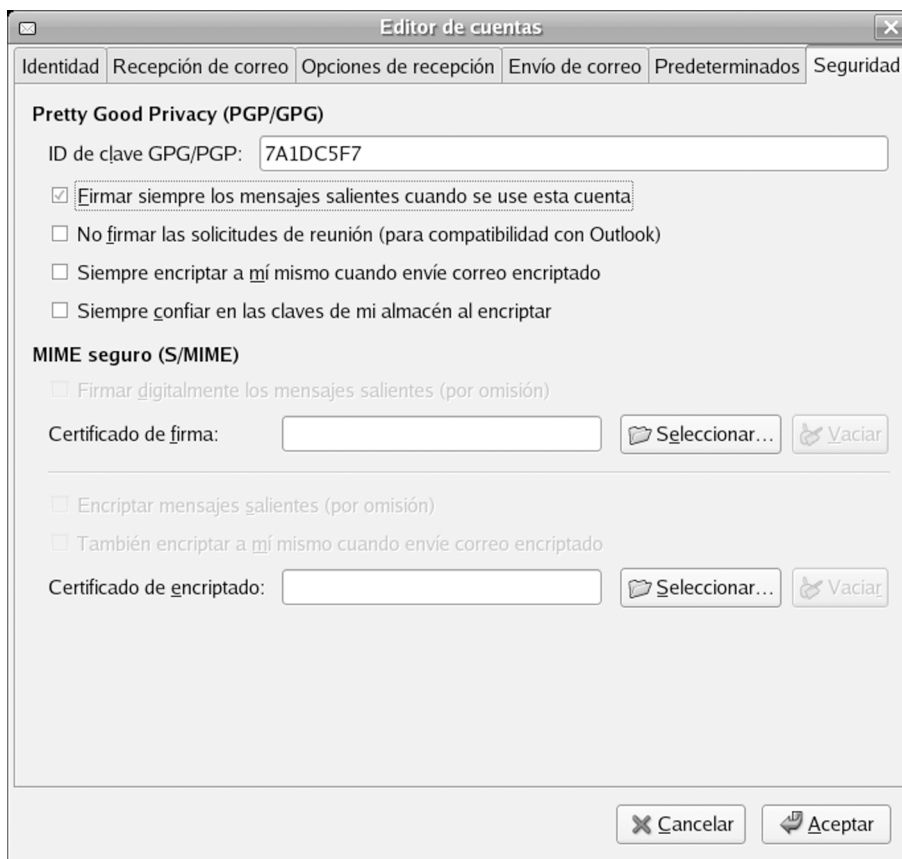
To import a key sent by e-mail, save it to disk as text and then use the command `gpg file_name`, where `file_name` is the path to the file that we saved to disk with the key.

2.3.4. Encrypting in Evolution

Once you have your public and private keys, you can use Evolution to encrypt entire messages or simply to sign them. We will now see the steps required for this.

To enable encryption of an e-mail account, go to the Edit -> Preferences menu option, select the mail account you wish to use and click on Edit. In the Security tab, type in your key ID. Remember that you will need to enter the `gpg -- abans era -list-keys` command to find out your key ID, as we saw in the previous section. Once you have entered the key, the program will be ready to use it.

Figure 44. Mail account security tab



Signing a message

To sign a message, place the cursor in the composition window and select the Security -> Sign with PGP menu option. If the key was installed correctly, the program will prompt you for your password. Enter it and click on OK. If all goes well, the message will be signed.

Encrypting a message

The procedure for encrypting messages is very similar to the one used for signing messages that we just saw, but this time we select the Security -> Encrypt with PGP option.

Decrypting a message

To read an encrypted message, you will first need to decrypt it. As the sender will have used your public key to send the message, you will need to type in your password to view it. The program will prompt you for your password when you try to view the message. Enter it and you will be able to view the message correctly.

2.3.5. Message filters

Filters are used to classify messages received into different folders based on predefined rules. We can have several filters running at the same time, which means that a message can be copied to different folders.

To make full use of their possibilities, we need to know when these filters are active. As we saw in other cases, the runtime depends on the type of protocol we use to communicate with the mail server.

If we use POP (Post Office Protocol) and download mail for local use, the filters will be applied whenever we check for new mail because this is when the messages are downloaded from the server.

If we use IMAP (Internet Message Access Protocol) and work remotely, the filters will be applied when we open the inbox folder on the server. If we have a filter that moves messages from the server to a local folder, the e-mail messages will only be available on the local computer where we read our mail and not on the server.

The steps for creating a new mail filter are as follows:

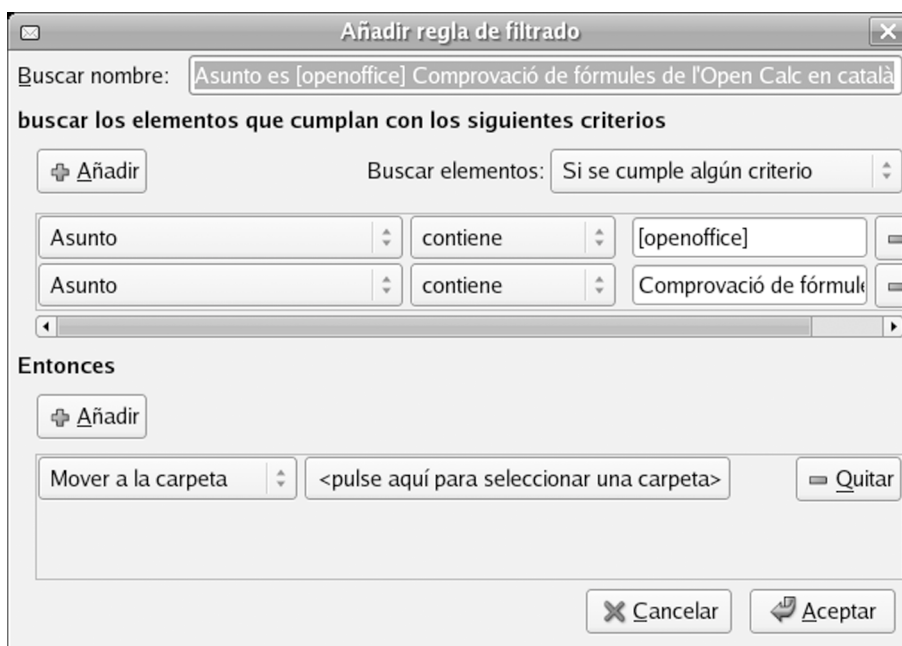
- 1) In the main application menu, select the Edit -> Message Filters menu to open the filters dialog box.

- 2) In the top part of the options dialog box, select whether you want the filter to be incoming or outgoing. In most cases, you will choose incoming. Click on the Add button.
- 3) You will now need a name for the filter. This should be something connected to what it does so that you can identify what it does quickly. This will be very important if you have a lot of filters running at the same time. One rule that can be very useful is to use the name of the folder where the filtered messages will be sent as the name of the filter.
- 4) For each filtering criterion, the first thing to do is to select the parts of the message that the filter should analyse. Most of these parts are obvious but some have certain nuances that we will now see:
 - **Sender:** the sender's e-mail address.
 - **Recipients:** the recipients of the message.
 - **Subject:** the subject line of the message.
 - **Specific header:** the filter can search in any part of the message header that we tell it to search in. Type the header field in the first text box and the text to search for in the second. Bear in mind that the program will only search for the first instance. If the header contains two values that are the same, filtering will only take into account the first one.
 - **Message body:** the actual body text.
 - **Expression:** if you know Scheme programming language, you can use this option to enter a search expression.
 - **Date sent:** messages are filtered by the date on which they were sent. You must first choose the message condition (is, is not, is before, is after) and then the date. The filter will compare the message date field with the current system date and time or with a date specified in the calendar. Messages can even be filtered by a specific time interval, such as messages from the previous week.
 - **Date received:** this field is used in the same way as the one above but compares the date on which we received the message not the date on which it was sent.
 - **Label:** e-mails have a standard priority scale that goes from -3 to 3, from least to most important. These values can be used to perform a variety of actions. We can also change this priority using other criteria (sender, date received etc.) and subsequently filter these messages ourselves based on this priority.

- **Size (kb):** the size of the message in kilobytes.
 - **Status:** Messages can be filtered by their status. This can be: Read, Replied To, Important and Draft.
 - **Flagged:** indicates whether the message is flagged.
 - **Attachments:** tells us whether a file is attached to the message.
 - **Mailing list:** this filter is used to establish whether the message comes from a mailing list and to act accordingly. We can check whether a message has come from a mailing list using the values in its header.
 - **Regex match:** if you have a knowledge of "regex" or regular expressions, you can specify search criteria.
 - **Source account:** if you have more than one account set up in the program, this option can be useful for filtering if you wish to apply different criteria to the different accounts.
 - **Pipe to program:** this odd and seemingly complex name is an option for advanced users to apply a terminal window command to the text of the received message and to apply the rules based on the value returned by the command.
- 5) Once we have selected the criterion we wish to use to apply the filter, we will need to specify the condition for applying it. If we wish to use more than one criterion for the filter (for instance, to apply it to messages from a specific e-mail account), click on the Add Criterion button and repeat the above step.
- 6) In the section of the dialog box marked Then, indicate the action that the program should take when it comes across a message that meets the set requirements. The available options are:
- **Move to Folder:** when this option is selected, the program moves the message to the folder we have specified.
 - **Copy to Folder:** this option copies the message to the specified folder.
 - **Delete:** the message is marked as deleted. Remember that the message can be restored until the folder is expunged.
 - **Stop Processing:** we can select this action if a number of filters affect a single message and the necessary actions have already been performed and the other filters are not required.

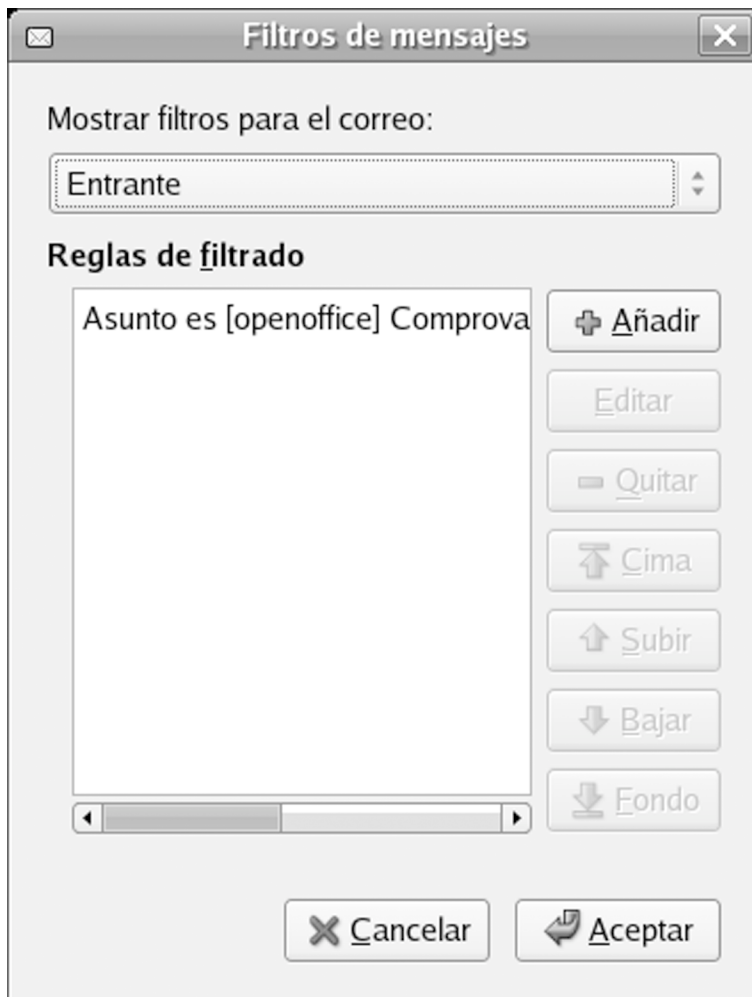
- **Assign Color:** this marks the message with the chosen colour.
 - **Assign Score:** we can assign a score to the message based on its importance. In subsequent filtering, we can use the score to further classify the message by priority.
 - **Set Status:** this action is used to add a status to the message.
 - **Unset Status:** this option is used to remove a message status.
 - **Beep:** if a message meets the filter criteria, the computer beeps.
 - **Play Sound:** similar to the above option, this allows us to select our own sound. For this feature, the computer must be configured correctly to play sounds.
 - **Pipe to program:** this is a very powerful option allowing us to perform any action with a terminal window command when we receive a message, providing excellent flexibility. For example, if we have the necessary privileges, we can send an e-mail message to our computer from anywhere in the world ordering it to shut down.
- 7) After specifying all of the elements required to perform an action, we can add new actions with the Add Action button and repeat the process we have seen.
- 8) To complete the creation of the filter, click on OK.

Figure 45. Filter editing dialog box



Creating a filter often becomes a complex task because we do not always take account of all the possibilities that we can come across in our everyday work when we are creating the filter. You can edit or delete filters you have created in the dialog box brought up by the Edit -> Filters menu option. To change the settings of an existing filter, select the filter you wish to edit and then click on Edit. This will take you back to the filter editing dialog box you saw when you created the filter. In this screen, you can change the various options that were already configured. To get rid of a filter, simply select it and click on Delete.

Figure 46. Dialog box for configuring mail filters.



2.3.6. vFolders

One of the more advanced ways of classifying e-mail messages in Novell Evolution, which we don't find in many other programs, is vFolders. This is the name for an advanced method of displaying messages that can be very useful if we receive a lot of e-mail messages and want to keep them organised.

A vFolder is actually a combination of elements that we have already seen. It looks like a normal folder but is created in the same way as we might create a mail filter. With these two elements, we create a powerful display tool for messages that are actually in other folders but which we see grouped by a selection criterion.

If the messages that reach our mail server meet the filtering requirements of a given vFolder, they will automatically appear in it. And, if we delete the message, it will also be deleted from its original location and any vFolders that it might be in. Thus, we can work with vFolders as we would with any normal mail folder.

The latest versions of Novell Evolution come with predefined vFolders to help us to understand this concept better. If we go to the folder selector beneath the toolbar and select the vFolders group, we will see three vFolders that have already been created: Important mail, Unmatched and Unread mail. Of these three, the one that could cause the most confusion at this time is the second, Unmatched, which is the destination for messages that cannot be placed in the other folders because they do not match the criteria of any vFolders. The Unread mail vFolder contains all mail marked as unread, while Important mail contains all messages marked as important.

We will now look at the steps to take to create a vFolder. You will see that the process is very similar to the one used to create mail filters, which we saw in the previous section.

- 1) Select the Searches -> Edit Saved Searches menu option.
- 2) Click on Add.
- 3) Type a name for the vFolder in the Rule name field.
- 4) Then select the search criterion for the messages you wish to add to your vFolder. The message parts that can be used are:
 - **Sender:** the sender's e-mail address.
 - **Recipients:** the recipients of the message.
 - **Subject:** the subject line of the message.
 - **Specific header:** the filter can search in any part of the message header that we tell it to search in. Type the header field in the first text box and the text to search for in the second. Bear in mind that the program will only search for the first instance. If the header contains two values that are the same, filtering will only take into account the first one.

- **Message body:** the actual body text.
- **Expression:** if you know Scheme programming language, you can use this option to enter a search expression.
- **Date sent:** messages are filtered by the date on which they were sent. You must first choose the message condition (is, is not, is before, is after) and then the date. The filter will compare the message date field with the current system date and time or with a date specified in the calendar. Messages can even be filtered by a specific time interval, such as messages from the previous week.
- **Date received:** this field is used in the same way as the one above but compares the date on which we received the message not the date on which it was sent.
- **Label:** e-mails have a standard priority scale that goes from -3 to 3, from least to most important. These values can be used to perform a variety of actions. We can also change this priority using other criteria (sender, date received etc.) and subsequently filter these messages ourselves based on this priority.
- **Size (kb):** The size of the message in kilobytes, including attachments.
- **Status:** Messages can be filtered by their status. This can be: Read, Replied To, Important and Draft.
- **Flagged:** indicates whether the message is flagged.
- **Attachments:** tells us whether a file is attached to the message.
- **Mailing list:** this filter is used to establish whether the message comes from a mailing list and to act accordingly. We can check whether a message has come from a mailing list using the values in its header.

Once you have selected your criterion and confirmed your options, choose the folders where you want to search for messages that meet the specified characteristics. The available options are:

- **Specific folders only.** Obviously you will need to type in the names of the folders in this case.
- **All local folders.**

- **All active remote folders.** Remote folders are considered active when connected to the remote mail server. If you are not connected, the vFolder will not contain any messages.
- **All local and active remote folders..**

Thus far we have looked at Novell Evolution's main features for e-mail. We think that you will have enough information here to begin using the program to meet your average e-mail needs. In addition to these features, we should point out that Evolution is a very powerful, user-friendly program that far outshines similar programs for GNU/Linux or any other operating system.

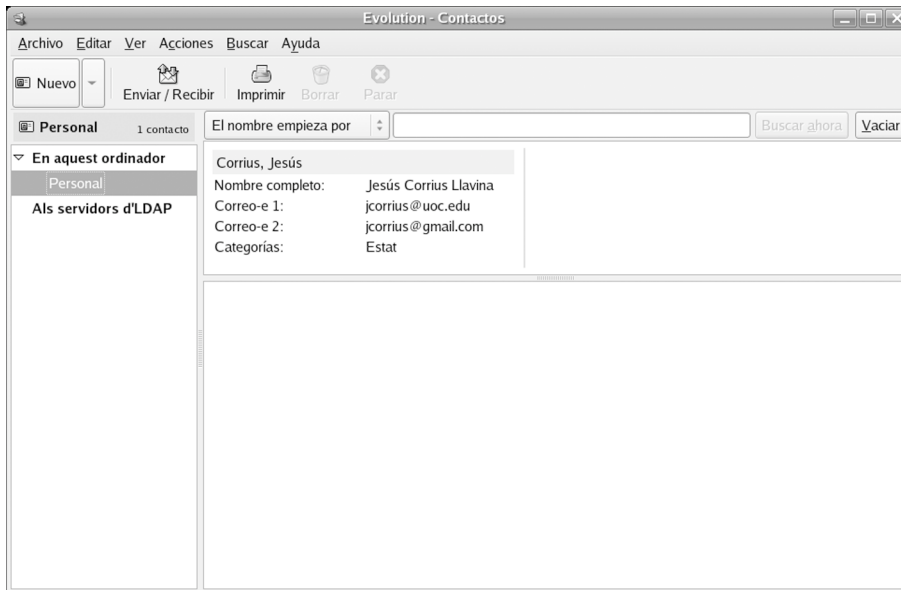
3. Contact manager

This section will look at how to use the program's built-in contact manager, which lets users carry out this task in a very intuitive way. To access the contact management tool, simply click on the Contacts button on the vertical shortcut bar. This will bring up a very easy to use interface.

As you can see, the toolbar is very straightforward compared to the one used by the e-mail management feature. The buttons on this toolbar are as follows:

- The New button changes here from a new e-mail message to a new contact. While we are working with contacts, this will be the default value. Click on it to create a new contact card. Another very quick way of creating a new contact is to double-click on a blank space in the list of contacts.
- We can use the arrow that appears behind the New button to select the List of Contacts option, which will then allow us to create a list of individuals grouped by common features, such as a list of classmates.
- The Send/Receive button is used to synchronise contact information over networks, should you use this feature (more common in business).
- The toolbar printer button is used to print one or more cards. The printer must be configured correctly in the system to use this option.
- The trash button is used to delete selected contacts immediately.
- The button with a stop sign is used to stop network data synchronising if you are working on a network.

Figure 47. Main contact manager window



The rest of the screen contains your contact information. To the right of the main window, we can see a series of buttons ordered alphabetically that are used to select the contacts beginning with this letter. If the window is too small to fit all of the letters in, a vertical scroll bar will appear automatically.

3.1. Contact editor

The contact editor is the tool used to add new cards or to edit existing ones. If you want to edit an existing card, simply double-click on it to open the contact editor. The fastest way of creating a new card is to click on the New toolbar button as we saw in the previous section.

You can also create a contact card while you are using the e-mail or calendar manager. To do so, right-click an e-mail address or message and select the Create Card for this Address or Create Card for this Sender options. These options will also take you to the program's contact editor.

The contact editor screen has three tabs. The Contact tab contains basic information, Personal Information is used to add more detailed information about this contact and Mailing Address is used to synchronise information on the availability or calendar of this person over the Internet if the contact makes this information public. You are unlikely to use this program feature.

Figure 48. General contact editor tab

Editor de contactos - Corrius, Jesús

Contenido de la pestaña 'Contacto':

- Nombre completo...**: Jesús Corrius Llavina. **Apodo:** []
- Archivar como:** Corrius, Jesús. **Dónde:** Personal
- Categorías**: [] **Estat**: []
- Correo-e**:
 - Trabajo**: jcorrius@uoc.edu. **Otro**: []
 - Domicilio**: jcorrius@gmail.com. **Otro**: []
 - ☐ Quiere recibir el correo como HTML
- Teléfono**:
 - Teléfono del trabajo**: [] **Teléfono móvil**: []
 - Teléfono de casa**: [] **Fax del trabajo**: []
- Mensajería instantánea**:
 - AIM**: [] **ICQ**: []
 - Yahoo**: [] **GroupWise**: []

Botones: Ayuda, Cancelar, Aceptar

The Contact tab has seven sections, each with an icon indicating the type of information you can enter: face, telephone, envelope, globe, house, filing cabinet and a suitcase, which represent, respectively: name and company, telephone numbers, e-mail address, website, postal address, contacts and categories.

We will now look at the fields with advanced features:

- **Full Name**

The Full Name field is used by the user to directly enter a contact's full name. However, you can also click on the button of the same name to bring up a wizard in the form of a dialog box to enter this information.

Figure 49. Full name entry dialog box



A general guide for entering values in this dialog box is:

- **Title**
Here, you can enter a title yourself or choose one of the preset menu titles.
- **Name**
Here, you enter the name of the person.
- **2nd name**
If the person has a second name, you can enter it here.
- **Surname**
Enter the contact's surname here. Cards are sorted by this value.
- **Suffix**
If our contact has a suffix to his or her name, you can enter it in this field.
You can also use one of the preset options.

Be careful entering the names of your contacts because the program uses these names to sort the contacts and it will be the most common search method if you have many contacts. The name is also used as an ID to save card data internally. Hence, it is very important to be coherent in the way you enter the data and to always use this same criterion.

- **Multiple field values**
The arrows in the form of upside-down triangles next to some fields can be used to enter additional data on the contact. Although the program will only display one of the types of data selected, they will all be saved to the card and we will be able to access them in the same way.

The Details tab is very easy to use and contains the following fields:

- **Suitcase**, for the person's professional information.
- **Face**, for personal information.
- **Map of the world**, for other information.

Figure 50. Contact editor details tab

Editor de contactos - Corrius, Jesús

Contacto Información personal Dirección de correo

Página web

Página personal:

Diario web:

Calendario:

Disponibilidad:

Charla por video:

Trabajo

Profesión: Tratamiento:

Empresa: Departamento:

Jefe: Secretario:

Misceláneo

Oficina: Cumpleaños: Ninguno

Cónyuge: Aniversario: Ninguno

Notas:

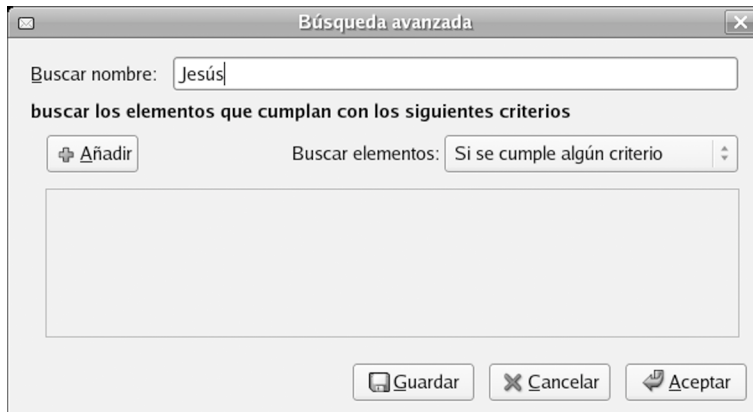
Ayuda Cancelar Aceptar

3.2. Searching for contacts

The program offers the same search functions for contacts as it does for e-mail messages. We can also use the search bar in the top part of the window, underneath the toolbar. For quick searching, first choose the location for the type of search you wish to perform in the first drop-down list in the search bar, enter the text and click on Search Now. When you have finished with the cards you searched for, click on Clear to return to the normal contact view.

For an advanced contact cards search, select the Advanced option in the search bar box containing the list of criteria or use the Tools -> Search for Contacts menu option. Either of these two options will bring up the advanced search dialog box. We saw a very similar window for creating vFolders and message searching so you should have no problems with this one.

Figure 51. Advanced search dialog box



3.3. Contact groups

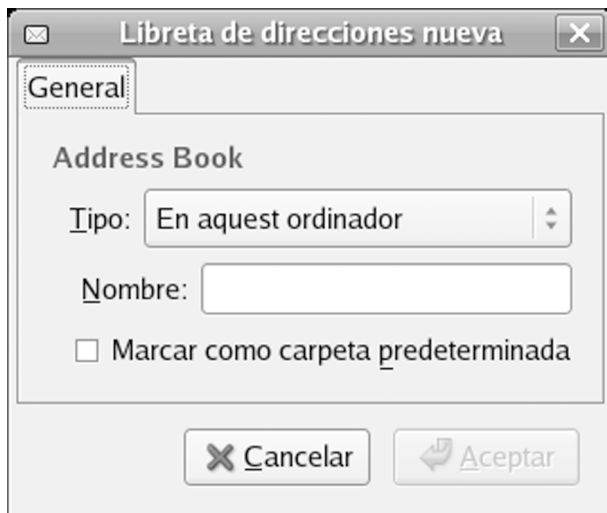
Organisation of the list of contacts is similar to that of the e-mail manager in that we can use folders to organise it, although we cannot use vFolders. Nonetheless, as we shall see, we can sort each contact card into different categories that we can create to suit our needs. We will now take a look at different ways of organising cards using contact groups.

The easiest way to group contacts is with the use of folders, as we saw for e-mail. Selecting contact cards as elements of one or more categories, however, gives us greater flexibility. And thirdly, straightforward contact lists can be used to send e-mail messages to the group of people in the list as if we were sending a single e-mail message.

3.3.1. Folders

By default, all the contact cards we create are sent to a Contacts folder in our local folders. As we saw in the e-mail manager, we can create a new folder with the File -> New -> Folder menu option and locate it where we wish in the folder tree. Obviously, you will need to make sure that you have created a Contacts folder type, which will be the default option if you create it when you are in the contact manager. To move a contact from one folder to another, simply drag it as you would with an e-mail message. Note that you cannot place a contact in two different folders.

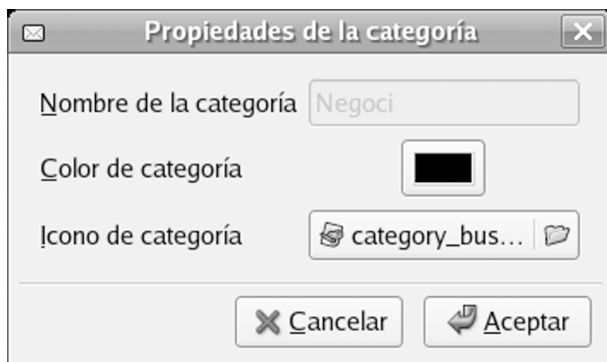
Figure 52. Creating new folders dialog box



3.3.2. Categories

Another way of grouping contacts is with the use of categories. We can place each card in a specific category. For instance, you could put a classmate in both the studies category and the friends category. To specify a category for a new contact, open the contact editor (either by creating a new contact or by double-clicking on an existing contact) and select it with the Categories button in the bottom left of the window. This will open the categories editor where you can select all the categories you would like for this contact or, if necessary, create new ones.

Figure 53. Categories editor window



3.3.3. Lists of contacts

Lists of contacts are useful if we need to send an e-mail message to a group of individuals as if they were just one person. The steps for creating a list of contacts are:

- 1) Open the list creation dialog box using the New toolbar button or the File -> New -> Contact List menu option.

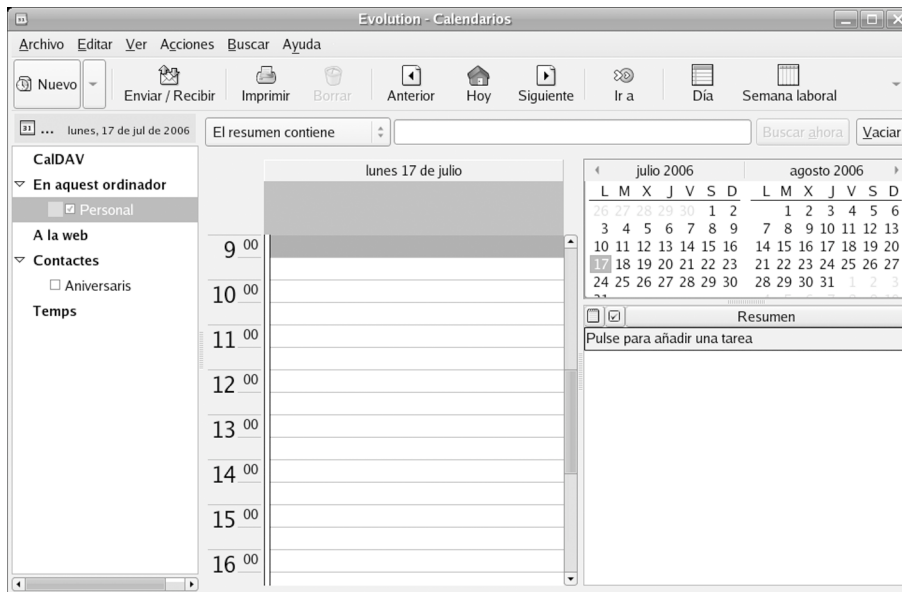
- 2) Enter a name for the list in the Contact List editor.
- 3) Enter the names or e-mail addresses of the contacts you wish to add or simply drag them from the main window.
- 4) Choose whether to check the Hide Addresses When Sending Mail to This List option. When this option is marked, the recipients of messages from the list will not see the addresses of the other list contacts when they receive a message. It is best to keep this option checked, particularly if you use long lists. This option has the same effect as using the BCC field for recipient addresses in the e-mail program.
- 5) Once you have finished the list, click on Save and Close to save it. The list will appear as another contact card and you can in fact use it as if it were a normal card.

To send a message to the list, create a new e-mail message and enter the name of the list you have created as the recipient. Another option would be to right-click the list and select the Send Message to Contact option.

4. Calendar

The last feature of the program that we will look at is the electronic agenda or calendar. To access this, select Calendar from the vertical shortcut bar.

Figure 54. Overview of calendar management



The buttons to the far right of the toolbar can be used to configure the main window calendar view. The program comes with a series of preconfigured options: Day, Work week, Week and Month, but you can customise these views using the calendar in the top right of the window by selecting the days you require. To select more than one day, hold down the left mouse button and move the cursor over the days. The calendar view will automatically be updated when you release the mouse button.

The Prev and Next toolbar buttons can be used to move back and forward through the pages of the calendar. The scope of the movement will depend on the selected view. The program moves from day to day in day view and from week to week when we are in week view. The Today button between the two arrows takes us to today, as we might imagine.

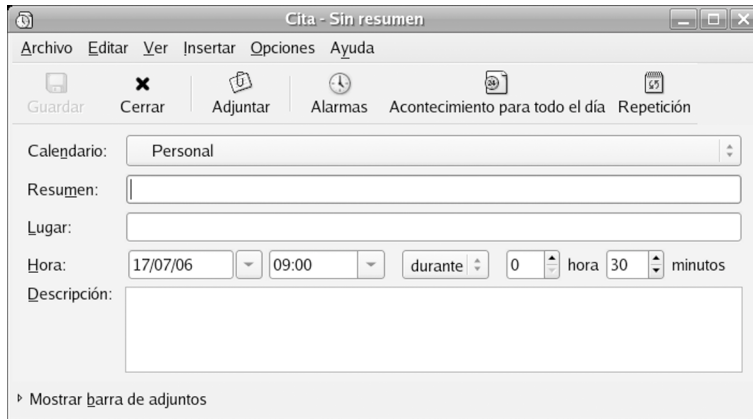
To jump to a specific date, click on the Go to button and select it from the calendar that pops up.

4.1. Creating appointments

As has been the case for most of the features we have seen, there are a number of options for creating an appointment in the calendar. We can select the File -> New -> Appointment menu option or click on the New toolbar button. A

quicker and more intuitive option is to search for the time and date of the appointment and click on the corresponding blank space in the calendar. If you do this, you have two options. If you click once on the blank space, you can enter the text summarising the appointment in the calendar. If you double-click, the appointment editor dialog box will appear.

Figure 55. Appointment editor dialog box



Every appointment you create must have a start and end. If you did not bring up the appointment editor in the calendar, you will need to manually enter these values. You can also select the All Day option, in which case the appointment will appear in grey underneath the date. This will prevent conflicts with other appointments. If you create an appointment at the same time as another, the two appointments will appear one beside the other.

The program also supports time zone specification in the event that the calendar is shared with other people in a different time zone to us. If this is the case, it is important to specify your time zone correctly to avoid errors. The steps for configuration of this feature are as follows:

- 1) Go to the Tools -> Configuration...-> Calendar and Tasks menu option.
- 2) In the General tab, go to the Time Zone section and click on the button with a globe on it.
- 3) Click on your city or a city close by that is in the same time zone. Then click on OK.

The Reminder tab can be used to configure a series of alarms to alert us of appointments at a user-settable time before they begin. There are two types of alarm:

- **Display a message**
A dialog box appears on screen with a reminder at the set time.
- **Play a sound**

The system delivers a sound. Your computer must be configured correctly.

- **Run a program**

This option launches a program at the indicated time. You can enter the name of the program in the text field or use the Search button to select it.

The Classification field is only used if your calendar is synchronised over a network. The default category is Public, which means that it can be seen by anybody with access to the network calendar. The Private category increases the security level, which is maximum when Confidential is selected.

We are normally busy when we are in an appointment so the default value of the Show Time As field is Busy. If a calendar is shared by several people, this option can be useful for letting others know when you are free.

The program allows us to categorise appointments, which makes organisation easier if we have a lot of them. To access these categories, click on the Appointments tab button. Inside the category selection dialog box, select the ones you need by clicking on them. You can also create new categories and add them to this list. In the selection dialog box, click on the Edit Master Category List button and then on Click Here To Add A Category.

Categories can be used to group all of your appointments for similar activities. To do this, enter them manually in the categories field of each appointment.

The Recurrence tab is used to define repeat appointments, which can range from once a day to once every 100 years. This time range should be sufficient for our needs. We can also choose a time or date for this event to stop recurring. Recurrence is made more flexible by exceptions, which let us select individual days on which the event will not recur.

Once you have finished entering all of this information, click on the disc button on the toolbar and close the editor dialog box. You can change all of the data you have entered later on by clicking on the appointment in the calendar.

4.2. Sending invitations by mail

Novell Evolution has a quick and easy way of sending out invitations to people who have to attend an appointment or meeting in which replies are managed automatically.

When we create a group meeting, we can mark the people affected in several categories as attendees. When we save the details of the appointment, an e-mail message will automatically be sent to each person with all of the information about the event. The e-mail will give them the option of responding to the invitation. If you simply wish to announce the event to certain people and do not want to receive information from attendees, you can use the

Actions-> Forward as iCalendar option that appears when you right-click the appointment. This will open a new e-mail message with the meeting information attached but without the auto-reply message.

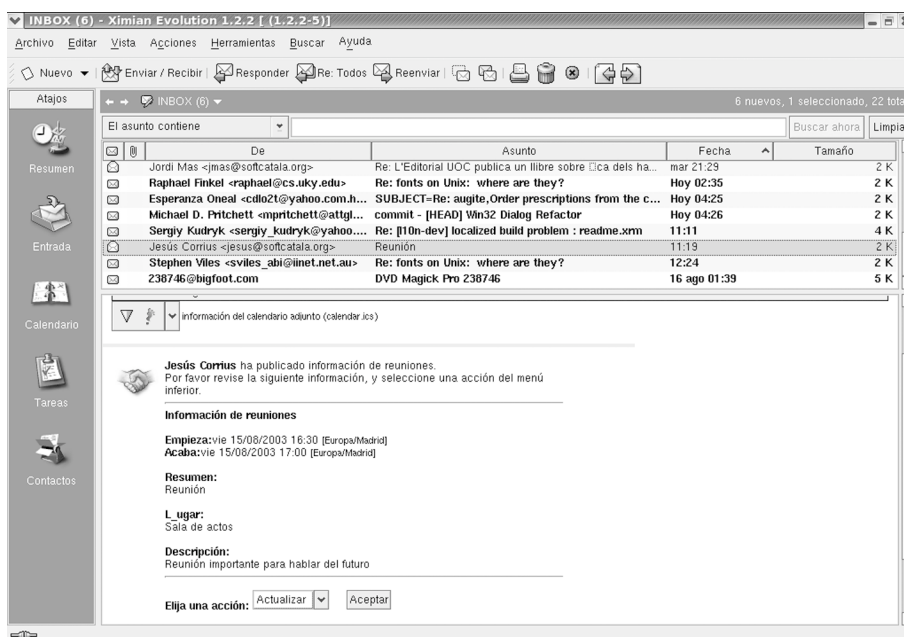
The steps for scheduling a meeting are:

- 1) Select an appointment created previously and right-click on it. Then select the Schedule A Meeting option.
- 2) If you have more than one program identity, you will need to select the correct one from the Organiser field.
- 3) Click on the space entitled Click Here To Add An Attendee and enter the name and e-mail addresses of the people you wish to invite. You can also select attendees from the cards in your list of contacts.
- 4) When we save a meeting, an e-mail is automatically sent to all attendees.

Meeting invitations are sent by e-mail as message attachments in iCal format. To respond if the text message does not appear, click on this and select View Attachment Inline. The recipient will then be able to view all the information concerning the invitation and select the appropriate reply. The program offers three preset options:

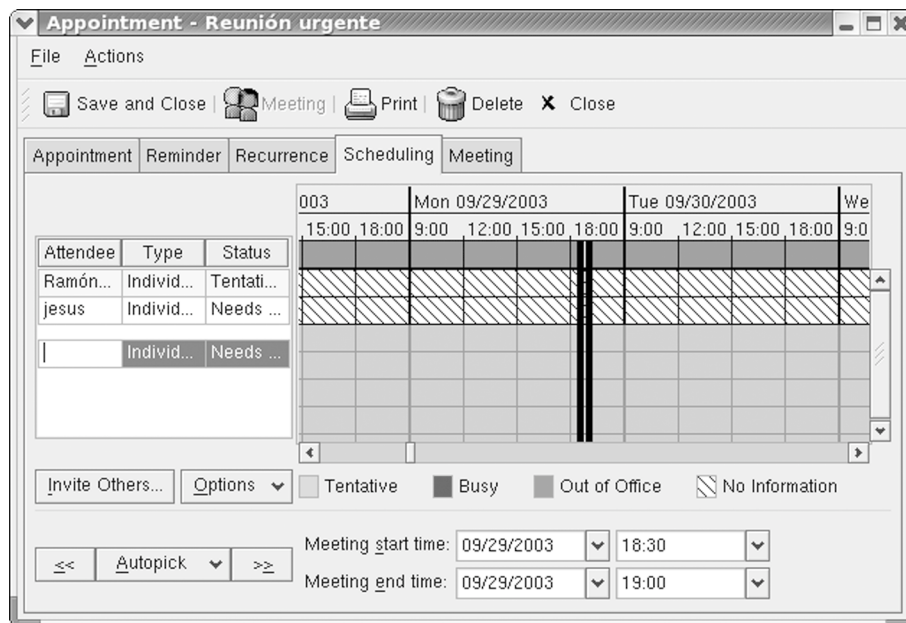
- Accept
- Tentatively accept
- Decline

Figure 56. Invitation to a meeting sent by e-mail



When you click on OK, a message is sent to the organiser with the response you have selected. If you have agreed to participate, it will automatically be added to your calendar. However, there is a slight problem with this. The event can only have one organiser and any changes you make to it can be overwritten if the organiser updates the invitation. If you need to change something in an invitation sent to you for any reason, it is best to contact your organiser for him or her to make the relevant changes.

Figure 57. Response to an invitation received by e-mail



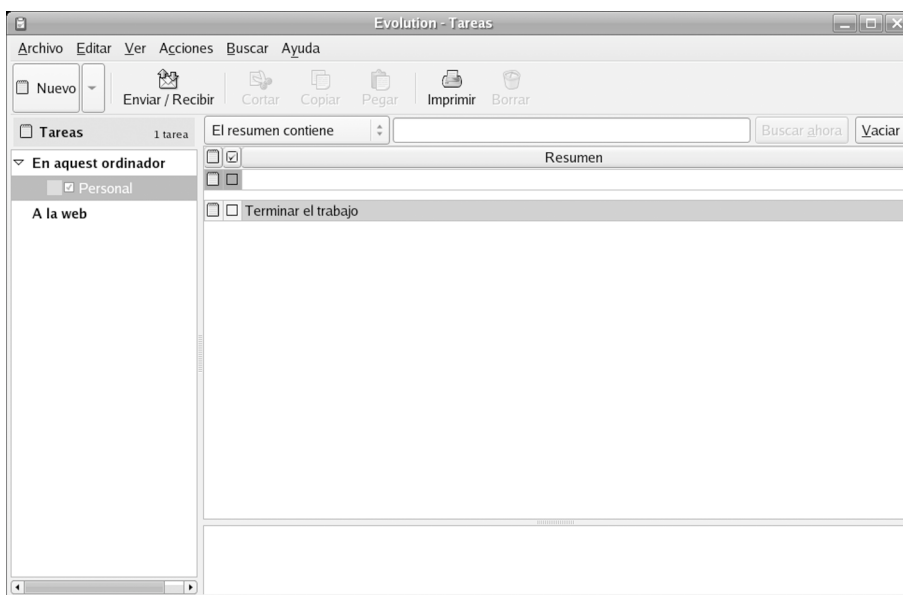
When you receive a reply, you must view it online in the e-mail viewer. To do this, click on the attachment and select View Inline if the attachment is not automatically displayed. Click on Accept at the end of the message to update the list of attendees.

5. Tasks

The tasks panel feature lets us save a list of tasks without assigning them to a specific calendar date.

We can access the task panel from the calendar or from the shortcut on the vertical bar. We can also access a task folder from the program's folder tree. In the calendar application, this option is located in the bottom right of the window but is much easier to access in Task View.

Figure 58. View of Novell Evolution's Task Manager



To create a new task, simply click on the space containing the text Click To Add A Task and enter a name. Once you have typed in the name, press Enter for the task to be added to the Task List. To configure more options, double-click on it to bring up the Task Editor dialog box.

Figure 59. Task Editor dialog box

This first screen contains a number of sections, which we will now look at briefly:

- **Summary:** description of the task that will appear in the To Do list.
- **End date:** the date on which the task must be completed. This can be entered in the text field or selected from the calendar.
- **Start date:** the date on which you expect to begin to work on the task.
- **Description:** this field is used to add more detailed information on the task than that offered in the summary. For instance, we can enter the progress made with the task.
- **Classification:** if we are sharing the calendar on a network, this field indicates the visibility of the task.
- **Contacts:** we can add contacts to the task to share it with others.
- **Categories:** if we have created a number of tasks, we can classify them into different categories to help us organise them.

The Details tab can be used to set values such as the priority and progress of the task. Lastly, the Assigned tab can be used to add contacts and their roles to the task. After entering the necessary data, click on the Save And Close button of the dialog box toolbar.

Figure 60. Task editor details tab

Detalles

Estado

Estado: Sin comenzar

Porcentaje completado: 0

Prioridad: Sin definir

Fecha de terminación: Ninguno

Varios

Página web:

X Cerrar

To display or edit a task that you have created, double-click on it or select it and then right-click on it and choose the Open option. Both of these options will take you to the Task Editor we have just seen. To delete a selected task, click on the Delete toolbar button. The task summary will be displayed with strikethrough, as occurs with e-mail messages.

We can also organise task lists with the headers of the columns containing the tasks. Click on these to choose the method and direction of sorting. You can also add or remove columns.

Summary

In this unit, we have seen how to install and configure Novell Evolution and explained the key features that make it such an excellent group tool, including its management of e-mail messages and its calendar.

Much of this unit has been concerned with the e-mail management program, including how to create new e-mail accounts and users and how to compose e-mail messages in HTML format.

Where possible, we have focused on the security of the program, as in the possibility of sending and receiving encrypted messages through keys generated with the GPG program.

OpenOffice.org. Program installation

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Introduction

The OpenOffice.org suite, born of the project of the same name created by the US company Sun Microsystems, represents of the biggest free software advances of recent years. To be able to compete face-to-face with other business solutions and platforms, it is essential to have a tool that can boast the same features as the competition. Nowadays, we cannot imagine a production environment without the ubiquitous Microsoft Office suite with its Word, Excel, Access and PowerPoint. In this unit, we will look at an alternative that we really need to start taking seriously.

This project dates back to the StarOffice package of a German firm called StarDivision, which began to develop a comprehensive cross-platform tool for office work in the 1980s. This package became increasingly popular towards the end of the 1990s in UNIX and free software environments, though it did not have the blessing of the movement's gurus or many users because it was a proprietary project. Nonetheless, many distributions began to include it as an option in their commercial versions, which included proprietary programs.

In 1999, the German company was taken over by the multinational Sun Microsystems, which launched the most recent version (5.2), based on the original StarDivision code, in June 2000. This led to the creation of the OpenOffice.org free software project, which would form the basis of the new version of the program.

There are two versions of the program: OpenOffice.org, which is the free software version with a dual LGPL licence (GNU *Lesser General Public License*) and SISSL (*Sun Industry Standards Source License*) and a proprietary version called StarOffice, produced by Sun Microsystems from the original OpenOffice.org code but with a number of improvements, such as support, filters and commercial spellcheckers, templates etc.

This unit on OpenOffice.org will look at the general installation of the program. It will focus primarily on the installation of the product as this is very important if it is to run correctly and it can be rather complicated in network environments. In the other units, we will look at the configuration of a range of elements such as printers, fonts and user dictionaries, which can also create problems.

The main purpose of this unit is to provide a reference should you need to install OpenOffice.org yourselves and to provide information so that you can weigh up the various installation options available.

The main aims of this unit are:

- 1) to explain how to choose the most appropriate installation for your platform and working environment, and
- 2) to describe how to install an OpenOffice.org version correctly. We will go through the process step by step and look at all of the program's options.

1. Installing the program

This section will look at installation of the application. Although it will focus mainly on the GNU/Linux environment, we will also discuss its installation on Microsoft Windows.

The first part of this unit is designed to be a comprehensive source of reference for the diverse installation possibilities of the program. This means that we will have to repeat some of the concepts common to the different types of installation in order to keep the description very clear. However, we will try to keep repetition to a minimum within the limits of the topic under discussion.

Most recent distributions already come with this program. Whenever we have access to a package prepared for use with our distribution, this will be the best one to use. This is basically because due to integration of the product with the system (for instance, OpenOffice.org will appear in the desktop menus or a document will automatically open in the appropriate application when you click on it). The installation program is not always able to integrate with the system because of the sheer number of distributions available.

1.1. Installation requirements

The minimum requirements for installing the program are not demanding by today's standards but bear in mind that it might be slower if it is run on a low-RAM machine. The other requirements are easily met by any computer on which one of the latest distributions of GNU/Linux can be installed.

- Computer with **Pentium** or compatible processor.
- A **kernel version of 2.2.13 or higher**. All distributions now have at least version 2.4.
- A C standard system library, **glibc, version 2.2.0 or newer**. The latest version is currently 2.3.
- An X server (usually **Xfree86**) for a minimum 256-colour display resolution of 800x600 **with a windows manager**. Although OpenOffice.org works with any windows manager, it integrates particularly well with the GNOME environments and some of the program's accessibility features do require GNOME version 2.0 or higher.
- **128 Mb RAM** (minimum). Although, as always, the more memory the system has available, the quicker and better programs will run.

- **A file system for creating symbolic links**, such as ext2, ext3, reiserfs etc. All UNIX file systems can create symbolic links but Windows file systems cannot. GNU/Linux has a file system called VFAT or Virtual FAT, which is a clone of the Windows and MS-DOS file system. OpenOffice.org cannot be installed on a partition formatted with this file system.

If OpenOffice.org is installed on Windows, the requirements are as follows:

- **Microsoft Windows 98, ME, NT (Service Pack 6 or higher), 2000 or XP.** Although it runs correctly on 98, ME and NT, we recommend using a 2000 or XP system. Some older versions of OpenOffice.org run into problems with Windows 98, although these do appear to have been resolved.
- Computer with **Pentium** or compatible processor.
- The OpenOffice.org documentation states that the minimum for system memory is 64 MB of RAM. We have tried this and recommend **128 MB** for Windows 2000 or XP.
- **Administrator permissions** on NT, 2000 and XP systems. For these systems, you will need to launch installation as the Administrator unless your personal user already has these privileges.

OpenOffice.org can be used on an old Windows 95 system but only the very outdated 1.0.x branch. Neither 1.1 nor 2.0 work with this operating system.

1.2. Obtaining a version of OpenOffice.org

There are a number of ways to obtain a version of the OpenOffice.org program. One is to go to the program website and download it. However, as this is a very big program, we recommend trying to obtain it in other ways (IT publications, promotions etc.), particularly if you connect to the Internet with a 56 Kb-modem.

The website address of the OpenOffice.org project is:
<http://www.openoffice.org>.

The site contains all of the documentation you will need to use the program as well as the most recent versions. Unless you are an advanced user willing to write and send bug reports, it is always best to use the last stable version of the program, which is called the Legacy Build in this project. You will find the link on the main page. There are also links to pages in different languages offering translated versions of the program.

There are versions of OpenOffice.org for Windows, GNU/Linux, MacOS X and Solaris. This means that we can use the same office tool on different platforms if we need to work on different ones.

Once you have selected your platform, you will be redirected to a page with links to different servers around the world from to download the program. Click on the link to download the program. This process will take a while, even if you have a fast connection.

1.3. Decompressing the installation package

Once the download is complete, you will have the installation package, the name of which will vary depending on the platform you selected.

If you use Windows and have version 1.1.x of OpenOffice.org, the file name for Windows will be OOo_1.1_Win32Intel_install.zip. To decompress the file, you can use Winzip, WinRAR or any other program. Unzipping the package will produce a folder containing the program installation files.

To obtain the installation folder in GNU/Linux, you will also need to decompress the file. To do this, open a terminal and enter the following command:

```
$tar -xvzf OOo_1.1_LinuxIntel_install.tar.gz
```

This will create a new folder named OOo_1.1.0_Win32Intel_install or similar containing the installation files. In this example, to launch installation of OpenOffice.org, we must enter in the terminal:

```
$ cd / OOo_1.1.0_Win32Intel_install  
$ ./setup
```

In this unit, we will look at diverse ways of installing OpenOffice.org, which means that we will also need to launch installation using different settings. By typing in these commands, we will launch a standard installation.

If you are working in Windows, you will need to look for the setup.exe file created during unzipping and run it by double-clicking on it. In both cases, the welcome screen will appear and installation will launch.

If you want to install version 2.0 or higher of OpenOffice.org, you will already have native installers for the application. These installers make light work of installation because the user simply has to double-click on the installer icon and the program installs almost automatically.

However, before launching installation, you will need to decide on the type of installation that best suits your needs. We will look at all of this in the next section.

1.4. Types of installation

There are two possible ways of installing OpenOffice.org: installation for a single user and multi-user or network installation. We will now explain the differences between the two.

- **Installation in a single-user environment** allows a user who does not have full system privileges to install the program in his or her personal folder. This obviously applies to GNU/Linux but also to Windows versions allowing multiple users with different privileges: Windows NT4, 2000 and XP.

In this case, only the user who installed the program will have access to it and there will only be one customised setup of the program. This type of installation can be useful if, for example, you already have a copy of OpenOffice.org installed on the system that works correctly but you would like to install a new version for testing without modifying the stable version, which is the version you use for your work.

- **Network installation** allows all system users to run OpenOffice.org from a single installation and for each user to have his or her own profile with custom settings. In this case, the typical client-server structure is used, even allowing users to connect remotely to the server. This installation is recommended for multi-user environments.

We will now describe the two types of installation for the two most common versions of OpenOffice.org, 1.x and 2.x. Even though we may only work with one of the two versions, installation of the other one can be used as a reference for discovering the internal workings of the program.

2. Installing OpenOffice.org 1.x

As we saw in the previous section, installation for a single user installs the application on a computer and, as the name implies, it is for the personal use of the user who installed it. In GNU/Linux, the program is installed in the user's personal folder (or any other folder to which the user has full access), so this type of installation does not require superuser privileges. The downside to this type of installation is that only the user who installed the application can use it.

2.1. Requirements

The size of the installation will vary according to the elements you install. For a single-user installation, 190 - 250 MB of free hard drive space are required, plus another 80 MB for the installation process. These 80 MB will be used for copying temporary files which will be deleted later, at the end of installation.

2.2. Installation

If you already have an earlier version of the program on your computer (perhaps you have a version of OpenOffice.org installed on your system but would like to try a newer one), you will need to modify certain files first. To do this, go to your user folder. In GNU/Linux, simply open a terminal window or a file browser (such as Nautilus or Konqueror) and this will take you to your user folder.

Finding the user folder in Windows is rather more complicated. If you are working in a system with multiple users, the path to the folder is usually: C:\Documents and Settings\{Username}\Application Data where {Username} is the name you use to log on to the system.

The files you need to modify are `.sversionrc`, if you use GNU/Linux, or `sversion.ini`, if you use Windows.

These files contain the path to the version of OpenOffice.org installed on the system and the number of this version. You will need to check the version number to confirm that it is not the same as the one that you are about to install. If it is, uninstall the previous version first. Two installations with different version numbers can coexist without problems on one computer or you may prefer to update the previous installation, maintaining all of the setting and data.

If you have tried any beta versions of the program, it is very important to uninstall these before launching installation. Beta versions are very useful, serving for users to detect bugs so that they can be fixed for the final version, but they can create problems if they are not deleted before the final version of the product is installed.

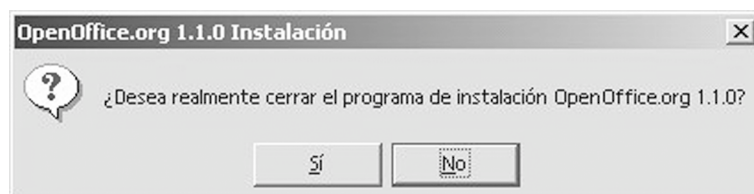
At this point, installation can begin. To launch it, run the installation program called setup.exe in Windows by double-clicking on it in your installation folder. In GNU/Linux, go to the installation folder and run the setup script as we saw in 1.3.

If everything goes according to plan, the OpenOffice.org installation program will generate a welcome screen on a blue background. Before fully launching the process, we will look at some of the general features of this program.

Clicking on the Cancel button at any point during installation will pause the process. If the program had already started copying the files, we can now tell it whether we want the installation folder and its contents to be deleted.

We can also access a range of information on the installation process by clicking on the Help button found in most of the dialog boxes prompting us to make a decision. Once you have read the help text, click on the Back button to return to the installation program window. If you click on the X button in the top right of the title bar, this will close the application.

Figure 1. Cancelling installation dialog box



2.3. Welcome screen

Figure 2. Welcome screen



The first screen you will see during installation is the welcome screen. It is an informative screen so simply click on Next to continue the installation.

2.4. Updating screen

Figure 3. Updating screen



If the installation program finds an earlier version of OpenOffice.org or StarOffice on the system, this screen will appear. The program cannot install very old versions (only StarOffice 5.2 and OpenOffice.org 1.0 and above) nor can it install the same version twice.

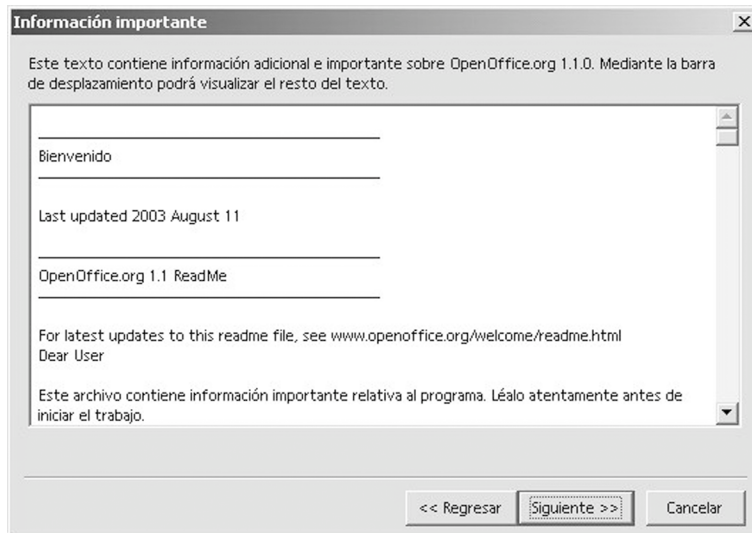
This window will give you the option of updating the older version or installing the new one in another folder. There is usually no reason to keep an older version of the product because the new versions contain numerous improvements and corrections.

After selecting your preferred option, click on Next.

2.5. Important information screen

The important information screen displays the contents of the README file, which is located in the installation packages folder for later access.

Figure 4. Important information screen

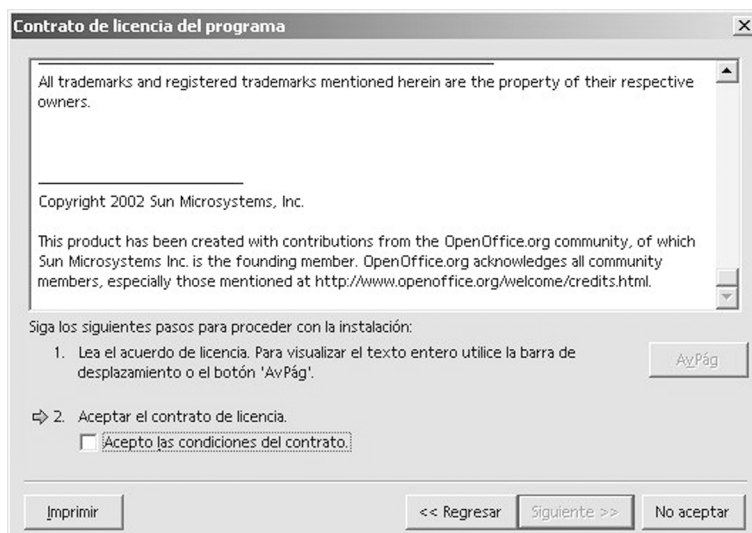


Its contents may be standard but some versions and translations of OpenOffice.org use it to point out certain features or known problems with the version. Although this screen is generally ignored, we consider it necessary to read the file contents at least once. This is particularly important when the application is going to be used for serious work.

Read the contents and then click on Next.

2.6. License acceptance screen

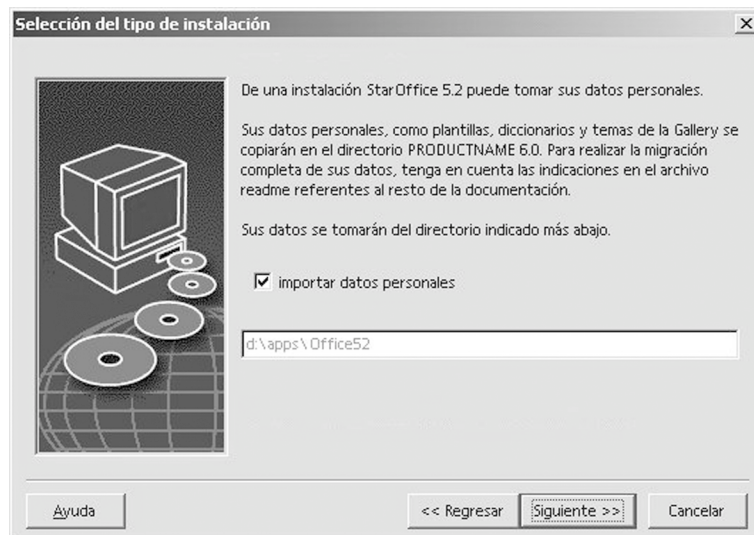
Figure 5. Licence acceptance screen



In the licence acceptance screen, you will need to accept the contents to continue the installation process. If you do not accept the licence, the program will not install. To be able to accept the licence, you must read it to the end, which means that you have to place the cursor at the end of the document to enable the acceptance button.

2.7. Migration screen

Figure 6. Migration screen



If an earlier version of the program was installed on the computer and you selected the new installation option in the updating screen, this screen will appear to import your data into the new installation.

If you wish to migrate your personal data and settings, check the Import Personal Data option.

Then click on Next to continue the installation process.

2.8. User Data screen

Figure 7. User Data screen

Empresa	UOC		
Nombre/Apellidos/Iniciales	Jesús	Corrius	JC
Calle	Verge de Fussimanya, 4		
C.P./Ciudad	08271	Artés	
País/Región	España		
Título/Posición			
Tfno. (particular)			
Tfno. (trabajo)			
Fax			
Correo-e	jcorrius@uoc.edu		

Ayuda << Regresar Siguiente >> Cancelar

The data entered in this screen are voluntary and used by OpenOffice.org to customise your templates or documents and to enter your data automatically if asked. If you are concerned about the privacy of this data, note that it is saved to your computer and not sent anywhere. You can therefore be absolutely certain that it will only be used for the above purposes.

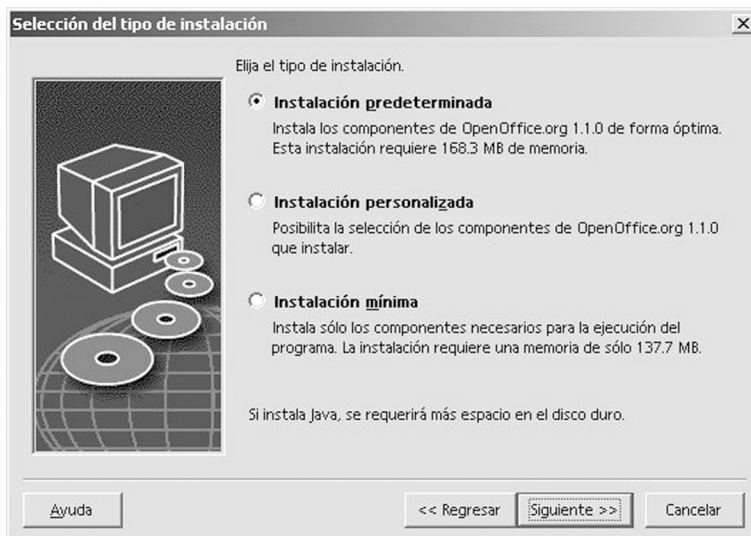
If you import your data from an earlier version, this screen will not be displayed and the imported data will be used instead.

At the end of the installation, you can access and modify these data using the Tools -> Options -> OpenOffice.org -> User Data menu option.

Enter the data you wish and click on Next to continue the installation process.

2.9. Installation type screen

Figure 8. Installation type screen



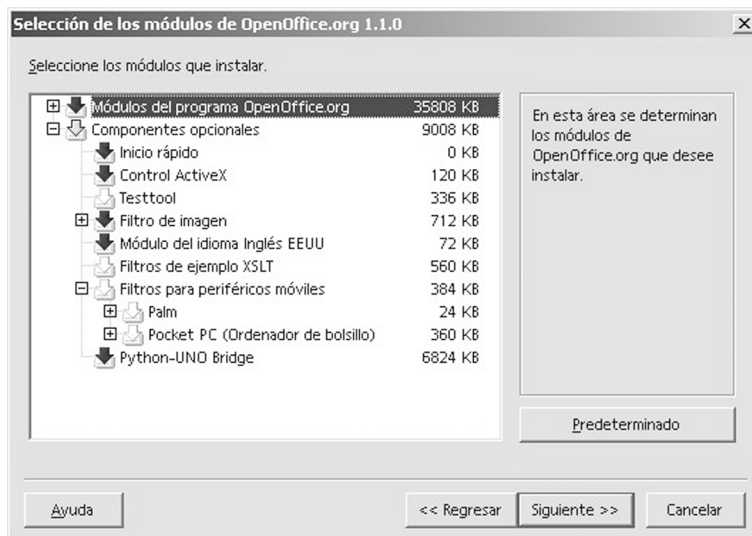
For new installations, this screen allows us to select the type of installation we require. The available options are:

- **Standard Installation**
This installation is recommended for most users as it installs all of the most common components and document filters. Most translations also install the dictionaries for the language in question.
- **Custom Installation**
If you are familiar with the diverse elements of the program, you can select them individually with this option. It is useful when you want to install a document or image filter that is not available in the standard installation.
- **Minimum Installation**
This option should only be used if you have limited disk space. In this case, the minimum components needed to run the application will be installed.

After selecting the type of installation, click on Next to continue.

2.10. Component selection screen

Figure 9. Component selection screen



If you selected the Custom installation option, you will see this screen in which you can select the application components you wish to install. When you begin your selection, you will see that some components have already been selected by default. These are the standard installation components, which means that you cannot start the process from scratch; instead, you are given a foundation on which to build by adding or removing features based on your requirements.

The method for selecting and deselecting components is as follows: each module or component has a plus sign (+) by its name. When you click on this, the program collapses the list of subcomponents for each. You can click on each of these subcomponents to check or uncheck them.

The colour of the box in front of each name indicates the component's individual status:

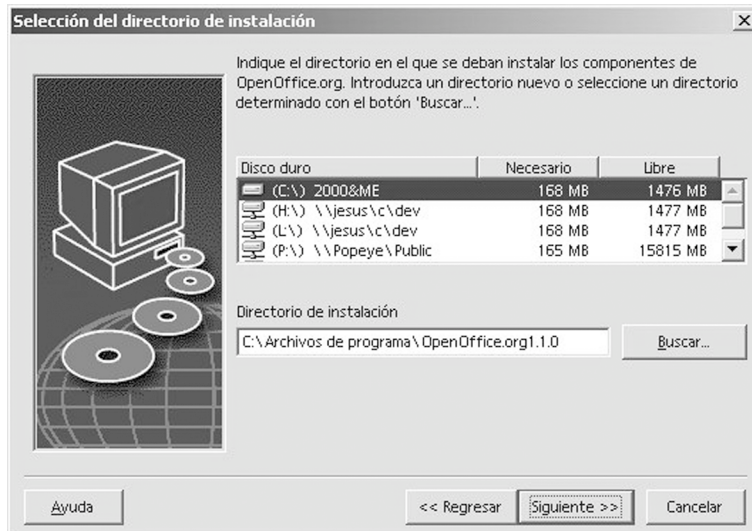
- **Semi-transparent:** the category contains subcomponents that have been deselected.
- **Dark blue:** all of the subcomponents have been selected.
- **Light blue:** the category contains subcomponents that have not been selected.
- **White:** this category will not be installed.

If you wish to begin the selection process again and mark the standard installation components, click on the Default button.

Once you have finished selecting your components, click on Next to continue the installation.

2.11. Installation folder screen

Figure 10. Installation folder screen



If you chose to update the product, the new version of OpenOffice.org will be installed in the same location as the previous version. With new installations, the installation folder or directory can be selected in this window.

The upper part of the window contains a list of all hard disks where the program can be installed and the space available on each. The figure indicated in required installation space is only a rough guide and may vary depending on the characteristics of the drive's file system.

It is generally best to install the program in the folder proposed by the installation program. If, for any reason, you wish to install it in another location, type in the name in the text field to replace the default path. You can also select the folder by clicking on the Browse button. If the folder you enter does not exist, the program will ask for confirmation to create it.

Click on Next to continue.

2.12. Installation options confirmation screen

Figure 11. Installation options confirmation screen

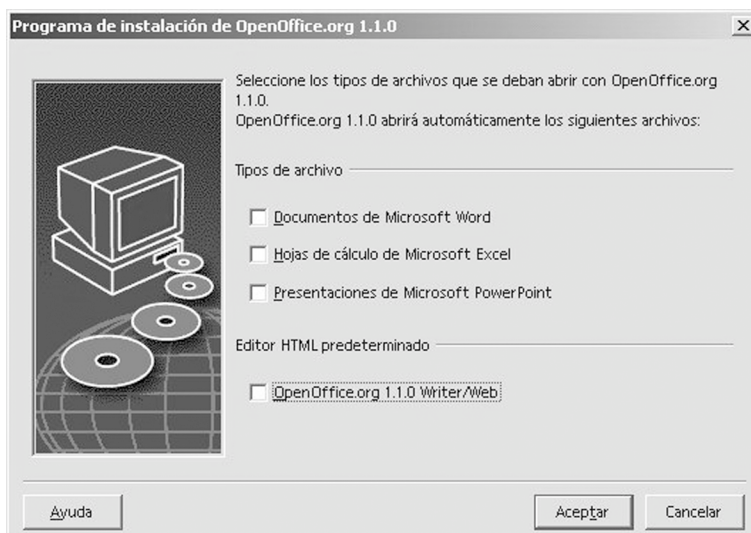


This screen displays all of the installation options you have entered so that you can check them before the actual copying and registering of files begins. At this stage, you can still modify these options.

If you are sure that the installation options are correct, click on the Install button to launch the process. If you need to modify any of the options, click on Back to do so.

2.13. File type association screen

Figure 12. File type association screen



The file type association screen is among those that have created the most problems for Windows users who simply wanted to try out OpenOffice.org to see what it was like. After uninstalling the program, they found that they could not open their Word, Excel and PowerPoint documents by double-clicking on them in Windows Explorer.

This is because some versions of the program came with these as the default values and people installed OpenOffice.org without paying attention to the program screens.

In this screen, you decide whether to associate Microsoft Office files with OpenOffice.org. If you later uninstall OpenOffice.org, we will need to associate these file types with Office again. The easiest way of doing this is as follows:

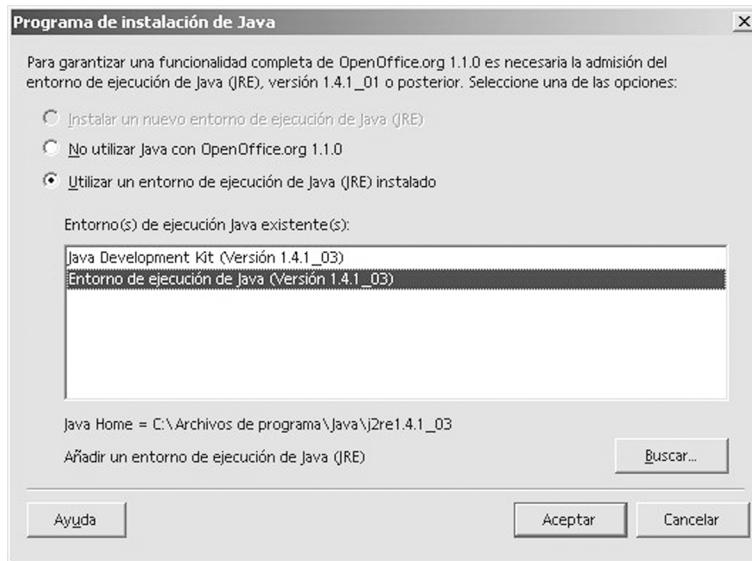
- 1) Open the Run dialog box using the Start -> Run menu option or by using the **WINDOWS+R** key combination.
- 2) Click on Browse and locate the Microsoft Office installation folder, which is normally C:\Program Files\Microsoft Office\Office. Then find the executable for the application you wish to re-associate (WINWORD.EXE, EXCEL.EXE, etc). After selecting it, click on Open.
- 3) Return to the previous dialog box with the application path in the text field and the Open: tag. Place the cursor inside the text field and add a blank space at the end of the file path, followed by '/regserver'. The command should look very similar to this:
`"C:\Program Files\Microsoft Office\Office\WINWORD.EXE" /regserver`
- 4) You will need to repeat the process for each of the applications you wish to re-associate, searching for the corresponding executable each time: WINWORD.EXE for Word documents, EXCEL.EXE for spreadsheets and POWERPNT.EXE for presentations.

If you do not have Microsoft Office on your computer or if you always want to use OpenOffice.org to open your documents, check the appropriate options. If you are working on a platform other than Microsoft Windows, you can check these options without problems.

This window also lets you choose whether to use OpenOffice.org as the default HTML document editor. You can mark or unmark this option following the same criteria as above.

2.14. JRE installation screen

Figure 13. JRE installation screen



Another installation screen that causes issues is the configuration or installation of Java Runtime Environment (JRE), which we shall now describe.

The two questions users need to ask themselves at this point are: "Is it necessary to have the Java virtual machine installed to use the program?" and "Which JRE version is the right one?" .

The answer to the first question is No. Most GNU/Linux distributions now come with the OpenOffice.org program but not with the Java virtual machine (remember that there is no free implementation of this programming language yet although progress is being made in this field).

OpenOffice.org uses Java for a range of advanced options such as macros and for additional functions that other programmers can implement because OpenOffice.org can be programmed in this language. Moreover, if a Java runtime environment is available, the program will use it to perform certain operations.

Generally, if we want to use this program in a productive environment, it is a good idea to have a Java virtual machine installed on the system. This brings us to the question of which is the best version. If you can choose between versions, we recommend:

- For **OpenOffice 1.0.x**JRE 1.3.1
- For **OpenOffice 1.1.x**JRE 1.4.1

The diverse versions of JRE can be downloaded from the following Sun Microsystems site: <http://java.sun.com/j2se/>, while the main page only allows us to download the latest versions of the product.

This recommendation is based on the JRE version used during development of the product. However, this does not mean that other versions will cause problems.

After these initial considerations, we will now turn to look at the options of this screen, where you simply need to select the JRE you wish to use for OpenOffice.org. If you do not have a version installed on your system and do not wish to install it, select the Do not use Java or JavaScript option.

After completing setup, click on OK to move to the next screen.

2.15. File copying screen

Figure 14. File copying screen



This is where the real installation of components on your computer begins. The file copying screen is very straightforward and you do not have to do anything here. The left-hand side of the screen displays the type of operation being carried out and the estimated duration of the total process.

2.16. Final installation screen

Figure 15. Final installation screen



Once installation is complete, the program brings up the final screen, where you simply need to click on Finish to exit the installation program.

In Windows, the process has now concluded. If you use GNU/Linux, you may be prompted to exit your window manager and re-enter to update the configuration. This will depend on the window manager you use.

2.17. Running OpenOffice.org in a single-user environment

In Windows, the installation program will create the application entries in the Start -> Programs menu. These options can be used to access the diverse functionalities of the program.

You will also see an OpenOffice.org icon in the system tray, normally in the bottom right of the screen. This is the Quickstarter program that preloads OpenOffice.org in the memory during system startup for a quicker launch. You can also access the different program functionalities by right-clicking on it.

To run the program on GNU/Linux, you will need to find the installation folder you specified and then type in:

```
$ cd /program  
$ ./ooffice
```

Alternatively, you could add the folder containing the executable to your system PATH variable or create a symbolic link to the windows manager desktop. However, these other options are beyond the scope of this unit.

Remember that in a single-user installation these menu options and icons will only be available to the user who installed the program. The other system users will be unable to access them.

3. Installing OpenOffice.org 2.x

Installation for a single user installs the application on a computer and, as the name implies, is for the personal use of the user who installed it. In version 2.x of OpenOffice.org, which now includes native installers for each supported platform, installation is much more straightforward. This section will describe installation of OpenOffice.org on the Windows platform.

3.1. Requirements

Version 2.x for Windows requires Windows 98 or higher and 128 Mb of RAM. The size of the installation will vary according to the elements you choose to install. For installation, you will need approximately 200 MB of free space on the hard drive plus a further 80 MB for the installation process. These 80 MB will be used to copy temporary files which will be deleted later, at the end of installation.

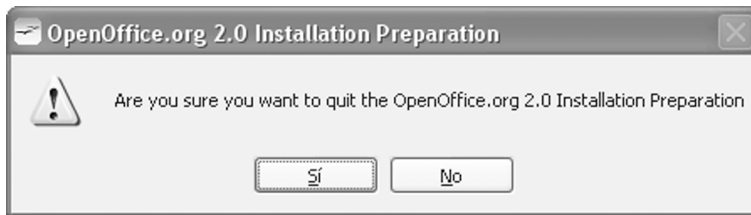
3.2. Installation

If you already have an earlier version of the program on your computer, the native installer will uninstall the earlier version first, saving the custom settings and user data, before automatically launching installation of the new version. The updating described will take place if you update to versions of the same branch. For example, if you have version 1.x installed on your system, the installer will not uninstall the earlier version.

To install the program, simply run the installation program, which, in Windows for example, will be called `Ooo_2.0.4_Win32Intel_Install.exe` (the name of the installer includes the program version so this name will be different for every new version) by double-clicking on it in your installation folder. The executable is a native Windows installer so it can be run directly without the need for unpacking or any other actions.

If everything goes according to plan, the OpenOffice.org installation program will generate a welcome screen. Before fully launching the process, we will look at some of the general features of the installation program. Clicking on the Cancel button at any point during installation will pause the process. If the program had already started copying the files, we can now tell it whether we want the installation folder and its contents to be deleted.

Figure 16. Cancelling installation dialog box



3.3. Installation preparation screen

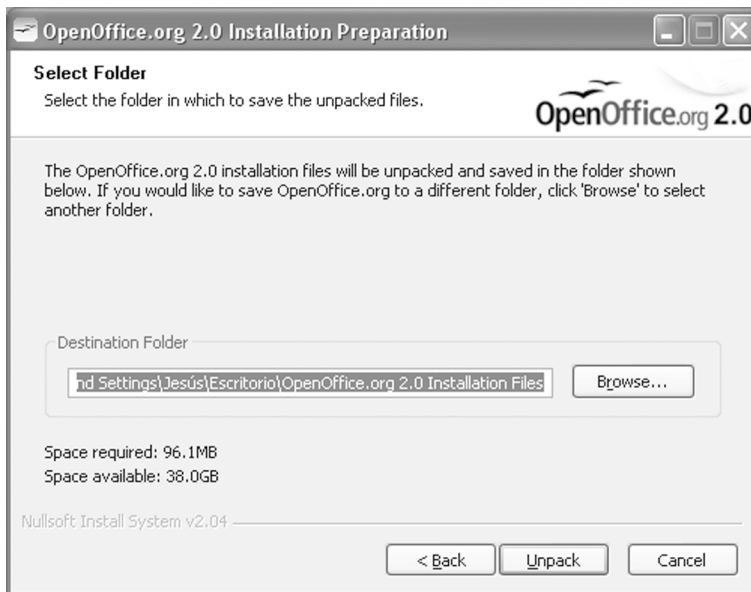
Figure 17. Installation preparation screen



The first screen you will see during installation is the installation preparation screen. It is an informative screen telling us that the OpenOffice.org installation files must be unpacked to a folder in order to begin installation. Just click on Next to continue.

3.4. Selecting unpacked file location screen

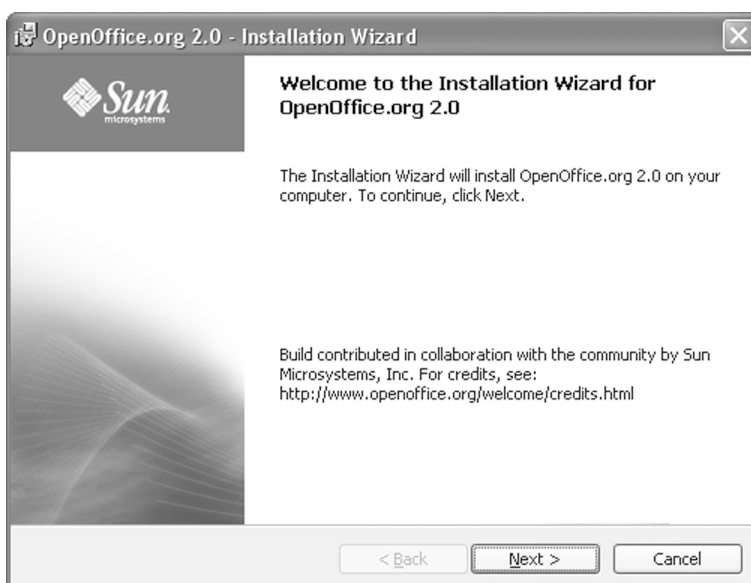
Figure 18. Selecting unpacked file location screen



In this screen, you need to indicate where you want to unpack the OpenOffice.org installation files. This does not mean that OpenOffice.org will be installed in this folder. The file downloaded from the Internet is actually a package containing the various files needed to install OpenOffice.org. Here, you are only indicating the folder on your hard drive where you want to save the files that you will subsequently use to install OpenOffice.org. Once you have selected the folder, click on Unpack.

3.5. Welcome screen

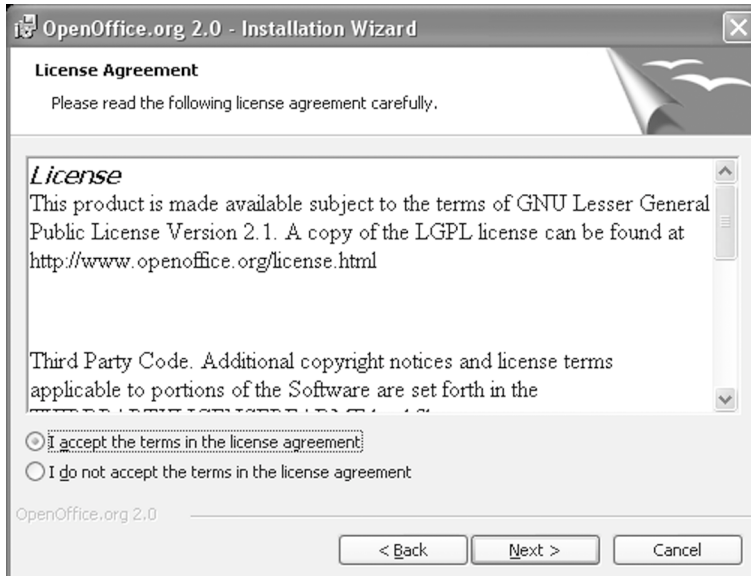
Figure 19. Welcome screen



The first screen you will see during installation is the welcome screen. Simply click on Next to continue the installation.

3.6. License acceptance screen

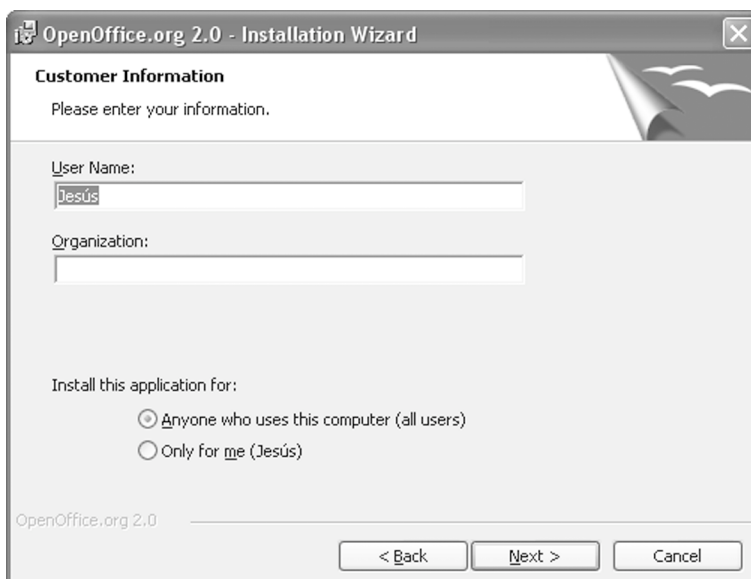
Figure 20. Licence acceptance screen



In the licence acceptance screen, you will need to accept the contents to continue the installation process. To be able to accept the licence, we must read it to the end, which means that you have to place the cursor at the end of the document to enable the acceptance button.

3.7. User Data screen

Figure 21. User Data screen



The data entered in this screen are voluntary and used by OpenOffice.org to customise your templates or documents and to enter your data automatically if asked. If you are concerned about the privacy of this data, note that it is saved to your computer and not sent anywhere. You can therefore be absolutely certain that it will only be used for the above purposes.

If you import your data from an earlier version, this screen will not be displayed and the imported data will be used instead. At the end of the installation, you can access and modify this data using the Tools -> Options -> OpenOffice.org -> User Data menu option.

In this screen, you will also need to select the users for whom you want to install OpenOffice.org. You can indicate that you only want to install the program for the current user or for all users of the computer. Installation for all users may require more privileges than those held by the current user, in which case you will need to install OpenOffice.org from an Administrator account.

Enter the data you wish and click on Next to continue the installation process.

3.8. Installation type screen

Figure 22. Installation type screen



For new installations, this screen allows us to select the type of installation we require.

The available options are:

- **Standard Installation**

This installation is recommended for most users as it installs all of the most common components and document filters. Most translations also install the dictionaries for the language in question.

- **Custom Installation**

If you are familiar with the diverse elements of the program, you can select them individually with this option. It is useful when you want to install a document or image filter that is not available in the standard installation.

After selecting the type of installation, click on Next to continue.

3.9. Component selection screen

Figure 23. Component selection screen



This screen appears if you selected the Custom Installation option. Here, you can select the components of the application you wish to install. When you begin your selection, you will see that some components have already been selected by default. These are the standard installation components, which means that you cannot start the process from scratch; instead, you are given a foundation on which to build by adding or removing features based on your requirements.

The method for selecting and deselecting components is as follows: each module or component has a plus sign (+) by its name. When you click on this, the program collapses the list of subcomponents for each. You can click on each of these subcomponents to check or uncheck them.

The colour or shape of the box in front of each name indicates the component's individual status:

- **White:** All of the subcomponents have been selected.
- **Grey:** The category contains subcomponents that have not been selected.
- **Red cross:** This category will not be installed.

This screen also includes the installation folder. If you chose to update the product, the new version of OpenOffice.org will be installed in the same location as the previous version. With new installations, you can select the installation folder or directory in this window.

The upper part of the window contains a list of all hard disks where the program can be installed and the space available on each. The figure indicated in required installation space is only a rough guide and may vary depending on the characteristics of the drive's file system.

It is generally best to install the program in the folder proposed by the installation program. If, for any reason, you wish to install it in another location, type in the name in the text field to replace the default path. You can also select the folder by clicking on the Browse button. If the folder you enter does not exist, the program will ask for confirmation to create it.

Click on Next to continue.

3.10. File type association screen

Figure 24. File type association screen



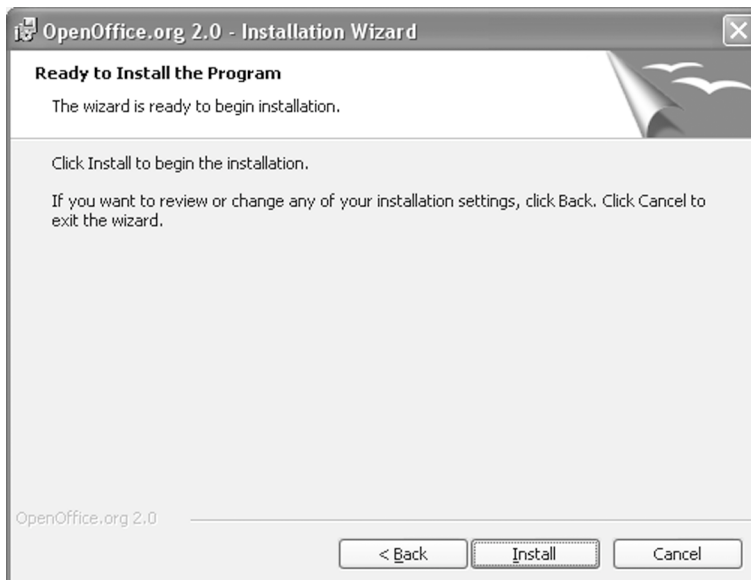
The file type association screen is among those that have created the most problems for Windows users who simply wanted to try out OpenOffice.org to see what it was like. After uninstalling the program, they found that they could not open their Word, Excel and PowerPoint documents by double-clicking on them in Windows Explorer.

This is because some versions of the program came with these as the default values and people installed OpenOffice.org without paying attention to the program screens.

In this screen, you decide whether to associate Microsoft Office files with OpenOffice.org. If you later uninstall OpenOffice.org, we will need to associate these file types with Office again.

3.11. Installation options confirmation screen

Figure 25. Installation options confirmation screen



This screen displays all of the installation options you have entered so that you can check them before the actual copying and registering of files begins. At this stage, you can still modify these options.

If you are sure that the installation options are correct, click on the Install button to launch the process. If you need to modify any of the options, click on Back to do so.

3.12. File copying screen

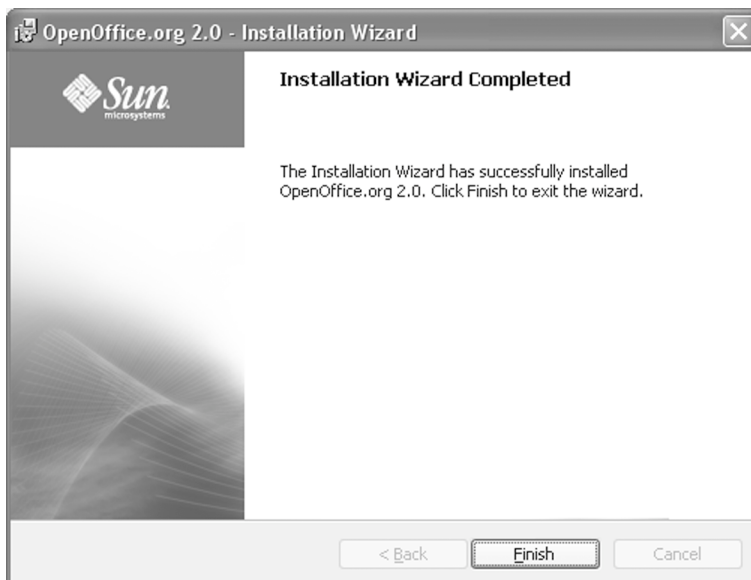
Figure 26. File copying screen



This is where the real installation of components on your computer begins. The file copying screen is very straightforward and you do not have to do anything here. The left-hand side of the screen displays the type of operation being carried out and the estimated duration of the total process.

3.13. Final installation screen

Figure 27. Final installation screen



Once installation is complete, the program brings up the final screen, where you simply need to click on Finish to exit the installation program.

4. Advanced installation topics

Before we end this section on the installation of OpenOffice.org, we will take a brief look at some topics that could be useful to us when working with the program. We will focus particularly on its uninstall process which, as we will see, is very straightforward.

4.1. Uninstalling the product

There are two different ways to uninstall the product, depending on the type of installation (single-user and multi-user), although they are essentially very similar.

Whether we work in a single-user environment or in a network environment, the first step is to uninstall the client application. So, in single-user environments, the uninstall process is carried out as though it were a network client installation.

Before launching the uninstall program, you must have completely quit OpenOffice.org; otherwise, the uninstall program will be unable to delete the files loaded in the memory at this time. This naturally includes the Quick starter program in the system tray if you use Windows. If you see the blue and white OpenOffice.org icon in your system tray, right-click on it and select the Exit option .

The first step is to launch the setup program. In Windows or GNU/LINUX, if the program is integrated into windows manager, you can launch the Setup option from within the OpenOffice.org programs menu. If you cannot find it, it may be located in the program folder of the installation folder. It will be called setup.exe in Windows and setup in GNU/LINUX.

In more recent versions of the program for Windows, setup can also be accessed from the Add or Remove Programs control panel.

Figure 28. Setup program main screen



When you run the program, you will see different options that can be selected. In this case, we will select the Uninstall option and then Next to continue the uninstall process.

Figure 29. Deleting configuration files



In this screen, you can select whether to delete all of the configuration files for the user profile and the documents you have created. After deciding whether to delete them from the system, click on Complete to run the actual uninstall process.

Figure 30. Final uninstall screen



When you see the final uninstall screen, this means that the process has been successful.

At the end of the uninstall process, if you associated OpenOffice.org with certain file types, you will not be able to open them from the GUI. This is particularly true if you use Windows. In this case, you will need to re-associate the files you opened in OpenOffice.org with other programs in order to have them open directly when you double-click on them.

4.2. Repair

The repair process can be useful if OpenOffice.org stops working correctly at some point. Obviously, this program cannot eliminate every error we come across but it will correct all those caused by the corruption or accidental deletion of some of the component files.

The repair process of OpenOffice.org is very similar to the uninstall process. Therefore, you will have to follow the same steps as in the previous section until you reach the main OpenOffice.org setup screen.

At this point, select Repair instead of the Uninstall option. This will launch the repair program, which will try to restore any files that may be damaged.

4.3. Installation of new components

You may find that you left out a component we needed during the installation process. For example, you may need to import some obscure document or graphics format available in OpenOffice.org but which you never thought you would need.

To install new components, run setup.exe in Windows, as we saw earlier, or setup if you use GNU/Linux. Windows has another option that may be more familiar to its routine users, which is to go to Control Panel and select Add or Remove Programs. In the OpenOffice.org entry, there should be a Change button, which will automatically take you to the setup program. This option may not be available in Add or Remove Programs if you are using an earlier version of Microsoft's operating system.

Once inside the main setup screen, select the Modify option and then click on Next.

The component selection window we saw several times during the OpenOffice.org installation process will appear. To make sure you are installing the right components and that you have enough disk space, it is a good idea to mark all of the boxes next to the names in dark blue.

After selecting all of the components to be added, click on Continue to launch installation, which we have already seen in detail in the previous sections.

4.4. Registration

When you launch OpenOffice.org, a dialog box will appear prompting you to register. You can register then and there, ask that it reminds you later or state that you are already a registered user to stop it from ever asking again. Registration is not compulsory for use of the program. The program asks you to register to give the OpenOffice.org community a rough idea of how many people are using the product.

Figure 31. Registration window



If you are working in a multi-user system and wish to register, it is better that each individual user of the product registers rather than just the server installation, as this will give the community more accurate statistics on use.

If you decide not to register straight away and you change your mind later, you can select the Help -> Registration option from the main menu, which will take you to the website and a registration form.

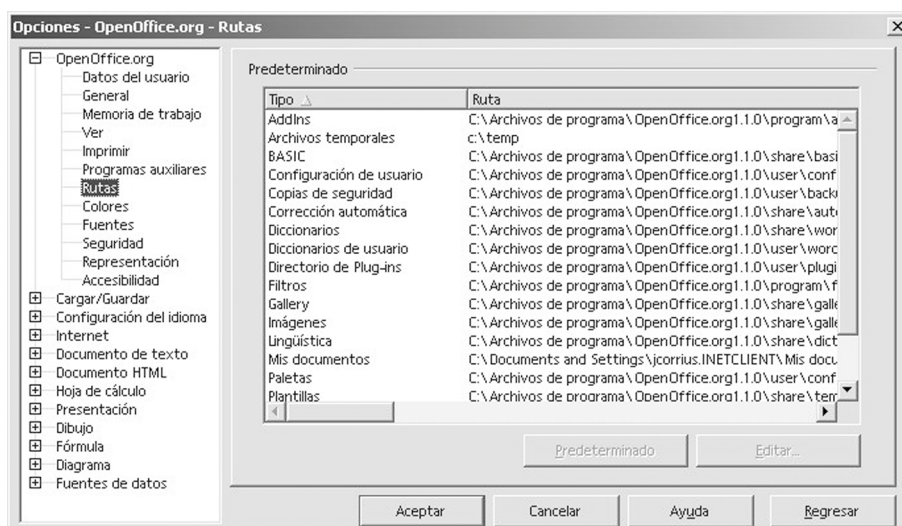
After registering, you will be assigned a username and password so that you can change your registration data if necessary.

4.5. Location of components

One of the biggest problems we can have with OpenOffice.org is that if we add elements that did not come with the installation, such as new templates or dictionaries, we may not know the real location of certain components. This can become very complicated if you use a network installation.

To access this information, select the Tools -> Options -> OpenOffice.org-> Paths menu option, which will bring up the following dialog box. To view all of the values available, scroll down using the vertical scroll bar.

Figure 32. Path dialog box



If the list contains both the server and client installation paths, this means that the server folder will contain the original files while the modified files will be located in the client installation. For instance, the default program templates will be located in the server installation folder and custom templates will be in the client installation folder.

Our experience with the program tells us that most of the problems with OpenOffice.org are caused by incorrect configuration of these settings. In order for the program to function correctly, the paths indicated here must take us to the right components and files.

Summary

In this unit, we have seen that OpenOffice.org can be installed in two different ways: for single-user environments and for network environments using the typical client-server structure.

From a cross-platform perspective, we saw how to download the installation package from the website, how to unpack it and how to launch the installation program. We focused mainly on Windows for this and, more importantly, on GNU/Linux.

We then followed the installation process step by step for each of the installation modes and as we did so, we looked at the diverse problems that users can come across and how these can be resolved.

OpenOffice.org. Basic program setup

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PID_00148480

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Introduction

This unit will look at the various options for configuring OpenOffice.org that will enhance our experience of the program. As usual, we will focus on GNU/Linux, but we will also deal with the problems that can arise using Windows.

To feel at ease with a computer program, we believe that users must know the diverse options and features that could cause problems and learn how to solve these. This makes us more confident in our use of the product.

We will focus on the three areas that generally cause the most problems for users: printer configuration, the compatibility of OpenOffice.org documents with Microsoft Office and the installation of new dictionaries for the program's spellchecker.

The main aims of this unit are:

- 1) to explain how to install and configure a new printer in OpenOffice.org,
- 2) to analyse the compatibility issues that we could come across when importing or exporting documents to Microsoft Office formats and other platforms, and
- 3) to describe the process of installing a new language dictionary for the program's spellchecker.

1. Installing and configuring printers in GNU/Linux

If you use the Windows platform, OpenOffice.org can use the printer or printers installed in the system in a transparent way for users. When you want to print a document, simply select the printer you wish to use and the system will do the rest. Unfortunately, this is not possible in GNU/Linux.

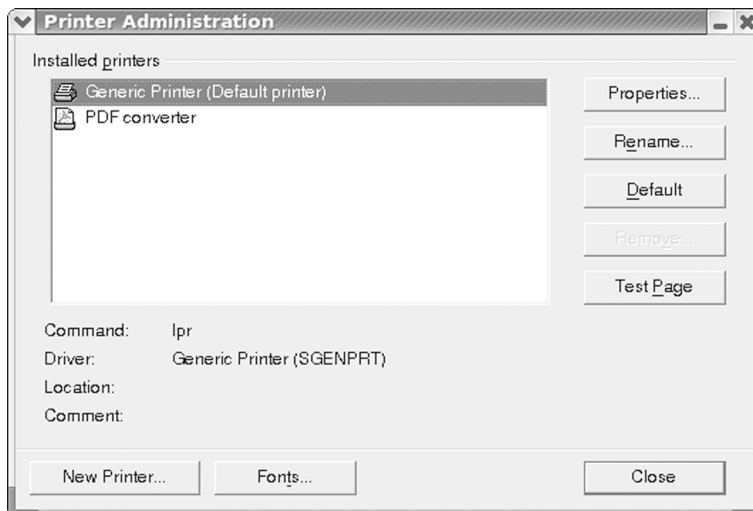
OpenOffice.org has a utility for configuring printers and fax machines and for installing typefaces for use in the program's production environment. It is called oopadmin. We will now explain how to use it.

To run the program, go to the installation folder and type:

```
$ cd /program  
$ ./oopadmin
```

In a moment, the main window of the printer administration tool will pop up.

Figure 1. Oopadmin main window



This program must be launched following an OpenOffice.org server installation. The system administrator must then run the oopadmin program as a superuser. This is so that the printers created can be used by all users of the computer. Otherwise, each user would have to create his or her own.

After launching the program, the system administrator must create a file with the general printer options. This file will be located in the /share/psprint/psprint.conf folder of the main server installation folder. Any change to this file would have an immediate effect on all client users of OpenOffice.org.

The system administrator can also add new typefaces, made available to all client users, but these changes will not be immediate like the printer settings; instead, users will need to restart the program first.

The following sections deal with the options available in the program.

1.1. Printer setup

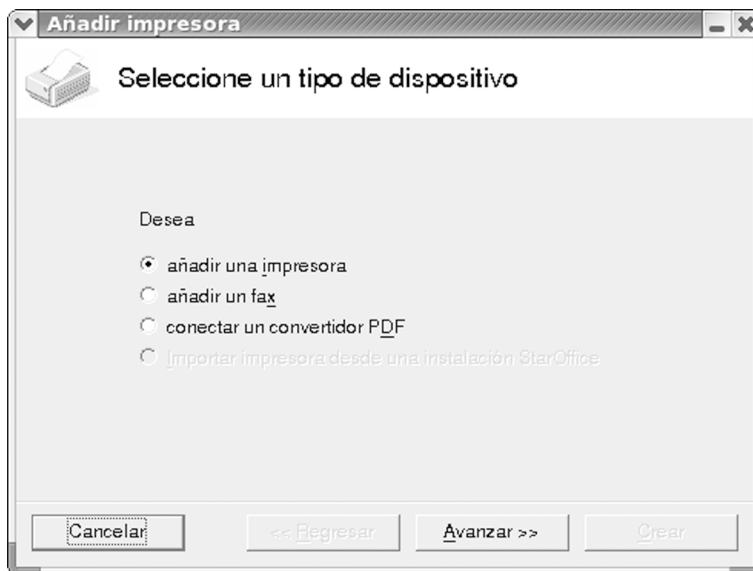
The configuration of printing devices is dramatically improved with each new version of OpenOffice.org. In some GNU/Linux platform environments, the program can automatically detect the printers installed on the system. Nonetheless, we will probably still need to manually install these devices in OpenOffice.org to ensure that the system works properly. We will see that, although the theory may seem a little complicated, installing a printer is a relatively straightforward process.

1.1.1. Installing a new printer

We will now look at the procedure for installing a printer:

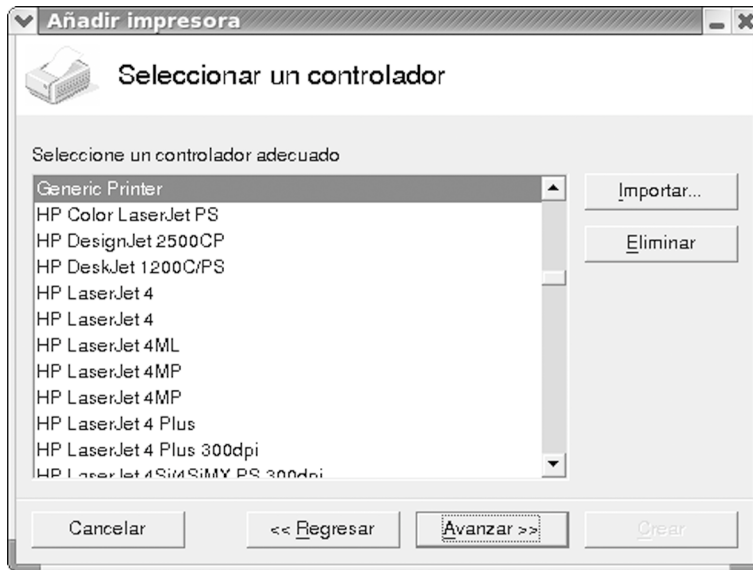
1) Click on the New Printer option in the bottom left of the window. The device selection window will appear:

Figure 2. New Device selection dialog box



2) Select the Add Printer option. The driver selection window will now appear.

Figure 3. Device driver selection window



3) Select the driver for your printer. If you cannot find your model or your printer does not support PostScript technology, select the generic printer.

In GNU/Linux, the program can only print to printers with PostScript technology support. If you install a printer on your system that does not support this technology, you will need to configure the system to be able to use it indirectly. You can use a conversion program for this. Ghostscript is probably the most comprehensive of these programs and will no doubt come as standard with your distribution.

If you have a printer of this sort, you will need to install it as a generic printer in OpenOffice.org and ensure that the margins are correct when you configure it.

If your printer supports PostScript, you will need to install the description file that you will find on the disk or CD-ROM containing the drivers. You will be able to identify this file quickly because it has the extension .ppd. You need to install this to be able to access the advanced features of the printer (clearly, these will depend on the brand and model of the device), which you would be unable to access with a generic controller. Moreover – and this is very important – you can use the default typefaces. Obviously, if you just want to print, you can also select a generic printer and then set the margins correctly.

As with Windows, most distributions now come with drivers for different printers, so you will probably already have a PPD that works with your printer. If not, you will probably find it on the manufacturer's drivers disk. If this is not the case, Adobe has a large PPD file on its site: <http://www.adobe.com/products/printerdrivers/>.

If your printer can work internally with more typefaces than a normal PostScript printer, you will also need to load the AFM files for these typefaces. Copy these to the /share/psprint/fontmetric folder of the server installation or to the client installation /user/psprint/fontmetric folder.

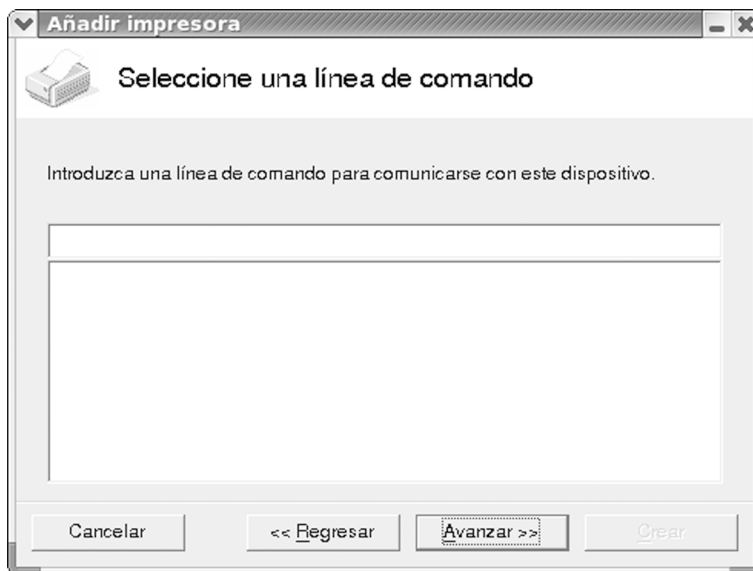
The steps for importing drivers during the creation of a new printer are as follows:

- Click on Import in the device driver selection window.
- Select Browse to locate the folder containing the unpacked PPD files.
- Return to the device driver selection screen and select the driver that you have just installed.

You can also delete the device driver when you create a new printer. Simply select the driver and click on Delete.

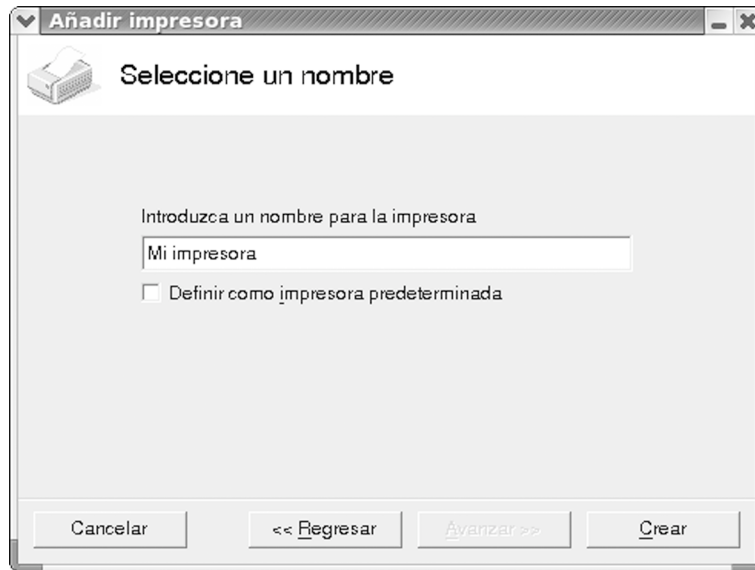
If you want to delete a device control, be careful not to delete the generic driver because OpenOffice.org will not work properly if you do. As we explained earlier, if you delete a driver, it will disappear from all clients using this OpenOffice.org installation as a server.

Figure 4. Command Line selection window



4) In the command line selection window, select the command that OpenOffice.org will use to print on the printer. This command is `lp -d queue`, where `queue` is the name of the printer queue. After selecting it, click on Next.

Figure 5. Printer name selection screen



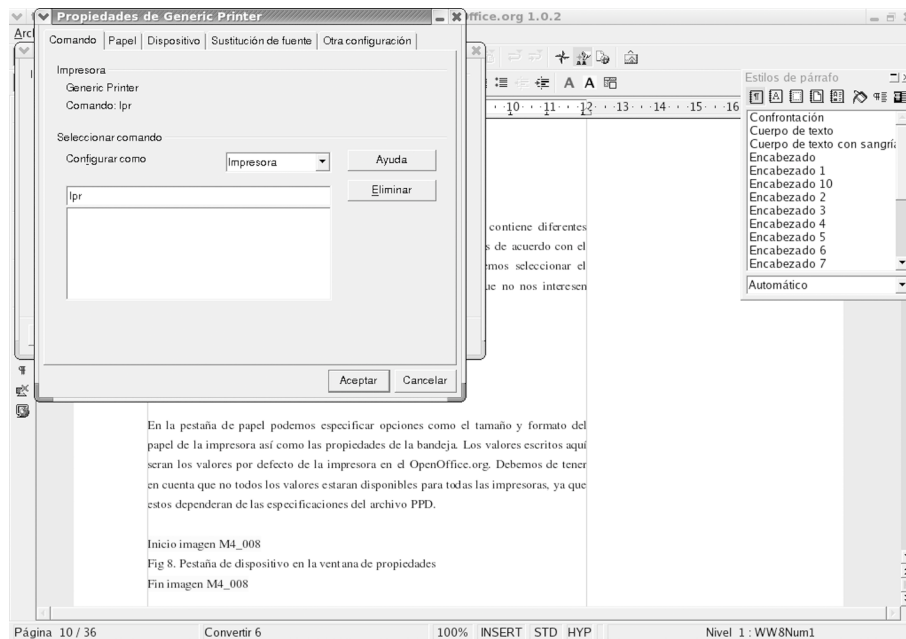
5) Enter the name of the printer in this window. This is the name you will see in OpenOffice.org in the printer selection dialog box. You can also decide here whether to make this your default printer. Once you have made your choices, click on End.

6) When you return to the main screen, click on Test Page to check that the configuration is correct. If the page does not print or prints incorrectly, you will need to check the printer settings.

1.2. Changing the settings of a printer

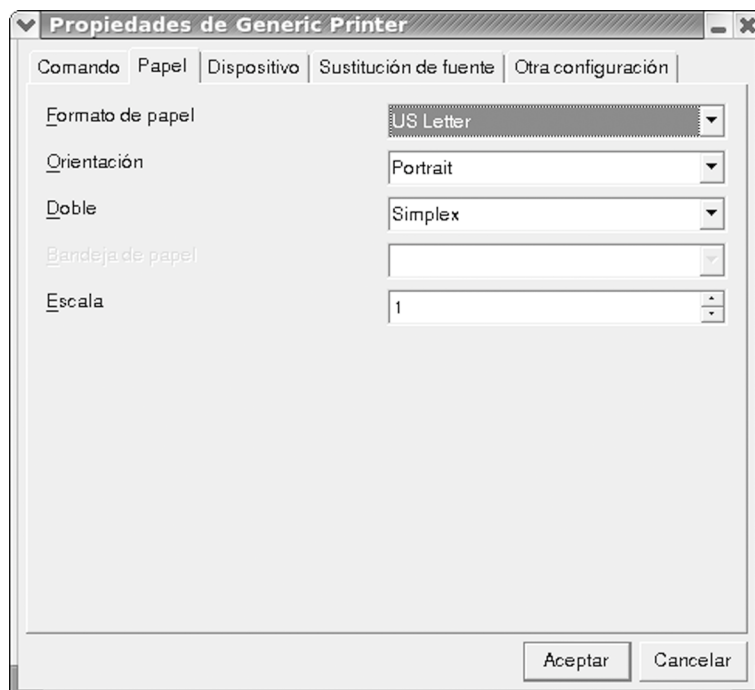
After installing a printer, we can modify its settings using the oopadmin program. Launch the program and select the printer you wish to modify from the main screen and then click on the Properties button.

Figure 6. Properties window Commands tab



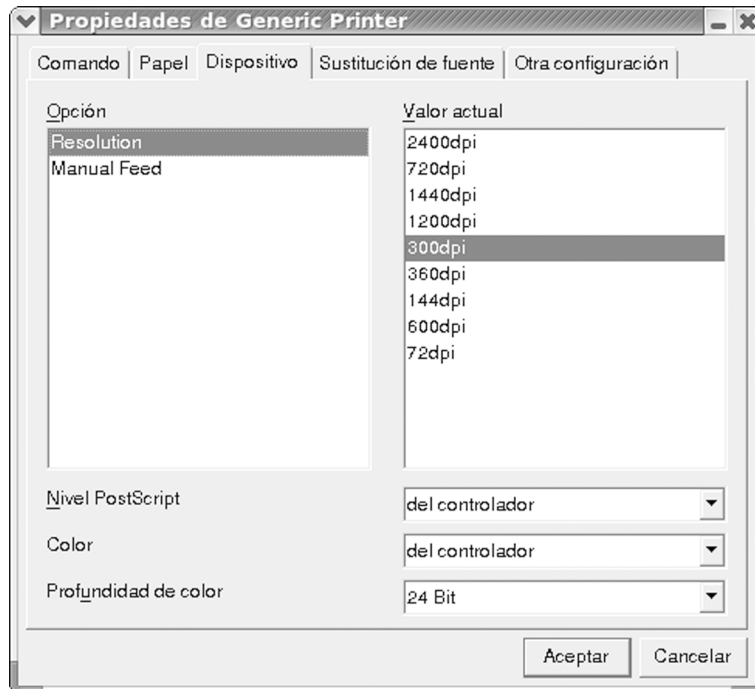
The properties window will appear with several tabs. Here, you will need to specify the characteristics based on the PPD file for the selected printer. To do this, select the command from the list. You can also delete commands that you do not need using the Delete button.

Figure 7. Properties window Paper tab



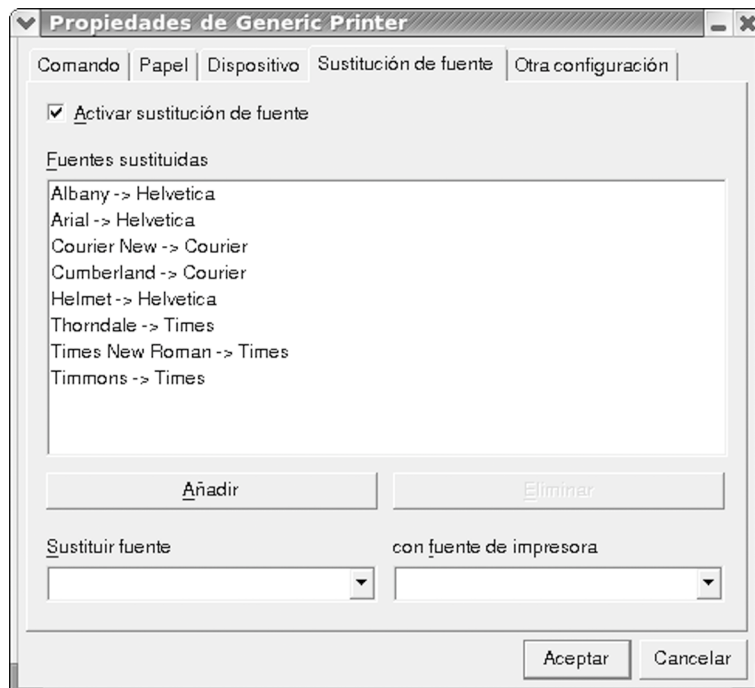
The paper tab is used to specify options such as the printer's paper size and format, as well as tray properties. The values entered here will be the default printer values in OpenOffice.org. Remember that not all values are available for all printers as these will depend on the specifications in the PPD file.

Figure 8. Properties window Device tab



The device tab is used to enable the printer's special options. For example, if your printer can only print in black and white, you should specify Grayscale in the list of colour options. These commands and their meanings should be in the printer manual or on manufacturer's website. If their function is not entirely clear, look there first.

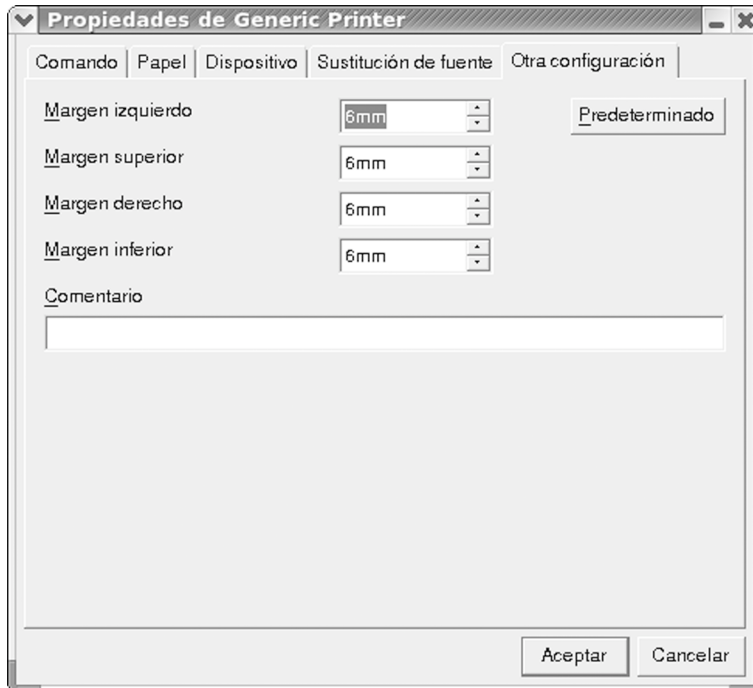
Figure 9. Properties window Font Substitution tab



The Font Substitution tab is used to select an internal printer typeface for each of the fonts installed on your computer. This will considerably reduce the volume of data sent to the printer and the time taken to print documents.

We can enable or disable substitution for each individual printer installed on the system.

Figure 10. Other Options tab



In the Other Options tab, you can enter the correct margins for your printer if you are having printing trouble. You can also add a description of the device in the Comment text box, which will be displayed in the OpenOffice.org print dialog box.

Remember that many of these settings can be specified in the OpenOffice.org Print or Print Settings dialog box, so it is not necessary to launch oopadmin to modify settings. In fact, we recommend only using it to access the device's advanced features.

1.3. Changing the name or deleting a printer

You can change the name of a printer or delete it from the main window of the oopadmin utility. To do so, select the printer you wish to delete or change the name of and select the button to perform the action.

If you wish to change the name, type a new one in the dialog box that appears and then click on OK. This name cannot be the same as that of any other printer installed on the system and it must be meaningful enough for you to find it quickly if you have a lot of devices installed (if you work on a network,

for example). The printer names must be the same for all users because during document exchange, the selected printer will not change if a user has the same printer available with the same name.

If you wish to delete a printer, bear in mind that the default printer created by the system administrator cannot be deleted from this window.

Another option in this window is the possibility of making an installed printer the default OpenOffice.org printer. To do this, double-click on it in the list of names and mark the Default Printer option.

1.4. Configuring a fax machine

The oopadmin utility can also be used to configure a fax machine if a package such as Efax or HylaFax is installed on your system. These and similar packages with the same features usually come with the GNU/Linux distribution or you can easily find packages for it.

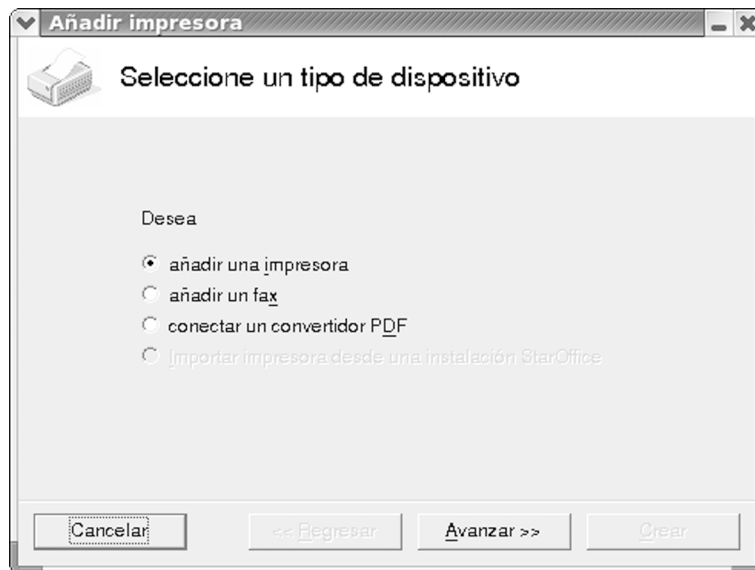
To use a fax in OpenOffice.org, we need to install it in much the same way as a printer. The steps are as follows:

Figure 11. Oopadmin main window



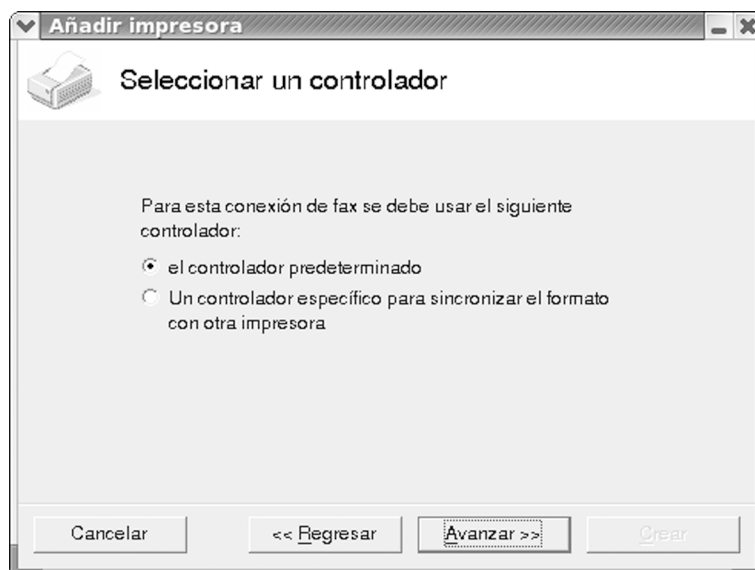
1) In the oopadmin main window, select the Add Printer option by clicking on the corresponding button.

Figure 12. New Device selection dialog box



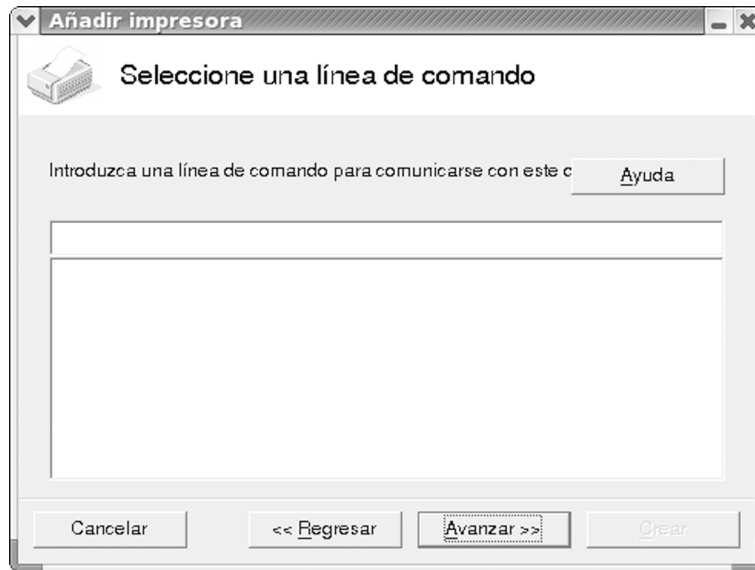
2) In the new device selection dialog box, click on Connect a fax device followed by Next to continue the process.

Figure 13. Driver selection dialog box



3) In this window, you can select whether to use the default driver or a specific driver. If you decide to use a specific driver, a window will pop up where you can select it. Click on Next to continue.

Figure 14. Command Line selection window

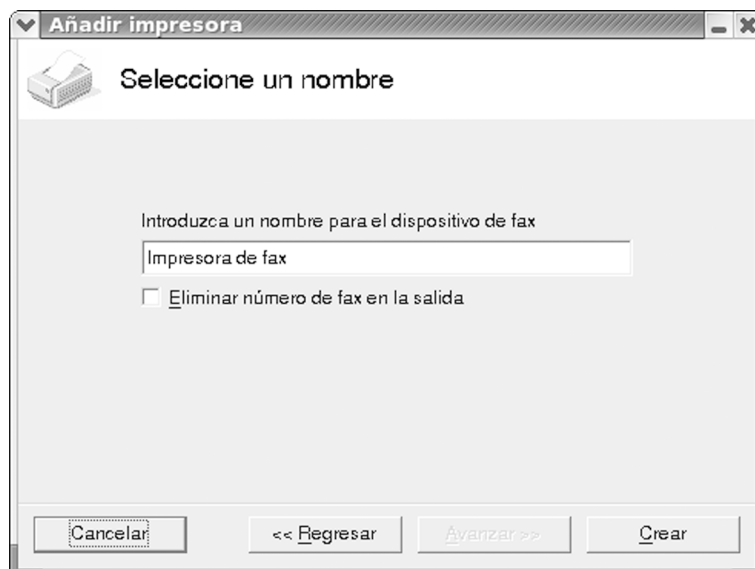


In this window, just as we did with the printers, we need to enter the command that OpenOffice.org uses to communicate with the fax device. When entering data in this window, we need to take into account two variables:

- (TMP) which will be replaced by a temporary file. If this variable is in a terminal window, the fax PostScript code will be transmitted in a file. Otherwise, standard piping will be used.
- (PHONE) which will be replaced by the fax number of the recipient.

After entering the relevant command line, click on Next to continue.

Figure 15. Printer name selection screen



In this window, you must name your fax device and determine whether the fax numbers marked in the text of the document should be deleted when printing. Click on Finish to complete the creation of a new fax device.

You can now start sending faxes with OpenOffice.org. To do so, you will need to print the document with the device you have created.

To indicate the fax number of the recipient, enter a text in the document. You can also create a text field to insert this number from any database activated in the program. The telephone number format is:

@@#[telephone_number]@@

Where [telephone_number] is the recipient's fax number. A valid fax number entry might be: @@#9342060801@@.

If these characters, including the telephone number, are not printed, you must enable the Fax number is deleted from printout option in the Properties option of the command line selection tab. Nonetheless, if you do not enter a telephone number in the document you send, a dialog box will appear prompting you to enter it after sending the document to print with the fax device.

In OpenOffice.org, we can enable the option of automatically sending documents to the default fax. To do this, right-click on the Function bar and then select from the drop-down list:

Visible Buttons -> Send Default Fax.

Select the default fax in:

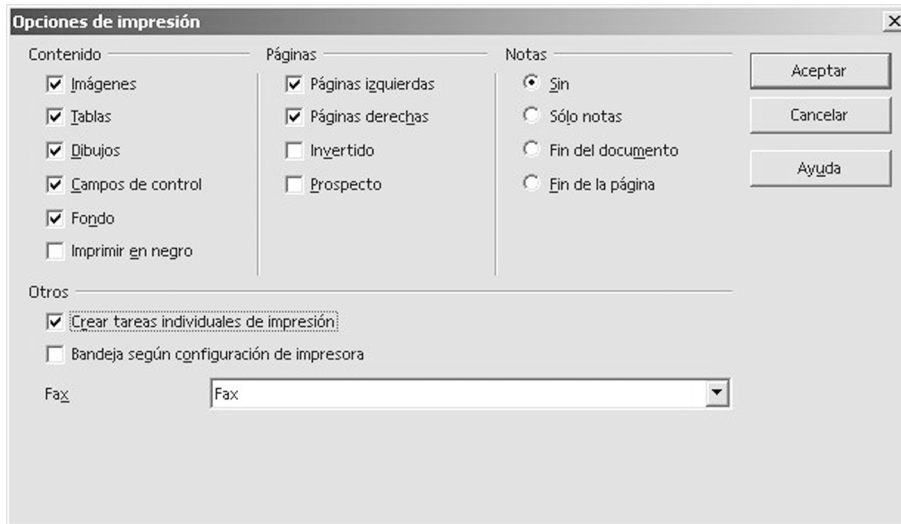
Tools -> Options -> Text Document -> Print.

Figure 16. Text Document Print options



Remember that documents have to be printed as separate jobs for each fax that you need to send. Otherwise, the first recipient will receive all of the faxes. Hence, you will need to open the Print Options dialog box by going to File -> Print...-> Options and marking Create single print jobs.

Figure 17. Print Options dialog box



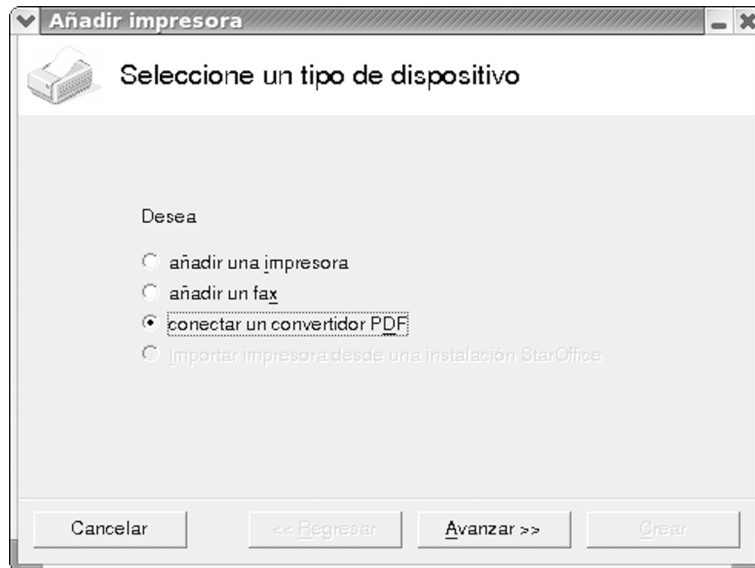
1.5. Converting documents to PDFs

The most recent versions of OpenOffice.org already offer the option of automatically converting documents to PDF format simply by clicking on this button in the program's Function bar.

It is also possible to create a printer that sends the document to a conversion program such as Acrobat Distiller on Windows or Ghostscript if you use GNU/Linux. For reference, we will take a brief look at the steps to take to create this type of printer with oopadmin:

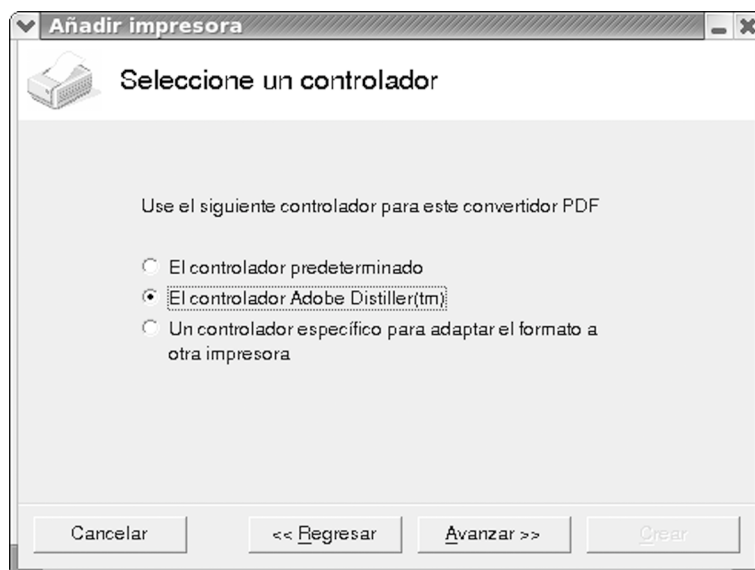
1) In the oopadmin main screen, select the New Printer option. This will open the New Device selection dialog box.

Figure 18. New Device selection dialog box



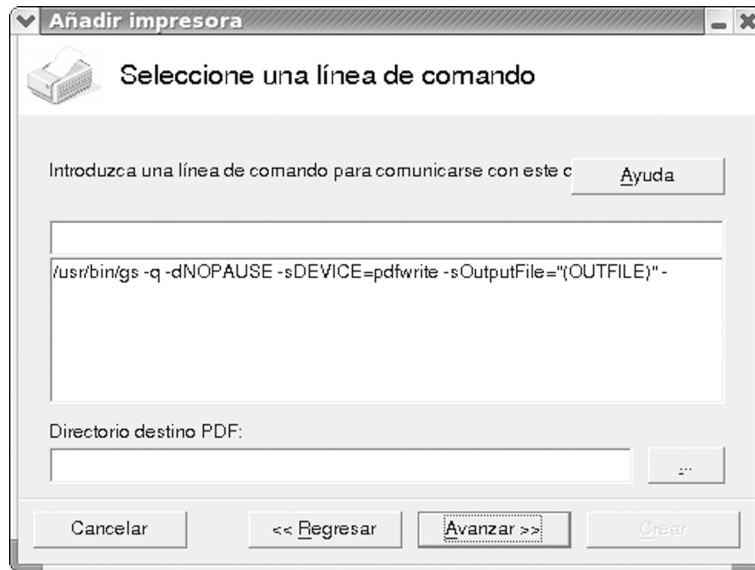
2) Select the Connect to PDF converter option and then click on Next to continue.

Figure 19. Driver selection dialog box



3) In this window, you will need to select the driver you wish to use. If you are using GNU/Linux, it is a good idea to use the generic driver. In Windows, the best option is to use the Acrobat Distiller driver if you have this product installed on your computer. Click on Next to continue.

Figure 20. Command Line selection window



4) In this window, enter the command for the PostScript to PDF converter that OpenOffice.org will use. You must also enter the folder in which to save the PDFs created; if you do not enter a folder, the program will use the user's personal folder. The variables we can use in the command line are as follows:

- (TMP) which will be replaced by a temporary file. If this variable is in a terminal window, the PDF PostScript code will be transmitted in a file. Otherwise, **standard piping will be used**).
- (OUTFILE) which will be replaced by the target file, the name of which will be created from the name of the document.

If Ghostscript or Adobe Acrobat Distiller are in the file search path, you can simply use one of the preconfigured default command lines. Otherwise, you will need to modify them.

Figure 21. Printer name selection screen



5) In this last window, enter the name of your PDF converter and click on End to finish.

Now, to convert a document to PDF, simply print it to the PDF converter you have just installed.

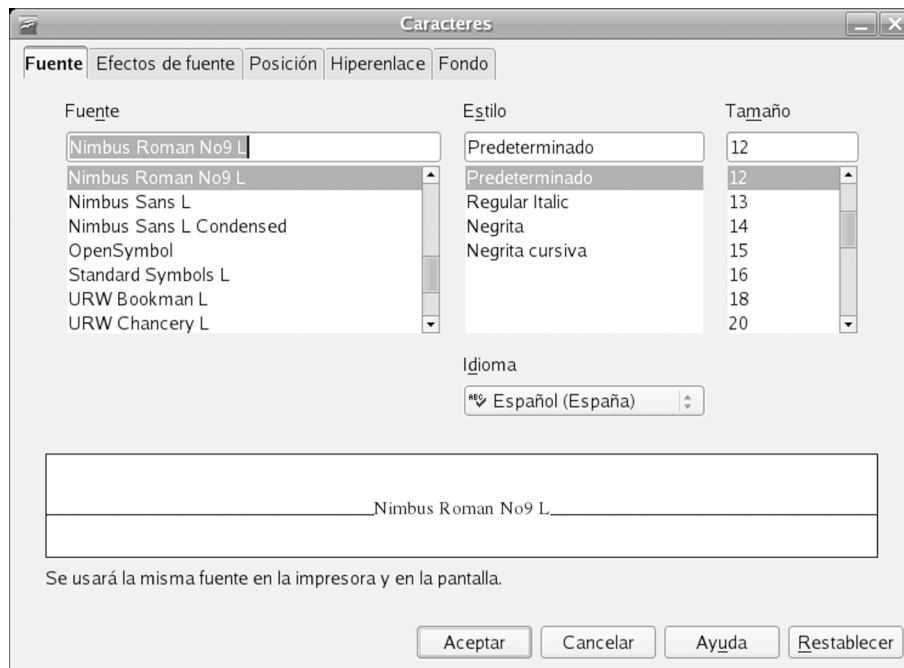
1.6. Font configuration

After working with the program for a while, you will realise that OpenOffice.org does not display the same number of typefaces in all of the documents you use. This is because not all available fonts can always be used. We will now look at some of these features:

- Only typefaces in the document's font selector that can also be printed will be displayed. The program assumes that you will only want to use the fonts that can be printed out.
- If you are working with a HTML document or online, only the fonts that can be displayed on screen will be available.
- In contrast, when you use Open Calc or Open Draw, you can use any of the typefaces that can be printed and displayed on screen.

Where possible, OpenOffice.org always attempts to use the same typeface on screen and in the printed document. This is referred to as WYSIWYG (**What you see is what you get**). The program displays any incompatibilities and problems with fonts in the bottom section of the Characters window, which can be opened using the Format -> Character option in the main menu.

Figure 22. Character formatting window



1.6.1. Adding new fonts

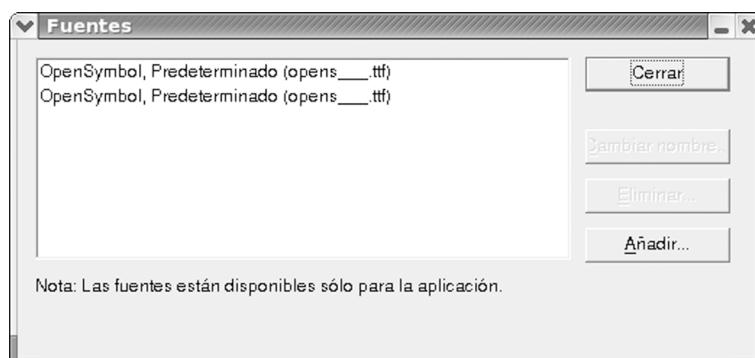
We can add new typefaces to OpenOffice.org. Depending on whether you are using an up-to-date or earlier version of OpenOffice.org, these fonts may or may not be available outside the program. The latest versions of the program allow font sharing with other applications. This is not the case with 1.0.x versions, which we can still find in many GNU/Linux distributions.

OpenOffice.org can display and print PostScript Type 1 and TrueType fonts. The program works best with the latter type so we recommend you use these wherever possible.

The steps for adding new typefaces to OpenOffice.org are as follows:

- 1) Launch the oopadmin program as we saw earlier and click on the Fonts button in the main application window.

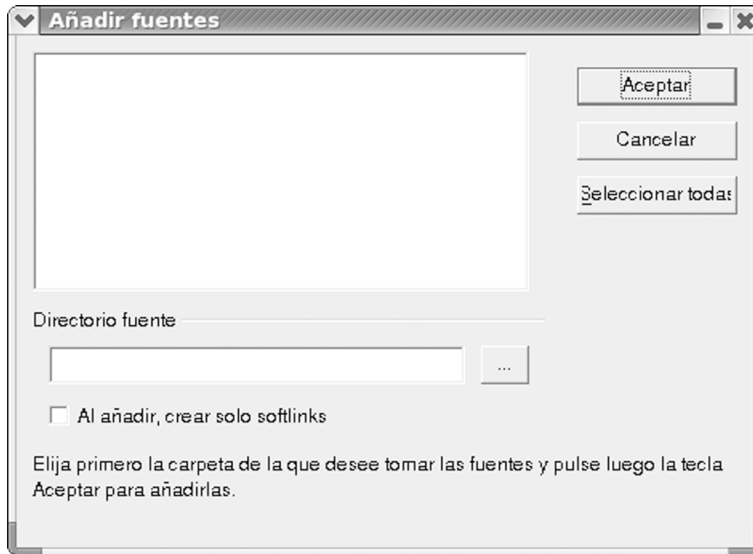
Figure 23. oopadmin fonts window



2) The fonts window displays all typefaces added to OpenOffice.org. Click on the Add button.

3) A dialog box will pop up where you can enter the name of the folder where you wish to add new fonts or click on the ellipsis (...) button to select it.

Figure 24. Font selection dialog box

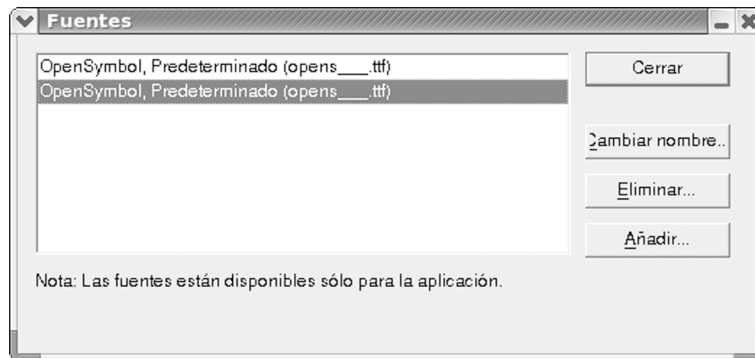


4) A list will appear in the font selection dialog box with all available typefaces in the folder you specified. To add them all, simply click on the relevant button. One useful option in this dialog box is the one to create symbolic font file links, which means that the files will be used from their current location rather than copied to the OpenOffice.org font folder. If you install fonts from a device that will not always be available, such as a CD-ROM, unmark this option to copy the files. Click on OK to complete the addition of the fonts.

When working on a server installation, fonts must be installed through this so that the new fonts will be available to all users. If the user has write access to the server installation folder, the fonts will be installed in the relevant installation folder of the workstation so that the user who installed them will have access.

1.6.2. Deleting and renaming fonts

Figure 25. oopadmin fonts window



In the oopadmin fonts window, you can delete any typefaces you wish. To do so, simply select them and click on the Delete button. In this window, you will only be able to delete the typefaces you have added to the program.

You can also change the name of the fonts you install. For this, select the font and then click on the Rename button. A new dialog box will pop up prompting you for the new name of the font. If the font has several names, these will be listed in the list field where you can enter the new name as a suggestion. After entering the name, click on OK to complete the process.

If you select more than one font to rename, a different dialog box will appear for each. This will also happen if you select a TrueType Collection (TTC), which groups several fonts in a single file.

2. Document interchange issues

One of the most useful features of OpenOffice.org is to be able to use the same program on different platforms and interchange documents more or less automatically with Microsoft Office, which is now the most widely used office suite in the world.

Although compatibility between the two products is very good, particularly when exporting documents, the formats used by Microsoft are very complex and only partially documented, which means that absolute compatibility is impossible. Even different versions of Microsoft programs have difficulty reading documents written in previous versions of the program.

This section will attempt to clarify certain aspects of document interchange that can create problems for users.

2.1. Document interchange with Microsoft Office programs

We will look at the diverse options to create smoother integration between OpenOffice.org and Microsoft Office, divided into a number of subsections.

2.1.1. Options for greater compatibility with Word

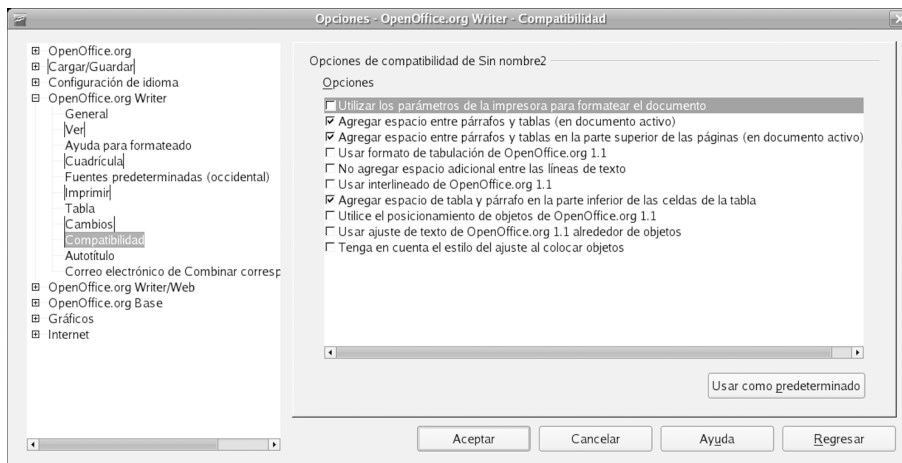
Although one of the most important and indeed, famed, characteristics of OpenOffice.org is its compatibility with Microsoft Office documents, difficulties can be found in converting and importing documents to this format. We will now look at OpenOffice.org's features for improving compatibility.

Firstly, we have to remember that format definitions are not the same in all word processing programs. However, we can enable certain options to make Writer behave in a similar way to Microsoft Word, thus enhancing compatibility between the two. The settings we will now see are only available for documents in use and cannot be defined globally for all documents. Hence, they must be manually entered for each document with formatting problem issues relating to these options.

To access the dialog box for enabling these options, go to the main menu option:

Tools -> Options -> Text document -> General.

Figure 26. Compatibility settings window



The compatibility section contains three options that may be of use here. These are:

- **Add spacing between paragraphs and tables.** Open Writer marks the space between paragraphs differently to Microsoft Word. If you enter a space before and after a paragraph, this space is inserted in Microsoft Word documents, whereas Open Writer only inserts the bigger space. If you want Writer to always insert two spaces, check this option.
- **Add paragraph and table spacing at tops of pages.** When this option is enabled, the space before the paragraph is also inserted at the top of the page or column if the paragraph is found at the start of the document. This also applies to page breaks. If you import a document from Microsoft Word, the spaces are automatically added in the conversion process.
- **Align stop tab position.** When this option is enabled, paragraphs containing centred or right-aligned tabs are formatted together in the centre or to the right. If this option is not enabled, only the text to the right of the last tab is aligned to the right and the text left of the tab stays where it is.

2.1.2. Automatic conversion of Microsoft Office documents

The easiest and most intuitive way of converting a Microsoft Word, Excel or PowerPoint document to the corresponding OpenOffice.org format is to open it and save it in Writer, Calc or Impress format, respectively. OpenOffice.org can also convert Office documents from Word to an older or more recent format.

At this stage, we should point out one exception: password-protected Microsoft Office documents cannot be imported. Microsoft has not documented the system it uses to protect its files, so it is impossible to open them. Any protected documents that you wish to open will simply be skipped.

OpenOffice.org can import documents in a range of formats but it only has a tool for automatically importing Word, Excel and PowerPoint documents and their respective templates. One of its top features is the possibility of simultaneously converting whole folders of documents and templates.

For our peace of mind, the document converter does not modify the original documents; instead, it makes copies of them.

The document conversion tool can be launched from the following menu option:

File-> AutoPilot-> Document Converter.

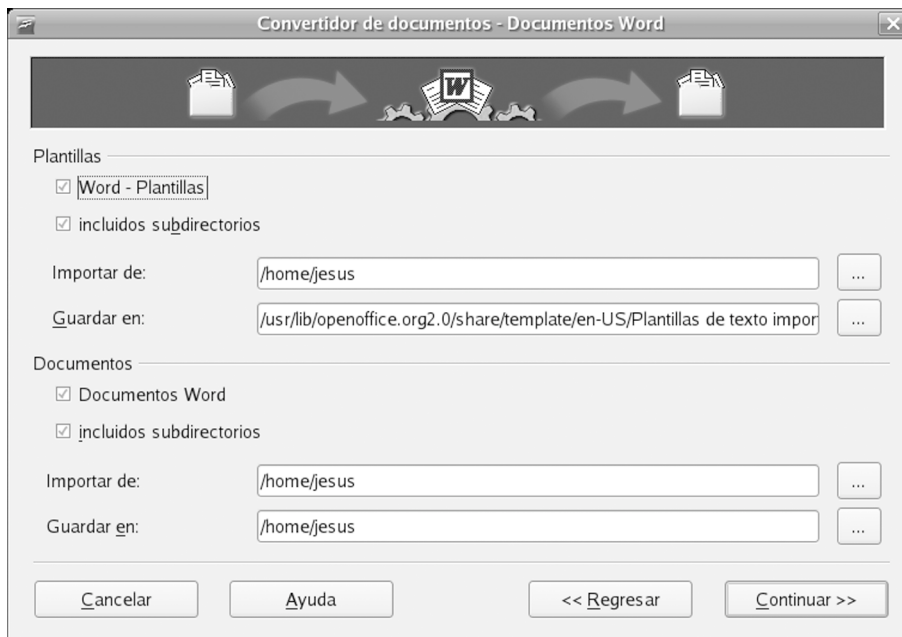
The steps to this process are as follows:

Figure 27. First document converter screen



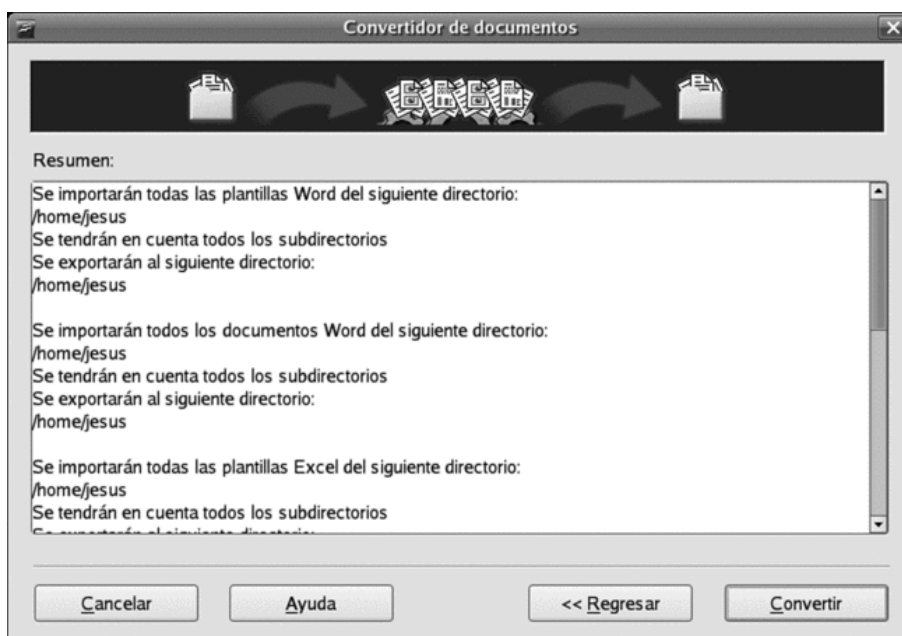
1) In the first screen, you will need to select the type of Microsoft Office documents you wish to convert. After selecting them, click on Continue.

Figure 28. Second document converter screen



2) In the second screen of the converter, select whether to convert the templates, documents or both and indicate the source and target folders. Click on Continue to move on to the next step. If you have selected more than one type of file, this screen will appear for each of the Microsoft Office file types you marked.

Figure 29. Last document converter screen



3) This screen confirms the data you have entered. Check it to make sure that all of the options you have entered are correct. When you are sure that everything is correct, click on the Convert button to launch the process. Information on the process will appear on the converter screen. Once conversion is complete, click on End to close the window.

When the converted documents are displayed, you will notice that Word documents of 260 kb are reduced to a size of 50 kb. This dramatic reduction in size may cause concern initially, but it does not mean that information in the Word document has been lost.

The reason for it is that Word (like all Microsoft Office documents) uses a binary format, while OpenOffice.org documents use a plain text file that can be read with any text editor. This considerably reduces the size. In addition, the OpenOffice.org format also automatically compresses files, so the document you are seeing is really a compressed XML document.

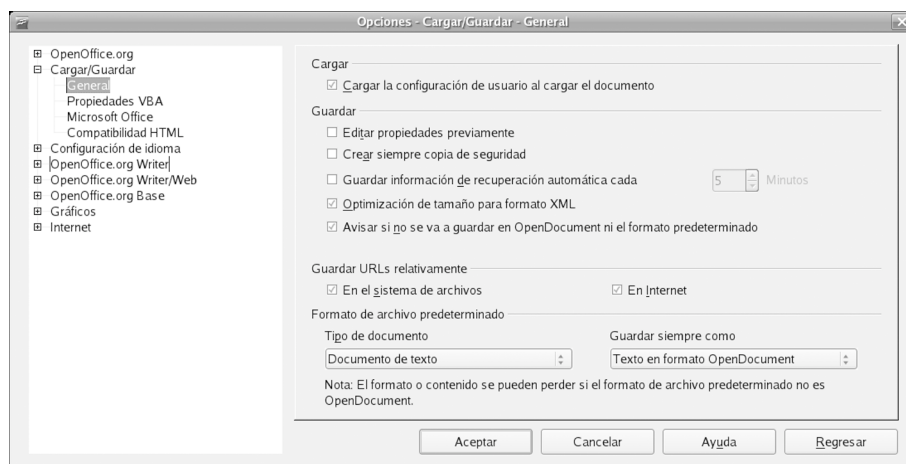
If you open this document in Windows with WinRAR or WinZip, you will see that it is actually a series of text files organised into different folders. This means that we can be safe in the knowledge that, even if the OpenOffice.org product were to disappear, we would still be able to recover the information created with the program. If this were to happen with Microsoft Office, the problems would be far more serious.

2.1.3. Automatically saving documents in Office format

If you often work with Microsoft Office documents, you may find it tedious to use the native OpenOffice.org format and always have to convert the documents to Office format before sending them to others. There is an option that you can use to define the default format in which to save the document in the File -> Save menu option or when you click on Save document in the Function bar.

To do this, go to the Tools-> Options...-> Load/Save-> General menu option. The following window will appear:

Figure 30. General options dialog box for saving documents



In the Default file format group, you can select a type of document and then select the default format in which to save it from those available for each type of document. In this dialog box, select the Microsoft Office format (for example, Microsoft Excel 97/2000/XP for spreadsheets).

2.2. Interchanging documents between platforms

The previous section looked at the process of installing new fonts that can be used on-screen and/or printed out, but we have not yet discussed one of the basic points that need to be considered if we interchange documents with people using OpenOffice.org on other platforms.

We may well find ourselves in a situation where we need to write a document such as a presentation on GNU/Linux. We may then have to display our presentation on a computer with a version of OpenOffice.org installed on Windows. When we do so, we will see that it is displayed very differently to how we saw it when we were composing it and that the quality of the typeface used to display the texts is considerably poorer than the original.

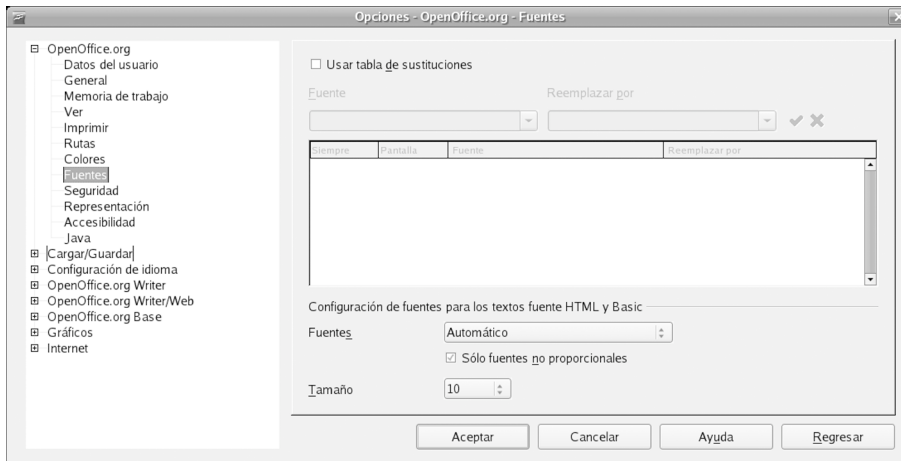
This is because we used fonts that were available on our GNU/Linux system but which are not available on the version of Windows on which we are viewing our presentation.

There are two basic options for solving these problems. The first and recommended option is to use the same fonts on all platforms. If you have a Microsoft Windows licence, you can install its fonts on a GNU/Linux computer or an installation with a different partition. Most distributions have automatic recovery utilities.

If this is not possible, you can use the replacement table for the various fonts you use on the different platforms. The idea behind this is that if the system cannot find the font of a document, it will use a standard typeface, which is very often different to what we expected and very possibly of an inferior quality.

To make substitutions, go to the Tools -> Options... -> OpenOffice.org -> Fonts menu option.

Figure 31. Font substitution screen



- 1) The first thing you must do is to activate font substitution by marking the Apply replacement table option.
- 2) Select the original font and then the font to replace it. One example would be to replace the StarMath font with Wingdings for working in Windows or vice versa if you are using GNU/Linux. Then click on the green tick.
- 3) In the font list, check the Always option for the substitution you have just made.

4. Installing and configuring spellcheckers

There are a few easy steps that need to be taken before using a new spellchecker in OpenOffice.org. Small utilities are currently available for installing new dictionaries more or less automatically depending on our platform. However, here we will study the manual process because it is the safest and will work in all scenarios. As we shall see, the process is not at all complicated.

There are two parts to the process. The first is the installation of the dictionaries to a specific folder in our system and the second is enabling of the dictionaries so that we can correct our documents with them. Dictionaries consist of two files with different extensions. One has the extension .DIC and contains the list of words, while the other has the extension .AFF and includes the affix combination rules.

Dictionaries can be downloaded as compressed packages from the OpenOffice.org project website:

http://lingucomponent.openoffice.org/download_dictionary.html.

Most packages contain a document with installation instructions. Nonetheless, we will describe the process briefly.

1) Firstly, you must quit the program. In Windows, if you use the Quickstarter option, you will need to right-click the OpenOffice.org icon in the status bar and select Exit Quickstarter.

2) You must then copy the decompressed files from the zip package to your user profile folder, /user/wordbook.

3) You now need to edit the dictionary.lst file, which is located in the folder where you just copied the decompressed files. For example, you will enter the following for the Spanish dictionary:

```
DICT es ES es_ES
```

This line tells OpenOffice.org that it must use a dictionary containing two files named **es_ES** (es_ES.aff and es_ES.dic) in the local configuration specified as es ES which, in this case, is **Spanish of Spain**. As you can see, the name of the affix file and list of words must be the same if OpenOffice.org is to register it.

Now that your dictionary has been registered correctly, you will need to activate it. Dictionaries are not enabled by default because program performance is very slow if several are running at the same time. You must therefore man-

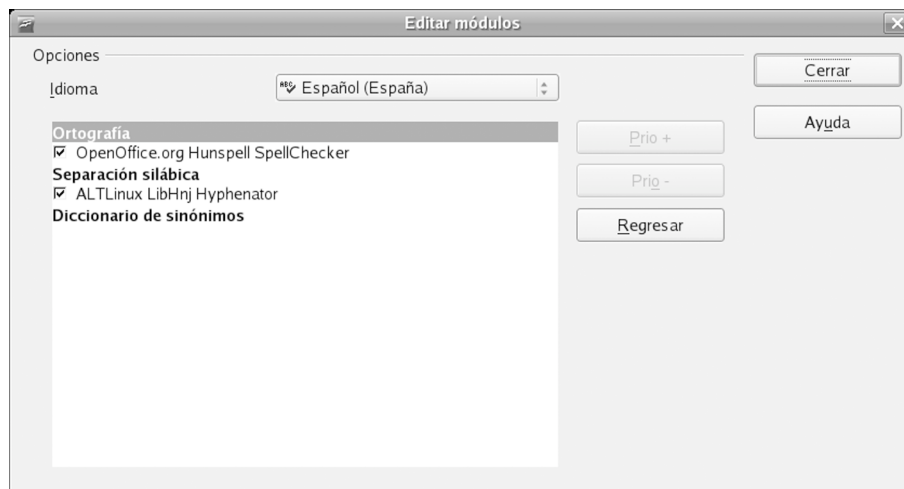
ually enable the dictionaries you wish to use and only ever leave active the ones you regularly use. This will considerably enhance the performance of OpenOffice.org. The steps for enabling a dictionary are as follows:

4) Launch OpenOffice.org again and go to the following option in the program's main menu:

Tools -> Options... -> Language Settings -> Writing Aids

and then click on Edit in this window.

Figure 32. Edit modules dialog box



The Edit modules dialog box contains a list of all available languages. The names of the languages with a blue tick and the letters ABC before them are the languages for which we have a registered dictionary. As explained earlier, just because a dictionary is registered, this does not mean that it is enabled.

5) To enable a dictionary for a language, mark the OpenOffice MySpell SpellChecker option in the spelling group.

If this group does not appear it is because there is no registered spellchecker for this language. If you have followed all of the steps correctly, make sure that the values you entered in the dictionary.lst file were correct. All dictionaries come with a Help file in the compressed package explaining this procedure. If in doubt, look here for information.

4.1. Advanced dictionary configuration

This section will describe how to install dictionaries on a server installation and look at some of the problems we may come across when installing dictionaries for the OpenOffice spellchecker and their possible solutions.

4.1.1. Installing dictionaries on a server

From version 1.0.1 of OpenOffice.org onwards, it is possible to install dictionaries on a server for remote access by all users. In the previous section, we saw how to install a dictionary for a specific user, where the files were copied and changes made in the user profile folder. It is a good idea to allow users to install the dictionaries they need but it can also be useful to install group dictionaries for all of the clients of a server installation. This means that inexperienced users will not have to install the dictionaries themselves.

The system administrator or anybody with superuser permissions can install group dictionaries in the `/share/dict/ooo/` server installation folder. These dictionaries will be available to all system users. There is no need to describe the procedure here as it is the same as the one we have just seen.

However, users will not be able to use the dictionary until they exit OpenOffice.org completely and enable the dictionary using the Tools -> Options... -> Language Settings -> Writing Aids menu option and the Edit button.

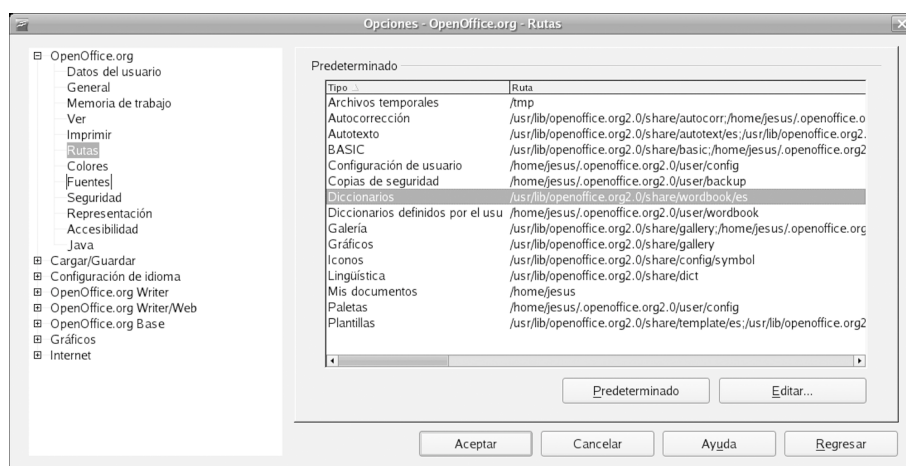
4.1.2. Dictionary paths

Most problems with dictionaries occur because OpenOffice.org cannot find them, so make sure that the values that were entered in the program are correct before you start investigating other possibilities.

These values can be accessed from:

Tools -> Options... -> OpenOffice.org -> Paths.

Figure 33. Path configuration dialog box



In this screen, check that the values for Dictionaries and User-defined Dictionaries are correct and that the specified folders actually contain the dictionary files and dictionary.lst. If you need to edit these values, click on the Edit button and select the correct path.

4.1.3. Font issues

If the dictionary has been registered and enabled but does not correct (for example, it highlights all of our words although they are correct), the typeface used is probably not supported by the spellchecker engine. The two most likely reasons for this is that you are using a symbol font or that you are working with a typeface that has not been installed on your system.

This can occur with a font called Thorndale, which is the default font in many OpenOffice.org versions but which will not be installed on your system unless you have installed StarOffice at some point in the past. It can lead to OpenOffice.org being unable to correct a document properly, though this does not apply to all versions of the program.

Summary

In this unit, we have seen diverse ways of configuring and installing devices in the OpenOffice.org program, which is the main root of problems for users, and we have looked at possible solutions for these.

We have focused particularly on aspects such as compatibility between OpenOffice.org and Microsoft Office documents, which is usually one of the main sources of headaches for users since, for better or for worse, we live in an information society dominated by Microsoft products.

Open Writer. OpenOffice.org word processor

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Introduction

Open Writer is the OpenOffice.org text document creation application. As we shall see, the program can carry out the same functions as any other program of this nature on the market and offers filters for other types of document (Microsoft Word included), graphics support, the creation of books and tables, non-consecutive selections of blocks of text, version control and the automatic creation of tables of contents.

This unit will deal with general use of the program, but it will not cover the basics of document composition and editing because it is not the aim here. We will look at the features of OpenOffice.org for users who routinely use other text editors, such as Microsoft Word or WordPerfect, so that they can weigh up the possibility of using OpenOffice.org as an alternative. Nonetheless, we will cover key concepts when considered necessary.

The main aims of this unit are:

- 1) to describe the working environment of the Open Writer program in order to familiarise students with it,
- 2) to teach students how to use the basic tools for composing and formatting text documents, and
- 3) to explain how to set up the text composition help features in order to adapt them to our working needs.

1. The Writer working environment

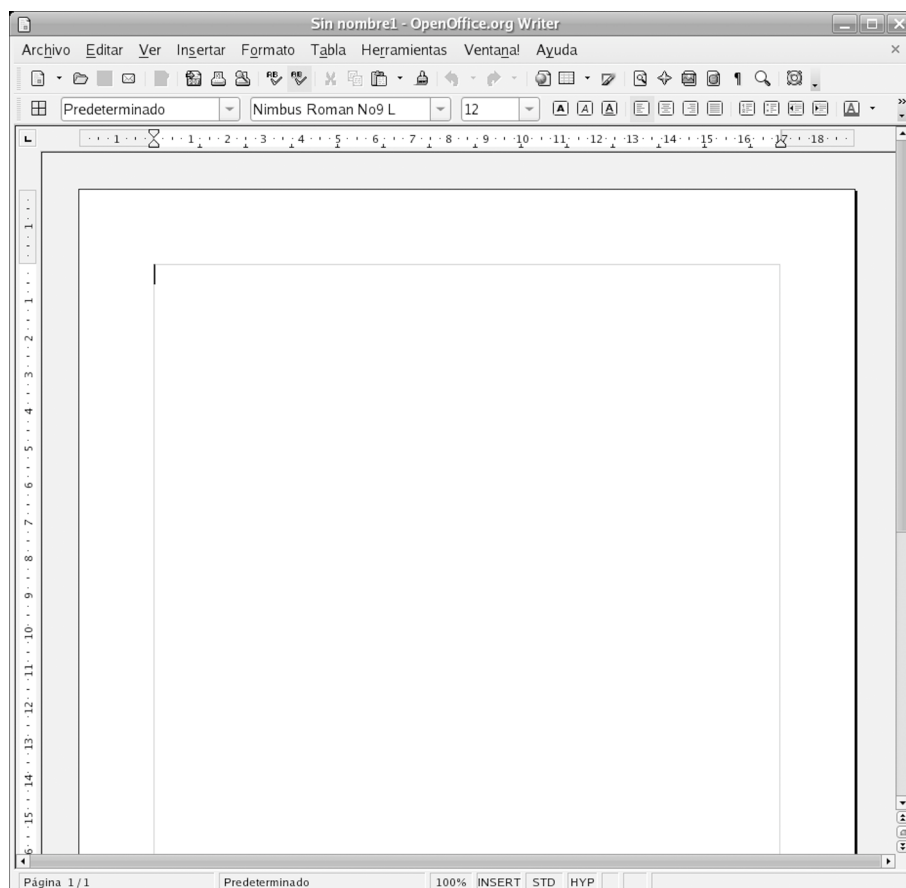
This section looks at the working environment of the Open Writer program, offering an introduction to familiarise readers with the environment and how it can be customised. Some of the concepts covered here will also prove useful for other components of OpenOffice.org.

Writer can be launched from any OpenOffice.org application by selecting the File -> New -> Text Document menu option.

Tips can be very useful for learning about the different features of the program. Tips are displayed for each of the labels and icons on the screen so we can find out what they do simply by pointing the mouse at them. You can enable or disable this option using the Help -> Tips menu option.

If you need help with a dialog box or window, you can always click on the Help button or press F1. OpenOffice.org is a very well documented program and its Help is very good. You should learn to use it whenever you have a query about something as this will enhance your experience as users.

Figure 1. The Writer working environment



We will now describe the diverse elements in the program's workspace:

- The **Menu bar** contains the various actions that can be carried out globally across the OpenOffice.org program and those that are specific to Writer. New entries can sometimes appear in this bar, such as when you are working with tables.
- The **Function bar** indicates the full path of the file being edited and provides a shortcut to the program's global features.
- The **Object bar** is used to apply formatting to the objects you are working with at a given time. It will most often display text formatting tools but it may also contain table and drawing tools if you are working with these elements.
- The **horizontal ruler** displays the page dimensions and can be used to insert tab stops. The measurement units of the ruler can be changed very quickly by right-clicking on it. Though not enabled by default, the program has a vertical ruler too, which is very useful for working with drawings and tables. We will see it shortly.
- The **Main toolbar**, positioned vertically down the left-hand side of the document, gives quick access to the most common word processing functions.
- The **Status bar** at the bottom of the screen has a number of functions, which include viewing page numbers, applying page styles (by right-clicking on Standard), changing zoom percentage and changing the default type of text selection.

1.1. Customising the toolbars

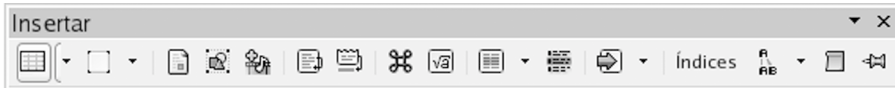
All OpenOffice.org components display lots of icons on screen simultaneously so that the user can access functions very quickly. To display all of the toolbars, select them in the drop-down list that appears after selecting the View -> Toolbars menu option. Here, you can select the toolbars that you want the program to display. We recommend that you always keep the Function, Object and Main toolbars checked as these give access to most of the actions that you will need.

Most toolbar buttons only carry out one action, which is the one indicated in the tip that appears when you hover over it with the mouse. However, some buttons have several functions, in which case you will see a green arrow next

to the button image. To see all of the button's options, click and hold down the left mouse button over the image. This can either produce a new toolbar or display a drop-down list of options.

For example, if you click on the Insert button, the first one on the Main toolbar, the Insert Table dialog box will appear. However, if you hold down the left mouse button as you click on it, a toolbar will appear containing more buttons with drop-down lists.

Figure 2. Element insertion toolbars



If you often use the various toolbar options, you can click on the blue space around its title to make it into a real toolbar that can be dragged to any point of the screen for direct access to its various functions.

The appearance of the Object bar changes according to the context in which you are working. For example, its buttons will vary if you are in the middle of a paragraph of text or a table.

Figure 3. Object bar in text context



For paragraphs, it displays basic text formatting elements, which you will be very familiar with at this stage.

Figure 4. Object bar in table context



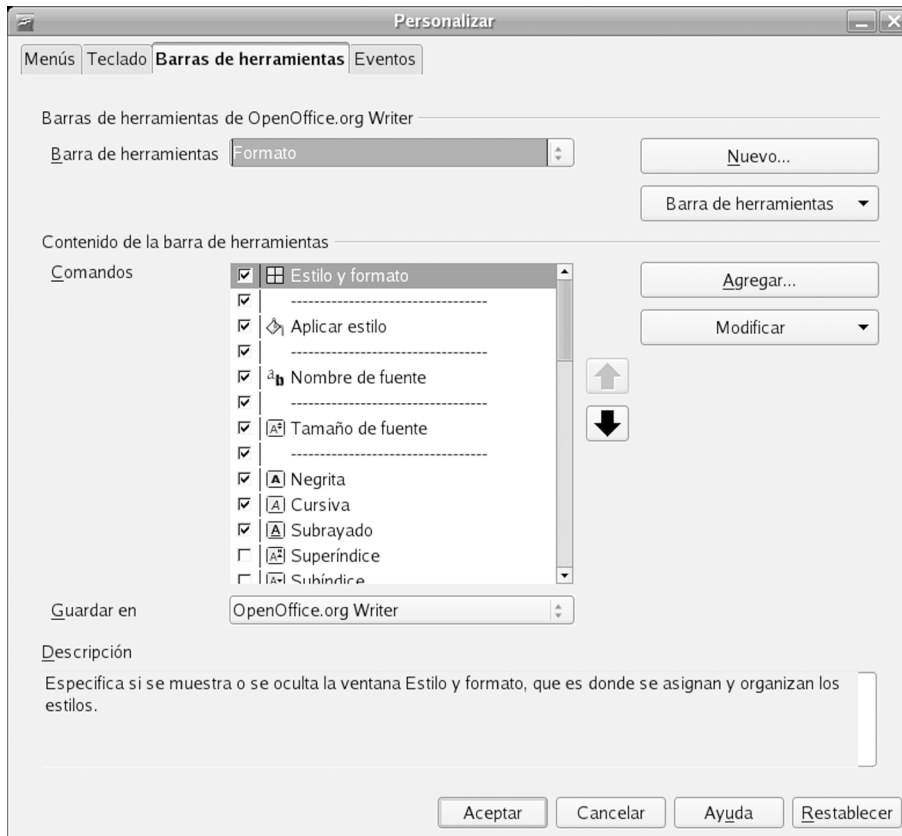
If you are inside a table, it will display the most common actions for working with tables. Very often in a table we need to use text formatting tools. To do this, simply click on the button with the blue arrow at the end of the Object bar. This button allows us to manually toggle between the two contexts.

If you find that the buttons on the Object bar are the fastest and most convenient way of formatting text, you may need to add new features to the bar's default ones. OpenOffice.org only includes the most common ones by default.

To view all of the available options, simply right-click the relevant toolbar and select the Visible Buttons option from the menu. This will open a drop-down list where you can select all of the available actions for the bar that you just clicked on.

If, besides modifying the available buttons, you wish to organise them using a different criteria to the program, you will need to use the customise toolbars tool. To call it up, right-click on the toolbar you wish to customise and select the Customise option.

Figure 5. Customise toolbars tool



The left-hand list contains all of the program's functions grouped into categories, which you can add to your toolbar by clicking on the Add button. The Move Up and Move Down buttons move the added actions along the bar while the Icons button is used to customise the button images. Note that some of the program features (the least common ones) do not have a predefined image. To restore the toolbar to the default program values, simply click on the Default button.

1.2. Customising menus

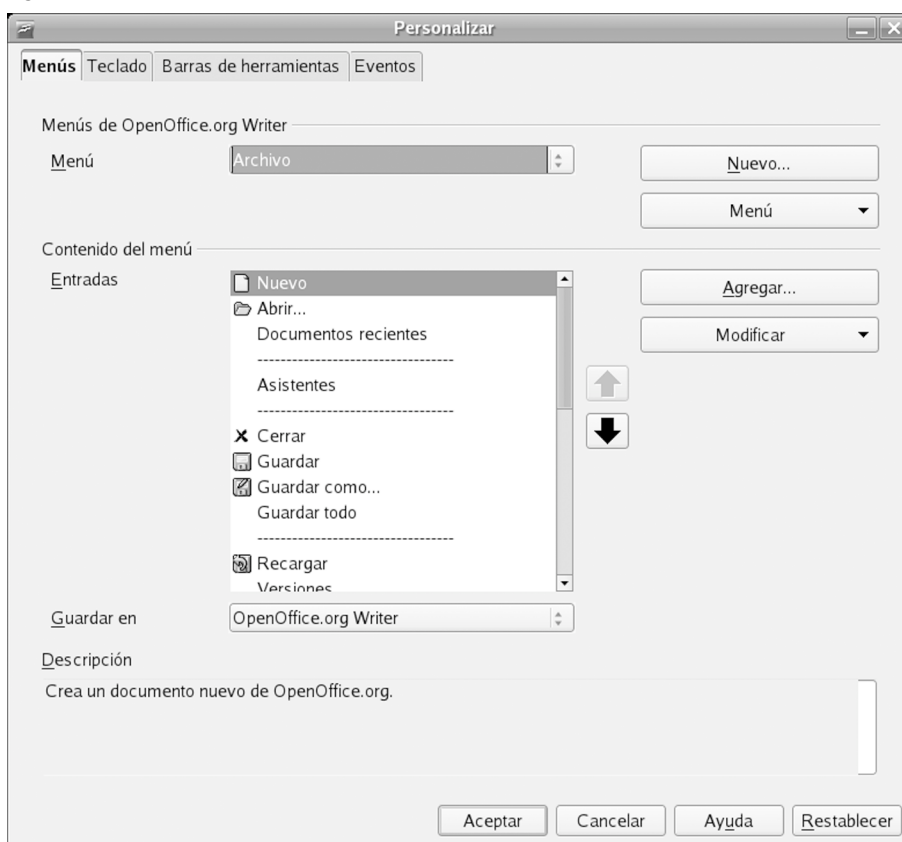
Finally, some computer programs have adopted a strategy of hiding menu options when they are unavailable. In this case, the menu options that cannot be accessed simply disappear instead of being greyed out. This can lead to confusion as users may think that the program feature does not exist or that there is a problem with the program. In contrast, if an option is greyed out and disabled, the user will realise that the option is not available in this context. The

OpenOffice.org program behaves differently here, depending on the version you use. To enable inactive menus, go to Tools -> Options -> OpenOffice-> View and mark the Inactive menu items option.

It is possible to customise application menus, just as we did with toolbars. Normally, however, it is much quicker to access functions through toolbars, so we would recommend using these for the more common activities. Besides, customising menus is for very advanced users. Your average user would not modify default program options.

To go to the menu configuration tool, go to Tools -> Configure and select the Menu tab.

Figure 6. Customise menus tool



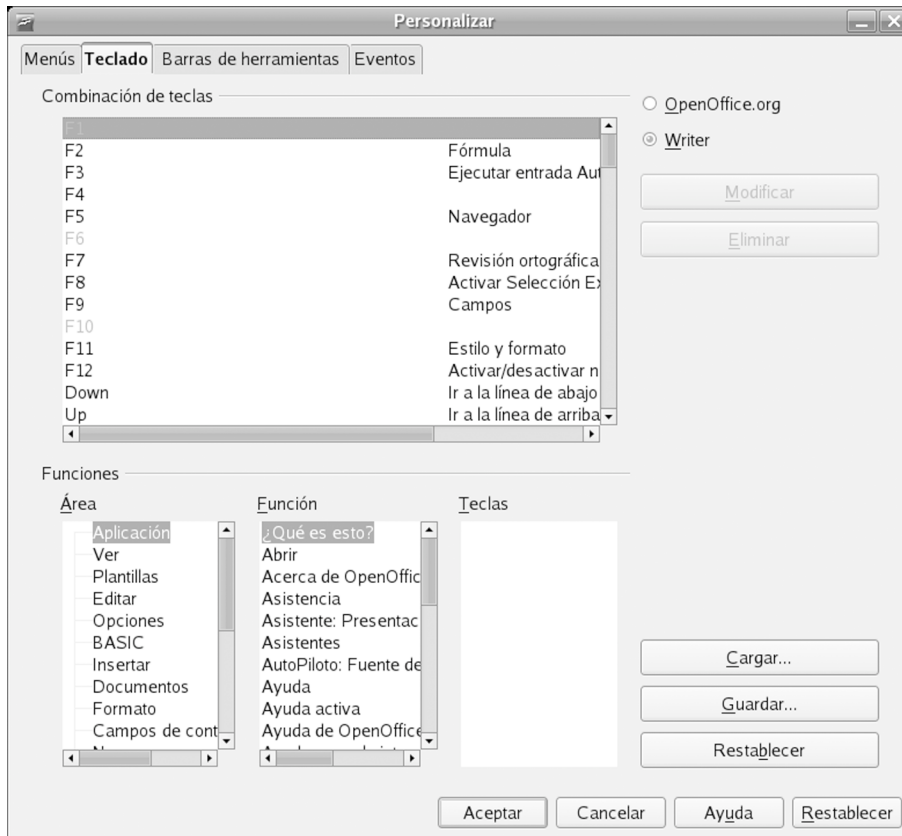
Each of the different OpenOffice.org applications (Writer, Calc, Impress etc.) has its own menus, so be sure to access this option from the application you wish to customise. Customised menus are saved in files with the .cfg extension in the /user/config folder of the personal profile of each user. When we create, modify or save menus, we make changes to these files.

The customising procedure is similar to the one seen above. New menus and items can be created and existing ones can be deleted. In this case, the functions are divided into categories and subfunctions in the two windows in the lower half of the dialog box.

1.3. Setting keyboard shortcuts

Another useful option of this configuration dialog box can be found in the Keyboard tab. We can also access it from Tools-> Configure...

Figure 7. Customise keyboard tool



In OpenOffice.org, actions can be assigned to keys or – as is more often the case – key combinations. Some keys already have default actions assigned to them by the program. These include F11, which launches the Stylist box, and F5, which launches the Navigator. Some actions depend on the application you are in at the time. In Writer, for example, F12 turns numbering on or off while in Calc it is used to define a group of cells.

In addition to the program's functions, keyboard shortcuts can also be assigned to the macros we create. This allows users to create key combinations that can be used, for instance, to insert a text for which we would otherwise need to press a number of keys and set a number of formatting options every time if we were to create it manually.

The required steps for creating a new keyboard shortcut are:

- 1) In the key combination list, select the key or combination of keys to which you would like to assign a function.

- 2) In the list of categories, specify the category of the function you wish to assign. To assign a macro, select the category where you created it. The actions available in this category will be shown automatically in the function window.
- 3) Select the command you wish to assign to the key in the function window.
- 4) Click on the Modify button. The name of the command will be inserted alongside the name of the key in the list of key combinations.

Even if you do not want to assign or modify a program key, this dialog box is the quickest reference for the program's shortcut keys and can be useful for finding out which key or key combination can be used to perform a given action.

1.4. Changing the size of program elements

For people with some form of visual impairment or those who simply wish to work more comfortably, it is important to be familiar with the accessibility options of OpenOffice.org.

Although it is not the aim of this unit to cover these topics in detail, we will look at how to change the size of program elements to make them bigger than normal. To do this, bring up the following dialog box by going to the menu option:

Tools -> Options... -> OpenOffice.org -> View.

Figure 8. Display options dialog box



Although this window contains various settings, such as the appearance of the program windows, the options of interest to us here are Scale and Icon size. For example, we can select a scale of 120% and a Large icon size and click on OK for the changes to take place immediately in the program interface.

Remember that any changes made to these options will only affect the program display. If you increase the scale, text fonts will appear bigger but their actual size (the size they will be if they are printed and the size at which other people will see them) will be determined by the size of the font.

2. Basic Open Writer functionality

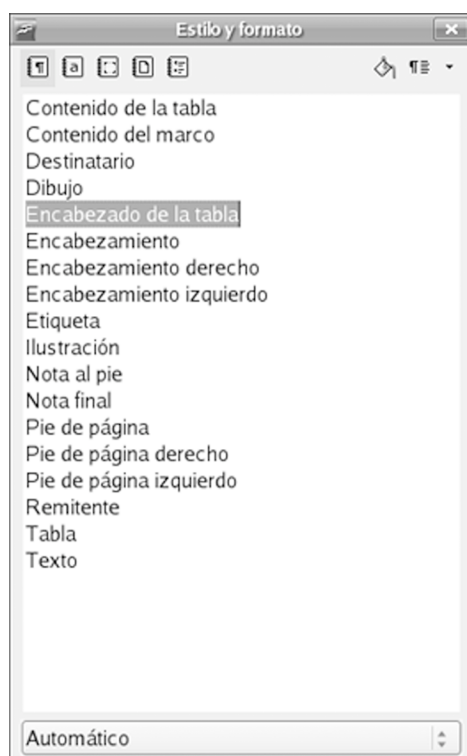
This section will look at how Writer can be used for everyday word processing. We will begin by creating a sample document that will serve to introduce us to the basic features of the program and we will then look at the various options for formatting our text.

2.1. Creating a sample document

We will create a text document to familiarise ourselves with the Writer environment. To do so, follow these instructions step by step.

- 1) Launch OpenOffice.org and create a new text document by selecting the File -> New -> Text Document option from the main menu. This will open a new window.
- 2) Type the following text in the blank document: "Planning for UOC work".
- 3) Press the F11 key to open the Stylist and check that the title of the dialog box reads "Paragraph Styles" by clicking on the first button on the toolbar inside the box. If you click on the other buttons, you can see the different styles available in the program.

Figure 9. Stylist displaying paragraph styles



4) If the size of the text on the screen is too big or too small to work with comfortably, you can change the scale of the **zoom** using the View -> Zoom menu option or by double-clicking on the percentage in the program's status bar.

5) We will now look at the Stylist. The first thing to do here is to click the mouse to position the cursor somewhere in the text you have entered, and then double-click on the Heading 1 style in the Stylist. The text will automatically change to adapt to the selection.

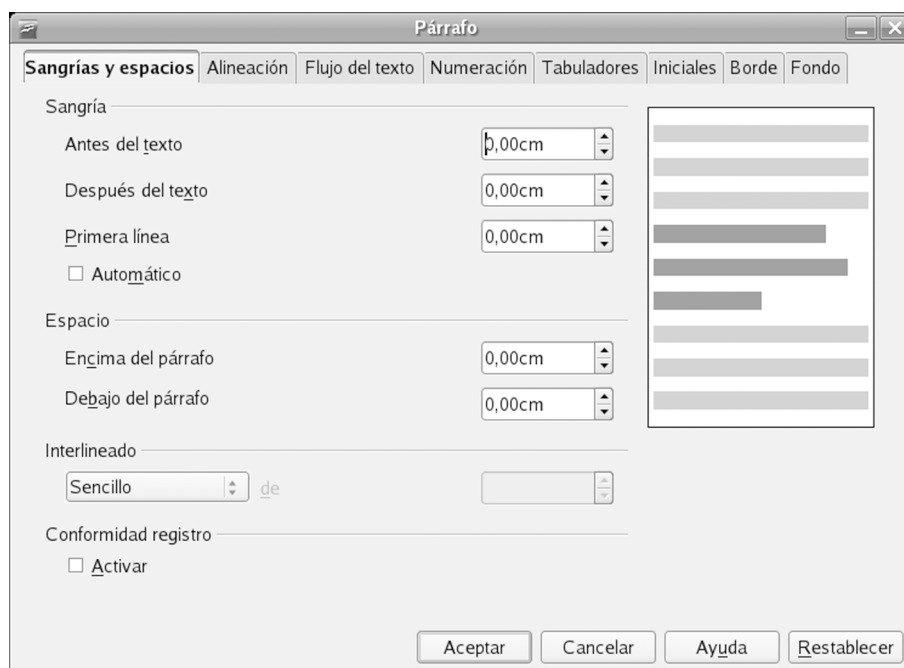
6) Press the **End** key to move to the end of the text and then press **Enter** to go to the next line.

7) Type the list of subjects you have this term, separating each one with a new line. Once you have completed the list, select them all with the mouse and click on the Bullets On/Off button in the Object bar.

8) With the text selected, click on the Increase Indent button. This will indent the text to the right.

9) We will now change the formatting of the first paragraph. To do so, go to the "Planning for UOC work" text, right-click on it and select Paragraph from the context menu.

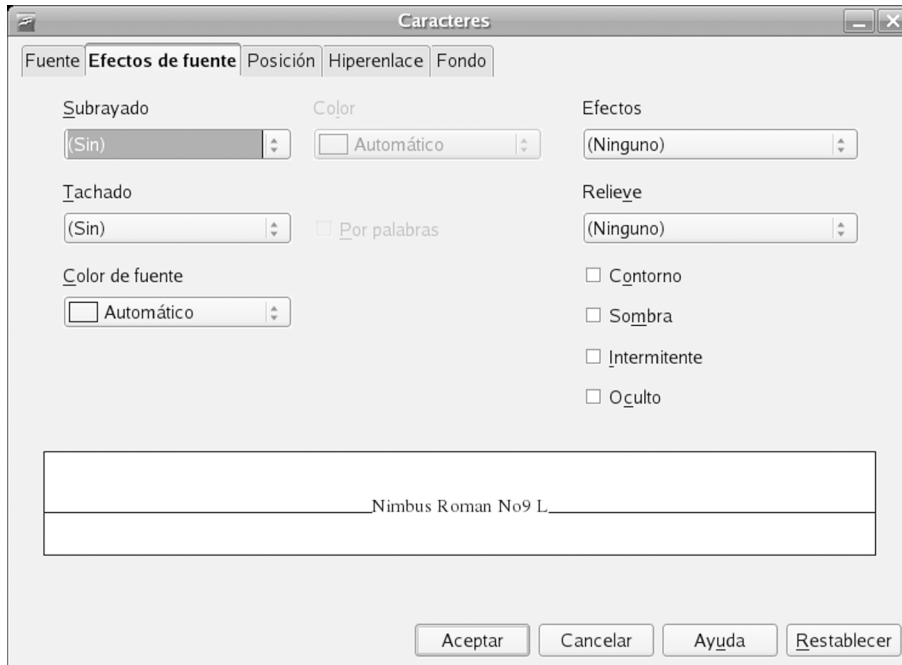
Figure 10. Paragraph formatting window



In the spacing below paragraph box, increase the value to 0.5 cm, for example. When you click on OK, you will see that the distance between the title and the text has increased substantially.

10) To make the title appear more attractive, we are going to change the colour. To do this, select it again and go to the Format -> Character main menu option and select the Font Effects tab in the dialog box.

Figure 11. Character formatting window



In the drop-down font Color list, select your favourite colour from those available. Click on OK to see the colour change.

11) Go to the end of the text you have written. If this is the text you have formatted as bullet points, you will need to press **Enter** twice: once to move on to the next line and one to automatically stop bullet formatting. We will now insert a table.

12) Go to the Main toolbar and press and hold the Insert button until the Insert toolbar appears. Go to the Insert table button and select the number of rows and columns you wish to insert. Use two columns and the number of subjects you typed in for the number of rows, plus one extra for the title. Therefore, if you entered three subjects, the table will be 4×2 .

13) In the first row, write "Subject" in the first column and "Hours' study" in the second. In the rest of the rows, type in the name of the subjects and the hours you plan to spend studying for them. When you have completed the table, click outside it.

14) Finally, we are going to insert a header in the document. To do this, go to the Insert -> Header -> Default menu option to automatically insert a text field at the top of the page.

15) Position the cursor inside the header by clicking on it with the mouse and then select the fields you wish to insert. For this step, go to the Main toolbar and click on the Insert Fields button but do not release the left mouse button until the insertable text fields menu has appeared. Here, you can select the Date or Page Number options, for example. Inside the header, if you click once on the tab, you will be taken to the centre of the field and if you click twice, you will be taken to the far right.

If you have followed this example word for word, you will already be familiar with the basics of the program and can start working on your documents with total peace of mind if you are used to working with office suites.

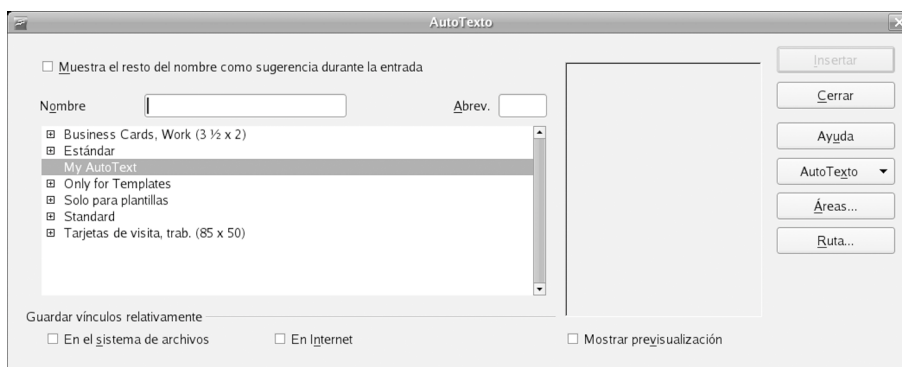
2.2. AutoText

The AutoText feature is used to enter a text or a text combined with other elements very quickly. It is very useful if you often find yourself writing the same text over and over, such as an e-mail signature or a document header. We will now look in detail at how we can customise the program to insert these items.

1) In a Writer document, create the text you wish to convert into autotext. You can also add graphics.

2) Select the text you have typed with the mouse and click on the Edit AutoText button.

Figure 12. AutoText dialog box



3) Enter a name for the AutoText in the Name field and its shortcut in the same field. Choose this carefully because it is very important as we will see in a moment.

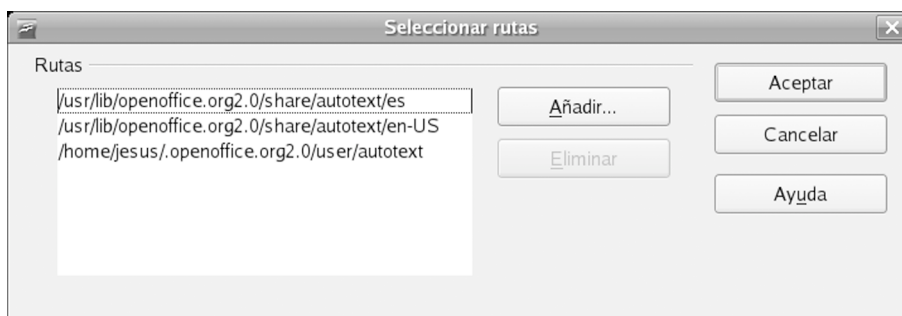
4) In the list underneath the name and shortcut fields, select the category it should belong to. Categories are simply folders in which to organise our texts.

5) Click and hold the left mouse button on the AutoText button and select the New option from the menu. The AutoText is now created. You will be able to see it in the category you selected and you can insert it if you click on Insert.

2.2.1. Specifying new paths

If you want to use other folders besides the default ones of the OpenOffice.org program to save AutoText items, you will need to indicate them by clicking on the Path button, which will bring up the dialog box below.

Figure 13. Select Paths dialog box



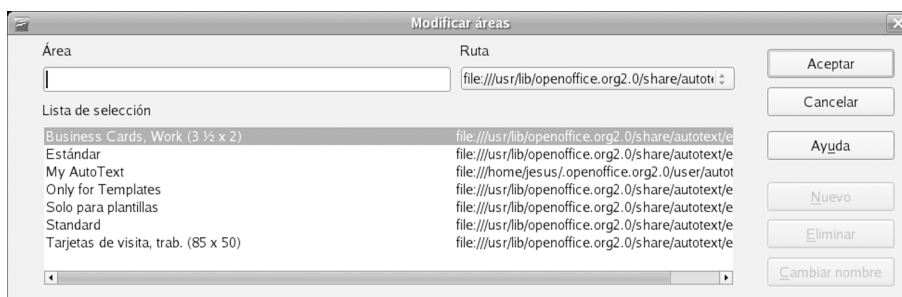
This dialog box displays the default paths but new ones can be added by clicking on Add and then selecting the folder. To change the program's default AutoText paths, go to Tools -> Options -> OpenOffice.org -> Paths.

2.2.2. Creating new categories

As we mentioned above, AutoText categories are simply recipients for organising AutoTexts. The program already comes with some categories but you will probably need to create new ones to organise these texts according to your needs.

To create a new AutoText category, call up the AutoText dialog box by clicking on the Edit AutoText button in the Main toolbar and clicking on the Categories button. This will bring up the following dialog box.

Figure 14. Edit Categories dialog box



In the Category text field, type in the new name for the category you wish to create and select the path to its location. If the desired path does not appear in the list of paths, you will need to create it in the way we saw in the previous

section. After selecting the name and path of the new category, click on New to add it. You can also delete categories you no longer need in this dialog box. Click on OK to save the changes made.

When you return to the AutoText dialog box, you will see the new category. At this point, you may wish to re-classify elements into the new category you have created. To move an AutoText from one category to another, simply select it, and without letting go of the mouse button, drag it to the new category. As you drag it, a bar will appear to indicate which category you are dragging the autotext to.

2.2.3. Inserting AutoText in documents

Thus far we have seen how to create AutoTexts and how to organise them, but we have not seen how they can be used in our documents. The easiest option is to position the cursor where you want to insert the text and then click and hold down the Edit AutoText button on the Main toolbar. A list of available categories will appear. Simply select the AutoText you require to automatically insert it in the document.

A much quicker way of inserting an AutoText is to use its shortcut. Obviously, it can be very difficult to remember all of our shortcuts but it is not too hard to remember the ones we use most often. To insert an AutoText with a shortcut, type the latter in the document and press F3. For example, to insert an AutoText called My AutoText with the MAT shortcut, type these three letters in the document and then press F3. This will insert the contents of the AutoText you have created.

3. Document formatting

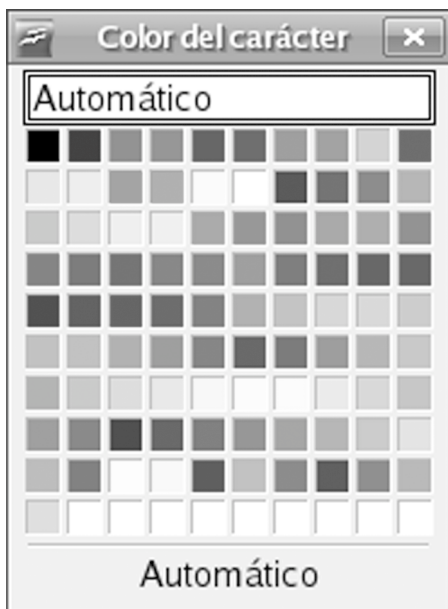
Formatting a text or section of text is one of the basic functions of any word processing program. In fact, it is essential considering that, when it comes to creating documents, we spend most of our time on formatting. As a result, we think that it is important to mention some of the formatting possibilities of OpenOffice.org.

3.1. Character formatting

To format characters quickly using basic operations, such as changing font and size and applying styles such as bold type, italics and underlining, we can use the program's Object bar. This bar will be very familiar to users who have worked with word processing programs before, but there are two features worth mentioning here: Character color and Character background, located at the end of the Object bar.

If you click and hold on these buttons, you can select the font or highlighting colour.

Figure 15. Character color selection dialog box

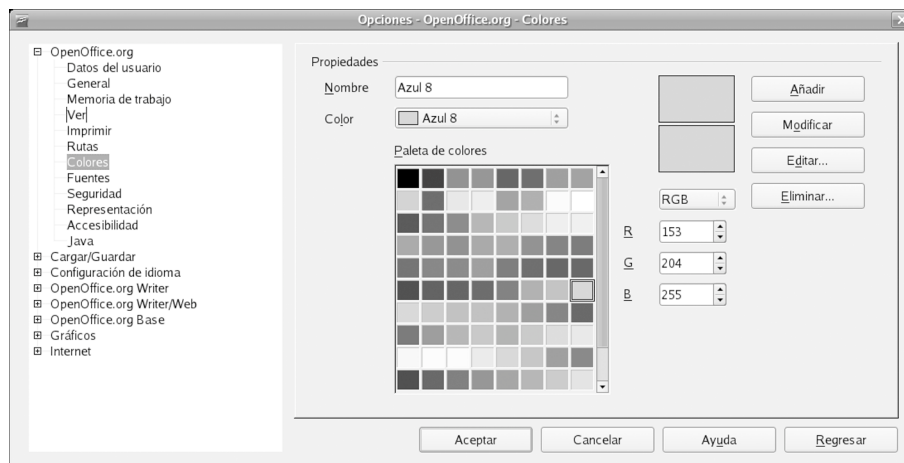


Simply clicking on the selected text will apply the last font or highlighting colour you chose. Any of the colours in the palette can be used or you can even create your own custom colours.

3.1.1. Creating custom colours

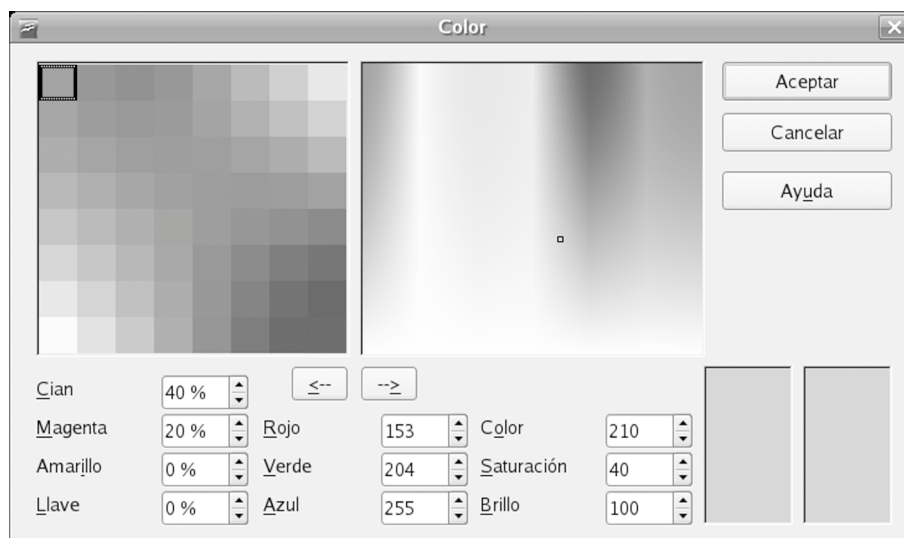
To define a new custom colour, go to the following menu option: Tools -> Options... -> OpenOffice.org -> Colors, where you will see the colours in the system palette.

Figure 16. Colour preferences dialog box



To add a specific colour, select **RGB** or **CMYK** and enter the combination of values. If you do not know the values or prefer to use your intuition, click on Edit...

Figure 17. Color selection dialog box



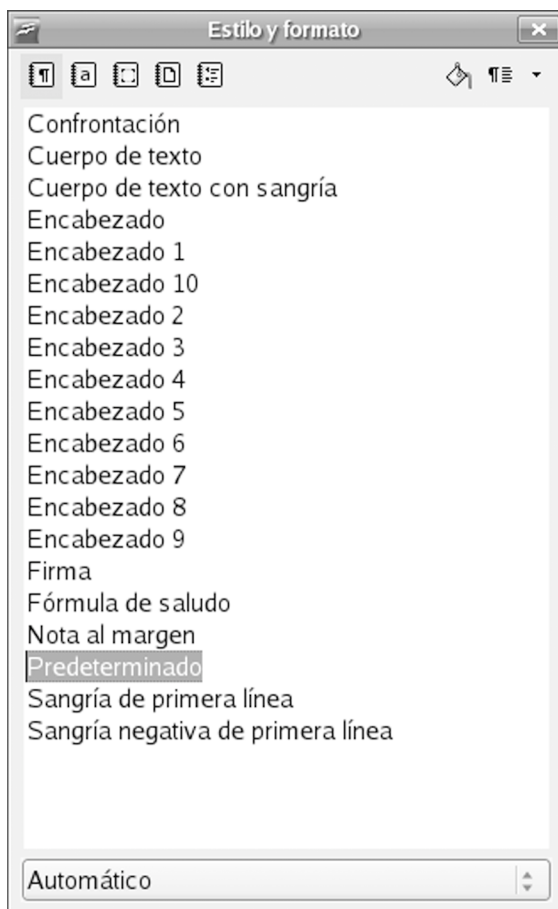
Once you have chosen the colour you require, click on OK to return to the previous window. In the Name field, delete the name of the current colour and type in the name you wish to give to your new colour (e.g. "Lettuce green"). Finally, click on Add to insert your new colour in the program palette.

3.1.2. Using the Stylist in Fill Format Mode

If you have ever used Microsoft Word, you will probably be familiar with the Format Painter tool, which copies the formatting features from one element to another. OpenOffice.org has a similar tool called Fill Format Mode. We will see step by step how this characteristic can help us with our work.

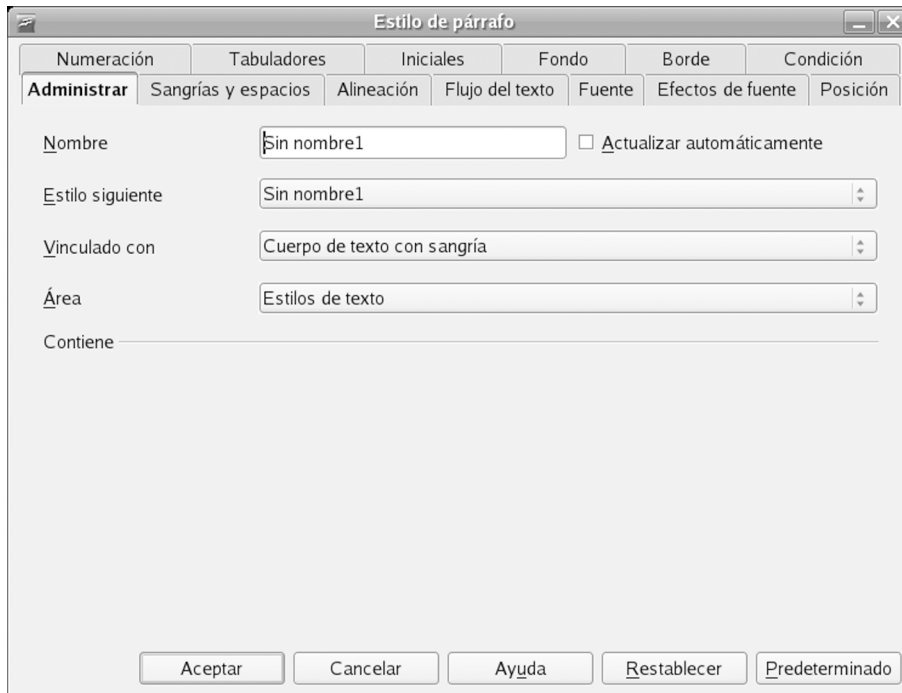
1) Open the Stylist using the Format -> Stylist menu option or by pressing **F11**. The Fill Format Mode button has a picture of a pouring can on it and is located in the upper section of the window. Click on it to enable it. The colour of the button background will change.

Figure 18. Stylist



2) Select the category you wish to apply to the text from the available styles list. You may wish to apply a style that has not yet been defined to the text, in which case right-click on the list of available styles and then select New to set the new style you want to use. If you do not want to enter all of the options and simply wish to copy the text style as quickly as possible, select the text with the original style in the document and click on the New Style From Selection button in the Styles and Formatting box.

Figure 19. Create Style dialog box



This will bring up the Create Style dialog box, where you will need to enter a name for the style you have created from the text format.

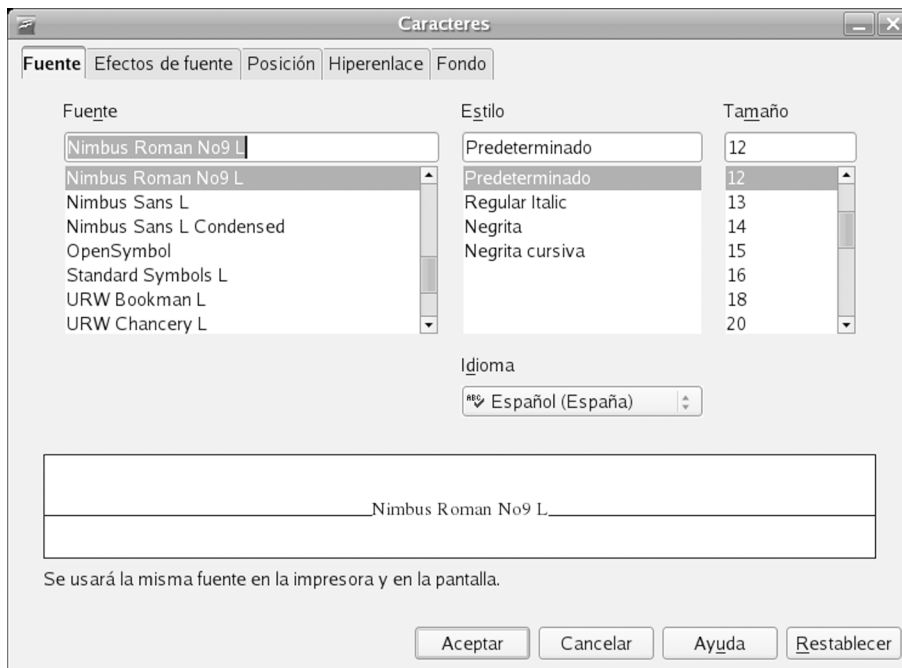
3) Once you have selected the style, position the cursor in the text or on the object you wish to format and click on it. The style will be applied to every element you click on. When you have finished formatting, close the Stylist or click on the Fill Format Mode button.

3.1.3. Character formatting dialog box

Thus far, we have looked at the more basic features of character formatting. The advanced options are located in the Character formatting dialog box. To access these, select the text you wish to format and then to go to the Format -> Character menu option, or right-click the text and select this option from the context menu. In this section, we will look at the options offered in this dialog box.

When you select the text to apply character formatting to, be careful not to select the spaces between the selection and the rest of the text because these will also be formatted and the result will probably not be as you had planned. To avoid this, select words by double-clicking on them. If you want to select more than one word, double-click on one and drag the cursor across the rest of the words. This will give you greater control over the elements selected.

Figure 20. Character formatting font tab

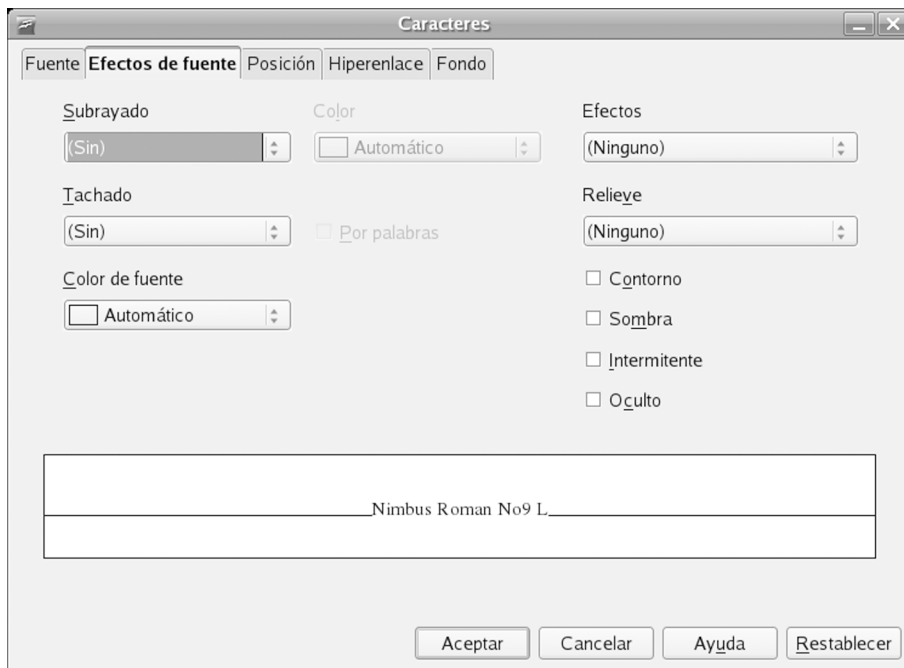


In the Font tab, we can configure the following character style settings:

- **Font** displays the current typeface and allows us to select any of the available fonts.
- **Style** allows us to choose a style to apply to the selected font. The list of styles will vary depending on the characteristics of the font.
- **Size** allows us to select the size of the font. We can choose one of the preset values or enter the font size we require, such as 13.5.
- **Language** mainly used to tell the program which spellchecker to use in the fragment of text. If you do not select the right language, the spellchecker will not work properly. Languages with a blue tick on their left have a dictionary installed in OpenOffice.org, so they can be used for correcting documents.

The bottom part of the dialog box displays a preview of the selected text as it will look when the specified changes have been made. Below this box is a text informing the user of any conflicts with the selected typeface. If we see the text "The same font will be used on both your printer and your screen", this tells us that there are no conflicts.

Figure 21. Character formatting Font Effects tab



This tab contains more advanced aspects of font formatting. These are:

- **Underlining** allows us to choose between different types of underlining for the selected font. The font is not underlined by default. The colour of the underlining may differ from the colour of the font, so we must also select a colour.
- **Effects** can be useful if you need to automatically control character capitalisation. For instance, this feature can be used to automatically change all of the letters in the selected text to capitals.
- **Strikethrough** is used to select different types of strikethrough effects for the selected font. Letters appear without strikethrough by default.
- **Relief** lets us specify whether to give the font a relief effect and what the characteristics of this will be.
- **Font Color** is used to change the colour of the characters based on the options available in the system palette. We have already seen how to create custom colours in this unit.
- **Individual words** is a very interesting feature that can be turned on if you enable font underlining or strikethrough. When this is checked, underlining and strikethrough are not applied to spaces in the document.
- **Outline, Shadow and Blinking** are some of the other effects that can be selected individually or in combination with others.

Figure 22. Character formatting Position tab



We have divided the options inside this window into their three broad sections:

- **Position** is useful for specifying the subscript and superscript options, as we can manually enter their height and relative size. Or we can mark the Automatic option to accept the program's default values.
- **Rotation / scaling** rotates the text on a vertical axis so it is read from bottom to top (90°) or from top to bottom (270°). If you want the text to take up all of the available space on the page, check the Fit to line option. You can also customise font width in this section using the Scale width option. Values above 100% will make the font wider while values below this figure will make it narrower.
- **Spacing** allows us to expand or condense the space between characters by the number of points entered in this field. If you check the Pair kerning option, letters will be placed closer together to enhance the appearance of the text.

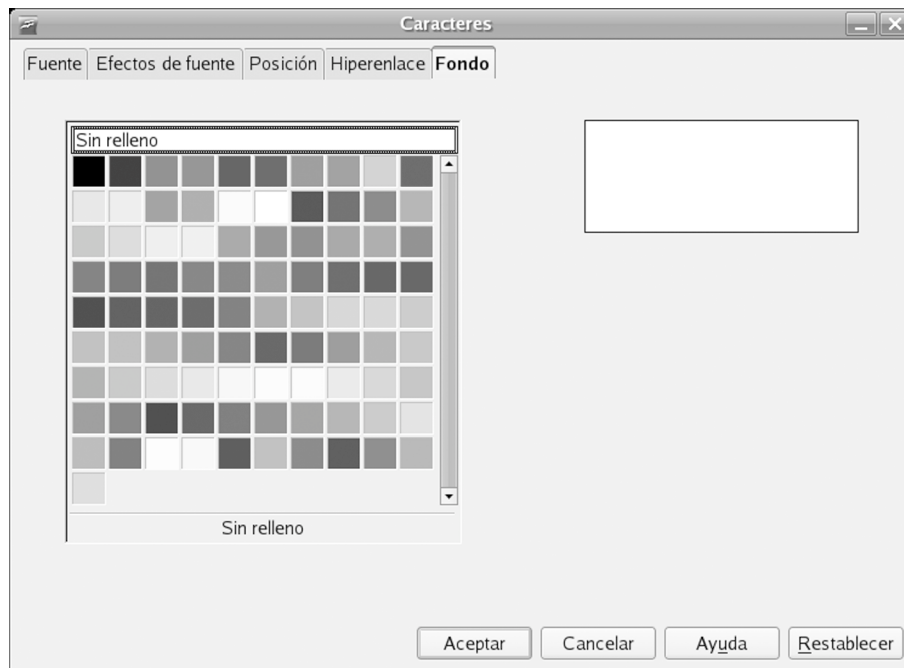
Figure 23. Character formatting Hyperlink tab

The image shows the 'Caracteres' (Characters) dialog box in OpenOffice.org, specifically the 'Hipervínculo' (Hyperlink) tab. The dialog has a title bar with standard window controls. Below the title bar are five tabs: 'Fuente', 'Efectos de fuente', 'Posición', 'Hipervínculo', and 'Fondo'. The 'Hipervínculo' tab is selected. The main area of the dialog is divided into two sections. The top section, titled 'Hipervínculo', contains four input fields: 'URL', 'Texto', 'Nombre', and 'Frame'. Each field has a corresponding input box. To the right of the 'URL' field is a button labeled 'Seleccionar...'. Below the 'Frame' field is a button labeled 'Acontecimientos'. The bottom section, titled 'Estilos de caracteres', contains two dropdown menus: 'Vínculos visitados' and 'Vínculos no visitados'. At the bottom of the dialog are four buttons: 'Aceptar', 'Cancelar', 'Ayuda', and 'Restablecer'.

If you want to make the selected text into a hyperlink, this tab has all the options you might need.

- **URL**, enter the name of the website or file you want to open when the hyperlink is clicked in this field. You can also select it by clicking on the Browse button.
- **Text** allows you to enter the hyperlink text that will be seen in the text document.
- **Name** allows you to enter a name for the hyperlink. OpenOffice.org uses the HTML NAME label for this.
- **Target frame** used to indicate the name of the frame in which the associated file or link should be opened. You can also select one of the standard default frames. If you leave this option blank, the link will open in the current location.
- **Events** this is very useful if you want a given event to take place when the hyperlink is clicked. For instance, if we want a program macro to run. You will need to specify the action in the dialog box that appears when you click on the button.
- **Visited links** allows us to specify the style of links with this status. For this, select an available style from the Stylist.
- **Unvisited links**, as above, it allows us to specify the style for this link status.

Figure 24. Character formatting Background tab



This tab is used to choose the background colour for the selected text. You can use a colour from the program's standard palette or one that you have created yourself. To clear the background colour, select the No Fill option.

3.2. Paragraph formatting

Character formatting requires the text for formatting to be selected. However, to use paragraph formatting, simply position the cursor inside the paragraph to which you want to apply the formatting changes.

As with characters, it is best to use the Object bar for basic formatting features. This can be used to justify or indent the paragraph, or to change the background colour. We will also see how to use the ruler to define basic paragraph formatting settings.

To change a paragraph indent quickly without going through the paragraph formatting dialog box, you can use the program's horizontal ruler. To do so, select the paragraph you want to indent by positioning the cursor in it and then move the triangle on the lower part of the ruler to specify the left indent (the top triangle will move with it).

3.2.1. Tabs

The horizontal ruler can also be used to insert and move tabs for one or more paragraphs in the document. To configure tabs, first select the paragraph you want to indent by positioning the cursor in it. In the small box on the left edge of the horizontal ruler, you can select the type of tab you wish to insert by clicking on it repeatedly. The available options are:

- a) Left tab
- b) Right tab
- c) Decimal tab (which allows us to align texts such as amounts by their decimal point when clicked).
- d) Centered tab

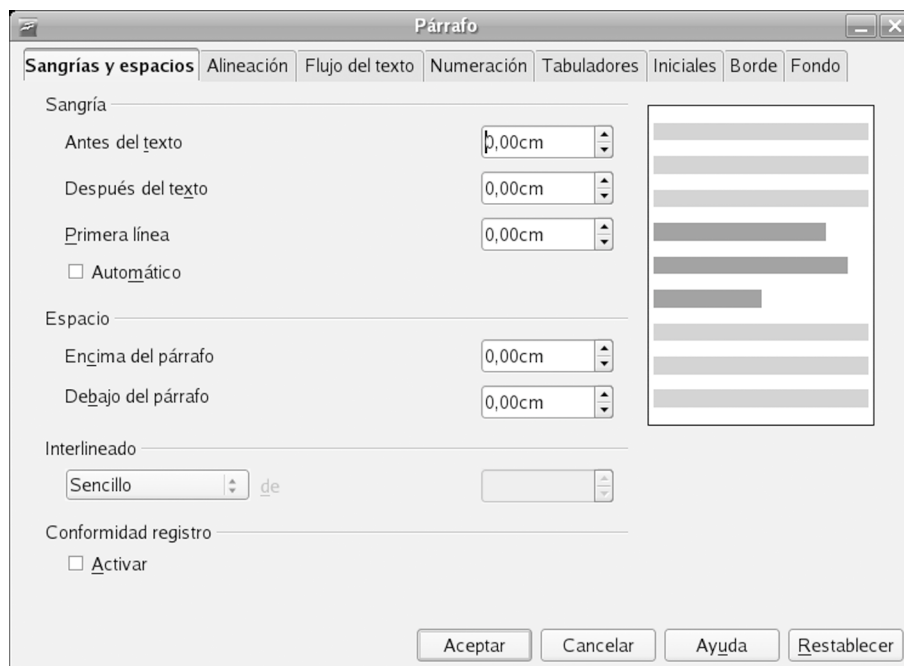
To add a tab to a point on the ruler, simply drag it to the desired position. To delete a tab, drag it outside the edges of the horizontal ruler. If you are working on a document that has no specified tabs, OpenOffice.org's default tabs will be used.

3.2.2. Paragraph formatting dialog box

This section will look at the dialog box containing the paragraph formatting options. This and the character formatting dialog box complement each other. For instance, to select the paragraph font, mark it and go to the character formatting dialog box as we have already seen.

To bring up the Paragraph formatting dialog box, position the cursor or mouse pointer in the paragraph you wish to format and right-click the mouse to select Paragraph in the context menu. A dialog box with different tabs will appear.

Figure 25. Paragraph formatting Indents & Spacing tab



The Indents & Spacing tab contains the following options:

- **Indent** lets us specify the distance between the text and the page margins. The First line option is used to indicate the distance of the paragraph's

first line in Before text. If you mark the Automatic checkbox, the default indent will automatically be applied.

- **Spacing** used to configure the space above and below the paragraph. This space will not be applied if the paragraph is at the top or bottom of the page. Adjacent paragraphs will use the largest separation value.
- **Line spacing** allows us to choose from the different line spacing options, which can be customised in some cases.
- **Register-true** gives us the option of aligning ends of paragraph with the lines of adjacent columns.

On the right of the window, the program offers a preview of the values being modified so that we can see exactly what we are doing.

Figure 26. Paragraph formatting Alignment tab



The Alignment tab is used to configure the following:

- **Options** used to select the Left, Right, Center or Justified options. If you select the latter, you can align the last line of the text separately. For instance, if the last line is very short, you can align it to the left to avoid large spaces between words.
- **Text-to-text** lets us specify the vertical location of the text if line spacing is greater than the text.

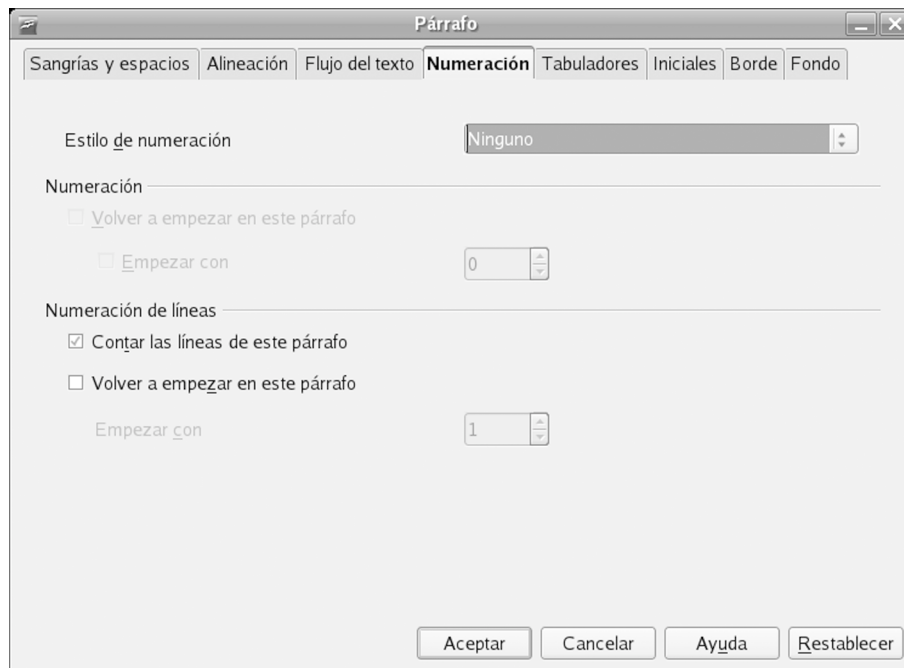
On the right of the window, the program also offers a preview of the values being modified so that we can see exactly what we are doing.

Figure 27. Paragraph formatting Text Flow tab



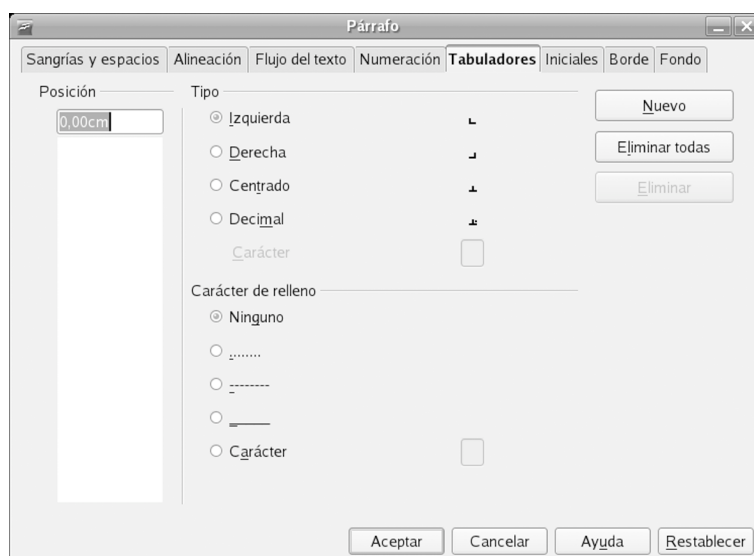
- **Hyphenation** if we select the Automatically option, the program will separate the last word of the line into syllables. We can control OpenOffice.org's hyphenation system by specifying the number of characters that need to be present at the end and start of the next line and the maximum number of consecutive lines that can be hyphenated.
- **Breaks** used to select the page or column break option for the selected paragraph. If you choose the Before option, the current paragraph will be moved to the next page or column; if you select After, the next paragraph is moved. When you move on to the next page, you can choose the style for the new page from those available.
- **Options** useful for setting the minimum number of lines to appear on the previous page (orphans) or the next one (widows) when a paragraph continues on to the next page.

Figure 28. Paragraph formatting Numbering tab



- **Numbering Style** allows us to apply predefined numbering styles to the selected paragraph.
- **Numbering** used for lists of numbered paragraphs when we wish to restart numbering. In Start with, you can specify the first number of the series.
- **Line numbering** if you use line numbers in the document margins, you can use the line numbering options to control whether the paragraph has to be numbered and how this should be done.

Figure 29. Paragraph formatting Tabs tab



- **Position** inserts a new tab position, measured from the page margins.

- **Type** lets us select the type of tab. Earlier, we looked at the tabs available on the vertical ruler.
- **Fill character** very useful if we want the specified characters to appear between the position at which the tab key was pressed and the tab position.

To add a tab that you have created, click on the New button. You can also delete one or all tabs from the paragraph by clicking on the corresponding button. If you are working on a paragraph with no specified tabs, the default OpenOffice.org tabs will be used.

Figure 30. Paragraph formatting Drop Caps tab

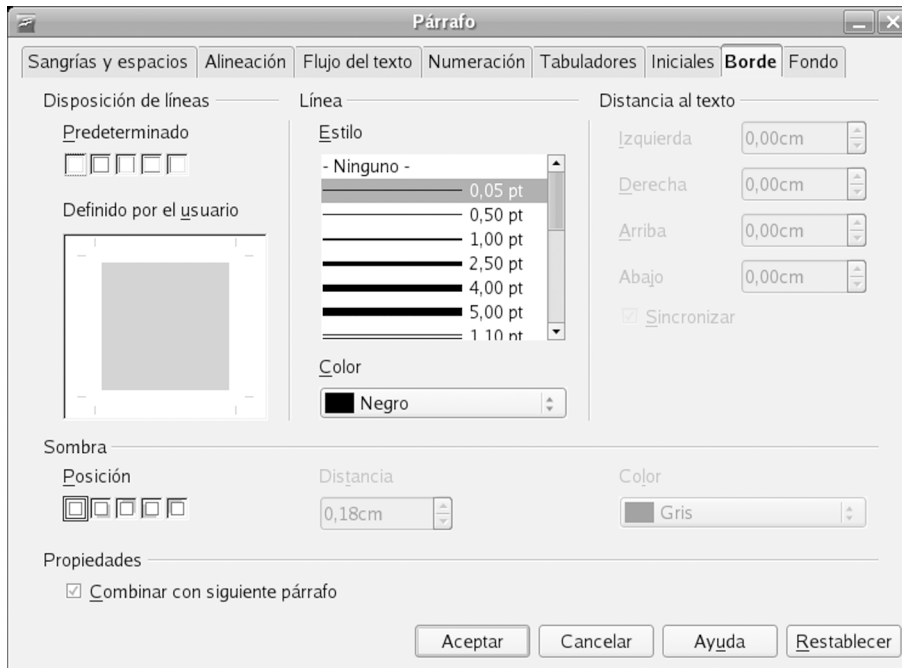


This tab is used to format the initial letters of a paragraph. The available options are:

- **Settings** lets us activate this feature when we mark Display drop caps. You can specify Whole Word to use the first word as text. If you do not select this option, you can specify the number of characters to use. You can also indicate the number of lines to use and distance to text.
- **Contents** used to specify a different text to the one at the start of the current paragraph. A character style can also be applied to the specified text.

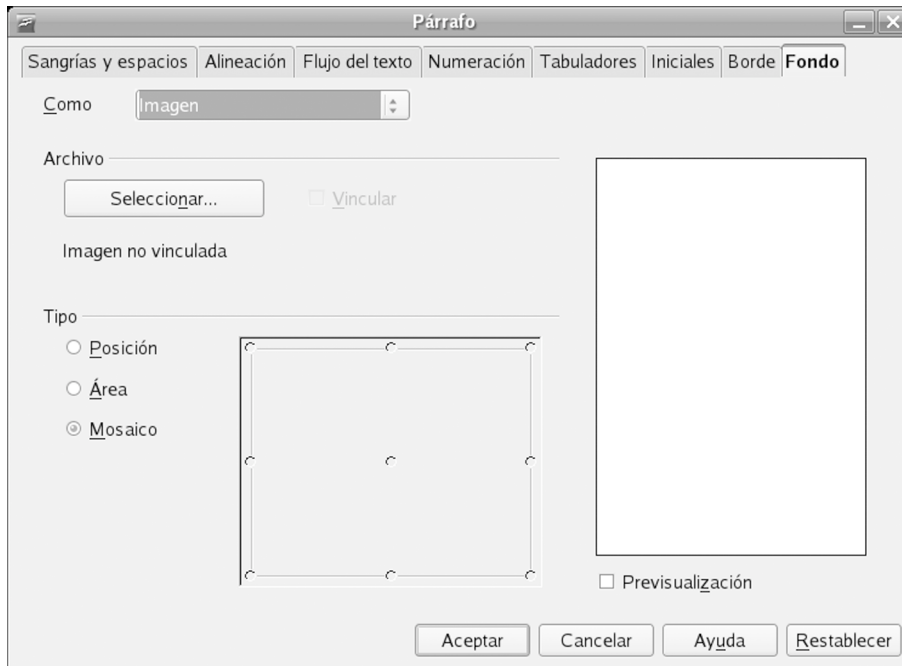
On the right of the window, the program offers a preview of the text we are modifying so that we can see exactly what we are doing.

Figure 31. Paragraph formatting Borders tab



- **Line arrangement**, we can click on the different types of line to apply the type of border they represent. We can also click on the blank box to delete all line settings. The grey box in the User-defined box represents the paragraph. We can add or delete lines around the paragraph by clicking on them.
- **Line**, in this section we can choose the type and colour of line to use.
- **Spacing to contents** allows us to specify the distance between the paragraph and the outermost shadow line. If we modify a value and wish to apply this change to all of the other values, mark the Synchronize option.
- **Shadow style** allows us to select the position at which to apply the angle of shade to the line. The first of these boxes disables shadow configuration. The drop-down Color list is used to change the shadow colour, which is grey by default.

Figure 32. Paragraph formatting Background tab



The Background tab can be used in two ways: it can colour in the background and it can make the background into an image:

- **Color** this is used to change the background colour using the options in the system palette. We have already seen how to create custom colours in this unit. Select the No Fill option to turn off background colour.
- **Graphic** this offers a number of options for using graphics as paragraph backgrounds. When you click on the Browse button, a selection window will appear in which you need to select the graphic to use. The Link option creates a symbolic link to the graphic. This will reduce the size of your document but the graphic will need to be available in order to see it. If the graphic is smaller than the paragraph, use the Type options to position it in relation to the paragraph.

3.3. Bullets and numbering

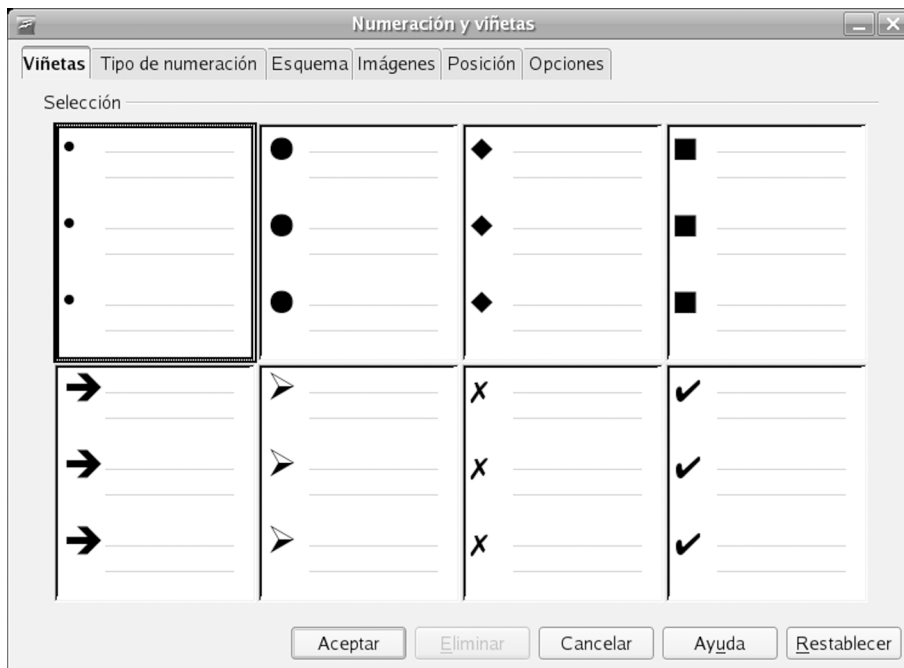
As we saw in the last two cases, for quick formatting with bullets and numbering, it is best to use the options available in the program's Object bar. To do so, simply select the text to number or convert to bullets and click on the relevant button in the Object bar.

The bullets or numbers appear in grey boxes to help locate them better in the document. These grey boxes will not be printed with the document. If you find them distracting though, you can turn them off with the View -> Field Shadings menu option.

The program's default bullet and numbering options are basic but they can be customised to adapt them to our needs. The procedure for this is as follows:

- 1) Select the paragraphs you wish to number or change to bullet points or position the cursor on the blank line where you wish to begin numbering.
- 2) Go to the Format -> Numbering/Bullets menu option and select the tab you require from Bullets, Numbering type and Graphics; if you select this last option, the following dialog box will appear:

Figure 33. Numbering/Bullets Graphics tab



This dialog box allows us to use much more attractive tabs than the program's default ones. If you choose a graphic, it is very important to check the Link graphics option in the bottom part of the window because if you need to send the document to others, they will be unable to see the bullets if the graphics are not installed on their computer or if the path to the graphics is not the same as on yours. As these graphics take up a minimum of space, it is not necessary to link them to the document instead of inserting them.

- 3) After selecting the style you wish to use, click on the OK button.

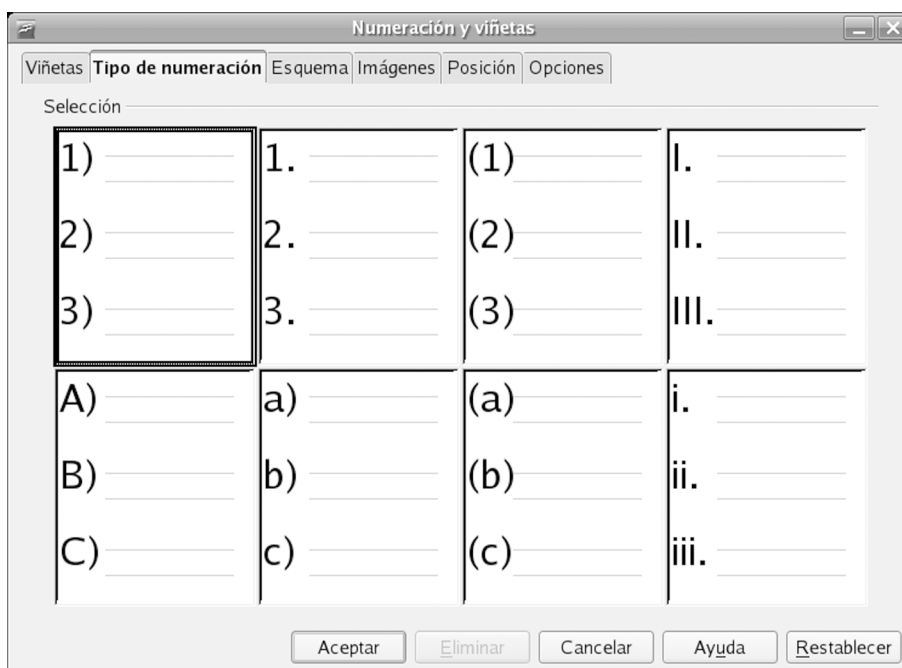
If you are starting a new list, enter your first text and press **Enter**. The new paragraph will also be a list item. To exit list mode, press **Enter** twice on a blank line or turn off the list from the Object bar.

3.3.1. Creating an outline

We can use the system we saw in the above section on bullets and numbering to create an outline, as the procedure is very similar. There is no quick way to create an outline in OpenOffice.org like there is for bullets and numbering. The steps to the process are as follows:

- 1) Position the cursor in the document where you wish to start the outline.
- 2) Go the Format -> Numbering/Bullets menu option and select the Outline tab.

Figure 34. Numbering/Bullets Outline tab



- 3) In the Outline tab, select the style of outline you wish to use and click on the OK button. The first level of the outline will appear in your text.

When you press **Enter** at the end of a line of text, you will remain at the same numbering level but the numbers will increase. If you want to move within a level, press the **Tab** key on the keyboard. To return to the previous level, use the **Shift+Tab** key combination.

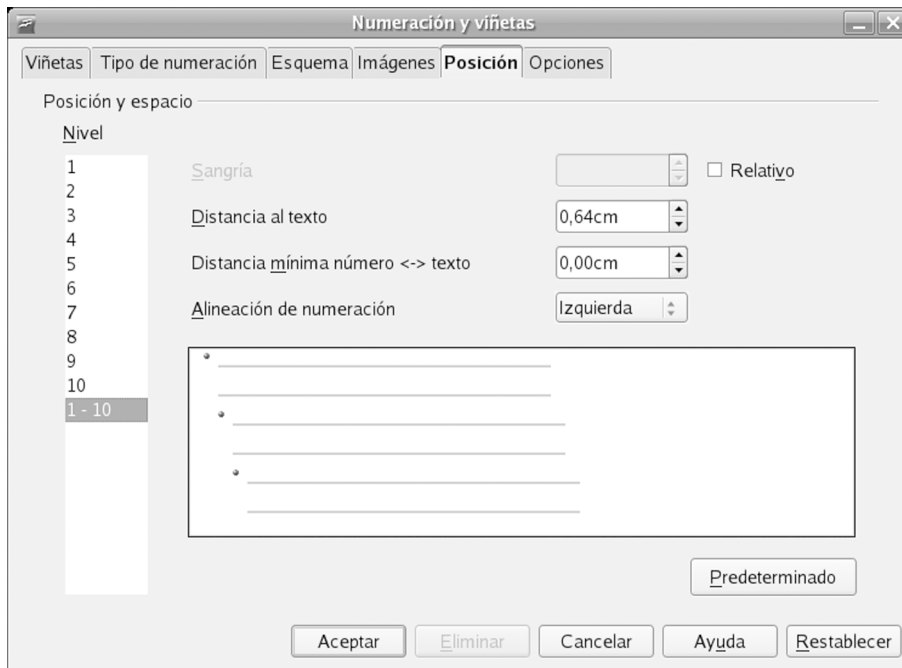
3.3.2. Configuring numbering, bullets and outlines

There are several settings options for numbering, bullets and outlines. The main reasons for configuring these would be to change symbols and indents, as well as numbers and typefaces. The process for configuring these is as follows:

1) Select the paragraphs you wish to number or change to bullet points or position the cursor on the blank line where you wish to begin the list of items.

2) Go to the Format -> Numbering/Bullets menu option and select the Options tab.

Figure 35. Numbering/Bullets Options tab



3) Select the level number from the Level field. The level numbers correspond to the text indent level. The higher the level, the greater the indent.

4) In the Numbering field, select the type of numbering or bullets you wish to use for this level. The formatting options differ according to the type of numbering selected.

- If you select a **numerical format** in the Before and After text fields, you can enter the text that will appear before and after the number. You can also choose the character style you wish to use for the numbering. This option allows different styles to be used in the paragraph numbering and text. The Show sublevels and Start at fields are used to specify the number of sublevels to include in the numbering and their initial level, respectively.
- If using **graphics**, click on the Select button to determine which graphic to use. You can enter the width and height of the selected graphic but it is always preferable to leave the Proportional option marked to avoid distorting the image. Finally, in Alignment, you can enter the alignment position in relation to the baseline of the text.

- If you select the **Bullet option**, you can choose the character style and select a special character for the bullets. To do this, click on the ellipsis (...) button to the right of the Character option.

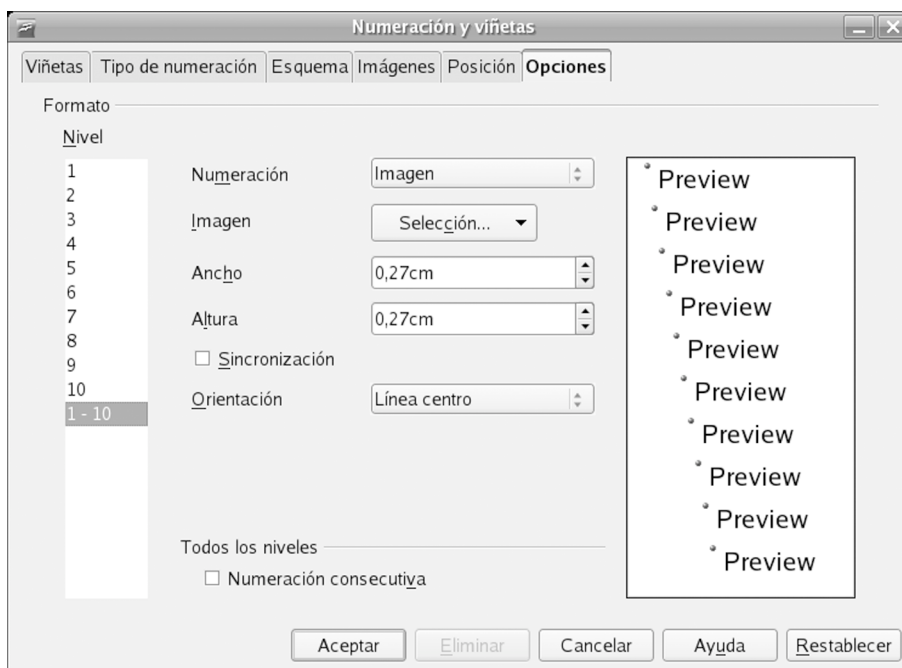
5) Select the appropriate options for the level you have chosen. To configure another level, mark it, define its settings and then click on the OK button.

3.3.3. Position and spacing between levels

Another settings option is to change OpenOffice.org's default position and spacing for bullets and numbering. The process for changing these settings is very similar to the one we have just seen. The steps are as follows:

- 1) Select the paragraphs you wish to change or position the cursor on a blank line where you wish to begin the list of items.
- 2) Go to the Format -> Numbering/Bullets menu option and select the Position tab.

Figure 36. Numbering/Bullets Position tab



3) Select the level number from the Level field. The level numbers correspond to the indent. The 1-10 field applies the changes to all levels.

4) Change the level settings. The changes that can be made here are to modify the distance between the number or bullet and the page margin, the minimum and maximum distances between the text and the number or bullet, and lastly, the alignment of the bullet or number with the space created. Click on the OK button to exit the dialog box and accept changes.

The lower part of the window has a preview area where you can see the visual effects of the changes as you make them.

4. Word Completion and AutoFormat

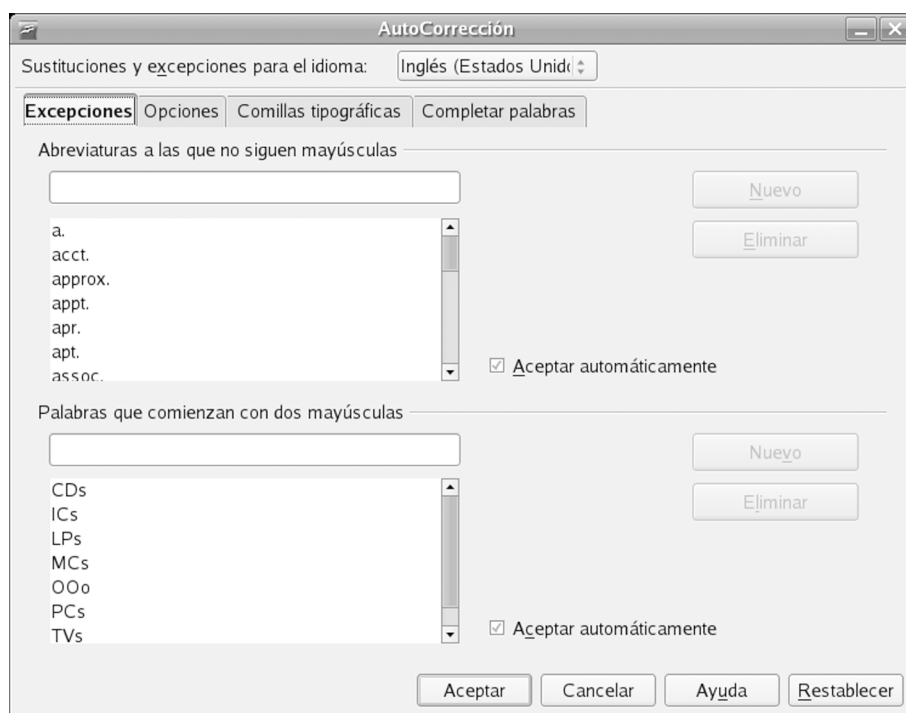
One of the most useful features of OpenOffice.org is its ability to complete words and format text automatically and to correct common typographical errors. However, one thing is clear, these options can either be very useful or very bothersome. It all depends on the person using the program. What can sometimes be a great feature for some, may put others off using the program precisely for that reason. This section will describe how to adapt these features and functionalities to our needs and how to turn them off.

4.1. Configuring AutoReplace

This can be a very useful feature if you tend to make the same spelling mistakes or grammatical errors all the time or if you regularly type the letters of a word the wrong way round. It can also be used to automatically change letters for their corresponding symbol. For example, "(c)" can be used for the copyright sign or "(r)" for the registered sign. If you have used any other word processor, they will probably have had this feature too. We will now look at how to configure the feature in OpenOffice.org.

To access Replace, go to the Tools -> AutoCorrect/AutoFormat menu option and select the Replace tab in the AutoCorrect dialog box.

Figure 37. AutoCorrect Replacement tab

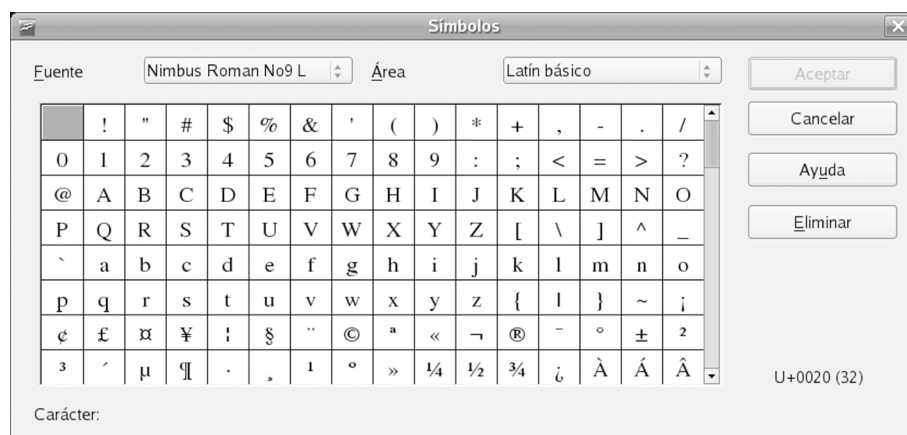


The first thing to do is to select the language of the document or the language in which you usually work, as the replacement table is different for each. To do this, select the required language from the list in Replacements and exceptions for language. Most languages already have their own replacement table that you can modify if you need to.

In the Replace text field, type the word or character that you would like to automatically replace with another and write the substitution in the With text field. Once you have completed this step, click on the New button to add it to the replacement table.

To type a symbol or special character in the substitutions text fields, right-click the text field and select the Insert Symbol option from the context menu, which will bring up all of the symbols for the fonts installed on the system for you to choose from.

Figure 38. Symbols selection dialog box



To delete a default replacement or one that you created yourself, first mark it in the replacement table and then click on the Delete button. Use this method to delete all substitutions affecting your work instead of disabling the function altogether.

4.2. Configuring automatic uppercase

By default, the OpenOffice.org program automatically changes the letter following a full stop and blank space into uppercase. This can be very useful but it can also be irritating if you often type abbreviations.

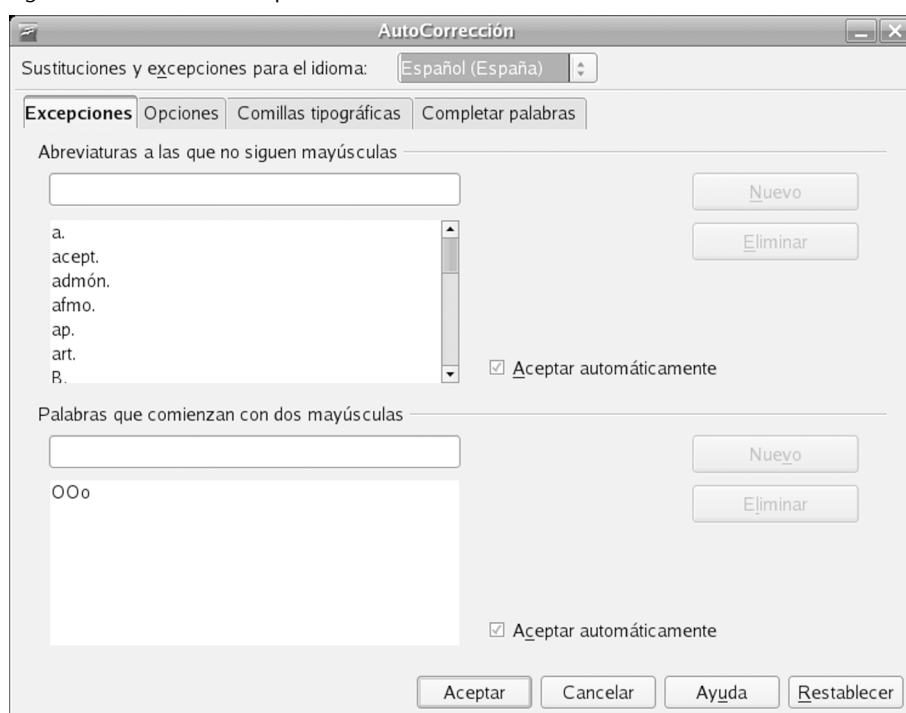
The program automatically changes words that start with two consecutive uppercase letters, converting the second uppercase letter into lowercase. The feature was designed for people who type very quickly, as the program thinks that the user has not had time to release the shift key before typing the second

letter. Nonetheless, at some point during use of this program we will no doubt need to type a word with two consecutive uppercase letters, such as the name of a company or product.

Note that this rule only applies to words that begin with two uppercase letters. When the program detects three or more consecutive uppercase letters, it assumes that this is not a mistake and that the user has intentionally typed the word like this. As we shall see, this feature can be turned off completely or we can create exceptions to the general rule.

To do so, go to the Tools -> AutoCorrect/AutoFormat menu option and select the Exceptions tab from the AutoCorrect window.

Figure 39. AutoCorrect Exceptions tab



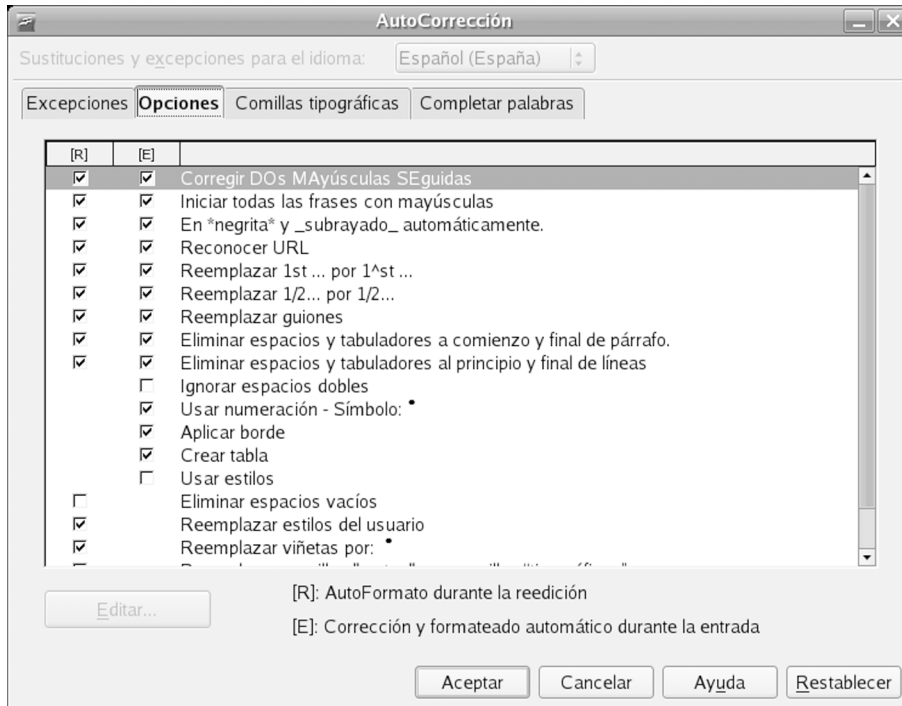
After confirming that the language is correct, enter the exceptions for AutoCorrect to Uppercase in this dialog box. The top section includes a list of abbreviations not followed by uppercase letters, while the bottom section contains words beginning with two consecutive capitals. You can enter exceptions in the appropriate text boxes and then click on the New button to add the exception. To delete an exception, select it and click on the Delete button.

Each of the items in the two groups of exceptions include options marked by default with the word "AutoInclude". These are applied as you edit your document. If you correct an AutoCorrect to Uppercase that the program automatically entered and then carry on typing, the correction will be automatically added to the list of exceptions. For this to happen, the AutoInclude option must be checked.

4.3. Turning off AutoCorrect

OpenOffice.org comes with a wide range of AutoCorrect options, which we will introduce here. To locate them, go to the Tools -> AutoCorrect/AutoFormat menu option and select the Options tab from the AutoCorrect window. A dialog box like the one below will appear:

Figure 40. AutoCorrect Options tab



We will deal with these one by one. Some have a very obvious function but others do not. Moreover, the original meaning of some of the options may have been lost in translation.

- **Use replacement table** allows the program to use the replacement table from the Replace tab we saw earlier.
- **Correct TWo INItial CAPitals** automatically converts the second consecutive capital into a lowercase letter. You can add exceptions to this rule in the Exceptions tab of the AutoCorrect dialog box.
- **Capitalize first letter of every sentence** changes any letter after a full stop and a space into a capital. You can enter exceptions to this rule in the tab we saw above.
- **Automatic *bold* and _underline_** automatically converts a word to bold if you enter an asterisk before or after it. This functionality also applies to words with an underscore before and after them, though this time the words are underlined.

- **URL Recognition** converts a group of characters that the program thinks is a web link into a URL. For example, if you enter "http://www.uoc.edu", the program will effectively convert it into a link to this web page when you click on it. If this autoformatting is useful most times but not so useful at others, you can restore the original text by selecting the full link and right-clicking it before clicking on the Default option. You can also undo autoformatting with the key combination **Ctrl+Z** after it has been converted.
- **Replace 1st... with 1st...** this option is useful if you write documents in English. It automatically superscripts ordinals in English.
- **Replace 1/2... with ½ ...** converts the three characters of a fraction into a single character with the corresponding symbol. This change only applies to character sets with the corresponding fraction symbols. Character sets normally only have three or four fraction symbols.
- **Replace dashes** converts minus signs into true dashes as long as they at least have a space on either side.
- **Delete spaces and tabs at beginning and end of paragraph** deletes the spaces and tabs at the start of a paragraph if the Apply Styles option is checked.
- **Delete spaces and tabs at end and start of line** deletes the spaces and tabs at the start of each line if the Apply Styles option is checked.
- **Ignore double spaces** makes sure that there is only one space between two characters.
- **Apply numbering - symbol X** converts a number followed by a full stop plus space and any text into a numbered list when you press **Enter**. This is a quick way to access the same feature in the Object bar. Instead of typing in a number, you can use a dash or an asterisk for numbering with dashes or bullets, respectively. You can change the character for turning on bullet numbering by clicking on the Edit button.
- **Apply border** allows you to create a line below the paragraph when you enter three consecutive characters and press **Enter**. To restore the original text, select and right-click on it and select the Default option. The following table illustrates the types of border that can be created:

---	0.5pt single underline
—	1.0pt single underline
===	1.1pt double underline

***	4.5pt double underline
~~~	6.0pt double underline
###	9.0pt double underline

- **Create table** if this option is turned on, you can automatically create a table in your document simply by using the keyboard. The + key represents a column border and the - character represents the width of the column. After combining the two characters to suit your needs, press **Enter**. Valid columns must begin and end with the + character. For example: "+-----+  
-----+-----+".
- **Apply Styles** allows OpenOffice.org to automatically apply paragraph formatting when using the Default style. When you begin a paragraph with a capital letter and do not end it with a full stop, press the **Enter** key twice at the end of the line and the paragraph style will automatically change to Heading 1. If you press the **Tab** key twice before typing in text, Heading 2 will be applied. If you press tab three times, the Heading 3 style will be applied, and so on.
- **Remove blank paragraphs** if this feature is turned on, when you choose Format -> AutoFormat -> Apply, all blank paragraphs in the document will be removed.
- **Replace Custom Styles** when use the Format -> AutoFormat -> Apply facility, this converts the custom styles of the document into the equivalent standard styles of the program.
- **Replace bullets with: X** when using the Default style, this option allows you to change all paragraphs starting with a number, asterisk or dash followed by a space (or tab) and text into a list when you choose Format -> AutoFormat -> Apply. You can change the character for turning on bullet numbering by clicking on the Edit button.
- **Replace standard quotes with custom quotes** when this option is turned on and you choose Format -> AutoFormat -> Apply, all single and double quotes in the document are changed to the characters indicated in the Custom Quotes tab of the AutoCorrect window that appears when you select the Tools -> AutoCorrect/AutoFormat menu option.
- **Combine single line paragraphs if length greater than ...** when using the Default style, you can choose Format -> AutoFormat -> Apply to combine consecutive paragraphs that only have one line. Single-line paragraphs must be at least the specified percentage of the width of the page. You can change this percentage by clicking on the Edit button.

## 4.4. Word Completion

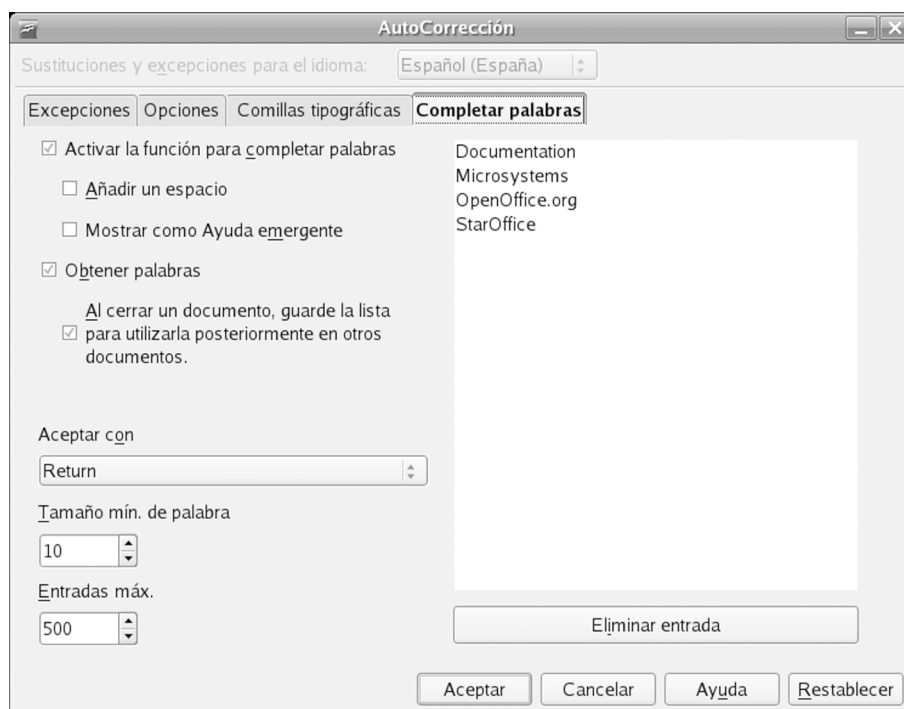
We will now look at what is probably the most visible automatic feature of the entire program. When writing a document in text or HTML format, OpenOffice.org will try to predict the word you are typing and automatically supply the rest of the letters in the word, which can either be extremely helpful or very irritating if not configured correctly. In this section, we will try to explain how it works and look at some of its limitations.

The best way of using this feature to our advantage is to limit the number of words for which the program offers suggestions. For example, if you are working on a scientific document with very long or complicated words that come up again and again, you can add them to the program so that it provides automatic suggestions and ignores others. This would make your task less tedious and considerably increase your productivity.

Remember that the Word Completion feature can only be used with single words. If you want to enter longer texts with more than one word, you will need to use OpenOffice.org's AutoReplace feature.

To set up this function, go to the Tools -> AutoCorrect/AutoFormat menu option. Once inside the AutoCorrect dialog box, select the Word Completion tab, which will look like this:

Figure 41. AutoCorrect Word Completion tab



The options in this window are:

- **Enable word completion** enables OpenOffice.org's Word Completion function. If you do not want to use this feature, unmark the box.
- **Append space** adds a space after completing the word.
- **Show as tip** displays suggestions from the program's list of words like a help tip much like the one we see when we hover the mouse pointer over a button, rather than like the rest of the word highlighted in blue. This makes word completion much less intrusive for users.
- **Collect words** tells OpenOffice.org whether or not to collect words for the list of suggestions. You can collect words regardless of whether or not the Word Completion feature is turned on. It is generally a good idea to collect words once you have the most common ones in the list. This will prevent the program from suggesting words that you never use instead of the ones you often do.
- **When closing a document, save the list for later use in other documents** allows us to reuse words in other texts. Words are generally only collected for the current document.
- **Accept with** allows us to select the key to use to complete words. The default key is **Enter**.
- **Min. word length** controls the words added to the list by specifying a minimum number of characters for words to be added. The default value of 5 is ideal so it is best not to change it unless there is an important reason for doing so.
- **Max. entries** allows us to specify the maximum number of entries for the word list.

The field on the right of the window lists the words that OpenOffice.org will attempt to complete as they are typed in a document. The program will automatically add the words you type to the list if the Collect words option is enabled, provided that the words meet the specified requirements.

If you have mistyped a word or added one by mistake and the program is always suggesting it, you can delete it in this window. Simply select the mistyped word and click on the Delete Entry button.

If you have two or more words formed from the same root, such as "process" and "procedure" and OpenOffice.org suggests the word you do not want, you can scroll up or down the list to select the right one. To go to the next word,

press **Ctrl+Tab**. To go to the previous one, press **Ctrl + Shift + Tab**. This feature allows us to scroll through the full list of words, but we can also use it to scroll back and forth in groups of words with the same root.

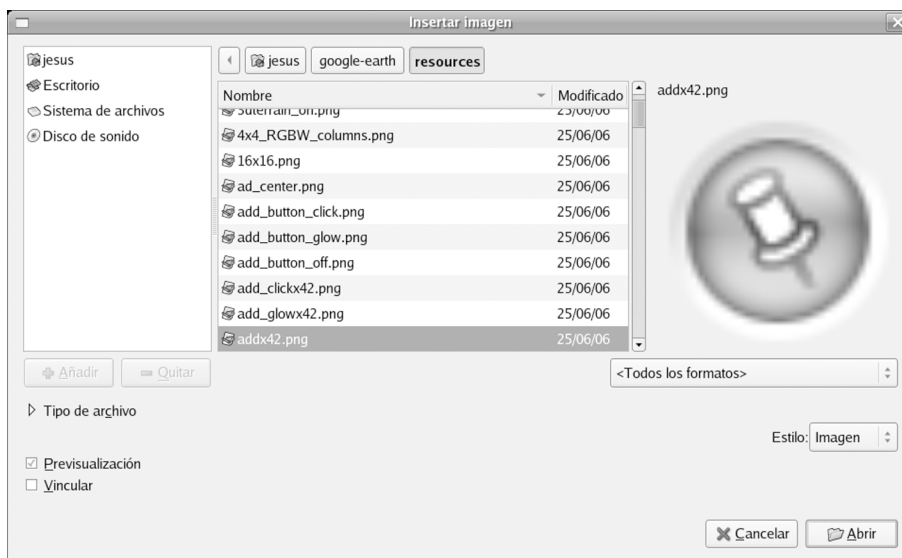
## 5. Using graphics and sounds

Almost any type of graphics file can be inserted into a document, including GIFs and JPEGs. We can also work with less common graphics formats, since OpenOffice.org has filters for most of these. However, remember that only the most usual ones are installed by default. To work with a rare graphics format, you will need to modify your installation to install filters.

To insert graphics in a document, follow these simple steps:

- 1) Position the cursor where you want to insert the graphic and click.
- 2) Click and hold the left mouse button on the Insert button and select Insert Graphics. The default Insert button will then change to adapt to the last selected action. This means that you now need only click on Insert to insert a picture in the document. You can also use the program's main menu by going to Insert -> Graphics -> From File... The result is the same in both cases.

Figure 42. Insert Graphics dialog box



Besides the typical actions of any file selection dialog box, this window has a graphics preview feature, which is very useful if you do not use meaningful names for your graphics files. To enable this feature, check the Preview option.

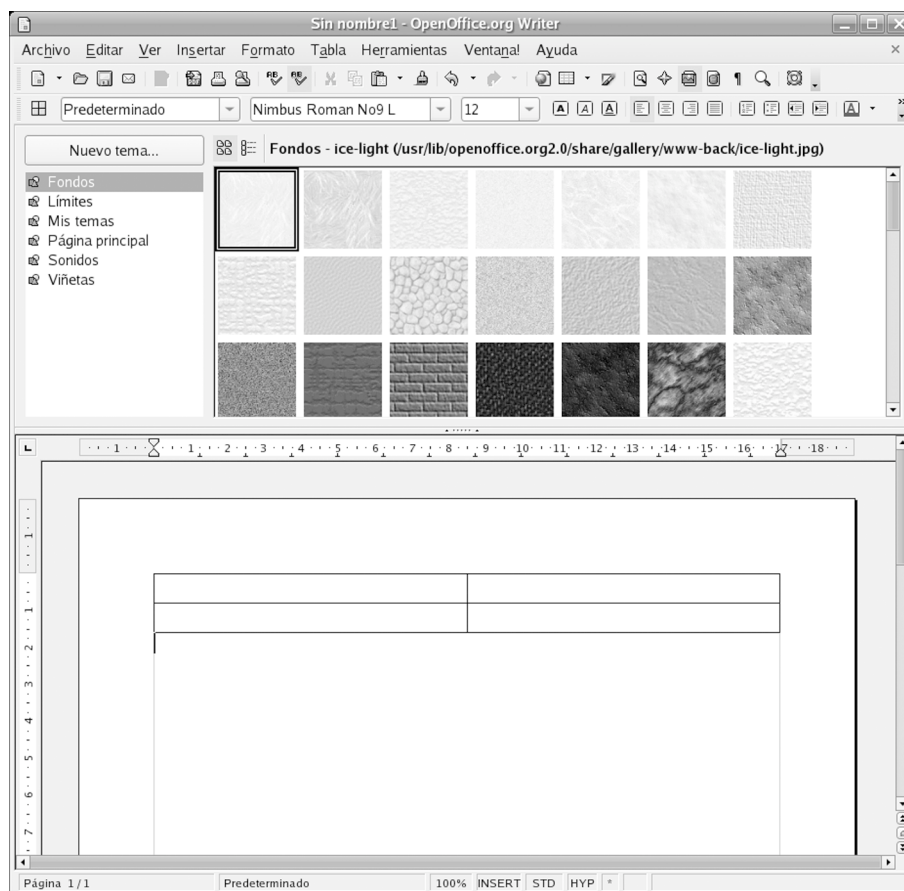
Another option that can be very useful, but also quite risky, is Link. When you check this option, the graphics are not physically inserted in the document; instead, the program inserts a symbolic link to their location. On a practical level, this means that if you want to send this document to others, you will also need to send the pictures with it, as you would for a web page.

So, if you link a graphic from a given folder (for instance, img) to the document, you will need to send it to the recipient in a folder of the same name.

### 5.1. Using the OpenOffice.org picture and sound gallery

We have seen the basic method for adding graphics to documents but OpenOffice.org also has a very powerful tool for classifying and working with graphics and sounds called the Gallery. To enable it, select the Tools -> Gallery menu option or click on this button in the Function bar.

Figure 43. OpenOffice.org displaying the gallery



The gallery is displayed as a series of images and/or sounds that can be classified into different categories although, in fact, they are a group of links. So, for example, each of the graphics that we see in a single category may be in different locations on our hard drive.

To insert an image into your current document, simply select the theme on the left of the screen and then drag the image on the right to the desired position in the document.

The program comes with a number of default gallery images and sounds. These will depend on the installation you used as some are not installed with standard installations.

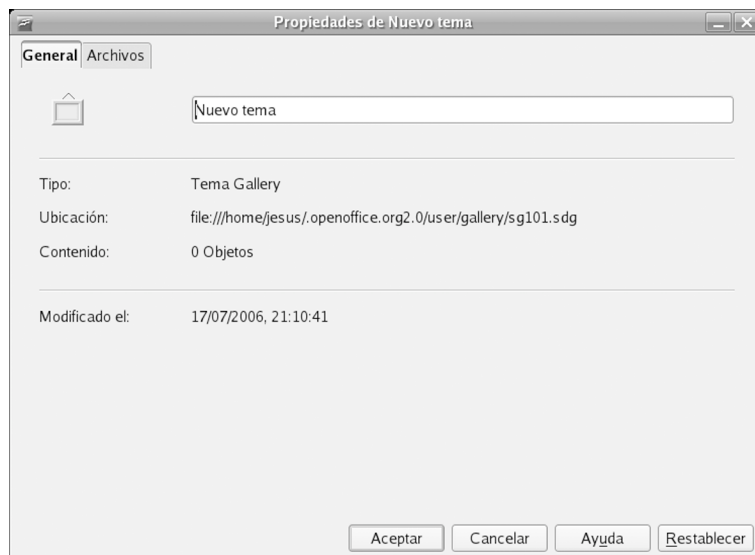
### 5.1.1. Creating gallery themes

You can add your own graphics, sounds and animations to an existing theme or you can create new themes to suit your needs. This section will look at how to create a gallery theme and add graphics to it. The method is very similar to adding elements to an existing gallery. The steps of the process are as follows:

1) The first thing to do is to open the gallery by selecting the application's Tools -> Gallery main menu option or by clicking on the Function bar button. If the gallery is selected but you cannot see it, it is probably hidden. To display it, click on the small arrow at the edge of the workspace of the current document. Clicking on this arrow will show the gallery.

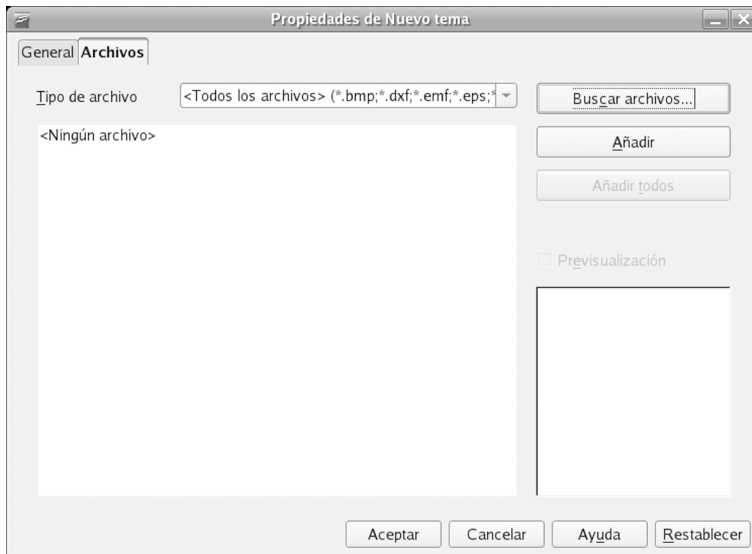
2) To create a new theme, click on the New Theme button in the top left of the gallery.

Figure 44. Properties of New Theme dialog box



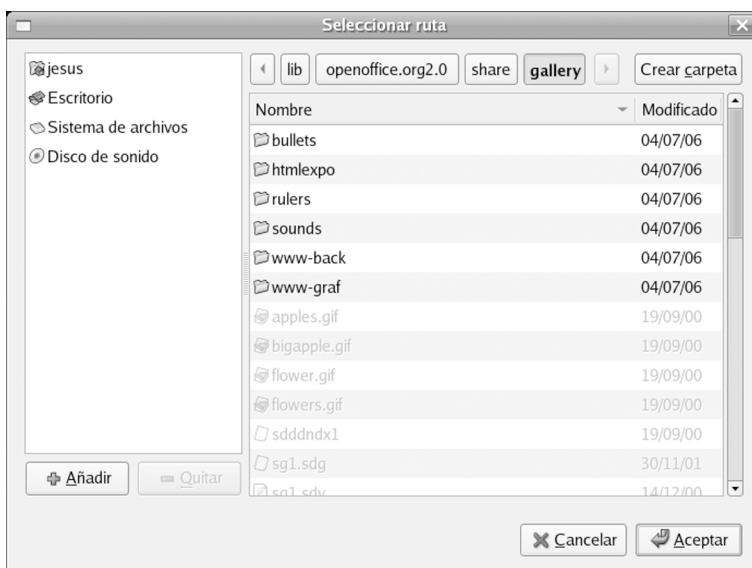
3) This will bring up the Properties of New Theme dialog box, which has two tabs called General and Files. In this first screen, type in the name of the theme you wish to create and click on the Files tab to add the contents.

Figure 45. Properties of New Theme Files tab



4) In the Files tab, first select the type of file you wish to add to the theme. If you mark the All Files option, you will be able to select all OpenOffice.org-compatible files in the folder. Click on the Find Files button.

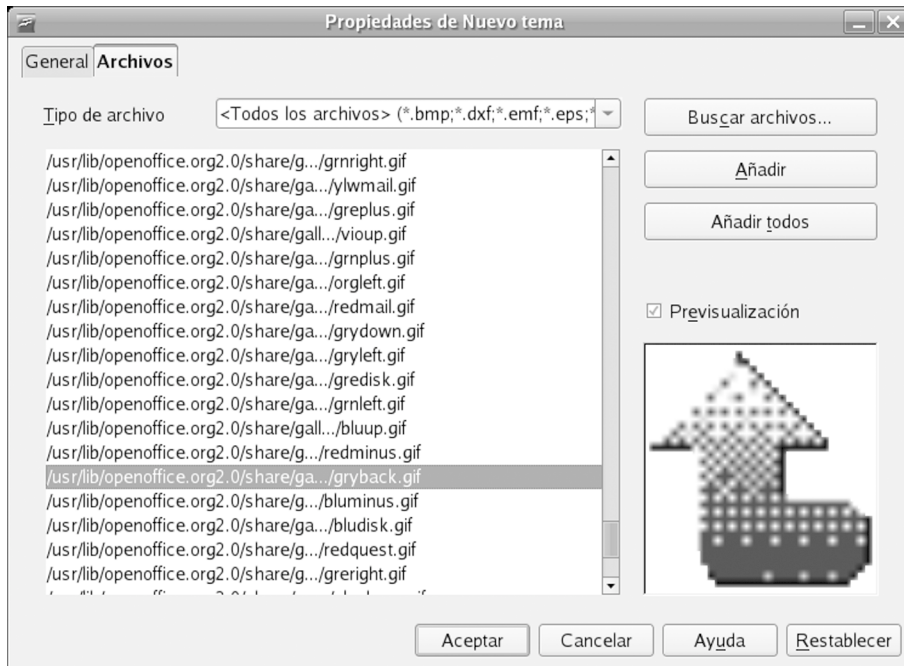
Figure 46. Folder selection dialog box



5) In this window, simply select the folder of the files you wish to add and click on the OK button to continue the process. The program will search for all elements compatible with the gallery in the specified folder and its subfolders.



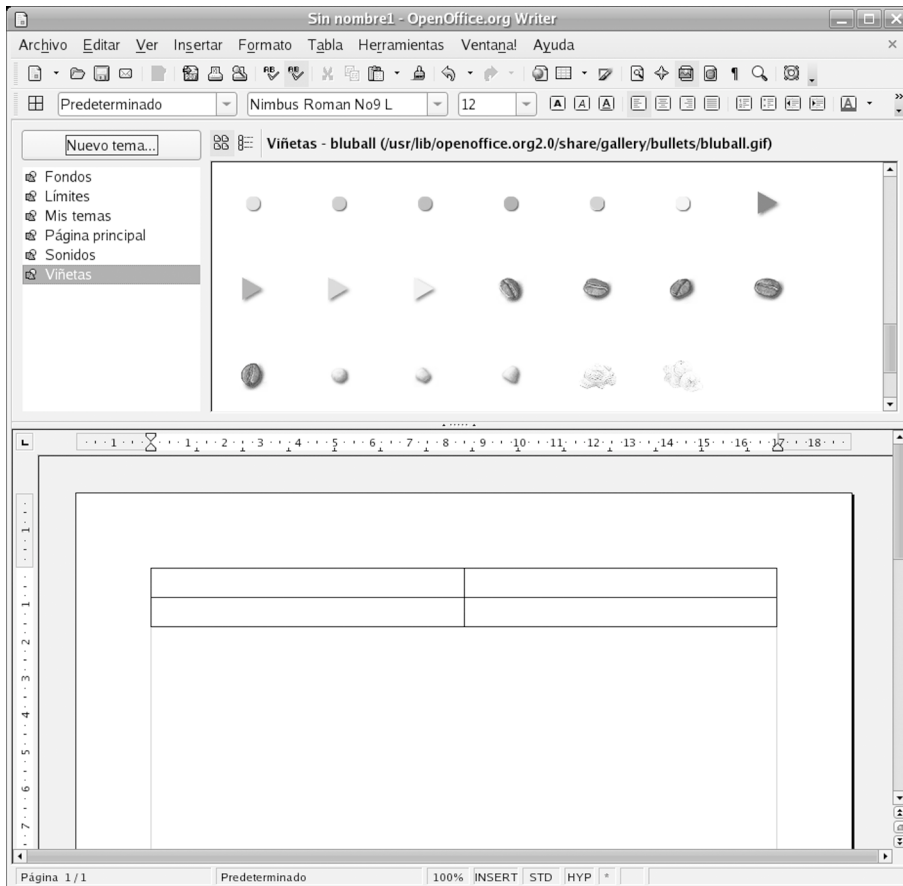
Figure 47. Files tab with found elements



6) This will take us back to the Files tab but you will now see that the left-hand side of the dialog box is displaying the elements found in the specified folder that matched your file type selection. If you check the Preview option, you can view the pictures or listen to the sounds in the files. However, note that if these images are very big or very small, they will be considerably distorted.

7) To add a file to the gallery you are creating, select it and click on the Add button. If you want to add all of the files from the folder and subfolders, click on the Add All button. As explained above, the added files are not copied; the gallery simply adds a reference to them in order to access them. If you delete a file added to the gallery from its original location, you will no longer be able to use it. After selecting all of the files, click on OK to create the new gallery.

Figure 48. Gallery with new theme



To add new sounds or images to an existing theme, right-click the name of the theme and select the Properties option. This will bring up the Properties dialog box we saw earlier where we can add new file references.

It is much easier to delete a file reference in a gallery theme. Right-click on the icon and select Delete from the context menu that appears. A dialog box will appear asking if you really want to delete the object. Note that you are only deleting the gallery reference here, not the original file.

## Summary

In this unit, we looked at the OpenWriter working environment and learnt how to use and configure it for routine word processing operations. We focused particularly on the formatting possibilities of OpenOffice.org as these are the most commonly used features for writing documents.

We also dealt with the configuration of the program's text composition help tools so that we can customise them to suit our needs. These features can often be very irritating to users if they have not been sufficiently adapted to their expectations.

Lastly, we saw OpenOffice.org's organised system for saving images and sounds, although we will probably only need to work with pictures.

From what we have learned in this unit, we should be able to discover for ourselves the other OpenOffice.org tools for creating text documents.



# Open Calc. The OpenOffice.org spreadsheet application

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## Introduction

OpenOffice.org also has a component for working with spreadsheets called Open Calc. This unit will describe its main features, which include the following:

- **Filters for other spreadsheet formats.** The Microsoft Excel one is particularly good.
- **Support for inserting all types of graphics format.** The standard installation includes the most common ones, but you can also install custom formats.
- **Version control.** You can save different versions of a document and return to previous versions if need be.
- **List sorting.** You can sort cell items by specific criteria.
- **Conditional format.** It is possible to apply formats conditionally to spreadsheet cells.
- **Automatic conversion of databases** to spreadsheets and vice versa.
- **Cell protection.** To avoid accidentally modifying important values or functions.
- **Control of input values.** We can specify, for example, a range of values in a cell.
- **Scenarios.** We can change a given value depending on the selected scenario. For instance, the interest on a mortgage will depend on the bank.
- **Automatic completion** of unknown values based on the values of other cells.

This unit will describe the basic features of the program and its most common options, functions and utilities.

The main aims of this unit are:

- 1) to teach the basics of how to use the OpenOffice.org spreadsheet application,

- 2) to explain to students how to perform basic operations with numbers and how to use functions to enhance their work, and
- 3) to illustrate, step by step, the creation of charts using data from a spreadsheet.

## 1. Basic use of the program

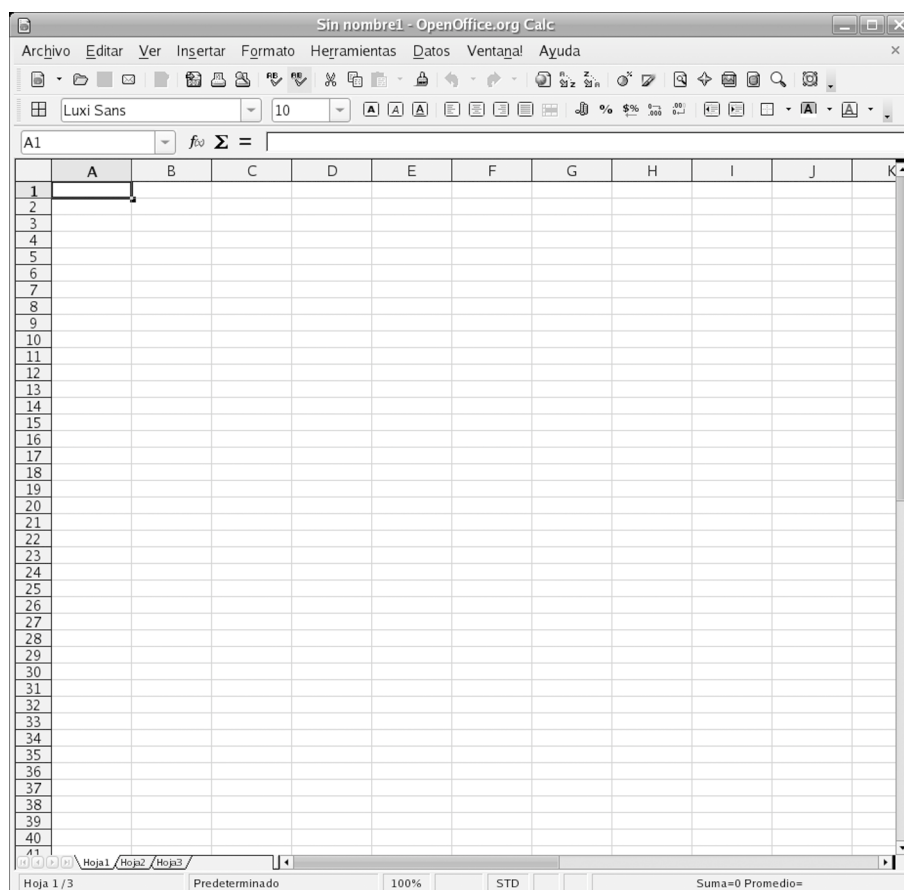
Calc can be launched from any OpenOffice.org application by selecting the File -> New -> Spreadsheet menu option.

Tips can be very useful for learning about the different features of the program. Tips are displayed for each of the labels and buttons on the screen. You can enable or disable this option using the Help -> Tips menu option.

### 1.1. The working environment

As with the other applications, if you need help with a dialog box or window, you can always click on the Help button or press F1.

Figure 1. The Calc working environment



We will now describe the diverse elements in the program's workspace:

- The **Menu bar** contains the various actions that can be carried out globally across the OpenOffice.org program and those that are specific to Calc.

- The **Function bar** indicates the full path of the file being edited and provides a shortcut to the program's global features.
- The **Object bar** is used to apply formatting to the objects you are working on at a given time. The most useful of these will be the text display and cell formatting tools.
- The **Formula bar** allows you to enter formulae, create quick sums, launch the AutoPilot features and browse different areas of a spreadsheet.
- The **Main toolbar**, positioned vertically down the left-hand side of the document, gives quick access to the most common spreadsheet functions.
- The **Status bar** at the bottom of the screen has a number of functions, which include displaying the spreadsheet number and the total number of spreadsheets, applying page styles (by right-clicking on Standard), changing zoom percentage and changing the default type of text selection.
- The **tabs** can be used for easy scrolling through the spreadsheets of a document.
- The **Stylist** is used to automatically apply cell and page styles. To show or hide the Stylist, press F11 or use the Format -> Stylist menu option.

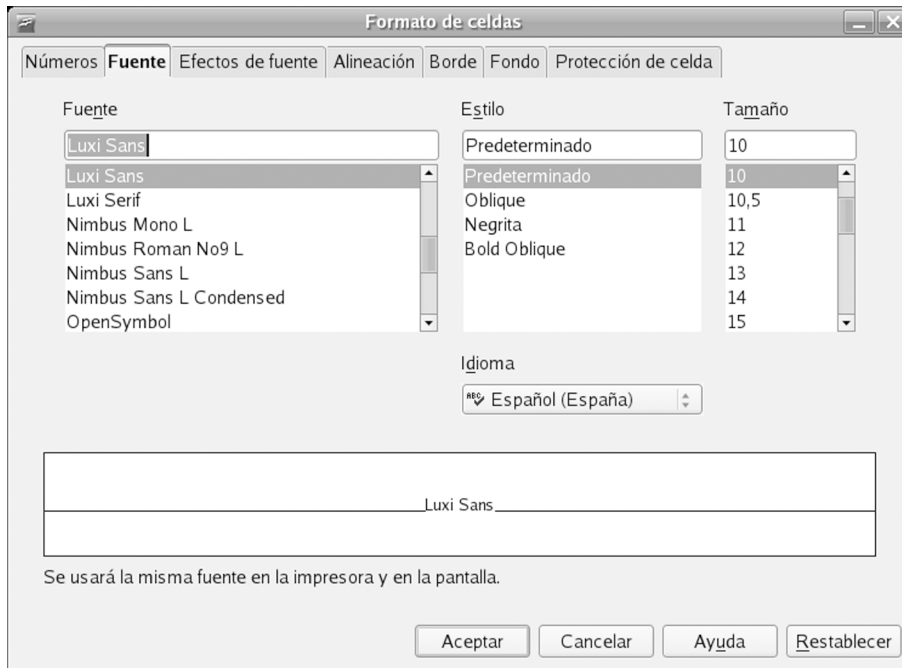
## 1.2. Creating a sample document

We will now look at the basics of this program by creating a sample spreadsheet. To do so, follow these instructions step by step.

1) Launch OpenOffice.org and create a new spreadsheet document by selecting the File -> New -> Spreadsheet option from the main menu. This will open a new window with a blank spreadsheet.

2) In this blank sheet, go to cell A1 and enter the following text: "Calculation of credit card use" and change the font size to 20. To do this, either go to the program's Object bar or right-click the cell and select Format Cells from the context menu. In the Format Cells dialog box, go to the Font tab.

Figure 2. Format Cells Font tab

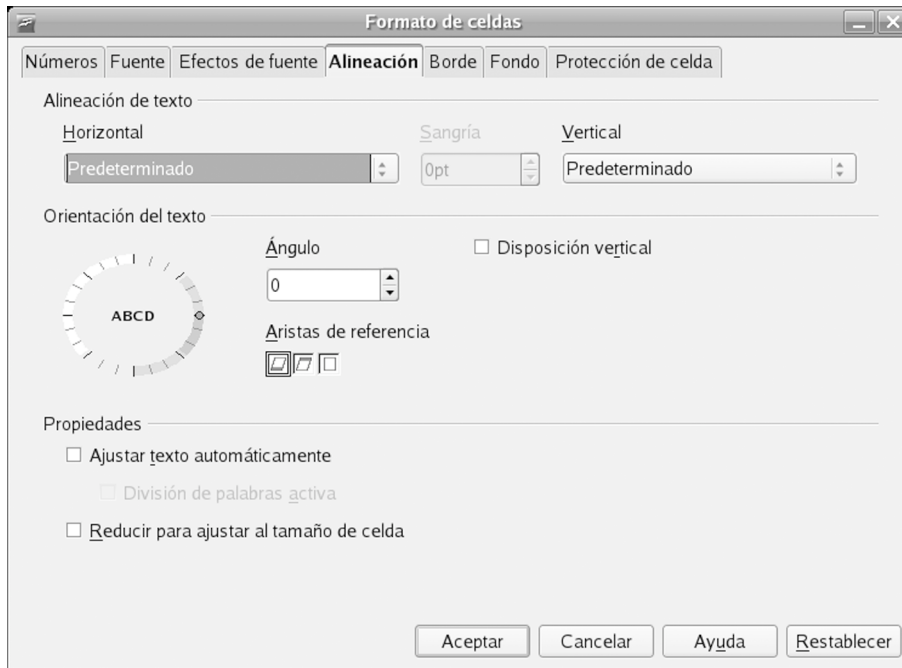


3) Select the entire row by clicking on the grey square with the row 1 label and change the background colour of the title using the Background Color button on the Object bar.

4) In cells **A4**, **B4**, **C4** and **D4** type "Annual percentage rate", "Monthly interest", "Starting balance" and "Monthly payment", respectively. You will see that the text does not fit in the column space. You can change the size of the columns by dragging their borders but you can also fit the text on more than one line. To do this, select these cells by clicking on cell **A4** and without releasing the mouse button, move across to **D4**.

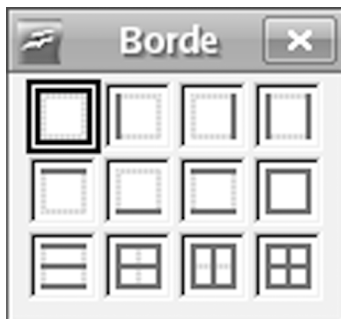
5) Select the Format -> Cells menu option and click on the Alignment tab in the Format Cells dialog box. In this tab, check the Automatic line break option.

Figure 3. Format Cells Alignment tab



6) With the text still selected, format it in italics and centre it using the program's Object bar. We will now create a border for the selected cells. Go to the Object bar and click and hold the left mouse button on the Borders button and select the bottom border.

Figure 4. Borders window



7) Position the cursor on cell A5 and click on the Number Format: Percent button to indicate the cell format and enter ".20", where the full stop is the decimal point. Then press the tab key to move to the next cell.

8) In cell B5, click on the % button in the Object bar and type in the following formula "=A5/12", which divides by 12 months the annual value recorded in cell A5.

9) In cells C5 and D5, click on the Number Format: Currency button to indicate that you are going to enter a value in € in these cells. Type the values "6000" and "125", respectively, in these cells.

10) In cells **A8** to **D8** enter the following text: "Payment Number", "Interest", "Capital" and "Balance" respectively. Then format the text in the same way as you did with cells **A4** to **D4**.

11) In cell **A9** , type the number "1".

12) Position the cursor on cell **B9** and check the Number Format: Currency option before typing in the following formula `"=$B$5*$C$5"`. This multiplies the contents of cell **B5** (the monthly interest rate) by the contents of cell **C5** (the credit card balance). When we use the \$ signs, we are telling the application that the cell address is an absolute reference. We will explain the meaning of this concept later when we look at cell references.

13) In cells **C9** and **D9**, after clicking on the Number Format: Currency button, type the following formulae: `"=D$5-B9"` and `"=$C$5-C9"`. The first formula subtracts the amount of interest paid this month from the monthly payment, which gives us the amount of capital taken from the total card balance. The second formula subtracts the monthly capital payment from the starting balance of the credit card.

14) We will need to add a new row of data to be able to use the incremental data filling feature. So, in cell **A10** , type in "2" and in the rest of the cells of the row ( **B10** to **D10**), enter the following values: `"=D9*$B$5"`, `"=D$5-B10"` and `"=D9-C10"`.

15) We can now use the automatic incremental data fill process. To begin, select the row of cells from **A10** to **D10**. You will now see a small black square in the bottom right-hand corner of the selection. Position the cursor on it and the square will become a cross. Now, right-click the mouse and drag this cross to row 20. Release the button when you reach this row.

16) You will see that the cells have been filled automatically. If the cell values are the same, press **F9** to force OpenOffice.org to recalculate the spreadsheet.

17) We will now calculate the total interest payable based on the number of payments we have made. Go to cell **E9** and click on the Number Format: Currency button. Enter this text `"=SUM("` and then use the mouse to select all of the values in column B, starting at **B9**. Once you have selected these, close the formula with a bracket. The result should look like this: `"=SUM(B9:B20)"`.

The best thing about spreadsheets is that when we change a value, the other values in the spreadsheet are automatically updated. To see this, change the original values of row 5. Be very careful about changing cells that contain formulas rather than values, because the results are never what we were hoping for when we change them.

### 1.3. Cell references

Cell references are cell addresses that have been inserted into a formula. These references make spreadsheets very flexible because the reference remains the same even if its contents change. We do not need to manually enter cell references in a formula because the program does this automatically if we click on the cell we want to use as a value while we are creating the formula. We can also select a set of formulae and use them as an argument in formulae that allow this.

OpenOffice.org has two types of cell references:

- **Relative references:** when we select and cut or copy a group of cells with a calculated value to a new location, OpenOffice.org will change the references used in the formula so that the calculated values remain as they were. This is possible because the formula references were relative to the rest of the cells. It does not matter if we move them because their relationship to the rest does not change. By default, all references are relative.
- **Absolute references:** there may be times when relative references do not fully meet our needs, such as when we reference cells whose location is never going to change. We say that these cells have an absolute position. In spreadsheets, we mainly use absolute references when we use incremental data filling tools which, as their name suggests, increase cell values and references. However, we do not always want these references to increase. To indicate that a reference is absolute, we need to add a dollar symbol, \$, in front of the name of each coordinate. For example: "\$A\$3".

For absolute references, there is no need to enter the dollar sign before the row and column name every time. We can use different combinations of relative and absolute references, depending on the incremental filling operation we wish to use.

- To use incremental filling across columns (left and right), simply put the dollar sign before the column letters. For example: "\$A1".
- To use incremental filling up and down columns, simply insert the dollar sign before the column number. For example: "A\$1".
- To reference cells that are never going to change location, put the dollar sign before the column letter and row number. For example: "A\$1".

To change these settings quickly in a formula, simply select the elements to be changed (or the whole formula) and use the key combination **Shift+F4**.



## 2. Calculations and functions

In this section, we will look at the process for making calculations and creating formulae to use in our spreadsheet documents.

### 2.1. Basic operators

Operators are the symbols used to tell the program to perform different calculations. The most important of these is the = symbol, which means that what follows is a formula rather than a text. We will now look at the list of operators that we can use in our formulae:

Operator	Description	Example of use
=	Equals sign. All formulae begin with this	=1+3
^	Exponent. Increases the number on the left by the power of the number on the right	=2^8
*	Multiplication	=2*5
/	Division	=21/7
+	Addition	=A1+25
-	Subtraction	=B3-A1
<	Less than	=if(A1<3; "Good";"Bad")
>	Greater than	=if(A2>10; "Good";"Bad")
<=	Less than or equal to	=if(B3<2; "Good";"Bad")
>=	Greater than or equal to	=if(C1>4; "Good";"Bad")
<>	Different	=if(A1<>B1; "Good";"Bad")
:	Range of cells. Includes all cells from the value to the left of the symbol to the value on the right.	=sum(a1:a10)
;	Separates non-consecutive cells and different parts of a formula.	=sum(a1;a3;a5)
!	Intersection	=sum(a1:b3!b2:c7)

## 2.2. Order of evaluation of expressions

We need to take into account the order of evaluation of expressions when we make a calculation. OpenOffice.org evaluates expressions from left to right using the rules of algebraic order. It multiplies, then divides, then adds and finally subtracts. However, if we use exponents, these are calculated before multiplication and division.

So, for the following sum: `"=1+10*2-20/2+4"`, the result is 15, because the multiplications and divisions are made first, giving us `=1+20-10+4`.

However, as in algebra, it is possible to alter these rules using brackets. In this case, OpenOffice.org solves the operations inside the brackets first and then works out the rest of the formula following algebraic rules.

When we use brackets in our formulae, the use of other brackets to control evaluation of the expression is inevitable. In these cases, OpenOffice.org works out the brackets from innermost to outermost. For example: `=(8*(12-2)/((7*2)-(2*2))+12)` equals 20.

## 2.3. Entering formulae

Thus far we have seen the basic operations available in OpenOffice.org for working with values, but the program's most interesting feature is the use of formulae. The sum formula, for example, allows us to select a range of cell references. Without this, we would have to enter the name of each cell one by one.

As formulae are an essential part of spreadsheet work, OpenOffice.org has a variety of built-in functions. These allow the user to calculate anything from a sum or square root to conditions that make a cell display a certain text if an expression is true or false (the 'IF' function). In this section, we will look at some of the program's more useful features.

### 2.3.1. Quick sum

OpenOffice.org allows columns or rows to be added very quickly with a single mouse click. Simply click on the cell where you want the sum to be inserted and then click on the Sum button in the Formula bar.

OpenOffice.org will automatically select a range of cells for the sum function. You can use the suggested default range or you can change it if it is incorrect. Simply drag the selection across the spreadsheet cells and change their size by clicking and dragging the black square in the bottom right-hand corner of the selection border. To mark cells in spaces that are not adjacent, press **Ctrl** as you click on them.

After ensuring that the selection is correct, press **Enter** to calculate the formula.

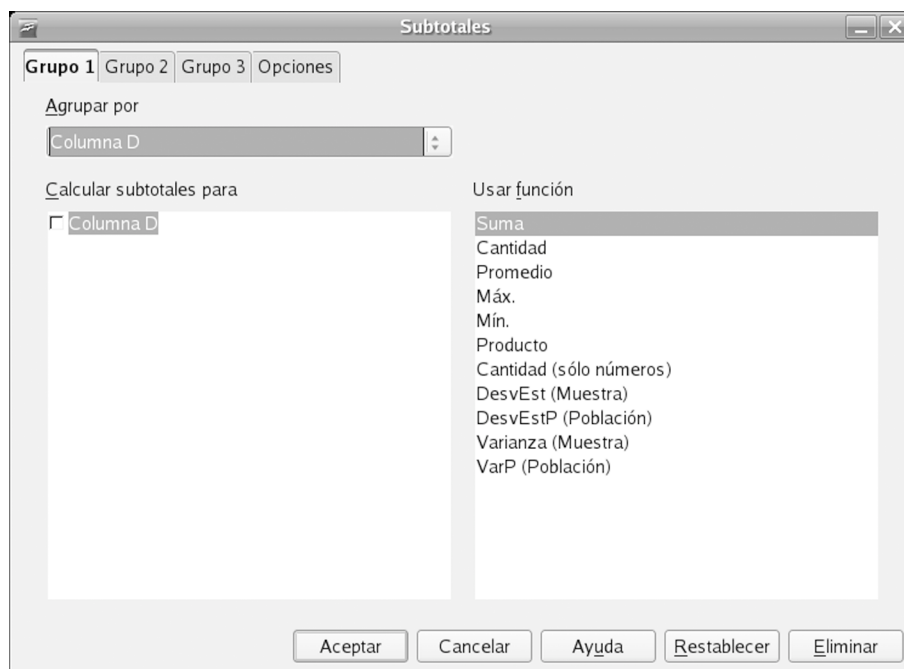
### 2.3.2. Subtotals

If you have a column of numbers that you wish to add up, you can use OpenOffice.org's Subtotal function to generate automatic balances. This feature inserts a new row for the subtotals it generates so that references to other cells, where used, can be modified. As a result, you will need to use absolute references in your formulae here.

The steps to the process are as follows:

- 1) Select the area in which to generate the subtotals.
- 2) Go to the Data -> Subtotals option in the main menu, which will bring up the Subtotals dialog box.

Figure 5. 1st Group tab of the Subtotals dialog box

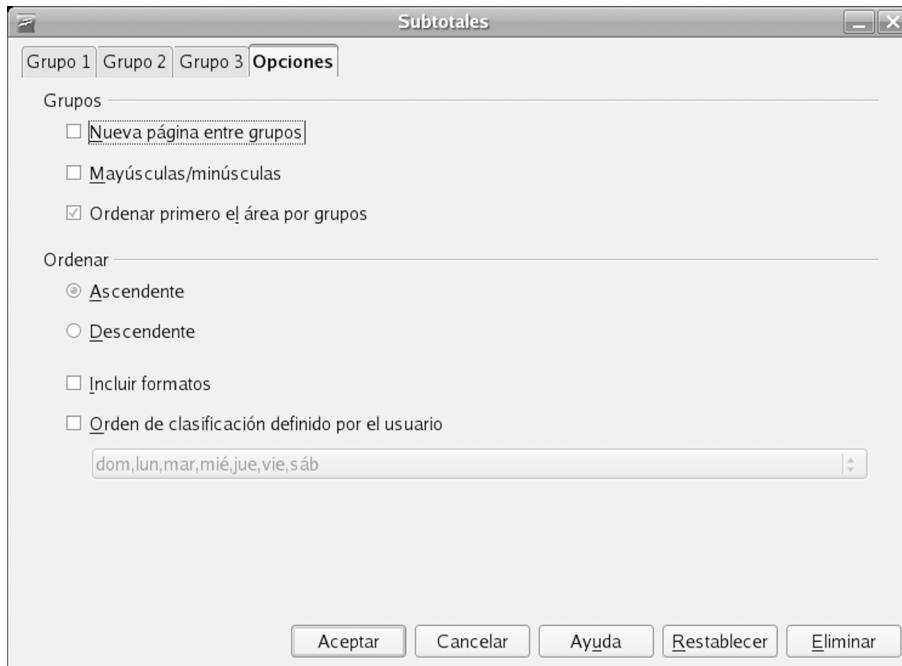


In the Group by field, select the column in which to group the data. You can use the other tabs of the Subtotals dialog box to create new groups, if need be.

In the Calculate subtotals for list, mark the columns for which you want to generate subtotals and select the type of operation to use in Use Function.

- 3) To modify any of the Subtotals options, go to the Options tab.

Figure 6. Subtotals dialog box Options tab



In the Groups section, you can specify whether to insert a page break between different groups, whether to respect word case when generating subtotals and whether to pre-sort the area according to groups.

In the Sort section, you can enter any further group sorting options.

4) After defining the settings, click on OK to close the dialog box.

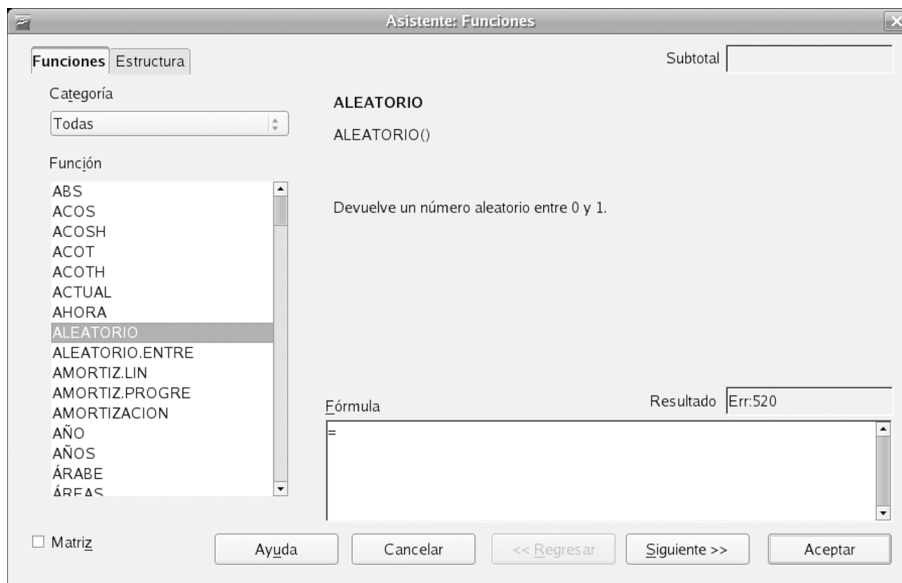
You will see that when OpenOffice.org creates the subtotals, it allows us to expand and reduce the groups created using a new toolbar.

## 2.4. Use of the AutoPilot: Functions

OpenOffice.org has a tool called AutoPilot: Functions that can be used to insert formulae very easily. The steps for launching the tool are as follows:

- 1) Position the cursor in the cell where you want to place the function.
- 2) Click on the AutoPilot: Functions button in the Function bar.
- 3) In the first AutoPilot: Functions dialog box, select the function you wish to use and click on Next.

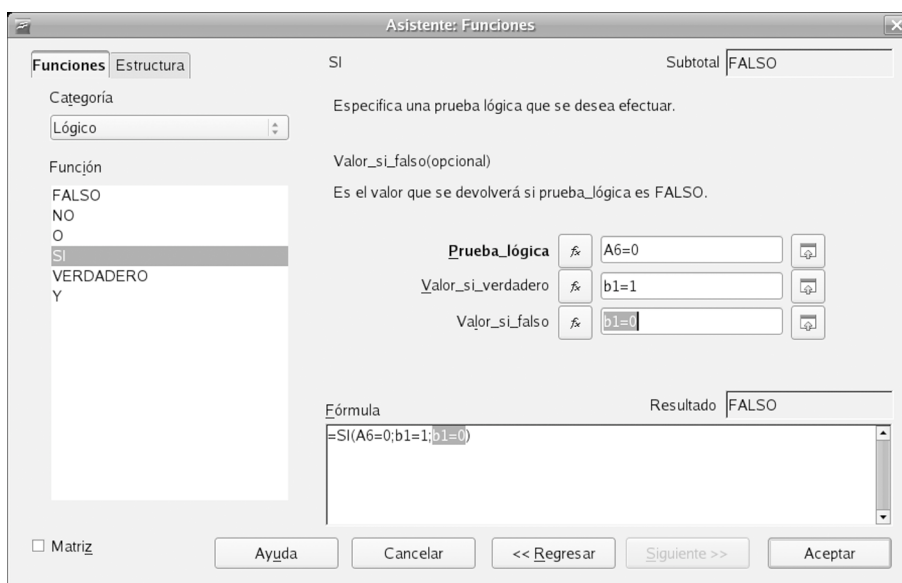
Figure 7. First AutoPilot: Functions dialog box



In the Category field, you can specify all of the available functions or just those from a certain category. In Function, select the function to use. A description will appear on the right.

4) In the second AutoPilot: Functions dialog box, enter the formula.

Figure 8. Second AutoPilot: Functions dialog box



The second AutoPilot: Functions dialog box displays each element required for the function. Click on a function field to view a description of the element.

You can type values directly in the function fields or click on the minimize button to the right of each field. When you click on this button, you can select the cells from your spreadsheet. The selected cells will be automatically

inserted in the formula when the window is restored. You can also insert a formula inside an element of another formula. To do this, click on the fx button to the left of each field.

The Formula field displays the formula as you create it. You can also edit it in this field.

The Function result field indicates whether the values you have entered are valid.

5) Once you have completed the formula, click on the OK button.

AutoPilot: Functions is a very useful tool that can help us to learn how to use the program's functions in a straightforward way.

### 3. Creating graphs from data

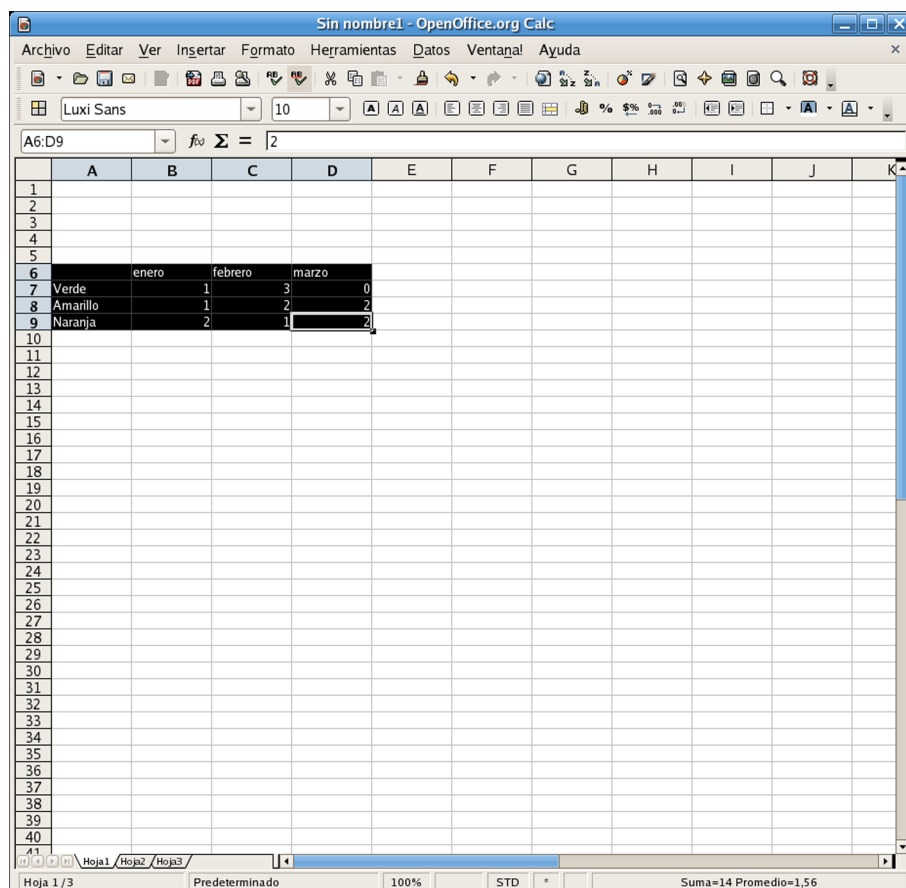
One of the most eye-catching elements of spreadsheets are graphs used to display results. OpenOffice.org offers many types of predefined charts that can be used to create graphs in just a few clicks.

#### 3.1. Creating a graph

This section will look at the steps required to create a graph with the AutoFormat Chart tool.

1) Select the data to use for your spreadsheet graph. You can select numerical data only but it is also possible to mark text, which OpenOffice.org will use for the legend and even the title.

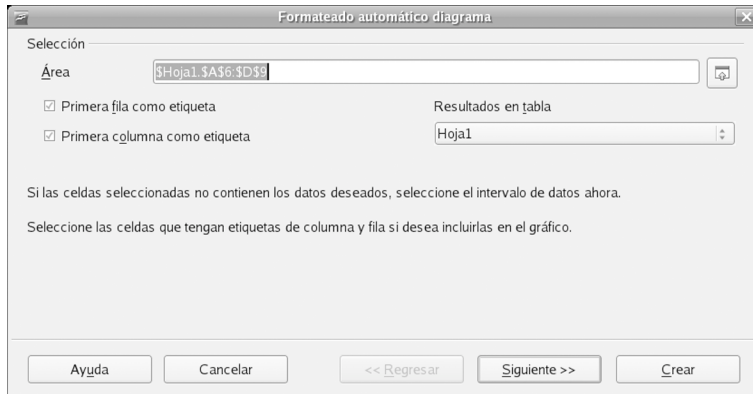
Figure 9. Data selected in a spreadsheet



2) In the Main toolbar, click and hold the mouse on the Insert Object button until the Insert Object toolbar appears. Then click on Insert Chart.

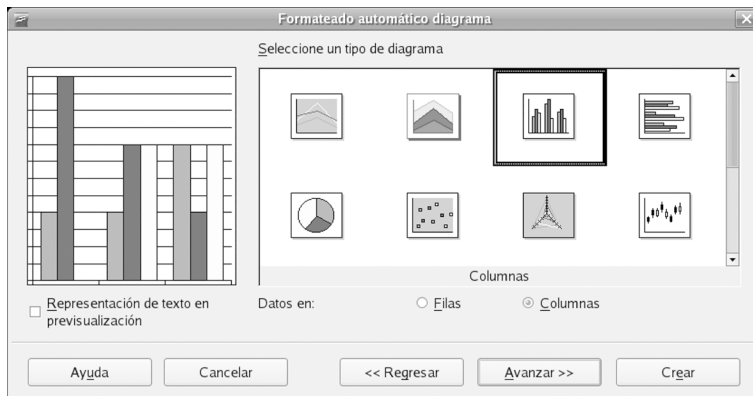
3) The mouse pointer will change into a cross with a bar chart in the bottom right-hand corner. Click on the cells you selected previously to bring up the AutoFormat Chart tool.

Figure 10. Selection of source data



4) In the Range field, enter the location of the data you are going to use to draw the chart. If your selection was incorrect, click on the button at the end of the text field to select the data again. You can also create titles for the graph by marking the First row as label option, which turns the first row of selected cells into the label content, or check First column as label to use these data for the chart legend. Click on Next to continue.

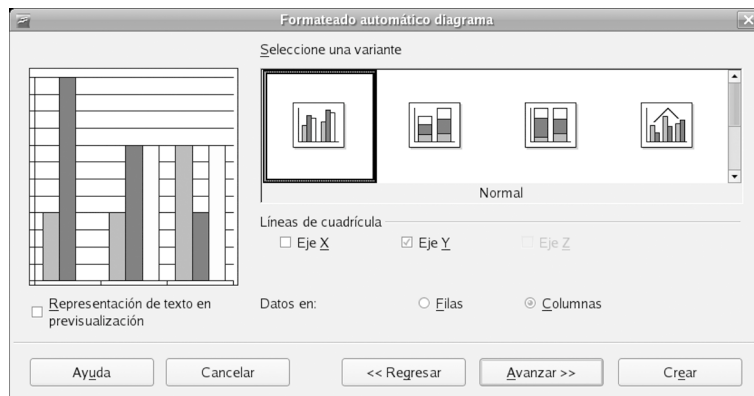
Figure 11. Type of diagram selection



5) In the Chart Type selection dialog box, select the type of chart you wish to use to represent the information. Note that not all charts can be used to represent all types of tables of information. The Data series in option can be used to specify the type of information displayed on the axes and the type shown in the legend. To preview the result, you can mark Show text items in preview. Click on Next to continue.

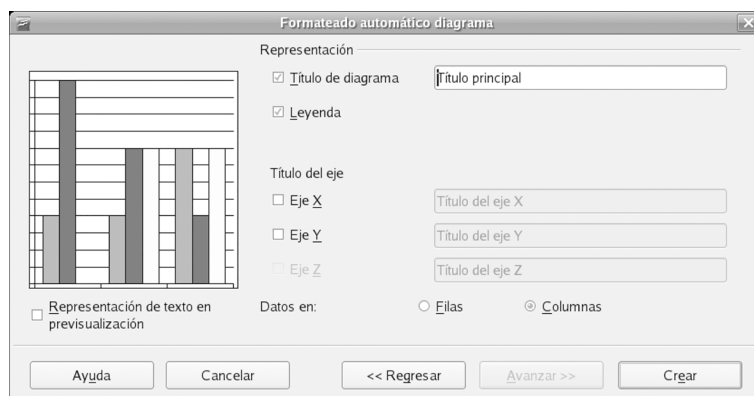


Figure 12. Chart variant selection



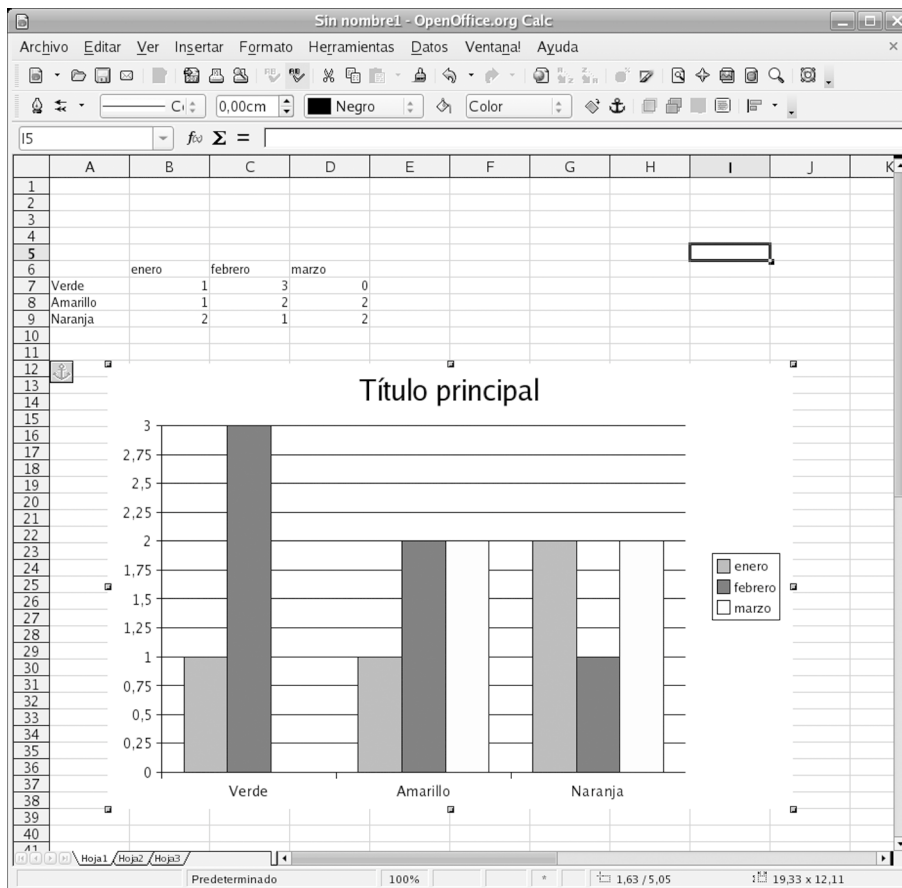
6) The next window is used to select a variant of the type of chart selected. You can also decide whether it should display different gridlines for each data axis. Click on Next to continue.

Figure 13. Data representation



7) Finally, you can enter the title of the chart and any of its axes in the last dialog box. To display or hide a title, check or uncheck it according to your preferences. Click on the Create button to insert the chart in the current spreadsheet.

Figure 14. Chart inserted in a spreadsheet



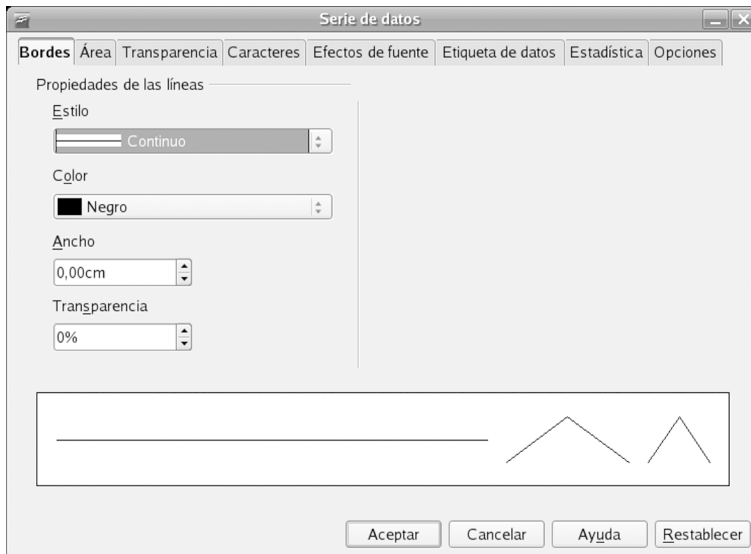
### 3.2. Modifying a chart

Although your first attempt may produce a perfect chart, more often than not you will want to modify its appearance to adapt it to your expectations after creating it. To modify a chart, simply double-click on it to display a new toolbar that will replace the program's Main toolbar.

This toolbar is fairly straightforward to use. Simply hover the mouse over a button to find out what it does.

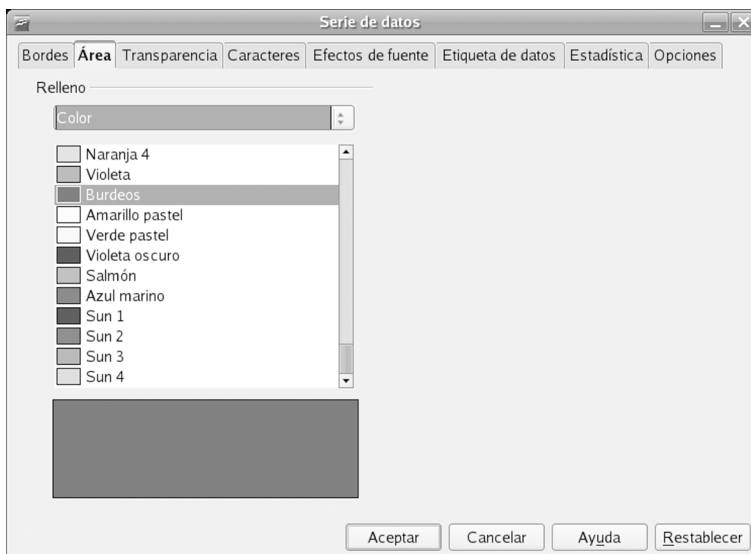
Besides the features of this toolbar, we can also modify the format of the individual elements in the chart. To do this, simply double-click on the element you wish to modify. This will bring up a dialog box with different tabs containing the available customising options for the selected element. Not all elements have the same customisation options. The possible tabs are now described briefly.

Figure 15. Data Series dialog box Lines tab



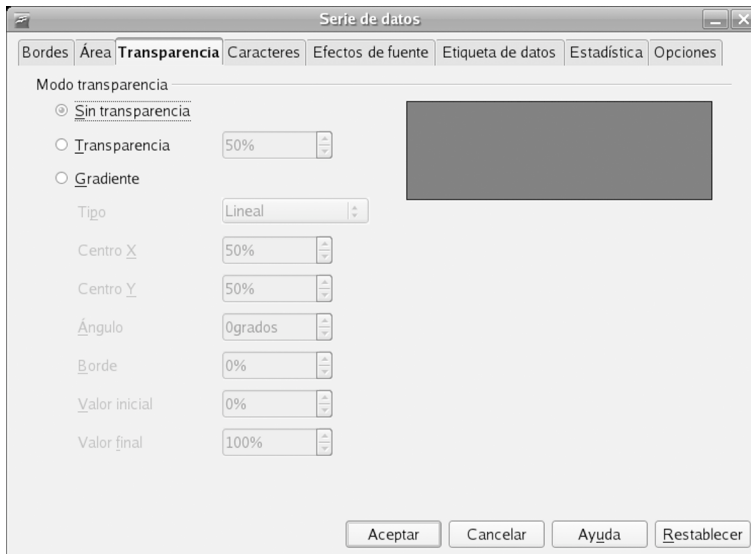
- The **Lines tab** is used to select the line or border style, colour, width and transparency of the selected object.

Figure 16. Data Series dialog box Range tab



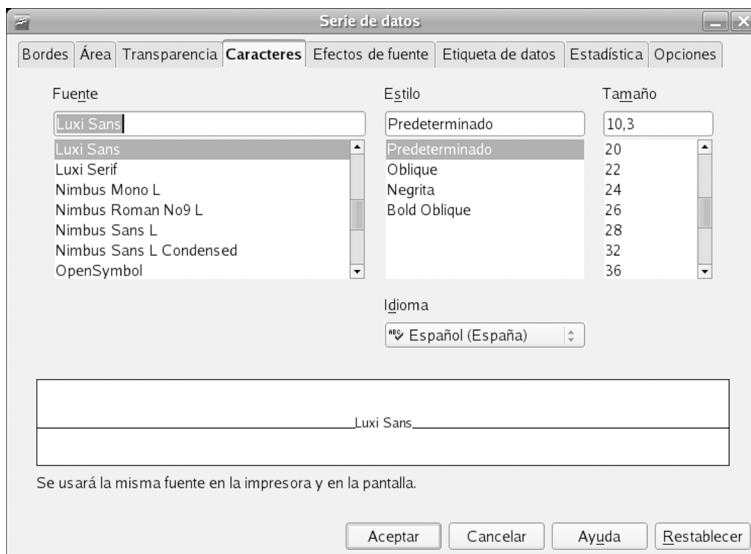
- The **Area tab** is used to select a colour, gradient, pattern or bitmap for the area of the selected object. It is also possible to enter more options, depending on the object.

Figure 17. Data Series dialog box Transparency tab



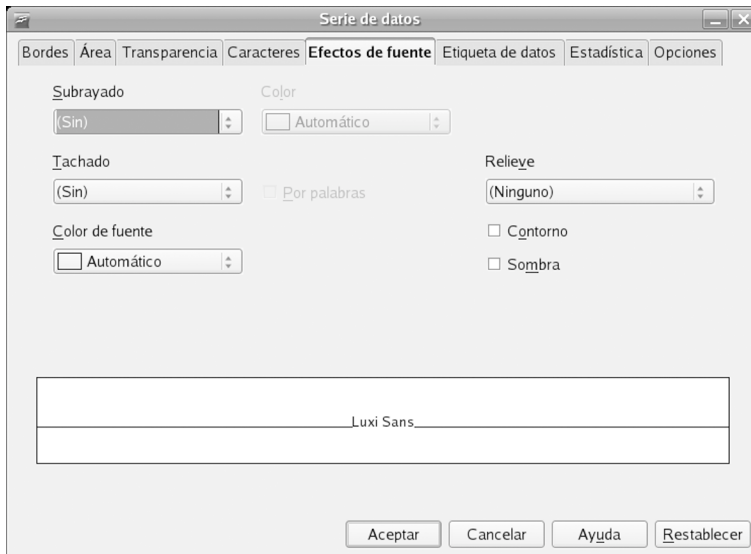
- The **Transparency tab** is used to define the transparency settings for the options specified in the Area tab. The greater the transparency, the less intense the colour, gradient, pattern or bitmap. It is also possible to specify gradient options to modify the colour intensity gradually.

Figure 18. Data Series dialog box Characters tab



- The **Characters tab** is used to customise the features of the source of the selected element.

Figure 19. Data Series dialog box Font Effects tab



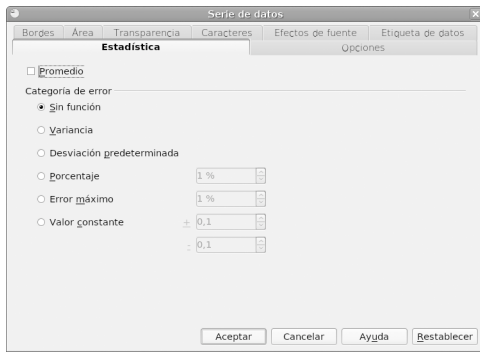
- The **Font Effects tab** is used to apply extra effects to the source of the selected object.

Figure 20. Data Series dialog box Data Label tab



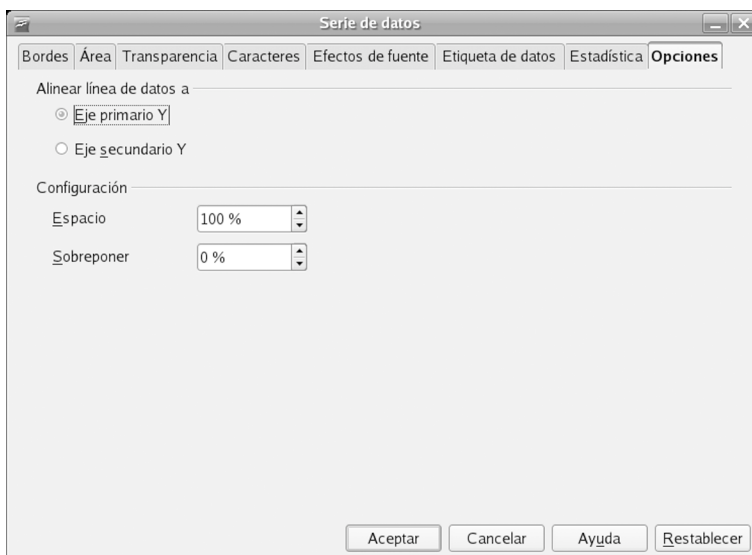
- The **Data Label tab** is used to add a value (such as a number or percentage) and a label to the selected element.

Figure 21. Data Series dialog box Statistics tab



- The **Statistics tab** is only available for 2D charts and is used to display statistical information on chart data such as variance, default deviation, percentage deviation, maximal error and constant value.

Figure 22. Data Series dialog box Options tab



- The **Options tab** is used to display a secondary Y axis and to enter the distance between the data and the chart.

After creating your chart, you can modify the data you entered using the wizard you created it with. To do so, right-click the chart and select the AutoFormat option from the context menu. To finish modifying, click on the Create button.

You can also automatically change the type of chart you chose without going through the wizard again by right-clicking the chart and selecting the Chart Type option from the context menu.

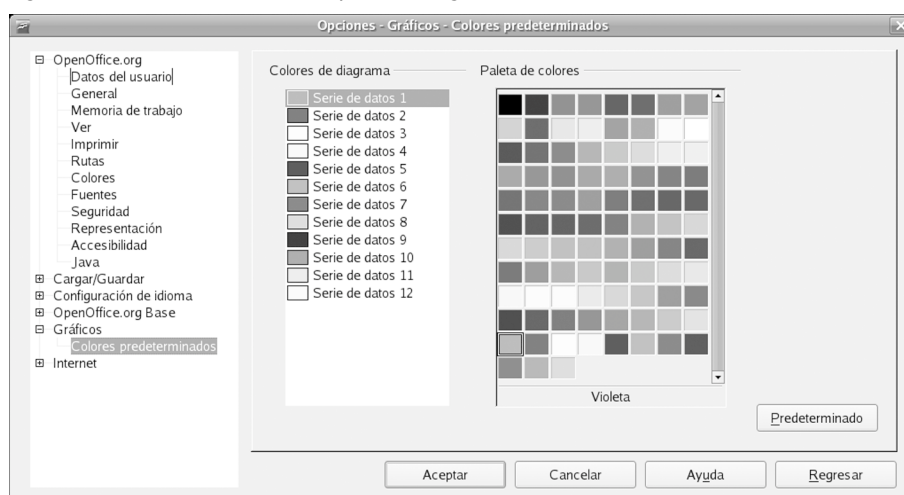
Figure 23. Changing Chart Type dialog box



In the Chart Type dialog box, you can quickly change the type of graph you would like to use to represent the selected data.

To change the default graph colours, go to the Tools -> Options -> Chart -> Default Colors menu option, select each colour you wish to change and specify a new one from the system colour palette.

Figure 24. Chart – Default Colors options dialog box.



## Summary

In this brief unit, we looked at the basics of how to use Open Calc by creating a sample spreadsheet. This exercise allowed students to familiarise themselves with the OpenOffice.org working environment for spreadsheets.

We also looked at the system used by the program to perform basic arithmetical operations and the possibilities of Open Calc's default formulae.

Lastly, we saw how to create charts using one of the program's many wizards.



# Open Impress. OpenOffice.org presentations

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## Introduction

OpenOffice.org comes with a component for presentations called Open Impress, which can be used to create professional presentations in the style of Microsoft PowerPoint. Impress has the same drawing features as the Open Draw component, which we will see in the next unit. Before getting down to work with the program, we will run through some of its key features:

- **Creating presentations from other sources.** With the Open Impress AutoPilot, we can collect attributes, introduction pages, formats, presentation backgrounds and more from templates and examples.
- **Different formats.** OpenOffice.org can import different document formats such as PowerPoint and export presentations created in many others, such as Macromedia Flash.
- **Exporting to HTML or WebCast.** The program can export presentations and drawings created in HTML format, with or without frames. The exported documents can be run automatically or they can be used in webcasts.
- **Special effects.** Objects and animated texts, sounds and custom transitions can be inserted in documents to enhance their appearance.
- **Text format.** Impress offers the same text formatting capabilities as Writer. The FontWork tool can also be used for the creation and advanced handling of text effects.
- **Custom presentations.** You can save different versions of a presentation in a single document without losing or modifying the existing slides. Notes can even be added to each one.
- **Inserting other documents.** One of the top features of Impress is the possibility of inserting other documents into a presentation. We can insert a range of documents, from spreadsheets to graphics such as OLE objects, which means that we can edit their contents even after they have been embedded. We can also add a graphic either by inserting it or by using the drawing functions of Open Draw, available in Open Impress.

The main aims of this unit are:

- 1) to explain how to use the AutoPilot feature to create presentations and slides quickly with templates from the program, and

- 2) to study the process of inserting graphics and texts in presentations to add content.

## 1. Basic use of the program

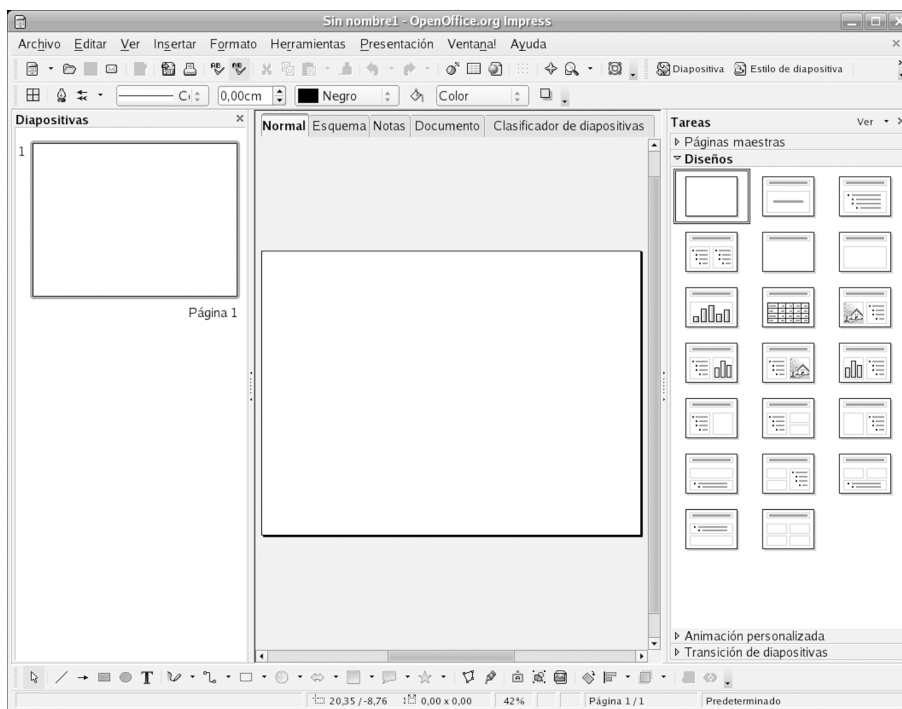
Open Impress can be launched from any OpenOffice.org application by selecting the File -> New -> Presentation menu option.

Tips can be very useful for learning about the different features of the program. Tips are displayed for each of the labels and buttons on the screen. You can enable or disable this option using the Help -> Tips menu option.

### 1.1. The working environment

As with the other applications, if you need help with a dialog box or window, you can always click on the Help button or press F1.

Figure 1. The Impress working environment



We will now look at the different elements of the workspace in Open Impress: Impress has five possible display modes and not all of the elements are available in each.

- The **Menu bar** contains the various actions that can be carried out globally across the OpenOffice.org program and those that are specific to Open Impress.
- The **Function bar** indicates the full path of the file being edited and provides a shortcut to the program's global features.

- The **Object bar** is used to apply formatting to the objects you are working with at a given time. In Impress, it is almost identical to Open Draw and gives the user access to the drawing functions.
- The **workspace view buttons** are located in the top right of the window, just above the scroll bar, and are used to select the different modes available in Open Impress.
- The **Presentation menu** is used to move through, edit and insert new slides. To display this window, select the View -> Toolbars -> Presentation main menu option.
- The **Main toolbar**, positioned vertically down the left-hand side of the document, gives quick access to the most common drawing functions and 3D and animation effects.
- The **Status bar**, located at the bottom of the screen has a number of functions, which include displaying the number of the slide being viewed and the total number of slides in the presentation, applying page styles (by right-clicking on Standard), changing the *zoom*percentage and changing the default type of text selection.
- The **tabs** can be used for easy scrolling through the slides of a presentation.
- The **Stylist** is used to apply automatic styles and effects to program objects. To show or hide the Stylist, press **F11** or use the Format -> Stylist menu option.
- The **Navigator** is used to switch from one slide to another, insert new slides etc. To display the Navigator, press **F5** or click on the Navigator button in the Function bar.

## 1.2. Creating a sample presentation using AutoPilot

In this section, we will look at how to create presentations using the AutoPilot Presentation tool. To do this, we will use a fictitious presentation to help us to try and understand the basics of Open Impress.

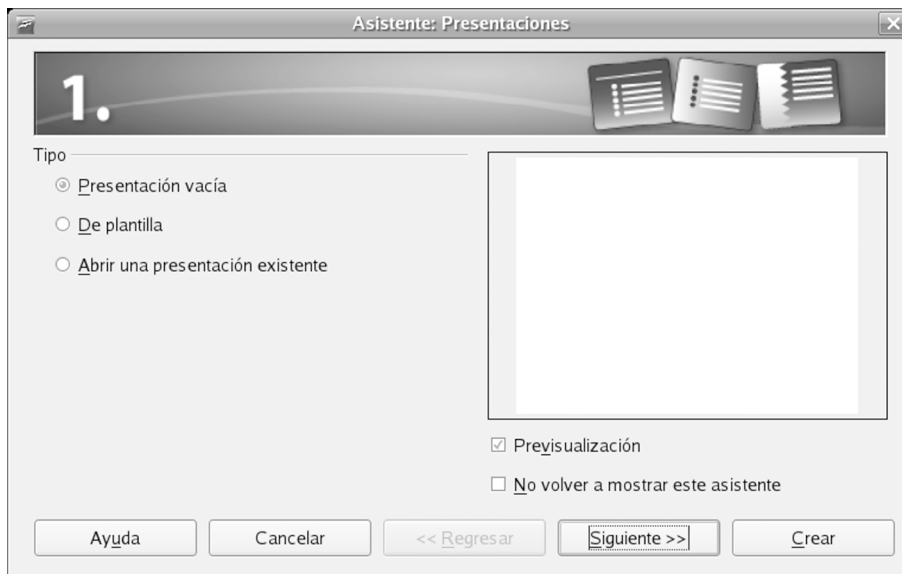
### 1.2.1. Creating the presentation

In this section, we will discover the features of the AutoPilot tool by creating a sample presentation. The selected options will determine whether the program displays all of the dialog boxes described.



1) In the OpenOffice.org main menu, select the File -> AutoPilot -> Presentation option, which will bring up the first AutoPilot dialog box.

Figure 2. First AutoPilot dialog box



In this dialog box, we can choose whether to create a blank presentation for a presentation of our own or to create a presentation from a template. The third option simply allows the user to open an existing presentation. If you select the Template option, you will need to select a category followed by a name.

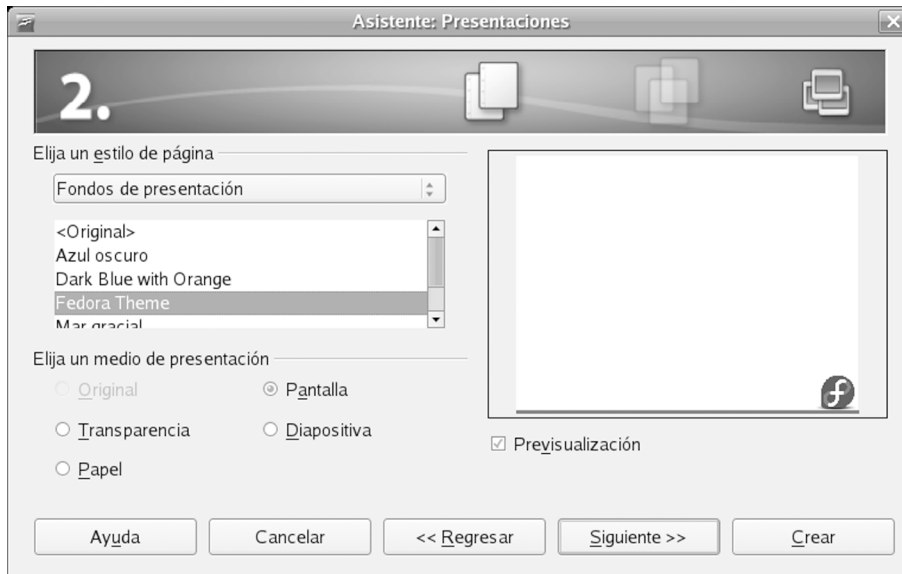
It is important to keep the Preview option checked to see how the template we are creating is going to look.

2) For our example, we will select the Template option and Introducing a New Product from the list of presentations. Click on Next.

In the second AutoPilot dialog box, we select a style for our presentation background. If using a template, we can select <Original> to use the template's default background.

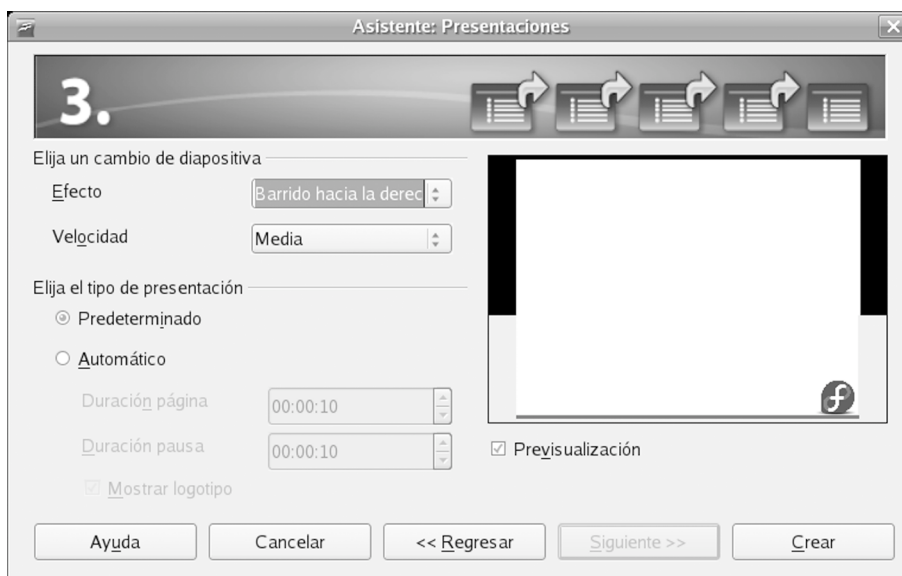
We can also tell the system how we are going to display the presentation. If we are going to use a computer for this, we will need to select Screen. If we are using a template, we can use the default option by checking Original. However, in the more recent versions of OpenOffice.org, these settings generally do not have a major impact on the presentation.

Figure 3. Second AutoPilot dialog box



3) Select one of the options from the Select a slide design field. This will be the background for your presentation. Click on Next.

Figure 4. Third AutoPilot dialog box

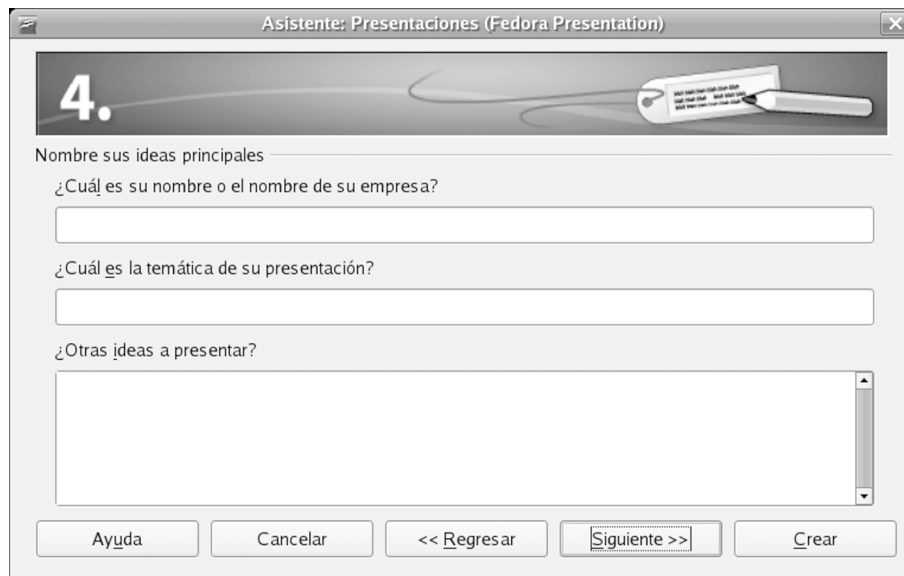


Unless we are advanced users of this program, it is very important in this screen to mark the Preview option to view a live demo of the effects that we can select from the Effect field. You can try them all out until you find an effect you like although the descriptions are clear enough.

You can change slides manually but you can tell the program to do it for you after a specified time interval.

4) From this list of effects, select Fly in From Left and in type of presentation, select automatic with a 5-second duration of page. Once you have made your selection, click on Next.

Figure 5. Fourth AutoPilot dialog box



Asistente: Presentaciones (Fedora Presentation)

4.

Nombre sus ideas principales

¿Cuál es su nombre o el nombre de su empresa?

¿Cuál es la temática de su presentación?

¿Otras ideas a presentar?

Ayuda Cancelar << Regresar Siguiente >> Crear

In the fourth window, we need to enter a description of the presentation. The What is your name or the name of your company field will be positioned below the main title of the presentation, which will be the text entered in the What is the subject of your presentation? field.

In the Further ideas to be presented? field, you can type in the text that will be used as a secondary point, below the presentation title.

5) Type in your name and the following product presentation. "Open Calculation Tutorial". In the Further ideas to be presented? field, type "Learning to use AutoPilot to create presentations". Click on Next to continue.

Figure 6. Fifth AutoPilot dialog box



Asistente: Presentaciones (Fedora Presentation)

5.

Elija las páginas que desee

☒ Página 1  
☒ Página 2  
☒ Página 3

Previsualización

☐ Crear resumen

Ayuda Cancelar << Regresar Siguiente >> Crear

Each template contains predefined slides. In this screen, you select the ones you wish to use. If you are not sure at this point, you can come back to this step later, since the program allows slides to be added or deleted at any time. The result with the text entered in the previous screen is displayed on the right-hand side of the window, so long as the Preview option is enabled.

If you do not want to use any of the predefined slides, simply unmark the list. The text in each slide is displayed when it is collapsed using the arrow to the left of its name.

You can automatically create a table of contents at the end of the presentation by marking the Create summary option.

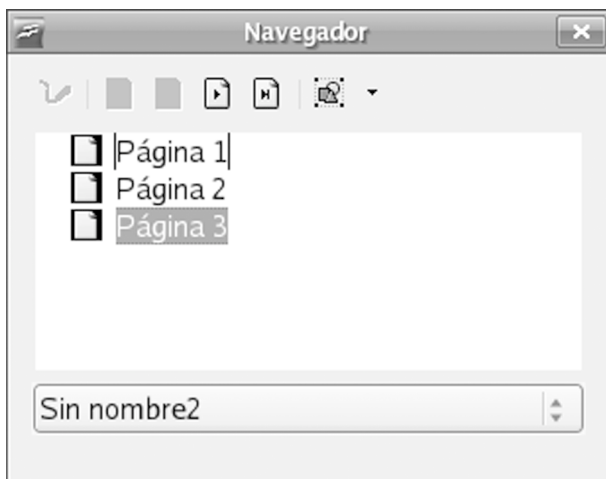
6) For our presentation, unmark the Customer Wishes slide and mark the Create summary option. Then click on the Create button to display the presentation.

### 1.2.2. Modifying the presentation

In this section, we will modify the presentation we created automatically in the previous section, which only described the process of creating presentations. The steps that we will take to do this are:

1) Press the F5 key to open the Navigator and select the Next Steps of Action slide. If the Navigator gets in your way when you are working, you can hide it again by pressing the same key.

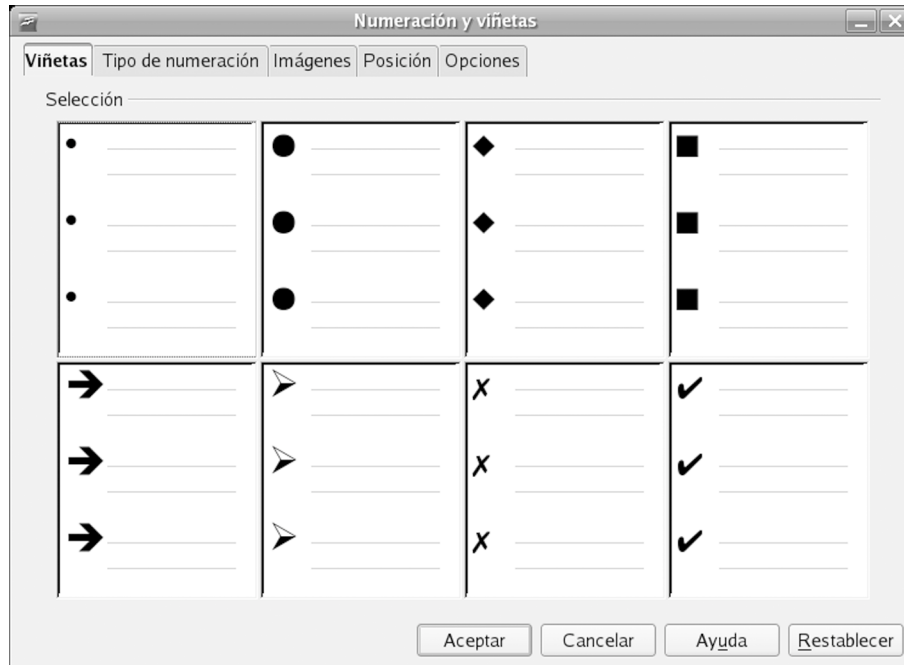
Figure 7. Navigator window



2) In the Next Steps of Action slide, type: "Study a lot", "Write up my notes" and "Cram for my exam". Each of these texts needs to go on a different line. Select the second and third lines and click on the Demote button in the Object bar. You will see that the Object bar has changed now that you are inside an item of text.

3) We will now change some elements of the presentation's formatting. To do this, go to the Format -> Numbering/Bullets main menu option and select a new bullet style. Then click on OK to exit this dialog box.

Figure 8. Numbering/Bullets Bullets tab



4) Select the last item of text in the slide and change the typeface. To do this, right-click the selected text and select the Character option from the context menu. Select a new font and click on the OK button.

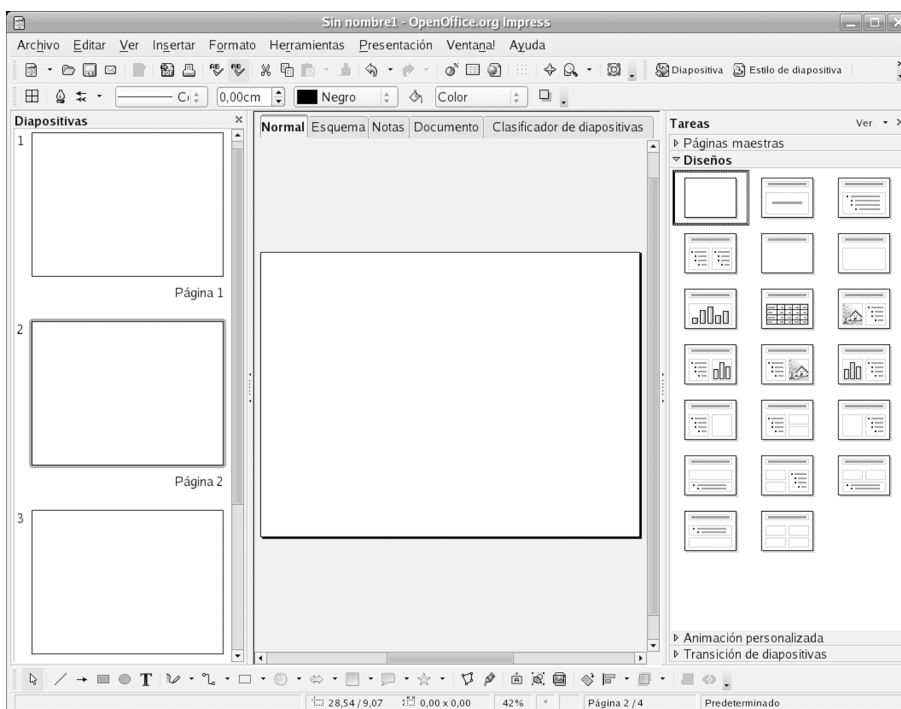
Figure 9. Font tab in the Character formatting dialog box



5) So far, we have seen how we can change the default format of elements of a slide. We will now look at how to change format settings globally for the whole presentation. Select the View -> Master -> Drawing option from the main menu. Using the tools you are now familiar with, modify the title text to make it smaller and change the colour to green. When you have finished formatting, return to the previous screen using the View -> Slide menu option. All of the slide titles in the presentation should have changed.

6) Position the cursor on a slide and right-click. In the context menu, select the Slide -> Insert Slide option. In the Insert Slide dialog box, enter the name New Slide and select your preferred autolayout. Click on the OK button to create the new slide and insert it in the presentation.

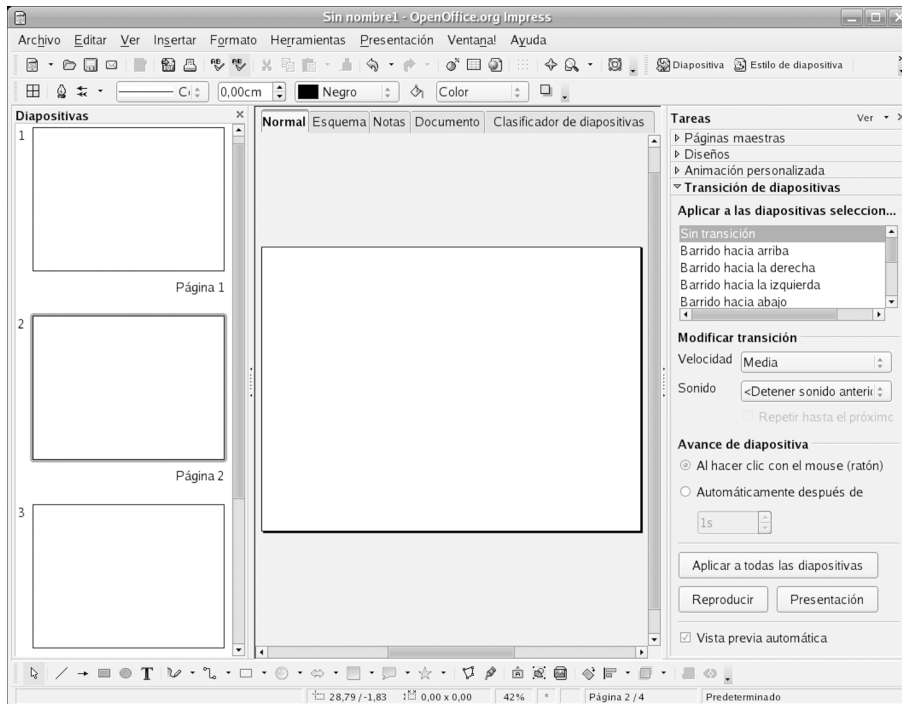
Figure 10. Insert Slide dialog box



7) Now, using the Navigator, go to the Strengths and Advantages slide and change the layout from one column to two. For this, select the Format -> Modify layout main menu option, which will bring up the dialog box we saw earlier when we inserted a new slide. Select a two-column design like Title, 2 text blocks and click on OK. This may bring up a warning dialog box.

8) In this step, we will create an effect for an element of a slide. To do this, select the title of the current Strengths and Advantages slide and click on the Animation Effects button on the Main toolbar. Select your chosen effect from those available in the different categories and click on the green tick to apply it to the selected item.

Figure 11. Animation Effects dialog box



9) We will now look at how we can change the order in which slides are presented. To do this, click on the Slide View button in the workspace view buttons. You can drag any slide you wish to another part of the presentation. You can also change the time and effects between one slide and the next using the Object bar of this workspace.

10) In this step, we will save the presentation we created. To do so, go to the main menu and select the File -> Save option. The file Save As dialog box will appear. In this dialog box, check that the Automatic file name extension option is marked. Enter the name you wish to use to save the presentation without adding an extension and click on Save.

Figure 12. File Save As dialog box



### **1.2.3. Displaying the presentation**

We can view the presentation we have created by clicking on the Start Slide Show button of the workspace view buttons in the top right of the screen, by pressing **F9** or by selecting the Presentation -> Presentation main menu option.

We can quit the presentation by pressing **ESC**.



## 2. Adding content to the presentation

One of the keys to working with presentations is the correct use of text, as these are the items that will allow us to explain concepts and express our ideas to our target audience.

### 2.1. Adding items of text

To add text to presentations created from scratch, the required steps are: to define the editing options, create a text frame (if necessary) and, lastly, to write the text.

#### 2.1.1. Defining editing options

To define the editing options, go to the program's Option bar. To enable the Option bar, select the View -> Toolbars -> Option Bar menu option. An option is turned on if the corresponding button is recessed.

When you use Open Impress and Open Draw, you will probably find that the best option is to mark only the option Double-click to edit text to avoid confusion when working with other items.

The available options are as follows:

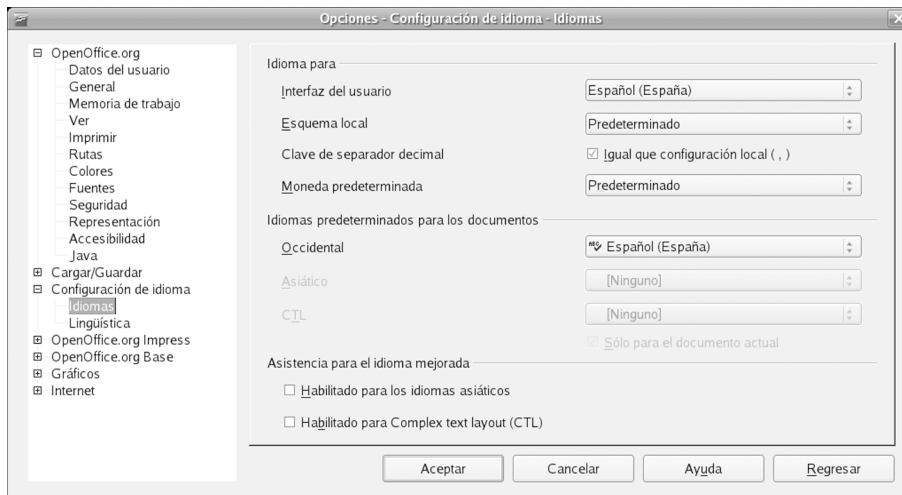
- The **Allow Quick Editing** option is used to edit a text simply by clicking once on it. This option can make it difficult to interact with the other elements of the slide. One of the things it does, for example, is that it makes it much harder to select text frames.
- **Select Text Area Only** is an option that, when enabled, tells the program that we cannot click on a text to select the entire text frame and move or delete it. To select a frame, we must first switch to text editing mode by clicking or double-clicking on the text frame. It is best not to use this option unless you very rarely use text frames.
- **Double-click to edit Text** allows us to edit texts quickly by double-clicking on them with the mouse. With this option, we will never accidentally select text when we actually wanted to work on other elements of the slide.

Now that we have seen all of the options available in the program, we need to set our editing options. To make life easier, we generally recommend only selecting the last option and turning the other two off.

### 2.1.2. Creating a text frame

Text frames are the spaces in which the slide text is inserted and which let us know its position inside the composition. OpenOffice.org can create horizontal and vertical text frames. To turn on vertical text, choose the Tools -> Options -> Language Settings -> Language main menu option and check the Enabled option in the Asian languages support section.

Figure 13. Language settings dialog box



We do not generally recommend creating your own text frames for presentations because the slides or templates you use already come with their own text frames. There is a very simple reason for this. It is much quicker and easier to create professional presentations using predefined text frames than it is to create text frames with the program's tools.

This is because the templates and slides contain a wide range of formatting options that would take a long time to reproduce. Another feature of templates is that the text frames are visible even when they have no text inside, which is not the case when we create new text frames with the text tools.

The items needed to work with text frames are located in the Text button of the Main toolbar, to the left of the workspace. When you click and hold the left mouse button on the text button, the Text items bar will appear.

Figure 14. Text items bar



The three buttons on the text items bar are as follows:

- The **Text** button creates a text frame, which is very useful when we want to control text wrapping in the frame, such as when we want to define a specific line size. This will generally be the tool to use for creating most text frames in presentation slides.
- The **Fit Text to Frame** tool can be useful in small text frames or if we want to quickly and roughly define the size of the text in a frame. The text adapts more or less to the size of the frame we draw. However, the lines of text do not adjust to the frame. The text begins in the centre of the frame and extends both left and right as you type, even spilling outside the borders of the workspace.
- The **Callouts** button draws a line and a text frame at the same time. To use this feature, click on the spot where you would like the line to begin and drag it to the area where you want to enter the text. You can adjust the size of the frame and double-click inside it to enter the text. By default, the lines of text do not wrap to the frame but this can be changed by right-clicking the text and selecting Text from the context menu, followed by Fit width to text in the Text tab. We shall see this dialog box in a moment.

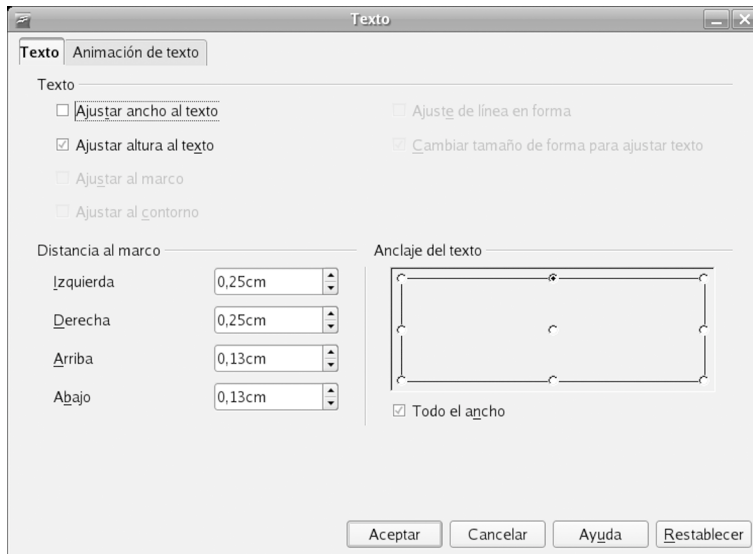
If you have enabled Asian languages support, these buttons will be duplicated for horizontal and vertical text.

### 2.1.3. Modifying text frame options

The following procedure can be used to modify the options for any text frame, regardless of whether you created it yourself or it came from a presentation or slide template. These options also apply if you have inserted text in an object by double-clicking on it. The steps required to modify these options are as follows:

- 1) Go to Drawing View by clicking on the Drawing View button in the workspace view buttons.
- 2) Select the text frame or object you wish to customise and choose the Format -> Text option from the application's main menu. This will bring up the Text frame properties dialog box. After making the necessary changes, click on OK and close the window.

Figure 15. Text frame properties dialog box



We will now look at the configuration options in this dialog box:

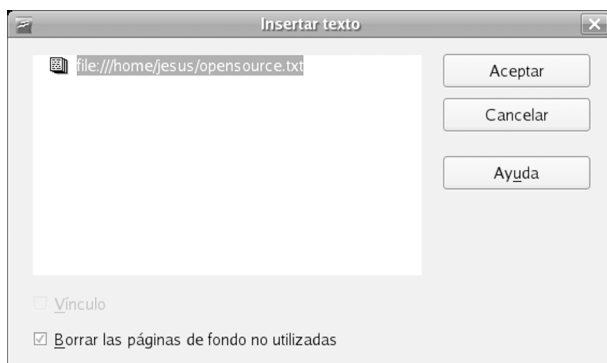
- The **Fit width to text** expands or narrows the text frame to adjust the widest line of text to the text frame. If the width of the text changes, the frame will adjust to fit while the number of lines of text will remain the same.
- If you select the **Fit height to text** option, the text frame will be lengthened or shortened to fit the highest text in the text frame. The frame will adjust to changes in text height.
- The **Fit to frame** option adjusts the size of the text to fit the area of the drawing or text object.
- The **Adjust to contour** option is related to the FontWork tool contour. When this option is selected, the text disappears and only its outline is visible.
- The **Spacing to borders** section is used to enter the distance required between the text and the selected object. Negative values can be used, which will make the text spill out of the text frame.
- In the **Text anchor** section, you can indicate the position of the text in the text frame. If you select the Full width option, the text will be scaled to fill the entire object.

### 2.1.4. Writing the text

This is clearly the most important part of creating the presentation because this is where we write the ideas we want to get across. There are several ways of entering text in OpenOffice.org, which we shall now look at in turn.

- The first is the most obvious option: we can **type** the text inside a text frame by double-clicking on the frame to enter the contents of our presentation. Remember that the way we access the text inside the frame may vary according to the editing options we defined.
- We can also add content **by inserting a file** in the presentation. The contents of this file will be automatically imported into a new frame. If you import contents from a file in HTML format, links to web addresses will continue to work in the presentation, which can be a bonus. To insert a text file, click on the Insert File button that appears when you click and hold on the Insert button of the program's Main toolbar. In the Insert File dialog box, you can select the file you wish to insert. The Insert Text dialog box will appear.

Figure 16. Insert Text dialog box



The selected file will appear in the Insert Text dialog box. You can check the Link option here if you need to. When you create a link, you are only linking the inserted file to the presentation; the file contents will be automatically updated in the presentation every time this file is edited. On the downside, problems will occur if you change the location of the file as the presentation will no longer be able to display it. Therefore, be very cautious about linking to remote websites, since you will need a permanent Internet connection to access their contents.

- The **pasting text** from another document option is usually quicker and more satisfactory than importing a file. To paste text, simply position the cursor inside the text frame and use the **Ctrl+V** key combination or use the Edit -> Paste menu option. If you do this outside a text frame, the program will create a new frame.

- A less orthodox option is to **write text inside an object..** Simply double-click and start writing. The text will spill outside the borders of the object, so you need to keep an eye on the size of the font. You can also right-click the text and select the Text -> Fit to frame option we looked at earlier.

## 2.2. Inserting graphics

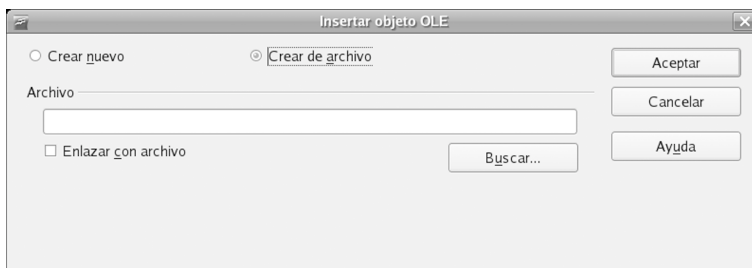
We can insert empty graphics frames in presentation slides, which we can then manually edit, or we can insert existing graphics files, which is the method that we will describe here. The steps for inserting graphics from files are as follows:

- 1) Click on the Insert Graphics button from the toolbar displayed when you click and hold the Insert button of the program's Main toolbar. You can also use the Insert -> Graphics main menu option.
- 2) Select the file you wish to insert and click on Open.

If, on the other hand, you would like to insert a drawing in the current slide, the steps are as follows:

- 1) Go to Drawing View by clicking on the Drawing View button in the workspace view buttons.
- 2) Choose the Insert -> Object -> OLE Object main menu option.

Figure 17. Insert OLE object dialog box



- 3) In the OLE object dialog box, you can create a new object or you can create one from an existing file. If you choose to create one from an existing file, the contents of the selected file will be inserted in the current slide.

## Summary

In this introduction to Open Impress, we have seen how to create slides and presentations quickly and easily using OpenOffice.org's program for the creation of presentations. We now know that these are available on the Internet and that we can create our own.

We have also seen the procedure for adding content to presentations created automatically. With what we have learnt in this unit, although merely an introduction, we should now have a solid basis for creating a whole range of presentations with this program.





# Open Draw. Drawing with OpenOffice.org

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## Introduction

Unlike Microsoft Office, the OpenOffice.org program has an excellent tool for creating vector drawings and editing graphics called Open Draw. This program is halfway between poorer programs like Paint and top-of-the-range applications like GIMP and Photoshop. Open Draw is easy to use and offers users several advanced features. In this introductory section, we will describe its key features, which include:

- **Creation and formatting of a wide range of objects.** Open Draw offers the possibility of working with and formatting 2D and 3D graphics, lines, text etc.
- **Integration with other applications.** Open Draw's drawing features and utilities can also be accessed from Open Writer, Open Calc and Open Impress, allowing us to use them directly in any OpenOffice.org document.
- **Full text formatting.** Just as the drawing tools are available in other components of OpenOffice.org, most of the features of Open Writer can be accessed from Open Draw. This means that we can use styles with the objects, lines and texts that we create.
- **The FontWork utility** We can use this to create stunning text effects, such as curves and distortion.
- **Inserting files, OLE objects and graphics.** We can insert a wide range of file formats in Open Draw, as well as OLE objects such as charts and spreadsheets.
- **File formats.** Besides being able to import and export many graphics formats, we can also export Open Draw and Open Impress documents to HTML format. We can also export to the EPS and SVG formats, the latter being an XML-based scalable vector graphics format.
- **Creating basic objects** If we don't want to complicate matters and just want to do simple drawing operations, the standard polygons are very easy to use.
- **Special effects.** Special effects and filters can be applied to graphics created with the program.

- **Colour.** We can control all aspects of colour and apply different conversions, such as greyscale or black and white. Certain colours in an image can also be swapped for others.

The main aims of this unit are:

- 1) to familiarise students with the use of the key drawing functions of Open Draw by creating a sample document, and
- 2) to describe the process of creating and formatting the most common drawing objects.

## 1. Basic use of the program

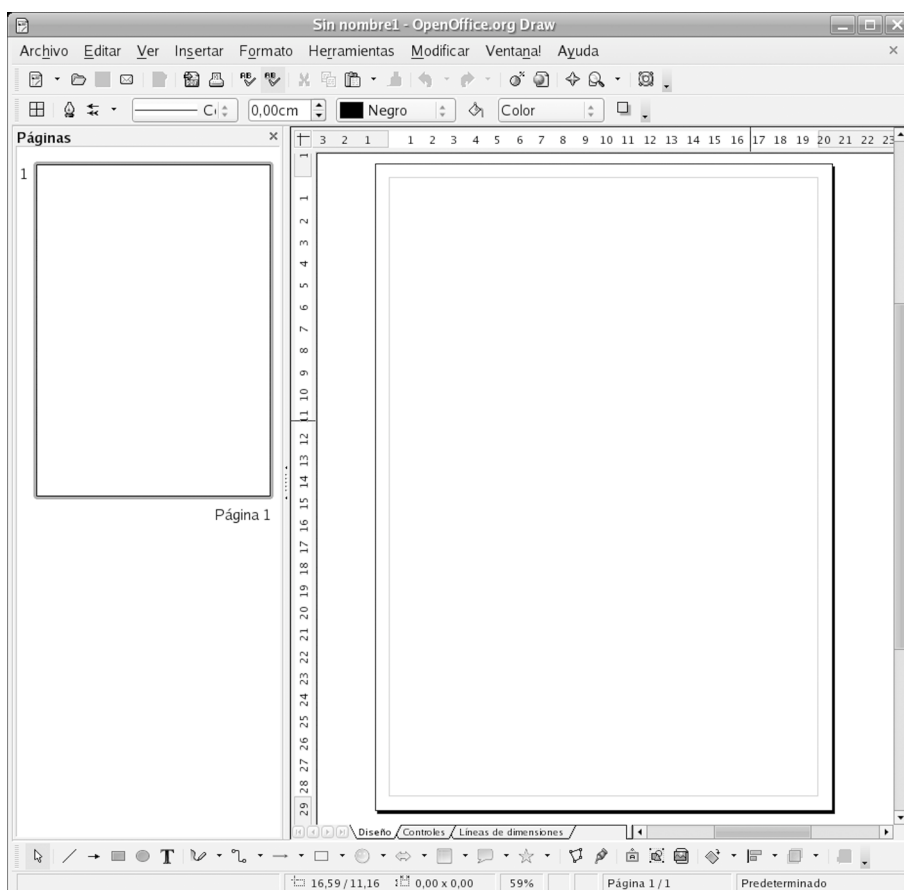
Open Draw can be launched from any OpenOffice.org application by selecting the File -> New -> Drawing menu option.

Tips can be very useful for learning about the different features of the program. Tips are displayed for each of the labels and buttons on the screen. You can enable or disable this option using the Help -> Tips menu option.

### 1.1. The working environment

As with the other applications, if you need help with a dialog box or window, you can always click on the Help button or press F1.

Figure 1. The Open Draw working environment



We will now describe the diverse elements in the program's workspace:

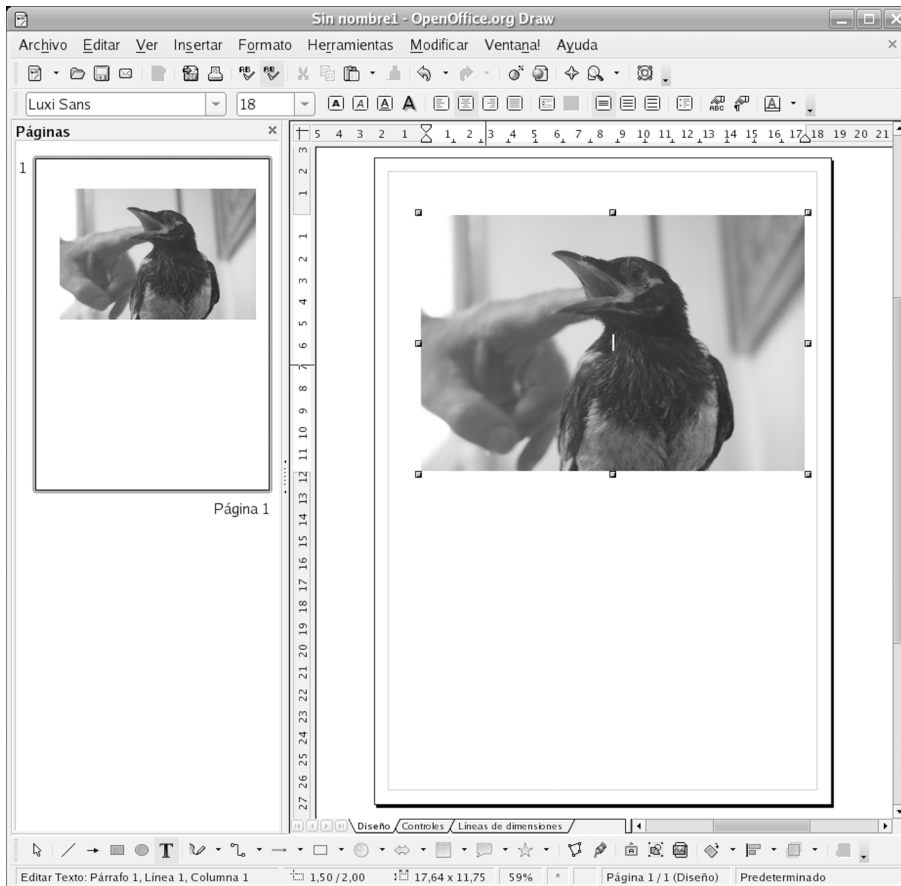
- The **Menu bar** contains the various actions that can be carried out globally across the OpenOffice.org program and those that are specific to Open Draw.

- The **Function bar** indicates the full path of the file being edited and provides a shortcut to the program's global features.
- The **Object bar** is used to control object attributes. When we work with different objects, the Object bar will change to display the attributes of the selected object. For example, if we are using text tools, the Object bar will display the text formatting tools.
- The **horizontal and vertical rulers** indicate the dimensions of the page and the objects on it. The units of measurement units of these rulers can be changed very quickly by right-clicking on them.
- The **Main toolbar**, positioned vertically down the left-hand side of the document, gives users quick access to the most common functions. It can be used to create and align objects, insert new objects and much more. To display all of the features of the buttons on this bar with submenus, hold down the mouse button as you click on them.
- The **Options bar** can be used for accurate customising of the position of text, lines and objects in the drawing, as well as some more advanced options.
- The **Color bar** is used to select the colour of an object as you would with the Object bar but is more intuitive and much quicker.
- The **Status bar**, located at the bottom of the screen has a number of functions, which include displaying page numbers, applying page styles (by right-clicking on Standard), changing the **zoom** percentage and changing the default type of text selection.

We have just described the Open Draw workspace but the program has a second workspace for working with graphics. In this workspace, the Object bar can be used to make a number of changes to an image, such as adjusting colours, converting it to black and white or rotating it.



Figure 2. The Open Draw working environment for images



If you click on the magic wand button to the left of the Object bar, you will access the program filters that can be applied to the image you are editing. Another very useful Open Draw tool is the eyedropper, which can be used to replace a colour in an image with another of your choice. To use this feature, select the Tools -> Eyedropper main menu option.

Figure 3. Eyedropper dialog box



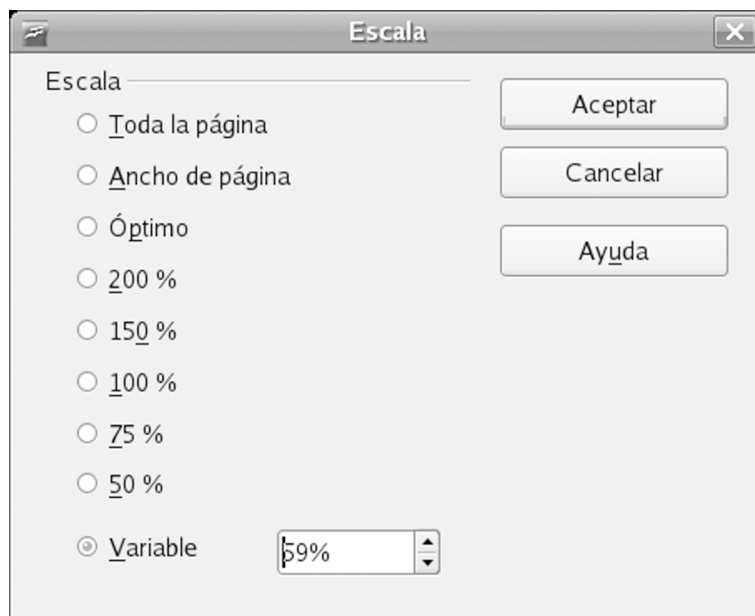
Once inside the Eyedropper dialog box, click on the Eyedropper button in the top left of the dialog box, then click on the first colour you wish to replace and enter the tolerance in this same dialog box. It is best to play it safe by starting with a tolerance of 10% and working your way up if the results are not to your satisfaction. In the Replace with field, select the colour you want to replace the original one with. Finally, click on the Replace button to change the colour.

## 1.2. Creating a sample drawing

We will now create a sample drawing to discover the basic features of the program and familiarise ourselves with its workspace. Follow the steps below closely for this:

- 1) Launch OpenOffice.org and create a new drawing document by selecting the File -> New -> Drawing option from the main menu. This will open a new window with a blank drawing document.
- 2) In the program's status bar, double-click on the value indicated as the percentage of **zoom**. This will bring up the document scaling settings dialog box. Enter a Variable scale of 90% here.

Figure 4. Document scaling settings dialog box



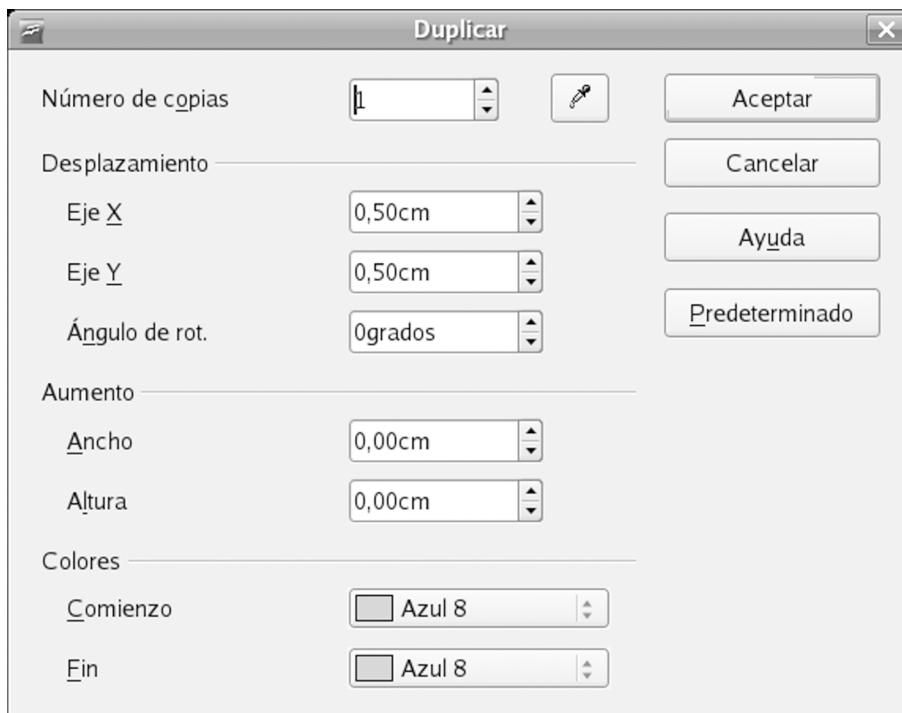
- 3) Click on the Rectangle button on the Main toolbar and hold down the mouse button until the Rectangles bar appears. Click on the filled rectangle, which is the normal Rectangle button. Draw a rectangle in the new document.
- 4) In the Object bar, change the colour of the border using the Line Color drop-down menu. Use any colour for the new border.

5) Return to the Object bar and select the Gradient option from the Area Style/Filling drop-down menu and then select a gradient from the list of gradients in the Area Style/Filling field.

6) Go to the program ruler and right-click on it. Make sure that the unit of measurement is centimetres. If not, change it.

7) If the rectangle is not selected, do so and select the Edit -> Duplicate main menu option. Make a copy of the rectangle and place it 5 centimetres to the left of the original.

Figure 5. Object duplicate dialog box



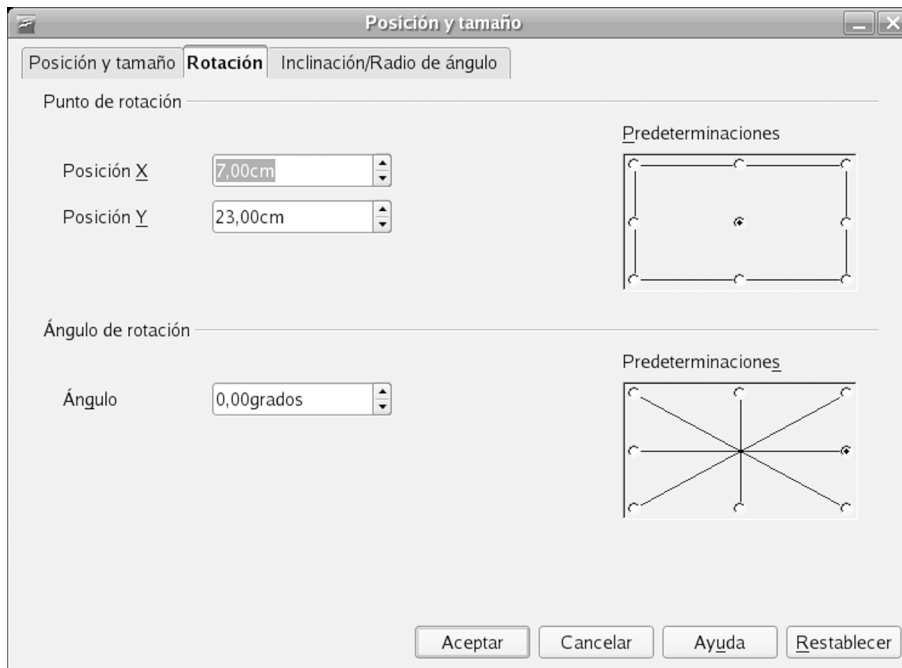
The main features of this dialog box are as follows:

- The **Number of copies** field is used to enter the exact number of copies we wish to make.
- The **Placement** section allows us to indicate where we want to create the new copy, defined as the distance from the top left of the original object.
- In the **Enlargement** section, we can enter the enlargement factor to apply to each subsequent copy.
- In the **Colors** section, we can choose a start and end colour so that the colour of the objects gradually changes from the first to the second.

- When we click on the **Values from Selection button**, the attributes of the current object will be automatically entered in the dialog box fields.

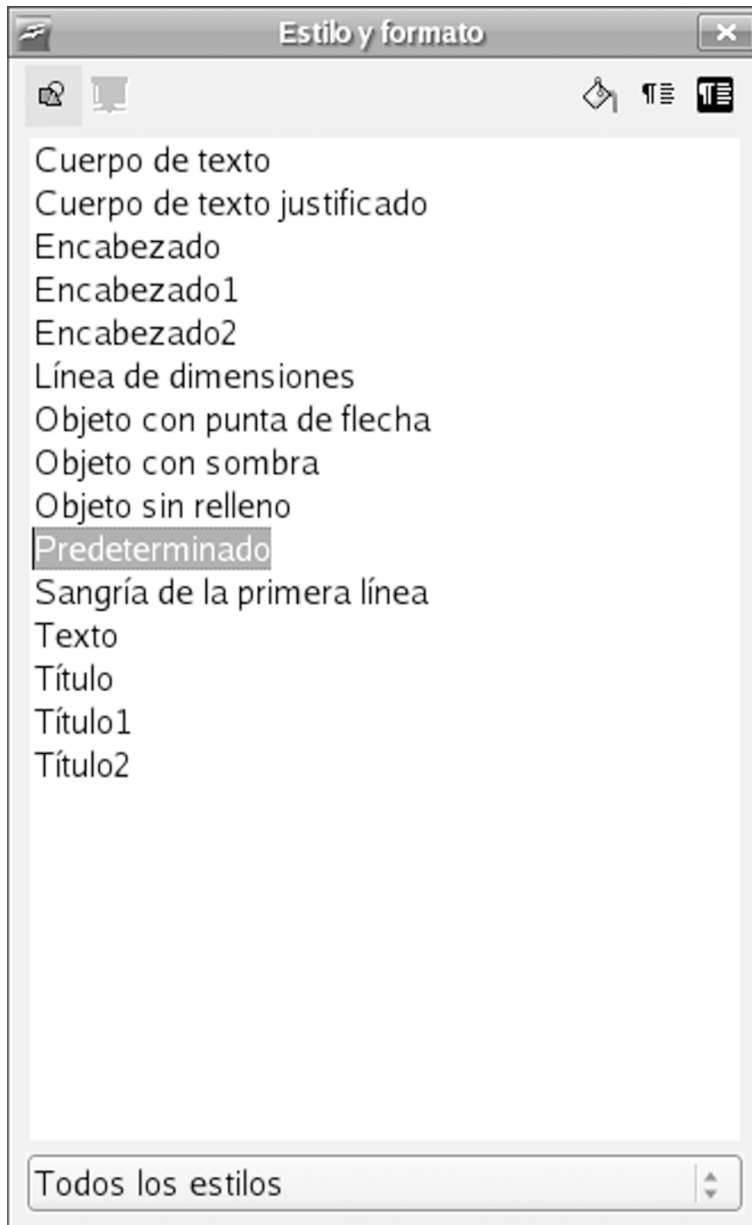
8) Select one of the two rectangles you have created and right-click on it. In the context menu, select the Position and Size option. In this dialog box, go to the Position and Size tab and increase the size of the rectangle by 10%. Then go to the Rotation tab and rotate the rectangle 45° on its bottom left-hand corner.

Figure 6. Rotation tab in the Position and Size dialog box



9) Enable the Stylist by pressing **F11** or selecting the Format -> Stylist menu option. Select a rectangle and double-click on the Object without fill format. The rectangle will change to the new style.

Figure 7. Stylist showing the graphics styles

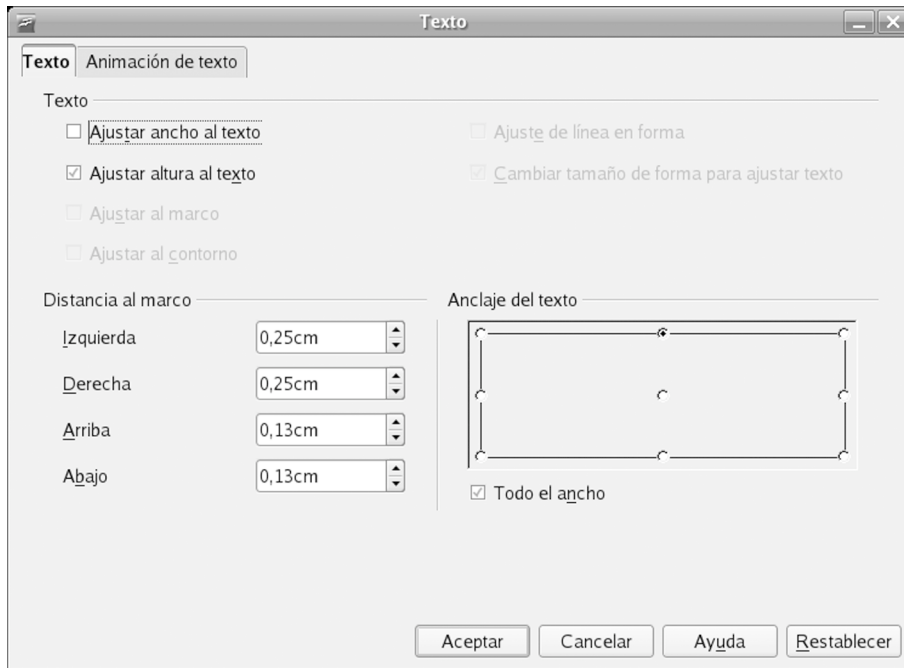


10) In the Main toolbar, press the Connector button and connect the left-hand side of the first rectangle to the right-hand side of the second one.

11) We will now convert one of the two rectangles into a 3D rotational object. To do this, right-click on the rectangle and select the Convert option from the context menu, followed by To 3D rotation object.

12) We will now enter some text. Do not select anything and go to the Main toolbar and click on the Text button. Click on the workspace and enter the following text: "This is a text test". The text frame will grow to fit the text inside it. To spread the text over more than one line, select it and right-click to bring up the context menu. Choose the Text option from this menu and unmark the Fit width to text option.

Figure 8. Text frame properties dialog box



13) Click again on the Text button of the Main toolbar and create a text frame in the document approximately 3 centimetres high by 5 centimetres across. Position the cursor inside it and type: "We will now see how this text frame behaves with line wrapping". When you drew the new text frame, the frame was set at the specified horizontal measurement but automatically grows to accommodate the new lines of text.

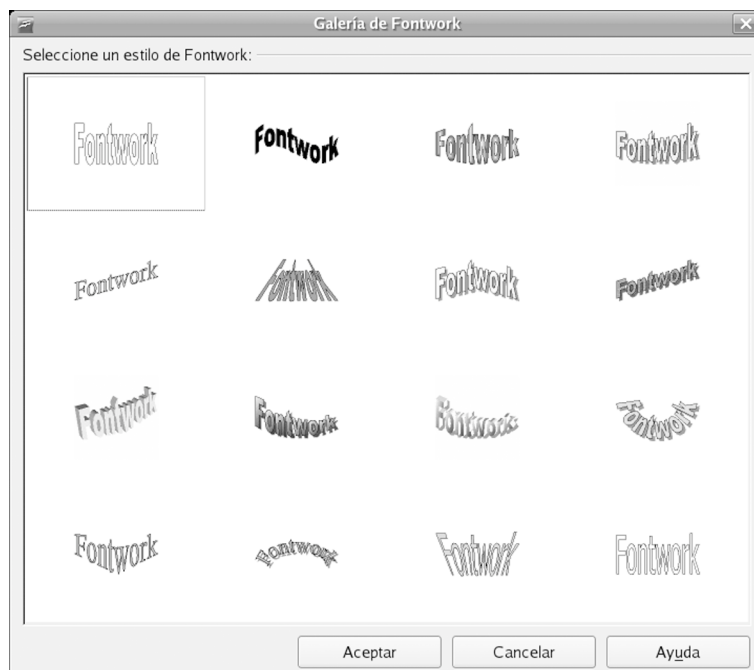
14) Select the text you have just typed, right-click on it and choose the Character option from the context menu. You can also access this dialog box from the Format -> Character main menu option. In this dialog box, select the Con-ga font, size 12 points and colour blue.

Figure 9. Character properties dialog box



15) We will now look at how to change the text using the Object bar. In this bar, change the font to Bitstream Vera Sans size 23 points and colour red. Right-click the text frame and select the FontWork option. Curve the selected text using any button and then close the dialog box.

Figure 10. Fontwork dialog box



The top part of the window contains the buttons for curving text horizontally, vertically and in a circle. If you cannot see all of the available buttons, use the vertical scroll bar.

The second row of buttons is used to align the text at all of the angles shown. The third row of buttons can be used to select the direction of the text.

Other options in this tool are:

- The **Orientation** button, used to rotate the text horizontally to vertically and vice versa
- The **Distancefield**, used to enter the distance between the text and the line of curvature, if there is one.
- The **Indentfield**. If you chose to align the text to the left or right, you can enter the distance from the end of the text to the corresponding end of the line of the curve or object.
- The **Contour** button, used to indicate whether to display the contour line next to the text.
- The **Text Contour** button, used to give the selected text a contour.
- The **Shadow style** buttons are used to turn shadows on or off. We can indicate the distance between the shadow and the text in these fields. We can also select the colour of the shadow in the Shadow Color list.

16) Double-click the rectangle you did not convert and enter the following text: "We are writing a long text to explain another one of the program's features". If the text is illegible because of the object's angle of rotation, go back to the Position and Size option and change it.

17) Right-click the rectangle and select the Text option from the context menu. Then select the Fit to frame option. The text will be too small to read. Return to the same dialog box and select Adjust to contour.

18) Move the 3D rectangle so that it covers part of the other rectangle. If it is underneath the other rectangle, right-click it and select the Arrange -> Bring to Front option to position it on top of the other rectangle.

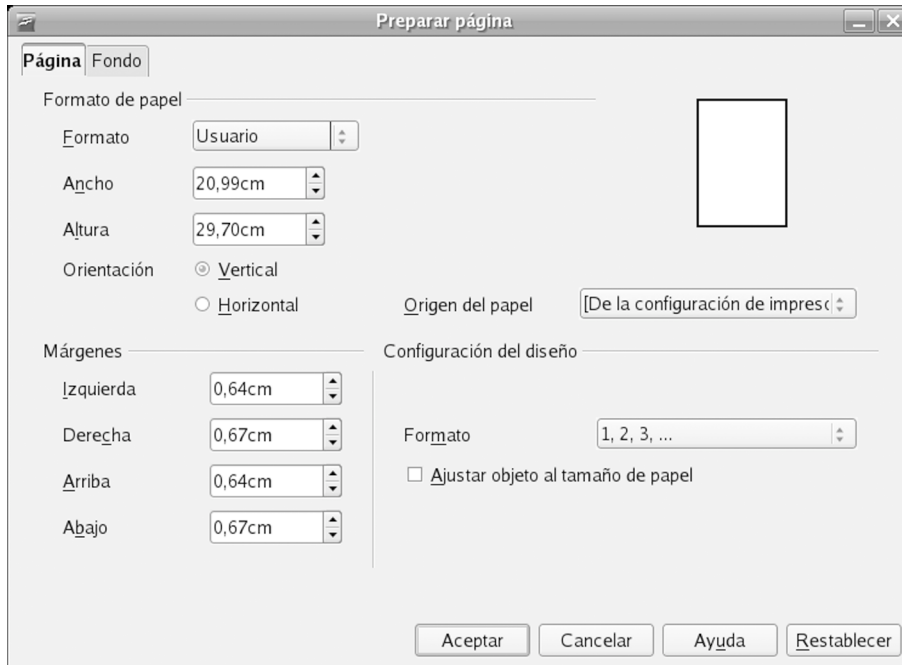
19) Click on the Curve button in the Main toolbar and hold down the mouse button until the Curves bar appears. Click on the Curve, Filled button and draw a filled polygon. Double-click to stop drawing.

20) Go to the Edit Points button on the left of the Object bar. Click on it and then select one of the object's handles. Drag the handles to change the shape of the polygon.



21) Draw a new rectangle with rounded corners that reaches the four page margins. Go to the main menu and select the Format -> Page option. Go to the Page tab and select Landscape orientation. Click on OK.

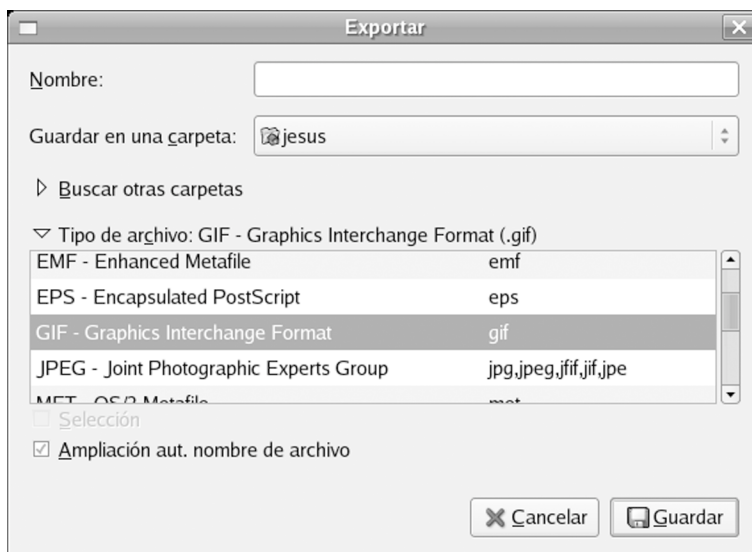
Figure 11. Page tab of the Page Setup dialog box



22) You will see that the rectangle you have drawn has not changed to fit the margins. To fit the rectangle to the page margins, you need to select the Fit object to paper format option when changing the page orientation.

23) We will now deal with the topic of saving the graphics we have created. Go to the main menu and select the File -> Export option, leaving the two export options selected.

Figure 12. File Export dialog box



## 2. Creating drawings with basic objects

Open Draw can be used to draw basic shapes such as rectangles or ellipses very quickly and easily. You simply need to select the corresponding option from the Main toolbar.

The toolbar buttons do not always display the same image because they display the last tool you selected. This means that you do not always have to drop down all of the available options in drop-down buttons.

### 2.1. Use of basic drawing tools

The easiest tools to use are the ones for drawing rectangles and ellipses. To use these, simply select the contour or shape you wish to use from the drop-down list and draw the object in your workspace.

You can also draw a rectangle and change its borders to round the corners. The steps for doing this are as follows:

- 1) Select the object you wish to round.
- 2) Click on the Edit Points button on the left of the Object bar.
- 3) The text handles will change and one of these will increase in size. When you click on the biggest handle, the mouse cursor turns into a hand and you can drag the handle to round the edges symmetrically.

The tool for drawing an arch or filled segment is particularly complicated to use, so we will look at the steps required to do this now:

- 1) Click on the Ellipse button in the Main toolbar and select the shape you wish to draw.
- 2) Draw the circle or ellipse in the document.
- 3) When you release the mouse button, the radius will appear and the mouse pointer will adopt the form of a cross. You now need to click on the shape where you want to make the cross-section.
- 4) The program will draw this line and another, movable radius will now appear, which you need to move to the point on the shape where you want the next cross-section to be made. The shape you have created will

appear when you click. You can change the size to suit your needs using the handles.

## 2.2. Applying attributes with the Object bar

When working with drawing objects, we can format selected objects very quickly using the program's Object bar, which automatically adapts to our selection.

Figure 13. Open Draw Object bar



The formatting options of the Object bar are as follows:

- **Line Style, Line Width** and **Line Color** can be used to indicate whether we want to include a border with the selected object. If so, select one from the line style field. The Line Width and Line Color lists can be used to define the attributes of the line.
- In the **Area Style/Filling** list, we can define the Invisible, Color, Gradient, Hatching and Bitmap options. When one of these is selected, the previous style will be removed. In the list to the right of this, you can choose from the OpenOffice.org options for each of these categories. If the Color category is selected, the program will display the same colours as the Color bar, but with their names.
- The **Shadow style** button simply enables or disables this object attribute.

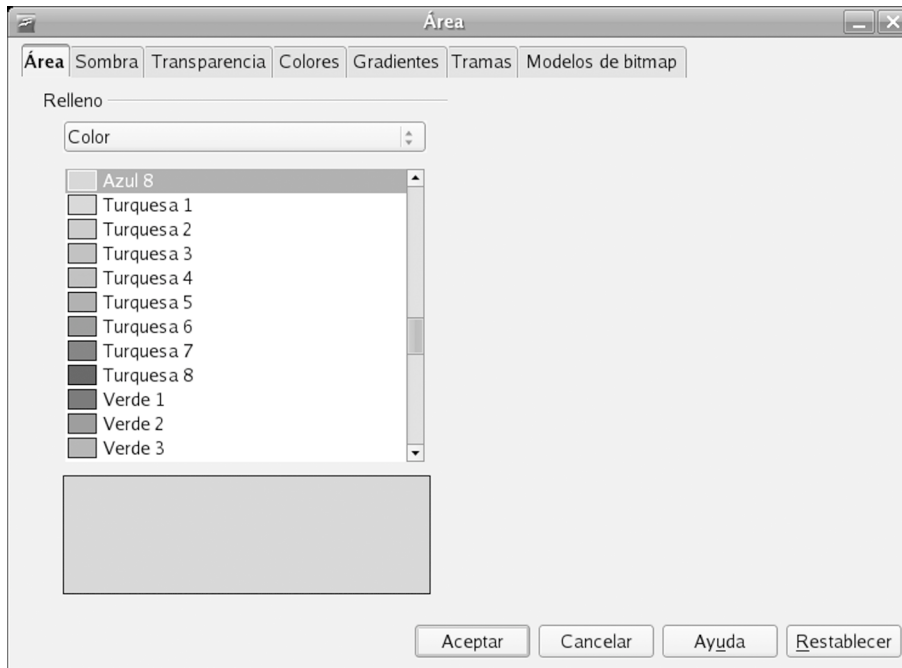
## 2.3. Applying fill attributes with the Area dialog box

All of the options we have just seen can be customised with advanced settings in the Area dialog box, which can be accessed from the following menu option: Format -> Area, in the Area tab.

If we select the None option in this dialog box, no settings options will be available because the selected object will not be filled.

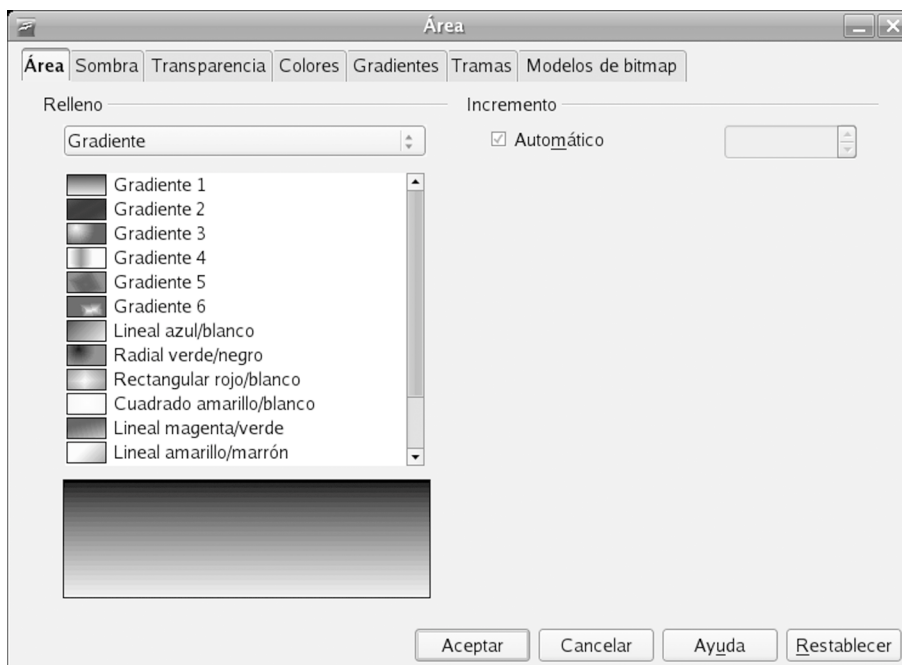
However, if we choose one of the other options, we will see that the contents of the dialog box change automatically.

Figure 14. Area dialog box Color option



With the Color option selected, simply choose the colour from the program palette that you wish to use. In previous units, we saw how to modify the palette to add custom colours using Tools -> Options...-> OpenOffice.org-> Colors.

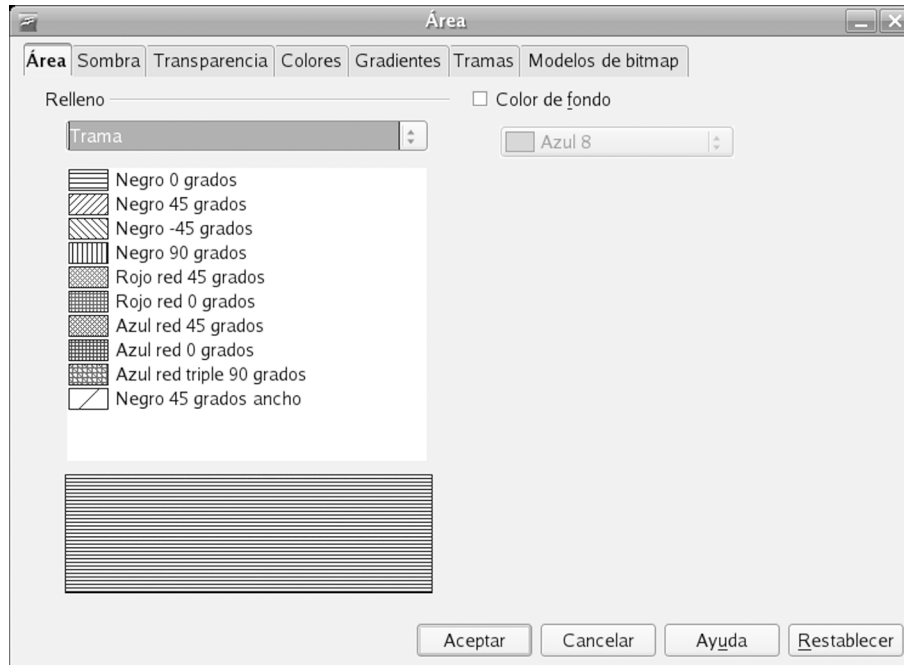
Figure 15. Area dialog box Gradients option



If you select the gradient option, you must then select the type of gradient you wish to use from the list. You can then select Automatic, whereby OpenOffice.org creates the gradient automatically or, if you unmark this op-

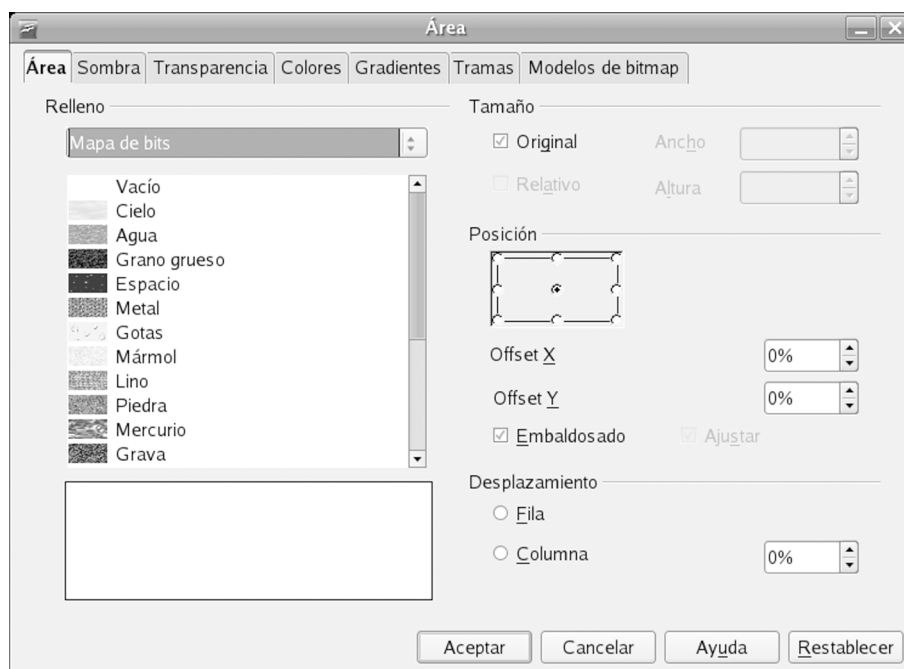
tion, you can enter the number of changes in colour tone you wish to apply. The more changes, the smoother the gradient. The maximum number of changes is 256.

Figure 16. Area dialog box Hatching option



With the Hatching option, you need to select a style of hatching from the list of options and indicate whether you want to use a background colour. If you do not select a background colour, the background will be transparent.

Figure 17. Area dialog box Bitmap option



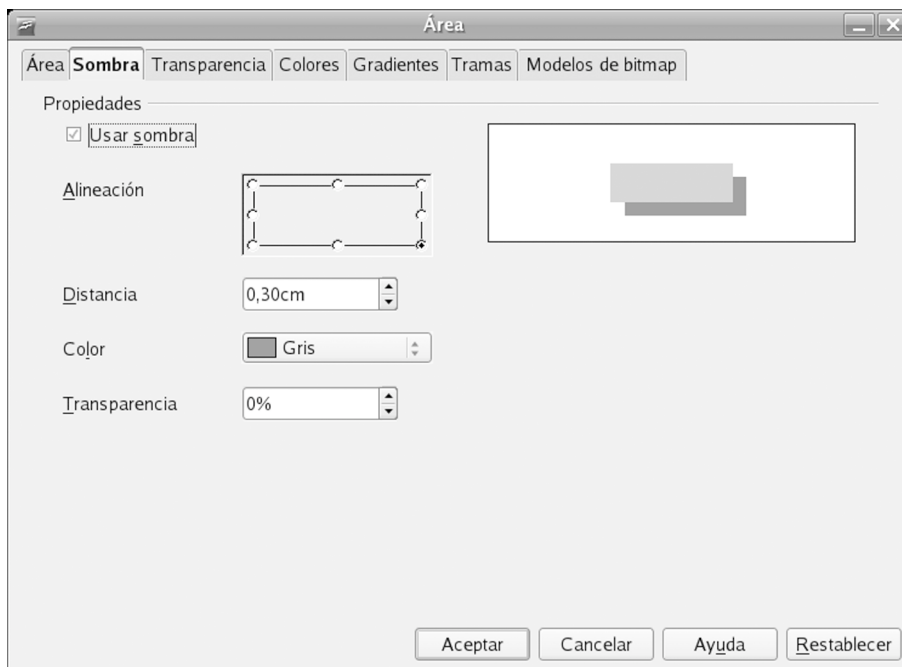
The Bitmap screen and its options is rather more complicated than the others, so we will split up our explanation into different sections:

- In the **Size** section, we can select the Original option to maintain the size of the bitmap. If you wish to modify the size, unmark the Original option and enter your width and height measurements for the bitmap. You can also check the Relative option and enter the percentage of the height and width of the bitmap you wish to use.
- In **Position**, you can change the spot where drawing of the bitmap begins. This percentage relates to the bitmap rather than the object we want to apply it to. If you select the Tile option, the bitmap will be repeated all along the surface of the object. We can also select Autofit to adjust the size of the bitmap to the size of the object.
- In the **Offset** section, we find the options to control where the bitmap is applied or where bitmap tiling begins, working out from the centre of the object.

The result of our selections is displayed in the top right of the screen.

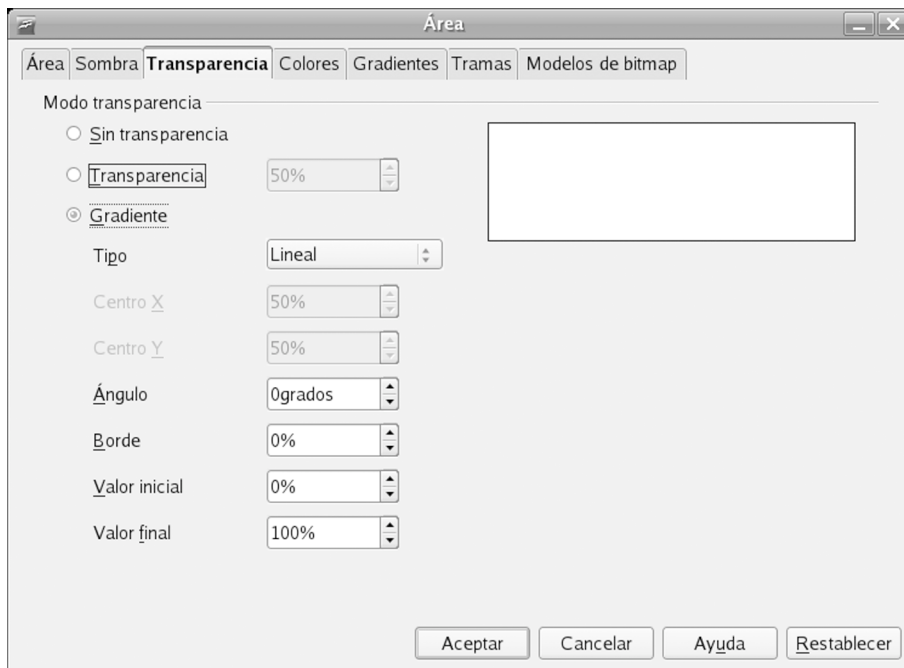
This same dialog box can also be used to modify the shadow and transparency options of objects from their respective tabs. We will now take a look at these.

Figure 18. Area dialog box Shadow tab



The Shadow tab is used to enable or disable shadows by selecting or unselecting the Use shadow option. We can also select its position, the distance of the shadow from the object, the colour and the transparency percentage we would like it to have.

Figure 19. Area dialog box Transparency tab



In the Transparency tab, we can select the mode of transparency we wish to use. With linear transparency, we can control the level of transparency with the percentage in the linear transparency field. Gradient transparency is also controlled in the fields in the gradient transparency section.

For some transparency modes, we need to enter centre coordinates so that the centre of the colour gradient can move along these coordinates. With less than 50% it moves left and up while with over 50%, it moves right and down.

To enter the value of the colour gradient angle, type in a number from 0 to 360°.

If the gradient colour is to have a border, the size of this should be entered too.

In the last field of this tab, we need to enter a start and end value for the intensity of the colour gradient. This value must be at least 0 percent.

## 2.4. Creating and formatting lines

Open Draw has different types of lines that we can use in our work. They include simple lines, connectors and diverse types of curves, and different attributes can be applied to each of these.

The steps for drawing a line are as follows:

- 1) Click on the Lines and Arrows button on the Main toolbar and hold down the mouse button until the Lines bar appears. Click on the type of line you wish to use.

- 2) Draw the line and use the handles to adjust it if the result is not quite what you had in mind.

If you would like to draw a line at an angle, select the button with the cross image to draw lines at horizontal, vertical or 45° angles.

### 2.4.1. Applying attributes to lines using the Object bar

As always, the easiest and fastest way to apply attributes to a line is to use the program's Object bar.

Figure 20. Open Draw Object bar



We will now look at its possibilities.

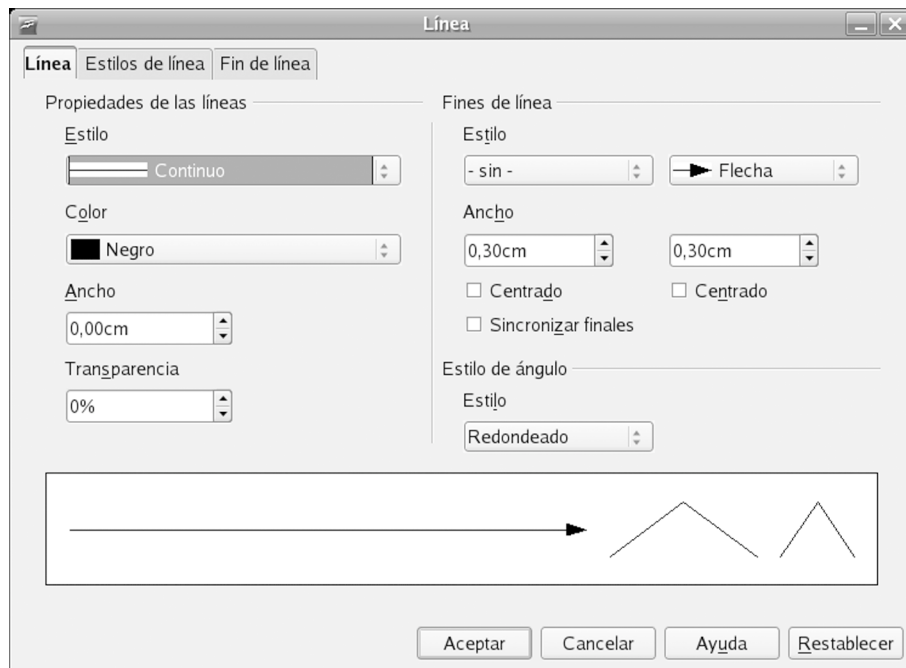
- In the **Arrow Style** list, we can specify the desired shape of the ends of the line.
- In **Line** we must select a style, such as Invisible or Continuous or any of the patterns from the list.
- In the **Line Width** field, we must enter the line width measurement. The unit of size used will depend on the system of measurements selected in OpenOffice.org.
- In **Line Color**, we can specify the line colour using the list of colours in the system palette.

### 2.4.2. Changing attributes in the Line dialog box

If, after drawing a line, you wish to modify its attributes to precise values, you will need to go to the Line dialog box, which you can bring up using the Line button on the Object bar. You can also bring up this dialog box by right-clicking on the line you have drawn and selecting the Line option from the context menu.



Figure 21. Line attributes dialog box



In this dialog box, you can select the type of line, colour and width, besides a range of other options:

- By choosing Center positions in the Arrow styles section, we will centre the arrow or line beyond the end of the line, making it bigger than we originally specified.
- If we select a value greater than 0% in the Transparency field, we will enable line transparency to the degree determined by the number we entered.
- If we mark the Synchronize ends option, both ends of the line will look the same.

## Summary

We have now seen the basics of OpenOffice.org's drawing tool and learnt how to carry out basic drawing operations by creating a sample document.

We have also learned how to format and create the basic shapes offered by the program. This unit has not covered text formatting and composition tools because these topics were discussed in the previous units and the procedure is exactly the same in this application.

Similarly, everything that we have seen here on drawing tools can be applied to text documents and spreadsheets.

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