Index

Symbols

\[ 1 = ^\ast/ + - = 560 \]

###

- in spreadsheet cells 529
- turned into underline 130
- \$ (absolute cell reference marker) 568
- ) in formulas 561

Numerics

0 values, hiding 541
1/2 to .5, changing 530
1/2, 1/4, 3/4 125
1st, 2nd, 3rd, 4th 124
3D

- 3D effects window 810
- attributes, applying changes 811
- changing angles and rotating 808
- charts, rotating 596
- conversion options 824
- conversion using Effects tearoff menu 826
- conversion, example 828
- converting polygons to 825
- converting text to 821
- cool effects 809
- display 118
- display options 118
- formatting 3D objects 810
- geometry, modifying 811
- objects, creating 808
- objects, merging 809
- rotation object, converting curves to 825
- **3D Controller icon** 711, 715
- 45-degree icon 767

A

- **absolute**
  - cell references 568
  - cell references, applying 509
  - paths 471
  - URLs 138
- **accepts** 189
- **Accept or Reject Changes window**
  - Calc 621
  - Writer 421
- **accepting**
  - document changes (Calc) 621
  - document changes (Writer) 420
- **Access**
  - ADO data source 897
  - database connection overview 854
  - syntax with ADO 898
- **Acrobat**
  - UNIX PDF setup 67
  - see also PDF
- **Active Server Pages WebCast options** 741
- **ActiveX Data Objects** 878
- **Adabas**
  - in 6.0 52
  - not in OpenOffice.org 9
- **ADD (Writer task bar)** 185
- (+) in formulas 561
- **AutoText categories** 183, 868
- cells automatically 564
- cells quickly 563
- dictionaries for spell check 193
- floating frames (Calc) 599
- floating frames (Writer) 240
- notes to documents (Calc) 622
- notes to documents (Writer) 423
- sheets to a spreadsheet 521
- text boxes (Writer) 239
- **Additional Settings for UNIX Printers option** 60
- **address books**
  - creating data source from, overview 879
  - creating data sources 900
  - migrating 46
- **ADO**
  - data source, creating 897
  - overview 878
  - syntax 898
- **Adobe Acrobat, see PDF**
- **After update event** 948
- **agendas**
  - creating with AutoPilot 176
- **aging filter**
  - example 841
- **algebraic ordering in formulas** 561
- **alignment**
  - Alignment field for animated GIFs 720
  - changing (object bar) 200
  - formatting icon (Impress) 686
  - objects 774
  - paragraphs 212
<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow Quick Editing icon</td>
<td>680</td>
</tr>
<tr>
<td>Along a Curve effect</td>
<td>714</td>
</tr>
<tr>
<td>alternative entry for concordance</td>
<td>347</td>
</tr>
<tr>
<td>ambient light example</td>
<td>812</td>
</tr>
<tr>
<td>Amount field animated GIF window</td>
<td>720</td>
</tr>
<tr>
<td>Analysis Addin function</td>
<td>14</td>
</tr>
<tr>
<td>anchoring graphics (Web)</td>
<td>466</td>
</tr>
<tr>
<td>objects (Writer)</td>
<td>304</td>
</tr>
<tr>
<td>Angle field duplicating object</td>
<td>817</td>
</tr>
<tr>
<td>gradients</td>
<td>805</td>
</tr>
<tr>
<td>hatches, creating and modifying</td>
<td>806</td>
</tr>
<tr>
<td>text in cells</td>
<td>544</td>
</tr>
<tr>
<td>transparency</td>
<td>767</td>
</tr>
<tr>
<td>animation animated GIFs</td>
<td>719</td>
</tr>
<tr>
<td>Animation window</td>
<td>720</td>
</tr>
<tr>
<td>enabling when running presentation</td>
<td>730</td>
</tr>
<tr>
<td>group options</td>
<td>720</td>
</tr>
<tr>
<td>moving object or text on specified path</td>
<td>714</td>
</tr>
<tr>
<td>annoying features activating and deactivating</td>
<td>124</td>
</tr>
<tr>
<td>AutoCorrect</td>
<td>123</td>
</tr>
<tr>
<td>turning off 128</td>
<td></td>
</tr>
<tr>
<td>any record field</td>
<td>865</td>
</tr>
<tr>
<td>apple crisp</td>
<td>347</td>
</tr>
<tr>
<td>applets adding to documents</td>
<td>485</td>
</tr>
<tr>
<td>adding to presentations</td>
<td>696</td>
</tr>
<tr>
<td>Insert Applet window</td>
<td>486</td>
</tr>
<tr>
<td>setup options</td>
<td>150</td>
</tr>
<tr>
<td>where to enter code</td>
<td>486</td>
</tr>
<tr>
<td>applications openable with program</td>
<td>511</td>
</tr>
<tr>
<td>running from presentation</td>
<td>719</td>
</tr>
<tr>
<td>Applied styles category Calc</td>
<td>555</td>
</tr>
<tr>
<td>Writer</td>
<td>250</td>
</tr>
<tr>
<td>Apply border option</td>
<td>125</td>
</tr>
<tr>
<td>Apply Numbering - Symbol option</td>
<td>125</td>
</tr>
<tr>
<td>Apply styles option</td>
<td>126</td>
</tr>
<tr>
<td>applying document changes</td>
<td>420</td>
</tr>
<tr>
<td>document changes (Calc)</td>
<td>621</td>
</tr>
<tr>
<td>styles (Calc)</td>
<td>557</td>
</tr>
<tr>
<td>arcs</td>
<td>762</td>
</tr>
<tr>
<td>Area window (Draw)</td>
<td>764</td>
</tr>
<tr>
<td>areas charts, filling</td>
<td>593</td>
</tr>
<tr>
<td>naming spreadsheet</td>
<td>611</td>
</tr>
<tr>
<td>arranging objects in layers 777</td>
<td></td>
</tr>
<tr>
<td>arrows drawing</td>
<td>767</td>
</tr>
<tr>
<td>style lists, where stored</td>
<td>793</td>
</tr>
<tr>
<td>styles, creating and modifying</td>
<td>791</td>
</tr>
<tr>
<td>ascending sort order (Calc)</td>
<td>575</td>
</tr>
<tr>
<td>Asian case evaluation</td>
<td>113</td>
</tr>
<tr>
<td>character formatting</td>
<td>207</td>
</tr>
<tr>
<td>default fonts</td>
<td>109</td>
</tr>
<tr>
<td>dictionaries, adding</td>
<td>110</td>
</tr>
<tr>
<td>enabling Asian language support</td>
<td>109</td>
</tr>
<tr>
<td>font setup</td>
<td>108</td>
</tr>
<tr>
<td>Katakana and Hiragana</td>
<td>113</td>
</tr>
<tr>
<td>layout options</td>
<td>111</td>
</tr>
<tr>
<td>Ruby text setup</td>
<td>112</td>
</tr>
<tr>
<td>text formatting</td>
<td>111</td>
</tr>
<tr>
<td>typography</td>
<td>112</td>
</tr>
<tr>
<td>vertical text, using and enabling</td>
<td></td>
</tr>
<tr>
<td>ASP WebCast script options</td>
<td>741</td>
</tr>
<tr>
<td>Assign Macro window assigning macro to events</td>
<td>949</td>
</tr>
<tr>
<td>illustration</td>
<td>489, 949</td>
</tr>
<tr>
<td>Assign Styles window</td>
<td>335, 337, 351</td>
</tr>
<tr>
<td>Attach file option when creating library</td>
<td>968</td>
</tr>
<tr>
<td>attributes applying quickly to objects (Draw)</td>
<td>763</td>
</tr>
<tr>
<td>applying to basic objects (Draw)</td>
<td>763</td>
</tr>
<tr>
<td>cell (Calc)</td>
<td>542</td>
</tr>
<tr>
<td>connectors</td>
<td>797</td>
</tr>
<tr>
<td>dimension lines</td>
<td>795</td>
</tr>
<tr>
<td>lines, quickly changing</td>
<td>768</td>
</tr>
<tr>
<td>audience handouts, see handouts author field</td>
<td>860</td>
</tr>
<tr>
<td>how used in HTML notes</td>
<td>460</td>
</tr>
<tr>
<td>of document, setting</td>
<td>155</td>
</tr>
<tr>
<td>AutoAbstract creating presentation using</td>
<td>642</td>
</tr>
<tr>
<td>options window</td>
<td>644</td>
</tr>
<tr>
<td>AutoCorrect</td>
<td>121</td>
</tr>
<tr>
<td>activating and deactivating</td>
<td>124</td>
</tr>
<tr>
<td>AutoCorrect window, Custom Quotes</td>
<td>188, 190</td>
</tr>
<tr>
<td>AutoCorrect window, Exceptions</td>
<td>123</td>
</tr>
<tr>
<td>AutoCorrect window, Replace</td>
<td>122</td>
</tr>
<tr>
<td>AutoCorrect window, Word Completion</td>
<td>127</td>
</tr>
<tr>
<td>AutoCorrect/AutoFormat</td>
<td>121</td>
</tr>
<tr>
<td>exceptions</td>
<td>123</td>
</tr>
<tr>
<td>AutoCorrect window Custom Quotes</td>
<td>188, 190</td>
</tr>
<tr>
<td>Exceptions</td>
<td>123</td>
</tr>
<tr>
<td>Replace</td>
<td>122</td>
</tr>
<tr>
<td>Word Completion</td>
<td>127</td>
</tr>
<tr>
<td>AutoFilter Calc</td>
<td>576</td>
</tr>
<tr>
<td>data sources</td>
<td>918</td>
</tr>
<tr>
<td>forms</td>
<td>952</td>
</tr>
<tr>
<td>AutoFormat AutoFormat Chart window</td>
<td>591</td>
</tr>
<tr>
<td>AutoFormat window (Calc)</td>
<td>538</td>
</tr>
<tr>
<td>AutoFormat window for Web tables</td>
<td>455</td>
</tr>
<tr>
<td>AutoFormat window, tables</td>
<td>278</td>
</tr>
<tr>
<td>Calc</td>
<td>538</td>
</tr>
<tr>
<td>Chart wizard</td>
<td>591</td>
</tr>
<tr>
<td>creating (Calc)</td>
<td>539</td>
</tr>
<tr>
<td>tables</td>
<td>278</td>
</tr>
<tr>
<td>Writer setup option</td>
<td>126</td>
</tr>
<tr>
<td>AutoHorizontal option</td>
<td>795</td>
</tr>
<tr>
<td>automatic AutoFit option for bitmaps</td>
<td>765</td>
</tr>
<tr>
<td>Automatic field of Area window</td>
<td>764</td>
</tr>
<tr>
<td>automatic presentation conversion</td>
<td>738</td>
</tr>
<tr>
<td>AutoSpellcheck</td>
<td>191</td>
</tr>
<tr>
<td>AutoVertical option, dimension lines</td>
<td>795</td>
</tr>
<tr>
<td>bold and underline option</td>
<td>124</td>
</tr>
<tr>
<td>borders</td>
<td>125</td>
</tr>
</tbody>
</table>
capitalization 122, 124
cell formatting 578
corrections 123
deactivating and activating 124
en dashes 125
file extensions 157
fill, sorting 534
filling in Calc 532
function AutoPilot
hyperlink formatting 124
lowercase 122, 124
numbering and bulleting 125
slide transition
slide transitions 721
spell check 191
styles 126
subtotals (Calc) 564
tables 125
text marquee options 483
turning off all automatic features 131
URL formatting 130
word changes, controlling 121
word completion 127, 130

Automatic styles category 250
AutoPilot
adding more paths for file selection 648
converting Microsoft Office documents 161
creating a new document 176
forms 928
Function
HTML
templates, creating 451
HTML document, creating with 446
letters 176
presentations 639
turning off for presentations 648
AutoText 180, 866
adding categories 183, 868
and business cards 366
AutoText window 181, 867
business cards 396
editing entries 182, 868
inserting in documents 184, 870
locations stored 182
moving entries to different categories 183, 869
quick business card insertion using 398
Avery, see labels
axes of weevil 436
spreadsheets, see rows, columns
Web grid setup 436

backgrounds
adding (Impress) 701
adding more paths for file selection 648
adding new 703
and orientation (Impress) 701
background color
tables (Writer) 282
Background color field
hatches 765
background color in cells
(Writer) 286
Background option for slide layouts 672, 673
background view 657
background view for presentations 657
bitmaps, creating and modifying 807
blank, applying 705
changing a chart’s 596
color or graphic 236
colors
converted
presentations 737
creating and modifying 703
dark backgrounds, not printing 744
deleting parts of 705
Draft 757
file size, reducing 701
for HTML documents 447
for paragraphs 216
for sections 412
forms 930
hatches 765
HTML documents, setup options 434
making transparent using eyedropper 834
not printing dark backgrounds 848
number allowed (Impress) 700
options for slide layouts 672, 673
overview (Impress) 700
Page Setup window 704
pages (Writer) 234
paragraphs 209, 215
removing 705
replacing old with new 702
selecting (Impress) 701
spreadsheets 538, 548
tables, predefined 455
templates 650
troubleshooting 703
unused, removing 702
backups
backup files, path to 132
finding backups after crash 133
saving at specified interval 156
backward
calculations with goal seek 609
calculations with scenarios 605
printing 86
balance sheet (subtotals) 564
balderdash 127
bars, see change bars
Base
creating databases 877
see also databases, data sources
base point
positioning objects 776
resizing objects 778
based on field 252
Basicmacro editing window 965
bending, see distorting
Beta StarOffice 6.0, uninstalling 44
Bezier curves, see curves
bibliographies 353-356
bitmaps
applying to objects using Area window (Draw) 764, 765
applying to objects using object bar (Draw) 763
backgrounds, using in 703
Bitmap object option for animated GIFs 720
BMP format description 785
bullets, creating from 688
chart fills 593
conversion options 824
converting Draw objects to 827
creating and modifying 806
modifying for 3D object 813
offset options 765
offset, illustration 766
print settings 87
style lists, where stored 804
using as text fill 772
black and white
applying effect to rasters in Draw 838
displaying presentations in black and white 666
example of effect 838
printing options (Draw) 848
blank background, applying 705
blank paragraphs, removing automatically 126
blue
creating or modifying 803
modifying for graphic with object bar 832
BMP, see bitmaps
bold
automatic 124
formatting icon (Impress) 686
formatting, object bar 200
text formatting (Draw) 771
bookmarks
cross-referencing 862
field 862
icons, example of use 470
books
chapter-page numbering 323
master document example 327
master documents 326
moving within using Navigator 312
ordering 21
overview 312
page numbering 322
single-source documentation 410
see also master documents
boolean field types 908
borders
adding to pages 235
adjusting spacing for pages 235
applying to objects using object bar (Draw) 763
Border field for gradients 805
Border field for transparency 767
Border option for Web tables 455
cell, quick 541
charts 596
for pages (Writer) 234
for paragraphs 216
in charts 593
paragraphs 216
removing from text frames 691
spreadsheets 538
table (Writer) 282
tables, predefined 455
text frames, setting 683
see also formatting, styles
Bottom field
presentation margins 673
text frame options 683
Bottom option
distribution 774
boxing text 215, 235
Brad Pitt 483
breakpoints for macros 974
breaks
breakpoints in macros 974
displaying or hiding in HTML documents 435
manual (Calc) 551
page breaks 212
page flow 259
page in Calc 551
paragraph to next page or column 213
switching to new page style 213
table breaks 283
brightness
changing in image 834
modifying for 3D object 812
modifying for graphic with object bar 832
Bring to Front option 777
brochures 88
browsing
notes in HTML document 460
URL, entering 438
Web 443, 436
Web, setup 136
bullets
automatic 125, 126
bulleted items, promoting 676
changing default font (Impress) 692
character orientation 223
choosing from Gallery 223
creating styles by drag & drop 257
customized 688
customizing 220
demoting and promoting (Impress)
demoting and promoting, illustration (Impress) 687
formatting icon (Impress) 686
graphical 220
height and width 223
hiding bulleted items
making a slide for each bulleted item 677
not showing up 688
Numbering/Bullets window (Graphics) 220
paragraphs 214
paragraphs (object bar) 200
position settings 224
primary control window 221
promoting and demoting (Impress) 686
removing 259
saving customizations 224
setting up (Impress) 689
space to text 224
special characters 223
styles 256
styles, creating 256
styles, using with paragraph styles 257
text (Draw) 771
turning off shading 217
turning on/off (Impress) 688
using graphics 220
when transferred from Writer to presentation 641
Writer 217
business cards
and AutoText 366
AutoText 396
data for 363
entering new data 390
quick insertion with AutoText 398
simple 394
single 397
with fixed data 389
without variables 397
see also formatting, styles
button size 106, 108
button tips 97
buttons
adding to drawings 815
adding to forms 938
adding to presentations 699
form of hyperlink 471
in forms 926
modifying button link quickly 478
properties window 947
see also controls

C
Calc
converting spreadsheets to HTML 448
features 498
formula bar 500
guided tour 500
HTML table, opening in 511
importing text files 513
keyboard shortcuts 508
linking to target within a document 472
linking to target within a document (HTML tags) 473
menu bar 500
new features 14
object bar 500
printing options and procedures 624
printing, things that control 624
Quick Start 498
Quick Start checklist 498
setup options 507
starting 499
status bar 500
Stylist 500
toolbar 500
work area 499
calculations
algebraic order 561
automatic totals 564
backwards to reach goals 609
backwards with scenarios 605
checking totals 572
commission earned 574
conditions in (IF) 572
controlling order 562
copy and paste 580
Data Pilot and data sources 515
function AutoPilot functions 563
in Writer text 297
order in formulas 561
using parentheses 562
quick totals 563
scenarios 606
spreadsheets, about 560
spreadsheet-type in tables 295
updating in spreadsheets 571
calendars 49
callouts 680, 682
camera distance 811
canned text, see AutoText
cannot find error 37, 38
capitalization, automatic 122
caps, drop 215
caption numbering 306, 308
Caption window 307, 308
captions 306
Case match field
search setup 137
catalog for styles 249, 556
categories
AutoText 183, 868
deleting template 270
moving styles between 261

CDs 20, 23
cedillas 189
Cell Attributes window 543, 602
CELL function 14
cell references 568
cell styles 556
cells
adding/removing decimal places 540, 543
automatically completed text 532
background 540
borders, quick 541
changing direction of Enter key 535
changing text angle 544
combining data 542
combining/concatenating 581
controlling valid entries 603
creating styles 556
decimal places (Writer) 287
decimal places, controlling 530
deleting contents 530
editing contents of 530
entering percentages 529
entering text and numbers 528
exact text in 529
filling 531
filling the exact same data 531
filling to increment data 531
font color, changing 540
format for numbers 540
formatting 539
formatting (Calc) 542
hiding when printing 546
hiding zero values 541
jumping to 524
leading zeroes (Writer) 287
leading zeroes, keeping 529
merging (Calc) 542
merging and splitting (Writer) 289
merging data 542
negative numbers (Writer) 287
number formats in 543
numbers that are wider than 529
passwords 602
preventing invalid entries 603
printing specific range 628
protecting 546, 602
protecting contents (Writer) 286
references 568
references, absolute or relative 568
references, tips 568
selecting data from a pick list 532
selecting non-adjacent (Calc) 535
setting attributes (Calc) 542
showing formulas 587
spacing inside 544
styles 556
table formatting 286-287
changing country currency text that is wider than 528
thousands separator (Writer) 287
vertical alignment 541, 544
vertical alignment in
  (Writer) 289
wrapping text 96, 528, 544
Center option
distribution 774
lines 769
Center X and Y fields for
gradients 805
Center X and Y options for
transparency 767
centering
text (Impress) 686
see also alignment
centimeters, unit of measure 180
cereal 470
cfg files 103
change bars
  recording 420
  setting up 420
  showing 420
change bars and marks 419
Change Options window 618
Change slides 730
changes
accepting or rejecting 420
accepting or rejecting
  (Calc) 621
adding comments to
  (Calc) 619
protecting 422
recording (Calc) 618
undo 421
Changes Options window
  (Writer) 420
changing
  AutoText entries 868
  back to standard template 264
  chart default colors 597
  chart details 595
  chart type 595
  charts 592
  colors in images 833
  object into another, see cross-
  fading
paths to folders 132
sort lists 534
styles 260
styles using drag & drop 261
Chapter styles category 250
chapters
  chapter-page numbering 323
  moving between using
    Navigator 312
  numbering 314
  setting up 316
numbering captions 310
numbering limitations 315
CHAR 908
character formatting 215
advanced effects (Draw) 817
Asian 111, 207
creating styles 255
creating styles by drag &
  drop 256
Draw, Impress 771
filling text with gradients
  (Draw) 772
format painter 201
inline explanations with Ruby
text 190
in-line text 112
object bar, using 200
removing 463
Ruby text 112
styles 254
styles, applying 259
text width 206
URLs, automatic 130
Writer 200
Character Style window
  (Organizer) 255
Character window 202, 203,
  688, 771
characters
background color 201, 206
combine characters field 863
count in paragraph 187
font color 201
in document 154
specifying separator characters
for word count 187
styles 248
see also Asian
charcoal filter example 839
chart area 590
chart wall 590
charts
  2D to 3D, 3D to 2D 595
  adding data labels 591
  adding to Calc 590
  adding to drawings 814
  adding to presentations 695
  adding to Writer 290
  area fill 593
  area options 593
  AutoFormat Chart wizard 591
  axes labels 591
  axes labels, entering 592
changing background 596
changing chart type 595
changing default colors 597
changing details 595
character options 594
chart area 590
data 590
data labels options 594
displaying legend 592
fills 593
fonts 594
legend 590, 591
lines/borders options 593
modifying 592
organizational 690, 692
parts of 590
previewing with text 591
rotating 3D charts 596
secondary Y axis 594
selecting parts 593
selecting types 591
selecting types of types 592
spacing between data 594
statistics options (2D
  only) 594
title 590
title, entering 592
transparency options 594
troubleshooting re
  memory 290, 590
updating (Writer) 290
updating data 597
X axis 590
Y axis 590
check boxes
  adding to drawings 815
  adding to forms 940
  adding to presentations 699
  examples 927
  properties windows 947
  see also controls
checklist
  Quick Start (Calc) 498
  Quick Start (Draw) 750
  Quick Start (Impress) 634
  Quick Start (Writer) 168
  Quick Start, Web 442
Chinese, see Asian
circles
conversion options 824
drawing (Draw) 762
drawing segment of 762
text, aligning to specific
shape 820
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>typing text inside</td>
<td>684</td>
</tr>
<tr>
<td>circumflexes</td>
<td>189</td>
</tr>
<tr>
<td>client installation</td>
<td>31</td>
</tr>
<tr>
<td>client-server, see multi-user</td>
<td>31</td>
</tr>
<tr>
<td>clip art, see Gallery</td>
<td>801</td>
</tr>
<tr>
<td>Close Bezier icon</td>
<td>802</td>
</tr>
<tr>
<td>CMYK</td>
<td>802</td>
</tr>
<tr>
<td>changing to RGB</td>
<td>803</td>
</tr>
<tr>
<td>selecting</td>
<td>93</td>
</tr>
<tr>
<td>selecting for commercial printing</td>
<td>93</td>
</tr>
<tr>
<td>coffee cake</td>
<td>347</td>
</tr>
<tr>
<td>collating</td>
<td>849</td>
</tr>
<tr>
<td>documents (Draw)</td>
<td>849</td>
</tr>
<tr>
<td>documents (Impress)</td>
<td>746</td>
</tr>
<tr>
<td>documents (Web)</td>
<td>426</td>
</tr>
<tr>
<td>collating printed copies</td>
<td>76</td>
</tr>
<tr>
<td>color</td>
<td>802</td>
</tr>
<tr>
<td>adding (Draw)</td>
<td>802</td>
</tr>
<tr>
<td>applying color modes to rasters in Draw</td>
<td>838</td>
</tr>
<tr>
<td>applying grayscale effects to rasters in Draw</td>
<td>838</td>
</tr>
<tr>
<td>applying to objects in Draw, procedures</td>
<td>801</td>
</tr>
<tr>
<td>applying to objects using Area window (Draw)</td>
<td>764</td>
</tr>
<tr>
<td>applying to objects using object bar (Draw)</td>
<td>763</td>
</tr>
<tr>
<td>applying to text</td>
<td>771</td>
</tr>
<tr>
<td>background</td>
<td>757</td>
</tr>
<tr>
<td>paragraphs</td>
<td>216</td>
</tr>
<tr>
<td>page</td>
<td>236, 703</td>
</tr>
<tr>
<td>bitmaps, creating and modifying</td>
<td>807</td>
</tr>
<tr>
<td>cells</td>
<td>540</td>
</tr>
<tr>
<td>changing chart default</td>
<td>597</td>
</tr>
<tr>
<td>changing one to another in image</td>
<td>833</td>
</tr>
<tr>
<td>changing while duplicating objects</td>
<td>816</td>
</tr>
<tr>
<td>color depth for images</td>
<td>832</td>
</tr>
<tr>
<td>Color fields</td>
<td>805</td>
</tr>
<tr>
<td>color models provided</td>
<td>802</td>
</tr>
<tr>
<td>color themes in Calc</td>
<td>558</td>
</tr>
<tr>
<td>color-coding spreadsheet edits</td>
<td>618</td>
</tr>
<tr>
<td>color-coding spreadsheets</td>
<td>615</td>
</tr>
<tr>
<td>commercial printing setup</td>
<td>93</td>
</tr>
<tr>
<td>converted presentation</td>
<td>737</td>
</tr>
<tr>
<td>for page backgrounds (Writer)</td>
<td>234</td>
</tr>
<tr>
<td>formatting icon (Impress)</td>
<td>686</td>
</tr>
<tr>
<td>hatches, creating and modifying</td>
<td>806</td>
</tr>
<tr>
<td>hue, saturation, luminance</td>
<td>803</td>
</tr>
<tr>
<td>interaction effects</td>
<td>719</td>
</tr>
<tr>
<td>lines</td>
<td>768</td>
</tr>
<tr>
<td>models, changing</td>
<td>803</td>
</tr>
<tr>
<td>modifying (Draw)</td>
<td>802</td>
</tr>
<tr>
<td>modifying for 3D object</td>
<td>812</td>
</tr>
<tr>
<td>palettes, adding or modifying</td>
<td>804</td>
</tr>
<tr>
<td>paragraph backgrounds</td>
<td>216</td>
</tr>
<tr>
<td>resolution for images</td>
<td>832</td>
</tr>
<tr>
<td>RGB or CMYK</td>
<td>93</td>
</tr>
<tr>
<td>see also formatting, styles</td>
<td>120</td>
</tr>
<tr>
<td>slide transitions</td>
<td>720</td>
</tr>
<tr>
<td>spreadsheet change</td>
<td>618</td>
</tr>
<tr>
<td>tables, setting for</td>
<td>455</td>
</tr>
<tr>
<td>text (Draw)</td>
<td>771</td>
</tr>
<tr>
<td>see also character formatting, paragraph formatting</td>
<td></td>
</tr>
<tr>
<td>columns</td>
<td>551</td>
</tr>
<tr>
<td>breaks, manual</td>
<td>551</td>
</tr>
<tr>
<td>changing page</td>
<td>237</td>
</tr>
<tr>
<td>changing paragraphs (Writer)</td>
<td>237</td>
</tr>
<tr>
<td>changing widths (Writer)</td>
<td>288</td>
</tr>
<tr>
<td>deleting</td>
<td>537</td>
</tr>
<tr>
<td>deleting (Writer)</td>
<td>288</td>
</tr>
<tr>
<td>expanding and contracting in Calc</td>
<td>610</td>
</tr>
<tr>
<td>hiding (Calc)</td>
<td>537</td>
</tr>
<tr>
<td>in sections</td>
<td>412</td>
</tr>
<tr>
<td>in tables, resizing</td>
<td>456</td>
</tr>
<tr>
<td>inserting (Calc)</td>
<td>537</td>
</tr>
<tr>
<td>making widths equal (Writer)</td>
<td>288</td>
</tr>
<tr>
<td>multiple (Writer)</td>
<td>236</td>
</tr>
<tr>
<td>paragraph-specific (Writer)</td>
<td>237</td>
</tr>
<tr>
<td>printing repeated (Calc)</td>
<td>626</td>
</tr>
<tr>
<td>repeating in Calc</td>
<td>626</td>
</tr>
<tr>
<td>resizing (Calc)</td>
<td>536</td>
</tr>
<tr>
<td>resizing (Writer)</td>
<td>285</td>
</tr>
<tr>
<td>selecting entire (Calc)</td>
<td>535</td>
</tr>
<tr>
<td>slides, using in 685</td>
<td>574</td>
</tr>
<tr>
<td>sorting (Calc)</td>
<td>574</td>
</tr>
<tr>
<td>spreadsheet rows for data source</td>
<td>517</td>
</tr>
<tr>
<td>unfreezing</td>
<td>553</td>
</tr>
<tr>
<td>unhiding</td>
<td>537</td>
</tr>
<tr>
<td>width in tables</td>
<td>288</td>
</tr>
<tr>
<td>Combine single line paragraphs option</td>
<td>126</td>
</tr>
<tr>
<td>combining</td>
<td>581</td>
</tr>
<tr>
<td>cell data</td>
<td>542</td>
</tr>
<tr>
<td>combine characters field</td>
<td>863</td>
</tr>
<tr>
<td>formulas and text</td>
<td>581</td>
</tr>
<tr>
<td>objects, example</td>
<td>828</td>
</tr>
<tr>
<td>polygons into curve</td>
<td>829</td>
</tr>
<tr>
<td>comments</td>
<td>975</td>
</tr>
<tr>
<td>commercial color setup for printing</td>
<td>93</td>
</tr>
<tr>
<td>commission earned, calculating</td>
<td>574</td>
</tr>
<tr>
<td>common.xml file</td>
<td>145</td>
</tr>
<tr>
<td>comparing documents</td>
<td>419</td>
</tr>
<tr>
<td>completing</td>
<td>128</td>
</tr>
<tr>
<td>key to press to accept</td>
<td>128</td>
</tr>
<tr>
<td>words automatically</td>
<td>130</td>
</tr>
<tr>
<td>concatenating cells</td>
<td>581</td>
</tr>
<tr>
<td>concordance</td>
<td>345</td>
</tr>
<tr>
<td>conditional</td>
<td>865</td>
</tr>
<tr>
<td>any record field</td>
<td>865</td>
</tr>
<tr>
<td>Conditional styles category, Writer</td>
<td>250</td>
</tr>
<tr>
<td>conditions, using in paragraph styles</td>
<td>253</td>
</tr>
<tr>
<td>fields or conditions</td>
<td>862</td>
</tr>
<tr>
<td>formatting (cells)</td>
<td>578</td>
</tr>
<tr>
<td>paragraph styles</td>
<td>250</td>
</tr>
<tr>
<td>troubleshooting</td>
<td>253</td>
</tr>
<tr>
<td>sections</td>
<td>415</td>
</tr>
<tr>
<td>styles</td>
<td>250</td>
</tr>
<tr>
<td>syntax for fields, finding</td>
<td>866</td>
</tr>
<tr>
<td>text field</td>
<td>862</td>
</tr>
<tr>
<td>conditions for filtering (Calc)</td>
<td>578</td>
</tr>
<tr>
<td>in calculations (IF)</td>
<td>572</td>
</tr>
<tr>
<td>cones</td>
<td>808</td>
</tr>
<tr>
<td>configuration</td>
<td>45</td>
</tr>
<tr>
<td>migrating from 5.2</td>
<td>45</td>
</tr>
<tr>
<td>configuration files</td>
<td>105</td>
</tr>
<tr>
<td>configuration keys</td>
<td>192</td>
</tr>
<tr>
<td>Configuration window (Keyboard)</td>
<td>105</td>
</tr>
<tr>
<td>Configuration window (Menu)</td>
<td>103</td>
</tr>
<tr>
<td>Connect window, adding a printer</td>
<td>56</td>
</tr>
<tr>
<td>connecting</td>
<td>828</td>
</tr>
<tr>
<td>objects, example</td>
<td>828</td>
</tr>
<tr>
<td>polygons into curve</td>
<td>829</td>
</tr>
</tbody>
</table>
to databases, see databases, data sources

**connection pooling** 892, 905

**connector lines**
- adding connector points 798
- connecting to borderless text frames 691
- using in org charts 691

**Connector window** 797

**connectors**
- adjusting 797
- applying specified attributes 797
- drawing 796
- icon, illustration 793

**consolidating spreadsheets** 585

**content reuse, sections** 409

**content.xml** 147

**context menus** 108

**Continuous** 483, 768

**contour mode** 664, 683, 824

**contrast** 834

**controls**
- adding buttons to forms 938
- adding data entry fields to forms 937
- adding drop-downs to forms 939
- adding group boxes to forms 941
- adding list boxes to forms 944
- adding to forms 937
- adding to spreadsheets 598
- check boxes, adding to forms 940
- displaying or hiding in HTML documents 435
- events, definition of each 948
- guidelines for distributing documents containing labels, modifying 935
- properties window 947
- replacing 937
- SQL and forms 927
- table controls 931

**conversion options (Draw)** 824

**conversion, see migration**

**Convert to Curve icon** 801

**Convert to Polygon window** 827

**converted presentation** 735, 741

**converting**
- conversion options (Draw) 824
- conversion options (Image) 785
- curves to 3D rotation 825
- curves to polygons 826
- databases to Writer, RTF, and HTML tables 920
- file types (Draw) 823
- file types (Image) 785
- lines to curves 825
- Microsoft Office documents 161
- non-Writer documents 178
- polygons to 3D 825
- polygons to curves 829
- rasters to vector 827
- rasters or vectors to other vectors 824
- settings for text document conversion 160
- spreadsheets to Writer tables 294
- StarOffice 5.2 documents 161
- text file conversion problems 28
- to different applications 160

**copies**
- number to make of object 817
- number to print 76
- number to print (Draw) 849
- number to print (Impress) 746
- number to print (Web) 426, 492

**copying**
- filtering results to other sheets (Calc) 578
- nonconsecutive text blocks 185
- objects (Draw) 815
- quick 816
- slide from any document slide view 676
- slide from same document drawing view 676
- sort results to other sheets (Calc) 575

**copyright, inserting** 180, 866

**Corner Point icon** 801

**Correct Two Initial CAPitals option** 124

**correcting typos**
- automatically 121

**corrupt documents, opening** 159

**counting**
- characters and words in document 186

**cramming a document onto one sheet of paper** 86

**crash, finding files after** 133

**Create AutoAbstract window** 644

**Create from file option**
- Insert OLE Object window 481
- inserting OLE objects 699

**Create new option**
- Insert OLE Object window 481
- inserting OLE objects 699

**Create Scenario window** 607

**Create single print jobs option** 493

**create table** 912

**Create table option** 125

**creating**
- cell styles 556
- databases 877
- formulas manually 563
- indexes 342
- master documents 328
- master spreadsheet 583
- new files (Calc) 509
- new files (Draw) 756
- new files (Writer) 175
- page styles 557
- scenarios in spreadsheets 606
- sections (Writer) 409
- tables of contents 332
- templates (Writer) 267
- versions of a document (Calc) 618
- versions of a document (Writer) 406

**crop circles** 836

**cropping**
- any shape 836
- pictures (Writer) 276
- standard 835

**cross-fading** 822-823

**crosshairs icon** 767

**cross-references**
- bookmarks 862
- creating with hyperlinks 332
- hyperlinked 332
- insert reference field 862
set reference field 861
see also references
cubes, creating 808
currency
changing in cells (Writer) 287
format in cells 540
cursor, direct 185
curves
conversion options 824
converting lines to 829
converting to 3D rotation 825
converting to polygons 826
curving objects 817
curving text 817
curving text along line 819
drawing 799
editing 800
editing icons, descriptions 800
editing icons, illustration of option bar 800
editing, illustration 801
see also objects
custom dictionary 193
custom installation 27
custom presentations 722
Custom Slide Show option 730
Custom styles category
Calc 556
Writer 250
customizing
bullets, numbers, outlining 220
interface size 106, 108
cyan 803
cylinders 808

D
damaged installations 40
dashes, en (automatic) 125
data
charts 590
combining in spreadsheets 583
data entry in forms 955
data entry with forms 923
data entry, troubleshooting 957
editing data source data 920
forms, creating and using 922
preparing data to put in data sources 876
viewing using forms 922, 950
Data Pilot 515

Data Record Search window 951
data sources
Access with ADO 897
Access, overview 854
address book 900
address book overview 879
ADO 897
copying tables between 911
data entry with forms 923
data source viewer 914
data, adding to table 913
dBase, creating 885
dragging into document 379
easiest 882
editing data 914
editing data source data 920
easy 873
filtering using forms 952
formatting in table 382
forms for data entry 955
HTML table, inserting in
spreadsheet 511
importing manually into spreadsheet 517
importing using Data Pilot 517
index for new tables 910
JDBC 893
links 883
MySQL and JDBC 893
MySQL, overview 854
next record field 865
ODBC, creating 887
ODBC, UNIX, and
MySQL 881
opening in Calc with Data Pilot 515
Oracle and JDBC 893
Oracle, overview 854
overview 855
preparing data 880
preparing data beforehand 876
queries 914
renaming tables 911
rows and columns in spreadsheet 517
saving new records 924
searching using forms 951
sorting and filtering 917
sorting using forms 951
specifying for form 932
spreadsheet 884
spreadsheet, overview of using as 879
SQL statements 912
supported 854
supported address book formats 900
switching for a form 954
switching for mail merge 376
tables, creating 906
text, creating 882
text, tutorial 874
tips 877
troubleshooting 399, 893, 896
tutorial 873
types supported 878
viewing data using forms 922, 950
databases
Access, overview 854
Adabas in 6.0 52
Adabas, not in OpenOffice.org 9
ADO 878
ADO connection 897
and data sources 873
converting to Writer, RTF, and HTML 920
creating 877
data for mail merge, setting up 362
data source types supported 878
database name field 865
dBase 878
dBase data source, creating 885
exporting 919
field labels, changing 935
forms, using 950
importing 880
JDBC 879, 893
mail merge overview 360
migrating 52
migrating 5.2 databases 902
MySQL data source with JDBC 893
MySQL, ODBC on UNIX 881
MySQL, overview 854
new features 16
ODBC 878
ODBC data source, creating 887
Oracle data source with JDBC 893
Oracle, overview 854
overview 855
preparing to create data sources 880
searching 951
supported 854
tables, creating 906
tutorial 873
dates
adding to drawings 757
adding to HTML note 460
adding to presentations 699
field 860
field types in data source tables 909
format, changing 859
formatting date field 232
formatting for fields 865
formatting in cells 286
handouts, adding to 728
printing
drawings 848
presentations 745
see also fields
David St. Hubbins 532
dBase
creating data source 885
overview 878
DDE
field 864
links between spreadsheet files 585
links to sections 417
links to spreadsheet (Writer) 288
DECIMAL 908
decimals 287
adding and removing places 540
controlling (Calc) 530
field types 908
formatting in cells 540
setting default places 540
default application for MS and HTML files 29, 152
defaults
fonts, changing (Impress) 692
fonts, changing in standard template (Writer) 263
fonts, changing in Writer 178
presentation default settings 692
printer 62
template 263
definition filter 842
Delete Points icon 801
deleting
area names (Calc) 613
cell contents 530
columns, rows, and tables (Writer) 288
graphic, part of 837
headers and footers 232
layers 662
macro modules 971
macros 971
nonconsecutive text blocks 185
rows and columns 537
scenarios in spreadsheets 608
sections 417
sheets 523
slides 669
sort lists 534
styles 261
styles (Calc) 557
tables rows and columns (Writer) 282
tables of contents 342
templates and categories 270
versions of documents 407
delimited text files, importing into Calc 513
delimiters 513
opening text files in Calc 513
selecting in text file 514
demoting
bulleted items 676
bulleted items (Impress) 686
formatting icon (Impress) 686
headings to bulleted items 676
one icon 676
see also indenting
dependents
tracing 587, 614
tracing, example 614
Derek Smalls 532
descending sort order (Calc) 575
Design Mode On/Off icon 934
designs
presentation HTML conversion 734
presentation WebCast conversion 740
developers’ manual 10
developing for OpenOffice.org 7
Device settings for UNIX printers 60
diagonal lines, drawing 45-degree 767
text, aligning to specific line 819
text, Writer 244
dictionaries, adding 110, 193
differences between StarOffice and OpenOffice.org 8, 9
dimension lines
adjusting, illustration 794
applying specific measurements 794
drawing 794
icon, illustration 793
direct cursor 185, 126
directories
changing in dialog boxes 134
default directory for saving and opening 132
see also paths
disk space 22, 701
display
grid (Writer) 306
HTML documents 435
selecting 784, 796
size, changing (Impress, Draw) 663
see also scale
Distort feature 817
distorting 817
distribution
illustration of effects 775
objects 774
dividing (/) in formulas 561
dmaths 560
documents
adding charts (Calc) 590
adding frames (Writer) 239, 297
adding graphics and drawings (Calc) 598
adding math formulas (Calc) 599
adding math formulas (Writer) 300
adding other documents (Writer) 302
adding to Writer 302
books and long documents 312
comparing 419
comparing versions of a single document 408
converting 5.2 documents 161
converting from Microsoft Office 161

count characters in 186

creating based on template (Calc) 509
creating based on template (Writer) 176
deleting versions 407
document number field 863
document properties 154, 155
DTP 10
dragging to fill cells 531

draw
adding other files to drawings 814
background 757
converting Draw objects to other Draw objects 824
converting file types 823
creating new drawing 750, 756
features 752
formatting text in object bar 771
guided tour 753
new features 16
objects, creating 761
opening drawing 756
opening drawings in Impress 647
presentations, opening as Draw file 757
printing options 848
Quick Start checklist 750
templates, creating 758
text, using in drawings 769, 772
work area 751
draw effects icons 817
drawing view
illustration 635
overview 654
drawings
adding other files to 814
adding to Calc 598
adding to Writer 274
creating and adjusting (Writer) 273
dark background, not printing 848
displaying or hiding in HTML documents 435
inserting slides from another file 674
lining up on a grid (Writer) 305
linking to (Writer) 275
opening 756
opening as presentation 647
printing 849
printing options 848
space around (Writer) 304
troubleshooting paper format 76, 79, 756, 849
work area 751
drivers
databases, see data sources
PostScript drivers 77
drop cap 215
drop table 912
dropdown lists
adding to drawings 815
adding to presentations 699
dt file, changing HTML icons back 153
DTD 10, 147
duplex
printer setup 61
turning on and off 59
UNIX printer, creating 57
duplicating 815-816
dynamic formatting (cells) 578

E

Edit Points icon 763, 800
editing
AutoText entries 182, 868
bibliographies 356
cell contents 530
charts 592
data source data 920
data sources using forms 924
documenting time field 863
documenting tools for documents 419
documenting tools, numbering lines 226, 419
documenting tools, setting up marks 420
documenting tools, showing changes 420
fields 865
formula formats 301
indexes 348
layers, preventing 661
macros 974, 975
master document source files 329
notes in documents 424
presentation while running 732
styles 260
styles (Calc) 557
styles using drag & drop 261
tables of contents 339, 341
templates 268
text editing mode
(Impress) 684
XML config files, see XML
ingesting changes, protecting 422
ingesting files, putting in edit mode 450
ingesting tools
change marks 419
document comparison 419
line numbering 226, 419
effects
distorting and curving
objects 817
enabling (Impress) 710
entire slide, applying to 720
examples (Image) 838
flipping objects 782
gray scale effects, applying to
rasters in Draw 838
order, changing for objects 713
rotating objects 782
running manually or
automatically 721
sound and objects 712
special effects (Impress) 710
Effects field
interaction effects 719
text marquee options 483
effect dander 482
Ellipose Points icon 801
ellipses
aligning text to 820
conversion options 824
drawing (Draw) 762
drawing segment of 762
typing text inside 684
email
address book data sources 900
inserting link to create 475
migrating 46
migrating from 5.2 49
program for sending document
as email 143
sending documents as 143, 179
sending spreadsheets 520
empty
fields, fixing in mail
merge 403
mail merge fields,
removing 403
pages, suppressing 15
pages, removing 196
paragraphs, removing
automatically 126
en dashes, automatic 125
endnotes in sections 413
Enter key
changing behavior in
spreadsheets 535
changing behavior in
StarCalc 530
Enter Password window 159
entering files manually 563
envelopes 384, 399
EPS 786
equal sign (=) in formulas 560
expressions
order of evaluation 561
regular in search and
replace 525
see also formulas
extended object lines, displaying
when moving 776
extensions, file 157
external data, inserting in
spreadsheets 511
external databases
exporting to 919
importing 880
extra lines in paragraph 213
Eyedropper 833
fading, see cross-fading 823
FAQs, see troubleshooting
favorites, 3D effects 811
fax
creating with AutoPilot 176
faxing 79
faxing a document 81
faxing mail merge 399
faxing Web page 493
mail merge fax
AutoPilot 367
creating your own 378
UNIX setup 63
feature overview 4, 6
features
Calc 498
differences between StarOffice
and OpenOffice.org 8
Draw 752
Impress 634
new 7
new for databases 16
new in Calc 14
new in Draw, Image and
Impress 16
new in this release 13
new in Writer and Web 14
OpenOffice.org features mailing list 8
Web 442
Writer 168
Fertile, Minnesota 881
field codes, displaying or hiding in HTML documents 435
field length, modifying for form fields 957
fields
adding data entry fields forms 937
adding drop-downs to forms 939
and AutoText 366
and business cards 366
control fields in forms 926
creating and using (stored data) 858
creating in data source tables 908
data source fields and field length 914
data source tables, defining fields for 909
equation example of use 366
modifying form labels 935
page count 231
relationship to data sources 855
spacing in mail merge 403
stored field values 864
bookmarks 862
chapters 860
combine characters field 863
conditional text 862
created 863
date 860
description 863
document number 863
document template 861
editing 865
editing time 863
execute macro 862
file name 861
form letter field 865
formatting 865
hidden paragraph 863
hidden text 863
info 863
input 862
insert reference 862
keywords 863
modified 863
most recent print 863
page 861
placeholder 862
sender 860, 861
set reference 861
set variable 864
show variable 864
statistics 861
time 861
title 864
user field 865
turning off gray background in Writer 232
using in mail merge 366
variables, creating 320
won’t accept longer value 957
fields (Writer) 231
DDE field 864
document 860
input field (variable) 864
insert formula 864
inserting in headers and footers 859
number sequence 864
other 859
page numbers and count 231, 858
set page variable 864
turning off gray background 859
figure captions 350-352
generating table of figures 350
generating table of figures for master documents 352
inserting 306
numbering 308, 309
file extensions, creating automatically 157
files
Attach file option when creating libraries 968
automatic extensions 157
converting file types (Draw) 823
converting file types (Image) 785
creating based on template (Calc) 509
creating based on template (Writer) 176
creating new (Calc) 509
creating new (Draw) 756
creating new (Writer) 175
formats openable with program 511
formula 302
inserting text-based file 479
link to create new 476
linking to other Calc files 585
name of, adding to drawings 757
name of, adding to presentations 699
not editable, what to do 450
printing to 76
printing to (Draw) 849
printing to (Impress) 746
printing to (Web) 426, 492
printing to file, options 78
properties and template used to create 447
properties, setting 467
unzipping 146
where stored 36
Fill Format feature 201
Fill holes option 827
filling
cells 531
data in a specific order 532
the exact same data in cells 531
to increment cell data 531
fills 763
filtering
AutoFilter (Calc) 576
copying results to other sheets (Calc) 578
data in data sources 952
records for mail merge 363
settings conditions for (Calc) 578
spreadsheets 576
spreadsheet 576
standard (Calc) 578
filters
applying (Image) 838
data sources 917
elements 838
in mail merges 363
find and replace 524
finding  
document elements 313  
index markers 349  
shortcut keys 105  

*first letters of paragraph different* 215  
fishwife, meddling 428  
Fit height to text option 683  
Fit Text to Frame icon 680  
Fit Text to Size icon 682  
Fit to Line vertical text option 204  
Fit to line width option 791  
Fit to page warning dialog 94  
Fit to page option  
fitting slide onto page  
(Draw) 847  
print warning (Draw) 848  
printing options (Draw) 848  
printing options (Impress) 745  

*Fit to size*  
fitting document onto one sheet of paper 86  
fitting slide onto page  
(Draw) 847  
presentation page setup 673  
text frame options 683  

*Fit width to text option* 683  
fixed HTML table setup  
window 279, 454  
fixed data values 362, 389  
flipping  
objects 782  
text in cells 544  

floating frames  
adding to drawings 814  
adding to presentations 695  
inserting (Calc) 599  
inserting (Writer) 240  
Writer 239  

floating toolbars 99  
flow, changing page 259  
Focus gained and lost 948  
font size for program  
interface 106, 108  
fonts  
adding in UNIX printers 71  
Asian defaults 109  
Asian setup 108  
changing color 201, 202  
changing default (Writer) 178  
changing in object bar 200  
changing size and style 202  
changing in standard template  
(Writer) 263  
default font, changing for  
HTML documents 447  
Draw 771  
enlarging fonts and buttons for  
interface 106, 108  
for paragraph numbers 223  
formatting icon (Impress) 686  
general font substitution 74, 82  
in spreadsheet headers and footers 550  
per-printer substitution in  
UNIX 72  
starting with standard template 264  
substitution 82  
vertical text, enabling 109  

*FontWork 818-821*  
curving text along a line 820  
moving curved text 821  
overview of features 819  

*footers*  
adding to slide 706  
complex example 230  
date field and format 232  
different within document 228, 233  
formatting 232  
handouts, adding to 707, 728  
HTML 467  
ilustration in slide 706  
in books and longer documents 319  
in master documents 329  
inserting (Web) 467  
inserting fields 231  
margins 230  
removing 232  
showing headings in 320  
spaceing of (Calc) 550  
spreadsheet 549  
variables, creating 320  
viewing (Web) 467  
Writer 228  

*footnotes*  
configuring 228  
formatting 227  
in sections 413  

foreground 730, 807  
form controls properties  
window 947  
Form Design window 935  
form letters  
form letter field 865  
see also mail merge, databases, data sources  

*format painter feature* 201  

*formats*  
applying automatically 126  
reverting to default 126  
tables, predefined for 455  
updating in master documents 330  

*formatting*  
advanced text effects  
(Draw) 817  
applying themes (Calc) 558  
bibliographies 356  
cells 539, 540  
cells (Calc) 542  
cells with styles  
character 200  
colors for HTML source 435  
conditional (cells) 578  
copying 201  
creating Calc AutoFormat 539  
data source in table 382  
date field format, changing 859  
fields 865  
first characters of paragraph different 215  
format painter feature 201  
getting right formatting icons in  
object bar 456  
headers and footers 232  
indexes 348  
number formats, creating 287  
Paragraph window 210  
paragraphs 208  
removing 463  
sections 411  

spreadsheets, AutoFormat 538  

spreadsheets, DataPilot 515  
styles (Writer) 247  
tables (Writer) 277, 283, 287  
tables of contents 336, 339  
text (Impress) 688, 771  
text (Impress, Draw) 685  
text (Web) 462  
text automatically 121  
text icons (Impress) 686  
text, filling with gradients 772  
with styles (Calc) 554  

*forms* 950  
adding controls 937-944
adding records using 955
adding to drawings 815
adding to presentations 699
AutoPilot 928
controls and SQL 927
controls, creating 926
creating and using 922
data entry 923
doing data entry 955
edit or design mode 934
filtering data in data sources 952
formatting manually 933
formatting with AutoPilot 930
form-based filters 953
linking to data sources 883
modifying 933
modifying control labels 935
new functions 16
problems entering longer field 957
processing 933
searching 951
searching for records in data sources 951
sorting data sources using 951
specifying data source 932
switching data sources 954
tab order, setting 936
table controls 931
viewing data 922, 950
formula bar, Calc 500
formula bar, presentation 277
formulas
adding in (+) 561
adding to Calc as objects 599
adding to drawings 814
adding to presentations 695
adding to Writer 300
addon program dmaths 560
basics 560
changing formats 301
creating files of 302
Data Pilot and data sources 515
displaying in cells 587
dividing in (/) 561
entering manually 563
equals sign in (=) 560
exponent (^) 560
greater-than in (>) 561
greater-than-or-equal-to in (>=) 561
importing 302
in Writer text 297
inserting special characters 302
intersections in (!) 561
less-than-or-equal-to in (<=) 561
multiplying in (*) 561
non-consecutive cells in ( ) 561
operators 560
order of evaluation 561
space around (Writer) 297
using in tables 296
frames
adding to Reader 239, 297
complex page layout example 246
space around (Writer) 304
styles 248
styles, applying 259
styles, creating 258
text flow between 241
text frames (Writer) 240
typing in (Writer) 241
unlinking 243
using in converted presentation 735
Writer 239
FreeBSD plans for OpenOffice.org 10
freezing
regions of spreadsheet 552
Writer table cells 286
From fields and gradients, creating and modifying 805
From printer setup 493, 848
FTP
example 440
linking to site 471
proxy, setting up for 135
using Netscape 440
Function AutoPilot window 567
functions
form, new 16
function AutoPilot
Function AutoPilot window 567
IF 572
in spreadsheets 563
new in this release 14
G

Gallery
choosing bullets 223
dragging items to documents 116
inserting (Writer) 275
using 115
gamma
adjusting 832
changing in image 834
defined 832
generating
bibliographies 355
indexes 342
tables of contents 332
Generic Printer 62
generating, modifying for 3D object 811
generating started 41
GhostScript, see PDF, PostScript
GIF
converting slide to 733
description 786
issues with 786
see also animated GIFs
goal seek 609
Gouraud 811
gradients
applying to objects using Area window (Draw) 764
applying to objects using object bar (Draw) 763
backgrounds, using in 703
cart fills 593
creating and modifying 805
intensity, selecting 805
modifying for 3D object 813
print settings 87
selecting 764
style lists, where stored 804
using as text fill 772
transparency gradient of object 767
grail-shaped beacons 888
grant permissions 912
gradients 735, 741
3D display options 118
adding to Calc 598
adding to HTML document by inserting a file containing graphics 463
adding to Writer 274
adjusting once inserted (Writer) 304
background for paragraphs 216
background of page 236
backgrounds for pages (Writer) 234
broken links 140
bullets, creating from 688
cell background (Writer) 286
changing one color to another 833
commercial printing setup 93
creating and adjusting (Writer) 273
creating new drawing 750, 756
cropping 836
cropping (Writer) 276
deleting part of 837
displaying lines when moving 665
displaying or hiding in HTML documents 435
displaying lines when moving 665
entire HTML document 463
gray boxes
turning off in bullets and numbering 217
gray field background, turning off 232, 859
gray scale
applying effect to rasters in Draw 838
displaying presentation in 666
example of effect 838
making image grayscale 838
print settings 87
printing options (Draw) 848
greater-than (>) in formulas 561
green
color, creating or modifying 803
modifying for graphic with object bar 832
guide
cannot see 436
displaying 780
doesn’t appear, troubleshooting 436
icons for use, illustration 780
illustration of features 773
Impress 665
lining up objects (Writer) 305
setup 778
setup window 779
showing (Writer) 306
snapping to (Writer) 306
snapping objects to 780
unit of measurement, setting 114, 180
using 780
Web setup 435
group boxes 941
Group object option 720
grouping
objects 778
spreadsheet areas 611
groups, editing areas 611
guide overhang object 795
guided tour
Calc 500
data source, creating 873
Draw 753
HTML document, creating 444
Impress 636
macros 962
Writer 170
Guides When Moving 776, 780

H

half-width case evaluation 113
handout view 656
handouts
creating for presentations 727
headers and footers 728
headers and footers, adding 707
illustration 728
orientation 728
printing only 746
hanging punctuation 112
harmless pranks 723
hatches
applying to objects using Area window (Draw) 764, 765
applying to objects using object bar (Draw) 763
backgrounds, using in 703
creating and modifying 805
modifying for 3D object 813
style lists, where stored 804
using as text fill 772
headers
adding to slide 706
complex example 230
date field and format 232
different within document 228, 233
formatting 232
handouts, adding to 707, 728
HTML 467
illustration in slide 706
in books and longer documents 319
in master documents 329
inserting fields 231
margins 230
removing 232
running 320
showing headings in 320
spacing of (Calc) 550
spreadsheet 549
tables, specifying options 455
variables, creating 320
viewing (Web) 467
Writer 228
headings
changing angle of in cells 544
changing default font (Impress) 692
demoting to bulleted items 676
including in sort 575
inserting (Web) 467
linking to within HTML document 472
printing repeated (Calc) 626
repeating in Calc 626
showing in headers and footers 320
table heading, repeating (Writer) 279
table heading, repeating more than one (Writer) 282
height
Calc rows 536
text frames, setting 683
Height field
duplicating object 817
presentation page setup 673
help
adding to spreadsheets 605
Help Agent 97
information online 39
knowledge database 39
newsgroups 39
tooltips 97
turning off Help Agent 129
Web sites 39
see also guided tour, troubleshooting
Help Agent
turning off 129
hidden
hidden paragraph field 863
hidden text field 863
hidden pages
printing 745, 848
hidden slides, printing 848
hiding
cells when printing 546
elements of HTML documents 435
hidden pages printing options (Draw) 848
layers 661
macro modules 971
note markers (Writer) 424
objects (Impress, Draw) 664
rows and columns (Calc) 537
sections (Writer) 409
slides 677
printing 745
subpoints 678
printing 678
zero values in cells 541
Hierarchical styles category
Calc 556
Writer 250
high definition filter 842
highlighted field in HTML documents 435
highlighting
entire data area (Calc) 524
entire rows, columns, and sheets 535
nonconsecutive text blocks 185
paragraphs with color 209
value highlighting 588
value highlighting in spreadsheets 615
Hiragana 113
horizontal
distribution options 774
flipping objects 782
lines, drawing 767
lines, inserting 276, 465
snapping to, see grid 767
sort (Calc) 575
hot dish 347
HTML
adding date and time when inserting note 460
adding to drawings 815
adding to presentations 696
AutoPilot, using 446
background color setup 434
backgrounds for documents 447
conversion, backgrounds, issues 700
converting documents to 448
converting spreadsheets to 448
displaying according to Page Format options 467
displaying or hiding elements of 435
export settings 142
finding template that a document is based 447
fonts, changing defaults 447
formatting text 462
from Writer 179
graphics in, example 466
graphics, using in 463
grid options 435
guided tour of creating document 444
icons 470
importing tables into spreadsheets 15, 511
interchangeability 462
new document 443, 446, 447
notes 460
opening files by default in OpenOffice.org 29, 152
opening HTML table in Calc 511
opening text files in HTML 448
page layout 466
printing options 493
Quick Start 442
saving document as HTML 144
saving documents in 448
saving presentation as 733
saving spreadsheet as 519
source for creating targets 473
source text options setup 435
source, editing 461
started converted presentation 737
styles 451, 453
table of contents 472
table setup for 279, 453
table, inserting new 455
tags to link to targets within
document 473
templates 451-452
templates, types of 446
text formatting example 462
tutorial, creating a new
file 444
view options for Web 435
Web features 442
Web work area 443
HTML source
nested tables 458
what source looks like 450
HTML styles category 250
HTTP
proxy, setting up for 135
hue
color, creating or
modifying 803
modifying for 3D object 812
Hyperlink window 471-473, 476-477
hyperlinks 272
adding to documents 470
as cross-references 332
assigning macros to 272
automatic formatting 124
bar, overview 436, 470
displaying style 272
Hyperlink Dialog icon 470
Hyperlink icon 470
icon that opens inserted
object 299
icons, example of use 470
linked cross-references 332
table of contents entries 338
hyphenation
controlling 196
paragraphs 213
setup 212

I

icon tips 97
icons
All Levels 679
attributes, applying to objects
(Draw) 763
can’t find 711, 715
changing on toolbar 761
connector 793
curves, editing 801
demote/promote 676
dimension line 793
drawing multiple objects
without reselecting 762
finding right icons on object
bar 100
grid 780
hidden menu items 101
Hide Subpoints 679
increasing icon size 106, 108
Insert tearoff size object menu 695
interaction 717
Live Mode 732
Mouse pointer as pen 732
object bar icons 768
objects to add to
presentations 695
Show Subpoints 679
object formatting in object bar
(Impress) 686
text option setup 679
text-creating 680
viewing hidden icons 100, 101
IDE
module, creating with 969
IF function 572
Ignore double spaces option 125
illumination for 3D object 812
Illustrator
Illustrator-like text
features 819
inserting object created in 299
image buttons in animated GIF
window 720
image maps 484-485
images
changing contrast and other
settings 834
changing one color to
another 833
converting to Draw
objects 827
creating and adjusting
(Writer) 273
cropping, any shape 836
cropping, standard 835
deleting part of 837
delaying window 752, 785
grayscale or watermark 838
in Web documents 466
inserting in presentation 697
scaling well 787
scanning 303
work area 752
import personal data 26, 45
Import Styles window 266
importing
databases 880
delimited text files into
Calc 513
formula files 302
Microsoft Office
documents 161
Microsoft Office
templates 269
non-Writer documents 178
problems importing files 28
styles from another
document 265
templates 268
text files into Calc 513
Impress
adding other files to
presentations 695
drawings, opening as
presentations 647
features 634
guided tour 636
new features 16
opening presentation 647
opening presentations in
Draw 757
player, installing 42
printing options 745
Quick Start 634
Quick Start checklist 634
work area 635
In Front of Object option 777
Incan monkey god 428
inches, unit of measure 180
Included outline levels
option 644
Increments field
Area window 764
cross-fading 823
text marquee options 483
indenting 676
bulleted items (Impress) 686
lists 219
numbering, bullets,
outlining 221
paragraphs 208, 211
paragraphs (object bar) 200
Index styles category 250
indexes
assigning levels (keys) 343
automatic capitalization 344
concordance, using to create 345
creating 342
deleting 349
eting window 349
editing 348
formatting 348
gray background behind entries 349
index of tables 352
inserting into a single document 344
inserting into master documents 348
locating markers 349
making read-only 344
marking entries 343
page ranges, showing 344
regenerating 349
table design for data sources 910
troubleshooting 349
updating 349
information field 863
information online 39
initials, adding to HTML note 460
input field 862-864
Insert Points icon 800
insert reference field 862
Insert row, HTML table setup window 279, 454
insertion windows
Insert Apple window 486
Insert Bibliography Entry window 354
Insert Break window 260, 323
insert formula field 864
Insert Graphics window 275
Insert Index Entry window 334, 343
Insert Index window (Entries) 338
Insert Index window (Index) 335, 337, 344, 351
Insert Index window (Styles) 341
Insert Layer window 659
Insert Note window 423, 460
Insert OLE Object window 293, 481, 699
Insert Options window (Writer) 307
Insert Picture window,
Impress 698
Insert Plugin window 486
Insert Script window 488
Insert Section window 411, 414
Insert Sheet window 522
Insert Table window 278, 455
Insert Text window 696, 697
inserting
adjusting objects once inserted 304
AutoText in documents 184, 870
bibliographies into master documents 356
bibliographies into single documents 355
bibliography references 354
captions 306
charts (Calc) 590
charts (Writer) 290
documents (Writer) 302
downloading StarOffice 20
e external data, HTML into spreadsheets 511
fields in headers and footers 231
floating frames (Calc) 599
floating frames (Writer) 240
footnotes 227
formulas (Writer) 300
formulas as objects (Calc) 599
frames (Writer) 239, 297
graphics and drawings (Calc) 598
graphics and drawings (Writer) 274
horizontal line graphic (Writer) 276
indexes into a single document 344
indexes into master documents 348
links to other spreadsheet files 585
lists of figures into single documents 350
notes in documents (Calc) 622
notes in documents (Writer) 423
object created in any application 298
page numbers in spreadsheets 550
predefined text 180, 866
rows and columns (Calc) 537
sections (Writer) 409
sheets into a spreadsheet 521
slides 671, 674-675
slides and selecting layout 672
spreadsheets (Writer) 291
table rows and columns (Writer) 282
tables of contents 334
text boxes (Writer) 239
text-based file 479
installation 20
custom standard or minimum 27
downloading StarOffice 20
installed wrong language 38
installing additional components 34
JRE 30
locations where files installed 36
multi-user 31
permission denied message 23
permissions 32
problems with Linux 38
repairing 40
single-user 24
system requirements 22
trouble-shooting 37
troubleshooting 37
type to select in window 27
uninstalling 40
Windows notes 23
Interaction icon 711, 715, 717
Interaction window 718
Internet
browsing 443
converting documents to HTML 448
Internet URLs field 470
linking to URL using Hyperlink window 471
new document 443
proxy setup 135
Quick Start, Web 442
searching from program 136, 438
Web features 442
Web work area 443
interrupting page flow 259
intersecting
hatches, creating and modifying 806
formulas 561
objects 830
objects, example 828
invalid entries, preventing (cells) 603
inversion, solarization filter 842
invisible
applying to objects using Area window (Draw) 764
backgrounds 704
line attribute 768
ISPMT function 14
italics
formatting icon (Impress) 686
formatting, object bar 200

K

Katakana 113
keep with next paragraph 213
kerning 203, 207
Key1 for concordance 347
keyboard shortcuts
assigning 104
assigning macros to 105
Calc 508
viewing available 105
Writer 175
keys, index 343
keywords
keywords field 863
slide backgrounds 702
killer whales 801
Korean, see Asian

L

labels
adding to charts 591
axes in charts 591
axes, entering 592
database fields, modifying 935
new features 14
quick insertion with AutoText 398
simple 394
with fixed data 389
without variables 397
landscape
Calc 547, 624
page within portrait document (Writer) 238
printer setup 61
setup options 83
Writer page layout 233, 238
language and spelling options 191
Language Options window 196
languages available 7
lastturtle.com 20-21
lawyers and WordPerfect 411
layers
creating, illustration 659
defaults 658
deleting 662
hiding 661
illustration of navigation 660
illustration of use 660
Insert Layer window 659
layer view 657
layer view, overview 657
locking 661
moving objects between 662
preventing editing and printing 661
renaming 661
selecting one 660
specifying which is on top 660
with modes and master views 653
layout
selecting for slide 672
setup options 83, 234
see also slide layouts, page layout
LDAP
address book data source 900
tips for data sources 901
leader dots on tabs 214
leading zeroes 287, 543
left alignment (object bar) 200
Left field
guide field 795
presentation margins 673
text frame options 683
left pages
printing 86
setting 234
left-justifying text (Impress) 686
legal documents 411
legend, chart 590-591
less-than-or-equal-to (561
letterhead, inserting automatically 180, 866
letters
creating with AutoPilot 176
mail merge letters
AutoPilot 367
creating your own 378
printing mail merges 399
levels
  index 343
  outline numbering 317
libraries
  Attach file option 968
  creating new 968
  Macro Organizer window 968
  macro, creating 968
  managing macro libraries 970
  moving module to different
  library 970
ligatures 207
light source, modifying for 3D
  object 812
Lindows 21, 23
line break (text wrap) 528, 544
line contour only 664
Line Numbering window 227
Line skew fields 797
Line type field
  hatches, creating and
  modifying 806
  object bar icon 768
Line window 769
lines
  adding connector points 798
  around cells, quick 541
  arrowheads, matching 769
  changing attributes
    quickly 768
  connecting to text frames 799
  connectors, drawing 796
  conversion options 824
  converting to curves 825
  curving text along 819
  dimension lines, drawing 794
  displaying lines when moving
  objects 665, 776
  drawing 767
  drawing vertical, horizontal, or
  45-degree 767
  hiding (Draw and Image) 664
  in charts 593
  inserting (Web) 465
Line Styles tab 791
  moving object on specified
  path (Impress) 714
  numbering 226, 419
  object bar icons 768
  paragraph borders 216
  properties window 769
  snap lines setup 779
  stacking lines of text 190
  straightening 767
style lists, where stored 793
styles, creating and
  modifying 791
linking
  forms to data sources 883
  objects, problems with 696
  sections in other document 416
  spreadsheets 583
  to data in other Calc files 585
  to sheets in other
  spreadsheets 522
  to spreadsheet in Writer
    (Windows only) 294
  unlinking 472
  unlinking frames 243
links
  adding to documents 470
  adding to graphics 477
  assigning macros to 272
  between spreadsheet files 585
  broken 140
  create new file 476
  creating email with 475
  data sources 883
  DDE, sections (Writer) 417
  displaying style 272
  editing OLE and graphics links
    464
  hyperlink bar, displaying 436
  icon that opens inserted
  object 299
  Link icon 470
  modifying in Hyperlink
    window 478
  modifying text/button
    link 478
  news document 475
  target within a document 472
  target within a document
    (HTML tags) 473
  unlinking text link 478
  unvisited 272
  updating in master
  documents 330
  updating spreadsheet
  objects 599
  using Hyperlink window 471
  visited 272
  Web page, linking to using
    Hyperlink window 471
  Writer 272
Linux
  installation notes 23
  permission denied message 23
system requirements 22
  see also UNIX
List styles category 250
lists
  dropdown lists 605
  dropdown lists in spreadsheets
    (scenarios) 605
  drop-down lists, adding to
  forms 939
  figure lists, inserting into
  documents 350
  indenting and restarting 219
  list boxes, adding to forms
  944
  list boxes, examples 927
  numbers, formatting
    differently 225
  restarting at 1 226
  selection list in Calc 532
  sort list in Calc 532
  style lists, defined 792
  tables of figures and other
  items 350
  tables of figures in master
  documents 352
literal text in cells 529
Live mode for presentations 732
Load Slide Layout window 702
loading
  backgrounds, see backgrounds
  styles from another
document 265
locations
  default directory for saving and
  opening 132
  for AutoText 182
  relative or absolute URLs 138
  where files are stored 36
  where files installed 36
locking
  layers 659, 661
  Writer table cells 286
logo
  adding to page
    background 236
    handouts, adding to 728
    in converted presentation 736
    presentation 730
    showing when running 947
    see also graphics
long documents
  overview 312
  see also master documents,
    books
LONG VARCH AR 908
loop, running presentation in 730
low definition filter example 842
lowercase, automatic 122
Luminance field 803

M

MacOS
making program look like Mac 106
plans for OpenOffice.org 10
Macro Organizer window 968
macro recorder 960
macros
adding to documents 976
appendix 960
Assign Macro window 489
assigning shortcut key to 972
assigning to keyboard keys 105
breakpoints 974
breakpoints, using with 974
comments, adding to 975
creating new modules 969
deleting 971
documents, adding to 976
editing 974
editing window 965
events 927
events, assigning to 949
Excel 960
execute macro field 862
finding samples 960
forms and controls 927
getting more information 960
HTML export settings 142
library, creating 968
linking to 487
Macro Organizer window 969
macro recorder 960
Macros window, organization of macros 967
migrating 52
moving using IDe 970
organizing 966
running 971
breakpoints 974
complete macro 973
one step at a time 973
selected macro 973
running first in module 973
running one line at a time 973
security 150
setup, required 966
shortcut keys, assigning to 972
troubleshooting 152, 960, 975
where displayed in editing window 965
magenta 803
magnification
changing on status bar 170
setting default values 114
mail merge
data for business cards and labels 363
data source for, creating from text file 882
data used in, setting up 362
dragging fields into a document 380
dragging fields in, troubleshooting 378
empty fields, fixing 403
fields used in 858
filtering database records 363
fixing blank line 404
fixing empty space 403
layout tips 402
letters and faxes
AutoPilot 367
creating your own 378
overview 360
printing 399
printing from spreadsheet 625
queries and filters 363
removing empty fields 403
spacing between fields 403
switching data source 376
troubleshooting 399
manifest.xml 147
manual page break 175
manual slide transition, specifying 721, 730
maps, see image maps
margins 673
around text frames 691
headers and footers 230
inside cells 544
overview 84
printer setup 61
setup 84
slides 673
snapping to 779, 781
spreadsheets 547
warning dialogs 93
Writer page layout 233, 238
markers for notes, showing and hiding (Writer) 424
marquees 483
master documents
chapter numbering in 327
creating 328
document source files 329
example 327
headers and footers 329
indexes 342
inserting bibliographies 356
inserting indexes 348
inserting tables of contents 335
links, updating 330
moving within using Navigator 313
page styles 329
principles 326
tables of contents 332
tables of items 352
updating 329
updating styles 330
master pages, see backgrounds
master sheets, creating 583
master views
descriptions 653
selecting one 654
with layers and modes 653
match case for concordance 347
matrix array 15
mbx files, migrating 49
measurement, see unit of measurement
meddling fishwife 428
memo, creating with AutoPilot 176
memo field types 908
memory
graphics memory used 119
reducing requirements 664
see system requirements 22
memory required 22
menu bar
Calc 500
Writer 170
menu tips 97
menus
customizing 102
hidden menu items 101
increasing font size 106
right-click 108
seeing all items available 99
setup 98
merges, see mail merges
merging
  3D objects 809
cells (Calc) 542
cells (Writer) 289
data in cells 542
objects 830
objects, example 828
table cells (Writer) 282
meta.xml 147
metafiles
conversion options 824
converting Draw objects to 827
Microsoft
Access, see Access
converting to and from
  Microsoft Office 160-161
opening files by default in
  OpenOffice.org 29, 152
saving automatically in MS format 163
SQL Server, see SQL Server
switching from 11
Microsoft ActiveX Data Objects 878
migration 44
  converting 5.2 files 50
databases 52
email 49
email, address book, newsgroups 46
macros 52
overview 12
schedule 49
settings from 5.2 45
supported address book data source formats 900
UNIX printers
millimeters, unit of measurement 180
minimum installation 27
minions, smart alec 171, 422
MIRR function 14
misspellings
  correcting automatically 121
underlining 191
see also spellcheck
models of color, see color
modes
  selecting one 658
with master views and layers 653
Modify Slide window 672, 673
modifying
  AutoText entries 182, 868
bibliographies 356
chart details 595
charts 592
master document source files 329
modified field 863
notes in documents 424
scenarios in spreadsheets 607
sections 417
sort lists 534
standard template (Writer) 264
styles 260
styles (Calc) 557
styles using drag & drop 261
tables of contents 341
templates 268
modules
  creating new for macros 969
  creating using IDE 969
  creating using Organizer 969
deleting 971
hiding 971
moving to different library 970
moving using IDE 970
renaming 970
renaming macro modules 970
running first macro in 973
Monopoly 580
morphing
  colors when duplicating objects 816
see also cross-fading
mortgages, calculating using scenarios 606
mosaic filter 839
mouse
  lefties 108
  right-click 108
Mouse events 948
Move Points icon 800
moving
  AutoText entries to different categories 183, 869
  objects (Writer) 304
  objects between layers 662
  objects, displaying lines when 665, 776
  sheets 523
templates to different categories 270
multi-file books, see master documents
multiple pages per sheet of paper, printing 85
multiplying (*) in formulas 561
multi-user installation 31
MySQL
  data source using JDBC 893
  database connection overview 854
  JDBC syntax 896
  troubleshooting 893, 896
  UNIX use with ODBC 881

N
Name field
  color, creating or modifying 802
custom presentation 723
Graphics window 478
illustration 524
illustration (Impress) 668
inserting existing slides 674
master document 328
master document view 313
moving among slides 668
opening 731
opening and closing 175
naming spreadsheet areas 611
nap fairy 422
Navigator
  and editing OLE objects 480
  Calc 524
  illustration 524
  illustration (Impress) 668
  inserting existing slides 674
  master document 328
  master document view 313
  moving among slides 668
  opening 731

SOcompanion.book Page 999 Wednesday, December 11, 2002 5:42 PM
running presentations using 731
setting table name that appears 455
starting 313
toggling between normal and master document 313
using 314
visible when running presentation 730
window 314
negative numbers, setting to red in cells (Writer) 287
nested tables
Web 456
Writer 280
network installation
running 31
troubleshooting 32
new document, creating using hyperlink 476
New window (template) 177, 510
newsgroups
migrating 46
StarOffice 39
next page style 258
next paragraph style 252
next record field 864
next record field 865
nonconsecutive
cells 561
text, selecting 185
nonprinting characters, displaying or hiding in HTML documents 435
non-scrolling regions 553
not equal to () in formulas 561
not panicking xviii
notes
browsing sequentially 460
displaying or hiding in HTML documents 435
editing (Writer) 424
editing in HTML 460
how indicator looks in HTML document 459
in HTML, example 459
inserting (Calc) 622
inserting (Writer) 423
inserting in HTML 460
markers 424
printing (Web) 493
printing (Writer) 424, 427
printing HTML notes 461
showing and hiding script indicators 487
viewing (Writer) 424
see also speakers’ notes
notes view 656, 726-727
number format
choosing 287
setting in tables 455
user-defined 287
Number Format window (Writer) 287
number sequence field 864
numbered lists, formatting numbers 225
numbering
automatic 125
bibliography references 355
Calc page numbering issues 551
captions 309
formatting in cells
(Writer) 286
levels of 217, 220
lines 226, 419
lines for proofing (Writer) 214
Numbering/Bullets window (Graphics) 220
page n of m, formatting 231
page numbering in books 322
pages 322
pages, Calc 549
paragraphs 200, 214
position settings 224
primary control window 221
removing 259
restarting 219
restarting at 1 317
saving customizations 224
setting font style 223
setting up (Impress) 689
setup (Writer) 213
simple page numbering 322
space to text 224
styles 248, 256
styles, creating 256
styles, using with paragraph styles 257
switching page numbering styles 322
text (Draw) 771
text before and after 223
turning off shading 217
turning on/off (Impress) 688
Writer 217
Numbering/Bullets window 218, 222, 224
numbers
creating your own formats 287
document number field 863
entering in cells 528
format in cells 540
formatting for fields 865
formatting in tables 286
formatting numbers of numbered lists 225
record number field 865
wider than cells 529
o
oatmeal 474
object bar
Calc 500
formatting text using (Draw) 771
line attributes 768
switching between table and text 282
table 282
Writer 170
object bars
attributes, applying to objects (Draw) 763
character formatting 200
finding right icons 100
image options 832
setup 98
table tools (Writer) 281
object frames and points, snapping to 779
objects
3D, see 3D 808
adjusting once inserted (Writer) 304
aligning 774
applying styles to (Draw) 758
applying (Draw) 763
changing one into another, see cross-fading 822
color, working with in Draw 801
conversion/combining effects, examples 828
converting to other object type 823
copying and duplicating (Draw) 815
created in any application, inserting 298
creating basic objects in Draw 761
cross-fading 822
curving text along 820
displaying lines when moving 665, 776
displaying or hiding in HTML documents 435
distributing 774
drawing multiple without reselecting icon 778
flipping 782
grouping 778
in Web documents 466
inserting 115
moving (Writer) 304
moving on specified path (Impress) 714
positioning 775
problems with linking 696
resizing 777
resizing (Writer) 305
rotating 782-783
scaling well 787
snapping to 781
space around (Writer) 304
styles (Impress) 693
typing text inside 684
using Gallery 115
ODBC
connection pooling 892
creating data source 887
overview 878
syntax for data sources 890
troubleshooting 892
UNIX database access with MySQL 881
Office, see Microsoft
offset for bitmaps 765-766
OLE security 150
OLE objects
adding to drawings 814
adding to presentations 695
inserted blank spreadsheet, example 482
inserted spreadsheet, example 481
inserting in document 479
inserting in slide 698
links to, editing (Web) 464
Navigator, using when editing 480
online help
adding to spreadsheets 605
turning off Help Agent 129
online information sources 39
Open Database Connectivity, see ODBC
opening
default directory for saving and opening 132
non-Writer documents 178
presentations 647
prior versions of documents 407
selecting type of dialog box 31
OpenOffice.org 4
books 21
CDs, ordering 20
developers' manual 10
developing for 7
downloading 20
extra files, templates 510
file application formats 511
font substitution 74, 82
FreeBSD development 10
getting started 41
MacOS development 10
migration from StarOffice 5., see migration new features 13
new features mailing list 8
online information sources 39
opening Microsoft files in 152
platform development 10
PowerPC development 10
reinstalling 35
removing 40
still running 38
Washington Post review 8
XML configuration files 146
operating system, see system requirements
operators in spreadsheets 560
optional hyphens, displaying or hiding in HTML documents 435
options
language and spelling 191
printing 76
setup (Calc) 507
setup (Writer) 174
word completion 127
Oracle
data source using JDBC 893
data source with ODBC 887
database connection overview 854
JDBC syntax 895
ODBC syntax for data sources 890
troubleshooting for data sources 890
see also data sources
order
algebraic 561
calculation 562
evaluation in formulas 561
object effects 713
tabbing in forms 936
organizational charts
adding connector points 798
creating 690
formatting 692
positioning elements 692
organizing
AutoText entries 183, 868
macro libraries, creating 968
macro module, creating 969
templates 269
orientation
and backgrounds (Impress) 701
Calc 547, 624
documents (Draw) 757
Impress 743
portrait page within landscape document (Writer) 238
presentations 745
printer setup 61
setup options 83
slide handouts 728
slides 673
switching between landscape and portrait 260
troubleshooting 756, 757
warning setup 94
when cross-fading 823
Writer page layout 233, 238
orphans, controlling 213
outline levels for presentation and AutoAbstract 644
outline numbering
palettes
adding or modifying 804
changing color models 803
where stored 803

paper
format 234
format, selecting 76, 79, 756, 849
fitting document onto one sheet 86
Paper format field, presentations 673
Paper source field, presentations 673
printing multiple slides per page
saving 85, 744
size
printer setup 61
warning setup 94
source, selecting 234, 493
UNIX printers 60

paragraph formatting
background 215
columns for paragraph (Writer) 237
conditional styles 252
first characters different 215
format painter 201
inline text explanations 190
numbering, bullets, outlining 217
Paragraph Format window 210
Paragraph Style window 252
Paragraph window 211, 687
removing 463
return markers, showing or hiding in HTML documents 435
styles 251
styles, applying 259
widow and orphan control 213
window 210

paragraphs
aligning (object bar) 200
alignment 212
background color 209
background color or graphics 216
borders 216
breaking to new page style 213
bullets (object bar) 200
columns (Writer) 237
combining 126
count words in 187
creating caption numbering 309
creating styles by drag & drop 254
customizing bullets, numbers, outlining 220
drop cap 215
first characters different 215
formatting 208
hidden paragraph field 863
hyphenation 213
indenting 208, 211
indenting (object bar) 200
justifying 212
keep with next 213
large first letter or word 215
line numbering for proofing 214
next style 252
numbering (object bar) 200
numbering and bullets 214
outlining quickly 217
positioning graphics behind 216
putting in a box 215, 235
restarting numbering 214
setting number font 223
setting tabs 209
spacing between 211
stray lines 213
styles 248, 251
tab setting 214
updating styles 261
updating styles automatically 252

parentheses for calculation order 562

passwords
cells and sheets 602
cells and sheets in Calc 149
password-protecting documents 158
protecting section contents 413
protecting text from modification 197
removing for documents 158

Paste Special window 581
pasting, paste special (Calc) 580

paths
adding more for file selection windows 648
AutoText storage locations 182
backup files 132
changing in dialog boxes 134
changing to folders 132
default directory for saving and opening 132
download 132
default directory for opening 132
document locations 36
documentary 132
documentary selection 36
file locations 36
graphics 132
my documents 132
Path button, AutoText window 181
Paths Options window 133
relative or absolute URLs 138
relative paths display absolute in tool tips 471
troubleshooting 140
viewing and setting 36

PBM, description 786

PDF
native printing in new build 67
Postscript printer driver for Windows 77
PostScript, converting to 78
printing UNIX 79
Windows 79
printing considerations 77
printing to 77
troubleshooting 68
UNIX setup 67
Windows printing considerations 77

percentages
entering in cells 529
format for cells 540

Perl WebCast script options 741
permission denied, Linux install 23
permissions for multi-user installation 32
personal data
import selection 26
migrating 45

PGM, description 786

Phong 811

photos
adding to drawings 815
see also drawings, graphics

picas 180
picture placeholders 664
pictures 216
adding to Calc 598
adding to drawings 815
adding to Writer 274
background of page 236
cell background (Writer) 286
creating and adjusting 
(Writer) 273
cropping 836
cropping (Writer) 276
deleting part of 837
grayscale or watermark 838
in Web documents 466
inserting in presentation 697
lining up on a grid 
(Writer) 305
linking to (Writer) 275
paragraph backgrounds 216
placement behind Writer 
page 236
resizing (Writer) 276
scaling well 787
scanning 303
space around (Writer) 304
work area 752
placeholder field 862
plugins
adding to documents 486
adding to presentations 696
Insert Plugin window 486
PNG, description 786
Point reduction 779, 827
point size
formatting icon (Impress) 686
text (Draw) 771
see also formatting, font
points
adding and modifying for 
Bezier curves 800
adding to connector lines 798
measurement 180
snap points and object points, 
setup 779
polygons
converting curves to 826
converting to 3D 825
converting to curves 829
converting to other Draw 
objects 824
curving text along shape 820
typing text inside 684
pooling connections 892, 905
popart filter 841
pop-up tips 97
portrait 234, 673
Calc 547, 624
document (Writer) 238
printer setup 61
setup options 83
switching to landscape 260
Writer page layout 233, 238
Ports and proxies, setting
for 135
Position and Size window
positioning objects 775
resizing 777
rotating objects 783
positioning
behind paragraphs 216
displaying object lines when 
moving 776
using arrows and Shift 775
using Position and Size 
window 775
see also snap, grid
Poster filter example 840
PostScript
level for UNIX printers 60
level, printer setup 62
PDF, converting to 78
printing 78
printing considerations 77
printing to 77
printing to, file extension to 
use 78
reading files 77
troubleshooting 78
Windows printing 
considerations 77
PowerPC plans for
OpenOffice.org 10
PowerPoint
converting 161
opening 647, 732
opening MS files in StarOffice 
or OpenOffice.org 29, 152
saving presentation as 732
switching from 
troubleshooting 647
PPM, description 787
precedents in Calc 587, 714
Presentation menu 669
presentations 673
adding fields like page and 
title 699
adding more paths for file 
selection 648
adding other files to 695
AutoPilot, turning off 648
background view 657
changing font styles for new 
presentations 695
converting
automatic 738
colors 737
display 738
issues 733
naming 739
navigation 736
starting converted 737, 741
to HTML 733
to other file formats 732
to Powerpoint 732
to raster 733
WebCast 738
creating
AutoAbstract options 
window 644
based on Writer 
document 639
from scratch 645
Send AutoAbstract to 
Presentation 642
Send Outline to 
Presentation 641
using AutoPilot 639
creating, procedures 638
custom 722-723
dark background, not 
printing 848
default settings,
modifying 692
displaying in black 666
displaying in grayscale 666
fitting slide on one page 743
frames, using in converted 735
grid 665
handouts, creating 727
hiding objects 664
opening 647
opening as Draw file 757
orientation 673, 745
paths, adding for file 
selection 648
printing
only presentation 746
procedure 746
paper size 742
Index 1005

---

**printing takes too long** 701, 744

printing more than one slide per page 742

printing multiple slides per page 727

printing options 745

quitting with interaction effect 719

reducing file size 701

rehearsing timing 729

running 721

beginning and ending 731

editing while 732

in automatic loop 730

options 730

switching between 731

using Navigator 731

setup before you begin 647

speakers’ notes 726

stretching slide to fill page 743

styles 693

templates 649-650

text options setup 679

title, specifying 646

troubleshooting 647

tutorial 636

work area 635

**preventing cells from printing** 629

**Preview field**

bitmaps, creating and modifying 807

connectors 797

dimension lines 795

hatches, creating and modifying 806

lines 769

**print jobs, single** 493

Print Layout On/Off 467

Print Options window

orientation effects 83

overview 83

Writer 427

Print window 76

Printable option for layers 659

Printer Installation window 56

Printer Properties window

orientation effects 84

overview 84

setup 61

printers

color and color depth 62

converting 5.2 printers

creating new UNIX printer 55

default printer, setting 62

DocuTech setup 92

DPI setup 62

duplex 61

duplex UNIX printer 57

duplex, turning off 59

input slot 61

margin setup 61

paper size and orientation 61

PostScript drivers 77

PostScript level setup 62

resolution setup 62

scale setup 61

selecting (Draw) 849

selecting (Impress) 746

selecting (Web) 426, 492

selecting when printing 76

setup for all platforms 75

setup options 75

setup, UNIX 54

spawn location 54

trays (Writer) 234

UNIX

fonts, adding 71

general font substitution 74, 82

name, changing 62

per-printer substitution 72

PostScript level 60

removing 62

UNIX, printing right now 54

**printing**

aligning printout to page area 547

backwards 86

brochures 88

brochures and duplex printers 90

collating 76

collating (Draw) 849

collating (Impress) 746

collating (Web) 426, 492

colors 93

column letters (Calc) 628

commercial color setup 93

copies, number of 76

dark backgrounds, not printing 744

DocuTech setup 92

drawings 848-849

duplex 59

fax, entering 493

files instead of printer, options 78

fitting a page onto one sheet of paper 86

fitting slide on one page

(Draw) 846

fitting slide on one page

(Impress) 743

graphics and related settings 87

hidden

slides 745, 848

subpoints 678

HTML notes 461

layers, preventing 661

left only or right only 86

mail merge from spreadsheet 625

margin warning setup 94

margins 84

margins, printing throughout StarOffice 84

memory used for graphics 119

more than one page on a sheet 85

more than one page on a sheet (Writer) 428

more than one slide per page (Draw) 742, 846

most recent print field 863

multiple pages per sheet, printing throughout StarOffice 85

multiple slides per page 727

not printing dark drawing backgrounds 848

not printing dark presentation backgrounds 848

notes (Calc) 628

notes (Writer) 427

notes in documents 424

nothing comes out 849

number of pages to print spreadsheet on 630

options, setting up 76

page flow of sheets 549

Page Format window (Draw) 847

Page Format window

(Impress) 743

page layout 83
PostScript 78
PostScript or PDF 77
Postscript printer driver for Windows 77
presentations
  hidden pages 745
  options 745
  printing takes too long 701, 744
  procedure 746
  specifying what to print 746
preventing cells from modification (Calc) 629
print layout, using in HTML documents 467
print range (Calc) 628
procedures (Calc) 624
procedures (Draw) 849
procedures (Impress) presentations printing procedures 742
procedures (Writer) 427
quick 75
quickly with print icon (Draw) 849
quickly with print icon (Impress) 742
quickly with print icon (Web) 426, 492
range 76
range (Draw) 849
range (Impress) 746
range (Web) 426, 492
repeated headings (Calc) 626
reversing order (Writer) 427
row numbers (Calc) 628
selected sheets only 15
selecting sheets to print 625
selection only 76
setup options 75
shrinking spreadsheets to fit 630
specific spreadsheet elements 628
spreadsheet formulas 628
spreadsheet grid 628
stretching slide to fill a page (Draw) 847
stretching slide to fill a page (Impress) 743
text black 493
things that control (Calc) 624
to files (Impress) 746
to files (Web) 426, 492
toner, saving 744
troubleshooting
documents not opening or printing 55
paper format 76, 79, 756, 849
paper size 742
troubleshooting procedures (Draw) 848
troubleshooting, presentations 742
UNIX and PDF 79
warning dialogs 93
Web 492-493
Windows PDF 79
Writer 426
printing options
  Calc 624
  Draw 848
drawings 848
  page (Calc) 547
  presentations 745
  sheet (Calc) 547
  Web setting 493
  Writer 427
problems, see troubleshooting
programmers’ manual 10
promoting
  bulleted items 676
  bulleted items (Impress) 686
  bulleted items to heading 677
  formatting icon (Impress) 686
  icon 676
properties
  documents, viewing and setting 447
  file, setting 467
  see also document properties, fields
proportional table setup window 279, 454
protecting
  cell contents 286
  cell contents (Writer) 286
  cells 546
  cells from modification 602
  editing changes 422
  Protect option
    positioning objects 776
    resizing objects 778
  section contents 413
  sections, write-protecting 409
spaces, displaying or hiding in HTML documents 435
text from modification 197
Writer table cells 286
proxies
  finding out what they are 136
  setting ports 135
  setting up 135
pyramids, creating 808

Q
Quality option for printing options (Draw) 848
queries
  composition window 916
data sources 914
  in mail merges 362
  running for data source 916
  searching databases 951
  writing with SQL code 915
quick printing 75
Quick Start
  Calc 498
  checklist (Calc) 498
  checklist (Draw) 750
  checklist (Impress) 634
  checklist (Writer) 168
  checklist, Web 442
  Draw 750
  Impress 634
  Web 442
quick sum 563, 564
quote marks
  changing automatically 126
  smart or straight 188
  substituting other characters 188

R
radio buttons
  adding to drawings 815
  adding to presentations 699
  examples 927
  properties window 947
  see also controls
RAM required 22
ranges
  cells 561
Draw document 849
presentation 746
printing 76
running presentation 730
sums 564
Web document 426, 492

rasters
adding to drawings 815
applying color modes to (Draw) 838
converting to another raster type 785
converting to Draw object (vector) 824, 827
cropping 836
inserting in presentation 697
saving presentation as 733
scaling well 787

read-only access, making files editable 450
rearranging slides 669
recalculating spreadsheets 508
recent documents, setting number that can be opened 145
recorder for macros in future release 960
recording changes (Calc) 618

records
adding to data source using forms 955
any record field 865
modifying using forms 924
new using forms 924
next record field 865
problems entering longer field value 957
record number field 865
searching for in data sources 951
rectangles 762
conversion options 824
drawing (Draw) 762
rounding corners of existing 762
typing text inside 684

red
color, creating or modifying 803
modifying for graphic with object bar 832

references
cell, absolute and relative 568
cell, tracing 614
cells, tips 568
cross-references 331
insert reference field 862
lists of books in document set reference field 861

refreshing
bibliographies 356
chart data 597
drink, see refrigerator indexes 349
links in spreadsheets 522
links to objects in spreadsheets 599
master documents 329
spreadsheet calculations 571
tables of contents 342

regenerating
indexes 349
tables of contents 342
Reggie the Pool Boy 327
register true 211
registered trademark 189
registration 42
regular expressions in search and replace 525
rehearsing presentation timing 729
rejecting document changes (Writer) 420, 621
relative
cell references 568
cell references, applying 509
paths 471
URLs 138
relative width of tables (Writer) 285
relief filter, example 840
Remove blank paragraphs option 126
remove noise filter 843
Remove unused background pages 696, 697
Remove unused master pages 702

removing
columns, rows, and tables (Writer) 288
empty merge fields 403
formatting 463
headers and footers 232
lines from headers and footers 229
lines from page borders 235
lines from paragraphs 216

numbers and bullets 259
printers in UNIX 62
program (uninstalling) 40
rows and columns 537
rows and columns (hiding) Calc 537
scenarios 608
sheets 523
sort lists 534
styles 261
styles (Calc) 557
tables of contents 342
templates and categories 270

renaming
data source tables 911
layers 661
macro module 970
sheets 522
slides 669

reordering
sheets 523
sort lists 534
see also rearranging

repeating headings and columns 626

replacing
search and replace 524
styles 265
text automatically 121

resizing
columns (Calc) 536
graphics (Writer) 276
objects 777
objects (Writer) 305
objects, using mouse 777
objects, using Position and Size window 777
rows 536
rows and columns in tables 456
sheet area 523
table columns (object bar) 282
tables, overall dimensions 456

resolution
color images 832
converted presentation 735, 741
printer setup 62

restarting
lists at 1 226
numbering 214, 219
outline numbering at one 317
page numbering 325
Index

Return key, changing behavior in spreadsheets 535
return, soft 175
reusing content, sections 409
reverse calculations with goal seek 609
reverse calculations with scenarios 605
reversing print order 86, 427
reverting to prior document versions 409
RGB changing to CMYK 803
selecting 93
right pages only, printing 86
right pages, setting 234
right-click menus 108
right-justifying text (Impress) 686
RoboHelp 410
rolling 552
rotating 3D charts 596
3D objects 808
handles for 3D object rotation 809
objects manually 782
objects using Position and Size window 783
text in cells 544
Roth, Werner (Web site) 39
rows breaks, manual 551
changing height (Writer) 289
deleting 537
deleting (Writer) 288
expanding and contracting in Calc 610
hiding (Calc) 537
in tables, resizing 456
inserting (Calc) 537
printing repeated headings 626
resizing (Calc) 536
selecting entire (Calc) 535
sorting (Calc) 575
spreadsheet rows for data source 517
unfreezing 553
unhiding 537
Ruby text
setup 112
using 190
ruler
changing units on 170
resizing 180
setting unit of measurement (Image) 784
setting unit of measurement (Impress, Draw) 663
vertical (Writer) 179
Writer 170
running macros 971-973
presentations, custom 723
presentations and editing 732
running heads 320
SadisTech 613
sampling, see Eyedropper
Sascha Gates 170
saturation
modifying 803, 832
modifying for 3D object 812
Save As window 158
Save button (Configuration window) 104
saving as StarMath formula 302
at specified interval 156
default directory for saving and opening 132
in 5.2 51
in 5.2 format 163
in Microsoft format 163
outline numbering versions 318
records in data sources 924
selecting type of dialog box 131
scale images 787
printer setup 61
setting (Draw) 784, 796
scanning 303
scenarios
creating 606
deleting 608
modifying 607
spreadsheets 605
Schedule files from 5.2, exporting 49
scripts
adding to document 487
editing 488
Insert Script window 488
linking to 487
printing 488
showing and hiding indicators 487
WebCast options 741
where to insert code 488
scrolling
marquee options 483
nonscrolling regions (Calc) 552
vertically and horizontally in Calc window split 553
searching
concordance terms 347
databases 951
for document elements 313
for index markers 349
Internet 439
Internet from within program 136
Japanese search options 110
search and replace 524
sections
adding text before 197
backgrounds 412
columns 412
conditional 415
creating 411
creating (Writer) 409
creating in spreadsheets 611
DDE links 417
deleting 417
formatting 411
hiding 409
linking to section in other document 416
modifying 417
protecting 409
Index

protecting contents 413
section breaks 212
using (Writer) 409

security
macros 150
OLE 150
password-protecting documents 158
protecting text from modification 197
proxy, setting up for 135
setting up for documents 149
see-through, see invisible, transparency
segments of circle, drawing 762
selecting
all cells in sheet 535
all of document 175
chart parts 593
custom presentation slides 723
drawing part to print 76
entire data area (Calc) 524
entire rows and columns 535
non-adjacent cells (Calc) 535
nonconsecutive text blocks 185
selection lists 532
Semiautomatic transition 721
send as email program 143
Send AutoAbstract to Presentation feature 642
Send Backward option 777
Send Mail window 521
Send Outline to Presentation feature 641
Send to Back option 777
sending
documents as Email 143, 179
spreadsheet as email 520
Sequence Options window 308
servers
files installed 31
installation 31
proxy server names, how to enter 136
Set in Circle 817
set variable field 864
settings.xml 147
setup
3D display options 118
Basic 966
commercial colors for printing 93
duplex printers 59
graphics print settings 87
grid 778
HTML backgrounds 434
memory used for graphics 119
presentations 647
print options 75
printing margins 84
security 149
source text options for HTML 435
table options, HTML documents 279, 453
text options (Impress) 679
tips and tricks 95
shading
tables, predefined 455
turning off 217
shadows
applying to objects using Area window (Draw) 766
applying to objects using object bar (Draw) 763
modifying for 3D object 811
on page borders 216
sheep's bladders 754
sheets
about 521
adding 521
creating a master sheet 583
deleting 523
direction of page flow 549
password protection 602
printing 625
printing only selected 15
printing options 547
protecting 602
renaming 522
reordering 523
selecting all cells in 535
selecting non-adjacent cells (Calc) 535
shortcut keys
assigning 104-105
assigning to macro 972
Calc 508
macro, assigning to 972
Writer 175
show
Show Grid icon 780
Show Snap Lines icon 780
show sublevels 317
show sublevels field 317
show variable field 864
showing
changes to cells 618
grid (Writer) 306
hidden rows and columns 537
note markers (Writer) 424
notes in documents 424
objects (Impress, Draw) 664
slides 677
shrinking spreadsheets to fit printed page 630
signatures
creating and inserting 180, 866
moving to different categories 183, 869
similarity search 525
single spaces, enforcing 125
Single Step icon 974
single-source documentation 410
single-user installation 29
size
display size (Impress, Draw) 663
direction of text frames and text 683
reduced-size slides, printing 727
Size fields
Slide Design window 702
slide layouts
selecting for correct formatting 685
selecting for slide 672, 673
see also backgrounds
slide shows, see presentations
slide transitions
applying 720
automatic or manual 721
manual, switching to 730
presentation conversion issues 733
slide view
illustration 655
overview 655, 657
rearranging slides in 670
slides
backgrounds, see backgrounds columns, using 685
converting to HTML 733
converting to PowerPoint 732
converting to raster 733
copying from any document slide view 676
copying from same document drawing view 676
deleting 669
effects, applying to entire slide 720
going to specified 718
headers and footers 706
hiding 677
inserting 674-675
inserting and selecting layout 672
inserting from another file 674
inserting Image graphics 697
inserting new empty 671
inserting quickly 671
making slide for each bulleted item 677
margins 673
moving among using Navigator 668
name 745
naming 672, 673
orientation (Impress) 745
printing troubleshooting 746
printing (Draw) 849
printing (Impress) 746
printing hidden 848
printing more than one per page (Draw) 846
printing more than one per page (Impress) 742, 743
printing multiple on a page printing options (Impress) 745
rearranging 669
renaming 669
running, and switching between 731
selecting correct layout 685
showing 677
slide view 657
stretching to fill a page (Draw) 847
stretching to fill a page (Impress) 743
summary slide, creating 678
text, adding 683
text, adding to 679
text-creation icons 680
transitions, see transitions 710
Smalls, Derek 532
smart quotes 126, 188
smooth filter 842, 843
Smooth Transition icon 801
snap grid snap setup 779
illustration of features 773
page margins and objects, snapping to 781
snap points and lines, creating 780
grid setup 779
soft return 175
Solaris installation notes 23
system requirements 22
see also UNIX
solarization filter example 842
Sort List Options window (Calc) 533
sorting 575
copying results to other sheets (Calc) 575
data sources 917
data sources using forms 951
horizontally 575
including headings 575
sort lists 532-534
spreadsheets 574
see also collating
sounds applying to text and objects 713, 716
converted presentation 735, 741
dragging Gallery items to documents 116
effects, applying to objects 712
interaction effects 719
playing (Impress) 719
presentation conversion issues 733
slide transitions 720
using Gallery 115
sounds like search 525
source
HTML, color setup 435
HTML source in Web 450
HTML, editing 461
nested tables 458
Edit Links window 465
spaces
displaying or hiding in HTML documents 435
enforcing single 125
nonbreaking 175
spacing
around objects (Writer) 304
Asian typography 112
between bullets and text 224
between numbers and text 224
between paragraphs 211
formatting icon (Impress) 686
inside cells 544
spreadsheets headers and footers 550
text (Draw) 771
text width 206
Spacing field
hatches, creating and modifying 806
line styles 791
spadmin 54
speakers’ notes adding to presentation 726
printing only 746
spearmint euphoria gum 171
special characters
creating automatically 121
inserting 189
inserting in formulas 302
special effects enabling (Impress) 710
Impress 710
see also effects
Special styles category, Writer 250
speed of display, increasing 664
spell check
adding dictionaries 193
automatic 191
customizing 192
options 191
troubleshooting 194
Split Curve icon 801
splitting
table cells (Writer) 282, 289
tables 455
window (Calc) 553
spreadsheets
about sheets 521
adding charts 590
comments to changes 619
controls to 598
graphics and drawings 598
help tips to 605
math formulas as objects 599
sheets 521
to drawings 814
o presentations 695
Index 1011

to Writer 291
advanced techniques 583
applying themes 558
AutoFilter 576
AutoFormat 538
automatic totals 564
backgrounds 548
borders, colors, backgrounds 538
bringing data source into manually 517
calculations in tables 295
calculations overview 560
cell styles 556
changes, showing 618
color-coding parts 588, 615
colors for change recording 618
consolidation feature 585
converting to Writer tables 294
correct file format for text file 514
data source from 884
DDE link in Writer (Windows only) 294
deleting area names 613
deleting from document (Writer) 294
deleting sheets 523
double-checking totals 572
editing in Writer 293
Enter key 535
entering formulas manually 563
features 498
filtering data 576
formatting with AutoFormat 538
formula basics 560
function AutoPilot functions 563
goal seek 609
headers and footers 549
HTML, saving as 448
importing HTML tables 15, 511
importing text files 513
inserted blank OLE object, example 482
inserted OLE spreadsheet, example 481
inserting notes 622
linking between files 585
margins 547
moving within using 523
naming areas 611
navigating through sheets 523
new, creating 509
nonscrolling regions 552
number of pages to print spreadsheet on 630
opening 511
opening data sources with Data Pilot 515
opening HTML table in 511
operators 560
outlining 610
overview of using as data source 879
page layout 547
page numbering 550
page styles 557
paste special 580
print ranges 628
printing mail merges from 625
printing only selected sheets 15
printing specific elements 628
printing, things that control 624
protecting cells 602
Quick Start 498
recalculating 508
renaming sheets 522
reordering sheets 523
rows and columns from data sources 517
saving as Excel or 5.2 518
saving as HTML 519
saving as text file 519
scenarios 605 - 608
standard template 263
StarOffice
beta, uninstalling first 44
books 21
converting 5.2 documents 50, 161
migrating 5.2 databases 902
saving automatically in 5.2 format 163
saving spreadsheets in 5.2 518
StarOffice52.dt file, changing HTML icons back 153
St. Hubbins, David 532
statistics field 861
standard Filter window 578
standard installation 27
Standard option
printing options (Draw) 848
printing options (Impress) 745
statistics field 861
standard Filter window 578
standard installation 27
Standard option
printing options (Draw) 848
printing options (Impress) 745
StarOffice
beta, uninstalling first 44
books 21
converting 5.2 documents 50, 161
migrating 5.2 databases 902
saving automatically in 5.2 format 163
saving spreadsheets in 5.2 518
StarOffice52.dt file, changing HTML icons back 153
see also OpenOffice.org
Start inside option 483
SQL
and controls 927
data source queries 914
query composition window 916
query writing with SQL code 915
running data source query 916
statements for data sources 912
syntax for queries 915
troubleshooting 899
squares
aligning text to specific shape 820
conversion options 824
drawing (Draw) 762
rounding corners of existing 762
typing text inside 684
St. Hubbins, David 532
StarOffice
beta, uninstalling first 44
books 21
converting 5.2 documents 50, 161
migrating 5.2 databases 902
saving automatically in 5.2 format 163
saving spreadsheets in 5.2 518
StarOffice52.dt file, changing HTML icons back 153
see also OpenOffice.org
Start inside option 483
stats field 861
STD (Writer task bar) 185
stencils, creating in Draw 761
straddling cells 289
straight quotes 188
SQL
and controls 927
data source queries 914
query composition window 916
query writing with SQL code 915
running data source query 916
statements for data sources 912
syntax for queries 915
troubleshooting 899
squares
aligning text to specific shape 820
conversion options 824
drawing (Draw) 762
rounding corners of existing 762
typing text inside 684
St. Hubbins, David 532
StarOffice
beta, uninstalling first 44
books 21
converting 5.2 documents 50, 161
migrating 5.2 databases 902
saving automatically in 5.2 format 163
saving spreadsheets in 5.2 518
StarOffice52.dt file, changing HTML icons back 153
see also OpenOffice.org
Start inside option 483
statistics field 861
STD (Writer task bar) 185
stencils, creating in Draw 761
straddling cells 289
straight quotes 188
straightening
lines 767
see also grid

style catalog 249
style lists 792-793, 803-804

styles
about (Writer) 247
applying 259
applying (Calc) 557
applying (Impress) 693
applying automatically 126
applying graphics styles using
object bar (Draw) 763
applying to an object
(Draw) 758
bulleted items, demoting and
promoting (Impress) 687
Calc 554
cell 556
changing categories of 261
changing default fonts
(Impress) 692
changing for all new
presentations 695
character 248
color themes in Calc 558
colorizing text 288
conditional paragraph styles
252
creating (Writer) 251, 254-258
creating and modifying
(Draw) 758
creating caption numbering
paragraphs 309
default font, changing 447
deleting 261
deleting (Calc) 557
formatting with (Writer) 247
frame 248, 258
frame, applying 259
frames, creating and modifying 791
how they work (Writer) 249
HTML 451-453
icons in Stylist (Writer) 249
Impress 693
lines and arrows, creating and
modifying 791
making available for other
documents (Impress) 694
making available to other
documents 247, 251
modifying 260
modifying (Calc) 557
modifying (Impress) 693
modifying using drag &
drop 261
next page 258
next paragraph 252
numbering 248
numbering and bullet 256
overwriting 265
page (Calc) 557
page (Writer) 248, 257
page styles in master
documents 329
page, changing flow 259
paragraph 248, 251
paragraph, applying 259
reasons for using in Calc 554
removing formatting 463
reusing in another document
(Draw) 760
reverting to default 126
searching for 525
setting fallback styles 252
sharing between
documents 329
sharing between
documents 265
sharing between
documents 557
styles, defined 792
Stylist (Calc) 555
Stylist (Writer) 249
tips for using 249
updating 266
updating automatically 252
updating in master
documents 330
updating paragraph 261
using (Calc) 557
using (Calc) 557
using in drawings 758
using number with
paragraph 257
Writer 247

styles.xml 147

Stylist
Calc 500, 555
icons (Writer) 249
opening and closing 175
sublevels, showing 317
subpoints
hiding 678
hiding, example 679
Subpoints per level option 644
see also bullets

subtotals
automatic 564
Data Pilot and data
sources 515
double-checking (Calc) 572
in spreadsheets 564
incorrect 587
quick 563
ranges 564
Subtotals window 565, 566

subtracting
objects 830
objects, example 828
formulas 561

sums
automatic 564
checking 572
incorrect 587
quick 563
ranges 564
sum icon, table object bar 282

suppressing
cell icon, table object bar 282
see also blanks

sversion.ini 35, 37
sversion.rnc 35, 37
SVG 787
swallows, airspeed of laden 754
symbols, inserting 189
Symmetric Transition icon 801
Synchronize axes option 779
Synchronize ends option 769

syntax
ADO 898
JDBC 896
see also data sources, macros,
formulas

system requirements 22

T

Table Format window 284

table object bar
borders and background
color 282
column/table resizing 282
inserting/deleting rows/
columns 282
merge and split cells 282
sum icon 282
switching to text object bar
(Writer) 282

Table of figures 350, 352

Tables
adding data to new data source
tables 913
adding text before 197
AutoFormat 278
automatic 125
borders and background color (Writer) 282
breaking to a new page 284
caption numbering 308
cells 286-287
column width 288
converting data sources to
Writer, RTF, and HTML 920
create, drop, grant 912
creating from spreadsheets 294
creating in data sources 906
creating with keyboard 125
data source tables 911-912, 951
default format (Writer) 279
defining fields for data sources 909
deleting 282, 288
displaying or hiding in HTML documents 435
entering name that appears in Navigator 455
formats, using predefined 455
formatting data source as 382
formulas, using in 296
formatting icons 456
header, specifying options 455
heading, repeating (Writer) 279, 282
HTML, inserting new 455
opening in Calc 511
HTML, importing into spreadsheet 15, 511
icons on object bar 100
index for data source tables 910
index of tables 352
inserting captions 306
inserting columns (Writer) 282
inserting rows (Writer) 282
joining two (Writer) 279
merging and splitting cells (object bar) 282
merging and splitting cells (Writer) 289
Name field value, where displayed 455
nested (Web) 456
nested (Writer) 280
number format options 455
object bar icons, illustration 454
object bar tools (Writer) 281
options in Insert Table window 455
page breaks 283
post-creation formatting 287
protecting cell contents (Writer) 286
Relative option grayed out 456
relative width (Writer) 285
resizing (Writer) 285
resizing columns (Writer) 285
resizing overall dimensions 456
resizing rows and columns 456
row height, changing (Writer) 289
setup for HTML 279, 453
splitting or not 455
spreadsheet calculations in 295
variable-width 456
vertical alignment in cells (Writer) 289
Writer 277
tables of contents
adding special items 333
advanced options 337
codes 336
contents slide, creating 678
creating 332
editing 339, 341
fixing document after insertion 341
fixing page flow 341
formatting 339
heading levels 335
HTML file, creating in 472
hyperlinking entries to source files 338
index of tables 352
inserting 334
inserting content before 341
inserting in master documents 335
inserting space before 341
leader dots 214
making read-only 335
marking special entries 333
quickly inserting 332
regenerating 342
removing 342
selecting headings to use 337
setting up 333
structure 338
tables of other items 350
tables of other items in master documents 352
updating 342
tabs
default settings 209
leader dots 214
setting 209
setting on paragraphs 214
specifying how multiple tabs look in windows 107
styles on ruler 209
tab key using in outlining 218
tab order in forms 936
troubleshooting in slides (Impress) 681, 685
tags unrecognized in HTML 142
target frame 272
targets in HTML 472-473
tearoff menus 761
Template Management window 267
templates
adding to OpenOffice.org 16, 164
AutoPilot 446
backgrounds 650
Calc 558
changing font styles for new presentations 695
changing fonts in standard template (Writer) 263
converting from Microsoft Office 161
creating 649-650
creating (Draw) 758
creating (Writer) 267
creating and modifying, procedures 648
creating categories 269
creating document based on (Calc) 509
creating document from (Writer) 176, 262
default fonts, changing 447
default template 263-264
deleting 270
deleting categories 270
document template field 861
HTML 446-447, 451-452
importing and exporting 268
importing from Microsoft Office 269
included in this book 10, 164, 176, 262
installing 16, 164
legal, opening in
OpenOffice.org 411
making them show up in selection windows 648
modifying 268
background 650
standard 649
moving to different categories 270
naming 649-650
organizing 269
sharing styles between 265
standard 263-264
standard, modifying (Writer) 264
StarOffice 5.2 templates, obtaining 10, 176, 262
styles, making available in other documents (Impress) 694
switching (Writer) 263
that a document is based on 447
using (Writer) 262
Web 452
where program looks for them 178
text
adding before table or section 197
adding to slides 683
advanced effects 817
animated, see marqueses
Asian formatting 111
background color 206
bullets 688-689
callouts, creating 682
centering and justification (Impress) 686
character styles 255
connecting lines to text frames 799
converting to 3D 821
default fonts, changing (Impress) 692
diagonal 244
drawings, using in 769, 772
editing mode, entering (Impress) 684
entering in cells 528
flow between frames 241
formatting (Impress, Draw) 685
formatting in HTML documents 462
formatting using object bar (Draw) 771
formatting window (Impress) 688, 771
formatting with gradients, bitmaps, hatches 772
getting right formatting icons in object bar 456
handouts, adding to 728
hidden text field 863
HTML formatting example 462
icons for creating in slides 680
icons for formatting (Impress) 686
indenting (Impress) 686
in-line text 112
inserting text-based file 479
keeping exact in cells 529
margin around text frames 691
modifying text link quickly 478
moving on specified path (Impress) 714
new text frame, adding (Impress) 680
no wrapping in text frame 682
numbering 688-689
option setup 679
placeholders 664
printing black (Web) 493
protecting from modification 197
putting a box around 215, 235
selecting nonconsecutive 185
selecting with director cursor 185
slides, adding to 679
styles (Impress) 693
text and text frame options (Impress) 683
text field types 909
troubleshooting (Impress) 681, 685
typing inside object 684
vertical, Writer 244, 274
vertical (Draw) 770
vertical, enabling 109
wider than cells 528
width 206
wrapping in cells (Calc) 528
wrapping text in text frame 681
text CSV file format (Calc) 519
text boxes, inserting
(Writer) 239
text documents
adding frames 239, 297
adding math formulas 300
adding other documents 302
comparing 419
creating based on template 176
editing notes 424
inserting AutoText 184, 870
inserting notes 423
new, creating 175
printing notes 424
sending as Email 179
text files
adding to drawings 815
adding to presentations 696
creating data source from, overview 879
data source, creating 882
data source, tutorial for creating from 874
HTML, opening in 448
importing into Calc 513
opening in spreadsheet, example 514
presentation basis 639
saving in HTML format 448
saving spreadsheets as 519
selecting correct format for opening in spreadsheet 514
text flow
applying and switching page styles for 259
see also page layout, columns
text frames
adding to slide 680
borders, setting 683
connecting lines to 799
creating with specific size 681
margin around 691
options (Impress) 683
setup options 683
sizing font size to text frame 682
typing in (Writer) 241
Writer 240
Text icon (Impress) 680, 681
Text styles category, Writer 250
textures 813
themes in Calc 558
thousands separator 287, 543
three-dimensional, see 3D
TIF description 787
tile 85
bitmaps 765
printing options (Draw) 848
printing options (Impress) 745
converting raster to polygon 827
time
adding to drawings 757
adding to HTML note 460
adding to presentations 699
editing time field 863
field 861
for WebCast presentation 740
handouts, adding to 728
presentation timing 729
printing
drawings 848
presentations 745
printing options (Draw) 848
standing still 861
tips
filling across rows 570
filling down columns 570
fitting more of a spreadsheet on a page 551
for building formulas 562
for using styles 249
for using styles (Calc) 556
help menu 97
troubleshooting indexes 349
Writer 179
titles
chart, entering 590-592
naming document 646
templates 649, 650
title field 864
TOC, see tables of contents
toolbar 99
adding icons 99
Calc 500
drawing multiple objects
without reselecting 762
floating tool windows 99
icons, changing 761
removing icons 99
repeating tasks 99
setup 98
tearoff menus 761
Writer 170
tooltips 97, 605
top ten reasons to use program 4
totals
automatic 564
Data Pilot and data sources 515
double-checking (Calc) 572
incorrect 587
quick 563
ranges 564
tracing
example 614
precedents and dependents in spreadsheets 587, 614
trademark 180, 189, 866
transitions, see slide transitions
transparency 766
applying to objects using Area window 767
background color for effect 719
backgrounds 704
changing in image 834
chart fills 593
charts 594
effects, applying to objects 713, 716
mode, for object 767
print settings 87
replacing a color with 834
Transparency for animated GIF window 720
Transparency gradient option 767
trays (printer), selecting 234
Trim option 94, 948
troubleshooting
backgrounds 703
backgrounds converted to HTML 700
bitmaps 87
broken links 140
bullets and numbering primary control window 221
bullets not showing up 688
Calc page numbering issues 551
can’t cross-reference numbered paragraphs 314
can’t delete styles 261
can’t find icon 711, 715
can’t format text in table using object bar (Writer) 282
can’t import certain file formats 28
can’t select graphic in paragraph 216
cells don’t print 629
cells, can’t format 539
cells, can’t see all text 528
cells, formulas are lost when cells are merged 542
cells, leading zeroes are removed 529
cells, numbers become ### 529
cells, pasted text is put into separate cells 530
cells, text that you type is changed 529
charts and memories 290, 590
color, can’t remove from paragraph 216
commonly experienced problems 37
data entry 957
data source table field length 914
data source tips 877
data sources 399, 892, 893, 896
databases 896
deleting indexes 349
delimited text file opens read-only 519
displaying hyperlink bar 436
databases not opening or printing 55
easiest data source 882
Excel macros 960
fields, dragging into document 378
file not editable 450
finding files after crash 133
formatting text correctly (Impress) 685
formatting, removing 463
frames, typing in (Writer) 241
Gallery, can’t add or delete items 116
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>getting rid of empty pages</td>
<td>196</td>
</tr>
<tr>
<td>getting right icons in object bar</td>
<td>456</td>
</tr>
<tr>
<td>gradients</td>
<td>87</td>
</tr>
<tr>
<td>graphics print settings</td>
<td>87</td>
</tr>
<tr>
<td>graphics printing</td>
<td>87</td>
</tr>
<tr>
<td>grid, can't see</td>
<td>436</td>
</tr>
<tr>
<td>grid, doesn’t appear</td>
<td>436</td>
</tr>
<tr>
<td>Help Agent, turning off</td>
<td>129</td>
</tr>
<tr>
<td>hidden menu items</td>
<td>101</td>
</tr>
<tr>
<td>HTML document not displayed according to Page Format options</td>
<td>467</td>
</tr>
<tr>
<td>HTML interchangeability</td>
<td>462</td>
</tr>
<tr>
<td>hyperlink formatting</td>
<td>124</td>
</tr>
<tr>
<td>icons, seeing all available</td>
<td>99</td>
</tr>
<tr>
<td>indexes</td>
<td>349</td>
</tr>
<tr>
<td>inserting space before tables of contents</td>
<td>341</td>
</tr>
<tr>
<td>installation</td>
<td>37</td>
</tr>
<tr>
<td>installation notes</td>
<td>23</td>
</tr>
<tr>
<td>linked objects/graphics</td>
<td>696</td>
</tr>
<tr>
<td>macros</td>
<td>152, 960, 975</td>
</tr>
<tr>
<td>mail merge printing</td>
<td>403</td>
</tr>
<tr>
<td>mail merge, dragging fields</td>
<td>378</td>
</tr>
<tr>
<td>mail merges</td>
<td>399</td>
</tr>
<tr>
<td>mail merges, blank line</td>
<td>404</td>
</tr>
<tr>
<td>mail merges, empty space</td>
<td>403</td>
</tr>
<tr>
<td>MS and HTML files opening</td>
<td>29, 152</td>
</tr>
<tr>
<td>multi-user installation</td>
<td>32</td>
</tr>
<tr>
<td>object bar icons</td>
<td>100</td>
</tr>
<tr>
<td>ODBC</td>
<td>892</td>
</tr>
<tr>
<td>online information</td>
<td>39</td>
</tr>
<tr>
<td>only selected object printing</td>
<td>746</td>
</tr>
<tr>
<td>opening corrupt documents</td>
<td>159</td>
</tr>
<tr>
<td>opening text files in spreadsheets</td>
<td>514</td>
</tr>
<tr>
<td>outlining</td>
<td>223</td>
</tr>
<tr>
<td>page layout issues</td>
<td>624</td>
</tr>
<tr>
<td>page setup, Draw</td>
<td>756, 757</td>
</tr>
<tr>
<td>page zero (Writer)</td>
<td>258</td>
</tr>
<tr>
<td>paper format 76, 79, 756, 849</td>
<td>197</td>
</tr>
<tr>
<td>page breaks to next page (Writer)</td>
<td>213</td>
</tr>
<tr>
<td>paragraph breaks to next page</td>
<td>213</td>
</tr>
<tr>
<td>paragraph modifications won’t take</td>
<td>253</td>
</tr>
<tr>
<td>paragraph style changes won’t take</td>
<td>253</td>
</tr>
<tr>
<td>PDF setup</td>
<td>68</td>
</tr>
<tr>
<td>permission denied message, Linux install</td>
<td>23</td>
</tr>
<tr>
<td>pop-up tips not working</td>
<td>97</td>
</tr>
<tr>
<td>PostScript setup</td>
<td>78</td>
</tr>
<tr>
<td>PowerPoint 647</td>
<td>647</td>
</tr>
<tr>
<td>presentations</td>
<td>467</td>
</tr>
<tr>
<td>presentations, printing</td>
<td>742</td>
</tr>
<tr>
<td>print warning dialogs</td>
<td>93</td>
</tr>
<tr>
<td>printing</td>
<td>87</td>
</tr>
<tr>
<td>printing nothing comes out</td>
<td>849</td>
</tr>
<tr>
<td>paper format 76, 79, 756, 849</td>
<td>849</td>
</tr>
<tr>
<td>paper size</td>
<td>742</td>
</tr>
<tr>
<td>presentations taking too long</td>
<td>701, 744</td>
</tr>
<tr>
<td>printing graphics</td>
<td>87</td>
</tr>
<tr>
<td>printing issues</td>
<td>624</td>
</tr>
<tr>
<td>reinstalling</td>
<td>35</td>
</tr>
<tr>
<td>removing lines from headers and footers</td>
<td>229</td>
</tr>
<tr>
<td>removing lines from page borders</td>
<td>235</td>
</tr>
<tr>
<td>removing lines from paragraphs</td>
<td>216</td>
</tr>
<tr>
<td>repairing damage</td>
<td>40</td>
</tr>
<tr>
<td>repeating headings or columns in Calc</td>
<td>626</td>
</tr>
<tr>
<td>right-clicking to find more options</td>
<td>108</td>
</tr>
<tr>
<td>running head won’t show heading</td>
<td>315</td>
</tr>
<tr>
<td>setting up proxies</td>
<td>135</td>
</tr>
<tr>
<td>skipped page numbers</td>
<td>258</td>
</tr>
<tr>
<td>slides/layers not printing</td>
<td>746</td>
</tr>
<tr>
<td>spellcheck crash</td>
<td>194</td>
</tr>
<tr>
<td>spreadsheets</td>
<td>514</td>
</tr>
<tr>
<td>.5 changes to 1/2</td>
<td>530</td>
</tr>
<tr>
<td>calculated amounts are incorrect</td>
<td>587</td>
</tr>
<tr>
<td>cell-protection</td>
<td>603</td>
</tr>
<tr>
<td>fill results are inaccurate</td>
<td>532</td>
</tr>
<tr>
<td>formulas in cells</td>
<td>587</td>
</tr>
<tr>
<td>inserted into Writer won’t fit</td>
<td>292</td>
</tr>
<tr>
<td>sheet not in list of links</td>
<td>522</td>
</tr>
<tr>
<td>tips 586</td>
<td>586</td>
</tr>
<tr>
<td>tracing precedents and errors</td>
<td>587, 614</td>
</tr>
<tr>
<td>starting OpenOffice.org</td>
<td>37</td>
</tr>
<tr>
<td>styles, can’t delete</td>
<td>557</td>
</tr>
<tr>
<td>styles, making available in other documents</td>
<td>247, 251</td>
</tr>
<tr>
<td>tab in slides (Impress)</td>
<td>681, 685</td>
</tr>
<tr>
<td>tables</td>
<td>456</td>
</tr>
<tr>
<td>adding content before</td>
<td>197</td>
</tr>
<tr>
<td>breaks to a new page (Writer)</td>
<td>284</td>
</tr>
<tr>
<td>can’t make width of page (Writer)</td>
<td>284</td>
</tr>
<tr>
<td>disappears at bottom of page (Writer)</td>
<td>278</td>
</tr>
<tr>
<td>variable-width</td>
<td>456</td>
</tr>
<tr>
<td>templates</td>
<td>510</td>
</tr>
<tr>
<td>can’t see preview of one I created</td>
<td>177</td>
</tr>
<tr>
<td>text in slides (Impress)</td>
<td>681, 685</td>
</tr>
<tr>
<td>tutorial</td>
<td>500</td>
</tr>
<tr>
<td>Calc</td>
<td>500</td>
</tr>
<tr>
<td>data sources, getting started</td>
<td>872</td>
</tr>
<tr>
<td>Draw</td>
<td>753</td>
</tr>
<tr>
<td>HTML editor</td>
<td>444</td>
</tr>
<tr>
<td>Impress</td>
<td>636</td>
</tr>
<tr>
<td>macros</td>
<td>962</td>
</tr>
<tr>
<td>Writer</td>
<td>170</td>
</tr>
<tr>
<td>Type field</td>
<td>797</td>
</tr>
<tr>
<td>connectors</td>
<td>797</td>
</tr>
<tr>
<td>Edit Links window</td>
<td>465</td>
</tr>
<tr>
<td>gradients</td>
<td>805</td>
</tr>
<tr>
<td>line styles</td>
<td>791</td>
</tr>
<tr>
<td>transparency gradient</td>
<td>767</td>
</tr>
<tr>
<td>typos</td>
<td>121</td>
</tr>
<tr>
<td>correcting automatically</td>
<td>121</td>
</tr>
<tr>
<td>underlining</td>
<td>191</td>
</tr>
<tr>
<td>see also spellcheck</td>
<td></td>
</tr>
</tbody>
</table>
U

underline
  automatic 124
  formatting icon (Impress) 686
  formatting, object bar 200
text (Draw) 771
undo 175, 421
unfreezing rows and
columns 553
unhiding rows and columns 537
uninstalling 40
unit of measurement
  setting 114, 180
  setting (Image) 784
  setting (Impress, Draw) 663
UNIX
  creating new printer 55
database access with ODBC
  and MySQL 881
  fax setup 63
  faxing 79
  installation notes 23
  PDF setup 67
  printer setup 54
  printer setup for all
  platforms 75
printers
  additional settings 60
  converting
  Device setting 60
duplex 57
  fonts, adding 71
  fonts, general font
  substitution 74, 82
  fonts, per-printer
  substitution 72
  name, changing 62
  Paper setting 60
  PostScript level 60
  removing 62
  printing to PDF 79
  printing right now 54
unlinking
  frames 243
  hyperlink 472
untitled document, naming 646
unvisited links 272
unzipping files 146
updating
  bibliographies 356
  chart data 597
charts (Writer) 290
indexes 349
links in spreadsheets 522
links to objects in
  spreadsheets 599
master documents 329
paragraph styles 261
spreadsheet calculations 571
styles 266
tables of contents 342
uppercase, automatic 122
URLs
  automatic formatting 130
  entering to browse 438
  icons, example of use 470
  hypertext link 272
  Internet URLs field 470
  linking to using Hyperlink
  window 471
  Load URL field 470
  relative or absolute 138
  URL Name field
  example of use 470
  URL recognition 124
  Use replacement table
  option 124
  user field 865
V
valid entries 603
Validity window 604
value highlighting 588, 615
values in drop-down list, adding
to forms 939
VARCHAR 909
variables
  business cards without 397
  creating 320
  example 366
  finding with goal seek 609
  finding with scenarios 605
  set variable field 864
  show page variable field 864
  show variable field 864
VBScript
  adding to document 487
  see also scripts
vectors
  converting 823
  converting rasters to 827
converting to other vector
  type 824
creating new vector
  graphic 750, 756
  dmaths 560
  opening vector graphic 756
  scaling well 787
version control
  about 406
  accepting or rejecting changes
  (Calc) 621
  colors for changes 618
  comments, adding to
  changes 619
  comparing documents 419
  numbering lines 226, 419
  protecting documents 422
  saving versions of a document
  (Calc) 618
  saving versions of a document
  (Writer) 406
  showing changes 420
versions
  comparing for a single
  document 408
  deleting 407
  opening prior 407
  reverting to prior 409
  saving different 407
  viewing previous 407
Versions window 407
vertical
  alignment in cells 289, 541, 544
distribution options 774
flipping objects 782
lines, drawing 767
snapping to, see grid 767
ruler (Writer) 179
sort (Calc) 575
text
  aligning text to specific
  line 819
Draw 770
  enabling 109
  fitting to line height 204
  using (Impress)
Writer 244, 274
viewing
  grid (Writer) 306
  notes in documents 424
  shortcut keys 105
views, layer, slide, and background 657
Visible grid 779
Visio-like tools, see connectors, lines
visited links 272

W

Warning Print Options window 94, 848
Washington Post review of OpenOffice.org 8
watermark
applying effect to rasters in Draw 838
applying watermark effect to images 838
example of effect 838
Web
browsing 443
browsing, procedure 445
browsing, setup 136
converting documents for use on 448
fax, entering 493
features 442
graphics in documents 466
grid options 435
guided tour, HTML document 444
HTML document, creating 443
HTML export settings 142
nested tables source 458
new features 14
new HTML document 446-447
page layout 466
printing 492
options 493
proxy setup 135
Quick Start checklist 442
searching from program 438
templates 452
URLs relative or absolute 138
view options 435
warning about interchangeability of HTML 462
what source looks like 450
work area 443

WebCast

converting presentation 738
presentation time for each slide 740
script options 741
WebQueries 15, 511
Werner Roth Web site 39
whales, killer 801
what-if scenarios in spreadsheets 605
width
columns in Calc, adjusting 536
line, changing 768
text frames, setting 683
text width 206
see also tables
wildcards in search and replace 525
Windows
faxing 79
installation notes 23
printer setup for all platforms 75
printing to PDF 79
restoring every day xvii
system requirements 22
windows
splitting (Calc) 553
type for saving and opening 131
wizards, see autopilots
womplets 410

Word
conversion to HTML and vice versa 448
creating new document 175
features 168
guided tour 170
keyboard shortcuts 175
lining up objects on a grid 305
linking to target within a document 472-473
menu bar 170
new features 14
object bar 170
presentation basis 639
printing 426-427
Quick Start checklist 168
ruler 170
setup options 174
starting 169
status bar 170
styles, about 247
templates, where program looks 178
toolbar 170
turning documents into HTML 179
tutorial 170
using templates 262
work area 169

X

x axis

bitsmaps 765
chart 590
duplicating object 817
grid setup 779
positioning objects 776

**XML**
configuration you can do 146
converting War and Peace to 577
DTD 10
DTD location 147
unzipping documents 146

**XPM, description** 787

---

**Y**

**Y axis field**
- bitmaps 765
- chart 590
- duplicating object 817
- grid setup 779
- *yellow* 803

---

**Z**

**zero values, hiding** 541
**zeroes, leading** 543
**zipping or unzipping files** 146

**zoom**
- changing on status bar 170
- changing (Impress, Draw) 663
- setting default values 114