



StarOffice™ 5.2

User's Guide

Sun Microsystems, Inc.
901 San Antonio Road
Palo Alto, CA 94303
U.S.A. 650-960-1300

Part No. 806-4406-10
June 2000, Revision A

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Introduction

The role of user's guides, especially in the software field, has changed in recent years. Many of the usual basic duties of handbooks are often better conveyed in the electronic Help files provided. It is no longer feasible or possible to have a complete explanation of every available function in a guide, especially when you consider the complexity of today's modern office programs.

With this User's Guide, we have attempted a new approach by taking into consideration suggestions and ideas from our customers. We would like to address all your needs, but at the same time avoid several thousand pages of documentation. Thus, not all of the StarOffice capabilities are explained in detail, and, unfortunately, due to the relatively early printing of this guide, some of the latest capabilities may not have been mentioned. You can always find the most up-to-date version of our User's Guide in the StarOffice Help (see menu and icon). In each section of the Help guide there are several hyperlinks which lead directly to related topics. Furthermore, in the StarOffice Help you will find the detailed directions, explanations and tips which could not be included in the printed User's Guide.

Everything found in this User's Guide can also be found in the StarOffice Help. Any changes which may have been made to the program after this guide was printed have been accounted for and updated in the StarOffice Help.

The User's Guide describes functions available in the Windows version of StarOffice. Depending on the platform you use, some functions may be restricted. If functions described either here or in the StarOffice Help are not available on your platform, this is not a program error, but rather a system restriction based on the platform you are using.

This guide is written for users who are already familiar with the basic operation of a computer. This includes turning the computer on and off, and general operation system functions such as starting and ending programs as well as opening and closing documents.

Basics for Working with StarOffice

This guide will help you will learn the basic steps needed to operate StarOffice. Examples have been included to help you learn how to use the individual applications.

Intuitive Solutions with StarOffice

This section concentrates on the most commonly used procedures in StarOffice. Whether you wish to create a business letter, an invitation, a loan calculation or a presentation, simply go to the appropriate topic and follow the instructions for creating professional documents.

StarOffice for Advanced Users

The Advanced section contained in the electronic Help of StarOffice addresses this need and explains the important areas in more detail. A detailed description of all sections can be found in the StarOffice Help.

Icons in the Documentation

There are three icons in this documentation that mark sections containing helpful additional information.



Important! This icon refers to a topic that contains important information regarding data and system security.



Note: This icon refers to a topic that contains additional information. This information, for example, can refer to alternative ways to reach a certain goal.

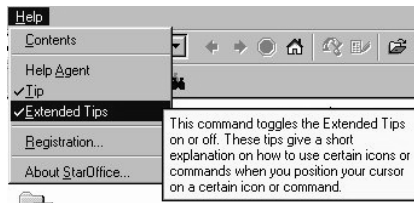


Tip: This icon provides tips for working with the program in a more efficient manner.

Part I: Basics for Working with StarOffice


Welcome to the first section of the StarOffice User's Guide! This section was written for people who are new to StarOffice. That means that you will find an explanatory introduction to the StarOffice interface, basic knowledge necessary for working with StarOffice, and you will become familiar with a selection of the diverse functions available. Remember that any topics not described in detail in this guide can be found in the StarOffice Help.

The StarOffice Help



If you are a newcomer to StarOffice you should activate the Extended Tips. Once activated, simply resting your mouse cursor on a screen element for a moment displays a short description of that function. You can turn on the **Extended Tips** by selecting that item from the **Help** menu. A check mark will appear left of the command to indicate that the function is activated. Click again on the command to deactivate the Extended Tips and the check mark will be removed.

We also recommend activating the **Tips** option in the **Help** menu (show the checkmark). Not only will the name of an icon appear when the mouse cursor rests on it, but the tips are also useful in other situations, for example, in spreadsheets, where the row or column number appears when you scroll up or down.

 For additional Help, the Help Agent automatically opens for the more complex dialogs or can be activated by pressing the **Help** button contained in the dialogs themselves. Turn it on or off at any time by clicking the **Help** icon in the Function bar (the uppermost icon bar).

The **Help Agent** is an extended Help function enabling you to browse and search for explanations and terms using the provided hyperlinks. Start the **Help Agent** using the F1 key, for example. Once you have found an interesting command which opens a dialog, use the **Show me button** to display the corresponding text. This button is, however, not always available. Ask the **Help Agent** questions using the **Question mark icon**.

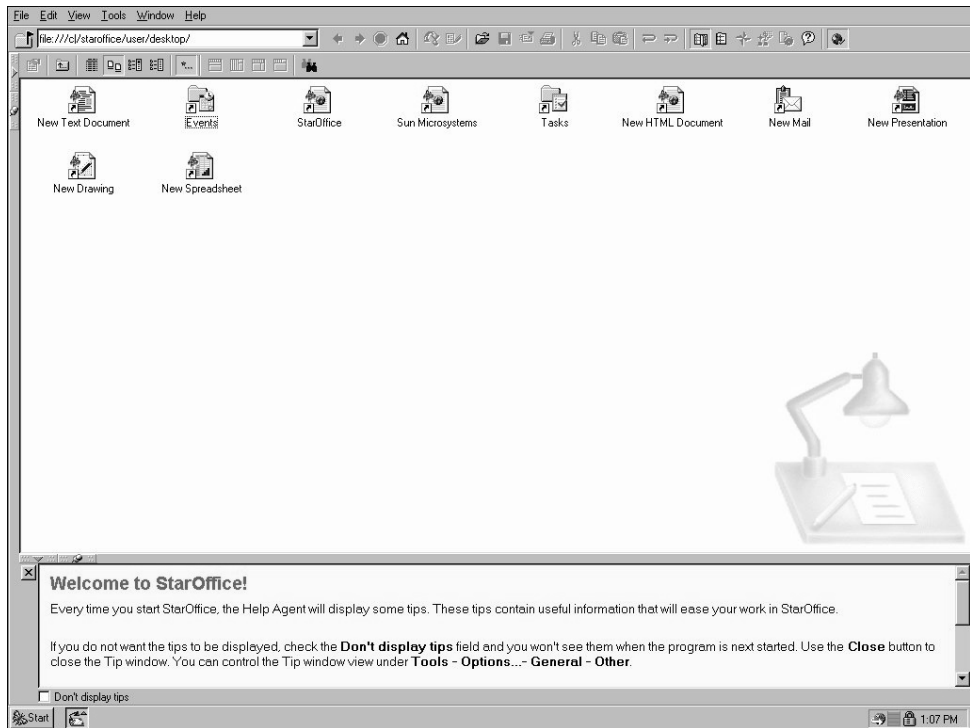
The **general Help** is activated by clicking the **Help** entry in the Explorer; by using the **Help** menu; or with the corresponding icon in the **Help Agent**. The StarOffice Help consists of the latest version of the entire User's Guide and includes helpful hyperlinks. Note that the StarOffice Help is context sensitive. That means that, if you want help with a spreadsheet, you open a spreadsheet first and then activate the Help, or choose the desired Help topic in the list box at the top of the Help window. The Find function in the Help will then also be set to look for topics dealing with spreadsheets.

The StarOffice Desktop

This chapter gives you an overview of the components that make up the StarOffice interface, a description of how to use them, and a first glance at the objects in the StarOffice Explorer window.

Overview of the Screen Elements

After starting StarOffice you will see the components of the StarOffice interface on your screen.



At the top you will find the Menu bar and the Function bar with their various icons, and at the bottom the Task bar. Between them, you will see the StarOffice Desktop.

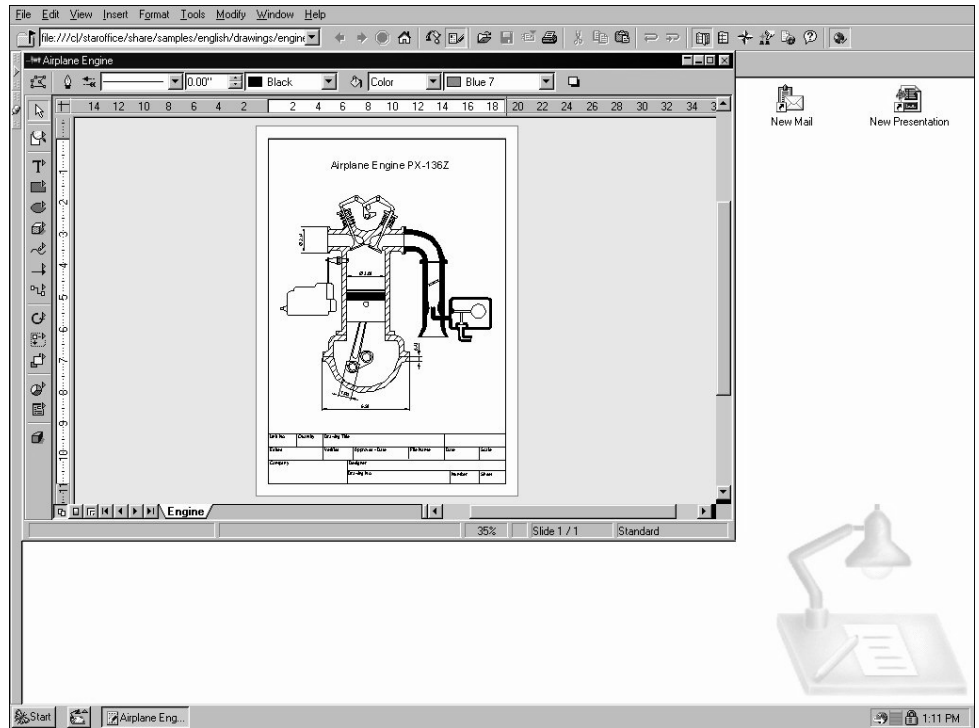
If you run StarOffice as your normal window, you can modify the size, minimize it to a symbol and restore it, just as you would with other applications in your operating system.

With the key combination Shift + Ctrl + J or with the **View - Full Screen** command, you can change between the full screen view or normal view for your current document. In the **Full Screen** mode, you will only see the actual document displayed as a full screen. However, the keyboard short cuts used to call up commands from the menu still function, for example, Alt + F opens the File menu.

The desktop (your main work area), is the central element of the StarOffice Desktop. The StarOffice Desktop for Windows displays the same icons as on your Windows Desktop. Using the context menu of your Desktop icon in the Task bar, you can choose if you want the Windows Desktop or the StarOffice Desktop. If you are using a different operating system, your default will be the StarOffice Desktop after the installation process. In the Task bar of the Windows version, you will find the same icons as in the Windows Start bar. Furthermore, the extended functionality of StarOffice is at

your disposal. For example, by simply double-clicking the time display in the Task bar you can view the StarOffice Schedule calendar.

In the following, the elements of StarOffice that you see on the screen will be described in more detail.



The Title Bar

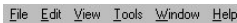
If the Integrated Desktop is not activated, StarOffice is displayed in the normal presentation with a Title bar in the upper border. To switch from the integrated to the non-integrated desktop and vice versa, select the **Integrated Desktop** command from the **View** menu or use the **Ctrl + Shift + I** shortcut.



In the Title bar, you usually see the StarOffice name and the title of the current document. Only when you have defined a title for the document will you see this title instead of the file name. You can define a title for the current document under **File - Properties... - Description**. If you save a document under a different name or copy the file in the Explorer, remember to give the document a new title so that you can identify it.

The Menu Bar

The Menu bar is at the top of the StarOffice window. To display the contents of the menu items, place the mouse cursor on any of the menu items and click the left mouse button. The menu contents are displayed and you can select any of the commands by clicking them.



File Edit View Tools Window Help

The menus are ordered according to their basic functions. In the **Edit** menu you will find functions necessary for editing a document (Copy and Paste, Cut, Undo, etc.). The **View** menu contains functions with which you can control your view of a document and other on-screen elements.



The commands, which can be used for editing, viewing, sequencing, formatting and printing, etc. a document or its contents, can only be called up if the document is open and active. Active means, in this case, that the document has to be in front of any others on the screen. If you want the commands to correspond to an object in the document, then that object has to be selected.



The menus are context sensitive, this means that those menu commands will be available that are relevant to the work being currently carried out. If the cursor is located in a text, then all of those menu commands are available that are needed to edit the text. If, for example, you have selected graphics in a document, then you will see all of the menu commands that can be used to edit graphics.

At any onetime you will only be able to see those menu entries that can be called up. The deactivated menu entries are hidden. If you wish to have the deactivated menu commands shown in the menu bars as grayed out entries, go to **Tools - Options... - General - View** and check the field **Show inactive menu items**.

You can change and customize the Menu bar in StarOffice according to your own needs and preferences. The same applies to most of the Icon bars and Status bar (via **Tools - Configure** or via the toolbars' context menu).

The Function Bar

The toolbar beneath the Menu bar is the Function bar. This bar contains icons for some important commands and functions that can be called up in StarOffice.



At the left of the Function bar, the **URL** field indicates the document you are currently working on. In this space, you can also select or enter other URL addresses in order to open those respective documents. (URL stands for Uniform Resource Locator and refers to a general address for a document or folder, either in your file system or the worldwide Internet.)

Under **Tools - Options - General... - View** you can choose to display large or normal icons in the Toolbars, and can show these raised (3D) or flat.

Some other toolbars are the Object bar, the Main toolbar and the Option bar. These bars will appear depending on the document type you are working with in StarOffice:

- A toolbar containing specific graphics and drawing tools will be available when you're working on a StarOffice Draw document.
- When editing a text document, the text Object bar contains functions for bold or italic font attributes, etc.
- If your cursor is positioned within a frame in a text document, a special frame Object bar is displayed that you can use to modify the frame properties.

The environment in StarOffice (menu commands, context menus, toolbars, status bars, etc.) will always adapt to the object you're currently working on.

Some icons have a small green triangle, which means that you can open these icons by holding the mouse button down a few seconds longer than usual. Some icons have a context menu that you can open by right-clicking the mouse.

The Desktop

After starting StarOffice, the first thing you will see is the StarOffice Desktop displayed in the work area. If you open a document or open a folder in the Explorer (via double-click), the work area displays a window with the contents of the document or folder. The Desktop is then either completely or partially covered, but it is still always there in the background. Use the **Desktop** button in the Task bar to switch to the Desktop whenever you want. If no document is open, you will only see the Desktop. You can assign the desktop a color and/or background picture, either via the

Desktop's context menu - **Properties** or from the Gallery in the Explorer. You can also arrange the icons for documents, applications, etc. on your desktop. You may use various colors and fonts for the icon labels.

Using the context menus of the icons on your desktop, you can define a few additional properties. Open a context menu by clicking the respective icon with the right mouse button (you may need to click the object with the left mouse button first in order to select it). If you use a mouse with only one button (Apple Macintosh), you can open the context menu by clicking your mouse while pressing the Ctrl key. This can also be done without a mouse by pressing Shift + Ctrl + F10.

The **Desktop** button is the first button to the right of the Start button in the Task bar. However, you can insert other buttons between the Start button and the Desktop button via Drag&Drop. You can read more about this in the Quickstart bar description later in this chapter.

Document Windows

By opening a document on the desktop, you open a document window. Each document is opened as a Task. Each opened document has a button on the Task bar at the bottom of your StarOffice window. Use this button to switch between having an active document or putting it in the background. Via the context menu of the button you can choose to display the document either in full size or as a "Floating Task" (a window you can move around the screen). On the top left border of the document window you will find the toolbars necessary for working with your document and at the lower edge you will find the Status bar.

If you have one or more documents open, click on the respective button in the Task bar to bring a particular window to the foreground, i.e. make it the active window. Click the button in the Task bar again and it will be returned to the background. You can also choose which window you want to have active by using the **Window** menu.

The Status bar displays various fields which show information corresponding to the type of active document. Some of these fields can be used to activate special functions, either by double-clicking or via the context menu. You can find detailed explanations in the StarOffice Help.

The Task Bar

StarOffice has a Task bar that displays all active tasks as icons. Click any icon to activate a specific task for viewing and editing this task. By clicking the current task button you minimize this window or restore the full screen view. From left to right you see the **Start** and **Desktop** icons followed by all StarOffice tasks and other system tasks. On the right in the task bar you see a task tray where the e-mail indicator and the time of day are shown.

The area between the **Start** button and the **Desktop** button in the Task Bar represents the Quickstart Bar. You can drag documents, folders and programs into this area to quickly start an application, or open a document or folder by clicking.

To AutoStart documents and other objects, set a link to an object in the Office52\User\Config\Startup folder. The linked object is automatically activated when you start StarOffice. If the object is a document, it is opened, if it is an executable file, it is called, and so on.

The **Start** button opens a menu where you can choose from the various document types available in StarOffice. The contents of this menu correspond to the Office52\User\Config\Start folder on your hard disk. You can modify the contents of this folder and the contents of the Start menu, but this will be discussed later on.

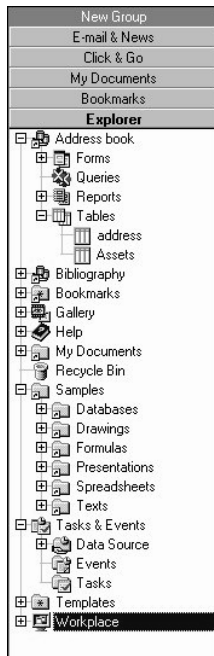
The **Desktop** button reacts differently to short or long clicks. A short click switches to the current desktop whereas an extended click opens a menu where you can choose a task from the desktop. The desktop button context menu (click right mouse button), shows you a list of all desktops and can change the present desktop.

Further possibilities for modifying and controlling the current view can be found in the context menu of the StarOffice tasks. These possibilities are described in detail in the StarOffice Help.

The Explorer

In a newly installed StarOffice, the Explorer is active but hidden in the left border of the StarOffice window. Click the left border or the **Show** icon to display any hidden windows docked on the left border. A click on the border (not the icon), only temporarily shows the hidden windows. To show them permanently, click the **Show** icon. Further information about "docking" is found in the "Working with Windows and Bars in StarOffice" section of this guide.

In the Explorer window you can manage all the elements available in StarOffice. To open the Explorer, click the **Explorer** icon in the Function bar.



To change the display of a group to the hierarchical view shown here, right-click the name of the group to open the context menu, then select **Hierarchical**.

Click the plus sign in front of an entry to see the subentries (i.e. the entries in the hierarchical level below the more general entry).

In the Icon view, you single-click the entry to open it, whereas in the hierarchical view you double-click the name of an entry to open it.

Further information on this topic is given in the "Groups in the Explorer" section of this guide.

Double-clicking the "Samples" folder in the Explorer, for example, opens a window with all the folders (i.e. files and/or subordinate folders) contained in the Samples folder. Double-click a file to open it. If you have several files selected at once, you can open them all by pressing the Enter key. You can also select and open more than one file in the "normal" **File - Open** dialog in StarOffice.



Open some of the entries in the hierarchical view in the Explorer by clicking the plus sign in front of them. Once you have done so, the first level in the hierarchy (if there is one) will open. The documents contained in a folder will only be displayed in the Explorer when the **Display Documents** command is selected in the context menu of the group.

In addition, you will see in the Beamer the contents of any folder you open in the Explorer with a single click. Open the Beamer by clicking the **Beamer** icon in the Function bar. Subfolders, however, are not shown in the Beamer.

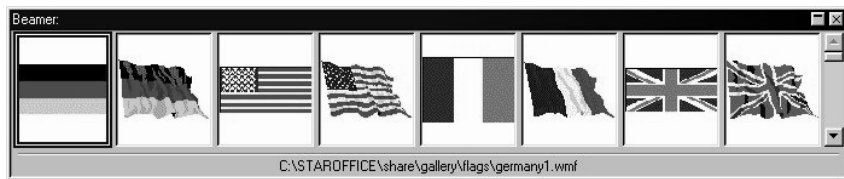
The easiest way to open a folder in the Explorer is by double-clicking it. When this is done, the contents of the folder will be displayed in a window which shows all files and folders either as icons or in a list.

You can put icons for external applications and documents on the Desktop and in the Explorer. You only need to double-click such an icon to start that application. By double-clicking a document for which there is no filter in StarOffice, e.g. a certain graphics file, you start the application in your system that is related to this document type and the document will be loaded there.

The entries in the Explorer are described in the "Groups in the Explorer" section in this guide.

The Beamer

If the Beamer is active and displayed, you can see it below the Function bar. You can activate the Beamer with the **Beamer** icon in the Function bar. If the Beamer is active but hidden, click the **Show** icon on the upper border of your desktop to make it visible. The Beamer's function is to show the contents of a selected Explorer entry; however, folders are not displayed in the Beamer. It is often very practical to use the Beamer to display the contents of the Gallery or Address Book, for example.



You can open the Beamer by pressing the Shift + Ctrl + B key combination, and the Explorer by using the Shift + Ctrl + E key combination. When using these key combinations, the corresponding window will become the active window, which means that you can then browse using the arrow keys, for example.

If, for instance, a folder is marked in the Explorer, all files contained in it will be displayed in the Beamer. Double-click a StarOffice file in the Beamer to open it in the work area.



If you want to open a file with the Beamer (or with the URL entry field in the Function bar or by double-clicking in a file window) without inadvertently closing the current document, hold down the Ctrl key while double-clicking the document. You can also switch to the desktop before opening the new document, since the desktop can never be replaced by other documents. The desktop should always be the starting point for new actions, such as opening a file.

The contents of the Beamer depends on the entry selected in the Explorer. You will have different contents in the Beamer if you select a database, a Gallery theme or a folder.

Task Oriented Work with StarOffice Desktop

StarOffice Desktop is the basis for your work in StarOffice. It is the location where you perform all your tasks, and therefore a very important component of the StarOffice interface.

The desktop cannot be closed like ordinary document windows and is thus always visible in the work area if you have no other files or windows open full screen.

StarOffice Desktop displays the documents, bookmarks and files that you want to work with. Every currently open document provides the tools appropriate for use with that document type. If you have opened a text document, for example, all tools, (menu commands and icons on the toolbars) are provided for editing text. The appropriate functions are also automatically provided for working with spreadsheets, presentations and the other document types.

Each open document is represented by a button in the Task bar. You can switch from one task to another by clicking the Task bar buttons. If you click repeatedly on the same button, the document switches between the normal view and the minimized view.

If you have various documents open, and you click the desktop button (icon), you switch from having the Desktop in the foreground or in the background. You can use this function, for example, if you have several documents tiled (horizontally or vertically arranged on the screen) and you want to search for something on your desktop. Just click the **Desktop** button in the Task bar and the desktop will appear in front of all other windows. Click the **Desktop** button again and the desktop will be switched to the background. The previous arrangement of opened documents will be visible again.



StarOffice displays icons and status information for each document window. If you have set the document window as a Floating task (separate window) by using the **Floating Task** command in the context menu of the Document icon in the Task bar), you will notice that you can move the toolbars along with the floating window.



The Desktop view cannot be closed. The desktop is always within reach and its icon is always visible in the Task bar.

If you click anywhere on the desktop, for instance next to a document shown as a Floating Task, the desktop will not be brought into the foreground. The StarOffice Desktop has been programmed to react in accordance with your operating system. If you want the desktop to be brought into the foreground, click the **Desktop** button in the Task bar.

You can arrange and move the icons on the desktop with the mouse. Double-clicking an icon opens the respective item, and you can also activate a context menu for each icon or a selection of icons by clicking the right mouse button. The context menu offers the most important commands for a given object in a particular context.

When you select an object from your desktop (or in a file window or message), you can, without de-selecting the object, open the context menu of another object. Just click the second object with the right button of your mouse and when you leave the context menu the first selection will be active again.

The desktop is not an isolated item in the StarOffice interface. It is closely related to the Explorer and the Beamer via the Drag&Drop function, which allows you to move objects with the help of the mouse. You can not only Drag&Drop objects within the desktop area, but also to and from the Explorer or Beamer, as long as there is an acceptable place to store the selected object. Naturally, you can also move objects in the other direction, from the Explorer or the Beamer to the desktop.

While dragging, hold down one of the Control keys to switch between the Move, Copy or Create Link functions. For almost all actions performed with Drag&Drop, the Ctrl key serves as a Control key; in a few instances, the Shift key is used, or both of them together. When you drag objects with the mouse, they will generally be moved, i.e., deleted from the original location and inserted in the new location. In this case, a small frame appears next to the mouse pointer. If you hold down the Ctrl key while dragging, a plus sign appears in a frame next to the mouse pointer, which indicates that the object being dragged will be copied as soon as you let go. If you press the Shift key and the Ctrl key at the same time, you create a link.

Setting up and Managing Projects

The basic idea of the desktop is to organize your daily work by project. You can create a new folder in the desktop for every important business partner or business process. This will ensure that you will never need to search for the "Smith" contract again, since you know which folder it's in. Double-click on the folder icon to open it, then double-click on the respective document. It doesn't matter which StarOffice module is used to open and edit the document, because you don't need to open the individual applications yourself. Simply work with the documents, and the required module will automatically be activated.

You can choose from a variety of document types, ranging from the usual text documents and spreadsheets, to images, presentations, charts, framesets, mail/news messages, and other types of documents.

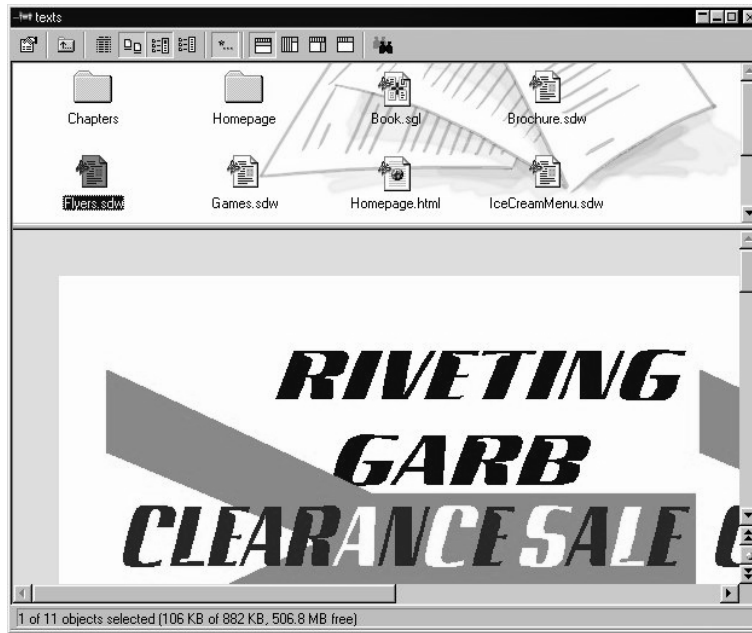
The Classic Office Method

Imagine that you need to create a folder for a new client. If the folder were to be for a conventional file cabinet, it would contain letters, leaflets, and brochures that your client has sent you, as well as the memos, letters, and faxes that you have sent the client. The folder might also include references to other related materials, as well as a list of contacts, telephone numbers, and e-mail addresses.

The StarOffice Desktop Method

If you work with the StarOffice Desktop, proceed as follows: First create a new folder with the name of the client. You can do this by choosing **New - Folder** in the desktop context menu. To open a context menu, click the right mouse button. An icon for the new folder will appear on the desktop. You can now assign a name to the new folder, for example "Project1." For especially important projects, you can add a group to the Explorer so that you have easier access to it.

Now, simply Drag&Drop all standard documents that you need for this client into the folder. This may include a copy of your billing form, a copy of your fax form, the client's address as a text document, and all e-mail messages. Basically, everything that you have in electronic form can be dragged into the appropriate folder on the desktop.



Whenever you drag objects, you should decide carefully whether you need the original, a copy or a link. You will only want to put a copy of your document templates in the client folder, since you'll need the template in its original form for other projects. If you modify the copy of the document template in the client folder, it will affect only the template for that client.

You can also open and execute external applications via StarOffice. If, for example, certain external applications are required for a project, simply use your mouse to drag a link to that application in your project folder.

Links are a special case. A link is a file that contains a cross-reference to other files in your file system or on the Internet. The Bookmarks in the Explorer are links that contain references to pages on the Internet.

Working with Links

Via Drag&Drop, you have already grouped together some of the documents you'll need for the client folder "Project1." Icons with small arrows are links to Internet news-groups or to files on your hard disk or in your company network, for instance. All icons indicate their respective origins; spreadsheet documents look like spreadsheets, e-mail messages like envelopes (opened, if already read), and Internet links show a globe.

By organizing with folders, all digitally available information and documents for a project are put together and are therefore easy to find when you need them. Links can help you be certain that the information is always current. If, for instance, you want to add your price list to the project folder and want to be sure it is the up-to-date version on your company's server, just create a link to this database in the folder. If you double-click on the link, the most current version of the price list will be loaded.



If you click the right button of your mouse on a link, you will open the context menu where you can find useful commands for working with links. The **Original** command opens a submenu, where you can find commands that refer to the target (i.e. the original document) of the link. If you go to the link's context menu and call the **Delete** command, the link will be deleted and the original remains unmodified. However, if you select the **Delete** command in the **Original** submenu in the context menu, the original will no longer exist.

Creating New Documents with Templates

The **Click & Go** group in the Explorer contains several icons for opening new documents. It is also easy to store your own document templates here -- or more precisely, links to these. For example, custom-design your own fax template, either by changing one of the templates which came with the program, or create your own with the help of the **Fax AutoPilot** (in the **File** menu). Create a link to the fax template in the **Click & Go** group and click the icon to open your fax template. Just fill it in and send it off!

You can create a template from any document: Just set a link to the document, go to the Link properties dialog and select the **Open as template** field.

E-Mail and News

Every e-mail message you have sent or received from a client should be dragged into the project folder as a copy. If you want to reread a message at a later date, you will know just where and how to find it.

In addition to e-mail messages, you can import project related news from the news group into your project folder via Drag&Drop. If you expect to have a large number of such documents, you can create a subfolder for them.

Arranging Projects

You can arrange project folders hierarchically, so that each client folder contains additional subfolders. In this way, you are able to use the desktop to optimize the structure of your work. For a clear overview, structure the folders to reflect the hierarchy of your clients or your company's internal processes, for example.

Creating a New Desktop

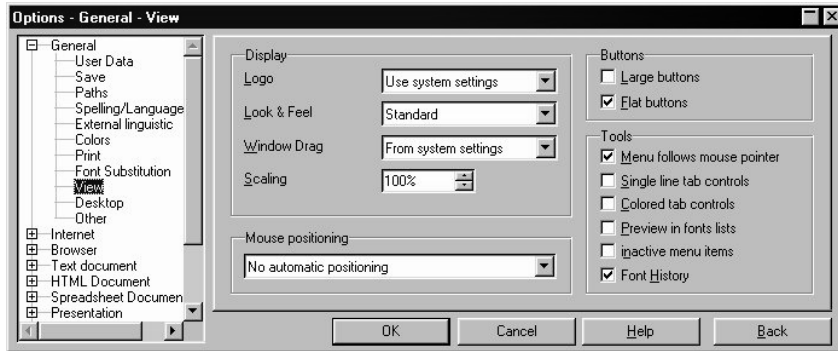
As in "real life," you can sit at several different desks (e.g. at work or at home). StarOffice also lets you set up several desktops; a desktop for your private affairs and one for your business matters, for example.

Right-click the **Desktop** icon in the Task bar to see a list of desktops. Here you can switch from one desktop to another per mouse click. When you create a new desktop, keep these simple rules in mind:

- The desktop always shows the contents of a directory which you specify via the **Tools - Options - General... - Paths** menu in the **Desktop** entry. Here you can choose several directories at once.
- In the context menu of every folder, you will also find a **Desktop** option. Select this command to make this folder your actual desktop. It will be included in the list of "desktop folders" under the **Desktop** icon, and you can switch to this folder at any time with a single mouse click.
- If, for instance, you want to make the "My Documents" folder your desktop, follow these steps: In the Explorer double-click the folder. Once the folder is displayed, right-click the mouse to see its context menu and select the **Desktop** command.
- If you want to remove a folder from your Desktop folder list, switch to the folder once again via the **Desktop** button context menu, and, using the folder's context menu, select the Desktop command. The check mark before the Desktop entry will be removed. Alternatively you can remove it with the **Tools - Options - General... - Paths** menu.

Adapting the Look & Feel of Your Operating System

In the StarOffice User's Guide, all of the screen displays are in the "StarOffice Look". This setting is available on all platforms. If you wish, however, you can adjust the Look & Feel of your StarOffice screen display to be similar to Mac/OS or X Window.



On the **View** tab under **Tools - Options - General...** you can choose the Look & Feel as well as scaling for the screen display. For example, you can enlarge the font size to 150% for easier viewing. You can also control the mouse positioning options and the display of window contents while they are being moved.

Using the StarOffice Functions

To activate one of the numerous functions in StarOffice, you need only open a document. This could be a text document, a spreadsheet or a message.

As soon as you open a certain document, StarOffice automatically supplies the tools you might need for this context. You can edit the document using the Menu bar, the various context menus, icons, key shortcuts or via Drag&Drop.



Use the Ctrl + Z to undo the last action. If you press this key combination again, the second to last action will be undone, and so on. More information about this topic can be found in the StarOffice Help.

To open a document, use one of these five options:

- You can open the documents, directories or links that are displayed on the desktop or in the Explorer by double-clicking them. Once open, you can double-click a subfolder and so on, until you see the file you are looking for. Double-click the file to open it. The open document replaces the actual task if you did not hold down the Ctrl key while opening the document.
- You can also open files in the Explorer by clicking the plus sign in front of the folder icon (the Explorer notes which folders are open and set these in the "open" status for future reference, if you do not set it otherwise). If the Beamer is open, the contents will be displayed in the Beamer. Just double-click the document to open it. Here again, the actual task will be replaced by the opened document.

- Type the path and name of the document in the URL field in the Function bar. You can also use the practical AutoComplete function. Enter C:\au in the URL field and the input text will then say C:\autoexec.bat (if you are using the Windows version, it will depend on the available files in your system). Press the Enter key to accept this file or document. For more information about the AutoComplete function in the URL field, see the extensive StarOffice Help. If you use this function to open a document, the current document will be replaced by the new one unless you press the Ctrl key.
- You can open a new document with the help of the links in the **Click & Go** group in the Explorer, by selecting the **Start** button in the Task bar, or via the **File - New** command. This method does not replace the current task, so both will be open at the same time.
- Go to **File - Open...** to open an existing document as a new task.

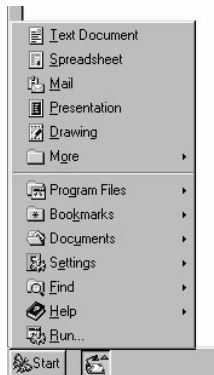
If you open a document with the **Open** command, the **Open** dialog will appear. This dialog looks similar to the **Save As** dialog and offers several new functions that you won't have seen in the standard dialogs of your operating system. These functions are explained in detail in the StarOffice Help. A few helpful hints, however, are given below:

- You can change the size of the dialog by dragging the dialog's border with your mouse.
- With an extended click on the **Up One Level** icon you call up a submenu which enables you to switch from the current directory to another directory further up in the directory hierarchy. A short-click on the same icon brings you one level higher in your directory without showing the submenu. You can also select all the drives in a submenu.
- An extended click on the **Default directory** icon opens a submenu with some default directories. You will also find your custom-defined desktop folder.
- The folder bookmarks that can be found and managed in the submenu of the **Default directory** icon offer you various work-saving options. For example, you can switch to any folder and use the **Add Folder Bookmark...** command to add it to the list of your easy to reach folders. In the dialog that you call up using **Edit Folder Bookmarks...**, you can rename or delete the entries shown, change their order via Drag&Drop, and undo a change.
- The last used directory in StarOffice can be found in the submenu of the **Default directory** icon under the **Last used** command.
- To quickly switch to another folder, e.g. the E:\Samples, simply enter E:\sam as the **File name**. The AutoComplete function will again help you by completing the folder name.

- Select various documents simultaneously in the **Open** dialog or in the Folder window and press the **Open** button to open all of them. You can find out more about multiple search in the StarOffice Help.
- If, in StarOffice Calc, you want to open a database spreadsheet in text format which has the .txt extension, select the corresponding file type in the **File type** list box. In this case, the file type is "Text - txt - csv (StarOffice Calc)". In similar cases where the extension is however a different type, you should open the document via the **File - Open** menu. Other methods, like Drag&Drop for example, would load the document as a text document in the StarOffice Writer, which is not what we want here.

The links in the **Click & Go** group in the Explorer can be dragged to the Task bar. In this case, each document will be applied as a new task. If you do not drag the links to a free space on the Task bar but rather onto an available Task button, the new document will be displayed together with the previous one in one window.

Another way to open a document is via Drag&Drop with your mouse. For example, if you are using Windows, you can drag a document from the Windows Explorer to the Task bar or to the Title bar of StarOffice. If you are working in the Integrated Desktop mode and you are not able to see the Title bar, you can drag the document to the Menu bar or to the **Open** icon on the Function bar.



In the Task bar at the bottom of the StarOffice Desktop you can see the **Start** button. An extended-click with your mouse on this button will open a menu which you can customize according to your preferences. Choose a document type from this menu and StarOffice will open a blank document of the selected type.

You can have several documents open at the same time. Each open document is displayed as a button in the Task bar. Simply click a button to switch to the respective document.

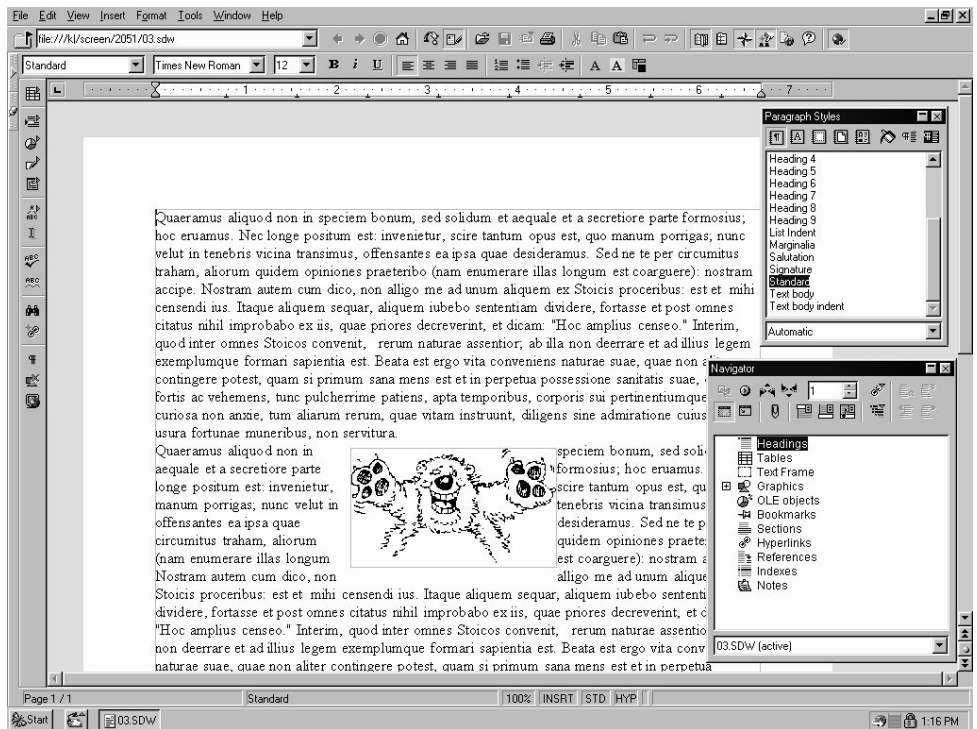
The StarOffice applications contained in the upper part of the menu can also be found in the **File** menu at the **New** command.

Opening a Text Document

To open a new text document, click the **Start** button on the Task bar and select the corresponding entry. A blank document based on the "Default" Page Style appears in the work area. If you want to use a different format, simply select the **New - From Template...** command in the **File** menu. You will then see a Template Selection dialog where you can choose a template on which to base a new document. Or, you can also use the **Templates** directory in the Explorer.

You will note that the Menu bar, Status bar, and other toolbars in StarOffice change depending on the document that is opened. As soon as you activate a document, e.g. by clicking its button on the Task bar, or open a new one, e.g. by selecting **File - New - Text Document**, the corresponding toolbars and menus for this document type will be displayed.

When a text document is displayed as the active document, you can show two additional important windows, the Navigator and the Stylist. These windows can be positioned anywhere on screen. For instance, your screen could look like the one in the following illustration.



Don't worry if it seems that too many elements appear on your screen. If you are writing a simple letter, for example, you don't have to display them all because only a few of the tools are actually needed. However, needed information and aids can be displayed in the work area so that you always have the necessary tools for a specific task when working with StarOffice.



Even if your screen is set to a low resolution and you thus require lots of space for a good screen display of the document, you can still activate all windows shown in the illustration, and display them only if necessary. StarOffice's floating windows which are displayed as needed, make this possible. These will be described in more detail in the next chapter.

Opening a Spreadsheet

If you want to compute numbers or manage records in a spreadsheet, click the **Start** button on the Task bar and select the **Spreadsheet** entry in the selection menu. A blank sheet is displayed in the work area and the toolbars and menus contain a variety of different functions tailored to spreadsheets.

Writing an E-mail Message

As part of its office solution, StarOffice also supports communication via e-mail and newsgroups, either internationally via Internet or in a local company network. Click the **Start** button in the Task bar and then select the **Mail** entry to open a form for composing an e-mail message. To send and receive e-mail and participate in Internet newsgroups you must first set up a Mail server, News server, and an Outbox.

Creating a Presentation

Click the **Start** button on the Task bar and select **Presentation** in the selection menu. The **AutoPilot Presentation** will appear. You can choose to start work with a blank slide, a template or one of the documents last used. With the AutoPilot you can create your own presentation in an interactive way. You can, for example, create your presentation as a multimedia show or save it in HTML format for Web publishing.

Creating a Drawing

Select the **Drawing** command from the **Start** menu to create a StarOffice Draw document. StarOffice Draw offers you lots of interesting drawing functions, for example, vector charts, 3D objects (self-defined and default ones), layered objects and much more. The default print orientation is portrait, which enables you to preview your drawing document exactly as it will be printed.

Creating an HTML Document

To create a HTML document click the **Start** button and then the **More** command and select the **HTML Document** entry. The StarOffice Writer/Web interface appears, containing a selection of working tools for editing and creating HTML documents.

The StarOffice Writer/Web is a special StarOffice Writer suitable for HTML, which you can automatically use when browsing through the Internet or editing HTML documents. If you open an existing HTML document, you can, via **File - Open** to get the Open dialog, decide using the **File type** list box if you want to open the file in StarOffice Writer/Web (File type "HTML") or in the normal StarOffice Writer (File type "HTML StarOffice Writer").

Using the Database Functions

You can access the **StarOffice Base** database module via menu **File - New - Database**, via the Start button menu - **More - Database** or through a new entry which you create in the Explorer. An example of a useful database is the **Address Book** which is already included in the Explorer. You can add other tables or databases of your own to the **Address Book** database in the Explorer. These can be self-defined or you can integrate larger pre-existing databases which are, for example, accessed via ODBC drivers already installed in your system. You can read more about StarOffice Base in your User's Guide.

Working with a FrameSet

As an advanced StarOffice user capable of generating your own Internet pages, you'll probably also want to create your own FrameSets. These are documents that basically only consist of frames. Each frame contains a different document, for example, a text document in the primary frame and a hyperlink list in a sub-frame. You design the list

so that the reader of your page loads a different text document in the main frame when he or she clicks a link. Instead of a hyperlink list, you can use an ImageMap. You can learn more about using FrameSets in the StarOffice Help.

Creating a Master Document

Master documents are useful for larger publications since they can contain any number of smaller documents. These sub-documents can be easily sorted, and you can even add more text and additional indexes. If you already have a large document where the "Heading" Paragraph Style is used to organize the document, you can easily transform this document into a master document containing subordinate documents by simply selecting one command. You can learn more about master documents in the StarOffice Help.

Creating a Chart

Charts are not usually created as independent documents (although, this is of course possible) but are rather inserted as objects in a text or on a spreadsheet. Therefore, the most common way to create a chart is to select in your spreadsheet the data you want to have appear in the chart. Click the **Chart** icon from the **Insert Object** floating toolbar (main toolbar). Draw a square of the size you want in the spreadsheet where your chart is to be displayed. Now, use the AutoFormat function to create and design your chart step by step. For more information about charts in StarOffice, refer to the StarOffice Help.

Editing an Image

Besides vector graphics, you can also edit bitmapped images (pixel images) in StarOffice. Open the menu of your **Start** button and select **More - Image** to access a StarOffice Image document. StarOffice Image enables you to create and edit a new bitmap image.

You can also call up StarOffice Image when working in a text document (via menu **Insert - Graphics - From Image Editor**), and then draw an image and save it along with the text document. Or, open an existing bitmap image via **File - Open...** and then edit it. You can learn more about working with bitmaps in the StarOffice Help.

Creating a Formula

The **More - Formula** commands from the **Start** button menu opens StarOffice Math, a module that enables you to compose mathematical formulas.

Similar to charts and images, you usually create formulas while working in another document. For example, in a text document, you would set the cursor where you want your formula to appear and then go to menu **Insert - Object - Formula** to insert a formula. Another method would be to make an extended-click on the **Insert Objects** icon in the Main tool bar and select **Insert StarOffice Math object** from the Floating tool bar to insert a formula. You can edit this formula and it will be automatically inserted in your text "As Character". When your formula is completed, double-click in your text, and continue writing as usual. You do not need to save your formula in a special folder, although you also have this option.

If you are familiar with StarOffice Math language, you can enter a formula in a text document by writing, for example, "The formula reads as follows $a^2 + b^2 = c^2$ ". Now, select the part of the text which has to be converted into a formula (" $a^2 + b^2 = c^2$ ") and go to the Main tool bar and display the **Insert Objects** floating tool bar and select the **Insert StarOffice Math object** icon. Your text will be replaced by a formatted formula.

Keep in mind that you can't use formulas created in StarOffice Math for calculations. StarOffice Math is only a Formula Editor, that is a module for writing and editing formulas. If you want to calculate formulas you can use the StarOffice Calc spreadsheets and, for easy text-based calculations, you can use the Calculate function in text documents.

Creating New Documents with Templates and AutoPilots

Open the Start button menu and select **More - From Template** to access the **New** dialog (this dialog can also be called up via **File - New** or using the Ctrl + N key shortcut). This dialog enables you to select a template and create a new document based on this template.

You can also choose from templates in the **Templates** entry in the Explorer. Just browse through the templates by clicking through the list, and switch on the Preview to view the selected entries (**Preview** icon in the Object bar).

As you can see, you have a choice of several professional document types for creating new documents. Another very easy way to create new documents is using the Auto-

Pilots which can assist you in many ways when working with StarOffice. The AutoPilots can be found in StarOffice under the **File** menu.

Not only can you use the AutoPilot to create new documents, but also to create document templates customized to your needs. Your own document templates, which may, for example, include your company logo, can then be found in the **New** dialog as a document template. Generally, you only need to give the AutoPilot the information once and then you can use it as a basis for creating new documents. You could also simply adapt the predefined templates and sample documents to your specific needs.

Managing Events and Tasks

The Tasks & Events entry in the Explorer calls up the StarOffice Schedule. Click the plus sign in front of this entry to access the events and tasks.

Adapting the Start Menu

You can customize the entries contained in menu **File - New** or in the **Start** button menu (if you are working in a network environment, you normally do not have write access to the share directory located on the server). New entries for documents in the **File** menu are links in the Office52\User\Config\New folder. This folder contains a link for each entry, i.e. to a new document, in the **New** menu. Besides links to documents, the New folder can also contain document copies readable in StarOffice.

The Start button entries correspond to the contents of the folder Office52\share\config\start.

If you want, for example, to add an invoice form to the **New** menu, or the Start button menu, follow these steps:

- In the Explorer under Workplace, single-click the Office52\share\config\new folder.
- Open the **New** submenu (by clicking the right mouse button).
- Select the command **Link** in the context menu. The **Properties of Link** dialog appears.
- Under the Bookmark tab, enter a name for the new entry in the **Name** field, for example, "Invoice".
- In the **Target URL** field enter the path and name of the document you want to use as a template or search for it with the **File...** button to register it correctly.
- Check the **Open as template** box and click **OK**.

Now you can open a blank invoice from the **New** menu or via the Start button any time you want. You can enter data in the form and save it on your hard disk and/or print it.

Working with the Windows and Bars in StarOffice

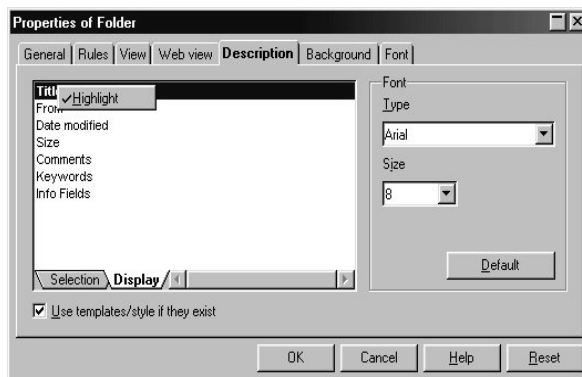
With its various windows and toolbars, StarOffice is a powerful and versatile tool. The Toolbars as well as the Menu and Status bars provide exactly the functions and commands you need for the document you are working on.

In StarOffice, you can configure the user interface to fit your specific needs. For example, the menu items can be modified by deleting or adding commands, copying or moving items to other menus, renaming them, and so on. To make changes, use the dialog under **Tools - Configure...** A detailed description and examples of how to configure your interface are provided in the StarOffice Help.

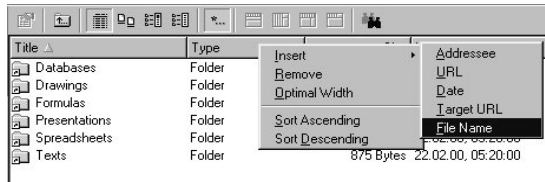
Modifying the Window View.

On your desktop, you can use the **Detail View** and the **Icon View** icons to select a desired view. The Icon view enables you to see the icons on your desktop whereas in the Detail View they will appear listed in writing. For each folder, StarOffice notes which view you last used and will use that view on your desktop the next time.

With the **Properties...** command in the context menu of any folder window you can access the **Properties of Folder** dialog.



Open the **Description** tab dialog to define which information should be displayed, and in which format and order (modify the order via Drag&Drop using the **Display** tab). This setting only works with the preview, which can be accessed after pressing the **Description** icon in the Object bar.



If you want to modify the Detail View, call up the context menu in the column headers and choose which additional columns you want to have. Via Drag&Drop you can shift the columns and by clicking the column headers you can sort the content ascending or descending.

If you chose the Icon View in a window and call the **Properties...** dialog, you'll also find the **Background** and **Font** dialogs. In these tabs you can determine if you want to have graphics or a color in the background of your icon. Using the font dialog, you can determine and modify the font size and style below the symbol.

Hiding and Showing the Explorer, Beamer, Navigator and Stylist

When working with StarOffice, you may discover that your screen is not always large enough to display all of the StarOffice windows. You can temporarily hide windows such as the Explorer, Beamer, Navigator and Stylist at the edge of the desktop instead of constantly moving or opening and closing them. In addition, you can decide if the window should overlap the current document when you display it, or if the two should share the screen.



If you have newly installed StarOffice, the **Explorer** will be switched on (its icon in the Function bar will be "pressed") but it will be hidden. On the left side, at the top, in the corner of your desktop you will see a small button with an arrow. Click this button to permanently show or hide the Explorer or any window "hidden" in that border. The same is true for the **Beamer**: if your Beamer icon in the Function bar is "pressed", you can show it or hide it with the small arrow on the top border of your window, in the left corner.

The Explorer is displayed as a floating window. This allows the desktop or the current document to remain in its original full size and does not have to be reduced (which

could take too long if, for example, large graphics are involved). The floating window momentarily overlaps the active document. When you hide the Beamer or Explorer window again, the current document or desktop is accessible just as before.



On the border of the Explorer and Beamer windows there is a Stick icon resembling a thumbtack. Use this icon to change the Explorer or Beamer window from a floating window (temporarily covers the other window) to a fixed one (both windows are placed next to each other on the screen).

If, instead of using the arrow button, you click the left border where the Explorer is hidden (note the arrow and thumbtack) or the border at the top where the Beamer is hidden, the respective window will only be temporarily displayed. As soon as the mouse is out of that window area for a few seconds, the window is hidden again, whether you used the Stick mode or not. If you have clicked the border of the fixed Explorer and you want to hide it, click somewhere else on the screen outside the Explorer. If the Explorer is not fixed but floating, it will be automatically hidden as soon as your cursor leaves it.

The AutoHide function just described also applies to other windows such as the Navigator, Stylist, Help Agent or preview window in StarOffice Impress. If any of these windows has been docked and hidden, you can show the window again by clicking the its border. The window will then be automatically hidden again when you click in your current document. The AutoHide function works with any of the four windows which can be docked in this border.

Docking Windows

When you show the Explorer for the first time, it is displayed as a docked window at the left side of the Desktop. You can convert docked windows to floating windows by holding down the Ctrl key and double-click on the gray area of the window border (with the Explorer and the Beamer hold the Ctrl key and double-click in a free area inside the window). The originally docked window will appear if you repeat this action.

You can change the size of a floating window by dragging an edge with the mouse. The shape of the mouse cursor indicates in which direction you can drag the window. Dragging on a corner of the window diagonally will change the height and width.

Move the floating window around on the screen by dragging the title bar. If you drag with the mouse towards the edge of the StarOffice window while holding down the Ctrl key, the border of the window will appear as an outline, indicating that the window will be docked when you release the mouse button.

If you want to drag a floating window to the window edge without docking it there, do not press any key while dragging.

Enlarging and Reducing Docked Windows

The size of any docked window can be modified by dragging the window border at which the window is docked.

Move the mouse cursor to the window border closest to the center of your screen.



As soon as the cursor changes shape, press the mouse button and hold it down. Now drag the window to the desired size.

If you have docked two or more windows on the same edge, you can shift the dividing line between the two windows in the same way.

Changeable Toolbars

Toolbars adapt to every work environment; with the exception of the Function bar, which always offers the same useful functions. When you open a text document, you can see an optimal selection of icons in the Object bar (under the Function bar) and in the Main toolbar (at the left-hand border of the screen), however, when you open a spreadsheet other icons will appear that are suitable in that context.

The context-dependent and variable icons change even within the same document. For example, set the mouse cursor in your document in one of the existing tables and you will see Insert Column and Delete Column icons. If the cursor is in a bullet or numbering list, you will see icons for changing the numbering order or hierarchy. In these cases, you can also switch to the normal text Object bars, by clicking the last icon on the right. StarOffice notes which bar you last used and in which context, and offers this bar as default accordingly.

You can modify the position of most of the icons on the toolbars. In the context menu (press the right button of your mouse) of your toolbars, you will find the **Customize** command. With this command you can customize your icons as desired. You can also drag the icons while holding the Alt key and position them where you like. You can find an exact description in the StarOffice Help.

Sometimes there isn't enough room to place all icons on the Object bar. Although there is a special symbol at the end of the bar to switch to other icons, this is often not very practical. Fortunately, StarOffice offers you the option to configure invisible buttons. These can be toggled on and off in the context menu. The Quick Configuration option allows you to select the visible buttons without having to delete or redefine them.

For example, if you want to copy an icon from the object bar to the Function bar so that it is always visible, simply hold down the Alt key and drag the icon to its new position. StarOffice automatically stores the new contents of the bar.

In the context menus of some of your Toolbars you will find the command **Visible Buttons**. This command opens a submenu with a list of the existing icons. The ones that are marked with a check are visible. Click an icon to change it from being visible to invisible and vice versa. This submenu also shows the names of these icons.

You can also use the **Visible buttons** command in the context menu of the toolbars to have a quick overview of the icon names and their functions.

To delete an icon, drag it away from its toolbar (in this case the Function bar) while pressing the Alt key and then release the mouse button anywhere outside the Toolbar.

If you want to insert a dividing line on the Toolbar, drag an icon a bit to the right of its current position while holding down the Alt key. To delete such a dividing line, shift the icon at the right of the dividing line towards the left while holding down the Alt key. You can even create your own icons and integrate them into the Toolbars.

The Task Bar

Drag&Drop in the Task Bar

In the Task bar, if you drag the button of an open task to another button in the task bar, the following reactions occur, depending on which key is pressed while dragging:

Action	Result
Dragging task button A into task button B	Task A is moved into task B as a new window. Now, in task B, you can switch from one window to the other by clicking them. The name appearing on task B's button (now used for both tasks) indicates the active window.
Drag&Drop as mentioned above while holding down theCtrl key	A copy of task A is created in task B's window.
Drag the task A button into an unoccupied area of the Task bar	Task A will be copied in a new window as the new task B.

Action	Result
Drag task A's button into a unoccupied area of the Task bar if more than one window is contained in task A	Task A's active window is moved as a new task B, this means that it is no longer a window of Task A, but the independent Task B.
Drag a file, a folder or a program to the space between the Start and Desktop buttons.	A button will be added with which you can quickly call up the file, open a folder or access a program.

Why Drag One Task into Another?

- You will see the two or more documents on top of each other or next to each other at all times (use the **Window** menu to choose how you want them to be divided) thus enabling, for instance, easy Drag&Drop between documents.
- You can define, for example, the address book and a text document or spreadsheet along with other important information as a Floating Task and keep them constantly visible on your screen.
- You can save various drafts of your documents and view them on the screen simultaneously.
- You can put the StarOffice Basic IDE in one window and a text document in another window and then see which changes to your macros lead to which effects in your text document.
- It is also possible to place the Normal view and page preview of a document side by side.

Surely you'll find lots of other uses. In any case, dragging one or more tasks into one task window is a quick and easy way to order your information efficiently.

You can also arrange several individual tasks next to each other or on top of each other (via the **Window** menu or in the Task bar context menu). This arrangement, however, has disadvantages over managing tasks in one task window, e.g. the various title bars waste space on the screen.

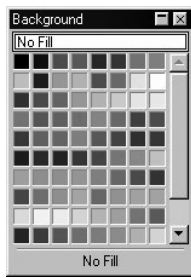
You can use the context menu option **Task Always Visible** to keep this task in the foreground. The task will then automatically become a floating task. Floating tasks have an icon which looks like a thumbtack, found in the upper left hand corner of the title bar, and is used to shift to the **always visible** property and back. This can be used, e.g., to fill in parts of a Master document via Drag&Drop or to summarize various documents in one document.

The Floating Toolbars

Some of the icons in the various toolbars open floating toolbars. A floating toolbar is a small window which can be placed anywhere on your screen and offers a selection of additional icons.



Open a new text document in order to view the Object bar and Main toolbar for text documents. At the right end of the Object bar, which is located directly above the text document, you will find the **Background Color** icon. This icon opens a floating toolbar.



Click the icon to open a window offering a choice of background colors. This window closes automatically once you have made a selection, or when you click outside the window or press the "Esc" key.

You can separate a floating toolbar from the toolbar it is attached to. It will then remain open until you close it again. Simply click on the icon, keeping the mouse button pressed till the floating toolbar is opened, then release the mouse button and click the title bar of the floating toolbar to drag it away from the icon.

If a frame follows the movement of the mouse, it means that your toolbar is now a floating window. Release the mouse button where you would like to position the window. You can move it at any time by dragging its title bar. To close it, click the close button in the title bar. Some floating bars can be minimized and opened again by double-clicks in the title bar. You can make as many selections as you like from the floating window without the window closing automatically.

Most icons having floating toolbars utilize a shortcut. A short click on the visible icon will activate that icon's function, a long click will open the floating toolbar.

The floating toolbars in the Main toolbar have another special feature.

In open documents, some icons in the Main toolbar are marked with a small triangle. The triangle indicates that you can open a floating toolbar or selection menu by clicking on that icon (with the exception of the **Insert Fields** icon, which with a short-click opens a dialog and with a long-click shows a sub-menu). Please note that if you select a function from the floating toolbar, the icon of the selected function will replace the icon originally displayed in the Main toolbar.

In this way you can quickly access the last function chosen without having to open the floating toolbar again. Just click the (new) icon in the Main toolbar.

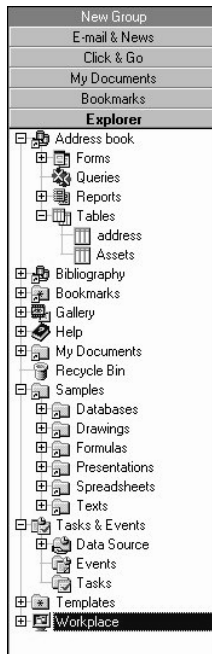
Many of the tools in StarOffice Draw and StarOffice Impress only need to be double-clicked for them to stay activated until you select a new tool. For example, in order to drag open several rectangles you double-click the **Rectangle** icon. With an extended-click on this icon, you will open its selection menu which enables you to select a new function from those available.

The Explorer and its Components

The Beamer and the Explorer are your most important tools for working in the StarOffice Desktop. Both are closely related and complement each other.

Groups in the Explorer

Before describing the Explorer in more detail, the Explorer Groups will first be introduced.



The Explorer already contains several groups. These appear as buttons with the group names:

- The **New Group** button serves to set up a new group or a new group button. Click this button and enter in the dialog the folder and folder content you want to have contained in the new group. You can also drag a folder to this button.
- **Click & Go** - This group contains, among other things, the icons for creating new documents. It has the same contents as Office52\share\config\new.
- **My Documents** - The My Documents group is a link to the directory which has been entered as My Documents in your system. The link can be modified under **Tools - Options...- General - Paths**. If My Documents doesn't exist in your system, or if you haven't activated it, this group will refer to the folder located under StarOffice/user/work.
- **Bookmarks** - In this group you find a link to the directory that is registered as the Bookmark folder in your system (for example, in "Favorites"). You can also modify these links on the **Paths** tab. If you do not have a Bookmark folder in your system, this group will refer to the folder under StarOffice\share\bookmark.
- **Explorer** - This group provides you with easy access to all usable drives (local, within a network or on the Internet).

If a group displays its content with a small or a large icon, you can run it with a single mouse click. However, in the hierarchical view you have to double-click to get the same effect.

If you call up the context menu of a group, you'll find commands for configuring the group's view as well as for renaming and removing (deleting) the group.

You can re-arrange the group order via Drag&Drop. Just hold down the left mouse button and drag a group to its new location in the Explorer.

Creating a New Group in the Explorer

If you want to include the StarOffice Help in its own group in the Explorer, simply do the following:

- Right-click the **New Group** button in the Explorer.
- Select the **Create New Group as Folder** command from the context menu.

Note, you would select **Create New Group as Folder** if you wanted to create a new folder in the Explorer. Just as you would select **Create New Group as Link** if you wanted to view an existing folder and its contents as a new group in the Explorer.



If you want a new group to display the entire contents of a folder, you only need to drag the folder from, say, the StarOffice Desktop to the **New Group** button. This automatically does the same as the **Create New Group as Link** command in the context menu.

After having selected **Create New Group as Folder**, you will see the **New Group** button which is ready to be overwritten.

- Enter the name of the new group. We have entered the word "Help" as an example. Press the Enter key to confirm the new name. The new group has been created.

You can now, for example, place links to existing folders and documents in this group. The easiest way to do this is via Drag&Drop. Drag the objects you want to have into the new group window or drag them to the new group button.

- For example, open the **Explorer** group and drag the **Help** entry to the new **Help** group button.
- In the context menu of the new group button, select one of the following views: **Large Symbols**, **Small Symbols** or **Hierarchical**.

Explorer and Beamer

In the Explorer you can choose which directory, document, message or picture you want to view or edit. Once you have decided, the selected object will appear in a new window in the work area. You can switch back to the Desktop view by clicking its button in the Task bar.

- If you double-click a folder in the Explorer, its contents will be shown in a new window in the work area.
- Clicking once on a folder in the Explorer will display its contents in the Beamer (provided it is open). You can then open a file in the Beamer by double-clicking it or by dragging and dropping the file into the work area. If you move the file with Drag&Drop to the desktop, it will be copied into the current desktop directory. Dragging a file from the Beamer into a text document will create a hyperlink to the file.
- If you click the plus sign before an entry in the Explorer, the subordinated entries (such as folders or directories) will be listed in the Explorer. The contents of the Beamer will not change. The opened status, e.g. of the Workplace entry, will remain just as you left it the next time you open the Explorer. If you want, you can change this setting under **Tools - Options... - General - Desktop**. If you click a plus sign while holding down the Ctrl key, the entry will open down one level only.

In its hierarchical structure, the **Explorer** group shows the dependencies of the elements in it much more clearly than is possible on the desktop. It can be an advantage, however, to put certain folders on the desktop and to have a separate window for each one. For many actions, StarOffice offers you several other options for customizing your desktop and the Explorer. You will soon discover what methods are best suited to your needs.












The various objects which can be displayed in the Explorer have different properties and, for example, behave differently if they are clicked once or twice. Following is a description of how the objects react to different actions. While working with the Explorer, you may find additional information displayed in the Status bar, such as the amount of free memory, number of selected files, etc.













Double-clicking an entry in the Explorer or Beamer generally closes the current view in the work area and replaces it with that of the entry which has just been double-clicked. For example, if you've opened a document and then open another document or window, then the first document will be closed. To avoid this, press the Ctrl key while you double-click an object and it will then be opened in another window. Before opening a new document, it is better to switch back to the desktop (clicking the **desktop** icon in the Task bar). By double-clicking the desired folder, you can easily change to the respective document and also open it with a double-click. If you open a document with the File-Open-dialog it will be opened as an extra document, that means, it will not replace the actual document.

Following is a chart of the entries that can be seen in the **Explorer** group when you first install the program: Address book, Bibliography, Bookmarks, Gallery, Help, My Documents, Recycle Bin, Samples, Tasks & Events, Templates, Workplace. Afterwards, the optional entries which you can add to the Explorer are mentioned, such as Mail Inbox and Outbox, Newsgroups, FTP Account, and Subscriptions.

The Predefined Objects in the Explorer Group

Icon	Name	Meaning
	Address Book	The Address Book is a StarOffice Base database in dBase format.
	Workplace	The Workplace contains the drives/volumes and directories.
	Tasks & Events	Here you can access StarOffice Schedule, your personal events planner, tasks manager and calendar.
	Bibliography	Use this Database to create a bibliography in your text document.
	Samples	The Samples folder contains subfolders and files with sample documents.
	Bookmarks	The Bookmarks entry is a link to the folder you entered under Tools - Options... - General - Paths as a Bookmarks folder. The Bookmarks folder contains some hyperlinks to Internet sites.
	My Documents	This Entry is a link to the folder you entered as work folder under Tools - Options - General - Paths .
	Gallery	The Gallery contains clip art and sounds which you can insert into your documents.
	Help	Your bookmarks are shown here and you can access all StarOffice Help topics from here. For further information regarding this subject, read the "How to use the Help System" topic in the StarOffice Help.
	Recycle Bin	The Recycle Bin stores all files that have been deleted within StarOffice. These files will be stored until you decide to empty the Recycle Bin or after the specified period of time elapses.
	Templates	The Templates entry shows you the content of the Templates folder. You can adapt this folder under Tools - Options - General - Paths .

Optional Objects to be Added Later

Icon	Name	Meaning
	POP3 Account	A POP3 Inbox contains e-mails received from POP3 accounts.
	IMAP Account	An IMAP Inbox receives your e-mails from IMAP accounts.
	VIM Account	A VIM Account is suitable for certain Intranet mail systems.
	Outbox	The Outbox stores your e-mails before and after sending them.
	News Server	A News Server displays all subscribed newsgroups.
	FTP Server	An FTP account offers folders and files of an FTP server via the Internet.
	Link	Links can be created to any folder or file.
	Database	Your own databases are managed in the Explorer.
	Subscriptions	Subscriptions inform you when web sites have changed.
	Search	A Search folder shows you filtered information on files and messages.

A detailed explanation of the entries in the **Explorer** group can be found in the StarOffice Help .

Basics for Text Documents

For new StarOffice users, this section offers an introduction to writing, editing, and printing text documents. This section of the StarOffice User's Guide is directed at an audience with only minimum computer and operating system knowledge. More advanced users should still skim through this part, since it contains some useful StarOffice tips and tricks.

Basics for Working with Text

Now we'll have a look at how to enter your own text into a text document. To do so, open a new text document. If you already opened one, make sure it is active.

Entering New Text

For starters, enter some text in your new document. Please note that line breaks are controlled automatically by your software, so you don't need to manually insert them. Press the Enter key only where you want to begin a new paragraph.

Type what you want to. Format headings, highlight words, and make other typographical changes after you have finished writing the main bulk of your text.

After you have become better acquainted with the various writing styles offered, you might prefer to select a specific paragraph style while you write your text. Through the automatic application of the Next stylefunction, you can format successive paragraphs automatically. You can learn more about this topic in the StarOffice Help.

StarOffice Writer is able to perform a list of automatic corrections while you work. This includes, for example, that all sentences start with a capital letter.

The automatic word completion also helps you when entering text. If you repeatedly enter the same word (longer than 5 characters), you will note that after you type the first three characters StarOffice Writer suggests the already familiar long word. Press the Enter key (or another key that you specify) to accept the suggestion. If more than one long word begins with the same three characters, you can enter the key combination Ctrl + Tab to search from the beginning of the list, and Shift + Ctrl + Tab to search from the end of the list of familiar words. You can find more information about this function in the StarOffice Writer Help under "Word completion".



You can see which AutoCorrection and AutoFormat functions are active by going to **Tools - AutoFormat/AutoCorrection...** and clicking the **Options** tab. This is where you can turn certain functions on and off. If you don't want any automatic replacements while making your entry, turn off this function using the **Format - AutoFormat** command. If you don't want any automatic changes while you type, click away the X in the boxes in the T column ("T" stands for "AutoFormat/AutoCorrect only while Typing").

When you have finished writing your text, you might notice that single letters, words, or sometimes even whole sentences are unnecessary or incorrect. StarOffice offers you various possibilities for editing text.

To move the cursor in a specific direction, you can use the cursor keys (arrow keys) on your keyboard, or click the mouse button once after placing your cursor in the desired location.

Inserting Text

To insert new characters into an already existing text, simply place the cursor at the position where the character(s) should be added and enter it/them. Any text following your addition will be shifted as necessary.

If the text is not meant to be shifted but rather overwritten by new text, then the text document should be in the Overwrite mode instead of in the default Insert mode. You can switch between these modes by pressing the Insert (Ins) key. The selected mode will be indicated in the Status bar with 'INSRT' or 'OVER.' You can also toggle this function by clicking this field in the Status bar.

Selecting and Deleting Text

If you want to delete just one letter, the best way to do this is by placing the cursor directly after the letter and then pressing the Backspace key (located just above the

Enter key). The Backspace key deletes the character immediately to the left of the cursor. You can also place the cursor directly in front of the letter to be deleted and press the Delete (Del) key. This key always deletes the character immediately to the right of the cursor. As you delete, the other characters automatically shift to fill the spaces.

To delete several adjacent characters simultaneously, you should first select the area to be deleted. Then either use your mouse or keyboard to delete. When using the mouse, position the mouse cursor on the first character you wish to delete, press the left mouse button and drag to the last character. When you release the mouse the selection will be highlighted. If you now press the Backspace or (Del) key, the entire selected area will be deleted.

Just as there are several ways to delete text, there are also several ways to select text. If you want to select an entire word, click it twice. A triple-click selects the entire line. If you want to select a string of words, select the first word with a double-click. Instead of releasing the mouse button after the second click, hold it down while dragging over the remaining words. In this case, the selected area expands to enclose each complete word, so that exact "targeting" with the mouse is unnecessary. If before or after a certain character the rest of a sentence should be deleted, place the mouse cursor behind the character and drag while pressing the left mouse button either up or down (depending on the beginning or end of the sentence). The text will then be selected and can be deleted.

Select adjacent text by clicking the first character, and while pressing the Shift key, click on the last character. You may use the arrow keys while pressing the Shift key, to quickly move the cursor to the end of the area you wish to select. To select the entire text in your document, press the Ctrl + A key combination.



The Multiple Selection function in StarOffice Writer is a practical feature that allows you to select independent text sections and assign them one single command. Press the Ctrl key when selecting your text areas. Then you can format all of them again, for example.

Together with the dialog **Find&Replace** in the **Edit** menu, or with the Ctrl + G key combination, you can easily, for example, search for every "StarOffice" appearing in your text and change it to bold print. To do this, enter the word(s) - in this case StarOffice - in the **Search for** text box and click **Search All**. The Multiple selection function has now selected all of the corresponding items in your whole text. You only need to select **Bold** in the Object bar or to press the Ctrl + F key combination to complete the task.

Text Navigation via the Keyboard

You can easily navigate within text via the keyboard using the Home, End, Page Up and Page Down keys and, of course, the arrow keys. The Home key positions the cursor at the beginning of a line; the End key moves the cursor to the end of a line. When used along with the Ctrl key, the cursor is moved to the beginning or end of the current document. The Page Up and Page Down keys enable you to scroll through the pages of a document. Of course, the display moves in terms of screen pages, not printed pages.

With the key combination Ctrl + PageUp or PageDn you can switch between a header and the main text.

To switch between open windows use the key combination Ctrl +Tab or Ctrl + Shift +Tab.

Further key combinations are listed in the StarOffice Help.

The Direct Cursor

The direct cursor enables you to enter text at any position within the type area in your text document.

 Press the DirectCursor icon in the Main toolbar.

Now click on any empty area in your text document and begin typing. StarOffice automatically inserts the corresponding number of spaces, tabs and blank lines in front of the first letter of the new text.



Using the direct cursor, it is easy to quickly write a letter with the date and the recipient's address, etc. in the correct position. However, though quick and easy, this isn't the best way to write a letter. It's generally better to create a personal letter template with the help of the AutoPilot. That way, all your correspondence will have a more professional look right from the start.

Correcting Typing Errors


It is not necessary to delete a word before replacing it with another word. It is enough to simply select the old word and type in the new word which will then appear in the same space. Even if you enter only one new character it will replace the entire selected text. In the Insert mode, you can then enter further characters.

With StarOffice, you have a useful Spellcheck function at your disposal. If you wish, it can be used automatically while entering your text. Incorrectly spelled words will appear with a red wavy underline, and, if you want, the Spellcheck function will offer correction suggestions. The Spellcheck is explained in detail later on.

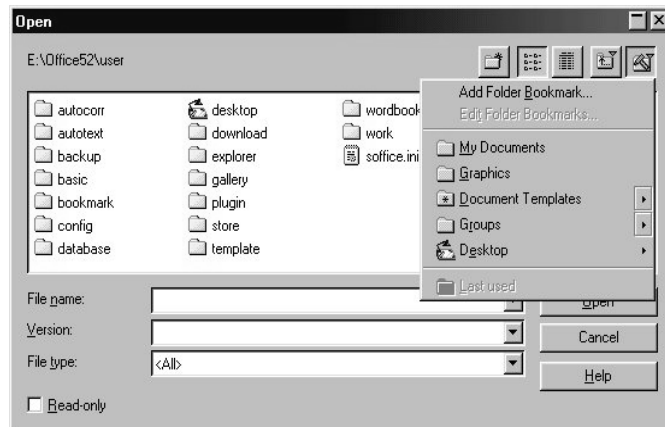
Opening and Saving Documents

Your newly entered text will be lost as soon as you turn off the computer. In order to be able to read, edit, and print the text again after restarting your computer, you must first save it as a file on the hard disk or on another permanent storage medium.

Opening Documents

 To open an existing document that has been saved as a file on the hard drive or on another data carrier, you have several possibilities. You can either go to the **File - Open** menu command, click the **Open File** icon in the Function bar, or use the Ctrl + O key shortcut.

You will see the **Open** dialog.



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

- You can change the size of the dialog by dragging the dialog's borders with your mouse.
- If you click the **Default directory** icon (the icon at the far right), you will immediately switch to the My Documents folder.

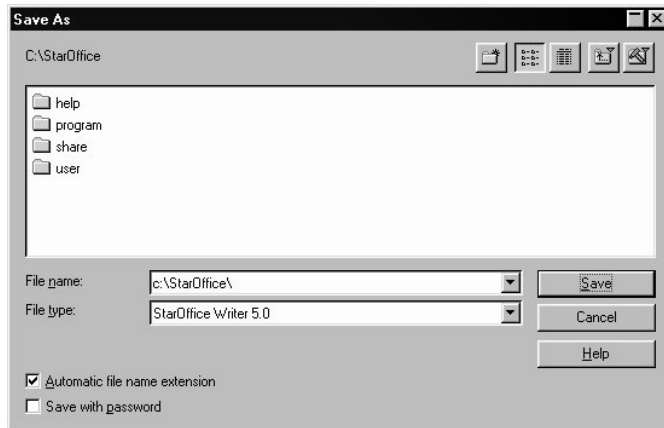
- An extended click on this icon, however, opens a submenu where you can choose which directory you would like to see.
- The **Up One Level** icon can also be short-clicked or long-clicked. A short-click will bring you up one level in the hierarchy order. A long-click opens a submenu containing the disk drive selection.
- If you would like to see files containing a certain name, enter the name with placeholders in the **File name** list box and press the Enter key. If you use the *.text pattern, for example, only the files containing the .txt extension at the end of their names will be displayed. If you, on the other hand, use the s* pattern, all names beginning with the letter s will be displayed.
- A small plus sign before the name of a subdirectory means that that subdirectory can be seen by clicking the plus sign. This sign is only visible if you selected the **Detail View** icon.
- All of the file names shown can be sorted columnwise with one click on a column header. Click the **Size** column header, for example, and all files will be sorted in ascending order according to their size, and another click on the header **Size** and the contents will be sorted in descending order. A right-click on a column header opens a submenu where you can also open further columns. If you right-click on a file name, you will be offered another submenu with file related commands.

Saving Documents



To save your current document, use the **Save** command in the **File** menu, the **Save Document** icon in the Function bar, or just press Ctrl + S.

When you save a document for the first time a dialog will appear in which you choose where you want to store the file.



Assign your text document a name when you save it the first time. You can, for the most part, choose any name you'd like (according to the restrictions of your operating system). When you want to open the document later, you can find it under that name.

If you do not save your documents, any changes made to opened documents may be lost after a power failure or a computer crash. Therefore, you should regularly save your documents as you work. Pressing the S key along with the Ctrl key is the easiest way to save a document. The document on the data carrier will then be replaced by the current document.

In the Status bar, you will find a field which displays an asterisk (*) if the current document has been changed with respect to the last version on the hard disk (or if it has not yet been saved as a file).

Storing documents as files on electronic storage media has many advantages. You can exchange files with other StarOffice users, so that they can open, edit and print the files on their computers. Transferring a file from one computer to the another is possible with a floppy disk, for example, or via a company network (Intranet). You can transfer documents via the Internet to almost anywhere in the world.

Printing Documents

After you have finished creating your document, you can print it if you are planning to send it by mail, for instance, or put it in a binder. Many documents are not intended for printing, such as StarOffice Help pages, graphics for Internet pages, etc. However, you may sometimes find it useful to print these documents for easier proof-reading.

To print your current document, a printer should be connected to your computer, either directly with a printer cable or indirectly via a network. If neither one is immediately available, you may also "print to a file". All information which is normally sent to the printer will be first written into a file. The file's content can then be copied to another computer where a printer connection is available (StarOffice does not need to be installed on this computer).



StarOffice Writer always formats its documents so that you can print optimally. That's why, even when you don't have a printer, you must specify a printer driver as default printer.



You print the current document without the intervention of a dialog, by clicking the **Print File Directly** icon in the Function bar.

Printing is controlled primarily with the **Print** dialog, which is activated via the **File** menu or using the key combination Ctrl + P.



In this dialog, you can select a specific printer (if you have installed more than one printer). Under Print document, you can determine how many pages you want to have printed (or only certain pages), and how many copies you want.



There are many different printer types and their capabilities vary dramatically. Operating systems support printers by use of software modules called drivers. Drivers are programs designed to allow the printer capabilities to be best utilized by the applications running under a particular operating system. For this reason, the print functions can differ depending on the operating system, the printer driver, and the type of printer. The selected printer determines the height and width of your characters and thus also line and page breaks. You have to take into consideration that, when changing printers, your document's format can also change. This also applies if you open your document on another computer with another printer.

In addition to the general printing options already mentioned, you can set special printing options for individual document types in StarOffice. These options, which give you control over how the contents or pages of your document are printed, are described in detail in the StarOffice Help.

If you hate having to re-sort the pages you have printed because your printer prints them into a "numerically backwards" pile, StarOffice can help: In the **Print** dialog, click the **Options** button, and choose the **Reversed** option under **Pages**. The print order of the pages should now be such that the pile the documents end up forming is in the correct order.

If you have a fax modem connected to your computer, you can fax your current StarOffice document directly from your computer. In StarOffice Writer, you can insert a fax icon in the Function bar and, by clicking this icon, easily send a fax directly from your computer. Detailed information on this subject can be found in the Advanced section of the StarOffice Help.

Viewing the Page to be Printed

When printing graphics or tables, either separately or embedded in text, it is especially useful to view the page layout exactly as it will be printed. This allows you to make adjustments such as setting an optimal margin width or inserting a page break where it makes the most sense (for instance, when printing a large table). You can see a preview of the page layout with the **Page View** command in the **File** menu.

If the current document is a Web document written in the HTML page description language, the **Page View** option will not be available.

After activating the page view, you can switch between different viewing scales. The default is set to two letter-size pages next to each other, starting with page 1, and showing successive pages with odd pages on the right and even pages on the left.

To leave the page view, just close the window.

Printing Several Pages on One Sheet

With StarOffice it is easy to print several pages of a text document on one single sheet of paper. Just follow these steps:

- Switch to the page view (**File - Page View/Page Preview**).
- Using the icons in the Object bar, choose to display either two or four pages. You can also click the **Zoom** icon and define the number of pages to be shown by setting the number of rows and columns. With an extended-click on the icon, you will open a grid formed submenu that enables you to determine how many columns and rows can be viewed and printed.
- Click the **Print Options** icon in the page view's Object bar. This dialog enables you to define various printing properties, for example, if the document should be printed in portrait or landscape format or the distribution of the preview pages on your pages to be printed.



If you save and close a document in the page view, the next time you open the document it will still be in this view. This setting can be easily changed if you go to **Tools - Options... - General - Save** and you simply unmark the **Document view** check box in the **Restore editing view** area.

Printing Brochures

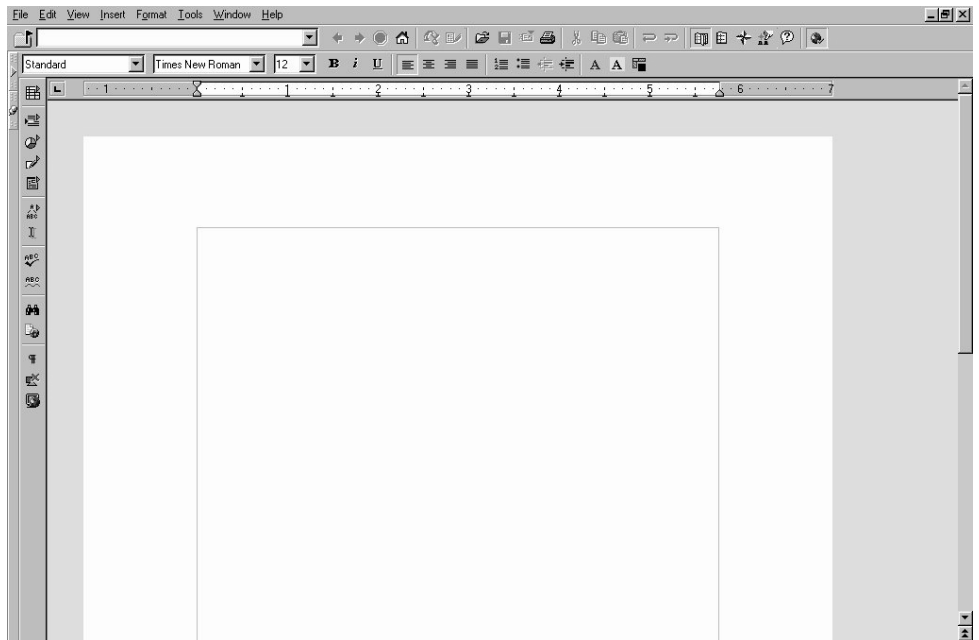
StarOffice text documents consisting of more than one page can be printed automatically as a brochure. Two pages of a text document will be reduced in size and printed next to each other on a page in landscape (horizontal) orientation. Both sides of the page will be printed (most printers require that you take out the paper after the first half of the printing process and feed it in again with the blank side of the page facing upward). StarOffice will automatically print the pages so that you can read them as a brochure. Simply put the pages together, fold them in the middle, and staple them.

A more detailed description of printing brochures can be found in the Advanced section of the StarOffice Help.

The Toolbars

If you open a new text document in StarOffice, the appearance of some of the toolbars will change according to what you specifically need for that document. In a text document, for example, the Object bar and Main toolbar display the icons necessary for editing text.

Assume you have just started StarOffice for the first time, and you have clicked the **Start** button in the Task bar and then selected the command **Text Document** to open a new, empty text document. The work area will appear as follows:



The Object bar, or more precisely, the text Object bar appears above the work area. It contains list boxes and icons used to modify either selected text or text at the cursor position.



A sure way to become quickly familiar with the various icons is to activate the menu **Help - Tips**. If you rest the mouse cursor on an icon, the name of the icon will appear. In addition, if you select the **Extended Tips** in the Help menu, a more detailed help text will appear in the Help tips space as soon as you rest your mouse pointer on a menu entry or a dialog element.

On the horizontal ruler directly under the text Object bar, you can read the margins, indents, and tabs for the current paragraph. If you wish, a vertical ruler can also be displayed. You can choose this and other view options under **Tools - Options - Text Document - Layout**.

The Main toolbar is displayed vertically in the left margin of the work area. Here you will find several interesting floating toolbars. These are special icons, that when dragged into your document with the mouse, turn into floating toolbar windows.

The Status bar at the bottom of each StarOffice document (not visible in this picture) contains a number of fields that provide information about the status of the current document. This information can be used if necessary to change certain document options.

At the very bottom of the StarOffice window is the Task bar, which serves to create new documents and switch between the desktop and various tasks.

The toolbars and other bars are described in detail in the StarOffice Help.

Creating Text With or Without Styles

A text without any special formatting can have a monotonous appearance. To outline text, to highlight individual words, quotations, or references, or to separate certain parts of the text, you can apply various types of formatting.

Hard or Soft Formatting

When working with StarOffice, you can select between a hard or a soft formatting for applying text attributes such as bold, italics, font type and font size. A hard format is obtained by directly applying a certain attribute to a text area. For example, by clicking the **Bold** icon on the text Object bar you will directly apply the bold format to a selected text area. The soft format, on the other hand, applies a defined Style to the text. A Style is a named set of default settings for formatting text.

Hard formatting is more appropriate for one time use. If, for example, you want to make a word bold, just position the cursor in the word and click the **Bold** icon. This works quickly and intuitively.

Soft formatting using Styles is always preferable if you want to uniformly format long texts. Using Styles requires more advance organization because you have to think about the complete arrangement of the text before you write it. You first have to create a Style (which with the help of the Stylist can be done quickly and easily). Only then

will you be able to apply the defined Style to your text (which is again no problem using the Stylist in StarOffice). You'll really appreciate the advantage of working with Styles when you want to make extensive format changes.

Assume you have formatted each of the headings in a long text with a 24 point Helvetica font. If you need to change all the headings to a 20 point Times font and in bold, it would take a long time to make each change by hand. But if you had defined the format as a Style, for example with the name "Head1", and applied it to the headings in the document, you would simply have to change the "Head1" Style, and all headings would be automatically modified accordingly.

Using Styles in StarOffice

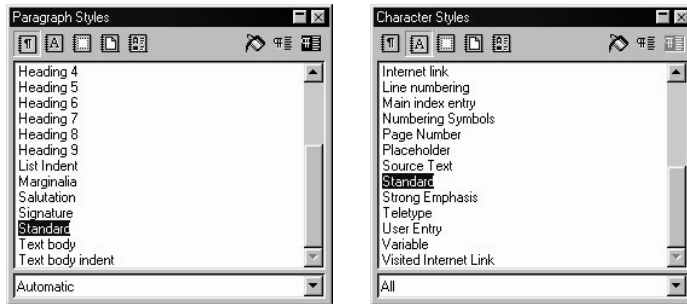
The Styles for characters, paragraphs, frames, numbering and pages (or cells in spreadsheets) are always saved with the document. You can also copy the Styles from one document to another. Styles with the same name will or will not be overwritten (i.e. not replaced), as you choose.

Every document, together with the Styles it contains for characters, paragraphs, frames, numbering and pages, can be saved as a document template. If you then open a new document based on a certain template, you can use all the Styles contained in it.

When starting StarOffice for the first time, certain default settings for the templates apply to all document types. Every time you open a text document via **File - New - Text Document**, a new, empty document will be created based on these default settings which represent a **default template**. As described in the StarOffice Help, any document can be defined as a default template. The result is that the Styles you have defined for the default template will be valid for all new documents based on that template.

The Styles in the Stylist

Open the Stylist by selecting the **Stylist** command from the **Format** menu, by pressing the F11 key, or by clicking the icon in the Function bar. A detailed description of all options available in the Stylist can be found in the StarOffice Help.



In the beginning, the whole concept of working with styles may seem strange. But once you have worked with them a couple of times, you will see the advantage of using them to format text. Here's a closer look at the Stylist.

At the top of the Stylist you can see some icons for switching to the various Style groups. From left to right, these Styles are Paragraph, Text, Frame, Page and Numbering. The main area of the Stylist lists the available Styles of the selected group. Note that the available Styles depend on the selected category in the list box at the bottom of the Stylist. For example, if you select the Automatic category, StarOffice will do its best to decide, based on the context, which Styles can be used and will display them. If you would like to view all the Styles in a group, select the "All Styles" category in the list box.

Select Paragraph Styles, by clicking the icon at the far left in the Stylist. You will see a display similar to the left illustration above. Double-click an entry from the list of Paragraph Styles to apply the selected Style to the paragraph where your cursor is currently positioned. Double-clicking another entry modifies the formatting of the respective paragraph accordingly.

If, for example, you would like to format a certain line as a heading, do the following:

- Type the line to be formatted as a heading and press the Enter key.
- Set the cursor in the line.
- Open the Stylist, for example, by pressing the F11 key.
- Double-click the Paragraph Style "Heading 1".

Notice how the paragraph now has the "Heading 1" Paragraph Style. If you want to know the attributes contained in this Paragraph Style, call the context menu of the "Heading 1" Paragraph Style in the Stylist by right-clicking it and select the **Modify...** command to access the **Paragraph Style: Heading 1** dialog. This dialog contains all the information about the properties of this Paragraph Style.

If you don't want to modify this Paragraph Style, close the dialog by clicking the **Cancel** button. But, if you want to modify this Paragraph Style define the corresponding modifications and close the dialog with the **OK** button. These modified settings will now apply to all paragraphs (old and new) having the "Heading 1" Paragraph Style.

The modifications defined for "Heading 1" can also be applied to all Paragraph Styles based on "Heading 1". In this case, no Paragraph Styles are based on "Heading 1". All Paragraph Styles, however, are based on the "Heading" Paragraph Style.

This means that if you changed the left indent to 2" in the "Heading" Paragraph Style, "Heading 1" to "Heading 10" will be also thus modified. All modifications that you directly define in any of the **Paragraph Style** dialogs will have priority over the properties of a parent Style. If you go to the **Organizer** tab in the **Paragraph Style** dialog, you can view in the **Based on** list box all the parent Styles on which this Paragraph Style is based. You can also select the hierarchical view for the Stylist by selecting the "Hierarchical" category from the list box at the bottom of the Stylist. This view enables you to directly see which Styles are the parent Paragraph Styles and which are the "secondary" Paragraph Styles.

In the previous illustration, the Stylist (seen on the right) displays a list of available Text Styles. These Styles do not modify the whole paragraph, but only the single word in which the cursor is currently positioned or a selected text range. We recommend that you experiment with these Styles as well.

You can use or modify the existing Styles or define your own Styles. To create your own Style, it is easiest to select a Style from the Stylist and use that Style as a starting point for creating your own Style. Enter the desired attributes for this Style (that is, the attributes which will differ from the original Style) and the remaining attributes will be "inherited" attributes from the original Style.

Certain attributes of your text can be modified by using Style types. The following table describes a partial selection of the most common Style types. You can view a complete list of all Style types in the StarOffice Help under Stylist.

Style Type	Attribute selection
Text Styles	Font Style, Font Size, Language
Paragraph Styles	Indents and Spacing, Alignment, Hyphenation, Tabs, Font, Language, Initials
Page Styles	Header, Footer, Margins, Columns
Frame Styles	Position, Anchoring, Borders
Numbering Styles	Numbering Type, Outline, Bullets, Assigning Numbering Styles

Hierarchical Styles

The Styles can be hierarchically linked to each other. You can derive one defined Style (i.e. template) from another, so that the new template contains only the changes not found in the "basic" template. If you decide to change the "basic" template later on, the text in the deduced template will also be changed accordingly.

For example, the Paragraph Style "text body" uses the font "Times" in "12" point. Derived from this Style, you have created an "indented text" template. Here you have only defined the added left indent, whereas the font and point size stay the same. If you decide to change the font style in the "text body", the font style will automatically change in the "indented text".

Sticking with this example, if you redefined the left indentation in the "text body", it would have no effect on the paragraphs formatted with "indented text" because, in the hierarchy, the more closely associated format always has priority.

The Conditional Styles in StarOffice Writer enable you to group various context dependent Styles under one name. You can, for example, create a "Business Letter" conditional Style containing subordinate Styles for titles, bulleting, tables, etc. If you now format a business letter with this Style, the context dependent subordinate Styles will automatically be applied to the corresponding elements in the business letter. A detailed description for the conditional Styles in text documents can be found in the StarOffice Help.

Numbering Style

Using the corresponding icons in the Object bar, you can easily assign bulleting and numbering to your text document. As with the icons for bold, italic, etc. you assign hard formatting, which is not already determined by the template.

If you always use bulleting and numbering for certain formats, you can create a Paragraph Style containing a specific numbering Style from the **Numbering** tab page. You determine how the format should look by using the numbering Styles which in turn can be edited using the Stylist (click the **Numbering Styles** icon in the Stylist, call the context menu and select the **Modify...** command). More detailed information can be found in the StarOffice Help.

How to Create a New Text or Paragraph Style

Using the Stylist, you can easily create new Styles:

- First of all, apply hard formatting, which you want to subsequently define as a new Style, to any characters or paragraphs. You can do this either via the icons in the Text Object bar or by selecting the **Character** or **Paragraph** command in the **Format** menu.
- Select the text or paragraph containing the new formatting. For words or paragraphs, simply position the cursor in the respective word or paragraph.
- At the top of the Stylist, click on the **New Style by Example** icon. The **Create Style** dialog box appears.
- Enter a name for the new Style and click **OK**.

That's all! As you can see in the Stylist, there is a new Style in the "Custom Styles" category. Now you can use the new Style to soft format a document.

You can also create a new Style without using an already existing Style as a basis.

- In the Stylist, choose whether you want to create, for example, a Paragraph Style or Character Style, by clicking the respective icon.
- Call the context menu of the Stylist (click right mouse button).
- Select the New... command
- Enter the data for the desired Style and close the dialog with **OK**.

The following example demonstrates how to define a Paragraph Style for a subtitle. Assume you have several subtitles in your text which you want to format with a custom Paragraph Style:

- Position the cursor in a paragraph in the text that you want to format with the new Paragraph Style.
- Apply a Paragraph Style to the paragraph as an initial format. This way you do not need to define all of the attributes yourself. For example, double-click on the "Heading 1" Paragraph Style in the Stylist.

The paragraph is now formatted as "Heading 1." Now you can make any desired changes, such as formatting the subtitles to appear in italics.

- Select the entire paragraph. It will appear highlighted.

- Modify the type of characters by selecting an italic font in the **Character** dialog (menu **Format - Character - Font**) or by clicking the **Italics** icon in the Text Object bar.
- In the Stylist, click on the **New Style by Example** icon and enter a name for the new Style in the dialog box, for example, "Head1." Click **OK**.

The new custom Paragraph Style "Head1," can now be used for all your subtitles. The hard formatting applied with the **Italics** icon (or via the **Character** dialog) is converted to soft formatting due to the new Style.

To apply a Style to a text, position the cursor in the desired paragraph and double-click the desired Style in the Stylist. If the desired Style already exists in the text, you can select it from the Apply Style list box in the Object bar at the left-hand side.

Creating a Document Template

To apply the newly defined Paragraph or Text Styles in other documents, create a document template. When you create a document template from an existing document, it contains all Styles of the current document.

- If you want, you can delete all text from the current document, leaving only the Styles.
- Call the menu command **File - Templates - Save**.
- In the dialog **Document Templates**, select the category in which you would like to save your template. In the **New Template** text field, enter the name for your template and click **OK**.

Later, you can open a dialog with **File - New - From Template...** and select a template to be used in creating a document. The defined Text and Paragraph Styles will then be available for the new document.

Advantages of the Stylist

You have now learned how to apply the styles from the Stylist to your text and to create your own individual Styles (or templates). The advantage of using Styles is that you don't need to constantly redefine them. You just quickly and easily apply the desired formatting to your text. Use all the options available in the Stylist and you will discover that the StarOffice Stylist is a very powerful text editing tool.

Formatting Multiple Paragraphs

In the previous examples in this section, you have applied the same "Head1" Paragraph Style to multiple paragraphs. The Stylist can save you a lot of time by applying styles to several paragraphs at once. Here's how:

- In the Stylist, select the Style you want to apply to multiple paragraphs. Click once on the name of the Style.
- At the top of the Stylist, click on the **Fill Format Mode** icon. The mouse pointer changes to a symbol indicating this mode as soon as you move back into the document.
- Click once on every paragraph in the text you want to apply the selected style to.
- Finally, to switch off this mode, click the Fill Format Mode icon again or press the Escape key.

A Simple Modification to a Style

After having formatted all headings with the new "Head1" Style, you may decide that it would look better if the headings were spaced with slightly wider gaps between the letters. Select the longest heading and increase the defined spacing until it fits onto one line without a break. Now you want all other headings to be spaced in exactly the same way. In this case, simply modify one of the paragraphs formatted with the "Head1" Style, and then add the changes to the Style in the Stylist, making it valid for all paragraphs of this type. Here are the steps:

- In the text, select the longest heading formatted with the "Head1" Style. Click three times in the heading to select the entire line.
- Modify the formatting however you'd like. In keeping with this example, increase the character spacing using the **Character** dialog via the **Format** menu or the context menu. In the **Spacing** list box on the **Font Effects** tab, select the Expanded option. Use the spin buttons to increase the spacing, so that the heading becomes wider. Close the dialog with **OK**.
- You have now additionally used hard formatting on one of the headings formatted with the Style "Head1". All hard and soft formatting should now be added to the "Head1" Paragraph Style. This Style is still selected in the Stylist.
- At the top of the Stylist, click the **Update Style** icon. All headings formatted with "Head1" will be automatically reformatted with the modified Style.

It is also possible to determine, when creating a new template, that every alteration be updated automatically. To do so, right-click the Style and then left-click **modify...** to get the Paragraph Style dialog which contains various properties to define. On the **Organizer** tab, click the **AutoUpdate** field. If you alter the format of, for example, a paragraph which was formatted with this Paragraph Style, for example, the format of all other paragraphs with the same Style will change automatically. Hard formatting -as always- will not be affected by a Style (i.e. template) alteration.

Page Styles and Page Numbers

Let's start with a hypothetical Problem: You want to format a text document without a page number on the title page, with lowercase or uppercase roman numerals (i, ii, iii... or I, II, III...) on the pages of the table of contents (you don't know how many yet), and then you want the next page to start with arabic numerals (1, 2, 3...).

Here's your Solution: Work with different Page Styles. Working with Page Styles in StarOffice Writer is the same as working with "section breaks" in other word processing programs.

The page numbers should be placed either in the header or footer of the page, and not in the text body. This prevents unnecessary repositioning, for example, when editing or deleting text within the text body. You should follow these steps: create a new Page Style, assign the pages a Page Style, edit Page Style. Now you can format the page numbers in the Paragraph Style of the footer if you want.



Do not use the correction value defined on the **Document** tab of the **Insert - Fields - Other...** menu to change the page number of a page. The correction value can only be used for correcting the page number display of a document, for example, if you would like to also display the number of the following page at the bottom of a page. In other words, the correction value is used to change the page number display but not the page number itself.

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

Create Page Styles

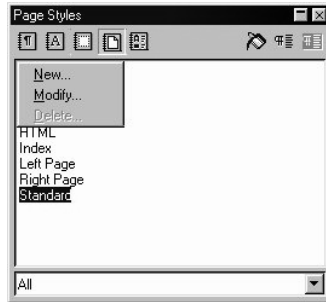
- Open the document in which you want to enter or change the page numbers. You can also begin with a new text document, although you need to first enter some text and page breaks to be able to follow the steps described here.



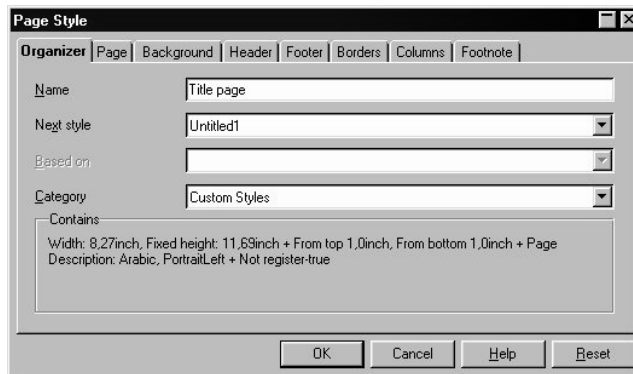
Open the Stylist.



Select the Page Styles view in the Stylist.



- Call up the context menu of one of the Page Styles and select the **New...** command. You will see the **Page Style** dialog with the **Organizer** tab page. The cursor will be blinking in the **Name** text box where you can directly enter the name of the first new Page Style.



- Enter "title page" and press the Enter key. You can change the properties of the new Page Styles later.
- In the context menu of the Stylist click the **New...** command again and define the Page Style with the name "Table of contents".
- Repeat the whole procedure again for the new "Main text" Page Style. Of course, the names used here are only meant as examples. In a real situation you would naturally enter the names of your choice.

You have now created the three new Styles.

Apply Page Style

- Place the cursor on the first page of your document. Double-click the **Title page** entry in the Stylist.

So, now you have assigned the first page with this Page Style. To confirm this, you will see the name **Title page** in the **Page Style** field in the Status bar below. By the way, you can also call up to edit (double-click) and assign already existing Page Styles via the context menu of the **Page Style** field in the Status bar.

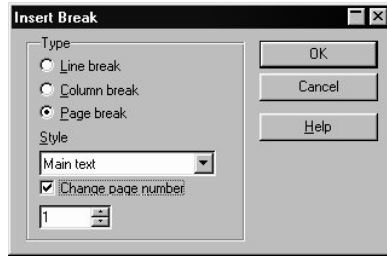
If, however, you now scroll through the pages of your document, you may notice that the **Title page** Page Style has been applied to every page. If all the pages had been defined by the **Standard** Page Style, they are now all defined by the new Style. Page Styles always apply to all preceding as well as following pages, unless a page break occurs with a change of Page Style.



If, on the **Organizer** tab page, you select the Next style to a Page Style, that means that after the page break (manual or automatic) the Next style will appear as page style. In keeping with our example, you could enter **Title page** for the Page Style and as the Next style **Table of Contents**. The next page after the title page will appear in the **Table of Contents** Style. This saves you the steps, described below, needed to use the **Manual Break** dialog.

Please note that you should always choose the **Table of Contents** Page Style as the Next style to follow the **Table of Contents**, since you can't be sure how many pages long your Table of Contents will be.

- Now place the cursor at the beginning of the page where the Table of Contents should begin. Go ahead and enter a manual page break with a change of Page Styles.
- Select the **Insert - Manual Break ...** menu command. The **Insert Break** dialog will appear.
- Select as **Type** the **Page break** option. In the list box select the **Table of Contents** Page Style which will then begin at this point in your document. Click **OK**.
- Place the cursor at the beginning of the first line in your main text.
- Select here also the **Insert - Manual Break...** command. The **Insert Break** dialog appears.



- Select as **Type** the **Page break** option. In the list box, select the **Main text** page style, which should be applied after this point. Click the **Change page number** check box and select the new page number **1**. Now click **OK**.
- If an unnecessary blank page has been inserted before your main text, you can delete it by doing the following: Place the cursor at the beginning of the blank page and press the Backspace key. Do not use the Delete (Del) key, since the newly inserted page break will also be deleted.



The left and right pages of the main text have often various page Styles, therefore the page number in the footer may be positioned alternatively to the left or right side. There are already existing **left page** and **right page** page Styles. You can use these instead of **main text**. The first page of the main text is page 1 and contains the **right page** Style. You can assign these Styles to the corresponding pages in the Stylist in the context menu with the **Modify...** command. In the **Organizer** tab page, you can choose the next Style.

Edit Page Style

Your new Page Style with the name **Main text** should have a page number in the middle of the footer. Follow these instructions:

- Go to the entry **Main Text** in the Stylist, select the **Modify...** command in the context menu. You see the **Page Style: Main Text**.
- Change to the **Footer** tab. Select the field **Activate Footer**. Click **OK**.

You will see an empty footer on the document page. Use the mouse cursor to select it.

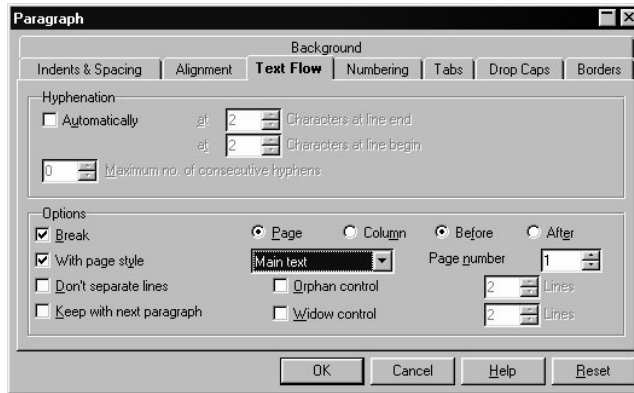
If the cursor is placed in the footer, select the **Insert - Field - Page Numbers** menu command. The page number will appear in a gray field. If you want the word "Page" to precede the page number, place the cursor in front of the field and enter your text.



Click on the **Center** icon in the Object bar, to center the page number.

Page Break as Paragraph Style

In the first paragraph of the main text, hard paragraph formatting determining that the text automatically begin on the new page 1 was automatically applied. This will also apply if no text exists after the manual break on the new page. To check this for the first paragraph after the manual break, open the **Paragraph...** command in the context menu (not **Edit Paragraph Style**, since this is a hard formatting attribute for a paragraph).

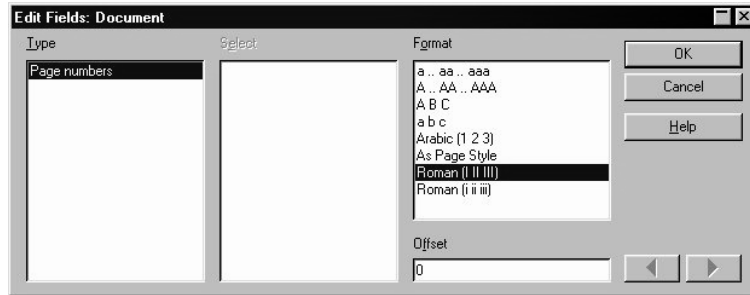


You will see here, that the manual break of a new page with another page style and page number, is still the attribute of the first paragraph on the first page.

Change the Page Number Format

The page numbers can, like other text attributes, be specified as either "hard" (direct) or "soft" (as a property of the Page Style). The hard format, however, should only be used in a few instances. When hard formatting, you edit the the field directly as follows:

- Double-click the field with the page number. You will now see the **Edit Fields: Document** dialog.



- Select the field format. Now click **OK**.

Normally, you would determine the page number format as a property of the Page Style:

- Open the context menu of the page and click the **Page...** command. You will see, for example, the **Page Style: Standard** dialog. On the title bar of the dialog, the name of the current Page Style will appear instead of "Standard".
- Change to the **Page** tab.
- In the **Numbering** field, use the list box to determine how you want the numbering to look on all pages of the template. Then close the dialog with **OK**.
- Now select the **As Page Style** format for the field which shows the page number (see the description of hard formats above).

If you want to change other properties in the footer e.g. the font, you need to edit the **Footer** Paragraph Style so that the changes will apply to all footers.

- Place the cursor in the footer. Call up the context menu and select the **Edit Paragraph Style** command.

If you want to increase the space between footer and text, you can do so in the Page Style.

- Change the Page Style in the Stylist with the **Modify...** command in the context menu. In the **Page Style** dialog you can determine the width and height of the footer.

Page Style: Summary

If you assign a Character Style or Paragraph Style, first select the text in which want to use that Style and then double-click in the Stylist on the name of the Style. The method is a bit different with Page Styles.

A Page Style is always a property of the first paragraph of a page. This can be the first paragraph of the current page or the first paragraph of a previous page. Not every first paragraph has the **Page Style** attribute. StarOffice Writer searches for the Page Style attribute of the current page by starting at the cursor's position and going back towards the beginning of the document, checking each first paragraph of a page to see if it has a Page Style as attribute.

You can set another Page Style using, for example, the context menu of the field in the Status bar which displays the current Page Style . If you do this, StarOffice Writer will search backwards until the first paragraph at the beginning of a page has been found in which the current Page Style will be applied. This paragraph will now be given the newly selected Page Style and this Style will be applied from this point up to the end of the document or until a new first paragraph containing another Page Style is found.

The Standard Template

When you open a new document, it is based on predefined formatting. These Default Fonts can be modified under **Tools - Options - Text Document - Default Fonts**.

If you notice that you keep modifying the formats of your documents to give them a look more to your liking, you should create a **default template** of your own:

- Create or open a document that contains your favorite Styles and formatting.
- You can delete the contents of the document, if you want, and save it in a directory which is always accessible (e.g. Office52\User\Config).
- Make the contents of the chosen directory visible on the StarOffice Desktop (e.g., by double-clicking the "Workplace" entry in the Explorer).
- Activate the context menu of the Document icon. Use the **Set Default Template** command to open a submenu where you can select a document type to be used as default template for this document.

To reset the original settings for the default template, switch to the Office52\share\config\new folder in the Explorer, call the context menu of the old default template and select the **Reset Default** command. If you, for example, modified the default template for HTML documents and you would like to undo this action, call

the context menu of the document in the name of which "HTML Document" appears, and select the **Reset Default** command.

Organizing Document Templates on the Desktop

The StarOffice Desktop provides a quick and convenient way to manage document templates without using menus and dialogs. You'll be amazed at how easy it is!

Creating a Custom Document Template on the Desktop

- Write the document that you want to use as a template for later documents. Apply the desired text formatting and modify the Character and Paragraph Styles as necessary. If necessary, include graphics and fields, for example, to automatically update the date in your document. You can use text, spreadsheet, presentation or drawing documents as templates.
- Assign a name to the document and save it anywhere on your hard disk.
- Switch to the desktop by clicking the **Desktop** button in the Task bar.
- Create a new link on the desktop which refers to the saved document. Click **New - Link...** in the context menu of the desktop to open the **Properties of Link** dialog.
- Enter a name for the link, for example "New Letter". Switch to the **Bookmark** tab.
- Click the **File...** button and from the file selection dialog select the saved file with the help of the **Insert** button.
- Finally, be sure to select the **Open as template** check box.
- Click **OK**.
- On the desktop, open the context menu and select the **Update** command to update the desktop view. The new link (e.g. **New Letter**) to the file will then appear.
- You can now double-click the template on the desktop whenever you want to write a new letter.
- The new letter contains all the objects, Styles and formats you defined in the original. At first, the name of the new letter is "Untitled," so when you save it you will automatically be asked to assign a name and specify the location where you want to store the document. The template will not be overwritten and can be used as often as you like.



Perhaps you'll want to change the template itself every now and then. You can carry out the same steps described above again, but this time do not select the **Open as Template** box, and this time assign a name such as **Template for New Letter**. An icon will appear on the desktop which allows you to change your template at any time with just a double-click.

The Navigator

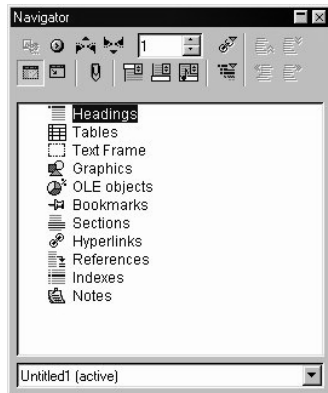
In addition to the Stylist, which helps you format the document, the Navigator is another essential aid in StarOffice. On the one hand, the Navigator enables you to navigate, i.e. move directly to a certain position in your document. On the other hand, it provides lots of information about the contents of the entire document at a glance.

In text documents, the Navigator provides you with complete lists of all graphics and tables in your document. In addition, you can double-click the list entry in the Navigator, and by doing so, go straight to that place in your document.

However, the Navigator is also capable of much more. For example, in texts which you have structured with headings, you can change the order and hierarchy levels of whole chapters and subchapters simply by clicking the corresponding icons in the Navigator. Or use the mouse to drag a file from the Beamer into the Navigator. You can then copy parts of this file into the current document by dragging them from the Navigator. This function is meant for more advanced users and will be described in another section.



Activate the Navigator by clicking the corresponding item in the **Edit** menu.



The illustration shows one way in which the Navigator might appear. By dragging the title bar with the Ctrl key pressed, you can dock the Navigator on a window border. Double-click, while pressing the Ctrl key, in a free area of the Navigator to toggle between a docked and free window. You can find a comprehensive description of all the Navigator options in the StarOffice Help.

Moving Between Objects in the Text

Clicking on the **Navigation** icon at the top of the Navigator opens a "mini navigator" which you can, for example, use to move in your document from one graphic object to the next one or to the previous one. To do so, you need to first drag the blue Title bar of the navigation floating bar to position it outside of the Navigator. Now the arrow icons will be visible at the right side. Just click the "Graphics" icon and then either the **Previous picture** or **Next picture** arrows. This also works for tables, frames, sections, and so on.



With the help of the Navigator, you can "jump" to any object in your document. Another way to achieve the same result is to use the Navigation button (the "mini navigator") found in the vertical scroll bar on the bottom right-hand side of the document window. This is a floating bar that can be positioned anywhere on your screen. Click the object type in the Navigation window that you want to jump to, and then click one of the arrow icons to go to the previous or next object of this type in your document.

If the Navigator arrows in the scroll bar (in the lower right corner) appear black, you can scroll through the pages of your document. If the arrows appear blue, you can scroll to each object of the same category you have selected in the Navigator (e.g. to each table or bookmark, and so on).

In the main section of the Navigator there are entries for Headings, OLE objects, Hyperlinks, References, etc. A plus sign in front of one of the entries means that there are corresponding objects in the selected document and that you can have the list of the objects of this type shown by clicking the plus sign or double-clicking the entry. Double-click one of the object names to display it in the document and move the cursor to that position.

By the way, the names of the elements in the Navigator can be easily modified: In the context menu of the name (right-click the name) you will find the command for renaming.

Moving Between Reminders

In the Navigator, you can also set temporary reminders that stay in effect until you close the document. This method makes it easy to move between particular locations in the document, for example, if you want to look up or add something later.

- Position the cursor at the position in the text where you want to set a reminder.
- Click the **Set Reminder** icon in the Navigator. The reminder will not be visible in the document.
- If you want to jump to a reminder, select the **Reminder** entry in the "mini Navigator". You can now move through the reminders by clicking the **Previous** and **Next** arrows.

Jumping to a Specific Page

One of the functions of the Navigator is to enable you to quickly jump to specific pages in long documents. That's why there is a special trick to quickly open the Navigator: Just double-click on the display of the current page number in the Status bar. To close the Navigator, double-click again on the display field in the Status bar.

At the top of the Navigator there is a spin box for selecting the number of the desired page. After you enter the page number the desired page will automatically be displayed. Press the Enter key to place the cursor on that page.

There is also a keyboard shortcut to do the same thing. Press the Ctrl + Shift + F5 key combination to move the cursor to the spin box in the Navigator where you directly enter the desired page number. Now press the Enter key.

You do not have to change to the new page. Simply enter a page number in the Navigator spin box and wait one or two seconds. The respective page will appear. If you enter another number, then that page will appear. The cursor will be placed on the page only when the Enter key has been pressed.

Other Navigator Features

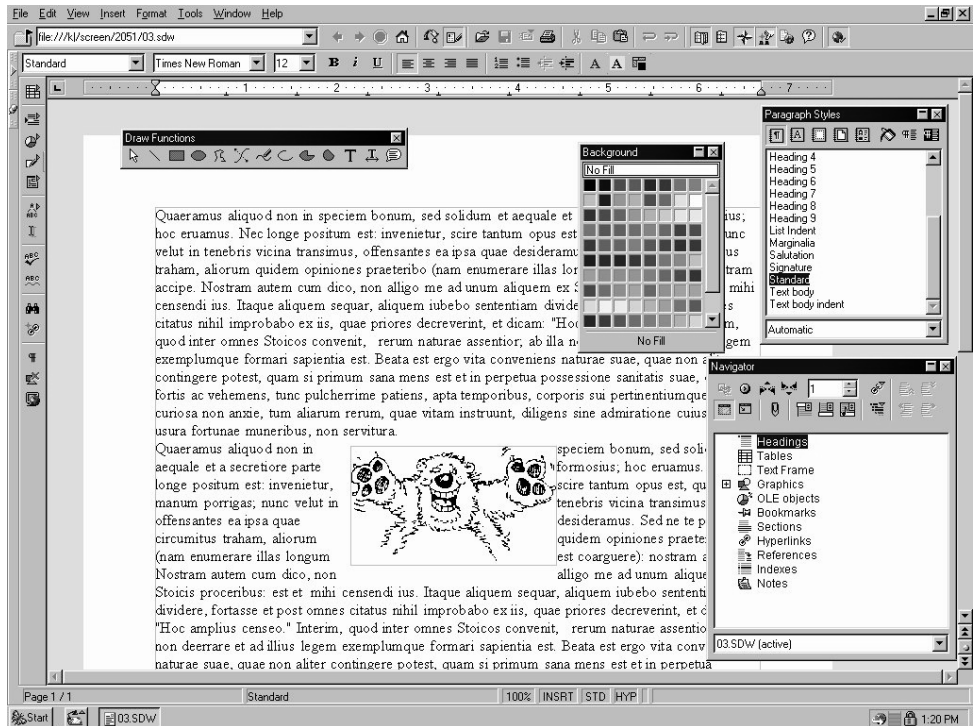
The Navigator is especially helpful if you want information about the objects contained in longer documents. For example, if you load a HTML page from the Internet, a glance in the Navigator will show you the hyperlinks contained in the page. (Even hidden hyperlinks without reference text will be displayed.)

The Outline view enables you to order and rearrange entire chapters and subchapters, provided you have formatted them with the Styles, which are defined for chapter numbering. A comprehensive description of this function is provided in the StarOffice Help.

Arranging Windows on the Screen

You will notice that after opening a new text document, the work area is divided according to predefined defaults. This layout can be altered to your needs just as most of the features of the StarOffice Desktop. You can reposition the various bars and windows on the desktop, hide or show them, and also change their size.

The following illustration shows an example of how you can set up your StarOffice Desktop window.



As you can see, there are various ways to arrange your screen elements.

At least in the beginning, it's a good idea to keep the Navigator and Stylist visible. Both windows are of great help when working with text documents. By familiarizing yourself with these windows you will quickly become acquainted with the advantages of modern word processing. Once a seasoned StarOffice user, you may prefer to display and hide the desired windows as needed via key shortcuts or by clicking the icons in the Function bar.

To dock a window, drag it with the pressed Ctrl key to any margin of your workplace.

You can hide all docked windows existing in the margins of the desktop with the **Hide** icon (found also in the margin). Your text document now has maximum space on the screen, leaving you plenty of room to draft your text. To view the window again, click the **Show** icon at the side of the desktop where the docked window is hidden.

This illustration above also shows floating toolbar windows. These can be dragged from the toolbar and positioned anywhere on the screen.



Floating windows can be reduced in size by double-clicking on the window's Title bar. By doing so, only the title bar will remain. A renewed double-click will restore the window to the original size.

You will also find in the **View** menu several commands that allow you to display just the right toolbars to meet your needs.

The Spellcheck Function

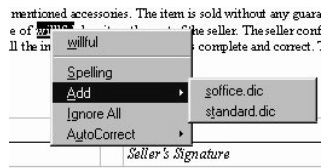
StarOffice has an automatic Spellcheck function, which can either be active while you enter text or be activated just when you want it.

Auto Spellcheck

The automatic spellcheck can be switched on or off with the **Auto Spellcheck** icon in the Main toolbar. When activated, words not in the dictionary will be underlined in red. StarOffice contains a dictionary called "Standard.dic," but you can also create your own dictionary or adapt and supplement the standard dictionary according to your own needs. You can create a custom dictionary in the **Spelling/Language** dialog, via the menu command **Tools - Options - General... - Spelling/Language**.

When you proofread your text, the wavy underlines will draw your attention to possible spelling mistakes. Of course, the Spellcheck function won't be able to catch spelling mistakes that form other recognizable words (such as "fun" instead of "run").

As long as the automatic spellcheck is activated, the red markings can be seen on the screen but will not be printed.



The easiest way to correct words underlined in red is to click on the word with the right mouse button. You will then see a context menu which offers some correctly spelled alternatives to choose from, if any can be found in the dictionary you are using. When you click one of the suggested words, it replaces the underlined word in your document. If the word marked in red is spelled correctly and you want to add it to your dictionary, you can do this with the context menu as well.

If you know you frequently misspell a particular word, you can make your work much easier by using the suggestion in the context menu to replace the word. If you click on the suggested word, StarOffice will not only replace the word underlined in red, but will also remember this replacement for the rest of your current StarOffice session. When you make the same typing mistake again, StarOffice will automatically replace it with the correction you already used. This function is called AutoCorrect.

Checking Multilingual Texts

StarOffice Writer can run a spellcheck (including thesaurus and hyphenation) for several languages. Using the "Custom Installation" option in the StarOffice Setup program, and later via the "Modify Installation" function, you can specify which of the languages available you would like to install.

You can specify the language of your document in the Stylist under the **Standard** Paragraph Style. All other Paragraph Styles are derived from this Paragraph Style. You can select a specific language on the **Font** tab. To assign different languages to various paragraphs in your document, you can either use hard formatting or a new Paragraph Style. You can also select a language for only certain words by way of the character Style. The spellcheck function is, of course, only available for languages you have installed.

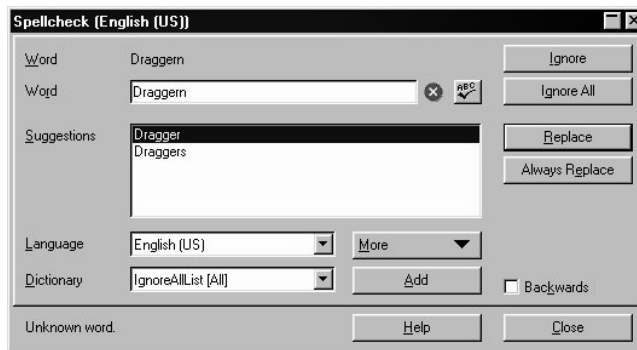
With the **Tools - Options - General - Spelling/Language** command, you can put a check in the **All languages** checkbox by clicking it with your mouse cursor. The spellcheck will then be activated for all installed languages. That means that all of the languages will be utilized in the spellcheck and if the spelling of a word is correct in any one of the installed languages it will be considered correct (despite the language

attribute it may have been given). This function is handy if you don't want to specify the language for every foreign word in your text. Please note, however, that a lot of spelling mistakes may now no longer be found due to the fact that the misspelled word actually exists as a word in one of the other languages.

The automatic spellcheck, which you activate via the icon in the Main toolbar, provides an interesting extra function for multilingual texts. In the context menu of an unrecognized word (i.e. underlined in red), you can determine if the word or the whole paragraph exists in one of the installed languages. The language for the word or paragraph is then entered automatically as a "hard" format attribute according to the language selection you make in the context menu.

Starting the Spellcheck

To check your entire text for spelling mistakes in the "classic" way (i.e. letting the Spellcheck go through the whole document on its own), go to the **Tools** menu and select the **Spelling - Check** command. A **Spellcheck** dialog will only appear if there are words in your text unknown to the Spellcheck. The various options to be seen in the Spellcheck dialog are described in detail in the StarOffice Help.



When you add an unknown word to your dictionary using the **Spellcheck** dialog, you can define the breaks for automatic hyphenation at the same time. Indicate the hyphenation positions in the word using an equal sign (=). Here's an extra tip: If you place the equal sign at the end of the word, that means it will never be automatically hyphenated.



In a HTML document, only formatting options supported in the HTML page description language are available. Hyphenation is not included.

Excluding Text from the Spellcheck

If you don't want certain areas, words or tables to be checked by the spellcheck function because they are, for example, in a foreign language for which you have no module, then specify "Unknown" as the language. You can either use hard formatting to do this (select your text and then the **Format - Character - Font** tab) or modify the corresponding format Style for the text (use the context menu and then the **Edit Paragraph Style...** command).

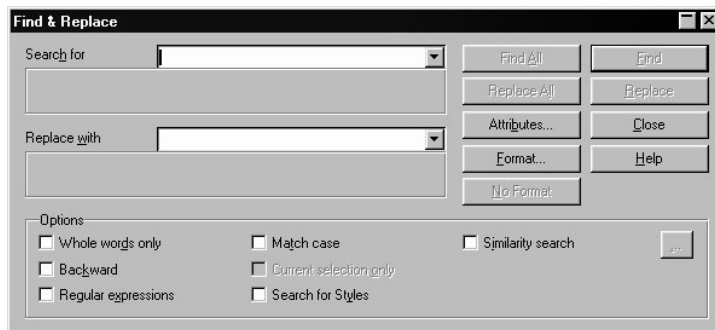
Find & Replace

The ability to quickly find specific text strings is a very useful word processing function. With the Search function in StarOffice, you can find variations of the word as well as restrict the search to specific places in the document (such as the beginning of words or the end of paragraphs).

The text strings found in the text can be replaced by other strings with or without confirmation, although sometimes manual editing is still necessary (e.g. a deviation of gender in other languages).

Searching for a Word in Text

Imagine you have read (or written) the word "Holland" somewhere in a long text. Now you want to return to that point in the text, but can't remember where it was. If this happens, activate the Search function with Ctrl + F. Type the word you want to find and press Enter.



StarOffice will start searching, moving from the cursor position downwards. When the end of the document is reached, a dialog will appear asking if you want to continue the search at the beginning of the document. Press the Enter key to confirm. If the text string is found, it will be highlighted.

The Find & Replace dialog will remain open. You don't have to close the dialog and you can move it to any place on the screen. However, if you do choose to close it, it will retain the previously entered strings so you won't have to enter them again for the next search, but can select them from the list box.

StarOffice provides a practical multiple selection function in combination with the **Find All** button. For example, if you want every mention of "bold" in your text to appear in bold print, enter this word in the **Search for** field and click the **Find All** button. Any matches found will be highlighted. You can then simply click on the **Bold** icon in the Text Object bar to format all matches at once.

As you can see in the dialog, there are several ways of expanding or restricting your search in both the **Options** group box and with the buttons. Examples for each option are described below.

Searching for Whole Words Only

Select the **Whole words only** option if you only want to find whole words that match the searched for word. For instance, if the word "in" is entered as the search term in the **Search for** field, all instances of "in" or "In" as stand-alone words in the text will be found. Words like "bin" or "chin" will not be found if this check box is selected. If you are searching for regular expressions or styles, do not select this option.

Match Case

When this check box is selected, the search is case-sensitive to upper and lower case letters. So if you search for "in," it will be found, but not the word "In." You can combine a **Match case** search with the **Whole words only** option.

Regular Expressions

You can also use wildcards within the search word. In this case, select the **Regular expressions** option. If you enter "c*an" as a search word, then any number of "c"s can appear before the "an", but do not necessarily have to. Therefore, the words "an," "can," "ccan," etc., are found and highlighted.

The regular expressions are specified in a form known to Unix users. If, for example, you want to set a wildcard for a only one character in your search, you only need to type a period. If you, on the other hand want to set a placeholder for various consecutive characters you need to type a period and an asterisk (*). The end of a paragraph will be found using the dollar sign (\$) and the first character of a paragraph using a caret and a period (^.). The regular expression ^\$ will find a blank line.

There are many more wildcards allowed for special functions shown in the Help Agent. In the Find & Replace dialog, click the **Help** button, then select the **Regular expressions** option.

Searching Backward

If you want to find in a particular part of a long text a specific word that is used often, you would probably enter the word under **Search for** and then skip each irrelevant location by repeatedly clicking the **Find** button. However, you might click **Find** once too often by mistake. In this case, select **Backward** and click again on **Find** to return to the previous location found.

Current Selection Only

Select the **Current selection only** option if you do not want to search the entire document. The search will be restricted to the range selected in the document. If you select a text before activating the **Find** command, the search will automatically take place only within the selected range.

Searching for Styles

This option enables you to quickly reformat all or part of a text. For example, text formatted with the Style "Heading 2" can be replaced with the Style "Heading 3." Select the Paragraph Style in the list box under **Search for**. Then select the new Paragraph Style in the **Replace with** field.

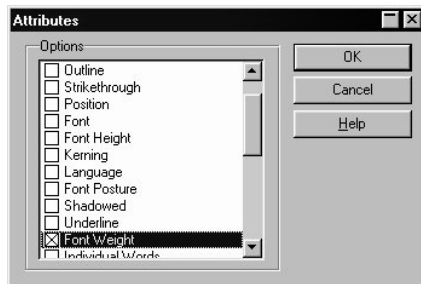
Start the replacement process with the **Replace** button. All matching strings found in the text will be displayed one after the other. You can decide each time whether or not to replace the string found in the text, to replace this and all other strings found in the text, or to cancel the process.



Only Paragraph Styles can be found and replaced. If you want find or replace a numbering style in the document, this is only possible if the numbering has been assigned to a Paragraph Style.

Attributes

Click **Attributes...** to open a dialog in which you select specific text attributes to search for within a document. StarOffice will then find all attributes that differ from the format of the Paragraph Style.



Selecting the **Font Weight** field, for example, finds all words with a heavier than normal font. Any words assigned the **Bold** attribute by way of either hard and soft formatting will be found. This also includes words which have been given fonts which are already defined as such, i.e. those containing "Bold" or "Black" in their name. The system default is such that only "hard" attributes are searched for. However, after you have searched for the attributes, you can select **Including Styles** (it will appear where **Search for Styles** was) in the Find & Replace dialog. This will cause the "soft" attributes, i.e. those attributes set by way of Styles, to be searched for in addition to the "hard" ones. The other options are described in the text documents section of the StarOffice Help.

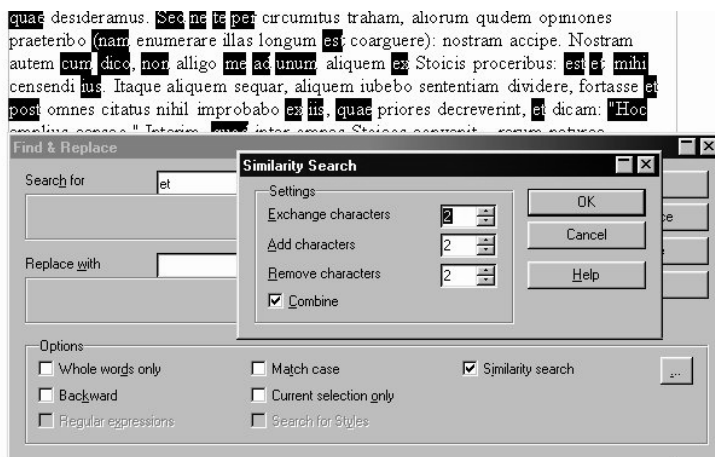
Searching for Specific Formats

Click the **Format...** button to open a dialog in which to select the specific formats you want to search for. For example, if you have manually centered a few lines in your text, you can search for them using the options in the **Text Format (Search)** dialog.

If you want to replace the found attribute with another, first position the cursor in the **Replace with** field. Next, click the **Format** button and then choose the replacement attribute. The chosen attributes will be listed under the **Search for** and **Replace with** fields. If you do not indicate the replacement for the attribute found in the text, the default settings are automatically applied.

Similarity Search

With this function, you can look not only for the search word itself, but also other similarly spelled words. Click on the button to the right of the "Similarity search" option and a dialog will be opened in which you define the degree of similarity. There is a wide range of variations which you can regulate. To test this function, enter the search text "et" and activate the similarity search.



Using the **Find All** search method, you get a good idea of the what the various settings do. All matches found in the text will be highlighted and you can easily see how each word resembles the search word. Detailed information about a similarity search can be found in the StarOffice Help.

Using Automatic Functions

StarOffice helps you work better via a wide range of intelligent assistants, which are all prefixed with "Auto." This introduction will familiarize you with the AutoPilot for Letters, AutoCorrect, and AutoText. Please see the StarOffice Help for a comprehensive description of these functions.

Using AutoCorrect and AutoFormat

If you want it to, StarOffice will format your documents as you type or thereafter, and correct any typing errors you may make. Once you have gotten used to using the AutoFormat and AutoCorrect functions while you type, you will be able to draft your documents much more efficiently. Here are a couple of examples:

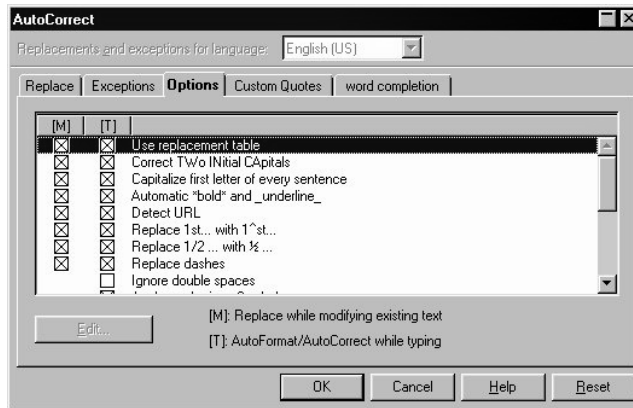
AutoCorrect functions are helpful if you often make the same typing errors. If, for example, you tend to capitalize not only the first letter of some words but also the second, simply select the AutoCorrect function that corrects mistakes of this sort while you type.

The AutoFormat function formats your texts. For example, if a line begins with a minus sign followed by either a tab or a space, the AutoFormat function will automatically reformat that line as part of a bulleted list. The bulleted list format will then also apply to subsequent lines. If you press Enter in a new line (thus leaving it blank), the automatic bulleting will be turned off.

AutoFormat for text documents is switched on and off with the **Format - AutoFormat** menu command. In the submenu, select **While Typing** if you want the AutoFormat to be active while you type. If you'd prefer to automatically format the whole document or the current selection after you finish typing, use the **Apply** menu command.

By using the **Apply and Edit Changes** command you will see all document changes made via AutoFormat. You then have the choice of accepting or rejecting all changes or reviewing each change separately.

Various options associated with this function can be chosen by way of **Tools- Auto-Correct/AutoFormat...** **AutoCorrect** offers you many options. Some can be turned on and off, and some can be used for either while typing or post-editing. The replacement and exception tables are language dependent, which means that StarOffice first searches the list of the language specified in your text, then in a list of a similar language, and then finally in all installed languages (e.g. first in English (US), then in English (GB), then in "all languages").



Note the options in the illustrated dialog. A detailed description of each option can be found in the StarOffice Help. You could choose, for instance, to have all standard quotation marks entered with the Shift + 2 key combination to automatically be converted into custom quotes. You can also define which characters should be used for custom quotes.

The option **URL Recognition** determines that addresses written in the URL format will be automatically highlighted. StarOffice formats the URL text with hard character attributes (color and underscoring) whose properties are taken from specified fonts. If an HTTP address happens to have been used it looks in the cache to see if this URL has been used recently or not at all. The characters are colored and underscored accordingly in different fashions. The fonts from which the hard formatting is taken, are called "Internet Link" and "Visited Internet Link", these are found in the appropriate template of the document type currently being used, for example, if you are using an HTML document, this is the template Office52\share\template\english\internal\html.vor.

If you do not want to have URLs automatically recognized when they are written, you have several options to disable this functionality:

- If you are typing and text has been automatically converted into an URL, press the key combination Ctrl + Z to undo this particular formatting step.
- If you notice at a later point that text has been converted, select the text marked as an URL and call up the command **Format - Default**. This reconverts the selected characters to the "Default" character style.

You can switch off this functionality completely by removing the check in front of the **URL Recognition** entry.

The **Automatic *bold* and _underline_** option is useful when importing text that contains no special text attributes, such as pure ASCII text. Text that is supposed to be

bold or underlined is indicated by placing these special characters before and after it. Once you have imported such text and formatted it with the aid of the AutoCorrect function, the special text attributes will appear correctly in your text. You can also use these special characters to apply bold or underline attributes directly to your text as you type.

In the **AutoCorrect** dialog, the **Replace** tab contains a lot of automatically replaceable words and phrases. You can enter your most frequent typing errors here to have them automatically replaced with the correct spelling. You can also use AutoCorrect to enter characters that are difficult to insert via the keyboard. For example, if you type (C), this will immediately be converted into a copyright symbol if you have put an X in the **Use replacement table** box on the **Options** tab page.



If you need to use the Euro-currency symbol in a document and you are using a font which doesn't have this symbol, you can utilize one of the StarOffice font styles which has it and insert the Euro symbol using the AutoCorrect function. Here's how: In a text document, choose the **Insert - Special Character...** command. Select the font, for example "Timmons", and click on the Euro symbol. Confirm with **OK**. Now select the Euro symbol which you just inserted into your text document. Click the **Tools, AutoCorrect/AutoFormat...** command. The selected Euro symbol has already been inserted in the **Replace with** text box (even though it may not appear as such since the system font used in the dialog might not yet recognize this symbol). Enter in the **Abbreviation** text box "Eu" (without the quotation marks), for example, and click **New**. Now close the dialog. As soon as you enter the Eu followed by a space or at the end of a sentence, a Euro symbol will be inserted.

On the **Exceptions** tab, you can enter exceptions for two types of automatic correction which are described below.

If you select the option to automatically start each sentence with a capital letter, then a lower-case "d" following "e.g." would be capitalized, for example. You can enter "e.g." as an exception to prevent this type of correction.

If you select the option to automatically convert the second of two capital letters at the beginning of a word to a lower-case letter, you can enter exceptions that are correctly written with two capital letters, such as PC and CD.

These exceptions can also be automatically incorporated into the tab page. To do this, use **Add Automatically** fields on the **Exceptions** tab page. If you have selected these and you then use an idiom in your text that is automatically corrected even though it isn't wrong, you need to immediately press Ctrl + Z. Doing this not only undoes the automatic "correction", but also sees to it that this particular "correction" will not be made automatically again.

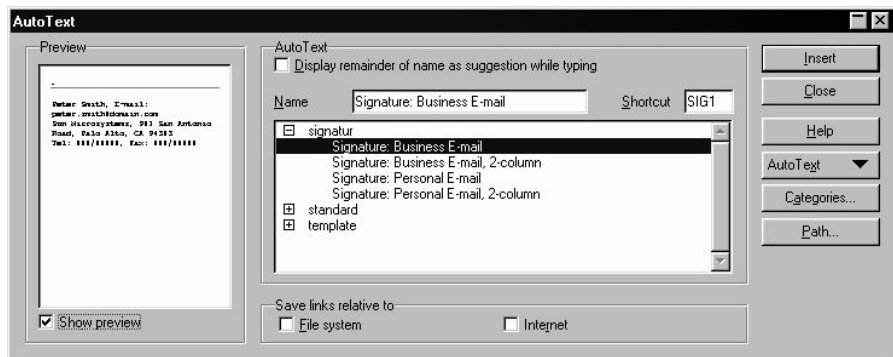
AutoCorrect can also be used to replace one word with another - for example, "ASAP" with the text "as soon as possible".

Using AutoText



StarOffice offers a user-friendly AutoText function which enables you to enter text into letters, faxes, and other documents using preset or user-defined shortcuts instead of typing the whole thing out. In this way, AutoText makes it quick and easy for you to draft correspondence with identical or similar contents.

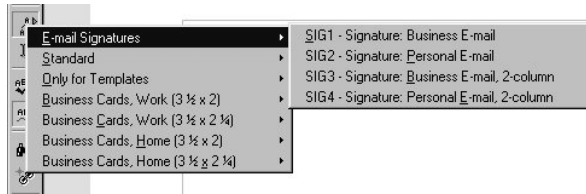
The advantage of AutoText is that you can insert a complete word or phrase just by typing a shortcut. All you have to do is enter the shortcut for the desired AutoText and then press the F3 key. The AutoText will be instantly inserted at the cursor position. If you use the **AutoText** dialog you have the advantage of not having to remember the shortcut, but selecting and inserting takes more time. If you don't know the shortcut, however, there is a faster method than using the dialog itself which will be described below.



- Position the text cursor where you want to insert the AutoText.
- Enter the AutoText shortcut and press the F3 key.
- The AutoText automatically replaces the shortcut characters.

The **AutoText** dialog activated via the **Edit** menu contains several AutoTexts. Try out some of the predefined texts, and you will see that they can even include pictures and tables.

Finally, here is the quickest method of all for inserting AutoText when you don't know the shortcut. To see a list of existing texts, click the **AutoText** icon in the Main toolbar and keep the mouse button pressed.



Then, simply click on the AutoText you want to insert at the cursor position in your text. When you release the mouse button, the text will be inserted.

Creating a Letter Template with the AutoPilot

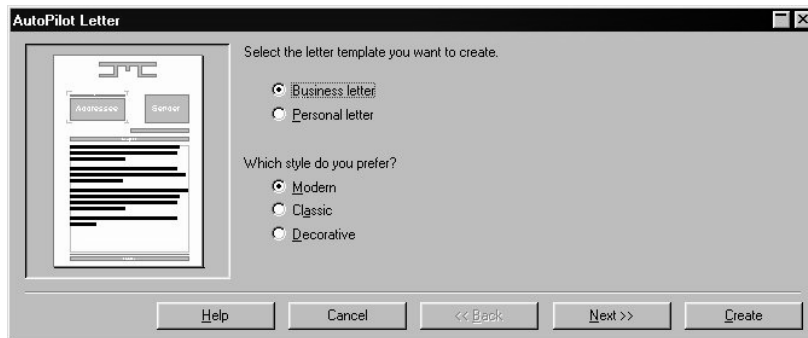
If you are writing a personal letter, the AutoPilot and standard AutoTexts are not essential, but in formal business correspondence these aids can save you a lot of time and make your work much easier.

You can find a more detailed description of the AutoPilots in the Intuitive Solutions section of the StarOffice Help. However, since it is so easy to create a basic format for your letters, a brief introduction is also provided here. This will help you see how StarOffice can assist you with more complex tasks.



If you want to write a standard letter, please have a look at the predefined templates before creating your own. To do so, just select the menu command **File - New - From Template...** or use the **Ctrl + N** key combination.

Start the AutoPilot with the **File - AutoPilot - Letter** menu command.



In this short introduction, accept all the defaults provided by the AutoPilot without changing them, and then print the result. You could click on the **Create** button right

away, but to familiarize yourself with this function you should click **Next** on each dialog page, so that you have seen every page at least once.

Have a look through the AutoPilot pages for creating a letter template. You don't have to enter data or modify options on each page, but you can if you want to. Each page allows you to make modifications according to your preferences. Of course, sender and recipient addresses can also be entered manually, because, although predefined elements will appear, you have the final say as to which elements you want to include in your letter.

Your return address will be automatically taken from the data that you entered during installation. You can change this data at any time by activating the **Tools - Options - General - User Data** command to enter your revised data.

You do not need to go through all the steps of the AutoPilot each time you want to write a letter. Although the AutoPilot does produce a document that you can immediately fill in, print, and send, the main purpose of the AutoPilot is to help you create a customized document template.

The AutoPilot creates a template which can be edited and then used as a customized template for all your letters. This ensures that your correspondence will have a consistent format. This also applies to other types of documents which can also be created with the AutoPilot (e.g. faxes).

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

Free Positioning of Text, Drawing Lines

If you want to improve the appearance of your documents, StarOffice offers many ways to lend an original flair. You can insert objects ranging from simple lines to graphics, pictures and even complete videos. This section describes how to insert frames and lines in your text document and how to slant letters to visually emphasize them.

Accentuating Text

There are several ways to accentuate your text. Here are four possibilities:

- Use the "normal" **Formatting** (e. g. with the icons in the text Object bar). Some possibilities are: create the text in bold or in another font style, change the text color and background, or center the text.
 - Use the context menu to help you optically accentuate a whole paragraph. Call the context menu of the respective paragraph and select the **Paragraph...** command and then, for example, the **Borders** tab. Now choose a border for your paragraph, including a shadow if you want. You can also click the **Spacing** button and decide on the space between the border and the paragraph.
 - Enter the text in a **Text Frame**. You have the following possibilities: The text can receive a border, it can be placed outside of the text margin on the side of the page, and you can link text frames if a text should flow from one frame to another.
- T** Use the **Text** draw function: With the **Text** icon in the **Draw function** floating toolbar (in the Main toolbar), drag open a frame and enter your text. This text can be positioned as you'd like, which includes rotating at various angles, or curving and slanting your text with the help of **Format - FontWork**.

How to Insert a Text Frame

If, when you are finished writing, you decide to place a paragraph in your text outside the type area (for example, a title across the whole width of a page where the text is set in two columns), you only need to use the function for inserting frames. To do this, long-click the **Insert** icon on the Main toolbar to open a floating bar and long-click the **Insert frame manually** icon. If this is the first time you are using a floating bar, the following short description for working with the special StarOffice elements may be of interest to you.



The **Insert** icon appears at the top of the Main toolbar in a text document. Click on the icon and hold down the mouse button until a toolbar containing additional icons appears.

You can now choose the icon representing the object you want to insert. Continue to hold the mouse button and then select the icon, or drag the entire floating toolbar away from the Main toolbar and position it anywhere on the screen. Like other

windows, it has a Title bar and a close box. You can move the window by dragging the title bar.

To insert text in a text frame after you have already typed it in, proceed as follows:

- Select the entire paragraph that you want to place in the frame. One way to do this is to place your cursor at the beginning of the paragraph, and then - holding down the Shift key all the while - click at the end of the paragraph.



Long-click the **Insert** icon on the Main toolbar and open its floating bar. In the **Insert** floating toolbar, hold down the mouse button on the **Insert frame manually** icon. While still pressing the mouse button, move the pointer down a bit and select the desired amount of columns by highlighting them in the window that will appear. Release the mouse button when you have selected the desired number.

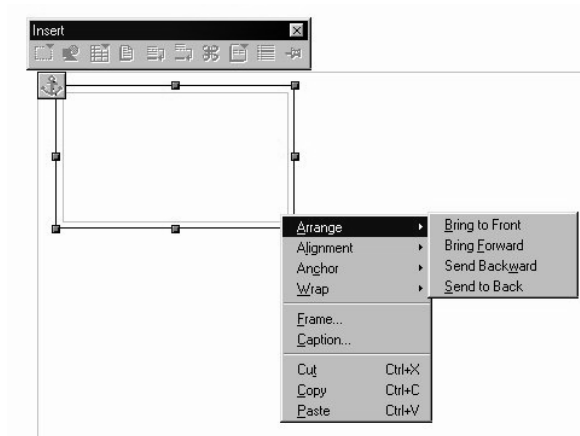
- If you now move the mouse cursor into the text document, a cross-hair symbol indicates that you can drag open a frame. If you decide not to do so, press the Escape key to change the cursor back to a text cursor again.
- With the cross-hair symbol, drag a frame to mark the new area determined for the paragraph.

The selected text is now automatically deleted from the normal, continuous text and inserted in a text frame.

Click on the edge of the text frame if you want to activate it. An activated text frame can be recognized by eight control points, four of which are located in the corners and one in the middle of each side.

Once a text frame is activated, you can modify the position and size using the mouse. If you drag an edge without positioning the mouse directly above a control point, you move the whole frame. If you drag one of the control points, you can change the frame size. The corner or edge opposite the point you drag will remain in place. By dragging a control point on one of the sides, you can stretch or shrink the text frame in a single direction, whereas dragging a control point at a corner expands or reduces both the width and height of the frame. If you hold the Shift key while dragging any of the eight control points, the frame size will change proportionally, i.e., with constant page proportions.

The options in the context menu of a selected frame allow you to make further adjustments.



In the context menu of a text frame, you can **Arrange** a text frame relative to other frames, draw objects, pictures, etc., if the frames or objects overlap. In the **Wrap** submenu, specify whether and on which side the normal text in your document should flow around the text frame. The **Frame** command in the context menu is equivalent to the menu command **Format - Frame**. It opens a dialog in which you can define all the properties of a frame.

The functions available in text frames are the same as in text documents. In addition to text, frames can contain pictures, multiple columns, etc.


To vertically center a text, for example on a title page, proceed as follows:

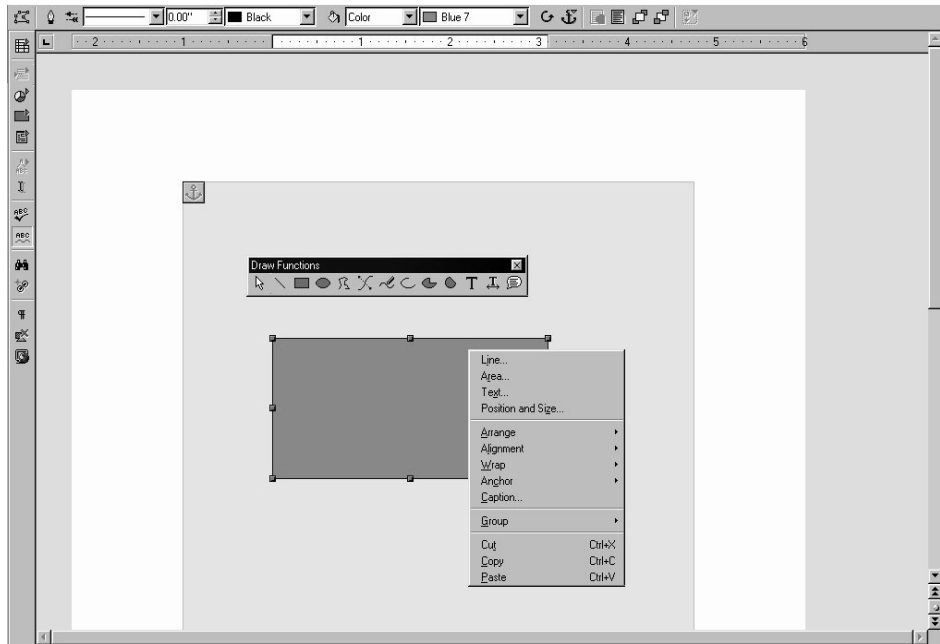
- Write and select the text.
- Click the above mentioned symbol **Insert Frame Manually**.
- Create a frame on the page. The selected text will automatically appear in the frame.
- Format the text and resize the frame so that it fits closely around the text. To format the text, first select it, then undo the frame selection by clicking outside the frame and then clicking directly on the text. In order to select the frame again later, click the border of the frame.
- Open the context menu of the frame and change the anchor to "To Page".
- Now you can use the mouse to drag the text frame to any position on the page. You can also use the icons in the Object bar to move the frame horizontally and/or vertically to one side or to the middle.

- You can call up the **Frame** dialog whenever the frame is selected (when the eight control points are visible) by means of a double-click so that you can edit the properties of the selected frame.
- Switch to the **Borders** tab of the **Frame** dialog and switch off the border, which would otherwise be printed: Click on the icon at the far left in the **Presets** section which shows no lines. The frame will lose its printable border. If you also want to switch off the gray border which, although visible, will not be printed, use the command **View - Text Boundaries**.

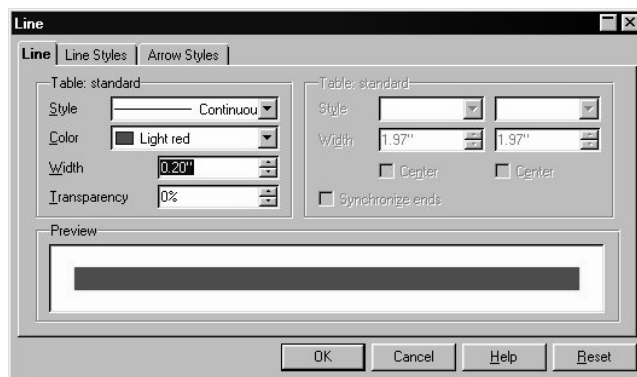
Using Draw Objects as Frames

In StarOffice you can use any draw object as a frame or a frame for text because you can also put text in any object drawn. That means, you could, for example, use a rectangle draw object instead of the frame described above. Let's say, for example, that you want to draw a figure containing animated text. To do so, follow these steps:

- With the **Start** button in the Task bar, open a new text document.
- Select **Format - Page...** to select a blue background for the whole page.
-  Open the **Draw Functions** in the Main toolbar and click the **Rectangle** icon.
- Draw a medium-sized rectangle in the middle of the page, as shown in the illustration:



- Open the context menu of the selected draw object.
- Choose the **Area** command to assign a color or pattern to the area inside the rectangle.
- On the left side of the **Area** tab page, select the option **Gradients**, and choose e.g. "gradient 4". Close the dialog box with **OK**.
- Open the context menu once more and select the **Line...** command to define the border properties of the rectangle.



- For the line, choose light red as the color with a width of 0.20 inches, for example. Close the dialog box with **OK**.
- Double-click in the middle of the rectangle and type in your text, for example "Sun Microsystems presents StarOffice". It doesn't matter if the text extends beyond the width of the rectangle.
- Click again on the edge of the rectangle to select it, then open the context menu and choose the **Text...** command.
- In the **Text** dialog, select the **Text Animation** tab. Under **Effects** select the "Scroll Through" option. On the **Text** tab page, you can set the text spacing from the left and right borders if you want. (Note: the defined width of the border of a frame is half outside and half inside the frame.) Click **OK**.
- Finally, cancel the selection of the rectangle by clicking somewhere else in the document. The animated text will then begin to scroll.
- To change the size of the animated text, select the rectangle again and double-click in the middle of it. Select the text as usual and, for example, apply font size 36. At the same time you can choose a font color by using the context menu command **Character...**



You can enlarge or reduce the page view either with the menu item **View - Zoom...** or via the context menu of the scale field in the Status bar. If the screen display is to be refreshed, press the Shift + Ctrl + R key combination.

Drawing Lines in Text

You can incorporate lines in your text, the angle, width, color, etc. of which can be defined however you'd like.

Create a basic horizontal line by applying the preset Paragraph Style Horizontal Line. Place the cursor in a blank line and double-click the Horizontal Line Style in the Stylist (HTML Styles). A line created with this Paragraph Style is also visible on Internet pages. If perhaps the entry for horizontal lines cannot be seen in the list of Paragraph Styles, switch in the Stylist from "Automatic" to the "All Styles" view.

With the command **Format - Paragraph...- Borders**, you can draw a border around a paragraph. These borders may also be "incomplete," in that they consist only of a single line beside or below a paragraph. This option is explained in detail in the StarOffice Help.

To define line attributes precisely, use the Line draw object as follows:

- In the Main toolbar, long-click the **Show Draw Functions** icon to open the **Draw Functions** floating bar and select the **Line** icon. The mouse pointer will change to a cross-hair symbol with a line beside it.
- In your document, click where the line should begin, hold down the mouse button and drag to the point where you want the line to end. If you also hold down the Shift key, you can draw only horizontal, vertical, and diagonal lines.
- Release the mouse button once the line has the desired direction and length. You can then draw more lines. End this function by pressing the Esc key or by clicking the **Selection** icon from the **Draw Functions** floating bar.
- After clicking the **Selection** icon, you can select all of the lines at the same time by clicking each line while holding down the Shift key. This multiple selection enables you to assign all of them a common color, width or any other attribute.



Lines and other draw objects inserted in text are not defined in the HTML Internet page description language. Instead of being exported directly in the HTML format, they will be exported as graphics and the document will take on another appearance.

Curving Text

You can curve a text created with the **Text** icon in the **Draw** floating toolbar.



After clicking the **Text** icon, the mouse cursor will take the form of a cross-hair. Now you can drag open a delimiting frame for the text. Then enter your text. If you happen to enter more text than your frame allows, the frame will automatically be elongated to fit the text.

Click one time outside of your text, and then again within your text . With the first click you leave the text entry mode, and with the second click you select as an object the text you just entered.

- Now you could, for instance, rotate your text exactly 90 degrees via the **Rotation** tab under **Format - Position and Size**, or click on the icon in the Object bar and rotate the object manually with the mouse cursor. If you manually rotate the object while holding down the Shift key, the object will rotate only at fixed angles.

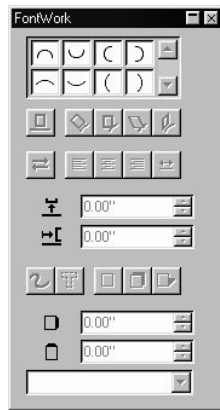
Slanting Text

You can achieve interesting graphic effects with short texts in headings, logos, etc., using the FontWork program module. Here's how:



- Open the **Drawing Functions** floating toolbar from the Main toolbar and click the **Text** icon.
- Draw a text frame on your page, and then type in text, for example "StarOffice".

- Choose the menu command **Format - FontWork**. You will see the FontWork window, where you can select the various options:



- Click the upper-left icon with the semicircle to display the text as a curve.
- Click **Vertical** in the Shadow options. Specify 0.10 inches for the x-axis shadow distance. The text should now appear similar to the illustration.
- Since the first and last letters are not very easy to see, insert two blank spaces before and after the text. Double-click the text, edit it, and then click outside the object.

If you activate the FontWork object by clicking it with the mouse, eight control points will appear. To change the size and shape of an object, simply drag the one of these points in the desired direction. Additionally, you can copy the finished object to the clipboard and insert it from there into other documents where you can also modify its size and other attributes.

You can also align text to a free-form line. First draw a free-form line (use the **Drawing Functions** floating toolbar), and then double-click it to enter the desired text. Then choose the command **Format - FontWork** to apply special text effects.

Here's a last tip to end this section. If you want to slant text so that it flows from exactly one point on the page to another point, follow these steps: Draw a straight line from one point to the other using the Draw Functions. In the list box of the Object bar, select the "invisible" **Line Style**. Double-click on the now invisible line (the control points at the ends are still visible: double click exactly between them). Now, enter the text and you're done!

Working with Spreadsheets

StarOffice Calc is the powerful spreadsheet program in StarOffice. It provides all the functions necessary for professional use, lots of financial and statistical functions as well as database functions, plus much, much more!

Data can be clearly represented in charts, and advanced users, will also be able to use StarOffice Basic (built-in macro programming language) in spreadsheets to automate basic processes or even program their own dialogs.

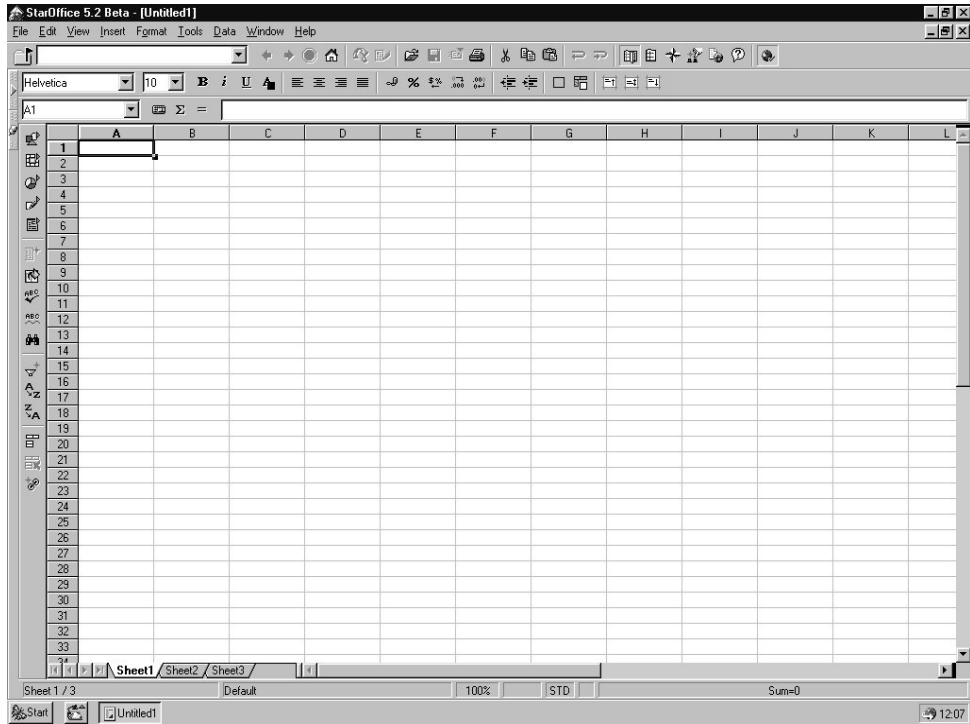
In this section of the introduction to StarOffice you will learn how to work with spreadsheets and also about creating tables in text documents.

The Structure of a Spreadsheet

A spreadsheet document consists of individual spreadsheets. Every spreadsheet contains numerous cells, which are organized in rows and columns. Each cell can contain either a mathematical formula or a text or value of almost any length.

A calculation can be entered directly as a mathematical formula, e.g., $=4 + 5$. But the main reason for using a spreadsheet is that its formulas can refer to other cells. An example of such a mathematical formula might be $=\text{SUM}(A1:A8)$. This calculates the sum of the values in cells A1 through A8 and enters the result in the cell containing the formula. Additional formulas may also be entered in cells A1 through A8, each referring to other cells and their contents, and so on. As you can see, this allows you to calculate extremely complex relationships.

Open a new spreadsheet with the command **File - New - Spreadsheet**. It is named "Untitled1" until you save it under a different name. If you look at the new, still empty document, you will notice several typical elements, which are discussed in the following.



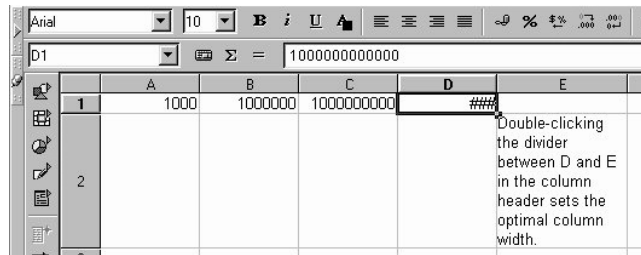
Rows and Columns

On a spreadsheet, rows are numbered from 1 to 32000 and the columns are designated with the letters A through Z, AA through AZ, and so on; the last column is labeled with the letters IV. Each cell on the sheet can be uniquely referenced by row and column. For example, cell A1 is the first cell in the upper left corner of the sheet.

These numbers and letters appear along the edge of the window. The row header contains the row numbers, and the column header names the columns. If you click on one of these areas, the entire row or column will be selected. To select the entire sheet, click on the unlabelled button at the intersection of the row and column headers at the top left.

Enter some text in cell A1. While writing you will notice that the text appears both in the cell and in the input line of the Formula bar. You will also notice that more text can be entered than what actually appears to fit in the cell.

In fact, each cell can hold large amounts of text; the text is displayed and printed in its entire length as long as the adjacent cells to the right are empty. If the cell to the right is not empty, a small triangle appears at the right of the cell indicating more text than can be shown. (You can deactivate this function with the **Text overflow** check box under **Tools - Options - Spreadsheet Document - Contents**.)



If a number cannot be displayed in a cell because it is too long, or due to the formatting, e.g., currency format, you will see "###". In this case, you will need to increase the column width. Set the width to "optimal" by simply double-clicking the right divider in the column header.

You can use all the usual functions to edit the text. Notice, however, that the right and left arrow keys will replace the cell cursor if you are in the Entry mode (by clicking in a cell and entering characters). If you edit a cell with a double-click or have pressed the F2 key or click in the entry row, you will enter the Edit mode. The left and right arrow keys will now replace the text cursor. When you press the Enter key, the text in cell A1 is finished and the cursor automatically moves to cell A2. The active cell is always the one with the cell cursor and that is where you can make entries and changes.

Multiple Sheets in a Document

At the lower edge of the spreadsheet document you will find tabs for switching among the various sheets of your document. A new, empty spreadsheet initially contains three sheets, each titled "SheetX" (X stands for the numbers 1 through 3).

Inserting Additional Sheets

- Click on a sheet tab at the bottom edge of the window.
- Open the context menu which contains the commands for editing the sheets of your document.
- Select the **Insert...** command. A dialog box appears where you can enter a name, etc. for the new sheet(s).
- Define the sheet's properties and confirm with **OK**.

Renaming a Sheet

- Click on the tab of the sheet you want to rename, e.g. Sheet1.
- Open the context menu and choose the **Rename** command. A dialog box appears where you can enter a new name.
- Enter a new name for the sheet and click **OK**.
- Alternatively, you can enter a new name directly by clicking on the name you want to change while holding the **Alt** key.



The name of a sheet may consist only of letters and numbers. Spaces are also permitted.

Note that sheet names are not dependent on the name of the spreadsheet document. You assign the name of the Spreadsheet itself the first time you save the document. A spreadsheet may contain up to 256 sheets, each with a different name. But try to resist the temptation to organize all your sheets in a single document. The more sheets you have the longer it takes to load the spreadsheet document; and managing sheets in individual files is, in fact, often easier.

Values and Formulas as Cell Contents

The individual cells in a sheet can contain text, numbers, date information, or formulas. You can easily define or modify the cell contents, and recalculate formulas with new data.

In sheets, values refer to numbers, date and time information, and the results from formulas. You can highlight values by selecting **Value Highlighting** in the **View** menu. You can also select this option under **Tools - Options... - Spreadsheet Docu-**

ment - Contents; it will then apply to all present and future spreadsheets. If this option is enabled, number and date information will automatically be displayed in blue, and values in cells that contain formulas will be displayed in light green; text will always appear in black. If **Value Highlighting** is not active, you can choose any colors and other formatting you'd like for the sheet.

You have already seen that it is possible to enter text, even if it extends beyond the width of a cell. If a number is too long to be displayed in a cell, the overflow symbol "###" appears. Go to the **Format** menu and choose the command **Column - Optimal Width...** Confirm the dialog with **OK**, and the column width will automatically adjust to the length of the longest number in the column. You can also double-click the right edge of the column heading (i.e. the divider between this column header and the one to the right of it) to achieve the same result.

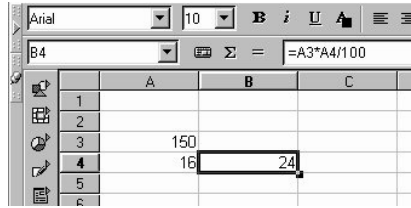
Since the entire number information is always saved in the cell, you do not need to adjust the cell size to the contents. Don't worry if the entire number cannot be displayed. If desired, the numbers can be rounded off in the display.

The box at the bottom right in the Status bar always displays helpful information. In a spreadsheet, this box can be used to permanently display the sum of all selected cells. You can also display other values, such as the maximum value of all selected cells. Use the context menu to change the value displayed in this field. In case of an error in the spreadsheet, this field will also display an error message.

Calculations in a Spreadsheet

The following simple percentage example illustrates how to perform calculations in a spreadsheet:

- Position the cursor in cell A3.
- Enter the number 150 and press the Enter key. The cursor then moves down to cell A4.
- Enter the number 16 in cell A4. This time, however, press the Tab key instead of the Enter key. The cursor moves to the right to cell B4.
- In cell B4, enter the following: $=A3 * A4 / 100$. If you begin an entry with an equal sign, this indicates a formula. The formula appears in the input line of the Formula bar.



- Press Enter to finish the formula. You will see the result of the calculation (16 percent of 150) in cell B4.
- Click on cell A3, enter 200, and press the Enter key. Notice that the calculation result is adjusted automatically.
- Click on cell B4, and then click at the end of the formula in the input line of the Formula bar. A blinking text cursor indicates that you can make a new entry.
- Add "+ A3" (without the quotation marks) to the formula and press the Enter key. The newly calculated value of the formula appears in cell B4: the previous 16 percent of A3 plus the contents of A3.

You are now acquainted with the most important steps in working with spreadsheets: creating and entering formulas, entering data (text and numbers), obtaining results, modifying source data or formulas, and how to view results of new data or formulas.

You can also load a sample spreadsheet and fill it with your own data. StarOffice provides you with various sample spreadsheets which you can edit and customize according to your own needs.

In addition to the four basic arithmetic operations, other numerous operators are available, such as nested brackets and a wide variety of functions. The Function AutoPilot (found under **Insert - Function...**) assists you in entering functions.

Using the Euro Conversion Function

If you enter a formula (e.g. `=4+5` or `=A3*A4/100`) in a cell and then press the Enter key, the end result of your calculation will appear in the cell. You can also enter functions in your formula. An example could be `=SIN(1)`, which shows you the result of sine of one (rounded to two decimal places).

StarOffice Calc has several other functions, too, and you can add additional functions yourself using StarOffice Basic or AddIns. The StarOffice Help shows you how to do this. In most cases though, the standard functions provided in the program are enough

to fulfill your needs. The function with the Syntax CONVERT(arguments) will be introduced here as an example.

To convert the sum of 100 DM (German Mark) to Euro, enter the following formula in a cell:

```
=CONVERT(100;"DEM";"EUR")
```

The result you get will be the amount of Euro equal to 100 German Marks. The amount to be converted always appears first in the parentheses. It can be directly entered, as here, or as a reference. If the amount is in cell D2 for example, you can enter the formula D2 as the first part of the function. The other parts of the function name the unit amount and the unit into which the conversion should take place. All three parts of the function are separated by semicolons.

The formula =CONVERT(50;"EUR";"DEM") converts 50 Euro to German Marks.

If in column D you have a number of DM values in the entries from D2 to D20, and if you would like the same values in Euro in column E from E2 to E20, do the following:

- Click cell E2.
- Enter the following: =CONVERT(
- Click cell D2. Cell D2 is now the first part of the function, and the text cursor is still positioned on D2 in the formula.
- Enter ";"DEM"; "EUR"
(enter the text with the two semicolons and quotation marks) and press the Enter key.
The whole formula is now concluded, and reads =CONVERT(D2;"DEM";"EUR").
The calculation result can be seen in cell E2.
- Click in cell E2 and then on the small filled square at the bottom right in cell E2. Now drag, while pressing the mouse button, all the way up to cell E20, and let go of the mouse button at that position.
By following these steps, you have copied the formulas E2 to E20. The characteristics are automatically adjusted respectively so that each cell refers to the adjacent cell to its left.

The CONVERT function uses an extensive list of conversion factors, which you can expand if necessary. This list can be found in the convert.ini file in the Office52\User\Config directory. That is also where you can see in the comments how to expand the list up to a maximum of 16383 entries.

The CONVERT function appears, like other functions, in the StarOffice Help in the following syntax form:

CONVERT(Value; Text; Text)

The **Value** is the value to be calculated.

Both text parameters are strings; you must adhere to upper/ lower case letters (i.e. case-sensitive)!

What Can a Cell Contain?

As you have seen in the examples above, cells can contain various elements. In the following, a brief introduction to each of these elements is given.

Text

Since each cell in a sheet can contain a very long text, it is theoretically possible to write a normal letter in a sheet. However, this would not make much sense since StarOffice Writer has more useful writing tools.

When you enter text in a sheet, you can use almost all of the editing and formatting functions available in a text document. For example, to select a word, you can double-click the word either in the input line or in a cell. If you select a different font or other attribute from the text Object bar, the modifications will apply only to the selected word.

The Ctrl + Enter shortcut keys are used to enter a manual line break. Under **Format - Cells... - Alignment** you can also select the **Line Break** field, this will break the text automatically at the right column margin.

You can even "calculate" with text. For example, if you enter text in both cell A1 and cell A2, you can then insert a formula ("=CONCATENATE(A1;A2)") in cell A3 to combine the two text strings. Many additional formulas and functions are possible.

You can also enter numbers in the "Text" cell format. Simply format the desired cells with the cell format "Text" (click open the context menu of the cell and select **Format Cells... - Numbers** tab - **Text** category), and enter numbers in the cells. These will be interpreted as text. The display of these "numbers" starts on the left side of the cell just like normal text. But note: You can't calculate with numbers in text format!

If you have already entered normal numbers in cells and have afterwards changed the format of the cells to "Text", the numbers will remain normal numbers. They will not be converted. Only numbers entered thereafter or numbers which are then edited will become "text" numbers.

If you decide to enter a number directly as text, enter an apostrophe (') first, for example for years in column headings '1999, '2000 and '2001. The apostrophe will not be shown in the cell, it only signals that the entry is to be recognized as a text. This is useful, for example, if you enter a telephone number or ZIP code that begins with a zero (0), because a zero (0) at the start of a sequence of digits is removed in normal number formats.

Numbers

Numbers are the basic element used for calculation in spreadsheets and can have a variety of formats. You can depict a particular number in many different ways, yet it will always be recognized as the same number.

Enter the number 12345.6789, for example. You will see that the number appears in the sheet with only two decimal places, i.e. 12345.68. However, the exact number with all four decimal places is still remembered by the program.

You can also enter Fractions. For example, enter in any cell "0 1/5" (without quotation marks). Once you leave that cell, the integer (i.e. whole number) will disappear and the fraction will remain. You will now see in the input line the value 0,2 with which will be calculated. Take the single character replacement for 1/2, 1/4 and 3/4 from the AutoCorrect by way of the **Tools - AutoCorrect - Replace** tab, if you want to enter them as fractions. If you want to see "1/10" not as a single character but rather as it is written here, you have to change the format of the cell to accommodate such fractions (using in the content menu of that cell, the **Format Cells...** command).

Use **Format Cells** in the context menu of a cell, or in the Menu bar **Format - Cells**, to open the Cell Attributes dialog where you'll find all preset formats listed on the **Numbers** tab page. Click a format to see a preview of it in the lower right corner of the dialog. You can also define your own formats, which you can then apply to numbers or other sheet contents.

There are various ways to enter integers starting with a zero:

- Enter the number as text. The easiest way is to enter the number starting with an apostrophe (for example, '0987). The apostrophe will not be entered in the cell and the number will be formatted as text. Because it is in text format, however, you won't be able to calculate with this number.
- Format a cell with a number format such as \0000. This format can be assigned in the **Format code** box under **Format - Cells... - Numbers** tab and defines the cell display as "always put a zero first and then the integer, having at least three places, and filled with zeros at the left if less than three digits".

If, however, you have imported an entire column with numbers in "text format", i.e. in the form of "000123", which you now want to turn into "real" numbers again without zeros in front of them, i.e. in the form of "123", proceed as follows:

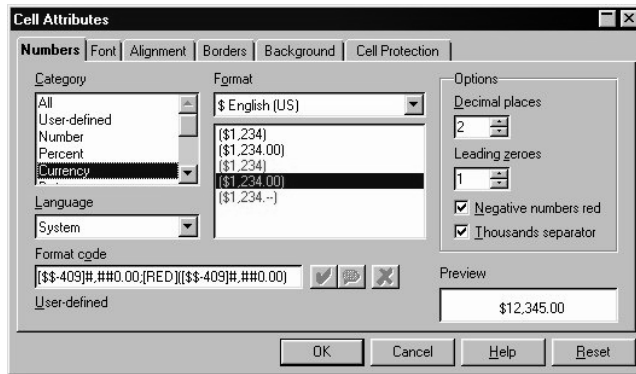
- Select the column in which the digits are found in "text format". Set the cell format in that column as "Number".
- Call up **Edit - Find & Replace**.
- In the **Search for** box, enter `^[0-9]`.
- In the **Replace with** box enter: `&`.
- Put a check in front of **Regular expressions**.
- Put a check in front of **Current selection only**.
- Click **Replace All**.

Cells in Currency Format



In StarOffice Calc, you can assign any currency format to the numbers in your document. Simply click the **Number Format: Currency** icon in the Object bar and the number or number selection will be automatically formatted in the currency format set in your system.

Misunderstandings could arise when original documents are exchanged internationally. Suppose, for example, that your StarOffice Calc document is downloaded by another user who uses a different system in a different language. That person's system probably utilizes different currency symbols and perhaps even different divider notation for decimal places and thousands. To avoid this problem, you can fix the currency format in StarOffice Calc so that a number which you have formatted as \$1,234.50, for instance, remains in dollars and isn't changed to another currency even if it is downloaded by another system.

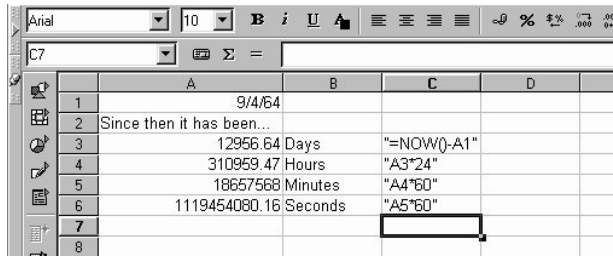


Two settings found in the **Cell attributes** dialog (via menu **Format - Cells...** - and the **Numbers** tab) allow you to influence the currency format. In the dialog, on the left side, the **Language** list box allows you to choose the basic settings for monetary currencies, decimals and commas. In the **Format** list box at the top in the middle, select the possible currency notation variations of the format defined by the language.

- If, for example, the language is set on "System" and your system is "German", the default currency format is "1.234,00 DM". A dot is used between the thousands and the hundreds places and a comma before the decimal. Select in the **Format** list box "\$ English (US)" as currency, and you will obtain the format "\$1.234,00". As you see, the comma and decimal point stay the same. Only the currency will be changed, not the underlying **Format** determined by the computer system.
- If, right from the start, you adjust the cell's **language** to "English (US)", your system will take over the corresponding dividing symbols and the currency default format will be "\$1,234.00". You can also alter the format again to, e.g. "1,234.00 DM". This way of writing a number is more familiar to people using an American system.

Dates and Times

In spreadsheets you can do more than just display dates and times (both taken from the internal clock of your computer). You can also perform calculations with dates and times. For instance, to find out exactly how old you are in seconds or hours, follow these steps:



- Open a new spreadsheet. Enter your birthday in cell A1, e.g., "4/9/64" (without quotation marks, because if an entry starts with quotation marks it is always interpreted as text).
- Enter the following formula in cell A3: "=NOW()-A1" (without quotation marks).

After pressing the Enter key or clicking the Accept icon (the green check mark in the Formula bar) you will see the result in date format. Since you would like to see the difference between two dates as a number of days, you have to format cell A3 as a number:

- Set the cursor in cell A3, right-click this cell (i.e. call its context menu) and select the **Format Cells...** command.

The **Cell Attributes** dialog will appear. On the **Numbers** tab, the **Number** category will appear already highlighted. The format is set to "General" and causes, among other things, the result of a calculation containing date entries to also be displayed as a date. If you want to make a number be displayed instead, set the number format to "-1,234" for example, and close the dialog with the **OK** button.

- You should now see in cell A3 the number of days between today's date and the specified date.
- Experiment with some additional formulas: in A4 enter "=A3*24" to calculate the hours, in A5 enter "=A4*60" for the minutes, and in A6 enter "=A5*60" for seconds (all without quotation marks). Press the Enter key after each formula.

The time since your date of birth will be calculated and displayed in the various units. The values are calculated as of the exact moment when you entered the last formula and pressed the Enter key. This value is not automatically updated, although "Now" continuously changes, of course. In the **Tools** menu, the menu item **Cell Contents - AutoCalculate** is normally active; however, automatic calculation does not apply to the function NOW. If it were, your computer would be solely occupied with updating the sheet, and it would be difficult to enter additional data into a sheet that is constantly changing.

Canceling the automatic calculation function is only necessary if your spreadsheets contain a very large amount of data or very complicated formulas which you want to modify before viewing the calculation results. Calculation time naturally becomes longer as the complexity and size of a spreadsheet increases.

Formulas

In the previous examples, you have already become acquainted with how formulas work. Every formula begins with an equal sign. In addition to numbers and text, a formula can include other elements such as format information, which defines how a number should be formatted. Formulas also contain operators, logical operators, and function calls.



Remember that the basic arithmetic signs (+, -, *, /) can be used in formulas using the "Multiplication and Division before Addition and Subtraction" rule. Instead of writing =SUM(A1:B1) it's better to write =A1+B1. Parenthesis are also possible. The result of the formula =1+2*3 means something different than =(1+2)*3.

In addition to numbers which are entered directly, formulas may also include addresses of cells containing numbers. These references can be either relative or absolute. This important distinction is explained in the next section.

Here is a list of several examples of StarOffice Calc formulas.

= A1 + 10	Displays the contents of cell A1 plus 10.
= ROUND(A1;1)	Rounds the contents in cell A1 to one decimal place.
= EFFECTIVE(5%;12)	Calculates the effective interest at 5% annually with 12 payments.
=B8 - SUM(B10:B14)	Calculates the sum of the cells B10 to B14 minus the value of B8.
=SUM(B8;SUM(B10:B14))	Calculates the sum of cells B10 to B14 and adds the value to B8.

It is also possible to nest functions in formulas, as shown in the fifth example in the table above. You can also nest functions. For example, instead of =ROUND(A1;1), you could also calculate the sine function with =ROUND(SIN(A1);2). The Function AutoPilot assists you with nested functions.

Notes

Each cell can also contain a note. Choose the command **Insert - Note...** to enter additional information for a cell. A small red square on the border of a cell indicates the presence of a note. To view a note, select the cell and choose **Show Note** in the context menu. The note appears as a Help tip (as long as you have selected **Help - Tips** to be shown) and will remain in view until you deselect the **Show Note** context menu item. Click in the displayed note to make modifications to it.

How Can Cells Be Addressed?

Cells can be addressed directly by specifying the row and column coordinates. You may use either relative or absolute references, or you can assign names to cell areas.

Relative Addressing

The cell in column A, row 1 is addressed as A1. You can address a range of adjacent cells by first entering the coordinates of the upper left cell of the area, then a colon followed by the coordinates of the lower right cell. For example, the square formed by the first four cells in the upper left corner is addressed as A1:B2.

By addressing an area in this way, you are making a relative reference to A1:B2. Relative here means that the reference to this area will be adjusted automatically when you copy the formulas.

Absolute Addressing

Absolute references are the opposite of relative addressing. A dollar sign is placed before each letter and number in an absolute reference, e.g., \$A\$1:\$B\$2.



StarOffice can convert the current reference, in which the cursor is positioned in the input line, from relative to absolute and vice versa by pressing Shift +F4. If you start with a relative address such as A1, the first time you press this key combination, both row and column are set to absolute references (\$A\$1). The second time, only the row (A\$1), and the third time, only the column (\$A1). If you press the key combination once more, both column and row references are switched back to relative (A1)

StarOffice Calc clearly shows you the references to a formula. If you click the formula =SUM(A1:C5;D15:D24) in a cell, for example, both reference areas in the sheet will be highlighted. The formula component "A1:C5" can appear highlighted in blue, for instance, and the cell area in question is outlined in the same blue tone as well. The next formula component "D15:D24" can be highlighted in the same way in a red tone.

When to Use Relative or Absolute References

What distinguishes a relative reference? Assume you want to calculate in cell E1 the sum of the cells in range A1:B2. The formula to enter into E1 would be: =SUM(A1:B2). If you later decide to insert a new column in front of column A, the elements you want to add would then be in B1:C2 and the formula would be in F1, not in E1. After inserting the new column, you would therefore have to check and correct all formulas in the sheet, and possibly in other sheets.

Fortunately, StarOffice does this work for you. After having inserted a new column A, the formula =SUM(A1:B2) will be automatically updated to =SUM(B1:C2). Row numbers will also be automatically adjusted when a new row is inserted. Absolute and relative references are always adjusted in StarOffice Calc whenever the referenced area is moved. But be careful if you are copying a formula since in that case only the relative references will be adjusted not the absolute references.

Absolute references are used when a calculation refers to one specific cell in your sheet which contains a percent value, for example. If a formula that refers to exactly this cell is copied relatively to a cell below the original cell, the reference will also be moved down if you didn't define the cell coordinates as absolute.

Aside from when new rows and columns are inserted, references can also change when an existing formula referring to particular cells is copied to another area of the sheet. Assume, for example, you entered the formula =SUM(A1:A9) in row 10. If you want to calculate the sum for the adjacent column to the right, simply copy this formula to the cell to the right. The copy of the formula in column B will be automatically adjusted to =SUM(B1:B9).

There are several ways to copy a formula. Here's an example:

- Select the cell containing the formula.
- Choose the **Copy** command from the **Edit** menu, or use the key combination Ctrl+ C to copy.
- Select the cell into which you want the formula to be copied.
- Choose the **Paste** command from the **Edit** menu, or use the key combination Ctrl+V. The formula will automatically be adjusted in the new cell.

If you want to copy a formula into multiple cells, there's a quick and easy way to copy into adjacent cell areas:

- Select the cell containing the formula.
- Position the mouse on the bottom right of the highlighted border of the cell, and continue holding down the mouse button until the pointer changes to a cross-hair symbol.
- With the mouse button pressed, drag it down or to the right over all the cells into which you want to copy the formula.
- When you release the mouse button, the formula will be copied into the cells and automatically adjusted.

If you don't want values and texts to be automatically adjusted, then hold down the Ctrl key when dragging. Formulas, however, are always adjusted accordingly.

Addressing with Cell Names

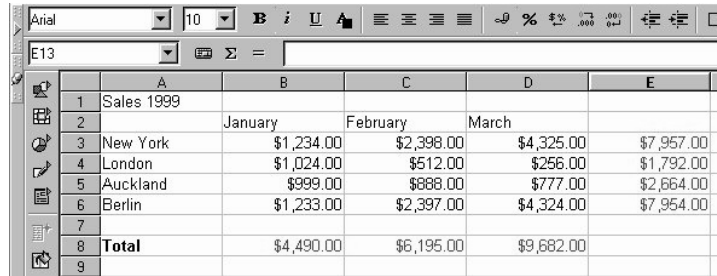
A convenient way of making the references to cells and cell ranges more readable in formulas is to give them names. In the above example, name the range A1:B2 "Start." You can then simply write "=SUM(Start)" in the formula. Even after rows and columns are inserted or deleted, StarOffice recognizes named ranges correctly. Please note, range names may not have spaces in them.

For example, it is much easier to read a formula for sales tax if you can write "= Amount * Tax_rate" instead of "= A5 * B12". In this case, you would name cell A5 "Amount" and cell B12 "Tax_rate."

In order to specify range names, you must first select the area, then choose the command **Insert - Names - Define**, or the Ctrl + F3 key combination. Enter the name for the first area and click **Add**. You can also name other cell ranges in this dialog by entering the desired name in the field and then selecting the respective cells. Use the **Define Names** dialog to define names for formulas or parts of formulas you need more often. Close the dialog with **OK**.

Automatic Addressing

StarOffice can correlate names with areas for the most part automatically, as long as you have entered the row and column coordinates. Refer to the following illustration.



	A	B	C	D	E
1	Sales 1999				
2		January	February	March	
3	New York	\$1,234.00	\$2,398.00	\$4,325.00	\$7,957.00
4	London	\$1,024.00	\$512.00	\$256.00	\$1,792.00
5	Auckland	\$999.00	\$888.00	\$777.00	\$2,664.00
6	Berlin	\$1,233.00	\$2,397.00	\$4,324.00	\$7,954.00
7					
8	Total	\$4,490.00	\$6,195.00	\$9,682.00	
9					

The automatic formula recognition allows you to enter, for example, the formula =SUM(January) in cell B8. This formula can then be copied to the right. Cell C8 shows the formula =SUM(February), cell D8 =SUM(March), and so on. This feature also works for horizontal calculations. Try it out by entering the formula =SUM(London) in cell E4. The New York entry is a special case: Because this name contains a space, it must be enclosed in single quotation marks: =SUM('New York').

Automatic recognition does not work with formulas. You cannot enter the formula =SUM(sum) in cell E8. Instead you must enter =SUM(B8:D8) or =SUM(E3:E6). The latter formula will also be inserted automatically if you place the cursor in cell E8 and click the Sum icon in the Formula bar.

This function is active by default. If you want, you can turn it off under **Tools - Options... - Spreadsheet Document - Calculate**. Remove the check in the check box in front of **Automatically find column and row labels**.

You can also define the names yourself with **Insert - Names - Labels...**



To have names automatically recognized, the names must consist of alphanumeric characters and the first character must be a letter. If you want to use non-alphanumeric characters (including spaces), enclose the names in single quotation marks ('). If a single quotation mark appears in a name, e.g., "Jan '97", you have to enter a backslash in front of the quotation mark (Jan \'97). This type of referencing is not compatible with earlier versions of StarOffice.

StarOffice automatically recognizes an area, usually referred to as a "range", of cells that belong together. To determine which cells make up a particular range, place the cell cursor in the desired range and press Ctrl + *. Use the * from the numerical key pad. The range will be highlighted.

Cursor Positioning via the Keyboard

Use the arrow keys on your keyboard to quickly move to another cell. A list of all possible shortcut keys can be found in the StarOffice Help.

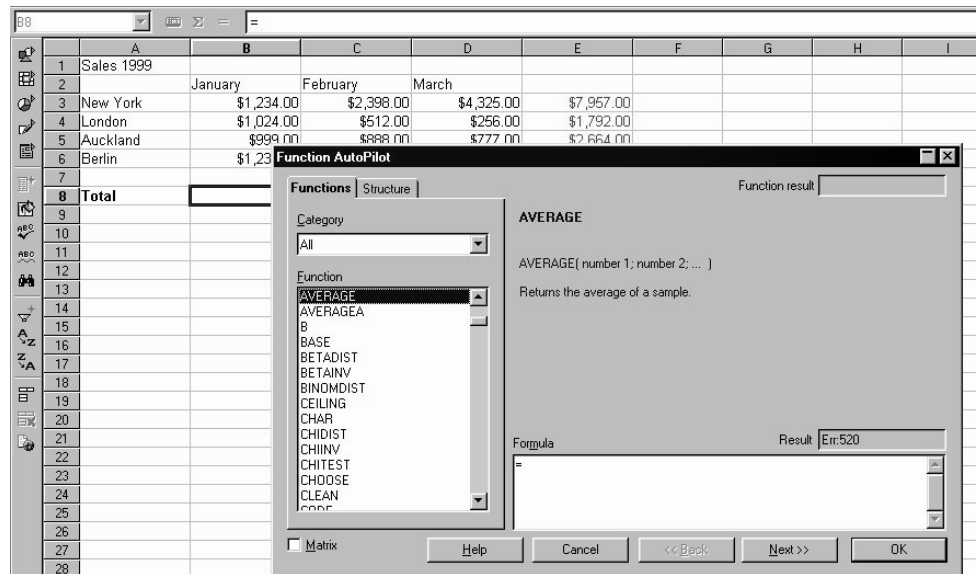
Shortcut Keys	Effect
Ctrl + Pos1	Positions the cursor in cell A1
Ctrl + End	Positions the cursor in the last cell containing data on the spreadsheet. If the last row containing data is row 10 and the last column in which values are found is column F, the cursor will be positioned in cell F10.
Pos1	Positions the cursor in the first column (A) of the row currently selected.
End	Positions the cursor in the last column containing data of the currently selected row.
Ctrl + x * is the multiplication sign on the numeric key pad	Selects the entire range in which the cursor is located. A range is a contiguous area of cells containing data.
Enter - in a selected range	Positions the cursor in the next cell when in a range. The direction the cursor moves can be defined under Tools - Options... - Spreadsheet - Input .
Ctrl + Left Arrow	Goes to the column at the left of the current range or goes to the previous range. If a range does not exist, then goes to the first column (A).
Ctrl + Right Arrow	Goes to the column at the right of the range currently selected or goes to the next range. If a range does not exist then goes to the last column (IV).
Ctrl + Up Arrow	Goes to the uppermost row of the range currently selected or goes to the previous range. If a range does not exist, then goes to the first row (1).
Ctrl + Down Arrow	Goes to the last row of the current range or goes to the next range. If a range does not exist, it goes to the last row (32000).
Ctrl+ Page Up	Go to previous spreadsheet
Ctrl + Page Down	Go to next spreadsheet

Shortcut Keys	Effect
Alt + Page Up	Scrolls one screen page to the left
Alt + Page Down	Scrolls one screen page to the right

Using References in Formulas

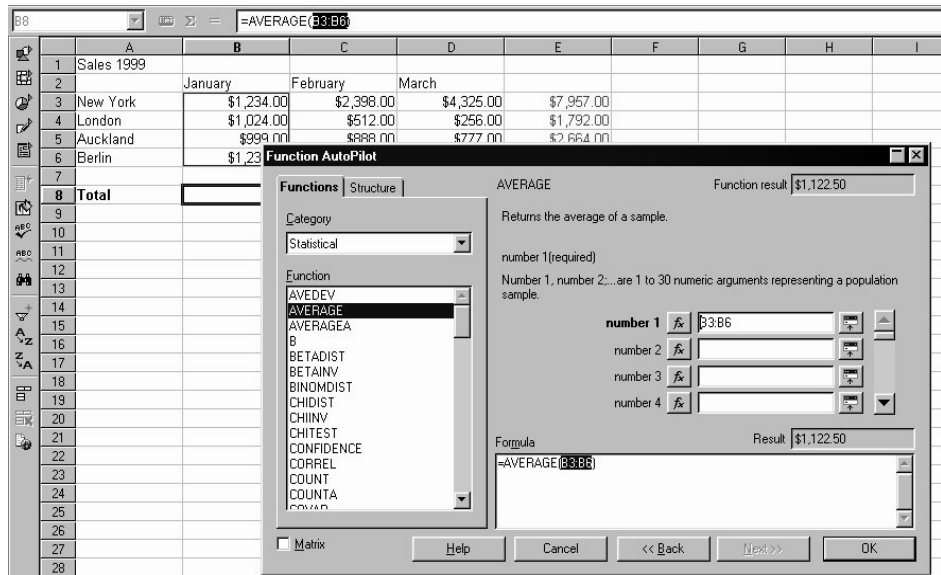
Up to this point, you have become acquainted with formulas containing absolute values, absolute and relative references, and references to named areas. The following example illustrates how to apply references in formulas with the aid of the Function AutoPilot.

Consider the example from the previous topic. Now, use the Function AutoPilot to calculate the average of monthly sales for each location.



- Position the cursor in cell B8, where you want the average to be displayed. Activate the Function AutoPilot by clicking its icon in the Formula bar.
- Select the AVERAGE function. If you do not know which category contains this function, simply leave the default set to "all" categories and repeatedly press the letter "A" until the AVERAGE function is selected.

- Click **Next** in the Function AutoPilot. On the right half of the Function AutoPilot another input area will appear where you can enter the arguments of the function.



- Click in the input field in which you want to enter values, in this case starting with field "number 1." Enter either "B3:B6" or "January" or use the mouse to select that range in the sheet. To do so, simply click on the first cell, B3, hold down the mouse button and drag to B6.

While you drag the mouse to mark the desired range, the Function AutoPilot dialog will be automatically minimized so that only the active input field is visible. The field indicates the area being selected with the mouse. You may also reduce or enlarge the dialog "manually" by clicking the Shrink / Maximize button to the right of the input field.

- Finally, click **OK** to close the Function AutoPilot. The formula will be calculated according to the given arguments, and the final result will appear in cell B8.

References to Other Spreadsheets

It is also possible to show a reference to a cell from another table. To do so, open a new spreadsheet and enter the following formula in, for example, cell A1 (Sheet 1). Then press the Enter key to confirm your entry.

=Sheet2.A1

If you now click the Sheet 2 tab located on the lower border of the document, you will access Sheet 2. Put the cursor in cell A1 and enter any number or text. Go back to Sheet 1 and you will see the same contents in cell A1 - Sheet1. If you now modify the content of cell A1-Sheet 2, notice that the content of Sheet 1 will also change automatically.

In the same way, a reference can also refer to a cell from another document. For example, without closing the new spreadsheet, open an existing spreadsheet document which was already saved as a file. If you also installed the Sample documents in the Installation process, you can, for example, open the Movie 1 document from the Explorer under Samples, double-click Spreadsheets.

Switch now to your new spreadsheet document and set the cursor on an empty cell. Enter the equal sign (=), which indicates the start of a formula and go to the Movie 1 document and click cell C3. Go back again to the other document and notice that in the Formula bar the formula reference has already been completed for you. It should read as follows:

```
='file:///C:/Office52/share/samples/english/spreadsheets/Movie1.sdc'#$movievisits.C3
```

Confirm this formula by clicking the green check mark. The reference to a cell from the other document contains the name of the other document in single quotation marks, a number sign (#), the name of the sheet in the other document followed by a period and the name of the cell. The spreadsheet's name automatically begins with a dollar sign, since this table is an absolute reference.

If you closely examine the name of the other document in this formula, you will notice that it is written as a URL. This means that you can also enter a URL from the Internet. If, for example, you found an Internet page containing current stock exchange information in spreadsheet cells, you can load this page in StarOffice Calc. Just follow these steps:

Go to the Internet page containing the desired table and copy the URL from the URL field in the Function bar. Take for example, the fictional URL:

```
http://www.staroffice-bank.de/kurse/STOXX.html
```

Call the Open dialog (via menu File - Open or Ctrl +O) and paste the URL in the **File name** field.

Select now in the **File type** list box, select the filter "HTML" (StarOffice Calc)" (located about two-thirds down the list) and click the **Open** button. The URL will be opened as a spreadsheet document in StarOffice Calc.

Enter an equal sign in a cell to begin a new formula in your spreadsheet document. Switch back to the document which you downloaded from the Internet, select the cell with the content that interests you and go back again to your spreadsheet. Finally, confirm this formula by clicking the green check mark in the input field. The formula should now read as follows:

=<http://www.staroffice-bank.de/kurse/STOXX.html#Sheet1.C4>

Save your spreadsheet document and close it. The next time you open it, the contents of this cell will be updated if requested. When you open your document, you have the choice of updating the links either always, on request or never (see menu **Tools - Options... - Spreadsheet Document - Other**). You can also start an update manually via **Edit - Links...**

In the StarOffice sample spreadsheets, which you can open via a link in the Explorer, there is a Currency Converter that loads the current exchange rates from the Internet.

Automatic Fill

You can use the mouse to easily copy text, values, and other cell contents in your spreadsheet. But keep in mind: If you copy several values at the same time, StarOffice will form them into a logically structured series. If you copy text which has been entered in one of the sort lists, the list will be continued correspondingly.

Using Sort Lists

Enter the text "Jan" or "January" in an empty cell. Select the cell, and click the mouse on the lower right corner of the cell border. Drag over several cells to the right or downwards. When you release the mouse button, the highlighted cells will be filled with the names of the months.

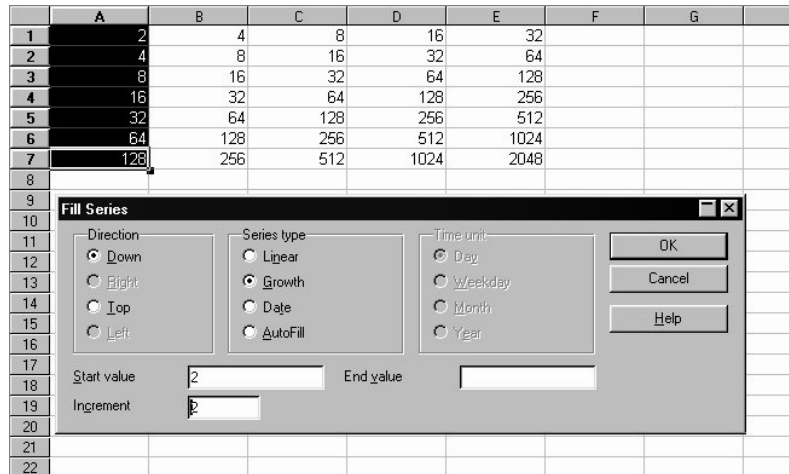
The predefined series can be found under **Tools - Options... - Spreadsheet document - Sort lists**. You can also create your own lists tailored to your needs, such as a list of your company's branch offices. When you later want to use the information in these lists (for example, as headings), just enter the first name in the list and expand the entry by dragging it with your mouse.

Automatic Calculation of Series

If you enter only one number in a cell which you drag over other cells to the right or down, this number will be increased by 1. But if you select two or more neighboring cells (which contain different numbers) and select and drag them both, the numbers will continue in an arithmetic pattern if one is detected.

For example, if A1 contains the digit 1 and A2 contains the digit 3 and you select both cells and drag them downwards, a number series with 5, 7, 9, 11, etc. will be continued. StarOffice is quite good when it comes to discerning the pattern of a series. Try out this function with some examples of your own!

First, select the entire area of the sheet that you want to fill. Choose the **Edit - Fill - Series** command and select the series type . If you choose 2 as your Start value, 2 as the Increment, and Growth as the series type, the result will be a list of the powers of 2.



As you can see in the dialog, you can also automatically fill in series of dates and times. For example, to insert the first date of each month of the year as row headers, proceed as follows:

- Enter a date, e.g., "1/1/99" into a cell (without the quotation marks).
- Select this cell and the 11 cells below it.
- Select the **Edit - Fill - Series** command.
- In the dialog box, select **Date** and **Month**. Click **OK**.

The first date of each month automatically appears in the selected cells.

Formatting Sheets

Nearly every sheet you create will also need to be formatted. You can adjust the format of cell contents, such as text and numbers, and also apply a wide variety of colors, borders, and other attributes to the cells.

You can either define the numbers' format yourself or you can use one of the many preset number formats. For the formatting of numbers, StarOffice provides a wide selection of cell Styles and you can also define your own cell Styles in the same way you do text Styles.

Maybe you would like to highlight certain values in your spreadsheets, for example, in a spreadsheet with sales have all the above-average values appear in green and all the below-average values appear in red. This is easy with the conditional formatting for spreadsheet documents. An introduction to conditional formatting can be found in an example in the Advanced section of the User's Guide in the StarOffice Help.

Formatting Numbers

Enter a number into the sheet, for example, 1234.5678. This number will be displayed in the standard number format, with two decimal places. You will see 1234.57 when you confirm the entry. Only the display in the document will be rounded off; internally, the number retains all four decimal places.

Position the cursor in the number, and open the **Cell Attributes** dialog with the **Format - Cells...** command. On the **Numbers** tab page you will find a selection of preset number formats. A preview in the lower right of the dialog box shows how the number will appear when you apply a certain format.

In this dialog, you can define other attributes (in addition to number formats) which apply to the selected cells or cell contents. On the **Font** tab page, for example, you can define a font type, size, and color.

You can format the date and time any way you would like (see list of options).

Up to now all year numbers were set in two-figure date values. Internally StarOffice manages the year details as four-figure values so that when calculating the period from 1/1/99 to 1/1/01 the result is exactly 2 years. If you are using a two figure year number, go to **Tools - Options - General... - Other**, and set the number of years to be added to 2000. The default limit is the one set in your operating system, for example, "30". This means that if you enter a date such as 1/1/30 or higher it will be internally dealt with as 1/1/1930. Smaller numbers, however, will be handled as if they were numbers from the 21st century. For example, 1/1/20 will be read as 1/1/2020.

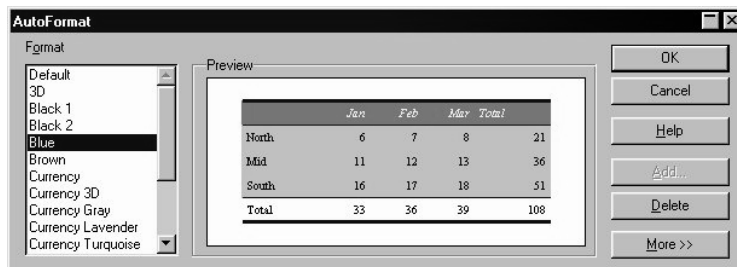
Formatting Cells and Sheets

The distinction between hard and soft formatting holds true for cells as well as for text documents. You have the choice, for instance, between applying a particular font size directly as hard formatting to a cell or defining a Style to apply the desired font size. For documents which you expect to work with extensively, it makes sense to use Styles, but it doesn't make sense to use Styles for documents which will be immediately printed and not even saved.

Using AutoFormat for Sheets

In StarOffice there are so many creative ways to embellish your spreadsheets with various attributes. This capability is especially important if you want to design interesting web pages, since in HTML format the careful placement of graphics and multi-columned texts or other effects are achieved by means of skillful arrangement and partitioning of spreadsheets.

A quick way to format a sheet or cell range is with the **Format - AutoFormat** function. First select the cells to be automatically formatted, including the column and row headers and, if applicable, sum rows or columns. Then call up the **AutoFormat** dialog.



The preview shows an example of how each format you select in the **Format** field will look. Click **OK** to apply the format to the selected range in the spreadsheet.

Check the format in the spreadsheet, for example, by calling up the context menu of the cells and clicking the **Format Cells...** command.

By experimenting with the AutoFormat options, you will soon realize that you are not limited to the standard sheet appearance with gridlines between the cells. You can design your sheet so it no longer resembles a spreadsheet and looks good both on screen and on paper.



If you cannot see color modifications made to the cell contents, it is probable that there is still a check in front of the **Value Highlighting** option under **Tools - Options... - Spreadsheet Document - Contents** or via the **View** menu. Only predefined colors will be highlighted in this case.

A format that you define yourself can be set as an AutoFormat:

- Format a spreadsheet to your liking.
- Select the whole sheet, e.g. by clicking the empty button in the top left corner (above the first row header).
- Call up the **AutoFormat** dialog and click **Add...** A dialog will appear in which you give the new format a name.

The format defined in this way can then be used in the future on other spreadsheets. By choosing an appropriate background color and a pattern for the cells in the sheet, you can create a very appealing spreadsheet.

Use the **More** button to display additional options in the dialog. In the additional section that is then displayed, you can choose which properties of the chosen format are to be excluded from the automatic formatting. For example, if you remove the checkmark in front of **Font**, the font will not be taken into account by the AutoFormat.

Tables in Text Documents

In StarOffice, a distinction is made between spreadsheets and tables created in text documents. Though you can carry out some calculations in tables, their main purpose is to arrange text and graphics in tabular form. StarOffice is so advanced that it allows you to insert a spreadsheet into a text document just as you would insert graphics. A double-click on the inserted sheet changes the screen to display the icons and menus used in editing a spreadsheet.

A sheet created in a spreadsheet document can be inserted into a text document with **Insert - Object** or via Drag&Drop. This type of sheet differs in one important aspect from tables created in a text document with **Insert - Table**: Tables in text documents conform to text and HTML requirements. Although you cannot perform such extensive calculations with tables in text documents as with sheets in spreadsheets, you can format them in ways which have a greater visual impact.

In a table created in a text document, open the context menu and click **Table** to activate the **Table Format** dialog. On the **Background** tab page, you can assign graphics to a cell, a row, or the entire table. This function is essential for arranging small images on an HTML page.

Dealing with Multiple Sheets

You are not limited to a single sheet when working with a spreadsheet. You can create multiple sheets within a single spreadsheet document. Each sheet has its own name, displayed on the tabs at the bottom of the window.



You can append additional sheets to your document or insert them in front of the current sheet. Activate the context menu of a sheet tab and choose the corresponding command. Select **Rename** in the context menu to modify the name of a sheet.

Displaying Multiple Sheets

If you have too many sheets for all tabs to be simultaneously displayed, use the arrow buttons to the left of the register to scroll through them. For example, if you click the last arrow button with the vertical line, the tabs will shift so that the last sheet name is displayed. In order to see the sheet itself, click the respective tab.

The tab display space can also be enlarged if it is too small to display all of the sheet tabs. Simply shift the horizontal scroll bar to allocate more space for the tabs. To do this, point to the dividing line between the tabs and the scroll bar. Press the mouse button, and drag the divider to the right.

Working with Multiple Sheets

Each sheet of a spreadsheet is completely independent of the other sheets in a spreadsheet document. You can however, incorporate the same data into several sheets. If you would like to insert data at the same location in the first three sheets, select all three sheets together and enter the data in only one of the sheets.

To select multiple sheets, hold down the Ctrl key and click the respective tabs. These selected tabs will be highlighted in white; the rest will remain gray. To cancel the selection of one sheet, click its tab again while pressing the Ctrl key. If you click the current sheet tab while holding down the Shift key, only this sheet will still be selected.

If you have some experience in assigning sheet references, maybe you have noticed that StarOffice Calc includes the name of the sheet in the reference. Instead of referring to \$A\$1, StarOffice Calc refers to \$Sheet1.\$A\$1.

- If you want to address the first cell from both Sheet1 and Sheet2 in a single reference, for example, summarize, the 3D formula will read =SUM(Sheet1.A1:Sheet2.A1). The sum function has one addend here, namely, the range from Sheet 1.A1 to Sheet 2.A1. In this range there are two cells (as long as no more cells are included between Sheet 1 and Sheet 2). The simple formula (not a 3D formula) would only list two addends: =SUM(Sheet1.A1;Sheet2.A1).
- If the range contains several cells, for example, if you want the four cells in the top left corner to be summarized, the formula would then be =SUM(Sheet1.A1:B2;Sheet2.A1:B2). Since the colon is used to separate the cells, the sheets have to be separated by a semicolon.
- If you also want to include any subsequently inserted sheets found between Sheet 1 and Sheet 2, the formula would then be =SUM(Sheet1.A1:Sheet2.B2).

The complete address of a cell also contains the path and file name of the spreadsheet. The reference to cell A1 in Sheet 1 of the document "name.sdc" on drive C thus appears as: "'file:///c:/name.sdc'#\$Sheet1.A1". Notice the single quotation marks surrounding the file address and the # symbol which indicates the location within the file according to URL format. The colon after the disk drive is replaced with a vertical line in URL syntax.

If you want a formula in one document to refer to cells in another, it is best to arrange both sheets on the screen so that they can be seen at the same time (for example by dragging its button in the task bar into the other button). If you want to refer to the named areas in other documents rather than to cell addresses, you do not need to open the other document. Simply drag the document from the Beamer to the Navigator. In the Navigator, you can then click on the name of the area and drag it into the current document.

Printing Spreadsheets

If you click the **Print File Directly** icon in the Function bar, all the sheets in your document will be printed. However, if you have selected a print range, then only that part will be printed. You can set the print range by selecting the cells that you want to print, then use the **Format - Print Ranges - Define** command. You can find further information on this topic in the StarOffice Help.

If you only want to print the current sheet go to menu **File - Print...** In the **Print** dialog, select the **Selection** option and click **OK**. Only the current sheet will be

printed. If, however, you have selected a certain range of cells, only those cells will be printed, and done so only in the column width shown in the sheet.

If you want to simultaneously print various sheets, for example, Sheet 1 and Sheet 2, select both of them beforehand (hold down the Ctrl key and click the sheet tabs). The white tabs are the selected ones. Now, just go to the **Print** dialog and select the **Selection** option and only the selected sheets will be printed. After having printed the desired sheets, remember to click the sheet you are working on while holding down the Shift key so that only that sheet is selected. If you don't do this, all modifications you then make will apply to all sheets.

Database Functions in StarOffice Calc

Spreadsheets in StarOffice Calc can also be used to manage records consisting of several data fields, such as in a database. Think of each row in the StarOffice Calc spreadsheet as a record, which has data fields in the individual columns. You can, for example, sort and group the StarOffice Calc database by rows, search in it for key words, calculate totals, and much more.



Note that the database ranges in StarOffice Calc spreadsheets have nothing in common with the databases and tables of StarOffice Base.

In **StarOffice Calc**, you work with a spreadsheet that can contain several sheets. You can combine several adjacent rows of a spreadsheet into a database area, for example, to sort them together. Furthermore, you can import external files, for example files in dBase format, into a StarOffice Calc spreadsheet. The records from the dBase file would then become rows and the data fields would become columns in a StarOffice Calc spreadsheet.

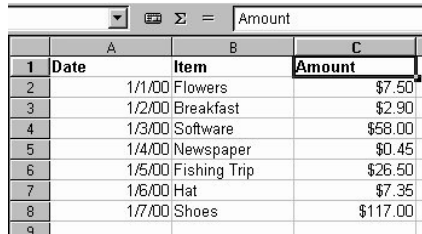
In **StarOffice Base** on the other hand, you work directly with dBase files (or databases in other formats), and you can, for example, link files in relation to each other and run SQL queries. StarOffice Base is a database program. StarOffice Calc is a spreadsheet calculation program in which it is possible to treat rows as a "database range".

Defining a Database Range

For example, if you would like to manage your household budget with StarOffice Calc, enter the records in an empty StarOffice Calc spreadsheet and select the area as a database range.

Creating Records in a Spreadsheet

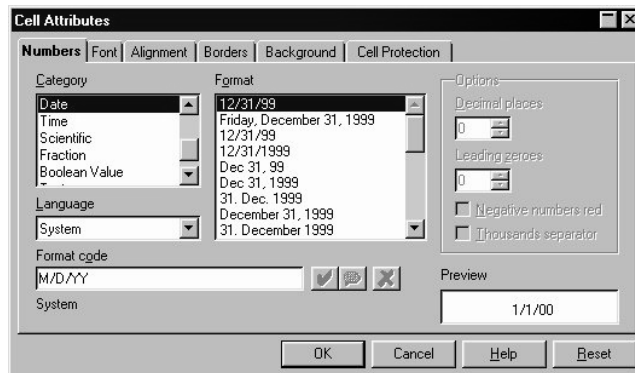
- Open a new spreadsheet.
- Enter the column titles in the first row, e.g., "Date" in cell A1, "Item" in cell B1, "Amount" in C1. Then enter some information.



	A	B	C
1	Date	Item	Amount
2	1/1/00	Flowers	\$7.50
3	1/2/00	Breakfast	\$2.90
4	1/3/00	Software	\$58.00
5	1/4/00	Newspaper	\$0.45
6	1/5/00	Fishing Trip	\$26.50
7	1/6/00	Hat	\$7.35
8	1/7/00	Shoes	\$117.00
9			

To format your sheet as in the illustration, proceed as follows:

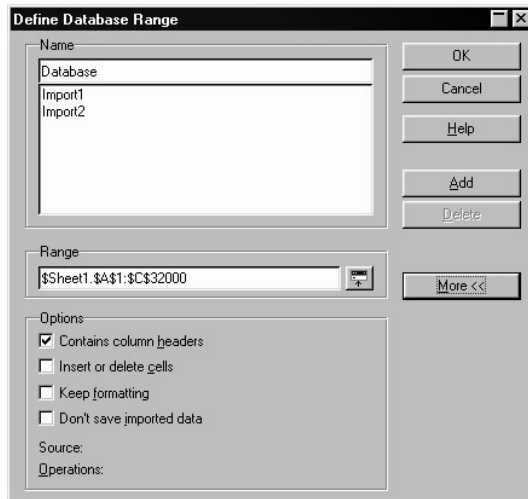
- Select row 1 by clicking on the row header. Click the **Bold** icon.
- Select the entire column A by clicking on the column header. Open the context menu and select the **Format Cells** command. In the **Cell Attributes** dialog, go to the **Numbers** tab and choose a date format for Column A.



- Select column C by clicking on the column header, and apply a currency format. You only need to click the **Number Format: Currency** icon in the Object bar.

Defining a Database Range

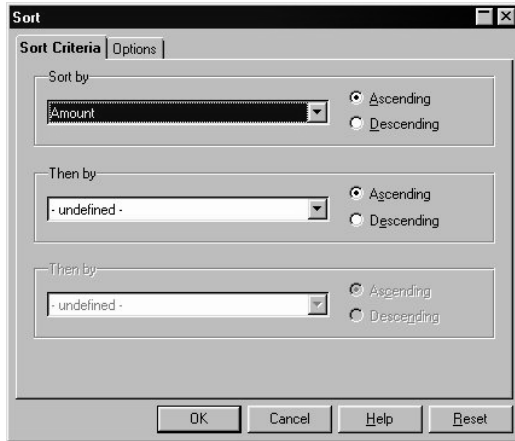
- Select the entire sheet or just a three column area and define the selected area as a database range via the **Data - Define Range** menu.
- The selected range already appears in the **Define Database Range** dialog. Be sure to check the box **Contains column headers** so that the first row is correctly taken into account.
- Enter a name for the range and close the dialog with **OK**.



The selected range is now defined as a database range, which among other things, means that the rows (records) can be conveniently sorted. Sort lists and filters you have defined for the database range will be updated.

Sorting a Database

If you want to organize your expenses according to amount, for example, place the cursor in the database range and select the command **Data - Sort**. In the dialog, choose the column "Amount" as sort criteria and click **OK**.



You may specify up to two additional criteria, one to follow the other, for the sort function. For instance, you can sort the expenditures first by date, then by item if they have the same date, and then by amount if they have the same date and item.

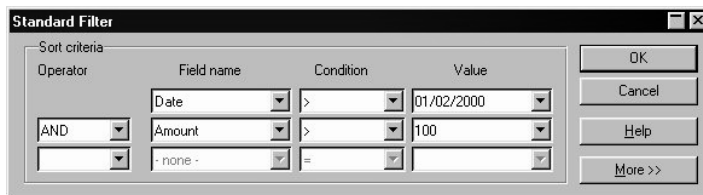
Filtering Data

To filter out only certain records so that you can modify them, use the spreadsheet filtering function. You can choose between using a dialog to specify the criteria exactly (in that case range definitions are also possible), or creating an AutoFilter that will help whenever you want to filter according to specific values or text.

Imagine that your expenditure list is already a good 8000 records long. It would then be extremely difficult to maintain an overview. Now you only want to view all records that have been added since January 2, 1999 and have an amount greater than \$100.

- Place the cursor in the database range and open the Filter dialog with **Data - Filter - Standard Filter**. Enter the following criteria: Date > 1/2/99 AND Amount > 100.

In the dialog, you can select the existing contents of the data fields in the combo boxes, but you can also just as well enter the values directly.



Click **OK** to display only those records that fulfill all the criteria. Return to the previous view by clicking the **AutoFilter** icon in the Main toolbar.

If you want to display only records with a specific content, you can easily do this with the aid of the AutoFilter:

- Place the cursor in the database range.
- Click the **AutoFilter** icon in the Main toolbar. Arrow buttons appear in the column headers of the database range.
- Click on the button next to the **Date** field and select for example, 2.1.99. Only records that contain this date will be shown.

Once again, you can return to the previous view by clicking the **AutoFilter** icon in the Main toolbar.

Grouping Data and Calculating Subtotals

If you want to expand the sample data and actually use it for a budget, you will certainly also want to summarize the data in totals and subtotals. This can be done in just a few simple steps.

- Place the cursor in the database range.
- Choose the command **Data - Subtotals**. The **Subtotals** dialog will appear.
- Specify the desired options for calculating the subtotals. Group subtotals according to "Date" (i.e. calculates a new subtotal for each date), and use the function "Sum" (adds the subtotals) to calculate "Amount."



As soon as you press Enter or click **OK**, the sheet will be grouped according to the subtotals. For every group of entries with an identical date, a subtotal is calculated. The grand total is displayed at the bottom.

	A	B	C
1	Date	Item	Amount
2		1/1/00 Flowers	\$7.50
3	1/1/00 Sum		\$7.50
4		1/2/00 Breakfast	\$2.90
5	1/2/00 Sum		\$2.90
6		1/3/00 Software	\$58.00
7	1/3/00 Sum		\$58.00
8		1/4/00 Newspaper	\$0.45
9	1/4/00 Sum		\$0.45
10		1/5/00 Fishing Trip	\$26.50
11	1/5/00 Sum		\$26.50
12		1/6/00 Hat	\$7.35
13	1/6/00 Sum		\$7.35
14		1/7/00 Shoes	\$117.00
15	1/7/00 Sum		\$117.00
16	Grand Total		\$219.70
17			

Notice the controls to the left of the row headers. They enable you to view which records (rows) have been summarized. If you click on a minus sign, only the row with the results is shown. The easiest way to control the display is with the small digits above the group area. If you click on 1, only the grand total is displayed; 2 reveals the subtotals, and 3 shows all elements.

Importing Data from a Database to a Spreadsheet

You can transfer individual StarOffice Base sheets from StarOffice Base databases to your StarOffice Calc spreadsheet.

There are two possible methods for transferring data. Either you can load the desired database file in a dBase or text format directly (via menu **File - Open**), whereby the whole database sheets is imported into your StarOffice Calc spreadsheet; or you can adopt the file as a StarOffice Base database in the Explorer, then open it from the Explorer, and choose which records to transfer into the spreadsheet with Drag&Drop.

Opening a Database File in StarOffice Calc

You can import any file in dBase or text format to a StarOffice Calc spreadsheet. Open it as you would open any StarOffice file.

- Choose the command **File - Open**.
- In the **Open** dialog box, select the directory containing the database file. Enter the name of the file, or select the type under **File Type**, for example the "dBase" type, and click the name. Click **Open**. If you want to open a text file containing data rows, select the "Text - txt -csv (StarOffice Calc)" file type.
- When making a dBase import you will see a dialog, where you can choose the character set of the file. For example, in some languages, databases created under DOS use different characters than those used in databases created under Windows. The dBase IV format uses Codepage 437 (US).



- Click **OK** to confirm your action and to close the dialog; the database will be loaded into the StarOffice Calc spreadsheet.

	A	B	C	D	E	F	G	
1	PREM	FIRSTNAM	LASTNAM	TITLE,C,50	COMPANY,C,50	DEPARTM	ADDRESS,C,50	CITY
2								
3	Ms.	Patricia	Fisher		PTH TV		2345 1st. St. NW	Was
4	Mr.	Alan	Brown		Houseware Inc.		123 Main Street	Kiss
5	Mr.	Alan	Brown		Houseware Inc.	Controlling	123 Main Street	Kiss
6	Ms.	Julie	Clark		ICM			

The first row provides information on the type and length of the individual data fields. This information is contained as dBase header in the file. (When saving a StarOffice Calc sheet with the **file type** "dBase", the first row of data is used to create the header information.)

Before we start working with the data in the spreadsheet, let's look at the second method used to transfer selected records from a StarOffice Base database into a StarOffice Calc spreadsheet.

Using Drag&Drop to Copy into a Sheet

This method is applicable for all formats. You can choose to have all or only selected records imported into your spreadsheet document. With this method, it is necessary that you first register the database in StarOffice, i.e. register it in the Explorer or on the Desktop as described below.

An address database should already be one of the entries in the Explorer.

If the address database in the Explorer does not exist, or you want to enter a database of your own, proceed as follows:



If you want to create a new database on your own, please refer to the instructions in the Advanced section of the User's Guide in the StarOffice Help.

- Open your context menu in a free area of the Explorer and choose **New - Database....**
- In the dialog, go to the **Type** tab and, in the Database type, choose the "dBase" entry to create a dBase database. Click **Browse** and select the file which contains the database(s) in .dbf-format, for example C:\Office52\user\database. Close the selection dialog with **OK**.
- Switch to the **General** tab and enter a name used to represent the database as shown in the Explorer, e.g. **Address Book**. Confirm the name with the Enter key. A database entry is now recorded in the Explorer, which can be opened by clicking on the plus sign next to the name.

Once you see the desired database in the Explorer, proceed as follows:

- Click on the plus sign next to "Tables" to view the existing tables in the database. In a dBase database, each *.dbf file in the directory is a table of its own.
- Open your Beamer and then click "address" in the Explorer to display the address records in the Beamer.

Note: If you double-click "address" (instead of a single-click) the addresses will appear as a separate document on your desktop. Double-click while pressing the Ctrl key, so that the new document does not delete the current StarOffice Calc spreadsheet on your screen.

The screenshot shows a window titled "Beamer" with a toolbar at the top. Below the toolbar is a table with the following data:

	PREFIX	FIRSTNAME	LASTNAME	TITLE	COMPANY	DEPARTMENT	ADDRESS	CITY	STATEPROV
▶	Ms.	Patricia	Fisher		PTH TV		2345 1st. St. N	Washingt	DC
	Mr.	Alan	Brown		Houseware Inc	Controlling	123 Main Stree	Kissimme	FL
	Ms.	Julie	Clark		ICM				
	Mr.	Peter	Smith		Motor Works Lt	Sales	1234 Amsterda	New York	NY

At the bottom of the window, there is a status bar that reads "Record 1 of 4" and includes navigation icons.

You can select the records in the Beamer and insert them into your spreadsheet.

- In order to manually select a record that you want to put into the spreadsheet, click on the respective row header (the gray field without a text on the left). If you hold down the Shift key, you can click on the first and last row headers to select a contiguous area of records, or you can hold down the Ctrl key and click each record individually.
- Drag the selected records to the row headers in the sheet where the records are to be inserted. Then release the mouse button.

To automatically transfer only certain records from a data file into a sheet you can also use the filter in the Beamer:

- Place the cursor in the data field which contains the data that should be the same in all filtered records. For example, to filter only records that have "Main Street" in their address, place the cursor in a field containing "Main Street".
- Then click the **AutoFilter** icon.
Only the records with "Main Street" as part of the address are displayed in the Beamer.
- Select the Main Street records (for example, using the Shift key as described above) and drag them into the spreadsheet. Release the mouse button where you want the first field to be inserted to appear.

Layout in Tables and Sheets

You can use formats other than the preset standards to design your sheets and tables. There are various ways to present an attractive layout. Here you will learn some techniques for visually structuring both spreadsheets and tables in text documents.

Creating Structured Spreadsheets

Spreadsheets are used primarily to calculate data. If your main purpose is to display or print data in a clear structure, you should use the table function in a text document instead. However, even though spreadsheets are used mostly for calculation, you can still present data in an attractive format.

StarOffice helps you design your sheet in a variety of ways. For example, here are three different views of the same sheet, varying only in layout:

	A	B	C	D	E
1					
2		Sales 1999			
3			January	February	March
4		New York	1234	2398	4325
5		London	1024	512	256
6		Auckland	999	888	777
7		Berlin	1233	2397	4324
8					
9		Total	4490	6195	9682
10					
11					

This is a sample sheet without any special formatting, as it appears by default.

	A	B	C	D	E	F
1						
2		Sales 1999				
3			January	February	March	
4		New York	\$1,234.00	\$2,398.00	\$4,325.00	
5		London	\$1,024.00	\$512.00	\$256.00	
6		Auckland	\$999.00	\$888.00	\$777.00	
7		Berlin	\$1,233.00	\$2,397.00	\$4,324.00	
8						
9		Total	\$4,490.00	\$6,195.00	\$9,682.00	

If you simply format the sheet with one of the AutoFormats, it will look appealing without requiring any further editing on your part.

Sales 1999			
	January	February	March
New York	\$1,234.00	\$2,398.00	\$4,325.00
London	\$1,024.00	\$512.00	\$256.00
Auckland	\$999.00	\$888.00	\$777.00
Berlin	\$1,233.00	\$2,397.00	\$4,324.00
Total	\$4,490.00	\$6,195.00	\$9,682.00

Here, the sample sheet was formatted by modifying cell attributes in the **Format - Cells...** dialog. In addition, the gridlines and sheet headers were switched off under **Tools - Options... - Spreadsheet Document - Layout**, and a graphic file was loaded as a background picture via **Format - Page... - Background**.

The number of possible formatting options is practically unlimited, and they can be easily applied with only a few commands or mouse clicks.

Formatting Text in a Spreadsheet

- Select the text you want to format.
- Choose the desired text attributes from the spreadsheet Object bar. You can also use the **Format - Cells...** command. The **Cell Attributes** dialog will appear in which you can choose various text attributes on the **Font** tab.

Formatting Numbers in a Spreadsheet

- Select the cells containing the numbers you want to format.
- To format numbers in the standard currency format or as percentages, use the icons in the spreadsheet Object bar. For other formats, use the **Format - Cells...** command. You can choose from the preset formats or define your own on the **Numbers** tab.

Formatting Borders and Backgrounds for Cells and Pages

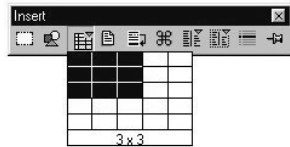
- Basically, you can assign a format to any group of cells by first selecting the cells (for multiple selection, hold down the Ctrl key when clicking), and then activating the **Cell Attributes** dialog via the **Format - Cells...** menu. In this dialog, you can select attributes such as borders, shadows, and backgrounds.
- To apply formatting attributes to an entire sheet, select the **Format - Page...** command. You can define headers and footers, for example, to appear on each printed page.

Preparing Tables in Text Documents

You have several formatting options at your disposal when inserting a table into a text. Tables in text documents are particularly useful in designing Internet web pages. The HTML page description language permits controlled and convenient positioning of graphics on web pages only if you have first inserted them in tables. StarOffice makes it easy to insert graphics into a table. Once you have done this, you only need to save the finished document in the HTML format to have an attractive Internet page.

Inserting Tables in Text Documents

- For this example, open a new text document with **File - New - Text Document**.
- Place your cursor at the position in the text document where you want to insert a table.
- Long-click the **Insert** icon in the Main toolbar to open a floating toolbar which contains the **Insert Table** icon. Drag the floating toolbar into your document.



- Click **Insert Table** and, keeping the mouse button pressed, drag to select the desired amount of rows and columns. When you release the mouse button, a table with the selected rows and columns will appear in your document.

Formatting a Table in Text Documents

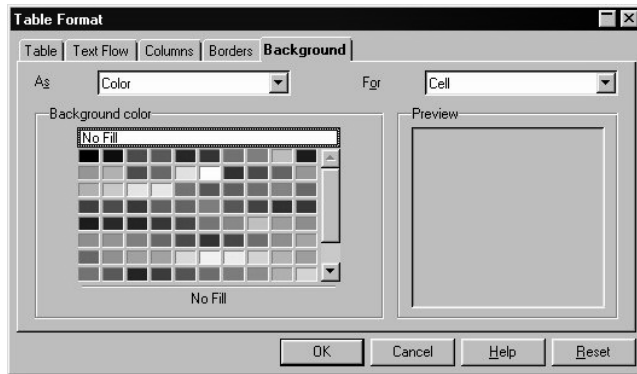
A new table inserted into a text document will be pre formatted. The first row will have the Paragraph Style "Table Heading," and all other rows will have the "Table Contents" Style. Text entered in the first row will automatically be bold and centered. The following describes various formatting options that determine the overall appearance of a table.

First, note that cells in tables are not restricted to the size suggested by the grid of rows and columns. You can easily merge adjacent cells into one cell or split individual cells horizontally or vertically by using the icons **Merge Cells** and **Split Cells** in the table Object bar. This in and of itself gives you many design possibilities.

In the **Table Format** dialog, you can decide on formatting attributes for a table. Open this dialog either with the menu command **Format - Table** or the **Table** command in the context menu.

If you want to change the table background, for example, proceed as follows:

- Select the cells to which you want to assign a background color.
- Now, either select the **Format - Table** command or click **Table** in the context menu of the selected cells.
- In the **Table Format** dialog, click the **Background** tab.



Notice the two list boxes at the top of the dialog. In the left box, you can choose a color or graphics as the background. In the right box you can define whether to apply the background to the selected cells, the whole row, or the entire table. Cell formatting takes priority over row formatting, while table formatting has lowest priority.

Click **OK** when you have made your choice.

You can design your tables with even greater impact using thematically appropriate backgrounds. Background colors and graphics are always inserted behind text and values in a table.

Graphics and other objects can also be inserted into the table.

- Place your cursor in the cell where you want the object to appear.
- To insert graphics, select the **Insert - Graphics - From File** command.
- In the **Insert Graphics** dialog, select the desired graphics file. Click **Open**.

Click on the inserted graphic object and select the **Graphics** command in the context menu (or double-click on the graphic object). In the **Graphic** dialog, you can define various settings for the graphic and its function in the document.

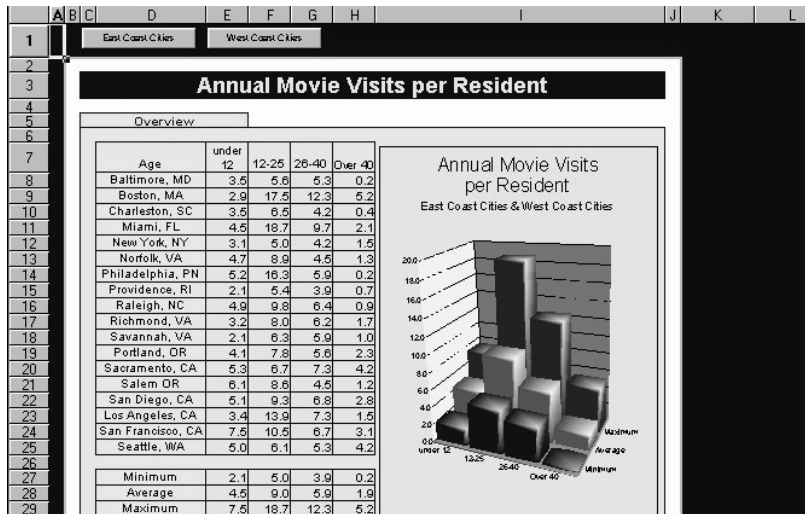
For example, you can define a text wrap and determine if the text should flow around the picture and on which side. You can also set a hyperlink which will then be loaded whenever the graphic object in the text document is clicked. Furthermore, you can link the picture to a macro and in so doing, assign various events to the graphic object. You could, for example, use this capability to program certain functions, such as having a sound played when the mouse touches the graphic object.

Working with Charts

Data from a spreadsheet can be represented graphically in a chart. You can select from a wide variety of charts and diagrams suited for illustrating the structure of the data.

- Open an existing spreadsheet or enter data in a new sheet with row and column headings.
- Select the data together with the headings.
- Long-click the **Insert Object** icon found in the Main toolbar to display the floating toolbar. Then click the **Insert Chart** icon and the cursor will change to a cross-hair symbol with a small chart symbol.
- In the spreadsheet, drag open a box that indicates the location and size of the chart you want to insert. You can change the location and size of the chart at any time.
- As soon as you release the mouse button, a dialog appears in which you can make further entries. You can also simply click the **Create** button to create a chart with the standard settings.

The **AutoFormat Chart** function is explained in detail in the StarOffice Help.



This example shows the number of times people of different age groups in various cities go to the movie theater annually.

If you prefer to have the cities rather than the age groups represented on the horizontal axis, you can "flip" the chart. Make sure the chart is selected, and then select the **Data in Columns** icon in the Main toolbar.

You can make further modifications to the individual elements of the chart at any time. Either double-click an area of the chart, or select various options in the **Format** menu (if the chart is selected). If you double-click the color preview in the legend, for example, you can automatically reformat each of the data points. Click the background in the legend box, however, to format the background of the legend.

If you created the chart using the data from a StarOffice Calc spreadsheet, the records that you click in the chart will be selected in the spreadsheet.



If you have a chart in the background of a StarOffice Calc spreadsheet and want to edit it, open the **Show Draw Functions** floating bar and select the **Selection** arrow. Use this arrow to select your chart.

In a StarOffice Calc chart, you can shift a data series to the front or to the back. The series can be ordered in such a way so that the lowest 3D presentation is positioned at the very front, and the highest at the very back. To change the arrangement in the chart, you can use the context menu of a data series or under the **Format - Arrange** menu command. The original data in the StarOffice Calc spreadsheet will, however, not be rearranged. It is clear that after this rearrangement, the exchange of data from columns to rows is no longer possible.



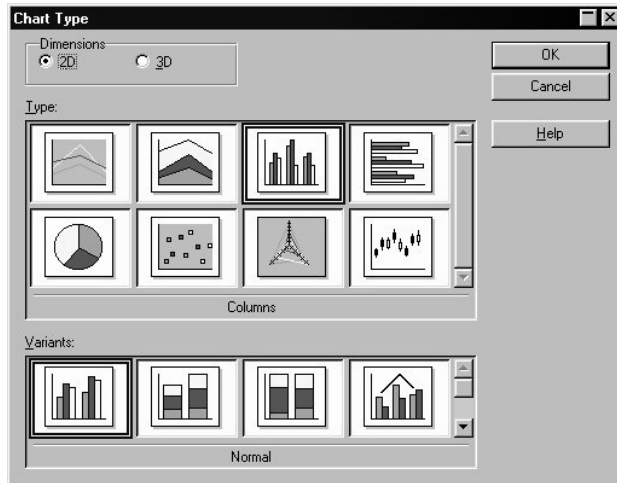
If you insert a chart into a presentation or drawing document with the **Insert Chart** icon from the **Insert Object** floating toolbar, it will be displayed filled with sample data. If you want to insert a chart into a spreadsheet document you need to first select the cells in your spreadsheet where the chart is to be displayed.

You can also insert a chart composed of data from a StarOffice Writer table into a StarOffice Writer document. If you have not selected any data in a StarOffice Writer table, the command **Insert - Object - Chart...** in StarOffice Writer, inserts a chart containing sample data.

You can modify the values of a chart containing sample data by double-clicking the chart and then selecting the command **View - Chart Data**. If you want to modify the values of a chart, generated from selected data, you have to modify the values in the table cells. If this involves a chart in a text document, press the F9 key to update the chart.

Modification of chart data is also possible if you, for example, have copied a chart from a StarOffice Calc document into a StarOffice Writer document and now double-click the chart in the StarOffice Writer document. Remember, however, you are only editing the copy and not the original document.

You may also change the chart type at any time. Double-click the chart to select it, and choose the **Format - Chart Type** command. In the dialog, there are a variety of chart types to choose from.



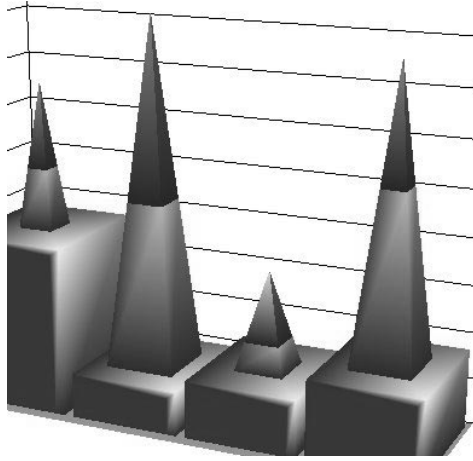
Try out the different options in the Chart Type dialog. You can also switch between 2D and 3D representation. With the **Columns** chart type you can select a **Combination Chart** of lines and columns.

The three-dimensional representations make special effects possible. In 3D charts, you can even adjust the illumination settings, such as light source, ambient light and the color filter.

3D charts can be rotated and flipped with the mouse for optimal design.

Select the command **Insert - Statistics...** to add statistical values to XY charts, such as error indicators for the variance, and regression curves. A simple or double logarithmic display of the axes can also be set here.

In line charts you can work with various icons. These can be applied automatically by StarOffice Chart if desired. You can also select them yourself from graphic folders or from the Gallery.



If you select individual data series or data points, you will find various options to format how they look in the corresponding context menus. There are so many possibilities, that it is impossible to present them here. As shown in the illustration, data in a 3D chart can be displayed using different layouts.

Working with Presentations

Presentations have more than just drawings and graphics to offer. Use presentations to link several slides to form a slide show, to animate the elements on your slides and to assign special transition effects between slides. Slides often contain text which, in the Outline view mode, is displayed and entered in a hierarchical structure. You can change the text or rearrange the order of the slides at any time.

For a presentation, first create the slides and their contents. If you want to include graphic objects, create them in StarOffice Draw, which is described in its own chapter. Many of the draw functions from StarOffice Draw are however also available in StarOffice Impress. Use the manifold templates and sample presentations provided or the **Auto Pilot Presentation** to achieve professional results with just a few mouse clicks. You can also export the presentation automatically as an HTML page with frames, navigation icons, and hyperlinks.

A Simple Presentation

In this section, you will learn step by step how to create your own presentation document and what you need to know about working with slides. Follow along with the examples given here and for more detailed information regarding the dialogs described in the examples, see the StarOffice Help.

As with text documents, there are various ways to start creating your presentation:

- Use the **AutoPilot Presentation** by selecting **File - AutoPilot - Presentation**. The AutoPilot will start automatically each time you create a new presentation, although you can switch off the Automatic mode on the first page of the AutoPilot, if desired. The AutoPilot is described in detail in the StarOffice Help.
- If you turn off the AutoPilots via **Tools - Options... - Presentation - Other**, you can start with an empty new document (e.g. by selecting **File - New - Presentation**).

- Or you can open an existing document, which you modify as you wish and then save under another name. The sample documents provided in the Explorer via **Samples - Presentations** are perfect for this purpose.
- You could select one of the many templates found in the **New** dialog. To open this dialog press the Ctrl + N key combination.

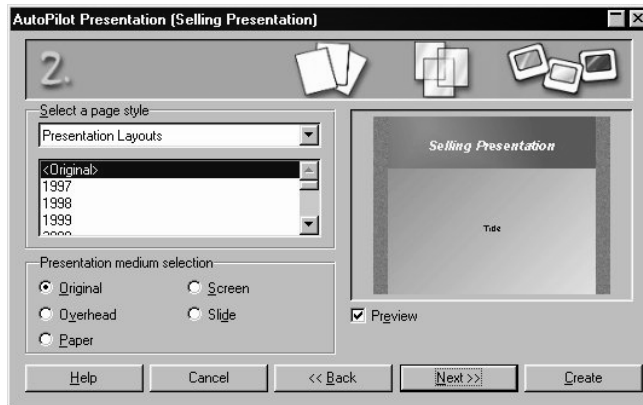
Creating a Presentation with the AutoPilot

- To start a new presentation, double-click the **New Presentation** icon on your StarOffice Desktop or go to **File - New - Presentation**. You can also select the **Start** button in the StarOffice Task bar to start a new presentation.



You will see the first in a series of AutoPilot Presentation dialog boxes that will guide you step by step through the process of creating a presentation. The first dialog enables you to start with an empty presentation, a template or an existing presentation. If you select the **From template** option, StarOffice Impress collects all existing presentation templates and displays them in the list box.

- For this example, select the "Sales Presentation" template and click **Next**.



On page two of the AutoPilot dialog you can choose another Page Style if you want. The selection of presentation layouts available to choose from are from the predefined template directories. As on the first page of the AutoPilot, all templates are displayed as Page Styles. On this page, however, the default is "Presentation Backgrounds".

On this page, you can select the presentation medium for your presentation: Slide, Overhead, Screen or Paper. The dimensions, margins, and orientation of your presentation will depend on your selection.

- To continue following this example, do not change the background or medium of your presentation. Click Next.



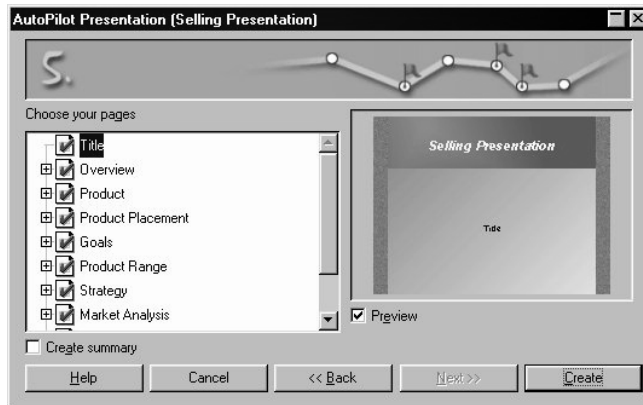
Page three of the AutoPilot deals with the slide transition.

- Select the "Cross-Fade from left" transition type in the first list box. Leave the default transition speed at "Medium".
- Select **Automatically** as the presentation type (i.e. repeatedly runs through presentation, with fixed time lapses, until the Escape key is pressed).
- Now you can determine further parameters:
Use the **Duration of page** spin box to determine how long each slide is shown before the next one appears. Once you have finished your presentation, you can set a different duration for each slide individually.
Use the **Duration of pause** spin box to determine how long the pause will be at end of the presentation before it starts again. If the **Show Logo** check box is marked, you will have the "Created with StarOffice" logo displayed on the pause page.

The **Default** presentation type runs the presentation from beginning to end with manual slide transition, e.g. by mouse click.

- Click **Next**.

- Enter additional text which you want to have appear in your presentation on page four. Click **Next**.



On the fifth and final page of the AutoPilot you can determine the number of the slides you want to have in your presentation. You also see the list of names of all the slides in your presentation. If there are some slides you want to remove from your presentation, click the Page icon with the green check mark next to the name. The check mark will disappear, which indicates that that slide will not be included in your presentation. You can reverse this action by clicking the page icon again.

- If you click the plus sign in front of a slide, the headings from the first outline level will be shown.

If you check the **Create summary** check box, the Auto Pilot will create an additional last slide with a summary of all the titles of the previous slides in the presentation. Normally this is not necessary, since most templates already include such a page.

- Click **Create** and your presentation will be created.
You can click **Create** on any of the AutoPilot pages. You don't always have to go through all the pages of the Auto Pilot.
- You can now edit, save, and print or run your presentation, etc.
- To start a presentation on a computer screen, just press the Ctrl + F2 key combination or click the **Presentation** icon on the Main toolbar.

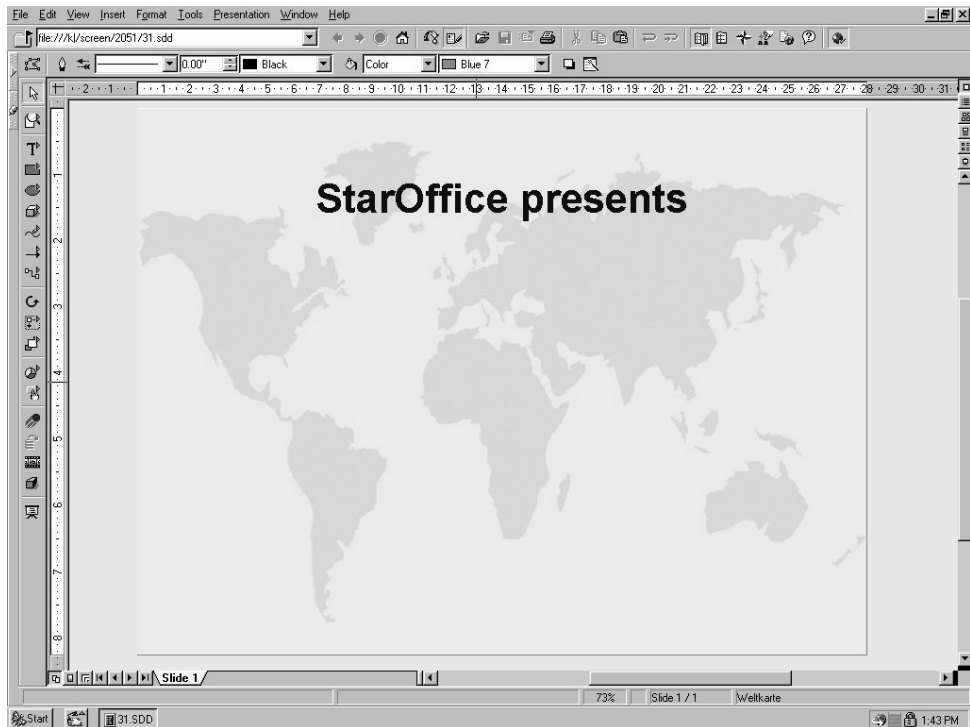
Creating a Simple Presentation without the AutoPilot

This section explains, with the help of a simple example, how to create a presentation based on one of the existing templates.

- Open a new presentation document with **File - New - From Template...** or the Ctrl + N key combination.
- In the **New** dialog, select the "Presentation Layouts" category and choose the desired template, i.e. "World Map".
- Click OK in the **New** dialog and in the following dialog, **Modify Slide**. You will see a slide which contains predefined text which you can replace with your own.



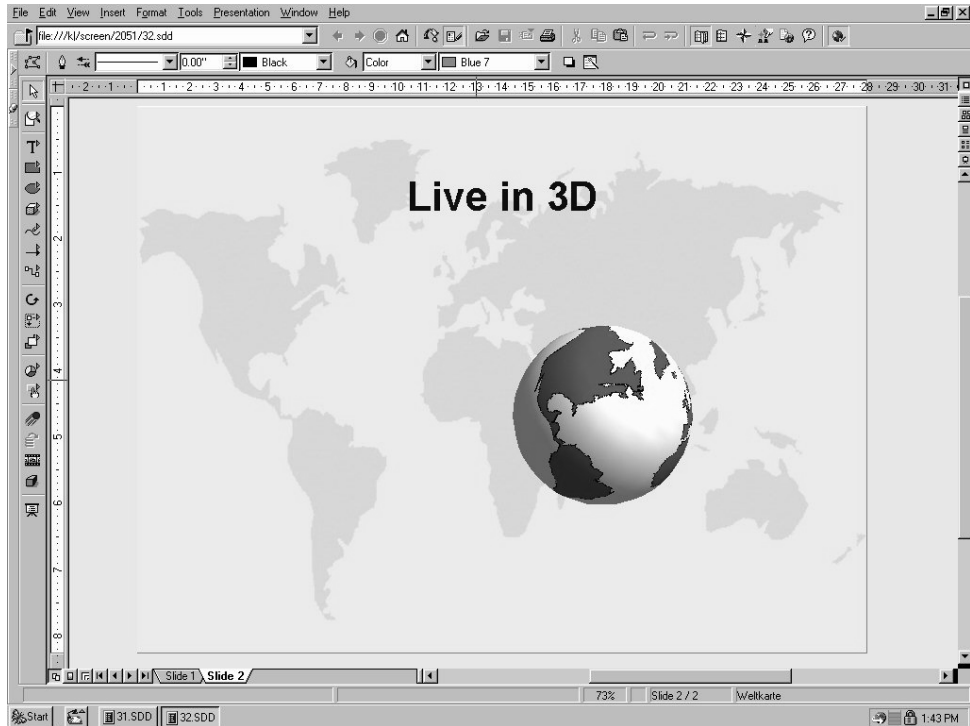
If the document is in the Background view mode after you open it, you should switch to the Slide view mode using the respective icon in the lower left corner of the document window. A document will always be opened in the view mode in which it was last saved.



To create a second slide, click the **Insert Slide...** command in the small **Presentation** window. (If the small presentation window is not visible, click the **Presentation Box On/Off** icon on the Object bar). In the next dialog, select a page layout and confirm with OK.

Alternatively you can also click in the area right of the "Slide 1" tab to create a new slide, without any selection dialog. The new slide has the same layout as the current slide.

- You will then see "Slide 2". After pressing **OK**, click once on the lower text frame and delete it, e.g. with the Delete key.
- Click in the upper text frame and enter "Live in 3D". Now you are going to insert a 3D object.
- Long-click the **3D Objects** icon to open its floating toolbar. Select the **Sphere** icon.
- Click on the slide below the **Live in 3D** text, drag open a 3D rectangle, and then release the mouse button. You now have a 3D sphere.
- Position the sphere in the center of the slide and enlarge the size by dragging one of the control points.
- Assign an interesting color or gradient to the sphere by way of the list boxes in the Object bar. In a later chapter, we will describe how to put a bitmapped image as a pattern on a 3D object, for example a world map from the Gallery.



You can now save your presentation by pressing the Ctrl + S key combination and specifying the name and location for the file.

Arranging Slides in the Slide View Mode



Switch to the Slide View by clicking the respective icon above the vertical scroll bar located at the right of your screen. Now you can rearrange the position of individual slides and define effects for the transition between slides.

To change the sequence of the slides, simply click and drag them to another position in the presentation.

If you call up the context menu of a selected slide, you will see the **Show/Hide Slide** command. You can use this command later to temporarily remove individual slides from your presentation, without deleting them from the actual document. A slide that is not shown in the presentation receives a name highlighted in gray.

Incorporating Slide Show Effects

In the Slide View mode, you can define transition effects to precede the display of each slide:

- Click on the second slide once to select it.
- On the Object bar under Transition, select "Automatic" and enter the desired display time for the first slide, for example 00:01:00. That means that the second slide will be displayed for one minute.
- Select a desired effect from the Effects list on the Object bar.
- Click the small button to the left underneath the second slide to preview the selected effects.
- Save your presentation again using the Ctrl + S key shortcut.

Showing a Presentation

To see your finished presentation, click the **Presentation** icon on the Main toolbar. The presentation will run automatically in the full screen mode.

If you click once, the second slide will be displayed (preceded by the defined transition effect). After the last slide, you will see a black slide, which means that the presentation is over. End the presentation by pressing the Escape key (also used to stop the presentation before the end if necessary).

Feel free to add more slides to your presentation or try out other effects.

Enhancing a Presentation

This section introduces you to the various options in StarOffice Impress which enable you to refine your presentation. Many of the methods used in StarOffice Draw can also be used in StarOffice Impress. You can enter text and convert it into 3D, change objects into curves and polygons, edit glue points and connectors, etc. Additional information can be found in the StarOffice Draw chapter.

Defining a Background Color

You can create and define the background of a drawing or presentation document by either using the Background View mode or by assigning another slide design to them. The slide design contains, among other things, the Presentation Style for the background.



Click the Background View icon in the work area in the bottom left corner to switch to the Background View.

The Background view mode enables you to edit the background of all the slides. All objects (e.g. company logos, lines or texts, etc.) entered in this view will appear in the background on all slides using the current slide design (master slide). In this way, you can reproduce headers and footers on presentation slides. The objects you insert in the Background view are safe from changes in the normal Slide view.

You can also define a uniform structure for the background without calling up the Background view. Simply select **Format - Page...** and in the dialog click the **Background** tab. You can now choose the color, gradient, hatching or bitmap for the background. When you exit the dialog, you will be asked if you want the change to apply to all slides or only the current slide. If you answer "yes", the presentation **Background** Presentation Style will be changed for the current master slide. Just remember that the change will affect all of the slides based on this slide design. If you answer "no", only the background of the current page will be modified.

In StarOffice Impress you can modify the Presentation Styles in the Stylist by following these steps:

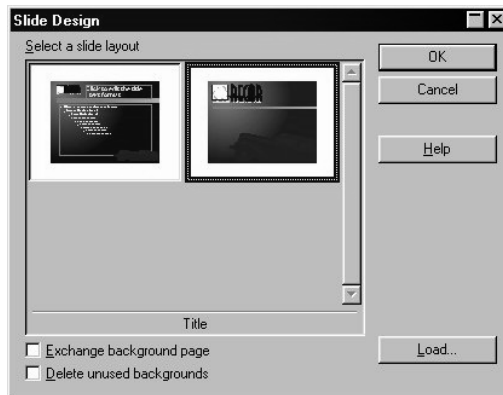
- In the Stylist, click the **Presentation Styles** icon, if it is not already clicked, to display all available Styles of this kind.
- Select the **Background** Style. Call its context menu (by right clicking it) and select the **Modify...** command from the context menu.
- In the dialog you will now see, choose the desired background color for all of the slides using the current slide design. Click **OK**.

Note that this modification is only valid for the current presentation document.

Modifying the Slide Design

The subordinate designs which make up the slide design determine the way an object looks, including its background. The slide design can also be called a "Master Slide". In StarOffice Impress, you can assign a different slide design to each slide if you want.

- Go to the slide you want to assign another Master Slide to.
- Right-click an empty area of your slide to open the context menu and select **Slide - Slide Design...**

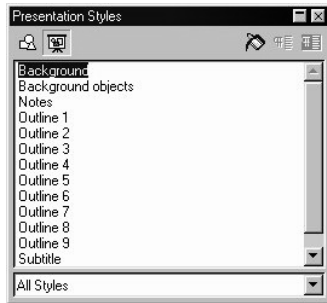


In the **Slide Design** dialog, you will see all of the slide designs assigned to your current document. Click the **Load...** button to open the **Load Slide Layout** dialog where you can select one of the presentation layouts provided in StarOffice.

Notice the **Exchange background page** check box. If it has a check mark in it, the new slide design will apply to all pages of the current document. If it doesn't have a check mark in it, then it will only apply to the current slide. This gives you the flexibility to define a different slide design, and thus a different background, for example, for one single slide.

Presentation Styles

Along with the slide design you can also assign a whole set of Presentation Styles to your slides. Open the Stylist to see a list of the pre-defined Styles. You can modify the existing Styles (any modifications are valid only for those slides in the current document that uses this slide design) and you can create new Styles.



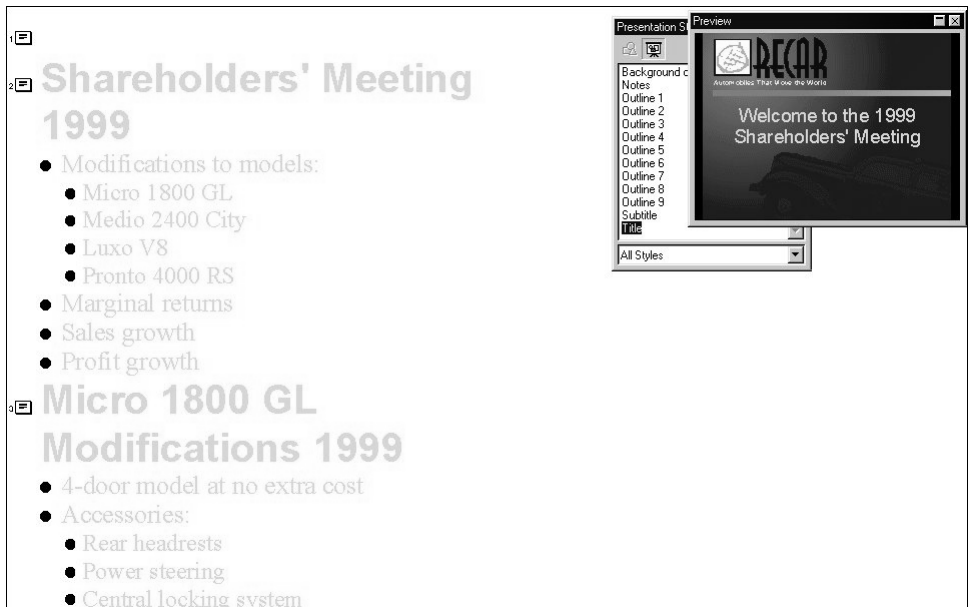
The Styles Outline 1 through Outline 9 enable you to give the outlined headings and topics on your slides a uniform look.

- Open a new presentation and modify the slide layout, using the Modify Slide dialog. Select a layout that allows for more outline depth, for example, the one called "Title, Text" (seen in the Help tip of the mouse pointer when it rests on the various options).



The slide layout you choose determines the number of levels of your outline. If you chose a slide layout which does not permit any outline, you will notice that the outline functions are not available.

- Activate the outline view mode by clicking **View - Master View - Outline View** (starting in the Menu bar) or by pressing the F12 key.



One way to create a completely new presentation is in the Outline View mode. All slide titles will appear in a list along with the headings and sub-topics. The hierarchy of the headings as well as the sequence of the slides can be easily modified.

- The preview window should have opened; if it didn't, you can show it using **View - Preview**. The Preview window enables you to view the slide's layout, including text, background, and background objects. You can dock the Preview window at the window border if you press the Ctrl key and drag the window to the position you choose.
- In addition, open the Stylist either with the **Format - Stylist** menu command or with the F11 key.
- The cursor is now blinking next to the small icon for slide 1. Enter the desired text, for example **First Page**. This will be the title for slide 1.
- If you press the Enter key, you will see in the next line of the Outline view a small icon for slide 2. Enter a title for the second slide, for example, **Second Page**.
- Press the Enter key again. You can now enter the next text in the next line, which begins with a small icon for slide 3 where you would enter the title for slide 3, but, in this example slide 2 should get a subtitle.
- Now press the Tab key before you enter any text. By doing that, you ensure that the text you then enter here will be a subtitle on slide 2.

- You can also first start entering the text for the subtitle and then press the Tab key. In a case like this where you have already entered text in the line, you will see a message which warns you that with this action, you will delete slide 3 and asks for a confirmation. Confirm it with **OK**.
- Continue to enter more subtitles of the first level on page two. By pressing the Tab key, you grade the line down one level and with Shift + Tab one level up. This enables you to even make a new slide out of a sub-topic.

The levels you create following these steps, automatically contain the Presentation Styles title, outline 1, outline 2, etc. These Styles can be modified by having a new slide design assigned to them, for example, a new font, font size and font color. You can, of course, edit these designs (for example, with the Stylist's context menu).

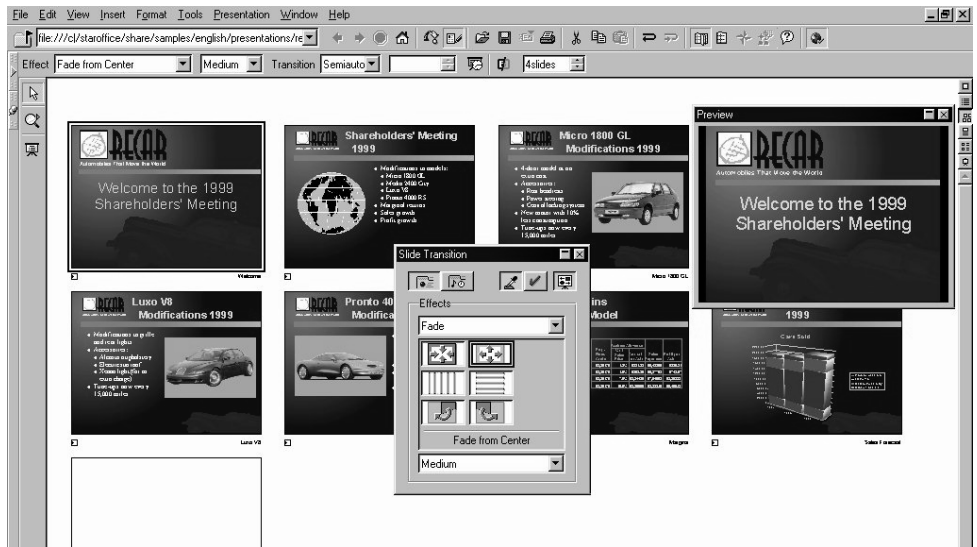
Slide Transition, Effects and Animation

Make use of the possibilities a computer presentation offers you in order to grab your audience's attention with animated objects and interesting slide transitions.

Animated Slide Transition

If you want to show a series of slides, use the slide transition effects to present them in an interesting way. For example, the current slide can roll out of the window while the new slides rolls in. This effect is called "roll from left". To create an interesting transition between slides, follow these steps:

The best thing to do is to assign this effect in the Slide View. Simply click on the third icon from the top in the scroll bar on the right of the presentation window or go to **View - Master View - Slide view**.



In the slide view, all slides which have a slide transition effect, have a small button. Click this button to preview the selected effect.

The **Slide Transition** window is described in detail in the StarOffice Help.

Effects for Objects

The objects in your slide can have various effects, for example, they can roll into your presentation from the left side, the text can be slowly drawn onscreen, etc.

- All these effects can be assigned using the Drawing View (**View - Master View - Drawing View**).
- Access the **Effects** window, i.e. with the **Effects** icon in the Main toolbar.
- It is important to first select the object in which you want to have the effect. Then, in the **Effects** window, select the desired effect and click the **Assign** icon.
- You can also have your object faded in (**Effects** button) and, additionally, faded out (in the **Effects** window, on the **Extras** tab click the **Object Invisible** icon) per mouse-click.

The **Effects** window is described in detail in the StarOffice Help,

Animated Objects

StarOffice also enables you to animate objects using the "animated GIFs". The GIF image format consists of several images in the same image document which are shown in succession. You can choose how long the intervals between the images should be. For example, you might have seen advertising images, where you have long pauses between the images and after a few seconds you see a new image with or without text. If the pauses are short and the images are similar, you can create your own short "movie".

With StarOffice Impress you can create and edit animated GIFs. Just access the **Animation** window via the **Animation** icon in the Main toolbar.

The **Animation** window is described in the StarOffice Help. For detailed information on how to create animated objects, see the Advanced section of the User's Guide in the StarOffice Help.

Individual Presentations

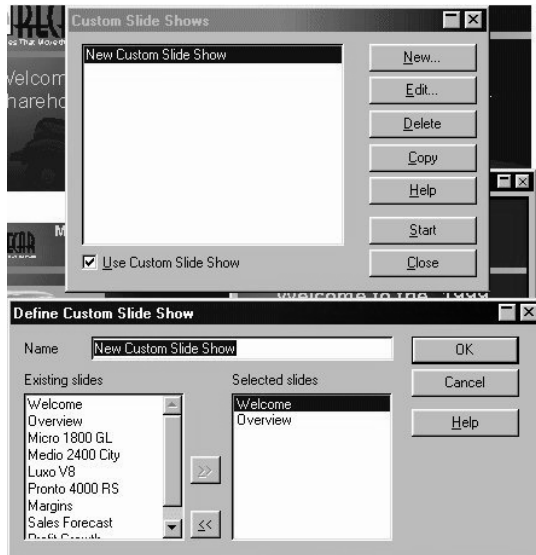
You can show your slide presentation from beginning to end by clicking the **Presentation** icon in the Main toolbar or with the Ctrl + F2 key combination.

- If there is a slide you don't want to show, go to the **Slide View** (menu **View - Master View - Slide View**) and select the slide. Then select the **Presentation - Show/Hide Slide** menu command.

The name of the selected slide will now appear highlighted in gray, meaning that the slide won't be shown.

- Click the **Presentation - Show/Hide Slide** menu command again when you want to have the slide shown again.

A more elegant way to keep individual slides hidden in certain presentations can be found under **Presentation - Custom Slide Shows**.



- In the **Custom Slide Shows** dialog, first click **New...** and the **Define Custom Slide Show** dialog will appear.
- In this dialog, enter a name for your presentation. On the left, you can see a list of the existing slides. Select a slide you want to show in your custom slide show and click the button with the arrows pointing to the right.
- The slide will be inserted in the right field. All slides listed on the right will be shown in the custom slide show.
- You can rearrange the order of your slides in the right field via Drag&Drop.

For more information on custom slide shows, see the StarOffice Help.

Exporting, Printing, and Presenting

You have several options for the output of presentation documents. You can create ready-to-use presentations, print the slides in color, or have them exposed in high resolution. You may also transfer them fully or partially to other applications in order to use them again. When printing a presentation, you have the option of either printing directly or printing to a file for later printing. By using StarOffice Player you can show your presentation on a computer even if StarOffice has not been installed on it.

Transferring a Presentation

Presentations are usually comprised of several linked files. To simplify the transfer of a presentation, use the **File - Pack** menu command to embed all linked graphics, diagrams, etc. in your presentation. As a result, you will have one large file which contains all of your presentation information. The StarOffice Player is able to run this type of presentation.

If desired, this file can be compressed in the **Pack** dialog and distributed to several different data storage mediums.

Printing a Presentation Slide

In StarOffice, you can print the current document by clicking the **Print File Directly** icon in the Function bar. It will be printed immediately, without a dialog appearing according to the printer default settings. There is an exception in text documents when you have selected a certain area of text. In this case, a dialog will appear after you have clicked the **Print** icon. This dialog asks you to confirm if you want to print the whole text or only the selected area.

If you print via the **Print** dialog, you can choose to print only the current selection, the current page/slide, or all pages/slides in the document. Take a look at the Print dialog, activated with **File - Print** or with the Ctrl + P key shortcut.



The appearance of the **Print** dialog may vary according to the selected printer. However, you will always have the option to specify whether you want to print the entire presentation, certain slides, or only the current selection. You can also specify how many copies to print and how these should be sorted.

Click the **Options...** button in the **Print** dialog to display additional options. When printing text, drawing and presentation documents, you can choose the Brochure option for multi-page text. The size of the pages will be reduced and printed two to a page and double-sided, so that you only need to fold the pile in the middle to create a brochure.

Since presentation documents consist of vector graphics, they can be printed optimally in any resolution supported by your printer or image-setter. If you want to print a slide at a printing service or with a high-resolution color printer in a print shop, select the check box **Print to file** in the Print dialog. The document will be saved as a file which you can give to the printing service. Beforehand, however, you need to install and select in your system the printer driver for the printer or image-setter used by the printing service. Most print shops and printing services require files which were made for PostScript printers. You can install a PostScript printer driver and print to a file with it, even if you don't have a PostScript printer.

Exporting a Presentation to a File

If you want to edit a slide of your presentation in another program, you can export the slide or only selected objects on the slide into a different file.

When exporting to a file, you can choose between various file formats. Depending on the selected format, a dialog may appear in which you can make additional settings.

For example, if you export the current slide as a pixel image in JPG format, a dialog will appear in which you can adjust the level of compression and thus the printout quality.

- Select the slide that you want to export by clicking the tab at the bottom of the window. If you only want to export certain objects, select only those objects.
- Click **File - Export**. You will see the **Export** dialog.



If you export an entire slide, it will be appear as a full page. To export only certain objects, select them and check the **Selection** box in the **Export** dialog. Only by doing this can you ensure that not too much white border will be exported as well.

- In the **File Type**field, choose the file format that you want to export the desired slide or selection to.
- Enter a name and location for the new file and click **Save**.

Exporting your Presentation as a Series of HTML Pages

If you choose the HTML export file format, StarOffice Impress will automatically start an AutoPilot which will help you create impressive presentations. A number of HTML pages will be created which are linked together with hyperlinks and upon which the graphics are incorporated as GIF or JPG images. If you want, you can then edit these pages in the StarOffice text module, adding headings and additional hyperlinks, for example. To export a presentation in HTML format:

- Choose the **File - Export...** command
- Choose the file type HTML
- The **HTML Export** AutoPilot will appear. This will be described in more detail in the StarOffice Help.

In the HTML Export AutoPilot you can choose whether the Internet presentation should contain frames or not, if you want to navigate using graphic buttons or text links and if the original StarOffice Impress presentation should be offered via a link on the Start page to download.

In addition to the export of default HTML documents and HTML documents with frames, you can now export Impress documents as WebCast and in the automatic mode.

In a WebCast export, scripts will be automatically generated for webservers with PERL or ASP support. Thus, a presenter (e.g. at a press conference done over the telephone with an accompanying slide show via the Internet) can change the pages in the audience's Browsers.

The automatic export takes over the settings for the viewing length of each page in the presentation. A default HTML presentation is the result, in which the pages are "turned" automatically.

The sound reminders for turning the pages can also be exported, if desired. The sound files would then be copied in the target directory and played back when a HTML page is loaded.



Exchanging Data via the Clipboard

Objects in a drawing or presentation document can also be copied to the clipboard and then inserted elsewhere. The objects are stored as vector graphics on the clipboard using the following procedure:

- Select an object in the current document and copy it to the clipboard with the Ctrl + C key shortcut.
- Switch to the application where you want to insert the object.
- Insert the contents of the clipboard at the desired location with the Ctrl + V key shortcut.

Using the StarOffice Player

The StarOffice Player is a separate application which also requires separate installation. Explicit directions are included in your installation instructions.

The Player will run the presentation exactly as it was created or according to your own specifications. For example, you can choose a length of time for the automatic change of slides which has priority over the instructions in the presentation document.

Basics for Drawings and Graphics

Using StarOffice Draw you can create drawings with different degrees of complexity. This ranges from a simple drawing to an interactive multi-page document. Use StarOffice Draw for creating drawings and StarOffice Impress for creating presentations.

Vector Graphics and Pixel Graphics

You can draw and save vector graphics in StarOffice Draw. You can also export these graphics as pixel graphics if desired. Furthermore, it is also possible to insert pixel graphics (Bitmaps) into your drawing pages at any time. You can find more information about the difference between these two graphic types in the StarOffice Help.

This section describes vector graphics. Have a look for yourself at the module for editing pixel graphics, StarOffice Image. It's worth a look because you'll find many interesting filters which can be used to, among other things, create a charcoal drawing from a pixel image.

Drawing Rectangles and Ellipses, Entering Text

The drawing module in StarOffice, StarOffice Draw, has many functions for editing vector graphics and designing graphic displays. The most commonly used functions will be described in the following. Further tips can be found in the StarOffice Help.

Open a new drawing document with the **File - New - Drawing** menu command. In addition to the blank drawing page, you will see the Main toolbar on the left and the Object bar for drawings at the top of the work area. With the **View - Toolbars** command, you can also display the Option bar at the bottom edge of the window.

If you use these instructions to create a presentation document instead of a new drawing document, you will notice one of the visible differences between StarOffice Impress and StarOffice Draw: The buttons at the top right above the scroll bar (only in StarOffice Impress) indicate that you are in the drawing view, while the buttons at the bottom left indicate that you are in the slide view.

In the Drawing view, you can draw and edit vector graphics. The other views, which can only be activated in StarOffice Impress via the buttons at the upper right, help you to create presentations. They will be introduced at another point later on and are also described in the StarOffice Help.

The Slide view mode enables you to edit the individual slides of a presentation or drawing, while the Background Mode allows you to define an identical background for all your slides. In addition, the Layer view mode can be turned on or off. This mode is used, for example, to manage objects which should not always be visible.

The Main toolbar contains several floating toolbars. These are icons which, when opened, provide additional related icons. The floating toolbars are indicated by small triangles and are opened by long-clicking the corresponding icon in the Main toolbar until the floating toolbar appears. Since the toolbar is "floating", you can drag it away from its original position and position it anywhere else in the work area.

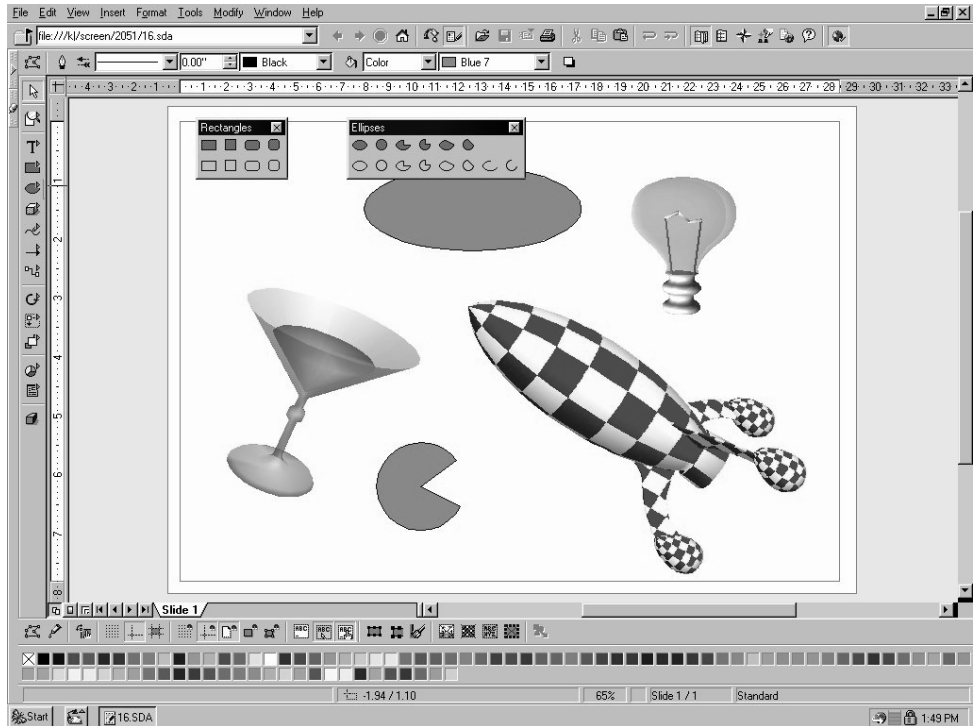
- Long-click the **Rectangle** icon to open the floating toolbar and click on the **Rectangle** icon. The pointer changes to a cross-hair symbol with a small square.
- Draw a rectangle on the slide. It has preset attributes, including a blue fill and a thin black line as a border. There are eight control points which you can drag to change the size of the object.



By clicking **once** on any tool, you are making the tool available for only one **single** task. Double-click the icon to allow it to remain active until you choose another tool.

- Draw a few additional rectangles; these can also overlap existing ones. Long-click the **Ellipse** icon to open the floating toolbar and draw some ellipses, as well. You can additionally draw 3D objects, as you can see in the following illustration.
- Click on each of the objects and modify the fill style/color, line color, and the line width using the list boxes and icons on the Object bar.

The window might then appear as follows:

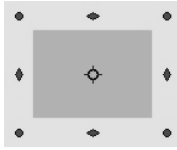


Moving, Rotating and Putting Text on Objects

When you click on the object for the first time, the eight control points, with which you can change the size will appear. Then just drag the whole object to move it to another position on the slide.

-  Click the **Rotate** icon that in StarOffice Draw can be found in the Main toolbar under **Effects** and directly in the Main toolbar in StarOffice Impress

If you position your mouse over a control point, the pointer indicates that you can rotate the object by dragging the mouse. In the middle of the object, a small circle indicates the pivot point. It can be moved to any other position with the mouse. When you drag the corners of the object with the mouse, the object rotates around the pivot point. Dragging the middle points on the sides slants the object in relation to the opposite edge.



Click on the object once again to display the eight control points. If you double-click within the object, the control points change and the text cursor appears positioned in the middle of the object. You can now enter text, which is automatically connected to the object.

It is possible that rare disturbances show up on the screen. If this occurs, press the Ctrl + Shift + R key combination to reset the screen.

Arranging Objects

If your objects are overlapping and you want to position individual objects in the foreground or background, use either the context menu commands, or use the icons on the **Arrange** floating toolbar.

Click on an object which you want to move either in front of or behind other objects. Then click on one of the icons in the upper row of the **Arrange** floating toolbar to move the object completely to the back, for example. If you want to position it directly behind another object, click the **Behind Object** icon. Then click on the object which you want the current object to be positioned behind. You will only see an effect if the objects are presently overlapping or are moved to do so later.

You can also select two objects at the same time (hold down the Shift key and click one after the other) and then click **Reverse**. This switches the order of the two objects.

Aligning Objects

You can, of course, position the objects anywhere with the mouse. However, if you want to position an object at exactly the upper margin of a slide, for instance, or center two objects vertically above each other, simply use the icons on the **Alignment** floating bar.

If you select an individual object and then click on one of the icons on the **Alignment** floating bar, the object is aligned at the page margins. If you have selected two or more objects together, they will be aligned to each other.

A special type of alignment is the **Distribution** of objects. If you select at least three objects at once, you can use the **Distribution...** command. In StarOffice Impress, this command is found in the context menu, whereas in StarOffice Draw it is found in the **Modify** menu.

The selected objects are distributed so that their borders or midpoints are the same distance apart. The two objects that are the horizontally or vertically farthest apart from each other are fixed points, i.e. immovable. The other objects between the outermost objects can be moved using this function.



Remember that everywhere in StarOffice a multi-level undo function is available. Activate this function by clicking the **Undo** icon in the Function bar or by pressing Ctrl + Z. Each time you use this command, it reverses a previous action.

Drawing Sectors and Segments

The **Ellipse** floating toolbar contains several icons for drawing sectors and segments. Sectors look like "perfectly cut pieces of pie". Segments look like halves of a pie.

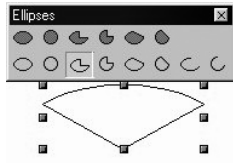
Drawing sectors of an ellipse or circle requires multiple steps, though the process functions intuitively:

- Open the **Ellipse** floating toolbar and click on the **Circle Pie** icon. The pointer changes to a cross-hair symbol accompanied by a small sector symbol.
- Use the mouse to drag open the shape of a circle. The outline of a circle follows the movement of the mouse.



Your first click defines the first corner of the delimiting rectangle which surrounds the circle. The delimiting rectangle will later be obvious via the eight control points seen when you select the circle. If you would prefer drawing the circle starting from the center, so that the first click defines the center, press the Alt key while dragging the mouse cursor.

- Release the mouse button when the circle has reached the desired size. Now you'll notice that a radius which follows the movement of the mouse is drawn in the circle.
- Position the radius at the point where you want to place one boundary of the sector and click once.
- Now when you move the mouse, you'll see that the first radius is set and a second radius follows the movement of the mouse. As soon as you click again, the circle pie is complete.



Drawing ellipse pies is done in a similar fashion. The dimensions of the delimiting rectangle, formed when you first drew the shape, determines the dimensions of the ellipse.

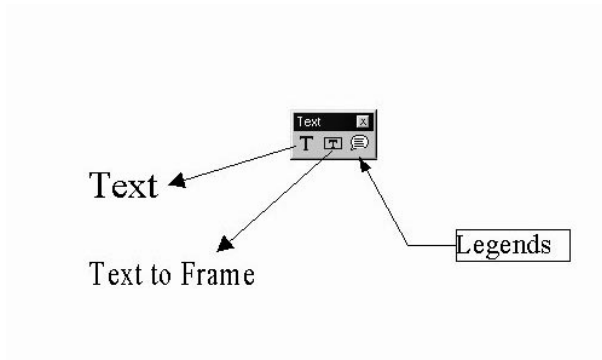
When drawing a segment, proceed in exactly the same manner as described above for sectors. The only difference is that in the last step no second radius follows the movement of the mouse, but rather a secant (straight line) cuts through the circle.

With the other icons in the **Ellipse** floating toolbar, you can draw ellipses and arcs. This process also functions as described above although, only the perimeter of the ellipse or the circle is drawn.

Entering Text

If you want to enter a text in your drawing, you can decide if you want the text to have a "normal" format as in a text document or if the text should be handled as a graphic object that you can rotate, expand, minimize, etc. You can also have a "normal" text appear in the form of a legend (in a frame with an arrow).

- Open the **Text** floating bar in the toolbar.



Normal text

- You can enter "normal" text by clicking the **Text** icon.
- Drag open a delimiting frame in your document which sets the position and maximum width the text area should have. If your text is long, you can extend the frame in order to incorporate the whole text. Of course you can later modify the position and the size of the frame using your mouse. However, you will not be able to make the frame smaller than the text itself.
- Enter the text. Select the text by holding down the Shift key while using the arrow keys or use the mouse. You can now modify the font, the font style and size as you would in regular text documents.

If you click the mouse on the document outside the text you leave the Text edit mode. If you click the text once again, the text will be selected as an object. Now, you can, for example, rotate or shift the entire text.

If you double-click the text you can edit it again, for example, delete characters or set additional font attributes.

Fit Text to Frame

- With the **Fit Text to Frame** icon, you can draw a delimiting frame which predetermines the position and size of the text. Once having done so, immediately enter your text.
- Enter your text and afterwards, click in any free area of the document. The text you entered will be scaled so that it exactly fits into the frame.

Callouts

- Using the **Callouts** icon, drag your mouse from the point which the reference arrow should point to, to the point where the callout text should appear. Once you release the mouse button, you can edit the size of the frame of the callout.
- Double-click the line. The frame will appear with a wide gray border, which indicates that you are now in the Text edit mode.
- Enter the callout text.
- To modify the properties of the line, click the line and open the context menu where you then select the **Line...** command. Under **Style**, you may choose an arrow head for the line.

Transforming Text to 3D

If a text is selected, you can transform the text into a 3D body with the **Convert - To 3D** command in the context menu. The 3D body will take on the area you created for your text frame.

The word "Text" is rendered in a bold, sans-serif font with a 3D effect. The letters are dark grey with a lighter grey highlight on the top and left sides, giving them a three-dimensional appearance as if they are floating in space.



You can rotate the 3D text with the **Rotate** icon in the Effects floating bar in the Main toolbar.

If you click inside the delimiting frame and drag while pressing the mouse button, the object will rotate on all the axes at the same time, but if you click one of the eight control points and drag it with a pressed mouse key, the object will rotate on only one axis.

You can shift the pivot point, which first appears as a small circle in the middle. When you then rotate the object, it will rotate around the new pivot point.

Click the **3D Controller** icon to open the **3D Effects** window and assign, e.g. a different illumination to the 3D object. The **3D Effects** window is described in detail in the second section of the User's Guide and in the StarOffice Help.

Drawing, Editing and Converting Curves and Objects

Vector graphics used in drawing and presentation documents consist not only of ellipses and rectangles, but also of irregularly formed curves, which may form open or closed figures. StarOffice Impress and StarOffice Draw allow you to draw and edit unusual shapes with ease.

Drawing All Kinds of Curves

You will find the tools for drawing special shapes in the **Curves** floating toolbar. Drag the floating toolbar away from the Main toolbar into an empty drawing or presentation document.

- Select the **Curve** icon. The cursor appears as a cross-hair symbol with an accompanying symbol that indicates the new function.
- You can now create a curve with the mouse. The point where you first click the mouse button determines the starting point. The direction in which the point where you release the mouse button lies, defines the direction the curve takes from the starting point. Now, move the mouse without holding the button down - the curve will follow the movement of the mouse - and click where the second point of the curve should be.

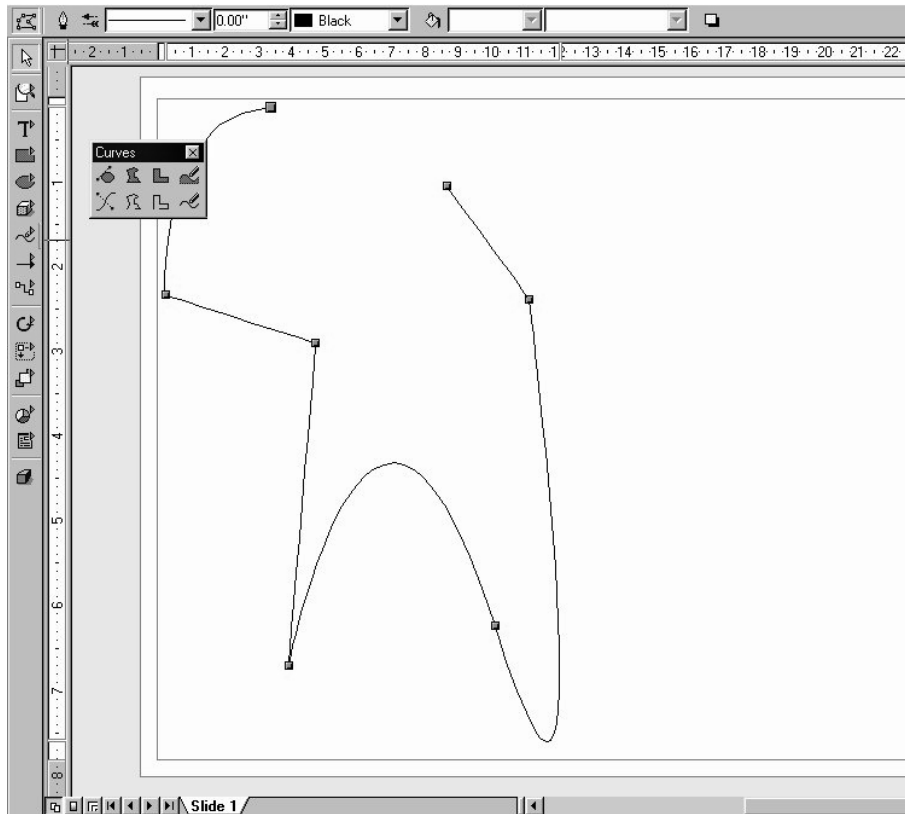
If you keep holding down the mouse button, you can define the direction of the curve from the second point to the next point (just as you did from the starting point), release the mouse and move to the third point, click again and keep the mouse button pressed, and so on.

However, if you release the mouse button after clicking on the second point of the curve and then click elsewhere on the slide, the second point will be defined as a corner point. At a corner point, the curve abruptly changes direction, thus forming a corner. If you define the third point as a corner point in the same way, you will get a straight line between the second and third points.

If you hold down the Shift key, the directions will be limited to multiples of 45 degrees. If you hold down the Alt key, the curve closes, and you can draw additional curves - which you can also combine to form a single object

- To end the curve drawing mode, double-click on the last point made. Now, you can continue working using other draw tools. Double-click on the starting point of the curve to form a closed shape.

The curves described above are referred to as Bézier curves. Their shape is internally defined by a function, named after the French mathematician Pierre Bézier. Every point on a Bézier curve can produce a "symmetric" transition, meaning that the line has the same curvature on both sides. Or the point can produce a "smooth" transition where the curvatures of the curve on either side of the point are different. If at the point the curve is not extended but instead comes to a peak or corner, then it is a corner point. You can convert each type of point into any other type, which gives you great influence over the shape of the curve.



Editing a Curve

You can edit the Bézier points of a curve when they are displayed as small squares. If you want to edit a curve which is not active, click the **Select** icon at the top of the Main toolbar and select the curve. When the Bézier curve is selected, the Bézier Object bar will appear.

- Now click **Edit Points** on the far left of the Option bar at the bottom of the screen, or in the Bézier Object bar.
- Click once on the point you want to edit. It will appear as a filled square, and you will see two Bézier lines with control points at the ends. (Please note that sometimes one of the control points is directly on top of the Bézier point and thus hard to see.) In the case of corner points which define right angles, the control points lie directly on the Bézier point.

- You may now move the Bézier point and the control points as you wish. Note how the curve changes accordingly. The change in form of the cursor indicates in each case the function that can be executed.

The Bézier Object bar contains several icons with which you can, among other options, change the type of the selected point. A detailed explanation of the various options can be found in the StarOffice Help.

- If you want to change the type of Bézier point, select it. You will then see the type of point indicated in the Bézier Object bar: Corner, Smooth or Symmetric.
- Click one of the icons to change the type of point.

Of course, you can also edit curves in the "conventional" manner, i.e., changing width, color, and (in the case of a filled curve) the object fill. The options for changing these attributes are found in the Object bar. However, if the **Edit points** icon is not pressed you can use the context menu or the **Format** and **Modify** menus.

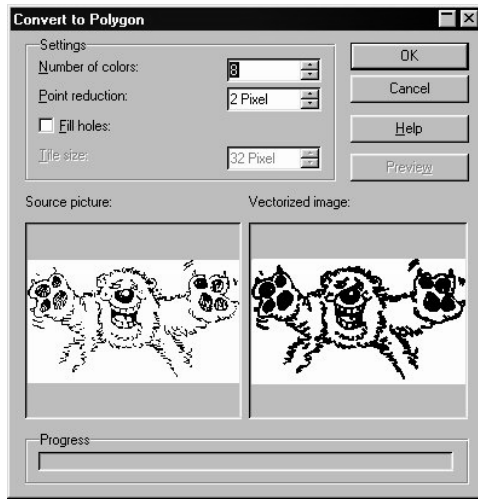
Try out the other icons on the **Curves** floating toolbar as well. If you finish a filled curve with a double-click, it will automatically be closed, and the enclosed areas will be filled. You can read more about these options in the StarOffice Help.

Transforming Bitmaps into Vector Graphics

With StarOffice Impress or StarOffice Draw, you can also transform pixel images, so called bitmaps, into vector drawings. One of the advantages of vector graphics is that they look good in any scale when printed. This is different when printing scaled bitmaps, since unattractive effects may appear, such as missing or zigzag lines, etc.

- Select the bitmap that you want to transform into a vector, for example, by clicking it.
- Select the commands **Convert - To Polygon**. In StarOffice Draw you can find this command in the **Modify** menu, in StarOffice Impress in the context menu of the selected object.

In the **Convert to Polygon** dialog you can set some parameters for the conversion and preview the result.



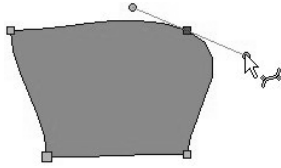
- Click **OK** and the selected bitmap will be replaced with a vector graphic as a metafile.

Converting into a Curve, Polygon, 3D or 3D Rotation Object

You can edit many objects quite effectively by converting them. Let's look at a simple example to illustrate this:

- Drag open a rectangle. You'll notice that it has the default settings for color, line width, etc. and it should be selected.
- Go to menu **Modify - Convert** (in StarOffice Impress you will find the corresponding command in the context menu of the rectangle). You will see the menu sub-commands **To Curve**, **To Polygon**, **To 3D**, **To 3D Rotation Object**.

With the **Modify - Convert - To Curve** command, you convert the rectangle into a Bézier curve. Now you can click the **Edit Points** icon in the Object bar (or in the Option bar) and click the points to edit them. You can move the points, delete them, make a corner point smooth, insert new points, etc. You can read about all the possible conversions in the StarOffice Help under **edit points** and **Bézier Object bar**.

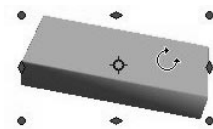


With the command **Modify - Convert - To Polygon** you can convert the original rectangle into a "Polygon with 4 points", as will then be stated in the Status bar.

You can now, for example, break a polygon down into its basic parts by using the **Break** command in the **Modify** menu. The status bar will then read "4 Lines selected". You can shift each of the lines separately.

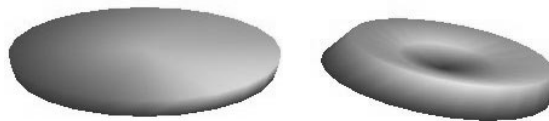
Naturally, you can also modify the points of a selected polygon and insert new ones, etc. with the **Edit Points** icon.

With the **Modify - Convert - To 3D** command you create a 3D object from a 2D object by way of a so-called extrusion. The rectangle will be "pulled" into the third dimension perpendicular to its surface area.



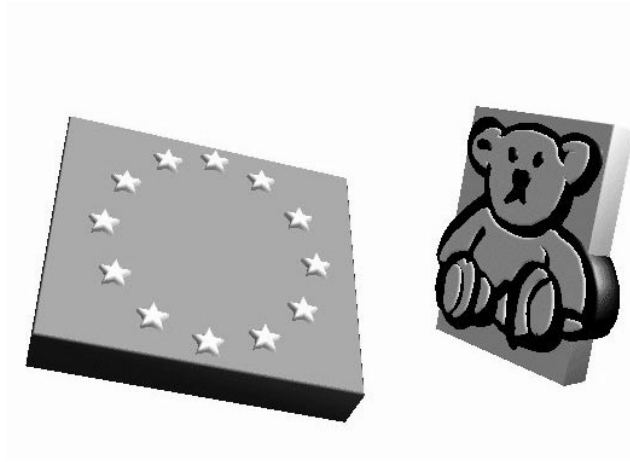
You can rotate the 3D object and edit it with the help of the **3D Effects** window that is called up via the context menu.

With the command **Modify - Convert - To 3D Rotation Object** you can create a 3D object by means of a rotation extrusion. The rectangle will be rotated 360 degrees around an axis into the third dimension.



You can also edit these 3D objects as you'd like. If you rotate the rectangle a little bit before converting it to a 3D rotation object, more striking effects will be created, as you can see from the picture on the right.

Here we converted only basic objects, simple rectangles. Just imagine how much you can do when you convert complex objects.



For example, drag a drawing from the Gallery to the page and convert it into a 3D object. StarOffice positions the objects contained in the drawing in various 3D levels corresponding to their arrangement in 2D levels. For example, the stars from the European flag in 3D stand out vividly from the blue background of the flag.

You can convert just about all objects to 3D:

- Groups can be converted as long as they contain convertible objects.
- Bitmaps will be laid as a texture over a rectangular object of adequate size.
- Metafiles will be broken down into a group of polygons and then converted.
- Draw objects with text on them display the text in raised form on their surface (e.g. a rectangle which you have double-clicked and put text on).

Working with Objects

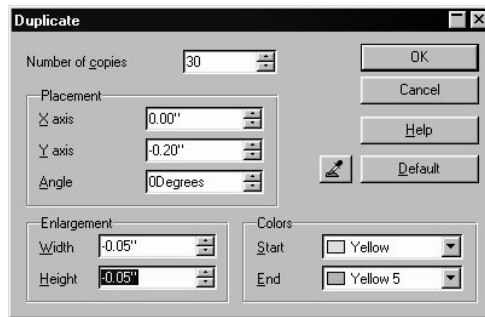
You can select, copy, cut, and paste individual objects in a presentation or drawing document in nearly the same way you edit words in a text document. Additionally, there are functions available only for graphic objects, such as duplicating, cross-fading, or grouping. All elements in the drawing area such as rectangles, circles, lines, and so forth are considered to be objects.

Duplicating an Object

Duplicating an object allows you to easily make a set number of copies of an object which differ in consistent degrees from one copy to the next in position, orientation, size, and color.

If you want to draw two stacks of coins, for instance, you can use the duplicate function. Your basis consists of the two bottom coins:

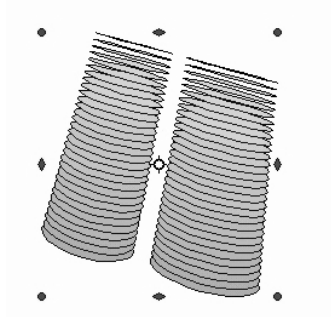
- Draw two ellipses or circles next to each other at the bottom of the slide.
- Select both objects.
- Choose the **Edit - Duplicate...** command to open the **Duplicate** dialog.
- Enter the following values:



- Select 30 as the number of copies. The x-axis is the horizontal axis from left to right. If you enter positive values in the field for the x-axis placement, this causes a shift to the right. If the stack of coins should increase from the bottom up, enter a negative value in the (vertical) y-direction.
- If you want the coins to become smaller the higher they get, enter a negative value for the width and height.
- Finally, define a color scheme from bottom to top. Select, for example, a darker yellow for the beginning color (bottom) and a lighter yellow color for the end color (top).
- With the aid of the **Eyedropper** in the **Duplicate** dialog, you can use the color of the start object as the start color.
- Click **OK** to create the duplicates.

The duplicates are not automatically grouped. After the operation has been carried out, only the top pair of coins will be selected. If you want to slant the coin stacks a little, you first have to select all of the coins together.

- To select all of the coins, press either the Ctrl + A key combination, if there are no other objects on the page; or drag a selection frame around the coins.
- Now click the **Rotate** icon in the **Effects** floating toolbar. When placing your cursor on the control points which appear, you will see symbols indicating that you can either rotate or slant the objects simultaneously.
- Slant the stacks a little to the right, click once again in the selected area, and reduce the size of the entire image. In the end, the stacks of coins may look something like this:



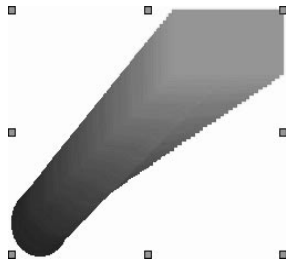
Cross-fading Between Two Objects

The Cross-fading function is only available for drawings in StarOffice Draw and not in StarOffice Impress documents. If you want to insert into a presentation an object that has been created by cross-fading two objects, simply copy it from the drawing into the presentation document by way of the clipboard.

In the process of cross-fading a transition between two objects is calculated and the increments will be positioned on the page. In the increments, the form, orientation, and color of the objects, as well as other attributes, are adjusted uniformly.

- For example, in an empty drawing document, draw a red circle at the bottom left and a bright green rectangle at the upper right.
- Select both objects.

- If you want, set the line style for both objects to "invisible," so that the border is no longer visible. Click in the Line Style list box at the left of the Object bar, and select "Invisible" at the top of the list.
- Choose the command **Edit - Cross-fading**. A dialog appears where you can define further settings.
- Select at least 50 increments for cross-fading, and click **OK**. StarOffice Draw calculates the increments and displays the results.



This new object is a group which consists of the specified number of individual objects. If you wish, you may remove the group setting and reedit the individual objects. The **Modify** menu in StarOffice Draw contains all the necessary commands for working with groups and these functions can be also found in StarOffice Impress under the **Format - Group** menu command or in the context menu. Further information can be found in the StarOffice Help.

Working with a Group of Objects

Several objects at one time can be selected, grouped, combined, merged, subtracted and intersected. Selecting several objects at the same time has a temporary effect - as soon as you click elsewhere on the page or slide, the area will be deselected. Grouping and combining are valid until the group or the combination is deselected with the command in the context menu or in the **Modify** menu. You can also combine these commands, for example, to group together several groups, add a combination and combine the results as a group or combination.

Grouping Objects

You can combine several objects into a group. All changes made to a group will have an effect on all objects in the group. In particular, groups can be moved, rotated, etc. as a single object. In contrast to when you select several objects together, in groups you do not have to worry that by accident an individual object will not be moved or rotated with the other objects.

For example, if you want to draw a bicycle, you can first construct a wheel, composed of a tire, rim, spokes, and hub, and then you can group these objects together. This makes it easy to rotate the wheel, duplicate it, and move the second wheel to the appropriate position. Finally, draw the frame and the rest of the bicycle, and form a new group.

To edit an object that is part of a group, you do not need to redefine the group; you simply need to "enter" the group. You can edit an object in the group, and exit the group when you are finished.

Enter Group

You enter a group by first selecting (either click it or use the keyboard - see instructions below). Then you can decide whether you want to use a context menu command, the F3 key or double-click the group to enter it. When entering a group with a double-click, any existing selection will be canceled (i.e. there won't be any object in the group selected).

Exit Group

To exit a group, you have a choice of using a menu command, the key combination Ctrl + F3, or double-clicking outside all of the objects in the group. When you exit, the group you just left will be selected, which means that you can quickly enter and exit a group using the keyboard.

Depiction of the Group Entered

In order to emphasize the group and the contents thereof, all objects which aren't in the entered group (including other groups), will be depicted in the new "Ghost Mode" in faded colors. That makes it easy for you to see which objects are available for interaction and which aren't, as well as whether you are in a group or not.

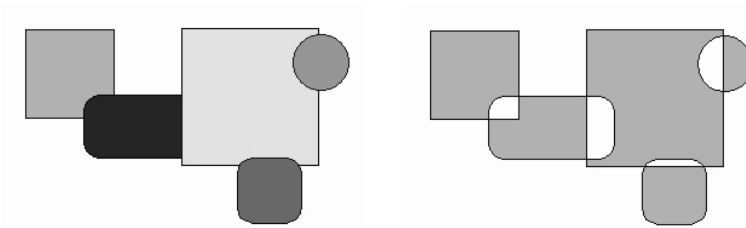
Navigate Between Objects in a Group (or on a Page)

Using the Tab and Shift + Tab keys, you can move forwards and backwards selecting every object in turn in a group entered by using F3 or on a page. Once you arrive at the last object by repeatedly pressing the keys, the first object will be the next one selected. In addition, you can utilize the Home and End keys to select the top or bottom object on a page.

Combining Objects

In contrast to groups, which consist of single objects, a combination fuses the component objects into one single object with its own new properties. The combination may be undone again later.

The most striking property of a combination can be seen when the individual objects overlap. In this case, the intersections appear as "holes" where the objects overlap.



In the illustration, you can see several objects at the left before being combined, and at the right after being combined. The combination is given the attributes of the first object drawn - i.e., the object farthest to the back. The holes are transparent, which means that when you lay the combination over another object, that object is visible through the intersections.

The commands **Shapes - Merge**, **Subtract** and **Intersect** also form a new object out of the original objects. The new object comes into being due to the use of logical amount operators on the original surfaces.

Graphic Objects in Drawings and Presentations

StarOffice Draw and Impress use a vector graphic format. You can also insert pixel graphics or bitmap graphics into your presentations or drawings and export a document or certain sections of a document in a pixel graphic format.

If you, for example, would like to use text to label a Pixel image in JPG format, follow these steps:

- Open a new drawing document.
- Insert a Pixel image via menu **Insert - Graphics - From File...**
- Deselect the image by clicking somewhere else in the document.
- Open the **Text** floating bar from the Main toolbar and select, for example, the **Fit Text to Frame** icon.

- Draw a frame around the pixel image and enter some text inside this frame.
- You can select this text and assign another color to it. The background of the text is automatically transparent.
- Select the pixel image and the text by, for example, drawing a frame around both. On the Status bar you will read "2 draw objects selected".
- Go to the **File - Export...** menu and, in the **Export** dialog, select the file type "JPG -JPEG" and enter a name. Mark the **Selection** check box to export only the selected objects.
- Click **Save**. In another dialog you can now set the options to define the quality of the JPG image. Remember that the higher the quality, the larger will the file be.

If you select a graphic object (for example, an inserted Pixel image) in StarOffice Impress or StarOffice Draw, you will automatically see the Graphics Object bar. This bar enables you to modify the color tone, brightness and contrast of your graphic object.

You can also modify the transparency value of the graphic object. If you set a higher transparency value, the image will be translucent and you can see objects which lie behind it. The transparency will be preserved when the document is saved as a StarOffice document.

Working with Colors

Pick a color for an object using a list box in the Object bar to choose from several predefined colors. The border color can be defined independently of the color used on the surface of the object.

The Color Bar

If desired, you can display a Color bar on the border of a drawing, image or presentation document. The Color bar contains a large selection of colors, which can be applied to a selected object simply by clicking on the desired color. Select the **View - Toolbars - Color Bar** menu command to display the Color bar.

The Color bar displays all predefined colors with their respective names in the same order as in the list box of the Object bar. If you define colors, these will appear at the end of the Color bar and the bottom of the list box.

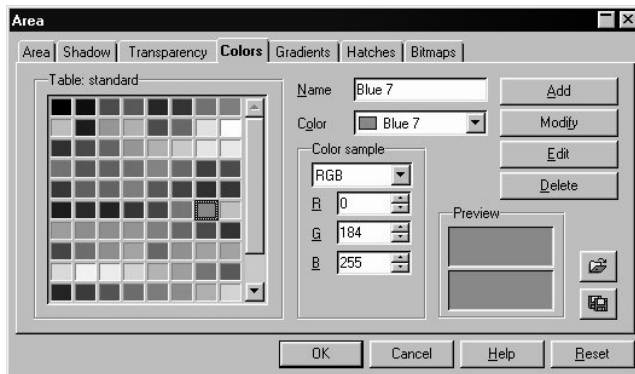


If you have defined more colors than can be displayed in the Color bar, use your mouse to shift the separator line between the bar and the document to increase the size. You can also double-click in a gray area of the Color bar while pressing the Ctrl key to make it a floating window. You can then use the Color bar exactly the same as most other windows. For example, you can move it by dragging the title bar, or change its size by dragging either the sides or corners of the window. To dock the window back into place, double-click again on a gray area of the bar while pressing the Ctrl key.

Defining Custom Colors

If you need colors other than those offered in the standard color palette, you can define as many new colors as you want, assign names to them and save them in the color palette files.

- In a Draw document, select the **Format - Area...** command to open the **Area** dialog.
- In the dialog, click the **Colors** tab.



Here you will find everything you need to modify the color of a selected object. You can also define and organize new colors.

If you want to apply a color which is not yet in the color palette, you first have to define a new color and assign a name to it.



Modifications to the standard color palette are permanent. They will be saved automatically, and are irreversible. This will not present problems if you only want to add one new color to the palette, but it can create difficulties if you change the standard colors.

- To define a new color, the best thing to do is choose a color from the color palette which resembles the new color. It will be displayed in the upper of the two preview boxes.
- Then, in the list box, set the color sample according to how you want to define the new color. The list box includes both formats RGB and CMYK.

RGB and CMYK are regarded as the most common color definition models. RGB stands for Red-Green-Blue. This describes the color components used when the computer monitor colors are composed additively of the three primary colors. CMYK stands for Cyan-Magenta-Yellow-black or Cyan-Magenta-Yellow-Key and is the color model that best describes the subtractive creation of colors used in printing. Select the color model corresponding to the medium of your choice (monitor or printer). If you have image files printed by a printing service, ask them which color model and format they use.

- Define the colors by modifying the values in the spin boxes. Enter values directly, or click the buttons to change the existing values. The result is shown immediately in the lower preview box.

If you don't want to set the values using the spin boxes but would rather select them from a color spectrum, just click the **Edit** button and you will see the Color dialog. This dialog enables you to select the color in HSV or HSB model (Hue-Saturation-Value/Brightness). Select the desired color and close the dialog by clicking the **OK** button.

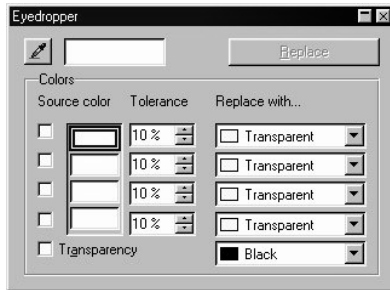
- Once you have chosen a new color, you must specify whether it should replace the original color or be defined independently. Click **Modify**, if you want to replace the color displayed in the upper preview box. We suggest, however, that you only replace custom-defined colors.
- To set the new user-defined color, assign a name to the color in the **Name** field, and click **Add** and **OK**.

Your new color will immediately be added to the palette of existing colors. If you close the dialog with **Cancel**, the color of the current object will not change. However, the modifications in the color palette will remain in effect.

In the Advanced section of the User's Guide and in the StarOffice Help you will find more information about loading and saving color palettes and other palette files.

Replacing Colors with the Eyedropper

Inserted images in bitmap format (for example, GIF, JPG) and metafiles in StarOffice Draw, StarOffice Impress and StarOffice Image can be edited with the **Eyedropper**. In StarOffice Draw and StarOffice Impress, you can call the eyedropper via **Tools - Eyedropper** and in StarOffice Image via **Modify - Eyedropper** or using the icon in the Main toolbar. The **Eyedropper** window will appear.



The Eyedropper can replace selected colors and, to a point, similar colors, with other colors. You can replace up to four colors at one time. If you don't like the replacement you can reverse it with one click on **Undo** in the Function bar. Use the Eyedropper to match the colors of different bitmaps or to redo a bitmap with the colors of your company logo.

The **Transparency** attribute is also considered as a color. You can replace the transparency of a picture with a color, for example, white. This is really helpful, especially if your printer drive has a problem with printing transparent graphics.

If you want to produce an image on HTML pages to publish in the internet, like the illustration of a product, for example, it usually looks better when you don't see a rectangular picture, but rather only the illustration of the product which is then seen against the uniform background of the web page. If there is a white background in the picture behind the product, use the Eyedropper to replace the color white with "Transparent" (i.e. no color) and save and/or export the image in a format that supports the transparency attribute (such as GIF). When using this method, be sure that the illustration of the product itself doesn't contain any white parts, since these would also become transparent just like the background.

Replacing colors with the Eyedropper:

- Insert an image in a bitmap format (e.g. BMP, GIF, JPG, TIF) or in a metafile format (e.g. WMF) and, in StarOffice Draw and StarOffice Impress, go to **Insert - Graphics - From File...**
- Access the **Eyedropper** window with the **Tools - Eyedropper** menu command (in StarOffice Image **Modify - Eyedropper**).
- In the Eyedropper window, click on the Eyedropper icon in the upper left-hand corner. The mouse pointer will turn into a special pointer with which you then indicate the color to be replaced in the current document. The color box next to the eyedropper icon in the Eyedropper window displays the color the mouse pointer is resting on.
- Click the left mouse button when you find the color you want to have replaced. This color will automatically be registered in the first of the four rows in the Eyedropper window.
- Now, in the list box to the right in the same row, select the new color which should replace the selected color in the whole bitmap image.
- If in the same editing step you want to replace another color, click the check box in front of the next row. Now select the eyedropper icon in the upper left-hand corner again and choose a new color. Up to four colors can be replaced in one editing step.
- Select the bitmap image or the metafile image you want to change the colors in by clicking it.
- In the **Eyedropper** window click **Replace**.

If too many similar colors were replaced, reverse this step with the Ctrl + Z key combination and decrease the color tolerance in the spin box. Now, click **Replace** once again.

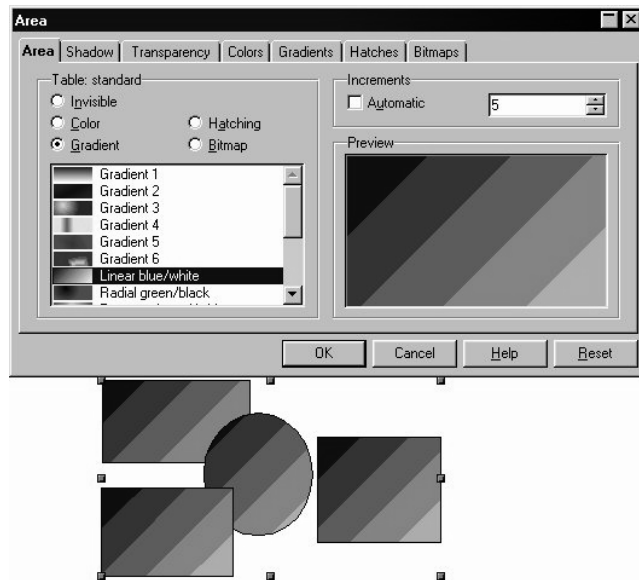
Gradients and Patterns for Objects and Backgrounds

The objects in your drawings and presentations cannot only be given uniform colors, but can also have complicated color gradients, transparency gradients, patterns, and hatching. In addition, you can assign a color, a gradient, or a pattern to the background seen on all the slides in your presentation.

Working with Color Gradients

To assign a predefined gradient to an object, proceed as follows:

- Select the object.
- In the context menu or under **Format** in the Menu bar, select the **Area...** command.
- On the **Area** tab page, select the **Gradient** option and choose one of the gradients in the list box. In the following example, the **Automatic** default increment was increased five levels to create a design effect.

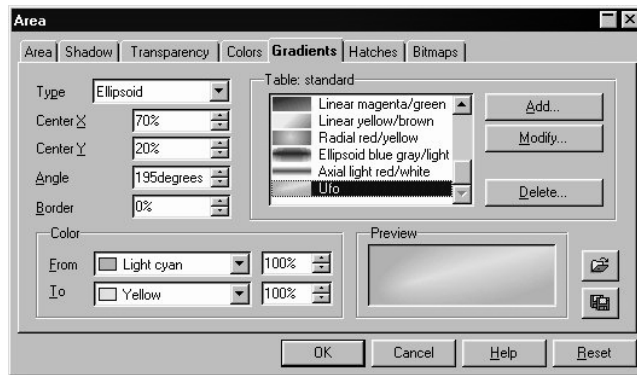


Defining Your Own Color Gradient

You can define your own color gradient, save the current color gradient list as a file, or load a different list from another file.

If you select an object and then define a new gradient, the new gradient will immediately be assigned to the selected object. If you don't want this to happen, cancel the selection by clicking where there aren't any objects.

- In the **Area** dialog, click the **Gradients** tab. This is where you can define all of the options for new color gradients.



- From the list of existing color gradients, click the gradient you want to use as a basis for creating your new color gradient.
- Click the **Add...** button. In the dialog that appears, you can assign a name for the new gradient. For example, enter the name "UFO" and click **OK**. The name appears as a new entry at the end of the list and will already be selected for editing.
- You can modify the options in any which way you want. When you are finished, click **Modify...** to save the changes to the new gradient. In the preview box, you'll see what the gradient would look like. Try out all the options under **Type**, including different angles and beginning and end colors.
- Close the **Area** dialog with **OK**. You can use the new color gradient immediately.

Interactively Defining Your Own Color Gradient

Color gradients can also be defined directly by clicking and dragging them with the mouse. In order to be defined interactively, the object must already have a color gradient.

- Select an object which has a color gradient.



In StarOffice Draw, open the **Effects** floating toolbar from the Main toolbar.



On the **Effects** floating toolbar, click the **Gradient** icon.

You will now see two objects in color which are linked by a vector. Depending on the type of gradient, you can move one or both of the objects with the mouse and thus

determine the origin, end and angle of the color gradient. If the Color bar is displayed, you can move colors by Drag&Drop to each object to determine the start and end colors.



In a similar way the transparency of an object can be determined with the **Transparency** icon. Here you can define a grayscale gradient which spans from black (0% transparency, i.e. opaque) to white (100% transparent).

Organizing the Attribute Tables

The icons **Load Gradients List** and **Save Gradients List** (both located in the bottom right-hand corner of the **Gradients** tab page in the **Area** dialog), activate dialogs for opening and saving gradients. The current gradient list, for instance, might consist of all gradients which you have defined for a certain project. Save the list, then reload the standard list. This way you can keep the list (and the memory space) free from resources you do not need. If you later want to continue working on this project, reload the gradient list. The same procedure applies for loading and saving lists of hatching and bitmaps.

You can find more information about these list files in the Advanced section of the User's Guide in the StarOffice Help.

Defining a Background Color

You can draw and create the background of a slide in a presentation or drawing document either in the Background view or by assigning another Page Style to the slides.



Switch to the Background view using the icon in the lower left-hand corner of the work area.

In the Background view mode, you can edit the background page. All of the objects you enter in this mode, whether they be company logos, lines, or text, will be displayed in the background of all slides using the current Page Style. In the Slide view mode, these objects are protected against changes.

You can also assign a uniform structure to the background without being in the Background view. Simply go to **Format - Page...** and in the dialog click the **Background** tab. Now choose the color, gradient, hatching or bitmap for the background.

Events & Tasks

Plan your events and tasks with StarOffice Schedule, a StarOffice module with Groupware functionality. A detailed description of all functions in StarOffice Schedule can be found in the StarOffice Help. Further tips are provided in the Intuitive Solutions section of the User's Guide. The following is a general introduction to working with StarOffice Schedule.

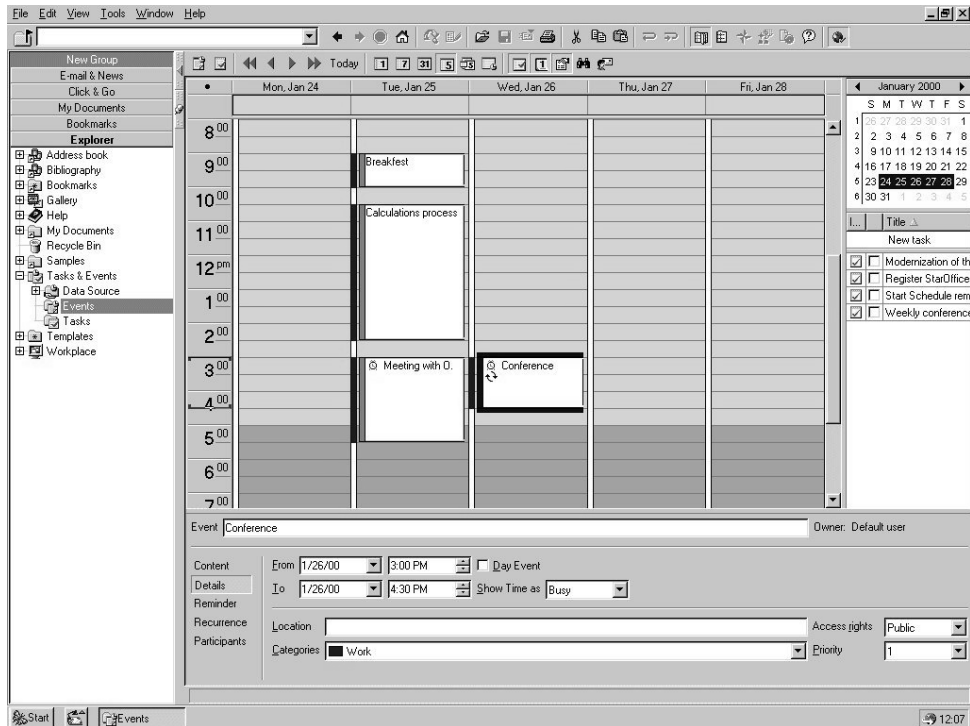
The functions in StarOffice Schedule are mainly managed via the context menu commands and via Drag&Drop with the mouse. For example, you can choose a time scale with the aid of the context menu in the Event view; you can define an event by dragging the respective block of time with the mouse (see next section); and you can make more complex settings using the dialogs activated by the context menus in the various views. The place of central administration for StarOffice Schedule is the **Tasks & Events** entry in the Explorer with its subentries and their various context menus.

Events and tasks are automatically saved in StarOffice Schedule as soon as you enter them.

You can synchronize data with a PalmPilot, a "digital personal assistant" which helps you keep track of your events when you are on the go. Detailed instructions can be found in the StarOffice Help.

Scheduling your Events with StarOffice Schedule

- Activate StarOffice Schedule by double-clicking **Events** under the **Tasks & Events** entry in the Explorer. The main window of StarOffice Schedule will appear.



You will see, in the default setting of the Events View, the current workweek and to the right, a monthly calendar and a task list. Use the icons in the Object bar or the commands in the **View** menu to choose whether you want to have the tasks and calendar shown. The division between these three main areas can be adjusted to suit your needs by dragging the separator lines with your mouse.

You can save the settings you chose under a name as a view and reload them again later so that you can use different layouts, filter settings and styles whenever you want. Details about the views, styles and filters are described in the Applied schedule management with StarOffice Schedule section of the User's Guide.

Enter a new event as follows:

- In the Events view, point to the start time for an event and then hold the mouse button down and drag the mouse cursor to the time you expect the event to end. This time period will now be emphasized in color.
- Now, type in a description of the new event, for example, "Lunch with Tom". You will see this text in the Events view.
- To end the text input mode, click anywhere outside of that time block or press the Enter key.

Editing Events

- To move an event to a different time, click on the event, hold down the mouse button and drag it to the desired position in the Events view.
- To copy an event, drag it to the desired position while pressing the Ctrl key. A plus sign next to the mouse pointer indicates that the event will be copied when you release the mouse button.
- Several events can be selected at the same time. All you have to do is hold down the Ctrl key when you click them. Then just place the mouse pointer on one of the events and drag it somewhere else and all the other selected events will be moved as well.
- To modify the starting or ending time for an event, use the mouse to shift the upper or lower border. Note that the time scale which was set for this event will be applied. (Choose a time scale using the context menu of the Event view when no event is selected.)
- If you want to change an event to a 5-minute scale, independently of the selected time scale, drag it (just a little bit will make a difference!) while pressing the Alt key. The Help tip then shows the time. The filled-in vertical strip at the left border of the event indicates in color the time frame allotted for the event. The rest of the strip on the left will remain white.
- You can also enter events in the Month view (with the "31" icon). After double-clicking on a day, enter a text for your event. If you double-click next to the date (not on the actual digits), a day event will be set. Otherwise, a regular event will be set, the data of which you can edit in the detail view. Drag the event with the mouse to the new starting time (position the mouse on the left part of the event) and drag the ending time (drag the right part of the event) to change the duration. If you keep the Alt key pressed, you can alter the event time to a 5-minute scale.

- You can call the Event **List View** with the **List** icon in the Object bar. All events appear here in list form, one below the other. With the context menu in the headers you can determine which data fields you want to see for each event. By clicking the column headers, you change the sort order either ascending or descending.
- In the List view, if you start a **Search** (with the Find icon in the Object bar, using Ctrl + F, or with the **Tools - Find** menu command), the search will be made in the list which was compiled following the criteria from the selected filter. The search has the effect of an additional temporary filter. As a result, only events will be displayed which correspond to the current filter and search the conditions. All other events will be hidden. You can determine which filters are set by using the context menu.
- If you start a search from a day, week or month view, it will search through all events which satisfy the criteria set in the current filter. The search results in these views will appear highlighted as you scroll upwards or downwards with your scroll arrow. The additional events corresponding to the current filter are also shown so that you get a better overview of your search results.
- To delete an event, open the context menu and select the **Delete** command.
- If you prefer to use the keyboard to switch between events, simply press the Tab key. The next event will be selected and you can directly enter your text. Press the Escape key to exit the text input mode. If you now press the Delete key, the event will be deleted.
- If an event will take place on a day, but no starting or ending times are defined, it should be entered as a **Day Event**. Place the cursor in the top area in the Event view of the day and enter the text as you would with any other event.


For a day event, as for other events, a colored bar at the left of the Event display area marks the hours when there is an event. Click the **Details** icon in the Object bar to open the details section, and then click "Details" and specify the setting under "Show Time as...". The colors differ depending on the setting given. This way, you always have an overview of your events and can see at a glance how much free time you still have.

Each event that has a more specific time defined has a colored bar on its left margin. The color indicates a particular category of the event (work, leisure time, hobby, social events, and so on). If you want, you can define your own categories and change the colors by way of the context menu.

How Days and Weeks Appear in the Event Window

Use the icons in the Object bar to display a day, a week, or a month in the Event view. In addition, you can also choose to view a workweek or multiple workweeks. There is also an event list, which shows your events listed in rows.

You can enter, drag and copy events in all views. A 30-minute single event is best entered in the day view, while a vacation lasting several weeks should be entered in the month view.

- To go to another day, another week or another month you can use the symbols in the Object Bar or simply click on the calendar.
 - In the Day view you can use colors to distinguish between "working time" and "leisure (free) time". Select the colors used for work time and leisure time using the Event layout dialog. Open this dialog by clicking in an empty area of the Event view to open the context menu, where you then click **Current Layout - Define Layout...**
For example, in the Week view (the "7" icon), select the hours you spend at work on Monday and click **Background - Mark as Working Hours** in the context menu. Do the same for the other days. StarOffice Schedule remembers the setting you make for one week and applies it to the other weeks.
 - Click the Workweek view icon (with the "5" on it). In the context menu of this view, call the **Workweek...** menu command. Select the days which belong to your workweek in this dialog to customize the Workweek view. The adjacent **Multiple Workweeks** icon displays all the weeks selected in the calendar. You can view, e.g., four weeks at once by marking four weeks in the calendar (click while pressing the Ctrl key). To reduce the selection of weeks again, click the week(s) you want to remove while pressing the Ctrl key.
 - The **Event list** view is synchronized with the other views. If you select an event and call up the Event list, you will notice that this event is also selected and visible there. Now, select an event in the Event list and switch to the Week view, notice that the week with this event is displayed.
-  Define the properties for each event by clicking the **Details** icon in the Object bar. At the bottom of the window, you can choose to sound an alarm before an event (Reminder), or define if the event should be a regularly recurring event (Recurrence), and much more. These options are also described in more detail in the StarOffice Help.

Drag&Drop in the Event Window

In StarOffice Schedule - as in the rest of StarOffice - the quickest way to get things done is usually via the context menus, or by using Drag&Drop with your mouse.

The following examples illustrate the "intuitive use" of Drag&Drop:

- If you have come across an e-mail or news posting which is relevant for an event, you can simply drag the message from the mail document to the StarOffice Schedule button in the task bar and, keeping the mouse button pressed, wait a second until StarOffice Schedule pops up. Then drag the message to the event and release the mouse button. In the event details section under **Content - Also refer to**, you will find a reference to the message. You can also do the reverse and drag such a reference back into your StarOffice.
- When working in a text document drag an event or a task from StarOffice Schedule into your document. A "clickable" Hyperlink will be inserted in your text document and if you click this link in your document, StarOffice Schedule will open and it will show your event or your task.
- If you want to keep track of who you are meeting or the people who are involved in a certain event, open the address book in StarOffice (with the icon in the Object bar), select the whole line for that person and drag it to the event. The first and last name of each person will automatically be displayed in the details section under **Participants**. You can also Drag&Drop other participants from **Explorer - Tasks & Events - Data Source** to your events, as soon as you have entered other users there (See the StarOffice Schedule on a Network section in the Help).
- If you want to assign a task in the task window to a specific event (see next section), i.e., if you want to transform a task into an event with start and end times, you can do this by simply dragging the task from the task area into the event area. The tasks have an icon on their left side which can be dragged with your mouse. By using this icon, the task will be copied. By dragging the upper and lower margin you can correct the start and end times (pressing the Alt key just like you did for the 5-minute scale). In the field under **Also refer to** of the event details, you can find a reference to the task. If you double-click the reference, you can see the details area of the task with all its entries. If you drag further tasks into an event, these tasks will also be registered as references to that particular event.
- On the other hand, you can also drag an event into the task window. Just release it on a free area or on the title bar (this also applies in the list view of the event) and the event will be copied as a task.

- If certain messages, files, folders or bookmarks are important for an event, drag them from the Explorer and Beamer to the event or task. StarOffice Schedule automatically distributes the information to the appropriate fields: In the details section, references will appear under **Content** in the **Also refer to** field, people will appear under **Participants**.
- You can also drag any event onto your Desktop so you don't forget it. If you double-click the event on the Desktop, StarOffice Schedule will open and the event will be shown.

Organizing your Tasks with StarOffice Schedule

You can keep track of all your tasks in the StarOffice Schedule task window.

The task window is displayed in the Event view at the lower right. You can drag the separator with your mouse to enlarge or reduce the window.



If you only need to view and edit your tasks, you can also just double-click "Tasks" under the **Tasks & Events** entry in the Explorer and access the Task view. In this case, the task window takes up the whole screen, and no events will be shown. You can access this view if you intend to print the tasks in a task printing form.

All tasks can be arranged according to category, due date, priority level or other criteria.

- Click in the "New task" line at the top of the task window, below "Title". Now a blinking cursor will appear.
- Enter a description of the task.
- End the input mode by pressing Ctrl + Enter. The task will be added to the task list and you can enter another task if you want.
- Once the task has been completed, click the empty check box in front of the entry. That will indicate that the task is done, and the current date will appear as the "completion date."

View Options in the Task Window

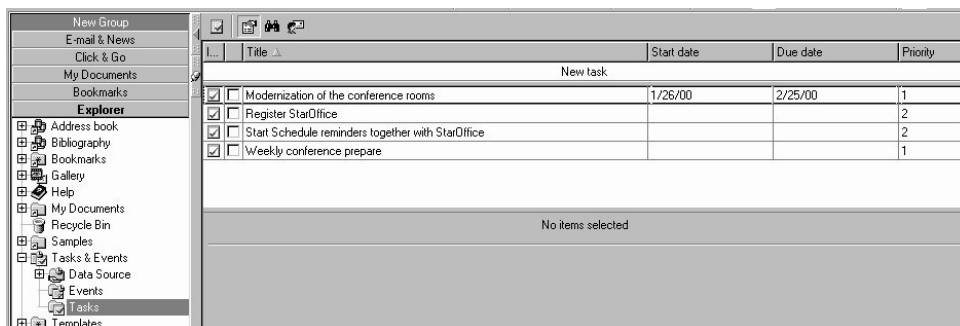
You can set your task window so that only unfinished tasks are shown. In this case, as soon as you click the "finished" box, the task will disappear from the Task view.

Click an empty part of the window and choose the view for the task window under **Current Filter** in the context menu. As it does in the Event view, the context menu contains various commands depending on the location of your cursor/mouse pointer when you activate it. In the column heads, for example, there are other commands for setting the view than in the actual task area, and the context menu of a task shows other commands than in a free area of the task window.

The Details Section for Tasks

You can also enter further details for each task.

- Select the task in the task window.
- Click the **Details** icon in the Object bar.



In the details section of a task, you can enter a start date and due date, percentage completed, and the current status of the task. You can also sort and group tasks in the task window according to these criteria.

Printing your Events and Tasks

If you want to print your events or tasks in a particular format, you can use one of the various print templates available. If you print with the icon **Print File Directly** on the Function bar, a suitable print template will be applied automatically.

The print template used depends on the view you are using. If the day view is active in the event calendar, for example, a day overview will be printed. If you prefer to use another print form, you can select one from the list:

- Select in the Event view the **File - Print...** command and in the **Print** dialog click the **Options** button. A list of print forms for events will now appear. Now click the desired print template, if necessary select the Event area, then close the dialog. In the **Print** dialog, click the **OK** button.
- If in the Task view you select the **Print** dialog and click "Options", you will see the appropriate list of print forms for tasks.

In addition, the **AutoPilot Print Forms** can be helpful if you decide to create your own print template.

- The AutoPilot can be found in StarOffice Schedule with the **File - Print...** menu command, where you then click the **Options** button. In the current **Print Form** dialog, click on **New form**.



When printing for the first time in StarOffice Schedule, the print templates must first be calculated. This way the defaults in your operating system (language, date format, etc.) will be taken into account. Thus the first time you print may take an extra minute or two.

You can edit the form with your data before printing if you select the **Print Preview** field in the **Print Form** dialog. Instead of printing immediately, a StarOffice Writer document is created which you can edit as you wish and then print.

Detailed instructions pertaining to the use of the AutoPilot can be found in the StarOffice Help.

The filter setting that is visible on your screen enables you to print your tasks and/ or events anytime you want. For example, if you only want to print your "office" events, just set a filter to only display the office events and click the **Print File Directly** icon on the Function bar.

If you click the **Print File Directly** icon, the print form that corresponds to the current view will be used. If you see a day view, the print form "Day overview" will be printed. If a week view is displayed, the "Week overview" print form will be used, and in the month view the "Month overview" will be used.

If you select the print command via the context menu of an event or task, the Details overview of the event or task will be printed.

The events in your event calendar that are defined as Day events will be specially marked when being printed and do not contain any time specifications. If you entered a location for a certain event, it will also be printed.

Working with StarOffice Base

StarOffice Base is the database module in StarOffice. In StarOffice Base, you manage access to different database servers and database formats. A detailed description of all StarOffice Base functions can be found in the StarOffice Help. In the following we will look at the database included in StarOffice with which you will probably work the most, the Address Book. In the following sections, you can learn about how to create a new database, record a new table, as well as design a form. To start, however, here is an overview of the database terms.

StarOffice Base Glossary

In StarOffice Base, the usual terminology for working with relational databases is used as described in the following table.

Term	Description
Database	The total of all tables containing your data. A dBase database in StarOffice Base appears as a folder in the file system.
Table	A Summary of a number of records with identical structure. A dBase database appears as a file within the above mentioned folder.
Record	All information that comprises a record is displayed in a single row of the table.
Field	Every record can consist of several fields. All records in a table have the same field structure (same number, identical field type and in the same order within the row). Fields are displayed as columns in a table.
Form	View of an entire or partial table. Generally, a form shows only one record at a time.

Term	Description
Query	View of an entire or partial table. Usually a query in tabular form displays several records at the same time which can also be filtered according to certain criteria.
Report	A report is a view of data in a table or in a form, which can also be ordered by category, for example.

StarOffice can use the following formats:

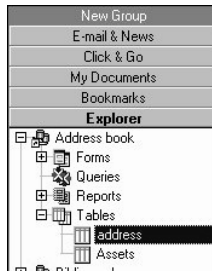
- Adabas (at present only in the Windows, Linux and Solaris Sparc versions of StarOffice)
- dBase (available on all Platforms)
- Text (in StarOffice Base read only; write in StarOffice Calc)
- JDBC Access to external databases
- ODBC Access to external databases
- ADO (only under Windows)
- Oracle access under Windows and Unix also via the native drivers integrated in StarOffice.
- Microsoft Access 97 / 2000 under Windows access also via the native drivers integrated in StarOffice.
- DB2 under Windows and Unix access also via the native drivers integrated in StarOffice.

Editing the Address Book as a Database Table

The Address Book is a ready-to-use database prepared in StarOffice Base. That is why we often use the address book database as an example when explaining database functions.

In order to ease your work with the address book, the **Address Book** dialog is provided. Activate the dialog using **Edit - Address Book**. You can find detailed information about controlling the address data with the aid of this dialog in the StarOffice Help.

For greater flexibility in dealing with your addresses, you can also edit them using "ordinary" database forms, reports and queries. The only decision to make prior to doing so is whether you want to use the given Address Book dialog or not. In order to continue using this dialog, you have to keep the database structure of the Address file as it is. If you modify the structure, e.g., by inserting, deleting or renaming a field of this table, the address table can only be used as an "ordinary" database table.



In the "normal" database view of the Address Book, you can add new records as well as change or delete existing addresses. Make sure you do not change the field definitions when you do this, because then you can no longer use the address book mask. Follow these steps to change the contents of an address book in StarOffice Base:

- Click the plus sign in front of the **Address Book** entry in the Explorer to see the entries for forms, queries, reports and tables.
- Click the plus sign in front of the **Tables** entry to display all the tables contained in the Address Book database. The only default table included is called **address**.
- Double-click the table name to display the table contents on your desktop. In this direct view of the Address Book table, you'll see the old field names which, however, have been modified (e.g. Prefix = Formofaddr) in the related queries. For example, if you open one of the templates provided with the program and then (in the Beamer) open the Address Book linked to the template, you'll see that some of the field names have been modified. For clarification, a list comparing old and new field names can be found in the StarOffice Help.
- An empty record at the bottom of the table is displayed where you can enter a new address. Click the first field and type in data, then use the Tab or Enter key (or mouse click) to move right to the next field.
- The (address) data is automatically saved when you leave the record or move to another address above or below it.
- To remove a record, select it (click the row header) and press the Delete key. Or use the **Delete Rows** command in the context menu of the row header.

- To close the address book, select the **Close Task** option in the context menu of the table's button in the Task bar. Alternatively, use the menu **File - Close** menu command.

You can find more detailed information about working with StarOffice Base, e.g. creating or modifying forms, queries or reports in the second part of the User's Guide and in the StarOffice Help.

Printing the Address Book Contents

To print a hardcopy of your address book, first create a report. An alternative to this would be to drag the address book to a StarOffice Calc document and format and print it out there.

Printing the Address Book Contents as a Report

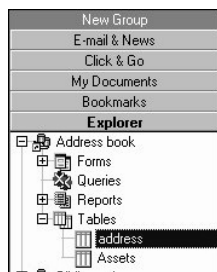
- Open the hierarchical view of the **Address Book** entry in the Explorer by clicking the "+" sign in front of the **Address Book** database entry.
- Click the **Report** entry or activate the context menu.
- Select **New - Report**.
- The **Autopilot Report** is activated to assist you in creating a report adapted to your needs.
- At the end of the dialogs, a report is created and displayed on your screen. All you need to do to print it is go to **File - Print...**

Of course, you don't need to create a new report every time. Once created, StarOffice saves the report in the database hierarchy in the Explorer so that you can use it to print current data at any time.

Printing a Database Table in StarOffice Calc

Another possibility would be to use Drag&Drop to move a copy of your addresses into an empty StarOffice Calc document. There you would have all the capabilities of StarOffice Calc at your disposal to format, sort and print your document. Here's how:

- Open an new spreadsheet (**File - New - Spreadsheet**).
- Switch in the Explorer to the database table you would like to print.



- Drag the whole database table to the empty spreadsheet and drop the data there, e.g. in cell A1.
- Now, in StarOffice Calc, you can format the data in any desired format. Select the data and use, for example, the practical **Format - AutoFormat...** function.

	A	B	C	D	E	F	G
1	<i>PREFIX</i>	<i>FIRSTNAME</i>	<i>LASTNAME</i>	<i>TITLE</i>	<i>COMPANY</i>	<i>DEPARTMENT</i>	<i>ADDRESS</i>
2	<i>Ms.</i>	Patricia	Fisher		PTH TV		2345 1st. St. NW
3	<i>Mr.</i>	Alan	Brown		House ware Inc.	Controlling	123 Main Street
4	<i>Ms.</i>	Julie	Clark		ICM		
5	<i>Mr.</i>	Peter	Smith		Motor Works Ltd.	Sales	1234 Amsterdam Ave

If you have created your own printing format, you can incorporate it into the Auto-Format list. See the instructions on how to do this in the StarOffice Help.

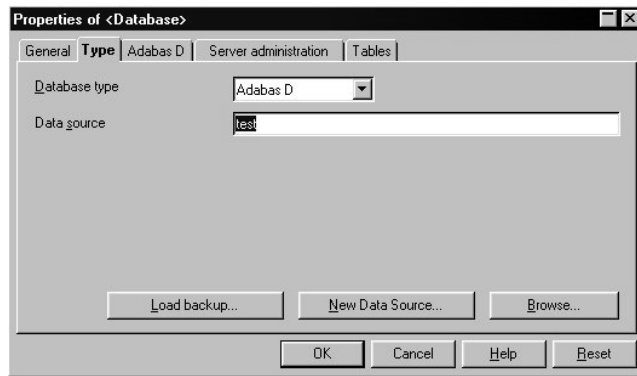
Creating New Databases and Tables

New databases and tables, etc. can be created and already existing ones modified. The following section contains information on how to set up a new database and create tables to be part of that database. After this has been done you can enter data.

Defining a Simple Database in Adabas Format

You can benefit from all the possibilities of the StarOffice database module when using database tables in Adabas format. The Adabas Format is, at present, available in the Windows, Linux and Solaris Sparc versions of StarOffice. Proceed as follows to create a database in Adabas format:

- In the Explorer, set up a new database in Adabas format. To do so, call up the context menu and select the **New - Database...** command. The name of the database will be entered where you call up this command.
- Use the text box on the **General** tab page to name the database which will be shown in the Explorer, e.g., "Adabas Addresses".
- Switch to the **Type** tab and select Adabas D from the **Database type** combo box. Now enter a name in the **Data source** text box. This is the name for the files with various extensions created by Adabas. A subdirectory will also be created under this name.



- If you click **New Data Source...**, the **Create New Adabas Database** dialog will appear. Enter an administrator name and a password for the administrator. The password will also be used for the user control and domain if you don't assign the users another password. The dialog is described in the StarOffice Help under the keyword Adabas.
- Close both the **Create New Adabas Database** dialog and the **Properties of <Database>** dialog with **OK**. Please note that creating an Adabas database the first time can take a little while.

Now there is a new entry for your Adabas database in the Explorer.

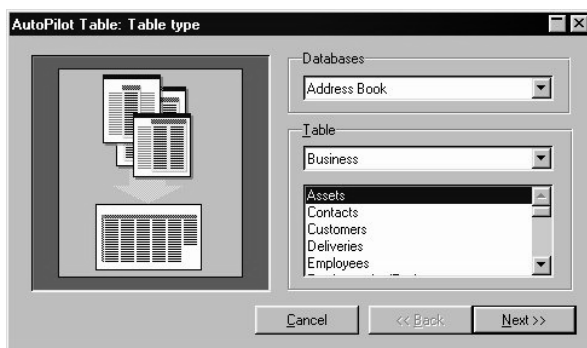
Creating a New Table in an Existing Database

You can use the "Tables" entry of your database's context menu to create a new table.

- Select the database entry in the Explorer that you want to add a new table to.
- Open the database entry by clicking the plus sign in front of its name. Now the Forms, Queries, Reports, and Tables entries are displayed in alphabetic order.
- Click the **Tables** entry.
- Select the **New - Table** option from the context menu.
Now you can choose whether you want to define the new table in the Table Design view or whether you want to use the AutoPilot for tables.

You can find the description of how to create a new table using the Table Design mode in the Advanced section of the User's Guide in the StarOffice Help. Also concerning this topic is a detailed example about managing your video collection with StarOffice Base which can be found in the Intuitive Solutions section of the User's Guide.

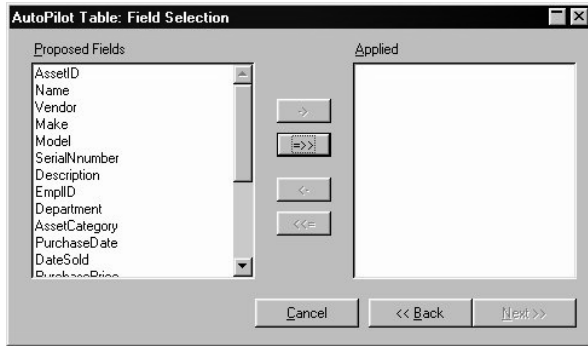
- Choose the **AutoPilot**. The **Table type** dialog will appear.



The **Databases** list box used for choosing a database will only be visible if you call up the AutoPilot by way of **File - AutoPilot - Table...** If you call up the AutoPilot within a database, the database is already defined.

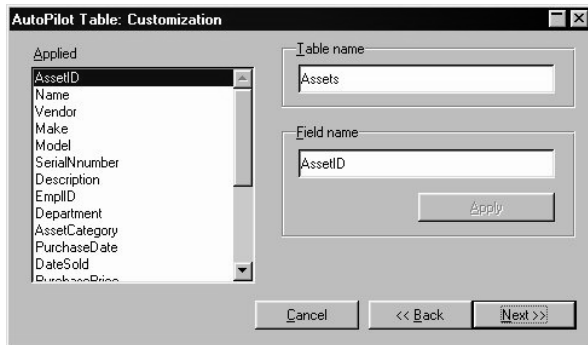
According to the type (Business or Personal) of table you want to create, more tables to choose from will be listed in the lower text box. These are predefined data fields which are appropriate for the respective uses.

- For instance, choose "Business" and in the lower list "Tasks". Now click **Next** to activate the **Field Selection** dialog.



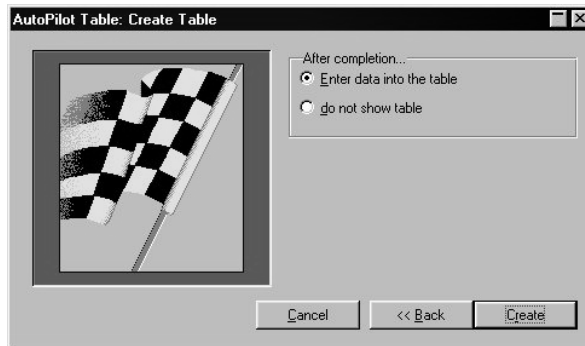
On the left, the dialog shows the data fields that are proposed for the table. Use the arrow buttons in between the two text lists to move the fields from one list to the other. All data fields which are listed on the right will be used in the new table.

- You can select them individually with the top-most button or apply all fields with the button below. Clicking the **Next** button brings up the **Customization** dialog.



Here you can enter a different name for the new table, rather than the one that is suggested. The name may not contain any spaces or special characters. You can also choose a new name for the field selected in the list on the left. Save your changes with the **Apply** button.

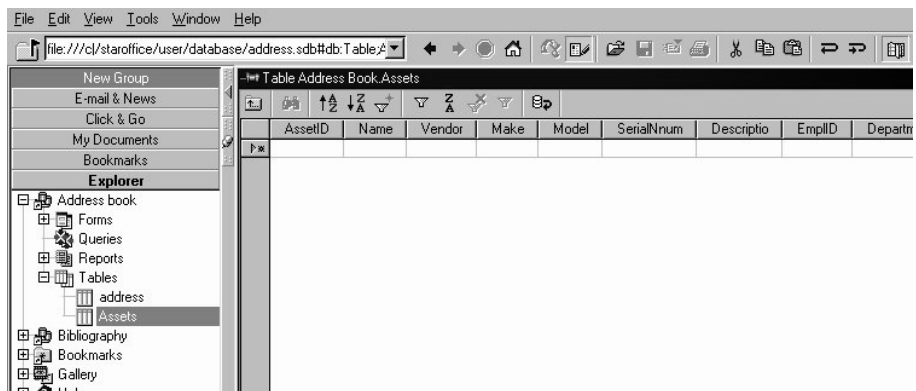
- Click the **Next** button to activate the **Create Table** dialog.



This is where you determine how to proceed after the AutoPilot is finished:

- Enter data into the table - with this option, the new table will be shown and you can enter data immediately.
- Do not show table - with this option, the new table is saved but not displayed.

Click the **Create** button.



If you want to modify the structure of the new table created with the AutoPilot, for example, by deleting or adding a field, close it first. Now, in the Explorer, call the context menu of the new table and select the **Table Design** command. For a more detailed description of the Table Design windows, refer to the Advanced in the User's Guide and in the StarOffice Help.



In an **Adabas** database table, a primary key must always be entered in order to edit the table! A primary key is a field in which the contents change from record to record. A primary key can, for example, also result from the joining of two fields if their combined contents are different to all other records. In other words, no two records are allowed to have the same contents in the primary key. In every Adabas table, the AutoPilot creates a single primary key field. Don't delete it! If you are creating your own Adabas table (Table design), you can select one or more rows at the same time and call up the **Primary Key** command in the context menu of the row header.

Entering Data in the New Table

If you have just finished creating a new table following the instructions from the previous section, the empty table is displayed on your screen. If the table is not opened yet, proceed as follows:

- In the Explorer, open the entry of the database containing your table. You can either double-click the database name or click once on the plus sign near the database name.

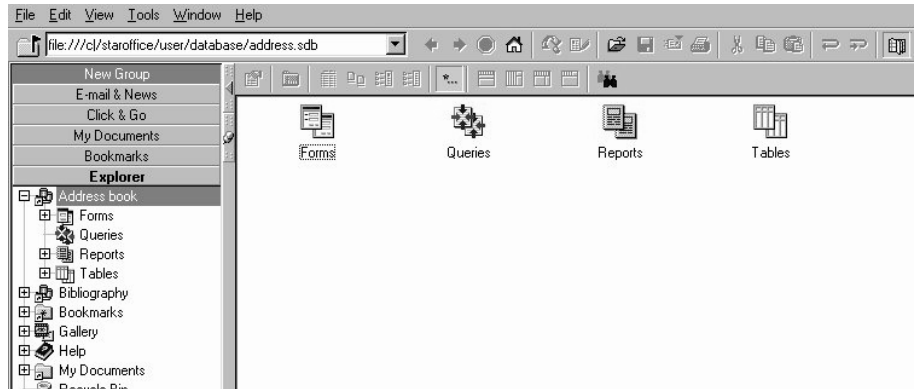
If you opened it by clicking the plus sign, you will see the sub-entries for tables, queries, reports and forms.

- Open the "Tables" entry and double-click the name of your table.

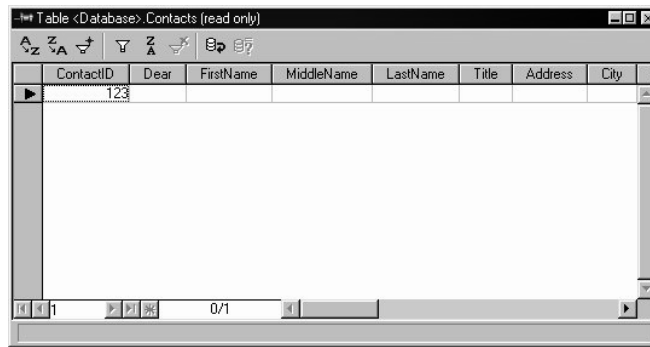


In this illustration, we put the table in the "Address Book" database. If you put the table in another database, you need to open that database.

If you opened the database by double-clicking its name, four icons for the sub-entries appear in the Desktop window.



- Now you can open the "Tables" entry with a double-click, thus displaying the table.



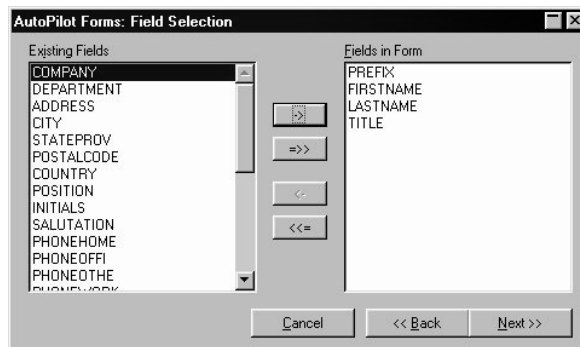
- Now use the mouse to click in the first data field and enter data.
- Use the Tab key to move to the next data field. If you use the Tab key in the last field, you will automatically move to the first data field of the next record.
- Clicking the **Save** button in the Function bar saves your changes. However, every new or edited record will be automatically saved when you switch to another record.

Creating a Form

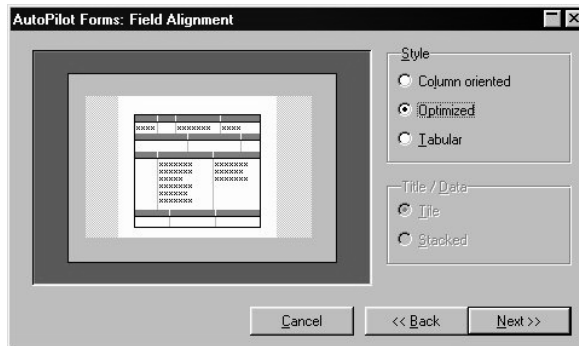
This section describes how to create forms intuitively with StarOffice Base.

Creating a New Form

- Open the desired database by clicking the plus sign in front of the entry in the Explorer.
- Click the **Forms** entry.
- In the context menu, select **New - Form**. After having done so, a submenu will appear in which you can choose to either use the AutoPilot or edit a certain document type directly.
- Select the **AutoPilot** to help you create your form. Find more detailed information about this intuitive aid in the StarOffice Help. Here is just a short introduction: After activating the AutoPilot, the Table Selection page is displayed.
- Confirm the table "address" for which the form will be defined. Click the **Next** button to continue to the next page of the AutoPilot where you can choose the fields to be used in the form.

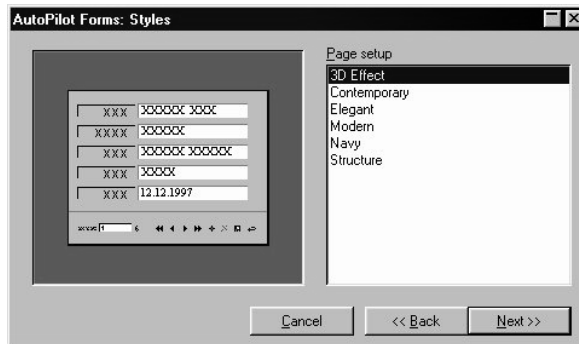


- You can either select all fields at once or select them individually. In the box on the left, you can find all data fields not yet assigned, while on the right you can find all fields already existing in the form. By pressing the four buttons in between the two lists, you can move the selected (or all) fields back and forth.
- After making your selection, click again on **Next**.



On this page, you can choose from default field alignments.

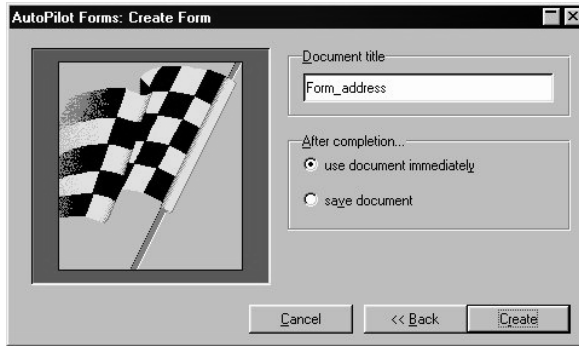
- Click **Next**.



You can now choose from various Page Styles. They assign, among other things, a background to the form.

- Click **Next**.

Nearly all of the AutoPilot 's questions have been answered. On this last page, enter a name for the completed form. It will be listed under this name in the Explorer below "Forms" and can be opened whenever you want.



- Click **Create**. After a few moments you will see the completed form on your screen.

PREFIX	FIRSTNAME	LASTNAME	TITLE	
Ms.	Patricia	Fisher		
DEPARTMENT	ADDRESS	CITY	ST	
	2345 1st. St. NW	Washington	DC	
COUNTRY	POSITION	INITIALS	SALUTATION	
J.S.A	Secretary	PF	Dear Ms. Fisher	
PHONEOFFI	PHONEOTHE	PHONWORK	MOBILE	PAGER
		(202) 555-4455		
EMAIL	URL	NOTE	ALT	
fisher@provider.com				
ALTFIELD2	ALTFIELD3	ALTFIELD4		
CALENDAR				

Record 1 of 4

At the bottom of the form, there is a bar with control buttons which you use to browse through the records.

Address Book Mask with Form Functions

If you don't like the predefined address book mask found under **Edit - Address Book**, you can define your own mask. The following example describes how to create a form based on a text document. In the right half of the window, the form should show a table with all of the addresses in short form. Any address selected there should be displayed in detail in the left half of the window. The page background and the font can be defined at will.

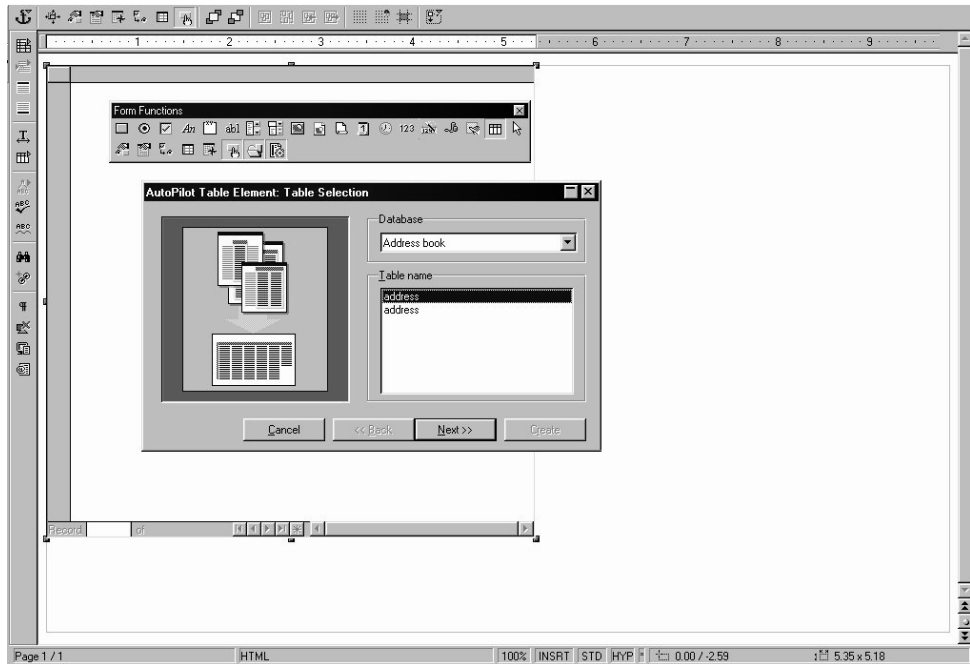


This example describes in detail how to connect form fields to a database with the aid of their properties dialogs. Follow these steps if you want to understand the ins and outs of how to set, read and edit the properties of form fields. If, however, you are not interested in all the details right now, there is a tip after this example which explains how to create database-related form fields by simply using Drag&Drop.

- Open the Explorer to see the **Address Book** entry.
- Click the plus sign in front of **Address Book** and you'll see all the subordinate entries.
- In the **Forms** entry, call the context menu and select the commands **New - Form**.
- In the submenu select **Text Document** as the Document type.

In front of you, you now have an empty text document, which, after being saved, will automatically be listed as a "form" in the "Address Book" Database. You can access it in the Explorer any time by double clicking it.

- Go to **Format - Page...** and choose a screen-friendly landscape format on the **Page** tab in which you don't need to scroll to see the whole page.
- Select the Online Layout because the screen doesn't recognize any non-printable margins. Click the **Online Layout** icon on the Main toolbar.
- Open the **Form functions** floating bar (long-click **Form** icon) and pull it away from the Main toolbar so that it remains open.
- In the **Form Functions** floating bar, click the **Table Control** icon.
- Draw a big rectangle on the right half of the form. This determines the position and size of the table view of your addresses. When you release the mouse button, you'll see the **AutoPilot Table Element** window.



The **Auto Pilot Table Element** is described in detail in the StarOffice Help.

- Select the addresses table on the first page and click **Next**.
- From all the fields on the second sheet, choose the ones which allow easy identification of the address record searched for in the table, e.g. company, last name, address and City. Click **Create**.
- By dragging the headers in a table element, you can define both the sequence and the width as you like.

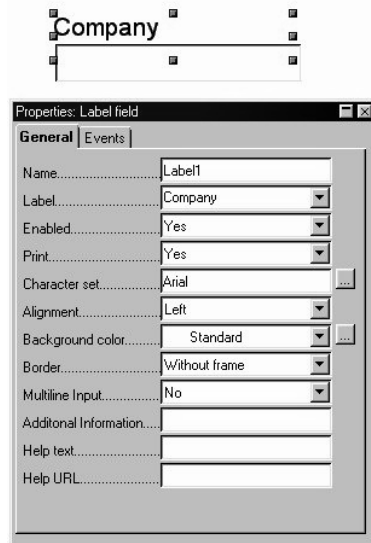
Now, in the left part of the window, insert the boxes you want to see in each record. For this example, enter two label fields and two text boxes, and then finish the example according to your needs.

In this example, you'll first edit the "visible" details and then assign the "logical" properties. You can also do it the other way around.

- Click the **Label field** icon and drag open a frame at the top left of the form. Later, the word "Company" should be in this frame.

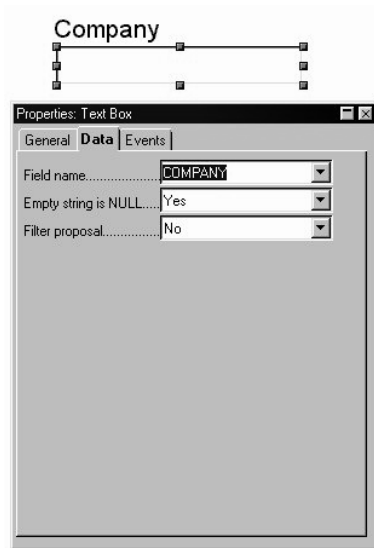
If you don't draw the frame exactly on the border, you may notice that when you release the mouse button, the frame will jump to the upper left-hand corner. That is because it is anchored "as character", and there are no other characters on the page.

- Call the context menu of the new label field and select the new anchor "To page". Now you can drag the label field to where you want it.
- Click the **Text Box** icon and draw a frame under the label field. Later, the contents of the "Company" data field for the selected record will appear in this frame.
- You can now simultaneously click both the label field and the text box (while pressing the Shift key) and, in your context menu, select the **Alignment - Left** command. Both objects will be aligned on the left in the same start position.
- Now click outside both fields, then the label field, so that only this one is selected.
- In the Form Functions floating toolbar click on the icon **Control Properties**. You'll see the **Properties: Label field** dialog.
- Next to **title** enter the word "Company" (without the quotation marks).
- Next to **Character Set** click the key with the three dots and you'll see the **Font** dialog where you can select a font and a font size.



- Click in the text box. The **Properties** dialog now shows the properties of the text box.

- Switch to the **Data** tab.
- In the list box **Field Name** select the field from the database table which you want to have displayed here. In this case, select "Company".



- The group from the first label field and from the first text box is now ready. If you want, you can select both of them and use the **Group - Group by** commands in the context menu. The advantage you get in doing this is that, when you want to change their position, fields which belong together can only be moved together.
- Drag open a new label field and call it **Lastname**.
- Drag open a new text box below it. This text box should display the **Lastname** data field.
- Format and group both of them as described above.



Now that you have followed the example up to this point, you have a very good idea of how to use form functions. There is, however, an easier way to perform the simple insertion of field names from a table as required in this example:

In addition to your form, display the table in the Beamer (click the plus sign in the Explorer until you see the name of the table, click the table, and then open the Beamer).

One at a time, drag the desired column headers (= field names) out of the table displayed in the Beamer into the form. As you do this, hold down the Shift and Ctrl keys.

In combined date/time fields, this type of Drag&Drop creates two separate groups made up of both label and field name: one group for time and one group for date.

- Select a pleasing background for the whole page (remove all selections, then **Format - Page... - Background**).

PREFIX	FIRSTNAME	LASTNAME	TITLE
Ms.	Patricia	Fisher	
Mr.	Alan	Brown	
Ms.	Julie	Clark	
Mr.	Peter	Smith	

Company
ICM

Lastname
Clark

Record 3 of 4 (1)

If you insert further groups made up of label field and text box, you can have exactly those data fields displayed that are needed for your address form.

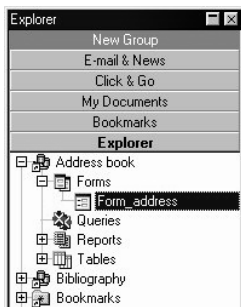
Note that you are now in the Form Design Mode. In the design mode you can edit the objects in the document, e.g. choose fonts, assign properties to the text boxes and so on. If you see the data in the form and want to edit it, you should leave the Design Mode and go to the User's Mode. To switch back later on, you can use the **Design Mode on/off** icon in the floating bar. With the **Open in Design Mode** icon directly next to it, you can determine in which mode the form should be opened later on: as long as you are still working on the form's design, it is recommendable to have it open in the Design Mode. If, later, you just want to use your form to work with your data, switch off this function before saving it the last time.

- Close the Properties dialog and switch off the **Open in Design Mode**, as described above, as well as the **Design Mode**.
- Click on the **Save** icon in the Function bar. In the small dialog that appears, you can give the form a name, e.g. "Addresses Form".

Later on you will be able to access the address form by just double clicking this entry in the Explorer or by setting a link to the "Addresses Form" entry on your Desktop.

Entering Data in Your Form

- To open the form, double-click the name of the form in the Explorer.



You can see the first record (if the table already contains records) of your form. At the bottom of the window, you'll find the control bar to navigate through the records. Use the arrow symbols to go forwards and backwards to view each record. If you want to go directly to a particular record number, then simply enter this number in the text box on the left.



In this bar, you will also find icons to use for entering a new record, deleting the current record, saving your changes and undoing the last change.

- In order to enter a new record, click the **New Record** icon. The input fields in the form appear either empty or filled with default values. Click in a field and enter the data. You can use the Tab key or the Enter key to move to the next field.
- Click the **New Record** icon again if you have completed the input and you want to append another record.



Each new or modified record is automatically saved when you switch to another record. If you modify a record and the next thing you do is close the form, you will see a dialog asking if you want to save the modified record.

Information concerning the programming of forms with StarOffice Basic for advanced StarOffice Basic users can be found in the StarOffice Help. Advanced tips for supplementing StarOffice Writer, StarOffice Calc and StarOffice Impress documents with interactive form fields can be found in the Advanced section of the StarOffice Help.

Creating a Report

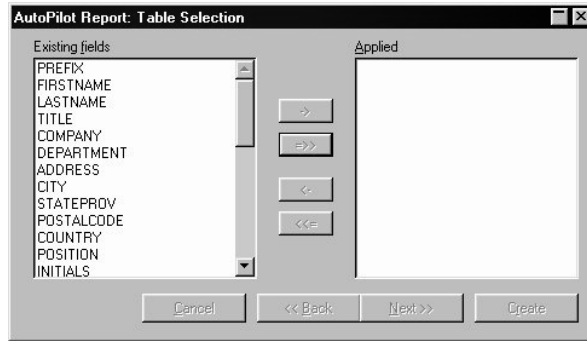
Reports are necessary if you want to print database tables in a sophisticated layout. The following tells you how to intuitively create a report with StarOffice Base.

Creating a New Report

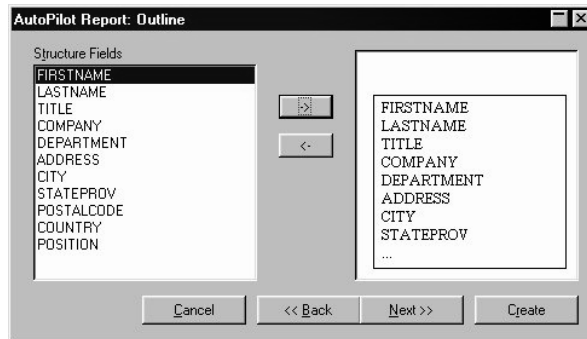
- Open the desired database in the Explorer by clicking the plus sign to the left of its name. Open the Address Book, for example.
- Click once on **Reports**.
- Open the context menu and select **New - Report**.
After selecting the command, you will see the **AutoPilot Report: Table Selection** which will assist you in creating a report.

You can also start the AutoPilot with the **File** menu. With this method, however, you must select a database and a table in the first AutoPilot dialog.

- Elect to do a report for your addresses table, for example and click **Next**. This report will include all of the fields of the table.

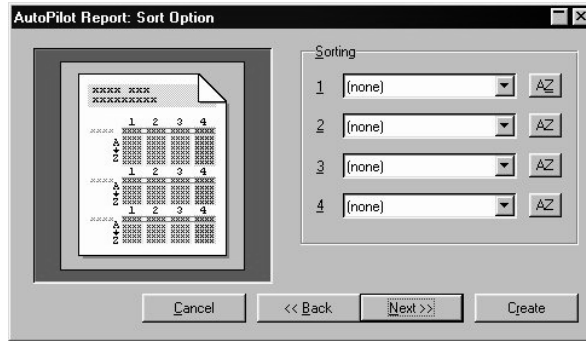


- In the **Field Selection** dialog of the AutoPilot, select the fields you want to see in the report. In the left list box, you will see all of the fields of the table which have not been assigned, in the right list box, all of the fields which have already been included in the report are listed. Use the buttons between the two lists to move the selected entries back and forth.
- Click **Next** once you have all the desired fields for the report in the list box on the right side.



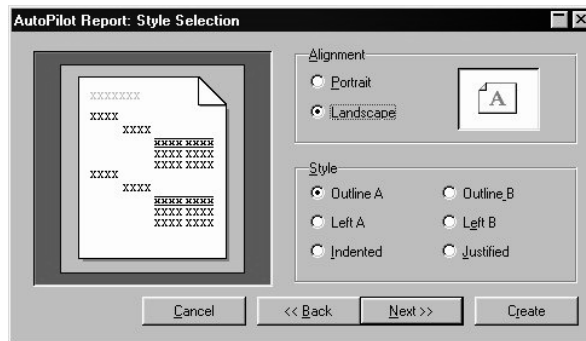
The **Structure** dialog will now appear in which you determine how you want the data fields to be organized in your report.

- Select a data field you want to use to structure the report and click on the button with the right arrow.
- You can also structure your report according to several data fields. A "hierarchical" structure will take form if the records in the level above have the same contents.
- With the second button, i.e. the left arrow, you can undo your last action.
- Click **Next**. The **Sort Options** dialog will appear.

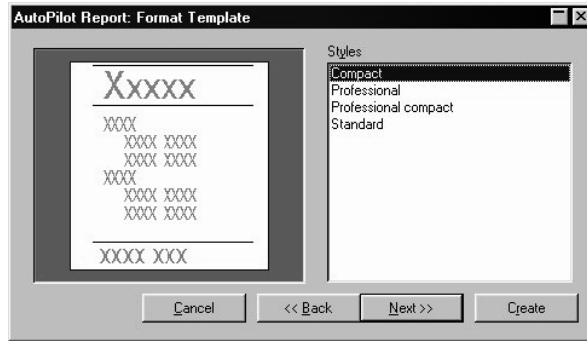


This is where you choose the data fields by which the contents of the report should be sorted. The structure set in the previous dialog has higher priority than the sort order.

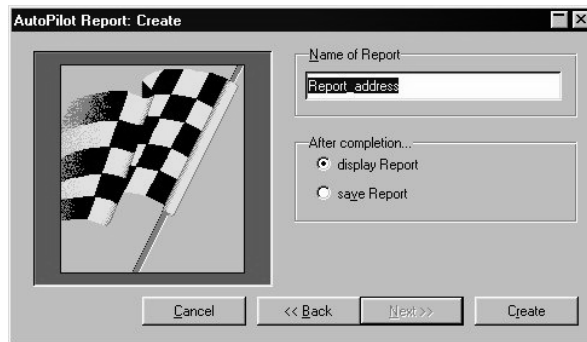
- Select the data fields which define the structure. By pressing the **AZ** button you can select another sort direction.
- Click **Next**. You will see the **Style Selection** dialog.



- First choose between the portrait or landscape print format. Since all data fields are arranged side by side, the landscape format is generally preferred.
- In the **Style** section, choose from a variety of default settings. If you click an option, a preview of the layout will be shown.
- Click **Next**. The dialog **Format Style** will be displayed.

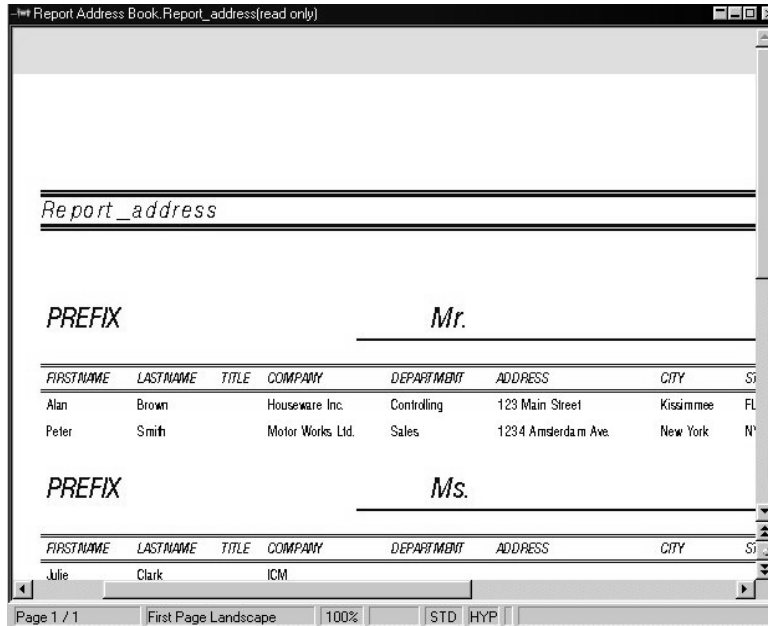


- In this dialog, you can also choose from a variety of default settings to optically structure the report. If you click one of the format Styles situated in the right list box, a Style preview will be displayed.
- Click **Next**. You will see the last dialog **Create**.



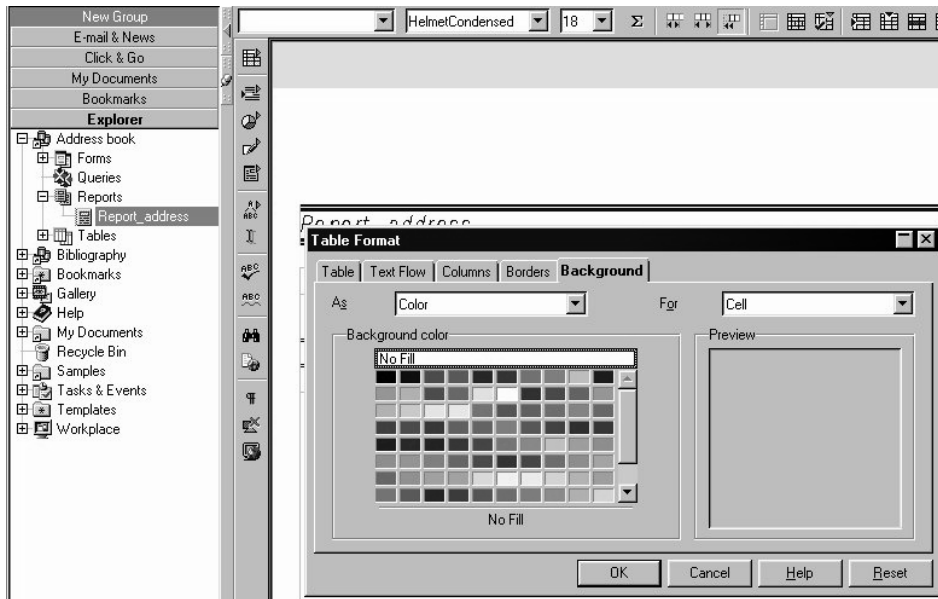
- Enter a name for your report and decide if you want your report to be displayed or only saved.
- Click **Create**.

A few minutes after the last dialog is closed, the report created will appear on your screen.



Editing an Already Existing Report

To edit a completed report, call the context menu of that report in the Explorer and select the **Report Design**. You can then modify various formatting attributes, such as the font styles or background colors in the table.



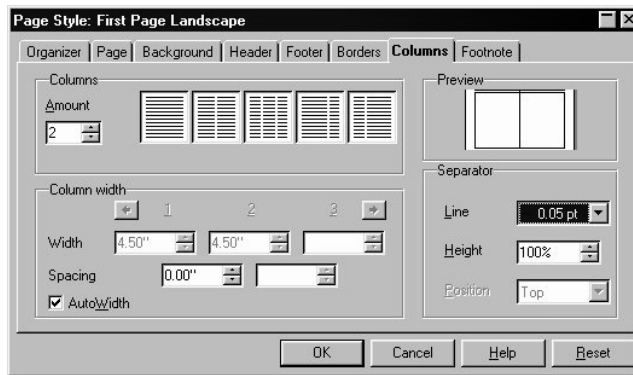
Select the desired cell and open the context menu to access commands for modifying the appearance of the cell. Once completed, click the **Save** icon in the Function bar.

If you want to modify the appearance of the whole report, you can do so with the aid of the Stylist. From the Stylist, assign the report a new Page Style or change the Style for the first and following pages of the report.



The Style for the first page is called "First Page Landscape" (in the landscape format) or "First Page Portrait" (in the portrait format). The following pages in which the title is no longer displayed are called "Standard Landscape" and "Standard Portrait", respectively.

- In the Stylist, open the context menu of the Page Style you want to modify, and select the **Modify** command. Set the properties of the Page Style in the dialog displayed.



Here it is possible, for example, to create a two-column report or reports with colored backgrounds. These modifications are also made in the Report Design mode.

You can save an unlimited number of reports, and access each one simply by double-clicking the name of the report. The report is automatically updated with the current values of the data fields.

If your database supports graphics as data fields, they can also be incorporated in your reports. Graphics will automatically be fit to the column size. That means that if a graphic image is wider than the column width, the width and height will be proportionally reduced in size.

The AutoPilot Report provides a frame template Image_XX, where the XX represents the number of columns within the report. You can edit this frame template if you want a different depiction of the images. You cannot group or sort by graphic images.

Part II: Intuitive Solutions with StarOffice

This section contains step-by-step instructions that can be immediately implemented to get quick results. At the same time, you will be introduced to more detailed techniques for organizing and simplifying your daily work with StarOffice.

Put the User's Guide next to the keyboard of your computer and follow the examples.

Many of the solutions are available in completed form in StarOffice. There are several StarOffice Basic macros (e.g. for printing all of the AutoText building blocks), diverse templates and numerous informative and practical sample documents. A complete list can be found in the StarOffice Help.

Working with Text Documents

Here you will find practical examples for working with text documents. There are several ways to design your documents, regardless of whether you want to write a business or personal letter, etc. You can either work with the templates provided, which you can customize according to your needs, or you can use the AutoPilot to create your own document templates.

Of course, you can just open a new document and create any type of object, text, or other element you wish. This is, however, the more work-intensive and thus slower way, so we will only describe it when it is the best solution and the goal cannot otherwise be achieved by using sample documents, templates or the AutoPilots.

Templates and AutoPilots

Numerous document templates are provided with the program and are available for your use. This gives you the option of choosing an appropriate layout from a variety of predefined formats. The appearance of the documents is predefined, but you can adapt it to your own preferences and save it as a custom template. To display a user-friendly dialog listing the templates, select the menu command **File - New - From Template...** or use the key combination Ctrl + N. You can also view a plain list in the Explorer by clicking the **Templates** entry.

In addition to the document templates, the AutoPilot lets you adjust the layout of a letter or even design one completely on your own. The AutoPilot is an easy-to-use design tool that enables even the inexperienced user to create a unique letter template within a matter of minutes.

Here is a rule of thumb: If you want to create a (formal) personal or business letter, the document templates provided offer the best basis. We have also supplied appropriate templates for many other uses. For example, if you wish to compose a resume or write a thesis we would recommend using the corresponding template. If your requirements are more specific, the AutoPilots can be used to create more individual, customized templates.

Personal Uses

Below we describe working with text documents that are mainly for personal use.

Even if you'll "only" be using StarOffice for personal tasks such as sending a letter to a relative overseas, applying for a new job or creating stylish invitations for an upcoming event, you'll still need a wide selection of various documents.

StarOffice relieves you of the time-consuming task of designing your documents so that you can concentrate on the actual content. After making any final adjustments to the layout you find necessary, just type in the text you'll have a finished document!

We have not only supplied templates but also sample documents for personal use. Sample documents are also there to be used as a source of inspiration.

The templates and the sample documents have one thing in common: both help you create an attractively designed document quickly.

Letters with Envelopes

A letter can be created in the blink of an eye using the word processing features of StarOffice. We will show you how. If you wish to print an envelope with a return address on it, no problem. StarOffice provides you with all you need to create a personal letter in a matter of minutes.



Creating a Letter Template using AutoPilots

- To start the AutoPilot, go to the **File** menu and choose the **AutoPilot** function. Click on **Letter** in the submenu and you will see the first page of the AutoPilot for Letters.
- Select **Personal Letter**, and then click on the button **Next**. A second page with additional options appears. Choose the option **No Logo**, and click **Next**. A dialog will appear in which you can enter the sender details.
- You should already be able to see the sender address. Under **Show sender?** select **Yes**. Now click the symbol **top right** in the **Position and size** area and once again click **Next**.



If the entry field does not contain a sender, the required information has not been entered into the program. If this should be the case, click **Cancel** and call the register **User Data** (menu **Tools - Options... - General**) and enter the necessary data into the appropriate fields. After having completed this, simply restart the AutoPilot and repeat the steps described above. It is also possible to enter the sender directly into the field in the AutoPilot; however, if you do not enter the data into the **User Data** dialog you will have to repeat this step every time you call on the AutoPilot to create a new template.

- Click **Next** until you arrive at the page with the footer options. Deactivate the check box **Footer on** and click **Next** twice. Now, on the page for saving the template, type the name of the template in the **Name** field. If necessary, enter any additional information in the **Info** field.
-



The template will be stored in the template folder under the name you have entered.

- Again click **Next** to access the next page and enter the printer paper trays if different paper sources are to be used for the first and following pages. This is usually not required, at least not for personal letters because the first page is not printed on letterhead paper. The last step is to click **Create**.

After having clicked **Create**, StarOffice will create a template and store it in the template directory. A new document will then be immediately shown on the screen which has been created from the new template.

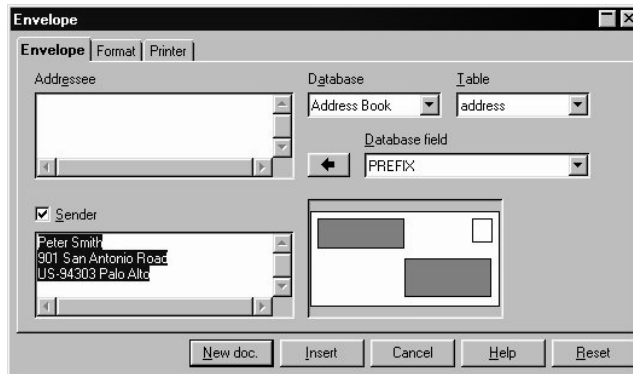
You can start to enter text and then print and save the document. However, if you would like to keep on working on the layout of the document template or create an envelope for it, close the new document without saving it and continue reading.

Creating an Envelope

This section contains a description of how to create a template for an envelope after you have completed your letter template. We will also be giving tips on how to continue polishing the design of your template(s).

As the envelope should be saved together with its template, you should first open the letter template.

- Open the menu **File - Templates - Edit**. A dialog will appear in which you find the letter template you just created and open it. The templates are found under - Office52/user/template.
- After opening the template, go to the **Insert** menu and choose the menu item **Envelope**. A dialog box with the same name appears.
- On the tab pages **Envelope** and **Format**, you should specify the envelope format and where you want the addresses of the sender and addressee to be positioned on the envelope. On the **Printer** tab page you can define the appropriate print options.



Inserting an Envelope into a Document

Click on the **Insert** button in the **Envelope** dialog. The envelope will be inserted above the first page of the active document. (In this case, before the first page of the personal letter template)

To continue editing the envelope (for instance, to change the format again), open the **Page Style: Envelope** dialog (in the context menu of the envelope click **Page...** and select the **Page** tab).

Adjusting the Printer for the Printout

The method for printing envelopes depends on the type of printer used. Some printers require a special cassette, while others have a multi-purpose tray that can feed envelopes. If in doubt, consult the manual for your printer.

Specify your print options in the **Page Style: Envelope** dialog. To open this dialog, click an empty spot on the envelope, open the context menu, and select **Page...**. Then select the **Page** tab. Define the desired settings under **Paper Format**.

Applying Various Fonts

To permanently change the font size and style for all paragraphs with a particular paragraph format, you will need to modify the Paragraph Style. First, position the cursor in the text that you want to modify and select the command **Edit Paragraph Style** in the context menu.

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



If you want to emphasize a particular passage in a letter, just select the text and click the **Bold** or **Italic** icon. To format only a single word, simply place the cursor anywhere in the word and click **Bold** or **Italic**.

Make any other necessary changes, then click the **Save Document** icon and close your document template.



When creating a template, remember not to type a text for a particular letter. The main purpose of a template is to define the general layout of a document. Use the documents based on the template to add text for a letter.

Creating and Printing a Letter with an Envelope

Once you have created a customized template for personal letters, you will surely want to try it out and write and print a letter.

- Select the command **File - New - From Template...**
- The **New** dialog will appear. Choose your new template and click **OK**.

StarOffice will create a document based on the template, though the template itself remains unchanged no matter how you modify the document:

- Enter the text of your letter in the document.
- Check if the addressee information on the envelope is correct.
- If you plan to print or edit this document later on, save it and enter a name.
- Place an envelope in your printer. Select the command **File - Print** and print page 1, which is your envelope.
- Place normal letter paper in your printer, select the command **File - Print** again, and print the second page. If your letter has more than one page of text, you can specify which pages you want to print under **Pages**.

Standard Templates

StarOffice already includes a number of templates intended especially for personal use. Of course, you can adapt these to your own preferences and requirements. You will find several templates in the **Personal Correspondence & Documents** folder.



The names of the folders and templates are sometimes abbreviated, but when you look at them in the StarOffice Explorer or on the StarOffice Desktop, the full name will automatically be shown.

Summary

To edit a template, go to the **File - Templates... - Edit** and choose the desired template.

To create a document based on a template, open the **New** dialog (menu **File - New - From Template...**), select the desired template and click **OK**.

Further Information



Using AutoCorrect. With the **AutoCorrect** function (Menu **Tools - AutoCorrect/AutoFormat**) you can define a number of options which simplify your work as you type. For example, you can have frequent typing errors (e.g. "teh" instead of "the") automatically corrected.

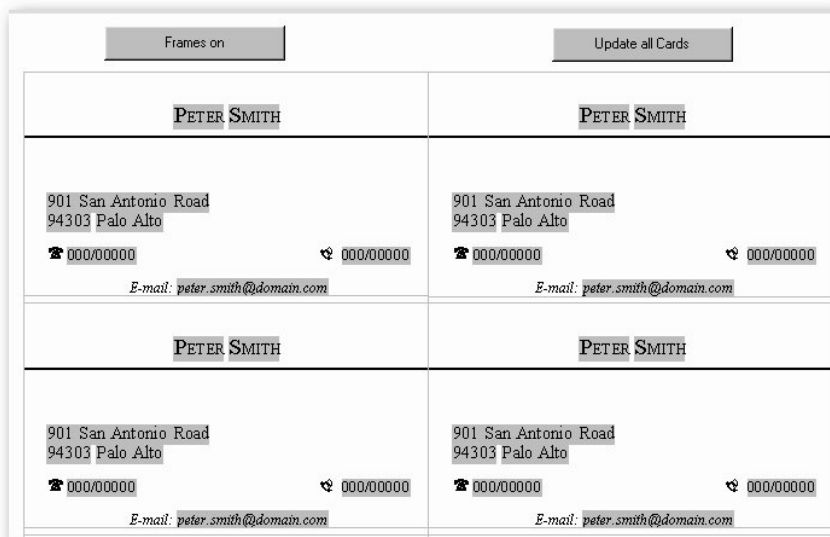
Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- AutoCorrect
- AutoPilot
- Envelope
- Paragraph Styles

Labels and Business Cards

With StarOffice you can easily and quickly create labels, mailing labels, etc. StarOffice takes you through the basic steps for creating them. Via a direct connection to your database, you can use your already existing customer data for printing labels. StarOffice provides various layouts which should correspond to printing forms for labels, mailing labels, business cards etc. that are commonly sold for use with computer printers. However, you can easily create your own layouts if necessary.



Creating Labels and Business Cards

In the following, we will explain various ways to create your own labels or business cards using StarOffice. You can use a template, as seen in the illustration above, or you can call up a dialog via **File - New - Business Cards** or **File - New - Labels**. First let's look at using the template.

The **Business Cards** template is shown in the illustration. One way to call up this template is to click **Ctrl + N**. In the **New** dialog that appears, select **Personal Correspondence & Documents** on the left, and **Business Cards** on the right. Click **OK**. The template will create a document with your personal data from the user data found under **Tools - Options... - General - User Data**.

You can edit the card at the top left in the document based on the business card template. Click the **Update all cards** button to accept the changes for the other cards. Click the **Frames on** button if the cards are to have a visible frame. The button now appears as **Frames off** and you can use it to remove the frame again.

Another way to create business cards is via **File - New - Business Cards**, a dialog with several tabs will be opened in which you determine how you want your business cards to look. You can copy and edit your signature as text using fields and you can also update your business and personal user data.

There is also another way to create business cards, i.e., by treating business cards as a simplified special case of labels. Each business card generally contains the same text. The label function, however, allows each label to contain different contents from a database or, for example, allows a serial number to be incremented. Read on here to find out how to work with the StarOffice label function.

Using the menu **File - New - Labels**, access the **Labels** dialog.

First, click on the **Labels** tab and determine the label format under **Format**. StarOffice Writer contains several hundred of the most common formats for labels, business cards and so on, to which you can add your own custom formats. You could also extend this list to include your company formats (in the Labels.ini file, in the - Office52\share\config folder. You will also find instructions in that file).

At the top of the **Labels** tabpage, in the **Inscription** field, enter the text for the labels. Usually these are the database fields so that you can print the pages of labels with varying contents as used in form letters, but you can just as well print the same text on each label (e.g., for business cards). In the list boxes, choose the database and table containing the data to be printed on your labels. Use the button with the large arrow to transfer the chosen data field to the label text/inscription area. You can insert a line break (with Enter) as well as insert any spaces and other fixed text you require.

If you cannot find a format you like among the ones provided, you can create your own customized label formats on the **Format** tabpage. The prerequisite for this is that you set the label type on the **Labels** tabpage to "User". On the **Options** tabpage, you can decide whether to print all labels or only specified ones.

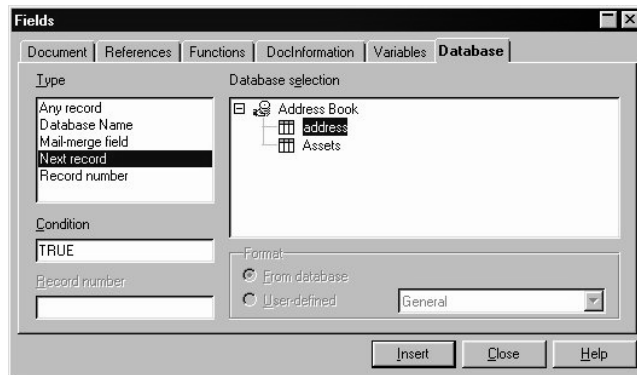
On the **Options** tabpage, it is important to notice that if the **Synchronize contents** check box is selected, you will only need to enter and edit a continuously repeating label once. When you press **New Document**, a small window containing the **Synchronize labels** button appears. As soon as you click it, the contents of the current label will be copied to all labels on the sheet.

Click **New document** to create a new document based on the information you have provided.

Creating Address Labels

If you want to create address labels do the following:

- Open the **Labels** dialog with the **File** menu and **New - Labels....**
- Choose the format of the label sheet to be printed. Remember to put a check in the **Synchronize contents** check box on the tabpage **Options** needs to be activated. Close the dialog with **New Document**.
- When you see the label document, open the address book in the Beamer by pressing the F4 key. If the Beamer covers the label in the top left corner, click the Stick icon on the border of the Beamer.
- Drag the desired data fields from the Beamer to the first label on the top right. For example, select the NAME header and drag it into the label on the top right. You'll see that the field name is inserted. Arrange the fields in order to accommodate a complete address.
- Now, place the cursor in the last text position (behind the last field).
- Open the **Fields** dialog, for example, with the Ctrl key + F2 and go to the **Database** tab.



- In the type list box select **Next record**, click **Fields** and then **Close**.
- To synchronize the labels click the **Synchronize** button in the small window.
- Select the records you want to have in your address label by clicking the headers in the Beamer. Use the Shift or Ctrl key in the usual way to select various records at the same time.



On the **Database Bar**, click the **Update fields** icon.

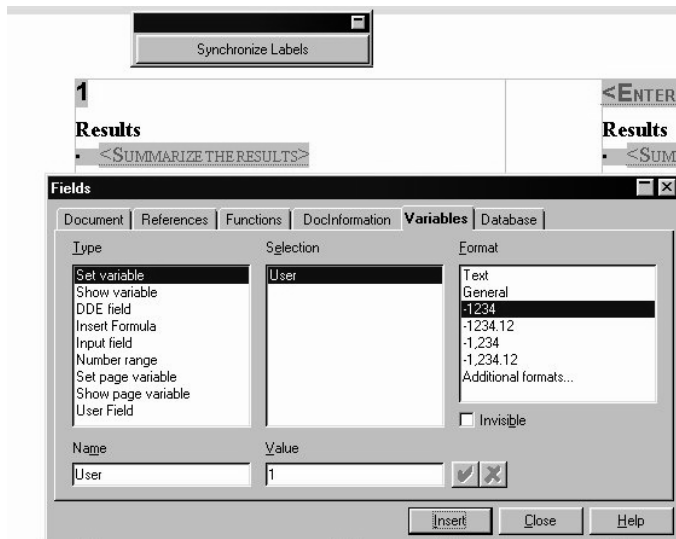
- Now you can save and print your label document.

Creating Labels with Consecutive Numbers

If you want to print, for example, consecutively numbered gift certificates or tickets, follow the next steps:

- Go to **File - New - Labels** to access the **Labels** dialog.
- Click the **Labels** tab, and in the **Format** area choose the format you would like to print. The labels are commonly available in sheets of heavier perforated paper or in rolls of self adhesive paper labels.
- If you want to print on normal paper, choose a page format that corresponds to how you want the rows and columns to be. For example, 3 X 9 means that you will have 3 columns and 9 rows on a sheet.
- If you, on the other hand, want to determine your own format go to the **Format** tab.
- On the **Options** tab, mark the **Synchronize contents** check box.
- Click the **New Document** button.

Now you will see a document with your desired distribution. You will only need to edit the first label in the top left corner and then press the **Synchronize Labels** button so that all the labels look the same. This button is only visible if you previously marked the **Synchronize contents** button on the **Options** tab.



- Enter your text and format it as desired on the first label in the the top left corner.
- Insert a field to implement consecutive numeration. Place the cursor in the position where you would like to have the number appear and press Ctrl + F2, or via **File - Field - Other...**
- In the **Fields** dialog go to the **Variables** tab.
- Select the **Set Variable** type if it is not already selected.
- Enter a name in the **Name** field, for example **Number**.
- To increase the variable by one number in each label, enter in the **Value** text box the formula **Number+1**.
- Click **Insert** and close the **Fields** dialog.
- Click **Synchronize Labels**.

Now you can print and save your finished document.

Further Information



Printing Return Address Labels. To print labels with your own name and address, click the **Address** check box (via **File - New - Labels**).

Printing a Single Label. To print a single label, select the **Single Label** option on the **Options** tab. You can specify row and column of the label you would like to print. This option is useful if you have only partially printed a page of labels and want to use the leftover ones at a later time.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Labels
- Business Cards
- Inserting Fields

Resumes

Do you need to create a new resume? In this chapter you'll see an example of how it can be done quickly and easily with a resume template.

Just like an application letter, a resume is a document which has to be perfect. There are two basic kinds of resumes, either functional or chronological. The chronological format, which organizes information according to dates, is more common.

PETER SMITH	
Address #1 > 2007 Hamburg Tel: 555-1234 > Email: peter.smith@usa.com	
Position sought [FORMATTED]	
Academic & Other Activities	
[DATE] [FORMATTED]	[DATE] [FORMATTED]
[DATE] [FORMATTED]	[DATE] [FORMATTED]
Education	
[DATE] [FORMATTED]	[DATE] [FORMATTED]
[DATE] [FORMATTED]	[DATE] [FORMATTED]
Work Experience	
[DATE] [FORMATTED]	[DATE] [FORMATTED]
[DATE] [FORMATTED]	[DATE] [FORMATTED]
[DATE] [FORMATTED]	[DATE] [FORMATTED]
[DATE] [FORMATTED]	[DATE] [FORMATTED]
[DATE] [FORMATTED]	[DATE] [FORMATTED]
Special Skills	
[FORMATTED]	[FORMATTED]
[FORMATTED]	[FORMATTED]
[FORMATTED]	[FORMATTED]
References	
[NAME] [FORMATTED]	[NAME] [FORMATTED]
[ADDRESS]	[ADDRESS]
[CITY]	[CITY]
[STATE]	[STATE]
[PHONE#]	[PHONE#]
[NAME] [FORMATTED]	[NAME] [FORMATTED]
[ADDRESS]	[ADDRESS]
[CITY]	[CITY]
[STATE]	[STATE]
[PHONE#]	[PHONE#]

Creating a Chronological Resume with a Template

- Open the document template by selecting the command **New** in the **File** menu, and in the submenu choose **From Template...** The **New** dialog appears. Select **Personal Correspondence & Documents** under **Categories** and choose **Resume for Job Application** from the **Templates** listed. Confirm your choice with **OK**.
- Select the existing placeholders by clicking them one by one and overwriting them with your own information.
- Next, replace the sample text with your own, save and print the document.

After printing it, sign it and you might consider including your photo.

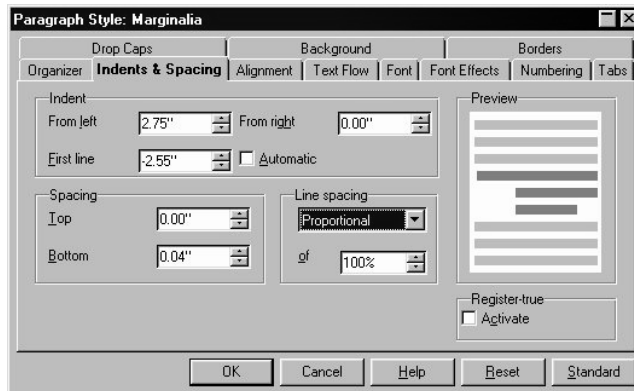
Adapting a Resume

If you need an additional heading in your resume, press the Enter key at the end of the preceding line. Enter the desired heading text, open the Stylist by clicking the icon in the Function bar and apply the Paragraph Style **Subtitle**. Press the Enter key again.

To delete a heading, select the entire line to be deleted and press the Delete key. If a line remains, simply press Delete key once again.

Modifying Spacing Between Columns

If you want to alter the spacing between the "columns", i.e., between the left and right text blocks, place the cursor in the text and in the context menu click the command **Edit Paragraph Style...** to open the **Paragraph Style** dialog. Click on the tab **Indents & Spacing**, and use the spin buttons to set the values **From left** and **First line**.



Only the first line is set to the left, by the value in the field **First line**. The "contrast" in the text is achieved by indenting the paragraphs by the value specified in the field **From left**. At the position where the other lines begin, a tab is set, so that all you have to do is press (Tab) to jump to the text in the second column.

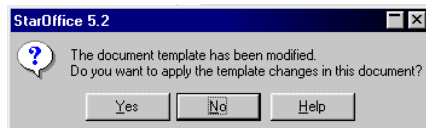
Make further modifications as necessary. Click on the **Save** icon and close your template.

Do not type any text in a template which you don't want to appear in all future documents created with this template. A template serves primarily to define the general layout of the document. You can later on type your text in a new document based on the template.

Tips for Opening Documents with Templates

When opening a StarOffice document, the program checks whether the document is based on a document template included in the folder Office52\share\template\english or Office52\user\template. It also checks the subdirectories of this folder and the template folders entered under **Tools - Options... - General - Paths**.

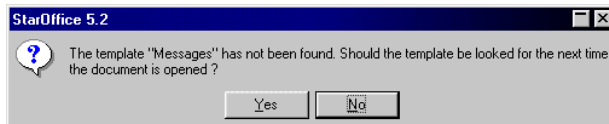
Upon opening a document based on a template which has been changed in the meantime, you will see the following dialog:



"The Styles in this document do not match your current Styles. Should your current Styles be applied to this document?"

Reply with **Yes**, and the document will be loaded with the already existing template in your StarOffice. The Styles that are contained in your document will be replaced by the corresponding Styles in your StarOffice. This change is only permanent in the document once you have saved it.

If you click **No**, the document is loaded in its original form. The Styles in your document will not be changed.



If no corresponding document template is found, you will be asked if you would like to continue searching for the template in the future.

If you reply with **Yes**, it will look for the document template again when it next reloads the document. This reply is suitable if, for example, you know that the template is on a temporarily unavailable network drive.

If you reply with **No** and save the document, it will not look for the document template when it next reloads the document. The document is then "separated" from its template.



Further Information

Using a Uniform Font. To ensure that your application materials have a uniform appearance, you should use the same font for your resume, cover letter and any supporting documents. Make the necessary adjustments to the Character Styles you are using.

Inserting Special Characters. If you need to use special characters or a symbol in your document, open the special characters dialog (Menu **Insert - Special Character...**) and click the desired character from the available symbol/character sets. The character will be inserted at the current cursor position.

Saving after Printing . The date of the last printing also belongs to the document properties found under **File - Properties... - General**. If you save your document and print it directly afterwards and then want to close it, you will be asked if you want to save the "Changes in the document". Press **Save** if you want to have the print date in the document properties, or press **Discard** if this information is not important to you.

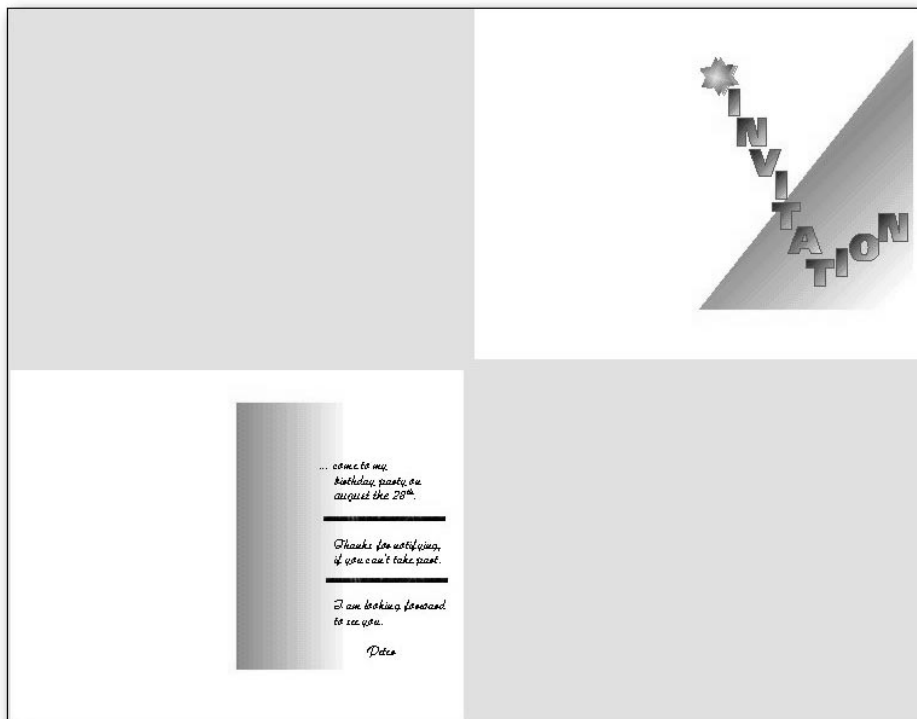
Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Special Characters
- Templates

Invitations

At some point everyone sends out invitations, whether for a birthday party, a silver wedding anniversary, or any other special occasion. With StarOffice you can create attractive invitations.



Creating an Invitation

First you need to open the **Invitation** file by way of **Samples - Texts** One of many ways to open this file is by double-clicking the **Samples** entry in the Explorer. The contents of the folder will be displayed on the Desktop. Double click the **Texts** folder or entry. You will see the contents of the **Texts** folder displayed on the Desktop. Double-click the **Invitation** entry or symbol. The file will be loaded and the document opened.

Select each paragraph, one at a time, and replace the sample text with your own. With the command **Format - Character** you can apply a different font, font size, or other attributes. For this example, choose the font "Times" and select "small caps" as a font effect.



If your invitation has more than two paragraphs, you might want to apply different text formats by modifying the corresponding Paragraph Styles.

Select the remaining text and assign a different font and a smaller font size than the heading of your invitation. If you have a color printer, you can also choose a color for the text.

Another way to arrange your invitation is to enter text in a separate frame, and then position this frame in the invitation. Your options for creatively designing text are practically unlimited! These are only a few suggestions to get you started.

Inserting Text in Frames




At the top of the Main toolbar, click the **Insert** icon for a few seconds to open the **Insert** floating toolbar. Release the mouse button and, using the Title bar, drag the floating toolbar away from its initial position, which keeps it from closing again as soon as the mouse is no longer positioned on it. At the left end of the floating toolbar, click (with a normal short click) the **Insert frame manually** icon, and when you move the mouse pointer across the document it will change to a small cross. Use it to drag open a frame in your document.

Now, place the cursor directly within the frame (to do so you need to first remove the selection of the frame by pressing the Escape key once), enter your text and apply any desired formatting. The text is automatically given the Paragraph Style "Frame contents". If you can't see the new text you are typing in, it could be that the Paragraph Style "Frame contents" has been given a left indentation that is farther than the frame is wide. In that case, open the Stylist and change the Paragraph Style "Frame contents". (In the Stylist, right-click the "Frame contents" entry, then click **Modify...** On the **Indents & Spacing** tab page, modify the left indentation.)

Select the frame once again after entering the text by clicking on the frame border. With the context menu, activate the **Frame** dialog and, on the **Background** tab page, assign the frame a contrasting background color. You can use the mouse to position the frame anywhere on the invitation.

Inserting Clip Art

StarOffice comes with a variety of graphic images, drawings, pictures and clip art. They can all be found in the Gallery of the Explorer. Open the Gallery and then click the theme you want. The contents of the theme will be displayed in the Beamer.


 To open the Beamer, click the Beamer icon in the Function bar.


Drag&Drop the desired graphic image into your document and position it anywhere. To achieve additional effects, select the graphic image and use the context menu to open the **Graphics** dialog. You will see several tabs that you can use to modify the attributes of the image. If, for example, you want the text in your document to flow along the contours of the graphic object, click the **Wrap** tab and choose either **parallel** or **dynamic** as wrap style and select the **Contour** option.



You should choose a wrap style depending on the position of the picture in your invitation. For example, if the picture is in the lower left corner, the **Left** wrap style would be unsuitable. Here the **Right** wrap style would make more sense.

Using Draw Tools

 To improve the design of your invitation, you can also use the Draw tools. In the Main toolbar, click the **Show Draw Functions** icon to open the **Draw Functions** floating toolbar.

 If you click the **Line** icon, the mouse pointer will change into a small cross. Move the mouse into the document and, while pressing the mouse button, draw the desired line. Define the line attributes in the usual way (via the context menu of the line, **Line...**command).

Once you have finished creating your invitation, you can save it and print it.

Further Information



Creating Lines at Precise Angles. To create a precisely angled line, hold down the Shift key while drawing. This will enable you to draw lines at exactly 45° angles.

Flipping Graphics. If a picture has been inserted in the wrong direction, you can adjust it by flipping it vertically or horizontally (use the context menu, **Graphics...** command - **Graphics** tab - **Flip**).

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Graphics
- Frame

Professional Uses

Now we will show you several text documents for professional use.

Especially when it comes to business correspondence you'll profit from the many AutoPilots, templates and sample documents that are supplied in StarOffice. You can standardize the layout of the documents used at your company to create a corporate identity so that clients will immediately recognize that this correspondence is from your company before even reading a single word.

Define a page layout including margins, font style and size, and insert your company logo into all documents. Use additional design elements, which can be quickly and easily created with the StarOffice drawing functions.

You can use the AutoPilot to create customized templates for even the most important professional documents. Just as with the provided document templates, you may edit and modify these templates as well. Whenever you want to create a new document, such as a fax, you can open a new fax document based on your template, then simply fill it out, save it and send it.

The templates can be selected by using the menu **File - New - From Template...** You can add as many templates and links to the **File - New** submenu as you want. The StarOffice Help provides a detailed explanation of how this is done.

Business Letters

StarOffice contains all the tools you need to create attractive business letters. StarOffice provides several document templates for business letters, or you can also use the AutoPilot to create your own templates.

Sun Microsystems, Inc.
Peter Smith
901 San Antonio Road
Palo Alto CA 94303
Tel.: 0000000000
E-mail: xxx@abc.com

Sun Microsystems, Inc. - 901 San Antonio Road - Palo Alto CA 94303

Houseware Inc.
Alan Brown
123 Main Street
Kissimmee, FL 34742-2354

Your Ref.	Our Ref.	Your letter dated	Our letter dated	Date
				Tue 07/Sep 99

Dear Alan

[Please insert your text here]

With kind regards

Peter Smith

Enclosure(s):

You can either use the templates provided in StarOffice without any modifications or you can make modifications before you use them. You can also, with the help of the AutoPilot, create your own templates.

Customizing a Template

StarOffice provides several templates for business correspondence. Of course, these can be adapted to your own ideas and specific needs. In the dialog that you open via **File - Templates - Organize...**, you'll find a list of all the templates provided for each theme.

Creating a Business Letter Template with the AutoPilot

To start the AutoPilot, first choose the **AutoPilot** from the **File** menu and then select **Letter** from the submenu and the AutoPilot for Letters appears.

Choose the **Business Letter** option, and click the button **Next**. You will come to the second page, where you can make additional settings. Choose the option **No Logo** and click **Next**.

You are now on the third page of the AutoPilot for letters, where you will already see the sender address entered during installation. You can enter or change this information under **Tools - Options - General - User Data** at any time. Modify the sender address field so that it corresponds to how you wish it to appear on your business letters.

In answer to the question **Repeat in recipient field?**, choose **Yes**.



In the recipient field, the data is displayed in small fonts and single-spaced.

Under **Position and Size** click the icon which shows placement at the **Top Right**. The icons allow you to quickly change the position of the return address field, and with the spin buttons you can adjust the spacing and size. You can see the results in the preview field.

Click **Next**. The database page appears, where you can enter the recipient data.

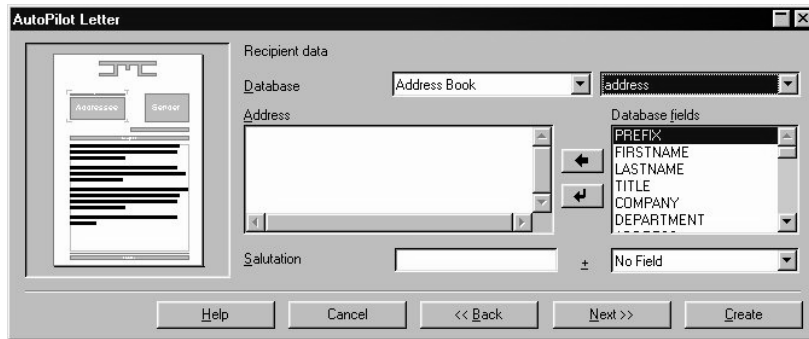


Templates created with the AutoPilot are capable of extracting data directly from your address book database (Function key F4). The StarOffice Help describes how you can exchange a database which is connected with your document with another database. Using templates, you can create form letters with any desired address.

In both of the upper list fields, you can choose the database and table from where the addressee data is to be obtained. In the first list box, select "Address Book" and in the other choose "address." Under **Database fields** you will see a list of all fields contained in the selected table. Click the field COMPANY, then click the upper icon with the left arrow. The database field will then appear in the **Address** field to the left.

After that, click the icon with a bent arrow (it symbolizes a line break). In the **Database fields** field, choose FIRST NAME. Click the upper arrow icon, select the field LAST NAME and click the arrow again. The first and last name have now been put next to each other in one row.

Add another line break (click the appropriate symbol) and select the database field STREET. Transfer STREET into the **Address** field at the left, double-click the bent arrow icon to enter another line break, and select the next database field CITY.



After **CITY** has been entered in the **Address** field, position the cursor after **CITY** and insert a comma. Finally, transfer the remaining fields **STATE/PROV** and **ZIP CODE** to the address field.

In the list box to the right of the **Salutation** field, select the field **SALUTATION**, and click **Next**. On the following page, you can specify the standard letter elements to be included.

Choose the typical elements of a business letter which you want to include, and modify them as necessary. Click **Next**. On the footer page of the AutoPilot, clear the check box **Footer on**, and keep clicking **Next** until you get to the Save page.

On the page for saving the template, enter a name for the template in the **Name** field. If necessary, enter any additional information in the **Info** field.



The new template will be saved under the specified name in the template folder. You can see the data entered in the **Info** field if you choose **New** from the **File** menu and then **From Template** from the submenu and then click **More**.

Click **Next** one more time. On the final page, you can specify the printer trays to use. For this example, this step is unnecessary since there is only one page. Finally, click the button **Create**.

Now StarOffice creates a template and stores it in the template directory. On your screen, a new document based on that template will immediately be displayed. You could then type in specific text and print and save the document. If you would like to continue editing your template, close the new document without saving it, and continue reading.

Customizing a Business Letter Template

The AutoPilot defaults provide you with a "standard" business letter template. Thus, the template may still need to be adapted to reflect your individual preferences. To do this, you must open and edit the template.

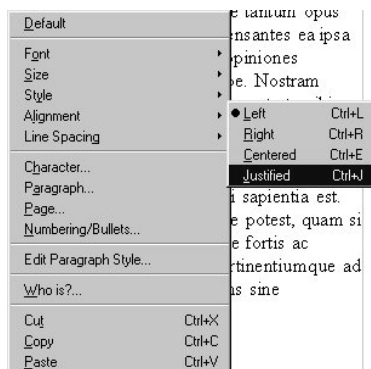


But keep in mind that if you modify the template, the changes you make will affect all documents based on this template.

To modify the template, go to **File - Templates - Edit**. Select the template you created with the AutoPilot and edit it.

How to Change the Text Alignment

There are four options for text alignment: **Left**, **Right**, **Centered** and **Justify**. You can easily change the alignment via the context menu. Click in the respective text passage and open the context menu. Under **Alignment**, select **Justify**, for instance, to expand the text between the left and right margins.



Make any necessary changes and click the **Save** icon and close the template.



Do not type specific text in the template unless you want it to appear in every letter. A template defines only a basic layout for a document. Once you have created a template, you can enter text into new documents based on the template.

Summary

To modify a template, choose **File - Templates - Edit**.

To create a new document based on a template, open the **New** dialog (menu **File - New - From Template...**), select the desired template and click **OK**.

Further Information



Incorporating Pictures. You can insert your company logo into a template with the **Select Picture** button located on the right hand side of the second page of the AutoPilot. You can also create a logo text instead of a graphic. Both logos and logo texts can be modified at any time.

Changing the Standard Font. In the **Standard Fonts** tabpage (menu **Tools - Options - Text Document**) you can modify and define all fonts of the standard template, so that a new document is always opened with the preassigned font. Be sure to select the check box **Current Document Only**, otherwise the standard fonts will be changed in all your documents. Standard Font, changing the

Spellchecking. If you have activated **Auto Spellcheck** (menu **Tools - Spelling - Auto Spellcheck**), the text will be checked for spelling errors as you type. Misspelled or unrecognized words are underlined with a wavy red line. Alternatively, you can select the command **Tools - Spelling - Check** or press the Function key (F7) to check the spelling after a document is finished. The **Spellcheck** dialog provides a selection of options for unknown words which may appear on the text.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Address Book
- AutoPilot
- Letter
- Document Templates
- Spellcheck

Fax

Creating a fax with StarOffice is no problem at all. In a few minutes, you can create a personalized fax template, using one of the provided templates or the AutoPilot.

Fax Message

Number of pages incl. cover page: 1
Date: Tue 07/Sep 99
Time: 16:38:34

Houseware Inc.
Alan Brown
123 Main Street
Kissimmee, FL 34742-2345
Fax: (407) 555-2222

Sun Microsystems, Inc.
Peter Smith
901 San Antonio Road
Palo Alto CA 94303
E-mail: xxx@abo.com
Tel.: 0000000000
Fax: 000010000

Copy to:

For your information	To Do	Please comment	Returned with thanks

Dear Sir or Madam,
[Please insert your text here]

Creating a Fax Template with the AutoPilot

To start the AutoPilot, go to the **File** menu, and from the **AutoPilot** submenu, choose **Fax**. You'll see the first page of the AutoPilot for Faxes.

Select "Fax Message" as the title, or type in your title. Click **Next** to go to the second page, where further settings can be made. Select the **No Logo** option if you do not want to incorporate a logo into your fax.



If you want to include a logo, select the option **Graphics** and click **Select Graphics....** A dialog appears where you can preview and select a graphic object.

Click **Next** to continue to the next page. Your return address should already be displayed here, and you can add your telephone and fax number, if desired.



If no return address is displayed, the information has probably not yet been recorded. In this case, click **Cancel**, and enter the necessary information on the **User Data** tabpage (menu **Tools - Options - General**). Then, activate the AutoPilot again, and return to this point.

Click again on **Next** to display the database page of the AutoPilot.



For a form fax, you can apply the recipient data directly from a database (Function key F4) or from the address book (menu **Edit - Address Book**).

In the upper list boxes, select the **Address Book** database and the **address** table. Select **WORKTEL** in the **Telephone** list box and **FAX** in the **Fax** list box.

Under **Database Fields**, click on **COMPANY** and then on the upper arrow icon to transfer the database field into the **Address** field.

Click on the button with the bent arrow (it symbolizes a line break). Select the entry **FIRSTNAME** under **Database Fields**, click on the upper arrow and then select **LASTNAME**. Enter another line break by clicking the bent arrow.



You can enter the complete recipient address, although this is generally not necessary for faxes.

Click again on **Next** to continue.

You will see a selection of typical elements in a business fax. Choose the elements you want to include in your template. If you have selected an element, you can replace the existing text with your own.

After making the necessary changes, click **Next**. On this page of the Fax AutoPilot, you can determine the appearance of the footer. Select the **Footer on** check box, and enter any additional information (company name, bank account, etc.) to be displayed in the footer.

Click **Next** once again. Under Template filename, assign a **Name** for the template and enter, if necessary, other information in the **Info** field.



The template you have created will be stored in the template folder under the specified name.

Finally, click **Create**.

StarOffice will create a document template and store it in the template folder of your directory. A new document based on this template will appear on the screen. You can then type in your text, fax the document and print or save a copy. However, if you first want to refine your fax template, continue reading.

Customizing a Fax Template

The AutoPilot is designed to ensure that you receive a fairly standardized fax format. If you want to customize the fax template to your specific needs, you need to open the template.



Remember that if you modify the template, the changes you make will affect all subsequent documents based on this template.

To modify the template, go to **File - Templates - Edit**. Open the template and edit it.

Changing the Fax Title

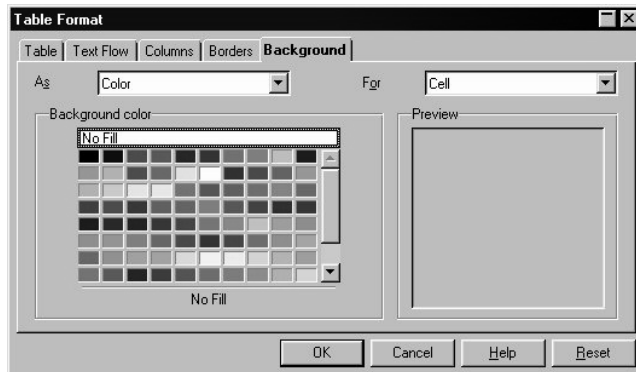
Select the current title of the fax and overwrite it with a new title. You can then assign various font attributes under menu **Format - Character -**, and click the **Font** tab.

Additional Elements (Phrases)

If you require other elements in your fax than the ones provided, click the table of additional elements and insert another column or row via the context menu (**Row - Insert**) or click on the **Insert Row** icon. You can then enter the desired text into the new column or row.

Highlighting the Elements (Phrases)

Select the row containing the additional elements and, with the context menu, open the **Table Format** dialog. Using the **Background** and **Borders** tabpages you assign attributes to highlight the row.



Make any necessary changes. Finally, click the **Save** icon and close your document template.



A template is a blueprint or pattern for all documents of a certain type - such as a fax. Therefore, in a template, enter only the text that should appear on all faxes. You can enter the specific text in the documents based on the template.

Setting up Fax Driver

You can print the fax, which you created with the instructions stated above, and send it with a fax machine. You could also use a modem with the corresponding fax driver to send your fax without printing it.

Install the fax printer driver of your fax software. With StarOffice Writer, you can easily choose if you want to print or to fax the current document. You can also insert a fax icon next to the print icon in the Function bar. You can find step by step directions in the Advanced section of the User's Guide or in the StarOffice Help. If you want to fax your document, just click the fax icon.



Further Information

Fonts in Faxes. The transmission of faxes is always dependent upon the quality of the connection. To ensure legibility, use clear fonts such as Arial or Helvetica, with a large font size.

Graphics in Faxes. Since the transmission time for faxes depends on the size and color depth of the inserted picture, we recommend either to avoid using graphics or to insert only small ones, such as a logo. Graphics, in faxes Faxes, with graphics

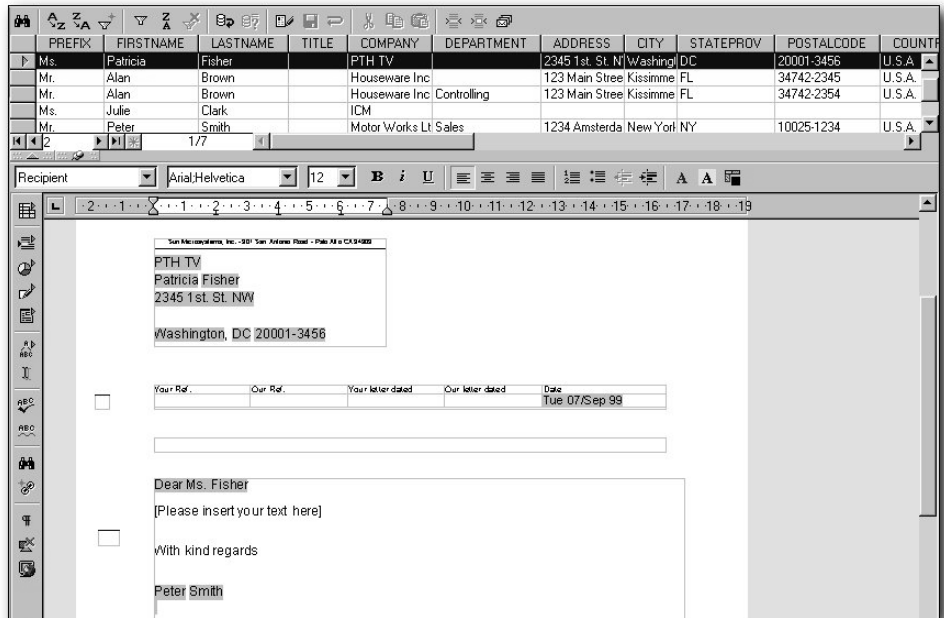
Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- AutoPilot Fax
- Fax

Form Letters

The form letter function enables you to send an identical letter to several people since the salutation, address and other data is automatically inserted for each recipient. There are two requirements to fulfill before creating a form letter. The first one is a previously written and formatted business letter and the second one is a database containing the recipient addresses, such as the Address Book database provided with StarOffice.



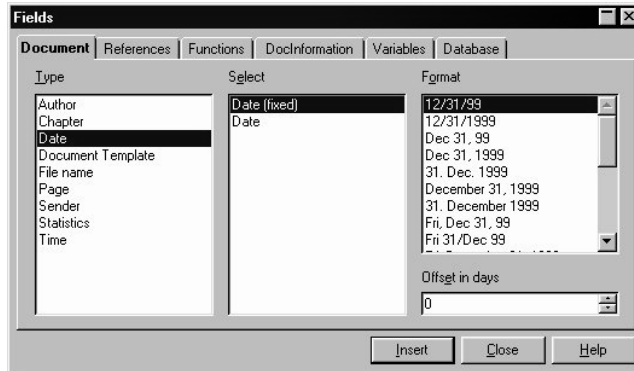
Creating a Form Letter

To create a form letter you need the recipients' addresses, which should be in the form of a StarBase database table, and a text document containing the text of the letter. Fields appear at the positions in the text where the name and address should be printed. These fields draw their information from the corresponding database fields. You can define these fields if you go to the **Insert** menu and choose **Field** and from the sub menu select **Other**. The **Fields** dialog will appear, where you can define the fields.

Fields are a type of place holder in your document. These can be chosen when first inserting a field or opening or printing a current document. You can carry out an update manually with the F9 key.

Fixed and Variable Fields

"Fixed" fields are fields which are filled out only once, i.e., when the field is inserted into the document. For example, if you write an invoice based on an invoice template you can use a "fixed" date. The minute you set up the invoice document, you will see in the field position the actual date which won't change later on. That is, the date of the invoice is determined only once.



On the other hand, a "variable" Date is updated every time you open and print the document. A manual update of the fields (i.e. with the F9 key) sets the actual date in the field entered as "Variable date"

If, for example, you want to insert a date as a field in your form letter, you have to decide if it is to be inserted as a fixed or as variable date:

- Choose to use a fixed date if the date should never change, i.e., as if you typed in the date directly (without a field). What is then the advantage of using a field? Well, quite simple, you can save the form letter as a template. If you later want to write a new form letter based on that template, the date will automatically be updated.
- If you choose the variable date, the date will be updated every time you open or print the document.

Apart from the date there are various other fields which you can also use in your form letter. The most important fields are the ones which determine where the different elements of the recipient's address are to be placed. These fields have a direct connection to the database table which contains your address list. A field will be inserted in the form letter for each data field (i.e. name, street, city, etc.). When printing, StarOffice Writer inserts the desired data fields in the fields for each record.

You can find more detailed information about **Fields** in the Advanced section of the User's Guide in the StarOffice Help.



With Drag&Drop, you can easily create a new document which contains form letter fields. First open the document and let the Beamer display the desired database. Select a column header and with a pressed mouse drag it in the document. The field from this database will be automatically positioned in the document.

- With menu **File - New - From Template...**, open a document based on the **Professional Letter** template from the **Business Correspondence** category.

A form letter based on the professional letter template will be displayed. It already contains fields for the address, date, sender, etc.

- Since the "Professional Letter" template is linked to the address database in Star-Office, the address table is opened automatically by the Beamer. If this doesn't happen, press (F4) to open the database for the current document in the Beamer.
- Select the records you want to use in the form letter by clicking the row headers at the left in the Beamer. Use the Shift key and/or the Ctrl key to make your selection. If you want to print a form letter for all the records in the table, click on the empty field above the row headers to select all records.



Now click the **Form Letter** icon in the Database bar at the top of the Beamer. (You must have a text document open for this function.) The **Form Letter** dialog appears, where you can choose what you want to send as e-mail or print. You can also choose here if you want to print selected records, all records or a particular range. If you want to print a range, e.g., records 1 to 5, make sure that the numbers follow the order displayed in the Beamer.



You can sort or filter records in the Beamer by clicking on the respective icons in the Database bar. For example, to sort all records according to ZIP (postal) code, place the cursor in the ZIP CODE field of any record and click **Sort Ascending**.

Now your form letter is all ready to go! Here are a couple of advanced tips for working with databases.

Avoiding Empty Lines

If you have chosen the form letter field **COMPANY** to appear in the recipient field, a blank line might appear in your printed letter. That happens if the **COMPANY** database field in the database is empty. However, it is possible to prevent empty fields from being included.

Place the cursor in front of the COMPANY form letter field in your text document. Open the **Insert Field** dialog. On the **Functions** tab page, select the **Hidden Paragraph** field type.

Now, in the **Condition** field, enter the following text (without quotation marks):

not (Company)

If the **COMPANY** database field is now empty, the **COMPANY** line will not be printed, and the rest of the lines will be moved upward.

Importing Data

We have assumed that your address data already exists in the Adabas D database. Often the addresses exist in another format e.g., as a dBase file, as a text file imported from another program, or perhaps an entry with commas used as separations between the data fields, or as a spreadsheet document from another application. This data can be easily converted or copied into a database table in StarOffice standard format. Instructions on how to do this can be found in the StarOffice Help under **Copy table**.

In the StarOffice Help you will find important information, for example, on how to use a dBase table in StarOffice Base, how to use a database table in text format, and how to open foreign formats in StarOffice Calc. As soon as an external database table is opened in StarOffice Calc, it is quite easy to adopt the records from StarOffice Calc to the StarOffice Base database.

Further Information



Exchanging Databases. To access another database, simply exchange the current database with another (**Edit - Exchange Database...**).

Address Book Data Format. The Address Book represents a special database in DBF format. You can insert, edit and delete records in the Address Book via **Edit - Address Book**.

Sending Form Letters as E-mail. If, in the <Form Letter dialog (access via **File - Form Letter**), you select the **Mailing** field, and in the **Address field** you select a data field with the e-mail addresses, you can send your form letters as e-mails (a.k.a. "mail merge").

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Address Book
- Database
- Exchanging Databases
- Form Letter

Next open the address book, either in the Beamer, as described for mail merge, or with menu **Edit - Address Book**. If you open the address book as a window, click on the customer's entry or enter the customer information as new data. Click the **Merge** icon to transfer the customer information to the address fields of the invoice.

Save the invoice under a name that refers to the customer and the date. Print it with the usual copies and then close the document.

Customizing an Invoice

You may need to make some adjustments to the invoice, such as adding an additional row, or a different percentage for sales tax or VAT. To do this open the template.



Just keep in mind that if you change the template, all modifications will apply to future documents based on this template.

To edit the template go to menu **File - Templates - Edit**. Open the template and edit it.

Select the **Terms of Payment** field and type in your payment conditions. You should also enter your bank details since these will be the same for all invoices.

Modifying Sales Tax Rates

To change the sales tax rate, edit the formula in the cell to the right of the **Plus 6% Sales Tax** cell. Place the cursor in the cell, press the F2 key and change the formula in the input field of the Formula bar. Do not forget to readapt the text in the left field.

Make any other necessary changes, then click the **Save document** icon and close the template.



In a template, only enter text that you want to appear in every document based on this template. A template serves to determine the general layout of a document. You can later enter specific text in a document based on the template.

Further Information



Highlighting Cells. To highlight a cell, select the cell and then click the **Background Color** icon in the Object bar. Choose the desired color from the **Background** floating toolbar by clicking it once.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Formula
- Ruler
- Formula Bar
- Tables

DTP Applications

This section describes how you can create superior DTP solutions with StarOffice. DTP is the abbreviation for Desktop Publishing, which is publishing written documents using a desktop computer.

Although StarOffice is not a professional DTP program, but a general office application program with DTP capabilities, you will be surprised at how many interesting and attention getting effects you can achieve all in one integrated user interface. The high level of integration of StarOffice components makes it especially easy to combine text, graphics, tables, sheets and charts, or to quickly edit and rearrange individual objects.

In addition to the expected functions, such as support of all normal and special text attributes, you can also use typographic features such as register-true for multi-column text and expansion between individual letters.

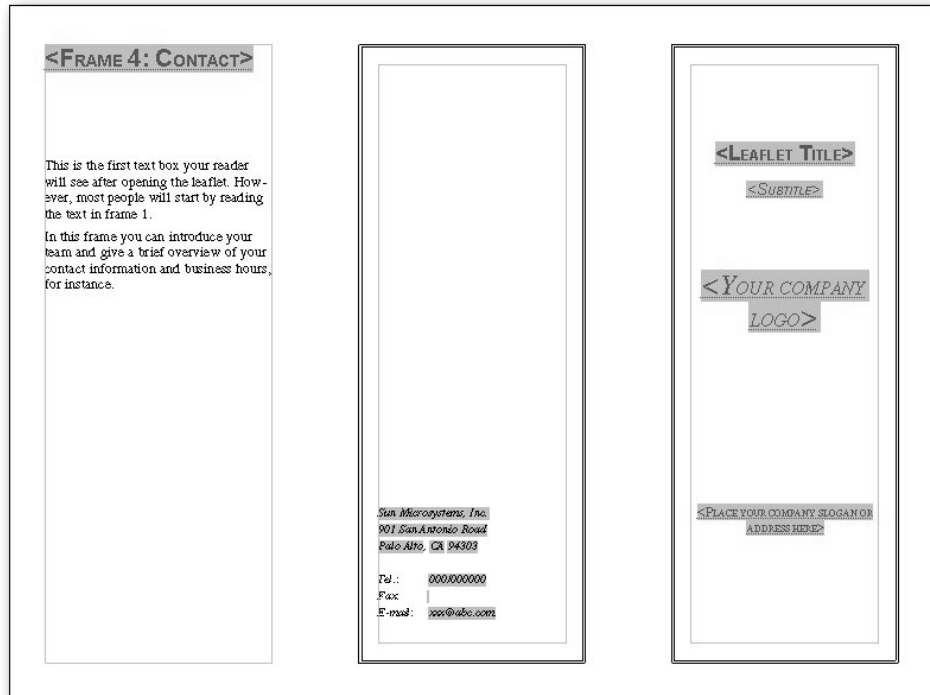
You can easily create drawings and graphics, even in 3D view, and insert them into your documents. An automatic contour wrap controls the text surrounding objects, or you can use the convenient Contour Editor to define the wrap region yourself. You can also insert linked frames, in which your text flows from one frame to the next.

Even if you do not want to publish your DTP documents on paper but publish them as screen displays or in the Internet as web pages, StarOffice provides you with lots of attractive displays to catch the reader's eye. Ticker text, animated in different ways is only a pressed key away, simply create your GIFs in StarOffice and present even the most complex of tables and FrameSets in the Internet.

The examples here are restricted to StarOffice DTP applications which are usually printed on paper. For further information, please refer to the StarOffice Help.

Handouts and Flyers

Handouts and flyers are often used for advertising purposes and have to catch the viewer's attention with only one page. Thus, it is important that your document's layout is attractively designed.



StarOffice provides a template for a flyer. You can replace the existing text and other elements with your own ideas. You could, for instance, rotate some of the text lines or insert a clip-art from the Gallery.

Creating a Handout or Flyer

- Open the **New** dialog with the key combination Ctrl + N.
- In the left of this dialog, choose the **Forms and Contracts** category.
- On the right, choose the **Leaflet** template and click **OK**.
- The two-page template appears in portrait format. Now you can edit the text.

With most printers, the completed document must be printed in two steps in order to print both sides of the sheet.

- Alternatively, place the cursor on page 1 and then open the print dialog (using **File - Print...**).
- In the Print dialog under **Print range** choose **pages: 1**. (Page 1 is will be entered if the cursor is on page 1 of the document.) Click **OK**.
- To print in both sides of the paper, print the first page and turn the printed page over and re-insert it in the printer to print the reverse side. First, though, check that the paper is placed in the correct direction.
- Now print page 2 on the back of page 1.
- Fold the leaflet as follows: the side with Frame 3 is folded over so it rests on Frame 2 and the side with Frame 1 is then folded over Frame 4.

Slanting Text

You can create another eye-catching effect by putting slanted text on your flyer. First, drag open a text frame (Main toolbar: **Show Draw Functions** icon). Type in your text.

Activate the **Position and Size** dialog with the **Position and Size** command in the context menu and click the **Rotation** tab. Use the spin buttons to define the desired **Angle**, or click directly on a point in the preview field. Finally, click **OK** to confirm your settings and close the dialog.

Inserting Clip Art

StarOffice provides a variety of clip-art graphics in the Gallery of the Explorer. Open the Gallery and click a theme to view the contents of this theme in the Beamer. (Activate the Beamer by clicking its icon in the Function bar).

You can now use drag&drop to drag the required graphic into your document and place it anywhere you like. In order to create further effects select the graphic and call up its context menu and select the corresponding dialog. You will now see a register where you can modify the properties of the graphic.



Further Information

Using Unusual Paper Formats. Extra long or extra wide page formats in a flyer might receive more attention. You can adjust the paper format with **Format - Page**.
Using Sample Flyer Under Samples in the Explorer you will find the **Flyers** document. It prints two half-sized pages on one regular-sized page and has a key to press to copy one page onto the other.

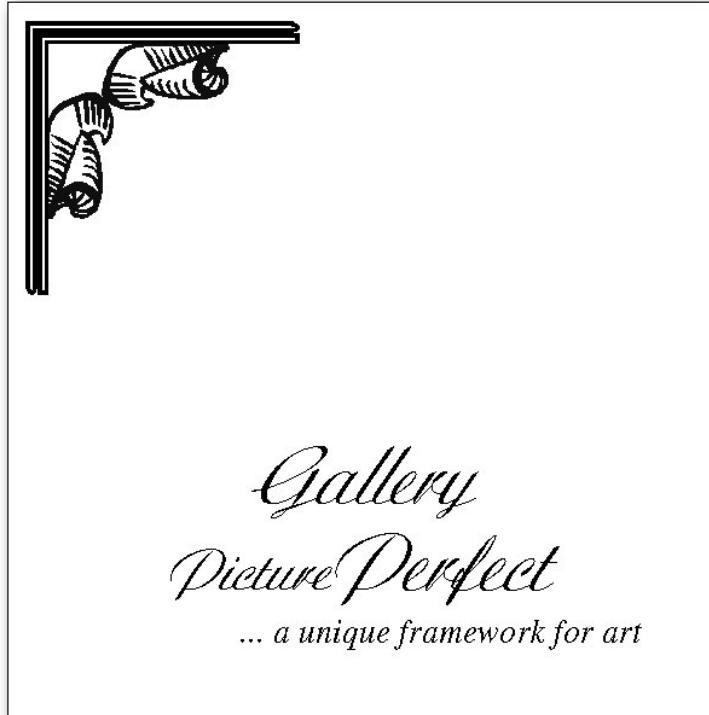
Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Stylist
- Pictures
- Frames

Brochures

Would you like to create an attractive brochure? You'll learn here how it's done. Not long ago, powerful DTP programs were necessary in order to create brochures. Now, with StarOffice, you can effortlessly create a professional-looking brochure, provided you've had a little experience with word processing.



Printing a brochure with StarOffice is especially easy because it offers a function for automatically reducing pages to half their size and placing them side by side on a page. The pages are automatically printed on both sides and in the right order, so that all you have to do after printing is staple them in the middle and fold them.



StarOffice has a sample document for a **Brochure**. It can be found in the folder **Samples - Text Documents** in the Explorer.

Creating a Brochure

First of all create a new text document (menu **File - New - Text Document**).

Page Layout

Call up the **Page Style** dialog (context menu - **Page...**), click on the **Page** tab and set the paper format and margins. Now select the entry **Mirrored** from the list box in the area **Page Layout**.



If you define a **Mirrored** page layout, the **Left** and **Right** margins become **Inner** and **Outer**. Make sure that the **Inner** margin is wide enough for the stapling later.

Creating Headers

In the **Page Style** dialog, click the **Header** tab. Click the **Header on** check box and use the spin buttons to define the settings required. Finally, select the option **AutoFit height** and choose **Same content Left/Right**.

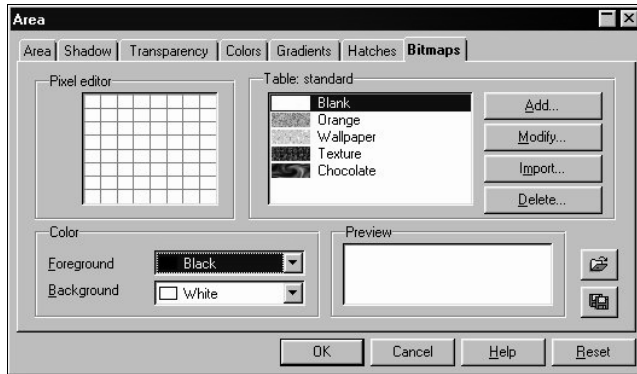


If you choose the **Same Content Left/Right** option, when you edit a header, the changes automatically appear in all headers in the document.

Inserting Pictures in a circle or an ellipse

You can add a visual impact by inserting a picture in a circle or ellipse on your title page. First, create a circle with the draw tool, then select the **Area** command from the context menu (or **Format** menu).

Go to the **Bitmaps** tab, click the **Import** button and select the desired graphic. The picture will appear in the drawing object, and you can then freely position the resulting object anywhere on the page.



Similar effects can be created with other drawing objects as well, such as polygons or rectangles.

Click on the next page and enter the text of the brochure. When the page is full, StarOffice automatically creates a new page. To break up the page layout, you should occasionally insert subheadings. In the Stylist, you can create custom heading styles in the **Paragraph Style** dialog (context menu - **New**), or modify an existing style to suit your needs.

Insert several graphics (menu **Insert - Graphics**) and place them in your document. In order to define the properties of graphics, you should first select the graphic and call up the **Graphic** command in the **Format** menu. The dialog box with the same name will appear. You can now set the properties on each of the tab pages, e.g. if the graphic is to be anchored to the paragraph and if the text is to flow around the graphic.

After you have completed your brochure, you can save it and then print it with the command **Print Brochure**.

Print Brochure

The Print Brochure function enables you to directly print your document directly in brochure format. The document will automatically be printed in a smaller format.

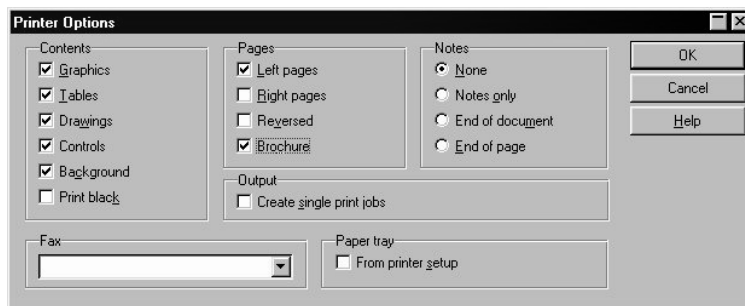
Select the **Print** command in the **File** menu. Click **Properties** and select the **Landscape** format. Then click **OK**. The pages will automatically be scaled down to size for a brochure.

Click **Options** to open the **Printer Options** dialog. In the **Pages** group box, select the **Brochure** option. If you are using a duplex printer, choose the options **Left Pages** and **Right Pages**.

If you don't have a duplex printer, only select **Right Pages**. The right pages will be printed first. Then turn the pages over, replace them in the paper tray, and print again with the **Brochure** field selected and this time **Left Pages**.

Whether or not you need to select the **Reversed** option depends on which side of the page your printer prints out on (i.e., whether the printed content faces up or down).

If you are asked in a dialog whether the format should replace the one in the document, say no.



It's a good idea to do a trial run to test this function, as it is highly dependent on the printer used.



Further Information

Creating Paragraph Styles. To create a new Paragraph Style for subheadings, display the Paragraph Styles in the Stylist and in the context menu, choose **New**. Assign a name to the Style on the tab **Organize**, and specify the properties in the other dialog tabs.

Modifying a Style Category. All Styles listed in the Stylist are organized by category. New Styles are automatically assigned to the **Custom Styles** category. To assign a Style to a different category, select the Style from **All** or **Custom Styles**, and click **Modify** in the context menu. On the **Organize** tab, select a new category (e.g., **Text Styles**) from the **Category** list.

Inserting a Table. Position the cursor in the document where you want the table to appear. Click the **Insert** icon in the Main toolbar and then **Table** in the floating toolbar. Specify the number of rows and columns by dragging your mouse. You can define other settings with the **Table** command in the context menu of an inserted table.

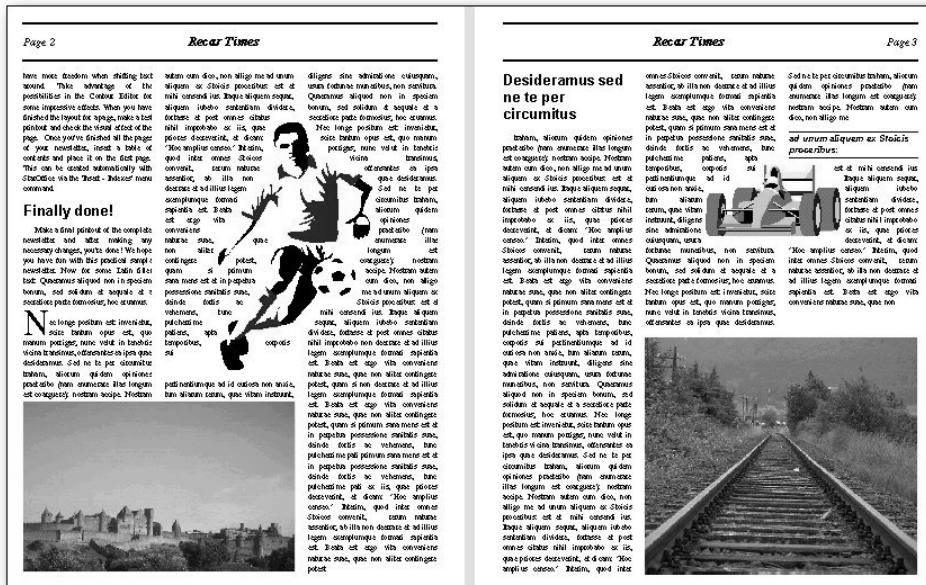
Using the the StarOffice Help

Do you need further information? Use our extensive the StarOffice Help. The following search terms are available for this topic:

- Stylist
- Styles
- Tables
- Print Brochure

Newsletters

Here you'll see how to design a newsletter/newspaper from a basic text document. You can use this facility to create a newsletter for your company or club, or to help celebrate a special event, for instance.



Creating a Newsletter from a Template

In the **File** menu select the command **New - From Template...** Under **Categories**, select **Miscellaneous** and from the **Templates** select **Newspaper Template**. Click **OK** to display the document.

The document contains several items that you could make good use of in your newsletter. It contains, for example, an automatic numbering system and a field command with the fixed date. Once a page is full, a next page is automatically created, and the pages automatically alternate between left and right.

You can now enter your own text and insert graphic objects in the document. First, overwrite the text in the header and adapt the existing fields to your needs. Then, position a graphic image in the frame and enter your "headlines".

After you have finished creating the document, you can save and print it.

However, if you would like to have a more personal and interesting layout, you can edit the template a bit more.



The document is based upon a template. If you want to make permanent changes to the layout, e.g. because you want the layout for your company newsletter to always be the same, you should edit the template itself. To do so, go to **File - Templates - Edit**.

Creating Page Styles

If you want to have a page which includes not only text but also several larger graphics, you should create a separate Page Style for this purpose.

Open the Stylist and click the **Page Styles** icon. In the context menu, select the command **New** to open the **Page Styles** dialog. In the tab **Organize**, assign a descriptive **Name** for the Style.

Next, click the **Page** tab and define the page format and margins. Select the check box **Activate** under **Register-true** and choose the reference Paragraph Style **Text Body**.



If you activate the register-true option, the baselines of all paragraphs with the **Text Body** Style will be exactly aligned so that they are at the same position in each column and on each page in relation to the page. With double-side printing, the baselines of the register-true paragraph will have the same position. You will normally take as a Paragraph Style the Style you used to create your actual text. To define another Paragraph Style as register-true, call up the properties dialog of that Paragraph Style. Call it up, for example, in the Stylist via the context menu of that particular Paragraph Style, select the **Modify** command. On the **Indents and Spacing** tab, in the field under **Register-true**, select **Activate**.

Editing Headers

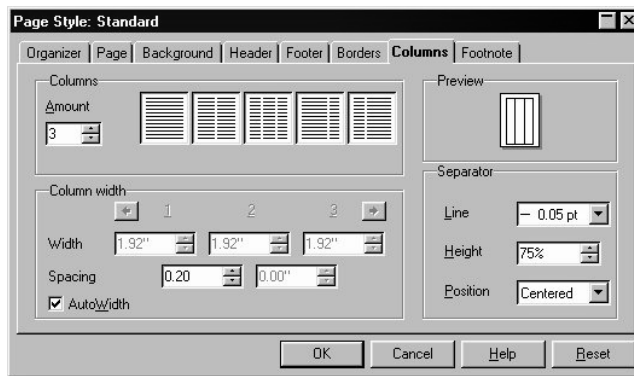
To edit a header, click in the header field in your document. With the context menu (**Page**), activate the **Page Styles** dialog. Select the **Headers** tab and click **Options**. In the **Borders/Background** dialog, choose a background color and click **OK**, then confirm the following dialog as well.

Editing Columns

To change the number of columns or create a dividing line between columns, activate the **Page Styles** dialog via the **Page** context menu.

Click on the **Columns** tab. Change the number of columns in the spin box **Amount**, and modify the distance between the columns in the spin box **Spacing**. Make sure that the **Automatic Width** field is selected.

To create a dividing line, select a narrow line from the **Line** list box under **Separator**, set the **Height** to 75%, and define the position as **Centered**. Finally, click **OK** to close the dialog.



If you would like to place a title or sub title in a larger text, you can put them at best in a text frame. You can scale and place your text frame on one side. You can insert a frame with the **Insert Frame** icon in the **Insert** floating bar. The text frames can or can't have a border.

Editing Paragraph Styles

If you want to change the font, click the **Paragraph Styles** icon in the Stylist and select the Paragraph Style you want to modify. Via the **Modify** command in the context menu, call up the **Paragraph Styles** dialog. In this dialog, you will find several tabs with various settings and options.



Experiment with different font effects, such as **Drop Caps**, for instance. Click on the respective tab and select **Show Drop Caps**. You can even assign a Style to the drop caps in the **Text Styles** list box under **Contents**.



A newsletter or newspaper requires a variety of main headings, subheadings, and text wraps to make it easier to read. In the **Paragraph Styles** dialog of the Stylist context menu, it would thus be a good idea to create several appropriate Paragraph Styles (go to the Stylist - context menu - click **New...**).

Working with Frames

A frame positioned over one or more columns can give the newspaper a less crowded, more interesting appearance. Such a frame can contain text, graphics, or even a chart.



Click the **Insert** icon in the Main toolbar and from the floating toolbar, select the **Insert Frame Manually** icon. The mouse pointer changes into a small cross, which you use to drag open a frame and position it over one or more columns in your document.

Formatting a Frame

Put the cursor in the frame (deselect the frame first, then click inside it) and enter your text or graphics. The appearance and properties of the frame can, of course, be modified at any time. Select the frame by clicking it, call up the context menu and click **Frame...** A dialog with several tabs will appear where you can, for example, on the **Borders** tab, apply a colored shadow to the frame.

Anchoring Frames

In the **Frame** dialog, click the **Type** tab and select the type of anchor under the heading **Anchor to**. If the frame is to always remain on the same page - which is important for a table of contents, for example, - select **Page**. If you want the frame to flow with the text, e.g., for small symbols which always appear in the margin accompanying a certain word in the text, select **To Character**. If, in flowing text, the frame should move with the text as a character, select **As Character**. To anchor a frame to a specific paragraph, select **Paragraph**.



You can specify the type of anchor via the context menu. Alternatively, click the **Change Anchor** icon in the Object bar to quickly change the anchor.

Defining Frame Wrap

To define the frame wrap, open the **Frame** dialog (context menu - **Frame**), and click the **Wrap** tab. Select the desired wrap style, and under **Spacing**, define the spacing between the frame and text. Finally, select the option **First Paragraph**.



The **First Paragraph** field (or the menu command in the context menu) ensures that when a graphic is positioned between two paragraphs, only the first paragraph wraps around the picture.

Define a Wrap Region

If you want to make your newsletter more attractive with objects or graphics, you can have the text flow around the object. Just draw a Polygon with the Polygon icon in the **Show Draw Functions** floating bar. Place the polygon over the text and give the **Wrap - Contour** with your context menu.

You can also assign a wrap contour to your self defined 3D objects. Create a 3D object with StarOffice Draw, copy it to the clipboard and insert it into your text document.

In the context menu of an object with a wrap contour you will find the **Wrap - Edit Contour...** command. This command calls the Contour Editor where you can manually reedit the automatic contour. Instructions can be found in the StarOffice Help.

Flowing and linking frames

If you want your text to be continued like in a newspaper, from a frame on page 1 to a frame on page 4, and where the text flow from frame to frame is done automatically, you need to use linked frames.

Create two (or more) frames (**Insert** floating bar, **Insert Frame Manually**), then select the first frame (click the frame's border).

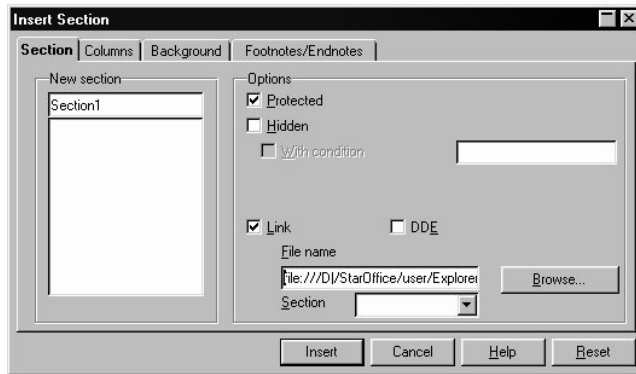


Click the **Link Frames** icon in the Object bar. Now, click the second frame.

To enter text in the linked frames, position the cursor in the first frame and type in text or insert it from the clipboard.

If you want a text from a document to flow in the linked frames, first put the text cursor in the first frame (first click the "normal" text to cancel the frame selection and then click the frame).

Now you have to decide if you want to have the text as a copy in the frame or if it should keep a link to the original document (in this case it would always return to the actual stand of the original document). If the text is only to be copied, choose the command menu **Insert - File**.



If the text is a section linked to another file use the command menu **Insert - Section...**. The **Insert Sections** dialog will appear. Mark the **Link** check box and select the file you want with the **Browse** button. Finally, click the **Insert** button.

Using Colored Backgrounds

To assign a colored background to a paragraph, place the cursor in that paragraph and click the **Background Color** icon in the Object bar. A floating color palette will appear from which you choose the desired color by clicking it once.



If you would like to make frequent use of a background color for a certain paragraph, it would be best to create a Paragraph Style for this purpose.

Instead of a color background, you can have a background graphic image. The background graphic image is assigned to a paragraph either via the Paragraph Style (in that case, all paragraphs based on this Style will have the same graphic background), or edit it via menu **Format - Paragraph....** Click the **Background** tab and in the list box **As** select "graphics" in order to pick out an appropriate graphic image.

Creating a Table of Contents

A table of contents can be created manually, but if the contents are altered, the table of contents must be manually updated, as well. It's much more convenient (and time-saving) to have StarOffice create a table of contents for you.

Now that you have entered your text, you may want to create a table of contents on the front page of your newspaper or newsletter. To do so, follow these steps: insert a frame manually on the front page, choose **Page** as anchor. Press the Escape key. Open the **Insert Index** dialog (via **Insert** menu - **Indexes** - **Indexes...**). On the **Index** tab page, select "Table of Contents" as **Type**, and enter an appropriate heading, e.g., "In this issue..." in the **Title** field.

If you want to create a table of contents using the headings in the document, specify the desired outline structure using the **Evaluation level** spin box.

First, you have to have assigned one of the Paragraph Styles which is determined for the chapter numbering to the headings. You can determine the Styles under **Tools - Chapter Numbering...** The predefined Paragraph Styles are "Heading1" through "Heading10". If you have used other Paragraph Styles of your own for the headings, you can also incorporate these into the table of contents. To do so, go to the **Insert Index** dialog, click the **Index** tab and in the **Create from** area, put a check in the **Additional Styles** check box. The **Assign Styles** dialog will appear.



This is where you determine to which level the Style should be assigned in the table of contents for each Style used in the document.

You can choose more settings on the **Entries** and **Style** tab pages. Click **OK** and your Table of contents will be created.

After your newsletter is finished, you can save and print it.



Further Information

Using Font Types with Serif Typefaces. For text wrap, you should use serif typefaces, because these are more legible in a long text. Common serif typefaces include "Times Roman" and "Palatino." For the headings, in contrast, sans-serif typefaces such as "Arial" can be used.

Using Automatic Hyphenation. When working with columns, it makes sense to activate automatic hyphenation for every Paragraph Style (do so by calling up the context menu of the Stylist and clicking **Modify...** to access the **Paragraph Style** dialog - click the **Text Flow** tab). Enter a "3" for **Characters at line end** and **Characters at line begin** to ensure that hyphenated words have at least three characters at the beginning or end of a line. For text alignment in columns, choose **Justify** on the **Alignment** tab.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Field Commands
- Stylist
- Table of Contents
- Headers
- Chapter Numbering

Large Documents

Large documents are easily managed by our word processing functions.

The scale of a text document under StarOffice is almost limitless. Even if you have a book with several hundred pages it is still remarkably easy to manage. You can maintain an overview in large documents quite simply by using the navigator in the way described, or take advantage of the **Navigation** floating bar and make good use of the other aids.

By means of stylized mechanisms it is, for example, extremely easy to automatically create a table of contents from the headings in your document. You can, if you wish, click on any one of these headings and immediately jump to the corresponding position in the document. The automatic hyperlinks make this possible.

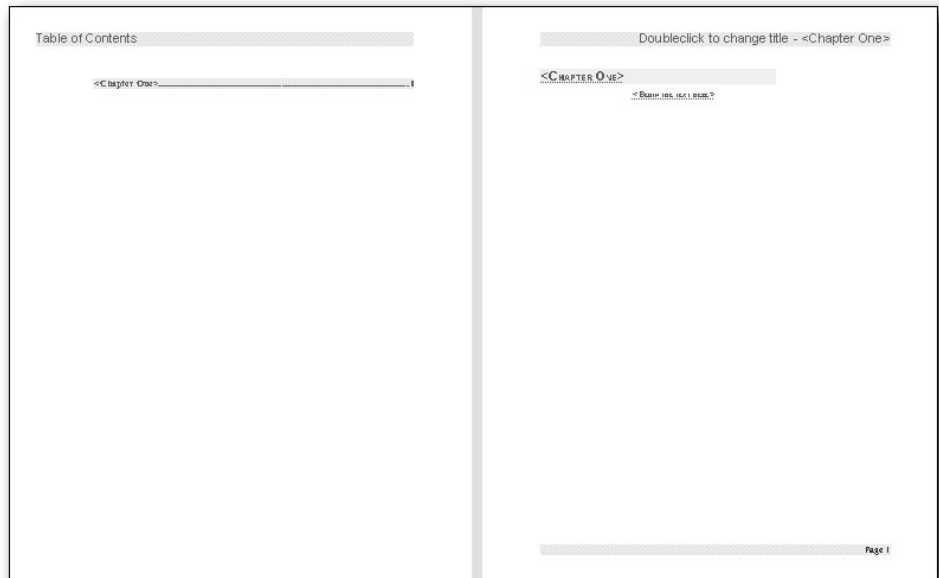
Use the convenient administration of footnotes and endnotes in your professional work.

Especially in large documents it is important to format by using Styles. If you wish to modify the format at a later point you only need to change the Style.

The following examples show you how to work with large documents.

Books

This section explains how you can create a book with StarOffice. You might create a book for a number of purposes, such as an operating manual, or maybe you've even got an idea for a novel. StarOffice provides the necessary templates.



Creating a Book from a Template

Select the **New** command in the **File** menu and then **From Template** in the submenu. Choose **Miscellaneous** in the **Categories** box and then **Book** from the **Templates**. Click **OK** to create a document based on this template.

Page Styles

The book template has been designed so that the required page styles are already created in the Stylist and assigned to the text in the document. Page Styles exist for the cover page, table of contents, text pages, and index. The layout of the text pages defines a left page automatically following a right page and vice versa. The pages also contain footers with field commands for the current page number.

To modify the appearance of a page, click on the page to be edited, and open the **Page Style** dialog via the **Page** command in the context menu. For example, if you want to assign a background color to the title page, click on the **Background** tab and select a color.



You can, of course, edit and change the Page Styles later. You may want to modify Page Styles of text pages, for example, since the appearance is different when the pages are filled with text.

Entering Text

Select the existing gray fields and overwrite them with your own text.



Don't delete fields that cannot be selected -- i.e., those in which the cursor does not change to a hand symbol when you rest the mouse on the field. These are fields which are automatically updated after you enter your text and press (F9).

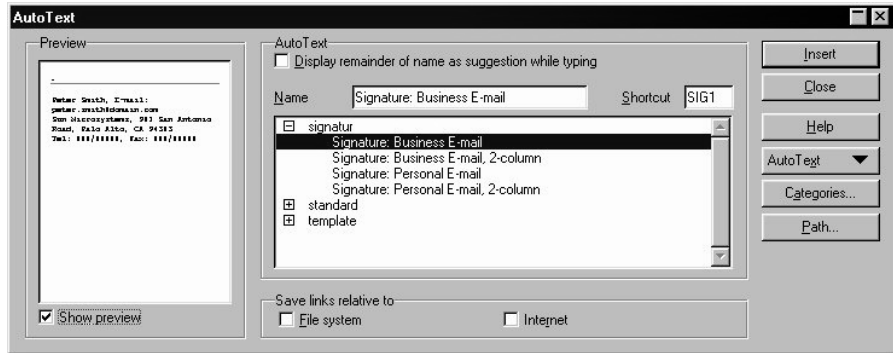
Enter the text of your book and format it with the Paragraph Styles in the Stylist. StarOffice automatically creates additional pages as you type.

To insert graphics, go to the **Insert** menu and select **Picture - From File**. You can edit and modify properties of an inserted graphic by selecting the picture and making the desired changes on the various tabs of the **Pictures** dialog (**Format - Picture**).

Using AutoText

If you have often-repeated text passages in a document (e.g. for safety regulations or a contract), the **AutoText** function will save you a lot of time.

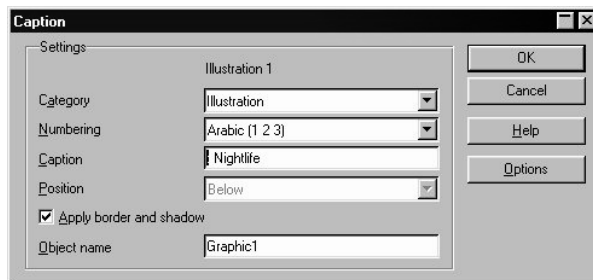
Write, format and select the text that you want to define as an AutoText. Open the **AutoText** dialog (**Edit - AutoText...**). Click on **Categories...** and type a name for the new category in the **Edit Categories** dialog and click **OK**. Then, assign a descriptive name to the AutoText in the **Name** field (all characters allowed by your operating system can be used in names). Modify the shortcut as necessary. Finally, click the **AutoText** button and **New**, before clicking **Close**.



To insert an AutoText into your document, simply type the shortcut and press (F3).

Inserting Numbered Captions

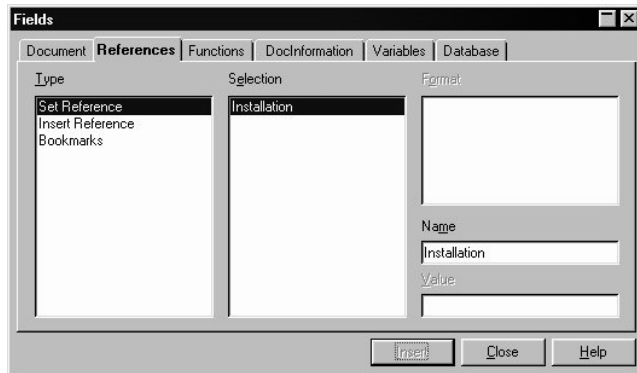
To create captions for inserted graphics, select the graphic object or the frame and open the **Caption** dialog (**Insert - Caption...**). Select the desired **Category** or enter your own category in the combo box. Choose the type of numbering in the **Numbering** field, and enter a descriptive text in the **Caption** field. Once you have done all that, click **OK**.



Numbering is maintained automatically. StarOffice Writer combines pictures and labels in a frame. To move a picture and its label, click the frame and drag it to a new location in the document. Once the fields have been updated, e.g. with (F9), the numbering is adjusted automatically.

Inserting a Cross-Reference

If you want to cross-reference another heading, select the heading and activate the **Insert - Referenced Field...** dialog. In the field **Field type**, choose the command **Set reference** and assign a descriptive name in the **Name** text field. (i.e. "Installation") and click **Insert**.



Now, place the cursor at the desired location of the cross-reference, for example, after "see also." Select the **Insert Reference** field type from the **Insert Fields** dialog. Choose the corresponding reference ("Installation") under **Select** and click **Insert**. If the location of the page break changes, you can update the cross-reference with **Tools - Update - Reformat Pages** or (F9).

You can easily set the caption references (like for example, see graphic 1) since the captions are already there for you to select them. An assumption is that you have already provided the tables, drawings, images, etc. with captions, which is possible via menu **Insert - Caption...** You'll also see the text marks you have set in the text in the Register where you set the references.

Inserting a Bookmark

Use bookmarks to mark locations in your text which you will perhaps want to edit later, for example, and thus need to find easily. Position the cursor at the desired location and enter a descriptive text in the **Insert Bookmark** dialog (menu **Insert - Bookmark...**). All letters and digits are allowed in the name of a bookmark, however, do not use any punctuation marks or other special characters! Close the dialog with **OK**.

Use the Navigator to jump to the bookmarks in a document. Open the Navigator with the **Navigator** icon in the function bar. All of the bookmarks contained in your document can be seen under the entry **Bookmarks** and all you have to do to jump to a particular place is to double click on the required bookmark.

Creating Page Numbers for a Table of Contents

The book template already contains a page for the table of contents. However, this index does not contain any footers to display page numbers. Place the cursor on this page and double-click the field in the Status bar which shows the name of the Page Style used. By doing so, you open a dialog in which you can edit the Page Style. On the **Footer** tab page, mark the **Footer on** command.

Since the page numbering of a table of contents usually looks different than conventional numbering, go to the **Page** tab and in the **Numbering** list field, choose roman numerals. Finally, click **OK** to determine the new Page Style.

In the footer, enter a page number with the command **Insert - Fields - Page numbers**. Double-click directly in front of the inserted field to edit it. Choose the **As Page Style** format. Close the dialog by clicking **OK**.

You'll notice that in the second page of the table of contents appears "ii". That is because StarOffice already counts the first page of the table of contents.

Determine in your program that the first page of the table of contents appears as "Page 1", that is as "Page i". For this you have various possibilities:

- If the pages in the document are still empty, click on the first (empty) paragraph on the table of contents page and go to the **Format - Paragraph...** menu (or select **Paragraph...** in the context menu). Click the **Text Flow** tab. In the **Options** area, you'll find the **Page number** spin box. This box becomes active as soon as **Break** and **With Page Style** have been clicked. Enter a "1" and click **OK**. You have now set a hard format page number for the first paragraph. Have the table of contents created automatically starting at the second paragraph on the first page so that the first paragraph cannot be overwritten during a later update of your table of contents.
- If you have already created a table of contents, the heading of your table of contents will have automatically been inserted as the first paragraph. It has the **Contents 1** Paragraph Style. Right-click this Paragraph Style in the Stylist and go to **Modify...** and use the **Text flow** tab to assign to the Paragraph Style the property "Break with Page Style, page number 1".

Generating a Table of Contents

Position the cursor where your table of contents should begin. Open the **Insert Index** dialog (via **Insert - Indexes - Indexes...**, click the **Index** tab and select the "Table of Contents" as Type). If the table of contents is to be created from the headings (standard setting), specify the desired outline depth in the **Evaluation level** spin box. On the **Entries** and **Styles** tabs, you can make further adjustments. Click **OK** to insert the table of contents.

Creating and Inserting an Index

Select the word you want to add to the index, and activate the **Insert Index Entry** dialog (via the **Insert** menu - **Indexes** - **Entry...**). In the **Index** list box, select the **Alphabetical Index** option and click **Insert** and **Close**.



Position the cursor on the page where the index is to appear. Open the **Insert Index** dialog (via the **Insert** menu - **Indexes** - **Index...**, click the **Index** tab and select the "Alphabetical Index" as Type). On the same tab page (**Index**), select the desired settings under **Options**. Then, click **OK** to insert the index.

If you often produce publications on the same subject that should have the same indexes, you probably already have one or more concordance files. A **Concordance file** lists all the words that are supposed to be in the index, if they are indeed found in the document. StarOffice Writer provides dialogs to guide you through the creation and modification of concordance files. To find out more about the many functions of concordance files, please see the StarOffice Help.

Creating a Bibliography

The sources cited in your document can be organized by means of a special database (see link in the Explorer under the name "Bibliography"). In the entries themselves, briefly note the source and the type (i.e. book, magazine, etc.) and in the database enter the author's name, the year published, the title, etc. Detailed instructions regarding this topic can be found in the Advanced section of the User's Guide in the StarOffice Help.

After you have finished editing your document, you can save and print it.



Further Information

Editing Paragraph Styles. To automatically assign a specific Style to the text following a heading, e.g., **Text Body**, open the **Edit Paragraph Style** dialog via the context menu and specify a subsequent Style on the tab **Organize**.

Creating Text Styles. If a certain text format is needed frequently, e.g., small caps, it may be useful to create a Style with the **Text Styles** dialog. In the Stylist, click the **Text Styles** icon, and select **New** from the context menu.

Inserting Dummy Text. To display an amount of text without having to type it in yourself (say, for trial purposes), you can use the Dummy Text function. Enter "dt", press the function key F3, and a block of dummy text will be inserted into your document.

Formatting with AutoCorrect. If you have created text with a simple editor, such as the Notepad, and later inserted it into your document, you can assign a "rough format" with **AutoCorrect** (menu **Format - AutoFormat - Format Document**).

Using Master Documents. Instead of one large document, you can also work with a master document. The individual chapters or headings in your document will then be organized as partial documents within a master document. A detailed description of master documents can be found in the StarOffice Help.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- AutoText
- Field Command
- Master Document
- Page Style
- Indexes

Academic Papers

StarOffice provides students, teachers, and researchers various professional layout options for academic papers. The provided template takes general requirements (e.g., structure, page margins, etc.) for an academic paper into account, but be sure to inquire at your University, Institute, etc as to their particular guidelines and make the necessary adjustments to the template.



Creating an Academic Paper with a Template

Open a document based on the thesis template via **File - New - From Template....** In the **Categories** field, select **Education**, and from the **Templates** choose **Thesis**. Click **OK** to display the document.



Please also note that the other templates listed under education, "Academic Presentation" and "Written Academic Lecture", help you structure small publications and get them down on paper.

On the title page, fill in the prepared fields with the necessary data and add any additional information. You can also insert the logo of your university or college or other graphics, if you wish.

The second page will later accommodate the indexes you create (**Insert - Indexes**). For the time being, this page remains empty.

Delete the short text from the third page, and start typing the text of your thesis. While you write, StarOffice automatically generates additional pages.

Editing Academic Papers

Although the layout of the template document fulfills general requirements for an academic paper, you may wish to adjust the style and layout to your own preferences.



If you want to permanently change settings, such as page margins, you should modify the template itself. To do this, you need to open and edit the template via **File - Templates - Edit**.

Editing Margins

Click in the document and open the context menu. Select the **Page** command and in the dialog, select the tab Page. Specify the new margins in the group box **Margins**.

Inserting Footnotes

Place the cursor directly at the end of the word, where you want to insert a footnote. Open the **Insert Footnote** dialog (**Insert - Footnote**) and select the desired format under **Numbering**. Click **OK**.

If you want to edit the Paragraph Style for the footnotes later on, open the Stylist and call up the context menu of the Footnote Paragraph Style. Click the **Modify...** command.

Creating a Table of Contents

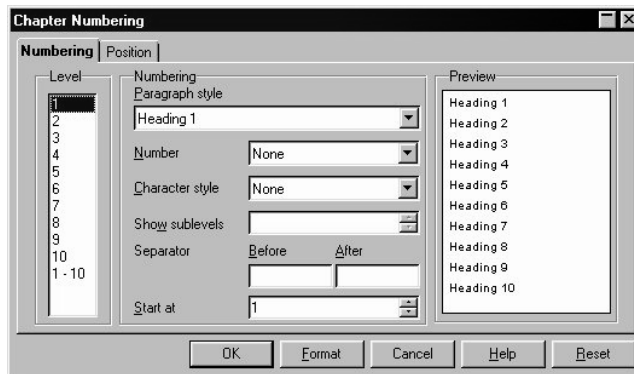
Position the cursor where you want your table of contents to begin. Open the **Insert Index** dialog (via **Insert - Indexes - Indexes...** click the **Index** tab). In the **Type** list box, select "Table of Contents". If the table of contents is created from the headings (the standard setting), specify the desired outline depth with the option **Evaluation Level**. First, you have to assign a paragraph format to the headings under **Tools - Outline Numbering...** The predefined formats are "Heading 1" through "Heading 10". On the **Entries** and **Styles** tabs, be sure to define any other settings you want. Finally, click **OK** to insert the table of contents into your document.

Creating a Bibliography

The sources cited in your document can be organized by means of a special database (see link in the Explorer under the name "Bibliography"). In the entries themselves, briefly note the source and the type (i.e. book, magazine, etc.) and in the database enter the author's name, the year published, the title, etc. Detailed instructions regarding this topic can be found in the Advanced section of the User's Guide in the StarOffice Help.

Creating Outline Numbering

In order to maintain a clear outline, it is useful to work with numbering. To create a numbered outline, select **Outline Numbering** in the **Tools** menu. In the dialog, select **Heading 1** in the **Paragraph Style** list box, and under **Level** select the level **1**.



Next, select the desired number format in the **Numbering** list box. If you wish, specify separators in the fields **Before** and **After**, and define the alignment on the **Position** tab.

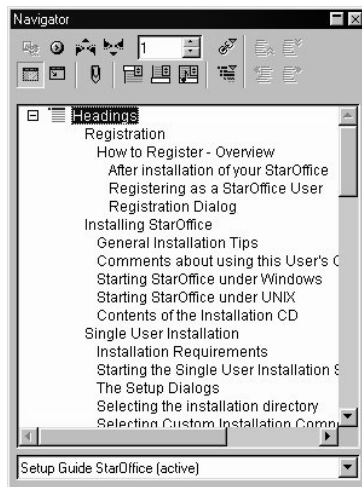
Now define the format of the remaining heading levels in your document.



If you want to save your custom outline numbering format, click **Type** and choose the command **Save As**.

Navigating Within a Document

To go directly to a certain heading in your document, activate the Navigator with **Edit - Navigator**.



In the Navigator, click the icons **List Box On/Off** and **Content View** to display the contents of the document. Double-click on the desired heading in the Navigator to immediately jump to this location in your document.

Creating Formulas


To integrate a Formula as an object into your document, select the command **Insert - Object - Formula...** After a few seconds, all the operation functions from StarOffice Math will appear and you can create any formula you need.

$$a^2 + b^2 = c^2$$

For example, to create a Pythagorean formula, first click the **Commands** window to set the text entry cursor in the window (if it is not already there).

Enter the following text: $a^2 + b^2 = c^2$

Click outside the window from StarOffice Math (in your document). The frame surrounding the inserted StarOffice Math formula will be automatically inserted with the "As Character" option in the text of your document. With your frame's context menu (click the border of the frame and then call the context menu) you can modify the anchor, the alignment and other qualities. If you want to manually modify the formula, double click the frame and you will go back to the Edit mode.

 If you already know the commands necessary to create a formula, you can enter your formula into the text directly without calling up the StarOffice Math window. For this example, please enter the following text: $a \sup 2 + b \sup 2 = c \sup 2$. Select the text and then, on the Main toolbar, click to open the **Insert Objects** floating toolbar where you then click the **Insert StarOffice Math** objecticon.

After you have finished creating your document, you can save and print it.

Further Information



Updating an Index. To update an index, position the cursor anywhere in the index. Right-click to open the context menu, and select an appropriate command to update.

Multiple Index Entries. To add an entry several times, you must activate the **Add Index Entry** dialog and in the **Entry** field, type a different word and click **Insert** each time.

Inserting Notes. Place the cursor at the position in your document where you want to create a note, and activate the **Insert Note** dialog with the menu command **Insert - Note**. Enter the desired text under **Contents**.

Changing the Outline Order. To change the order of your outline headings, open the **Navigator** (press F5). Put the cursor on the entry for the headings and click the **Content View** button. Now only the headings are visible in the navigator. Click the heading of the outline level which is to be moved and, holding down the mouse button, drag the heading to the desired position. The heading and any text belonging to it will be moved.

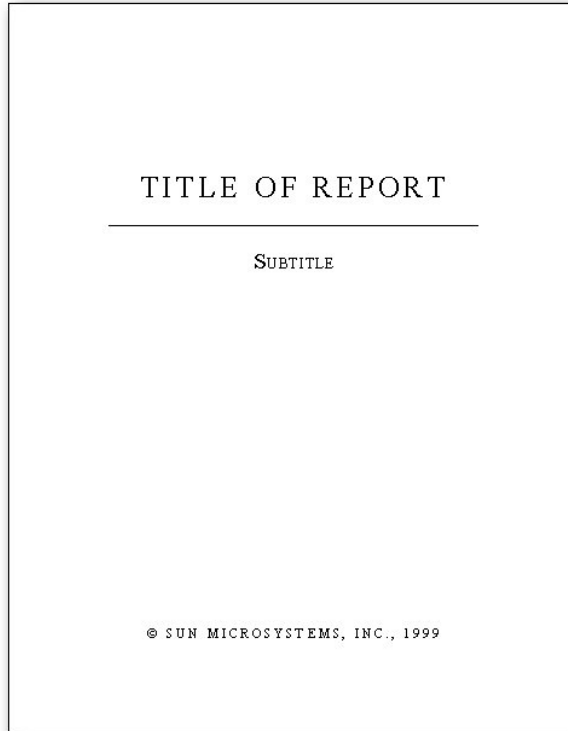
Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Footnotes
- Outline Numbering
- Navigator

Business Reports

Business reports can become very extensive documents. Here you will see how to create a business report from a template. The standard components of a business report such as tables, spreadsheets, or charts, can be quickly and intuitively created and inserted in your report using StarOffice.



Creating a Company Report with a Template

In the **File** menu, select the **New** command and in the submenu choose **From Template...** Under **Categories**, select **Misc. Business Documents** and from the **Templates** choose **Report**. Finally, click **OK** to display the document.

Modifying a Page Style

If you want to modify the margins, or add or delete headers or footers, click somewhere on the page and use the context menu **Page...** command, to open the **Page Style** dialog. Alternatively, you can open the Stylist and click the respective Page Style, call up the context menu and click **Modify...** The name of the current Page Style can be found displayed in the Status bar.

For example, to delete the header on a page, modify the **Header** tab settings. Deactivate the **Header on** option to delete the header from all pages with this Page Style.

To modify the margins, select the **Page** tab and enter the desired values under **Margins**. After modifying the Page Styles, you can begin editing the document.

Editing a Business Report

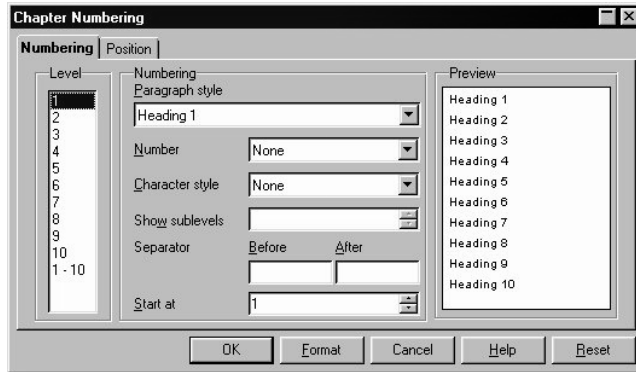
Enter your own text into all of the fields in the document. You can use one of the predefined field by selecting it and overwriting it with your title ("Business Report I/2000). If you wish you can also insert you company logo on the title page.

The second page will later contain the table of contents and thus remains empty for the time being.

Delete the text on the third page and insert the text of your business report here. While you type, StarOffice automatically generates additional pages as you need them.

Creating Outline Numbering

To maintain a clear outline, it is useful to apply numbering to the headings. Select the **Outline Numbering** command in the **Tools** menu. In the dialog, select **1** under **Level** and in the **Paragraph Style** combo box, select **Heading 1**.



Choose the desired number format in the **Numbering** list box. If you wish, enter separators in the fields **Before** and **After** and define the desired alignment on the **Position** tab.

Now define the format for each of the further heading levels in your document. Alternatively, by entering "1-10" you can define the numbering for all 10 heading levels at the same time.



If you want to save your custom-defined outline format, click **Form** and select the command **Save As** to save your custom defined form

Inserting Sheets via DDE

To clearly present numbers, you need to be able to display the corresponding data in tabular form. Since this data normally already exists in the form of a StarOffice Calc spreadsheet, you can simply insert the spreadsheet or other object into your document, using the OLE function in StarOffice.



With DDE (Dynamic Data Exchange) you can link documents with a target document. If the source document is modified you can manually or automatically update the link in the target document.

Select in the StarOffice Calc table the cells you want to have in your text document. Copy them into the clipboard. In the text document go to menu **Edit - Paste Special** and select there the DDE link.

Positioning Objects

The inserted objects, for example graphics and text frames, can be anchored in several ways. Using frames as an example, here's an introduction to the various options:

Anchoring	Effect
as a Character	Frames are placed in the document like any other character, hence, they have an impact on the line size of the line and the line break.
to Character	Frame is with its X and Y coordinates associated to a character, for example, in the X direction always to the margin and in the Y direction always to the height of the character (marginal frame). The frame should be set at "Flow".
to Paragraph	Frame is associated to a paragraph, changes its position with the paragraph.
on the Page	Frame has always the same position in relation to the page margins.
on Frame	Frame is inside the superior frame in a fixed position.

The position in relation to the anchor can be chosen through various possibilities. For example, it is possible to set the frame on a fixed position in relation to a page margin, to a paragraph margin, to a text area, etc.

On even-numbered pages, the frame position can be automatically mirrored so that a corresponding position in relation to the left page border will be created out of a fixed position in relation to the right page border. The values for "left" and "right" will always be exchanged on even pages. "Left" will be renamed as "inner" and "right" as "outer". In this way you can, for example, position a picture on the inner edge of the page's outer frame. For example, if the picture is an arrow which is pointing to the text, it makes sense to automatically mirror it on even pages. To do so, use the **Mirror on even pages** option found on the **Type** tab in the **Graphics** dialog (access via **Format** menu - **Graphics...**).

Inserting a Chart

Turn spreadsheet data into a chart in your spreadsheet document. (To do so, select the range on the sheet, and click the **Insert Objects** icon - **Insert Chart**, then open the chart in the sheet.) Now, copy the chart to the clipboard with the **Copy** icon in the Function bar and paste it into your business report using **Edit - Paste Special...**

Labeling Tables

If you want to add a caption to a sheet you have inserted into your text, select the sheet and open the **Caption** dialog (via **Insert - Caption...**). In the **Category** combo box, select **Sheet**, and choose a number format in the **Numbering** list box. Enter a descriptive text in the **Caption** field.

Creating a Table of Contents

Position your cursor where you want the table of contents to begin. Open the **Insert Index** dialog (**Insert - Indexes - Indexes...**, on the Index tab select "Table of Contents"). If you want to create the table of contents from the headings (standard setting), specify the desired outline depth with the option **Evaluation Level**. You can define further settings on the **Styles** and **Entries** tabs. Click **OK** to insert the table of contents into your document.

After you have finished creating your report, you can save and print it.

Creating a Presentation from an Outline

Perhaps you not only want to print the business report, but also present it live. Star-Office can save you the work of typing in the themes again. Send the structure of the business report (i.e. the outline of headings) to a presentation document. The only prerequisite is that the headings must have been formatted with the paragraph formats which you used for the Outline Numbering. (via **Tools - Outline Numbering**). The predefined Paragraph formats are "Heading 1" through "Heading 10".

Choose **File - Send - Outline to Presentation**. A new presentation will be created automatically. Each Heading 1 becomes a slide, with each Heading 2 as a first subheading on the slide, and so forth. To include text along with the headings, choose the **Send - AutoAbstract to Presentation** command. You can use a dialog to set the number of outline levels and following paragraphs of text to include in your presentation.

You can easily edit all texts in the presentation, insert additional text and rearrange slides. Working with presentations in the first part of the User Manual describes the procedure.



Further Information

Creating a User-Defined Index. To create a custom index for inserted tables, go to the **Insert** menu and click **Indexes - Indexes...** to open the **Insert Index** dialog. As type, select "User-Defined". Under **Create from**, put a check in the **Tables** check box.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Outline Numbering
- Object
- Page Style
- Index

Working with Spreadsheets

This section describes how to work effectively and efficiently with spreadsheets by using practical examples.

For text and presentation documents there are two basic methods for creating a document quickly and easily - either via the AutoPilot or by using the provided templates and sample documents.

There is no AutoPilot for creating spreadsheets. It makes no sense to use an AutoPilot for this purpose, since the possible calculations in a spreadsheet are simply too complicated and varied.

An alternative is to open an empty document and create all required formulas and calculations yourself. You can do this, and will have to occasionally, but as a rule this is too time consuming.

However, the templates offer a convenient solution. StarOffice provides a wide range of templates for - almost - every purpose.

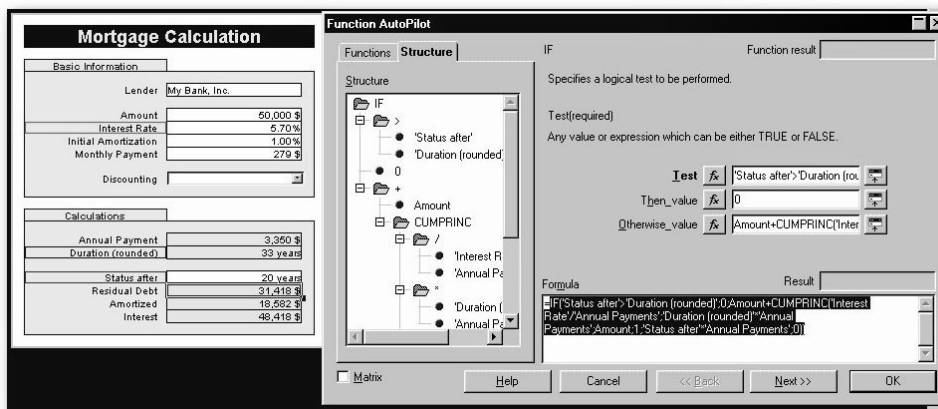
The following examples for the various application areas are all based on the provided document templates and can therefore be easily reconstructed.

Applications for Personal Use

Here you will find several spreadsheet solutions that are particularly interesting for personal use.

Loans and Mortgages

This function can be helpful for anyone who is planning to take out a loan or mortgage.



Calculating Loan or Mortgage Repayments

Open the **New** dialog (via **File - New - From Template...**). Under **Categories**, click **Finances**, and choose **Loan and Mortgage Calculation** from the **Templates** list. Confirm by clicking **OK**.

To calculate the annuity and monthly payment (including the whole mortgage term) based on the interest rate and amortization, select the **Mortgage** tab.

If you want more information about monthly payments, interest, fees and the loan redemption of a marketable customer credit, select the **Credit** tab.



Use the **Loan** tab page if you want to repay an amount within a specific period of time. Use the **Mortgage** tab page to calculate the period of time in which you have to raise a certain amount of money (principal and interest).



In the following example, the spreadsheet document created with the template will be edited. If you want to change essential layout settings, work with the template instead. To do so, go to the **File** menu and click **Templates - Edit**.

One after the other, click each highlighted cell and enter the required data (loan amount, period, etc.). Type the numbers directly into the cell or in the input line of the Formula bar.

The final result is displayed after you have entered the last value.

To see which formulas are being used, click any cell to display the respective formula in the Formula bar. By clicking the **Function AutoPilot** icon in the Formula bar, you can view the structure of the formula. This is, however, only for spreadsheets which are not protected, and the spreadsheet based on the **Loan and Mortgage Calculations** template is protected. To disable the protection go to **Tools - Protect Document - Sheet...**

Further Information



The document based on this template is protected. If you want to make modifications, disable the protection via **Tools - Protect Document - Sheet...**

Creating Colored Cells. Select the cell you want to apply a color to and click on the **Background color** icon. Click on the desired color in the **Color** floating toolbar.

Renaming Sheets. The sheet names (e.g. Sheet 1, 2 etc.) are generated automatically. To rename a sheet, click on the respective sheet tab, while holding down the Alt key. You can then directly type in a new name.

Deactivating Automatic Cell Calculation. For calculation-intensive formulas, automatic calculation may not be the best option. Instead, you may want to perform the calculation only after entering the last number. In this case, clear the selection of the **Automatic Calculation** option (**Tools - Cell Contents**). The calculation will then only be carried out after you press F9.

Apply print ranges. In the sample document, print ranges were used to print certain cells.

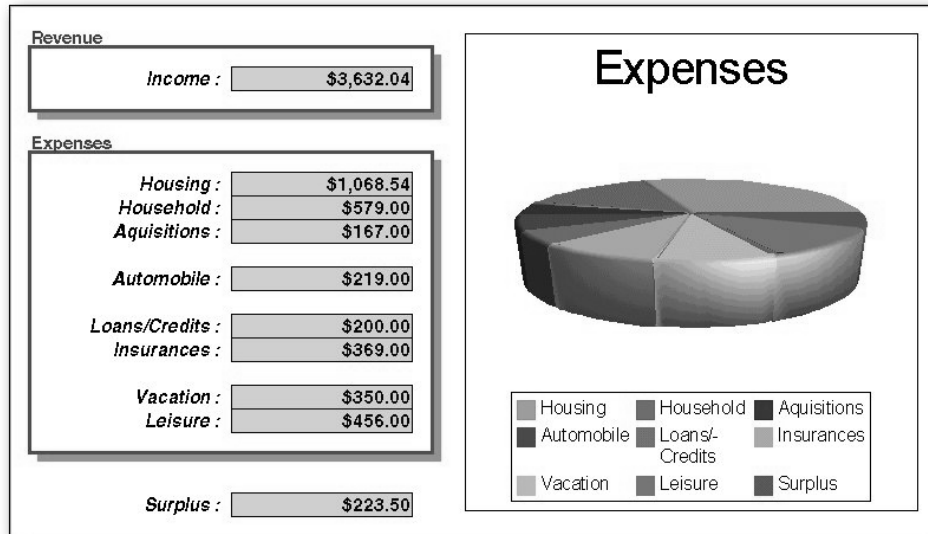
Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Print Range
- Spreadsheets
- Renaming Spreadsheets
- Cell Attributes

Household Budget

With StarOffice it's easy to draw up a household budget.



Creating a Household Budget

The household budget is already prepared as a template. All you have to do is enter your personal data and store the document created in this manner under an appropriate name.

- Display the **New** dialog with (Ctrl)(N).
- In the left list box, select the **Finances** area and then in the right list box select the **Household budget**. Click **OK**.

The household budget is a spreadsheet document comprising the following tables:

Tables in the household budget	Meaning
User data	Here you can enter your name and other personal data.
Overview	Here you see the summary of your income and expenses, both as numbers and in a chart.
Income	Here you can enter your monthly income and the most important deductions.
Housing	The tables for the greatest monthly and/or yearly expenses follow. The first expense here is your rent or mortgage (depending on what you selected for user data) and other living expenses.
Household expenses	This includes the cost of food, transportation, etc.
Bank	This is where you'll find the costs for loans and bank fees.
Insurance	Enter your monthly and yearly insurance expenses here.
Communication	This is where you enter telephone, Internet and television costs.
Car Costs	If you entered a car in the user data, you can organize your car expenses here.
Purchases	This is the place for your greatest annual purchase costs.
Vacation	Here you can enter the annual vacation expenses.
Leisure	This is the place to enter the average monthly expenses for a few personal expenses.
Miscellaneous	Enter any other costs here.

- First enter the appropriate data in the "User Data" table. If you click the "Read From User Data" button, the user data entered under **Tools - Options - General...** will be applied by the system. Select the appropriate option under "Housing" and "Auto" - the following table will be adjusted accordingly.
- Don't enter anything in the next "overview" table. Later the results from the other tables will be displayed here.

On the templates, data may only be entered in white areas. The contents of areas highlighted in gray are calculated by the program.



- Continue to the "Income" table. Enter your monthly income here. Enter the appropriate values in the white fields only, not in the fields with a gray background, since values in these fields are calculated with formulas automatically as soon as there are values in other fields. The gray fields are protected.
- Now go through the remaining tables and enter in the monthly and/or yearly expenses everywhere. You can move back and forth between the tables as you wish.

When you are finished, you can see the result of your household budget in the "Overview" table. You can select the table and print it out.

Further Information



Formatting Sheets. All entry fields in the template are designated by a uniform white color. The sheet areas have been set off from the background by color. You may want to use this style in your own tables as well to make them more readable.

Using StarOffice Help

Do you need more information? Then use our extensive StarOffice Help. The following search terms are available for this topic:

- Print Range
- References

Managing a Stocks Portfolio

This template is of interest for anyone who owns stock in a company. StarOffice Calc stock management offers you a complete overview of your share portfolio figures, of any transactions, selling values and much more. In the following section we describe how you can conveniently organize your own portfolio.

StarOffice Stocks Manager: Portfolio Overview									
Stock Contained									
Name	ID Number	Quantity	purchased at	Current Price	Buying Price	Selling Value	Possible Profit		Profits realized
							Amount	%	
Airtrans Inc.	123456	300	\$18,64	\$18,45	\$5,592,60	\$5,478,15	-\$114,45	-2.05%	\$85,32
Star Insurance	654321	20	\$323,28	\$347,30	\$6,465,60	\$6,875,04	\$409,54	6.33%	\$0,00
Mercantile Bank of Sampleto	765432	100	\$29,05	\$26,34	\$2,905,25	\$2,606,16	-\$299,09	-10.29%	\$0,00
Perpedes Automobiles, Inc.	500600	10	\$88,72	\$95,67	\$887,16	\$930,20	\$43,04	4.85%	\$18,44
4		430			\$15,850,51	\$15,889,55	\$39,04	0.25%	\$103,76

You can always find out the current daily stock prices for your shares from newspapers, but they are much more current if you get them online, over the Internet.



StarOffice comes with a sample template that shows you what it might look like to manage stock with a spreadsheet document. You will find the StarOffice Calc file **Stocks Manager** under **New - From Template...** in the **Finances** area.

Managing Your Stocks Portfolio

First open the **StarOffice Stocks Manager** template delivered with StarOffice. We will be working with this document in the following section.

Your portfolio management template consists of three components:

- the actual portfolio overview
- the representation of individual movements (i.e. transactions)
- and the fees charged for each transaction.

We have already set up a fictitious portfolio for you that you can use to get an overview of the numerous possibilities for organizing stocks.

In the following explanation, we use these fictitious settings to make the various possibilities of this template more real for you.

If you would like to begin working with your real portfolio, however, click **Reset**. After you have confirmed a security response, all entries are deleted. You can now transfer your actual values. The procedure is explained further in the following overview.

In many foreign language (i.e. not English) versions of StarOffice, this template is in Euro currency and can also be seen in the currency of a specific country by using option buttons to switch back and forth. These options do not exist in StarOffice versions for countries with no fixed currency exchange rate against the euro. The US version also only uses Dollars in this template.

Portfolio Overview

The portfolio overview gives you a current overview of all individual positions in your portfolio.

This tab page contains the following columns:

Column Header	Explanation
Name	This column displays the name and/or ticker symbol for the stock.
Ticker Symbol	This is the unique stock identification code.
Quantity	Current number of shares
Each Purchased at	This contains the average purchase price per share, taking into account the commission that was paid. Example: You purchase 10 shares at 10 dollars each and pay a commission of 20 dollars. The purchase price of the shares (without commission) is thus 100 dollars (10 shares * 10 dollars). But the price you actually paid for the shares (taking into consideration the commission) is 120 dollars (10 shares * 10 dollars + 20 dollars). If you divide this figure by the number of shares purchased, you will find that the price you paid per share was 12 dollars.
Current Price	This is the only column in which you should make a setting on this tab. Enter the current price of the stock here.
Buying Price	This tells you the total cost for buying the current holdings, taking into consideration the commission paid.
Selling Value	In this column you have the possible profit from selling at the current stock price (market value) less commissions.

Column Header	Explanation
Potential Profit (amount)	This displays the possible profit or loss if sold at the current market price, taking into account the commission as an amount and the change as a percentage.
Profits Realized	In this column you can see profits (hopefully) already realized from previous sales and dividends paid.



With Help Tips turned on, move the mouse pointer over the headers of the table. You will see a brief explanation there of the functionality available from the headers.

But now on to your portfolio. As we have already explained, the **Current Price** column (the entries in this column are in different colors) is the column in which you should change the figures. All other columns are calculated automatically or are filled in through the input screen.

Today you received a new stock price for Airtrans Inc. from the Internet. Because of a very positive fiscal year that has just ended, a dividend (to be distributed today) has been fixed at \$1.15 per share. This news has caused the stock price to shoot up to \$37.60.

To apply the current stock price, click the cell containing the current price of Airtrans Inc. and enter the new value. Confirm the entry. After you have confirmed the entry, all figures associated with this value will be updated. Thus you have an immediate overview of all information at your finger tips.



When you enter the value, there is no need to enter the currency in question. StarOffice is so "intelligent" that it automatically knows you want the formatting to be in currency format. (You can adjust the currency in Menu - **Format** - **Cell** - **Numbers**).

Now you have applied the current price of Airtrans Inc. to your portfolio. But there is also a dividend that is to be applied today.

Dividend Payment

To take the dividend into consideration, click the **Dividend Payment** button.

Select the appropriate entry in the list box (in our example Airtrans Inc.)

In the Dividends/Stocks field, enter \$1.15, or in the Total Dividends field enter \$345 (300 shares * \$1.15).

Confirm your entries with **OK**.

The dividend that has been paid is added in the **Realized Profits** column and is posted on the **Transactions** tab in the **Dividend Paid** column and in **Realized Profit**. This is the current page view.

To switch back to the portfolio overview again, click the Sheet tab of the same name.

Sell Shares

Since Airtrans Inc. has actually made some money, you've decided to sell 100 shares. We have placed a sell order at the current stock price with the brokerage firm (and will proceed based on the execution of the order).

Click the **Sell Shares** button to accept this transaction into the portfolio view.

Select the appropriate entry in the list box (in our example Airtrans Inc.)

The entry screen shows you all the relevant values for Airtrans Inc. as well as an overview of fees that are payable as a result of these transactions.

In the **Quantity** field, change the setting to 100. The total number of shares of Airtrans Inc. held in the account is 300, but only 100 shares are to be sold.

Confirm your entries with **OK**.

The profit created by this transaction is added into the **Profits Realized** column and is recorded in a newly created line on the **Movements** tab page.

Buy Shares

Since the cash assets has been increased by the partial sale of Airtrans Inc. stock, this amount will be used to purchase new shares of stock.

The template also offers a convenient way of applying this purchase of shares in the portfolio overview. You've decided to purchase shares of Widgets Unlimited Inc. (Ticker Symbol 081566), which is trading today at 285 dollars. You have placed a purchase order for 10 shares at the current market price with your broker (and will proceed from the executed order).

To apply this transaction to the portfolio overview, click the **Buy Shares** button.

The entry screen is identical to the screen for selling shares.

Fill in the boxes for the name of the stock, the ticker symbol, the quantity and stock price.

Confirm your entries with **OK**.

A new line is created for this transaction in the portfolio overview where you can see all the pertinent figures.

A new line is created on the **Movements** tab.



When buying and selling shares, you can take shares at the buying price of zero (e.g. free shares) or shares at the selling price of zero into account in your portfolio overview. You will be alerted to this via a separate dialog.

Stock Split

A stock split is the change from, for example, an old share to two new shares, whereby the number of shares usually doubles in a 1 to 2 split and the value gets cut in half. The point of this is, among other things, to make shares at least appear cheaper (one share at \$150 is more expensive than one share at \$75).

In order to accommodate this action in the overview, click the **Stock Split** button.

The **Stock Split** input mask will appear.

Fill out the fields: Name of Stock, Exchange Rate (old->new), Exchange Date.

Confirm with **OK**.

In the portfolio overview, the row with the split stock will be updated.

Movements

This gives you an overview of all transactions you have initiated for your account.

This tab contains the following columns:

Table Header	Explanation
Name	This column displays the name and/or ticker symbol for the stock.
Date	Date of the transaction
Quantity	Shares purchased are represented by positive numbers and shares sold are represented by negative numbers.
Price	Actual buying or selling price
Commission	Costs of buying or selling
%	The current commission for the transaction calculated as a percentage
Min.	Minimum commission applying to this transaction
Fixed	Fixed costs of this transaction
Paid	Commission actually paid for this transaction
Costs	Summary of costs (number of shares * current price + fees)
Proceeds	Proceeds realized (number of shares + selling price - fees)
Bought	Number of shares purchased
Sold	Number of shares sold
On Hand	The number of shares purchased minus the number of shares already sold
Costs of On Hand	Proportional costs for purchasing the remaining shares held (i.e. on hand).
Proceeds Realized	The sales proceeds after deducting the commission
Dividends paid	The total amount of dividends paid
Profit Made	In this column you can see profits (hopefully) already realized from previous sales, and dividends paid.

Brokerage Fees

In order to buy or sell stock, you need to have access to a market (stock exchange) where the shares are traded. Since only brokers have this access, it is customary in the United States to submit your orders through and pay fees to your brokerage company. In many other countries, banks and savings and loans institutions are more closely associated with such transactions. Whether the order is placed through a bank or a brokerage company, you will invariably pay a brokerage fee for each transaction. This tab takes these fees into account. Here you will find a breakdown of the applicable brokerage fee you must pay to your brokerage firm or credit institution. Traditionally, this fee has been a percentage of the total value of the transaction, although flat rate fees are now common in the United States. In our example, the fee is 1% of the total transaction. Sometimes a minimum commission applies (in our example \$25). Your credit institution or brokerage company can provide you with all of this information. Finally, a fixed amount is often charged in addition to other fees (for telephone expenses, etc.). All of these fees are taken into consideration when you calculate the actual return. This allows you to see the actual profit or loss you have realized at any time, including fees.

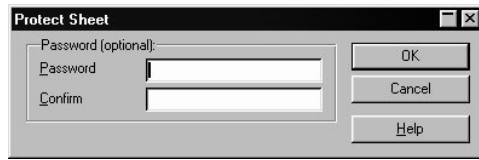
Completing the Stocks Document

The document is now completely created and can be saved. In the following section we use several examples to describe how you can make further adjustments to this table.

Protecting a Table

If you want to prevent the values entered in a table from being modified by another person, you must protect the table. To do this, display the **Protect Table** dialog (**Tools - Protect Document - Spreadsheet...**). Enter a password, then click **OK**. You can also protect the entire document. Then it is only possible to open it by entering the password.

- All cells in a newly created spreadsheet document have the "protected" attribute. You can turn this attribute on and off on the **Cell protection** tab of the **Cell Attributes** dialog, which you can bring up with the **Format - Cell...** command or with the context menu **Format Cells...** command.
- The "Protected" attribute can be set or removed for each cell individually. In any case, it does not take effect until you protect the entire table and/or the entire document. You can apply this protection with the **Tools - Protect Document - Spreadsheet...** or **Tools - Protect Document - Document...** menu command.



- You can set a password for protecting the table and the document, but this is not required. If a password is set, then protection can only be removed later by entering the correct password. If no password is set, there is still effective protection against your document being accidentally modified.
- Table protection prevents modification of the contents of this specific table. Document protection prevents the tables from being inserted, deleted, resorted or renamed.
- If you have a document with confidential data that you want to protect from being opened by unauthorized persons, you can protect it with a password. The password makes this protection of the entire document dependent on the protection mechanism of cells, tables and documents described above. To save a document with a password, choose **File - Save As...** and select the **Save with Password** box.

Creating a Reference

If you want to insert a value, say the result of your profits, into another table or into another spreadsheet document, you must create a reference. Select the cell where you want to insert the result and enter "=". Now select the cell that contains the original result and press Enter. This cell can also be included in another spreadsheet or in another file. The result is automatically inserted into the reference cell and is also updated if changes are made later.

You can also drag the content of a cell into a cell of another document with Drag&Drop. When you do this you have the choice of inserting a copy of the cell as it is now into another document or creating a link so that the current content of the cell is always reflected in the other document. You can find an introduction to Drag&Drop operations between spreadsheet documents in the Advanced section of the User's Guide in StarOffice Help.

After you have set all the necessary preferences and changes, you can save the document and print it.



Further Information

The document based on this template is protected. In order to make modifications you have to first disable the protection via **Tools - Protect Document - Spreadsheet...**

Insert Note To keep a note, e.g. to be reminded later to buy a certain stock, select the appropriate cell and choose **Note**(on the **Insert** menu). The document will show you a shaded area in which you can enter your annotations. To make the note visible at all times, click the appropriate cell (cells with notes contain a small red point in the corner, provided that "Note Tags" is selected: choose **Tools - Options - Spreadsheet Document... - Contents**) and choose **Display Note** on the context menu. Otherwise you will see the note only if you point to the cell with the mouse.

Inserting a table into another document. Select the cell range and copy it to the clipboard (**Copy** icon on the Function Bar). Open the document into which you want to insert the table (generally a text document) and insert the table (**Insert** command).

Displaying Formulas. To clarify your table references, select the **Formulas** check box (on the **Tools - Options - Spreadsheet Document... - Contents** tab). The best way to examine an individual formula is by clicking the cell containing the formula and then clicking the **Function Autopilot** icon on the Formula Bar.

Using print ranges. Print ranges have been used in the sample document to print specifically targeted cells.

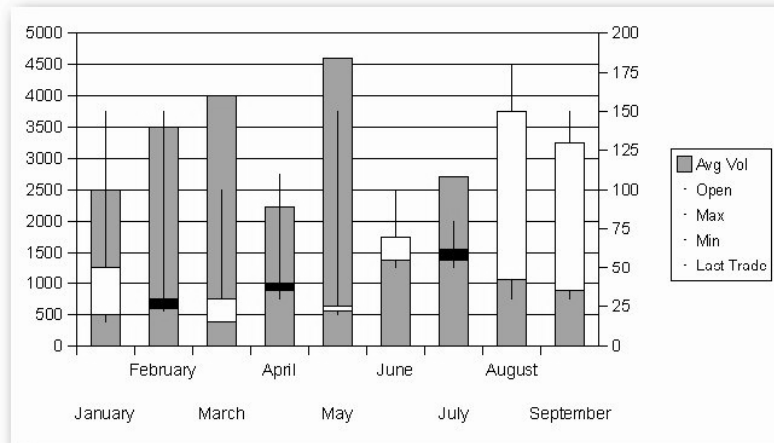
Using StarOffice Help

Do you need more information? Then use our extensive StarOffice Help. The following search terms are available for this topic:

- Note
- Cell Protection
- Cell Styles
- Spreadsheet
- Formula Bar

Viewing Stock History as a Chart

An effective way to display the numeric values of a StarOffice Calc table is with StarOffice Chart. This section will show you some stock price charts as an example of the interplay between tables and charts.



Entering Data for a Stock Chart

The data concerning stock prices must be available in a set order for it to be able to be displayed in chart form. The illustration shows you how the data has been named and organized in this example.

	A	B	C	D	E	F
1	Quotes	Avg Vol	Open	Max	Min	Last Trade
2	January	2500	20	150	15	50
3	February	3500	30	150	22	24
4	March	4000	15	100	15	30
5	April	2222	40	110	30	35
6	May	4600	22	150	20	25
7	June	1500	55	100	50	70
8	July	2700	62	80	50	55
9	August	1600	42	180	30	150
10	September	2700	35	150	30	130
11						

The typical data for stock price charts is arranged in the columns. The data in this example has been generated at random. In real-life you might like to see opening and closing prices on a daily basis instead of monthly, but we want to keep this example simple.

- Volume - the total number of shares sold in the time period in question.
- Opening stock price - the first bid price for a share of the stock at the time period in question.
- High stock price - the highest value of a share of the stock during the time period.
- Low stock price - the lowest value of a share.
- Closing stock price - the last value of a share of the stock at the close of trading during the time period.

The Structure of a Stock Chart

The sales volume unit is one share or 1000 shares. A currency unit is used for prices. Your charts will need two separate Y axes, which will also show the sales volume. The volume is displayed in these charts as a bar chart in the background of the stock price chart with the volume scale on the left Y axis. You will then see the currency values on the right Y axis.

The high and low stock prices are connected by a vertical line.

When both the opening and closing prices are displayed you will see a rectangle between them. The color of this rectangle indicates whether the difference is positive (closing price is higher than opening price) or negative.

Creating a Stock Chart

- Enter your stock price data in a new StarOffice Calc sheet and organize the data into columns as in the example shown above.
- Depending on which of the columns you select, a different type of stock price chart will appear.

Selecting the three data columns, high, low and closing stock prices, will display these three values as points on a vertical line. If you also select the opening price, a rectangle will be displayed between the opening and closing stock prices. If you select volume as well, it will be displayed in the background as a bar.

- For example, select columns A, D, E and F in StarOffice Calc Table. To make a multiple selection of this type, hold down the (Ctrl) key as you move the mouse over the cells you want to include.

	A	B	C	D	E	F
1	Quotes	Avg Vol	Open	Max	Min	Last Trade
2	January	2500	20	150	15	50
3	February	3500	30	150	22	24
4	March	4000	15	100	15	30
5	April	2222	40	110	30	35
6	May	4600	22	150	20	25
7	June	1500	55	100	50	70
8	July	2700	62	80	50	55
9	August	1600	42	180	30	150
10	September	2700	35	150	30	130
11						

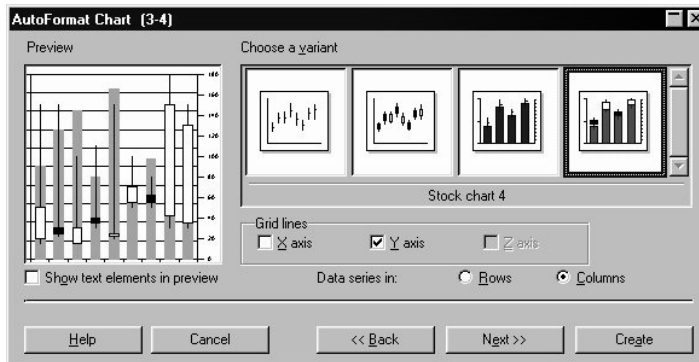


Click the **Insert Chart** icon on the **Insert object** floating bar of the Main Toolbar. If you have not inserted any other object, the floating bar will already show the **Insert Chart** icon, so that you can simply click it.

- The mouse cursor changes into a cross. Now draw a rectangle in StarOffice Calc Table to delimit the location and the size of the chart.

When you release the mouse button, you will see the first page of the AutoFormat Chart dialog.

- Click **Next**. The second page of the dialog appears.



- Select **Stock Chart**.
- Select **Data Rows to Columns**.
- Click **Create**.

Now you can see a stock chart with vertical lines showing the high, low and closing stock prices. Selecting several columns in the multiple selection described above will add the corresponding objects to the chart.



Further Information

Edit Chart. Simply click a chart to select it. You can then scale the chart with the familiar eight control points. You can also delete it and move it.

To modify a chart, double-click it. The thicker border indicates that the chart is in modify mode. Now if you single-click inside, the cell area in the chart will be surrounded by a border. By clicking a data row in the chart, for example, you can change the properties of the data (with the context menu or on the **Format** menu).

Using StarOffice Help

Do you need more information? Then use our extensive StarOffice Help. The following search terms are available for this topic:

- StarOffice Chart
- Chart Data

Applications for Business Use

In this section, you will find examples of how to use spreadsheets for the most important types of professional business documents.

Shift Plan

StarOffice allows you to easily create an employee shift plan with a number of special functions. The shift plan is a schedule which has been expanded to combine the schedules of many employees together into a single sheet. By linking it to other sheets, you can use the shift plan information more effectively.

Duty roster for the week 10 2000							
General Roster	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Early shift	PG	FD	FD	FD	RB	RB	
Day shift	RB	RB	WM	WM	DM	WM	
Late shift	DM	WM	RB	PG	PG	DM	
Night shift	WM	PG	PG	DM	FD	FD	

Creating a Shift Plan with a Template

Open a new document based on the employee schedule template. Select the **New** command in the **File** menu, and then choose **From Template...** in the submenu. In the **Categories** list, select **Spreadsheets**, and under **Templates** choose **Shift Plan**. Click **OK** to display the document.



In this example, the document will be edited, not the template on which it is based. To make changes to the basic layout, you should edit the template itself. To do this, go to **File - Templates - Edit**.

The StarOffice templates often contain protected areas so that you cannot change them by mistake. If, however, you do want to change a template, you have to first disable the protection. For spreadsheets, the menu command to do this is found under **Tools - Protect Document**.



The template and thus the document made from it lets you export the data from the shift plan to **StarOffice Schedule**.

The document consists of three sheets: **Overall Plan**, **Individual Plan** and **Personnel**. Click the **Personnel** tab and enter the employee names and initials in the respective columns.

Next, select the **Overall Plan** sheet. Enter the employee names in the cells and, if necessary, change the predefined rows and columns. After the plan is completely filled out, you can use the special functions of the **Individual Plan**.

Enter the initials of the employees in the cell to the right of the cell labeled **Initials** and press the Enter key. This gives you an overview of the weekly shifts a particular employee is scheduled to work.



This function can also be used to create a weekly shift plan for each employee.

Inserting a Date Row

The **Overall Plan** spreadsheet has only one row containing the days of the week. To insert another row to add the dates, you first have to disable the protection of the sheet via **Tools - Protect Document - Spreadsheet**. Then, select the cell **Early shift** and click **Row** in the **Insert** menu. A new blank row will appear below the days of the week.

Click the cell below **Sunday**, type the respective date and press Enter. Select the cell and move the mouse pointer to the lower right corner of the cell. The mouse pointer will turn into a cross-hair symbol. Now drag a red selection frame across the newly inserted row to the column **Saturday**. As soon as you release the mouse button, the dates for each day will appear in the selected row.

Applying Colored Shading for Columns

Weekends and holidays are not usually work days; therefore it makes sense to distinguish these days from the rest. Select the columns **Saturday** and **Sunday**, click the **Background Color** icon in the Object bar, and choose the desired color from the floating toolbar.

Creating Individual Shift Plans

Since the style of every plan is dependent on the type of work which is done, this is only an example of how a particular shift plan might look. You can, of course, use additional features to create a customized plan according to your specific purposes.

Open a new spreadsheet (**File - New - Spreadsheet**).

Enter the names of the employees in a column. Next, insert a row for the the time period, such as Monday, Tuesday, etc., or 01/12/99, 02/12/99, etc. You can also insert two rows to display both types of information.



To create sequences in a spreadsheet (e.g., Mon., Tues., Wed.) use the list function. Type "Mon" in a cell in the first row and then select the cell. Move the mouse pointer to the lower right corner (the mouse pointer will turn into a small cross symbol), and drag a frame over a range of cells. After you release the mouse button, the area will automatically be filled with the other days of the week. You can create your own lists under **Tools - Options... - Spreadsheet Document** in the **Sort Lists** Register.

Finally, assign a background color to the cells containing employee names and the days of the week. Use a different color to highlight the columns "Saturday" and "Sunday," if you wish.

Freezing a Column

Select the column to the right of the employee names by clicking on the column header, and click **Freeze** in the **Window** menu. You can now scroll horizontally, while the area to the left of the freeze line remains fixed. This enables you to constantly view the column containing the employee names. This function is especially useful for large sheets.

Conditional Formatting

With this function, you can display employee information simply by entering a letter. This enables you, for example, to instantly find out if a particular employee is present, sick, or on vacation.

First you must open the Stylist (click the icon in the Function bar) and create three Cell Styles. For the Cell Styles, choose names that correspond to the information you want to represent. In this case, you could choose: "Sick," "Vacation" and "Present."

Click in the Stylist, and open the context menu where you then click the **New** command to activate the **Cell Style** dialog. On the **Organize...** tab, enter the word

"Sick" and assign a background color to the Cell Style by way of the **Background** tab page. Click **OK** and repeat this process for the two remaining Cell Styles.

Now, using the mouse, select the area you want to apply the conditional Style to. In the **Format** menu, click **Conditional Formatting** to activate the corresponding dialog.

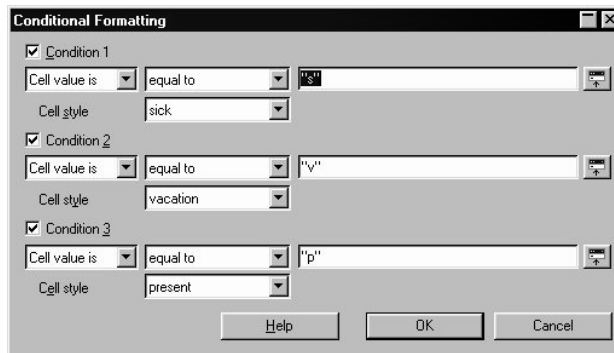
For **Condition 1** define: **Cell value - equals-"s"** (s=sick). In the **Cell Style** list box, select the Style **Sick**.



The use of quotation marks is absolutely necessary to define conditions!

For **Condition 2** define: **Cell value - equals-"v"** (v=vacation). In the **Cell Style** list box, select the Style **Vacation**.

For **Condition 3** define: **Cell value - equals-"p"** (p=present). In the **Cell Style** list box, select the Style **Present**.



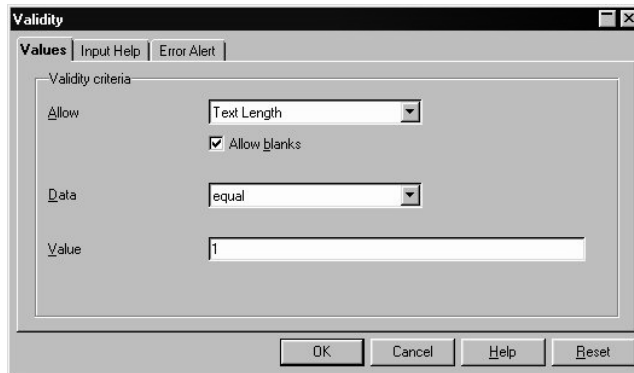
If you now enter a "v" (without quotation marks) in a cell in the previously selected area and press the Enter or Arrow key, the cell will be displayed in the defined color.



A maximum of three conditions per cell is possible.

Defining Validity

To ensure that unauthorized entries are not made to the shift plan, you can define validity. Select the cells that you want to define the validity for and open the **Validity** dialog (**Data - Validity...**). Define the permitted input criteria on the **Values** tab page. In this example, the criteria for the lists and fields are: **Text length, equal, and 1.**



Next, click on the **Error Alert** tab. Select the option **Show error message when invalid values are entered** and click **Stop** in the **Action** list box. Under **Error message**, enter an appropriate text (e.g., "Only v (vacation), p (present), or s (sick) are valid entries.") .



If you wish, you can also type a title in the input field.

If a user were to now enter more than one letter in the corresponding cell in the sheet, your defined message will appear: "Only v (vacation), p (present), or s (sick) are valid entries."

Further Information



Creating Input Help. In the **Validity** dialog, you can create your own help function for a previously selected area. Select the **Input Help** tab and check the box **Show input help when cell is selected**. Enter a title in the respective field, and enter the help text in the field below. This text is then displayed as a Help tip for the user.

Linking Sheet Information. The information contained in a schedule can also be used by linking it to the vacation accounts and automatically subtracting used vacation days, for example.

Using the StarOffice Help

Do you need further information? Then use our extensive StarOffice Help. The following search terms are available for this topic:

- Conditional Styles
- Validity
- Protecting Sheets
- Background Colors

Calendars

To set up your own personal calendar you only have to enter important dates and click a few buttons. StarOffice will do the rest.

January 2000		
Date	Event	Comments
Sat 01	New Year's Day	
Sun 02		
Mon 03		
Tue 04		
Wed 05		
Thu 06		
Fri 07		
Sat 08		
Sun 09		
Mon 10		
Tue 11		
Wed 12		
Thu 13		
Fri 14		
Sat 15		
Sun 16		
Mon 17	Martin Luther King	

Creating a Calendar with a Template

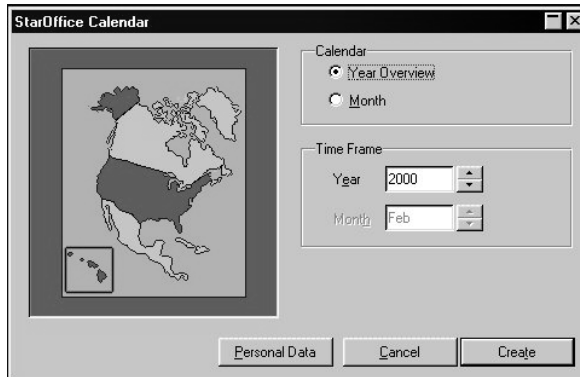
Open the **New** dialog (**File - New - From Template...**). In the **Categories** list, choose **Spreadsheets**, and select **Month/Year Calendar** from the **Templates**.

Click **OK** to display the calendar in the work area.



In this example, you will be editing the document itself, not the calendar template. If you want to change basic layout features, you will need to modify the template instead. To do so, go to the **File** menu and select **Templates - Edit**.

First, under **Calendar**, specify whether you want to create a calendar for a month or an entire year.



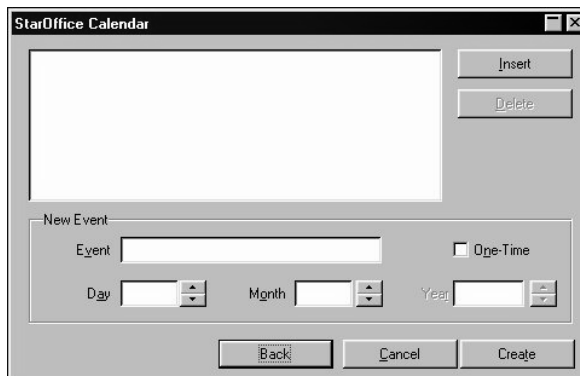
Use the spin buttons to set the corresponding year or month under **Time Frame**.

If you know some important dates in advance, e.g., birthdays and anniversaries, you can enter these directly into the calendar using a macro.

To do this, click **Personal Data**. Enter a descriptive text in the **Event** field, and specify the **Month** and **Day** with the spin buttons. For a non-recurring occasion, choose the option **One-Time**, and then specify the year, as well.



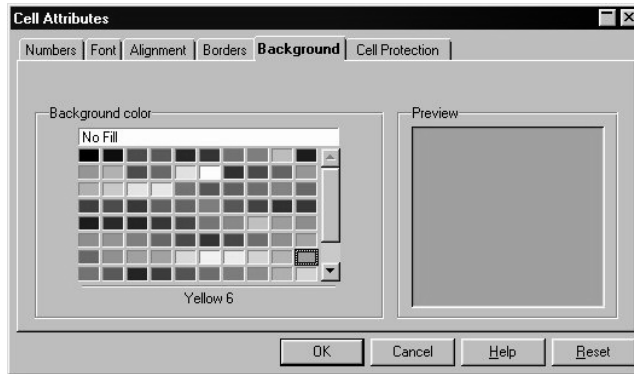
Keep the text as short as possible, otherwise the full text may not be displayed in the corresponding cell of the calendar.



Click **Insert**, and the event will be displayed in the window of the dialog box. You can now specify other dates, if you wish. To remove an event, select it in the window and click **Delete**.

After you have entered all your important dates, click **Create** to display your personal calendar.

You can customize the calendar according to your preferences. For example, to change the background color for the days of the week, click on any "weekday cell" and open the Stylist. The cell Style **workweek** will be selected. In the context menu, select **Modify** to open the **Cell Style: Workweek** dialog. Click on the **Background** tab and choose the desired color.



When your calendar is complete, you can save and print it.

Further Information



Viewing the Full Date. To see which date is hidden behind "THU 15," double-click the corresponding cell and the full date will appear.


Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Cell Styles

Recar Scenarios

Scenarios are important aids for making numbers that are dependent on each other and their resulting calculations visible. Modify specific basic starting requirements in the table and you will see the new result. You can give a name to the scenario created in this manner and compare it with other scenarios.

 Automobiles That Move the World										
Model Program										
Model	Sales price	Cost of Materials		Prop. Fixed Costs	Business Expenses		Sales Expenses	Profit per Auto	Unit Sales	Profit
		Per vehicle	Foreign Currency		% of Sales Price	Amount per Auto				
Micro 1800 GL	\$15,390.00	\$5,543.89	\$2,085.71	\$1,549.50	1.00%	\$153.90	\$5,433.99	\$623.00	83456	\$51,993,454.04
Medio 2400 City	\$21,490.00	\$8,775.89	\$2,928.57	\$1,549.50	1.00%	\$214.90	\$5,877.93	\$2,143.21	191334	\$410,068,414.66
Luxo V8	\$32,490.00	\$12,885.60	\$6,000.00	\$1,549.50	2.00%	\$649.80	\$7,945.62	\$3,659.48	188533	\$689,931,863.98
Pronto 4000 RS	\$37,990.00	\$12,097.78	\$8,492.86	\$1,549.50	4.50%	\$1,709.55	\$8,333.19	\$5,807.12	33610	\$195,177,354.59
Total									496,933	\$1,347,171,067.27

Economic Situation	
Economic Growth	2.00%
Yen exchange rate	¥140
Sales Price Micro 1800 GL	\$15,390.00
Sales Price Medio 2400 City	\$21,490.00
Sales Price Luxo V8	\$32,490.00
Sales Price Pronto 4000 RS	\$37,990.00

Production capacity	
Fixed costs	\$450,000,000.00
Wages and salaries	\$320,000,000.00
Business costs as % of sales price Micro 1800 GL	1.00%
Business costs as % of sales price Medio 2400 City	1.00%
Business costs as % of sales price Luxo V8	2.00%
Business costs as % of sales price Pronto 4000 RS	4.50%

Using ready-made scenarios

We have provided a ready-made example of scenarios for you to work with.

- Open the **Samples** folder in the Explorer by double-clicking the entry. The folder opens as a folder window.
- Double-click the **Tables** folder window.

Now you can see the spreadsheet document that comes with the program.

- Double-click the **Recar AGM-Scenario** document.

Now you will see a sample table in which several scenarios have been created.

Areas in which the scenarios that differ by initial values are located are surrounded by frames. Select the appropriate scenario in the list box appearing at the top of every frame.

Scenarios can also be selected in the Navigator:

- Open the Navigator with the (F5) key or the **Navigator** icon on the Function Bar.
- Click the **Scenarios** icon in the Navigator (the icon with the quotation marks and question mark).

In the Navigator you can see the defined scenarios with the comments that have been entered while creating the scenarios.

Creating Your Own Scenarios

To create a scenario you must select all the cells that provide the data for the scenario. In our example you can create an additional scenario called "High Dollar Rate" for example. Do the following:

- Select the data cells that are already highlighted by the frame of the existing scenario. You can also multiple-select data cells that are not contiguous, i.e. that are distributed across the table. To select multiple data cells, hold down the Ctrl key as you click each cell. In our example, however, simply select the range F18:F23.
- Choose the **Tools - Scenarios...** command. The **Create Scenario** dialog will appear.
- Enter "High Dollar Rate" as the name of the scenario and leave the other fields unchanged with their default values. Close the dialog with OK. Your new scenario is automatically activated.
- Change the values in the frames to the values you want to apply to your new scenario. In this case, modify the dollar rate and all other values that you believe could be affected by it, i.e. economic growth and sales prices. In just a moment you see the effects of your operating figures.

Further Information



Track to next link If you want to know which values in the scenario affect other values, choose **Tools - Detective - Track to next link**. You will see arrows to the cells that are directly dependent on the current cell.

Using StarOffice Help

Do you need more information? Then use our extensive StarOffice Help. The following search terms are available for this topic:

- Scenarios
- Ranges and reference in tables
- Detective

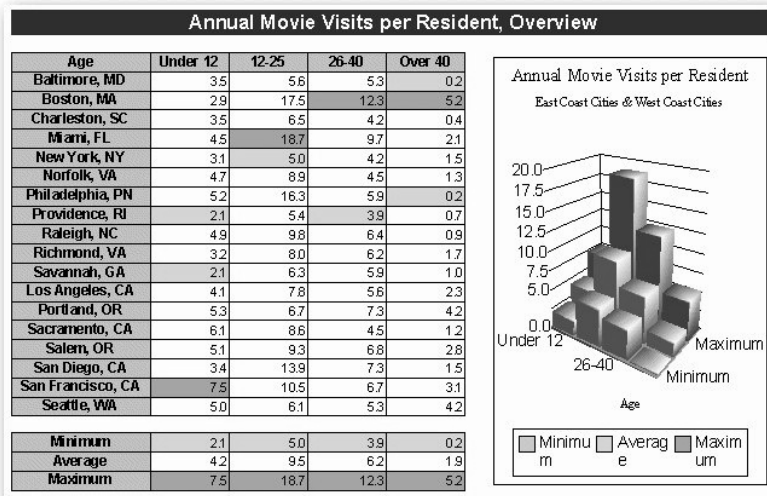
Applications for Special Areas

Naturally, spreadsheets are also appropriate for applications with special requirements. In the following, we will introduce you to a number of special application uses with StarOffice.

Movies

Spreadsheet documents Movie1 through Movie3 provide you with three linked tables that will introduce you to several of the special StarOffice Calc techniques. Here you will find conditional formatting of cells, user-defined buttons and direct cell references to other documents.

The movie documents contain fictitious sample data. The only purpose of these documents is to provide you with a basis for your own experiments with various StarOffice Calc features.



- Open the **Movie1** document, which you will find with the sample documents in the **Spreadsheets** folder.

Using Direct References to Other Documents

The Movie1 document contains cells that directly reference cells in Movie2 and Movie3.

- Click cell E8.

You see the formula used in the input line of the Formula Bar. At first glance it seems long and complicated:

```
=file:///d:/Office52/share/samples/english/spreadsheets/movie1.sdc#movievisits.E8
```

The formula shows you how you can access cell E8 in the table with the name "movievisits" in the file movie2.sdc." Between two single quotes ('), the name of the file is given in URL notation. The URL refers here to the internal file system.

User-defined Buttons

At the top of document Movie1 you can see two buttons with which you can switch to the other two documents. Specifically, the buttons simply load the respective document assigned to them. There are corresponding buttons in the other documents for switching back.



The buttons used here are objects on the **Form Functions** floating toolbar.

Examining the Properties of Controls and Forms

The current document should be in the Edit mode. This is the case in our example. For documents on the Internet, click the **Edit** icon on the Function Bar to select it.

- Open the **Form Functions** floating toolbar on the Main Toolbar. The only icon on the **Form functions** floating bar you can click is **Design Mode On/Off**. Click it to switch the form into Design Mode.
- Now you can click a button in the table to select it. In the **Form Functions** floating bar you can see the Properties dialog for the control or form with the **Control Properties** and **Form Properties** icons.

Using StarOffice Help

Do you need more information? Then use our extensive StarOffice Help. The following search terms are available for this topic:

- Cell Format
- References in Formulas
- Form

Editing a Single dBase File in StarOffice Calc

Here you'll see how you can edit individual dBase files in StarOffice. Normally, all dBase files (or other formats) in a common folder are integrated as tables of a database into StarOffice. You record the database in the Explorer via the context menu (**New - Database...**). Every dBase file becomes a database table and all dBase files in the same folder make up a database which you can conveniently access with StarOffice Base. This is described in more detail later in this User's Guide and in the StarOffice Help.

You can open any dBase file or text database file in StarOffice Calc, as well, without having to record it as a database first. In StarOffice Calc, individual records form a database area. You can perform various tasks with the records: quick searches, sorting, filtering, calculating subtotals, etc.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	PRE	FIRSTN	LASTN	TITLE,C,50	COMPANY,C,50	DEPARTM	ADDRESS,C,50	CITY,C,50	STA	POSTALCO	COUNTY	POSITION,C,10	INIT	SAL
2	Ms.	Patricia	Fisher		PTH TV		2345 1st. St. NW	Washington	DC	20001-3456	U.S.A	Secretary	PF	Dear
3	Mr.	Alan	Brown		Houseware Inc.	Controlling	123 Main Street	Kissimmee	FL	34742-2364	U.S.A	Manager	AB	Dear
4	Ms.	Julie	Clark		ICM									
5	Mr.	Peter	Smith		Motor Works Ltd.	Sales	1234 Amsterdam Ave.	New York	NY	10025-1234	U.S.A	Sales Manager	PS	Dear
6														
7														
8														



The following example refers to the **address.dbf** file found in the folder under Office52/user/database/address.

First, open the file. Go to the **File** menu and select the **Open** command. In the **Open** dialog which then appears, select the desired file and click **Open**. The **Import dBase** dialog will appear. Under **Character Set**, select the font that you used to create the file (usually you can leave the default setting as is) and click **OK** to open the database in a spreadsheet.



In addition to displaying the column names, column headers also contain information such as "C" and "50." These items are necessary for the export so the field types and sizes can be re-imported.

To edit data, position the cursor anywhere in the data area. StarOffice can automatically detect the data area to be edited.

Sorting Data

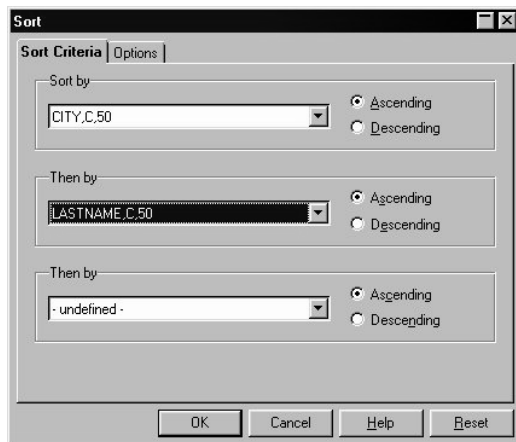
The Sort function enables you to change the order of your data. In the **Data** menu, select **Sort...** to open the **Sort** dialog.

Define the desired criteria on the tab **Sort Criteria**. With the sort criteria, you can, for example, define to sort according to cities and then according to names. The **Ascending** option is the default value. This means that the cities "Atlanta," "Baltimore," "Chicago," and "Dallas," are displayed in this order. Under the city of "Atlanta," the first client names would be "Arnold," "Brown," "Carter," and so on.



You may define a maximum of three search criteria in the **Sort** dialog.

Click **OK** to display the data sorted according to your specifications.



Using the Standard Filter

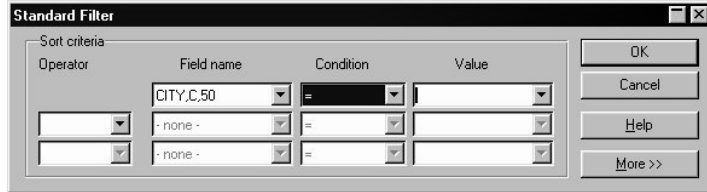
Search conditions are defined using the Standard Filter. Only data which satisfy the conditions will be displayed. One possibility might be, for example, to search for all entries containing the city "Kissimmee".

To use this function, select the **Filter** command and then **Standard Filter** in the **Data** menu. The **Standard Filter** dialog appears.

In the **Field Name** list box, select the entry "City,C,50 ". Define "=" as a condition and "Kissimmee" as the value. When you click **OK**, all data satisfying the condition "City = Kissimmee" will be displayed.



You may define a maximum of three conditions in the **Standard Filter** dialog.



To redisplay all data, select the command **Data - Filter - Remove Filter**.

Saving Data in dBase Format

After editing the data, you can save it in dBase format. Go to the **File** menu and click **Save As...** In the dialog which then appears, enter the desired name in the **File Name** combo box and select **dBase** as the **File Type**.

In addition, you can define the size of the data fields. Select the desired field. The input line shows a value, such as "City,C,50." You can determine the length, for example, by simply typing "City,C,60" (without the quotation marks).

The following parameters are available for defining fields:

D	Defines the field as a date field.
L	Defines the field as a logical field (true or false).
N	Defines the field as a numerical field. "7.2" denotes a total length of 7 characters including two places after the decimal point. More specifically there can be a maximum of four characters before the decimal point (including any minus signs used), a character for the decimal delimiter and two places after the decimal delimiter.
C	Defines the field as a text field. "C,30" specifies the length as 30 characters.
M	Defines the field as a memo field.



Further Information

Maximum Size. The maximum data fields permitted is 32,000 rows.

Avoiding Duplicates. When working with the Standard Filter, you can prevent possible duplicate entries from being displayed. Click **Options** in the **Standard Filter** dialog and select the **No Duplicate** option.

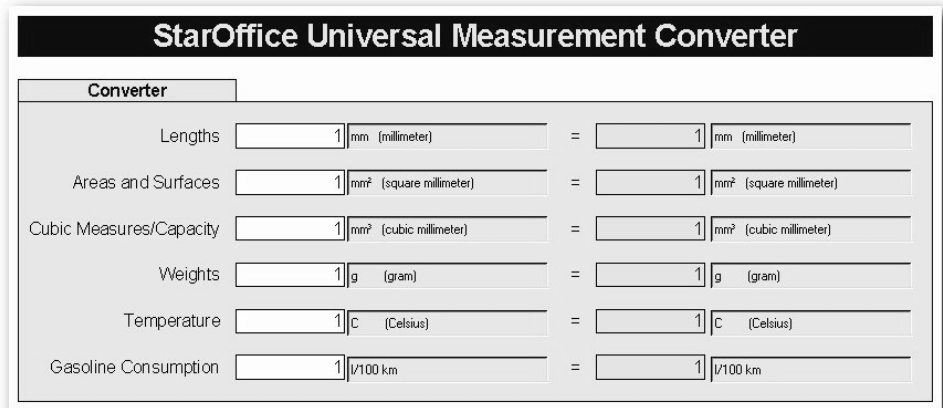
Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Filter
- Sort

Conversion Table

The StarOffice Calc universal de Luxe converter will help you convert various units of measure.



Accessing the Conversion Table

You can open the conversion table using the Explorer and the desktop from the Samples/Spreadsheets folder.

- In the Explorer, switch to the **Samples** folder and open it by double-clicking. You will see the subdirectories of the folder on the desktop.
- Click the **Spreadsheets** subdirectory.
- Double-click the **Conversion Table** name.

If you use the conversion table frequently, you should create a desktop link to it.

- If the conversion table is the current document, grab the icon on the far left of the Function Bar with the mouse and drag it first to the Desktop button on the Function Bar. Do not release the mouse button.
- The desktop opens and you can now move the cursor to the location on the desktop where you want to create the link for the conversion table. Release the mouse button.

You can open the conversion table at any time by double-clicking this icon on the desktop.

Working with the Conversion Table

The conversions in the table differ greatly in their complexity. Not much is required to convert millimeters to centimeters - you might simply prefer to do it in your head. However, converting gasoline consumption from liters per 100 kilometers to miles per gallon is more complicated.

- In the conversion table, go to the line in which the desired measurement unit is calculated: length, surface, volume, weight, temperature or consumption.
- Type the number of units you want to convert in the white entry field. If you want to know how hot it is in Fahrenheit when your Celsius thermometer shows 20 degrees, enter the number 20 next to "temperatures".
- Now select the new unit of measure (Fahrenheit) in the list box on the far right of the same line. Click the gray-colored field in front of the list box. You will see the result there immediately.

If you are a somewhat more advanced StarOffice user you can expand the conversion table with additional units. To do this, choose the **Tools - Macros...** command and edit the function macros in this file. You will see comments in the macros to which you should pay particular attention.

Further Information



Entering annotations. You can enter notes for each field in the table. They will be displayed if you allow the mouse to remain on the cell while Tip Help is activated. To insert a note in the current cell, choose the Insert - Note command.

Using StarOffice Help

Do you need more information? Then use our extensive StarOffice Help. The following search terms are available for this topic:

- Links
- Form

Working with Presentations

In the following section you will find a description of how to create presentations in StarOffice together with practical examples.

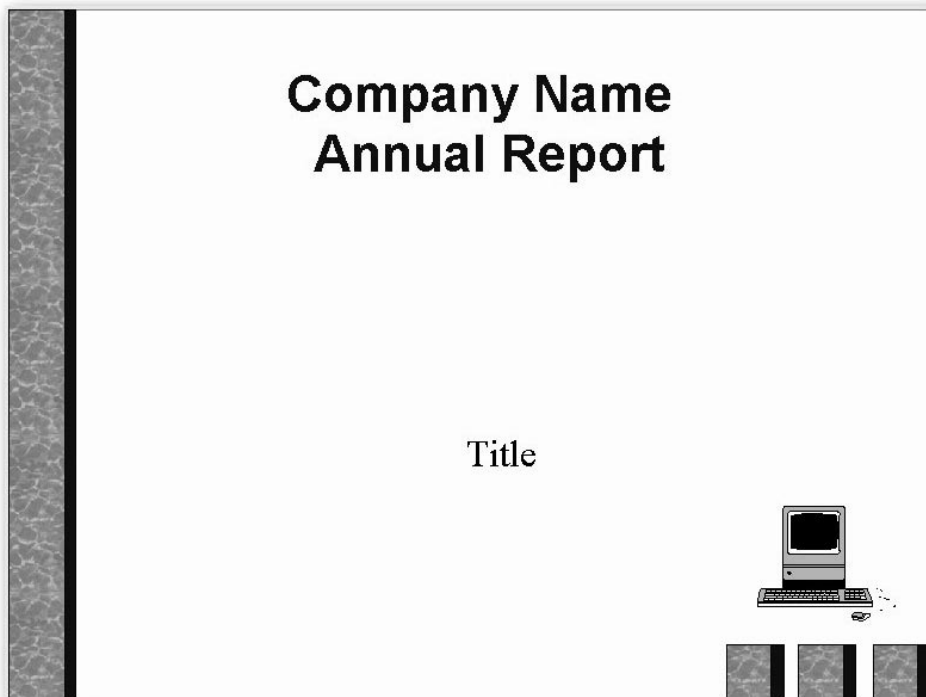
If you want to create presentation documents, there are several methods to create the desired document fast and simply: You can start with the new **AutoPilot Presentation** or use the included templates and sample documents, which you change as you wish. You can also begin with a completely empty document.

Presentations

The following examples illustrate how you can quickly create professional graphic designs and presentations with StarOffice.

Business Report

In this section we will explain how you can create a business report for a presentation. A presentation with StarOffice can be created in just a few minutes (if you want to leave out all the extra features which take a lot of time and patience). Even an inexperienced presenter can quickly achieve professional results. The following example assumes that the presentation is to be made on a computer.



Creating a Business Report in Presentation Form

A template for a business report is provided, which you can fill out with your own text and data.

- Go to the Menu bar and select **File - New - Presentation**. The AutoPilot for Presentations will appear. Select **From Template** on the first page. Now select "Presentations" in the list box and then in the field beneath it, "Business Report". Click **Create**.

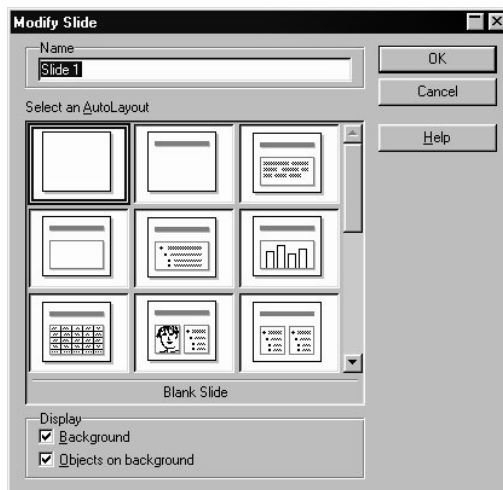
All that's left is to replace the text in the business report with your own. Save the report and then print it - or present it on the screen by pressing Ctrl + the F2 key.

If you want to start from scratch with a completely new document, proceed as follows:

Open an empty presentation document (**File - New - Presentation**). You will now see the **AutoPilot Presentation** which is described in the StarOffice Help. Select the option **Empty presentation** and click on **Create**. The **Modify slide layout** dialog will now appear. This is used to determine how the start page is to look. Enter a name and select the required layout, e.g. **Title Slide**.



The term "slide" refers to a page in your presentation. It has nothing to do with an actual slide of the old slide projector sort.



You will now see the first page, the "title slide". Click on the existing text and overwrite it with your own text, for example "Energy Software" and "Annual Turnover 2000".

To insert another slide, click the area next to the tab at the bottom of the screen. Assign a name for the new slide and choose a layout (in the context menu of the slide tab, click **Modify Slide**).



Do not assign a name like "Slide2." If you later want to change the order of the slides, you might not remember the content of this slide. Clear, descriptive names like "Overview" or "Introduction" are more useful.

Insert additional slides, as necessary. The corresponding tabs appear at the bottom of the screen. Click the tab of the slide you want to edit, e.g. Overview, and then click the **Outline View** icon above the vertical scroll bar.

Entering Text in the Outline View

To establish an outline, use the Outline View mode. With the icons in the Object bar, you can either promote or demote an outline point one level, or move it up or down in the hierarchy. You can also use icons in the Main toolbar to determine which outline levels you want to have displayed.

In the Outline view, all slides in the presentation document are listed hierarchically, and the title of each slide is preceded by a slide icon.

Enter the desired text and use the icons in the Main toolbar to structure your outline. You can create a subsection to a slide by placing the cursor at the start of the respective line and pressing the Tab key. Use the Shift + Tab key combination to move the line up one level in the hierarchy. After you have finished editing the presentation outline, click the **Drawing View** icon (directly above the **Outline View** icon) to return to the normal view.

Changing the Slide Layout

To change the slide layout, you must be in the Drawing View (the first icon in the vertical scroll bar). Double-click the tab of the slide you want to modify and select the desired layout from the pre-defined layouts.

Designing Slides

To design a slide, you have to be in the Drawing View as well, and the Select tool must be activated.

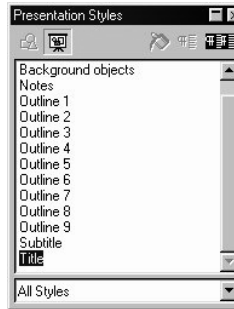
If you want to change the font size and style of the title, for example, select it and assign new attributes from the **Font** and **Font Size** fields in the Object bar.

You can also define borders by clicking the paragraph you want to apply a border to and defining the attributes in the list boxes **Line Width** and **Line Style**.

To assign a uniform background and recurring elements, such as company name and presentation topic, to all your slides, click the **Background view** icon in the horizontal scroll bar. Don't worry about the default text visible in the background mode - not this text, but rather the text you've replaced it with appears on the slides. You can drag open a frame for your background text using the **Text** floating toolbar in the Main toolbar in this view..

Open the Stylist by clicking the **Stylist** icon in the Function bar. Then, click the **Presentation Styles** icon. Select a background style, and open the **Modify** dialog via the context menu. Click the corresponding slide tab and make your changes.

By modifying the **Background Style** you can assign all slides the same background.



Since the Background view can be activated at any time, it is always possible to make changes at a later time.

Preparing a Slide Show

A few additional steps are necessary before your presentation is complete.

Defining or Changing Slide Order

To change the slide order, click the **Slide View** icon in the vertical scroll bar. In this mode, all slides in the presentation document are displayed in reduced size. Click the slide you want to move and drag it with the mouse to the desired position. The position where the slide will be inserted is indicated by a vertical black bar.

Creating Cross-Fade Effects

To apply cross-fade effects, you have to be in the Slide View or Drawing View.

Click on the slide when in the Slide View mode. Set the effect and transition period that is to apply to the slide Transition using the two left list boxes.



If you are in the Drawing View, choose the **Slide Transition** command in the **Presentation** menu. A dialog appears in which you can define slide transition effects.

In the list box **Slide Transition**, select the option **Manual**. You can then switch from one slide to the next in your presentation by clicking the mouse or pressing the right arrow key.

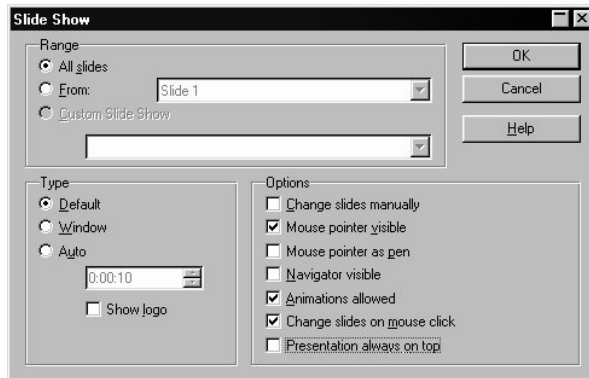


Although you can choose from a wide variety of cross-fade effects, you should generally select similar effects for the slide transition (e.g., "Uncover from left," "Uncover from top," etc.).

Starting a Presentation

To start a presentation, click the **Slide Show** icon in the Main toolbar or choose the **Slide Show** command in the **Presentation** menu. The on-screen presentation starts immediately.

Presentation settings can be adjusted under **Presentation - Presentation Settings....**



In this dialog, you can determine which slides to include in the presentation. Select any other desired options, and click **OK**.

Further Information



Using Your Mouse as a Pointer. Select the option **Mouse pointer as pen** in the **Slide Show** dialog in order to highlight charts or point to important aspects during a presentation. To change slides manually, you must double-click the mouse.

Changing Bullet Symbols in Outline View. To change a bullet symbol in the Outline view, place your cursor in the desired line/paragraph and click the **Bullets and Numbering** icon (only visible in the Object bar of the Drawing view). A dialog appears where you can choose a different symbol.

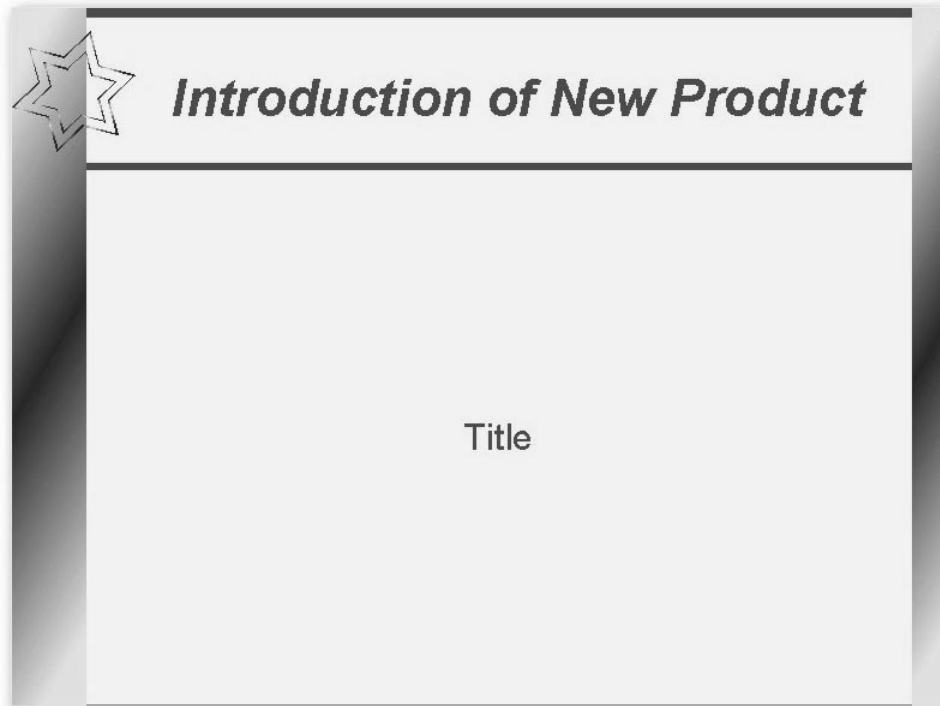
Using the StarOffice Help

Do you need further information? Take advantage of our extensive StarOffice Help. The following search terms are available for this topic:

- Slide Show
- Slide View
- Stylist
- Slide Layout
- Drawing View

Product Introductions

Do you need an impressive presentation to introduce a new product? The following example shows how to create a presentation for a product introduction based on a template.



Creating a Presentation with a Template

In the **File** menu, select the command **New**, and in the submenu, select **From Template....** The **New** dialog appears. Under **Categories**, select **Presentations**, and from the **Templates** select **Introducing a New Product**. Click **OK** to display the document.



Since each presentation will naturally have to be adapted to a specific purpose, you could also choose any other template to base your presentation document on.

Type your own text over the existing title. If you wish, insert a picture (**Insert** menu) and position it in your document.

At the bottom of the screen, click the name of the second slide to make it the active slide and then edit it.



If you have several slides, not all slide tabs may be visible. By clicking the arrow icons in the horizontal scroll bar, you can "shift" the tabs to view them. You can also expand the area in which the tabs are displayed. If you place your mouse on the scroll bar divider, the pointer changes to a double-headed arrow, and you can move the divider while holding down the mouse button.

Edit each slide of your presentation, and modify the presentation background, if desired.

After adding any finishing touches, you can start the presentation by clicking the **Slide Show** icon in the Main toolbar.

Inserting, Deleting and Renaming Slides

To insert an additional slide, activate the slide that you want to put the new slide behind. Now click the empty space between the tab and the horizontal scroll bar and a new slide appears with the page layout of the previous slide. Alternatively, select the **Insert Slide...** command in the context menu of the slide tab area. In the **Insert Slide** dialog, you can assign a name to the new slide and define a layout.

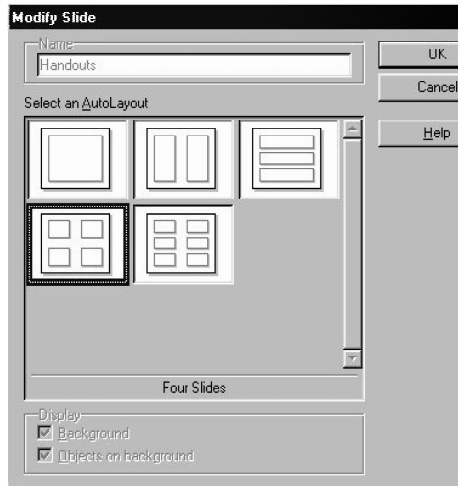
If you want to delete a slide, click the tab at the bottom of the work area to activate it and open the context menu. Select **Delete Slide...** Confirm the subsequent warning with **Yes** to delete the slide.

To rename a slide, activate the respective slide by clicking the name on the tab, then press the (Alt) key and click the slide name again. The old name will be selected and can then be overwritten.

Creating Handouts

If you want to provide handouts to help the audience follow your presentation, you can use the Handout View mode. Since the handouts contain both the individual slides and space for notes, they can be a very helpful presentation aid.

In the vertical scroll bar, click the **Handout View** icon. Open the **Modify Slide** dialog via the context menu (**Slide - Modify Slide...**) to specify how many slides are printed on a single sheet of paper.



Click **OK** to create the handouts. To print them, go to **File - Print...** and click **Options...** to open a further window in which you then decide how the handout should be printed.

Organizing and Printing Notes

Enter notes for individual slides in the Notes view. You can access the Notes view using the **Notes** icon located at the right of the document window scroll bar.

- You can enter and print a page of notes for each slide. To print, choose the **File - Print...** menu command and click **Options...**. The **Printer Options** dialog appears.
- In the **Printer Options** dialog, in the **Contents** area, select **Notes**. Click **OK**. In the Print dialog, select the slides you want to print (all or specific ones) and click **OK**. Be sure to go back and deselect **Notes** in the **Printer Options** dialog, otherwise the document will always be printed with notes.



The settings in **Printer Tools** apply only to the current document. If you want specific settings for all presentations, choose **Tools - Options - Presentation...** and select the **Print** tab.



Further Information

Using the Navigator. You can quickly go from one slide to another by using the Navigator. All the slides of your presentation are listed there, and you can simply double-click a slide to jump to the respective position in your document.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Handout View
- Slide Layout

Organization Charts

No matter whether you want to clearly present the structure of your company or the layout of your homepage, here's how it's done! The following example illustrates how easy it is to present complex structures in a clear and comprehensible manner.



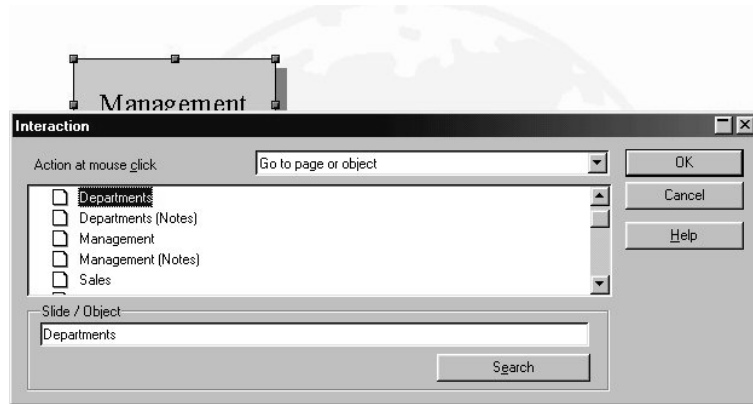
StarOffice provides a sample document of an organization chart. The **Organization Chart** can be found in the folder **Samples - Presentations**. The following example can be accommodated to your daily use.

Creating Company Organization Charts

First, open the sample document **Organization Chart**. The structure and the connecting lines provide a good overview of the organization in the sample company.

Follow along with this example to adapt the structure to the structure of your company.

Delete the company name in the document background (switch to Background View in the horizontal scroll bar) and replace it with your own company's name. Change the sample address at the bottom of the page, as well. Now, click in the various frames of the organization chart, select the contents and overwrite it with your own text.



Edit Jump Targets

The corners at the bottom right of the boxes are Interactionareas, which are reference-sensitive and react to a mouse click. To edit or view the interaction assigned to an area, click while pressing the (Alt) key. Then, open the context menu and select the **Interaction...** command.



The **Interaction** Gallery theme contains additional buttons you can drag to your pages using the mouse. This way, your slides can contain interactive objects without additional programming.

You can link your own graphic objects, 3D Objects and object groups with Interaction.

Modifying Object Size

If you want to change the object size, drag a selection frame around the respective objects.



Instead of using a selection frame, you can also click on the individual objects and press the Shift key at the same time to make a multiple selection.

After you have selected the frames, open the **Position and Size** dialog from the context menu. In the tab **Size**, you can apply the same size to all selected frames under the group box **Size**.

Creating Additional Objects

If you need additional objects, you can copy one and simply insert it as often as necessary. Then, position the rectangles in your document and align them with the snap lines.



To display vertical and horizontal snap lines, click on the respective ruler and drag a snap line from the ruler to the desired position.

Working with Connectors

In addition to the individual frames, connectors are important components of an organization chart because they help represent the relationships within the organization. StarOffice provides a variety of connector types. Click on the **Connectors** icon in the Main toolbar, and a floating window with the available types appears.

You can link frames and connectors either from "edge to edge" or from "middle to middle," or a combination of both. These possibilities are described below.

"Edge to Edge" Connectors

Select the desired connector by clicking it, and then drag it to the first frame. A small symbol is displayed on every edge of the frame. Put the mouse pointer on one of the symbols (the symbol will be given a dashed-line border). Press the mouse button and drag the connector to the desired frame. As soon as the mouse touches the frame, symbols appear on each edge here as well. Continue dragging the connector to the desired symbol - that symbol also receives a small, black border - and release the mouse button.

If you move a frame that is connected to another frame, the connector also changes position. The actual connection line between the two frames remains the same, so that for minor shifting of the frames, the connector usually does not have to be edited. With major frame movements, however, it is often necessary to reedit, because the connector may shift to a different position.

To change the position of a connector, simply click on it. Small control points appear, at both the beginning and end of the connector. If you rest the mouse on one of the control points, a small square appears next to the mouse pointer. Press the mouse button and drag the beginning or end point to the desired frame.

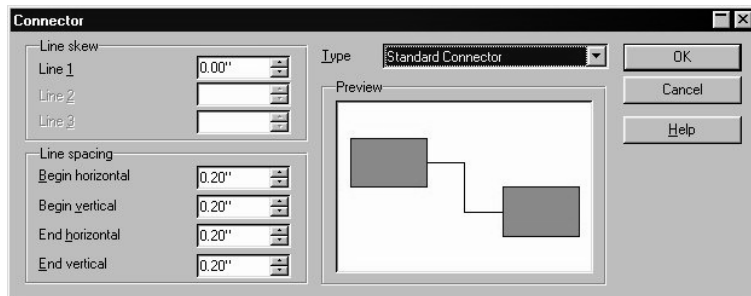
"Middle to Middle" Connectors

If you select a connector from the **Connectors** floating toolbar and click in the middle of one of the frames, a black, dashed-line border appears around the entire frame. Press the mouse button and drag the connector into the middle of another frame, which also receives a black border, and release the mouse button.

The advantage of this method is that when you want to move the frames later, the connector fits perfectly, so that the beginning and end of the connectors lie in the middle of each frame. This function will come in handy if you want to switch the position of two frames, because you will not have to edit the connectors manually.

Editing Connectors

To change the properties of a connector, select it and click **Connector...** in the context menu to open the **Connector** dialog.



Choose the desired connector type from the list box. You can also modify the line skew and the line spacing in this dialog. All changes will be shown in the small **Preview** window.

To apply a different color to the connector, open the **Line** dialog with the context menu.

Changing Font Type and Size

If you want to change the font type and size, you should do so using a **Style**, so that you only have to make these changes once. Click in one of the frames and open the

Stylist. The Graphics Style **Object with shadow** is selected. In the context menu, choose **Modify** to open the **Graphics Style: Object with shadow** dialog, and click on the **Font** tab to define the desired font type and size. After you click **OK**, the text in all of the frames will be displayed according to your settings.

Modifying Colors

To assign a different color to a frame, use the mouse to drag a selection frame around the respective frame. Select **Area** in the context menu to open the dialog of the same name.

Select a color on the **Object Fill** tab. Further design options are available with the various color schemes in the **Gradients** tab. Choose one of the existing color gradients, all of which can also be edited and modified.

Further Information



Using a Snap Grid. To work with greater precision, you can also use the grid function. To display a grid, click the option **Use Snap Grid** on the tab **Grid** under **Tools - Options - Presentation**. In addition, you can also select **Visible Grid** to help you position the objects more easily.

Editing gluepoints. The connectors are linked to the control points in the middle of the sides of the objects they connect. Using gluepoints, however, you can dock the connectors to every point on an object. Detailed instructions are found under "Glue Points" in the StarOffice Help.


Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Grouping
- Snap Lines
- Connectors
- Glue Points

Recar Shareholder Meeting

You can use the "Recar Shareholder Meeting" sample document to work with cross-fade effects in a presentation. Watch the presentation and then change the built-in effects to suit your taste.



Micro 1800 GL Modifications 1999

- 4-door model at no extra cost
- Accessories:
 - Rear headrests
 - Power steering
 - Central locking system
- New motor with 10% less consumption
- Tune-ups now every 15,000 miles



StarOffice comes complete with a sample document for a presentation with cross-fade effects. The **Recar Shareholder Meeting** document is located in the **Samples - Presentations** folder. We will be working with this sample document in the following example, and you will learn how to adapt it to your own personal requirements.

- Open **Samples** in the Explorer by clicking the plus sign in front of the name.
- Double-click the **Presentations** subdirectory.
- A new task displays all documents in the **Presentations** folder for you.
- Double-click the "Recar Shareholder Meeting" document. Now you see the first slide of the presentation.
- You can start the show with Ctrl + F2. Then use the left mouse button to switch from one effect to the next through the presentation.



If there are no animated objects on a slide (for example text that runs into the image or objects that fall onto the image from above), then clicking with the mouse will take you to the next slide. If there are animated objects, clicking will run the next animated effect until you have gone through all of the effects, after which clicking with the mouse will take you to the next slide.

To move quickly through the slides while the presentation is being shown in order to view a particular slide quickly, for example, your best option is to use the Page Up/Page Down keys. Doing so brings up the previous or next slide immediately without activating the animated objects on the current slide.

You will see both types of effects in the Recar Shareholder Meeting presentation: animated objects on individual slides and animated transitions between slides.

Inserting an Animated Effect into the Presentation

- Activate the Drawing View, e.g. go to the **View** menu and select **Master View - Drawing View**.
- In the Drawing view, switch to the "Micro 1300 GL" slide (see illustration).
- Click the **Effects** icon on the Main Toolbar to display the **Effects** window. (If the document appears as read-only, click the **Edit File** icon on the Function bar so that the Main Toolbar will remain visible and you can edit the document.
- Click the **Preview Window** icon in the **Effect** window. The preview window displays a reduced depiction of the current slide. Click the preview window to start the preview for the current slide.

As you can see, there is a text effect on the slide. The text appears to come together slowly from randomly placed pixels. This effect is called "dissolving". It can be found in "Other" effects. Text effects are applied automatically one after the other on each paragraph of the text.

If you click the text in the preview window, you will see the effect again. But if you click the text in the document, the applied effect will be displayed in the **Effect** window. Clicking the background of the slide in the preview window (in a place where no objects are present) displays all effects, both those during the transition to this slide and the objects in the slide.

- To assign another effect to the text, first select the text by clicking it.
- Now select the desired effect in the **Effect** window. Click the **Assign** icon to link the effect to the selected text.

Assigning a New Effect During Slide Transition

The slide transition effects can be best viewed and assigned in the Slide view.

- Click the **Slide View** icon (the third from the top on the right border of the Document window).

You can see the slides arranged to form an overview on the slide table. Each slide that has a transition effect has a small slide transition icon under it on the left.

- Click the slide transition icon.

You can see the assigned effect directly on the slide table. The slide Object Bar contains the most important properties of the slide transition. You can also modify them there.

To run the presentation automatically, you must select all slides and assign "Automatic" to them as a transition (use the slide Object Bar). Then you can indicate a delay time between slide transitions in the **Time** field. If you start the "Presentation with Time Keeping" (icon in the slide Object Bar), StarOffice Impress will automatically enter the time assigned to each slide for you. During the "Presentation with Time Keeping" you will see a timer that runs during the presentation with information about the delay time.

- Open the **Slide Transition** window by choosing the **Presentation - Slide Transition** menu command.

In the **Slide Transition** window you can select the effect that will be created when switching to the current slide.

- Select an effect and click **Assign**. You can then select another slide in the document. The **Slide Transition** window can remain open.



Further Information

Linking OLE Objects. On the "Margin" and "Sales Forecast" you will see two examples of linked OLE objects, a table and a chart. The easiest way to insert OLE objects into a presentation is to drag them with Drag&Drop from your document into the target slide. Note, however, that if you are recreating the presentation to show it on another computer, you must make sure that all the linked objects are available on the new computer.

Using StarOffice Help

Do you need more information? Then use our extensive StarOffice Help. The following search terms are available for this topic:

- Effect
- Sound
- Animation
- Slide Transition

Working with Drawings and Graphics

Here you can learn how to create drawings and graphics using StarOffice by referring to the practical examples.

Naturally, there is no AutoPilot for creating drawings and graphics. You can either open an empty document and design all the elements yourself, or work with the sample graphics (e.g., the clip-art collection in the Gallery) and the StarOffice templates.

Since the spectrum of applications for graphics is so varied, it is impossible to provide samples for every purpose. Still, before you start drawing and designing your own graphics, you should check whether there is a document template that suits your needs.

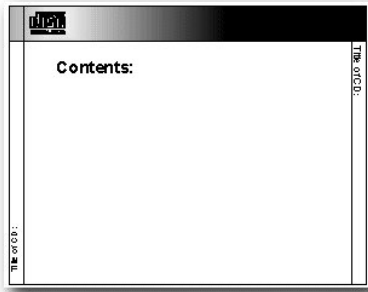
The following solutions for the various application areas are based mainly on the provided document templates, so you can follow along with the described steps.

Graphics for Personal Use

Here you will find a few examples of working with graphics for personal use.

CD Covers

If you have access to a CD recorder, also known as a "CD burner," the possibility of creating an original cover for your CDs should be of interest to you. With the provided StarOffice template, you can create a custom-designed cover in a matter of minutes.



Creating a CD Cover from a Template

Select the desired template in the **New** dialog by using the menu **File - New - From Template...** Select the entry **Miscellaneous** from the list field **Categories** and the entry **CD** from the field **Templates**.



In the following, you will be editing the document, not the template. If you would like to make permanent changes to the layout, you have to edit the template. To open the template, go to the **File** menu and click **Templates - Edit**.

After having opened the document you can start editing it. The cover is made up of two parts.

In order to fill both parts with text double-click into them. Use the context menu to select font, style and sizes.

Insert graphics into the document if you wish and place them where you want.

After you have finished designing the cover, you can save it, print it and cut it out along the guides.



Further Information

Graphics in Circles. Drag open a circle and position it in your document. Select **Area** from the context menu to open the **Area** dialog. On the **Bitmaps** tab, click the **Import** button and select a graphic to insert in the circle. Of course, you can also use other draw objects as well, such as polygons or rectangles.

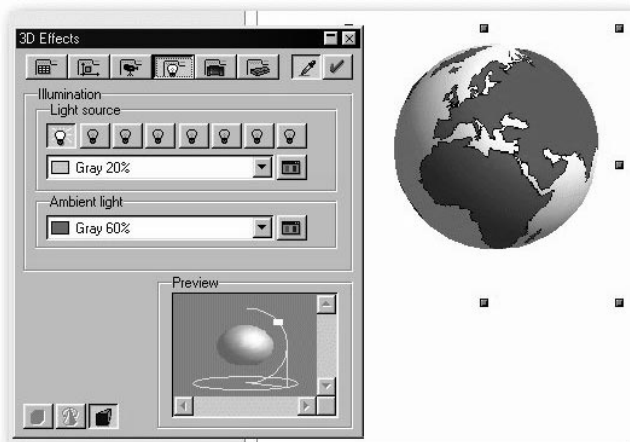
Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Bitmaps
- Main Toolbar

3D Globe

By following the directions below, you will create a three-dimensional world globe in just a few steps with StarOffice.. You will be able to rotate the finished world globe in any which way you want with the mouse.



Creating Texture on a 3D Object

Just a quick note before we start: If you only need the world globe shown here and don't want to learn how to create one yourself, then you should use the globe we have provided for you. Open the Gallery and then the **3D** theme and you will find what you are looking for. Open the Beamer and simply drag the globe into your document.

To create a 3D world globe, first open an empty drawing document, insert a sphere into it and then create a map of the world from the Gallery as texture on the sphere. You can then adjust the illumination.

- Open an empty drawing document with the **Drawing** command on the Start menu. Now you can see the new document and the associated toolbars.
- At the left of the Main Toolbar, open the **3D Objects** floating bar. Select **Sphere** on the floating toolbar.
- Hold down the Shift key and draw a rectangle in the document. This lets you create an exact sphere.
- Open the Gallery in the Explorer by clicking the plus sign in front of the name. In the Explorer you can see the list of Gallery themes as Gallery subdirectories.

- Double-click the **Clipart** topic. The Beamer will open automatically and display the graphic images.
- Click the rectangular world map (world1.wmf).
- Hold down the Shift and (Ctrl) keys and drag the map of the world onto the sphere. This lays the map of the world on the sphere as a texture.

The texture is laid onto the sphere in its original size in the default setting. Since the map of the world is much larger than the sphere, you see only a small segment as a green area on the sphere. This will soon be changed.

- Click the sphere to select it.
- Display the context menu for the sphere and select the **Area**. There you will see the **Area** dialog and the **Areatab**.



- Click in the **Bitmap** field and remove the selection before **Tile**. Close the dialog with **OK**.

Now you can see the map of the world as texture on the sphere. StarOffice has automatically selected the most appropriate projection method, as you can see clearly if you click twice on the sphere and then rotate it.

On the **Other** tab under **Tools - Options - General...** you can specify if you want to move 3D objects in full display.

Illuminating a 3D Object

Now you need to provide illumination for the world globe. Select an overall blue illumination, for example, so that the oceans will have a blue color, and a yellow highlight that will shine on the side of the earth facing the sun.

- Select the world globe since the illumination preferences you set always refer to the currently selected object.



Open the **3D Effects** window by clicking the **3D Controller** icon at the bottom of the Main Toolbar.

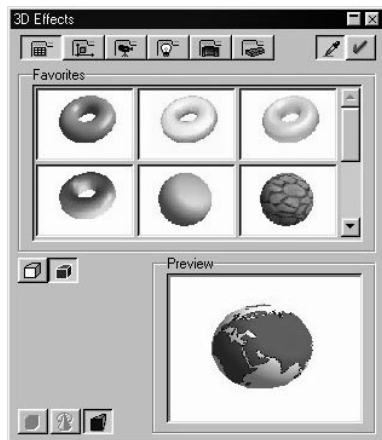


In the **3D Effects** window, click on the **Illumination** button. That's where you can change the default setting of the light source to "blue" and move it down and to the left. Then click **Assign**. You can also have a second light source in "yellow" shine on the earth from the above right.

Further Information

Take a look at the **3D Effects** window. The individual tabs and icons are described in detail in StarOffice Help. We give just a brief overview here:

3D Effects: Favorites



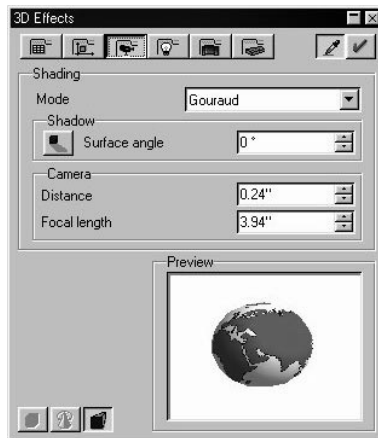
Here you can see a few special effects that you can use on the 3D object. If you want to save a few interesting effects so that they are available for selection on this tab, file the appropriate 3D object in the Gallery, more specifically in the **3D** topic folder.

3D Effects: Geometry



In this section, you can control the quality at which the surface is geometrically calculated and displayed. You can produce interesting effects by deliberately reducing the number of segments of a sphere, for example. Properties of the 3D font, such as the slant of the edge (bevel), depth, etc. are determined here.

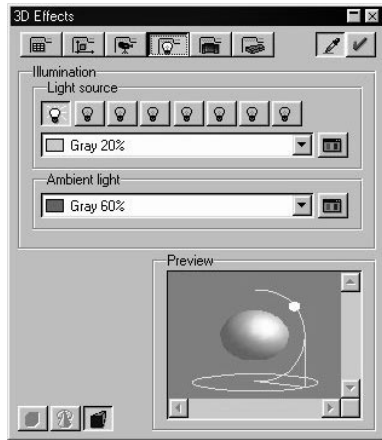
3D Effects: Shading



Here you can specify the setting of the shader (flat, phong or Gouraud) to be used to display the 3D object. Gouraud provides the best shading, but requires the most computing time.

You can also specify a shadow for the 3D object here and select the camera distance and focal length.

3D Effects: Illumination



You can control the illumination of the selected 3D object in a variety of ways. In addition to the general ambient light, eight additional light sources are available, all of which you can align, adjust for color, or turn on and off individually.

3D Effects: Textures and Material

With these two sections you control the appearance of the surface of 3D objects. The numerous possibilities are presented for you in the StarOffice Help.

Using StarOffice Help

Do you need more information? Then use our extensive StarOffice Help. The following search terms are available for this topic:

- 3D objects
- 3D effects

Graphics for Business Use

Do you need professional graphics for your office? StarOffice offers a wide variety of options to cover all the graphic needs in your company.

Posters

Here you'll find a solution if you need a poster for your next open house, office party or any other purpose. With a little imagination - and StarOffice - you can create a lively, eye-catching poster.





StarOffice includes a few sample posters. **Automobile** is one such poster, found in the **Samples - Drawings** folder of the Explorer. Use it as an inspiration for creating your own poster!

Creating a Poster

Open a new drawing document (**File - New - Drawing**).

Click on the blank slide and in the context menu, select **Slide - Page Setup...**. The **Page Setup** dialog will appear containing two tabs: **Page** and **Background**. Define the format, orientation, as well as the margins of the page on the **Page** tab.

Switch to the **Background** tab. Choose a background from the default colors, gradients, hatching and Bitmaps.

-  Next, select the Text tool in the Main toolbar, click on the slide and enter your text. The text frame adjusts to fit the length of the text automatically.
-  To rotate the text, click the **Rotate** icon (click Main toolbar then Effects floating toolbar). Then use the mouse to rotate one of the corner points of the text.

Type in additional text with the Text tool. Use the options in the context menu to format the text, and then position it anywhere on the slide.

Use the Draw tools in the Main toolbar to insert additional objects.

After you have finished designing your poster, you can save, print and close the document.

Further Information



Creating a Poster with a small Background Picture. If your graphic image doesn't cover the entire background of the poster, you can take a small picture and position it in the middle of your document.

Distorting Graphics. To create interesting effects for vector graphics, use the distortion function. Select the graphic image and open the **Position and Size** dialog via the context menu. Click the **Slant/Corner Radius** tab and specify the desired angle of distortion under **Angle**. You can also define a negative value for the angle.

Tiling Pages With the tile function, you can print a document with a large format using a printer which uses a small format, e.g. print a 34"x44" document on a printer for 8 1/2"x11". In the **Print** dialog, click the **Properties** button and set the paper format on which you will be printing. Next, click **Options** in the Print dialog and select **Tile pages** under **Page Options**. The document will then automatically be distributed over four pages and printed. This function works the other way around, too: e.g. if you select the 8 1/2"x 11" paper format but your document has a format half the size and you select **Tile pages**, your document will be printed twice on one sheet of paper. The enlargement or reduction occurs automatically in whichever direction is necessary.

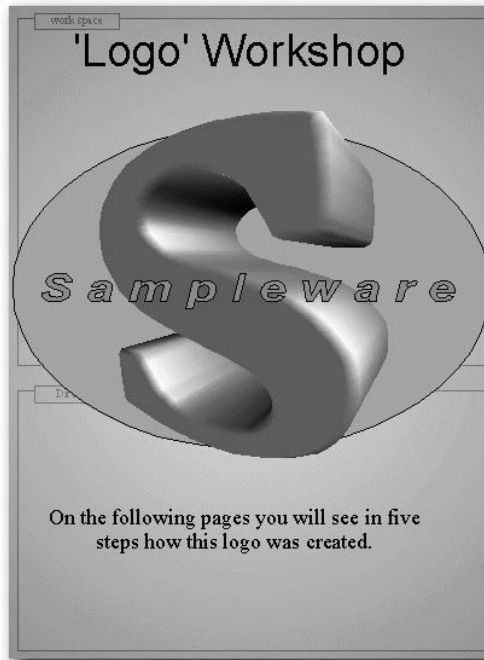
Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Area
- Graphics
- Lines
- Position and Size

Logo Workshop

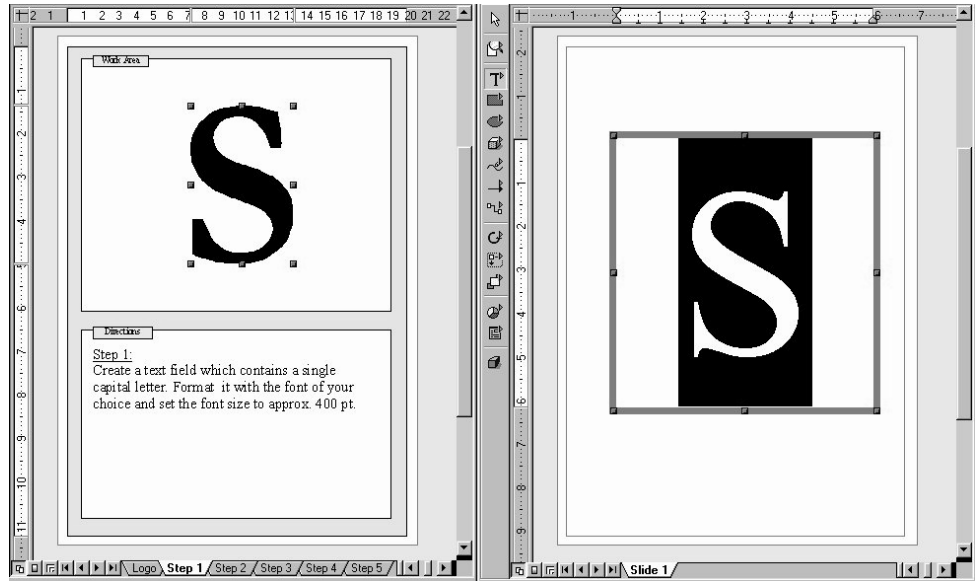
We have included a brief introduction in several steps to show you how to use 3D text passages and procedures to create a logo.



The **Workshop** document is located in the **Samples - Drawings** folder. The following section describes this sample document.

Designing 3D Objects from Font Characters

- Open the Samples/Drawings/Workshop document. Switch to the "Step 1" page.
- To do the practice exercise, you should also open an empty drawing document (use **File - New - Drawing**).
- So that you will see the two documents side by side, drag the button from the empty drawing document, "Untitled1" on the Task Bar to the "Workshop" button on the Task Bar. This combines the two documents into a single task and the contents of the documents will be shown next to each other on the screen.



Step 1: Create a text box containing a single capital letter. You can format it with a character set of your choice. Then set the font size to about 400 pt. This font size is just to let you check: when you convert to 3D the text will take up exactly the space you have drawn for the text, independent of the font size you selected.

- Draw the text box with the **Text** icon on the floating bar of the same name on the Main Toolbar. Select the letter and then manually enter 400 in the **Size** field in the text Object Bar. Then you can select another type face, such as bold.

Step 2: Select the text field with the letter and choose **Convert - To 3D** on the **Modify** menu. You can modify the color of the object by selecting **Area** on the **Format** menu. Of course it is also possible to assign a gradient or a bitmap graphic to the object.

- After you have switched to the Step 2 page in the "Workshop" document, click again in the other task window and select the letter "S" again.

Step 3: The 3D object can be modified in a different way. Select the object and then select the **Format/ 3D Effects** menu item. The options available include options for setting the depth of the object and the focal length of the camera. In addition, you can set the individual illumination and the texture model.

- The sample object was given its special shape by adjusting the camera to an extremely short focal length.

Step 4: Now let's add some handwriting to the logo. Insert a text box with the name of the company and format as you like. If you want a border around the handwriting, you will need to convert the text to a polygon. You can do this with the **Modify - Convert - To Polygon** menu item. Of course, the surface of the newly created object can also be modified.

- For a border around the company name, convert it into polygons. Then you can select a line width greater than 0.00 and a line style not equal to "transparent" on the object bar to make the borders of each letter visible.

Step 5: You can create a simple drawing object as a background for the logo, for example an ellipse. Use the **Modify - Position** menu item to place the object all the way to the back. Congratulations on creating your own logo with StarOffice!

- Note that the you can also access the functions through the context menu instead of menu commands, which makes for less work with the mouse.

This is a perfect 3D logo, created with StarOffice in only five easy steps!

Further Information



Using Snap Lines. You can make it easier to align objects by using snap lines. Drag the lines from the rulers to the desired position. Objects will be pulled (snapped) into place when they get close to the snap lines.

Using a Grid. To work with great precision, for example to place rectangles one on top of the other, you can use the grid function. To turn on the grid, click the **Snap to Grid** option in the **Tools - Options... - Drawing - Grid** register. As an additional aid, you can also select **Visible Grid**. This makes it easy to place documents exactly on top of each other in the document.

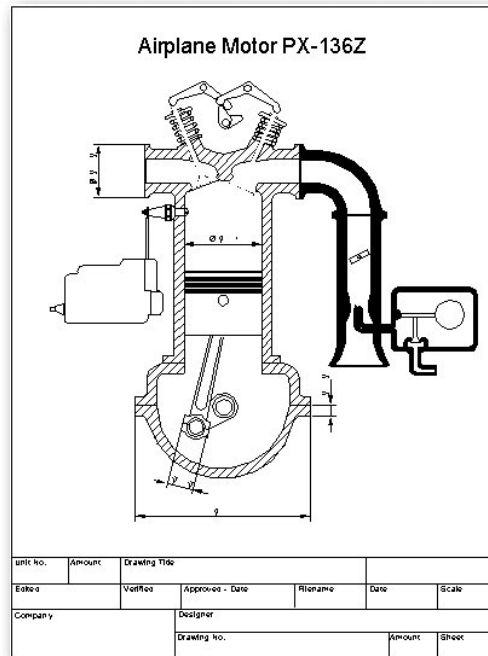
Using StarOffice Help

Do you require additional information? Then use our extensive StarOffice Help. The following search terms are available on this topic:

- 3D effects
- Snap Lines
- Line Style
- Polygon

Construction Drawing

Here you will find an example of how to create a construction drawing using StarOffice.



StarOffice includes a sample document for a construction plan. The document **Engine** is found in the folder **Samples - Drawings**.

Creating a Construction Plan

Click the **Rectangle** icon and drag the floating toolbar into your work area. Then, select **Curves** and **Lines and Arrows** and drag these floating toolbars into your work area as well. Choose a tool with which to begin, e.g. **Rectangle**, and use it to drag open an area to represent the first surface. Finally, draw in the details with the Line tool.

Using Snap Lines

It is advisable to use snap lines to help you position lines and objects more precisely.



Snap lines are lines which are visible only on the screen and are used for the sole purpose of precise positioning and alignment. You can create an unlimited number of horizontal and vertical snap lines.

To display a snap line, click on a ruler and hold down the mouse button to drag it into your document. To move the snap line, rest the mouse pointer on it until a double arrow appears. Shift the line by holding down the mouse button and dragging the line to the desired position. If you want to delete a snap line, simply drag it back onto the ruler. In StarOffice Draw, you can also position snap lines in a numerically exact way using the **Edit Snap Line...** command in the context menu of the snap line.

Using Dimension Lines

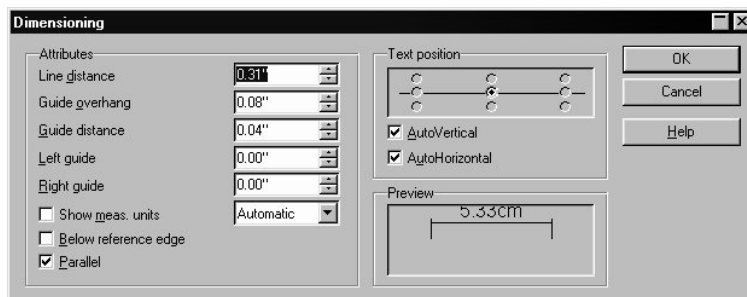
With StarOffice you can insert dimension lines directly into your drawing.

Drag the snap lines from the ruler into your document and position them so that there is a snap line over every major line in the drawing. Then, click the **Dimension Line** icon on the **Lines** floating toolbar. The mouse pointer will turn into a cross and you can drag a dimension line directly from one side to the other, or, even better, from one snap line to another.



To obtain an absolutely horizontal or vertical dimension line or one at a 45° angle, press the Shift key while dragging the dimension line.

To edit the look of dimension lines, select them, open the context menu and click **Dimensions....** A dialog appears, where you can determine the appearance and position of the dimension lines.




If you want to increase the space between a dimension line and the measured object, move the mouse pointer to one of the control points on the dimension line. The mouse pointer will turn into another icon, enabling you to either expand or reduce the space.

Working with Multiple Layers

The next step is to position the details in the motor drawing. It is a good idea to use the layer function if you want to try out several different variations.



You can visualize layers as transparent sheets, one on top of the other, which together form a complete picture. It is also possible to view individual "transparencies", i.e. layers.

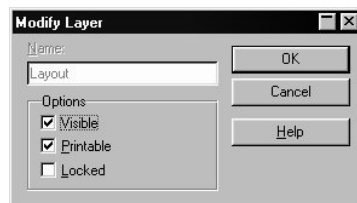
 To get a better overview, turn on the **Layer view**, by pressing the symbol on the bottom left border of the work area. Alternatively, you can also activate the menu command **View - Layer** (a check will appear in front of the command).

To insert a new layer, open the dialog **Insert Layer**. It can also be opened through the context menu of the tabs **Layout**, **Controls** and **Dimension Lines** arranged at the bottom of the screen. Enter a unique name, e.g. "Sketch1". Repeat this procedure for another level and enter the name as "Sketch2".

Click the tab **Sketch1** and position the details in your document, for instance, by selecting clip-art elements in the Beamer and inserting them via Drag&Drop.

After you have positioned the details on **Layer1**, click the **Sketch2** tab and arrange elements there as well. You will notice that you can see the elements from **Sketch1**. To change this, click the **Sketch1** tab and call up the context menu and select **Modify Layer**. In the **Modify Layer** dialog, remove the check from the **Visible** check box and click **OK** to view only the **Layout** level and the **Sketch2** level.

As a rule all layers will be displayed. If you only wish to view a particular layer, you should deactivate the **Visible** field on all the other layers.



After you have completed your drawing, you can save and print the document.



Further Information

Using One Color per Layer. If more than one layer at a time is displayed, apply an identical color to all elements on the same layer for a better overview.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Layers
- Snap Lines
- Dimensions Line

Applied Schedule Management with StarOffice Schedule

Here you will find information on working with StarOffice Schedule for advanced applications. You will find an Introduction to StarOffice Schedule in the first section of this guide.

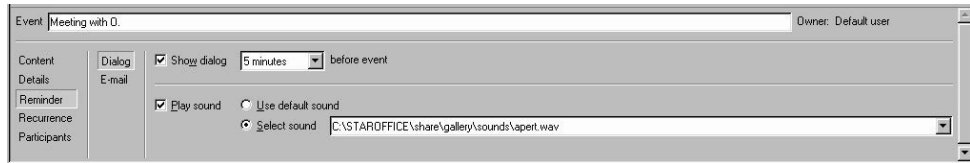
The Details View of Events and Tasks

You can enter and view additional information for every event and task in the Details section .

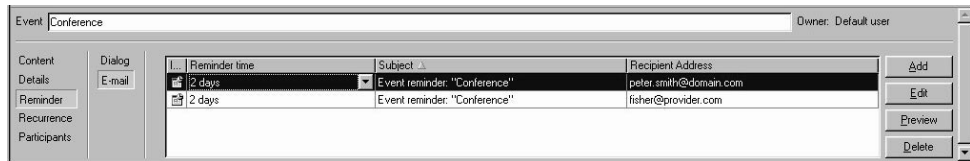
Entering an Alarm for an Event

- An event displays a small alarm clock when a reminder has been linked to it.
- Select an event for which you would like to be given a reminder. The reminder can be a sound that is triggered at a certain time before the event, a dialog that appears on the screen, or an e-mail that StarOffice Schedule sends you or one of the other addressees.
- Click the event that will be given a reminder (or enter a new event).
- Open the Details section by clicking the **Details** icon on the Object Bar.

You will see the Details section. Click the buttons at the left to access the various pages of the Details section. You can drag the separator between the Details section and the event window higher or lower with the mouse.



- Click **Reminder** in the Details section. Now you can specify whether you want to be reminded by a dialog or by e-mail.
- For each reminder, you can specify how long before the event you want to be reminded, for example, anywhere from 5 minutes to as much as 2 weeks beforehand.
- If you also want to hear a sound, select it from the sounds in the Gallery.



Aside from a dialog with or without sound, you can also have an e-mail sent to remind yourself and others about the event.

The e-mails will be sent by the StarOffice Schedule Server, assuming that the calendar has been put on a server. If you work locally and not with a StarOffice Schedule Server in a network, your local StarOffice Schedule will send the e-mail provided that the StarOffice Schedule Server or your local StarOffice Schedule is running at the time that the reminder is supposed to be sent.

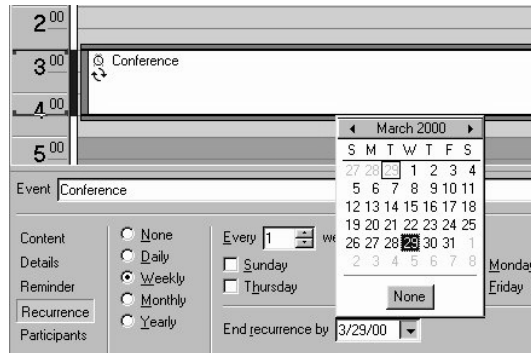
An unlimited number of recipients can be assigned to the reminder e-mail. To do so, go to the Details page **Reminder / E-mail** and click the **Add** button on the right. A dialog will appear in which you can define various settings. This dialog is described in detail in the StarOffice Help.



If you want an alarm or dialog to remind you about upcoming events as soon as you start StarOffice, you must have already set it up to do so by right-clicking the Explorer entry **Tasks & Events** and to open the context menu. In the context menu, click **Properties...** to call up the **StarOffice Schedule Properties** dialog. On the **Settings** tab page, put a check in front of **Start Schedule Reminders with StarOffice**. In addition, for each individual user who is supposed to get a reminder, there has to be a check in the **Display event reminders** check box. This check box can be found by going to the **Explorer** and single-clicking each **Tasks & Events - Data Sources - [computer name]** and then right-clicking **[user name]** to open the context menu. Select **Properties...** and then you'll see the check box in question on the **Settings** tab. If you want to use reminder e-mails, you have to enter information concerning the mail server that should send your e-mails, etc. A dialog will let you know which data is missing, and then the Dialog in which you enter the necessary information will appear.

Organizing Recurring Events

Many events occur at regular intervals, from the yearly event of tax filing to a weekly meeting for a sports event. You only need to enter an event like this once (the first time it occurs). Then you can specify it as a recurring event.

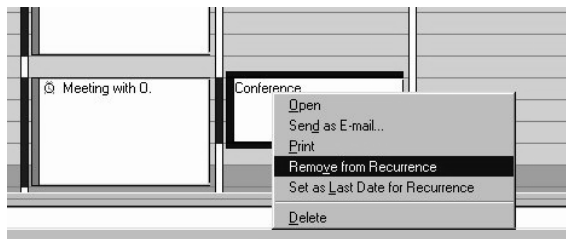


Let's suppose that the event is to take place starting today on each workday until the last Friday of the following month. It always lasts from 9 to 10 a.m. except for next Thursday, when it will go from 11 to 12. Complicated? It's no problem with StarOffice Schedule:

- Enter an event today (on a workday) from 9 to 10 a.m. Hold down the mouse button while you drag from 9 to 10, and then type in your text, for example "process incoming mail".
- Display the Details section if it is no longer open (**Details** icon in the Object Bar).
- Switch to the **Recurrence** tab in the Details section.
- Select daily recurrence and select **Every Workday**.
- In the field **End recurrence by** click the arrow to show the calendar there with which you can select the last Friday of the following month and click it. The event is automatically entered into the field. Of course you can also enter the date directly.
- Click the event to be modified in Events view.

Now all recurrences are automatically entered, which you can verify in the Month view. In the Week view, recurring events are identified by two arrows pointing at each other in a circular fashion.

Instead of an end date in the **Recurrence** area, you could also have first had the event repeat "continuously", i.e., forever. Then you would have switched in the Month view to the last day on which the event took place, for example, and would have brought up the context menu of the event from there. Then you will find the command **Set as final event of a recurring series** there.



On the context menu of a recurring event you will also find the command **Break off from recurring series**. This is just the right command to select to handle the event that deviates from the series (next Thursday from 11 till 12).

- Switch to the event of the recurring series that you want to handle individually.
- Bring up the command **Break off from recurring series** on the context menu. Drag the event to its new time.



It is important that you first break the event that deviates from all the others in the series off from the series! If you simply drag any event from a series to a new time or change something else about it, this change will automatically apply to it and all following events. This will therefore create a new series with the modified data. It is only if you first break the event to be modified off from the series that the changes apply only to this one event.

Further Details

The **Details** page shows you once more numerically and in overview format all the individual details for the event or task.

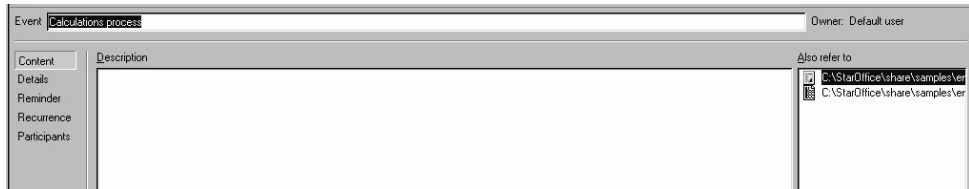
The screenshot shows the 'Event: Conference' dialog box. The 'Owner' is 'Default user'. The 'Content' section shows 'From: 1/26/00 3:00 PM' and 'Day Event' (unchecked). The 'Details' section shows 'To: 1/26/00 4:30 PM' and 'Show Time as: Busy'. The 'Recurrence' section has a 'Location' field. The 'Participants' section has 'Categories: Work' and 'Access rights: Public'. The 'Priority' is set to '1'.

In the list box **Display Time As** you can select how the event will be displayed, for example "Not in Office". Another color will then be displayed next to the time bar on the left, for example green for "tentative", blue for "busy" or red for "not in the office". For events that are defined as "free" the color next to the time bar remains white.

You can also enter a location for the event and assign it to specific categories. The categories can be entered directly into the **Categories** combo box or selected from the provided list. The category determines the color the event will have on its left border (i.e. different colors for different categories). You can define the category colors yourself by right-clicking a free space in the event calendar to open the context menu and using the **Categories...** command.

The section Working with categories describes how to delete a category that has just been entered from the list of categories.

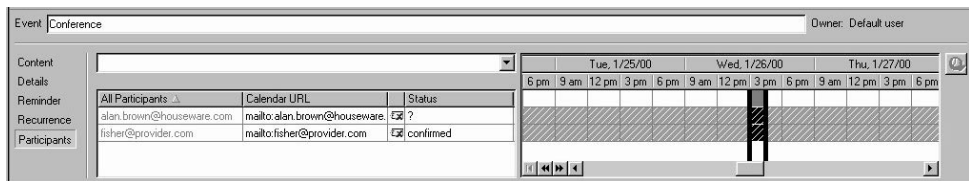
Finally, you can also assign a priority to the event here. Priority 1 is the highest priority. For example, you can use filters to display only events or tasks of the highest priority. The section below describes how to use filters (and layouts).



You can enter additional information for each event or task on the **Contents** page of the Details section.

If you have received a piece of e-mail or have created a document for an event or a task, for example, you can drag it into the **Also refer to** field using Drag and Drop. A link will be created there and then you can view or modify the corresponding document at any time by double-clicking a reference created in this manner.

It is not absolutely necessary to drag the references into the **Also refer to** field. It is also sufficient to drag it into the event entry in the Event view or into the task in the task window. StarOffice Schedule automatically assigns a reference in the correct field.



In a similar manner, if you use Drag&Drop to drag a person from your address book into an event or task, this person will automatically be assigned to the left list box on the **Participant** page. You can drag the whole line from the address book displayed in the Beamer directly into this field. If you would rather call up the Address Book mask with **Edit - Address Book**, you then simply drag the icon from the lower right corner of the mask to the event.

Synchronizing an Event Among Several Participants

If you are working with StarOffice Schedule on a network you can use the right area of the **Participants** page in the Details section to find a time when all participants are available. For each participant you add to the left list, you will see the times at which that participant is already busy listed on the right. The right side is called the **Participant Availability View**. The context menu of the column headers contains the

Options... command, which allows you to choose from a number of view options for this participant availability display.

You can set a vertical mark in motion with the width of the event by clicking the double arrow icon. The mark automatically searches for the next free event in the desired direction and then remains in place at the locations where all participants are still free for this event. You can recognize the events of the participants by the colored bars: Green stands for "proposed", Blue stands for "busy" and Red for "outside the office." If no data is available for the participant, the corresponding line is shown with hatching. The uppermost line of the participant availability display sums up the known events of all participants.

If no event of the specified length is found, you can also move the two limiting bars of the vertical mark with the mouse, for example to shorten the duration of the event.

To move the common event to the newly found position, click the **Apply New Times** icon in the far right of the Participant area. Then the event will be entered for all participants, as long as they have access to their event calendars. E-mail is generated for the other participants.

In the column labeled **Transfer data to participants**, there is an envelope icon. Click it to decide whether or not the participant should be automatically informed about changes to this event. If the participant should not be informed, the envelope will appear crossed out.

As StarOffice Schedule has to know where the data is to be sent, you can only choose to inform the participant if a Schedule URL or a Mailto URL has been entered in the **Calendar URL** column. In general, this URL will be entered automatically when you select the participant from the list, but you can also enter the necessary information manually.

If you have activated **Transfer data to participants**, the event data will be automatically transferred to the participant whenever a change is made in the future. If you entered an e-mail address as URL, the participant will receive an e-mail. If you were able to enter a Schedule URL because you have network access to the participant's calendar, the changed event data will be transferred directly to that calendar.

Deactivate the **Transfer data to participants** function if you don't want to inform them automatically. Another way to inform them is by e-mail. Do so by calling the context menu of the event and clicking **Send as E-mail...**

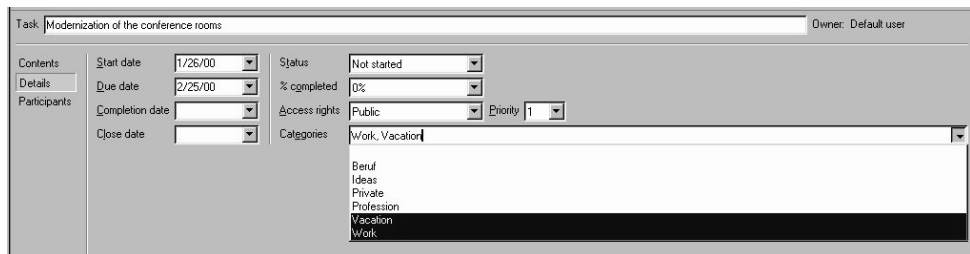
In the Advanced section of the User's Guide in the StarOffice Help, you can find more information on using StarOffice Schedule on a network.

Using Filters and Layouts

You can use the filters to limit the view of events and tasks to specific information. For example, you can display only the events in the category "Hobby" or only tasks which have the word "Recar" in their title. Aside from that, you can define different layouts that will determine how the view is divided up to show different pieces of information. You can combine filters and layouts as you'd like and save them under different names so that you can easily retrieve them at any time. You can save each combination of filters and layouts as a view, which can then be seen in the Explorer under the entry **Tasks & Events**.

Working with Categories

If you have a well filled event calendar, you have presumably already arranged the events by category when they were entered. It is easy to do this by bringing up the Details view and selecting the category on the **Details** page. To do this, select one category or several (by using multiple selection) in the **Category** combo box or type the name of the categories into the box.



The screenshot shows a task details window for "Modernization of the conference rooms" owned by "Default user". The window has a sidebar with "Contents", "Details", and "Participants" tabs. The "Details" tab is active, showing various fields: Start date (1/26/00), Due date (2/25/00), Completion date, Close date, Status (Not started), % completed (0%), Access rights (Public), Priority (1), and Categories. The Categories dropdown is open, displaying a list of categories: "Work, Vacation", "Beruf", "Ideas", "Private", "Profession", "Vocation", and "Work".

You can assign an event to several categories, and you can also create your own category to add to the other categories in the combo box in the **Details** section.

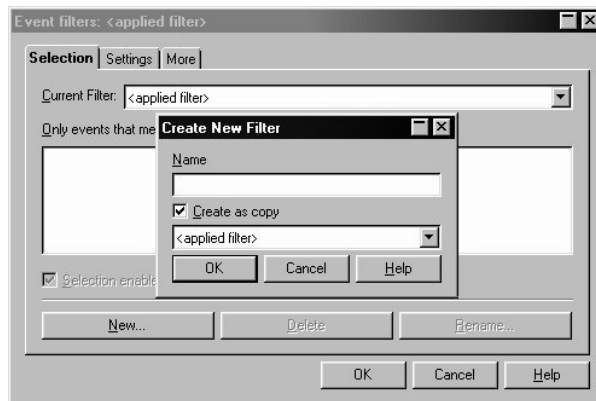
The context menu for the Day view contains the **Categories...** command which you select to open the **Categories** dialog. You can assign a color to every category here as well as define new categories and delete existing categories. The colors are displayed in the Day view on the left border of the events.

Limiting the View to Specific Events and Tasks

There are two ways to limit the view to certain categories or with other filter conditions: You can either use a temporarily valid filter, or define a filter which you give a name to then be able to call it up later under that name. Both take place in the same dialog which we describe here using the **Event Filters** dialog as an example. The **Task Filters** dialog is almost identical.

If you want to define a filter which only shows the events from the "leisure" category you have defined, follow these steps:

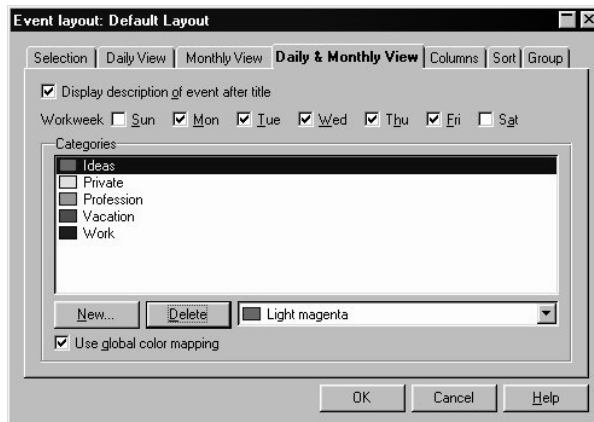
- Bring up the context menu in Events view.
- Select the **Filter Set - Define Filter...** command. You can also run the **View - Define Event Filter...** command from the toolbar, but since almost everything in StarOffice Schedule is controlled by context menus, you will probably want to give preference to the context menu method.
- You'll see the **Filter for Events** dialog with the **Settings** tab. Here you can enter a filter condition directly and click OK if you only want to use a temporary filter (without assigning it its own name).
- If you want to actually name and save the filter, however, then switch to the **Selection** tab.



- Click **New**. You will see the **Create New Filter** dialog.
- Give the new filter a name. If you have already created a few (complicated) filters, use the dialog to choose to create the new filter as a copy of an already existing one. In that case, you only have to make modifications and not define it from scratch.

- Click **OK**. Take a look at the check box **Selection enabled in this view only**. If there is a check in it, the newly defined filter will only be available in the context menu of the current view - as soon as you choose a different view, for example, in the Explorer, this filter will no longer be available. That means that filters which you need for leisure and hobby events do not show up in the views that you use for work. (New views can be defined via the context menu of the **Tasks & Event**-entry in the Explorer.)
- Switch back to the **Settings** tab and now enter the category "leisure" or select it from the combo box.
- Click **OK** to end the **Event Filters** dialog. Now only the events which meet the filter conditions are displayed.

If you want to remove the filter so that you can see all events again, you will find the command in the context menu of the events view. It is called **Filter Set - Turn Filter Off**.



Using Various View Layouts

Working with layouts is similar to working with filters. A "temporary layout" without its own name is not possible, in contrast to the "temporary filters" described above. You always edit the layout named in the Title bar of the dialog. There is always a specific layout set for the view, but filters can be turned on or off as desired.

If you want to define a layout that shows the events compressed into a small space, proceed as follows:

- Click an empty area in the Events view to call the context menu.
- Choose the **Current Layout - Define Layout...** command. Alternatively, you can use the **View - Define Event Layout...** command in the Menu bar; however, since nearly everything in StarOffice Schedule is controlled via context menus, you might prefer to use the context menu alternative.
- The **Event layout: Default Layout** dialog is displayed. In accordance with the above description for the filter, you can change here to the **Selection** tab, create a new layout and then define its properties on the various tabs for Day and Month views.

In the **Event Layout** dialog, you can specify how the time scale and the Month view should appear and which days of the week belong to the workweek. Take a close look at the tab pages. The tab pages **Sort**, **Group** and **Columns** are used to define the look of the List view of events (Event list; click the **List** icon in the Object bar).

Finding Events

The convenient search features of StarOffice make it simple to find a specific event again once it is recorded.

You can start a search by clicking **Search On/Off** (the icon with the binoculars) in the Object bar. You will see the StarOffice Schedule search window which displays two buttons: **Conditions** and **Additional Conditions**.

The screenshot shows a search dialog box titled "Find events that match following conditions:". It has a "More Conditions" button on the left. The main area is divided into two columns: "Conditions" and "Categories". Under "Conditions", there are fields for "Title contains" (with "Breakfast" entered), "Participants", "Date" (with "End" selected in a dropdown), and "Priority at least" (with "1" entered). Under "Categories", there is a dropdown menu with "last week" selected. At the top right, there are buttons for "Exit" and "Remove conditions".

- Enter the conditions by which you want to limit the search. If you want to see all events in which the word "leisure time" occurs and whose end falls in the last week, enter the word you are searching for in the **Title Contains** text box and select the condition "End - last week" next to **Date**.
- On the **Additional Conditions** page, if you wish you can add an additional condition, for example "location contains Hamburg". The conditions you put together on this second page will be accepted into the large list box with the **Add** button. If you add several conditions, they will automatically be linked by AND. All of the conditions must therefore apply for the event to be found.

- Switch into the event in which you want to see the event that have been found. In the Day and Month view you can move to the next event that matches the search conditions with the arrow keys. In the List view, on the other hand, you see all events that were found at once.



Note that a filter set by you still applies and limits the search accordingly.

- Then click one of the search buttons, either forward or backward, or on the **Update** button. You will only see the **Update** button in the Events list. The other two buttons also appear in the Day, Week and Month views.
- If you want to close the search window, click **Exit** in the search window or click again on the **Search On/Off** icon.

Further Information about Events

The Day, Week and Month views and the List view can be configured on the most part using the context menu commands.

Displaying Weekends

- On the context menu for events view you can select between Monday or Sunday as the **beginning of the week**.
- In the context menu of the workweek view you will see the **Workweek...** command with which you can specify which days are part of your normal workweek.
- In the context menu of the column headers in a Month view you will find a command for displaying **weekends**. This command only effects the Month view. You have a choice between the normal view of Saturday and Sunday, weekends hidden or a horizontally or vertically subdivided view of Saturday and Sunday where the two together take up the area of a single weekday.

Showing and Hiding Days and Weeks

In the Week view as in the Month view, you can hide certain days from view. You will find the command for hiding days in the context menu of a column header.

In the Month view, you can show and hide weeks. To do so, call the context menu of a day or week and select **Weeks** in the submenu that appears.

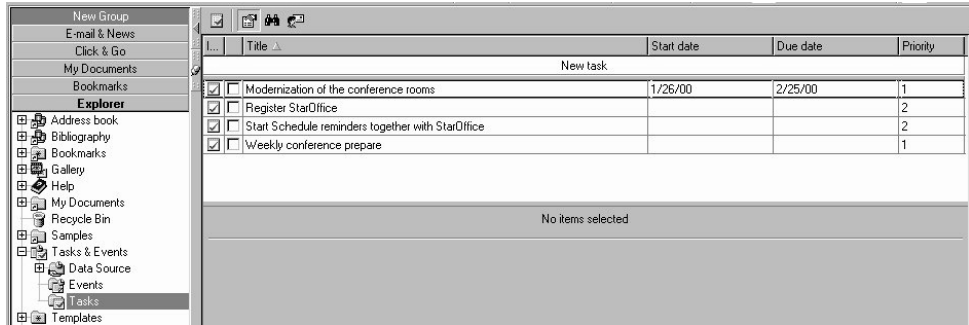
To hide a certain day, call up the context menu of that day by clicking the respective column header. If you want to hide a particular week in the Month view, you have to call up the context menu of one of the days of that week (not in a column header and not on an event).

The easiest way to hide days and weeks or to show them again is by using the calendar. It has certainly occurred to you that there is a close connection between the display in Events view and the display in Calendar.

- Just for practice, call up the **Multiple Workweeks** view. You will also see which days are now shown in the event overview in the calendar.
- Hold the Shift key down and click additional weeks in the calendar. The view in the Events view changes correspondingly when you change the selection in the calendar. This also applies in the Week view if, in the calendar, you remove individual days from the selection while pressing the Ctrl key. These days will not be shown in the Events view.
- Now switch to a week or workweek view. Then hold down the mouse button and drag over a few days in the calendar to select them. The Events view shows you precisely these days.

The Task View

In addition to the Events view, StarOffice Schedule offers you an additional view that shows you only tasks. This view can be accessed by clicking the **Tasks** icon in the Object bar.



Preferences that have already been set in Events view are available for you in the Task view. All tasks you specify here will also be taken over into the Events view and displayed there in the area for tasks.

Data Transfer and Data Security

When you open an Event or Task view, you will see several commands in the StarOffice menu bar which are used for exchanging events with other applications and storing the events and tasks.

In the **File** menu, the **Import...** and **Export...** commands can be found. To exchange data with other applications, the vCalendar Format is often used. StarOffice Schedule also provides many other file types to choose from.

In the **Tools** menu you will find the **Archive...** command which opens a dialog that helps you to be able to export events and tasks to a file. This file can be read in again later via **File - Import...**

The StarOffice Schedule Server

If you don't work with StarOffice Schedule on a network, then your events will be managed locally. If, for example, you set reminder e-mails to be sent, StarOffice Schedule will send them when appropriate, provided that StarOffice is running at that time.

If you work on a network, all colleagues should set up their calendars on a StarOffice Schedule Server. That way, everyone has access to the events scheduled by other colleagues (assuming that they allow access). Reminder e-mails are then sent at the defined time by the server and colleagues with calendars on a StarOffice Schedule Server which can be reached over the network can receive invitations and change notices directly (i.e. they will immediately appear in their calendars).

The StarOffice Schedule Server is a software application, which is installed on your computer independently of StarOffice. More detailed information about the installation and administration of the StarOffice Schedule Server can be found in the StarOffice Help.

Working Online

Working with StarOffice online includes e-mail, newsgroups, web browsing, and more. A description of all aspects concerning StarOffice and the Internet (browsing, HTML, homepages) is provided in the StarOffice Help.

E-Mail

Here you will learn the most essential information for using e-mail. You will see how to set up your e-mail accounts, design messages, and create broadcast mail messages.

Setting up an E-mail Account

It is a must to set up an e-mail account in order to send and receive e-mails. Once you have set up your mail account you can actively participate in the exchange of mail directly out of StarOffice.

Setting up StarOffice Mail on Your Computer:

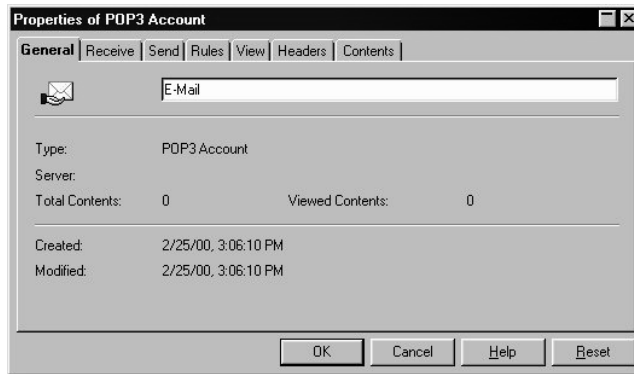
StarOffice Mail supports e-mail accounts that use the protocols SMTP/POP3, IMAP4 and VIM. Ask your Internet provider if they provide a compatible mail server, how it is to be addressed, what your e-mail address and your password are. If your provider confirms that SMTP/POP 3 or IMAP4 are supported, you can process your e-mail with StarOffice. The VIM protocol is mainly used for internal company mail exchange via Intranet.



In order to be able to use the e-mail functions you have to enter your e-mail address under **Tools - Options - General - User Data**.

First of all create a POP3, IMAP or VIM account under StarOffice.

- You can either click on any folder or on a free space in the Explorer and then call up the context menu. Select one of the following commands: **New - POP3 Account...**, **New - IMAP Account...**, or **New - VIM Account...**. The account will be created as a new entry in the area where the command has been called.



- If you want to set up several e-mail accounts and news servers, it is advisable to enter the pertinent information under **Tools - Options - Internet - Mail/News**. These details will then be used automatically as default entries in the appropriate fields when a new account is set up. This means that you only have to change specific entries for the individual accounts on the properties dialog, e.g. under "User-defined settings" on the **Receive** and **Send** tabs.

In addition to your e-mail account which accepts the e-mails sent to you, you also need an outbox in which you can keep the e-mails (and messages for newsgroups) you have posted. If you are not permanently online, the outgoing e-mails will remain in the outbox as unsent mails until you go online again. These e-mails will then be transmitted to the mail server without any further steps being required. The online/offline mode is regulated by the Online icon in the Function bar.

After creating a news or mail account for the first time, StarOffice will query you if it should automatically set up an outbox. If you do not want to take advantage of this functionality, use the **New - Outbox...** entry from the context menu which has been called up from an empty space on the Explorer so that an outbox can be created in the Explorer.



You only need to create one outbox. If you write new messages and e-mails by calling up the command **New - Message** from the context menu of a mail or news server, the outbox automatically "knows" that the message is to be sent to that server. The information about which server is to receive the message is in an unchangeable component of a message.

You can create several outboxes, but these will only be different views of the actual outbox. If you have set up several outboxes, you can use the Rules to determine that a specific outbox only shows the e-mails that you have sent to a particular addressee or particular newsgroup. Simply hide all other contents by creating an appropriate Rule (context menu of the outbox - Properties... - Rules).

E-mails that have or have not yet been sent will remain in the outbox, which means that you can simultaneously use it as a transmission journal. You are able to delete e-mails from the outbox if you want - this simply moves them to the Recycle Bin and you can then decide if they are to be irreversibly removed from the system.

Further Information



Use several accounts. You can set up several mail accounts if you have several providers. Open the **Properties** dialog in the other accounts and enter the applicable personal settings for the account on the **Receive** and **Send** tabs. To send mail via a specific account, choose the **New - Mail** command on the account's context menu.

Divide Outbox. There is only one Outbox, but you can set up several views of the Outbox. To do so, use the **New - Outbox...** command in the context menu (click an empty area in the Explorer). In each of the new views, you can use rules to determine what the Outbox should show.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Mail Servers
- Outbox

Sending and Receiving E-mail

Here you learn what is needed to send and receive e-mails.

How to retrieve your e-mails



In order to be able to retrieve the e-mails that are waiting for you on the mail server, you need to make a distinction between the online and offline modes, which are called by using the **Internet Online/Offline** icon in the Function bar

Retrieving Mail while Continuously Online

Click the e-mail account entry in the Explorer. (You need to have checked the command **Update When Opened** in the context menu of the server entry. If you have activated the hierarchical view of the Explorer you need to double-click; if you have the icon view of the Explorer, simply single click.). If the check box **Include in update function** has been activated on the **Contents** tab of the account properties dialog, you only have to double-click the Globe icon (which blinks when you've got new messages) on the bottom right of the Task bar.

You can also determine on the **Contents** tab that the mails are updated at regular intervals, e.g. every 20 minutes. If you do this you do not have to call up your mails. When the automatic update function recognizes that there are new mails, the message icon in the Task bar will blink. The StarOffice Help also describes how you can link a sound (under Windows) to denote the arrival of new mail.

Retrieving and Reading E-mails Offline

If you only connect to the Internet when needed (e.g. by telephone or modem), you should operate your StarOffice in the offline mode; the **Internet Online/Offline** icon on the right of the Function bar is not pressed in. When StarOffice requests a file or other information from the Internet, e.g. an automatic updating of a server account (see. above) or by double-clicking a FTP server entry in the Explorer or by clicking on a hyperlink pointing to the Internet, you will first see a message advising you that you are currently working in the offline mode together with the query if you want to switch to the online mode. This procedure protects you from unwanted connection to the Internet.

Open the context menu of the account and select the **Update** command. You can also double-click the account entry as long as the **Update When Opened** command from the context menu has been checked. In the icon view of the Explorer, a simple click will be enough; in the hierarchical view, however, a double-click will be necessary for opening your messages. After confirming, StarOffice accesses the Online mode,

retrieves your e-mail from the provider's server, and also sends any unsent messages contained in the outbox.

The message document with the list of e-mails or newsgroup contributions will now appear.

The senders, subjects, dates and times of the new e-mails will be displayed in the message document. E-mails that have not been read will be shown in bold type, those already read will be in normal type. By clicking on one of the column headers you can sort the e-mails according to this criterion. Another click on the headers reverses the order shown. The context menu of the column headers contains commands for regulating the view of this overview area.

You can see the content of an e-mail in the content area of the message document if you click the corresponding line in the overview area. By holding down the Ctrl key and double-clicking an entry you can view the message as an independent task.

E-mail attachments are displayed in their own area. If you want to view an attachment, simply click the entry for the corresponding mime type of the attachment. The name of the attachment opened will be shown in bold. The context menu of an attachment contains commands for opening and saving the attachment as a file. The easiest way to save an attachment is to move it from the attachment area to a folder by Drag&Drop.



If you have received a mail which contains several attachments, they can all be selected and opened or saved at the same time.

StarOffice treats the contents of e-mails and messages as text documents. This means you can apply all of the StarOffice Writer formatting options (as well as many other capabilities) to your e-mails and messages. However, the addressee will only be able to view the additional formatting if they are using StarOffice.



If you find the font of your message to be too small, you can define a font size for ASCII texts in the **Soffice.ini** file located in the StarOffice directory. Enter the following line with the required value into the **[INet]** section:
MailTextFontHeight=X. (The X denotes the size required.) If you do not use this option, StarOffice automatically uses a font size of 10.



On the **View** tab of the e-mail account property dialog, you have the option to delete a received e-mail from your server. This settings work in correlation with the option whether a message is to be save locally: if you've checked "save locally" and "delete from server", then the new mail will be deleted from your server directly after loading it to your hard drive. If save locally isn't activated, the e-mail will only be deleted from the server after you have deleted it from your mail account (which moves them to the Recycle Bin) and then deleted them from the Recycle Bin. If you delete a selected mail with the Shift + Del keys instead of just the Del key, the message will be immediately deleted without passing thorough the Recycle Bin.

The e-mail header area contains the standard e-mail information. Use the context menu of the mail account entry in the Explorer to define the information you want to see in the header area. Select the **Properties...** command and go to the **Headers** tab. Now check the information you want to have displayed in the header and you can set the font, font size and sequence under the **Display** sub-tab.

Use the context menu to add the address of the sender quickly and easily to the address book. Position the mouse on the sender's name and right-click to call the context menu.

Sending E-mail.

E-mails are initially collected in the Outbox. It is, therefore, obvious, that you would compose a new e-mail by using the **New - Message** command contained in the context menu of the Outbox. This is, however, only recommended if you are using a single provider. When reading e-mails or postings from newsgroups or looking at the contents of your outbox, you will see the Message bar will appear at the top of your screen which contains the **New Message** icon. This icon also opens a message template for composing e-mails. You are also able to activate this function by using the **File - New** menu or by pressing the **Start** button in the Task bar and selecting the **Mail** command to open a new e-mail template.



If you are using more than one mail account, you should open the context menu of the appropriate account and call the **New - Message** command. This ensures that the message is sent through the correct account.

The description of the Explorer in the Help contains the relevant information of how to complete a message document or fill out an e-mail form.

- Open the address database in the Beamer to drag an e-mail address to the addressee field (using Drag&Drop). To open the address database in the Beamer, place the cursor in the contents area (where you enter the e-mail text), then press F4 (don't forget to activate the stick pin!).

- If you simply enter the name or e-mail address of the recipient in the text box, StarOffice will complete the entry as soon as the first few characters match an existing entry in the Address Book. The contents of the fields EMAIL and NAME are used for reference. When the last name is found, the address will be entered as follows: "[Name], [First name]" <eMail>. If the AutoComplete suggestion is wrong, simply continue writing and it will be overwritten.
- If you want, insert a signature by using the corresponding icon on the Object bar: several of these are contained in the AutoText.
- To send attachments, select the file directory on the left in the Explorer (under **Workplace**) and the required files in the Beamer, then drag all the files to the attachment area in the message document. You can also send attachments by choosing **Attach File...** on the context menu in the attachment area. The **Open** dialog appears, in which you can select files and attach them to the message.



Click the **Send** icon in the Function bar or in the Message bar to send the completed e-mail or message.

The e-mail or message will be put into the outbox by clicking on the **Send Message** icon. If you are in the online mode, a copy will be sent directly to the server of the Internet provider.



If you are in the offline mode, (the **Internet Online/Offline** icon in the Function bar is not activated), the message will be sent as soon as you go online again (by either activating the **Internet Online/Offline** icon, or by selecting **Update** from the context menu of the outbox).

Saving Mail to Send Later

You can save an e-mail or newsgroup message you are writing as a file. You can open it again later, edit it or complete it and then send it (and/or save it again).

- Click the **Save Document** icon in the function bar or close the unsent message. If you close a unsent message by clicking in the upper right hand corner, a dialog will appear to offer one of the following options: Send, Save, Discard or Back to message. If you select **Save**, a File selection dialog will appear to save the message as a document. This message document can be opened by the normal "open" command, and can be re-edited or sent.
- Select **Send Message** to move the message into the outbox. If StarOffice is currently online (the online icon in the function bar is activated), the message will be sent to the corresponding server. If you are offline, the message in the outbox will be sent the moment you go online again. It is no longer possible to edit your message at this stage.

Sending E-mail to Multiple Recipients.

If you always send e-mail to the same list of recipients, you can create a Distributor for your e-mail as follows:

- Create a link on the Desktop or in the Explorer.
- Enter "Newsletter Distributor" as a name, for example.
- Enter a target URL, such as "mailto:Username1,Username2,Username3?Subject=Newsletter". Instead of username1, etc., enter the appropriate e-mail addresses separated by a comma. The text following ?Subject= appears as the subject of every e-mail.
- To compose your newsletter simply click on this link. A message document will be shown and you can enter text and add new recipients or delete individual ones, if you want.
- The mailto: hyperlink is written in a text document, for example and automatically recognized as an URL. You can then use Drag&Drop to place this URL on the Desktop or in the Explorer. If you then need to use the distributor in a mail simply drag it from the Desktop or Explorer to the large recipient field of the new mail document.

Further Information



Attach file to Mail. If you want to send an attachment with your e-mail, click the **Attach Document** icon in the Object bar to display a dialog, where you will be able to select the desired file. Alternatively, you can Drag&Drop the file to the **Attach** tab in the small window containing the Formats, Attachments, and Tools tabs.

Use Drag&Drop. You do not need to type in the recipient's address; instead, you can drag the e-mail address to the appropriate field using Drag&Drop, e.g. if the address is part of the address book.

You can also design the mail contents using Drag&Drop. When dragging contents from a document into your mail, use the Task Bar as a clipboard (see Drag&Drop Instructions)

Use StarOffice Help

Do you need any more information? Use our extensive StarOffice Help. The following search term is helpful for this topic:

- Mail Server

Formatting E-mail Messages

This section contains a brief description of how to design your e-mail. In this way, you can lend an added personal touch.

Improving the Appearance of E-Mail Messages

To create an e-mail message, select the command **File - New - Mail**. Enter the text of your message and the recipient(s).

Click the **Formats** tab in the upper right corner of the mail window to choose a text format. Check the **HTML** option, because this mail format can be read by all web browsers. You can also choose multiple formats, but this will make your message longer.



The **StarOffice** format gives you the widest variety of design possibilities. However, you should choose this format only if you are certain that the recipient also uses StarOffice. Otherwise, some of the information may be lost.

Click in the main window of the e-mail message, and use the commands in the context menu to format your message. For example, in the **Page** dialog, you can assign a background color or a background picture.



Avoid using too many colors for messages intended as newsgroup postings. Anything more than a pure ASCII message is generally taboo in newsgroup etiquette.

However, for e-mails you can use all the available design options, provided that the recipient can view them. But keep in mind, the more layout options you use, the longer the band width, thus increasing the transfer time for your e-mail.

Further Information



Using ASCII Code. If you only want to send "plain" messages, keep the standard ASCII setting in the **Formats** tab.

Long Transmission Time. If you have assigned a large (memory intensive) graphic to the background, it will take longer to send your message.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Mail Server

E-mail Merge

Instead of mailing a standard form letter, you can send the same type of letter as e-mails via the Internet. You'll be surprised how easy it is to send documents as e-mail with StarOffice.

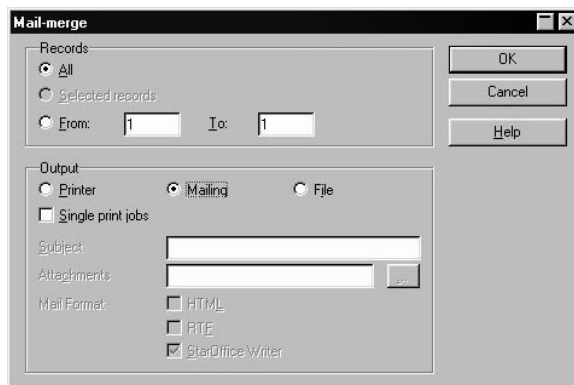
Sending Form Letters as E-mail

First, create the text document you want to send as an e-mail merge. It could be a typical business letter, for example. The steps for creating a business letter are described in another topic.

Open the required database and the table containing the required data by clicking on the addition sign in the Explorer. You should then press Ctrl + Shift + B and the Beamer will be opened with the table.

Activate the **Form Letter** dialog (**File** menu). Under **Records**, select the data records to be used and choose the **Mailing** option under **Output**. In the **Address Field** list box, select the field that contains the URL, usually named **EMAIL**.

Enter the desired text in the **Subject** field and click **OK**.



A small dialog provides information on the status of the send operation. A cancel button is available.



Further Information

Defining a Format. An e-mail should be sent in the ASCII format only so that it can be transmitted quickly and cheaply. This applies especially to messages sent to newsgroups. If you require additional formatting such as tables, hyperlinks, graphics, you can additionally select the HTML format. If you are certain that the recipient also uses StarOffice to read e-mail you should also select the **StarOffice** format if your e-mail contains formatting that are more complex than the formats supported by HTML.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Form Letter
- Distributor

Newsgroups

At this point you will learn how best to manage the use of newsgroups. Newsgroups are an interesting part of the internet.

Using Newsgroups

In this section you will learn how to set up a news server, only see those newsgroups you want, read news and post your own contributions.

How to set up StarDiscussion on your computer

Set up first in StarOffice a news server account.

- Click on a folder or a free area in the **Explorer** and then activate the Context menu. Enter **New - News...** in the context menu. The account will then appear as an entry in a folder you selected the context menu with..
- Select for example, Sun Microsystem's news server, **starnews.sun.com**, for free support and exchange with other StarOffice users.
- Do not forget to name the account in the **General** tab page. This account will be shown where it was set up, for example, in the Explorer.
- If you want to add more than one news server, it is wise to enter the following: **Extras - Options- Internet...** in the **Mail/News** tab page. Now when you open a new account, the account will appear automatically as a default in the corresponding field. In the Properties dialog of the account, make only the most necessary changes, for example, in the **Recieve** and **Send** tab pages under "user's settings".

In addition to your news server account you will need anInbox, if you want to recieve and collect e-mails and messages from newsgroups. If you are seldom online, the messages will stay in the outbox until you go online again. The messages and e-mails will then be automatically sent for you to the corresponding mail servers. The online/offline mode can be activated with the iconInternet Online/Offline in the function bar.

When applying a new news server or mail server, StarOffice will ask you if you want to automatically set up an outbox. You always have the opportunity to manually set up a **New - Outbox** in the context menu of the Explorer or a folder.

Subscribing to Newsgroups

First open the Explorer and select the News server entry.

In the context menu of the news server, select the **Properties** command. Click on the **Subscribe** tab for a list of all available newsgroups.

To subscribe to all newsgroups, click **All**, or click the check box next to each group name to subscribe to individual newsgroups.

You can use the Text Box **Filter** to look for specific newsgroups. If you are interested, e.g., in groups of support enter "Support" in the Text Box. After a few seconds you will see in the Text Box only the groups which names show the term "Support". Now you can look for a specific group and subscribe to it if you want. With the button **All** you can subscribe to all the groups displayed, and if you press the button **None**, you can unsubscribe all groups displayed.

To display only subscribed newsgroups in the Explorer, proceed as follows: Click the news server entry and activate the context menu. Select the option **Show - Subscribed Groups**. Then, click the plus sign next to the news server to view your subscribed newsgroups.

If you later want to redisplay all newsgroups, click again on the news server entry, activate the context menu, and go to **Show - All Groups**. Please note, that the total number of entries in the Explorer (newsgroups, workplace folders and other entries) should not exceed 8000 entries. If there are too many groups on the news server, display only the **Subscribed Groups** or **Active Groups**.

Canceling a Subscribed Newsgroup

Click on the subscribed newsgroup, open the context menu, and click again on **Subscribed** to remove the check mark. If you wish to stop your subscription to several newsgroups you can use the text field **Filter** on the tabpage **Subscribed** as described above.

How to read the messages in the newsgroups

To receive messages in newsgroups, both the online and offline modes must be differentiated by switching on/off the **Internet Online/Offline** icon in the Function bar.

Reading Messages in the Online Mode (Internet Online/Offline icon is activated)

If you have a permanent Internet connection, you do not need to locally save the header and contents of a message. To read a message, double-click a news server entry in the Explorer and the list containing all newsgroups will be displayed in the Explorer. Double-click a newsgroup to open another list containing the headers of the message documents. Finally, click any header for displaying the message's contents.

Reading Messages in StarOffice in the Offline Mode

Choose **Update** on the context menu of a newsgroup to access new headers and/or contents of newsgroup messages from the news server. Select (click while pressing the (Ctrl) key) several or all of the newsgroups you subscribed to and then right-click to open the context menu for this selected group. This way, you can update the selected newsgroups together.

You can choose from two different work methods. On the **Contents** tab of the Properties dialog of a news server (the properties of which apply to all its newsgroups), you can set whether to load and locally save all contents or only the contents of messages whose header you selected.

- Open the context menu of the news server and select the command **Document Contents - Save locally** or mark the **Save documents locally** check box (call context menu of the news server, select **Properties** command and go to **Contents** tab).
- If you check the **Selected only** box, only those messages whose headers you selected and those you read online will be loaded and saved the next time you load messages. If **Selected only** is not checked, all messages will be loaded and saved locally.
- To select the newsgroups you want to read offline in the Explorer, click them while you press the (Ctrl) key.
- Choose the **Update** command on the context menu or one of the selected newsgroups. Right-click the newsgroup to access the context menu.

StarOffice connects (online mode) to the news server and saves the headers of all new messages on your local hard drive. In addition, the following occurs:

- **Save document contents locally** is checked and **Selected only** is not checked: All new messages, including headers and contents, will be loaded and saved locally.

- **Save document contents locally** and **Selected only** are both checked: The contents of selected messages will be loaded and saved locally.
- **Save document contents locally** is not checked: Only new headers will be loaded(i.e. the contents will not be loaded or saved).
- When you terminate the online connection of your dialup program, you can read the contents (on the **Contents** tab) or select the headers whose contents you want to read (by clicking the green dot in the **Selected** column until a red flag appears).



If you locally saved many messages for reading them offline, after some time your hard disk will be completely overfilled with data. Use the **Contents** tab (under **Storage options**) from the **Properties** dialog to limit the number of the locally saved documents.

Choose **Synchronize** or **Update** on the context menu of a newsgroup to select all the messages that are no longer on the news server but in your local cache and which you want to delete. As soon as you choose the **Reorganize** command of the account, the messages are deleted locally. Selected messages are not deleted.

Besides, the local cache of the selected newsgroups can be deleted if you call the context menu of one of the selected newsgroups and select the **Clear Cache** command from the context menu of a selected newsgroup. Call then the context menu of the server and select the commands **File - Reorganize** to regain free space in the hard disk.

The **Update** command on the context menu of a news server lets you update the list of newsgroups and display the names of new groups on the **News Server Properties - Subscribed - New** tab. The **Synchronize** command on the context menu of a news server lets you read the complete list of newsgroups on the server and compare it with your local copy of the list. You can also display deleted newsgroups (on the **Subscribed - Deleted** tab).

The **Update on Open** command on the news server context menu lets you update the list of newsgroups and check for new entries for each subscribed group. Headers or contents of the new entries will not be retrieved.



If you use more than one news server, you can update all of them at the same time by double-clicking the news notifier on the bottom right of the Taskbar. Be sure to check **Include in update function**(**Contents** tab in the **Properties** dialog) for every news server.

You can read, reply, print your messages and much more by clicking, double-clicking and using the context menu. For example, click the column header of the list of messages to sort it and click again to sort them again but in reverse order. Call the context menu of the column's header to view various commands for defining the view.

To easily read your message, scroll its contents downwards by pressing the space bar. When there is nothing left of a message to scroll, the next unread message will appear. After reading all the unread messages of a newsgroup, the next newsgroup will appear containing unread message, and so on.

In the normal view of news documents, you only see the important rows of the header of the currently selected message. Additional lines can be displayed by going to the **Header** tab. This is called up by going to the context menu of the newsgroup and selecting the **Properties...** command. Among others you can see in the **Reference** line if the message received refers to a previous one and if so, which one. View the references listed by clicking on the number listed (as long as it is still available on server).

A newsgroup message can contain **Attachments**. To find out how to read and save them, refer to the section on Reading e-mail.

If you double click the (Control)-keys while placing the cursor on a message, it will open as a floating bar.

Sending Newsgroup Messages

Your written messages and e-mails are collected in the outbox. There are often many different news servers that can appear in your outbox, since you have the option to connect to many news servers. If you want "to reply" or "to forward" a message document, StarOffice will know automatically to which news server the message should be sent to. If you plan to write a new message, use **New - Message** in the Context menu. You can alternatively open a new document (**New - Message** in the Context menu of the outbox) and then move the newsgroup from the Explorer window into the receiving field. You can also select the chosen **Newsgroup** in the Explorer window and click on the icon **New Message** in the Message bar. If you don't inform StarOffice with one of these possibilities, the news server will be used entered in the outbox property dialog.

Often you will want to respond to already sent messages, for this reason select **Reply to Mail** and **Post Reply** in the Message bar. Both open a message document and enter the chosen recipient and subject in the corresponding fields (the subject can also be connected in the form `mailto:my.name@my.provider?Subject="subject"` with a hyperlink. See Internet-Glossary).

How to fill out this message document will be explained later on under the e-mail accounts description. Other notes and tips for writing e-mails, such as setting attachments to a mail are explained in the User's Guide and are also valid for messages in newsgroups.

- Enter if you would like to add a Signature - we have several signatures as automatic text documents on hand for you.



To send a finished e-mail or message, click on the icon **Send Message** in the function or message bar.

An e-mail or message will be added to the outbox, by activating the icon **Send Message**. When online, a copy will be sent immediately to the server of the Internet provider.



When you are offline (the icon **Internet Online/Offline** in the function bar is not activated), your message will be sent the moment you go online. This is when the icon **Internet Online/Offline** is activated, or at the moment when you activate the **Update** entry in the context menu's outbox.



Further Information

Mark Group Read. You may restrict the display of newsgroup articles to only active articles (unread articles in a subscribed newsgroup). To view only new articles, click on the newsgroup, and select **Read** from the context menu. There will be no more active articles until new articles are sent to the group.

Newsgroup Contents Display. Next to each newsgroup, you will see one or two numbers, which represent the contents of the newsgroup. If only one number appears, it represents all **Read** messages in the group. If two numbers are shown, the first indicates the number of unread messages, and the second the total number of messages.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

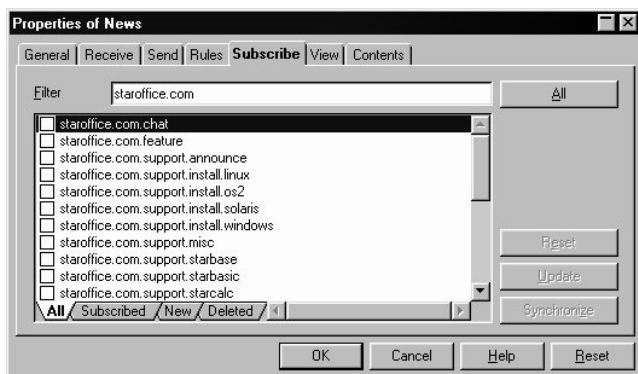
- Subscribing
- Mail Servers
- Newsgroups

Organizing Newsgroups

At this point, you will discover how to effectively organize newsgroups. This is especially important if you work with many newsgroups.

Properties of the News Accounts

The newsgroups and respective properties are organized in the **Properties of News** dialog. Activate this dialog by clicking on the news server icon, and selecting the **Properties** command from the context menu.



On the **Subscribed** tab, you will find a list of all newsgroups (unless you activated filters). There should also already be an Outbox. A check mark next to a newsgroup indicates that it is subscribed. You can add or cancel newsgroup subscriptions in this dialog. If you want to subscribe to all groups, click **All**.

Synchronize

Synchronizes data in the cache with data on the server. If you select this command via the context menu of a news server, for instance, the list of newsgroups is updated to match the current list on the server. All header information is reloaded from the server, any messages no longer existent on the server are deleted, and message contents are reloaded from the server according to the properties defined for the newsgroup. Use the **Synchronize** command if the newsgroups or contents are no longer readable due to an error on your hard drive.

If you loaded messages from the server which were later deleted from the server and you select the **Synchronize** command, these messages will also be deleted from your

hard drive unless you have marked them. Marked messages remain on your hard drive until you delete them with the **Delete** command or remove the mark and then execute the **Synchronize** function.

Any message that you post to a newsgroup can also be canceled in a news program designed for exactly this purpose. The message will be immediately deleted from the news server. As soon as you synchronize the respective newsgroup in StarOffice, the canceled message will also be deleted from your hard drive.

In the context menu of a POP3 mail server, select the **Update** command to load new messages, as well as any messages deleted locally, but still existing on the server. After updating your mail and newsgroups, if you suspect some messages are incomplete or that the transfer was defective, you can reload the messages with **Synchronize**. No e-mails will be deleted from your hard drive.

Sorting Articles

When you open a newsgroup, all articles of the group are displayed in an overview frame above the mail document.

The overview frame displays various headers, e.g. **Sender**, **Title** and **Date**. Click on **Sender** to display the contents in ascending or descending alphabetical order (each click changes the direction) according to sender name. Click **Title** to list the contents in ascending or descending alphabetical order based on the text in the subject line. Click **Date** to list the contents according to either the oldest or most recent date.



The active sort order is indicated by a small gray arrow in the header. The direction of the arrow (pointing up or down) indicates ascending or descending order.

The column header context menu contains commands that allow you to show columns with additional information. You can change the order of the columns by using Drag&Drop.

Further Information



Modifying Header Width. If you want to modify the width of any header, place your mouse at the dividing line between two rows. The pointer turns into a double arrow. Press the mouse button and hold it while dragging the line. As a result, the width of the respective column changes.



In the header of a newsgroup article, you will find relevant information such as the subject, date, author, and the corresponding newsgroup. This information is also included in a printout.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Mail Document
- News Server

World Wide Web

Experience the infinite possibilities of the World Wide Web with just a few mouse clicks - it's a breeze with StarOffice. You'll need to know a few things before you begin, however, so please read on.

Surfing the World Wide Web

This section contains a description of how to surf the World Wide Web with StarOffice. The WWW is only a small part of the Internet. But it is the most interesting part for many users due to the graphics, sounds and animations used and to the direct access to a lot of product information and perhaps because it is very easy to use.

Using StarOffice as Web Browser

After starting StarOffice, you must make some initial settings in the **Internet Options** and **Browser Options** dialogs (Tools menu), as described in the StarOffice Help.

StarOffice comes with few sample Internet addresses. Open the Explorer (with the icon in the Function bar) and click on the **Bookmarks** folder. These folders contain a selection of www. addresses which can be called by double clicking on the name.

If you wish to go straight to a specific address, simply key it into the **URL** field in the function bar, e.g. "http://www.sun.com" or "www.sun.com". After entering the name press the Enter key and the **Stop** icon will be shown in red which is a sure sign that the address entered is being loaded.



If it takes too long to load a page, you can interrupt the process by clicking **Stop**, and try again. Sometimes the second attempt to load a URL is faster. If several objects are being loaded at the same time you can click on **Stop** while holding down the (Ctrl) key which stops all loading. A long click on **Stop** will open a list of the loading that is currently taking place.

After the page is loaded, you can click on hyperlinks to go to other web pages. By clicking the **Browse Backward** and **Browse Forward** buttons, you can return to the previous page or move forward to the next page. A selection list can also be opened by a long click on either of these icons in order to jump to a specific site.

Use the search capabilities of the many search engines in the Internet. Click the Search icon in the Hyperlink bar to conveniently access these search engines.

It is even easier to search with the Function Bar URL field. For example, enter ?Star-Office in the field and press Enter. The search term following the question mark will be searched for by the search engine you last started (on the Hyperlink Bar).

If you want to save a graphic you see while browsing, click on it and open the context menu. Select the command **Save Picture...** to open a dialog in which you can save the graphic.

The context menu also contains numerous menu commands which allow you to save the background, switch off the graphics view, and much more.

Creating Bookmarks

If you find an Internet page that you want to return to regularly, or even if you just want to keep track of the location, it makes sense to assign a bookmark to this web page. To do this, simply click the **Bookmark** icon (far left in the Function bar) and drag it to the desired folder in the Explorer while holding down the mouse key.

You can also save hyperlinks as a bookmark. You can later use these hyperlinks for your own homepage without having to type a single letter of the Internet address.

Drag the link while holding down the mouse key to the Explorer group **Bookmarks**. If, on the other hand, you drag it to **Workplace** in the **Explorer** the former will open and show you where it could be saved, e.g. on the hard disk, in the network or in a disk drive. Drag the icon while holding down the mouse key to the required location, e.g. hard disk **C**. **C** will then automatically open and you can store the link in one of the folders contained here.



Bookmarks should not be filed at random. The following topic explains the most effective way to organize links.

Importing Bookmarks

This feature is particularly important if you have used another web browser such as Netscape, and have already created web page bookmarks there.

In the Netscape browsers, bookmarks are managed with the Bookmark.htm file. This file is saved either in your Netscape\Program\Defaults directory or in your user directory Netscape\Users\Initials. In the folder which you arrive at via **StarOffice Bookmarks** in the Explorer, there is an icon for Importing Netscape Bookmarks. Use it to import your already existing Netscape bookmarks.

Microsoft's Internet Explorer organizes its bookmarks as links in a folder on your hard disk. If the Internet Explorer was already installed on your system at the time of the StarOffice installation, the entry **Bookmarks** will automatically point to the Internet Explorer bookmarks directory. If you install the Internet Explorer after having installed StarOffice you can drag the "My Documents" folder to a group button in the StarOffice Explorer. A new group will be formed containing your bookmarks.

Using Microsoft Internet Explorer as the browser

If you have Microsoft Internet Explorer (IE) Version 4 or 5 installed in your Windows system, you can use it instead of StarOffice Writer/Web to browse in StarOffice. StarOffice automatically recognizes the installed IE and **Tools - Options... - Browser** has an **External Browser** tab.

You can select and deselect IE as the external browser on this tab. All StarOffice documents will continue to be opened with StarOffice. You can also set domains that are always opened with the StarOffice browser and other domains that are always opened with IE. If IE is active as the external browser (i.e. it is displaying an HTML page), the StarOffice menus will contain some IE commands.

Editing a Web Page

After the page has been loaded, it can be edited. To edit an Internet page, click the **Edit** icon in the Function bar.

You are now able to edit the document, i.e. add text, delete, select a different font color, etc. After this you can save the document on your hard disk by using the command **Save As...** (menu **File**), the direct command **Save** can not be selected if you have read only access rights to the Internet server from which you have loaded the page.

The following section describes how to locally save a page from the Internet with all linked pictures.



Further Information

Undo Editing Lines. If you have activated the **Edit** command in a page that you have loaded, the individual elements will be framed with editing lines. These can be switched off by clicking **Reload**.

Editing Graphics. You can edit a graphic in an HTML document by selecting **Edit** (in the context menu or the Function bar). Click on the graphic and select the **Picture** command in the context menu. A dialog appears, where you can modify the graphic properties.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Explorer
- Bookmarks

Finding Internet Pages and Saving Locally

This section contains details about how to find information on the Internet easily when using StarOffice and how you can save the pages found locally.

Searching and Finding on the Internet

The question beginners most often ask is "How can I find my way through the hundreds of millions of pages on the Internet?" The answer is to activate the Hyperlink bar (View - Toolbars - Hyperlink bar). Enter the word or words in the **URL Name** combo box on the Hyperlink bar. Click the **Find** icon on the right-hand side of the bar, then click **AltaVista**, for example, in the submenu. This is one of the many Internet search engines that lets you place all the pages you found in an index, which you can easily access.

Of course, most pages are in English. Foreign pages can be found if you enter the search words in the corresponding language.

For example, enter "searching the Internet" (with quotation marks) and click AltaVista. The reply appears in a few seconds. Today, 24,241 matches were found; and almost all of them explain in English how to search the Internet. You will probably find more pages under the theme "Wombat" (46,450 pages today).

Keeping Track of Interesting Pages

If you find a page you think you might want to visit more often, you have at least two options:

Add a Bookmark

You can place a bookmark on the page by clicking the **Bookmark** icon on the Function Bar (to the left of the **URL** combo box) and holding down the mouse button as you drag the entry to **Bookmarks** in the Explorer (or another folder). A link to the current page is created in the bookmark folder. Later, when you double-click the bookmark, the page will be newly loaded from the Internet.

Save It

You can save the page as is on your hard drive with the **File - Save As...** menu command. Enter a location and name for the page and click **OK**. The page is copied on your hard drive, and can be opened and edited at any time without an Internet connection. However, if there are "active links" on the page (e.g. for loading a new graphic every few seconds), StarOffice may attempt to connect to the Internet after you load the page from your hard drive.

Saving an HTML Page with Graphics

Unfortunately, when you save an HTML page, the graphics are not automatically saved locally; they are saved as links to the graphics files on the Internet.

You can save a single graphic locally by right-clicking the graphic and choosing the **Save Graphic...** command on the context menu. A recently loaded HTML page should still work offline from the cache to display the linked graphics. However, to save the HTML page and all the graphics so that you can load it completely even after the cache is deleted, do the following:

- Choose the **File - Open** command.
- Enter the page's entire URL in the **File Name** input field (e.g. `http://www.abc.xx/main.htm`). Do not enter the name of a FrameSet, only a document name. (In a FrameSet, you can click each individual frame to place the URL on the Function bar or copy it from the URL box.)
- Select "HTML(StarOffice Writer)" in the **File type** list box.

- Click **OK** to load the page if you are online.
- Click **Edit** on the Function bar.
- Choose the **Edit - Links...** menu command. The **Links** dialog appears.
- Select all the links with the mouse (select the first one, then scroll to the last one and hold down the Shift key as you click).
- Click the **Link** button. If **Link** is not visible, then you are dealing with a FrameSet (see above) or you loaded the page as an HTML file type rather than an HTML (StarOffice Writer) file type. Confirm the prompt and close the dialog.
- Save the document and all graphics locally on your hard drive with the **File - Save As...** menu command. Select how you want to save the document in **File Type**.

If you save the page locally as an HTML Document, the graphics are included as linked graphics in the same folder in which the document is saved. The graphics are automatically renamed.

When you save the StarOffice Writer document locally, the graphics are embedded in the document.

Further Information



Use Hyperlink Bar. The hyperlink bar can be used for many purposes. You can use it to edit hyperlinks and insert new ones, insert bookmarks into the Bookmark folder and find information in the Internet.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Explorer
- Beamer

Homepages

Here you can find information about selected topics relating to homepages. With StarOffice, you can quickly create or edit your own homepage, and modify the document properties.

See the StarOffice and the Internet topic in the StarOffice Help for more detailed information.

You can easily create your own homepage with the AutoPilot. Use the **Homepage** template under **File - AutoPilot - Web Page**. Detailed information about the AutoPilot can be found in the StarOffice Help.

Creating a Homepage

Here you will discover how you can create an interesting background design for your homepage. HTML offers much more than just simple white or gray backgrounds.

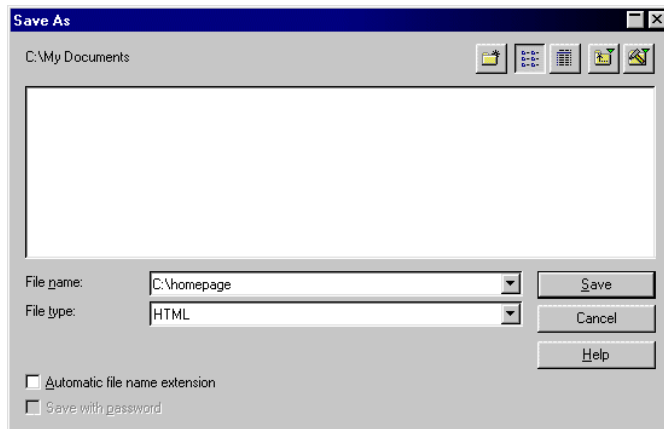
You must follow some basic steps to make your homepage available to the Internet.

- Create the Web page(s) in StarOffice.
- Create or search for the graphic objects you want to include on the page and save all graphics as files in a directory. It is best to use the directory where your HTML text files are also located or a subdirectory of thereof. You should also save graphics taken from the Gallery in an extra file.
- Insert the graphic elements as links in the StarOffice text documents.
- Test how Web pages appear and work in the different Web browsers.
- Load the Web pages to your homepage space with your Internet Service Provider.

So that you do not start with a blank page when creating Web pages, StarOffice has interactive help for creating homepages that you can use as a good starting point for your own Web pages.

Designing your Own Homepage Using StarOffice.

- Use the AutoPilot to create a homepage. It offers you interactive help; the individual steps are explained under **File - AutoPilot**.
- Give your HTML pages a title. This title will appear in the Title bar of Web browsers if your page is displayed, and will also be included as a bookmark. You can enter the title of your pages via **File - Properties - Description** in the **Title** field of this dialog.
- Save this HTML page as an HTML file in a directory where you store your Web pages. For example, you could store them in "C:\Homepage".



In this directory, you can store all your Web pages and later upload them to your Internet Service Provider.

- Enter the name "Start.htm" or "Index.htm". Ask your provider if the first (Start) page of your homepage should have a specific name, so that your homepage is automatically loaded when browsing it without entering any page specification.
- Check whether the URLs for the Web pages in the file system will be saved with the related paths. This is important so that links to other elements of your homepage in each directory and each drive work properly. Select the **File System** field on the **Saving Related URLs** tab of **Tools - Options... - General - Save**.

Directory Structure of the Homepage

By using the AutoPilot, you can insert graphics problem-free into your Web page from your ISP's server.

- Create a folder on your hard disk for your homepage. Name it, for example, "homepage". It should correspond to the start directory of your homepage space on your ISP's server, i.e., the one you save as your HTML start file. This file should be called "index.htm".
- As much as possible, copy all graphics into a subdirectory of the homepage directory. Name this subdirectory, e.g., "graphics". (It is a good idea to enter all file and folder names in lowercase, since some servers differentiate between uppercase and lowercase letters in file and folder names.)
- Also create a subdirectory called "graphics" in the space reserved for your homepage on your ISP's server.
- Only make references on your HTML pages to graphics that are stored in your "graphics" subdirectory in which you have integrated references of type ``. This assumes that all graphics were inserted **as links**, and that you had already converted all graphics into GIF or JPG format. In fact, StarOffice can automatically convert embedded graphics to GIF files and insert their corresponding tags into HTML pages, but you have no control over the file names. In this case, several graphics can be embedded, but several files will also be created.
- Test your homepage locally. You could test your pages offline (Online icon on your Function bar). If everything is working well, you can upload your HTML pages to your homepage storage space with your ISP, and store graphics in a local folder using the same names as you gave your provider.

Integrating Graphics in Homepages

When working on your homepage, it makes sense, as long as you didn't start right away with your StarOffice Writer/Web Document program, to activate Online-Layout-Mode. You can then only choose commands that call up the allowable page items in HTML mode. The Online-Layout appears in the **View** menu.

Graphics on the Internet must be in GIF or JPG (or PNG) format. You can save images in StarOffice, e.g. you can open a PCX file and then save the images in JPG format in your homepage directory. Integrated graphics in other formats will be converted into JPG format by StarOffice automatically when exporting as HTML documents and will be given often non-meaningful names. In every case, it is better to have a well-structured and organized homepage where conversion to GIF or JPG is done.

- Open StarOffice Image and load graphics.
- Save the graphic using **File-Save As....** in either GIF or JPG file format preferably in a subdirectory of C:\Homepage (see above).
- Close StarOffice Image.
- Next, place the cursor on your homepage where you want to insert the graphic image.
- Select a JPG graphic using the **Insert-Picture-From File** command for the Homepage directory and select **Link**.
- The graphic image will be inserted once you press the **Open** button.

If you want to further edit the graphic image, e.g. enlarge it, you should change the size of the it in program that originally created it. Otherwise there could be certain unwanted effects ("jagged" effect when enlarging, thin lines disappearing when minimizing).

Changing Your Homepage's Background

- Click in a free area of the page so that the picture is no longer selected.
- Call up **Format-Page** and select **Background**.
- In the list box **As** select **Color**.
- Select another background color and click **OK**.

If you select **Graphic** in the list box, you can also link a background graphic. Try it the next time. You can then select whether you want the background graphic to be centered, anchored to a margin, or tiled.

Uploading Homepage Files to Your ISP

When you are satisfied with the way your homepage appears, you can upload all the files in your homepage directory to your Internet service provider. Ask your ISP about the exact procedure.

If CompuServe is your provider, you will find all the necessary information in the GO HOMEPAGE forum. You will also find a program there called "Publishing Wizard" that was created specifically for uploading all files in your directory on your hard disk.

After uploading the files, CompuServe immediately makes them available to all Internet users (if they know the URL of your homepage). You can update your files yourself using this wizard on line.

Use AOL Client to upload your pages to AOL. If you have another provider, you should have no problem directly uploading your files by FTP and directly linking by FTP when editing files.

Creating Simple Homepages

If you want to quickly set up a homepage on the Internet with a few graphics, you don't even have to plan ahead:

- Open a new, empty page for your homepage (with **File - New - HTML Document**).
- Write and format the text, integrate any pictures (whether as a link or directly embedded, by either using the **Insert - Graphics** dialog or via Drag&Drop from the Gallery).
- Save the document locally. The graphic links will appear in the HTML source code, if you want to check it, but you do not have to be concerned about it.
- Open the **Tools - Options - Browser - HTML** dialog and make sure to select **Copy Local Graphics to Internet**.
- You can create links to the Internet.
- Save the page using **File - Save As.....** Enter the full URL of your homepage at your ISP in the **File Name** field. e.g.
`http://homepages.provider.com/myname/index.htm`.

StarOffice now automatically converts all linked and embedded graphics on the page into GIF format. The graphics are assigned new understandable names. Links to these graphics will be integrated into the HTML document as `` with the relative path. Then the HTML pages and all graphics will be uploaded to the specified directory.



Further Information

Using the Correct Graphic Format. If you have a specific graphic in mind that you'd like to use for the background, pay attention to the graphic format. HTML export supports the formats JPG and GIF, so remember to convert your graphic to the appropriate format yourself as StarOffice also automatically generates a new name for the graphic when it converts from HTML.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- Homepage

Working with Frames and FrameSets

Frames are often found on HTML pages, although they are not limited to the Internet. They can also be used to intelligently connect documents to each other locally. StarOffice enables you to design FrameSets in order to lend your homepages an interesting layout. Additional tips on working with framesets can be found in the Advanced section of the User's Guide.

- Open a new FrameSet (menu **File - New - FrameSet**).

A new empty FrameSet will be displayed which currently consists of only one Frame. Click into the large frame and call up the command **Split Vertically** from the context menu. The Frame will then be split vertically.



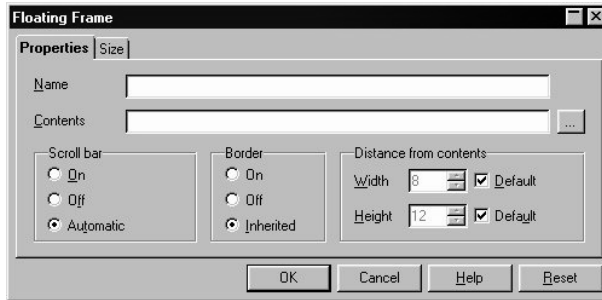
All commands for editing a FrameSet can be found in the context menu and in the FrameSet Object bar.

You can modify the size of the frames (relative to one another) by moving the mouse to the space between the frames and then, when the mouse pointer becomes a double arrow, holding down the mouse button while moving the space in the desired direction. Use the **FrameSet - Frame Spacing** spin box in the Object bar to adjust the width of the space.

To insert additional frames, first click the frame in which the new frame is to be created, and then select **Split Vertical** or **Split Horizontal** from the context menu.



In order to fill a frame with contents, click in the respective frame and then click the **Frame Properties** icon. The **Frame** dialog will appear.



Enter a name in the **Name** field (if desired), and click on the button with the three dots. This opens the **Select File for Frame** dialog in which you may select and load the contents of the frame.

You can define further settings on the **Size** tab. Finally, click **OK** to load the selected document into the frame.

After you have filled all the frames, save the document in HTML format.

Further Information



Using ImageMaps. ImageMaps, "reference sensitive graphics," can also be loaded into a frameset. However, to do this, the ImageMap should first have been created in a frame. Select the desired graphic and open the **ImageMap Editor** in the menu (**Edit - ImageMap**). Use the mouse to select a clickable area of the graphic, and define the URL address and text.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- ImageMap
- FrameSet

Text and Links

Here you will see how to integrate text and links into your document. You can create an HTML document quickly and easily without leaving the familiar workplace of StarOffice.

Integrating Texts and Links

Open a new HTML document (**File - New - HTML Document**).



If you click on the **Online Layout** icon or create a new HTML document, StarOffice offers only the editing tools and functions permitted in HTML. This ensures that you will not assign attributes that will be invisible when later viewed with a web browser.

Display the Hyperlink bar with the command **View - Toolbars - Hyperlink Bar**.

Enter text in your document and format it with the Styles provided in the Stylist.

To insert a hyperlink, proceed as follows: Select the word that you want to define as a link, which a user can click on to go to a specific address. The box **URL Text** displays the selected word(s). Place the cursor in the **Internet URLs** field and enter the desired URL address.



Press Enter or click on the **Hyperlink** icon (Hyperlink Bar). The selected word appears colored and underlined in the text. If you move the mouse over the word, the mouse pointer turns into a hand symbol. You can then click on the link to go directly to the specified address.

Overwriting Links

If you would like to modify a link, select the link in the text and simply overwrite it. Hold down the (Alt) key when you click the link, so that it is not executed.

Assigning Links to a Frame

To guarantee that a document accessed via hyperlink appears in a specific frame of a frameset, define a hyperlink as described and click the **Frame** icon, directly next to the **Internet URLs** field.

A pull-down box appears with standard HTML frame names and any names you've assigned: **_top**, **_parent**, **_blank** and **_self**. A dot marks the chosen frame. If no frame has been selected, the dot appears alone at the bottom. Simply click on the desired frame and insert the link as usual.

Frame Name	Meaning
_top	The document appears in the highest frame of the hierarchy; if none exists, it will appear in the same frame
_parent	The document appears in the next frame of the hierarchy; if none exists, it appears in the same frame
_blank	The document will be inserted in a new, empty frame
_self	The document will be inserted in the same frame

Assigning Links to Self-Defined Frames

Working with framesets is significantly easier if you design your own frames, and especially if you name them yourself.

First design your HTML document, inserting text, links and graphics, and save the document.

Open a new frameset (**File - New - FrameSet**) and divide it into multiple frames by clicking the icons **Split Horizontally** and **Split Vertically**.

Click in each frame and activate the **Frame** dialog (via the context menu or the **Properties** icon). Enter the name of the frame in the **Name** field of the **Properties** tab. Click on the button with three dots and select the contents of the frame. The path to these contents will be displayed in the **Contents** field.



Assign the names of the frames so that you'll know exactly which frame is which. One possibility is to use descriptive names, such as "TopL," "BottomC," and so forth.

After you have filled all the frames, save the document and close it. You can later reload it and edit the links. If, for example, you want the Sun Microsystems homepage to appear in Frame 3, proceed as follows:

Select the link to Sun Microsystems and click the **Frame** icon in the Hyperlink bar. From the list box, choose "Frame 3" and click **Insert**.



The sequence of the steps described here must be followed exactly.

When you click on the edited link, the Sun Microsystems homepage now appears in the "Frame 3".

Inserting Links via Drag&Drop

Open the Explorer and the folder containing the links.



Do not double-click to open the folder; instead, click the plus sign in front of the folder icon.

The contained links will be shown in the Beamer. (Click the **Beamer** icon in the Function bar to open the Beamer). Click the required link and drag it, while holding down the mouse key, from the Beamer to the desired position in your HTML document. When you let go of the mouse key the link will be inserted. A StarOffice document, however, will not be inserted as a link but as a protected area; if you still want to insert it as a link, then you must first drag it from the Beamer into the hyperlink bar and insert it from there.

Relative and Absolute Links

To incorporate hyperlinked files in a document, at least two conditions must be defined: whether to save the document relatively or absolutely, and whether or not the file already exists.

- StarOffice functions differently, depending on the settings under **Tools - Options - General - Save**, where you can define whether links should be saved as relative or absolute. Saving a link relatively is only possible if the source document and target link are on the same drive.

You should create the same directory structure on your hard disk drive as you have in your homepage area with the Internet provider. Name the start directory for your homepage on your hard disk drive, e.g. "homepage". The start file is then, e.g. "index.htm" where the complete path details are "c:\homepage\index.htm". This can become the following URL on the provider server, e.g. "http://www.myprovider.com/mypage/index.htm". If you have relative addressing then enter the link relative to the location of the starting document. If you have stored all the graphics of your homepage in a subfolder

"C:\homepage\graphics" then the target of the graphic object "picture.gif" is "graphics\picture.gif". This is the relative path starting from the location of the file "index.htm". Save the graphics in the file "mypage/graphics" on the provider server. If you now transfer the document "index.htm" to the provider server by using the dialog **File - Save As...**, and if you have selected the field **Copy local graphics to Internet** on the tab page found under **Tools - Options... - Browser - HTML**, StarOffice will then automatically copy the graphic object into the correct directory on the server.

An absolute path such as "C:\homepage\graphics\picture.gif" would no longer function on the provider server. Neither a server nor a computer of a reader needs to have a C: hard drive: (operating systems such as Unix or MacOS do not recognize drive letters) and even if the folder homepage\graphics existed your picture would not be available. It is better to use relative addressing for file links.

A link to a web page, e.g., "www.stardivision.com" or "www.myprovider.com/mypage/index.htm" is an absolute link.

- StarOffice also reacts differently, depending on whether the file referred to in the link exists, and where it is located. StarOffice checks every new link and sets a target and protocol automatically. The result can be seen in the generated HTML code after saving the source document.

The following rules apply: A relative reference ("graphic/picture.gif") is only possible when both files exist on the same drive. If the files are on different drives in your local file system, the absolute reference follows the "file:" protocol ("file:///data1/xyz/picture.gif"). If the files are on different servers or if the target of the link is not available, the absolute reference uses the "http:" protocol ("http://data2/abc/picture.gif").

Therefore, be sure to organize all files for your homepage on the same drive as the start file of the homepage. In this way, StarOffice can set the protocol and target so that the reference on the server is always correct.



When you rest your mouse on a hyperlink, a help tip displays the absolute reference, since StarOffice uses absolute path names internally. The complete path and address can only be seen when you view the result of the HTML export, i.e., by loading the HTML file as "Text" or opening it with a text editor.

Further Information



Inserting Multiple Links. As long as the list boxes in the Hyperlink bar contain both the name and address of a URL, you can reinsert the link by clicking the **Hyperlink** icon.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic.

- FrameSet

Uploading via FTP

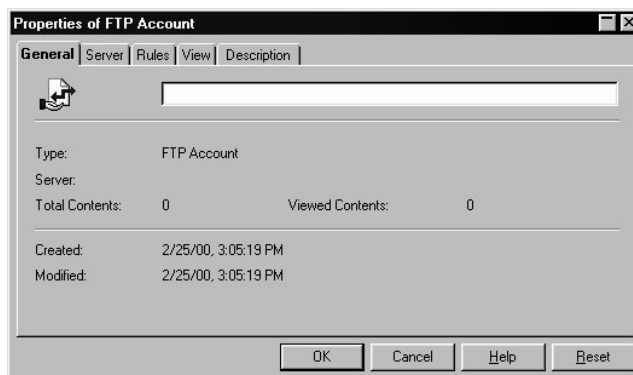
Here you'll find out how to upload data via FTP. This simply means that you copy data from your computer to a server via the Internet.



In order to copy to another server, you must be allowed to write on the server's storage medium. If your access is restricted to read only, you cannot store any data there.

Upload Files via FTP

Open the Explorer. If you have not yet created an FTP account in the Explorer, click an empty area in the Explorer and activate the context menu. Select **New - FTP Account...** to open the **Properties of FTP Account** dialog.



In the **Server** field on the **Server** tab page, enter the corresponding URL, for example, ftp.servername.com. If required, enter your user name and password. Enter a name for the FTP server on the **General** tab page. The entry will appear in the Explorer under this name. Click **OK**.



Do not select the option **Login as Anonymous**, because "anonymous" users are normally restricted to "read only" rights on a server.

Open the FTP account in the Explorer and login to the FTP server with the necessary access data. If the login was successful, the directories of the server will be displayed. Using Drag&Drop, you can now move your data into the desired server directory.

Further Information



Restriction with Firewalls. When "firewalls" are in use, (special computers interposed between company networks and the Internet) it is not possible to upload data outside your network via FTP.

Using the StarOffice Help

Do you need further information? Use our extensive StarOffice Help. The following search terms are available for this topic:

- FTP

Working with Databases

Here we describe how you can work intuitively with StarOffice Base.

Creating Queries

One great advantage of relational databases is that you can access the data of several linked tables with a single query. StarOffice Base supports queries in the database query language SQL. This sounds more complicated than it actually is.

In the following section we describe how you can create a query in an intuitive fashion with StarOffice Base. You will find additional information in the StarOffice for Advanced Users section of the User's Guide found in the StarOffice Help.

When you create a new query you have the choice of whether to accept help from the AutoPilot or design the query with the mouse using Drag&Drop.

How to create a query with AutoPilot:

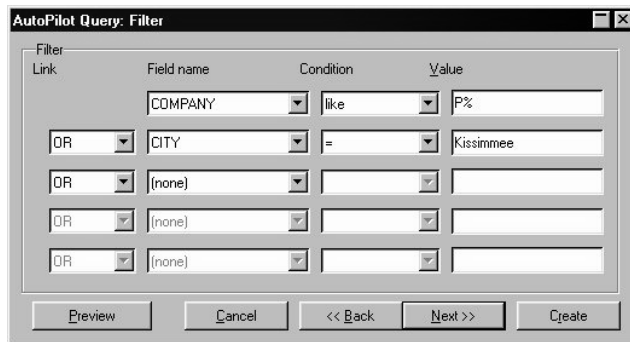
In the Explorer (in the **Explorer** group), open the **Address Book** by clicking on the plus sign in front of it. One of the entries you'll see is the **Queries** entry. Right-click this entry to open the context menu.

Select the **New - Query - AutoPilot** command. The AutoPilot Query will appear.

The AutoPilot leads you through the creation of a query in five steps. In the first dialog, you'll see the tables which pertain to the current database. You should find the address table for the Address Book. Select it and then click **Next**.

Now you see the **Field Selection** dialog. Select the fields you want to display in the query here. Click the field name in the left list box and then click the upper button with the arrow pointing to the right. The field is then taken over into the right-hand list of the fields that are used in the query. To accept all fields, click the second button from the top.

In a similar way you can select the fields on the right and move them to the left with the two lower buttons to remove them from the query. Click **Next** again to see all the desired fields in the right-hand list.



Now you see the **Filter** dialog where you can specify the filters for the query. Here you can specify the conditions according to which records will be seen in the query.

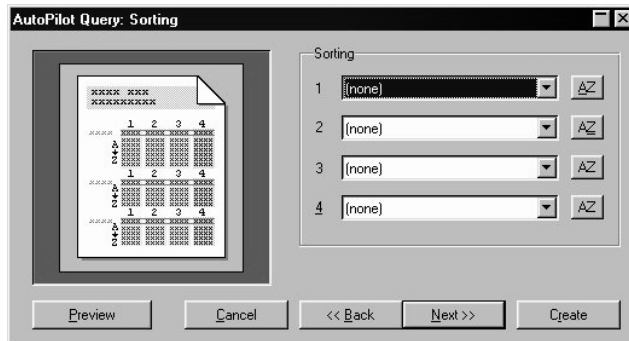
For example, to query all records in which the company name starts with "Star" or contain "Hamburg" as the location. Select the field name "COMPANY" and the condition "like". Enter Star* or Star% in the **Value** field. If you enter Star* i.e. if you use the placeholder you are familiar with from file dialogs, StarOffice Base will automatically replace the asterisk with the percent sign, the correct placeholder within SQL queries. If you select an additional field name in the second line, you can expand the query. Select CITY, the condition "=" and enter Hamburg at the right of the text box.

The * placeholder, which is automatically replaced by the placeholder %, stands for any number of characters. The ? placeholder, which is automatically replaced by the placeholder _, stands for exactly one character. You can find additional information on the syntax of the SQL language in StarOffice Help.

This filtering will display records if they satisfy either condition (or both).

To link the conditions with an AND rather than a logical OR, select this AND in the list box at the far left. Only the records where the company name begins with Star AND the company is located in Hamburg would be displayed.

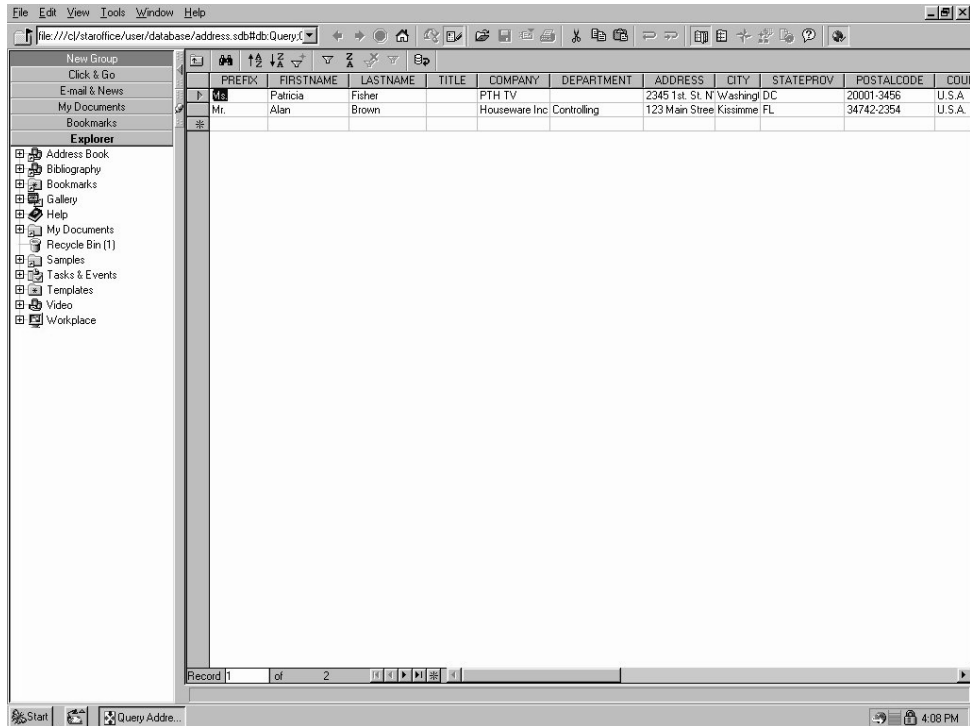
Clicking the **Preview** button displays a table showing which records will be displayed according to the defined query. Click **Next**.



This **Sorting** dialog also has a preview that displays which records you will see in what order before the query is definitively completed. Select the fields to be used for sorting here. The **AZ** buttons indicate that the sorting will be in ascending alphabetic order, from A through Z. The sorting order is reversed every time you click one of these buttons.

To sort by several fields one after the other, select the additional sorting fields in whichever field is next, 2, 3 or 4. Records with content that matches the first field will be sorted according to the contents in the second field and so forth. When you are finished, click **Next** again.

Now you see the last dialog of AutoPilot for queries. Here you can give the query a title and specify whether it should be run immediately or saved.



After closing the AutoPilot you will be able to see the finished query directly on the screen. It can also be seen as an entry under "Queries". If you alter the query on the screen, e.g hide the columns, this modification will be automatically saved so that when the query is called up again it will have the same appearance as when you left it.

The Video Database Sample

In the following, we use a sample document to demonstrate the possibilities of StarOffice Base as a relational database.

This sample is included as a compressed file in the "standard installation" and can be included in the "custom installation" as well, but isn't included in the "minimum installation". After installation, you can unpack the sample:

- Open the **Samples** entry in the Explorer either with a single click (icon view), a double-click (hierarchical view) or by clicking the plus sign in front of the entry.
- Open the now visible **Databases** entry.

- Double-click the "generate sample database" link which now appears. The sample database, like any Adabas database, takes up at least 42MB of free space on your hard drive.

This sample database can be immediately put to use as a video database.

If, however, you'd like to take this opportunity to learn about the planning, creation, structuring and editing of a relational database, then continue reading.



When this Guide was printed, the **Adabas** database format used in the example was only available under Windows, Linux and Solaris Sparc. Under other operating systems, you can set up a relational database link to StarOffice Base if you use a suitable ODBC or JDBC driver for accessing a relational database.

Let's assume you want to manage your video tape collection with a database. The question is, How? In the following we'll show you, step by step, how to proceed and help you create your first relational database in StarOffice.



Here we explain how we set up our sample database, the video database. You don't have to go through the steps taken to create the database because it is already included in the program in ready-to-use form. Nevertheless, if you want to set up your own relational database application you can learn the basic procedure from the explanation provided here.

Creating a Database

This is very easy to do:



All the steps described here and which can be followed in StarOffice describe basic procedures and the results that are achieved. If you are using the Windows or Unix version of StarOffice, you already have all the files discussed and don't need to carry out the steps described here. If, however, you do wish to go through the steps yourself, make sure you do not overwrite the files that we have supplied.

- The command **File - New - Database...** opens a property dialog where some settings have to be made.
- Specify the database name "Video Collection" on the dialog's **General** tab .
- On the **Type** tab, you first have to choose Adabas. For further information, refer to Creating a Database in the StarOffice Help.



You can also set up a database on your StarOffice Desktop or in any folder. Simply call up the context menu and select **New - Database...**

Names under Adabas are not allowed to begin with SYS, these names are reserved for internal purposes.

Planning the Structure

When you set up the tables of a relational database, it is important to plan the structure carefully. Be sure you know at an early stage which tables with which data fields and which type of queries you require.

For most applications, it makes sense to "standardize" the data. This means you should set up the structure of the database so that all data are stored just once. This has the advantage that you only have to type in the data once. Each query can then collect the required data from several tables.

To ensure that the assignment of records functions unambiguously for several tables, each table must have a primary key. The simplest solution is to specify a primary key in Adabas format, by setting up an ID field that has different contents for each new record. In the table design, this field is determined as the primary key via the context menu of the row header.

In our example, there are several genres, e.g. Action or Comedy, and each genre can be assigned to as many movies as is desired (none, one, several). It is a good idea to set up one table for the movies and another table for the genres. In the **Movie** table, for each movie there will be a reference to a corresponding entry in the **Genre** table. This has several advantages:

- You only have to type in each genre once - namely when you design the genre table. If you make a typing error, you may also correct it later at precisely that point (in Table Design).
- For each new movie you enter, you can select the desired genre from the list of all genres. Typing errors are not possible here. Also, you no longer have to wonder whether the genre for a comedy movie should be entered as "Fun" or "Comedy" or "Funny", because you will find only one entry, e.g. "Comedy", in the list. This guarantees that when you filter all movies by genre you really will find all the corresponding movies.

Just as with the **Genre** table, we have set up a separate **Tapes** table for video cassette tapes. Again, each movie can only be assigned to exactly one tape, while one tape may have several (none, one or several) movies on it.

Assignment is somewhat more complicated when it comes to actors. The genre-to-movie assignment is a 1-to-n assignment - thus 1 genre can appear in n movies, and each movie must have exactly 1 genre. By contrast, the actor-to-movie assignment is an m-to-n assignment. A given actor from the Actors table can appear in several (none, one, several) movies in your video collection. Vice versa, several (none, one or several) actors from the Actors table can appear in each movie. Therefore it is not enough, to have a record that shows exactly one actor in the form mask of a movie. Instead, you need a list that can be of variable length and can show several actors.

We have solved this problem by using an additional table, Movies_Actors. In this table, a Movie ID (MID), i.e. an unambiguous ID for the movie in the **Movie** table, is present for each movie for which there is an actor in the Actors table, along with the Actor ID (AID), i.e. an unambiguous ID for a given actor. If several actors from the Actors table appear in a given movie, several IDs are shown in the additional table.

Thus the database has the following structure:

Movies Table

	Field name	Field type	Description
K1	FID	Number	
	FNAME	Text	
	FLENGTH	Number	
	FTEXT	Text	
	GID	Number	
	CID	Number	
	FIMAGE	Image	
	FDIRECTOR	Text	
	FYEAR	Number	

The Movies table, which is the central table, describes the movies in the database. There is exactly one record for each movie. Several parameters, e.g. name and length of the movie, are placed directly in the record. Other parameters, such as genre, tape and actor, can be accessed via relational references.

The primary key is the MID (Movie ID) field. The contents must always be clearly different from the contents of all other records. In the sample video database, this field is of the "digit" type, and a macro makes sure that the field contents are unambiguous when a new record is created. If you create a new database in which a field always automatically contains unambiguous contents, then select the field type Text(fix) in StarOffice for an Adabas database.

Genres Table

	Field name	Field type	Description	
PK	GID	Number	Primary key of the table	▲
	GNAME	Text	Name of the genre	
	GTEXT	Text	Short description of the genre	

The Genres table contains one genre in each record, e.g. Action or Comedy. There is one unambiguous primary key and an optional descriptive text for each record.

Tapes Table

	Field name	Field type	Description	
PK	CID	Number		▲
	CNAME	Text		
	CLENGTH	Number		

The Tapes table contains one of your tapes in each record. For each record there is one unambiguous primary key, the name of the tape, e.g. Action 01, and the running time in minutes. If you have already numbered your tapes and have written the numbers on the video tape stickers, you can enter these numbers in the name field.

Actors Table

	Field name	Field type	Description	
PK	AID	Number		▲
	ANAME	Text		
	ATEXT	Text		

The Actors table contains one actor in each record (or, of course, one actress).

Movies_Actors Table

	Field name	Field type	Description	
PK	FRID	Number		▲
	FID	Number		
	AID	Number		

In the Movies_Actors table, exactly one movie is linked to exactly one actor in each record that is present. If a given actor has roles in several of the movies present, there are several records. If several actors have been entered for a given movie, there are several records.

Creating Database Tables

The next step after having created the database and planning its structure consists of creating the tables into which the data is to be keyed. Several tables are required for the practical example.

You can use the Table AutoPilot to create a large number of tables, each with a structure suitable for business or personal purposes. For a detailed description of how to use the Table AutoPilot, please refer to StarOffice Help. Here, we explain how to create the **Movies** table by hand, in Table Design.

- Select the **Tables** entry in the Explorer window under the open new database entry with the right mouse key and use the context menu **New - Table - Table Design**.
- An empty document will be opened containing the column headings "field name", "field type" and "description". Complete the rows as shown in the illustration. A more detailed description of creating tables is contained in the StarOffice Help.

	Field name	Field type	Description
PK	FID	Number	
	FNAME	Text	
	FLENGTH	Number	
	FTEXT	Text	
	GID	Number	
	CID	Number	
	FIMAGE	Image	
	FDIRECTOR	Text	
	FYEAR	Number	

- The primary key now has to be defined. Click on the header of the row containing the entry "MID" and call up the context menu. Select the entry **Primary Key** contained there. StarOffice Base will then place a small key icon as a marker. Furthermore the corresponding context menu entry will be checked.
- Apply the condition **Entry Required** to the fields "MNAME" and "MLENGTH". There is a selection field contained in the area **Field Properties** where a **Yes** should be entered. This determines that every movie in your database has a name and a length. The name is required for identification purposes and the length is needed to determine if it will fit onto a specific cassette tape.
- Save your design under the name **Movies** and close the box.

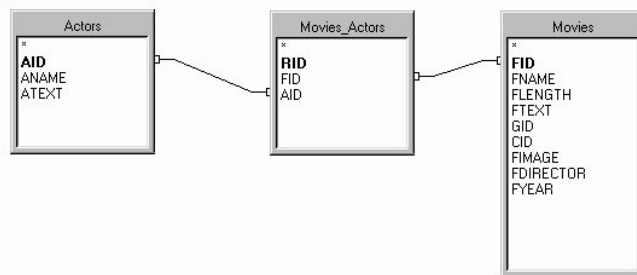
Set up the other tables you need in accordance with the structure described above, and save them along with your name.

Modifying Existing Tables

The relations applicable to your database will now be set. A relation will connect the Primary key of one table to a field in another. In our sample you can only refer to tapes contained in the "Tape" table from the table "Movies". This means that you have to make sure that values of the "TID" field in the "Movies" table only refer to data records contained in the "TID" field of the "Tapes" table.

The TID field is the primary key of the Tapes table, and the TID field in the Movies table is an Outside key or a Reference key. The two fields do not have to have the same name, but for purposes of clarity it may be useful if they do. However, it is important that in the TID data field of the Movies table each value is present just once; we have already ensured that by defining the field as the primary key. In addition, the field type must of course be identical.

- Select the entry "Tables" in your video database with the right mouse key and use the **Relationships** context menu option.
- The initially empty work area you'll see has the **Add Table...** icon in the Object bar. Click the icon and a dialog will appear. Select the tables from the **Table name** list (one after the other) and use the respective button to **Add** them.
- Immediately after clicking **Add**, the **Tapes** and **Movies** windows are displayed in the work area. Now you can close the dialog.
- You can rearrange the windows as desired by dragging the Title Bars. You can modify the size by dragging the edges. Use the Remove command (in the context menu of the Title Bar) to remove a table added accidentally from the window. Of course the table itself will not be deleted.



- You can set the relation itself by selecting the respective field in the one and dragging it to the other table's window. In this case, select the **VideoID** field in the **Movies** window and drag it (hold the left mouse button pressed and move the mouse) to the **TID** field in the **Movies** table window. Now you can release the button and the 1:n relation is displayed as a line between the tables. This term means that several movies can be assigned to one tape. You can create other relations in the same way by dragging the mouse.
- If you double-click one of the connecting lines, you will open the **Relations** dialog, in which you can provide further information about what is to happen to the linked records during update and delete operations.
- The last step is to close the Relation window. The relations will be automatically saved.

Creating and Modifying the Forms for "Movies" and "Tapes"

Database forms can be used in many different ways. For example you can use a form as an "entry" mask for your data records or to display your data in a pleasing way, naturally including the buttons that are automatically available to navigate through the data. We will now create a simple form. The forms supplied with the video collection provided can be examined if you call up their context menu with the command **Form Design**.

- Select **Forms** in the Explorer's database entry.
- Call up **New - Form** in the context menu of this entry. You will now see a small selection dialog where you select the **AutoPilot**.
- On the first page of the AutoPilot for Forms you'll find the tables and queries stored in this database from which to choose. Let's begin with the "Movies" table.
- Click **Next** once to call the **Fields Selection** dialog. Accept all suggestions and click **Next** again.
- Under **Style** in the **Fields Alignment** tab page, select **Columns oriented**
- The subsequent **Templates** dialog provides different types of effects, select here **3D Effect** and continue.
- In the next dialog, name the form **Only_Movies** and select the **Use Document Immediately** option under **After Creation....** Finally, click the **Create** button.

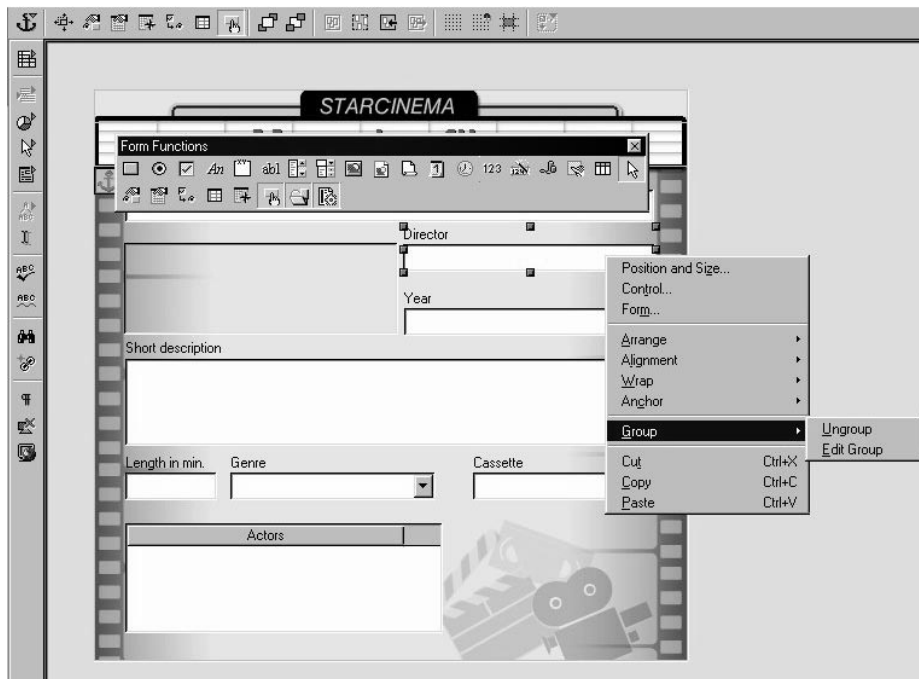
Compare the form created automatically with the **Movies** form that we have supplied; as you can see, one can improve a form significantly by customizing it a little. When you customize a form, you should distinguish between two types of editing:

- Visual customizing of the layout (size and position of fields, background, border, etc.).
- Logical customizing of data relations (which fields from which tables are displayed).



If you want to customize a form, it must not be already open in normal mode. You must therefore close the form if it is still open following the last step described above.

- Open the form design by right-clicking on the name of the form in the Explorer and calling up the **Form Design** command in the context menu.
- When customizing, it is a good idea to open the **Form Functions** floating bar from the Main Toolbar and drag it into the Workplace as a freestanding window. It will offer you lots of tools for customizing forms. The Object Bar will offer you further tools.



Customizing the Layout

If you feel that the form's automatically created layout is basically adequate, you may wish to make only a few minor cosmetic changes.

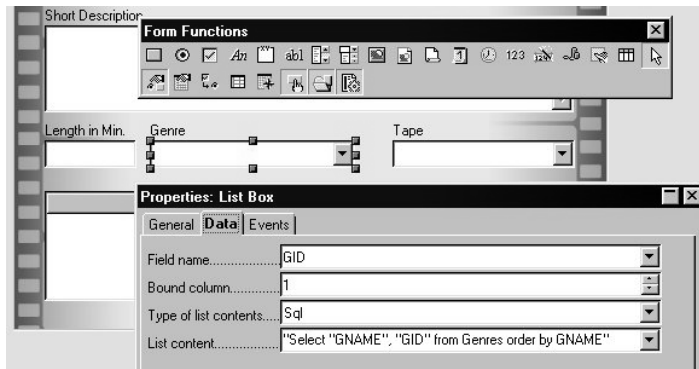
Each line consists of a group consisting of a caption and a text box. If, for example, you merely want to change the length of the text box, you must first enter the group. You can do this via the group's context menu. You can then change this parameter by dragging the mouse or via the **Position & Size** command in the context menu of the object. Later you should choose the **Exit Group** command in the context menu. You will find icons for working with groups in the Object Bar.

If you want to have more influence over the layout of the new form, do not start the AutoPilot when you create a form. Instead use an empty text document as your starting point immediately. You can then select the size of the entire form and the background via, for example, **Format - Page**. Add the components of the form with the help of the **Form Functions** floating bar. A detailed example of this method is provided under Addressbook as database in the User's Guide.

Customizing Control Elements and Form Properties

The Genre field should not contain just any genre name that occurs to you when you enter the film. Instead, it should contain just one of the genre names that you previously entered in the **Genre** table.

- Close the form design that AutoPilot has created for you. Open the form design for the **Movies** form that we have supplied. As you already know: In the Explorer, right-click the **Movies** entry under **Forms** and select **Form Design** in the context menu.
- If you now click the Genre list box, call the context menu and go to **Group - Enter** and then display the Form Properties and the Control Properties one after another, you will see how the aforementioned logical condition was implemented.



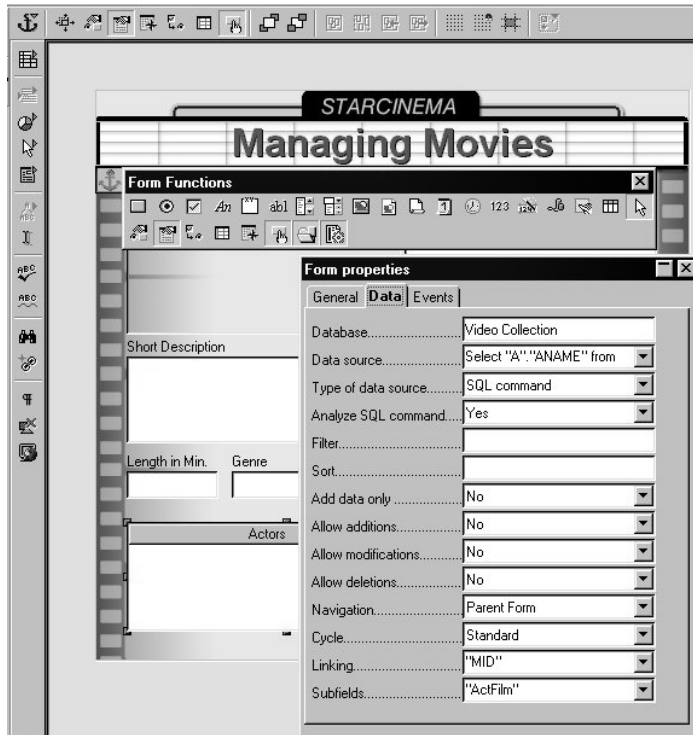
The "Select "GNAME", "GID" from Genres" SQL command ensures that the Genre name whose GID field in the **Genres** table matches the contents of the GID field in the **Movies** table appears in this field. You can see from the form properties on the **Data** tab that the **Movies** table serves as the basis for the form.

The **Genre** field, the **Tape** field and the **Actors** field are each one field in a subform. Each form that you set up, e.g. in a text document, with the help of the **Form Functions** floating toolbar, consists of a main form and may have any number of subforms. This is how you spot a subform: The **Type of data source** data differs from the data in the control fields of the main form, which always refer to a specific table.

Be sure to differentiate here between the two meanings of the word "form".

- On the one hand the text document is itself a "Form" that is found under its name under the **Form** entry in the Database. It can, but doesn't have to include one or more forms of the second type:
- On the other hand, the objects that you drag out of the **Form Functions** floating toolbar and arrange in the text document also make up a "form", provided they refer to the same data source. This form can contain subforms.

The **Actors** table field is slightly more complicated, as it uses an SQL query about the **Movies_Actors** intermediate table.



SQL has been selected as the type of datasource, and an SQL command has then been entered in the **Data source** text box. The SQL command looks like this:

```
Select "A"."ANAME" from Movies M, Actors A, Movies_Actors MA where "M"."MID" = "MA"."MID" and "MA"."AID" = "A"."AID" and "M"."MID" = :ActMovie
```

In this SQL command, the three alias names M, A and MA have been defined temporarily, and are valid for the duration of this command only. The "... Movies M ..." part of the command defines, for example, that in this entire SQL command the **Movies** table can be addressed more easily and quickly using the name **M**. Thus the entire SQL command states that, from the **Actors** table, the names of all actors for whom the following three conditions are simultaneously met (AND operation) will be displayed:

- The Movie ID in the **Movies** table matches the Movie ID of a record in the **Movies_Actors** intermediate table.
- The Actor ID of this record in the intermediate table matches an Actor ID in the **Actors** table.
- The Movie ID in the **Movies** table matches the **ActMovie** variable.

You will also find the aforementioned variable, **ActMovie**, in the **Link to** text box. The content of the **Link from** text box specifies that the **Actors** control field refers to the Movie ID that is the current Movie ID in the superordinate main form. In other words, you should see the actors who have roles in the movie that is displayed in the upper part of the form.

There isn't enough space here for us to provide an introduction to SQL, the database query language, as this would take many hundreds of pages. For an initial overview of SQL and some of the many SQL commands, please refer to StarOffice Help.

- Once you have finished customizing the form, click the **Open in Design Mode** icon in the **Form Functions** floating toolbar, so that it is no longer activated. Then close the floating toolbar and click the **Save** icon in the Function Bar.

Deactivating **Open in Design Mode** ensures that if you open the form at a later time you will not be in the Design Mode again, and you will be able to see and enter data immediately.

Entering Data

If the form design is closed, you can double-click the name of the form in the Explorer to call up the form in Data Mode.

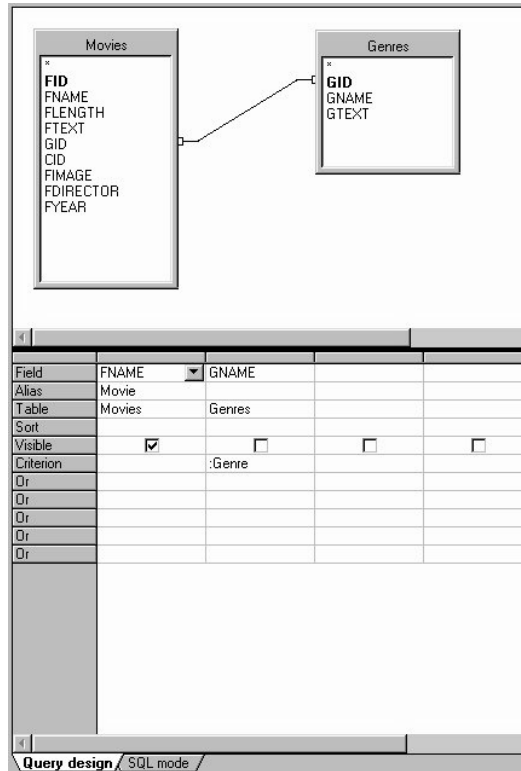
- Now you can begin keying in data. Note that you have to enter data in the **Tapes** table before being able to assign the appropriate data to the **Movies** table.
- Simply click in the text window to enter your data. The icons **Next Record** and **New Record** in the symbol bar on the bottom margin are used to continue entering data.

Creating Queries

Queries are used to sort and lookup data in a database. StarOffice Base uses SQL as query language, which is briefly described in the StarOffice Help. However, you do not need to learn SQL it can also be carried out more simply as StarOffice Base can create SQL queries for you if you interactively describe what you want in the query.

- Select the **Queries** entry in your database and use the context menu to activate the Query Design mode using **New - Query - Query Design**.

- In the next dialog **Add Table** you can select your table with a simple click in the **Table Name** area and assign it to the query by pressing the button **Add**. If you select **Movies**, **Genres** and **Tapes** for example the tables will be shown as windows in the query mask.
- Via **Drag&Drop**, you can add the desired fields in the lower work area. Add fields to get the following result:

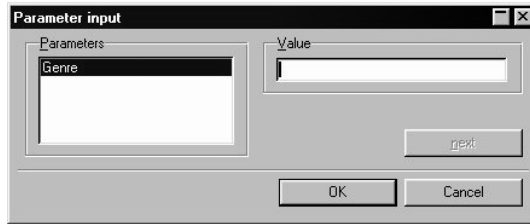


- In the toolbar, you can find (among others) the **Run Query** icon, which can be used to see the results of your design prior to saving your first query. Finally, assign a name, e.g. "Movies, Genres and Videotapes".

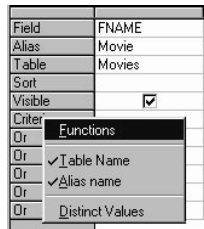
To learn about some of StarOffice Base's special capabilities, take a look at the queries that we have supplied.

- Open the query design for the **Movies of a Genre** query.

In the lower section of the query design you will see the entry =:Genre as a criterion. This causes a dialog to appear which asks the user about the contents of this parameter as soon as he or she calls up the query. Enter, for example, **Action** if you want the query to search for all Action movies.



If you right-click a line header of the query design, you can click the **Functions** entry in the context menu so that it has a check mark.

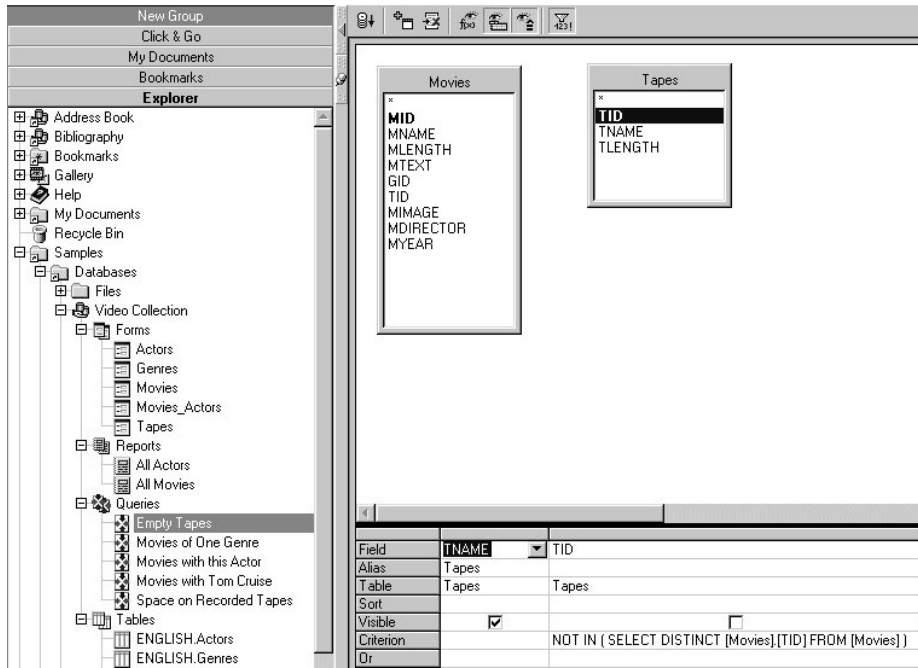


From this point on you will see an additional row with the name **Function**. In the cells of this row you can select a function from a list box, e.g. average, count, maximum, minimum, sum or group. For example, you may wish to insert a calculated field into the query - if the database being used supports this capability.

The Group function requires that a further function has already been defined. Try, for example, grouping the **Movies** table according to the GID field, i.e. by Genre, and have the system display the maximum for the MLENGTH field for each group. In the query, you will then see the movie with the longest running time for each Genre for which you have at least one movie. A detailed explanation of this aggregate function and what it corresponds to in SQL language is provided in StarOffice Help.

If you click the **SQL** tab at the very bottom of the query design, you can view the SQL command that StarOffice Base has generated based on your data at any time.

- Open the query design for the "empty tapes" query (in the context menu of the entry). You will see a window similar to the one shown in the screenshot.



The query should list all empty tapes. This means all tapes from the **Tapes** table that are not entered in one of the **Movies**. The following has been entered as a criterion in the query design:

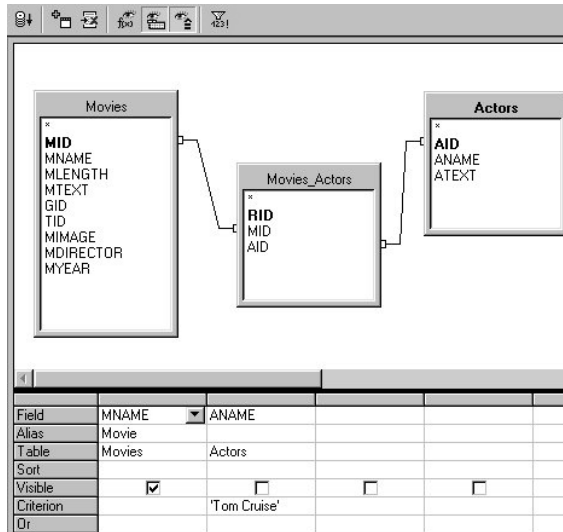
NOT IN (SELECT DISTINCT [Movies].[TID] FROM [Movies])

If you click the **SQL** tab at the bottom of the window, you will see the SQL statement that StarOffice Base has generated:

```
SELECT DISTINCT "Tapes"."TNAME" AS "Tapes" FROM "ENGLISH"."Movies"
"Movies","ENGLISH"."Tapes" "Tapes" WHERE "Movies"."TID" = "Tapes"."TID" AND
"Tapes"."TID" NOT IN ( SELECT DISTINCT "Movies"."TID" FROM "Movies" )
```

In the query with the name "Space on Recorded Tapes", you have the option of immediately entering an SQL expression instead of a field name in the **Field** line. In this instance, all cassettes that have an entry in the **Movies** table and are therefore not empty are listed in a formula. For each Tape, the play length minus the total length of all the movies on the tape is calculated and displayed.

- Take a look at the "Movies with Tom Cruise" query in the query design.



All movies for which the assigned name of a given actor, ANAME, matches a given text are to be displayed, along with their name, MNAME. This is determined based on the key fields and the **Movies_Actors** intermediate table.

As you can see, in the criterion line a check is performed to determine whether the name ANAME matches the text "Tom Cruise." You can, for example, rewrite the criterion so that all actors whose name contains the text "Tom" will be found. The criterion will then look like this:

LIKE '%Tom%'

If you double-click the connecting line between two tables, the **Joint properties** dialog will appear. Now that you are an experienced SQL user you can define the JOIN properties of the query in this dialog. Of course, now you are an experienced user you could also switch over to the **SQL** tab at any time and manually edit the SQL command that StarOffice Base has predefined.

Further information about creating queries with and without Autopilot can be found in StarOffice Help and in the Advanced section of the User's Guide in StarOffice Help.

Creating a Report

Reports allow a summarized view of previously defined records. Based on a query or table, the records can be listed in different ways. Here again, a StarOffice Base **Autopilot** assists you in creating the report.

- Use the context menu of the previously selected **Reports** entry in your database (**New - Report - Autopilot**).
- On the first page of the dialog, select the "Movies" query to base the report on that selection and click **Next**.
- Apply the entries on the next page that you wish to see in the report. The sequence you select determines how the columns are arranged in the completed report.
- All settings on the subsequent pages can be accepted as they are by simply using the **Next** button and finally terminating the Autopilot with **Create** .

You can post-edit StarOffice 5.2 reports simply because they have been created in the form of a StarOffice Writer document. You can use the Stylist, for example, to edit the Styles for the pages (first and next pages) and the table contents. You can also save the edited report under a different name if you wish by choosing **File - Save As....** You will find a description of this in the introduction to StarOffice Base in the User's Guide.

Now you have finished creating your first **StarOffice Base** database. You can try the numerous possibilities that we only mentioned or have not even discussed yet. You can also use the Databases chapter in the StarOffice Help and the Help Agent to learn more about queries, reports etc. in **StarOffice Base**

Combining the Use of StarOffice Base and StarOffice Calc

This section will explain how StarOffice Base and StarOffice Calc can be used together.

For example, StarOffice Base and StarOffice Calc can be used together for editing a dBase database table. To edit a database file in dBase format using StarOffice Base you must copy this file to a folder that is already registered as a database folder, and then update this database entry in The Explorer via its context menu. Or you can create a new database entry for this one file in The Explorer.

If you simply want to quickly display a DBF file on a diskette, it is easier to open this file in StarOffice Calc. Select the "dBase" file filter in the File Open dialog, or display the directory in The Explorer and double-click the file so that it is opened in StarOffice Calc.

Do not change the information contained in the first row, which describes the structure of the dBase file. You can change the contents of the data fields as long as you keep the same type for each cell, i.e. do not enter text in any number fields. You can add or delete entire rows (records). Save the document, and a message will ask if you would rather save it in StarOffice Calc 5.0 format. Select "No", so that the document is saved in dBase format.

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