

**Getting Started**

# **StarOffice 5.1**

Sun Microsystems, Inc.

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# Foreword

What can you expect from this guide? The purpose of user's guides, especially in the field of software, has shifted in recent years. Many of the traditional standard components of handbooks are often better conveyed in the provided electronic help files. A complete explanation of every function is hardly possible, considering the complexity of today's modern office programs, although we try to cover just about every question that may arise.

With this User's Guide, we have attempted a new approach by taking into consideration the suggestions and ideas from our customers. Thanks to you our users, we hope to provide a useful guide without several thousand pages of documentation and unnecessary confusion. Unfortunately, due to the lapse of time between writing and printing this guide, some of the latest capabilities may not have been included. You can always find the most up-to-date version of our User's Guide in the StarOffice Help. In each section of the guide there are several hyperlinks which lead directly to related topics. Here you will find even more directions, explanations and tips.

## First Steps in StarOffice

In this guide, you will learn about the basic operating steps of StarOffice. Included are simple examples to help with learning the individual applications.

## About this Guide

The StarOffice 5.1 User's Guide is designed for the general computer user. It includes simple explanations and procedures for first time StarOffice users, as well as helpful tips and tricks for the more advanced users.



You can also find the entire StarOffice 5.1 User's Guide in the StarOffice Help. If by chance there are changes that have occurred after printing, they will appear in the current status in the StarOffice Help.



This User's Guide describes the functions available in the Windows version of StarOffice. Depending on your platform, there may be restrictions to certain functions. If for some reason certain noted functions do not appear, this is not necessarily a program failure, but a system oriented restriction with your platform.



As you see here, the same icons are used in the User's Guide as well as in the StarOffice Help. An icon will appear in the margin to call attention to a helpful or important tip. A light bulb icon like the one appearing next to this paragraph, is a tip that can be found later on in the User's Guide as a alternative solution to a question or similar help. Please note in every case the checked paragraphs, since they contain special tips and information.

Your Sun Microsystems Team

P.S. This User's Guide and the StarOffice Help were created entirely with StarOffice.

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## First Steps in StarOffice

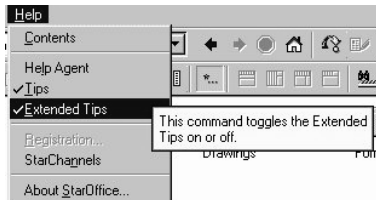




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# Introduction and Help Systems

Welcome to the first section of the StarOffice User's Guide. This section is geared especially toward newcomers to StarOffice. This means that you will be given introductory explanations about the StarOffice interface, information about the basic operating steps and shown, by means of small steps, how a selection of the various functions operate.



It is a good idea to activate the Extended Tips if you are a newcomer to StarOffice. The Extended Tips will appear if you rest the mouse cursor on any one of the screen elements for a moment. The information box that appears contains a short description of that function. You can turn on the EXTENDED TIPS by selecting this item from the HELP menu. A check mark will appear left of the command to indicate that the function has been activated. Click again on the command to deactivate the Extended Tips which will automatically remove the check mark.

We would recommend you to always have the TIPS activated. Not only, for example, will the name of an icon appear if the mouse cursor rests on it but also in many other places throughout StarOffice you will see several very helpful Tips: for example, you will see the column and line coordinates when scrolling through a spreadsheet.



Additional Help is available via the Help Agent which is automatically activated for the more "complex" dialogs or can be opened by using the HELP button in the dialog box. It can also be turned on and off at any time by clicking the help icon (shown in the margin) on the Function bar.

The HELP AGENT is a more comprehensive help function in which you can browse and use hyperlinks to browse related topics. The HELP AGENT can be activated by using the (F1) key. If you have found an interesting command which opens a dialog then you can use the HELP AGENT to do this work for you. Simply click on the SHOW ME BUTTON. If you want to you can ask the Help Agent questions - use the QUESTION MARK icons at the top of the dialog.

You can activate the **GENERAL HELP** either with the respective option in the **HELP** menu or with an icon in the **HELP AGENT**. The StarOffice Help consists of the most recent version of the entire User's Guide. Note that the StarOffice Help is a context sensitive help. The Help always provides the appropriate help document, no matter where you are in StarOffice. The Search function is also based on the same principle, searching for help topics corresponding to the respective context.



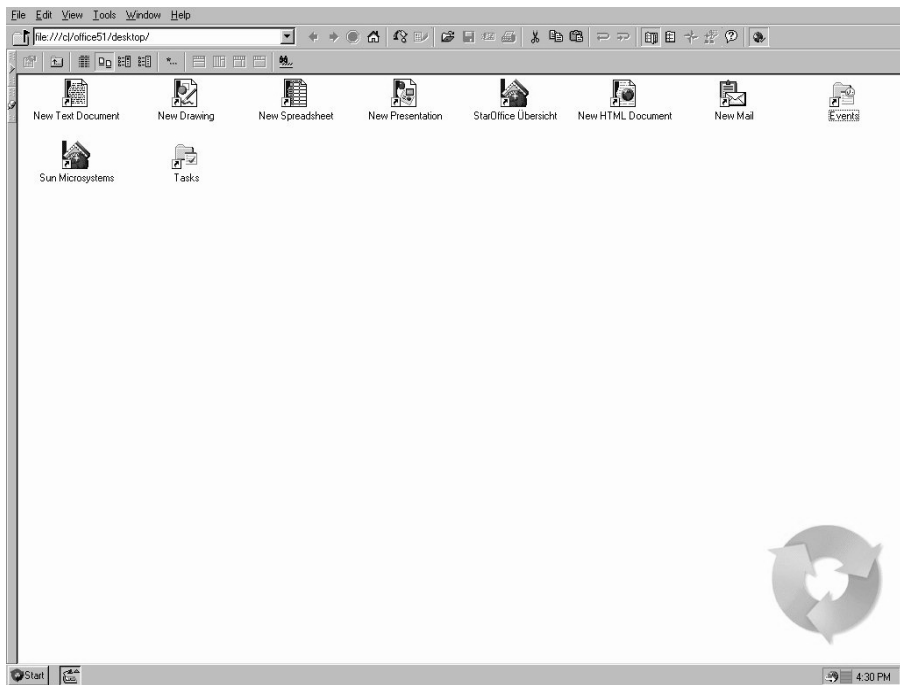
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# The Desktop

Here you will find some general tips for working with the integrated StarOffice, which focuses less on individual applications than on the goals that you want to achieve. You will get an overview of the components that make up the StarOffice interface, a description of how to use them, and a quick 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 screen. The interface consists of various windows, menus, task bars, and several toolbars. Your view may be similar to the one shown here:



In the work area, you will see the contents of the desktop. At the top you'll find the menu bar and the function bar with the corresponding icons, and at the bottom the task bar.



If you do not want to use the StarOffice integrated desktop mode, you can deselect the **DESKTOP MODE** command in the **VIEW** menu. The (Shift) (Ctrl) (I) key combination enables you to quickly change between views.

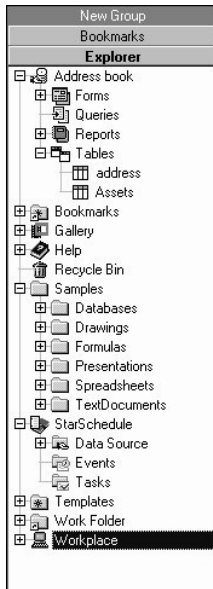
If you run StarOffice as your normal window, you can modify the size, minimize it to a symbol and restore it, just as you would with other applications in your operating system.

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. The keyboard short cuts function in the same manner, for example, with (Ctrl)(O) to open a document.

The desktop (your main work area), is the central element of the StarDesktop. It displays the same icons as the desktop of your operating system. With the context menu of your desktop icon you can choose if you want the Windows desktop or the StarOffice desktop. If you use other operating systems you'll have as a standard the StarOffice desktop. In the task bar in the Windows version you'll find the same icons as in the Start bar from Windows (in case you haven't switched off your integrated desktop). In addition, you also have the extended functionality of StarOffice. For example, you can simply double-click the clock in the task bar to display a calendar or StarSchedule.

## The Extended Explorer

The Explorer is active in a new installed StarOffice version, but hidden on the left margin of the StarOffice window. With a click on the **SHOW** icon in the left margin you make all docked windows in the left margin visible. Click once on the margin and all hidden windows will be temporarily unhidden, but if you click the **SHOW** icon your windows will be permanently unhidden. You can find out more about "Docking" in the chapter on "Windows and Bars" in the User's Guide.

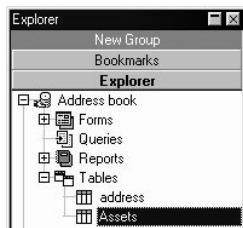


The new Explorer compared to the previous versions is much more complete. The EXPLORER group in the hierarchical view is almost the same one as the "old" Explorer.

To switch one group to the hierarchical view click with your right button the name of the group. With the context menu select **HIERARCHICAL**. With a click on the plus sign before the entry you can see the entry's subordinated entries.

In the User's Guide in the Explorer chapter, you'll find further tips to work with your Explorer.

With a double-click in the Explorer's entry "Samples" you'll open the content of the folder. You'll see here all files and subdirectories contained in the folder. To open any of these, just double-click on any one of the desired items. If you've selected several of them, you can open them all with the Enter key. You can also use this simple method to select and open various documents in the "normal" File-Open-dialog from StarOffice.



Some of the icons in the Explorer can be opened by clicking on the plus sign to the left of the entry. Clicking on this sign expands the first subordinate level in the hierarchy (if a sublevel exists). You can see in the Explorer the documents contained in a folder only when the command **DISPLAY DOCUMENTS** in the context menu is marked.

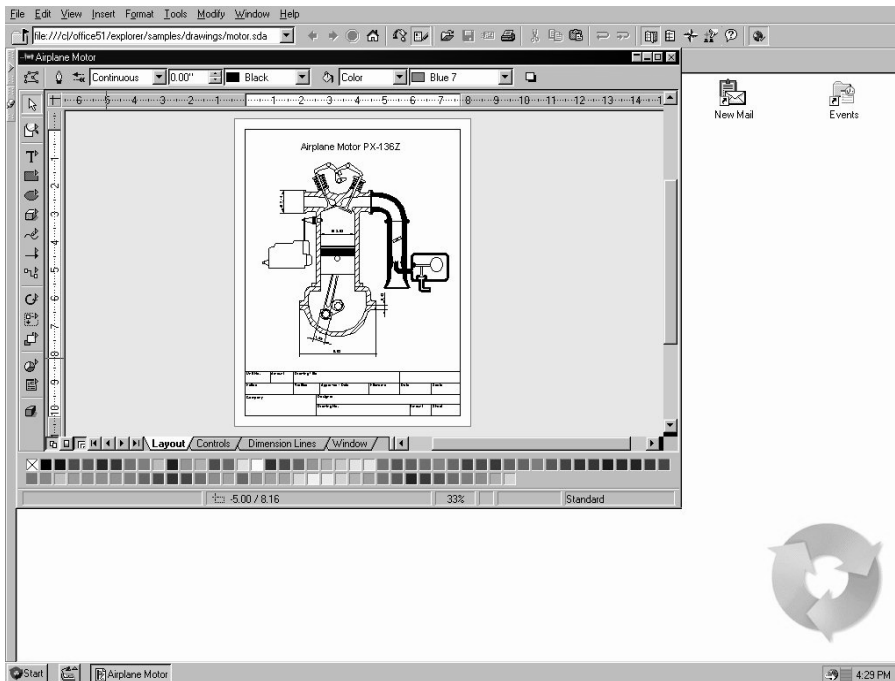
In addition, if you open any folder or directory with a mouse click you'll see its contents in the **BEAMER**. You can open the **BEAMER** if you click the Beamer icon on the Function bar. Subfolders or subdirectories will not be displayed in the Beamer.

The easiest way is to open the folder with a double-click and its content will be shown in the task window.

You can also create icons on your desktop and in the Explorer for external applications and documents. These can be opened simply with a double-click. If StarOffice does not have the appropriate filter for a special graphic file, for instance, the application connected to this document type starts automatically, and loads the document.

## The Screen Elements

In the following, we'll describe in detail the elements of the StarDesktop that are visible on your screen.



## The Title Bar

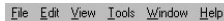
If you do not wish to activate the Integrated Desktop you'll have StarOffice in the normal presentation with a title bar in the upper border. To switch from the integrated to the non-integrated desktop, you can use the **VIEW - INTEGRATED DESKTOP** menu or with the key combination **(Ctrl) (Shift) (I)**.

In the title bar you can see the name of the StarOffice application and the title of the actual document. If the document does not have a title (**FILE - PROPERTIES - DESCRIPTION**), you'll see the name of the file. If you save a docu-

ment with another name or copy a file in the Explorer, do not forget to give a new name to the document.

## The Menu Bar

On the top of the StarOffice window you will find the menu bar. Point to a menu with the mouse and press the left mouse button. The menu will open and you can select an item from the submenu by clicking it.



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, and so on). The **VIEW** menu contains functions with which you can control your view of a document and other on-screen elements.

You can change and adapt the menu bar to your own needs and preferences. The same applies to the toolbars and the status bar (**TOOLS - CONFIGURE** or the toolbars' context menu).

## The Function Bar

Below the menu bar you will see the Function bar. This bar contains icons for some important commands and functions that you can activate in StarOffice.



At the left of the function bar, the URL field indicates the location of the active document. Here you can also select or enter other URL addresses in order to open the respective document. (URL stands for Uniform Resource Locator and refers to a general address for a document or folder, either in your file system or the Internet.)

Under **TOOLS - OPTIONS - GENERAL... - VIEW** you can choose to display large or normal icons in the Toolbars, and can show these raised (3-D) or flat.

Other toolbars include the object bar, main toolbar and the option bar. These bars are assigned to certain document types you edit in StarOffice:

- ◆ For instance, when you edit a drawing in StarDraw, the toolbar contains the necessary editing and drawing tools.
- ◆ When editing a text document, the text object bar contains functions for bold or italic font attributes, among others.

- ◆ If your cursor is positioned within a frame in a text document, a special frame object bar is displayed. Here you can modify the frame properties, for example.

The environment in StarOffice (menu commands, context menus, toolbars, status bars, etc.) always adapts to the situation by providing you the tools you need for the job at hand.

You'll notice that some icons have a small green triangle, if you press one of these icons for a few moments, the icon will open. Some icons have a context menu which you can open by clicking with the right mouse button.

## The Desktop

After starting StarOffice, the first thing you will see is the StarDesktop. On the desktop, your documents, folders, mails, etc. are displayed in separate windows. However, if no document is open, the background of your desktop is displayed. You can assign the desktop a color and/or background picture, either through the desktop's context menu ( - Properties) or from the Gallery. You can also arrange the icons for documents, applications and other icons on your desktop. You are also able to label your documents with different colors and fonts.

With the icons' context menus on your desktop, you can define several additional properties. Open a context menu by clicking the respective icon with the right mouse button (you may need to click the object first with the left mouse button 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 even be done without a mouse: simply press (Shift) (Ctrl)(F10).

If you open a document (or a folder's directory in the Explorer with a double-click), the content of the document or folder appears in the desktop. The desktop may be partially or completely hidden from view in this case, though it is always active in the background. If you open a newsgroup or an e-mail account, the message is displayed in separate frames containing the relevant information but the desktop is always on the background; to switch back to the desktop view, just click the `DESKTOP` icon on the task bar.

If you have several documents open at the same time, and you want to bring one document to the foreground, just click the corresponding button on the task bar and it will become the active document. If you click this button again, you'll minimize this document. You can also select a document (or a window) with the `WINDOW` menu.

The desktop is always displayed when no other folder or document is open. If a document is open and you want bring the desktop to the foreground, simply click on the `DESKTOP` icon in the task bar to activate the desktop view. The Desktop button is the first button next to the Start button in the task bar. However, you can change this position by placing other buttons via Drag&Drop. You can read more about this later in this chapter under `QUICK-START BAR`.

## Document Windows

On the desktop you can open document windows either in full size or as a "Floating task" (a window you can move around the screen). Each document is opened as a "task". Each opened document has a button on the task bar at the bottom of your screen. You can minimize or activate a document with this button. On the top left border of the document window you will find the toolbars to work with the document and at the lower edge you will find the status bar.

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.

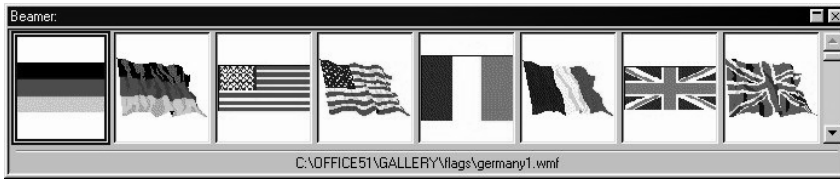
## The Explorer

In the Explorer you can manage and organize all the elements in StarOffice. You can open the Explorer with the `EXPLORER` icon in the function bar. If it is open but hidden, click the `SHOW` icon at the left border of your desktop. The entries in the Explorer can be of various types.

The Explorer's entries are described in the Explorer chapter.

## 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; whereby folders and directories are not displayed in the Beamer. It is often very practical though to use the Beamer to display the Gallery or Address book, for example.



You can open the Beamer by pressing the key combination (Shift) (Ctrl) (B), and the Explorer by using the combination (Shift) (Ctrl) (E). When using these key combinations, the desired function will become the current window.

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) keys 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.

## The Task Bar

StarOffice now has a task bar which displays all active tasks as icons. Click any icon in order to view and edit the active task. From left to right you see the **START** and **DESKTOP** icons followed by all StarOffice tasks and any other system tasks. On the right in the task bar you see a task tray where, among other things, the e-mail indicator and the time of day are shown.

The area between the **DESKTOP** and **START** button in the **TASK BAR** represents the **QUICKSTART BAR**. It can be used to quickly start an application, or open a document or folder. You can drag the respective object into the narrow area to enable the feature.



The AUTOSTART function is yet another possibility for documents and other objects: if you create a link to an object in the Office 51/Config/Startup file, the link will be automatically activated. If this object is a document, it will be opened, if it is an executable file, it will be selected, and so on.

The START icon opens a menu where you can choose from the various StarOffice document types. The contents of this menu correspond to the Config/Start folder in the Office51 directory 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 icon reacts differently to short or long clicks. A single click switches to the current desktop whereas an extended click opens a menu where you can choose a task. Using the desktop context menu, you can switch between existing desktops, as well as open new documents.

You can modify the current view by using the StarOffice task context menus. These commands are described in detail in the StarOffice Help.

## Task Oriented Work with StarDesktop

StarDesktop is the basis for your work in StarOffice. It is the location where you perform all your tasks, as well as a very important part of the StarOffice interface.

The desktop cannot be closed like ordinary document windows and is always visible in the work area if you have no other files or windows open. If you open a new window by double-clicking in the Explorer on the "Explorer" entry, the contents of the Explorer will be displayed.

StarDesktop 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 in the toolbars ) are provided to edit text. The appropriate functions are also automatically provided for working with spreadsheets and presentations.

Each document on your desktop is represented by a respective button in the task bar. You can switch to any task by clicking its button. Click the same button twice or several times to minimize/restore the view.

If you have various documents open, and double-click the desktop button (or icon), you will have the desktop in the foreground and respectively in the background. You can use this function for example, if you have many documents open and you want to search for something in your desktop. Just click

the `DESKTOP` button in your task bar and the desktop will appear in front of all other windows. Click this button again and it minimizes the window. You will see again the previous order of the opened documents.



StarOffice displays for each document its own icons and status information. If you have set the document window as a separate window (floating bar) (with the `FLOATING TASK` in the context menu of the document icon in the task bar), you'll notice that the tool bars can be moved together with the floating window.



You cannot close the desktop view. The desktop is always in the background and can be accessed at any time via its icon 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 displayed in front. The StarOffice Desktop has been programmed corresponding to your operating system's desktop. If you want the desktop to be displayed on top, click the `DESKTOP` button in the task bar.

## Working with StarDesktop

You can arrange and move the icons on the desktop with the mouse. Double-clicking an icon opens it and a context menu can be called up anytime for each individual icon or a selection of icons (by clicking with the right mouse key). The context menu contains a selection of the more important commands which can be called up for the object selected in the current environment.

When you select an object from your desktop, 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.

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 and place objects with the help of the mouse. With Drag&Drop, objects on the desktop can be moved not only within the desktop 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, you can use one of the Control keys to switch between the Move, Copy or 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 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'll 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. You don't need to worry about which StarOffice module will be needed to open and edit the document, since it is not necessary to open the individual applications. 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 sorts of documents.

## The Classic Office Method

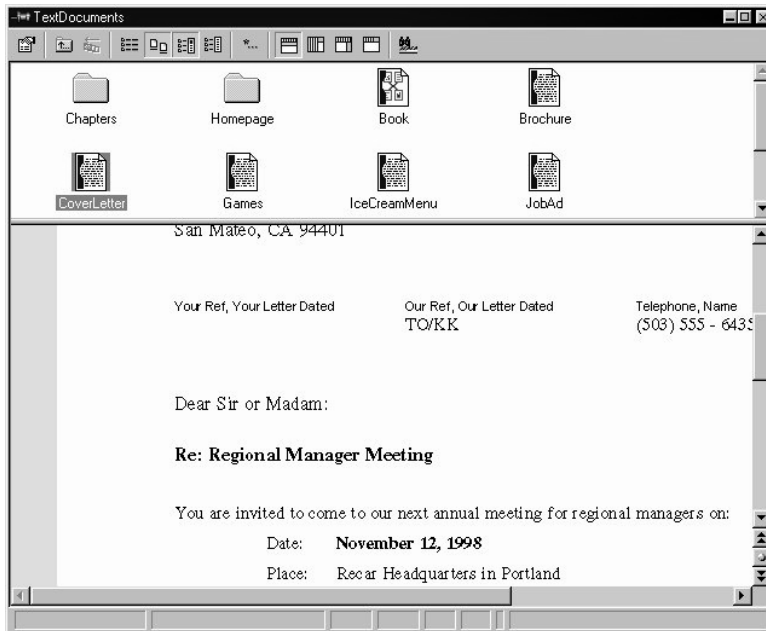
Imagine that you need to create a folder for a new client. If the folder is to be created for a conventional file cabinet, it would contain letters, leaflets, and brochures that your client has sent to you, as well as the memos, letters, and faxes that you have sent to the client. The folder might also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

## The StarDesktop Method

If you work with the 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 for the new folder, for example "Project1." For important

groups you can put your own group in the Explorer, so that you have an easier access to it.

Now, simply drag and drop all standard documents that you'll 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, all e-mail messages and other correspondence. Practically 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 this 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 newsgroups, or to files on your hard disk or in your company network, for instance. All icons indicate their respective origins; spreadsheets look like sheets, 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 summarized, and therefore are 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, you'll open your context menu, where you'll find useful commands for working with links. The **ORIGINAL** command opens a sub menu, where you'll find commands that refer to the purpose of the link. If you go to the link's context menu and call the **DELETE** command, you'll delete the link and the original stays unmodified. However, if you select the **DELETE** command in the **Original** sub menu in the context menu, you'll delete the original.

## Creating New Documents with Templates

In the group **TASKS** in the Explorer there are 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 cover sheet, either by changing the template which came with the program to fit your company, or with the help of the **FAX AutoPilot** (in the **FILE** menu). Then create a link to the fax template on **TASKS**. Now you only have to double-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 mark the **OPEN AS TEMPLATE** field.

## E-Mail and News

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

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

### 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, for example, structure the folders to reflect the hierarchy of your clients or your company's internal processes.

Another way to change the structure of your client's folder is to just drag the folder to its new position. That's all. All folders you place in the desktop exist as a sub folder of the desktop folder which again is a subfolder of the StarOffice folder, placed there when you installed StarOffice.

### How to Create a New Desktop

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

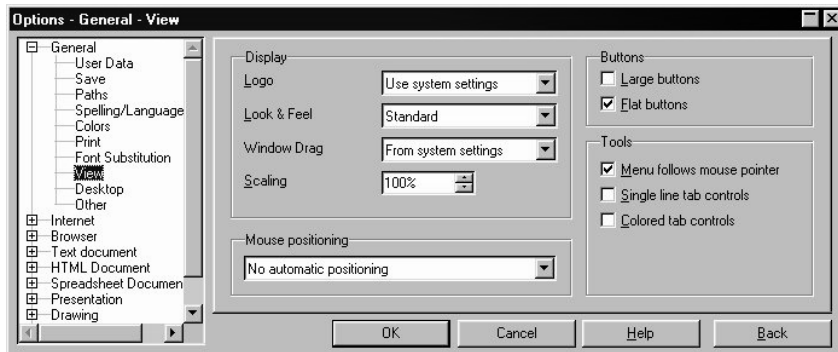
With a click with the right mouse button on the `DESKTOP` icon in the task bar, a list of desktops will appear. Here you can switch from one desktop to another per mouse click. When you create a new desktop, keep these simple rules in mind:

- ♦ The desktop always shows the contents of the directory specified under menu `TOOLS - OPTIONS - GENERAL... - PATH` in the `DESKTOP` entry. You can choose several directories at once here.
- ♦ 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 switch to the desired folder (by double-clicking the respective subfolders under "Workplace"). Once the desired folder is displayed, choose its context menu and select the command `DESKTOP`.

- ◆ If you want to remove a folder from your desktop folder list, switch one more time with your context menu to this menu and select the command desktop with the context menu. The check mark before the desktop entry will be removed. Alternatively you can remove it with the TOOLS - OPTIONS - GENERAL... - PATH menu.

## Adapting the Look & Feel of Your Operating System

All of the screen shots contained in the StarOffice User's Guide are shown in the "StarOffice Look". This setting is available on all platforms. If you wish you can adjust the look and feel of your screen display to be similar to Mac/OS, OS/2 or X-Windows standards.



On the VIEW tab under TOOLS - OPTIONS - GENERAL... you can not only choose the Look & Feel, but also a scale for the screen display. This modulation is especially useful for users who have difficulty with the small font size in menus and dialogs. In that case, for example, you can change the font size of the screen display to 150%. You can also control the options for mouse positioning and for showing the contents of windows while they are being moved.

## Using the StarOffice Functions

To activate the numerous functions in StarOffice all you basically have to do is open a document. This could be a text document, a spreadsheet or a message.

As soon as you opened a certain document, StarOffice automatically gives you the tools you'll need for this context. You can edit the document with the help of the Menu bar, context menus, icons, via Drag&Drop or key short-cuts.



With (Ctrl) (Z), you can undo the last action. Repeatedly using this key combination will undo the next-to-last action and so on. The StarOffice Help provides more information on this function.

You can open a document using 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, in case you do not set it otherwise. If the Beamer is open and displayed, the contents will be displayed in the Beamer, where you 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 into 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 field will be extended to C:\auto-exec.bat (depending on your documents). To accept this document, press the Enter key. For more information about the AutoComplete function in the URL field look at our extensive StarOffice Help. Using this option to open a document replaces the previous one if you did not press the (Ctrl) key.
- ◆ You can open a new document with the help of the links in the TASKS group in the Explorer, or by selecting the Start button in the task bar, or via the FILE- NEW command. This method does not replace the current task, both will remain open at the same time.
- ◆ In the FILE menu you can click on the commands NEW or OPEN..., in order to open a new or an already existing document.

If you open a document with the OPEN command, the OPEN dialog will appear. This dialog is similar to the SAVE AS dialog and it offers many new functions. These functions are explained in detail in the StarOffice Help. We offer here only a few tips:

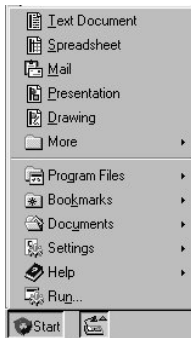
- ◆ You can scale the size of the dialog as desired.



- ◆ With a long click on the Up One Level icon you call a submenu with which you can move up from one level to another in your directory hierarchy. A short click brings you to an upper level in your directory without showing the submenu.
- ◆ A long click on the DEFAULT DIRECTORY icon takes you to a submenu with default directories, which you are likely to use the most, including the subfolders in your desktop folder. You can also select your drives here.
- ◆ To switch quickly from one folder to another, just enter for example, E:\sa in the FILENAME field to switch to your samples folder. Your Auto-Complete function will also help you here to complete the entries.
- ◆ In the OPEN dialog select a file and click Open or double-click your selection.. You can find more about multiple selection in our extensive StarOffice Help.
- ◆ If you want to open a database spreadsheet in a text format, which has the .txt extension, select the corresponding file type in the FILE TYPE list field. In this case, though, the file type is "Text - txt - csv (StarCalc). In cases like these, where the extension is from another type, it is recommended to open a document through the File - Open dialog. Other methods like Drag&Drop for example, would load the document as a text document, but that is not what we want here.

You can drag the links from the TASKS group in the Explorer to the task bar. You can choose only one, or several if you like. In this case, each document will be placed as a new task. If you do not drag it to a free space on the task bar but on an available task button, the new document will be displayed together with the previous one in one window.

Another possibility to open a document is via Drag&Drop with your mouse. For example, you can drag a document from the Explorer to the task bar or to the StarOffice's title bar. When you are working in the Integrated Desktop mode (which means you can not see the StarOffice 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 StarDesktop is the **START** button. An extended click on the Start button opens a selection menu, which you can customize according to your preferences. Choose a document type from this menu and StarOffice opens a blank document of the selected type.

You can have many 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.

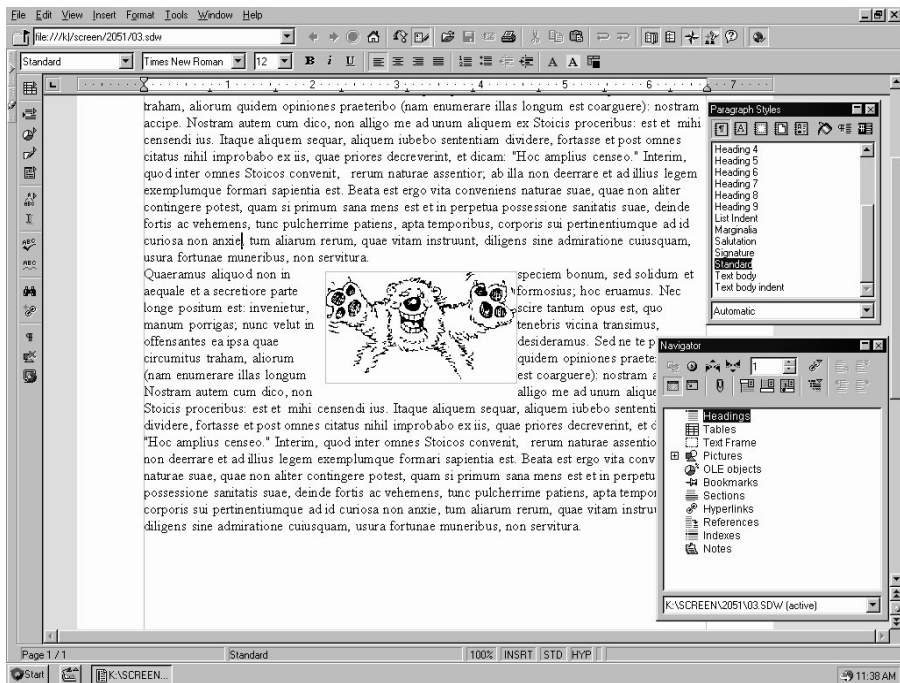
This same selection menu appears when you select the **NEW** option in the **FILE** menu.

## Opening a Text Document

To open a text document, for instance, click the **START** button on the task bar and select the corresponding entry. A blank document based on the default template appears in the work area. If you want to use a different format, 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**.

Note that the menu bar, status bar, and toolbars in StarOffice change after a new document is opened. As soon as you activate a document, either by clicking its button on the task bar or by selecting **FILE - NEW - DOCUMENT**, the corresponding toolbars and menus for this type of document appear.

When a text document is displayed as the active document, two important additional windows appear on screen: 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 are on screen - you don't have to display them all. When writing a simple letter, for example, only a few of these aids are needed. But if required, all available information can be displayed in the work area so you always have the tools you need for a specific task.



Even if your screen is set to a low resolution, requiring lots of space for a good screen display of the document, you can still activate all windows shown in the illustration, and only display them as necessary. The floating windows which you only display if necessary 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 data records in a spreadsheet, select the **SPREADSHEET** from the **START** selection menu on the task bar. A blank sheet is displayed in the work area and the toolbars and menus contain a variety of different functions tailored to spreadsheets.

## Writing a New E-mail Message

As part of its office solution, StarOffice also supports communication via e-mail and electronic bulletin boards, either over the Internet or in a local company network. Select the **MAIL** entry from the **NEW** button in the task bar to open a form for an e-mail message. In order 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 New Presentation

Select **PRESENTATION** in the selection menu of the **START** button on the task bar and the **AUTOPILOT PRESENTATION** will appear. You can choose if you want to work with a blank slide, a template or a previous presentation. 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 to the **HTML** format for Web publishing.

## Creating a New Drawing

Select **DRAWING** in the **START** menu to create a new drawing. **StarDraw** offers you many interesting drawing functions, for example, vector charts, 3-D objects (self-defined and default ones) layers and much more. The default print orientation is portrait, so you can view the drawing exactly as it will be printed.

## Creating a New HTML Document

Create a new **HTML DOCUMENT** by clicking the command in the submenu "More" under **START**. The **StarWriter/Web** screen appears, containing a selection of tools for creating HTML documents.

The **StarWriter/Web** is a special **StarWriter** suitable for **HTML**, which you can automatically use when you browse the Internet or edit **HTML** documents. Open an existing **HTML** document and in the **FILE TYPE** list box choose if you want to open a document in **StarWriter/Web** (File type "**HTML**") or in **StarWriter** (File type "**HTML (StarWriter)**").

## Using the Database Functions

You can access the **StarBase** database module by selecting **FILE - NEW - DATABASE** OR **MORE - DATABASE** from the **Start** menu or through a database entry in the **Explorer** or on the **Desktop**. 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. You may define them yourself or integrate them with larger pre-existing databases. You can, for example, access them via ODBC drivers already installed in your system. You can read more about Starbase 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 which consist entirely of frames. Each frame contains a different document - for example, a text document in the primary frame and a hyperlink list in a subframe. 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 or in the advanced section of the User's Guide.

## Creating a New Master Document

Master documents are useful for organizing large documents. A master document can contain any number of smaller documents. These sub-documents can be sorted, and you can even add text and additional indexes. If you have a large document containing the "Heading" paragraph style, you can convert it to a master document with a single command. You will find more about Master documents in the StarOffice Help.

## Creating a Chart

Charts are not usually created as documents by themselves (although, it is of course possible). Instead, they are often inserted as objects within text or on a sheet. Therefore, the most common way to create charts is as follows: In your spreadsheet, select the data that you want to appear in a chart. Then, click the CHART icon in the INSERT OBJECT floating toolbar from the main toolbar. In the sheet, drag open a box big enough for your chart, and also at the desired position. With the Chart AutoFormat function, you can design your chart step-by-step. For more information about creating charts in StarOffice, refer to the StarOffice Help.

## Editing an Image

Besides vector graphics, you can also edit bitmapped images in StarOffice. With the menu in your **START** button go to **MORE - IMAGE** and access StarImage. With StarImage you can open and edit a new bitmap image.

When you work in a text, you can select **INSERT - CHART - FROM IMAGE EDITOR** to open the StarImage module and create an image and save it in your document. You can also open an existing bitmap chart via **FILE - OPEN** and edit it. You can learn more about working with bitmaps in the StarOffice Help.

## Creating a Formula

The **MORE - FORMULA** command in the **START** button menu opens StarMath, a module that enables you to construct mathematical formulas.

You can create formulas in almost the same way as you create charts or pictures and insert them in another document. For example, in a text document, you would set the cursor where you would like to have your formula and then go to menu **INSERT - OBJECT - FORMULA** or long click the **INSERT OBJECTS** icon in the floating bar and select **INSERT FORMULA** to insert a formula. You can edit the formula, which will be automatically inserted "As Character". When your formula is ready, just double-click in your text, and continue writing as usual. You do not need to save your formula in a special folder, although you do have the option to do so.

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

## Creating New Documents with Templates

Select **MORE** from the **START** button menu. In the submenu select **FROM TEMPLATE** and the **NEW** dialog will appear. You can also open this dialog by selecting **FILE - NEW**. In this dialog you can select the templates to use as a basis for your documents.

You can also select templates in the **TEMPLATES** entry in the Explorer. Just browse through the templates by clicking through the list, and switch on the **Preview** to take a look at them (**PREVIEW** icon in the object bar).

As you can see, you have a choice of several professional document types for creating a new document. Another very easy way of creating new docu-

ments is by using the AutoPilots. They can assist you in many ways within StarOffice. The AutoPilots are found in StarOffice as an entry in the **FILE** menu.

You can use the AutoPilot to create new documents and new document templates customized to your needs. Your own document templates, which may include your company logo, can then be found in the **NEW** dialog as a document template. Generally, you only need to fill the AutoPilot with information once, and then use it as a basis for creating new documents. It is often easier to simply adapt the predefined templates and sample documents to your specific needs.

## Managing Events and Tasks

An entry in the Explorer is used to activate the date planner StarSchedule. You can open this entry by clicking the plus sign in front of it, and then click the Events and Tasks to view them.

## Adapting the Start Menu

You can customize the entries on menu **FILE - NEW** or on the menu in the **START** button. These are links to the Office 51/Config/New folder. This folder contains a link to each entry in the **NEW** menu. In the **New** folder, apart from links to documents, you can also put copies from documents readable in StarOffice. Folders and links to folders are also possible.

The **Start** button commands correspond to the contents of the folder **Office51/Config/Start**.

As an example, add a blank invoice form to the **NEW** menu, or the **Start** button commands by following these steps:

- ◆ In the Explorer, select the **NEW** folder by simply clicking it.
- ◆ Open its context menu (by clicking the right mouse button).
- ◆ Select the command **NEW - LINK** in the context menu. The **PROPERTIES OF NEW LINK** dialog appears.
- ◆ In the **NAME** field, enter a name for the new entry, 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. Enter data in the form, and save it to the hard disk or print it out.

## Working with Windows and Toolbars in StarOffice

With the various windows and toolbars in StarOffice, you have a powerful and versatile tool at your disposal. The icon, menu, and status bars provide exactly the functions and commands you need for the current document.

### Variable Icon Bars

Icon bars 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'll see an optimal selection of icons in the object bar and in the toolbar, however, when you open a spreadsheet other icons will appear that are suitable in this context.

These icons (context-dependent and variable) are updated in the same document. In a text document where you also have a table, set the cursor in the table and you'll see, for example, the **Insert Column** and **Delete Column** icons. If the cursor is in a numbered list, you'll see icons for changing the numbering order or hierarchy. In this case, you can also switch to the normal text object bars, by clicking the last icon to the right. StarOffice notes which bar you last used for your context and offers this bar as a default bar.

You can modify the position of most of the icons in the bars. In the context menu (press the right button of your mouse) of your bars, 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 is not enough space to place all icons in 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 the **INVISIBLE BUTTONS**. These can be toggled on and off in the context menu. Using the **QUICK CONFIGURATION** option you can turn the buttons on or off without deleting them or configuring them every time you need them.

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.



## 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 the 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 overlaps the current document when you display it, or if the two share the screen.



If you've recently 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 of your desktop you will see a small button with an arrow, you can click this button to show and hide the Explorer. The same is true for the BEAMER: if your Beamer icon in the Function bar is on (pressed), you can show it or hide it with the small arrow on the top of your window.

The Explorer is displayed as floating window on top. That means the desktop or the current document 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. Use this icon to change the Explorer or Beamer window from a floating window (temporarily covers other window) to a fixed one (both windows are next to each other on the screen).

If you click the Explorer's left margin or the Beamer's bottom margin instead of using the arrow button, the respective window is only temporarily displayed. As soon as the mouse is out of the window area for a few seconds, the window is hidden again, no matter if you used the Stick mode or not. If you've clicked the border of the Explorer (and the Explorer is fixed) and you want to hide it, click somewhere away from the Explorer. If the Explorer is not fixed but floating, then it will be automatically hidden.

The same applies to other windows such as the Navigator, Stylist, HelpAgent or StarImpress. To use the AutoHide function when your windows are docked and you've unhidden them with a click on the border, simply click the actual document and your window will be hidden again. The AutoHide function works with any of the four window borders which are docked in this border.

## Docking Windows

When you show the Explorer for the first time, at the left side of the Desktop, a frame is displayed as a docked window. 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). If you repeat this action you'll have again the original docked window.

You can change the size of the floating window, for example the Navigator or Stylist windows, by dragging an edge with the mouse. The shape of the mouse pointer indicates in which direction you can drag the window. Dragging diagonally on a corner of the window will change the height and width at the same time.


Move the floating window around on the screen by dragging the title bar. If you move 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 where the window is docked.

Move the mouse pointer to the window border closest to the center.

 As soon as the pointer changes shape, press the mouse button and hold it down. Now drag the window into 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.

## Drag&Drop in the task bar

You can drag the icon of an open task in the task bar by Drag&Drop onto another task icon. The result of this action depends on which additional keys were also held down:

Action	Result
Dragging a task icon A onto another task icon B	Task A is <b>MOVED</b> into task B as a new window. Now, you can switch from one to the other of task B's windows. You can tell which window is currently active by the name that appears on the task icon now for both tasks contained in the task bar.
Drag & drop as as mentioned above by holding down the(Ctrl) key	A <b>COPY</b> of task A is set up as a "new window" in task B.
Dragging a task A icon into an unoccupied area of the task bar	Task A will be <b>COPIED</b> in a new window as the new task B.
Dragging a task A icon onto an unoccupied area of the task bar if more than one window is contained in task A	Task A's active window is <b>MOVED</b> as a new task B, this means that it no longer appears as Task A, but now represents the independent Task B window.
Dragging a file, a folder or a program into the space between the buttons for start and desktop.	A button is inserted so that the file (or folder or program) can be started quickly.

### Why should I drag one task into another?

- ◆ You can see two or more documents at any one time split either horizontally or vertically (select the required splitting option from the menu **WINDOW**) which makes the dragging and dropping between documents, for example, easier.
- ◆ You can define the address book and a text or table document together with other important data as a common floating task which is always visible on the screen.
- ◆ You could save different versions of your documents and have them all visible on the screen at the same time.
- ◆ Check your StarBasic programming immediately: You can see the program code in one window and view the results for the document in the other one.
- ◆ Display the document simultaneously in both the preview and the normal view modes.

You will, of course, find a lot of other applications for this. In all situations this provides you with the possibility of joining several tasks into a common task window which allows you to order and access your information quickly and easily on the screen.

You can arrange several individual tasks horizontally or vertically on the screen (menu **WINDOW** or in the task bar context menu) but this view has disadvantages over managing one task window, e.g. wasting the extra space that the many title bars take on the screen.

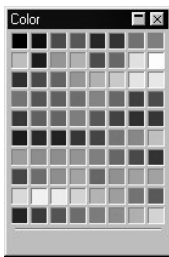
You can use the context menu option **TASK ALWAYS VISIBLE** to keep this task in the foreground. The task will now become automatically a floating task. When using a floating toolbar, you will see left in the title bar an icon (Needle) to shift to the **ALWAYS VISIBLE** property. This possibility can be used, e.g., if you want to drag parts of a document into a global document or if you wish build a summary from different documents.

## The Floating Toolbars

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



Open a new text document in order to see the object bar and main toolbar. At the right of the object bar, located directly above the text document, you'll find the **PARAGRAPH BACKGROUND** icon. This icon opens a floating toolbar.



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

You can also drag a floating toolbar away from the respective toolbar, where 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 toolbar.

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 by double-clicking the title bar. You can make as many selections as you like from the floating window without closing the window automatically.

Most floating toolbars can be used as a shortcut. A short click on the symbol will activate its function, a long click will open the toolbar.

The floating toolbars in the main toolbar have another special feature:

In an open text document, some icons in the main toolbar are marked with a small triangle. The triangle shows that you can open a selection menu by clicking on this 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). 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.

For many of the tools in StarDraw and StarImpress, you simply need to double-click the icon to continue to use it (until you select a different tool). By keeping the mouse button pressed on the icon a bit longer, the submenu will open again where you can make a new selection from the given functions.

## Configuring the Interface

In StarOffice, you can configure the user interface to 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. These settings are defined under `TOOLS - CONFIGURE....` A detailed description of how to configure your interface is provided in the StarOffice Help, along with some examples.

The toolbars can be changed in a similar way. Modifying them is much easier because you do not even have to open a dialog. For example, if you want to copy an icon from the object bar to the Function bar so that it is always visible, simply press the (Alt) key and drag the icon to its new position. StarOffice automatically stores the new contents of the toolbars.

In the context menu of your toolbars you will find the command `VISIBLE BUTTONS`. This command opens a sub menu with a list of the existing icons. The ones that are marked are visible. Click an icon to change it from being

visible to invisible and back. This sub menu also shows the names of these icons.

### **How to Include a New Icon in the Function Bar**

In the main toolbar of a text document you will find the icon `HIDE GRAPHICS`. If you click this icon, instead of the actual graphics, only placeholders will be shown in your current document. You may especially wish to use this function for web sites, so that you can see the text quickly without having to wait for all the graphics to be loaded.

When browsing, however, the main toolbar is not displayed. It may therefore be a good idea to have a copy of the `HIDE GRAPHICS` icon in the Function bar which always remains the same regardless of the current context.

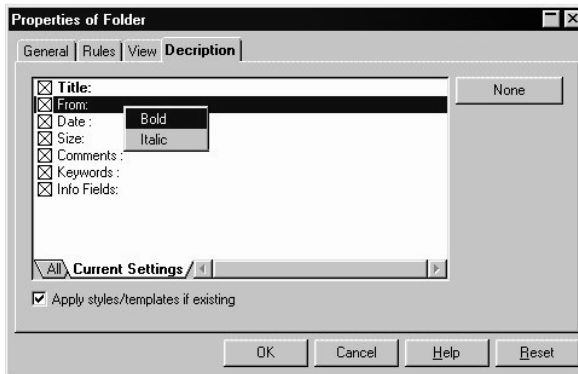
- ♦ Open a document so that you can see the main toolbar.
- ♦ Hold down the (Alt) key and, while pressing the mouse button, drag the icon from the main toolbar to the Function bar. Release the mouse button where you want to position the new icon.
- ♦ To delete an icon, drag it away from the toolbar while pressing the (Alt) key and then release the mouse button anywhere outside the toolbar.

If you want a divider in the toolbar, drag an icon a bit to the right of its current position with a pressed (Alt) key. To delete a divider, shift the icon at the right of the divider to the left with a pressed (Alt) key. With `StarImage` you can even create your own icons and integrate them to the toolbars.

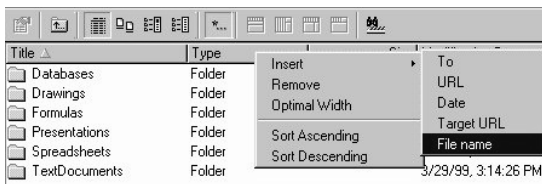
### **Modifying your Window's View.**

On your desktop, you can use the `DETAILS VIEW` and the `ICON VIEW` icons to select a desired view. The `Icon View` enables you to see the symbols in your desktop and with the `Detail View` you see them listed. `StarOffice` notes which view you prefer and when you open your desktop next time, you'll have this view displayed.

With the `PROPERTIES` command in the context menu of any window you can access a dialog with the properties of the specific folder.



In the PROPERTIES dialog you can open the DESCRIPTION register and determine which information you want to, in which format (modify per context menu) and sequence (modify per Drag&Drop). This setting works only with the preview, which you can access after pressing the DESCRIPTION icon in the object bar.



You can modify the DETAILS VIEW using the context menu in the column headers. You can choose there which additional columns you want to have. Per Drag&Drop you can shift the columns and by clicking the column headers you can sort the content.

If you chose the ICON VIEW in a window and call the PROPERTIES dialog, you'll also find the BACKGROUND and FONT dialog. In these registers you can determine, if you want to have in the background of your icon a picture or a color. Using the FONT dialog, you can determine and modify the font size and style below the symbol.

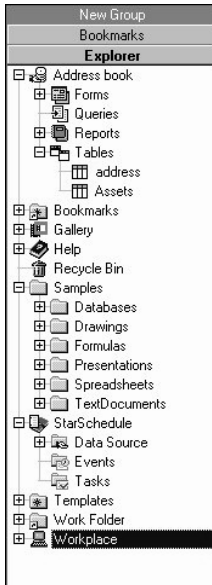
## The Explorer Components

In the StarOffice Desktop, the primary tools for your work are the Explorer and the Beamer. Both elements are closely related to each other.

### Groups in the Explorer

In the StarOffice 5.1 version, the Explorer is more complete, but the Explorer group is the same as in the "old" version.

The Office bar is practically an extended Explorer. Using the Office bar, you can execute all the same functions as you do in the Explorer. It is also more convenient.



The Explorer contains some groups, which you see as buttons with the group names:

- ◆ The button on the top New Group serves to set a **NEW GROUP**, or a new group button. Click this button and enter in the dialog, the folder and folder content that you want to have in the new group. You can also drag a folder into this group.
- ◆ **WORK FOLDER** - The work folder is a link to the the directory, which is registered as a work folder in your directory, for example, to My documents. You can change this link under menu **TOOLS - OPTIONS - GENERAL - PATHS**.
- ◆ **TASKS** - This group offers you icons to create your documents . It has the contents of the Office51/Config/New folder.
- ◆ **BOOKMARKS** - Here you will find a link to the directory registered in your system as a Bookmark file. For example, in Favorite Places. You can also change this link in the **PATH** dialog. If you do not have any Bookmark directory in your system, this group will then refer to the Bookmark folder underneath the StarOffice directories.
- ◆ **EXPLORER** - This group is an extended version of the "old" Explorer.



If a group displays its content with a small or a big icon, you can execute it with only one click. However, in the hierarchical view you have to double-click it to execute it.

If you call up the context menu of a group you will find commands to modify the view of this group, as well as other commands for renaming and 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 introduce the StarOffice Help in a new group in the Explorer, simply do the following:

- ◆ Click the top-most group button in the Explorer named `NEW GROUP` with the right mouse key.
- ◆ Select the command `CREATE NEW GROUP AS FOLDER` from the context menu.

Select `CREATE NEW GROUP AS FOLDER` if you need a new folder in the Explorer where you can store files, links, etc. Select `CREATE NEW GROUP AS LINK` if you wish to see a folder in the Explorer that already exists and contains data.



If you require a group that displays the whole of the contents of a folder then you only have to drag the folder with the mouse to the upper group button named `NEW GROUP`. This is the same as automatically creating a new group as link.

After selecting `CREATE NEW GROUP AS FOLDER` you will now see a new group button with the default name `NEW GROUP`. The name has been selected for overwriting.

- ◆ Enter the name of the new group. In this example, enter `Help`. Press the Enter key to confirm the new name. The new group is now created.

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

- ◆ For example, open the `EXPLORER` group and drag the entry `HELP` to the newly created group button `HELP`.

- ◆ In the context menu of the group's buttons, you can select as a view: **LARGE SYMBOLS**, **SMALL SYMBOLS** and **HIERARCHICAL**.

## Explorer and Beamer

In the Explorer you can choose which directory, document, message or picture you want to view or edit. The selected object appears in a new window in the work area, and if you click the button of the document on the task bar you'll go back to your desktop

- ◆ If you double-click a folder in the Explorer, its contents will be shown in a new window in the working area.
- ◆ Clicking once on a folder in the Explorer will display its contents in the Beamer (provided it is open). Also, from the Beamer you can then open a file by double-clicking it. You can also drag and drop 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 link to the file.
- ◆ Clicking the plus sign in front of an Explorer entry will display its subfolders and subdirectories. The contents of the Beamer will not change.

Through its hierarchical structure, the Explorer shows the independence of elements clearer than would be possible on the desktop. However, you may find it better to view certain directories on the desktop or in a separate window. With StarOffice, you have various possibilities to achieve that. You just have to decide which method you prefer or which method is better for 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 the new entry. For example, if you've opened a document and open another document or window, then the second document will replace and close the first one. To avoid this, press the (Ctrl) key while you double-click an object to open it in a new 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.











After the first StarOffice installation, you will see in the Explorer various entries in the Explorer group. The following table is a brief description of these entries: Address Book, Workplace, Work Folder, Samples, Bookmarks, Gallery, Recycle Bin, StarSchedule and Templates. There are several optional entries which you can add to the Explorer, such as a Mail Inbox and Outbox, Newsgroups, and an FTP Server. But first a brief description:

### The Predefined Objects in the Explorer Group

Icon	Meaning
 Address book	The Address Book is a StarBase database in dBase-Format.
 Workplace	The Workplace displays the drives/volumes and directories.
 Documents	The Work Folder is a link to the folder you entered as Work Folder under <code>TOOLS - OPTIONS - GENERAL - PATHS</code> .
 Samples	The Samples folder contains subfolders and files with sample documents.
 Bookmarks	The Bookmark entry is a link to the folder you entered under <code>TOOLS - OPTIONS - GENERAL - PATH</code> as a Bookmark folder. The Bookmark folder contains some hyperlinks to Internet sites.
 Gallery	The Gallery contains clip art and sounds which you can insert in your documents.

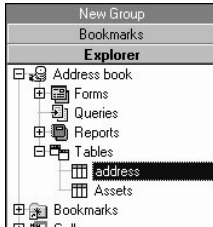
Icon	Meaning
 Help	All your bookmarks will be displayed here and you can obtain access to the Help -Themes from StarOffice. You can find more important information regarding this subject, under "How to Use the Help System" in StarOffice Help.
 Recycle Bin	The Recycle Bin stores the files you deleted in StarOffice until you empty it or after the defined period of time elapses.
 StarSchedule	StarSchedule is your personal appointment planner, task manager and calendar.
 Templates	The Templates entry shows you the content of the Templates folder. You can adapt this folder under TOOLS - OPTIONS - GENERAL - PATHS.

### Subsequent Appended Objects

ICON	MEANING
 POP3 Account	A POP3 mail inbox contains e-mails received from a POP3 protocol.
 IMAP Account	An IMAP mail inbox contains e-mail sent via a IMAP protocol.
 VIM Account	A VIM Account is suitable for certain Intranet mail systems.
 OutBox	The outbox stores all sent or unsent e-mails.
 News	A News server displays all subscribed newsgroups.
 FTP Account	A FTP account offers folders and directories from an FTP server through the Internet.
 Samples	Links can be created to any folder or file.
 Database	You can manage your own databases in the Explorer.
 Abo	Subscriptions inform you when web sites have changed.
 Search	A Search folder allows you to filter information in files and messages.

And now a detailed description of the entries in the EXPLORER group in the Explorer.

### Database (Address Book)



Before you access or edit a databases in StarOffice, you have to enter it in the Explorer. After the installation, you will see an address book database under the name "Address book". You can edit this table with menu EDIT - ADDRESS BOOK. We recommend not to delete this database nor to change its structure since it will then no longer be available.

Apart from its own StarBase-Format (at the moment, only in the StarOffice version for Windows),StarOffice can access databases with the dBase format and text; through JDBC and ODBC it can access external databases. Using the StarOffice integrated Native-Drive it can also access DB2 databases, Oracle and Microsoft Access 97. In Macintosh computers it also accepts the File Maker database.

### How to Record a Database and Define Its Properties

To create a new database, go to menu FILE - NEW - DATABASE. This database will be placed in the folder registered as Database folder under TOOLS - OPTIONS - GENERAL - PATHS. If you want the database in another folder (for example "My documents") then select this folder and call its context menu. If you want the database in the first level of the Explorer, call the context menu in a free area of the Explorer window and select the command NEW. In the sub-menu select DATABASE.... Select the entry in the Explorer under which the new database should appear. If you want the database to be recorded directly on the first level, click the EXPLORER entry. To record it in a specific folder (for example "My Databases") click the desired folder. Open the context menu and select NEW - DATABASE....

Details on selecting the database type, the folder and further options can be found in the StarOffice Help.

The properties of a database already recorded in the Explorer can be viewed by clicking on the database entry in the Explorer and selecting the PROPERTIES command from the context menu.

## What Happens When You Click

Double-clicking a database entry in the Explorer displays the icons for Queries, Reports, Forms, and Tables in the work area. To open a database, click the small plus sign to the left of the name of the Database. In the Explorer you can also see hierarchically-ordered entries for Queries, Reports, Forms, and Tables which you can open with the plus sign or with the OPEN command in the context menu of the database.

If you click the plus sign of the TABLES entry, you will see the tables contained in this database. For a dBase database, for example, the dBase files in the selected folder are equivalent to the database tables. Clicking once on a table entry will display its contents in the Beamer. A double-click will display the contents in the work area.

## Workplace



Workplace

Under WORKPLACE you will find the Desktop entry, the entry for your local network (where all computers and printers in the network are listed), the System entry (that is the DFU network, if programmed, the Control Panel and installed printers and the hierarchy of drives (or volumes) available on your local network or hard disk.

## What Happens When You Double-Click

A double-click on the Workplace entry displays the entire workplace contents in a new document window. If you open the Workplace by clicking the plus sign in front of it, the hierarchy of the hard disk (volume) will be displayed in the Explorer, though not in the Beamer. Click once on any one of these elements to view the respective contents in the Beamer, or double-click to display the whole contents on the desktop.

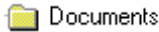
## Drag and Drop Functions

You can shift or copy the entries beneath the Workplace using drag and drop. You will also notice that by pressing other keys while dragging, different actions occur. With a pressed (Ctrl)-key the dragged objects will be copied; if you also press the Shift key you will create a link. The mouse pointer indicates the active mode: if a plus sign appears, a copy will be made; if an arrow is displayed, a link will be created.



When using drag and drop, be careful not to shift a file when you only want to copy it. If you see a plus sign in the mouse pointer, you can be sure that it will be copied.

## Links, Work Directories and Folders



The "Work folder" entry is a link to the folder entered as work folder in your system. In Windows it is called MY DOCUMENTS. Of course you can create other folders (or existing ones) and use them as work folders. If you have another folder with documents in it, you can also use it as a link in the Explorer.

If you want to access the "My Files" folder in the Explorer, you can do so by adding a link to this file using the NEW - LINK option from the context menu (of the Explorer). First enter a name for the link (for example "My own Files") in the GENERAL tab of the PROPERTIES OF LINK dialog and then select the desired folder in the Bookmark tab by pressing the DIRECTORY button. The link gives you direct access to the folder and its contents. You can also create links to other files and determine whether the links should be displayed in the Explorer or in the folder in which you have created the link. You will find an exact reference to this dialog in the StarOffice Help.



You can modify the path of the work folder so that it forwards to an existing directory, which you want to use as a work folder. You can find the WORK FOLDER entry in the PATH dialog TOOLS - OPTIONS - GENERAL..., Enter a path that indicates your directory (EDIT button). After restarting StarOffice, the "Work folder" entry will automatically have the new path.

In case you don't like the name of the work folder, you can change it with the context menu RENAME.. You may use special characters if you'd like (& or % for example).

When completing project related work with StarOffice, every project you work on should ideally have its own folder on the StarDesktop. If you have read so far, you know how this works: select the element in the Explorer window under which you want the new folder to appear and double-click and open the existing folder. From the context menu select NEW - FOLDER. Assign a name to the folder and copy or move all the relevant objects into the new folder via drag and drop or create links to the objects. Set the properties of the new folder using its context menu.

## How to Subscribe and Mark Folders and Files

In the context menu of folders and files under **SHOW - DOCUMENT PROPERTIES** or **ALL PROPERTIES**, you can find commands that may appear unusual at first. For example, you can subscribe to a folder or mark a file as "read". However, these additional options of the desktop are very useful in your daily work, especially in networked environments:

- ◆ If you subscribe to all folders you commonly visit, click "Show - Subscribed Groups" to specify how to view them in the Workplace context menu. The Workplace displays a selection of the folders you need for your work.
- ◆ After reading a file in a network folder, mark it as "read." If the view of this folder is marked as "unread", you currently will not see the files read. As soon as another person modifies this file, it will automatically appear as "unread" and therefore you will see it in your folder knowing now that it is worth having a look at it.
- ◆ If you mark certain files using your context menu, you can edit them with the rules you can set in the **RULES** dialog.
- ◆ You can add the attribute "Store document contents locally" to the files. This is useful for files located on a network drive. You will be able to read and edit these files if the network connection is temporarily interrupted.

## Bookmarks



The Bookmarks are links.

Bookmarks are not limited to HTML- pages in the Internet. They can also refer to files in your hard drive or to your local network. You can even set a Bookmark in a certain position of a document and when clicking, the document will be loaded and the cursor will be in this exact position (for example, HTML- anchor or a mark in StarWriter).

In the Explorer you can see a group with the name **BOOKMARKS**. This represents a link to the current Bookmark folder of your system. As a normal folder of StarOffice there also exists a Bookmark folder with its subfolders under the path **Office 51/Explorer/Bookmarks**. These two should not necessarily coincide. For example, the link in the Windows version of StarOffice



can refer to the "favorites" folder in Windows uninfluenced by the Bookmarks folder underneath the StarOffice directory.

Such a folder is defined as "Bookmarks" under **TOOLS - OPTIONS- GENERAL... - PATH**. You create a link to this folder when you find an interesting web site that you want to revisit later on, or when you want to go back to a certain file in your system that you want to edit.

Simply click the Link icon in the opened Hyperlink bar (menu **VIEW TOOL-BARS - HYPERLINK BAR**). The link (or bookmark) will be automatically created within the bookmark folder.



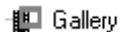
If you want to place a link (or bookmark) in the Bookmarks group of the Explorer, simply drag the **BOOKMARK** icon (on the left in the Function bar) into the **BOOKMARK** group in the Explorer.

## What Happens When You Double-Click

Double-clicking on a folder opens its own folder window. This applies to folders containing bookmarks as well as to other folders. Double-clicking a bookmark (or a link) opens the linked object. If the bookmark refers to an Internet file, an Internet connection will be initialized and the file will be loaded (as long as the **ONLINE** symbol is activated and an Internet connection exists).

As is the case with other folders, double-clicking a folder's name in the Explorer while pressing the (Ctrl) key displays the contents of the folder in a new window. Otherwise, the window with the folder contents will replace the current window.

## Gallery



The StarOffice Gallery is a catalog or directory of multimedia objects. Currently, the Gallery contains graphics in the formats supported in StarOffice and Windows-wav files.

The objects in the Gallery are placed in different folders, which are called "Themes". You can add new themes or drag and copy between the Beamer and the Theme folder.

## What Happens When You Double-Click

Double-clicking the GALLERY entry in the Explorer opens the separate theme icons as sub entries in the Explorer. Click a theme and the contents will be displayed in the Beamer. Double-click any object in the Beamer to preview it if it is an animated GIF image it will be shown as a moving image and if it is a sound file it will be played.

## What Happens With Drag and Drop

You can copy the objects in the Gallery into your documents via Drag&Drop. Alternatly, you can also create a link in your document to an object in the Gallery by dragging the object with the left button of your mouse and at the same time pressing the (Ctrl) key and the Shift key.

## StarSchedule



StarSchedule

This entry in the Explorer administers your access to StarSchedule, Scheduler, Calendar and Task overview in StarOffice. By clicking the plus sign before the entry you can open it.

You can see a list of the views: the default views are the tasks and the schedule. You can insert other views with the context menu. By "view" we mean a certain layout style and a filter which you can save with a name.

## StarMail



POP3 Account

With StarOffice, you can enter as many mail accounts as you like in the Explorer. You can register both the mail server on your company network and a mail server of an Internet service provider.

If you have various E-mail accounts with different providers, just place an entry in the Explorer for each of them. Starmail supports various mail protocols; for an Internet connection the SMTP/POP3-Protocol is the most important one. Your Internet service provider should also support this protocol, which is something not every online server does.

You can create various mail accounts via the context menu in the Desktop or the Explorer, using either the POP3 protocol or the IMAP protocol. A VIM account is also possible. In order to initiate a connection to the server of your Internet service provider, you must be have an Internet connection and

StarOffice should be in the Online Mode. The ONLINE icon in the Function bar help you switch between the ONLINE and OFFLINE modes.

## How to Create a Mail Account and Define Its Properties

To create a new mail account first open your context menu by clicking any area of the Explorer (or an entry in the Explorer or a folder) and in the context menu go to NEW - POP3 ACCOUNT, NEW - FTP ACCOUNT, NEW- VIM ACCOUNT depending on the protocol you want to use. In the dialog box enter the Mail Account information. For an existing e-mail account entry, activate the Properties dialog via the context menu to change its properties.

Additional information about the mail function in StarOffice can be found in the StarOffice Help.

## StarDiscussion



News

In the Explorer or in any folder you can place and administer your News Server. Place an entry for each of the News server you visit.

A news server is a computer which makes it possible for you to access the news groups in the Internet.

As some news servers offer thousands of newsgroups, we recommend you "subscribe" to those that you visit often. This means you need only view the groups you have subscribed to. You can restrict these further so that the news server only displays the active newsgroups - these are subscribed newsgroups containing messages you haven't read yet.

In StarDiscussion News-Server you can set various options to customize the view. If you click the small plus sign at the left of the name of the News server, the news groups' list will be displayed in the Explorer . The list of all servers shows a general hierarchy, which looks like a folders and sub folders hierarchy. Select one news group and its content (a list of the articles in this group) will be displayed in the news document. Click the news and you'll see its content in the work area.

## This is How You Obtain This Symbol and How You Can Control Its Properties

You can enter as many news servers as you like. In the StarOffice Help you can see how to create a news group and in the PROPERTIES dialog you can modify the properties of the selected news server.

## What Happens When You Click

Double-clicking on a news server in the Explorer opens the news server. Select the **SHOW - ALL GROUPS** command in the context menu to display a hierarchical structure of the newsgroups. (This is the default setting). If you select **ACTIVE GROUPS** or **SUBSCRIBED GROUPS**, only these groups will be listed.

Clicking the name of a newsgroup lists the titles of the articles in the news document. These are displayed in the work area.

The contents of an article can be viewed in the work area by double-clicking its title. The StarOffice Help provides detailed information about this topic.

## FTP Accounts



FTP Account

FTP servers are computers that can be accessed over the Internet. They make folders and files available as if they were folders and files on your own hard disk.

Of course, transmissions over the Internet take longer than to access the hard disk on your computer or on your company network, but other than that, working with FTP servers is not much different. Besides publicly accessible servers which allow you to login anonymously, there are some FTP servers that require a name and password.

## How to Create an FTP Icon and Define Its Properties

You may enter as many FTP-accounts in the Explorer or in any folder as you like. To create a new FTP account, select the **EXPLORER** entry or folder where you want the server to appear, and in the context menu choose **NEW - FTP-ACCOUNT**. A dialog box appears where you can specify the URL and the access conditions, as well as a name for the FTP Account entry.



If you know which folder you want to access on the FTP server, you can enter the entire path to that folder in the URL field. If the FTP server requires a login with a user name and password, you also may enter this data in advance. The complete URL should appear as: `ftp://user:password@host:port/filename`.

The properties of an FTP account can also be modified at any time using the **PROPERTIES** command from the entry's context menu.

## What Happens When You Click

Click the name of the FTP-Account or double-click the document in the desktop to open the FTP account. It will show the first level of the directory hierarchy or the folder entered in the URL field in the Properties dialog.

## What Happens with Drag and Drop

The exchange of files between your hard disk and an FTP server is especially easy with Drag&Drop. Simply display the desired file in the Beamer and then drag it into the target folder in the Explorer. The name of the target folder on the FTP server must already be visible in the Explorer, since the directory hierarchy of the Explorer will not open automatically when the pointer rests on a folder, as it will do when using your local datasystem.

When you delete files and folders in an FTP-server, no copies will be made in the Recycle Bin, this means that the action is irreversible.

## What Happens When You Update and Synchronize

A file completely available in the cache will be re-loaded when you update it via FTP protocol. If the file is partially available, the remainder will be loaded via FTP; and if the file is no longer available, it will be loaded anew via FTP. When synchronizing, according to its availability, a file is loaded immediately, anew or its remainder is loaded without acceding the cache.

If you update an FTP folder in the Explorer, the folder index is loaded via FTP. The contents of the new documents - usually stored locally - are loaded via FTP. While synchronizing a FTP folder, at first the folder index is loaded via FTP. After that, the subdirectories and the files of the FTP folder that are no more available on the server are deleted, even locally. The contents of the new documents - usually stored locally - are loaded via FTP. The contents of the documents which should not be stored locally, as well as the contents of interrupted downloads will be removed locally.

## Templates



Templates

With the help of the TEMPLATES entry in the Explorer, you can create a new document taking as a basis the template. Open the TEMPLATES entry by clicking the plus sign on the left or by double-clicking its name.

You can also select a template in the New dialog (FILE - NEW - FROM TEMPLATE... or with the (Ctrl)(N) key combination). If you double-click and

open the **TEMPLATES** entry and its subordinate entries, you can select a layout and description which gives you an overview of the template.

If you double-click a template, it opens a new document based on this template. For this purpose, you can also use the template's context menu and select the **OPEN AS TEMPLATE**. With the template's context menu select the **EDIT TEMPLATE** command to modify the template as desired.

## Web- and Internet Site Subscriptions



The Subscriptions function automatically informs you as soon as the content of an Internet or Intranet page has changed. You can also define how many levels should be traced to the left of the respective page.

The active Channel (CDF Channel) and the StarChannels will be administered with the "Subscriptions" entry in the Explorer.

## How to search in newsgroups or on the hard drive

- ◆ Select in the Explorer or on the desktop the folder or newsgroup where you want to do the search.
- ◆ Activate the context menu of the selected object and select the **SEARCH...** command.
- ◆ In the **SEARCH** dialog, go to the **LOCATION** register where you'll notice that the selected search locations are already entered. In the **SEARCH CRITERIA** register enter your search criteria.
- ◆ Enter a search criteria, for example, "Sender has Star".
- ◆ Click **INSERT**. To start an "And" linked search, select the **AND** field and determine a criteria, and then click **INSERT**. If the "And" field is not selected, the next criteria will be associated with a logical "Or".
- ◆ If you want to include further files or newsgroups in the temporary search, drag them from the explorer into the **Locations** register. In case you placed a permanent search via **New - Search**, you won't be able to use **Drag&Drop**.
- ◆ Start the search with the **SHOW** button.

All found messages, files, and documents will be listed afterwards, and each can be directly opened with a double click. The commands in the found object's context menu can be used e.g. to view the properties of the file. You

can also copy or move the found files via drag&drop in the Explorer. In addition, it is possible to start a quick search or Multiple Search in the displayed search window.

Using the SEARCH dialog, you can also make a search in the content of a certain message. For that, just click the content of the message and press Control+G.



If you drag a main entry from the Explorer to the search input box when you search your e-mails, in/out box, or a newserver newsgroup, you then have the option to search only the selected input box entry. If you have marked e.g. in the newserver context menu the VIEW - ACTIVE GROUPS command, only the active groups will be searched. If you have marked in the mailserver context menu the VIEW - UNREAD MESSAGE command, only these will be searched.

You can set this procedure in the LOCATION tab. Select the RESPECT "VIEW" RESTRICTIONS FOR SUBFOLDERS option to consider restrictions for newsgroups (All, Subscribed, Active) and the RESPECT "VIEW" RESTRICTIONS FOR DOCUMENTS option to consider the restrictions for documents (All, Unread, Marked, etc.).





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## Basics for Text Documents

For new StarOffice users, this section offers an introduction to writing, editing, and printing text documents. We've taken into consideration the minimal amount of prior computer and operating system knowledge when compiling this section of the StarOffice User's Guide. The more advanced users should still skim through this part, since it contains some useful StarOffice tips and tricks.

### Basics for Working with Text

Follow these instructions to enter your text in a new text document. To be on the safe side, click in the document with the mouse to activate the window. If you have opened a text document for the first time, this step is unnecessary since the window is automatically active.

#### Entering New Text

Enter some text. Line breaks are controlled automatically with your software, so you do not need to manually do so. Press the Enter key only where you want to begin a new paragraph.

You can simply begin to write without worrying about typing errors. You should correct your typing errors later on, so you will not be interrupted by constantly having to move the cursor around to correct your mistakes. You can also 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, you might prefer to select a specific paragraph style while you write your text. By selecting next style, you can format successive paragraphs automatically. You can learn more about this topic in the StarOffice Help.

StarWriter is able to preform a list of automatic corrections while you work, for example, so that all sentences start with a capital letter.

Also the automatic word completion can help you when entering text: If you enter the same word (longer than 5 characters), StarWriter will suggest after typing the first three characters the familiar word. Press the Enter key to accept the suggestion if correct. If more than one 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 to this function in the StarWriter Help under "Word completion".



You can find out which AutoCorrection and AutoFormat functions are active by using the command **EXTRAS - AUTOFORMAT/AUTOCORRECTION...**. Here you can select certain functions by turning them on and off. If you do not wish any automatic substitutions while making your entry, use the **FORMAT - AUTOFORMAT** command. If you do not wish the automatic correction function, a check mark should not appear next to the command **WHILE TYPING** in the submenu.

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 several 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 at the desired position.

## Inserting Text

To insert new characters into an already existing text, simply place the cursor at the position where the change should be made and enter the correction. Any text following your addition will be shifted as necessary.

If the text is not meant to be shifted but instead overwritten by a 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 (Ins) key. The selected mode will be indicated in the status bar with 'INSERT' or 'OVER.' You can also toggle this function by clicking the 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 characters automatically shift to fill the spaces.

To delete several adjacent characters simultaneously, you first have to select the area to be deleted. The simplest way to do this is with the mouse. Position the mouse cursor on the first character you wish to delete, press the 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.

There are several ways of selecting 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.

Select coherent text by clicking the first character, press the Shift key, and then click on the last character. You may use the arrow keys while still 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** in StarWriter is a practical feature that allows you to select independent text sections, and assign them one single command. Press the (Ctrl)-key combination when selecting your text areas. Now you are able to assign one text style to the selected group.

Together with the dialog **SEARCH&REPLACE** in the **EDIT** menu, or with the key combination (Ctrl)(G), you can easily, for example, search for all the words "StarOffice" to make boldface. Enter also the word 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 this task.

## Text Navigation via the Keyboard

You can easily navigate within text or jump to another position via the keyboard with (Home), (End), (Page Up) and (Page Down). 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 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)and (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) and (Tab).

Further key combinations are listed in the StarOffice Help.

## The Direct Cursor

Using the direct cursor you can enter text at any position within the type area in your text document.



Press the Direct Cursor icon in the main toolbar.

You can now click on any 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.



It is easy to quickly write a letter using the direct cursor: position the date on the right, the recipient slightly indented on the left, etc. However, you should use it only as a time-saver since it's generally better to use a personal letter template with the help of the AutoPilot. Your correspondence will have a more continuous, professional look.

## Correcting Typing Errors

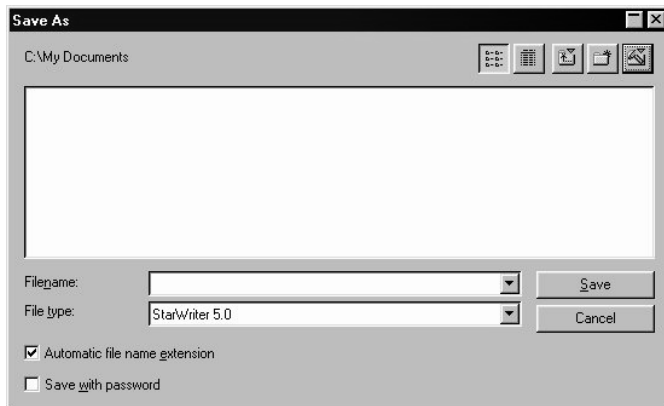
It is not necessary to delete a word before replacing it with another word. Simply select the word and type the new word in it's place instead. Even if you enter only one new character, the typing replaces the entire selected text. With the Insert mode, you can then enter further characters.

With StarOffice, you have a useful spellcheck function at your disposal. If you wish, it can be used while entering your text. Incorrectly spelled words will appear with a red wavy underline, and offers a list of other correct spelling possibilities. The Spellcheck will be introduced in detail later on.

## Saving and Opening Documents

Your newly entered text will be lost as soon as you turn off the computer. 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.

To save your current document, use the **SAVE** command in the **FILE** menu. To open a document, use the **OPEN** command in the **FILE** menu. In both cases, a dialog box appears that provides more information about the file location.



Assign your text document a name when you save it. You can, for the most part, choose any name you like (according to the restrictions of your operating system). It is better to choose a descriptive name for the file so that you can easily find it later.

If you don't save your documents, any changes made to all 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. If the document is not yet named, a dialog box will request a name and a storage location for it. If the document is already named, the existing version will be replaced by the current version of the document when you press (Ctrl) and (S).

In the status bar, you will find a field which displays an asterisk (\*) if the current document has been changed with respect to the latest 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 store it in a file folder. 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 proofreading.

To print your current document, you will need a printer connected to your computer. This can be done either directly with a printer cable or indirectly over a network. If neither one is immediately available, you may also print to a file. This saves the necessary print information in a file, which can be either sent to a printer later on or copied to another computer that is connected to a printer. This also allows you to print your document on a printer not directly available to you, such as the high-quality typesetting machines or high resolution color printers available in printing shops.



Even if you have no printer, you must specify a printer driver. StarOffice requires this information before it can format your pages and make fonts available.

Printing is controlled primarily with the **PRINT** dialog, which is activated in the **FILE** menu.



In this dialog, you can select a specific printer (in case 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 to have made.



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 provide the printer capabilities to 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 chosen printer determines the height and width of your print area, which includes the line and page breaks. You have to take into consideration that when changing printers, your document's format can change too. This applies also when opening 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 have a fax modem connected to your computer, you are able to fax your current StarOffice document. In StarWriter you have the possibility to insert an fax icon in the function bar. This way it is especially easy to send a fax. Detailed information on this subject can be found in the Advanced Tips of the StarOffice Help.

## Printing Several Pages to a Sheet

With StarOffice it is easy to print several pages of a text document on one single sheet of paper:

- ◆ Switch in the Page view to (**FILE - PAGE VIEW**).
- ◆ In the Object bar, you can choose to display either two or four pages, or you can click on the **SCALE** icon and define the amount of pages to be shown by setting the number of rows and columns. With a long click on the icon, you will open a grid formed submenu. Here you can determine by dragging with your mouse cursor, how many columns and rows (under "Pages") can be viewed and printed.

- ◆ Click the **PRINT PAGE VIEW** icon in the Object bar. In the **PRINTER** dialog you can access the printer properties dialog and switch between portrait or landscape format.



If you save and close a document in the page view, the next time you open this document, it will be with this same view. If you want to change this, do the following: Open your document. Select the **TOOLS - OPTIONS - GENERAL** dialog. Now change to the **SAVE** page. Under "Restore working view", remove the mark in the Document view check box. Resave the document. When reopening your document, it will appear in the normal view. Note that you can use the (Ctrl) (S) shortcut only when you have modified the document in some way. Note that you can use the (Ctrl)(S) shortcut when you've modified the document even in a small way, for example, a space, a character, etc. If you only close the page view, it won't count as a modification in the document.

## Printing Brochures

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, with print on both sides of the page. (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 automatically arranges the pages so that you can read them as a brochure if you simply put the pages together, fold them in the middle, and staple them.

## Additional Printing Functions

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 page description language HTML, 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



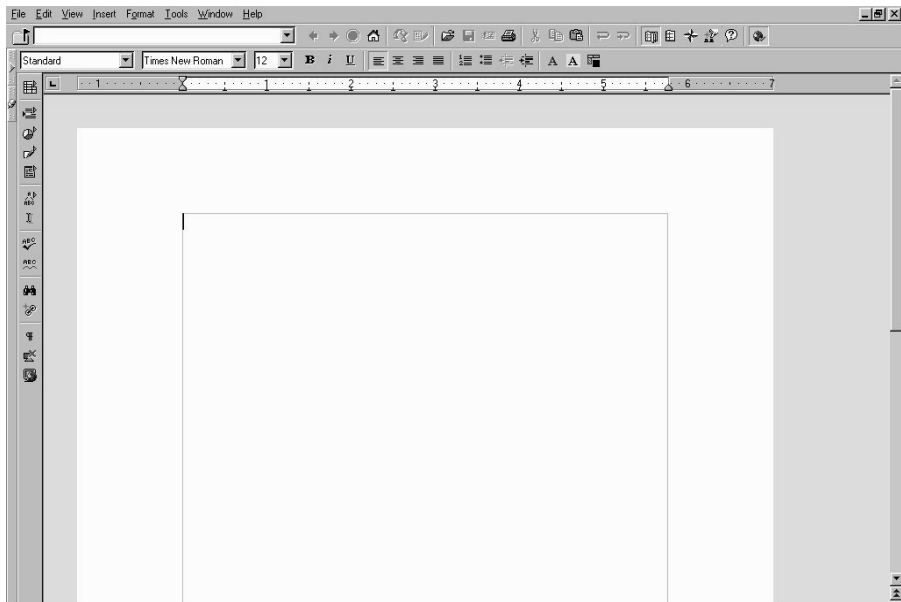
with page 1, and successive pages with odd pages on the right and even pages on the left.

Here's a tip to prevent your document from being printed in reverse order: In the **PRINT** dialog, click the **OPTIONS** button, and choose the **REVERSE** option under **PAGES**. Your printer will then print out the pages of the document in reverse order.

## 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 bars and toolbars display the icons necessary for editing text.

Let's assume you have just started StarOffice for the first time, and you've clicked the **NEW** button in the task bar to open a new **TEXT DOCUMENT**. The work area will appear as follows:



The object bar, or more precise, 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 item **HELP TIPS**. If you rest the mouse cursor above an icon, the name of the icon will appear, and in the status bar you will see a short description of the function. In addition, if you select **EXTENDED TIPS** in the Help menu, an extended help text will appear in the Help tips while a menu entry or a dialog element is selected.

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 set 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 the 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.

Right at the bottom of the StarOffice window is the task bar, which serves to create new documents and switch between the desktop and various tasks.

## 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

StarOffice offers a choice between hard or soft formatting for applying text attributes such as bold or italics, and defining the font, type, and font size. A hard format is obtained by applying an attribute directly to a portion of text. For example, you can apply bold formatting directly to a selected text by clicking the **BOLD** icon in the Text object bar. Soft formatting applies a style to the text. The style is a named set of defaults for formatting text. What is the difference between hard and soft formatting?

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 with styles is always preferable if you are applying several formats at the same time and/or if you need to use a format at several points within your text. It becomes especially important if you want to experiment with the appearance of the formatted text. Styles require more advanced planning. You initially need to create the style (thanks to the Stylist, can be done quickly and easily). Only then can you apply the style to your text, using the Stylist. You'll really appreciate the advantages of working with styles when making extensive formatting changes.

Assume you have formatted each of the headings in a long text with 24 point Helvetica font and underlining. If you need to change all the headings to 20 point Times font with double underlining, it would take a long time to modify each change by hand. But if you define the formatting as a style, for example, with the name "Head1" and apply it to the headings, by simply changing the "Head 1" style will automatically modify all headings accordingly.

## Using Styles in StarOffice

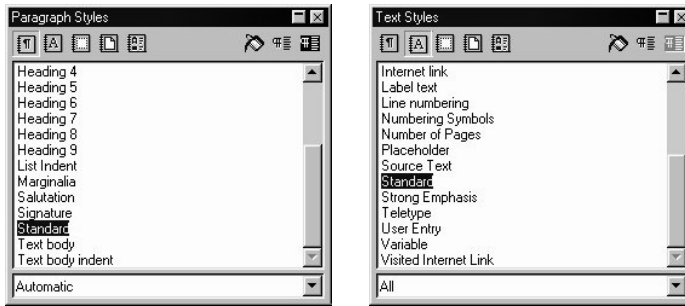
The styles for characters, paragraphs, frames, numbering and pages (or cells in spreadsheets) are always saved with the document. When the document is opened again, the styles still apply to all formatted objects. You can also copy the styles from one document to another. Styles with the same name will be overwritten or 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 you start StarOffice for the first time certain default settings apply to all document types. With these default settings that represent a STANDARD TEMPLATE, a new document can be opened under **FILE - NEW TEXT DOCUMENT**. You can define any document as a standard template if you wish to, meaning that any new document you open will contain the custom styles you have defined in the template document.

## The Styles in the Stylist

Open the Stylist with the command in the **FORMAT** menu or by pressing (F11). You can also click on the icon in the Function bar. A detailed description of all options in the Stylist is found in the StarOffice Help.



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

At the top left of the Stylist, the five icons enable you to switch the display between paragraph, text, frame, page and numbering styles. The available styles are listed in the main area of the Stylist. However, only the styles in the category selected in the list box at the bottom of the Stylist are displayed. For example, if "Automatic" is selected, StarOffice will attempt to determine from the current context which styles may be appropriate in this case. If you want to view all styles, select "All."

Activate the Paragraph Styles display, if it is not already selected, by clicking on the icon at the far left in the Stylist. You then see a display similar to the one in the left illustration above. Double-click an entry in the list of paragraph styles to apply the selected style to the paragraph in which the cursor is currently positioned. Double-clicking on another entry correspondingly modifies the formatting of the current paragraph.



With (Ctrl) (Z), you can undo the last action. Repeatedly using this key combination will undo the next-to-last action and so on. The StarOffice Help provides more information on this function.

In the illustration above at right, the Stylist 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 portion of text. Experiment with these styles as well.

The names of the styles give an indication of the intended purpose. If you want to find out exactly what each style does, click once on the style in the Stylist. Next, activate the context menu and select the **MODIFY** command. In the dialog that appears, you will see exactly how the style is defined. Close the dialog with **CANCEL** if you don't want to modify the selected style.

You can use or modify the provided styles or define and use your own. It's best to start by selecting a style in the Stylist (by clicking once), which you want to use as a starting point for creating your own style. Then you only have to enter the attributes that differ from the original style, because the remaining attributes are "inherited" by the new style.

Certain text attributes can be modified with the use of style types. See the following table for a partial selection. A list of all style types can be found under **STYLE DESCRIPTION** in the StarOffice Help.

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, Text Style Order

## Hierarchical Styles

The styles are hierarchically linked to each other. You can derivate one defined 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 respectively changed.

Let's take for example: The paragraph format "text body" uses the font "Times" in "12" point. Derivated from this template, you have created a "text body indent" template. Here you have only defined the added left indent, 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 "text body indent".

If you have redefined the left indentation in the "text body" for example, it will show no effect on the paragraphs formatted with "indent text". In the hierarchy, always the closest associated format has priority.

The **CONDITIONAL STYLES** in StarWriter enable you to group many context dependent styles together under one name. You can, for example, create a "Business Letter" template, that contains hierarchic derived styles for titles, bulleting, tables, etc. If you now format a whole business letter with these styles, the context dependent subordinate styles will automatically be allotted 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

With the corresponding icons in the object bar, you are able to 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 with certain formats, you should create a paragraph style with the tab **NUMBERING**. Here you can assign a certain numbering style. The numbering style can be used to determine how a format can look, and can be edited in the Stylist (in the Stylist, click the **NUMBERING STYLE** and then in the context menu, select the preferred template and click **MODIFY...** You will find more detailed information 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 to any characters or paragraphs, which you want to subsequently define as a new style. 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**.

As you can see in the Stylist, you have defined a new style in the " Custom Styles " category. You can now use the new style in formatting your document.

You can also create a new style by modifying an already existing one according to your preferences. To do this, first apply the style you want to use as a base to a word or paragraph. Then modify the formatting in the text and save the changes as a new style.

- ◆ Position the cursor in the text or paragraph to be formatted and double-click in the Stylist on the style you want to modify.
- ◆ Modify the formatting in your text to your specific needs using the Text object bar or the CHARACTER or PARAGRAPH dialog.
- ◆ In your text, select the characters 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 icon NEW STYLE BY EXAMPLE and enter a name for the style in the dialog box. Click 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 don't need to define all attributes yourself. For example, double-click on the paragraph style "Heading 1" 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 text style by selecting an italic font in the CHARACTER dialog or by clicking on 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 this example, "Head 1." Click OK.

The new custom paragraph style "Head 1," can now be used for all your subtitles. The hard formatting applied with the ITALICS icon is converted to soft formatting because of the new style.

To apply a style to text, position the cursor in a paragraph and double-click on the desired style in the Stylist.

### **How to Create 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 wish, you can delete all text from the current document, leaving only the styles.
- ◆ Activate the menu command **FILE DOCUMENT TEMPLATE...** on.
- ◆ In the dialog **DOCUMENT TEMPLATE**, select the section where you would like to save your template. In the text field **NEW DOCUMENT** 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 now have learned how to apply the styles in the Stylist to your text, and you even know how to create your own styles. The advantage of styles is that you don't need to keep defining them. Therefore, you can quickly and easily apply the desired formatting to your text. However, the Stylist offers even more options. If you use them in your work, you'll discover that the Stylist is a very powerful tool.

### **Formatting Multiple Paragraphs**

In this example, you have applied the same "Head 1" paragraph style to multiple paragraphs. The Stylist can save you a lot of time by applying styles to several paragraphs at once.

- ◆ 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 icon again or press the Escape key.

## A Simple Modification to a Style

After having formatted all headings with the new "Head 1" 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. All other headings should be spaced in exactly the same way. In this case, simply modify a paragraph formatted with the "Head 1" style, and then add the changes to the style, making it valid for all paragraphs of this type.

- ◆ In the text, select the longest heading formatted with the "Head 1" style. Click three times in the heading to select the entire line.
- ◆ Modify the formatting however you like. For this example, increase the character spacing in 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.
- ◆ Now you have additionally used hard formatting on one of the headings formatted with the style "Head 1". Both the total of hard and soft formatting should now be added to the "Head 1" 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 "Head 1" will be automatically reformatted with the modified style.

It is also possible to determine when creating a new template, that every alteration become automatic. In the tab ORGANIZE of the POSSIBILITIES dialog, select the AUTOMATICALLY UPDATE field. If you alter the format of a paragraph that was formatted with this paragraph style, for example, the format of all of the same paragraph styles will change automatically. Hard formatting - as always - will not be effected with a template alteration.

## The Standard Template

When you open a new document, it is based on the predefined standard formatting. The default fonts can be modified under TOOLS - OPTIONS - TEXT DOCUMENT... - STANDARD FONTS .

If you realize that you keep modifying the formats in your document to adjust again the page layout, then you should create a new `STANDARD TEMPLATE`:

- ◆ Create or open a document that contains all your favorite templates and styles.
- ◆ If you wish you can remove the document's contents and save it in a directory that is always accessible, e.g., `Office51/Config`.
- ◆ Make the chosen directory's contents visible on the StarDesktop (e.g., by double-clicking the "Workplace" entry in the Explorer).
- ◆ Use the context menu of the document's icon to `SET` it as `DEFAULT TEMPLATE` for the respective `TYPE` of document .

In order to reset the original settings for the `DEFAULT TEMPLATE`, switch over to the `Office51/Config/New` by using the Explorer. Click the command `RESET DEFAULT` in the context menu of the previous default template. If you have changed the default template for HTML documents for example, and you would prefer again your previous version, select in the context menu of your document the name "HTML Document". Select now in the context menu `RESET DEFAULT`.

## Organizing Document Templates on the Desktop

The StarDesktop provides a quick and convenient way to manage document templates without using menus and dialogs.

### How to Create a Custom Document Template on the Desktop

- ◆ Write the document that you want to use as a template for later documents. Apply the desired formatting and modify the character and paragraph styles as necessary. Insert 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.
- ◆ On the Desktop now create a new link which refers to the saved document. Click `NEW - LINK...` in the context menu to open the `PROPERTIES OF LINK` dialog.

- ◆ Enter a name for the link, for example `NEW LETTER`. Switch to the `BOOK-MARK` tab
- ◆ Click the `FILE...` button and select the desired file from the `FILE SELECTION` dialog.
- ◆ Finally, be sure to select the `OPEN AS TEMPLATE` check box.
- ◆ Click `OK`.
- ◆ In the Desktop, open the context menu and select the `UPDATE` command to refresh the Desktop display. 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. 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.



You can carry out the same step, but this time don't check the `OPEN AS TEMPLATE` box, and assign a name such as `TEMPLATE FOR NEW LETTER`. An icon will appear on the desktop which you can move to a new folder, for instance, named "Templates." This allows you to change your template at any time with just a double-click.

## Page Styles and Page Numbers

Example: You want to create a title page without a page number in a text document, then several pages for the table of contents with lowercase letters as page numbers (how many pages the table of contents will contain is not yet known), then you want to create the first (and following) page(s) to follow with number defined pages.

Section break Solution: Work with different page styles. Using different page styles in StarWriter is the same as using "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 use the following 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 wish.



Do not use the correction value in the dialog **INSERT- FIELD COMMAND** in tab **DOCUMENT**, to change a page number. The correction value is used to show the next page number when at the end of a page. This is only a view mode, and can not change the actual page numbers itself. The manually entered page number (in contrast to the automatically numbered page numbers) is an attribute of the pertaining page. This property is determined as "hard formatting" in the first paragraph on the page.

## Create Page Styles

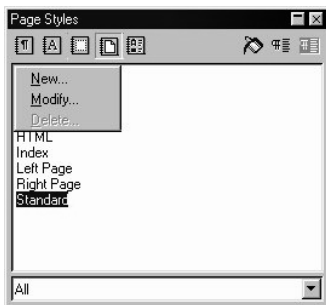
- ♦ Open the document for the previously entered or changed page numbers. You can also begin with a new text document, although you need to first enter some text and page breaks to be able to follow this example.



Open the Stylist.

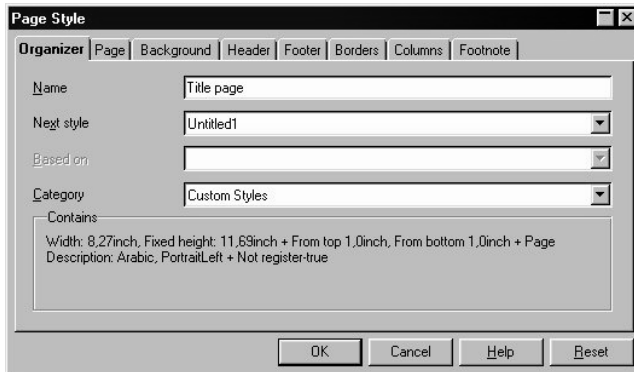


Select the page style view in the Stylist.



- ♦ Select in the context menu one of the page styles and choose the command **NEW...**

You will see the **PAGE STYLE** dialog with the tab **ORGANIZE**. With the cursor on the text field **NAME**, you can directly enter the name of the first new page style.



- ◆ Enter **TITLE PAGE** and press the enter key. The properties of the new page styles will be changed later.
- ◆ In the Stylist reenter in the context menu the command **NEW...** and define the page style with the name **TABLE OF CONTENTS**.
- ◆ The whole procedure repeats itself again for the new **MAIN TEXT** page style. These names are used only as examples, please enter the names of your choice.

You have now created the three new templates.

## Apply Page Style

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

You have assigned the first page with this page style. You will see as confirmation the name **TITLE PAGE** in the field **PAGE STYLE** below in the status bar. Also, you can assign already existing page styles in the context menu of the **PAGE STYLE** field in the status bar.

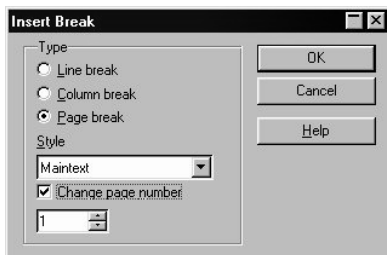
If you continue to page through, you can determine that the **TITLE PAGE** appears on all pages of your document. If you previously had selected the **STANDARD** page style, all pages would now apply to the new style (after assigning the new page style). Page styles apply to all pages before and after, unless a page break occurs with a change of page style.



If you select in the tab **ORGANIZE** a Next Style as page style, you determine that after the page break (manual or automatic) the next style will appear as page style. You can enter here as example for the page style **TITLE PAGE** the next style **TABLE OF CONTENTS**. The next page after the title page will appear as **TABLE OF CONTENTS**. This will save the step of using the **MANUAL BREAK** dialog.

You should choose for the **TABLE OF CONTENTS** page style only the **TABLE OF CONTENTS** as next style, since you can not be sure how many pages your Table of Contents will include.

- ◆ Now place the cursor at the beginning of the page where the Table of Contents should begin. Enter here a manual break with a change of page styles.
- ◆ Select the command **INSERT - MANUAL BREAK....** You will see the **INSERT BREAK** dialog.
- ◆ Select as **TYPE** the **PAGE BREAK** option. In the list box select the **TABLE OF CONTENTS** page style. Click **OK**.
- ◆ Place the cursor at the beginning of the first line in your main text.
- ◆ Select here also the command **INSERT - MANUAL BREAK....** You will see the **INSERT BREAK** dialog.



- ◆ Select as **TYPE** the **PAGE BREAK** option. In the list box select the page style **MAIN TEXT**. Click the field **CHANGE PAGE NUMBER** and select the new page number 1. Now click **OK**.
- ◆ If an unneeded blank page is inserted before your main text, you are able to delete it by the following: Place the cursor at the beginning of the blank page and press the Delete key. Do not use the Enter key in combination with the Delete key, since the inserted manual page break will be also 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 tab `ORGANIZE`, 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:

- ◆ Place the cursor on a page with the `MAIN TEXT` page style.
- ◆ Go to the entry `MAIN TEXT` in the Stylist, select in the context menu the `MODIFY...` command.

You see the `PAGE STYLE: MAIN TEXT`.

- ◆ Change to the tab `FOOTER`. Select the field `ACTIVATE FOOTER`. Click `OK`.

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

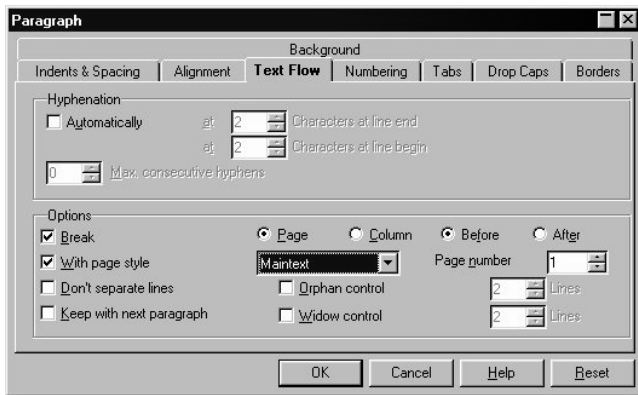
If the cursor is placed in the footer, select the menu command `INSERT - FIELD - PAGE NUMBER`. The page number will appear in a gray field. If you want the word "Page" to precede the page number, place the cursor in the field and enter your text.



Click on the `CENTER` icon in the object bar, to center the page number.

## Page break as Paragraph Style

So that the text automatically begins with the new first page number, the hard paragraph format will apply automatically to the first paragraph of the main text. This will apply also if no text exists after the manual break on the new page. To be sure, you can 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).

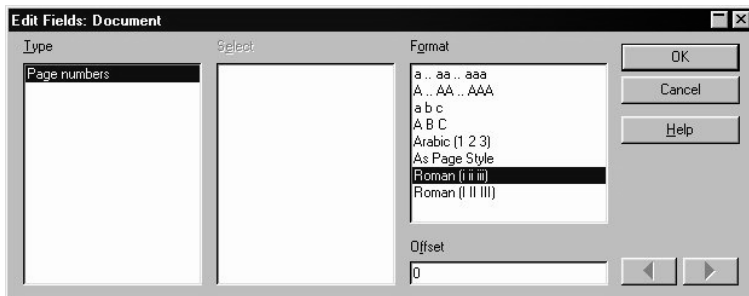


You will see here, that the Manual Break of a new page with another page style and page number, is still the attribute of the first paragraph on the first page.

## 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 template). The hard format is recommended only with a few exceptions. When editing with the hard format, use directly the field command:

- ◆ Place the cursor in the footer directly before the page number field. Now double click. You will now see the EDIT FIELD: DOCUMENT dialog.



- ◆ Select here the field command format. Now click OK.

Normally, you determine the page number format as a property of the page style:



- ◆ Open the context menu **PAGE...** You will see e.g. the **PAGE STYLE: STANDARD** dialog. On the title page of the dialog, the name of the current page style will appear instead of "Standard".
- ◆ Change to the tab **PAGE**.
- ◆ You can determine **NUMBERING** in the list box. Select here the numbering on all pages of the template. Close the dialog with **OK**.
- ◆ Now select the page number field in the **As PAGE STYLE** format (see the previous explanation about hard formats).

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

- ◆ Place the cursor in the footer. Select in the context menu the **EDIT PARAGRAPH STYLE** command.

If you want to enlarge 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 number style or paragraph style, select first the text 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. This can be the first paragraph of the current page or the first paragraph of a previous page. Not every first paragraph has disposal of the **PAGE STYLE** attributes. StarWriter searches for the page style of the current page, by positioning the cursor backwards to the beginning of the document. Every first paragraph will be checked for the attribute of a page style.

You can apply another page style over the context menu, in the field of the current document in the status bar. If you do, StarWriter will search backwards to the first paragraph of the page where the current page style should begin. This paragraph will now contain the new page style, and from this paragraph on, will continue being the new page style (unless another style is applied to another first paragraph).

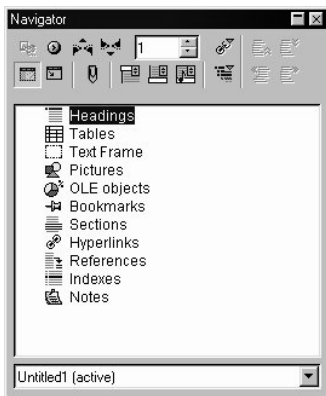
## The Navigator

In addition to the Stylist, which helps you format the document, the Navigator is another essential tool in StarOffice. The Navigator enables you to move exactly to a desired position in your document. Additionally, the Navigator provides useful information about the contents of the entire document at a glance.

The Navigator offers you complete lists of all graphics and tables in your document. If you select a list entry with the mouse cursor, you can jump right away to this section in your document.

However, the Navigator is capable of much more. For example, in text 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. Follow this link for more details.

Activate the Navigator by choosing the corresponding item in the EDIT menu.



The illustration shows one way in which the Navigator might appear. In the StarOffice Help you can find a comprehensive description of all the Navigator options.

### Jumping to a Specific Page

One of the features of the Navigator is that it enables you to quickly jump to specific pages in long documents. If the Navigator is not yet open, just double-click on the display of the current page number in the status bar to

open it. To close the Navigator, double-click again on the display field in the status bar.

At the top left of the Navigator is a spin box for selecting the number of the desired page. Press the Enter key to display the corresponding page of your document. The cursor moves automatically to this page.

Of course, there is also a keyboard shortcut for this process. Just press the key combination (Ctrl) (Shift) (F5) to move the cursor to the spin box and enter a new page number directly. Finally, simply 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. Now enter another number, and the new page will appear. The cursor will be placed on the page only when the enter key has been pressed.

## Moving among Objects in Text

Clicking on the NAVIGATION button at the top of the Navigator opens a list box where you can choose the type of object. If you select "Picture" in the list box and click the PREVIOUS or NEXT buttons, the cursor jumps to the next or previous graphic in your document. This also works for tables, frames, sections and notes.

You can select further objects in your documents within the main area of the Navigator. You will find additional entries for headings, OLE objects, hyperlinks and references. A plus sign in front of an entry in the Navigator indicates that one or more of this type of object exists in the selected document. These objects can be listed by clicking on the plus sign or by double-clicking on the entry. Double-click again on one of the object names to display it in the document and move the cursor to that position.





With the help of the Navigator, you can jump to any object in your document. Alternatively, use the Navigation buttons in the vertical scroll bar at the bottom right of the document window. This is also a floating bar that can be positioned at any location on the screen. Click on the type of object in the Navigation toolbar to which you want to jump, and then click the respective arrow icon to go to the previous or next object in your document. During a search (Ctrl+F or EDIT - SEARCH & REPLACE) you can use the Navigator scroll bar to reverse the search direction.

If the Navigator scroll bar appears black, you are able to 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).

## 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 something up or add something later.

- ◆ Position the cursor at the position in the text where you want to set a reminder.
- ◆ Click the icon SET REMINDER in the Navigator. The reminder will not be visible in the document.
- ◆ If you want to jump to a reminder, open the Navigation bar by clicking the respective icon at the top left of the Navigator, and select the entry "Reminder". You can now move through the reminders by clicking the PREVIOUS and NEXT icons.

## Other Navigator Features

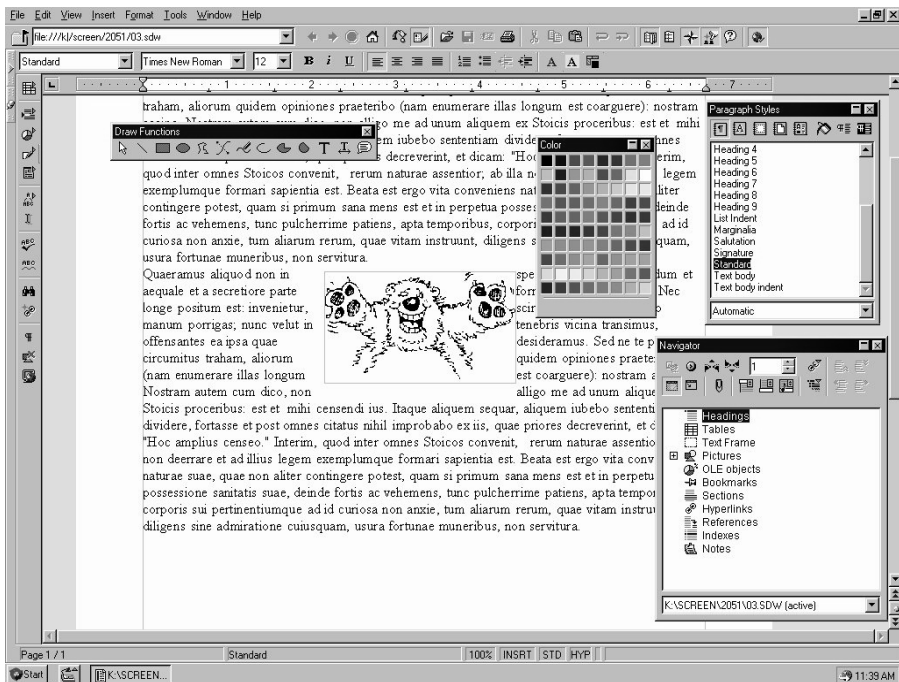
The Navigator is especially helpful for longer documents, if you want information about the contained objects. For example, if you load an HTML page from the Internet, a glance in the Navigator will show you the hyperlinks contained in the page. (Even hidden hyperlinks without reference text will be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

The Outline mode enables you to order and rearrange entire chapters and subchapters, providing you have formatted them with the "heading" styles, which are defined for outline 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 display them, and also change their size.

The following illustration shows just one of the many possibilities to set up your StarOffice desktop window.



There are various ways to arrange your screen elements. As you see here, some are more logical than others.

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 simple keystroke commands or by clicking the icons in the Function bar.

To dock a window, drag it with the pressed(Strg) key combination to any margin of your workplace.

You can hide all docked windows existing on the margins of the desktop. Your text document has now 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 shows more floating toolbars windows. These can be dragged from the main 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 the various toolbars to meet your needs.

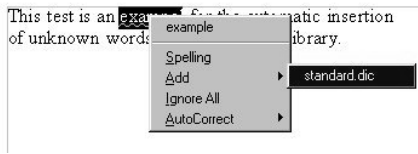
## The Spellcheck Function

StarOffice has an automatic spellcheck function, which can be used either while you enter text or can be activated to check a completed text.

### Auto Spellcheck

The automatic spellcheck can be switched on or off with the **AUTO SPELL-CHECK** icon in the Main toolbar. As you enter text, words not in the dictionary will be underlined in red. StarOffice comes with 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** dialog, via the menu command **TOOLS - OPTIONS - GENERAL... - SPELLING**.

When you proofread your text, the wavy underlines will draw your attention to possible spelling mistakes. Be careful about spelling errors that form other recognizable words (such as "cat" instead of "rat," for example). As long as the automatic spellcheck is activated, the red markings can be seen on the screen, but they will not be printed.



The easiest way to correct misspelled words 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're 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. As soon as you make the same typing mistake, StarOffice automatically replaces it with the correct word.

## Multilingual text check

StarWriter can spellcheck for various languages (with Thesaurus and hyphenation). In StarOffice's setup program, you can determine with the manual installation and later on with the "Change Installation" function which choice of available languages you want to install. Currently there is a legal licence limitation of three installed languages, but you can at any time add and subtract different languages to meet the requirements.

You can determine the language of your document in the Stylist under the paragraph style STANDARD. All other paragraph styles are deriviated from this paragraph style. You can select a specific language in the FONT tab. To assign different languages to various paragraphs in your document, you can either use hard formatting or a new paragraph style. Single words can also recieve another language by using the text style. The spellcheck is of course at your disposal when using all installed languages.

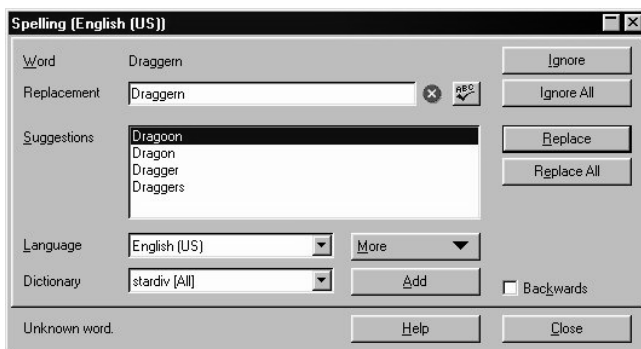
With the TOOLS - OPTIONS - GENERAL - SPELLING command, you can select the ALL LANGUAGES field. The spellcheck will now be activated for all installed languages. The automatic spellcheck icon offers you in a text containing more than one language interesting options. With an unidentified word, you can determine if the word or the whole paragraph appears in one of the addi-

tionally installed languages. The language for characters or paragraphs will remain your choice.

The spellcheck can be activated with the corresponding icon in the main toolbar. It offers you an interesting extra selection for multilingual texts. In the context menu of a unrecognized red underlined word, you can determine if the word or the whole paragraph exists in one of the installed languages. The language for characters or paragraphs is entered automatically according to your selection.

## Starting the Spellcheck

To check your entire text for spelling mistakes, select the command **Spelling - Check** in the **Tools** menu. The dialog options are described in detail in the StarOffice Help. The dialog will appear only if there are words in your text unknown to the spellcheck.



When you add an unknown word to your dictionary, you can define the breaks for the automatic hyphenation at the same time. Indicate the hyphenation positions with an equal sign (=). If you place the equal sign at the end of a word, it will never be automatically hyphenated.



In an HTML document, only formatting options supported in the page description language HTML are available. The hyphenation option is not supported.

## How to Exclude Text from the Spellcheck

If you want to exclude certain areas, words or tables from the spellcheck, perhaps because they are in a foreign language for which you have no module, then assign "None" as the language. You can either use hard format-



ting to do this (Select text then **FORMAT - CHARACTER, FONT** tab) or modify the corresponding style for the text (context menu - **EDIT PARAGRAPH STYLE...**).

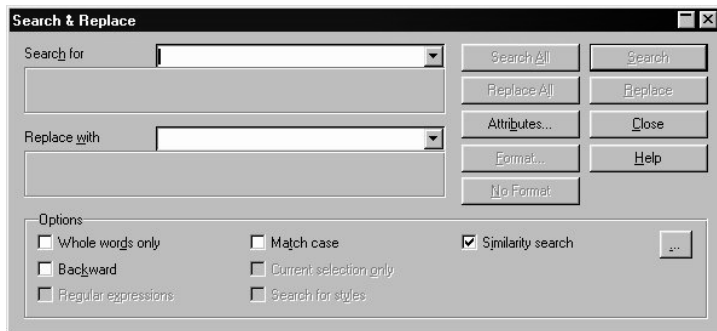
## Search and Replace

The ability to quickly find specific text strings is a very useful word processing function. With the Search function in StarOffice, you can search for variations of key words, even with multiple deviations allowed, or restrict the search to specific locations in the document, such as the beginning of words or the end of paragraphs.

The strings found in the text can be replaced by other strings with or without confirmation.

### Searching for a Word in Text

Imagine you have read (or even written) the word "Holland" somewhere in a long text. Now you want to return there, but can no longer remember the exact location in the text. In this case, activate the Search function with (Ctrl) (F). Type the word you want to find and press Enter.



StarOffice begins the search, starting at the current cursor position. When the end of the document is reached, a dialog appears, 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 **SEARCH&REPLACE** dialog remains open. You don't need to close it and can move it any place on the screen. However, if you do close it, it retains the previously entered strings, so you don't have to enter them again for the next search.

StarOffice offers a practical multiple selection function in combination with the **SEARCH ALL** button. For example, if you want all the words "bold" in your

text to appear in bold, enter this word under **SEARCH FOR** and click on **SEARCH ALL**. All matches will be highlighted. You can then simply click on the **BOLD** icon in the Text object bar to format all matches at once.

If you want to search for several words at the same time, enter each word separated by a vertical line (**|**). If, for example, you enter "Holland|Netherlands," then both words will be searched for. However, in this case, the **REGULAR EXPRESSION** check box must be selected.

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 of each option are described below.

## Searching Only for Whole Words

Select the **WHOLE WORDS ONLY** option if you only want to find whole words that match the search word. For instance, if the word "in" is entered as the search term under **SEARCH FOR**, all instances of "in" or "In" as stand-alone words in the text are 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 case-sensitive search with the **WHOLE WORDS ONLY** search 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. Thus, the words "an," "can," "ccan," etc., are found and highlighted.

The regular expressions are specified in a form known to Unix users. If you choose to select exactly one character for your search, you need to use a point (period) instead of a question mark. If you want to assign a wildcard for several successive characters, you need to use a period and asterisk, not only a asterisk. The end of a paragraph is found with a dollar sign, the beginning of a paragraph with a (^) sign. The regular expression ^\$ will find a blank space.

There are many more wildcards allowed for special functions in the StarOffice Help.

## Searching Backward

If you are searching for a specific word in a particular place, as is often the case in a long text, you will probably enter the word under **SEARCH FOR** and then skip each irrelevant location by repeatedly clicking the **SEARCH** button. However, it can easily happen that you click **SEARCH** once too often. In this case, select **BACKWARD** and click again on **SEARCH** to return to the previous location of the search string in the text.

## Current Selection Only

Select this option if you don't 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 **SEARCH** command, then the search automatically takes place only within the selected range.

## Search for Styles

Among other things, this option enables you to 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.

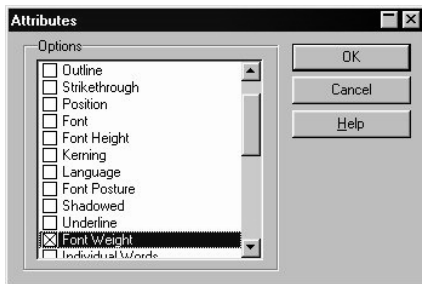
Start the replacement process with the **REPLACE** button. All matching strings found in the text will be displayed one after the other. You can decide each time whether to replace the string found in the text, to replace this and all other strings found in the text, or to cancel the process.



Only paragraph styles can be searched for and replaced. If you want search for or replace a numbering style in the document, this is only possible if the numbering has been assigned to a paragraph style.

## Attributes

Click the **ATTRIBUTES** button to open a dialog in which you can select specific text attributes to search for within a document. StarOffice will then find all attributes that differ from the format of the current paragraph style.



Selecting the FONT WEIGHT field, for example, finds all words with a heavier than normal font, such as words assigned the BOLD attribute through hard and soft formatting. This also includes words with a font defined as a bold type, such as fonts that have "Bold" or "Black" in their name. The other options are described in the StarOffice Help for text documents.

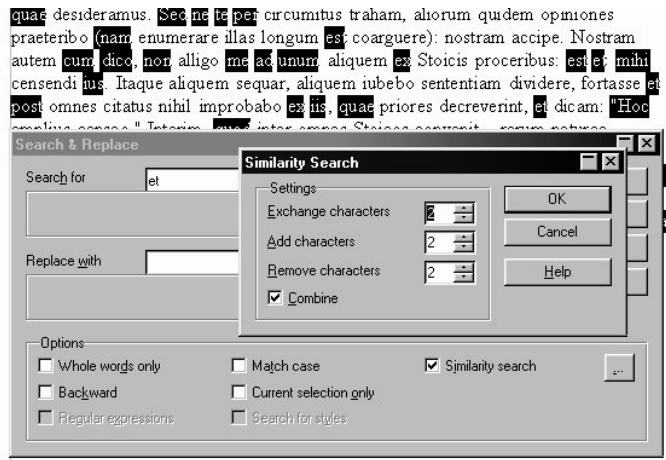
## Search for Specific Formats

Click the FORMAT button to open a dialog in which you can select the specific formats 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 FORMATS (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 attributes. The selected attributes are listed in 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 words spelled similarly. Define the degree of similarity by entering values with the spin buttons next to each option. The variations can be very complex to regulate. As a test, enter the search text "et" and click OK to activate the similarity search.



You can get a good idea of the effect of the various settings if you start a similarity search with SEARCH ALL. All strings found in the text will be highlighted and you can easily see how each word resembles the search word. The StarOffice Help offers detailed information about the similarity search.

## Using Automatic Functions

StarOffice supports your work with a range of intelligent aids, accordingly prefixed with "Auto." This introduction will familiarize you with the AutoPilot for Letters, AutoCorrect, and AutoText. The StarOffice Help provides a comprehensive description of these functions.

### Using AutoCorrect and AutoFormat

StarOffice can format your documents as you type or whenever you specifically choose to do so. Once you have become familiar with using AutoFormat during input, you can draft your documents more quickly and effectively. Here are two 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 type during input.

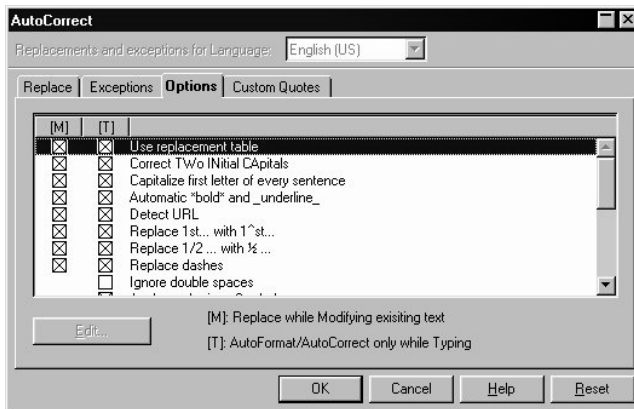
The AutoFormat formats your texts. If a paragraph begins with a minus sign followed by either a tab or a space, the AUTOFORMAT function will automatically reformat the paragraph as part of a bulleted list. The automatic bullets

will also apply to subsequent paragraphs. If you simply press Enter (and leave the paragraph blank), this will end automatic bulleting.

AutoFormat for text documents is switched on and off with the **FORMAT - AUTOFORMAT** menu command. In the submenu, select **WHILE TYPING** if you want AutoCorrect to correct errors while you type. If you'd prefer to automatically format the whole document, use the menu command **APPLY**.

You can achieve with the **FORMAT DOCUMENT AND REVIEW CHANGES** command, that all document changes taken place in the AutoFormat will be revised. You have afterwards the choice of accepting or rejecting all changes, or you can review each change separately.

Select the options **TOOLS- AUTO CORRECTION/ AUTO FORMAT....** The **AUTOCORRECTION** offers you many options. Some can be turned on and off, and some can be used for entry and post processing. The replace and exception lists are language dependent, whereas StarOffice searches first the list for the language in your text, then in a superior language family list, 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 (Shift) (2) automatically converted into custom quotes. You can also define which characters should be used for custom quotes and from which character set.

The **AUTOMATIC \*BOLD\* AND \_UNDERLINE\_** option is useful when importing text that contains no special text attributes, such as pure ASCII text. Locations in the text that should be bold or underlined are indicated by placing special

characters before and after them. Once you have imported a text and formatted it with the aid of the **AUTOFORMAT** function, the special text attributes will appear correctly in your text. **AutoCorrect** also offers this option, allowing you to enter these special characters during input, to apply bold or underline attributes directly to your text.

In the **AUTOCORRECT** dialog, the **REPLACE** tab contains many automatically replaceable words and phrases. You can enter your most frequent typing errors here and have them automatically replaced with the correct word. 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 to a copyright symbol if you have checked the **USE REPLACEMENT TABLE** box on the **OPTIONS** tab.



If you need to use the Euro currency symbol in a document, you can use the StarOffice font style "Timmons" and insert the Euro symbol with the **AutoCorrect** function. In a text document, choose the **INSERT - SPECIAL CHARACTERS...** command. Select the Timmons font and click on the Euro symbol. Then click **OK**.

Select the Euro symbol in your text document. Use the **TOOLS, AUTOCORRECTION/AUTOFORMAT...** command. The preselected Euro symbol has already been inserted in the **REPLACE WITH** text field (even though it may not be apparent since the font used might not yet recognize this symbol). Enter in the **ABBREVIATION** text field **c=** for example, and click **NEW**. Now close the dialog. As soon as you enter the **c=** with a blank space afterwards or at the end of a sentence, a Euro symbol will be inserted.

In the **EXCEPTIONS** tab, you can enter exceptions for two types of automatic correction:

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

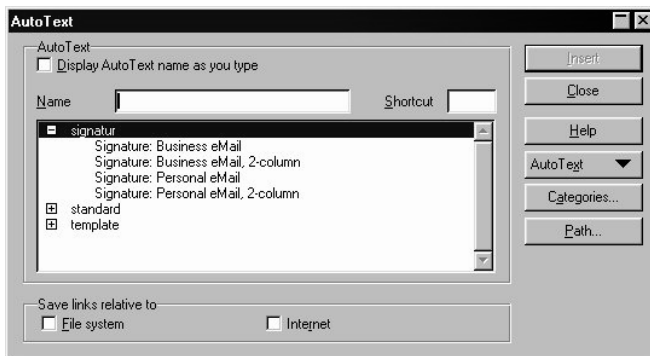
If you select the option to automatically convert the second of two capital letters at the beginning of a word to a small letter, you can enter exceptions that are correctly written with two capital letters, such as **PC** and **CD**.

**AutoCorrect** can also be used to replace one word with another - for example, "ASAP" with the text "as soon as possible" - but StarOffice's **Auto-Text** function is much better suited for such purposes.

## Using Text Blocks with AutoText

StarOffice offers a user-friendly AutoText function, which enables you to insert even long phrases in letters, faxes, and other documents using preset or user-defined shortcuts. Text blocks make it easy and quick to compose letters with identical or similar contents.

The advantage of AutoText is that you can insert a complete word or phrase just by typing a shortcut. Enter the shortcut for the desired AutoText block and press (F3). The AutoText is instantly inserted at the current cursor position. If you use the AUTOTEXT dialog, you don't need to remember the shortcut, but selecting and inserting obviously takes much longer this way.

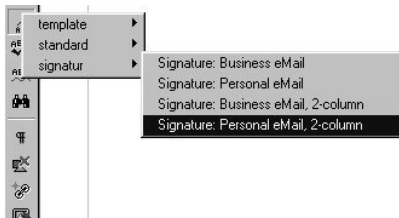


- ◆ Position the text cursor where you want to insert the text block.
- ◆ Enter the shortcut for the text block and press (F3).
- ◆ The AutoText automatically replaces the shortcut characters.

The AUTOTEXT dialog activated via the EDIT menu contains several AutoText blocks. Try out some of the predefined text blocks, and you'll see that they can even include pictures and tables.

Finally, here is the quickest method of all for inserting AutoText. To see a list of existing text blocks, click the AUTOTEXT icon in the Main toolbar and keep the mouse button pressed. Choose a submenu with either standard or template text blocks.





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

## Creating a Letter Template with the AutoPilot

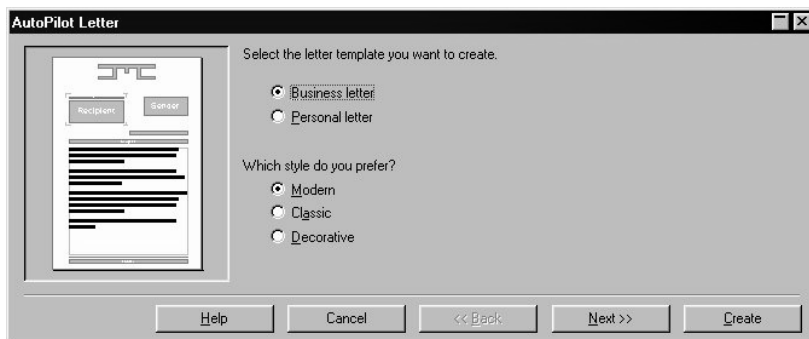
If you are writing a personal letter, the AutoPilot and standard text blocks are not essential, but in formal business correspondence these aids can save you a lot of time and make your work much easier.

You can find a more detailed description of the AutoPilots in the StarOffice Help. However, since it is so easy to create an attractive basic format for your letters, a brief, step-by-step introduction is given here, which will also help you see how StarOffice can assist you with more complex tasks.



Keep in mind that the provided templates for letters, faxes, and many other uses are extremely useful as a basis for creating customized templates. For a complete list of predefined and custom templates, select the menu command **FILE - NEW - FROM TEMPLATE...** or **(Ctrl)(N)**.

Start the AutoPilot with the **FILE - AUTOPILOT - LETTER** menu command.



In this short introduction, simply accept all AutoPilot defaults, and then print the result. You could click on the **CREATE** button right away, but to famil-

iarize yourself with these procedures you should click **NEXT** on each dialog page, so that you have seen every page at least once.

Browse successively through the AutoPilot pages for creating a letter template. You don't have to enter data or modify options on all pages; however, each page allows you to make modifications according to your preferences for a business letter. Of course, senders and recipient addresses must be entered manually, but you can also choose which of the predefined 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 command **TOOLS - OPTIONS - GENERAL -** to enter your new data.

### **Customized Document Templates**

You don't 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 customized document templates.

The AutoPilot creates a template that you can edit, if you like, and then use as a template for your letters. This ensures that all your letters will have a consistent format. This also applies to other types of documents for which there is an AutoPilot (for instance, faxes).

Thanks to the AutoPilot, you can use pre-existing text blocks instead of starting from scratch when creating your own templates, whether for business letters, faxes, memos, or other documents.

## **Drawing Frames and Lines, Slanting Letters**

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.

## Accentuate Text

You have many options to accentuate your text. Here are four possibilities:

- ◆ Use the "normal" **FORMATTING** (e. g. with the icons in the text object bar).  
You can use some of the following possibilities: Create the text in bold or in another font, change the text color and background, center the text.
- ◆ To optically accentuate a paragraph, select in the context menu the **OUTLINE** tab. Here you can choose an outline frame for your paragraph, which can include a shadow if you wish. Enter in the **INDENTS AND SPACING** tab the same value for the right and left indents, so that the framed text will appear centered.
- ◆ 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.
- ◆ Use the draw function **TEXT**. With the **TEXT** icon in the **DRAW FUNCTION** floating toolbar (left in the main toolbar), drag a frame and enter some text. This text can be positioned as you would like, which includes rotating in various angles, or curving and slanting your text with the help of **FORMAT - FONTWORK**.

## How to Insert a Text Frame

After text has been entered, you can insert a frame to emphasize the text. In the **INSERT** floating toolbar, you will find the **FRAME** icon. The following provides a brief introduction to floating toolbars:

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 a text frame after you have already created a document, proceed as follows:

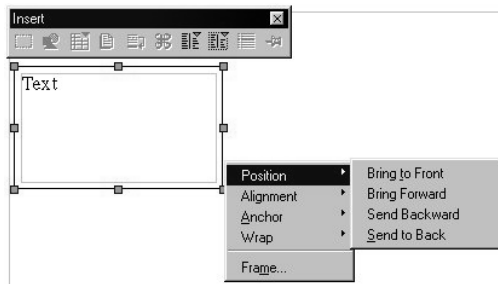
- ◆ Select the entire paragraph that you want to place in the frame. One way to do this is to place your cursor at the beginning of the paragraph, and then click at the end of the paragraph while holding down the Shift key.
- ◆ Move the mouse pointer to the **FRAME** icon in the **INSERT** floating toolbar, and release the mouse button. Or, if the floating toolbar is displayed, simply click the **FRAME** icon.
- ◆ If you now move the mouse pointer 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 mouse pointer 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.

You can click on the edge of the text frame to activate it. An activated text frame can be recognized by eight sizing handles, 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 with the mouse. If you drag an edge without positioning the mouse directly above a sizing handle, you move the whole frame. If you drag one of the sizing handles, you can change the frame size. The corner or edge opposite the handle you drag will remain in place. By dragging a sizing handle on one of the sides, you can stretch or shrink the text frame in a single direction, whereas dragging a sizing handle 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 sizing handles, 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.



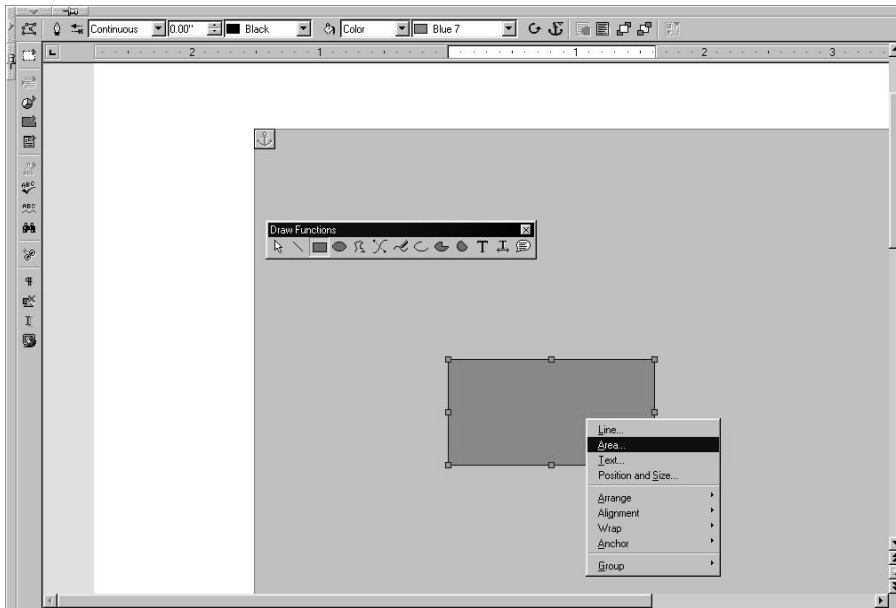
In the context menu of a text frame, you can determine the **POSITION** of a text frame relative to other frames, draw objects, pictures, etc., if the frames or objects overlap. In the **WRAP** submenu, specify whether and on which side the normal text in your document should flow around the text frame. 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 same functions are available in text frames as in text documents. In addition to text, frames can contain pictures, multiple columns, etc.

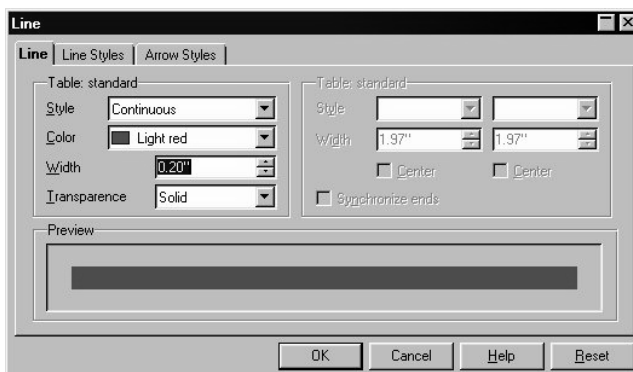
## Draw Objects as Frames

In StarOffice you can also use a draw object as a frame for text, since you can assign text to any draw element. Instead of the text frame described above, you could choose a rectangle as a draw object. In the object, you can then create an eye-catching effect with a colored 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 determine a blue background for the whole page.
- ◆ Open the **DRAW FUNCTION** 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 for 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 FILL tab, select the option GRADIENT, 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 violet 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 box, select the TEXT ANIMATION tab. Under EFFECTS select the "Scroll Through" option. On the TEXT tab, you can set the text spacing from the left and right borders. 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 and use the icons in the Text object bar to modify the text attributes, including font size and FONT COLOR.



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. To activate the full screen view, press the key combination (Shift) (Control) (I).

## How to Draw Lines in Text

You can easily add lines to your text and adjust the angle, width, color, and other attributes however you 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 can not be seen with the paragraph styles, switch in the Stylist from "Automatic" to the "All Templates" 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:

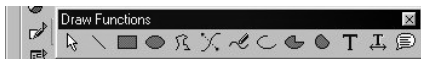
- ◆ In the Main toolbar, open the **DRAW** floating toolbar and click the **LINE** icon. The mouse pointer will change to a cross-hair symbol with a line beside it.
- ◆ In your document, click where the line should begin, hold down the mouse button and drag to the point where you want the line to end. If you hold down the **Shift** key, you can draw only horizontal, vertical, and diagonal lines.
- ◆ When your line has the desired direction and length, release the mouse button. You can now draw additional lines. To end the line function, press the **Escape** key or click the **SELECT** icon in the **DRAW** floating toolbar.
- ◆ After clicking the **SELECT** icon, you can select all lines together by clicking each one while holding down the **Shift** key. You can then specify color, width, or other attributes for all the lines.



Lines and other draw objects inserted in text are not defined in the Internet page description language **HTML**. Thus, instead of being exported directly in **HTML** format, they will be exported as graphics. After exporting, the document may look somewhat different.

## How to Curve Text

You can curve a text created with the **TEXT** icon in the **DRAW** floating toolbar.



After clicking the text icon, the mouse cursor symbol will take the form of a hair-cross. Now you can drag a frame to define the height and width of your text. If you happen to enter more text than your frame will visually allow, the frame will automatically elongated.

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



Now you can rotate your text with the **FORMAT - POSITION AND SIZE** exactly 90 degrees, 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 in fixed angles.

## How to Rotate Text

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



- ◆ Open the **DRAW** floating toolbar in 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 various options:
- ◆ Click the upper-left icon with the semicircle to display the text in the shape of a semicircle.
- ◆ Click the icon **CURVE** or **SLANT VERTICAL** to determine the position of the individual characters relative to the line on which they are aligned.
- ◆ Click **AUTO SIZE TEXT**. This automatically scales the text to the length of the line.
- ◆ In the shadow options, click **VERTICAL**. Specify 0.10 inches for the x-axis shadow distance. The text should now appear almost as in the illustration.
- ◆ Since the first and last letters are not very easy to see, insert two blank spaces before and after the text. Just double-click the text, edit it, and then click outside the object.

If you activate the FontWork object by clicking it with the mouse, you will see eight sizing handles. To change the size and shape of an object, simply drag the respective handles. Additionally, you can copy the finished object

to the clipboard and insert it in other documents, where you can also modify its size and other attributes.

You can also align text to a freeform line. First draw a freeform line (DRAW floating toolbar), and double-click it to enter the desired text. Then choose the command **FORMAT - FONTWORK** to apply special text effects. Have fun experimenting with the FontWork features!

Here's a tip to end this section. If you would like to Slant Text so that it exactly fits from one text side to another, follow these instructions: Draw with the draw function a straight line from one point to another. Now double click on the line. Enter your text, and click into the outlying space not containing the line-text object. finished!

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## Basics for Spreadsheets

StarCalc is the powerful spreadsheet program included in StarOffice. It offers all the functions needed for business use, including various financial and statistical functions, StarCalc database functions, and much more.

You can use charts to clearly represent the data in your spreadsheets. Advanced functions allow you to automate spreadsheet calculations or program custom dialogs with the built-in macro programming language StarBasic.

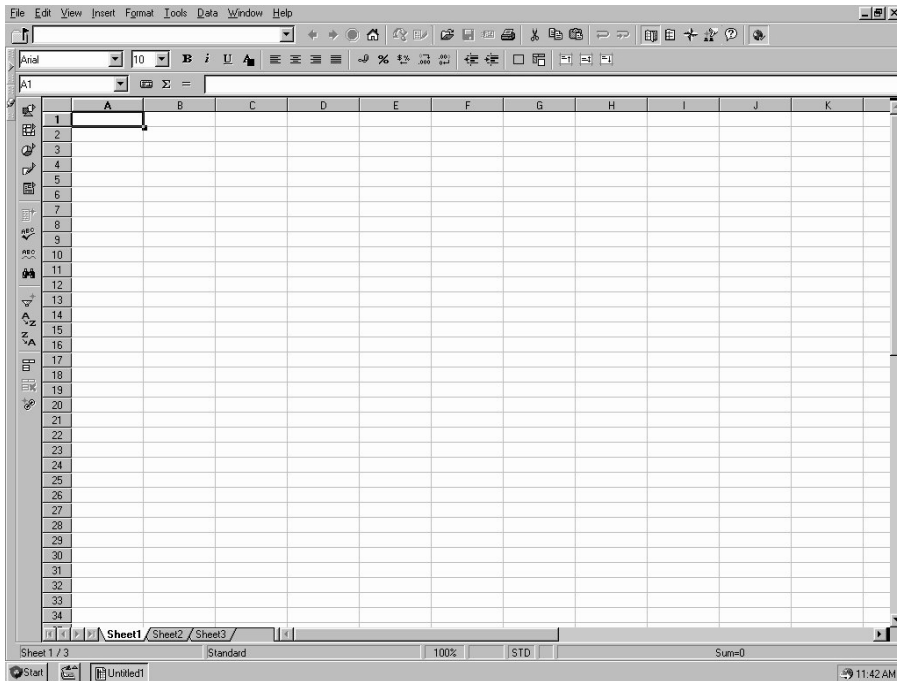
In this part of the StarOffice introduction, you will learn how to work with spreadsheets. You will also find information about creating tables in text documents.

## The Structure of a Spreadsheet

A spreadsheet consists of individual sheets. Every sheet contains numerous cells, 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 attraction of using a spreadsheet is that its formulas can refer to other cells. An example of such a mathematical formula might be `=SUM(A1:B8)`. This calculates the sum of the values in A1 and A8 and enters the result in the cell containing the formula. Additional formulas may be entered in cells A1 to A8, each referring to other cells and their contents, and so on. As you can imagine, this permits calculation of 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 document, you'll notice several typical elements:



## Rows and Columns

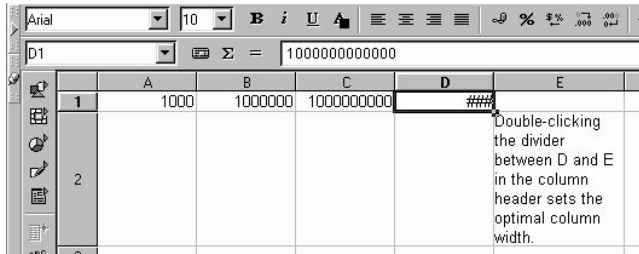
In the spreadsheet, rows are numbered from 1 to 32000 and the columns designated with the letters A through Z, AA through AZ, and so on; the last column is labeled with the letters IV. Each cell in the sheet can thus be uniquely referenced by its row and column. For example, cell A1 is the first cell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

Enter some text in cell A1. While writing you'll notice that the text appears both in the cell and in the input line of the Formula bar. You'll 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 is not empty, a small triangle appears at the right of the cell indi-

cating additional text. (You can deactivate this function with the TEXT FLOW check box under TOOLS - OPTIONS - SPREADSHEET... - 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 that the arrow keys (right) and (left) will replace the cell cursor if you are in the entry mode (by clicking in a cell and entering text). If you edit a cell with a double click or have pressed (F2) while clicking in an entry cell, you will enter the edit mode. The arrow key (right) and (left) will now replace the text cursor. When you press the Return key, the text is entered in cell A1 and the cursor automatically jumps to cell A2. The cell cursor always selects the active cell, in which you can make entries and changes.

## Multiple Sheets in a Document

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

### Appending Additional Sheets

- ◆ Click on a sheet tab at the lower edge of the window.
- ◆ Open the context menu, which contains the commands for editing sheets.
- ◆ Select the command APPEND.... A dialog box appears where you can enter a name 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.
- ◆ Open the context menu and choose the command **RENAME**. 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 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, which you assign 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 increases the loading time; and managing sheets in individual files is, in fact, often easier.

## Values and Formulas as Contents of a Cell

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 the current data.

In sheets, values refer to numbers, date and time information, and the results of formulas. You can highlight values by selecting **VALUE HIGHLIGHTING** in the **VIEW** menu. You can also select this option under **TOOLS - OPTIONS - SPREADSHEET... - CONTENTS**; it will then apply to all spreadsheets from this point on. 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 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. Choose the menu command **FORMAT - COLUMN - AUTOFIT**. 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.

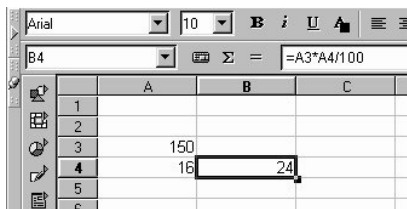
Since the entire number information is always saved in the cell, you do not need to adjust the cell size to the contents. Don't worry if the entire number cannot be displayed. If desired, the numbers can be rounded off in the display.

The field at the bottom right in the status bar provides helpful information for a spreadsheet. This field can be used to permanently display the sum of all selected cells. You can also display other values of interest, such as the maximum value of all selected cells. Use the context menu to switch the value displayed in this field. If an error occurs in the sheet, an error message appears in the field.

## Calculations in a Spreadsheet

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

- ◆ Position the cursor in cell A3.
- ◆ Enter 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 equation (without quotation marks): " $=A3 * A4 / 100$ ". 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 insert the formula in your sheet. You will see the result of the calculation (15 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 you can make a new entry.

- ◆ Add "+ A3" (again without 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 sheets: 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 an existing spreadsheet and fill it with your own data. StarOffice comes with several sample spreadsheets that you can edit and customize to your own needs.

In addition to the four basic arithmetic operations, you numerous other operators are available, such as nested brackets, and a wide variety of functions. The Function AutoPilot 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 is the result (rounded to two decimal places).

Many more functions are available in StarCalc, and you can add more functions with the help of StarBasic or through AddIns. The StarOffice Help will show you the steps. In most cases, the existing functions are sufficient. Here is an example of the new CONVERT() function.

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

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

You will receive as result the conversion of 100 German Marks to Euro. The sum to be converted always appears first in 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 take the unit amount and the unit that should be converted. 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 the cell E2.
- ◆ Enter the following: =CONVERT(. - Notice that this function is completed automatically, and then shown in a Tip Help. Simply press the enter key to accept the automatic result. The text cursor highlights the area to be filled with data.
- ◆ Click the cell D2. The cell D2 is now the first part of the function, and the text cursor is still positioned on D2 in the formula.
- ◆ Enter the following text:

; "DEM" ; "EUR "

(enter the text with the two semicolons and quotation mark) and press the enter key.

- ◆ The whole formula is now concluded, and is named =CONVERT (D2;"DEM";"EUR"). To select this formula, press the enter key. In the cell E2 the calculation result will appear.
- ◆ Click in the small filled rectangle at the bottom right in cell E2. Drag with the pressed mouse button upwards to cell E20. Now let go of the mouse button.
- ◆ By following these steps, you have copied the formulas E2 to E20. Automatically, the characteristics are 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 can be expanded if needed. The list can be found in the convert.ini file in the Office51/Config directory. It is also explained here how the list can be extended with up to 16383 entries.

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

CONVERT(Value; Text; Text)

The VALUE is the calculated value.

Both text parameters are strings, upper and lower case is relevant!

The file convert.ini from the Office51/Config directory is read in the first function's calculations. In this file, there are up to 16383 conversion entries

possible. The combination "Text1;Text2" is searched for first, and when found, is then multiplied with the `VALUE` factor. If "Text1;Text2" is not found, the search function will search for the "Text2;Text1" combination. If again this possibility is not found, the `VALUE` will be divided by the existing factor. The failure code for #VA (value not available) will appear if no option is found.

## What Can a Cell Contain?

As you have seen in the examples above, cells can contain various elements. In the following, a brief description of 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 because the StarWriter text document application contains 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 key) combination is used to enter a manual line break. You can also select under **FORMAT - CELL... - ALIGNMENT** 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. With the cell format "Text" (context menu **FORMAT CELL-** tab **NUMBERS** category **TEXT**), you can enter here numbers in the cells. These will be interpreted at the same time as text. These "numbers" are aligned with a default to the left, the same as a normal text. You can not calculate with text transformed numbers!

If you have already entered normal numbers in cells and have afterwards changed the cell format to "Text", the numbers will remain numbers. They will not be converted. Numbers will be converted to text only if you newly enter numbers or edit already existing numbers.

If you decide to enter a number immediately as text, enter first an apostrophe ('). This character will not be taken over in the cell, it only signalizes that the entry is to be recognized as a text. This is e.g. useful if you enter a telephone number or zip code that begins with a zero (0). The preceding zero (0) is disabled in normal number formats.

## Numbers

Numbers are the basic element of calculation in sheets, and can have a variety of formats. You can depict a single number in many different ways, yet in the internal computer, the number always remains the same.

Enter the number 12345.6789, for example. You will see that the number appears in the sheet with two decimal places, e.g., 12345.68. However, internally, the precision of the number is not changed.

You can also enter fraction numbers. For example, enter in a given cell "0 1/5" (without quotation marks). The fraction will replace the whole number. You will now see the number 0,2 in the entry box. To enter this fraction, choose the substitution (1/2) as a single number in the Autocorrect mode. When you want a multiple digit fraction (for example "1/10"), you have to change the format of the cell to accommodate multiple digit fractions. (Content menu, Command **T**O **F**ORMAT A **C**ELL)

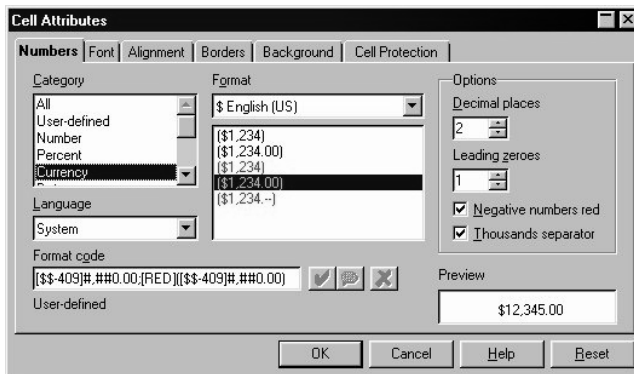
Select the command **FORMAT - CELLS** for additional display options. In the **NUMBERS** tab, all preset formats are listed. Click a format to see a preview in the lower right of the dialog box. In this dialog, you can also define custom formats, which you can then apply to numbers or other sheet contents.

## Cells in Monetary Format



In StarCalc, you can accidentally assign a monetary currency to a number. Click on the **CURRENCY** icon in the object bar when formatting a number. You will receive automatically the monetary currency programmed in your system.

It can lead to misunderstandings when dealing with international documents here. Try to imagine, that your StarCalc document will be used by another user, with another system, and in another language. His system is also programmed with another currency, and another decimal division. In StarCalc you can easily determine that a number e.g. "1.234,50 DM", will stay as the German Mark for instance, and not in the currency of another country.



You can influence the currency format in the CELL ATTRIBUTE dialog (FORMAT - CELL... - tab NUMBER) by choosing two country settings. Below left in the list field LANGUAGE, you can choose the basic settings for monetary currencies, decimals and commas. In the list box FORMAT at the above right, select the possible currency variations corresponding to the language of your format.

- ♦ 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 after the thousand digit and a comma before the decimal. Select in the list box FORMAT as currency "\$ English (US)", and you will obtain the format "\$ 1.234,00". As you see, the separations stay the same. Only the currency will be changed and reconverted, 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 separations. The currency default format is now "\$ 1,234.00". You can alter here again the classified format to e.g. "1,234.00 DM". This way of writing is more familiar to users with an American system.

## Dates and Times

In a spreadsheet you can do more than just display dates and times (both taken from the internal clock of the 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:

	A	B	C	D
1	4/9/64			
2	Since then it has been...			
3	1/13/95 Days		"=NOW()-A1"	
4	307139.72 Hours		"A3*24"	
5	18428383.31 Minutes		"A4*60"	
6	1105702998.54 Seconds		"A5*60"	
7				
8				

- ◆ Open a new spreadsheet. Enter your birthday in cell A1, e.g., "1/1/70" (without quotation marks!). An entry with quotation marks is always interpreted as text.
- ◆ Enter the following formula in cell A3: "`=NOW()-A1`" (without quotation marks).
- ◆ As soon as you press the Enter key or click the **ACCEPT** icon in the Formula bar, the exact number of days between the current date and the given date appears in cell A3.
- ◆ Experiment with some additional formulas - in A4 enter "`=A3*24`" to calculate the hours, in A5 enter "`=A4*60`" for 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 is calculated and displayed in the various units. The values are calculated as of the exact moment when you entered the last formula. This value is not automatically updated, although "Now" continuously changes, of course. In the **TOOLS** menu, the menu item **CELL CONTENTS - AUTO CALCULATE** is normally active; however, automatic calculation does not apply to the function **NOW**. Otherwise, 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.

However, just for fun, you could turn off automatic calculation in the **TOOLS** menu under **CELL CONTENTS**. Now, every time you press the function key (F9), the cell will be updated. Keep pressing (F9) and you'll see time ticking away.

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

## 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 or text, a formula can include other elements such as format statements, which define how a number should be formatted. Formulas can also contain operators, logical operators, and functions.



Remember that basic arithmetic signs (+, -, \*, /) can be used in formulas using the "Multiplication before Division" 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 is different than =(1+2)\*3.

In addition to numbers that you enter directly, formulas may also include addresses of cells that contain numbers. These references can be either relative or absolute. This important distinction is explained in the next topic.

Here are several examples of StarCalc 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 B10 to B14 and adds the value to B8.

Of course, it is also possible to nest functions in formulas. For example, instead of =ROUND(A1;2), you could also calculate the sine function with =ROUND(SIN(A1);1). 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 and

will remain in view until you deselect the **SHOW NOTE** menu item. To edit a displayed note, simply click in 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 an area of adjacent cells by first entering the upper left cell of the area, then a colon followed by the lower right cell. For example, the square formed by the first four cells in the upper left is addressed as A1:B2.

With this type of addressing, A1:B2 is a relative reference. Relative means that references to this area will be adjusted automatically if new rows or columns are inserted or if you move or copy cells that refer to this area.

### 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.



To convert references in the input line from relative to absolute, and vice versa, press (Shift) (F4). The first time you press this key combination, both rows and columns are set to absolute references. The second time, only the rows, and the third time, only columns. If you press the combination once more, the references switch back to relative.

StarCalc shows you clearly 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 become highlighted. The formula component "A1:C5" can appear highlighted in blue for instance, and the corresponding area in the cell also in the same blue tone. The next formula component "D15:D24" can appear under the same conditions in a red tone.

### When to Use Relative or Absolute References

What distinguishes a relative reference? Assume you want to add the cells in the area A1:B2 and place the sum in cell E1. 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 to add would then be in B1:C2 and the formula in F1, not in E1. After inserting the new column, you would have to check all formulas in the sheet, and possibly in other sheets.

Fortunately, StarOffice performs this task for you. After a new column A is inserted, the formula `=SUM(A1:B2)` is 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 updated in StarCalc whenever the referenced area is moved. When you copy a formula, however, only the relative references are updated.

Absolute references can be used when a calculation refers to a specific cell in your sheet, which contains a percent value, for example. If a formula that refers to this cell is copied relatively to a cell below the original cell, the reference also is moved as long as the cell coordinates have not been defined as absolute. Otherwise, an error message will appear.

References are also updated 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 total for the adjacent column, simply copy this formula to the cell to the right. The formula in column B will be automatically adjusted to `=SUM(B1:B9)`.

Other possibilities exist for copying a formula, as well. 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.
- ♦ Using the mouse, place the cursor in the cell where 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 to the bottom or to the right over all 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 values and texts are not automatically adjusted, then press when dragging with the mouse the (Ctrl)-Key combination. Formulas are always adjusted accordingly.

## Addressing with Area Names

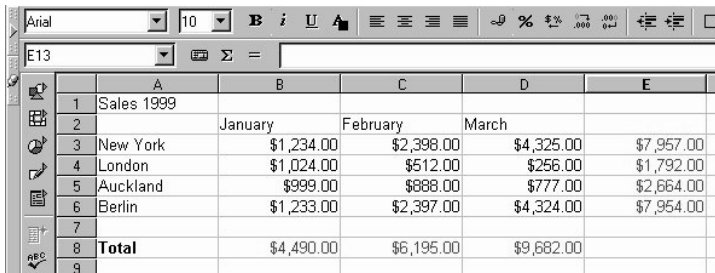
A convenient way of making cells and cell areas more readable in formulas is to give them names. In the above example, name the area A1:B2 "Start." You can then simply write "=SUM(Start)" in the formula. StarOffice also correctly adjusts named areas if rows and columns are inserted or deleted. Named areas can not contain blank spaces.

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 area names, you must first select the area, then choose the command **INSERT - NAMES - DEFINE**, or the (Ctrl)(F3) key combination. You can also name other cell areas 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. See 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	<b>Total</b>	\$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 automatically 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 blank space, it must be closed with 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)`. Alternatively, you can also place the cursor in cell E8 and click the Sum icon in the Formula bar.

This function is usually active by default. If you wish, you can turn it off under **TOOLS - OPTIONS - SPREADSHEET DOCUMENT** in the **CALCULATE** tab. Deactivate the entry in the **SEARCH COLUMN AND ROW LABELS AUTOMATICALLY** field.

You can also define the names yourself with **INSERT - NAMES - LABELS...**



For names to be automatically recognized, they 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 quotes ('). If a single quote appears in a name, e.g., "Jan '97", enter a backslash in front of the quote ("Jan \'97"). This type of referencing is not compatible with earlier versions of StarOffice.

StarOffice automatically recognizes an area of cells that belong together. To determine which area this is, place the cell cursor in the area and press (Ctrl) (\*). Use the (\*) from the numerical key pad. The area 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 keyboard commands can be found in the StarOffice Help. Here is a small extract:

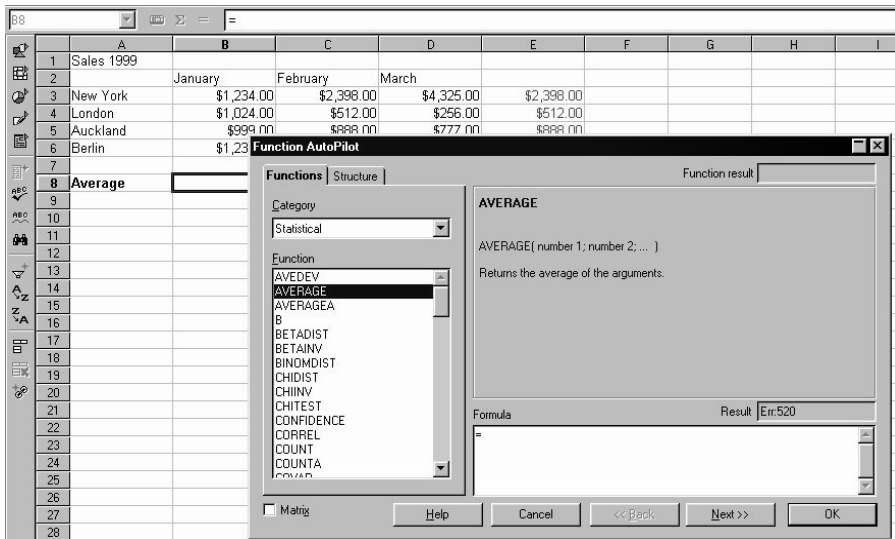
Keys	Effect
(Ctrl)(Home)	Jumps to cell A1
(Ctrl)(*) (the multiplication character from the number pad)	Selects the entire block containing the active cell
(Ctrl)(End)	Jumps to the end of the lower right block on the active sheet

Keys	Effect
(Ctrl)(Left Arrow)	Jumps to the left column of the current block or to the next block (if there is not a block, then to column A)
(Ctrl)(Right Arrow)	Jumps to the right column of the current block or to the next block (if there is not a block, then jumps to column IV)
(Ctrl)(Up Arrow)	Jumps to the first row of the current block or to the next block (if there is not a block, then jumps to row 1)
(Ctrl)(Down Arrow)	Jumps to the last row of the current block or to the next block (otherwise to row 32000)
(Enter) in a selected block	switches to the next cell (under TOOLS - OPTIONS - SPREADSHEET... - INPUT you can define whether to move the cursor to the right, left, up or down)
(Ctrl)(PageDown)	Jumps to the next sheet
(Ctrl)(PageUp)	Jumps to the previous sheet

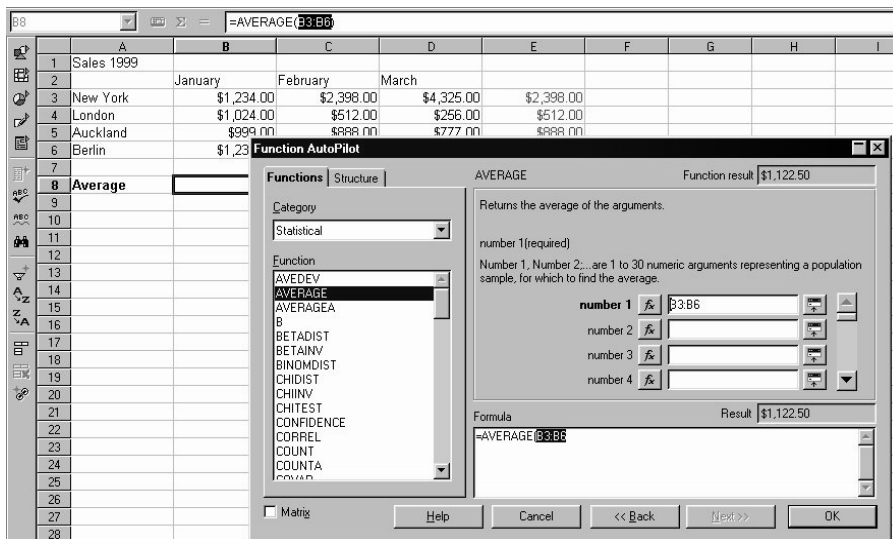
## Using References in Formulas

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. To calculate the average of monthly sales for each of the sales branches, use the Function AutoPilot.



- ◆ 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 don't 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.
- ◆ In the Function AutoPilot click NEXT, and in the right half of the function auto pilot appears another entry area where you can enter the function's arguments.



- ◆ Click in the text fields to enter values, starting with field "number 1." Enter either "B3:B6" or "January." Alternatively, you can use the mouse to select the area in the sheet. Simply click on the first cell, B3, hold down the mouse button and drag to B6.

When you drag the mouse, the dialog box will automatically be minimized so that only the active input field is visible. The dialog indicates the area selected with the mouse. You may also reduce and enlarge the dialog box 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 appears in cell B8.

## Automatic Fill

You can easily use the mouse to 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 custom lists, the list will be continued correspondingly.

## Using Custom 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.

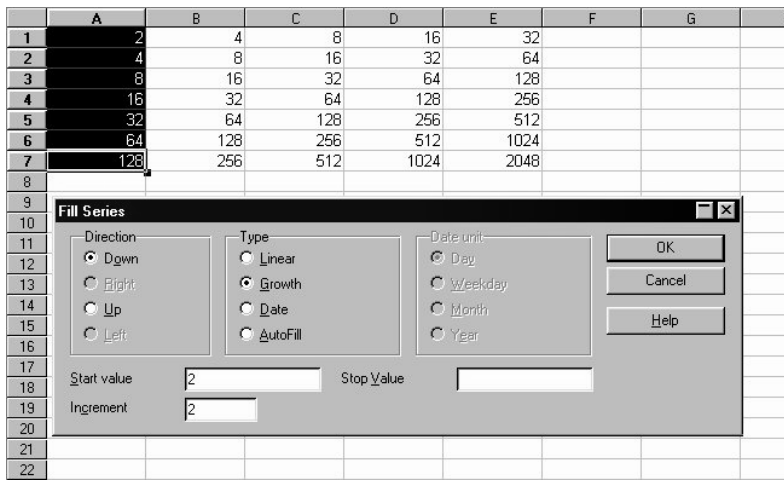
Predefined series can be found under **TOOLS - OPTIONS - SPREADSHEET DOCUMENT - SORTED LISTS**. Here, you can also create custom lists tailored to your own needs, such as a list of your company's branch offices. When you later want to use these lists (for example, as sheet headings), just enter the first name in the list and drag the entry with your mouse to expand it.

## Automatic Calculation of Series

If you enter only one number in a cell, which you can increase it with your mouse, this number will be increased by 1. But if you select two or more neighboring cells, which contain different numbers, and increase them both, the numbers will continue as a series if an arithmetic pattern is detected.

For example, if A1 contains 1 and A2 contains 3 and you select both cells and drag them to the right, a number series with 5, 7, 9, 11, etc. appears in the row. StarOffice is quite good when it comes to discerning the structure 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 command **EDIT - FILL - SERIES** and select the type of series. 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 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 command EDIT - FILL - SERIES .
- ◆ 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 also provides a wide selection of cell styles for you to define your own custom cell styles in the same way as you do with text styles.

## Formatting Numbers

Enter a number into the sheet, for example, 1234.5678. This number will be displayed in the default number format, with two decimal places. Thus, 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 command **FORMAT - CELLS....** On the **NUMBERS** tab 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, for example, you can define a font type, size, and color.

If you recognize all options in the list, you can format -among others- the date and time values according to your preferences.

Until now, all year numbers were set in two-figure date values. Within StarOffice the year numbers have been administered in four-figure values, therefore, when calculating the difference from 1.1.99 to 1.1.01 the result will be exactly 2 years. You can define under **TOOLS- OPTIONS - GENERAL... - OTHER**, in a two figure year number, the number of years to be added to 2000. The default limit is the one set in your operating system, for example, "30". That means that if you enter a date like 1.1.30 it will be internally handled as 1.1.1930, but all smaller numbers are handled in the next century, for example, 1.1.20 will be transformed as 1.1.2020.

The standard functions of StarOffice do not have the year 2000 problem. However, it is recommendable to check all your custom macros and StarBasic programs in case they are fixed with the year 2000. If you've used StarOffice date format you won't have any problem, but if you've managed your dates as a text in your applications, you are responsible of its operation.

## 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 that you expect to work with extensively, it makes sense to use styles, but is useless for documents that will be immediately printed and not even saved.



## Using AutoFormat for Sheets

A quick way to format a sheet or cell range is with the command **FORMAT - AUTOFORMAT**. First select a range to be automatically formatted (the range should be large enough), then activate this command. The **AUTOFORMAT** dialog appears, offering a choice of various of preset formats. A preview shows how each format affects the sheet appearance. To practice how to view and modify individual attributes of the format in the sheet, select the command **FORMAT CELLS...** from the cell's context menu.

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. With formats, you can design your sheet so it no longer resembles a spreadsheet and looks good both on screen and on paper.



If the color of cell contents does not change, the **VALUE HIGHLIGHTING** option may be selected in the **VIEW** menu or under **TOOLS - OPTIONS - SPREADSHEET DOCUMENTS - CONTENTS**. In this case, only the predefined colors will be displayed.

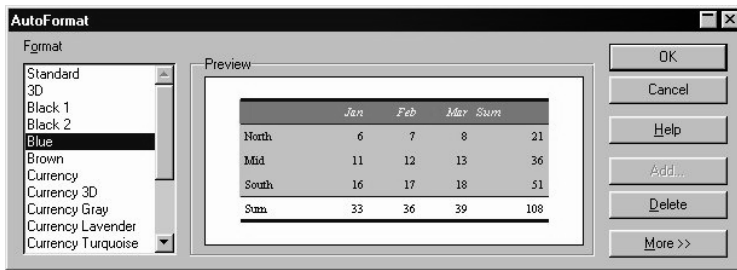
## Conditional Formatting

You may want to give special emphasis to particular values in a spreadsheet. For example, in a sheet summarizing sales you could highlight all above-average numbers with green and all below-average numbers with red. That is easy with the conditional formatting for spreadsheets. For an example using conditional formatting, see the Advanced section of the User's Guide.

## AutoFormat for Tables

StarOffice offers many options for creating attractive tables with a variety of attributes. This is especially important when creating Internet pages, because HTML format relies on skillful arrangement and division of tables to precisely position graphics, multi-column text, and other effects.

The AutoFormat function, activated with menu command **FORMAT - AUTOFORMAT**, can help you format sheets and tables. In a spreadsheet, first select the cells that you want to format automatically; also select the row and column headers and any rows or columns displaying totals. Then open the **AUTOFORMAT** dialog.



The preview provides an example of how the sheet will look with each format selected in the FORMAT list. Click OK to apply the desired format to the selected sheet area.

You can also fix your self defined formats as AutoFormat:

- ♦ Apply various formatting attributes to a sheet.
- ♦ Select the entire sheet by clicking on the unlabelled button at the top left corner of the row and column headers.
- ♦ Open the AUTOFORMAT dialog and click INSERT. Assign a name to the new format.

Now that you have defined your own AutoFormat, you can apply it to other sheets or tables in the future. By choosing a background color and background patterns for the cells, you can create very attractive AutoFormats.

Click the MORE button to select additional options. Here you can choose which attributes of the chosen format should be excluded from the automatic formatting. If you clear the FONT check box, for example, fonts will not be affected by AutoFormat.

## Tables in Text Documents



In StarOffice, a distinction is made between spreadsheets (where you can "really" calculate) and tables in text documents. Though you can carry out some calculations in tables, their main purpose is to arrange text and graphics in tabular form. An advanced function of StarOffice allows you to insert a sheet into a text document just as you would insert a graphic. You can then double-click on the inserted sheet to display the icons and menus used in editing a spreadsheet.

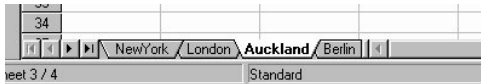
A sheet created in a spreadsheet can be inserted into a text document with INSERT - OBJECT or via drag & drop. This type of sheet differs significantly

from tables created in a text document with **INSERT - TABLE**. Tables in text documents conform to particular text and HTML requirements. Although you cannot perform such extensive calculations with tables in text documents as with sheets in "real" spreadsheets, you can format them in ways that 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. In the tab **BACKGROUND**, you can assign a graphic to a cell, a row, or the entire table. This function is essential for arranging small pictures on an HTML page.

## Working with Multiple Sheets

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



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

## Displaying Multiple Sheets

If you have too many sheets for all the tabs to be displayed simultaneously, 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 register area 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. 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 can be used entirely independently of the others. However, you can also incorporate the same data into different sheets. If you want to insert data at the same location in the first three sheets, by selecting

all sheets together you only need to enter the data once. To select multiple sheets, hold down the (Strg) key and click the respective tabs. The tabs of selected sheets appear in white; the rest remain gray. To cancel the selection of a sheet, click its tab again while pressing the (Strg) key.

If you have entered sheet references, maybe you have also noticed that StarCalc includes the name of the sheet in the reference. Instead of referring to \$A\$1, StarCalc 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 3-D formula will read =SUM(Sheet1.A1:Sheet2.A1). The sum function has here one addend, namely, the range from table 1.A1 to table 2.A1. In this range there are two cells (as long as no more cells are included between table 1 and table 2). The easy formula (not a 3D formula) would only list two addends: =SUM(Sheet1.A1;Sheet2.A1).
- ◆ If the range contains more cells, for example, if you want the four cells on the top to be summarized, the formula would then be =SUM(Sheet1.A1:B2;Sheet2.A1:B2). Since the colon is to separate the cells, the sheets have to be separated by a semicolon.
- ◆ If you also want to introduce subsequent sheets 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 a document on drive C 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 don't 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 Tables

If you click the **PRINT** icon in the function bar, all the tables in your document will be printed. In the case you've selected a printing area, the selected area is what will be printed. You can select the printing area by selecting the rows that you want to print, then press the command **FORMAT - PRINT RANGE**. You can find further information in StarOffice Help

If you only want to print the current table, go to menu **FILE - PRINT...** In the **PRINT** dialog choose the option **SELECTION** and click **OK**. The current page will be printed. If you have selected a certain range of cells, only these cells with its gridlines will be printed.

If you want to print various tables at the same time, for example, sheet 1 and sheet 2, select both of them (hold down the **(Strg)** and click the sheet tabs in the lower part of the working area). The highlighted tabs should be the selected ones. Now, just go to the **PRINT** dialog and select the **SELECTION** option. Only the selected tables will be printed.

## Database Functions in StarCalc

Spreadsheets in StarOffice can also be used to manage records, which consist of several data fields. Just like a database. Think of each row in the StarCalc spreadsheet as a record, whose data fields are in the individual columns. You can sort and group a database by rows, search for key words, calculate totals, and much more.



Note that the database areas in StarCalc spreadsheets have nothing to do with the databases and tables that you can edit in StarBase.

In StarCalc, you work with a spreadsheet that can contain several sheets. You can convert multiple adjacent rows of a spreadsheet into a database area, for example, to sort them. Furthermore you can import external files, for example in dBase format, into a StarCalc spreadsheet. The records from the dBase file are converted to rows and the data fields to columns in a StarCalc spreadsheet.

In **STARBASE** 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, for example, and execute SQL queries. StarBase is a database program. StarCalc is a spreadsheet calculation program where it is possible to treat rows as a "database area".

## Defining a Database Area

For example, if you'd like to manage your personal budget with StarCalc, enter the records in an empty StarCalc spreadsheet and select the area as a database area.

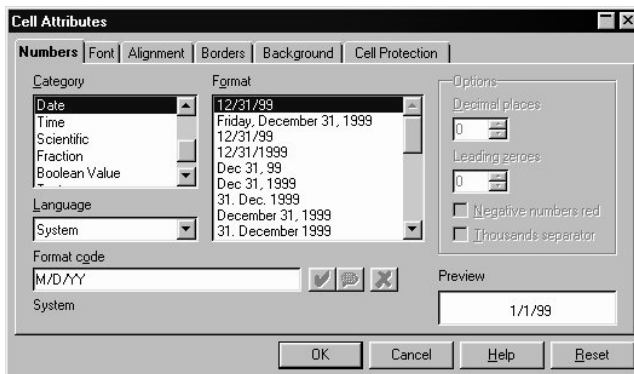
### Creating Records in a Spreadsheet

- ♦ Open a new spreadsheet.
- ♦ Enter the column titles in the first row, e.g., "Date" in cell A1, "Item" in cell B2, "Amount" in C3. Then enter the following information:

	A	B	C
1	Date	Item	Amount
2	1/1/99	Flowers	\$7.50
3	1/2/99	Breakfast	\$2.90
4	1/3/99	Software	\$58.00
5	1/4/99	Newspaper	\$0.45
6	1/5/99	Fishing Trip	\$26.50
7	1/6/99	Hat	\$7.35
8	1/7/99	Shoes	\$117.00
9			

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

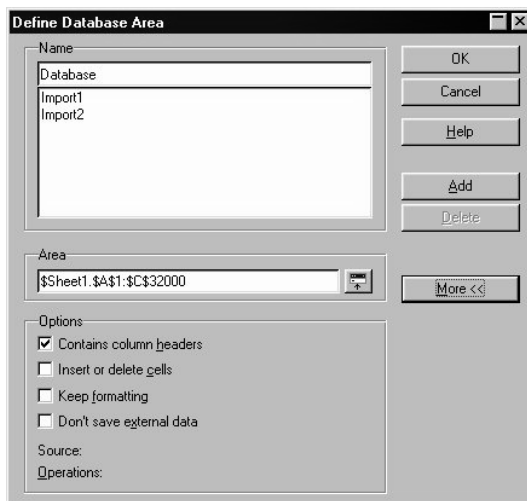
- ♦ Select row 1 by clicking on the row header. Click the **BOLD** icon.
- ♦ Select the entire column A by clicking on the column header. Open the context menu and select the command **FORMAT CELLS**. In the **CELL ATTRIBUTES** dialog, go to the **NUMBERS** tab and choose a date format for Column A



- ♦ Select column C by clicking on the column header, and apply a currency format. You only need to click the **CURRENCY** icon in the object bar for that.

## Defining a Data Area

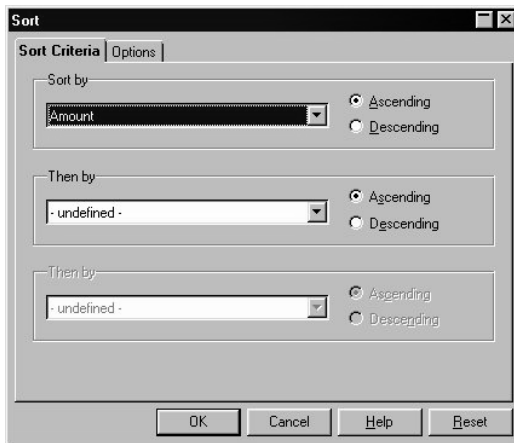
- ◆ Select the entire sheet or just a three column area select the area and define the selected area as a database area with the command **DATA - DEFINE AREA**.
- ◆ The selected area already appears in the **DEFINE DATABASE AREA** dialog. Be sure to check the box **CONTAINS COLUMN HEADERS** so that the first row is correctly taken into account.
- ◆ Enter a name for the area and close the dialog with **OK**.



The selected area is now defined as a data area, which among other things, means that the rows (records) can be conveniently sorted. It will now update the sort order and filters you have defined for the selected area.

## Sorting a Database

If you want to organize your expenses according to amount, for example, place the cursor in the database area 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 subcriteria for the sort function. For instance, you can sort the expenditures first by date, then by purpose if they have the same date, and then by amount if they have the same purpose.

## Filtering Data

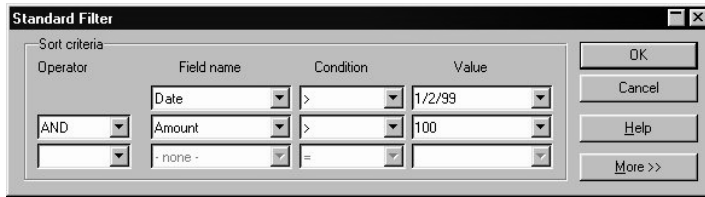
To filter out only certain records so that you can modify them, use the spreadsheet filtering function. You can choose between specifying the criteria in a dialog box, which also permits area definitions, or creating an AutoFilter that will help whenever you want to filter according to specific values or text.

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

- ◆ Place the cursor in the data area and open the Filter dialog with **DATA - FILTER - DEFAULT 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 drop-down list 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:

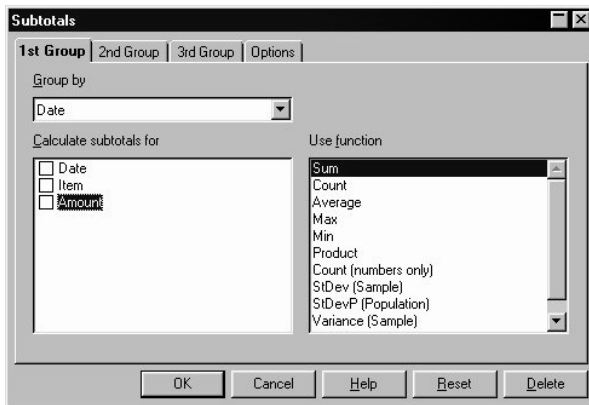
- ◆ Place the cursor in the database area.
- ◆ Click the **AUTOFILTER** icon in the Main toolbar. Small arrow buttons appear in the column headers of the database area.
- ◆ Click on the button next to the **DATE** field and select for example, 2.1.99. Only records that contain this date will be shown.

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 with totals and subtotals. This can be done in just a few simple steps.

- ◆ Place the cursor in the database area.
- ◆ Choose the command **DATA - SUBTOTALS**. The **SUBTOTALS** dialog appears.
- ◆ Specify the desired options for calculating the subtotals. Group subtotals according to "Date" (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	1/1/99	Flowers	\$7.50
3	<b>1/1/99 Sum</b>		<b>\$7.50</b>
4	1/2/99	Breakfast	\$2.90
5	<b>1/2/99 Sum</b>		<b>\$2.90</b>
6	1/3/99	Software	\$58.00
7	<b>1/3/99 Sum</b>		<b>\$58.00</b>
8	1/4/99	Newspaper	\$0.45
9	<b>1/4/99 Sum</b>		<b>\$0.45</b>
10	1/5/99	Fishing Trip	\$26.50
11	<b>1/5/99 Sum</b>		<b>\$26.50</b>
12	1/6/99	Hat	\$7.35
13	<b>1/6/99 Sum</b>		<b>\$7.35</b>
14	1/7/99	Shoes	\$117.00
15	<b>1/7/99 Sum</b>		<b>\$117.00</b>
16	<b>Grand Total</b>		<b>\$219.70</b>

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 a Database to a Spreadsheet

From StarBase databases you can transfer individual sheets in your StarCalc spreadsheet. The StarBase databases can have different formats and it

accepts -apart from its own StarBase format (available only in the Windows version)- dBase formats and texts. StarBase can also access external databases with ODBC and JDBC. Databases from Oracle, Microsoft Access 97 and DB2 can also be accessed with an integrated Native-Driver. The Macintosh FileMaker database is also accepted.

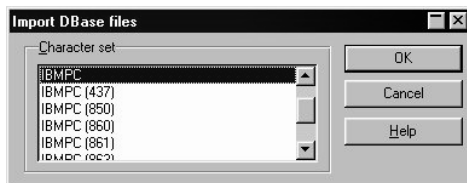
The new StarBase format allows you to define relational links between database tables. Some ODBC drivers also permit relational links between the StarBase tables.

There are two possible methods for transferring data. Either you can load the desired database file in a dBase- or Text format directly, whereby the whole database is imported into your StarCalc spreadsheet; or you can adopt the file as a StarBase database in the Explorer, then open it from the Explorer, and then choose which records to transfer into the spreadsheet with Drag&Drop.

## Opening a Database File in StarCalc

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

- ◆ Choose the command FILE - OPEN.
- ◆ In the OPEN dialog box, select the directory that contains the database. Enter the name of the file, or choose the type under FILE TYPE, for example the "dBase" type, and click on the name. Click OPEN. If you want to open a text file, select the "Text - txt -csv (StarCalc)" file type.
- ◆ In a dBase import you see a dialog, where you can choose the character set of the file. For example, databases created with DOS use special characters different from databases created with Windows. If the database was created with the same operating system in which it will be opened, you can usually confirm the IBMPC default. The dBase IV format uses Codepage 437 (US).



- ◆ Click OK to close the dialog, and the database will be loaded into the StarCalc spreadsheet.

A1										PREFIX,C,15
	A	B	C	D	E	F	G	H		
1	PREFIX	FIRSTNAME	LASTNAME	TITLE,C,50	COMPANY,C,50	DEPARTMENT	ADDRESS,C,50	CITY,C		
2					Star Division Corp.		6515 Dumbarton Circle	Fremont		
3	Ms.	Patricia	Fisher		PTH TV		2345 1st. St. NW	Washington		
4	Mr.	Alan	Brown		Houseware Inc.		123 Main Street	Kissimmee		
5	Mr.	Alan	Brown		Houseware Inc.	Controlling	123 Main Street	Kissimmee		
6	Ms.	Julie	Clark		ICM					

The first row provides information on the type and length of the data fields, provided that this information is contained in the file as the first record.

The second method of transferring data is useful when you want to transfer selected records from a StarBase database into a StarCalc spreadsheet.

### Using Drag&Drop to Copy into a Sheet

This method is applicable for all formats. You can choose if you want all or only selected records in your database. With this method, it is necessary that you first register your database in StarOffice, that means, enter 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:\Office51\database". Close the selection dialog with **OK**.
- ◆ Switch to the **GENERAL** tab and enter a name for the database in the Explorer, i.e. **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.
- ◆ 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 click on "address" to display the address records in the Beamer.
- ◆ Note: If you double-click on "address" (instead of a single-click) the addresses will appear as a current document on your desktop. Double-click while pressing the (Strg) key, so that the new document won't delete the current StarCalc sheet in your screen.



The screenshot shows a window titled "Beamer:" containing a table with the following data:

	PREFIX	FIRSTNAME	LASTNAME	TITLE	COMPANY	DEPARTMENT	ADDRESS	CITY	STATEPROV
					Star Division Co		6515 Dumbarton	Fremont	CA
	Ms.	Patricia	Fisher		PTH TV		2345 1st. St. N'	Washington	DC
	Mr.	Alan	Brown		Houseware Inc		123 Main Street	Kissimmee	FL
	Mr.	Alan	Brown		Houseware Inc	Controlling	123 Main Street	Kissimmee	FL

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

- ◆ In order to select a record manually, 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 (Strg) key and click each record individually. In either case, when you click on the last row header of the selected records, keep holding down the mouse button and drag the records to the desired position in the spreadsheet. 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 field which contains the data you want to find in all records. For example, to filter only records that have "Sachsenfeld 4" in the address, place the cursor in a field containing "Sachsenfeld 4." Then click the **AUTOFILTER** icon.

Only the records with "Sachsenfeld 4" in the address are displayed in the Beamer. Select all the records and drag them into your spreadsheet. Finally, release the mouse button where you want the records to be inserted.

## Layout in Tables and Sheets

You can, of course, 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, this need not prevent you from presenting data in an attractive format.

With only a few steps, you can design your sheet in a variety of ways. As an 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 good 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.

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.
- ◆ In the Spreadsheet object bar, click the icons to apply the desired text attributes. You can also use the command **FORMAT - CELLS**. In the **CELL ATTRIBUTES** dialog, you can choose various text attributes in the tab **FONT**.

### 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 command **FORMAT - CELLS**. You can choose from the preset formats or define your own in the **NUMBERS** tab.

### Formatting Borders and Backgrounds for Cells and Pages

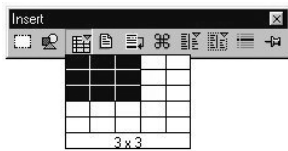
- ◆ Basically, you can assign a format to any group of cells by first selecting the cells (for multiple selection, hold down the (Strg) key) when clicking), and then activating the **CELL ATTRIBUTES** dialog with menu **FORMAT - CELLS**. In this dialog, you can select attributes such as borders, shadows, 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 to insert a table into a text. Tables in text documents are particularly useful in designing Internet web pages. The HTML page description language permits controlled positioning of graphics 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 **NEW - 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 **TABLE** icon. Drag the floating toolbar into your document.



- ♦ Click on the **TABLE** icon, 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 in 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.

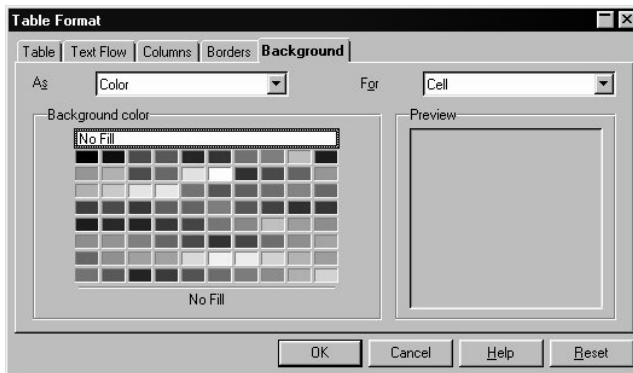
First, note that cells in tables are not restricted to the size suggested by the grid of rows and columns. You can easily merge adjacent cells into one cell or split individual cells horizontally or vertically with the icons **MERGE CELLS** and **SPLIT CELLS** in the Table object bar. This in itself gives you many design possibilities.



In the **TABLE FORMAT** dialog, you can apply formatting attributes to 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 box. In the left box, you can choose a color or a graphic 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.

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

Pictures and other objects, however, can also be inserted in the foreground of a table. Place your cursor in the cell where you want the object to appear, and in the **INSERT** menu, choose whether to insert a picture or an object.

- ◆ To insert a picture, select the command **INSERT - PICTURE - FROM FILE**.
- ◆ In the **INSERT PICTURE** dialog, select the desired graphic file. Click **OPEN**.

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

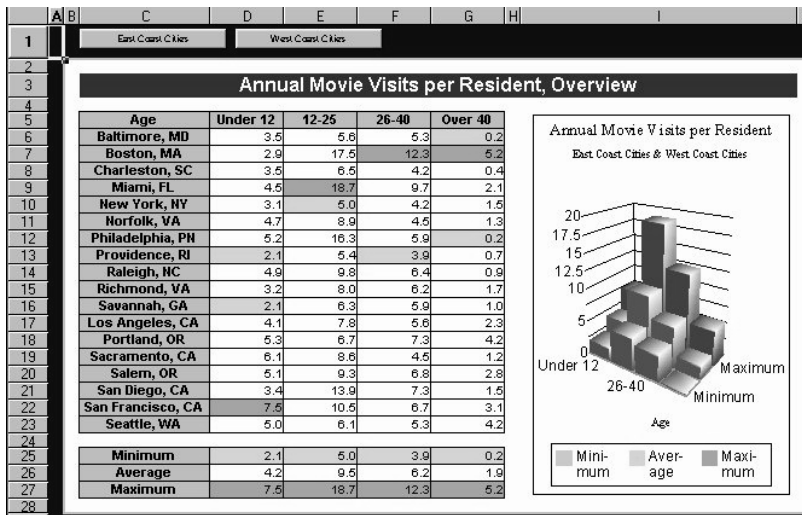
For example, you can define a text wrap, which determines whether and on which side the text should flow around the picture. Or you can define a hyperlink to be activated when you click the picture. In addition, you can use a macro to assign various events to the picture. Macros enable you to program functions, such as playing a sound whenever the mouse passes over the picture, for instance.

## Working with Charts

Data in a spreadsheet can be represented graphically in a chart with little effort. 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.
- ◆ In the **INSERT OBJECT** floating toolbar (Main toolbar), click the **CHART** icon. The pointer changes to a cross-hair symbol with an accompanying 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 moviegoers of different age groups in different cities.

If you prefer to have the cities rather than the age groups represented on the horizontal axis, you can "flip" the chart. This is very simple - as long as the chart is selected, the icon **DATA IN COLUMNS** is visible in the Main toolbar. Click it, and you'll see the result immediately.

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 reformat each of the data points. Click the background in the legend box, however, to format the background of the legend.

If you have created a diagram with StarCalc, the records you clicked in the chart will be highlighted. The records will have the same color of the chart in your presentation.



If you have a chart in the background of a StarCalc spreadsheet and want to edit it, just open the floating bar **SHOW DRAW FUNCTIONS** and select the first tool, the **SELECTION** arrow. With you can now select your chart.

In a chart in StarCalc, you can shift a data row to the front or to the back. You can even order the rows in such a way so that the lowest 3-D presentation is in the front of everything and the highest at the back. To change the

order of the chart you can use the context menu of a data row and select **FORMAT - ARRANGE**. The starting data in the StarCalc spreadsheet will not vary. It is clear that after these view arrangement, the exchange from data from columns to rows is not possible anymore



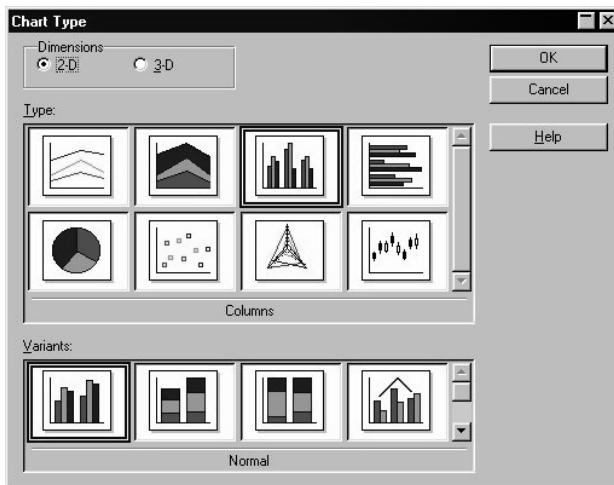
When you insert a chart in a document via the **INSERT OBJECT - CHART** floating toolbar into a presentation or drawing document, it will be filled with sample data. If you want to insert a chart in a spreadsheet, select the cells, where you want to display the chart.

You can also insert a chart in a StarWriter document, which data has been generated from a StarWriter-table. If you haven't marked any data in a StarWriter table, the command **INSERT - CHART** in StarWriter, inserts a chart with sample data.

You can modify the values of a chart with sample data by double clicking the chart and then select the command **VIEW - CHART DATA**. If you want to modify the values of a chart, generated from the selected data, you have to modify the values in the table cells. If it is the case of a chart in a text document, press (F9) to update them.

You can also modify data in a chart copied, for instance, from a StarCalc document into a StarWriter document. Simply double-click the chart to edit.

You may also change the chart type at any time. To do so, double-click the chart to select it, and choose the command **FORMAT - CHART TYPE**. In the dialog, you will find a variety of chart types to choose from.



Try out the different options in the **CHART TYPE** dialog. You can also switch between 2-D and 3-D representation. With the **COLUMNS** chart type you can select a combination diagram of lines and columns.

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

3-D charts can be rotated and flipped with the mouse for optimal design. You can find more information on 3-D charts in the Advanced Section of the User's Guide in the StarOffice Help.

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 axes can also be set here.

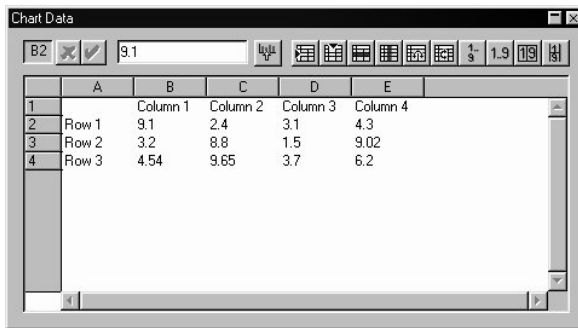
In line charts you can work with various icons. These can be applied automatically by StarChart if you want. You can also select them yourself from graphic folders or from the Gallery.

If you later want to change the values on which the chart is based, click the **CHART DATA** icon in the Main toolbar.

When editing a chart created from the values of a spreadsheet, you won't be able to modify the values of a chart in the **CHART DATA** dialog. However, if the chart is a copy of a chart created from this spreadsheet or from another spreadsheet, you will be then able to modify the values.

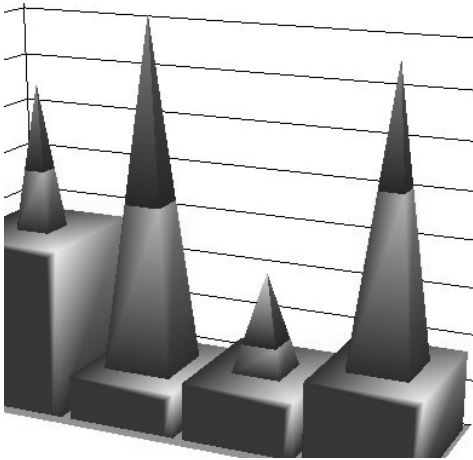
If you want to change the values of a chart, created from the values of a spreadsheet, just change the values in the corresponding spreadsheet. The chart will be automatically updated as soon as you change a cell value and move out of the cell (in a text document, press the F9 key to update).

If you want to update the same chart based on other values, select the cell range from which the chart originates and move it via drag & drop to the chart. In the **CHANGE SOURCE DATA** dialog you can specify afterwards if there exists a title row or column from the spreadsheet's data.



	A	B	C	D	E
1		Column 1	Column 2	Column 3	Column 4
2	Row 1	9.1	2.4	3.1	4.3
3	Row 2	3.2	8.8	1.5	9.02
4	Row 3	4.54	9.65	3.7	6.2

In the **CHART DATA** dialog, you can modify the data displayed in the chart. For example, you can rearrange the rows and columns. This can be particularly helpful in cases when data at the front of the chart overlaps data at the back. The source data in the spreadsheet will not be affected by changes in this window.



If you select single data rows or data points by clicking them, you will find in its context menus various options to format its view. There are so many possibilities, that it is impossible to present them here. In the picture you can see one possibility of a 3D chart with different layouts.

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# Working with Presentations

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

To create a presentation, first insert the desired contents on the slides and then create graphic objects in exactly the same way as described for a drawing document. You can use the many templates and sample presentations provided or the **AUTOPILOT 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, you have various possibilities to start your own presentation. You can:

- ◆ Use the **AUTOPILOT PRESENTATION** by selecting **FILE - AUTOPILOT - PRESENTATION**. The AutoPilot will start automatically each time you create a new presentation. You can also switch off the automatic mode on the first page of the AutoPilot. The AutoPilot is described in detail in the StarOffice Help.
- ◆ Start with an empty document by selecting **FILE - NEW - PRESENTATION**.
- ◆ Open an existing document, modify it as you wish and then save it under another name. The provided sample documents are located in the folder **SAMPLES - PRESENTATIONS**.
- ◆ Select one of the many templates found in the **NEW** dialog. To open this dialog press **(Control)(N)**.

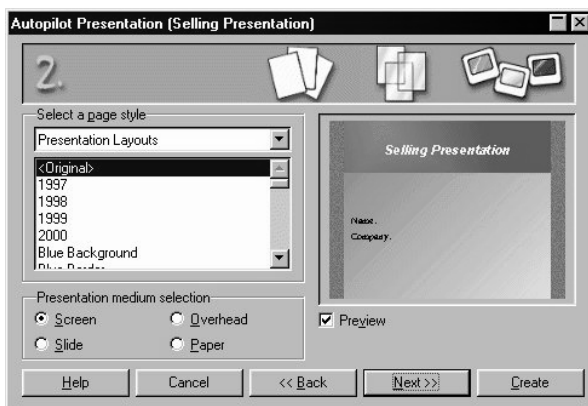
## Creating a Presentation with the AutoPilot

- ◆ To start a new presentation, double click the New Presentation icon on your desktop or go to **FILE - NEW - PRESENTATION**. You can also select **PRES-ENTATION** from the Start button menu.



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 **TEMPLATE** option, StarImpress collects all existing presentation templates and displays them in the list field.

- ◆ For this example, select the "Selling Presentation" template and click **NEXT**.

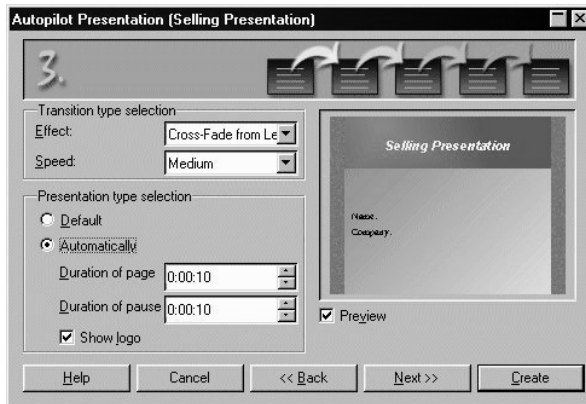




The next Auto Pilot dialog (Page 2) enables you to choose a background for your presentation. In the list field below you see a list of all existing backgrounds templates from template directories. In the document's properties (File - Properties...) they are recognized under the name `LAYOUT`.

In this page also select the Presentation medium for your presentation: Slide, Overhead or Paper. The dimensions, margins, and orientation of your presentation will depend on your selection.

- ◆ In this example, do not change the background and medium of your presentation. Click `NEXT`.



Page 3 of the Auto Pilot deals with the slides' transition.

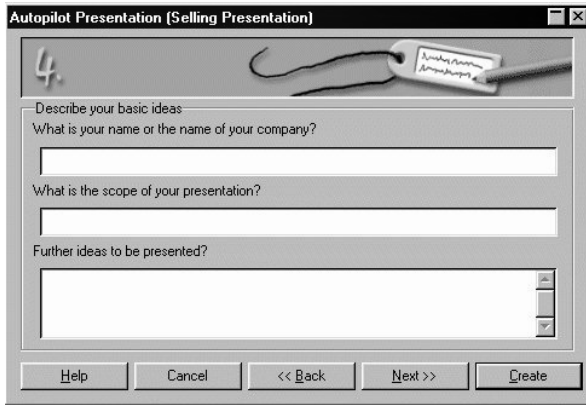
- ◆ In the transition type selection list field select, for example, "Uncover from left". As a transition speed you can leave the default "Medium".
- ◆ As a presentation type select between the `DEFAULT` presentation (which means that transitions are controlled manually, per mouse click) and `AUTOMATICALLY` (which repeatedly shows all slides with fixed time lapses until someone presses the Escape key).

If you choose the `AUTOMATICALLY` option, you can determine further parameters:

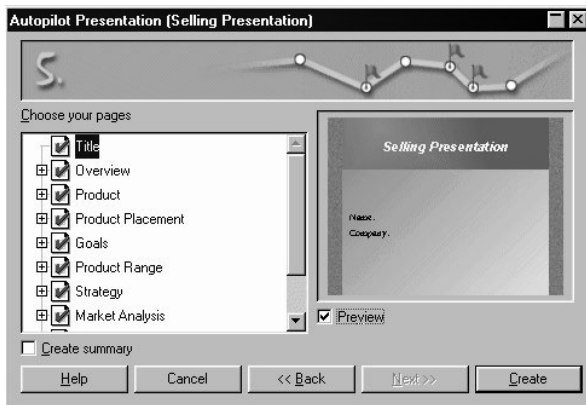
In `DURATION OF PAGE` you determine the time each slide is shown onscreen before the next. Of course you are able to determine a different lapse of time for each slide in the current presentation.

In `DURATION OF PAUSE` you set a time limit for the duration between presentations. If the `SHOW LOGO` check box is marked you will have the "Created with StarOffice" logo displayed on the pause page.

- ♦ Click the AUTOMATICALLY option and then NEXT.



- ♦ On page 4 you can enter additional text, which you want to appear in your presentation. Click NEXT.



In the fifth and final page of the AutoPilot you can decide the number of the slides you want to have in your presentation. You also see on the list the names of all 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 means that the slide will not appear in your presentation. You can reverse this action though, just click again the page icon and the slide will be added to your presentation.

If you check the CREATE SUMMARY check box, the Auto Pilot will create a new slide with the titles of all the previous slides, summarizing in this way the

presentation. Normally this is not necessary, since most templates already have such a slide.

- ◆ Click **CREATE**. You can click **CREATE** at any time during this process; you don't need to run all five dialogs of the Auto Pilot.

Your presentation is ready! You can now edit it, save it, print it, etc.

- ◆ To start your presentation on screen, just press (Ctrl) (F2) or click the **PRESENTATION** icon on the toolbar.

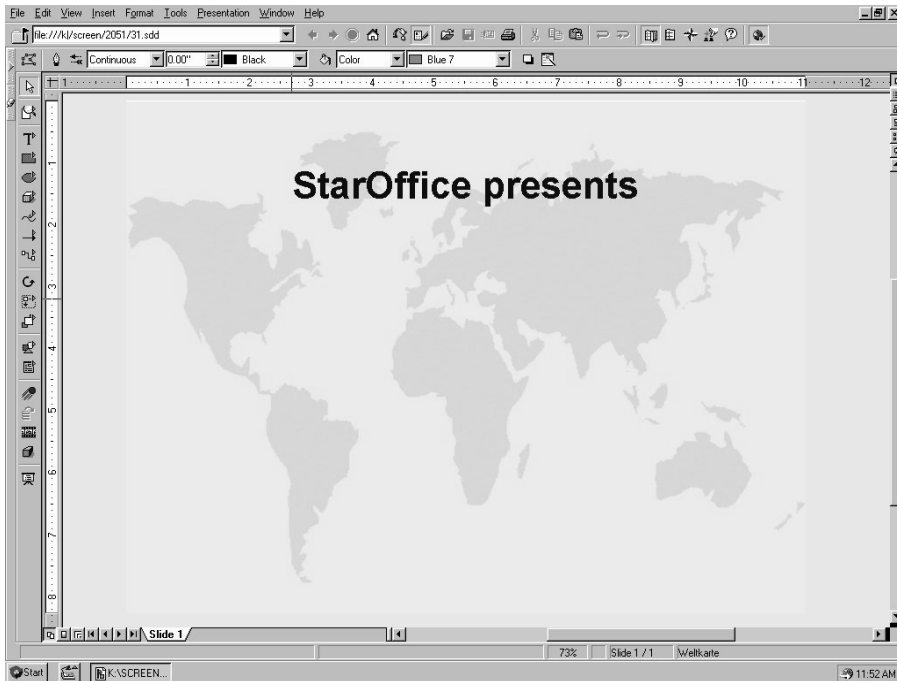
## Creating a Simple Presentation without the AutoPilot

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 (Ctrl) (N).
- ◆ In the **NEW** dialog, select the "Presentation Layouts" category and choose the desired template, i.e. "World Map" for your slide show and click **OK**. In the next dialog, **MODIFY SLIDE**, click **OK**. You will see a slide which contains predefined text which you can replace with your own.

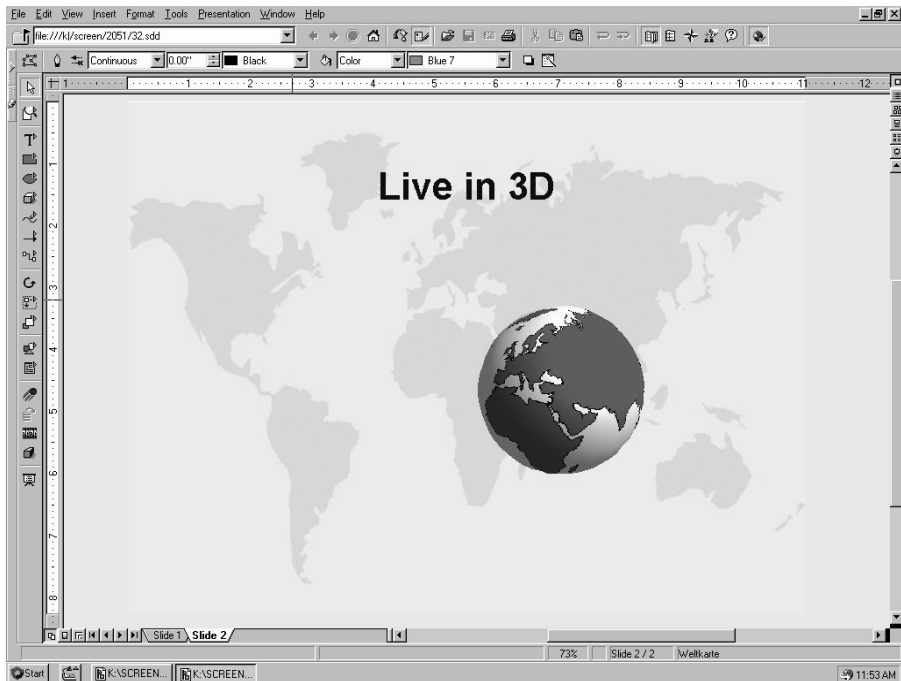


If the document is in Background Mode after you open it, you should switch to Slide Mode using the respective icon at the lower left of the document window. StarImpress always remembers the last mode that was active when a document was saved.



- ♦ 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 style and confirm with **OK**.
- ♦ Alternatively you can also click in the area right of Slide 1 tab to create a new slide, without any selection dialog. The new slide uses the same layout as the current slide.
- ♦ You will then see Slide 2. After pressing **OK**, click once on the lower text frame and press the **Delete** key.
- ♦ Double-click in the upper text frame and enter "Live in 3-D". Now, you'll insert a 3-D object.
- ♦ Long click the **3-D OBJECTS** icon and open its floating toolbar. Click **SPHERE**.
- ♦ Click and drag with your mouse in the area below Live in 3-D text box to create the shape of a rectangle and release the mouse button. You now have a 3D sphere.

- ◆ Close the 3-D OBJECTS toolbar, since you won't need it anymore. Position the sphere in the center of the slide and enlarge the size by dragging one of the control points.
- ◆ Assign a desired color or gradient to the sphere. In later chapter, we will describe how to set 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 (Ctrl) (S) and specifying the name and location for the file.

## Arranging Slides in Slide Sort Mode



Switch to Slide Sort mode by clicking the respective icon above the vertical scroll bar at the right. In the slide sort mode, 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 do not want to show certain slides but you also don't want to delete them, right-click the slide you want to hide and select **SHOW/HIDE SLIDE**. These slides will be temporarily hidden.

## Slide Show Effects

In the Slide Sort mode, you can define transition effects to precede the display of each slide:

- ♦ Click the second slide.
- ♦ In the Object bar under Transition, select "Automatic" and enter the desired duration for which the first slide will be on display, for example 00:01:00. The second slide will automatically be displayed one minute after the presentation of the first slide.
- ♦ 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 (Ctrl) (S).

## Showing a Presentation

To start your finished presentation, click the **PRESENTATION** icon on the Main toolbar. The presentation will run automatically in the full screen standard mode.

After a minute, or, if you click once, the second slide will be displayed (preceded by the defined transition effect). After the last slide, you'll see a black screen, which means that the presentation is over. However, you can end the presentation at any time by pressing the Escape key.

Feel free to add more slides to your presentation or try out other presentation effects.

## Working with Presentations

This section introduces you to the various options that enable you to refine your presentation. You'll be able to use some methods used in StarDraw in StarImpress, you'll be able to enter text and convert it in 3D, convert objects in curves and polygons, edit glue points and connectors, etc. Don't miss this section in StarDraw.

## Defining a Background Color

You can create and define the background of a page, a drawing- or a presentation document either with the background view or with a page template. A template also has background's presentation styles.



Click the Background icon in the working area on the bottom left to switch to the Background mode.

The background mode enables you to edit the background. All objects (rectangles, lines or texts) introduced in this view will appear as background in all pages using the current template, and will be safe from changes in the standard page view.

You can also define a uniform structure without calling the background mode. Simply select **FORMAT - SLIDE...** and in the dialog click the **BACKGROUND** register. You can now choose the color, gradient, hatching or Bitmap for the background. You're modifying the current slide template, precisely the **BACKGROUND** page style. Just remember that these changes will affect all slides based on this template.

Alternatively, you can modify the page templates in StarImpress by following these steps. For that, open the Stylist.

- ◆ In the Stylists click the **PAGE STYLES** icon, in case it is not already clicked to display all available templates of this kind.
- ◆ Select the **BACKGROUND** template and call its context menu (by right clicking it) and select the **MODIFY...** command from the context menu.
- ◆ In the **BACKGROUND** dialog choose the desired background color. This color will apply for all slides using this style. Click **OK**.

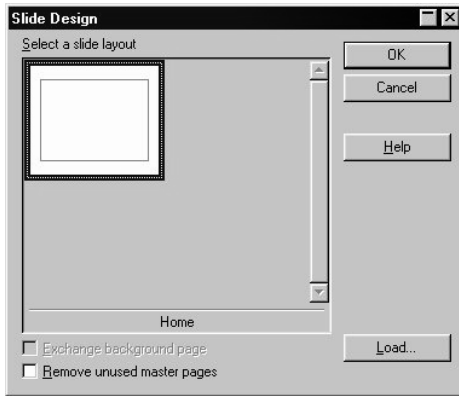
Note that this modification is only valid for the current presentation document.

## Modifying the Page Template

The page style determines the object's view, including its background. The page style is also known as a "Masterpage". With StarImpress, you can assign a different style to each page.

- ◆ Using the slide tabs at the bottom of the StarImpress work area, select the page you want to assign another Masterpage.

- ◆ Right click an empty area of your slide to open the context menu and select SLIDE - SLIDE DESIGN....



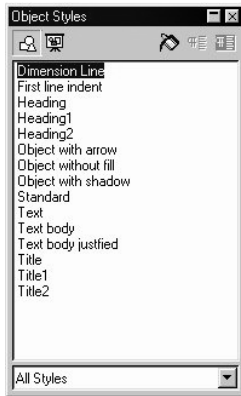
In the SLIDE DESIGN dialog, you'll see all page layouts assigned to your current document. Click the LOAD button to open the LOAD SLIDE LAYOUT dialog, where you can select a different background.

Look at the EXCHANGE BACKGROUND PAGE check box. If it is marked, the new Slide Design will apply to all pages of the current document. If it is not marked, then it will only apply to the current slide. This gives you the flexibility to define a different slide design to only one slide (for example, a different background).



## Page Styles

Together with the slide design you can also assign a whole set of page styles. Open the Stylist to see a list of the existing slide designs and remember that you can modify the existing designs. (Note that any modifications will be valid only for those slides that use this design in the current document).



The styles in Outline 1 through Outline 9 styles enable you to give your slides a hierarchical view of all the titles and topics.

- ◆ Open a new presentation and select the "Title, Text" slide layout, which has a hierarchical structure.



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'll notice that all the outline functions will not be available.

- ◆ Activate the Outline View by selecting **VIEW - MASTER VIEW - OUTLINE** or by pressing (F12).



You'll find that the easiest way to create a new presentation is with the Outline View. You'll clearly see all slides titles one below the other with topics and sub topics and you're able to modify the topics hierarchy and re order the slides' sequence.

- ♦ The preview window should be open by now and if not, select VIEW - PREVIEW. The Preview window enables you to see how the slide looks like, including text, background, and background object. You can dock the Preview window at the window border if you press (Ctrl) key and drag the window.
- ♦ Additionally open the Stylist either with menu FORMAT - STYLIST or with (F11).
- ♦ The cursor blinks near 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'll see in the next line of the outline view a small symbol for page 2. Enter now a title for the second slide, for example, SECOND PAGE.
- ♦ Press again the Enter key. You can now enter the text for the next line, which begins with a small symbol for page 3 where you would enter the title for page 3, but, in this example page 2 should get a sub title.

- ◆ Press now the tab key, before you enter a text. The text line you'll enter will be a sub title on page 2.
- ◆ You can also enter the text for the sub title and then, if you want, press the tab key in the middle of the text. In this case, when you've already entered text in the line, you'll see a message which warns you that with this action, you'll delete page 3 and asks for a confirmation. Confirm it with OK.
- ◆ Continue to enter further titles or subtitles. By pressing the tab key you grade the line one level down and mit (Shift) (Tab) one level up. This enables you a make a new slide from a sub topic.

The levels you create following these steps, automatically contain the Page Styles Title, Outline 1, Outline 2, etc. These styles can be modified by assigning a new slide design, for example, a new font, size and color. You can also edit these designs (for example, with the Stylist's context menu).

## Slide Transition, Effects and Animation

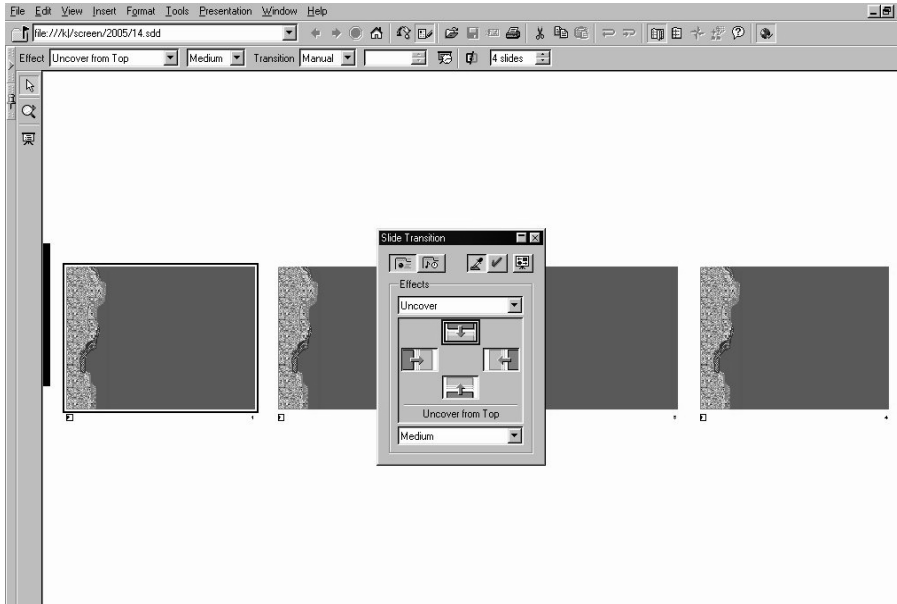
Use all the possibilities in StarOffice to create an excellent presentation. For example, by animating the objects in your presentation or with a slide transition.

### Animated Slide Transition

If you want to show a series of slides, use the slide transition effects to present them in an interesting new 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 on the top in the scroll bar on the right of the presentation window or go to **VIEW - MASTER VIEW - SLIDE SORT**.
- ◆ Click the slide you want to assign a special slide transition effect. If you want to add an effect between Slide 1 and Slide 2, assign the effect to slide 2. In the slide view, if you click slide 2, it will show a thick border showing it is the selected slide.
- ◆ You can pick out the effect for the selected slide in the object bar and, if you select an effect from the list field at the left of the object bar, it will be assigned automatically.

- ♦ If you would like to have control of the slide transition, access the Slide Transition window with **PRESENTATION - SLIDE TRANSITION**.



In the Slide Sort view, all slides which have a slide transition effect, have a small button. Click this button to preview the selected effect.

The window **SLIDE TRANSITION** 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 in the Drawing View (**VIEW - MASTER VIEW - DRAWING**).
- ♦ Access the **EFFECT** window, i.e. with the **EFFECT** icon in the toolbar.
- ♦ In any case, first select the object in which you want to have the effect. Then, in the effect window, select the desired effect and click the **ASSIGN** icon.
- ♦ You can also have your object be faded in and out per mouse click (tab **EFFECT** and tab **TOOLS**, **MAKE OBJECT INVISIBLE** icon).

The Effect 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 consist of various images shown in a succession at predefined intervals. You can determine the time between the images. 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 a text. If the pauses are short and with similar images, you can create a film.

With StarImpress you can edit and create animated GIFs. Just access the ANIMATION window with the ANIMATION icon on the main toolbar.

The Animation window is described in the Star Office Help. For more information on how to work with the Animation window, see StarImpress for Advanced Users in the Star Office Help.

## Individual Presentations

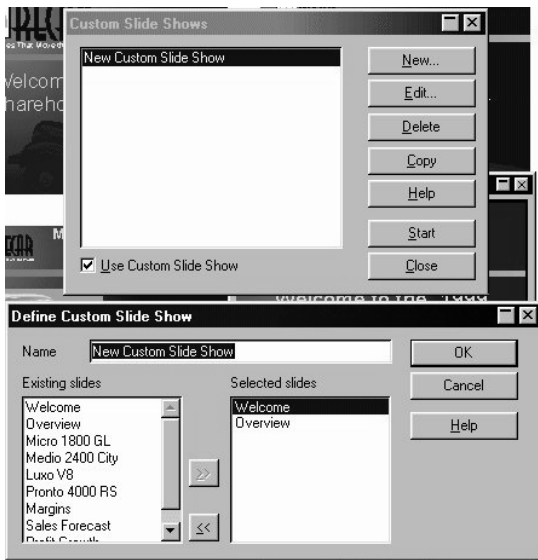
You can show all your slides with the PRESENTATION icon on the main toolbar or with the (Ctrl)(F2).

- ◆ If there is a slide you don't want to show, go to the SLIDE VIEW (menu VIEW - MASTER VIEW - SLIDE SORT) and select the slide. Then select the command PRESENTATION - SHOW SLIDE.

The name of the selected slide will be now shown in gray. That means that this slide won't be shown.

- ◆ If again you want to show your slide go once more to PRESENTATION - SHOW SLIDE.

You can find interesting presentation styles with PRESENTATION - CUSTOM SLIDE SHOWS.



- ◆ In the CUSTOM SLIDE SHOWS dialog first click on New and the DEFINE CUSTOM SLIDE SHOW dialog appears.
- ◆ In this dialog, enter a name for your presentation. On the left, you can see a list with the existing slides. Select a slide you want to show in your custom slide show and click the arrow pointing to the right.
- ◆ The slide will be inserted in the right field. All slides viewed in the right field will be shown in the custom slides show.
- ◆ You can re arrange the order of your slides in the right field via Drag&Drop.

For more information on CUSTOM SLIDE SHOWS see the StarOffice Help.

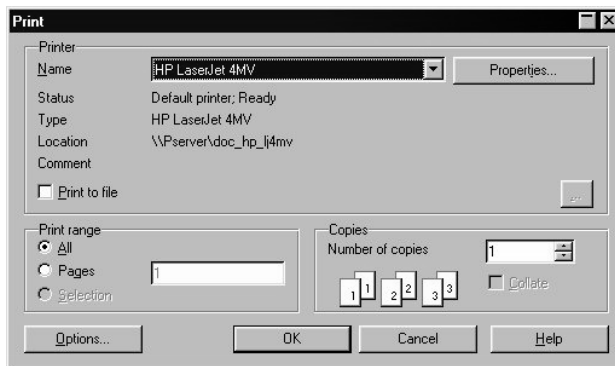
## Exporting and Printing Graphics

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 on an image setter in high resolution. You may also transfer them fully or partially to other applications. When printing a presentation, you have the option of either printing directly or printing to a file for later printing.

## Printing a Presentation Slide

In StarOffice, you can print the current document by clicking the **PRINT** icon on the Function bar. It will be printed immediately according to the printer default settings, without a dialog. There is an exception though, in documents where you've selected a certain area. In this case, a dialog will open asking 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 slide, or all slides of the document. Take a look at the **PRINT** dialog, activated with **FILE - PRINT** or with **(Ctrl) (P)**.



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 stack in the middle and staple it.

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 service bureau 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 that you can give to the printing

service. First of all, however, you have to install the printer driver for the printer or image-setter used in the shop.

## 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 selected objects on the slide to a different file.

When exporting to a file, you can choose between various file formats. Depending on the selected format, a dialog box 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 appears in which you can adjust the level of compression and the quality of the printout. To export a slide to file:

- ◆ 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 them.
- ◆ Choose **FILE - EXPORT**. You will see the **EXPORT** dialog.



If you export an entire slide, it will be printed in full page size. To export only certain objects, select them and check the **SELECTION** box in the **EXPORT** dialog. This ensures that you won't export too much of the white margins.

- ◆ In the field **FILE TYPE**, choose the file format to which you want to export the desired slide or selection.
- ◆ Enter a name and location for the new file and click **SAVE**.

## Exporting a presentation as a series of HTML pages

If you choose the HTML export file format, StarImpress will automatically create an overview HTML page for your presentation with hyperlinks to additional, automatically generated HTML pages. Each HTML page contains one presentation slide as a JPG graphic. If you wish, you can then edit these pages in StarWriter, adding headings and additional hyperlinks, for example. To export a presentation in HTML format:

- ◆ Choose the **FILE - EXPORT...** command.
- ◆ Choose the file format **HTML**.
- ◆ You can see the **HTML-Export AutoPilot** which is described in detail in the StarOffice Help



In AutoPilot HTML Export you can choose if the Internet presentation should contain frames or not, if it should navigate using graphic buttons or text links and if the original StarImpress presentation should be offered with a link to the Start page to download.



## Exchanging Data with 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 in the clipboard.

- ◆ Select an object in the current document and copy it to the clipboard with (Ctrl) (C).
- ◆ Switch to the application where you want to insert the object.
- ◆ Insert the contents of the clipboard at the desired location with (Ctrl) (V).



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## Basics for Drawings and Graphics

With StarDraw you can create drawings with different degrees of complexity, from an easy picture to a multiple page interactive document. To create your drawings you can use StarDraw, for the presentations StarImpress.

### Vector Graphics and Pixel Graphics

In StarDraw you can draw and save vector graphics. If you want, you can export these graphics as pixel graphics. It is also possible to insert pixel graphics (Bitmaps) to your drawing pages. You can find more information about the difference of these two graphic types in the StarOffice Help.

Here we will describe vector graphics. You can learn relatively quickly on your own about the module for editing pixel graphics, StarImage. This is worth it, since you will find many interesting filters, which you may use, like for example, to make a charcoal drawing from a pixel image.

### Drawing Rectangles and Ellipses, Entering Text

The drawing module in StarOffice (StarDraw) has many functions for editing vector graphics and designing graphic displays. The most commonly used functions are described here. Further tips can be found in the StarOffice Help.

Open a new drawing document with **FILE- NEW - DRAWING**.

In addition to the blank drawing page, you will see the Main toolbar on the left and the Object bar at the top. With **VIEW - TOOLBARS**, you can also display the Option bar at the bottom edge of the window.

If you use these instructions to create a presentation document rather than a drawing, you will note the differences between StarImpress and StarDraw. The buttons at the top right above the scroll bar show that you are in the drawing mode, while those at the bottom left indicate the slide mode.

In the Drawing View, you can draw and edit vector objects. The other views, available only in StarImpress and activated by the buttons at the upper right, assist with the creation of presentations; they will be introduced at another point and are described in the StarOffice Help, as well.

At the bottom left, the three icons represent the different modes in a presentation document. In Slide Mode in StarImpress, you can edit the individual

slides of a presentation, while the Background Mode allows you to define an identical background for all your slides. Additionally, if you wish, you may turn the Layer Mode on or off. This mode is used to manage objects that are not always visible. But now back to StarDraw...

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.

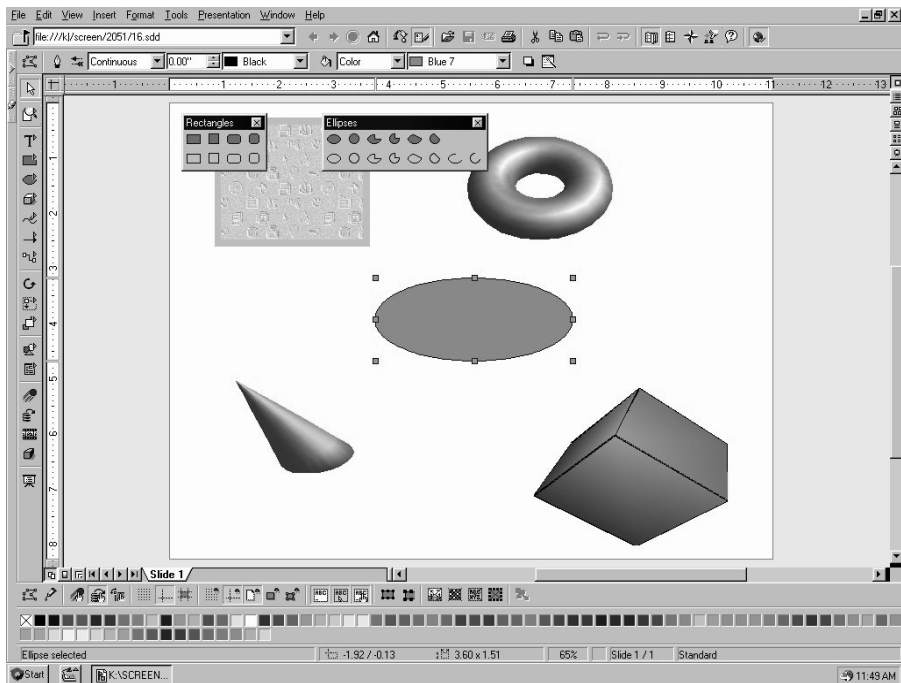
- ◆ Open the RECTANGLES floating toolbar and click on the RECTANGLE icon. The pointer changes to a cross-hair symbol with a small square.
- ◆ Draw a rectangle on the slide. It has preset attributes, including a blue fill and a thin black line as a border.



If you click ONCE on any tool, it is available for only a SINGLE task. Double-click the icon to make it active until you choose another tool. However, the Text to Frame tool is always active until you choose another tool.

- ◆ Draw a few additional rectangles; these can also overlap existing ones. Click on the ELLIPSE icon and draw some ellipses, as well. You can additionally draw 3D images, as you can see in the following picture.
- ◆ Click on each of the objects and modify the fill color, line color, and the line width using the list boxes and icons in the Object bar.

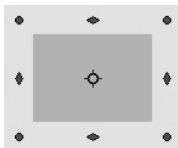
The window might then appear as follows:



## Sizing Handles

When you select an object by clicking it, you will see eight sizing handles. By dragging these handles, you can modify the size of the object. Drag the object itself to move it to another position on the slide.

Switch to Rotation Mode by clicking on the corresponding icon in the Option bar at the bottom of the screen, and click again on the object. If you position your mouse over a sizing handle, 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, it rotates around the pivot point. Dragging the middle handle at the side rotates the object around the opposite edge.



Click on the object once again to display the eight sizing handles. If you double-click within the object, the text cursor is positioned in the middle of the object. You can now enter text, which is automatically connected to the object.

When moving graphic objects, it can occur that lines may not be displayed in the correct color, or other disturbances may appear on the screen. In this case, press the key combination (Strg) (Shift) (R) to redisplay the screen.

## Changing the Order of 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, even easier, use the icons in 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 position 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 behind which you want to position the current object. You will only see an effect if the objects overlap.

You can also select two objects at the same time (hold down the Shift key and click one after the other) and click then in the context menu, choose **REVERSE**. This transposes the order of both (or all) objects.

## Aligning Objects

You can, of course, position the objects anywhere with the mouse. However, if you want to position an object exactly at the upper margin of a slide, for instance, or center two objects vertically above each other, simply use the icons in the **ALIGNMENT** floating bar.

If you select an individual object and then click on one of the icons in 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.



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 the previous action.

## Drawing Sectors and Segments

The ELLIPSES floating toolbar contains several icons for drawing sectors and segments. Sectors are like "perfectly cut pieces of pie," the tips of which all extend to the middle. Segments are like pieces of pie without the tips.

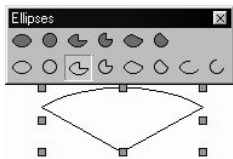
Drawing sectors of an ellipse or circle requires multiple steps, though the process functions intuitively:

- ◆ Open the ELLIPSES 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.



The first click when you start to draw the sector defines whether it begins from the edge or the center. To draw the circle starting from the center, press the (Alt) key while dragging.

- ◆ Release the mouse button when the circle has reached the desired size.
- ◆ Note that a radius appears within the circle, following every movement of the mouse. Position the radius at the point where you want one boundary of the sector to be. Then click once.
- ◆ When you move the mouse, this sets the first radius, 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 imaginary border, which appears when you start to drag open the shape, determines the dimensions of the ellipse.

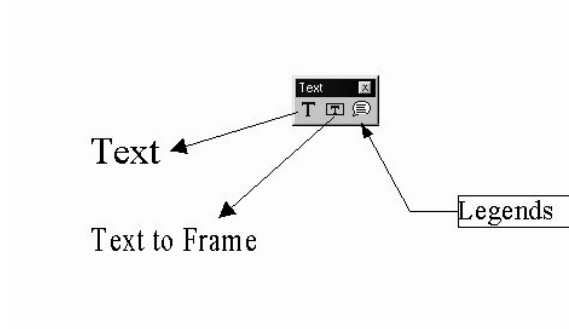
When drawing a segment, proceed in exactly the same manner as described above for sectors. The only difference is that in the last step a second radius will not follow the movement of the mouse, but rather a secant (straight line) cuts through the circle.

With the other icons in the ELLIPSES floating toolbar, you can draw ellipses and arcs. This process also functions as described above. In this case, however, only the circumference 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 like a legend that means, with a frame and an arrow.

- ♦ Open the TEXT floating bar in the toolbar.



### Normal text

- ♦ You can enter a "normal" text with the TEXT icon. Just click this icon.
- ♦ Pull a frame in your document which sets the position and maximum width the text area should have. If your text is long, you can expand the frame in order to integrate the whole text. Of course you can later modify the position and the size of the frame with your mouse. However, you won't be able to make the frame smaller as the text itself.
- ♦ Enter the text and hold down the Shift key and with the arrow select the text. As with text documents, you can modify the font, the font style and the size of the text.
- ♦ If you click outside the text, you leave the text edit mode, recognizable by the gray border. If you click the text once again, the text will be then selected as an object. You can recognize this mode by the eight control points in the rectangle surrounding the text. You could then rotate or shift the text.
- ♦ If you double click the text you can edit it again, for example, delete something or set more attributes.



## Text to Frame

- ◆ With the **TEXT TO FRAME** icon you can draw a limit frame, which predetermines the position and size of the text. After drawing it, you can immediately enter your text in it.
- ◆ Enter your text and afterwards, click in any free area of the document.

You'll notice that the text you entered will be scaled in such a way that it exactly fits into the frame.

## Legends

- ◆ With the **LEGENDS** icon you drag with your mouse from the point where the arrow should point till the point where the legend should appear. When you release the mouse key, you can edit the legend's frame.
- ◆ Whenever you want to enter a text, just double click the frame. The frame will appear in a gray border, which indicates that you are now in the edit text mode.
- ◆ To modify the head of the reference arrow, call the arrow's context menu and click the command **LINE...** Under **STYLE** you can choose in the left field how the arrow's head should look.

## Transforming Text to 3D

If a text is selected, with the menu **CONVERT - IN 3D** you can transform the text into a 3D body. The 3D body will take the area you created for your text frame.



- ◆ You can rotate the 3D text with the **ROTATE** icon with the **Effects - floating** bar in the tool bar.
- ◆ If you click inside the limit frame and drag the object with a pressed mouse button, all the axis in the object will rotate at the same time, but if you click one of the eight axis points and drag it with a pressed mouse key, the object will rotate by only one axis.

- ◆ You can shift the pivot point, which at the beginning appears as a small circle in the middle, and when you rotate the object, it will rotate around the pivot point.
- ◆ With the 3D icon open the 3D EFFECTS window and assign the object an interesting texture or a different illumination. The 3D EFFECTS window is described in detail in the advanced part 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 irregularly formed curves, which may form open or closed figures. StarImpress and StarDraw allow you to draw and edit unusual shapes with ease.

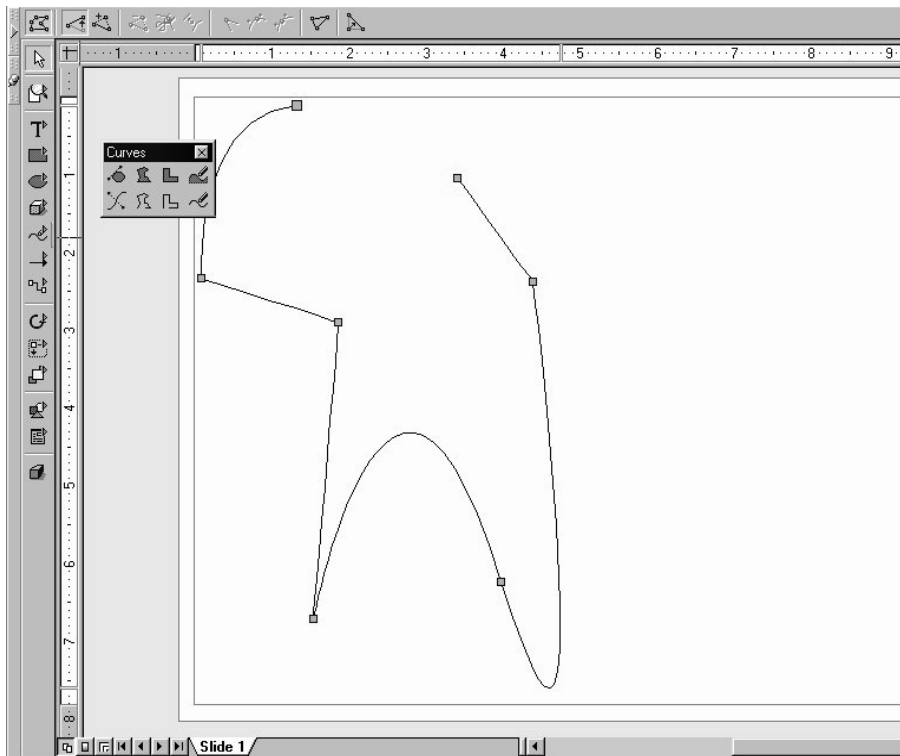
### Drawing All Kinds of Curves

You will find the tools for drawing special shapes in the floating toolbar CURVES & POLYGONS. Drag the floating 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 draw a curve with the mouse. The point where you first click determines the starting point and direction of the curve. 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, just as you did at the starting point. Then 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 set. Now, you can continue 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. The shape is internally defined by a function, named after the French mathematician Pierre Bézier. Each Bézier point can be "symmetric," meaning the line has the same curvature on both sides. Or the point can be "smooth" if the curvatures are different. If the curve at the point is not extended but instead comes to a peak, 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 control points of a curve, which are indicated by small squares. If you want to edit a curve, click the **SELECT** icon at the top of the Main toolbar and select the curve. Then click **EDIT POINTS** in the far left of the Option bar at the bottom of the screen, or in the Object bar. Both activate the Bézier object bar which contains additional tools for editing Bézier control points.

- ◆ Click once on the point you want to edit. It will appear as a filled square, and you will see two control lines with sizing handles at the ends. "Corner" points have only a single control line.
- ◆ You may now move the Bézier points and the sizing handles as you wish. Note how the curve changes accordingly. The cursor indicates in each case which function you can perform.

In the Edit mode for Bézier points, the Object bar contains several icons with which you can, among other options, change the type of the selected curve point. A detailed explanation of the various options can be found in the StarOffice Help.

- ◆ If you want to change the type of curve point, select it with **EDIT POINTS**. In the Object bar, the icons indicate which type of point is selected: Corner, Smooth or Symmetric.
- ◆ Click one of the icons in order to change the type of point. The display in the Object bar will not be immediately updated; if you want this to occur, you must select the entire curve and click the desired point again for editing.

Of course, you can also edit curves in the "conventional" manner, i.e., changing width, color, and (in cases of filled curves) the object fill. The options for changing these attributes are found in the Object bar, in the context menu, and in the menus **FORMAT** and **MODIFY**.

Try out the other icons in the **CURVES & POLYGONS** floating toolbar as well. If you double-click on a filled curve, it will automatically be closed, and the enclosed areas will be filled. You can read more about these options in the StarOffice Help.

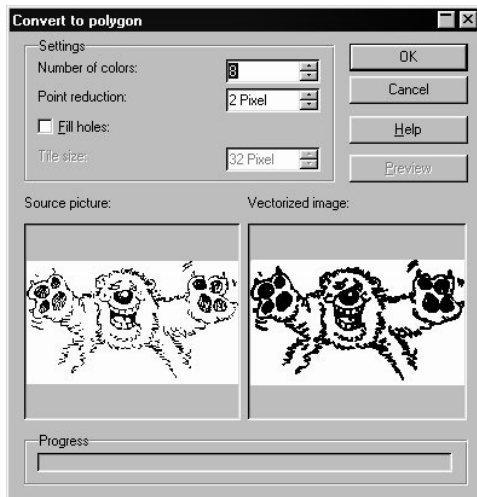
## Vectorising Bitmaps

With StarImpress or StarDraw, you can also transform Pixel images, so called Bitmaps, into Vector drawings. Vector graphics have the advantage

that they can be well printed in any scale. This is different when printing Bitmaps, since you can get some effects that might seem unattractive, such as missing lines.

- ◆ Select the Bitmap that you want to transform into a vector, for example, by clicking it.
- ◆ Go to menu **CONVERT - IN POLYGON**. In StarDraw you can find this command in the **MODIFY** menu, in StarImpress in the context menu of the selected object.

In the **CONVERT TO POLYGON** dialog you can set some parameters for the conversion and a preview of the result.



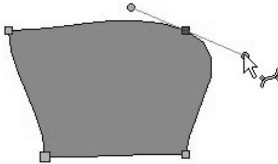
- ◆ Click **OK** and the selected Bitmap will be replaced as a vector graphic.

## Converting into a Curve, Polygon, 3D or 3D Rotation Object

You can edit many objects through a conversion quite effectively.

- ◆ Pull out a rectangle. You'll notice that it has the default settings for color, line width, etc.. Please select it.
- ◆ Go to menu **MODIFY - CONVERT** (in StarImpress you will find the corresponding command in the context menu of the rectangle). You'll see the four menu sub commands: **In Curve**, **In Polygon**, **In 3D**, **In Rotating Object**.

- ◆ With the **In Curve** command, you convert the rectangle into a Bezier curve. 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, convert them to a round point, delete them, insert new points, etc. You can read all the possible conversions in the StarOffice Help .

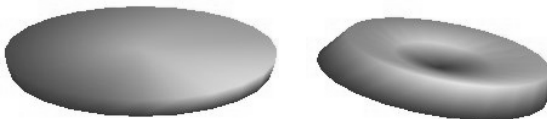


- ◆ With the command **IN POLYGON** you can convert the original rectangle into a "Polygon with 4 points", as stated in the Status bar.
- ◆ You can break a polygon into its different parts with menu **MODIFY - BREAK**. The status bar shows "4 lines". You can shift each of them separately.
- ◆ Naturally, you can modify the points of a selected polygon and insert new ones with the **EDIT POINTS** icon.
- ◆ With the **3D** command, through an extrusion, you create a 3D object from a 2D object. The rectangle will be "drawn" in the third dimension perpendicular to its surface area.



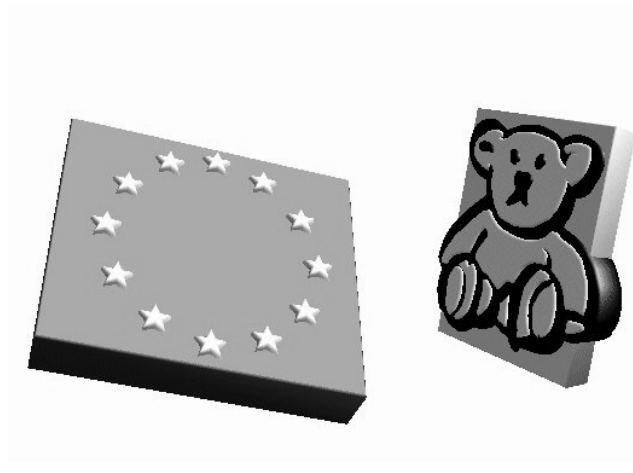
You can rotate in space the 3D object and edit it with the help of the **3D EFFECTS** window.

- ◆ With the command **IN 3D ROTATION OBJECT** you can create a 3D object through a rotate extrusion. The rectangle will rotate 360 degrees around an axis into the third dimension.



You can also further edit these 3D bodies as you wish. If you rotate a bit the rectangle before converting it to a 3D object, you will have different effects as you can see in the right picture.

Here we converted only elementary objects, just rectangles. Just imagine how much you can do when you convert complex objects.



For example, bring a ClipArt from the Gallery into the page and convert it into a 3D object. Notice how StarOffice positions the objects in the ClipArt, according to its order, in different 3D levels. For example, notice how the stars from the European flag in 3D are lifted in a plastic form over the blue flag's background.

You can convert all objects into 3D:

- ◆ Groupings can be converted if they contain objects to convert.
- ◆ Bitmaps will be laid as a texture over a rectangle object.
- ◆ Meta files will be broken down into a group of polygons and then converted.
- ◆ Drawing objects with text in them (for example, a rectangle filled with text) show the text in a highlighted form over its surface.

## Working with Objects

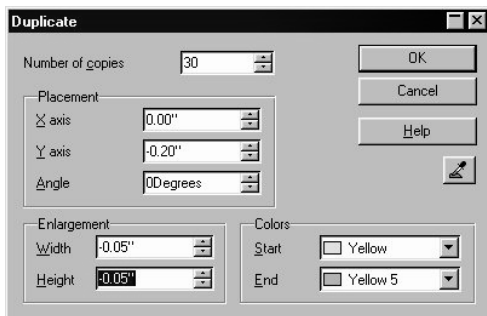
You can select, copy, cut, and paste individual objects in a presentation or drawing document in a similar manner as you edit words in a text document. Additionally, there are functions available only for graphic objects, such as duplicating, morphing, or grouping. All elements in the drawing area such 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 from one copy to the next in position, orientation, size, and color at a constant interval.

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 together.
- ◆ Choose the command **EDIT - DUPLICATE** to open the **Duplicate** dialog.
- ◆ Enter the following values:



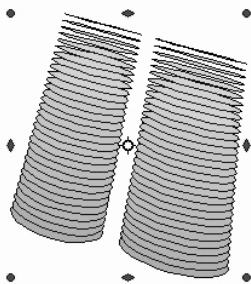
- ◆ Select 30 as the number of copies. The x-axis is the horizontal axis from left to right. If you enter positive values in the field for the x-axis placement, this causes a shift to the right. If the stack of coins should increase from the bottom up, enter a negative value in the (vertical) y-direction.
- ◆ If you want the coins to become smaller as they are duplicated, enter a negative value for the width and height.
- ◆ Finally, define a color scheme from bottom to top. Select, for example, a darker yellow as a beginning color than for the end color.



- ◆ 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, and StarImpress creates the copies.

The copies are not automatically grouped. After the end of the operation, 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 coins, either press (Ctrl) (A), if there are no other objects on the page; or drag a selection frame around the coins.
- ◆ Now click the ROTATE icon in the floating toolbar DRAW EFFECTS. A symbol appears on the object handles, which indicates that you can rotate the objects or slant them together.
- ◆ Slant the stacks a little to the right, click once again in the selected area, and reduce the entire image. In the end, the coin stacks may look something like this:



## Morphing between Two Objects

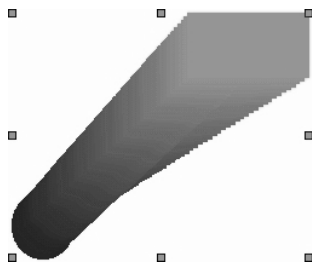
The morphing function is only available for drawings in StarDraw, not for StarImpress documents. If you want to insert an object in a presentation which was created by morphing two objects, simply copy it via the clipboard from the drawing to the presentation.

Morphing calculates a transition between two objects, and displays the fading intervals between the objects. From one step to the next, the form, orientation, and color of the objects, as well as other attributes, are adjusted uniformly.

- ◆ Draw a red circle in an empty drawing document at the bottom left, for example, and a bright green rectangle in the upper right.

- ◆ Select both objects together.
- ◆ If you wish, 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 - MORPHING**. A dialog box appears where you can define further settings.
- ◆ Select at least 50 levels for morphing, and click **OK**.

StarDraw calculates the fading intervals 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 grouping and reedit the individual objects. The commands for grouping functions are found in the **MODIFY** menu, in StarImpress under **FORMAT - GROUP** or in the context menu. Further information is available in the StarOffice Help.

## Working with an Object Group

Multiple objects can either be selected, grouped, or combined. Common selecting has a temporary effect - as soon as you click elsewhere on the slide, the area will be deselected. The other two ways to combine objects 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 use these commands, for example, to group or combine multiple object groups.

### 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, and manipulated as a single object. In contrast to multiple selection, in groups you don't have to worry that an individual object won't be moved or rotated with the other objects.

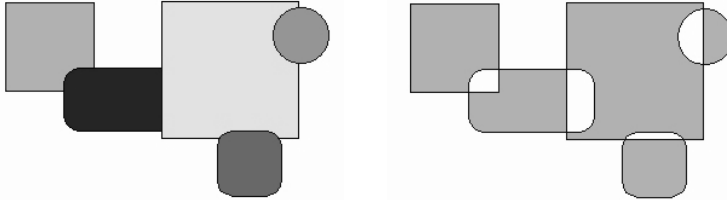
For example, if you want to draw a bicycle, you can first construct a wheel, composed of a tire, rim, spokes, and hub, and then you can group these objects together. This makes it easy to rotate the wheel, duplicate it, and move the second wheel to the appropriate position. Finally, draw the frame and the rest of the bicycle, and form a new group.

To edit an object of a group, you do not need to redefine the group; simply edit the group via the command in the **MODIFY** menu. You can then edit an object in the group, and exit the group when you're finished.

### 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, and the objects will retain the properties they had before being combined.

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 retains the attributes of the originally drawn object - i.e., the object the farthest to the back. The holes are transparent, which means that when you lay the combination over another object, the object is visible through the intersections.

## Working with Colors

In the Object bar, you can choose a predefined color for a selected object. The border color can be defined independently from the color used to fill the object.

### The Color Bar

You can display the Color bar at the bottom 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 command **VIEW - TOOLBARS - COLOR BAR**.

The Color bar displays all existing colors and names in the same order as in the list box. If you define custom colors, these will appear at the end of the Color bar and the bottom of the list box.



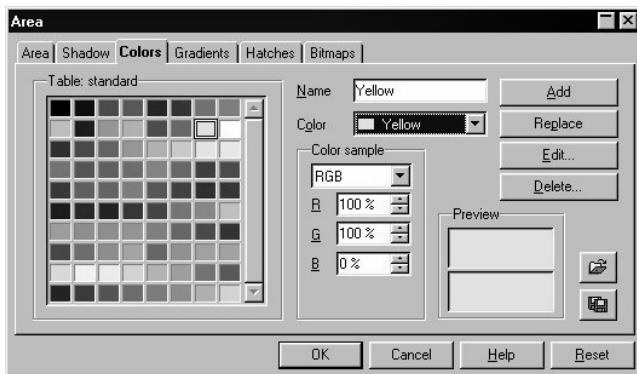
If you have defined more colors than can be displayed in the Color bar, use your mouse to shift the separator line between the bar and the document to increase the size. You can also double-click in a gray area of the Color bar while pressing the (Ctrl) key to make it a floating window. You can then use the Color bar exactly 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.

## Custom Colors

If you need colors other than those offered in the standard color palette, you have the option of customizing as many new colors as you want. Assign names to the new colors and save them in any of the color files.

In a presentation document, select the command **FORMAT - AREA** to open the AREA dialog.

In the dialog, click the **COLORS** tab.



Here you will find everything you need in order 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 in the color palette, you first have to define a new color and assign it a name.



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 extend the color palette, but it can create difficulties if you change the standard colors.

- ◆ To define a new color, first choose a color from the color palette that resembles the new color. It will be displayed in the upper preview box.
- ◆ From 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 formats. RGB stands for Red-Green-Blue. This refers to the color components when the monitor colors are composed of the three primary colors. CMYK stands for Cyan-Magenta-Yellow-Black, and is the standard subtractive color model used in offset printing for full-color documents.

- ◆ Define the colors by modifying the values in the spin boxes. Enter values directly, or click on the buttons to change the existing values. The result is shown immediately in the lower preview box.
- ◆ If you do not want to set the values with the spin buttons but from a color spectrum, just click **EDIT**. You'll see the **EDIT COLORS** dialog. Select the desired color and close the dialog.

Once you have chosen a new color, you must specify whether it should replace the original color or be defined independently. Click **REPLACE**, if you want to replace the color displayed in the top preview field. You should do this only with custom-defined colors.

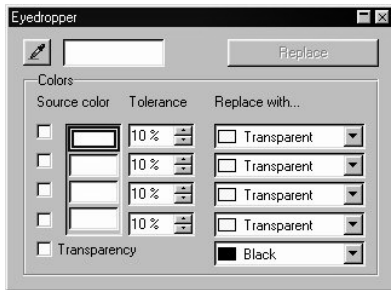
- ◆ Assign a name to the color in the **NAME** field, and click **ADD**.

Your new color appears in addition to the existing colors, and is immediately available for use. If you close the dialog box 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 part 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 Eye Dropper

You can edit pictures with the **EYE DROPPER** in a Bitmap format (for example, GIF, JPG) and meta files in StarDraw, StarImpress and StarImage. In StarDraw and StarImpress you can access the eye dropper with **TOOLS - EYE DROPPER** and in StarImage with the command **MODIFY - EYE DROPPER** or with the icon in the toolbar. You'll see then the **EYE DROPPER** window.



The Eye Dropper can replace selected colors into similar and other colors. In one phase you can replace up to four colors. If you do not like the replacement you can reverse it with one click on **UNDO** in the function bar. Use the Eye Dropper to adapt the colors of different Bitmaps or to highlight a Bitmap with the color of your company logo.

The **TRANSPARENT** attribute is also considered as a color. You can replace the transparency of a picture with a color, for example, white. That is really helpful, especially if your printer drive has a problem with printing transparent graphics.

If you produce an image on HTML pages in the internet to publish it, like the illustration of a product, for example, you'll reach a better effect if the image is not rectangular, but if it visualizes the content in front of the continuous background of the web page. If the product is has a white background, replace this background with the Eye Dropper for the transparent color and save it or export the image in a format that accepts transparencies (such as GIF). With this method, the product should not contain white parts, since these would appear also transparent as the image's background.

## Replacing colors with the Eye Dropper

- ♦ Insert an image in a Bitmap format (i.e. BMP, GIF, JPG, TIF) or in a meta file format (i.e. WMF) and go to **INSERT - GRAPHIC - FROM FILE...** in StarDraw and StarImpress.

- ◆ Access the EYE DROPPER window via TOOLS - EYE DROPPER.
- ◆ In the Eye Dropper window, click on the Eye Dropper icon above left . The mouse pointer will turn into a special pointer, which enables you to point the color to be replaced. The color surface in the Eye Dropper window adopts the color under the mouse pointer.
- ◆ Once you've found the replacing color click it. This color will appear in the first of the four rows in the Eye Dropper window.
- ◆ Now in the list field in the same row to the right select the new color, which has to be replaced in the whole Bitmap image.
- ◆ If in the same editing step you want to replace another color, click the check box before the next row and then the Eye Dropper icon above left and select a new color. Up to four colors are possible in one editing step.
- ◆ Click and select the Bitmap image or the Meta file image in which you want to replace the colors.
- ◆ In the EYE DROPPER window click REPLACE.

If you want to replace similar colors, reverse this step with (Strg)(Z) and decrease the color tolerance in the spin button. Now, click REPLACE.

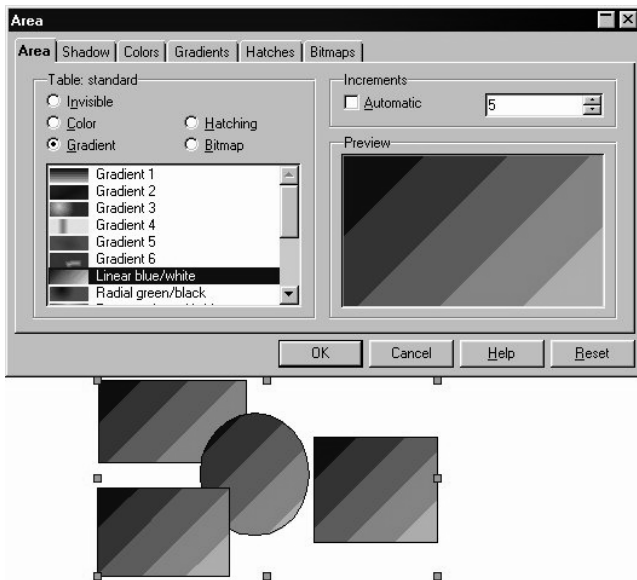
## Gradients and Patterns for Objects and Backgrounds

The objects in your drawings and presentations are not limited to having uniform colors. You can also apply various color gradients, patterns, and hatches. In addition, you can assign a color, a gradient, or a pattern to the background of all the slides in your presentation.

### Working with Color Gradients

To assign a predefined gradient to an object, proceed as follows:

- ◆ Select the object.
- ◆ Choose the AREA command in the context menu or FORMAT menu.
- ◆ In the tab OBJECT FILL, select the GRADIENT option and choose one of the gradients. In the following example, instead of the AUTOMATIC default increment for a gradient, it was increased five levels.

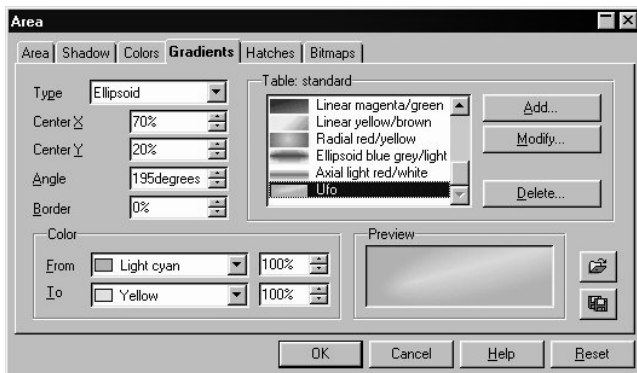


## Defining Custom Color Gradients

You can define custom color gradients, save the current color gradient list as a file, or load a different list from another file.

If you have selected an object and then define a new color gradient, the new gradient will immediately be assigned to the object. If you don't want to do this, cancel the selection by clicking anywhere outside the object.

- ♦ In the AREA dialog, click the GRADIENTS tab. Here you can define all options for new color gradients.





- ◆ From the list of existing color gradients, select one to serve as a starting point for your new color gradient.
- ◆ Click **ADD**. 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 other options as well. When you are finished, click **MODIFY** to save the changes to the new gradient. In the preview, you can see what the gradient will look like. Try out all the options under **TYPE**, including different angles and start and end colors.
- ◆ Close the **AREA** dialog with **OK**. You can use the new color gradient immediately.

## Organizing the Attribute Lists.

The icons **LOAD GRADIENT LIST** and **SAVE GRADIENT LIST** activate dialogs for opening and saving gradients. The current gradient list, for instance, might consist of all gradients that 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) free from resources you don't 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 hatches and bitmaps.

You can find more information about the spreadsheet data in the advanced part of the User's Guide in the StarOffice Help.

## Defining a Background Color

You can see the background of a slide in a presentation or drawing document either by drawing and creating it in the background mode or by assigning another page style to the page.



Switch to the Background Mode with the icon at the lower left of the work area.

In Background Mode, you can edit the background. All objects you enter in this mode, whether rectangles, lines, or text, will be displayed in the background of all slides of the document. In the Slide Mode, they will be protected against changes.

You can assign a uniform structure to the background without using the Background mode: Go to Format - Page and in the dialog go to the Background register. There you can choose the color, gradient, hatching or Bitmap for the background.

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## Planning Ahead with StarSchedule

Plan your appointments and tasks with StarSchedule, the new StarOffice module with Groupware functionality. A more detailed description of all functions in StarSchedule can be found in the StarOffice Help, where further tips are provided in the Intuitive Solutions section of the User's Guide. Continue reading for a general introduction to working with the Scheduler:

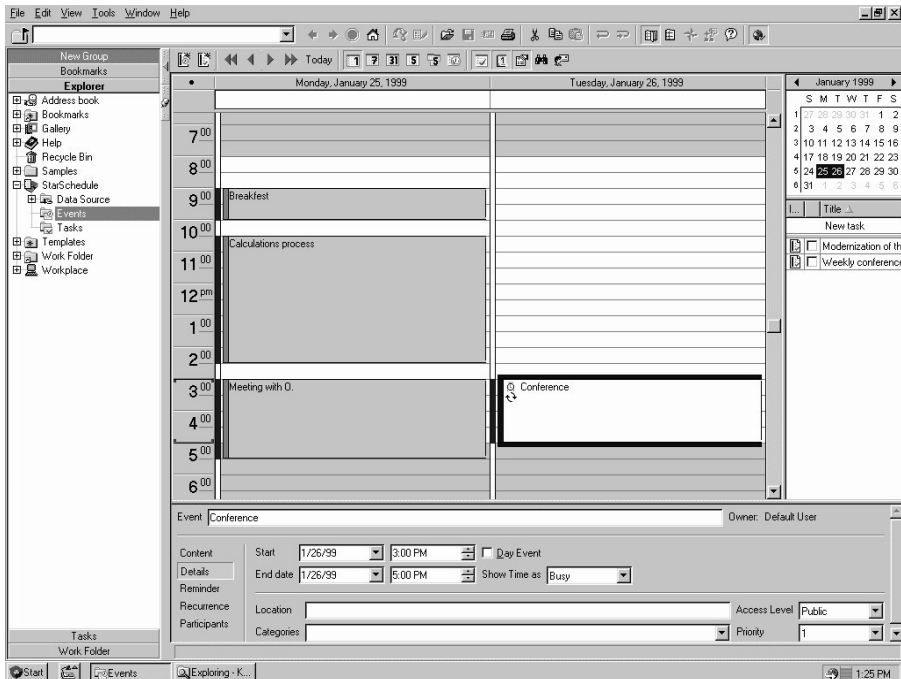
The functions in StarSchedule are intuitively accessible with the context menu commands and via Drag&Drop with the mouse. For example, you can choose a time scale with the aid of the context menu in the Event view, define an event by dragging the respective block of time with the mouse (see next section) and make more complex settings in the dialogs activated by the context menus in the various views. The central administration point in StarSchedule is the `STAR_SCHEDULE` entry in the Explorer with its subentries and context menus.

The appointments and tasks are automatically saved in StarSchedule as soon as you enter them.

In the Windows, OS/2 and Linux versions of StarSchedule you have the possibility of synchronizing data with a PalmPilot, a "personal digital assistant" used to keep track of your appointments while you're out of the office. A detailed description can be found in the StarOffice Help.

## Scheduling your Tasks with StarSchedule

- ◆ Activate StarSchedule by double-clicking "Events" under the "StarSchedule" entry in the Explorer. The main page of StarSchedule appears.



In the default setting, a view of appointments for the current date will appear, and to the right, a monthly calendar and task list will also be displayed. Use the icons in the Object bar or the commands in the **VIEW** menu to view your appointments, tasks, or the calendar. The division of the three main areas can be adjusted by dragging the separator with your mouse.

You can save your personal settings at any time and reload them again later. This allows you to use various layouts, filter settings and styles.

- ◆ You can easily enter a new appointment with the mouse.
- ◆ In the Event view, select the time you want to set an appointment for, and then drag with the pressed mouse cursor to the time you expect it to end. This time period will now be highlighted.

- ◆ Now, enter the text to describe or distinguish the new appointment, for example, "Lunch with Tom". You will see the text in the appointment view. To end the text input mode, click anywhere outside of the appointment block.



Instead of entering text, you can also click on the icon with the dot at the top left. This defines the current selection in the Event view as an appointment, or can clear the appointment (as long as no text has been entered). You can also click on the area where you want to enter a new appointment, then select the **NEW APPOINTMENT** icon in the object bar.

## How to Edit an Appointment

- ◆ To move an appointment to a different time, simply drag it to the desired position in the appointment view.
- ◆ To copy an appointment, drag it to the desired position while pressing the (Ctrl) key. A plus sign next to the mouse pointer indicates that the appointment will be copied when you release the mouse button.
- ◆ To modify the starting or ending time for an appointment, use the mouse to shift the upper or lower border.
- ◆ If you want to move an appointment independently from the selected time scale, drag it with the mouse while pressing down the (Alt) key. Depending on the moved appoints position, the help tip then shows the corresponding time with the appropriate duration highlighted. The unused time stays in white background.
- ◆ You can enter events even in the monthly view (icon "31"). After double-clicking on a day, enter an event text. When you're done, simply drag the event with the mouse to the new starting time (into the left part of the event) and drag its ending time (into the right part of the event) to change the duration. While keeping the (Alt) key pressed you can drag to the 5-minutes grid.
- ◆ You can call the Appointment List View with the **APPOINTMENT LIST VIEW** icon in the object bar. You'll see all appointments in a list form, one below the other. With the header's context menu you can determine which data fields you want to see. By clicking the headers you change the sort order either ascending or descending. The determined filter will be taken into account.

- ◆ In the List view, if you start a **SEARCH** (with the search icon in the object bar or with menu **TOOLS - SEARCH**), the search will be executed following the criteria from the selected filter. This filter has the effect of an additional temporary filter. As a result, all appointments will be displayed which correspond to the current filter and to the search conditions. The rest of them will be hidden.
- ◆ If you start a search from a day, a week or a month view, it will search all appointments which satisfy the criteria set in the current filter. The search results in these views will appear highlighted as you scroll upwards and downwards with your scroll arrow. You'll also see other appointments that follow the corresponding filter. That enables you to have an idea of the standing of your search results.
- ◆ To delete an appointment, open the context menu and select the **DELETE** command.
- ◆ If you prefer to use the keyboard to switch between appointments, simply press the (Tab) key. The next appointment will be selected and you can directly enter your text. Press (Esc) to exit the text input mode. If you now press (Del), the appointment will be deleted.
- ◆ To enter a **DAY EVENT** with no starting and ending times, set the cursor in the top of the event view of the day and simply write a text as if it were a single appointment.

For a day event, as for other events, a colored bar at the left of the Event area marks the hours corresponding to the event or appointment. The colors differ depending on the setting under **DETAILS - SHOW TIME AS....** Thus, you always have an overview of your appointments and can see at a glance how much free time you still have...

Each event 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). You can define your own categories and the assigned colors just as you like.

## How Days and Weeks Appear in the Event Window

Use the icons in the Object bar to display an entire week, a work week, or a month in the appointment view. In addition, you have the option to view various work weeks and an appointment list, which shows you every appointment in one row.

You can enter, drag and copy events in all views. Aim at what you want to reach: a 30-minutes single event will be best entered dragging it into the day view, while a vacation lasting several weeks into a 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 single day view you can distinguish by the color between the "working hours" and the "leisure time". StarSchedule remembers the setting you have to make for a week even for the other weeks. Mark, e.g., in the month view (icon with "7") for Monday the hours you work and select **BACKGROUND - MARK AS WORKING HOURS** in the context menu. Also mark for the remaining working days the working hours.
- ◆ Click the Workweek view icon (with "5"). In the context menu of this view you can use the command **WORKWEEK**. In the **RELATIVE** dialog you can select the days which do not belong to the workweek. Eventually, the desired days are displayed. The adjacent **MULTIPLE WORKWEEKS** icon shows all weeks which you can mark together. You can view, e.g., four weeks at once by marking four weeks contemporary in the calendar (click pressing the **(Control)** key. To reduce the number of the weeks to select, click pressing the **(Shift)** and **(Ctrl)** keys.
- ◆ The appointment view is synchronized with other views. If you select an appointment and access the appointment list, you'll notice that this appointment is also selected and visible. Now, select an appointment in the appointment list and switch to the weekly view, notice that the week of your appointment is selected in this view.



Define the properties for each appointment by clicking the **DETAILS** icon in the Object bar. At the bottom of the window, you can choose to sound an alarm before an appointment (reminder), define whether the appointment is a recurring event, and much more. These options are also described in more detail in the User's Guide.

In StarSchedule - as in the rest of StarOffice - the quickest way to get things done is usually via the intuitive context menus, or by using drag & drop.

## Drag & Drop in the Event Window

The following examples illustrate the "intuitive use" via drag & drop:

- ◆ If you've come across an e-mail or news posting which is relevant for an appointment or event, you can simply drag the message from the mail

document to the StarSchedule button in the task bar and, keeping the mouse button pressed, wait a second until StarSchedule pops up. Then drag the message to the defined appointment and release the mouse button. In the appointment details under CONTENTS - ALSO REFER TO you will find a reference for the message.

- ◆ When working in a text document drag an appointment or a task from StarSchedule into your document. A "clickable" Hyperlink will be inserted in your text document and if you click this link in your document, StarSchedule will open and it will show your appointment or your task.
- ◆ If you want to keep track of who you're 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 respective record and drag it to the appointment or event. The first and last name of each person will automatically be displayed in the appointment details under PARTICIPANTS. You can also drag via Drag & Drop other participants from EXPLORER - STARSCHEDULE - SERVER, in case you've entered other users.
- ◆ If you want to assign a specific event to a task in the task window (see next paragraph), i.e., if you want to transform a task in 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 on the left side an icon which you can drag with your mouse. In this way, the task will be copied there as event. By dragging the upper and lower margin you can correct the start and end times (as usual by pressing the (Alt) key also in the 5-minutes grid). In the field ALSO REFER TO of the event details you can find a reference to the task. With a double - click you can see the detail area of the task with all your entries. If you drag further tasks in an event, these tasks will also be registered as references to that event.
- ◆ On the other hand, you can also drag an appointment into the Tasks window. Just release it on a free area or on the title bar and the appointment will be copied as a task.



## Organizing your Tasks with StarSchedule

You can keep track of all your tasks in the StarSchedule 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 double-click "Task View" under the `STAR_SCHEDULE` entry in the Explorer and access the task view. In this case, the task window takes up the whole screen, without any appointments. You can access this view if you have the intention 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 .
- ◆ Enter your text to describe the task.
- ◆ Once the task has been completed, click the check box next to the entry. A check mark indicates that the task is done, and the current date appears as the "completion date."

### View Options in the Task Window

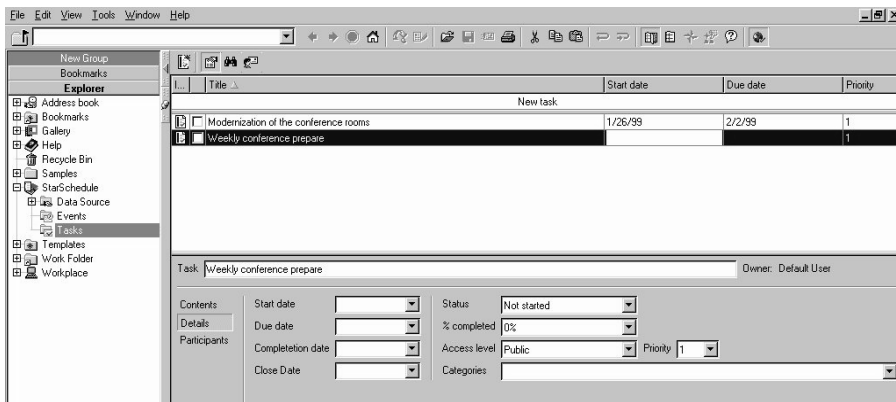
You can set your task window so that only unfinished tasks are shown. In this case, every time you check the "finished" box, the task will disappear from the task view.

- ◆ Select the view for the task window in the context menu. The context menu and the appointment view offer you various commands depending on the location from where it is called up. In the column headers you have different commands as in the task area, etc. and a task area context menu shows other commands than in a free area of the task window.

### Details Section for Tasks

You can enter further details for each task, as well.

- ◆ Select the task in the task window.
- ◆ Click the `DETAILS` icon in the Object bar.



In the task details you can enter a start date and due date, the percentage already completed, and the current status of the task. You can also sort and group tasks in the task window according to these criteria.

The context menu in the task window offers several additional commands to set the display or define properties for the current task. Depending on whether you open the context menu in a task, in a column header or in a blank area, different commands will appear. All context menu commands are described in detail in the StarOffice help.

## Printing your Appointments and Tasks

If you want to print your events and tasks formatted, you have access to practical print templates. If you print with the **PRINT** icon in the function bar, the suitable print template will be used.

The print template used depends upon the view. When selecting the day view in the event calendar, for example, a day view will be printed. If you prefer to use another print template, you can select one from the list:

- ♦ Select in the event view the **FILE - PRINT...** command and click in the **PRINT** dialog the **OPTIONS** button. A list of print forms will now appear. Select a print form and an event range and close the dialog. In the **PRINT** dialog click the **OK** button.
- ♦ If you select in the task view the **PRINT** dialog and click "Extras", you will see the appropriate list of task print forms.

In addition, the **AUTOPILOT REPORT** can be helpful if you decide to create your own print template.

- ◆ To open the AutoPilot in StarSchedule go to menu FILE - PRINT... and click the OPTIONS button and, in the PRINT FORM dialog click on NEW FORM.



When printing for the first time in StarSchedule, the print templates have to be calculated first. You can then be sure that the defaults in your operating system (language, date format, etc.) will be considered. Please have some patience when printing for the first time.

You can edit the form with your data before printing if you select in the PRINT FORM dialog the PRINT PREVIEW field. A StarWriter document can then be created to correspond to your needs.

The detailed AutoPilot instructions can be found in the StarOffice Help.

The filter setting enables you to print your tasks and/ or events anytime you wish. You can see this filter setting on your screen. For example, let's imagine you want to print your "office" events, just set an office filter to only display the office events and click the PRINT icon in the function bar.

If you click the PRINT icon, it will use the print form which corresponds to the current overview. If you see a day overview, the print form "day overview" will be printed. In a week's overview, it will print the "week overview" print form. In a month's overview it will use the "month overview".

If you call up the print command via the context menu of an event or task, the detail view of the event or task will be printed.

The events in your events calendar, defined as day events, will be separately marked when printing them and do not contain any time information. If, for a certain event, you entered a place, it will also be printed.



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## Working with StarBase

StarBase is the database module in StarOffice. You administer in StarBase Database Access different database servers and formats. A detailed description of all StarBase functions can be found in the StarOffice Help. Here we will only describe the first steps of the address book database, which is the database you'll normally use. Afterwards you'll read how to create a database, record a table and design a form. First though, here is an overview of the database terms.

### StarBase: Glossary

In StarBase, several common terms are used when working with relational databases:

Term	Description
Database	The total of all tables containing your data. A dBase database in StarBase appears as a folder in the file system.
Table	Summary of a number of records with the 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 a table.
Field	Every record can consist of several fields. All records in a table have the same field structure (same amount, identical field type and in the same order within the line). 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.
Query	View of an entire or partial table. Usually a query in tabular form displays several records, which can also be filtered according to certain criteria.
Report	A report is a view of a table or form, which can also be ordered by category, for example.

StarOffice can - apart from its own StarBase Format (available only in the Windows version)- edit dBase formats and texts. StarBase can also access external databases with ODBC and JDBC. Databases from Oracle, Microsoft Access 97 and DB2 can also be accessed with an integrated Native-Driver. The Macintosh FileMaker database is also accepted.

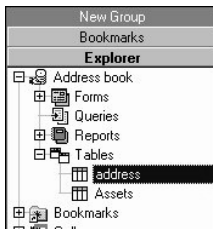
## Address Book Used as a Database

The address book is the ready to use database in StarOffice prepared in the StarBase format.

### Editing the Address Book as a Database Table

In order to ease your work with the address book 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 a greater flexibility with address or contact data you can also use the extended possibilities provided with "ordinary" database forms, reports and queries. The only decision to take prior to doing so is whether you wish to use the ADDRESS BOOK dialog or not. In order to use this dialog the same structure of database. If you modify the structure, e.g., by inserting or renaming a field of this table, the address table can only be used as an "ordinary" database table.



You can add new records to the address book in both the normal table view and the ADDRESS BOOK dialog. Make sure not to modify the field definitions unintentionally. However you can modify the address book contents in the same way as other database tables. Here's how to change the contents of a address book in StarBase:

- ◆ Click the plus sign near the ADDRESS BOOK in the Explorer to see the entries for forms, queries, reports tables in alphabetic order.
- ◆ Click the plus sign near the TABLE entry to display all the tables contained in the Address Book database. By default, only the ADDRESSES table is contained.
- ◆ Double-click the table name to display the table contents in the table on your desktop.
- ◆ In order to modify your data click the EDIT symbol in the Function Bar.

- ◆ An empty record at the end of the table is displayed enabling you to enter a new address. Click in the first field to process the corresponding data and use the Tab key or a mouse to move to the next field. Alternatively, you can click in the next field.
- ◆ The (address) data is automatically saved when leaving the record or moving to another.
- ◆ Use the DELETE key to remove a record from the table. Alternatively, you can use the respective context menu option of the row header (in the left most column) of the table.
- ◆ You can close the address book using the CLOSE TASK option in the context menu of the table's task bar button. Alternatively, you can use the menu FILE - CLOSE.

### Address Book Masks with Form Functions

If you do not like the address book mask in EDIT - ADDRESS BOOK, you can define your own mask. The following example describes how to create a form taking as a basis a text document. The form should show a table on the right half of the window with all addresses in short form. The selected address should be in detail displayed on the left half of the window. You can freely define the page background and the font.

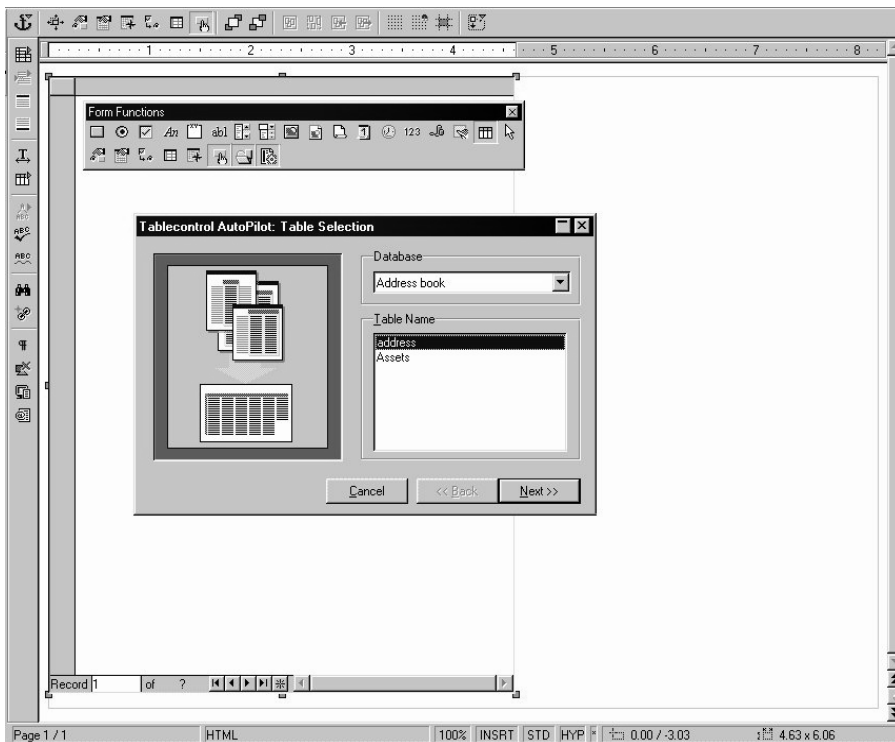
- ◆ Open the Explorer until you see the ADDRESS BOOK entry.
- ◆ Click the plus sign in Address Book and you'll see all its subordinate entries.
- ◆ In the FORMS entry, call the context menu and select the command NEW - FORM.
- ◆ In the submenu select "Text Document" as a Document type.

In front of you, you have now an empty text document, which after the last saving is automatically listed as a "form" of the "Address Book" Database. You can access it any time by double clicking it.

Note that you are now in the Form's Design Mode. In the design mode you can edit the objects in the document, like for example, choose fonts, assign properties to the text fields 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 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

work in the form's design, it is recommendable to have it open in the Design Mode. If you want to just use your form in order to work with its data, switch off this function before saving it.

- ◆ Go to **FORMAT - PAGE...** and choose a friendly landscape screen, where you don't need to scroll to see the whole page.
- ◆ Select the **Online- Layout** by pressing the **ONLINE- LAYOUT** icon in the tool bar.
- ◆ Open the **FORM FUNCTIONS** floating bar and pull it out from the toolbar, so that it remains open.
- ◆ In the **Form Functions** floating bar, click the **TABLES - CONTROL** icon.
- ◆ On the right half of the form, draw a big rectangle. It determines the position and size of your addresses' table view. When you release the mouse button, you'll see the **AUTOPILOT TABLE ELEMENT**.



The **AUTOPILOT TABLE ELEMENT** is described in detail in the StarOffice Help.



- ◆ On the first sheet select the Address Table and click on **MORE**.
- ◆ From all the fields in the second sheet, choose the ones which are easy to identify, i.e. Firm, Name, Last Name and Address. Now click on **CREATE**.
- ◆ By dragging the headers in a table element, you can position both the sequence and the width as you like.

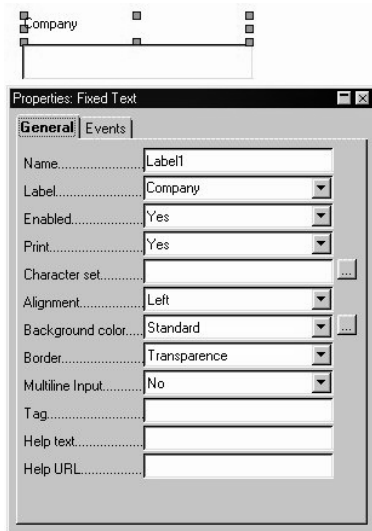
Now, in the left part of the window insert the fields you want to see in each record. In this example, you will enter twice a label and a text field. You can continue this example as you like.

In this Example, you'll only edit the visible details and then assign the "logical" properties. You can also do it the other way around.

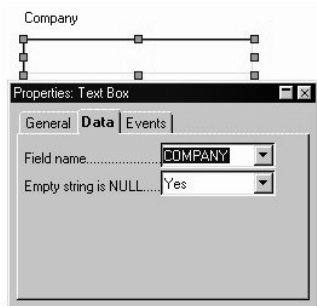
- ◆ Click the **LABEL** icon and draw a frame on the top left. In this frame you should later on enter the text "Firm".

In the case you don't draw the frame exactly on the border, you'll notice that when you release the button in your mouse, it jumps to the upper left corner. That is because it is anchored "as character", and on the page there is no other character.

- ◆ Access the context menu of the new label and select the new anchor "on the page". Now you can drag the label where you like.
- ◆ Click on the **TEXT BOX** icon and draw a frame under the label. This frame will later on have the content of the "Firm" data field from the selected record.
- ◆ You can now simultaneously click both the label and the text field (with a pressed Shift key) and in your context menu select the command **ALIGNMENT - LEFT**. Both objects will be aligned to the left in the same start position.
- ◆ Click now on the label field, so that only this one is selected.
- ◆ In the form functions floating bar click on the icon **FIELD - PROPERTIES**. You see now the **PROPERTIES: LABEL** dialog.
- ◆ Next to **TITLE** enter the word "Firm" (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's size.



- ◆ Click on the text field. The **PROPERTIES** dialog displays the text field's properties.
- ◆ Switch to the **DATA** register.
- ◆ In the list field **FIELD NAME** select the field from the database table which you want to be displayed. In this case, select **FIRM**.



The table addresses from the "Address book" database gave all data fields to the control field. You globally determined the "Address Book" database for the whole form, as selected for the table element in the AutoPilot. All objects related to this table now use this table. You can select data fields from other tables, if you access a database which supports linked tables. More information referring to the work with sub forms is described in the StarOffice Help.

- ◆ The group from the first label and from the first text field is now ready. You can select both of them and in the context menu access the **GROUP - GROUP BY**. Doing that will give you the advantage of moving various fields which belong together at the same time, in case you want to change their position.
- ◆ Pull out a new label and name it **NAME**.
- ◆ Beneath it pull out a new text field. This text field should display the **NAME** data field.
- ◆ Format and group both of them as described before.



Up to now you have been given an introduction to the operation of the form functions. There is, however, a much more easier way to insert data fields into tables as needed in this simple example:

Not only should the form be displayed but also the table should be shown in the Beamer (click on the plus sign in the Explorer until you see the name of the table, click once on the table and then open the Beamer).

Drag the required column headers (= data fields) individually out of the table shown in the Beamer. The keys (Shift) and (Cntrl) should be kept pressed while doing this.

If the field is a combined date and time field then two separate groups will be created when dragging and dropping in this way. One group made up of script and data field for time and another group for the date.

- ◆ Select a background you like for the whole page (Format - Page... - Background).

	PREFIX	FIRSTNAME	LASTNAME	TITLE	COMPANY
	Ms.	Patricia	Fisher		Star Division Co
					PTH TV
▶	Mr.	Alan	Brown		Houseware Inc
	Mr.	Alan	Brown		Houseware Inc
	Ms.	Julie	Clark		ICM
	Mr.	Peter	Smith		Motor Works Lt
*					

If you insert further groups from the label and text field, you can have exactly all data fields displayed you need for your address form.

- ◆ Close the **PROPERTIES** dialog and switch off the "Open in Design Mode" as described before.
- ◆ Click on the **SAVE** icon in the function bar. The small dialog enables you to give the form a name, i.e. "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.

You can find more detailed information in the Advanced Use of StarBase and in the StarOffice Help about creating or modifying forms, queries or reports.

## Printing the Address Book Contents

Prior to printing a hardcopy of your address book entries, a report has to be created. Do so by copying your report to a StarCalc document , and format and print it out here.

### Creating a Hardcopy of the Address Book Contents

- ◆ Open the **ADDRESS BOOK** by clicking the plus sign near the respective database entry in the Explorer.
- ◆ Click the **REPORT** entry or activate the respective context menu.
- ◆ Select **NEW - REPORT**.
- ◆ The **AUTOPILOT REPORT** is activated to assist you in creating a comprehensive report adapted to your needs.
- ◆ At the end of the dialogs, a printable report is created and displayed on your screen. Use the **FILE - PRINT...** option to print.

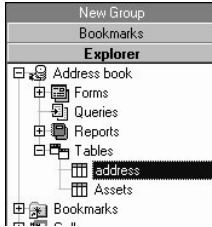
Of course, you don't need to create a new report every time you need it. Once created, you can always use the same report entry in the Explorer window to print an updated address book containing the current data.

### To print a Database Chart in StarCalc

You can alternatively per drag and drop, move a copy of your addresses into an empty StarCalc document. There you have all the possibilities available with StarCalc, to format, sort and print your document. Follow this example:

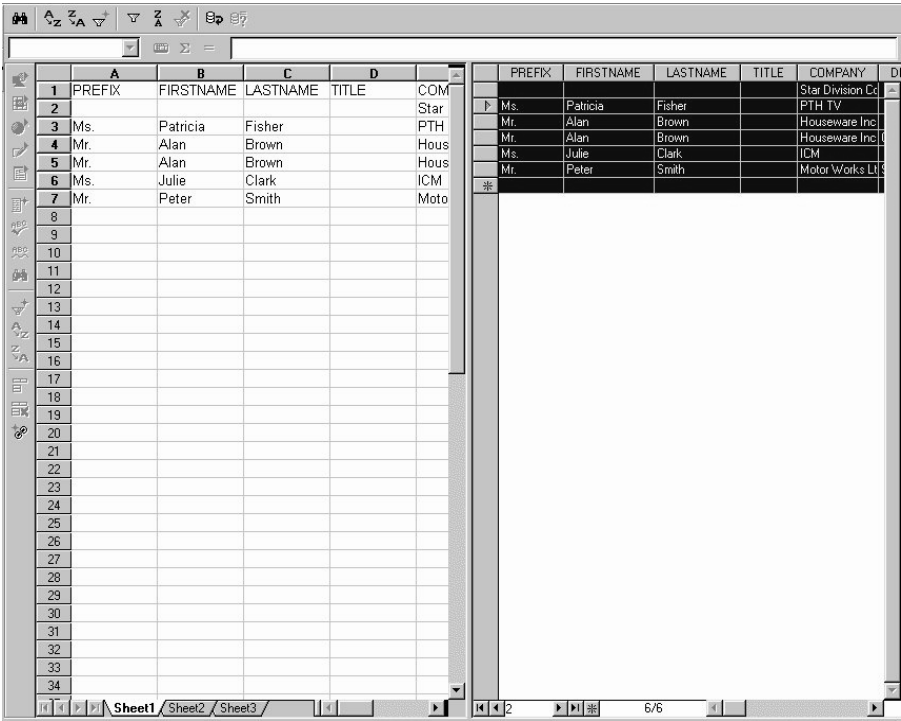
- ◆ Open an empty spreadsheet (**FILE - NEW - SPREADHEET**).

- ◆ Alternate in the Explore to the database table you would like to print.



- ◆ Open the database table in addition to the empty spreadsheet. Select (Control) and double-click on the name of Database chart.
- ◆ In the currently open database table, select all the records by clicking the unlabeled key at the top left corner of the database table.
- ◆ Move the whole database table to the empty spreadsheet via drag & drop, and leave the data e.g. over field A1.

You can next move the data to the empty document's task button in the task while holding down the mouse button. Wait a minute until the document has opened in the work space, and now let go of the mouse button while resting on field A1. Or move one task to another in the task bar (see Task Bar Description in the User's Guide). You can then move yet simpler records from one task to another.



- ♦ You can now print the data to any desired format in StarCalc. 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					Star Division Corp.		6515 Dumbarton Circle
3	<i>Ms.</i>	Patricia	Fisher		PTH TV		2345 1st. St. NW
4	<i>Mr.</i>	Alan	Brown		Houseware Inc.		123 Main Street
5	<i>Mr.</i>	Alan	Brown		Houseware Inc.	Controlling	123 Main Street

If you have created your own printing format, you can incorporate it into the AutoFormat list. See the instructions in the StarOffice Help.

## Creating a new Database and Table

One or more tables (database files) of a (database) folder represent a database. You can do both create new or modify existing databases and tables as described in the following.

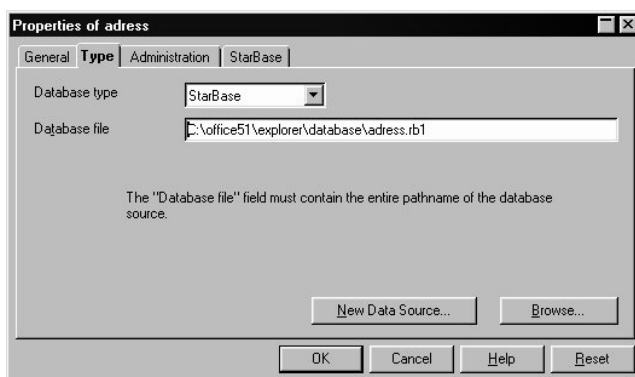
### Database Definition in the StarBase File Format

You can benefit from all the table related functions of StarBase if you create tables in the StarBase format. Proceed as follows to create such a database containing several tables:

- ◆ In the Explorer, create a new database using the context menu **NEW - DATABASE...** The name of the database is entered where the command is activated.
- ◆ Use the text box on the **GENERAL** tab to name the database, e.g., "StarBase Addresses".
- ◆ Click the **TYPE** tab and select **STARBASE** from the combo box near **DATABASE TYPE**. Now you can click the **NEW DATA DATA SOURCE...** button and specify the name and location for saving the database. Please notice that the name can contain only up to 8 characters (without file extension).



In the StarBase Format (Oterro), the complete pfad and file names are limited to the maximum of 79 characters in length.



- ◆ Close the dialog with **OK**.

Now you can find the entry for the new StarBase database. It is now recommended to go directly to the next chapter where you can find information about how to create a new table in an existing database.

## How to Create a New Database in the dBase Format

A new dBase database represents a folder in a StarBase datase containing the different tables as a number of files.

First create a folder that will contain the files (tables) contained in your dBase database. You can store the folder on any location on your hard disk or in your network.

- ◆ If you want to create a new folder, click the plus sign near the Explorer entry "Workplace".
- ◆ Go to the drive / volume on which you wish to create the new folder.
- ◆ From the context menu of the respective folder, choose the **NEW - FOLDER** option. A new "Folder" entry is immediately displayed and you can specify a name directly or rename it later using the folder's context menu (**RENAME**).

Thus you have only created the folder that will contain the tables that you will create later. You also need the Explorer entry for the database, similar to the Address Book.

- ◆ Click the Explorer entry of the folder that will contain your entire database hierarchy (database and tables).

For instance, if you have created a folder named "databases", click on this entry to select it. If you create a database now, the respective database will be contained in that selected folder. Normally, you would probably click the (top-most entry in the) Explorer entry thus creating the database in the Explorer folder, similar to the Address Book.

- ◆ In the context menu, select the **NEW - DATABASE...** option to activate the **PROPERTIES OF DATABASE** dialog.
- ◆ Here you can specify the name of the database to be displayed in the Explorer, the database type, where it is located (stored) and you can specify the tables that will be visible in the Explorer window.

Immediately after closing the dialog with OK, the new entry is displayed in the explorer.



In the following, we describe how you can create a StarBase table. Refer to the User and Advanced Tips for StarOffice sections of the user's guide and StarOffice Help for more detailed database and tables related instructions.

## How to Create 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 respective database entry in the explorer window.
- ◆ Open the database's hierarchy by clicking the plus sign near its name. Now the FORMS, REPORTS, QUERIES and TABLES entries are displayed in alphabetic order..
- ◆ Click the TABLES entry.
- ◆ Select the NEW - TABLE option from the context menu thus activating another sub-menu.
- ◆ Depending on how you wish to continue, choose the TABLE DESIGN or AUTOPILOT option.

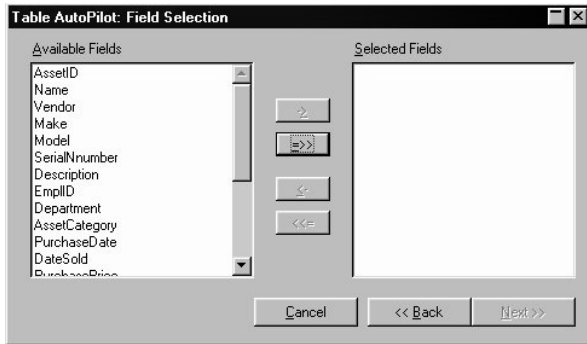
You can find the description about how to create a table using the Table Design mode in the Advanced Tips for StarOffice chapter and the StarOffice Help. In the following Detailed Example you can find out more details about creating a table using the AutoPilot:

- ◆ Start the AUTOPILOT TABLES. The first dialog is the TABLE TYPE dialog.



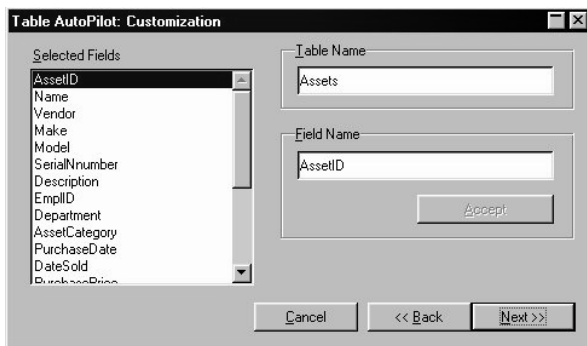
Depending on your selection from the list box, i.e. the chosen table type (Business or Personal), a different number of tables is listed in the lower text box. These tables are just examples that can be adapted to you needs.

- ◆ For instance you can choose "Business" and in the lower list "Tasks".  
Now click the NEXT button to activate the FIELD SELECTION dialog.



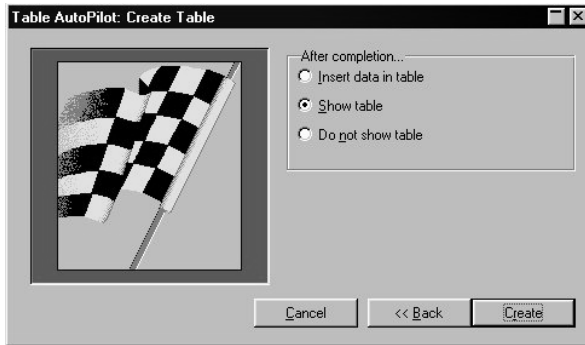
The dialog shows the fields that are prepared for your table. Use the arrow buttons in between the two text lists (AVAILABLE FIELDS and SELECTED FIELDS) to select and deselect the fields for your new table.

- ◆ 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 both alter the name of the new table and the fields selected from the list to the left. Save your changes with the APPLY button.

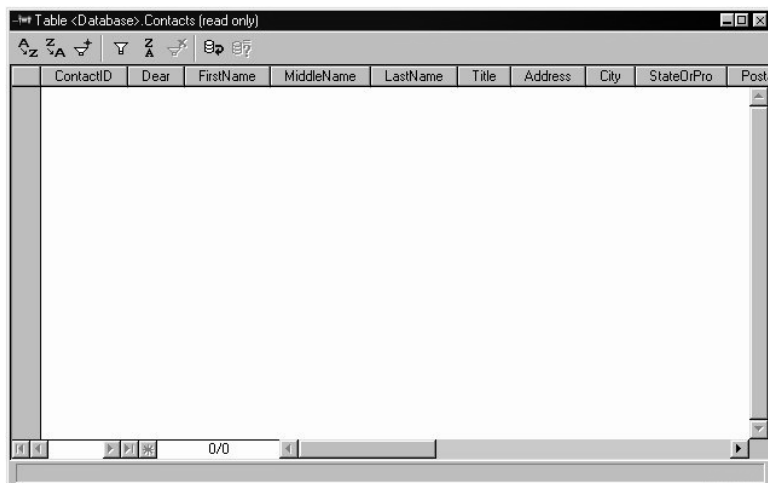
- ◆ Click the NEXT button to activate the CREATE TABLE dialog.



Here you can select one of three options determining how to proceed with the AutoPilot:

- ◆ Insert data in table - with this option you can process data immediately after the AutoPilot is terminated.
- ◆ Show table - the option shows the table in read-only mode. Prior to processing data, you have to click the **EDIT** icon in the **FUNCTION BAR**.
- ◆ Do not show table - with the option the tables is saved but not displayed.

Use the **CREATE** button to finish the Autopilot.



Prior to modifying the structure of the created table or changing field names, you should close it if displayed. If you want to modify field definitions or change the table structure, use the **TABLE DESIGN** context menu option in the

Explorer. For a more detailed description of the table design windows refer to the Advanced Tips in the StarOffice Help.



In a StarBase database, no two data fields are allowed to have the same name. You can have the same name field, e.g. LOCATION, entered in two separate tables, if both fields are "text" fields.

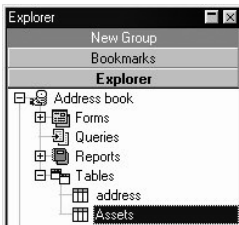
### How to process data in the new table

If you have just finished creating a new table following the instructions of the previous sections, the empty table is displayed on your screen. If the table is not opened yet, proceed as follows:

- ♦ Open the respective database's entry in the explorer. You can either double-click the database name or click once on the plus sign near the database name.

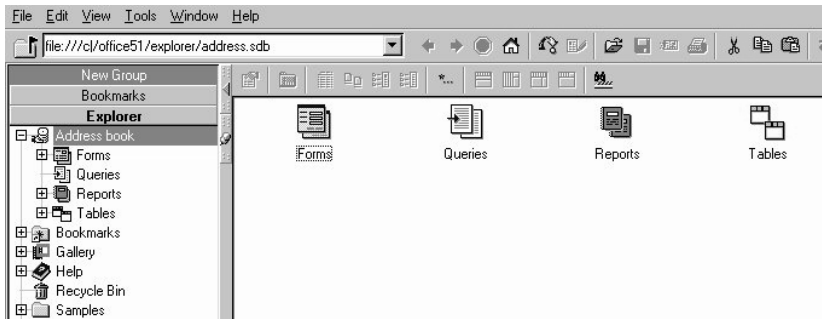
Now the hierarchical entries for tables, queries, reports and forms are displayed.

- ♦ Open the "Tables" entry of the previously created table by double-clicking the respective name.

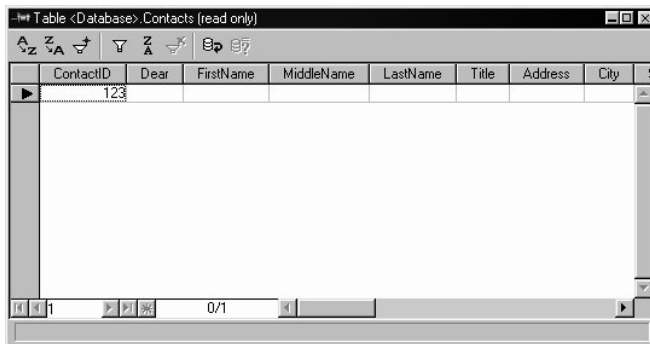


In the picture you can find the table set in the "Address Book" database. If you have created your own database and a new table has been generated there, you should open your own database without using the name "Address Book".

If you have opened the database by double-clicking its name, four icons for the database's elements appear in the Desktop window.



- ◆ Now you can open the "Tables" entry with a double-click, thus displaying the database's existing table(s).



- ◆ You can now use the mouse to click in the first field and enter data in your first field of the first record of the table.
- ◆ You can use the 'Tab' key to move to the next field. If you use the Tab key in the last field you will automatically move to the first field of the next record.
- ◆ Use the **SAVE** button in the function bar if you want to make your changes permanent. Every new or edited record will be automatically saved when you change to another record.

## Creating a Form

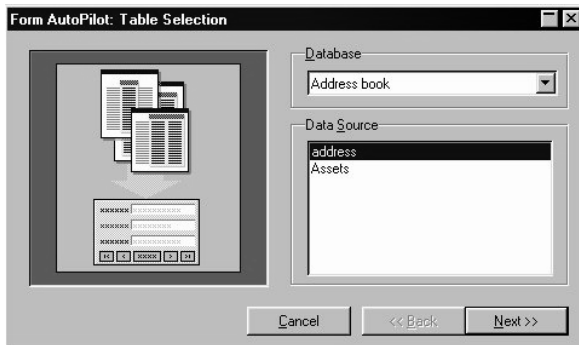
Following is a description of how to create forms intuitively with StarBase.

### How to Create a New Form

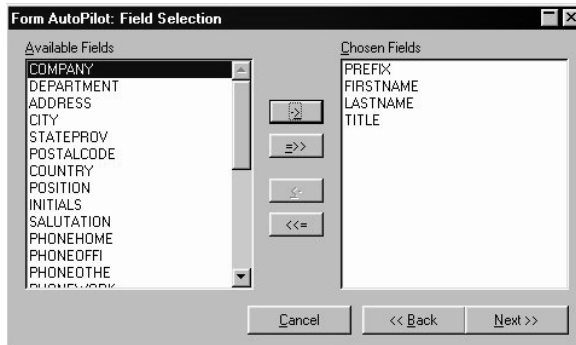
- ◆ Open the desired database by clicking the plus sign near the entry in the Explorer window.
- ◆ Click once on the FORMS entry of the database.
- ◆ Use the context menu NEW - FORM option.

A submenu will appear after activating the command, which enables you to use the AutoPilot or to work direct with a certain document. Select the AUTOPILOT to help create your form. Find more detailed information about this intuitive aid in the StarOffice help. Here is just a short example:

After activating the AutoPilot, the table selection page is displayed.

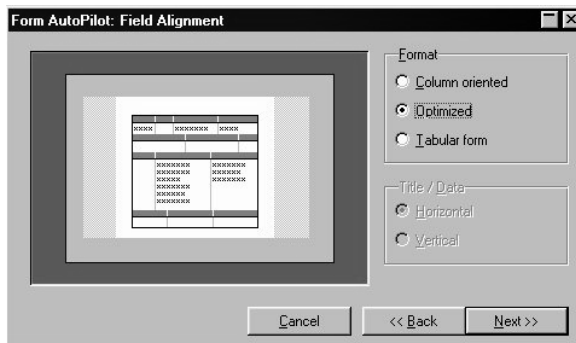


Select the table on which your form will be based. Click the NEXT button to activate the AutoPilot's FIELD SELECTION dialog.

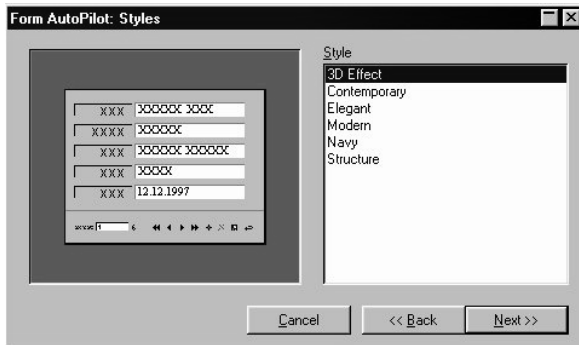


You can either select all fields at once or select them individually. In the box on the left, you can find all data fields not yet assigned, while on the right you can find all fields already existing in the form. By pressing the four central buttons you can drag the relative selected (or all) fields in all directions.

After selecting, click again on NEXT.

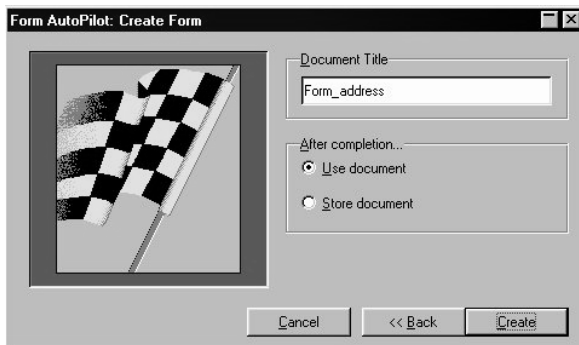


Now you can select among some default alignments of the fields. Click on NEXT.



You can now select the styles. They assign, among others, a background for the form. Click **NEXT**.

Nearly all questions of the AutoPilot have been answered. As a last step you can enter a name for the completed form. It will be listed with this name in the Explorer under "Forms" and can be started whenever you want.



Click the **CREATE** button. After a few minutes you can see the completed form as text document on your screen.



PREFIX	FIRSTNAME	LASTNAME	TITLE
DEPARTMENT		ADDRESS	CITY
		6515 Dumbarton Circle	Fremont
			CA
COUNTRY	POSITION	INITIALS	SALUTATION
U.S.A.			
PHONEOFF	PHONEOTH	PHONWORK	MOBILE
EMAIL	URL	NOTE	
	http://www.stardivision.com		
ALFIELD2	ALFIELD3	ALFIELD4	ID
INVITE			
<input checked="" type="checkbox"/>			

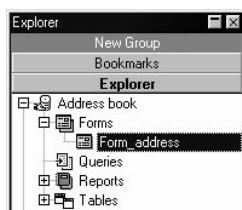
Record 1 of 6

Page 1 / 1   Standard   100%   STD   HYP

On the bottom of the form's page of you can see a bar with control buttons to browse the records. If you want to append new records, you should first close the just created form mask and then start it again.

### See here how to insert data in your new form

To open the form, double-click on the name entry in the Explorer.



You can see the first record (if the spreadsheets already contains records) of your form. On the bottom of the window, there is a control bar to navigate through the records. With the arrow symbols forward and backwards, you can see every single record. If you want to go directly to a particular record number, then simply enter this number in the text field on the left.



In this bar on the right, you can find symbols to enter a new, to delete the current record, to save your changes and to undo the last change.

In order to enter a new record, click the **NEW RECORD** symbol. 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 you move to the next field. Click again on the **NEW RECORD** symbol if you have completed the input and you want to append another record.



Each new or modified record is automatically saved when you go to another record. If you have modified a record and you next close the form, you will see a dialog where you will be asked if you want to save the modified record.

Information concerning the programming of forms with StarBasic for advanced StarBasic users can be found in the StarOffice Help. Advanced tips to complete the StarWriter and StarCalc documents with interactive form objects can be found in Advanced Tips for StarOffice of the StarOffice Help.

## Creating a Report

In the following you will see how you can intuitively create a report with StarBase.

### How to Create a New Report

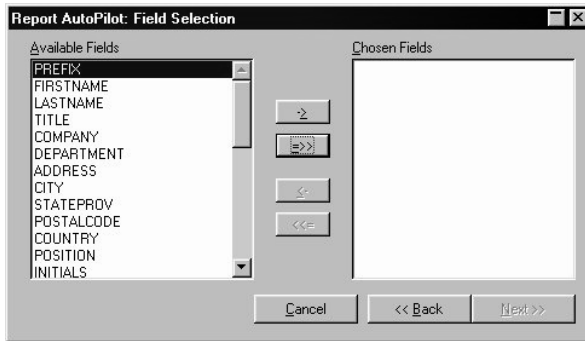
- ♦ Open the desired database in the Explorer by clicking the plus sign on the left of your name. Open, e.g., the Address Book.
- ♦ Click once on **REPORTS**.
- ♦ Open the context menu and select in the menu **NEW - REPORT**.

After the selection of the command, you can see the **REPORT AUTOPILOT** which will assist you while creating a report.

You can also start the AutoPilot through the menu **FILE**. At the beginning, in the first **AUTOPILOT** dialog, you should select a database and a table.

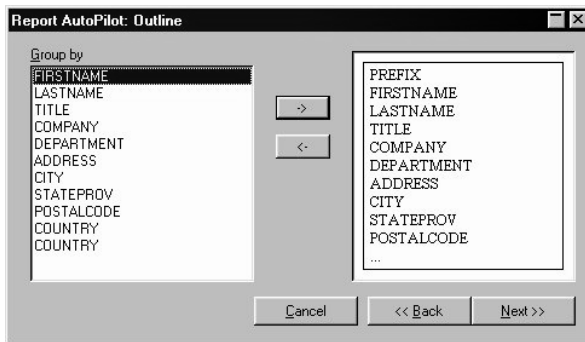
You can create a report based on an existing table or a query.

Select, e.g., a record concerning your address table. (In the user's guide you create a report concerning a query.) The report will include any selected fields of the table.



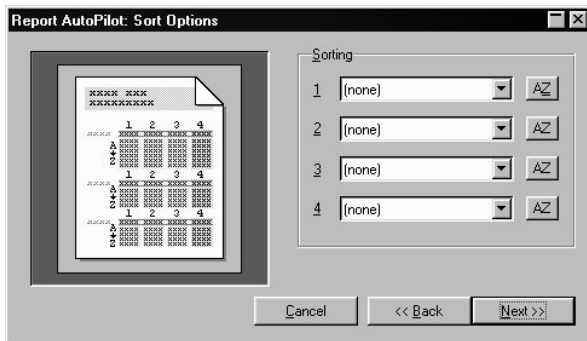
In the dialog FIELD SELECTION of the AutoPilot you can select the fields you want to see in the report. While in the left list box you can see all fields of the table which have not yet been assigned, in the right list box you can find all fields which have already been included in the report.

- ◆ Use the buttons in the middle situated between the two list boxes to drag the selected or all entries in all directions. Click on NEXT if all fields you want in the report are situated on the right list box.



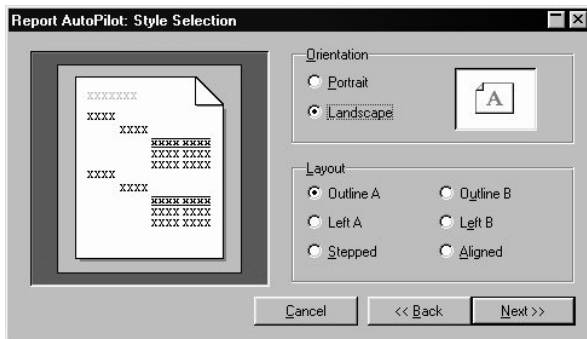
Now, you can see the dialog OUTLINE in which you can choose by which data field the report should be grouped.

- ◆ Select the data field by which the report should be grouped and click on the button with the right arrow.
- ◆ You can group by other data fields. This outline will take place only if the records match the first outline field but not the second.
- ◆ With the second button from top, i.e. with the left arrow, you can undo the last grouping.
- ◆ Click on NEXT. You can see the dialog SORT OPTIONS.

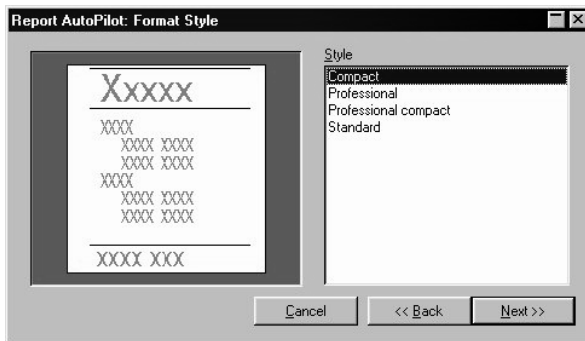


Here you can choose the data field by which the contents of the report should be sorted. The grouping set in the previous dialog has prior rank over the grouping.

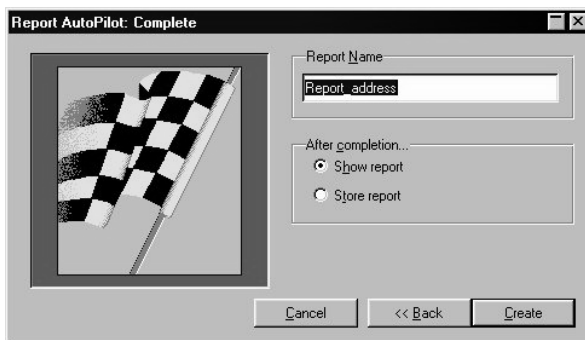
- ◆ Select the data fields which define the grouping. By pressing the button AZ you can select another sort direction.
- ◆ Click on NEXT. You can see the dialog STYLE SELECTION.



- ◆ First choose between the portrait or landscape print format. Since all data fields are arranged side by side, you will prefer the landscape format.
- ◆ In the area LAYOUT you can choose among a variety of default settings. If you click on one option, you will obtain a preview of the layout.
- ◆ Click on NEXT. The dialog FORMAT STYLE will be displayed.

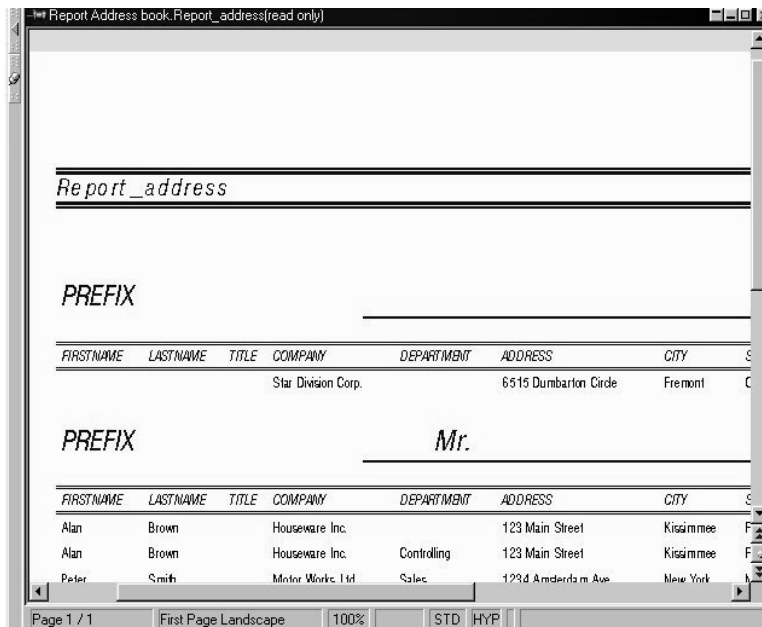


- ◆ Also in this dialog you can choose among a variety of default settings to optically style the report. If you click on one of the styles situated in the right list box, a style preview will be displayed.
- ◆ Click on NEXT. You will see the last dialog CREATE.



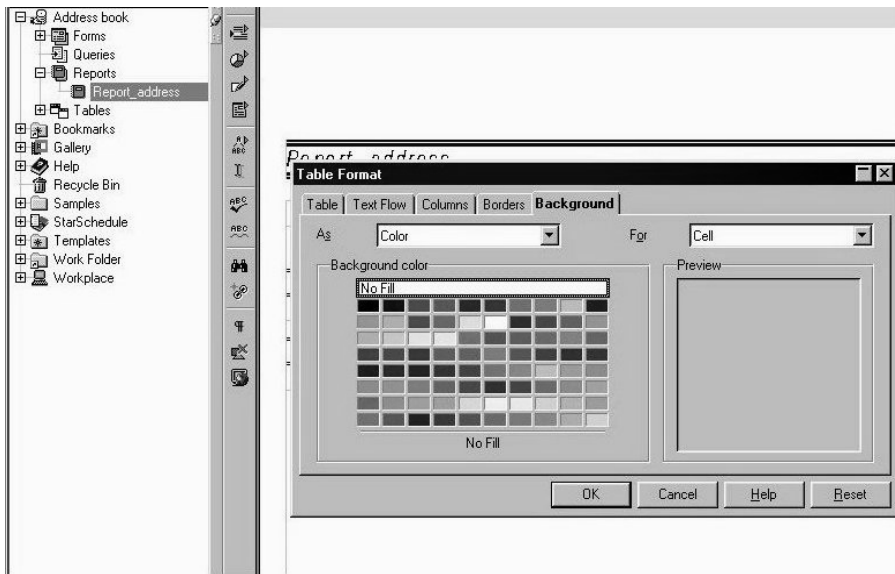
- ◆ Here you can assign a title to your report. You can also choose if you want your report to be shown or just stored for the moment.
- ◆ Click on CREATE.

After the last dialog, it will take a few minutes before the report created can be displayed.



## How to edit an already existing report

To edit a completed report, select the **REPORT DESIGN** command in the context menu of the Explorer. You can then modify various formatting attributes, such as the font styles or background colors in the table.



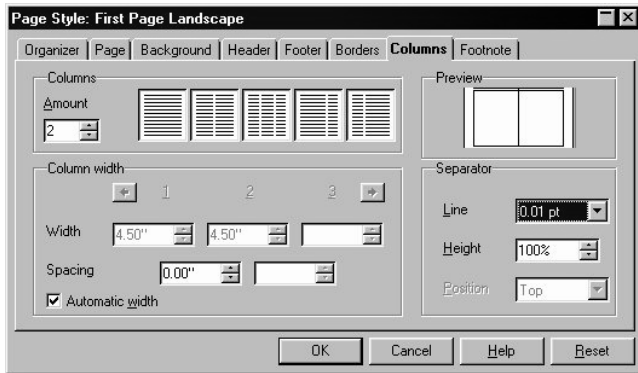
Simply select the respective cell and open the context menu to access commands for modifying the appearance of the cell. When you're done, click the **SAVE** icon in the Function bar.

If you want to modify completely the appearance of the report, with the **Stylist** you can assign a new style or change it in the first and in the following pages of the report.



The style for the first page is called "First Page Landscape" (in case of landscape format) or "First Page Portrait" (in case of portrait format). The following pages in which the title is no more displayed are called respectively "Standard Landscape" and "Standard Portrait".

- ◆ In the stylist, open the context menu to modify the style and select the command **MODIFY**. In the dialog displayed, you can set the properties of the page style.



Here it is possible, e.g., to create a two-column report or reports with colored backgrounds. You can find these modifications in the Report Design mode, too.

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, you are then able to contain them in your reports. Graphics will be automatically fit to the column size. If a graphic is wider than the column width, the width and height will adjust proportionally to the column 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 by selecting another graphic view. It is not possible to group or sort the graphics.



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