

## Setting Libre Options

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LibreOffice is open-source office productivity software from The Document Foundation. It is available for download at no cost. It is cross-platform (Linux, Windows, Mac OS) as an alternative to Microsoft Office (can read from and write to MS Office files).

LibreOffice started as a fork of OpenOffice.org, and it has become the standard for most Linux distributions.

After installing LibreOffice, you will have a "default" setup. This is a good time to customize the program to fit your personal needs and tastes. From the main welcome screen (or inside any LibreOffice application), select "Tools" and then "Options". You will see something like the image to the right. Most options are "global", that is the choices will affect all the component apps (Impress, Writer, Calc, Draw, Base). For example, "User Data" will annotate the author of any document, "View" can be used to select from a variety of icon design sets, etc. Other global setting sections include "Load/Save" (file location defaults), "Language Settings", "Charts", and "Internet".

Beside the global sections, each application can have its own option area to change items which are of particular functionality to that program. The illustrations in the next column highlight the choices you will normally encounter. For example, Calc choices include "calculate" and "formula", items which don't appear for Writer. Impress and Draw options are similar since they are both graphic-centric programs which depend upon the same underlying tool kits.

In general, the best way to learn about these options is to take the time to go through each of the lists. Switch some of the more appropriate options back and forth to determine the effects and see if you like the results.

Option lists tend to change little with LibreOffice version. Also, recent editions tend to keep many of your choices as you update versions, but it is still wise to do a quick check. Doing a fresh OS install will certainly wipe out your choices, so knowing how to re-customize your subsequent LibreOffice download will get you back up to speed quickly.

Option results can vary significantly for some items (such as Fonts) depending upon the computer platform (example, Windows vs. Linux installs). Options are a tool often neglected by new users. Be sure to spend some time in this area to familiarize yourself with the power and potential of LibreOffice.



- ▼ LibreOffice
  - User Data
  - General
  - Memory
  - View**
  - Print
  - Paths
  - Colors
  - Fonts
  - Security
  - Personalization
  - Application Colors
  - Accessibility
  - Advanced
  - Basic IDE Options
  - OpenCL
  - ▶ Load/Save
  - ▶ Language Settings

- ▶ LibreOffice
- ▶ Load/Save
- ▶ Language Settings
- ▼ LibreOffice Writer
  - General
  - View
  - Formatting Aids
  - Grid
  - Basic Fonts (Western)
  - Print
  - Table
  - Changes
  - Comparison
  - Compatibility
  - AutoCaption
  - Mail Merge E-mail
- ▶ LibreOffice Writer/Web
- ▶ LibreOffice Base
- ▶ Charts
- ▶ Internet

- ▶ LibreOffice
- ▶ Load/Save
- ▶ Language Settings
- ▼ LibreOffice Draw
  - General
  - View
  - Grid
  - Print
- ▶ LibreOffice Base
- ▶ Charts
- ▶ Internet

- ▶ LibreOffice
- ▶ Load/Save
- ▶ Language Settings
- ▼ LibreOffice Impress
  - General
  - View
  - Grid
  - Print
- ▶ LibreOffice Base
- ▶ Charts
- ▶ Internet

- ▶ LibreOffice
- ▶ Load/Save
- ▶ Language Settings
- ▼ LibreOffice Calc
  - General
  - Defaults
  - View
  - Calculate
  - Formula
  - Sort Lists
  - Changes
  - Compatibility
  - Grid
  - Print
- ▶ LibreOffice Base
- ▶ Charts
- ▶ Internet