

# StarOffice™ 5.2 Suite

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## Reviewer's Guide



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Printed in the United States of America.

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## Introduction

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StarOffice™ 5.2 software is a premium office productivity suite that spans the needs of both power users and consumers, and runs native on all major operating systems and platforms. Since its introduction in 1986, StarOffice software has been shaped by a singular mission: to provide a comprehensive, fully integrated, interoperable suite of premium productivity tools that delivers performance, compatibility, and value and is easy and intuitive to use. In fact, this document was created with the StarOffice suite.

In designing StarOffice 5.2 software, the StarOffice team paid close attention to its customers and the market needs, incorporating more than 100 enhancements and new features that boost user productivity and interoperability with Microsoft Office 97/2000. The result is an innovative office suite that seamlessly integrates word processing, spreadsheet, presentation, graphics and image editing, and database applications; a WYSIWYG and source code HTML editor and browser; an e-mail client and news reader; a multimedia gallery with thumbnail preview; and an event planner and task manager into one easy-to-use desktop interface that is designed to blend into office networks and the Internet as well as work smoothly across platforms. Powerful AutoPilots, a sophisticated Help system, an intuitive graphical user interface, and the StarOffice IntuitiveUse technology enable both new and experienced office suite users to become productive immediately.

The best way to learn the benefits of StarOffice software is to see it in action. That's why we prepared this hands-on guide — to step you through a series of common usage, real-life scenarios and examples and give you a chance to try a few of the program's powerful features for yourself. You can follow the examples in order or jump around looking only at the features that matter most to you. As you familiarize yourself with StarOffice software, we urge you to evaluate our award-winning office suite with the following four compelling criteria in mind:

Do everything in one place — Stay organized and maximize productivity by working in a fully integrated, uniform environment.

Put your ideas to work — Create professional documents and turn your data into information you can count on using the complete set of StarOffice productivity and analysis tools.

Collaborate with anyone, anywhere, any time — Exchange information in workgroups or online, using powerful groupware and Web publishing functions.

Work on the platform of your choice — Let users decide which is the best platform for accomplishing their tasks.

Please do the following before you dive into this reviewer's guide:

1. Install your StarOffice software. For installation instructions see the index and readme files on your reviewer's CD-ROM. If you downloaded the software from the Sun Microsystems Web site, run the executable and then consult the readme file.
2. Make sure the StarOffice application is set up for using the Internet. The first time you launch it, a wizard will step you through the Internet setup process.
3. Launch the program.

## Product Overview

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StarOffice 5.2 software boosts your productivity with these premium productivity tools:

StarOffice Desktop is the control center of the program. It enables you to manage files and folders, open documents and projects, and access e-mail, newsgroups, and system resources. In addition, you can tap into various configuration options to create a personalized work environment.

StarOffice Writer is a universal word processing application for creating business letters and proposals, complex documents, newsletters and brochures, as well as HTML documents. Powerful AutoPilots, intelligent AutoFunctions, and ready-made templates and styles help you concentrate on the task at hand by automatically correcting typing errors, indicating spelling mistakes, and streamlining routine formatting tasks.

StarOffice Calc is a sophisticated application for performing advanced spreadsheet functions, such as analyzing figures, creating lists, and viewing data. StarOffice Calc also includes an easy-to-use scenario manager that performs "what if" analyses, and AutoFunctions that help speed entry of routine data and series.

StarOffice Impress is a versatile graphics program for creating eye-catching, interactive, portable presentations and multilayered graphics. It includes vector graphic and special effects tools for organizing, illustrating, and delivering your message, as well as an AutoPilot for creating a Webcast or Web-based slide show, complete with index.

StarOffice Draw has some of the best drawing tools available in an office suite, including 3-D modeling tools (that enable you to fuse basic shapes together to create complex ones), Bézier curves, and a range of tools that draw connecting lines between objects and shapes, adjusting automatically as you move the shapes. You can also convert bitmaps into vector graphics (for 3-D illustrations) or export vector graphics as bitmap images (for online display or creating animated GIFs).

StarOffice Image is a graphics utility for creating, transforming, refining, and editing bitmap images in numerous formats (including BMP, JPEG, GIF, TIF, EPS, and PNG).

StarOffice Schedule is a seamlessly integrated scheduling and task management tool for single-user and workgroup environments that enables you to keep track of your appointments, tasks, contacts, projects, and available time. It features a reminder system that supports pop-up dialog alerts (with or without sound) and sends e-mail reminders at prescribed times. StarOffice Schedule also supports Palm OS-based PDAs.

StarOffice Mail and StarOffice Discussion are the suite's electronic mail application and Internet news reader. Both components foster outstanding communication and are fully integrated into the StarOffice Desktop. Users enjoy unmatched ease of e-mail use and flexibility when attaching files to e-mails, addressing, storing, filtering, and exporting e-mail and news postings.

StarOffice Base is a powerful data management tool that enables you to generate reports, run queries, and move data between documents with drag-and-drop ease.

Furthermore, StarOffice provides the following tools that extend and enhance your productivity regardless of whether you are working on a text document, spreadsheet, or presentation:

StarOffice Chart helps you turn complex data into meaningful information that is displayed in impressive 3-D charts or simple pie, bar, and line diagrams.

StarOffice Math is a user-friendly formula editor that enables WYSIWYG editing of complex formulas and comes with numerous symbol sets and operators.

StarOffice Fontwork and Form are tools that enable you to create 2-D and 3-D text effects and interactive forms.

StarOffice Gallery delivers ready-made bitmap and vector graphics, sound files, animated GIFs, and backgrounds that you can insert with drag-and-drop ease into presentations, reports, and anything else you create in the StarOffice suite.

StarOffice Player is a standalone program that runs a StarOffice Impress presentation on any system, with or without the StarOffice suite installed.

StarOffice Address Book enables you to exchange contact information with all major applications.

StarOffice Basic is the suite's easy-to-learn macro program and programming language. Using StarOffice Basic, you can automate repetitive everyday tasks, build your own file converter, or create an application with a user interface.

The program also comes with numerous pieces of clip art, templates, sample files, TrueType and Postscript™ fonts, as well as multilingual proofing tools such as spell check and a thesaurus in twenty languages, including English, French, and Spanish.

## Do Everything in One Place

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When you sit down to create a new text document, spreadsheet, drawing, or presentation, chances are you'll never proceed from beginning to end without a lot of detours. For example, if you have to prepare an annual report, you need to gather data from various sources and then present the information in a professional way. Rather than recreate revenue tables for the entire report, you decide to save yourself the effort by importing them from the quarterly reports. Instead of starting a presentation from scratch, you make changes to an existing one. So you have to browse for the data, locate the source, grab the pieces you need, and bring them into your work in progress without losing sight of incoming e-mails or neglecting your to-do list and appointments.

Unlike other office suites, StarOffice 5.2 software enables you to do all of these things in one all-encompassing, fully integrated, task-oriented environment. If you spend a few moments using it, the value of this integration is apparent. For example, StarOffice software does not open to a blank document, spreadsheet, or drawing board, but to an integrated desktop that shows the contents of your current system desktop framed by a complete set of tools for creating and managing your work.

**T**  
**I**  
**P** If you prefer to keep your system desktop, deselect the Integrated Desktop item from the View menu or press Ctrl+Shift+I; the StarOffice application becomes a window on your system desktop that you can minimize, resize, and move like any other application window.

### Manage All Your Information and Data

The StarOffice Desktop is the control center for managing your data and files. From here, you can organize and gain quick access to essential information — including files, folders, e-mail, news, and favorite Web pages — start new projects, and even launch third-party programs (although most users will quickly discover that StarOffice software is really all they need for mastering their everyday tasks). The primary tools for accomplishing these tasks are the Explorer and the Beamer. The Explorer enables you to manage and organize all the elements in the StarOffice application and start new documents or open existing ones. The Beamer gives you a closer look at the contents of selected Explorer entries, or preview the graphic and multimedia contents of selected Gallery theme folders without having to move, hide, or minimize any active document windows. Both the Explorer and Beamer come with powerful context menus that can be activated by right-clicking inside the respective windows. Using these menus will make managing your files, data, and other resources a breeze.

**T**  
**I**  
**P** In general, context menus are the key to working smarter in StarOffice software. They contain the most commonly used commands for managing your desktop files and folders or current editing tasks. As you familiarize yourself with the product, right-click anywhere. You may be surprised by the options that are only a mouse click away.

Here is a quick overview of some of the key integration features that make the StarOffice Desktop such a unique and productive work environment:

**Surf for files locally and globally**

The Load URL box is a telling sign of the program's seamless integration with your operating system and the larger world of the Internet. Surfing the Web or finding a file is as easy as entering a URL or file path and pressing Enter.

**Use the Beamer with the Explorer**

You can use the Beamer in tandem with the Explorer to preview the contents of selected folders, open files, and insert files into active documents.

**Be creative in a task-oriented environment**

The StarOffice Desktop is a very important part of the StarOffice interface and forms the basis for your work. Each time you open a file or document, it is placed in a new task window on top of your desktop.

**Search for ideas, not for tools**

Other application suites force you to use different tools to find, browse, preview, and open existing files. StarOffice software lets you simply decide on a task you want to accomplish (for example, write a letter, send an e-mail, or edit an inserted graphic object) and it will put the tools and commands you need at your fingertips.

**Organize your desktop and manage your data**

The Explorer enables you to manage all the StarOffice elements and quickly start new tasks or open existing ones.

**Work smarter, not harder**

Context menus are the key to working smarter in the StarOffice environment.

**Ask for help**

The Help Agent provides context-sensitive help and enables you to browse and search for explanations and terms.







Although both the Beamer and the Explorer are integral tools for working in the StarOffice application, you won't see them when you launch the program for the first time. The Beamer is turned off — activate it by clicking the Beamer On/Off button on the Function toolbar. The Explorer is active (notice the Explorer On/Off button on the Function toolbar appears "pressed") but hidden on the left-hand side of the StarOffice Desktop. If you can't see it, click the Show/Hide button on the margin of the Explorer to open it.



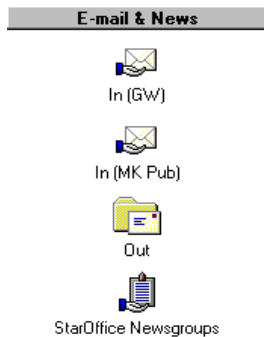
**T** If you click once on the margin of the Explorer, all hidden Explorer groups will be temporarily visible; once you return to your workspace, the Explorer closes automatically. If you click the Show/Hide icon, the Explorer groups will remain visible until you click the icon again.



By default, the Explorer is a docked, floating window; it slides over part of your workspace when you open it. Click the Stickpin button on the margin of the Explorer and it will neatly fit beside your desktop workspace without covering any details or files.

Seamlessly integrated with the StarOffice Desktop, the Explorer is one of the most important tools for organizing and managing your Desktop and getting started in StarOffice as the following examples demonstrate.

#### Check Your E-Mail



A typical day using StarOffice software may look something like this: you grab a cup of coffee, start the program, and decide to check your e-mail messages to see if any urgent matters need your immediate attention. So you click the E-Mail & News button in the Explorer.

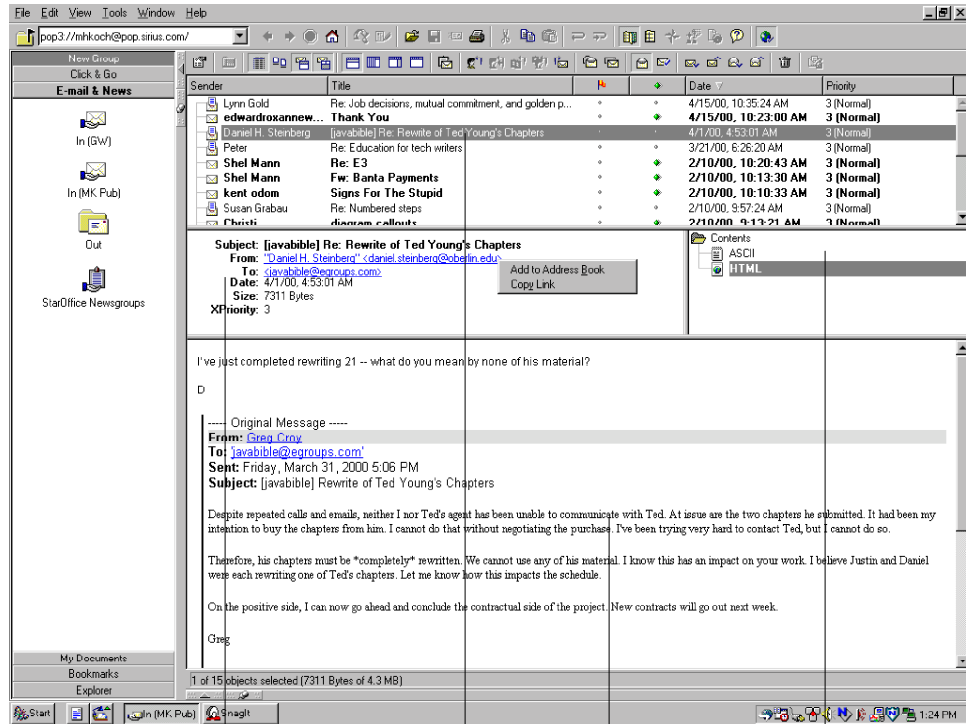
**N** After installing StarOffice, the E-mail & News group contains either a new, empty e-mail Inbox or your imported Inbox and News accounts from another program, depending on how you set up StarOffice software for the Internet. Before you can use your e-mail account and send messages, you must first create an Outbox: right-click inside the E-mail & News group, select New > Outbox from the context menu, and fill in the server, user name, and password information on the SMTP and NNTP tabs.

To check your e-mail:



1. Make sure StarOffice software is in online mode (the Internet Online/Offline button on the right of the Function toolbar appears pressed).
2. Click your Inbox.  
Your Desktop disappears behind a new window split into four screens. The top screen shows a list of read and unread (bold) messages; the center-left screen lists the header information of a selected message, the center-right screen lists attachments, and the bottom screen shows the text of the selected message.
3. Right-click in the top screen and select Update from the context menu. The program logs on your mail server to check for new mail.

Besides managing your Inbox and changing its layout with the toolbar buttons across the top, you can also resize each screen with drag-and-drop ease. Also note that selected items in the top and center screens come with useful context menus.



Header information

Text of currently selected message

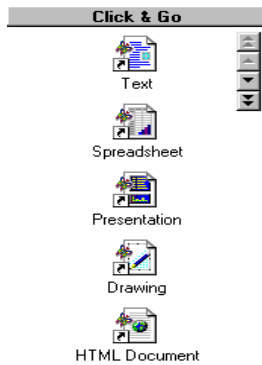
Attachments

**T** If you previously selected Update on Open from the Inbox context menu, StarOffice software will automatically log on to your mail server and retrieve your messages the moment you click your Inbox. If you select **I** Properties from the Inbox context menu, you can also use the Contents **P** tab to define periodic e-mail updates and storage options.

Let's assume you've got mail; among the list of new messages (bold), you select a high-priority message from someone in HR, informing you about a new office policy regarding the use of the microwave oven. As the department manager, it is your responsibility to let your staff know that effective today, it is no longer allowable to microwave popcorn during work hours; some people with cubicles close to the kitchen complained about the penetrating smell. Instead of sending out an e-mail, you decide to write a quick memo and tape it above the microwave oven in the kitchen.

### Create Documents

You click the Click & Go button in the Explorer, and then the Text entry.



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T  
E** When working in StarOffice software, you don't start by opening a word processor, spreadsheet, presentation, or e-mail application if you want to create a new text document, spreadsheet, drawing, presentation, or send a new e-mail. Instead you select the desired document type from the Click & Go group, the File > New submenu, or the Start menu.

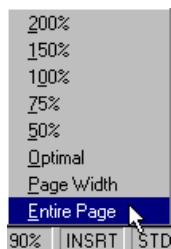
When you first open a new text document, you'll see the floating Paragraph Styles window of the Stylist on the right-hand side of your workspace. If it gets in your way, simply double-click its title bar to roll it up. Alternatively, you can also press Ctrl and double-click in a free area of the Stylist's tool button bar to dock it on the right-hand side of your workspace. This way, you can control it like the Explorer and the Beamer, using the Show/Hide and the stickpin icons. The significance of the Stylist is discussed in the section "Create a Custom Look with Styles" on page 26.



You already know what you want to write, so you click the Direct Cursor button on the vertical Main toolbar on the left of your workspace and then click and start typing anywhere. As you type, you'll notice that StarOffice software automatically inserts the corresponding number of spaces, tabs, or lines in front of the first letter of the new text in accordance with predefined tab and line spacing settings (see Format > Paragraph). (You can view these non-printing characters by clicking the Nonprinting Characters button on the vertical Main toolbar.)



**T  
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P** The Direct Cursor enables you to focus on content instead of your keyboard when working on general correspondence. To customize the Direct Cursor behavior, select Tools > Options > Text Documents > Cursor.



To change the attributes of your Memo heading and text, select the text you want to modify, then make the desired changes using the context menu. When finished, click the Spelling button on the vertical Main toolbar to spellcheck your memo.



To preview the page before printing it out, right-click the Scale field on the Status toolbar (the one that shows a percentage figure) and select Entire Page from the context menu. (For longer documents, you can also select Page View/Print Preview from the File menu.) When all looks clean, you click the Print button on the Function toolbar to send the memo to your printer.



For future reference, you decide to save the memo. Click the Save button on the Function toolbar and, since you haven't previously saved the document, the Save As dialog box opens to prompt you for a name of the as yet untitled task.

By default, the Save As dialog opens to a folder that is registered as the default work folder in your system. (For example, if you're using StarOffice software in a Microsoft Windows environment, the Save As dialog box will open to the My Documents folder.) You want to save the memo in a new folder, called Office Memos. So, click the Create

New Directory button in the Save As dialog box, enter a name for the folder, and click OK.

Next, double-click the Office Memos folder to open it, enter a name for the new file (for example, Popcorn Memo), and click Save.

The Save As dialog box (like the Open dialog box) provides many tools for navigating your workplace directories and managing your files. Note that you can also resize the dialog by clicking and dragging in any corner.

Keep track of current path

Change views (List/Details)

Change directories

File name: Popcorn Memo

File type: StarWriter 5.0

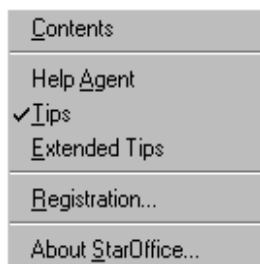
Automatic file name extension

Save with password

Protect your document

Select a file format

Click and drag to resize dialog



Notice that the name of the active task button on the Task toolbar has changed from "Untitled 1" to "Popcorn Me...". When the Tips item in the Help menu is selected and your mouse pointer rests over the task button, the full name of the document pops up ("Popcorn Memo").

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**P**

In general, it's a good idea to select the Tips item in the Help menu until you are more familiar with the program. If you're a newcomer to StarOffice software, you may also want to select the Extended Tips item in the Help menu for additional pop-up tips as you move your mouse pointer over your available options and commands.

### Easily Navigate, Save, and Open Files

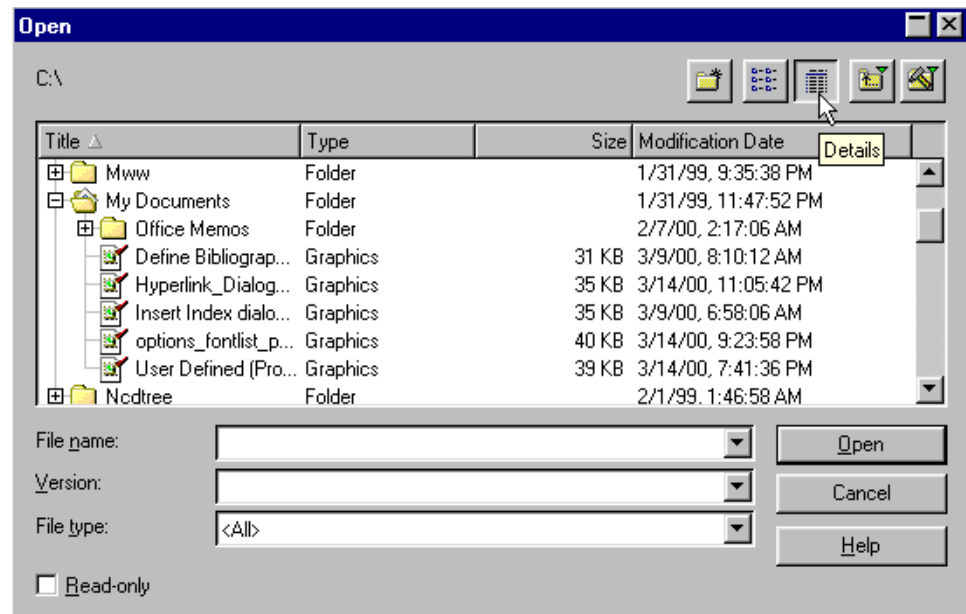
The Open and Save As dialog boxes sport a few features that make navigating your system a breeze.

See for yourself:

1. Click the Open File button on the Function toolbar to bring up the Open dialog box.

2. Click the Details button.  
StarOffice software displays your folders in hierarchical view so you can investigate the contents of any given directory or folder without opening it.
3. Click the Plus (+) symbol next to the directory or folder name, and you'll see its contents.

Enjoy faster access to your files and folders. The Open and Saves As dialog boxes make navigating your files and folders a breeze.



A click on the Default Directory button takes you to the designated work folder (My Documents). A long click opens a fly-out menu that enables you to:

Quickly access the most important and most recently used StarOffice directories, including your default work folder, graphics folder, document templates folders, Explorer groups, and desktop. To change the default paths for each of these directories, select Tools > Options > General > Paths.

Customize your list of user directories; simply navigate to the directory that you would like to add to the list of user directories, then select the Add Folder Bookmark item on the Default Directory pop-up menu.

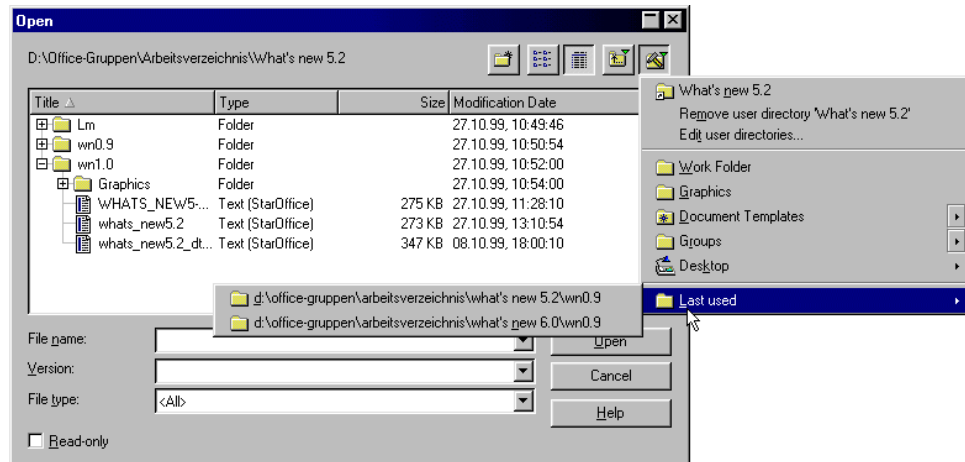
Use the Remove Folder Bookmark on the pop-up menu to remove a directory from your list of favorites.

Use the Edit Folder Bookmarks item to rename, delete, or change the order of your existing user directories.

Change the order of the entries on the pop-up menu; simply click and drag the item you want to move up or down in the list. All user-defined folder bookmarks of the Default Directory pop-up menu are stored as shortcuts in a special folder that you can specify by selecting Tools > Options > General > Paths > Folder bookmarks.

You can quickly access your most recently used directories. The Last Used item at the bottom of the Default Directory pop-up menu contains shortcuts to your most recently accessed locations. Each time you close the dialog box by clicking Open or OK, the current location is added to your history of shortcuts. The Last Used item stores up to four recently accessed directories and is active only during your current StarOffice session.

The Default Directory button in the Open and Save As dialog boxes enables you to access both the most important and most recently used StarOffice directories, including your default work folder, graphics folder, document templates folder, Explorer groups, and desktop.



### Manage Your Projects

The basic idea of the StarOffice Desktop is to organize your work project by project. Just like a conventional filing cabinet, you could create a new folder for every important business partner or process. The same folder may contain project-related text documents, spreadsheets, presentations, templates, and even e-mail messages and newsgroup postings that you dragged from their original locations to the new folder.

Collecting all this information in one folder ensures that you'll never have to look for that "Smith" contract and related e-mail addendum again. When saving this information, you don't need to worry about which StarOffice component created it, since you don't open applications but files when using StarOffice software. Just click the Open File button on the Function toolbar or select File > Open from the menu bar and then locate the desired file on your system or network. You may also double-click the file to open it in the Explorer, Beamer, or your Desktop.

**T**  
**I**  
**P** When dragging objects or files from one location to another, you should decide whether you need the original, or if a copy or link will do. For example, you might want to put a copy of a template into your project folder, so you can use the original template in its original form for other projects. Also, if the original document is located on a server and frequently updated, it's better to create a link in your project folder (rather than storing a copy of the original) so you can easily update the contents. To create a copy or link, press Ctrl or Shift while dragging.

One of the best ways to manage your work is to create a group in the Explorer for each

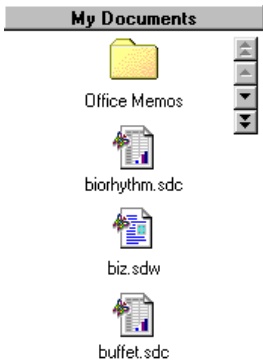
of your current projects. Then you can store all the documents and templates you need for a project in one place. Alternatively, you can also designate folders or drives that you frequently access as new groups.



To create a new group, right-click the New Group bar at the top of the Explorer or drag an existing folder or file from any Explorer group or your Desktop to the New Group button. You can create a new group as a (blank) folder or as a link to an existing folder.

**TIP** You can easily rearrange the order of the Explorer groups by dragging the title bar of the group you want to move and dropping it in its new location.

By default, StarOffice already supplies a location for your current projects — the My Documents group in the Explorer.



**NOTE** The My Documents group is a link to the directory that is registered as the default work folder of your system. For example, if you're using StarOffice software in a Microsoft Windows environment, the group links to the My Documents folder. You can change the default work folder link by selecting Tools > Options > General > Paths and editing the My documents entry.

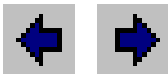
Just click the My Documents button to open the group and you will see the Office Memos folder (possibly among other folders and files) that you created earlier.

To add additional folders, simply select New > Folder from the group's context menu, enter a name for the folder, and click OK.

### Navigate Your Tasks and Task Windows

StarOffice software is designed around a task-oriented environment. Every time you open a file or document, you effectively open a new task window that is placed on top of the StarOffice desktop, complete with all the tools you need for the task at hand.

For example, if you click the Office Memos folder, StarOffice software replaces the currently active task window (Popcorn Memo) with a new one that shows the contents of the Office Memos folder (in this case the memo that you've been working on).

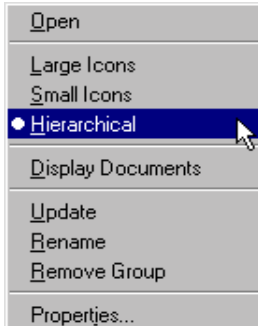


Double-click the Popcorn Memo file and the program replaces the active Office Memos task window with a new one that shows the document you just created. To return to a previously opened window, use the Browse Back and Browse Forward buttons on the Function toolbar — StarOffice software keeps track of your active tasks. To close a task, right-click the task button on the Task toolbar and select Close Task from the context menu, or click the Close button in the upper right corner of the Menu bar.

**NOTE** StarOffice software enables you to have as many as 255 tasks open at one time. However, keeping track of that many tasks can be difficult. To maximize your productivity, keep open only the tasks you really need, and close the ones you've completed.

### Manage Files in Tandem with the Explorer and Beamer

So far, you have worked with the default settings of the Explorer. However, you can choose to display individual entries in each Explorer group using one of three ways: Large Symbols (default), Small Symbols, and Hierarchical. Note that entries in groups respond differently to your mouse actions when a group is set to Hierarchical rather than Large Symbols or Small Symbols. For the following examples:



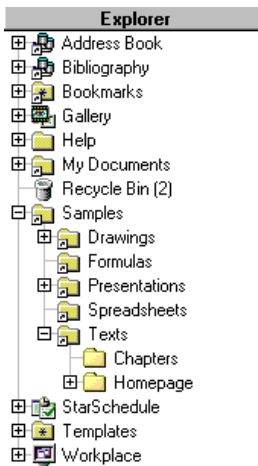
1. Open the Explorer group.
2. Right-click the Explorer group button.
3. Select Hierarchical from the context menu.

**NOTE** The Explorer group contains a number of files, folders, and objects that can make your work in StarOffice software easier and help create your own projects. These include a searchable database Address Book for use as a contact manager, the StarSchedule event planner and task manager, access to all available local and network drives (Workplace), sample documents, and a multimedia Gallery with numerous clip art, bitmap and vector graphics, animated GIFs, and sound files.

When the Explorer is set to display in Hierarchical view, you can use the Beamer to investigate the contents of any folder or directory in the Explorer and open files.

For example:

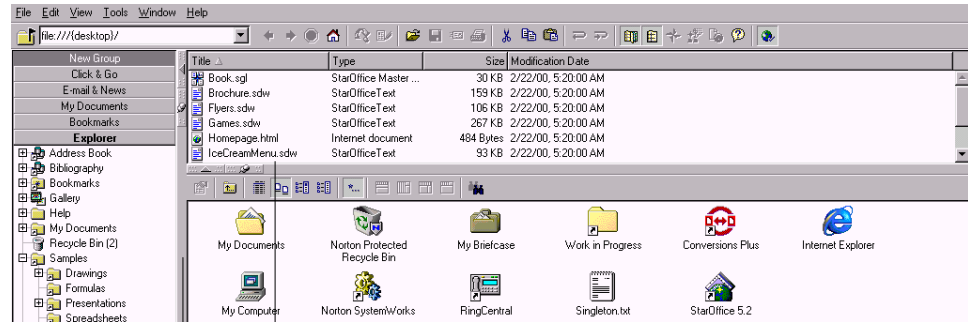
1. Click the plus (+) symbol to the left of the Samples entry to expand the folder view.
2. Select the Texts entry.
3. Press Ctrl+Shift+B (or click the Beamer On/Off button on the Function toolbar) to open the Beamer and see the contents of the selected folder.



**NOTE** Like the Explorer, the Beamer is a docked, floating window; it slides over part of your workspace when you open it. Click the Stickpin button (to the right of the Show/Hide button) to make it fit neatly above your desktop workspace without covering any information. Note also that you can convert both the Explorer and Beamer to full floating windows. Simply press the Ctrl key and double-click in a free area inside the Explorer or Beamer. You can now move either window anywhere on your desktop and minimize its view by clicking the Hide button on the title bar. To dock the window again, press the Ctrl key and double-click in a free area inside the window.



You can use the Beamer to "shine a light" on the contents of a folder in the Explorer, open files, or perform drag-and-drop operations.



Click and drag to adjust size

Notice that the Beamer does not display subfolders or subdirectories. That's because the Beamer is used in tandem with the Explorer for easy drag-and-drop operations or to open additional files. To open a file, double-click the file name (for example, Invitation) in the Beamer. To open another file, double-click its name (for example, JobAd); StarOffice opens the second document in a new task window and places it on top of the previously active task (Invitation).

**T** Double-clicking an entry in the Explorer or Beamer generally replaces the  
**I** current task window with a new one. If you press the Ctrl key while  
**P** double-clicking a file, the currently open task remains open, while the  
 new document opens as a separate task. If you open a document using the  
 Open item in the File menu or clicking the File Open button on the  
 Function toolbar, StarOffice automatically opens it as a separate  
 document in its own task window.

For a list of recently opened files and documents, select the Documents item on the StarOffice Start menu, or click the arrow to the right of the Load URL list box on the Function toolbar.

### Surf for Files on Your Hard Drive



Apart from the conventional Open dialog and the StarOffice software's native Beamer and Explorer, there is another option for opening files: you can use the Load URL list box located on the Function toolbar. Just enter the path and filename of the document you want to open and press Enter. For example, if you installed StarOffice software on your C drive, type C:\Office52\Share\Samples\English\Drawings\Automobile.sda.

As you type the path, folder, and file names, you'll notice that the program automatically completes the closest match to the letters entered. When you enter C:\O (in Microsoft Windows), you'll see the name of the first file or folder that starts with the letter O. Press the right arrow key or the End key if you want to accept the current suggestion, and continue to enter the next name. If several files or folders start with the same letter, enter the second letter to lower the number of choices, or press the up or down arrow keys to cycle through your choices. Press Enter if you want to view the current choice. (Note that the same feature is available in the Open and Save As dialog boxes.)

## Streamline the Way You Work

StarOffice software delivers productivity tools that help any business, power user, or student achieve that delicate balance between speed and quality. These tools include powerful AutoPilots, templates, and styles for routine formatting tasks, as well as navigational aids that make it a breeze to move around open documents.

Other application suites may force you to use different tools to find, browse, preview, and open existing files. When using StarOffice software, you no longer have to worry about which tools you need to accomplish a certain task — the program automatically provides the required tools, depending on the document type or object you're working on. Simply start with one project (or task) and let StarOffice software put the items and commands you need at your fingertips.

### Get Started and Learn Quickly

StarOffice software enables you to become productive in no time. Using templates and AutoPilots, you can easily create professional text and HTML documents, spreadsheets, presentations, and more. And because StarOffice provides a homogeneous work environment and IntuitiveUse technology, you'll be up and running in no time. Simply select the type of document you want to create and have the respective AutoPilot step you through the creation of a document template that you can save for future reference.

Try it:

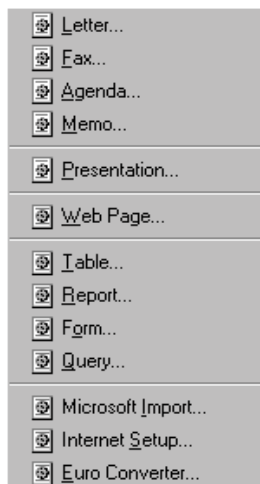
1. Select Files > AutoPilot > Memo.
2. Select the type of memo you want to create. You can choose from Modern, Classic, or Decorative design and click Next.
3. Select the content elements of your memo and click Next.
4. Define the placement of the selected elements and click Next.
5. Specify the template properties and click Next.
6. Click Create to generate the memo template according to your specifications.

StarOffice software automatically saves the document as a text template in the Office52\user\template directory. A new document based on that template is opened as a separate task window on your Desktop, so you can get right to work.

7. When finished, select Close Task from the document's Task button.

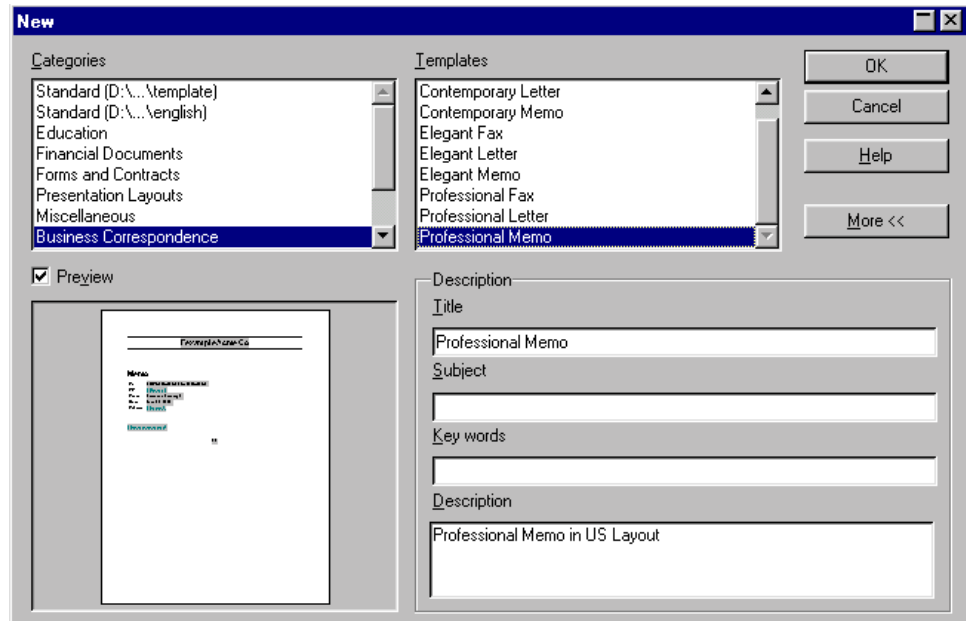
StarOffice software also comes with a series of ready-made templates that you can use and modify as needed. To access existing templates:

1. Press Ctrl+N or select File > New > From Template or Start > More > From Template.
2. Use the New dialog box to browse through the list of available template categories.
3. Select an entry from the Categories list (for example, Business Correspondence) to show a list of available templates in the Templates list on the right.
4. Select an entry from the Templates list (for example, Professional Memo).
5. Click the More button and select the Preview check box for a thumbnail preview and description of the selected template.



6. Click OK to open a new document based on the selected template.  
When a template is opened, you will see a series of shaded fields and placeholders.  
With the document, you'll also see the default database address book open up in the Beamer. That's because the template contains form letter fields that are linked to the database address book and can be used for mail merges.
7. Select Close Task from the document's Task button.

StarOffice software comes with a series of templates divided by categories that you can use or edit for your own purposes. If you check the Preview option and click the More button, you'll see a detailed description and thumbnail view of the selected template in the New dialog box.



### Select and Work with Common Tools

In StarOffice software, you don't have to spend a lot of time trying to figure out the shortest distance between any two components; nor do you have to understand the relationships that exist between them. All StarOffice components share the same basic menu commands, toolbars, and function keys, which makes learning to use StarOffice software a snap. After you feel comfortable with one tool or task, you will be able to apply your skill throughout the StarOffice suite, regardless of whether you're working on a text document, spreadsheet, presentation, or graphic.

The Menu bar across the top enables you to access all available StarOffice functions for any given task, depending on the current document type or object.

**N**OTE The StarOffice IntuitiveUse technology always provides you with the tools you need at any given time. To help you work faster, menus and context menus only show those commands that are available for the task at hand while hiding disabled commands.

However, once you've mastered the StarOffice way of using toolbars, context menus, and shortcut keys, chances are you'll rarely point anywhere outside your immediate work environment to get the job done.



For example, you can use the Function toolbar (located below the Menu toolbar) for basic tasks such as bookmarking, locating, opening, saving, and printing files and Web pages; sending e-mail messages and facsimiles; cutting, copying, and pasting data and objects; undoing and repeating actions; and activating important features and functions such as the Explorer, Beamer, Navigator, Stylist, Hyperlink Dialog, Help Agent, and Internet Online mode.

Other toolbars include the vertical Main toolbar and the horizontal Object toolbar. These toolbars are context-sensitive and adapt to any given task or document type.

See for yourself:

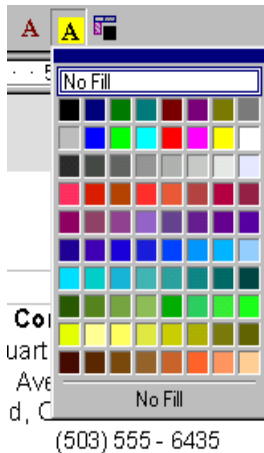
1. Open the JobAd file in the Samples > Texts folder, using the Explorer (set to Hierarchical view) and Beamer.
2. Click in the text area of the document.
3. Click the bitmap image object of the three cogs in the upper left of the document and watch the horizontal Text Object toolbar slide out of sight to give way to the Image Object toolbar. In addition, certain functions on the vertical Main toolbar are no longer available (grayed out) as you won't need them when working on this object.

Suppose you wanted to edit the bitmap image, you can do so without leaving the document by following these steps:

1. Right-click the selected bitmap image.
2. Choose Edit from the context menu  
StarOffice software shows the image object inside its own window while placing all the tools of the StarOffice image editing utility within reach.
3. To exit the image editing mode and return to your document, click anywhere outside the edit window.

Likewise, you can edit the Recar logo in the lower right of the document. The logo is a drawing (vector) object that consists of various elements that have been grouped together. To edit this group, follow these steps:

1. Click the object to select it (notice that the Text Object toolbar is replaced with the Draw Object toolbar).
2. Right-click the selected object.
3. Choose Edit Group from the Group submenu. Now you can select and edit the graphic elements of this group individually.
4. To exit the edit mode, click anywhere outside the group.



Next, click the upper left corner of the document; the Text Object toolbar gives way to the Frame Object toolbar, because you selected a text box that has been inserted to divide the page into two separate areas.

**N** Some buttons on the various toolbars open small floating toolbars  
**O** that you can tear off and place anywhere on your desktop for  
**T** quick access. For example, click the Highlighting button on the  
**E** Text Object toolbar in the Job Ad document, and a window with  
color swatches pops up. If you click the blue bar at the top of the  
floating window, you can drag it anywhere on your desktop for  
quick access. Some floating toolbars can be minimized by double-  
clicking the title bar or clicking the Roll Up button.



Some toolbar buttons also sport a small green triangle, indicating that you can open a toolbar when you perform a long click (click and hold the mouse button for a second). For example, long-click the topmost icon on the vertical Main toolbar in the JobAd document and you'll see a floating toolbar that enables you to insert a host of special elements on the fly, including frames, graphics, tables, footnotes, end notes, sections, special characters, index makers, and bookmarks. If you'd like to keep your insert options open for quick access, click the blue bar at the top and drag it anywhere on your desktop.

**T** The button on the Main toolbar will always show your last selection (until  
**I** you restart StarOffice software) so you can quickly access your last choice  
**P** without opening the floating toolbar again. Simply click the button to  
select the tool you used last.

In general, you can:

Use the vertical Main toolbar on the left side of your task window to easily insert tables, objects, fields, forms, and more, or take advantage of helpful Auto-Functions (such as AutoSpell or AutoText) or other document type-dependent functions.

Use the horizontal Object toolbar at the top of your task window for basic formatting tasks such as changing the attributes and alignment of selected text or objects.

Use the Status toolbar at the bottom of your task window to gather at-a-glance information on your current document, scale your view of the document, or access special document-dependent functions and features such as the Page Style dialog (in a text document) or the Slide Design dialog box (in a drawing document). Try double-clicking or right-clicking in the available fields to explore your options.

**T** To add or remove an icon from a toolbar, right-click the toolbar and select  
**I** Visible Buttons or Customize from the context menu. To show or hide a  
**P** toolbar, choose View > Toolbars or use the toolbar context menu. To change  
the look of your toolbar buttons, select Tools > Options > General > View.

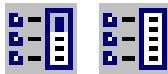
### Preview Documents Before You Open Them

StarOffice enables you to preview documents before you open them. This saves time opening and closing files if you're not quite sure of a file's content.

For example, to preview files in the Samples folder in the Explorer:

1. Set the Explorer group to display in Small or Large Symbol view.
2. Click the Samples folder.

A new task window that lists the contents of this folder opens on your desktop.



3. Double-click the Texts folder to open its contents: two folders and a series of files.

4. Select the JobAd file and click the Preview and the adjacent Description buttons on the Desktop Object toolbar.

The task window splits in three and the lower part displays the contents of the file.

### Work on Multiple Documents Simultaneously

StarOffice software also gives you the option to work on two or more documents at the same time without switching back and forth using the buttons on the Task toolbar.

Try this:

1. Double-click the JobAd document on your desktop preview to open the file.  
(instead of double-clicking a file, you can also drag it to the Task toolbar to open it.)

2. Right-click the Job Ad button on the Task toolbar and select Floating Task from the context menu.

The document appears in a window by itself, complete with toolbars.

3. Select Task Always Visible from the Job Ad context menu to make the floating task stay on top even when another task is active.

4. Use the Explorer (set to display in Hierarchical view) and Beamer to open the Invitation document, also located in the Texts subfolder of the Samples folder.

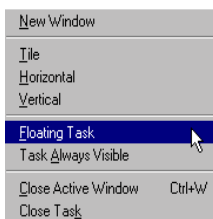
(Don't forget to press the Ctrl key while double-clicking the file or the program will replace the active JobAd document in the existing Floating Task window.)

5. Select Task Always Visible for the Invitation document as well.

You can now resize and arrange both windows next to each other, and copy (or drag) information from one document and paste (or drop) it into another using the shortcut keys (Ctrl+C and Ctrl+V) or the respective icons on the Function toolbar. To continue working on a project, simply click the floating task to activate it.

Alternatively, you can also drag one task to another, so both tasks are visible inside the same task window. Just drag the Job Ad button on the Task toolbar to the Invitation button.

If you wonder when you might want to use floating tasks or make two tasks appear in the same window, consider the following real-life applications:



Seeing more than one document at once favors easier drag-and-drop operations between documents.

Defining your daily to-do list as a floating task and keeping it continually visible on your screen makes it easier to stay on track.

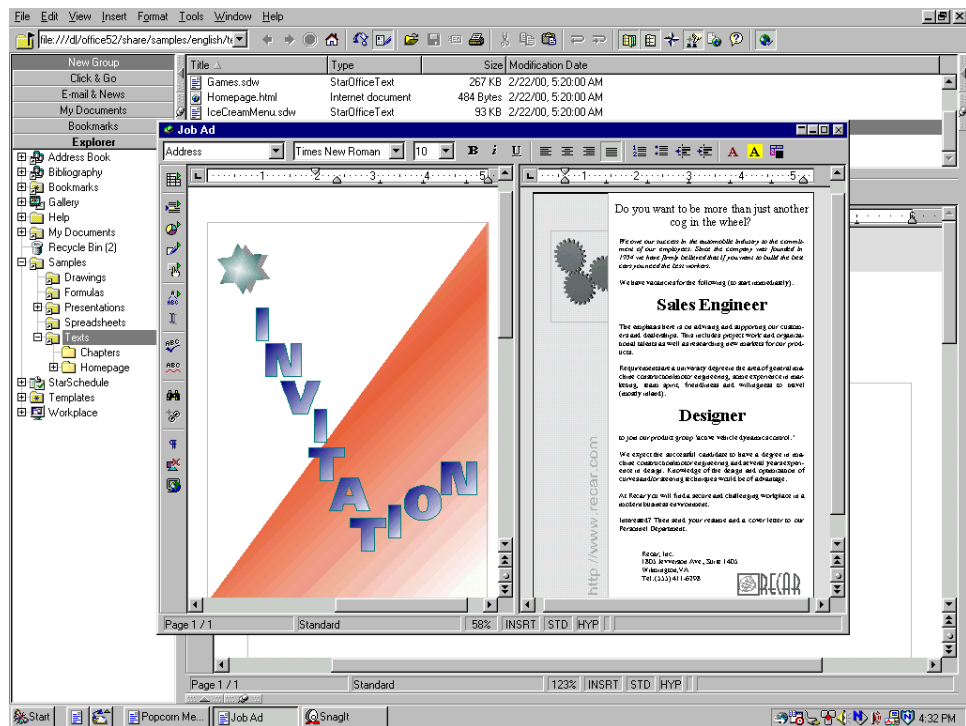
Saving different stages of one document while looking at them simultaneously makes it easier to compare changes.

Looking at the program code in one window and the results in another window enables you to control your StarOffice Basic programming immediately.

Showing the document simultaneously in both the print preview and regular view modes enables you to see your changes in real time.

To remove a task and return to a standard task window, simply click inside the task window you want to remove (for example, Invitation) and select Close Active Window from the task button context menu or press Ctrl+W.

StarOffice software enables you to place two (or more) tasks inside a common task window.



### Start Your Important Documents Quickly

StarOffice software also enables you to create shortcuts to your most important documents, files, folders, bookmarks, and e-mail accounts, so you can launch them with a single click of your mouse. All you have to do is drag your most important item from the desktop to the Quick Start area on the Task toolbar, located between the Start menu button and the Desktop icon, and the StarOffice application creates a link to the item.



Try it! Drag the JobAd button to the Quick Start area, then select Close Task from the JobAd button context menu. Now click the shortcut in the Quick Start area to reopen the document.

To remove a Quick Start shortcut, simply select Remove from the item's context menu.

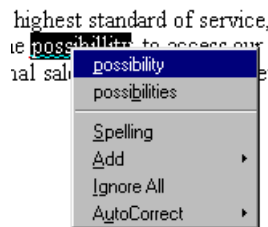
**T**  
**I**  
**P** You don't need to open a folder or document on your desktop in order to create a shortcut to the Quick Start area; just locate the important file, folder, or bookmark in the Explorer or Beamer, then drag it to the Quick Start area.

### Use AutoFunctions for Quick Text Entry and Corrections

If you want great results with less work and in less time, leverage the power of the enhanced StarOffice AutoFunctions, including AutoSpell, AutoText, AutoComplete, and AutoCorrect. AutoCorrect cleans up your typing mistakes as you type; AutoSpell flags typing mistakes and unknown words; AutoFormat takes care of your basic formatting needs; and AutoText and AutoComplete make inserting text elements as easy as pressing the Enter key.



When creating text-heavy documents, it's a good idea to activate the AutoSpell feature on the Main toolbar. When the AutoSpell feature is enabled, StarOffice flags terms that are not part of the standard or user-defined dictionaries with a red wavy underline.



To correct a misspelled term, right-click the term and select the proper spelling from the shortcut menu. To avoid future misspellings of this term, you can also use the context menu to link the misspelled term to its replacement term on the AutoCorrect submenu.

The AutoCorrect function enables you to correct common typing errors on the fly as well as ignore others. In addition to correcting your spelling, this tool can also take care of some basic formatting tasks and text entry choices such as replacing standard quotes with custom quotes or recognizing an Internet address and replacing the text with a hyperlink that takes you to the Web page if clicked when the reader is online.

To control your AutoCorrect options, select Tools > AutoCorrect/AutoFormat. The AutoCorrect dialog box contains five tabs:

**Replace** — Contains the standard replacement table which replaces a certain letter combination with another (for example, "ahve" with "have"). You can edit this table, add new combinations and replacements, or delete existing ones.

**Exceptions** — Lists abbreviations and words with two initial caps that are exempt from the attention of the AutoCorrect feature. You can edit these tables in the same way you do the replacement table.

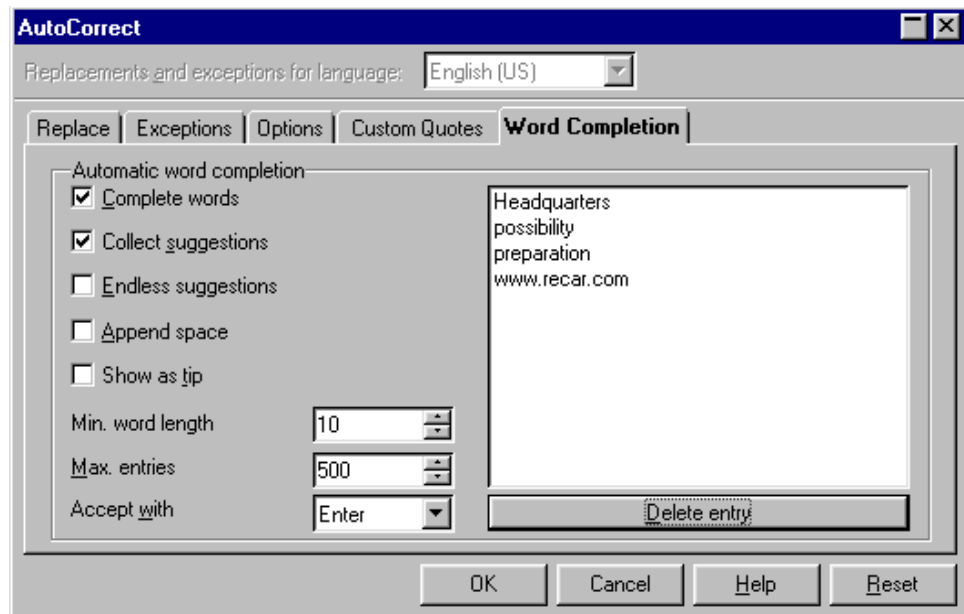
**Options** — Enables you to control the predefined AutoCorrect/AutoFormat options. Select the T column if you want to use the AutoCorrect/AutoFormat feature while typing; select the M column if you want changes applied while applying changes to the existing text in its entirety. (You can switch between these two modes by selecting While Typing or Format Document from the Format > AutoFormat submenu.)

**Custom Quotes** — Replaces the system quotes with custom symbols.



Word Completion (StarOffice Writer only) —Controls the AutoComplete feature. You can collect and edit a list of suggestions, control the appearance and behavior of this feature, and select a key you want to use for accepting the current suggestion.

Stop typing the same long words over and over again. Take advantage of the word completion feature and speed up your text entry. The AutoComplete feature makes inserting text elements as easy as pressing the Enter key.



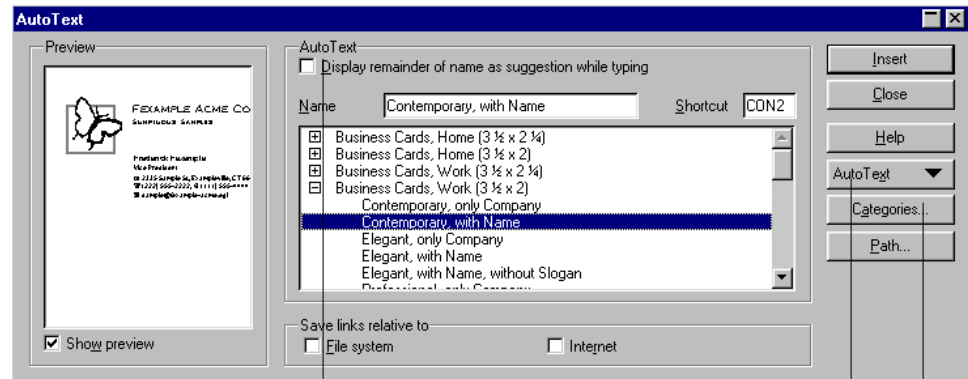
The AutoComplete feature enables you to store a predefined number of words that are of a predefined length. The program matches these words against the string of characters you enter and starts making suitable suggestions, which you may accept or ignore while typing. For example, when you enter the first three letters, the program finds the first match for you and automatically enters it into your text against a dark background. As you continue to type, the program will find additional matches. If you see the word you are typing, press Enter and StarOffice Writer will insert it for you. If more than one word begins with the same three characters, you can press Ctrl+Tab or Ctrl+Shift+Tab to search from the beginning or end of the list of familiar words.

**T**  
**I**  
**P** When the AutoComplete feature is active, StarOffice software automatically stores all words of sufficient length contained in all documents opened since you started your StarOffice session. The list of suggestions will be deleted when you end your StarOffice session. If you intend to use the list of suggestions in your next session, just copy the list from the dialog and paste it into a document that you open first.

StarOffice Writer also comes with a set of predefined AutoText entries, including e-mail signatures, personal and business cards, boilerplate cover letters and rejection letters, and standard closings. The AutoText feature enables you to quickly insert words, phrases, or paragraphs of text that you regularly use. You can create AutoText entries that include text only, formatted text, or graphics.



To insert an existing AutoText entry, simply enter the respective shortcut and press F3. For example, if you type YT and press F3 in a text document, StarOffice Writer replaces the letters YT with Yours truly. Alternatively, you can also long-click the Edit AutoText button on the Main toolbar to open a menu that enables you to choose the desired entry.



Click to show AutoText names when  
Tip Help is active

Create and manage AutoText entries

Add new categories

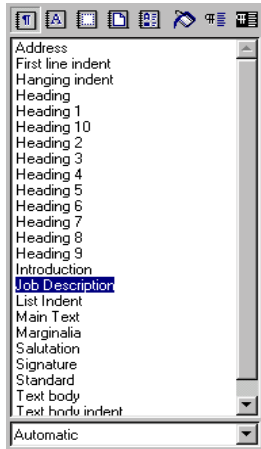
To view the list of existing AutoText entries, select Edit > AutoText or click the Edit AutoText button. Using the AutoText dialog box, you can browse, preview, and edit the existing categories of AutoText entries, as well as add new entries or categories.

### Create a Custom Look with Styles

It's quite possible to use StarOffice Writer, Calc, Impress, or Draw every day and never learn about all the styles offered by the program. The StarOffice suite comes with a slew of ready-made styles that make formatting documents a breeze. You can also easily add styles of your own to the extensive catalog of built-in character, paragraph, page, frame, numbering, cell, object, and presentation styles.

Styles not only make formatting your document easier and speedier, they also give you an edge when revising document formats. When you change the definition of a particular style, all text, objects, pages, or cells that are formatted with this style will automatically inherit these changes.

You can apply styles to any text element, object, page, or cell using the Stylist. Simply select an element, then double-click the desired style in the Stylist.



For example, the StarOffice Writer Stylist provides the following five varieties of styles which can be accessed by clicking the respective button on the Stylist toolbar (from left to right):

**Paragraph** — Paragraph styles control the appearance of text on the level of paragraphs. A paragraph is defined as any unit of text that ends with a special symbol known as a paragraph mark. Typical paragraph formatting attributes include indents and spacing, alignment, tab settings, text flow, drop caps, borders, and background color, as well as fonts and font effects.

**Text** — Text styles control the appearance of text on the level of characters and punctuation, including font, font effects, and color. You can apply text styles to individual words or phrases for emphasis or style. Text styles will retain their attributes even if you change paragraph, numbering, frame, or page styles..

**Page** — Page styles govern the overall appearance of your document. Typical page formatting attributes include paper size and orientation, margins and layout, headers and footers, and background color and graphics. Think of page styles as the ultimate reference frame that controls the overall flow and positioning of text onscreen or in print.

**Frame** — Frame styles control the appearance of text and graphics within an invisible rectangular boundary of some type on a page, including wrap, background, borders, columns, and macro. A frame is the graphic equivalent of a paragraph; it typically encloses an object (for example, graphic, text, or OLE object), but has no other influence on the appearance of the object attributes as such.

**Numbering** — Numbering styles are a special case of paragraph attributes. They are used in numbered as well as unnumbered lists and often involve different outline levels while still appearing as one coherent unit. Like paragraph styles, numbering styles control the appearance of text units that end with paragraph marks.



Furthermore, you can use the Fill Format Mode button to quickly apply the same style to different elements. The New Style from Selection button enables you to create a new style based on the selected element in your document. The Update Styles button lets you modify an existing style with the formatting of a selected object in the work area with a click of the mouse.



It may be easier to find a desired style by using the Categories drop-down list at the bottom of the Stylist to filter the various lists of available styles.



Currently applied styles are listed in the Apply Style drop-down list box on the Object toolbar so you can quickly reapply them elsewhere in your document (StarOffice Writer only).

To add a new style, or modify or delete an existing one, select your option from the context menu of the selected style in the Stylist.

Using these enhanced formatting features helps organize your thoughts and deliver your message more effectively. Once you get the hang of using them, you will wonder how you ever worked without them.

Try it:

1. Open the JobAd document.
2. Open the Stylist. If you can't see it, click the Stylist button on the Function toolbar.
3. Click the Sales Engineer heading.



You'll notice that the Job Description paragraph style in the Stylist is highlighted.

4. Right-click the Job Description style entry and select Modify from the context menu.
5. Select the Font tab in the Paragraph Style: Job Description dialog box.
6. Select a different font and color from the Font and Color list boxes.
7. Click OK.

The program automatically applies the selected attribute changes to all text elements that are formatted with the Job Description style.

8. Close the document without saving.

### Select the Perfect Font for the Job

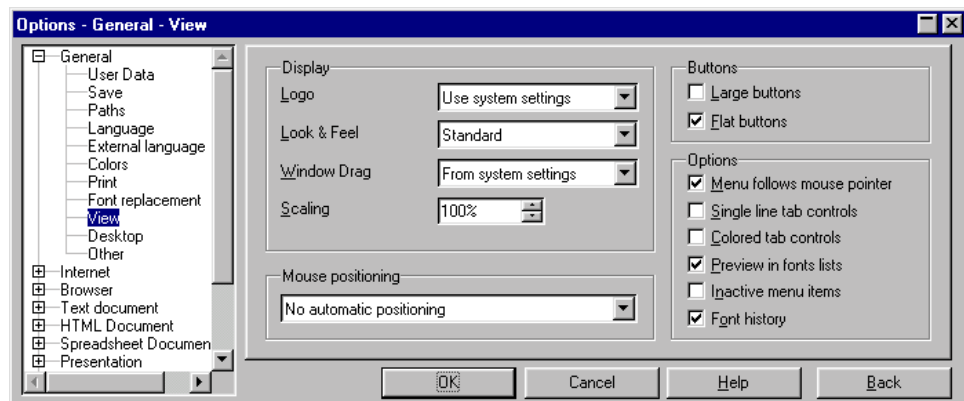
Changing fonts in StarOffice software is as easy as right-clicking in your document and selecting the desired font from the context menu's Font list. Knowing which font is the perfect one for the job is difficult when you don't know its name.

StarOffice 5.2 software gives you the option to choose a WYSIWYG font menu, which lists the name of each available font and serves as a font sample, as well. When enabled, this feature extends to all font name list boxes and lets you preview the perfect font before you apply it. It also indicates whether a font is a screen or a printer font.

To take advantage of this new feature, choose Tools > Options > General > View and then select the Preview in fonts lists check box in the Options area.

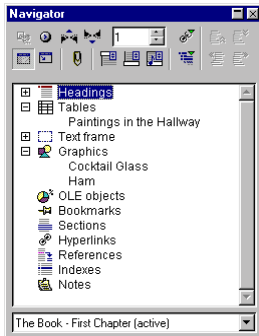


StarOffice 5.2 software makes it easy to pick the right font when you don't know it by name. Just select the Preview in fonts list check box and all font name list boxes show a WYSIWYG display of the available font names.



Furthermore, you can quickly access your most recently fonts using the Font Name list box on the Object toolbar, which displays up to five recently used fonts at the top of the list.

### Use the Navigator to Move Around Long Documents



Your biggest challenge when dealing with long and complex documents is to navigate around them while keeping track of their various elements and levels of content. Although you can always use the directional keys (Home, End, Page Up, Page Down) and arrow keys on your keyboard, it may be easier to use the StarOffice Navigator.

The Navigator enables you to quickly move around inside text and HTML documents, spreadsheets, drawings, and presentations. Using the Navigator, you can quickly spot and jump to every element and object in your document, including headings, tables, frames, pictures, OLE objects, bookmarks, sections, hyperlinks, references, indexes, and notes. Just double-click the selected object or element, and you will be whisked to its location.

Try it:

1. Use the Explorer (set to Hierarchical view) and Beamer to open the Chapter1 document, located in the Samples > Text > Chapters folder.



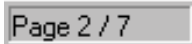
2. Click the Navigator button on the Function toolbar to launch this tool.

Note that this button is disabled until you have a navigable document type open on your desktop. Like the Explorer, Beamer, and Stylist, the Navigator is a dockable window that you can move around your desktop as you work. To dock this tool, press Ctrl and double-click in a free area inside the Navigator. Once docked, you can press Ctrl and click in a free area of the Navigator toolbar to move it left or right in your workspace.

3. Click the plus (+) symbol next to the Headings entry in the Navigator to expand the Headings tree.
4. Double-click the name of any heading.

The program will place your cursor at the beginning of the selected heading.

5. Scroll down to the Graphics entry in the Navigator and click the Plus (+) symbol to expand this tree as well.
6. Double-click the Cocktail Glass entry and the program will take you to the selected graphic.



The Navigator also enables you to speedily move from one page to another. Not surprisingly, you can open and close this tool by double-clicking in the Page Number field on the Status bar. To jump to a specific page, enter a number in the Page Number spin box at the top of the Navigator and press Enter to move the cursor to the top of the specified page.



In addition to the Navigator, StarOffice Writer software also includes another tool that enables you to speedily browse the various objects in your document. It's called the Navigation tool and can be accessed via the Navigation button on the Navigator's toolbar, or the Navigation button at the bottom of the vertical scroll bar (located between the double-arrows). The Navigation tool shows its real potential when you want to move from one object to another, or continue a search that you've already started.

Try it:

1. Click the Navigation button on the scroll bar.



2. Click and drag the blue bar to move the Navigation tool anywhere in your workspace.
3. Select the type of object you would like to browse (for example, Graphics).  
The name of the object appears in the gray area at the bottom of the tool as soon as you move your mouse pointer over the respective icon.
4. Click the Back and Forward arrows on the right.  
The program moves you from one object to the next.
5. To close the Navigation tool, click the Close button on its title bar.

### Customize the Program

In general, StarOffice software is a very user-friendly program. You can customize the menus, keyboard shortcuts, status bar, toolbars, and events (macros), choosing the Configure item on the Tools menu. When making changes to your default settings, you have the option to save your changes as a new desktop configuration, or apply them only to the current program module or document type.

To customize the behavior of document and desktop elements, select Tools > Options from the Menu bar.

### Create Custom Desktops

As you do in real life, StarOffice software enables you to sit at several different desks. For example, you can create a desktop for your business and another one for your personal stuff. Just open or locate the folder you would like to designate as your desktop in the Explorer and select Desktop from its context menu.



Once you've created alternate desktops, you can easily switch between them by selecting the desired desktop from the context menu of the Desktop button, which is located on the Task toolbar. Click the Desktop button to return to your desktop at any time; a long click on the Desktop button opens a menu that lists the contents of the currently selected desktop. To change the appearance, view, or rules of any desktop, open it and select Properties from the context menu. To remove a desktop from the menu, switch to it and select Desktop from the context menu to remove the check mark.

### Connect to the Internet

The word processing, spreadsheet, presentation, and graphics applications provided by StarOffice software offer the same functionality you expect to find in any major office suite — and more. However, StarOffice software stands out from the pack through its tight integration of applications and Internet programs into a single, cross-platform one desktop works across applications, office networks, and the Internet.

StarOffice is a productivity suite that was born in the Internet age. Before other office suites discovered the Internet, StarOffice software pioneered HTML as a companion format and introduced features that made access and communication across the Internet almost transparent. The Function toolbar at the top of the screen features browser controls that enable you to browse both the Web and your desktop and files. In the adjacent Load URL drop-down list box, you can type an Internet address or the path and name of a locally stored file and press Enter to open the target in a new task

window. StarOffice software uses the FILE, HTTP, and FTP protocols to access local and Internet files.

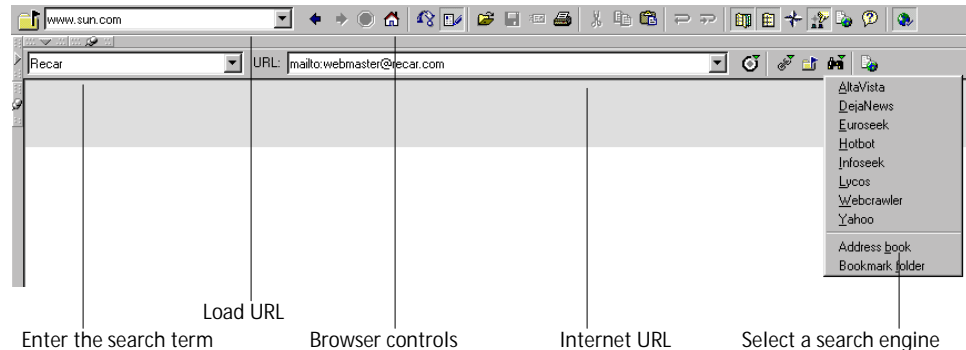
### Search the Internet

Suppose you have to do some research on the Internet. You don't need to start an external program to access the World Wide Web — StarOffice software has a built-in browser that is fully integrated with the program's file searching and file management tools. The suite also supports any external browser that you designate as your default browser, and launches it automatically when an HTTP URL is activated. See for yourself:

1. Make sure you are connected to the Internet and that StarOffice is in Online mode. (The Internet Online/Offline button on the Function toolbar should appear pressed.)
2. Type a URL in the Load URL box (for example, [www.sun.com](http://www.sun.com)).
3. Press Enter — the Sun Microsystems home page momentarily opens as a task window on your Desktop. From here, you can e-mail, print, or save it (complete with graphics) by selecting Save As from the File menu.

To search the Internet, you can use the Hyperlink toolbar, located underneath the Function toolbar. If it's not visible, select View > Toolbars > Hyperlink toolbar. Use the URL Name box on the left to enter your keyword, then click the Find button on the right and select a search engine; within seconds, the results of your search are displayed in a separate task window on your StarOffice Desktop.

StarOffice software tightly integrates applications and Internet programs into one desktop that works across networks and the Internet.



**T  
I  
P** For quick searches, you can also use the Load URL box. Just enter a question mark, followed by the search term, and press Enter. StarOffice software connects to the last search engine you used for an Internet search or selects one from the top of the Find menu. You can change the order in which the search engines are listed by editing the `srcheng.ini` file located in the `Office52\share\config` folder. To add new search engines or delete existing ones, select Tools > Options > Internet > Search.

### Bookmark Your Favorite Web Pages (and Documents)

If you've found an important page that you would like to revisit, you can easily bookmark it for future reference:



1. Click the Bookmark icon to the left of the Load URL box and drag it to the desired Bookmarks subfolder in the Explorer or Bookmarks groups.
2. As you drag, rest your pointer over the Bookmarks group button or the plus (+) symbol next to the Bookmarks folder in the Explorer group to expand the folder tree.
3. Place the URL in any existing folder. (When the Bookmarks or Explorer groups are set to display in Hierarchical view, you can follow the same steps to place the URL in any existing subfolders.)

Now you can revisit the page without memorizing the URL. Just click the Bookmarks button in the Explorer and select your favorite. You can open bookmarks like other folders or files, using the Explorer and Beamer.

You may want to drag your most important URLs directly to the StarOffice Desktop (or to the Quick Start area) so you can quickly access them without searching for them. If your Desktop is currently hidden, first drag the Bookmark icon to the Desktop icon on the Task toolbar. This switches you to the Desktop view. Then drop it in the workspace area.

**T**  
**I**  
**P** Because StarOffice software follows URL conventions when naming paths stored on your local system or network, you can use the same method to create bookmarks for any local file or folder.

### Keep Track of Your Schedule and Get Organized

In today's competitive business environment, more efficient information management results in increased productivity. StarOffice software comes with a powerful event planner that is easily overlooked, as it is rather modestly hidden in the Explorer group. However, working in tandem with the program's e-mail client and the StarOffice Address Book, StarOffice Schedule is a robust scheduling and task management tool that you can use alone or within your workgroup environment.

#### Schedule Appointments and Events

As you might expect, Schedule does an excellent job with the basics. It keeps track of events and to-do lists, enabling you to see them together with your database address book. In addition, it features an impressive reminder system that supports the usual pop-up alerts (with or without sound) and sends e-mail reminders at a prescribed time up to two weeks before the scheduled event occurs — a welcome feature when you're on the road or dividing your time between computers.

Recording appointments in StarOffice is as easy as selecting the day and time and entering a brief description for the event.

See for yourself:



9:21 AM

1. Double-click the time display in the Task toolbar icon tray to start the event planner.
2. Go to the monthly calendar section and select the day of the event (for example, March 6). If necessary, use the arrow icons in the Calendar title bar to locate the exact month when the appointment is supposed to take place.
3. Click and drag to select the times you want the appointment to begin and end in the event view. Then, start typing a few descriptive words that describe the nature of the event (for example, Recar sales meeting).
4. When finished, click anywhere outside the selected event to exit the input mode and automatically save your event, or press Enter.

StarOffice software comes with a robust event planner and task management tool, shown here in its default day setting with the database address book (top) and the Details view (bottom) open. The division of the three main areas can be adjusted by dragging the separator with your mouse. To change your view of things, right-click the title bar of an area and select your preferences from the context menu.

**Address book:** Drag and drop participants on the event

**Event view:** Describe the event

**Calendar:** Select day for the event

**Details view:** Enter more event-related details

**Tasks:** Enter action item

Click here to drag and drop participants to your planner

Click here to open Details view

PREFIX	FIRSTNAME	LASTNAME	TITLE	COMPANY	DEPARTMENT	ADDRESS	CITY	STATEPROV	POSTALCODE	COUN
Ms.	Patricia	Fisher		PTH TV		2345 1st. St. N'W	Washington	DC	20001	3456 U.S.
Mr.	Alan	Brown		Houseware Inc.	Controlling	123 Main Stree	Kissimmee	FL	34742	2354 U.S.
Ms.	Julie	Clark		ICM						
Mr.	Peter	Smith		Motor Works Lt.	Sales	1234 Amsterda	New York	NY	10025	1234 U.S.

### Fill in the Details

Using the StarOffice event planner, you can not only keep track of your appointments; you can also collect all event-related documents, e-mails, and news postings in one location, as well as keep track of who will be participating in the event. All you have to do is locate the relevant information and drop it on the scheduled event.

Try it:



1. Click the Address Book button on the Event Object toolbar to open the StarOffice database address book in the Beamer.
2. Click the row header next to a prospective participant's name to select the entire row (for example, Alan Brown).
3. Drag and drop the information on the scheduled event.

**N** The StarOffice address book is a dBase database. It comes with one table,  
**O** called *address*, already created with some dummy contact information.  
**T** You can use this sample database as a blueprint for your own contacts and  
**E** to create forms, queries, and reports.



4. Click the Details button on the Events Object toolbar or double-click the vertical strip to the left of your scheduled event.

StarOffice software opens the Details dialog of the current event at the bottom of your task window.



Using this view you can fill in assorted details about the selected event by clicking the buttons on the left. For example, click the Participants button and you can see the name and e-mail address of the participant you just added to the scheduled event.

In general, you can:

Use the Participants view to notify participants of upcoming events or alert them to changes in the schedule. You can also add further participants by selecting them from the drop-down list box (which is linked to your database address book). To keep track of who has committed to an event, click in the State column to the right of the participant's e-mail address and select the status of the participant's involvement in the event or task (Confirmed, Tentative Confirm, Refused, Canceled).

Use the Recurrence view to record a reoccurring event. For a weekly meeting, for example, select Weekly and then specify the nature of the recurrence. Using this view, you can also determine if the event occurs every day or month, or only once a year.

Use the Reminder view to have StarOffice Schedule remind you of an upcoming event. You have the option to be reminded via a pop-up dialog box (with or without sound) or via e-mail up to two weeks before an event occurs.

Use the Details view to create a more detailed profile of the selected event, including location (where the event takes place), category (choose one of the defaults or create a custom entry), priority (from 1, highest, to 5, lowest), and access rights (Private, Confidential, Public). In addition, you can define how the time interval for the appointment will be displayed (Free, Busy, Tentative, Out of Office).

Use the Content view to enter a more detailed description of the scheduled event. Here you can also collect and access documents, e-mails, or news postings that are relevant to the selected event.

You can also drag any event-related documents or files from the Explorer or Beamer and drop them on the scheduled event. StarOffice software automatically creates links to this information and stores them in the Also refer to list box of the Content details view.

For example, to add event-related e-mails or news postings:

1. Drag the message from the mail document to the Events button on the Task toolbar.
2. Wait a second (with the mouse button pressed) until the Events window pops up.
3. Drop the message on the scheduled event or, if the Content details view is open, in the Also Refer To list box.

Having all this information accessible from one location is quite useful if you want to quickly refresh your memory shortly before an appointment or event occurs.

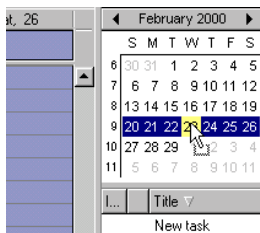


To close or open the Details dialog at any given time, use the Details button on the Events Object toolbar or double-click the vertical strip to the left of your scheduled event.

### Save Time with Enhanced Drag-and-Drop Support

One of the most time-saving and fun aspects of working in StarOffice software is its drag-and-drop environment. In StarOffice Schedule, drag-and-drop support makes scheduling events a snap.

For example, when you drag an event from the Event view to the Calendar view, you have the following options and benefits while dragging:



When you rest your mouse pointer over a target date, the program displays the drop position by inverting the target day from the other days of the current view.

When you hold your mouse over the left or right arrow at the top of the Calendar control, or position it over a grayed-out date of the previous or next month, the program starts scrolling the Calendar view.

When you hold your mouse over a date, the program automatically adjusts the Event view. This enables you to sneak an at-a-glance view of already existing events without stopping the drag-and-drop process, then drop the event onto the desired time slot.

While dragging an event in the daily or weekly Event view, your operation is not limited to the days and time currently displayed on-screen. When you reach the left or right border of the current Event view, the program automatically scrolls to the previous or next day, week, or month view, so you can easily drop the event onto the desired day and time slot.

**T**  
**I**  
**P** You can select more than one event or task at a time. This is useful for cut, copy, paste, and drag-and-drop operations, sending items as e-mail, or printing and deleting items. Use the context menu of a selected event to print, delete, or send an item as e-mail.

### Adjust the View of Your Scheduled Activities

Using your StarOffice event planner, you can view the days and move around in many ways. You can display your appointments and events by day, week, month, workweek, or multiple workweeks. To switch views, click the respective button on the Events Object bar. In each view, you can use the arrow keys on your keyboard to move between the hours of the day (Day, Week, and Workweek views) or between the different days (Month and Multiple Workweek views).



Alternatively, you can also click or drag in the calendar to select a particular day or certain number of consecutive days and display them in the Event overview section.

Furthermore, you can create a list of your appointments by clicking the List button on the Events object bar.

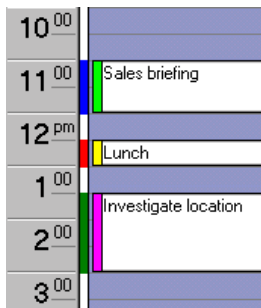


**T**  
**I**  
**P** The contents of list entries sometimes are not displayed completely, if the text is too long to fit the column width. Now you can hold your mouse pointer over the entry and the Tip help, if activated, will display the entire text.

If so desired, you can even hide certain days from the weekly or monthly view. Just right-click the column header of the day you want to hide, and select Hide Day from the context menu.

To show the day again, right-click the Column header to the left or right of the hidden day, and select Show Day from the context menu.

If you want to hide an entire week, switch to Month view, open the context menu of a day in the week you want to hide, and select Weeks > Hide Selected Week from the context menu.



### Customize Your View of Events

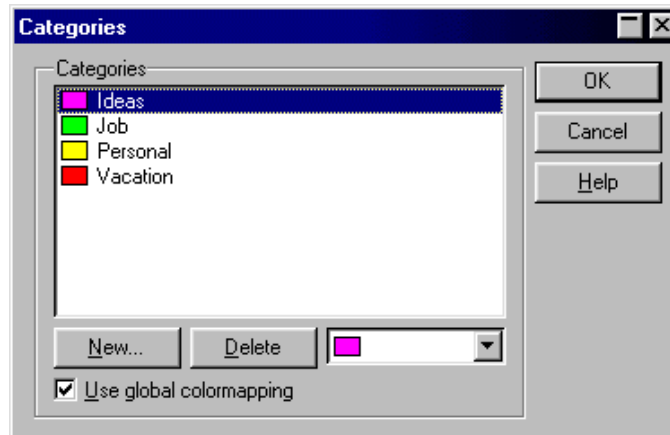
If you have a busy schedule and would like to keep on top of it, it helps to assign categories to your events and individually color-code each activity. Every event has a colored bar that appears to the left of the Event area. This bar marks the hours corresponding to the event or appointment; the color shows the activity as Free (white), Tentative (dark green), Busy (blue), or Out of Office (red), depending on the setting in the Show Time As drop-down list in the Details dialog. Using this option, you always have an overview of your appointments and can see at a glance how much free time is still available.

StarOffice Schedule also enables you to categorize and color-code each event, so you can easily recognize the nature of the activity (for example, Personal is yellow, Job is green, and so on). The existing color-coded categories are listed in the Details dialog;

colors appear as thin, vertical strips to the left of the appointment text. You can accept the default categories and color assignments, or you can create your own.

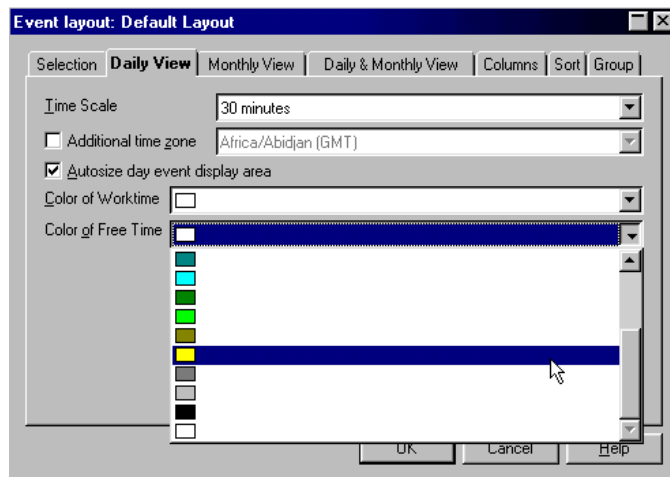
Using the Categories item on the Event view context menu (right-click in a free area of the schedule), you can quickly add new event categories and assign colors to existing categories.

Keep on top of your schedule by color coding and categorizing your activities. If you're connected to a StarOffice Schedule server, you may want to select the Use global colormapping check box. This option ensures that the same categories, if displayed in different calendars, will have the same color.



Alternatively, you can also go to the Daily & Monthly View tab of the Event Layout dialog box to add new categories and assign colors. Using this dialog, you can also define alternate background colors for different hours of the day or successive months. To access this dialog, select Current Layout > Define Layout from the Event context menu, or View > Define Event Layout from the Menu bar.

Using the Daily View tab, you can assign different background colors to highlight your work hours versus your free time. Using the Monthly View tab, you can assign a changing background color for your monthly display, so that you can easily spot the beginning and end of the current month.



**TIP** Unable to identify the nature of an event just by looking at the title you entered in the Event view? Configure your event planner so it displays the title as well as event descriptions you entered in the Contents form of an event's Detail view. Using this option saves at least one mouse click every time you check your schedule. To turn this option on or off, open the Event Layout dialog box, then select the new Display description of event after title check box on the Daily & Monthly View tab.

### Create a To-Do List



Finally, to start a to-do list, click in the New Task box below the Tasks title bar and start typing. To enter the action item on your list, click the Title bar above the New Task box.

As with events, you can fill in task-related details for any given action item on your list as well as drag and drop task-related information and contacts directly on the action item in your list.

To open the Details view, simply double-click an action item on your list, then choose the type of detail you want to specify. Your options include *Contents* (if you want to describe the task in more detail), *Details* (if you want to record the start, due, and actual completion dates for any given task), and *Participants* (if the task involves more than one person or you want to assign a task to others).

To mark an action item as completed, click the check box next to the item. To remove an item, select Delete from its context menu.

**TIP** For a larger view of your action item list or to create your task list as an always visible floating window, select the Tasks item in the Explorer group. With the Explorer set to display in Hierarchical view, expand the StarSchedule tree, then double-click the Tasks entry.

### Sort Through the Details

When you want an at-a-glance view of your various activities or tasks, consider using the Group By and Sort By commands. With them, you can easily create a grouping of your activities or action items for next week, or sort your schedule and tasks by category or priority as follows:

1. Click the Appointment List icon on the Events object bar to show all your activities in list form.
2. Right-click any column header of your list to open the context menu. Select Group or Sort to open the Group Events or Event Sort Order dialogs.
3. Using the drop-down lists in the Event Sort Order and Group Events dialogs, you can define up to four different criteria that are used to group or sort your activities in ascending or descending order.
4. Click OK to accept your settings.

To change the columns that appear in list view, follow these steps:

1. Right-click any column header in your list to open the context menu
2. Select Column Selection.
3. Use the Add or Remove buttons to shift columns between the Available columns and Displayed columns list boxes in the Displayed Columns dialog box.

#### Use Filters to Focus on Important Events or Tasks

Alternatively, you can use the Filter and Layout commands to select what will be shown in your Events or Tasks view. For example, you can filter appointments and events by category, showing only the appointments or tasks that belong to a selected category.

You may also define certain styles that control how the information is displayed. You can combine filters and styles; plus, you can save each combination as a view with a separate name, so you can easily find it again. The combination view is listed in the Explorer group, subordinate to the StarSchedule entry.

You can save your personal settings at any time and reload them again later. This capability enables you to use various layouts, filter settings, and styles.

To create custom filters or layouts, open the context menu (in Events or Tasks view) and select Current Filter > Define Filter or Current Layout > Define Layout.

To filter all but certain events and tasks, you have two options: You can use a temporary filter, or you can define a filter that is saved under a separate name so you can use it again. You can do both using almost identical dialogs: Event Filters and Task Filter.

**N** Using the filter setting, you can print your tasks and/or events any time.  
**O** You can see this filter setting on your screen. For example, if you want to  
**T** print your office events, just create an office filter to display only office-  
**E** related events, and click the Print button on the Function toolbar.

For example, to show only events that are part of the category Ideas, do the following:

1. Right-click in the Events view to open the context menu and select Define Filter from the Current Filter submenu.
2. In the Event Filters dialog that appears, select the Settings tab. Here, you can define a filter condition and click OK if you only want a temporary filter that is not saved under a special name.

If you want a filter that you can save for future use, follow these steps:

1. Open the context menu, and select Define Filter from the Current Filter submenu.
2. Go to the Selection tab and click the New button to open the Create New Filter dialog box.
3. Enter a name for the desired filter. If you have previously created filters, you can choose whether to copy an existing filter (Create as Copy option) which is selected from the list. Then make the desired changes and save them. This avoids creating a filter from scratch (similar to the way you can base a new style created in the Stylist on an existing style).

4. Click OK to return to the Event Filters dialog. Notice the Selection Enabled in This View Only option in the lower left of the Selection tab. If you select this option, the newly defined filter will be available only in the context menu of the current view. As soon as you select a different view from the Explorer, the filter will no longer be available. This enables you to separate your personal events from business events.
5. Go to the Settings tab, select the category Ideas from the Events Assigned drop-down list, and click OK.

Now you see only those events that correspond to the filter conditions. If you want to cancel this filter view, right-click in the Events view window and select Filter Off from the Current Filter submenu.

That's it for our whirlwind tour of the major elements of the StarOffice desktop. The next section shows you how easy it is to put your ideas to work across the StarOffice desktop.



## Put Your Ideas to Work

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The ease with which you can organize and manage your projects, files, folders, and schedule is only one area where StarOffice software outshines its competitors. To experience the full benefits of working in a seamlessly integrated work environment, you have to start using documents. In this section, we'll give you a glimpse of how StarOffice software boosts your productivity and creativity when handling different document types, just as it does in real life when you are corresponding with clients and associates or preparing for a meeting.

### Working with Text Documents

Imagine you're a model employee at Recar, a leading car manufacturer, preparing for the annual shareholder meeting at Recar headquarters. You want to send out a formal invitation letter to the shareholders, informing them of the upcoming meeting and changes to the company's Web site. Technically, you have three options for writing this letter: you can start from scratch with a blank text document, let the AutoPilot for letters step you through a series of dialog boxes that help define the layout and content elements of the final document, or use one of StarOffice Writer's ready-made templates and fill in the blanks.

#### Creating a Form Letter from a Template

Instead of starting from scratch, you decide to go with a ready-made template:

1. Select File > New > From Template, or press Ctrl+N.

The New dialog box gives you access to various template categories that list one or more templates appropriate to a specific task.

2. Click the Business Correspondence category on the left and you'll see a list of corresponding templates on the right.
3. Select the Contemporary Letter entry in the Templates list box.

Unless you're familiar with the various templates, you may not be able to tell them apart by their names alone.

4. Click More and select the Preview option to get a detailed description and thumbnail view of the selected template.
5. Click OK.

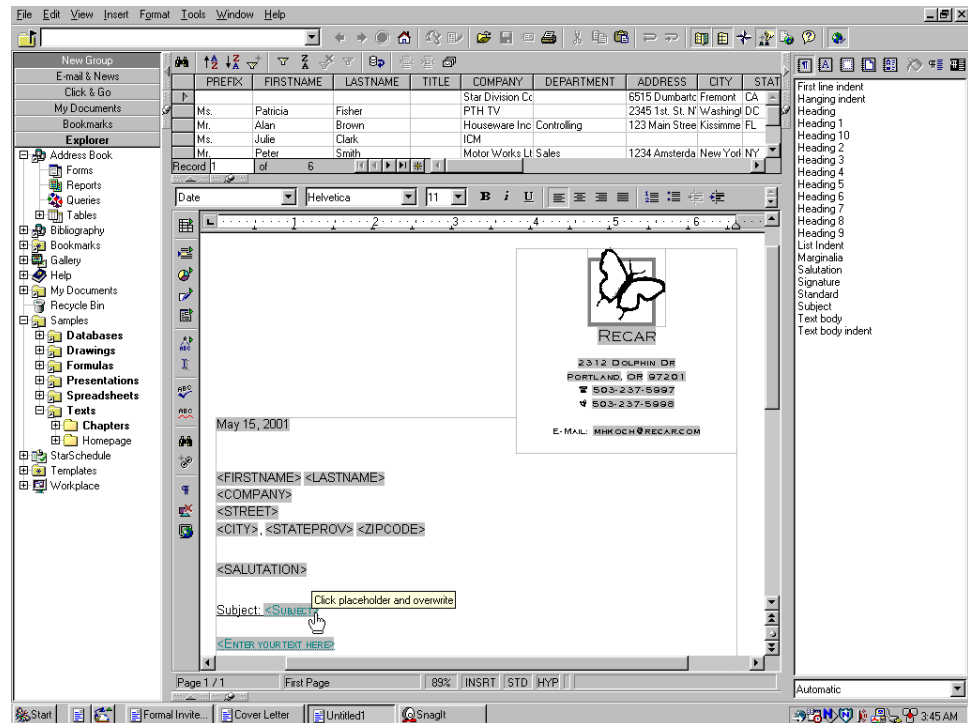
StarOffice software opens a new, untitled text document based on the selected template.

When you first open a template, you see a series of shaded fields and placeholders. With the document, you'll also see the default database address book opening up in the Beamer. That's because the template contains form letter fields that are linked to the database address book and can be used for mail merges.

6. Click the Save button on the Function toolbar to save your new document.

You may want to create a separate folder for documents related to the shareholder's meeting and save the letter to that folder.

StarOffice software comes with templates that you can use as a basis for your own documents. Notice the text boundaries and shaded areas; although visible on-screen, neither will print. You can control the onscreen appearance of your document by selecting View > Text Boundaries or View Field Shadings.



## Working with Text

Next, lets add content to your letter.

**INSRT**

To add text, simply click in the shaded placeholder fields and start typing. StarOffice Writer supports the familiar Insert and Overwrite modes. You can switch between the two by clicking the Insert field on the status bar.

**STD**

After you've entered your text, you may want to select it so that you can format, copy, move, or even delete it. StarOffice Writer distinguishes between three selection modes: Standard (default), Extended, and Additive. You can tell the mode you're in by looking at the Selection field on the status bar. Clicking in the field cycles you through the choices.

If you're in the default Standard (STD) mode, StarOffice Writer behaves like any other word processing application. You can use the keyboard and mouse to type and select text. The Extended (EXT) or Additive (ADD) modes are solely selection modes that enable you to use the cursor to select continuous or non-continuous portions of text. As soon as you press the Esc key or start to type in either mode, StarOffice Writer defaults to the Standard selection mode.

As with other office suites, when selecting text there are three options: You can use the mouse, the keyboard, or both. Here are some practical techniques for selecting text in Standard mode:

- To select a word, double-click anywhere in the word. You can select adjacent words by holding down the mouse button after the second click and dragging through the additional words.

To select a line, triple-click anywhere in it. You can select additional lines by holding down the mouse button after the third click and dragging through them.

To select a paragraph or block of text, click at the start of the desired selection and drag to the end. You can drag for pages, if necessary. Note that the farther you move your pointer beyond the top or bottom of your workspace, the faster the text scrolls.

To select the entire document, select Edit > Select All, or press Ctrl+A.

**T**  
**I**  
**P** If you want to select noncontiguous text, double-click the selection field on the status bar to switch from Standard (STD) to Additive (ADD) selection mode. You can now quickly click and drag repeatedly anywhere in the document to select nonconsecutive portions of text. Press the Esc key (or click the Selection field) to switch back to Standard selection mode. Alternatively, you can press and hold the Ctrl key and click or drag.

StarOffice software also supports the familiar copy, cut, and paste shortcuts — Ctrl+C, Ctrl+X, Ctrl+V — as well as drag-and-drop editing of selected text.

**T**  
**I**  
**P** If you want to move an entire paragraph, click inside it and then press the Ctrl key in combination with the up or down arrow key. Now you can move the selected paragraph up or down in the document.

### Formatting Text Documents

Typically, you won't be satisfied with just entering text in a document. You will want to enhance your document by adding color, style, or graphics.

On the most basic level, you can change the attributes of selected text using the formatting options on the Text Object toolbar or the Text context menu.

Changing the appearance of your text is straightforward. First, select the text unit (words, sentences, or paragraphs) you want to change; then select the type of change you want to apply from the Text Object bar or the context menu.

Default	
Font	▶
Size	▶
Style	▶
Alignment	▶
Line Spacing	▶
Character...	
Paragraph...	
Page...	
Numbering/Bullets...	
Edit Paragraph Style...	
Who is?...	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V

**T**  
**I**  
**P** In general, while editing and formatting your text, use the context menu — it provides access to all the tools you need.

StarOffice Writer distinguishes between three levels of text formatting:

**Character** — Change the font, size, style, or color of a selected unit of text.

**Paragraph** — Change the alignment, indents, numbering, bullets, and background color of a selected unit of text.

**Page** — Change the margins, layout, and background of your document. Note that these changes typically affect the entire document, not just portions of it.

Instead of directly formatting your text by choosing formatting attributes from the Text Object toolbar or the context menu, you can also work with the Stylist as described in "Create a Custom Look with Styles" on page 26.

## Managing and Inserting Objects

Lets replace the default template logo with your company logo. This is as easy as copying it from one document and pasting it into the other using Ctrl+C and Ctrl+V.

Before inserting it in your form letter, you can save the logo in its own folder in the StarOffice Gallery for future reference, following these steps:

1. Open the JobAd document, located in the Samples > Texts folder, using the Explorer in tandem with the Beamer or the Open dialog box.

When using the Explorer and Beamer, be sure to press Ctrl before double-clicking the file to open the JobAd document as a new task.

2. With the Explorer set to Hierarchical view, right-click the Gallery entry in the Explorer group and select New Theme from the context menu.

3. Replace the New Theme placeholder text with Logos and click OK.

4. Click next to the plus (+) symbol of the Gallery folder to expand the Gallery tree, then select the Logos folder.

5. Press Ctrl+Shift+B to open the Beamer.

Since this folder is still empty, you'll only see a gray, blank area.

Now you're all set to import the selected graphic object into the Gallery, which already is stocked with some 500 pieces of clip art, images, graphics, animated GIFs, and sound files.

6. Click the Recar logo in the JobAd document to select it.

7. Long-click and drag the logo to the Beamer.

That's it. You can now drag and drop the logo into any active document.

**T  
I  
P** The Beamer also doubles as a preview area for the contents of the Gallery theme folders. To see a larger-than-thumbnail view of a graphic, view animated GIFs, or listen to sound files, double-click the desired file. For an even larger view, you can drag the bottom margin of the Beamer. To return to the thumbnail browsing view, double-click the file again.

To insert the logo into your form letter:

1. Switch back to the letter document and select the Logos folder to display its contents in the Beamer (Ctrl+Shift+B).
2. Select the butterfly logo and press Delete.
3. Drag the Recar logo from the Beamer to the end of your document. (Note that the closer your mouse pointer gets to the bottom part of the task window, the faster it scrolls to the end of the document.)
4. Right-click the inserted logo and select Anchor > Page from the context menu. This ensures that once the logo is properly placed, it will always appear on the same page in the document.
5. Click and drag inside the invisible bounding box of the selected logo and position it above the address inside the text box where the butterfly logo used to be.



6. To adjust the size of the logo, click and drag one of the green sizing handles attached to the selected logo.

Notice how the opposite handle stays the same as you drag, while all other handles change position. If you press the Shift key while dragging, you can adjust the size proportionally. If you want to adjust the size with numeric precision, simply choose Position and Size from the context menu of the selected object. Using the Size tab, you can adjust the height and width of the logo precisely. If you select the Match option, the height will be adjusted proportionally to the width (and vice versa). To safeguard your efforts against future changes, select the Protect option. When finished, click OK.

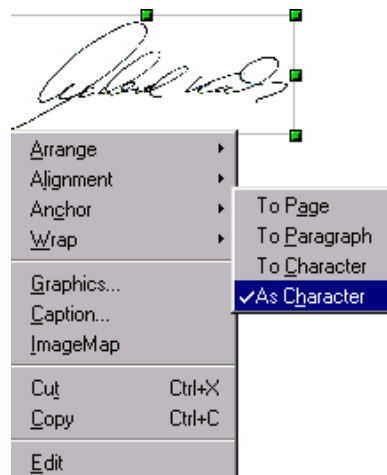
7. To finish, select Wrap > No Wrap from the logo's context menu.

### Inserting Objects with AutoCorrect

StarOffice Writer also enables you to insert frames, graphics, or OLE objects via the AutoCorrect function. All you have to do is assign the object to a string of placeholder characters or text on the Replace tab of the AutoCorrect dialog (Format > AutoCorrect/AutoFormat). Using this option, you can quickly insert a graphic of a scanned signature into a letter and e-mail the "signed" document as an attachment.

To assign an object to a string of characters or text, follow these steps:

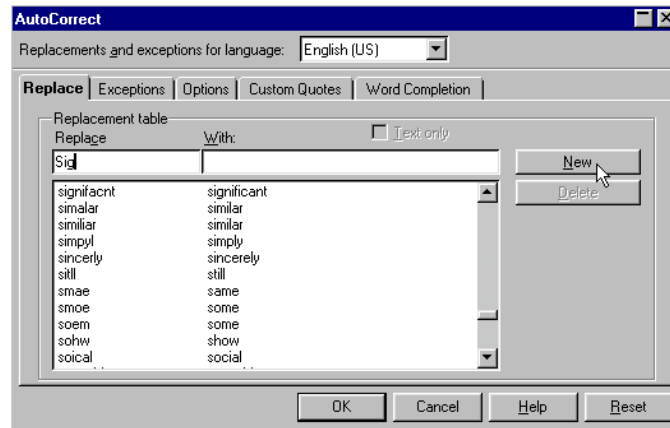
1. Insert the object into the document (Insert > Graphics > From File) and anchor it As Character.



2. Select the object (for example, by using the Shift key in combination with an arrow key).
3. Select Tools > AutoCorrect/AutoFormat.

The selection automatically appears in the With text box on the Replace tab of the AutoCorrect dialog, where the object is represented by an invisible placeholder.

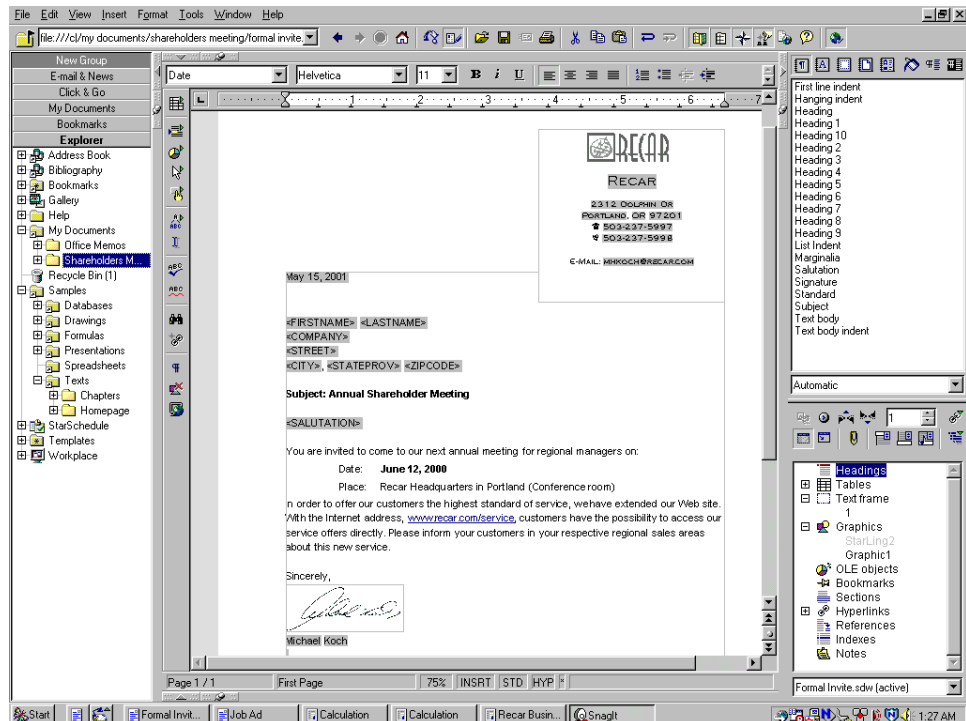
4. Enter the text or string of characters that should be replaced by the AutoCorrect function with the scanned signature (for example, sig) and click New.



5. Click OK.

Now, if you type the assigned string of characters in your text document and then press Enter, the program automatically replaces it with the object assigned in the replacement table.

A new option in StarOffice 5.2 software enables you to insert frames, graphics, or OLE objects via the AutoCorrect function. This makes it easy to insert, for example, a scanned image of your signature in documents that you want to send via e-mail.



### Creating Mail Merges with the Address Book Database

If you want to send the letter as an e-mail attachment, you can use the mail merge function. All you have to do is to combine the mail merge (or address fields) in the letter with a data source, such as the StarOffice Address Book.

The StarOffice Address Book is a database that contains all your business and personal contacts. You can look at it through a user interface by selecting Edit > Address Book from the menu bar, or you can look at the raw data by using the Explorer and Beamer:

1. Switch to the Explorer group (set to Hierarchical view).
2. Click the plus (+) symbol next to Address Book.
3. Click the plus (+) symbol next to Tables.
4. Select the address entry, then open the Beamer (by pressing Ctrl+Shift+B)

You'll see a table with a header line (Prefix, Firstname, Lastname, and so on) that identifies the data in your Address Book.

Typically, the Address Book contains much more information than is needed in a regular mail merge. To customize your mailing list, you have two options:

You can identify recipients that are part of the mailing list by inserting an identifier in the existing database.

You can create an alternative database that only contains the information you need.

Suppose you want to prepare an alternative address book for future mail merges:

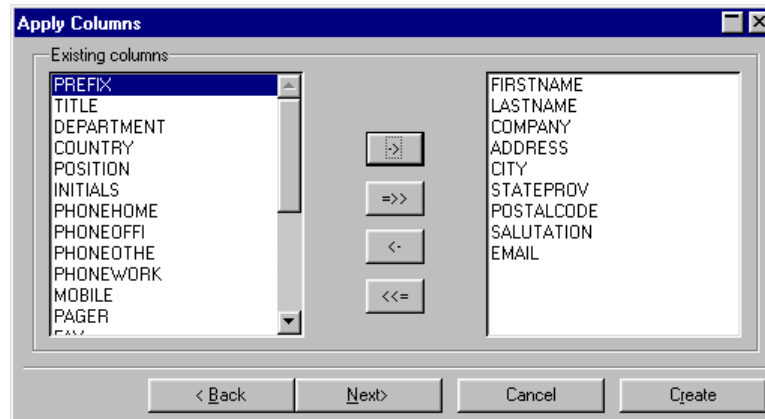
1. Select Copy from the address context menu in the Explorer.
2. Right-click the Tables entry in the Explorer and select Paste from the context menu.

You'll see the Copy Table dialog box which enables you to specify the copy action.



3. Enter a name for the table (for example, MMerge) and be sure the Definition and data option is selected.
4. Click Next.

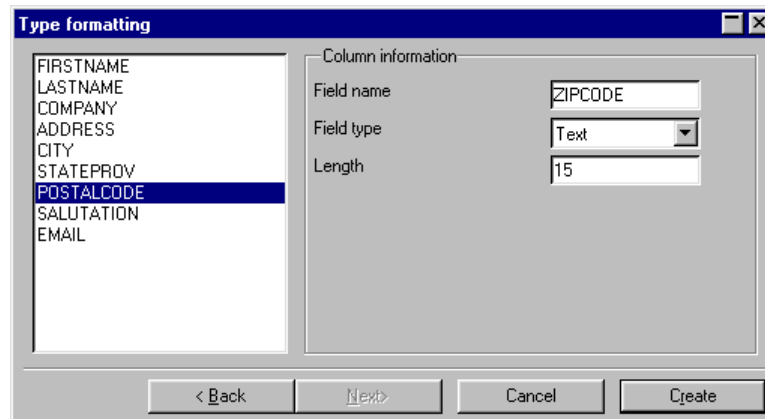
You'll see the Apply Columns dialog box.



Using this dialog box, you can define which database entries you would like to copy into the new mail merge database. (Be sure to include EMAIL so you can use the new database for e-mail merges as well.)

3. Move the fields that correspond to the merge fields in your document from the Existing Columns list to the empty list box on the right, using the top, right-pointing arrow.
4. Click Next.

You'll see the Type formatting dialog box.



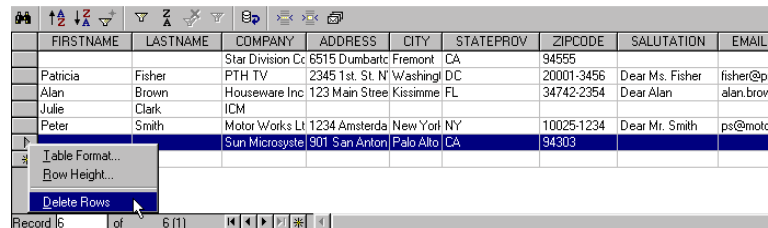
Using this dialog box, you can modify the column information of your new database so that the column labels of your new database correspond to existing merge fields. For example, the <ZIPCODE> merge field in your current document refers to the POSTALCODE column in the database. To create a corresponding database label, you must modify the POSTALCODE column information: Enter ZIPCODE in the Field name text box and be sure the Text Field type is selected.



5. Click Create.
6. Select the new database in the Explorer to display it in the Beamer.

Next, you may want to delete those contacts from this mailing list that don't represent shareholders in Recar. To delete a contact:

1. Right-click the row header of the contact (for example, Sun Microsystems) and select Delete Rows from the context menu.

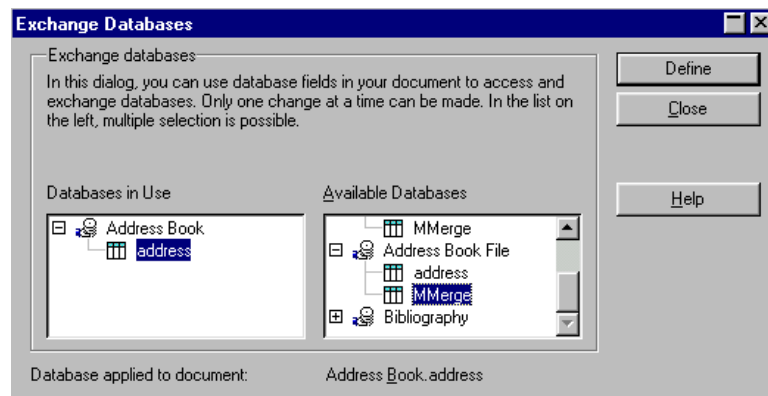


2. Click Yes in the pop-up alert to confirm your decision to delete the contact.

Next, you have to make sure that the existing merge fields are linked to the proper database. Since we created a new database exclusively for mail merges, all merge fields in the current document are still linked to the original database. To link the fields in your document to the new database:

1. Select Edit > Exchange Database.

You'll see the Exchange Databases dialog box.



2. In the Available Databases list, click the plus (+) symbol next to Address Book File and select MMerge.
3. Click the Define button.

That's it. All existing merge fields are now linked to the new database.

Next, you have to make sure that the existing merge fields correspond to the database labels. In this example, your form letter contains a merge field that does not have a

corresponding database table name: <STREET>. You have two options: you can change the merge field or you can change the database column label.

To change a database column label (for example, STREET), follow these steps:

1. Be sure the MMerge database table is no longer selected in the Explorer.  
For example, you can click the Tables entry or any other entry in the Explorer.
2. Right-click the MMerge entry in the Explorer and select Table Design from the context menu.
3. The program opens the Table Design view as a separate task on your desktop.

Field name	Field type	Description
FIRSTNAME	Text	
LASTNAME	Text	
COMPANY	Text	
STREET	Text	
CITY	Text	
STATEPROV	Text	
ZIPCODE	Text	
SALUTATION	Text	
EMAIL	Text	

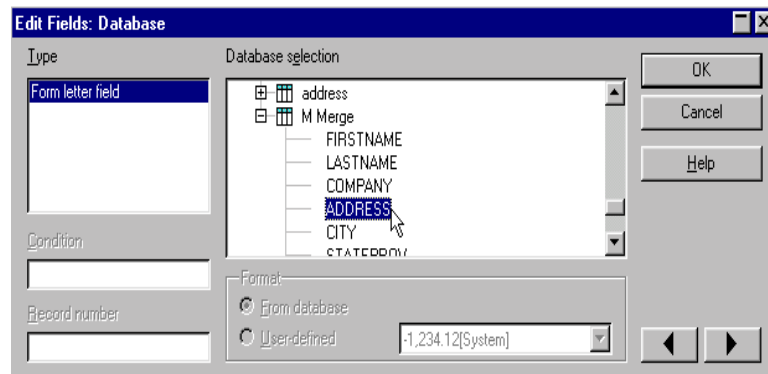


4. Be sure the Table Design view is in Edit mode (the Edit File button on the Function toolbar appears pressed), select ADDRESS and replace it with STREET.
5. Click the Save button on the Function toolbar, or press Ctrl+S and click Yes in the StarOffice Base pop-up alert to save your changes.
6. Close the Table Design task and select the M Merge Table in the Explorer to display its contents in the Beamer.

Note that the ADDRESS label has been replaced with the STREET label.

Alternatively, you can also modify the existing <STREET> merge field so it corresponds to the ADDRESS label in your mail merge database:

1. Double-click the <STREET> merge field to open the Edit Fields dialog box.
2. In the Database selection box, scroll down to locate the MMerge entry.
3. Click the plus (+) symbol next to M Merge to expand the table tree.



4. Double-click on the Address entry.

The program automatically replaces the <STREET> merge field with the <ADDRESS> merge field from the MMerge table and closes the Edit Fields dialog box.

When you select the Tips item from the Help menu and move your mouse pointer over the <ADDRESS> merge field, you see a pop-up box that identifies the name of the database to which this merge field is connected.

```

<FIRSTNAME> <LASTNAME>
<COMPANY>
<ADDRESS>
<CITY>, <STATEPROV> <ZIPCODE>
Address Book.M Merge.ADDRESS
Subject: Annual Shareholder Meeting
<SALUTATION>
    
```

At this point, you may want to save your work as a document or template.

Now comes the part where you actually merge the data with the form letter:



1. Click the Form Letter button on the Database toolbar.

You'll see the Form Letter dialog box.

Using the Records portion of this dialog box, you can choose to output all letters at once, or only selected records. Note that the Selected records option is only available when you selected contacts in the Beamer database. You can also specify a range of records.

In the Output portion of the dialog box, you have the following options:

Select Printer if you want to print your form letter

Select Mailing if you want to send your form letter as e-mail (your database must include the e-mail address of your contacts).

Select File, if you want to print it as files.

2. Click OK to start the mail merge and output your form letter.

## Using Spreadsheets, Tables, and Charts

StarOffice Calc offers a series of spreadsheet creation and enhanced analysis tools that provide better ways to analyze data and find solutions. Coupled with the program's enhanced formatting features, AutoFill, and the Function AutoPilot, you can quickly convert raw data into useful information, and send your results via e-mail or post them on the Web.

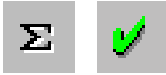
StarOffice Calc software has all the tools you need to turn data into information.

	Boston	Baltimore	Dallas	Seattle	Denver	Columbus	Orlando	Average
January	100%	98%	85%	70%	100%	75%	82%	87.14%
February	100%	100%	100%	100%	100%	100%	92%	98.86%
March	80%	100%	80%	100%	84%	80%	73%	85.29%
April	78%	86%	78%	100%	98%	78%	54%	81.71%
May	70%	70%	54%	100%	81%	70%	30%	67.86%
June	60%	98%	33%	95%	97%	60%	32%	67.86%
July	50%	54%	23%	95%	85%	50%	40%	56.71%
August	40%	67%	55%	87%	52%	40%	40%	54.43%
September	50%	43%	0%	100%	88%	50%	50%	54.43%
October	75%	75%	75%	87%	85%	75%	75%	78.14%
November	80%	80%	80%	80%	80%	80%	80%	80.00%
December	95%	95%	95%	95%	95%	95%	95%	95.00%

## Getting Results You Can Count On

For example, if you want to calculate the sum total of a series of consecutive figures in a row or column, follow these steps:

1. Click in a cell to the right (row) or below (column) the series of figures that you would like to add.
2. Click the Sum button on the Formula toolbar (located below the Table Object toolbar).



You'll see the formula for the range of cells that is to be summarized (for example, =SUM(K5:K17)) in both the Formula input box and the selected cell.

3. Confirm by clicking the Accept button.

The program calculates the sum total by adding up all the values to the left or above the selected cell.

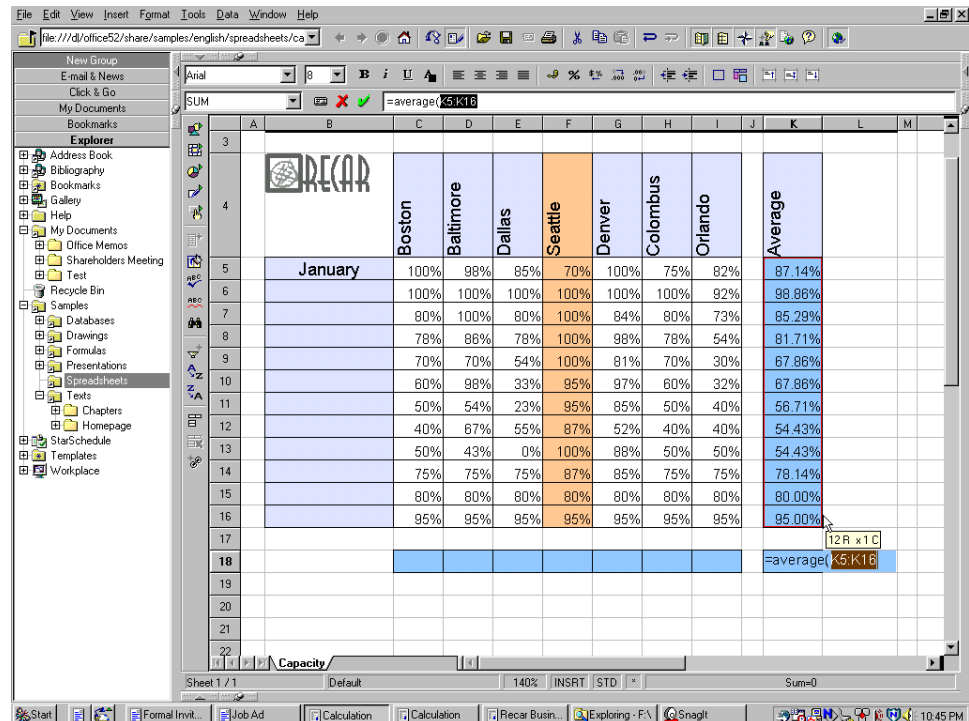
To calculate the average of the values in a column (for example, K5 to K16), do the following:

1. Enter =average( in the Input box of the Formula toolbar.

Notice how the Sum and Function (=) buttons give way to the red Cancel and green Accept button when you click in the Formula input box.

2. Select cells K5 through K16.

The Formula toolbar (located below the Calc Object toolbar) makes it easy to enter, cancel, and accept formulas.



3. Press Enter.

In this example, StarOffice Calc calculates the average as 75.62 percent.



For similarly quick-and-easy entry of functions, you can also use the Function AutoPilot, which is accessed by clicking the Function AutoPilot button on the Formula toolbar.

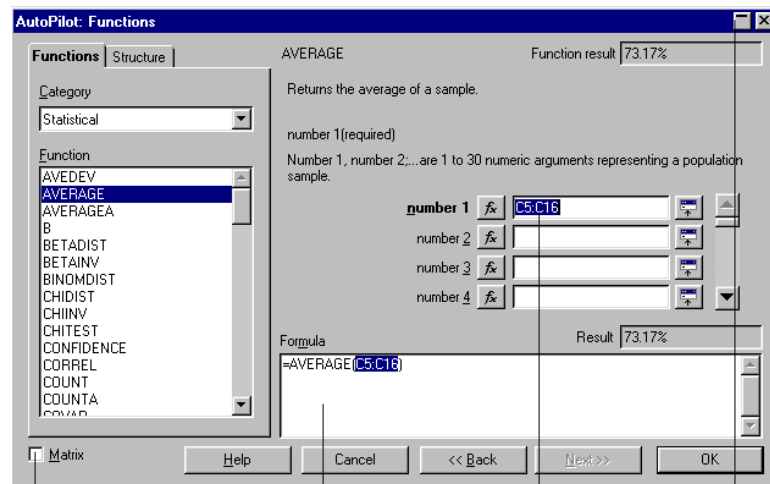
The Function AutoPilot lists all available functions for spreadsheet documents, organized by category, including matrix, statistical, and logical functions.

For example, to calculate the average of the values in columns C through I using the Function AutoPilot, follow these steps:

1. Select the cell that shall contain the average value of the first column (here: C18), then click the Function AutoPilot icon on the Formula toolbar.
2. Select Statistical from the Category drop-down list box; from the Function list box select Average, then click Next to assign arguments to your function.
3. Click the Roll Up button on the Function AutoPilot title bar to minimize the Function AutoPilot, select Cells C5 through C16, then click the Drop Down button to return to the Function AutoPilot.
4. The Function AutoPilot now shows the range of the selected cells as arguments of the Average formula.
5. Click OK.

The program enters the average of the values (here: 73 percent) in the selected column (C5-C16) into the originally selected cell (in this example, C18).

The Function AutoPilot contains all 247 StarOffice Calc functions, organized by category. Use it to create formulas and preview the results before inserting them (Functions tab), or to analyze or modify an existing formula (Structure tab).



Click to work with array functions and formulas

Formula input

Argument input

Roll Up/Drop Down

To apply the same formula to the other columns (in this example, cells D18 through I18), click the Fill handle (the small dark rectangle) in the lower right corner of cell C18 and drag to the right to select all cells up to cell I18. That's it.

The StarOffice Calc Autofill function makes it easy to complete data series.

	Boston	Baltimore	Dallas	Seattle	Denver	Colombus	Orlando	Average
January	100%	98%	85%	70%	100%	75%	82%	87.14%
February	100%	100%	100%	100%	100%	100%	92%	98.88%
March	80%	100%	80%	100%	84%	80%	73%	85.29%
April	78%	86%	78%	100%	98%	78%	54%	81.71%
May	70%	70%	54%	100%	81%	70%	30%	67.86%
June	60%	98%	33%	95%	97%	60%	32%	67.86%
July	50%	54%	23%	95%	85%	50%	40%	56.71%
August	40%	67%	55%	87%	52%	40%	40%	54.43%
September	50%	43%	0%	100%	88%	50%	50%	54.43%
October	75%	75%	75%	87%	85%	75%	75%	78.14%
November	80%	80%	80%	80%	80%	80%	80%	80.00%
December	95%	95%	95%	95%	95%	95%	95%	95.00%
	73%	81%	63%	92%	87%	71%	62%	75.62%

Likewise, you could click in cell B5 (January) and drag the Fill handle to fill in the missing names for February through December on the left-hand side of the sample spreadsheet.

### Formatting Tables

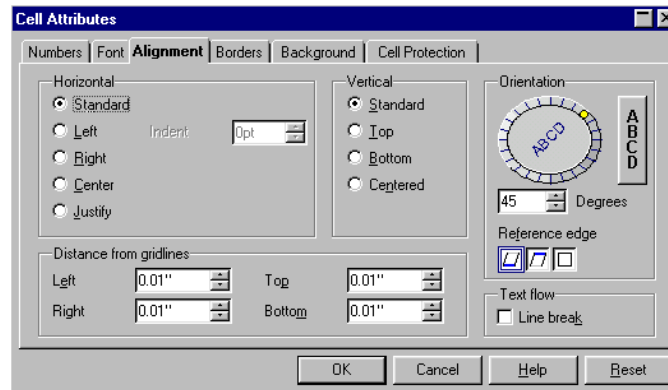
Formatting the appearance and readability of tables is easy. For example, if you wanted to fine-tune the overall appearance of the sample table, you could make the city column headers (C4 through K4) easier to read by rotating them about 45 degrees to the left:

1. Select cells C4 through K4, then select Default from the context menu to cancel any special current cell attributes.

As elsewhere in StarOffice software, using context menus is the key to working smarter.

	Boston	Baltimore	Dallas	Seattle	Denver	Colombus	Orlando	Average
January	100%	98%	85%	70%	100%	75%	82%	87.14%
February	100%	100%	100%	100%	100%	100%	92%	98.88%
March	80%	100%	80%	100%	84%	80%	73%	85.29%
April	78%	86%	78%	100%	98%	78%	54%	81.71%
May	70%	70%	54%	100%	81%	70%	30%	67.86%
June	60%	98%	33%	95%	97%	60%	32%	67.86%
July	50%	54%	23%	95%	85%	50%	40%	56.71%
August	40%	67%	55%	87%	52%	40%	40%	54.43%

2. Select Format Cells from the context menu to open the Cell Attributes dialog box.
3. Click the Alignment tab, then use the rotation wheel in the Orientation area to twirl the city names, or enter 45 in the Degrees spin box.

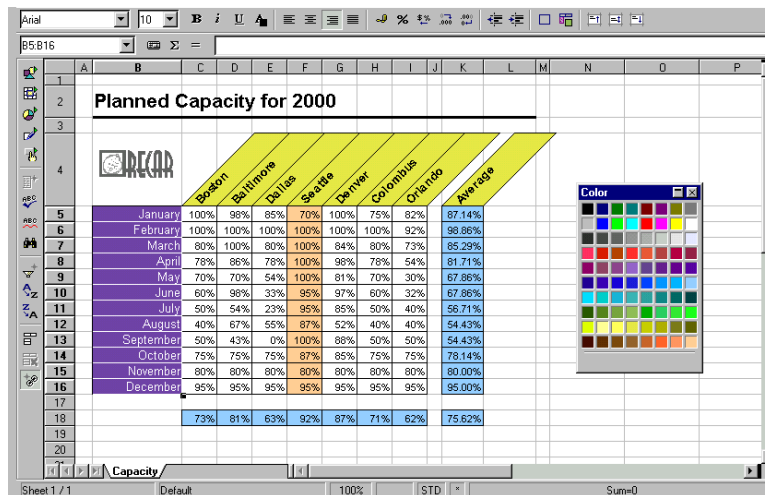


You can use the same dialog box to change the font, background, or border style of selected cells.

**T** If you ever feel overwhelmed by too many options, click the Help button.  
**I** The Help Agent provides context-sensitive help for each selection you  
**P** make. If it ever gets in your way, click the Roll-up button on its title bar and move it elsewhere on your desktop.

4. Click OK to see the results.

StarOffice software makes changing the attributes and appearance of objects a snap. Notice the floating Color window which has been torn off the Table Object toolbar and placed in a convenient position for quickly changing the background color of selected cells.



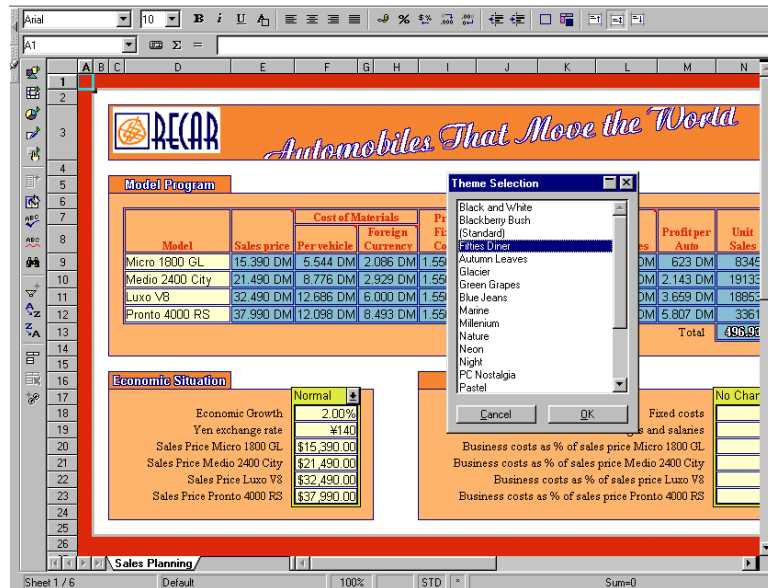
**T** When creating tables in text documents, you can define the table's  
**I** appearance before entering data. Simply select Insert > Table and click  
**P** the AutoFormat button for more quick-and-easy table formatting options.





Curious what your spreadsheet might look like with a different design? The vertical Main toolbar includes the Choose Themes button, which gives you one-click access to a series of design themes. Simply select the desired theme from the Theme Selection dialog box; StarOffice Calc offers you a preview of the selected theme in real time.

The new Choose Themes button provides one-click access to a series of design themes.

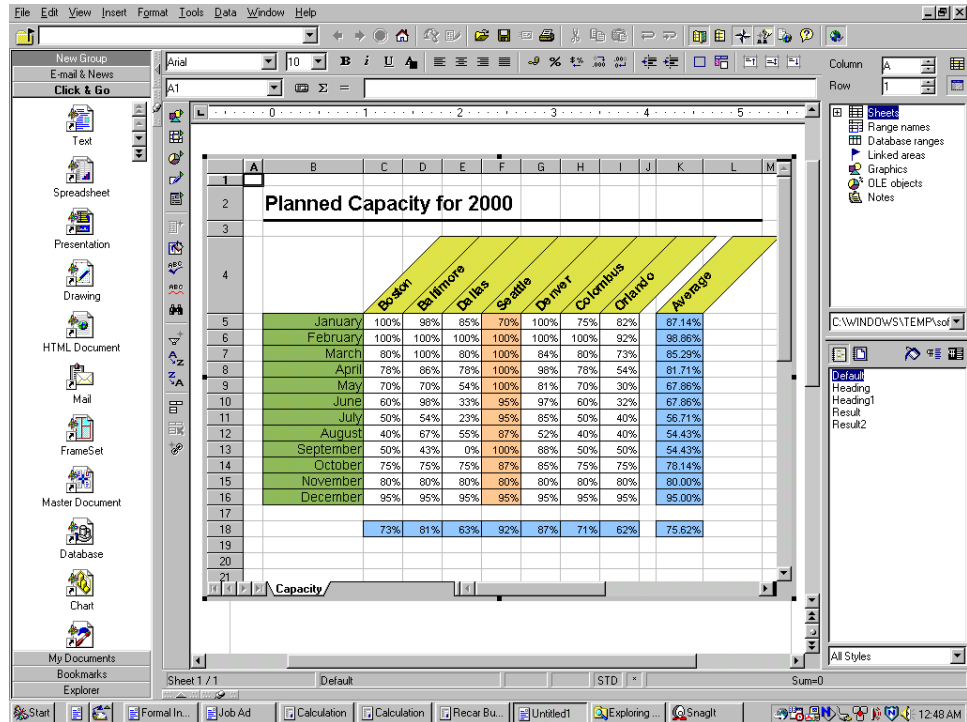


### Inserting Data as OLE Objects or DDE Links

Spreadsheet tables can be easily inserted as OLE objects or as DDE (Dynamic Data Exchange) links into other StarOffice document types. For example, to insert a spreadsheet table as an OLE object into a text document, you:

1. Select the entire table (here: cells A1 through M20).
2. Press Ctrl+C to copy the selected cells to the clipboard (Microsoft Windows) or the general purpose buffer (Linux).
3. Switch to the text document and place your cursor where you would like to insert the table.
4. Press Ctrl+V or select Edit > Paste Special from the menu bar.  
A dialog box appears.
5. Select the Spreadsheet entry and click OK.

When you insert a spreadsheet table in your text document, you can edit it using the same functions and tools that you used to create the table in StarOffice Calc.



Once a spreadsheet table is inserted in your text document, you can edit it using the same functions and tools that were at your disposal while you were working on the table in the spreadsheet document. All you have to do is double-click the object in your text document. (Notice the different toolbars and context menus that appear after selecting the inserted object.) To exit the table edit mode, click anywhere outside the table.

To insert the table as a DDE link, follow the same steps as if you were inserting an OLE object:

1. Select the table, then press Ctrl+C.
2. Switch to the other document, and then select Edit > Paste Special.
3. In the Paste Special dialog box, select DDE link to insert the table.

Due to the nature of DDE linking, you will lose all special table formatting in exchange for up-to-date information — any changes you make in the original table will be reflected in the inserted table.

### Converting Data into Informative Charts

StarOffice software also includes StarOffice Chart, an efficient tool for presenting complex data in visually impressive ways such as 3-D charts, or simple pie, bar, and line diagrams.

For example, to create a chart that reflects the profit calculations of Recar Corporation's new line of automobiles by model in chart form:

1. Open the Recar-Scenarios spreadsheet located in the Samples > Spreadsheets folder.
2. Select Tools > Protect Document > Sheet so you can make changes to the protected document.
3. Select cells D9 through D12, then press Ctrl and continue to select J9 and J12.

Model	Sales price	Per vehicle	Currency	Foreign	Prop. Fixed Costs	Business Expenses % of Sales	Amount per Auto	Sales Expenses	Profit per Auto	Unit Sales	Profit
Micro 1800 GL	\$10,490	\$5,590	\$1,888	\$1,890	1.5%	\$247	\$5,470	\$1,620	111130	\$181,449,409	
Medio 2400 City	\$25,990	\$8,890	\$2,640	\$1,890	2.5%	\$950	\$5,017	\$9,255	107570	\$1,043,683,654	
Luxo V8	\$37,990	\$12,211	\$5,418	\$1,890	4.0%	\$1,520	\$7,698	\$9,652	102900	\$1,609,004,447	
Pronto 4000 RS	\$44,900	\$12,218	\$7,871	\$1,890	7.8%	\$3,502	\$8,388	\$11,461	39120	\$49,420,737	
Total										480,735	\$3,075,831,360



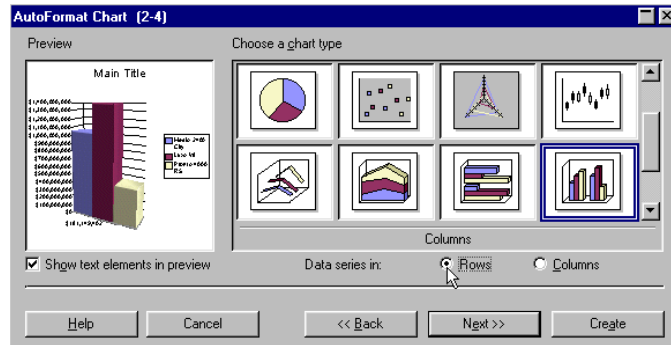
4. Click the Insert Objects icon on the vertical Main toolbar (third button from the top), select Insert Chart, then click and drag anywhere in your spreadsheet to delineate an area for your chart.

StarOffice automatically starts the AutoFormat Chart AutoPilot that guides you through the chart creation process in four easy steps:

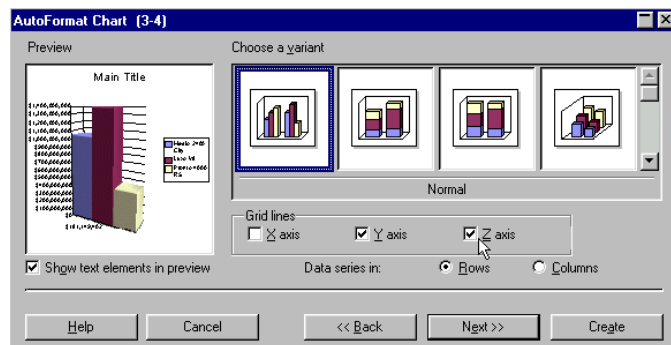
1. First, you are given the option to make any necessary adjustments to the range of your selection.

2. Click Next to select a chart type (for example, 3-D Columns). StarOffice provides more than ten blueprints, including bar, pie, and 3-D charts. Also be

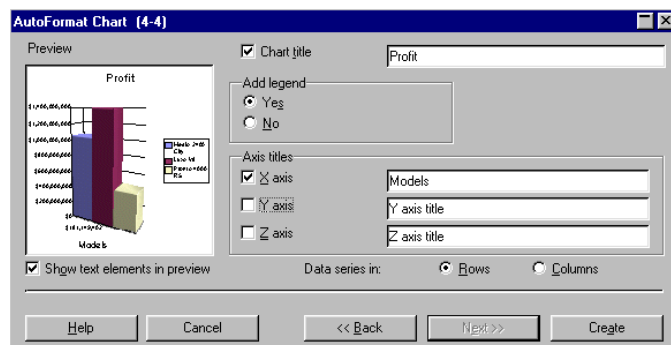
sure to select the Data series in Rows option.



3. Click Next and select the Z axis check box in addition to the Y axis check box.



4. Click Next to enter a title for the chart (for example, Profit) and specify whether the chart should have a legend. Be sure the Data series in Rows option is selected.

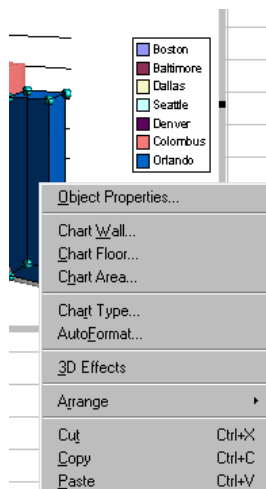
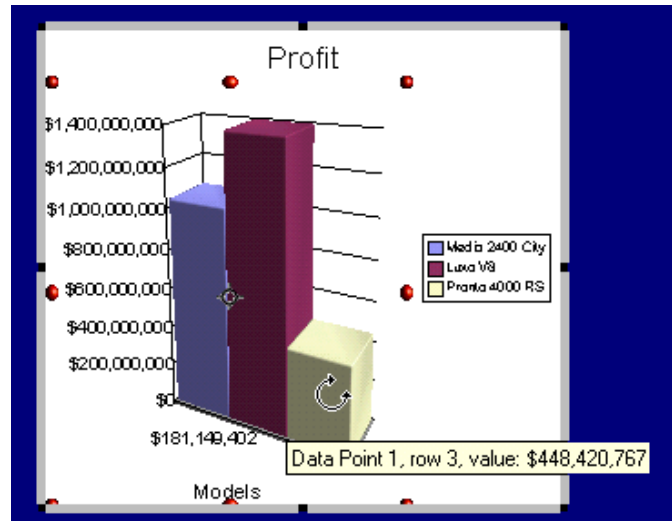


5. Click Create and save your document.

If you want to make additional adjustments to the appearance of your chart, simply double-click the chart to switch into the chart editing mode.

When in editing mode, click just below the bars to select the entire chart, then rotate it by grabbing the surrounding rotation handles that delineate the invisible bounding box of the object.

Use the Tip Help or the Extended Tip Help item on the Help menu to reveal details about a specific chart object when you move your mouse pointer over it.



To change the appearance of individual bars, click the bar you want to change and use the context menu to make the desired changes. Alternatively, you can double-click the object to open its Properties dialog box, then fine-tune its appearance (for example, change the fill color or add a gradient). To exit the editing mode, click anywhere inside your spreadsheet.

**T**  
**I**  
**P** StarOffice Chart 5.2 software also enables you to insert a duplicate X axis at the top of your chart. Simply select the Secondary X-Axis check box in the Insert > Axis dialog box. Using this new feature, you can create "boxed" XY charts that make it easier to interpret your chart by surrounding it with axes on all four sides. When using boxed XY charts, you can also define a different scale for the secondary axis.

## Using Presentations and Graphics

The StarOffice Impress application enables you to quickly create impressive presentations. Special effects and vector graphics tools enable you to create stunning animations and sound effects. Graphics tools include flow chart-style shapes, and an AutoPilot steps you through the process of creating Web-based slide shows. With the predefined presentation layouts, you can focus on your message, instead of on the visual details or looks of your presentation — the program takes care of that for you.

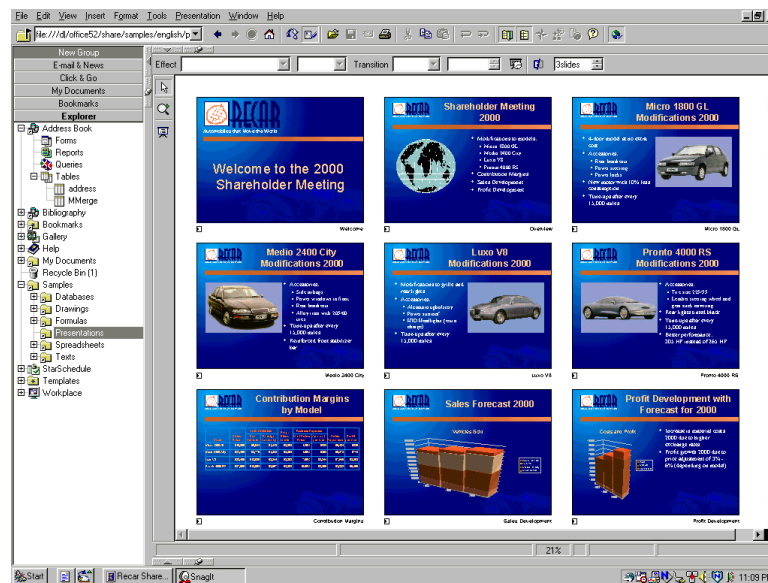
### Organizing Presentations in Slide Sort View

To familiarize yourself with StarOffice Impress software:

1. Open the RecarShareholderMeeting presentation document, located in the Samples > Presentations folder, using the Explorer (set to display in Hierarchical view) and Beamer.
2. Click the Slide Sort View button located above the scroll bar.



Using this type of master view, you can see thumbnail previews of all the slides in your presentation so you can check their layout and sequence.



3. Click and drag the second slide in the first row to the right and drop it after the Micro 1800 GL slide.
4. To cancel your move, press Ctrl+Z, or click the Undo button on the Function toolbar.



### Editing Presentations in Drawing View

To change the text and structure of any given slide:

1. Select a slide (for example, the opening slide).
2. Click the Drawing View button above the scroll bar.



The drawing master view enables you to incorporate and edit text and graphics on your slides..



When you're in drawing view, StarOffice Impress looks virtually identical to StarOffice Draw. You have access to the same tools as in StarOffice Draw, plus some presentation-specific tools such as the Effects, Interaction, and Animation tools you'll find in the lower part of the vertical Main toolbar.

3. Click the Welcome text.

You'll see a gray box around the text area, with your blinking cursor inside it. You can now make any text and text attribute changes, using the context menu and Object toolbar.

### Structuring Presentations in Outline View

To develop, organize, and edit the content of your presentation:

1. Click the Outline View button.



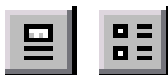
This helps you develop and organize the content of your presentation. Using this view — which is comparable to the Headings outline view in the StarOffice Writer Navigator — you can create the skeleton of your presentation. You may move and format the headings and other information by using the buttons on the Object toolbar.



Again, all you need to do is click in the desired text area, then start editing the text as if it were part of a word processing document — the tools you need are only a mouse-click away on the Text Object toolbar and the context menu.

You may also use this view for global search and replace operations (press Ctrl+F, or select Edit > Search and Replace).

2. If the Preview item is enabled in the View menu, you'll see a small Preview window that enables you to check your edits against the actual slide.



In addition to these master views, you can also use the Notes view button, which enables you to prepare speaker notes, or switch to the Handout view button to create printouts of your presentation for your audience.

### Adding New Slides



When adding new slides, you want to make sure that the basic design corresponds to the design of the adjacent slides (note that in the Recar presentation only the first slide has a different design, like the title page of a text document or book).

To add a new slide:

1. Switch to Drawing view and right-click any tab at the bottom of your view.
2. Select Insert Slide from the context menu (for example, Title Only).

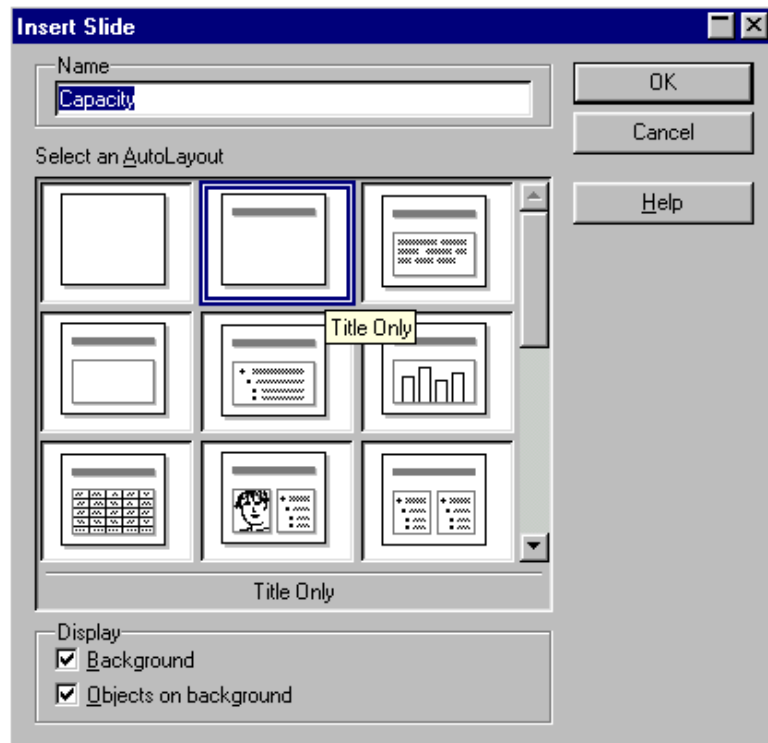
Using the Insert Slide dialog box, enter a name for the slide and select a layout ( for example, Title Only).

When the Tips item on the Help menu is selected, you'll see a pop-up Tip that tells you the name of the layout as you move your mouse pointer over the various designs.

3. Click OK.



Inserting slides in an existing presentation is as easy as selecting the Insert Slide command from the presentation box or the context menu of the adjacent slide.



To add content to a new slide, click the placeholder text box and add a new title (for example, Profit). When finished, save the presentation by pressing Ctrl+S or clicking the Save button on the Function toolbar.

**N**  
**O**  
**T**  
**E** Using the StarOffice presentation and drawing modules, you can also create multilayered drawings; add color, text, or textures to your shapes and 3-D objects; and design interactive organizational charts and technical drawings. In general, you can do everything in Draw, the StarOffice vector drawing module, that you can do in Impress except create and run a slide show. Have a closer look at the vertical Main Toolbar to explore your options.

### Importing Objects

Your new slide is supposed to contain the Profit chart of Recar Corporation's new line of automobiles.

To add this chart to your presentation:

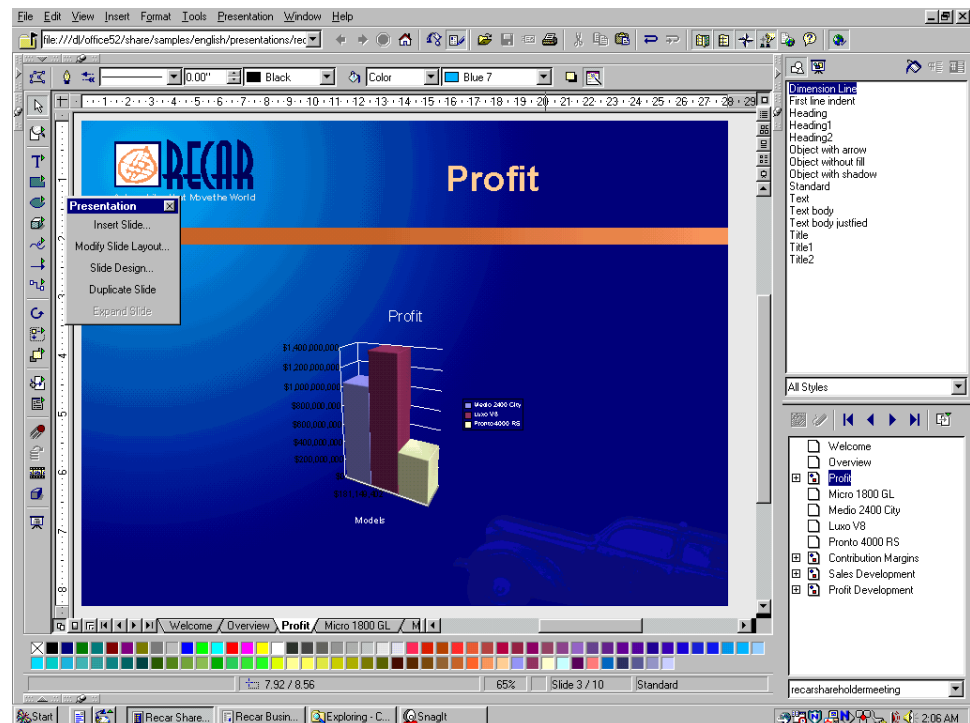
1. Switch back to the Recar-Scenarios spreadsheet.
2. Select the Profit chart and press Ctrl+C, or click the Copy button on the Function toolbar. Switch to your presentation document by pressing the proper button on the Task toolbar, then press Ctrl+V or click the Paste button on the Function toolbar to insert the chart into your new slide, Profit.

Now click and drag to position and resize the chart as desired, using the green sizing handles. If you want to make additional changes to the appearance of the chart, simply double-click the chart and use the context menu to explore your options — they are the same as in the spreadsheet document.

For example, you may want to set the area behind the chart to invisible (instead of white) so that the slide background is not covered:

1. Select Chart Area from the context menu.
2. Click the Area tab and select Invisible.

Importing objects into your presentation is as easy as using the copy and paste shortcut keys and commands.



To enhance readability, you may also want to change the color of your grid, title, and legend from black to white:

1. Select Title > All Titles from the context menu.
2. Click the Character tab and select White from the Color drop-down list box.

Do the same for the legend, axis, and grid.

To modify your data, select View > Chart data from the menu bar.

Next, you may want to change the order of the slides. So you switch back to the Slide Sort View. Your new slide, Profit, is supposed to appear before the Sales Forecast 2000 slide. Simply select it and drag it from its current position to the new position. To delete slides, simply select the unwanted slide and choose Delete Slide from the context menu.

### Assign Captivating Special Effects



To preview the presentation, click the Presentation icon on the Main Toolbar. With each mouse-click, you'll advance one slide, complete with special transition effects that had been assigned when the presentation was originally created. For the new slide to blend in, you may add a transition effect in Slide Sort View.

When you look at your slide, you'll notice that with the exception of the newest slide, they all have a small icon in the lower left corner. When you click this icon, you can preview the effects that have been assigned to the selected slide.



Assigning an effect to your new slide is easy, because all the tools you need are available on the Presentation Object toolbar. For example, select Dissolve from the Effects drop-down list on the left; from the adjacent Transition Speed drop-down list box select Medium.

### Time Your Presentation Perfectly

When you're producing a slide show, one of the hardest decisions to make is how long a slide will be displayed onscreen. After all, some slides contain more information than others, so they deserve more time onscreen.

In StarOffice software, you can set the timing for each slide individually using the Rehearse Timing feature. This feature enables you to rehearse your slide show in real time, while defining the time each slide will be shown onscreen:



1. Click the Rehearse Timing button on the Object toolbar.

Your presentation momentarily changes to the Slide Show mode, and a small timer appears in the lower left corner of your screen.



2. Read the content of the slide at normal speed.
3. When finished, click the timer to advance to the next slide, and so on.

At the end of the slide show, the program automatically exits the Slide Show mode and returns to the Slide Sort View. At this point, you may want to save your presentation before continuing with the next task.

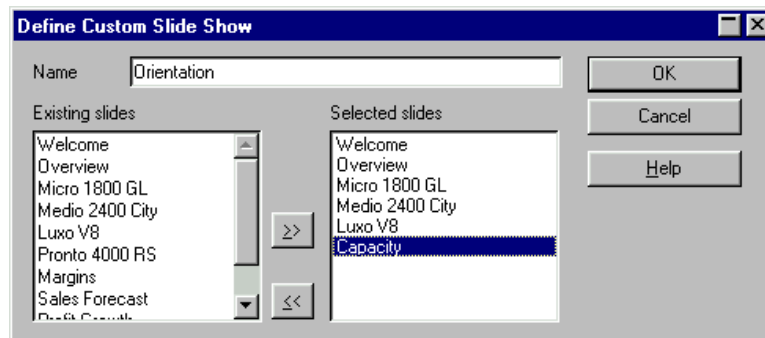
### Create Custom Slide Shows

You're finished with your presentation for the sales managers' meeting. Now you want to create a similar, shorter presentation for a new employee orientation meeting to give them a quick overview of your company's product line. Instead of selecting the unwanted slides, deleting them, and then saving the presentation under a new name, use the Custom Slide Show item from the Presentation menu to make on-the-fly adjustments to your existing presentation.

To customize your slide show:

1. Click New in the Custom Slide Shows dialog.
2. Use the Define Custom Slide Show dialog box to assign a name to your alternate presentation and select the slides you want to include in the new presentation.
3. When finished, click OK to return to the Custom Slide Shows dialog.

Using the Custom Slide Show feature, you can vary the same presentation for different audiences.



Since each custom presentation is saved with the current document, it's easy to start any given show — simply select the desired show in the Custom Slide Show dialog and click Start.

If you click the Use Custom Slide Show option at the bottom left of the Custom Slide Shows dialog box, the currently selected custom show will automatically start the next time you click the Start Slide Show button on the main toolbar or press Ctrl+F2. Otherwise, the program will automatically start the original presentation.

Close the Custom Slide Shows dialog box and press Ctrl+F2 to preview your presentation one more time, then close the presentation. (To exit the preview at any time, press the Esc key.)

Next, we'll show you how to spread the word about your company and yourself.

## Collaborate with Anyone, Anywhere, Any Time

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StarOffice software is designed with today's networked world in mind — whether you're a single user connecting via an Internet service provider (ISP) or an organization with a local area network (LAN) or intranet. If you think StarOffice software makes it easier for single users to manage files and be productive and creative, you should see what it does in a teamwork environment. Once you start using StarOffice software on a LAN or intranet, you'll fully appreciate the power and efficiency of the integrated desktop.

For example, you can automatically download e-mail from your server, browse the Web, send a draft document as e-mail to a client, and synchronize your schedule with colleagues on a shared StarOffice Schedule calendar.

Using StarOffice, you can also perform a number of Net-related tasks as you work with your documents. You can easily insert hyperlinks that enable you to jump between StarOffice (and other) documents, or to documents on an intranet or the World Wide Web. You can also save text and spreadsheets as HTML files, and use the HTML Export Wizard to quickly save complex drawing and presentation documents for online display — ready for inclusion on corporate intranet or Web sites without writing one line of HTML code. Finally, using the Web Page AutoPilot wizard, you can create professional Web pages on the fly. Then, you can fine-tune them using the program's built-in WYSIWYG Web page editor (which also doubles as an easy-to-use HTML source code editor).

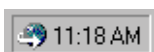
### Connect, Communicate, and Collaborate Effectively

Successful information management is vital to your success in today's competitive business environment. In the age of multinational corporations and home offices, communicating effectively online can make or break your business. StarOffice gives you all the messaging and groupware tools you need to help organize information and improve collaboration across your business. Using StarOffice Schedule, Mail, and News, you can schedule meetings, track appointments and action items, send and receive e-mail, and subscribe to your favorite newsgroups.

#### Schedule Meetings and Track Action Items

StarOffice includes a powerful event planner and task management tool that enables you to manage your schedule, set automatic reminders for upcoming events, and plan projects from your desktop. Although you can use this tool just to keep track of your personal schedule, its power is revealed when it is used on a network (with Schedule Server), where you can schedule e-mails to be sent automatically to all members of a mailing list and keep track of project team or department schedules while making the schedule available to all team members.

Part of the beauty of the program's event planner is its simplicity — no more bloated, cluttered desktop calendars, just a clean, intuitive interface. Open StarSchedule in the Explorer group and double-click Tasks; a task list opens. Add your tasks, and they automatically appear when you open the Events calendar (by double-clicking the time



display in the StarOffice Task toolbar's system tray). You can then drag and drop tasks onto the calendar. If you click a date on the overview calendar to the right, your Events page automatically changes to match the selected date. (For details on using the StarOffice event planner and task manager, see "Keep Track of Your Schedule and Get Organized" on page 23.)

### Share Events and Tasks

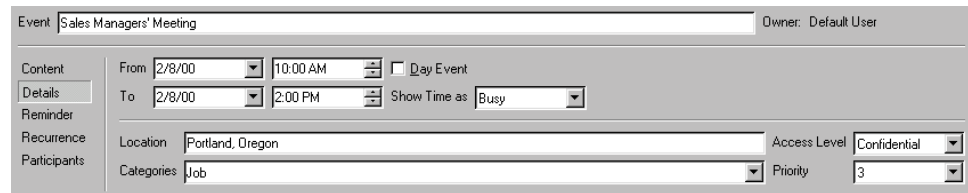
If you're using the event planner and task manager in a network or multiuser environment, you can also control the access rights to your schedule by setting the access level as Public, Confidential, or Private in the Details view at the bottom of the Event view:

Public means all users can access the event or task.

Confidential means general users see only the start and end times of the event.

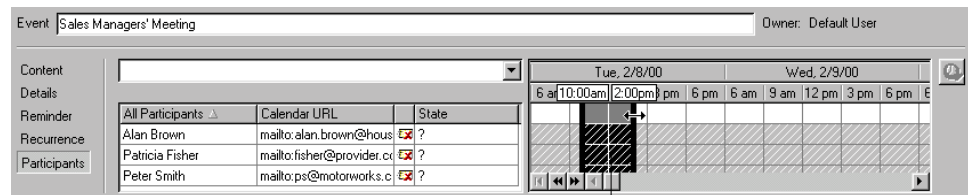
Private means only those users you have previously identified as designates can read or modify your schedule and access any event-related documents. You can specify designates in the User Properties dialog box of your StarOffice Schedule server.

When using the StarOffice event planner and task manager on a network, you can control the access rights to your schedule.



Furthermore, you can use the Participants view to coordinate the schedules of selected participants for any given time. To notify participants automatically of an upcoming event or changes to it, click the drop-down arrow to the right of the participant's e-mail address and select your option.

Use the Participants view to coordinate the schedules of event participants.



Coordinate the schedule of participants in your event

Using the StarOffice event planner and task manager, you can also quickly notify others of upcoming events or assign an action item to a staff member. Simply right-click the event or task you want to share, and select Send Event as E-mail or Send Task as E-mail from the context menu. StarOffice automatically opens a mail document that contains all the pertinent information, including place, priorities, category and

participants.

### Send and Receive E-Mail

The StarOffice 5.2 suite makes it easy to create and send e-mails with attachments to multiple recipients.

**N** StarOffice software enables you to send and receive mail from multiple e-mail accounts. To create additional Inboxes, one for each additional account, right-click in the E-Mail & News group, select the proper e-mail protocol (POP3, VIM, or IMAP) from the New submenu of the context menu, and fill in the necessary details.

To send a new e-mail:

1. Select Start > Mail, or click the Mail item in the Click & Go group.  
A new task window opens that is split into a header pane (top) and composition pane (bottom).
2. Using the header pane, select your sending option (To, Copy, Blind Copy, Newsgroup, Follow Up, Reply To).
3. Enter the recipient's e-mail and press Enter.

When entering an e-mail address you can start typing the first letter of the recipient's e-mail address. If it is included in your StarOffice Address book, the program automatically completes the closest match to the letters entered. If several e-mail addresses start with the same letter, enter the second letter to lower your choices or press the up or down arrow keys to limit your choices.



Alternatively, you can also click the Address Book button on the Mail Object toolbar, then click and drag the recipient's e-mail from the Beamer Address Book to the E-mail Header pane.

4. (Optional) Repeat steps 2 and 3 for additional recipients and sending options.
5. Select the outgoing mail protocol (SMTP, VIM, or NNTP) if different from the default.
6. (Optional) Select any additional formats (HTML, RTF, or StarOffice) in which you want the message sent on the Formats tab.

By default, the program automatically sends every message in ASCII format.

7. (Optional) Add attachments on the Attachments tab.

You can drag attachments from the Explorer or the Beamer and drop them on the Attachments tab. Or, you can select Attach File from the tab's context menu and use the Open dialog to browse for the attachment(s).

8. (Optional) Set the message priority on the Extras tab.
9. Using the composition pane, type your message.

Notice that the moment you click inside the composition pane, a range of common desktop text tools appear at your fingertips. Also, the Text Object toolbar appears in place of the Mail Object toolbar, which is still available — just click the button with the black arrow on the far right of the Object toolbar.



10. Click the Send Message button on the Function or Object toolbars to send your message.

The key to using e-mail in StarOffice software is realizing that the available tools change depending on whether your cursor is in the e-mail header pane or the composition pane.

Select your sending options

Enter the recipient's e-mail address and press Enter

Drag and drop files from the Beamer to add attachments

Select the correct outgoing mail protocol when sending e-mail from a second account

Select additional e-mail formats and priority

Header pane

Composition pane



Checking your e-mail is particularly easy when you set the E-mail & News group to display in Hierarchical view. All you have to do is right-click your Inbox and select Update from the context menu. If StarOffice software is running in online mode, the program logs on your mail server and checks for new mail. If you have mail (or unread messages), your Inbox appears in bold with two numbers in parentheses next to its name. The number on the left is the total number of unread messages; the number on the right indicates the total number of messages currently stored in your Inbox. To check automatically for new mail, select Update on Open from the Inbox context menu or, if you want to check for new mail at certain intervals, select Properties and fill in the details on the Contents tab.



### Manage Your Contacts with the StarOffice Address Book

The integrated StarOffice Address Book makes it easy to store and retrieve e-mail addresses.

To add an e-mail address to your address book:

1. Make sure the header details window in your Inbox, Outbox, or newsreader is open.
2. Right-click the address you want to add in the Header details pane (center-right).
3. Select Add to Address Book from the context menu.

StarOffice displays a message when the address has been added successfully.



You can also add contact information directly using the Address Book dialog. To open the Address Book dialog, select Edit > Address Book or click the Show Address Book button on the Mail Object toolbar.

To retrieve single addresses, you can:

Open the address table (located in the Explorer group) in the Beamer. Drag the address and drop it in the text box of your mail task (or any other document for that matter).

Use the Address Book dialog to locate an address, then insert it by clicking the AutoMail button.

Start typing the name or e-mail address of the recipient in the address text box. Using the AutoComplete feature, StarOffice will automatically complete your entry if it can find a corresponding entry in the Address Book.

The StarOffice Address Book dialog makes it easy to insert addresses into documents, send mail to single users, and search for addresses.

Send e-mail to current contact

Search the address book or Internet directories

Add new contact

Use this button to drag the current record into a text document or spreadsheet

You can minimize the Address Book dialog box by clicking the Roll Up button in the upper right corner of the dialog box.

### Mail (or Fax) Documents from Your Desktop

Besides sharing your documents by saving them to a common server and posting them on your company intranet, you can also e-mail copies of documents (or Web pages that you are currently viewing) from your desktop. Simply select File > Send > Document as E-mail, then specify if you want to send it as attachment or in the body of the e-mail.

**T**  
**I**  
**P** For quick fax service, you can add a Fax button to the Function toolbar. Simply choose Visible Buttons from the Function toolbar context menu, then select Print Default Fax.

### Subscribe to Newsgroups

The process of creating a news account Inbox is very similar to creating an e-mail account Inbox:

1. Be sure that StarOffice software is running in online mode (the Internet Online/Offline button on the Function toolbar appears pressed).
2. Select New > News from the E-Mail & News group context menu.
3. Using the Receive tab of the Properties of News dialog box, fill in the name of your news server, as well as your user name and password.
4. Select the newsgroups that you are interested in from the Subscribe tab of the Properties of News dialog box.

Updating your newsgroups or responding to postings is the same as if you were checking your e-mail or responding to incoming e-mail messages.

### Share Files and Folders on a Network

StarOffice comes with a series of features that help network users keep track of shared files and folders. If you want to keep your desktop free of clutter and manage your time more efficiently — especially in a teamwork environment — use the file and folder properties dialog boxes.

Setting the properties of selected files, you can enter a title, keywords, and other terms to speed search and retrieval for documents.

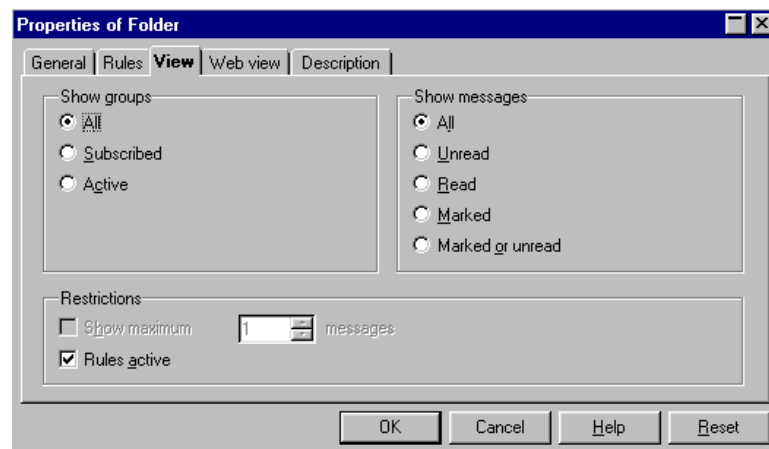
Setting the properties of selected folders in StarOffice, you can define how the contents of the selected folder are displayed. For example, you can:

- Display only unread documents in a folder of old and new versions that must be stored together.

- Automatically create backup copies of documents on a designated drive at regular intervals.

- Set your mail Inbox to automatically place links to incoming e-mails with the same subject header in a project folder, so all related e-mails can be accessed from one convenient location.

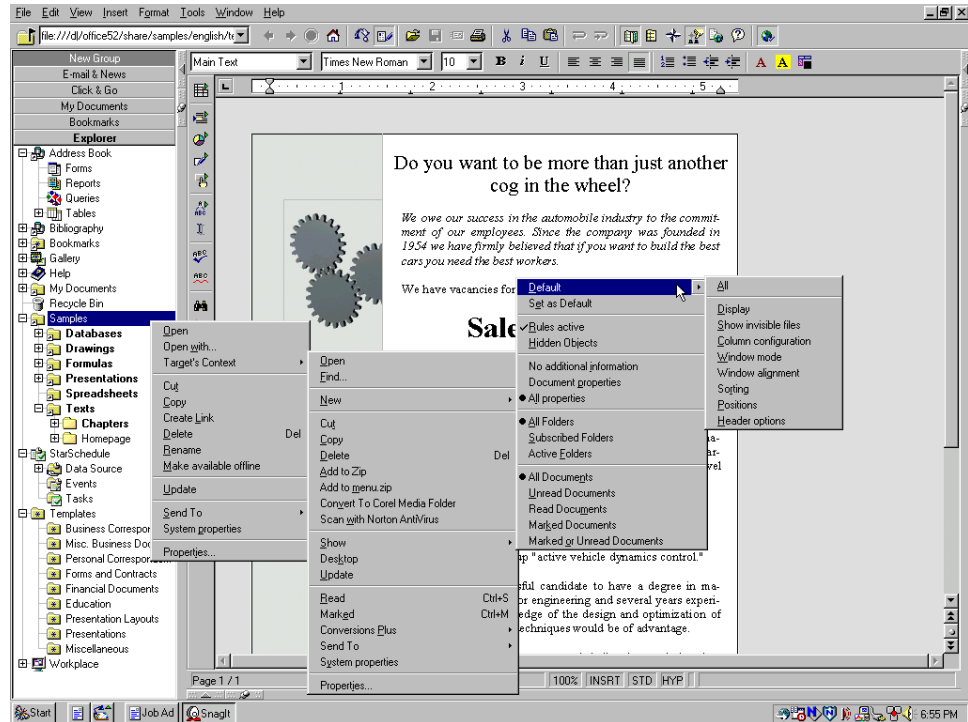
Setting the folder properties in StarOffice helps manage your files and time more efficiently when working in a team environment.



Setting folder properties is especially useful for your daily work in a networked or multiuser environment where you have to share folders and files with others. For example, you can subscribe to the folders you commonly visit, then select Show > Subscribed Groups from the context menu to specify how to view them.

After reading a file that is stored in a network folder, mark it as Read. If the view of this folder is marked as Unread, all files you already read will be hidden from your view. However, as soon as another person modifies a file in a shared folder or a shared file, it will automatically appear as "unread," so you will know that it has changed.

The Explorer context menu contains most of the commands you need to manage your folders and files efficiently. Your menu may appear slightly different if you have plug-ins installed on your system.



### Exchange and Review Documents without Hassle

StarOffice software not only enables you to share documents within a workgroup setting, but it also provides tools and functionality that enable you and your team members to work together on documents.

For example, StarOffice Writer, Calc, Impress, and Draw enable you to save different versions of the document to the same file, following these steps:

1. Select File > Versions to open the Versioning dialog box.
2. Click the Save New Version button.

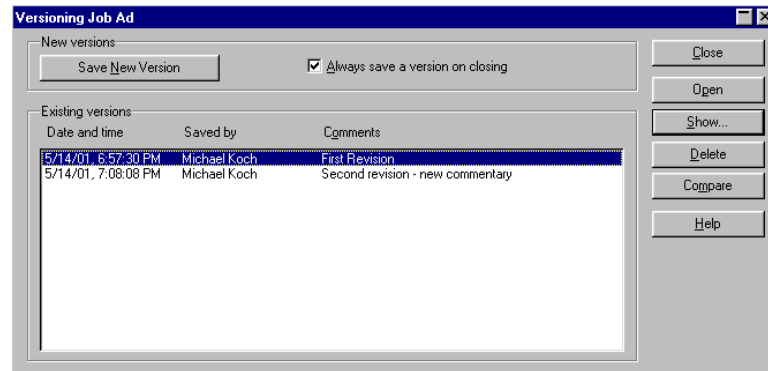
This calls the Insert version Comment dialog box, where you can enter additional comments regarding the current version.

3. Click OK to return to the Versioning dialog box and enter the current version of your document in the Existing Versions list box.

Each version is identified by the time and day it was saved and who saved it.

4. Click Close to exit the Versioning dialog box.

Using the Versioning dialog box, you can save and manage several versions of the same document.



When working on text documents and spreadsheets, you also have the option to insert notes about selected text and cells (choose Insert > Notes). You can see these comments by holding the mouse pointer over the text or cell in question. Using the Edit > Changes command options (revision marks or redlining feature), you can also show the additions and deletions made by each reviewer in different colors, then compare or merge the different versions of the same document. If necessary, you can even protect text or cell contents so multiple users can work on the same document without accidentally deleting valuable information.

## Create, Edit, and Update Your Web Pages from One Location

More and more companies are creating internal Web sites or posting internal data on a local Web site. Because of this increased use of the Web internally as well as externally, saving documents as HTML files is becoming increasingly important when sharing information in the business world.

StarOffice software's total integration makes working between your desktop and an intranet Web site extremely easy because there is no difference between your locally stored documents and documents you access from the company's server (or external Web servers). That's because many aspects of the product render access and communication across the Internet almost invisible. The Function toolbar at the top of the screen features browser controls that enable you to browse both the World Wide Web and your desktop and files. In the adjacent Load URL box, you can type an Internet address, or the location and name of a locally stored file, and press Enter to open the desired Web page or file on your StarOffice Desktop. And composing an e-mail is as easy as clicking the Send Message button on the Function toolbar.

### Create HTML Documents without Hassle

The first office suite to include HTML as a companion file format, StarOffice combines streamlined document creation with powerful Web functionality. The program comes with a host of easy-to-use Internet features that helps users create, convert, and publish HTML documents, including a powerful WYSIWYG and HTML source code editor. Since it is fully integrated with the rest of the StarOffice suite, you can easily

include text, data, and graphics from other StarOffice applications.

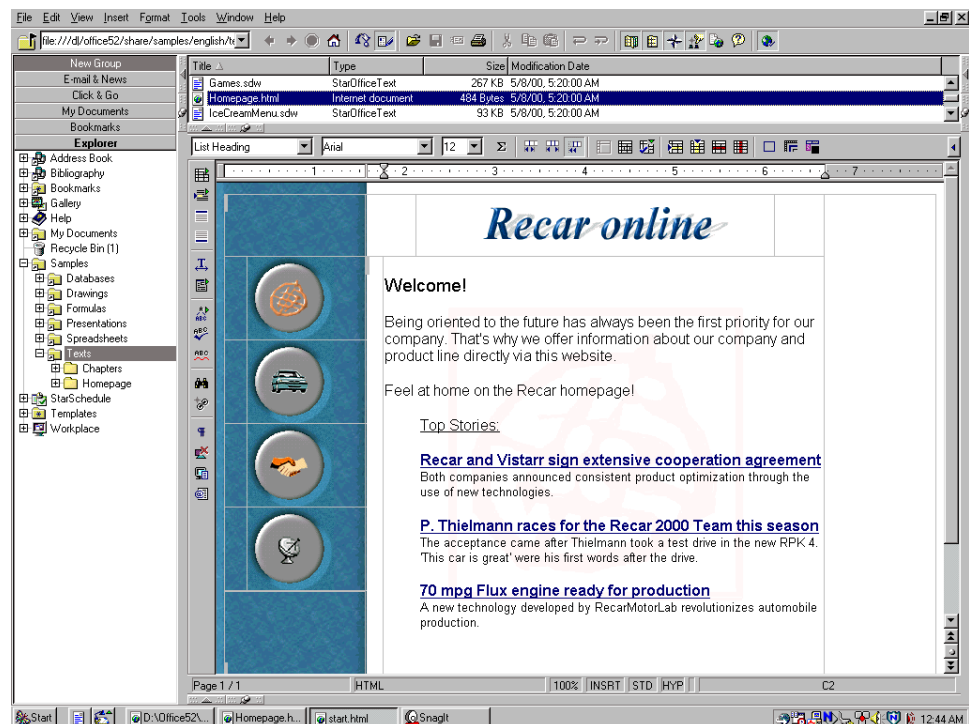
Creating a new Web or intranet page is easy. You can build a new HTML document from scratch, or you can convert an existing text, spreadsheet, drawing, or presentation document to HTML.

When creating a new HTML document, you have three options:

- Use the Web Page AutoPilot (File > AutoPilot > Web Page)
- Base your document on an existing template
- Start a document from scratch (File > New > HTML Document)

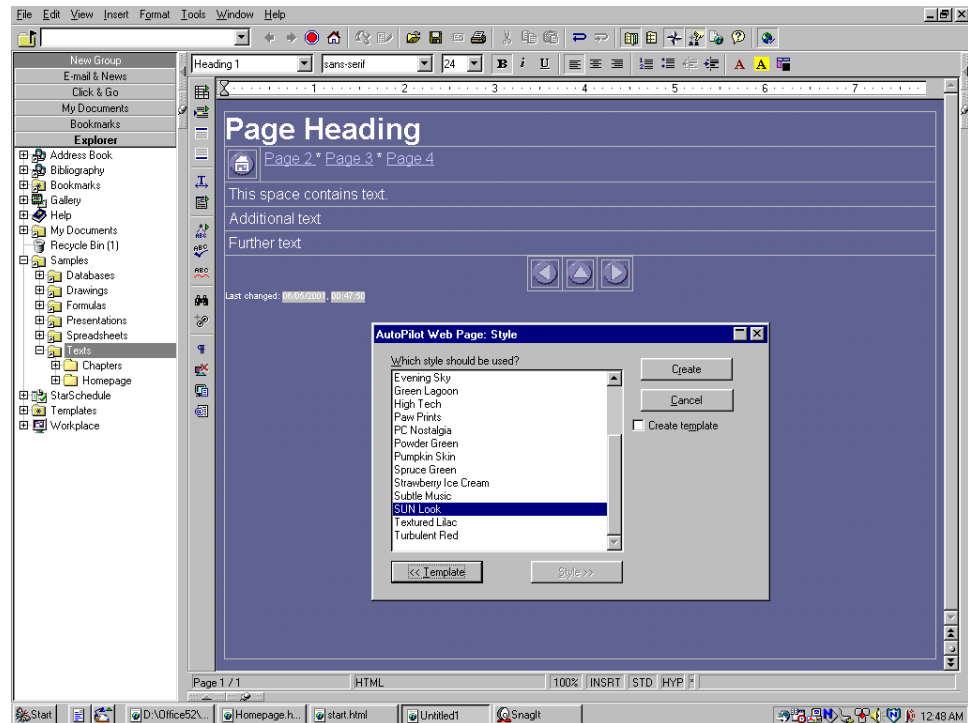
In each instance, StarOffice opens the new document in a task window that, with a few notable exceptions, resembles the task window of regular text documents. For example, the Web Object toolbar lacks the Justify button, because there is no equivalent HTML tag available for this function. The Main toolbar includes such Web-related features as the Insert Header, Insert Footer, Text Animation, Print Layout On/Off, and Show HTML Source buttons. However, the Draw, Insert Objects, and Direct Cursor buttons are gone.

Many aspects of StarOffice software render access and communication across the Internet almost invisible. StarOffice supports industry standards such as Internet protocols and services.



The Web Page AutoPilot features a host of new templates and styles for on-the-fly Web page design. When you save an HTML document that is created with the AutoPilot Web Page, the program automatically copies the graphics used in the design (such as navigational buttons, icons, and backgrounds) from the StarOffice Gallery to the folder that contains your saved document, and adjusts the existing links in the document.

For quick-and-easy Web page solutions, select File > AutoPilot > Web Page.



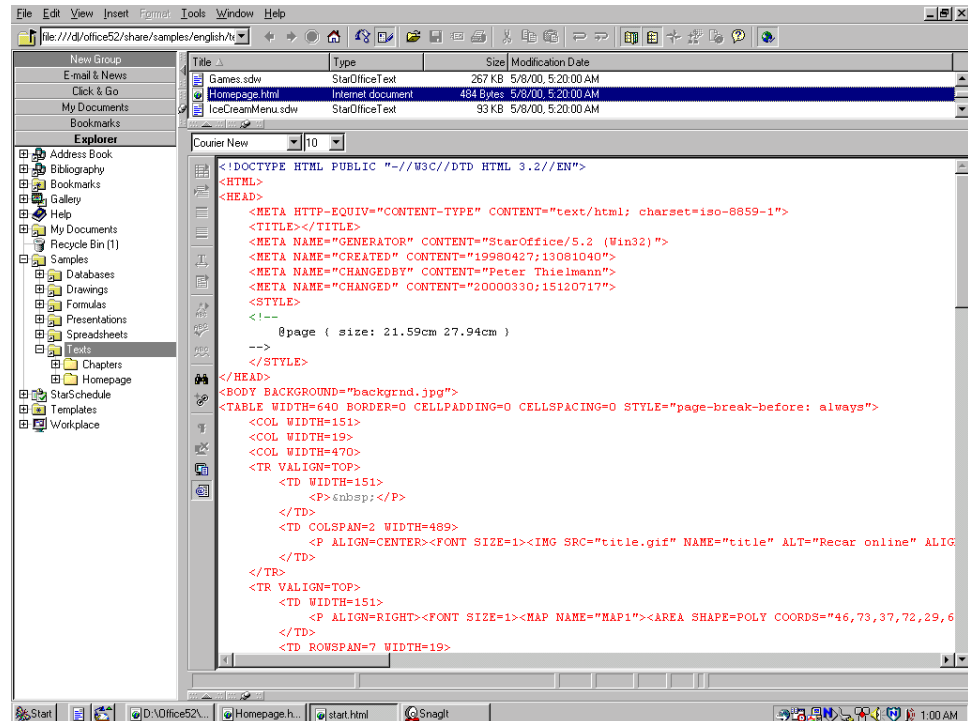
If you want to save an existing text or spreadsheet document as an HTML file, simply select the HTML file type from the Save As dialog; for presentations and vector graphics, select Export from the File menu. The HTML Export wizard will step you through the process of creating an online document that anyone with a browser can view with the same high resolution. In the case of bitmap images, you can choose to save the file in the GIF, JPEG, or PNG file formats.

**T**  
**I**  
**P** Even when not connected to the Internet, you can take advantage of many built-in Internet features. For example, you can insert hyperlinks in your documents that link to other files, folders, or directories. You can also use image maps and frame sets for creating documents that can be easily posted to your company's intranet.

## Author in Your Favorite Environment



StarOffice software puts the best of two worlds at your fingertips: WYSIWYG editing and HTML coding. Just click the Show HTML Source Code button on the vertical toolbar to jump back and forth between the two modes.



## Easily Insert and Manage Hyperlinks

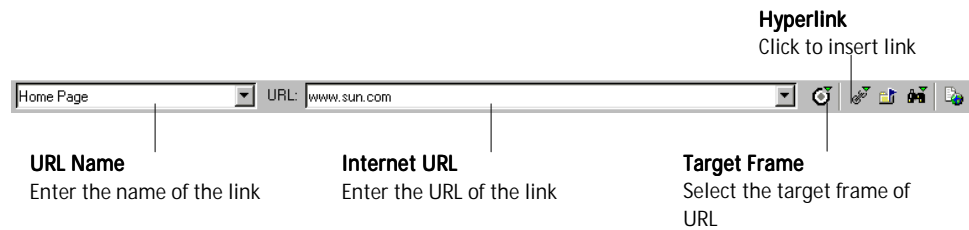
Hyperlinks are the Web: without them, it would not exist. Hyperlinks enable you to easily navigate around files that are stored on your computer, your company's local area network, or the Internet. Using hyperlinks, you can even jump to specific locations in a target document or Web page, including destinations within the current document or Web page.

Using StarOffice software, you can insert hyperlinks in HTML documents created with the program as well as ordinary documents; you don't have to save the files as HTML documents. In fact, when inserting hyperlinks in ordinary StarOffice documents, you may insert the link as text or as a button. Note also that hyperlinks can reference any document type. For instance, you can create a report in a text document, inserting one link to a spreadsheet, one to a graphics file, and another to a public Web location. A hyperlink can also double as a live e-mail address; when you click it, StarOffice software automatically opens a new mail task window on your desktop with the link's address already entered in the To[SMTP] box.

Your two most important tools when working with hyperlinks are the Hyperlink toolbar and the Hyperlink dialog box.



In StarOffice software, you can use the Hyperlink toolbar for Internet searches and for editing and inserting hyperlinks in your documents.



If you can't see the Hyperlink toolbar, select View > Toolbars > Hyperlink toolbar.

To insert a link in a document, follow these steps:

1. Place the insertion point where you want to insert the link.
2. Type the name of the link in the URL Name text box.
3. Enter (or drag a copy) the URL in the Internet URL box.
4. Click the Hyperlink icon to insert the hyperlink at the insertion point.

To turn existing text into a hyperlink, select the text that you want the user to click. (Note that the selected text appears in the URL Name text box on the Hyperlink bar.) Next, click the Internet URL text box and enter the URL that you want to link to the selected text. To finish, press Enter or click the Hyperlink icon. The selected text is now a hyperlink and appears underlined and in color.

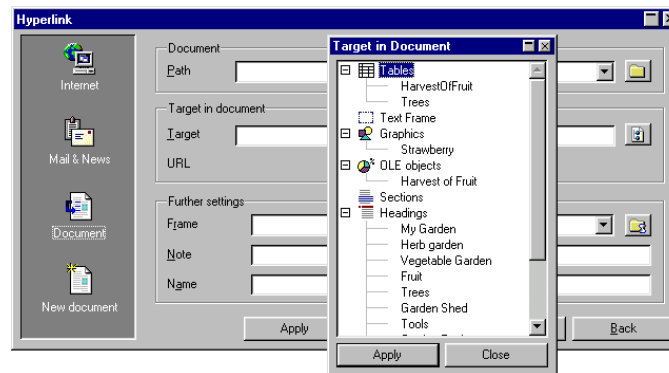
StarOffice software also includes an easy-to-use dialog box for inserting hyperlinks in your documents. Simply click the Hyperlink Dialog button on the Function or Hyperlink toolbar, or select Hyperlink from the Insert menu, and you can define links to Web sites, other Internet URLs, and documents on your local system or network. (*Note:* You must have a StarOffice document open on your desktop to access the Hyperlink dialog box.)



More specifically, you can define and insert these four types of links:

- Internet enables you to target an Internet, FTP, or telnet address. If you select the FTP option, you can also enter a login name and password, so clicking the link gains direct access to the ftp site.
- Mail & News opens a new e-mail message or newsgroup posting. Entering an e-mail address stored in your StarOffice address book is as easy as clicking the Address Book button on the top right, then dragging the address from your database address book in the Beamer onto the Receiver text box.

- Document opens an existing document on your system or network. To specify a location within the targeted document when you click the inserted link, select the Target in document button. Targets may include existing bookmarks, frames, graphics, headings, sections, or tables.
- New Document opens a new document as specified in the File type list. Your options are virtually the same as on the File > New menu or the Click and Go group.



You may define additional settings for each type of hyperlink. For example, you can select a target frame where the new document is to be loaded, insert the link as text or button, assign a macro to certain events (such as "mouse over object"), replace the link's legible text with wording of your choice, or assign an anchor name to the inserted link.

### Update Your HTML Pages Online

One of the suite's neat tricks is its ability to open and publish documents directly to and from Internet FTP and HTTP servers. For example, if you only want to update an existing page on your company's intranet site, you don't need FTP access. All you need is direct access to the Web server that hosts the HTML documents. You can load the page you want to update in the StarOffice browser, perform the desired changes, and save them to the server. Try it yourself:

1. Open the page you want to update in the StarOffice browser by entering the URL in the Load URL box on the Function toolbar, and press Enter. By default, the StarOffice browser loads the page as readonly.
2. After you have retrieved the page, click the Edit File button on the Function toolbar. The page is loaded as a new task, this time in Edit mode. If the page consists of a frame set, first click the part of the frame that you want to edit. Then press Ctrl and click the Edit File icon.
3. Modify the page (or frame) as desired.
4. When you're finished, click Save on the Function toolbar to save the changes to the server of your ISP. The User Name and Password Required dialog appears.
5. If you are authorized to access the server, enter your user name and password. If



you want the program to remember this information in the future, select the Remember Password option in the lower right of the dialog.

6. Click OK to save your changes directly to the server. If you've added additional graphics, and if they are located on your system into the folder that contains HTML documents and subfolders (and mimics the folder tree on the server), be sure to select the Copy Local Graphics to Internet option in the Export portion of the Options Browser HTML dialog (select Tools > Options > Browser).

StarOffice software converts all linked and/or embedded graphics that you added to the current document to the GIF format. Links appear with relative paths. Then the document is uploaded, together with all necessary graphics, to the original path.

### Download Files from FTP Servers

If you want to download files from a public FTP server, you don't have to create an FTP account in StarOffice. Just enter the FTP server address in the Load URL box on the function bar (for example, ftp://ftp.ncsa.uiuc.edu/) and press Enter. If you frequently access a particular server, you can also create a link in any StarOffice Explorer group. For example, right-click in the desired group and select New > Link from the context menu. In the Properties of Link dialog that appears, enter the complete URL of the FTP server on the General tab. However, when connecting to the server, you may be required to enter your e-mail address as password, or click the Log in as 'anonymous' check box.

The process and principles of creating an FTP account are pretty much the same as creating a mail account. Select the group and/or folder where you plan to store your account, select New > FTP Account from the Explorer context menu, and then use the Properties dialog to fill in the pertinent information on the FTP account.

**T**  
**I**  
**P** Using the Rules and View tabs of the Properties of FTP Account dialog, you can create filters that control the type of information that will be displayed subordinate to the current FTP account in the Explorer group. Using these tabs is identical to using the Rules and View tabs in your folder, file, mail, or news account property dialog boxes.

### Get Ready for StarPortal™

Much as a butterfly sheds its cocoon to take flight, a transformation is underway in the computing industry. We're seeing the emergence of a new computing model. It allows users to gain access to software they use everyday without the headaches and expense of installing and maintaining that software themselves. Data and applications are delivered and retrieved through the network. And users, tempted by feature-rich applications including the forthcoming StarPortal software, are finding new freedom.

Based on the StarOffice suite, StarPortal is a complete network-centric office productivity suite. It is the ultimate dot-com application, delivering browser-based access via the network to word processing, spreadsheet, and presentation software.

When the applications and data are stored on the server, end users need a way to access this repository. The portal computing model makes this simple by requiring only a Web browser and an Internet connection to log on. Any PC or device anywhere

in the world will do. This means users are no longer tied to a specific piece of hardware to gain secure access to their personal information. By extension, the portal computing model opens the door to a wide range of devices that could be used to gain access. Many of these devices are non-traditional computing devices such as PDAs and Web phones. (StarPortal software can be securely accessed by a Palm OS-based device, for example.) With portal computing, applications can be accessed anywhere, anytime by anyone connected to the network or Internet using a wide variety of browser-enabled devices.

The StarPortal initiative is Sun's latest step in providing a complete, end-to-end software solution to the industry, including tools, client software, middleware, and mission-critical software for the data center. Sun is working with key partners to accelerate acceptance of the networked services model through the adoption of StarOffice software, which forms the bridge to Sun's StarPortal initiative.

## Work on the Platform of Your Choice

Many of our customers appreciate the fact that StarOffice software enables them to continue working on the platform of their choice, without making them forgo the benefits of a powerful office suite. A host of filters ensures that you can import and export documents from Microsoft Office, Corel WordPerfect, and Lotus, among many others. For example, if you prefer to work on the Linux platform but need to exchange documents with Microsoft Word, Excel, or PowerPoint users, you can easily do so by opening their documents with StarOffice software using the Open command located in the File menu or the Function toolbar.

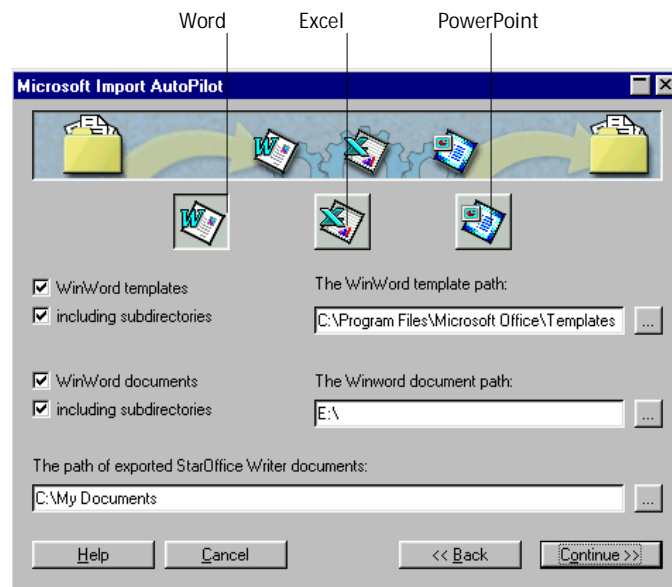
### Exchange Documents with Microsoft Users

Alternatively, you can also use the Microsoft Import AutoPilot, make the required changes to the documents, and save them in the proper Microsoft Office format before e-mailing the documents back to your clients. Using the Microsoft Import AutoPilot, you can quickly convert multiple Microsoft Office documents and templates at once.

To use the Microsoft Import AutoPilot:

1. Select File > AutoPilot > Microsoft Import. You'll see the opening page of the Microsoft Import AutoPilot, informing you of the import options.
2. Click Continue to advance to the second page, which is key to your import process.

The Microsoft Import AutoPilot makes it easy to convert Microsoft documents and templates to the StarOffice format.



3. Select the type of Microsoft document you want to import (Word, Excel, or PowerPoint) by clicking the respective button in the upper part of the AutoPilot.
4. Select whether you want to import templates or documents or both, and click the Ellipse (...) button to browse for the directory that contains the templates and/or

documents you want to import.

Note that you can also include subdirectories of a parent directory in the import process.

5. Specify the path of the target directory that will collect the imported documents.
6. Click Continue.

You'll see a summary of your import choices.

7. Click Import to start the conversion process.

This process may take a few minutes, depending on the number of files and folders that the program has to search and convert.

**N  
O  
T  
E** StarOffice 5.2 software comes with improved import and export filters for Microsoft Office 97/2000 documents. Using these filters makes it a snap to exchange documents with Microsoft Office users. You can save complex documents that contain bookmarks, OLE objects, drawing objects, fields, hyperlinks, notes, references, VBA macros, and more. For more details, see the *StarOffice 5.2: What's New at a Glance* document.

If you want to see just what the Import AutoPilot did, open the URL Locator history list on the Function toolbar. You'll see a list of the last 100 templates and/or documents that were imported.

**T  
I  
P** StarOffice 5.2 software also enables you to import text blocks from Microsoft Word files and save them as text blocks in StarOffice Writer. To take advantage of this new feature, select Import from the AutoText drop-down menu button in the AutoText dialog box. If an AutoText entry is selected in the list box of the dialog box, the Import command is enabled. Using the File Open dialog box, you can select an Microsoft Word file that contains the AutoText entries that you want to import.

## Exchange StarOffice Documents Across Platforms

If you are using StarOffice software on different platforms simultaneously, you don't have to worry about exchanging files between these platforms — the StarOffice file format is independent from the platform you are working on. No file conversion is necessary when a StarOffice user on the Microsoft Windows platform exchanges files with a StarOffice user on the Linux platform.

Likewise, you don't have to adapt to a new look and feel of the program every time you switch platforms. Not only do StarOffice components share the same commands, menus, toolbars, and shortcuts on one platform, they also work the same across platforms. However, as a special perk, you have the option to customize the look and feel of your preferred operating system. For example, if you're using StarOffice software primarily on Linux, choose Tools > Options > General > View and then select XWindows from the Look & Feel drop-down list. With StarOffice software, you will always feel at home, regardless of the platform you are working on.

## System Requirements and Availability

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### System Requirements (Solaris™ Operating Environment and Linux)

180 Mbytes of disk space (240 Mbytes for full installation)

32 Mbytes of memory (64 Mbytes recommended)

256 colors or grayscale (SVGA 800 x 600 or better recommended)

85 Mhz SPARC™ processor (167 MHz SPARC processor recommended)

### System Requirements (Microsoft Windows)

110 Mbytes of disk space (170 Mbytes for full installation)

32 Mbytes of memory (64 Mbytes recommended)

256 colors or grayscale (SVGA 800 x 600 or better recommended)

90 Mhz Intel Pentium or equivalent (233 MHz Intel Pentium or equivalent)

### Supported Operating Systems

Solaris Operating Environment 8, 7, 2.6, and 2.5.1; SPARC and Intel platforms

Microsoft Windows 2000, NT 4.0, 98, 95

Linux kernel 2.0.x or higher; glibc2 version 2.1.1 on Intel x86-compatible hardware

### Availability

StarOffice 5.2 software is available free from the Sun Microsystems Web site at [www.sun.com/products/staroffice/get.html](http://www.sun.com/products/staroffice/get.html). For a small shipping and handling fee, you may also order the Deluxe Product Kit, which includes a CD and user documentation. If you are purchasing the Solaris 8 Operating Environment CD Media Kit, you will also receive StarOffice 5.2 software on a CD for no additional charge.