OpenOffice.org. Basic program setup

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Introduction

This unit will look at the various options for configuring OpenOffice.org that will enhance our experience of the program. As usual, we will focus on GNU/Linux, but we will also deal with the problems that can arise using Windows.

To feel at ease with a computer program, we believe that users must know the diverse options and features that could cause problems and learn how to solve these. This make us more confident in our use of the product.

We will focus on the three areas that generally cause the most problems for users: printer configuration, the compatibility of OpenOffice.org documents with Microsoft Office and the installation of new dictionaries for the program's spellchecker.

The main aims of this unit are:

1) to explain how to install and configure a new printer in OpenOffice.org,

2) to analyse the compatibility issues that we could come across when importing or exporting documents to Microsoft Office formats and other platforms, and

3) to describe the process of installing a new language dictionary for the program's spellchecker.

1. Installing and configuring printers in GNU/Linux

If you use the Windows platform, OpenOffice.org can use the printer or printers installed in the system in a transparent way for users. When you want to print a document, simply select the printer you wish to use and the system will do the rest. Unfortunately, this is not possible in GNU/Linux.

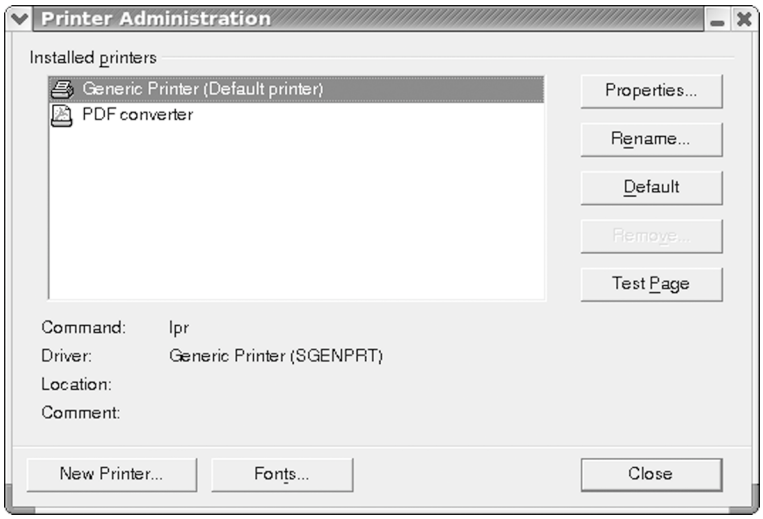
OpenOffice.org has a utility for configuring printers and fax machines and for installing typefaces for use in the program's production environment. It is called oopadmin. We will now explain how to use it.

To run the program, go to the installation folder and type:

$ cd /program
$ ./oopadmin

In a moment, the main window of the printer administration tool will pop up.

Figure 1. Oopadmin main window



This program must be launched following an OpenOffice.org server installation. The system administrator must then run the oopadmin program as a superuser. This is so that the printers created can be used by all users of the computer. Otherwise, each user would have to create his or her own.

After launching the program, the system administrator must create a file with the general printer options. This file will be located in the /share/psprint/psprint.conf folder of the main server installation folder. Any change to this file would have an immediate effect on all client users of OpenOffice.org.

The system administrator can also add new typefaces, made available to all client users, but these changes will not be immediate like the printer settings; instead, users will need to restart the program first.

The following sections deal with the options available in the program.

1.1. Printer setup

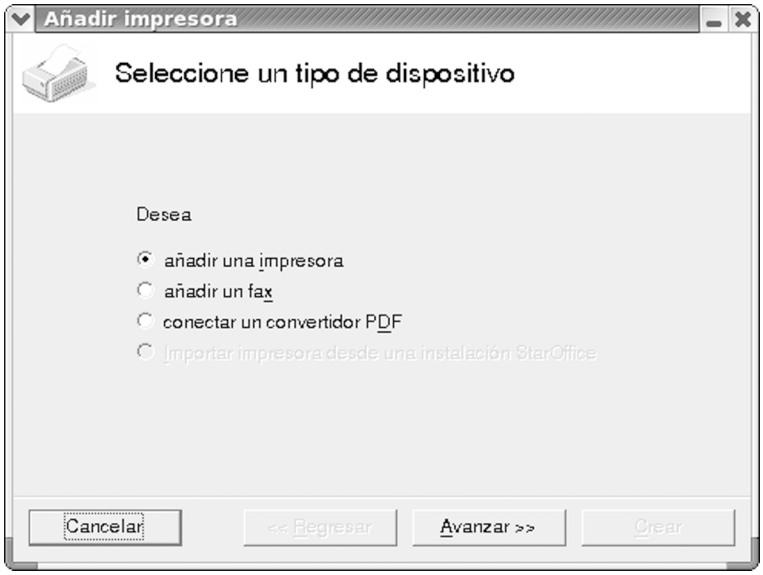
The configuration of printing devices is dramatically improved with each new version of OpenOffice.org. In some GNU/Linux platform environments, the program can automatically detect the printers installed on the system. Nonetheless, we will probably still need to manually install these devices in OpenOffice.org to ensure that the system works properly. We will see that, although the theory may seem a little complicated, installing a printer is a relatively straightforward process.

1.1.1. Installing a new printer

We will now look at the procedure for installing a printer:

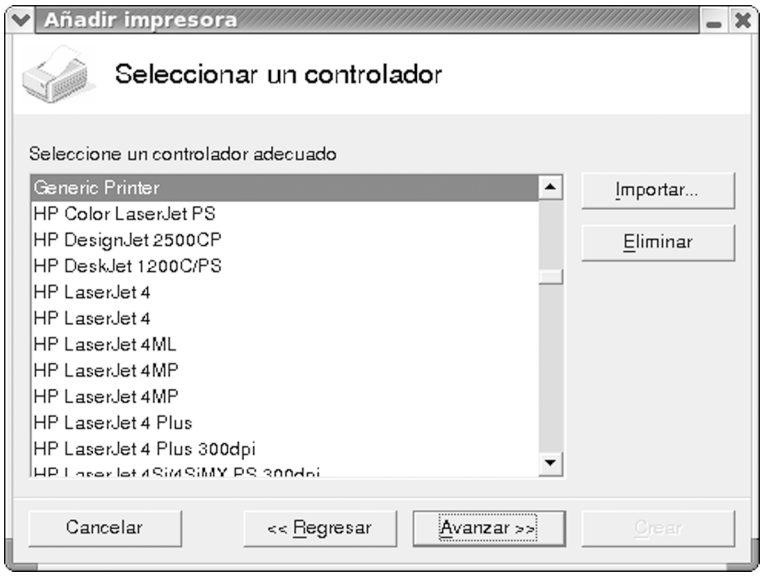
1) Click on the New Printer option in the bottom left of the window. The device selection window will appear:

Figure 2. New Device selection dialog box



2) Select the Add Printer option. The driver selection window will now appear.

Figure 3. Device driver selection window



3) Select the driver for your printer. If you cannot find your model or your printer does not support PostScript technology, select the generic printer.

In GNU/Linux, the program can only print to printers with PostScript technology support. If you install a printer on your system that does not support this technology, you will need to configure the system to be able to use it indirectly. You can use a conversion program for this. Ghostscript is probably the most comprehensive of these programs and will no doubt come as standard with your distribution.

If you have a printer of this sort, you will need to install it as a generic printer in OpenOffice.org and ensure that the margins are correct when you configure it.

If your printer supports PostScript, you will need to install the description file that you will find on the disk or CD-ROM containing the drivers. You will be able to identify this file quickly because it has the extension .ppd. You need to install this to be able to access the advanced features of the printer (clearly, these will depend on the brand and model of the device), which you would be unable to access with a generic controller. Moreover – and this is very important – you can use the default typefaces. Obviously, if you just want to print, you can also select a generic printer and then set the margins correctly.

As with Windows, most distributions now come with drivers for different printers, so you will probably already have a PPD that works with your printer. If not, you will probably find it on the manufacturer's drivers disk. If this is not the case, Adobe has a large PPD file on its site: http://www.adobe.com/products/printerdrivers/.

If your printer can work internally with more typefaces than a normal PostScript printer, you will also need to load the AFM files for these typefaces. Copy these to the /share/psprint/fontmetric folder of the server installation or to the client installation /user/psprint/fontmetric folder.

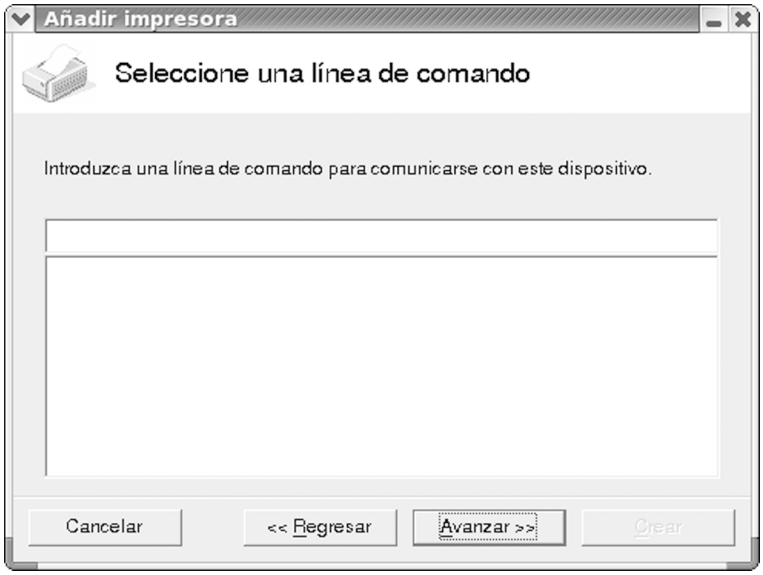
The steps for importing drivers during the creation of a new printer are as follows:

- Click on Import in the device driver selection window.
- Select Browse to locate the folder containing the unpacked PPD files.
- Return to the device driver selection screen and select the driver that you have just installed.

You can also delete the device driver when you create a new printer. Simply select the driver and click on Delete.

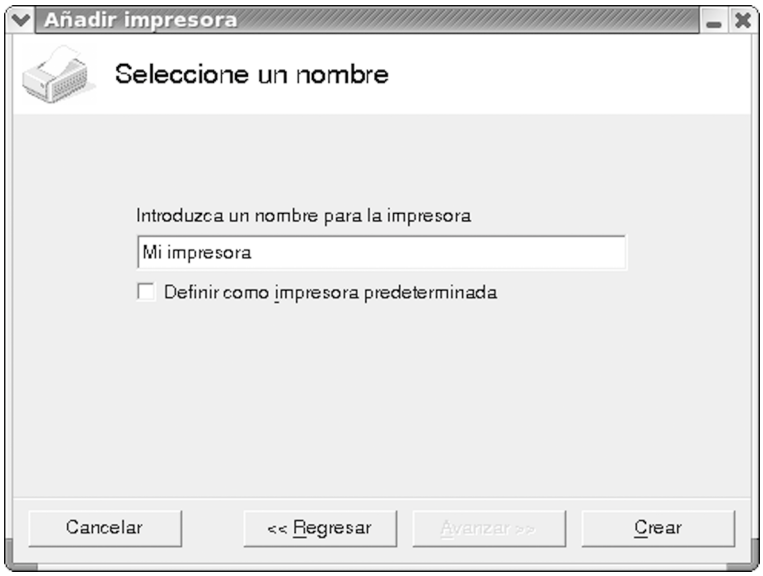
If you want to delete a device control, be careful not to delete the generic driver because OpenOffice.org will not work properly if you do. As we explained earlier, if you delete a driver, it will disappear from all clients using this OpenOffice.org installation as a server.

Figure 4. Command Line selection window



4) In the command line selection window, select the command that OpenOffice.org will use to print on the printer. This command is lp –d queue, where queue is the name of the printer queue. After selecting it, click on Next.

Figure 5. Printer name selection screen



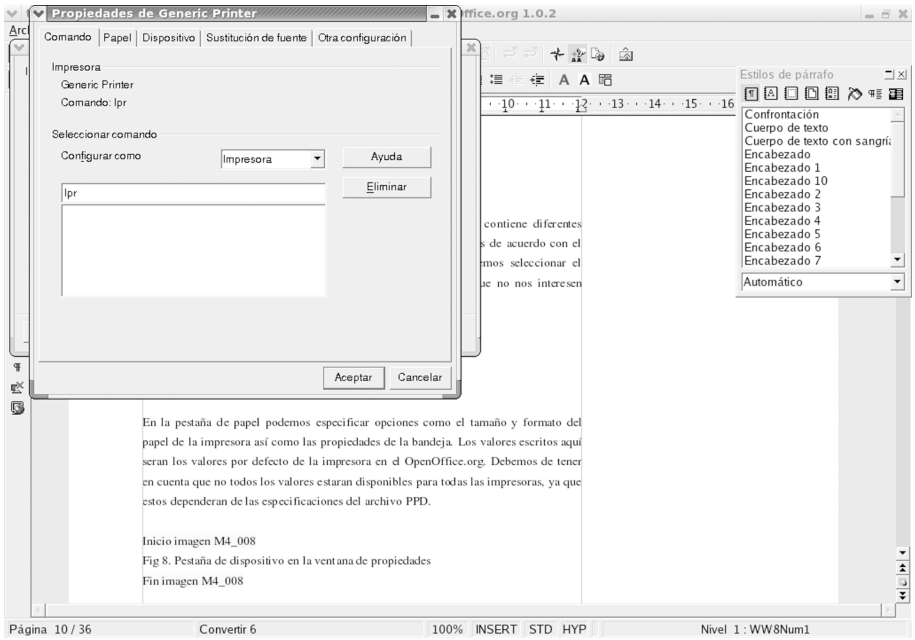
5) Enter the name of the printer in this window. This is the name you will see in OpenOffice.org in the printer selection dialog box. You can also decide here whether to make this your default printer. Once you have made your choices, click on End.

6) When you return to the main screen, click on Test Page to check that the configuration is correct. If the page does not print or prints incorrectly, you will need to check the printer settings.

1.2. Changing the settings of a printer

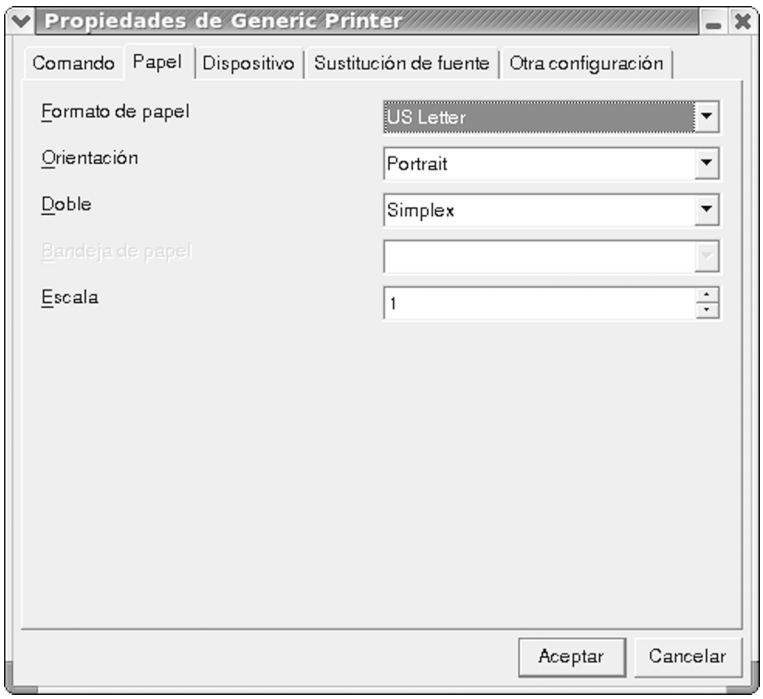
After installing a printer, we can modify its settings using the oopadmin program. Launch the program and select the printer you wish to modify from the main screen and then click on the Properties button.

Figure 6. Properties window Commands tab



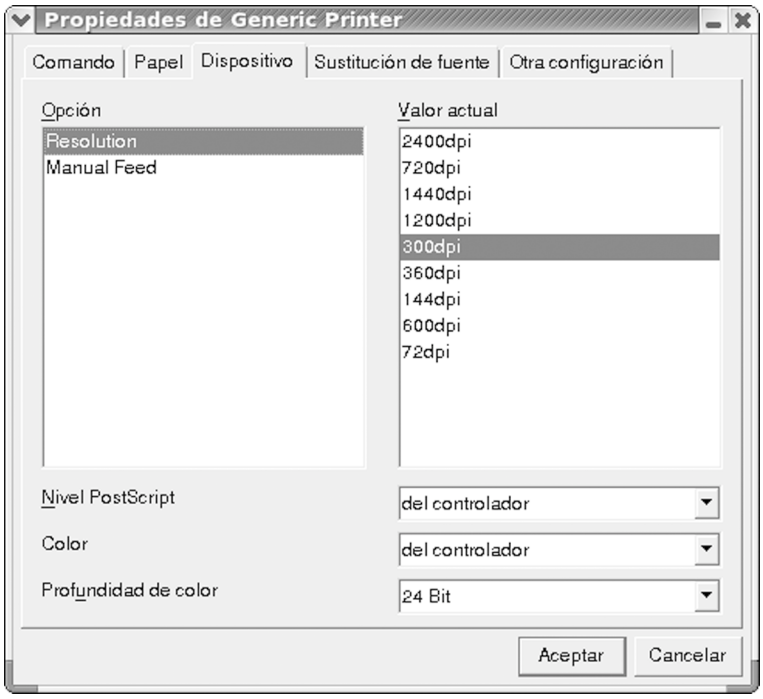
The properties window will appear with several tabs. Here, you will need to specify the characteristics based on the PPD file for the selected printer. To do this, select the command from the list. You can also delete commands that you do not need using the Delete button.

Figure 7. Properties window Paper tab



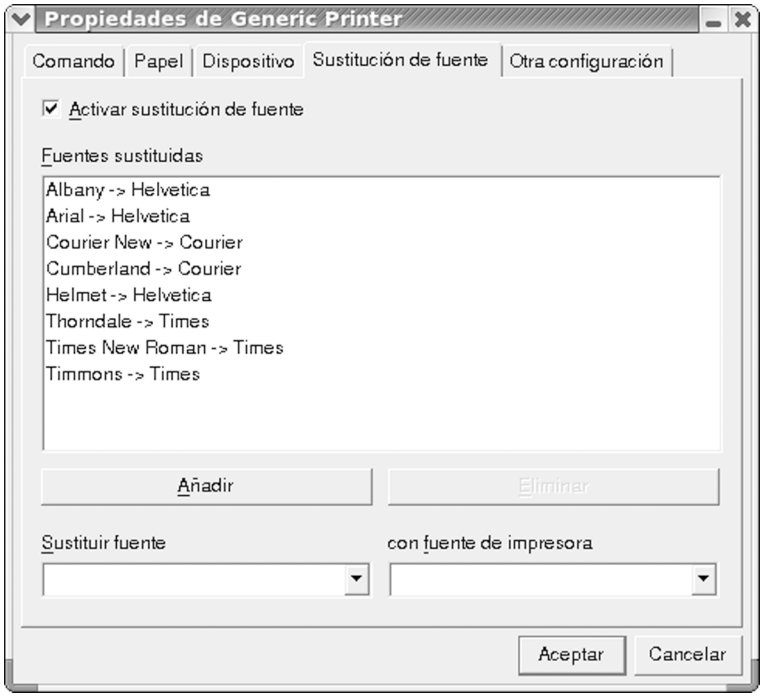
The paper tab is used to specify options such as the printer's paper size and format, as well as tray properties. The values entered here will be the default printer values in OpenOffice.org. Remember that not all values are available for all printers as these will depend on the specifications in the PPD file.

Figure 8. Properties window Device tab



The device tab is used to enable the printer's special options. For example, if your printer can only print in black and white, you should specify Grayscale in the list of colour options. These commands and their meanings should be in the printer manual or on manufacturer's website. If their function is not entirely clear, look there first.

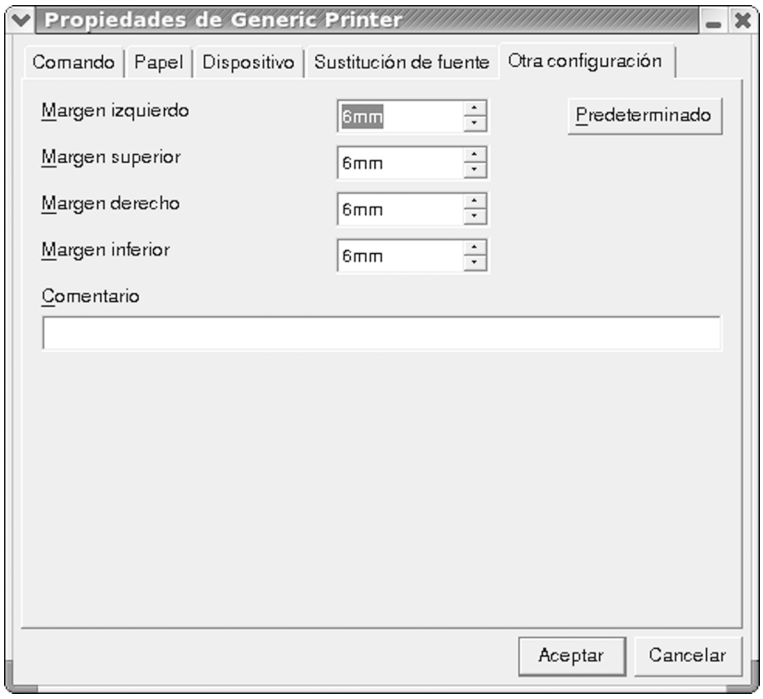
Figure 9. Properties window Font Substitution tab



The Font Substitution tab is used to select an internal printer typeface for each of the fonts installed on your computer. This will considerably reduce the volume of data sent to the printer and the time taken to print documents.

We can enable or disable substitution for each individual printer installed on the system.

Figure 10. Other Options tab



In the Other Options tab, you can enter the correct margins for your printer if you are having printing trouble. You can also add a description of the device in the Comment text box, which will be displayed in the OpenOffice.org print dialog box.

Remember that many of these settings can be specified in the OpenOffice.org Print or Print Settings dialog box, so it is not necessary to launch oopadmin to modify settings. In fact, we recommend only using it to access the device's advanced features.

1.3. Changing the name or deleting a printer

You can change the name of a printer or delete it from the main window of the oopadmin utility. To do so, select the printer you wish to delete or change the name of and select the button to perform the action.

If you wish to change the name, type a new one in the dialog box that appears and then click on OK. This name cannot be the same as that of any other printer installed on the system and it must be meaningful enough for you to find it quickly if you have a lot of devices installed (if you work on a network,

for example). The printer names must be the same for all users because during document exchange, the selected printer will not change if a user has the same printer available with the same name.

If you wish to delete a printer, bear in mind that the default printer created by the system administrator cannot be deleted from this window.

Another option in this window is the possibility of making an installed printer the default OpenOffice.org printer. To do this, double-click on it in the list of names and mark the Default Printer option.

1.4. Configuring a fax machine

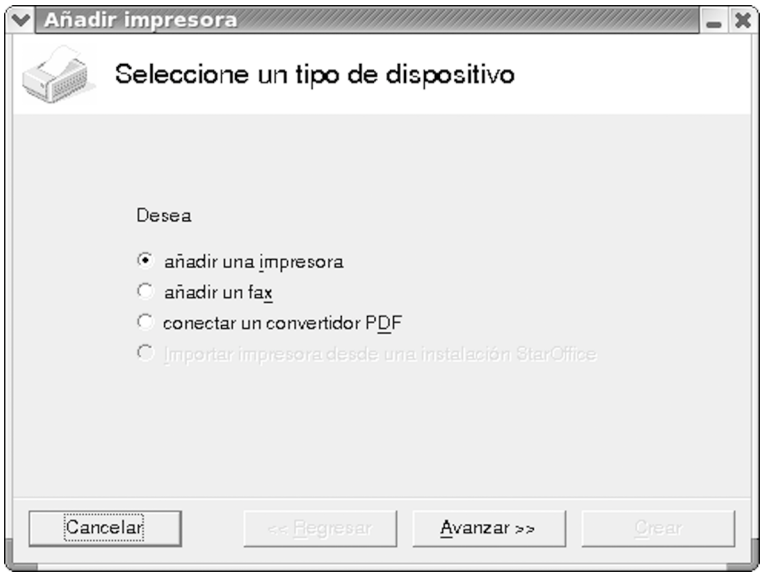
The oopadmin utility can also be used to configure a fax machine if a package such as Efax or HylaFax is installed on your system. These and similar packages with the same features usually come with the GNU/Linux distribution or you can easily find packages for it.

To use a fax in OpenOffice.org, we need to install it in much the same way as a printer. The steps are as follows:

Figure 11. Oopadmin main window

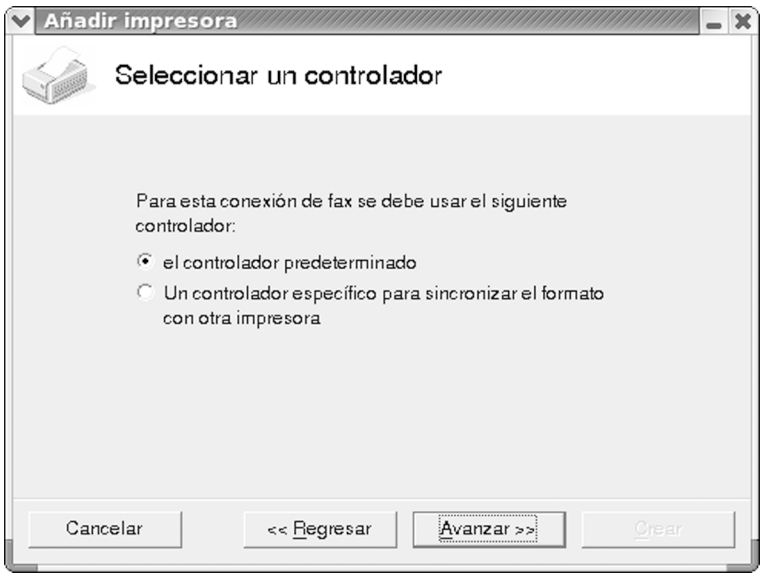
1) In the oopadmin main window, select the Add Printer option by clicking on the corresponding button.

Figure 12. New Device selection dialog box



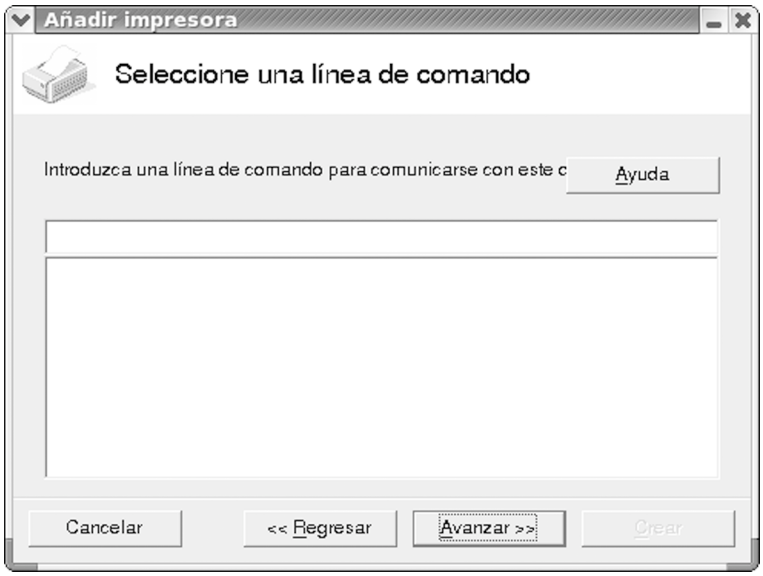
2) In the new device selection dialog box, click on Connect a fax device followed by Next to continue the process.

Figure 13. Driver selection dialog box



3) In this window, you can select whether to use the default driver or a specific driver. If you decide to use a specific driver, a window will pop up where you can select it. Click on Next to continue.

Figure 14. Command Line selection window



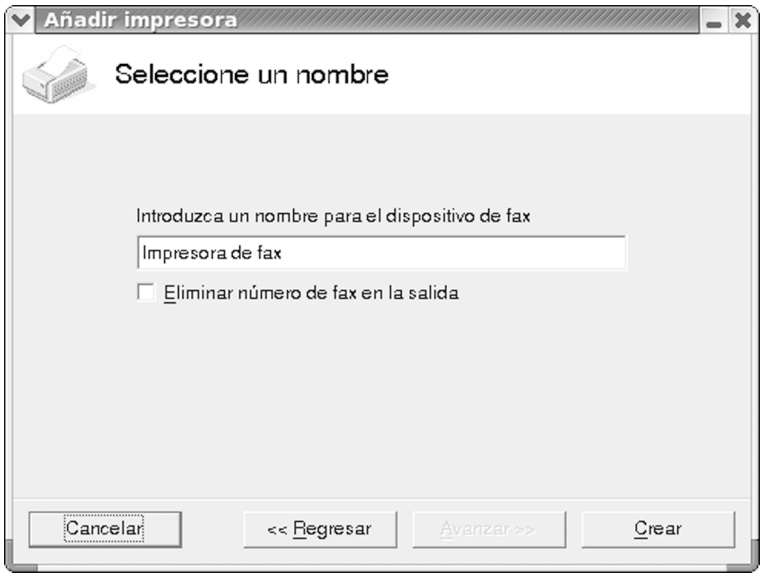
In this window, just as we did with the printers, we need to enter the command that OpenOffice.org uses to communicate with the fax device. When entering data in this window, we need to take into account two variables:

- (TMP) which will be replaced by a temporary file. If this variable is in a terminal window, the fax PostScript code will be transmitted in a file. Otherwise, standard piping will be used.

- (PHONE) which will be replaced by the fax number of the recipient.

After entering the relevant command line, click on Next to continue.

Figure 15. Printer name selection screen



In this window, you must name your fax device and determine whether the fax numbers marked in the text of the document should be deleted when printing. Click on Finish to complete the creation of a new fax device.

You can now start sending faxes with OpenOffice.org. To do so, you will need to print the document with the device you have created.

To indicate the fax number of the recipient, enter a text in the document. You can also create a text field to insert this number from any database activated in the program. The telephone number format is:

@@#[telephone_number]@@

Where [telephone_number] is the recipient's fax number. A valid fax number entry might be: @@#9342060801@@.

If these characters, including the telephone number, are not printed, you must enable the Fax number is deleted from printout option in the Properties option of the command line selection tab. Nonetheless, if you do not enter a telephone number in the document you send, a dialog box will appear prompting you to enter it after sending the document to print with the fax device.

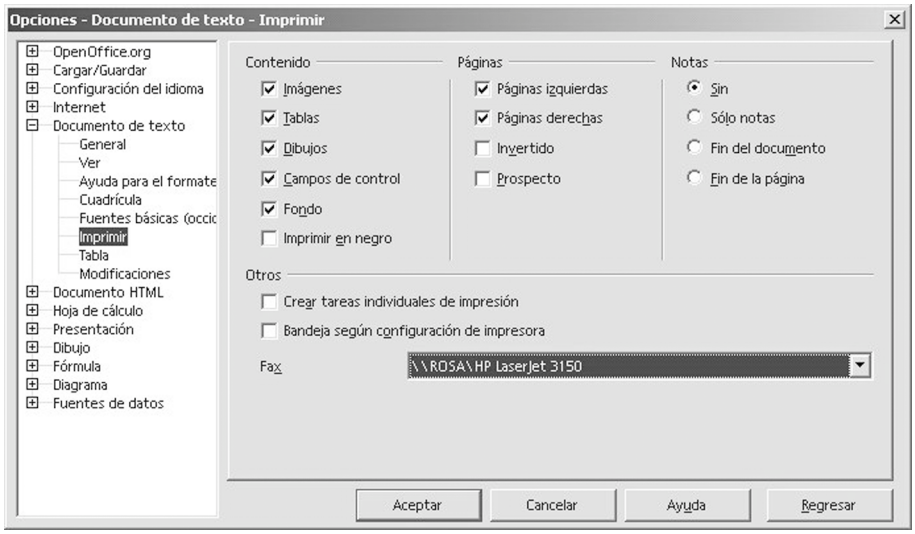
In OpenOffice.org, we can enable the option of automatically sending documents to the default fax. To do this, right-click on the Function bar and then select from the drop-down list:

Visible Buttons -> Send Default Fax.

Select the default fax in:

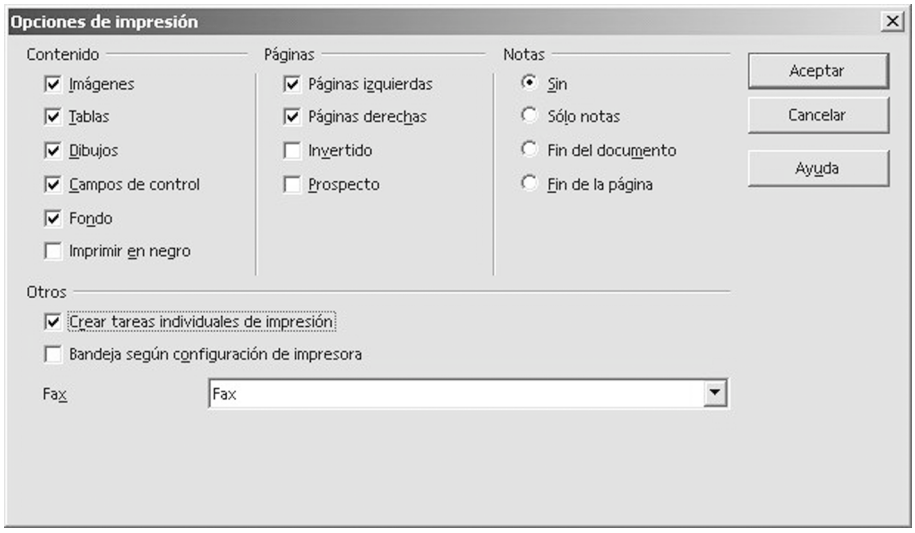
Tools -> Options -> Text Document -> Print.

Figure 16. Text Document Print options



Remember that documents have to be printed as separate jobs for each fax that you need to send. Otherwise, the first recipient will receive all of the faxes. Hence, you will need to open the Print Options dialog box by going to File -> Print...-> Options and marking Create single print jobs.

Figure 17. Print Options dialog box



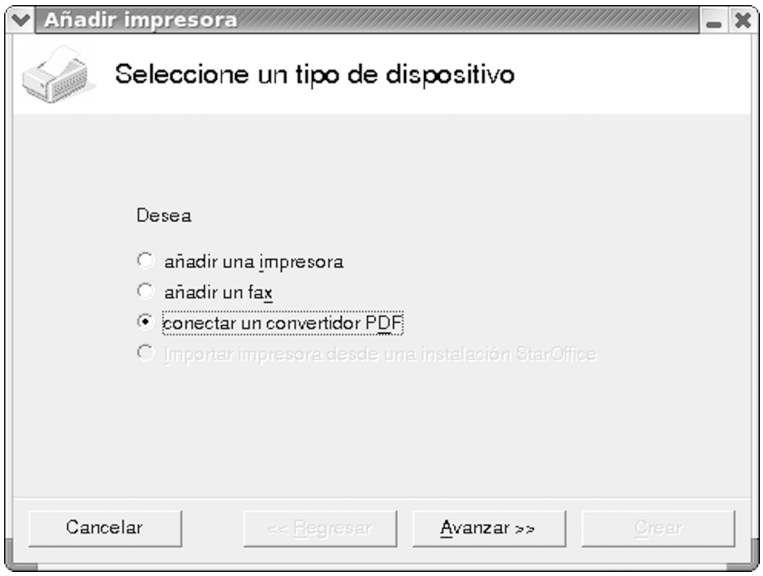
1.5. Converting documents to PDFs

The most recent versions of OpenOffice.org already offer the option of automatically converting documents to PDF format simply by clicking on this button in the program's Function bar.

It is also possible to create a printer that sends the document to a conversion program such as Acrobat Distiller on Windows or Ghostscript if you use GNU/Linux. For reference, we will take a brief look at the steps to take to create this type of printer with oopadmin:

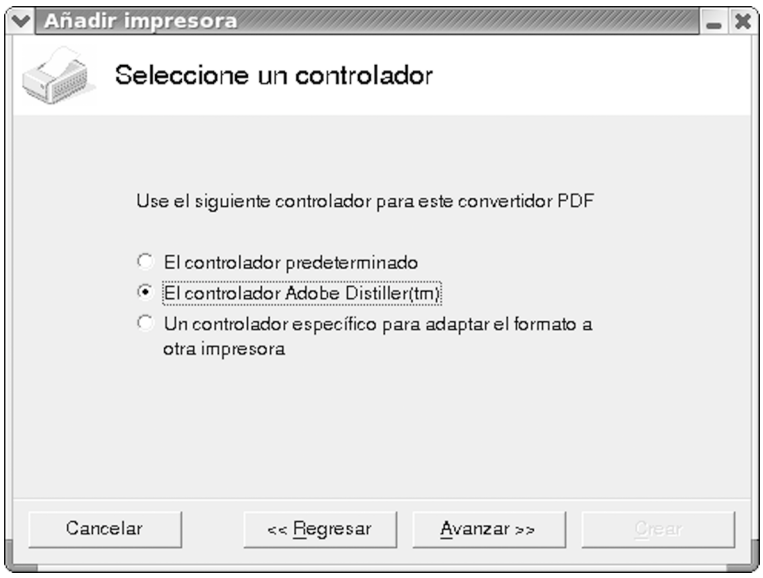
1) In the oopadmin main screen, select the New Printer option. This will open the New Device selection dialog box.

Figure 18. New Device selection dialog box



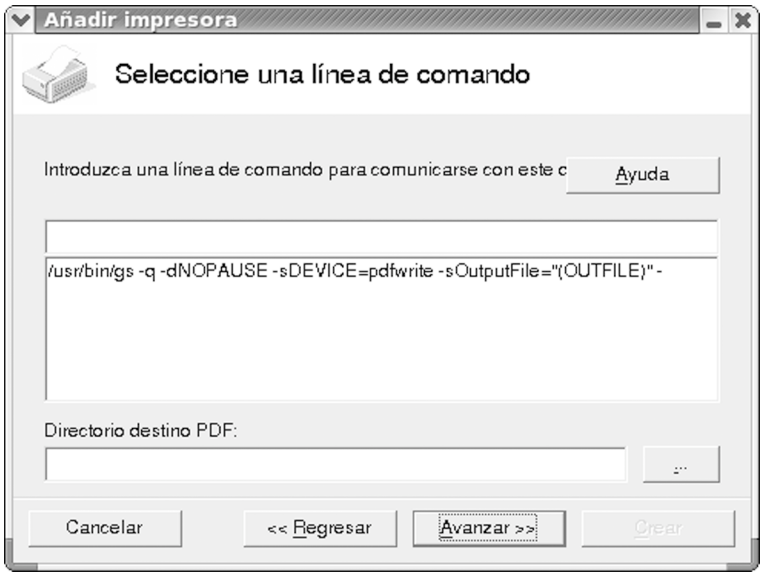
2) Select the Connect to PDF converter option and then click on Next to continue.

Figure 19. Driver selection dialog box



3) In this window, you will need to select the driver you wish to use. If you are using GNU/Linux, it is a good idea to use the generic driver. In Windows, the best option is to use the Acrobat Distiller driver if you have this product installed on your computer. Click on Next to continue.

Figure 20. Command Line selection window



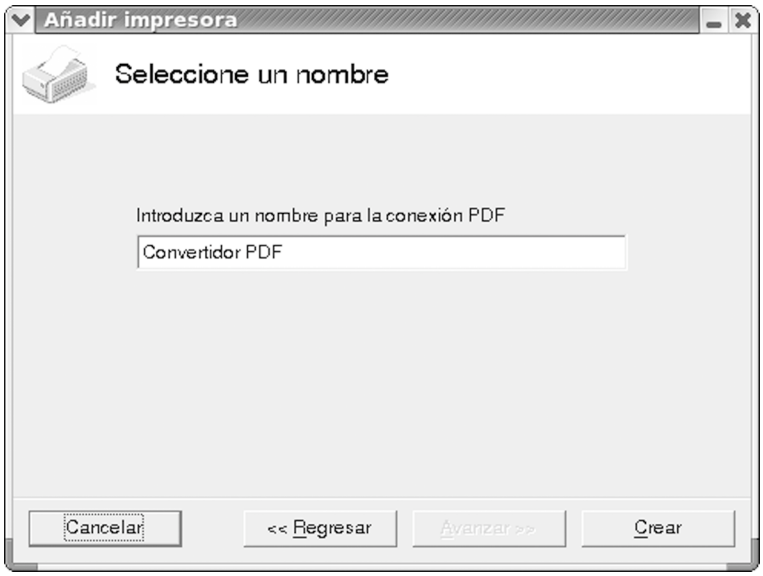
4) In this window, enter the command for the PostScript to PDF converter that OpenOffice.org will use. You must also enter the folder in which to save the PDFs created; if you do not enter a folder, the program will use the user's personal folder. The variables we can use in the command line are as follows:

- (TMP) which will be replaced by a temporary file. If this variable is in a terminal window, the PDF PostScript code will be transmitted in a file. Otherwise, standard**piping will be used**).

- (OUTFILE) which will be replaced by the target file, the name of which will be created from the name of the document.

If Ghostscript or Adobe Acrobat Distiller are in the file search path, you can simply use one of the preconfigured default command lines. Otherwise, you will need to modify them.

Figure 21. Printer name selection screen



5) In this last window, enter the name of your PDF converter and click on End to finish.

Now, to convert a document to PDF, simply print it to the PDF converter you have just installed.

1.6. Font configuration

After working with the program for a while, you will realise that OpenOffice.org does not display the same number of typefaces in all of the documents you use. This is because not all available fonts can always be used. We will now look at some of these features:

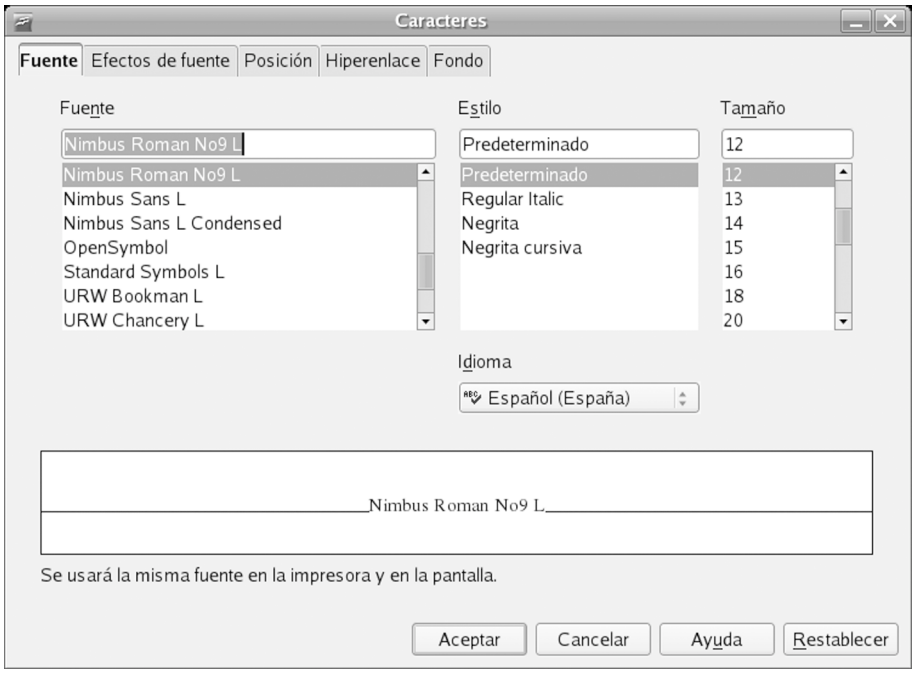
- Only typefaces in the document's font selector that can also be printed will be displayed. The program assumes that you will only want to use the fonts that can be printed out.

- If you are working with a HTML document or online, only the fonts that can be displayed on screen will be available.

- In contrast, when you use Open Calc or Open Draw, you can use any of the typefaces that can be printed and displayed on screen.

Where possible, OpenOffice.org always attempts to use the same typeface on screen and in the printed document. This is referred to as WYSIWYG (**What you see is what you get**). The program displays any incompatibilities and problems with fonts in the bottom section of the Characters window, which can be opened using the Format -> Character option in the main menu.

Figure 22. Character formatting window



1.6.1. Adding new fonts

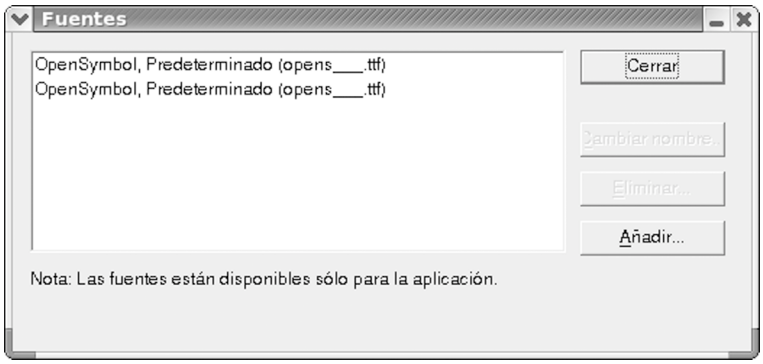
We can add new typefaces to OpenOffice.org. Depending on whether you are using an up-to-date or earlier version of OpenOffice.org, these fonts may or may not be available outside the program. The latest versions of the program allow font sharing with other applications. This is not the case with 1.0.x versions, which we can still find in many GNU/Linux distributions.

OpenOffice.org can display and print PostScript Type 1 and TrueType fonts. The program works best with the latter type so we recommend you use these wherever possible.

The steps for adding new typefaces to OpenOffice.org are as follows:

1) Launch the oopadmin program as we saw earlier and click on the Fonts button in the main application window.

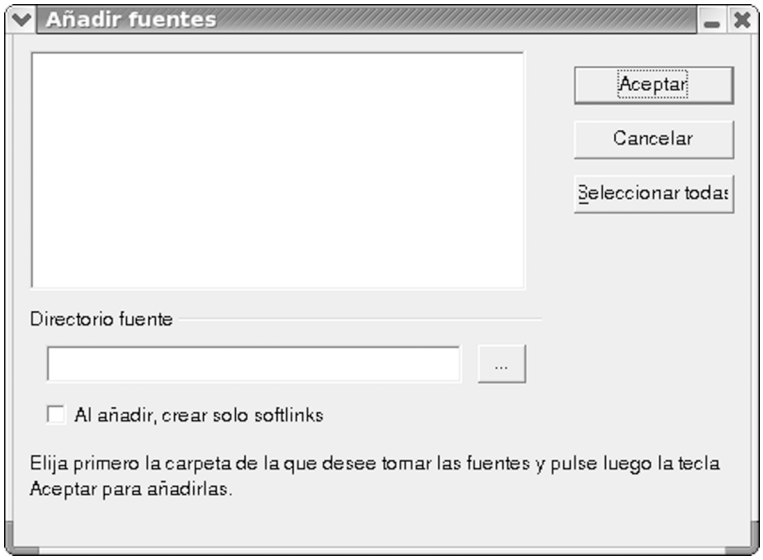
Figure 23. oopadmin fonts window



2) The fonts window displays all typefaces added to OpenOffice.org. Click on the Add button.

3) A dialog box will pop up where you can enter the name of the folder where you wish to add new fonts or click on the ellipsis (...) button to select it.

Figure 24. Font selection dialog box

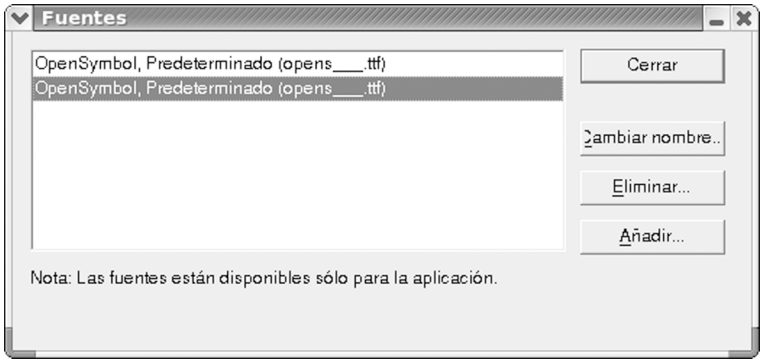


4) A list will appear in the font selection dialog box with all available typefaces in the folder you specified. To add them all, simply click on the relevant button. One useful option in this dialog box is the one to create symbolic font file links, which means that the files will be used from their current location rather than copied to the OpenOffice.org font folder. If you install fonts from a device that will not always be available, such as a CD-ROM, unmark this option to copy the files. Click on OK to complete the addition of the fonts.

When working on a server installation, fonts must be installed through this so that the new fonts will be available to all users. If the user has write access to the server installation folder, the fonts will be installed in the relevant installation folder of the workstation so that the user who installed them will have access.

1.6.2. Deleting and renaming fonts

Figure 25. oopadmin fonts window



In the oopadmin fonts window, you can delete any typefaces you wish. To do so, simply select them and click on the Delete button. In this window, you will only be able to delete the typefaces you have added to the program.

You can also change the name of the fonts you install. For this, select the font and then click on the Rename button. A new dialog box will pop up prompting you for the new name of the font. If the font has several names, these will be listed in the list field where you can enter the new name as a suggestion. After entering the name, click on OK to complete the process.

If you select more than one font to rename, a different dialog box will appear for each. This will also happen if you select a TrueType Collection (TTC), which groups several fonts in a single file.

2. Document interchange issues

One of the most useful features of OpenOffice.org is to be able to use the same program on different platforms and interchange documents more or less automatically with Microsoft Office, which is now the most widely used office suite in the world.

Although compatibility between the two products is very good, particularly when exporting documents, the formats used by Microsoft are very complex and only partially documented, which means that absolute compatibility is impossible. Even different versions of Microsoft programs have difficulty reading documents written in previous versions of the program.

This section will attempt to clarify certain aspects of document interchange that can create problems for users.

2.1. Document interchange with Microsoft Office programs

We will look at the diverse options to create smoother integration between OpenOffice.org and Microsoft Office, divided into a number of subsections.

2.1.1. Options for greater compatibility with Word

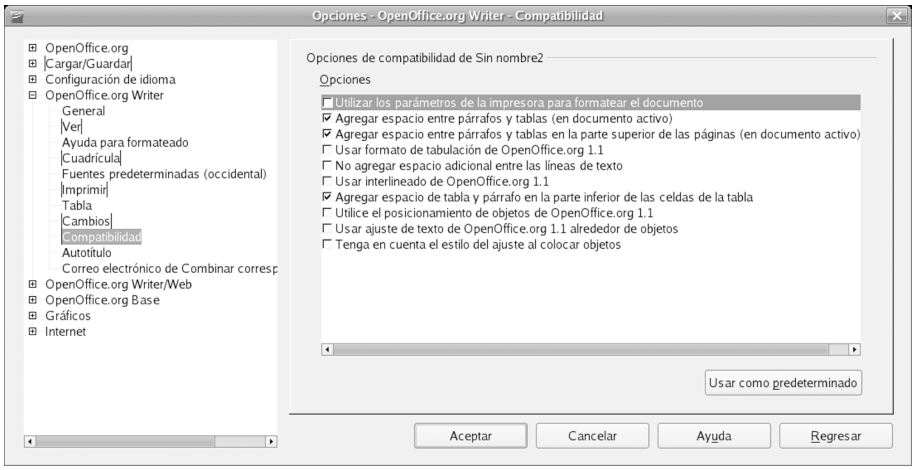
Although one of the most important and indeed, famed, characteristics of OpenOffice.org is its compatibility with Microsoft Office documents, difficulties can be found in converting and importing documents to this format. We will now look at OpenOffice.org's features for improving compatibility.

Firstly, we have to remember that format definitions are not the same in all word processing programs. However, we can enable certain options to make Writer behave in a similar way to Microsoft Word, thus enhancing compatibility between the two. The settings we will now see are only available for documents in use and cannot be defined globally for all documents. Hence, they must be manually entered for each document with formatting problem issues relating to these options.

To access the dialog box for enabling these options, go to the main menu option:

Tools -> Options -> Text document -> General.

Figure 26. Compatibility settings window



The compatibility section contains three options that may be of use here. These are:

- **Add spacing between paragraphs and tables.** Open Writer marks the space between paragraphs differently to Microsoft Word. If you enter a space before and after a paragraph, this space is inserted in Microsoft Word documents, whereas Open Writer only inserts the bigger space. If you want Writer to always insert two spaces, check this option.

- **Add paragraph and table spacing at tops of pages**. When this option is enabled, the space before the paragraph is also inserted at the top of the page or column if the paragraph is found at the start of the document. This also applies to page breaks. If you import a document from Microsoft Word, the spaces are automatically added in the conversion process.

- **Align stop tab position**. When this option is enabled, paragraphs containing centred or right-aligned tabs are formatted together in the centre or to the right. If this option is not enabled, only the text to the right of the last tab is aligned to the right and the text left of the tab stays where it is.

2.1.2. Automatic conversion of Microsoft Office documents

The easiest and most intuitive way of converting a Microsoft Word, Excel or PowerPoint document to the corresponding OpenOffice.org format is to open it and save it in Writer, Calc or Impress format, respectively. OpenOffice.org can also convert Office documents from Word to an older or more recent format.

At this stage, we should point out one exception: password-protected Microsoft Office documents cannot be imported. Microsoft has not documented the system it uses to protect its files, so it is impossible to open them. Any protected documents that you wish to open will simply be skipped.

OpenOffice.org can import documents in a range of formats but it only has a tool for automatically importing Word, Excel and PowerPoint documents and their respective templates. One of its top features is the possibility of simultaneously converting whole folders of documents and templates.

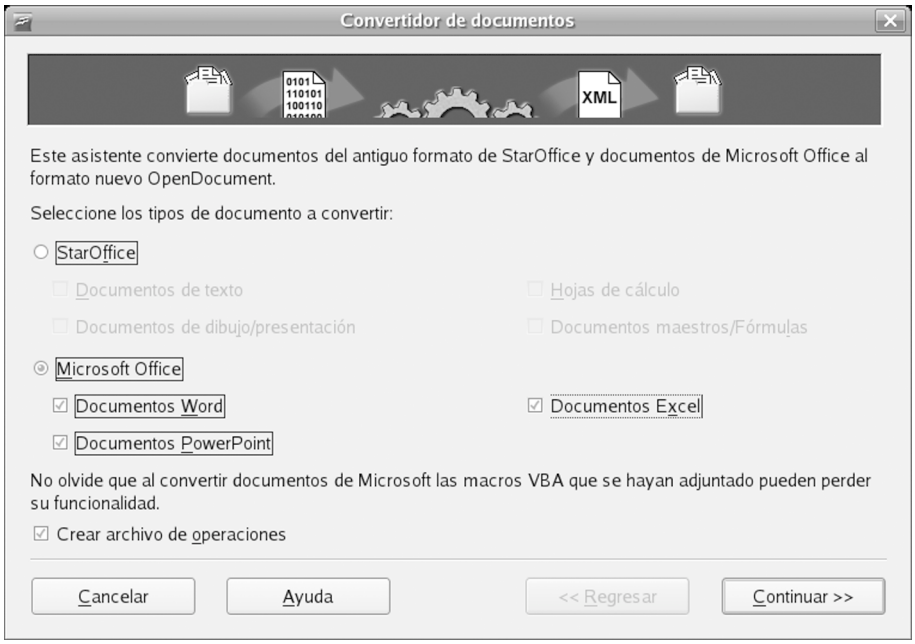
For our peace of mind, the document converter does not modify the original documents; instead, it makes copies of them.

The document conversion tool can be launched from the following menu option:

File-> AutoPilot-> Document Converter.

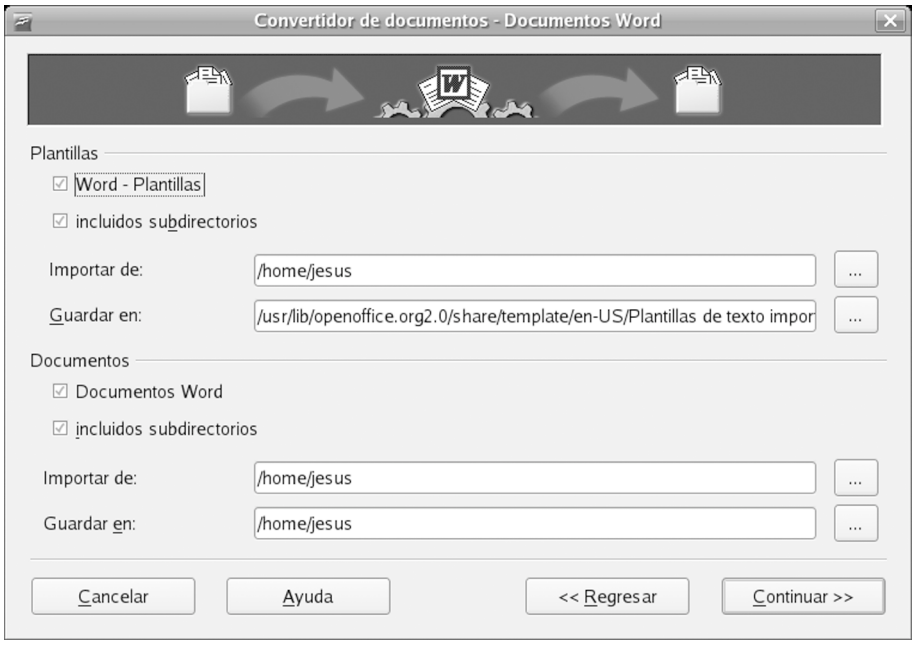
The steps to this process are as follows:

Figure 27. First document converter screen



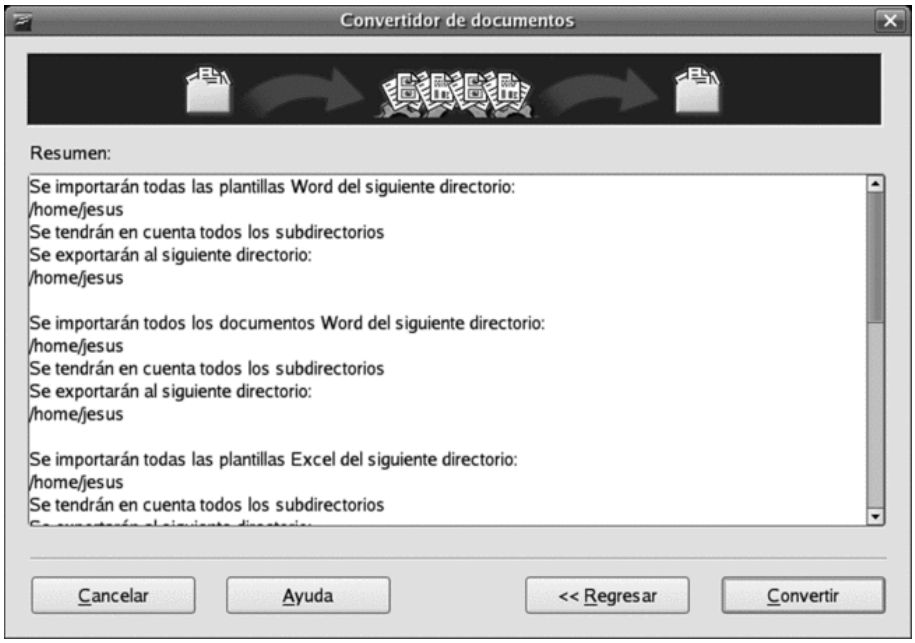
1) In the first screen, you will need to select the type of Microsoft Office documents you wish to convert. After selecting them, click on Continue.

Figure 28. Second document converter screen



2) In the second screen of the converter, select whether to convert the templates, documents or both and indicate the source and target folders. Click on Continue to move on to the next step. If you have selected more than one type of file, this screen will appear for each of the Microsoft Office file types you marked.

Figure 29. Last document converter screen



3) This screen confirms the data you have entered. Check it to make sure that all of the options you have entered are correct. When you are sure that everything is correct, click on the Convert button to launch the process. Information on the process will appear on the converter screen. Once conversion is complete, click on End to close the window.

When the converted documents are displayed, you will notice that Word documents of 260 kb are reduced to a size of 50 kb. This dramatic reduction in size may cause concern initially, but it does not mean that information in the Word document has been lost.

The reason for it is that Word (like all Microsoft Office documents) uses a binary format, while OpenOffice.org documents use a plain text file that can be read with any text editor. This considerably reduces the size. In addition, the OpenOffice.org format also automatically compresses files, so the document you are seeing is really a compressed XML document.

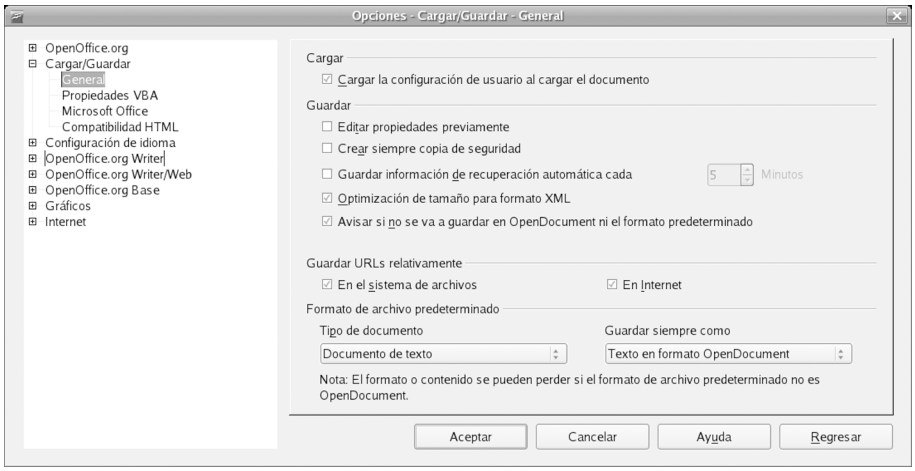
If you open this document in Windows with WinRAR or WinZip, you will see that it is actually a series of text files organised into different folders. This means that we can be safe in the knowledge that, even if the OpenOffice.org product were to disappear, we would still be able to recover the information created with the program. If this were to happen with Microsoft Office, the problems would be far more serious.

2.1.3. Automatically saving documents in Office format

If you often work with Microsoft Office documents, you may find it tedious to use the native OpenOffice.org format and always have to convert the documents to Office format before sending them to others. There is an option that you can use to define the default format in which to save the document in the File -> Save menu option or when you click on Save document in the Function bar.

To do this, go to the Tools-> Options...-> Load/Save-> General menu option. The following window will appear:

Figure 30. General options dialog box for saving documents



In the Default file format group, you can select a type of document and then select the default format in which to save it from those available for each type of document. In this dialog box, select the Microsoft Office format (for example, Microsoft Excel 97/2000/XP for spreadsheets).

2.2. Interchanging documents between platforms

The previous section looked at the process of installing new fonts that can be used on-screen and/or printed out, but we have not yet discussed one of the basic points that need to be considered if we interchange documents with people using OpenOffice.org on other platforms.

We may well find ourselves in a situation where we need to write a document such as a presentation on GNU/Linux. We may then have to display our presentation on a computer with a version of OpenOffice.org installed on Windows. When we do so, we will see that it is displayed very differently to how we saw it when we were composing it and that the quality of the typeface used to display the texts is considerably poorer than the original.

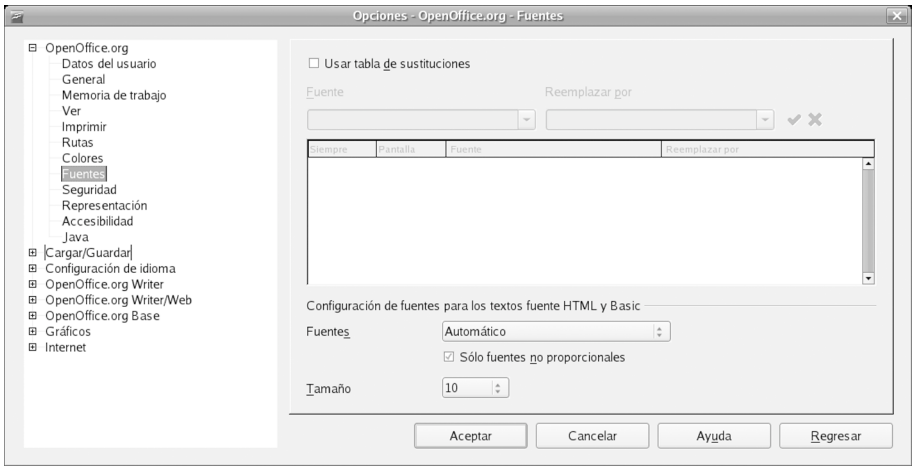
This is because we used fonts that were available on our GNU/Linux system but which are not available on the version of Windows on which we are viewing our presentation.

There are two basic options for solving these problems. The first and recommended option is to use the same fonts on all platforms. If you have a Microsoft Windows licence, you can install its fonts on a GNU/Linux computer or an installation with a different partition. Most distributions have automatic recovery utilities.

If this is not possible, you can use the replacement table for the various fonts you use on the different platforms. The idea behind this is that if the system cannot find the font of a document, it will use a standard typeface, which is very often different to what we expected and very possibly of an inferior quality.

To make substitutions, go to the Tools -> Options... -> OpenOffice.org -> Fonts menu option.

Figure 31. Font substitution screen



1) The first thing you must do is to activate font substitution by marking the Apply replacement table option.

2) Select the original font and then the font to replace it. One example would be to replace the StarMath font with Wingdings for working in Windows or vice versa if you are using GNU/Linux. Then click on the green tick.

3) In the font list, check the Always option for the substitution you have just made.

4. Installing and configuring spellcheckers

There are a few easy steps that need to be taken before using a new spellchecker in OpenOffice.org. Small utilities are currently available for installing new dictionaries more or less automatically depending on our platform. However, here we will study the manual process because it is the safest and will work in all scenarios. As we shall see, the process is not at all complicated.

There are two parts to the process. The first is the installation of the dictionaries to a specific folder in our system and the second is enabling of the dictionaries so that we can correct our documents with them. Dictionaries consist of two files with different extensions. One has the extension .DIC and contains the list of words, while the other has the extension .AFF and includes the affix combination rules.

Dictionaries can be downloaded as compressed packages from the OpenOffice.org project website:
http://lingucomponent.openoffice.org/download_dictionary.html.

Most packages contain a document with installation instructions. Nonetheless, we will describe the process briefly.

1) Firstly, you must quit the program. In Windows, if you use the Quickstarter option, you will need to right-click the OpenOffice.org icon in the status bar and select Exit Quickstarter.

2) You must then copy the decompressed files from the zip package to your user profile folder, /user/wordbook.

3) You now need to edit the dictionary.lst file, which is located in the folder where you just copied the decompressed files. For example, you will enter the following for the Spanish dictionary:

DICT es ES es_ES

This line tells OpenOffice.org that it must use a dictionary containing two files named **es_ES** (es_ES.aff and es_ES.dic) in the local configuration specified as es ES which, in this case, is **Sp**anish of **Sp**ain. As you can see, the name of the affix file and list of words must be the same if OpenOffice.org is to register it.

Now that your dictionary has been registered correctly, you will need to activate it. Dictionaries are not enabled by default because program performance is very slow if several are running at the same time. You must therefore man-

ually enable the dictionaries you wish to use and only ever leave active the ones you regularly use. This will considerably enhance the performance of OpenOffice.org. The steps for enabling a dictionary are as follows:

4) Launch OpenOffice.org again and go to the following option in the program's main menu:

Tools -> Options... -> Language Settings -> Writing Aids

and then click on Edit in this window.

Figure 32. Edit modules dialog box

The Edit modules dialog box contains a list of all available languages. The names of the languages with a blue tick and the letters ABC before them are the languages for which we have a registered dictionary. As explained earlier, just because a dictionary is registered, this does not mean that it is enabled.

5) To enable a dictionary for a language, mark the OpenOffice MySpell SpellChecker option in the spelling group.

If this group does not appear it is because there is no registered spellchecker for this language. If you have followed all of the steps correctly, make sure that the values you entered in the dictionary.lst file were correct. All dictionaries come with a Help file in the compressed package explaining this procedure. If in doubt, look here for information.

4.1. Advanced dictionary configuration

This section will describe how to install dictionaries on a server installation and look at some of the problems we may come across when installing dictionaries for the OpenOffice spellchecker and their possible solutions.

4.1.1. Installing dictionaries on a server

From version 1.0.1 of OpenOffice.org onwards, it is possible to install dictionaries on a server for remote access by all users. In the previous section, we saw how to install a dictionary for a specific user, where the files were copied and changes made in the user profile folder. It is a good idea to allow users to install the dictionaries they need but it can also be useful to install group dictionaries for all of the clients of a server installation. This means that inexperienced users will not have to install the dictionaries themselves.

The system administrator or anybody with superuser permissions can install group dictionaries in the /share/dict/ooo/ server installation folder. These dictionaries will be available to all system users. There is no need to describe the procedure here as it is the same as the one we have just seen.

However, users will not be able to use the dictionary until they exit OpenOffice.org completely and enable the dictionary using the Tools -> Options... -> Language Settings -> Writing Aids menu option and the Edit button.

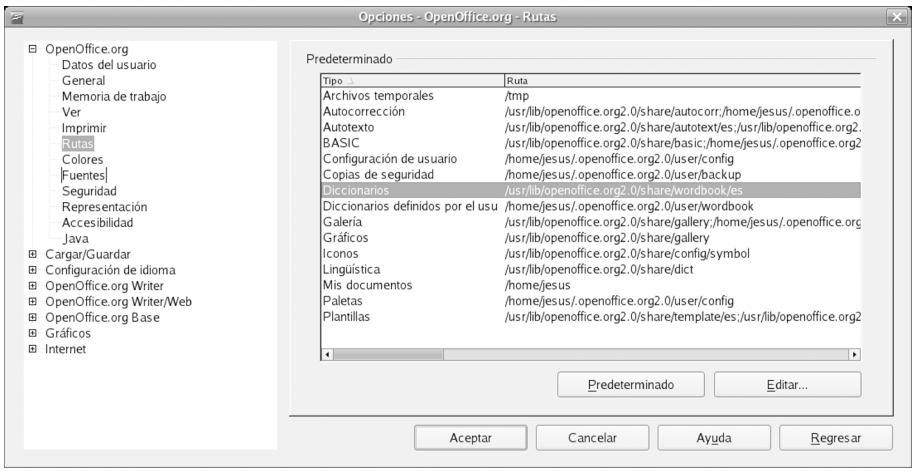
4.1.2. Dictionary paths

Most problems with dictionaries occur because OpenOffice.org cannot find them, so make sure that the values that were entered in the program are correct before you start investigating other possibilities.

These values can be accessed from:

Tools -> Options... -> OpenOffice.org -> Paths.

Figure 33. Path configuration dialog box



In this screen, check that the values for Dictionaries and User-defined Dictionaries are correct and that the specified folders actually contain the dictionary files and dictionary.lst. If you need to edit these values, click on the Edit button and select the correct path.

4.1.3. Font issues

If the dictionary has been registered and enabled but does not correct (for example, it highlights all of our words although they are correct), the typeface used is probably not supported by the spellchecker engine. The two most likely reasons for this is that you are using a symbol font or that you are working with a typeface that has not been installed on your system.

This can occur with a font called Thorndale, which is the default font in many OpenOffice.org versions but which will not be installed on your system unless you have installed StarOffice at some point in the past. It can lead to OpenOffice.org being unable to correct a document properly, though this does not apply to all versions of the program.

Summary

In this unit, we have seen diverse ways of configuring and installing devices in the OpenOffice.org program, which is the main root of problems for users, and we have looked at possible solutions for these.

We have focused particularly on aspects such as compatibility between OpenOffice.org and Microsoft Office documents, which is usually one of the main sources of headaches for users since, for better or for worse, we live in an information society dominated by Microsoft products.