

Customizing general OpenOffice.org settings

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OpenOffice.org includes dozens of options for how it behaves. Available from Tools > Options, they are divided into general settings for the entire office suite and settings particular to each application. General settings are available under the general headings of OpenOffice.org, Load/Save, and Language Settings.

Frankly, the logic with which options are arranged in tabs under these headings is a little elusive. For that reason, when looking to customize OOo, you should not just look at any tab whose name seems related to your purpose, but scan all of them for additional features. This necessity becomes obvious when you consider four common use-cases: setting automated features, reducing memory requirements, setting security options, and enabling assistive options -- although none of these by any means exhausts the array of options that OpenOffice.org makes available.

Setting automated features

Users are divided about OpenOffice.org's automatic features. Some, especially inexperienced users, rely on them heavily. Others can't wait to turn them off. ...

Reducing memory requirements

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