

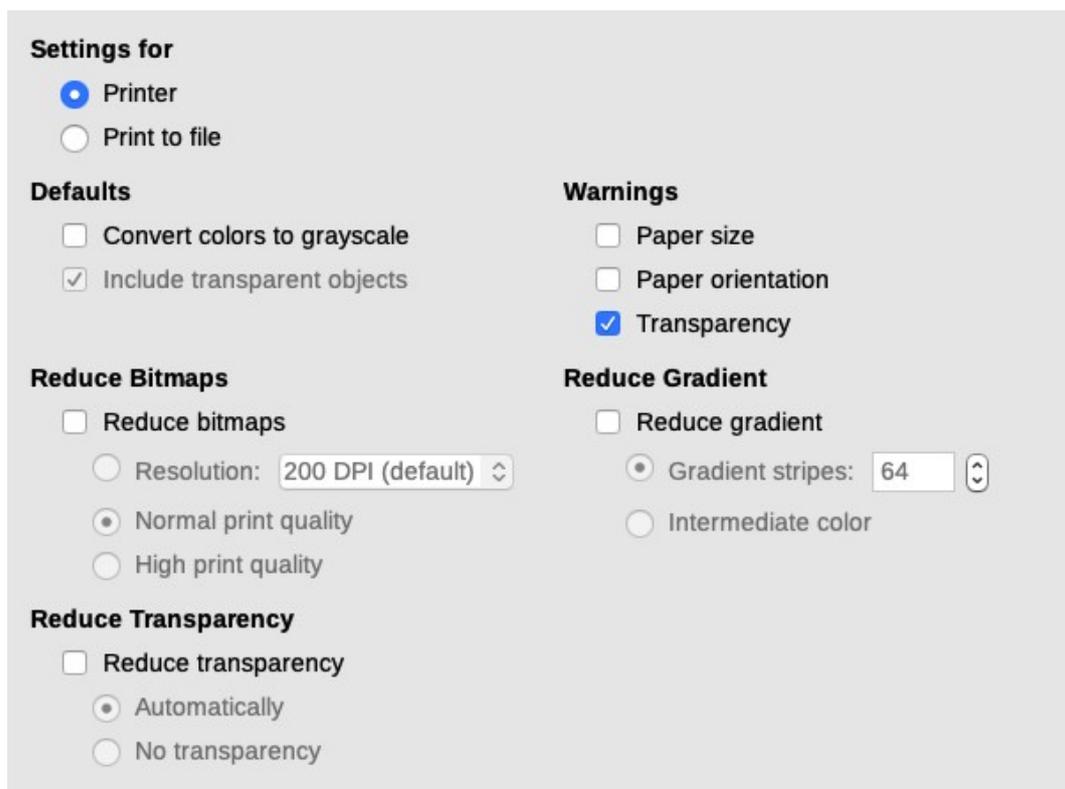
## View options

The options on the *LibreOffice – View* page affect how the document window looks and behaves. Set them to suit your personal preferences. For details, see the Help or Chapter 2, Setting up LibreOffice, in the *Getting Started Guide*.

## Print options

On the *LibreOffice – Print* page, set the print options to suit your default printer and your most common printing method.

In the *Warnings* section on the right side of the page, you can choose whether to be warned if the paper size or orientation specified in your document does not match the paper size or orientation available for your printer. Having these warnings turned on can be quite helpful, particularly if you work with documents produced by people in other countries where the standard paper size is different from yours.



The screenshot shows the 'Settings for' dialog box in LibreOffice. It is divided into several sections:

- Settings for:** Radio buttons for 'Printer' (selected) and 'Print to file'.
- Defaults:** Checkboxes for 'Convert colors to grayscale' (unchecked) and 'Include transparent objects' (checked).
- Reduce Bitmaps:** Checkboxes for 'Reduce bitmaps' (unchecked), 'Normal print quality' (selected), and 'High print quality' (unchecked). A 'Resolution' dropdown is set to '200 DPI (default)'.
- Reduce Transparency:** Checkboxes for 'Reduce transparency' (unchecked), 'Automatically' (selected), and 'No transparency' (unchecked).
- Warnings:** Checkboxes for 'Paper size' (unchecked), 'Paper orientation' (unchecked), and 'Transparency' (checked).
- Reduce Gradient:** Checkboxes for 'Reduce gradient' (unchecked), 'Gradient stripes' (selected, with a value of 64), and 'Intermediate color' (unchecked).

Figure 435: Choosing general printing options to apply to all LibreOffice components

### Tip

If your printouts are incorrectly placed on the page or chopped off at the top, bottom, or sides, or the printer is refusing to print, a likely cause is incorrect page size in printer settings.

## Paths options

On the *LibreOffice – Paths* page, you can change the location of files associated with, or used by, LibreOffice to suit your needs. For example, you might want to store documents by default somewhere other than My Documents. Multiple paths are possible.