

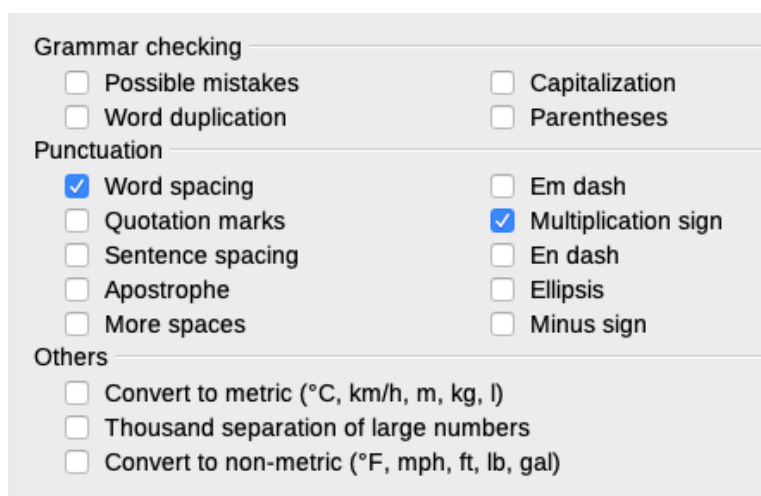
Sentence checking

LibreOffice can check sentences in many languages. These checkers are enabled by default if the language is the computer's default language, and others can be added using the Extension Manager (see page 442). The set of rules available for the sentence checkers depends on the language.

English sentence checking

On the *Language Settings > English Sentence Checking* page (Figure 450), you can choose which items are checked for, reported to you, or converted automatically. This menu is also found in the English dictionaries extension installed by default by LibreOffice (select **Tools > Extension Manager**, select **English spelling dictionaries** and click the **Options** button to reveal the menu). Select which of the optional features you wish to check. These are described in Chapter 2, Working with Text: Basics.

After selecting the additional grammar checks, you must restart LibreOffice, or reload the document, for them to take effect.



The screenshot shows a dialog box titled "Grammar checking" with several sections of options. The "Punctuation" section is expanded, showing options for word spacing, quotation marks, sentence spacing, apostrophe, more spaces, em dash, multiplication sign, en dash, ellipsis, and minus sign. The "Others" section is also visible, showing options for converting to metric, thousand separation, and converting to non-metric.

Grammar checking	
<input type="checkbox"/> Possible mistakes	<input type="checkbox"/> Capitalization
<input type="checkbox"/> Word duplication	<input type="checkbox"/> Parentheses
Punctuation	
<input checked="" type="checkbox"/> Word spacing	<input type="checkbox"/> Em dash
<input type="checkbox"/> Quotation marks	<input checked="" type="checkbox"/> Multiplication sign
<input type="checkbox"/> Sentence spacing	<input type="checkbox"/> En dash
<input type="checkbox"/> Apostrophe	<input type="checkbox"/> Ellipsis
<input type="checkbox"/> More spaces	<input type="checkbox"/> Minus sign
Others	
<input type="checkbox"/> Convert to metric (°C, km/h, m, kg, l)	
<input type="checkbox"/> Thousand separation of large numbers	
<input type="checkbox"/> Convert to non-metric (°F, mph, ft, lb, gal)	

Figure 450: Choosing options for checking sentences in English

Selecting the user interface

By default, LibreOffice Writer's commands are grouped in cascading menus and in toolbars filled with icons—the standard user interface described in Chapter 1. In addition, Writer provides other user interface variations, displaying contextual groups of commands and contents.

When you set up Writer, you can choose one of these user interfaces, and you can switch between them and the standard interface at any time.

- 1) Choose **View > User Interface** on the Menu bar.
- 2) On the Select Your Preferred User Interface dialog (Figure 451), choose one of the variants on the left. An example of the variant is shown in the Preview box on the right, along with a short description.
- 3) Choose the relevant button to apply your selection to all components of LibreOffice, or only to Writer.
- 4) Click **Close** to close the dialog and apply your selection. The Writer window changes to match your selection.