

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.

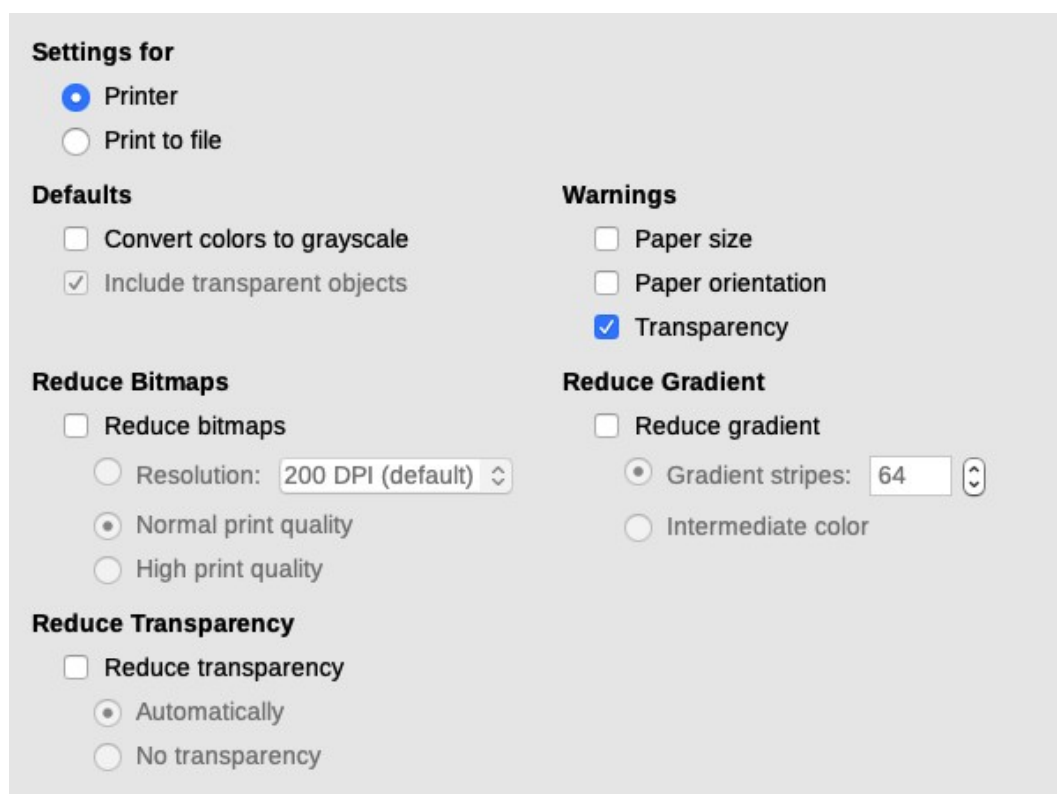
The image shows a screenshot of the 'Settings for' dialog box in LibreOffice, specifically the 'Print' tab. The dialog is organized into several sections. At the top, under 'Settings for', there are two radio buttons: 'Printer' (selected) and 'Print to file'. Below this, the 'Defaults' section contains two checkboxes: 'Convert colors to grayscale' (unchecked) and 'Include transparent objects' (checked). The 'Reduce Bitmaps' section has a 'Reduce bitmaps' checkbox (unchecked) and three radio buttons for 'Resolution': '200 DPI (default)' (selected), 'Normal print quality', and 'High print quality'. The 'Reduce Transparency' section has a 'Reduce transparency' checkbox (unchecked) and two radio buttons: 'Automatically' (selected) and 'No transparency'. On the right side, the 'Warnings' section has three checkboxes: 'Paper size' (unchecked), 'Paper orientation' (unchecked), and 'Transparency' (checked). The 'Reduce Gradient' section has a 'Reduce gradient' checkbox (unchecked) and two radio buttons: '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.