

Fonts options

If you receive a document containing fonts that you do not have on your system, LibreOffice will use substitute fonts for those it does not find. On the *LibreOffice – Fonts* page, you can specify a font different from the one the program chooses.

Tip

Liberation fonts (Serif, Sans, and Mono) are often good choices to substitute for Times, Arial, and Courier.

Note

The Font Options choices do not affect the default fonts for your documents. To change them, you need to create a new default template for Writer documents, as described in Chapter 10, *Working with Templates*.

Security options

Use the *LibreOffice – Security* page to choose security options for saving documents and for opening documents that contain macros. For information on the options not mentioned here, refer to the Help or to the *Getting Started Guide*.

Security Options and Warnings

If you record changes, save multiple versions, or include hidden information or notes in your documents, and you do not want some recipients to see that information, you can set warnings to remind you to remove it, or you can have LibreOffice remove some of it automatically. Note that unless the information is removed, much of it is retained even when the file has been saved to other formats, including PDF.

Click the **Options** button to open a separate dialog with several options, including:

Remove personal information on saving

Select this option to always remove user data from the file properties when saving the file. To save personal information with documents and still be able to manually remove personal information only from specific documents, do not select this option.

Ctrl-click required to open hyperlinks

The default behavior in LibreOffice is that using *Ctrl+click* a hyperlink opens the linked document or website. This is because many people find writing and editing documents easier when accidental clicks on links do not activate the links. To set LibreOffice to activate hyperlinks using just an ordinary click, deselect this option.

Application colors

Writing, editing, and (especially) page layout are often easier when you can see the page margins (text boundaries), the boundaries of tables and sections, grid lines, and other features. In addition, you might prefer to use colors that are different from LibreOffice's defaults.

On the *LibreOffice – Application colors* page (Figure 436), you can specify which user interface elements are visible and the colors used to display them.

- To show or hide items such as text boundaries, select or deselect the boxes in the *On* column next to the names of the elements.
- To change the default colors for a specific element, click the down-arrow in the *Color setting* column by the name of the element and select a color from the drop-down list.
- To save your color changes as a color scheme, click **Save**, type a name in the *Scheme* box, and then click **OK**.