

## Introduction

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This chapter briefly describes some of the setup options found under **Tools > Options** on the Menu bar in Writer. Additional options, and more details about the ones given here, are covered in the Help and in Chapter 2, *Setting up LibreOffice*, in the *Getting Started Guide*. Several of the most relevant options are discussed in other chapters of this book, in the context of tasks where they are most applicable.

This chapter also briefly describes some common customizations that you may wish to do. You can customize menus, toolbars, and keyboard shortcuts, add new menus and toolbars, and assign macros to events. Other customizations are made easy by extensions that you can install from the LibreOffice website or from other providers. You may also choose to activate and use some experimental features; see page 445.

### Tip

Many options are intended for power users and programmers. If you don't understand what an option does, it's usually best to leave it on the default setting unless instructions in this book recommend changing the setting.

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### Note

Customizations to menus and toolbars can be saved in a template. To do so, first save them in a document and then save the document as a template as described in Chapter 10, *Working with Templates*. If you work on more than one project, you may find that having different menus and toolbars can be useful.

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## Choosing options for all of LibreOffice

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This section covers some of the settings that apply to all the components of LibreOffice (Writer, Calc, Impress, Draw, Math, and Base) and that are particularly important when using Writer.

To navigate to options that govern all LibreOffice components, click **Tools > Options** and then click the marker (+ or triangle) by LibreOffice on the left-hand side. A list of pages drops down. Select an item in the list to display the relevant page on the right-hand side of the dialog.

### Tip

The **Reset** button (located in the lower part of any page of the Options dialog) resets the values on that page to the values that were in place when you opened the dialog.

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If you are using a version of LibreOffice other than US English, some field labels may be different from those shown in the illustrations.

## User data

Because Writer can use the name or initials stored in the *LibreOffice – User Data* page for several things, including document properties ('created by' and 'last edited by' information), the name of the author of comments and changes, and the sender address in mailing lists, you will want to ensure that the correct information appears here. If you do not want user data to be part of the document's properties, deselect **Use data for document properties**.