

## Save URLs relative to file system / to internet

Use these options to select the default for relative addressing of URLs in the file system and on the Internet. For details, see Chapter 2, Setting up LibreOffice, in the *Getting Started Guide*.

## Default File Format and ODF Settings

**ODF format version:** LibreOffice by default saves documents in OpenDocument Format (ODF) version 1.3 Extended. While this allows for improved functionality, there may be backwards compatibility issues. When a file saved in ODF 1.3 Extended is opened in an editor that uses an earlier version of ODF, some of the advanced features may be lost. If you plan to share documents with people who use editors that use older versions of ODF, you may wish to save the document using ODF 1.2 Extended (compatibility mode).

**Document type:** If you routinely share documents with users of Microsoft Word, you might want to change the *Always save as* option to one of the Word formats. However, you can choose a Word format when you save any individual file.

## VBA properties

On the *VBA Properties* page, you can choose whether to keep any macros in Microsoft Office documents that are opened in LibreOffice. For details, see Chapter 2, Setting up LibreOffice, in the *Getting Started Guide*.

## Microsoft Office

On the *Load/Save – Microsoft Office* page, you can choose what to do when importing and exporting Microsoft Office OLE objects (linked or embedded objects or documents such as equations or spreadsheets): convert them into or from the corresponding LibreOffice OLE object or load and save them in their original format. For details, see Chapter 2 in the *Getting Started Guide*.

## HTML compatibility

Choices made on the *Load/Save – HTML Compatibility* page (not shown) affect HTML pages imported into LibreOffice and those exported from LibreOffice. See *HTML documents; HTML import and export* in the Help, and Chapter 2 in the *Getting Started Guide*, for more information.

## Choosing Writer-specific options

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Settings chosen in the LibreOffice Writer section of the Options dialog determine how Writer documents look and behave while you are working on them.

If the Options dialog is not already open, choose **Tools > Options**. Click the marker (+ or triangle) by LibreOffice Writer on the left side of the dialog.

### General options

The choices on the *LibreOffice Writer – General* page affect the updating of links and fields, the units used for rulers and other measurements, and the default tab stop positions.

#### Automatically Update [Fields and Charts]

You may not want fields or charts to update automatically while you are working, because that slows down performance. Alternatively, you may want automatic updates if you are referring to information in the fields or charts.

#### Update Links when Loading

Depending on your work patterns, you may not want links to be updated when you load a document. For example, if your file links to other files on a network, you won't want those links to try to update when you are not connected to the network.