OpenOffice.org Administration Guide

Administration Guide

OpenOffice.org Administration Guide describes how to administer an OpenOffice.org network installation. This guide is intended for system administrators who are responsible for the installation and setup of OpenOffice.org on a server.

> ℹ Throughout this document, the OpenOffice.org installation directory is represented in syntax as *install-dir*.

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Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/ Administration_Guide&oldid=96825

Principal Authors: Fpe, Ccornell

Deploy OpenOffice.org using package managers

You can use some of the most popular package managers and software installation tools to install OpenOffice.org for each platform (Solaris pkg, Linux RPM and DEB, and Windows MSI). Network administrators can use the command line interface to deploy OpenOffice.org through the network.

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/ Administration_Guide/How_to_deploy_OpenOffice.org_though_a_ network&oldid=96826

Principal Authors: Ccornell

Solaris Sparc/x86

Installation

The Solaris Package Manager is powerful tool you can use to deploy software packages locally and through a network.

> ℹ These instructions assume that you have downloaded and extracted the OpenOffice.org installation files.

1. Become root if necessary

```
su -
```

2. Change directory to:

```
<OpenOffice.org_unzip-dir>/packages
```

3. For a silent installation of OpenOffice.org you must create an admin file. This hides any recurring queries during the installation.

```
echo action=nocheck > /tmp/admin
echo conflict=nocheck >> /tmp/admin
echo idepend=nocheck >> /tmp/admin
```

4. Install the StarOffice packages :

```
pkgadd -n -a /tmp/admin -d . *
```

You can safely delete the OpenOffice.org installation packages after the install is complete.

Uninstall

Do not delete the OpenOffice.org files from the file system. You must use the OpenOffice.org Java setup or the pkgrm tool to uninstall OpenOffice.org.

1. Become root if necessary

```
su -
```

2. Create a file 'ooo_packages' with all OpenOffice.org related Solaris packages

```
pkginfo -x | cut  -f1 -d " " | grep ooo > /tmp/ooo_packages
```

3. For a silent uninstall. of OpenOffice.org you must create an admin file. This hides any recurring queries during the uninstall.

```
echo action=nocheck > /tmp/admin
echo conflict=nocheck >> /tmp/admin
echo rdepend=nocheck >> /tmp/admin
```

4. Remove all packages listed in the file

```
pkgrm -a /tmp/admin -n `cat /tmp/ooo_packages`
```

5. Depending on your Java environment you may need to uninstall following packages which were installed by the OpenOffice.org installer:

```
pkgrm SUNWj6man SUNWj6cfg
```

	Uninstalling these packages could damage your Java environment.

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/
Administration_Guide/Solaris&oldid=107715

Principal Authors: Sarah Yu, Ccornell

Linux

RPM Based Linux distributions

The RPM package manager is a powerful tool you can use to deploy software packages locally and through a network.

> 🛈 These instructions assume that you have downloaded and extracted the OpenOffice.org installation files.

Install

1. Become root if necessary

```
su -
```

2. Change directory to:

```
<OpenOffice.org_unzip-dir>/RPMS
```

3. The RPMS directory contains RPM package for the Gnome and KDE integration.
   - For users with KDE, you can remove the Gnome integration RPM:

```
rm openoffice.org-gnome-integration-<version>.rpm
```

   - For users with Gnome, you can remove the KDE integration RPM:

```
rm openoffice.org-kde-integration-<version>.rpm
```

4. Install into the standard /opt directory

```
rpm -ivh *.rpm
```

> 🛈 If you prefer to install OpenOffice.org in a different location, use the -prefix option.
>
> ```
> rpm -ivh —prefix <install-dir> *.rpm
> ```

5. To install the OpenOffice.org in the menus:

```
cd desktop-integration
```

Find the RPM for your specific Linux distribution and install it:

```
rpm -ivh openoffice.org-<distribution>-menus_<version>.rpm
```

You can safely delete the OpenOffice.org installation packages after the install is complete.

Uninstall

Do not delete the OpenOffice.org files from the file system. You must use the OpenOffice.org Java setup or the RPM package manager to uninstall OpenOffice.org.

1. Become root if necessary

```
su -
```

2. Create a file 'ooo_packages' with all OpenOffice.org related RPM packages

```
rpm -qa | grep openoffice > ooo_packages
```

3. Check the content of file carefully. All packages in this list will be removed. This list does not include the JRE package that was installed if you used the OpenOffice.org installstion set that includes JRE.
4. To remove all OpenOffice.org related packages:

```
rpm -e 'cat ooo_packages'
```

DEB Based Linux Distributions

The APT or DPKG package manager used to install, update and remove DEB packages, and is provided as part of DEB based Linux distributions such as Debian and Ubuntu.

	If you have the RPMS package and do not want to download the DEBS package, you can convert the RPMs to DEBs using the following command:
	``` sudo alien -d --scripts *.rpm ```

Install

1. Become root if necessary

```
su -
```

2. Change directory to:

```
<OpenOffice.org_unzip-dir>/DEBS
```

3. The DEBS directory contains DEB packages for the Gnome and KDE integration.
   - For users with KDE, you can remove the Gnome integration DEB:

```
rm openoffice.org-gnome-integration-<version>.deb
```

   - For users with Gnome, you can remove the KDE integration DEB:

```
rm openoffice.org-kde-integration-<version>.deb
```

4. Install into the standard /opt directory

```
dpkg -i *.deb
```

> ℹ️ If you prefer to install OpenOffice.org in a different location, use the --instdir=<directory> option.
>
> ```
> dpkg -i --installdir=<install-dir>
> *.deb
> ```

5. To install the OpenOffice.org in the menus:

```
cd desktop-integration
dpkg -i openoffice.org-debian-menus_<version>.deb
```

You can safely delete the OpenOffice.org installation packages after the install is complete.

Uninstall

Do not delete the OpenOffice.org files from the file system. You must use the OpenOffice.org Java setup or the DEB package manager to uninstall OpenOffice.org.

1. Become root if necessary

```
su -
```

2. To remove all OpenOffice.org related packages:

```
apt-get remove openoffice.org*
```

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/Administration_Guide/Linux&oldid=104835

Principal Authors: Ccornell

Microsoft Windows

The OpenOffice.org setup for Microsoft Windows uses MSI packages. MSI is the standard tool for installing software packages under Microsoft Windows.

> ℹ️ The Advertise option (/J{m|u}) of the Microsoft Software Installer is not supported by the OpenOffice.org installation package.

Extract the OpenOffice.org installation files

All files of the OpenOffice.org installation set are packed in a single file in the download version of the OpenOffice.org installation set. This file must be unpacked first before the MSI package is accessible.

To expand the download installation set :

1. Double click on the the file from the download install set or start the file from the command line.
2. The OpenOffice.org Installation Preparation Wizard appears.
3. Click Next.
4. Select the Destination Folder to the unpacked files.
5. Once all files are unpacked, the regular OpenOffice.org Installation Wizard dialog appears. Do not follow the installation dialog. Leave the dialog open and copy the expanded files from the installation set into a different directory.
6. Click Cancel in the OpenOffice.org Installation Wizard, click Yes to confirm the cancellation, and click Finish to close the Installation Wizard.

Unattended (silent) installation

The parameter /qn is used to suppress the User Interface and all message boxes during the installation.

```
  msiexec /qn /i
openofficeorg<version>.msi
```

Copy the OpenOffice.org installation set to a network share

This installation type does not install OpenOffice.org on single machine, it copies the installation files, ready for a OpenOffice.org installation, in a directory. The user could start the OpenOffice.org setup from this directory for a local installation.

1. Start the network Installation Wizard

```
 msiexec /a openofficeorg<version>.msi
```

2. Click Next
3. Specify the network share where the installation files will be copied. Make sure that you choose an appropriate destination directory on the network share.
4. Click Install.
5. Click Finish when the installer is done copying the files to the network share.

Users can install OpenOffice.org from this shared network location by browsing to the shared directory and double clicking on openofficeorg<version>.msi.

Uninstall

Uninstalling MSI packages from the command line is not easy. Using the original name of the MSI package does not work. The Windows Installer expects the ProductCode of the application. The product code for an English OpenOffice.org installation set is different to the product code for a German or Italian installation set. OpenOffice.org saves this ProductCode into the setup.ini that is located in the program directory of OpenOffice.org. The parameter for the uninstall is /x and the /qn parameter for a silent uninstall.

1. Open a file manager and browse to <openoffice.org-install-dir>/program.
2. Open setup.ini and locate the ProductCode.
3. Uninstall OpenOffice.org with:

```
msiexec /qn /x {4BC1CB2B-FDCE-4DB4-A557-BA8127569B0D}
```

> ℹ The ProductCode {4BC1CB2B-FDCE-4DB4-A557-BA8127569B0D} is an example. You must find the
> correct product code for your OpenOffice.org installation.

Repairing an OpenOffice.org installation

Existing OpenOffice.org installations can also be repaired using msiexec.

```
msiexec /f [p|o|e|d|c|a|u|m|s|v] /x
{ProductCode}
```

A description of all repair options is available online in the Microsoft Developer Network:
http://msdn.microsoft.com/library/default.asp?url=/library/en-us/msi/setup/
command_line_options.asp [1]

External links

[1]   http://msdn.microsoft.com/library/default.asp?url=/library/en-us/msi/setup/
      command_line_options.asp

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/
Administration_Guide/Windows&oldid=104836

Principal Authors: Ccornell

OpenOffice.org Basic Macros and Libraries

OpenOffice.org Basic is a programming language that you can use to automate tasks in
OpenOffice.org. OpenOffice.org Basic macros are stored in modules that in turn are stored
in libraries. Libraries also act as containers for dialog boxes that you create in
OpenOffice.org Basic. You can store Basic libraries in any directory that a user can access.

> ℹ Use OpenOffice.org extensions for packaging and deploying Basic Libraries. The OpenOffice.org
> Developer's Guide describes the Extensions in detail.

About OpenOffice.org Basic Libraries and Modules

The default OpenOffice.org Basic libraries are located in the *install-dir*/share/basic directory. A library contains the following files:

script.xlb

> An XML file that contains the names of the modules in the library.

dialog.xlb

> An XML file that contains the names of dialog boxes in the library.

*.xba

> An XML file that stores the OpenOffice.org Basic source code for a single OpenOffice.org Basic module. The name of the file corresponds to the name of the module.

*.xdl

> An XML file that stores the dialog elements of an OpenOffice.org Basic dialog box. The name of the file corresponds to the name of the dialog.

*.pba

> An OpenOffice.org Basic module which is protected with a password, that is, the source code is encrypted. The name of the file corresponds to the name of the module.

About OpenOffice.org Basic Configuration Files

The script.xlc and dialog.xlc configuration files list the location of OpenOffice.org Basic libraries and dialog boxes. These files are located in the *install-dir*/user/basic/ directory which also contains the default Standard OpenOffice.org Basic library as well as the user-defined libraries.
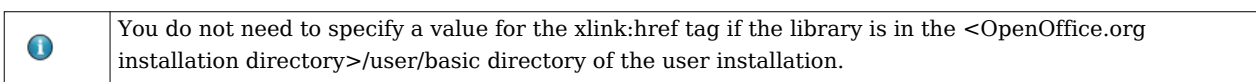
🔴	You cannot change the location of the script.xlc and dialog.xlc configuration files.
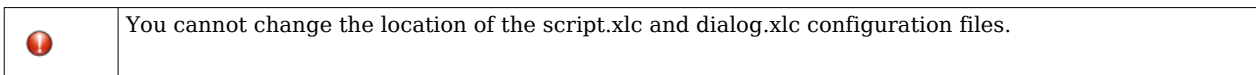
The XML-based script.xlc file includes a list of all Basic libraries that are available to OpenOffice.org. The following tags are used:

library:name

> Specifies the name of the OpenOffice.org Basic library.

xlink:href

> Specifies the URL of the script.xlb file for the library. The URL must begin with the file:/// notation.

ℹ	You do not need to specify a value for the xlink:href tag if the library is in the <OpenOffice.org installation directory>/user/basic directory of the user installation.

xlink:type

> This tag, which is required by the xlink:href tag, must be set to simple.

library:link

> Specifies that the entry is a link to a library that is not in the default library location. The default location for OpenOffice.org Basic libraries is *install-dir*/user/basic. If you only use the default location for the libraries, set the value of this tag to false. For all other libraries, set the value of this tag to true.

library:readonly

> Specifies whether a library is read-only. Set the value of this tag to true for read-only access.

The following XML code is for a script.xlc configuration file for OpenOffice.org Basic libraries. The only difference between this file and a dialog.xlc file is that the xlink:href tag points to the script.xlb file of a library instead of the dialog.xlb file.

```xml
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE library:libraries PUBLIC
"-//OpenOffice.org//DTD OfficeDocument 1.0//EN" "libraries.dtd">

<library:libraries
xmlns:library="http://openoffice.org/2000/library"
xmlns:xlink="http://www.w3.org/1999/xlink">

<library:library library:name="Standard"
xlink:href="file:///.../user/basic/Standard/script.xlb/"
xlink:type="simple" library:link="false"/>

<library:library library:name="FormWizard"
xlink:href="file:///.../share/basic/FormWizard/script.xlb/"
xlink:type="simple" library:link="true" library:readonly="false"/>
</library:libraries>
```

Sample OpenOffice.org Basic Configuration File

Distributing OpenOffice.org Basic Libraries

You can make custom OpenOffice.org Basic libraries available to existing OpenOffice.org installations or new installations only.

> The script.xlc and dialog.xlc configuration files are located in the following directories:
> - Solaris and Linux platforms: *install-dir*/usr/basic/
> - Windows: C:\Documents and Settings*user-id*\Application Data*install-dir*\user\basic\

To Make a Custom OpenOffice.org Basic Library Available to All Users on a Network

Use OpenOffice.org to create a custom library as well as the macros in the library.

1. As root, copy the custom library from the user installation where you created the library to the OpenOffice.org server installation.

    cp -r *install-dir*/user/basic/custom library *install-dir*/share/basic/

> On Windows, the location of the custom library that you created is C:\Documents and Settings*user-id*\Application Data*installation-dir*\user\basic\custom library

2. In the script.xlc configuration file for the user installation, add a link to the script.xlb configuration file for the library.

    Use the following syntax for the link:

```
<library:library library:name="Library Name"
xlink:href="$(USER)/basic/Library Name/script.xlb/"
xlink:type="simple" library:link="true" library:readonly="false"/>
```

3. In the dialog.xlc configuration file for the user installation, add a link to the script.xlb configuration file for the library.
    Use the following syntax for the link:

```
<library:library library:name="Library Name"
xlink:href="$(USER)/basic/Library Name/dialog.xlb/"
xlink:type="simple" library:link="false"/>
```

4. Restart OpenOffice.org on the workstations.

To Make a Custom OpenOffice.org Basic Library Available to a Single User

1. Copy the custom library from the user installation where you created the library to the user installation where you want to deploy the library.

    • On the Solaris and Linux platforms, become root, and copy the library.

```
cp -r ''install-dir''/user/basic/custom library
''install-dir''/user/basic/
```

    • On Windows, become a user with administrator privileges, and copy the library.

    The file name path for the library is C:\Documents and Settings*user-id*\Application Data*install-dir*\user\basic\custom library

2. In the script.xlc configuration file for the user installation, add a link to the script.xlb configuration file for the library.
    Use the following syntax for the link:

```
<library:library library:name="Library Name"
xlink:href="$(USER)/basic/Library Name/script.xlb/"
xlink:type="simple" library:link="true" library:readonly="false"/>
```

3. In the dialog.xlc configuration file for the user installation, add a link to the script.xlb configuration file for the library.
    Use the following syntax for the link:

```
<library:library library:name="Library Name"
xlink:href="$(USER)/basic/Library Name/dialog.xlb/"
xlink:type="simple" library:link="false"/>
```

4. Restart OpenOffice.org.

To Install a Custom OpenOffice.org Basic Library With a Macro

You can create a macros that installs a OpenOffice.org Basic library from an OpenOffice.org document.

1. In Writer, create a custom OpenOffice.org Basic library in a new document.
2. Save the document.
3. Create an installation macro.
4.

    a. Choose **Tools → Macros → Organize Macros → OpenOffice.org Basic**. The **OpenOffice.org Basic Macros** dialog box appears.
    b. In the **Macro from** list, select your Writer document.
    c. In the **Macro name** box, type a name from the installation macro.
    d. Click the **New** button. The **BASIC** IDE window appears.
    e. Type the following code:
    f.

```
Sub AddBasicLibrary
  Dim SourceLibraryName As String, DestLibraryName As String
  Dim oSrcLib As Object, oDestLib As Object, iCounter As Integer
  Dim oLib As Object, oGlobalLib As Object

  ' set these 2 variables to your lib name
  SrcLibraryName = "TextLib"
  ' The name of the library that contains the modules
  DestLibraryName = "NewLib"
  ' This library will be created and is the
  ' destination for the modules from the source document.

  oLib = BasicLibraries        ' For Basic libaries
  oGlobalLib = GlobalScope.BasicLibraries
  For iLib = 1 To 2
    If oGlobalLib.hasByName( DestLibraryName ) = False Then
      oGlobalLib.createLibrary( DestLibraryName )
    End If
    If oLib.hasByName( SrcLibraryName ) Then
      oLib.loadLibrary( SrcLibraryName )
      oSrcLib = oLib.getByName( SrcLibraryName )
      sSrcModules = oSrcLib.getElementNames()
      iCounter = lBound( sSrcModules() )

      while( iCounter <= uBound( sSrcModules() ) )
        oDestLib = oGlobalLib.getByName(DestLibraryName)
        If oDestLib.hasByName( sSrcModules(iCounter) ) = False Then
          oDestLib.insertByName( sSrcModules(iCounter),_
          oSrcLib.getByName( sSrcModules(iCounter) ) )
        End If
        iCounter = iCounter + 1
      wend
```

```
    End If


    oLib = DialogLibraries   ' The same for the Dialog libraries
    oGlobalLib = GlobalScope.DialogLibraries
  Next iLib
  End Sub
```

    g.   Replace the SrcLibraryName and DestLibraryName variables with the name of your library.

    h.   Close the **BASIC** IDE window.

5.   Add a push button to the document.

6.

    a.   On the **Form Controls** toolbar and click the **Push Button** icon.

    b.   In your document, drag to draw the button.

7.   Assign the installation macro to a button event.

8.

    a.   Right-click the new button, and choose **Control**.

    b.   Click the **Events** tab.

    c.   Click the ellipsis **...** next to a button event, for example, the **Mouse button pressed** event.

    d.   In the **Assign Action** dialog box, click the **Macro** button. The **Macro Selector** dialog box appears.

    e.   In the **Library** list, select the library that contains the installation macro.

    f.   In the **Macro name** list, select the installation macro.

    g.   Click **OK**.

    h.   In the **Assign Macro** dialog box, click **OK**.

9.   Save the document.

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/Administration_Guide/Using_Custom_Macros_and_Libraries&oldid=104469

Principal Authors: Fpe, Ccornell, TJFrazier

OpenOffice.org Extension Manager

You can use the OpenOffice.org Extension Manager to add, remove, disable, enable, and export OpenOffice.org extensions. For example, you can use the Extension Manager to add or remove the following types of extensions:

- Configuration Data
- Configuration Libraries
- Extensions
- Universal Network Objects (UNO) components
  These components represent compiled software packages. UNO is the interface-based component model for OpenOffice.org. For more information on this model, go to the UNO Development Kit project web site [1].

	You cannot manage XSLT filters, language modules, or palettes with the Extension Manager.

You can manage extensions from a dialog box or from the command-line.

Using the Extension Manager Dialog Box

Extensions can be installed so that they are available to only the current user (single user installation), or to all users (shared user installation).

To install an extension that will be used by only the current user, open the Extension Manager dialog box from the **Tools** menu in any OpenOffice.org program and install the extension. The extension will be installed and be immediately available to the current user. The extension will not be available to other users on that computer.

To install an extension that can be used by all users, use the unopkg add --shared command-line syntax and install the extension with root or Administrator privileges.

To Add an Extension for All Users

1. Become root.
    - In UNIX and Linux, open a terminal window, and type su.
    - In Windows, open a command prompt.
    - In Windows Vista, right-click the icon for the command prompt and select Start as Administrator.
2. Change to the *install-dir*/program directory.
3. Type unopkg add --shared *package-name*.

To Remove an Extension for All Users

1. Become root.
    - In UNIX and Linux, open a terminal window, and type su.
    - In Windows, open a command prompt.
    - In Windows Vista, right-click on the icon for the command prompt and select Start as Administrator.
2. Change to the *install-dir*/program directory.
3. Type unopkg remove *package-name*.

Using the unopkg Command to Manage Extensions

You can manage packages from the command line. The syntax for the unopkg command is:

```
unopkg add {-v, -f, --log-file, --shared}
     extension-path | remove {-v, -f, --log-file, --shared}
     extension-name | list {-v, -f, --log-file, --shared}
     extension-name | reinstall {-v, -f, --log-file, --shared} | gui
| -V | -h
```

add

   Adds extensions to an OpenOffice.org installation.

remove

Removes extensions from an OpenOffice.org installation.

list

Displays information about the deployed extensions.

reinstall

Reinstalls the deployed extensions.

gui

Opens the Extension Manager dialog box.

–V, – –version

Displays the version information for the unopkg command.

–h, – –help

Displays the help for the unopkg command.

-v, --verbose

Runs the command in verbose mode.

-f, --force

Overwrites existing extensions that have the same names.

--log-file *filename*

Creates a log file. The default file name path for the log file is *cache-dir*/log.txt

--shared

Expert feature: operate on shared installation deployment context; run only when no concurrent processes are running

External links

[1]   http://udk.openoffice.org

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/
Administration_Guide/Using_Package_Manager&oldid=104837

Principal Authors: Fpe, Ccornell

Adding Template Files to an OpenOffice.org Installation

 You can make custom document templates available to all users or to individual users of a network installation of OpenOffice.org. You can also make specific directories for document templates available to these users.

�	Do not give users write permission for template files.

To Add a Template For All Users of a OpenOffice.org Network Installation

1. Become root.
2. Copy the template to the *network-install-dir*/share/template/ directory.

To Add a Template to a Workstation Installation of OpenOffice.org

1. Become root.
2. Copy the template to the *install-dir*/user/template/ directory on the workstation.

To Add a Template Directory to an OpenOffice.org Installation

1. In any OpenOffice.org program, choose **Tools → Options → OpenOffice.org → Paths**.
2. In the list of default paths, select Templates, and then click **Edit**.
3. In the **Edit Paths** dialog box, click the **Add** button.
4. Locate the template directory that you want to add and click **Select**.
5. In the **Edit Paths** dialog box, click the **OK** button.
6. In the **Options - OpenOffice.org - Paths** dialog box, click **OK**.
7. Exit OpenOffice.org.

   OpenOffice.org saves the template path to the
   install-dir/user/registry/data/org/openoffice/Office/Common.xcu configuration file.
8. Copy the code below into the appropriate Common.xcu file.

   • To make the template directory available to all users of the OpenOffice.org network installation, copy the code into the
     install-dir/share/registry/data/org/openoffice/Office/Common.xcu file.
   • To make the template directory available to a single user of an OpenOffice.org network installation, copy the code into the
     install-dir/user/registry/data/org/openoffice/Office/Common.xcu file.

```
<node oor:name="Path">
 <node oor:name="Current">
  <prop oor:name="Template" oor:type="oor:string-list">
   <value>$(inst)/share/template/$(vlang)
     $(user)/template new_template_directory
   </value>
  </prop>
 </node>
</node>
```

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/
Administration_Guide/Adding_Template_Files&oldid=96832

Principal Authors: Fpe, Ccornell

Adding AutoText Files to an OpenOffice.org Network Installation

OpenOffice.org saves AutoText entries to categories in files with a *.bau extension. You can make custom AutoText files available to all users or to individual users of a network installation of OpenOffice.org.

ⓘ	For information on how to create AutoText entries, search for the keyword "AutoText" in the online help for OpenOffice.org Writer

To Add AutoText Files For All Users of an OpenOffice.org Network Installation

1. Become root.
2. Copy the AutoText *.bau files to the *network-install-dir*/share/autotext/ directory.

To Add AutoText Files to a Workstation Installation of OpenOffice. org

1. Become root.
2. Copy the AutoText *.bau files to the *installation-dir*/user/autotext/ directory on the workstation.

To Add an AutoText Directory to an OpenOffice.org Installation

1. In any OpenOffice.org program, choose **Tools → Options → OpenOffice.org → Paths**.
2. In the list of default paths, select AutoText, and then click **Edit**.
3. In the **Edit Paths** dialog box, click **Add**.
4. Locate the directory that contains the AutoText *.bau files that you want to add and click the **Select** button.
5. In the **Edit Paths** dialog box, click **OK**.
6. In the **Options - OpenOffice.org - Paths** dialog box, click **OK**.
7. Exit OpenOffice.org.
   OpenOffice.org saves the AutoText path to the
   install-dir/user/registry/data/org/openoffice/Office/Common.xcu configuration file.
8. Copy the code below into the appropriate Common.xcu file.

   • To make the AutoText directory available to all users of the OpenOffice.org network installation, copy the code into the
   install-dir/share/registry/data/org/openoffice/Office/Common.xcu file.

   • To make the AutoText directory available to a single user of an OpenOffice.org network installation, copy the code into the
   install-dir/user/registry/data/org/openoffice/Office/Common.xcu file.

```
<node oor:name="Path">
 <node oor:name="Current">
  <prop oor:name="AutoText" oor:type="oor:string-list">
   <value>$(inst)/share/autotext/$(vlang)
    $(user)/autotext new_autotext_directory
   </value>
```

```
      </prop>
    </node>
  </node>
```

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/
Administration_Guide/Adding_AutoText_Files&oldid=96833

Principal Authors: Fpe, Ccornell

Deactivating the OpenOffice.org Registration Wizard

The first time that you start OpenOffice.org, a wizard opens to guide you through the registration process. You can also start this process if you choose the **Help → Registration** menu item in any OpenOffice.org program. You can deactivate the registration wizard as well as the Registration menu command.

To Deactivate the Registration Wizard

To use an extension to deactivate the Registration Wizard at the first startup of OpenOffice.org:

1. Download the DisableFirstStartWzd.oxt extension:
    *   For OpenOffice.org 2.x: DisableFirstStartWzd.oxt
    *   For OpenOffice.org 3.x: DisableFirstStartWzd_ooo3.oxt
2. Install OpenOffice.org.
3. At the command line, type:

```
unopkg add --shared DisableFirstStartWzd.oxt
```

This command installs the extension and makes it available to all users of this specific OpenOffice.org installation. You must install the extension on each OpenOffice.org installation where you want to disable the Registration Wizard.

> ⓘ   MS Windows only: The First Start wizard creates a shortcut link for the OpenOffice.org Quickstarter in the Windows startup folder. If you deactivate the First Start wizard, this shortcut will not be placed in the startup folder.

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/
Administration_Guide/Deactivating_Registration_Wizard&oldid=104396

Principal Authors: Fpe, Ccornell

Accessing Email Clients

In OpenOffice.org, you can send the current document as an email attachment.

On the Solaris and Linux platforms, the email client must support the attachment of a document to an email message through a command at the command line. In Windows, the email client must support the Messaging Application Program Interface (MAPI).

OpenOffice.org works with most common email clients, including:

- Thunderbird 1.*x* and 2.*x*
- Evolution/Groupwise
- Sylpheed/Claws-mail
- Apple Mail

Configuring OpenOffice.org to Use an Email Client on Solaris and Linux

You need to specify the email client that you want to use.

To Specify the Email Client for the Solaris and Linux Platforms

1. In OpenOffice.org Writer, choose **Tools → Options → Internet → E-mail**
2. Click the ellipsis **...** button next to the **E-mail program** box.
3. Locate the email client that you want to use and click the **Open** button.

Configuring OpenOffice.org to Use an Email Client on Windows

You do not need to configure OpenOffice.org to use an email client in Windows. OpenOffice.org automatically uses the default email client,if the client uses the Messaging Application Program Interface (MAPI). See this Mozilla article [1] for information about how to change the default email client per user under Windows.

> OpenOffice.org uses the senddoc.exe program in the program directory of the OpenOffice.org installation to access the MAPI email client.

External links

[1]   http://kb.mozillazine.org/Default_mail_client

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/ Administration_Guide/Accessing_Email_Clients&oldid=104838

Principal Authors: Fpe, Eremmel, Ccornell

Customizing the User Interface

Creating a Customized XML Configuration File

OpenOffice.org stores most of the User Interface (UI) configuration settings in Extensible Markup Language (XML) format. The UI components are defined in the XML-based User Interface Language (XUL) and stored in XML files.

OpenOffice.org provides a **Customize** dialog box where you can make changes to most of the UI components. For example, you could use this dialog box to add a custom menu to Writer.

You can also edit an XML UI configuration file to make your changes. The XML elements and attributes for the OpenOffice.org UI components are described in the following sections.

Using the Customize Dialog Box

You can use the **Customize** dialog box to make changes to or to create the following UI components:

- Menus
- Shortcut keys
- Toolbars
- Events

The changes are saved to an XML configuration file. After you make your changes in the **Customize** dialog box, you can use the XML configuration file that you created to apply the changes to other OpenOffice.org installations.

ⓘ	For more information on the location of the individual XML configuration files, see Using a Text Editor

To Customize Menus, Keyboard Shortcuts, Toolbars, and Events

1. Open the OpenOffice.org program where you want to customize a UI element.
2. Choose **Tools → Customize**
   The **Customize** dialog box appears.
3. Click the tab of the UI element that you want to customize.
4. Make your changes and then click **OK**.
   The changes are saved to one or more XML configuration files in the OpenOffice.org user directory. The file names and location for these files is
   user-dir/config/soffice.cfg/modules/*module-identifier*/*element-type*/*element-name*.xml

Using a Text Editor for UI Customization

You can also use a text editor to customize a UI element in an XML configuration file. For example, to remove an item from the **Tools** menu in Writer, you open the menubar.xml file for Writer, and delete the XML element for the menu item. You can also use XML configuration files to limit the functionality of OpenOffice.org. See Restricting functionality for more information.

The UI configuration settings for each of the following components in an OpenOffice.org module are stored in separate XML configuration files:

Customize Dialog box

- Menu bars
- Shortcut keys
- Toolbars
- Events
- Status bars
- Images

The file names and location for the default XML configuration files for these UI elements is
install-dir/share/config/soffice.cfg/modules/*module-identifier*/*element-type*/*element-name*.xml

For example, the XML configuration file for the Writer menu bar is
install-dir/share/config/soffice.cfg/modules/swriter/menubar/menubar.xml

The following table lists the short module identifiers for each OpenOffice.org module is listed in the following table:

Short Module Identifiers for OpenOffice.org Modules

OpenOffice.org Module	Short Module Identifier
OpenOffice.org Writer/Web	sweb
OpenOffice.org Writer/Globaldocument	sglobal
OpenOffice.org Calc	scalc
OpenOffice.org Draw	sdraw
OpenOffice.org Impress	simpress
OpenOffice.org Math	smath
OpenOffice.org Chart	schart
OpenOffice.org Bibliography	sbibliography
OpenOffice.org BasicIDE	BasicIDE
OpenOffice.org Database QueryDesign	dbquery
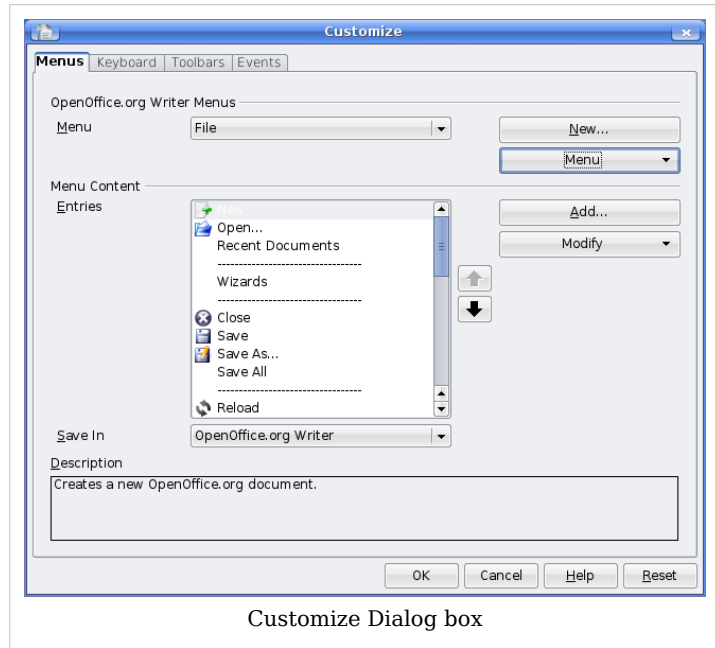
OpenOffice.org Database TableDesign	dbtable
OpenOffice.org Database RelationDesign	dbrelation
OpenOffice.org StartModule (Backing Component)	StartModule

For a description of the XML elements and attributes that the OpenOffice.org configuration files use, see the OpenOffice.org XML File Format Technical Reference Manual [1]

Applying a Customized User Interface to Different OpenOffice.org Installations

You can use XML configuration files to apply a customized user interface to one or more OpenOffice.org installations.

To Apply a Customized User Interface to All Users on a Network

On a master OpenOffice.org installation, create a customized XML configuration file for each UI element that you want to change. See Creating a Customized XML Configuration File for details.

1. Become root.
2. Copy the contents of the *user-dir*/config/soffice.cfg/modules directory of the master installation to the *network-install-dir*/share/config/soffice.cfg/modules directory.
3. Restart OpenOffice.org.

To Apply a Customized User Interface to a Single User

On a master OpenOffice.org installation, create a customized XML configuration file for each UI element that you want to change. See Creating a Customized XML Configuration File for details.

1. Become root.
2. Copy the contents of the *user-dir*/config/soffice.cfg/modules directory of the master installation to the *user-dir*/share/config/soffice.cfg/modules directory of the single user installation.
3. Restart OpenOffice.org.

External links

[1]   http://xml.openoffice.org/xml_specification.pdf

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/ Administration_Guide/Customizing_the_UI&oldid=104839

Principal Authors: Fpe, Ccornell

Restricting Functionality in OpenOffice.org

You can restrict the functionality of OpenOffice.org program modules for individual users, groups, or across a network. You can apply different restrictions to different users. You can also create a command configuration file in XML format to restrict the availability of menu commands in an OpenOffice.org program.

Creating a Command Configuration File

The creation of a command configuration file is a three-step process:

- Determine the command names of the features that you want to restrict.
- Create an XML configuration file.
- Copy the configuration file to the appropriate location in the OpenOffice.org installation directory.

To Create a Command Configuration File

1. Determine the UNO Command Names [1] for the feature that you want to restrict.
2. In a text editor, create an XML configuration file.
3.
   a. Use the following file structure.
   b.

```xml
<?xml version="1.0" encoding="UTF-8" ?>
 <oor:node oor:name="Commands" oor:package="org.openoffice.Office"
 xmlns:oor="http://openoffice.org/2001/registry"
 xmlns:xs="http://www.w3.org/2001/XMLSchema"
 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <node oor:name="Execute">
    <node oor:name="Disabled">
      <node oor:name="CommandName" oor:op="replace">
        <prop oor:name="Command">
          <value>CommandName</value>
        </prop>
      </node>
    </node>
  </node>
 </oor:node>
```

   c. The
   d. Commands.xcu
   e. file uses the following schema
   f. :
   g.

```xml
<?xml version='1.0' encoding='UTF-8'?>
 <oor:component-schema oor:name="Commands"
```

```
oor:package="org.openoffice.Office" xml:lang="en-US"
xmlns:oor="http://openoffice.org/2001/registry"
xmlns:xs="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
 <templates>
   <group oor:name="CommandType">
     <prop oor:name="Command" oor:type="xs:string"/>
   </group>
 </templates>
 <component>
   <group oor:name="Execute">
     <set oor:name="Disabled" oor:node-type="CommandType"/>
   </group>
 </component>
</oor:component-schema>
```

    h.   Create a separate node for each feature that you want to restrict.

    i.   In each node, replace the term CommandName with the command name of the feature.

4.   Save the file with the name Commands.xcu.

The following Commands.xcu file disables the ability to customize menus in OpenOffice.org. To apply this restriction to all users, copy the file to the *network-install-dir*/share/registry/data/org/openoffice/Office directory.

```
<?xml version="1.0" encoding="UTF-8" ?>
<oor:node oor:name="Commands"
oor:package="org.openoffice.Office"
xmlns:oor="http://openoffice.org/2001/registry"
xmlns:xs="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <node oor:name="Execute">
   <node oor:name="Disabled">
     <node oor:name="ConfigureDialog" oor:op="replace">
       <prop oor:name="Command">
         <value>ConfigureDialog</value>
       </prop>
     </node>
     <node oor:name="ConfigureToolboxVisible" oor:op="replace">;
       <prop oor:name="Command">
         <value>LoadToolBox</value>
       </prop>
     </node>
   </node>
  </node>
</oor:node>
```

For a list of command names and their descriptions, see Index of UNO Command Names for OpenOffice.org.

To Apply a Command Configuration File

You can apply a command configuration file to OpenOffice.org on the Solaris, Linux, and Windows platforms.

1. Exit all OpenOffice.org applications.
    On Windows, ensure that you exit the OpenOffice.org Quickstarter in the system tray.
2. Copy the Commands.xcu file to the appropriate directory.

    *   To apply the configuration to all users on the network, copy the Commands.xcu file to the following directory:
        network-install-dir/share/registry/data/org/openoffice/Office
    *   To apply the configuration to a specific user on the network, copy the Commands.xcu file to the following directory:
        workstat-dir/user/registry/data/org/openoffice/Office

The configuration is applied when you restart OpenOffice.org

External links

[1]   http://wiki.services.openoffice.org/wiki/Framework/Article/OpenOffice.org_2.
      x_Commands

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/
Administration_Guide/Restricting_functionality&oldid=96837

Principal Authors: Fpe, Ccornell

Accessing OpenOffice.org User Profiles on an LDAP Server

OpenOffice.org can use an LDAP User Profile Back End to access user profiles, such as first name, last name, and address, on an LDAP server. As a result, you do not need to manually enter user profiles when you install OpenOffice.org on a network.

To retrieve user profiles for OpenOffice.org from an LDAP repository, you need to provide the LDAP User Profile Back End with the following information:

*   Location of the LDAP repository
*   Mapping file that identifies the attributes in the LDAP repository that are required to generate an OpenOffice.org user profile

Configuring OpenOffice.org to Retrieve User Profiles From an LDAP Repository

You specify the settings for the LDAP User Profile Back End in LDAP.xcu, an XML file. OpenOffice.org loads these settings during startup. The structure of the LDAP.xcu file is defined by the configuration schema for the org.openoffice.LDAP component. The schema is located in *install-dir*/share/registry/schema/org/openoffice/LDAP.xcs.

To Configure OpenOffice.org to Access User Profiles From an LDAP Repository

1. In a text editor, create an XML configuration file with the name LDAP.xcu

🛈	A sample LDAP.xcu file is provided at *install-dir*/share/registry/data/org/openoffice/LDAP.xcu.sample

The structure of the LDAP.xcu.sample file is:

```xml
<oor:component-data oor:name="LDAP" oor:package="org.openoffice"
xmlns:oor="http://openoffice.org/2001/registry"
xmlns:xs="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
<node oor:name="UserDirectory">
  <node oor:name="ServerDefinition">
    <prop oor:name="Server" oor:type="xs:string">
      <value>ldapserver.mycorp.com</value>
    </prop>
    <prop oor:name="BaseDN" oor:type="xs:string">
      <value>dc=mycorp,dc=com</value>
    </prop>
    <prop oor:name="Port" oor:type="xs:int">
      <value>389</value>
    </prop>
  </node>
    <prop oor:name="SearchUser" oor:type="xs:string">
      <value>MyUserLogin</value>
    </prop>
    <prop oor:name="SearchPassword" oor:type="xs:string">
      <value>MyPassword</value>
    </prop>
  <prop oor:name="UserObjectClass" oor:type="xs:string">
    <value>inetorgperson</value>
  </prop>
  <prop oor:name="UserUniqueAttribute" oor:type="xs:string">
    <value>uid</value>
  </prop>
  <prop oor:name="Mapping" oor:type="xs:string">
    <value>oo-ldap</value>
  </prop>
</node>
</oor:component-data>
```

Server

    Host name of the LDAP Server.

BaseDN

    Root entry of the enterprise directory.

Port

    Port number of the LDAP Server. The default port number is 389.

SearchUser

    Distinguished Name (DN) of an existing user with read-only access to the LDAP
    repository.

> ⓘ   This setting is only required if anonymous access is not supported by the LDAP server.

SearchPassword

    Password of SearchUser.

> ⓘ   This setting is only required if anonymous access is not supported by the LDAP server.

UserObjectClass

    Object class that identifies user entities.
    For example, the user entity for an OpenDS Server inetOrgPerson. To find the DN of a
    user, you need to use this entity in conjunction with the UserUniqueAttribute attribute.

UserUniqueAttribute

    Attribute that identifies user entities.
    For example, the UserUniqueAttribute for an LDAP repository that is on an OpenDS
    server is uid. To find the DN of a user, you need to use this attribute in conjunction
    with the UserObjectClass. The server compares the value of this attribute to the login
    user name for the operating system.

Mapping

    String that indicates a named mapping file, that is, $(Mapping)-attr.map.
    For example, if the LDAP repository is an OpenDS server, the mapping entry is
    oo-ldap. This entry tells the LDAP User Profile Back End to use oo-ldap-attr.map as the
    mapping file. Alternatively, if the LDAP repository is an Active Directory, the Mapping
    entry is oo-ad-ldap. This entry tells the LDAP User Profile Back End to use
    oo-ad-ldap-attr.map as the mapping file.

2. Replace the value placeholders in the LDAP.xcu file with the mandatory settings for
   your LDAP server.
3. Copy the LDAP.xcu file to *install-dir*/share/registry/data/org/openoffice/.

Mapping LDAP User Profiles

By default, an OpenOffice.org installation includes two meta-configuration mapping files
that map OpenOffice.org user profile attributes to LDAP attributes. The LDAP User Profile
Back End uses the *install-dir*/share/registry/ldap/oo-ldap-attr.map mapping file for a Sun
Java System Directory Server and the *install-dir*/share/registry/ldap/oo-ad-ldap-attr.map
mapping file for a Windows Active Directory Server. The Mapping entry in the LDAP.xcu
file indicates which mapping file to use. For example, oo-ldap indicates the oo-ldap-attr.map

file.

	If you want to change the location of the mapping files, edit the CFG_LdapMappingUrl entry in the *install-dir*/program/configmgrrc file to point to the new location of the file. In Windows, this entry is in the *install-dir*/program/configmgr.ini file.

You can also create a custom user profile mapping file for an alternative LDAP server.

To Create a Custom User Profile Mapping File

1. Create a text file with the name oo-ldap server type-attr.map.

	Edit a copy of an existing mapping file, for example, *install-dir*/share/registry/ldap/oo-ldap-attr.map.

2. Type the mapping information.
    Each line in the file must have the following format:
    user-profile-attribut=LDAP-attribute1,LDAP-attribute2,...,LDAP-attribute-n.
    You can only map user profile attributes that are present in the OpenOffice.org configuration schema. The file name path for this schema is *install-dir*/share/registry/schema/org/openoffice/UserProfile.xcs. You can edit the list of corresponding LDAP attributes to show which attributes in the user entries hold the personal data. The LDAP server queries the LDAP attributes in the order that the attributes appear in the list.
3. Copy the mapping file to the *install-dir*/share/registry/ldap/ directory.

	You need administrator rights to copy the mapping file to this directory on a network installation.

4. In the *install-dir*/share/registry/data/org/openoffice/LDAP.xcu file, change the value of the Mapping property to the string that appears before the -attr.map in the name of the mapping file.
    For example, the value of the Mapping property for the file.

Source: http://wiki.services.openoffice.org/w/index.php?title=Documentation/ Administration_Guide/LDAP_Access&oldid=104840

Principal Authors: Fpe, Ccornell

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http://www.sun.com/software/star/openoffice/index.xml