

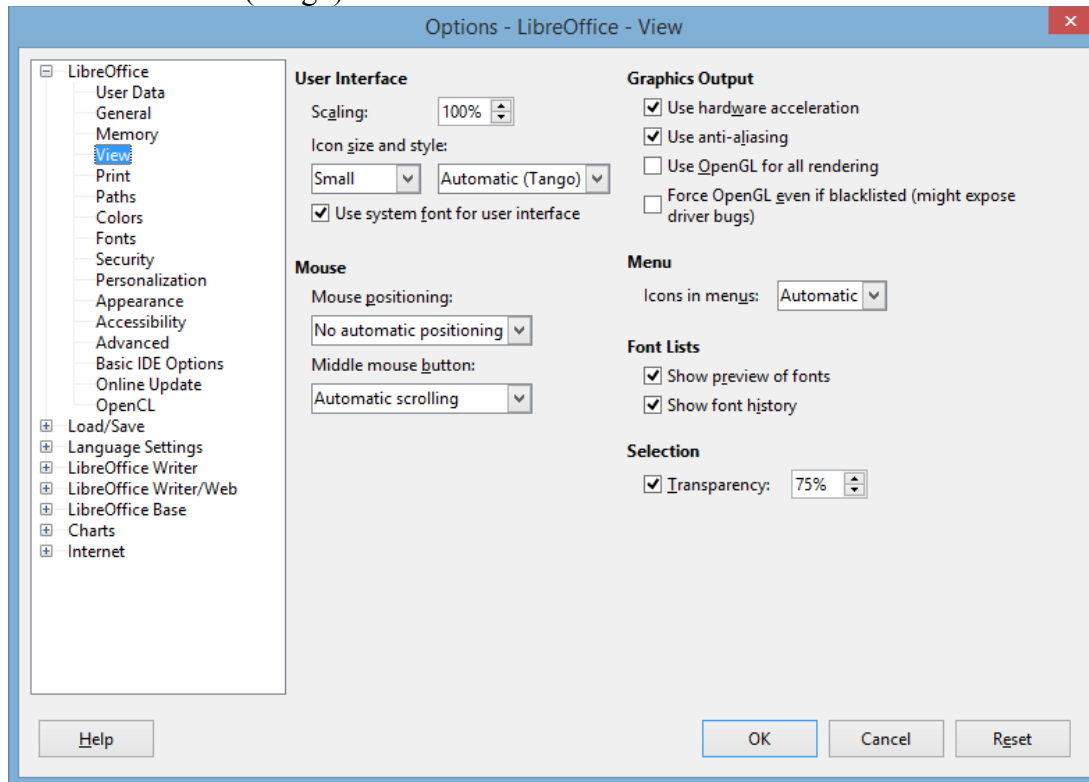
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1. **Make toolbar icons smaller**, so they don't take up 1/3 the screen!

1. Tools --> Options --> LibreOffice --> View --> choose "Icon size and style" to be "Small" and "Automatic (Tango)"



2.

2. **LibreOffice Calc spell-check doesn't work!**

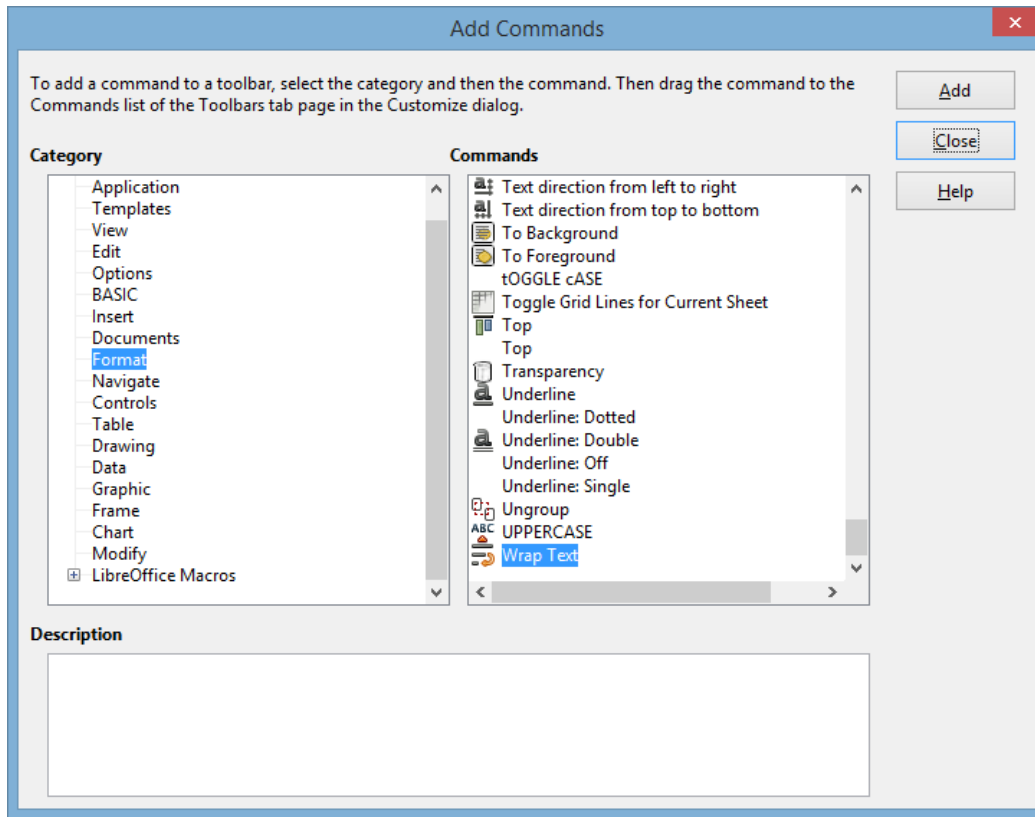
1. Just like in LibreOffice Writer, when you click Tools → Language → you should be able to set the language “for all text” to “English (USA)”. However, in Calc, there is a bug preventing this from happening. Assuming you have the spell-check dictionaries installed, a workaround is as follows:
  1. Highlight all cells (ctrl + a) → right click → Format Cells → Font → set “Western Text Font” to the language you want to use for spell-check, ex: “English (USA).” The “CTL Font” stands for “Complex Text Layout,” and is used for complex fonts only, such as Arabic, Hebrew, etc. Now that you have set the language, spell-check will work when you click the spell-check button.
  2. Next, turn on “Automatic Spell Checking” (ie: auto-underlining spelling errors) by going to Tools → ensure “Automatic Spell Checking” is selected.
    1. NB: Automatic Spell Checking is NOT retroactive. This means that if you have spelling errors already on your spreadsheet, they will NOT be underlined now that you selected “Automatic Spell Checking,” rather, only NEW TEXT that you type, from this point on, will be automatically underlined if spelled wrong. Therefore, it is recommended that you now run the spell-checker as normal to check for errors up to this point. Each time you toggle the “Automatic Spell Checking” off then back on, all underlining of miss-spelled words is \*removed\* when you uncheck “Automatic

Spell Checking,” and is NOT added back when you re-select “Automatic Spell Checking.”

**3. Add “wrap text” toolbar button to Calc!** 

1. Tools → Customize → Toolbars → (select “Formatting” Toolbar) → (scan through the list, see if “Wrap text” command is missing [note: they are \*not\* in alphabetical order]) → Add<sup>s</sup> → select “Format” category → select “Wrap Text” Command → Click “Add,” then “Close” → now, back on the previous (“Customize”) screen, drag the “Wrap Text” command down to where you want it (I recommend putting it right after “Merge and Center Cells”). Done. Click “OK” to exit. Highlight a cell and click, or unclick, the button to toggle “wrap text” on and off.

1. <sup>s</sup>See image of this “Add Commands” screen here:



2.

- 4. d
- 5. dd
- 6. d
- 7. d
- 8. d
- 9. d
- 10. d
- 11.