



FLOSS

MANUALS

Table of Contents

OpenOffice.org	1
Mission.....	1
History.....	1
Benefits.....	1
Writer	3
Features.....	3
Quick Rundown.....	3
Impress	5
Features.....	5
Quick Rundown.....	5
Calc	7
Features.....	7
Quick Rundown.....	7
Draw	9
Features.....	9
Quick Rundown.....	9
Base	10
Math	11
Features.....	11
Quick Rundown.....	11
Chart	12
Features.....	12
Quick Rundown.....	12
Installing on Windows	13
Get the installer.....	13
Start the installation.....	15
Installing Ubuntu	22
Opening a File	24
Saving or Exporting a File	26
The Process.....	26
Saving.....	26
Exporting.....	26
Saving vs. Exporting.....	26
Exporting as PDF.....	26
General Options.....	26
Initial View.....	26
User Interface.....	26
Links.....	26
Security.....	26
Writer.....	26
Impress.....	27
Calc.....	28
Draw.....	29

Table of Contents

Saving or Exporting a File	
Math.....	29
Base.....	30
Templates.....	31
Getting Templates.....	31
Using Templates.....	31
Extensions.....	32
Getting Extensions.....	32
Updating Extensions.....	32
Removing Extensions.....	32
Make an Address Book.....	33
Creating a new address book.....	33
Adding more entries.....	37
What can you do with this file?.....	40
Mail Merge.....	42
Getting Ready	42
Starting the Wizard.....	43
Select Document Type.....	44
Insert Address Block.....	44
Changing the Address Layout.....	48
Create Salutation.....	51
Adjust Layout.....	52
Edit Document.....	53
Excluding Recipients.....	54
Editing the Layout.....	55
Personalize Document.....	56
Save, print or send.....	57
Extended Help.....	59
In-Program Help.....	59
OpenOffice.org Help Window.....	59
What's This? Explainer.....	59
Documentation Team.....	60
Online Forums & Mailing Lists.....	60
Online Forums.....	60
Mailing Lists.....	60
Forum and Mailing List Suggestions.....	60
Web Search.....	60
IRC.....	60
Glossary.....	62
License.....	68
Authors.....	69
General Public License.....	72

OpenOffice.org

OpenOffice.org (OOo, OO.o, or OpenOffice informally) is an all in one office suite, handling all of your word processing, presentation, spreadsheet, publishing, and database needs. OpenOffice.org contains 5 main applications and 2 other sub-components. The main applications are:

- **Writer** - for word processing
- **Impress** - for presentations
- **Calc** - for spreadsheets
- **Draw** - for publishing and drawing
- **Base** - for databases

The sub-components are:

- **Math** - for formulas
- **Chart** - for charts

Mission

OpenOffice.org's mission statement is:

To create, as a community, the leading international office suite that will run on all major platforms and provide access to all functionality and data through open-component based APIs and an XML-based file format.

History

What came to be OpenOffice.org started as the proprietary office suite, StarOffice, produced by the Germany based company StarDivision. In August of 1999 Sun Microsystems purchased the code of StarOffice and released version 5.2 of StarOffice for free.

Benefits

From the start, OpenOffice.org was designed as the full package. With this design you get several benefits such as these:

- **Similar Look & Feel** - for the different applications, OOo maintains the same look and feel so that the suite is easier to use.
- **Common Tool Belt** - the same tools are used in multiple applications so that you only have to learn a tool once, and you can use it in the multiple environments.
- **Shared Knowledge** - the applications share knowledge, so if you add a word to the dictionary in Impress, that word will still be in the dictionary in Writer.

OpenOffice.org has these other important benefits too:

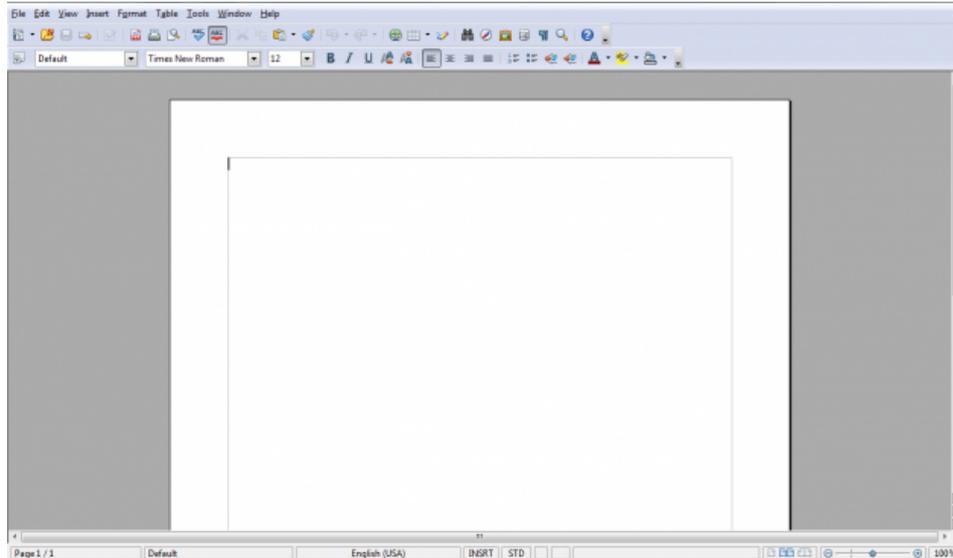
- **Multiple Platforms** - OpenOffice.org isn't just for one platform it works on Linux, Windows, Mac, and Solaris.
- **OpenDocument Format** - all applications save in the OpenDocument Format which is an open standard created by Sun Microsystems and OASIS.
- **Templates** - the OpenOffice.org website has a whole host of templates that you can use in Writer, Impress, Calc, and Draw. All available here: <http://templates.services.openoffice.org/>.
- **Extensions** - the OpenOffice.org website also hosts a large array of extensions that you can use in OOo. They are available here: <http://extensions.services.openoffice.org/>.

- **Native Language** - you can probably view OpenOffice.org in your native language, the OOO's community Native Language Projects offer over 80 languages. One is pretty much bound to be in your language.
- **Cost** - OpenOffice.org is completely free, meaning of no cost.

Writer

Writer is OOo's word processor. It probably works like any strong word processor you've had before such as Microsoft Word, Google's Docs Service, or Word Perfect. It includes all the basic services of a processor such as a spell checker; formatting such as bulleting; font color, size, and styles; and plenty of other necessities. Maybe best of all, as part of the OpenOffice.org suite, it is completely free.

Writer Interface:

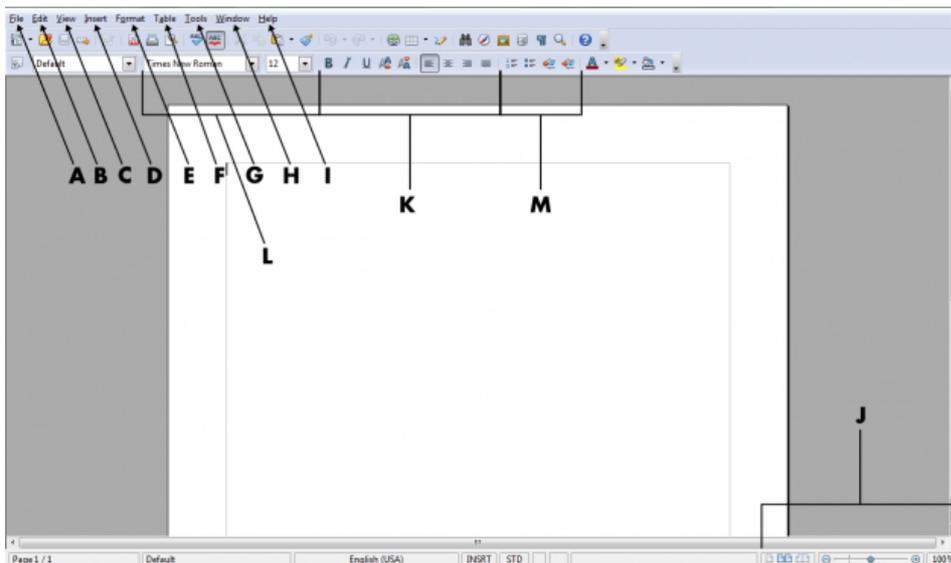


Features

Writer has some really nice features that sets it apart from most word processors.

- **AutoComplete** - suggests common words and phrases when you type to shorten your typing time.
- **Advanced Notation System** - which lets you create notes on the side of documents displaying the editing time and date, additionally notes from different users are different colors.
- **Saving and Exporting Options** - Writer boasts 20 saving formats and 5 exporting, not to mention the options that you have with some of those such as password protection.
- **Portable Document Format (PDF) Export** - The application has PDF exporting, which as the portable in PDF explains, is extremely transmittable in the digital world. Also, every major publishing company uses PDF form to create books, online and not, because of its What-You-See-Is-What-You-Get (WYSIWYG) printing.
- **Master Documents** - Which allows you to create large books and writings, without keeping everything in one document. Linking smaller documents into a larger, complete one.
- **The Wizard** - which gives you great templates to start any project.
- **Keep Old Documents** - Writer has great backwards compatibility with earlier versions of it, and even better, can read all of your Microsoft Word documents.
- **Great Interface** - the interface of Writer is extremely clean and slick with the Galaxy style and the menus are completely customizable.
- **Styles and Formatting** - Writer has an amazingly strong and in-depth styling and formatting system, which puts the power of styles into the average user's hands.

Quick Rundown

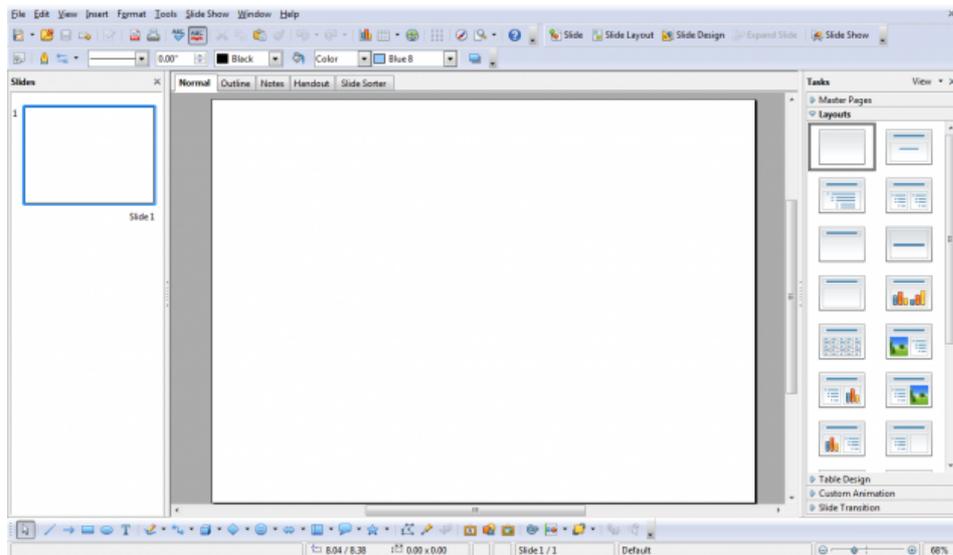


- **A. - File**, this contains commonly used objects such as Open, Save, Export, Print and more..
- **B. - Edit**, contains common actions such as Copy, Paste, Cut, Undo, Redo, Find & Replace, and more..
- **C. - View**, handles all of your Menus and Toolbars along with Zooming options.
- **D. - Insert**, most of your features other than text come from here, for example: Pictures, Tables, Headers & Footers.
- **E. - Format**, contains all of your formatting needs, Left, Right, Center, Columns, Page Layout, Bulleting, etc. the list just keeps going.
- **F. - Table**, has exactly what it says, options about tables, Inserting Tables, Merging Cells, Splitting Cells, etc.
- **G. - Tools**, this contains much more in-depth things, such as Macros, a Mail Merging Wizard, the Gallery, but also common tools such as Spell/Grammar Checking, a Thesisaurus, and Word Count.
- **H. - Window**, this is an extremely simple menu that contains the windows of OOo you have open, for all sub-applications of OOo, contained in a list.
- **I. - Help**, which has things about using OOo and OOo itself, a quick reference guide, and is extremely useful in learning the OOo environment.
- **J. - Zooming & View**, a simple part of the menu but extremely important when you want to see an entire, complex document, there is a slider for on-the-fly changing, page viewing options on the left, and on the right the current zoom percentage (right click for common zooming options.)
- **K. - Styles & Formatting**, Bold, Italic, Underline, Superscript, and Subscript. Probably some of the most used options so it is worth mentioning.
- **L. - Font Type & Size**, also used a lot, change your font on the left, change the size of that font on the right, simple enough.
- **M. - Bulleting & Indentation**, Numbering, Bulleting, Decrease Indent, Increase Indent, also simple tools used fairly often.

Impress

Impress is OOo's presentation application. Impress is like Microsoft's PowerPoint or Apple's Keynote. More than just a word processor that lets you show some slides, Impress lets you enrich your presentations with multimedia such as: images, charts, video, sound, and formulas. You can go even further with special effects, animation, and some amazing drawing tools. So go out and persuade someone for your cause!

Impress Interface:

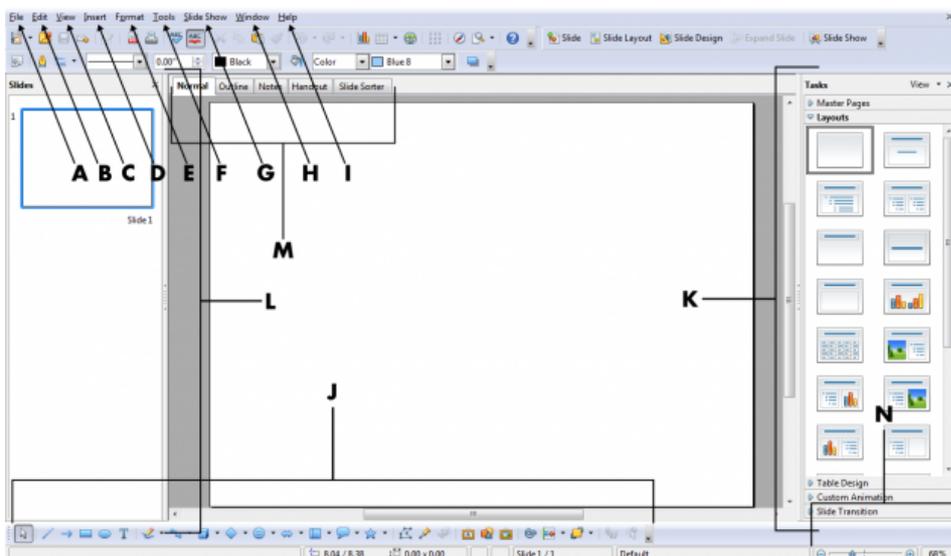


Features

Impress has some really great features:

- **Macromedia Flash (SWF) Exporting** - Impress lets you export as a .swf or Macromedia Flash document, what is so great about this is it lets you create almost in a sense a PDF of your slide show, but instead you can actually click through it. Unfortunately you have to give up some flair for the awesome portability. Anyone with a flash player can watch it.
- **Drawing & Diagramming Tools** - The drawing tools of Impress are amazing because, they not only are simple to use, but very indepth for those that need it to be. Lines, arrows, boxes, circles, hearts, stars, 3D objects, and a whole ton more. Impress's drawing tools should be perfect for anything you need drawn.
- **Five Easily Accessed Views** - At the top of every slide (and M on this bottom image) there lie 5 simple viewing types. These enable you to get the most space out of your monitor, by keeping non-essential things, such as notes, on different slides. However, going back to the example, when it comes time to write notes, it is easily accessed and provides a great environment for it.

Quick Rundown

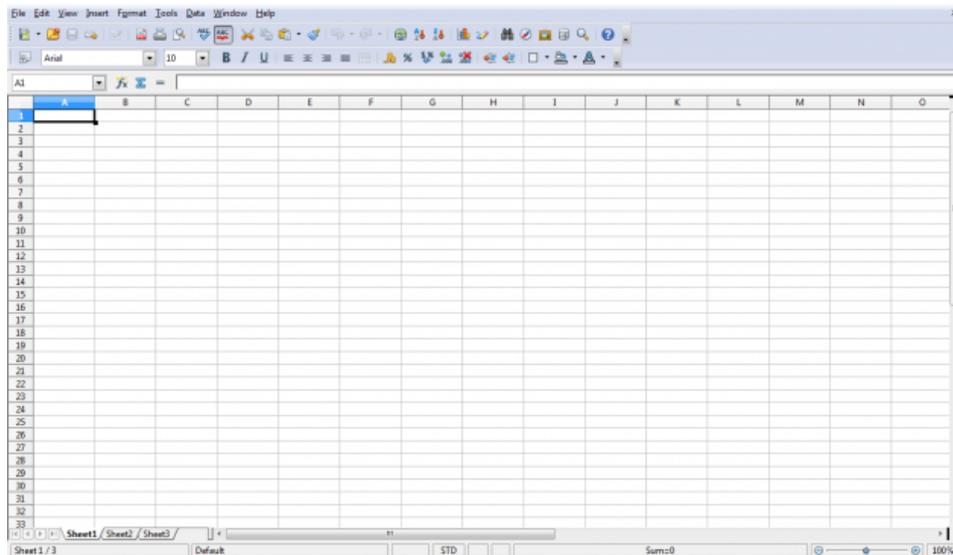


- **A. - File**, this contains commonly used objects such as Open, Save, Export, Print and more.
- **B. - Edit**, contains common actions such as Copy, Paste, Cut, Undo, Redo, and more.
- **C. - View**, handles every way of viewing your material, from the 6 viewing types to toolbars to zoom.
- **D. - Insert**, insert slides, images, video, sound, charts, formulas, and more through this menu.
- **E. - Format**, format the page, slides, bulleting and more.
- **F. - Tools**, contains tools such as a spell checker, the gallery, and an eyedropper.
- **G. - Slide Show**, start, animate, make transitions, change timings, and everything for making your slide show is in this menu.
- **H. - Window**, this is an extremely simple menu that contains the windows of OOo you have open, for all sub-applications of OOo, contained in a list.
- **I. - Help**, containing useful information on how to use Impress, what icons on the screen do, and OpenOffice.org itself.
- **J. - Drawing & Diagramming Tools**, powerful drawing tools let your presentations come to life, a lot is down there and even more can be added. 2D drawing & diagramming tools, 3D tools, Fontwork, interaction, 3D effects, and more.
- **K. - Tasks**, the tasks panel does a lot of different things, it can setup Master Pages, the layout, give you nice looking tables, create animations for your slides, and finally give your slides transitions.
- **L. - Slides**, the slides panel is a simple one but important, it lets you see your slides and move from one to the next.
- **M. - Views**, the view tabs are great because they utilize your entire desktop space and alter your panels so that you can work with more space. Containing the normal, outline, notes, handouts, and slide sorter views.
- **N. - Zoom**, the zoom tool is a small one, use the zoom slider to zoom in and out of your slide, the part on the right shows your current zoom percentage.

Calc

Calc is OOo's spreadsheet creation and management tool. It allows newcomers an easy environment for starting and data wizards the advanced functionality they want. Calc can be a free replacement for Microsoft's Excel. Now have fun trying to fill up the 17,179,869,184 cells of data you can have in one file!

Calc Interface:

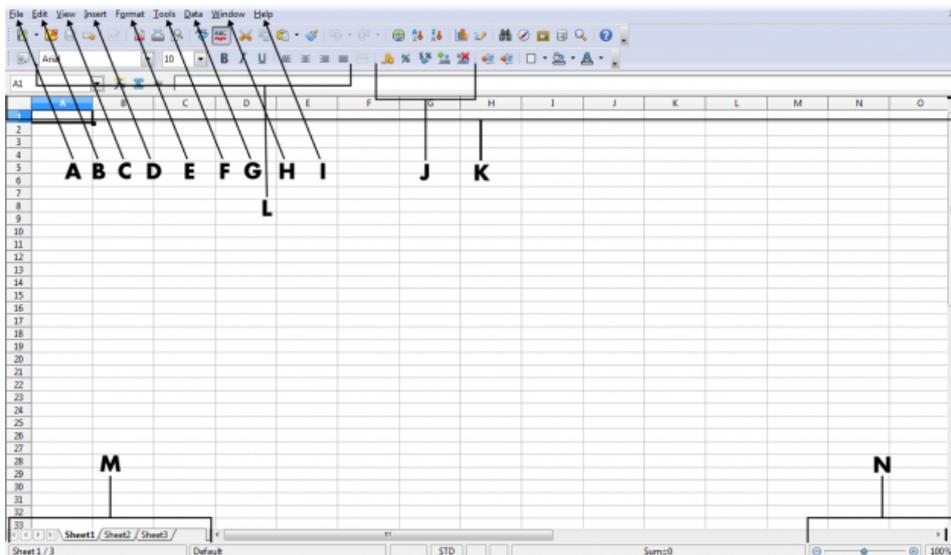


Features

Calc has a great environment and advanced functionality here is some of it:

- **Intuitive Design** - the design of Calc is great, this program works the way your mind does. For example if you only want to type in the first 10 rows, highlight those rows and Calc will know that you only want to type in those rows. Or you have a column of five numbers and you click to the 6th column. Then you click on the subtotal/sum button of the formula toolbar, Calc will know that you wanted to add those 5 columns and give you your result in that 6th cell.
- **Function Wizard (Ctrl+F2)** - Calc has about 375 functions, all at your control, providing amazing power! In the function wizard they are separated in groups such as Financial, Information, Logical and others. What is so great about this is that all of these functions are in the control of any average user, because the in-software help provides information and examples for each one of them. However some of them are so advanced you may still never use them.
- **External Data Linking** - with this you can pull information off of the internet or your files in order to pull conclusions from data. Furthermore the spreadsheets can be updated to reflect changes in the source.

Quick Rundown



- **A. - File**, has procedures such as Open, Save, Export, Print, and more.
- **B. - Edit**, actions such as Copy, Paste, Undo, Redo, and more are in this menu.
- **C. - View**, all the Toolbars, Viewing modes, and Zooming options are contained here.
- **D. - Insert**, insert Rows or Columns, Sheets, Charts, Notes, Images, and numerous other things with this menu.
- **E. - Format**, in here you can format everything from the Page to the Cells.
- **F. - Tools**, for Calc this includes stuff like the Goal Seeker, Detective, and Solver, but also includes tools in multiple applications such as Spelling, the Gallery, Macros, and more.
- **G. - Data**, is a menu exclusively for Calc. It contains exclusive procedures for the data in the cells, these procedures include: Filter, Define Range, Sort, Consolidate, Validity, and even more actions.
- **H. - Window**, this window lets you open another window of the same file, and for Calc it also lets you Freeze and Split the cells.
- **I. - Help**, like in every other OOO application this menu contains things for help, such as the in-software help manual.
- **J. - Number Formats**, these buttons let you change the type of number format you are using, for example clicking on the coins/money will change a 5 you typed in into \$5.00. Other format types are Percent, Date, Exponential, and Standard.
- **K. - Formula Bar**, this is arguably the most important part of spreadsheet applications, it lets you create simple to complicated formulas to ease the process of calculating and inserting data. A simple formula may be =*SUM*() which lets you add the cells in the paratheses together.
- **L. - Simple Formatting & Font Tools**, important to anything with text or numbers, it lets you change the font or style of the font.
- **M. - Sheets**, this simple part of the interface lets you move from sheet to sheet. Also double clicking on the sheets lets you rename them, and double clicking where there is no sheet, lets you add a sheet.
- **N. - Zoom**, this slider lets you zoom in and out of the spreadsheet to either see more or less cells. It also shows you the current zoom percent.

Draw

Draw is OOO's drawing, publishing, and planning tool. It is a great drawing tool, because of its simplicity. Draw can't compete with software like GIMP or Photoshop, but it doesn't try to because it knows its main purpose is for the office. However Draw can create simple drawing such as clipart, and then export the drawing in many formats. Draw is also a good publishing tool. It allows you to pull in many different types of media from other OOO applications and more. Then with interface you can easily create a poster, diagram, etc. Finally, Draw is a planning tool. With the drawing toolbar, you can display your thoughts by using the tools such as the rectangle tool. Finally with the connector tool you can connect your ideas together all easily. The application sure is diverse in its uses.

Draw Interface:

Features

Draw has some great functions for all three its uses.

- **Exporting** - Draw's exporting features are great. Unlike some drawing applications, Draw can export in vector and raster formats. Not only that but it can export to 17 different image formats. This allows you to do secondary processing with something like Inkscape or GIMP. Furthermore, Draw can be used as a presentation canvas possibly for artwork, it does this with the pages sidebar which when exported to PDF can become a booklet.

Quick Rundown

Base

Math

Features

Quick Rundown

Chart

Features

Quick Rundown

Installing on Windows

Software name : OpenOffice.org

Homepage : <http://www.openoffice.org/>

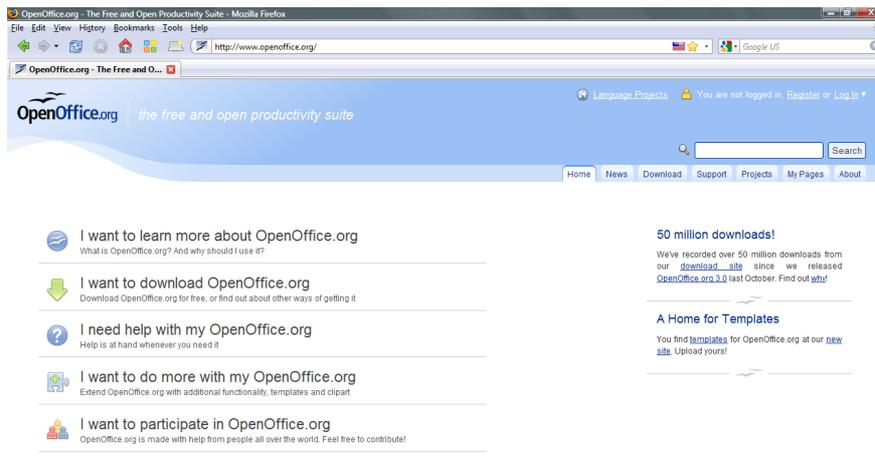
Software version used for this installation : 3.0

Operating System use for this installation : Microsoft Vista

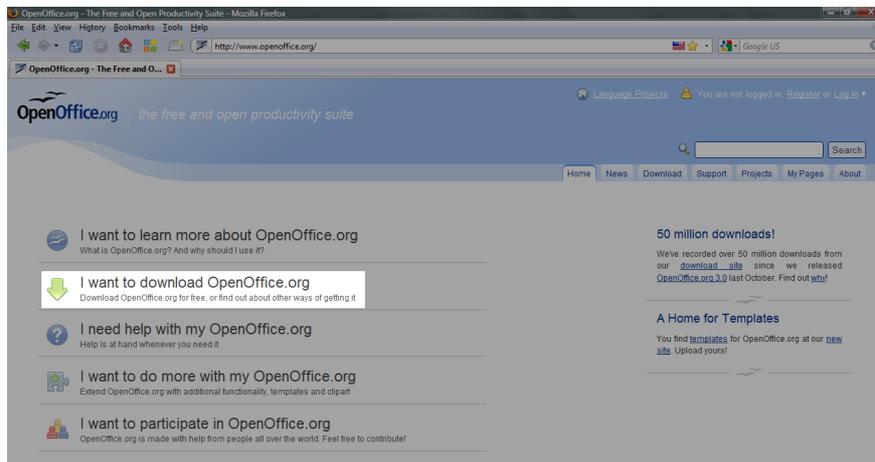
Recommended Hardware : 1GHz processor, 360MB storage space, internet connection

Get the installer

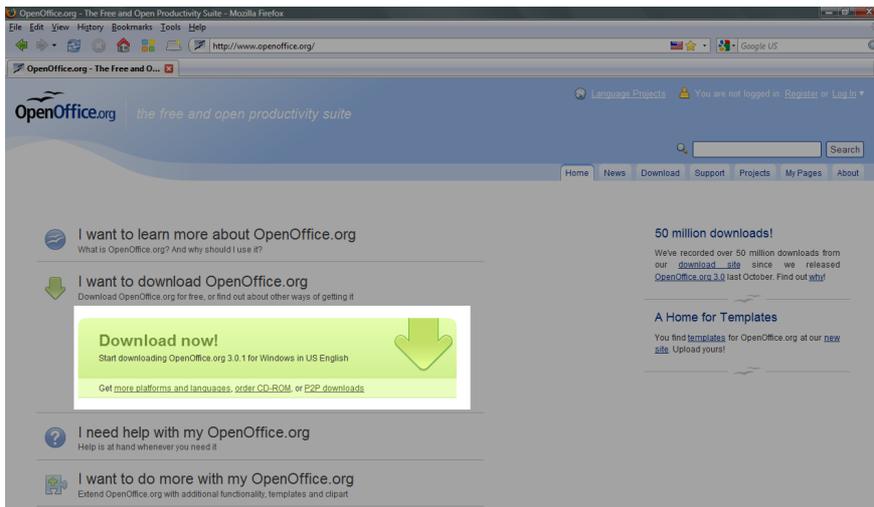
The first step for installing OpenOffice.org on Windows is to get the installer. Open a browser (such as Firefox or Internet Explorer) and visit OpenOffice.org homepage (<http://www.openoffice.org>)



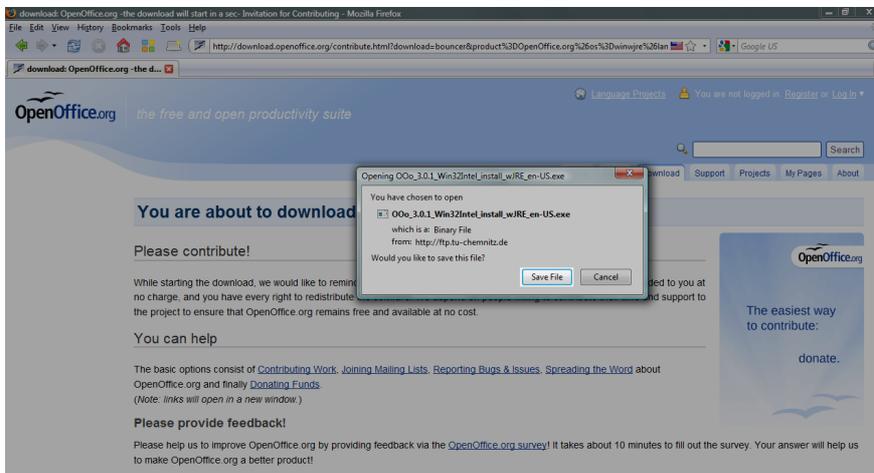
To get the basic English installer, click on **I want to download OpenOffice.org**.



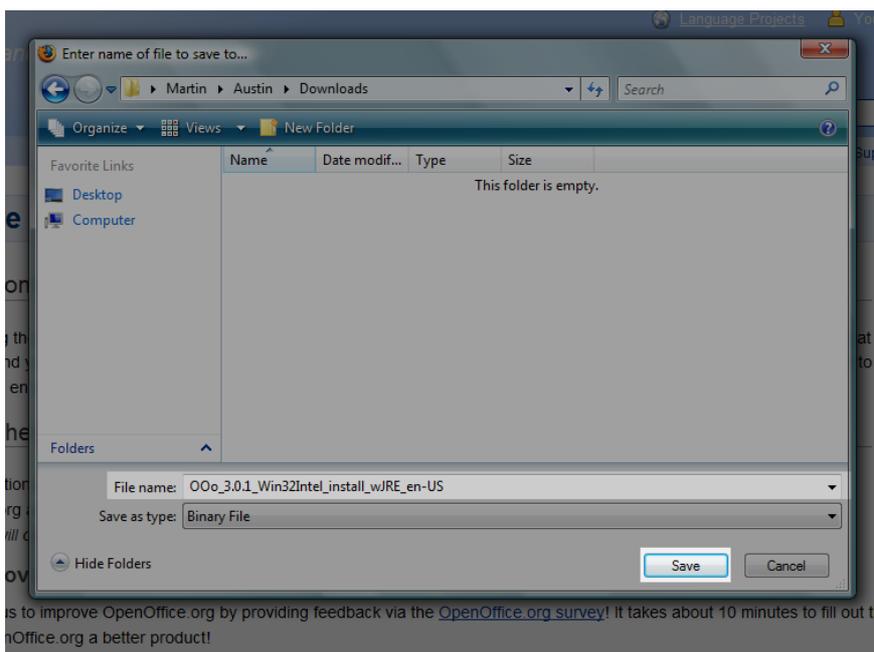
Then when the row expands click on **Download now!**



From there you will be sent to a page for the download, once the download window pops up, click **Save File**.



A prompt will come up asking you where you want to download the installer file, use the window to navigate and feel free to change the fairly long name. Then click **Save**.



If life is sweet then the download will begin. Go make a coffee and wait until it is complete.

Start the installation

The installer will have downloaded to your computer. You will need to know where it has been downloaded to, in my case I have everything download to the Desktop. If you don't know where the installer is then it is hard to give advice as to how to find it. One option could be to try the search function on your computer and look for a file which includes 'OOo' on its name. If this is what you have to do, then good luck! Otherwise proceed to where the installer has downloaded. You should see a icon like this, double click on it.



This window should come



Just click through this by pressing **N**ext > :



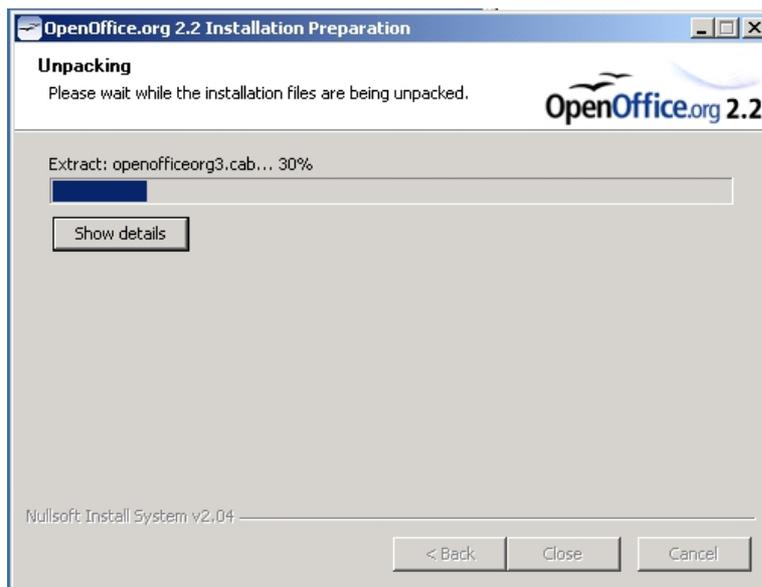
There are a couple of things to check in the above screen. The first is the place where the installation files will be 'unpacked'. At the moment the files are all nicely compressed. This means the file size is reduced by various tricks of data manipulation for better (faster) delivery over the internet. So the installer must first decompress (unpack) the files and in the **Destination Folder** section you are being told where the unpacked files will be stored (by default the unpacked files will be stored in the same place as the installer you downloaded). Most of the time with this kind of option you stick with the defaults and worry about cleaning up the files later. Unless you have a good reason changing the default, just leave it as is.

The other thing you need to check is whether or not you have enough storage space available for the installation. You can see some information listed like so:

Space required: 113.1MB
Space available: 18.1GB

In the above example the installation requires 113.1MB of storage space on the hard disk (the example above is using the extra Java JRE files and so the information on your computer may look different). Additionally, you will see the the amount of space available on your hard disk. In this case it is 18.1GB. If the space available is less than the space required then you can't perform the installation. Your option is to then delete some files from your computer until you have enough space.

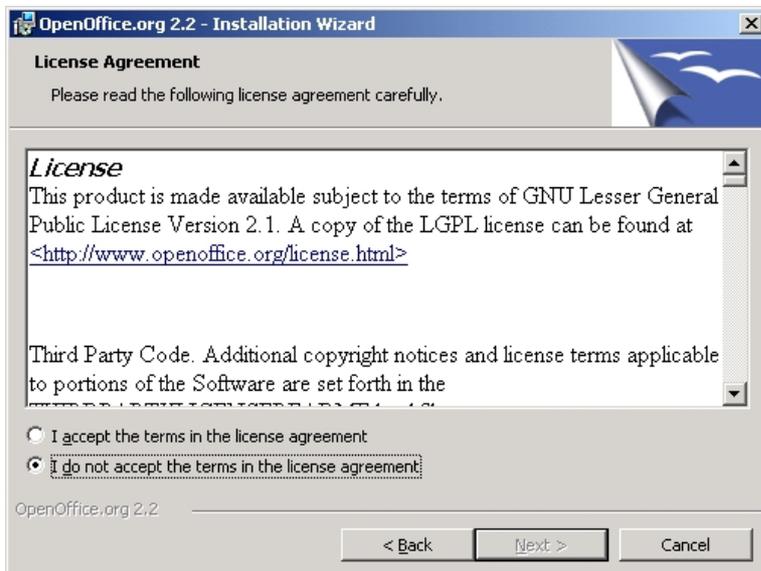
If the space available is bigger, then chill out! All is well! You can now press **Unpack** and a new screen will appear and show the process of the files unpacking.



When the process is complete you will see the first screen of what is actually the installation process.

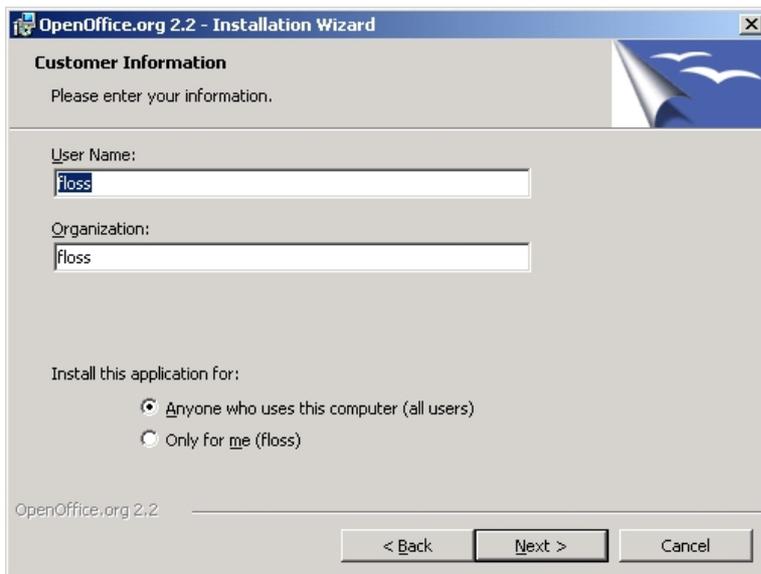


Press **N**ext > and you see the license agreement screen:



Here you should either bore yourself and read the license but life's too short so just click on the **I accept the terms in the license agreement** and be happy. You could of course decide not to accept the license and then you have saved yourself more time because you won't be able to install the software at all.

So, agree to the license and click **N**ext > and you will see the user registration screen :



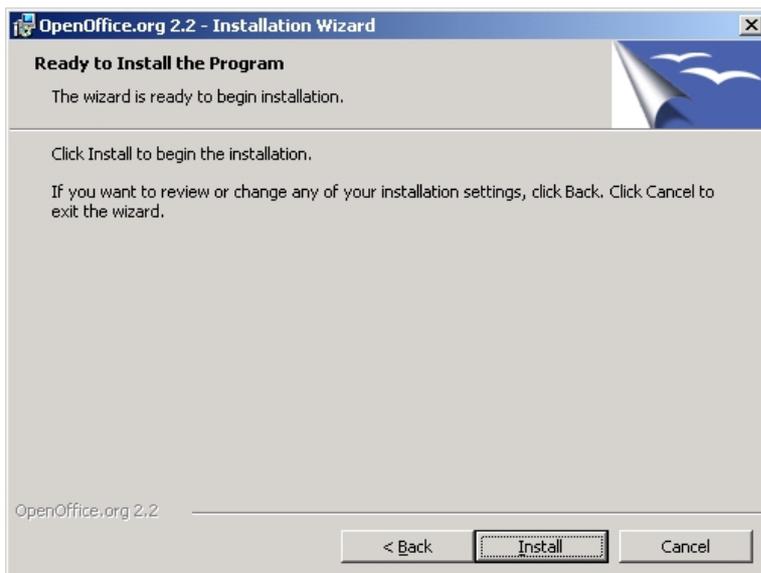
Type in any name and organization. It doesn't matter. Also, just (unless you are mean hearted) keep the default to **Anyone who uses this computer (all users)** and press **Next >** and you arrive at the screen to decide if you wish a default or a custom installation.



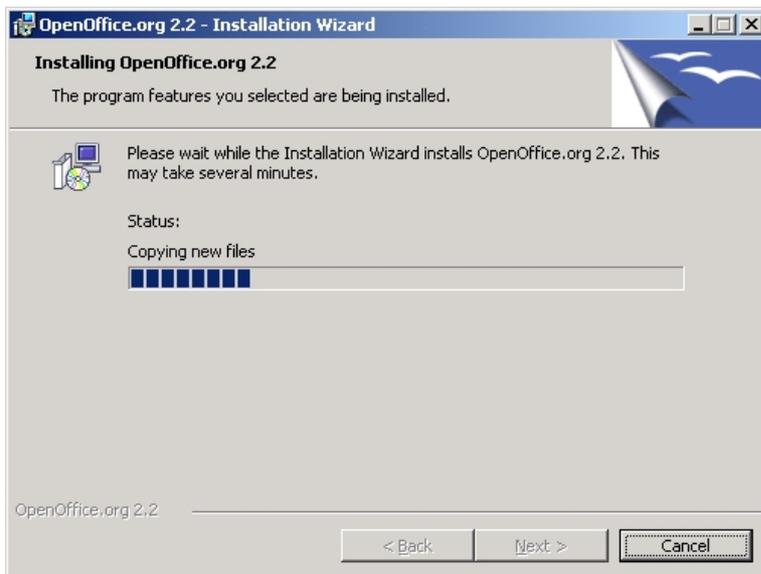
Just leave it as the **Complete** installation (default) and press **Next >** to lead you to the file type screen:



Ok... now you actually have a real decision to make. From this page you get to decide what software will open Microsoft Word, Excel, and PowerPoint files. Normally Microsoft products deal with these files but if for any reason (and there are many) you wish to take this privilege away from Microsoft and hand it to OpenOffice.org, then check the appropriate boxes. If it was me, I would check all the boxes, but that's just me. Whatever you decide, do it, and then press **N**ext >



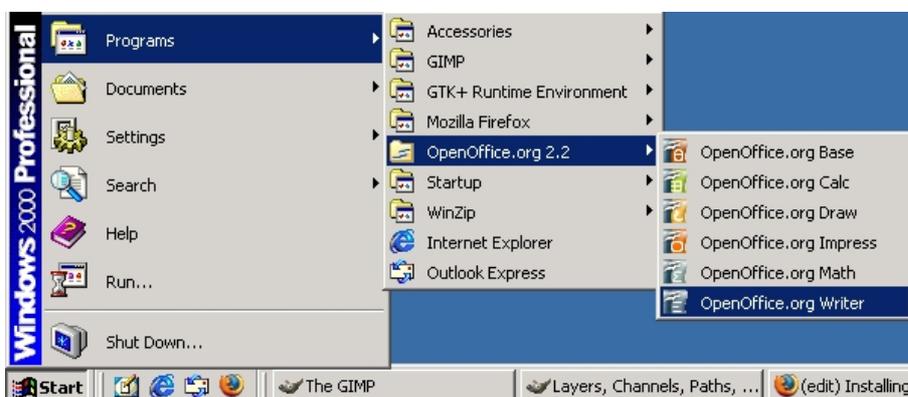
So, after all that you finally get to actually install the software. Click **I**nstall and the installation procedure should begin, leaving you with something that looks like this:



and then this:

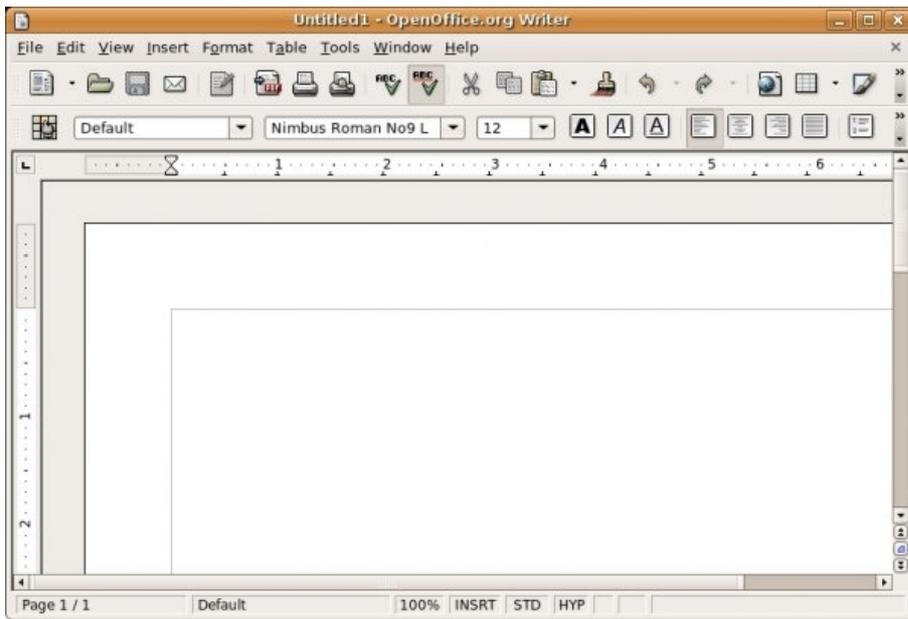


Believe it or not, that's a wrap! Click **Finish**. Now it's rather and unfriendly finish to the installation process as nothing happens to confirm it actually is installed, we are meant to take it on trust. If you want to verify that all is well then you have to go to your **Start** menu, and select the program manually:



If all is well the OpenOffice.org application you choose should actually open (the **OpenOffice.org Writer** selected above is the Word Processor):

Start the installation



Installing Ubuntu

Software name : OpenOffice.org

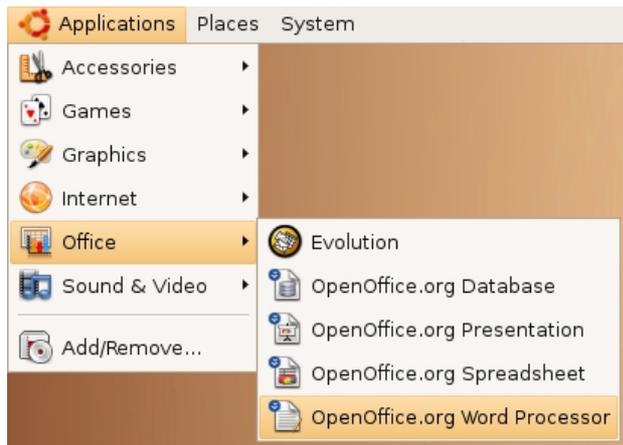
Homepage : <http://www.openoffice.org/>

Software version used for this installation : 2.0

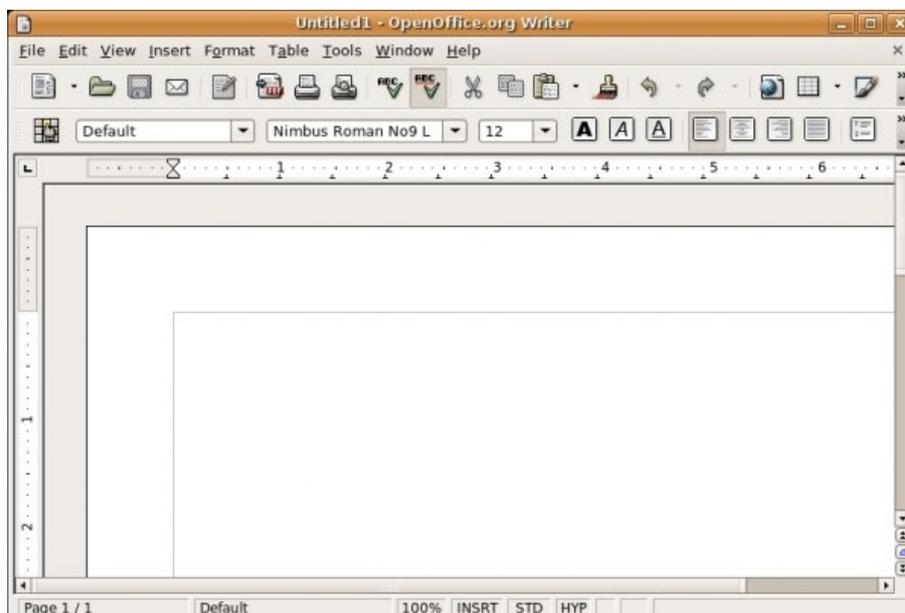
Operating System use for this installation : Ubuntu 6.10

Recommended Hardware : 1GHz processor

OpenOffice.org is already installed on Ubuntu. Accessing it is quite easy. If you are using an installation of Ubuntu with no changes to the default Desktop, then you can simply move your mouse to the **Applications** menu.



If you place your mouse over the **OpenOffice.org Word Processor** (as in the above example) and take your finger off the mouse button then the OpenOffice.org will start, and within a short time you should see something like this on your screen:



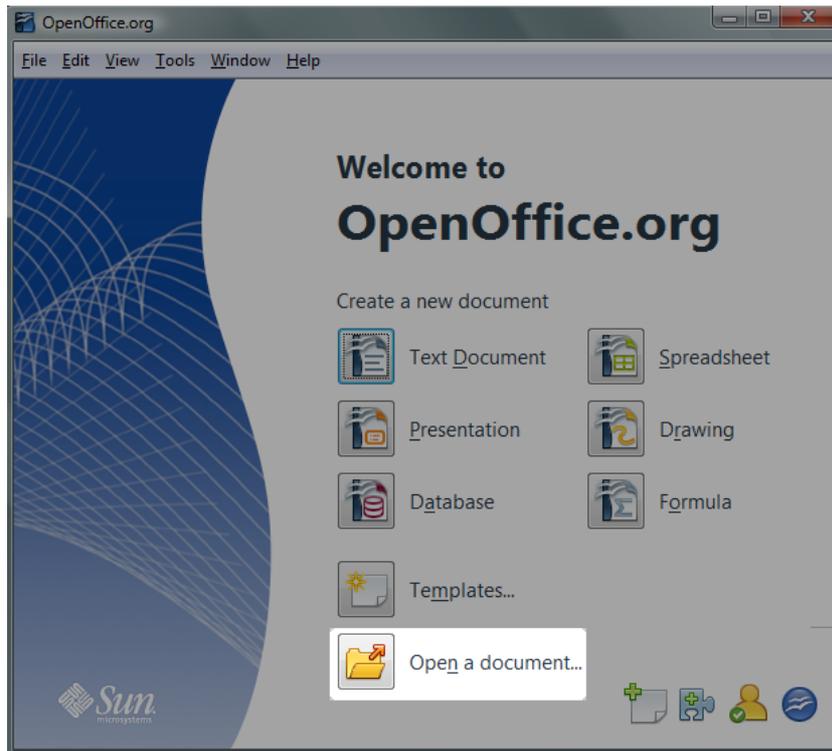
What you see is actually a complete wordprocessor . This means you can write letters and other texts and save them, email them, or print them. The functionality of the OpenOffice.org wordprocessor is extremely sophisticated and it is unlikely that you would need another software do all your wordprocessing. The software is also capable of opening, and writing, files from almost every other wordprocessor available including Microsoft Word.

Opening a File

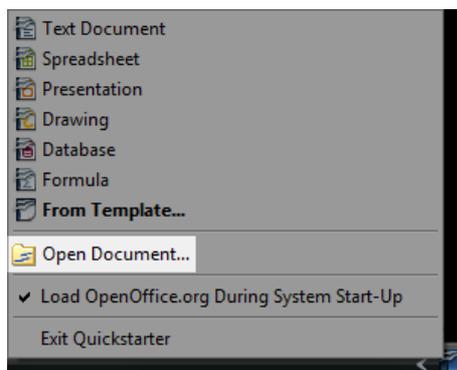
Software name : OpenOffice.org

Software version : 3.0, Vista

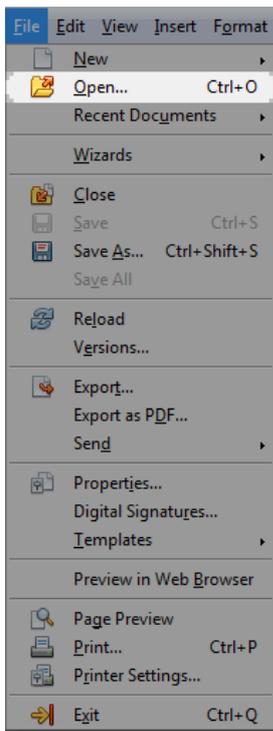
Opening a document ("file") in OpenOffice.org is one of the most common things you will do with the software. It's pretty straight forward, and any way you start up OpenOffice.org you will run into it. There are 3 ways to do it, the first is using the startup application, and clicking on the **Open a document...** icon. Here is what it should look like:



The second way to load up a file is to use the OpenOffice.org taskbar icon (if it is there) and right click it, and then click on **Open Document...**

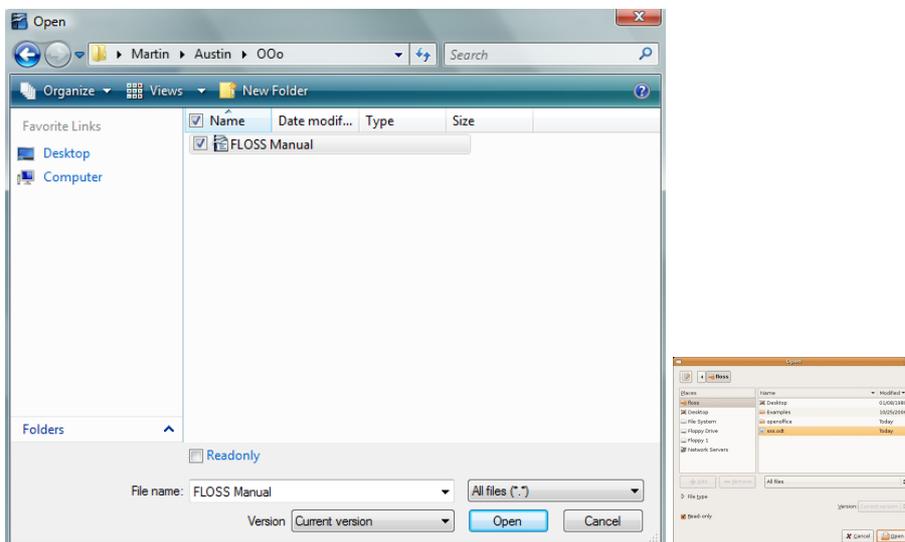


The final way is to open up an application like Writer or Impress, and then click on **File > Open...** or **Ctrl + O**. No matter what application you have up to open the document, OOO will figure out which one the file can be edited in.



When you click on one of these 3 buttons, the Open dialog box will come up. It's now a matter of finding the file you wish to open by using the navigation bar on the left, or by browsing the list of directories and files listed on the right. Both will help you navigate around the folders on your computer. If you get horribly lost then just press **Cancel** and start again, no harm done.

When you see a file that you wish OpenOffice.org to open, then click on the file name. It should highlight like so.



(for Ubuntu users, right click on the smaller image and choose "View Image".)

Now press **Open** and the file will open in the correct application of OpenOffice.org.

Saving or Exporting a File

OpenOffice.org has a plethora of saving options. The saving process is like any other application, however it will be described here, because it does get a little more in depth than most applications.

The Process

Saving

First have one of OOO's sub components open, here I will be using Writer.

Then click **File**, and **Save As...** or alternatively you can press **Ctrl+Shift+S**.

You will be brought to the Save As window, here you can choose from a number of different formats, and a few options, such as: the file name, where to save it, whether to add the extension automatically, and filtering.

When saving a password you will be brought up to this dialog, simply put in your password and confirmation, and your document will be saved as a password protected file.

From the start you will be saving as the OpenOffice.org Open Document Format for your designated field (Text, Presentations, etc.). However, OOO offers a variety of types.

Exporting

Saving vs. Exporting

The difference between saving and exporting in OpenOffice.org is that the exporting formats

Exporting as PDF

One of OpenOffice.org's strongest ability is that it can export as PDF, you can either click this icon, give it a file name, and click save. Or you can go through the extended process. **At either File > Export... > PDF > Save** or simply **File > Export as PDF...**

General Options

Initial View

User Interface

Links

Security

In these next sections you will learn about the saving and exporting abilities of each sub component.

Writer

Writer has 20 saving formats and 5 exporting formats.

Here are the saving formats:

- **ODF Text Document** -
- **ODF Text Document Template** -
- **OpenOffice.org 1.0 Text Document** -
- **OpenOffice.org 1.0 Text Document Template** -
- **Microsoft Word 97/2000/XP** -
- **Microsoft Word 95** -
- **Microsoft Word 6.0** -
- **Rich Text Format** -
- **StarWriter 5.0** -
- **StarWriter 5.0 Template** -
- **StarWriter 4.0** -
- **StarWriter 4.0 Template** -
- **StarWriter 3.0** -
- **StarWriter 3.0 Template** -
- **Text** -
- **Text Encoded** -
- **HTML Document** -
- **DocBook** -
- **Microsoft Word 2003 XML** -
- **Unified Office Format Text** -

Here are the exporting formats:

- **XHTML Document** -
- **Portable Document Format** -
- **BibTeX** -
- **LaTeX 2e** -
- **MediaWiki** -

Impress

Impress has 15 saving formats and 22 exporting formats.

Here are the saving formats:

- **ODF Presentation** -
- **ODF Presentation Template** -
- **OpenOffice.org 1.0 Presentation** -
- **OpenOffice.org 1.0 Presentation Template** -
- **Microsoft PowerPoint 97/2000/XP** -
- **Microsoft PowerPoint 97/2000/XP Template** -
- **OpenOffice.org 1.0 Drawing** -
- **StarDraw 5.0** -
- **StarDraw 3.0** -
- **StarImpress 5.0** -
- **StarImpress 5.0 Template** -
- **StarImpress 4.0** -
- **StarImpress 4.0 Template** -
- **Unified Office Format Presentation** -
- **ODF Drawing** -

Here are the exporting formats:

- **HTML Document** -

- **XHTML Document -**
- **Portable Document Format -**
- **Macromedia Flash -**
- **Windows Bitmap -**
- **Enhanced Metafile -**
- **Encapsulated PostScript -**
- **Graphics Interchange Format -**
- **Joint Photographic Experts Group -**
- **OS/2 Metafile -**
- **Portable Bitmap -**
- **Mac Pict -**
- **Portable Graymap -**
- **Portable Network Graphic -**
- **Portable Pixelmap -**
- **Sun Raster Image -**
- **Scalable Vector Graphics -**
- **StarView Metafile -**
- **Tagged Image File Format -**
- **Windows Metafile -**
- **X PixMap -**
- **PlaceWare -**

Calc

Calc has 23 saving formats and 2 exporting formats.

Here are the saving formats:

- **ODF Spreadsheet -**
- **ODF Spreadsheet Template -**
- **OpenOffice.org 1.0 Spreadsheet -**
- **OpenOffice.org 1.0 Spreadsheet Template -**
- **Data Interchange Format -**
- **dBASE -**
- **Microsoft Excel 97/2000/XP -**
- **Microsoft Excel 97/2000/XP Template -**
- **Microsoft Excel 95 -**
- **Microsoft Excel 95 Template -**
- **Microsoft Excel 5.0 -**
- **Microsoft Excel 5.0 Template -**
- **StarCalc 5.0 -**
- **StarCalc 5.0 Template -**
- **StarCalc 4.0 -**
- **StarCalc 4.0 Template -**
- **StarCalc 3.0 -**
- **StarCalc 3.0 Template -**
- **SYLK -**
- **Text CSV -**
- **HTML Document -**
- **Microsoft Excel 2003 XML -**
- **Unified Office Format spreadsheet -**

Here are the exporting formats:

- **XHTML Document -**
- **Portable Document Format -**

Draw

Draw has 8 saving formats and 21 exporting formats.

Here are the saving formats:

- **ODF Drawing -**
- **ODF Drawing Template -**
- **OpenOffice.org 1.0 Drawing -**
- **OpenOffice.org 1.0 Drawing Template -**
- **StarDraw 5.0 -**
- **StarDraw 5.0 Template -**
- **StarDraw 3.0 -**
- **StarDraw 3.0 Template -**

Here are the exporting formats:

- **HTML Document -**
- **XHTML Document -**
- **Portable Document Format -**
- **Macromedia Flash -**
- **Windows Bitmap -**
- **Enhanced Metafile -**
- **Encapsulated PostScript -**
- **Graphics Interchange Format -**
- **Joint Photographic Experts Group -**
- **OS/2 Metafile -**
- **Portable Bitmap -**
- **Mac Pict -**
- **Portable Graymap -**
- **Portable Network Graphic -**
- **Portable Pixelmap -**
- **Sun Raster Image -**
- **Scalable Vector Graphics -**
- **StarView Metafile -**
- **Tagged Image File Format -**
- **Windows Metafile -**
- **X PixMap -**

Math

Math has 4 saving formats and 1 exporting formats.

Here are the saving formats:

- **ODF Formula -**
- **OpenOffice.org 1.0 Formula -**
- **StarMath 5.0 -**
- **MathML 1.01 -**

Here are the exporting formats:

- **Portable Document Format -**

Base

Base specific saving and exporting, or lack there of..

Templates

Getting Templates

OpenOffice.org hosts a service in order to get templates, located here: <http://templates.services.openoffice.org/> it contains hundreds of templates for the applications of Writer, Impress, Calc, and Draw. To get one, simply browse the website based on the several options, find one you like, and then click the green **Use It!** button, seen here:

Using Templates

Extensions

Getting Extensions

Updating Extensions

Removing Extensions

Make an Address Book

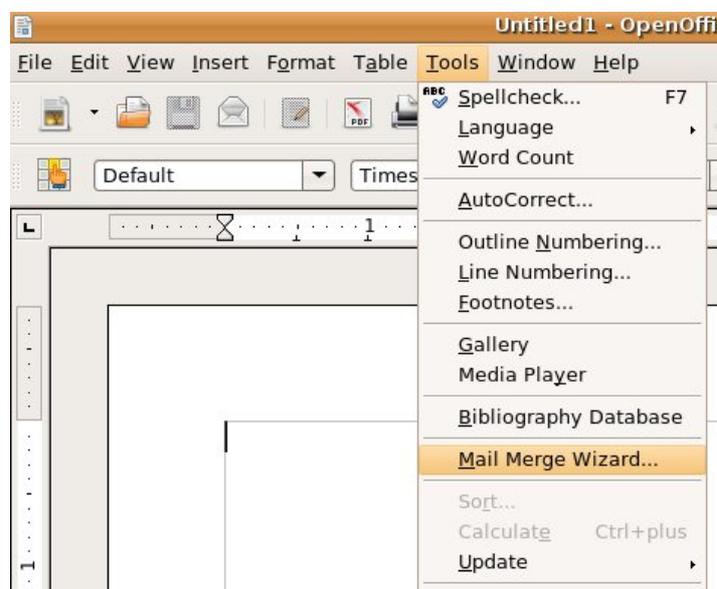
You can use OpenOffice.org to help keep track of all your contact details. However it's more powerful than being a mere 'phone book', you can use the address book to automate tasks to assist you in printing addresses on envelopes, sending mass email outs etc.

There are a couple of ways to set up an address book. You could, for example, set up a new database and store your contact information there. Alternatively you could also use a spreadsheet, and create the appropriate fields to store the contact details there.

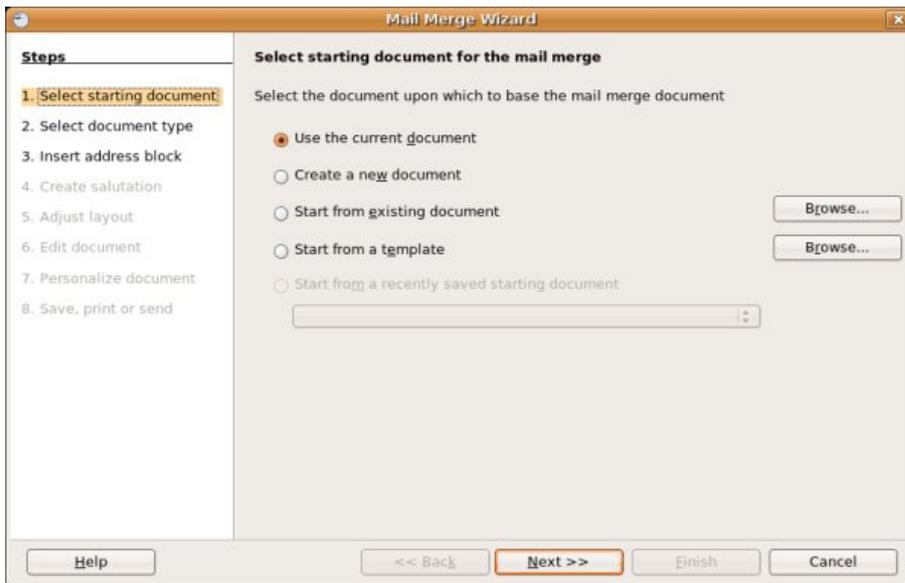
Both these methods are useful but require you set everything up from the beginning which can take a while. especially if you have not set up a spreadsheet or database before. However there is an easier way to do it using an OpenOffice.org Wizard.

Creating a new address book

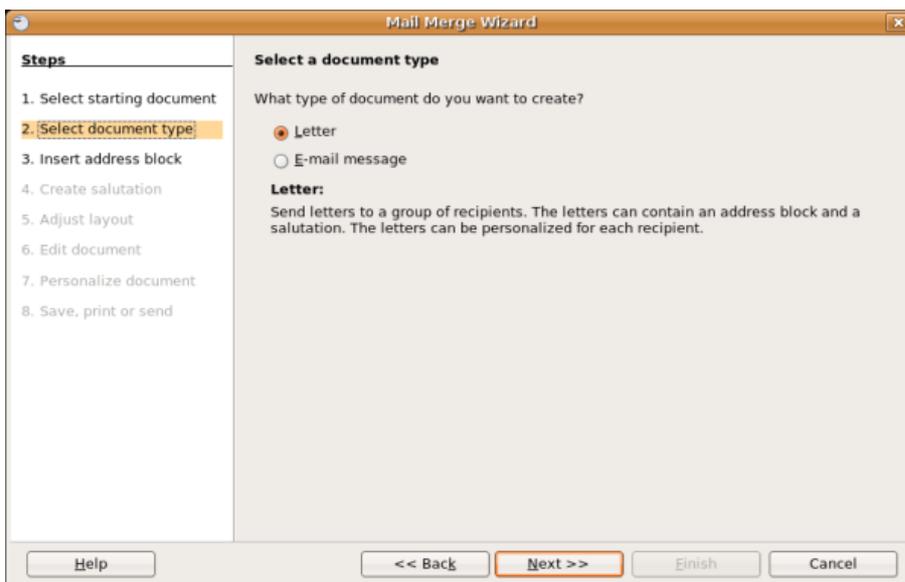
First you must have OpenOffice.org open, then from the 'Tools' menu choose the **Mail Merge Wizard**:



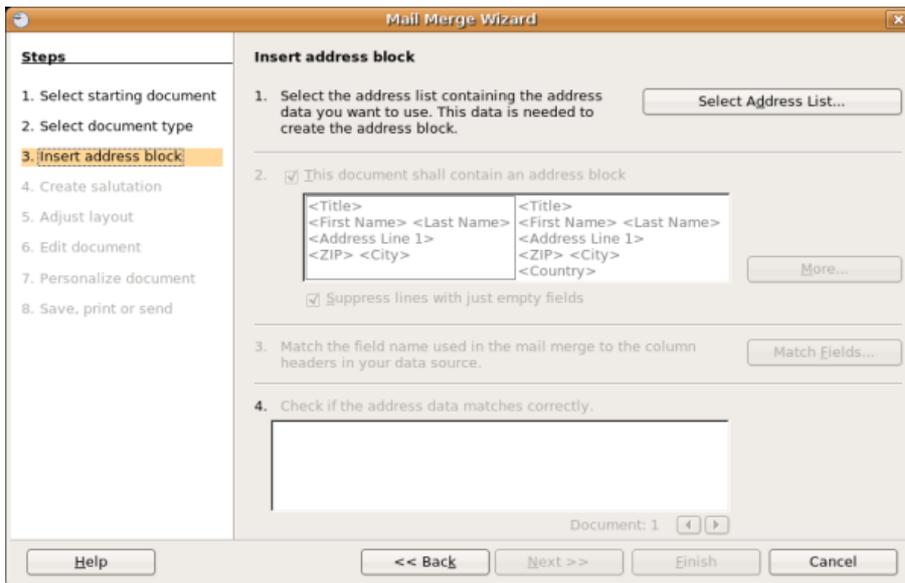
You will be presented with the **Mail Merge Wizard**:



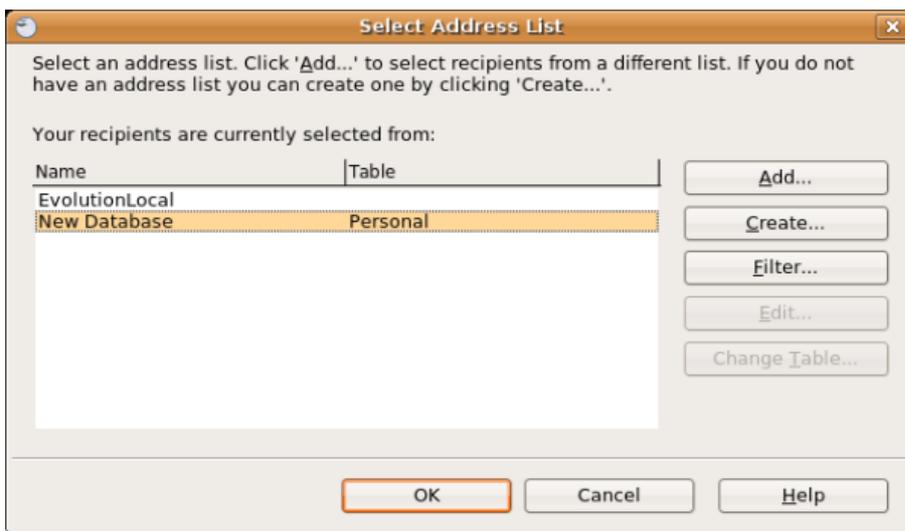
Choosing either of the first two options is fine for creating a new address book. We are not actually going to use this wizard for doing a 'mail merge'. We just want to use it as a shortcut for creating a new address book. So in my case I am just going to leave this page at the defaults and press **Next >>** and you will see this:



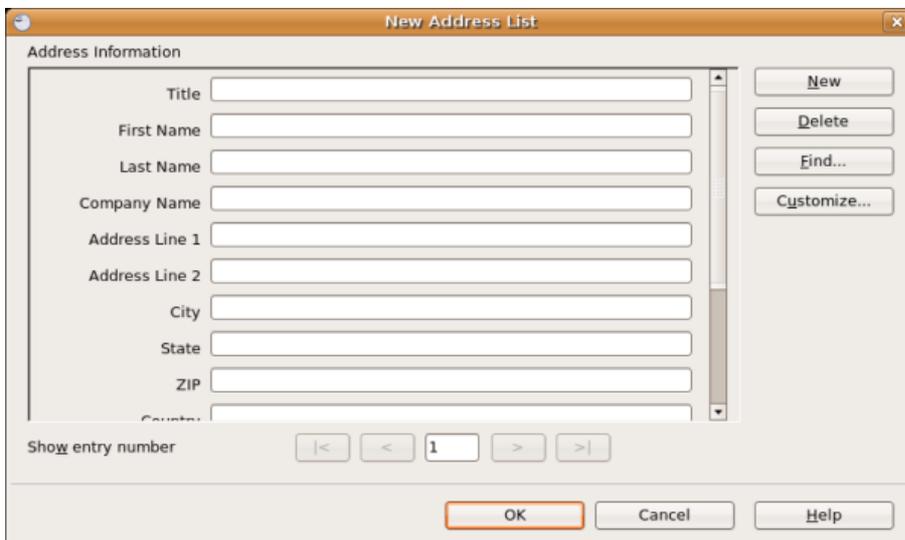
This screen also doesn't matter as this is more for those wanting to do a mail merge. We just want to set up the address book, so let's skip forward and press **Next >>**



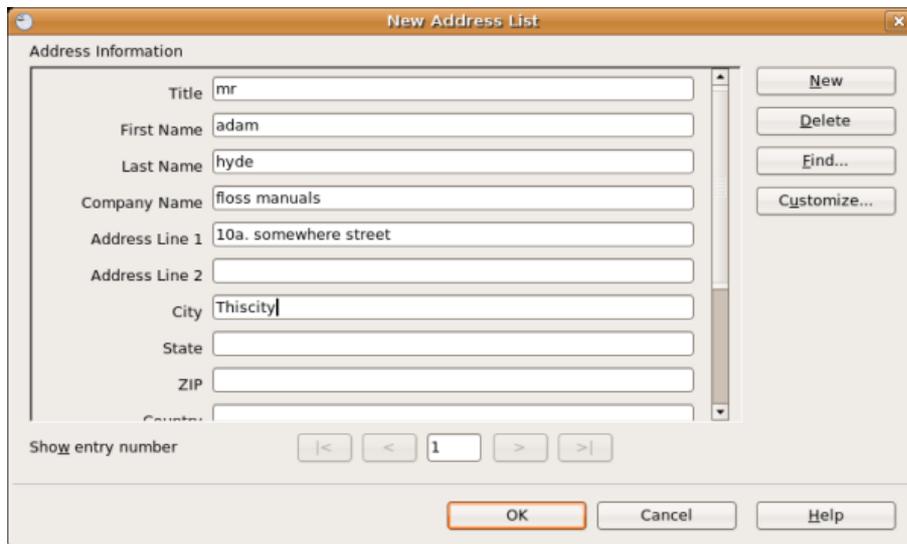
Now we are getting closer to the action. Here we actually get to select the address book we wish to use, and because we don't have one the wizard will offer to set it up for us. So, press **Select Address List** and you will be presented with a list of databases you can choose from.



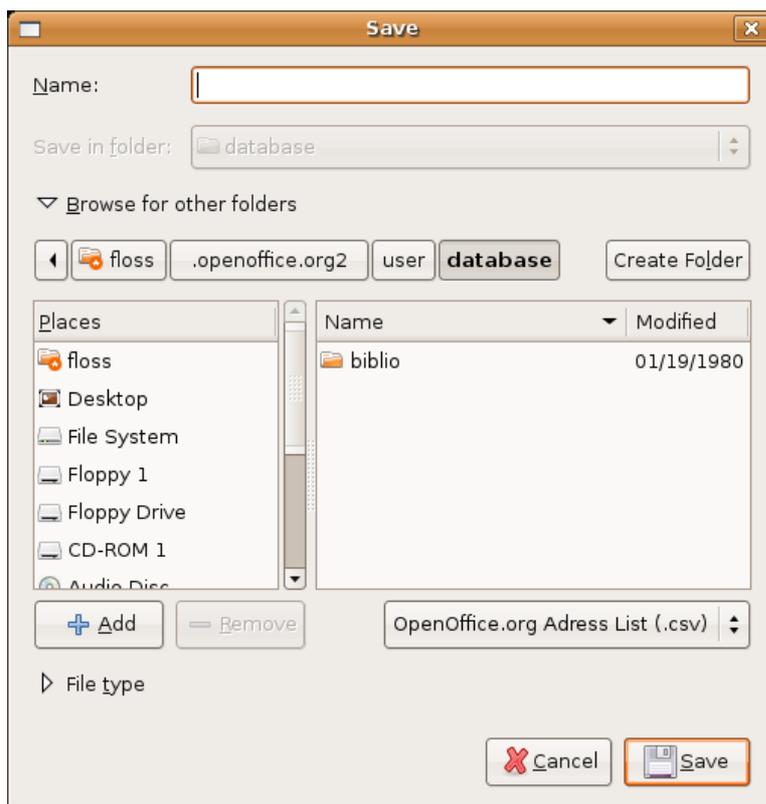
We want a new one, so we press **Create**:



Now we actually have a screen which will allow us to start storing our contact information. Here we can start with one or more entries (actually we can also just create an 'empty' address book, but it's useful here to start entering information). So we will fill in one entry. You just need to click on the empty spaces and fill in the appropriate data. Here is an example:



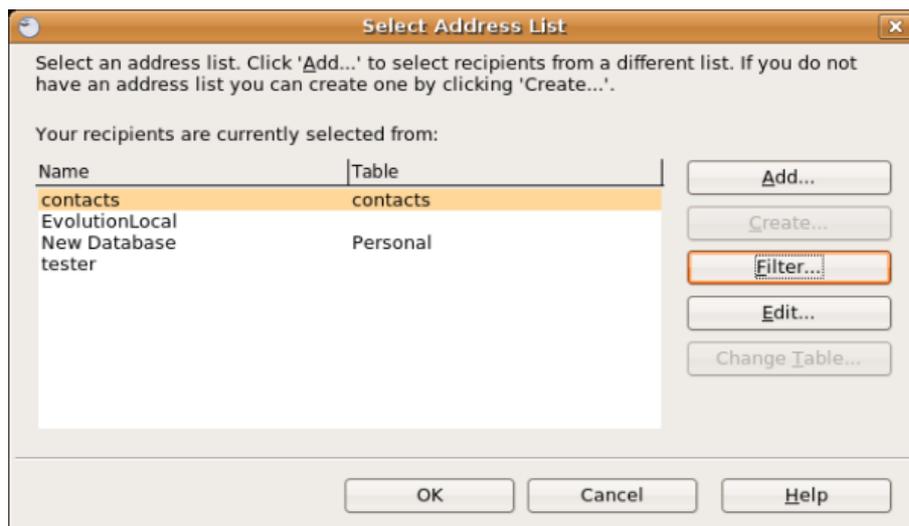
Once we have entered our first entry we can press **OK**:



The above window is asking us to choose where to save the address book file. You can browse around your computers files and folders using the **Places** menu on the left. You should save the file somewhere you can easily find it later when you need to access it quickly. I am just going to save the file in the default place, so I just type a name for the file in the **Name** field:



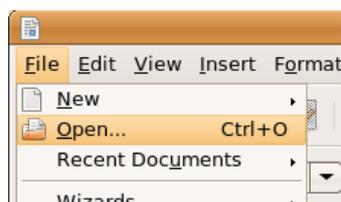
Now I press **Save** and I see that the address book has been saved:



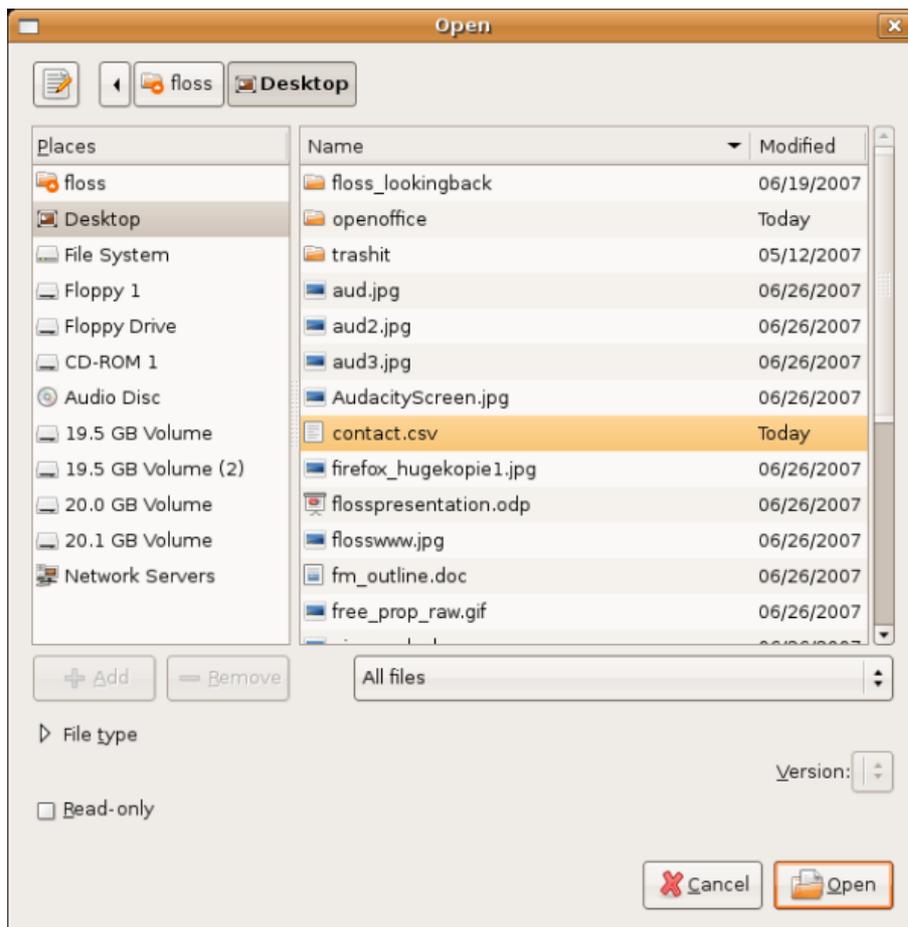
We don't wish to mail merge so we will press cancel and move onto adding more entries to the address book.

Adding more entries

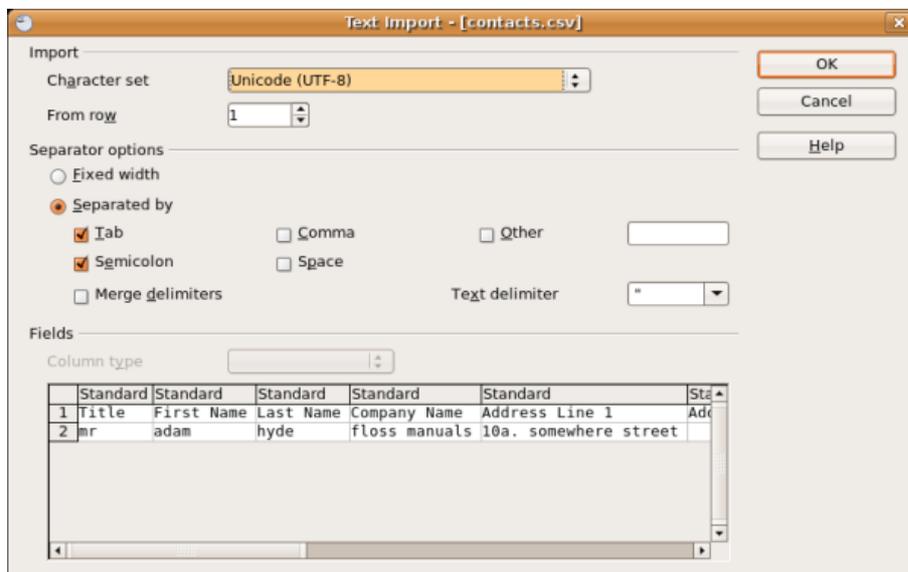
To add more entries to the address book you have to open the file you just created. You can do this from the OpenOffice.org menu:



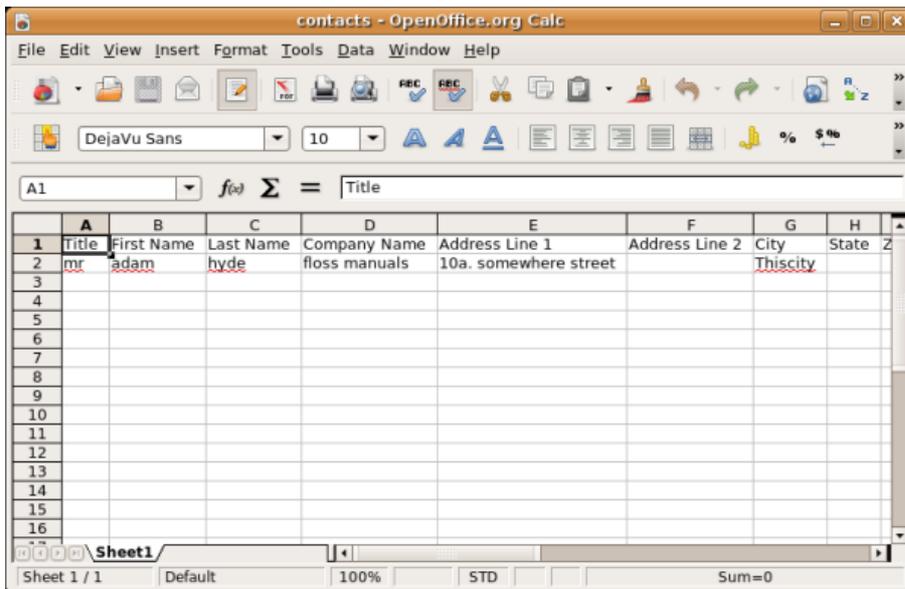
Now you have a dialog open which you can use to browse your computer until you find the file :



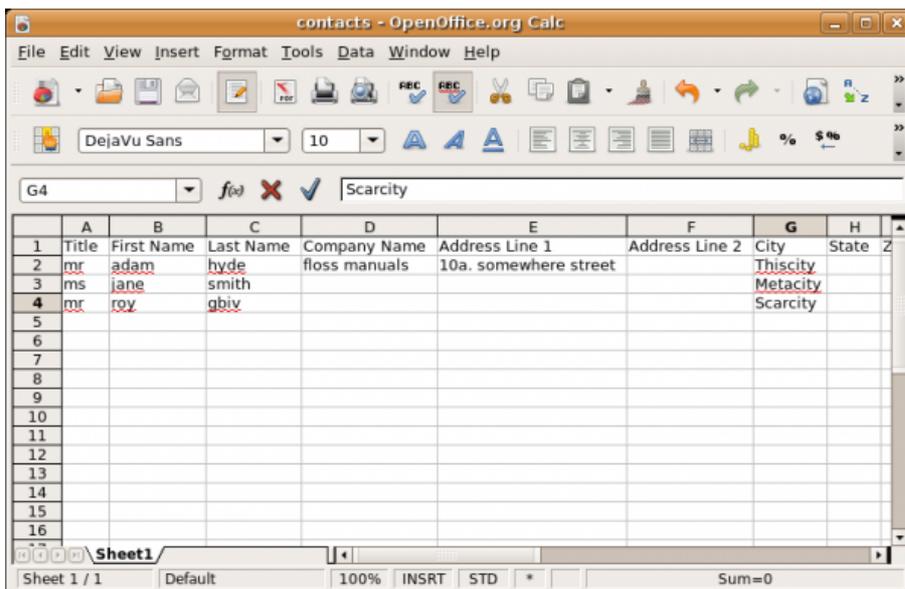
You will notice that file has been appended with the suffix 'csv'. Once selected, press 'Open' and you will be presented with an 'import' window:



Just press **OK** and you will see a spreadsheet in front of you:



Now, you can add new information to this document. So every time you have a new contact you can add it to the spreadsheet by simply typing the persons name and contact information in each appropriate field. You can also edit the information that is already in this document. So I will just type some entries in like so:



Now I can save the document when I am happy with the list I have added. Remember I can add or delete entries from this list at any time. I press the floppy disc icon to save the document:



I then get presented with a window that asks me if I am sure I wish to save this document as some data might be lost:

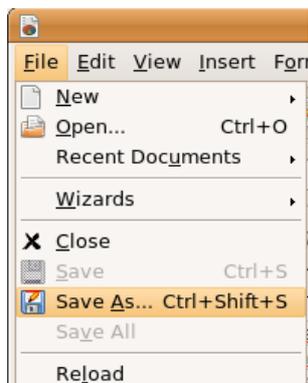


As long as you haven't done anything strange with the entries you won't need to worry about this. So press **Yes** to confirm you do actually want to save this file as a **csv** file (which is the original format for the file). The file should be saved and no feedback is given to confirm this.

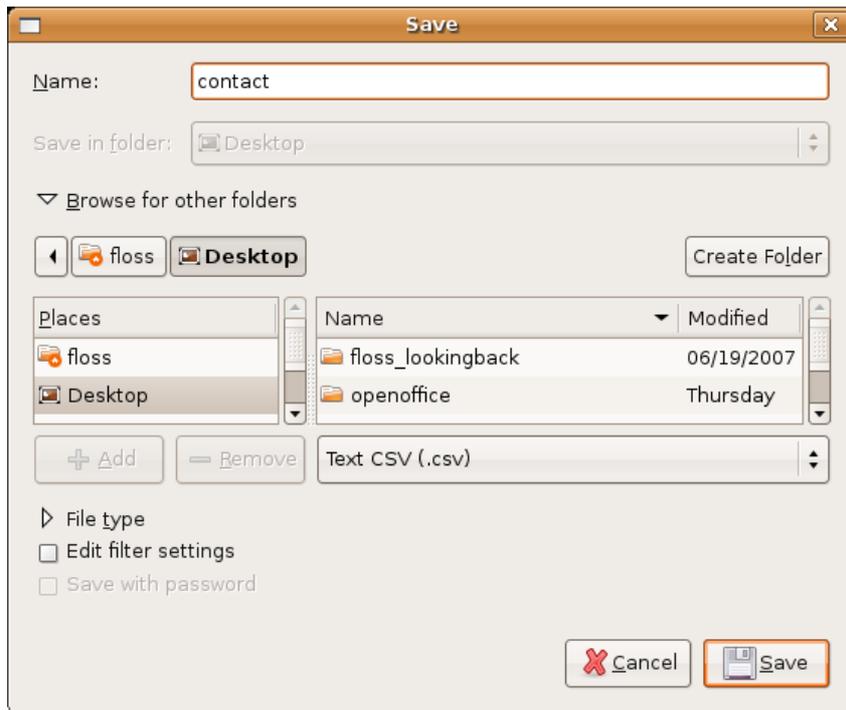
What can you do with this file?

With the file you have just created you can actually complete the mail merge process using the same wizard. This allows you to print form letters to the entire contact list, or selections of the list. It also assists you in sending mass emails to the contact list.

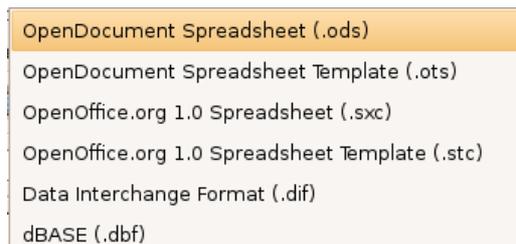
If you wish to use this file to do a Mail Merge it is better to change the format of the file to a spreadsheet. To do this first make sure the **csv** file is open in OpenOffice.org (see above step), and then from the file menu choose **Save As...**:



The following window should appear:



Click on the drop-down menu that currently displays 'Text CSV (.csv)' and choose 'OpenDocument Spreadsheet (.ods)' :



Now press **Save**. You can now use your new file for keeping a list for contacts and you can also use this easily with the OpenOffice.org Mail Merge.

Mail Merge

Mail Merge is a term used in the world of word processors to describe the process of combining a text document with personalized information for the purposes of mass mail outs. It could be used, for example, to send out a form letter to clients, or to send out more personalized reminder notices, press releases, etc.

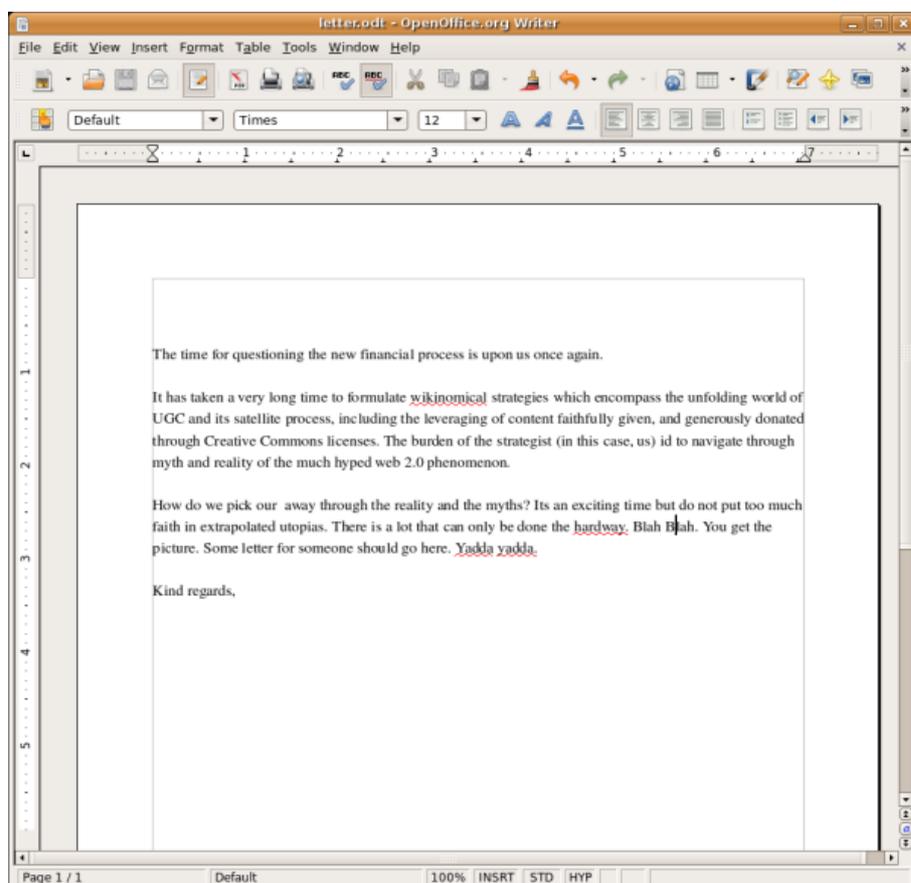
Getting Ready

You will need two things to get started on this process :

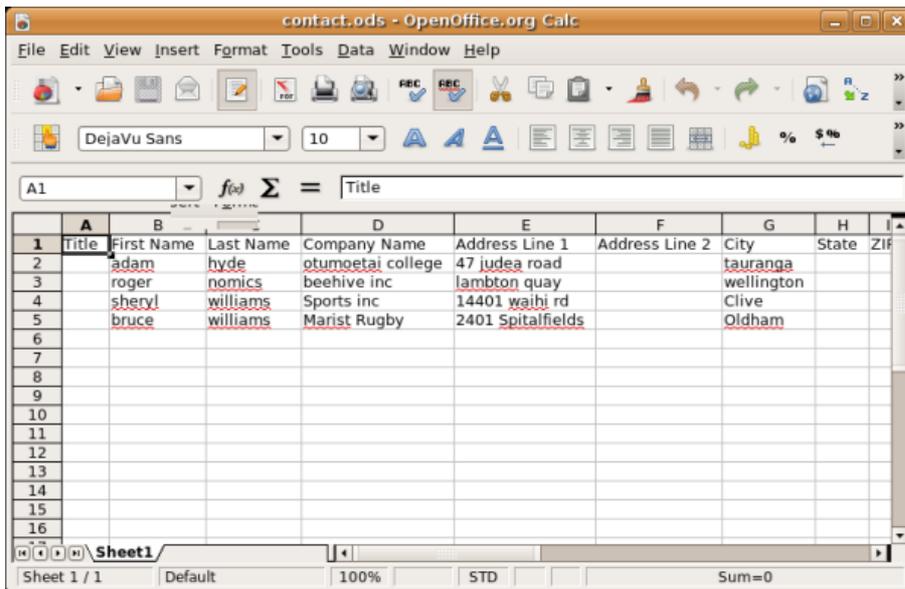
1. a text document (the 'letter' - usually a OpenOffice.org text file)
2. an address list (could be an address book from Outlook, or Mozilla Thunderbird, or other contact list such as a spreadsheet)

For the purposes of this document we will assume that you have both of these in some form. You might need to experiment a little to see if your preferred address list file is supported by OpenOffice.org.

I will demonstrate the process using a OpenOffice.org document as a letter :



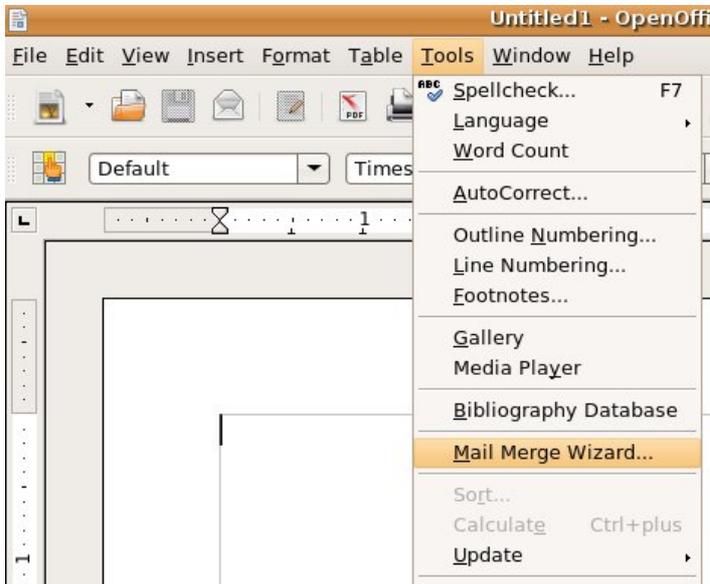
And I will use a list of addresses in a file I created with OpenOffice.org's **Mail Merge Tool** earlier. It is **ods** file which is a type of format known as a 'spreadsheet'. If you open my address book with OpenOffice.org it looks like this :



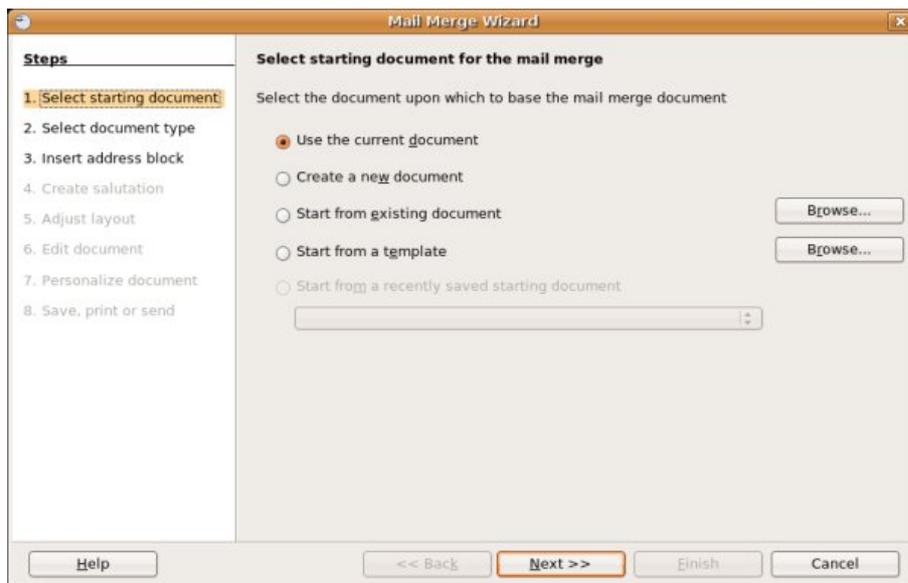
If you have file ending in the suffix **csv** (a 'comma separated file') then open this in OpenOffice.org and save it again as a file with the **ods** extension. OpenOffice.org sometimes has issues importing comma separated files and so it's best to work with a spreadsheet file.

Starting the Wizard

First of all, have OpenOffice.org running with your text document open. OpenOffice.org has a nice little tool to help you through the Mail Merge process. Unsurprisingly it's called the **Mail Merge Wizard** and it is found under the **Tools** menu :



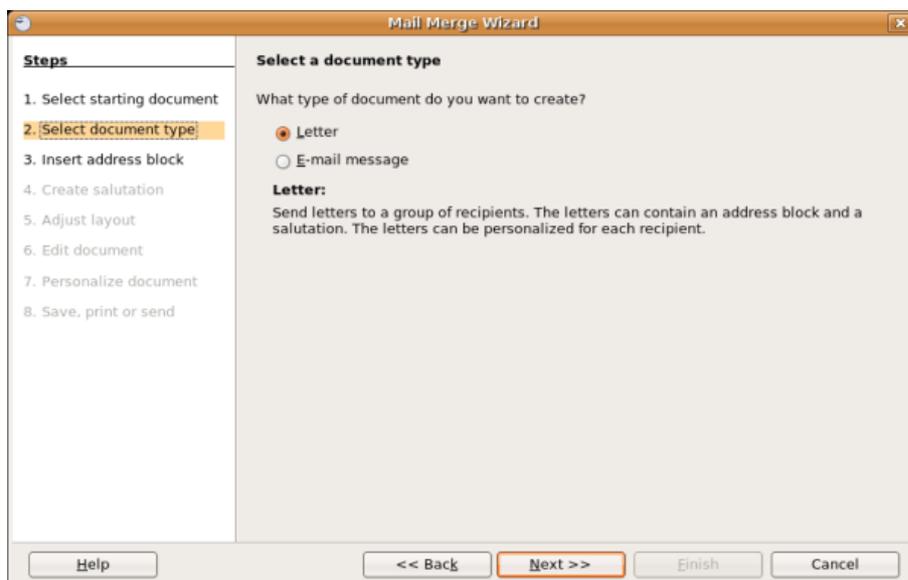
You are then asked which document you will use for the Mail Merge.



You have the document already open so we choose the first item 'Use the current document' which is the default setting. If you wanted to use another text file other than the one open then choose 'Start from existing document' and press 'Browse' on the right - you will then be offered a file browser to locate the file.

We want to just use the first option so just have to press **Next >>**.

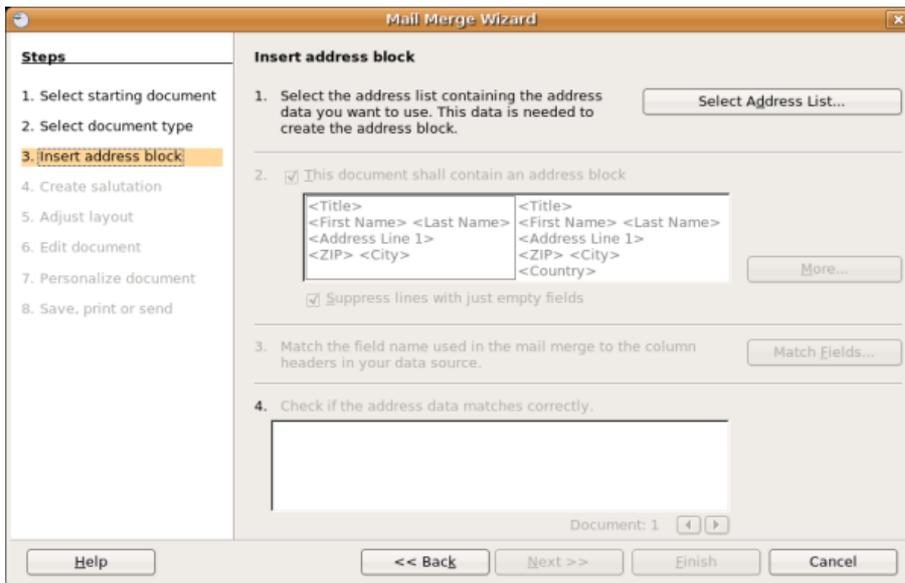
Select Document Type



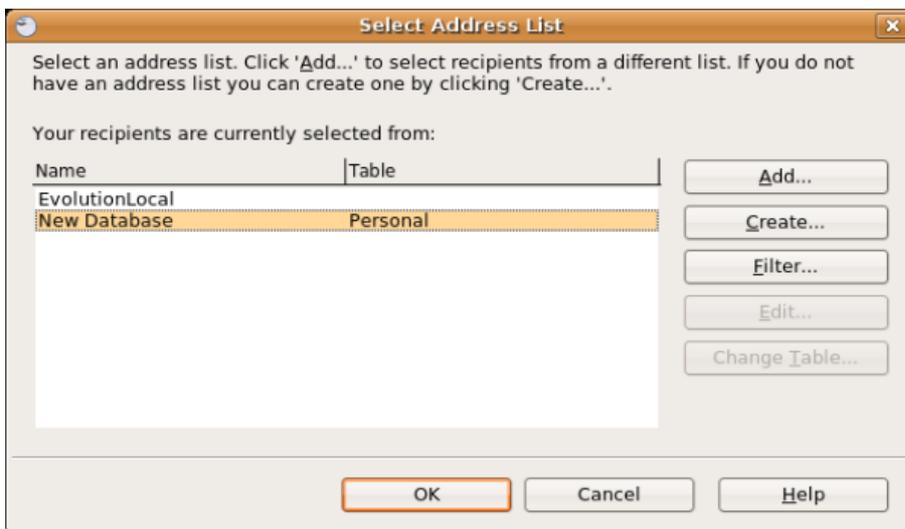
We want to create a document that we print out so we can put it in an envelope and mail it so we choose 'letter' (the default) and press **Next >>**

Insert Address Block

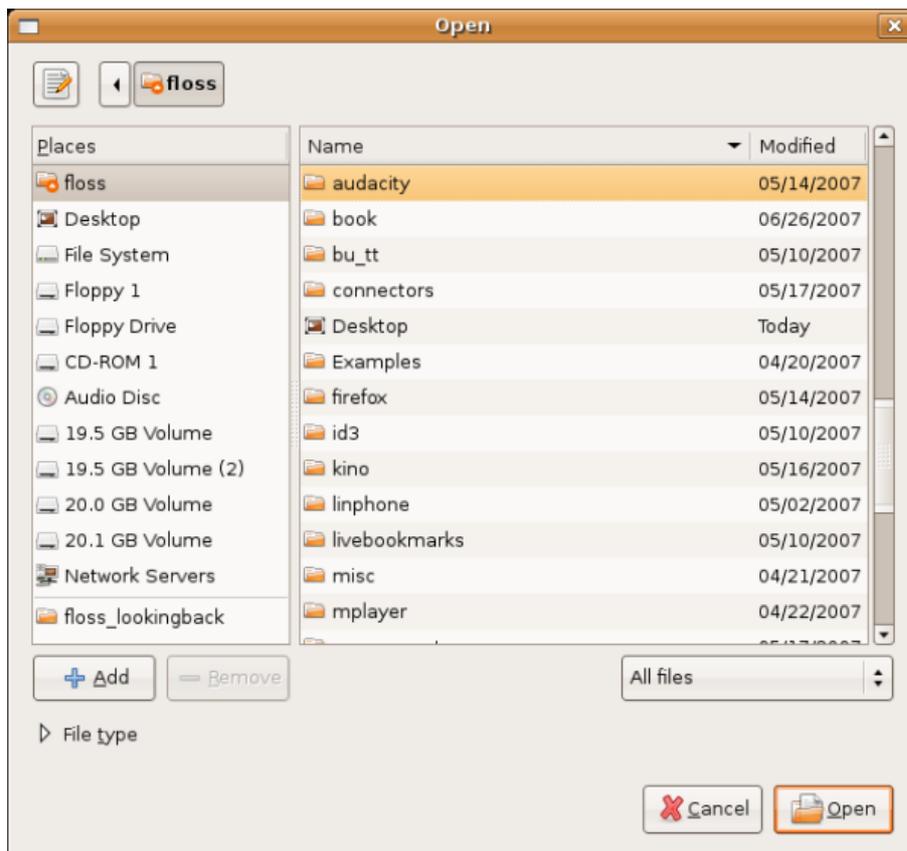
This is where you choose the layout of the contact information that will appear at the top of the letters to be printed. You can choose one of the defaults or you can get more fancy and make your own custom layout. First of all however, you need to choose what Address List you are going to use.



The above screen is where we select the file with the addresses in it (Address List). You need to point OpenOffice.org to the right file by pressing **Select Address List**. If all is well you get the following window:



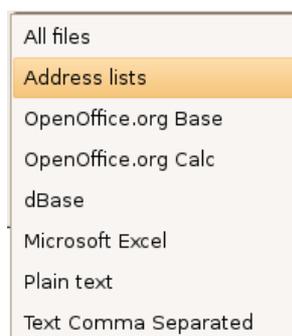
The Address Book I wish to use is not listed so I choose **Add** and I will be prompted to browse for the file:



You will now need to tell the file browser what sort of files you are searching for, you do this using the drop down menu at the bottom right of the window:



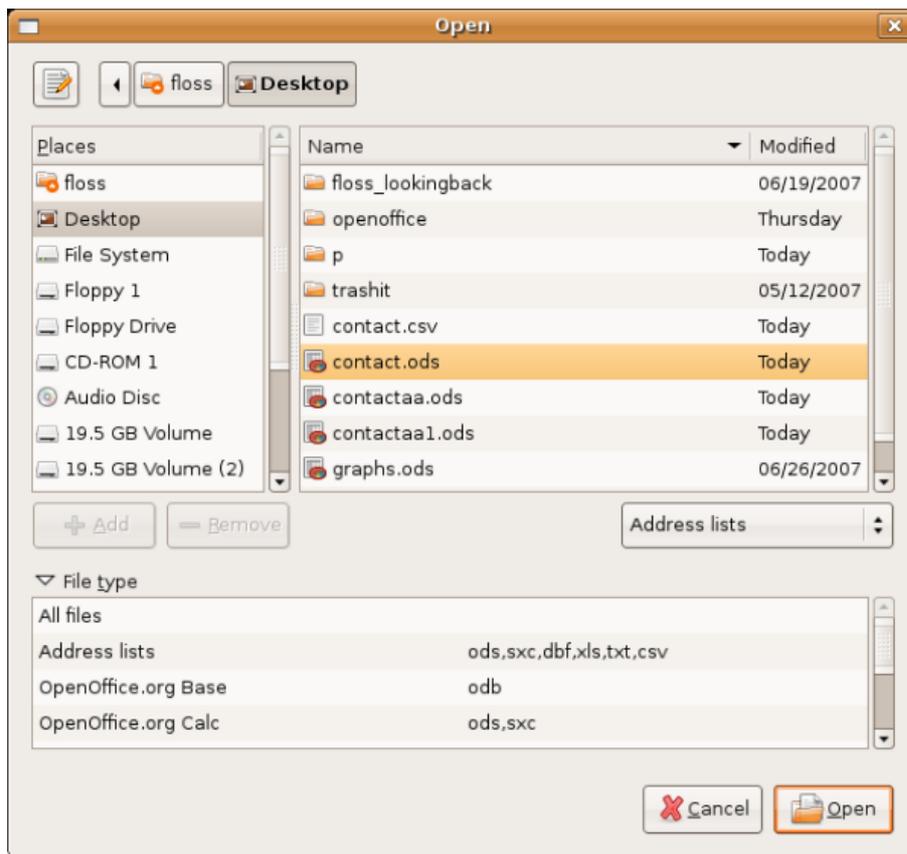
To change the file types displayed click on this drop down menu :



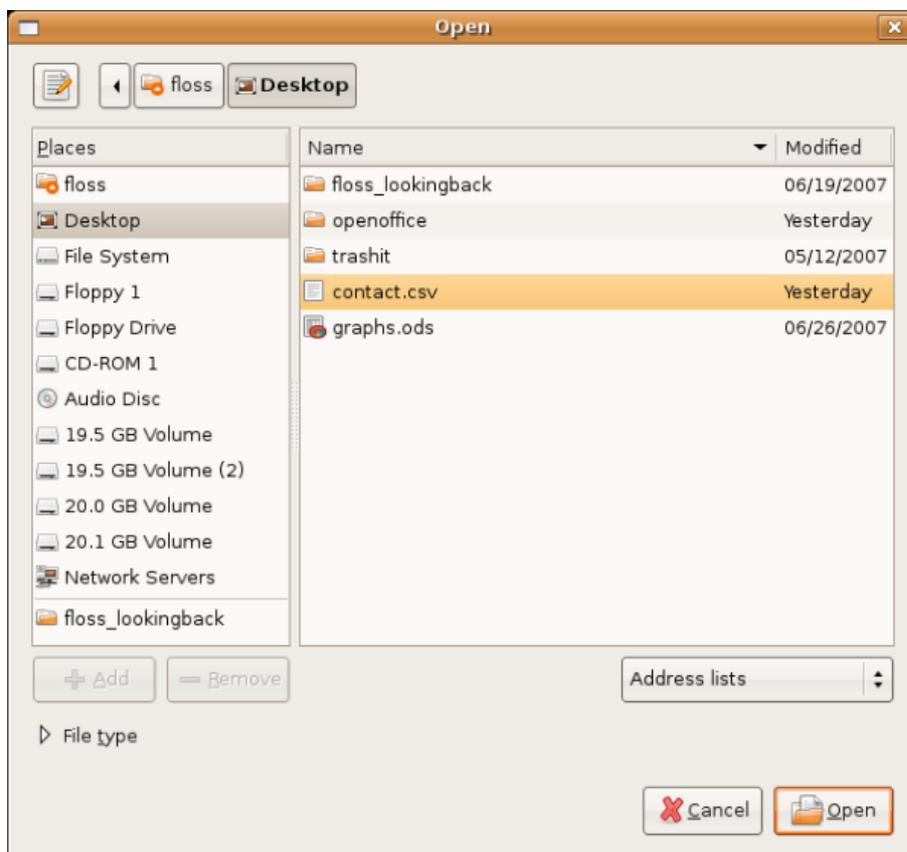
I have chosen 'Address Lists', which will locate the file I made earlier using the Mail Merge tool; you may need to try one of the other options depending on the format of the file.

Beware: leaving the setting at the default 'All files' does **not** necessarily show all the files av

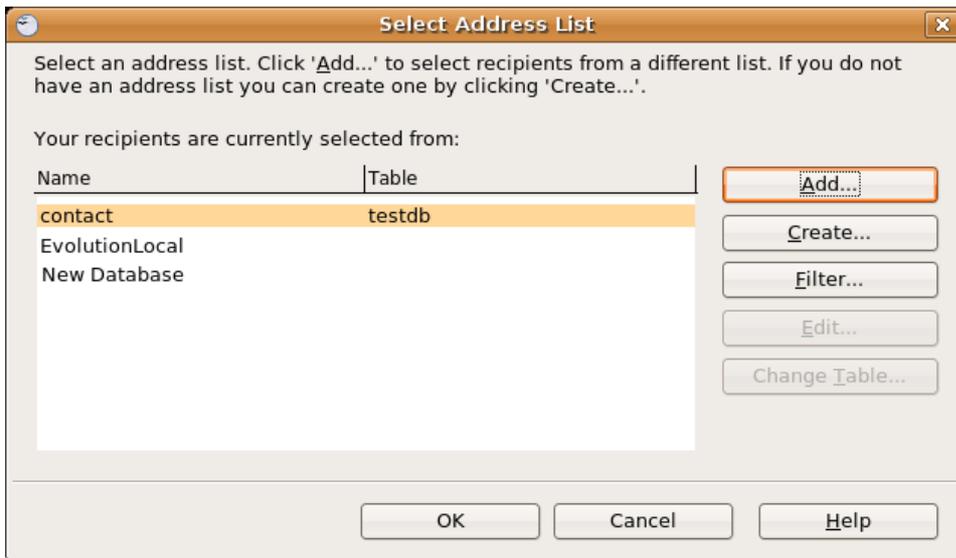
My file is on the desktop so I double click on the 'Desktop' icon on the left and I am presented with the list of files and folders on my desktop and I see the file I am after ('contact.ods'):



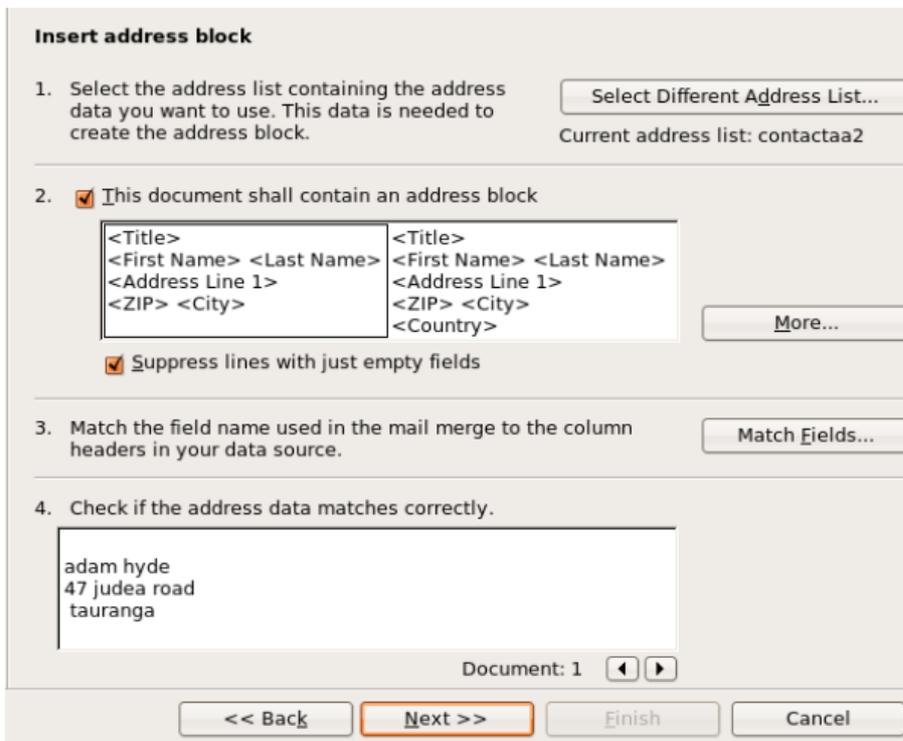
I click on the file to highlight it:



And I press **Open** at the bottom right of the window and I should see something like this:

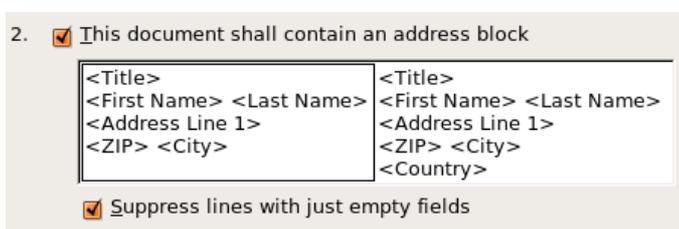


This means my address list has been successfully loaded into the mail merge wizard. I can now press **OK** and return to the main mail merge screen.

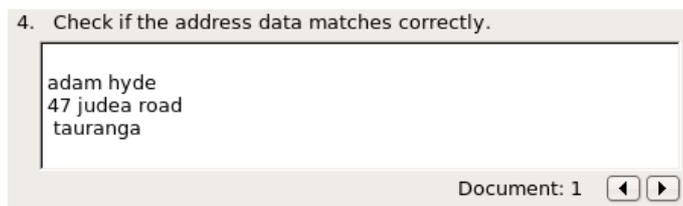


Changing the Address Layout

Now we get down to business. We can now decide on the layout of the address information that will be placed at the top of the letter. You can stick with the default layout which looks something like this:

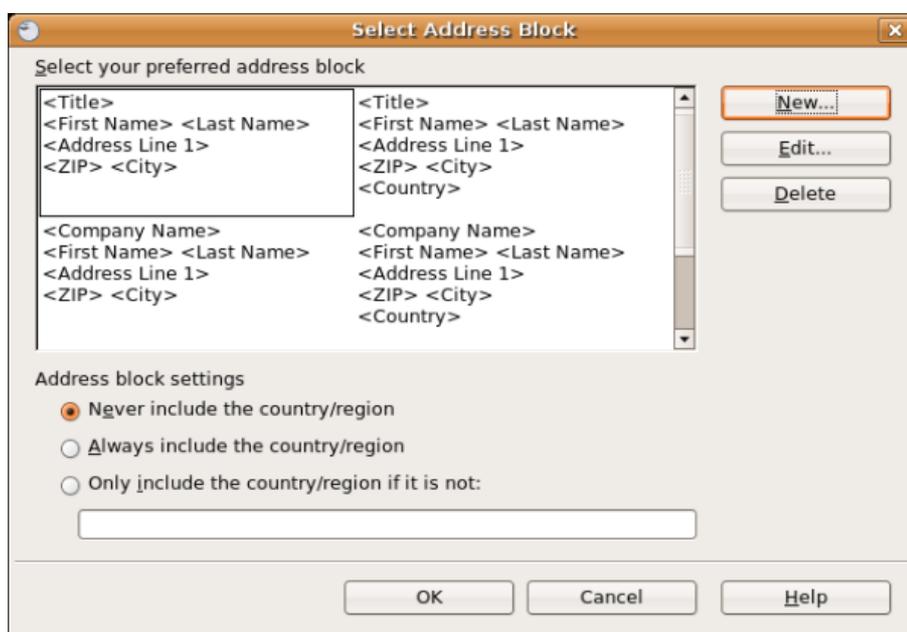


You can see how this will look with the first entry in your address book in section 4 of this window:

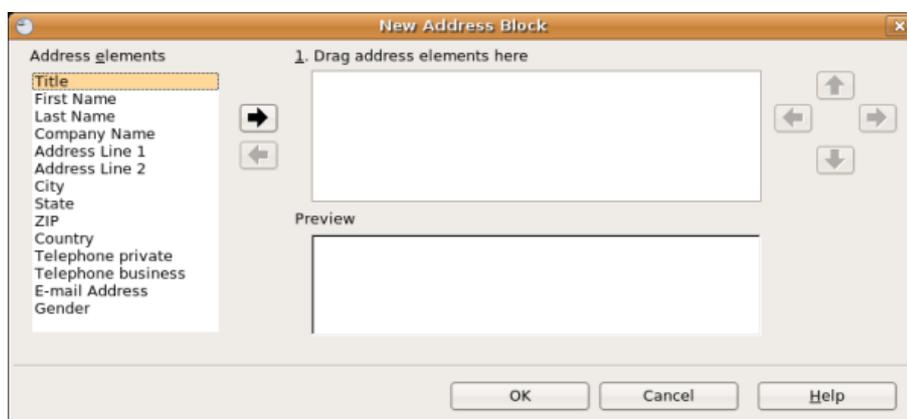


If you wish to check other entries use the small arrows displayed in the bottom of the above image.

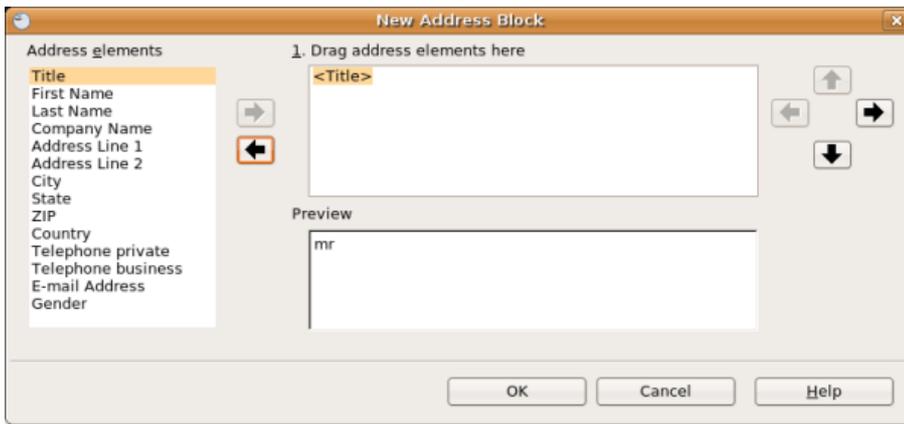
If you don't like this layout then you can change it with the **More** button in section 2. If you press **More** you will see this :



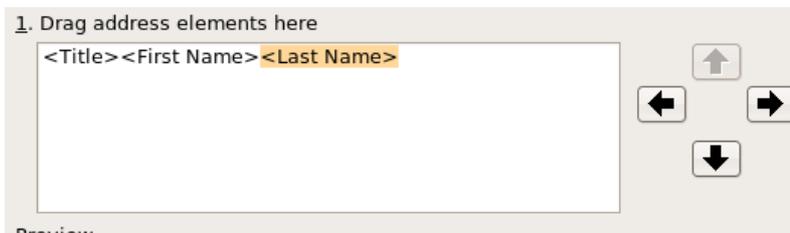
You can choose one of the defaults displayed by clicking on one of them. However, you can make it even more customized. Try pressing **New** and you can make your own layout:



Here you see a list of fields and you can highlight these on the left and press the arrow button (pointing right) to add a field to the layout. If, for example, I press 'Title' on the left and then press the arrow I see this:



Now I can add as many items as I wish :



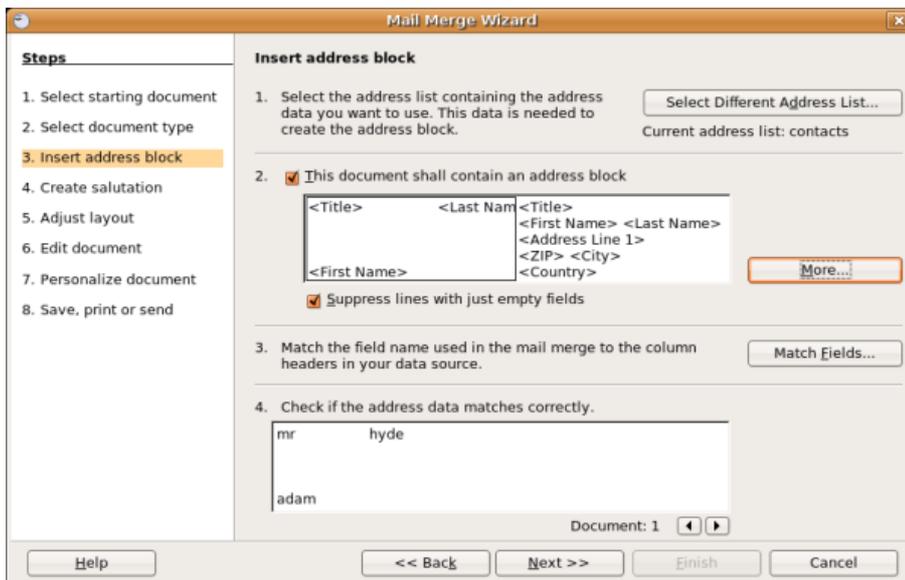
What you will notice is that the fields appear close to each other with no spaces, and all on the same line. You can change the exact positioning of each field by clicking on that field in the layout display window on the right and using the arrow buttons to move it. Below is a (not very useful) example:



When you have finished customizing the layout press the **OK** button at the bottom and you return back to the window for choosing layouts. Instead of the defaults you will now only see the layout you created:



Press **OK** again :



Now we can proceed to the next step. You might first wish to check your chosen layout with some of the entries in your address book to make sure they all look good. To do this use the arrows in section 4 to skip back and forward through contact details to see what each looks like.

You can keep adjusting the custom layout and tweaking it until its right, then when you are happy press **Next >>** and we go to the next step.

Create Salutation

A salutation is a greeting like 'Hello' or 'To Whom it May Concern'. OpenOffice.org can insert a salutation at the beginning of each letter.

OpenOffice.org is supposed to also give you the option to the right gender-specific greeting. However there is a bug that prevents the gender specific greeting from working. The bug, fortunately, does not stop some of the salutation functions from being useful so it's worth trying it out.

By default the salutations are deactivated so if you wish to create a salutation for every document you need to check the first box at the top of the window that says 'This document should contain a salutation'. So let's insert a salutation but keep the 'personalized salutation' turned off (if you don't wish to make use of this feature then just press **Next >>**).

Create a salutation

This document should contain a salutation

Insert personalized salutation

Female Dear Mrs. <Last Name> New...

Male Dear Mr. <Last Name> New...

Address list field indicating a female recipient

Field name Gender

Field value Ms

General salutation

Hello,

Preview

Dear Mrs. hyde,
Dear Mr. hyde, Match fields...

Document: 1

<< Back **Next >>** Finish Cancel

So now at the top of each letter we can have the greeting displayed in the 'General Salutation' box. In the above example we see 'Hello,' :

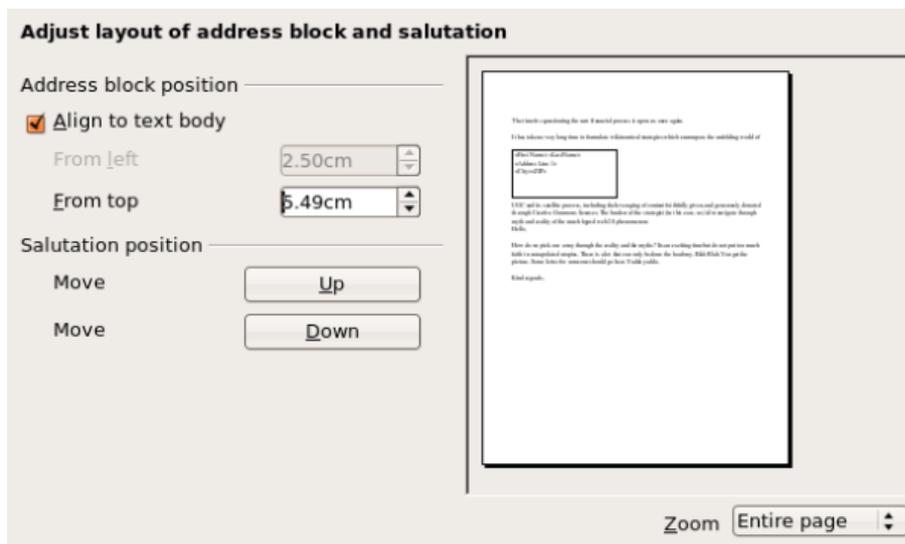
General salutation

Hello,

We can type over this salutation or choose from the defaults in the drop down box. I will leave the default as it is. Now press **Next >>** :

Adjust Layout

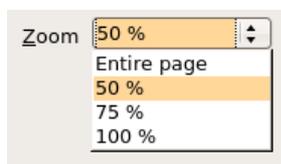
In this step you can adjust the position of the address block and salutation on the page. You can place the address block anywhere on the page. The salutation is always on the left, but you can move it up and down the page.



To move the box with the address information (highlighted in grey on the right of the window) you use the small arrows on the right of the field displaying the position of the Address Block:



If you press these small arrows you should see the small grey block in the pane on the right move. To move the salutation use the buttons marked 'Up' and 'Down' and if you look closely you will see the salutation hop up and down on the pane on the right. It's unfortunate that it is so hard to see easily and if you have poor eyesight you don't stand a chance of seeing the changes in the small pane on the right. You would be better making your changes in the next step ('Edit Document'), however if you are persistent there is an option to zoom in by changing the 'Zoom' setting in the drop down on the right :



but it has to be said it's a bit useless as you cannot then move the position of what you see in the window. So if what you are changing is out of view of the area that has been zoomed in on then bad luck.

OpenOffice.org would do well to fix the issues with the 'Salutation' and 'Adjust' steps in this process. The Mail Merge is still very useful, but these strange little issues make it sometimes frustrating to use. Let's press **Next >>** and move on to the next step.

Edit Document

Preview and edit the document

The preview of a merged document is visible now. To see the preview of another document click one of the arrows.

Recipient |< < > >|

Exclude this recipient

Edit Document

Write or edit your document now if you have not already done so. The changes will effect all merged documents.

Clicking 'Edit Document...' will temporarily reduce the wizard to a small window so you can edit the mail merge document. After editing the document, return to the wizard by clicking 'Return to Mail Merge Wizard' in the small window.

<< Back **Next >>** Finish Cancel

On this step you can change the layout of the letters again. You can also exclude specific recipients from being included in the mail merge.

Excluding Recipients

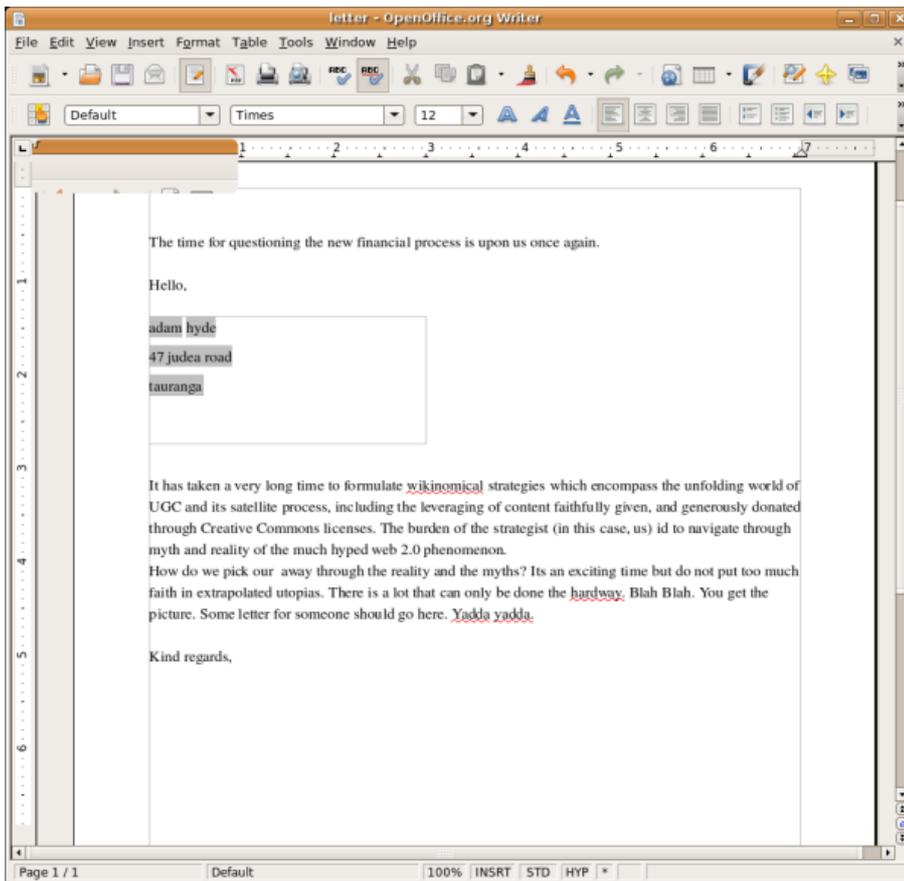
You exclude a specific recipient choose the number of the recipient you wish to exclude from the 'Recipient' box:

Recipient |< < > >|

Exclude this recipient

Of course the issue is that if you have a huge list of recipients how do you know which number corresponds to which recipient? It's not easy. You could look at the original spreadsheet or consult the original address list (depending on what format it is), but it's not the best way to handle this kind of function. Once again it would have been better if OpenOffice.org managed this step a little friendlier. If you have a small list of recipients you could try selecting the number of the recipient exclusion box (pictured above) and then click on 'Edit Document...'

to check if you got the right one. It's a bit 'hacky' but it does work. If you click 'Edit Document...' then OpenOffice.org opens the document of the recipient number you have chosen like so:



This isn't really a good way to do it but it means you can check if you have the right recipient number for exclusion. If you do see that this is the right person to exclude then press the small floating window (it can be hard to see):



and OpenOffice.org will return you to the Mail Merge Wizard. To exclude the recipient you then need to click on 'Exclude this recipient':



Now, if you browse forward to another recipient number then the checked box should clear again, You can go back and forwards excluding recipients in this fashion, when you browse past a number that you have already excluded the little box should will become checked.

Editing the Layout

You can also change the layout of the merged letters by pressing 'Edit this document...'. The document then opens, you can change the document and then close it by clicking on the small pop-up window:



You should be aware that any change made on the document will appear in all documents when the Mail merge is completed.

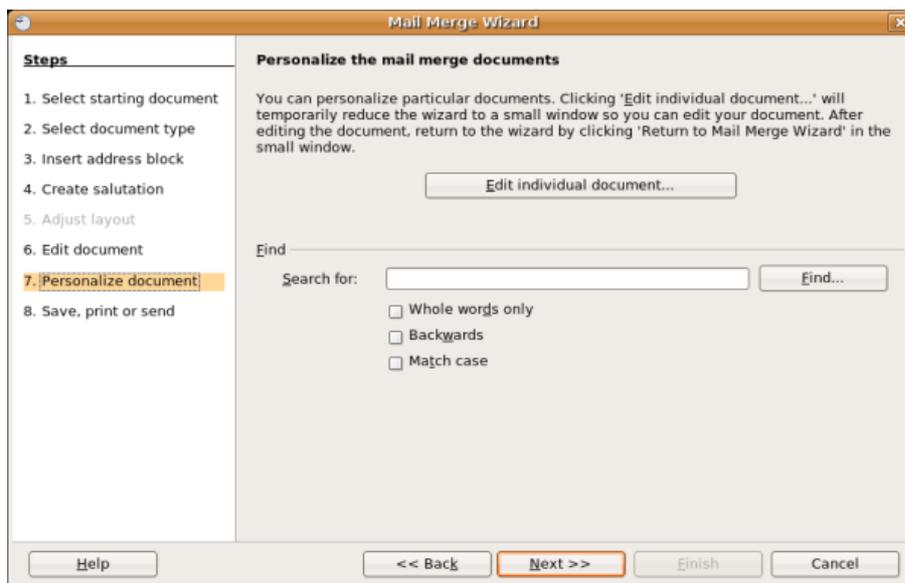
When you are finished excluding and tweaking press **N**ext >> and a window should pop up:



This process is actually creating all the individual letters and merging them with the details from the address book. Then you should be pushed on to the next step:

Personalize Document

This is where you finally get to make changes to each and every document to make sure they are laid out the way you wish them to be.



If you press 'Edit Individual Document' you will be presented with one long document containing all the letters in one file. You can scroll up and down each letter and make your changes. When you are finished you click on the small pop-up window:

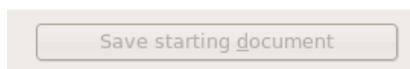


The 'Find' function on this step merely locates a word or phrase within the form letters. It does **not** help you find recipients. When you have finished working on each document you are ready to output the final merged documents so press **N**ext >>.

Save, print or send

You have now completed the mail merge process. The last step is to do something with it. In this step, you can save the original sample letter, save the merged document or print the letters right away.

You probably want to save the starting document first and then the merged document. To save your starting document press the **Save Starting Document** button. You will not be given any feedback if it is successful apart from the fact that the button will be greyed out and you can not press it again:

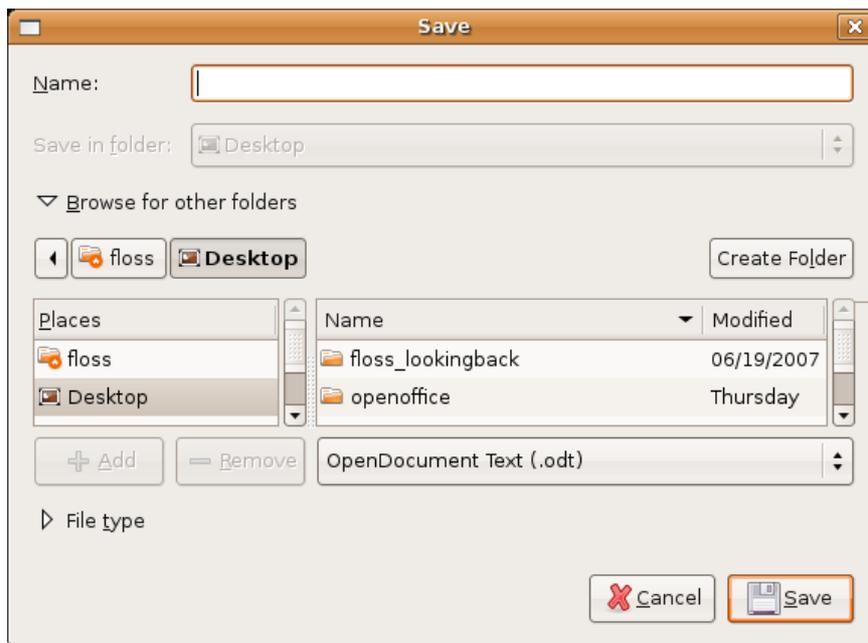


If you see this you can assume the starting document has been saved.

The merged document can be saved as one big file or one file for each letter. When you have saved the merged document, you can print the final letters now or later; and you can still manually check and edit the letters if necessary. To save the merged file click on **Save merged file**, you will see some options appear:

A dialog box titled "Save, print or send the document". It contains a section "Select one of the options below:" with four radio button options: "Save starting document", "Save merged document" (which is selected and highlighted with a dashed border), "Print merged document", and "Send merged document as E-Mail". Below this is a section "Save merged document settings" with two radio button options: "Save as single document" and "Save as individual documents" (which is selected). There are also two input fields labeled "From" and "To" with the numbers "1" and "3" respectively. At the bottom is a "Save Documents" button.

If you are in a hurry to print all the documents then choose 'Save as a single document'. This will output all the merged letters to one single file which means you can open this in OpenOffice.org and print the lot quickly. Otherwise you would have to open each individual document and print them one by one. We will choose to save as one document. In this case we press 'Save' and we get a file browser window:



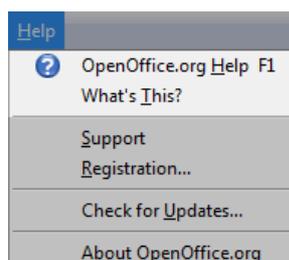
We type in the name of the file and press 'Save'. The job is then done! Press 'Finish' and the wizard will close. You will have before you a single merged document. This is **not** the document you just saved, so do with it what you will (you can quit it and forget about it if necessary).

Extended Help

For more help with OpenOffice.org you can try these avenues. A generic place for help with OOO is here because it links to any place you would probably need: <http://support.openoffice.org/>.

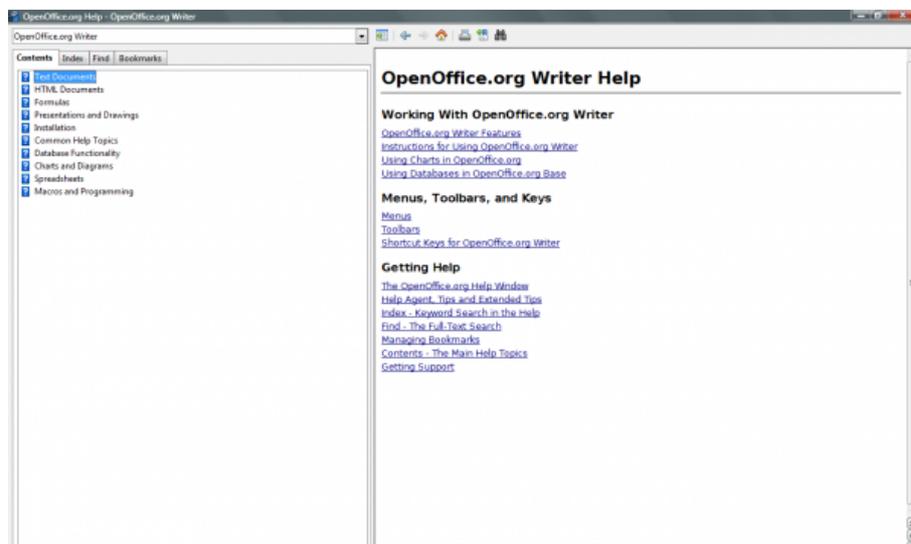
In-Program Help

There are two ways to get in-program help, both in the applications Help Menu. They are: the **OpenOffice.org Help** window  and the **What's This?** explainer. To find them just go to the Help Menu, menu on the farthest right, of any OOO application shown here:



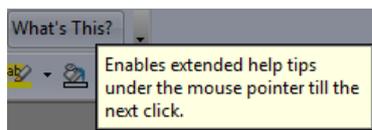
OpenOffice.org Help Window

By clicking the OpenOffice.org Help button in the help menu or pressing **F1** you can bring up the OpenOffice.org Help Window. This window will open up to the homepage of whatever application you had open, for example in the image below I was in Writer when I opened it up. Using this window you can search for a variety of subjects in a variety of ways. One is to look through the Contents tab, separated by the different applications; another is to look through the Index tab for your topic; and the last is to search for the topic/question using the Find tab. The Bookmarks tab is for any help section that you bookmark using this button/icon: 



What's This? Explainer

The What's This? button has no image, when clicked it gives you knowledge about the icons on the screen or as the explainer itself says "enables extended help tips under the mouse pointer till the next click". Like shown in the image, it will put up a small window explaining what the button your mouse is over does and is used for.



Documentation Team

OpenOffice.org has a great documentation team, their main site can be found here: <http://documentation.openoffice.org/> and wiki here: <http://wiki.services.openoffice.org/wiki/Documentation>.

Online Forums & Mailing Lists

Online Forums

You can also try searching through the forums for information. Or registering and asking a question. Here are two forums for OOo:

- <http://user.services.openoffice.org/en/forum/index.php> - Official
- <http://www.oooforum.org/> - Unofficial

Mailing Lists

Mailing lists are good places to look through for answers to questions. Information about OpenOffice.org's mailing lists and a search bar for the mailing list archives are located here: http://www.openoffice.org/mail_list.html

You can also subscribe to the mailing lists and ask a question at: users@openoffice.org

Forum and Mailing List Suggestions

There are a few things to keep in mind when asking a question in a forum or to a mailing list. First, be as clear as you can with your question and provide any information that you might think would help some to try to help you. You might for example, include information about the operating system you are using, or various specifics that relate to what you are trying to achieve, including an image is also welcomed. Additionally, it is always good practice to also post back to any forum or mailing list if you manage to solve your query and include clear information on how you solved the puzzle. This is so that someone else that may have the same issue can resolve it using what you have found out. If possible post back to the same thread (discussion topic) so that anyone searching through the forum can follow the discussion including the solution.

Web Search

Searching the web is always useful. If you are looking for problems arising from errors reported by the software then try entering the error text into the search engine. Be sure to edit out any information that doesn't look generic when doing this. Some search engines also enable you to try searches of mailing lists, online groups etc, this can also provide good results.

IRC

IRC or **Internet Relay Chat** is a type of online chat. It is not the easiest to use if you are not familiar with it but it is a very good system. There are a variety of software and services for all operating systems that enable you to use IRC (see links below). The IRC channel for OpenOffice.org is where a number of the developers and some 'superusers' are online. So logging into this channel can be useful but it is very important that you

know exactly what you are trying to find out before trying this route. The protocol for using the channel is just to log in and ask the question immediately. Don't try and be too chatty as you are probably going to be ignored. The details for the OpenOffice.org IRC channel are:

- IRC network: **Freenode** (irc.freenode.net)
- Channel: #openoffice.org

For more information on what IRC is and on OOO with IRC check out these links:

- http://wiki.services.openoffice.org/wiki/IRC_Communication
- http://en.wikipedia.org/wiki/Internet_Relay_Chat
- http://en.wikipedia.org/wiki/Comparison_of_IRC_clients

Glossary

AutoComplete - is a term that describes the process of an application guessing what you are typing and then letting you complete the word without typing the entire word.

Base - OpenOffice.org's database management application.

BibTeX

Calc - OpenOffice.org's spreadsheet creation and editing application.

Chart (module) - OpenOffice.org's module for creating charts.

Chart (object) - an object that displays data in an easily viewable way, such as in bars.

Database

Data Interchange Format

dBASE

DocBook

Document - any material on which the thoughts of someone is represented.

Draw - OpenOffice.org's publishing and drawing application.

Edit (menu) - is the second menu of all OOo applications containing procedures such as Cut, Paste, Copy, Undo, and Redo.

Encapsulated PostScript

Enhanced Metafile

Extensions - is a computer file designed to be incorporated into software to enhance or extend the functionality of that software.

File (menu) - is the first menu of any OOo application containing common procedures such as New, Open, Save, Export, and Print.

File (object) - is a group of information used to store or display something to the human eye.

Format

Formula

Forums

Freenode - a popular IRC network that is the largest host of FLOSS channels, the network's website is at: <http://freenode.net/>.

Galaxy Icons - the icon set and design used in OpenOffice.org's applications, more information can be found here: http://ui.openoffice.org/VisualDesign/OOo_galaxy.html.

Go-oo

Graphic

Graphics Interchange Format

Help (menu) - the last section of the menu in all OOO applications which contains things such as the in-program help manual and about OOO window.

HTML Document

Impress - OpenOffice.org's presentation and slide show application.

Insert

Internet Relay Chat (IRC)

Joint Photographic Experts Group

LaTeX 2e

Lesser General Public License (LGPL)

Mac Pict

Macro

Macromedia Flash

Mailing Lists - a collection of email addresses that can be used to send emails or receive emails to or from multiple people and groups.

Master Documents

Math - OpenOffice.org's formula creation module.

MathML 1.01

MediaWiki

Microsoft Excel 2003 XML

Microsoft Excel 5.0

Microsoft Excel 5.0 Template

Microsoft Excel 95

Microsoft Excel 95 Template

Microsoft Excel 97/2000/XP

Microsoft Excel 97/2000/XP Template

Microsoft PowerPoint 97/2000/XP

Microsoft PowerPoint 97/2000/XP Template

Microsoft Word 2003 XML

Microsoft Word 6.0

Microsoft Word 95

Microsoft Word 97/2000/XP

NeoOffice - is a variant of OpenOffice.org designed specifically for Mac OS X.

ODF Database

ODF Drawing

ODF Drawing Template

ODF Formula

ODF Presentation

ODF Presentation Template

ODF Spreadsheet

ODF Spreadsheet Template

ODF Text Document

ODF Text Document Template

OpenDocument

OpenOffice.org 1.0 Drawing

OpenOffice.org 1.0 Drawing Template

OpenOffice.org 1.0 Formula

OpenOffice.org 1.0 Presentation

OpenOffice.org 1.0 Presentation Template

OpenOffice.org 1.0 Spreadsheet

OpenOffice.org 1.0 Spreadsheet Template

OpenOffice.org 1.0 Text Document

OpenOffice.org 1.0 Text Document Template

Organization for the Advancement of Structured Information Standards (OASIS)

OS/2 Metafile

PlaceWare

Portable Bitmap

Portable Document Format (PDF) - is a file format used for displaying a wide array of information, developed by Adobe Systems.

Portable Graymap

Portable Network Graphic

Portable Pixelmap

Presentation - is a display of content on a topic towards an audience normally to persuade or inform.

RedOffice - is a Chinese and China specific version of OpenOffice.org which has 3 different versions, desktop, mobile, and server.

Rich Text Format - is a simple text file format developed by Microsoft that allows for simple formatting such as bolding or centering.

Scalable Vector Graphic - is an XML-based file format for showing vector graphics.

Splashscreen

StarCalc 3.0

StarCalc 3.0 Template

StarCalc 4.0

StarCalc 4.0 Template

StarCalc 5.0

StarCalc 5.0 Template

StarDivision

StarDraw 3.0

StarDraw 3.0 Template

StarDraw 5.0

StarDraw 5.0 Template

StarImpress 4.0

StarImpress 4.0 Template

Glossary

StarImpress 5.0

StarImpress 5.0 Template

StarMath 5.0

StarOffice

Spreadsheet

StarView Metafile

StarWriter 3.0

StarWriter 3.0 Template

StarWriter 4.0

StarWriter 4.0 Template

StarWriter 5.0

StarWriter 5.0 Template

Sun Microsystems

Sun Raster Image

SYLK

Table

Tagged Image File Format

Templates - are files that can be used as a guide or basis for creation of more personalized, more mission based work.

Text - the .txt file extension used for text with little to no formatting.

Text CSV

Text Encoded

Tools

Transition

Unified Office Format Presentation

Unified Office Format Spreadsheet

Unified Office Format Text

View

Glossary

What You See Is What You Get (WYSIWIG)

Window

Windows Bitmap

Windows Metafile

Wizard, The

Writer - OpenOffice.org's text-processing application.

XHTML Document

X PixMap

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