# *Open Office*

The Open Source Alternative

# *What you get*

- A cross-platform office suite
  - A word processor (Writer)
  - A spreadsheet (Calc)
  - A slide-show editor (Impress)
  - A drawing editor (Draw)
  - A database package (Base) – but not in my 2.3
- No clip art – but plenty available on the web.

# *Why Might You Want It?*

That enterpreneur fellow Gates
Is richer than many small states
Which is simply absurd
Because Windows and Word
Is software that everyone hates.

# *How Good Is It?*

- MS Office is the benchmark (although I hate to admit it)
  - But MS try hard to make each new version incompatible with the previous one.
  - And change the user interface as well!
  - doesn't handle large documents well
- Word Perfect, Aldus FrameMaker/PageMaker

# *Open Office*

- Open Office is quite good
  - Not quite as user friendly in some areas
  - Can be a bit flakey - I have crashed it by selecting some menu items (especially in the dictionary/languages area)
  - The price is very competitive

# By The Way

- Lunux Magazine recently had an Ubuntu special
  - With a writeup of
    - Writer – the Word Processor
    - Calc – the spreadsheet
    - Inpress – the slide presentation package
    - Base – the database package

# *List start with Impress*



- Rather like MS Powerpoint
- Doesn't come with any clip-art
- The "insert clip art" function has a preview button, but you do not always get a preview.

# *Impress*

- Easy to use
- Will import Power Point slideshows
  - But there may be issues with fonts
- Has lots of standard layouts
  - plus you can design your own
- In two screen mode, it did not cope well with me editing a slide while displaying the slideshow on the other screen

# *Calc*

- A quite good spreadsheet program
- Will import most Excel spreadsheets
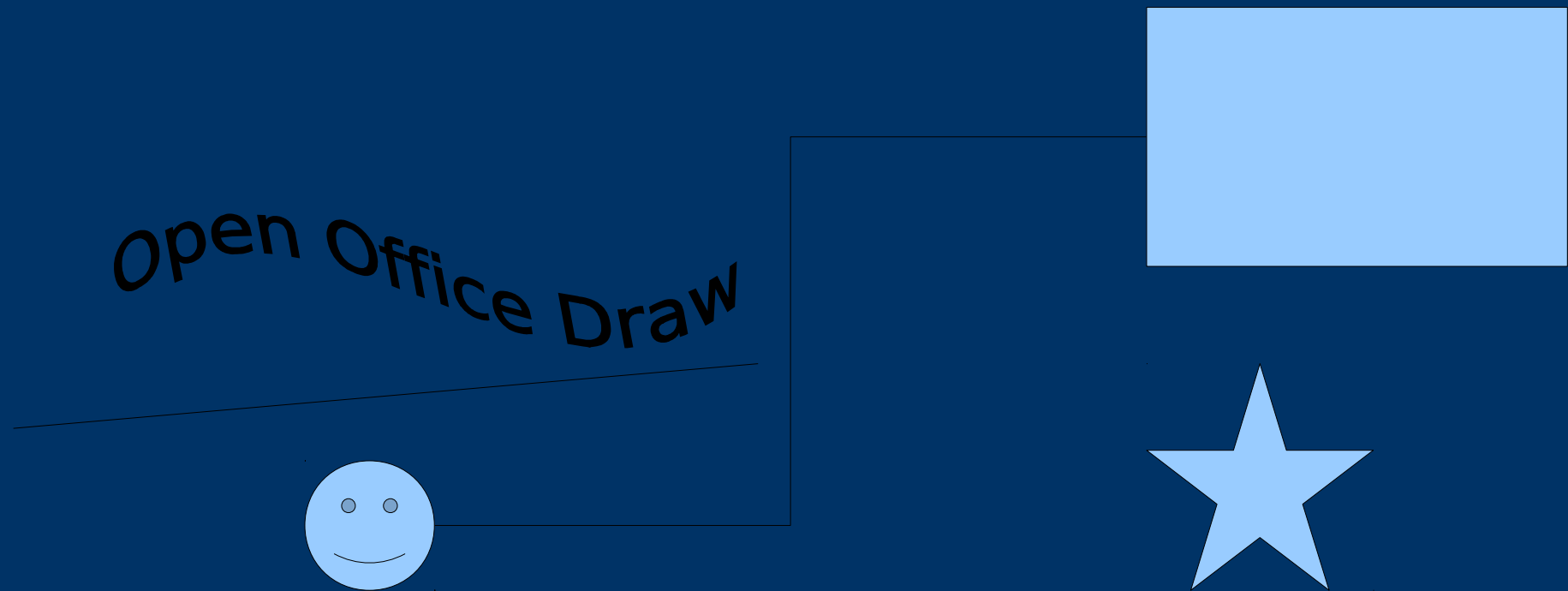- Doesn't handle spanned columns as well as Excel
- Wide range of functions

# *Base*

- In earlier releases on Windows
- Should be in release 2.4 (I run 2.3)
- I have not tried it
- Looks like a MS Access clone
- Probably OK if you want a simple WIZIWIG database
- If you need a real database, use MySql.

# *Draw*

- You are most likely to want this as a plug-in to writer or Impress.

Open Office Draw

# *Writer*

- A full-featured Word Processor
- Supports paragraph and font styles
- Import from many other WP formats
- Output in many WP formats
- Easy export in PDF format
- Tables
- Embedded objects – drawings, pictures, word art, maths formulae

# *Writer*

- 2.3 has support for more than just US English
  - (other languages downloadable)
- Grammar checker – 2.4
- "Watermarks"
  - They work, but create them last (what a pain)
- Multiple columns, Automatic line/para numbering
- Landscape/Portrait pages
  - just insert a manual page break
  - then select a new layout for your new page

# Writer - formulae

- Earlier versions the formula editor was separate.
- Now more integrated:
  - %SIGMA sub{i in J} (a sub i sup 2 + b sub i sup 2) = c sup 2
  - then select it and choose insert formula
  - 
  - 
  - I couldn't get the text in white.
  - There is an editor if you do not know the language

$$\sum_{i \in J} \left( a_i^2 + b_i^2 \right) = c^2$$

# *Desktop Publishing*

- No equivalent of MS Publish
- But Writer/Draw allow linked frames
  - A bit glitchy
    - have to create with some text
    - then fool around a bit (?)
  - before it will let you type in the frame

# Some General Comments

- Saved format is XML
  - Try "unzip fred.odt"
  - You get a whole raft of things, including directories for graphics, etc.
  - But the important bit is "content.xml"
  - Earlier versions had some "pretty print" options here.
- Each new release has more/better features
- Does tend to die if you play with the settings
  - Save often – recovery is relatively good

# *How do you get it*

- Included in most Linux distros.
- Latest is 2.4, with a Beta release of 3.0
- This was prepared with 2.3
- Can download: www.openoffice.org

# *Extras*

See www.openoffice.org for extras (14 pages of them at 10 per page)

- Templates
- Clip Art
- Foreign Language support
- Fax support
- Grammar checker (LT)

# Extras - Fonts

- The fonts it comes with are quite good.
- Find extras at:
  - DejaVu   http://dejavu.sourceforge.net/
  - Arev      http://tavmjong.free.fr/FONTS/
  - MgOpen http://www.elak.gr/pub/fonts/mgopen/
  - Junicode http://junicode.sourceforge.net/
  - Gentium http://tinyurl.com/2ro72
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