

OpenOffice Workshop & Installfest

Before installing OpenOffice,
you have to prepare yourself for...



**Becoming
Awesome!**

OpenOffice.org: Becoming Awesome



Presented by:
Benjamin Horst

Author,
*The Tiny Guide to
OpenOffice.org*

www.solidoffice.com

www.wikipages.com

Hold up! What's OpenOffice?

“OpenOffice.org” is an office suite equivalent to Microsoft Office.

But it has more applications:

1. Writer, word processor
2. Calc, spreadsheet
3. Impress, powerpoint slideshow
4. Draw, vector graphics
5. Base, database

Some OpenOffice Advantages

- No licensing fees – free forever!
- Free to share, (it's open source).
- Cross platform.
- The most languages.
- File compatibility (ODF now an ISO standard).
- UI Consistent across the suite.

New Features in OpenOffice 2.0

- Simpler installation
- New component, “Base”
- ODF
- User Interface improvements
- Calc has been beefed up
- many more

Getting OpenOffice

Primary Platforms:

Windows, Linux and Mac OS X

Shared Under: LGPL license

(www.gnu.org/copyleft/lesser.html)

1. Download at www.openoffice.org
(www.neooffice.org for OS X version)
2. Ubuntu's free "ShipIt" CDs:
<http://shipit.ubuntu.org>

Free Online Support Options

Open source support networks = many good online resources.

- <http://user-faq.openoffice.org>
- <http://documentation.openoffice.org>
- <http://www.oooforum.org>
- <http://mindmeld.cybersite.com.au>
- <http://support.openoffice.org>

Interoperating

OpenOffice users worldwide: 80,000,000*

MS Office users worldwide: 300,000,000*

We're gaining, but you'll still have to deal with Microsoft Office.

- Save as “.doc”
- Open “.xls” etc.

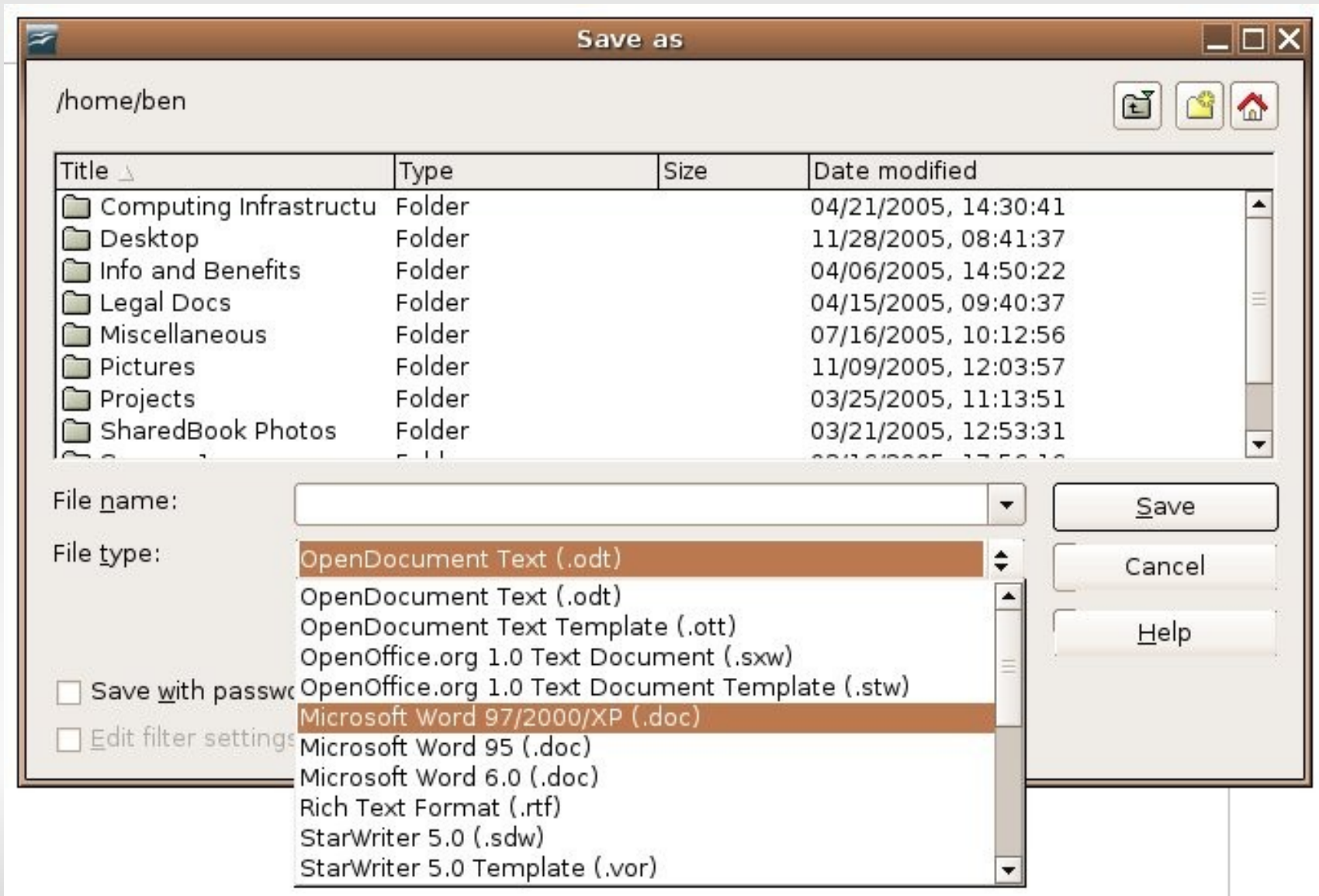
Remember, use and spread ODF for a better future (it's readable by OOo, KOffice, Writely, TextMaker, Workplace, and more)

* Nobody really knows, these are my best guesses.

According to: <http://iht.com/articles/2006/03/26/business/soft.php>, there are 330 million *Windows* machines in the world.

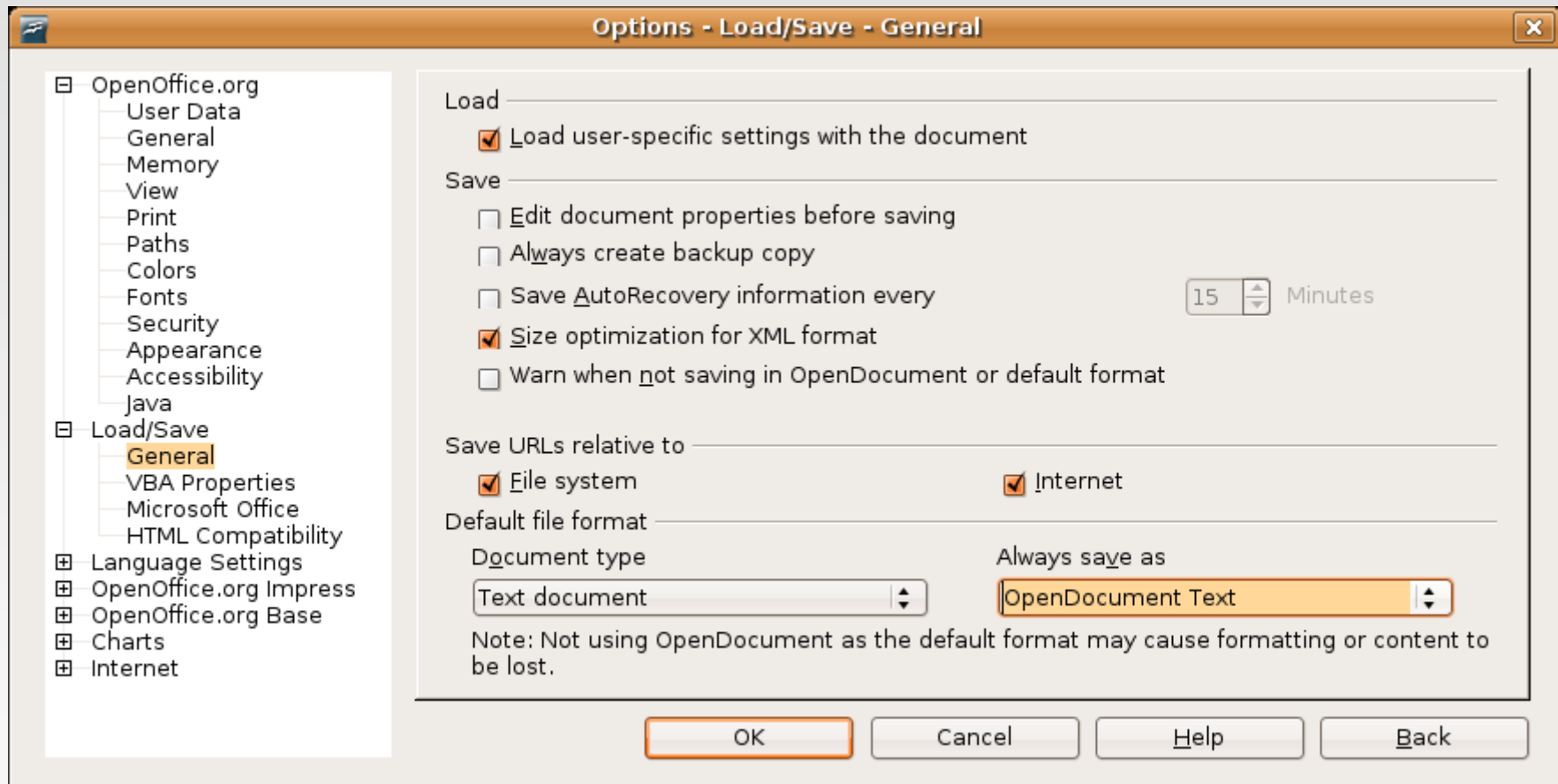
Interoperating: DOC

File > Save As > choose “(.doc)”



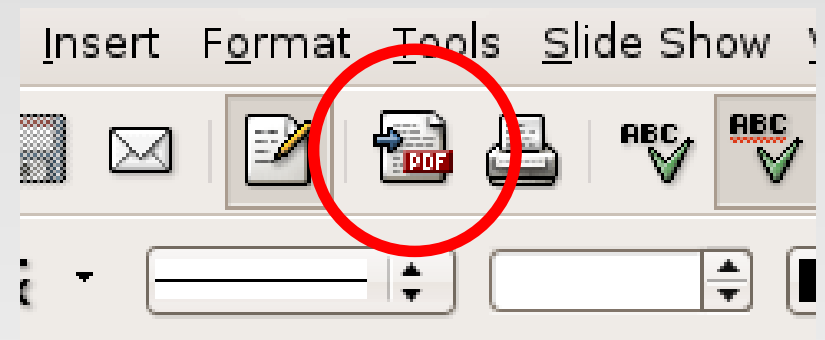
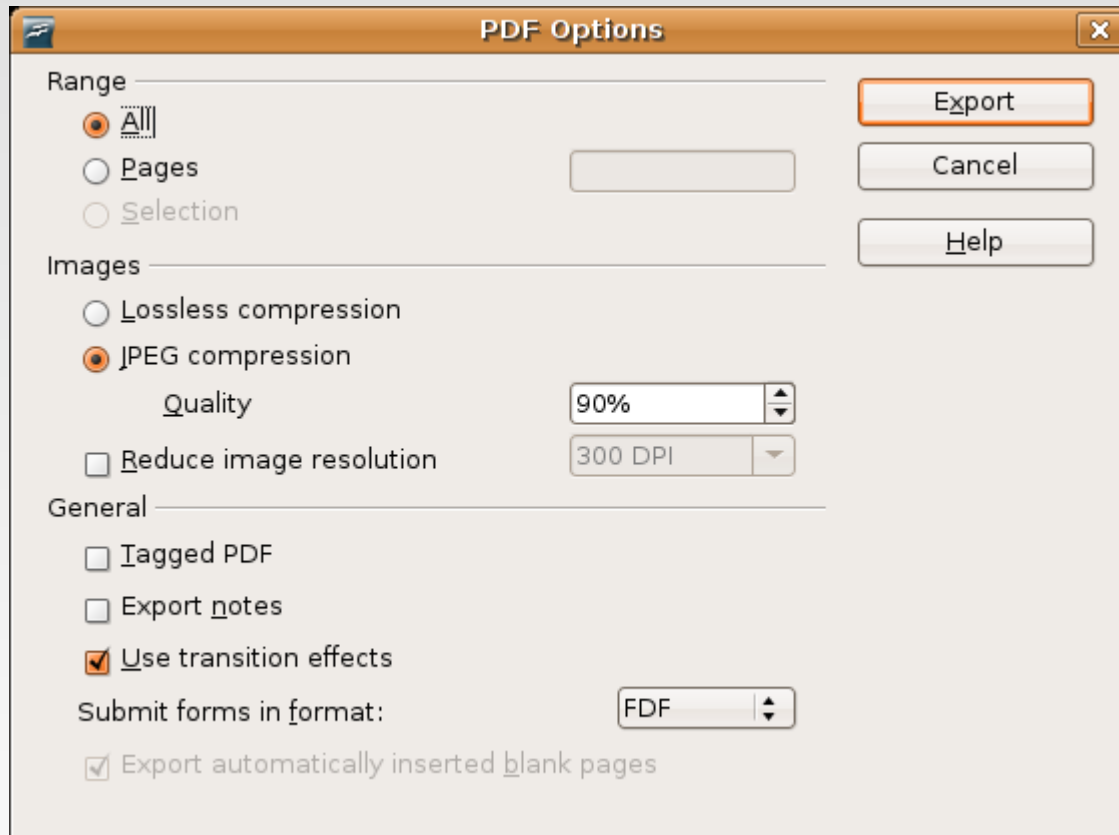
Interoperating: DOC by default

Tools > Options > Load/Save > General



Interoperating: PDF

File > Export as PDF (or toolbar PDF button)



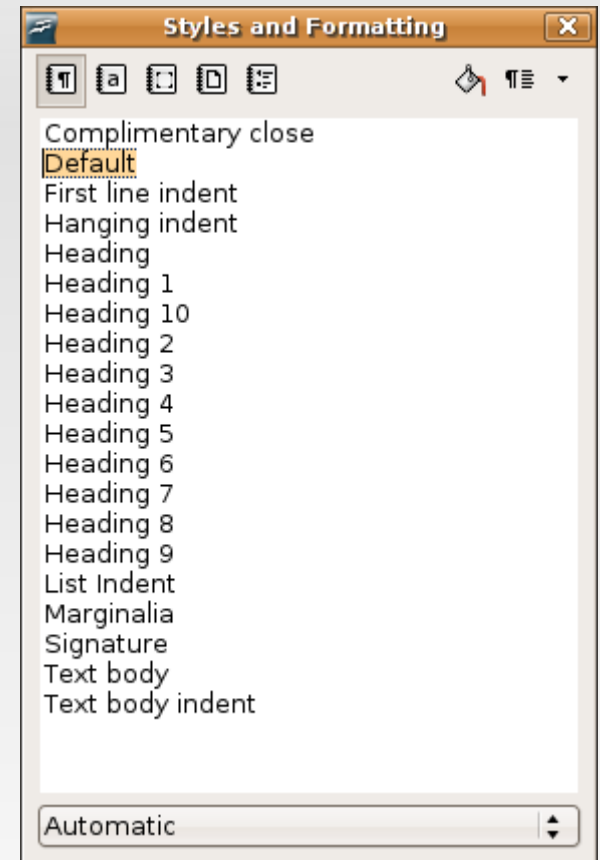
ODF: OpenDocument Format

- a zipped XML format
- geeks love it because they can take it apart and put it back together
- demonstrate the “guts”

* For more info on ODF, see J. David Eisenberg's *OASIS OpenDocument Essentials: Using OASIS OpenDocument XML*

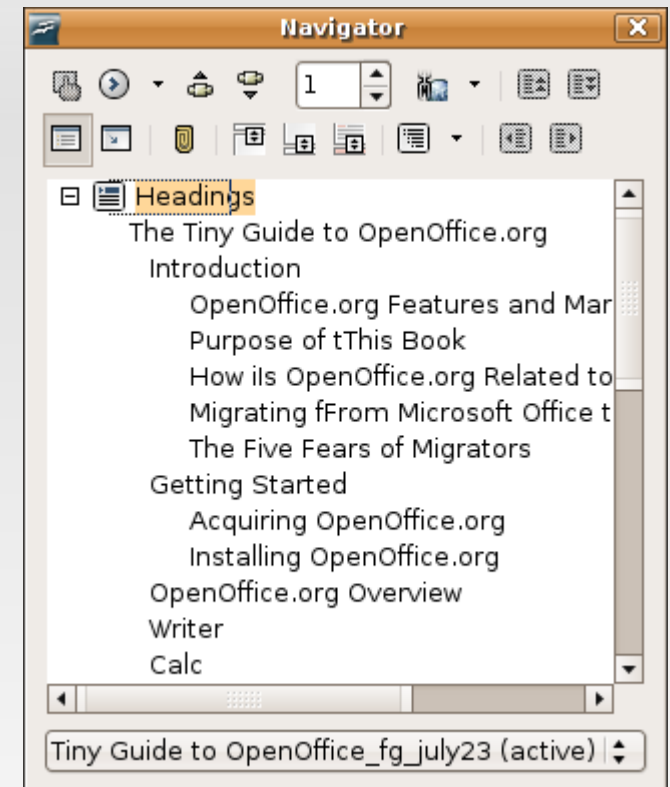
“Styles” in Writer

- For consistent formatting and ease of updating.
- OOo's implementation of styles is much easier than MS Word's!
- “Styles and Formatting” window to manage styles.



The Navigator Window

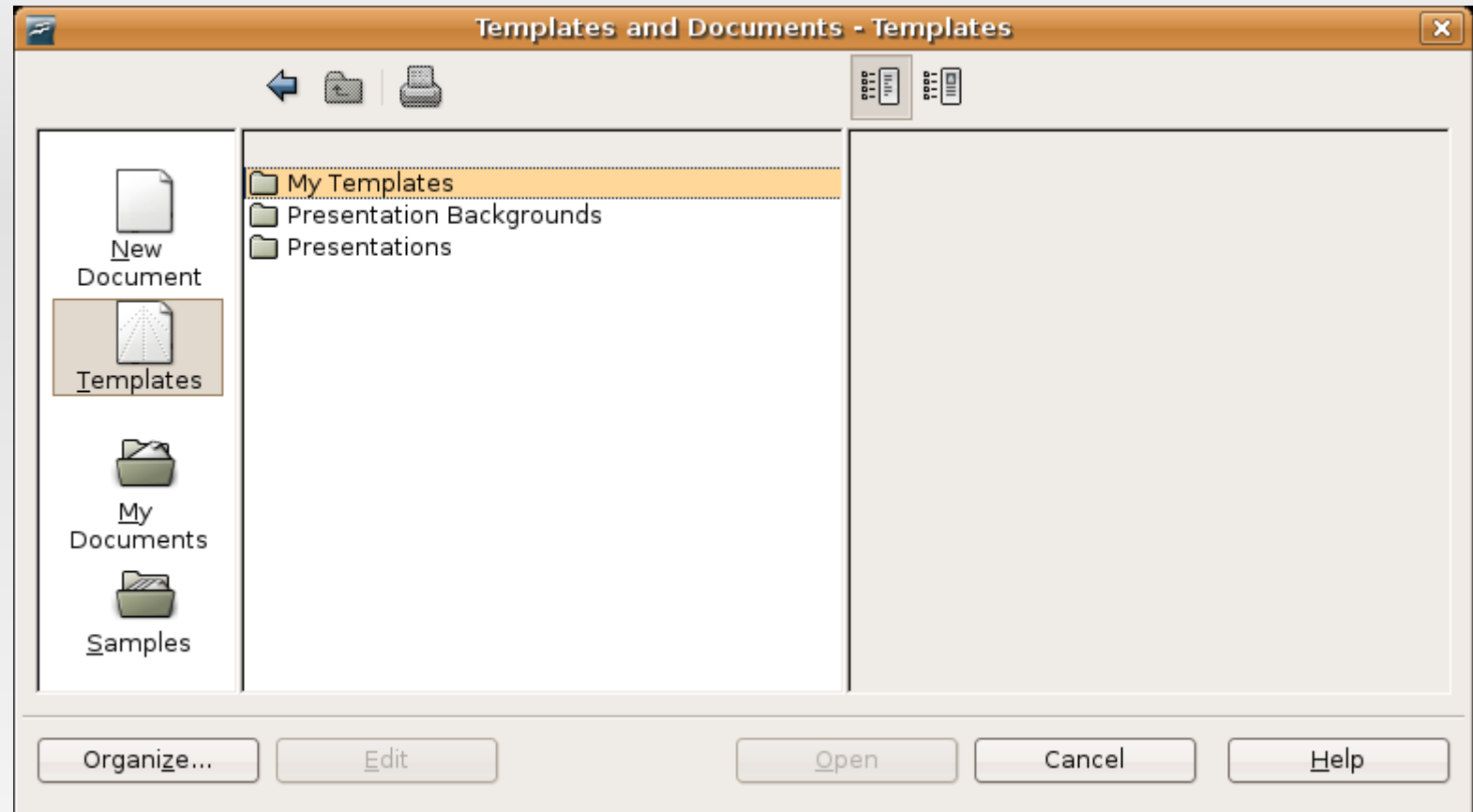
- Displays all objects in document
- “Headings” section shows outline of all text headings
- Double-click an object in the Navigator to jump to it in the document



Working with Templates

Create New
File from a
Template:

File >
New >
Templates
and
Documents



- Create a template from a document: File > Templates > Save
- For more, see Solveig's tutorial:
http://openoffice.blogs.com/openoffice/2006/03/templates_makin.html

Insert a Photoshop File

- This is for the list of “things that OOo can do that MSO cannot.”
- OpenOffice recognizes .psd image files (Photoshop's standard format) and you can insert or paste them into your documents.
- You can take them out and modify them later.
- Losing this feature interrupted my workflow when my office required me to use MSO, decreasing my efficiency!

Using Writer's Table of Contents

- Another reason why you should use styles!
- Insert > Indexes and Table > Indexes and Tables

Insert Index/Table

Index/Table | Entries | Styles | Columns | Background

Type and title _____

Title

Type

Protected against manual changes

Create index/table _____

for Evaluate up to level

Create from _____

Outline

Additional Styles

Index marks

OK Cancel Help Reset Preview

Table of Contents

Heading 1..... 1
 Heading 1.1..... 1
Entry..... 1
 Heading 1.2..... 1

Heading 1
This is the content from the first chapter. This is a user directory entry.

Heading 1.1
This is the content from chapter 1.1. This is the entry for the table of contents.

Heading 1.2
This is the content from chapter 1.2. This keyword is a main entry.

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Table 1: This is table 1


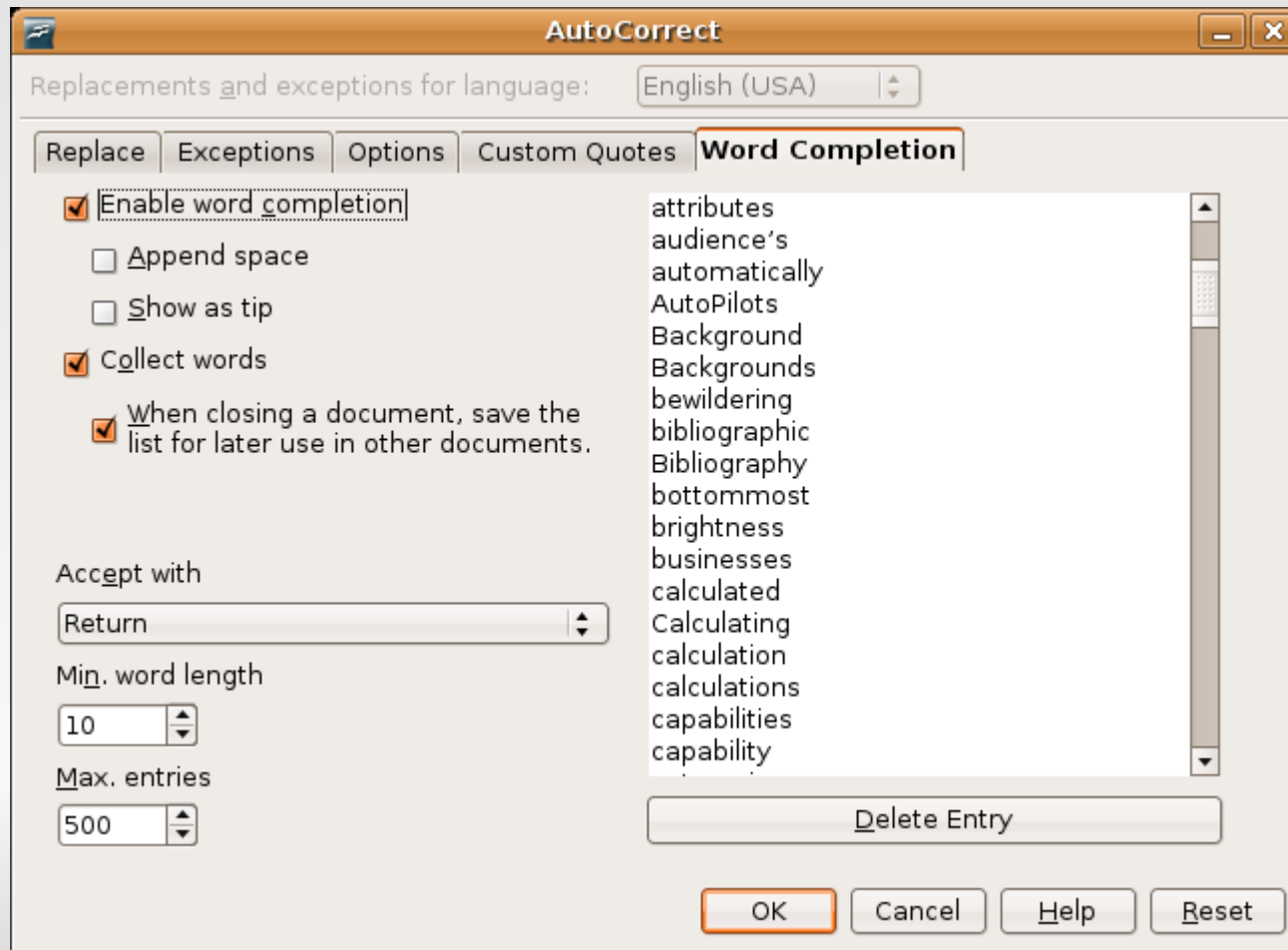


Image 1: This is image 1

AutoCorrect and AutoComplete

- Tools > AutoCorrect
- Replace tab for autocorrections
- Word Completion tab for auto completions

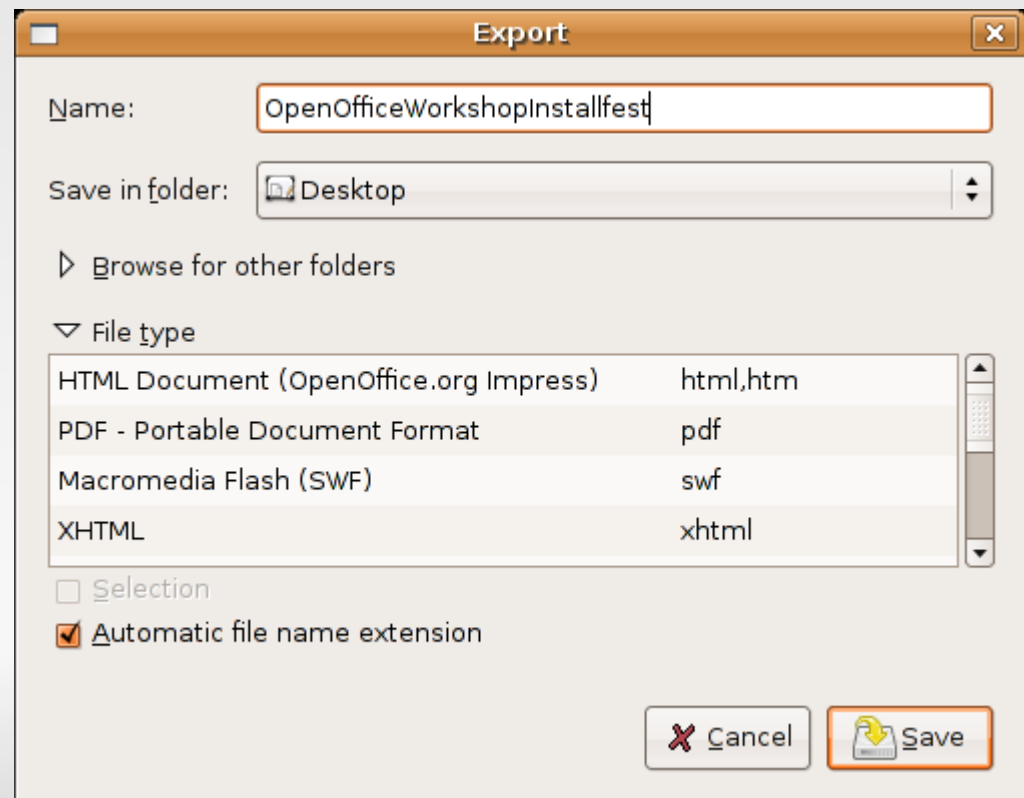


Writer: Creating Headers & Footers

- I always forget how to do this in MS Word, because it's so easy in OpenOffice Writer.
- Insert > Header > Default
- or Insert > Footer > Default
- To get extra fancy: Insert > Fields > Page Number...

Exporting as PDF or Flash

- YATMOCD: “Yet another thing Microsoft Office cannot do.”
- I mentioned PDF earlier, but there are additional options and formats too.
- File > Export



Calc: Freezing Rows & Columns

- “Freeze” a row or column in Calc to keep it in sight.
- Select the header of the row beneath your freeze-point. Click Window > Freeze.
- For row and column, select a cell beneath and to the right of the freeze points. Click Window > Freeze.

Easter Egg

- Secret game in Calc.

<http://www.lifehacker.com/software/easter-egg/easter-egg-hunt-2006-open-office-star-wars-game-167562.php>

Here's what they say:

1. Create a new sheet in OpenOffice.org Calc

2. Enter this formula in a cell:

`=game()`

and press Enter

3. The cell will display “say what?”

4. Enter this formula:

`=GAME(“StarWars”)`

5. A new window will open with a Star Wars game.

It's Draw Time

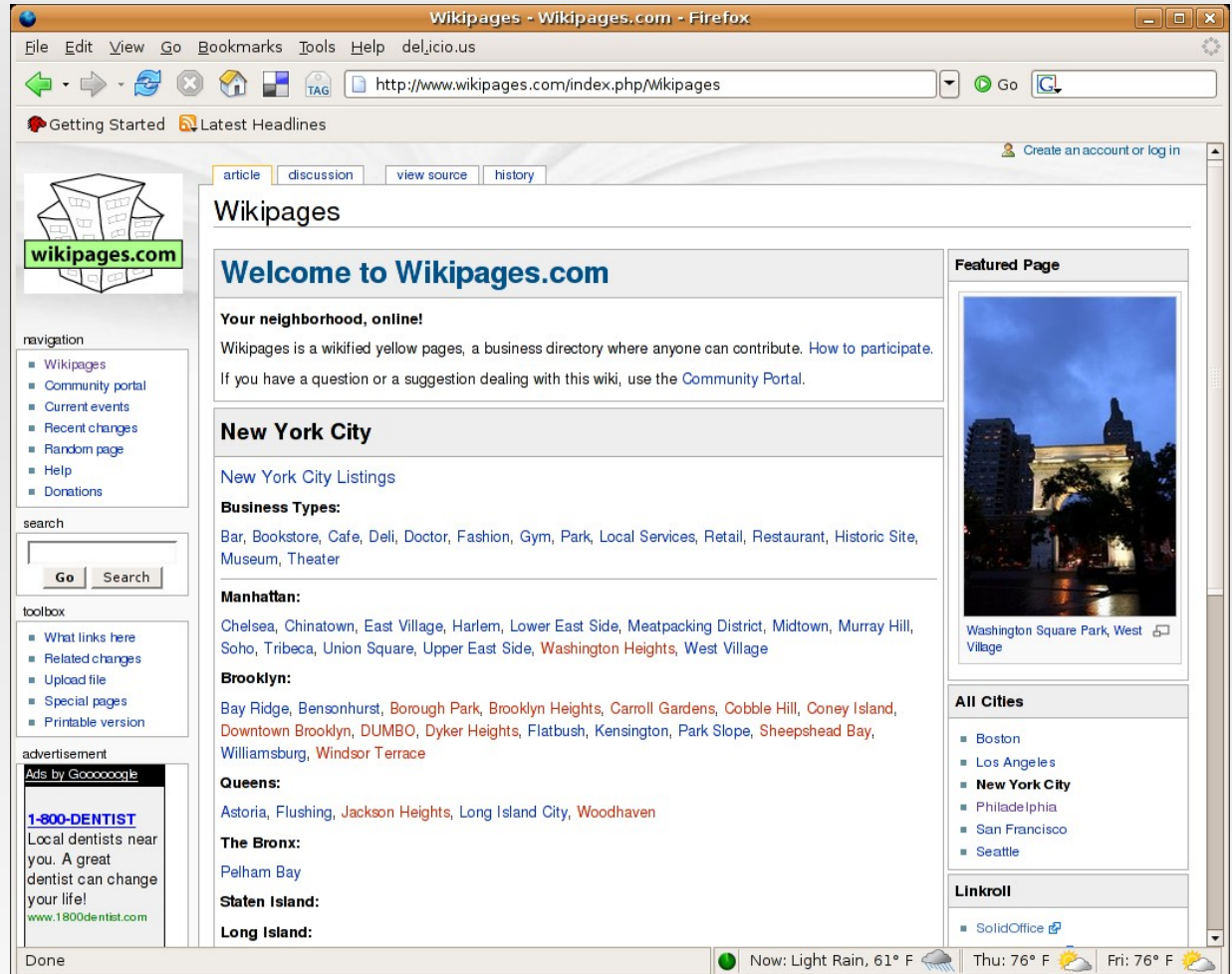
- Draw is a vector graphics program, like an Illustrator-lite.
- For some reason, Microsoft Office provides its flowchart functionality in Excel. In OOo, this is in Draw (where it belongs).

“OpenOffice Gripes”

- Places for improvement, aka “OpenOffice Gripes.”
- Mac OS X version, c'mon already!
(strategic opportunity to pick off MSO)
- Hebrew (though it has ~75 languages)
- Chart tool
- Website ease-of-use
- (Why isn't it pre-installed on PCs?)

What's Wikipages.com?

- Wikipages.com is a wikified business directory.
- Sign up for our mailing list (pass a paper around).



The screenshot shows the Firefox browser window displaying the Wikipages.com website. The address bar shows the URL <http://www.wikipages.com/index.php/Wkipages>. The page features a navigation menu with options like 'Getting Started' and 'Latest Headlines'. The main content area is titled 'Wikipages' and includes a 'Welcome to Wikipages.com' section with the text: 'Your neighborhood, online! Wikipages is a wikified yellow pages, a business directory where anyone can contribute. How to participate. If you have a question or a suggestion dealing with this wiki, use the Community Portal.' Below this, there are sections for 'New York City', 'Manhattan', 'Brooklyn', 'Queens', 'The Bronx', 'Staten Island', and 'Long Island', each listing various business types and locations. A 'Featured Page' section on the right shows a photo of Washington Square Park, West Village. The bottom of the browser window displays the system tray with weather information: 'Now: Light Rain, 61° F', 'Thu: 76° F', and 'Fri: 76° F'.

Other FOSS Apps for your Desktop

- ClamWin www.clamwin.com
- Firefox mozilla.com/firefox
- Thunderbird mozilla.com/thunderbird
- GAIM gaim.sourceforge.net
- GIMP www.wingimp.org
- Inkscape www.inkscape.org
- Democracy Player www.getdemocracy.com
- OpenWengo www.openwengo.org
- Chandler chandler.osafoundation.org

Conclusion

You are now ready to...
Become Awesome!

Bibliography: Books to Buy

- *Getting Started with OpenOffice.org 2.0*
- *Sams Teach Yourself OpenOffice.org 2, Firefox and Thunderbird for Windows*
- *OpenOffice.org Resource Kit*
- *OpenOffice.org Writer: The Free Alternative to Microsoft Word*
- *OOoSwitch: 501 Things You Wanted to Know...*
- *Point and Click OpenOffice.org*
- *The Tiny Guide to OpenOffice.org*