

# OpenOffice.org



## Migration Guide

## Copyright

This document is Copyright © 2005 by its contributors as listed in the section titled **Authors**. You can distribute it and/or modify it under the terms of the Creative Commons Attribution License, version 2.0 or later (<http://creativecommons.org/licenses/by/2.0/>).

All trademarks within this guide belong to their legitimate owners.

## Authors

Agnes Belzunce  
Daniel Carrera  
Richard Detwiler  
Lin M. Hall  
William B. Hauck  
Sigrid Kronenberger  
Peter Kupfer

Ian Laurensen  
Paul Miller  
Daniel Rentz  
Carol Roberts  
Iain Roberts  
John Viestenz  
Jean Hollis Weber

## Feedback

Please direct any comments or suggestions about this document to:  
[authors@user-faq.openoffice.org](mailto:authors@user-faq.openoffice.org)

## Acknowledgments

Portions of the chapter “Differences in Use Between Writer and Word” were copied (with minor changes only) from a chapter titled “Moving from Microsoft Word” in Jean Hollis Weber’s book, *OpenOffice.org Writer: The Free Alternative to Microsoft Word* published by O’Reilly Community Press, July 2004, ISBN 0-59600-826-0.

Thanks to Jonathon Blake for information on grammar checkers in the chapter “General Differences in Use between OpenOffice.org and Microsoft Office”.

This book was created entirely using OpenOffice.org, including writing, page layout, and PDF creation. Most graphics were produced using OOo Draw.

## Publication date and software version

Published 10 April 2006. Based on OpenOffice.org 2.0.2.



You can purchase a printed copy of this book (containing chapters 1–16) from <http://www.lulu.com/opendocument>

You can download an editable version of the chapters in this book from <http://oooauthors.org/en/authors/userguide2/published/>

# Contents

---

## Chapter 1

Introduction:.....	1
What is OpenOffice.org?.....	2
Writer (word processor).....	2
Calc (spreadsheet).....	2
Impress (presentation graphics).....	2
Draw (vector graphics).....	2
Base (database).....	2
Math (formula editor).....	3
What are the advantages of OpenOffice.org?.....	3
How does OpenOffice.org compare?.....	4
Features.....	4
Styles and formatting.....	4
Interoperability.....	5
Programmability.....	5
Security.....	6
New features in version 2.....	6
What are the minimum requirements?.....	8
How do I get the software?.....	8
How do I install OpenOffice.org?.....	9
How do I get support?.....	9
Free online support.....	9
Paid support and training.....	10
Other resources and addons.....	11
What is involved in the initial migration?.....	11
Sharing files.....	11
How do I import other files used in Microsoft Office?.....	11
What changes do I need to make in the way that I work?.....	11
In general what is different in use between Microsoft Office and OpenOffice.org?.....	12
What are the specific differences in use between Word and Writer?.....	12
What are the specific differences in use between Excel and Calc?.....	12
What are the specific differences in use between PowerPoint and Impress?.....	12
How can I change OpenOffice.org to make it work even more like the way I have worked in Microsoft Office?.....	12
How do I use the Math Object editor (OpenOffice.org's equivalent to Equation Editor)?..	12
What about that database functionality?.....	12
Is there an equivalent to WordArt?.....	13

What are the issues when migrating from WordPerfect to Writer?.....	13
Can I open WordPerfect files in OOo?.....	13
What macros are available to make Writer work more like WordPerfect?.....	13
Reveal codes.....	13
Hanging indents.....	13
How is OpenOffice.org licensed?.....	13
What is “open source”?.....	14

## Chapter 2

Sharing Files with Microsoft Office Users.....	15
File formats.....	16
Bulk conversion.....	17
Opening files.....	17
Opening text documents.....	17
Opening spreadsheets.....	18
Opening presentations.....	18
Opening graphics files.....	18
Opening formula files.....	18
Saving files.....	19
Default file format.....	19
Export to PDF and XHTML.....	20
Saving files in other formats.....	20
Writer can save to these file formats.....	21
Calc can save to these file formats.....	21
Impress can save to these file formats.....	21
Draw can save to these file formats.....	22
The HTML writer can save in these formats.....	22
Object Linking and Embedding (OLE).....	22
Linked files.....	23
WordArt and Fontwork.....	23
Vector graphics.....	24
Frames and text boxes.....	24
Active content controls.....	24
Macros.....	24
Import, export and sharing issues in text documents.....	25
Good practice in text documents.....	25
Compatibility settings in OpenOffice.org for the current document.....	25
Add paragraph and table spacing at tops of pages (in current document).....	26
Use OpenOffice.org 1.1 tabstop formatting.....	26

Use OpenOffice.org 1.1 line spacing.....	26
Font and font spacing.....	26
Tables.....	26
Mail merge documents.....	26
Forms.....	27
Issues with forms created in Microsoft Office.....	27
Issues with forms created in OpenOffice.org.....	27
Footnotes, endnotes, tables of contents and indexes.....	27
Numbered paragraphs, outline numbering, cross-references.....	28
Page numbering.....	28
Date and time fields.....	29
Importing Word fields.....	29
Import, export and sharing issues in spreadsheets.....	30
Form fields.....	30
Array constants.....	31
Optional parameters in formulas.....	31
Functions.....	31
Statistical, engineering and financial functions.....	31
Analysis ToolPak Functions.....	31
Other functions not implemented / imported.....	31
DataPilot—Pivot Table.....	31
AutoFilter.....	32
Charts.....	32
Number formats.....	33
Grid lines.....	33
Import, export and sharing issues in presentations.....	33
Color gradients and borders.....	33
Multimedia.....	33
Chart animations.....	34
Pack and Go.....	34
Fields.....	34
Action settings and interaction.....	34
PowerPoint custom animations and Impress object effects.....	34
PowerPoint—Impress slide transitions.....	35
<b>Chapter 3</b>	
<b>Importing other Microsoft Office Files.....</b>	<b>37</b>
Introduction.....	38
Custom dictionaries.....	38

Create a new dictionary in OpenOffice.org.....	38
Download the file that contains the macro.....	39
In Microsoft Word, locate where the custom dictionaries are stored.....	39
Import the dictionary into OpenOffice.org.....	39
AutoText entries.....	40
AutoCorrect entries.....	41

## Chapter 4

### General Differences in Use between OpenOffice.org and Microsoft Office.....43

Help.....	44
Zoom—the view percentage.....	44
AutoCorrect and AutoFormat.....	44
Menus.....	45
Personalized menus.....	45
Toolbars.....	46
Drag and drop.....	46
Side panes—docked or floating windows.....	46
Docking and undocking.....	47
Resizing.....	47
Navigator.....	47
Styles and Formatting.....	48
Gallery.....	49
Data Source Explorer.....	50
Page preview.....	50
Keyboard shortcuts.....	51
Smart tags.....	51
Special characters or symbols.....	51
File management.....	51
Default locations.....	51
Creating new files.....	52
Template folder management.....	52
Default templates.....	52
Open and Save As dialogs.....	53
File management within an OpenOffice.org Open or Save As dialog.....	54
Password protection.....	55
Privacy options.....	55
Digital Signatures.....	55
Portable Document Format (PDF) file creation.....	55
Creating web pages (HTML files) overview.....	55

Writer.....	55
Calc.....	55
Draw.....	56
Impress.....	56
Document properties.....	56
Searching for files.....	56
Object linking between files.....	56
AutoRecovery saves.....	57
Version control.....	57
Working with multiple open files.....	57
Find and Replace.....	58
Tips for find and replace.....	59
Attributes.....	59
Formats.....	59
Regular expressions.....	59
Similarity search.....	60
Search for styles.....	61
Grammar checking.....	61

## Chapter 5

Differences in Use between Writer and Word.....	63
Overview.....	64
The Writer interface.....	64
Views.....	64
Status bar.....	65
Navigator.....	65
Formatting and Styles.....	66
Keyboard.....	67
How to select multiple parts of the text.....	67
Multiple selections and tables.....	67
Comparison of shortcut keys.....	68
Mouse use.....	68
Tables.....	69
Selections involving tables.....	69
Heading rows.....	69
Adjusting column widths and row heights using the keyboard.....	69
Copying and pasting cells in a table.....	70
Inserting and deleting rows or columns.....	70
Equal row heights and column widths.....	70

Splits and merges.....	70
Sorting.....	70
Entering numbers and formulas.....	71
Creating a table from a data source.....	71
Charts in Writer.....	72
Customizing the user interface.....	72
Write, edit, and review documents.....	73
Control page layout.....	75
Word's notion of page layout.....	75
Writer's notion of page layout.....	75
Comparison for page layout.....	76
Use templates and styles.....	77
Font size.....	78
Space between paragraphs and page breaks before.....	78
Fields.....	79
Work with large or complex documents.....	80
Work with graphics.....	81
Mail Merge.....	82
Envelopes.....	82
Adding an envelope.....	82
Removing an envelope.....	82
Page styles.....	82
Modify a page style.....	82
Create a style.....	82
The Page Style dialog.....	83
Organizer tab.....	83
Page tab.....	83
Background tab.....	83
Header and footer tabs.....	83
Borders, columns and footnote tabs.....	84
Page breaks and page numbering.....	84
Changing the style used for a page and changing the numbering sequence.....	84
To insert page numbering.....	84
Page numbers on portrait and landscape pages in the same place and orientation.....	85
Conditional text.....	85
Master documents.....	86



## Chapter 6

Differences in Use between Calc and Excel.....	87
Separating parameters in functions.....	88
Terminology.....	88
Range lists.....	88
Number recognition.....	88
Default cell formats.....	89
Input category.....	90
Changing the cell's format based on input.....	91
Pasting values.....	91
Interpreting cell contents.....	91
Limitations.....	91
Form fields.....	92
Relative addressing of sheets.....	92
Named ranges and "Natural Language" formulas.....	92
Array formulas.....	92
Optional parameters in formulas.....	93
Functions.....	93
Statistical, engineering, and financial functions.....	93
Analysis ToolPak functions.....	93
Other functions not implemented or imported.....	93
DataPilot or Pivot Table.....	94
AutoFilter.....	94
Text to columns.....	95
Solver.....	95
Charts.....	96
Number formats.....	96
Grid lines and other view settings.....	96
Keyboard shortcuts.....	96
Hidden rows.....	97
Navigator.....	97
Styles and Formatting window.....	97
Function list.....	97
Error values.....	98
Conditional formatting and styles.....	98
Working across spreadsheets, web pages and database data.....	98
Working across spreadsheets.....	98
Links to HTML data or other spreadsheets.....	99

Links to database data.....	99
Printing.....	100
Macros.....	101
<b>Chapter 7</b>	
<b>Differences in Use between Impress and PowerPoint.....</b>	<b>103</b>
Introduction.....	104
Accessing different views.....	104
Color gradients and borders.....	106
Multimedia.....	106
Narration.....	106
Sound.....	106
Chart animations.....	106
Pack and Go.....	107
Fields.....	107
Action settings and interaction.....	107
Animating a slide show.....	107
Custom animations.....	107
Differences in animation effects.....	109
Slide transition effects.....	110
Fitting text to a frame.....	111
<b>Chapter 8</b>	
<b>Customizing OpenOffice.org.....</b>	<b>113</b>
Customizing toolbars.....	114
Customizing toolbars.....	114
Creating a new toolbar.....	115
Customizing menus.....	115
Customizing menu content.....	115
Customizing the menu font.....	116
Customizing shortcut keys.....	117
Customizing word entry and editing.....	118
AutoCorrect/AutoFormat.....	118
Undo and redo.....	119
Checking spelling.....	119
Installing other language dictionaries.....	119
Security settings.....	119
Personal settings.....	119
Storing configurations in a template.....	120



# ***Chapter 1***

## ***Introduction:***

*Migrating to OpenOffice.org from other office suites*

## What is OpenOffice.org?

---

OpenOffice.org (OOo) is a freely-available, full-featured office suite. It includes the following components.

### Writer (word processor)



Writer is a feature-rich tool for creating letters, books, reports, newsletters, brochures, and other documents. You can insert graphics and objects from other components into Writer documents. Writer can export files to HTML, XHTML, XML, Adobe's Portable Document Format (PDF), and several versions of Microsoft Word files. It also connects to your email client.

### Calc (spreadsheet)



Calc has all of the advanced analysis, charting and decision-making features expected from a high-end spreadsheet. It includes over 300 functions for financial, statistical and mathematical operations among others. The Scenario Manager provides "what if" analyses. Calc generates 2-D and 3-D charts, which can be integrated into other OOo documents. You can also open and work with Microsoft Excel workbooks and save them in Excel format. Calc can export spreadsheets to Adobe's Portable Document Format (PDF) and to HTML.

### Impress (presentation graphics)



Impress provides all the common multi-media presentation tools, such as special effects, animation, and drawing tools. It is integrated with the advanced graphics capabilities of the Draw and Math components. Slideshows can be further enhanced with Fontwork's special effects text, as well as sound and video clips. Impress is compatible with Microsoft's PowerPoint file format, and can save your work in numerous graphics formats including Macromedia Flash (SWF).

### Draw (vector graphics)



Draw is a vector drawing tool that can produce everything from simple diagrams or flowcharts to 3-D artwork. Its Smart Connectors feature allows you to define your own connection points. You can use Draw to create drawings for use in any of OOo's other components, and you can create your own clipart and add it to the Gallery. Draw can import graphics from many common formats and save them in over 20 formats including PNG, HTML, PDF and Flash.

### Base (database)



Base offers all the tools you need for day-to-day database work within a simple interface. It can create and edit forms, reports, queries, tables, views and relations, so managing a connected database is much the same as in other popular database applications. Base provides many new features, such as the ability to analyze and edit relationships from a diagram view. Base incorporates HSQLDB as its default relational database engine. It can also use dBASE, Microsoft Access, MySQL or Oracle, or any ODBC or JDBC compliant database. Base also provides support for a subset of ANSI-92 SQL.

## Math (formula editor)



Math is OOo's formula or equation editor. You can use it to create complex equations that include symbols or characters not available in standard font sets. While it is most commonly used to create formulas in other documents, such as Writer and Impress files, Math can also work as a stand-alone tool. You can save formulas in the standard Mathematical Markup Language (MathML) format for inclusion in web pages and other documents not created by OOo.

## What are the advantages of OpenOffice.org?

---

Here are some of the advantages of OpenOffice.org over other office suites:

- **No licensing fees.** OOo is free for anyone to use and distribute at no cost. Many features that are available as extra cost add-ins in other office suites (like PDF export) are free with OOo. There are no hidden charges now or in the future.
- **Open source.** You can distribute, copy, and modify the software as much as you wish, in accordance with either of OOo's Open Source licenses.
- **Cross-platform.** OOo 2.0 runs on several hardware architectures and under multiple operating systems, such as Microsoft Windows, Mac OS X, Linux, and Sun Solaris.
- **Extensive language support.** OOo's user interface is available in over 40 languages and the OOo project provides spelling, hyphenation and thesaurus dictionaries in over 70 languages and dialects. OOo also provides support for both Complex Text Layout (CTL) and Right to Left (RTL) layout languages (such as Hindi, Hebrew and Arabic).
- **Consistent user interface.** All the components have a similar "look and feel", making them easy to use and master.
- **Integration.** The components of OpenOffice.org are well integrated with one another.
  - All the components share a common spelling checker and other tools, which are used consistently across the suite. For example, the drawing tools available in Writer are also found in Calc, with similar but enhanced versions in Impress and Draw.
  - You do not need to know which application was used to create a particular file (for example, you can open a Draw file from Writer).
- **Granularity.** Usually, if you change an option, it affects all components. However, options can be set at a component level or even document level.
- **File compatibility.** OOo includes PDF and Flash export capabilities, as well as support for opening and saving files in many common formats including Microsoft Office, HTML, XML, WordPerfect and Lotus 123 formats.
- **No vendor lock-in.** OOo 2.0 uses OpenDocument, an XML (eXtensible Markup Language) file format developed as an industry standard by OASIS (Organization for the Advancement of Structured Information Standards). These files can easily be unzipped and read by any text editor, and their framework is open and published.

- **You have a voice.** Enhancements, software fixes and release dates are community-driven. You can join the community and affect the course of the product you use.

You can read more about OpenOffice.org, its mission, history, licensing and other organizational information here: <http://www.openoffice.org/about.html>

## How does OpenOffice.org compare?

OpenOffice.org can match and exceed the feature set of competing office suites. The following table lists the main components of OOo and compares them with their equivalents in two leading office suites, *Microsoft Office 2003* (MSO) and *WordPerfect Office 12* (WP).

<b>Function</b>	<b>OOo</b>	<b>MSO</b>	<b>WP</b>
Word processor	Writer	Word®	WordPerfect®
Spreadsheet	Calc	Excel®	Quattro Pro®
Vector Graphics	Draw	no	no
Presentation Graphics	Impress	PowerPoint®	Presentations®
Database	Base	Access® <sup>1</sup>	Paradox® <sup>2</sup>
Math or Formula Editor	Math	yes	no

<sup>1</sup> Professional version only.

<sup>2</sup> Professional and Student and Teacher editions only.

## Features

The following tables list some important features of OpenOffice.org and compare them with two leading office suites, *Microsoft Office 2003* (MSO) and *WordPerfect 12* (WP).

### Styles and formatting

<b>Feature</b>	<b>OOo</b>	<b>MSO</b>	<b>WP</b>
Navigator	yes	limited <sup>1</sup>	no
Styles and Formatting window	yes	yes	no
Keyboard support for paragraph styles	yes	yes	no
Support for page, frame, and list styles	yes	no	no
Word completion	yes	Excel only	no
Spelling and language proofing modules	70+	50+ <sup>2</sup>	25
Formula or equation tools	yes	yes	no

<sup>1</sup> “Outline View” in Word offers a subset of the features of OOo’s Navigator.

<sup>2</sup> Requires an additional license for the the *Multilingual User Interface Pack*.

## Interoperability

<b>Feature</b>	<b>OOo</b>	<b>MSO</b>	<b>WP</b>
PDF export capability	yes	no	yes
Flash export capability	yes	no	yes
XML export capability	yes	yes	yes
OpenDocument XML format	yes	no	no
Import/Export Microsoft Office files	yes	yes	yes
Import WordPerfect files	yes	yes	yes
Import Lotus 123 files	yes	yes	yes
Connect to external databases (MySQL, Oracle, Access, etc.)	yes	yes	yes
Languages available (localizations)	40+	35+	24
Supported operating systems	Windows, Mac OS X, Linux, Solaris	Windows only <sup>1</sup>	Windows only
Unicode language support	yes	yes	no

<sup>1</sup> Microsoft Office: Mac is not feature compatible with Microsoft Office 2003.

## Programmability

Macros are programs which automate tasks and can be embedded in a document. The following table lists the languages available for macro development in each office suite.

<b>Language</b>	<b>OOo</b>	<b>MSO</b>	<b>WP</b>
Basic-derived language	OpenBasic	VBA	VBA
Beanshell	yes	no	no
Java	yes	no	no
JavaScript	yes	no	no
Python	yes	no	no

Beyond simple macros, some office suites can be extended to include new features. This capability usually takes the form of plug-ins. In the case of OpenOffice.org, it can also be done through changes to the source code.

<b>Feature</b>	<b>OOo</b>	<b>MSO</b>	<b>WP</b>
C and C++	yes	yes	yes
Java	yes	no	no
Python	yes	no	no
<b>Source code available!</b>	yes	no	no

## Security

Feature	OOo	MSO	WP
Digital signatures	yes	yes	yes
Strong encryption	yes	yes	yes
Secure paths for macro execution	yes	yes	no

## New features in version 2

OpenOffice.org 2.0 delivers hundreds of improvements and new features. Here are some of the major enhancements.

- **Simplified installation.** Installations are now performed by platform-native installers with no need to use command-line switches (or flags) for multi-user installations. You can also specify which version of Java (if any) is to be used by OOo from the installation interface.
- **New database component.** In the new stand-alone database component, you can create forms, reports, queries, tables, views and relations. OOo now includes HSQLDB, a small, fast, relational database engine that supports a subset of ANSI-92 SQL, along with an easy to use interface. Additionally, it is now easier than ever to use other databases (dBASE, MySQL, Oracle, among others).
- **New file format.** OOo 2.0 uses the new OpenDocument standard XML file format (standardized by OASIS, <http://www.oasis-open.org/home/index.php>) as its default file format. This new file format is also used in StarOffice, IBM Workspace and KOffice, and will be used by other products in the future. OOo 2.0 can still read and save files in formats previously supported by OOo 1.x, including Microsoft Office formats.
- **Native system theme integration.** To further integrate OpenOffice.org with the underlying operating system, all user interface elements (such as buttons and scrollbars) have the same look as those used in other native applications for each platform.
- **Digital signatures.** Digital signatures provide authentication of the true author or editor of a document. This feature provides further security with running macros.
- **Enhanced encryption.** Implementation of the new XML (eXtensible Markup Language) encryption algorithm offers additional document security.
- **Usability improvements.** Redesigned toolbars are more usable, and display only selected default tools and related options. The usability of the **Menus** tab of the **Tools > Customize** dialog has been improved. Several features have been renamed to conform with common office suite terminology (for example, “AutoPilot” is now a “Wizard”).



- **Thumbnails.** The new plug-in for the native file explorer provides a thumbnail preview of an OOo file. Some of the more common file system explorers that can use this new feature are Nautilus (Gnome), Konqueror (KDE), and Microsoft Windows Explorer.
- **Import and export filters**
  - Improved PDF export filter now includes PDF bookmarks, PDF notes, and more.
  - Import and export of Microsoft Office 95 and Office 97 spin buttons and scrollbars have been added to the Word filters.
  - The import filter for Microsoft PowerPoint documents now creates text objects having font-independent line spacing enabled.
  - Enhanced export to HTML produces valid “XHTML 1.0 Strict” documents. XHTML export has been enabled for Calc, Draw and Impress.
  - You can now open Microsoft Office password-protected documents.
  - New import filters for WordPerfect and Lotus 123.
- **Send document as e-mail.** OOo 2.0 makes it easier to use your email client to send the active document as an attachment.
- **Enhanced mail merge feature.** Enhancements include better management of databases and saving into one single file.
- **Drag and drop selections to create styles.** Drag and drop a text selection into the Styles and Formatting window to create a new paragraph style or character style.
- **Form controls.** Form controls can be embedded in all OOo documents that support a form layer.
- **New keyboard shortcuts.** You can now use the keyboard to perform the actions found under **Edit > Paste Special**. Multiple selected sheets in a spreadsheet can be deselected using the keyboard. Paragraph and other styles can be assigned to key combinations.
- **Auto recovery of files and the workspace environment.** The OOo Error Reporting tool and the document recovery features have been combined. Now if OOo crashes, the active documents are saved. You can recover the documents, and send an error report.
- **Enhanced features in Calc.** These enhancements include improved number recognition, an improved Hyperlink function, conditional arrays, a greater selection of predefined headers and footers, more options for defining how to print sheets, new options for the DataPilot feature, and support for right-to-left languages.
- **Calc row limit increased.** The number of spreadsheet rows has been increased to 65536, the same number of rows as Microsoft Excel.

- **Enhanced multimedia.** The multimedia presentation model uses the W3C's Synchronized Multimedia Integration Language (SMIL) standard. Now Impress can render nearly all of the Microsoft PowerPoint animation effects. Two new task panels provide access to shape and slide transition effects.
- **Programmatic control of menu and toolbar items.** Third-party developers can write plugins to manipulate menu bar and toolbar layouts to their needs. Developers can now insert, remove, and modify menu items, context menus, and toolbar items at runtime.
- **Scripting framework.** The scripting framework allows you to write macros in a number of languages other than OOo Basic. You can assign these macros to menu items, keyboard combinations, application and document events, form controls within documents, and various objects within documents.

For a complete, detailed listing, go to the OpenOffice.org 2.0 Office Suite, Guide to New Features located at <http://marketing.openoffice.org/2.0/featureguide.html#enduser>

## What are the minimum requirements?

---

OpenOffice.org 2.0 requires one of the following operating systems:

- **Microsoft Windows** 98, Windows ME, Windows 2000 (Service Pack 2 or higher), Windows XP or Windows 2003
- **GNU/Linux Kernel version 2.2.13** and glibc 2.2.0 or newer
- **Mac OS X** 10.3.x (10.3.5 recommended), Mac OS X 10.4.x, plus X11
- **Solaris** version 8 or higher

More operating systems will be supported in the future.

Some OpenOffice.org features (wizards and the database component) require that the Java Runtime Environment (JRE) be installed on your computer. Although OOo will work fine without Java support, some features will not be available. You can download the latest version from <http://www.java.com>.

For a more detailed (and up-to-date) listing of requirements, see:  
[http://www.openoffice.org/dev\\_docs/source/sys\\_reqs\\_20.html](http://www.openoffice.org/dev_docs/source/sys_reqs_20.html)

## How do I get the software?

---

You can get the OpenOffice.org installation package in any of these ways:

- Download a copy from the project's home page: <http://www.openoffice.org>.
- Download a copy using the Peer to Peer client, BitTorrent. The instructions are here: <http://distribution.openoffice.org/p2p/download.html>.

- Purchase a copy on a CD-ROM or other digital form from a third party distributor. The project maintains a listing of distributors; however these distributors are not connected with, nor endorsed by OpenOffice.org:  
<http://distribution.openoffice.org/cdrom/sellers.html>.
- The OpenOffice.org *Porting Project* has links to versions of the software that have been, or are currently being “ported” to run under various operating systems.  
<http://porting.openoffice.org/index.html>.

## How do I install OpenOffice.org?

---

Information on installing and setting up OpenOffice.org on the various supported operating systems is given here: <http://download.openoffice.org/2.0.2/instructions.html>

You can also download the more detailed *Setup Guide* (in several languages) from [http://documentation.openoffice.org/setup\\_guide2/index.html](http://documentation.openoffice.org/setup_guide2/index.html)

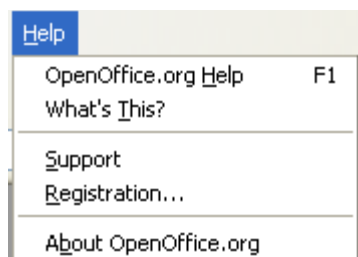
## How do I get support?

---

OOo comes with an extensive Help system. This is your first line of support for using OOo.

To display the full Help system, press *F1* or select **OpenOffice.org Help** from the Help menu. In addition, you can choose whether to activate tooltips, extended tips, and the Help Agent (using **Tools > Options > General**).

If tooltips are enabled, place the mouse pointer over any of the icons to see a small box (“tooltip”) with a brief explanation of the icon’s function. For a more detailed explanation, select **Help > What's This?** and hold the pointer over the icon.



*The Help menu*

## Free online support

The OpenOffice.org community not only develops software, but provides free, volunteer-based support. Users of OOo can get comprehensive online support from community venues such as newsgroups, forums or mailing lists. There are also numerous websites run by users that offer free tips and tutorials.

<b>Free OpenOffice.org support</b>	
User Help – FAQ Project	FAQs, information, knowledge base. <a href="http://user-faq.openoffice.org/new-faq/index.html">http://user-faq.openoffice.org/new-faq/index.html</a>
Users Mailing List	Free community support provided by a network of hundreds of experienced users. You must be subscribed to post messages. To subscribe, send a blank email to <a href="mailto:users-subscribe@openoffice.org">users-subscribe@openoffice.org</a> List archives are here: <a href="http://www.openoffice.org/servlets/SummarizeList?listName=users">http://www.openoffice.org/servlets/SummarizeList?listName=users</a>
Documentation Project	Templates, user guides, how-tos, and other documentation. <a href="http://documentation.openoffice.org/">http://documentation.openoffice.org/</a>
Native Language Project	Information, resources, and mail lists in your language. <a href="http://projects.openoffice.org/native-lang.html">http://projects.openoffice.org/native-lang.html</a>
Mac Support	Support for installing and using the Mac OS X (X11 based) port. <a href="http://porting.openoffice.org/mac/support.html">http://porting.openoffice.org/mac/support.html</a>
The OpenOffice.org Forum	Extensive discussion forum for OpenOffice.org issues from setup to advanced programming features. <a href="http://www.oooforum.org/">http://www.oooforum.org/</a>
OOo KnowledgeBase	A collection of questions and answers that users can query. <a href="http://mindmeld.cybersite.com.au/">http://mindmeld.cybersite.com.au/</a>

Read more about the support options for OpenOffice.org at:  
<http://support.openoffice.org/index.html>

## **Paid support and training**

Alternatively, you can pay for support services. Service contracts can be purchased from a vendor or consulting firm specializing in OpenOffice.org.

OOo is supported by Sun Microsystems, Inc. under the Sun Software Support program, which includes two levels of support that cover extended business hours or around-the-clock service for mission-critical deployments.  
<http://www.sun.com/service/support/software/openoffice/index.html>

A list of independent consultants and the services they offer, listed alphabetically by region and then by country, is provided on the OpenOffice.org website.  
<http://bizdev.openoffice.org/consultants.html>

## Other resources and addons

Several websites provide additional free resources and addons to enhance OpenOffice.org. The following table lists a few of these websites.

<b>Free OOo templates, artwork and other addons</b>	
OOExtras	Provides templates, samples and macros in several languages. <a href="http://ooextras.sourceforge.net/">http://ooextras.sourceforge.net/</a>
OOoMacros	A repository for OOo macros and addons, and documentation about writing macros and/or extending OOo. <a href="http://www.oomacros.org/">http://www.oomacros.org/</a>
Open Clip Art Library	An archive of clip art that can be used for free for any use. <a href="http://www.openclipart.org/">http://www.openclipart.org/</a>
OpenOffice.org Macro Information	Andrew Pitonyak, the author of <i>OpenOffice.org Macros Explained</i> , maintains this site which provides extensive documentation on OOo's macro capability. Many good referral links are also provided at: <a href="http://www.pitonyak.org/oo.php">http://www.pitonyak.org/oo.php</a>

## What is involved in the initial migration?

---

### Sharing files

See Chapter 2, “Sharing Files with Microsoft Office Users” in this guide for information about opening and saving files of various formats.

### How do I import other files used in Microsoft Office?

See Chapter 3, “Importing other Microsoft Office Files” in this guide for information about importing custom dictionaries, AutoCorrect entries and AutoText entries into OpenOffice.org.

## What changes do I need to make in the way that I work?

---

While the interfaces of OpenOffice.org and Microsoft Office are sufficiently similar to allow immediate productivity, they are not identical. Some functions are based on different underlying concepts. The chapters in this guide will to help you with these differences.

## **In general what is different in use between Microsoft Office and OpenOffice.org?**

See Chapter 4, “General Differences in Use between OpenOffice.org and Microsoft Office” in this guide first, as it gives an overall view of differences; the other chapters build on the information presented in that chapter.

## **What are the specific differences in use between Word and Writer?**

See Chapter 5, “Differences in Use between Writer and Word” in this guide for specific information related to text documents.

## **What are the specific differences in use between Excel and Calc?**

See Chapter 6, “Differences in Use between Calc and Excel” in this guide for specific information related to spreadsheets.

## **What are the specific differences in use between PowerPoint and Impress?**

See Chapter 7, “Differences in Use between Impress and PowerPoint” in this guide for specific information related to presentations.

## **How can I change OpenOffice.org to make it work even more like the way I have worked in Microsoft Office?**

See Chapter 8, “Customizing OpenOffice.org” in this guide for information about changing OpenOffice.org to make it work your way. That chapter includes links to macros that were written to help ease the transition.

## **How do I use the Math Object editor (OpenOffice.org’s equivalent to Equation Editor)?**

See Chapter 16 “Math Objects” in the *Writer Guide*.

## **What about that database functionality?**

See Chapter 10 “Getting Started with Base” in the *Getting Started* guide, and the *Database Guide* for details on the new Base component of OpenOffice.org.

## **Is there an equivalent to WordArt?**

Yes. See Chapter 15 “Using Fontwork” in the *Getting Started* guide.

## **What are the issues when migrating from WordPerfect to Writer?**

---

### **Can I open WordPerfect files in OOo?**

Yes, a WordPerfect filter is now available in the standard OpenOffice.org installation.

### **What macros are available to make Writer work more like WordPerfect?**

#### **Reveal codes**

OpenOffice.org’s Writer does not have underlying codes in the same way that WordPerfect does. But a macro is being written that will allow you to work in a similar way to WordPerfect’s reveal codes. See [RevealCodes3.sxw](#) available at <http://homepages.paradise.net.nz/hillview/OOo/> for more information.

#### **Hanging indents**

The hanging indent concept in Writer is quite different from the concept used in WordPerfect. The best approach in OpenOffice.org is to use styles, but to ease the transition, see either [AltKeyHandler.sxw](#) or [Indents.sxw](#) available from <http://homepages.paradise.net.nz/hillview/OOo/> for a macro that approximates WordPerfect’s way of implementing hanging indents.

## **How is OpenOffice.org licensed?**

---

OpenOffice.org is distributed under the Open Source Initiative (OSI) approved Lesser General Public License (LGPL). The LGPL can be viewed on the OOo website at: [http://www.openoffice.org/licenses/lgpl\\_license.html](http://www.openoffice.org/licenses/lgpl_license.html)

For more general information on OOo’s licensing, please refer to: <http://www.openoffice.org/license.html>.

## What is “open source”?

---

The ideals of open-source software can be explained by the four essential rights, which are embodied within the Free Software Foundation’s *General Public License* (GPL):

- The right to use the software for any purpose.
- Freedom to redistribute the software for free or for a fee.
- Access to the complete source code of the program (that is, the “blueprints”).
- The right to modify any part of the source, or use portions of it in other programs.

Another view of this philosophy comes from the *Open Source Definition*:

“The basic idea behind open source is very simple: When programmers can read, redistribute, and modify the source code for a piece of software, the software evolves. People improve it, people adapt it, people fix bugs. And this can happen at a speed that, if one is used to the slow pace of conventional software development, seems astonishing.”

For more information on Free and Open Source software, visit these websites:

*Open Source Initiative* (OSI): <http://www.opensource.org>

*Free Software Foundation* (FSF): <http://www.gnu.org>





## *Chapter 2*

# *Sharing Files with Microsoft Office Users*

## File formats

This section gives a simplified overview of OpenOffice.org's file format.

OpenOffice.org stores its files in a compressed (zipped) XML format. This format is humanly readable when unzipped. It is openly documented and is publicly available under the GNU License (<http://www.gnu.org>).

For details about XML formats, see <http://books.evc-cit.info/book.php>.

---

**Note** Some compression utilities only check the file extension and may not recognize the file as being compressed. To open an OpenOffice.org file with such a compression utility, you can rename the file to have the extension .zip.

---

By contrast, Microsoft Office files are stored in a proprietary format which is not human readable and not publicly documented. This causes problems for software developers writing filters for importing and exporting in Microsoft Office formats.

In OpenOffice.org 2.0 there has been a small change in file format and extension from that used in OpenOffice.org 1.1.x. The change is due to decisions by the open standards committee OASIS. Other applications, for example KOffice, are also using the same format.

*Table 1. File extensions for OpenOffice.org 2.0. (OOo 1.1.x extensions are shown in brackets).*

Document type	Application	Extension	MS Office equiv
Text	Writer	odt (sxw)	doc
Text Template	Writer	ott (stw)	dot
Master Document	Writer	odm (sxd)	doc
HTML document	Writer	html	html
Spreadsheet	Calc	ods (sxc)	xsl
Spreadsheet Template	Calc	ots (stc)	xst
Drawing	Draw	odg (sxd)	N/A
Drawing Template	Draw	otg (std)	N/A
Presentation	Impress	odp (sxi)	ppt
Presentation Template	Impress	otp (sti)	pot
Formula	Math	odf (sxm)	N/A
Chart	Chart	odc	N/A
Database	Base	odb	mdb

---

**Note** OpenOffice.org can open Microsoft Office files. The reverse is *not* true: at this time, Microsoft Office can *not* open OpenOffice.org formats.

If you need to send files to someone using Microsoft Office, save your file first in the native OpenOffice.org format, then save it to one of the many supported Microsoft Office formats. By doing this, you ensure that even if the filter can not translate perfectly, you have your original in its native format.

OpenOffice.org can not open or convert Microsoft Access files (.mdb) files directly, however it can access the data in the tables using DAO and ODBC. See the *Database Guide* for more information.

---

## Bulk conversion

---

To use OpenOffice.org to convert a lot of files, click **File > Wizards > Document Converter**.

Before doing a bulk conversion of files, think about whether it is really necessary. Read this document right through to get an appreciation of the limitations of the conversion process.

---

**Note** Converting a lot of files can take a long time. I recommend you check for sufficient disk space first, and start converting when the computer is not going to be used for a while. In general, OOO files take up less space than Microsoft Office files, but to be safe you might allow for the same amount of space for the converted files.

---

## Opening files

---

### Opening text documents

In addition to the native OpenDocument formats (.odt and .ott), OpenOffice.org Writer 2.0 can import the following text document formats:

Microsoft Word 6.0/95/97/2000/XP (.doc, .dot)	WordPerfect Document (.wpd)
Microsoft Word 2003 XML (.xml)	WPS 2000/Office 1.0 (.wps)
Microsoft Winword 5 (.doc)	DocBook (.xml)
StarWriter formats (.sdw, .sgl, .vor)	Ichitaro 8/9/10/11 (.jtd, .jtt)
AportisDoc (Palm) (.pdb)	Hangul WP 97 (.hwp)
Pocket Word (.psw)	.rtf, .txt, .csv

When opening .HTM or .HTML files, OpenOffice.org customizes Writer for working with these files.

## Opening spreadsheets

In addition to the native OpenDocument formats (.ods and .ots), OpenOffice.org Calc 2.0 can open the following spreadsheet formats:

Microsoft Excel 97/2000/XP (.xls, .xlw, .xlt)	Rich Text Format (.rtf)
Microsoft Excel 4.x–5/95 (.xls and .xlw, .xlt)	Text CSV (.csv and .txt)
Microsoft Excel 2003 XML (.xml)	Lotus 1-2-3 (.wk1 and .wk1)
Data Interchange Format (.dif)	StarCalc formats (.sdc, .vor)
dBase (.dbf)	SYLK (.slk)
.htm and .html files including Web page queries	Pocket Excel (pxl)
Quattro Pro 6.0 (.wb2)	

## Opening presentations

In addition to the native OpenDocument formats (.odp and .otp), OpenOffice.org Impress 2.0 can open the following presentation formats:

Microsoft PowerPoint 97/2000/XP (.ppt, .pps)	Computer Graphics Metafile (.cgm)
Microsoft PowerPoint 97/2000/XP Template (.pot)	StarDraw, StarImpress (.sda, .sdd, .sdp, .vor)

## Opening graphics files

In addition to the native OpenDocument formats (.odg, and .otg), OpenOffice.org Draw 2.0 can open the following graphic formats:

BMP	JPEG, JPG	PCX	PSD	SGV	WMF
DXF	MET	PGM	RAS	SVM	XBM
EMF	PBM	PLT	SDA	TGA	XPM
EPS	PCD	PNG	SDD	TIF, TIFF	
GIF	PCT	PPM	SGF	VOR	

## Opening formula files

In addition to OpenDocument Formula files, OpenOffice.org Math 2.0 can open the StarMath (.smf) and MathML (.mml) files.

When opening a Word document that contains an embedded equation editor object, select the [L] checkbox for *MathType to OpenOffice.org Math/OpenOffice.org Math to MathType* in **Tools > Options > Load/Save > Microsoft Office** and the object will be automatically converted to an OpenOffice.org Math object.

# Saving files

## Default file format

OpenOffice.org saves files in the OpenDocument format by default unless told otherwise. This default can be changed, for example if you always want to save as Microsoft Office files. To change the default file formats:

- 1) Go to **Tools > Options > Load/Save > General**. (See Figure 4.)

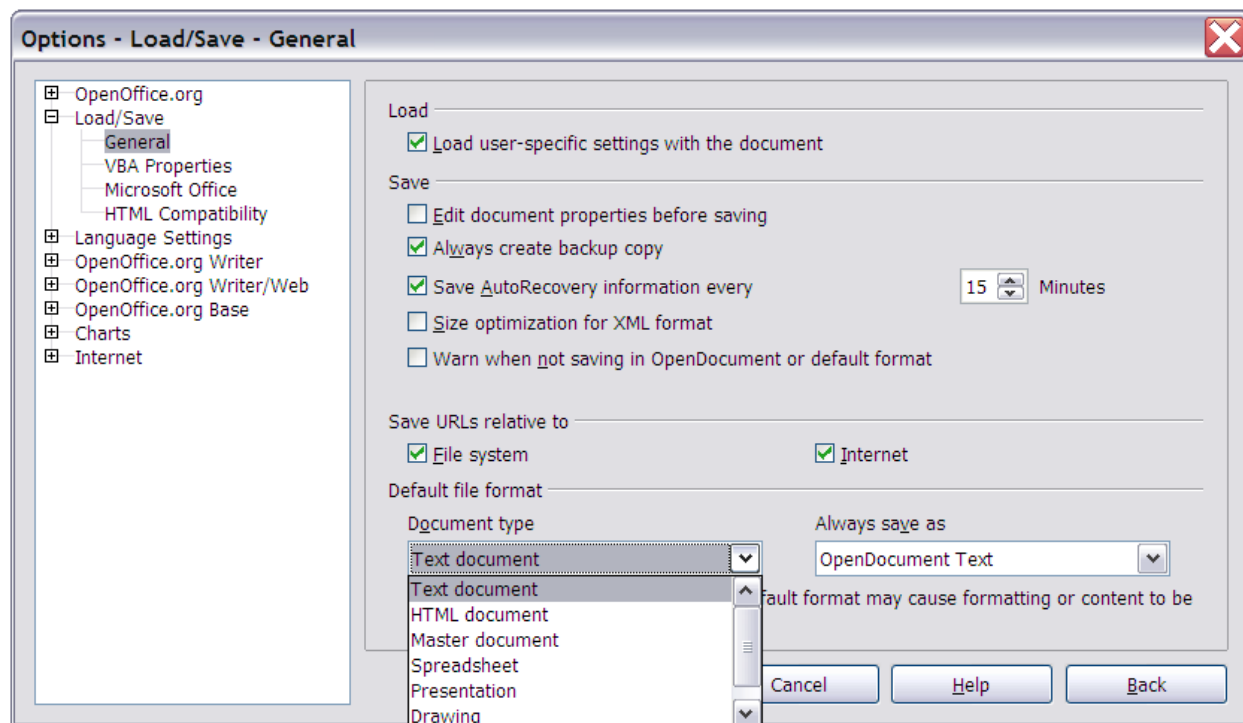


Figure 1. Choosing default formats for saving files

- 2) In the Standard File Format section of this page, choose a document type (for example, “Text document”) and a file format from the **Always save as** list.
- 3) Repeat for each document type as necessary.
- 4) Click **OK** to save your changes.

---

**Notes** If the option “Warn when not saving in OpenDocument or default format” is checked on the Options – Load/Save – General dialog (Figure 4), a warning dialog about potential loss of formatting may be displayed. In most cases, no loss of formatting will occur, so you may find this warning annoying and choose to disable it.

The Java Runtime Environment is required to use the mobile device filters for AportisDoc (Palm), Pocket Word and Pocket Excel.

---

## Export to PDF and XHTML

Each application has the ability to directly export to PDF (Portable Document Format). This industry-standard format for universal file compression and viewing is ideal for sending the file to anyone else to view using Acrobat Reader or any other PDF display program on any operating system.

You can export directly to PDF using the button on the toolbar next to the Printer icon, or by choosing **File > Export as PDF**, which allows you to select some detailed options.

To export as XHTML, use **File > Export** and for File format choose **XHTML** In the dropdown box.

## Saving files in other formats

To save files in different formats, use **File > Save As** and select a format from the **File Type** dropdown box (Figure 2).

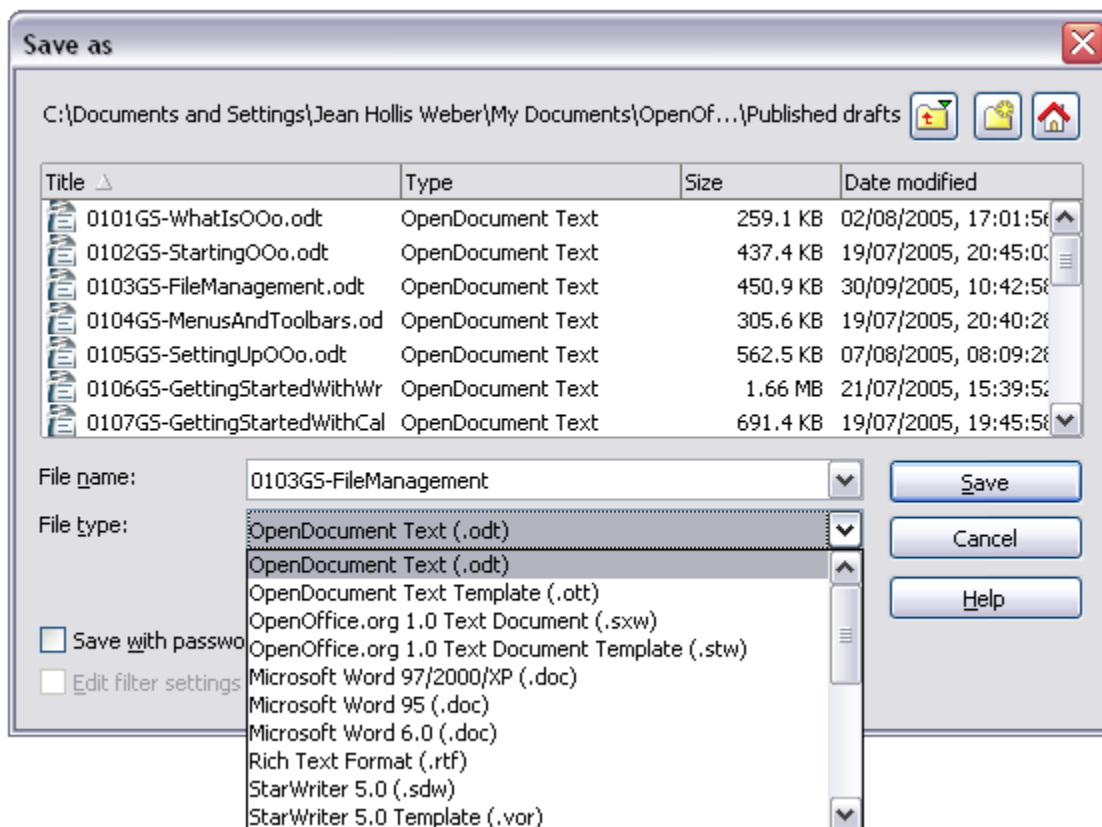


Figure 2. The OpenOffice.org Save As dialog, showing some of the Save formats

## Writer can save to these file formats

In addition to its native formats, Writer can save in these formats:

OpenOffice.org Writer 1.x (.sxw, .stw)	StarWriter 5.0 (.sdw)
Microsoft Word 97/2000/XP (.doc)	StarWriter Template (.vor)
Microsoft Word 95 (.doc)	StarWriter 4.0 (.sdw)
Microsoft Word 6.0 (.doc)	StarWriter 4.0 Template (.vor)
Microsoft Word 2003 XML (.xml)	StarWriter 3.0 (.sdw)
Microsoft Pocket Word (.psw)	StarWriter Template 3.0 (.vor)
DocBook (.xml)	Text (.txt)
Aportis Doc (Palm) (.pdb)	Text Encoded (.txt)
Rich Text Format (.rtf)	HTML (.html; .htm)

---

**Note** The .rtf format is commonly used for transferring text files between applications, but you are likely to experience loss of formatting and images when the file is opened by Microsoft Office. The best way to pass a file in Writer to a Microsoft Word user is to save it as Microsoft Word 97/2000/XP (.doc).

---

## Calc can save to these file formats

In addition to its native formats, Calc can save in these formats:

OpenOffice.org Calc 1.x (.sxc, .stc)	Data Interchange Format (.dif)
Microsoft Excel 97/2000/XP (.xls; .xlw)	dBase (.dbf)
Microsoft Excel 97/2000/XP Template (.xlt)	SYLK (.slk)
Microsoft Excel 95 (.xls; .xlw)	Text CSV (.csv; .txt)
Microsoft Pocket Excel (.pxl)	StarCalc formats (.sdc, .vor)
Microsoft Excel 2003 XML (.xml)	HTM and HTML files

## Impress can save to these file formats

In addition to its native formats, Impress can save in these formats:

Microsoft PowerPoint 97/2000/XP (.ppt; .pps)  
 Microsoft PowerPoint 97/2000/XP Template (.pot)  
 StarDraw, StarImpress (.sda, .sdd, .vor)

Impress can also export to MacroMedia Flash (.swf) and any of the graphics formats as listed below for Draw.

## Draw can save to these file formats

Draw can only save in its native and StarDraw formats, but it can export to:

BMP	MET	PPM	WMF
EMF	PBM	RAS	XPM
EPS	PCT	SVG	
GIF	PGM	SVM	
JPEG	PNG	TIFF	

## The HTML writer can save in these formats

HTML Document (.html; .htm)

OpenOffice.org 1.0 HTML Template (.stw)

OpenOffice.org 2.0 HTML Template (.oth)

StarWriter/Web 5.0 and 4.0 (.vor)

Text (OpenOffice.org Writer/Web) (.txt)

Text Encoded (OpenOffice.org Writer/Web) (.txt)

## Object Linking and Embedding (OLE)

---

To change the settings for Microsoft Office OLE objects, use **Tools > Options > Load/Save > Microsoft Office** (Figure 3).

Having all of these options checked allows embedded objects to be converted and thus be editable in both office suites.

For other OLE objects, it will depend on the machine where the file is being edited just as it does with Microsoft Office alone. Thus Windows application based OLE objects will not be editable in OpenOffice.org on a Linux machine, although the object will still be displayed correctly and can be resized.



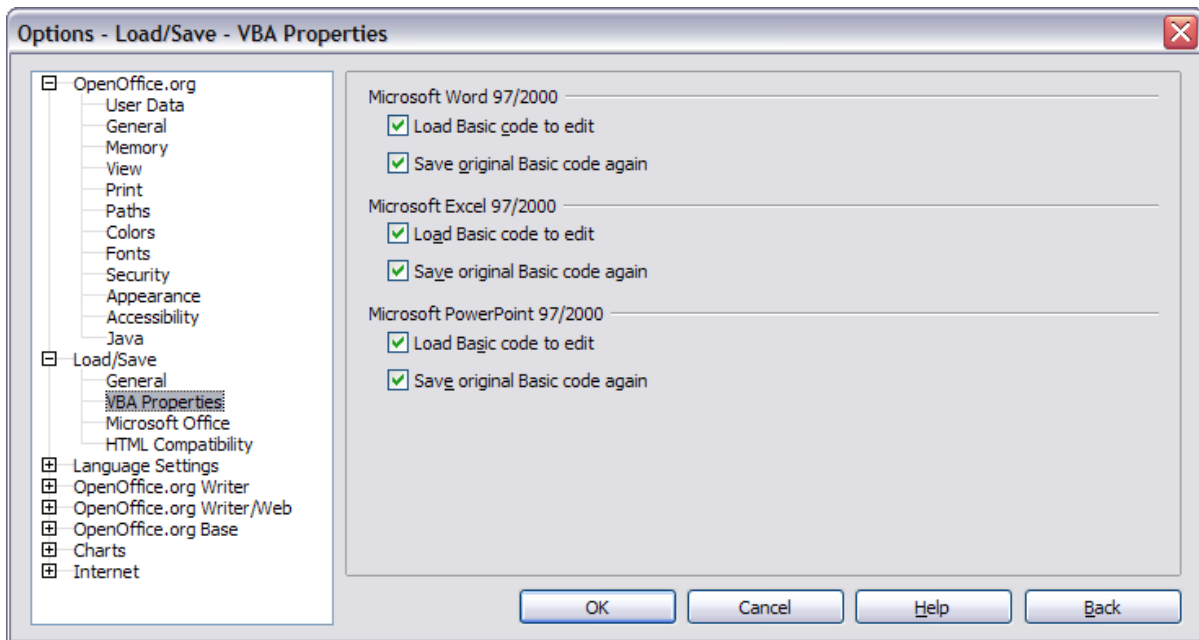


Figure 3. Choosing Load/Save VBA Properties

## Linked files

Cells copied from Excel and pasted special, linked and with RTF format, into Word are imported into Writer as a normal table. This means that when the document is imported, the link to the Excel file is lost.

Similarly when a chart is copied from Excel and pasted special, linked into Word, and then the file imported into Writer, the chart is imported as an embedded OLE object but is not converted into a Calc chart. On saving the file in Word format and then opening the file in Word and trying to edit the chart by double-clicking, it displays an error message.

### Caution



Links in Microsoft Office files between Word and Excel are lost when the Microsoft office files have been edited by OpenOffice.org.

## WordArt and Fontwork

The equivalent to Microsoft Office's WordArt in OpenOffice.org is Fontwork. WordArt objects are imported as Fontwork objects; they may look slightly different on import. Fontwork objects are automatically exported to WordArt objects when the document is saved in a Microsoft Office format.

## Vector graphics

---

The basic shapes (lines, arrows, rectangles, ovals) all import and export without any problem. OpenOffice.org provides a greater degree of control over some properties than Microsoft Office does, so sometimes there will be changes when going from OpenOffice.org to Microsoft Office. Examples include the size of arrow heads, and line styles.

The Microsoft Office autosshapes, such as the smiley face, keep their special characteristics, for instance the ability to adjust the degree of the smile or frown on the smiley face.

Microsoft Office provides more shadow options than OpenOffice.org, so sometimes there will be a change in shadow appearance. Microsoft Office shadow styles 1, 2, 4, 6, 14, 17 and 18 are supported in OpenOffice.org. Horizontal and tapered shadows do not get imported and any 3D effect on the bottom left is ignored.

## Frames and text boxes

---

When frames or text boxes from Microsoft Office are imported into OpenOffice.org with linked text, the links are lost.

## Active content controls

---

These are the controls in Microsoft Office available on the Controls toolbar; they all import without a problem. However, as these controls typically require macros to be of use, they will be functionally useless in the absence of macros custom built for use in OpenOffice.org.

## Macros

---

OpenOffice.org cannot run Microsoft Office macros. Although the macro language is very similar, the underlying objects are quite different. To set whether OpenOffice.org keeps attached macros (so that they are still available for use in Microsoft Office) for Word, Excel and PowerPoint files, use **Tools > Options > Load/Save > VBA Properties**.

---

<b>Note</b>	Opening a Microsoft Office file infected with a macro virus is quite safe in OpenOffice.org.
-------------	--

---

OpenOffice.org has the ability to record macros. It is better practice to use the application program interface (API).

# Import, export and sharing issues in text documents

## Good practice in text documents

Some issues can be avoided simply by using good word-processing practice:

- Use character and paragraph styles rather than direct formatting.
- Use paragraph formatting for space before and after rather than hard returns, particularly in numbered or bulleted lists.
- Use paragraph text flow properties (for example, keep with next) rather than using manual page breaks.
- Do not use multiple tabs or spaces to align text – either set specific tab stops or better yet use a table.
- Use only commonly available fonts.

## Compatibility settings in OpenOffice.org for the current document

The following settings change the way OpenOffice.org works with the current document so that it works more like Microsoft Office.

Use **Tools > Options > OpenOffice.org Writer > Compatibility** (Figure 4).

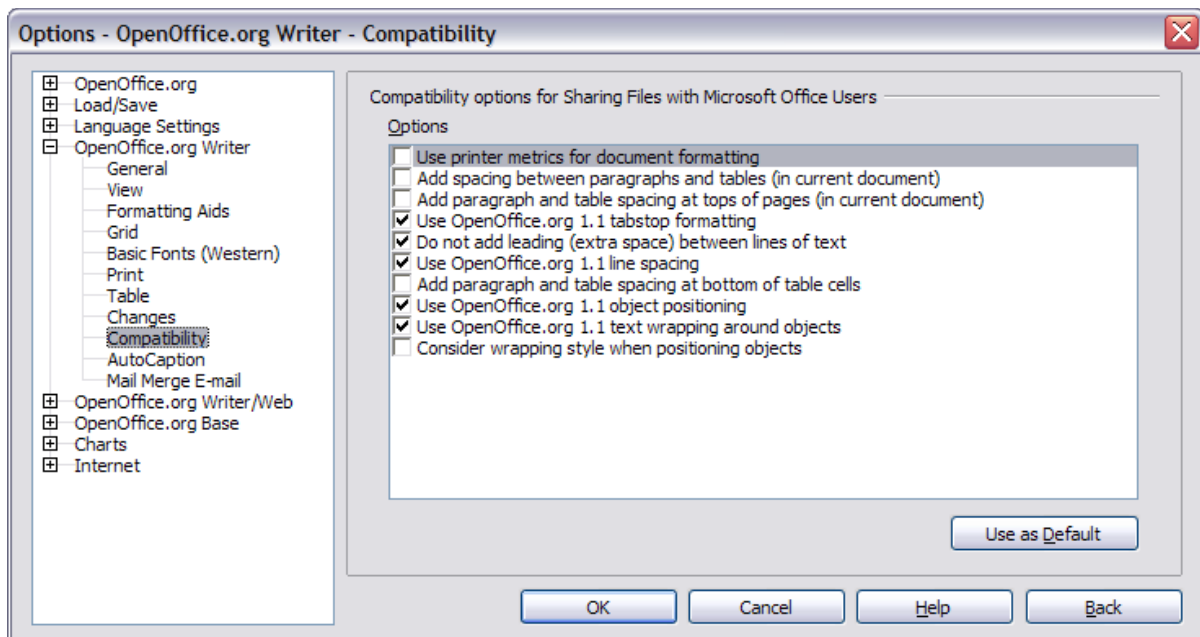


Figure 4. Choosing compatibility options

### **Add paragraph and table spacing at tops of pages (in current document)**

In Writer, with this setting unchecked, if a paragraph at the top of the page (or column) is formatted with space above then that space is ignored; whereas in Word the space above is included. Checking this option causes Writer to behave in the same way as Word.

### **Use OpenOffice.org 1.1 tabstop formatting**

This setting specifies whether centered and right-aligned paragraphs containing tabs are formatted as a whole in the center or aligned to the right. If this checkbox is checked, only the text to the right of the last tab is aligned to the right, while the text to the left remains as is.

### **Use OpenOffice.org 1.1 line spacing**

Writer uses the greater of the two spacings for above and below paragraphs; Word sums the two together. Uncheck this box to have Writer behave in the same way as Word.

## **Font and font spacing**

Text effect animations are imported by Writer with the character attribute of blinking from Word files. For example “Marching red ants” simply becomes “blinking”.

Typically Word’s character spacing is tighter than Writer’s, so often Word will fit more characters to a line. It is also possible that the spacing between lines could be slightly different. The end result is that the page breaks may be in different places.

## **Tables**

The author could find no issues with tables.

## **Mail merge documents**

As OpenOffice.org has a different approach to data sources. On importing a Word document that is the main document for a mail merge, there is no connection with the data source. It is not just a matter of making that connection; each field needs to be reinserted. See the Mail Merge section in the chapter titled “Differences in use between Writer and Word”.

Also in Word you can have another Word document as a data source for a mail merge. There is no way of specifying a Word (or Writer) document as a data source in OpenOffice.org.

Writer does not have the option of suppressing blank lines when data fields are empty, so you need to use conditional fields.

Writer merge fields export as text with the name of the field between angle brackets, for example <Name>.

*Summary:* To work in a shared environment would require a separate file for each “main document”: one in Word format, the other in OpenOffice.org format. If you have a master mail merge document in Word format, it is probably easiest to paste the text into Writer and use the Writer mail merge wizard to recreate the mail merge from scratch.

## Forms

### Issues with forms created in Microsoft Office

A locked file in Microsoft Office imports unlocked into OpenOffice.org; that is, in design mode.

Text form fields import into OpenOffice.org as Input fields and so lose their type. For example, a text form field of type “number” or “date” will accept any text for input. In use a text form field in OpenOffice.org displays a dialog for entering the text. Exporting back to Microsoft Office, text form fields are changed into “Fillin” fields. The current date and time and calculation fields import as simple text.

Checkboxes import and export correctly.

Drop-down form fields import as Input List fields. Like text form fields in operation these display a dialog from which the user can select an option. On export back to Microsoft Office they return to drop-down form fields again.

### Issues with forms created in OpenOffice.org

The controls are exported as active controls when there is a Microsoft Office equivalent. As Word does not have the same database functionality of OpenOffice.org and as the macros are not compatible, it would be very difficult to have one form that works in both environments using standard form controls.

*Summary:* To work in a shared environment with forms is not easy, but one workaround would be to use other fields like Input field and Input List. To insert these fields, use **Insert > Fields > Other > Functions**.

## Footnotes, endnotes, tables of contents and indexes

Footnotes, endnotes and indexes all import / export correctly. Some issues have been found:

- The location of the endnotes may change (in Word the endnotes are placed before the index. In Writer they are always at the end of the document).
- Writer bibliographic entries become text in Word.
- A three-column index exported from Writer to Word as three columns but on re-import it was one column.
- On importing a Word file containing index entry fields, the index entry fields are imported but as fields to the left of the text rather than the field containing the text.

*Summary:* Working in a shared environment is possible with some minor issues.

## Numbered paragraphs, outline numbering, cross-references

Numbered paragraphs, outline numbering, and cross-references import / export without a problem, except for references to numbered paragraphs:

- Cross-references to the numbers of numbered paragraphs that are not numbered using outline numbering do not work as Writer does not have this ability.
- Writer also does not have the ability to use relative numbering in its cross-references to numbers.
- Cross-references to chapter numbers do not have the same format as that displayed.

## Page numbering

A quick and dirty approach in Word for having a different first page (like a cover page) and then to have the numbering start on the second page but numbered as page 1 is to have a layout of different first page and setting the starting page to be zero. Unfortunately, on importing such a file into OpenOffice.org the page number on the second page is 2 instead of 1. To fix this problem in Writer:

- 1) Create a page style for how the pages after the first page should look. Name it (for example) Convert1.
- 2) Have the cursor in the first paragraph of the second page.
- 3) **Format > Paragraph > Text Flow.**
- 4) In the Breaks portion of the dialog, select the checkbox Insert.
- 5) Check **With Page Style**.
- 6) Choose the page style created in step 1.
- 7) Leave the position as **Before** and set the page number to 1.

On exporting this document back to Word it will work, the only difference being that the document will have a section break at the end of the first page. Documents created with section breaks like this in Word will work fine importing and exporting with Writer. There is one difference with Word: now there will be a blank page between the cover page and the next page when printed (or print previewed).

In the author's testing a document with different formats for odd and even page numbering, the odd page numbers were imported as the text of the first odd page rather than as a field.

*Summary:* For some documents a little work maybe required to fix up the page numbering on importing to Writer. Once "fixed" the page numbering of the documents will import / export without a problem.

## Date and time fields

Word's CreateDate and SaveDate fields do not get imported with the same formats. For example, if the fields in the Word document have a format that includes time, then this information is not displayed by default. To include time in the format:

**Right-click** on the field > **Fields** > scroll to the bottom of the Formats listbox > **Additional formats** > in format code add HH:MM:SS

On export the SaveDate / DocInformation:Modified is exported as text.

Writer's Time Fixed and Date Fixed fields get exported as text.

## Importing Word fields

Table 2. Imported Word fields conversion

<b>Word Field:</b>	<b>Writer converts to:</b>
ASK	Input field
AUTHOR	DocInformation:Created
AUTONUM	Number Range AutoNr
AUTONUMLGL	Number range AutoNr
AUTONUMOUT	Number range AutoNr
COMMENTS	DocInfomation:Comments
CREATEDATE	DocInformation:Created
DATE	Date
EDITTIME	DocInformation:Modified
FILENAME	File name
FILLIN	Input field
HYPERLINK	(as a hyperlink)
INFO xxx	DocInformation:xxx
KEYWORDS	DocInformation:Keywords
LASTSAVEDBY	DocInformation:Modified
MACROBUTTON	(the name of the macro?)
MERGEFIELD	Mail merge fields (displayed as the name of the field)
MERGEREC	Record number
NEXT	Next record
NOTEREF	Show variable
NUMCHARS	Statistics (with select = Characters)
NUMPAGES	Statistics (with select = Pages)

<b>Word Field:</b>	<b>Writer converts to:</b>
PAGE	Page numbers
PAGEREF	Bookmarks (displayed as name of bookmark)
REVNUM	DocInformation:Document number
SAVE DATE	DocInformation:Modified
SEQ	Number range
SET	Set variable
SUBJECT	DocInformation:Subject
TEMPLATE	Templates
TIME	Date
TITLE	DocInformation:Title
TOC	(Displays the table of contents)

The following fields are not imported into OpenOffice.org (only the text that they displayed when last saved): =, IF, DOCPROPERTY, FILESIZE, LINK, LISTNUM, QUOTE, SECTION, SECTIONPAGES, STYLEREF, TOA, USERADDRESS, USERINITIALS, USERNAME.

The following fields are ignored on import: AUTOTEXT, AUTOTEXTLIST, BARCODE, BIDIOUTLINE, DOCVARIABLE, EQ, GOTOBUTTON, INCLUDETEXT, LISTNUM, MERGESEQ, PRINT, RD, SKIPIF, SYMBOL, TA, TC.

The Word field EDITTIME is mapped to Writer field DocInformation:Modified on import but the meaning has changed to the date and time last saved rather than how long the file has been open for editing.

## Import, export and sharing issues in spreadsheets

---

### Form fields

Combo boxes, list boxes and checkboxes with links to spreadsheet cells all import and export properly, although due to font handling the number of rows displayed in list boxes may be slightly different. List boxes in Calc can either have multi-selection or not, whereas Excel has two multi-selection modes: multi and extend. In Excel a link from a multi-selection listbox to a cell is ignored (at least in Excel 2000; the author has not checked Excel XP). In Calc the link works, but if more than one item is selected, the cell's value is set to #N/A.



Option buttons import into Calc, but the link with cells works differently. In Calc each option button has its own link to a cell, setting its value to true or false depending on whether the option is selected. In Excel the cell link returns the number of the selected option button. On exporting option buttons to Excel, the option buttons lose their radio operation; in other words, they are not grouped so that selecting one “unselects” the others.

Scroll bars and spinners are now implemented in Calc, but are not imported yet.

## **Array constants**

Array constants are not available in OpenOffice.org. The workaround is to have the constant values in cells on a sheet and refer to them. Array constants used as parameters to a function in Excel are omitted when imported into Calc.

## **Optional parameters in formulas**

Some formulas have more than one optional parameter at the end of the parameter list. In Excel it is possible to leave an optional parameter blank and specify a later parameter, but this is not possible in Calc. Formulas with optional parameters are not correctly imported into Calc.

## **Functions**

### **Statistical, engineering and financial functions**

In Excel some of the financial functions accept string parameters for dates; in OpenOffice.org they require a serial number, and thus they are not correctly imported into Calc.

### **Analysis ToolPak Functions**

The function EFFECT provided by the Analysis ToolPak for Excel is converted to EFFECT\_ADD in Calc and returns the same results.

### **Other functions not implemented / imported**

Only three other functions are not imported: INFO, GETPIVOTDATA, and HYPERLINK. Hyperlinks are supported but not as a function; use the **Hyperlink** button on the Function bar.

## **DataPilot—Pivot Table**

DataPilots are Calc’s equivalent to Excel’s Pivot Tables. However there are a number of limitations. Pivot tables import from Excel into Calc (although the cells do not have the PivotTable shading) but as soon as they are worked on these limitations become apparent. The limitations are:

- There is no PivotChart facility, but a DataPilot can be used as the data source for a chart.

- The user interface allows a maximum of 8 fields in the data, row or column areas. (An alternative interface which allows more is available from: <http://homepages.paradise.net.nz/hillview/OOo/> in a document called MyDataPilot.sxc.
- There is some ability to group data (for example, a date field grouping by week or quarter but not by month). The workaround is to create a new column with a formula for calculating the grouping, e.g. =Month().
- You can not define different formats for different fields.
- Calc can have formulas based on things like “Difference From” or “% of”, but can not have own custom fields (work around create new columns to calculate the desired values).
- The Application Program Interface specification is incomplete for writing macros that work with DataPilots—for example, the ability to control through another program, such as OpenOffice.org’s own macro language, BASIC, whether the tables have grand totals, or having access to DataPilots created from external data.

## **AutoFilter**

AutoFilter imports and exports correctly with the required rows being hidden. However, there are a number of differences between Excel and Calc:

- There is only one AutoFilter active for a spreadsheet document at a time. The rows remain hidden but the drop-downs in the first row disappear on applying AutoFilter elsewhere.
- The remaining visible row numbers do not change color to warn that there is a filter in place.
- Error values do not show as an option in the drop down lists when cells in the column have errors.
- In the drop down lists, the equivalent to Excel’s “Custom” is called “Standard”.

## **Charts**

Chart types that Excel provides but Calc does not:

- Bar of pie converts to a 2D – columns – normal.
- Pie of pie converts to a 2D – columns – normal.
- Radar filled converts to 3D – columns deep.
- Radar with markers – converts to 2D – net – normal but counterclockwise rather than Excel’s clockwise.

Other charting issues include:

- There are fewer axis options, such as no option for having an inverted y axis (negative at top towards positive at bottom).
- The data must be contiguous, with the labels in the first row or column.

## Number formats

There is no “accounting” format (with the currency symbol at the left edge of the cell). A workaround would be to have another column to the left that contains the currency symbol.

There is no predefined option for bracketing negative numbers. Use a custom format such as “\$#,##0.00\_);[RED](\$#,##0.00)”.

## Grid lines

In Excel grid lines are a property of a worksheet; in Calc it is an application-wide option:

**Tools > Options > OpenOffice.org Calc > View**

# Import, export and sharing issues in presentations

---

## Color gradients and borders

The author had not noticed the following changes, so this is a direct quote from *StarOffice 7 Migration Guide* by Sun.

Unlike Microsoft PowerPoint, StarOffice Impress does not support three-color gradients, double and triple borders, or round-dotted borders. To improve the results of the import, you have to make the necessary adjusts before import. Change three-color presets to similar two-color gradient fills and change double and triple border lines to a single border line with appropriate width. Round-dotted border lines that are mapped to rectangle-border closely resemble the original line style in PowerPoint, so manual editing should not be necessary.

## Multimedia

Voice-over narration is not supported by Impress.

There appear to be no settings for multimedia custom animations, such as the ability to play a sound for the next slides.

## **Chart animations**

There is no facility in Impress for “chart effects” as there is in PowerPoint, such as presenting a series or category at a time. On import the charts simply appear. A workaround is to have multiple copies of the chart with each one set up to display as desired.

## **Pack and Go**

The Pack and Go feature in PowerPoint allowed a PowerPoint file to be split over several floppy disks and assured that all related files were included. This facility is not included in Impress, nor can Impress open such files.

## **Fields**

Date fields are exported as text, so they do not automatically update.

## **Action settings and interaction**

PowerPoint provides action settings for mouseover, but Impress does not have this option, only on mouse click, so mouseovers get mapped to mouse clicks. PowerPoint has an option for highlighting the object on mouse click or mouse over; Impress does not have this, so it gets ignored on import.

## **PowerPoint custom animations and Impress object effects**

Table 3 shows how the custom animations and object effects are imported into Impress and exported to PowerPoint.

Table 3. Importing / exporting custom animations between PowerPoint and Impress

<b>PowerPoint</b>	<b>Impress</b>
Appear	Appear
Blinds	Fade Horizontally
Box	Fade To Center
Checkerboard	Checkerboard
Diamond	Appear
Crawl	Fly In From bottom
Dissolve	Dissolve
Flash once	Appear
Peek	Short Fly In from Bottom
Random Bars	Horizontal lines
Spiral	Spiral Outward Clockwise
Split	Close Vertical
Stretch	Stretch Vertical
Strips	Fade From Top Right
Swivel	Rotate Horizontally
Wipe	Cross-Fade From Top
Zoom	Fade From Center
Random effects	Vertical Lines

## PowerPoint—Impress slide transitions

Table 4 shows how slide transitions are imported into Impress and exported to PowerPoint.

Table 4. Importing / exporting slide transitions between PowerPoint and Impress

<b>PowerPoint</b>	<b>Impress</b>
Blinds Horizontal	Venitian Blinds Horizontal
Blinds Vertical	Venitian Blinds Vertical
Box In	Box In
Box Out	Box Out
Checkerboard Across	Checkerboard Across
Checkerboard Down	Checkerboard Down
Cover Down	Cover Down
Cover Left	Cover Left
Cover Right	Cover Right

<b>PowerPoint</b>	<b>Impress</b>
Cover Up	Cover Up
Cover Left Down	Cover Left-Down
Cover Right Down	Cover Right-Down
Cover Left Up	Cover Left-Up
Cover Right Up	Cover Right-Up
Cut	No effect
Cut Through Black	No effect
Dissolve	Dissolve
Fade Through Black	Fade Through Black
Random Bars Horizontally	Random Bars Horizontal
Random Bars Vertically	Random Bars Vertical
Horizontal In	Split Horizontal In
Horizontal Out	Split Horizontal Out
Split Vertical In	Split Vertical In
Split Vertical Out	Split Vertical Out
Strips Left Down	Fade From Top Right
Strips Left Up	Fade From Bottom Right
Strips Right Down	Fade From Top Left
Strips Right Up	Fade From Bottom Left
Uncover Down	Uncover Down
Uncover Left	Uncover Left
Uncover Right	Uncover Right
Uncover Up	Uncover Up
Uncover Left Down	Uncover Left-Down
Uncover Left Up	Uncover Left-Up
Uncover Right Down	Uncover Right-Down
Uncover Right Up	Uncover Right-Up
Wipe Down	Wipe Down
Wipe Left	Wipe Left
Wipe Right	Wipe Right
Wipe Up	Wipe Up
Random Transition	Random Transition



# *Chapter 3*

## *Importing other Microsoft Office Files*

## Introduction

---

This chapter describes how to import custom dictionaries and AutoText entries from Microsoft Office to OpenOffice.org. The author knows no easy way of importing Microsoft Office AutoCorrect entries into OpenOffice.org.

## Custom dictionaries

---

Dictionaries are used when checking any document for spelling errors. Custom dictionaries are enhanced dictionaries that contain words applicable to particular industries or pursuits, unique words, or custom spellings.

OpenOffice.org does not provide a way to import Microsoft Office's custom dictionaries. However, a macro has been developed to import Office's custom dictionaries into OpenOffice.org. A link to download the file is at <http://oomacros.org/user.php#114694>.

To import Microsoft Office's custom dictionaries, follow the steps below. (Details are given in the following sections.)

- 1) Create a new dictionary in OpenOffice.org (optional).
- 2) Download the file that contains the macro.
- 3) In Microsoft Word, locate where the custom dictionaries are stored.
- 4) Import the dictionary into OpenOffice.org.

### Create a new dictionary in OpenOffice.org

This step is optional. You can add the words to an existing custom dictionary in OOo.

- 1) **Tools > Options > Language Settings > Writing Aids > New.**
- 2) **New Dictionary** dialog (Figure 5): Give the dictionary a name.

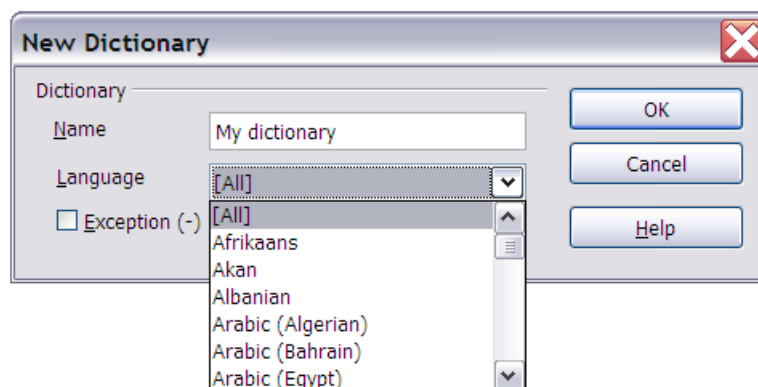


Figure 5: Creating a new dictionary in OpenOffice.org

- 3) Choose a language for the dictionary if you want to limit it to that language, or leave it at [All].



- 4) Click **OK** to save your choice and return to the Writing Aids page.
- 5) Click **OK** to close the Options dialog.

## Download the file that contains the macro

- 1) In a web browser start at <http://oomacros.org/user.php#114694> and click on the link for Download Dictionary Import/Export .
- 2) This should display a SourceForge page. Click on the latest link for this file.
- 3) Choose a mirror close to you to increase the file transfer speed.
- 4) The browser should display a Save File dialog. Fill in the dialog. Remember where you save the file.
- 5) Unzip the file that you saved in the previous step. You should now have a file named ImportExportDictionary1-1.sxw (or a similar name).

## In Microsoft Word, locate where the custom dictionaries are stored

In Word, choose **Tools > Options > Spelling & Grammar > Custom Dictionaries** button. Look for the name of the custom dictionary you want to transfer. The default name is CUSTOM.DIC.

The typical location is: C:\Windows\Application Data\Microsoft\Proof\CUSTOM.DIC but in shared systems it may be C:\Documents and Settings\Username\Application Data\Microsoft\Proof\CUSTOM.DIC. A partial path is shown at the bottom of the Custom Dictionaries dialog in Word.

You can use Windows Explorer to find the file. For CUSTOM.DIC you may need to include hidden and system files in your search in later versions of Windows.

## Import the dictionary into OpenOffice.org

- 1) Open the file in OpenOffice.org that contains the import/export macro downloaded in step 2 above.
- 2) A confirmation dialog about running macros may be displayed. If it is, click **Enable Macros**.
- 3) Click the **Run Macro** button (towards the top of the document).
- 4) On the Import & Export Dictionary dialog (Figure 6), in the Text file field, either type in the location of the custom dictionary to be imported or click on the ... button, navigate to the custom dictionary, select it and click **Open**.
- 5) Choose from the dropdown list the OOo dictionary to which you want to add the words; this may be the one that you created earlier.

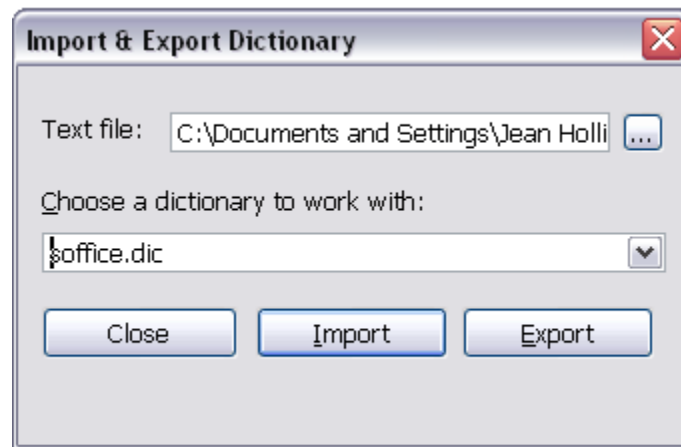


Figure 6. Choosing an OOo dictionary for words imported from Microsoft Word

- 6) Click **Import**. Two dialogs will be displayed, one after the other. The first dialog says how many words are in the OOo dictionary to which you are adding the words (if you have just created the OOo dictionary, this number is probably 0) and the second how many words the OOo dictionary holds after the import. Click **OK** to close each of these dialogs.
- 7) Click **Close** in the Import & Export Dictionary dialog.
- 8) Close the Import/Export Text File document and the job is done.

To check that the OOo custom dictionary contains the words from the Word custom dictionary, go to **Tools > Options > Language Settings > Writing Aids**, select the dictionary to which you added the words, and click **Edit**. The list of words is displayed in the Edit Custom Dictionary dialog.

## AutoText entries

---

AutoText is a feature that stores formatted text or text with graphics, tables and fields and provides the means to easily insert the saved material into documents.

OpenOffice.org stores AutoText entries in XML files in specified folders. Microsoft Word stores AutoText entries in template files, mainly in Normal.dot. To import the AutoText entries from the Word templates follow these steps:

- 1) Locate the Word template from which you want to import AutoText. Typically templates are found in:  
C:\Windows\Application Data\Microsoft\Templates or  
C:\Documents and Settings\Username\Application Data\Microsoft\Templates.
- 2) In OOo, select **Edit > AutoText** (or press *Control+F3*).
- 3) You can create a new category or use one of the standard categories.

To create a new category:

- 1) On the AutoText dialog (Figure 7), click the **Categories** button.

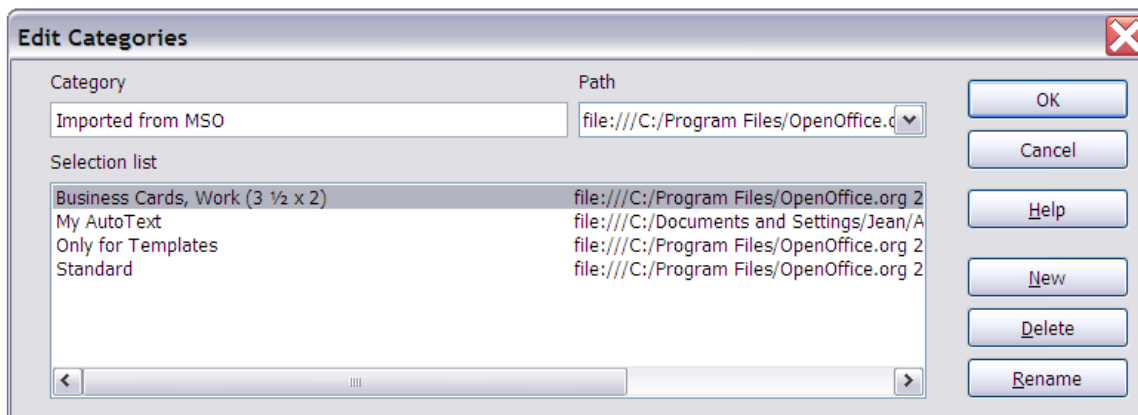


Figure 7: Creating a new AutoText category

- 2) On the Edit Categories dialog, type a name for the new category, choose the path to where you want it saved, and click **New**. The new category now appears in the Selection list in the middle of the dialog.
- 3) Click **OK** to close the Edit Categories dialog and return to the AutoText dialog.

To import the AutoText:

- 1) On the AutoText dialog, select the category into which you will import the AutoText entries. Click **AutoText > Import**.
- 2) In the Open dialog, navigate to and select the desired Word template and click **Open**. The AutoText entries should now be visible in the left list box of the AutoText dialog.
- 3) Click **Close**.

## AutoCorrect entries

AutoCorrect is a feature to automatically correct words as you type. You can add entries to the AutoCorrect function to customize the way that OpenOffice.org operates.

The author has not been able to find a way of importing Microsoft Office AutoCorrect entries into OpenOffice.org. A thread discussing this problem can be viewed at:  
<http://www.ofoforum.org/forum/viewtopic.php?t=10248>.

Information from that thread is copied below, because it is reportedly possible for you to import the “first hundred or so” entries using this information.

There is a Word macro available from  
<http://word.mvps.org/FAQs/Customization/ExportAutocorrect.htm> for creating a Word document with the AutoCorrect entries.

OOo AutoCorrect files are typically stored in ./user/autocorr/acorrXXXX.dat (where XXXX corresponds to the number for a given locale).

---

**TIP** You can get a list of locale numbers from Microsoft Office Online:  
<http://office.microsoft.com/en-us/assistance/HP052590231033.aspx>

---

These files are zipped and contain the file DocumentList.xml (if no AutoCorrect entries have been created the file will be empty) which looks like:

```
<block-list:block-list>
<block-list:block block-list:abbreviated-name="(C)" block-list:name="©"/>
<block-list:block block-list:abbreviated-name="yuor" block-list:name="your"/>
</block-list:block-list>
```

So it would not be too difficult to create a text file to look like this and to zip it into a acorrXXXX.dat file.



## *Chapter 4*


# *General Differences in Use between OpenOffice.org and Microsoft Office*

## Help

---

The Help facilities in OpenOffice.org (OOo) are very similar to the equivalent in Microsoft Office (MSO).

If you pause the mouse pointer over a button, you will see a tooltip describing the button. To turn this feature on or off, use **Tools > Options > OpenOffice.org > General**.

Pressing *Shift + F1*, selecting **Help > What's This?**, or clicking  changes the pointer to a question mark. When the question mark pointer is over a button or control on a dialog, a more detailed description is displayed until the next mouse click.

---

**Note** Pressing *Shift + F1* is equivalent to turning on extended tips, **Tools > Options > OpenOffice.org > General**, except that it only stays on until you click again.

---

Based on whatever is currently selected, pressing *F1* displays contextual help.



The equivalent to the MSO “Office Assistant” is called the *Help Agent*. It “lights up,” alerting the user that help is available for an event that has just happened. Examples are when a user first saves a file, or when a word gets automatically corrected.

The *Help Agent* can be turned off and on by using **Tools > Options > OpenOffice.org > General**.

## Zoom—the view percentage

---

To change the size at which the document is displayed on the monitor, select **View > Zoom**, or right-click or double-click the number with a percentage sign next to it on the status bar.

In Writer the *Optimal* option zooms the display so that the document is displayed between left and right margins. The zoom factor is automatically adjusted when side panels are displayed.

## AutoCorrect and AutoFormat

---

AutoCorrect and AutoFormat work much the same in OOo as in MSO.

In addition, Writer includes a word completion feature. If it is enabled, Writer tries to guess which word you are typing and offers to complete this word for you. To accept the suggestion, press *Enter*. Otherwise continue typing.

Settings for this feature, including turning it off or changing the key that accepts the suggestion, are in the **Tools > AutoCorrect > Word Completion** tab (Figure 8).

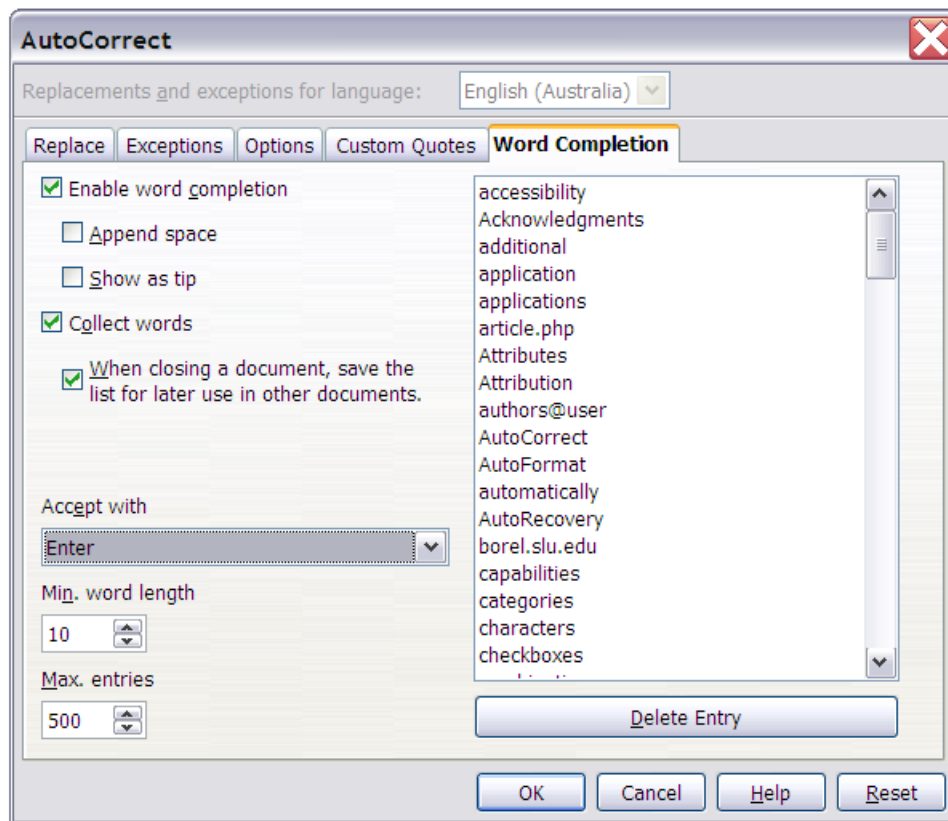


Figure 8: Setting for automatic word completion

## Menus

OOo's menus are similar to MSO's, but some commands are in different locations. For example, OOo considers page layout a format issue, so it is found in the Format menu (**Format > Page**) instead of in the File menu. In addition, OOo includes some features that MSO does not (for example, built-in Export to PDF).

For information on how to customize menus (including adding and removing items), see Chapter 8, "Customizing OpenOffice.org" in this guide.

## Personalized menus

OOo does not have personalized menus. This feature in MSO reorganizes the menus so that your most frequently used options are displayed first and little-used options are removed from the list.

In OOo some menu items may be relevant to the current cursor location but are inactive and grayed-out. For example, the sort command (**Tools > Sort**) is not available when nothing is selected. By default these menu items are not displayed. To make them visible, use **Tools > Options > OpenOffice.org > View > Show inactive menu items**.

## Toolbars

---

The default location of some icons may be different from the default location in MSO. The icons are also not identical. Many icons can be expanded into submenus or tear-off toolbars.

Most toolbars in OOo can be made floating or can be docked in various positions. To move a toolbar, place the mouse pointer over the toolbar handle (or the title bar of a floating toolbar), hold down the left mouse button and drag the toolbar to the new location.

Tear-off toolbars area always floating. See the chapter titled “Menus and Toolbars” in the *Getting Started* guide for more information on moving, docking and customizing toolbars.

For information on how to customize toolbars (including adding and removing icons), see Chapter 8, “Customizing OpenOffice.org” in this guide.

## Drag and drop

---

While drag and drop does work in OOo, there is less feedback with pointer changing in OOo than in MSO. For example, when moving the pointer onto a selected piece of text, the pointer remains the usual I bar rather than changing to an arrow. However, the text can be dragged as required.

There is no equivalent to *Shift+Click+drag*.

## Side panes—docked or floating windows

---

MSO XP introduced the concept of side panes. These are the closest equivalent to OOo’s docked or floating windows. In OOo these windows include:

- *Navigator* to help move around the document (the closest equivalent in MSO would be the Outline view in Word).
- *Styles and Formatting* for managing styles.
- *Gallery*, a clip art viewer.
- *Function Wizard*, which helps you interactively create formulas; available only in Calc.
- *Data Source Explorer*, from which you can drag and drop fields from registered databases into your documents; available in Calc and Writer.

There is no equivalent of the MSO Clipboard for handling multiple copies.



## Docking and undocking

Some windows in OpenOffice.org, such as the *Navigator* and the *Styles and Formatting* window, are dockable. You can move, re-size or dock them to an edge.

To dock a window, do one of the following:

- Click on the title bar of the floating window and drag it to the side until you see the outline of a box appear in the main window (see Figure 9), then release the window. This method depends on your system's window manager settings, so it may not work for you.
- Hold down the *Control* key and double-click on a vacant part of the floating window to dock it in its last position. If that does not work, try double-clicking without using the *Control* key.

To undock a window, hold down the *Control* key and double-click on a vacant part of the docked window.

<b>Notes</b>	The Styles and Formatting window can also be docked or undocked by using <i>Control</i> + <i>double-click</i> on the gray area next to the icons at the top of the window.
--------------	--

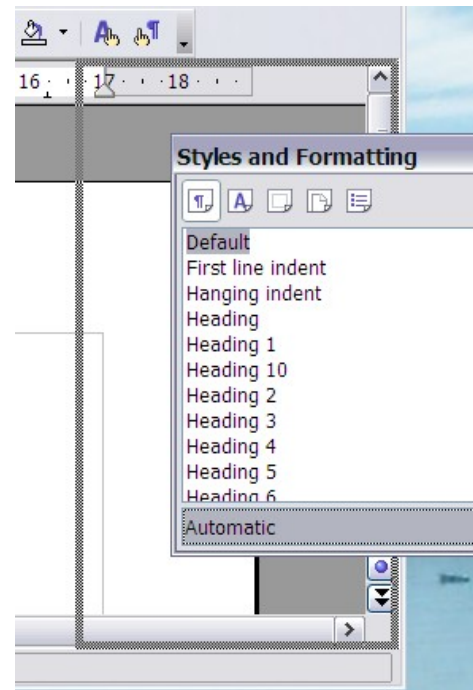



Figure 9: Docking a window

It is possible to have two windows in the same area. For example, the *Styles and Formatting* window and the *Navigator* can be at the right edge with one above the other rather than side by side. Then the show/hide and stick/floating buttons work for both docked windows.

## Resizing

Docked windows can be resized by moving the border. When the mouse pointer changes to a double-ended arrow, *click and drag* the window to the desired size.

## Navigator

The Navigator (Figure 10) is activated and deactivated by *F5*, the **Navigator** button, , in the Standard toolbar, or **Edit > Navigator**. This window shows the different objects in the current document and enables you to move quickly among them. Details vary from one application to another. For example in Writer it shows the list of headings and has controls similar to Outline view in Word. The drop-down list at the bottom of the Navigator is for selecting which of the currently open documents has information displayed in the Navigator.

For more information, see “Using the Navigator” in the chapter titled “Menus and Toolbars” in the *Getting Started* guide, and descriptions of the Navigator in the the guides for each of the applications.

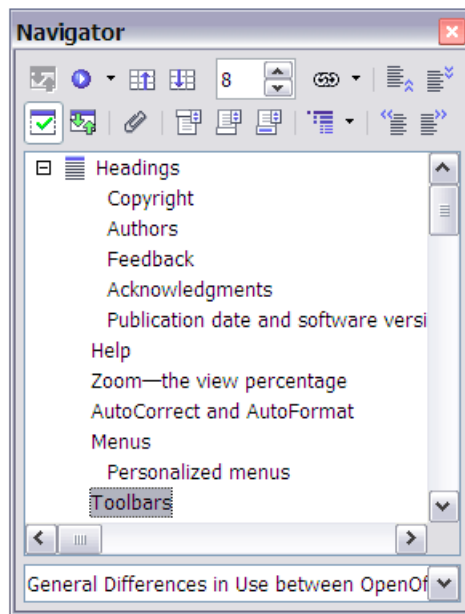



Figure 10. The Navigator in Writer

## Styles and Formatting

The Styles and Formatting window (Figure 11) can be activated and deactivated by *F11*, the

Styles and Formatting icon , or **Format > Styles and Formatting**.

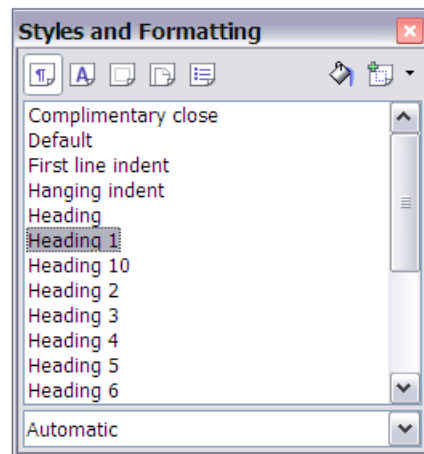



Figure 11: Styles and Formatting window in Writer

To change the category of styles displayed, use the buttons across the top of the window. For example, in Writer the buttons are Paragraph, Character, Frame, Page, and List. The drop-down list at the bottom of the Styles and Formatting window determines which of the style types get displayed in the window. For example, in Writer for character styles the options are Hierarchical, All, Applied, and Custom.

The style of the current selection is highlighted in the list of styles.

See the chapters titled “Introduction to Styles” and “Working with Styles” in the *Getting Started* guide for more information about style types and how the other icons in the window work.

## Gallery

The Gallery (Figure 12) is activated and deactivated by clicking the **Gallery** button, , in the Standard toolbar or by selecting **Tools > Gallery**.

---

**Note** There is no default shortcut key to activate the Gallery.

---

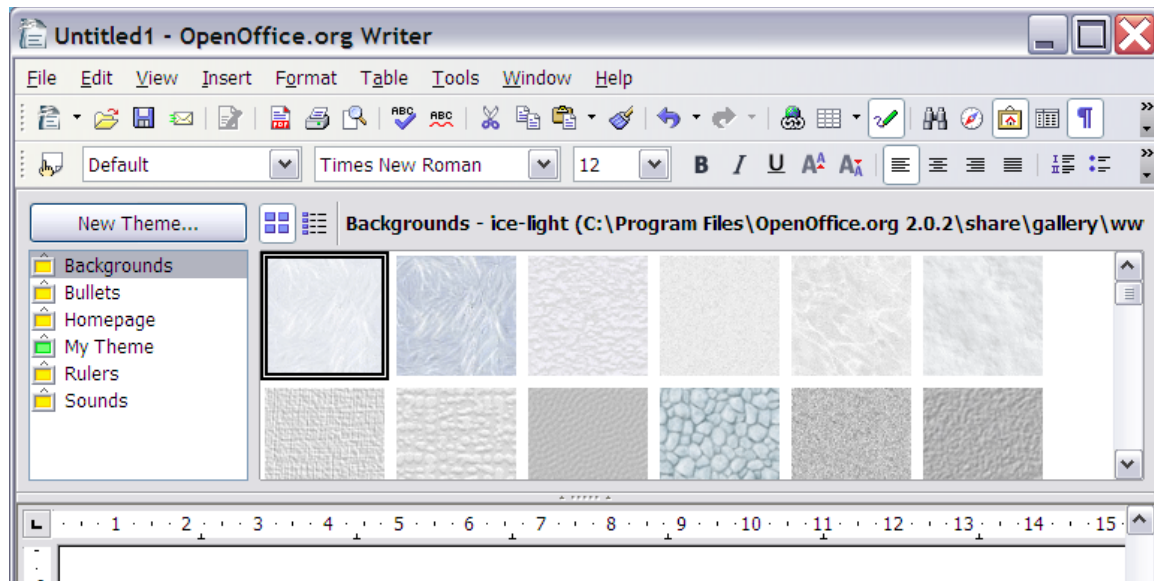



Figure 12: The Gallery in OOoWriter

The Gallery is OOo’s equivalent to MSO’s Media Gallery, except that it does not have ties to the Web and there is no search facility. In order to keep the OOo download as small as possible, very little clip-art comes with OOo. To download some public domain clip-art, see <http://www.openclipart.org/>.

Media in the Gallery is organized by themes. Themes are displayed down the left side of the Gallery window.

For information on how to use the Gallery, see the chapter titled “Working with the Gallery” in the *Getting Started* guide.

## Data Source Explorer

The Data Source Explorer is activated and deactivated by pressing *F4* or by clicking the **Data Sources** button  in the Standard Toolbar or by selecting **View > Data Sources**.

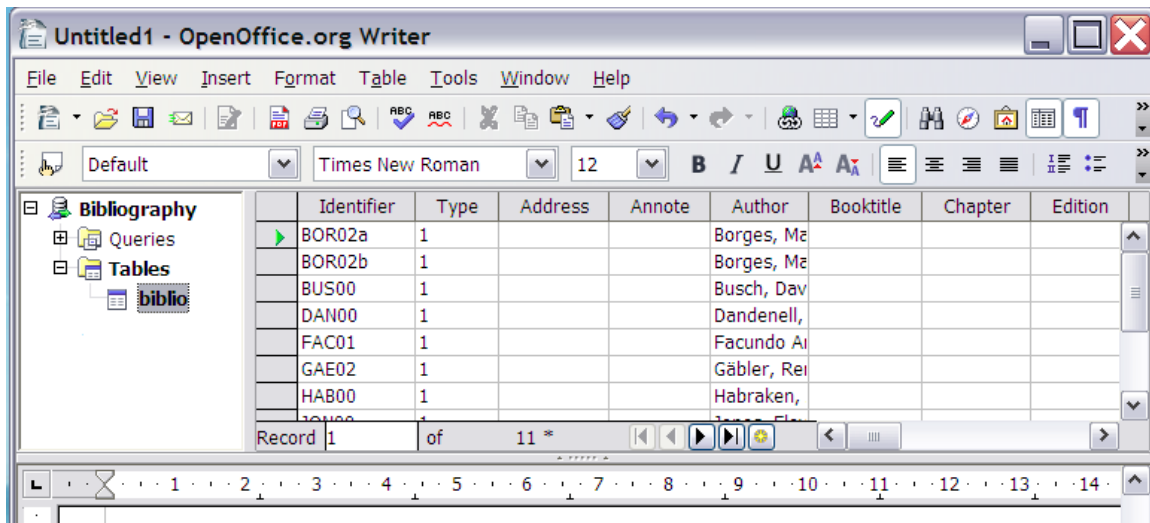


Figure 13: The Data Source Explorer in Writer

A common use for this window is in setting up a template for a mail merge letter. You can drag and drop fields from data sources in the Explorer to create fields in the current document.

The Data Source Explorer can only be docked at the top of the main window.

For more information on how to use data sources, see the chapter titled “Getting Started with Base” in the *Getting Started* guide.

## Page preview

**File > Page Preview** in OOo is the equivalent of MSO’s Print Preview. You can chose to view and print single pages, two pages, multiple pages, or facing pages (called “Book Preview”).

The **Zoom** button in OOo only zooms the view. It does not provide a pointer for you to select an area to zoom in on.

## Keyboard shortcuts

---

These standard keyboard shortcuts are the same as in MSO:

- Cut (*Control+X*)
- Copy (*Control+C*)
- Paste (*Control+V*)
- Undo (*Control+Z*)
- Redo (*Control+Y*)
- Save (*Control+S*)
- Open (*Control+O*)
- New (*Control+N*)

## Smart tags

---

Smart tags are not available in OOo.

## Special characters or symbols

---

The equivalent of insert symbols is **Insert > Special Character**.

You can not enter special characters in OOo using standard hex codes as you can in MSO.

---

**Note**      There is no second tab for common special characters such as the em-dash. Workarounds are to use AutoFormat/AutoCorrect, AutoText or you can record a macro.

---

## File management

---

### Default locations

Use **Tools > Options > OpenOffice.org > Paths** to set the default locations for file storage. The two path settings of interest (at this stage) are My Documents and Templates.

My Documents only allows one location. It is not possible to have a separate folder for each of the applications. This folder is the default location for **File > Save As** and is the folder that gets displayed in the OOo Open and Save As dialogs.

For templates it is possible to have more than one folder specified. These are the folders that are shown down the left side of the dialog that gets displayed for **File > New > Templates and Documents** (see “Creating new files” on page 52).

For more about defining default locations, see the chapter titled “Setting Up OpenOffice.org” in the *Getting Started* guide.

## Creating new files

In OOo, as with MSO, there are a number of different ways of creating new files. What is different is that you can initiate the creation of any OOo file type from any OOo application. For example, you can start creating a spreadsheet while working in Writer.

Different ways of creating a new document:

- Select **File > New**.
- Use the **New** icon on the Function Bar. This icon has a drop-down list on the right to select the type of document to be created.
- From a “Quick start” program. Only the Windows version of OOo has a *Quickstart* icon in the system tray.
- Press *Control+N*.
- Using Wizards: select **File > Wizards**.

## Template folder management

To make it easier to manage your templates, such as creating and deleting folders (categories), and importing templates into the folders, use:

**File > Templates > Organize > Double-click the desired folder > Commands**

## Default templates

Each component of OOo has a unique default template. To change the default template for a component:

- 1) Save the current template using **File > Templates > Save**.
- 2) Select **File > Templates > Organize**,
- 3) **Double-click** the folder in which you saved the template in step 1.
- 4) Click on the template you want to make the default.
- 5) Either **right-click** or select **Commands > Set As Default Template**.

---

**Note** The default template in MSO is always a file called Normal.dot. In OOo there is no special name for the default template files. They can be called anything. If no template has been specified, the properties of the default template are those that are coded directly into OOo.

---

## Open and Save As dialogs

Under Microsoft Windows there is the option to use either the OOo Open and Save As dialogs or the ones provided by Windows. To view or change which type of dialog OOo is using, select **Tools > Options > OpenOffice.org > General > Use OpenOffice.org dialogs**.

---

**Note**      The dialogs provided by Windows are not the dialogs used by MSO!

---

This section discusses the OpenOffice.org Open and Save As dialogs. See Figure 13 for an examples of the Open dialog; the Save As dialog is similar.

The three buttons in the top right are, from left to right:

- Go **Up one level** in the folder (directory) hierarchy. This is a long-click button if you want to go up higher than just one level
- **Create New Directory** (folder).
- Go to the **Default Directory** as specified in **Tools > Options > OpenOffice.org > Paths**.

For OOo documents that have been saved as more than one version, you can use the version drop-down to select the version you want to open in read-only mode.

---

**Note**      For Microsoft Office documents, only the current version can be opened.

---

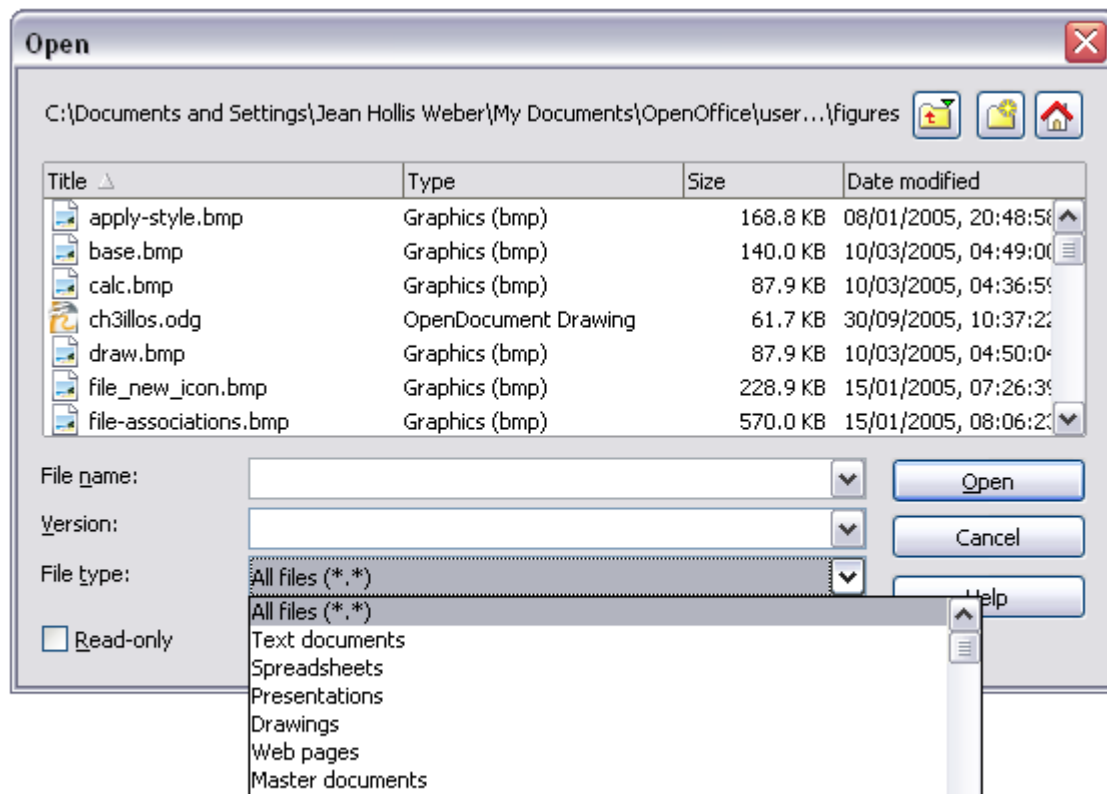


Figure 14. The OOo Open dialog.

The **File type** field has the same concept in OOo as in MSO—use it to specify the type of file to be opened or the format of the file to be saved.

The **Read-only** checkbox opens the file for reading and printing only. Consequently most of the toolbars disappear and most menu options are disabled. An **Edit File** button is displayed on the Function Toolbar to open the file for editing. The opened file cannot be saved over the previous filename.

It is possible to open files from the web using URLs.

### File management within an OpenOffice.org Open or Save As dialog

To rename a file:

- 1) **Right-click** on a file name to display a context menu.
- 2) Click **Rename** and the file name will be selected.
- 3) Typing replaces all or part of the selected name.

To delete a file:

- 1) **Right-click** on a file name to display a context menu.
- 2) Click **Delete** and you will get a confirmation dialog.

---

**Note** Instead of **Right-click > Delete**, you can select the filename and press the *Del* key.

---



It is not possible to move files around by copying and pasting them within the dialogs.

## Password protection

To protect an entire document from being viewed, there is a checkbox in the Save As dialog to Save with password. This option is only available for files saved in OOO formats.

## Privacy options


To include or remove personal information (for example, the author's name) in the Properties dialog with the document, go to **File > Properties > General**. The **Delete** button removes information. The **Apply user data** checkbox includes or removes information such as "Author".

## Digital Signatures

OOo provides digital signatures to ensure the integrity of the file, as do recent versions of MSO.

## Portable Document Format (PDF) file creation

All of the applications in OOO have the built-in ability to export documents as PDF files.

Click on the **Export Directly as PDF** icon on the Standard toolbar, , or use **File > Export as PDF**. The second method provides access to choices that include the print quality and the range of pages to be printed to the file.

## Creating web pages (HTML files) overview

All of the OOO applications can be used to create web pages. This section introduces their HTML capabilities. For more details, see the chapter titled "Creating Web Pages" in the *Getting Started* guide.

### Writer

Writer's HTML capabilities include saving existing documents in HTML format, creating new documents as HTML and creating several different types of web pages using a wizard .

### Calc

Calc can save its files as HTML documents. If the file contains more than one sheet the additional sheets will follow one another in the HTML file. Links to each sheet will be placed at the top of the document. Calc also allows the insertion of links directly into the spreadsheet by using the Hyperlink dialog.

## Draw

It is possible to export drawings as Macromedia Flash files: **File > Export** and choose Macromedia Flash for the file type.

The drawing program also allows you to turn your drawings into a series of HTML web pages.

## Impress

Exporting presentations from OOo's Impress application is similar to exporting a drawing from Draw. Use **File > Export** and select HTML document as the file type. The only difference is that there is an option to display each slide's notes along with the slide.

## Document properties

Some differences in document properties are:

- Summary (MSO) or Description (OOo): OOo does not include fields for manager or category.
- Statistics: Writer includes the word count (also available in **Tools > Word Count**).
- Custom (MSO) or User defined (OOo): OOo provides only four fields. To name the fields as you like, click the **Info fields** button.
- Use the Internet tab to set the refresh and redirect options for an HTML page.

## Searching for files

There is no Find Files command built-in to OOo for finding files that contain specific text. However a component has been written that can be installed to provide this functionality. See [http://qa.openoffice.org/issues/show\\_bug.cgi?id=41011](http://qa.openoffice.org/issues/show_bug.cgi?id=41011).

## Object linking between files

For information on Object Linking and Embedding (OLE), and what happens with imported files containing DDE links, see Chapter 2, "Sharing Files with MSO Users".

In the Windows version of OOo you can copy and paste-special cells from a Calc spreadsheet into a Writer document as a Dynamic Data Exchange (DDE) link. In the Windows version you can create a DDE field. Neither of these options is available in the Linux version.

Opening a file from the Windows version in a Linux version works, although some modification of the file location may be necessary. If you would like to know more, see [http://www.openoffice.org/issues/show\\_bug.cgi?id=5317](http://www.openoffice.org/issues/show_bug.cgi?id=5317).

Regardless of operating system, it is not possible to have a link to a chart.

## AutoRecovery saves

To turn on/off AutoRecovery saving and set the time period between saves, use:

**Tools > Options > Load/Save > General > Save AutoRecovery information every**

### Caution



AutoRecovery saves will not allow you to return to the original version of a document. AutoRecovery saves save the current document at that instant. If you want to save a backup copy that you can return to in case you make a mistake, check the Always create backup copy checkbox in the Load/Save options. This will create a backup copy every time you click **Save**. However, it only saves on backup per filename.

## Version control

With version control you can save more than one version of a file under one file name. In MSO each version contains all of the changes that have been made to the document (like fast saves). In OOo each version is complete. Use **File > Versions**.

To save a version of a file, see “Open and Save As dialogs” on page 53.

## Working with multiple open files

OpenOffice.org uses a Single Document Interface (SDI). This means that each open document has its own window. The Window menu displays all of the currently open documents in OOo.

Two of OOo’s strong points are the accessibility of information about the active document and the ease of navigating among open documents. Each OpenOffice.org window provides menus, tool bars and other features directly relating to the document in that window.


When more than one OpenOffice.org document is open, you can switch between the active document and other open documents in several ways:

- From the Window menu, select the document you want to become active.
- Use the Minimize button on the titlebar to minimize the active document and reveal other open documents.
- Select a document from your desktop’s Panel or Taskbar to activate it.
- Close the current document to access other open documents.
- Use the *Alt+Tab* shortcut keys to cycle through the open documents.

In MSOffice *Control+F6* switches between documents. In OOo *F6* is used to move to the menu and each of the toolbars. *Control+F6* makes the current document active.

## Find and Replace

---

Find and replace are combined in OOo, unlike MSO. There is no separate menu entry or key shortcut for replace. Use **Edit > Find & Replace**, or *Control+F*, or click the Find & Replace icon  on the Standard toolbar.

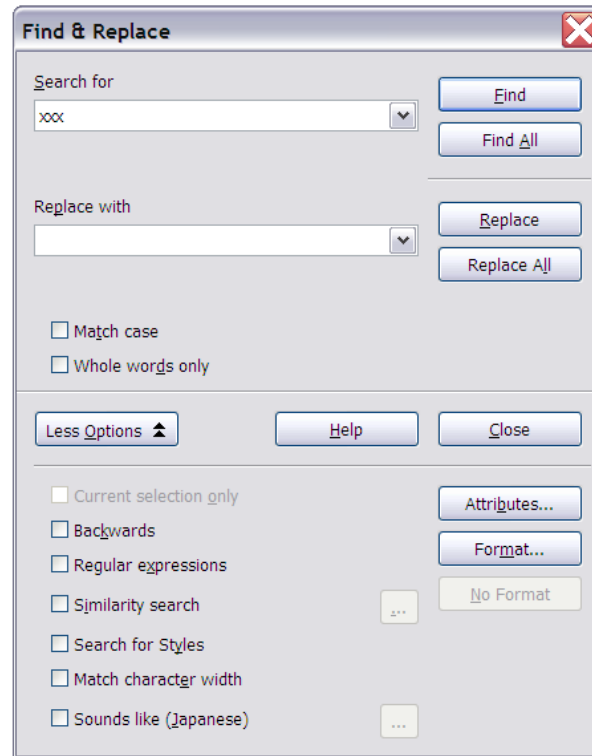


Figure 15: The Find & Replace dialog

There is no “word forms” search.

Having performed a search, and having closed the dialog box, the key shortcut to repeat the search is *Control+Shift+F*.

Searches are paragraph-based. There is no way to search for text either side of a paragraph marker. For example, OOo cannot search for two blank paragraphs. To get around this problem, and some other issues, a macro has been developed. See IannzFindReplace (Last updated 20 March 2006), available from <http://homepages.paradise.net.nz/hillview/OOo/>.

---

**Note** Manual page breaks are handled internally by changing the paragraph format of the first paragraph on the new page. When searching for formats this option is grayed out because there is no way to search for “manual” page breaks.

---

## Tips for find and replace

It is common to do several find and replace operations on the same selection, however OOo does not “remember” the original selection. Before doing the find and replace you can bookmark the selection in Writer, or define a range name for the selection in Calc, so that, by using the Navigator, the same range can be quickly reselected.

Doing a “find all” selects all the pieces of text that match the criteria. It is possible to perform, on all the selections, most operations that are possible on a single selection.

## Attributes

The **Attributes** button is only available in Writer’s *Find & Replace* dialog. This button displays a dialog with a series of checkboxes to find where a particular attribute has been changed from the default for the underlying style. For example, selecting the attribute “Font weight” will find text that has been made bold where the underlying font is not bold (and vice versa).

---

**Note** The attributes settings remain between uses of the *Find & Replace* dialog. This can be frustrating, so always turn off all of the attribute settings after each use.

---

## Formats

This is the same search concept as in MSO. Note that when formats are used, there is an option to include searching within styles. For example, searching for bold text would not find bold text where the style is bold unless this option is checked.

## Regular expressions

“Regular expressions” are significantly different in OOo from MSO’s “Use wildcards”. See **Help > OpenOffice.org help > Index tab >** and type in “regular expressions” then move to “Searching” and press **Display**. Some common examples are in Table 5. To use regular expressions, click the More Options button of the *Find and Replace* dialog and make sure the Regular expressions checkbox is checked. On reopening the *Find and Replace* dialog, the **Regular Expressions** checkbox is always unchecked.

Table 5. Sample regular expressions

<b>Problem</b>	<b>Search</b>	<b>Replace</b>
Replace multiple tabs with just one tab	\t*	\t
Replace multiple spaces with just one space. “[:space:]” finds both non-breaking spaces and normal spaces but not tabs. Type a normal space in the Replace field.	[:space:]*	
Remove leading white space (space or tabs in any combination) at the start of a paragraph.	^[:space:]*	

<b>Problem</b>	<b>Search</b>	<b>Replace</b>
Remove trailing white space (space or tabs in any combination at end of paragraph).	([:space:]\t)*\$	
Find paragraphs beginning with the character “a” (the rest of the paragraph can vary) and replace the whole paragraph with a blank line.	^a.*	
Remove a paragraph mark from the end of lines. for example, when having pasted text from an e-mail message.	\$	
Replace paragraph marks with a comma so that there is one long line rather than many lines.	\$	,
Replace commas with a paragraph mark.	,	\n
Replace line breaks ( <i>Shift+Enter</i> ) with paragraph markers. (Note that \n is used for both the Search and Replace fields. In search it is interpreted as a newline and in replace as a paragraph mark. There is no ability to have a line break in the replace field.)	\n	\n
Find the word “the” only (do not find “then” or “bathe”).	\<the\>	
Find “ing” at the end of a word, for example reading or writing but not singer.	ing\>	
Find whole words that end with “ing”. Note that there is a space between the caret and the close-square-bracket character.	[^]*ing\>	
Select all numbers at the start of a line where the numbers could include a period, for example 1.1., 1.13.2 and 4.1.15.9.	^[0-9.]*	

---

**Note** The asterisk “\*” means any number of the preceding character. Where in MSO you might have just “\*” the equivalent in OOo is “.\*” because “.” stands for any single character (like MSO’s “?”).

---

A macro that makes it easier to use regular expressions in Writer, and allows searching for “page breaks” and for things such as multiple blank paragraphs, is available in a document called IannzFindReplace.sxw available from <http://homepages.paradise.net.nz/hillview/OOo/>.

## Similarity search

The Similarity search option broadens the search so that what is found does not have to be exactly the same as what was specified in the *Search for* field. To specify how different it can be, select the *Similarity search* checkbox in the *Find and Replace* dialog.

## Search for styles

Writer and Calc have an option, in the *Find and Replace* dialog: *Search for Styles* (which changes to *Within Styles* if Format or Attribute search is used). Check this first if you are searching for a particular style. The *Search for Styles* field changes to a listing of the paragraph styles in use.

## Grammar checking

---

There is no grammar checking function in OOo. There are, however, a number of grammar checkers under development:

*Language Tool* is a Python-based grammar checker originally written for German. Rules sets for Hungarian and English are also available. More information is available from <http://tkltrans.sourceforge.net/> and from <http://www.danielnaber.de/>.

*An Gramadóir* is a Perl-based grammar checker originally written for Irish. More information is available from <http://borel.slu.edu/gramadoir/index.html>. [This one is probably the best suited for languages that use noun classes, or an evidential grammar.]

*CoGrOO* is a grammar checker for Portuguese that is still in the alpha stage. More information is available from <http://www.pcs.usp.br/cgi-bin/jkinoshi/cogroo/experimente.cgi>

*Cymraeg* is a grammar checker for Welsh. This is a commercial product. A demonstration copy of it can be obtained from [http://www.bangor.ac.uk/ar/cb/cymraeg/demo\\_meddalwedd.php](http://www.bangor.ac.uk/ar/cb/cymraeg/demo_meddalwedd.php).







*Chapter 5*  
*Differences in Use between*  
*Writer and Word*

## Overview

This document summarizes the differences in use between OpenOffice.org Writer 2.0 and Microsoft Word (various versions). The information in this chapter builds upon the information given in the “General Differences in Use between OpenOffice.org and Microsoft Office” chapter.

## The Writer interface

The main Writer workspace is shown in Figure 16. The menus and toolbars are similar to those in Word, with the exceptions described in this chapter.

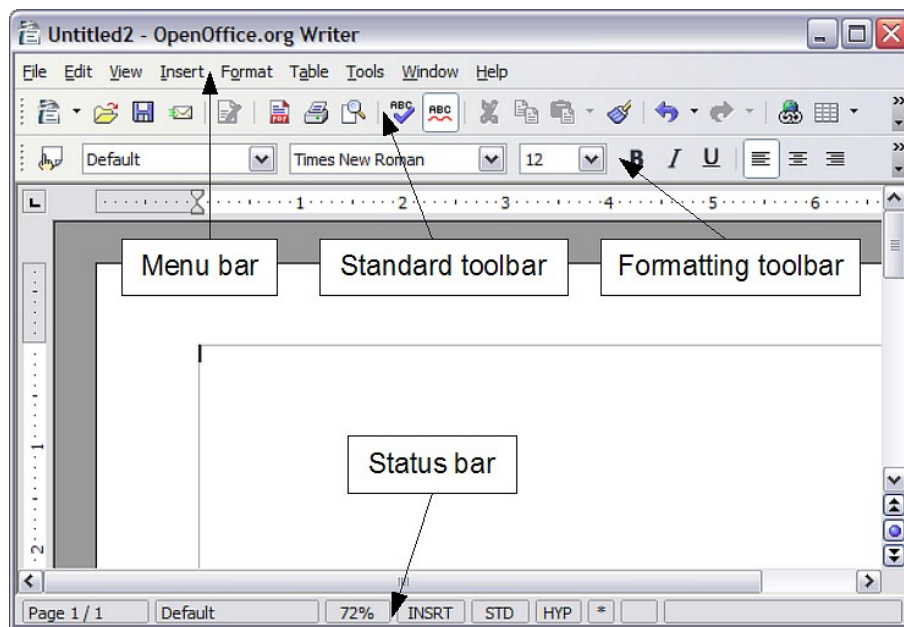


Figure 16: The main Writer workspace in Print Layout view

## Views

Word has 4 or 5 views, depending on the version (here with the 5 views of Word 2003) called:

*Normal:* Recommended view (by Microsoft) for doing most of your typing and editing. Writer has no real equivalent view.

*Print Layout:* This shows the document (more or less) as it will print. This is the closest equivalent to the Print Layout view in Writer.

*Web Layout:* In theory, this shows the document as if viewed on-line. Writer’s equivalent is a view option called Web Layout. To access this view, select **View > Web Layout**.

*Reading Layout* : Reading Layout view formats your screen to make reading your document more comfortable. Writer has no real equivalent view, but you can go to **View > Zoom** to choose the view that will fit the best for you on your screen.

*Outline Layout*: For working with heading hierarchies. Outline view displays the document in outline form. Headings can be displayed without the text. If you move a heading, the accompanying text moves with it. Writer has the **Navigator**, which is detailed later in this chapter.

Writer also has an HTML source view that only shows when editing an HTML document. To access this view, select **View > HTML Source**.

When field codes are turned on, Writer displays less information about the field than does Word. To get detailed information, right-click the field > **Fields** (or select the field > **Edit > Fields**).

## Status bar

The status bar is similar to Word's except it does not show the current location of the cursor on the page (row number and number of characters across). It does however show the position within a table in spreadsheet style format; for example, Top left cell =A1.

## Navigator

Word does not have a similar concept to the Navigator and, in the author's opinion, it is such a useful tool it is worth taking the time to learn more about it.

To launch the Navigator (Figure 17), press *F5* or click the Navigator icon on the Standard toolbar.

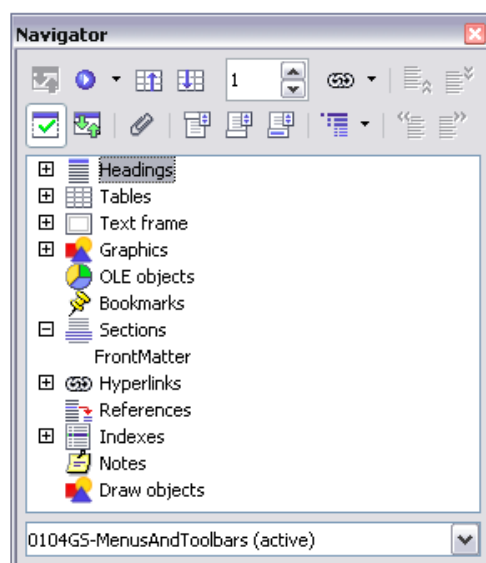


Figure 17: The Navigator

To get a detailed description of what each of the buttons does, press *Shift+F1* and hover the cursor over the buttons.

The Headings at the top of the list box in the Navigator are the closest equivalent to Word's Outline View.

With the **List Box on** there is a drop-down list box at the bottom of the Navigator. With this list box it is possible to select any of the open Writer documents so that their contents are available for dragging and dropping. What happens when the selection is dropped is determined by the drag mode specified by the **Drag Mode** button. Click the arrow next to the **Drag Mode** button to see the available options (Insert as: Hyperlink, Link, or Copy).

When viewing a master document, the Navigator is quite different. For more details, see the chapter on Master Documents in the *Writer Guide*.

---

**Note** Graphics, indexes, OLE objects, and references cannot be dragged and dropped when in the *Insert as link* or *Insert as Copy* modes.

---

## Formatting and Styles

---

For a more detailed guide on using styles, see “Use templates and styles” on page 77 and the chapter “Working with Styles” in the Getting Started guide, or the chapters “Introduction to Styles” and “Working with Styles” in the *Writer Guide*.

Use *Shift+F1* to check out the different buttons on the **Styles and Formatting** window (Figure 18). Use the bottom list box to change the style group that is displayed. For example, Applied Styles only shows those styles that have been used in the document.

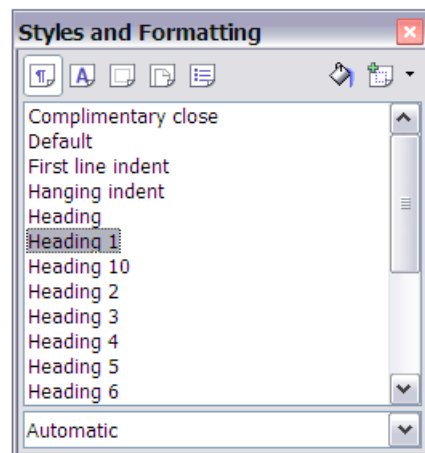


Figure 18: Styles and Formatting window

## Keyboard

---

When some text has a character attribute at the end of a paragraph (say bold or a hyperlink) but the new text does not require that attribute, press the right arrow key before typing.

*Deleting paragraph marks:* pressing *Delete* at the end of a paragraph effectively moves the text of the following paragraph into the current paragraph, and the paragraph formatting of the top paragraph remains. Press *Backspace* at the start of a paragraph and the format of the lower paragraph remains.

---

**TIP** An aid to remember this is: the format of the paragraph that has the cursor will be the format of the combined paragraph, unless the current paragraph is empty; in that case, backspacing will leave the previous paragraph's formatting.

---

*Control+Home* when in tables: In Word, *Control+Home* always positions the cursor to the top of the document; in Writer *Control+Home* first positions the cursor at the start of the cell, then at the start of the table and then the start of the document. *Control+End* has similar behavior.

## How to select multiple parts of the text

To copy, cut, format, or delete parts of the text in different areas of the document, use:

- *Control+selection* with one click, double-click or sliding.

or

- 1) Click once on the field “STD” (STanDard) in the *status bar*  
The field now shows “EXT” (EXTended selection).
- 2) Another click and it changes to “ADD” (ADD to selection).

---

**Note** The **ADD** mode is the equivalent to *Control + click* and **EXT** is equivalent to *Shift+click*.

---

## Multiple selections and tables

The following limitations apply when selections involve tables:

- It is possible to have multiple selections within a cell, or even parts of other cells, but only one selection is possible that involves at least one entire cell.
- A selection that starts in a table cannot extend beyond the table.
- A selection that starts outside a table will include the entire table (that is, a selection cannot start outside a table and also contain a portion of a table).

## Comparison of shortcut keys

Table 6: Word vs Writer different default shortcut keys (incomplete)

<b>Function</b>	<b>Word standard shortcut</b>	<b>Writer standard shortcut</b>
Underline words not spaces	Control + Shift + W	No equivalent
Thesaurus	Shift + F7	<b>Control + F7</b>
Show/hide non-printing characters	Control + Shift + *	<b>Control + F10</b>
Hanging indent	Control + T	No standard equivalent
“Unhang” indent	Control + Shift + T	No standard equivalent
Indent	Control + M	No standard equivalent
UnIndent	Control + Shift + M	No standard equivalent
Superscript	Control + Shift =	<b>Control + Shift + P</b>
Subscript	Control + =	<b>Control + Shift + B</b>
Remove character formatting	Control + Space bar	<b>Right-click &gt; Default</b>
Remove paragraph formatting	Control + Q	<b>Right-click &gt; Default</b>
Jump to previous edit point	Shift + F5	Need to use the reminders on the <i>Navigator</i>
Shift paragraph up	No equivalent	<b>Control + Up</b>
Shift paragraph down	No equivalent	<b>Control + Down</b>
Find	Control + F	<b>Control + F</b>
Replace	Control + H	<b>Control + F</b>

See AltKeyHandler.sxw (available from <http://homepages.paradise.net.nz/hillview/OOo/>) for macros that extend Writer’s key shortcut ability – including the indent functionality similar to that provided in Word.

## Mouse use

Some differences are:

- No quick selection of paragraphs or lines by clicking to the left of the paragraph.
- *Control+click* does not select a sentence, but a triple-click does (a quadruple-click selects the paragraph).

# Tables

---

## Selections involving tables

Tables are like one special paragraph so when selecting text using the keyboard (*Shift+arrow*) from, say, above the paragraph, the whole table is selected followed by the line below it.

The location for displaying the table grid when a table has no borders is not particularly intuitive: use **Tools > Options > OpenOffice.org > Appearance** and select the **Table boundaries** checkbox.

## Heading rows

By default new tables have a heading row. This default behavior can be changed by **Tools > Options > OpenOffice.org Writer > Table**.

When creating a new table using **Table > Insert Table**, you can choose to turn on or off the heading row, by checking **Heading** in **Options > OpenOffice.org Writer > Table**

Whether the top row(s) repeat at the start of each new page can be altered by selecting the relevant top row(s) > **Table > Repeat on each page**. This does not change the format of the rows, only whether they repeat at each page break.

## Adjusting column widths and row heights using the keyboard

The different methods of adjusting the column width available via **Tools > Options > OpenOffice.org Writer > Table** are:

- **Fixed:** Overall width of the table stays the same, but the adjoining column shrinks or grows correspondingly.
- **Fixed Proportional:** The current column and the end column change by corresponding amounts, keeping the overall width the same.
- **Variable:** Only the current column changes so the overall width of the table changes.

Use **Alt** and the arrow keys as follows to adjust the width of columns (or height of rows):

- *Alt* and arrow keys adjusts the right side (bottom for rows).
- *Alt+Shift* and arrow keys adjusts the left side (top for rows).
- *Alt+Control*+left or right arrow keys adjusts the current cell only.

## Copying and pasting cells in a table

Writer never inserts new rows or columns when pasting data, it always overwrites the contents of the cells. This makes it clear as to what will happen. To avoid overwriting cells, first insert the required number of rows or columns.

## Inserting and deleting rows or columns

If you use **Table > Insert > Row** or **Table > Insert > Column** or right-click > **Insert Row** or **Insert Column**, you can choose whether to insert before or after the current row or column.

The icons on the Table toolbar insert below for rows and to the right for columns (opposite of Word).

---

**Note** This is a surprising inconsistency as Calc inserts above and to the left.

---

In Linux, to insert rows or columns using the keyboard: *Alt+Insert* > arrow key (this is hold down *Alt* and *Insert* keys together, release the keys, then press the arrow key). To delete rows or columns using the keyboard: *Alt+Delete* > arrow key. The insertion or deletion is in the direction of the arrow key. For example, *Alt+Insert* > *Up* inserts a row above the current row.

## Equal row heights and column widths

On the Table toolbar there is a long click button called **Optimize**. The Optimize button becomes active when more than one cell is selected. This presents a tear-off menu for easily adjusting row heights and column widths to being the same.

## Splits and merges

Merge cells last, as you would in Word.

To merge cells: Select cells to be merged > **Table > Merge cells** (or use the **Merge cells** button on the **Table** toolbar).

To split cells: Select merged cells > **Table > Split cells** (or use the **Split cells** button on the **Table** toolbar).

To split a table (horizontally): **Table > Split Table**.

To join two tables, they need to be one below the other, then **Table > Merge Table**. If there is a table above and below the current table you will be prompted for which one you wish to join.



## Sorting

To sort a table:

- 1) Select the cells to be sorted; do not include the headings. The option to sort only becomes available when something is selected.
- 2) **Tools > Sort.**

Unlike Word, the sort dialog uses column number rather than the names of the column.

## Entering numbers and formulas

Unlike Word, tables in Writer can work much more like spreadsheets. For example, calculated values change as the data is input (no more selecting and pressing *F9* to update calculated results).

With number recognition turned on, when entering a number Writer will automatically format the number according to a specified number format. To change this behavior, right-click when the cursor is in a table and click on **Number Recognition** to deselect it.

To change the number format, select the cells, **Table > Number Format.**

To enter a formula like SUM():

- 1) Select the cell where the result is to go.
- 2) Press *F2* to display the Formula bar.
- 3) Click and hold the **Formula** button to display the formula menu.
- 4) Select the desired function (list separator is for separating constants, for example =mean 5 | 12 | 20).
- 5) Click and drag on cells to input ranges.
- 6) Press *Enter* to finish.

To enter a formula like “this cell plus that cell minus that cell”:

- 1) Select the cell where the result is to go.
- 2) Press *F2* to display the Formula bar.
- 3) Click on a cell.
- 4) Type or select the desired operator.
- 5) Click on the next cell.
- 6) Repeat steps 4 and 5 until done.
- 7) Press *Enter* to finish.

## Creating a table from a data source

To create a table from a data source:

- 1) Display the Data source viewer (*F4*).
- 2) In the Data explorer window, navigate to the desired table or query.
- 3) Drag the name of the table or query into the document.
- 4) Select the desired fields and set other properties as required in the dialog.

## Charts in Writer

Charts copied from a Calc spreadsheet and pasted into a Writer document are, by default, embedded objects. Unlike doing this in Microsoft Office, only the relevant data for the chart is embedded. In Microsoft Office copying and pasting a chart also embeds it, but if the Excel workbook was 8 MB in size (not unrealistic for a spreadsheet) then each chart pasted into a Word document would increase the Word document by 8 MB.

Linking of charts does not exist.

## Customizing the user interface

Most functions are found in similar places in both programs, but a few are slightly different, and the degree of control varies. Table 6 summarizes where to find the setup choices.

Table 7: Customizing the user interface

<i>To do this</i>	<i>In Word</i>	<i>In Writer</i>
Change measurement system	Tools > Options > General	<b>Tools &gt; Options &gt; OpenOffice.org Writer &gt; General</b>
Turn off Auto completion	Not applicable	<b>Tools &gt; AutoCorrect.</b> In the <b>Word completion</b> tab, deselect Enable word completion.
Turn on/off Help Agent	Help > Microsoft Word Help > Options	<b>Tools &gt; Options &gt; OpenOffice.org &gt; General</b>
Set up document window (rulers, status bar, default toolbars, etc)	View > select required items	<b>View &gt; select required items</b>
Customize toolbars	Tools > Customize	<b>Tools &gt; Customize</b>
Customize menus	Tools > Customize	<b>Tools &gt; Customize</b>
Display font names in their font (in toolbar drop-down font list)	Tools > Customize > Options	<b>Tools &gt; Options &gt; OpenOffice.org &gt; View</b> , select Show preview of fonts

<b>To do this</b>	<b>In Word</b>	<b>In Writer</b>
Always show full menus (include unavailable and little-used items)	Tools > Customize > Options	<b>Tools &gt; Options &gt; OpenOffice.org &gt; View</b> , select Show inactive menu items
Show/hide ScreenTips (ToolTips) on toolbars	Tools > Customize > Options	<b>Tools &gt; Options &gt; OpenOffice.org &gt; General</b>
Always create backup copy	Tools > Options > Save	<b>Tools &gt; Options &gt; Load/Save &gt; General</b> , select Always create backup copy
Autosave every x minutes	Tools > Options > Save	<b>Tools &gt; Options &gt; Load/Save &gt; General</b> , select Save AutoRecovery information every , and choose a time in the Minutes list
Show paragraph marks, tabs, etc.	Tools > Options > View	<b>Tools &gt; Options &gt; OpenOffice.org Writer &gt; Formatting Aids</b> , select required items
Change file locations	Tools > Options > File Locations	<b>Tools &gt; Options &gt; OpenOffice.org &gt; Paths</b>
Change user information	Tools > Options > User Information	<b>Tools &gt; Options &gt; OpenOffice.org &gt; User Data</b>
Set up AutoCorrect and AutoFormat options	Tools > AutoCorrect Options	<b>Tools &gt; AutoCorrect &gt; Options</b> , select required items

## Write, edit, and review documents

Most writing, editing, and reviewing techniques in OOoWriter are similar to those in Microsoft Word, but the details often vary.

Table 8: Write, edit and review documents

<b>To do this</b>	<b>In Word</b>	<b>In Writer</b>
Jump quickly to other parts of a document	Edit > Go to	<b>Edit &gt; Navigator</b> (or <i>F5</i> ), double-click on required heading, figure, table, etc.
Choose language for spelling checker	Tools > Language > Set Language	<b>Tools &gt; Options &gt; Language Settings &gt; Language</b> . (Note: OpenOffice.org has no grammar checker.)
Ignore some text when checking spelling	Select text; Tools > Language > Set Language > Do not check (or) Format > Style > Modify > Format > Language	Select text; right-click, <b>Character &gt; Font &gt; Language</b> = [None] or the real language of the selected text, if that is foreign.

<b>To do this</b>	<b>In Word</b>	<b>In Writer</b>
Recheck spelling	Tools > Spelling & Grammar > Recheck Document	Always rechecks
Find and replace text, formatting, and styles	Edit > Replace > More; choices as needed	<b>Edit &gt; Find &amp; Replace</b> ; details are a bit different
Use wildcards in find and replace	Edit > Replace > More > select Use Wildcards checkbox	<b>Edit &gt; Find &amp; Replace</b> , click on the More Options and select Regular expressions; wildcards themselves are different. See the section on Regular expressions in the chapter “General Differences in use between Microsoft Office and OpenOffice.org”.
Choose, create, or edit a custom dictionary	Tools > Options > Spelling & Grammar > Custom Dictionaries	<b>Tools &gt; Options &gt; Language Settings &gt; Writing Aids</b>
Create exception (exclude) dictionary	File > New, type words, Save As > text only, file extension .EXC	As for custom dictionary, but after clicking on the New button, select Exception (-) in the New Dictionary dialog
Track changes (choose options)	Tools > Options > Track Changes	<b>Tools &gt; Options &gt; OpenOffice.org Writer &gt; Changes</b>
Protect document for editing	Tools > Protect Document	<b>Edit &gt; Changes &gt; Protect Records</b> (Password needs to be at least 5 characters)
Mark and track changes	(Word 2000) Tools > Track Changes > Highlight Changes	<b>Edit &gt; Changes &gt; Record</b>
Insert comments associated with a change	Highlight text; Insert > Comment	<b>Edit &gt; Changes &gt; Comment</b>
Insert notes (comments not associated with a change)	Highlight text; Insert > Comment	<b>Insert &gt; Note</b>
Show changes as pop-up text	Options > View > ScreenTips	<b>Tools &gt; Options &gt; OpenOffice.org &gt; General</b>
Merge documents	Tools > Merge Documents	<b>Edit &gt; Changes &gt; Merge Document</b>
Accept or reject changes	View > Toolbars > Reviewing	<b>Edit &gt; Changes &gt; Accept or Reject</b>
Change document properties	File > Properties	<b>File &gt; Properties</b>

<i>To do this</i>	<i>In Word</i>	<i>In Writer</i>
Get a word count	Tools > Word Count (can get word count for selection)	<b>Tools &gt; Word Count</b>
Create AutoText entry	Select text; Insert > AutoText > New	<b>Edit &gt; AutoText</b> (or) Control+F3
Insert AutoText	Type shortcut and press F3	Type shortcut and press F3; or type Name and press <i>Enter</i> . Writer distinguishes between the “name” and the “shortcut” of an autotext. Word does not.

AutoText in Writer always ends with a paragraph mark. So for a short in-line shortcut, it is better to use AutoCorrect.

## Control page layout

---

This section covers such things as margins, headers, and footers.

Writer and Word have somewhat different notions of page layout.

### Word’s notion of page layout

Page layout is a property of the document as a whole. If you change the page layout (for instance, set the document to landscape), it changes for the entire document. You can then arrange for specific sections to have a different layout.

### Writer’s notion of page layout

Page layout is a property of the page style (for example, First Page, Index and Default). If you change the page layout for one page style (for instance, set Default to have a header with page numbers), only that style will be affected.

Using page styles gives Writer some very useful features. For instance, you can define the First Page page style so that, after you have typed the first page, the style switches to Index (or any other style you choose). You can then set Index so that it is followed by Default.

## Comparison for page layout

Table 9: Control page layout

<b>To do this</b>	<b>In Word</b>	<b>In Writer</b>
Define margins	File > Page Setup > Margins	<b>Format &gt; Page &gt; Page</b>
Specify different headers and footers on first, odd, and even pages	File > Page Setup > Layout > Headers and Footers section	<b>Format &gt; Page, select required items</b> Define different page styles for First, Left (even), and Right (odd) pages, using Header and Footer tabs
Edit headers and footers	View > Headers and Footers, then you can type or insert fields; you can also double-click in existing header or footer regions	After you have specified Header and Footer areas for a page, they are always active. Single-click to type or insert fields
Change from roman to arabic page numbers in the footer of a page	Insert a section break, deselect “Same as Previous” in the second section, define a new footer with page numbers restarting at 1 in Arabic numerals	Insert a manual page break and apply a different page style
Use paragraph styles for page layout	Can define paragraph styles with offset from left margin, with heading styles aligned left or right	Can define paragraph styles with offset from left margin, with heading styles aligned left or right
Use columns for page layout	Insert continuous sections to switch from single to multiple columns on one page	<b>Format &gt; Page &gt; Columns</b> (or) <b>Insert &gt; Section &gt; Columns</b> (or) <b>Format &gt; Columns</b>
Use frames or text boxes for page layout	Frames are used in Word 97 but mostly replaced by text boxes in Word2000 and 2002; can be linked to flow text from one to next, as in a newsletter	<b>Insert &gt; Frame</b> (can link frames to flow text from one to next, as in a newsletter); “text boxes” are fields, not positioning devices
Use tables for page layout	Table > Insert > Table (use dialog to format)	<b>Insert &gt; Table</b> (use dialog to format)
Put portrait headers on landscape pages	Use rotated text box linked to header	Use rotated text in a frame
Set first page number to greater than 1	Insert > Page Numbers > Format	In first paragraph on first page, <b>Format &gt; Paragraph &gt; Text Flow &gt; Breaks</b> , select Insert and With Page Style, choose the page style, specify the page number

<i>To do this</i>	<i>In Word</i>	<i>In Writer</i>
View and edit facing pages	File > Print Preview; click Zoom button to enable editing	<b>File &gt; Page Preview</b> ; cannot edit when previewing,
Reduce page count by 1	File > PagePreview, click ShrinkToFit button.	See <a href="http://homepages.paradise.net.nz/hillview/OOo/ShrinkToFit.sxw">http://homepages.paradise.net.nz/hillview/OOo/ShrinkToFit.sxw</a> .

## Use templates and styles

Table 10: Use templates and styles

<i>To do this</i>	<i>In Word</i>	<i>In Writer</i>
Find which template is associated with a document	Tools > Templates and Add-ins	<b>File &gt; Properties &gt; General</b> tab.
Specify default template	"Normal" template is default	<b>File &gt; Templates &gt; Organize</b> lets you set any template as default
Create a new template	File > Save As, set type to Document Template (.DOT)	<b>File &gt; Templates &gt; Save</b>
Edit a template	File > Open, choose template	<b>File &gt; Templates &gt; Edit</b>
Copy styles between templates	Tools > Templates and Add-ins > Organizer	<b>File &gt; Templates &gt; Organize.</b> There, you can copy styles with drag and drop between templates.
Create a new document from a template	File > New (opens a list of templates)	<b>File &gt; New &gt; Templates and Documents</b>
Apply a different template to a document	Tools > Templates and Add-ins > Attach, select template, Open	Start a new document based on the different template; copy contents of old document into new document.
Apply a style to text	(Word 2000) Select from Style List or Style dialog (XP) Can also use task pane.	<b>Format &gt; Styles and Formatting</b> (or press <i>F11</i> ), double-click the style in list; after the second use, paragraph styles appear in Apply Style list on the Formatting toolbar.
Change a style definition	(Word 2000) Format > Style > Modify; (XP) can also select in task pane and click Modify	Select a style in the Styles and Formatting window, right-click, and choose <b>Modify</b> .
Create a new style	Format > Style > New	Right-click in <b>Styles and Formatting</b> window, then click <b>New</b> .

<b>To do this</b>	<b>In Word</b>	<b>In Writer</b>
Use outline numbering	Format > Style, select style > Format > Numbering	<b>Tools &gt; Outline Numbering</b>
Drop caps	Format > Drop Cap One character only, can not be part of a style.	<b>Format &gt; Paragraph &gt; Drop Caps</b> tab Drop caps can be part of a style. Can be >= 1 char or word.

## Font size

When a style is based on another style, it is possible to set the font to being a percentage of the font size of the original style. In the font size field simply type the number followed by a percentage sign, for example 120%. This way, changes to the underlying style will be better reflected in this style. To change it back to being an absolute font size type the number followed by the characters “pt”, such as 12pt. It is also possible to specify how many points larger or smaller, for example +2pt for 2 points larger, or -2pt for two points smaller.

## Space between paragraphs and page breaks before

In Writer, some paragraph properties behave differently to the way they behave in Word. Specifically:

- Space before if at the top of a page is ignored.
- *Space between paragraphs*: the greatest of space above and space below for the two paragraphs is applied.
- *Page break before*: if at the top of a page, does not create a blank page.

This makes using styles possible without having to apply direct paragraph formatting to fix issues afterwards.



## Fields

For a comparison of fields between Writer and Word, see Chapter 2, “Sharing Files with Microsoft Office Users”.

Table 11: Use of fields

<i>To do this</i>	<i>In Word</i>	<i>In Writer</i>
Insert a field	Insert > Field (or) CTRL + F9 for blank field	<b>Insert &gt; Fields and choose the requested field.</b>
Define a number range field	Insert > Field, use SEQ (sequence)	<b>Insert &gt; Fields &gt; Other &gt; Variables tab, then Number range in the Type area</b>
Insert a bookmark	Select text; Insert > Bookmark	Select text; <b>Insert &gt; Bookmark</b>
Insert a cross-reference to a bookmark	Insert > Cross Reference, choose Bookmark as type	<b>Insert &gt; Cross Reference &gt; Bookmark<sup>1</sup></b>
Insert a cross-reference to a heading	Insert > Cross Reference, choose Heading as type	Either bookmark the heading or use <b>Insert &gt; Cross Reference &gt; References tab &gt; Set Reference</b> to mark the heading, then <b>Insert &gt; Cross Reference &gt; References tab &gt; Insert Reference.</b>
Insert a cross-reference to a figure or table	Insert > Cross Reference, choose type	<b>Insert &gt; Cross Reference &gt; References tab &gt; Insert Reference &gt; Figure (or Table)</b>
Use conditional content	Use IF or other fields, or styles (all workarounds)	<b>Insert &gt; Fields &gt; Other &gt; Variables</b> (among other ways)

<sup>1</sup> For macros that aid in working with references see <http://homepages.paradise.net.nz/hillview/OOo/>. For a more detailed discussion on references, see the latest document available from [http://www.openoffice.org/issues/show\\_bug.cgi?id=28058](http://www.openoffice.org/issues/show_bug.cgi?id=28058).

## Work with large or complex documents

Major differences exist in the use of master documents. The table does not attempt to summarize all these differences.

Table 12: Work with large or complex documents

<i>To do this</i>	<i>In Word</i>	<i>In Writer</i>
Create a table of contents, list of figures, or an alphabetic index	Insert > Index and Tables	<b>Insert &gt; Indexes and Tables &gt; Indexes and Tables</b>
Insert index entries	ALT + SHIFT + X	<b>Insert &gt; Indexes and Tables &gt; Entry</b>
Create a bibliographic database	Need to use other package	<b>Tools &gt; Bibliography Database</b>
Insert bibliographic references into text	Link to field in database	<b>Insert &gt; Indexes and Tables &gt; Bibliography Entry</b>
Insert footnotes and endnotes	Insert > Footnote	<b>Insert &gt; Footnote</b>
Insert other files	Insert > File, choose Insert or As Link	<b>Insert &gt; File</b>
Cross-reference between documents	Use Includetext fields	Currently have to remember the name of the set reference. Reference will show correctly when in master document. (Or use the OutlineCrossRef3-fr-3 macro available from <a href="http://oomacros.org/user.php#113812">http://oomacros.org/user.php#113812</a> ).
Use master documents	Some experts do not recommend using Master Documents in Word.	<b>File &gt; Send &gt; Create Master Document</b> ; use the <b>Navigator (F5)</b> to insert subdocuments.

## Work with graphics

Most graphics work should be done outside Word or Writer, with the graphic files embedded or linked to the Word or Writer file. However, you can do some simple graphics using the drawing tools in Word or Writer. This table covers the basics.

Table 13: Work with graphics

<b>To do this</b>	<b>In Word</b>	<b>In Writer</b>
Create Drawing objects	(Word 2000) View > Toolbars > Drawing; (XP) Insert > Picture > New Drawing	Click <b>Show Draw Functions</b> icon in the Standard toolbar.
Combine graphics objects and drawing objects	(Word 2000) Edit > Picture > Reset Picture Boundary; (XP) Use drawing canvas	Place all objects in a frame
Insert graphics files into a text document (embed or link)	Insert > Picture > From File, choose Insert or As Link	<b>Insert &gt; Picture &gt; From File</b>
Anchor graphics	Format > Picture > Layout > Advanced > Picture Position	Use icons on the <b>Drawing Object Properties</b> or <b>Frame</b> toolbar (these toolbars replace the <b>Formatting</b> toolbar when a drawing object or frame is selected) or right-click and choose from pop-up menu, or click <b>Format &gt; Picture</b>
Wrap text around graphics	Format > Picture (or Object) > Layout	Use icons on the <b>Frame</b> toolbar, or right-click and choose from pop-up menu, or click <b>Format &gt; Picture &gt; Wrap</b>
Crop graphics	Format > Picture > Crop, (or) click Crop tool on Picture toolbar	<b>Format &gt; Picture &gt; Crop</b> (No tool for dragging crop area)
Create captions for graphics	Select graphic; Insert > Reference > Caption	Select graphic; <b>Insert &gt; Caption</b>
Annotate graphics	Use drawing objects; group, or place in frame or on drawing canvas (XP)	Place all objects in a frame
Insert watermark	Format > Background > Printed Watermark > Picture (or Text) Watermark	<b>Format &gt; Page &gt; Background</b> tab or create drawing object, <b>Wrap &gt; In Background, Anchor &gt; To Page</b>

## Mail Merge

---

Mail merging is significantly different in Writer to Word. See chapter 11 “Using Mail Merge” in the *Writer Guide*.

## Envelopes

---

### Adding an envelope

**Insert > Envelope**

### Removing an envelope

- 1) Place the cursor at the beginning of the envelope page.
- 2) If the Styles and Formatting window is not open, press *F11* or use **Format > Styles and Formatting** to display it.
- 3) Change to the Page Styles option. It is the fourth icon from the left.
- 4) Double-click on **Default**.
- 5) Remove the remaining elements that make up the envelope.

## Page styles

---

### Modify a page style

In Writer all pages have a page style. To modify the page style of the page where the cursor is positioned, use **Format > Page**.

---

**Caution** As the page style is being changed, all pages with this style will be changed as well.



### Create a style

To create a new page style:

- 1) If the Styles and Formatting window is not currently displayed, press *F11* to display it.
- 2) Click **Page Styles** in the Styles and Formatting window (fourth icon from left).
- 3) Right-click in a free area of the Styles and Formatting window > **New**.

## The Page Style dialog

Click **Format > Page**. The **Page Style** window opens.

### Organizer tab

*Name*: Nothing tricky here, simply a name to help the user remember what the settings are for.

*Next style*: This setting specifies what page style to use at the next page break (manual or automatic) for any page that has this page style. Set it to a different page style when the page style is only for one page (such as the first page of each chapter), otherwise this should be the same as Name to keep the same page style for the following pages.

### Page tab

*Paper format* : *Format* is the paper size, the other settings have the same names in Word (on the paper size tab of page setup).

*Margin* : Same as for Word. Each setting represents the distance from the edge of the page, but see “Header and footer tabs” as the location of headers and footers relative to the margins is different.

*Layout settings*: *Page layout* is for specifying whether the page style is mirrored (used for left and right pages). There are more options here than in Word, but there is not a different first page option, that is because it is handled by the Next style setting as mentioned above in Organizer tab. *Format* refers to the format of page numbers. *Register true* is to make the text line up better at the top of the page (see help for more details).

### Background tab

For specifying a background color or graphic (watermark). (An alternative to this with more flexibility is to create a drawing object, then use **Arrange > To Background, Anchor > To Page**.)

### Header and footer tabs

Headers and footers are printed between the margins of the page rather than in the top or bottom margins as they are in Word. Another way of saying this is that for the top of a page the area between the edge of the page and the top margin is always blank, next is the header, and after the header, the main text area for the page.

*Height*: *AutoFit height* allows the header or footer to grow and shrink depending on their contents.

*Spacing* specifies the distance between the header/footer and the main text area on the page. *Dynamic spacing* allows the header/footer to expand into the area between the header/footer and the main text area.

The left and right margins are indenting from the margins of the page and cannot have negative values.

The **More** button is for specifying borders and backgrounds for the header/footer area. In some versions of Word this approach was used to create a watermark. Since it is possible to have graphics in the background of the main document, this is not the required way of having a watermark in Writer.

### **Borders, columns and footnote tabs**

These tabs are for specifying the borders (lines around the outside), number and widths of newspaper style columns and defining the area for footnotes (if any) for the page style.

## **Page breaks and page numbering**

---

### **Changing the style used for a page and changing the numbering sequence**

To insert a page break and change page style or page numbering, method 1:

- 1) Press *Control+Enter*.
- 2) Cursor will be in the first paragraph of the new page.
- 3) **Format > Paragraph > Text Flow** tab.
- 4) Breaks will be enabled.
- 5) Select **With Page style**, specify the page style to use and specify the page number to start from.

To insert a page break and change page style or page numbering, method 2:

- 1) **Insert > Manual Break**
- 2) By default it will specify Page breaks.
- 3) Choose the page style in the **Page style** list.
- 4) Select **Change page number**.
- 5) Enter the new starting page number.

### **To insert page numbering**

- 1) Define a page style with header or footer turned on.
- 2) Position the cursor in the header or footer (use the mouse or the shortcut keys *Control+PageUp* for Header or *Control+PageDown* for footer).
- 3) Optionally type: **Page <space>**.
- 4) **Insert > Fields > Page Number**.
- 5) Optionally type **<space> of <space>**, then click **Insert > Fields > Page Count**.

To insert a field that calculates a different page count (for example, when you have a title page but want to have the remaining pages say page 1 of 2 (instead of page 1 of 3 )):

- 1) Press *F2* to display the text formula bar.
- 2) Type **=page – 1**.
- 3) Press *Enter*.

---

**Note** Unfortunately this field does not automatically update, so press *F9* to update it before printing.

---

## Page numbers on portrait and landscape pages in the same place and orientation

- 1) Create a style for landscape pages. Set the margins for the landscape style such that they correspond with the portrait style when rotated (top = left, bottom = right, left = bottom and right = top). For page numbering on left, turn on headers; on right – footers. Select **Use dynamic spacing**.
- 2) Create a style for the landscape header or footer based on the style for the portrait header or footer. (In the **Styles and Formatting** window, select the style that is used for the portrait header or footer > right-click > *New*.) Change the font position to 270°. If the page numbering is on the bottom choose left alignment, for the top choose right.
- 3) Insert the page break and choose the page style just created (see above); do not change the numbering.
- 4) In the relevant header/footer (as per step 1) insert the page number field.

## Conditional text

---

In Word the only way to have conditional text is with the “if” field<sup>2</sup>. The equivalent in Writer is the field “Conditional text”.

To insert a conditional field in Writer: **Insert > Fields > Other > Functions > Conditional text** or *Control+F2 > Functions > Conditional text*.

There is also a field “Hidden text” that hides the text when the condition is true.

Working with the relevant fields for conditional text, both in Word and in Writer, means that only small amounts of text can be conditional. However, there are times when having whole paragraphs or sections of text be conditionally hidden is very convenient. Some examples:

- A test so that the same document can be used for the test itself and for the model answers.
- Technical documents where the same document with variations can be used for similar models of equipment.

---

<sup>2</sup> To the best of the Author’s knowledge.

Writer provides a field for conditionally hiding paragraphs and the ability to conditionally hide sections. Here is an example to show how this could be done:

- 1) Ensure that hidden text is viewable: **Tools > Options > OpenOffice.org Writer > Formatting Aids**, select both “Fields: Hidden text” and “Fields: Hidden paragraphs”.

---

**Note** Conditionally hidden sections are not visible regardless of these settings if the condition for hiding them is true.

---

- 2) At the top of the document: **Insert > Fields > Other > Variables**.
- 3) Name: DocType. Value: Model Answers.
- 4) At the start of a one paragraph answer: **Insert > Fields > Other > Functions > Hidden Paragraph**. For the condition type DocType == “Test” (To make this easier to insert repeatedly, create an autocorrect entry).
- 5) For longer answers: Enter the model answer, select it, **Insert > Section**, select Hide, and enter DocType == “Test” for the condition.
- 6) To print the document for a test, double-click the field at the top of the document created in steps 2 and 3, and change the value to Test. Print as usual.

---

**Note 1** The field “Input list” has a name but this is not a variable so its value cannot be used in the condition.

---

**Note 2** To keep adding sections, it is easier if the selection does not include the last paragraph. But if the last paragraph is selected, simply move to the end of the document (*Control+End*) and then press *Alt+Enter*.

---

## Master documents

---

OOo Help covers the basics of using master documents, or see “Work with large or complex documents” on page 80, or for even more information see chapter 13 “Working with Master Documents” in the *Writer Guide*.

It is possible to insert cross-references across subdocuments but the names of the references must be typed in rather than selected from a list.

Use **Insert > Fields > Other > References**.

A macro to help insert references to headings, including references across documents that will be subdocuments in a master document, is available in a document called OutlineCrossRef3-fr-3.zip available from <http://oocomacros.org/user.php#113812>.

---

**Note** There is no way to have a landscape page in a subdocument remain as a landscape page when included in the master document. The workarounds are to have the landscape page be part of the master document rather than a subdocument or to have the entire subdocument as landscape.

---





*Chapter 6*  
*Differences in Use between*  
*Calc and Excel*

## Separating parameters in functions

---

The single biggest difference between Calc and Excel is that Calc **always** uses **semicolons** to **separate parameters** in a function. Excel uses either commas or semicolons, depending on the system (for example commas on English systems, semicolons on German systems).

## Terminology

---

The next biggest difference between Calc and Excel is the nomenclature used. Table 14 summarizes the differences.

*Table 14: Excel vs. Calc nomenclature*

<b>Object</b>	<b>Excel</b>	<b>Calc</b>
Individual cell (A1)	Cell	Cell
Entire file	Workbook	Spreadsheet
One tabbed sheet in a workbook (Sheet 1)	Worksheet	Sheet

All of the chapters in this guide and in Calc guide use the OOo terminology.

## Range lists

---

Excel allows that all parameters can be range lists. Some examples are:

`=SUM(A1, A3)` is the sum of two cells (function has 2 parameters)

`=SUM( (A1, A3) )` is the same, but with one parameter being a range list.

`=INDEX( (A2:A3, C2:C3), 1, 1, 2 )`

Calc only allows range lists in the INDEX function. For example:

`=INDEX( (A2:A3; C2:C3); 1; 1; 2 )` returns the first cell of the second range in the range list.

## Number recognition

---

Number recognition is where the user types in a “number” and the format of the cell changes accordingly. The same thing applies to text copied from outside Calc and pasted into a spreadsheet.

Rather than compare and contrast Excel with Calc, this section will outline how number recognition works in Calc (which is slightly different from Excel).

Number recognition is dependent on locale. The default locale for OOo can be set with: **Tools > Options > Language Settings > Languages**.

The locale for particular cells can be set too: Select cells, right click, and select **Format > Cells > Numbers** tab > **Language**.

## Default cell formats

The default cell formats are as outlined in Table 15. To determine the default for a locale:

- 1) Select a cell that hasn't been formatted.
- 2) Select **Format > Cells > Numbers** tab.
- 3) Click on the desired category.
- 4) Look for the default named in the Format and Format codes portion of the dialog.

*Table 15. Default cell formats for different categories of cell formats.*

<b>Category</b>	<b>Default format</b>	<b>Format changed when input is different category?</b>
Number	General	Yes
Date	Two defaults based on locale, one for date only and another for date and time.	Yes
Time	Default for the locale	Yes
Boolean	TRUE or FALSE	Yes
Percentage	0.00%	No
Currency	Default for the locale	No
Scientific	0.00E+000	No
Fraction	# ?/?	No

## Input category

The input category is determined as shown in the following table.

Table 16: Input categories

Category	Nature of input	Examples (based on USA locale)
Function	Starts with an equals sign.	=A1+A2 or =SUM(A2:A10)
Boolean	True or false (case doesn't matter)	True or FALSE
Number	Digits only with optional decimal separator, optional thousands separator, negative numbers expressed with either a negative sign at either end or enclosed by brackets.	1, 1.1, -1, (1) 1,123, -123.1
Percentage	Same as for number but has a % at right end.	1%, -1%, (1)% 1.1% , .1%
Currency	Same as for Number but with the locale's currency symbol at either end.	\$1, 1\$, \$(1), (1)\$, \$1.1
Scientific	Same as for Number but can have E (case doesn't matter) and then a power of ten.	1e1, 1E1, -1e1, (1e1), (1e-1), (1.2e1)
Fraction	Optional negative sign, some digits, a space, some digits, a slash, some digits.	1 1/2, -1 2/3
Time	One or two digits, time separator for locale, one or two digits, optional time separator for locale, optional decimal separator for locale, more digits.	10:40, 1:30
Date	Most representations of dates. If the year isn't given it is interpreted as being the current year, if the digits for century aren't given it is determined by the settings in <b>Tools &gt; Options &gt; OpenOffice.org &gt; General</b> . If the numbers given are not valid for the locale then input is interpreted as text. Examples include, one or two digits, date separator for locale, one or two digits (1/1); three sets of digits separated by decimal separator (1.1.1); textual representations (1 Feb).	1/1, 1/1/5, 1.1.5, 1 Feb, 1 Jan, 1 January 1 January 05
Date and time	Input is in the form of (date) digits, date separator for locale, a space, digits with time separator for locale. As for dates, the numbers must be valid for the locale.	1/1/5 10:30
Text	Anything that doesn't meet the above criteria.	28/28

## Changing the cell's format based on input

Calc works as follows:

- 1) First a category is worked out for the input.
- 2) If the input is a function and the current cell's format is a default, that is, not explicitly defined, then the cell's format is determined by the hierarchy of the inputs to the function. The order is dates, time, currency, percentage, scientific, fractions, and numbers unless an input to a function is returning a value of a different type. Some examples of this last exception:
  - A date plus a number returns a date, because date supersedes number in the hierarchy.
  - A function like =Month() returns a number even though a date is used as the input.

else:

- 3) If the input category is boolean, then the cell's format is changed to boolean. If the input category is text, then the cell's format doesn't change.

else:

- 4) If the cell format is Number-general, Date-default, Time-default, or boolean and the category of input belongs to a different category, then the cell's format is changed to the default for the input category.

## Pasting values

A consequence is that, when copying text that contains dates and pasting into a Calc spreadsheet, a user can determine what the result is going to be. Suppose your default locale is USA where the default date format is MM/DD/YY and the data that you are copying is in the format DD/MM/YY (the European default.) If you set the format of the cells that you are going to paste the data into to date format DD/MM/YY, the dates will be correctly interpreted, if you don't it will not. You can then change the format of the cells to MM/DD/YY to display the dates in USA format.

## Interpreting cell contents

---

In Calc if a cell is defined as text, even if the cell contains a number, then that cell is treated as text, which typically means it has the numeric value zero.

For example, if cell A1 is formatted as text and contains the character "1", in Excel a formula =A1+1 would return the value 2, but in Calc it would return the value 1.

## Limitations

---

The maximum number of sheets in Calc is 256 (Excel is limited to 32768).

## Form fields

---

List boxes in Calc can either have multi-selection or not, whereas Excel has two multi-selection modes: multi and extend. In Excel a multi-selection listbox's link to a cell is ignored. In Calc the link works, but if more than one item is selected the cell's value is set to #N/A.

In Calc each option button has its own link to a cell, setting its value to true or false depending on whether the option is selected. In Excel the cell link returns the number of the selected option button.

## Relative addressing of sheets

---

In Calc it is possible to have relative addressing of sheets. As with column and cell references, the dollar sign is used to signify that the sheet name is absolute.

=`$Sheet2!$A$1` always refers to the first cell on sheet 2.

=`Sheet2!$A$1` when on sheet one and copied to another sheet will refer to the first cell of the next sheet.

This is not possible in Excel.

## Named ranges and “Natural Language” formulas

---

It is possible, in some versions of Excel, to have the same range name on different sheets. This is not possible in Calc. But, if the duplicated range name in Excel refers to the same cell in each case, then it can be simulated in Calc with a range name without the sheet being specified and thus the range name refers to the specified cell on the current sheet.

Calc does have “Natural Language.” This is where column or row labels are used (without defining them as range names) in a formula. In Excel, to refer to a cell, a space is used between the label names. In Calc an exclamation mark“!”(sometimes called pling) is used.

In Calc the names are enclosed in single quotes (done automatically by Calc if the label starts with a letter and only has alphanumeric characters). To turn this feature on or off use: **Tools > Options > Spreadsheet > Calculate > Automatically find column and row labels.**

## Array formulas

---

Calc supports array formulas (formulas entered using *Control+Shift+Enter*), but Calc can not have array constants in a formula. The work-around is to have the constant values in cells on a sheet and refer to them.

Some Excel array formulas seem to rely on the way that Excel is calculating a result in a non-documented way—such a practice is not a good idea even within Excel only, and certainly not a good idea when importing a file containing such a formula into Calc.

---

**Note** OpenOffice.org help refers to array functions as matrix functions.

---

## Optional parameters in formulas

---

Some formulas have more than one optional parameter at the end of the parameter list. In Excel it is possible to leave an optional parameter blank and specify a later parameter, but this is not possible in Calc.

For example, to calculate an annuity: in Excel the formula `=PV(0.05,10,100,,1)` returns \$810.78; in Calc `=PV(0.05;10;100;;1)` returns Err:511.

The work-around is to put values in for the missing parameters. For the above example, putting a zero in for the blank parameter returns the correct result for the annuity.

## Functions

---

### Statistical, engineering, and financial functions

In Excel some of the financial functions accept string parameters for dates; in Calc financial functions require a serial number, although you can simply type in the dates in date format without quotes.

### Analysis ToolPak functions

Whenever an Excel Analysis ToolPak function has the same name as a Calc function there is an equivalent in the Calc Analysis ToolPak function but with a trailing `_ADD`. This ensures compatibility with Excel but without changing the behavior of Calc's built-in functions.

For example, the functions `EFFECT` and `CONVERT` provided by the Excel Analysis ToolPak are named `EFFECT_ADD` and `CONVERT_ADD` in Calc and return the same results.

### Other functions not implemented or imported

Only two other Excel functions are not imported or implemented in Calc: `INFO`, and `GETPIVOTDATA`.

Excel does not support Calc's function `ARABIC` (reverse of `ROMAN`).

## DataPilot or Pivot Table

DataPilots are Calc's equivalent to Excel's Pivot Tables. However there are a number of limitations. Pivot tables import from Excel into Calc (although the cells don't have the PivotTable shading) but as soon as they are worked on these limitations become apparent.

The limitations are:

- There is no PivotChart facility, but a DataPilot can be used as the data source for a chart.
- The user interface allows a maximum of 8 fields in the data, row or column areas. (An alternative interface which allows more is available from <http://homepages.paradise.net.nz/hillview/OOo/> in a document called MyDataPilot.sxc).
- There is some ability to group data (for example, a date field grouping by week or quarter but not by month). The work-around is to create a new column with a formula for calculating the grouping, for example =Month().
- You can not define different formats for different fields.
- Calc can have formulas based on things like “Difference From” or “% of”, but can not have its own custom fields (work-around, create new columns to calculate the desired values).
- The Application Program Interface specification is incomplete for writing macros that work with DataPilots—for example; the ability to control, through another program such as OpenOffice.org's own macro language BASIC, whether the tables have grand totals or have access to DataPilot's created from external data.

## AutoFilter

---

There are a number of AutoFilter differences between Excel and Calc:

- There is only one AutoFilter active at a time, for a spreadsheet document, unless using database range names. The rows remain hidden but the drop-downs in the first row disappear on applying AutoFilter elsewhere. To have more than one AutoFilter active at the same time, define a database range name (**Data > Define Range**) for the data, then it is possible to have more than one AutoFilter active on the one sheet (which Excel can not do.)
- The remaining visible row numbers don't change color to warn you that there is a filter in place.
- Error values don't show as an option in the drop down lists when cells in the column have errors.
- In the drop down lists the equivalent to Excel's “Custom” is called “Standard.”



- The top 10 in the drop down list is literal, but to get the same degree of control you can use Standard and specify “largest”, “largest%”, “smallest” or “smallest%” in the condition field.
- Use regular expressions to specify criteria to select rows based upon the text in the cells. To do this:
  - 1) Choose “Standard” from the drop-down list.
  - 2) Click More so that the rest of the dialog is displayed.
  - 3) Check Regular expressions.

Table 16 has some examples to help an Excel user to use regular expressions.

Table 17: Example regular expressions for AutoFilter

<b>Excel custom command</b>	<b>Comparison Field</b>	<b>Equivalent Regular Expression</b>
Begins with x	=	^x.*
Does not begin with x	<>	^x.*
Ends with x	=	.*x\$
Does not end with x	<>	.*x\$
Contains x	=	.*x.*
Does not contain x	<>	.*x.*

The user is not limited to these regular expressions. They are included here to show how to achieve the same result for AutoFilter in Calc as can be achieved in Excel.

## Text to columns

You can not do this in Calc without external help. See <http://oocomacs.org/user.php#104183> for a macro to do this.

## Solver

There is no equivalent in Calc to the Solver add-in for Excel. But a working macro prototype has been developed and is available from [http://www.openoffice.org/issues/show\\_bug.cgi?id=8808](http://www.openoffice.org/issues/show_bug.cgi?id=8808).

Another option is available from <http://solver.linuxml.com/index.html>.

## Charts

---

Chart types that Excel provides that Calc doesn't:

- Bar of pie converts to a 2D - columns - normal
- Pie of pie converts to a 2D - columns - normal
- Radar filled converts to line radar
- Radar with markers—converts to 2D—net—normal but counter clockwise rather than Excel's clockwise
- Bubble charts convert to XY charts
- Surface Charts convert to Deep 3D bar charts

Other charting issues include:

- Charts are slower to update in Calc than in Excel.
- There are fewer axis options, such as no option for having an inverted y axis (negative at top towards positive at bottom).
- The data must be contiguous with the labels in the first row or column.
- To change the range, click on the border of the chart so that it is selected (green selection points) > **Right Click** > **Modify Data Range...**

## Number formats

---

There is no “accounting” format (with the currency symbol at the left edge of the cell). A workaround would be to have another column to the left that contains the currency symbol.

There is no predefined option for bracketing negative numbers. Use a custom format such as “\$#,##0.00 \_);[RED](\$#,##0.00)”.

## Grid lines and other view settings

---

In Excel grid lines are a property of a Worksheet. In Calc it is a document-wide option:

**Tools > Options... > OpenOffice.org Calc > View**

## Keyboard shortcuts

Table 18: Selected Excel and Calc default key shortcuts

Function	Excel Shortcut	Calc Shortcut
Rearranges the relative or absolute references (for example, A1, \$A\$1, \$A1, A\$1) in the input field	<i>F4</i>	<i>Shift+F4</i>
Edit cell comment (known as “notes” in Calc)	<i>Shift+F2</i>	<i>Control+F1</i>
Fill right	<i>Control+R</i>	No equivalent
Go to specific cell	<i>F5</i>	<i>F5</i> (shows Navigator)
Insert Function	No standard equivalent	<i>Control+F2</i>
Enter into all currently selected cells	<i>Control+Enter</i>	<i>Alt+Enter</i> <i>Alt+Shift+Enter</i> (also applies the cell format). In both cases cells must be contiguous.

## Hidden rows

There is no “select only visible rows” command. Selecting a block of cells with hidden rows and deleting will delete the hidden rows as well. Work-around: select each visible row manually before deleting. See IannzGotoSpecial.sxc available from <http://homepages.paradise.net.nz/hillview/OOo/> for a macro that can select only the visible cells.

## Navigator

The Navigator’s main use is for spreadsheet documents that have a lot of sheets. Right-clicking on sheet-selection controls doesn’t display a dialog for selecting a sheet, so using the Navigator is faster than scrolling through the sheets.

## Styles and Formatting window

Calc has two types of styles, cell and page. Right-click in the *Styles and Formating* window to create, modify, or delete styles.

## Function list

---

The *Function list* is a floating or dockable window that provides information about the available functions. It is an alternative to Functions Wizard. To view it: **Insert > Function List**.

## Error values

---

Some functions in Calc return cryptic error messages like Err:503. To get a message that is more meaningful you can select the cell with the error message then look at the right end of the *status bar*. In this case it will show “Error: Invalid floating point operation” (for example, division by zero).

There is also a full description for each error message found in **OpenOffice.org Help**.

## Conditional formatting and styles

---

Conditional formatting requires styles to be defined—use Styles and Formatting to do so.

To view a list of current styles for the sheet press *F3*, or use **Format > Styles and Formatting**.

## Working across spreadsheets, web pages and database data

---

### Working across spreadsheets

Contrary to the help, and other references, using the Navigator with a “Drag Mode” of Link does not access the contents of one spreadsheet in another.

To refer to the contents of cells in another spreadsheet document, or workbook, the syntax is *'url of other workbook'#\$sheetname.cellrange*. For example, on a Linux system:

`'file:///home/hillview/Documents/Tests/Address.xls'#$Sheet1.A1`

or, on a Windows system:

`'file:///C:/Documents/Tests/Address.xls'#$Sheet1.A1`

To input these links it is possible to:

- 1) Type in the formula up to the point where the link is required.
- 2) Select **Window >** [to select the desired document].
- 3) It isn't obvious that this is working but it is. Select the desired cell or range of cells.

- 4) Select **Window** > [select the original document].
- 5) Finish entering the formula.

What is disconcerting is that the value displayed is based on the value of the cell (or range of cells) when the linked document was last saved.

So, to check it, save the linked document and update the link in the document (**Edit** > **Links**) that contains the link.

---

**Note** To reiterate: these links do not update automatically!

To get them to update use **Edit** > **Links** > [select the desired link] > **Update**. The update works from the saved file—so if both files are open and the file that the link is based on is updated, that file must be saved before updating the link.

---

To have dynamic updating of data between two spreadsheets, do this:

- 1) Select and copy the range of cells to be linked to.
- 2) Change to the spreadsheet that requires the link.
- 3) **Edit** > **Paste Special** > **Link** (the checkbox down at the bottom left).

These cells will have dynamic access to the contents of the other sheet and the values returned can then be used in other formulas.

## Links to HTML data or other spreadsheets

To link to data on the Internet:

- 1) In a browser navigate to the desired page.
- 2) Copy the URL.
- 3) In Calc, **Insert** > **Link to External Data**.
- 4) Paste in the URL.
- 5) This step is not obvious: press *Enter*, wait a moment and the bottom list box (called Available tables/ranges) will show:
  - HTML\_all (the entire page)
  - HTML\_tables (all the tables on the page)
  - HTML\_1 (each table consecutively numbered on the page)
- 6) Select the desired option from the list box.
- 7) Optionally check the **Update every** checkbox and specify how often to update.

The same process can be used for linking to data in spreadsheets.

---

**Note** The source file must be saved before the update can take place. (In OOo AutoSaves overwrite the original file so, with AutoSaves turned on, this feature could be more useful than it first appears.)

---

## Links to database data

- 1) Display the *Data source viewer* (F4).
- 2) In the *Data Explorer* window, navigate to the desired table or query (if it isn't visible click **Explorer on or off**–left button in the *Data source toolbar*).
- 3) Drag the table or query onto the sheet (see the Data Sources chapter of the *Getting Started* guide for information about working with data sources, such as registering the data source).

## Printing

---

Calc and Excel have the same printing functionality, but the location of the settings is slightly different.

By default Excel only prints the active sheet. By contrast, Calc will print the entire spreadsheet by default. If you only want a portion of the spreadsheet to print, a print range must be specified first.

To define the print range (this is the equivalent of **File > Page Setup > Sheet** in Excel, first 3 fields):

- 1) **Format > Print Ranges > Edit...**
- 2) Select the desired range for each of the fields.
- 3) You can select noncontiguous areas for the print area, with each area being on a separate page. Each area is separated by a semicolon.

Calc provides a Page-break view.

- **View > Page break preview**

The other settings such as whether to have grid-lines are done through the page style:

- **Format > Page... > Sheet**

Print Options for suppressing blank pages and printing only the selected sheet(s) can be set:

- **Tools > Options... > Spreadsheet > Print**

---

**Note** We recommend having both the grid-lines and suppression of blank pages options set.

---

To print:

- 1) **File > Print.**
- 2) Click **Options** to change the settings for suppressing blank pages or only the selected sheet(s).
- 3) Other settings are the same as in Excel.

## Macros

---

Macros written in VBA for Excel do not work in Calc and macros written in Star Basic for Calc do not run on Excel. Re-writing of macros is required when moving spreadsheets between either application.

Some additional resources for writing Basic macros include:

“Porting Excel/VBA to Calc/StarBasic”

[http://documentation.openoffice.org/HOW\\_TO/various\\_topics/VbaStarBasicXref.pdf](http://documentation.openoffice.org/HOW_TO/various_topics/VbaStarBasicXref.pdf)

“StarOffice 6.0 Office Suite Basic Programmer's Guide”

<http://openoffice-et.sourceforge.net/abimaterjalid/oobasic.pdf>

A newer version (version 7) of the above Basic Programmer's Guide is available at

<http://docs-pdf.sun.com/817-1826/817-1826.pdf>

“Useful Macro Information for OpenOffice”, by Andrew Pitonyak

<http://www.pitonyak.org/AndrewMacro.sxw>

“OpenOffice.org Macros Explained ”, by Andrew Pitonyak

Available from the publisher: <http://www.hentzenwerke.com/catalog/oome.htm> or do a Froogle search to locate various e-tailers.

Andrew Pitonyak's web site for OOo macros: <http://pitonyak.org/oo.php>







## *Chapter 7*

# *Differences in Use between Impress and PowerPoint*

# Introduction

This document builds on the information given in *General Differences in Use between OpenOffice.org and Microsoft Office* by describing specific differences in use between Impress and PowerPoint.



Impress has undergone a complete overhaul between OOo 1.1.x and OOo 2.0.

## Accessing different views

Impress provides equivalent views to those provided by PowerPoint. The main difference is that Impress gives you quick access to all of its views from the main window (Figure 19).

The main window has three parts: the *Slides pane*, *Workspace*, and *Tasks pane*. The *Slides pane* allows you to do specific things to individual slides. The *Workspace* is where most of the work is done to create individual slides. The *Tasks pane* contains a group of four tasks which affect styles, the layout, animation, and transitions between slides in your presentation.

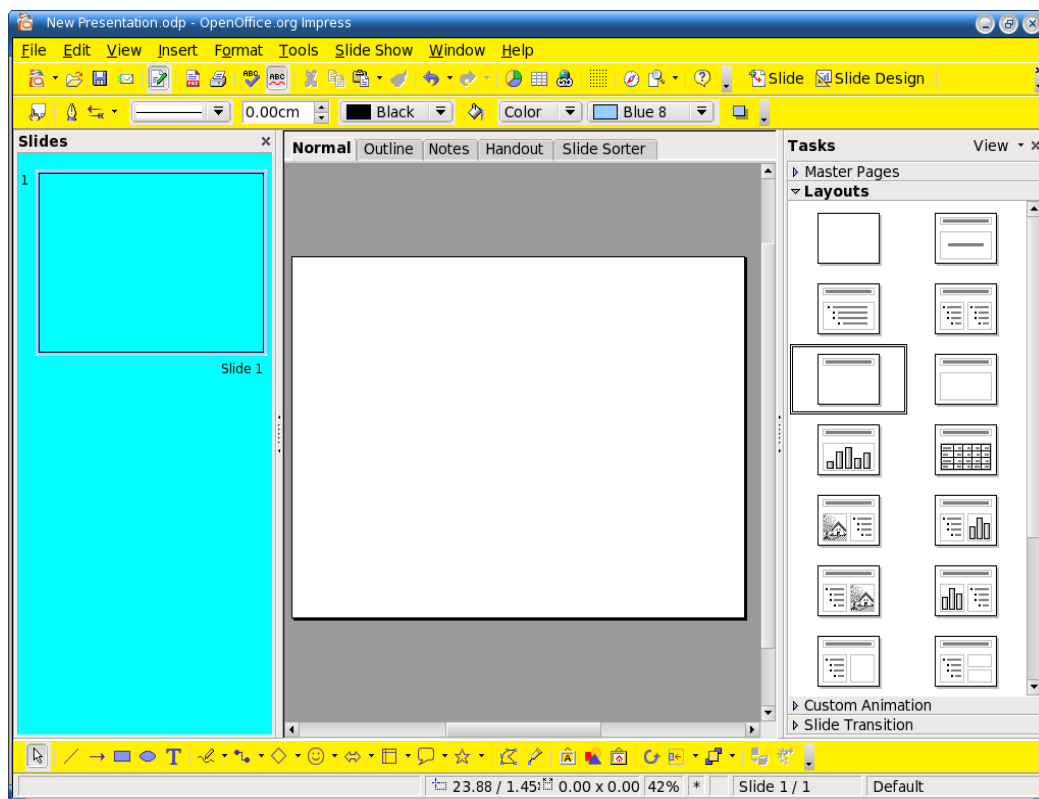


Figure 19: Main window of Impress

The views are summarized in Table 19.

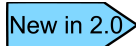
In PowerPoint the buttons for quickly changing the view are in the bottom left corner. In Impress the equivalent buttons are in the top center of the screen.



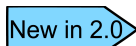
The view buttons have moved for OOo 2.0. They are now directly over the main editing area.

In PowerPoint the *Notes view* is only accessible from the *View* menu. In OOo, the *Notes view* is accessible at the top of the editing area.

To quickly access the *Master Slide view* in PowerPoint, you hold down the *Shift* key while clicking on the **Normal View** button. This action can not be performed in OOo.



In previous versions of OOo, the master view could be accessed easily from a button on the bottom of the window. Now, the only way to access and edit the master slide is to select **View > Master > Slide Master**.



The easy access button for layers is no longer present in OOo 2.0. Arranging objects between different layers is accomplished from the context menu.

Impress provides a *Handout view* for fine-tuning how handouts look. This is equivalent to (but more flexible than) PowerPoint's *Handout Master* option.

Table 19. Comparison of view names between PowerPoint and Impress.

<b>PowerPoint Name</b>	<b>Impress Name</b>	<b>Main use</b>
Normal	Normal	To edit the contents of the slide; both text and formatting.
Slide Sorter	Slide Sorter	To arrange the order of the slide show
Slide Show	Slide Show	Starts the presentation from the current slide
Outline	Outline	To edit the text, but none of the formatting.
Notes Page	Notes Page	To append notes to a slide
Master > Handout	Handout Page	To change the number and position of multiple slides to be printed on a page
Master > Slide	Master > Slide	To place and modify those things that are consistent in all slides in the presentation

## Color gradients and borders

---

Impress does not support some of the formatting features that PowerPoint does. For example it does not support three-color gradients, double and triple borders, or round-dotted borders.

When importing PowerPoint slides, Impress changes three-color gradients to two-color, double or triple borders to single and round-dotted borders to square dots.

To improve the results of the import, make any necessary adjustments in PowerPoint before importing files into Impress. Change three-color gradient fills to two-color. Change double or triple border lines to a single border line with suitable width. The round-dotted border lines that are mapped to rectangle-border lines, during import, will closely resemble the original line style in PowerPoint so that manual editing should not be necessary.

## Multimedia

---

### Narration

Voice-over narration is not supported by Impress.

There are no settings for multimedia custom animations, such as the ability to play a sound for the next few slides.

### Sound

Sounds can be added in Impress using **Insert > Movies & Sound**, however sounds only play for the slide they associated with. You can not insert background music for the whole presentation in Impress.

## Chart animations

---

There is no facility in Impress for *Chart Effects*, as there is in PowerPoint, such as presenting a series or category at a time. On import the charts simply appear. A workaround is to have multiple copies of the chart with each one set up to display as desired.

A feature in OOo 2.0 can be selected from **Insert > Animated Image** to help in the creation of chart animations. It also allows you to group several still images into one animated image.



**Insert > Animated Image** is a new feature that allows you to group several still images into one animated image.

## Pack and Go

---

This feature in PowerPoint allows a PowerPoint file to be saved to a CD, or split up over several floppy disks, and assures that all related files are included. This feature does not exist in Impress, nor can Impress open such files.

Impress can export a show to a Flash file. PowerPoint can not.

## Fields

---

Impress date fields are exported as text, so they do not automatically update.

Fields are shown with a gray background when editing so that they are recognizable as fields.

## Action settings and interaction

---

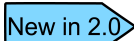
PowerPoint provides action settings (jump to slide, run program) for *mouse overs*. Impress does not have that option except *on mouse click*. Therefore PowerPoint mouse overs get mapped to mouse clicks. PowerPoint has an option for highlighting the object on mouse click or mouse over; Impress does not have that so it gets ignored on import. However you can click on Internet hyperlinks during a presentation.

## Animating a slide show

---

### Custom animations

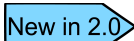
Impress has custom animations that are equivalent to custom animations in PowerPoint. Applying animations in Impress is very similar to PowerPoint.



In OOo 2.0 the terminology for animations has changed. What were *Effects* in OOo 1.1.x are now called *Custom Animations* in OOo 2.0.

To access custom animations select either **Slide Show > Custom Animation** or click on the words *Custom Animation* in the task pane.

To add an animation, select the object to be animated and then click **Add**. A dialog box, shown in Figure 20, appears.



OOo Impress 2.0 now has a task pane. From the task pane many of the common formatting options can be accessed: Master Pages (Slide Designs in PowerPoint), Layouts, Custom Animation, and Slide Transition.

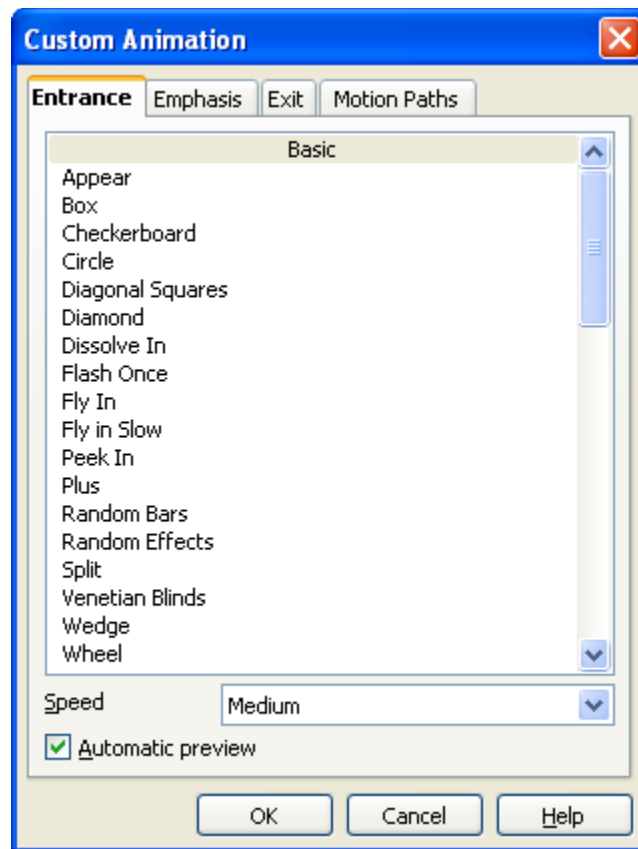


Figure 20: Slide show custom animation dialog

You can choose between Entrance, Emphasis, Exit, and Motion Paths effects. If you scroll down the list you will find Basic, Moderate, Exciting, and Special as categories effects.

## Differences in animation effects

On export or import of either Impress or PowerPoint files the names of the effects change. However, the result and appearance are essentially the same. See Table 20.



In OOo Impress 2.0, you can have multiple animation types in one text box. In OOo Impress 1.1.x, you were limited to only one animation type per text box.

Table 20. Comparison of animation effects names between PowerPoint and Impress.

<b>PowerPoint</b>	<b>Impress</b>
Appear	Appear
Blinds	Venetian Blinds
Box	Box
Checkerboard	Checkerboard
Diamond	Diamond
Crawl	Fly In Slow
Dissolve	Dissolve
Flash once	Flash Once
Peek	Peek
Random Bars	Random Bars
Spiral	Spiral In
Split	Split
Stretch	Stretchy
Strips	Diagonal Squares
Swivel	Swivel
Wipe	Wipe
Zoom	Zoom
Random effects	Random Effects

## Slide transition effects

In the same way that object animations have a mapping between PowerPoint and Impress, slide transitions also have different names between the programs as summarized in Table 21.

*Table 21. Comparison of slide transition names between PowerPoint and Impress.*

<b>PowerPoint</b>	<b>Impress</b>
Blinds Horizontal	Venetian Blinds Horizontal
Blind Vertical	Venetian Blinds Vertical
Box In	Box In
Box Out	Box Out
Checkerboard Across	Checkerboard Down
Checkerboard Down	Checkerboard Across
Cover Down	Cover Down
Cover Left	Cover Right
Cover Right	Cover Left
Cover Up	Cover Up
Cover Left Down	Cover Left Down
Cover Right Down	Cover Right Down
Cover Left Up	Cover Left Up
Cover Right Up	Cover Right Up
Cut	No equivalent transition
Cut through Black	No equivalent transition
Dissolve**	Dissolve
Fade Through Black	Fade Through Black
Random Bars Horizontally	Random Bars Horizontal
Random Bars Vertically	Random Bars Vertical
Split Vertical In	Split Vertical In
Split Vertical Out	Split Vertical Out
Strips Left Down	Random Bars Vertical
Strips Left Up	Random Bars Vertical
Strips Right Down	Random Bars Vertical
Strips Right Up	Random Bars Vertical
Uncover Down	Uncover Down
Uncover Left	Uncover Left
Push Right	Push Right



## Fitting text to a frame

Fitting text to the frame, or a text box, in the two programs behaves differently. In PowerPoint, the program automatically resizes the font proportionally as the text exceeds the size of the text box.

In Impress, if the option **Fit to frame** has been selected, the program allows text to be typed outside of the text box. When you select another object, signifying that typing has finished, Impress resizes the text as if it were resizing a picture. This often leads to compressed and unattractive text.

The best way to avoid this effect is to keep the text within the text box.

To change the **Fit to frame** property in Impress:

- 1) Click on the text frame to select it.
- 2) Right-click on the text area and select **Text** in the pop up menu. The **Text** dialog opens.

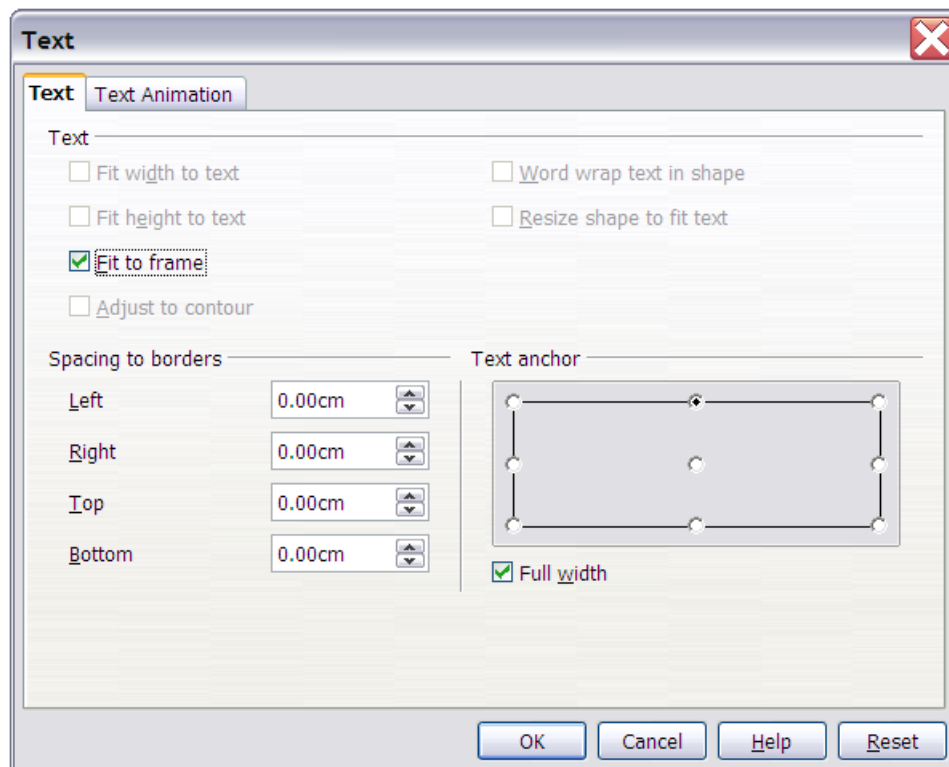


Figure 21: Changing the "Fit to frame" property

- 3) On the **Text** tab are options to automatically adjust frame size or font size as follows:
  - *Fit width to text* resizes the text to fit the width of the drawing or the text object.
  - *Fit height to text* resizes the text to fit the height of the drawing or text object.
  - *Fit to frame* resizes the text to fit the entire area of the drawing or text object. To be able to check this option the other two options must be unchecked.





## *Chapter 8*

# *Customizing OpenOffice.org*

## Customizing toolbars

Using the *Alt* key to drag icons on the toolbars does not work in OpenOffice.org 2.0. The other concepts for customizing the toolbars in OpenOffice.org are similar to those in Microsoft Office. The specific steps are outlined below.

### Customizing toolbars

You can get to the toolbar customization menu in three ways:

- **Tools > Customize > Toolbars** tab.
- Click the arrow at the end of any toolbar and choose **Customize Toolbar**.
- **View > Toolbars > Customize > Toolbars** tab (same as Microsoft Office).

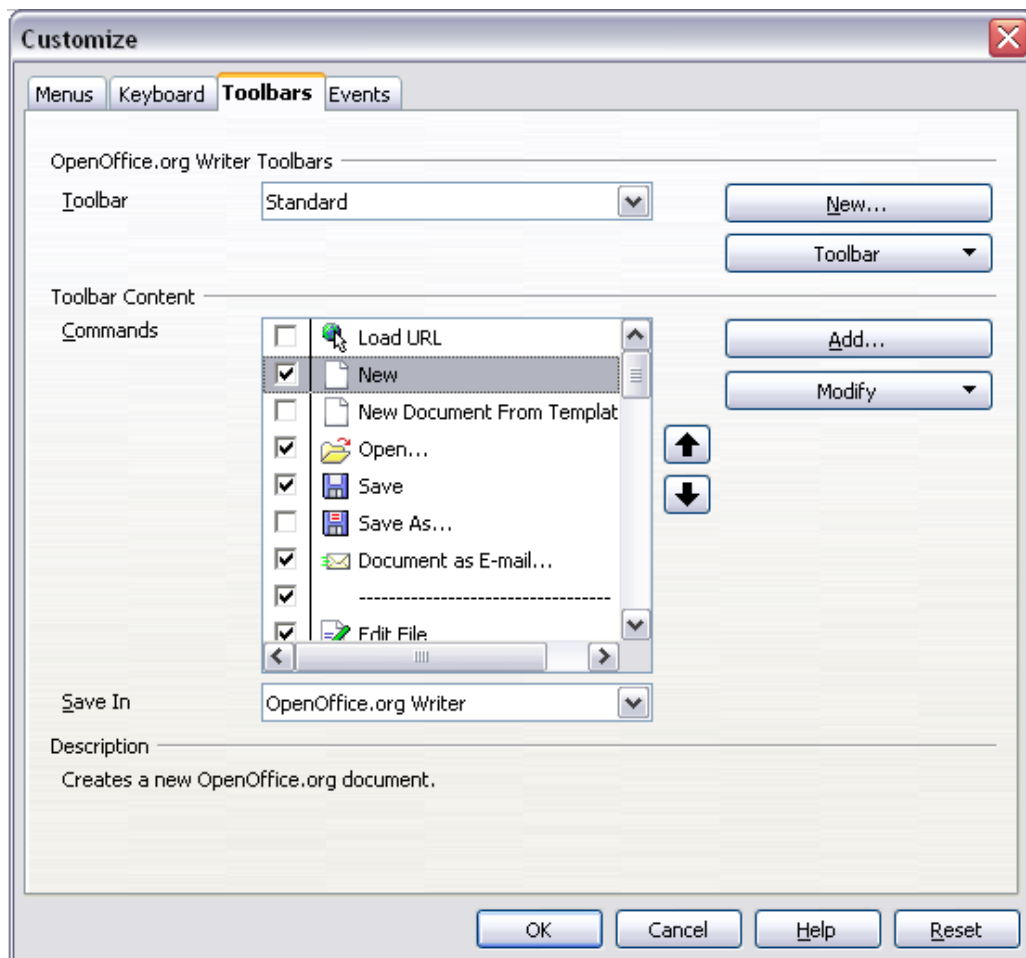


Figure 22. The Toolbars tab of the Customize window

However, rather than dragging buttons onto the toolbar as is required in Microsoft Office, you need to use the Customize dialog (Figure 22):

- 1) **OpenOffice.org <name of the program (example: Writer)> Toolbars:** Activate the drop-down list to select the toolbar.
- 2) **Toolbar Content:** The checkboxes determine whether the button gets displayed or not.
- 3) The **Move Up** or **Move Down** buttons change the order.
- 4) If the function you require is not already listed for the toolbar, use the **Add** button to insert it.
- 5) Use **Modify** for things like changing an icon, renaming, or restoring the default settings.

---

**Note**      There is no in-built tool-button editor. To use a custom icon, save it to the {install path}/share/config/symbol directory in \*.bmp format. OOo automatically searches this directory for new icons each time the Customize Buttons dialog is opened. Custom icons must be 16 x 16 pixels in size and cannot contain more than 256 colors.

---

## Creating a new toolbar

To create a new toolbar:

- 1) Select **Tools > Customize > Toolbars** tab.
- 2) Click **New** to display a dialog where you can name the new toolbar. Click **OK**.
- 3) Customize the new toolbar as above.

## Customizing menus

Customizing menus is not significantly different in OOo than in Microsoft Office. The specific steps are outlined below. You can even set the menu font to be the font used by the system.

### Customizing menu content

To customize menu content:

- 1) Select **Tools > Customize > Menus** tab (Figure 23).
- 2) In the Save In drop-down list, choose whether to save this changed menu for the application (for example, Writer) or for a selected document.
- 3) In **OpenOffice.org <name of the program (example: Writer)> Menus**, select the menu you want to customize in the **Menu** drop-down list.

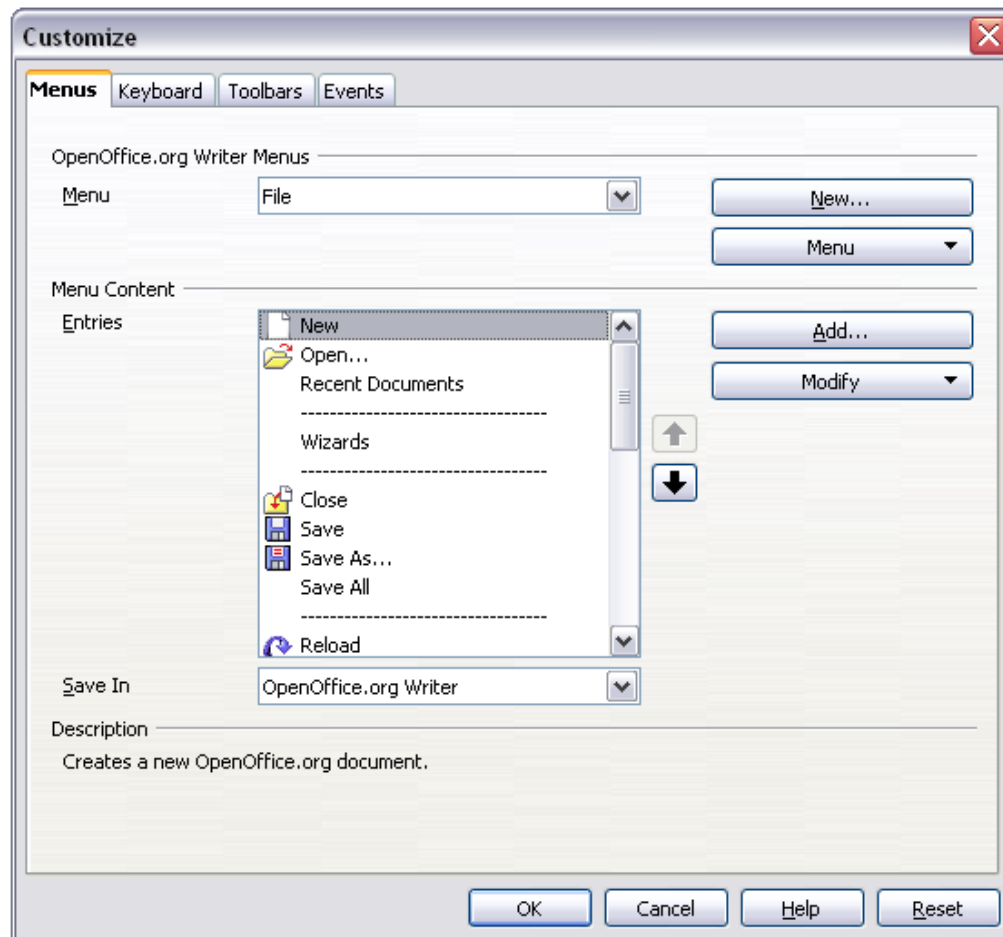


Figure 23. The Menus tab of the Customize dialog

To add a function:

- 1) **Menu Content:** Select the top level menu entry.
- 2) Click the **Add** button.
- 3) Select in the Add Commands dialog the new menu item using the **Category** and **Command** list boxes.
- 4) Click **Add** to insert that function into the menu. When finished, click **Close**.

## Customizing the menu font

The font used in OOo for menus is different from that used in Microsoft Office, which is the system font. If you want to change the font to the one used in Office:

- 1) **Tools > Options > OpenOffice.org > View.**
- 2) Check **Use system font for user interface.**
- 3) Click **OK.**

## Customizing shortcut keys

Customizing shortcuts keys requires a different procedure from that used in Microsoft Office. In OOO use the following steps:

- 1) **Tools > Customize > Keyboard** tab.
- 2) On the Keyboard tab of the Customize dialog (Figure 24), select the desired shortcut key in the top list box labeled **Shortcut keys**.

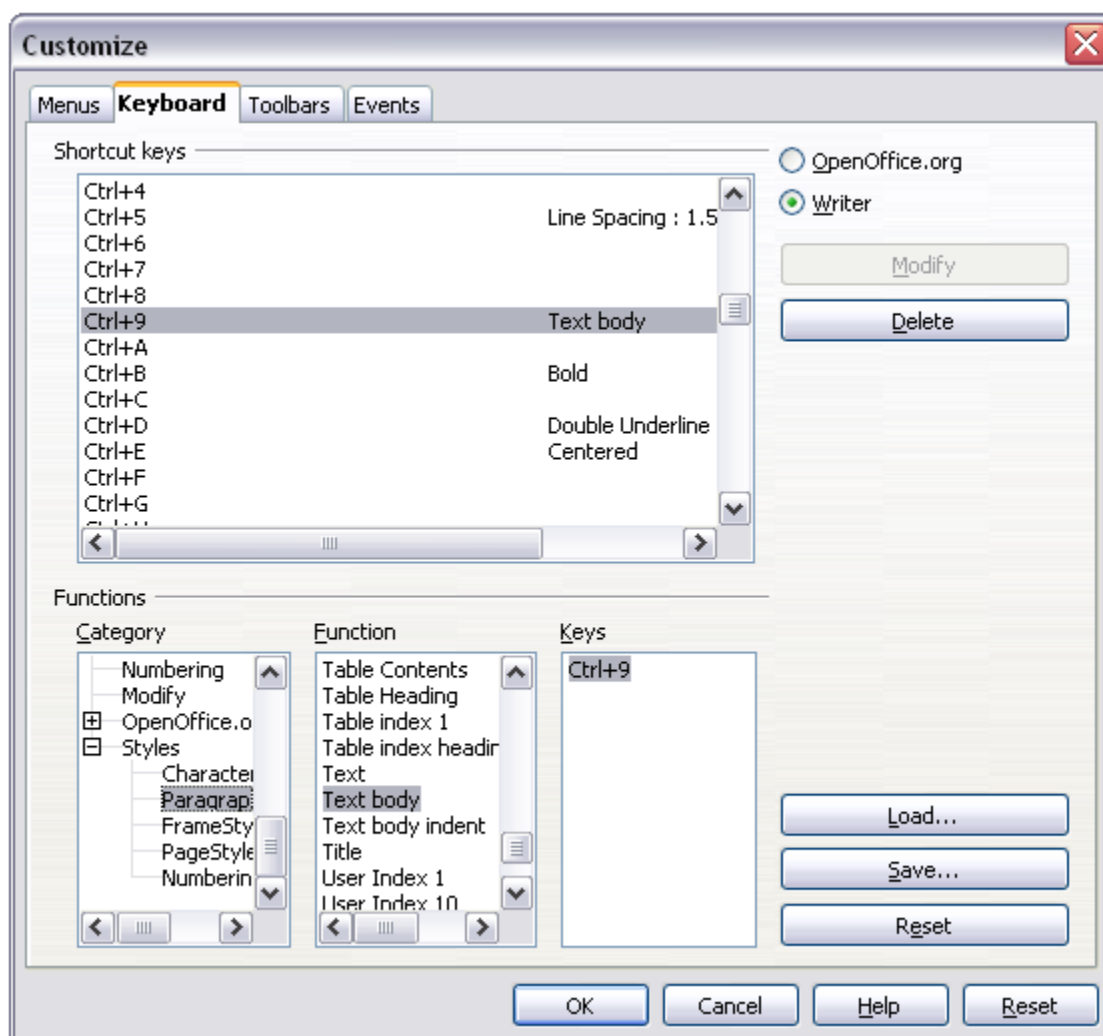


Figure 24. Defining keyboard shortcuts for applying styles

- 3) Select the **Category**, for the command, and the actual **Function** in the bottom list boxes.
- 4) In the top right corner of the dialog, select whether the shortcut key is to be OOO-wide or just for the current application (Writer for example).
- 5) Click **Modify**.

---

**Note** The *Alt* key is not available for shortcut keys. A macro that overcomes this limitation is in `AltKeyHandler.sxw`, available from <http://homepages.paradise.net.nz/hillview/OOo/>.

---

## Customizing word entry and editing

---

### AutoCorrect/AutoFormat

A feature in OOo is the ability to have exceptions for AutoCorrect/AutoFormat rules. For example, you can have “Correct TWo INitial Capitals” in operation but exclude situations where two capitals are desired, like OOo. To set up exceptions:

- 1) **Tools > AutoCorrect.**
- 2) Click on the **Exceptions** tab (Figure 25).

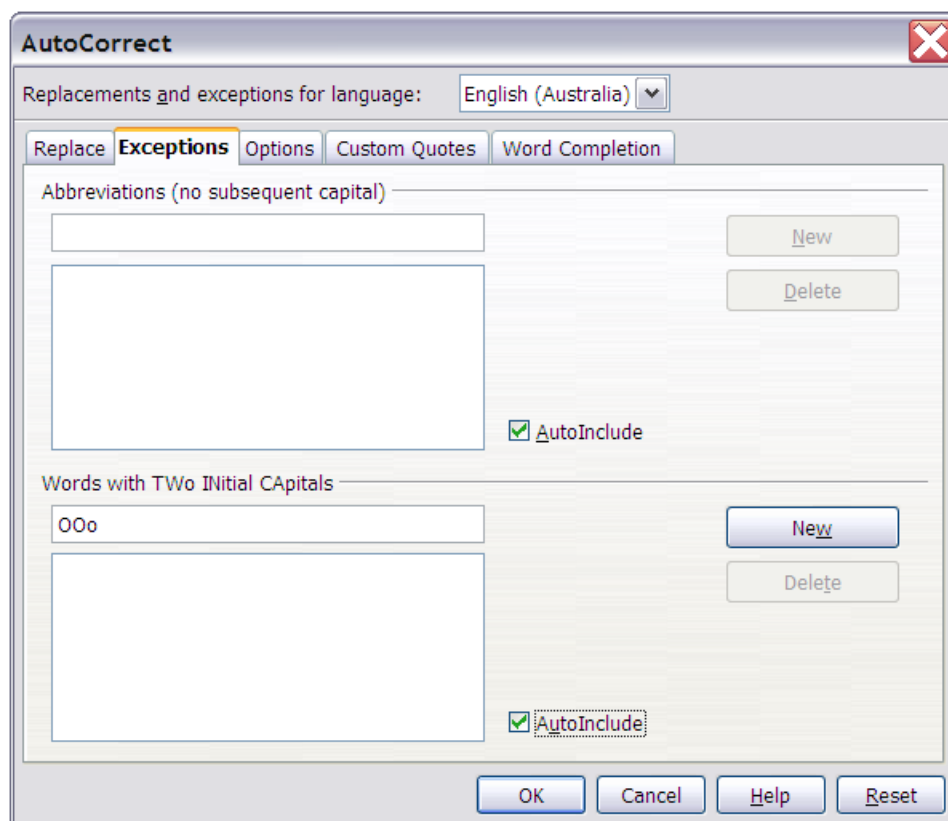


Figure 25: Exceptions tab of AutoCorrect dialog



## Undo and redo

To specify how many “undos” are available:

**Tools > Options > OpenOffice.org > Memory > Number of steps.**

## Checking spelling

To set up the Spellcheck options in OpenOffice.org, use:

**Tools > Options > Language Settings > Writing Aids**

The Spellcheck options are consistent across all OOo applications.

---

<b>Note</b>	Unlike the default dictionaries, custom dictionaries are not compressed. Using too many custom dictionaries, or those containing more than 1000 entries, reduces performance while proofing.
-------------	--

---

## Installing other language dictionaries

To install dictionaries of other languages select **File > Wizards > Install new dictionaries**. An OOo document will open with links to different languages that you can install. Follow the prompts to install them.

## Security settings

---

To set up virus protection for macro and Java security settings, use:

**Tools > Options > OpenOffice.org > Security**

For other security-related issues, see Password Protection and Privacy Options in the chapter “General Differences in Use between OpenOffice.org and Microsoft Office”.

## Personal settings

---

To find out where these customizations are stored, use:

**Tools > Options > OpenOffice.org > Paths**

The dialog shows that the information, by default, is stored in a folder called “user”.

## Storing configurations in a template

---

This section describes how to store changes to menus, keyboard shortcuts, the status bar and toolbars in a template so that the customizations are automatically loaded when you work on a document based on that template.

- 1) Create and save the template that is to have the configurations saved into it. A back-up of the template, without the configuration changes, is a good precaution too.
- 2) Make the desired changes to the configuration. (See “Customizing menus”, “Customizing toolbars” and “Customizing shortcut keys” above.) Note that any changes you do not want as standard will have to be undone.
- 3) **Tools > Customize.**
- 4) At each step of customization of the template, that is for each tab of the dialog that you want to change, choose the desired template (the one first created and saved in step 1) and click **Save**.
- 5) Overwrite the file—the warning message that is displayed can be ignored.
- 6) Undo the pre-existing changes that are not wanted (as was noted in step 2).