OpenOffice.org

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Headers & Footers

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Print Preview

Printing Documents

Differences between Word and OpenOffice

Features that may be implemented differently

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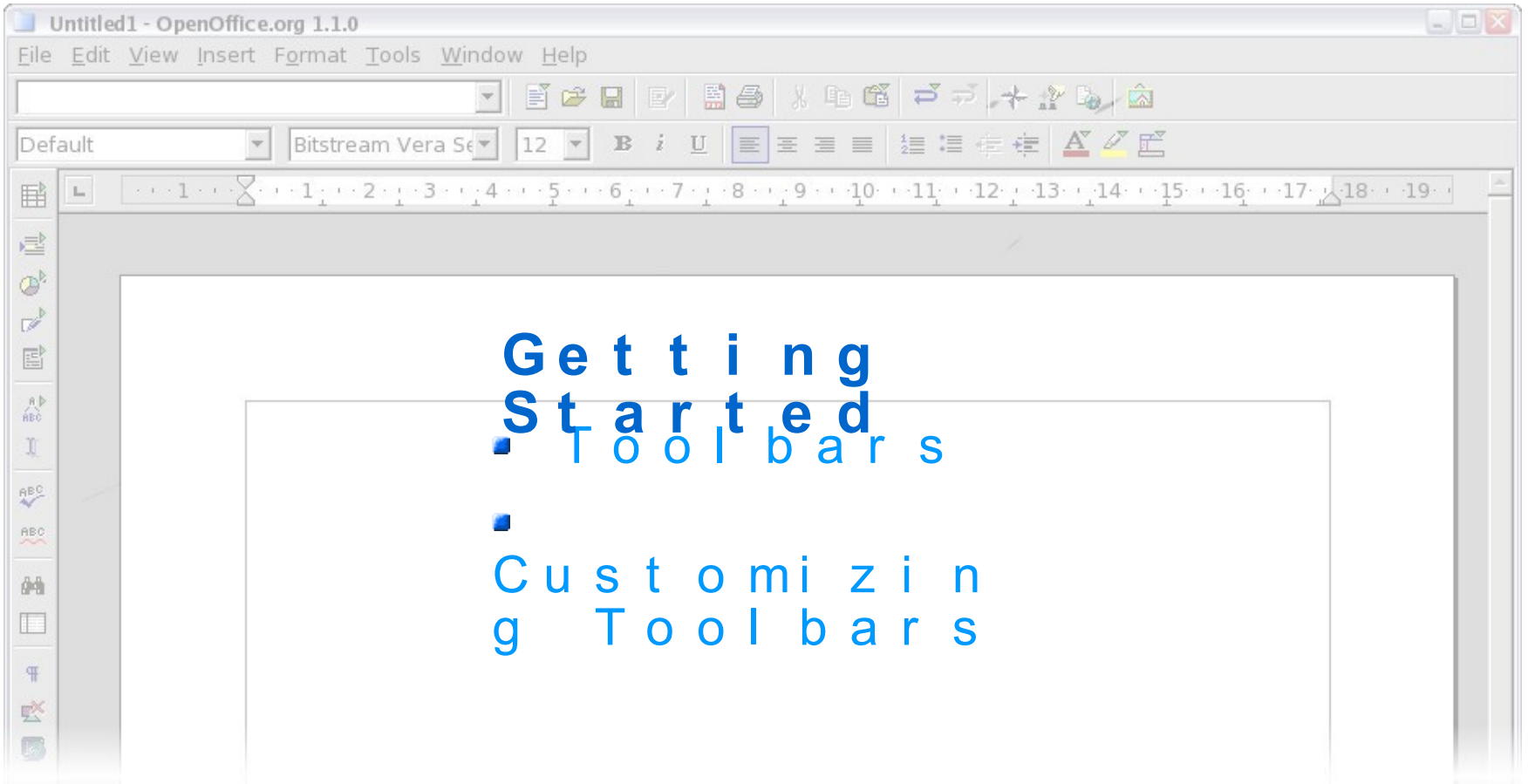

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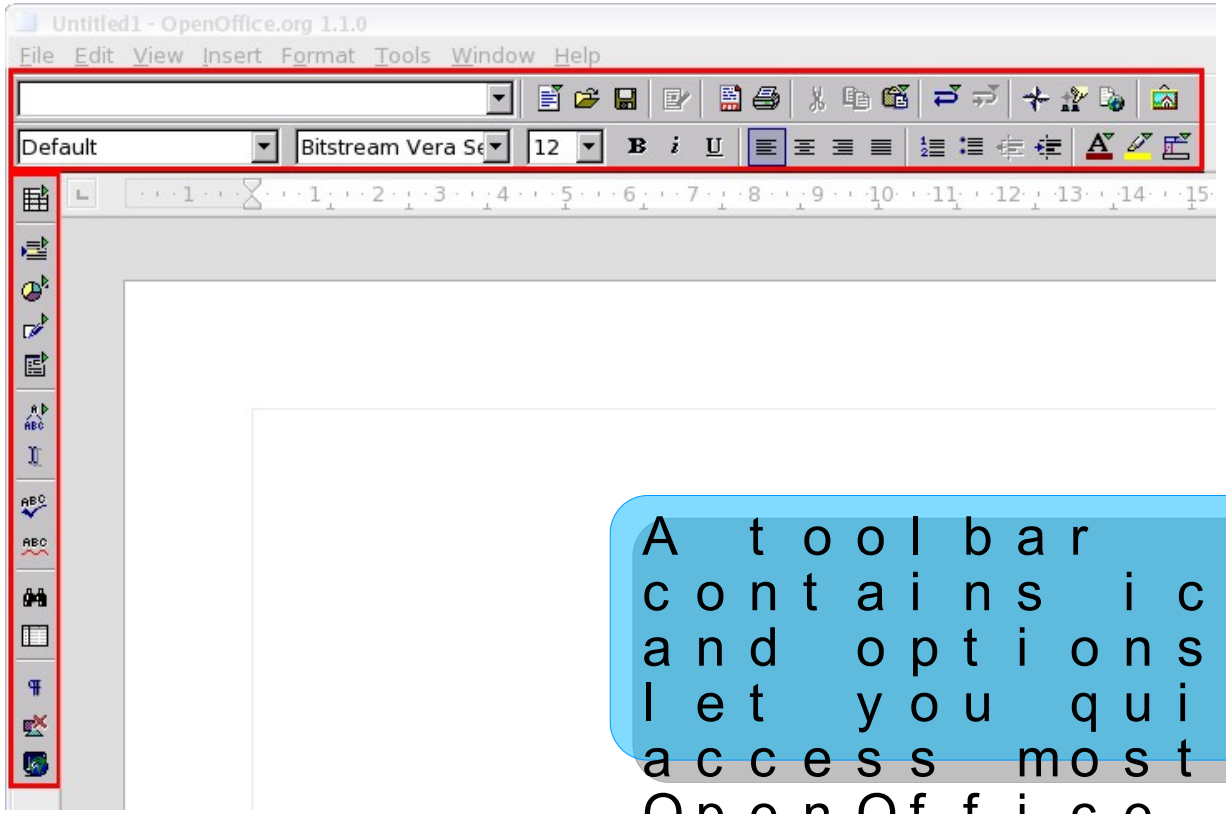
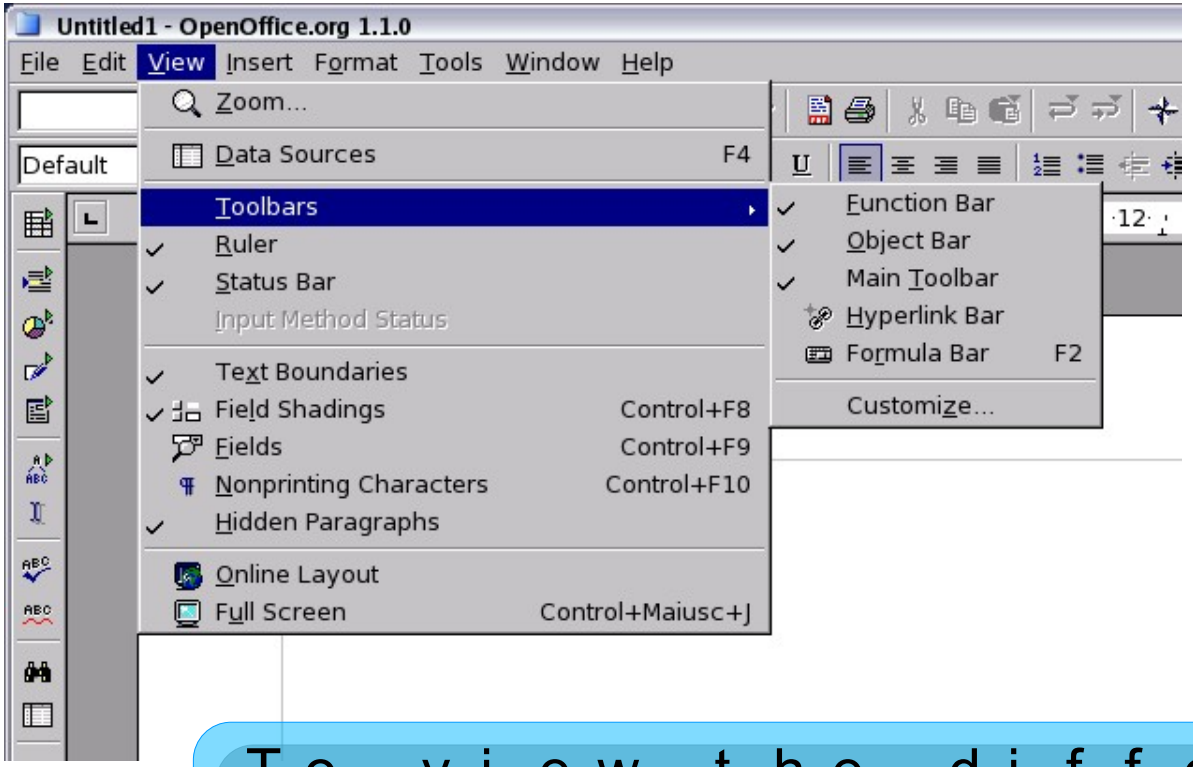
Getting Started

Toolbars



A toolbar contains icons and options that let you quickly access most OpenOffice.org commands.

Getting Started
Toolbars

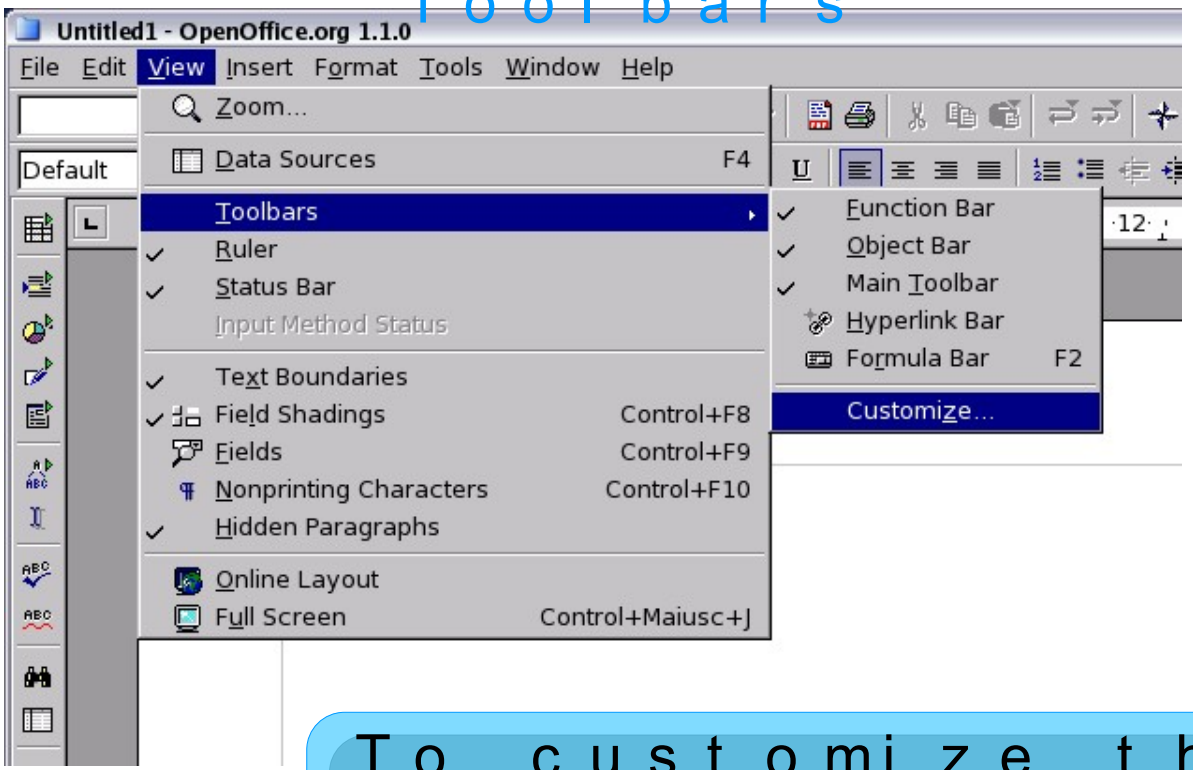


To view the different toolbars available, go to the View Menu and select Toolbars.

To deselect a toolbar with a check next to it, highlight the choice and click to uncheck.

Getting Started

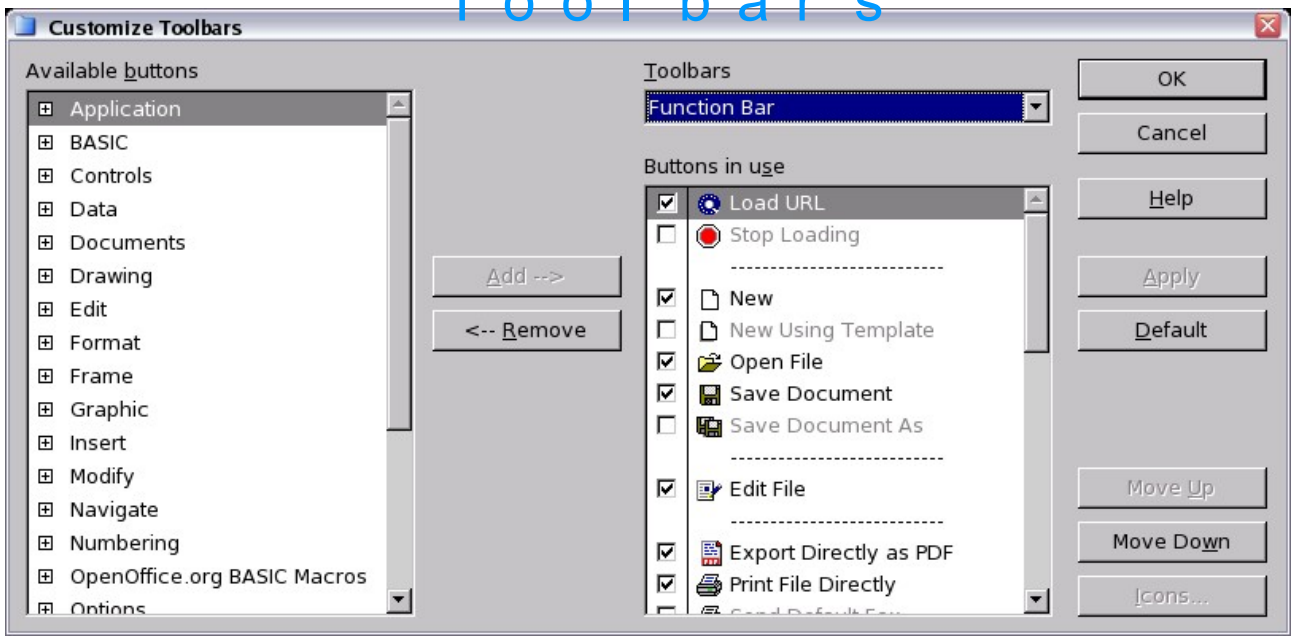
Customizing Toolbars



To customize the toolbars to your preferences, go to the View Menu, select Toolbars and click on Customize.

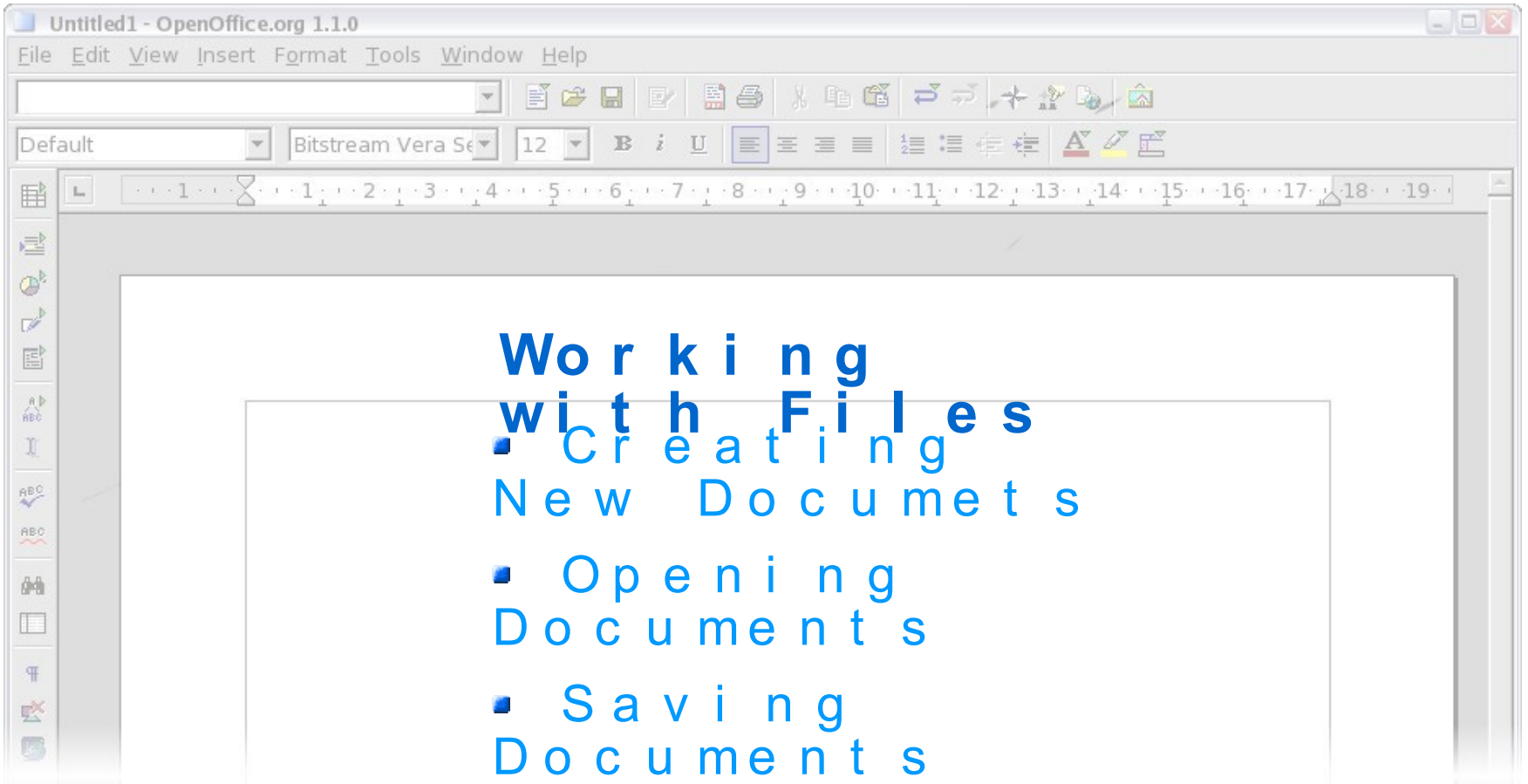
Getting Started

Customizing Toolbars



Buttons in use
Lists the available buttons for the toolbar selected in the Toolbars box. To display a button, select the check box next to the name. To hide a button, clear the check box.

Availables buttons
Displays a list of buttons by category. Click the (+) press Plus (+) to view the a category. To add a selected button to a toolbar, choose the toolbar in the Toolbars box and then click Add.



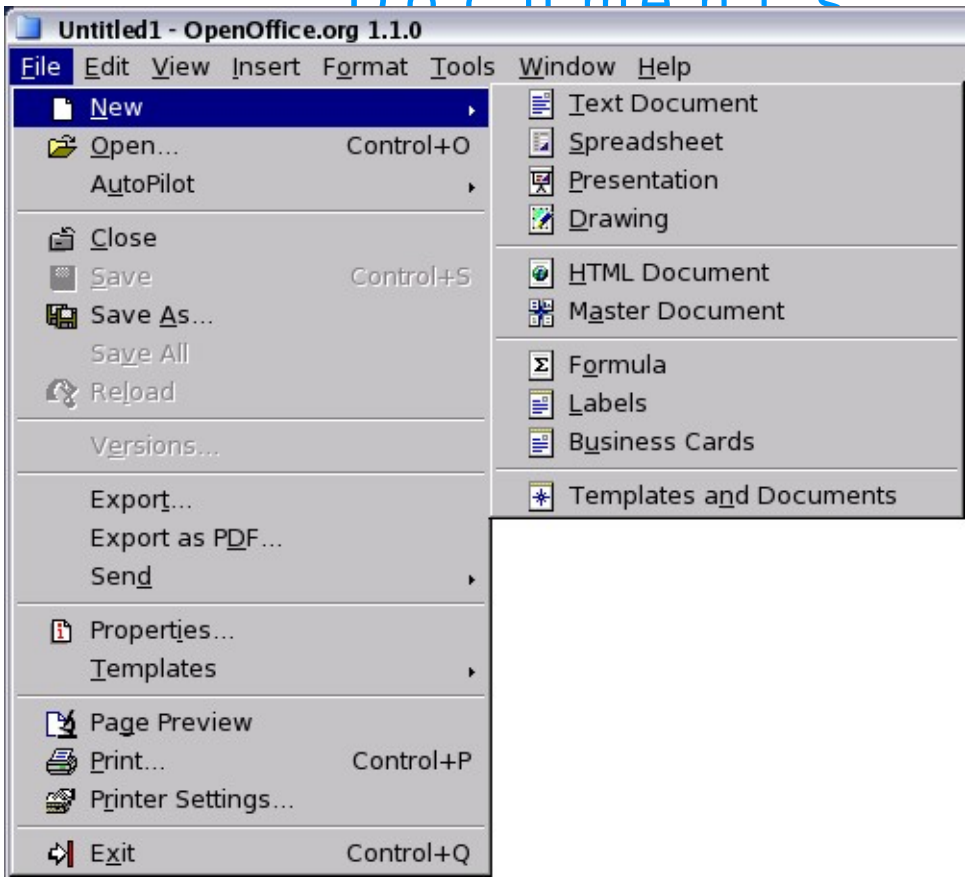
Working with Files

- Creating New Documets
- Opening Documents
- Saving Documents

OpenOffice.org

Working with Files

Creating New Documents



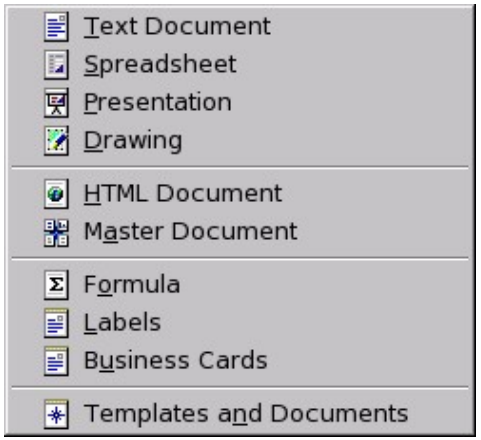
There are three ways to create a new document:

- Using the shortcut keys, press (Ctrl)(N)
- Click the New icon
- Go to the File Menu and select New.

You are given a choice as to what type of file you would like to

Working with Files

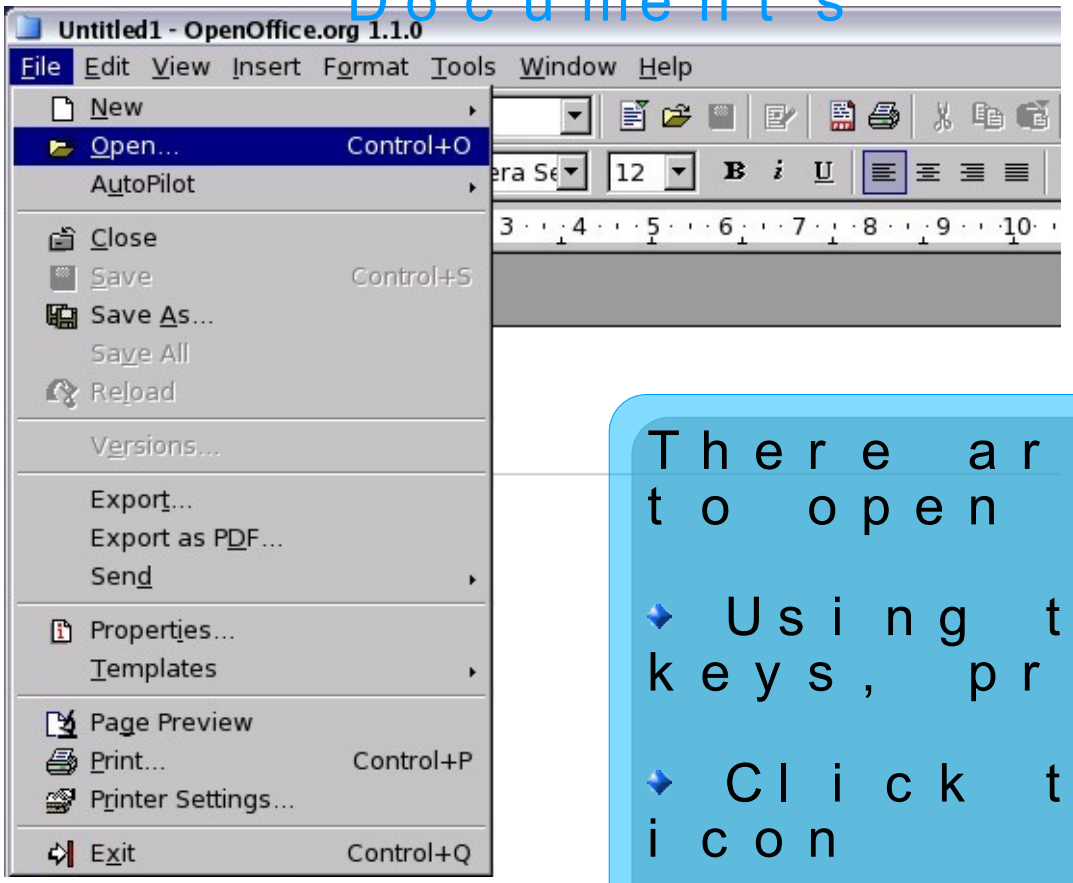
Creating New Documents



Text Document : Creates a new text document.
Spreadsheet : Creates a new spreadsheet document.
Presentation : Creates a new presentation document. The AutoPilot Presentation dialog will automatically appear if you have not already selected it.
Drawing : Creates a new drawing document.
HTML Document : Creates a new HTML document.
Master Document : Creates a new master document.
Formula : Creates a new formula document.
Labels : A dialog for creating new Labels is called up. The templates are taken from text documents.
Business Cards : A dialog opens which is used to create new Business Cards. The template is a text document.

Working with Files

Opening Documents



There are three ways to open a document:

- Using the shortcut keys, press (Ctrl)(O)
- Click the Open File icon
- Go to the File Menu and select Open.

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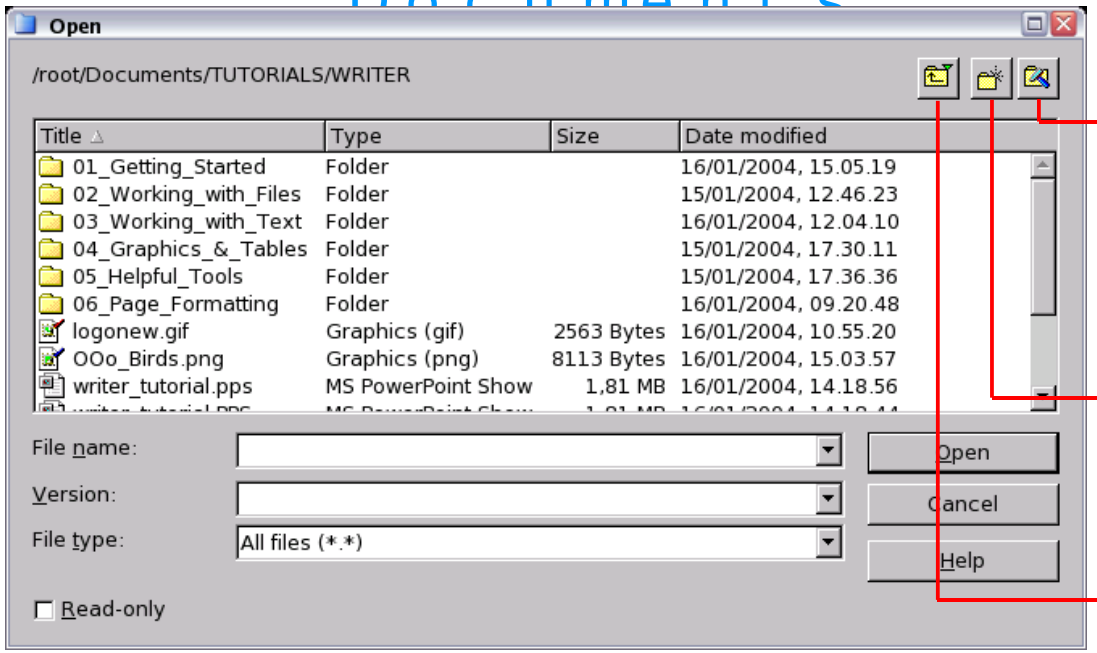
Working with Files

Opening Documents



This button displays the files in the default user directory.

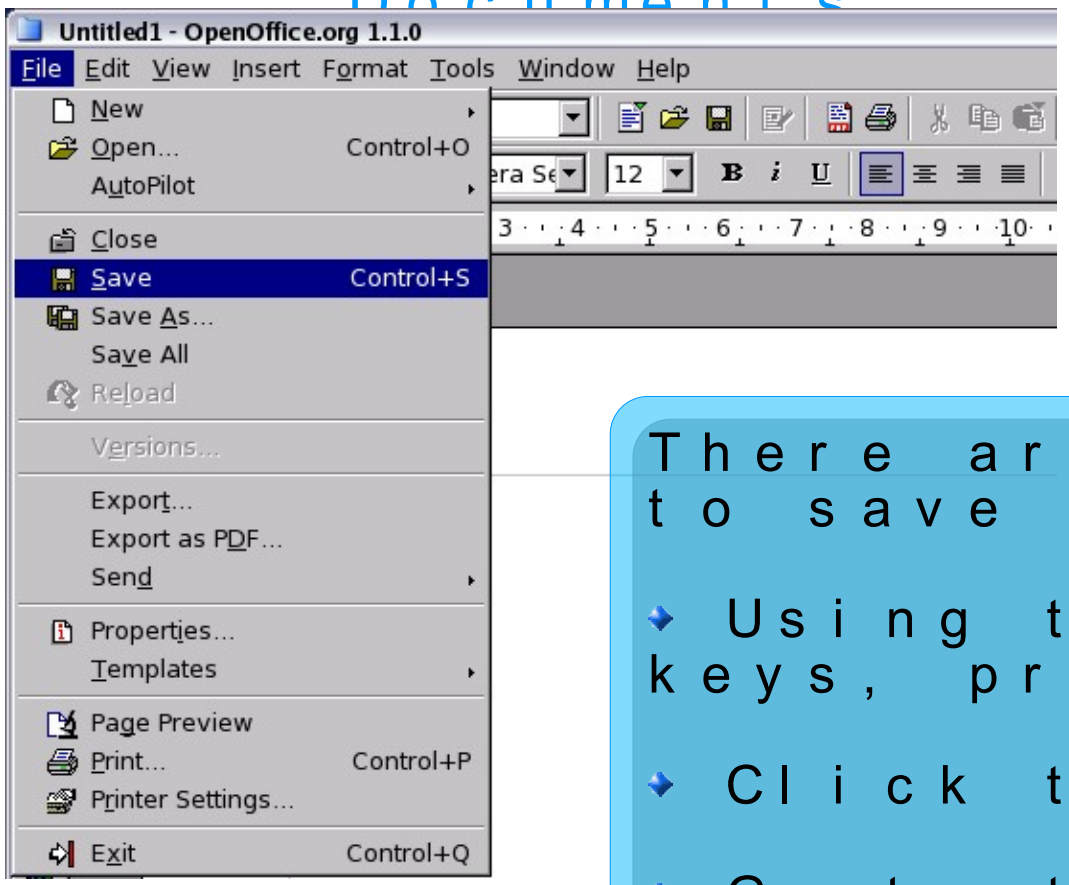
This button creates a new directory.

Browse folders and select the file to open, then press the Open button. You can also open a document in read-only mode checking the appropriate box.

This button moves up one directory

Working with Files

Saving Documents



There are three ways to save a document:

- Using the shortcut keys, press (Ctrl)(S)
- Click the Save icon
- Go to the File Menu and select Save.

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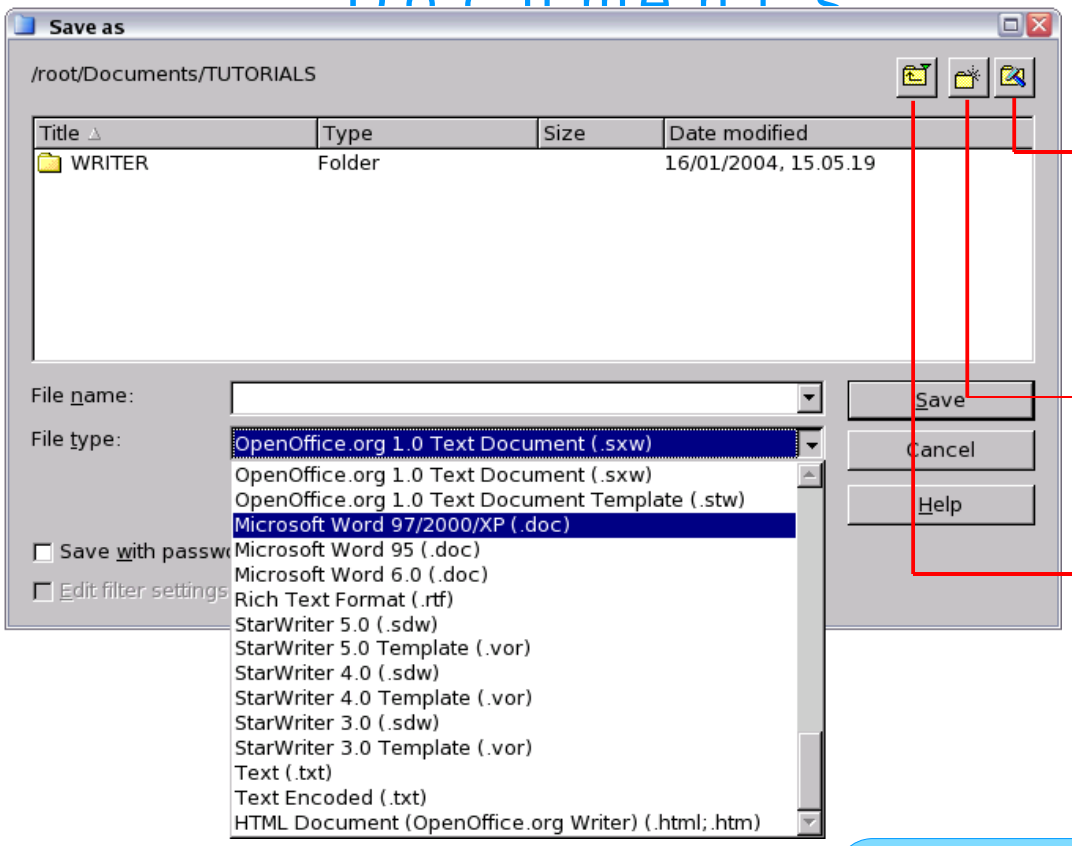
Working with Files

Saving Documents



This button displays the files in the default user directory.

This button creates a new directory.

This button moves up one directory in the hierarchy.

Type the name of the document, select the file extension and then click Save.

Working with Files

Saving Documents

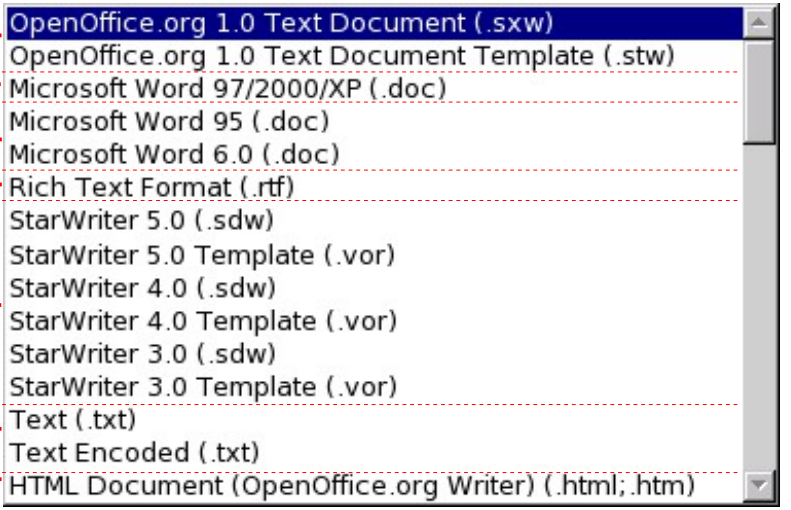
The .sxw is the default file format for OpenOffice

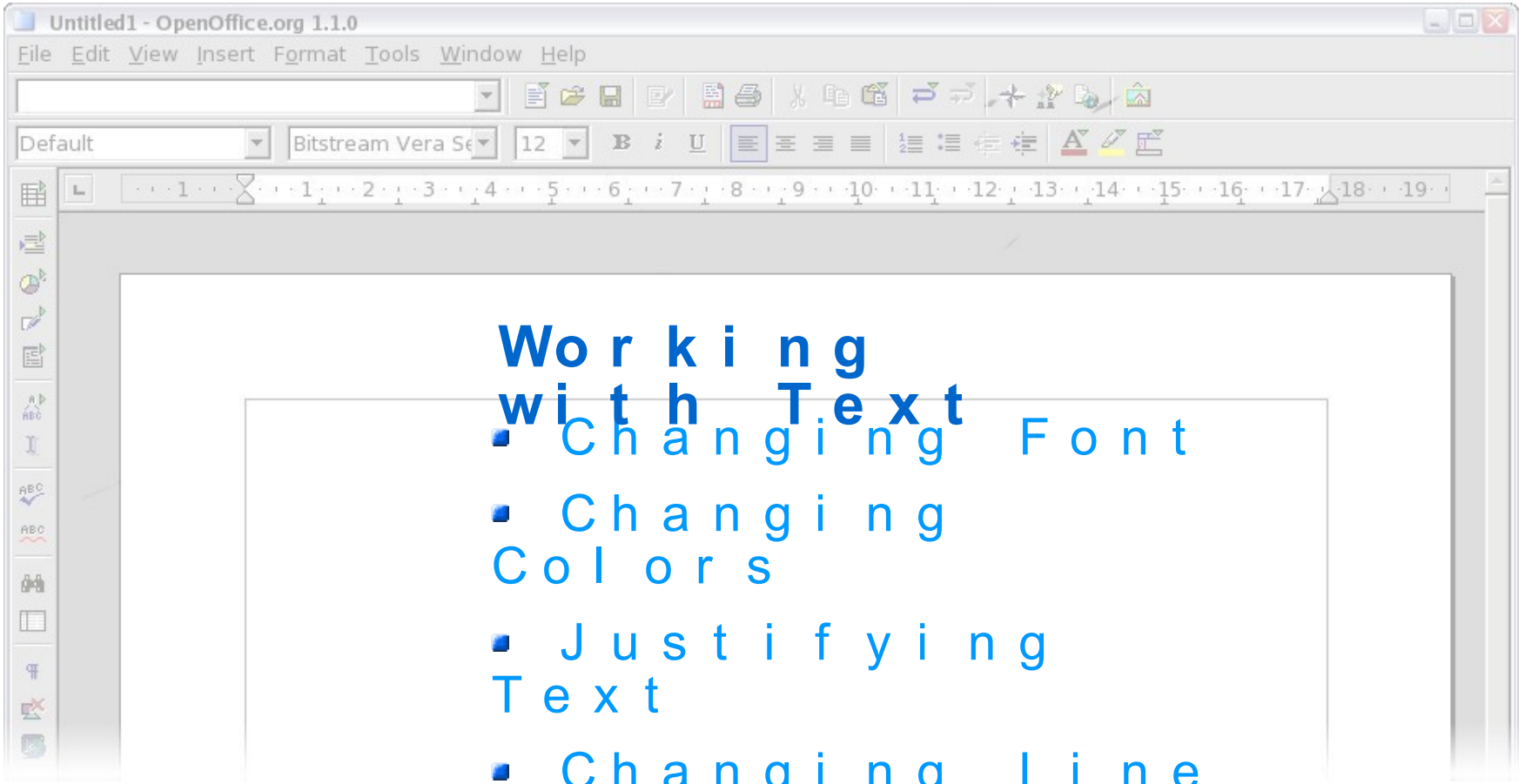
The .doc (Word 97/2000/XP) is the format that should be chosen when preparing documents for compatibility with most Windows desktops

Word 95 and Word 6.0 are deprecated, and used only for compatibility with older applications

RTF can be used to exchange documents with nonstandard applications; preserves only a limited amount of formatting, and should be used only when no other option is available

StarWriter (3.0 to 5.0) are used for compatibility with





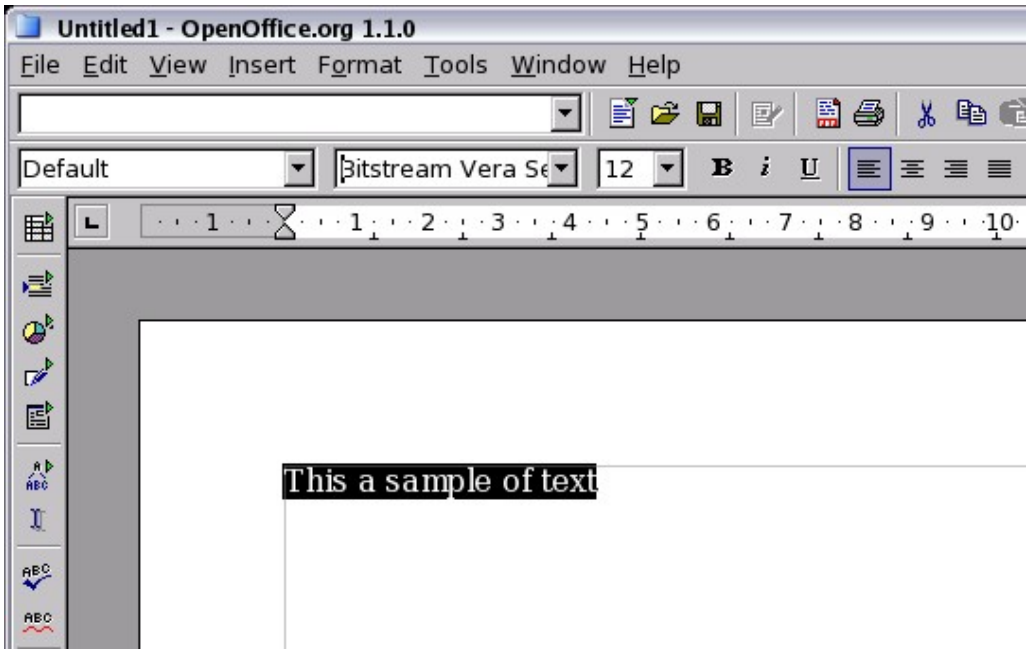
Working with Text

- Changing Font
- Changing Colors
- Justifying Text
- Changing Line Spacing
- Numbering/Bullets
- Cut / Copy / Paste

OpenOffice.org

Working with Text

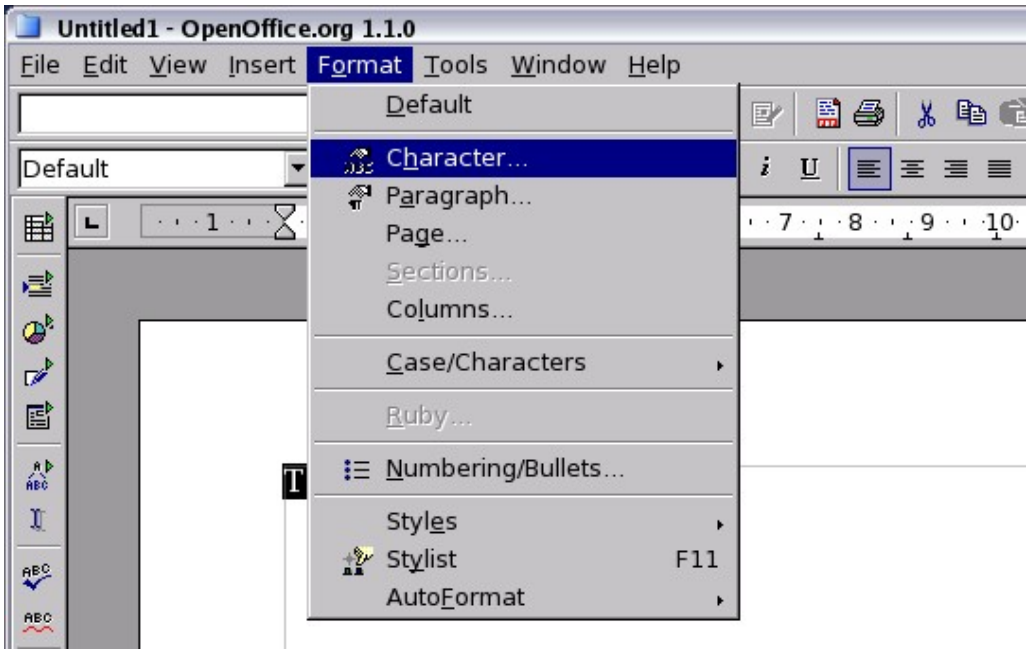
Changing Font



Select the text you would like to change the font of.

Working with Text

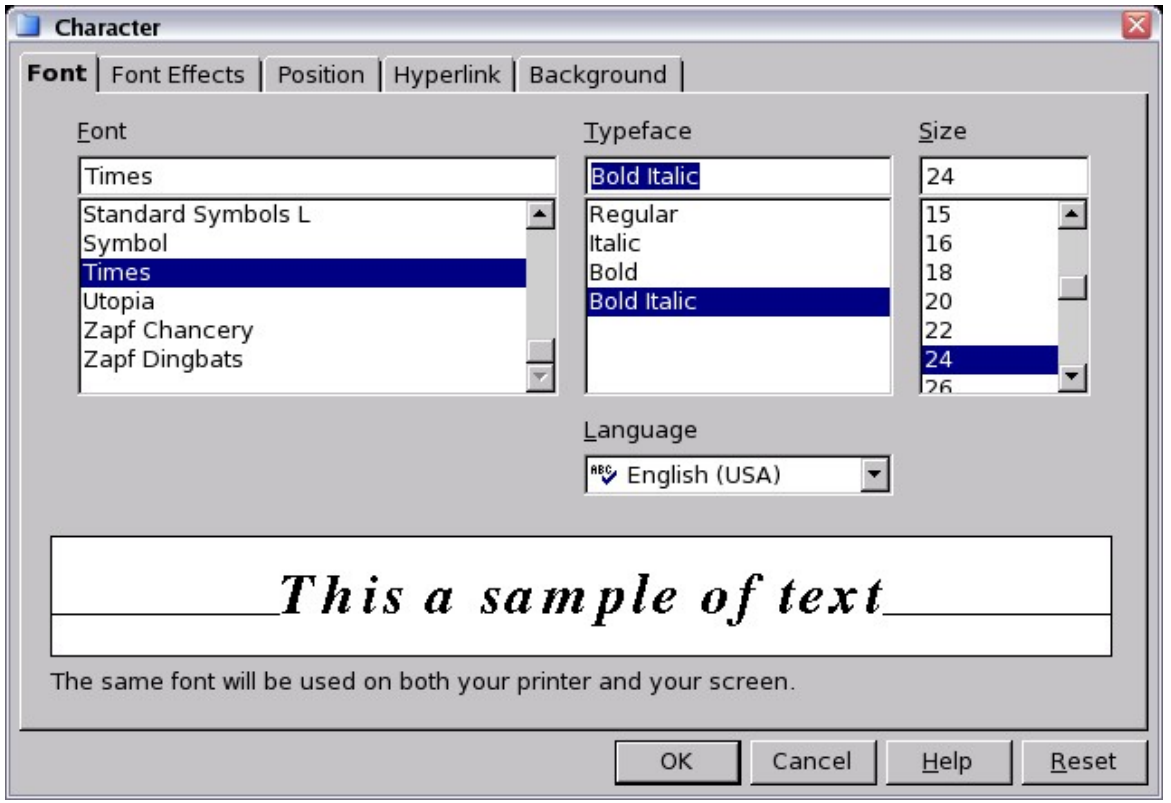
Changing Font



Go to Format menu and select Character

Working with Text

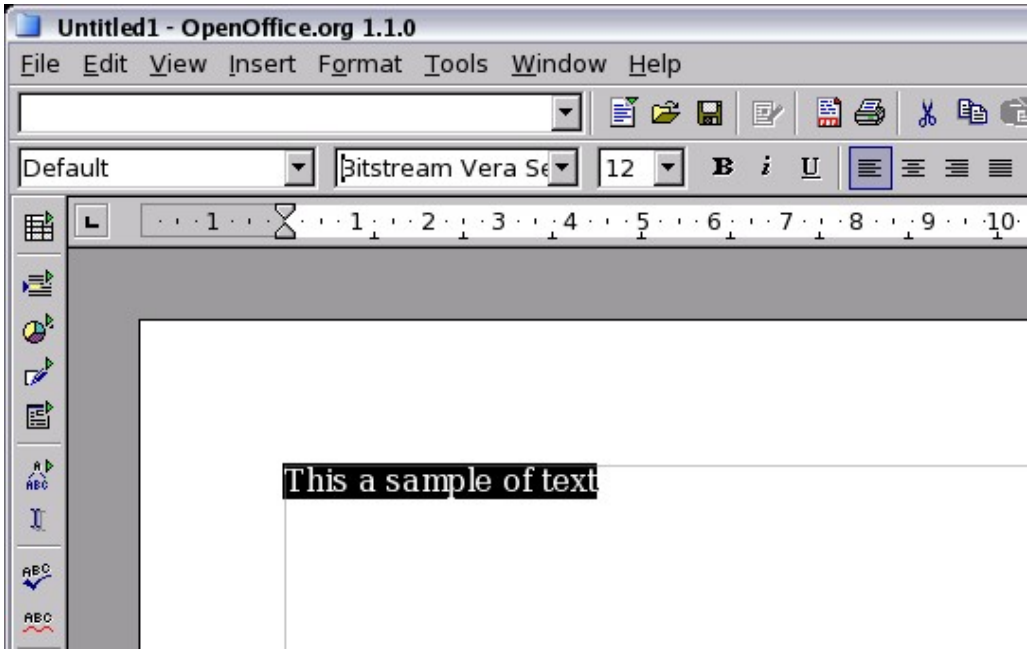
Changing Font



On the Font tab, under the Font, select the type of font, typeface, and size of text you would like.

Working with Text

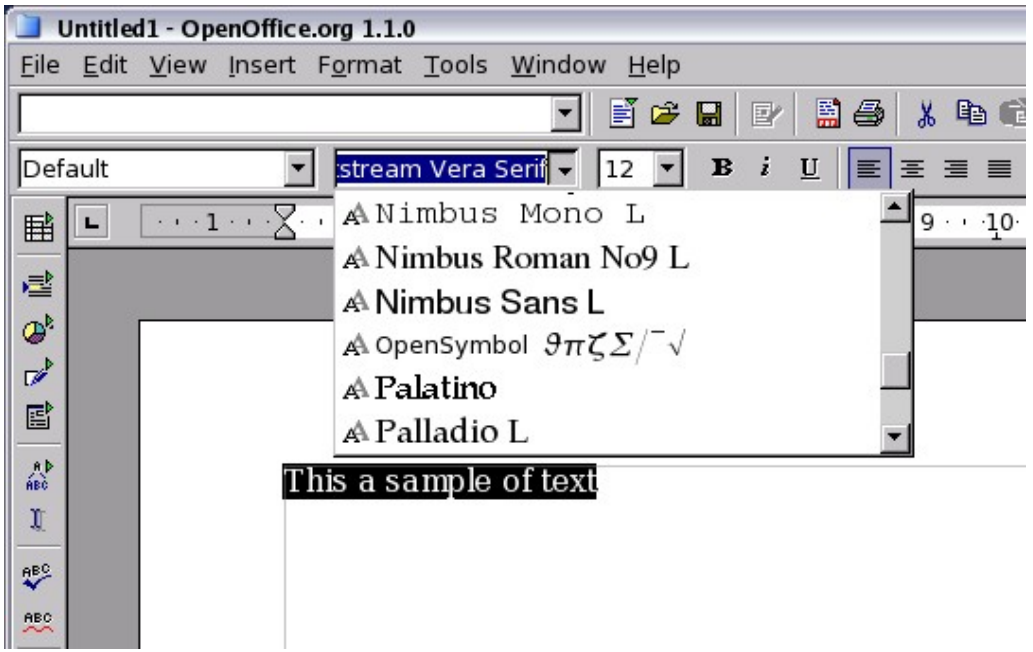
Changing Font



There is a second way to change the font. Select the text you would like to change the font of.

Working with Text

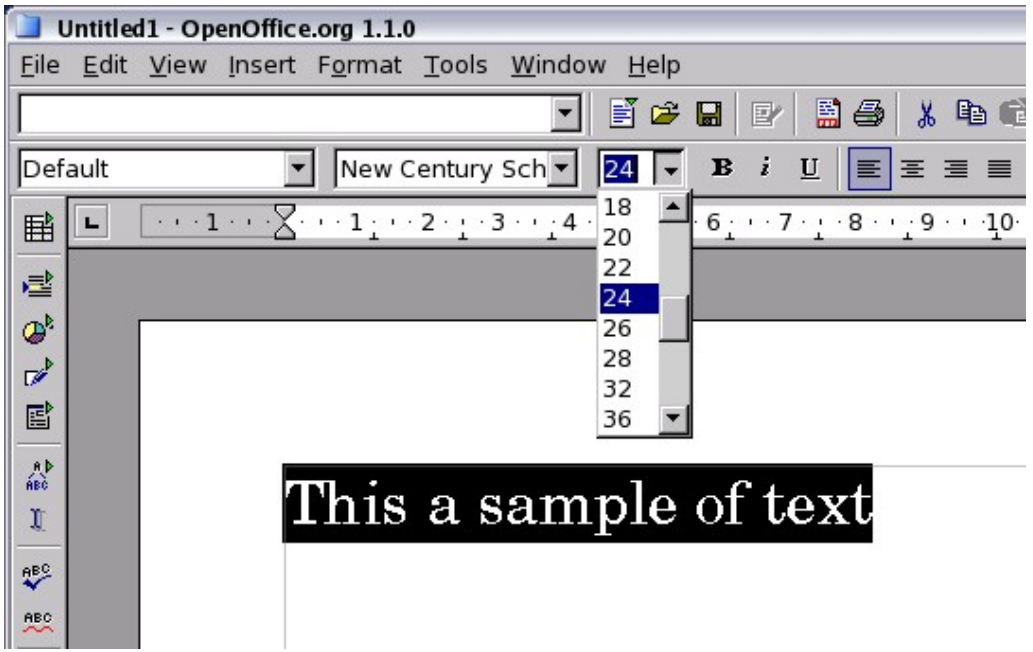
Changing Font



On the object bar, from the drop down menu, select the font you would like.

Working with Text

Changing Font



Typeface:

bold

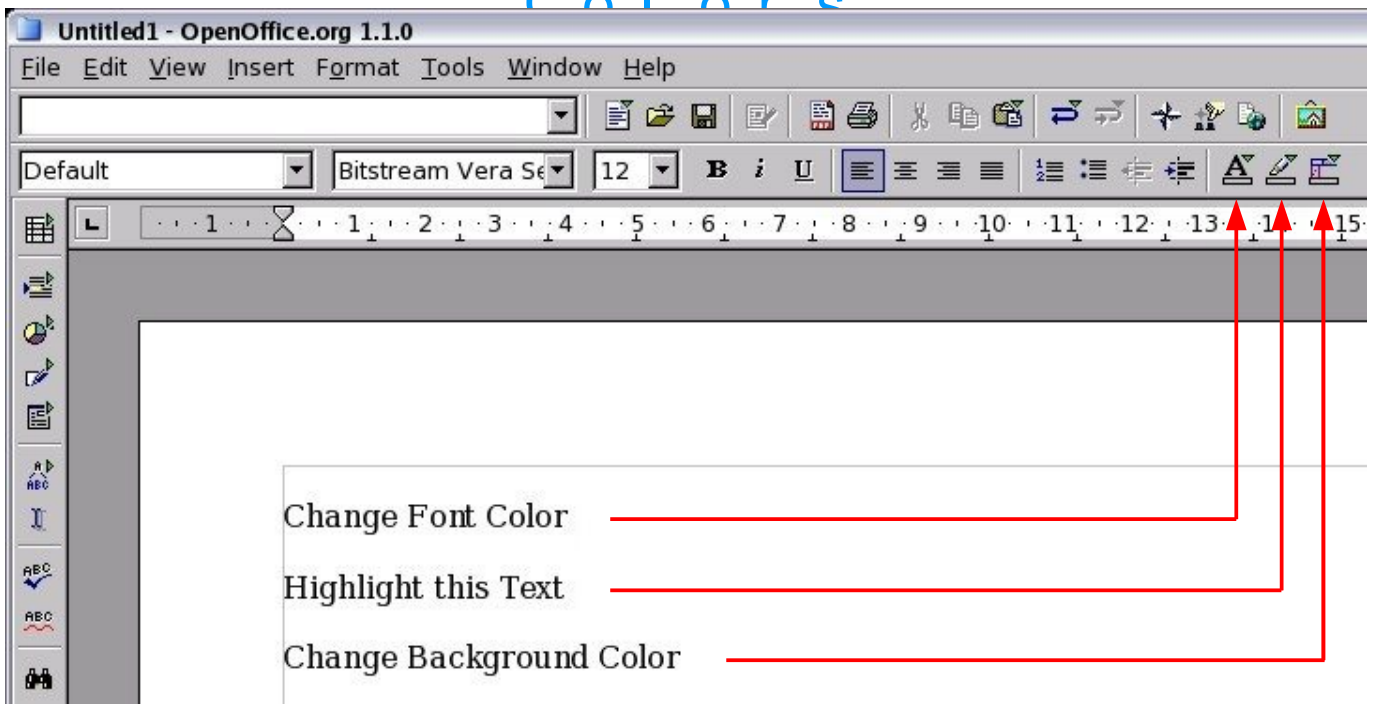
italic

<u>underline</u>

You can also change the typeface and size from the object bar.

Working with Text

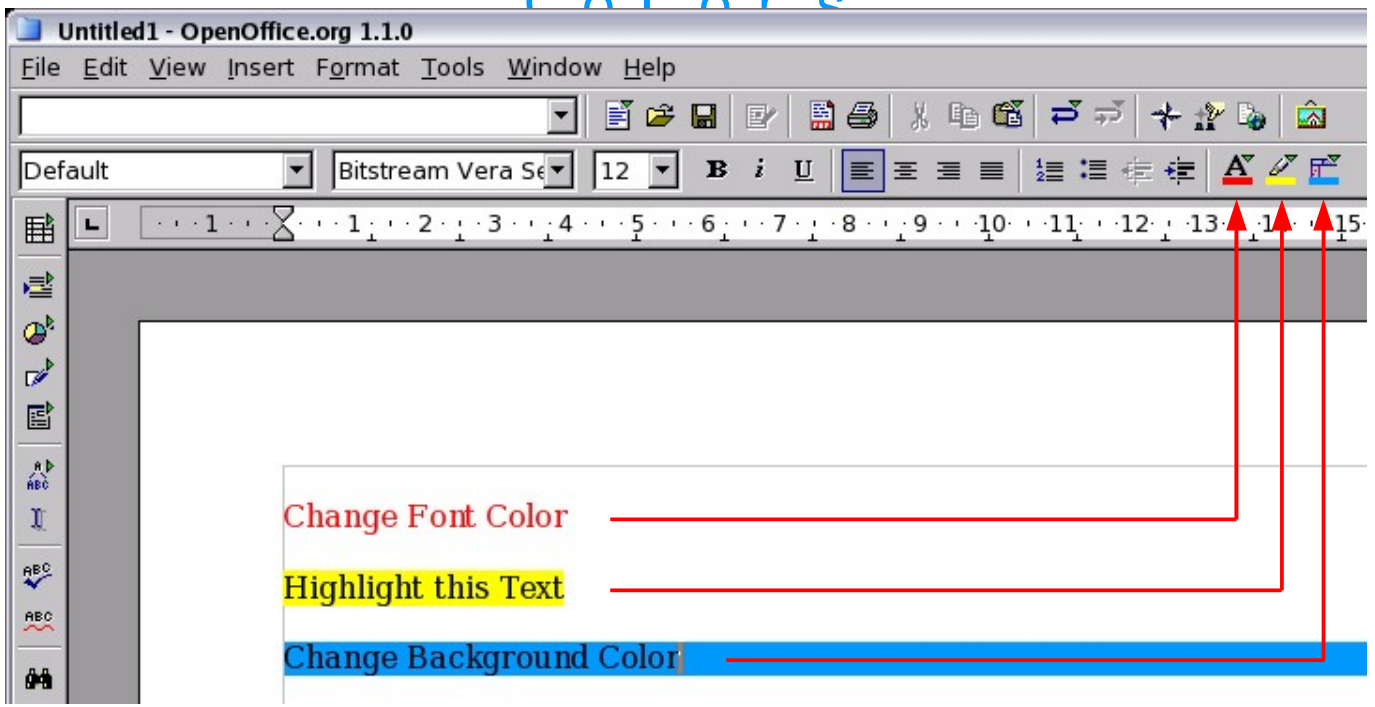
Changing Colors



You can highlight a text, change the font color and the background color with the appropriate button.

Working with Text

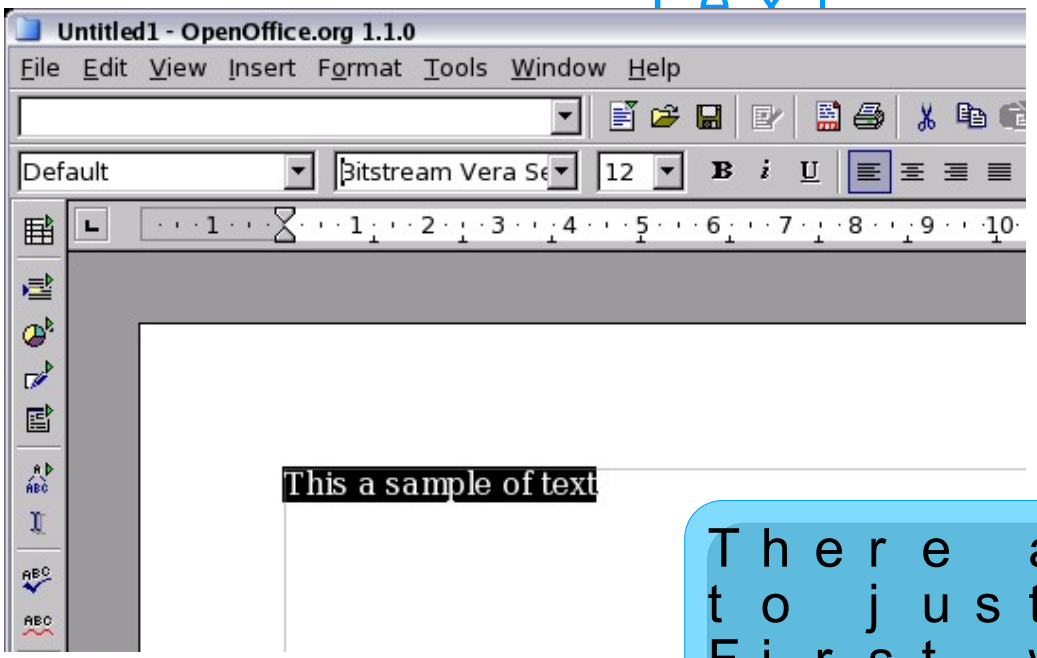
Changing Colors



Select the text you would like to change, press the button indicated above and then select the color.

Working with Text

Justifying Text



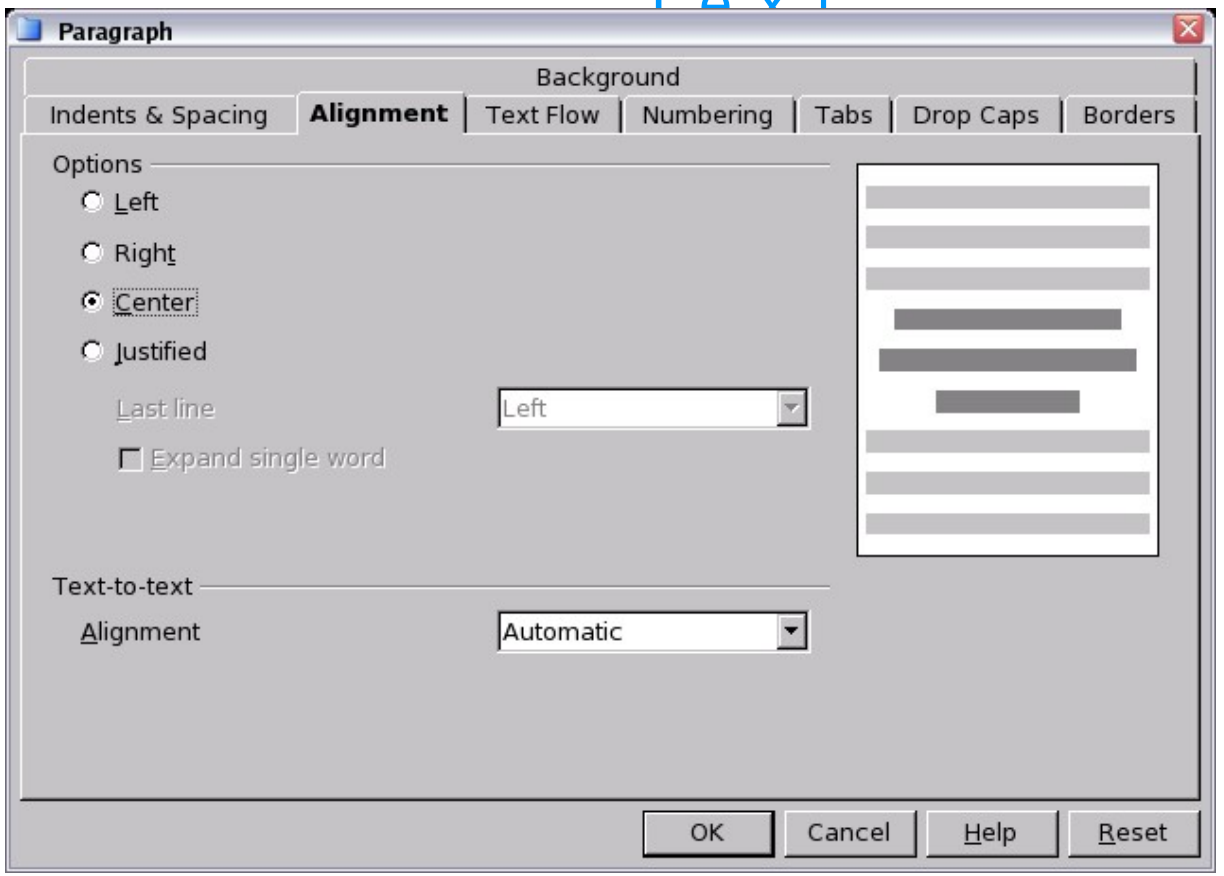
There are two ways to justify text.
First way:

Select the text you would like to justify.

Go to Format menu, select Paragraph.

Working with Text

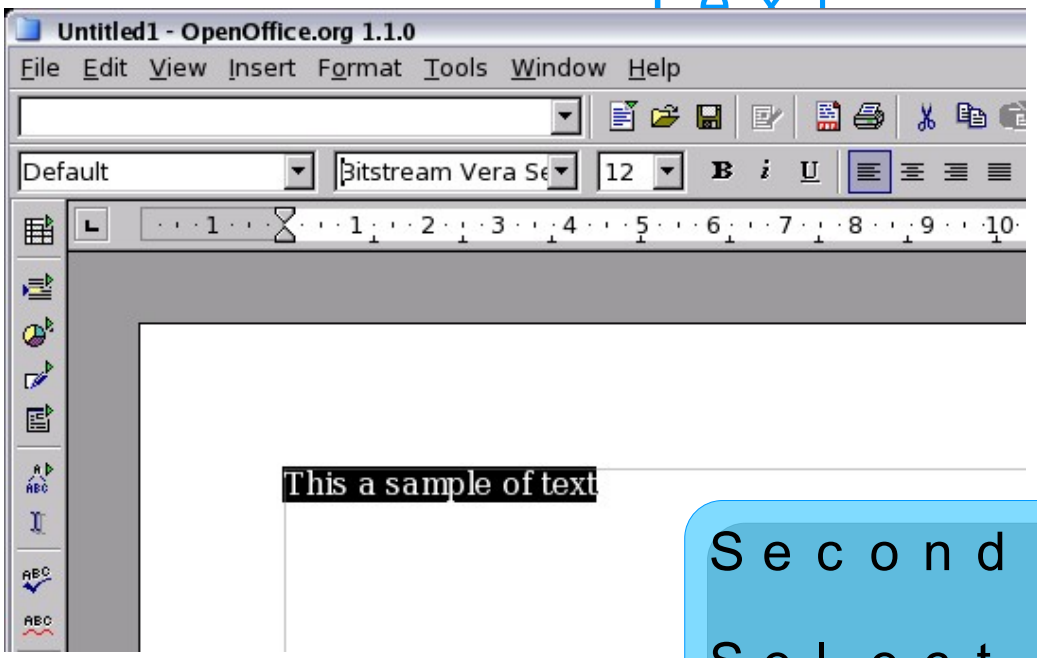
Justifying Text



On the Alignment tab, under Options section, select left, right, center, or justified.

Working with Text

Justifying Text



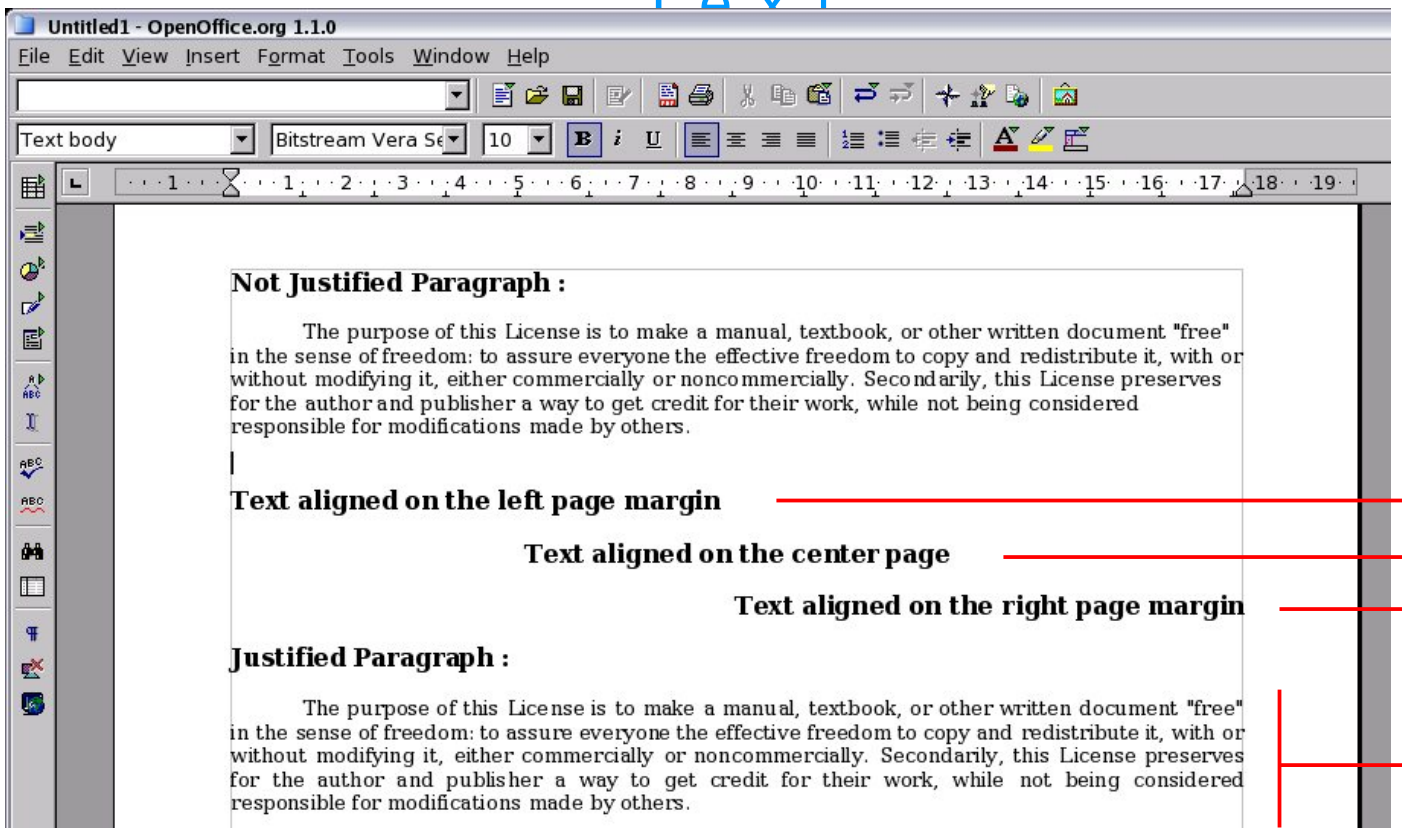
Second way:

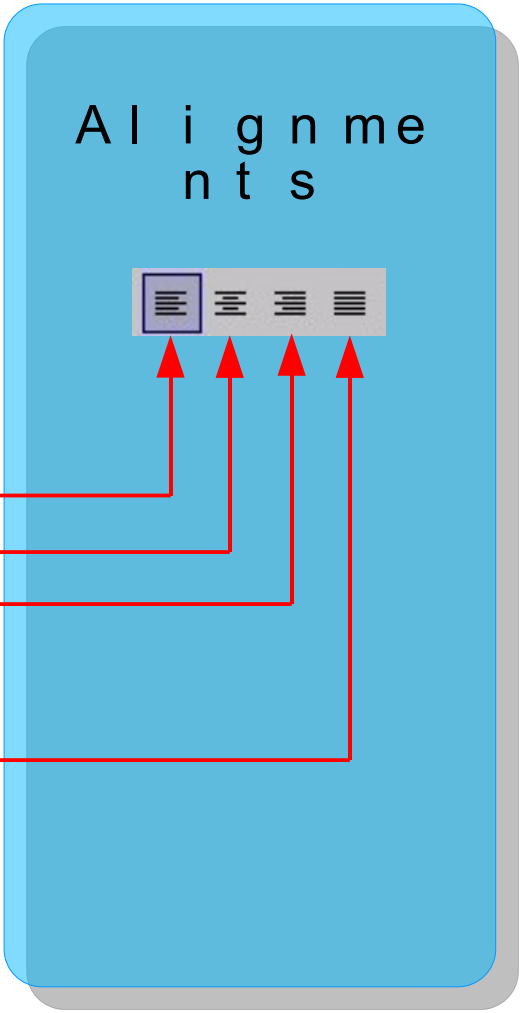
Select the text you would like to justify.

On the object bar, select the align left, centered, align right, or justified.

Working with Text

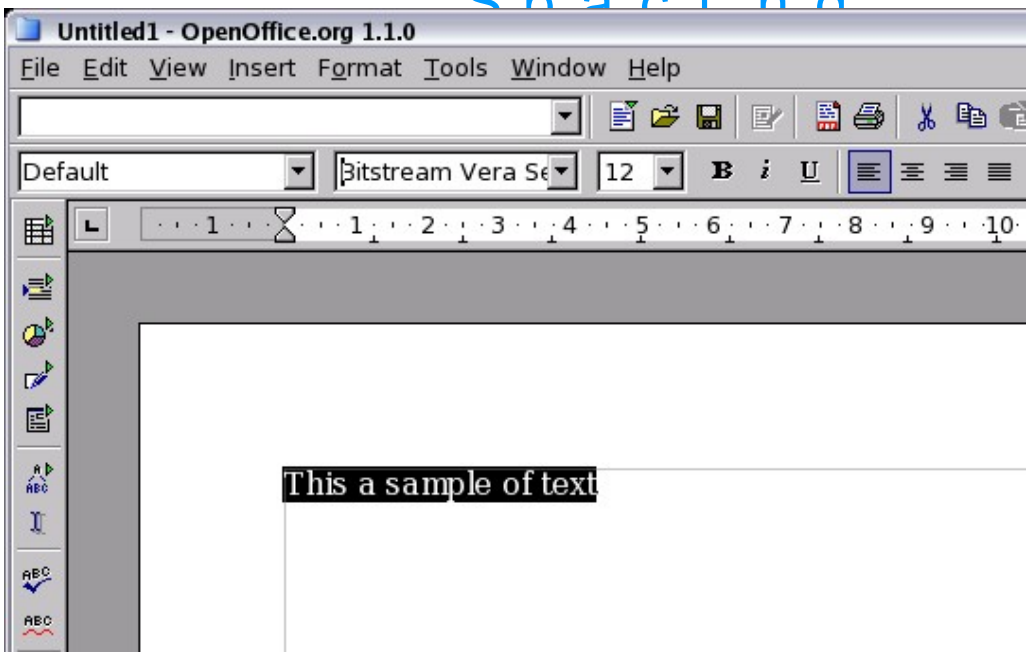
Justifying Text





Working with Text

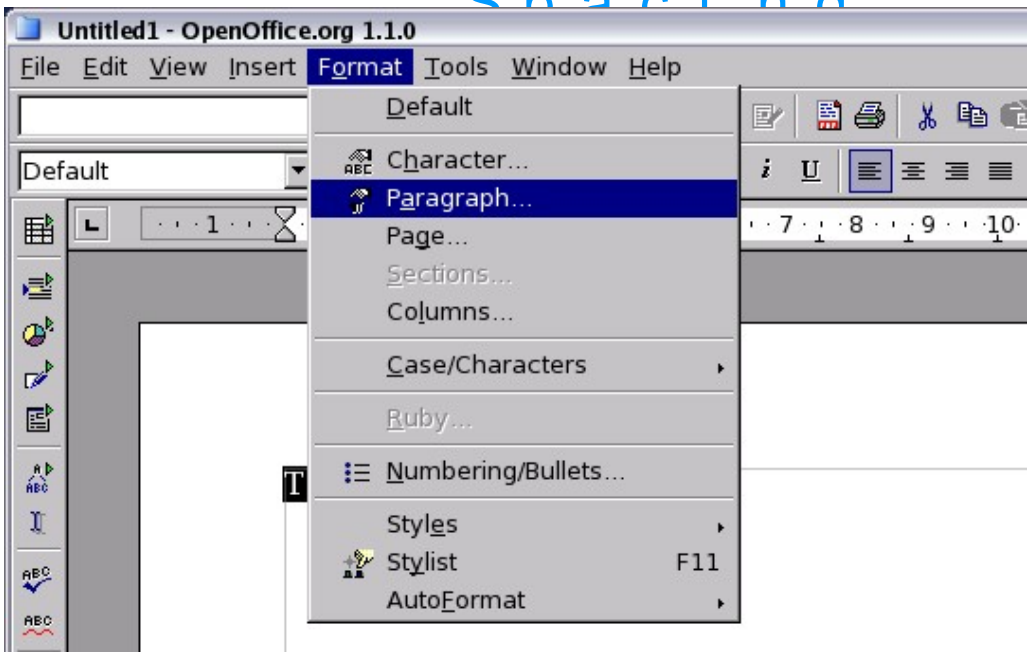
Changing Line Spacing



Select the text you would like to change the line spacing for.

Working with Text

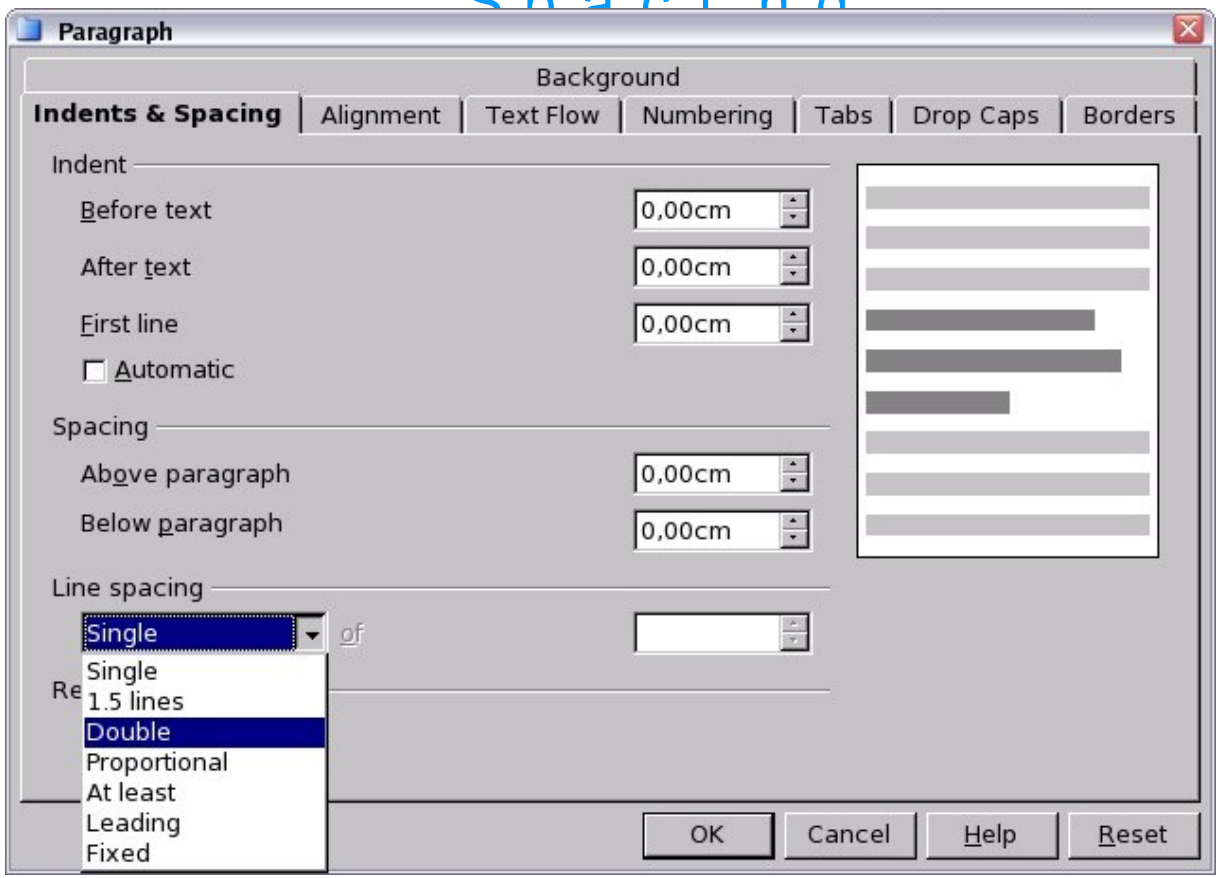
Changing Line Spacing



Go to Format menu and select Paragraph.

Working with Text

Changing Line Spacing



On the Indents & Spacing tab, under the Line spacing section, select the type of spacing you would like.

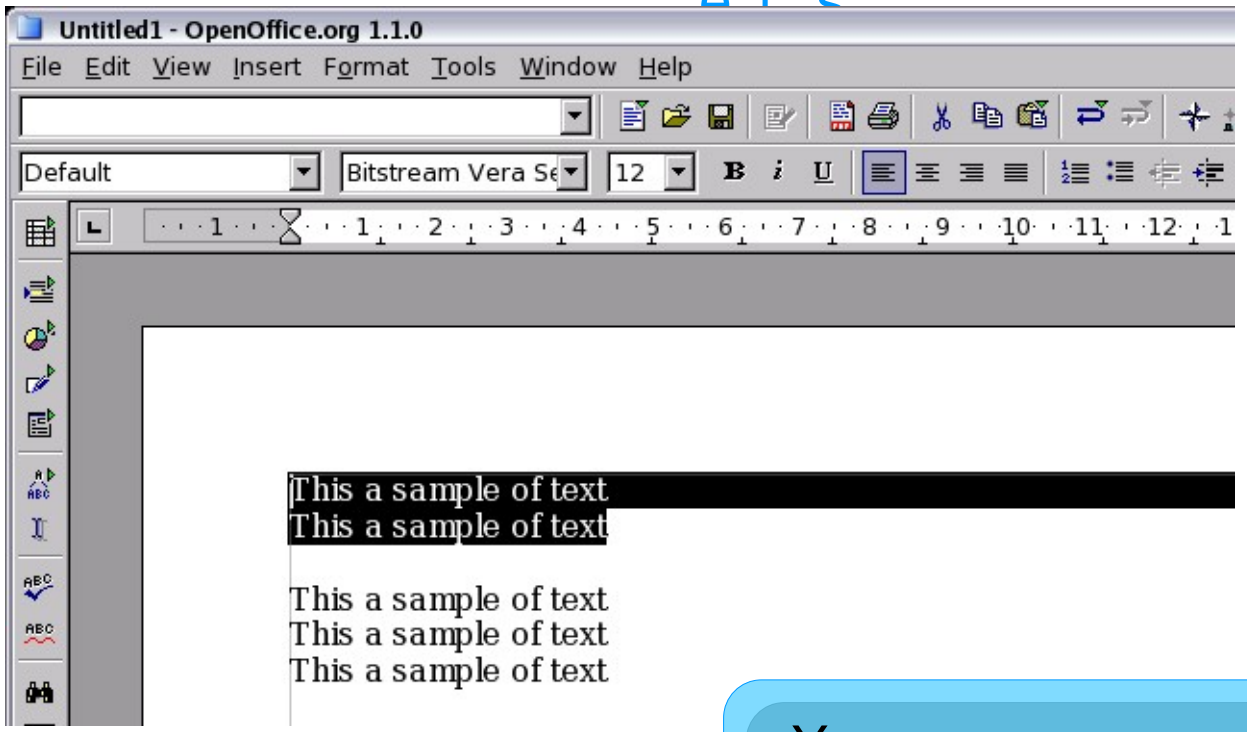
Working with Text

Changing Line Spacing

Single: Choose this option to return to single line spacing. In this case, there is no additional spacing between the lines.
1.5 lines : Choose this option to activate one-and-a-half line spacing. Half a line's height is the additional spacing in this case.
Double : Select this option to activate double line spacing. In this case the height of one entire line is the additional spacing between the lines.
Proportional : The From spin box is used to specify a different line spacing between the lines (100% corresponds to Single line).
At least : With this option, specify (spin box From) a minimum distance.
Leading : The From spin box is used to specify a supplementary spacing that is added each time to the distance between the bottom of a previous and the top of a following line.
Fixed : In the From spin box, define a fixed line spacing. The default minimum is 0.20". If lines overlap, extra characters will be deleted. In this spin box enter an amount, either as percent or

Working with Text

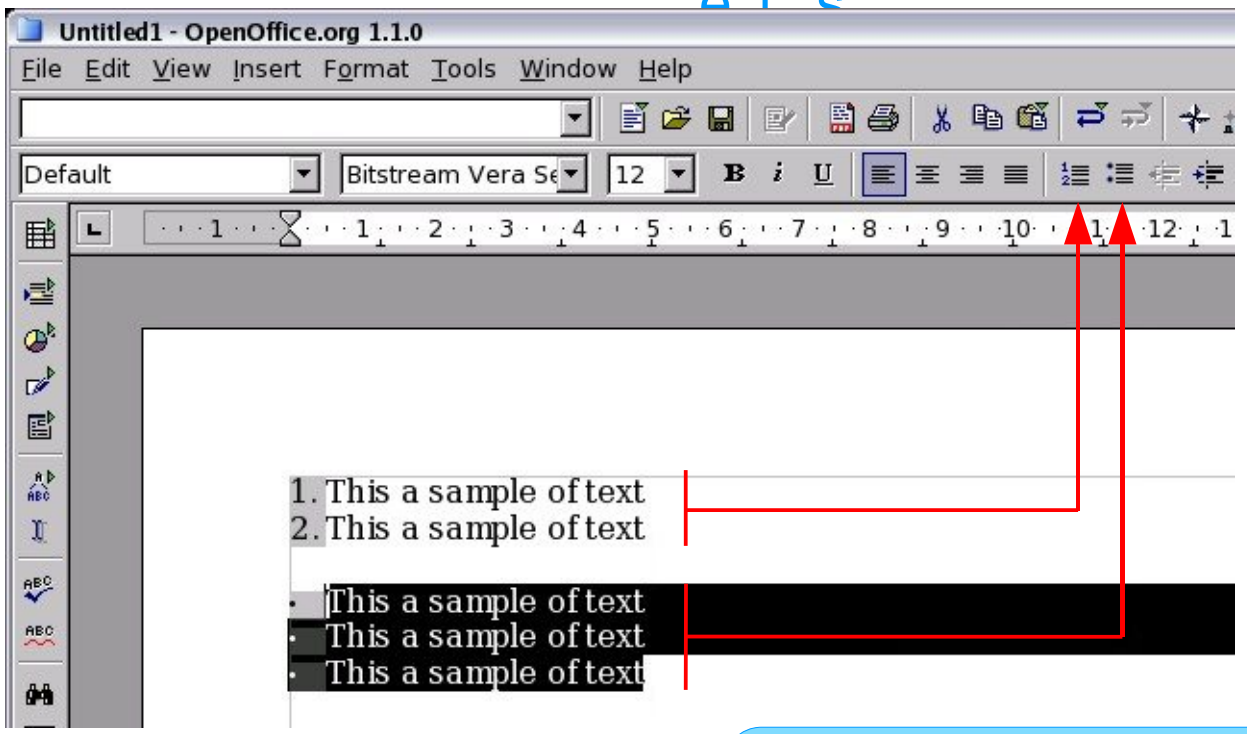
Numbering/Bullets



You can assign numbers or bullet points to paragraphs by selecting text and clicking the appropriate button from the Text Object Toolbar.

Working with Text

Numbering/ Bullets



Add/ Remove numbers.

Add/ Remove bullet points.

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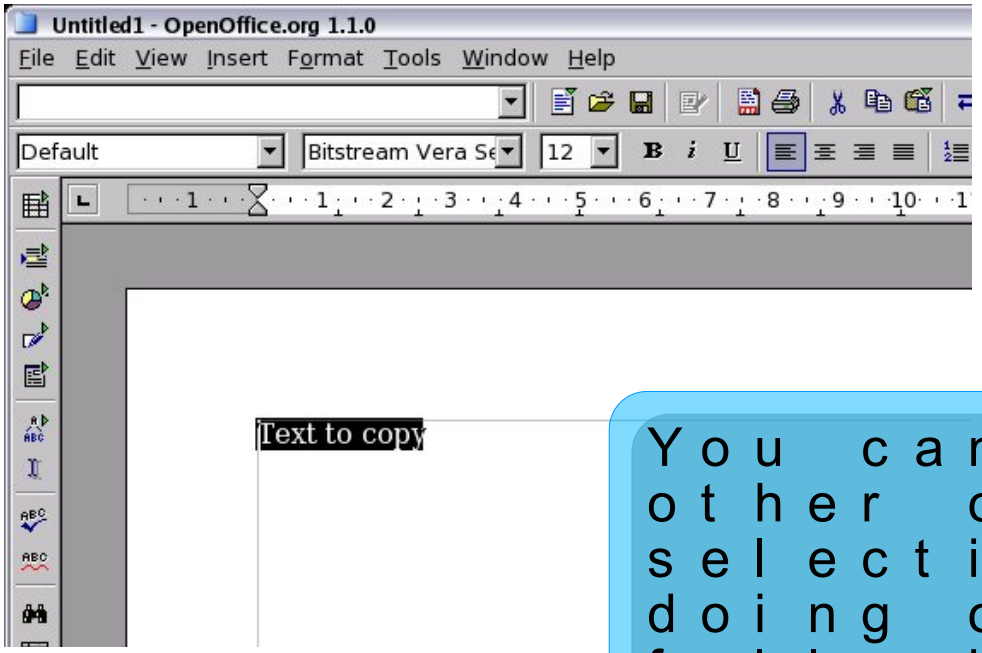
Working with Text

Cut / Copy / Paste



You can copy text or other objects by selecting them and doing one of the following operations:

- Use the shortcut keys, press (Ctrl)(C)
- Click the Copy icon
- Go to the Edit Menu and select Copy.

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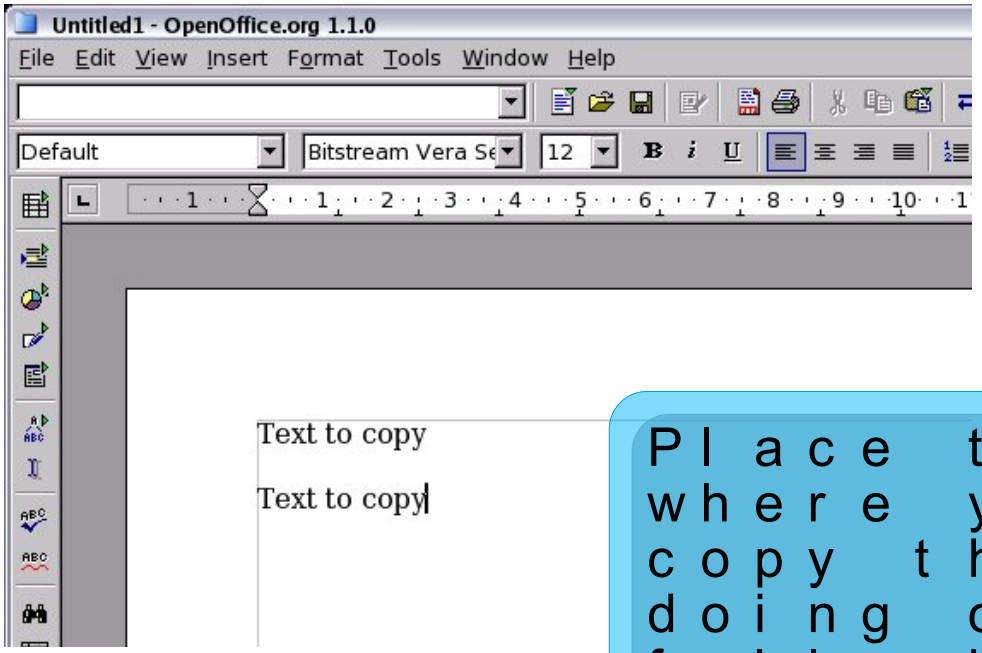
Working with Text

Cut / Copy / Paste



Place the cursor where you want to copy the text and doing one of the following operations:

- Use the shortcut keys, press (Ctrl)(V)
- Click the Paste icon
- Go to the Edit Menu and select Paste.

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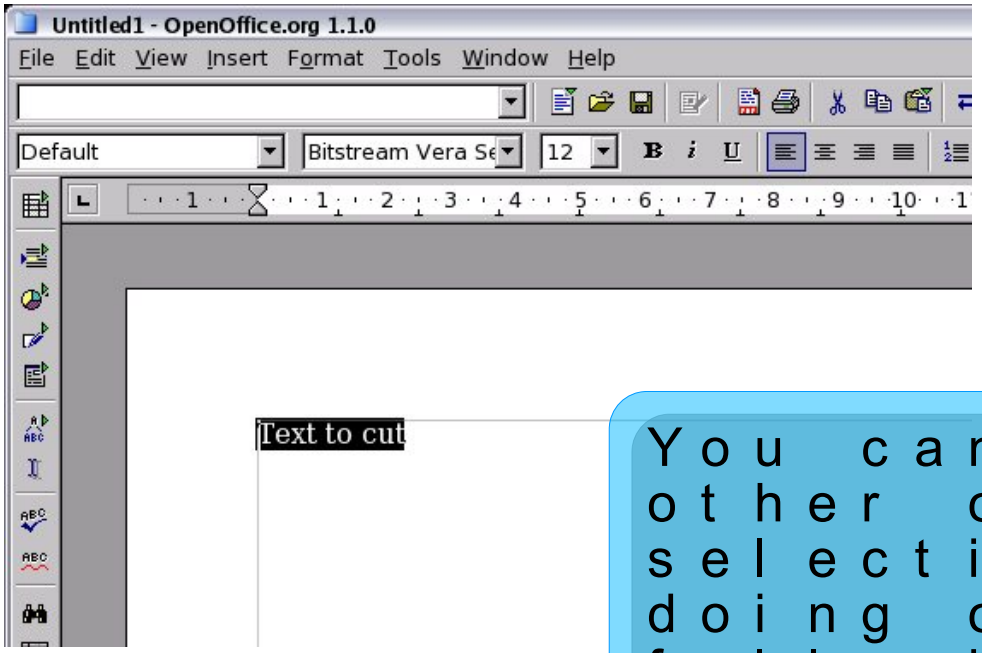
Working with Text

Cut / Copy / Paste



You can move text or other objects by selecting them and doing one of the following operations:

- Use the shortcut keys, press (Ctrl)(X)
- Click the Cut icon
- Go to the Edit Menu and select Cut.

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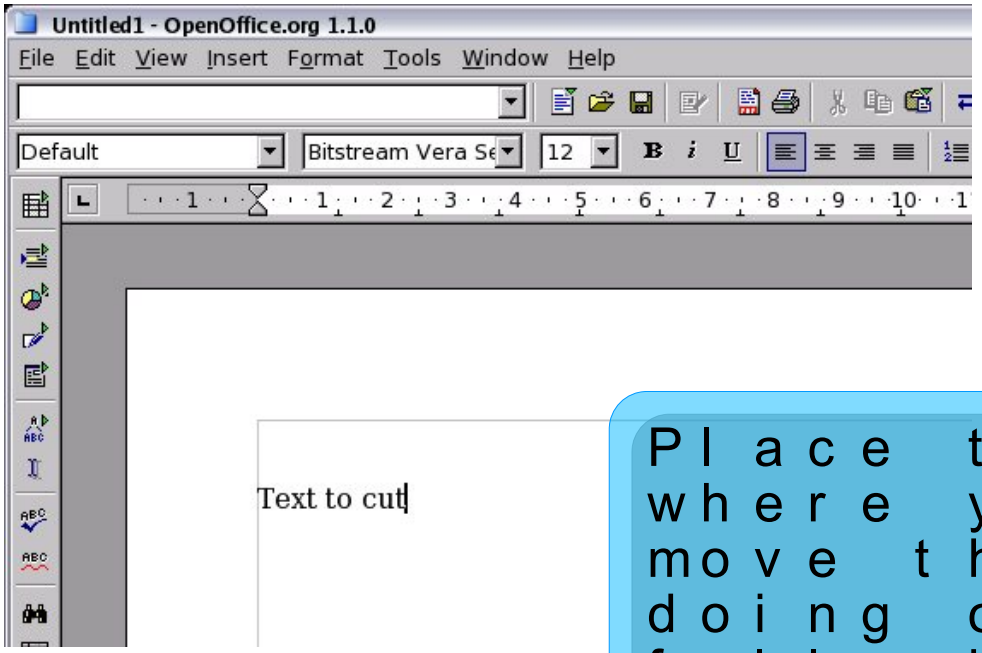
Working with Text

Cut / Copy / Paste



Place the cursor where you want to move the text and doing one of the following operations:

- Use the shortcut keys, press (Ctrl)(V)
- Click the Paste icon
- Go to the Edit Menu and select Paste.

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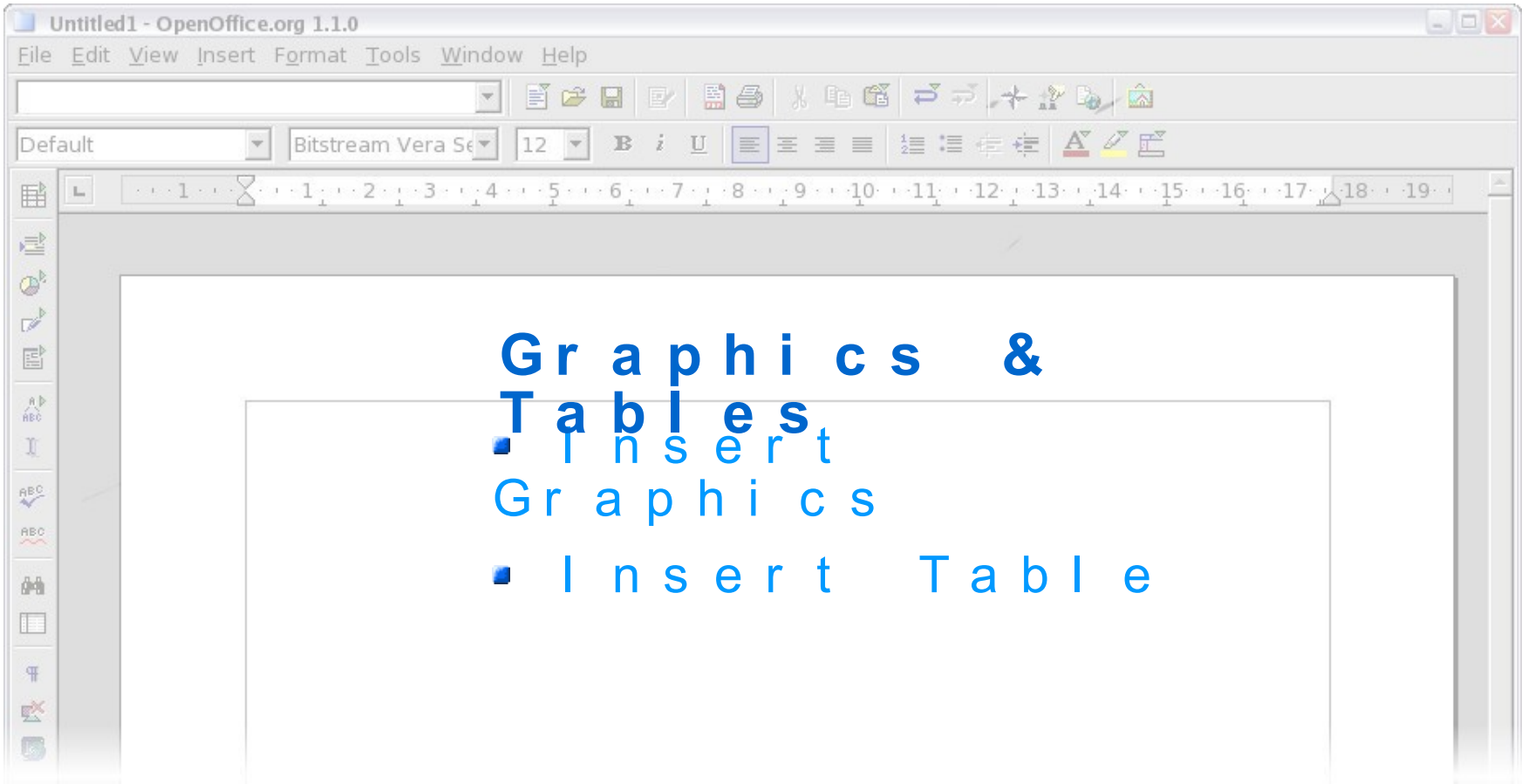
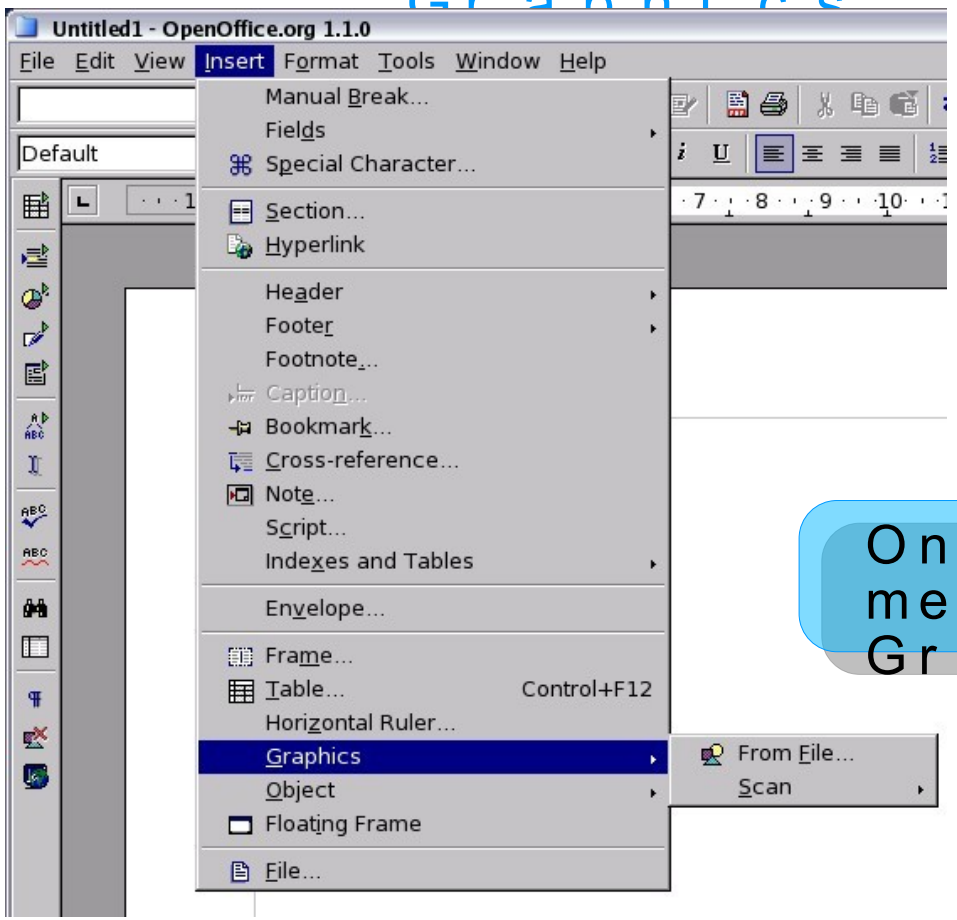


OpenOffice.org

Graphics & Tables

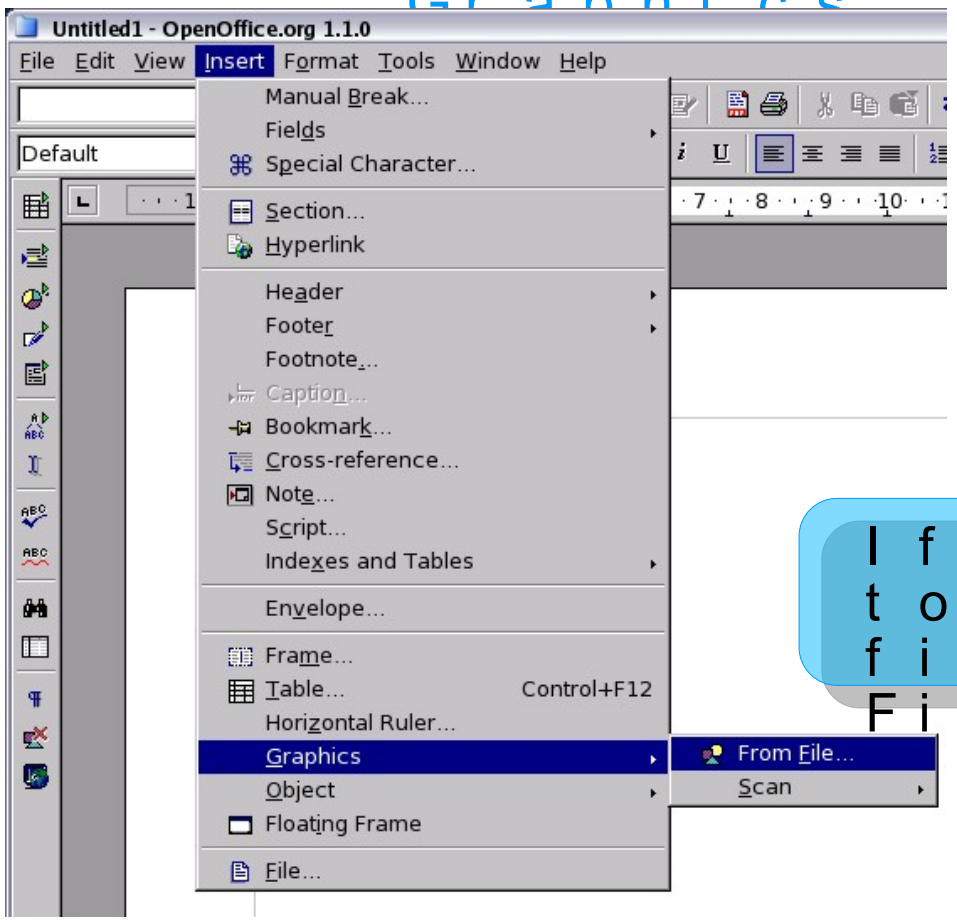
Insert Graphics



On the Insert menu, select Graphics.

Graphics & Tables

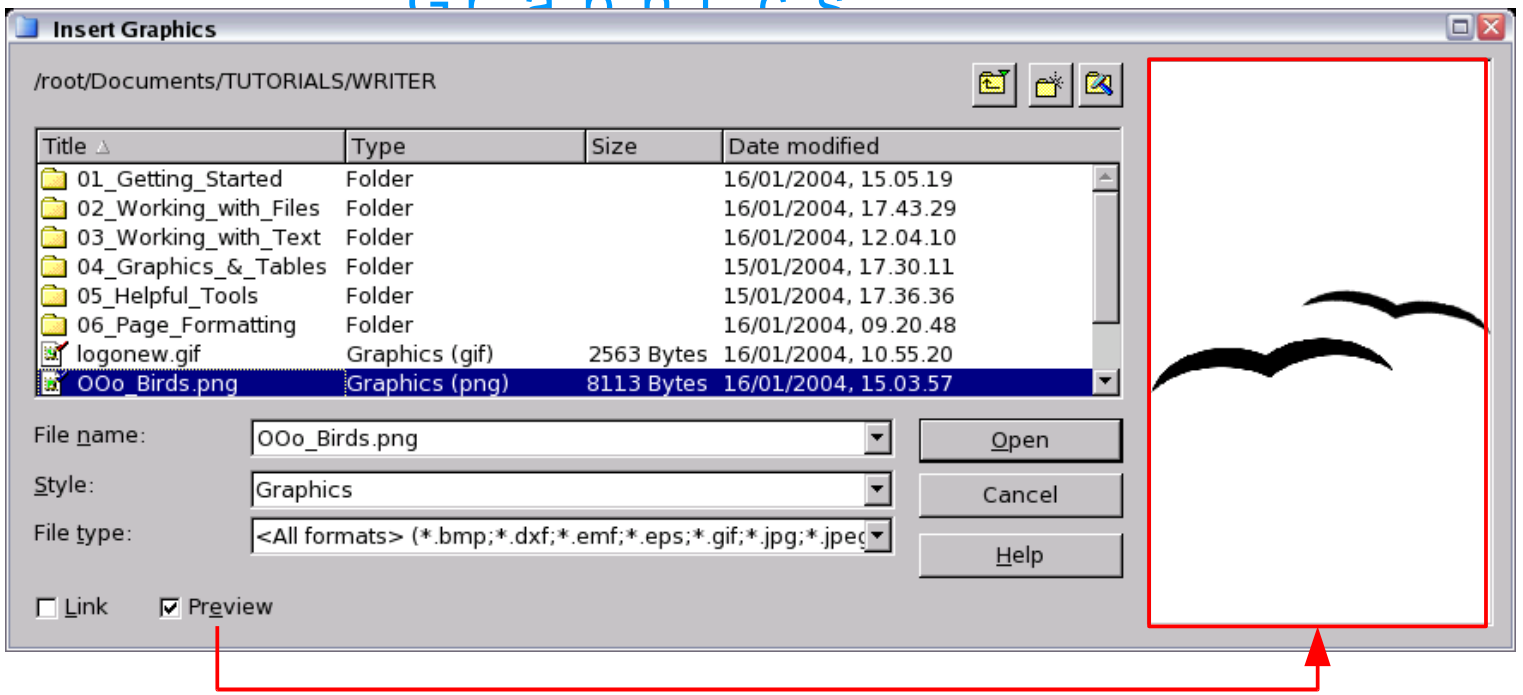
Insert Graphics



If you would like to insert from a file, select From File.

Graphics & Tables

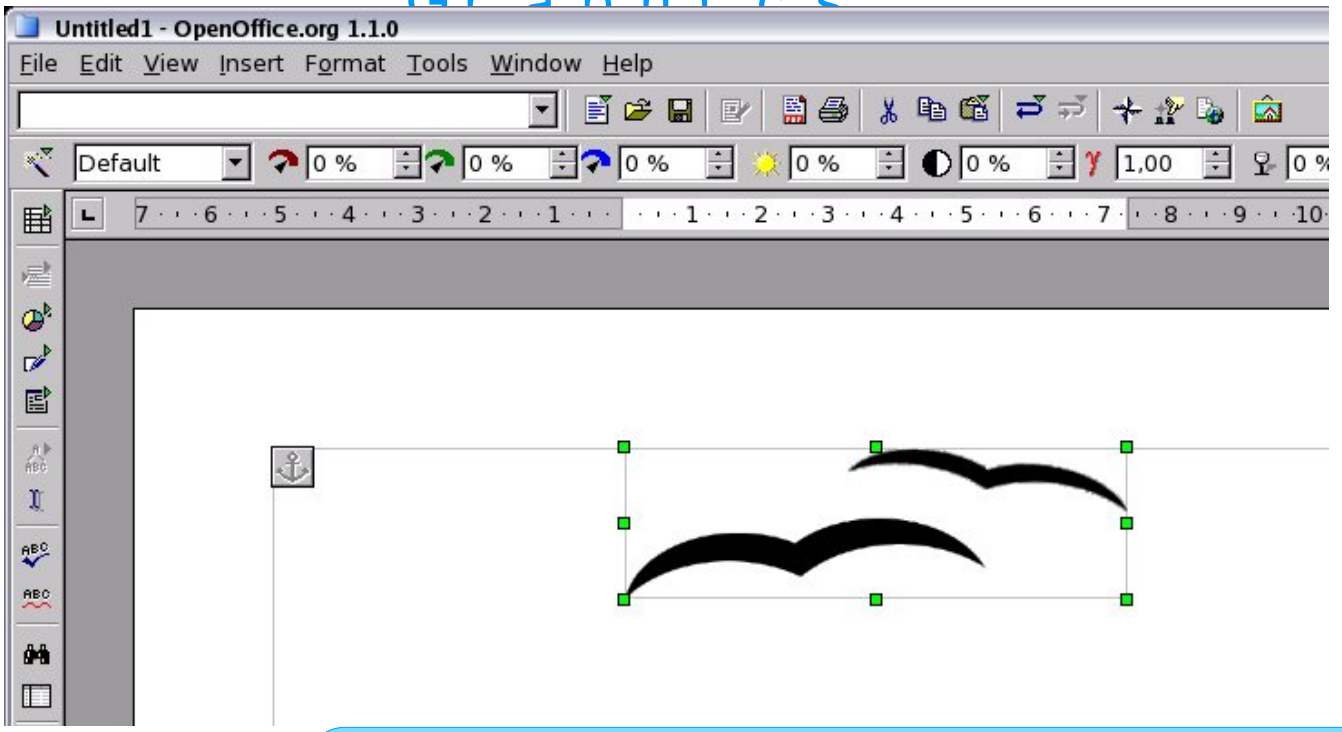
Insert Graphics



Choose an image to insert in your document and click Open. If the preview checkbox is selected, a preview of the image content is displayed on the right.

Graphics & Tables

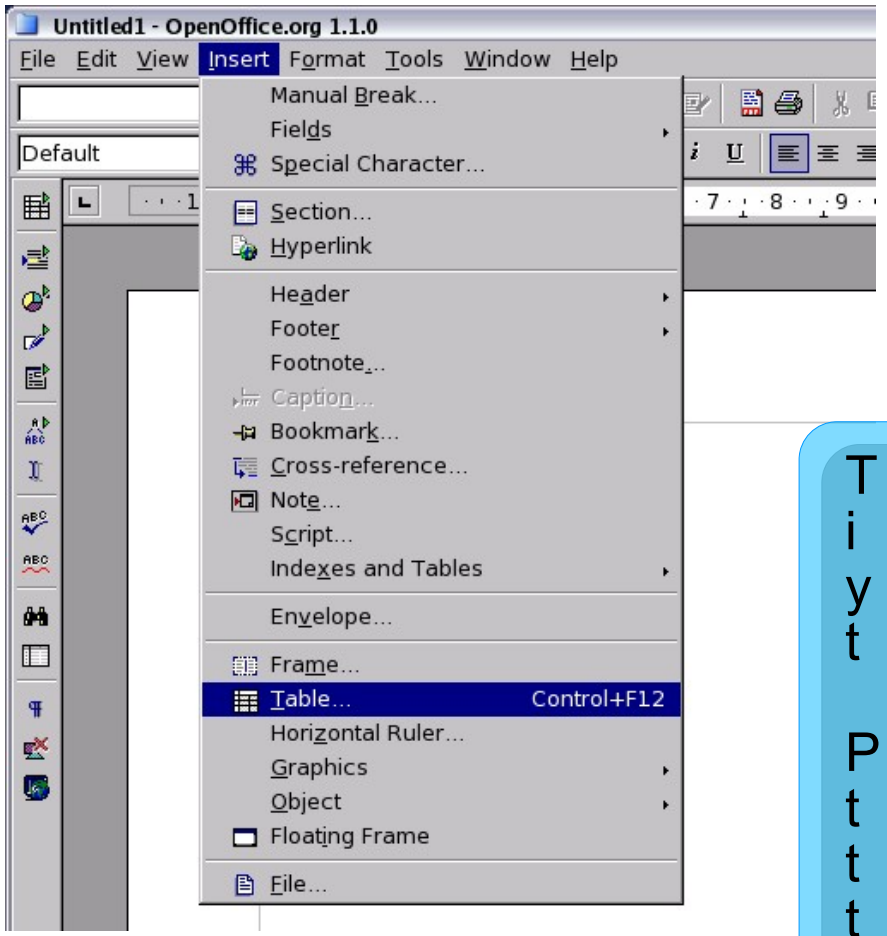
Insert Graphics



You can resize the image just by dragging one of the eight green points surrounding the picture. When the move cursor appears over the image you can move the picture.

Graphics & Tables

Insert Table



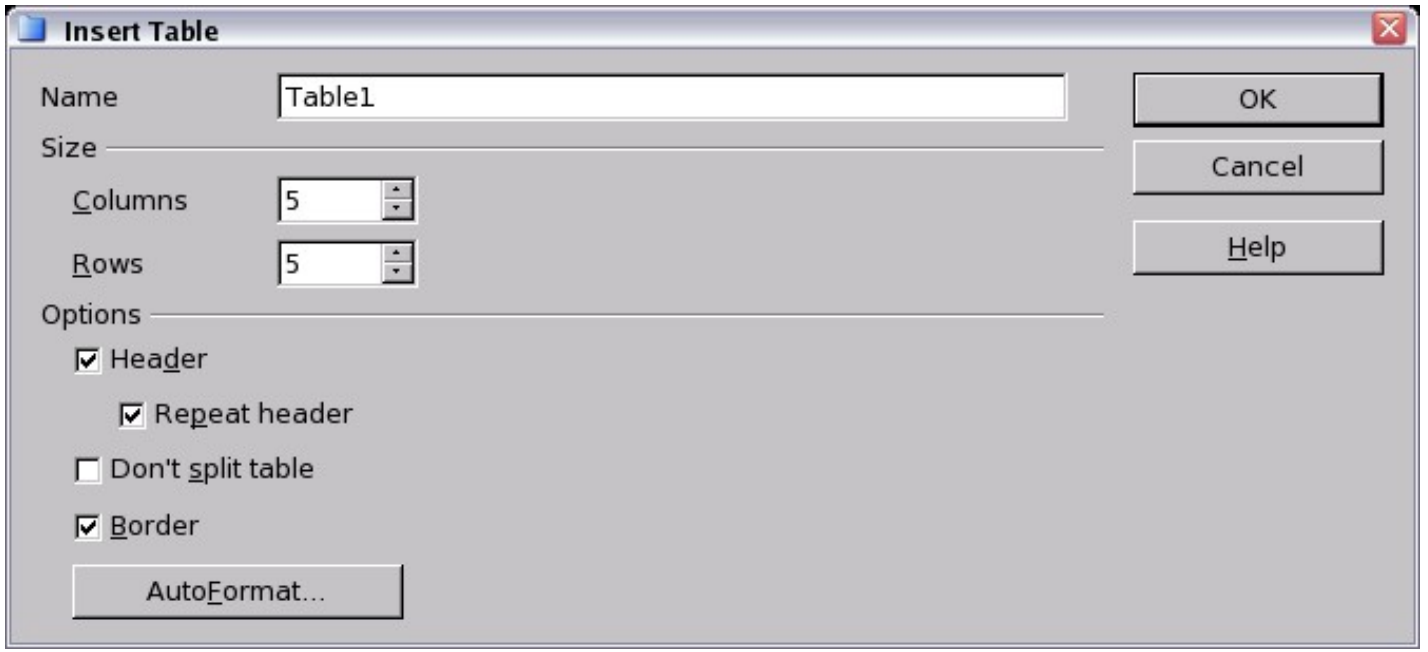
To insert a table in your document you can follow these steps:

Place the cursor at the position in the text where you want to insert the table.

Go to Insert menu and select Table.

Graphics & Tables

Insert Table

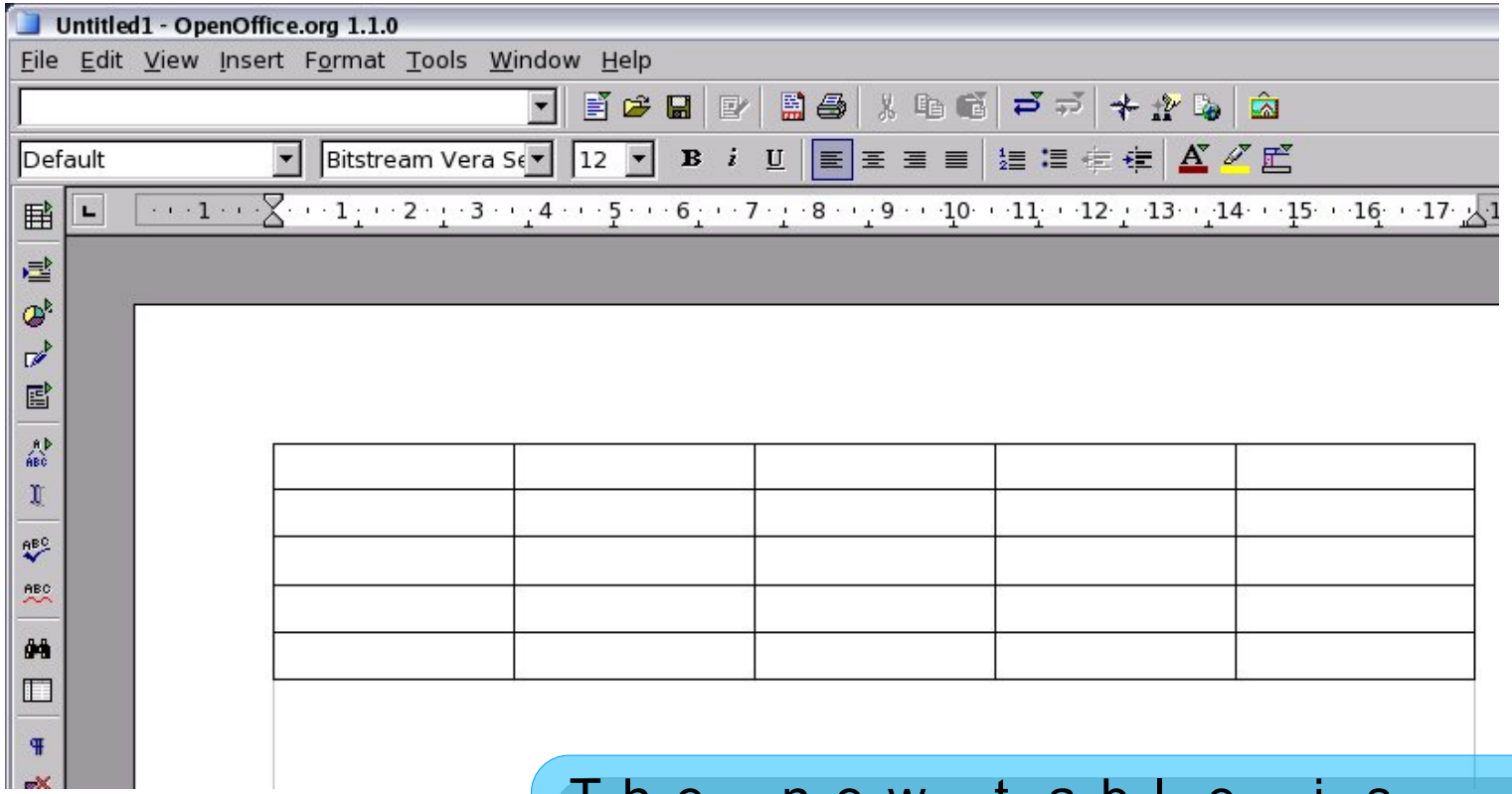


Insert the name of the table and set the number of Columns and Rows.

You can select or unset other options like the border of the table and the

Graphics & Tables

Insert Table

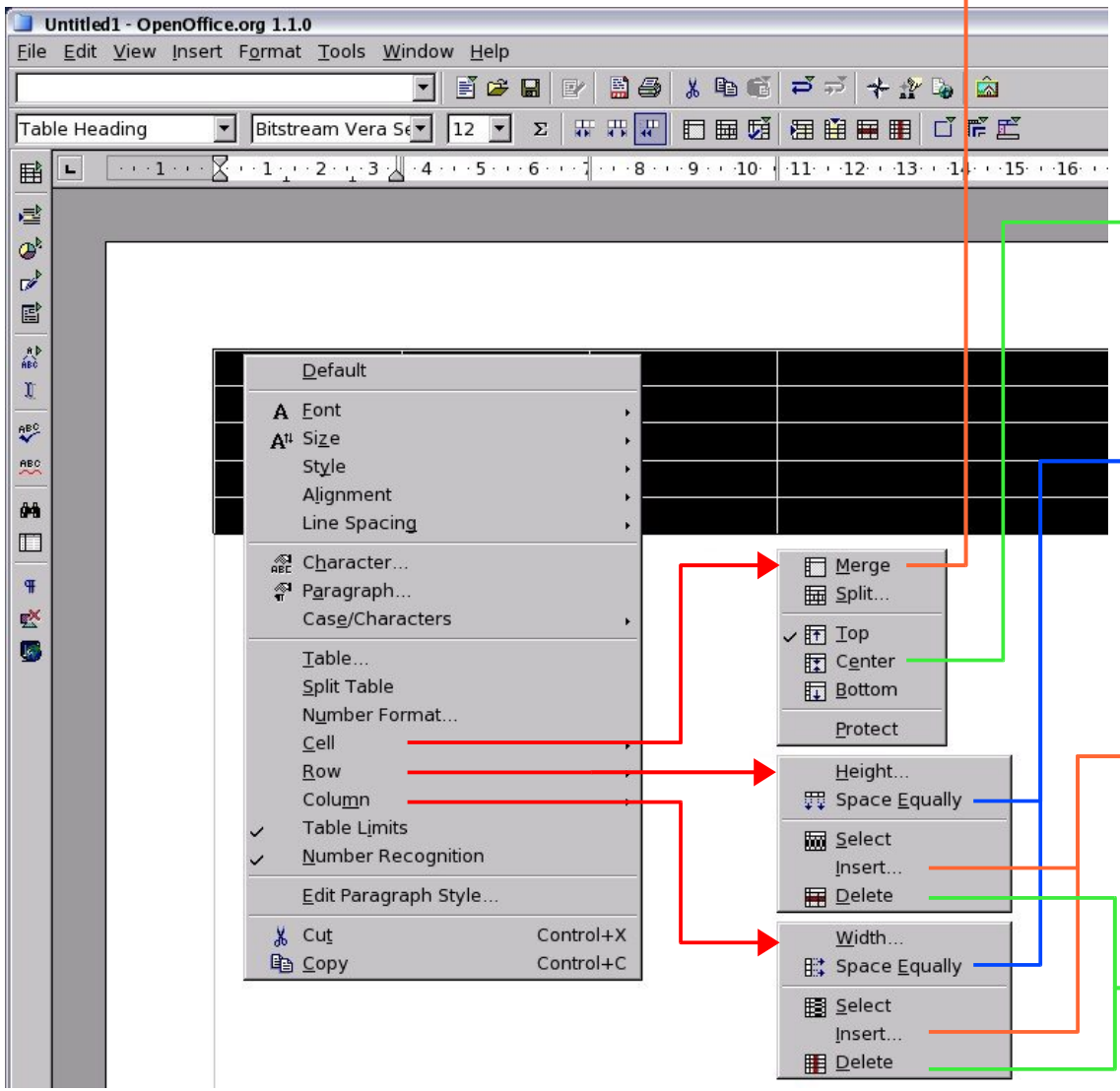


The new table is inserted.

To change the properties of the cells select the part you want to modify and right click on them.

Graphics & Tables

Insert Table



Merge allows two or more adjacent cells to be merged together in a single one

Top/Center/Bottom change the alignment of the cell content

Space Equally allows to evenly space out (rows or columns, depending on the menu)

Insert... allows for inserting (before or after the

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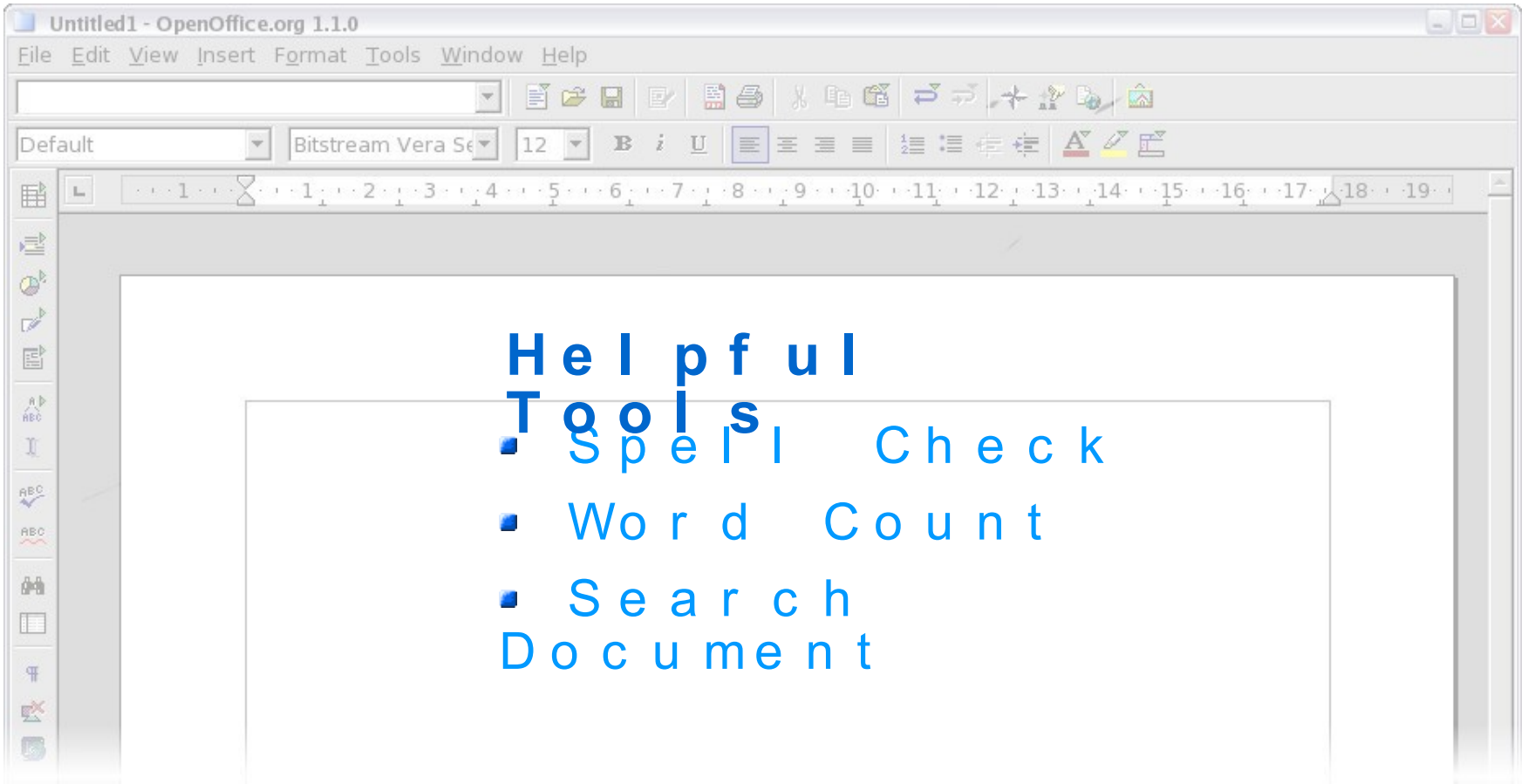

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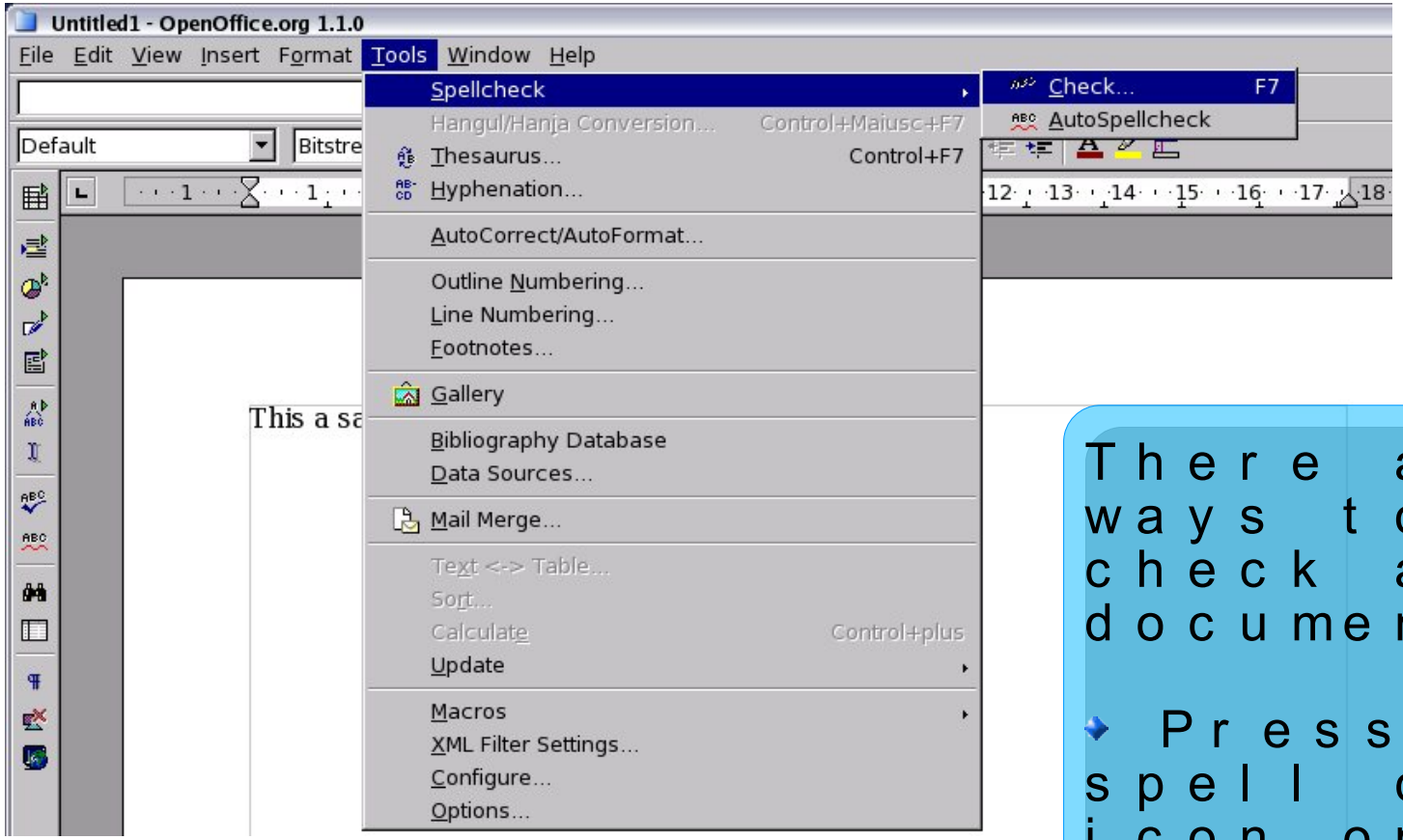
Helpful Tools
Spell Check



There are two ways to spell check a document:

- Press the spell check icon on the floating toolbar
- Go to Tools menu, select Spellcheck.

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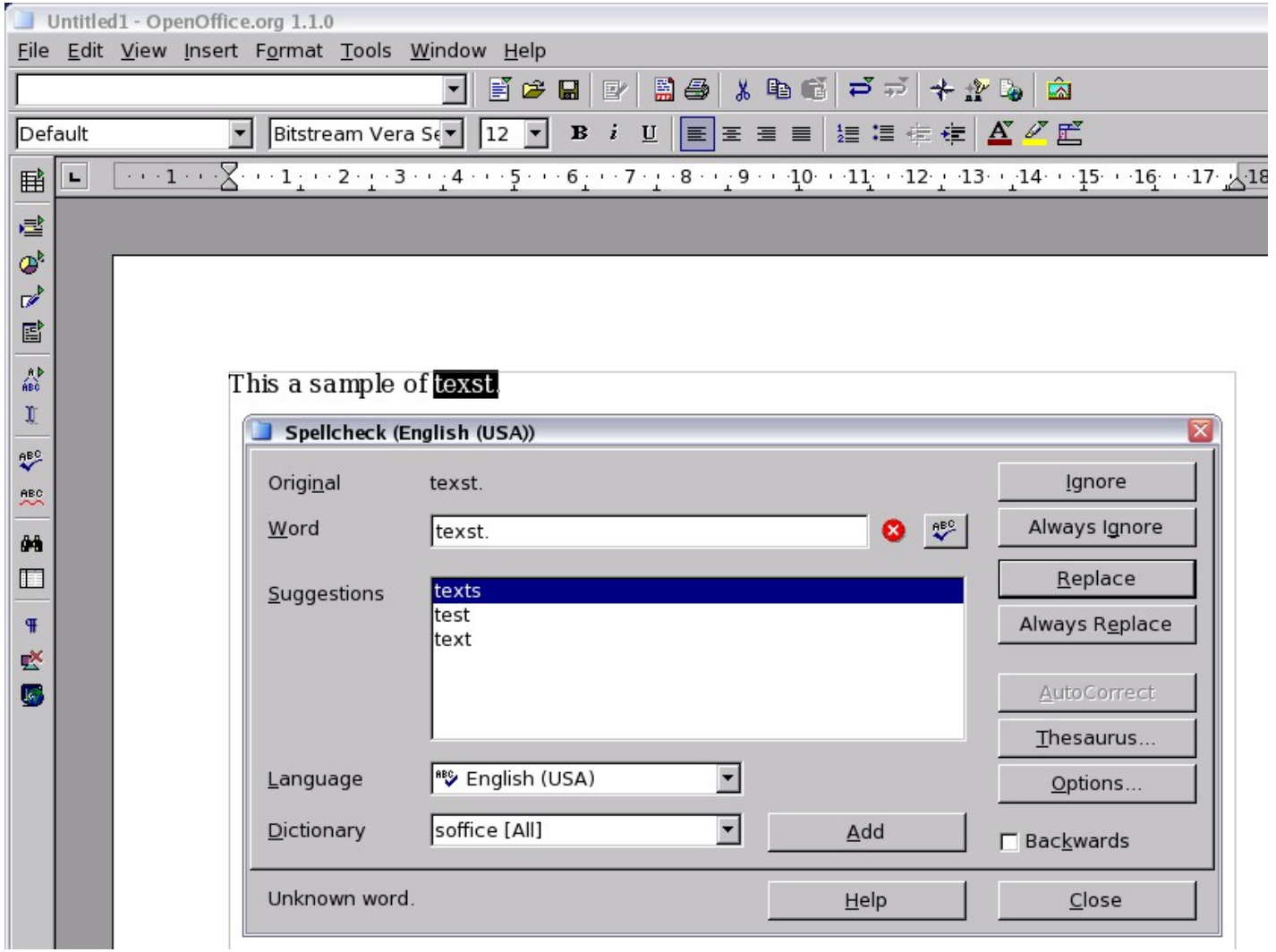
Helpful Tools

Spell Check



When a wrong word is found, the spellchecker asks you what to do.

You can ignore the warning or replace the wrong word with some suggested by the

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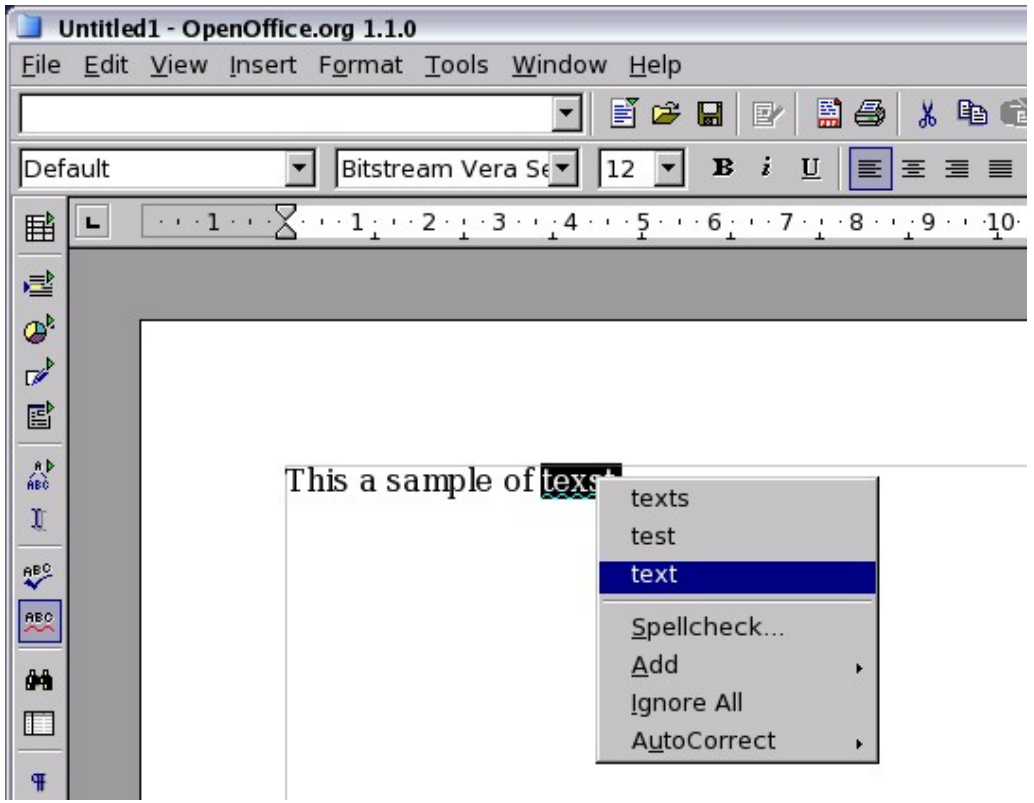
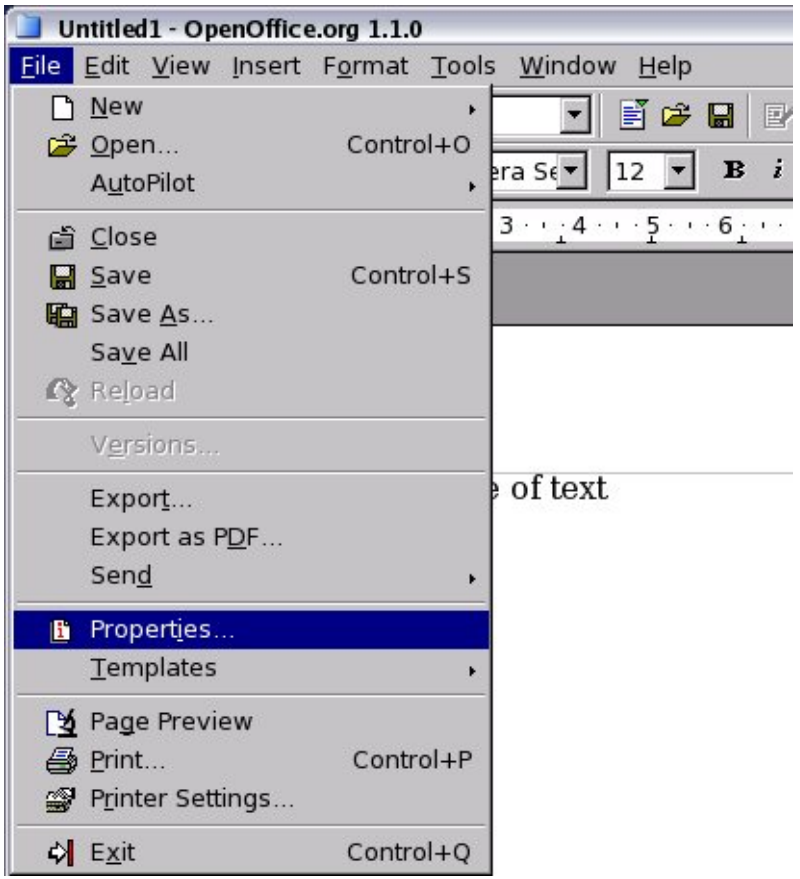
Helpful Tools
Spell Check



Another way to replace wrong words with the suggested ones is to right-click on the word and select the right entry.

Helpful Tools

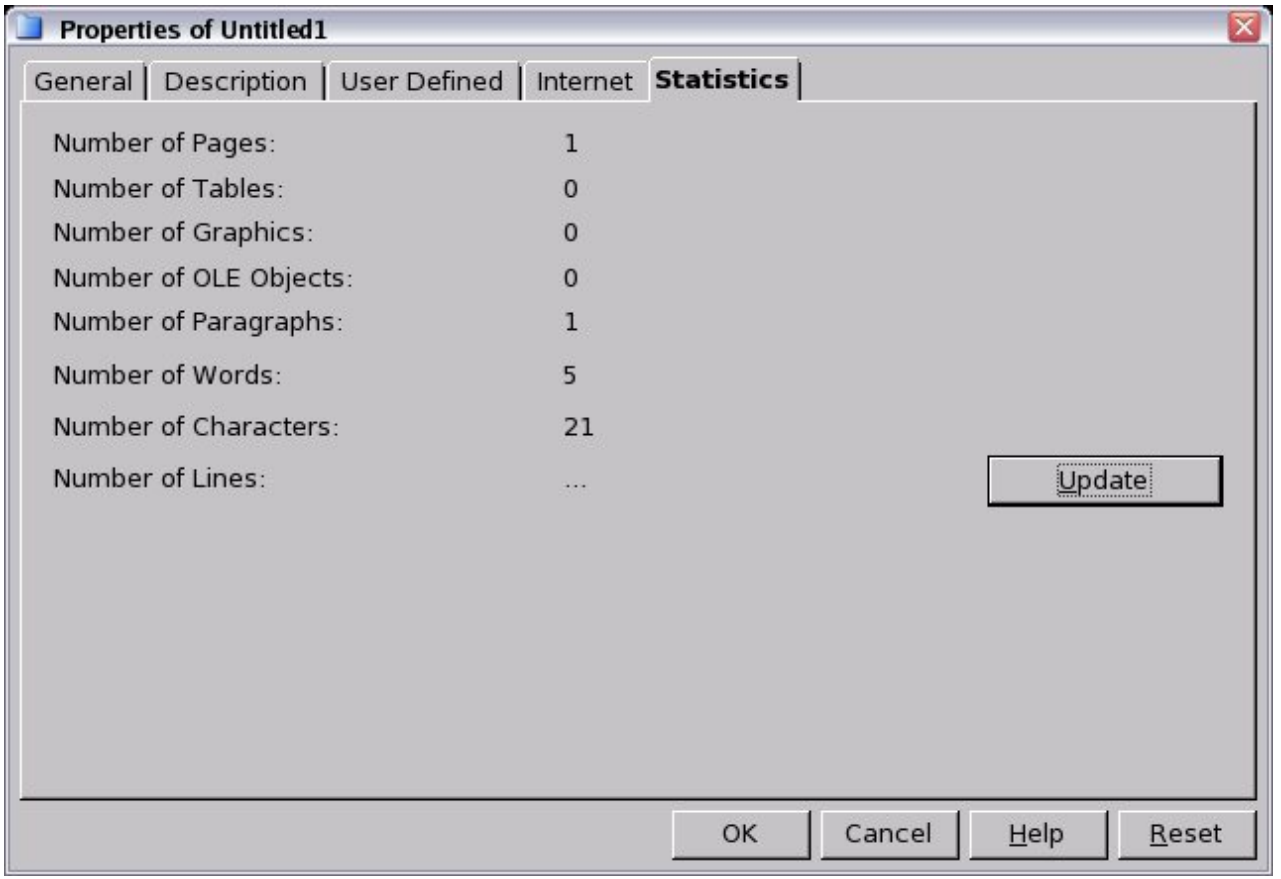
Word Count



To view some informations about your document, select Properties from the the File menu.

Helpful Tools

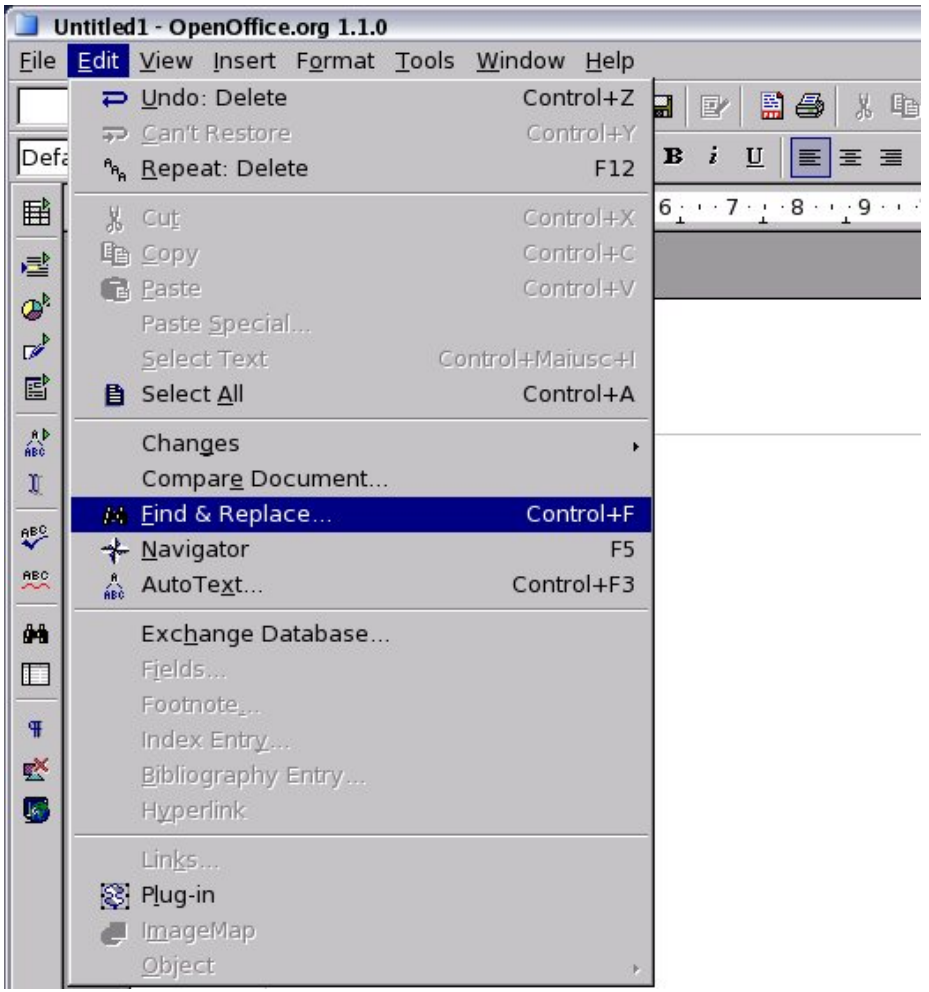
Word Count



On the Statistics tab, word count is displayed along with other statistics.

Helpful Tools

Search Document

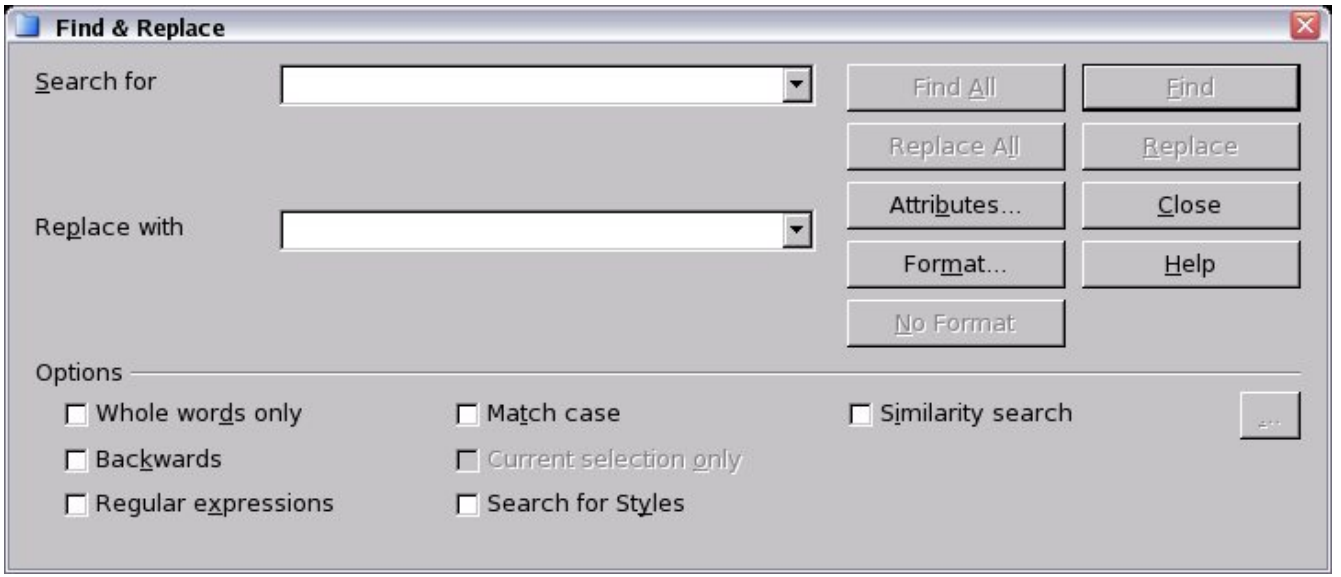


You are able to search for a word or phrase in a document.

Select Find and Replace from the Edit menu.

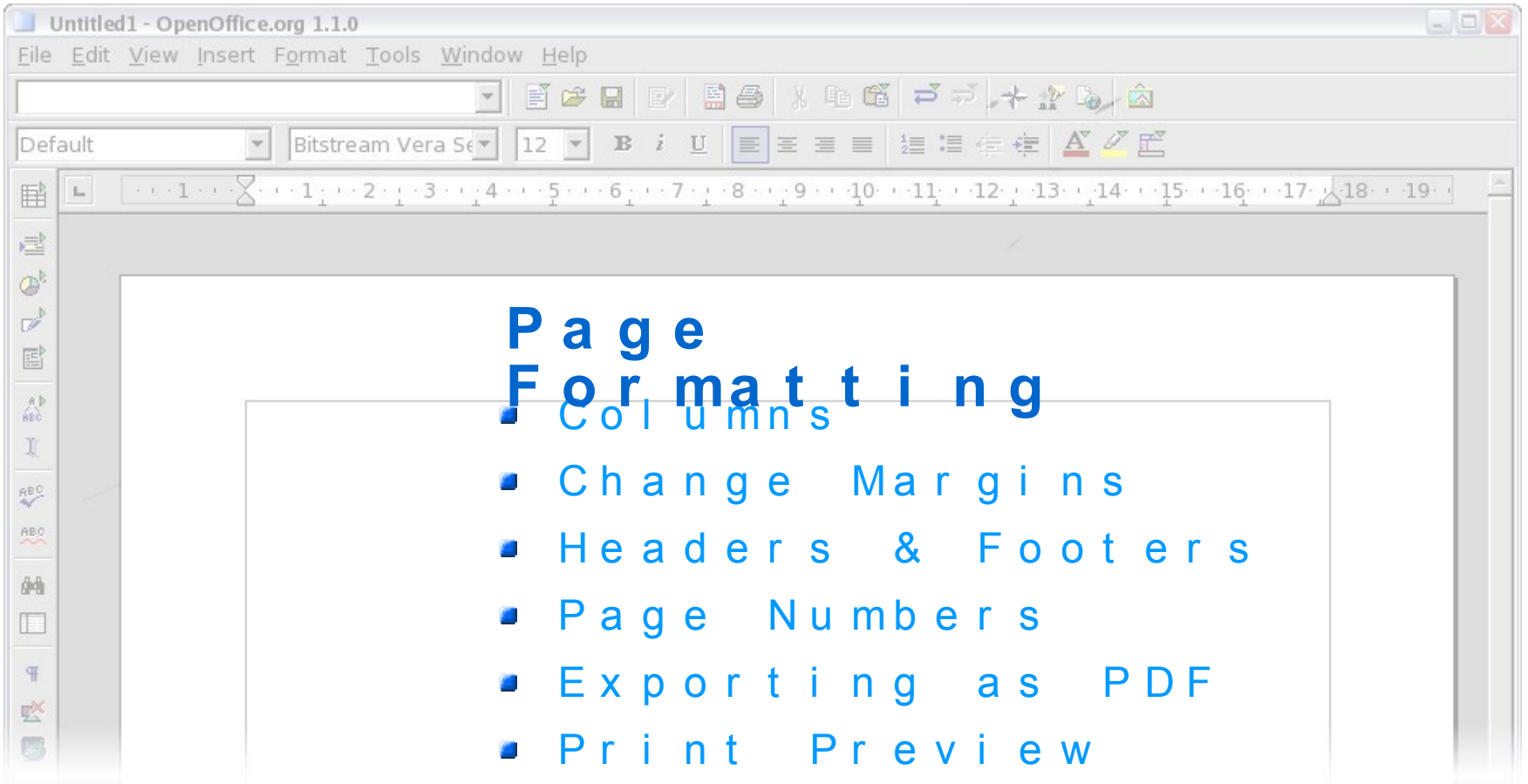
Helpful Tools

Search Document



Enter the word or phrase you would like to search for.

Click Find or Find All.

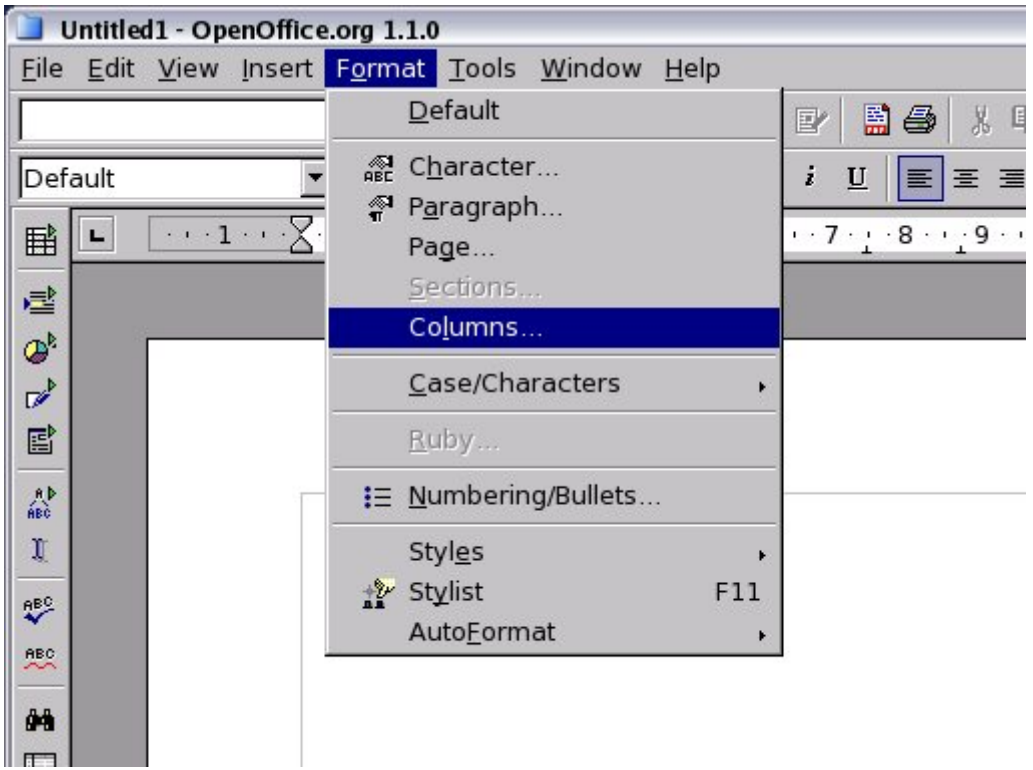


Page Formatting

- Columns
- Change Margins
- Headers & Footers
- Page Numbers
- Exporting as PDF
- Print Preview
- Printing Documents

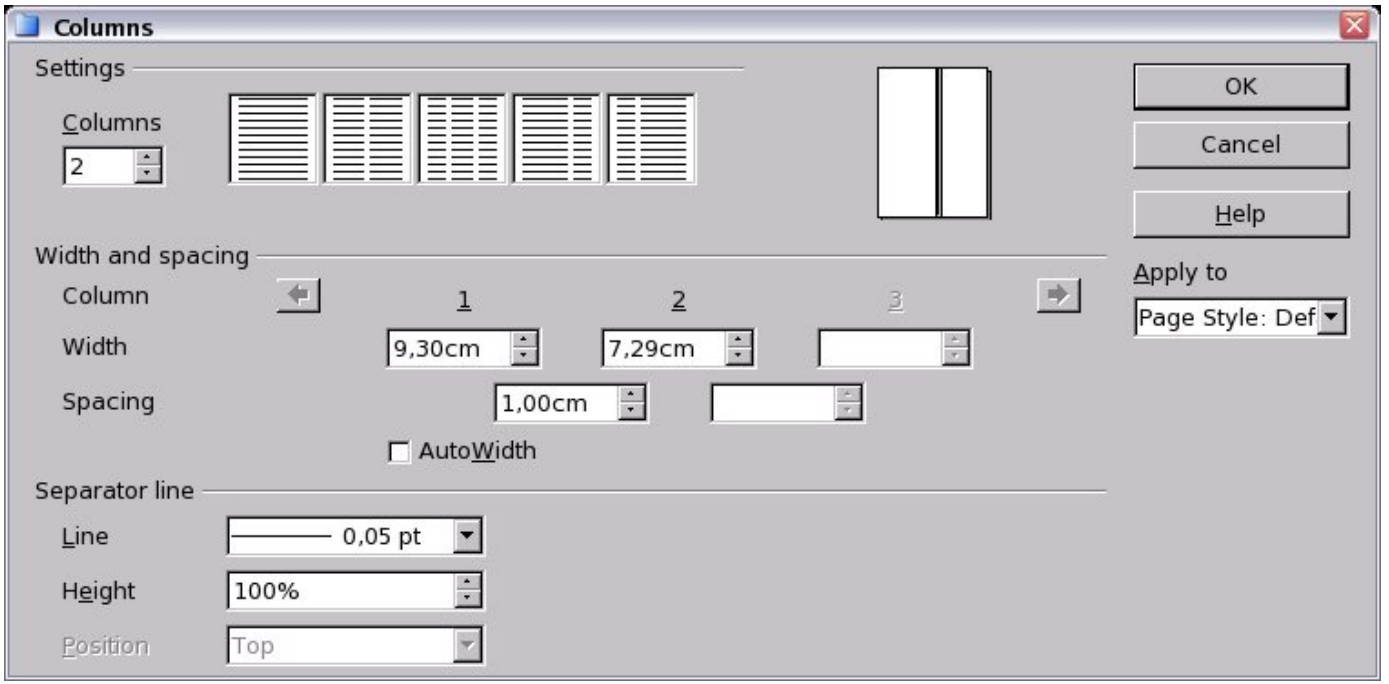
OpenOffice.org

Page Formatting
Columns



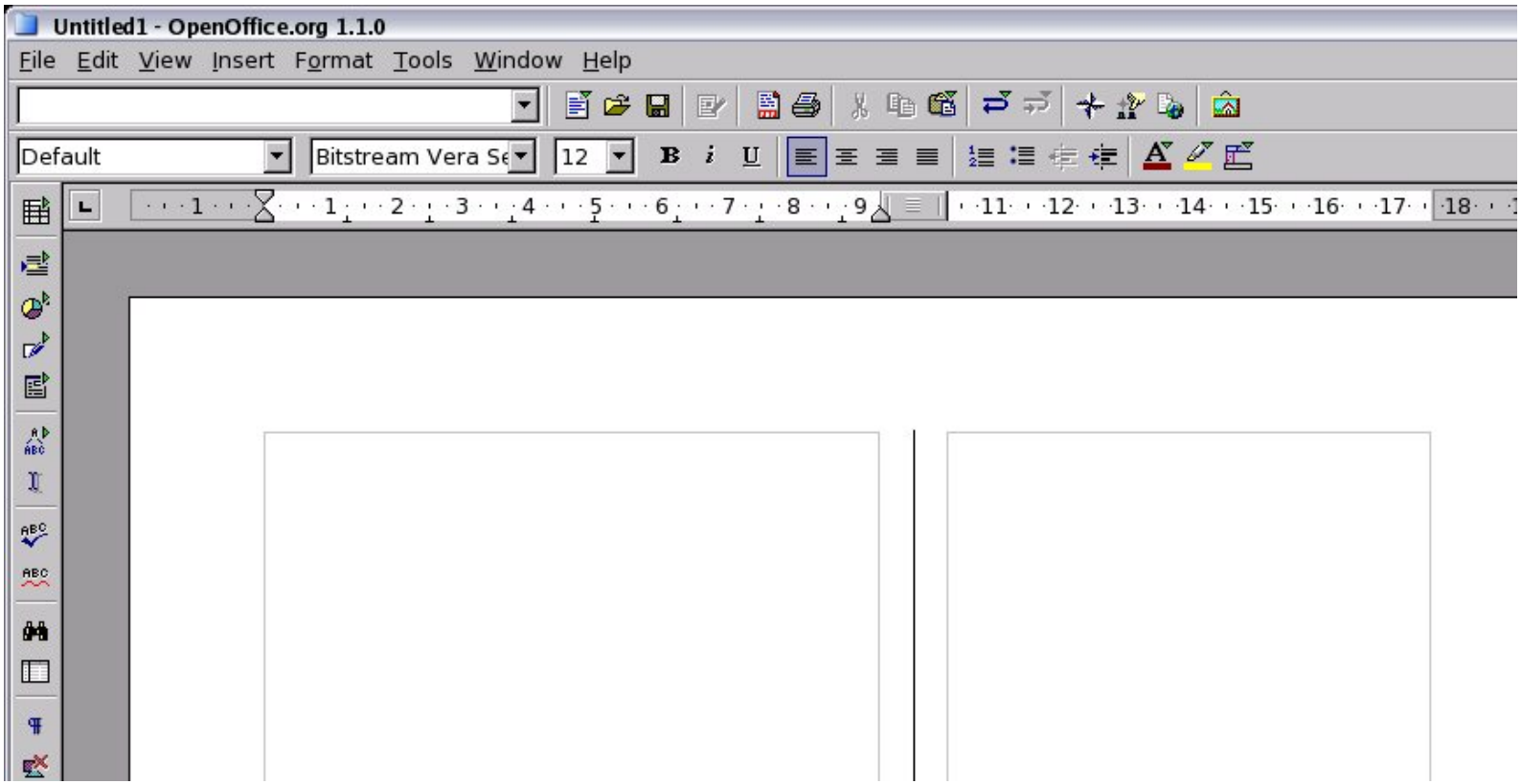
On the Format menu, select Columns.

Page Formatting
Columns



Here you can specify the number of the columns and the column layout for a page style.

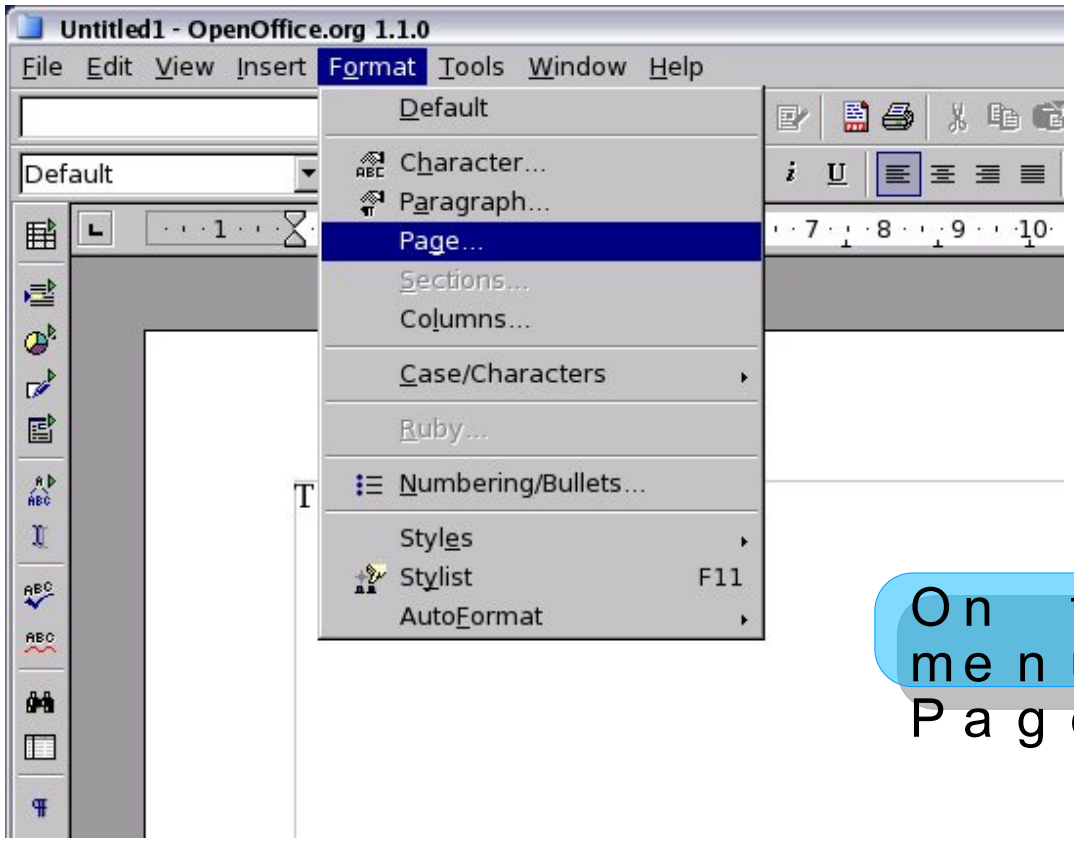
Page Formatting
Columns



Two or more columns can be added.
Colums can be separated by a line or a customizable space.
You can also set manually each column width.

Page Formatting

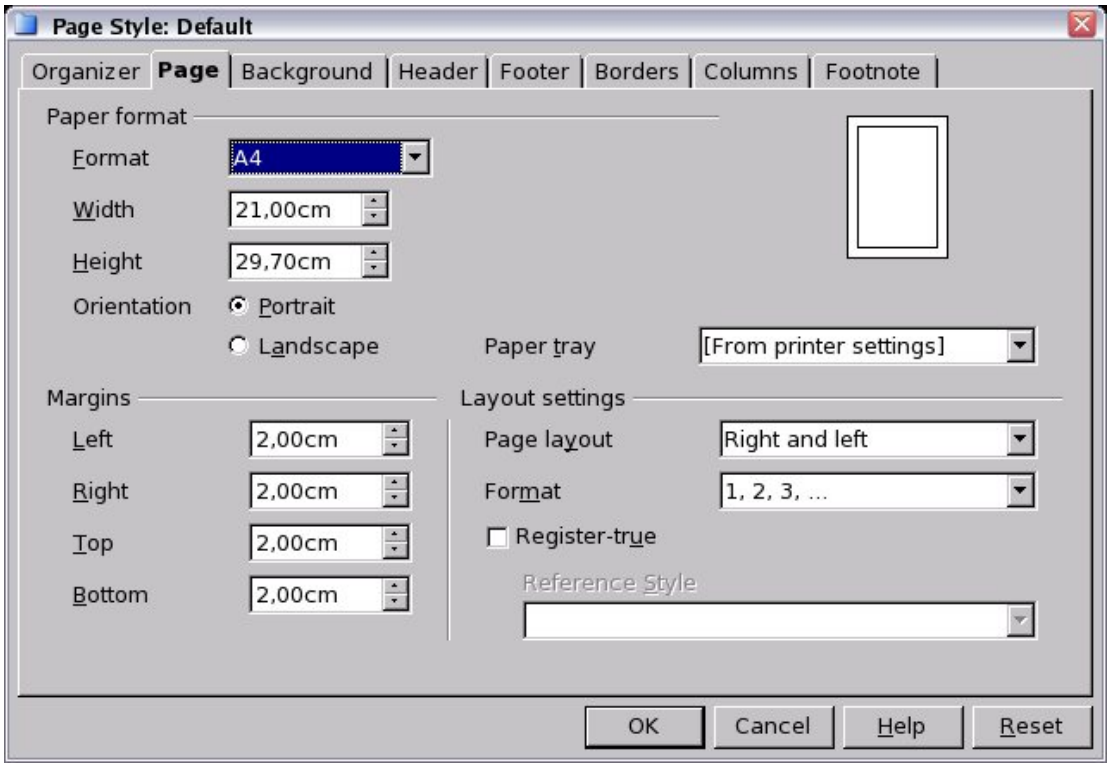
Change Margins



On the Format menu, select Page.

Page Formatting

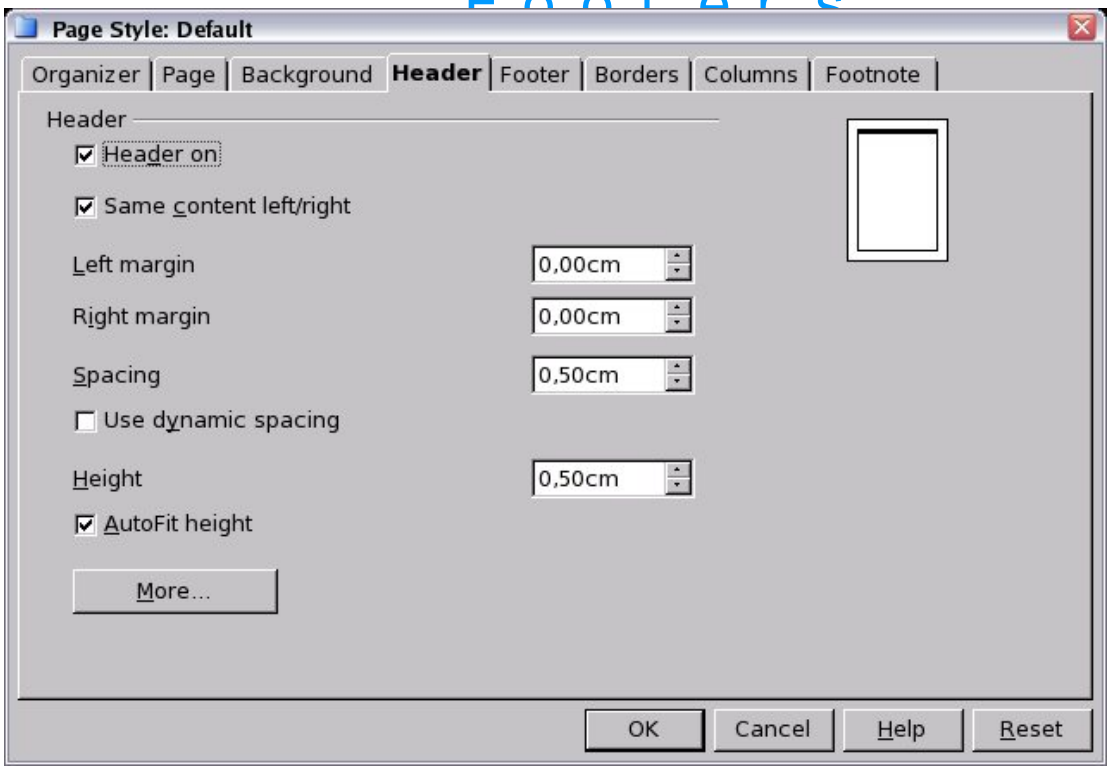
Change Margins



On the Page tab, under the Margins section, set the desired margins on top, bottom, left, and right by clicking on the up and down arrows.

Page Formatting

Headers & Footers

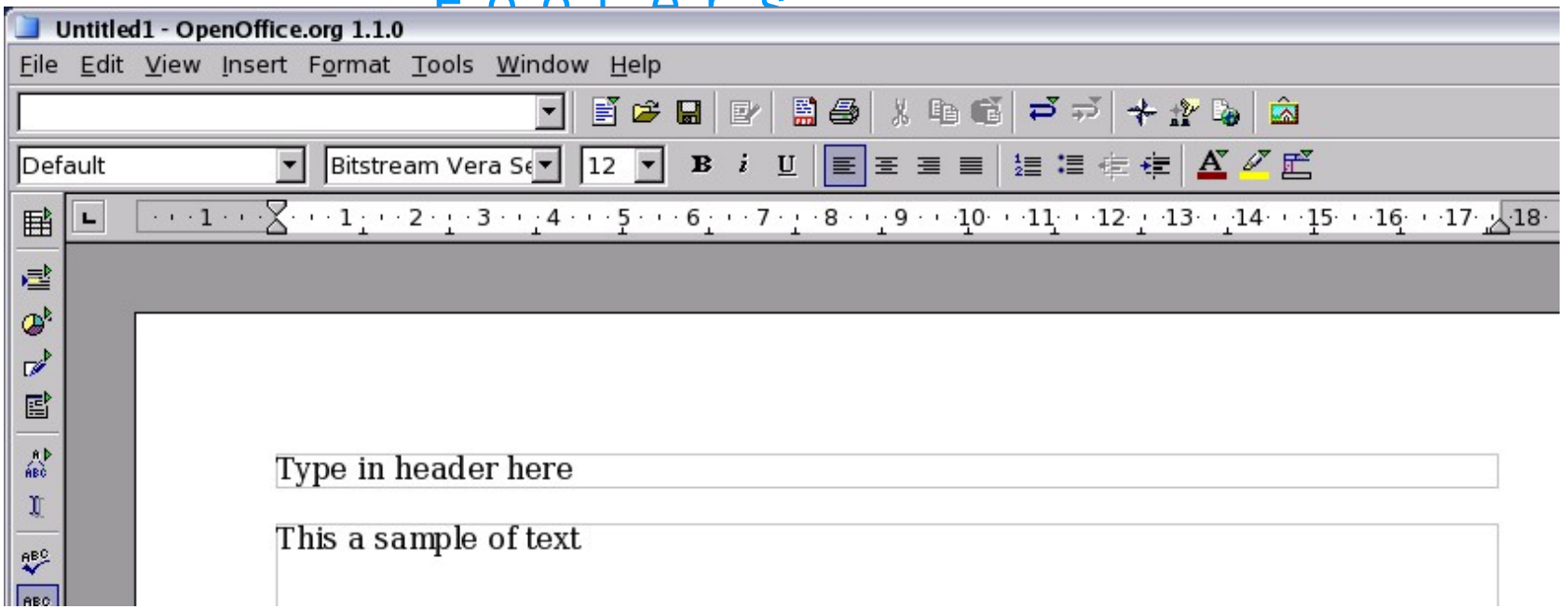


To add a header at the top of the page, check the Header On box under the Header tab.

Click OK.

Page Formatting

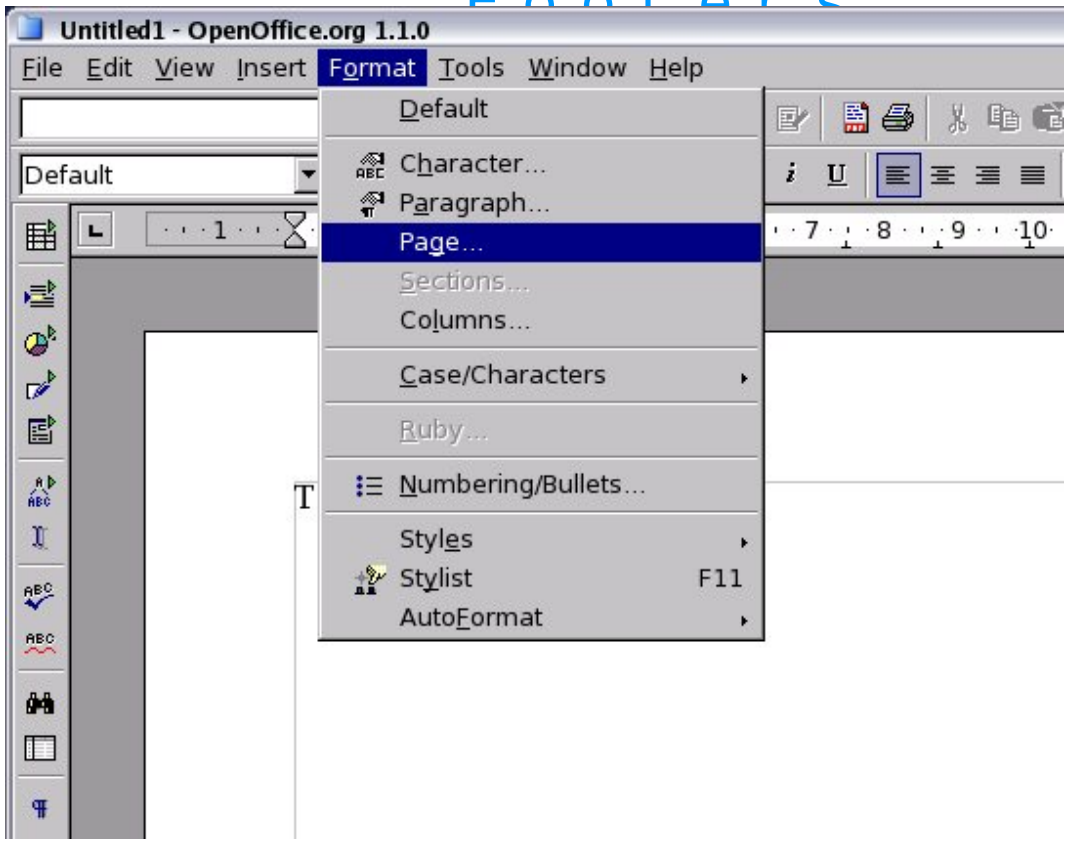
Headers & Footers



Once the box appears, you can type in text and format as desired.

Page Formatting

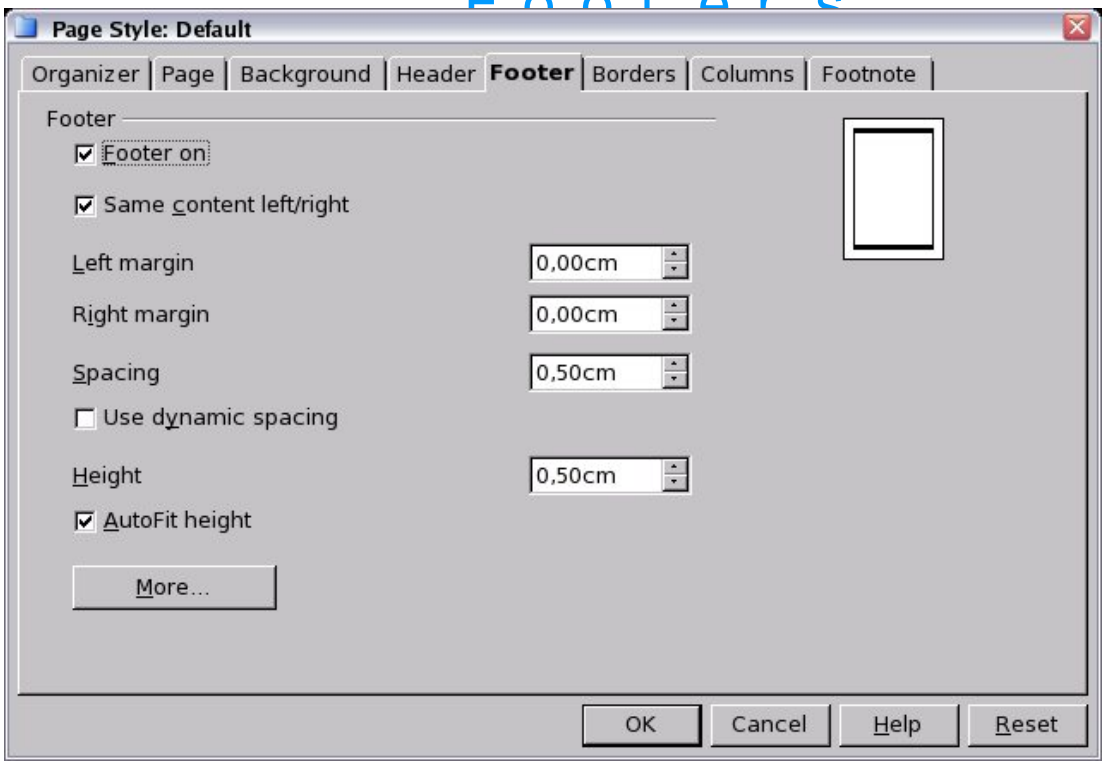
Headers & Footers



To add a footer at the bottom of the page return to the Page box under the Format menu.

Page Formatting

Headers & Footers

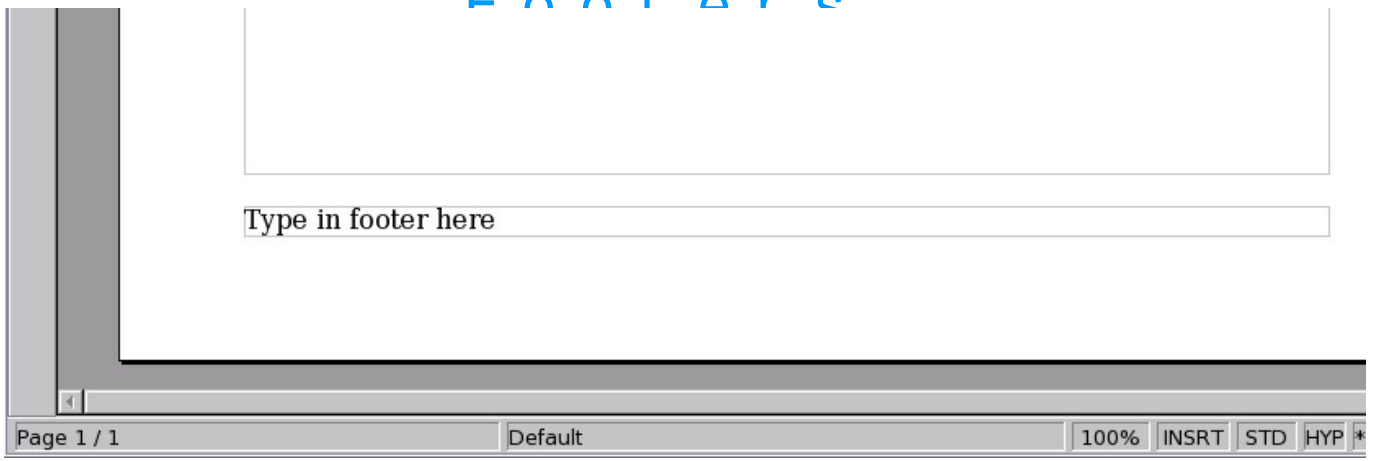


Check the Footer On box under the Footer tab.

Click OK.

Page Formatting

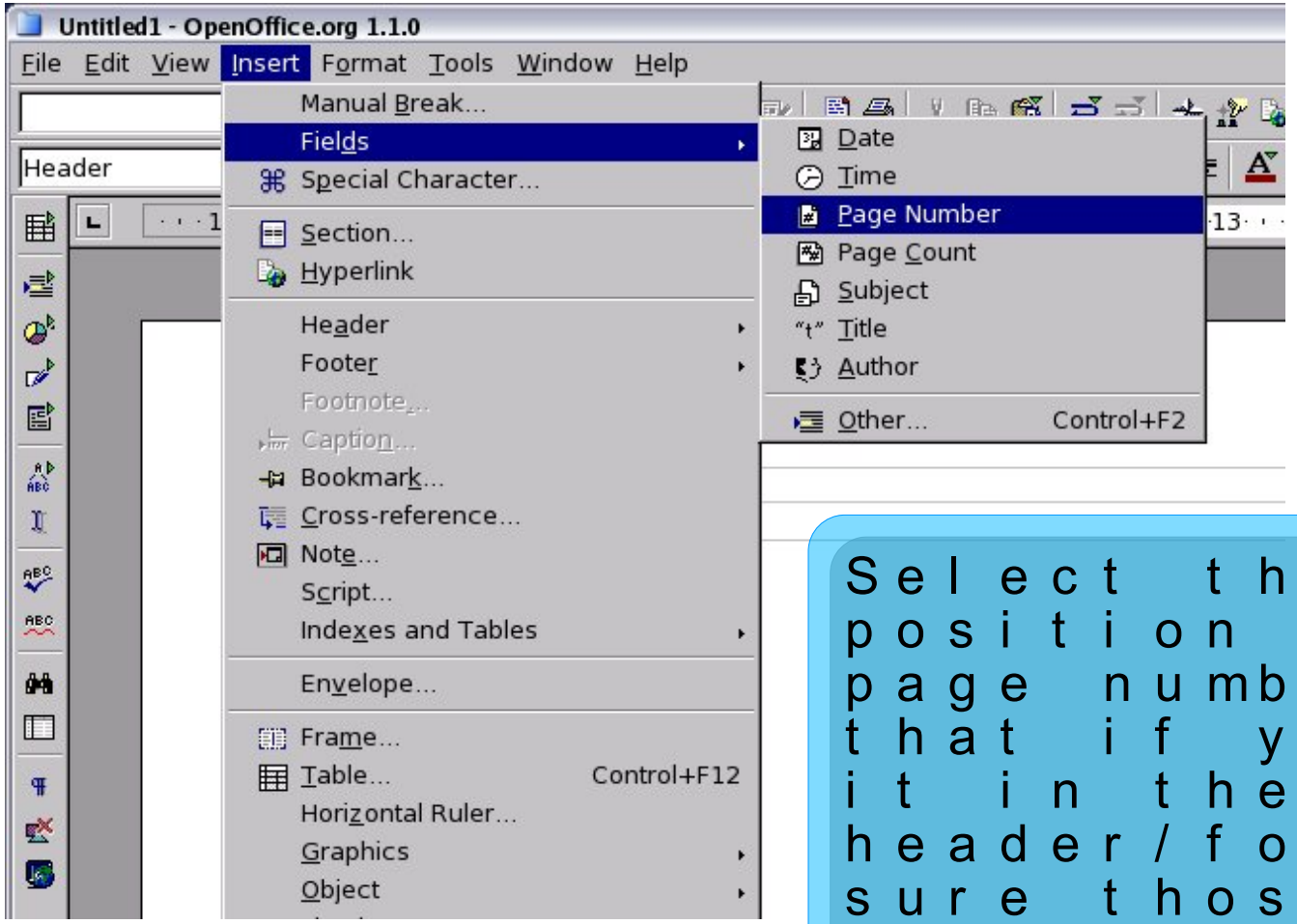
Headers & Footers



Once the box appears, you can type in text and format as desired.

Page Formatting

Page Numbers

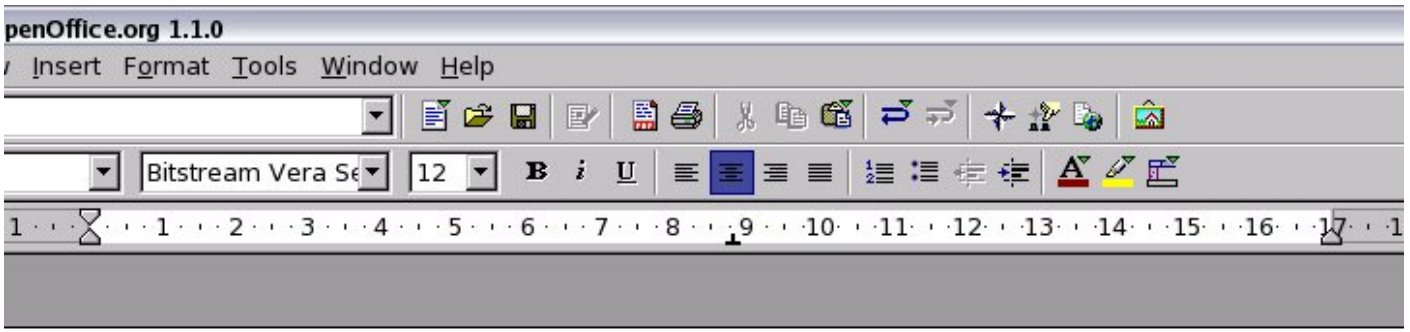


Select the desired position of the page number. Note that if you want it in the header/footer, be sure those are checked on.

Once you have the desired position,

Page Formatting

Page Numbers



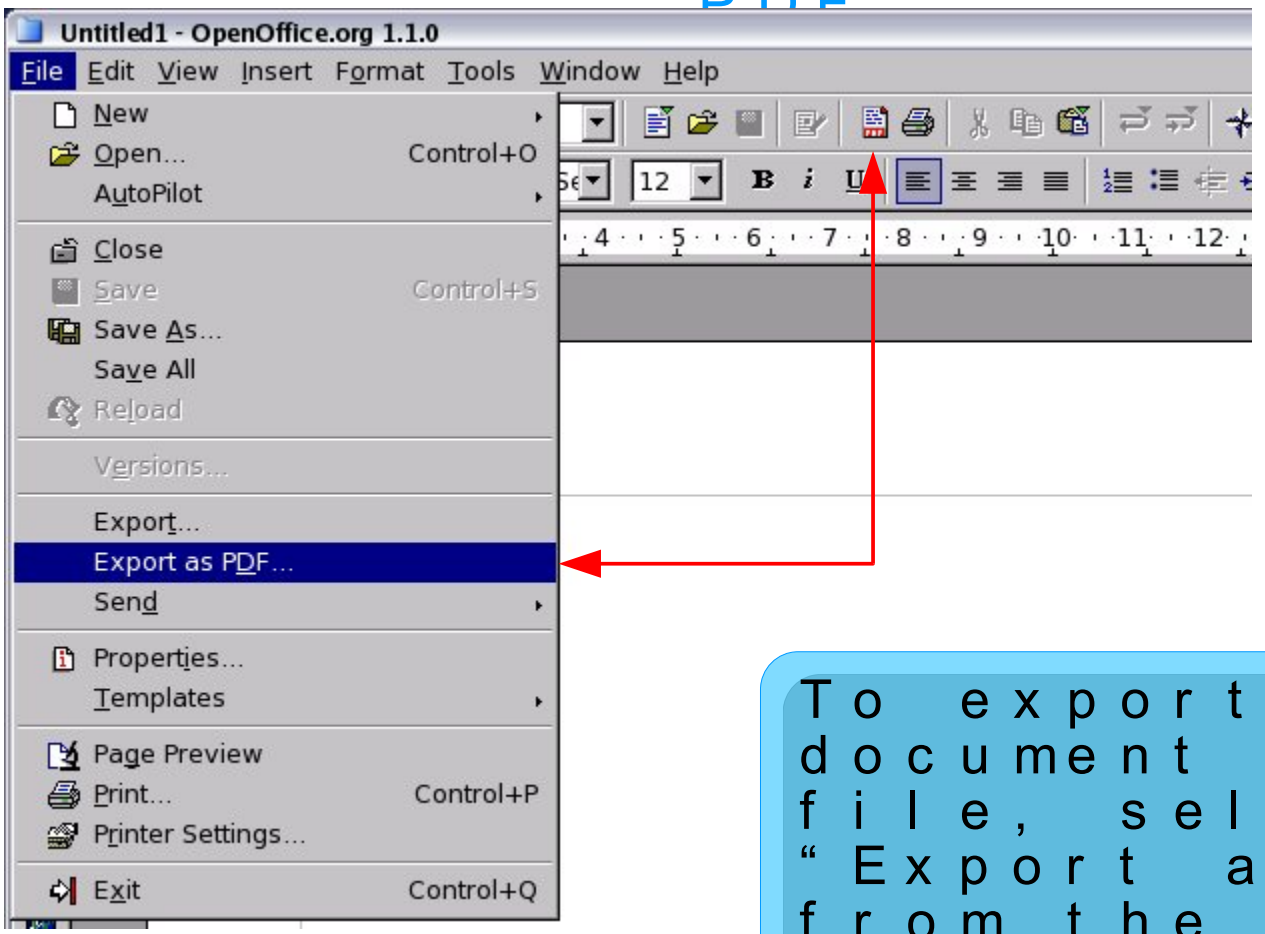
1

This a sample of text

Once you have the page number inserted, you can justify it by selecting it and clicking on the desired justification.

Page Formatting

Exporting as PDF



To export your document as a PDF file, select "Export as a PDF" from the File menu or click the appropriate button from the toolbar.

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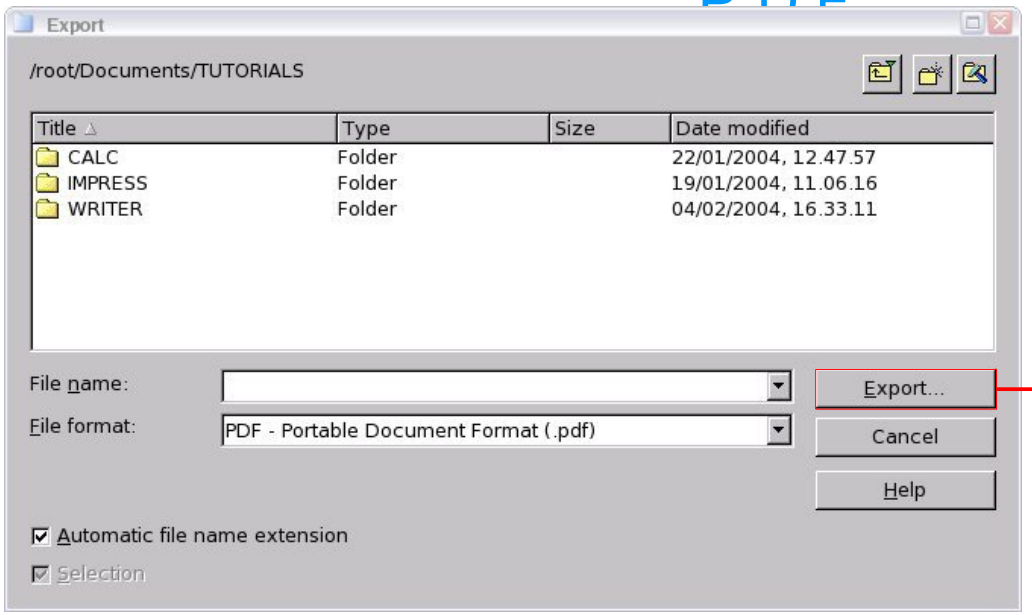
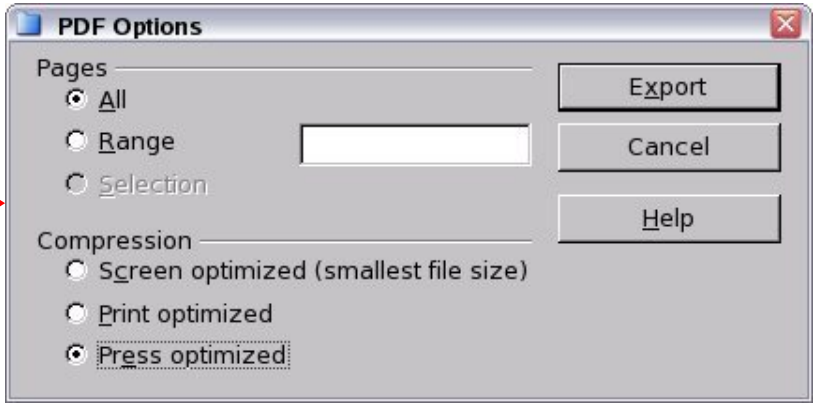
Page Formatting

Exporting as PDF

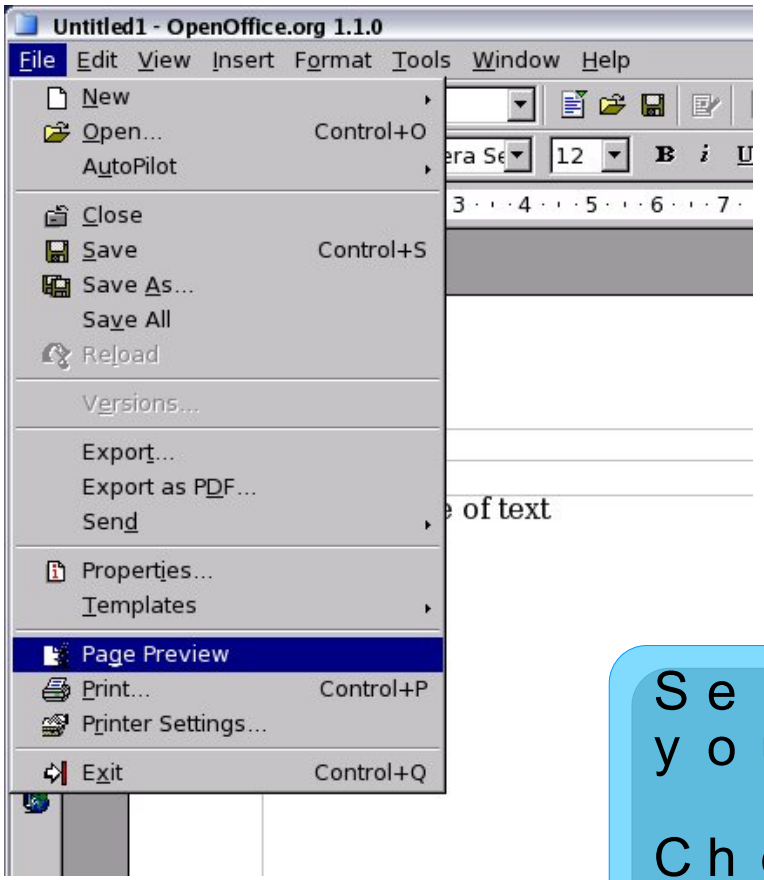




Insert the file name and click on the Export button.
In the next window you can choose the pages to export and the compression level.

Page Formatting

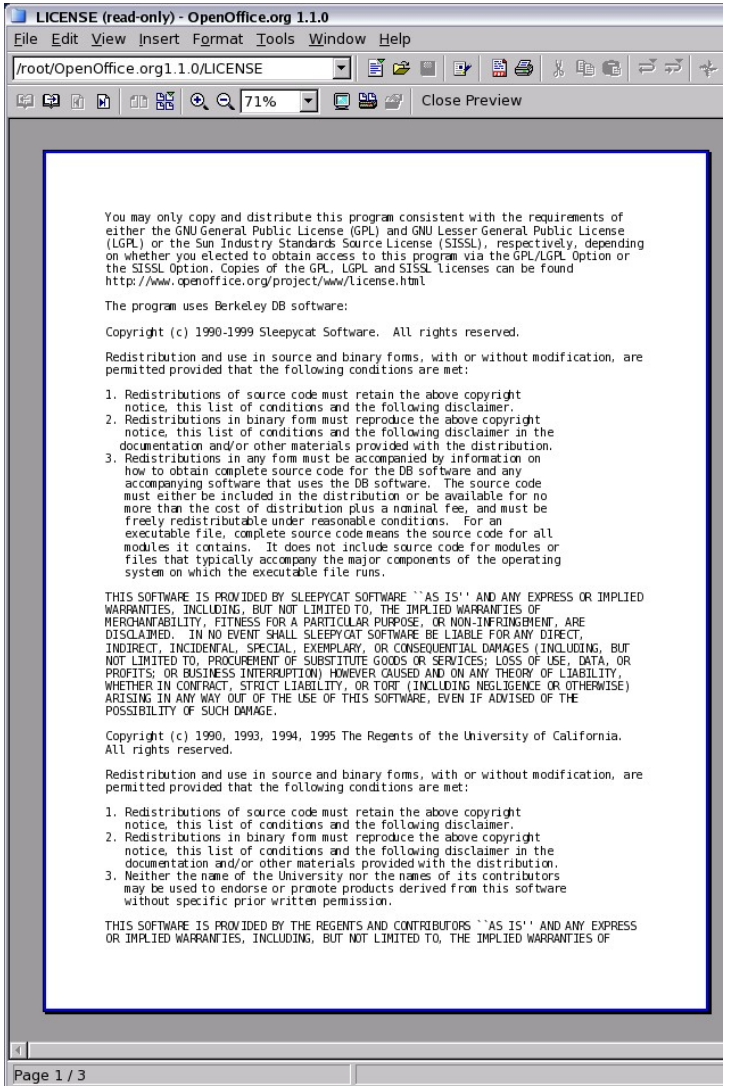
Print Preview



Select the document you want to preview.

Choose File - Page Preview.

Page Formatting
Print Preview

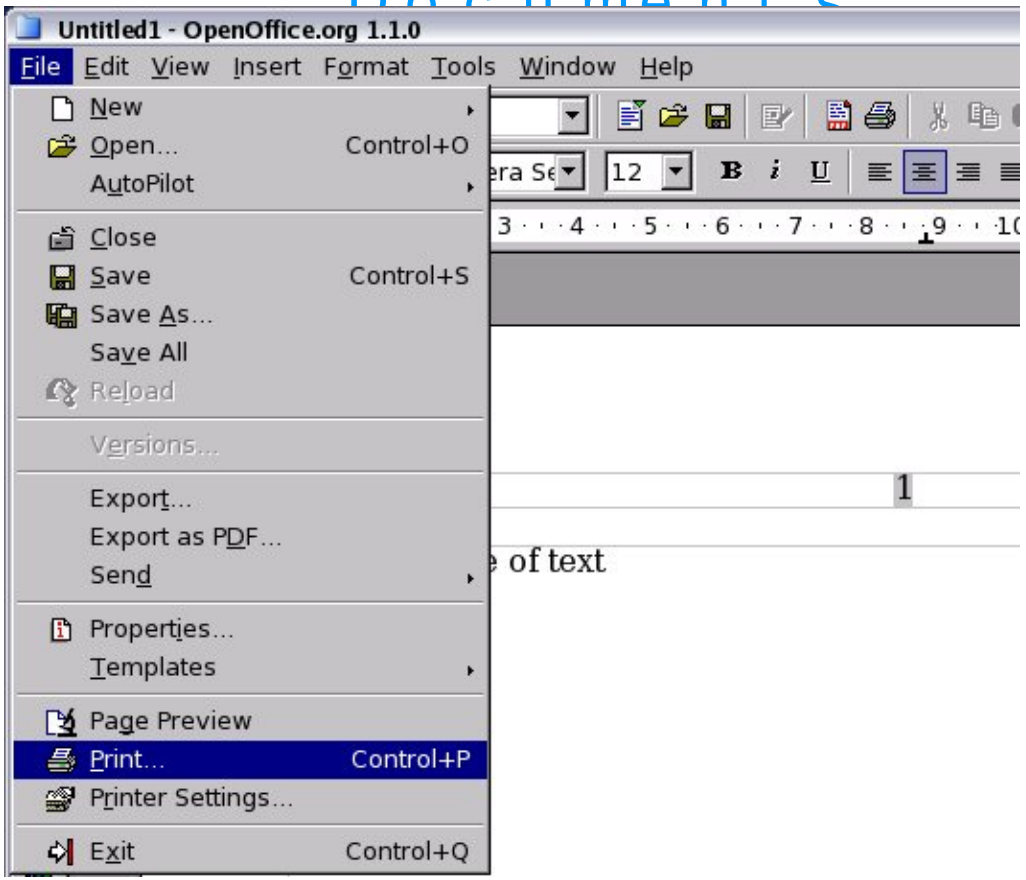


Use the icons on the object bar to zoom in or out.

Use the arrow keys or object bar icons to scroll through the pages of the document and check how they will appear in print.

Page Formatting

Printing Documents



There are three ways to print a document:

- Using the shortcut keys, press (Ctrl)(P).
- Click the Print File Directly icon.
- Go to the File Menu and select Print.

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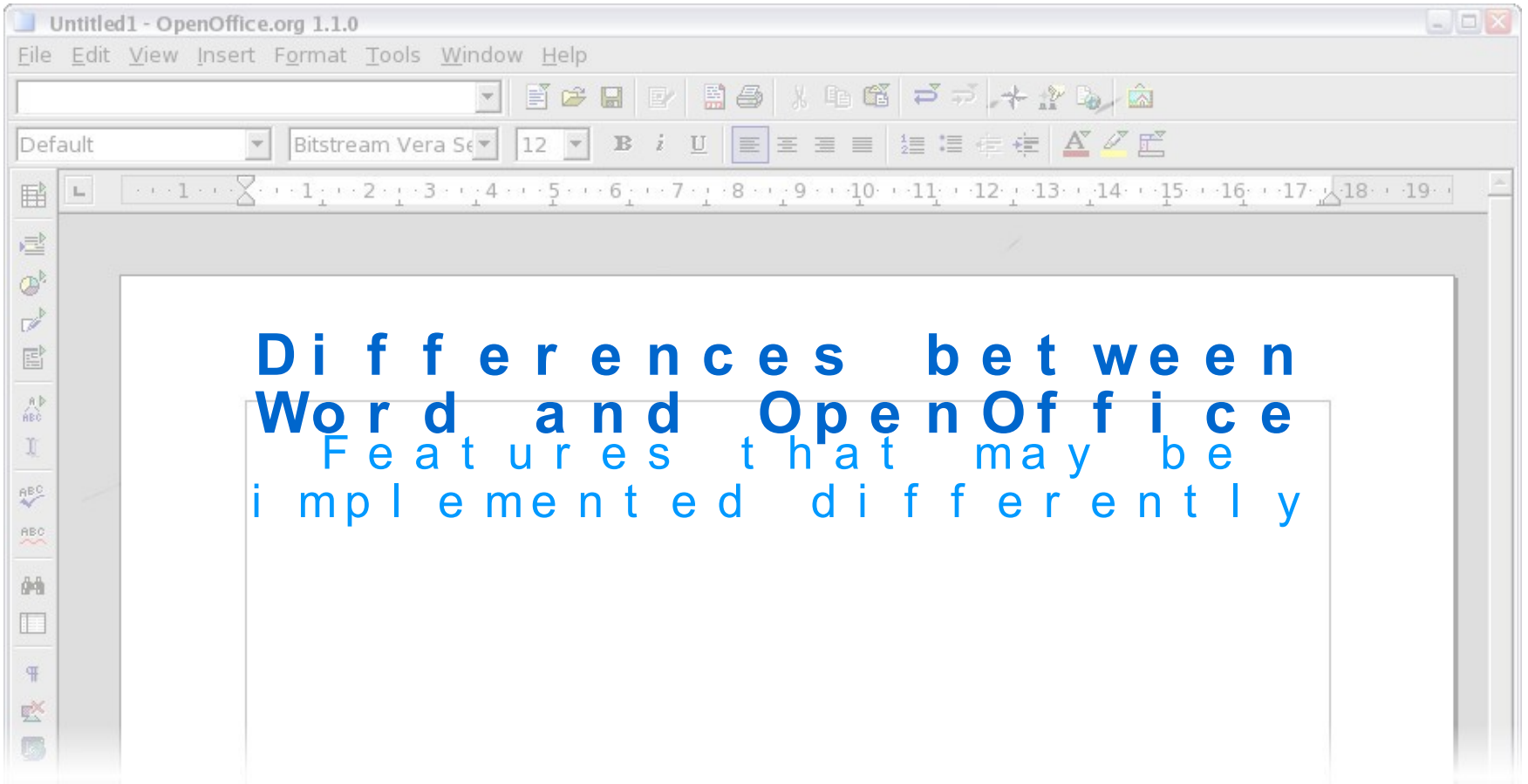

Differences between Word and OpenOffice

Features that may be implemented differently

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Differences between Word and OpenOffice

Features that may be implemented differently

Some functionality are implemented differently between the two applications, and thus documents that require them may need additional processing after the import. For example:

- The macro language is similar but not identical. Thus, macros are imported and saved within the OpenOffice documents, but are not executable (due to differences between VisualBasic for Applications and StarBasic).
- Other functionalities that need attention:
  - AutoShapes
  - Revision Marks
  - OLE objects within the document
  - Form Fields and Controls
  - Indexes
  - WordArt graphics

Differences between Word and OpenOffice

Features that may be implemented differently

Other differences:

- In bullet lists, Word interprets carriage returns at the end of the paragraph by adding a small spacing between paragraphs, while OpenOffice adds an additional bullet
- Font spacing (also called “font metrics”) may be different between Word and OO; this leads to some difference in text placement and visual appearance. In many cases, this may be solved simply by selecting the affected text and reselecting the desired font and spacing.
- 3D graphic objects may render differently, and 3D objects generated inside OpenOffice are exported to Word as flat images
- The model used internally for tables is slightly different, and may generate some differences, especially in complex cases (like tables in tables)