OpenOffice.org
The Open Source Office Suite

Migrating from Microsoft Office to OpenOffice.org 1.1.1:

A guide for intermediate to advanced users.

Contents

Overview

About this guide

This document is for people who currently use or have used Microsoft Office and would like to investigate or are actively changing to OpenOffice.org. It is aimed at intermediate to advanced users of Microsoft Office so if the functionality in OpenOffice.org is not significantly different then, typically, that function is not mentioned.

This document currently has 13 chapter headings:

1 Why OpenOffice.org: a very brief outline of the pros and cons of OpenOffice.org versus Microsoft Office.

2 General Interface differences: gives an overview of the differences in the interface between OpenOffice.org and Microsoft Office that are consistent across the applications. This chapter is designed for being the background material for an introductory course on migrating to OpenOffice.org from Microsoft Office.

3 Customizing the Interface: explains how to change the interface so that users can make OpenOffice.org work as close as possible to how they have worked in the past. It doesn't say make these changes to make OpenOffice.org work like Microsoft Office, as both applications are highly configurable it seemed, to the author, to make more sense to say how to change things rather than give a proscribed list.

4 Conversion of Microsoft Office Files: briefly discusses philosophical differences in file formats between the office suites, how to do bulk conversions of files, general issues when collaborating with people still using Microsoft Office, and a mention that macros need to be manually converted.

5 Text Documents: this is a more detailed exploration of how to use the OpenOffice.org word-processing application, Writer. This chapter expands on the interface differences covered in chapter 2 that are specific to Writer, discusses techniques for avoiding problems when working with people still using Microsoft Word, and goes into detail about how to use those features which are significantly different: Mail Merge, Envelopes, Page styles and page numbering, Index/Tables, Conditional text, and Master documents.

6 Spreadsheet documents: this is a more detailed exploration of how to use the OpenOffice.org spreadsheet application, Calc. This chapter expands on the interface differences covered in chapter 2 that are specific to Calc, discusses techniques for avoiding problems when working with people still using Microsoft Excel, and goes into detail about how to use those features which are significantly different: Conditional formatting and styles, Working across spreadsheets, web pages and database data, and Printing.

7 Presentation documents: as the OpenOffice.org presentation application, Impress, is not significantly different is use from Microsoft PowerPoint this chapter is comparatively brief, but it does outline some differences. It may also be worth seeing in the appendices PowerPoint custom animations – Impress object effects and PowerPoint – Impress slide transitions.

8 OpenOffice.org as a replacement for FrontPage: this chapter is yet to be written.

9 Draw: this chapter is yet to be written.

10 FontWorks (WordArt equivalent): describes how to use OpenOffice.org's FontWorks which serves a similar purpose to Microsoft WordArt.

11 Math formula editor / Equation Editor: describes how to use OpenOffice.org Math for entering equations. It recommends using commands rather than the GUI (Graphical User Interface) and the commands are outlined in the appendix Math formula – symbols and commands.

12 Data-sources: Microsoft has a separate application, Access, for working with databases, OpenOffice.org integrates working with databases throughout the application. This chapter introduces: Working with a data-source (dBase example), Creating a data-source from a spreadsheet, Database Forms, and Reports.

13 Converting VBA macros to OpenOffice.org macros: this chapter is yet to be written.

This document does not aim to be complete but will hopefully give a better insight than typical magazine reviews. It is not a complete reference text. Two reference texts are: Que's "Special Edition Using Star Office 6.0" by Michael Koch, and Prentice Hall's "StarOffice 6.0 Office Suite Companion" by Solveig Haugland and Floyd Jones. Both of these texts were used as reference material in the writing of this document, but this document is targeted at Microsoft Office users rather than a generic reference text, it also covers material that neither of these books do.

Portions of this document come from the book "Taming OpenOffice.org Writer 1.1" by Jean Hollis Weber, available at: http://www.taming-openoffice-org.com/index.htm.

A commercially available book which appears to cover similar material to this document (the author has not seen this book - only the advertisement). See http://www.hentzenwerke.com/catalogpricelists/ooo501tofc.htm.

This document assumes the reader has access to a computer running OpenOffice.org, so does not have screen cuts (with one exception).

Conventions used in this guide

This guide uses the following conventions:

- **Bold** indicates menu options, buttons, and other items that you select on the screen
- Italics indicate the name of a toolbar or window
- Step-by-step directions are numbered to make them easy for you to follow. When you have a choice, the choices are presented in a bulleted list, just like the bulleted list you're reading now
- "Right click" refers to clicking the alternate mouse button (usually the right button)
- "Click" refers to clicking the main mouse button (usually the left)

Terminology

OpenOffice.org: This document is based on OpenOffice.org 1.1.1. Unless it is stated otherwise, assume that everything mentioned for OpenOffice.org is true for StarOffice 6.0. The main difference between the two is that StarOffice is available for a small fee which entitles the user to support from Sun. StarOffice also includes some proprietary software such as a limited version of Adabas.

Microsoft Office: This document is based on Microsoft Office XP unless otherwise stated.

The names of the applications for the two suites are different as outlined in Table 1 below.

Table 1: Office application names

Application	Microsoft Office	OpenOffice.org
Word processor	Word	Writer
Spreadsheet	Excel	Calc
Presentation Package	PowerPoint	Impress
Groupware client	Outlook	None (See http://groupware.openoffice.org/ for progress)[1]
Database management system	Access	There is no separate application. But built into OpenOffice.org is all the power of a full graphical user interface for a database client.

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The Original Documentation is Migrating from Microsoft Office to OpenOffice.org 1.1.1. The Initial Writer of the Original Documentation is Ian Laurenson © 2004. All Rights Reserved. (Initial Writer contact: hillview@paradise.net.nz)

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1 While not directly related to this document for those looking for an open source group-ware server see: http://www.opengroupware.org/.

Feedback

Please direct any comments or suggestions about this document to the author at hillview@paradise.net.nz or alternatively to dev@documentation.openoffice.org. The author really would like some feedback! Especially if you think this document is worth improving or you would like to see the unfinished chapters written. No feedback and the author may just scrap this project.

Acknowledgments

I would like to acknowledge all those who have posted requests and solutions to the forums.

I would also like to thank other documenters whose work I have based some of this material on, particularly: Jean Hollis Weber, Sophie Gautier, Scott Carr, Ralph Krause, Catherine Waterman, Fred Saalbach. However any mistakes in this document are mine and do not reflect on them.

There are other sources that have been used in the production of this document, such as the basis for the tables comparing key shortcuts, which I haven't been able to re-track down (please let the author know if you recognize some work as being based on yours so that you may be properly credited).

To the writers of the help files – thank you, thank you, thank you! I have used and referred to the help files extensively. The key shortcuts in the appendices have been copied and reformatted from these files.

My greatest thanks go to my partner, Warwick Anderson, without whom writing this document would not have been possible!

Modifications and updates

Version	Date	Description of Change
0.1	March 04	Initial version issued for comment

1 Why OpenOffice.org

1.1 Some OpenOffice.org advantages

- You can legally use and share software at low / no purchase cost

- The standard file format for OpenOffice.org is XML. XML is an openly documented file format that is being widely adopted, so your documents created in OpenOffice.org now will continue to be readable in the future

- OpenOffice.org, like all open source software, enjoys ongoing support and maintenance that is not at the whim of a company, or dependent on a company's survival

- OpenOffice.org is able to be run on the widest range of operating systems. Including Microsoft Windows, Mac OS X, Unix based systems (such as Linux), and Solaris

1.2 Some OpenOffice.org disadvantages

- Groupware is not yet implemented

- No database management system has been built in (but a lot of functionality is)

- Cost of converting existing Microsoft Office files, particularly if they contain macros

2 General Interface differences

While the interfaces of OpenOffice.org and Microsoft Office are generally similar, there are some differences. The purpose of this section is to outline these differences and how to work with them. One of the underlying differences is the degree of integration of the applications. For instance, it is possible to open a Calc spreadsheet in Calc while in Writer.

Below is a screen cut of the Writer interface.
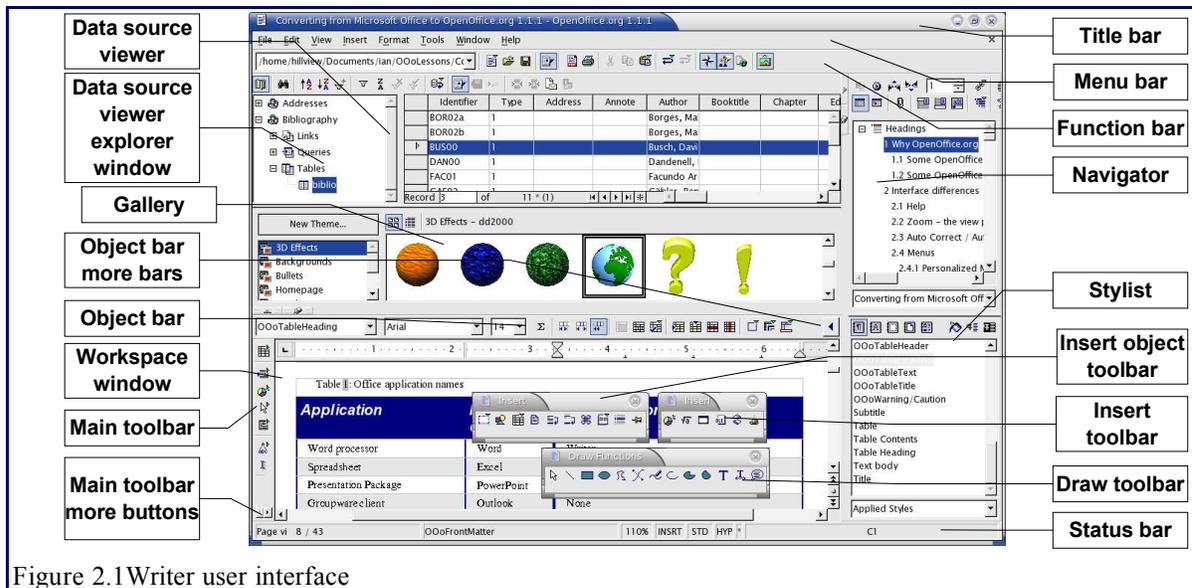
Figure 2.1Writer user interface

2.1 Help

Help is very similar in OpenOffice.org to its equivalent in Microsoft Office.

Pausing the mouse pointer over a button causes it to display a description of the button.

Shift + **F1** 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.

Pressing **F1** displays contextual help (based on what is currently selected).

There is an equivalent to the Microsoft Office "Office Assistant". This is called the Help Agent. It is not as cutesy as Microsoft Office's "Clip it" et al, but it "lightsup" 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 from the **Help** menu.

More help is available in the OpenOffice.org forums accessible via: http://www.OpenOffice.orgforum.org.

Another thing to do, is to see if someone has logged a fault or request for a new feature. This can be done at http://www.openoffice.org/. Before the user can log faults / feature requests, they are required to register. Registration has no cost associated with it; nor will the registered user receive spam.

2.2 Zoom – the view percentage

To change the size at which the document is displayed on the monitor, use: **View** > **Zoom** or right 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 as the side panels are displayed.

2.3 Auto Correct / Auto Format

Writer adds an auto-complete feature to words, so that when a user is typing Writer tries to predict what the completion of the word will be. Settings for this feature:

Tools > **Auto Correct/Auto Format...** > **Word completion**.

2.4 Menus

One of the differences in menu location is that page layout is considered to be a format so is found under the format menu (**Format, Page...**) rather than the file menu.

For customizing menus see 3.2 Customizing Menus on page 16 below.

The font used in OpenOffice.org for menus is different to that used in Microsoft Office. To change the font:

> 1) Tools -> Options... > OpenOffice.org -> Fonts Tab
>
> 2) Tick "Apply replacement Table"
>
> 3) Type "Andale Sans UI" to the text box labeled "Font"
>
> 4) Select "Microsoft Sans Serif" from the "Replace with" dropdown
>
> 5) Click on the green arrow
>
> 6) Click OK

This is based on work by "Tommi" available from:
http://www.bloggidity.com/web/2004/03/31/openoffice_tweaks_254.htm).

2.4.1 Personalized Menus

There is no personalized menus option. This feature in Microsoft Office reorganizes the menus so that the most frequently used options are displayed first. However, the degree of context sensitivity, based on current cursor location, is much greater in OpenOffice.org than

in Microsoft Office. For instance, in Writer, the menu items for working with tables, found in the **Format** menu, are only displayed when the cursor is in a table.

In OpenOffice.org there are some menu items that are relevant to the current cursor location, but which are inactive for some reason. For example the sort option (**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 > Inactive Menu Items**.

2.5 Mouse use

2.5.1 Long click

OpenOffice.org introduces the concept of a long click for some toolbar buttons. A normal quick click and that toolbar button acts as depicted. A long click (click and hold mouse button down without moving the mouse) displays a sub-menu or tear off toolbar. See 2.6.2 Tear-off toolbars on page 5 below

2.5.2 Drag and drop

While drag and drop does work, there is less feedback with pointer changing in OpenOffice.org than in Microsoft Office. E.g. Moving the pointer onto a selected piece of text the pointer remains the usual I bar rather than changing to an arrow.

2.5.3 Right click

Right clicking in OpenOffice.org does display a context menu BUT it doesn't select what has just been right clicked on, the context menu is for what is currently selected.

2.6 Toolbars

The top toolbar (default position) is called the Function Bar. The Function Bar is consistent across the OpenOffice.org applications.

The second toolbar across the top (default location) is the Object Bar. The Object Bar is a context-sensitive bar which shows the relevant toolbars in response to the cursors current selection. For example when the cursor is in a table, the object bar provides both a Table Bar and a Text Bar. To toggle between these bars click the large triangle button at the right end of the Object Bar.

The toolbar down the left side (default position) is the Main Toolbar. The Main Toolbar has the buttons most relevant to the current application.

Buttons with a small green triangle will display one of the following with a long click depending on the button:

• Sub-menus (e.g. the New, Paste, Undo, Redo, Autotext buttons)

• Tear-off toolbars (e.g. Font Color, Highlighting, Insert buttons)

• A quick way of selecting things like number of cells or columns (e.g. Insert table, Insert frame, Insert Section).

For customizing toolbars see 3.1 Toolbars on page 16 below.

2.6.1 Moving toolbars

To convert a docked toolbar to a floating toolbar and vice versa: **Control** + **double click** a blank area of the toolbar. To dock a toolbar at a different edge: **Control** + **drag** floating toolbar to the desired edge.

2.6.2 *Tear-off* toolbars

As mentioned above these tear-off toolbars are accessed by giving a long click on the button with a small green triangle. These toolbars are always floating (i.e. they cannot be docked at an edge), but they can float over the top of other toolbars and docked / floating windows. To shift the tear-off toolbar drag the toolbar by its titlebar.

2.6.3 The Draw toolbar

In Writer and Calc the draw toolbar is a tear-off toolbar from the Main Toolbar (down the left by default), whereas in Microsoft Office the Draw toolbar is, by default, across the bottom of the application window. In Draw and Impress, the tools found on Microsoft Office 's Draw toolbar are to be found directly on the Main toolbar.

2.6.4 The Load URL drop-down on the Function bar

The drop-down on the left of the Function bar is called Load URL" it lists, up to, the last 100 files that have been open in OpenOffice.org. Select a file from the list to open it.

2.7 Side panes - Docked / Floating Windows

Microsoft Office XP introduced to Microsoft Office the concept of side panes. These are the closest equivalent to OpenOffice.org's Docked / Floating Windows. In OpenOffice.org these include:

· Navigator (to help move around in the document – the closest equivalent in Microsoft Office would be the Outline view in Word)

· Stylist for applying styles

· Gallery (a clip art viewer)

· Function List (available only in Calc)

· Data Source View sometimes called the beamer (available in Calc and Writer and can only be docked at the top)

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

2.7.1 Docking and Undocking

This is the same as for the toolbars, **Control** + **Double click** docks / undocks. **Control** + **drag** the title bar will shift the edge at which it docks.

It is possible to have two windows in the same area. E.g. Having the Stylist and the Navigator 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".

2.7.2 Resizing

The docked windows can be resized by moving to the border between its window and the next window. When the mouse pointer changes to a double ended arrow, **click and drag** to the desired size.

2.7.3 Show / Hide

Even though these windows are quite easy to display or hide entirely either through key presses or from toolbar buttons, they have their own button that works like a minimize to the edge button. It is a triangle pointing to the current docked edge to hide it, or pointing out from the edge to show it.

2.7.4 Stick / Floating pin

With the window "floating" but docked at an edge, it overlaps the workspace window. Click the pin to "stick" it so that the workspace window is resized so that so that the entire width of the workspace window is visible.

2.7.5 Navigator

Activated / deactivated by **F5**, or the **Navigator On/Off** button in the Function Bar or **Edit** > **Navigator**. This shows the different objects in the current document. For example in Writer it shows the list of headings and has controls similar to Outline view in Word. The drop-down at the bottom of the Navigator is for selecting whichever of the currently open documents has information displayed in the navigator. (For more info see Navigator in each of the applications.)

2.7.6 Stylist

This can be activated / deactivated by **F11**, or the **Stylist On/Off** button in the Function Bar or **Format** > **Stylist**.

To change the type of styles displayed, use the buttons across the top. E.g. In Writer the buttons are: Paragraph Styles, Character Styles, Frame Styles, Page Styles and Numbering Styles. The drop-down at the bottom of the stylist determines which of these different types get displayed. For example in Writer for character styles the options are: Hierarchical, All, Applied and Custom. The style of the current selection is highlighted. See **Help > Index >** type "Stylist" > **creating new Styles from selections** and **updating from selections;** and **Help > Find >** type "Applying Styles" > **Applying Styles in Fill Format Mode** for how the other buttons work.

2.7.7 Gallery

This is activated / deactivated by the **Gallery** button in the Function bar or **Tools** > **Gallery**.

Note: There is no default key press.

This is OpenOffice.org's equivalent to Microsoft Office's Media Gallery, except it doesn't have ties to the Web. Use **drag and drop** or **right click** > **Insert** to place the clip art into the current document.

Note: In Writer there are options to insert the graphic in the background.

To add clipart: Click **New Theme** and follow the dialog. To add clip art to an existing theme the icon needs to be green rather than red[2] and **right click** > **Properties...**. It is also possible to drag and drop a picture from the document into the gallery.

2.7.8 Data source viewer

Activated / deactivated by **F4** and by the **Data sources** button in the Main toolbar.

The Data source viewer window behaves differently in that it can only be docked at the top.

It is possible to drag and drop fields from data sources to create fields in the current document. See 5.5 Mail Merge on page 41 below for an example.

For working with the Data source viewer see 12 Data-sources on page 70 below.

2.8 Page preview

File > Page Preview in OpenOffice.org is the equivalent of Microsoft Office's Print preview.

The **Zoom** button in OpenOffice.org simply zooms the view, it doesn't provide a pointer with which the user can select an area to zoom in on.

2.9 Keyboard shortcuts

The standard keyboard shortcuts for clipboard operations (**Control** + **X**, **C**, **V**), undo (**Control** + **Z**) ,redo (**Control** + **Y**), save (**Control** + **S**), open (**Control** + **O**) and new (**Control** + **N**) are the same.

2.10 Smart Tags

These are not available in OpenOffice.org. In Microsoft Office XP they are like context menus for things like pasting text so that the user could alter the way the paste worked.

2.11 Special characters / symbols

The equivalent of insert symbols is:

Insert > **SpecialCharacters**

Note: The dialog displayed doesn't have a second tab for common special characters such as em-dash. Workarounds are to use autoformat/autocorrect, autotext or to record a macro.

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2   A red icon indicates that the folder that stores the theme is read-only for the current user.

2.12 File Management

2.12.1 Default locations

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

My Documents only allows one location. I.e., 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 when the Default Directory button, ▨ , is clicked in the 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 2.12.2 Creating New files below).

2.12.2 Creating New files

As with Microsoft Office in OpenOffice.org, there are a number of different ways of creating new files. What is different is that you can initiate the creation of any OpenOffice.org file type from any application. For instance it is possible to start creating a spreadsheet while working in Writer.

Different ways of creating a new document:

- **File** > **New**

- Use the **New** button on the Function bar. This button has the long click feature for selecting the type of document to be created

- From a "Quick start" program. For instance, the Microsoft Window's version of OpenOffice.org has a quick start icon in the system tray

- **Control** + **N**

- Using AutoPilots (OpenOffice.org equivalent to Microsoft Office Wizards):
  File > AutoPilot

2.12.3 Default Templates

To change the default template:

> 7) Save the template using **File** > **Templates** > **Save...** Category Default, the name of the template is not important

> 8) **File** > **Templates** > **Organize...**

> 9) **Double click** Default folder

> 10) Select the template by clicking on it

> 11) Either **right click** or **Commands** > **Set as Default Template**

To reset back to the default (in-built) template:

File > **Templates** > **Organize...** > **Commands** > **Reset Default Template** > **[xxx Document]** where xxx is the type of document to be reset.

2.12.4 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**

2.12.5 The Open and Save As dialogs

Running under Microsoft Windows there is the option of using either the OpenOffice.org dialogs or the ones provided by Microsoft Windows: **Tools** > **Options...** > **OpenOffice.org** > **General** > **Use OpenOffice.org dialogs**.

Note: The dialogs provided by Windows are not the dialogs used by Microsoft Office!

What follows is for the OpenOffice.org open and save as dialogs.

Right click on file displays a context menu for deleting and renaming a file. It is not possible to copy and paste files within the dialogs for moving files around.

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

- Go **up one level** in the folder (directory) heirarchy. Note that this is a long click button if you want to go up higher than just one level.

- **New folder**

- **Default Director**y (see 2.12.1 Default locations on page 8 above).

For OpenOffice.org documents that have been saved with more than one version use the version drop-down to select which version you wish to open in read only mode.

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

File types has the same concept in OpenOffice.org as in Microsoft Office. For more information on these file formats see 4 Conversion of Microsoft Office Files on page 19 below.

The read only check box 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.

It is possible to open files from the web using URLs. In theory it is possible to save files but the author hasn't been able to get this to work. Having a local copy and using an FTP program to copy it to the server feels safer to the author anyway.

2.12.6 Password protection

To protect an entire document from being viewable without a password there is an option on the SaveAs dialog to enter a password. This option is only available for files saved in Xml format (I.e., OpenOffice.org format) and the files are encrypted (unlike early versions of Microsoft Office).

2.12.7 Privacy Options

To include or remove personal information (e.g. Author) with the document, **File** > **Properties...** > **General**. The **Delete** button removes information such as editing time etc. The **Apply User data** check box includes / removes information such as "Author".

2.12.8 PDF file (Adobe reader) file creation

All of the applications have the ability to export documents as PDF files. Click the **Export Directly as PDF** button on the Main toolbar, or use: **File > Export as PDF...**

2.12.9 Creating web pages (HTML files) overview

This section is based upon an article by Ralph Krause, titled "HowTo: Creating web pages with OpenOffice.org". The original document is available at: http://www.linuxjournal.com/article.php?sid=6289.

All of the OpenOffice.org applications can be used to create web pages, and this section introduces their HTML capabilities.

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 (or AutoPilot in OpenOffice.org speak).

The easiest way to create HTML documents is to start with an existing Writer document. You can view it as it will appear on a web page by: **View** > **Online Layout**.

Links can be inserted and modified using the hyperlink dialog. Display the dialog by clicking **Hyperlink Dialog** on the Function toolbar or **Insert > Hyperlink**. Writing or pasting a URL will (depending on AutoCorrect/AutoFormat settings) automatically convert to Hyperlinks. To edit an existing link either move the cursor into the link using the keyboard or toggle the "HYP" to "SEL" in the status bar and use the mouse, **Edit > Hyperlink**. From the Hyperlink dialog, you can choose the type of link, as well as specify the link's address, text and how it should be displayed (e.g., in a new window). To turn existing text into a link, simply highlight it before opening the Hyperlink dialog. You have to click **Apply** to insert the link into your document before closing the window.

Note: Cross references do not become hyperlinks in an HTML document.

To save in HTML format select Save As from the File menu and specify HTML document as the file type.

Note: One thing that Writer doesn't do is replace multiple spaces in the original document with the HTML code for non-breaking spaces.

For a large document, Writer can save it as a series of HTML files with a table of contents page. To do this:

    1) Decide which headings in the document should be on separate pages and make sure that they have the same formatting style (e.g., Heading 2)

    2) **File > Send** and click on Create HTML Document

3) In the dialog box that appear s enter the file name to save the pages under. Also specify which style indicates a new page (as decided on in step 1)

4) Click **Save** to create the multipage HTML document. According to the DOCTYPE tag inserted by OpenOffice.org, the resulting HTML files conform to the HTML 3.2 standard.

OpenOffice.org's wizard, called AutoPilot, allow the user to create several types of standard web pages. To use the AutoPilot:

1) **File > AutoPilot > Web Page...** .

2) In the dialog select a template and layout to use. Templates define the structure of the web page, while layouts determine font styles, colors and page background. Some templates included with OpenOffice.org are:

- A list with table of contents

- Contact Form

- Photo Album

- Single column with subheading

- The standard template provides a document with a page heading in large text, example links, space for body text and a line indicating when the document was last changed.

Changes in the template and layout selections are reflected in the document immediately so that the user can preview them.

To create a template based on your selections placing a check in the **Create template** box. This template is available in the future by: **File > New > Templates and Documents**.

Clicking the Create button closes the dialog and allows the user to edit the document. If the user elected to create a template, the Templates dialog will appear so that the template can be named.

To edit or view the document's underlying HTML code: **View > HTML-Source** or click **HTML Source** on the Main toolbar.

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 via the Hyperlink dialog.

Draw

It is possible to export drawings as a Macro Media Flash file: **File >Export** and choose macro Media Flash for the file type.

The drawing program allows you to turn your drawings into a series of web pages. These web pages are created by using:

1) **File > Export** > Select Web Page as the file type, supply a name for the resulting HTML file and click **Save**

2) In the HTML Export window select whether to use an existing design for the web pages or create a new one

3) Click **Next** to select the type of web pages to create. The types available are Standard HTML format, Standard HTML with frames, Automatic and WebCast. There is also an option for creating a title page for the presentation

- Standard HTML generates a series of pages, each page containing one slide. Navigation links are available to move from slide to slide

- Selecting Automatic for the publication type generates a series of pages, each set with the Refresh meta tag that causes a browser to automatically cycle through each web page

- WebCast, generates an ASP or Perl application to display the slides

4) After selecting the type of publication to create, select whether to convert the slides to GIF or JPG files and what resolution should be used

5) If create a title page was chosen in step 3 above, supply the information for it on the next page. The title contains an author name, e-mail address and home page, along with any additional information specified

6) In the next page of the HTML Export wizard choose between text or graphics for the links used to navigate through the slides. For graphical navigation buttons, there are several styles to choose from

7) Next select the color scheme to use on the web pages. Available schemes include the document's existing scheme, one based upon browser colors, and a completely user-defined scheme

8) Click the **Create** button to generate the HTML files

Note: The HTML and image files are placed in the same directory, so it is advisable to create unique directories for each drawing.

Impress

Exporting presentations from OpenOffice.org'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.

2.12.10 Document properties

Some differences in document properties:

- Summary / Description: OpenOffice.org doesn't include fields for manager or category

- Statistics: For Writer this is where you find the word count

- Custom / User defined: OpenOffice.org provides only four fields. To rename the fields use: **Info fields...**

- The internet tab is for dynamic web pages – such as a page saying "redirecting you to ..."

2.12.11 Searching for files

There is no Find Files command built-in to OpenOffice.org for finding files that contain specific text. However, a python script that does this is available from: http://www.danielnaber.de/loook/.

2.12.12 Working with multiple files

The **Window** menu displays all of the currently open documents in OpenOffice.org not just the current application's open documents.

Each open document has its own window, so depending on the operating system, use the task bar or **ALT** + **Tab** to switch between the currently open documents. **Control** + **F6** doesn't work.

There is Object Linking and Embedding (OLE). See 4.4.1 Object Linking and Embedding (OLE) on page 20 below.

In the Windows version of OpenOffice.org, it is possible to copy and paste special cells from a Calc spreadsheet into a Writer document as a Dynamic Data Exchange (DDE) link. It is also possible in the Windows version to create a DDE field. Neither of these options are available in the Linux version, yet opening a file created in the Windows version on a Linux version works (some modification of the file location may be necessary). See http://www.openoffice.org/issues/show_bug.cgi?id=5317.

In neither version is it possible to have a link to a chart.

For information on what happens with imported files containing DDE links see 4.4.2 Linked files on page 21 below.

2.12.13 Autosaves

To turn on/off autosaving and set the time period:

Tools > **Options...** > **Load/Save** > **General** > **AutoSave every**

> **Warning: Autosave works like the old Excel autosave – it saves to the current file – overwriting it!**

2.12.14 Version control

This is where more than one version of a file is saved under the one file name. In Microsoft Office each version contains the changes that have occurred to the document (like fast saves), in OpenOffice.org each version is complete. To use: **File** > **Versions...**

See 2.12.5 The Open and Save As dialogs on page 9 above for more information.

2.13 Find and Replace

Find and replace are combined in OpenOffice.org so there isn't a separate menu entry or key shortcut for replace.

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 so there is no way of searching for text either side of a paragraph marker.

Note: As manual page breaks are handled by changing the paragraph format of the first paragraph on the new page, and when searching for formats this option is grayed out there is no way to search for "manual" page breaks. The other possibility is under attributes and page style but this doesn't work either.

2.13.1 Some tips for search and replace

It is common to do several search and replaces on the same selection, however OpenOffice.org doesn't "remember" the original selection. So before doing the find and replace, 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, so it is possible to perform any operation on all of these selected pieces of text that is possible on a single selection.

2.13.2 Attributes

The **Attributes...** button is only available in Writer's Find dialog. This button displays a dialog with a series of check boxes to find where a particular attribute has been changed from the default for the underlying style. E.g. The attribute "Font weight" would find where text had been made bold where the underlying font was not bold (and vice versa).

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

2.13.3 Formats

This is the same concept as Microsoft Office. Note that if formats are used there is an option to include searching within styles. E.g. Searching for bold text would not find bold text where the style is bold unless this option is checked.

2.13.4 Regular Expressions

"Regular expressions" are significantly different in OpenOffice.org from Microsoft Office's "Use wildcards". See **Help** > **Index** tab > type in "regular expressions". Some common examples are in Table 2. To use regular expressions make sure that Regular expressions is checked. On reopening the Find / Replace dialog the **Regular Expressions** check-box is always unchecked.

Note: The asterisk "*" means any number of the preceding character so where in Microsoft Office you might have just "*" the equivalent in OpenOffice.org is ".*" as "." stands for any single character (like Microsoft Office's "?").

Table 2Sample regular expressions

Problem	Search	Replace
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 (help is currently incorrect). 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:]|\t)*	
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.*	
To remove a paragraph mark from the end of lines (e.g. 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.	$	,
To replace commas with a paragraph mark	,	\n
To replace line breaks (shift Enter) with paragraph markers (Note there is not the ability to have a line break in the replace field as it gets interpreted as a paragraph marker)	\n	\n
Find the word "the" only (E.g. Don't find "then" or "bathe").	\<the\>	
Find "ing" at the end of a word E.g Reading, writing, but not singer	ing\>	
Find whole word that ends with "ing". Note 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. E.g. 1.1	^[0-9.]*	

2.13.5 Similarity Search

The similarity search option is to broaden the search so that what is found doesn't have to be exactly the same as what was specified in the "Search for". To specify how different it can be click on the **...** button next to similarity search.

2.13.6 Search for styles

Writer and Calc have an option, Search for styles (changes to Within Styles if Format or Attribute search is used). Check this first if searching for a particular style. The Search for combo box field changes to listing the used paragraph styles.

3 Customizing the Interface

This section is about changing the interface (where changing it in OpenOffice.org is different from how it would be accomplished in Microsoft Office). The last section is about how to store to a template any changes to menus, keyboard shortcuts, status bar and toolbars.

3.1 Toolbars

3.1.1 Customizing Toolbars

To get started this is the same in OpenOffice.org as Microsoft Office. On a toolbar **right click** > **Cutomize...** or **Tools** > **Configure...** > **Toolbars tab** > **Customize...**

However, rather than dragging buttons onto the toolbar from the dialog use:

1) Toolbars drop-down to select the toolbar

2) The **Add-->** and **<--Remove** buttons to change which buttons are on the selected toolbar

3) The checkboxes determine whether the button gets displayed or not

4) Use the **Move Up** or **Move Down** buttons to change the order

5) Use **Icons...** to change the icon displayed (e.g. for a macro)

Note: There is no in-built toolbutton editor. To use a custom icon, save it to the "{installpath}/share/config/symbol" directory in *.BMP format. OpenOffice.org automatically searches this directory for new icons each time the *Customize Buttons* dialog is opened. Custom icons must be 16 x 16 or 26 x 26 pixels in size and cannot contain more than 256 colors. (From OpenOffice.org help)

3.1.2 Creating a new toolbar

To create a new toolbar:

• **Tools** > **Configure...** > **Toolbars**

3.2 Customizing Menus

To customize menus:

• **Tools** > **Configure...** > **Menu**

To add a function:

1) Select the location in the Menu entries listbox (top one)

2) Select category and function in the bottom list boxes

3) Click **New** to insert that function into the menu.

3.3 Keyboard Shortcuts

Styles cannot automatically have keyboard shortcuts. A work-around is to use a macro.

To customize keyboard shortcuts:

- **Tools** > **Configure...** > **Keyboard**

Microsoft Office requires the user to use a key combination and then click assign. In OpenOffice.org a list of shortcut keys is displayed in the top listbox. To assign a function to the desired key combination, select the function using the bottom list boxes and click **Modify**.

Note: A key shortcut can be OpenOffice.org wide or just within the current application.

3.4 AutoCorrect/Auto format

A really nice feature in OpenOffice.org is the ability to have exceptions for AutoCorrect/AutoFormat. E.g. Have the "Correct TWo INitial Capitals" in operation but exclude situations where two capitals are desired, like OOo.

- **Tools** > **AutoCorrect/AutoFormat...**

3.5 Undo / Redo

To specify how many "undos" are available:

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

3.6 Spell Checking

To set-up the spell check options in OpenOffice.org:

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

The spell check options are consistent across all OpenOffice.org applications.

3.7 Grammar Checking

Currently there is no grammar checking function. To quote the proof reader of this document: "But this is no great loss. I have reservations about the value of the one available in Microsoft Word."

3.8 Security Settings

Virus protection - for macro and Java security settings:

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

For other security-related issues see 2.12.6 Password protection and 2.12.7 Privacy Options on page 10 above.

3.9 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 below a folder called "user".

3.10 Storing configurations in a template

This section is about how to store changes to menus, keyboard shortcuts, status bar and toolbars to a template (or document).

1) Create and save the template that is to have the configurations saved into it. Having a back-up of the template without the configuration changes is probably a good idea

2) Make the desired changes to the configuration. (See 3.1 Toolbars, 3.2 Customizing Menus and 3.3 Keyboard Shortcuts above). Note any changes that you don't want as standard, as these will have to be undone

3) **Tools > Configure**

4) For each type of customization which is to be stored in the template (i.e, for each tab of the dialog that you want to change), click Save and choose the desired template (I.e, the one created and saved in step 1)

5) It is OK to overwrite the file – the warning message that is displayed is inappropriate and can be ignored

6) Undo the changes that are not wanted as standard (as were noted in step 2)

Note: It is a good idea to create a new toolbar (or bars) for the template.

4 Conversion of Microsoft Office Files

One of the advantages of OpenOffice.org over other office suites that could be a replacement for Microsoft Office is its ability to read and write Microsoft Office files. However, it is not perfect. Similarly, Microsoft Office itself is not perfectly able to import / export files from / to older versions of itself. It is possible to open a Microsoft Office file and save it either in OpenOffice.org format or re-save it in Microsoft Office format.

Note: If features in OpenOffice.org which are not in Microsoft Office have been used in the document they will be lost – see 4.4 Import / Export / sharing issues between Microsoft Office and OpenOffice.org on page 20 below).

4.1 File format

The purpose of this section is to give an overview of file format from an end-users perspective. For details about XML formats see: http://books.evc-cit.info/book.php.

4.1.1 Philosophy

OpenOffice.org stores its files in a compressed (zipped) human readable (when unzipped) XML-format. This format is openly documented and is available under the GNU General Public Library License (http://www.gnu.org).

By contrast, Microsoft Office files are stored in a proprietary format which is not human readable.

4.1.2 Default File Format

To set the default file format when saving new files:

Tools > **Options...** > **Load/Save** > **General**

Note: If the default is set to an OpenOffice.org format and a Microsoft Office file is being saved, then a warning dialog will be displayed about potential loss of formatting.

4.1.3 File Extensions

Table 3: OpenOffice.org file extensions

Document type	Application	Document Extension	Template Extension
Text	Writer	.sxw	.stw
Spreadsheet	Calc	.sxc	.stc
Drawing	Draw	.sxd	.std
Presentation	Impress	.sxi	.sti
Formula	Math	.sxm	na
Master document	Writer	.sxg	na
HTML document	Writer	.html	na

4.2 Bulk conversion

To convert a lot of files:

File > **AutoPilot** > **Document Converter...**

Note: Converting a lot of files can take a long time. Recommend to set it going when the computer is not going to be used for a while, but check for sufficient disk space.

4.3 Microsoft Office to OpenOffice.org to Microsoft Office

This is where people are collaborating on a document, some in OpenOffice.org and others in Microsoft Office. In these circumstances the file will regularly be opened in both OpenOffice.org and Microsoft Office. As Microsoft Office can not open OpenOffice.org documents the documents will need to be saved in Microsoft Office formats (see 4.1 File format on page 19 above).

While most things work smoothly between the two, there are some things which don't. See 4.4 Import / Export / sharing issues between Microsoft Office and OpenOffice.org below and issues in each of the chapters on applications.

4.4 Import / Export / sharing issues between Microsoft Office and OpenOffice.org

4.4.1 Object Linking and Embedding (OLE)

To change the settings for Microsoft Office OLE objects:

Tools > **Options** > **Load/Save** > **Microsoft Office**

Having all of these options checked will allow 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. The object will still be displayed correctly and is able to be resized.

4.4.2 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 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.

Warning: The links are lost!

4.4.3 Word Art / Fontwork

The equivalent to Microsoft Office's Word Art in OpenOffice.org is Fontwork. These are imported /exported as graphics so the ability to edit them is lost. See 10 FontWorks (WordArt equivalent) on page 67 below.

4.4.4 Vector graphics

The basic shapes: lines, arrows, rectangles, ovals all import / export without problem. OpenOffice.org provides greater degree of control over some properties than Microsoft Office so sometimes there will be changes when going from OpenOffice.org to Microsoft Office. E.g size of arrow heads, line styles.

The Microsoft Office autoshapes, like the smiley face, lose their special characteristics, like adjusting the degree of the smile / frown.

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.

On exporting documents containing graphics, such as callouts, the locations frequently change.

4.4.5 Frames / text boxes

When importing frames or text boxes from Microsoft Office to OpenOffice.org with linked text the links do not remain.

4.4.6 Active content controls

These are the controls in Microsoft Office available on the Controls toolbar.

Check-boxes, radio buttons, text fields, labels, list-boxes, combo-boxes, Toggle buttons, all import without a problem. But as these controls typically require macros to be of use they will be functionally useless.

Scrollbars and images import as OLE objects.

4.5 Macros

OpenOffice.org can not run Microsoft Offices macros. While the macro language is very similar the underlying objects are quite different. The following settings (**Tools** > **Options...** > **Load/Save** > **VBA properties**) are for opening Microsoft Office files and what to do about their macros.

Note: Opening a Microsoft Office file infected with a virus is quite safe in OpenOffice.org.

There is the ability to record macros in OpenOffice.org. The recorder uses something called a dispatcher whereas it is better practice to use the application program interface (API).

5 Text Documents

This section deals specifically with Word and Writer.

5.1 Interface differences specific to Word / Writer

Vast chunks of this section have been copied from (with minor changes only) a document by Jean Hollis, titled "OpenOffice.org for Microsoft Word users". The full document is available for download from: http://www.taming-openoffice-org.com/index.htm.

5.1.1 Views

Word has 4 views (depending on version) called:

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

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

Online Layout: In theory shows the document as if viewing it on-line. Writers equivalent is a view option called Online Layout.

Outline View: For working with heading hierarchies. Writer has the Navigator.

Writer also has an HTML source view when working on HTML files.

Writer displays less information about the field with view fields turned on than Word. To get detailed information need to **right click** the field > **Fields...** (or select field > **Edit > Fields...**)

5.1.2 Status bar

The status bar if similar to Words 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, I.e Top left cell =A1.

5.1.3 Navigator

Word doesn't 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. Press **Shift + F1** and hover over each of the buttons to get a detailed description of what they do.

List Box on/ off refers to the 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 dropped being determined by the drop mode specified using the **Drop Mode** button).

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

5.1.4 Stylist

For a more detailed guide on using styles see: 5.1.12 Use templates and styles on page 32 below.

Use **Shift + F1** to check out the different buttons on the stylist. Use the bottom list box to change the style group that is displayed. E.g. Applied styles only shows those styles that have been used in the document.

5.1.5 Keyboard

When some text has a character attribute at the end of a paragraph (say bold or a hyperlink) but the new text doesn't require that attribute then 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. I.e The paragraph formating of the top paragraph remains. Pressing **Backspace** at the start of a paragraph and the format of the lower paragraph remains

Hint: An aid to remember this is: the format of the paragraph that has the cursor will be the format of the combined paragraph. Except if the current paragraph is empty 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 the start of the table and then the start of the document. Similar concept for **Control** + **End**.

Control + **Alt** + **Up** or **Down**: when not in a table moves the current paragraph up or down.

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

• Click once on the field "STD" (STanDard) in the status bar

• The field now shows "EXT" (EXTended selection)

• 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 S*hift + click*.

Multiple selections and tables

The following limitations apply when selections involve tables:

• It is possible to have multiple selections within a cell, but only one selection is possible that involves more than one cell

• A selection that starts in a table can not extend beyond the table

- A selection that starts outside a table will include the entire table (I.e., can not have a selection that starts outside a table and also contains a portion of a table)

Comparison of key short-cuts

Table 4: Word v Writer different default key shortcuts (incomplete)

Function	*Word standard shortcut*	*Writer standard shortcut*
Underline words not spaces	Control + Shift + W	No equivalent
Change font size	Control + Shift + P	No standard equivalent
Thesaurus	Shift + F7	**Control** + **F7**
Show/hide non-printing characters	Control + Shift + *	**Control** + **F10**
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 =	**Control+Shift+P**
Subscript	Control + =	**Control** + **Shift** + **B**
Remove character formatting	Control + Spacebar	**Right click > Default**
Remove paragraph formatting	Control + Q	No equivalent
Jump to previous edit point	Shift + F5	Need to use the reminders on the *Navigator*
Shift paragraph up	No equivalent	**Control** + **Up**
Shift paragraph down	No equivalent	**Control** + **Down**

5.1.6 Mouse use

Some differences are:

- Right click displays context but for the current cursor position not the pointer position

- No quick selection of rows or columns in tables

- Triple click selects current line or current cell when cursor in a table

- No quick selection of paragraphs or lines by clicking to the left of the paragraph

5.1.7 Tables

The menu option to insert a table is in the **Insert** menu. The other menu options for tables are are in the **Format** menu (rather than having their own menu). The menu options and Tables object toolbar become visible when the cursor is in a table.

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 then the line below it.

Tables without borders can be hard to spot – they don't have a thin gray line like tables in Word.

The page formatting of long skinny tables into newspaper style columns when the table crosses a page break appears to be unreliable.

Header Rows

By default new tables have a header row.

To have more than one row for a header row (copied from help):

1) Select the first row of the table

2) Right-click and choose **Cell - Split**

3) In the Split area, enter the number of rows that you want to include in the header.

4) In the Direction area, click in the **Horizontally** box. If you want the rows to have equal heights, select the **Into equal proportions** check box

5) Click **OK**

To turn off header rows

Simply delete the rows. To keep the contents of the header rows, insert the required number of rows, copy and paste the heading rows into the new rows, then delete.

Adjusting column widths and row heights using the keyboard

Use the 3 buttons on the Table object toolbar to set what happens to the overall width of the table:

· **Table: Fixed**: Overall width of the table stays the same, but the adjoining column shrinks or grows correspondingly

· **Table: Fixed Proportional**: The current column and the end column change by corresponding amounts, keeping the overall width the same

· **Table: 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

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 insert the required number of rows or columns first.

Inserting and deleting rows or columns

Inserting is always 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.

To insert rows or columns using the keyboard: **Alt + Insert**, 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. E.g. **Alt + Insert**, **Up** inserts a row above the current row.

Equal row heights and column widths

On the Tables object toolbar there is a long click button called **Optimize**, this presents a tear-off menu for easily adjusting row heights and column widths to being the same.

Splits and merges

To merge cells – like Word always do this last.

To split or merge cells: Select cells to be merged then **Format > Cell**

To split a table (horizontally) **Format > Split Table**

To join two tables they need to be one below the other then Format > Merge Tables, if there is a table above and below the current table the user will be prompted which one they wish to join.

To prevent accidental change to cell contents

To prevent accidental change to cell contents: Select the cells, **Format > Cells > Protect**.

This is not a security feature as the cells aren't password protected but does prevent accidentally changing a cell.

Sorting

To sort a table:

1) Select the cells to be sorted don't include the headings. The option to sort only becomes available when there is something 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 > **Number Recognition.**

To change the number format: Select the cells, **Format > 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 **Formula** button to display formula menu

4) Select desired function (list separator is for separating constants e.g. =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

5.1.8 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 embedded 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 except in the Windows version (author hasn't tested this in Windows for OpenOffice.org 1.1.1).

5.1.9 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. This table summarizes where to find the setup choices.

Table 5: Customizing the user interface

To do this...	In Word...	In Writer...
Change measurement system	Tools > Options... > General	Tools > Options... > Text Document > General
Turn off Autocompletion	Not applicable	**Tools** > **autocorrect**. In the "Word completion" tab, untick Word Completion.
Turn on/off Help Agent	Help > Microsoft Word Help > Options	**Help** > **Help Agent**
Set up document window (rulers, status bar, default toolbars, etc)	View > select required items	**View** > select required items
Customize toolbars	Tools > Customize	**Tools** > **Configure**
Customize menus	Tools > Customize	**Tools** > **Configure**
Display font names in their font (in toolbar drop-down font list)	Tools > Customize > Options	**Tools** > **Options** > **OpenOffice.org** > **View**, select Preview in fonts lists
Always show full menus (include unavailable and little-used items)	Tools > Customize > Options	**Tools** > **Options** > **OpenOffice.org** > **View,** select Inactive menu items
Show/hide ScreenTips (ToolTips) on toolbars	Tools > Customize > Options	**Help** > **Tips** to uncheck
Always create backup copy	Tools > Options > Save	**Tools** > **Options** > **Load/Save** > **General**
Autosave every x minutes	Tools > Options > Save	**Tools** > **Options** > **Load/Save** > **General**
Show paragraph marks, tabs, etc.	Tools > Options > View	**Tools** > **Options** > **Text Document** > **Formatting Aids**
Change file locations	Tools > Options > File Locations	**Tools** > **Options** > **OpenOffice.org** > **Paths**
Change user information	Tools > Options > User Information	**Tools** > **Options** > **OpenOffice.org** > **User Data**
Set up AutoCorrect and AutoFormat options	Tools > AutoCorrect Options	**Tools** > **AutoCorrect/AutoFormat** > **Options**

5.1.10 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 6Write, edit and review documents

To do this...	In Word...	In Writer...
Jump quickly to other parts of a document	Edit > Go to	**Edit** > **Navigator**, (or **F11**) double-click on required heading, figure, table, etc.
Choose language for spelling checker	Tools > Language > Set Language	**Tools** > **Options** > **Language Settings** > **Language**. (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** > **Character** > **Font** > **Language** = [None] or the real language of the selected text, if that is foreign.
Recheck spelling	Tools > Spelling & Grammar > Recheck Document	Always rechecks
Find and replace text, formatting, and styles	Edit > Replace > More; choices as needed	**Edit** > **Find & Replace**; details are a bit different
Use wildcards in find and replace	Edit > Replace > More > select Use Wildcards checkbox	See 2.13.4 Regular Expressions on page 14 above.
Choose, create, or edit a custom dictionary	Tools > Options > Spelling & Grammar > Custom Dictionaries	**Tools** > **Options** > **Language Settings** > **Writing Aids**
Create exception (exclude) dictionary	File > New, type words, Save As > text only, file extension .EXC	As for custom dictionary, but select Exception [-] checkbox
Track changes (choose options)	Tools > Options > Track Changes	**Tools** > **Options** > **Text Document** > **Changes**
Protect document for editing	Tools > Protect Document	**Edit** > **Changes** > **Protect Records** (Password needs to be at least 5 characters)
Mark and track changes	(Word 2000) Tools > Track Changes > Highlight Changes	**Edit** > **Changes** > **Record**
Insert comments associated with a change	Highlight text; Insert > Comment	**Edit** > **Changes >Comment**
Insert notes (comments not associated with a change)	Highlight text; Insert > Comment	**Insert** > **Note**
Show changes as pop-up text	Options > View > Screentips	**Help** > **Tips (and) Help** > **Extended Tips**

To do this...	In Word...	In Writer...
Merge documents	Tools > Merge Documents	**Edit** > **Changes** > **Merge Document**
Accept or reject changes	View > Toolbars > Reviewing	**Edit** > **Changes** > **Accept or Reject**
Change document properties	File > Properties	**File** > **Properties**
Get a word count	Tools > Word Count (can get word count for selection)	**File** > **Properties** > **Statistics tab** (Cannot get word count for selection.) or use the wordcount macro at Darwinwars. This does selections, and will do footnotes for 1.1. Large selections will be slow, though, until the scripting framework is complete.
Create AutoText entry	Select text; Insert > AutoText > New	**Edit** > **AutoText** (or) **Control** + **F3**
Insert AutoText	Type shortcut and press F3	Type shortcut and press **F3**; or type Name and press return. 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 better to use AutoCorrect.

5.1.11 Control page layout

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

Writer and Word have somewhat different notions of page layout.

Word 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 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. You can then set Index so that it is followed by Default.

Comparison for page layout

Table 7: Control page layout

To do this...	In Word...	In Writer...
Define margins	File > Page Setup > Margins	**Format** > **Page >Page**
Specify different headers and footers on first, odd, and even pages	File > Page Setup > Layout > Headers and Footers section	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 type or insert fields; 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	**Format** > **Page** > **Columns** (or) **Insert/Format** > **Section** > **Columns** (or) other methods
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	**Insert** > **Frame** (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)	**Insert** > **Table** (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	See 5.4.7 Page numbering on page 39 below
View and edit facing pages	File > Print Preview; click Zoom button to enable editing	**File** > **Page Preview**; cannot edit when previewing

5.1.12 Use templates and styles

Table 8: Use templates and styles.

To do this...	In Word...	In Writer...
Find which template is associated with a document	Tools > Templates and Add-ins	**File** > **Document Properties** > **General** tab.

To do this...	In Word...	In Writer...
Specify default template	"Normal" template is default	**File** > **Templates** > **Organize** lets you set any template as default
Create a new template	File > Save As, set type to Document Template (.DOT)	**File** > **Templates** > **Save**
Edit a template	File > Open, choose template	**File** > **Templates** > **Edit**
Copy styles between templates	Tools > Templates and Add-ins > Organizer	**File** > **Templates** > **Organize**. There, you copy styles with drag and drop between templates and documents.
Create a new document from a template	File > New (opens a list of templates)	**File** > **New** > **Templates and Documents**
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.	**Format** > **Styles** (or press **F11**), double-click style in list; after one use, paragraph styles appear in Apply Style list on *Formatting object bar*.
Change a style definition	(Word 2000) Format > Style > Modify; (XP) can also select in task pane and click Modify	Select style in *Stylist*, right-click, choose Modify; or **Format** > **Styles** > **Catalog**, select style, click **Modify**.
Create a new style	Format > Style > New	**Format** > **Styles** > **Catalog**, click New or Right click in Stylist New.
Use outline numbering	Format > Style, select style > Format > Numbering	**Tools** > **Outline Numbering**
Drop caps	Format >Drop Cap... One character only, can not be part of a style.	Format > Paragraph > Drop Caps Drop caps are able to 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 in the original style. In the font size field simply type the number followed by a percentage sign, e.g. 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", e.g. 12pt.

Space between paragraphs and page breaks before

In Writer paragraph properties are more intelligent than 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 doesn't create a blank page

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

Numbering and styles

A better approach to numbering in Writer:

1) Create a numbering style

2) Create a second numbering style with the same settings as that created in step 1 but with numbering starting at 1

3) Create a style for the numbered paragraphs using the numbering style created in step 1

4) Create a style for the first numbered paragraph based on the style created in step 4 but with the numbering style created in step 2, and next style being set to the style created in step 3

5) Create a style for the paragraph that precedes a numbered list with next style property set to the style created in step 4

6) To use this, simply apply the style that precedes a numbered list (that created in step 5) then pressing enter at the end of each line will automatically apply the numbering and styles

Note: There is a bug (author's opinion) in Writer that means that applying outline numbering of the form 1.1.1 using numbering styles doesn't work. The work-around is to use the heading styles but apply outline numbering by: Tools > Outline Numbering...

For more detailed guides on using styles see: http://www.math.umd.edu/~dcarrera/openoffice/docs/Chapters/Styles.pdf or http://documentation.openoffice.org/HOW_TO/word_processing/01en.sxw.

5.1.13 Use fields

Table 9: Use of fields

To do this...	In Word...	In Writer...
Insert a field	Insert > Field (or) CTRL+F9 for blank field	**Insert** > **Fields**
Define a number range field	Insert > Field, use SEQ (sequence)	**Insert** > **Fields** > **Other** > **Variables** > **Number range**
Insert a bookmark	Select text; Insert > Bookmark	Select text; **Insert** > **Bookmark**
Insert a cross-reference to a bookmark	Insert > Cross Reference, choose Bookmark as type	**Insert** > **Cross Reference** > **Bookmark**

To do this...	In Word...	In Writer...
Insert a cross-reference to a heading	Insert > Cross Reference, choose Heading as type	Either bookmark the heading or use **Insert** > **Cross Reference** > **Set Reference** to mark the heading, then **Insert** > **Cross Reference** > **Insert Reference.**
Insert a cross-reference to a figure or table	Insert > Cross Reference, choose type	**Insert** > **Cross Reference** > **Insert Reference** > **Figure** (or Table)
Use conditional content	Use IF or other fields, or styles (all workarounds)	**Insert** > **Fields** > **Other** > **Variables** (among other ways)

5.1.14 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 10: Work with large or complex documents.

To do this...	In Word...	In Writer...
Create a table of contents, list of figures, or an alphabetic index	Insert > Index and Tables	I**nsert** > **Indexes and Tables** > **Indexes and Tables**
Insert index entries	ALT+SHIFT+X	**Insert** > **Indexes and Tables** > **Entry** (or) click **Insert Index Marker** icon
Create a bibliographic database	Need to use other package	**Tools** > **Bibliography Database**
Insert bibliographic references into text	Link to field in database	**Insert** > **Indexes and Tables** > **Bibliographic Entry**
Insert footnotes and endnotes	Insert > Footnote	**Insert** > **Footnote** (or) click **Insert Endnote Directly** icon
Insert other files	Insert > File, choose Insert or As Link	**Insert** > **File**
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.
Use master documents	Not recommended	**File** > **Send** > **Create Master Document**; use Navigator to insert subdocuments

5.1.15 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 11: Work with graphics.

To do this...	In Word...	In Writer...
Create Drawing objects	(Word 2000) View > Toolbars > Drawing; (XP) Insert > Picture > New Drawing	Click **Show Draw Functions** icon
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	**Insert** > **Graphics** > **From File**
Anchor graphics	Format > Picture > Layout > Advanced > Picture Position	Use icons on Graphics object bar, or right-click and choose from pop-up menu, or click **Format** > **Graphics**
Wrap text around graphics	Format > Picture (or Object) > Layout	Use icons on Graphics object bar, or right-click and choose from pop-up menu, or click **Format** > **Graphics** > **Wrap**
Crop graphics	Format > Picture > Crop, (or) click Crop tool on Picture toolbar	**Format** > **Graphics** > **Crop** (No tool for dragging crop area)
Create captions for graphics	Select graphic; Insert > Reference > Caption	Select graphic; **Insert** > **Caption**
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	**Format** > **Page Style** > **Background** (or) create drawing object, **Arrange** > **To Background**, **Anchor** > **To Page**

5.2 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 (e.g. 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.

5.3 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...** > **Text Document** > **General**

5.3.1 Tops of pages

In Writer, if this setting isn't checked, if a paragraph at the top of the page (or column) is formatted with space above then it is ignored whereas in Word it offsets it. Checking this option causes Writer to behave in the same way as Word.

5.3.2 Aligning Tabs

Specifies whether centered and right-aligned paragraphs containing tabs are formatted as a whole in the center or aligned to the right. If this field is not marked, only the text to the right of the last tab is aligned to the right, while the text to the left remains as is. (From help)

5.3.3 Spacing between paragraphs

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

5.4 Import / Export issues between Writer and Word

The following summaries of issues with working between Writer and Word are based upon the author's experience. These issues will require regular updating as both packages change.

5.4.1 Font and Font spacing

Text effect animations are not imported by Writer from Word files.

Hidden text in writer is a field, whereas in Word it is a font attribute.

Typically Word's character spacing is tighter than Writers, 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 maybe in different places.

5.4.2 Tables

Writer doesn't allow a row within a table to be split across pages. Word (by default) allows a row to be split across pages.

Writer doesn't support vertical text within a cell.

> **Warning: There is a vertical option for formatting text (Format > Character... > Rotation / Scaling) for some reason that the authors haven't figured out this is not recommended for using in a table see:**
> **http://www.openoffice.org/issues/show_bug.cgi?id=16944.**

If it is used in a table in a document and that document gets exported to Word then Word goes into a loop perpetually trying to re-paginate the document.

Text in a table with vertical alignment imported from Word - the vertical text simply becomes horizontal.

Fields for calculations within tables are imported as the text of the saved result. I.e. The field for performing the calculation is lost.

Summary: Documents containing Tables can be imported and exported between OpenOffice.org and Microsoft Office but they cannot contain vertical text and be aware of the large row spanning pages issue.

5.4.3 Mail merge documents

As OpenOffice.org and Writer have different approaches 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 5.5 Mail Merge on page 41 below.

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 doesn't have the option of suppressing blank lines when data fields are empty so need to use conditional fields. See 5.5.5 Eliminating blank lines on page 42 below.

Writer merge fields export as text with the name of the field between angle brackets, e.g. <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.

5.4.4 Forms

Issues with forms created in Microsoft Office:

A locked file in Microsoft Office imports unlocked into OpenOffice.org I.e in design mode.

Text form fields import into OpenOffice.org as Input fields and so lose their type. I.e 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.

Check-boxes import/export ok.

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 doesn't have the same database functionality of OpenOffice.org and as the macros

aren't compatible it would be very difficult to have the 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 work around would be to use other fields like Input field and Input List. To insert these fields use: **Insert** > **Fields** > **Other...** > **Functions**.

5.4.5 Footnotes, end notes, tables of contents and indexes

Footnotes, endnotes and indexes all import / export ok. Some issues found:

- The location of the endnotes may change (in Word the endnotes were 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

5.4.6 Numbered paragraphs, outline numbering, cross-references

1. Import / Export without a problem, except for references to numbered paragraphs:

- Cross-references to the numbers of numbered paragraphs that aren't numbered using outline numbering don't work as Writer doesn't have this ability

- Writer also doesn't have the ability to use relative numbering in its cross-references to numbers

- Cross-references to chapter numbers don't have the same format as that displayed

5.4.7 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 two instead of one. To fix this problem in Writer use:

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, the check box enable will be checked

5) Check With Page Style

6) Chose 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 there will now be a blank page between the cover page and the next page when printed (or print previewed).

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.

5.4.8 Date and time fields

Word's CreateDate and SaveDate fields don't get imported with the same formats. E.g. 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.

5.4.9 Importing Word Fields

Table 12: Imported Word fields conversion

Word Field:	Writer converts to:
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?)

Word Field:	Writer converts to:
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)
PAGE	Page numbers
PAGEREF	Bookmarks (displayed as name of bookmark)
REVNUM	DocInformation:Document number
SAVEDATE	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.

5.5 Mail Merge

A lot of this section is based upon a "howto" written by Sophie Gautier, titled "How to do a "mail merge" from a Calc spreadsheet". The original is at: http://documentation.openoffice.org/HOW_TO/word_processing/writer2_EN.html.

5.5.1 Creation of the Mail Template (main document)

1) In Writer with a document that is going to be the mail template

2) Save the file but don't close it

---

3) **View** > **Data Sources** (or hit the **F4** key) The registered data sources will be displayed in the Data-source viewer

4) Select the source of data for the mail merge. Click on the little cross, next to the data source name, to display its content tree. Clicking on the name of a table, to see displayed the fields and their records in the right side of the Data-source viewer. See 12.1.1 Registering the data source on page 70 or 12.2 Creating a data-source from a spreadsheet on page 72 below for information on registering a data source.

5.5.2 To add the fields into your document:

Click and drag the desired fields (one at a time) to the desired places in your document.

5.5.3 Selecting records for the merge

To select a record, click on the gray rectangle displayed to its right. A small arrow will be displayed and the record will be highlighted.

To select records that are not consecutive, hold the **Control** key down while making selections.

Note: For selecting records based on a criteria see 12.1.5 Using queries to select records on page 72 below.

5.5.4 Viewing merged data

To see your document as it will be when merged click Data to fields button

To view different records simply select the records in the data source viewer.

5.5.5 Eliminating blank lines

If a field might be blank then the process to suppress the potentially blank line is:

1) Place the cursor before the field in the mail template

2) **Control+F2** (or **Insert** > **Fields** > **Other...**) to open the fields dialog window

3) Switch to the **Functions** tab

4) Select the field style Hidden Paragraph and type in the Condition area "not(field name)"

5) Click on the 'Insert' button to insert the function into the document.

5.5.6 Merging

1) Click the mail merge button

2) Choose whether to use all the records, the currently selected records (option becomes available when records are selected (see 5.5.3 Selecting records for the merge above)

3) Choose whether to send the merge to printer or file. When sending to file a separate file is created for each record, the files are named according to your options but with an appended number to ensure that they are unique

5.5.7 Mailing Labels

The easiest way to create mailing labels is:

1) **File > New > Labels**

2) Select database from the list of registered databases (see 12.1.1 Registering the data source on page 70 or 12.2 Creating a data-source from a spreadsheet on page 72 below)

3) Select the table within the database

4) Select each field and click the left facing arrow to move the field into the Label text area

5) Tidy the Label text area (e.g. Press enter between the address fields)

6) Select the brand and type of label for the labels to be printed on. If the correct brand and type isn't listed use the **Format** tab to specify the layout

7) Click the **Options** tab, ensure **Entire page** is chosen. The **Synchronize contents** check-box is so that changes made to the first label are propagated through the remaining labels.

8) Click **New Document**

9) Merge as above.

5.5.8 Merge to e-mail

There is no option for merging to e-mail.

5.6 Envelopes

From the forums some people have had difficulty with envelopes. From brief experimentation the author hasn't had any problems with OpenOffice.org 1.1.1.

5.6.1 Adding an envelope

Insert > **Envelope...**

5.6.2 Removing an envelope

•   Place the cursor at the beginning of the envelope page

•   If the Stylist is not open, press **F11** or use **Format** > **Stylist** to display it

•   Change to the Page Styles options. It's the fourth icon from the left

•   Double Click on "Default"

•   Remove the remaining elements.

5.7 Page styles and page numbering

5.7.1 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**.

> **Warning: As the page style is being changed all pages with this style will be changed as well.**

5.7.2 Create a style

To create a new page style:

1) If the Stylist isn't currently displayed press F11 to display it

2) Click **Page Styles** in the Stylist (fourth icon from left)

3) Right click in the Stylist > **New**

5.7.3 The Page style dialog

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). Set it to a different page style when the page style is only for one page otherwise this should be the same as Name (I.e. Keep the same page style for the following page(s).

Page tab

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

Margin settings: Same as for Word each setting represent the distance from the edge of the page.

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 isn't a different first page option – that's because that 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 drawing object, **Arrange** > **To Background**, **Anchor** > **To Page**.

Header / footer tabs

Headers and footers are printed between the margins of the page rather than in the top or bottom margins. Thus the setting of height for allocating the amount of space within the main body of the page for the header or footer. Auto height is allowing the header or footer to grow and shrink depending on their contents.

Spacing specifies the distance between the header/footer and the main document. Dynamic spacing is to allow the header/footer to expand into the area between the header/footer and the main document.

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 header/footer area. As it is possible to have graphics in the background of the main document this is not the required way of having a watermark.

Borders / columns 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.

5.7.4 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 method1:

> 1) **Control + Enter**
>
> 2) Cursor will be in the first paragraph of the new page
>
> 3) **Format > Paragraph...**
>
> 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 method2:

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

To insert page numbering

> 1) Having defined a page style with header or footer turned on.

---

2) Position the cursor in the header or footer (can use mouse or key shortcut: **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** " **Insert > Fields > Page Count**. To insert a field that calculates a different page count e.g. Have a title page but want to have remaining pages say page 1 of 2 (I.e. Page Count would display 3 – not what you want): Press **F2** to display the text formula bar, type **=page - 1**, **Enter**. Unfortunately this field doesn't automatically update but pressing **F9** will update it.

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. I.e 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. (I.e. In the stylist select the style that is used for the portrait header or footer > right click > New). Change the font position to 270^0. 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) don't change the numbering.

4) In the relevant header /footer (as per step 1) insert the page number field.

5.8 Index/Tables

This section is based upon a document by Catherine Waterman, titled "How to Create and Maintain a Table of Contents". The full document is available for download from: http://documentation.openoffice.org/HOW_TO/index.html.

Writer's indexes and tables feature is very similar to Words. This section uses table of contents by way of example, but the principles apply to any of the indexes and tables. To create indexes for tables, graphics etc, they require to have been captioned. For Alphabetical index see 5.8.9 Alphabetical Index on page 51 below.

Like Word, Writer builds an automated table of contents from the headings in the document. Make sure that the headings in the document are styled consistently. For example, use the Heading 1 style for chapter titles and the Heading 2 and Heading 3 styles for chapter subheadings.

5.8.1 Opening Writer's table of contents feature

To open Writer's table of contents feature and insert a new table of contents in the document, follow these steps:

1) Position the cursor in the document at the desired location for inserting the table of contents

2) From the main menu, choose **Insert > Indexes and Tables > Indexes and Tables...** The Insert Index/Table window appears

3) Click the **Index/Table** tab if it isn't already displayed

The Insert/Index Table window has five tabs. Four of them are used when creating a table of contents:

- Use the Index/Table tab to set the table's attributes

- Use the Entries and Styles tabs to format the table entries

- Use the Background tab to add color or a graphic to the table background

The next four sections are about how to use each of these four tabs

The preview box, located on the left-hand side of each tab, shows how the table of contents will look. (To enable/disable the preview box, check the **Preview** check box in the lower right-hand corner of the window.)

5.8.2 Using the Index/Table tab

Setting basic attributes

To set the table's basic attributes:

1) From the **Type** drop-down list in the Type and title area of the tab, select **Table of Contents** if it isn't already selected

2) From the drop-down list in the Create index/table area, select **Entire document**

3) In the Create from area, check the **Outline** check box

4) In the Create from area, clear the **Index marks** check box

Adding a title

Typically the title field is left blank – so that no title is automatically created. If this field has text then a paragraph containing the text is placed at the start of the table with style Contents Heading.

Protecting against manual changes

To prevent users from wasting time making manual changes to the table check the **Protected against manual changes** check box. If this box is checked, the table of contents can only be updated from the Insert Table/Index window. If the box isn't checked, the table

of contents can be changed directly on the document page, but the changes will be lost the next time the field is updated.

Adjusting the number of levels

By default, Writer evaluates 10 levels of headings when it builds the table of contents. To change the number of levels evaluated, enter the desired number in the **Evaluate up to level** spin box.

Assigning custom styles

Writer automatically assigns to the table of contents all paragraphs formatted with the default heading styles (Heading 1, Heading 2, and so on). To assign paragraphs formatted with custom styles, follow these steps:

1) In the Create from area, check the **Additional Styles** check box

2) Click the (**...**) button to the right of the check box. The Assign Styles window appears

3) In the **Not applied** column, click the style that you want to assign to the table of contents

4) Use the >> button to move the selected style to the desired outline level. For example, for paragraphs formatted with the selected style to appear as top-level entries in the table of contents, click the >> button once to move the style into the **1** column. To move the style in the opposite direction, use the << button

5) Click **OK** to save the changes and return to the Index/Table tab. Or, click **Cancel** to return without saving changes

5.8.3 Using the Entries tab

Use the Entries tab, to format the entries in the table of contents. For each outline level, it is possible to add and delete elements, such as chapter numbers, and to apply character styles to individual elements.

To begin, click a level number in the **Level** column to select an outline level. (You'll be able to apply your changes to all outline levels later.) The Structure line displays the elements for entries in that level. Each button on the Structure line represents one element:

- The **E#** button represents the chapter number

- The **E** button represents the entry text

- The **T** button represents a tab stop

- The **#** button represents the page number

- The **LS** button represents the start of a hyperlink. (This button doesn't appear on the default Structure line.

- The **LE** button represents the end of a hyperlink. (This button doesn't appear on the default Structure line.)

- Each white field on the Structure line represents a blank space

Deleting elements

To delete an element from the Structure line, click the button that represents that element and then press the Delete key on the keyboard. For example, to delete a tab stop, click the **T** button and then press **Delete**.

Adding elements

To add an element to the Structure line, follow these steps:

1) Click in the white field to the left of where the element is to be inserted

2) Click one of the five buttons that are just below the Structure line. (For example, to add a tab stop, click the **Tab stop** button.) A button representing the new element appears on the Structure line

Note that if a hyperlink is inserted both the beginning and end of the link must be specifed. For example, to change the default Structure line so that the chapter number and the entry text form a hyperlink, follow these steps:

1) On the Structure line, place the cursor in the white field to the left of the **E#** button. (Recall that the **E#** button represents the chapter number.)

2) Click the **Hyperlink** button. An **LS** button, representing the start of the hyperlink, appears on the Structure line

3) On the Structure line, place your cursor in the white field to the right of the **E** button. (Recall that the **E** button represents the entry text.)

4) Click the **Hyperlink** button again. An **LE** button, representing the end of the hyperlink, appears on the Structure line

Applying character styles

To apply a character style to an element on the Structure line:

1) On the Structure line, click the button that represents the desired element for applying a style

2) From the **Character Style** drop-down list, select the style to apply. Writer applies the selected style to the selected element.

To view or edit the attributes of a character style, select the style from the **Character Style** drop-down list and then click the **Edit** button.

Applying changes to all outline levels

To apply the displayed structure and formatting to all outline levels, click the **All** button.

5.8.4 Using the Styles tab

Use the Styles tab to apply paragraph styles to the table of contents. It is possible to apply a different paragraph style to each outline level of the table.

To apply a paragraph style to an outline level, follow these steps:

1) In the **Levels** list box, select the desired outline level by clicking it

2) In the **Paragraph Styles** list box, click the paragraph style to apply

3) Click the **<** button to apply the selected paragraph style to the selected outline level.

To remove paragraph styling from an outline level:

1) In the **Levels** list box, select the desired outline level by clicking it

2) Click the **Default** button

To view or edit the attributes of a paragraph style, click the style in the **Paragraph Styles** list box and then click the **Edit** button.

5.8.5 Using the Background tab

Use the Background tab to add color or a graphic to the table background.

Adding color

To add color to the background of the table of contents, simply click the desired color in the color grid.

Adding a graphic

To add a graphic to the background of the table of contents, follow these steps:

1) From the **As** drop-down list, select **Graphic.** The Background tab displays the graphics options

2) Click the **Browse** button. The Find Graphics window opens

3) Find the graphic file that you want to use and click the **Open** button. The Find Graphics window closes and the selected graphic appears in the graphic preview box on the right-hand side of the Background tab. (If you don't see the graphic, check the **Preview** check box underneath the graphic preview box.)

4) In the Type area of the Background tab, choose how you want the background graphic to appear:

- To position the graphic in a specific location in the background, select **Position** and then click the desired location in the position grid.

- To stretch the graphic so that it fills the entire background area, select **Area.**

- To repeat the graphic across the entire background area, select **Tile.**

Removing color or graphics

To remove color or graphics from the table background, follow these steps:

1) From the **As** drop-down list, select **Color**

2) Click **No Fill** on the color grid

5.8.6 Editing a table of contents

To edit an existing table of contents, right click anywhere in the table of contents and choose **Edit Index/Table** from the context menu. The Insert Index/Table window opens and you can edit and save the table using the four tabs described in the previous section.

5.8.7 Updating a table of contents

To update a document's table of contents when changes are made to the document, right click anywhere in the table of contents and choose **Update Index/Table** from the context menu. Writer updates the table of contents to reflect the changes in the document.

5.8.8 Deleting a table of contents

To delete the table of contents from a document, right click anywhere in the table of contents and choose **Delete Index/Table** from the context menu. Writer deletes the table of contents.

Note: Writer won't confirm the delete! To undo the deletion click *Undo* or press *Control + Z* straight away.

5.8.9 Alphabetical Index

To create an alphabetical index either fields need to be inserted manually or a concordance file created.

To insert fields manually for the index:

1) Select most important occurrence of the word or term

2) Insert > Indexes and Tables > Entry

3) For more information on keys click **Help**

4) Check Main Entry and (usually) check the remaining check-boxes

5) Click Insert and every occurrence of the selected word will have an index entry field

6) Repeat for other desired words and terms

7) Insert the Alphabetical Index as for Table of contents except instead of choosing "Table of contents" choose "Alphabetical index".

To create a concordance file:

1) Insert > Indexes and Tables > Indexes and Tables...

2) For type choose Alphabetical Index

3) Check Concordance file

4) Click the **File** button > **New**

5) Specify a name for the concordance file

6) Click Help (if required) for details on how to fill-in the dialog.

5.9 Conditional text

In Word the only way to have conditional text is with the "if" field[3] 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

To provide this level of functionality Writer provides conditionally a hidden paragraph field and the ability to conditionally hide sections. Here's an example to show how this could be done:

> 1) Ensure that hidden text is viewable: **Tools > Options > Text Document > Formatting Aids**, tick both "Hidden text" and "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 repeatedly insert create an autocorrect entry)

> 5) For longer answers: Enter the model answer, select it, Insert > Section..., tick 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 it's value cannot be used in the condition.

Note 2: It is easiest if the selection doesn't include the last paragraph to keep adding sections. But if the last paragraph is selected simply move to the end of the document (Control + End) then press *Alt + Enter*.

---

3   To the best of the Author's knowledge.

5.10 Master documents

It is the author's view that master documents in Writer are about as unreliable as they are in Word, and so the author's recommendation is not to use them. This is contrary to a lot of other peoples' view.

See the issue list for master documents:

http://www.openoffice.org/issues/buglist.cgi?short_desc=master+document&issue_status=NEW&issue_status=STARTED&issue_status=REOPENED&issue_status=RESOLVED&issue_status=VERIFIED&issue_status=UNCONFIRMED&short_desc_type=allwords&cmdtype=doit.

An example of why the author doesn't recommend using master documents: There is no way of having a landscape page in a sub-document and that page remaining a landscape page in the master. The only workaround is to have that document be part of the master document rather than a sub-file.

Help covers using Master documents quite well or see 5.1.14 Work with large or complex documents on page 35 above.

It is possible to insert cross-references across sub-documents but the names of the references must be typed in rather than selected from a list. **Use Insert > Fields > Other... > References**

Writer appears to be quite stable with large documents (in the author's experience more so than Word) so inserting all the files into one file is the author's recommendation.

6 Spreadsheet documents

6.1 Main differences

6.1.1 Separating parameters in functions

The single biggest difference between using Calc and Excel is that Calc uses semicolons to separate parameters in a function and commas for separating non-contiguous ranges which is the reverse of Excel.

6.1.2 Number of rows

Calc only supports 32000 rows (compared to Excel's 65,536). When importing an Excel workbook that contains a sheet with more than 32000 rows Calc creates a new sheet so the data isn't lost but any formulas that refer to that data need to be manually changed.

6.1.3 Form fields

Combo boxes, list boxes and check boxes with links to spreadsheet cells all import and export properly (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 where as Excel has two multi selection modes multi and extend. In Excel a multi-selection listbox's link to a cell is ignored (at least in Excel2000 Author hasn't checked Excel XP) whereas in Calc the link works but if more than one item selected the cells value is set to #N/A.

Option buttons import into Calc but the link with cells works differently. In Calc each option button has it's 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 button lose their radio operation – I.e. They are not grouped so that selecting one "unselects" the others.

Scroll bars and spinners are not implemented in Calc.

6.1.4 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. Excel can have named ranges of the form name1:name2, Calc can't handle these and imports formulas containing them with #Name.

Calc does have "Natural Language" this is where column and/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/off use: **Tools > Options... > Spreadsheet > Calculate >Automatically find column and row labels**

6.1.5 Array Formulas

Calc supports array formulas but there are two things which Excel can do that Calc can't do.

In Excel it is possible to have an array formula (array formulas are formulas entered using Control+Shift+Enter) with two ranges in the formula and excel matches each cell in the ranges to get a result. E.g. {=SUM(IF(A2:A5=1,B2:B5))} would work like sumif and sum those cells in column B where in the same row column A contained a 1. Calc returns "#NAME?". Often this can be worked-around by using sumif, countif or the database functions.

Array constants are not available in OpenOffice.org. The work-around is to have the constant values in cells on a sheet and refer to them.

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

6.1.6 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, this is not possible in Calc.

E.g. In Excel to calculate an annuity =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. E.g. For the above example putting a zero in for the blank parameter returns the same result for the annuity.

6.1.7 Functions

Statistical, engineering and financial functions

The statistical functions return slightly different results, they are the same up to at least 5 decimal places after that there is a discrepancy. Gnumeric (another open source spreadsheet package) returns exactly the same results as Excel (based on the author's simple tests). The author hasn't compared the results returned by a statistical package such as R or SAS for the statistical functions.

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

Analysis ToolPak Functions

The function EFFECT provided by the Analysis ToolPak for Excel is converted to EFFECT_ADD and returns the same results.

Other functions not implemented / imported

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

6.1.8 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 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.

- Page fields have not been implemented but there is a filter option which gives similar functionality

- Can have no more than 8 fields in the data, row or column areas

- There is no ability to group data (e.g. For a date field grouping by month can't be done). The work around is to create a new column with a formula for calculating the grouping (e.g. =Month())

- Can't define different formats for different fields

- No calculated fields

- There is no ability to show data fields as things like "Difference From" or "% of"

- The Application Program Interface specification is incomplete for writing macros that work with DataPilots. E.g. The ability to control via 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.

6.1.9 Autofilter

AutoFilter imports and exports ok 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 don't change color to warn 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, use Standard and specify "largest", "largest%", "smallest" or "smallest%" in the condition field

- Use regular expressions for specifying criteria to select rows based upon the text in the cells. To do this: Choose "Standard" from the drop-down list, click More so that the rest of the dialog is displayed, check regular expressions. Table 13 below has some examples to help an Excel user to use regular expressions. See also 2.13.4 Regular Expressions on page 14 above for some more examples.

Table 13: Example regular expressions for AutoFilter

Excel custom command	Comparison Field	Equivalent Regular Expression
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.

6.1.10 Text to columns

There is not an option to do this in Calc.

6.1.11 Solver

There is no equivalent in Calc to the Solver add-in for Excel.

6.1.12 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 3D – columns deep

- Radar with markers – converts to 2D – net – normal but counter clockwise rather than Excel's clockwise

Other charting issues include:

- Charts are slower to update in Calc than in Excel

- 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...**

6.1.13 Number formats

There is no "accounting" format (with the currency symbol at the left edge of the cell). A work-around 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)"

6.2 Interface differences between Excel /Calc

6.2.1 Keyboard shortcuts

Table 14: Excel v Calc default key shortcuts (incomplete)

Function	Excel Shortcut	Calc Shortcut
Rearranges the relative or absolute references (for example, A1, A1, $A1, A$1) in the input field.	F4	Shift + F4
Edit cell comment	Shift + F2	Control + F1
Fill right	Control + R	No equivalent
Go to specific cell	F5	F5 (shows navigator)
Insert Function	No standard equivalent	Control + F2
Enter into all currently selected cells	Control + Enter	Alt + Enter Alt + Shift + Enter (also applies the cell format)

6.2.2 Mouse use

To select non-contiguous blocks of cells the first selection must be two or more cells then proceed as in Excel holding down Control to select the next block(s) or

· Click once on the field "STD" (STanDard) in the status bar

· The field now shows "EXT" (EXTended selection)

· 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 S*hift + click*.

Double clicking the bottom right corner of the selection doesn't copy to the bottom of the current region.

6.2.3 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.

6.2.4 Navigator

The navigator's main use would be 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.

6.2.5 Stylist

Has two types of styles cell and page. Right click in the stylist to create, modify or delete styles.

6.2.6 Sheet area combo-box

The sheet area combo box (left side of the Formula bar) shows the current range and can be used to jump to a named range, but can't be used to define a range (to define a range use: **Insert > Names > Define** or **Control + F3**).

6.2.7 Function List

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

6.2.8 Error values

Some functions in Calc return esoteric error messages like: Err:503. To get a message that is more meaningful select the cell with the error message then look at the right end of the status bar in this case Error: Invalid floating point operation (E.g. Division by zero).

6.3 Import/Export issues

6.3.1 Password protected Workbooks

Workbooks that have been password protected in Excel cannot be opened by Calc. The file needs to be saved in Excel without password protection so that Calc can open it.

6.3.2 Other issues

Other issues are covered in 6.1 Main differences on page 54 above above.

6.4 Conditional formatting and styles

Conditional formating requires styles to be defined – use the stylist to do so.

6.5 Working across spreadsheets, web pages and database data

6.5.1 Working across spreadsheets

Contrary to help and other references using the navigator with a "Drag Mode" of Link, doesn't work for accessing 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. E.g. 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) **Window >** [select desired document]

3) It isn't obvious that this is working but it is, select the desired cell or range of cells

4) **Window >** [select the original document]

5) Finish entering the formula

6) 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.

7) 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 use:

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 (check-box down 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.

6.5.2 Links to html data or other spreadsheets

To link to data on the net:

1) In a browser navigate to the desired page

2) Copy the URL

3) In Calc

4) **Insert > External Data...**

5) Paste in the URL

6) 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)

7) Select the desired option from the list box

8) Optionally check the Update every check box 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 OpenOffice.org AutoSaves over write the original file, so with AutoSaves turned on this feature could be more useful than it at first appears. The author hasn't experimented with this feature to test its limits).

6.5.3 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 / off** - left button in data source toolbar)

3) Drag the table or query onto the sheet (see 12 Data-sources on page 70 below for information about working with data sources such as registering the data source)

6.6 Printing

Calc and Excel have the same printing functionality just the location of where to get to the settings is slightly different.

Unlike Excel, a print range must be specified first.

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

1) **Format > Print Ranges > Edit...**

2) Select the desired range for each of the fields

3) Note it is possible to select noncontiguous areas for the print area with each area being on a separate page. Each area is separated by a semicolon.

Like Excel, Calc provides a Page break view. The menu option is a toggle:

- **View > Page break preview**

The other settings such as whether to have grid-lines is done via 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: Recommend having both these options set.

To Print:

1) **File > Print**

2) Optionally click **Options** to change the settings for suppressing blank pages and /or only the selected sheet(s)

3) Other settings are the same as in Excel

7 Presentation documents

7.1 Good practice in presentations

Rule of seven:

· No more than seven points per slide

· No more than seven words per point

KISS – Keep it simple – too many effects detract from your message rather than enhance it.

· Minimum font size of 18pt preferably 20pt

7.2 Main differences between PowerPoint and Impress

7.2.1 Accessing different views

In PowerPoint the buttons for quickly changing the view are down the bottom left. The equivalent buttons are top right side just above the vertical scroll bar in Impress. The buttons down the bottom left are to toggle between slide view and master view (don't need to remember to hold down shift when clicking the slide view button) and a button for accessing objects in the background.

Impress provides a handout view for fine tuning how the hand out will look, rather than just a print option.

7.2.2 Multimedia

There appears to be no settings for multimedia custom animations. E.g. the ability to play a sound for the next x slides.

Sound

Going Insert > Object > Sound... crashed OpenOffice.org.

Dragging and dropping a sound file from the Gallery places a control Button on the slide, which plays on being clicked when running the slide show.

7.2.3 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 work around is to have multiple copies of the chart with each one setup to display as desired.

7.2.4 Pack and Go

This feature in PowerPoint allowed a PowerPoint file to be split up 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.

7.2.5 Fields

Date fields are exported as text so don't automatically update.

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

7.2.6 Action Settings / Interaction

PowerPoint provides action settings for mouse over, Impress doesn't have this option, only on mouse click, so that is what they get mapped to. PowerPoint has an option for highlighting the object on mouse click / mouse over, Impress doesn't have this so it gets ignored on import.

7.2.7 Object effects / animations and slide Transitions

For the equivalent object effects / animations between PowerPoint and Impress see

For the equivalent slide transitions between PowerPoint and Impress see

8 OpenOffice.org as a replacement for FrontPage

9 Draw

10 FontWorks (WordArt equivalent)

Instead of Microsoft Office's WordArt, OpenOffice.org has FontWorks. The FontWorks window is dockable at the sides of the screen. See 2.7 Side panes - Docked / Floating Windows on page 5 above.

To use FontWorks:

1) Select the Text Tool (found on the Draw tear off toolbar in Writer and Calc and on the Main toolbar in Draw and Impress) it looks like a large T.

2) Draw a text frame in the document

3) Type some text (if text isn't typed into the frame before clicking outside the text frame the text frame is removed)

4) **Format** > **FontWork**

5) Apply the desired effects from the fontwork toolbox

Note: A popular feature of WordArt that FontWork doesn't is gradient colour fills of the text. A work-around is to use Draw instead where it is possible to convert text to curves, apply a gradient fill and then copy this object into your document.

To change the color of the FontWork text:

1) Double click the FontWork object

2) Select the text

3) **Format** > **Character..** > **Font Color**

Note: The colour controls in the object toolbar do not relate to the FontWork text but rather to the contour line that the text is following.

11 Math formula editor / Equation Editor

The equivalent to Microsoft Office's Equation Editor in OpenOffice.org is Math formula editor. By default the Command window of Math formula editor is docked at the bottom, it can also be floating or docked at the top. See 2.7 Side panes - Docked / Floating Windows on page 5 above.

This is just a quick guide based on the authors experience, for a more detailed how to see: http://www.openoffice.org/issues/show_bug.cgi?id=15403.

11.1 To insert an equation:

1) Display the Insert Object toolbar by clicking the **Insert Object** on the Main toolbar.

2) Click **Insert OpenOffice.org Math object**

11.2 Customizing the interface

• To show/hide the Selection toolbar: **View > Selection**

• To turn on/off automatic screen updating **View >AutoUpdate display**. When AutoUpdate display turned off - to check what the formula looks like use **F9** or **View > Update**. Recommend turning off AutoUpdate display

11.3 Entering a formula

There are two main ways of entering a formula, by typing in the commands in the command Window (to get assistance right click for a context menu), or by clicking in the Selection toolbox.

All the commands are listed at the end of this section.

E.g. The command for: $\hat{\beta}_2 = \frac{\Sigma\ X_i + U_i}{\Sigma\ X_i}$ is:

Where: ...

```
hat %beta_2 =    {sum {X_i + U_i}}
                 over
                 {sum X_i}
newline
"Where: ..."
```

• To change the amount of space between elements use: **Format > Spacings...**

• Commands can simply be typed in

• Commands read left to right and either effect the next object (unary operators e.g. "_") or objects either side (binary operators e.g. "over" , to get the command to effect more than one object enclose it in braces

• White space is ignored (unless enclosed in quotes) so use it to make your commands readable the command above is easier to read than:
hat%beta_2={sum {X_i+U_i}}over{sum X_i}newline"Where: ..."
yet they do exactly the same thing

- To learn the different commands either use the Selection toolbox for a visual representation or the context menu for a written representation. Some examples from the above follow:

- Hat is the command to put a caret over the next character. Hat is found under **Attributes**

- Beta is obtained from the symbol catalog: **Tools > Catalog...** or **Symbols** button on the Main toolbar (the "%" says interpret what follows as the name of a symbol)

- The underscore character is for subscripts, in this case only the next character is subscripted so no braces are required. Subscripts are found under **Formats**

- The = sign obtainable from **Relations**

- "over" is obtainable from **Formats**

- Need to brace the numerator (top of fraction) and the denominator (bottom of fraction) as they contain more than one thing

- "sum" is obtainable from **operators**

- Literal text is enclosed in quotes

11.4 Working with Math within Writer

To keep the formula smaller so that it looks better in-line with other text when in Math use:

Format > Text mode

To convert text that is typed into writer to an equation:

1) Select the text

2) Click **Insert OpenOffice.org Math Object** on the Insert Object toolbar

To number equations:

1) at the start of a line type: fn

2) Press F3, this will insert a predefined autotext consisting of a two cell table, with a formula in the first cell and a numbering field in the second. The line below has the autotext entry but with borders added to the table so it is easier to see how it is working.

$E = mc^2$	(1)

The numbering is done using the field type "Number range" and the variable Text. So to have more control over numbering equations a user could create their own styles and or autotext entry and use a Number Range field for the numbering.

11.5 Symbols and commands

See Appendix I Math formula – symbols and commands on page 106.

12 Data-sources

OpenOffice.org doesn't have a database server capability (limited ability to create and work with dBase format files), but it does have a great integrated[4] client ability. To replace Access entirely requires transferring .mdb (Access' own proprietary format) files to another database server such as MySQL. For information on how to do this see: http://mdbtools.sourceforge.net/.

To keep database files in .mdb format use ODBC to connect to the files: see http://www.openoffice.org/FAQs/mostfaqs.html#10.

12.1 Working with a data-source (dBase example)

This section is based upon a "howto" written by Scott Carr, titled "How to Create a data Source from Scratch". The original is at: http://documentation.openoffice.org/HOW_TO/data_source/data1_EN.html.

Other useful links:

Registering other data sources: http://openoffice.homelinux.org/index.php?s=38
Step by step guide: http://homepage.ntlworld.com/garryknight/linux/oodbase.html
Comparison with Access:
http://articles.linmagau.org/modules.php?op=modload&name=Sections&file=index&req=viewarticle&artid=230&page=1

These steps will run you through setting up a Data Source in the OpenOffice.org system. A dBase type database will be created as these can be created and worked on without a separate database engine. However registered data sources of type dBase do not have the ability to have more than one table in a query (or SQL statement) so the tables can not be related to each other.

12.1.1 Registering the data source

1) **Tools** > **Data Source**

2) Click **New Data Source**

3) Enter a name for your Data Source. NOTE: In this example "TEST" is used as the Data Source name

4) Select dBase as the Data Source. NOTE: We are using dBase, because it allows full control over the database on a local system

5) Enter a directory for the program to store the data files in. If the directory does not yet exist OpenOffice.org will automatically create it (checking with user first).

6) Click **Apply**

---

4   The term integrated here is used to reflect that it isn't a separate application but works-in with all the applications in OpenOffice.org.

12.1.2 Adding Tables in a data source

This section assumes that your Data Source allows full access to the database. Currently, dBase is the only type that allows this type of access to files on your computer. JDBC and ODBC can be used if you already have a Database System setup like MySQL, SQL Server, or ORACLE.

1) Click on the **Tables** tab

2) Click on the **New Table Design** button to display the Table Design screen

3) Enter field names. E.g. Name (**down** arrow), Telephone (**down** arrow) …

4) Save the table: **File** > **Save >** [name the file]. This example will be TestTable

5) Close the Table Design screen and the Data Source dialog.

12.1.3 Viewing a data source

Data is viewed / edited using the Data source viewer sometimes referred to as the beamer or database beamer.

1) Display the Data-source viewer by pressing **F4** or Click the **Data Sources** button in the Main toolbar or **View** > **Data Sources**.

2) In the data explorer, left side of Data-source viewer (if not visible click the **Explorer on/off** button – the button on the left) navigate to the desired table.
E.g. **Test** > **Tables** > **TableTest**

12.1.4 Editing the data

This section demonstrates how OpenOffice.org can be used to enter, edit, and remove values in a Data Source.

Note: OpenOffice.org can not edit data source files of types text or spreadsheet in the Data source viewer.

• To add a new record simply type into the bottom blank row of the displayed table or click the button that looks like an asterisk "*" in the record number status bar.

• To move between fields use **Tab** and **Shift** + **Tab** (this is just like any other table so key controls and mouse clicks work as expected)

• Editing records is simply making the change – moving to a different record saves the change. To abort a change simply press **Escape**.

• Deleting Records: Select the record(s) by clicking to the records left, selected records are highlighted, (Control and shift keys work as expected) either press **Del** key or **Right Click** > **Delete Rows**. Confirm the deletion.

12.1.5 Using queries to select records

This is a large subject area so what follows is just a getting started guide on creating a query, once the query is created use the query as your data-source. Help covers this in more detail, select the index tab and type queries.

1) In the explorer window (left window showing tree like controls) of the Data source viewer open the desired data-source (click on the "+" to the left) if required

2) R**ight click Queries** > **New Query (Design View)**

3) Choose the table for your query and click **Add**

4) Typically the next step is double click the * to add all the field names to the query

5) Double click the field name(s) that have the data to limit the query to. E.g. The field name might be "Keyword" and only records containing "Friend" are desired

6) Un-check the visible check-box for these criteria fields (not necessary but saves getting the field repeated in the final table)

7) Type in the criteria in the Criterion row. E.g. 'friend' or if there might be other text in the field for the record but it must contain the word 'friend' somewhere in the field type LIKE '*friend*'.

8) Check the query by clicking the **Run query** button 🖳. To adjust the various panes click and drag pane borders to get a desired arrangement.

9) **File** > **Save As** and name the query

10) **File** > **Close Window**

12.2 Creating a data-source from a spreadsheet

To do a Mail Merge in OpenOffice.org from a spreadsheet the spreadsheet needs to registered as a database source, so that you'll be able to display it inside the Data-source viewer.

1) Make sure your spreadsheet is saved (preferably in .sxc format). The top row will be used for field names.

2) **Tools** > **Data sources... > New Data Source**

3) Give it a meaningful name

4) For Connection choose Spreadsheet

5) Click **…** **>** navigate to the desired spreadsheet

6) In the **Tables** tab, verify that your spreadsheet name has been selected

7) Click on **OK** and your sheet will be usable for things like Mail Merge

Note: This method can be used to register into OpenOffice.org whatever supported data source type you already have present on your system.

12.3 Database Forms

This section is based upon a document by Daniel Strome, titled "How to Link Tables Using Named Parameters". The full document is available for download from: http://documentation.openoffice.org/HOW_TO/index.html. (There is a section in the document about running a macro – this is no longer necessary.)

This section is only a very brief look as OpenOffice.org provides a full graphical user interface as a database client.

12.3.1 Form creation using auto pilot

It is possible to create forms from scratch using the forms toolbar but to get an idea of what is possible, using the autopilot is a good place to start.

    1) **File > AutoPilot > Form...**

    2) Follow the steps in the dialog, in the second page of the autopilot as selections are made they are immediately visible in the newly created Writer document.

12.3.2 Form use

When using a form a Navigation toolbar should be visible (by default across the bottom of the window). If it is not visible right click any toolbar and select Navigation bar. The controls on this form are similar to those used in Access.

Note1: Doing a find is slow because it is handled by OpenOffice.org rather than the database server (lot of information passing) use filters instead.

Note2: If the table is read only then it could be because:
OpenOffice.org requires a primary key (or bookmark facility) for the table, or
OpenOffice.org hasn't implemented writing to text or spreadsheet files, or
the database driver isn't providing the required privileges – try updating the database driver (it maybe that you don't have sufficient privileges).

12.3.3 Editing the form

To edit the form display the Form functions toolbar by clicking **Show Form Functions** on the Main toolbar. To toggle the form so that it can be edited click **Design Mode On / Off**.

Viewing / editing a controls / forms properties

    1) Click the **Select tool** then click a control

    2) Click **Control Properties...** on the Form functions toolbar

    3) Fields are frequently grouped with labels when this is the case the title bar of the properties window will say "Properties: Multiselection". To ungroup the fields: **Right click > Group > Ungroup**. Now select a field and see the properties

    4) To change to the form's properties click **Form properties** on the Form functions toolbar

Editing controls

- To add a control: Click a button and drag in the document

- Many controls have an associated autopilot, to turn these off / on click the **AutoPilots On / Off** button

- To change a control from one type to another: Right click the control > Replace with > [choose the new control type]

- To change the order that the fields are accessed when entering data and pressing **Tab**: Click Activation order

Adding a sub-form

A sub-form is where the records displayed in the sub-form is dependent on the record displayed in the main form. The two tables must have a common field. E.g. The main form might be customers details the sub-form the orders for that customer, and the fields in common might be a customer identity. To add a sub-form:

1) Display the Form navigator: Click **Form Navigator** on the Form Functions toolbar

2) The Form navigator displays a tree of forms and their controls. Click on the form (second level - maybe called "Standard")

3) Right click on the form > New > Form

Note: It is very important that it is a sub form in the hierarchy otherwise this will not work.

4) Optionally rename the sub-form

5) With the sub-form selected in the Form navigator

6) Click **Table Control**

7) Drag a box in the document

8) If AutoPilots is turned on select the data source again, but this time select the new table and then its fields. If AutoPilots is turned off – specify the data source for the form in the forms properties window, then add columns by right clicking in the top row of the control **> Insert Column > Textbox**. Change the properties of the column by right clicking it > **Column...**

9) Display the data properties for the sub-form: With the table control selected > click **Form Properties > Data**

10) Change the content type to SQL Command

11) Enter into content something like:

```
SELECT * FROM Orders WHERE CustId = :x
```

12) Where Orders = the name of the second table, CustId is the name of the field within that table that has the values in common with the table for the main form, x is any variable name

---

13) Scroll to the bottom of the list

14) In Link master fields type: CustomerId
Where CustomerId is the name of the field in the table of the main form

15) In Link slave field type: x
Where x is the variable used in step 11. Do not type a colon this time!

16) Click Design Mode On/ Off and it should be working

12.4 Reports

12.4.1 Report creation

1) **File > AutoPilot > Report...**

2) Follow the AutoPilot

3) In the last step (Save Report) choose "Modify report template"

4) Adjust the column widths (this is a table – so can drag columns or use **Format > Table... > Columns**)

5) Save and close the file

6) Display the Data source viewer

7) Navigate to the data source and open Links

8) Double click on the report – a new document based on the template will be created

Note: The report must be closed or nothing will happen.

13 Converting VBA macros to OpenOffice.org macros

As stated earlier, there is no automatic way of converting or even running VBA macros in OpenOffice.org. This section is to give guidance on how to do this manually.

The basic control structures in VBA and OpenOffice.org are virtually identical, however the underlying models have different concepts.

The object model for Microsoft Office is strictly hierarchical, whereas OpenOffice.org is not. OpenOffice.org has a concept of services this means that two different objects requiring things in common would provide the same service. For an end user this is great – consistency. For macro programmers it adds another level of complexity.

Other resources include:

Sun Basic Programmer's Guide: http://docs.sun.com/db/doc/817-1826?q=StarOffice

Code snippets forum: http://www.oooforum.org/forum/viewforum.php?f=11

Macros and API forum: http://www.oooforum.org/forum/viewforum.php?f=9

Andrew Pitonyak's OpenOffice Macro Information: http://www.pitonyak.org/oo.php

StarOffice Programmer s Tutorial: http://api.openoffice.org/basic/man/tutorial/tutorial.pdf

13.1 The Application Program Interface (API) documentation

13.1.1 How to get the API

13.1.2 How to read it

13.2 Differences in the integrated development environment (IDE)

13.3 Specific how tos

VBA	OpenOffice.org BASIC

Glossary

Index

Appendix A General Key Shortcuts

General Shortcut keys

Enter key	*Activates the focused button in a dialog*
Esc	Terminates the action or dialog. If in OpenOffice.org Help: goes up one level. The cursor is positioned in the URL on the Function Bar: returns the cursor to the document. If the URL has been selected, you have to press the key twice.
Spacebar	Toggles the focused check box in a dialog
Arrow keys	Changes the active control field in an option section of a dialog
Tab	Advances focus to the next section or element in a dialog.
Shift + Tab	Moves the focus to the previous section or element in a dialog
Alt + Down Arrow	Opens the list of the control field currently selected in a dialog. These shortcut keys apply not only to combo boxes but also to icon buttons with pop-up menus. Close an opened list by pressing the Escape key.
Del	Deletes the selected item(s) into the recycle bin.
Shift + Del	Deletes the selected item(s) without putting them in the recycle bin.
Backspace	When a folder is shown: goes up one level (goes back)
Control + Tab	Switches to the next open document (except when positioned at the start of a header, instead a tab is inserted)
Shift + Control + Tab	Moves to the previous document that is open.
Enter (if an OLE object is selected)	Activates the selected OLE object.
Enter (if a drawing object or text object is selected)	Activates text input mode
Control + O	Opens a document
Control + S	Saves the current document
Control + N	Creates a new document
Shift + Control + N	Opens Templates and Documents dialog
Control + P	Prints document

Enter key	Activates the focused button in a dialog
Crtl + Q	Exits application
Control + X	Cuts out the selected elements
Control + C	Copies the selected items
Control + V	Pastes from the clipboard
Control + A	Selects all
Control + Z	Undoes last action
Control + Y	Redoes last action
Control + F	Calls the Find & Replace dialog.
Control + Shift + F	Searches for the last entered search term.
Control + Shift + J	Toggles the view between fullscreen mode and normal mode
Control + Shift + R	Redraws the document view.
Shift + Control + I	Enable or disable the selection cursor in read-only text or in the Help viewer.
Control + I	The Italic attribute is applied to the selected area. If the cursor is positioned in a word, this word is also marked in italic.
Control + B	The Bold attribute is applied to the selected area. If the cursor is positioned in a word, this word is also put in bold.
Control + U	The Underlined attribute is applied to the selected area. If the cursor is positioned in a word, this word is also underlined.
Control + Shift + O	Sets the cursor on the Load URL field on the Function Bar.
Alt + O	In the Spelling dialog, the word that was originally marked as unknown/incorrect (original) will be transferred to the input box (word).

Using the Function Keys

Shortcut keys	Effect
F1	Starts the OpenOffice.org Help In the OpenOffice.org Help: jumps to main help page.
Shift + F1	Context Help
Shift + F2	Turns on Extended Tips for the currently selected command, icon or control.

Shortcut keys	Effect
Control + F4 or Alt + F4	Closes the current document (close OpenOffice.org when the last open document is closed)
F6	Sets focus in next subwindow (for example, document/data source view)
Shift + F6	Sets focus in previous subwindow
F10	Activates the first menu (File menu)
Shift + F10	Opens the context menu
Control + F11	Opens the Style Catalog

Shortcut keys in the Gallery

Shortcut keys	Result
Tab	Moves between areas
Shift + Tab	Moves between areas (backwards)

Shortcut keys in the New Theme area of the Gallery:

Shortcut Keys	Effect
Up arrow	Moves the selection up one
Down arrow	Moves the selection down
Control + Enter	Opens the Properties dialog
Shift + F10	Opens a context menu
Control + U	Refreshes the selected theme
Control + R	Opens the Enter Title dialog
Control + D	Deletes the selected theme
Insert	Inserts a new theme

Shortcut keys in the Gallery preview area:

Shortcut Keys	Effect
Home	Jumps to the first entry
End	Jumps to the last entry

Shortcut Keys	Effect
Left Arrow	Selects the next Gallery element on the left
Right Arrow	Selects the next Gallery element on the right
Up Arrow	Selects the next Gallery element above
Down Arrow	Selects the next Gallery element below
Page Up	Scroll up one screen
Page Down	Scroll down one screen
Control + Shift + Insert	Inserts the selected object as a linked object into the current document.
Control + I	Inserts a copy of the selected object into the current document.
Control + T	Opens the Enter Title dialog
Control + P	Switches between themes view and object view
Spacebar	Switches between themes view and object view
Enter	Switches between themes view and object view
Step backward (only in object view)	Switches back to main overview

Navigating through OpenOffice.org without a mouse

Shortcut Keys	Effect
F6	Moves the cursor from top to bottom and from right to left through every part of the OpenOffice.org window.
Shift + F6	Moves the cursor in the opposite direction through every part of the OpenOffice.org window.
Control + F6	Places the cursor in the document
Control + Tab	Moves the cursor from top to bottom and from right to left through every part of the OpenOffice.org window.
Shift + Control + Tab	Moves the cursor in the opposite direction through every part of the OpenOffice.org window.
Left/Right Arrows	Moves left/right to the next element in a horizontal bar
Up/Down Arrow	Moves up/down to the next element in a vertical bar
Home	Moves to the first entry
End	Moves to the last entry
Enter	Press the Enter key to execute the command associated with the icon.
Esc	Closes a menu or floating toolbar.

Editing Shortcut Keys in the Customize Toolbars dialog

Shortcut Keys	Effect
+ key	Opens the list of Available Buttons for a button category.
- key	Closes the list of Available Buttons for a button category.
Spacebar	Toggles button visibility in Buttons in use list box.
Insrt	Adds the icon selected in the left list box to the right list box.
Del	Removes the selected icon from the Buttons in use list box.

Selecting Rows and Columns in a Table

Shortcut Keys	Effect
Spacebar	Toggles row selection, except when the row is in edit mode.
Control + Spacebar	Toggles row selection
Shift + Spacebar	Selects the current column

Shortcut Keys for Drawing Objects

Shortcut Keys	Effect
Select the toolbar with F6. Use the Down Arrow and Right Arrow to select the desired toolbar icon and press Control + Enter.	Inserts a Drawing Object
Select the document with Control + F6 and press Tab	Selects a Drawing Object
Tab	Selects the next Drawing Object
Shift + Tab	Chooses the previous Drawing Object
Control + Home	Selects the first Drawing Object
Control + End	Selects the last Drawing Object
Esc	Ends Drawing Object selection
Esc (in Handle Selection Mode)	Exit Handle Selection Mode and return to Object Selection Mode.
Up arrow	Moves the selected Drawing Object up

Shortcut Keys	*Effect*
Down Arrow	Moves the selected Drawing Object down
Left Arrow	Moves the selected Drawing Object left
Right Arrow	Moves the selected Drawing Object right
Alt + Up/Down/Left/Right Arrow	Moves the selected Drawing Object one pixel (in Selection Mode) Re-sizes a Drawing Object (in Handle Selection Mode) Rotates a Drawing Object (in Rotation Mode) Opens the properties dialog for a Drawing Object Activates the Point Selection mode for the selected drawing object
Spacebar	Select a point of a drawing object (in Point Selection mode) / Cancel selection. The selected point blinks once per second.
Shift + Spacebar	Select an additional point in Point Selection mode
Control + Tab	Select the next point of the drawing object (Point Selection mode) In Rotation mode, the center of rotation can also be selected.
Shift + Control + Tab	Select the previous point of the drawing object (Point Selection mode)
Control + Enter	A new drawing object with default size is placed in the center of the current view.
Control + Enter at the Selection icon	Activates the first drawing object in the document.
Esc	Leave the Point Selection mode. The drawing object is selected afterwards. Edit a point of a drawing object (Point Edit mode)
Up/down/left/right arrow	Move the selected point (the snap-to-grid functions are temporarily disabled, but end points still snap to each other).
Any text or numerical key	If a drawing object is selected, switches to edit mode and places the cursor at the end of the text in the drawing object. A printable character is inserted.

Window Shortcut Keys

Shortcut Keys	*Effect*
F4 + modifier key	Docks and undocks current window.

Query design - In the query design

Shortcut Keys	Results
F6	Jump between the query design areas.
Delete	Deletes a table from the query design.
Tab	Selects the connection line
Shift + F10	Opens the context menu
F4	The data source view is shown/hidden by pressing the (F4) key with a text, spreadsheet or form document open.

Control Properties

Shortcut Keys	Results
Alt + Down Arrow	Opens the combo box.
Alt + Up Arrow	Closes the combo box.
Shift + Enter	Inserts a new line.
Up arrow	Positions the cursor in the previous line.
Down arrow	Puts the cursor into the next line.
Enter	Completes the input in the field and places the cursor into the next field.
Control + F6	Sets the focus (if not in design mode) to the first control. The first control is the first one listed in the Form Navigator.

Shortcuts for creating Basic dialogs.

Shortcut Keys	Results
Control + PageUp	Jumps between tabs.
Control + PageDown	Jumps between tabs.
F6	Jump between windows.
Tab	Selection of the control fields.
Shift + Tab	Selection of the control fields in opposite direction.
Control + Enter	Inserts the selected control.
Arrow keys	Moves the selected control in steps of 1 mm in the respective direction. In point edit mode, it changes the size of the selected control.

Shortcut Keys	Results
Alt + arrow keys	Moves the selected control in the respective direction of one pixel.
Control + Tab	In point edit mode, jumps to next handle.
Shift + Control + Tab	In point edit mode, jumps to previous handle.
Esc	Leaves the current selection.
Control + arrow keys	Moves in the respective direction.

Appendix B Writer key shortcuts

Writer navigation keys

Key	*Function*	*+ Control key*
Right/left arrow keys	Moves the cursor one character to the left or to the right.	Moves the cursor one word to the left or to the right.
Up/down arrow keys	Moves the cursor up or down one line.	(Control + Alt) Moves the current paragraph up or down.
Home	Moves the cursor to the beginning of the current line.	Moves the cursor to the beginning of the document.
Home in a table	Moves the cursor to the beginning of the contents in the current cell.	Moves the cursor to the beginning of the contents of the current cell. Press again to move the cursor to the first cell in the table. Press again to move the cursor to the beginning of the document.
End	Moves the cursor to the end of the current line.	Moves the cursor to the end of the document
End n a table	Moves to the end of the contents in the current cell.	Moves the cursor to the end of the contents of the current cell. Press again to move the cursor to the last cell in the table. Press again to move the cursor to the end of the document.
PgUp	Scrolls up one page.	Moves the cursor to the header.
PgDn	Scroll down one page.	Moves the cursor to the footer.

General Writer

Shortcut Keys	*Effect*
F2	Formula Bar
Control + F2	Insert Fields
F3	Complete AutoText
Control + F3	Edit AutoText
F4	Open Data Source View
F5	Navigator on/off

Shortcut Keys	Effect
Shift + F5	Select next frame
Control + Shift + F5	Navigator on
F7	Spellcheck
Control + F7	Thesaurus
F8	Extension mode
Control + F8	Field shadings on / off
Shift + F8	Additional Selection
F9	Update fields
Control + F9	Show fields
Shift + F9	Calculate Table
Control + Shift + F9	Update Input Fields
Control + F10	Nonprinting Characters on/off
F11	Stylist on/off
Shift + F11	Create Style
Control + Shift + F11	Update Style
F12	Numbering on
Control + F12	Insert or edit Table
Shift + F12	Bullets on
Control + Shift + F12	Numbering / Bullets off
Control + A	Select All
Control + J	Justify
Control + D	Double Underline
Control + E	Centered
Control + F	Find and Replace
Control + Shift + P	Superscript
Control + L	Align Left
Control + R	Align Right
Control + Shift + B	Subscript
Control + Y	Redo last action
Control + 1	Single Line Spacing
Control + 2	Double Line Spacing
Control + 5	1.5 Line Spacing

Shortcut Keys	Effect
Control + Plus Key(+)	Calculates the selected text (for example, if 3487 + 3456 is selected, it calculates the result). The result is copied to the clipboard and can be pasted into the document.
Control + Hyphen(-)	Custom hyphens; hyphenation set by you.
Control + Shift + minus sign (-)	Non-breaking dash (is not used for hyphenation)
Control + multiplication sign * (only on number pad)	Run macro field
Control + Space	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.
Shift + Enter	Line break without paragraph change
Control + Enter	Manual page break
Control + Shift + Enter	Column break in multicolumnar texts
Alt + Enter	Inserting a new paragraph without numbering
Alt + Enter	Inserting a new paragraph directly before or after a section or a table.
Arrow Left	Move cursor to left
Shift + Arrow Left	Move cursor with selection to the left
Control + Arrow Left	Go to beginning of word
Control + Shift + Arrow Left	Selecting to the left word by word
Arrow Right	Move cursor to right
Shift + Arrow Right	Move cursor with selection to the right
Control + Arrow Right	Go to end of word
Control + Shift + Arrow Right	Selecting to the right word by word
Arrow Up	Move up one line
Shift + Arrow Up	Selecting lines in an upwards direction
Arrow Down	Move cursor down one line
Shift + Arrow Down	Selecting lines in a downward direction
Home	Go to beginning of line
Shift + Home	Go and select to the beginning of a line
End	Go to end of line
Shift + End	Go and select to end of line
Control + Home	Go to start of document
Control + Shift + Home	Go and select text to start of document

Shortcut Keys	Effect
Control + End	Go to end of document
Control + Shift + End	Go and select text to end of document
Control + PageUp	Switch cursor between text and header
Control + PageDown	Switch cursor between text and footer
Insert	Insert mode on/off
PageUp	Screen page up
Shift + PageUp	Move up screen page with selection
PageDown	Move down screen page
Shift + PageDown	Move down screen page with selection
Control + Del	Delete text to end of word
Control + Backspace	Delete text to beginning of word
Control + Shift + Del	Delete text to end of sentence
Control + Shift + Backspace	Delete text to beginning of sentence
Control + Tab	Next suggestion with Automatic Word Completion
Control + Shift + Tab	Use previous suggestion with Automatic Word Completion
Alt + W	Spellchecker dialog: Call back the original unknown word into the text box
Control + double-click or Control + Shift + F10	Use this combination to quickly dock or undock the Navigator, Stylist or other windows.

Shortcut Keys for Paragraphs and Heading Levels

Shortcut Keys	Effect
Control + Alt + Up Arrow	Move the active paragraph or selected paragraphs up one paragraph.
Control + Alt + Down Arrow	Move the active paragraph or selected paragraphs down one paragraph.
Tab	The heading in format "Heading X" (X = 1-9) is moved down one level in the outline.
Shift + Tab	The heading in format "Heading X" (X = 2-10) is moved up one level in the outline.
Control + Tab	At the start of a heading: Inserts a tab stop. Depending on the Window Manager in use, Alt + Tab may be used instead.

To change the heading level with the keyboard, first position the cursor in front of the heading.

Shortcut Keys for Tables in OpenOffice.org Writer

Shortcut Keys	Effect
Control + A	If the active cell is empty: selects the whole table. Otherwise: selects the contents of the active cell. Pressing again selects the entire table.
Control + Home	If the active cell is empty: goes to the beginning of the table. Otherwise: first press goes to beginning of the active cell, second press goes to beginning of the current table, third press goes to beginning of document.
Control + End	If the active cell is empty: goes to the end of the table. Otherwise: first press goes to the end of the active cell, second press goes to the end of the current table, third press goes to the end of the document.
Control + Tab	Inserts a tab stop (only in tables). Depending on the Window Manager in use, Alt + Tab may be used instead.
Control + Shift + Arrow Up	Jump to start of table
Control + Shift + Arrow Down	Jump to end of table
Alt + Arrow Keys	Increases/decreases the size of the column/row on the right/bottom cell edge
Alt + Shift + Arrow Keys	Increase/decrease the size of the column/row on the left/top cell edge
Alt + Control + Arrow Keys	Like Alt, but only the active cell is modified
Control + Alt + Shift + Arrow Keys	Like Alt, but only the active cell is modified
Alt + Insert	3 seconds in Insert mode, Arrow Key inserts row/column, Control + Arrow Key inserts cell
Alt + Del	3 seconds in Delete mode, Arrow key deletes row/column, Control + Arrow key merges cell with neighboring cell
Control + Shift + T	Removes cell protection from all selected tables. If no table is selected, then cell protection is removed from all of the tables in the document.
Shift + Control + Del	If nothing is selected, the contents of the next cell are deleted. If cells are selected, the whole line of the selection will be deleted. If all rows are selected completely or partially, the entire table is deleted.
Alt + Enter	Inserting a new paragraph directly before or after a section or a table.

Shortcut Keys for Moving and Resizing Frames, Graphics and Objects

Shortcut Keys	Effect
Esc	Cursor is inside a text frame and no text is selected: Escape selects the text frame. Text frame is selected: Escape clears the cursor from the text frame.
F2 or Enter or any key that produces a character on screen	If a text frame is selected: positions the cursor to the end of the text in the text frame. If you press any key that produces a character on screen, and the document is in edit mode, the character is appended to the text.
Alt + Arrow Keys	Move object.
Alt + Control + Arrow Keys	Resizes by moving lower right corner.
Alt + Control + Shift + Arrow Keys	Resizes by moving top left corner.
Control + Tab	Selects the anchor of an object (in Edit Points mode).

Appendix C Calc shortcut keys

Navigating in Spreadsheets

Shortcut Keys	Effect
Control + Home	Moves the cursor to the first cell in the sheet (A1).
Control + End	Moves the cursor to the last cell on the sheet that contains data.
Home	Moves the cursor to the first cell of the current row.
End	Moves the cursor to the last cell of the current row.
Control + Left Arrow	Moves the cursor to the left edge of the current data range. If the column to the left of the cell that contains the cursor is empty, the cursor moves to the next column to the left that contains data.
Control + Right Arrow	Moves the cursor to the right edge of the current data range. If the column to the right of the cell that contains the cursor is empty, the cursor moves to the next column to the right that contains data.
Control + Up Arrow	Moves the cursor to the top edge of the current data range. If the row above the cell that contains the cursor is empty, the cursor moves up to the next row that contains data.
Control + Down Arrow	Moves the cursor to the bottom edge of the current data range. If the row below the cell that contains the cursor is empty, the cursor moves down to the next row that contains data.
Control + Shift + Arrow	Selects all cells containing data from the current cell to the end of the continuous range of data cells, in the direction of the arrow pressed. If used to select rows and columns together, a rectangular cell range is selected.
Control + Page Up	Moves one sheet to the left. In the page preview: Moves to the previous print page
Control + Page Down	Moves one sheet to the right. In the page preview: Moves to the next print page.
Alt + Page Up	Moves one screen to the left.
Alt + Page Down	Moves one screen page to the right.
Control + * where (*) is the multiplication sign on the numeric key pa	Selects the data range that contains the cursor. A range is a contiguous cell range that contains data and is bounded by empty row and columns.
Control + /where (/) is the division sign on the numeric key pad	Selects the matrix formula range that contains the cursor.
Enter - in a selected range	Moves the cursor down one cell in a selected range. To specify the direction that the cursor moves, choose Tools > Options > Spreadsheet > General.

Shortcut Keys	Effect
Control + F1	Displays the note that is attached to the current cell
F2	Switches to Edit mode and places the cursor at the end of the contents of the current cell. Press again to exit Edit mode. If the cursor is in an input box in a dialog that has a Minimize button, the dialog is hidden and the input box remains visible. Press F2 again to show the whole dialog.
Control + F2	Opens the AutoPilot for Functions.
Shift + Control + F2	Moves the cursor to the Input line where you can enter a formula for the current cell.
Control + F3	Opens the Define Names dialog.
F4	Shows or Hides the Database explorer.
Shift + F4	Rearranges the relative or absolute references (for example, A1, A1, $A1, A$1) in the input field.
F5	Shows or hides the Navigator.
Shift + F5	Traces dependents.
Shift + Control + F5	Moves the cursor from the Input line to the Sheet area box.
F7	Checks spelling in the current sheet.
Control + F7	Opens the Thesaurus if the current cell contains text.
Control + F5	Traces precedents.
F8	Turns additional selection mode on or off. In this mode, you can use the arrow keys to extend the selection. You can also click in another cell to extend the selection.
Control + F8	Highlights cells containing values.
F9	Recalculates all of the formulas in the sheet.
Control + F9	Updates the selected chart.
F11	Opens the Stylist where you can apply a formatting style to the contents of the cell or to the current sheet.
Shift + F11	Creates a document template.
Shift + Control + F11	Updates the templates.
F12	Groups the selected data range.
Control + F12	Ungroups the selected data range.
Alt + Down Arrow	Increases the height of current row.
Alt + Up Arrow	Decreases the height of current row.
Alt + Right Arrow	Increases the width of the current column.
Alt + Left Arrow	Decreases the width of the current column.
Alt + Shift + Arrow Key	Optimizes the column width or row height based on the current cell.

Formatting Cells Using Shortcut Keys

Shortcut Keys	Effect
Control + Shift + 1 (not on the number pad)	Two decimal places, thousands separator
Control + Shift + 2 (not on the number pad)	Standard exponential format
Control + Shift + 3 (not on the number pad)	Standard date format
Control + Shift + 4 (not on the number pad)	Standard currency format
Control + Shift + 5 (not on the number pad)	Standard percentage format (two decimal places)
Control + Shift + 6 (not on the number pad)	Standard format

Using the DataPilot

Shortcut Keys	Effect
Tab	Changes the focus by moving forwards through the areas and buttons of the dialog.
Shift + Tab	Changes the focus by moving backwards through the areas and buttons of the dialog.
up arrow	Moves the focus up one item in the current dialog area.
down arrow	Moves the focus down one item in the current dialog area.
left arrow	Moves the focus one item to the left in the current dialog area.
right arrow	Moves the focus one item to the right in the current dialog area.
Home	Selects the first item in the current dialog area.
End	Selects the last item in the current dialog area.
Alt and the underlined character in the word "Row"	Copies or moves the current field into the "Row" area.
Alt and the underlined character in the word "Column"	Copies or moves the current field into the "Column" area.
Alt and the underlined character in the word "Data"	Copies or moves the current field into the "Data" area.
Control + Up Arrow	Moves the current field up one place.

Shortcut Keys	Effect
Control + Down Arrow	Moves the current field down one place.
Control + Left Arrow	Moves the current field one place to the left.
Control + Right Arrow	Moves the current field one place to the right.
Control + Home	Moves the current field to the first place.
Control + End	Moves the current field to the last place.
Alt + O	Displays the options for the current field.
Delete	Removes the current field from the area.

Appendix D Impress shortcut keys

Function Keys for OpenOffice.org Impress

Shortcut Keys	*Effect*
F2	Edit text
F3	Edit group
Control + F3	Exit group
Shift + F3	Duplicate
F4	Position and Size
F5	Navigator
F7	Spellcheck
Control + F7	Thesaurus
F8	Edit Points
Control + Shift + F8	Fit text to frame
F9 (or Control + F2)	Start Slide Show
F11	Stylist
F12	Outline View
Control + F12	Drawing View

Shortcut Keys in Slide Shows

Shortcut Keys	*Effect*
F9 (or Control + F2)	Start Slide Show
Esc or Backspace or (-) Minus key on the numerical keypad	End presentation
Spacebar	Next animated object or next slide
Enter or Arrow Down or N	Go to next slide
[number] – Enter	Type a number of a slide and press Enter to go to the slide.
Arrow Left or Arrow Up or P	Go to the previous slide
Arrow Right	Go to the next slide
Home (Pos 1)	Jump to first slide in the slide show

Shortcut Keys	Effect
End	Jump to the last slide in the slide show
Control + Page Up	Go to the previous slide
Control + Page Down	Go to the next slide
F5	Open the Navigator
B	Toggle screen to black
W	Toggle screen to white

Shortcut Keys in the Drawing View

Shortcut Keys	Effect
Plus(+) Key	Zoom in
Minus(-) Key	Zoom out
Times(×) Key (number pad)	Fit page in window
Divide(÷) Key (number pad)	Zoom in on current selection
Shift + Control + G	Group selected objects
Shift + Control + Alt + A	Ungroup selected group
Control + click	Enter a group, so that you can edit the individual objects of the group. Click outside the group to return to the normal view.
Shift + Control + K	Combine selected objects.
Shift + Control + K	Split selected object. This combination only works on an object that was created by combining two or more objects.
Shift + Control + Plus key	Bring to Front
Shift + Control + Plus key	Bring Forward
Shift + Control + Minus key	Send Backward
Shift + Control + Minus key	Send to Back

Shortcut Keys for OpenOffice.org Impress

Shortcut Keys	Effect
Arrow key	Moves the selected object or the page view in the direction of the arrow.
Crtl + Arrow Key	Move around in the page view.
Shift + drag	Constrains the movement of the selected object horizontally or vertically.
Control + drag (with Copy when moving option active)	Hold down Control and drag an object to create a copy of the object.
Alt Key	Hold down Alt to draw or resize objects by dragging from the center of the object outward.
Alt key + click	Select the object behind the currently selected object.
Alt + Shift + click	Select the object in front of the currently selected object.
Shift + click	Select adjacent items or a text passage. Click at the start of a selection, move to the end of the selection, and then hold down Shift while you click.
Shift + drag (when resizing)	Hold down Shift while dragging to resize an object to maintain the proportions of the object.
Tab key	Select objects in the order in which they were created.
Shift + Tab	Select objects in the reverse order in which they were created.
Escape	Exit current mode.
Enter	Activate a placeholder object in a new presentation (only if the frame is selected).
Control + Enter	Moves to the next text object on the slide. If there are no text objects on the slide, or if you reached the last text object, a new slide is inserted after the current slide. The new slide uses the same layout as the current slide.

Navigating with the Keyboard in Slide View

Shortcut Keys	Effect
Escape	Moves the focus to the first slide.
Arrow key	Moves the focus to the next slide.
Spacebar	Makes the slide with the focus the current slide.

Appendix E Draw Shortcut keys

General Draw shortcut keys

Shortcut Keys	Effect
F2	Add or edit text
F3	Opens group to edit individual objects
Control + F3	Close group editor
Shift + F3	Opens the Duplicate dialog
F4	Opens the Position and Size dialog
F5	Opens the Navigator
F7	Checks spelling
Control + F7	Opens the Thesaurus
F8	Edit points on/off
Control + Shift + F8	Fits to frame
F11	Opens Stylist
Plus(+) Key	Zooms in
Minus(-) Key	Zooms out
Multiple(×) Key (number pad)	Zooms to fit entire page in screen
Divide (÷) Key (number pad)	Zooms in on the current selection
Control + Shift + G	Groups selected objects
Shift + Control + Alt + A	Ungroups selected group
Control + Shift + K	Combines selected objects
Control + Alt + Shift + K	Uncombines selected object
Control + Shift + +	Bring to front
Control + +	Bring forward
Control + -	Send backward
Control + Shift + -	Send to back
Arrow Key	Moves the selected object in the direction of the arrow key.
Control + Arrow Key	Moves the page view in the direction of the arrow key.
Shift + drag with mouse	The movement of the selected object is constrained by multiples of 45 degrees.

Shortcut Keys	Effect
Control + Click while dragging an object.	Note: you must first enable the Copy when moving option in Tools - Options - Drawing - General to use this shortcut key. Creates a copy of the dragged object when mouse button is released.
Control + Enter with keyboard focus (F6) on an object in Main Toolbar	Inserts a drawing object of default size into the center of the current view.
Shift + F10	Opens the context menu for the selected object.
F2	Enters text mode.
Enter	Enters text mode if a text object is selected.
Control + Enter	Enters text mode if a text object is selected. If there are no text objects or if you have cycled through all of the text objects on the page, a new page is inserted.
Alt	Press the Alt key and drag with the mouse to draw or resize an object from the center of the object outward.
Alt + click on an object	Selects the object behind the currently selected object.
Alt + Shift + click an object	Selects the object in front of the currently selected object.
Shift key while selecting an object	Adds or removes object to or from the selection.
Shift + drag while creating or resizing an object	Constrains the dimensions of the object to multiples of 45 degrees.
Tab	Cycles through the objects on the page in the order in which they were created.
Shift + Tab	Cycles through the objects on the page in the reverse-order in which they were created.
Esc	Exits current mode.

Shortcut Keys for 3D Effects (Illumination tab)

Shortcut Keys	Effect
Page Up	Changes the light source in the preview window.
Page Down	Changes the light source in the preview window.
Arrow keys	Moves the current light source in the direction of the arrow.
Spacebar	Enables the current light source and turns it on or off.

Shortcut Keys	Effect
Control + Enter	Moves to the next text object on the slide. If there are no text objects on the slide, or if you reached the last text object, a new slide is inserted after the current slide. The new slide uses the same layout as the current slide.

Navigating with the Keyboard in Slide View

Shortcut Keys	Effect
Escape	Moves the focus to the first slide.
Arrow key	Moves the focus to the next slide.
Spacebar	Makes the slide with the focus the current slide.

Appendix F Chart Shortcut keys

Shortcut Keys	Results
Tab	Select next object.
Shift + Tab	Select previous object.
Home	Select first object.
End	Select last object.
Esc	Cancel selection
up/down/left/right arrow	Move the object in the direction of the arrow.
up/down/left/right arrow in pie charts	Moves the selected pie segment in the direction of the arrow.
F2 in titles	Enter text input mode.
F3	Open group so that you can edit the individual components (in legend and data series).
Control + F3	Exit group (in legend and data series).
+ /-	Reduce or enlarge the chart
+ /- in pie charts	Moves the selected pie segment off or into the pie chart.

Appendix G PowerPoint custom animations – Impress object effects

These are how the custom animations / object effects are imported into Impress and exported to PowerPoint.

PowerPoint	Impress
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

Appendix H PowerPoint – Impress slide transitions

These are how the slide transitions are imported into Impress and exported to PowerPoint.

PowerPoint	Impress	PowerPoint	Impress
Blinds Horizontal	Fade Horizontally	Horizontal Out	Open Vertically
Blind Verrtical	Fade Verticaly	Split Vertical In	Close Horizontally
Box In	Fade To Center	Split Vertical Out	Open Horizontally
Box Out	Fade From Center	Strips Left Down	Fade From Top Right
Checkerboard Across	Horizontal Checkerboard	Strips Left Up	Fade From Bottom Right
Checkerboard Down	Vertical Checkerboard	Strips Right Down	Fade From Top Left
Cover Down	Fly In From Top	Strips Right Up	Fade From Bottom Left
Cover Left	Fly In From Right	Uncover Down	Uncover Downwards
Cover Right	Fly In From Left	Uncover Left	Uncover To Left
Cover Up	Fly In From Bottom	Uncover Right	Uncover To Right
Cover Left Down	Fly In From Upper Right	Uncover Up	Uncover Upwards
		Uncover Left Down	Uncover To Lower Left
Cover Right Down	Fly In From Top Left	Uncover Left Up	Uncover To Upper Left
Cover Left Down	Fly In From Upper Right	Uncover Right Down	Uncover To Lower Right
Cover Right Up	Fly In From Lower Left	Uncover Right Up	Uncover To Upper Right
Cut	No effect	Wipe Down	Cross-Fade From Top
Cut through Black	No effect	Wipe Left	Cross-Fade From Right
Dissolve	Dissolve	Wipe Right	Cross-Fade From Left
Fade Through Black	No effect	Wipe Up	Cross Fade From Bottom
Random Bars Horizontally	Horizontal Lines	Random Transition	Automatic (random)
Random Bars Vertically	Vertical Lines		
Horizontal In	Close Vertically		

Appendix I Math formula – symbols and commands

This appendix is copied from a document by Fred Saalbach, available from:
http://qa.openoffice.org/issues/show_bug.cgi?id=15405.

Unary / Binary Operators

Operation	Command	Display
+sign	+1	$+1$
-sign	-1	-1
+/- sign	+-1	± 1
-/+ sign	neg 1	∓ 1
Boolean not	neg a	$\neg a$
Addition +	a + b	$a+b$
Multiplication dot	a cdot b	$a \cdot b$
Multiplication (X)	a times b	$a \times b$
Multiplication (*)	a * b	$a * b$
Boolean and	a and b	$a \wedge b$
Subtraction (-)	a - b	$a-b$
Division (fraction)	a over b	$\dfrac{a}{b}$
Division (operand)	a div b	$a \div b$
Division (slash)	a / b	a / b
Boolean or	a or b	$a \vee b$
Concatenate	a circ b	$a \circ b$

Table 15Commands, unary & binary.Relations

Relational Operators

Operation	Command	Display
Is equal	a = b	$a = b$
Is not equal	a <> b	$a \neq 2$
Approximately	a approx 2	$a \approx 2$
Divides	a divides b	$a \mid b$
Does not divide	a ndivides b	$a \nmid b$
Less than	a < 2	$a < 2$
Greater than	a > 2	$a > 2$
Similar to or equal	a simeq b	$a \simeq b$
Parallel	a parallel b	$a \parallel b$
Orthogonal to	a ortho b	$a \perp b$
Less than or equal to	a leslant b	$a \leqslant b$
Greater than or equal to	a geslant b	$a \geqslant b$
Similar to	a sim b	$a \sim b$
Congruent	a equiv b	$a \equiv b$
Less than or equal to	a <= b	$a \leq b$
Greater than or equal to	a >= b	$a \geq b$
Proportional	a prop b	$a \propto b$
Toward	a toward b	$a \rightarrow b$
Arrow left	a dlarrow b	$a \Leftarrow b$
Double arrow left and right	a dlrarrow b	$a \Leftrightarrow b$
Arrow right	a drarrow b	$a \Rightarrow b$

Table 16Commands, relations.

Set Operations

Operation	Command	Display
Is in	a in b	$a \in b$
Is not in	a notin b	$a \notin b$
Owens	a owns b	$a \ni b$
Empty set	emptyset	$\emptyset$
Intersection	a intersection b	$a \cap b$
Union	a union b	$a \cup b$
Difference	a setminus b	$a \setminus b$
Quotient	a slash b	a / b
Aleph	aleph	$\aleph$
Subset	a subset b	$a \subset b$
Subset or equal to	a subseteq b	$a \subseteq b$
Superset	a supset b	$a \supset b$
Superset or equal to	a supseteq b	$a \supseteq b$
Not subset	a nsubset b	$a \not\subset b$
Not subset or equal	a nsubseteq b	$a \nsubseteq b$
Not superset	a nsupset b	$a \not\supset b$
Not Superset or equal	a nsupseteq b	$a \nsupseteq b$
Natural Numbers Set	setN	$\mathbb{N}$
Set of Integers	setZ	$\mathbb{Z}$
Set of rational numbers	setQ	$\mathbb{Q}$
Set of real numbers	setR	$\mathbb{R}$
Set of complex numbers	setC	$\mathbb{C}$

Table 17Commands, set operators.

Functions

Operation	Command	Display
Exponential	func e^{a}	e^a
Natural logarithm	ln(a)	$\ln(a)$
Exponential function	exp(a)	$\exp(a)$
Logarithm	log(a)	$\log(a)$
Power	a^{b}	a^b
Sine	sin(a)	$\sin(a)$
Cosine	cos(a)	$\cos(a)$
Tangent	tan(a)	$\tan(a)$
Cotangent	cot(a)	$\cot(a)$
Square root	sqrt{a}	$\sqrt{a}$
Arcsine	arcsin(a)	$\arcsin(a)$
Arc cosine	arccos(a)	$\arccos(a)$
Arctangent	arctan(a)	$\arctan(a)$
Arc cotangent	arccot(a)	$\text{arccot}(a)$
nth root	nroot{a}{b}	$\sqrt[a]{b}$
Hyperbolic sine	sinh(a)	$\sinh(a)$
Hyperbolic cosine	cosh(a)	$\cosh(a)$
Hyperbolic tangent	tanh(a)	$\tanh(a)$
Hyperbolic cotangent	coth(a)	$\coth(a)$
Absolute value	abs{a}	$|a|$
Arc hyperbolic sine	arsinh(a)	$\text{arsinh}(a)$
Arc hyperbolic cosine	arccosh(a)	$\text{arcosh}(a)$
Arc hyperbolic tangent	arctanh(a)	$\text{artanh}(a)$
Arc hyperbolic cotangent	arccoth(a)	$\text{arcoth}(a)$
factorial	fact(a)	$a!$

Table 18Commands, function.

Operators

All operators can be used with the limit functions ("from" and "to")

Operation	Command	Display
Limit	Lim(a)	$\lim a$
Sum	sum(a)	$\sum a$
Product	prod(a)	$\prod a$
Coproduct	coprod(a)	$\coprod a$
Limits from and to (shown with intigral)	int from {r_0} to {r_t} a	$\int_{r_0}^{r_t} a$
Intigral	int{a}	$\int a$
Double intigral	iint{a}	$\iint a$
Tripple Intigral	iiint{a}	$\iiint a$
Lower limit shown with summation symbol	sum from{3}b	$\sum_3 b$
Curved intigeral	lint a	$\oint a$
Double curved intigeral	llint a	$\oiint a$
Tripple curved intigeral	lllint a	$\oiiint a$
Upper limit shown with product symbol	prod to{3} r	$\prod^3 r$

Table 19Commands, operators.

Attributes

Operation	*Command*	*Display*
Acute accent	acute a	á
Grave accent	grave a	à
Reverse circumflex	check a	ǎ
Breve	breve a	ă
Circle	circle a	å
Vector arrow	vec a	$\vec{a}$
Tilde	tilde a	ã
Circumflex	hat a	â
Line above	bar a	ā
Dot	dot a	ȧ
Wide vector arrow	widevec abc	$\overrightarrow{abc}$
Wide tilde	widetilde abc	$\widetilde{abc}$
Wide circumflex	widehat abc	$\widehat{abc}$
Double dot	ddot	ä
Line over	overline abc	$\overline{abc}$
Line under	Underline abc	abc
Line through	overstrike acb	~~acb~~
Ripple dot	dddot a	ä
Transparent (useful to get a placeholder of a given size)	phantom a	
Bold font	bold a	***a***
Italic font[5]	ital a	a
Resize font	size 16 qv	qv

Table 20Commands, attributes.

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5   Unquoted text that isn't a command is considered to be a variable. Variables are, by default, italicized.

Attributes Continued

Operation	*Command*	*Display*
Following item in sans serif font[6]	font sans qv	*qv*
Following item in serif font	font serif qv	qv
Following item in fixed font	font fixed qv	*qv*
Make color of following text cyan	color cyan qv	qv
Make color of following text yellow	color yellow qv	qv
Make color of following text green	color white qv	qv
Make color of following text white	color green qv	qv
Make color of following text blue	color blue qv	qv
Make color of following text red	color red qv	qv
Make color green returns to default color black	color green X qv	Xqv
Brace items to change color of more than one item	color green {X qv}	Xqv

Table 21Commands, attributes – continued.

Others

Operation	*Command*	*Display*
Infinity	infinity	∞
Partial	partial	∂
Nabla	nabla	∇
There exists	exists	∃

---

6   There are three custom fonts, sans serif (without kicks), serifs (with kicks), and fixed (non proportional). To change the actual fonts used for custom fonts and the fonts used for variables (unquoted text), numbers and functions, use: **Format > Fonts**.

Operation	Command	Display
For all	forall	$\forall$
H bar	hbar	$\hbar$ a
Lambda bar	lambdabar	λ
Real part	re	$\Re$
Imaginary part	im	$\Im$
Weierstrss p	wp	$\wp$
Left arrow	leftarrow	$\leftarrow$
Right arrow	rightarrow	$\rightarrow$
Up arrow	uparrow	$\uparrow$
Down arrow	downarrow	$\downarrow$
Dots at bottom	dotslow	$\ldots$
Dots at middle	dotsaxis	$\cdots$
Dots vertical	dotsvert	$\vdots$
Dots diagonal upward	dotsup	$\iddots$
Dots diagonal downward	dotsdown	$\ddots$

Table 22Commands, others.

Brackets

Operation	Command	Display
Round Brackets	(a)	(a)
Square Brackets	[b]	$[b]$
Double Square Brackets	ldbracket c rdbracket	$⟦c⟧$
Single line	lline a rline	$\|a\|$
Double line	ldline a rdline	$\|\|a\|\|$
Braces	lbrace w rbrace	$\{w\}$
Angle Brackets	langle d rangle	$⟨d⟩$
Operator Brackets	langle a mline b rangle	$⟨a\|b⟩$
Group brackets (used for program control)	{a}	a
Round brackets scalable (To make brackets scalable add the word "left before a left bracket and "right" before a right bracket	left (stack{a # b # z} right)	$\begin{pmatrix} a \\ b \\ z \end{pmatrix}$
Square brackets scalable	left [b right]	$[b]$
Double square brackets scalable	left ldbracket c right rdbracket	$[c]$
Line scalable	left lline a right rline	$\|a\|$
Double line scalable	left ldline d right rdline	$\|\|d\|\|$
Brace scalable	left lbrace e right rbrace	$\{e$
Angle bracket scalable	left langle f right rangle	$⟨f⟩$
Operator brackets scalable	left langle g mline h right rangle	$⟨g\|h⟩$
Over brace scalable	{The brace is above} overbrace a	$\overbrace{\text{The brace is above}}^{a}$
Under brace scaleable	{the brace is below} underbrace {f}	$\underbrace{\text{the brace is below}}_{f}$

Table 23Commands, braces.

Formats

Operation	Command	Display
Left Superscript	a lsup{b}	^{b}a
Center Superscript	sum(a)a csup{b}	$\overset{b}{a}$
Right Superscript	a^{b}	a^{b}
Left subscript	a lsub{b}	$_{b}a$
Center subscript	a csub{b}	$\underset{b}{a}$
Right subscript	a_{b}	a_{b}
Align character to left	(alignl(a))	$((a))$
Align character to center	(alignc(a))	$((a))$
Align character to right	(alignr(a))	$((a))$
Vertical stack of 2	binom{a}{b}	a b
Vertical stack, more than 2	stack{a # b # z}	a b z
Matrix stack	matrix{a # b ## c # d}	a b c d
Common mathematical arrangement	matrix{a # "="b ## {} # "="c}	a = b = c
New Line	asldkfjo newline sadkfj	asldkfjo sadkfj
Small gap (apostrophe)	stuff`stuff	stuff stuff
Large gap (tilde)	stuff~stuff	stuff stuff

Table 24Commands, formats.

Characters - Greek

%ALPHA A	%BETA B	%CHI X	%DELTA Δ	%EPSILON E
%ETA H	%GAMMA Γ	%IOTA I	%KAPPA K	%LAMBDA Λ
%MU M	%NU N	%OMEGA Ω	%OMICRON O	%PHI Φ
%PI Π	%PSI Ψ	%RHO P	%SIGMA Σ	%THETA Θ
%UPSILON Υ	%XI Ξ	%ZETA Z		
%alpha α	%beta β	%chi χ	%delta δ	%epsilon ϵ
%eta η	%gamma γ	%iota ι	%kappa κ	%lambda λ
%mu μ	%nu ν	%omega ω	%omicron o	%phi ϕ
%pi π	%rho ρ	%sigma σ	%tau τ	%theta θ
%upsilon υ	%varepsilon ε	%varphi φ	%varpi ϖ	%varrho ϱ
%varsigma ς	%vartheta ϑ	%xi ξ	%zeta ζ	$\wedge$

Table 25Characters, Greek.

Characters - Special

%and	%angle $\sphericalangle$	%element $\in$	%identical $\equiv$	%infinite ∞
%noelement $\notin$	%notequal $\neq$	%or $\vee$	%perthousand ‰	% strictlygreatert han $\gg$
% strictlylessthan $\ll$	%tendto $\rightarrow$			

Table 26Characters, special.