



# OpenOffice.org 1.0



## Freedom at Work

### Just how free is OpenOffice.org 1.0?

- Free to use - just download it via the internet
- Free from licence fees - you will never need to buy a licence or pay for an upgrade again
- Free to work in the way you're used to - you'll feel at home straight away. You're free to use your old Microsoft Office files too.
- Free to use where you like: organisations can give the software free to employees for use at home; schools can give it free to pupils; companies can install it free on new PCs ...
- Free to exchange files with people still locked into Microsoft Office products - they'll never know you've found freedom unless you tell them
- Free to choose the computers you use: traditional Microsoft systems, Sun Solaris, or the new generation of Linux systems
- Free up your hard disk - Microsoft Office format documents take up to twice the disk space!
- Free for developers to enhance with open-source code, published APIs and file formats

### A new approach to office productivity software

OpenOffice.org 1.0 gives you everything you'd expect in office software. You can create dynamic documents, analyse data, design eye-catching presentations, and produce dramatic illustrations.

If you're used to using other office suites - such as Microsoft Office - you'll be completely at home with OpenOffice.org 1.0. In fact, you can continue to use your old Microsoft Office files without any problems - and if you need to exchange files with people still using Microsoft Office, that's no problem either.

### What's in the suite?

**WRITER** Is a powerful tool for creating professional documents, reports, newsletters, and brochures. You can easily integrate images and charts in documents, create everything from business letters to complete books with professional layouts, as well as create and publish Web content.

**CALC** is a feature-packed spreadsheet which can turn boring numbers into eye-catching information. Calculate, analyse, and visually communicate your data quickly and easily. Use advanced spreadsheet functions and decision-making tools to perform sophisticated data analysis. Use built-in charting tools to generate impressive 2D and 3D charts.

**IMPRESS** is the fastest, most powerful way to create effective multimedia presentations. Your presentations will truly stand out with special effects animation and high-impact drawing tools.

**DRAW** will produce everything from simple diagrams to dynamic 3D illustrations and special effects.

### The suite advantage

Unlike leading competitors, this suite was designed as one entity from the start, giving you complete freedom to move between packages. You don't even have to know which tool to use - the AutoPilot will select the best tool for the job. 'File Open' a file anywhere and the suite will open the correct package. Change an 'Option' once, and it's changed everywhere.

### Use your freedom

The open licensing model means you are not required to pay licensing fees - just download via the Internet and install. You can give the software away freely to employees, students, customers, friends ...

Choose this suite and keep your freedom to choose where to run it: the same Suite runs on Microsoft Windows, Linux, and Sun Solaris. Users of Linux and Sun Solaris can take advantage of server-based computing to dramatically reduce the cost of installing and supporting large numbers of users with thin-client computing.

## WRITER - freedom to make your documents look great

WRITER has everything you would expect from a modern, fully functioned word processor.

Simple enough for a quick memo, powerful enough to create complete books with contents, diagrams, indexes, etc. You're free to concentrate on your message - while WRITER makes it look great.

The **Auto-Pilot** takes all the hassle out of producing standard documents such as letters, faxes, agendas, minutes. You are of course free to create your own templates.

The **Stylist** puts the power of style sheets into the hands of every user.

You're free to add words and phrases to the **AutoCorrect** dictionary, which can check your spelling as you type.

**AutoComplete** suggests common words and phrases to complete what you are typing.

**AutoFormat** perfects the formatting as you write, leaving you free to concentrate on your message.

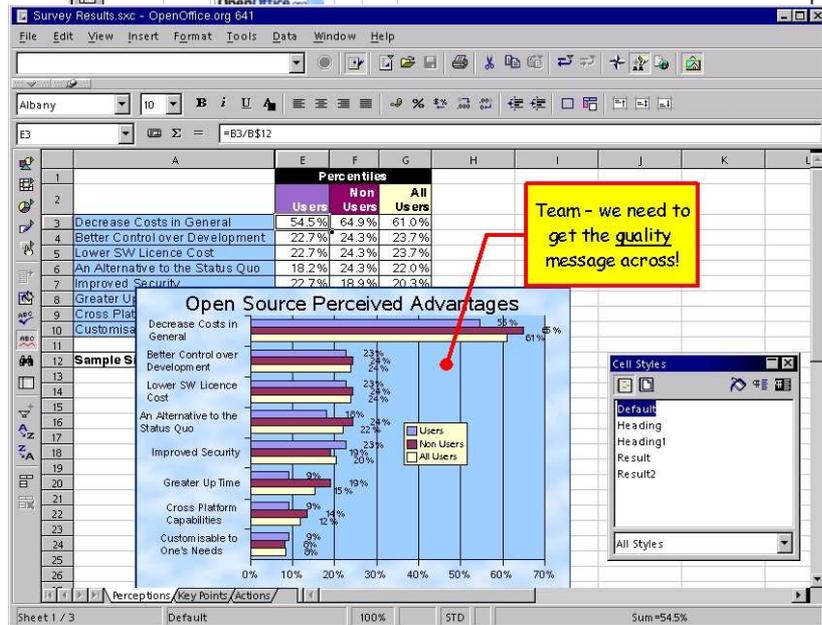
**Text frames** and **linking** mean you are free to lay out newsletters, flyers, etc. the way you want.

Increase the usefulness of your long, complex documents by generating a **table of contents** or **indexing** terms, bibliographical references, illustrations, tables, and other objects.

You are free to choose your own **email** software - WRITER offers direct connection to email software.

Make your documents freely available with WRITER's HTML export to the **world-wide-web**.

Of course, you are free to use old Microsoft Word documents, or save your work in Word format for sending to people who are still locked into Microsoft products.



## CALC - free the information hidden in your data

CALC is the spreadsheet program you've always wanted. Newcomers find it intuitive and easy to learn; professional data miners and number crunchers will appreciate the comprehensive range of advanced functions.

You're also free to pull in data from corporate databases, and cross-tabulate, summarise, and manipulate with advanced **DataPilot** technology.

**Natural language formulas** let you create formulas using words (e.g. "sales - costs").

The **AutoPilot** guides you through choosing and using a comprehensive range of advanced

spreadsheet functions.

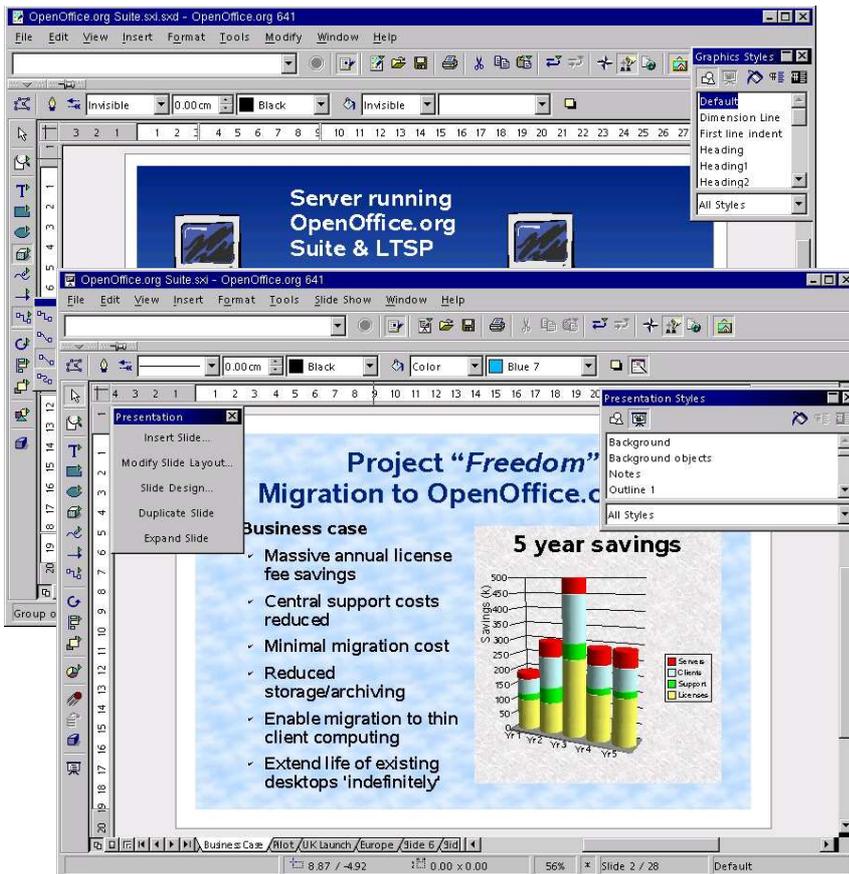
The **Stylist** makes it easy to apply flexible cell formatting options include freely rotating contents, templates, backgrounds, borders, and many more.

You can be your own spreadsheet expert thanks to **templates** with built-in functions, allowing you to concentrate on your real work.

**Scenario Manager** allows "what if ..." analysis at the touch of a button.

Hide or reveal **Design Themes** with a single click - you are free to add your own themes.

Of course, you are free to use your old Microsoft Excel spreadsheets, or save your work in Excel format for sending to people who are still locked into Microsoft products.



## IMPRESS - free to impress your audience

IMPRESS is a truly outstanding tool for creating effective multimedia presentations. Your presentations will stand out with 2D and 3D clip art, special effects, animation, and high-impact drawing tools.

**AutoLayouts** simplify the task of preparing your materials.

A complete range of **Views** are supported: Drawing / Outline / Slides / Notes / Handouts to meet all the needs of presenters and audiences.

IMPRESS has a complete range of easy-to-use drawing and diagramming tools to spice up your presentation.

Slide show **Animation** and **Effects** bring your presentation to life.

**Fontworks** provides stunning 2D and 3D images from text.

Create lifelike 3D images with astounding speed and response.

Of course, you are free to use your

old Microsoft PowerPoint presentations, or save your work in PowerPoint format for sending to people who are still locked into Microsoft products.

## The suite advantage

OpenOffice.org 1.0 is more than a collection of four superb tools. Unlike some competitors, this suite was not created from a collection of separate pieces of software. From the start, it was designed as one complete office package.

- All the packages have a similar 'look and feel' making them very easy to use, with common 'learn once use everywhere' tools like the Navigator and Stylist.
- All the packages share a common spell-checker, etc.; and if you change an 'Option' in one package, it's changed in them all.
- Information can be transferred easily between all the packages.
- All packages save data in the same industry-standard XML format, with disk savings compared to common proprietary formats.
- All the packages are installed in one single operation.
- All the packages are released under the same open licensing model - there are no hidden charges waiting to catch you out later.

OpenOffice.org 1.0 offers the best of both worlds - 'best of breed' individual packages combined into one stunning, easy-to-use office suite.

## DRAW - free the artist hidden within you

DRAW - from a quick sketch to a complex plan, DRAW gives you the tools to communicate with graphics and diagrams.

Enjoy **single click access** to the objects you need for your diagrams

Use the **Stylist** to put all your graphics styles at your finger tips.

**Arrange** objects, **rotate** in two or three dimensions; the **3D controller** puts spheres, rings, cubes, etc. at your disposal.

Smart **connectors** make short work of flowcharts, organistaion charts, network diagrams etc

**Arrange** objects: group, ungroup, regroup, and edit objects while grouped.

Sophisticated **rendering** let you create photorealistic images with your own texture, lighting effect, transparency, perspective, and so on.

Using the picture **Gallery** for clipart; create your own art and add it to the Gallery.

**Import** graphics from all common formats (including BMP, GIF, JPEG, PNG, TIFF, and WMF).

## OpenOffice.org 1.0 - Questions and Answers

<b>Q. My friend Mel who works with computers told me never to use version 1 software because it's always full of bugs.</b>
A. OpenOffice.org has chosen to use a 'Version 1' label because it is the first time that this software has been released under open licensing. However, the program has its origins in StarOffice, a product which has had fifteen years' development and has been used by thousands of people. So you can tell Mel it's perfectly safe to use!
<b>Q. I'd love to try the Suite but my internet connection is very slow and I can't afford the phone bill.</b>
A. There are companies who sell the software on CD-ROM for just enough to cover costs - see the OpenOffice.org website.
<b>Q. Is OpenOffice.org 1.0 100% Microsoft Office file compatible?</b>
A. As Microsoft rarely publish their file specifications, no-one can answer that question. However, there are plenty of users who regularly edit and exchange documents, spreadsheets, etc with Microsoft Office users without any problems. Indeed, some users claim they've seen bigger compatibility problems moving between versions of Microsoft's own products.
<b>Q. I've just saved a file from Microsoft Office in OpenOffice.org format, and it's much smaller - yet it hasn't lost anything?</b>
A. Good, isn't it?
<b>Q. Has this suite got that annoying paperclip?</b>
A. No. Never has, never will. No. No!
<b>Q. OpenOffice.org 1.0 looks great, but my company has a policy that forbids the use of free software.</b>
A. StarOffice is a commercial product produced by Sun Microsystems using the same underlying software as OpenOffice.org 1.0.
<b>Q. How can software this good be completely free?</b>
A. After acquiring the rights to StarOffice, Sun Microsystems, one of the world's biggest computer companies, decided to release it under an open-source licence. It also decided to help kick-start the creation of an open-source community to maintain and develop the package – the OpenOffice.org Source Project.
<b>Q. What's so special about open-source software?</b>
A. Open source means that the the code behind the computer program is available for all to see. In the words of the Open Source Initiative: "When programmers can read, redistribute, and modify the source code for a piece of software, the software evolves. People improve it, people adapt it, people fix bugs. And this can happen at a speed that, if one is used to the slow pace of conventional software development, seems astonishing."
<b>Q. So open-source software is maintained and developed by a bunch of unpaid volunteers - so how good is that?</b>
A. Have you been on any good web sites recently? The chances are they were using a software package called Apache (more web sites use Apache than any other product). Apache has been developed and is maintained by an open-source community. It's such a good product that major software companies like IBM and Oracle rebadge it as their own product. Is that good enough for you?

## OpenOffice.org 1.0 System Requirements



- Pentium-compatible PC
- Microsoft Windows 95, 98, NT, ME, 2000 and XP (2000 or ME required for Asian/CJK versions)
- 32 MBytes RAM minimum and 64 MBytes RAM recommended
- 170 MBytes hard disk space



- 240 MBytes hard disk space
- Solaris 7 or 8 Operating Environment (SPARC Platform Edition) (see OpenOffice.org website for patch level information)
- OpenWindows or CDE
- 64 MBytes RAM minimum, 128 MBytes RAM recommended
- VGA or higher resolution graphic device with at least 256 colours, 800 x 600



- Pentium-compatible PC or higher
- 64 MBytes RAM recommended
- 170 Mbytes hard disk space
- Linux Kernel 2.0.7 or higher
- X Server with a minimum of 256 colors or grayscale
- glibc2 2.1.1 or higher
- VGA or higher resolution graphic device with at least 256 colours, 800 x 600

## Contact Details

Visit the OpenOffice.org Source Project at <http://www.openoffice.org>

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