

mini **Demo Guide**

**for OpenOffice.org 2.0
[v 1.1 for OO.o con]**

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Introduction

This Demo Guide is a tool to help to promote OpenOffice.org 2.0 new features to various audiences.

To cover most presentation opportunities the guide itself as well as the demo documents are all in (British) English. Still none of the documents contain elements that are offensive to any culture or religion.

This Demo Guide is **not** a classic slide-based presentation! It is made to hold “live” presentations based on real-life scenarios with real-life document samples.

One of its major advantages is the universal area of operation. It covers all major new features in OpenOffice.org 2.0. The whole guide is set up in a modular way, meaning that one can use the guide as whole as well as only parts of it for a specific audience.

The whole presentation time of this guide is approx. 15 to 20 minutes , depending on the presenters speed and level of detail.

Whenever you feel that some new feature is missing or not extensively enough covered I very much appreciate feedback, suggestions, updates and new demo documents.

You can contact me and send your input to falko@sun.com.

How-To

This chapter will deal with all aspects on how this Demo Guide can help to set up and held a presentation for OpenOffice.org.

It will also explain how to use the two-columned “What to do” - “What to say” structure you will find in the following chapters.

First of all

Some parts of the demos require additional documents and data. These documents and files are a pre-condition for the whole presentation.

Preconditions

- JDS2 must be installed (standard installation)
- All demo files must be downloaded and accessible (see First of all)
- MySQL must be installed (see section “How to install mySQL support)
- The newest build of OpenOffice.org 2.0 must be installed

Preparing a Presentation/Demo

To set up a functional work environment follow these steps:

- Install OpenOffice.org 2.0
- Install mySQL support:
 - 1- Open a terminal and become root on your system.
 - 2- Make sure that you JDS 2 is connected to the internet and that proxy settings are set up properly.
To check this type `export | grep proxy`
If you don't get something like

```
declare -x ftp_proxy="my-proxy.at.com:8080"  
declare -x http_proxy="my-proxy.at.com:8080"
```


type in the following:

```
export ftp_proxy="my-proxy.at.com:8080"  
export http_proxy="my-proxy.at.com:8080"
```
 - 3- Install the necessary rpm packages.
Since there are some dependencies simply installing the packages becomes an awful task we use `yast` for this.
 - (a) Start `yast` as root and go to Software – Change source of installation
 - (b) Press `ALT+a` to add a new source and choose FTP
 - (c) Insert ftp.gwdg.de in Server name field
 - (d) Insert `pub/linux/suse/ftp.suse.com/suse/i386/8.1` in Directory on server field.
 - (e) Confirm with `OK` (and wait for a while, can be actually 2 or 3 minutes!)
 - (f) Now promote the new entry to top by pressing `ALT+u` and disable all other entries with `ALT-L`

- (g) Finally press `ALT+F` to finish.
- (h) Now change into `Software - Install or remove software`
- (i) Use `ALT+S` to search for `mysql`
- (j) Select the following packages for installation with `+`:
 - `mysql-shared`
 - `mysql`
 - `mysql-client`
- (k) Use `ALT+S` again to search for `ODBC`
- (l) Select the following packages for installation with `+`:
 - `MyODBC-unixODBC`
 - `unixODBC`
- (m) Finally confirm installation of made selection with `OK`
- (n) Exit `yast`
- (o) Finally we need a frontend for `mySQL`. Do so by
`rpm -ivh http://packman.iu-bremen.de/suse/8.1/i586/mysqlcc-0.8.7-0.i586.rpm`
- 4- Now we start the `mySQL` server by typing `rcmysql start`
- 5- Finally we make this setting permanent with
`chkconfig -add /etc/init.d/mysql`
This way `mySQL` server will always start up whenever `JDS2` is booted.
- 6- Leave the root-shell.
- 7- As your own account create a file `.odbc.ini` with
`vi ~/.odbc.ini`
Insert the following into this file:

```
[ODBC Data Sources]
mysql = MySQL test

[DemoDB]
Driver      = /usr/lib/unixODBC/libmyodbc.so
Database    = test
SERVER      = localhost
UID         = root
PORT        = 3306
TRACE       = OFF
TRACEFILE   = sdtout
```
- 8- Start `mysqlcc`
- 9- Add a new database via `File - New`
- 10- Type in `DemoDB` in `Name` field, `root` in `User Name`. Leave all other fields blank resp. as they are.
- 11- Add
- 12- In `mysqlcc` goto `Action - Connect`
- 13- Close `mysqlcc`
- 14- Copy the following files to `/var/lib/mysql/test` (you must be root for this):
 - `Products.MYD`

- Products.MYI
 - Products.frm
- 15-Ready.

Using this Demo Guide

Once everything is installed and runs fine you can start setting up you actual Demo Time Table.

This is when the two-columned “What to do” - “What to say” chapter for each application come in action.

Basically these two-columned “What to do” - “What to say” are layout like this:

What to do	What to say	
Open “File – Open” dialogue and change to home directory by pressing the “home” button on top right.	“I will now open a new document. With the home-button I can easily navigate right to my home directory”	
...	...	

What to do

This column gives detailed instructions on how to navigate through the current demo part. It will partly also contain screen shots to illustrate the steps to follow.

What to say

This column correspondents with the “What to do” column and will basically dub the action with wording.

The text in this column can be used word-by-word but it is not really meant this way. It should rather inspire the person running the demo what to say. The text should give enough information to alter the text to adjust it perfect to the audience.

Again, like in “What to do” all different behaviours are marked by a prefix in capital letters.

Symbols (third column)

From time to time you will find one or more symbols in the register.

Symbols are there to draw your attention to special features or extraordinary items. These could be general hints as well as high-level features.

Please refer to the legend below for a complete, documented list of all symbols.

List and legend of symbols

Symbol	Legend
	<i>Attention</i> - This symbol appears wherever the Demo Guide draws your attention

Symbol

Legend



Question - This section might lead to questions from the audience and might need more in-depth information.



Tip – This part is an eye-catcher for the audience. You can show special, high-level or eye-candy features of OpenOffice.org.



Magic – A bit like the tip but less “reality-related”. A feature that has a “WOW”-effect but has only little effect on every day's work



Play it loud– This symbol states that the feature next to it is a feature that MS Office does not have it or at least where OpenOffice.org is superior to MS Office.



Time – This example is very time-consuming to show. This can be due to high-complexity or necessary work on the document during presentation



Online – for this part of the presentation you need to have a working Internet connection at hand. Without it this feature cannot be presented.



OpenOffice.org 2.0



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Story Line

Since this is a 10-15 minutes presentation there is no real story line sensible. Basically the story line is to tell the audience our most rewarded new features.

New/enhanced UI

Introduction words

OpenOffice.org has greatly improved and renewed its look and feel.

Three major UI parts have been addressed:

- Toolbars
- Menus
- System integration

What to do	What to say
Part 1: Give an overview	
Open OpenOffice.org 2.0 Writer window.	This is a preview of our upcoming next version of OpenOffice.org, version 8.
	<p>I will give you an overview about some of our major new or enhanced features.</p> <p>Most of those changes are based on feedback from customers and community.</p>
	We are currently re-working the complete UI of OpenOffice.org to ease migration for former MS Office users as well as giving OpenOffice.org a more modern and sleek look in general.
	<p>Therefore we addressed three major UI parts:</p> <ul style="list-style-type: none"> • Toolbars • Menus • System integration
Part 2: New Toolbars	
<p>Detach a toolbar, resize it and re-attach it again.</p> <p>Click on the table icon. Make sure that you click on the little arrow right from the icon. Select a range of 5x4 (or so) cells and create a table</p> <p>Release mouse button and point to new format - table float.</p>	<p>Lets start with the toolbars:</p> <p>All toolbars are now move-able and detachable. The user is free to align his toolbars the way he needs it for his everyday work.</p> <p>Also the toolbars become for context-sensitive, the user will always be presented by all necessary tools for the current task.</p> <p>Just let insert a table from within the new table button.</p> <p>Now that the cursor stands within the table the context-sensitive table toolbar pops up.</p>
Part 3: Menus	

What to do	What to say
<p>Open OpenOffice.org 2.0</p> <p>Insert some text in the empty document and open the “Format” menu. Travel through the menu and show new, context sensitive entries.</p> <p>Insert now a table and show the content of the new “Table” menu. Stop at the entry “Formula”.</p>	<p>The next issue are menus:</p> <p>All menus have been completely re-worked. Again to make transition from MS Office easier but also to stream-line and shorten the old menus of OpenOffice.org.</p> <p>Main focus was to help user to find features quicker and easier by having more compact first tier menu structures as well helping users coming from Word & Co. to adjust themselves to OpenOffice.org in a short period of time.</p> <p>As you can see Writer even has an entry that Word does not have:</p> <p>Formula, it allows you to calculate within tables!</p>

What to do	What to say
Part 4: System Integration	
<p>Right-click on document canvas and choose “Character”. Travel around this dialogue showing native widgets, such as tabs, drop-down list boxes, scrollbars and buttons.</p> <p>(Menu integration does NOT work with this version)</p>	<p>And last but not least system integration: Even OpenOffice.org has a big advantage over its competitors – being nearly platform independent – a drawback of this advantage always was that UI controls such as buttons, sliders etc. looked all the same on all platforms, making OpenOffice.org always looking slightly alien.</p> <p>This now has changed: OpenOffice.org uses the widgets of the OS and Window Manager (Theme) it runs on. As you can see, OpenOffice.org running on JDS uses the GTK JDS theme. Now OpenOffice.org looks and feels exactly like every other native application and integrates seamless into the working environment.</p> <p>System integration also means that OpenOffice.org now follows also standard guidelines when integrating into the program menus on all OS it runs on.</p> <p>Example: On windows OpenOffice.org now integrates itself flat straight into the programs folder with it module names, like Writer, Calc, Impress etc., instead using a sub-menu with document naming, like Text Document etc.</p>
<p>Close this version and delete ~/OpenOffice.org8 directory</p>	

Impress – TriPane View and MS Office Import

Introduction words

To ease migration the UI of our presentation module Impress has completely revamped. Impress now uses a familiar tripane view that allows the user get an immediate overview on his presentation.

Also interoperability with MS Office has been greatly enhanced by natively supporting AutoShapes.

What to do	What to say
<p>Mandatory, please read:</p> <p>If this version crashes never close the error report agent with the close button. Always use the “Do not send” button. Otherwise you might have to kill the application by using kill -9 command on about half a dozen threads!</p>	
<p>Part 1: TriPane View</p>	
<p>Start Tripane-View enabled OpenOffice.org version with MS PowerPoint presentation as a parameter (do NOT try to open this document from within Impress, it will crash!):</p> <pre>/opt/OpenOffice.org8/programs/simpres / path/to/presentation/dotNetOverview.ppt</pre> <p>Close all open floaters and enabled tripane view by “View – MultiPane GUI – Show Slide Panel/Show Tool Panel”.</p> <p>Both panels appear in size zero so you need to resize them with the mouse by dragging the panel edges.</p> <p>Click slowly on single slide in the left preview pane and let them load in the main window.</p> <p>Change to the right pane click on a random Master Page preview (attention: takes quite long to load!).</p> <p>Return to the original state by clicking on the original master in “Recently User Masterpages”</p> <p>Go back to the left pane and drag and drop slides to re-sort them.</p> <p>Use the tab pages to travel through the main window view in exact this order:</p> <p>Drawing View -> Outline View -> Notes View -> Handout View (Slide View crashes!)</p>	<p>To ease migration the UI of our presentation module Impress has completely revamped.</p> <p>Impress now uses a familiar tripane view that allows the user get an immediate overview on his presentation.</p> <p>It also eases navigation and editing.</p> <p>Thanks to the left preview pane you can select the slide you want for editing in the main window by a quick and simple click while in the right pane you can change your presentations overall look and feel by selecting another template, layout or master page.</p> <p>Moreover the left pane can act as a slide sorter with a slide transition preview giving the full control on your presentation in one window.</p> <p>Of course the “old” views are preserved so the user can change in between drawing, outline, notes, handout and slides view within the main frame.</p>
<p>Part 2: Interoperability</p>	

What to do	What to say
<p>Again use the left pane to travel through the presentation in exact slide order (1, 2, 3, etc). When you reach slide 8 (".NET foundation services") ...</p>	<p>You might ask yourself why this opened presentation is about dot net?</p> <p>Well it is actually a presentation created by Microsoft with PowerPoint for their very own customers.</p> <p>Browsing through the presentation shows that Impress 8 imports a MS PowerPoint presentation basically 1:1.</p>
<p>Part 3: AutoShape Support</p>	
<p>...change to the main window and select one yellow arrow.</p> <p>Resize the arrow so your audience can clearly see it.</p> <p>Grab the yellow handle/dot with your mouse a change the shape of the arrow by moving the handler.</p>	<p>Another new feature in Impress 8 is the integration of Autosshapes. Impress does not only imports MS AutoShapes in right shape, size and position but also its feature such as the shape handler.</p> <p>Lets just select an arrow on this slide, resize it for better visibility.</p> <p>Now you can see the yellow dot – this is the shape handler that allows me to adjust the shape of the object to my needs.</p> <p>Of course these objects will not only be available via import of MS documents but will also be integrated into OpenOffice.org for all applications and usage.</p> <p>The UI for AutoShapes is in development.</p>
<p>Close the application.</p>	

New Database

Introduction words

Another issue we address with 8 is the database.

In former versions we were asked very often by customers about the visibility of our database – or better: the non-visibility.

Most users plain couldn't get access to our database module.

This has been completely reworked.

What to do

What to say

Part 1: New Database Format

Start OpenOffice.org 2.0.

Go to “File – New – Database”. You are now requested to save it, do so with a random name.

Another issue we address with 8 is the database.

In former versions we were asked very often by customers about the visibility of our database – or better: the non-visibility.

Most users plain couldn't get access to our database module.

This has completely reworked. You can now easily access, integrate or create database by “File – New – Database”.

Of course we do support all important database types and connections, such as MySQL, Oracle, ODBC and JDBC.

Walk through the wizard, choose “MySQL (ODBC)” from database type.

Choose a database via browse button and type in username (“demo”) and activate “Password required”.

Goto “Test connection”, type in the password (“demo”).

Once the connection has been established successfully confirm with OK and the **Cancel** the wizard.

I just created a new database and will now connect to a MySQL database via ODBC.

The wizard asks me for all necessary setting that are needed to successfully get access to the database.

Part 2: Database UI

Open the prepared database “DemoDb.odt” by “File – Open”

Click on “Tables” in the left panel and enter the password “demo”.

Wait a second and point to the table preview in the lower right frame.

Then click on “Forms” in the left panel and double-click on the entry “Product form” in the lower right frame.

After a few seconds the forms will appear, as preview as well as real-life document.

Travel through the real-life version of the form, close it.

To show you some capabilities of our database let me open an already database.

You might note that OpenOffice.org now has its own database file format. To be exact, it is basically a container that holds the connection information, reports, forms etc.

If you have not only textual data but also binary data in you database – such as images – our reports can show them.

XForms

Introduction words

While talking about forms:

Another major now feature in OpenOffice 2.0 are Xforms!

What are Xforms?

Basically it is an extension of the existing XML format that allows to add forms functionality right into XML code.

What to do

What to say

Part 1: XForms

Open OpenOffice.org 2.0. Best to do so is to load it like:
/opt/OpenOffice.org8/programs/swriter / path/to/ubl2.sxw

This way the Xforms is automatically loaded with Office.

Enter a value in a random "Quantity" field.

Move the cursor down to the "Rebate Amount", than go into the quantity cell in line 2 (Xerox Paper-case) and change the value to 1.
Now go back to the "Rebate Amount" field.

While talking about forms:

Another major now feature in OpenOffice.org are Xforms!

What are Xforms?

Basically it is an extension of the existing XML format that allows to add forms functionality right into XML code.

I just opened a simple Writer document. This Writer document was enhanced with Xforms.

Let me show you how:

You can see this document is an invoice. Now if I enter a value in this cell the table starts to calculate and change all affected values accordingly.

Have a look at the "Rebate Amount". If I get below a certain total amount the rebate amount jumps to zero.

In other words: This Xform uses dependencies like if your total is below value X there will be no rebate.

Since Xforms are open standard this invoice could also be used to get and send its information about prices, part numbers and available quantities from/to a database.

Part 1: Xforms Controls

Open the "Controls_demo.oot" document.

Xform can of course look also like classic forms with dependencies and everything else you are used from proprietary formats.



Scripting Framework

Introduction words

An Office is not an Office if it has no macro support. Apart from the already well-known OpenOffice.org Basic OpenOffice.org now support also BeanShell and JavaScript.

This way basically all developers capable of Java can use their skills to program OpenOffice.org.

What to do

What to say

Part 1: Execute a Macro (-> BeanShell)

Open OpenOffice.org 2.0 and open the document "BeanShell_Demo.oot".
 Confirm macro execution with "Run".

Press the button "Push Me!" button and wait for Java Swing dialogue starting up.

Type in some random values and change to Pie chart type.

Confirm your selection and press OK

An Office is not an Office if it has no macro support. Apart from the already well-known OpenOffice.org Basic OpenOffice.org now support also BeanShell and JavaScript.

This way basically all developers capable of Java can use their skills to program OpenOffice.org.

Let me show a simple example:

If I press the "Push Me!" button a dialogue in Java Swing comes up asking me for some Chart parameters.

Let's type in some values and confirm.

Now a new spreadsheet with just the data I submitted is created including a Chart type that I specified in the Java-Swing dialogue.

Now you can see, we can actually control our Office not only with our own OpenOffice.org Basic but also with other scripting languages, such as BeanShell etc.

Now lets have a look to the macro's source code:

Part 2: Alternative IDEs (Debug Window)

In the new created spreadsheet go into "Tools – Macros – Organise Macros - Beans Shell".

Doubleclick on "beanshell_text.oot" then double-click on the opened "Library1" and again on the opened "Macro1.bsh"

Now press "Edit" button and a "Bean Shell Debug" window will open.

A BeanShell debugging window open, showing that this macro was written in in BeanShell/Java. Furthermore we waived to set up our own IDE for those programming languages in favour of integration of native tools. We consider that developers are more familiar with those tools as well as these tools are most likely more suited/specialised for their task than a generic IDE could ever be.

BTW, this script is taken straight from our sample collection from our SDK. So its quite easy for you to recreate this example at your own desk.

Close the "Bean Shell Debug" window, close OpenOffice.org