



★ New in OpenOffice.org Version 2

- The first office suite in the world to use the new OASIS OpenDocument format. OASIS is the international standards body for XML, sponsored by all the leading players in the computing industry (IBM, Sun, Microsoft, Oracle, SAP,...)
- Now looks and feels more like all the other applications on a computer. If a user changes a desktop 'theme', then OpenOffice.org will change to match. OpenOffice.org documents now appear as thumbnail previews rather than just icons in file managers. Installation is more natural - OpenOffice.org 2 uses the standard installation tools for a computer: e.g. .msi and .cab files are provided on Microsoft Windows, .rpm files are available for Linux.
- Important new 'ease of use' features, based on extensive research in usability labs, to make sure the software behaves the way users expect it to – for example, a new high-level Table menu option in **Writer**.
- A new optional multi-pane view increases the productivity and usability of OpenOffice.org, providing all the important tools and windows through one coherent, integrated, and simple user interface.
- Toolbars are much more flexible in OpenOffice.org 2. It is now very easy to move attach and detach toolbars, move them around and customize them.
- The built-in pdf creator – a very popular feature of version 1.1 – has been significantly enhanced to handle tables of contents, thumbnail images, hyperlinks, etc., and has more configuration options for power users
- More software packages added to the list of compatible products, making it easy to migrate to the new world of open-standard computing. A WordPerfect import filter is supported; Lotus support is improved, and there are many minor changes to improve compatibility with even obscure quirks of Microsoft Office – plus support of password protected files.
- A new Mail Merge Wizard and enhanced Word Count have been added to **Writer** by popular request.
- The number of spreadsheet rows in **Calc** has been increased to the same number of rows as Microsoft Excel: the maximum number of rows in a spreadsheet is now 65,536.
- With **Calc's** DataPilot it is now possible to create new groups, filter data based on values, show differences and percentages instead of absolute values, etc.
- OpenOffice.org Version 2 introduces a major new component, **Base**, for users requiring an easy way to access data held in databases. The open-source HSQL database is now shipped with OpenOffice.org to give 'out of the box' database functionality (requires a JRE).

Common features throughout OpenOffice.org 2

- A genuine office suite: a single installation program; create/open any type of document from any application; common help system (both context-sensitive and tutorial), language tools, etc. across all programs. "Learn once - use everywhere".
- Familiar interface for anyone used to common office software. User configurable menus, shortcut keys, status bar, and tool bars. Common APIs for programmers.
- Support for international languages including complex text layout (CTL) languages (such as Thai, Hindi, Arabic, and Hebrew) and vertical writing languages, plus many accessibility features
- Documents are held in OASIS OpenDocument format - compressed XML to minimise disk usage and maximise future-proofing. Filters for Microsoft Word 6,95,97,2000,XP; RTF; DocBook; WordPerfect; Excel 4,5,95,97,2000, XP; DIF, dBASE, SYLK; Lotus 1-2-3; Powerpoint 97,2000,XP; CGM; AutoCAD; EMF; EPS; Mac PICT; Windows Metafile / Bitmap; GIF; JPEG; PBM; Kodak Photo CD; PNG; Adobe Photoshop; Targa; TIFF; HTML; MathML; text
- Other file format support includes PDF (Portable Document Format) and Macromedia Flash (SWF) creation, and mobile device formats like AportisDoc (Palm), Pocket Word and Pocket Excel

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WRITER (Word Processor)

- All the 'best in class' features you would expect such as spellcheck (as you type or in batch), hyphenation, auto-correct and auto-format, multi-level undo/redo, full or selective word count; tool bars for functions, objects (context sensitive - e.g. text, table, graphics...), hyperlinks, and formulas; 'clickable' status bar for quick access to common functions
- Supports styles at page, frame, paragraph, or character level through menus or Styles and Formatting, with configurable: indents & spacing; text alignment and flow including orphans and widows; full range of font effects including rotation, super/subscript, small caps, embossed / engraved effects; tabs; borders; background colours and images
- Full WYSIWYG graphics, re-size, flip, and crop; page / paragraph / character anchors; float and wrap (including contour editor); arrange front / back; captions; single-click filters
- Power user features for the most complex document: single / multi columns; sections, headers, footers, bookmarks, tables (including calculations), cross-references, footnotes, end notes, table of contents, index, bibliography, multiple document versions and comparisons



CALC (Spreadsheet)

- Supports spreadsheets up to 65,536 rows; 256 columns; 8,192,000 cells; 256 sheets
- Over 450 functions from 9 categories (maths, database, financial, date/time, information, logical, array, statistical, text) with optional Wizard and context sensitive help
- Full range of cell formats (numbers, date, time, scientific, currency, boolean...) with rotateable text, single click borders, etc
- Use previews to select from thirteen categories of 2-D and 3-D charts including line, area, column, pie, XY, stock, and net with dozens of variants
- Data operators, with sorting, filtering, subtotals (including statistical operators); DataPilot for Row / Column data analysis from spreadsheet or external databases
- Complex spreadsheet support including pages, links, consolidation, formula detective to trace dependents / precedents, and version checking across multiple authors



IMPRESS (Presentations) and



DRAW (Graphics)

- Full range of graphic editing features on individually dockable toolbars, including smart connectors with user-definable 'glue points'; automatically dimensioned lines; 2-D and 3-D objects; animated objects (text and graphic); fontworks and 3-D effects
- Align, centre, flip, rotate, and group objects; visible / invisible snap-to grids and snap lines; convert vectors to bitmaps and vice versa
- Wizard for new users; optional Navigator and Styles and Formatting (Impress)
- View drawing / outline / slides / notes / handouts; single click to toggle between slides and master (Impress); switchable display quality
- Dozens of different transition effects with previews, speed and sound effect control (Impress)



BASE (Database)

- Multi-pane database front end for Tables, Queries and Views, Forms, and Reports with optional live data preview
- Variety of user interfaces: Wizards for beginners; spreadsheet-like Design Views for general users; and SQL for advanced users
- Bundled lightweight HSQL database engine for 'out of the box' database support with data held in XML.
- External database support for ADABAS D, ADO, dBase, MySQL, Oracle JDBC, Spreadsheet, and Text data; any database with industry standard ODBC / JDBC support; and address books in LDAP, Outlook, and Mozilla formats.
- Insert, change, delete data; create, modify, drop databases, tables, indexes, and queries (including multi-table); sort, filter, and mail merge data; forms and reports



Install OpenOffice.org today

OpenOffice.org is available:

as a free of charge download from <http://download.openoffice.org>

or order a CD-ROM from a distributor <http://distribution.openoffice.org/cdrom>

