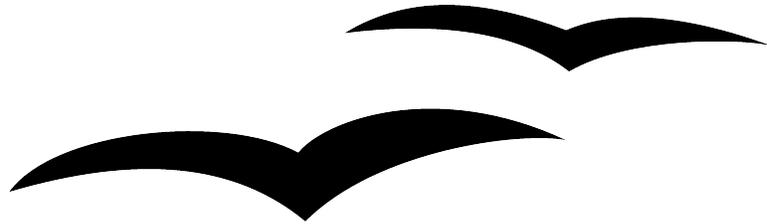


What is OpenOffice.org?

An introduction to the program, its features, and its community



Title: What is OpenOffice.org?: An introduction to the program, its features,
and its community
Version: <VERSION NUMBER (E.G., 0.1)>
First edition: <MM/YY>
First English
edition: <MM/YY>

Contents

Overview	iii
Copyright and trademark information	iii
Feedback	iii
Modifications and updates	iii
OpenOffice.org is open source software	1
What is “open source”?	1
What license is OpenOffice.org distributed under?	1
Is OpenOffice.org legal for commercial/business use?	1
Am I allowed to redistribute OpenOffice.org?	1
Am I allowed to sell OpenOffice.org?	2
Will OpenOffice.org ever stop being open source?	2
Is this some sort of “demo”?	2
OpenOffice.org is a world-class office suite	2
What platforms does it run under?	2
What languages is it available in?	2
Is there tech support available?	2
What packages does OpenOffice.org come with?	3
Word processor	3
Spreadsheet	3
Presentation tool	4
Drawings and diagrams	4
What special features does OpenOffice.org come with?	4
Microsoft Office compatibility	4
One-click export to PDF	5
Export to Flash (.SWF)	5
Accessibility	5
Support for many native languages	5
Open XML file format	6
Macro recorder	6

<u>3rd party add-ons</u>	6
<u>ActiveX control</u>	6
<u>Support for DocBook and PDA file formats</u>	7
<u>Database integration</u>	7

Overview

This chapter introduces OpenOffice.org, a volunteer-run project with the aim of building a world-class office suite, available to all. It includes descriptions of the main features of the program.

Copyright and trademark information

The contents of this Documentation are subject to the Public Documentation License, Version 1.0 (the "License"); you may only use this Documentation if you comply with the terms of this License. A copy of the License is available at:

<http://www.openoffice.org/licenses/PDL.rtf>

The Original Documentation is What is OpenOffice.org?: An introduction to the program, its features, and its community. The Initial Writer(s) of the Original Documentation is/are Daniel Carrera © 2004. All Rights Reserved. (Initial Writer contact(s):

dcarrera@openoffice.org. The Initial Writer contact(s) is to report errors in the documentation. For questions regarding how to use the software, subscribe to the OpenOffice.org Users Mail List and post your question there:

http://www.openoffice.org/mail_list.html#general)

All trademarks within this guide belong to legitimate owners.

Feedback

Please direct any comments or suggestions about this document to:

authors@user-faq.openoffice.org

Modifications and updates

<i>Version</i>	<i>Date</i>	<i>Description of Change</i>
1.0	14 Nov 2004	Initial version of document.

OpenOffice.org is open source software

OpenOffice.org is a volunteer-run project. Its aim is to build a world-class office suite, available to all. Everyone is free to redistribute this software thanks to its open source license.

What is “open source”?

In brief, open source software is software which meets the following criteria:

1. **Unrestricted redistribution.** Open source software can be redistributed either for free or at a profit.
2. **Source code.** The source code (i.e. “blueprints”) for the software must be made available.
3. **Derived works.** The source code can be used to produce derived works.

For the complete details of what open source is, please refer to the *open source definition* as provided by the Open Source Initiative (OSI): <http://www.opensource.org>

OpenOffice.org is OSI-approved as conforming to the open source definition.

What license is OpenOffice.org distributed under?

OpenOffice.org is distributed under a dual LGPL/SSSL license. The LGPL is the “Lesser General Public License”. The SSSL is the “Sun Industry Standard License”. The dual licensing scheme means that you are allowed to choose either license.

The LGPL and the SSSL are both OSI-approved as open source licenses.

For details, please refer to <http://www.openoffice.org/license.html>.

Is OpenOffice.org legal for commercial/business use?

Yes. Like all open source software, OpenOffice.org can be used in a commercial setting. Unlike most freeware, open source software is not limited to personal or educational use. There is no restriction on where or how you use this software.

Am I allowed to redistribute OpenOffice.org?

Yes. You are allowed to redistribute it. You may install it in as many computers as you like. You are allowed to make copies and give them to your friends, family, coworkers, or employees.

You are allowed to either give copies away, or sell them for profit.

Am I allowed to sell OpenOffice.org?

Yes, you are. Please read the LGPL and SISSL licenses at :
<http://www.openoffice.org/licenses.html>

Will OpenOffice.org ever stop being open source?

No. One of the requirements for open source software is that the license rights be perpetual and non-revocable. No one can ever take away the open source nature of OpenOffice.org.

Is this some sort of “demo”?

No, this not a "demo" or a "30-day trial" or anything of the sort. This is the whole package. Third parties might choose to create alternative office suites based on OpenOffice.org (thanks to the open source licensing) but these are independent of the OpenOffice.org team.

OpenOffice.org is a world-class office suite

OpenOffice.org is a powerful office suite. It comes with everything you have come to expect from a world-class office package.

What platforms does it run under?

OpenOffice.org currently runs on Windows 95 or later, Linux, Solaris and Mac OS X.

What languages is it available in?

OpenOffice.org is available in many different languages. These include French, Spanish, Portuguese, Chinese (both traditional and simplified), Italian, Japanese, Hindi, Romanian, Thai, Danish, and Dutch, to name but a few.

Is there tech support available?

Yes. OpenOffice.org comes with high-quality and completely free tech support through our volunteer-run mailing lists and forums. Please read the appropriate section later in this document to learn how to make the most out of it.

What packages does OpenOffice.org come with?

The following table compares the packages contained in Microsoft Office and those in OpenOffice.org.

<i>Application</i>	<i>Microsoft Office</i>	<i>OpenOffice.org</i>
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.
Drawing	None	Draw

Word processor



OpenOffice.org Writer is a full-featured word processor. It features unique tools such as the Navigator and Stylist. These make changing the formatting throughout a large document easy as 1-2-3.

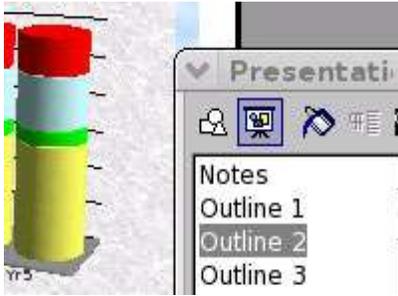
Spreadsheet

E	F	G
Percentiles		
Users	Non Users	All Users
54.5%	64.9%	61.0%
22.7%	24.3%	23.7%

OpenOffice.org Calc is a full-featured spreadsheet. It has a vast number of statistical and scientific functions. It can create pivot tables, charts and more.

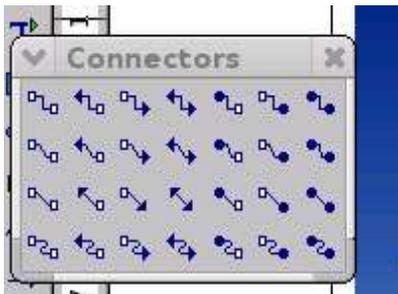
¹ While not directly related to this document, for those looking for an open source group-ware server see: <http://www.opengroupware.org/>.

Presentation tool



OpenOffice.org Impress is a full-featured presentation tool that allows the user to create and modify diagrams and pictures right within the application.

Drawings and diagrams



OpenOffice.org Draw is a powerful drawing tool. It has support for both vector and bitmap images. With the Connectors tool you can create complex diagrams and charts.

What special features does OpenOffice.org come with?

OpenOffice.org has a host of powerful features. These make it a strong competitor with the market leaders.

Microsoft Office compatibility



OpenOffice.org is able to read and write Microsoft Office files. Users can open and save Word, Excel and PowerPoint files on several platforms. These include Windows, Linux, Mac OS X and Solaris.

One-click export to PDF



OpenOffice.org has a one-click PDF export feature that lets you create PDF files. This feature makes exchanging documents in a standard read-only file format a simple task. The creation of PDF files normally requires third party add-on tools. With OpenOffice.org this feature comes built-in.

Export to Flash (.SWF)



OpenOffice.org can export presentations and drawings to the Macromedia Flash format (.swf). You can view your presentations in any web browser with the Flash plug-in. Now recipients do not have to install any special viewer in order to view your presentation.

Accessibility



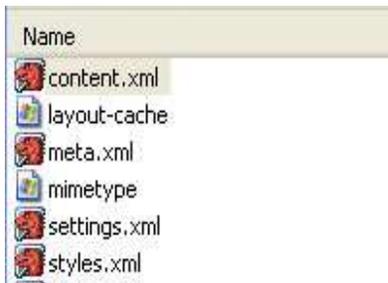
OpenOffice.org has accessibility options for the handicapped. There is a high contrast mode for some kinds of visual impairment. Also, it is possible to use it with certain special entry devices.

Support for many native languages



OpenOffice.org supports bi-directional and vertical text. Hence, it can be translated into languages with complex layouts like Chinese and Hebrew. OpenOffice.org has been translated into more than 30 languages.

Open XML file format



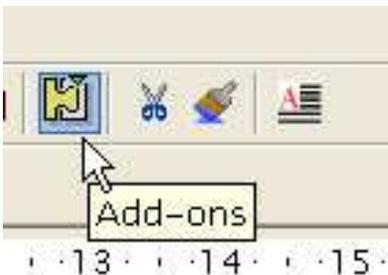
OpenOffice.org uses an open XML-based file format. Unlike others, it is not held secret. The file specification is publically available. Thus, anyone can write alternative software to manipulate OpenOffice.org files. You will never be forced to upgrade due to secret file format changes. This format is now the basis for the OASIS industry standard for office documents.

Macro recorder



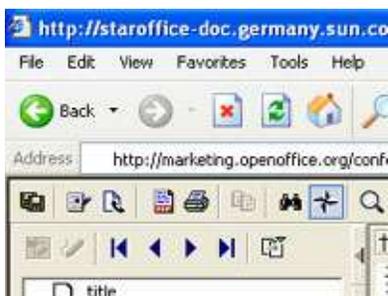
The macro recorder lets you automate recurring tasks. For more complex functions, OpenOffice.org has a Software Development Kit (SDK). The SDK lets you extend OpenOffice.org using the Java programming language, C++, Python, Basic, OLE and XML.

3rd party add-ons



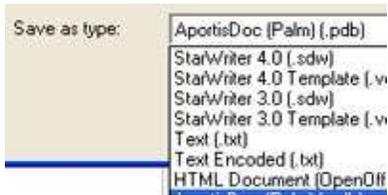
The add-on framework and deployment tool allow third parties to extend OpenOffice.org.

ActiveX control



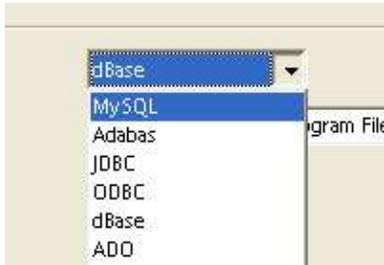
OpenOffice.org has an ActiveX control to let Windows users view documents withing an Explorer window. The ActiveX control can also be used within native Windows applications.

Support for DocBook and PDA file formats



OpenOffice.org can export documents to some specialized file formats like DocBook and various small device formats such as AportisDoc. Users can then carry documents on a Palm Pilot or Pocket PDA.

Database integration



OpenOffice.org has support for various databases, including open source databases such as MySQL and PostgreSQL. This combination allows users to do tasks that used to be done with Microsoft Access.