OpenOffice.org

Migration Guide

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Chapter *1*
Introduction:

Migrating to OpenOffice.org from other office suites

What is OpenOffice.org?

OpenOffice.org (OOo) is a freely-available, full-featured office suite. It includes Writer (word processor), Calc (spreadsheet), Impress (presentation graphics), Draw (vector graphics), Base (database) and Math (formula editor).

See the chapter titled "What is OpenOffice.org?" in the *Getting Started* guide for an overview of OOo, its advantages and features, and its community. OOo is open source software; in that document you will learn more about what this means.

How do I install OpenOffice.org?

See the *Setup Guide* for instructions that show how to install OpenOffice.org.

How do I get support?

See the chapter titled "What is OpenOffice.org?" in the *Getting Started* guide to learn where and how to ask questions to get the best support during your migration to OOo.

What's involved in the initial migration?

Sharing files

See the chapter titled "Sharing Files with Microsoft Office Users" in this guide for information about opening and saving files of various formats.

How do I import other files used in Microsoft Office?

See the chapter titled "Importing Microsoft Office Files" in this guide for information about importing custom dictionaries, auto-correct entries and Auto Text entries into OpenOffice.org.

What changes do I need to make in the way that I work?

While the interfaces of OpenOffice.org and Microsoft Office are sufficiently similar to allow immediate productivity, they are not identical. Some functions are based on different underlying concepts. The chapters in this guide will to help you with these differences.

In general what is different in use between Microsoft Office and OpenOffice.org?

See the chapter titled "General Differences in Use between OpenOffice.org and Microsoft Office" in this guide first, as it gives an overall view of differences; the other chapters build on the information presented in that chapter.

How can I change OpenOffice.org to make it work even more like the way I have worked in Microsoft Office?

See the chapter titled "Customizing OpenOffice.org" in this guide for information about changing OpenOffice.org to make it work your way. That chapter includes links to macros that were written to help ease the transition.

What are the specific differences in use between Word and Writer?

See the chapter titled "Differences in Use between Writer and Word" in this guide for specific information related to text documents.

What are the specific differences in use between Excel and Calc?

See the chapter titled "Differences in Use between Calc and Excel" in this guide for specific information related to spreadsheets.

What are the specific differences in use between PowerPoint and Impress?

See the chapter titled "Differences in Use between Impress and PowerPoint" in this guide for specific information related to presentations.

How do I use the Math Object editor (OpenOffice.org's equivalent to Equation Editor)?

See the chapter titled "Math Objects" in the *Writer Guide*.

What about that database functionality?

See the chapter titled "Getting Started with Base" in the *Getting Started* guide, and the *Database Guide* for details on the new Base component of OpenOffice.org.

Is there an equivalent to WordArt?

See the chapter titled "Using FontWork" in the *Getting Started* guide.

What are the issues when migrating from WordPerfect to Writer?

Can I open WordPerfect files in OOo?

Yes, a WordPerfect filter is now available in the standard OpenOffice.org installation.

What macros are available to make Writer work more like WordPerfect?

Reveal codes

OpenOffice.org's Writer doesn't have underlying codes in the same way that WordPerfect does. But a macro is being written that will allow you to work in a similar way to WordPerfect's reveal codes. See RevealCodes3.sxw available at http://homepages.paradise.net.nz/hillview/OOo/ for more information.

Hanging indents

The hanging indent concept in Writer is quite different from the concept used in WordPerfect. The best approach in OpenOffice.org is to use styles, but to ease the transition, see either AltKeyHandler.sxw or Indents.sxw available from http://homepages.paradise.net.nz/hillview/OOo/ for a macro that approximates WordPerfect's way of implementing hanging indents.

Chapter 2
Sharing Files with Microsoft Office Users

File formats

This section gives a simplified overview of OpenOffice.org's file format.

OpenOffice.org stores its files in a compressed (zipped) XML format. This format is humanly readable when unzipped. It is openly documented and is publically available under the GNU License (http://www.gnu.org). For details about XML formats, see http://books.evc-cit.info/book.php.

Note	Some compression utilities only check the file extension and may not recognize the file as being compressed. To open an OpenOffice.org file with such a compression utility, you can rename the file to have the extension .zip.

By contrast, Microsoft Office files are stored in a proprietary format which is not human readable and not publicly documented. This causes problems for software developers writing filters for importing and exporting in Microsoft Office formats.

In OpenOffice.org 2.0 there has been a small change in file format and extension from that used in OpenOffice.org1.1.x. The change is due to decisions by the open standards committee OASIS. Other applications, for example Koffice, are also using the same format.

Table 1. File extensions for OpenOffice.org 2.0. OOo 1.1.x extensions are shown in brackets.

Document type	Application	Document Extension	Template Extension	Microsoft Office eqv
Text	Writer	.odt (sxw)	.ott (stw)	.doc, .dot
Spreadsheet	Calc	.ods (sxc)	.ots (stc)	.xls, .xlt
Drawing (Graphics)	Draw	.odg (sxd)	.otg (std)	none
Presentation	Impress	.odp (sxi)	.otp (sti)	.ppt, .pot, .pps
Formula	Math	.odf (sxm)	none	none
Master document	Writer	.odm (sxg)	none	none
HTML document	Writer	.html	none	.html
Database	Base	.odb	none	.mdb

Note	OpenOffice.org can open Microsoft Office files. The reverse is *not* true: at this time, Microsoft Office can *not* open OpenOffice.org formats.
	If you need to send files to someone using Microsoft Office, save your file first in the native OpenOffice.org format, then save it to one of the many supported Microsoft Office formats. By doing this, you ensure that even if the filter can not translate perfectly, you have your original in its native format.
	OpenOffice.org can not open or convert Microsoft Access files (.mdb) files directly, however it can access the data in the tables using DAO and ODBC. See the *Database Guide* for more information.

Bulk conversion

To use OpenOffice.org to convert a lot of files, click **File > Wizards > Document Converter**.

Before doing a bulk conversion of files, think about whether it is really necessary. Read this document right through to get an appreciation of the limitations of the conversion process.

Note	Converting a lot of files can take a long time. I recommend you check for sufficient disk space first, and start converting when the computer is not going to be used for a while. In general, OOo files take up less space than Microsoft Office files, but to be safe you might allow for the same amount of space for the converted files.

Opening files

Opening text format files

OpenOffice.org Writer can import the standard Microsoft Office formats (as shown in the right column of Table 1) as well as .psw (Microsoft Pocket Word), Microsoft Word 2003 XML, DocBook .xml, .wps (WordPerfect), .jtd, .rtf, .txt, .csv and StarWriter formats.

When opening .HTM or .HTML files, OpenOffice.org customizes Writer for working with these files.

Opening spreadsheets

In addition to the native formats, OpenOffice.org can open the following spreadsheet formats:

Microsoft Excel 97/2000/XP (.xls; .xlw)	Sylk
Microsoft Excel 97/2000/XP Template (.xlt)	Rich Text Format (.rtf)
Microsoft Excel 95 (.xls; .xlw)	Text CSV (.csv; .txt)
Microsoft Pocket Excel (.pxl)	Lotus 123 (.wk1; .wk1)
Microsoft Excel 2003 (.xml)	StarCalc formats
Data Interchange Format (.dif)	HTM and HTML files including Web page queries
dBase (.dbf)	

Opening presentations

In addition to the native formats, OpenOffice.org can open the following presentation formats:

Microsoft PowerPoint 97/2000/XP (.ppt; .pps)	StarDraw, StarImpress
Microsoft PowerPoint 97/2000/XP Template (.pot)	Computer Graphics Metafile (.cgm)

Opening graphics files

In addition to the native formats, OpenOffice.org can open the following graphic formats:

BMP	PBM	PSD	TIFF
DXF	PCD	RAS	WMF
EMF	PCX	SGF	XBM
EPS	PGM	SGV	XPM
GIF	PLT	Star Draw	
JPEG	PNG	SVM	
MET	PPM	TGA	

Opening formula files

In addition to its native format, OpenOffice.org can open the following formula files:

StarMath and MathML (.mml).

When opening a Word document that contains an embedded equation editor object, select the [L] checkbox for *MathType to OpenOffice.org Math* in **Tools** > **Options** > **Load/Save** > **Microsoft Office** and the object will be automatically converted to an OpenOffice.org Math object.

Saving files

Default file format

To set the default file format when saving new files, use **Tools** > **Options** > **Load/Save** > **General**.

Export to PDF and XHTML

Each application has the ability to directly export to PDF (portable document format). This industry-standard format for universal file

Figure 1. The first half of the Writer Save As pulldown menu

compression and viewing is ideal for sending the file to anyone else to view using Acrobat Reader or any other PDF display program on any operating system.

You can export directly to PDF using the button on the toolbar next to the Printer icon, or by choosing **File > Export as PDF**, which allows you to select some detailed options.

To export as XHTML, use **File > Export** and for File format choose **XHTML**.

Saving files in other formats

To save files in different formats, use:

File > Save As and select from the **File Type** dropdown box.

Writer can save to these file formats

In addition to its native formats, Writer can save in these formats:

OpenOffice.org Writer template (.stw)   StarWriter 5.0 (.sdw)
Microsoft Word 97/2000/XP (.doc)   StarWriter Template (.vor)
Microsoft Word 95 (.doc)   StarWriter 4.0 (.sdw)
Microsoft Word 6.0 (.doc)   StarWriter 4.0 Template (.vor)
Microsoft Word 2003 XML (.xml)   StarWriter 3.0 (.sdw)
Microsoft Pocket Word (.psw)   StarWriter Template 3.0 (.vor)
DocBook (.xml)   Text (.txt)
Aportis Doc Palm (.pdb)   Text Encoded (.txt)
Rich Text Format (.rtf)   HTML (.html; .htm)

Note	The .rtf format is commonly used for transferring text files between applications, but be aware of the lack of formating available. It also seems that there is a bug concerning files saved in the .rtf format that contain images when opened by Microsoft Office. The best way to pass a file in Writer to a Microsoft Word user is to save it as Microsoft Word 97/2000/XP (.doc).

Calc can save to these file formats

In addition to its native formats, Calc can save in these formats:

Microsoft Excel 97/2000/XP (.xls; .xlw)   dBase (.dbf)
Microsoft Excel 97/2000/XP Template (.xlt)   SYLK (.slk)
Microsoft Excel 95 (.xls; .xlw)   Text CSV (.csv; .txt)
Microsoft Pocket Excel (.pxl)   StarCalc formats (.sdc, .vor)
Microsoft Excel 2003 XML (.xml)   HTM and HTML files
Data Interchange Format (.dif)

Impress can save to these file formats

Microsoft PowerPoint 97/2000/XP (.ppt; .pps)
Microsoft PowerPoint 97/2000/XP Template (.pot)
StarDraw, StarImpress (.sda, .sdd, .vor)

Impress can also export to MacroMedia Flash (.swf) and any of the graphics formats as listed below for Draw.

Draw can save to these file formats

Draw can only save in its native and StarDraw formats, but can export to:

BMP	MET	PPM	WMF
EMF	PBM	RAS	XPM
EPS	PCT	SVG	
GIF	PGM	SVM	
JPEG	PNG	TIFF	

The HTML writer can save in these formats

HTML Document (.html; .htm)

OpenOffice.org 1.0 HTML Template (.stw)

StarWriter/Web5.0 and 4.0 (.vor)

Text (OpenOffice.org Writer/Web) (.txt)

Text Encoded (OpenOffice.org Writer/Web) (.txt)

AportisDoc and PocketWord files for transport to your PDA

When installing OpenOffice.org, you can optionally choose to install DocBook and XLST filters. They are then added to the Save As menu automatically. For more information, see the chapter on installing OpenOffice.org.

Object Linking and Embedding (OLE)

To change the settings for Microsoft Office OLE objects, use **Tools** > **Options** > **Load/Save** > **Microsoft Office**.

Having all of these options checked allows 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, although the object will still be displayed correctly and is able to be resized.

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 is 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.

Caution	Links in Microsoft Office files between Word and Excel are lost when the Microsoft office files have been edited by OpenOffice.org.

WordArt and Fontwork

The equivalent to Microsoft Office's WordArt in OpenOffice.org is Fontwork. WordArt objects are imported as Fonteork objects; they may look slightly different on import. Fontwork objects are automatically exported to WordArt objects when the document is saved in a Microsoft Office format.

Vector graphics

The basic shapes (lines, arrows, rectangles, ovals) all import and export without any problem. OpenOffice.org provides a greater degree of control over some properties than Microsoft Office does, so sometimes there will be changes when going from OpenOffice.org to Microsoft Office. Examples include the size of arrow heads, and line styles.

The Microsoft Office autoshapes, such as the smiley face, keep their special characteristics, for instance the ability to adjust the degree of the smile or frown on the smiley face.

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 and any 3D effect on the bottom left is ignored.

Frames and text boxes

When frames or text boxes from Microsoft Office are imported into OpenOffice.org with linked text, the links are lost.

Active content controls

These are the controls in Microsoft Office available on the Controls toolbar, they all import without a problem. However, as these controls typically require macros to be of use, they will be functionally useless in the absence of macros custom built for use in OpenOffice.org.

Macros

OpenOffice.org cannot run Microsoft Office macros. Although the macro language is very similar, the underlying objects are quite different. To set whether OpenOffice.org keeps attached macros (so that they are still available for use in Microsoft Office) for Word, Excel and PowerPoint files, use **Tools** > **Options** > **Load/Save** > **VBA properties**.

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

OpenOffice.org has the ability to record macros. It is better practice to use the application program interface (API).

Import, export and sharing issues in text documents

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 (for example, 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.

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 > OpenOffice.org Writer > Compatibility**.

Add paragraph and table spacing at tops of pages

In Writer, with this setting unchecked, if a paragraph at the top of the page (or column) is formatted with space above then that space is ignored; whereas in Word the space above is included. Checking this option causes Writer to behave in the same way as Word.

Use StarOffice6.0/7 tabstop formatting

This setting specifies whether centered and right-aligned paragraphs containing tabs are formatted as a whole in the center or aligned to the right. If this checkbox is checked, only the text to the right of the last tab is aligned to the right, while the text to the left remains as is.

Use StarOffice6.0/7 line spacing

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

Font and font spacing

Text effect animations are imported by Writer with the character attribute of blinking from Word files. For example "Marching red ants" simply becomes "blinking".

Typically Word's character spacing is tighter than Writer's, 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 may be in different places.

Tables

The author could find no issues with tables.

Mail merge documents

As OpenOffice.org has a different approach 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 the Mail Merge section in the chapter titled "Differences in use between Writer and Word".

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 does not have the option of suppressing blank lines when data fields are empty, so you need to use conditional fields.

Writer merge fields export as text with the name of the field between angle brackets, for example <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. If you have a master mail merge document in Word format, it is probably easiest to paste the text into Writer and use the Writer mail merge wizard to recreate the mail merge from scratch.

Forms

Issues with forms created in Microsoft Office

A locked file in Microsoft Office imports unlocked into OpenOffice.org; that is, in design mode.

Text form fields import into OpenOffice.org as Input fields and so lose their type. For example, 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 and export correctly.

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 does not have the same database functionality of OpenOffice.org and as the macros are not compatible, it would be very difficult to have 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 workaround would be to use other fields like Input field and Input List. To insert these fields, use **Insert** > **Fields** > **Other** > **Functions**.

Footnotes, end notes, tables of contents and indexes

Footnotes, endnotes and indexes all import / export correctly. Some issues have been found:

- The location of the endnotes may change (in Word the endnotes are 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.

Numbered paragraphs, outline numbering, cross-references

Numbered paragraphs, outline numbering, and cross-references import / export without a problem, except for references to numbered paragraphs:

- Cross-references to the numbers of numbered paragraphs that are not numbered using outline numbering do not work as Writer does not have this ability.

- Writer also does not have the ability to use relative numbering in its cross-references to numbers.

- Cross-references to chapter numbers do not have the same format as that displayed.

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 2 instead of 1. To fix this problem in Writer:

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, select the checkbox **Enable**.

5) Check **With Page Style**.

6) Choose 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).

In the author's testing a document with different formats for odd and even page numbering, the odd page numbers were imported as the text of the first odd page rather than as a field.

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.

Date and time fields

Word's CreateDate and SaveDate fields do not get imported with the same formats. For example, 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.

Importing Word fields

Table 2. 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?)
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)

Word Field:	Writer converts to:
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.

Import, export and sharing issues in spreadsheets

Form fields

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

Option buttons import into Calc, but the link with cells works differently. In Calc each option button has its 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 buttons lose their radio operation; in other words, they are not grouped so that selecting one "unselects" the others.

Scroll bars and spinners are now implemented in Calc, but are not imported yet.

Array constants

Array constants are not available in OpenOffice.org. The workaround is to have the constant values in cells on a sheet and refer to them. Array constants used as parameters to a function in Excel are omitted when imported into Calc.

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, but this is not possible in Calc. Formulas with optional parameters are not correctly imported into Calc.

Functions

Statistical, engineering and financial functions

In Excel some of the financial functions accept string parameters for dates; in OpenOffice.org they require a serial number, and thus they are not correctly imported into Calc.

Analysis ToolPak Functions

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

Other functions not implemented / imported

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

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 (although the cells don't have the PivotTable shading) 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.

- The user interface allows a maximum of 8 fields in the data, row or column areas. (An alternative interface which allows more is available from http://homepages.paradise.net.nz/hillview/OOo/ in a document called MyDataPilot.sxc.

- There is some ability to group data (for example, a date field grouping by week or quarter but not by month). The workaround is to create a new column with a formula for calculating the grouping, e.g. =Month().

- You can not define different formats for different fields.

- Calc can have formulas based on things like "Difference From" or "% of", but can not have own custom fields (work around create new columns to calculate the desired values).

- The Application Program Interface specification is incomplete for writing macros that work with DataPilots—for example, the ability to control through 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.

AutoFilter

AutoFilter imports and exports correctly 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 do not change color to warn that there is a filter in place.

- Error values do not 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".

Charts

Chart types that Excel provides but Calc does not:

- 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 counterclockwise rather than Excel's clockwise.

Other charting issues include:

- There are 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.

Number formats

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

Grid lines

In Excel gridlines are a property of a worksheet; in Calc it is an application-wide option:

Tools > Options > OpenOffice.org Calc > View

Import, export and sharing issues in presentations

Color gradients and borders

The author had not noticed the following changes, so this is a direct quote from *StarOffice 7 Migration Guide* by Sun.

Unlike Microsoft PowerPoint, StarOffice Impress does not support three-color gradients, double and triple borders, or round-dotted borders. To improve the results of the import, you have to make the necessary adjusts before import. Change three-color presets to similar two-color gradient fills and change double and triple border lines to a single border line with appropriate width. Round-dotted border lines that are mapped to rectangle-border closely resemble the original line style in PowerPoint, so manual editing should not be necessary.

Multimedia

Voice-over narration is not supported by Impress.

There appear to be no settings for multimedia custom animations, such as the ability to play a sound for the next slides.

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 workaround is to have multiple copies of the chart with each one set up to display as desired.

Pack and Go

The Pack and Go feature in PowerPoint allowed a PowerPoint file to be split 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.

Fields

Date fields are exported as text, so they do not automatically update.

Action settings and interaction

PowerPoint provides action settings for mouseover, but Impress does not have this option, only on mouse click, so mouseovers get mapped to mouse clicks. PowerPoint has an option for highlighting the object on mouse click or mouse over; Impress does not have this, so it gets ignored on import.

PowerPoint custom animations and Impress object effects

Table 3 shows how the custom animations and object effects are imported into Impress and exported to PowerPoint.

Table 3. Importing/exporting custom animations between PowerPoint and Impress

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

PowerPoint—Impress slide transitions

Table 4 shows how slide transitions are imported into Impress and exported to PowerPoint.

Table 4. Importing/exporting slide transitions between PowerPoint and Impress

PowerPoint	Impress
Blinds Horizontal	Fade Horizontally
Blind Vertical	Fade Vertically
Box In	Fade To Center
Box Out	Fade From Center
Checkerboard Across	Horizontal Checkerboard
Checkerboard Down	Vertical Checkerboard
Cover Down	Fly In From Top
Cover Left	Fly In From Right
Cover Right	Fly In From Left

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

Chapter **3**
Importing other Microsoft
Office Files

Introduction

This chapter describes how to import custom dictionaries and AutoText entries from Microsoft Office to OpenOffice.org. The author knows no easy way of importing Microsoft Office auto-correct entries into OpenOffice.org.

Custom dictionaries

Dictionaries are used when checking any document for spelling errors. Custom dictionaries are enhanced dictionaries that contain words applicable to particular industries or pursuits, unique words, or custom spellings.

OpenOffice.org does not provide a way to import Microsoft Office's custom dictionaries. However, a macro has been developed to import Office's custom dictionaries into OpenOffice.org. A link to download the file is at http://ooomacros.org/user.php#114694.

To import Microsoft Office's custom dictionaries, follow the steps below:

1) Create a new dictionary in OpenOffice.org (optional)

2) Download the file that contains the macro.

3) In Microsoft Word, locate where the custom dictionaries are stored.

4) Import the dictionary into OpenOffice.org.

Create a new dictionary in OpenOffice.org

This step is optional. You can add the words to an existing custom dictionary in OOo.

1) **Tools > Options > Language Settings > Writing Aids > New**.

2) **New Dictionary** dialog: Give the dictionary a name.

3) Choose a language for the dictionary if you want to limit it to that language, or leave it at [All].

4) Click **OK** to save your choice and return to the Writing Aids page.

5) Click **OK** to close the Options dialog.

Download the file that contains the macro

1) In a web browser start at http://ooomacros.org/user.php#114694 and click on the link for Download Dictionary Import/Export .

2) This should display a SourceForge page. Click on the latest link for this file.

3) Click on the icon to the right of a mirror (choose one close to you to increase the file transfer speed).

4) The browser should display a Save File dialog. Fill in the dialog. Remember where you save the file.

5) Unzip the file that you saved in the previous step. You should now have a file named ImportExportDictionary1-1.sxw (or a similar name).

In Microsoft Word, locate where the custom dictionaries are stored

In Word, choose **Tools > Options > Spelling & Grammar > Custom Dictionaries button**. Look for the name of the custom dictionary you want to transfer. The default name is CUSTOM.DIC.

The typical location is: C:\Windows\Application Data\Microsoft\Proof\CUSTOM.DIC but in shared systems it may be C:\Documents and Settings\Username\Application Data\Microsoft\Proof\CUSTOM.DIC. A partial path is shown at the bottom of the Custom Dictionaries dialog in Word.

You can use Windows Explorer to find the file. For CUSTOM.DIC you may need to include hidden and system files in your search in later versions of Windows.

Import the dictionary into OpenOffice.org

1) Open the file in OpenOffice.org that contains the import/export macro (instructions for downloading are above).

2) A confirmation dialog about running macros may be displayed. If it is, click **Enable Macros**.

3) Click the **Run Macro** button (towards the top of the document).

4) On the Import & Export Dictionary dialog (Figure 1), in the Text file field, either type in the location of the custom dictionary to be imported or click on the **...** button, navigate to the custom dictionary, select it and click **Open**.

5) Choose from the dropdown list the OOo dictionary to which you want to add the words; this may be the one that you created earlier.

6) Click **Import**. Two dialogs will be displayed, one after the other. The first dialog says how many words are in the OOo dictionary to which you are adding the words (if you have just created the OOo dictionary, this number is probably 0) and the second how many words the OOo dictionary holds after the import. Click **OK** to close each of these dialogs.

7) Click **Close** in the Import & Export Dictionary dialog.

8) Close the Import/Export Text File document and the job is done.
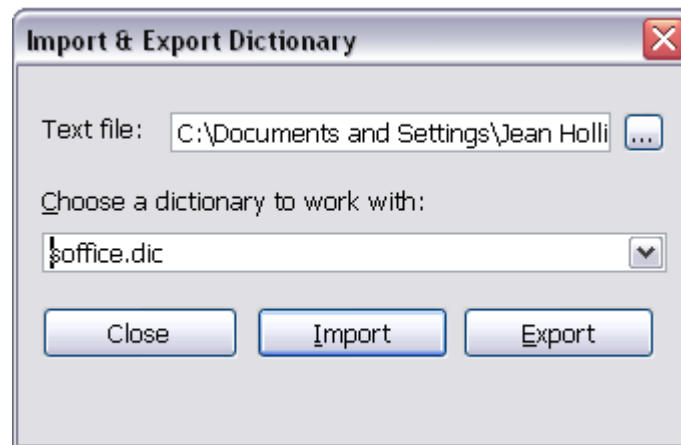
Figure 1. Importing a dictionary from Word

To check that the OOo custom dictionary contains the words from the Word custom dictionary, go to **Tools > Options > Language Settings > Writing Aids**, select the dictionary to which you added the words, and click **Edit**. The list of words is displayed in the Edit Custom Dictionary dialog.

AutoText entries

AutoText is a feature that stores formatted text or text with graphics, tables and fields and provides the means to easily insert the saved material into documents.

OpenOffice.org stores AutoText entries in XML files in specified folders. Microsoft Word stores AutoText entries in template files, mainly in Normal.dot. To import the AutoText entries from the Word templates follow these steps:

1) Locate the Word template from which you want to import AutoText. Typically templates are found in:
C:\Windows\Application Data\Microsoft\Templates or
C:\Documents and Settings\Usersname\Application Data\Microsoft\Templates.

2) In OOo, select **Edit > AutoText** (or *Control+F3*).

3) You can create a new category or use on of the standard categories.

To create a new category:

1) On the AutoText dialog, click the **Categories...** button.

2) On the Edit Categories dialog, type a name for the new category, choose the path to where you want it saved, and click **New**. The new category now appears in the Selection list in the middle of the dialog.

3) Click **OK**. to close the Edit Categories dialog and return to the AutoText dialog.

To import the AutoText:

1) On the AutoText dialog, select the category into which you will import the AutoText entries. Click **AutoText > Import**.

2) In the Open dialog, navigate to and select the desired Word template and click **Open**. The AutoText entries should now be visible in the left list box of the dialog.

3) Click **Close**.

AutoCorrect entries

AutoCorrect is a feature to automatically correct words as you type. You can add entries to the AutoCorrect function to customize the way that OpenOffice.org operates.

The author has not been able to find a way of importing Microsoft Office AutoCorrect entries into OpenOffice.org. A thread discussing this problem can be viewed at: http://www.oooforum.org/forum/viewtopic.php?t=10248.

Information from that thread is copied below, because it is reportedly possible for you to import the "first hundred or so" entries using this information.

There is a Word macro available from http://word.mvps.org/FAQs/Customization/ExportAutocorrect.htm for creating a Word document with the AutoCorrrect entries.

OOo AutoCorrect files are typically stored in ./user/autocorr/acorrXXXX.dat (where XXXX corresponds to the number for a given locale).

TIP	You can get a list of locale numbers from Microsoft Office Online: http://office.microsoft.com/en-us/assistance/HP052590231033.aspx

These files are zipped and contain the file DocumentList.xml (if no AutoCorrect entries have been created the file will be empty) which looks like:

```
<block-list:block-list>
<block-list:block block-list:abbreviated-name="(C)" block-list:name="©"/>
<block-list:block block-list:abbreviated-name="yuor" block-list:name="your"/>
</block-list:block-list>
```

So it would not be too difficult to create a text file to look like this and to zip it into a acorrXXXX.dat file.

Chapter *4*

General Differences in Use between OpenOffice.org and Microsoft Office

Help

The Help facilities in OpenOffice.org (OOo) are very similar to the equivalent in Microsoft Office (MSO).

If you pause the mouse over a button, you will see a tooltip describing the button. To turn this feature on or off: **Tools > Options > OpenOffice.org > General**.

Pressing *Shift + F1*, selecting **Help > What's This?**, or clicking 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 until the next mouse click.

Note	Pressing *Shift + F1* is equivalent to turning on extended tips, **Tools > Options > OpenOffice.org > General**, except that it only stays on until you click again.

Based on whatever is currently selected, pressing *F1* displays contextual help.

 The equivalent to the MSO "Office Assistant" is called the *Help Agent*. It "lights up," 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 using **Tools > Options > OpenOffice.org > General**.

Zoom—the view percentage

To change the size at which the document is displayed on the monitor, select **View > Zoom**, or right-click or double-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 when side panels are displayed.

AutoCorrect/AutoFormat

AutoCorrect/AutoFormat works much the same in OOo as in MSO.

In addition, Writer includes a word completion feature. If it is enabled, Writer tries to guess which word you are typing and offers to complete this word for you. To accept the suggestion, press *Enter*. Otherwise continue typing.

Settings for this feature, including turning it off or changing the key that accepts the suggestion, are in the **Tools > AutoCorrect > Word Completion** tab.

Menus

OOo's menus are similar to MSO's, but some commands are in different locations. For example, OOo considers page layout a format issue, so it is found in the Format menu (**Format > Page**) instead of in the File menu. In addition, OOo includes some features that MSO does not (for example, built-in Export to PDF).

For information on how to customize menus (including adding and removing items), see the chapter titled "Customizing OpenOffice.org" in this guide.

Personalized menus

There is no personalized menus option in OOo. This feature in MSO reorganizes the menus so that your most frequently used options are displayed first and little-used options are removed from the list. However, the degree of context sensitivity of menus is much greater in OOo. For example, 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 OOo some menu items may be relevant to the current cursor location but are inactive and grayed-out. For example, the sort command (**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 > Show Inactive Menu Items**.

Toolbars

The default location of some icons may be different than the default location in MSO. The icons are also not identical Many icons can be expanded into sub-menus or tear-off toolbars.

Most toolbars in OOo can be made floating or can be docked in various positions. To move a toolbar, place the mouse pointer over the toolbar handle (or the title bar of a floating toolbar), hold down the left mouse button and drag the toolbar to the new location.

Tear-off toolbars area always floating. See the chapter titled "Menus and Toolbars" in the *Getting Started* guide for more information on moving, docking and customizing toolbars.

For information on how to customize toolbars (including adding and removing icons), see the chapter titled "Customizing OpenOffice.org" in this guide.

Drag and drop

While drag and drop does work in OOo, there is less feedback with pointer changing in OOo than in MSO. For example, when moving the pointer onto a selected piece of text, the pointer remains the usual I bar rather than changing to an arrow. However, the text can be dragged as required.

There is no equivalent of a Shift+Click+drag.

Side panes—docked or floating windows

MSO XP introduced the concept of side panes. These are the closest equivalent to OOo's docked or floating windows. In OOo these windows include:

- *Navigator* to help move around the document (the closest equivalent in MSO would be the Outline view in Word).

- *Styles and Formatting* for managing styles.

- *Gallery*, a clip art viewer.

- *Function Wizard*, which helps you interactively create formulas; available only in Calc.

- *Data Source Explorer,* from which you can drag and drop fields from registered databases into your documents; available in Calc and Writer.

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

Docking and undocking

Docking and undocking windows works the same as for the toolbars. You can move, re-size or dock the window to an edge. To dock a window, grab the window by the title bar, and move the window to the side and up until it is even with the ruler, then release. To undock the window, grab the window by the title bar and move it away from the edge. *Control+Double-click* also docks or undocks a window.

It is possible to have two windows in the same area, for example having the *Styles and Formatting* window 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.

Resizing

Docked windows can be resized by moving the border. When the mouse pointer changes to a double-ended arrow, *click and drag* the window to the desired size.

Navigator

The Navigator is activated and deactivated by *F5*, the **Navigator** button, , in the Standard toolbar, or **Edit > Navigator**. This window shows the different objects in the current document and enables you to move quickly among them. Details vary from one application to another. For example in Writer it shows the list of headings and has controls similar to Outline view in Word. The drop-down list at the bottom of the Navigator is for selecting which of the currently open documents has information displayed in the Navigator.

For more information, see "Using the Navigator" in the chapter titled "Menus and Toolbars" in the *Getting Started* guide, and descriptions of the Navigator in the the guides for each of the applications.

Styles and Formatting

The Styles and Formatting window can be activated and deactivated by *F11*, the **Styles and Formatting** icon, , , or **Format > Styles and Formatting**.

To change the category of styles displayed, use the buttons across the top of the window. For example, in Writer the buttons are Paragraph , Character , Frame , Page ,and List Styles. The drop-down list at the bottom of the Styles and Formatting window determines which of the style types get displayed in the window. For example, in Writer for character styles the options are Hierarchical, All, Applied, and Custom.

The style of the current selection is highlighted in the list of styles.

See the chapter titled "Working with Styles" in the *Getting Started* guide for more information about style types and how the other icons in the window work.

Gallery

The Gallery is activated and deactivated by clicking the **Gallery** button, , in the Standard toolbar or by selecting **Tools > Gallery**.

Note	There is no default key to activate the Gallery.

The Gallery is OOo's equivalent to MSO's Media Gallery, except that it doesn't have ties to the Web and there is no search facility. In order to keep the OOo download as small as possible, very little clip-art comes with OOo. To download some public domain clip-art, see http://www.openclipart.org/.

Media in the Gallery is organized by themes. Themes are displayed down the left side of the Gallery window.

For information on how to use the Gallery, see the chapter titled "Working with the Gallery" in the *Getting Started* guide.

Data Source Explorer

The Data Source Explorer is activated and deactivated by pressing *F4* or by the **Data Sources** button on the Standard Toolbar. A common use for this window is in setting up a template for a mail merge letter. You can drag and drop fields from data sources in the Explorer to create fields in the current document.

The Data Source Explorer can only be docked at the top of the main window.

For more information on how to use data sources, see the chapter titled "Getting Started with Base" in the *Getting Started* guide.

Page preview

File > Page Preview in OOo is the equivalent of MSO's Print Preview. You can chose to view and print single pages, two pages, multiple pages, or facing pages (called "Book Preview").

The **Zoom** button in OOo only zooms the view. It does not provide a pointer for you to select an area to zoom in on.

Keyboard shortcuts

These standard keyboard shortcuts are the same as in MSO:

- Cut (*Control+X*)
- Copy (*Control+C*)
- Paste (*Control+V*)
- Undo (*Control+Z*)
- Redo (*Control+Y*)
- Save (*Control+S*)
- Open (*Control+O*)
- New (*Control+N*)

Smart tags

Smart tags are not available in OOo.

Special characters or symbols

The equivalent of insert symbols is **Insert > Special Character**.

You can not enter special characters in OOo using standard hex codes as you can in MSO.

Note	There is no second tab for common special characters such as the em-dash. Workarounds are to use AutoFormat/AutoCorrect, AutoText or you can record a macro.

File management

Default locations

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

My Documents only allows one location. 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 OOo 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 "Creating new files" on page 37).

For more about defining default locations, see the chapter titled "Setting Up OpenOffice.org" in the *Getting Started* guide.

Creating new files

In OOo, as with MSO, there are a number of different ways of creating new files. What is different is that you can initiate the creation of any OOo file type from any OOo application. For example, you can start creating a spreadsheet while working in Writer.

Different ways of creating a new document:

- Select **File > New.**

- Use the **New** icon on the Function Bar. This icon has a drop-down list on the right to select the type of document to be created.

- From a "Quick start" program. Only the Windows version of OOo has a *Quickstart* icon in the system tray.

- Press *Control+N.*

- Using Wizards: select **File > Wizards.**

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**

Default templates

Each component of OOo has a unique default template. To change the default template for a component:

1) Save the current template using **File > Templates > Save**.

2) Select **File > Templates > Organize**,

3) **Double-click** the folder in which you saved the template in step 1.

4) Click on the template you want to make the default.

5) Either **right-click** or select **Commands > Set as Default Template.**

Note	The default template in MSO is always a file called Normal.dot. In OOo there is no special name for the default template files. They can be called anything. If no template has been specified, the properties of the default template are those that are coded directly into OOo.

Open and Save As dialogs

Under Microsoft Windows there is the option to use either the OOo Open and Save As dialogs or the ones provided by Windows. To view or change which type of dialog OOo is using:

Tools > Options > OpenOffice.org > General > Use OpenOffice.org dialogs.

Note	The dialogs provided by Windows are not the dialogs used by MSO!

What follows is for the OOo Open and Save As dialogs.

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

- Go **up one level** in the folder (directory) hierarchy. Note that this is a long-click button; you just hold it down to go up higher than one level.

- **New folder.**

- **Default Director**y (see "Default locations" on page 37).

For OOo documents that have been saved as more than one version you can use the version drop-down to select the version you want to open in read-only mode.

Note	MSO documents only allow the current version to be opened.

The File type field has the same concept in OOo as in MSO—the ability to specify the type of file to be opened or the format of the file to be saved.

The **Read only** checkbox 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. The opened file cannot be saved over the previous filename.

It is possible to open files from the web using URLs.

File management within an OpenOffice.org Open or Save As dialog

To rename a file:

1) **Right click** on a file name to display a context menu.

2) Click **Rename** and the file name will be selected.

3) Typing replaces all or part of the selected name

To delete a file:

1) **Right click** on a file name to display a context menu.

2) Click **Delete** and you will get a confirmation dialog.

Note	Instead of **Right click > Delete,** you can select the filename and press the *Del* key.

It is not possible to copy and paste files within the dialogs to move files around.

Password protection

To protect an entire document from being viewed, there is a checkbox in the Save As dialog to Save with password. This option is only available for files saved in OOo formats.

Privacy options

To include or remove personal information (for example, the author's name) in the Properties dialog with the document, go to **File** > **Properties** > **General**. The **Delete** button removes information. The **Apply User data** checkbox includes or removes information such as "Author".

Digital Signatures

OOo provides digital signatures to ensure the integrity of the file, as do recent versions of MSO.

Portable Document Format (PDF) file creation

All of the applications in OOo have the built-in ability to export documents as PDF files. Click on the **Export Directly as PDF** icon on the **Standard** toolbar, 📄 , or use **File > Export as PDF**. The second method provides access to choices that include the print quality and the range of pages to be printed to the file.

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 OOo applications can be used to create web pages. 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 .

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 by using the Hyperlink dialog.

Draw

It is possible to export drawings as Macromedia Flash files: **File >Export** and choose Macromedia Flash for the file type.

The drawing program also allows you to turn your drawings into a series of HTML web pages.

Impress

Exporting presentations from OOo'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.

Document properties

Some differences in document properties are:

- Summary (MSO) or Description (OOo): OOo doesn't include fields for manager or category.

- Statistics: Writer includes the word count (also available in **Tools > Word Count**).

- Custom (MSO) or User defined (OOo): OOo provides only four fields. To name the fields as you like, click the **Info fields** button.

- Use the Internet tab to set the refresh and redirect options for an HTML page.

Searching for files

There is no Find Files command built-in to OOo for finding files that contain specific text. However a component has been written that can be installed to provide this functionality. See http://qa.openoffice.org/issues/show_bug.cgi?id=41011.

Working with multiple files

The Window menu displays all of the currently open documents in OOo.

Each open document has its own window. Depending on the operating system being used, the task bar, or *ALT+Tab,* switches between the currently open documents. In MSO you use *Control+F6* to switch between documents. In OOo *F6* is used to move to the menu and each of the toolbars. *Control+F6* makes the current document active.

For information on Object Linking and Embedding (OLE), see the chapter titled "Sharing Files with MSO Users".

In the Windows version of OOo you can copy and paste-special cells from a Calc spreadsheet into a Writer document as a Dynamic Data Exchange (DDE) link. In the Windows version you can create a DDE field. Neither of these options is available in the Linux version. But opening a file from the Windows version in a Linux version works although some modification of the file location may be necessary. If you would like to know more, see http://www.openoffice.org/issues/show_bug.cgi?id=5317.

Regardless of operating system, it is not possible to have a link to a chart.

For information on what happens with imported files containing DDE links, see the chapter titled "Sharing Files with MSO Users".

AutoRecovery saves

To turn on/off AutoRecovery saving and set the time period between saves:

Tools > Options > Load/Save > General > Save AutoRecovery information every

Caution	AutoRecovery saves will not allow you to return to the original version of a document. AutoRecovery saves save the current document at that instant. If you want to save a backup copy that you can return to in case you make a mistake, check the Save Backup Copy checkbox in the Load/Save options. This will created a backup copy every time you click **Save**. However, it only saves on backup per filename.

Version control

With version control you can save more than one version of a file under one file name. In MSO each version contains all of the changes that have been made to the document (like fast saves). In OOo each version is complete. Use **File > Versions**.

Find and Replace

Find and replace are combined in OOo, unlike MSO. There is no 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. There is no way to search for text either side of a paragraph marker. For example, OOo cannot search for two blank paragraphs. To get around this problem, and some other issues, a macro has been developed. See IannzFindReplace, available from http://homepages.paradise.net.nz/hillview/OOo/.

Note	Manual page breaks are handled internally by changing the paragraph format of the first paragraph on the new page. When searching for formats this option is grayed out because there is no way to search for "manual" page breaks.

Tips for find and replace

It is common to do several find and replace operations on the same selection, however OOo doesn't "remember" the original selection. Before doing the find and replace you can 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. It is possible to perform, on all the selections, most operations that are possible on a single selection.

Attributes

The **Attributes** button is only available in Writer's *Find* dialog. This button displays a dialog with a series of checkboxes to find where a particular attribute has been changed from the default for the underlying style. For example, selecting the attribute "Font weight" will find text that has been made bold where the underlying font is not bold (and vice versa).

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

Formats

This is the same search concept as in MSO. Note that when formats are used, there is an option to include searching within styles. For example, searching for bold text would not find bold text where the style is bold unless this option is checked.

Regular expressions

"Regular expressions" are significantly different in OOo from MSO's "Use wildcards". See **Help** > **Index** tab > and type in "regular expressions" then move to "Searching" and press **Display**. Some common examples are in Table 5 on p. 44.. To use regular expressions, make sure the Regular expressions checkbox is checked. On reopening the *Find and Replace* dialog, the **Regular Expressions** checkbox is always unchecked.

Note	The asterisk "*" means any number of the preceding character. Where in MSO you might have just "*" the equivalent in OOo is ".*" because "." stands for any single character (like MSO's "?").

A macro that makes it easier to use regular expressions in Writer, and allows searching for "page breaks" and for things such as multiple blank paragraphs, is available in a document called IannzFindReplace.sxw available from http://homepages.paradise.net.nz/hillview/OOo/.

Similarity search

The Similarity search option broadens the search so that what is found doesn't have to be exactly the same as what was specified in the *Search for* field. To specify how different it can be, select the *Similarity search* checkbox.

Search for styles

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

Table 5. Sample 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. 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.*	
Remove a paragraph mark from the end of lines. for example, 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.	$	,
Replace commas with a paragraph mark.	,	\n
Replace line breaks (*Shift+Enter)* with paragraph markers. (Note that \n is used for both the Search and Replace fields. In search it is interpreted as a newline and in replace as a paragraph mark. There is no ability to have a line break in the replace field.)	\n	\n
Find the word "the" only (do not find "then" or "bathe").	\<the\>	
Find "ing" at the end of a word, for example reading or writing but not singer.	ing\>	
Find whole words that end with "ing". Note that 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, for example 1.1., 1.13.2 and 4.1.15.9.	^[0-9.]*	

Grammar checking

There is no grammar checking function in OOo. There are, however, a number of grammar checkers under development:

Language Tool is a Python-based grammar checker originally written for German. Rules sets for Hungarian and English are also available. More information is available from http://tkltrans.sourceforge.net/ and from http://www.danielnaber.de/.

An Gramadóir is a Perl-based grammar checker originally written for Irish. More information is available from http://borel.slu.edu/gramadoir/index.html. [This one is probably the best suited for languages that use noun classes, or an evidential grammar.]

CoGrOO is a grammar checker for Portuguese that is still in the alpha stage. More information is available from http://www.pcs.usp.br/cgi-bin/jkinoshi/cogroo/experimente.cgi

Cymraeg is a grammar checker for Welsh. This is a commercial product. A demonstration copy of it can be obtained from http://www.bangor.ac.uk/ar/cb/cymraeg/demo_meddalwedd.php.

Chapter 5
Differences in Use between Writer and Word

Overview

This document summarizes the differences in use between OpenOffice.org Writer 2.0 (based on 1.9.74) and Microsoft Word (various versions). The information in this chapter builds upon the information given in the General Differences in Use chapter.

Views

Word has 4 views (depending on the 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: This shows the document (more or less) as it will print. This is the closest equivalent to the Print Layout view in Writer.

Online Layout: In theory, this shows the document as if viewed on-line. Writer's equivalent is a view option called Web Layout. To access this view, select **View > Web Layout.**

Outline View: For working with heading hierarchies. Writer has the *Navigator,* which is detailed later in this chapter.

Writer also has an HTML source view that only shows when editing an HTML document. To access this view, select **View > HTML Source**.

When field codes are turned on, Writer displays less information about the field than does Word. To get detailed information, *right-click* the field > **Fields** (or select field **> Edit > Fields**).

Status bar

The status bar is similar to Word's 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; for example, Top left cell =A1.

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.

To launch the Navigator, press *F5* or click the Navigator icon on the **Standard** toolbar. To get a detailed description of what each of the buttons does, press *Shift + F1* and hover the cursor over the buttons.

The Headings at the top of the list box in the Navigator are the closest equivalent to Word's Outline View.

With the **List Box on** there is a 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 the selection is dropped is determined by the drag mode specified by the **Drag Mode** button. Click the drop down next to the **Drag Mode** button to see the available options (Insert as: Hyperlink, Link, or Copy).

When viewing a master document, the Navigator is quite different. For more details, see the chapter on Master Documents in the Writer Guide.

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

Formatting and Styles

For a more detailed guide on using styles, see "Use templates and styles" on page 59 and the chapter "Working with Styles" in the Getting Started guide.

Use *Shift + F1* to check out the different buttons on the **Styles and Formatting** window. Use the bottom list box to change the style group that is displayed. For example, Applied Styles only shows those styles that have been used in the document.

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, 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 paragraph, and the paragraph formating of the top paragraph remains. Press *Backspace* at the start of a paragraph and the format of the lower paragraph remains.

TIP	An aid to remember this is: the format of the paragraph that has the cursor will be the format of the combined paragraph, unless the current paragraph is empty; in that case, 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 at the start of the table and then the start of the document. *Control + End* has similar behavior.

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

1) Click once on the field "STD" (STanDard) in the *status bar*
   The field now shows "EXT" (EXTended selection).

2) 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 *Shift + click*.

Multiple selections and tables

The following limitations apply when selections involve tables:

- It is possible to have multiple selections within a cell, or even parts of other cells, but only one selection is possible that involves at least one entire 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 (that is, a selection cannot start outside a table and also contain a portion of a table).

Comparison of key shortcuts

Table 6: Word vs 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	**Right-click > Default**
Jump to previous edit point	Shift + F5	Need to use the reminders on the *Navigator*

Function	Word standard shortcut	Writer standard shortcut
Shift paragraph up	No equivalent	**Control + Up**
Shift paragraph down	No equivalent	**Control + Down**
Find	Control + F	**Control + F**
Replace	Control + H	**Control + F**

See AltKeyHandler.sxw (available from http://homepages.paradise.net.nz/hillview/OOo/) for macros that extend Writer's key shortcut ability – including the indent functionality similar to that provided in Word.

Mouse use

Some differences are:

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

- *Control + Click* doesn't select a sentence, but a triple click does (a quadruple click selects the paragraph).

Tables

Selections involving tables

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 followed by the line below it.

The location for displaying the table grid when a table has no borders is not particularly intuitive: use **Tools > Options > OpenOffice.org > Appearance** and select the T**able boundaries** checkbox.

Heading rows

By default new tables have a heading row. This default behavior can be changed by **Tools > Options > OpenOffice.org Writer > Table**.

When creating a new table using **Table > Insert Table**, you can choose to turn on or off the heading row.

Whether the top row(s) repeat at the start of each new page can be altered by selecting the relevant top row(s) > **Table > Heading Rows Repeat**. This does not change the format of the rows, only whether they repeat at each page break.

Adjusting column widths and row heights using the keyboard

The different methods of adjusting the column width available via **Tools > Options > OpenOffice.org Writer > Table** are:

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

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

- **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 cells in a table

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, first insert the required number of rows or columns.

Inserting and deleting rows or columns

If you use **Table > Insert > Row** or **Table > Insert > Column** or right-click **> Insert Row** or Column, you can choose whether to insert before or after the current row or column.

The icons on the Table toolbar insert 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.

In Linux, to insert rows or columns using the keyboard: *Alt + Insert* > arrow key (this is hold down *Alt* and *Insert* keys together, release the keys, then press the 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. For example, *Alt + Insert > Up* inserts a row above the current row.

Equal row heights and column widths

On the *Table toolbar* there is a long click button called **Optimize.** The optimize button becomes active when more than one cell is selected. This presents a tear-off menu for easily adjusting row heights and column widths to being the same.

Splits and merges

Merge cells last, as you would in Word.

To merge cells: Select cells to be merged **> Table > Merge cells** (or use the **Merge cells** button on the **Table** toolbar).

To split cells: Select merged cells **> Table > Split cells** (or use the **Split cells** button on the **Table** toolbar).

To split a table (horizontally): **Table > 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 you will be prompted for which one you wish to join.

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 something is 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, **Table > 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 the **Formula** button to display the formula menu.

4) Select the desired function (list separator is for separating constants, for example =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 *Ente*r 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.

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 embeds 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.

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 7: Customizing the user interface

To do this	In Word	In Writer
Change measurement system	Tools > Options > General	**Tools > Options > OpenOffice.org Writer > General**
Turn off Autocompletion	Not applicable	**Tools > AutoCorrect/AutoFormat.** In the *Word completion* tab, deselect Word Completion.
Turn on/off Help Agent	Help > Microsoft Word Help > Options	**Tools > Options > OpenOffice.org > General**
Set up document window (rulers, status bar, default toolbars, etc)	View > select required items	**View** > select required items
Customize toolbars	Tools > Customize	**Tools > Customize**
Customize menus	Tools > Customize	**Tools > Customize**
Display font names in their font (in toolbar drop-down font list)	Tools > Customize > Options	**Tools** > **Options** > **OpenOffice.org** > **View**, select Show preview of fonts
Always show full menus (include unavailable and little-used items)	Tools > Customize > Options	**Tools** > **Options** > **OpenOffice.org** > **View,** select Show inactive menu items
Show/hide ScreenTips (ToolTips) on toolbars	Tools > Customize > Options	**Tools > Options > OpenOffice.org > General**
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 > OpenOffice.org Writer > 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**

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 8: Write, 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 **F5**), 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	**Edit** > **Find & Replace**, select Regular expressions; wildcards themselves are different. See the section on Regular expressions in the chapter "General Differences in use between Microsoft Office and OpenOffice.org".
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 > OpenOffice.org Writer > Changes**
Protect document for editing	Tools > Protect Document	**Edit** > **Changes** > **Protect Records** (Password needs to be at least 5 characters)

To do this	In Word	In Writer
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	**Tools > Options > OpenOffice.org > General**
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)	**Tools > Word Count**
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 *Enter*. 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, it's better to use AutoCorrect.

Control page layout

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

Writer and Word have somewhat different notions of page layout.

Word's 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's 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 (or any other style you choose). You can then set Index so that it is followed by Default.

Comparison for page layout

Table 9: 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)

To do this	In Word	In Writer
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	In first paragraph on first page, **Format > Paragraph > Text Flow > Breaks**, select Enable and With Page Style, choose the page style, specify the page number
View and edit facing pages	File > Print Preview; click Zoom button to enable editing	**File** > **Page Preview**; cannot edit when previewing; shows pages on wrong sides of screen
Reduce page count by 1	File > PagePreview, click ShrinkToFit button.	See http://homepages.paradise.net.nz/hillview/OOo/ShrinkToFit.sxw.

Use templates and styles

Table 10: 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.
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 can 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	**Format > Styles and Formatting**(or press *F11*),

To do this	In Word	In Writer
	(XP) Can also use task pane.	double-click style in list; after one use, paragraph styles appear in Apply Style list on *Formatting toolbar.*
Change a style definition	(Word 2000) Format > Style > Modify; (XP) can also select in task pane and click Modify	Select style in Styles and Formatting window, right-click, choose **Modify**; or **Format** > **Styles** > **Catalog**, select style, click **Modify**.
Create a new style	Format > Style > New	Right-click in **Styles and Formatting** window.
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 can 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 of the original style. In the font size field simply type the number followed by a percentage sign, for example 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", such as 12pt. It is also possible to specify how many points larger or smaller, for example +2pt for 2 points larger, or -2pt for two points smaller.

Space between paragraphs and page breaks before

In Writer, some paragraph properties behave differently to the way they behave in 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 formating to fix issues afterwards.

Fields

For a comparison of fields between Writer and Word, see the chapter "Sharing Files with Microsoft Office Users".

Table 11: 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**[1]
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)

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1 For macros that aid in working with references see http://homepages.paradise.net.nz/hillview/OOo/. For a more detailed discussion on references, see the latest document available from http://www.openoffice.org/issues/show_bug.cgi?id=28058.

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 12: 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. (or use the OutlineCrossRef macro available from http://homepages.paradise.net.nz/hillview/OOo/.
Use master documents	Some experts do not recommend using Master Documents in Word.	**File** > **Send** > **Create Master Document**; use *Navigator* to insert subdocuments

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 13: 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 the **Drawing object properties** or **Frame** toolbar (these toolbars replace the **Formatting** toolbar when a drawing object or frame is selected) 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 the **Frame** toolbar, 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**

Mail Merge

Mail merging is significantly different in Writer to Word. See the "Mail Merge" chapter of the Writer Guide.

Envelopes

Some people have had difficulty with printing envelopes, but from brief experimentation the author hasn't had any problems with OpenOffice.org 1.1.1 and above.

Adding an envelope

Insert > **Envelope**

Removing an envelope

1) Place the cursor at the beginning of the envelope page.

2) If the Styles and Formatting window is not open, press *F11* or use **Format** > **Styles and Formatting** to display it.

3) Change to the Page Styles option. It's the fourth icon from the left.

4) Double-click on **Default**.

5) Remove the remaining elements that make up the envelope.

Page styles

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**.

Caution	As the page style is being changed, all pages with this style will be changed as well.

Create a style

To create a new page style:

1) If the Styles and Formatting window isn't currently displayed, press *F11* to display it.

2) Click **Page Styles** in the Styles and Formatting window (fourth icon from left).

3) Right-click in the Styles and Formatting window > **New**.

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) for any page that has this page style. Set it to a different page style when the page style is only for one page (such as the first page of each chapter), otherwise this should be the same as Name to keep the same page style for the following pages.

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 represents the distance from the edge of the page, but see "Header and footer tabs" below as the location of headers and footers relative to the margins is different.

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 it 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 a drawing object, then use **Arrange** > **To Background, Anchor** > **To Page**.)

Header and footer tabs

Headers and footers are printed between the margins of the page rather than in the top or bottom margins as they are in Word. Another way of saying this is that for the top of a page the area between the edge of the page and the top margin is always blank, next is the header, and after the header, the main text area for the page.

Auto height allows the header or footer to grow and shrink depending on their contents.

Spacing specifies the distance between the header/footer and the main text area on the page. *Dynamic spacing* allows the header/footer to expand into the area between the header/footer and the main text area.

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 the header/footer area. In some versions of Word this approach was used to create a watermark. Since it is possible to have graphics in the background of the main document, this is not the required way of having a watermark in Writer.

Borders, columns and 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.

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, method 1:

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, method 2:

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) Define a page style with header or footer turned on.

2) Position the cursor in the header or footer (use the 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>**, then click **Insert > Fields > Page Count**.

To insert a field that calculates a different page count (for example, when you have a title page but want to have the remaining pages say page 1 of 2 (instead of page 1 of3):

1) Press *F2* to display the text formula bar.

2) Type =**page – 1**.

3) Press *Enter*.

Note	Unfortunately this field doesn't automatically update, so press *F9* to update it before printing.

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 (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. (In the Styles and Formatting window, 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.

Conditional text

In Word the only way to have conditional text is with the "if" field[2]. 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.

Writer provides a field for conditionally hiding paragraphs 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**, select both "Hidden text" and "Hidden paragraphs".

---

2   To the best of the Author's knowledge.

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 insert repeatedly, create an autocorrect entry).

5) For longer answers: Enter the model answer, select it, **Insert > Section**, select 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 its value cannot be used in the condition.
Note 2	To keep adding sections, it is easiest if the selection doesn't include the last paragraph. But if the last paragraph is selected, simply move to the end of the document (*Control + End*) and then press *Alt + Enter*.

Master documents

Help covers using the basics of using master documents, or see "Work with large or complex documents" on page 62, or for even more information see the chapter on Master Documents in the Writer Guide.

It is possible to insert cross-references across subdocuments but the names of the references must be typed in rather than selected from a list.

Use **Insert > Fields > Other > References.**

A macro to help insert references to headings, including references across documents that will be subdocuments, in a master document, is available in a document called OutlineCrossRef3.sxw available from http://homepages.paradise.net.nz/hillview/OOo/.

Note	There is no way to have a landscape page in a subdocument remain as a landscape page when included in the master document. The workarounds are to have the landscape page be part of the master document rather than a subdocument or to have the entire subdocument as landscape.

Chapter **6**
Differences in Use between Calc and Excel

Separating parameters in functions

The single biggest difference between Calc and Excel is that Calc **always** uses **semicolons** to **separate parameters** in a function. Excel uses either commas or semicolons, depending on the system (for example commas on English systems, semicolons on German systems).

Terminology

The next biggest difference between Calc and Excel is the nomenclature used. Table 14 summarizes the differences.

Table 14: Excel vs. Calc nomenclature

Object	Excel	Calc
Individual cell (A1)	Cell	Cell
Entire file	Workbook	Spreadsheet
One tabbed sheet in a workbook (Sheet 1)	Worksheet	Sheet

All of the chapters in this guide and in Calc guide use the OOo terminology.

Range lists

Excel allows that all parameters can be range lists. Some examples are:

`=SUM(A1,A3)` is the sum of two cells (function has 2 parameters)

`=SUM((A1,A3))` is the same, but with one parameter being a range list.

`=INDEX((A2:A3,C2:C3),1,1,2)`

Calc only allows range lists in the INDEX function. For example:

`=INDEX((A2:A3;C2:C3);1;1;2)` returns the first cell of the second range in the range list.

Number recognition

Number recognition is where the user types in a "number" and the format of the cell changes accordingly. The same thing applies to text copied from outside Calc and pasted into a spreadsheet.

Rather than compare and contrast Excel with Calc, this section will outline how number recognition works in Calc (which is slightly different from Excel).

Number recognition is dependent on locale. The default locale for OOo can be set with: **Tools > Options > Language Settings > Languages**.

The locale for particular cells can be set too: Select cells, right click, and select **Format > Cells > Numbers** tab **> Language**.

Default cell formats

The default cell formats are as outlined in Table 15. To determine the default for a locale:

1) Select a cell that hasn't been formatted.

2) Select **Format > Cells > Numbers** tab.

3) Click on the desired category.

4) Look for the default named in the Format and Format codes portion of the dialog.

Table 15. Default cell formats for different categories of cell formats.

Category	Default format	Format changed when input is different category?
Number	General	Yes
Date	Two defaults based on locale, one for date only and another for date and time.	Yes
Time	Default for the locale	Yes
Boolean	TRUE or FALSE	Yes
Percentage	0.00%	No
Currency	Default for the locale	No
Scientific	0.00E+000	No
Fraction	# ?/?	No

Input category

The input category is determined as shown in the following table.

Table 16: Input categories

Category	Nature of input	Examples (based on USA locale)
Function	Starts with an equals sign.	=A1+A2 or =SUM(A2:A10)
Boolean	True or false (case doesn't matter)	True or FALSE
Number	Digits only with optional decimal separator, optional thousands separator, negative numbers expressed with either a negative sign at either end or enclosed by brackets.	1, 1.1, -1, (1) 1,123, -123.1
Percentage	Same as for number but has a % at right end.	1%, -1%, (1)% 1.1% , .1%
Currency	Same as for Number but with the locale's currency symbol at either end.	$1, 1$, $(1), (1)$, $1.1
Scientific	Same as for Number but can have E (case doesn't matter) and then a power of ten.	1e1, 1E1, -1e1, (1e1), (1e-1), (1.2e1)
Fraction	Optional negative sign, some digits, a space, some digits, a slash, some digits.	1 1/2, -1 2/3
Time	One or two digits, time separator for locale, one or two digits, optional time separator for locale, optional decimal separator for locale, more digits.	10:40, 1:30
Date	Most representations of dates. If the year isn't given it is interpreted as being the current year, if the digits for century aren't given it is determined by the settings in **Tools > Options > OpenOffice.org > General**. If the numbers given are not valid for the locale then input is interpreted as text. Examples include, one or two digits, date separator for locale, one or two digits (1/1); three sets of digits separated by decimal separator (1.1.1); textual representations (1 Feb).	1/1, 1/1/5, 1.1.5, 1 Feb, 1 Jan, 1 January 1 January 05
Date and time	Input is in the form of (date) digits, date separator for locale, a space, digits with time separator for locale. As for dates, the numbers must be valid for the locale.	1/1/5 10:30
Text	Anything that doesn't meet the above criteria.	28/28

Changing the cell's format based on input

Calc works as follows:

1) First a category is worked out for the input.

2) If the input is a function and the current cell's format is a default, that is, not explicitly defined, then the cell's format is determined by the hierarchy of the inputs to the function. The order is dates, time, currency, percentage, scientific, fractions, and numbers unless an input to a function is returning a value of a different type. Some examples of this last exception:

   • A date plus a number returns a date, because date supersedes number in the hierarchy.

   • A function like =Month() returns a number even though a date is used as the input.

else:

3) If the input category is boolean, then the cell's format is changed to boolean. If the input category is text, then the cell's format doesn't change.

else:

4) If the cell format is Number–general, Date–default, Time–default, or boolean and the category of input belongs to a different category, then the cell's format is changed to the default for the input category.

Pasting values

A consequence is that, when copying text that contains dates and pasting into a Calc spreadsheet, a user can determine what the result is going to be. Suppose your default locale is USA where the default date format is MM/DD/YY and the data that you are copying is in the format DD/MM/YY (the European default.) If you set the format of the cells that you are going to paste the data into to date format DD/MM/YY, the dates will be correctly interpreted, if you don't it will not. You can then change the format of the cells to MM/DD/YY to display the dates in USA format.

Interpreting cell contents

In Calc if a cell is defined as text, even if the cell contains a number, then that cell is treated as text, which typically means it has the numeric value zero.

For example, if cell A1 is formatted as text and contains the character "1", in Excel a formula =A1+1 would return the value 2, but in Calc it would return the value 1.

Limitations

The maximum number of sheets in Calc is 256 (Excel is limited to 32768).

Form fields

List boxes in Calc can either have multi-selection or not, whereas Excel has two multi-selection modes: multi and extend. In Excel a multi-selection listbox's link to a cell is ignored. In Calc the link works, but if more than one item is selected the cell's value is set to #N/A.

In Calc each option button has its 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.

Relative addressing of sheets

In Calc it is possible to have relative addressing of sheets. As with column and cell references, the dollar sign is used to signify that the sheet name is absolute.

`=$Sheet2!$A$1` always refers to the first cell on sheet 2.

`=Sheet2!$A$1` when on sheet one and copied to another sheet will refer to the first cell of the next sheet.

This is not possible in Excel.

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. But, if the duplicated range name in Excel refers to the same cell in each case, then it can be simulated in Calc with a range name without the sheet being specified and thus the range name refers to the specified cell on the current sheet.

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

Array formulas

Calc supports array formulas (formulas entered using *Control+Shift+Enter*), but Calc can not have array constants in a formula. The work-around is to have the constant values in cells on a sheet and refer to them.

Some Excel array formulas seem to rely on the way that Excel is calculating a result in a non-documented way–such a practice is not a good idea even within Excel only, and certainly not a good idea when importing a file containing such a formula into Calc.

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

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, but this is not possible in Calc.

For example, to calculate an annuity: in Excel the formula =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. For the above example, putting a zero in for the blank parameter returns the correct result for the annuity.

Functions

Statistical, engineering, and financial functions

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

Analysis ToolPak functions

Whenever an Excel Analysis ToolPak function has the same name as a Calc function there is an equivalent in the Calc Analysis ToolPak function but with a trailing _ADD. This ensures compatibility with Excel but without changing the behavior of Calc's built-in functions.

For example, the functions EFFECT and CONVERT provided by the Excel Analysis ToolPak are named EFFECT_ADD and CONVERT_ADD in Calc and return the same results.

Other functions not implemented or imported

Only two other Excel functions are not imported or implemented in Calc: INFO, and GETPIVOTDATA.

Excel does not support Calc's function ARABIC (reverse of ROMAN).

DataPilot or 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 (although the cells don't have the PivotTable shading) 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.

- The user interface allows a maximum of 8 fields in the data, row or column areas. (An alternative interface which allows more is available from http://homepages.paradise.net.nz/hillview/OOo/ in a document called MyDataPilot.sxc).

- There is some ability to group data (for example, a date field grouping by week or quarter but not by month). The work-around is to create a new column with a formula for calculating the grouping, for example =Month().

- You can not define different formats for different fields.

- Calc can have formulas based on things like "Difference From" or "% of", but can not have its own custom fields (work-around, create new columns to calculate the desired values).

- The Application Program Interface specification is incomplete for writing macros that work with DataPilots—for example; the ability to control, through another program such as OpenOffice.org's own macro language BASIC, whether the tables have grand totals or have access to DataPilot's created from external data.

AutoFilter

There are a number of AutoFilter differences between Excel and Calc:

- There is only one AutoFilter active at a time, for a spreadsheet document, unless using database range names. The rows remain hidden but the drop-downs in the first row disappear on applying AutoFilter elsewhere. To have more than one AutoFilter active at the same time, define a database range name (**Data > Define Range**) for the data, then it is possible to have more than one AutoFilter active on the one sheet (which Excel can not do.)

- The remaining visible row numbers don't change color to warn you 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 you can use Standard and specify "largest", "largest%", "smallest" or "smallest%" in the condition field.

- Use regular expressions to specify criteria to select rows based upon the text in the cells. To do this:

    1) Choose "Standard" from the drop-down list.

    2) Click More so that the rest of the dialog is displayed.

    3) Check Regular expressions.

    Table 16 has some examples to help an Excel user to use regular expressions.

Table 17: 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.

Text to columns

You can not do this in Calc without external help. See http://ooomacros.org/user.php#104183 for a macro to do this.

Solver

There is no equivalent in Calc to the Solver add-in for Excel. But a working macro prototype has been developed and is available from http://www.openoffice.org/issues/show_bug.cgi?id=8808.

Another option is available from http://solver.linuxml.com/index.html.

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 line radar

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

- Bubble charts convert to XY charts

- Surface Charts convert to Deep 3D bar charts

Other charting issues include:

- Charts are slower to update in Calc than in Excel.

- There are 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...**

Number formats

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

Grid lines and other view settings

In Excel grid lines are a property of a Worksheet. In Calc it is a document-wide option:

Tools > Options... > OpenOffice.org Calc > View

Keyboard shortcuts

Table 18: Selected Excel and Calc default key shortcuts

Function	Excel Shortcut	Calc Shortcut
Rearranges the relative or absolute references (for example, A1, $A$1, $A1, A$1) in the input field	*F4*	*Shift+F4*
Edit cell comment (known as "notes" in Calc)	*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). In both cases cells must be contiguous.

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. See IannzGotoSpecial.sxc available from http://homepages.paradise.net.nz/hillview/OOo/ for a macro that can select only the visible cells.

Navigator

The Navigator's main use is 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.

Styles and Formatting window

Calc has two types of styles, cell and page. Right-click in the *Styles and Formating* window to create, modify, or delete styles.

Function list

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

Error values

Some functions in Calc return cryptic error messages like Err:503. To get a message that is more meaningful you can select the cell with the error message then look at the right end of the *status bar.* In this case it will show "Error: Invalid floating point operation" (for example, division by zero).

There is also a full description for each error message found in **OpenOffice.org Help**.

Conditional formatting and styles

Conditional formating requires styles to be defined–use Styles and Formatting to do so.

To view a list of current styles for the sheet press *F3,* or use **Format > Styles and Formatting**.

Working across spreadsheets, web pages and database data

Working across spreadsheets

Contrary to the help, and other references, using the Navigator with a "Drag Mode" of Link does not access 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.* For example, 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) Select **Window >** [to select the desired document].

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

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

5) Finish entering the formula.

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.

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, do this:

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** (the checkbox down at 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.

Links to HTML data or other spreadsheets

To link to data on the Internet:

1) In a browser navigate to the desired page.

2) Copy the URL.

3) In Calc, **Insert > Link to External Data**.

4) Paste in the URL.

5) 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)

6) Select the desired option from the list box.

7) Optionally check the **Update every** checkbox 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 OOo AutoSaves overwrite the original file so, with AutoSaves turned on, this feature could be more useful than it first appears.)

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 or off**–left button in the *Data source toolbar*).

3) Drag the table or query onto the sheet (see the Data Sources chapter of the *Getting Started* guide for information about working with data sources, such as registering the data source).

Printing

Calc and Excel have the same printing functionality, but the location of the settings is slightly different.

By default Excel only prints the active sheet. By contrast, Calc will print the entire spreadsheet by default. If you only want the a portion of the spreadsheet to print, a print range must be specified first.

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

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

2) Select the desired range for each of the fields.

3) You can select noncontiguous areas for the print area, with each area being on a separate page. Each area is separated by a semicolon.

Calc provides a Page-break view.

• **View > Page break preview**

The other settings such as whether to have grid-lines are done through 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	We recommend having both the grid-lines and suppression of blank pages options set.

To print:

1) **File > Print**.

2) Click **Options** to change the settings for suppressing blank pages or only the selected sheet(s).

3) Other settings are the same as in Excel.

Macros

Macros written in VBA for Excel do not work in Calc and macros written in Star Basic for Calc do not run on Excel. Re-writing of macros is required when moving spreadsheets between either application.

Some additional resources for writing Basic macros include:

"Porting Excel/VBA to Calc/StarBasic"
http://documentation.openoffice.org/HOW_TO/various_topics/VbaStarBasicXref.pdf

"StarOffice 6.0 Office Suite Basic Programmer's Guide"

http://openoffice-et.sourceforge.net/abimaterjalid/oobasic.pdf

A newer version (version 7) of the above Basic Programmer's Guide is available at http://docs-pdf.sun.com/817-1826/817-1826.pdf

"Useful Macro Information for OpenOffice", by Andrew Pitonyak
http://www.pitonyak.org/AndrewMacro.sxw

"OpenOffice.org Macros Explained ", by Andrew Pitonyak

Available from the publisher: http://www.hentzenwerke.com/catalog/oome.htm or do a Froogle search to locate various e-tailers.
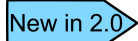
Andrew Pitonyak's web site for OOo macros: http://pitonyak.org/oo.php

Chapter *7*
Differences in Use between Impress and PowerPoint

Introduction

This document builds on the information given in *General Differences in Use between OpenOffice.org and Microsoft Office* by describing specific differences in use between Impress and PowerPoint.
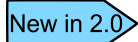
New in 2.0   Impress has undergone a complete overhaul between OOo 1.1.x and OOo 2.0.

Accessing different views

Impress provides equivalent views to those provided by PowerPoint. The main difference is that Impress gives you quick access to all of its views from the main editing window. The views are summarized in Table 19.
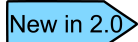
In PowerPoint the buttons for quickly changing the view are in the the bottom left corner. In Impress the equivalent buttons are in the top center of the screen.

New in 2.0   The view buttons have moved for OOo 2.0. They are now directly over the main editing area.

In PowerPoint the *Notes view* is only accessible from the *View* menu. In OOo, the *Notes view* is accessible at the top of the editing area.

To quickly access the *Master Slide view* in PowerPoint you hold down the *Shift* key while clicking on the **Normal View** button. This action can not be performed in OOo.

New in 2.0   In previous versions of OOo, the master view could be accessed easily from a button on the bottom of the window. Now, the only way to access and edit the master slide is to select **View > Master > Slide**.

New in 2.0   The easy access button for layers is no longer present in OOo 2.0. Arranging objects between different layers is accomplished from the context menu.

Impress provides a *Handout view* for fine-tuning how handouts. This is equivalent to (but more flexible than) PowerPoint's *Handout Master* option.

Table 19. Comparison of view names between PowerPoint and Impress.

PowerPoint Name	Impress Name	Main use
Normal	Normal	To edit the contents of the slide; both text and formatting.
Slide Sorter	Slide Sorter	To arrange the order of the slide show
Slide Show	Slide Show	Starts the presentation from the current slide
Outline	Outline	To edit the text, but none of the formatting.
Notes Page	Notes Page	To append notes to a slide
Master > Handout	Handout Page	To change the number and position of multiple slides to be printed on a page
Master > Slide	Master > Slide	To place and modify those things that are consistent in all slides in the presentation

Color gradients and borders

Impress does not support some of the formatting features that PowerPoint does. For example it does not support three-color gradients, double and triple borders, or round-dotted borders.

When importing PowerPoint slides, Impress changes three-color gradients to two-color, double or triple borders to single and round-dotted borders to square dots.

To improve the results of the import, make any necessary adjustments in PowerPoint before importing files into Impress. Change three-color gradient fills to two-color. Change double or triple border lines to a single border line with suitable width. The round-dotted border lines that are mapped to rectangle-border lines, during import, will closely resemble the original line style in PowerPoint so that manual editing should not be necessary.

Multimedia

Narration

Voice-over narration is not supported by Impress.

There are no settings for multimedia custom animations, such as the ability to play a sound for the next few slides.

Sound

Sounds can be added in Impress using **Insert > Movies & Sound**, however sounds only play for the slide they associated with. You can not insert background music for the whole presentation in Impress.

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 workaround is to have multiple copies of the chart with each one set up to display as desired.

A feature in OOo 2.0 can be selected from **Insert > Animated Image** to help in the creation of chart animations. It also allows you to group several still images into one animated image.

New in 2.0 **Insert > Animated Image** is a new feature that allows you to group several still images into one animated image.

Pack and Go

This feature in PowerPoint allows a PowerPoint file to be saved to a CD, or split up over several floppy disks, and assures that all related files are included. It is not in Impress, nor can Impress open such files.

Impress can export a show to a Flash file. PowerPoint can not.

Fields

Impress date fields are exported as text, so they don't automatically update.

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

Action settings and interaction

PowerPoint provides action settings (jump to slide, run program) for *mouse overs*. Impress does not have that option except *on mouse click*. Therefore PowerPoint mouse overs get mapped to mouse clicks. PowerPoint has an option for highlighting the object on mouse click or mouse over; Impress doesn't have that so it gets ignored on import.. One consequence of this is that you can not click on Internet hyperlink during a presentation.

Animating a slide show

Custom animations

Impress has custom animations that are equivalent to custom animations in PowerPoint. Applying animations in Impress is very similar to PowerPoint.

> **New in 2.0** In OOo 2.0 the terminology for animations has changed. What were *Effects* in OOo 1.1.x are now called *Custom Animations* in OOo 2.0.

To access custom animations select either **Slide Show > Custom Animation** or click on the words *Custom Animation* in the task pane.

To add an animation, select the object that will be animated and then click **Add**. A dialog box, shown in Figure 2, will appear.

> **New in 2.0** OOo Impress 2.0 now has a task pane. From the task pane many of the common formatting options can be accessed. This includes: Master Pages (Slide Designs in PowerPoint), Layouts, Custom Animation, and Slide Transitions.
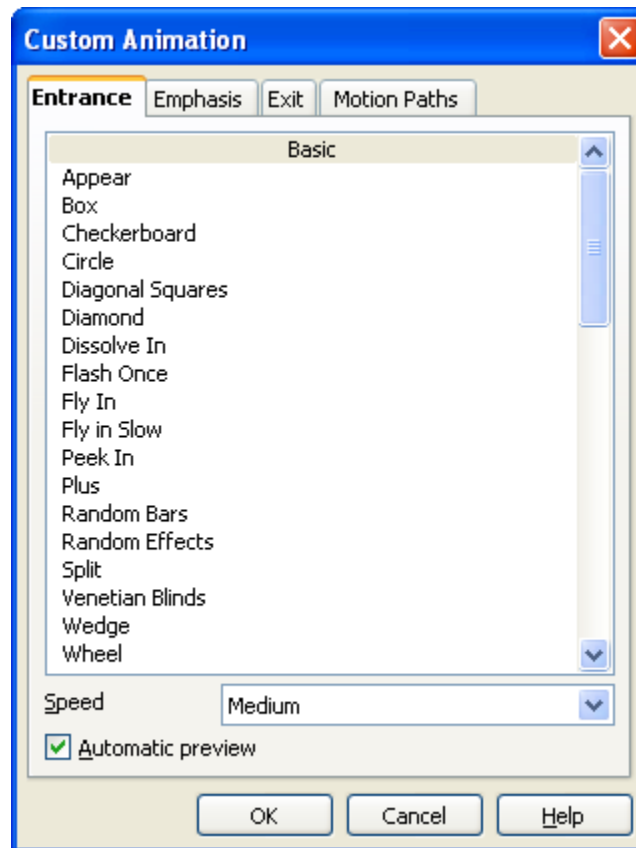

Figure 2: Slide show custom animation dialog

You can choose between Entrance, Emphasis, Exit, and Motion Path effects. If you scroll down the list you will find Basic, Moderate, Exciting, and Special effects.

Differences in animation effects

On export or import of either Impress or PowerPoint files the names of the effects change. However, the result and appearance are essentially the same. See Table 20.

New in 2.0　In OOo Impress 2.0, you can have multiple animation types in one text box. In OOo Impress 1.1.x, you were limited to only one animation type per text box.

Table 20. Comparison of animation effects names between PowerPoint and Impress.

PowerPoint	Impress
Appear	Appear
Blinds	Venetian Blinds
Box	Box
Checkerboard	Checkerboard
Diamond	Diamond
Crawl	Fly In Slow
Dissolve	Dissolve
Flash once	Flash Once
Peek	Peek
Random Bars	Random Effects
Spiral	Spiral
Split	Split
Stretch	Stretchy
Strips	Diagonal Squares
Swivel	Swivel
Wipe	Wipe
Zoom	Zoom
Random effects	Vertical Lines

Slide transition effects

In the same way that object animations have a mapping between PowerPoint and Impress, slide transitions also have different names between the programs as summarized in Table 21.

Table 21. Comparison of slide transition names between PowerPoint and Impress.

PowerPoint	Impress
Blinds Horizontal	Venetian Blinds Horizontal
Blind Vertical	Venetian Blinds Vertical
Box In	Box In
Box Out	Box Out
Checkerboard Across	Checkerboard Down
Checkerboard Down	Checkerboard Across
Cover Down	Cover Down
Cover Left	Cover Right
Cover Right	Cover Left
Cover Up	Cover Up
Cover Left Down	Cover Left Down
Cover Right Down	Cover Right Down
Cover Left Up	Cover Left Up
Cover Right Up	Cover Right Up
Cut	No equivalent transition
Cut through Black	No equivalent transition
Dissolve**	Dissolve
Fade Through Black	No equivalent effect
Random Bars Horizontally	Random Bars Horizontal
Random Bars Vertically	Random Bars Vertical
Split Vertical In	Random Bars Vertical
Split Vertical Out	Random Bars Vertical
Strips Left Down	Random Bars Vertical
Strips Left Up	Random Bars Vertical
Strips Right Down	Random Bars Vertical
Strips Right Up	Random Bars Vertical
Uncover Down	Uncover Down
Uncover Left	Uncover Left
Push Right	No equivalent transition

Fitting text to a frame

Fitting text to the frame, or a text box, in the two programs behaves differently. In PowerPoint, the program automatically resizes the font proportionally as the text exceeds the size of the text box.

In Impress, if the option **Fit text to frame** has been selected, the program allows text to be typed outside of the text box. When you select another object, signifying that typing has finished, Impress resizes the text as if it were resizing a picture. This often leads to compressed and unattractive text.

The best way to avoid this effect is to keep the text within the text box.

To change the **Fit text to frame** property in Impress:

1) Select the text box by moving the mouse until the pointer is on its border and the pointer changes into *resize* or *move* arrows and click.

2) Select **Format > Text...**

3) On the **Text** tab there are options to automatically adjust frame size or font size as follows:

   - Fit width to text. This resizes the text to fit the width of the drawing or the text object.

   - Fit height to text. This resizes the text to fit the height of the drawing or text object.

   - Fit to frame. This resizes the text to fit the entire area of the drawing or text object (to be able to check this option the other two options must be unchecked).

These settings can also be changed in Graphics styles.

Chapter **8**
Customizing OpenOffice.org

Toolbars

Using the *Alt* key to drag icons on the toolbars does not work in OpenOffice.org 2.0. The other concepts for customizing the toolbars in OpenOffice.org are similar to those in Microsoft Office. The specific steps are outlined below.

Customizing toolbars

You can get to the toolbar customization menu in two ways:

- **Tools > Customize > Toolbars** tab.
- **View > Toolbars > Customize > Toolbars** tab (same as Microsoft Office).

However, rather than dragging buttons onto the toolbar as is required in Microsoft Office, you need to use the Customize dialog:

1) **OpenOffice.org Toolbars:** Activate the dropdown list to select the toolbar.
2) **Toolbar Content:** The checkboxes determine whether the button gets displayed or not.
3) The **Move Up** or **Move Down** buttons change the order.
4) If the function you require is not already listed for the toolbar, use the **Add** button to insert it.
5) Use **Modify** for things like changing an icon, renaming, or restoring the default.

Note There is no in-built tool-button editor. Custom icons must be 16 x 16 pixels.

Creating a new toolbar

To create a new toolbar:

1) Select **Tools > Customize > Toolbars** tab.
2) Click **New** to display a dialog where you can name the new toolbar. Click **OK.**
3) Customize the new toolbar as above.

Menus

Customizing menus is not significantly different in OOo than in Microsoft Office. The specific steps are outlined below. You can even set the menu font to be the font used by the system.

Customizing menu content

To customize menu content:

Tools > **Customize** > **Menu** tab

To add a function:

1) **Menu Content:** Select the top level menu entry.

2) Click the **Add** button.

3) Select in the Add Commands dialog the new menu item using the **Category** and **Command** list boxes.

4) Click **Add** to insert that function into the menu. When finished, click **Close**.

Customizing the menu font

The font used in OOo for menus is different from that used in Microsoft Office, which is the system font. If you want to change the font to the one used in Office:

1) **Tools > Options > OpenOffice.org > View**.

2) Check **Use system font for user interface**.

3) Click **OK**.

Customizing keyboard shortcuts

Customizing keyboard shortcuts requires a different procedure from that used in Microsoft Office. In OOo the following steps are used:

1) **Tools > Customize > Keyboard** tab.

2) Select the desired shortcut in the top list box labeled **Shortcut keys**.

3) Select the **Category**, for the command, and the actual **Function** in the bottom list boxes.

4) Select whether the key shortcut is to be OOo-wide or just for the current application in the top right corner of the dialog.

5) Click **Modify**.

Note	The *Alt* key is not available for key shortcuts. A macro that overcomes this limitation is in AltKeyHandler.sxw, available from http://homepages.paradise.net.nz/hillview/OOo/.

Customizing word entry and editing

AutoCorrect/AutoFormat

A feature in OOo is the ability to have exceptions for AutoCorrect/AutoFormat rules. For example, you can have "Correct TWo INitial Capitals" in operation but exclude situations where two capitals are desired, like OOo. To set up exceptions:

1) **Tools** > **AutoCorrect**.

2) Click on the **Exceptions** tab.

Undo and redo

To specify how many "undos" are available:

T**ools > Options > OpenOffice.org > Memory > Number of steps**.

Checking spelling

To set up the Spellcheck options in OpenOffice.org, use:

Tools > Options > Language Settings > Writing Aids

The Spellcheck options are consistent across all OOo applications.

Note	Unlike the default dictionaries, custom dictionaries are not compressed. Using too many custom dictionaries, or those containing more than 1000 entries, reduces performance while proofing.

Installing other language dictionaries

To install dictionaries of other languages select **File > Wizard > Install new dictionaries**. An OOo document will open with links to different languages that you can install. Follow the prompts to install them.

Security settings

To set up virus protection for macro and Java security settings, use:

Tools > Options > OpenOffice.org > Security

For other security-related issues, see Password Protection and Privacy Options in the chapter "General Differences in Use between OpenOffice.org and Microsoft Office".

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 in a folder called "user".

Storing configurations in a template

This section describes how to store changes to menus, keyboard shortcuts, the status bar and toolbars in a template so that the customizations are automatically loaded when you work on a document based on that template.

1) Create and save the template that is to have the configurations saved into it. A back-up of the template, without the configuration changes, is a good precaution too.

2) Make the desired changes to the configuration. (See "Menus" and "Customizing keyboard shortcuts" above.) Note any changes that you do not want as standard; these will have to be undone.

3) **Tools > Customize.**

4) At each step of customization of the template, that is for each tab of the dialog that you want to change, click **Save** and choose the desired template (the one first created and saved in step 1).

5) Overwrite the file—the warning message that is displayed can be ignored.

6) Undo the pre-existing changes that are not wanted (as was noted in step 2).