

OpenOffice help file for new users

Welcome to the OpenOffice user community. We are simply users of OpenOffice who want to help others to use this great product. We are a community as just like neighbours in a physical community sometimes we as individuals have the tools and the experience to help you and other times we do not. Sometimes we may be unable to help due to other time constraints. We do our best but please be patient.

Abbreviations OO is the OpenOffice suite of programs
OOo is the OpenOffice.org web site

Here are our current top problems that we get questions about.

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Is OpenOffice really free to any user?

OpenOffice is free for use by everybody (this includes Government, business, educational and private use). Have a look at www.openoffice.org/license.html. The only limit is that OpenOffice is not free for illegal use.

How do I open an application other than Write(Word Processor)?

Please open the Write application (Word Processor) as normal and then use File > New and the options for the other parts like our Spreadsheet and Database will be there.

How do I send an OpenOffice document to a user with Word?

Note (1) that the .ODF (open) format that is normally used by OpenOffice cannot be read by MS Word. However the .doc files produced by MS Word or WordPad can be read by OpenOffice.

Note (2) that some complex formatting may not be recognised by OpenOffice. These formatting discrepancies can be caused by the fact that Microsoft has undocumented features or because the specific feature is copyrighted by Microsoft so OpenOffice cannot use it.

Procedure

1. Decide on the file type you wish to send. If the recipient needs to edit the document then send a Word or Excel document. If the recipient only needs to read the document then send a PDF (Adobe Acrobat) document.

2. Decide if you need to e-mail the document. If you need to e-mail it then use File>Send> E-mail as Microsoft word or File>send> E-mail as PDF. If you need to pass the document to the user on a disc, or USB drive or over a network then use File>Save As> and choose the appropriate file format and disc.

How do I install new languages into OpenOffice?

In OpenOffice choose File > Wizards> Install New Dictionaries. Then follow the instructions from the web site about installing the new dictionaries.

Note Please note the warning that installing more than 10 dictionaries may degrade performance.

How do I run OpenOffice on my Mac?

As a novice on the Mac my explanation may be a bit simplistic but I hope this helps. The current Mac operating systems are prefixed by X10 but OpenOffice requires the X11 screen handler to run OpenOffice.

Useful information will be provided by the HowTo - PDF in several Languages <http://porting.openoffice.org/mac/> be careful:

X11 for OS-X 10.3.n is provided by Apple's website,

X11 for OS-X 10.4.n is located on the installer disks.

(The X11*User* package is currently in the following location:

Mac OS X Install Disc 1 - /System/Installation/Packages/X11User.pkg)

How to install with error 1935 (or corrupt file)

Error 1395 (or a message saying the install file is corrupt) is usually caused by an over-zealous anti-virus program.

Procedure

1 Disconnect your computer from the web (either remove your LAN cable or disconnect from your dial-up).

2. Disable your anti-virus and firewall software

3. Install OpenOffice

4. Enable your anti-virus and firewall

5. Reconnect to the web

Once the install is completed and you have time to spare on the machine please run a complete virus scan of your computer to verify that you are not currently infected.

Is OpenOffice for sale?

OpenOffice is free to anyone who has the time to download it. For some people that may be very time consuming if they have a dial-up or other slow connection to the internet. To assist these people there are some individuals and companies who will send OpenOffice on a CD. These will usually charge something of the order of US\$10 for the service. You may find OpenOffice on the cover disk of a computer magazine and that may be cheaper.

We have been informed of some individuals or organisations offering an “MS Office clone” for a fee and all you get is a link to the OpenOffice web site. This seems to cut right across the OpenOffice concept.

How do I unsubscribe from this list?

To unsubscribe, e-mail: users-unsubscribe@openoffice.org

You will receive an e-mail to which you must reply. In the event of not being removed from the list in 48 hours please e-mail users-admin@openoffice.org

For additional commands, e-mail: users-help@openoffice.org