Getting Started Guide

Chapter 3 File Management in OpenOffice.org

OpenOffice.org

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Opening files

To open an existing document, choose File > Open or click the Open File icon on the Standard Toolbar or press Control+O.



The Open dialog box appears. Figure 1 shows the Windows XP version of this dialog box.

Open						? 🗙
Look in:	Dublished drafts		•	수 🗈 💣	.	
My Recent Documents Desktop My Documents My Computer	0101GS-WhatIsOOd 0102GS-StartingOO 0103GS-FileManager 0104GS-MenusAndT 0105GS-SettingUpO 0106GS-GettingStar 0107GS-GettingStar 0109GS-GettingStar 0110GS-GettingStar 0110GS-GettingStar 0111GS-GettingStar 0112GS-WorkingWit 0113GS-WorkingWit 0114GS-WorkingWit 0115GS-GettingStar	o.odt o.odt ment.odt oolbars.odt Oo.odt tedWithWriter.odt tedWithCalc.odt tedWithDraw.odt tedWithImpress.odt tedWithBase.odt tedWithMath.odt hTemplates.odt hStyles.odt hTheGallery.odt tedWithMacros.odt	1. Sele	5-UsingFontWo 5-CreatingWeb ect the file 2. Click Oj	prk.odt Pages.oo	Jt]
My Network Places	File name:	0104GS-MenusAnd	Foolbars.odt			Open
	Files of type:	OpenDocument Tex	(t (*.odt)		-	Cancel
	Version:	Current version			-	
		🗖 Read-only				

Figure 1. Open dialog box in Windows XP

Choose the file and then click **Open**.

Note Under Microsoft Windows you can use either the OpenOffice.org Open and Save As dialog boxes or the ones provided by Microsoft Windows. See "Using the Open and Save As dialog boxes" on page 12.

File formats

OpenOffice.org can import Microsoft Office files. However, Microsoft Office **cannot** import files in the OpenDocument format used by OpenOffice.org. If you want to send a file to a Microsoft Office user, you must save it in a Microsoft Office format or in .rtf. Below is a chart for quick reference.

OpenDocument type	Application	Extension	MS Office equiv
Text	Writer	odt	doc
Text Template	Writer	ott	dot
Master Document	Writer	odm	doc
Spreadsheet	Calc	ods	xsl
Spreadsheet Template	Calc	ots	xst
Drawing	Draw	odg	N/A
Drawing Template	Draw	otg	N/A
Presentation	Impress	odp	ppt
Presentation Template	Impress	otp	pot
Formula	Math	odf	N/A
Chart	Chart	odc	N/A
Database	Base	odb	mdb

Default file formats

OpenOffice.org saves files in the default OpenDocument format, unless told otherwise. This default can be changed, for example, if you always want to save as Microsoft Office files. To change the default file formats:

- 1) Go to Tools > Options > Load/Save > General. (See Figure 2.)
- 2) In the Default file format section of this page, choose a document type (for example, "Text document") and a file format from the **Always save as** list.
- 3) Repeat for each document type, as necessary.
- 4) Click **OK** to save your changes.

Notes If the option "Warn when not saving in OpenDocument or default format" is checked on the Options – Load/Save – General dialog box (Figure 2), a warning dialog about potential loss of formatting may be displayed. In most cases, no loss of formatting will occur, so you may find this warning annoying and choose to disable it.

The Java Runtime Environment is required to use the mobile device filters for AportisDoc (Palm), Pocket Word, and Pocket Excel.

Options - Load/Save - General		
 OpenOffice.org Load/Save General VBA Properties Microsoft Office HTML Compatibility Language Settings OpenOffice.org Writer OpenOffice.org Writer/Web OpenOffice.org Base Charts Internet 	Load Load Load user-specific settings v Save Edit document properties be Always create backup copy Save AutoRecovery informat Size optimization for XML fo Warn when not saving in Op	with the document efore saving tion every 15 💭 Minutes ormat penDocument or default format
	Save URLs relative to	☑ <u>I</u> nternet
	Default file format Document type Text document Text document HTML document Master document Spreadsheet Presentation	Always save as OpenDocument Text ault format may cause formatting or content to be Cancel Help Back

Figure 2. Choosing default formats for saving files

Opening text documents

In addition to OpenDocument formats (.odt, .ott, .oth, and .odm), Writer 2.0 can open the formats used by OOo 1.x (.sxw, .stw, and .sxg) and the following text document formats:

Microsoft Word 6.0/95/97/2000/XP) (.doc and .dot) Microsoft Word 2003 XML (.xml) Microsoft WinWord 5 (.doc) StarWriter formats (.sdw, .sgl, and .vor) AportisDoc (Palm) (.pdb) Pocket Word (.psw) WordPerfect Document (.wpd) WPS 2000/Office 1.0 (.wps) DocBook (.xml) Ichitaro 8/9/10/11 (.jtd and .jtt) Hangul WP 97 (.hwp) .rtf, .txt, and .csv

When opening .htm or .html files (used for web pages), OpenOffice.org customizes Writer for working with these files.

Opening spreadsheets

In addition to OpenDocument formats (.ods and .ots), Calc 2.0 can open the formats used by OOo 1.x (.sxc and .stc) and the following spreadsheet formats:

Microsoft Excel 97/2000/XP (.xls, .xlw, and .xlt) Microsoft Excel 4.x–5.0/95 (.xls, .xlw, and .xlt) Microsoft Excel 2003 XML (.xml) Data Interchange Format (.dif) dBase (.dbf) .htm and .html files including Web page queries Quattro Pro 6.0 (.wb2) Rich Text Format (.rtf) Text CSV (.csv and .txt) Lotus 1-2-3 (.wk1, .wks, and .123) StarCalc formats (.sdc and .vor) SYLK (.slk) Pocket Excel (pxl)

Opening presentations

In addition to OpenDocument formats (.odp, .odg, and .otp), Impress 2.0 can open the formats used by OOo 1.x (.sxi and .sti) and the following presentation formats:

- Microsoft PowerPoint 97/2000/XP (.ppt, .pps, and .pot)
- StarDraw and StarImpress (.sda, .sdd, .sdp, and .vor)
- CGM Computer Graphics Metafile (.cgm)

Opening graphic files

In addition to OpenDocument formats (.odg and .otg), Draw 2.0 can open the formats used by OOo 1.x (.sxd and .std) and the following graphic formats:

BMP	JPEG, JPG	PCX	PSD	SGV	WMF
DXF	MET	PGM	RAS	SVM	XBM
EMF	PBM	PLT	SDA	TGA	XPM
EPS	PCD	PNG	SDD	TIF, TIFF	
GIF	РСТ	PPM	SGF	VOR	

Opening formula files

In addition to OpenDocument Formula files, OpenOffice.org 2.0 can open the format used by OOo 1.x (*StarMath (.smf), and MathML (.mml) files.

When opening a Word document that contains an embedded equation editor object, if the option for it is checked in **Tools > Options > Load/Save > Microsoft Office**, the object will be automatically converted to an OpenOffice.org Math object.

Saving files

To save a new file:

- 1) Choose File > Save As.
- 2) When the Save As dialog box appears, enter the file name and verify the file type (if applicable).

To save an open document with the current file name, choose **File > Save**. This will overwrite the last saved state of the file.

Password protection

To protect an entire document from being viewable without a password, there is an option on the Save As dialog box to enter a password. This option is only available for files saved in OpenDocument formats or the older OpenOffice.org 1.x formats.

1) On the Save As dialog box, select the checkbox beside **Save with password**, and then click **Save**. You will receive a prompt:

Enter Passwor	d	×
Password		ОК
 Confirm		Cancel
		Help

2) Type the same password in the **Password** field and the **Confirm** field, and then click **OK**. If the passwords match, the document is saved password protected. If the passwords do not match, you receive the prompt to enter the password again.

Saving a document automatically

You can choose to have OpenOffice.org save files for you automatically. Automatic saving, like manual saving, will overwrite the last saved state of the file. To set up automatic file saving:

- 1) Choose Tools > Options > Load/Save > General. (See Figure 2.)
- 2) Mark Save AutoRecovery information every, and set the time interval.

Writer can save to these file formats

In addition to OpenDocument formats (.odt and .ott), Writer 2.0 can save in these formats:

- OpenOffice.org 1.x Text Document(.sxw)
- OpenOffice.org 1.x Text Document Template (.stw)
- Microsoft Word 6.0, 95, and 97/2000/XP (.doc)
- Microsoft Word 2003 XML (.xml)
- Rich Text Format (.rtf)
- StarWriter 3.0, 4.0, and 5.0 (.sdw)
- StarWriter 3.0, 4.0, and 5.0 Template (.vor)
- Text (.txt)
- Text Encoded (.txt)
- HTML Document (OpenOffice.org Writer) (.html and .htm)
- DocBook (.xml)
- AportisDoc (Palm) (.pdb)
- Pocket Word (.psw)

Note Passwords must contain a minimum of 5 characters. Until you have entered 5 characters, the **OK** button remains inactive.

Note The .rtf format is a common format for transferring text files between applications, but you are likely to experience loss of formatting and images. For this reason, other formats should be used.

Calc can save to these file formats

In addition to OpenDocument formats (.ods and .ots), Calc 2.0 can save in these formats:

- OpenOffice.org 1.x Spreadsheet (.sxc)
- OpenOffice.org 1.x Spreadsheet Template (.stc)
- Microsoft Excel 97/2000/XP (.xls and .xlw)
- Microsoft Excel 97/2000/XP Template (.xlt)
- Microsoft Excel 5.0 and 95 (.xls and .xlw)
- Microsoft Excel 2003 XML (.xml)
- Data Interchange Format (.dif)
- dBase (.dbf)
- SYLK (.slk)
- Text CSV (.csv and .txt)
- StarCalc 3.0, 4.0, and 5.0 formats (.sdc and .vor)
- HTML Document (OpenOffice.org Calc) (.html and .htm)
- Pocket Excel (.pxl)

Note The Java Runtime Environment is required to use the mobile device filters for AportisDoc (Palm), Pocket Word, and Pocket Excel.

Impress can save to these file formats

In addition to OpenDocument formats (.odp, .otp, and .odg), Impress 2.0 can save in these formats:

- OpenOffice.org 1.x Presentation (.sxi)
- OpenOffice.org 1.x Presentation Template (.sti)
- Microsoft PowerPoint 97/2000/XP (.ppt and .pps)
- Microsoft PowerPoint 97/2000/XP Template (.pot)
- StarDraw, StarImpress (.sda, .sdd, and .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 the OpenDocument Drawing formats (.odg and .otg), the OpenOffice.org 1.x formats (.sxd and .std) and StarDraw format (.sda, .sdd, and .vor).

However, it can export to BMP, EMF, EPS, GIF, JPEG, MET, PBM, PCT, PGM, PNG, PPM, RAS, SVG, SVM, TIFF, WMF, and XPM.

Writer/Web can save in these formats

HTML document (.html and .htm) OpenOffice.org 1.0 HTML Template (.stw) OpenOffice.org 2.0 HTML Template (.oth) StarWriter/Web 4.0 and 5.0 (.vor) Text (OpenOffice.org Writer/Web) (.txt) Text Encoded (OpenOffice.org Writer/Web) (.txt)

Exporting files

Export to XHTML

OpenOffice.org can export files to XHTML. Choose **File > Export**. On the Export dialog, select **XHTML** in the *File format* list.

Export to PDF

Each application can directly export to PDF. This industry-standard file format for file viewing is ideal for sending the file to someone else to view using Acrobat Reader or other PDF viewers.

You can export directly to PDF using a button on the toolbar is or by choosing File > Export as PDF.

If you use **File > Export as PDF**, you are asked to enter the filename for the PDF file, and then the PDF Options dialog box (Figure 3) opens.

Note If you use the **Export Directly as PDF** button, you are asked to enter the filename for the PDF file, but you cannot choose a page range, the image compression, or other export options.

		\mathbf{X}
		Export Cancel <u>H</u> elp
90%	۲	
300 DPI	~	
FDF	•	
	90% 300 DPI	90% 300 DPI 💌

Figure 3. Specifying the PDF export options

PDF options

Range

- All: Exports the entire document.
- **Pages**: To export a range of pages, use the format 3-6 (pages 3 to 6). To export single pages, use the format 7;9;11 (pages 7, 9, and 11).

Images

- **Lossless compression**: Images are stored without any loss of quality. Tends to make large files when used with photographs. Recommended for other images.
- **JPEG compression**: Allows for varying degrees of quality. A setting of 90% tends to work well with photographs (small file size, little perceptible loss).
- Reduce image resolution: Lower-DPI (dots per inch) images have lower quality.

General

- **Tagged PDF**: Includes special tags into the corresponding PDF tags. This can increase file sizes significantly. Some tags that are exported are table of contents, hyperlinks, and controls.
- Export notes: Exports notes of Writer and Calc documents as PDF notes.
- Use transition effects: Includes Impress slide transition effects in their respective PDF effects.

• Submit forms in format: Selects the format of submitting forms from within the PDF file. There is only one common setting valid for the whole PDF document: PDF (sends the whole document), FDF (sends the control contents), HTML, and XML. Most often you will choose the PDF format.

Deleting and renaming files

You can rename or delete files within the OpenOffice.org dialog boxes, just as you can in your usual file manager. However, you cannot copy or paste files within the dialog boxes.

Renaming a file

To rename a file while using OpenOffice.org:

- 1) Choose **File > Open** and browse to the required file.
- 2) Right-click on the file name and choose Rename. The file name will be selected.
- 3) Typing replaces the selected name, or use a left or right arrow key to move the insertion point to modify the existing name.

Open			
Look in:	🔁 Published drafts	•	🗢 🗈 📸 💷 •
	10101G5-WhatIsOOo.odt	101170	55-CreatingWebPages.,
	👔 0102GS-StartingOOo.odt		
My Recent	10103GS-FileManagement.odt		
Documents	1 0104GS-MenusAndToolbars.odt		
	10105GS-SettingUpOOo.odt		
	10106GS-GettingStartedWithWriter.odt		
Desktop	10107GS-GettingStartedWithCalc.odt		
~	10108GS-GettingStartedWithDraw.odt		
	10109GS-GettingStartedWithImpress.odt		
	110GS-GettingStartedWithBase.odt		

Deleting a file

To delete a file while using this dialog:

- 1) Right-click on the 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 simply press the *Delete* key.

File associations

File associations are used to open certain types of files automatically with OpenOffice.org. You can choose to associate Microsoft Office files with OOo. If you do this, the files remain as Microsoft Office files, but the icon for the files changes to the OOo icon, and doubleclicking on the icon opens the files in OOo. (You can still open the files in Microsoft Office by starting MS Office and then choosing **File > Open**.)

When installing OOo, you are prompted to associate file types, as shown in Figure 4. If you want to continue to open your Microsoft Office files in Office by double-clicking them, do **not** check these boxes. (You can open MS Office files in OOo by starting OOo and then choosing **File > Open**.)

🕼 OpenOffice.org 2.0 - Installation Wizard
File Type Select the file types for which you want OpenOffice.org 2.0 to be the default application.
OpenOffice.org 2.0 can be set as the default application to open the following file types. This means, for instance, that if you double click on one of these files, OpenOffice.org 2.0 will open it, not the progam that opens it now.
Microsoft Word Documents
Microsoft Excel Spreadsheets
Microsoft PowerPoint Presentations
If you are just trying out OpenOffice.org 2.0, you probably don't want this to happen, so leave the boxes unchecked.
OpenOffice.org 2.0
< Back Next > Cancel

Figure 4. Choosing file associations when installing OpenOffice.org

If during installation you chose not to have OpenOffice.org automatically open Microsoft Word files, you can change this later.

- In Windows, go to Settings > Add or Remove Programs. Scroll down to OpenOffice.org 2.0 and click once on it. Two buttons should be visible: Change and Remove, as shown in Figure 5. This may appear different on your system.
- 2) Click Change to start the Installation Wizard.
- 3) Continue through the Installation Wizard until you reach the page shown in Figure 4. Select the file types you want OOo to open (put a mark in each checkbox) and click **OK**.

🐻 Add or Re	move Programs	
	Currently installed programs: Sho	w up <u>d</u> ates Sort by: Name 🗸
Cnange or Remove	OpenOffice.org 2.0	Size 243.00MB
Programs	Click here for support information.	Used <u>rarely</u>
Add New	To change this program or remove it from y click Change or Remove.	rour computer, Change Remove

Figure 5: Changing the OOo installation on Windows XP

Creating new files

Different ways of creating a new document:

- Use **File > New** and choose the type of document.
- Use the arrow next to the **New** button on the main toolbar. A menu of choices (Figure 6) drops down; select the type of document to be created.



Figure 6. The New menu from the toolbar

Use a "Quick start" program. For example, the Microsoft Windows version of
 OpenOffice.org has a *Quickstart* icon in the system tray. (See the chapter titled

"Starting OpenOffice.org" for more information on the Quickstart icon.)

- Press *Control*+*N* on the keyboard.
- Use File > Wizards for some types of documents. (See Figure 7.)

🖹 Untitled1 - OpenOffice.org Writer				
<u>File E</u> dit <u>V</u> iew Insert Form	at T <u>a</u> ble <u>T</u> ools <u>W</u> indow <u>H</u> elp			
New ▶ Open Ctrl+O Recent Documents ▶	💼 🎒 强 🍄 🙉 🐰 🖻			
<u>W</u> izards •	Letter			
Close	<u>F</u> ax <u>Ag</u> enda			
Save <u>A</u> s	Presentation			
Sa <u>v</u> e All	<u>W</u> eb Page			
Reload Versions	Document <u>C</u> onverter <u>E</u> uro Converter			
Expor <u>t</u> Export as PDF Sen <u>d</u> •	Address <u>D</u> ata Source <u>I</u> nstall new dictionaries Install fonts from <u>t</u> he web			

Figure 7. Creating a file using a Wizard

Using the Open and Save As dialog boxes

If you are using Microsoft Windows, you can choose whether to use the OpenOffice.org Open and Save As dialog boxes or the ones provided by Windows. To view or change which type of dialog box OpenOffice.org uses:

- 1) Choose Tools > Options > OpenOffice.org > General.
- 2) Select the Use OpenOffice.org dialogs checkbox.

This section discusses the OpenOffice.org Open and Save As dialog boxes. See Figures 8 and 9 for examples of these dialog boxes.

The three buttons in the top right of the OOo Open dialog box (Figure 8) are, from left to right:

- Go **Up One Level** in the folder (directory) hierarchy. This is a long-click button if you want to go up higher than just one level.
- Create New Folder.
- View Menu.

For OpenOffice.org documents that have been saved with more than one version, use the version drop-down to select which version you wish to open in read-only mode.

Note For Microsoft Office documents, only the current version can be opened.

Open 🛛 🔀								
C:\Documents and Settings\Jean Hollis Weber\My Documents\OpenOffice\user\figures 💽 🎦 🟠								
Title \triangle		Туре	Size	Date modified				
📄 apply-style.bmp		Graphics (bmp)	168.8 KB	08/01/2005, 20:48:5				
📑 base.bmp		Graphics (bmp)	140.0 KB	10/03/2005, 04:49:0(📃 .				
📑 calc.bmp		Graphics (bmp)	87.9 KB	10/03/2005, 04:36:59				
🔁 ch3illos.odg		OpenDocument Drawing	61.7 KB	30/09/2005, 10:37:22				
📑 draw.bmp		Graphics (bmp)	87.9 KB	10/03/2005, 04:50:04				
📑 file_new_icon.bmp		Graphics (bmp)	228.9 KB	15/01/2005, 07:26:3				
📄 📄 file-associations.bmp		Graphics (bmp)	570.0 KB	15/01/2005, 08:06:2:				
File <u>n</u> ame:			[✓ <u>Open</u>				
<u>V</u> ersion:				Cancel				
File <u>t</u> ype:	All files (*.*)							
—	All files (*.*)							
Read-only	Text document							
	Presentations							
	Drawings							
	Web pages							
	Master documents							
	Formulas							

Figure 8. The OOo Open dialog box, showing some of the file formats that can be opened

Use the **Files of type** field 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.

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

Save as								
C:\Documents and Settings\Jean Hollis Weber\My Documents\OpenOf\Published drafts 🛐 🙆 杰								
Title \triangle	Туре	Size	Date modified					
🖹 0101GS-WhatIsOOo.odt	OpenDocument Text	259.1 KB	02/08/2005, 17:01:5(
🖹 0102GS-StartingOOo.odt	OpenDocument Text	437.4 KB	19/07	/2005, 20:45:0				
🖹 0103GS-FileManagement.odt	OpenDocument Text	450.9 KB	30/09	/2005, 10:42:5				
🖹 0104GS-MenusAndToolbars.od	OpenDocument Text	305.6 KB	19/07	/2005, 20:40:28				
🖹 0105GS-SettingUpOOo.odt	OpenDocument Text	562.5 KB	07/08/2005, 08:09:28					
🖹 0106GS-GettingStartedWithWr	OpenDocument Text	1.66 MB	21/07/2005, 15:39:52					
🖹 0107GS-GettingStartedWithCal	OpenDocument Text	691.4 KB	19/07/2005, 19:45:5					
File name: 0103G5-FileMa	nagement	(┙ (Save				
File <u>t</u> ype: OpenDocumen	t Text (.odt)		v (Cancel				
OpenDocumen	t Text (.odt)		<u>^</u>					
OpenDocumen	OpenDocument Text Template (.ott)			Help				
Save with passwo OpenOffice.or	11.0 Text Document (.sxw 11.0 Text Document Temp	// late (.stw)	≣					
Edit filter settings Microsoft Word								
Microsoft Word	195 (.doc)							
Microsoft Word	6.0 (.doc)							
Rich Text Form	at (.rtf) (
StarWriter 5.0 StarWriter 5.0	(.sdw) Template (vor)	~						

Figure 9. The OpenOffice.org Save As dialog box, showing some of the Save formats