Getting Started Guide

Chapter 3
File Management in OpenOffice.org

OpenOffice.org

Copyright

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Feedback

Acknowledgments

This book was created entirely using OpenOffice.org, including writing, page layout, and PDF creation. Most graphics were produced using OOo Draw, but some were done using the GIMP.

Publication date and software version

Published 7 May 2006. Based on OpenOffice.org 2.0.2.

Contents

Opening files

To open an existing document, choose **File > Open** or click the **Open File** icon on the Standard Toolbar or press *Control+O*.
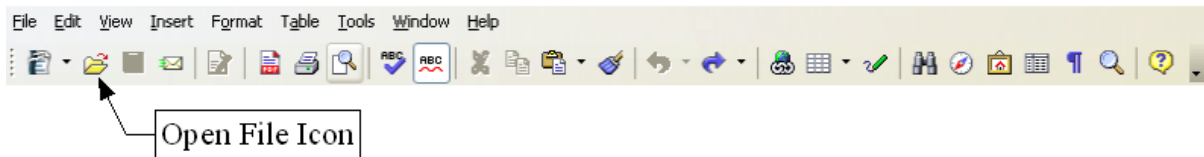
The Open dialog box appears. Figure 1 shows the Windows XP version of this dialog box.

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

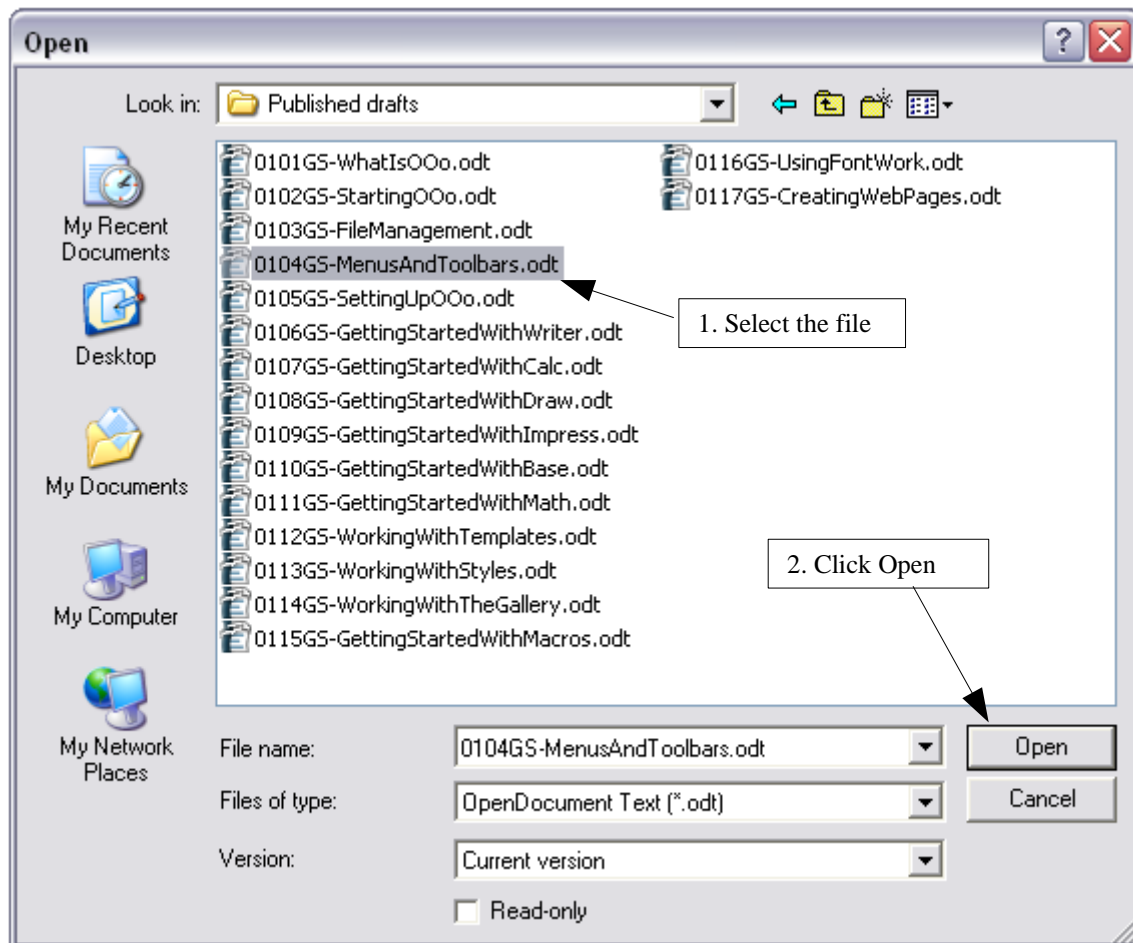OpenOffice.org can import Microsoft Office files. However, Microsoft Office **cannot** import files in the OpenDocument format used by OpenOffice.org. If you want to send a file to a Microsoft Office user, you must save it in a Microsoft Office format or in .rtf. Below is a chart for quick reference.

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

Load
☑ Load user-specific settings with the document

Save
☐ Edit document properties before saving
☑ Always create backup copy
☑ Save AutoRecovery information every — 15 — Minutes
☐ Size optimization for XML format
☐ Warn when not saving in OpenDocument or default format

Save URLs relative to
☑ File system   ☑ Internet

Default file format
Document type
Text document
> Text document
> HTML document
> Master document
> Spreadsheet
> Presentation
> Drawing

Always save as
OpenDocument Text

...fault format may cause formatting or content to be
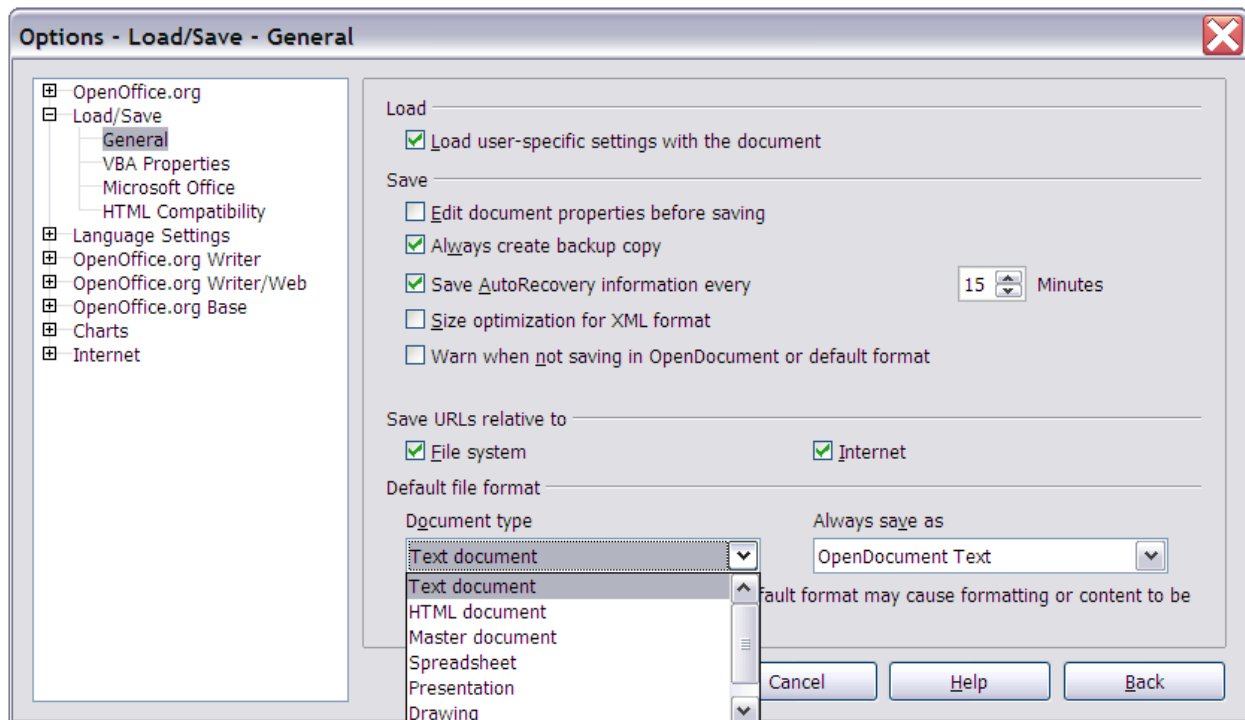
Cancel   Help   Back

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)	WordPerfect Document (.wpd)
Microsoft Word 2003 XML (.xml)	WPS 2000/Office 1.0 (.wps)
Microsoft WinWord 5 (.doc)	DocBook (.xml)
StarWriter formats (.sdw, .sgl, and .vor)	Ichitaro 8/9/10/11 (.jtd and .jtt)
AportisDoc (Palm) (.pdb)	Hangul WP 97 (.hwp)
Pocket Word (.psw)	.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)	Rich Text Format (.rtf)
Microsoft Excel 4.x–5.0/95 (.xls, .xlw, and .xlt)	Text CSV (.csv and .txt)
Microsoft Excel 2003 XML (.xml)	Lotus 1-2-3 (.wk1, .wks, and .123)
Data Interchange Format (.dif)	StarCalc formats (.sdc and .vor)
dBase (.dbf)	SYLK (.slk)
.htm and .html files including Web page queries	Pocket Excel (pxl)
Quattro Pro 6.0 (.wb2)	

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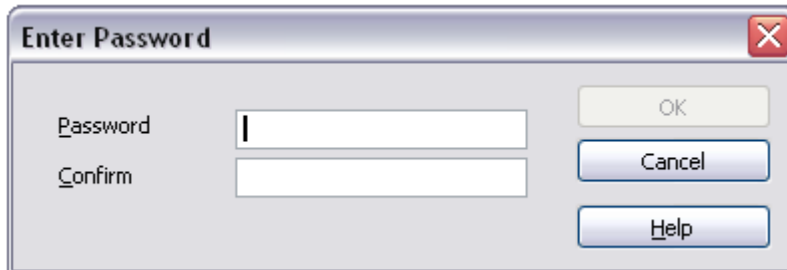
2) Type the same password in the **Password** field and the **Confirm** field, and then click **OK**. If the passwords match, the document is saved password protected. If the passwords do not match, you receive the prompt to enter the password again.

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

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 S*ave 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	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 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.

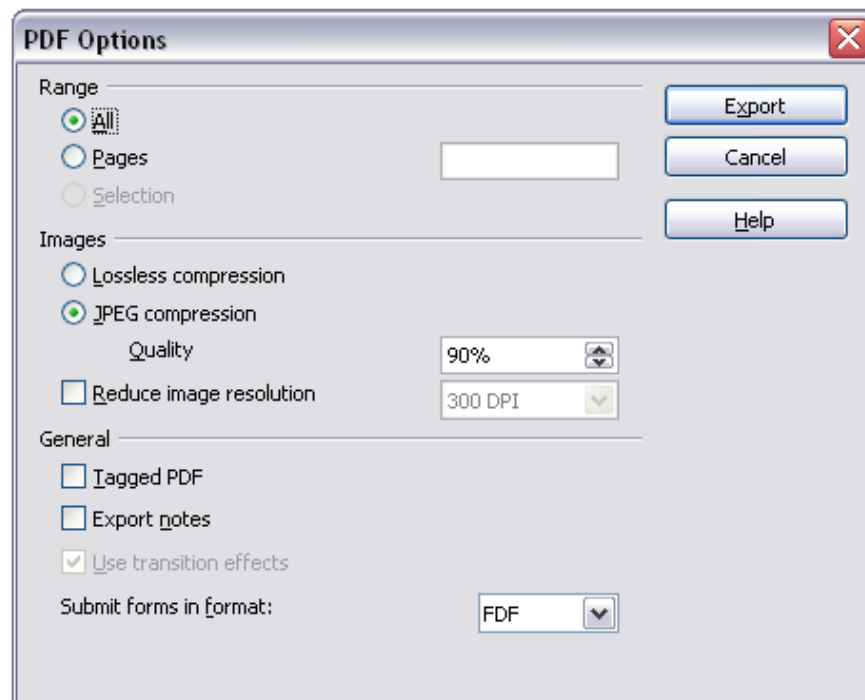| **Note** | If you use the **Export Directly as PDF** button, you are asked to enter the filename for the PDF file, but you cannot choose a page range, the image compression, or other export options. |

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.
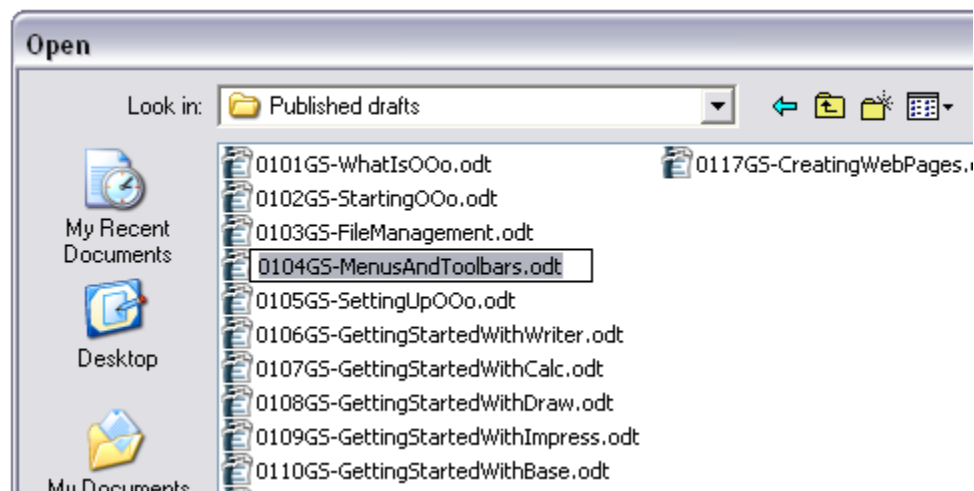
Deleting a file

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 double-clicking 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**.)
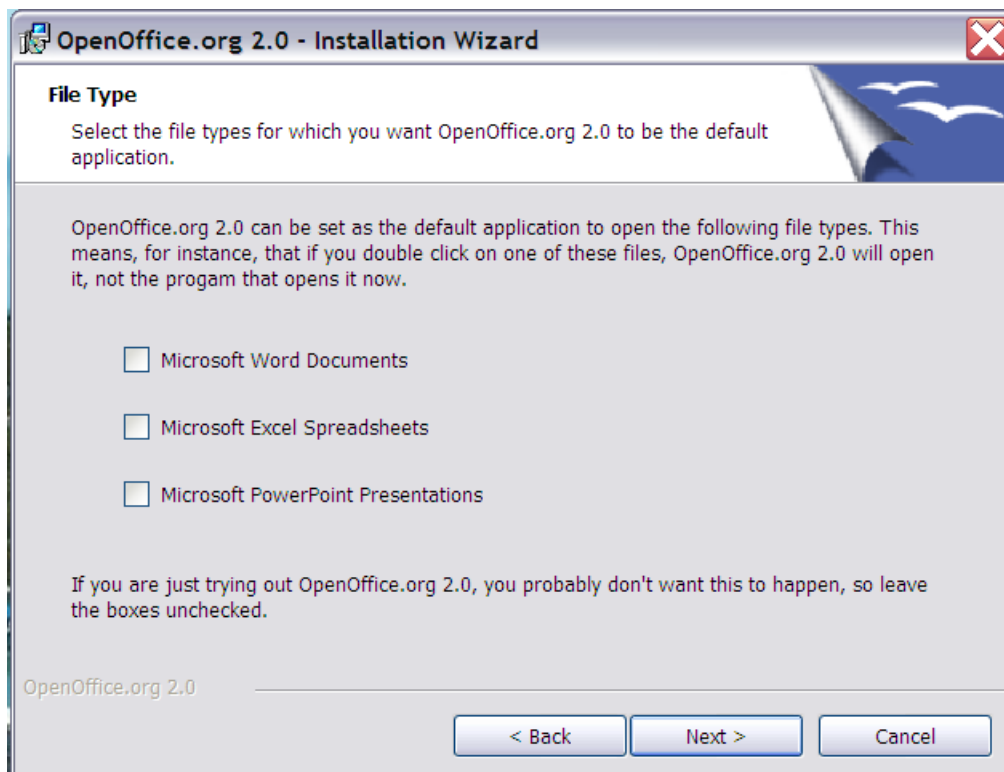

Figure 4. Choosing file associations when installing OpenOffice.org

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

1) 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**.
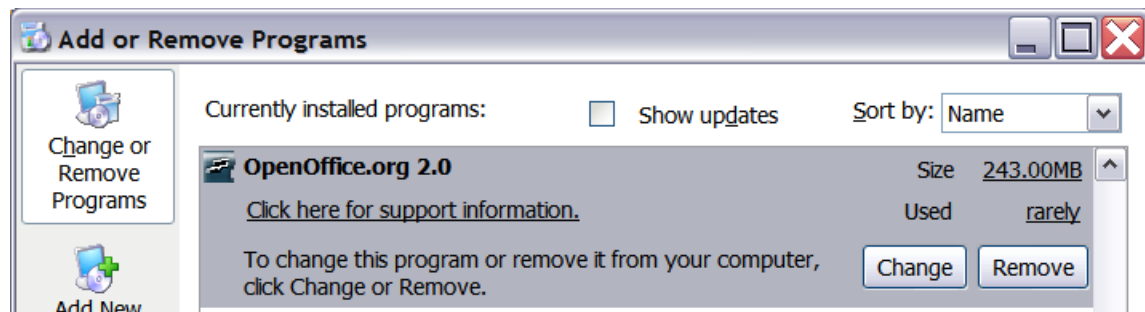
Figure 5: Changing the OOo installation on Windows XP

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.
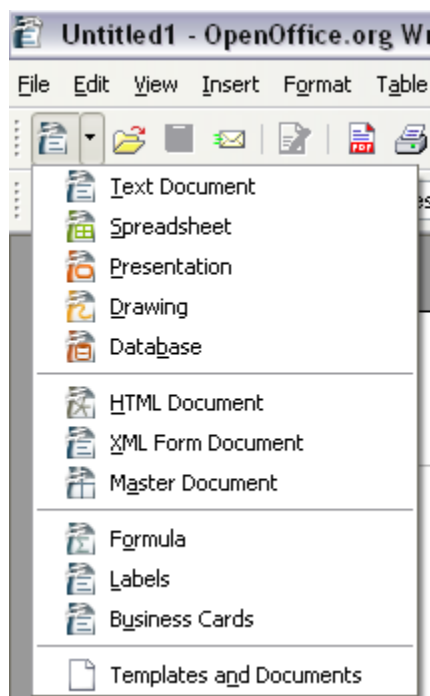

Figure 6. The New menu from the toolbar

- 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.)
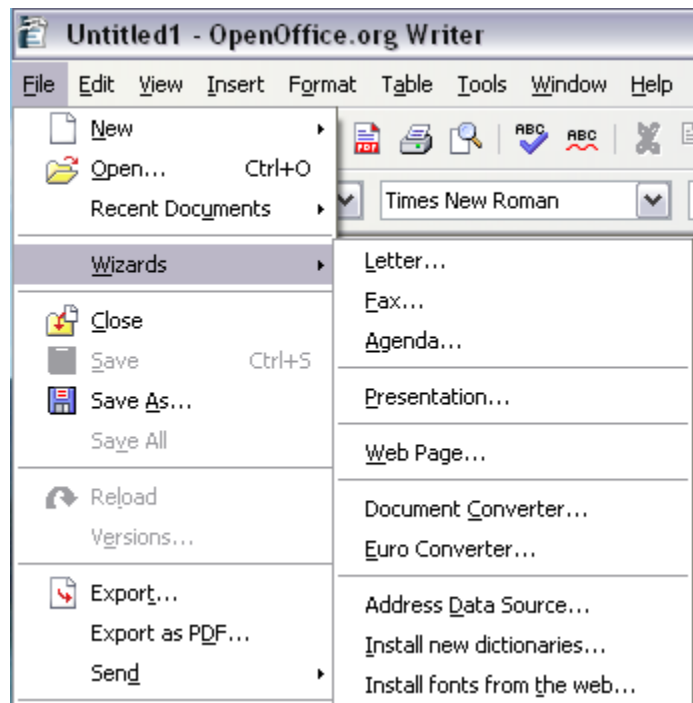
Figure 7. Creating a file using a Wizard

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.

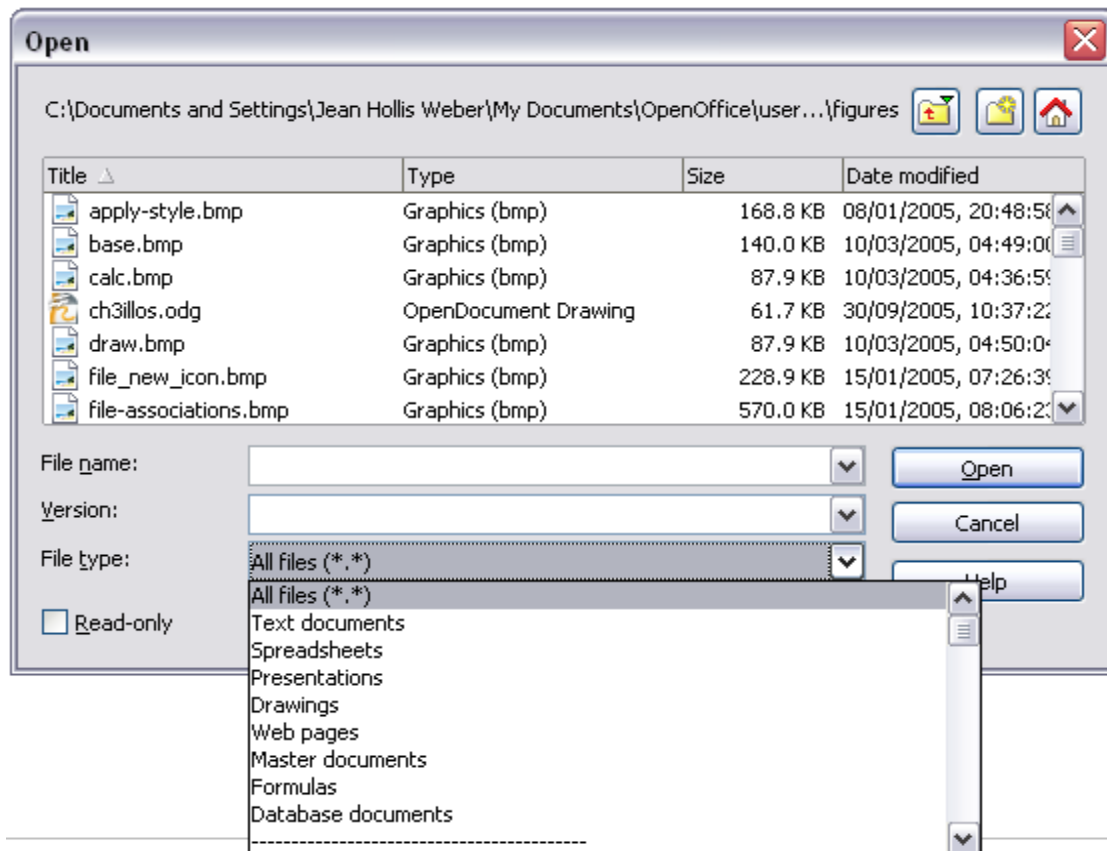| **Note** | For Microsoft Office documents, only the current version can be opened. |

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.

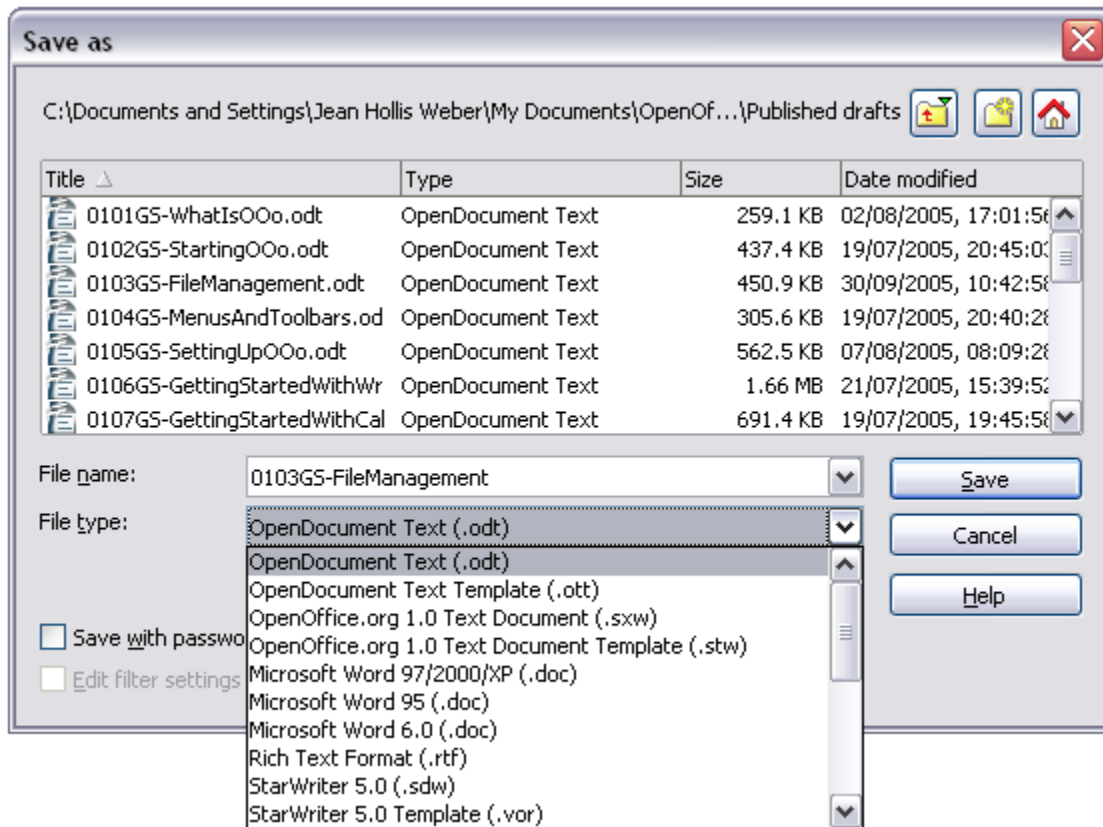It is possible to open files from the web using URLs.

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