

OpenOffice.org

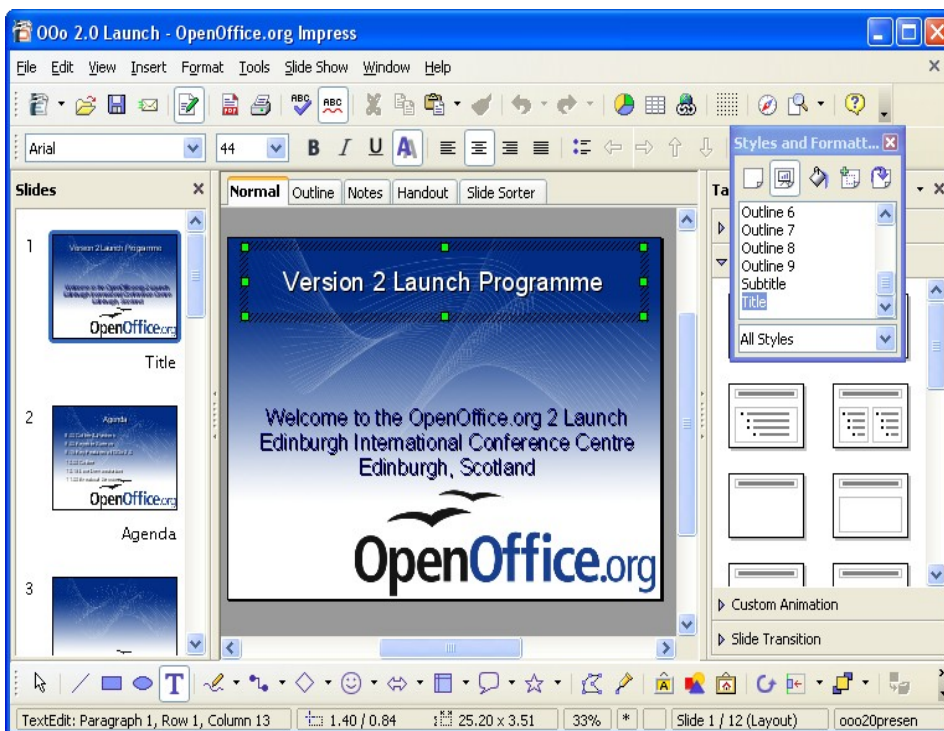
Powerful, innovative, and user-friendly “office” productivity software. You will want to pay for it... but don't need to... because it's free!

The “Open” in “OpenOffice” is more than just about being free, it brings you freedom. Freedom of choice, platform, function, and use; you are in control. OpenOffice delivers essential, everyday software tools in over 65 languages and for all the major computing platforms (Microsoft Windows, Apple MacOS, GNU/Linux, and Solaris). Whether at home or at work, in government or in schools, OpenOffice is up to the challenge. Discover why many millions of people all over the world already use OpenOffice, and why the numbers continue to climb...

Features and power in a single “office” suite

- Six tightly integrated programs: *Impress* presentation manager, *Writer* word processor, *Calc* spreadsheet, *Base* database, *Draw* vector graphics, and *Math* equation editor.
- OpenOffice was the first office suite to use the OASIS “Open Document Format”. ODF is the future-proof, international standard for office software and the only office format that is ISO approved.
- OpenOffice is easy to install and intuitive to use with a familiar interface.
- Easily import and export the common MS-Office file formats (.doc, .xls, .ppt).
- Create professional Portable Document Format (PDF) files from any document with just a few clicks.

Impress- create impressive presentations



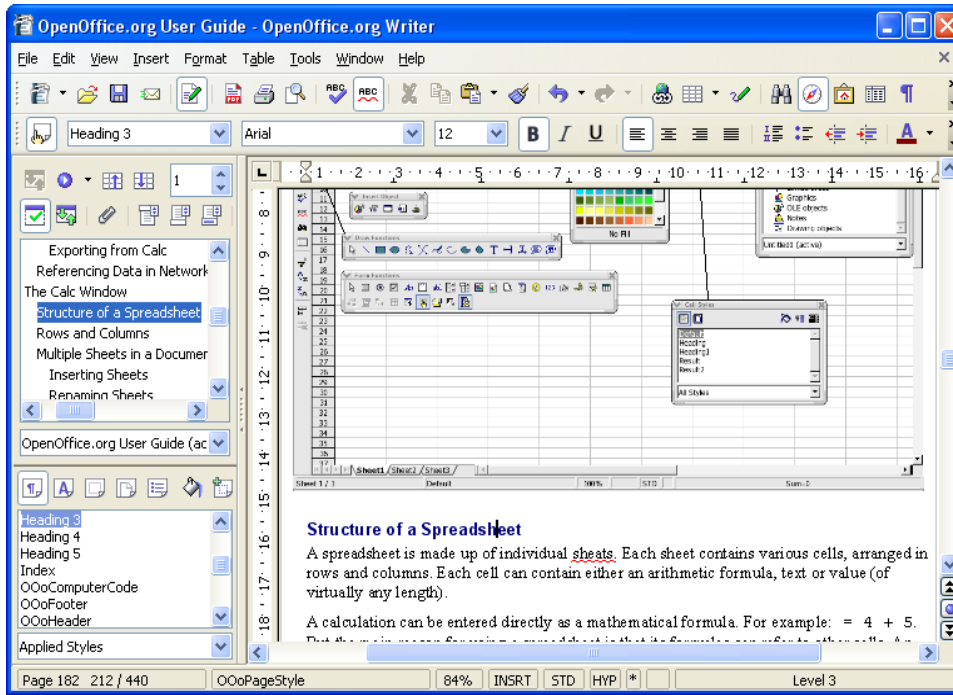
Impress is OpenOffice's presentation software. Whether you are creating a compelling slide show for educational or business use, for display on the screen, for printouts, or even the web, *Impress* has everything you need.

A complete range of views are supported: “drawing, outline, slides, notes, and handouts”. An optional, multi-pane view helps to put all the tools at your fingertips. “Master Pages” also simplify the task of preparing your materials.

Impress has a complete range of easy-to-use drawing and diagramming features to spice up your presentation. Choose from dozens of side transition

effects and even add video or audio files when needed. “Fontworks” provides stunning 2D and 3D images from text. Create lifelike 3D images with astounding speed and response. Rearrange the screen to suit your preferences and “park” your most commonly used drawing tools where you like for ready, single-click access. In addition to the native OpenDocument Format, presentations can be imported from or exported to MS-Powerpoint files or even saved as animated Macromedia Flash files.

Writer – for all your documents



Writer is OpenOffice's word processor. Use it for anything from writing a quick letter to producing an entire book with embedded illustrations, cross-references, tables of contents, indexes, and bibliographies.

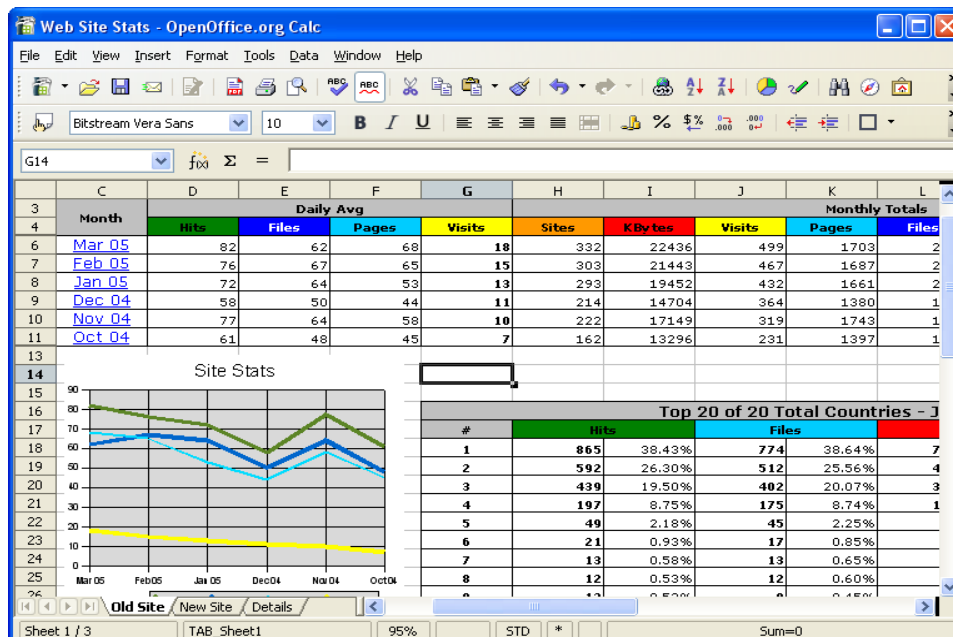
The "wizards" take all the hassle out of producing standard documents such as letters, faxes, agendas, minutes, or carrying out more complex tasks such as mail merges. Create your own templates, too.

Reduce typing effort with "AutoComplete", which suggests common words and phrases to complete what you are typing. Real-time spell checking and

hyphenation features keep your text looking good. "AutoFormat" takes care of the formatting as you write, leaving you free to concentrate on your message. Nested frames, tables, and columns give you the power to tackle desktop publishing tasks for documents such as newsletters or flyers, laid out exactly the way you want them to be. A simple paste function allows you to include spreadsheets or drawings in your text documents from other programs.

Of course, **Writer** is also MS-Word compatible and can even publish web content. With **Writer**, the only limit is your imagination.

Calc – the all-purpose spreadsheet



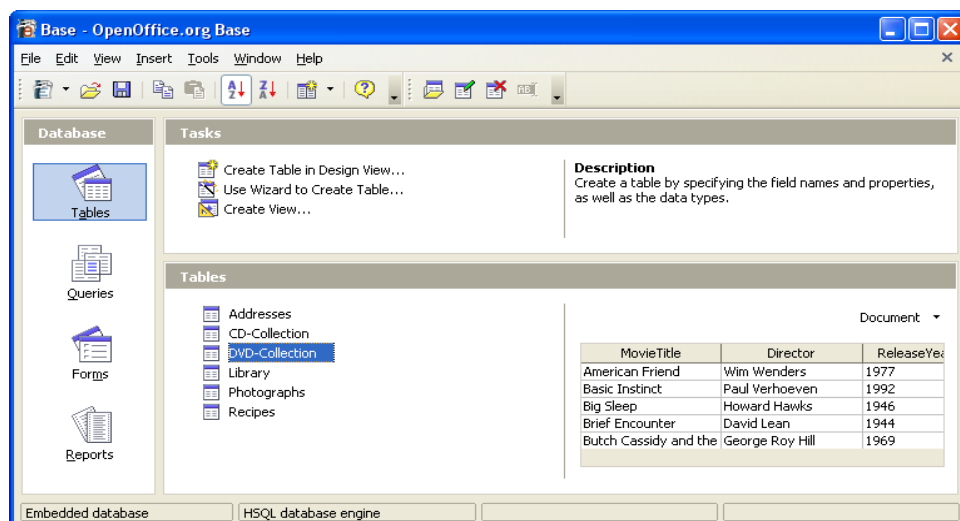
Use **Calc** to bring your numbers under control. This powerful, MS-Excel compatible spreadsheet has everything you need to calculate, analyze, summarize, and present your data in numerical reports or 2D/3D graphics.

Calc is the spreadsheet program you've always wanted. Newcomers find it intuitive and easy to learn; professional data miners and number crunchers will appreciate the comprehensive range of advanced functions. Advanced "DataPilot" technology makes it easy to pull in raw data from corporate databases; cross-tabulate,

summarize, and convert it into meaningful information. Natural language formulas let you create formulas using words (e.g. "sales - costs") and the fully-integrated help system makes entering complex formulas easier.

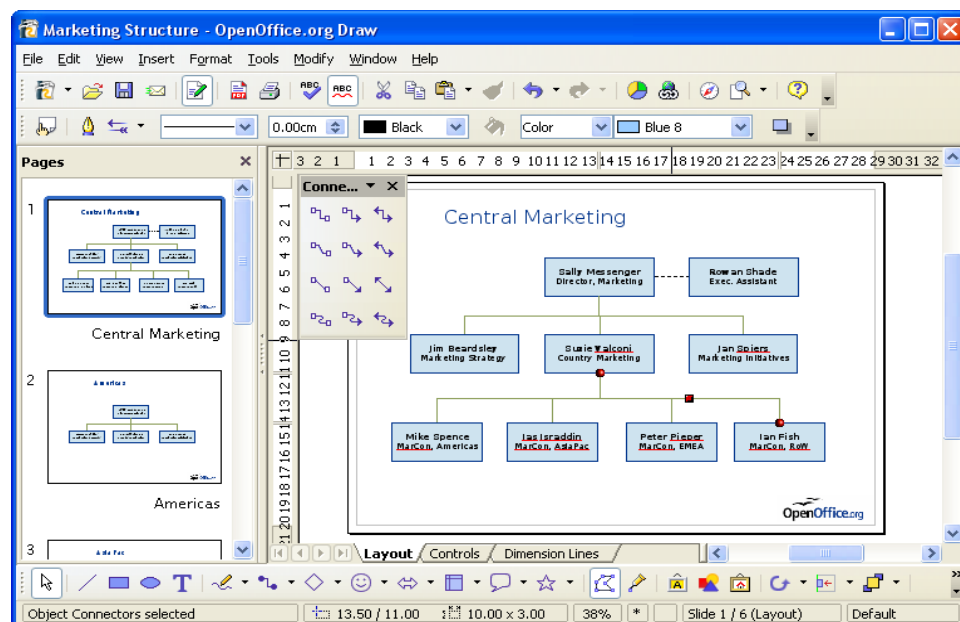
Sophisticated decision-making tools are just a few mouse clicks away. Pull in or key data and then sort it, filter it, and produce automatic subtotals for statistical analyses. "Styles" makes it easy to apply flexible cell formatting options, including freely rotating contents, templates, backgrounds, borders, and many more. Spreadsheets can be as large as 65,536 rows with 256 columns, a total of 16,777,216 cells!

Base – the flexible way to access databases



advanced users. **Base** includes a full version of the HSQL database engine, storing data in XML files. It can also access dBASE files natively for simple database work. For more advanced requirements, **Base** supports connecting to many popular databases (Adabas D, ADO, Microsoft Access, MySQL), or any database through industry-standard ODBC and JDBC drivers. It also supports any LDAP compliant address book, as well as common formats such as Microsoft Outlook, Microsoft Windows, and Mozilla.

Draw- the powerful vector graphics editor



Base enables you to manipulate database data seamlessly within OpenOffice. Create and modify tables, forms, queries, and reports. Insert, change, delete data; create, modify, drop databases, tables, indexes, and queries (including multi-table); sort, filter, and mail merge data; forms and reports.

Base has a variety of user interfaces: “Wizards” for beginners; spreadsheet-like “design views” for general users; and SQL for more

OpenOffice also contains **Draw**, a full-featured, 2D / 3D vector based graphics program. Create network diagrams, illustrations, organization charts, signs, cards, scalable clipart, floor plans, or even complex mechanical drawings.

Draw supports many of the powerful features of Corel Draw and Adobe Illustrator such as: multiple layers, bezier curves, complex fills, object extrusion, linkable objects, scaling, text art, bitmap tracing, auto distribution, and multi-page poster output.

“Dimension lines” automatically calculate and display linear dimensions as you draw. Use grids and guides to align your work. Manipulate objects, rotate in two or three dimensions; the “3D controller” puts spheres, rings, cubes, etc. at your disposal. Group, ungroup, regroup, break apart, and edit objects while grouped. Sophisticated rendering tools let you create photorealistic images with your own texture, lighting effects, transparency, or perspectives.

Use “Styles and Formatting” to put all your graphics styles at your finger tips and then “park” your most commonly used drawing tools around your screen, wherever you like, ready for single-click access. Use the picture “Gallery” for clipart; create your own art and add it to the Gallery which is quickly accessible from inside other OpenOffice programs.

Math- mathematical formulas, in a snap

Math is OpenOffice's component for mathematical equations. It is most commonly used as an equation editor for text documents, but it can also be used with other types of documents or even stand-alone. Finished equations are treated as objects when used inside other OpenOffice programs such as **Writer**, **Calc** and **Impress**.

Powerful and Flexible

Reasons to use OpenOffice

Tens of millions of users worldwide have adopted OpenOffice as their preferred office software. Private individuals, businesses, schools, and governments all appreciate the OpenOffice advantage:

- ✓ **Completely free:** No license fees to obtain, use, or upgrade... no matter how many users, no matter which platform. No registration, activation, hidden fees, or proof of purchase needed. Save hundreds of dollars for every user installation and spend nothing for future upgrades.
- ✓ **Everything included:** When you install OpenOffice, you have a full, working office suite. There are no restricted, trial, or stripped-down versions (that have functionality intentionally missing).
- ✓ **Multi-platform:** Run OpenOffice on every major platform and operating system for the ultimate in freedom, choice, and compatibility. Plus, run it on newer and older versions of popular operating systems, preventing you from having to update your OS just to run the latest OpenOffice.
- ✓ **Vendor neutrality:** OpenOffice is developed by a large community of programmers. There is no "one vendor" that can force unwanted changes or upgrades, or suddenly limit access to the software.
- ✓ **Future-proof formats:** OpenDocument support guarantees access to information for future generations. No more vendor "lock-in" or unexpected file incompatibilities with older documents.
- ✓ **Familiar interfaces:** There is no need to retrain users that are already familiar with other, legacy office software. Users are up and running quickly.
- ✓ **File compatibility:** Easy to migrate from other software packages. Share files with people using most any other software. Import or export documents in numerous formats.
- ✓ **Reliability:** OpenOffice is stable, mature, and reliable software.
- ✓ **Track record:** OpenOffice evolved from major projects dating to the mid 1980's.
- ✓ **Integrated programs:** Each part of OpenOffice looks the same and works the same, because underneath it is the same.
- ✓ **Open source:** The code for OpenOffice is completely open for anyone to look at or modify.
- ✓ **Reasonable hardware requirements:** Requires significantly less disk space, CPU, and memory than many other office suites.
- ✓ **Resistant to malware:** OpenOffice resists viruses and trojans spread in some documents. Plus, it has no "back doors", doesn't "phone home" to any vendor, and can't be remotely disabled or crippled.
- ✓ **Wide industry participation:** Some of the largest names in I.T. endorse, provide, use and/or support OpenOffice.
- ✓ **Extensive languages:** Spelling, hyphenation, and thesaurus dictionaries in over 65 languages and dialects. OpenOffice has more language options than any other office suite.
- ✓ **User/community driven:** Enhancements, software fixes, and release dates are community-driven. You can join the community and affect the course of the product you use.
- ✓ **Community and commercial support:** Use the vast, free Internet-driven support community or purchase commercial support and/or service contracts from well-known vendors.
- ✓ **Powerful features:** Not just a word processor, spreadsheet, and presentation creator; OpenOffice has database connectivity, time-saving macro features, flexible stylist, built-in help, impressive graphics editing, file encryption, mail-merging, html publishing, auto correction, document version tracking, automatic update notification, Email integration, and much, much more.

OpenOffice is OpenDocument compliant

- OpenOffice is the first office productivity suite to store documents, spreadsheets, presentations, drawings, etc. in OpenDocument format, the OASIS approved international standard for Office applications (ISO Standard)
- XML based, OpenDocument will enable you to exchange data freely with other compliant software packages - OASIS is sponsored by all the leading names in IT.

TWUUG- your local source for "open source"

The Tidewater Unix User's Group is a long-standing, local computer group that serves the area of Hampton Roads (south-eastern Virginia). More than just a group for Unix and Linux users, TWUUG is a strong supporter of all types of open source software. Although OpenOffice is a global project, rest assured that there are multitudes of OpenOffice users and supporters in Hampton Roads. Learn more about TWUUG by visiting us on the web at <http://www.twuug.org>

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"Open" is more than just part of our name. It is our whole philosophy.

File formats

Here are some of the many file formats that OpenOffice can open/import and/or save/export:

- OpenDocument Formats (ODT, ODS, ODG, ODP, etc)
- Non-ODF OpenOffice and StarOffice (SXW, SXC, SXD, SXI, SDW, SDC, SDD etc)
- Microsoft Office 95/ 97/ 2000/ XP/ 2003: MS-Word, MS-Excel, MS-PowerPoint (DOC, XLS, PPT)
- MS-Pocket Word (PSW), Pocket Excel (PXL)
- WordPerfect (WPD)
- HTML, XHTML
- Portable Document Format (PDF)
- Rich Text Format (RTF)
- LaTeX (TEX), BibTex (BIB)
- Plain Text (TXT)
- Shockwave Flash (SWF)
- Dbase (DBF)
- Data Interchange Format (DIF)
- SYLK (SLK)
- Comma Separated Values (CSV)
- Lotus 123 (WKS, WK2, 123)
- Postscript (PS), Encapsulated Postscript (EPS)
- Bitmap files: BMP, DXF, GIF, JPG, MET, PBM, PCD, PCT, PGM, PNG, PPM, PSD, PSX, PWP, RAS, SGF, SVM, TIF, TGA, XBM, XPM
- Vector files: EMF, SVG, SVM, WMF
- Audio/Video files: AIF, AU, AVI, CDA, MID, MP3, MPEG, QT, WAV, VIVO



Supported platforms

Microsoft Windows 98, ME, 2000(SP2+), XP, 2003, Vista



Apple MacOS 10.3 and higher (using X11)



Linux kernel 2.2.13 and higher



Sun Solaris 8 and higher



For more information or to download OpenOffice, visit: <http://www.openoffice.org>