OpenOffice.org™ 3

Getting Started Guide

Appendix B
Open Source, Open Standards, OpenDocument

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Acknowledgments

This Appendix includes material written by Richard Barnes and others for Chapter 1 of *Getting Started with OpenOffice.org 2.x*.

Publication date and software version

Published 15 November 2010. Based on OpenOffice.org 3.3.

Contents

Introduction

OpenOffice.org is both a product and an open-source project. If you are new to OOo, its open source development, and the community that produces and supports it, you should read this appendix.

A short history of OpenOffice.org

The OpenOffice.org project began when Sun Microsystems released the source code ("blueprints") for its StarOffice® software to the open source community on October 13, 2000. OpenOffice.org 1.0, the product, was released on April 30, 2002. On January 26, 2010, Oracle Corporation acquired Sun Microsystems.

Major updates to OpenOffice.org include version 2.0 in October 2005 and version 3.0 in October 2008. Since version 2.0, OpenOffice.org has supported the open standard OASIS OpenDocument as its default file format.

Read more about OpenOffice.org's history and organization at:
http://about.openoffice.org/

The OpenOffice.org community

OpenOffice.org's Mission Statement is:

> "To create, as a community, the leading international office suite that will run on all major platforms and provide access to all functionality and data through open-component based APIs and an XML-based file format."

The OpenOffice.org project is primarily sponsored by Oracle Corp, which is the primary contributor of code to the project. Our other major corporate contributors include Novell, RedHat, RedFlag CH2000, IBM, and Google. Additonally over 450,000 people from nearly every part of the globe have joined this project with the idea of creating the best possible office suite that all can use. This is the essence of an "open source" community!

With its free software licence and active Native Language Confederation, OpenOffice.org is a key player in the drive to eradicate digital exclusion and preserve minority languages threatened by being on the wrong side of the digital divide.

The OpenOffice.org community invites contributors. Whatever you do best, you can do it for OpenOffice.org. As well as software developers, the Community welcomes translators, artists, technical writers and editors, testers, people offering user support, sales and marketing people, lobbyists, donors… the list is long. The Community operates internationally in all time zones, linked by the internet.

How is OpenOffice.org licensed?

OpenOffice.org is distributed under the Open Source Initiative (OSI) approved Lesser General Public License (LGPL).

The LGPL can be viewed on the OOo website at:
http://www.openoffice.org/licenses/lgpl_license.html

For more general information on OOo's licensing, please refer to:
http://www.openoffice.org/license.html

What is "open source"?

The four essential rights of open-source software are embodied within the Free Software Foundation's *General Public License* (GPL):

- The right to use the software for any purpose.
- Freedom to redistribute the software for free or for a fee.
- Access to the complete source code of the program (that is, the "blueprints").
- The right to modify any part of the source, or use portions of it in other programs.

The basic idea behind open source is very simple: When programmers can read, redistribute, and modify the source code for a piece of software, the software evolves. People improve it, people adapt it, people fix bugs.

For more information on Free and Open Source software, visit these websites:

Open Source Initiative (OSI): http://www.opensource.org

Free Software Foundation (FSF): http://www.gnu.org

What are "open standards"?

An open standard provides a means of doing something that is independent of manufacturer or vendor, thus enabling competing software programs to freely use the same file formats. HTML, XML, and ODF are examples of open standards for documents.

An open standard meets the following requirements:

- It is well documented with the complete specification publically available, either free or at a nominal charge.
- It can be freely copied, distributed and used. The intellectual property of the standard is made irrevocably available on a royalty-free basis.
- It is standardized and maintained in an independent, open forum (also called "standards organization") using an open process.

What is OpenDocument?

OpenDocument (ODF) is an XML-based file format for office documents (text documents, spreadsheets, drawings, presentations and more), developed at OASIS (http://www.oasis-open.org/who/), an independent, international standards group.

Unlike other file formats, ODF is an open standard. It is publicly available, royalty-free, and without legal or other restrictions; therefore ODF files are not tied to a specific office suite and anybody can build a program that interprets these files. For this reason ODF is quickly becoming the preferred file format for government agencies, schools and other companies who prefer not to be too dependent on a particular software supplier.

OpenOffice.org by default saves documents in Open Document Format. OpenOffice.org 3 has adopted version 1.2 of the OpenDocument standard. OOo can also open and save many other file formats; see "File formats OOo can open" on page 7, "File formats OOo can save to" on page 9, and "Exporting to other formats" on page 10.

OpenDocument filename extensions

The most common filename extensions used for OpenDocument documents are:

> *.odt for word processing (text) documents

> *.ods for spreadsheets

> *.odp for presentations

> *.odb for databases

> *.odg for graphics (vector drawings)

> *.odf for formulas (mathematical equations)

Frequently asked questions

May I distribute OOo to anyone?	Yes.
How many computers may I install it on?	As many as you like.
May I sell it?	Yes.
May I use OpenOffice.org in a business?	Yes.
Is OpenOffice available in my language?	OpenOffice.org has been translated (localized) into over 40 languages, so your language probably is supported. Additionally, there are over 70 *spelling*, *hyphenation*, and *thesaurus* dictionaries available for languages, and dialects that do not have a localized program interface. The dictionaries are available from the OpenOffice.org website at: http://lingucomponent.openoffice.org/download_dictionary.html
How can you make it for free?	A large share of the development, and much of the support for the project, is currently supplied or sponsored by Oracle Corp. There are also many other people who work on OOo as volunteers.
What if I need technical support?	Read the section titled "How to get help" in Chapter 1 (Introducing OpenOffice.org).
Who owns the software?	The copyright is shared by Oracle Corp and all the volunteers who have contributed.
Does that mean that they can take away the software?	No. The licenses under which OOo is developed and distributed can never be revoked, so it cannot be taken away.
I am writing a software application. May I use programming code from OpenOffice.org in my program?	You may, within the parameters set in the LGPL. Read the license: http://www.openoffice.org/license.html

Why do I need Java to run OOo? Is it written in Java?	OpenOffice.org is not written in Java; it is written in the C++ language. Java is one of several languages that can be used to extend OOo. The Java JDK/JRE is only required for some features. The most notable one is the HSQLDB relational database engine.
	Note: Java is available at no cost. If you do not want to use Java, you can still use nearly all of the features of OOo.
How can I contribute to OpenOffice.org?	You can help with the development of OOo in many ways, and you do not need to be a programmer. To start, check out this webpage: http://www.openoffice.org/contributing.html
What's the catch?	There really is none; you can read the licenses here: http://www.openoffice.org/license.html

File formats OOo can open

OpenOffice.org can open a wide variety of file formats in addition to the OpenDocument formats.

Opening text documents

In addition to OpenDocument formats (.odt, .ott, .oth, and .odm), Writer 3 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 Word 2007 XML (.docx, .docm, .dotx, .dotm)
> Microsoft WinWord 5 (.doc)
> WordPerfect Document (.wpd)
> WPS 2000/Office 1.0 (.wps)
> Rich Text Format (.rtf)
> Text CSV (.csv and .txt)
> StarWriter formats (.sdw, .sgl, .vor)
> DocBook (.xml)
> Unified Office Format text (.uot, .uof)
> Ichitaro 8/9/10/11 (.jtd and .jtt)
> Hangul WP 97 (.hwp)
> T602 Document (.602, .txt)
> AportisDoc (Palm) (.pdb)
> Pocket Word (.psw)
> HTML Document (.htm, .html)

Most of these file types are automatically detected by OOo, so they can be opened without explicitly selecting the document type in the file picker.

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

Opening spreadsheets

In addition to OpenDocument formats (.ods and .ots), Calc 3 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)
Microsoft Excel 2007 XML (.xlsx, .xlsm, .xlts, .xltm)
Microsoft Excel 2007 binary (.xlsb)
Lotus 1-2-3 (.wk1, .wks, and .123)
Data Interchange Format (.dif)
Rich Text Format (.rtf)
Text CSV (.csv and .txt)
StarCalc formats (.sdc and .vor)
dBASE (.dbf)
SYLK (.slk)
Unified Office Format spreadsheet (.uos, .uof)
HTML Document (.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 3 can open the formats used by OOo 1.x (.sxi and .sti) and the following presentation formats:

Microsoft PowerPoint 97/2000/XP (.ppt and .pot)
Microsoft PowerPoint 2007 (.pptx, .pptm, .potx, .potm)
StarDraw and StarImpress (.sda, .sdd, .sdp, and .vor)
Unified Office Format presentation (.uop, .uof)
CGM – Computer Graphics Metafile (.cgm)
Portable Document Format (.pdf)

Opening graphic files

In addition to OpenDocument formats (.odg and .otg), Draw 3 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 (.odf) files, Math 3 can open the format used by OOo 1.x (.sxm), StarMath, (.smf), and MathML (.mml) files.

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

File formats OOo can save to

Saving in an OpenDocument format guarantees the correct rendering of the file when it is transferred to another person or when the file is re-opened with a later version of OpenOffice.org. It is strongly recommended that you use ODF as default file format. However, you can save files in other formats, if you wish.

Tip	When sharing a document that you do not expect or want the recipient to modify, the safest option is to convert the document to PDF. OpenOffice.org provides a very straightforward way to convert documents to PDF. See Chapter 10 (Printing, Exporting, and E-Mailing) in this book.

Saving text documents

In addition to OpenDocument formats (.odt and .ott), Writer 3 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)
> Unified Office Format text (.uot, .uof)
> HTML Document (OpenOffice.org Writer) (.html and .htm)
> DocBook (.xml)
> AportisDoc (Palm) (.pdb)
> Pocket Word (.psw)

Encryption support within the Microsoft Word 97/2000/XP filter allows password protected Microsoft Word documents to be saved.

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.

Saving spreadsheet files

In addition to OpenDocument formats (.ods and .ots), Calc 3 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)
Unified Office Format spreadsheet (.uos)
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.

Saving presentations

In addition to OpenDocument formats (.odp, .otp, and .odg), Impress 3 can save in these formats:

OpenOffice.org 1.x Presentation (.sxi)
OpenOffice.org 1.x Presentation Template (.sti)
Microsoft PowerPoint 97/2000/XP (.ppt)
Microsoft PowerPoint 97/2000/XP Template (.pot)
StarDraw, StarImpress (.sda, .sdd, and .vor)
Unified Office Format presentation (.uop)

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

Saving drawings

Draw 3 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, Draw can also 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), as HTML 4.0 Transitional
OpenOffice.org 1.0 HTML Template (.stw)
OpenOffice.org 2.x 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 to other formats

OOo uses the term "export" for some file operations involving a change of file type. If you cannot find what you want under **Save As**, look under **Export** as well.

OpenOffice.org can export files to XHTML. In addition, Draw and Impress can export to Adobe Flash (.swf) and a range of image formats.

To export to one of these formats, choose **File > Export**. On the Export dialog, specify a file name for the exported document, then select the required format in the *File format* list and click the **Export** button.