

The StarOffice™ 6.0 Suite

Product Guide

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You Have a Choice

In an era where new programs, computers, and services crop up every day, it's odd that there hasn't been much of a choice for the tool that you probably use more than anything else: your office suite. Your reports and documentation, office or home budgets, and presentations are all completed with the default office suite.

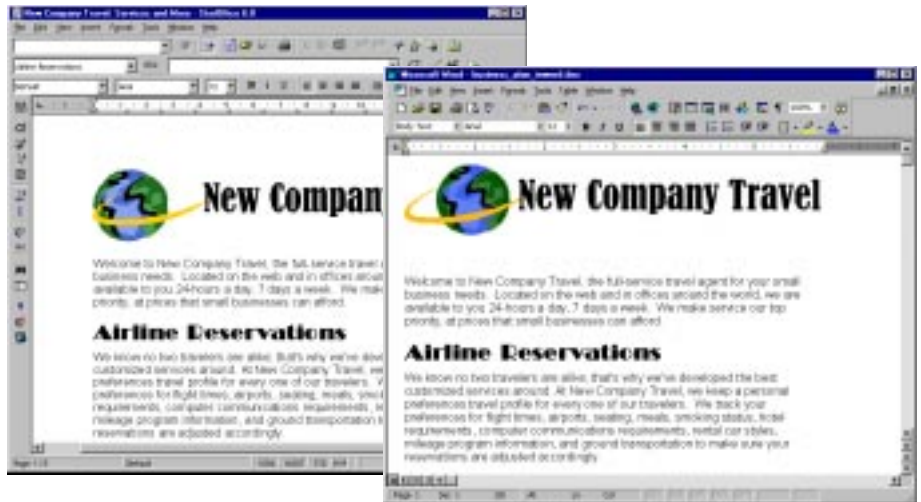
There were others, sure. But if you wanted something different, you risked compromising features; it was unlikely that anyone else could open the documents; and you might not find what you needed on the platform you use. Worse, it could be hard to learn, require massive migration to the new system, and generally cause a huge hassle.

Sun is actively investing in office productivity solutions. With the StarOffice™ application suite, Sun provides a real choice. There isn't a more full-featured, easy-to-use set of applications available, and StarOffice software is designed to make your life simpler. It's easy to own, since it's the most affordable office suite by far. It's open source and it runs on the Solaris™ Operating Environment, Linux, and Microsoft Windows, the same way on each platform. And that's just the beginning.

STAROFFICE MEANS COMPATIBILITY: YOU CAN OPEN ANY FILE

The StarOffice suite peacefully coexists with Microsoft Office; you can run them on the same computer, open Microsoft documents in StarOffice and edit them, and save them back in their original format again when you're done. Though after using StarOffice software, you just might find that you just don't need another office suite —or costly upgrades —any more. And compatibility with Microsoft formats is better than ever.

Moving beyond Microsoft, the StarOffice Open File dialog box lists 145 different formats. The StarOffice suite expertly opens and interprets files created by such diverse applications as Microsoft Word, WordStar, and AmiPro; Excel, Lotus 1-2-3, and PowerPoint; and all standard raster graphics formats, plus Adobe Photoshop and FrameMaker. There's even a conversion AutoPilot to help you quickly convert a batch of Microsoft files at once. You might never have to say "I can't open your file" again.



STAROFFICE MEANS VISION: BUILDING A BRIDGE TO THE FUTURE

Everywhere you turn these days, the talk is about wireless –the feature-rich, technologically advanced cell phones and PDAs being developed as well as those already on the market. The StarOffice suite is ready to work with these technologies utilizing the PalmPilot sync feature, which lets you synchronize your Palm OS-based PDA to your online address book.

Another significant technology that ushers in new possibilities is XML; there's a worldwide rush to implement this open technology. The StarOffice program's XML-based files embrace this approach, enabling you to be part of the XML revolution. XML formats are fully documented, encouraging its adoption as an industry standard.

The progressive technologies that the StarOffice application suite embraces don't stop there. You get a seamless path to the next generation of computing and wireless devices, the Sun™ ONE Webtop. You can integrate with emerging desktops like Linux and GNOME. The StarOffice code is open source, so it leverages the power of developers worldwide through OpenOffice.org, joining other successful open source projects, such as the Linux environment. The same open, progressive approach applies when you install StarOffice software; there's no forced registration, so your privacy is protected.

STAROFFICE MEANS SAVINGS: A FULLY SUPPORTED, LOW-COST ALTERNATIVE

StarOffice software costs about 86 percent less than Microsoft's office suite, without costly upgrades, and offers twice as many applications. You can find the StarOffice suite on Amazon.com or FatBrain.com; you can buy it at retail computer stores; you can even download it directly from Sun Microsystems at <http://www.sun.com/staroffice>. It takes just a few minutes to

install, since there's no complicated enforced system of registration. If you've got access to a computer right now, you could be trying out the StarOffice suite before your coffee gets cold.

STAROFFICE MEANS OPPORTUNITY: YOU'RE IN CHARGE

StarOffice doesn't burn your bridges, separating you from other systems; on the contrary, it builds bridges to new opportunities. Feeling stuck with your current proprietary system, in lockstep with whatever the vendors decide you're going to do? Welcome to a world of new opportunities. With the StarOffice application suite, it's easy to move to open, non-Microsoft Windows platforms, since StarOffice software runs seamlessly on Solaris and Linux platforms as well. You can do it immediately or transition more slowly, since StarOffice runs on Microsoft Windows and opens all your Microsoft files.



If you've been putting off transitioning because of the expense, you're free of that concern, as well. You can make the transition to better computing without prohibitive costs.

After a transition to the StarOffice suite, you'll be poised at the threshold of the next generation of computing, where open systems platforms and applications rule. You'll also be building transferable skills for that world; skills that won't be obsolete each time another upgrade comes along.

STAROFFICE MEANS CHOICE: USE THE PLATFORM YOU WANT

The StarOffice application suite doesn't just run on Microsoft Windows, and it certainly doesn't run differently on various platforms. You can use StarOffice software on the Solaris and Linux platforms, as well. And you can transfer documents among platforms with no impact on formatting.

STAROFFICE MEANS EASE OF USE: GETTING UP TO SPEED IN A SNAP

Software isn't much use if it takes forever to learn. Very few of us have unlimited time to learn how to use new software — we're too busy trying to get something done with it. The StarOffice team knows and appreciates that, which is why ease of use is built right into the product.

A great interface Thousands of hours of testing and focus groups go into how you see the StarOffice application suite, so that when you bring up your first document, the familiar conventions and clearly labeled options mean you can easily figure out how to get your work done.

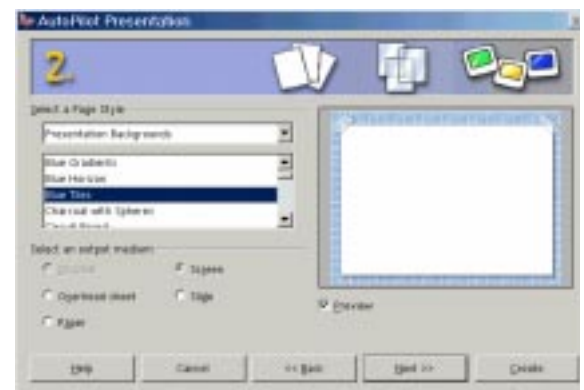
Multiple platforms, one look and feel It doesn't make a lot of sense to make an application work differently, just because it's on another platform. So StarOffice software works the same way, and StarOffice documents look the same, no matter what platform you're on.

Doing the same tasks the same way StarOffice is a unified office suite. This means many of its features, like inserting hyperlinked graphics and creating styles, are available across applications, and work the same way no matter where you're using them. Importing a spreadsheet into your annual report works the same way as adding it to your Web page, a presentation, or a drawing. Learn once, do it anywhere!



Working on AutoPilot When you're creating new documents, presentations, or Web pages, you can let the AutoPilot guide you through the process. Just give the AutoPilot the information it asks for, and it does the rest. In just a few seconds, you can have a fully formatted document, ready for your content.

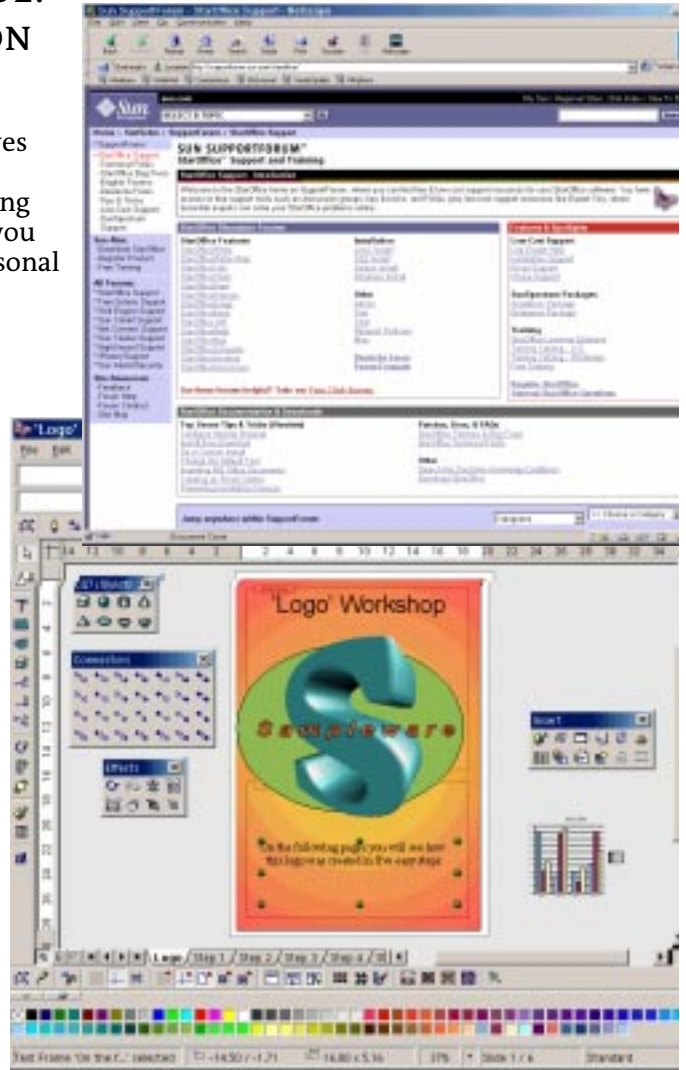
Guidance the way you want it If you're switching an entire office team over to the StarOffice application suite, or just want a more structured introduction to using it, you'll find a number of great resources. With StarOffice 6.0, the online help offers a much easier to use interface and thorough information on StarOffice software. In addition, training, support, and a variety of books are available from Sun Microsystems. From an online knowledge database to enterprise-level service, choose the high-quality support program that best suits your unique needs. Training programs accommodate different learning styles with a choice of Web-based courses; low-cost, instructor-led classroom training; customized on-site classes; and CD-ROM courseware.



STAROFFICE MEANS VALUE: NEVER COMPROMISING ON FEATURES

The StarOffice feature set leaves nothing to be desired. It's a mature product with everything you need to create whatever you need for professional and personal use.

- Dynamic, animated presentations
- Well formatted, attractive text documents; even business cards and labels
- Complex spreadsheets with charts and formulas
- High-quality graphics and drawings
- Sophisticated Web pages with advanced components
- Accessing and managing databases of the important information your business or home runs on



STAROFFICE MEANS PRODUCTIVITY: WORKING MORE EFFICIENTLY

Single-source: you've heard about it, but the StarOffice suite helps you achieve it. You can turn text documents into Web pages or presentations; change text documents, presentations, or spreadsheets into HTML; use a spreadsheet as a mail merge data source. A single presentation file becomes both handouts and speaker notes, and when you need multiple versions of the presentation, just create several custom documents based on the same file. Develop an animated GIF for your presentation page, then add it to other documents. Automatically generate a presentation based on a Writer document. If you've got the information in one form and need it in another, you'll usually be able to convert it, rather than retyping or cutting and pasting. The StarOffice applications work together to minimize unnecessary work and help you be as productive as possible.



STAROFFICE MEANS YOU HAVE A CHOICE

Low cost, ease of use, open source, no commitment to one company, no costly upgrades every time you turn around. No forced registration, so your privacy is protected It's StarOffice 6.0.

If you think a full-featured office suite for about a tenth of the cost of the others sounds interesting; an office suite with support, training, and the power of Sun Microsystems behind it, then we think you'll like the StarOffice application suite. A lot. Keep on reading; the next couple of pages gives you a five-minute overview of the most important StarOffice features. After that, read on for more detail about how you can get the maximum value out of StarOffice software.

The Five-Minute Guide to StarOffice

StarOffice is the open source, high-value office suite you've been waiting for. In this section, we've boiled down the basics, so you can quickly find out how to get going with StarOffice software, and what its various applications enable you to do.

To demonstrate how you can really benefit from using StarOffice software, we've included a variety of scenarios. These show how, in real-life situations under time pressure, budget limitations, and the usual unforeseen circumstances, the StarOffice application suite will help you get your work done. Not just everyday tasks; but also the things you always wanted to do, but didn't have the right tools.

STAROFFICE FEATURES: THE HIGHLIGHTS

Since StarOffice applications are designed to work together, many features apply to all of them, including XML file formats, Unicode support, and an open development APIs. In addition, standard features like text formatting as well as inserting a variety of images and other objects are available throughout the StarOffice applications.

STAROFFICE WRITER/WEB: POWERFUL DESKTOP PUBLISHING, HTML, AND MORE

Writer, the word processing tool, has what you need for simple letter writing or complex high-demand tasks. For example, it manages paragraph and page styles more intuitively, has better capabilities for creating multfile books, and lets you make calculations in tables, including spreadsheets. Setting up a form letter for mass mailing to contacts in a database is a simple drag-and-drop procedure. You can also print the letters, send them to a file for later printing, or send them directly through e-mail. And a handy clipart gallery can be easily inserted, without opening a separate art program.

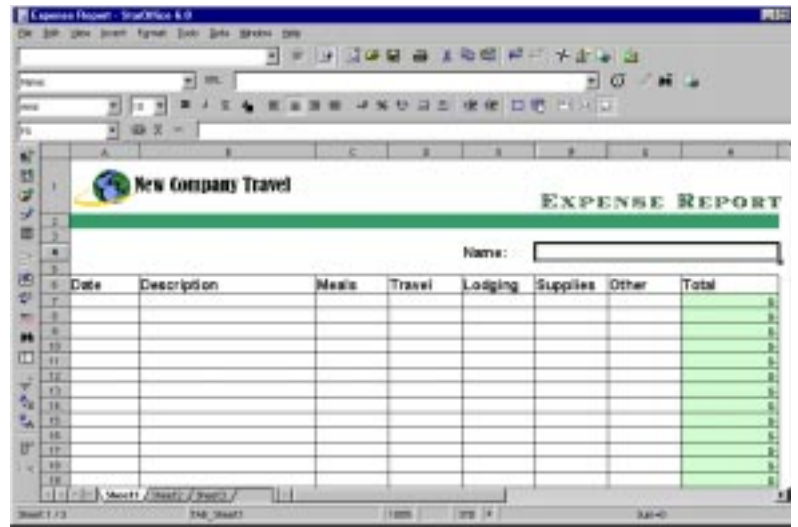
Sophisticated indexing functions help define bibliographical and index entries and keywords, as well as generate indexes and reference tables (such as a table of contents). Keeping track of different versions is a snap for Writer, as it is for all StarOffice applications. Flexible layout and design options make it a snap to create multicolumn newsletters and brochures. The StarOffice suite also has an AutoPilot that automatically converts all your Microsoft templates to StarOffice templates in one pass.

Publishing your own home page or updating intranet pages is as simple as writing a document. Even if you don't know HTML, you can create sophisticated Web pages with hyperlinks from text or graphics, plus icons, scrolling marquees, and image maps. Save a Writer document as a Web page or start over with one of the many existing Web page layouts. Hyperlink capabilities, such as linking a graphic to a URL or file, opening a new StarOffice file, or going to a newsgroup, are available throughout the StarOffice suite.



STAROFFICE CALC: COMPREHENSIVE AND HIGHLY PROGRAMMABLE SPREADSHEET

The StarOffice Calc application offers more functions than a standard spreadsheet program, enabling you to analyze figures, create lists, and handle Euro conversions with ease and accuracy. An advanced, intuitive scenario manager helps analyze and filter your data according to various factors, creating if/then situations that help you make the best decision. Several advanced layout functions simplify the task of presenting your data. And for the finishing touch, create impressive 3-D charts with only a few mouse clicks. Importing and exporting Microsoft Excel spreadsheets is a snap with the import AutoPilot, and a simple delimited text file is all you need to move data from any other source into (or out of) Calc.



STAROFFICE BASE: CONNECT TO A WORLD OF DATABASES

A powerful data management tool, StarOffice Base enables you to manage access to existing databases with ease. It is your intermediary for connections between StarOffice documents and the databases you want them to access. Whether it's a StarOffice Calc spreadsheet, dBase, JDBC, ODBC3, or other database, Base helps get the information into your documents. And picking the fields you want is as easy as double-clicking. A fully populated bibliography database, and an address book AutoPilot for connecting to your existing address book, are also included.

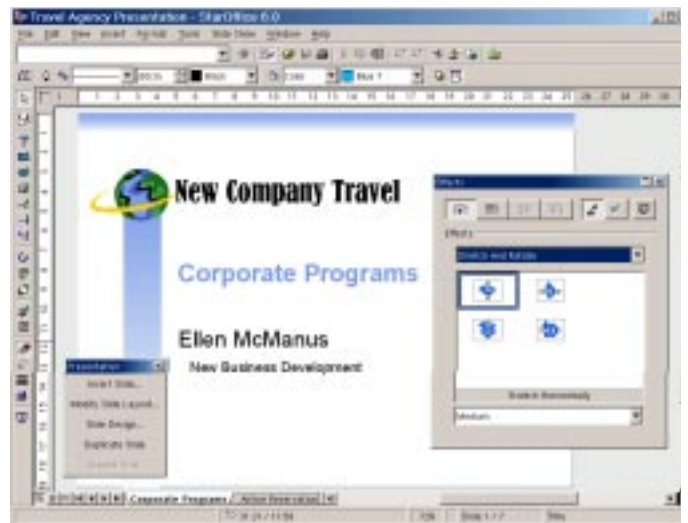


STAROFFICE IMPRESS: BRING YOUR MESSAGE TO LIFE

The StarOffice Impress application enables you to quickly create impressive presentations, either from scratch or by importing existing Microsoft PowerPoint presentations. Special effects and vector graphics tools from Draw (read more about Draw next) enable you to create stunning animations and text effects with sounds. A wide array of templates and layouts, plus an intuitive AutoPilot, make it fast and easy to create presentations.

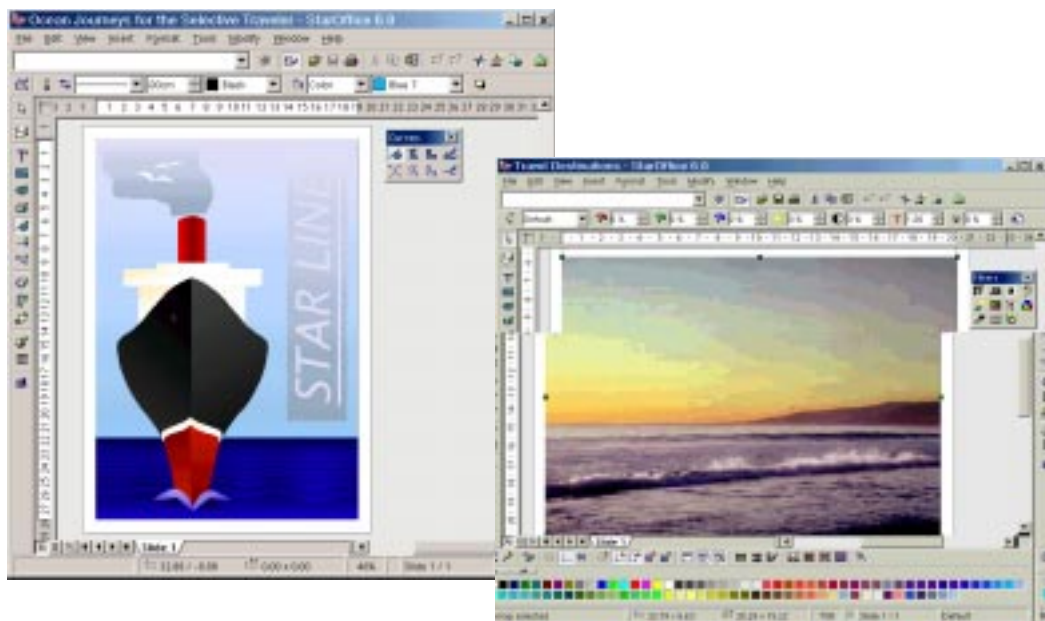
The powerful style creation features let you define exactly how you want the text and objects to appear, and to apply that formatting quickly. Multiple views, such as Handouts and Speaker Notes, enable you to create multiple types of output for a presentation, while the custom slideshow feature lets you pick and choose slides from the main file to create different presentations for different audiences. Just put your content in Impress and use it any way you want.

To go on the road with your presentation, just use the Pack feature to compress it onto a few diskettes, and load the small-footprint Impress viewer on your laptop. StarOffice Player lets you read StarOffice Impress and Microsoft Office presentations without having to load the full StarOffice program. Using StarOffice Player is a great way to share your presentations with others over the Web and in remote locations, even with those who have not yet converted to the StarOffice suite.



STAROFFICE DRAW: SOPHISTICATED TOOLS FOR PROFESSIONAL-LOOKING GRAPHICS

The StarOffice Draw vector-based drawing application sports some of the best drawing tools available in an office suite. Beyond the standard drawing features, Draw includes capabilities like 3-D shapes and an astounding array of texture and light modifications, Bézier curves, and precise manipulation tools. Included in Draw and all other StarOffice applications is FontWork, which lets you curve and otherwise manipulate text as easily as graphics. And any shape, whether 3-D vector or 2-D raster, can be combined or merged with others in a variety of ways.



Draw also includes raster graphics tools, for graphics made up of individual pixels such as scanned photos. The Eyedropper lets you change any color throughout the graphic; the filters allows you to apply a variety of effects such as Pop Art and Relief, and StarOffice software's amazing file support enables you to export your drawings to just about any graphics format you want.

StarOffice In Depth: Getting to Know Each Application

If you're reading this, you've probably recognized that the StarOffice application suite can make your life a lot easier. In this section, you'll learn how StarOffice software does those things that you've come to expect and depend on, like expert formatting and an array of spreadsheet functions. You'll also find that it provides the extras, like the ability to curve text or create special effects for a presentation, that put the finishing touches on your work. As well as some features you might not be using now that can definitely make life easier.

STAROFFICE: THE HIGHLIGHTS

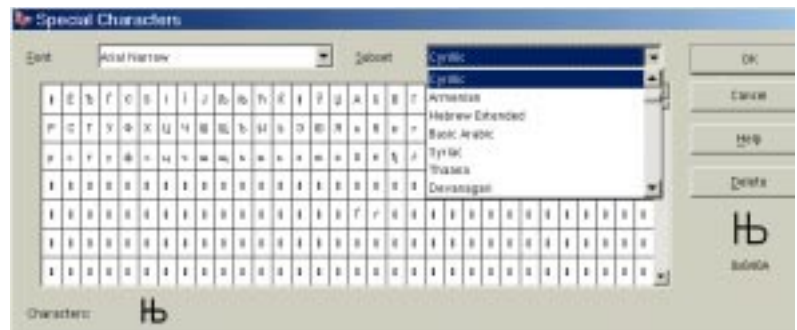
Since StarOffice applications are designed to work together, many features apply to all of them. Here are a few of the key factors that can enhance all of the documents you'll create. In addition, many of the standard features you'll read about in Writer, such as a full array of text formatting features and image handling functions, are available throughout the StarOffice application suite.

XML File Formats

All of the applications you're going to read about use file formats that are based on the eXtensible Markup Language (XML). This means that instead of the older binary-based files, all the information you put in the file, from the actual content to how it's formatted or calculated, is stored in the XML format. Because XML is an open standard, no one company owns it or can prevent other applications from opening files that are stored in it. It also means that your file sizes will shrink dramatically, compared to previous versions of the StarOffice application suite or current Microsoft Office documents. File sizes vary according to the objects and formatting they contain, but a 50-page document in StarOffice Writer, with plenty of text formatting, can easily be under 80 Kbytes.

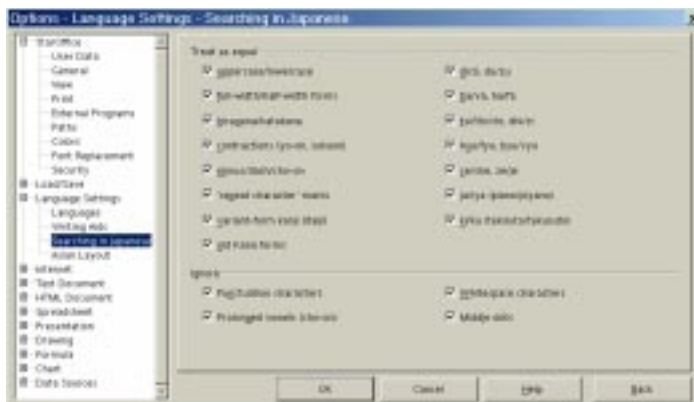
Unicode

StarOffice software doesn't just build bridges between different technologies and systems, but among different language and alphabet systems, as well. The same open, inclusive approach means



the StarOffice application suite is a truly international product, letting people who speak different languages communicate. StarOffice 6.0 supports the Unicode Character standard, which covers the principal written languages of the world. This means that you can easily create documents that contain characters from different scripts, such as Western and Cyrillic.

Asian Language Support



If you want to write using the Japanese, Chinese traditional, Chinese simplified, or Korean languages, the StarOffice application suite makes it easy. The supporting features include the “double line in one line” option, which lets you insert Western text in Asian character-based documents. There are additional case options: upper, lower, full width, and half width, with additional options for the Japanese languages Katagana and Hiragana. A “sounds like” option for the search and replace feature lets you differentiate among various syllables in Katakana and Hiragana, as well as ignoring special characters.

Whether you're using an Asian language or just want additional layout options, you'll find the extra text options extremely useful. Within text boxes and callouts, you can turn the text line so that it's vertical. You can also rotate the characters themselves, up to 270 degrees.

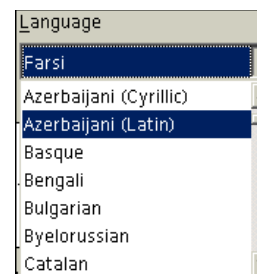
You can also add Ruby text, which is explanatory text above the original text, to explain unusual Japanese words or additional explanations. Automatic detection helps you find the right Ruby expression more easily.





Support for Multiple Languages

You may choose the language you want installed from a list of ten languages that includes Korean, German, and Italian. And regardless of the language you pick, a wide array of international standards are available, such as special characters like accents and cedillas, and multiple paper and envelope sizes. Going international, StarOffice software also supports the appropriate sort order for all StarOffice 6.0 locales. Three different calendars are now supported to specify the date in a specific format: besides the Gregorian calendar, the Japanese Gengou and Korean ROC calendars may also be used. To specify a number format for a specific locale, you can take your choice of more than 90 languages.



Open Development Environment

For developers who want to write new programs that interact with StarOffice software, the StarOffice API now fully supports C++ and Java programming languages. Most other programming and scripting languages can be linked to the StarOffice API.

The new API is fully component-orientated, so developers can create substitute components, encapsulate the components, embed StarOffice software in their existing workflow systems, or extend StarOffice software with new components. This means that any specialized, vertical applications you need can easily be incorporated into the StarOffice application suite, so you can leverage its power and out-of-the-box features, but still customize it and take advantage of specialized applications for your industry.

Developers can use the new API to create various graphical user interfaces (GUIs) —for instance, a simplified GUI for children, or adults who need to perform a limited number of tasks. A development kit (http://udk.openoffice.org/udk_package.html) contains all needed tools.

AutoPilot for Automatic Connection to Your Address Book

If you're currently using an address book for email or other purposes, you can easily integrate it for use with StarOffice documents like automatic mail merges. Whether the address book is Outlook, Netscape, or LDAP, the StarOffice AutoPilot lets you set it up in seconds.



STAROFFICE WRITER/WEB

Writer is everything you need in a word processing, desktop publishing program. It provides an array of sample documents and templates. An easy-access toolbar helps you get started quickly. And powerful formatting tools enable the creation of complex books, brochures, and other documents. Because Writer is also HTML-enabled, you also have all these features in StarOffice Web, the HTML flip side of Writer. Whatever you can do in one, you can do in the other, whether it's creating hyperlinks or formatting tables. Which application you use depends on where the file will end up: on paper or the Web. If the answer's both, it's easy to switch from one format to the other.

The main types of features you'll find in StarOffice Writer /Web are:

StarOffice Writer

- Basic file creation
- Conversion to and from other formats
- TextFormatting
- Page layout
- Easy graphics adding and editing
- Adding objects to documents
- Features for books and longer documents
- Version control and editing tools

- Mailing
- Printing

StarOffice Web

- File creation
- Hyperlinks
- Advanced features

Word Processing Features

The wide range of features you'll read about on the following pages are available regardless of whether the underlying document is in the Writer format or the Web (HTML) format. Let's look at some of the features that you'll need for dynamic, well designed Web pages.

Basic File Creation and Development

Getting started with text documents Starting a new text document is simple —just choose whether you want to create it from scratch, use one of the powerful StarOffice templates, or ask AutoPilot to guide you. The standard Writer text document AutoPilot lets you choose from several letter, fax, agenda, or memo styles; another AutoPilot for Web pages gives you a choice of layouts and color themes from elegant to wild.

Autocorrection As you start typing, you might find that misspelled words change to the right spelling, capitalization corrects itself, and “1/2” turns to . This is the AutoCorrect/AutoFormat feature, and it takes care of some of the “grunt work” for you. You can tailor the corrections to just what you need, removing some or adding others —or turn it off completely.

Autotext Do you have a lot of “canned text,” like copyright statements or specially formatted company letterheads, that you need to use frequently? In Writer, you don't have to retype and format these repetitive items, or copy and paste them from another document. Just set up the text once as an autotext entry, and you can add it instantly to any document — formatted exactly the same as the original text. Before you create your own, browse through the templates that are included with the StarOffice application suite, as well.

Navigator Your other main assistant in the StarOffice application suite is the Navigator, which helps you move quickly around within a document and between documents. Navigator is one of the most useful tools in StarOffice, since it's not only for navigation, but also helps you keep track of particular types of elements like tables and sections. It can help organize your document by showing you the top-level view and allowing you to drag components around within the document and from other documents. Just press F5 to see this helpful tool.

Conversion to and From Other Formats

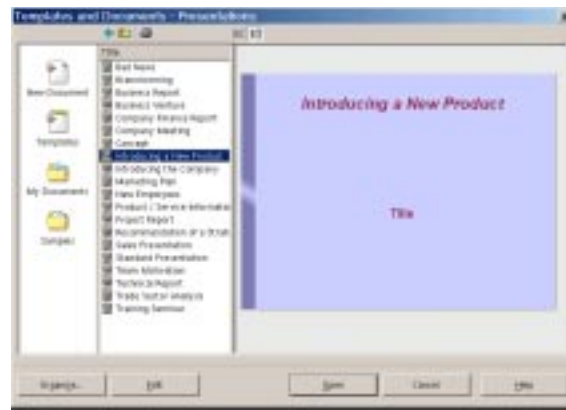
Opening, editing, and resaving a Microsoft document To open an existing document in a different format, such as Microsoft Word, just choose File > Open and point to the document you want. The StarOffice filters bring the document straight in, without changing its formatting.

Converting a batch of Microsoft documents to StarOffice format If you want to convert all your Word, Excel, or PowerPoint documents to StarOffice format, just use the Document Converter AutoPilot to handle them all at once. And if you need the documents in Microsoft format again, choose File > Save As and pick the file format you want.

Converting to other formats If you need to put StarOffice Writer documents in other formats for editing or distribution, nothing could be easier.

- For HTML, choose the Save as command. Or automatically create multiple HTML files by telling your StarOffice software to create a different format every time it finds a particular paragraph style. (You'll learn more about those later.)
- It's a snap to convert Writer documents to create Impress presentations from them. Choose File > Send and use Outline to Presentation or AutoAbstract to Presentation. Apply the appropriate layout and add any necessary content, and your presentation is done. The Impress presentations can be easily saved in PowerPoint format.
- Printing to Postscript, the format you'll need for professional printing or to create Adobe PDF files, is simple. Print to a file and add the .ps file extension.
- E-mail documents by choosing File > Send > Document as E-mail and enter the e-mail addresses. When you choose to send a document as e-mail, the StarOffice application suite connects to your e-mail program, such as Netscape Communicator as shown here, and creates a new e-mail with the document attached.



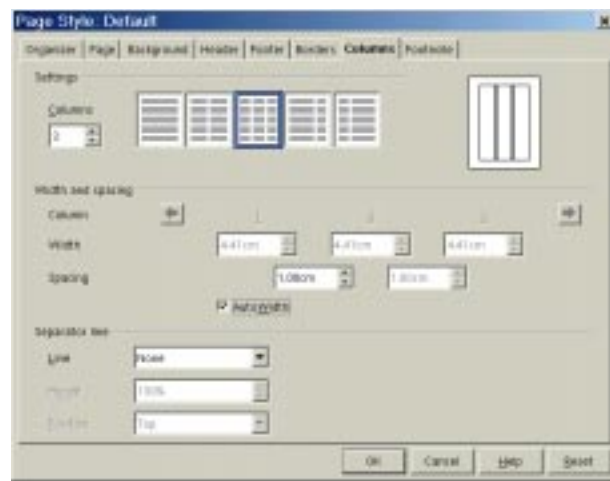


If the styles you want aren't in your document now, you can find the template containing them and apply it. Or import styles from that template into your document's template. All the options you need are available to customize StarOffice software to fit your needs.

Page Layout

The StarOffice application suite enables you to go beyond the standard American portrait-oriented, letter-size paper. It supports international paper sizes such as C4, multiple envelope sizes, and allows you to precisely position body text, headers, and footers. Multiple columns are supported as well, including three-column pages and asymmetrical two-column pages. You can use colors or graphics as the background for a more dramatic effect, and add borders or shadows around the text body for emphasis.

Page styles You can save any group of page settings as a page style, just like character or paragraph styles. Select margins, colors, paper size, and other settings, then save the group under the page style name you choose. Apply the page style to other documents, instead of laboriously applying all those settings again. Page styles, as with other styles, can be applied to and saved in a template.



Frames This is a particularly useful feature for brochures, newsletters, or other documents with a variety of text presentation styles. A frame is a box you can insert anywhere in a document so the main text flows around it. Inside the frame, you can put text, objects, or anything else you like —simply treat it like normal text. Use the Insert toolbar menu, or choose Insert > Frame, and tell StarOffice software what the frame should look like. Many of the same options as page layout are available, such as colors and columns, plus options for graphics you insert, including how the text flows around it. Frames are especially useful when creating columns of text for newspaper layouts that should flow from one page to another. StarOffice software frames can even be linked or connected to each other, so when you add more text to the frame on the first page, the text automatically flows to the frame on the next page.

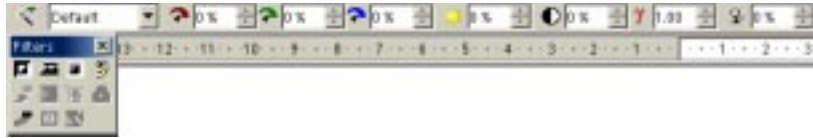
Frames let you insert differently formatted flows into any part of your document.

Sections A section is a powerful tool for single sourcing or just greater layout and content control. You can hide parts of your document, protect them from edits, or display another file in your document. You can also use sections to give parts of your document varying properties, such as a different number of columns or a colored background. Consider a report you need to deliver to your manager and the people you supervise. Information that your employees shouldn't know (or, conversely, that you need to keep from your manager!) can be hidden, so you can keep the same source file and deliver it different ways. Select the text you want (or to make a section of imported text, simply position your cursor) and choose Insert > Section. Hide the section based on a condition, or hide it, period. You can even specify the number of columns for that section. And when you distribute the document, you can password-protect sections, even assigning a different password to every section, so only authorized people can change the text.

Sections are also a very powerful tool for combining files. When you create a section that's an imported file, changes you make in the original file are reflected in that section of your document, too. You could make one document by combining others that you already have, instead of copying and pasting. If the information in those documents is updated frequently, you'll never have to make changes —just update your document and you'll instantly have the latest information.

Brochure layout Additional support for single-source documents, as well as excellent layout capabilities, is available with the Brochure printing option. This turns your document, shrinks it, and prints the right pages so you can easily produce double-sided brochures of any documents. All you need to do is click Print and mark Brochure. You can do this with Web, Draw, and Impress documents, as well.

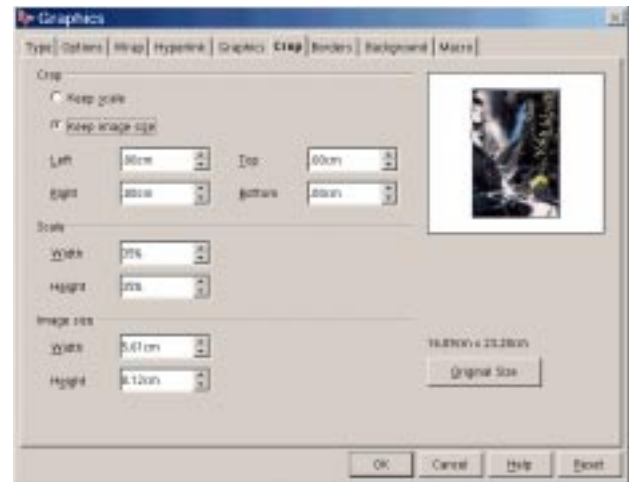
Easy Graphics Adding and Editing



Here's another way the StarOffice application suite makes it easy for you to do things quick and simply.

Scanning or adding a picture If all you need to do is scan in a picture or two and tweak them in your Writer document, it's as simple as choosing Insert > Graphics > Scan. Or if you already have the electronic version and you need to adjust the picture a bit —lighter, darker, remove someone from the picture —that's easy, too. Select the picture and Writer pops up the picture editing menu. Pick the tools you need and make your changes.

1. **Adding effects** You can use the extensive graphics settings window to specify options such as how you want text to wrap around a graphic, whether readers clicking on it will find a hyperlink to another file or URL, and add a border or background. Other graphics effects worth noting include Wrap Contour, which eliminates the white space around an image in GIF files, and Wrap Edit Contour which lets you modify the outer lines of a graphic. To access



these and many other graphics tools in the Graphics window, the Type, Options, Wrap, Hyperlink, Graphics, Crop, Borders, Background, and Macros tabs give you a wide variety of quick layout and editing options for modifying your graphics within Writer and other documents. You don't need to switch to Draw; just make your changes in the document you're working in.

Drawing in Writer It's also easy to add drawings to Writer, just by choosing to show the Draw toolbar. Then you're free to add shapes, lines, and text boxes, and format them any way you want.

Adding Objects and files to Documents

There isn't much you can't insert into a StarOffice document, whether you're using Writer or the other applications.

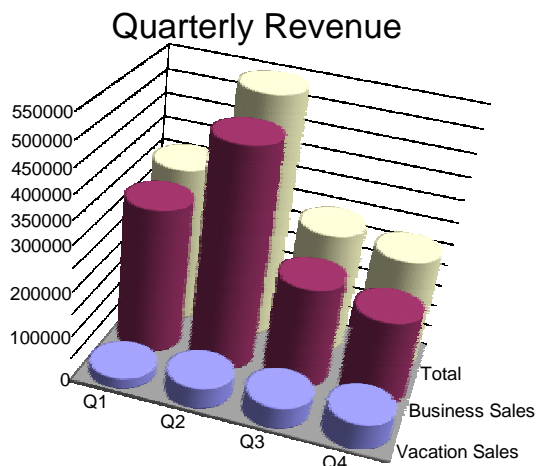
Plain graphics As you learned in the previous section, you can insert graphics from a file, or scan them directly into the document from your. The StarOffice application suite supports more than 100 graphics formats.

Other text files Insert any text-based file, including Writer, HTML, ASCII, or Microsoft Word, straight into your Writer document without having to cut and paste. The file is completely editable, but still contains its own formatting; it doesn't take on the styles in your document unless you apply them.

Formulas and charts They're not just for spreadsheets. Create complex formulas like this well-known one: $E = mc^2$ Illustrate data visually by adding formulas and charts to your documents. Tables in StarOffice Writer easily provide mathematical functionality, automatically converting a tool bar so you can add, subtract, and perform basic math without having to pull out your calculator or switch over to a spreadsheet application. And any table in your Writer document can be used as the basis for a chart, including this table and corresponding illustration. For any table, just select it and choose Insert > Object > Chart, and StarOffice Writer creates a chart automatically —all you need to do is choose the chart format, such as the bar chart shown, pie graph, or many others.

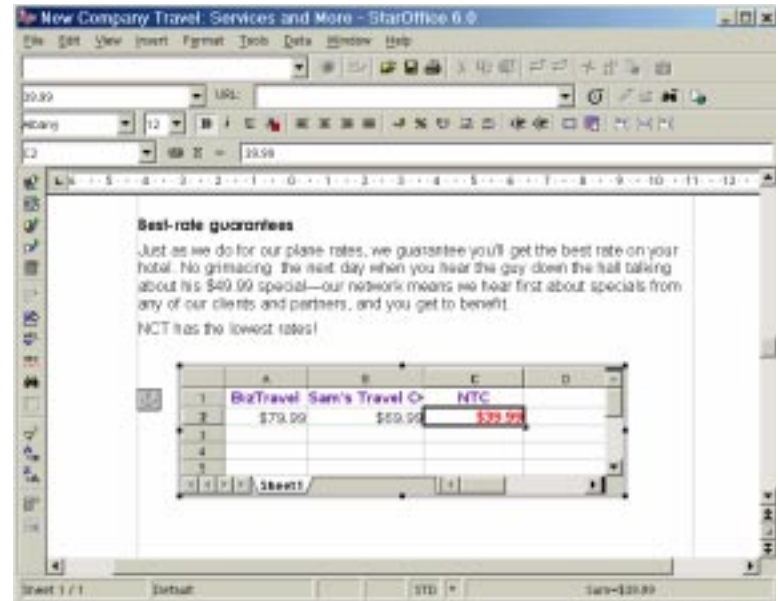
Sales Figures, Fiscal Year 2002

Quarter	Vacation Sales	Business Sales	Total
Q1	\$25,025	\$325,990	\$351,015
Q2	\$47,800	\$490,022	\$537,822
Q3	\$49,250	\$230,700	\$279,950
Q4	\$59,100	\$199,440	\$258,540



OLE objects

When you add object linking and embedding (OLE) to your document, the object is still “alive” — you can edit it just as you would in its original source. OLE object functionality allows you to insert spreadsheets, presentations, drawings, formulas, and charts that exist as separate documents. You can insert an existing object, or create a new one on the spot, in your Writer document. And it doesn't even have to be a StarOffice object —for instance, you can insert an Excel spreadsheet, too. When you insert the object and click on it, you get all the right icons and toolbars to work with the type of object you've inserted. If you insert a spreadsheet, you get the Calc toolbars, and so on.



In StarOffice 6.0, OLE formatting is enhanced. This means you can convert an imported object as an OLE object and then modify it.

Tables StarOffice tables are powerful and easy to manage. You can arrange data in tables and control a variety of aspects: not only rows and columns but also relative or absolute spacing, borders, and headers. You can take advantage of one of the many autoformats for your heading, background, and text formatting. All StarOffice Writer table autoformats are the same formats provided in StarOffice Calc, so you can maintain the same look across all your documents. Tables in Writer also provide the ability to perform mathematical functions directly in your table, such as sum, multiplication, adding, and more.



Object captions After you have a few graphics or OLE objects, it's convenient to add captions to them. This enables you to include explanations or quickly create a table of contents of all items with captions. Select the object and right-click, choose Caption, then enter the title and how you want the caption numbered.



Drawing A Proposed Logo

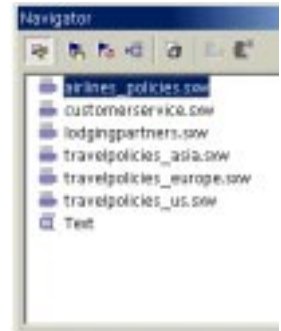
Features for Books and Longer Documents

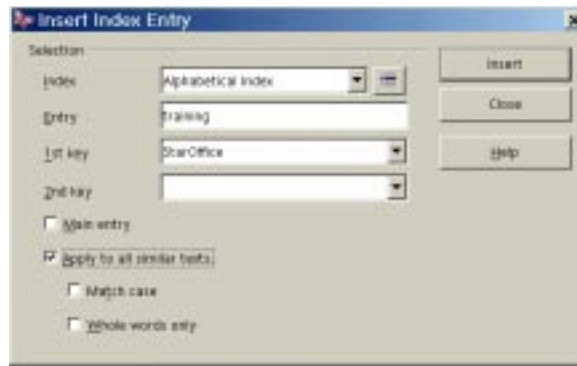
The StarOffice application suite manages the challenges and special requirements of long documents extremely well. When you have a long document, like a thousand-page manual or a 500-page training course, it's no longer practical to put all the information in a single document. One document with 20 chapters is much more unwieldy than 20 files, each containing one chapter. (Especially if you're on a team of writers, each assigned to work on several sections.) StarOffice software provides tools for seamlessly managing multiple files that belong to the same product.

Master documents These allow you to manage and link several files from one parent document where you can control unified formatting, a single table of contents, or indexes. This is especially powerful when creating long documents, such as books or business proposals, with several separate chapters from different authors. It's simple to create a master document —choose File > New > Master document. In the new file, you'll see a window with an insert button, which you can use to add all the files you want in the order you need them, or reorder them later. Whenever the imported source files change, the master document reflects the changes.

Tables of contents and indexes Most larger documents provide additional help for readers to navigate, such as a table of contents, table of figures or other items, index, or even a bibliography. You can make all of those with the StarOffice application suite.

- **Table of contents:** Choose to insert a table of contents, and specify how many headings down you want to go. For a short table of contents, pick Heading1 as the lowest; for a detailed table of contents; choose Heading3 or Heading4. The table of contents is created from the heading styles.
- **Table of figures or other items:** All tables, and anything you've added a caption to, can be listed in a table of figures. Then simply use the indexing tool to create a List of Tables, or a Table of Objects.
- **Indexes:** Create index entries using the index entry tool. While making the entry, you can choose to mark all other similar occurrences in the same way. This is an incredible time-saving feature; for instance, if you wanted to make sure that all occurrences of “StarOffice Writer” in a document had a corresponding index entry, you'd only need to do one index entry, and mark the “Apply to all similar texts” option.





- **Bibliography:** As with the other items, add your bibliography entries (Insert > Indexes > Bibliography Entry), then run the bibliography. You can store your entries in the StarOffice bibliography database (choose Tools > Bibliography Database) or in a separate document. When you make the bibliography entry, just specify where the entry is, and it will be inserted.

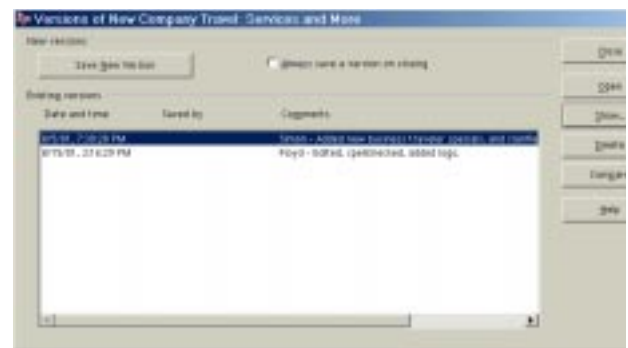
Cross-references These are vital to delivering solid information and avoiding unnecessary repetition. In a book on cooking, for example, you might frequently refer to a basic food preparation method found on page 25. You can easily insert cross-references to text and pages. Just insert the marker next to the item you want to refer to (the food preparation method), then create a cross-reference to that marker where you want to refer to it.

Selecting non-consecutive text The StarOffice application suite has one particular feature that is rather unusual: the ability to select non-consecutive characters and paragraphs and apply formatting to them. Try it: select a paragraph, then hold down Ctrl and select another.

Version Control and Editing Tools

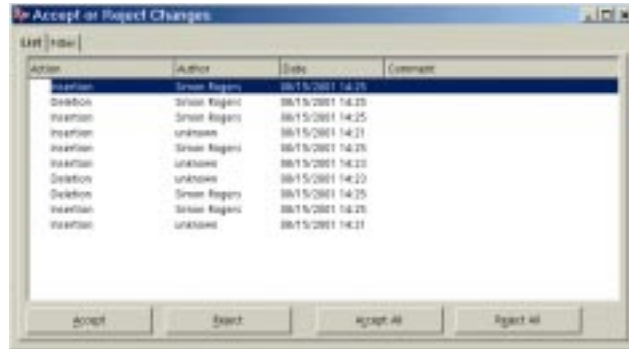
These tools offer further support for creation of long, complex documents or anything you're working on over a period of time. Whether you want to maintain source code control in each version of a document, or to easily distribute documents for review, the StarOffice application suite provides the tools.

Tracking multiple versions Say you've written a document on how to set up a TV and VCR, but you've just received notice that step 3 of your document isn't needed anymore. It took you three days to write that step, and you're nervous about deleting it. The solution is to remove it, then save your current document as a new version. It's easy to do — choose File > Versions and click Save New Version. All of the



versions are tracked, and if you need to go back to the original version, you can do that just as easily.

Comparing versions If the VCR instructions grow to 100 pages and you have several versions, or if multiple people have been working on the document, you may discover that you're no longer sure which one to use. The compare tool makes it easy to find the differences between any documents, so you'll know which one has the information you need to deliver. Open one document version, then choose File > Versions and select a version you want to compare it to. Click Compare. You'll soon see all the differences highlighted and listed in the Accept/Reject window.



Reviewers' changes Getting feedback on a document from editors or subject experts is always a challenge. And while StarOffice Writer can't make people write back to you, it does provide excellent tools for reviewers and authors. The author just chooses Send > As E-mail and enters the reviewers' e-mail addresses, then clicks Send. Reviewers can easily make changes to the document using change bars (which simply highlight any change in content or formatting) and using the record changes feature to record and list changes or additions they make.

Accepting or rejecting changes The author can choose to accept or reject all changes, one by one, or all at once.

Notes If the author wants to put in text that's not part of the

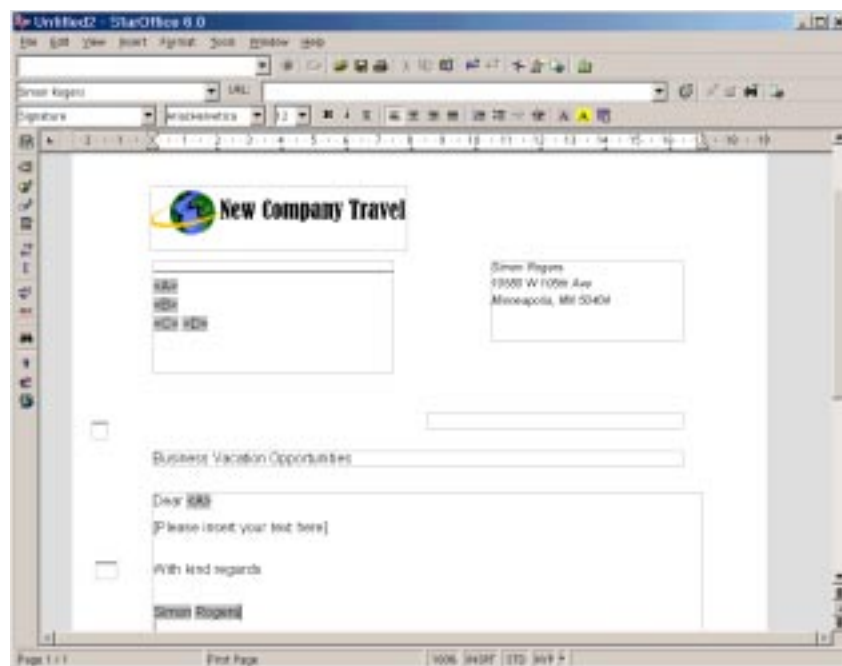
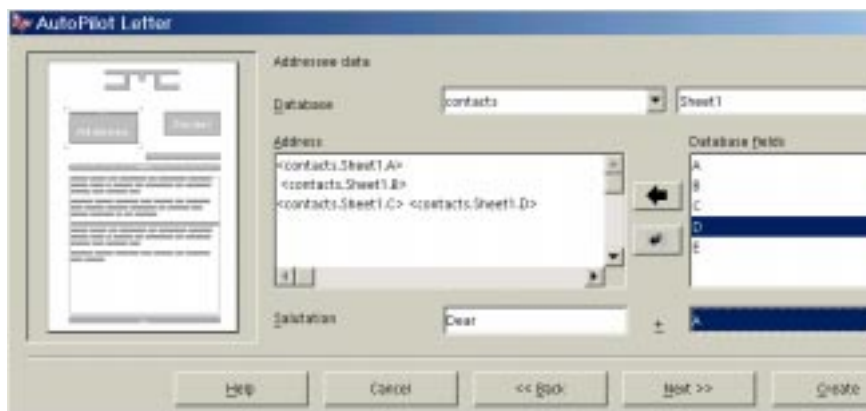
normal text, such as “This text has been approved by Marketing” or “This needs verification by someone with the latest VCR model,” it’s easy to do with notes. Just choose Insert > Notes and add the text; the reviewers will see a yellow flag in the document for each note. Likewise, the reviewers can add notes, as shown.



Mailings

Whether you're sending out marketing literature to customers and prospects or a holiday newsletter to your friends and family, you

probably don't want to address each envelope or address label by hand. And the StarOffice mail merge —automatic addressing—is one of the slickest you'll ever see. The Letter AutoPilot guides you through the process, letting you specify whatever data you want, and dictate how it's displayed and formatted. Then your letter, designed according to your specifications, is created and displayed.



The StarOffice application suite also includes several templates in various styles, with a mail merge field built in.

Printing

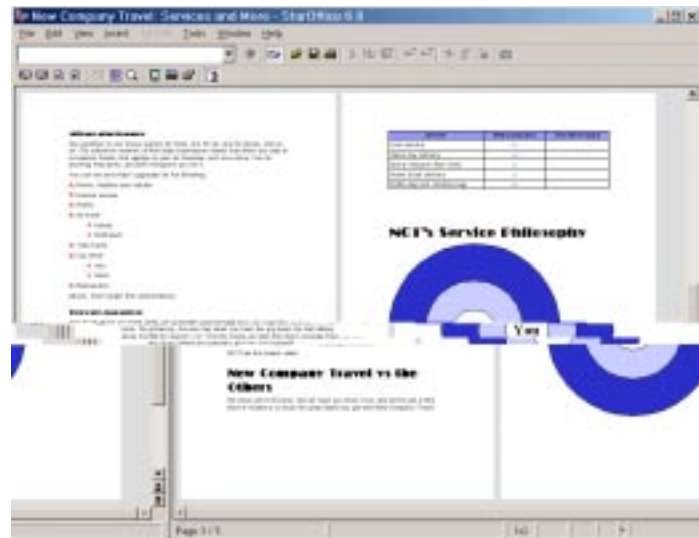
You can produce your document the way you need it, in Writer or any other document.

Select what elements to print If you don't want to print certain parts of your document, like graphics, a colored background, or notes, unmark them in the Print Options window. Print only left, or only right, pages. Or print the pages in reverse order.

Tumbling On double-sided pages, this lets you specify what side is up when printing the second page.

PostScript and PDF For output you can send to professional printers, or for conversion to Adobe's PDF format, print your document to a file with a .ps extension.

Print Preview See exactly what your document will look like before you send it to the printer. Page Preview is now in the same window as your document, making it easier to manage your desktop.

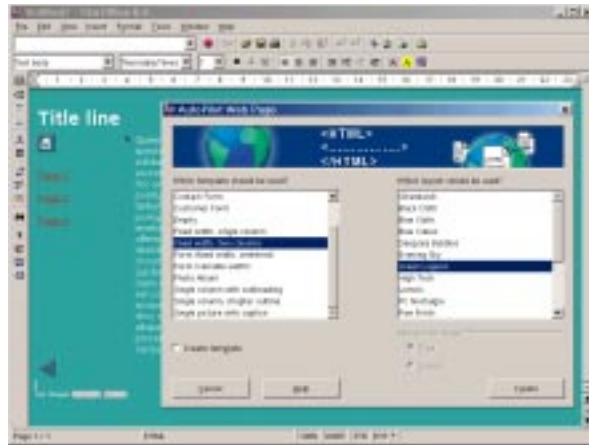


Special Features for Web-enabled Documents

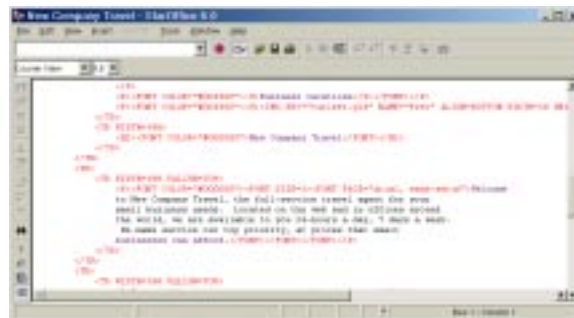
Everything you've just read about is available for use in a Writer document or Web page. Here's a few extra features that you can also use in either type of document, but which were designed with your Web documents in mind.

Creating and Editing HTML

Getting started with HTML documents Among StarOffice templates, you have a wide choice, from multiple letter formats to forms and contracts. Or you can use the AutoPilot to select from an array of layouts and color schemes. Instead of clicking and scrolling to where you want it saved, choose the place you use most by specifying your main work folder in the Writer setup options.



Easy HTML viewing and editing If you're a hard-core Web expert and like the control of editing a Web file's HTML yourself, you can do that easily in the StarOffice application suite. Just click the View HTML source icon and you can not only see the HTML but edit it, too. StarOffice software color codes the HTML so it's easy to tell what's content and what's markup —use the defaults or customize the colors for SGML, comments, keywords, and content. Click the same icon again to immediately see your changes on the Web page.



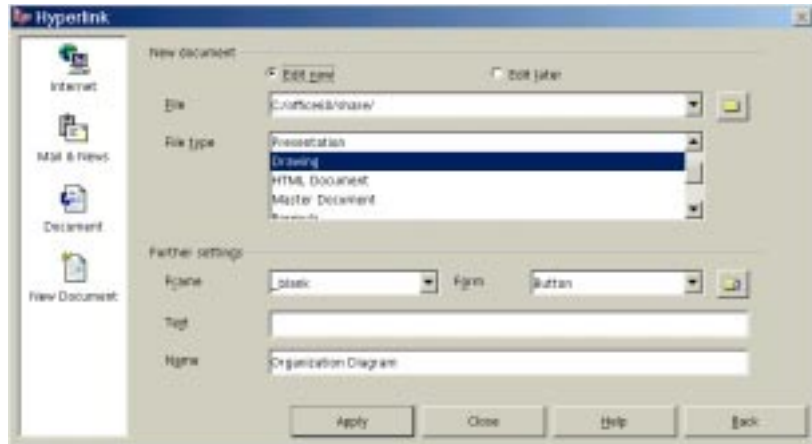
Hyperlinks

Any good Web page should have hyperlinks in it —to related topics, previous and subsequent pages, and so on. You get much more than the basics, with StarOffice Web's powerful linking features.

Graphics and buttons Most hyperlinks you see are text —“next” or “for more information.” You can also make a button that users click, or just apply the hyperlink to a graphic you've created or scanned in.

Link to the Internet five ways You can link to the Internet via HTTP; in addition, you can link to an FTP site or telnet. And this function is not limited to existing sites; you can turn your Web page into a communication center by making your hyperlink open up a new e-mail or newsgroup article, as well. Just select what you want in the Hyperlink setup window.

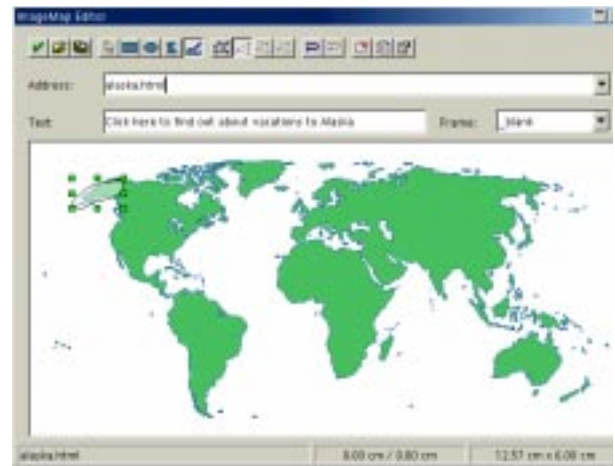
Link to StarOffice documents The hyperlink features serve you well within your office, on or off the Internet. If you want to create a hyperlink that opens another StarOffice document on your local hard drive or on the corporate intranet, it's easy to do. You aren't limited to existing documents, either —the New Document option lets anyone who clicks on the hyperlink immediately open up a new blank document, of any StarOffice type, on their desktop.



Advanced Features

Hyperlinks are only the beginning of your abilities for creating dynamic content in the StarOffice application suite.

Image maps You already know how to make a graphic link to another file or site with the basic hyperlink capabilities. But you can go far beyond that with image maps, which enable you to set up specific areas of a graphic that link to other sites or files. Image maps add ease of use and power to your Web sites and other documents; instead of hunting through a list of links about a building or country, for instance, why not just put a picture of your corporate campus on the Web page and let people click on the area they're interested in. This is not just a powerful tool, it's also incredibly easy to use. Open the image map editing window to draw each image map, then enter a link to the page or file that area will take people when they click on it.

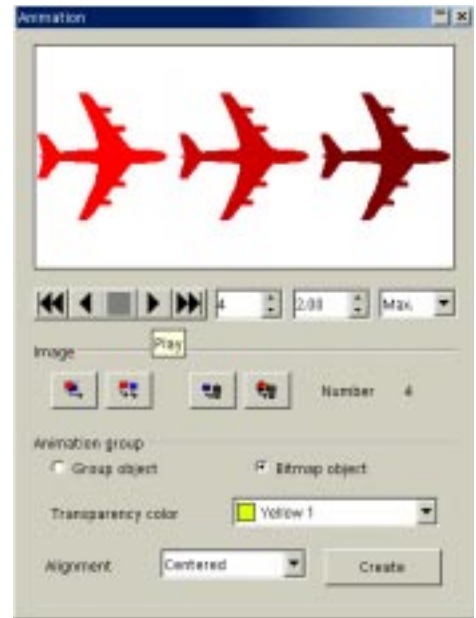


Attention-getting marquees When you want people to sit up and take notice, there's nothing like a marquee. You can add an animated line of text anywhere you want that constantly scrolls through the document, horizontally or vertically. Whether you're advertising a deadline for submitting applications or

Sign up now for January specials on the East Coast

want to add interest to a document, marquees are the easy, effective way to make sure people see your message.

Animated GIFs Not only can you animate text, you can make graphics move on screen, too. You've seen animated GIFs on Web pages; a series of different pictures that are quickly shown in turn. Now you can add them to documents to get people's attention or as an artistic enhancement. Use the Impress features to include animated GIFs to Web pages or your presentations. Choose the graphics you want, then select what order you want them to be shown. You can draw attention to a new feature, show a series of steps for a dance, or simply flash abstract images.

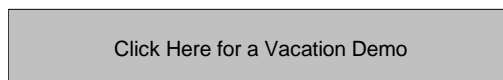


Developer Tools

The StarOffice team knows how far you can go with the Web, so they included serious tools to take you there. StarOffice supports the technologies you need for powerful features in your Web pages, and makes the tools easy to use.

Applets and macros When you want to add the power of a programming language to your document, the StarOffice application suite gives you the options you need. To enhance your Web page with Java applets, specify where the class file is and provide the parameters. To run an existing StarOffice Basic macro or a new one written in StarBasic when users click a button or graphic, select it from the list in the button or graphic's setup window. StarBasic is the StarOffice macro language that you can use to control functionality throughout the StarOffice application suite.

Forms and controls, and events The StarOffice suite provides a tremendously powerful tool through forms and controls. A control is an item on a Web page such as a pushbutton, radio button, field to enter information in, and so on. A form is a set of controls that enable you to accomplish a particular task, such as entering your name and address information on an online shopping site.



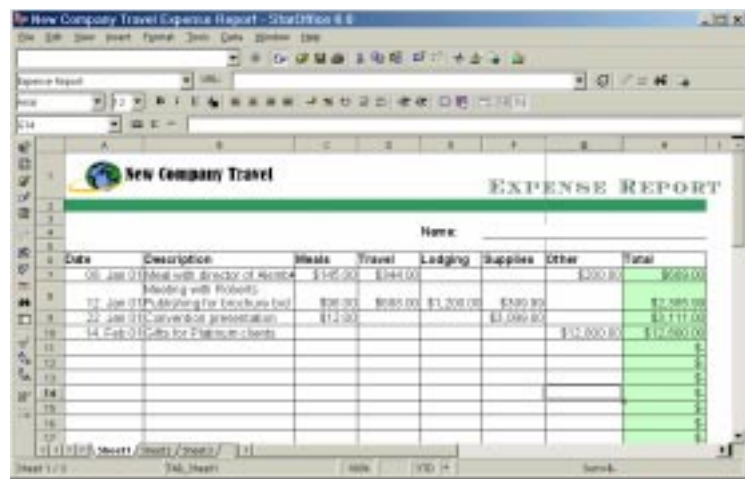
You have a choice of more than a dozen types of controls, and you can enable forms and controls with a dizzying array of options. For forms, specify whether to use GET or POST when

sending the data, whether to analyze SQL commands when the form is submitted, and so on.

For the controls, you can make events happen, such as running a macro, when a user moves to, clicks on, moves away from, or performs other actions related to that control. If you're a Web developer looking for a powerful tool for interactive form development, StarOffice Web gives you what you need and more.

STAROFFICE CALC

Calc is a robust tool that not only has all the spreadsheet features you'd expect, but draws on the StarOffice suite's formula and chart capabilities to enable you to add powerful mathematical and visual aspects to your work.



The screenshot shows a StarOffice Calc window titled "New Company Travel Expense Report - StarOffice 6.0". The spreadsheet contains an "EXPENSE REPORT" with columns for Date, Description, Meals, Travel, Lodging, Supplies, Other, and Total. The data is as follows:

Date	Description	Meals	Travel	Lodging	Supplies	Other	Total
06 Jan 01	Meal with Andy at Hotel	\$125.00	\$284.00			\$200.00	\$609.00
07 Jan 01	Meeting with Roberts						
07 Jan 01	Printing for Executive list	\$98.00	\$988.00	\$1,200.00	\$300.00		\$2,586.00
08 Jan 01	Travel for presentation	\$12.00			\$1,200.00		\$1,312.00
14 Feb 01	Calls for Platinum clients					\$12,000.00	\$12,000.00

These are the main types of Calc features:

- Basic spreadsheet creation
- Data entry and management
- Controlling display
- Formatting
- Calculating and manipulating data
- Advanced tools
- Adding objects to spreadsheets
- Version control and editing tools
- Printing

Basic Spreadsheet Creation and Development

Start from scratch, or from a template As with other StarOffice documents, you can get just the amount of help you want when creating a new spreadsheet. Just make a new blank spreadsheet,

or base your spreadsheet on one of the templates included with the StarOffice program. (You can make your own templates, as well.)

Using sheets Every spreadsheet has one or more sheets in it — these are subdocuments within your main spreadsheet document. They're a good way to keep data organized, separate but still available for reference or use in other sheets. You can use cells from one sheet in a calculation in another, for example. Add as many sheets to the document as you want; or, if you need to combine several sheets into one, Calc lets you do that, as well.

Linking to other spreadsheets If part of what you need in the spreadsheet already exists, just link to it —by adding one or more sheets selected from another spreadsheet, or an entire spreadsheet. With StarOffice Calc, it's easy to make a document that contains exactly what you need. If a source spreadsheet changes, you can automatically update it where you're using it, or do so manually. And when you need to manage the links to other spreadsheets by breaking or updating them, just choose Edit > Links.

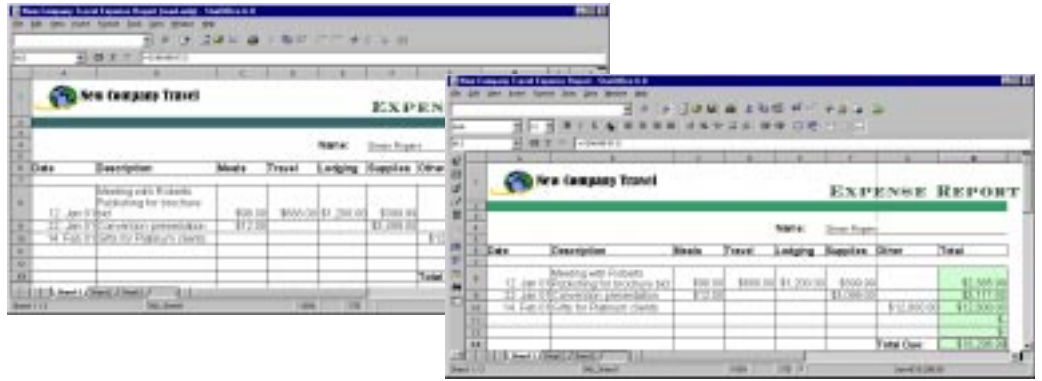
Linking to the Internet Link to anything on the Net that you need in your spreadsheet, such as financial or stock sources, using the Currency Converter spreadsheet included with the StarOffice software.



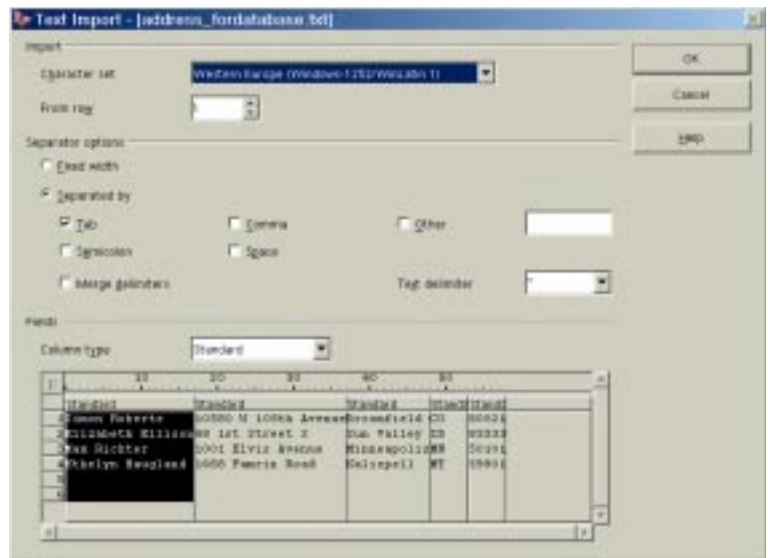
Importing and Exporting to Other Formats

Calc makes it easy to get your data in whatever form you need, whether it's in Excel or open source standards like HTML.

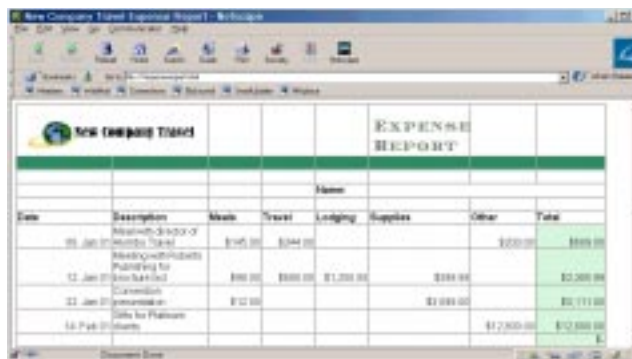
Reads and writes Excel Calc reads Microsoft files so easily, they look almost exactly the same. You can read and edit any Excel spreadsheet, plus save it back as an Excel file after you're done working with it. (If you create a StarOffice spreadsheet from scratch, you can save that in Excel format, as well.) And of course, if you want to convert all your Excel files to StarOffice format, the Batch Converter AutoPilot makes it an easy, one-step process.



Any text file can grow up to be a spreadsheet If you have data in another file, whether it's a Writer document or another format, that you want to be in a spreadsheet, there's no need to retype it or cut and paste. Just make your source file into a delimited text file —that just means there's something between each piece of data and the next (the name and address, perhaps) that tells StarOffice Calc to make a new cell. So all you need to do is save the source file in plain text and make sure there's a comma, semicolon, tab, or another character wherever you want a new cell. Then open it in Calc and you've got a spreadsheet. Don't worry if your source files have dates in English (March 1) rather than numbers; StarOffice Calc reads and converts them to number formats, no matter what system language you're using.



Sending to HTML or text We've already mentioned how easy it is to make a Calc file into an Excel file. It's also easy to make spreadsheets into HTML files; just choose File > Save as and pick HTML. Or, to make a Calc file into a text delimited file that can be imported into any spreadsheet program, choose the Text format.



Calc makes databases easy If the term “database” usually makes you nervous, StarOffice Calc will cure that. You don't even need to create a database, since StarOffice documents can use spreadsheets and other documents as their data source, for mail merges and other tasks. It's easy to import other databases into Calc for editing, too.

Data Entry and Management

The StarOffice design team spends a lot of time with users, figuring out what common tasks can be made easier. The features in this section help you boost your productivity and prevent errors that could steal time from your busy day.

Quick entries with fills One of the simplest but most convenient features is filling – this lets you fill a series of cells with the value in the first cell, or fill a series of cells with incremented values based on the first cell. For instance, if you want the value “Colorado” to appear in the State cell for all the rows in a spreadsheet, just select all the cells and choose Edit > Fill > Down (or up, or across). To enter a series of numbers, incremented by any amount, choose Fill > Down.



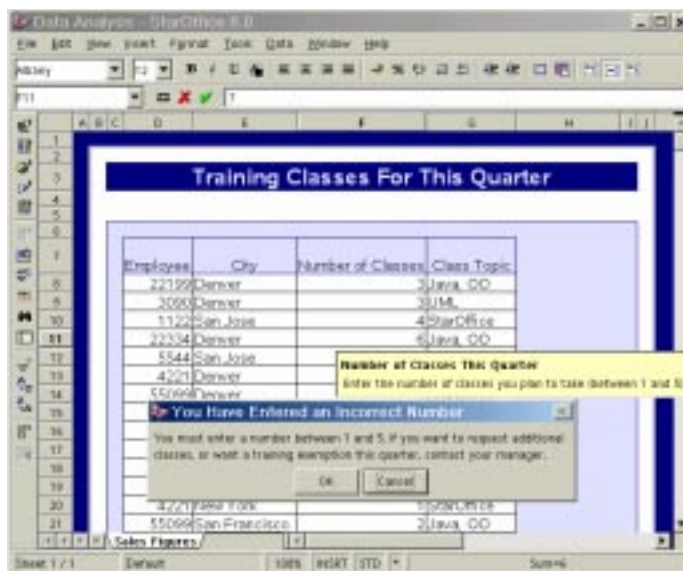
Quick entries with sort lists Many column headings are fairly common—Sunday through Saturday, January through December, and so on. You can set up sort lists in Calc of

commonly used values such as these. Then type just the first word, such as January, and drag the mouse through the next 11 cells; the rest of the months appear automatically in the appropriate cells.

Employee	City	Number of Classes
22199	Denver	2
3090	Atlanta	3
1122	Boston	4
22334	Chicago	2
5544	City	2
4221	Dallas	2
55099	Denver	1
32199	Detroit	5
3090	Los Angeles	4
1122	Miami	3
22334	New York	3
5544	Phoenix	3
4221	San Francisco	3
55099	New York	1
22199	San Francisco	2
3090	Chicago	2
3090	Atlanta	2

Quick entries with selection lists Sometimes there just aren't many possible values for a cell—in an address book for a particular city, for instance, there might be only two or three postal codes. You can see all the entries for a particular column by right-clicking on a cell in that column; a selection list of all the values appears. To automatically enter one of the values in the current cell, just select it.

Defining valid entries and online help If you want to give people a little more leverage, or just make sure you're following the rules, you can define what kinds of entries are valid for any cell. Specify whether it can be only a whole number, or in a particular range. You can even add online help—guidelines like, “Enter a number between 1 and 10,” that users can see for guidance. If they enter the wrong value, your customized error message pops up.

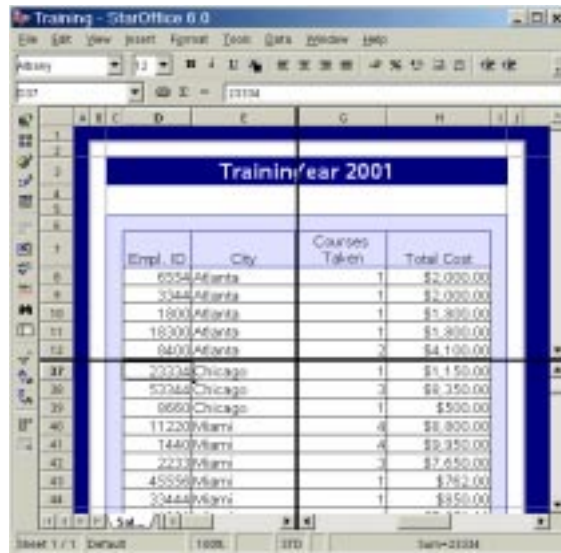


Controlling Data Display

Hiding and locking rows Hide any cell you want from the printer just by marking Hide printing option in the cell attributes window. To prevent anyone else from modifying a cell, mark it as protected. When they click on the cell, a message says that the cell is locked.

Nonscrolling regions and screen-splitting How many times have you scrolled to the bottom of a spreadsheet, only to lose the headings at the top that tell you what each piece of data means?

Calc lets you set up nonscrolling regions so that even when you scroll down to page 100, the rows you specified are still showing. This feature isn't just for top rows; you can set up horizontal nonscrolling regions, vertical nonscrolling regions, or both. You also can split the window: vertically, horizontally, or into fourths. Splitting lets you view and work with different sections of a spreadsheet simultaneously.



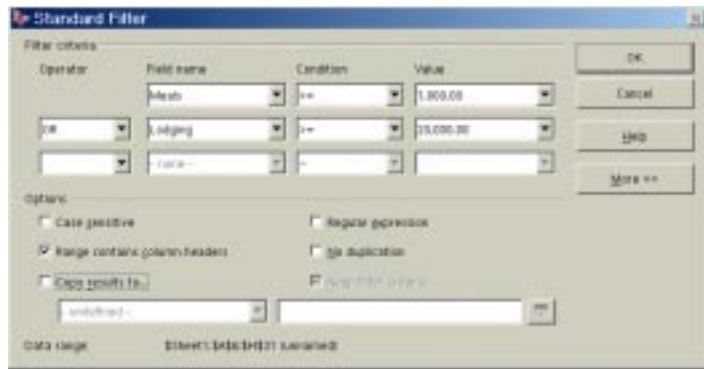
Emp. ID	City	Courses Taken	Total Cost
6554	Atlanta	1	\$2,000.00
3344	Atlanta	1	\$2,000.00
1800	Atlanta	1	\$5,800.00
16300	Atlanta	1	\$5,800.00
6400	Atlanta	2	\$4,100.00
22240	Chicago	1	\$5,150.00
52340	Chicago	2	\$8,350.00
6660	Chicago	1	\$500.00
11220	Miami	6	\$8,800.00
1440	Miami	6	\$8,350.00
22320	Miami	7	\$7,650.00
45550	Miami	1	\$784.00
23440	Miami	1	\$950.00

Expanding and contracting spreadsheet sections You can make your spreadsheet control how it displays much the same way a file manager navigation window does. Just specify headings at various levels, and the different headings will expand to show everything under them, or contract to show nothing. For example, if you've got three subtotals and a total line, you can hide everything but the subtotal lines (in contracted mode), then show the line items that contributed to those figures by expanding one or more of the subtotal lines.

Sorting and filtering data As a power user, you want to go directly to the data you need. In a large document, that requires the kinds of tools Calc provides. Sorting and filtering let you get to what you need to know quickly and precisely.

You can sort by any column in the spreadsheet: name, state, or total sales, for example. Select up to three columns for sorting, and specify ascending or descending for each. Sorting options also let you specify whether to pay attention to uppercase versus lowercase, cell formats, and perform vertical or horizontal sorts. You can even choose to copy the sort to a named area in the spreadsheet, or to a designated cell or range on the current or another sheet.

Filtering takes Calc's power one step further, to show only the data you specify. Filter your expenses spreadsheet to show only meals that cost more than \$1,000 per trip, for example.



To further refine the filtering, just use the intuitive filter setup window. Here you can filter columns with values equal to, greater than, or less than the values you specify, plus mark the filtering options you want, including case sensitivity.

Name sections of the spreadsheet You probably think of your spreadsheet as having different sections, such as Q1 through Q4 sales data, or expenses and income. Calc lets you name those areas, which is useful in two ways: you can easily navigate to a particular section using Navigator, and you can refer to sections in formulas. You can name one section at a time, or let Calc create names for sections automatically, based on column or row headings.

Formatting

Standard formatting support Calc supports the standard text entry and formatting you've come to expect; you've got it all, from left or top alignment to choice of fonts and their sizes. You've got full control over the cells, rows, and columns, too: wrap the text in the cell or make the cell fit the text, for example. Add borders or background color to emphasize totals or column headings.

Styles for everything After you've formatted one complex spreadsheet, you'll understand the advantages of all that predefined formatting. It's easy to set up predefined styles for cells (blue background, Ariel font, thin border) and pages (landscape orientation, one-inch margins). You also have "themes" at your disposal. Themes control document-wide features like background and font; the StarOffice application suite provides an array of themes you can apply to your spreadsheets. And of course, Calc (like other StarOffice applications) comes with predefined templates you can use just the way they are, or modify. Of course, you can easily create new templates for your business or personal documents, as well.

Quick, customized autoformats You get a variety of predefined formats for tables that apply to spreadsheets, too. Make your

own by just formatting the spreadsheet the way you want it, then choosing Format > AutoFormat and clicking Add. It'll show up in the AutoFormat window with all the other predefined formats.

Color-coded content If you've done any HTML coding, you know that the different types of values —tags, content, and so on—are sometimes color coded so you can tell them apart more easily. Now, Calc brings that same feature to spreadsheet,s so you can quickly scan documents and find the information you need. Just turn on the Value Highlighting feature, and you'll see text in black, plain numbers and dates in blue, and calculated amounts in green.

Conditional formatting Have you ever gone through a spreadsheet before a presentation with a highlighter, looking at the numbers and marking what you want to emphasize? A budget that's in the red, for example, or great scores on the latest customer evaluations. Now Calc does that for you with conditional formatting. Just set up the formatting conditions for a value in any cell and what happens if the value meets those conditions. If your positive customer evaluations are over 90 percent, for instance, you could make the number bold, red, and in 36-point type.



Calculating and Manipulating Data

Quick sum Powerful calculations are fine, but when you just want to quickly find the total for some numbers, Calc lets you do it without a lot of overhead. Just select the cell immediately under or to the right of the cells that you want to add, and click the Sum icon on the function bar. Press Enter and the sum appears.

Advanced copy and paste options The Paste Special feature lets you do math just by copying and pasting. For example, copy a cell that contains the number 2. When you paste the cell onto a group of other cells, you can add, subtract, multiply, or divide by the value you're pasting (in this case, 2). It works well for pasting plain text or for values generated from a formula.

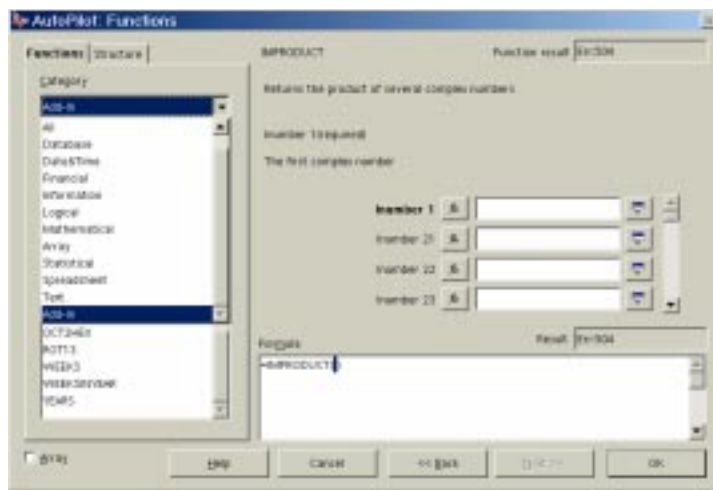
Spreadsheet calculations: functions, formulas, and operators This is the heart and soul of a good spreadsheet, and Calc has the power you need to do everything but answer the front door.

Start with a single cell; reference it in a function; then reference that function's result in another function. There's also a quick, automatic subtotaling feature that enables you to easily insert subtotals within a series of numbers.

The list of functions goes on and on. This release of StarOffice Calc software has more than 90 new functions, including business functions like COUPNCD, which returns the next coupon date after the settlement date; match functions like BESSELL, which returns the modified Bessel function $In(x)$, and financial functions like TBILLPRICE, which returns the price of a \$100.00 face value treasury bill.

You get even more when you start using functions such as SUM, SQRT (square root), and IF. (See the *What If? Tools for Real Life* section for some examples of using IF.)

The Function AutoPilot For more complex calculations, the Function AutoPilot is your best friend. For any of the hundreds of functions, it prompts you to add the right kind of data, tells you what additional data or calculations you can add, and helps you keep track of complexities as the calculation grows. There's almost no limit to the power you can leverage.



Referring to other cells: relative or absolute One of the basics that makes spreadsheets so powerful is including cells in calculations. $((B4 * C3) / D19)$ It is the foundation of many business decisions. Calc gives you a boost, however, by allowing you not only to refer to cells absolutely in formulas by their actual location, but *relatively*, based on their position in relation to the cell where the formula resides. This means that if you copy and paste the group of cells so that B4, for example, becomes X9, your formula still works.

And that's not all —you can refer to a cell absolutely by row and relatively by column, or vice versa. If you know that a cell is always in column D, for example, but goes up and down the spreadsheet, you can make the column reference absolute and the row reference relative.

Checking your formulas Even the most practiced spreadsheet user occasionally gets an unexpected result, or needs to backtrack and figure out just how that number got calculated. Calc makes this easy with the powerful Detective tool that's like a compiler or debugger for your spreadsheet. It tracks precedents and errors, marks invalid data, and so on, making it easy for you to find and fix problems. With this tool, you can confidently base decisions on your spreadsheet calculations.

Bringing cells together (concatenation) In general, it's a good idea to keep data as granular as possible—that is, put June's sales in one cell, July's in another, and the average of the two in a third, so you can get information that's as specific as possible. But sometimes you'll want to display separate data in the same cell, and when you do, Calc has a tool to help. If the concatenation isn't complicated, use the quick approach by just selecting the two cells to combine and use an ampersand (&) in the entry field. To do advanced concatenation with multiple cells, combining numbers and text strings, use the CONCATENATE function and list the cells to combine; add any additional text you want, such as "the total of," "and," or "is equal to."

What If? Tools for Real Life

With its advanced tools, Calc gives you the power to calculate nearly anything: not just complex equations, but real-life "what if?" situations. Formulas provide sophisticated mathematical support, while goal seek and scenarios help you bring real life into the picture and make the best choices for critical situations.

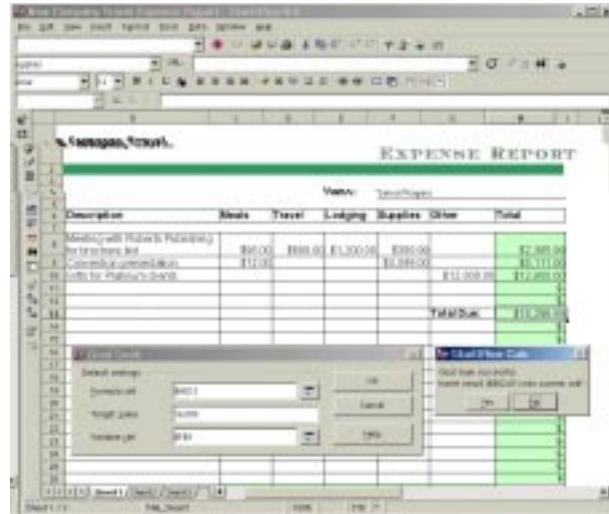
Scenarios This is one of the coolest features throughout Calc. It's like building a little software program on your desktop. With scenarios, you can quickly find out a formula's result by selecting different values from cells that the formula is based on. This means you have a powerful, yet easy-to-use decision-making tool, easily adaptable to your own circumstances.



Travel Membership Level	
Lodging	1000
Credit card	400
Air	2000
Phone	250
Car rental	1000
Total Mileage	
Club Points	4650

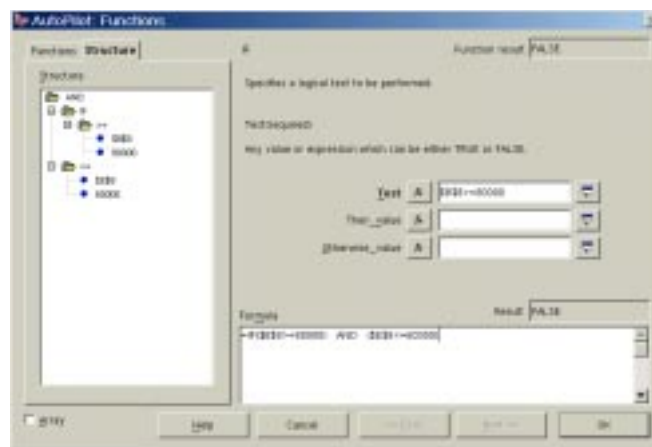
For example, you might want to figure out what your loan amount would be using different values for the down payment (\$10,000 or \$20,000), interest rate (7 or 8 percent), and length of mortgage (10, 20, or 30 years). Just set up a scenario with three cells, enter the different values for each (so you can select them from drop down lists), then in a fourth cell, enter a formula that calculates monthly payments. Or figure out how long a project will take, based on the number of people working on it, the number of tasks the project includes, and whether you need a particular tool to do it.

Finding how to get what you want with goal seek Goal seek is another useful tool for figuring out what you need to do to achieve a certain goal. For instance, Goal seek can help find out how many people you need to get a project done in a fixed period of time. Just set up the formula to figure out the end result, then use goal seek to specify the value for the end result, let's say six months, and the variable item. Or change the variable to the number of tasks the project includes, if you know how many people will be working on the project.



You could also use goal seek to figure out how much you need to shave off your expense account in various categories to make sure the total isn't too high; how much to save each month to end up with a million dollars in 30 years, or how much you need to charge a customer to maintain a 20 percent profit margin.

Using IF and other conditional functions Previously, we mentioned IF while talking about the functions for performing calculations. IF and its related functions, including ELSE, AND, and OR, are among the most powerful tools in Calc.



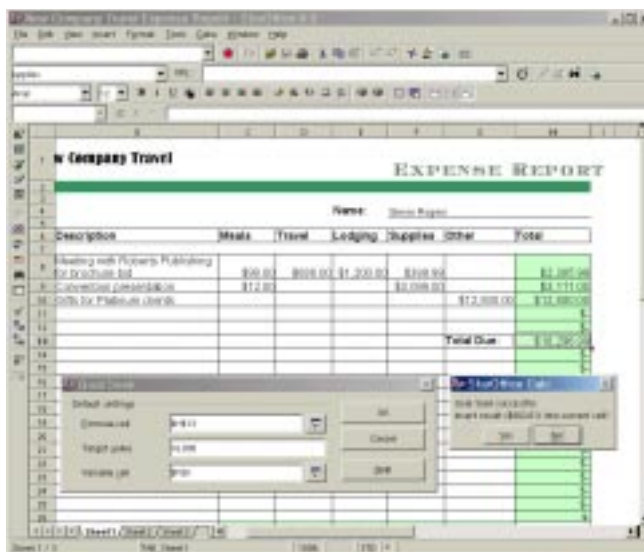
Some sample calculations could include the following:

```
IF StudentGrade > 69 AND Participation = FALSE OR
StudentGrade > 65 AND Participation = TRUE
THEN "Pass" ELSE "Fail"
```

```
IF Income >= 80,000 AND Expenses < 60,000 OR (Income
>= 90,000 AND Expenses <= 80% of Income) AND
(InvestmentCondoActualPrice <= 70% of
InvestmentCondoAssessedPrice)
THEN "Buy Condo" ELSE "Offer" (80% of
InvestmentCondoAssessedPrice).
```

Adding Objects to Spreadsheets

Displaying your results in charts If you've spent time creating charts by hand or with a less intuitive piece of software, Calc charts will make your day. To chart information, just select the



correct cells and choose Insert > Chart. The chart AutoPilot appears and helps you make the right choices to display your data: axis titles, type of chart, and so on. Once the chart's

created, you can easily modify it by dragging the bars or pie pieces to resize them, or retyping the legend titles. You can use X, Y, and Z axes. If your data changes, it's a snap to update the chart, too.



Buttons, graphics, and all the rest Calc supports the tools you'll find throughout other StarOffice documents: inserting graphics and buttons, forms and controls, hyperlinks, and much more.

Version Control and Editing Tools

Calc leverages the same powerful version control and editing tools that you read about in Writer. Maintaining and reverting to specific versions; entering editing changes, then accepting or rejecting them; and notes all help you collaborate with others and produce the final product as efficiently as possible.

STAROFFICE BASE

Base lets you access a variety of databases so you can use that data in your StarOffice documents. Queries and tables enable you to filter and sort data to see just what you need. For instance, set up a query to see only your students with an average of 95 or above, clients with birthdays this month, or customers who haven't paid their bills.

Base is also your tool for setting up the data sources you'll use for mail merges —those automatic letter and envelope creation processes that save so much time.

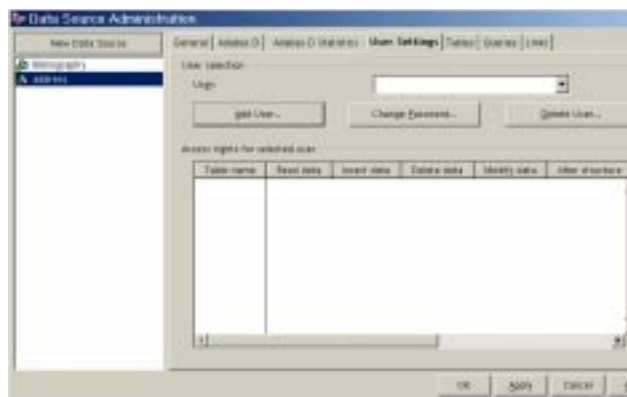
If you haven't used databases before because they seemed too complicated, Base can change all that with these basic database management and creation functions.

Basic Database Management

Manage a variety of data sources You can use databases in a variety of formats, access them through JDBC, ODBC, and so on. Or just use Calc or Excel spreadsheets. Base makes it easy with the data source management tool. The window adapts to the type of data source you choose, offering you the fields you need to enter user settings, drivers, URLs, and more. With these capabilities, you can spend your time creating documents, not

struggling to get the right data into them.

You've also have access to your address books in other formats, whether they're compatible with Outlook Express, Outlook, Mozilla, or LDAP. For any document, you can choose the address book you want to work with.

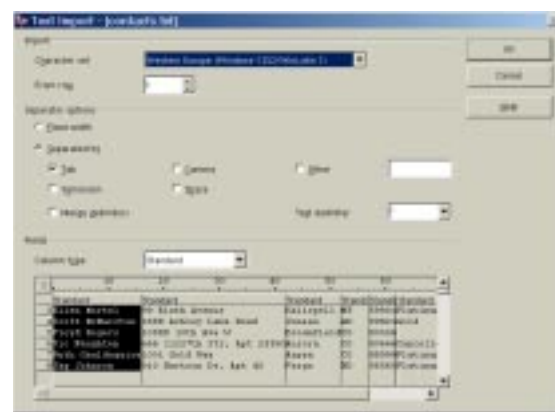


Sometimes a document is a database You don't even need a database to use Base's data source management tools. StarOffice applications can use a spreadsheet from Calc or Excel as their data source, also.

Importing and exporting databases

Base reads a variety of database formats: Adabas, dBase, JDBC, ODBC. So it's easy to link to the databases you already use.

To read a database created in another application, you have a few different options. If it's one of the supported formats such as dBase, there's no extra work at all. StarOffice Calc supports the standard delimited text file import feature, so to import an external database or any document into Base, just save it as a delimited text file, open it in Calc, and use the spreadsheet as your data source.



Or create a table in Writer and paste it into Calc to turn it into a spreadsheet data source.

Exporting a StarOffice database so it can be read by another program is simple. Just save it as a delimited text file and use the other application to import it.

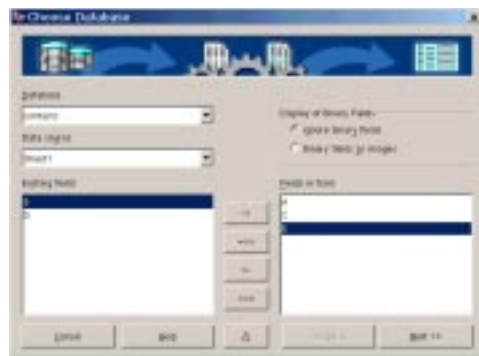
A relational database on every CD You get an entire relational database with the StarOffice suite. Adabas D is still bundled with StarOffice software, and the data source management window lets you easily manage database attributes such as user settings and buffer size.

Accessing Data: Mail Merge and More

Mail merge The StarOffice suite's mail merge —automatically addressing letters and envelopes in Writer —is quick, easy, and will have you feeling like a power user in minutes. You can use any of the data sources you've set up in Base, whether they're databases or just spreadsheets.

Forms If you want to create your own form for viewing, entering, or editing data, it's easy to do with the form and control tools. You can create forms just like the ones you see in applications and Web pages; the Form AutoPilot guides you through selecting the database to use and the fields to put in each control.

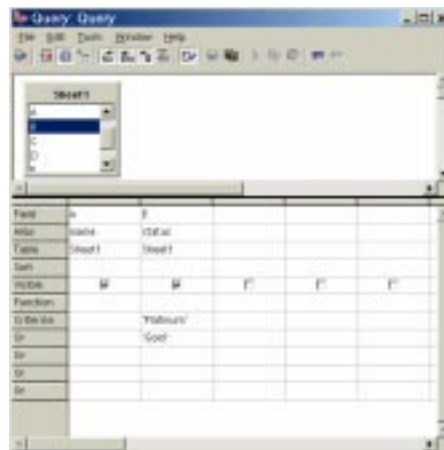
Then it's easy to call up existing records in a window that you've created yourself to suit your needs.



Expanded features available through the forms and controls management windows let you go even farther through complex commands and macros.

Tables For relational databases, you often have two or more tables that make up your database. Base lets you manage these tables, create new table designs, and delete tables.

Queries A query is just a way of asking for a specific set of records. All customers from New York and Los Angeles, or all the students with A averages. It's easy to do with the query AutoPilot, which guides you through selecting your database and the fields and records you want to see. The tools for specifying records are powerful —you can choose not only the records you want to see, but filter out other records, as well. If you need to view all customers from New York and California except those with bad credit histories, just tell Calc and that's what you'll get. Use the query or a database as the source of information for your documents.

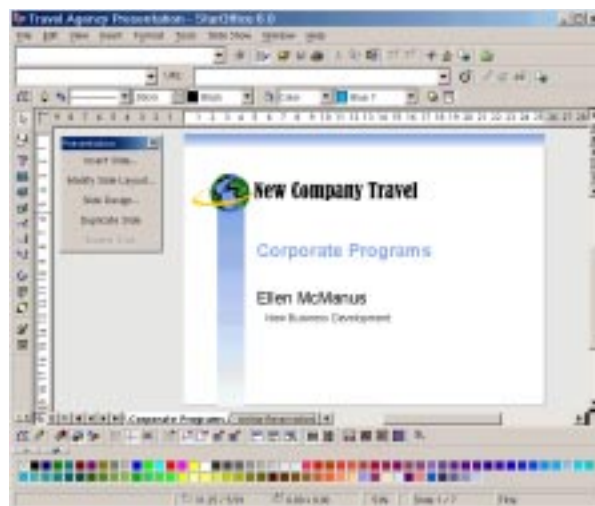


Reports StarOffice lets you easily produce a text version of your database, so you can distribute and format it or do anything else to make it suit your needs. You can run reports on an entire database or on a query, so you get all the data or just a select group. The report is either displayed for you, or simply saved as a Writer file —you pick the approach you want, each time.

Sorting and filtering Any database tends to grow over time, and when you have hundreds or thousands of records, scrolling through them to find what you need takes too long. StarOffice Calc lets you get what you need quickly with the ability to sort by any field or set of fields, and to filter out specified information. Base supports the same robust filtering and sorting features provided by Calc.

STAROFFICE IMPRESS

Impress helps you create the presentation you need to really get your point across. It's easy to quickly format a simple presentation of bullet points, but you've also got the resources of special effects, sound, animations, and more at your fingertips.



Draw and Impress are very similar, so we haven't listed all the features under both sections of this guide. Impress has all of Draw's graphics capabilities plus many of its own; if you're interested in a particular drawing feature, check out the Draw features in this document.

StarOffice Impress offers these special features:

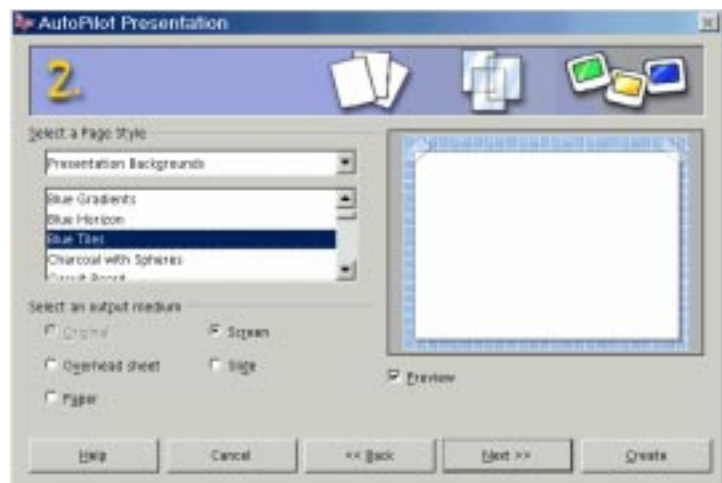
- Presentation creation and development
- Importing and exporting to other formats
- Slide design
- Adding and formatting content
- Special effects

- Output and delivery

Presentation Creation and Development

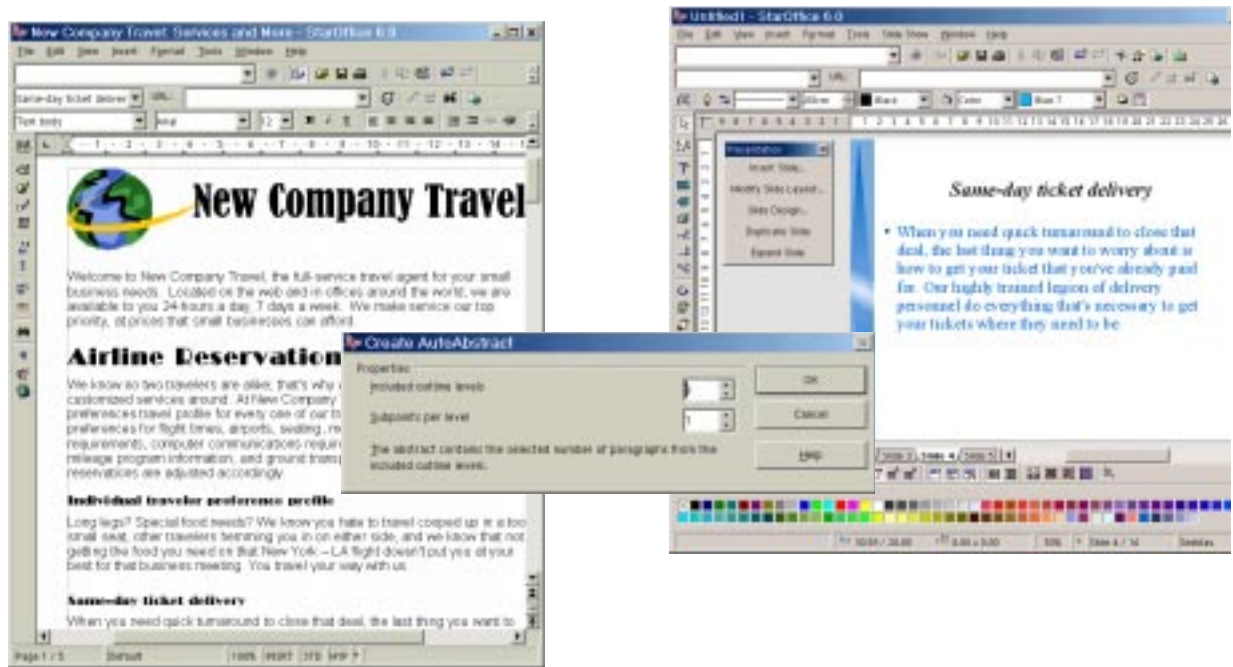
If you've ever struggled all night with your software package to create a presentation for an 8:00 A.M. meeting, StarOffice Impress will make sure you never do that again. Whether you're starting from scratch or use one of the many predefined designs and templates, you'll spend less time getting the file and formatting together, and more on content.

Put your work on AutoPilot As with other StarOffice applications, the AutoPilot is there to guide you quickly and smoothly through creating a new presentation. Select whatever level of assistance you want, from basing the presentation on an existing template and layout and adding modifications, to just picking a nice layout and leaving the rest up to you. It's not just about layout; the AutoPilot also lets you specify slide transition information and choose the slides you want from templates. This release of the StarOffice application suite comes with a new set of professional-looking designs.

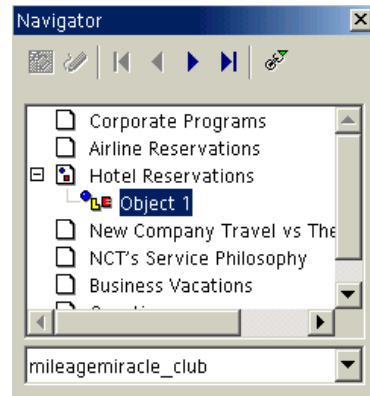


Make your text documents into presentations If you already have a lot of information for your presentation in another text document, whether in Writer or another format, it's easy to convert the document to a presentation. The Outline and AutoAbstract features let you start from a Writer file, then send it off to Impress to turn into a presentation. You even get to control how much of the Writer document is turned into content —just the headings, a few paragraphs, or bullet points down into the detail. If you like to cut and paste and duplicate effort, this feature isn't for you!

Easy navigation and slide-swapping The Navigator, a small window listing the main sections or slides in your document, is available throughout the StarOffice application suite. It's particularly useful in Impress, since it simplifies the process of getting to a particular slide in the current or another presentation. The Navigator doesn't just take you places, though —use it to bring in other slides or entire presentations, just by picking the presentation from a list and dragging the slide you want. It works the way you might have designed it yourself — and just as easy to use. You can also navigate to particular slides with the intuitive tab system shown at the bottom of the

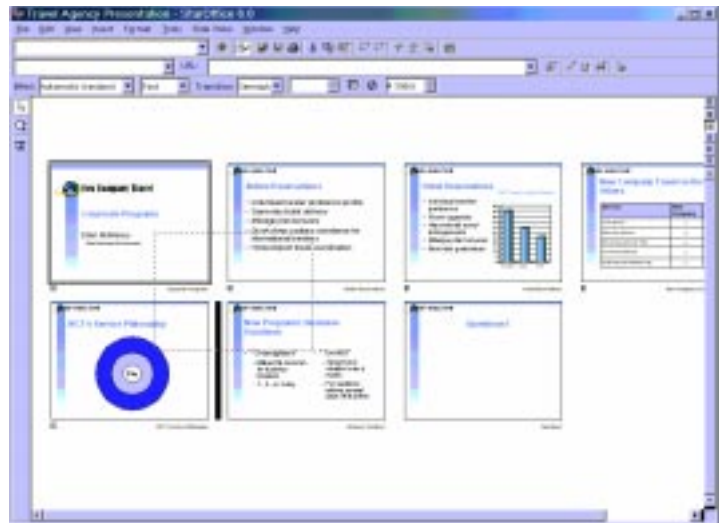


slide; just click forward or back, and choose the slide you want.



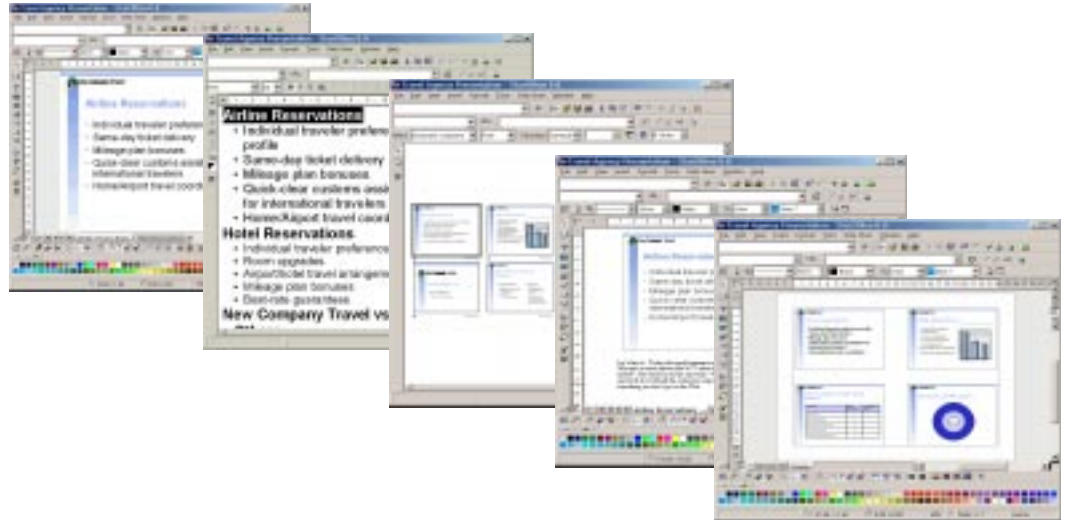
Add, subtract, delete, rearrange You can have everything your way with your presentation, especially when it comes to getting the slides you want, in the order you want them. The tab system

and a couple of different views let you see all your slides, then drag them around to rearrange them. If slide 32 needs to be after slide 5, just drag it over. It really couldn't be simpler.



To insert a new slide, click and choose New Slide; to delete one, click on it and choose Delete. And if you find that you have an overloaded slide that really needs to be four or five others, one for each bullet point, use the Expand Slide command and Impress does all the slide creation and cutting and pasting for you.

See the presentation the way you want Sometimes you want to see one slide at a time; sometimes you need to see them all at once. It's convenient to be able to see all the text in one screen so you can focus on the content, undistracted by the background and other formatting. Impress displays your work any way you want, so you always know where you are and where you're going. Drawing view (the default) shows the current slide. Outline view shows the entire presentation with its headings and indented bullet points, while Slide view shows the entire presentation graphically. Each lets you drag and drop slides or individual bullet points with ease. The Notes view shows the current slide as well as speaker's notes below it for supporting information, and Handouts view lets you group the slides onto one sheet of paper, in groups of two to six, for distribution to your audience.



Importing and Exporting to Other Formats

Read and write Microsoft's language As with other StarOffice documents, Impress reads its Microsoft counterpart, as well as other formats. You can use the batch converter to turn all your PowerPoint documents to StarOffice and edit them, or just convert on the fly as you open and edit them. Save any Impress file in PowerPoint format.

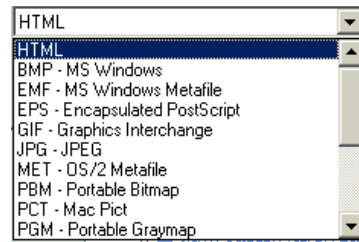
HTML and more Very nearly everything is on the Internet today, and it's not going to go away. It's easy to make your presentations part of the information superhighway with the sophisticated HTML/Webcast export AutoPilot. This conversion program turns your presentation into separate HTML pages, with or without frames, and lets you control other aspects like graphics file compression and navigation buttons for readers. If you want an animated graphic, convert it to a Webcast; Impress makes it easy to select the right options, Perl scripts, and so on.



You can even define the text encoding for the HTML export, letting you generate exported HTML files encoded with Unicode (UTF-8), for example.

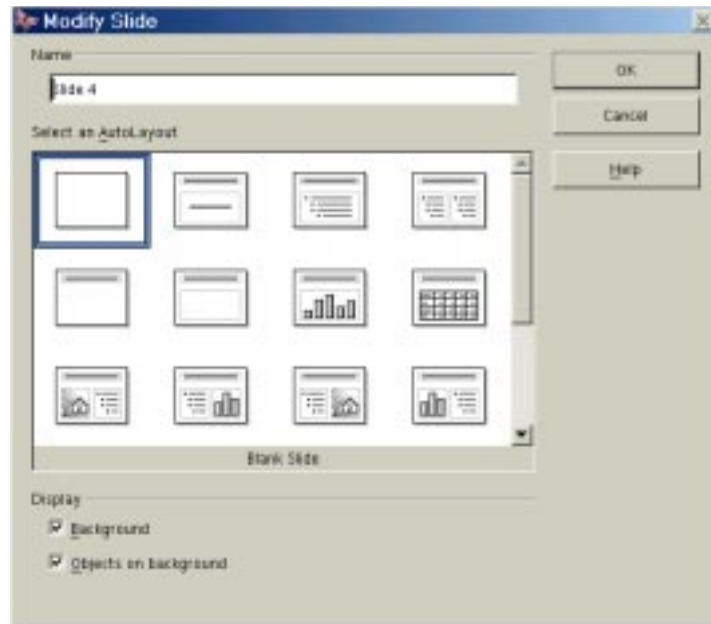
Wide array of graphics The problem isn't finding the graphic

you need, it's learning about all the additional graphics formats that Impress offers. Export any slide to one of 17 graphics formats, including popular formats like JPEG, GIF, and the Internet-friendly PNG format.



Slide Design

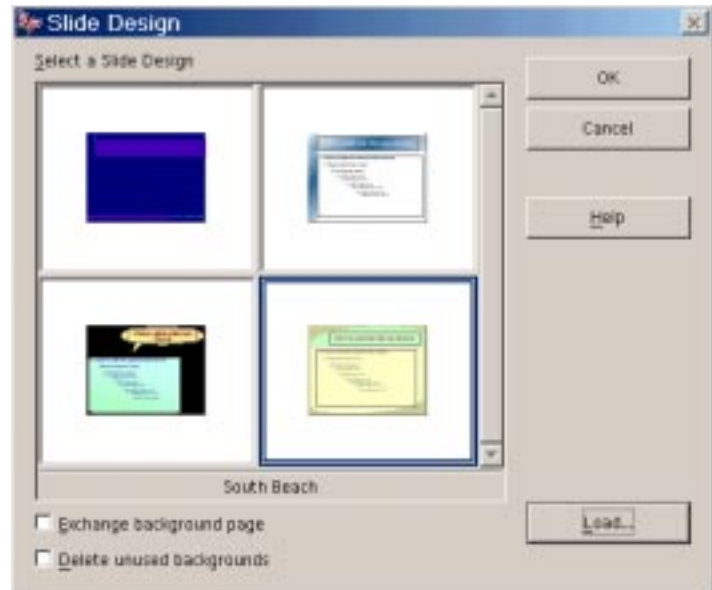
Pick your slide layout There's no page layout work to give your slide the structure you want. Bullet points, graphics, columns, or any of a number of other slidelayouts are yours for the choosing. Select from 12 different page layouts, and Impress automatically inserts placeholders for charts, graphics, headings, spreadsheets, and more.



Page size and shape You're not tied to the standard landscape (wider than it is long) slide dimensions. Choose portrait (longer than it is wide), landscape, or define your own page dimensions with an array of controls in the page setup window. You can even specify ahead of time what to do if the contents of the page are too big for the printer —shrink everything a bit, or crop the edges.

Control your background There isn't much you can't put in the

background of your presentation. Make the background a simple one-color fill, the company logo, or the picture you took of the family at the beach last summer. And it's easy to save the background of one presentation and quickly apply it to other presentations in the future. You can even use different backgrounds within the same presentation; and change backgrounds to separate different types of information or increase your presentation's impact.



See what you want For any slide beyond black words on a white background, it's useful to be able to isolate different parts of the content to look at one part at a time. Impress lets you do this with layers. Layers are just what they sound like —partitions of the slide that display on top of each other. If you're showing a complex interactive process between engine parts, for example, you can put each part's system in a different layer in your slide, so you can show the system separately or in conjunction with other parts.

Adding and Formatting Content

Writer's powerful text formatting and graphics too From quickly formatting a word using the formatting toolbar, to combining complex text, bullet, and graphic characteristics into a reusable style, Impress gives you all the power you need to format text and objects the way you want them. Not only can you apply styles to text, individually or from preexisting templates, but you can also create and modify styles for arrowheads, lines, and other graphics. There's no reason to repeat your formatting tasks in Impress, any more than there is in Writer. Impress also includes FontWork, the full-featured text-manipulation program that's available in Writer and throughout the StarOffice application suite.

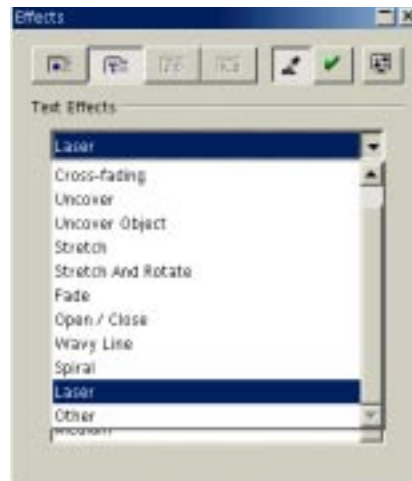
StarOffice object insertion This feature works the same as in

Writer or other StarOffice applications; you can add applets and plugins, spreadsheets, text files, other presentations, or objects to your presentations.

Special Effects

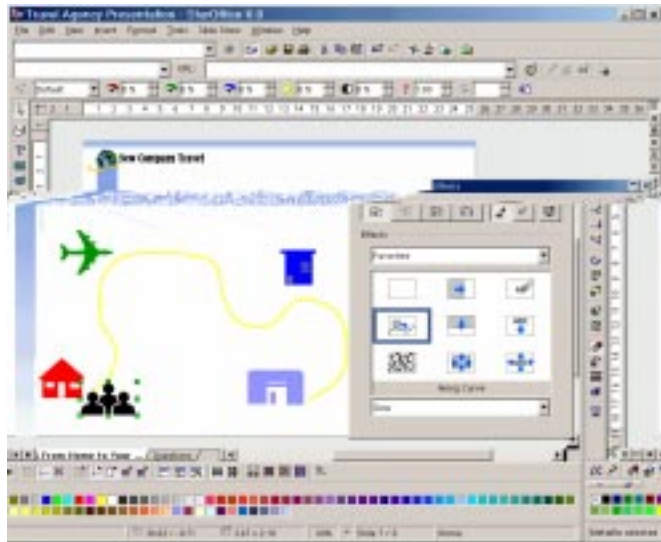
The quarterly sales reports might be what people are there to hear you talk about, but it's the special effects that keep them awake and help them remember what you're saying. The StarOffice application suite gives you scores of amazing features to keep audiences on their toes, and help you present a powerful message.

Effects on text A full array of predefined effects lets you bring text on screen in a way that suits your content. Bring each bullet point into the slide as you discuss it, from the side or bottom, or one letter at a time, to the tune of your client's radio jingle. You can watch each effect in the Impress preview window, so you know exactly how the effect will look without having to switch out of the slide and run the presentation.



Effects on objects The same types of text effects are available for objects. Complex systems can be simplified by adding one object at a time, letting you slowly introduce concepts before overwhelming an audience with the whole picture. Flashing, sounds, and dissolves let you draw attention to particular elements of your presentation.

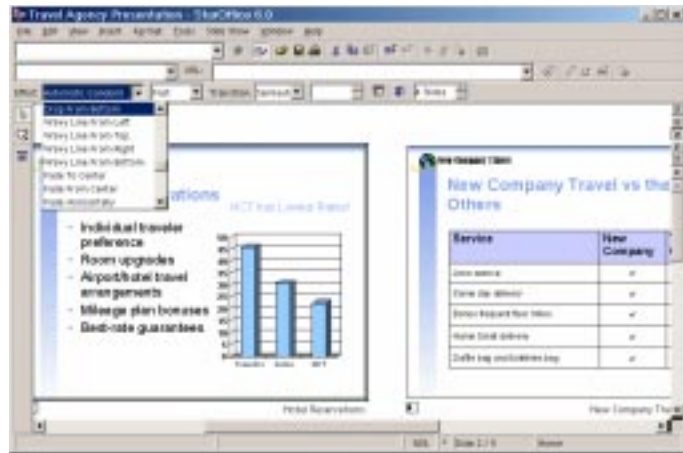
Power users will discover they can use the Along a Curve effect to make any object move along a path. Just draw a line across the slide, straight across or in any shape or design, then select any object and set it up to move across the path of the line.



Additional effects let you choose from a predefined set of macros to do your choice of several tasks when the item is selected: going to a specific slide, playing a sound, opening any document, making the object invisible, or fading it away.

Animated GIFs The animated GIFs you read about in the overview of Web features are also available in Impress. Combine any series of graphics and tell Impress how long each one should be displayed, from 1/10 of a second to much longer; the GIF will run continuously in your presentation.

Slide transition effects When you switch from one slide to another, it's useful to highlight the whole slide by giving it some extra panache as it comes on screen. These effects are in addition to individual text or object effects that are run first — you can also choose whether they run automatically, or whether they wait until you click the mouse or press Enter. Pick from predefined effects like fading in from the center, as well as your own customized sounds, and control how fast the effect runs.



Output and Delivery

In some ways, all these development features are only the beginning, since Impress gives you powerful tools for giving the best presentation possible. You'll be well rehearsed, perfectly on time, with excellent audience materials when you use Impress.

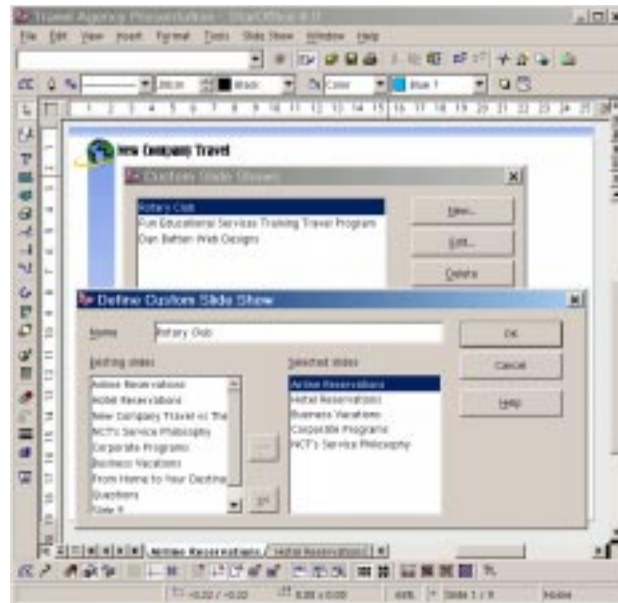


Prepared presenter, informed audience A good presentation becomes a great presentation when both the audience and presenter have what they need to understand and make informed decisions. Impress makes it easy for you to distribute your presentation to the audience, in condensed form —up to six slides on a page, with headings, page numbers, and any additional information you want to add to each page.

It's also easy to include speaker notes; just switch to Notes view and add anecdotes, illuminating examples, or presentation advice that only the speaker will see. The notes and handout information are attached to the presentation file so that, when you print, you get to choose what comes out: just the standard presentation, handouts, notes, or all three.

Perfect timing The printed word bears some relationship to how the presentation comes out, but it might not be a close one! Practicing a presentation is the only way you'll really know how it's going, and the Rehearse Timings feature helps you do that. Just run the presentation the way you normally would, but under Rehearse Timing's control; the time you spend on each slide is recorded, plus the total time. So you know how long that complicated slide on scheduling issues, for example, really takes to explain.

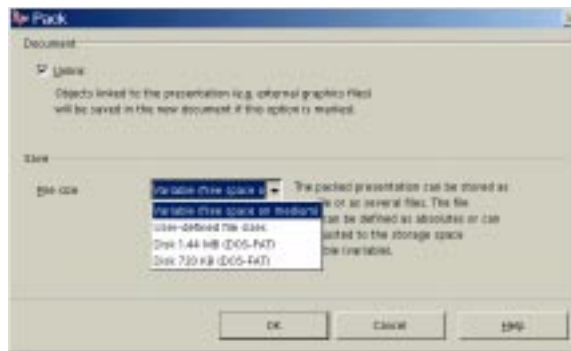
00:00:09



Write once, present anywhere: customized presentations If you've ever given a presentation, you know that you're often asked to give it again, to a different group. Or you might need to provide training to people in different classes, of varying abilities. Regardless, it's a fact that audiences and their needs vary, and Impress helps you address their needs with customized presentations. The fully detailed presentation you gave to your staff can easily be changed to a ten-minute presentation for management, with no cutting and pasting or managing two versions.

Divide and compress Unless you're an Olympic weightlifter, you won't be taking your desktop computer on the plane with you, or even up to the second floor. Impress lets you get the presentation onto a different machine or your laptop without using network or Internet connections, and without bothering with a CD burner. With the convenient Pack feature, Impress addresses two issues: compressing your presentation file, and dividing it up onto diskettes. Just choose to run Pack on your presentation, select the storage format (such as 1.44-Mbytes diskette) to copy the presentation to, and Impress takes care of the rest. With Pack, it's easy to copy your 2.5-Mbytes presentation file onto two diskettes. Once you've copied the diskettes' contents to your laptop or another computer, Impress

automatically reassembles the files for you –you don't have to do a thing.



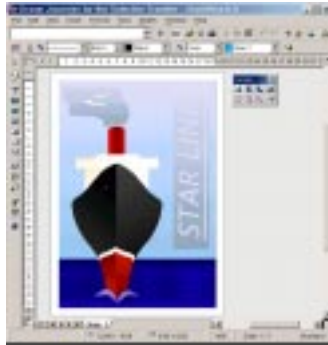
Work with the Player Impress comes with a small-footprint presentation viewer, so you don't need to load all the StarOffice software on the machine you use to give presentations. It's also convenient for continuously running presentations in loop mode, and for kiosks in conventions or stores. Impress Player contains only the parts of Impress that you need to run your presentations, with a few running options. It has command-line as well as graphical commands, and lets you set up features like automatic slide transition and presentation looping.

Running To run your presentation in the full StarOffice Impress program or in Player, click the presentation and you're off. That's just the beginning, though. If you're running a customized presentation, select the version you want. And if you're expecting feedback, run it in edit mode –it runs like a presentation with all the effects, but you can still change it as you go.



STAROFFICE DRAW

StarOffice Draw is a bonus application, since office suites don't typically include a graphics program. But if you're going to create documents with impact, and diagrams that effectively illustrate the topic, you can't do without one. Draw is a full-



featured graphics package, and has capabilities for *vector graphics* as well as *raster graphics*.

About rasters and vectors Raster objects are made up of very small dots, or pixels, grouped together. They may be scanned photos or artwork in JPEG, GIF, BMP, or other raster formats. Vectors are the objects you create with the Draw tools, based on mathematically calculated lines. Rasters and vectors are sometimes treated differently; and each has special properties that let you use them in various ways.

Draw is similar to Impress and has its own printing capabilities, including brochure printing. Be sure you've reviewed the Impress features, as well.

The main types of graphics features in StarOffice Draw are:

- Importing and exporting to other formats
- Basic graphics creation and development
- Text
- Color
- 3D objects
- Extra object effects
- Positioning and sizing objects

Importing and Exporting to Other Formats

Extensive list of file types Many of the 136 formats in the Formats list in the StarOffice File > Open window are for graphics. Whether you just want to open a scanned GIF of your office party, an Adobe PhotoShop graphic, or an AutoCAD drawing, StarOffice Draw can open them all, and more. And when you want to save your Draw files for easy transfer to another program, you've got 17 choices —everything from PNG, metafiles, and SVG, as well as popular options like GIF and JPEG.

Object type conversion Within a drawing, there can be lots of different types of graphics: standard polygons, metafiles and bitmaps, lines, curves and contours, text, and two types of 3D objects. With very few exceptions you can convert one to the other just by right-clicking and choosing the format you want to

convert to. If you would like to use an effect on a polygon that only works on raster files, just convert the polygon to a metafile or bitmap (both are rasters). Need the object as a polygon again? Just convert it right back. In the world of StarOffice Draw, objects can be anything you want them to be.



Basic Graphics Creation and Development

No hoops (just a great circle tool) Draw has a lot of sophisticated features, but you'll find it's still easy to get started. Just create a new drawing from scratch or from a template — Draw offers all of the usual StarOffice template capabilities, and comes with a variety of templates ready for you to use.

Slides for multiple drawings in one document You can leverage the Impress tab feature to create multiple drawings in one document. If you have several versions of the same drawing or components that work together, there's no need to make separate files. Just click on the slide bar and you have a new blank slide to draw on.



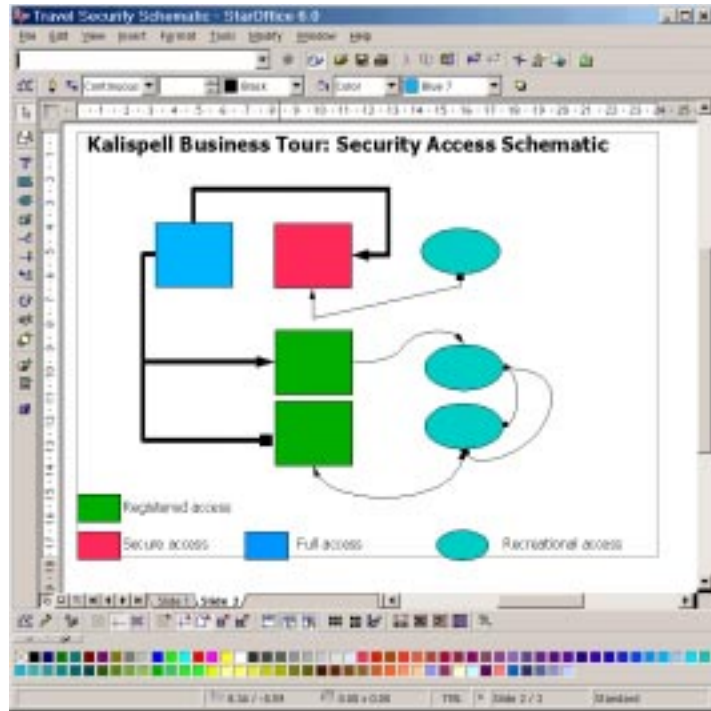
Square pegs, round holes, everything in between Squares and circles, ovals, rounded rectangles, and everything in between are easy to draw —just click on the shape you want in the toolbar.

Lines down the street and around the corner Whether it's straight lines, arrows, or precisely drawn and edited Bezier curves, Draw has the tools and setup features you need to get exactly what you want. Use existing arrowheads or customize them, even create your own shape; the arrowhead can be your company's logo or the classic triangle, it's up to you. Bezier curve tools give you an exceptional amount of control, both

before and after you've drawn the line or curved shape. Add points afterward and adjust the curve, sharpness, and location to get exactly the effect you want.

Precise control with the connector tool and dimension lines

Draw has the precision tools to enable you to create engineering-class drawings. Two types of line tools are included that you don't get with just any drawing program: connectors and dimension lines.



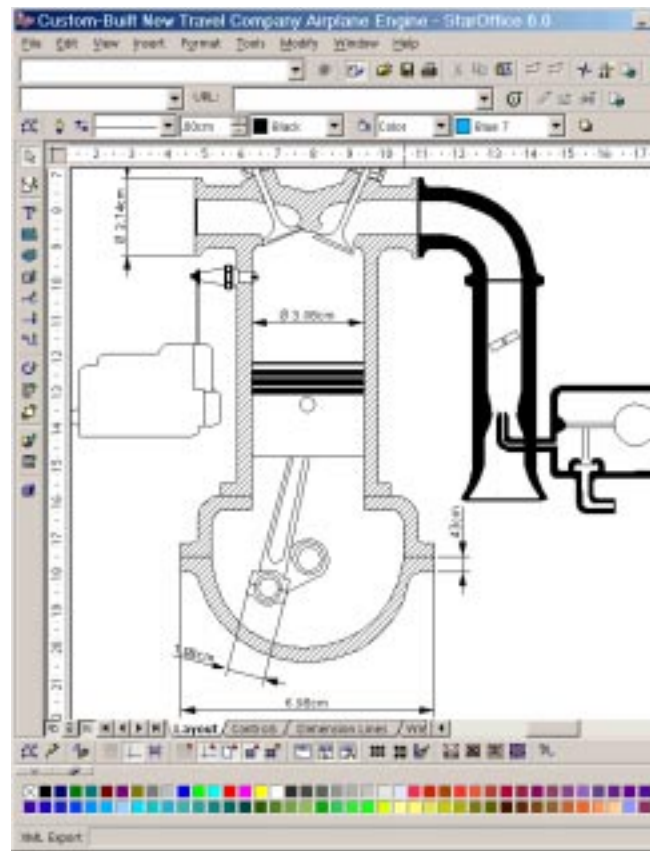
Connectors are similar to what you might have seen in Visio; a smart connector at the end of each line lets you easily attach it to objects in the drawing, and the line can curve and bend around each object involved.

Dimension lines are for use in scale drawings like house plans. Draw a line with the dimension line tool, and text appears to automatically display the line's measurement. Position it against the object you want to indicate the size of, like the height of a wall or the breadth of a door. Team up the dimension lines with the scale feature, which lets you choose scales like 1:2 or 1:16, and you can display the exact measurements of the object you're illustrating.

Whether it's UML diagrams, electric schematics, or woodworking plans, Draw gives you the tools you need.

An array of clip art If you've ever searched the Internet for a picture of woman's hand, computer monitor, or snack tray (and found everything but what you needed), you'll appreciate the comprehensive array of clip art that comes with StarOffice Draw. Whether it's business or leisure you want to represent, you're bound to find something you can use in the StarOffice Gallery.

Custom object fills and more Once you have the shape you need, it's easy to complete the details the way you want them. Fill any object with a solid color, bitmap, crosshatch, or gradient design, then control the intensity of the effect with the Transparency settings. And you don't just have the option of selecting from the many StarOffice fills: you can also create your own bitmaps, crosshatches, gradients, and even colors. (More on colors later.) Any object can be filled with the your company logo, the exact blue of your newborn's eyes (using RGB or CMYK), or a linear gradient, changing slowly from pink to red at a 60-degree angle. You can easily add shadows to any object, controlling the size, color, and transparency of the shadow.



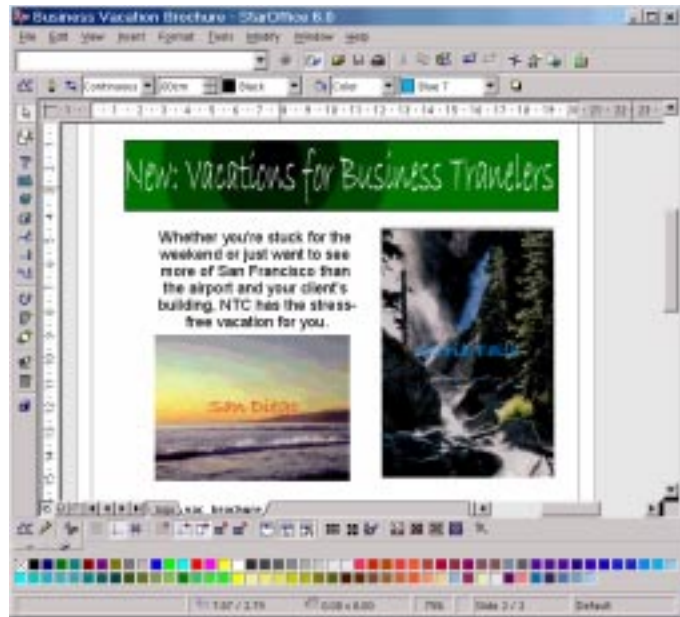
Text

For technical illustrations with explanatory text, company logos, or your family holiday card, the StarOffice application suite gives you the tools you need to do the job, and the toys to make it fun.

Full font selection It's the same full feature set you get in Writer, Impress, and throughout the StarOffice application suite. You've got fonts from Abadi and Ariel through Verdana and Windings, in any color or size, with any amount of expansion or condensation, and in any position from superscript to subscript.

Text in objects If you've ever done an organization chart, a UML diagram, or other designs that require text on top of various objects, you know it's a hassle to draw the shapes, position the text frame on top of the shape, select the right object when you're ready to write the text, and so on. Draw does away with

the old two-step process: now all you do is draw a box that represents your vice president, for example, then double-click and type her name. (If you don't want to switch to the text tool when you double-click, just turn off the feature in the option bar below the drawing.) Control the size, color, font, and other features as you would normally, as well as whether the text wraps in the object or goes outside the boundaries.



Text of every kind and variety There are six options on the Text toolbar in Draw. You have regular text that retains its size to whatever you set. The second option is text that automatically adapts to the size of the text box you draw; if you don't know the exact font size but know you want the text as big as an object you've already drawn, just draw the box to match the object, and you won't have to do any more fiddling. The third option is automatic callout boxes for technical or educational drawings, so you can easily provide explanatory text without a lot of hassle. Just draw the callout box, move the line to the object you want to describe, and type the information in the box. Show the outline of the box, hide it, give the text a background color, or choose other option as you see fit.

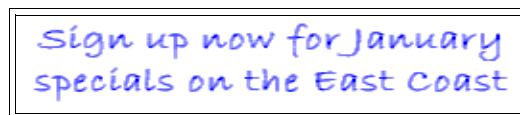


And just when you thought you had what you needed, the other three tools are the same —except they're turned 90 degrees, so you can have vertical text in all three flavors, too. For technical diagrams, posters, other designs with text down the side, or special printing needs, the StarOffice application suite contains all the options you need to make your projects work.

Animated text In Impress, you've got a glorious range of special effects for text and objects. Draw has text toys, too, in the form of text animation. This is in addition to the text effects and marquees in Impress.

Sign up now for January specials on the East Coast

Just go to the Text Animation tab of the text formatting window, and choose blinking or three scrolling options. You also control whether it's continuous, the delay if any, and how far apart the scrolling or blinking is. And as you see, you can easily paste your text into Writer or other StarOffice documents.



Go nuts with FontWork If there's still stuff you need to do with your drawing's text that the other features don't cover, you'll find it in FontWork. (It's in Impress, too.) Curve it, turn it upside down, turn it on its side. You can control the direction not only of the whole line of text —whether it goes from northwest to southeast, for example —but what direction each letter faces: Is it upright, upside down, or following the curve of the line? Add a colored shadow for extra impact. Whether you're a professional graphic artist or you just enjoy designing the family newsletter each year, FontWork makes the job more fun and gives you the power to go beyond what you've done before.



Color

It's easy to be simple or complicated with StarOffice Draw colors. Click what you want from the colors provided, or choose an entirely different color model and make your own palettes.

Two color models You get CMYK or RGB —that is, the Cyan Magenta Yellow Black (CMYK) model for professional printing and design, or the Red Green Blue (RGB) model for standard color work.

Create your own colors and palettes If you do projects that require a sophisticated handling of colors, you've probably wanted to change a color —maybe just a hair brighter than the standard green, but without the blue undertones. The Color window lets you do exactly what you want; just punch in specific RGB or CMYK values, and your custom color appears. Specify hue, saturation, and brightness for even more control. Save it under a new name and it's yours to use whenever you want.

The StarOffice application suite not only gives you the power to create any color you want, but makes it easy to organize and find your custom work. To keep your custom colors separate, or if you create several sets of colors to be used in different documents, just store them in separate color lists or palettes. In every color window (and when you create crosshatches, gradients, and bitmaps, too) you have the option to load a new palette, save new or modified items in the same palette or in a different palette.

Standard color editing support The StarOffice application suite

gives you the tools you expect for editing any raster graphic: you can specify on-the-fly color depth, RGB values, black/white values, contrast, gamma values, and brightness. When you select a raster graphic, the editing toolbar appears above your drawing area, conveniently giving you the tools you need, when you need them.



Change individual colors in a raster graphic Anything made up of pixels, like a picture you've scanned or a JPEG or similar file you've opened, is a raster graphic. The colors are all in one object, not separated into different shapes, so it can be a hassle to change a color —to take the red eye out of scanned photos, for instance, or change a logo's bright green text to a softer sage color. Without the proper tools, you have to sit there with your face next to the monitor, changing one pixel at a time. However, it's quick and easy with the eyedropper tool. Just move your mouse over the color that you want to change, and click. Then pick what you want to change it to: any color in the list, or transparent. You can even specify how close you want the change to be; if you just want any light green, more or less, changed to sage, choose a wide range of error; if you want only that particular shade of lime to be changed, choose a low range.

Note You can convert any vector object to a raster —see the type conversion information under “Importing and Exporting to Other Formats.” You can use the Eyedropper tool only on raster objects to change individual colors; see the “Color” section.

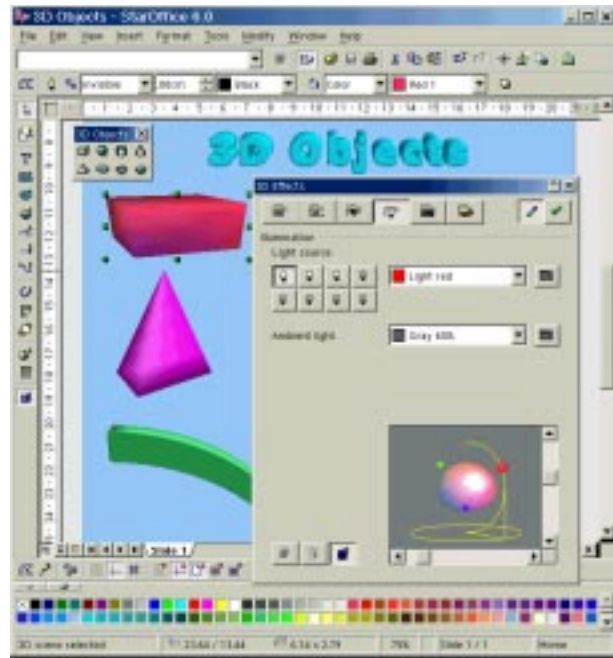
3D Objects



A lot of designs look great with just flat drawings, but you can throw a bigger visual punch with objects rendered in 3D. In StarOffice Draw it's quick, easy, and the control is amazing.

What's a torus? It's not just spheres and cubes —you also get cones, cylinders, shells, half-spheres, pyramids, and toruses — (that's a donut, by any other name). If you've already got a shape that you wish was 3D, just right-click on it and convert it. For additional shapes, ovals get a whirlpool in the middle. You can even convert text to 3D.

3D effects and formatting Going through the formatting window is an education in itself. First, there's the selection of special predefined 3D formatting effects : shadowing, special textures, gradients, designs, and more. Go into each subsequent tab where you can control aspects like shading (flat, phong, or goraud) and illumination (light source and ambient light) and you might not get through all the options. The preview window always shows how your choices will affect the selected objects, so you can get the effect exactly right before you apply it. For sheer unadulterated fun, take some text, mess around with it using FontWork, then bring up the 3D effects.



Extra object effects

Combination platter You can group objects, of course, so they behave as one when you apply effects or position them. You can also combine two or more grouped objects, merging them so they're the sum of their parts (combining and merging); so they're just a set of connected outlines (connecting); so only the overlapping part is left (intersecting); or so only the part of one shape that is not overlapped is left (subtracting).

Distortions and curves ahead

Just as you can curve and manipulate text with FontWork, the distortion and curve tools give you a lot of control over an object after drawing it. Squares and circles have their purposes, but for sophisticated designs and original art, you need more, and StarOffice Draw gives it to you. Want to create a CD cover design? Just draw a rectangle, then use the Set in Circle tool to curve it to match the CD shape and width. If you need a gentler curve for the slope of a hill or a precise shape in a design,

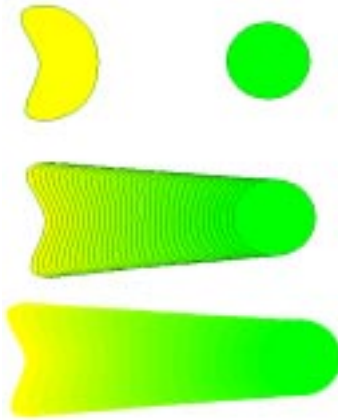


use the Set to Circle tool. To pull an object all over the place without a circle as its central shape, use Distort; to manipulate

specific points along its edges, convert it to a curve and use the Bezier tool.

If all you want is a simple slant, open the Size and Position window to choose the angle of the slant.

To open up an object, filled or not, just choose Break and drag the lines where you want them. A circle turns easily into a horseshoe shape; a square courtyard in your house plan changes into an open one. It's a simple alternative to drawing the shapes freehand.



Crossfading You can get dramatic effects with crossfading. It gradually transforms one object into another, changing color, shape, and texture in as many increments as you specify. Give the object borders, and you can see how it changes; leave the borders off, and you can create a variety of shapes from the resulting transformation. If you're creating animations, this can save a lot of time.

Making a shaped series of objects The Duplicate feature is similar to crossfading, but lets you start with just one object and go wherever your imagination leads. Pick an object, then decide how many copies to make, how much the height or width should change in each subsequent copy, what color the first and last objects should be, how much to rotate each copy, and how far apart each copy should be. Need twelve copies of an object for a clock face? Just specify 11 copies, with a 30-degree rotation and spacing appropriate for the clock size. Need to create a waving line of people from a single piece of clip art? Make 12 copies that rotate out at 180 degrees, then copy the whole line and flip it horizontally. Spirals have never been easier.



Filters As good as you are at graphic design, there are some things you'd rather have done for you. Making a picture look aged, for instance, for a design illustrating 19th century pioneers, or creating a modern pop-art effect for a movie poster. StarOffice Draw comes with effects like these and more: eleven filters in all. From color inversion to charcoal sketch, from relief

to mosaic, you've got powerful tools for dramatic effects.

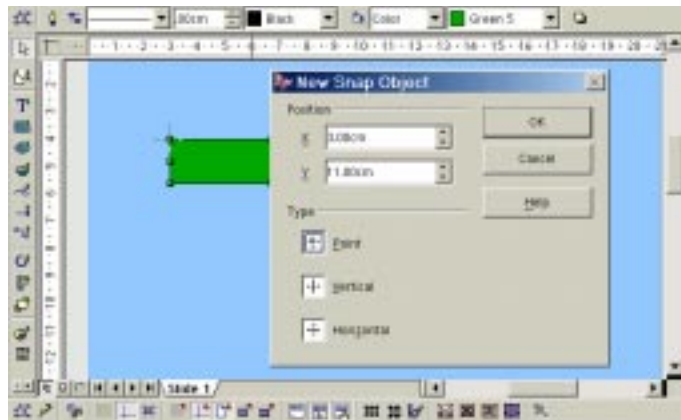
Positioning and Sizing Objects

If you need control over positioning and size, you need the StarOffice application suite.

Put it where you want it When just clicking and dragging isn't enough. It's right there in the Size and Position window. For whatever measurement system you're using, you can specify exactly where the specified corner of the object should be on each axis. Control the position to within 1/100 of a millimeter. Apply this control to objects or text boxes.

Size matters You've got the same precise control over an object's size; just enter the width, maintain the same ratio or enter the height as well, and click OK. Use this control on text boxes, too. And of course, for approximate resizing, just click on a corner to shrink or grow the object.

Grids and points for visual and automatic guidance The grid is a set of intersecting lines, at intervals you specify, across the work area. You can use them as a visual cue as to where to position objects, for just a little help, or to make everything snap (align) to lines and points on the grid. You can even set up extra points in the work area that you want to use as visual or snap guidelines —totally unrelated to the grid. Or choose to snap an item to another item's border, so they're connected precisely.



It's all a matter of scale If you want to work in a specific scale, just look up the General options in the Draw setup window. Select 1:2, 1:16, or whatever scale you need.

STAROFFICE ROAD TEST: A DAY IN THE LIFE

Adopting a new office suite is a big decision, so we want to make sure you know how the StarOffice application suite can help you out on a day-to-day basis. Here's how four people might use StarOffice for fun and profit. Pick the one that matches your life the best, or read them all to see how you can put the vast set of StarOffice features to work for you, saving time, effort, and a whole lot of money.

Public school principal or teacher If your school is one of the many that tries to make up for limited funds by putting extra demands on teachers, the StarOffice application suite is a great way to get the software you need to produce lesson plans, track grades, create attention-getting presentations, and get your students excited about using computers.

Technical consultant When you're working for a different client every week, time is money, but so is flexibility. You never know what kind of software or platforms your next client will be working with, so the StarOffice suite's ability to open any file created on any platform enables you to work with anyone, no matter what format their source documents are in or how they want the product delivered.

Small business owner When you're trying to run your dream business and turn a profit, too, constant expensive upgrades and software that locks you into a single vendor aren't much help in achieving your goals. StarOffice software, the affordable and flexible choice, is on your side in the struggle to make it to the top. It provides everything you need in one package, from a database of your key clients to your marketing brochures, Web sites, and presentations to prospective customers.

Just for fun The drawing, graphics editing, and font capabilities of the StarOffice suite are so rich, there's virtually nothing you can't do. Whether you're making your personal Web site, the cover art for your mix CD, the family Christmas letter, or any other project, the StarOffice 3D graphics, FontWork, and the seamless integration of tools across applications will help you create whatever your imagination dreams up.

STAROFFICE IN PUBLIC SCHOOLS

Sierra Elementary school in Petersburg, Montana is a typical public school. The principal tries to get the best equipment and materials with the budget she has, but usually it's a struggle just to maintain standards. The teachers love teaching. However, the extra hours spent outside class correcting papers and tracking grades, and being responsible for creating anything outside the standard curriculum that might make class more interesting,

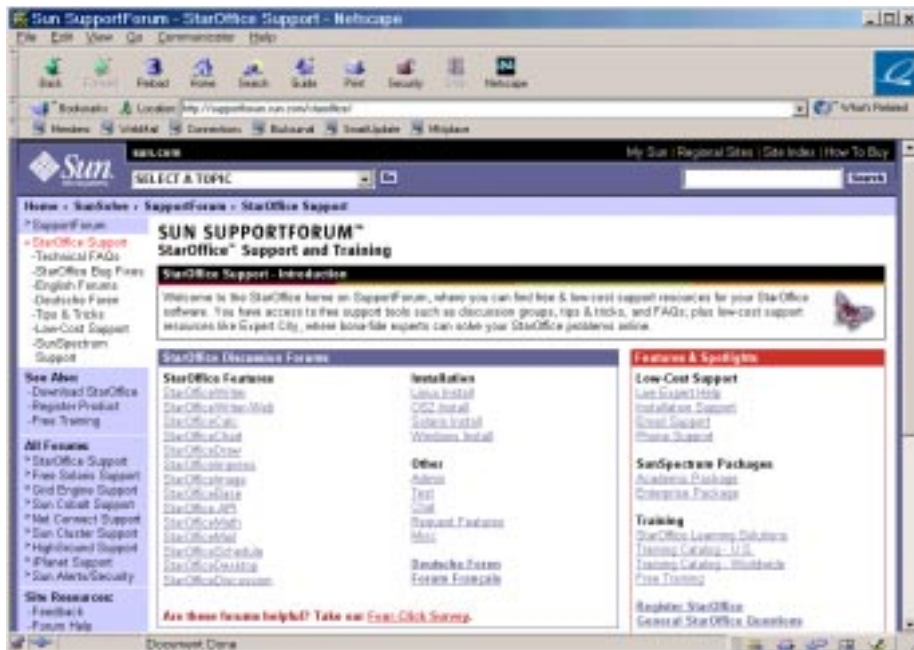
can be frustrating. Everyone, including the students, is bored with the way they learn and do homework: chalkboard, workbooks, photocopied handouts from five years ago.

Decision-makers

The office suite for any budget, on any scale The principal had planned to convert from an ancient, character-based WordStar word processing program to something a little more up to date, but a site license for all the school's computers, including the ones in the computer lab, were beyond what the budget could handle. She had also investigated the cost to convert the school's files, including student and teacher records, class materials, and so on, and it was prohibitive.

However, at an education convention she attended at the beginning of the school year, the principal found the StarOffice application suite. She discovered that not only was it affordable to install throughout the school, but there were no conversion issues from WordStar, AmiPro, or other old formats the school had used —StarOffice software could open everything they needed. It also meant that students with computers at home had no excuse for not having the StarOffice suite. This opened up a new set of options for homework, as well as ways to get homework done when students were out sick or on trips.

Painless knowledge migration She checked out the ease-of-use factors. The StarOffice feature set was robust, but it looked like the AutoPilots would help inexperienced users get started quickly, and the online knowledge base provided by Sun



Microsystems would answer any questions they had.

Operate in the same low-cost environment The principal was also considering using the Linux platform on new computers

that were added to the computer labs and faculty offices. A low-cost, open source operating system was as appealing as a low-cost, open source office suite, and now she knew that they worked together beautifully. She ran the demos of the StarOffice application suite on Linux, Microsoft Windows, and the Solaris Operating Environment, and couldn't see a difference—which meant no issues when the teachers brought in work from their home computers for students to use in the school computer labs. With no costly upgrades for operating system or office suite, she thought she'd be hard pressed to find a reason to buy anything else.

Teachers

Tools for quick grade calculation Most of the teachers spent hours of extra time each week outside the classroom, grading papers and tests and figuring out what that meant for the students. The end of each quarter meant even more extra time, entering and calculating final grades, worrying about how to evaluate intangibles like class participation, and so on.

One of the history teachers took an evening to look at StarOffice Calc, the spreadsheet program, to see how it would work for storing and calculating grades. She opened up her plain text file where she currently tracked everything, and quickly imported it into Calc. All the students' grades on each assignment were now in an easy-to-read-and-manipulate spreadsheet form. She used a simple formula to add weight to the three big tests she'd given that quarter, then with help from the AutoPilot function, added a formula to average the weighted grades together and display them with the corresponding letter grade. The average grade came out a little low, with only two As, and she remembered that the second test had been on a few chapters that the substitute teacher hadn't covered in class. She also added a column for class participation, based on the points she gave each day for comments in class and whether the student had grades for every pop quiz, and looked at the letter grades again. This time, the results didn't surprise her, and she knew these were grades she could hand in and stand behind. She could also use the spreadsheet later as a data source for reports, or even to do a mail merge to send parents personalized reports of their children's performance.

Liven up the classroom The next day's lecture was on the Copernican revolution: how the assertion that the earth revolved around the Sun caused an uproar in Renaissance Europe. The usual approach was to discuss the textbook and look at a map or two. However, she decided to try out the presentation application, Impress, and see what she could do. She created a few slides on background information using bullet text, and adding an attractive background design that came with Impress. Then she read on about the convoluted circles that mathematicians had drawn to represent the sun and other planets rotating around the Sun. So she used the special effects animation tool to make each of the planets move along its orbit, and ran the presentation. This was a lot more interesting than her usual lecture, and it really brought home the topic, as

well.

Students

Creative homework

The primary products of Paraguay have rarely brought much excitement to anyone, but the way students are asked to produce their homework on a topic can make it go faster and be more interesting, too.

Creating a Web page on South America, with an

image map that enables you to click on Paraguay to see information about it, helps make class more interesting, and less of a struggle to get homework turned in. Any student with a computer can afford StarOffice software, regardless of their home budget.

Work from home A few students each year had problems being in a real classroom —caused by social awkwardness, attention problems, getting to school from remote areas, and so on. Usually they switched to home schooling or dropped out of school altogether. The StarOffice suite, looked like a great solution to the problems these students associated with being on site, while still enabling them to take advantage of the public school system. Teachers could easily distribute their materials, distribute tests for students to fill in and e-mail back. An increasing number of teachers were asking their students to work from home, anyway: go to a Web site and research a topic, create a presentation on subjects found on the Internet, and so on. And for parents who take their kids on two-week family vacations every year, it's easy to load StarOffice software on a laptop to help the kids keep up with their homework, instead of the inevitable rush upon return, and the plummeting grades that can result.



STAROFFICE AND THE CONSULTANT

Olav Roberts has been riding the technological revolution for years. Starting as a programmer in the core of Silicon Valley, he's now a successful consultant, traveling all over the world to train beginning or advanced programmers, give presentations on new technologies, and anything else a client might request.

Olav has used Microsoft Office on his laptop for years, so he could nearly always read his client's files and send documents in their preferred format. He fell in love with the Linux platform and switched as soon as he could, but then he had difficulty producing documents for his clients in the format and software they demanded. However, when he saw the StarOffice application suite at a technical conference, running on Linux as well as the Solaris Operating Environment and Microsoft Windows, he knew this was just what he needed. He had the software up and running on Linux before he caught the flight home.

Speak any software format language He made a lot of useful contacts at the conference, including a new client who asked him to create customized Java training in three weeks. Olav had standard PowerPoint files containing boilerplate training materials, so he ran the StarOffice Microsoft import filter, and the files opened in StarOffice perfectly, with all formatting intact. He knew it would be easy to save the StarOffice files back into Microsoft format if the client wanted copies.

Opening his Excel time sheet template in StarOffice Calc, Olav filled in the time he'd spent already. It wasn't much, since the rough draft and formatting were completed before the flight was over. To fill the remaining time, he added the contacts he'd collected at the conference to his own address book, then used the address book AutoPilot to connect it to the database management feature in the StarOffice suite. He'd now be able to use the StarOffice database to run automatic mail merges, sending letters to all his contacts, or just the new ones. When Olav got off the plane, he'd accomplished a lot more than he usually did while traveling.

Collaborating and reviewing easily As he started working on the project back at the office, Olav insisted on getting feedback on his materials before showing up to do two weeks of training for 100 people. He wanted to use the StarOffice versioning and editing comments features, so he asked the client to download and install the StarOffice application suite. Normally he'd have to pay for the cost of any accommodations he asked the client to do, but with StarOffice 6.0, his client contact had the software downloaded and was reading Olav's document within an hour.

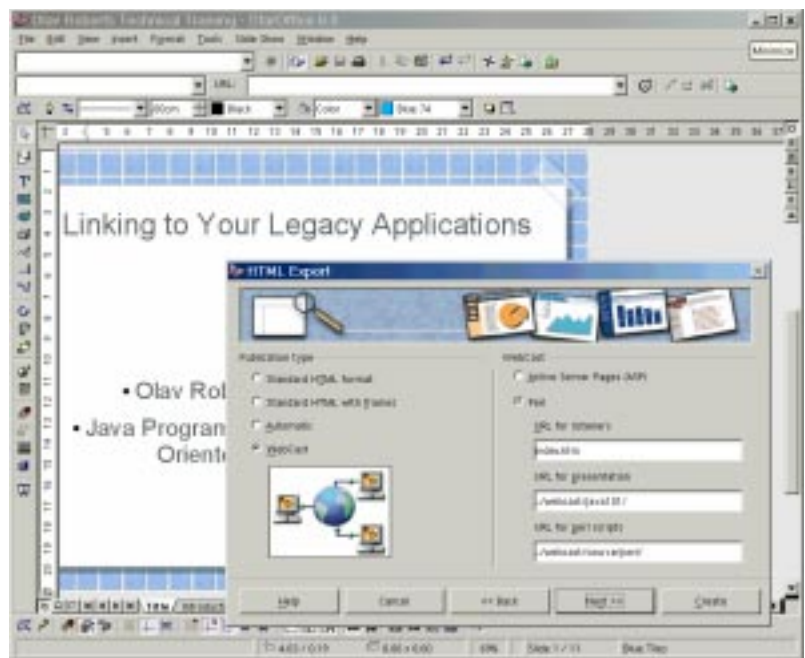
It turned out the edits were heavy. The client wanted a lot of new things that hadn't been mentioned before. After seven rewrites of the document, Olav ended up going back to version five, due to a miscommunication with the client. Normally he'd have overwritten that version and would be desperately searching through his backups for it, but the StarOffice version control system made it easy to bring up the correct version. He also faxed each one straight from the StarOffice suite to the company VP, who didn't use e-mail, but liked to be kept up on how things were going.

Being prepared Olav left for the client site and, on the flight over, timed the training with the StarOffice Rehearse Timings feature. Allowing time for the lab exercises and a few breaks, he discovered he was about a half-day short on material, so he

quickly imported some FrameMaker documents on the history of the Internet.

Customize slide output for any situation Arriving at the client site, Olav met the team and, of course, there were a few surprises. He discovered that he was not only training a hundred programmers over the next two weeks, but the managers would be sitting in on the classes as well. They wanted him to cut the class down to four days, since they couldn't be away from their jobs any longer. He managed to convince the managers to allow him to create specialized training, and quickly produced a customized presentation from his main training file, taking the first slide from every chapter, which contained the overview information. Olav didn't have to do any cutting and pasting, since Impress enabled him to create a different version of the presentation based on the same source file. He made a few changes to the slides in the custom presentation, which also showed up in the original version for the programmers.

A few managers were at a conference and couldn't attend in person, but Olav solved that problem and scored big points with the customer by quickly converting the custom presentation to a Webcast. He made a version in plain HTML too, without frames, to make sure every remote manager could read the materials.



Easy look-and-feel customization with slide templates and styles The night before the training was going to begin, Olav discovered that the presentation absolutely had to look like all the company's existing documents and presentations. He imported a sample template and created an Impress template from it, quickly verifying that it had all the styles he needed for

his presentation's content. He customized several styles for the Code Example and Notes styles he needed, then applied the template to his presentation. Even the standard background, which showed the company president emerging from a cloud bank at the top of Mount Hood, blended in pretty well, now that he'd applied a black-and-white charcoal filter effect to the JPEG file to make it a bit subtler.

The training went beautifully; the managers were pleased that they'd receiving customized training, and the programmers genuinely understood object-oriented programming by the end of the two-week session. The client gave Olav a huge list of colleagues who also needed training. The list was in a dBase file, one of the many formats supported by the StarOffice suite. Olav got on the plane feeling good: the usual last-minute changes hadn't kept him up all night converting and formatting, and he'd spent time doing work he enjoyed, not struggling with the software.

STAROFFICE AND YOUR BUSINESS

Kathy Jones started her travel agency last year. Specializing in guided package tours, she's put together a business that's starting to thrive, though with a few issues still to work out. She has enough work; but finding time to do it all or train someone to help is a problem. Kathy's also trying to create a more polished image, so she can attract business travelers for weekend spur-of-moment tours she's developing. Her target market is professionals who are stuck in a strange town over the weekend with nothing to do.

Kathy's goal, in addition to cutting expenses wherever possible, was to find software that would let her get as much done as fast as possible. Spending time on the software, teaching it or learning it or redoing work was a waste of time that could be better spent sleeping or trying to recognize her husband and children. A colleague had recommended the StarOffice application suite, so she downloaded it from Sun's Web site. She was expecting an evaluation copy that would expire in a few days, but she received the whole package, and a half hour later had it installed, set up, and running. She chose to do the optional registration, since it gave her access to the dozens of knowledge base sites and forums about StarOffice.

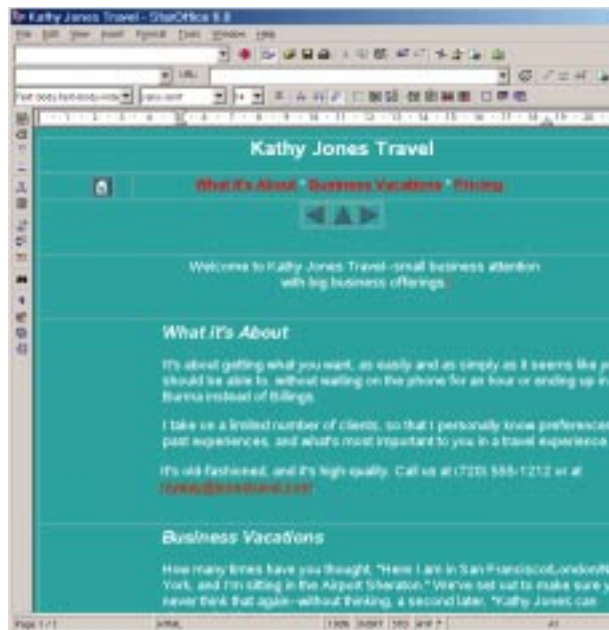
Single source: less work now, less work later Kathy needed to get out the word about her new tours, in a lot of different formats. She had a standard press release that a contract marketing writer had created for her using Microsoft Word. But she also needed an intimidating number of sales tools: a Web page, brochures, mailings, sales presentation she could deliver herself, as well as a Webcast sales presentation that could run automatically. And each of them would need frequent updating as tour package details like price, dates, and specials changed.

Opening the Word marketing document with StarOffice Writer

was easy. Looking through her StarOffice book and the menus, Kathy began to realize that once she had a StarOffice Writer document, it could go anywhere.

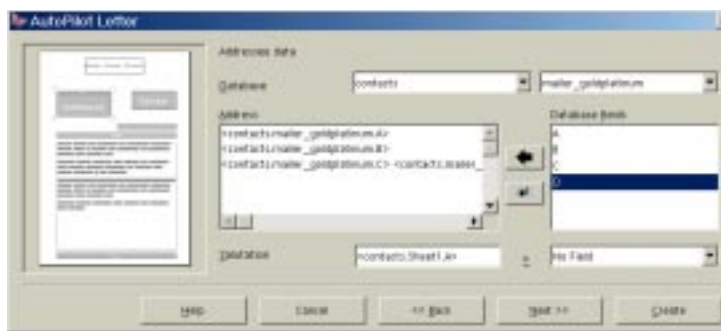
First, Kathy broke the ten-page document up into several smaller documents, by topic: business overview, general information on the new line of tours, details on tours, pricing, and so on. She didn't want to include everything in all her sales documents, but didn't want to be deleting and adding all the time, so she decided to use the Insert feature. Kathy stored the files in a SOURCEFILES directory and started planning how to use them.

The Web page would contain everything, she decided. Kathy opened a new HTML file and inserted each separate content file. She applied an elegant-looking design layout, then used the target feature to easily add links to each topic in the page. The Web page was done.



The brochure was next. Kathy opened two new Writer files, saving one as business_brochure and one as newtour_brochure. She inserted a few source files in each, added her company logo and an appropriate title to the first page, then converted her standard Word template to StarOffice format and applied it to both documents. Going to the print setup window, Kathy chose brochure printing and printed several copies of each two-sided folded-page brochure.

Mailings were just as easy. First, Kathy organized all her contacts by opening up her plain text address book in Calc, turning it into a spreadsheet. She used that as her data source for the mail merge, since a database isn't required by the StarOffice application suite. Then Kathy used the AutoPilot to create a letter, using her contacts spreadsheet and its Gold/Platinum members query as the data source.



Kathy added some basic introductory text, inserted the overview and a detailed tour source file, and finished it with standard signature text. Both the letters and envelopes printed without a hitch.

For the sales presentation, Kathy created another new Writer skeleton file and inserted everything except the more detailed source files. She applied a standard Writer template and assigned Heading1, Heading2, and Heading3 styles to the points that she wanted displayed in the slides; she'd just talk about the rest without distracting the audience with excess detail. Then she chose the Send Outline to Presentation command, and in a few seconds had a new set of Impress slides. Kathy applied her standard PowerPoint template to it, and the sales presentation was done.

Once she had the presentation slides, it was easy to make the Webcast equivalent. Kathy exported the presentation to HTML, then chose the appropriate Webcast options. Now she had a sales tool that could run constantly on a Web site, selling her tours to anyone watching.

Later, when she needed to change details, Kathy went to the source files. Updating the Writer documents was as easy as opening the files, and the presentations were also simple to regenerate. No cutting and pasting, no updating one output version but not another, and no wasted effort.

Figuring out how to achieve specific financial results Kathy's business advisor helped her determine how much to charge for tours, the expenses she could include with each package, and so on. However, Kathy also wanted a tool she could use to figure out "what if" scenarios when she had a new idea. She wanted to know if, when people suddenly canceled, could she still afford to give a tour if she increased the cost by x% and got y more customers; if she gave a partner x% of the proceeds of a tour in exchange for a y% discount on their product; and was it worth her while, especially if she had to hire someone to help around the office this fall? How many extra Wine Country tours would she have to sell this year in order to buy a small lake cabin she had her eye on; how many for the big lake cabin? It took a long time to figure out multiple outcomes of these scenarios using a calculator or standard financial spreadsheets.

However, the StarOffice Calc spreadsheet comes with powerful, intuitive scenario capabilities built right in. All Kathy had to do was set up a separate spreadsheet for each situation she wanted to figure out, add only the formulas she needed (creating them there or copying them from other financial spreadsheets), then create a drop down list for the variable she wanted to fiddle with.

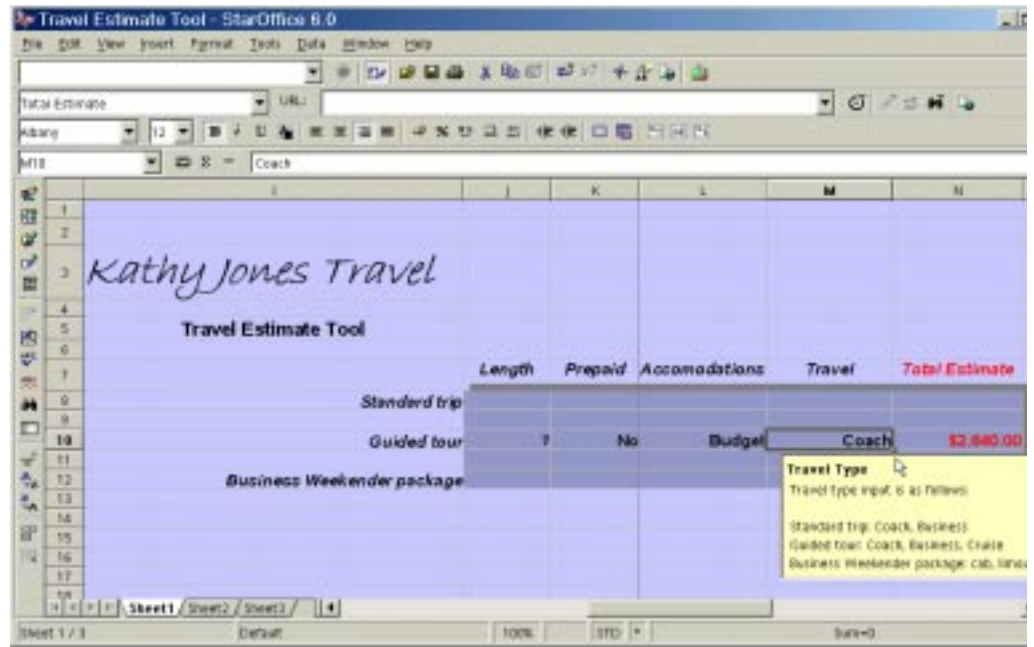
Streamlining work for employees Kathy had more than enough work for someone to help her in the office creating quotes, putting together tour and sales materials, and so on. However, she'd heard horror stories from colleagues who'd spent three months training someone who still was more work than help. The labor market was tight, and she wanted to make

sure that whoever she hired could come up to speed quickly on the tools and processes she used.

Kathy knew that her employee would need to be able to produce quotes correctly, without supervision. As a sole proprietor, she didn't have the expensive software that would shoot out quotes automatically. Instead, Kathy had put together a quote-generating spreadsheet in Calc, which was like a little software program of its own. She could enter the type of package, number of days, and several other variables to get the standard cost, member cost, or commercial cost. It was a powerful set of calculations, and since she customized it for her own business, it was easier to use and more helpful than the expensive software she'd been eyeing. Easier to upgrade, too, when her business changed.

However, to get the right results it was crucial to enter only valid values. For instance, for the European package, she had to make sure to enter the right number of days, the right hotel (spelled correctly), and so on. The calculations contained complex If/Then statements based on the hotel and other non-number values, and she only had two tour lengths, seven and 21 days. This meant that entering 18 days would throw everything off. Kathy didn't want to document all the rules and possibilities, nor did she totally trust her assistant to closely follow every single instruction.

It was easier to build the values into the system. Calc enabled Kathy to create a drop down menu of the possible values, wherever this was necessary. Tour length for European tours became a list that offered only seven and 21 days as the possible choices; hotels on the Wine Country tour became Ephraim's and Vicente's. If she received contracts with additional hotels or changed any other details, it was easy to update the spreadsheet.



Finally, Kathy created a new Calc scenario to figure out how much she could pay the assistant, taking into account taxes and all other costs, to determine what wage she could offer and still continue with her profit growth goal for the year.

Kathy felt a lot more confident about hiring an assistant now. She knew how it would affect her financially and that she could expect a fast learning curve with her software and virtually mistake-free quotes. Kathy had all the sales literature already completed in multiple forms, so she could easily point out which types to distribute. And best of all, she knew the big mail merge project she'd been putting off for months, letters to all 4,000 of her contacts nationwide, would be easy for her new employee to accomplish.

Professional-looking graphics However, Kathy was still dissatisfied with the look of some of her tour photos. The big travel agencies had such professional, glossy posters and tour guides. While she knew she wouldn't have the money to create anything on that level for a while, she wanted to upgrade the illustrations she used for brochures and the framed pictures in her office.

Sitting down at the computer with her StarOffice software again, Kathy scanned in some photos from her new tour package, including spectacular sunsets and landscapes. They looked all right, but not quite eye-catching enough. So she found the image toolbar and started adjusting values: the balance of red, green, and blue in each photo, color saturation, brightness, and so on. An underexposed mountain shot brightened up beautifully, a lakeside landscape looked markedly better in black-and-white, and a well composed but unremarkable sunset became stunning when she applied the Aging filter and slightly increased its blue saturation. She

quickly added the sunset to the front of her latest general sales brochure.

Kathy decided to send a few of her other photos to a professional printer to produce framed artwork for the office. She asked the printer about specific requirements, and found that it was easy to do in Draw. Kathy switched the color model to CMYK, the color model preferred by professionals, and saved the file in TIFF format. She also sent off the company logo in EPS format to the custom t-shirt shop, to be printed on new polo shirts for herself and her new assistant.



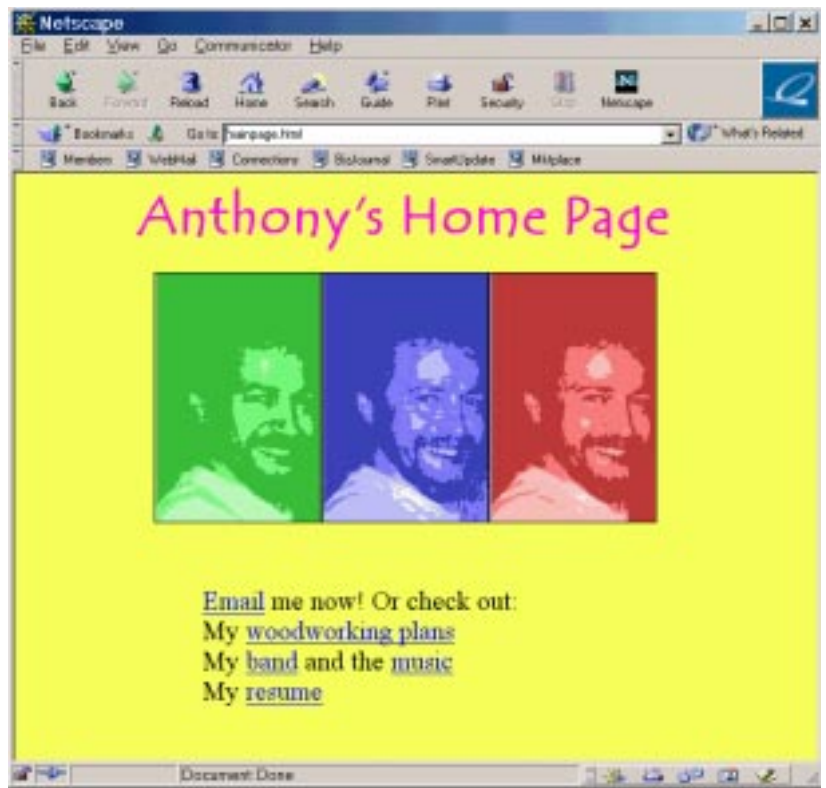
A productivity tool that actually made her more productive. The StarOffice application suite was the best business decision Kathy had made in a long time.

STAROFFICE FOR FUN

Anthony discovered the StarOffice application suite while surfing Amazon.com a few weeks earlier, checking prices for Adobe Photoshop, Microsoft FrontPage, and the other software he wanted. Most of them were very expensive, but the StarOffice suite was quite affordable. He had already downloaded some limited freeware graphics programs, and had a WYSIWYG Web editor, but every time he wanted to do something out of the ordinary, he was stuck.

The first thing Anthony did with StarOffice 6.0 was get his basic Web page framework down. He had a hard time choosing from the 14 different templates and 19 layout designs, but he finally settled on a one-column template with placeholders for pictures and captions, and a basic yellow as the background color scheme.

The main page was decorated with a picture using a style Anthony had always wanted to try: a photo of himself, with an Andy Warhol-style, high-contrast effect applied to it. Inserting a picture from the last band party, he used the red, green, and blue controls for graphics editing. It took a few seconds to add his name and e-mail address in a mailto link, so clicking the link opened a new e-mail document addressed to him. Anthony's main page was ready.



The Warhol self portrait turned out so well that Anthony decided he wanted it on every page as an identifying icon. He made an animated GIF, so that every second, the image changed from red to blue to green. He placed it in the lower left corner of every page, and hot linked it to his e-mail address.

Anthony wanted to accomplish several things with his page – distribute his original woodworking plans; publicize his band; and display his resume.

Rendering and posting designs Up to this point, Anthony had hand drawn the plans for his original furniture and guitar designs, and scanned them into his computer. The professional AutoCAD package was way out of his budget, and most other software didn't seem to give him what he needed. Drawing the plans for a kitchen table, though, was easy in StarOffice Draw. A grid enabled him to visually position and size the lines and components, while the Position and Size window helped him utilize measurements. The Bezier curve allowed Anthony to precisely outline curved lines; while the dimension lines and scale tool showed the exact finished measurements of each part. Anthony finished his design quickly, without getting mad at the computer even once.

Once done with the drawing, he exported it to JPEG, shrank it down to thumbnail size, and inserted it in a new HTML page.

Anthony was about to add text links on his new woodworking page to all his existing plans, when he realized it'd be a lot more

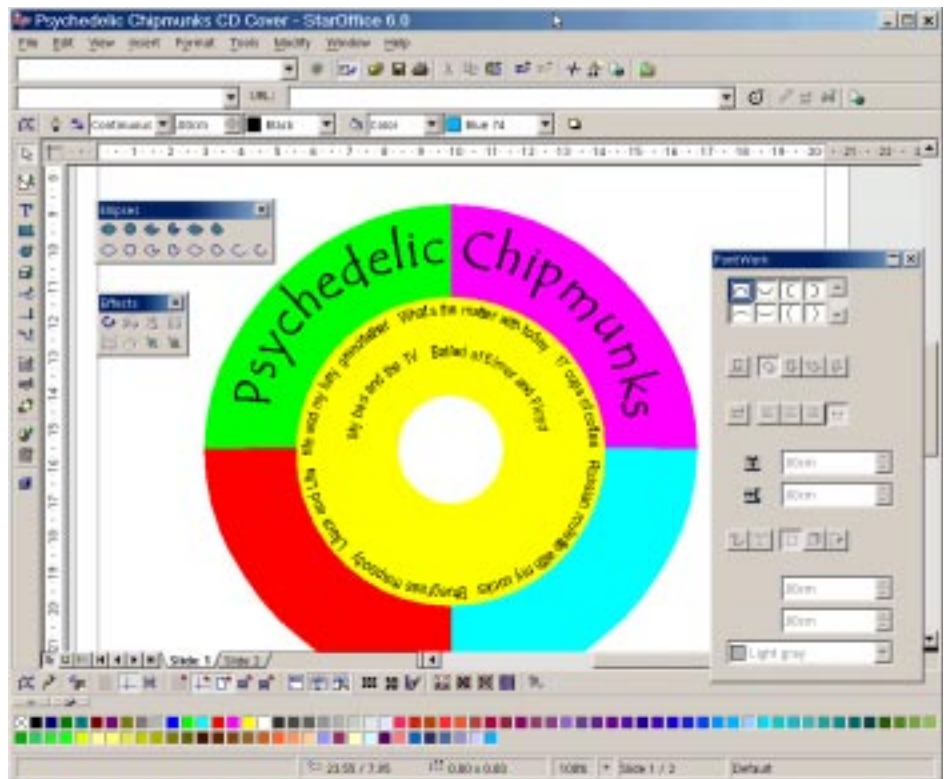
useful to show the furniture itself. The bed was still in the garage with several of his other projects. Using his digital camera, Anthony shot a photo and loaded it into his computer. He inserted the picture into the woodworking HTML page, and used the StarOffice image map feature to link the right piece of furniture to the plans he'd drawn and scanned for it. In the image map tool's window, Anthony drew a circle around each of the pieces of furniture, then entered the URL of the plans for that item.

Getting the band back together Anthony was in a band that, if they practiced, might be pretty good. Publicity would help, too. He'd taken a stab at a poster and logo awhile ago, but it was time to produce something really professional-looking.

New HTML page, first. He started with a dark gray background and white letters, then switched to the raw HTML so he could tweak the text color a bit, giving it just a hint of blue. Anthony placed a flashing marquee at the top of the page, announcing that the band was back and playing at Kirby's next week.

A poster was next. Taking a few head shots from various snapshots he'd scanned, Anthony opened StarOffice Draw and superimposed the faces on a pyramid he drew with the 3D tool. He fiddled with a few of the filter effects on the photo, trying charcoal, pop art, and posterizing, but eventually settled on relief. Using the duplicate tool, Anthony created a border for the poster, repeating the pyramid image at intervals around the drawing.

The band had written a few new songs that needed to be recorded, so a new CD cover and label were in order, too. The cover was easy —Anthony measured a CD jewel case and used the resize tool to shrink his poster to exactly those measurements. The CD cover was another challenge, though. How would Anthony get all the names of the songs onto the CD, curved to the same shape? Just in time, he discovered the FontWork and Set in Circle tools. He used the Set in Circle tool to create the background, a two-inch thick circle with a half-inch hole in the middle. He gave it a narrow outer ring of black and made each quadrant of the circle a different color. Then Anthony imported the band's name, Psychedelic Chipmunks, and the song titles, so FontWork could curve the text in the same shape as the CD.



Getting a job the easy way Anthony hadn't updated his resume in awhile, mostly because it was in Word 5 for Macintosh. But it opened easily in StarOffice software. He scrolled through the Writer templates available, marking Preview so he could see each one without opening it, and found a resume template he liked. Anthony updated it with a few skills, adding "expert StarOffice knowledge" under the technical skills heading, and added hyperlinks to some Web sites he'd designed. Then Anthony saved it as HTML and Word format for posting on the Web site.

Drafting, design, marketing the band and himself —all with one piece of software that cost less than a Word upgrade. That pretty much disproves the adage, "you get what you pay for" when it comes to the world of office suites.



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