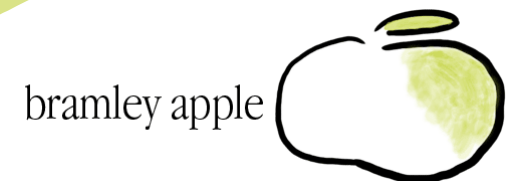


NeoOffice & OpenOffice

The free alternative to Microsoft[®] Office

Anzir Boodoo, bramley apple



Introduction

- What is Office software?
- Working with others – why you need Microsoft[®] (or do you?)
- Introducing NeoOffice for Mac OS X
- Compatibility with Microsoft[®] Office
- NeoOffice v OpenOffice

What is Office software?

- Office software is what is used to work with text, figures and presentations
- Most “office” work can be done using what have become three basic programs
 - Word processor
 - Spreadsheet
 - Presentation package

What is Office software?

- Mac OS X users already have the word processor (TextEdit), and many Mac users will have AppleWorks installed on their computers
- ...however, these can be limiting and are not ideal for work use

Working with others

why you need Microsoft (or do you?)

- If your work never leaves your computer, you can use whatever software you like and save in whatever format you prefer
- For various reasons, Microsoft's Office software has become the standard for all “office” work
 - Word® **.doc** for word processing
 - Excel® **.xls** for spreadsheets
 - PowerPoint® **.ppt** for presentations

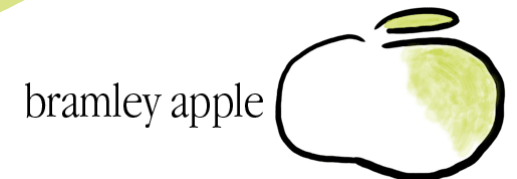
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Working with others

why you need Microsoft (or do you?)

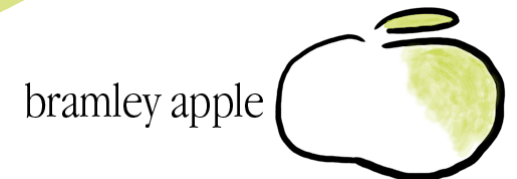
- Microsoft have been supplying these together under the “Office” banner for over 10 years, which means people tend to get them together
- You will almost certainly receive documents in these formats or need to send them, especially when collaborating with other people



Working with others

why you need Microsoft (or do you?)

- The most obvious way to deal with these documents is with Microsoft Office 2004 (or Office 2001 for OS 9)
- There are, however, a number of alternatives which can open Microsoft Office documents
 - Apple iWork
 - ThinkFree Office
 - Gnome Office
 - NeoOffice / OpenOffice



Working with others

why you need Microsoft (or do you?)

- iWork 05
 - Made by Apple
 - Includes **Pages** (word processor) & **Keynote** (presentations)
 - Template based
 - Word processing options limited
 - Keynote provides very impressive transitions
 - No spreadsheet (rumoured for iWork 06)
 - £49.95

Working with others

why you need Microsoft (or do you?)

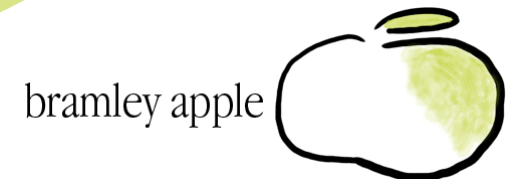
- ThinkFree Office 3
 - Includes **Write** (word processor), **Show** (presentations) and **Calc** (spreadsheet)
 - Show presentation software can export to iPod
 - Server edition available
 - For Mac, Windows and Linux
 - Not fully compatible, eg no “Track Changes” in Write
 - From USD 49.95

Working with others

why you need Microsoft (or do you?)

- Gnome Office

- Includes **AbiWord** (word processor), **Gnumeric** (spreadsheet) & **GNOME-DB** (database)
- No presentation tool
- AbiWord simpler than Word but does not support functions such as “Track Changes”
- AbiWord is buggy on the Mac
- Gnumeric can handle larger spreadsheets than Excel
- Free and open source



Working with others

why you need Microsoft (or do you?)

- NeoOffice & OpenOffice
 - Originally developed by Sun to rival Microsoft Office
 - Includes **Writer** (word processor), **Impress** (presentations), **Calc** (spreadsheet), **Draw** (drawing) & **Data** (database – not in NeoOffice)
 - Fully featured & compatible with virtually all Microsoft Office features (includes “Track Changes” and “Pivot Tables”)
 - Two variants for Mac OS X users
 - Free and open source

Introducing NeoOffice

for Mac OS X



- NeoOffice is one of the two variants of OpenOffice for Mac OS X
- For most purposes it is what most Mac users will be using (more later...)
- It is available free from <http://www.neooffice.org> (124Mb!)
- Let's have a look at it...

Introducing NeoOffice

for Mac OS X

- **Writer** (word processor)
 - Opens and saves Microsoft Word .doc documents (not Microsoft Word 2003 XML)
 - Displays graphics and hyperlinks
 - Allows “Track Changes” for collaborating on documents
 - Does not support tables with cells stretching across pages
 - Does not support data fields (grey)
 - Does not support voice notes

Introducing NeoOffice

for Mac OS X

- **Impress** (presentations)
 - Compatible with Microsoft PowerPoint (not PowerPoint 2003 XML format)
 - Can export in Flash **.swf** format and PDF slideshow
 - Supports some transitions but not others
 - Does not open Keynote presentations (they need to be saved as PowerPoint)
 - Does not open or save from AppleWorks

Introducing NeoOffice

for Mac OS X

- **Calc** (spreadsheet)
 - Opens and saves Microsoft Excel workbooks (not Microsoft Excel 2003 XML format)
 - Supports charts (though colours may differ)
 - Supports Pivot Tables for data analysis
 - Supports Auto Filter for quick filtering of tables
 - Page formatting may differ from Excel
 - Cell dragging does not appear to work

Introducing NeoOffice

for Mac OS X

- **Draw** (drawing)
 - Does not support Adobe Illustrator or Macromedia Freehand drawing formats
 - Imports AutoCAD DXF files
 - Imports and exports SVG (Scalable Vector Graphic), EPS (Enhanced Postscript), EMF (Enhanced Metafile), WMF (Windows Metafile)
 - Exports to raster (picture formats)
 - Does not support tablet pressure
 - Does not support complex fills

Introducing NeoOffice

for Mac OS X

- Frills attached...
 - **Math** (equation editor), compliant with MathML standard for mathematics
 - HTML editing in Writer (HTML 3.2 standard)
 - Labels and business cards, supports standard Avery document templates, may need positioning adjustment for your printer
 - Single user interface, easy to switch from one program to another

Compatibility with Microsoft® Office

- Compatibility is mostly seamless
- The few issues include Writer's inability to cope with Word tables whose cells go over the page. This is quite a common occurrence
- There is no support for Office 2003 XML formats
- Minor errors do occur with margins and fonts. These sometimes occur between Office versions anyway



Compatibility with Microsoft[®] Office

- NeoOffice is compatible with Microsoft Office with respect to menu items and the general way of working, which are similar
- This does mean that if you hate a particular way of working in an Office application, it's likely to be similar in NeoOffice. On the other hand, it is easy to adjust to if you are used to Microsoft Office

NeoOffice v OpenOffice

- There are two OpenOffice variants for Mac OS X
- NeoOffice is a port of OpenOffice written in Java, and is mostly put together by 2 people
- OpenOffice is a port of the Unix/Linux OpenOffice which runs in X11, the Unix windowing system
- There is no “native” version of OpenOffice for the Mac

NeoOffice v OpenOffice

- **NeoOffice 1.2 Alpha (Java)**
 - Requires no other software to run
 - Fully compatible with Mac OS X features – Exposé and Spotlight
 - Allows access to virtually all installed fonts on OS X
 - Menus appear in menu bar
 - Non standard file dialogue
 - Printing and PDF limited to 300dpi

NeoOffice v OpenOffice

- **OpenOffice 2.0 (X11)**
 - Brand new version
 - Toolbars look & work like Microsoft Office 2003
 - Fully supports new Open Document standard for file formats
 - Only allows access to limited number of fonts
 - Requires X11 (included in OS X, optional install in Tiger)
 - Non standard file dialogue
 - Menu bar appears in window

NeoOffice v OpenOffice

- The power of choice
 - Most users will find NeoOffice better meets their needs with its OS X font and Spotlight integration
 - Some users will find OpenOffice provides higher resolution output and more new features
 - Neither works as a fully fledged OS X application, supporting all drag & drop features, services and the file dialogue

Try it!

- Both NeoOffice and OpenOffice are free (though some 124Mb each to download)
- Both can be easily uninstalled

Thank you

- We hope you found this helpful
- Feel free to contact us with any questions you have

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