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How to open your Word documents on our SmartCape PCs

Making progress possible. Together.

How to on your Word documents on our SmartCape PCs

OpenOffice is a cost-cutting system used on SmartCape PCs. This system is used primarily to eliminate the expense of maintaining Microsoft Office licenses. This financial saving doesn't come without a few potential flukes.

For instance, if you use Microsoft Office on your home or office computer, the default file format used by OpenOffice, .ODT, is not compatible with Microsoft Word prior to Word 2007. This goes the other way too, if you happen to use OpenOffice when you bring your work home and Microsoft Office in a corporate setting. Read the examples below.

SmartCape PCs are currently using OpenOffice but if you don't have OpenOffice, you need to download it first:

- Download OpenOffice. This is a free, open source word processor that is fully compatible with Word.
- Double click on the downloaded file to install OpenOffice on your computer.
- To convert a document to PDF, open the Word document you want to convert in OpenOffice.
- From the main menu, select File > Export as PDF. There is also an "Export to PDF" button on the main taskbar.
- Choose a file name for your PDF. Make sure that everything else is how you want it.
- Click "Okay" or "Save" to convert. This will convert your document and open it in Adobe Reader (if you have it installed).

Problem 1

Can I open an OpenOffice document with Microsoft Office 2003? I tried to do that, and the document was not listed in Microsoft Word. I can open Microsoft documents with OpenOffice, but not vice versa. I am a newbie, please help.

Solution

You have to save them in .doc format by clicking File > Save As and selecting Microsoft Word 97/2000/XP or Excel as needed. 2003 is not capable of reading the native OOo formats.

Problem 2

I have used OpenOffice about three years ago and liked it quite a bit. However, I experienced a huge problem when I wrote an essay for my university class using

OpenOffice, as when I sent it via email, my professor couldn't open it so I didn't receive a grade - I've stopped using OpenOffice.

Solution

OpenOffice can read anything that MS office can make. OpenOffice can also save files in the MS Office .doc format. So, if you are sending documents to people that don't have OpenOffice, whom need to edit the documents, you should send them in formats such as .doc, .xls, etc. If they don't need to edit the document, it's best to use .PDFs since it guarantees that they will see the document as you intended.

Sharing a file in PDF format allows people to view the document regardless of what word processor they are using. More importantly, it prevents formatting errors cropping up due to word processor incompatibilities, making PDFs a must for official documents like resumes/CVs and important letters.

To convert a Microsoft Word document to PDF format, use one of the following methods:

1. Word 2007

Open the file you wish to save.

Click the "File" button in the top left-hand corner of Word.

Go to "Save As" > PDF or XPS.

Type in the desired file name and adjust settings as necessary. Choose "Minimum Size" if you wish to reduce the size and quality.

Click "Save". This will convert your document and open it in Adobe Reader (if you have it installed).

2. Word for Mac

Open the file you wish to save.

Go to File > Print.

Click the PDF button in the lower left-hand corner, then select "Save as PDF" from the dropdown menu. Newer versions of Microsoft Word have this option, if it does not appear on your version, try one of the methods below.

Choose a file name and title for your PDF. Adjust the other settings as necessary.

Click "Save" to create the PDF. This will convert your document.

3. Using OpenOffice

4. Other versions of Word

- Open the file you wish to save.
- Go to File > Print.

- Click the dropdown list of installed printers and select "PDF". Newer versions of Microsoft Word have this option, if it does not appear on your version, try one of the methods below.
- Click "Ok". This will convert your document and open it in Adobe Reader (if you have it installed).

5. PDF conversion website:

- Go to a free PDF conversion website. Examples include Print In PDF, Free PDF Convert, PDF Online, and Doc Pub.
- Do not use a site that asks you to pay, install unnecessary software, or anything else you're uncomfortable with. There are many free, easy-to-use PDF conversion sites online and you shouldn't have to settle.
- Click "Browse" to locate the desired Word file(s).
- Provide your email address if necessary. Some sites will email the file directly to your inbox. If you don't want to provide your email address, note that Print In PDF does not require your email address.
- Click "Convert" and wait for it to process.
- Check your file. Check the website for your converted file, otherwise, look for the file in your inbox.
- Click on your PDF file(s) to open and/or download them. Save if necessary.

6. Google Docs and Spreadsheets

- Sign up for Gmail if you haven't already.
- Select the file you would like to convert and click "Open".
- Confirm your upload settings, if applicable, and click "Start Upload". Depending on your Google Doc settings, you may be required to confirm settings before you begin your upload. Check the applicable boxes before starting the upload.
- Go to the Google Docs homepage.
- Click the "Upload" button in the upper left-hand corner and select "Files".
- Click on the document to open it via Google. Make adjustments to the document as necessary. Some formatting may be lost during the conversion to a Google Doc.
- Go to File > Download As > PDF from the menu that appears.
- Save the PDF file when prompted.

Sources:

Wikihow

Openoffice Forum