

## Open Office

OpenOffice (same as LibreOffice) is a public software useful for making documents, spreadsheets and presentation files. OpenOffice Writer is very similar to MS Word. OpenOffice Calc is similar to Excel. OpenOffice Impress is like MS Powerpoint. OpenOffice works on both Windows and Ubuntu.

Using OpenOffice writer, you can type reports, documents, edit them, format them well and save them in many document formats - .odt, .html, .doc (.xls, .ppt), .docx (.xlsx, .pptx) etc. It also has an 'export to PDF' option for making PDF document with a single click.

Department of Information Technology, Government of India has recommended the ODF format used in OpenOffice/LibreOffice as the standard for documents used in government.

### **Activity 1**

#### Purpose

To write a document using Open Office Writer

#### Process

1. Select **Application > Office > OpenOffice.org Word Processor**
2. Type the following Passage into the Open Office Writer

**What is Public Software**  
Software developed for public service, and especially in government, has a unique context and objectives deriving from those of public service; with its imperative of providing public goods and ensuring equity and social justice.

3. You can try the following option to format the text
  1. Bold the heading
  2. Make the heading centred
4. Select Menu Option **File > Save As** to save the file, name the file **About-Public-Software**
5. A file called **About-Public-Software.odt** will be created in your folder **Documents**.

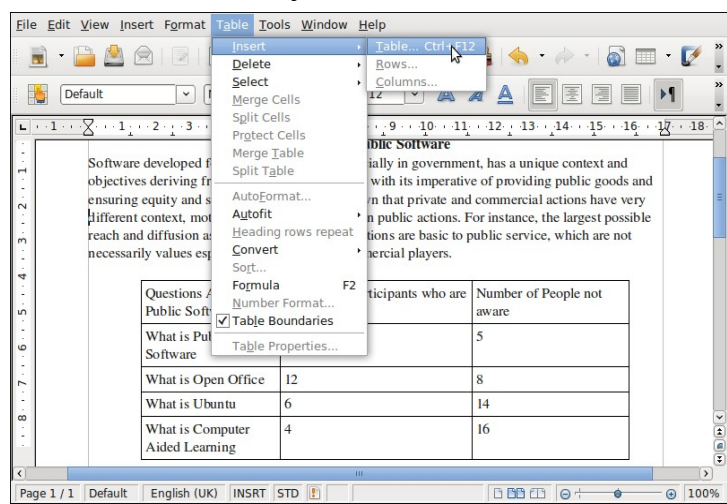
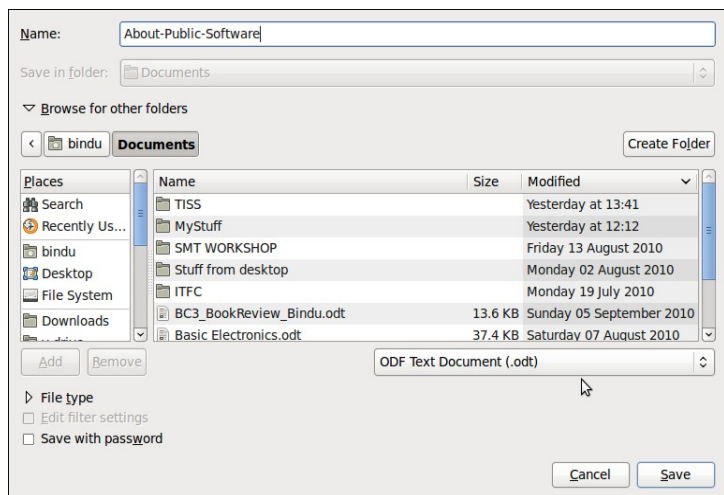
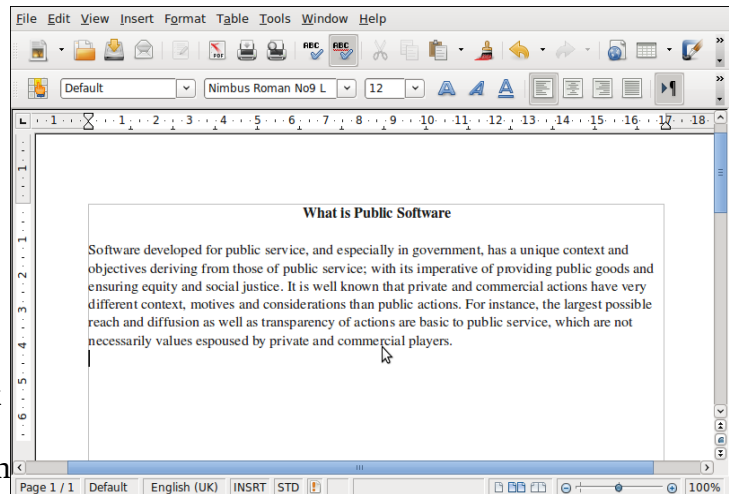
### **Activity 2**

#### Purpose

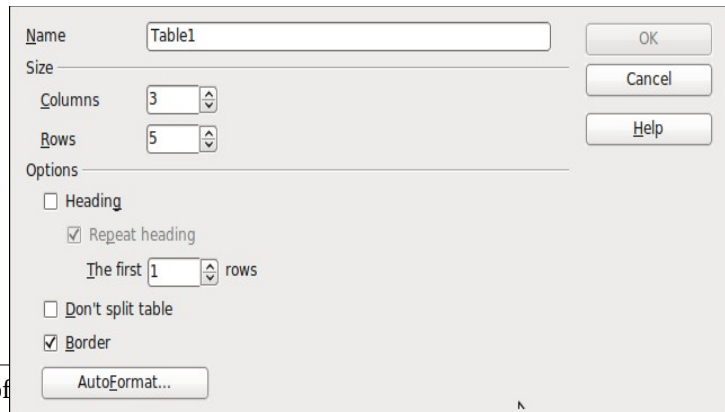
To create a table in Open Office Word Processor

#### Process

1. Select **Application > Office > OpenOffice.org Word Processor**



2. Select Menu Option **File > Open** (Ctrl +O)
3. Open File About-Public Software.odt
4. Select Menu Option **Table > Insert > Table**
5. Insert a Table
6. Select Columns = 3 Rows = 5 and Press Okay
7. Enter the following data from the table below
8. Save the file.



This is how the table will look.

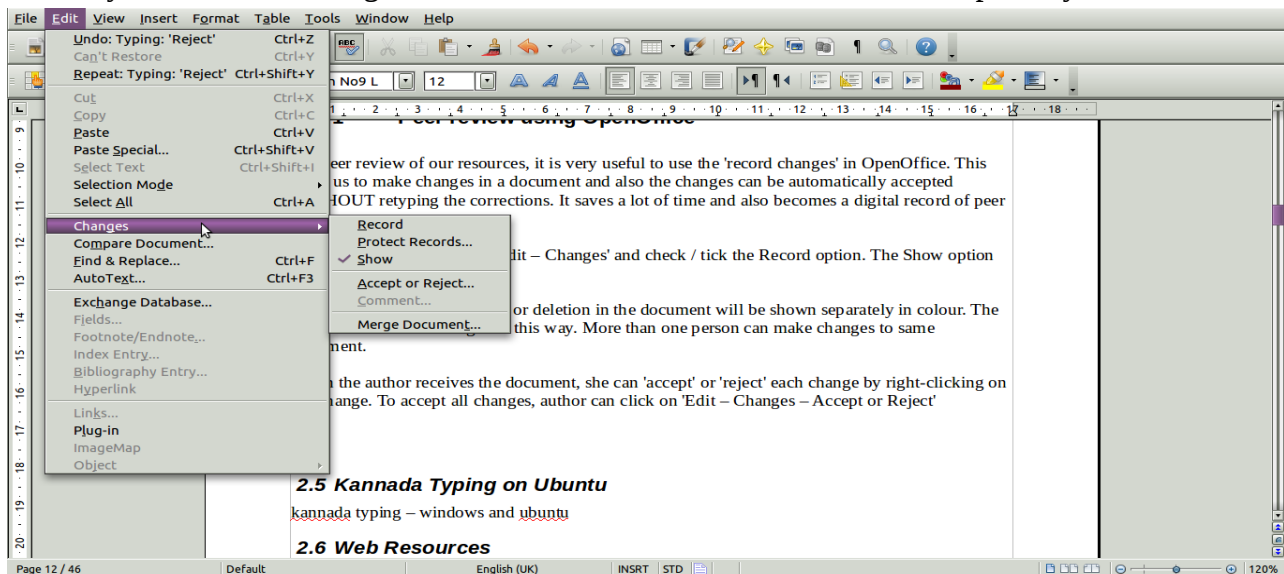
Questions About Public Software	Number of	
What is Public Software	15	5
What is Open Office	12	8
What is Ubuntu	6	14
What is Computer Aided Learning	4	16

## Peer review using OpenOffice

For peer review of our resources, it is very useful to use the 'record changes' in OpenOffice. This helps us to make changes in a document and also the changes can be automatically accepted **WITHOUT** retyping the corrections. It saves a lot of time and also becomes a digital record of peer review.

To record changes, click on 'Edit – Changes' and check / tick the Record option. The Show option should also be checked/ticked

Now any correction or change or deletion in the document will be shown separately in colour. The



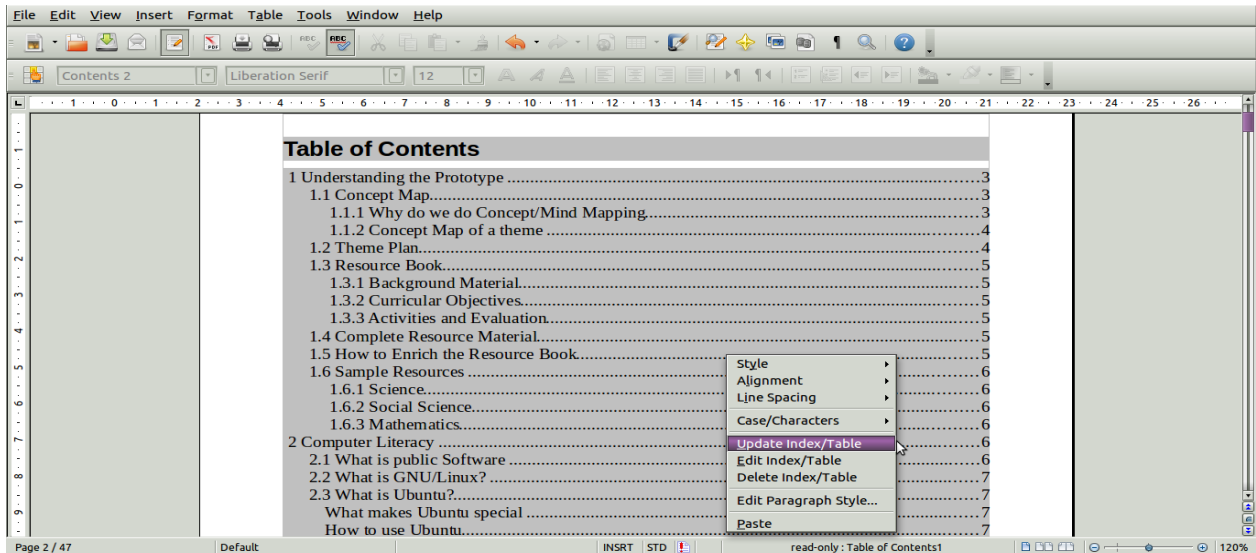
editor can make all changes in this way. More than one person can make changes to same document. The name of the editor will be shown when we move the cursor over the change. When the author receives the document, she can 'accept' or 'reject' each change by right-clicking on the change. To accept all changes, author can click on 'Edit – Changes – Accept or Reject' . See image below.

## Automatic Table of contents

OpenOffice can help you create table of contents, with page numbers, automatically.

To do this, select / mark a heading in your document and then select the 'Heading 1' in top left corner in the formatting tool bar (usually will be Text body or Default'). This will make that selected text, as a 'Heading 1'. You can use Heading 2 for the next sub heading, heading 3 for the next sub heading etc.

When finished, you can go to the beginning of the document and click 'Insert – Indexes and Tables -



Indexes and Tables' to insert a Table of Contents.

If you make any changes to the document headings, you can go to the Table of Contents created, right click and select 'Update Index/table'. See image above.

## Kannada Typing on Ubuntu

### Writing Kannada Documents

- Please use only UNICODE font - **Lohit Kannada**. It is already installed in Ubuntu, you have to install it in Windows.
- All nudi fonts are not unicode, and **UNICODE** is the international and universal open standard that is being used.

### Reading Kannada Documents

- If you are not able to read Kannada documents , it is because the font is not installed, you will have to install the font, see the frequently asked questions link in the last section.

Operating System	Software	Font	Keyboard Mapping
Ubuntu	SCIM	<b>Unicode- Lohit Kannada</b>	Kn-kgp – Nudi kn-itrans – Baraha kn-Inscript-Kannada Keyboard
Windows	Nudi	ASCII - Nudi Unicode- Lohit Kannada, Tunga	Nudi

Please see the video 'Kannada typing using LibreOffice Writer' available in the Resources CD.

## Using SCIM as the Input method

The SCIM Input method is used to input different languages, most often Asian languages like Chinese, Japanese or Korean, but it can be used to input many other languages as well. SCIM needs to be triggered to be used with any application. The default trigger is CTRL and SPACE keys on the keyboard. A small tab will pop up at the bottom right corner of the screen. Click on the tab to choose Kannada. Kn-itrans method can be chosen if you need to use the transliteration key map (Baraha Style). Kn-kgp can be used to input method using the Kannada Ganaka parishat key-map (Nudi style).

Keyboard Layout		ಕರ್ನಾಟಕ ಸರ್ಕಾರದ							
approved by Govt. of Karnataka		ಅಧಿಕೃತ ಕೀಲಿಮಣೆ ವಿನ್ಯಾಸ							
ಮೂಲ: ಕೆ. ಪಿ. ರಾವ್,		ಸುಧಾರಣೆ: ಕನ್ನಡ ಗಣಕ ಪರಿಷತ್ತು							
1	2	3	4	5	6	7	8	9	0
q	w	e	r	t	y	u	i	o	p
a	s	d	f	g	h	j	k	l	
z	x	c	v	b	n	m			

Please note that only Arkavattu works a little different here ( Eg to type surya, we need to press sUrFY, instead of the usual sUyF).

## Setting up Kannada Language in OpenOffice.org, Ubuntu and Windows

### First

1. Click on system → administration → Language support
2. Choose scim-immodule in the input method box.
3. Log off and login again to see the effects.

### Next,

1. Open OpenOffice.org Word processor by clicking on Application → Office → OpenOffice.org Word processor
2. Click on Tools → Options → Language settings → Languages
3. Check **Enabled for Complex Text Layout(CTL)** and Choose Kannada in **Default languages for Documents (CTL)**
4. Click on OK

## Kannada Typing on Ubuntu in Kannada

ಉಬುಂಟು ವಿನಲ್ಲಿ ಕನ್ನಡ ಟೈಪ್ ಮಾಡುವ ವಿಧಾನ:

- ಕನ್ನಡ ಟೈಪ್ ಮಾಡಲು ಯೂನಿಕೋಡ್ ಫಾಂಟ್ ಗಳನ್ನೇ ಬಳಸಿರಿ, ಲೋಹಿತ್ ಕನ್ನಡ ಒಂದು ಯೂನಿಕೋಡ್ ಫಾಂಟ್. ಇದು ಉಬುಂಟು ವಿನಲ್ಲಿ ಈಗಾಗಲೇ ಪ್ರತಿಷ್ಠಾಪಿಸಲ್ಪಟ್ಟಿದೆ.
- ಎಲ್ಲಾ ನುಡಿ ಫಾಂಟ್ ಗಳು ಯೂನಿಕೋಡ್ ಫಾಂಟ್ ಗಳಲ್ಲ.

ಓಪನ್ ಆಫೀಸ್ ನಲ್ಲಿ ಕನ್ನಡಭಾಷೆಯನ್ನು ಅಣಿಗೊಳಿಸುವ ವಿಧಾನ:

- ಈ ಮುಂದೆ ಸೂಚಿಸುವಂತೆ ಕ್ಲಿಕ್ ಮಾಡುತ್ತಾ ಹೋಗಿರಿ.
- **System > Administration > Language support.**

- **Input method** ಬಾಕ್ಸ್ ನಲ್ಲಿ **Scim-immodule** ನ್ನು ಆಯ್ಕೆ ಮಾಡಿರಿ.
- ಲಾಗ್ ಆಫ್ ಮಾಡಿ ಮತ್ತೆ ಲಾಗ್ ಇನ್ ಆಗಿರಿ.
- **Application > Office > Open office.org** ಮೂಲಕ **Open office.org Word** ಅಥವಾ **Writer** ಪುಟವನ್ನು ಆಯ್ಕೆ ಮಾಡಿರಿ.
- ನಂತರ **Tools > options > Language setting** ಗೆ ಹೋಗಿ ಅದರ ಎಡಭಾಗದ ಬಾಕ್ಸ್ ನಲ್ಲಿರುವ + ಅಥವಾ > ನ್ನು ಒತ್ತಿರಿ, ಒತ್ತಿದೊಡನೆ ಕೆಳಗೆ ಗೋಚರಿಸುವ **Languages** ನ್ನು ಕ್ಲಿಕ್ ಮಾಡಿ.
- ನಂತರ ಬಲಭಾಗದಲ್ಲಿ ಗೋಚರಿಸುವ **Enhanced Language support** ನ ಕೆಳಕಾಣಿಸುವ **Enabled for Complex Text Layout** ನ್ನು ಟಿಕ್ ಮಾಡಿ, ನಂತರ ಮೇಲೆ ಕಾಣುವ **CTL** ನ ಎದುರಿರುವ ಜಾಗದ **Default language** ಜಾಗದಲ್ಲಿ **kannada** ಆಯ್ಕೆ ಮಾಡಿರಿ. **OK** ಮಾಡಿರಿ.
- **Open office.org Word** ಅಥವಾ **Writer** ಪುಟಕ್ಕೆ ವಾಪಾಸು ಬನ್ನಿರಿ. **Ctrl + Space bar** ಕೀ ಒತ್ತಿದಾಗ ಸ್ಕ್ರೀನ್ ನ ಬಲತುದಿಯಲ್ಲಿ ಮೇಲೆಳುವ ಭಾಷೆಗಳ ಪಟ್ಟಿಯಲ್ಲಿ **kannada** ಕ್ಕೆ ಹೋಗಿ **Kn-Kgp** ಆಯ್ಕೆ ಮಾಡಿರಿ. ಆಗ ಕನ್ನಡ ಟೈಪ್ ಮಾಡಲು ಸಾಧ್ಯವಾಗುವುದು .ಅದೇ ಪುಟದಲ್ಲಿ ಮತ್ತೆ **Ctrl + Space bar** ಕೀ ಒತ್ತಿದಾಗ **English** ಟೈಪ್ ಮಾಡಬಹುದು. **Ctrl + Space bar** ಕೀ ಯನ್ನು ಇಚ್ಛಿತ ಭಾಷೆ ಆಯ್ಕೆಯ ಹೊಯ್ದಾಟದ ಕೀ ಯಂತೆ ಬಳಸಿರಿ. ಕನ್ನಡ ಟೈಪ್ ಮಾಡಲು ಅಗತ್ಯವಾದ ಕೀಲಿ ಮಣಿ ವಿನಾಸ.

- CAPITAL ಅಕ್ಷರಗಳನ್ನು ಟೈಪಿಸಲು Shift ಅಥವಾ Caps Lock ಕೀ ಬಳಸಿರಿ.  
ಒತ್ತಕ್ಷರಗಳನ್ನು ಟೈಪ್ ಮಾಡಲು ಸರಳ ವಿಧಾನ.
- ಅಕ್ಷರ ಟೈಪ್ ಮಾಡಿರಿ, ಅದಕ್ಕೆ ಕೊಡಬೇಕಾದ ಒತ್ತನ್ನು f ಕೀ ಒತ್ತಿದ ನಂತರ ಒತ್ತಿರಿ.
- ಉದಾ: ಉ ತ್ತ ಟ = **u t f k q**.

ಅ	ಆ	ಇ	ಈ	ಉ	ಊ	ಋ	ೠ	ಎ	ಐ	ಋ	ಌ	ಔ
a	A	I	I	u	U	R	RU	e	E	Y	o	O
ಔ	ಅಂ	ಆ										
V	aM	aH										

ಕ	ಖ	ಗ	ಘ	ಙ
k	K	g	G	Z

ಚ	ಛ	ಜ	ಝ	ಞ
c	C	j	J	z

ಟ	ಠ	ಡ	ಢ	ಣ
q	Q	w	W	N

ತ	ಥ	ದ	ಧ	ನ
t	T	d	D	n

ಪ	ಫ	ಬ	ಭ	ಮ
p	P	b	B	m

ಯ	ರ	ಲ	ವ	ಶ	ಷ	ಸ	ಹ	ಳ
y	r	l	v	S	x	s	h	L

ಕ	ಕಾ	ಕಿ	ಕೀ	ಕು	ಕೂ	ಕೃ	ಕೆ	ಕೇ
k	kA	ki	kl	ku	kU	kR	ke	kE

ಕೈ	ಕೊ	ಕೋ	ಕೌ	ಕಂ	ಕಃ
kY	ko	kO	kV	kM	kH

ಚಿ ಕ್ = c e k f  
 ಕ್ಷ ತ್ = k R t l  
 ಅ ಥ ಣ್ = a T F  
 ರ್ಷಾ ಳ್ = r A x f q r  
 ಉ ಳ್ = u t f k R x f Q.