

# Chapter 9 Exporting to Different Formats

## Writer / Calc / Impress / Draw documents to PDF Format

NextOffice documents can be exported to PDF format for document exchange with other persons. Select menu “File” → “Export” (Fig. 9-1). Enter the file name, select the output document type as “PDF Format”, then press the <Save> button. (Fig. 9-2)

If you have already installed Adobe Reader, you can view your PDF documents. Adobe Reader can be downloaded from Adobe website.

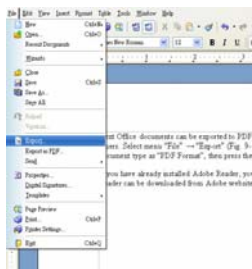


Fig. 9-1

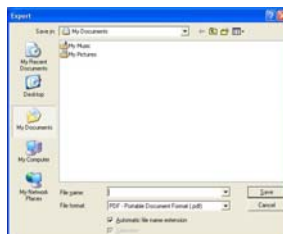


Fig. 9-2

## Presentations / Drawing Exported to HTML Format

You can print your presentations and drawings as hard-copies or choose to export them to different formats, such as HTML which can be published on Internet for web access.

1. Select menu “File” → “Export”. (Fig. 9-3)

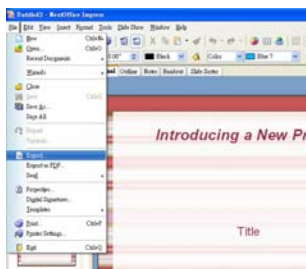


Fig. 9-3

2. Enter the file name, select the output document type as “HTML document”, then press the <Save> button. (Fig. 9-4)
3. The “Export to HTML Wizard” will start. You can follow the instruction on each dialog to complete the output setting. Finally, press <Create> to create the HTML output. (Fig. 9-5)

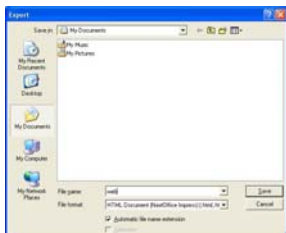


Fig. 9-4

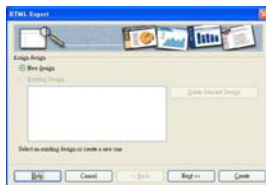


Fig. 9-5

## Presentations / Drawing Exported to Flash Format

1. Presentations / Drawings can also be exported as Flash format for sharing on web server. Select menu “File” → “Export”.
2. Enter the file name, select the output document type as “Macromedia Flash”, then press the <Save> button to confirm. (Fig. 9-6)
3. If you have already installed Macromedia Flash Player, you can view your Flash output. Flash Player can be downloaded from Macromedia website.

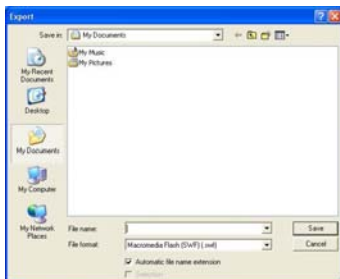


Fig. 9-6

## Presentations / Drawing Exported to SVG Format

Other than HTML, PDF, Flash formats, Presentations / Drawings can also be exported as SVG format. Select menu “File” → “Export” and enter the file name, select the output document type as “SVG”, then press the <Save> button. (Fig. 9-7)

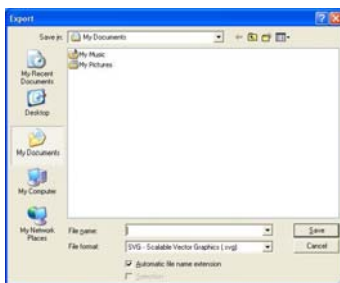


Fig. 9-7

If you have already installed Adobe SVG Viewer, you can view your SVG output. SVG Player can be downloaded from Adobe website.

## Presentations/Drawings Exported to Other Graphics

### Format

1. Draw supports various image formats such as WMF, EPS, BMP, JPEG, etc. You can easily convert an image from one format to another. Select menu “File” → “Export” and enter the file name, select the desired destination image format and then press the <Save> button to confirm. (Fig. 9-8)



Fig. 9-8

2. You can double click on the converted image to view it in your Internet Explorer.