

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.

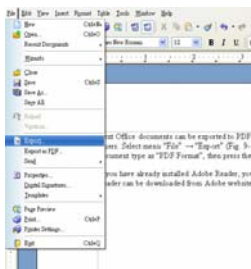


Fig. 9-1

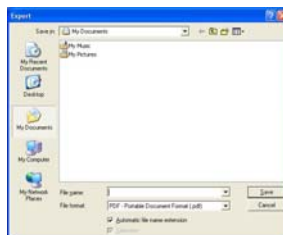


Fig. 9-2

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)

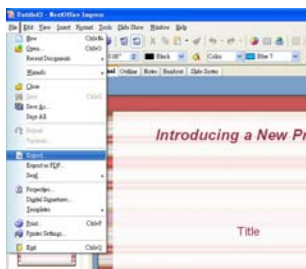


Fig. 9-3

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)

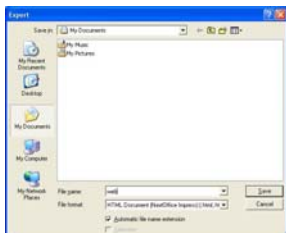


Fig. 9-4

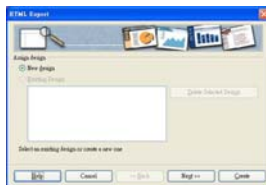


Fig. 9-5

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)

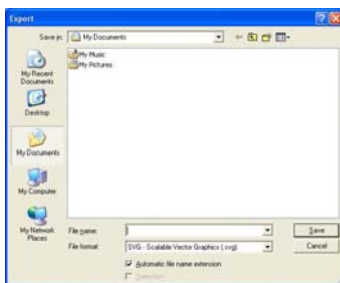


Fig. 9-7

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.