

**COMPUTER CLUB DISCUSSION GROUP  
FEBRUARY 13, 2007**

**FREE “OpenOffice” SOFTWARE**

Compatible with other major office suites, OpenOffice.org is free to download, use, and distribute. It has all of the attributes that Microsoft Office has and then some. Files can be saved and read in MS Office format or MS Office documents can be saved and read in OpenOffice if desired. See Download Procedure below.

1. Open your My Documents folder and create a New Folder named OpenOffice.
2. Go to <http://www.openoffice.org/index.html> and Left Click (LC) on “Get Openoffice.org”, LC on “Download OpenOffice.org”, LC on your operating system, read brief introduction and LC “Continue to Download”.
3. When the Run – Save – Cancel dialog box opens, LC Save and save it in your newly created OpenOffice folder in your My Documents Folder.
4. Go to this link for the user guide, [http://documentation.openoffice.org/manuals/OOo2.x/user\\_guide2\\_draft.pdf](http://documentation.openoffice.org/manuals/OOo2.x/user_guide2_draft.pdf) and LC on the OpenOffice.org2.X User Guide “**PDF**” link and when it opens save it in the folder created in Step 1.

Familiarize yourself with the basic startup following recommended instructions. During subsequent meetings we will feature and discuss various program features. This document was formulated in OpenOffice.

**NORTON GHOST BACKUP SW**

As mentioned last week, GHOST is a backup software that will completely back up all of the data on your hard drive. GHOST can be purchased at Office Max for \$70. However you will need an external drive big enough to handle at least twice your current files.

Sam's Club has Simple Tech 160MB HD for \$85 and can be ordered online for local store pickup.

The GOHST program is append able so once you do the original backup you may routinely append to it.

## **GNU IMAGE MANIPULATION PROGRAM (GIMP)**

**GIMP is a FREE very powerful Photoshop like software. I have downloaded it and will be evaluating it over the next few weeks. I recommend downloading it and do some evaluation on your own. I will select a feature for discussion at subsequent meetings depending on the general interest. Down per instruction below.**

- 1. Create a new folder named GIMP in your My Documents directory.**
- 2. Go to following link, <http://gimp-win.sourceforge.net/> LC on the Highlighted “download” in the first sentence, and proceed to download the first two entries with version numbers of 2.2.13 and 2.10.6 respectively.**
- 3. When the dialog box opens LC Save and proceed to save both file downloads to your newly created folder in Step 1.**
- 4. When downloads are complete, go to the GIMP folder, locate and Double Left Click (DLC) the 2.10.6 version when zip file opens LC extract and select the GIMP directory as the destination.**
- 5. Go to GIMP folder and DLC on 2.10.6 Setup File. Follow recommended instructions.**
- 6. Perform Steps 4 and 5 only this time for the 2.2.13 version file.**
- 7. While still on the download page, scroll down to additional Packages and LC on the Download (as single file 39924 kb) link and save file in your GIMP folder. This is the user manual file.**