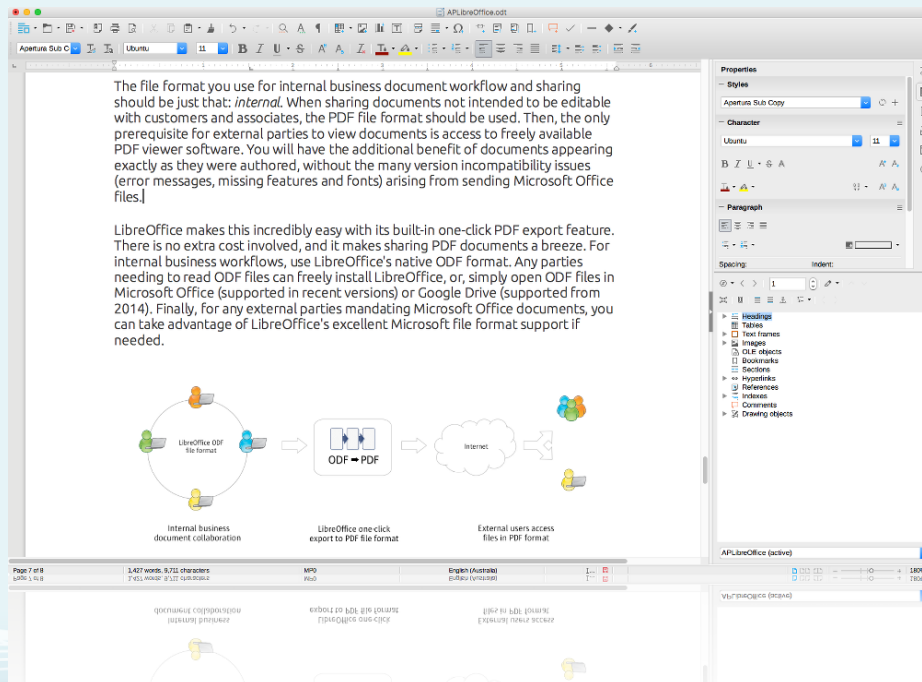


# LIBREOFFICE A FREE BUSINESS OFFICE PRODUCTIVITY SUITE

MAY 2017



## Table of Contents

<b>Introduction.....</b>	<b>3</b>
What is LibreOffice? .....	3
Does LibreOffice cost anything to purchase? .....	3
Is LibreOffice missing features compared to Microsoft Office? .....	3
I'm concerned about the time needed to learn new software. How is this addressed? .....	4
Are there additional license fees for installing LibreOffice on my non-work computers? .....	5
I want to use LibreOffice on both Microsoft Windows and Apple macOS. Is this... ..	5
possible? .....	5
Will I still be able to use my Microsoft Office files with LibreOffice? .....	5
Why do you recommend using the default LibreOffice file formats? .....	5
If I use LibreOffice for my business, how can I share documents with businesses... ..	6
that are not using LibreOffice? .....	6
<b>Conclusion.....</b>	<b>7</b>
For more information .....	7

## Introduction

Office productivity software — used for generating documents such as letters, reports, spreadsheets, and presentations — is a fundamental requirement for every business. The most popular office software suite available today is Microsoft Office. However, even for a small business, the initial cost of purchasing Microsoft Office can be expensive. "Cloud" editions of Microsoft Office may appear to offer nominally lower pricing, but the ongoing cost can add up significantly over the long term. Additionally, Microsoft Office has many substantial hidden costs — along with restrictions that can negatively affect the smooth running of your business.

Another product growing in popularity is Google Drive, which unlike Microsoft Office offers the convenience of a true cloud service. Unfortunately, Google Drive comes with similar risks to Microsoft Office, primarily through its use of non-standard technology — as well as a feature set that is lacking for business power users.

In this white paper, we'll look at **LibreOffice** — a free and open source business office software product that offers a number of compelling advantages over the competition.

## What is LibreOffice?

LibreOffice is the world's leading standards-based professional office software suite. It's a direct competitor to Microsoft Office, and as such contains equivalent (and often better) features. For each application in the standard Microsoft Office bundle, there's an equivalent, fully-featured application available in LibreOffice:

- Microsoft Word is matched by **LibreOffice Writer**
- Microsoft Excel is matched by **LibreOffice Calc**
- Microsoft PowerPoint is matched by **LibreOffice Impress**

Let's look at some of the specific advantages to LibreOffice, along with some common questions and concerns.

### Does LibreOffice cost anything to purchase?

No. LibreOffice is free to download and use on as many computers as you like.

For comparison, the price of a single boxed Microsoft Word 2013 retail license alone is NZ\$200.00.<sup>1</sup> Buying just a basic Microsoft Office software suite can be costly, especially for a small business with limited funds.

### Is LibreOffice missing features compared to Microsoft Office?

The unique nature of open source development means that innovative features appear in LibreOffice long before Microsoft Office — such as full editable PDF support,<sup>2</sup> a presentation

---

<sup>1</sup> Price is based on a popular New Zealand-wide retailer at the time of writing.

<sup>2</sup> [www.apertura.co.nz/hybridpdf](http://www.apertura.co.nz/hybridpdf)

remote control app for smartphones,<sup>3</sup> support for a huge range of file formats,<sup>4</sup> and much more. Additionally, full cloud support is now available for LibreOffice — giving businesses the best of both worlds.<sup>5</sup>

Every office task you would perform in Microsoft Word, Excel, or PowerPoint can be performed in LibreOffice — **with equivalent or better features, functionality and security.**

### I'm concerned about the time needed to learn new software. How is this addressed?

LibreOffice's user interface is similar enough to Microsoft Office that most employees will be up and running within a few hours. LibreOffice features a traditional menu-based interface (as opposed to Microsoft Office's confusing and counter-intuitive "ribbon" layout), along with innovative features such as the LibreOffice sidebar. This gives customers the quickest, easiest-to-use interface in any office software suite available today.

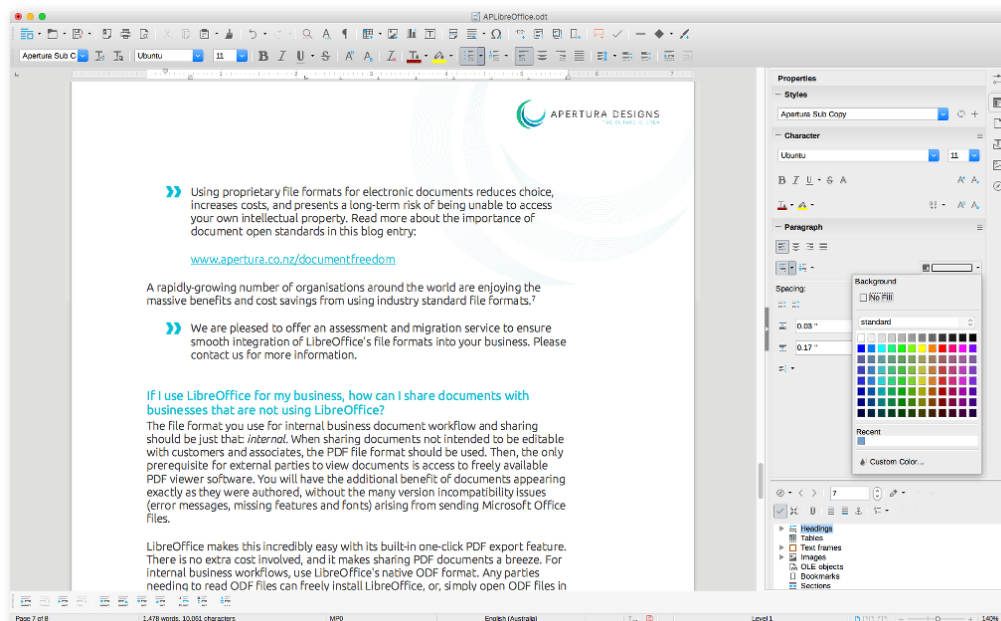


Figure 1 The LibreOffice sidebar.

» We are pleased to offer online training material for customers to familiarise themselves with LibreOffice. Please contact us for more information.

<sup>3</sup> LibreOffice Impress Remote for Android (Google Play Store)

<sup>4</sup> [https://wiki.documentfoundation.org/Feature\\_Comparison:\\_LibreOffice\\_-\\_Microsoft\\_Office](https://wiki.documentfoundation.org/Feature_Comparison:_LibreOffice_-_Microsoft_Office)

<sup>5</sup> <https://www.collaboraoffice.com/collabora-online/>

### Are there additional license fees for installing LibreOffice on my non-work computers?

No. You are free to install and use LibreOffice wherever you like. This means that you can install LibreOffice on all of your business computers, as well as computers belonging to your friends and family.

Compare this with Microsoft Office's licensing scheme. There are strict conditions for how many computers you are allowed to install the software on. If you need to use the software on more computers than you are licensed for, you need to pay Microsoft more money. Even for a small business, this can be a time-consuming and costly exercise.

» Using unlicensed software in your business is a serious legal risk. Read more in this blog entry:

[www.apertura.co.nz/softwarelicensing](http://www.apertura.co.nz/softwarelicensing)

### I want to use LibreOffice on both Microsoft Windows and Apple macOS. Is this possible?

Absolutely. One of the great advantages of LibreOffice is that full versions are available for Windows, macOS, and Ubuntu. Furthermore, all of these versions are fully feature complete—so you can enjoy 100 percent compatibility when sharing LibreOffice documents regardless of what computer operating system (OS) it's running on.

Compare this to Microsoft Office, which only has full support on Microsoft Windows. Even the official release of Microsoft Office for macOS is missing several critical features, which makes document sharing and collaboration troublesome and time-consuming.

Using LibreOffice, you are not locked-in to using Microsoft's expensive, security-prone Windows OS just to run your office software. This empowers businesses with the freedom to investigate superior alternatives to Windows, such as Ubuntu.<sup>6</sup>

### Will I still be able to use my Microsoft Office files with LibreOffice?

Yes. LibreOffice features excellent compatibility with Microsoft Office file formats—often better than Microsoft's own products. In most cases, there is no problem opening and editing Microsoft Office documents in LibreOffice.

However, we recommend that LibreOffice's default file format—ODF—becomes the standard for your internal business document workflow.

### Why do you recommend using the default LibreOffice file formats?

Microsoft Office and Google Drive use default file formats that are not based on documented and readily available industry open standards. The file formats are instead **closed** and **proprietary**. By comparison, the ODF format—used by LibreOffice—is truly **open** and **industry-standardised**.

---

<sup>6</sup> [www.apertura.co.nz/ubuntu](http://www.apertura.co.nz/ubuntu)

» Using proprietary file formats for electronic documents reduces choice, increases costs, and presents a long-term risk of being unable to access your own intellectual property. Read more about the importance of document open standards in this blog entry:

[www.apertura.co.nz/documentfreedom](http://www.apertura.co.nz/documentfreedom)

A rapidly-growing number of organisations around the world are enjoying the massive benefits and cost savings from using industry standard file formats.<sup>7</sup>

» We are pleased to offer an assessment and migration service to ensure smooth integration of LibreOffice's file formats into your business. Please contact us for more information.

### If I use LibreOffice for my business, how can I share documents with businesses that are not using LibreOffice?

The file format you use for internal business document workflow and sharing should be just that: *internal*. When sharing documents not intended to be editable with customers and associates, the **PDF** file format should be used. Then, the only prerequisite for external parties to view documents is access to freely available PDF viewer software. You will have the additional benefit of documents appearing exactly as they were authored, without the many incompatibility issues (error messages, missing features and fonts) arising from sending Microsoft Office files. LibreOffice makes this incredibly easy with its built-in one-click PDF export feature.

For internal business workflows, use LibreOffice's native ODF format. Any parties needing to read ODF files can freely install LibreOffice, or, simply open ODF files in Microsoft Office (supported in recent versions) or Google Drive (supported from 2014). Finally, for any external parties mandating Microsoft Office documents, you can take advantage of LibreOffice's excellent Microsoft file format support if needed.

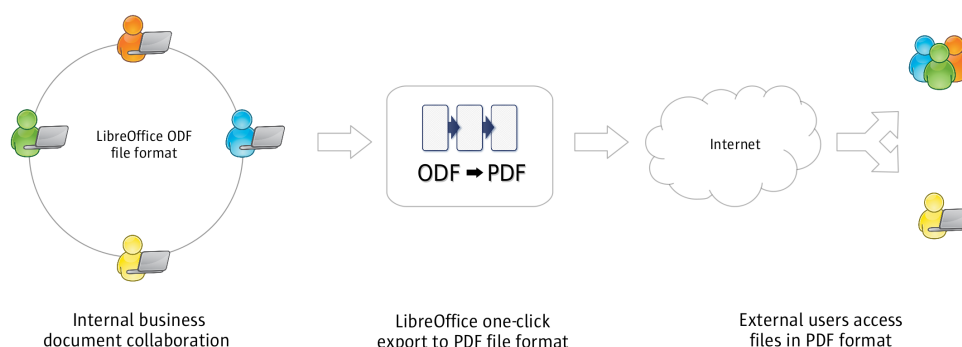


Figure 2 Using LibreOffice for internal and external document sharing.

<sup>7</sup> [www.apertura.co.nz/ukopenstandards](http://www.apertura.co.nz/ukopenstandards)

## Conclusion

The advantages of choosing LibreOffice for your business are clear. With LibreOffice, you and your employees will benefit from:

- Massively decreased software costs
- Increased productivity through innovative features
- Seamless document collaboration and compatibility irrespective of the computer used
- Radically reduced licensing complexity

## For more information

» Contact:

[info@apertura.co.nz](mailto:info@apertura.co.nz)