

Contents at a Glance

<i>Introduction</i>	1
<i>Part I: Plunging Into Free Software</i>	7
Chapter 1: How to Use Tons of Powerful, Free Software — Fast	9
Chapter 2: The Best Places to Get Free Software	37
<i>Part II: Using Powerful, Free Office Software</i>	45
Chapter 3: Word Processing with OpenOffice.org Writer	47
Chapter 4: Formatting Your Writer Documents	73
Chapter 5: Creating Spreadsheets with OpenOffice.org Calc	99
Chapter 6: Juggling Numbers in Calc	119
Chapter 7: Building Databases with OpenOffice.org Base	135
Chapter 8: Creating Reports from Your Database	149
<i>Part III: Exploring the Internet — More Easily, More Securely, and More Featurefully</i>	161
Chapter 9: Surfing and Searching the Web Securely with Mozilla Firefox	163
Chapter 10: Reading E-mail with Mozilla Thunderbird	177
Chapter 11: Publishing Your Own Web Pages with OpenOffice.org Writer	193
Chapter 12: Enjoying Podcasts with iPodder	207
Chapter 13: Making Free Phone Calls with Skype	211
<i>Part IV: Using Powerful, Free Multimedia Software</i>	223
Chapter 14: Creating Graphics with OpenOffice.Org Draw	225
Chapter 15: Making Presentations with OpenOffice.Org Impress	239
Chapter 16: Digital Imaging with the GIMP	259
Chapter 17: Drawing and Filtering Images in the GIMP	279
Chapter 18: Drawing Diagrams with Dia	301
Chapter 19: Creating 3D Animations with Blender	307
Chapter 20: Recording Sound with Audacity	329

<i>Part V: More Powerful, Free Software</i>	335
Chapter 21: Learning with Free Educational Software	337
Chapter 22: Fun with Arcade, Simulation, Puzzle, Strategy, and 3D Games	351
Chapter 23: A Friendly, Free, and Powerful Alternative to Windows XP	363
<i>Part VI: The Part of Tens</i>	375
Chapter 24: Ten Lists of More Great Free Software and Stuff: A Directory	377
Chapter 25: Ten Unreasonable Advantages of Free Software	385
<i>Appendix: Installing Programs Using KPackage and Installation Wizards</i>	391
<i>Index</i>	397

Table of Contents

Introduction 1

About This Book	1
How to Use This Book	3
Foolish Assumptions	3
Conventions Used in This Book	3
How This Book Is Organized	4
Part I: Plunging Into Free Software	4
Part II: Using Powerful, Free Office Software	4
Part III: Exploring the Internet — More Easily, More Securely, and More Featurefully	4
Part IV: Using Powerful, Free Multimedia Software	5
Part V: Learning and Playing with Free Software	5
Part VI: The Part of Tens	5
Appendixes	5
Icons Used in This Book	6
Where to Go from Here	6

Part I: Plunging Into Free Software 7

Chapter 1: How to Use Tons of Powerful, Free Software — Fast9

Exploring the Web with Mozilla Firefox	10
Downloading and Installing Mozilla Firefox for Windows, Mac OS X, and GNU/Linux	11
Reading Mail with Mozilla Thunderbird	13
Manipulating Images Digitally	14
Downloading and installing the GIMP for Windows	16
Downloading and installing the GIMP for Mac OS X or GNU/Linux	16
Free Internet Telephone and Conference Calls	17
Recording and Editing Sound	18
Downloading Audacity	18
Installing Audacity	19
Using Office Software	20
Processing words	20
Making calculations	20
Building databases	22
Creating Web pages	22
Drawing clip art and more	23
Making presentations	23
Generating PDF documents	25
Downloading and installing OpenOffice.org	25



3D Art and Animation28
Creating Diagrams29
iPodder: The Podcast Receiver30
Learning31
Having Fun32
Powerful, Secure, Free: GNU/Linux Operating System34
Getting Support34
 Searching the support forum archives35
 Asking questions35
 Where to go for support36

Chapter 2: The Best Places to Get Free Software 37

Searching Out the Best of the Best for Windows37
 WinLibre38
 The Open CD project39
 The OSSwin Project41
 My Open Source41
Exploring tons of free software for Macintosh OS X41
Finding the Best Free Software for GNU/Linux42
For All Platforms42

Part II: Using Powerful, Free Office Software45

Chapter 3: Word Processing with OpenOffice.org Writer 47

Getting Started47
 Creating a new document48
 Opening documents and importing from
 Microsoft Word or other word processors49
 Word versus Writer compatibility50
Editing Basics51
 Choosing your text style, size, and color52
 Using the ruler to set margins and tabs52
 Aligning your text53
 Cutting, copying, and pasting53
 Undo and redo53
 Inserting and overwriting modes54
 Zooming54
Finding and Replacing55
AutoCorrecting and Word Completing57
 Adding words and shortcuts to the replacement table57
 Enabling or disabling Word Completion58
Using the Spellcheck and Thesaurus59
 AutoSpellchecking59
 Spellchecking59
 Finding the right words with the Thesaurus61

Recording Changes	61
Showing and hiding changes	62
Accepting and rejecting changes	62
Adding comments to changes	63
Working with Large Documents	64
Using a master document	64
Using the Navigator	66
Creating a table of contents	67
Creating an index	68
Saving and Exporting Your Document	70
Saving as Writer, Microsoft Word, and more	70
Protecting your document	71
Exporting as PDF	71

Chapter 4: Formatting Your Writer Documents 73

Formatting Pages	73
Setting page size, margins, orientation, and layout	74
Creating columns	75
Formatting Paragraphs	76
Line spacing and paragraph indenting	76
Adding borders	78
Automatic Numbering and Bullets	79
Formatting, Rotating, and Precisely Positioning Characters	80
Adding Style with the Stylist	81
Touring the Stylist	81
Applying styles	83
Adding a new style	84
Modifying a style	85
Using and Creating Templates	86
Creating a template	87
Opening a template	87
Modifying a template	88
Inserting and Linking Pictures	88
Resizing and positioning a picture	89
Anchoring a picture	91
Aligning a picture	92
Wrapping text around a picture	92
Adjusting color, brightness, contrast, and transparency	93
Filtering a picture	93
Adding Headers and Footers	94
Creating headers and footers for every page in a document	94
Inserting fields into headers and footers	95
Adding Footnotes	95
Printing	95
Using Page Preview to preview a document	96
Setting printing options and printing	97

Chapter 5: Creating Spreadsheets with OpenOffice.org Calc99

Getting Started	99
Creating a new Calc spreadsheet	99
Opening and importing spreadsheets	100
Excel versus Calc compatibility	101
Getting to Know Your Calc Spreadsheet	101
Entering data	102
Changing column widths and row heights	103
Inserting and deleting columns and rows	103
Selecting ranges	104
Formatting Cells and Tables	105
Formatting text	106
Formatting numbers	106
Formatting dates, currency, and more	107
Moving Around in Your Spreadsheet	108
Autofilling Cells	109
Generating a consecutive sequence	109
Generating any sequence	110
Autofilling with text or a formula	110
Turning Off the Grid	111
Naming Tables	111
Sorting	113
Using the Sort Descending or Sort Ascending buttons	113
Using the Sort dialog box	113
Filtering	114
AutoFiltering	114
Using the Standard Filter	115
Saving and Exporting a Document	116
Protecting your document	117
Exporting as PDF	117

Chapter 6: Juggling Numbers in Calc119

Adding and Subtracting	119
Dragging the border	120
Canceling your formula	121
Typing in your range	122
Inserting your formula manually	122
Entering Mathematical Formulas	122
Cutting, Copying, and Pasting Cells, Ranges, and Formulas	123
Absolute and relative addressing	123
Copying and pasting formulas	124
Using Functions	125
Inserting functions with the Function Wizard	125
Troubleshooting functions	127
Editing functions and formulas	128

Using Date and Time functions129
 Using Financial functions129
 Using Database functions129
 Using Logical functions131
 Preparing to Print131
 Previewing your printout using Page Preview131
 Inserting headers and footers132
 Changing the page size133
 Adjusting automatic page breaks133
 Inserting manual page breaks133
 Using Page Break Preview134
 Printing a Spreadsheet134

Chapter 7: Building Databases with OpenOffice.org Base135

Getting the Basics of Base135
 You are not alone! Base to the rescue136
 Using Base with MySQL, dBase, and more136
 Creating a New Database137
 Setting up your tables139
 Designing and using forms142
 Querying your database146

Chapter 8: Creating Reports from Your Database149

Generating Reports Using the Report Wizard150
 Registering your database, address book, or spreadsheet150
 Creating a report using the Report Wizard152
 Mail Merging154
 Creating a spreadsheet for your mail merge155
 Creating the form letter156
 Generating the mail merge159

***Part III: Exploring the Internet — More Easily,
 More Securely, and More Featurefully 161***

**Chapter 9: Surfing and Searching the
 Web Securely with Mozilla Firefox163**

Using Tabs, Bookmarks, and Other Basics164
 Using tabs for convenience165
 Bookmarking165
 Seeing and searching your History167
 Setting Your Preferences169
 Assigning your home page or home pages170
 Getting rid of annoying pop-ups
 (and keeping the good pop-ups)170
 Installing and Using Search Plug-ins171

Turbo-searching in Firefox	173
Reading RSS News Feeds with Live Bookmarks	174
Adding and Using Extensions to Firefox	175

Chapter 10: Reading E-mail with Mozilla Thunderbird177

Migrating Your Mail to Thunderbird	178
Migrating from Outlook, Outlook Express, Mozilla, or Netscape using the wizard	179
Migrating from Eudora or Netscape Communicator using the wizard	179
Migrating from other e-mail programs	179
Creating Your E-mail Account	181
Setting up one or multiple e-mail accounts	181
Using Thunderbird to access your AOL mail	182
Composing and Sending E-mail and Attachments	182
Spellchecking	184
Configuring Thunderbird Your Way	184
Searching Your Mail	184
Teaching Thunderbird to Recognize and Filter Junk Mail	185
Using Message Filters	186
Using the Smart Address Book	188
Using Thunderbird's Built-in RSS Support	189
Using Advanced Security Features	191
Extensions	191

Chapter 11: Publishing Your Own Web Pages with OpenOffice.org Writer193

Getting Started	193
Creating a new Web page	194
Converting your Writer document into a Web page	195
Converting your existing Writer document into a Web site using styles as links	195
Converting multiple documents from Writer to HTML using the Web Page Wizard	196
Creating Tables	199
Adding a table	199
Adding text into your table	200
Getting the right look for your table	200
Adding pictures	201
Creating Hyperlinks	201
Internet hyperlinks	202
Mail hyperlinks	203
Linking to other documents or to other places in the same document	203
Viewing Your HTML	204

Chapter 12: Enjoying Podcasts with iPodder	207
Exploring the Interface	207
Selecting Podcasts	208
Playing Audio Files	209
Setting Preferences	210
Chapter 13: Making Free Phone Calls with Skype	211
What You Need to Get Started	212
Setting Up	213
Downloading and installing Skype	213
Signing up	213
Adding Contacts	216
Making and Receiving Calls	217
Making Conference Calls	218
Using SkypeOut	219
Giving yourself credit	219
Calling with SkypeOut	220
Instant Messaging	220
Troubleshooting	221
Setting up your firewall	221
Dealing with an echo or delay	222
Getting Help	222

***Part IV: Using Powerful, Free Multimedia Software*223**

Chapter 14: Creating Graphics with OpenOffice.Org Draw	225
Exploring the Interface	225
Creating Your Own Clip Art	226
Adding shapes, lines, arrows, and text	226
Merging, intersecting, and subtracting shapes	228
Grouping shapes	228
Creating polygons and curves	229
Pulling points	230
Distorting, rotating, and flipping	231
Aligning and arranging	232
Duplicating and Cross-fading	232
Adding Transparency and Glows	234
Adding Gradients	236
Creating 3D	236
Adding shadows	237
Using the 3D Objects toolbar	238
Creating 3D rotation objects	238
Adding textures and modifying lighting	238

Chapter 15: Making Presentations with OpenOffice.Org Impress	239
Getting Started	240
Creating a new presentation	240
Opening an existing presentation or importing a PowerPoint presentation	243
Defining a Master Slide	244
Assigning your own background for the master slide	244
Assigning styles to the master slide	246
Creating Slides	246
Inserting slides	247
Modifying and ordering slides	247
Adding notes	248
Creating charts	248
Adding Transition Effects and Sound Effects	250
Presenting a Slide Show	251
Showing slides	251
Saving a custom slide order	252
Presenting with the Navigator	252
Saving or Exporting a Slide Show	253
Saving in Impress format or PowerPoint format	254
Exporting to SWF	254
Exporting to HTML	254
Chapter 16: Digital Imaging with the GIMP	259
Touring the Interface	259
Opening an Image File into the Image Window	261
Creating a New Image Window	261
Pasting an Image into a New Image Window	263
Cropping and Resizing Pictures	263
Selecting Areas of an Image	264
Rectangular or elliptical areas	265
Hand-drawn selection areas	266
Selecting by color	267
Selecting with the Scissors tool	267
Cutting, Copying, Scaling, Rotating, and Flipping a Selection	268
Scaling a selection	268
Rotating an image	270
Flipping an image	270
Working with Layers	270
Fundamentals of Layering	271
Creating layers	272

Working with Colors, Patterns, and Gradients273
 Adding colors273
 Adding gradients and patterns273
 Using color tools275
 Saving an Image277

Chapter 17: Drawing and Filtering Images in the GIMP279

Using the GIMP’s Drawing Tools279
 The Paintbrush, Pencil, and Airbrush tools280
 The Eraser tool281
 Retouching photos with the Clone tool282
 Adding, formatting, editing, and repositioning text284
 Using Filters284
 Color filters285
 Blur filters287
 Noise filters288
 Edge-detect filters289
 Enhance filters289
 Generic filters290
 Glass Effects filters290
 Light Effects filters291
 Distorts filters293
 Artistic filters294
 Map filters296
 Render filters298

Chapter 18: Drawing Diagrams with Dia301

Exploring the Interface301
 Diagramming Flowcharts, Networks,
 Electrical Circuits, UML, and More302
 Adding objects to your Canvas302
 Resizing and repositioning your object303
 Deleting an object303
 Modifying objects in your Canvas303
 Modifying objects in your Toolbox304
 Changing your line or arrow style304
 Adding color and inverting your foreground
 and background colors304
 Opening, saving, and exporting a Canvas304

Chapter 19: Creating 3D Animations with Blender	307
Understanding the Blender Interface	307
Creating a 3D World	309
Selecting and deselecting objects	310
Deleting an object	311
Creating an object	311
Viewing a 3D object as a solid or otherwise	312
Moving a 3D object	312
Scaling a 3D object	313
Rotating a 3D object	313
Viewing objects in a 3D world	314
Positioning the camera	316
Adding color, textures, and lighting effects to a 3D object	317
Editing the geometry of an object	321
Extruding a Logo	322
Rendering and Animating a Model	324
Rendering an image	324
Animating a 3D model	325
Loading and Saving Files	326
Chapter 20: Recording Sound with Audacity	329
Importing Sound	329
Recording Sound	330
Layering Sound	331
Adjusting Track Volumes Using the Envelope Tool	331
Selecting, Cutting, Pasting, Silencing, and Trimming Sound	332
Normalize, Noise Removal, Echo, Tremolo, and Other Effects	332
Exporting Files to MP3 or WAV	333
Part V: More Powerful, Free Software	335
Chapter 21: Learning with Free Educational Software	337
Training Your Ears with Solfege	337
Tux Paint for Kids	340
Getting started	340
Customizing stamps	340
Where to get Tux Paint	341
Exploring the Cosmos with Celestia	342
Moving around the universe	343
Where to get Celestia	343
Learning to Type with Tux Typing	344
Learning Fun with Gcompris	345
Flying with Flight Gear	348
Levels of difficulty	348
Where to Get Flight Gear	348

Chapter 22: Fun with Arcade, Simulation, Puzzle, Strategy, and 3D Games	351
GNU Chess	351
Freeciv	353
SuperTux	354
Trackballs	355
Circus Linux!	356
Crack Attack!	357
Enigma	358
BilliardGL	359
GLtron	360
LBreakout2	361
Chapter 23: A Friendly, Free, and Powerful Alternative to Windows XP	363
Downloading SimplyMEPIS	364
Installing SimplyMEPIS	364
Booting SimplyMEPIS from a CD-ROM	365
Configuring your Internet connection	367
Applications That Install with SimplyMEPIS	368
Installing SimplyMEPIS onto Your Hard Drive	370
Downloading and Installing More Free Software Applications	373
Getting Support	373
<i>Part VI: The Part of Tens</i>	375
Chapter 24: Ten Lists of More Great Free Software and Stuff: A Directory	377
Podcasting	377
Internet	378
Graphics	379
Utilities	379
Learning	380
Multimedia	381
Office	381
Photos and Graphics	382
Movies and Sound	383
Fonts	384
Chapter 25: Ten Unreasonable Advantages of Free Software	385
It's Free	385
It's Powerful	386
It's Virus-Free	386
It's Worry-Free	387

It's Supported by Enthusiastic Communities	387
It's Not Locked into a Single Platform	387
Choice Is Good	388
Nobody Is Spying on You	388
Upgrades Are Easy	388
No Worries About Data Lockout	389
<i>Appendix: Installing Programs Using KPackage and Installation Wizards</i>	<i>391</i>
Installing Free Software Using KPackage	392
Installing Using an Installation Wizard	394
Downloading With Mirrors	394
<i>Index</i>	<i>401</i>