Using OpenOffice
with Arts Council Application Forms

Guidelines for applicants

> **Please note:** the screenshots shown in this document are for illustration only. Depending on your set up, the screens you see might not be exactly the same as those shown here.

What is Open Office?

OpenOffice is an open-source software package that includes standard office tools such as word processing, spreadsheets, presentations, graphics, and databases.

'Open-source' means that the software is freely available for download.

OpenOffice is available in Windows, Mac and Linux versions.

With OpenOffice you can open files created with Microsoft Office tools, and you can save files in formats that are compatible with Microsoft Office.

Where to get OpenOffice

Download OpenOffice from http://www.openoffice.org/ only. Follow the prompts to install OpenOffice on your PC or Mac.

Please use OpenOffice version 4.0.1. or earlier. If a later version is used the form may not upload correctly. (The Open Office website does not have a download available for version 4.0.1. on a 64 bit operating system. However, Open Office for OS X 32-bit (x86) (DMG) can be downloaded onto a OS X 64-bit operating system as it will work for the purposes of filling in the application form).

Mac Users: Ensure that you click on the OpenOffice.dmg (disk image file) from your downloads folder or from the desktop.   A window will open and you have to drag and drop the OpenOffice.org application into the "Applications" folder. You can also save any other documents e.g. Readme that you might need later.

Do not attempt to fill in the form from the .dmg file on the desktop or in downloads. You have to drag and drop as follows and then eject the .dmg folder.

- Open the downloaded disk image by clicking on it
- Drag and drop the OpenOffice.org icon into the Applications folder or any other folder on your system.


- Start the software application by clicking its icon in the Applications folder.

Downloading and saving application forms

Application forms for Arts Council awards and schemes are created in Microsoft Word format, and are available for download from Online Services. For OpenOffice users, an application form is read-only until you save it within OpenOffice.

When you select the application form you want, you are asked whether you want to Open it or Save it. In other words, you can either open the form directly with OpenOffice or save it to your hard disk.
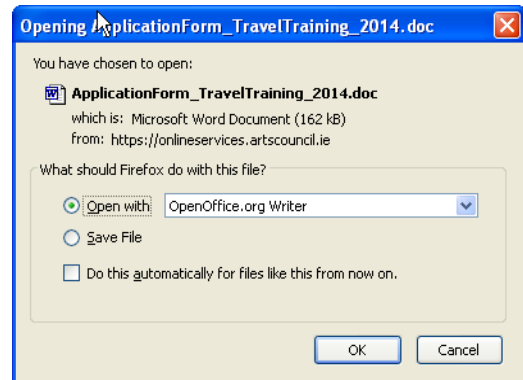
If you see a warning about macros when the form opens, this is not an error – just click OK.
Do not enable macros or change any other security settings on the form.

Open with

This option opens the file with OpenOffice.

You then need to save it using **File | Save as…**

Save file

This option saves the file in your browser's default download folder.

You then need to navigate to the file, open it, and save it using **File | Save as...**

In both cases, you need to save the application form in **.doc** or **.docx** format, and with a different filename – for example, add your initials at the end. (You need to use a different filename when you use **File | Save as…**).

Alternatively, you can save it with the same name in a different folder.
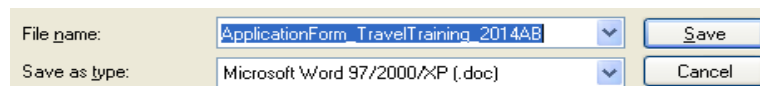

Saving application form: keep current format

As you work on the application form, save it in Microsoft Word format (**.doc** or **.docx** format).

Do not save the form in OpenOffice format (**.odf**) or any other format – if you do, the application form will become corrupt and you will not be able to upload it to Online Services.

If you are asked what format you want, choose **Keep Current Format**.
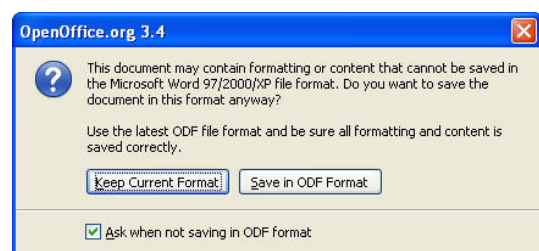
You don't have to complete the application form in one go – you can save your work and come back to it as often as you like before you upload the form to Online Services.

Working with application forms

In Microsoft Word, the forms are **protected,** and applicants may enter text only in the **entry fields** which are shown as grey boxes on the form.

For those using OpenOffice, however, the protection is removed, so you need to be careful not to change or enter data except in the grey **entry fields**.

To fill in an application form, there are two types of action you need to take:

- **Check boxes** – for example, to indicate that you have read the *Guidelines* and to say which artforms are applicable to you
- **Enter data in fields** – you enter details about your application: your name and ARN, a summary of what you propose etc.

Checkboxes

To check a checkbox, point your cursor at the box, and click.

If you make a mistake, click again to uncheck the box.

In some cases OpenOffice can prevent the checked boxes from displaying when the form is re-opened. If you have checked the boxes and saved the form, your selections are saved.

Entering data in fields

To enter data in a field, click in the grey box for the field. The cursor may change to a hand symbol to indicate when you can select the field. This brings up an Input Field box where you can make your entry.

The upper box is the field's **label** – don't edit this.
The lower box is where you enter your data.

Note that not all fields have labels.

Click OK when you have finished. You should then see the text you have entered on the form.

Fill in the all the fields that are appropriate to your application.

You can revisit what you have entered at any stage – just click on the grey shaded text area again to bring up the Input Field box and edit the text as you wish.