The basics of interoperability & migration

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The Document Lifecycle
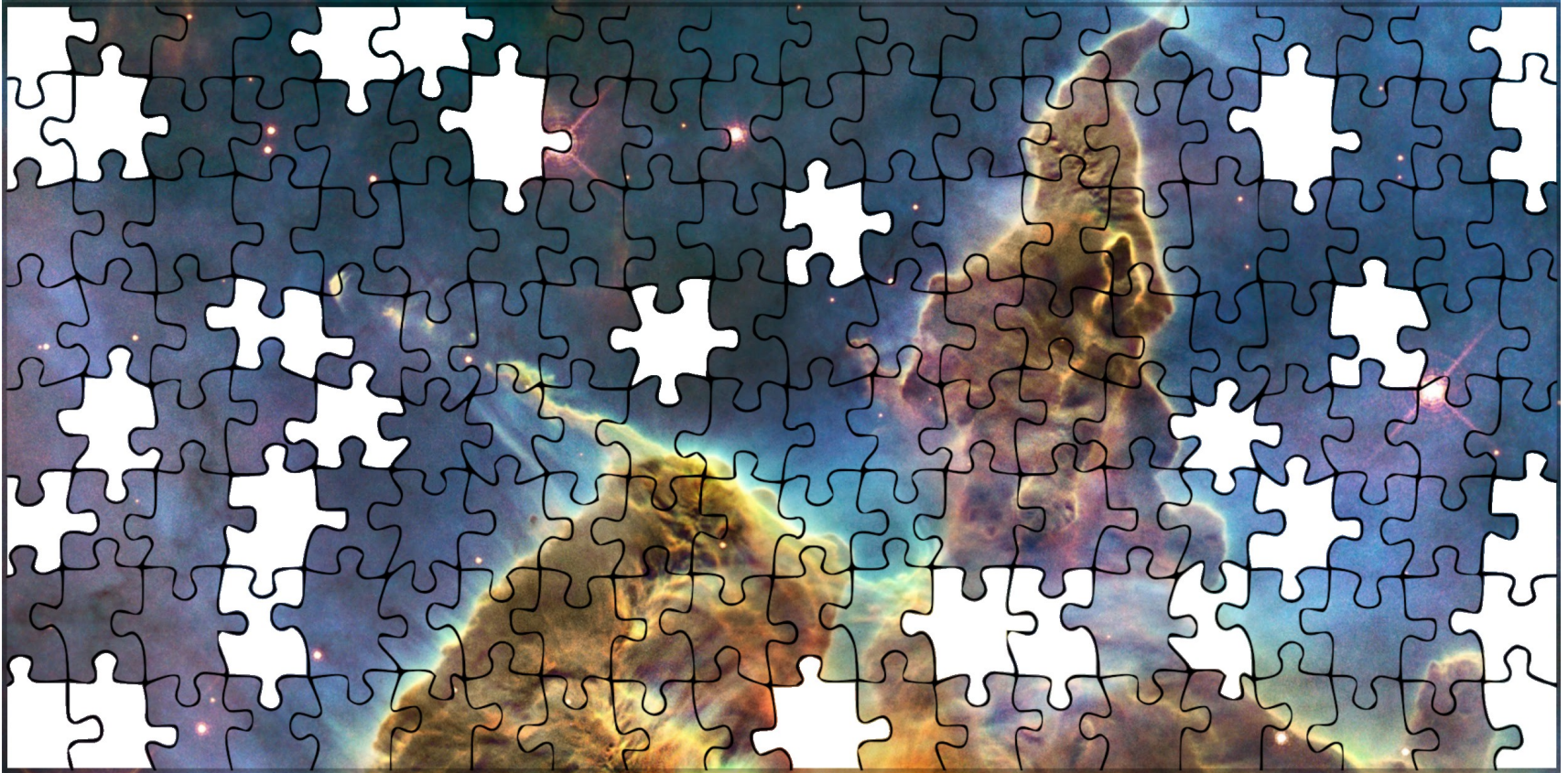
Creation

Approval

Storage

Distribution

Archival

Destruction

COOL allows you to stay in control of all aspects of the Document Lifecycle
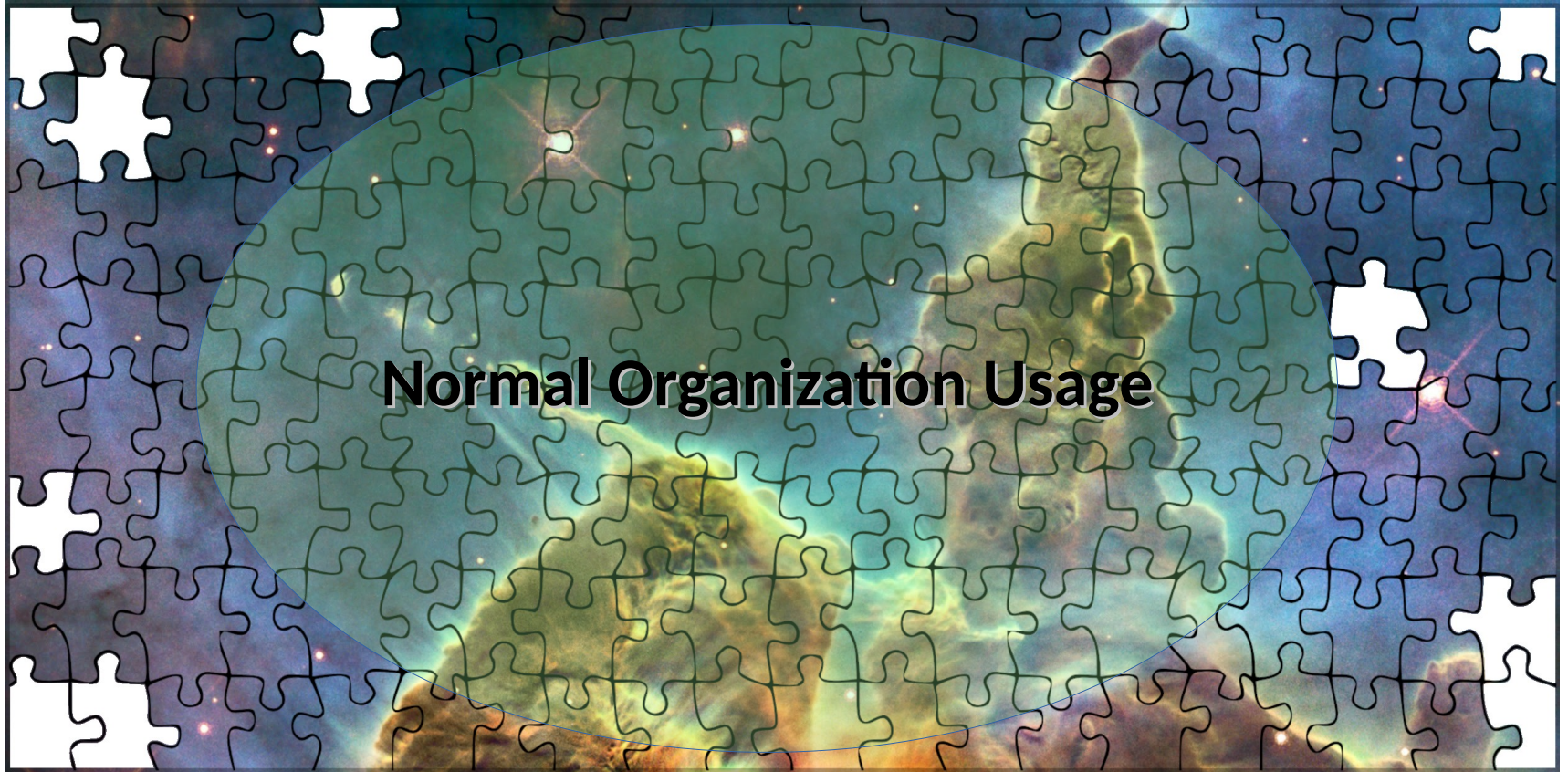
This is NOT what COOL is like

Also, not what COOL is like

But demonstrates more clearly that the few problems that might appear, are outside of normal usage
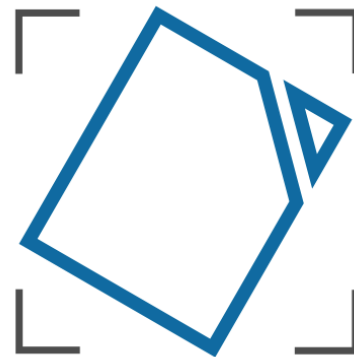

Normal Organization Usage

Comprehensive File Importer

Collabora Online supports a huge number of binary formats

- 175+ import filters: ...

  - Office 95 to Office 2017

  - Visio, Quark Express, Publisher

  - Keynote, Numbers, Pages, Works

- Clear focus on interop. With

  - DOC, XLS, PPT

  - DOCX, XLSX, PPTX

  - RTF

  - OpenDocument – ODT, ODS, ODP

Document Liberation Project

Alternative Fonts

Font metrics are embedded into documents

- We work hard to bundle and map metric compatible fonts

- Alternatively import your own fonts

  - Maintain maximum interoperability

Microsoft Office font	Compatible Open Font
Arial	Liberation Sans
Times New Roman	Liberation Serif
CourierNew	Liberation Mono
Arial Narrow	Liberation Sans Narrow
Cambria	Caleda
Calibri	Carlito
Symbol / Wingdings / Webdings	OpenSymbol + mappings

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A typical 'bug' in word processors

Don't Unnecessarily Switch Between Formats

- Once you have a document in a file format, keep it in that format, don't convert it unnecessarily

  - Tiny errors you might not notice at first will appear

- Use contemporary file formats, not rtf etc

- This will be problematic for any document editor

.doc .odt

.odt .docx

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See PDF as a Final Output

- Best thought of as print output – designed to be a final format

- PDF you can get right 100% of the time

Summary

Migrating to COOL is just change management

- Bring all your documents to a centralised office, allowing control of all 6 stages of the Document Lifecycle

- Most documents will work out the box – but experts are on hand to work on any interoperability needs

Best Practices

- Work in a collaborative environment

- Don't change document formats unnecessarily

- Use PDF's as a final format

Training

- Invest in your staff to improve your documents and prevent interoperability issues

Contribute with us to an open future

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Thank you!

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LibreOffice Technology

**Technical Day
COOL days**

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