

# SO, YOU'RE CONSIDERING OPENOFFICE.ORG.

*It's important to understand the potential impact on your business before you making a decision based on perceived license savings alone. Here are a few areas to consider before you rely on OpenOffice.org for your business.*

## OpenOffice.org May Not Be Free.

The cost of software goes beyond the acquisition cost. It is important to consider the total costs and total benefit including the acquisition cost, management and deployment costs in addition to the compromises or extra benefits of software alternatives.

Microsoft Office is the best productivity software in the market. Microsoft develops Office to meet the needs of users from beginner to advanced, and intentionally considers the effort and cost for organizations to manage and deploy the software. OpenOffice.org does not provide the same depth of functionality as

Microsoft Office and as a result will not meet the needs of some end users. This will force your organization to manage multiple software suites potentially increasing IT costs. When running a mixed software environment you are also running the risk of interoperability issues which could further increase IT and helpdesk costs, inhibit productivity, and generate end user frustration. Additional factors that could create higher costs include integration with your existing systems and applications like ERP and content management systems and OpenOffice.org updates. OpenOffice.org does not allow for incremental software updates. Instead OpenOffice.org requires a complete uninstall and reinstall every time you need to update the software.

"The company paid too much for using open-code OpenOffice.org software — efficiency of the operations was decreasing. The problem required immediate solution, at the same time we had to address it in a deliberate and careful fashion."

*Leonid Medvediev  
Head of IT Department, CJSC SPC  
Borshadivskiy Chemical and Pharmaceutical Plant*

## Why Compromise?

Office drives increasing business value through innovations that span basic functionality, like copy and paste, to advanced features like business intelligence. OpenOffice.org does not deliver a complete productivity suite. Critical components like email and calendaring are absent, not to mention equivalent software to Publisher, OneNote, Business Contact Manager and SharePoint Workspace. OpenOffice.org also lacks some commonly used features, for instance; OpenOffice.org does not ship with commonly used functionality like a grammar check, clipart, SmartArt or Pivot Charts. Organizations may have to fill these application gaps with product extensions, additional software or customizations adding to cost and complexity.

*Learn more about what you miss, visit [www.whymicrosoft.com](http://www.whymicrosoft.com) and get the facts today.*

## Limited Collaboration.

Technology can enhance the way people work together. Collaboration technology should facilitate ease of sharing, and trust in the fidelity of information shared. To facilitate collaboration, Office 2010 has many new features including co-authoring, integration with the Microsoft Unified Communications technologies in addition to the new online companion applications, the Office Web Applications. People using OpenOffice.org are limited to using email and document repositories to share and edit documents one person at a time to take advantage of advanced collaboration technologies will require additional software and possibly customization. In addition to sharing documents information formatting integrity is critical. OpenOffice.org can read and output many file types, however formatting, calculations, layout, and macros may not be preserved when sharing with non OpenOffice.org users. Whether you have a mixed group of users or plan to share documents with people outside of your organization you may not be able to trust that people receive the document with the intended content and formatting.

## Securing Sensitive Information.

Document security is important whether you want to lock down a work in progress or restrict access to sensitive content. OpenOffice.org is limited to only password protecting files. Although password protected documents can be effective, they do not ensure security and may cause additional complexity. Microsoft Office provides a robust set of features for securing documents that reduces the risk and cumbersomeness of password only protection. Information Rights Management (IRM) allows individuals and administrators to specify permissions to documents, workbooks, and presentations. This

"I consider myself a power user of Microsoft Office, but I spent several hours each week for a month looking through online forums and blogs to get proficient with OpenOffice.org."

*Ria Xenja  
Educator  
Orange County Public Schools*

helps prevent sensitive information from being printed, forwarded, or copied by unauthorized people. After permission for a file has been restricted using IRM, the access and usage restrictions are enforced no matter where the information is.

## Considering the Future.

20 years ago, productivity software was introduced to improve on manual systems of communicating and managing business. Today productivity software has grown into a sophisticated set of tools that go beyond the rudimentary software of 20 years ago. New technologies in collaboration, communications, business intelligence, and online services are converging with the core productivity software applications. As new advances in technology become standard features in the productivity suite you want to ensure that the software you use will meet your needs today and over the next few years. OpenOffice.org may be limited in providing the next generation of productivity, lacking the ecosystem of enabling server and consumer collaboration technologies like SharePoint and SkyDrive. Choosing Microsoft Office will help ensure that you can take advantage of the next generation of productivity software.