

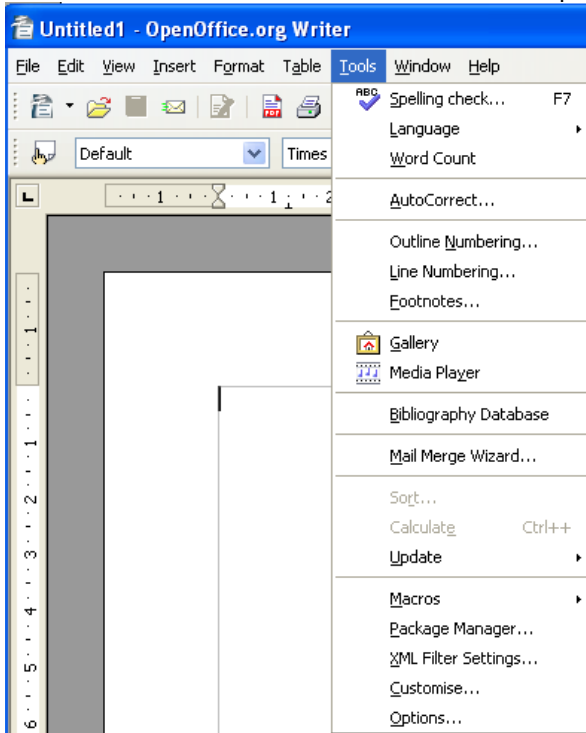
Open Office Configuration Notes

Open Office is a free equivalent to Microsoft Office that is available from www.openoffice.org.

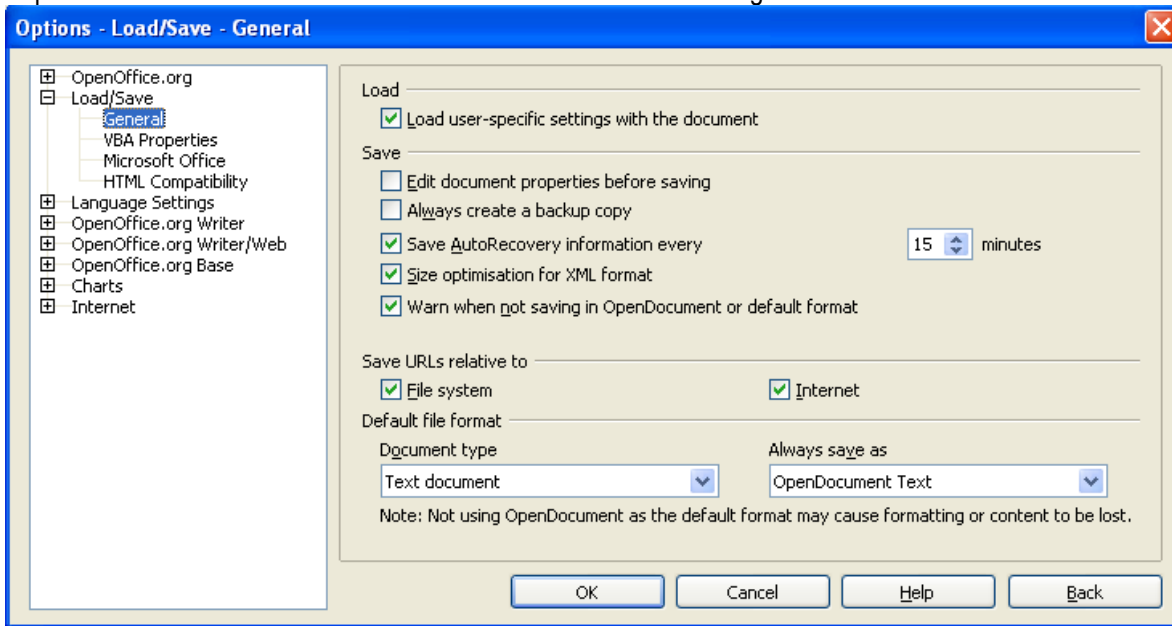
If you are running Open office there is one tweak you will need to make a settings change to the way it saves documents so that it creates files in recognisable Microsoft Office formats.

Load up the OpenOffice.org Writer.

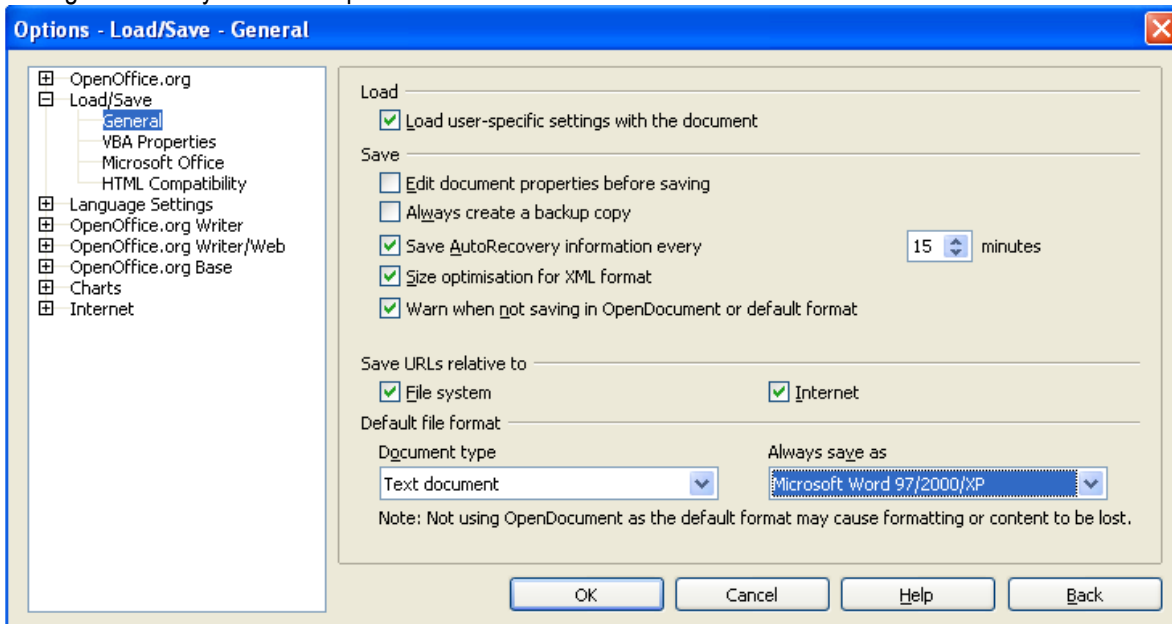
Click on Tools on the menu bar and then click on options (bottom option).



Expand the Load/Save section on the menu and click on General to get this view.



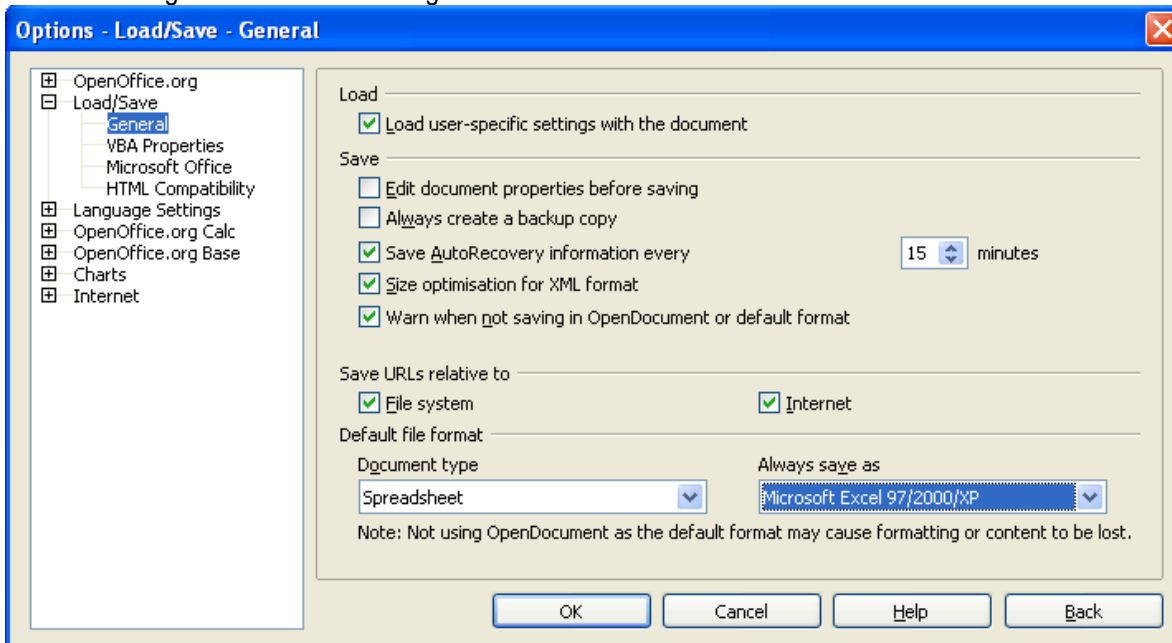
Change the “Always save as” option to Microsoft Word 97/2000/XP



Click OK

Close the Writer program and open OpenOffice.org Calc, the spreadsheet program. Go to the Tools menu and options as before.

This time change the Load/Save settings to match this screenshot:



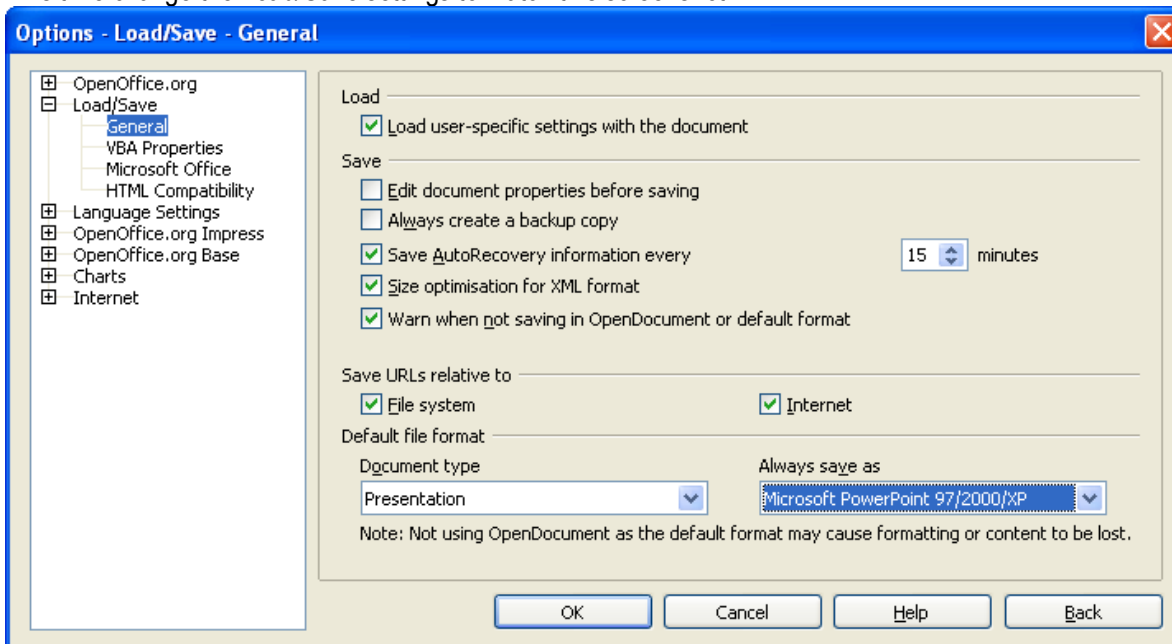
Document type: Spreadsheet

Always save as: Microsoft Excel 97/2000/XP

Click OK

Close the Calc program and open OpenOffice.org Impress, the presentation program. Go to the Tools menu and options as before.

This time change the Load/Save settings to match this screenshot:



Document type: Presentation

Always save as: Microsoft PowerPoint 97/2000/XP

Click OK and close the Impress program.