

To Save OpenOffice Documents in Microsoft Office Compatible Format

Sarah Campbell, SMS 2/4/08

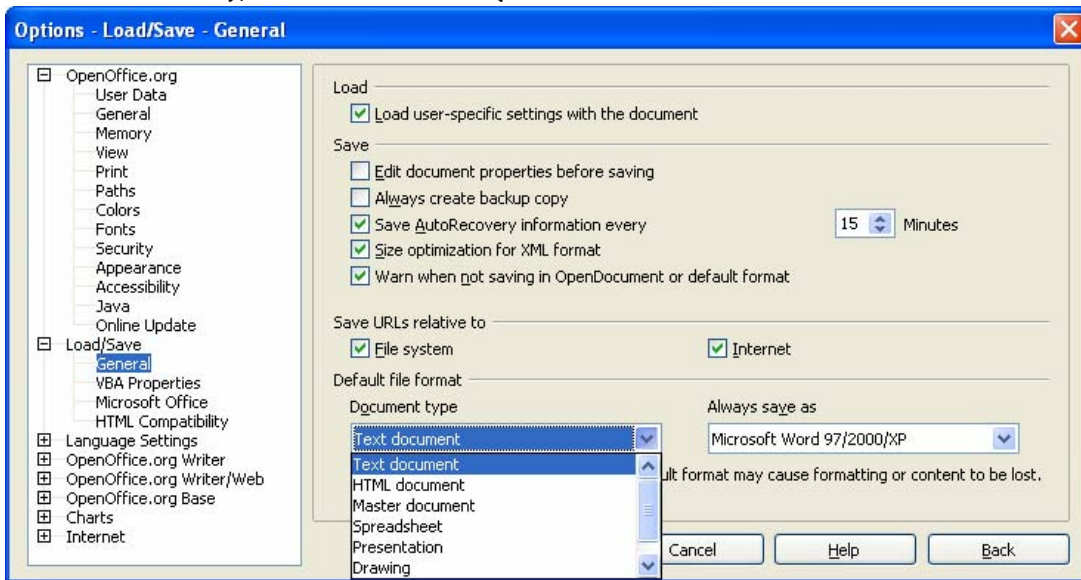
These settings need to be changed only once. They will be automatically saved.

- *on Thin clients, once for each user account (it is saved in the user account on the server, not on the thin client machines themselves);*
- *on Windows computers, they need to be changed once on every machine that the user logs onto (settings are saved on each machine under each user's account).*

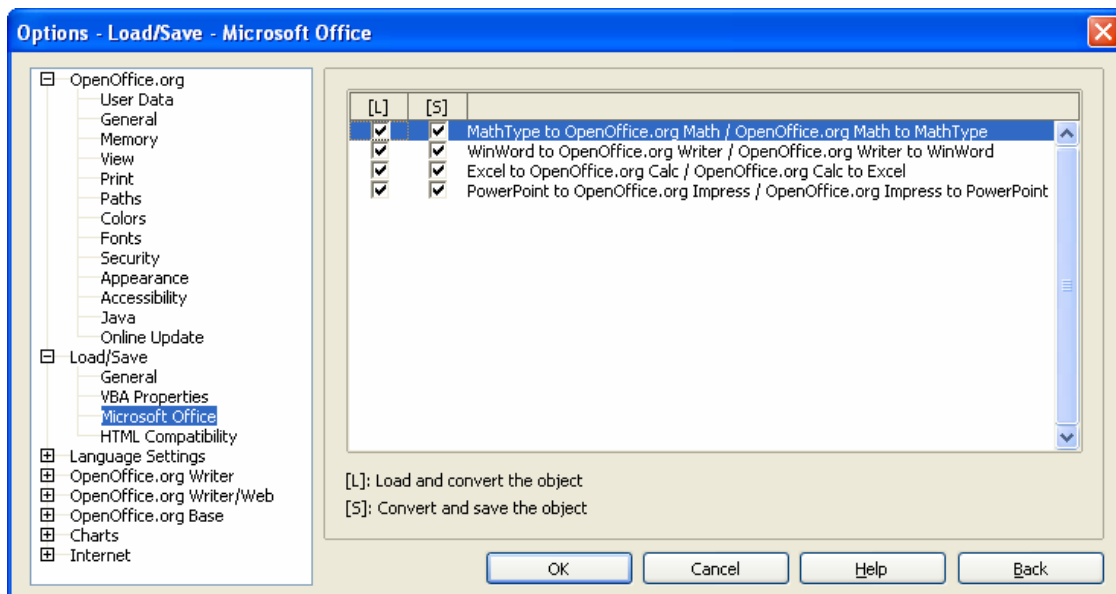
In OpenOffice writer, go to "Tools" > "Options".

Click the next to "Load/Save". Click "General".

At the bottom, in the "Document type" dropdown, choose "Text document". Then in the "Always save as" dropdown, choose "Microsoft Word 97/2000/XP". Do the same for Spreadsheet ("Always save as" Microsoft Excel 97/2000/XP), and Presentation (save as Microsoft PowerPoint 97/2000/XP).



Under "Load/Save" in the left pane, choose "Microsoft Office", check all 8 boxes: 4 under "L" and 4 under "S" (load and save).



Click "OK" and the settings will be saved for that user.