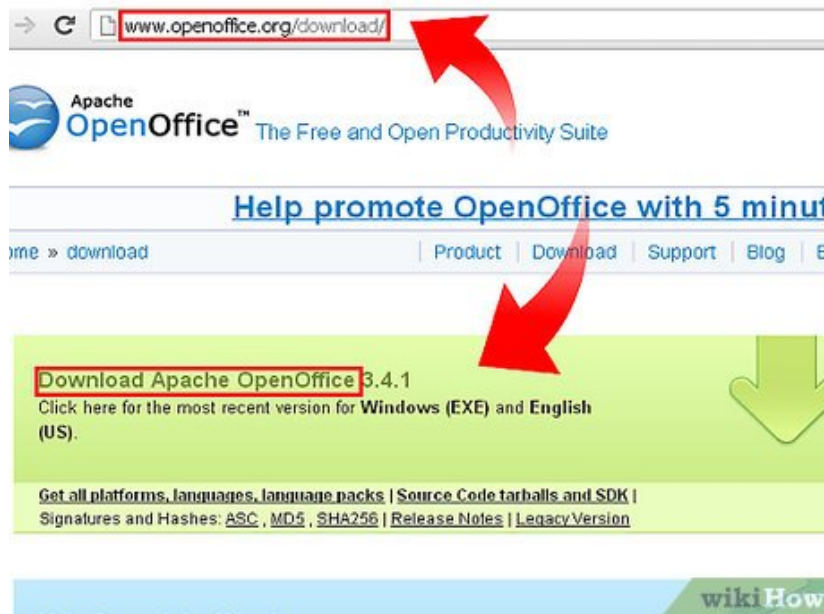


How to Create Documents in OpenOffice That Will Work With Other Software

Despite the recent spread of the Open Document Format (.odf) among government agencies, most people still use Microsoft Word. Fact is, the document format (.doc) that Microsoft Word uses has become a de facto standard even though documents...

Method 1 of 2:

One Time



1.

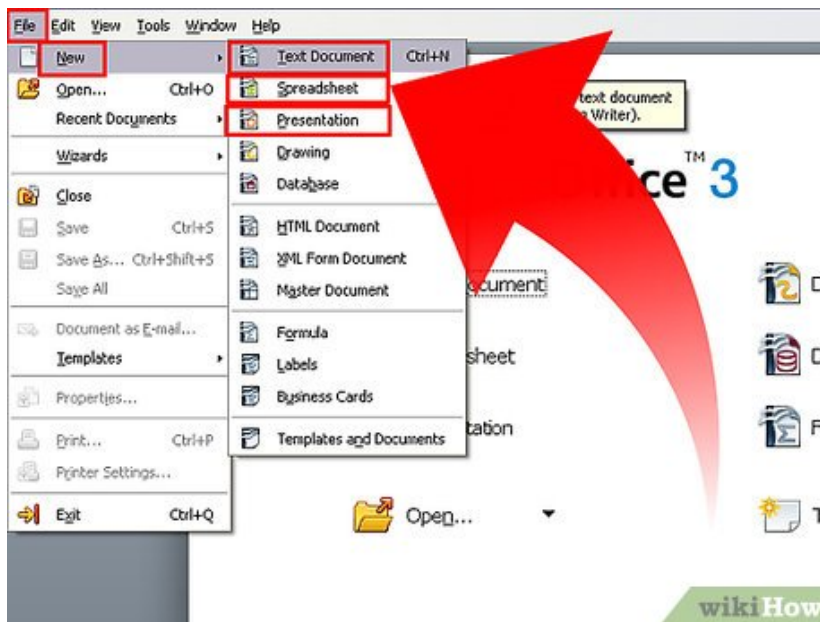
Go to OpenOffice.org and download the latest OpenOffice.

2.

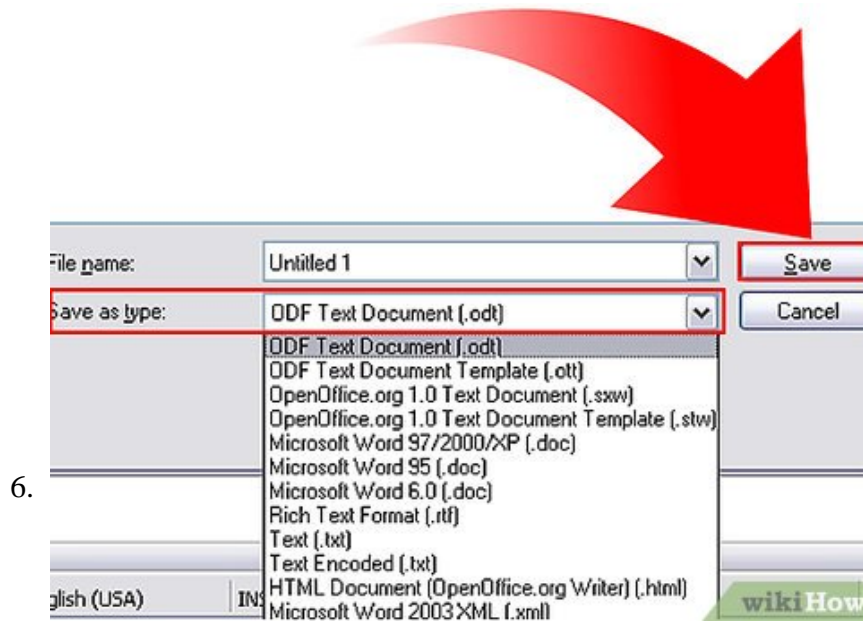


Install it, then use Writer for word processing, Calc for spreadsheets, and Impress for slideshows. Base is another useful one that makes databases, but it is rather difficult to get it to work with MS Access.

3.



Create a document.



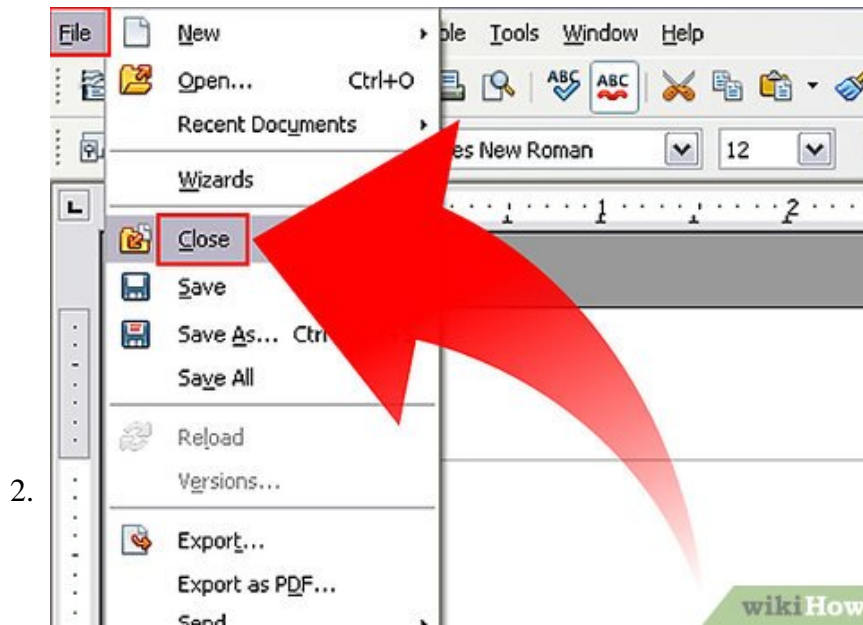
If you plan to edit the file later on your computer, save a copy of the file in Open Document Format to your hard disk too.

Method 2 of 2:

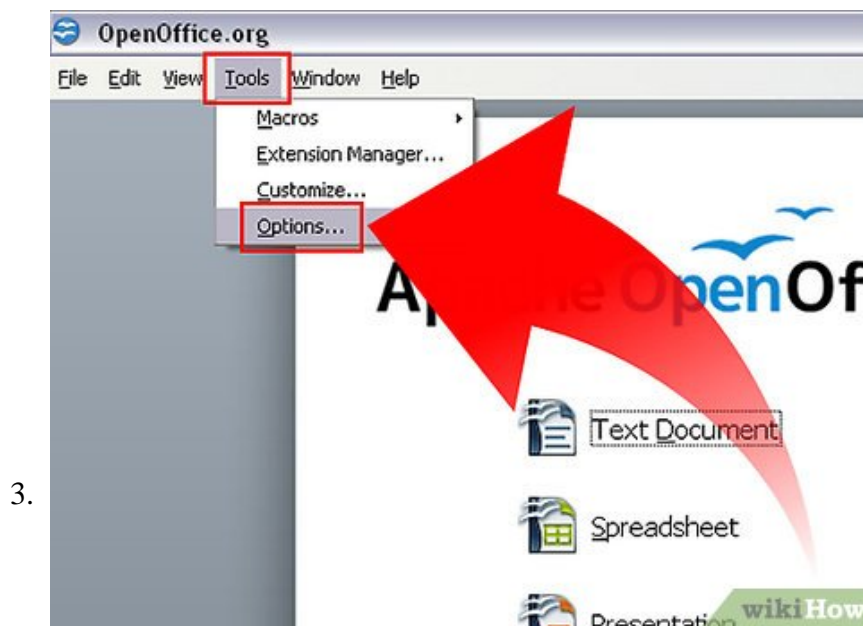
Default



Open OpenOffice

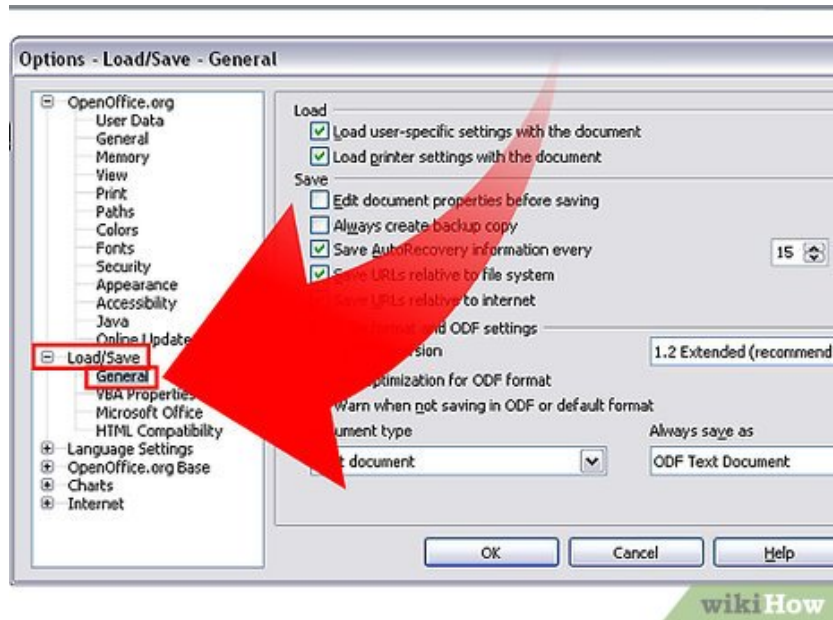


if it opens a document pane and not the one on the right, close the document by going to File > Close, NOT File > Exit.



Go to Tools>Options

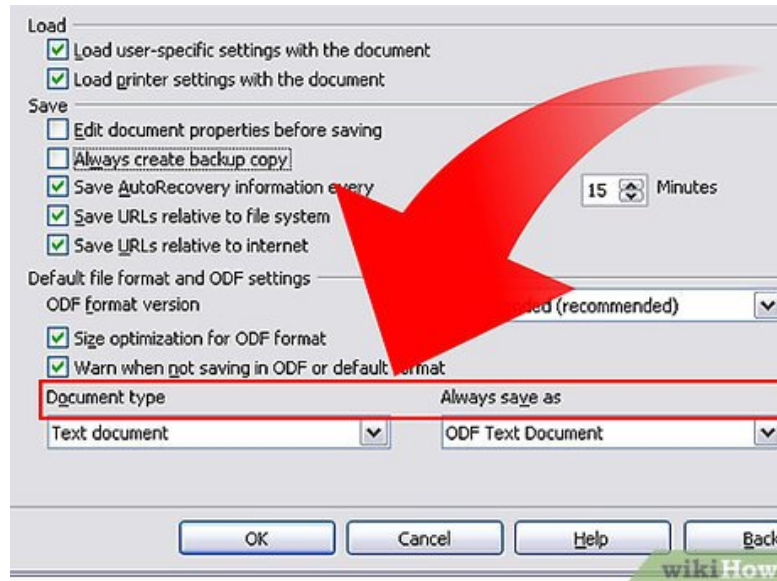
4.



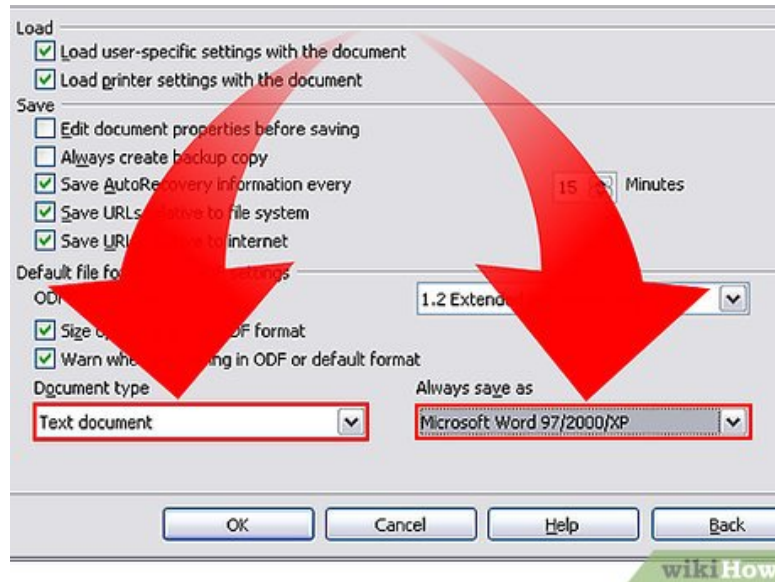
Click the + next to Load/Save then click General

5. In the Default File Format And ODF Settings Set The Following

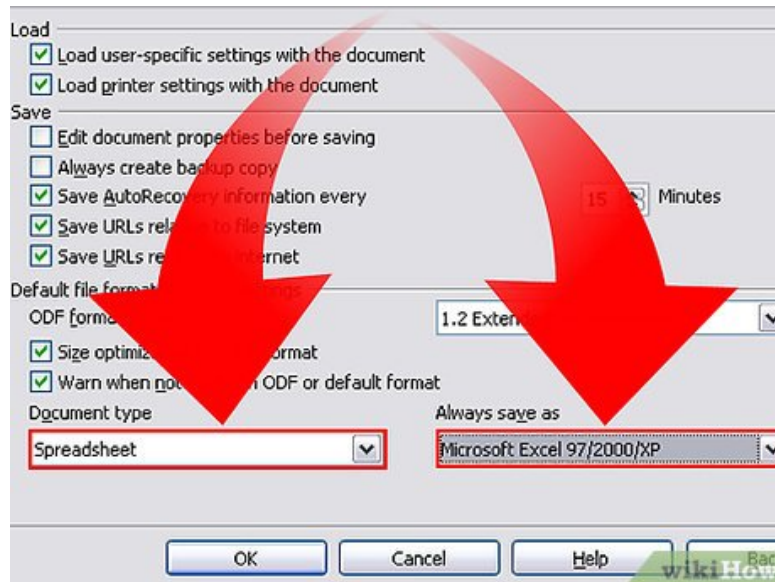
1. Document Type => Always Save As



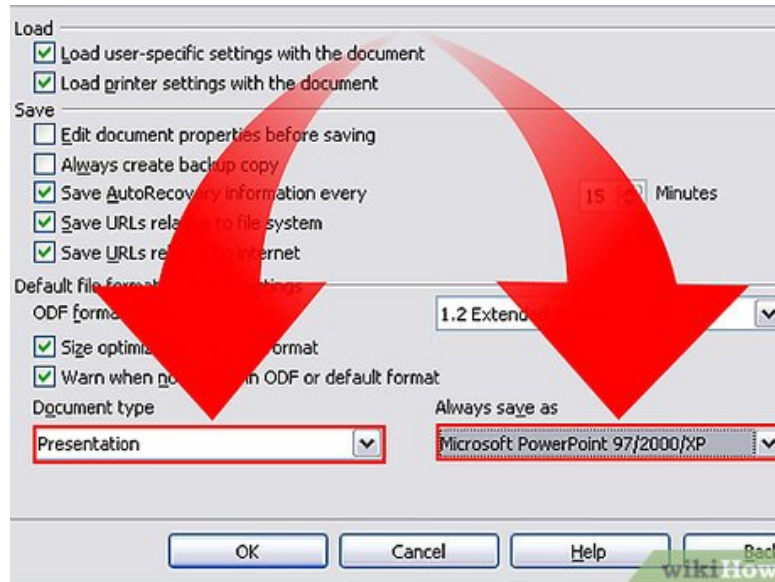
2. Text Document => Microsoft Word 97/2000/XP



3. Spreadsheet => Microsoft Excel 97/2000/XP



4. Presentation => Microsoft PowerPoint 97/2000/XP



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